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

PINOLE CITY COUNCIL
MEETING AGENDA

July 21, 2026
5:30 PM
Attend in Person: PINOLE CITY COUNCIL CHAMBERS - 2131 PEAR STREET
OR
Attend VIA ZOOM TELECONFERENCE – Details provided below

How to Submit Public Comments:

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

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

From a PC, Mac, iPad, iPhone or Android:
https://us02web.zoom.us/j/89335000272

Webinar ID: 893 3500 0272

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

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

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

Written Comments:

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

OTHER WAYS TO WATCH THE MEETING

LIVE ON CHANNEL 30 AND CHANNEL 1070. Meetings are broadcast again the following week on channels 30 and 1070 (previously channel 26). The Pinole Community TV program schedule is published on the City's website at www.Pinole.gov/PCTV.

VIDEO-STREAMED LIVE ON THE CITY'S WEBSITE, www.Pinole.gov/PCTV. Meeting videos remain archived on the site for five (5) years. Pinole Community TV can also be streamed live from Roku, Apple TV, or Amazon Fire.

TEMPORARY NOTICE: Some Comcast subscribers may also be able to see PCTV Government Media programming on Channel 30 while we work through an FCC must-carry requirement.

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

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

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

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

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

2. LAND ACKNOWLEDGMENT

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

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

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

4. CONVENE TO A CLOSED SESSION

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

A. **CONFERENCE WITH LABOR NEGOTIATORS**
Gov. Code § 54957.6
Agency designated representatives: City Manager, Naomi Kelly, City Attorney, Eric Casher, Human Resources Director, Stacy Shell, Finance Director, Markisha Guillory, and Gregory Ramirez, IEDA
Employee organization: AFSCME Local 1, AFSCME local 512, the Pinole Police Employees Association (PPEA), and the Management Compensation Plan (MCP).

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

6. CITIZENS TO BE HEARD (Public Comments)

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

7. REPORTS & COMMUNICATIONS

A. Mayor Report

1. Announcements

B. Mayoral & Council Appointments

C. City Council Committee Reports & Communications

D. Council Requests for Future Agenda Items

E. City Manager Report / Department Staff

F. City Attorney Report

8. RECOGNITIONS / PRESENTATIONS / COMMUNITY EVENTS

A. **Proclamations**

1. Bastille Day

B. **Presentations**

1. Update on Capital Projects, Maintenance Operations, and Permits by Public Works Director El-Guindy

9. CONSENT CALENDAR

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

A. Receive the July 4, 2026 – July 17, 2026, List of Warrants in the Amount of $1,189,049.27 and the July 3, 2026 Payroll in the Amount of $740,473.12.

B. Adopt A Resolution To Approve A List Of Projects For Fiscal Year 2026/27 Funded By SB 1: The Road Repair And Accountability Act Of 2017 **Action: Adopt Resolution per Staff Recommendation (Heba El-Guindy)**

C. Accepting and Declaring the Results of the Canvass of the June 2, 2026 Special Primary Municipal Election **Action: Adopt Resolution per Staff Recommendation (Heather Bell)**

10. PUBLIC HEARINGS

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

A. Conduct A Public Hearing And Adopt Resolution To Approve The Engineer's Report Containing The Annual Assessments For The Pinole Valley Road Landscape And Lighting Assessment District For Fiscal Year 2026/27, And Order Levy And Collection Of The Assessments **Action: Conduct Public Hearing and Adopt Resolution per Staff Recommendation (Heba El-Guindy)**

B. User and Regulatory Fee Updates **Action: Adopt Resolution per Staff Recommendation (Markisha Guillory)**

C. Introduce An Ordinance Adding Chapter 1.18 to Title 1 of the Pinole Municipal Code Relating to Statements of Economic Interest and Electronic and Paperless Filing of Campaign Disclosure Statements **Action: Introduce and Waive First Reading of Ordinance (Heather Bell)**

11. OLD BUSINESS

A. Authorize Response To Grand Jury Report No. 2604, "Pinole's Future: It's A Rough Road

Ahead" **Action: Approve and Authorize Response (Naomi Kelly)**

B. One-Time Revenue Policy And Prioritization Of Nonrecurring Resources **Action: Receive a Report and Provide Direction (Markisha Guillory)**

12. NEW BUSINESS

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

Open only to members of the public who did not speak under the first Citizens to Be Heard, Agenda Item 6 **Citizens may speak under any item not listed on the Agenda.** The time limit is 3 minutes for City Council items and is subject to modification by the Mayor. Individuals may not share or offer time to another speaker. Pursuant to provisions of the Brown Act, no action may be taken on a matter unless it is listed on the agenda, or unless certain emergency or special circumstances exist. The City Council may direct staff to investigate and/or schedule certain matters for consideration at a future meeting.

14. ADJOURNMENT to the Regular City Council Meeting of September 1, 2026 in Remembrance of Amber Swartz.

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

Heather Bell-Spears, CMC
City Clerk
POSTED: Thursday, July 16, 2026 at 4:40 pm

Proclamation

BASTILLE DAY
JULY 14, 2026

WHEREAS, *on July 14, 1789, the people of France stormed the Bastille prison in Paris, marking the beginning of their historic struggle against tyranny; and*

WHEREAS, *shortly thereafter, the National Assembly of France approved the Declaration of the Rights of Man and of the Citizen, affirming that "ignorance, neglect, or contempt of human rights are the sole causes of public misfortunes" and establishing principles of individual liberty; and*

WHEREAS, *the Declaration of the Rights of Man and of the Citizen, adopted the same year the United States approved its Bill of Rights, shared foundational themes including freedom of religion, freedom of the press, security in one's property and person, and due process in courts of law; and*

WHEREAS, *these documents proclaimed the inviolability of human rights on both sides of the Atlantic Ocean and have continued to inspire generations in their efforts to protect democratic values and uphold the dignity of all people; and*

WHEREAS, *in 2026, the world recognizes the 75th Anniversary of the Council of Europe, an international organization dedicated to promoting human rights, democratic governance, and cultural cooperation—values that echo the spirit of Bastille Day and reinforce the global importance of liberty and justice; and*

WHEREAS, *the City of Pinole remains committed to strengthening civic engagement, celebrating cultural heritage, and supporting efforts that advance freedom, equality, and democratic participation; and*

WHEREAS, *the City of Pinole is dedicated to appreciating and honoring diversity and the heritage of all of its residents.*

NOW, THEREFORE, I, ANTHONY TAVE, *Mayor of the City of Pinole, County of Contra Costa, State of California, on behalf of the City Council, do hereby proclaim* ***JULY 14, 2026 AS BASTILLE DAY*** *and call upon all people to observe this day with appropriate ceremonies and activities, and I urge them to renew their support for the just aspirations of all peoples who seek freedom and self-determination.*

ANTHONY TAVE
MAYOR of the City of Pinole

Dated: July 21, 2026

WARRANT LISTING
By Vendor Name

City of Pinole, CA

Payment Dates 7/4/2026 - 7/17/2026

Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
Vendor: 3021 - 4IMPRINT, INC.					
31694904	110337	07/10/2026	100-222-42514	SWAGS PD	6,225.39
				Vendor 3021 - 4IMPRINT, INC. Total:	**6,225.39**
Vendor: ALB01 - ALBANY STEEL INC.					
223850	110338	07/10/2026	100-343-44306	SUPPLIES FOR REPAIRS CY	917.12
				Vendor ALB01 - ALBANY STEEL INC. Total:	**917.12**
Vendor: 2063 - ALLIANT INSURANCE SERVICES, INC.					
3611090	110397	07/17/2026	100-116-42101	CONSULTING FEES JULY 2026	2,083.33
				Vendor 2063 - ALLIANT INSURANCE SERVICES, INC. Total:	**2,083.33**
Vendor: AME47 - AMERINATIONAL COMMUNITY SERVICES, INC.					
26-5153	110398	07/17/2026	100-117-42101	ANNUAL SERVICING FEE JUL. 26-JUN.27	9,000.00
				Vendor AME47 - AMERINATIONAL COMMUNITY SERVICES, INC. Total:	**9,000.00**
Vendor: 2005 - ANIMAL DAMAGE MANAGEMENT, INC					
10797C	110339	07/10/2026	100-345-42107	PEST CONTROL FENRNADEZ AND PVR PARKS	375.00
				Vendor 2005 - ANIMAL DAMAGE MANAGEMENT, INC Total:	**375.00**
Vendor: 1256 - B & H PHOTO - VIDEO, INC.					
245488469	110340	07/10/2026	505-119-47101	Atomos Sumo 19" SE HDR Monitor, Recorder, and Swit	1,973.49
245488469	110340	07/10/2026	505-119-47101	Atomos Sumo 19" SE HDR Monitor, Recorder, and Swit	5.00
				Vendor 1256 - B & H PHOTO - VIDEO, INC. Total:	**1,978.49**
Vendor: BAY34 - BAY AREA NEWS GROUP- EAST BAY					
0001478730	110399	07/17/2026	100-112-42514	CLASSIFIED ADS LEGAL JUNE 2026	78.54
0001478730	110399	07/17/2026	100-112-42514	CLASSIFIED ADS LEGAL JUNE 2026	92.82
0001478730	110399	07/17/2026	100-112-42514	CLASSIFIED ADS LEGAL JUNE 2026	173.40
				Vendor BAY34 - BAY AREA NEWS GROUP- EAST BAY Total:	**344.76**
Vendor: 2835 - BENEFIT COORDINATORS CORPORATION					
19056	110400	07/17/2026	100-110-41007	LIFE INSURANCE DISABILITY BENEFITS JUNE 2026	367.20
19056	110400	07/17/2026	100-110-41007	LIFE INSURANCE DISABILITY BENEFITS JUNE 2026	121.50
19056	110400	07/17/2026	100-111-41007	LIFE INSURANCE DISABILITY BENEFITS JUNE 2026	23.91
19056	110400	07/17/2026	100-111-41007	LIFE INSURANCE DISABILITY BENEFITS JUNE 2026	7.91
19056	110400	07/17/2026	100-112-41007	LIFE INSURANCE DISABILITY BENEFITS JUNE 2026	51.81
19056	110400	07/17/2026	100-112-41007	LIFE INSURANCE DISABILITY BENEFITS JUNE 2026	17.14
19056	110400	07/17/2026	100-112-41008	LIFE INSURANCE DISABILITY BENEFITS JUNE 2026	23.70
19056	110400	07/17/2026	100-113-41007	LIFE INSURANCE DISABILITY BENEFITS JUNE 2026	15.54
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19056	110400	07/17/2026	100-115-41007	LIFE INSURANCE DISABILITY BENEFITS JUNE 2026	25.62

Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
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Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
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19220	110400	07/17/2026	100-116-41007	LIFE INSURANCE DISABILITY JULY 2026	59.86
19220	110400	07/17/2026	100-116-41007	LIFE INSURANCE DISABILITY JULY 2026	19.80
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19220	110400	07/17/2026	100-221-41007	LIFE INSURANCE DISABILITY JULY 2026	362.63
19220	110400	07/17/2026	100-222-41007	LIFE INSURANCE DISABILITY JULY 2026	22.92
19220	110400	07/17/2026	100-222-41007	LIFE INSURANCE DISABILITY JULY 2026	69.26
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19220	110400	07/17/2026	100-223-41007	LIFE INSURANCE DISABILITY JULY 2026	124.67
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19220	110400	07/17/2026	100-465-41007	LIFE INSURANCE DISABILITY JULY 2026	14.84
19220	110400	07/17/2026	100-465-41008	LIFE INSURANCE DISABILITY JULY 2026	23.70
19220	110400	07/17/2026	105-221-41007	LIFE INSURANCE DISABILITY JULY 2026	17.71
19220	110400	07/17/2026	105-221-41007	LIFE INSURANCE DISABILITY JULY 2026	5.86
19220	110400	07/17/2026	107-221-41007	LIFE INSURANCE DISABILITY JULY 2026	24.84
19220	110400	07/17/2026	107-221-41007	LIFE INSURANCE DISABILITY JULY 2026	75.08
19220	110400	07/17/2026	107-342-41007	LIFE INSURANCE DISABILITY JULY 2026	5.72
19220	110400	07/17/2026	107-342-41007	LIFE INSURANCE DISABILITY JULY 2026	17.29

Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
19220	110400	07/17/2026	209-551-41007	LIFE INSURANCE DISABILITY JULY 2026	19.01
19220	110400	07/17/2026	209-551-41007	LIFE INSURANCE DISABILITY JULY 2026	57.44
19220	110400	07/17/2026	209-551-41008	LIFE INSURANCE DISABILITY JULY 2026	23.70
19220	110400	07/17/2026	209-552-41007	LIFE INSURANCE DISABILITY JULY 2026	19.47
19220	110400	07/17/2026	209-552-41007	LIFE INSURANCE DISABILITY JULY 2026	6.44
19220	110400	07/17/2026	209-552-41008	LIFE INSURANCE DISABILITY JULY 2026	40.53
19220	110400	07/17/2026	209-553-41007	LIFE INSURANCE DISABILITY JULY 2026	12.40
19220	110400	07/17/2026	209-553-41007	LIFE INSURANCE DISABILITY JULY 2026	4.10
19220	110400	07/17/2026	209-553-41008	LIFE INSURANCE DISABILITY JULY 2026	23.70
19220	110400	07/17/2026	209-554-41007	LIFE INSURANCE DISABILITY JULY 2026	10.71
19220	110400	07/17/2026	209-554-41007	LIFE INSURANCE DISABILITY JULY 2026	3.54
19220	110400	07/17/2026	209-554-41008	LIFE INSURANCE DISABILITY JULY 2026	23.70
19220	110400	07/17/2026	212-461-41007	LIFE INSURANCE DISABILITY JULY 2026	54.77
19220	110400	07/17/2026	212-461-41007	LIFE INSURANCE DISABILITY JULY 2026	18.12
19220	110400	07/17/2026	212-462-41007	LIFE INSURANCE DISABILITY JULY 2026	23.47
19220	110400	07/17/2026	212-462-41007	LIFE INSURANCE DISABILITY JULY 2026	70.94
19220	110400	07/17/2026	212-462-41008	LIFE INSURANCE DISABILITY JULY 2026	71.10
19220	110400	07/17/2026	500-641-41007	LIFE INSURANCE DISABILITY JULY 2026	163.23
19220	110400	07/17/2026	500-641-41007	LIFE INSURANCE DISABILITY JULY 2026	54.01
19220	110400	07/17/2026	500-641-41008	LIFE INSURANCE DISABILITY JULY 2026	189.60
19220	110400	07/17/2026	500-642-41007	LIFE INSURANCE DISABILITY JULY 2026	9.43
19220	110400	07/17/2026	500-642-41007	LIFE INSURANCE DISABILITY JULY 2026	28.49
19220	110400	07/17/2026	500-642-41008	LIFE INSURANCE DISABILITY JULY 2026	47.40
19220	110400	07/17/2026	505-119-41007	LIFE INSURANCE DISABILITY JULY 2026	9.80
19220	110400	07/17/2026	505-119-41007	LIFE INSURANCE DISABILITY JULY 2026	29.60
19220	110400	07/17/2026	505-119-41008	LIFE INSURANCE DISABILITY JULY 2026	47.40
19220	110400	07/17/2026	525-118-41007	LIFE INSURANCE DISABILITY JULY 2026	10.29
19220	110400	07/17/2026	525-118-41007	LIFE INSURANCE DISABILITY JULY 2026	31.06
19220	110400	07/17/2026	525-118-41008	LIFE INSURANCE DISABILITY JULY 2026	23.70
19220	110400	07/17/2026	998-20107	LIFE INSURANCE DISABILITY JULY 2026	13.00
19220	110400	07/17/2026	998-20107	LIFE INSURANCE DISABILITY JULY 2026	178.50
19220	110400	07/17/2026	998-20107	LIFE INSURANCE DISABILITY JULY 2026	2.10

Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
19220	110400	07/17/2026	998-20118	LIFE INSURANCE DISABILITY JULY 2026	433.50
			Vendor 2835 - BENEFIT COORDINATORS CORPORATION Total:		8,323.70
Vendor: BIR05 - BIRITE FOODSERVICE DISTRIBUTORS					
7268330	110341	07/10/2026	209-552-42108	FOOD PROGRAM PSC	234.25
7268331	110341	07/10/2026	209-552-43804	FOOD PROGRAM PSC	836.83
7268332	110341	07/10/2026	209-552-42108	FOOD PROGRAM PSC	634.66
7269939	110341	07/10/2026	209-552-43804	FOOD PROGRAM PSC	351.04
7272752	110401	07/17/2026	209-552-43804	FOOD PROGRAM PSC	1,172.25
			Vendor BIR05 - BIRITE FOODSERVICE DISTRIBUTORS Total:		3,229.03
Vendor: 2946 - BOB HALL & ASSOCIATES					
1075	110342	07/10/2026	100-116-42504	CM RECRUITMENT	9,550.00
			Vendor 2946 - BOB HALL & ASSOCIATES Total:		9,550.00
Vendor: 3145 - BRIAN ROSE					
062826-07012026	110402	07/17/2026	100-221-42302	REIMBURSEMENT MEALS AND PARKING	759.15
062826-07012026	110402	07/17/2026	100-221-42303	REIMBURSEMENT MEALS AND PARKING	302.00
			Vendor 3145 - BRIAN ROSE Total:		1,061.15
Vendor: 3056 - CALIFORNIA ENERGY COMMISSION					
06302026	110343	07/10/2026	212-462-37180	INTEREST EARNINGS AS OF 06302026	11,816.83
			Vendor 3056 - CALIFORNIA ENERGY COMMISSION Total:		11,816.83
Vendor: PER03 - CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTM					
100000018273872	110344	07/10/2026	100-111-41004	REPLACEMENT BENEFIT CONTRI FITZER	3,050.46
			Vendor PER03 - CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTM Total:		3,050.46
Vendor: 3211 - CALIFORNIA TURF EQUIPMEN & SUPPLY INC.					
723029	110403	07/17/2026	160-345-47104	TURF GRADER/GROOMER FORCE Z23SLT + ADDTL EQUIPMENT	13,744.70
723030	110403	07/17/2026	160-345-47104	TURF GRADER/GROOMER FORCE Z23SLT + ADDTL EQUIPMENT	60,512.44
			Vendor 3211 - CALIFORNIA TURF EQUIPMEN & SUPPLY INC. Total:		74,257.14
Vendor: 2830 - CANVA US, INC.					
04923-72189372	110345	07/10/2026	525-118-42510	TAX INVOICE FY26-27	2,250.00
			Vendor 2830 - CANVA US, INC. Total:		2,250.00
Vendor: CDW01 - CDW GOVERNMENT INC.					
AJ84L3I	110404	07/17/2026	525-118-47106	LEVITON VELCRO BULK ROLL BLACK	50.45
AJ8716F	110404	07/17/2026	525-118-47106	SEAGATE EXOS	3,979.54
AJ87G1V	110404	07/17/2026	525-118-47106	LVO MONITORS	7,180.19
AJ88L1Y	110404	07/17/2026	525-118-47106	CURVED MONITOR PD DISPATCH	4,820.97
AJ8A99Y	110404	07/17/2026	525-118-47106	LVO MONITORS	7,882.88
AJ8AK9P	110404	07/17/2026	525-118-47106	LVO MONITORS	10,694.25
AJ8P32E	110346	07/10/2026	100-221-47106	NETWORK SURVEILLANCE CAMERA DOME	1,034.28
AJ8VU4P	110405	07/17/2026	525-118-47106	UBIQUITI SWITCH	924.17
AJ8W74K	110404	07/17/2026	525-118-47106	STARTECH BUL CABLE AND MISC	622.11
AJ9DJ6N	110404	07/17/2026	525-118-47106	VERTIV LITHIUM BATTERY BACKUP	3,047.97
			Vendor CDW01 - CDW GOVERNMENT INC. Total:		40,236.81
Vendor: 2060 - CENTRAL CONCRETE SUPPLY CO., INC.					
2606-191349	110347	07/10/2026	100-342-42514	FILL SAND	81.59
2606-191608	110347	07/10/2026	100-345-44306	INFIELD MIX YD	2,513.70
			Vendor 2060 - CENTRAL CONCRETE SUPPLY CO., INC. Total:		2,595.29

Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
Vendor: 2410 - CENTRALSQUARE TECHNOLOGIES, LLC.					
465238	110348	07/10/2026	525-118-42106	SUBSCRIPTIONS 07292026-07282027	50,069.98
				Vendor 2410 - CENTRALSQUARE TECHNOLOGIES, LLC. Total:	**50,069.98**
Vendor: 2229 - CHAPLIN AND HILL INVESTIGATIVE SERVICES LLC					
PINOLE 26_6	110406	07/17/2026	100-221-42101	INVESTIGATION JUNE 2026	5,353.17
				Vendor 2229 - CHAPLIN AND HILL INVESTIGATIVE SERVICES LLC Total:	**5,353.17**
Vendor: MUR05 - CHRISTINE MURRAY RUIZ					
06292026	110349	07/10/2026	209-553-42302	REIMBUR MEALS, HOTEL TRANSPORTATION CPRS CONFERENC	470.38
06292026	110349	07/10/2026	209-553-42303	REIMBUR MEALS, HOTEL TRANSPORTATION CPRS CONFERENC	81.00
				Vendor MUR05 - CHRISTINE MURRAY RUIZ Total:	**551.38**
Vendor: CIT08 - CITY MECHANICAL, INC					
3485	110350	07/10/2026	100-222-42107	HVAC PUBLIC SAFETY BLDG	1,206.00
3510	110350	07/10/2026	100-343-42107	HVAC CORP YARD	1,969.59
3511	110350	07/10/2026	100-231-42107	HVAC FIRE STATION 74	1,016.69
3577	110350	07/10/2026	100-222-42107	HVAC PUBLIC SAFETY BLDG.	1,906.39
3626	110350	07/10/2026	100-222-42107	HVAC PUBLIC SAFETY BLDG	2,105.00
4325	110350	07/10/2026	100-222-42107	HVAC PUBLIC SAFETY BLDG	420.00
4516	110350	07/10/2026	100-222-42107	HVAC PUBLIC SAFETY BLDG	7,933.00
4569	110350	07/10/2026	100-222-42107	HVAC PUBLIC SAFETY BLDG	1,455.00
4679	110350	07/10/2026	209-557-42108	BOILERS REPAIRS SWIM CENTER	667.50
				Vendor CIT08 - CITY MECHANICAL, INC Total:	**18,679.17**
Vendor: 2289 - CLEAN WORLD GREASE TRAP SERVICES					
10489	110407	07/17/2026	209-552-42107	GREASE TRAPS CLEANING PSC	175.00
				Vendor 2289 - CLEAN WORLD GREASE TRAP SERVICES Total:	**175.00**
Vendor: 2384 - CLEARSOURCE FINANCIAL CONSULTING					
UFC0726-463	110408	07/17/2026	100-115-42101	COMPREHENSIVE FEE STUDY	29,640.00
				Vendor 2384 - CLEARSOURCE FINANCIAL CONSULTING Total:	**29,640.00**
Vendor: COM20 - COMCAST					
0413784-06182026	110409	07/17/2026	525-118-43106	INTERNET TINY TOT 06232026-07222026	214.67
				Vendor COM20 - COMCAST Total:	**214.67**
Vendor: COM28 - COMMUNITY VIOLENCE SOLUTIONS					
FY26-27	110410	07/17/2026	100-222-42101	CHILDREN'S INTERVIEW CENTER FY26-27	594.59
				Vendor COM28 - COMMUNITY VIOLENCE SOLUTIONS Total:	**594.59**
Vendor: 2626 - CONSOR NORTH AMERICA, INC.					
N202830CA.00-71	110351	07/10/2026	325-342-47205	RO1710 PRELIMINARY DESIGN SERVICES	1,130.90
				Vendor 2626 - CONSOR NORTH AMERICA, INC. Total:	**1,130.90**
Vendor: 3252 - CONTRA COSTA COMMUNITY COLLEGE DISTRICT					
CCC-061126	110352	07/10/2026	100-116-42504	RENTAL OF FACILITY FOR TESTING	476.00
				Vendor 3252 - CONTRA COSTA COMMUNITY COLLEGE DISTRICT Total:	**476.00**
Vendor: CON09 - CONTRA COSTA COUNTY FIRE PROTECTION DISTRICT					
FY2627-JUL	110353	07/10/2026	100-231-42101	FIRE PROTECTION SERVICES JULY 2026	162,583.22
FY2627-JUL	110353	07/10/2026	105-231-42101	FIRE PROTECTION SERVICES JULY 2026	184,291.31
FY2627-JUL	110353	07/10/2026	106-231-42101	FIRE PROTECTION SERVICES JULY 2026	201,419.47
				Vendor CON09 - CONTRA COSTA COUNTY FIRE PROTECTION DISTRICT Total:	**548,294.00**

Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
Vendor: CONA7 - CONTRA COSTA FAMILY JUSTICE ALLIANCE					
2026Pinole-08	110411	07/17/2026	100-221-42101	POLICE CHIEFS ASSOCIATION CONTRI 01025-12312025	374.57
			Vendor CONA7 - CONTRA COSTA FAMILY JUSTICE ALLIANCE Total:		**374.57**
Vendor: 1539 - CORE PSYCHOLOGICAL CORPORATION					
9219	110354	07/10/2026	100-221-42101	PRE EMPLOYMENT SCREENING	500.00
			Vendor 1539 - CORE PSYCHOLOGICAL CORPORATION Total:		**500.00**
Vendor: 1445 - CORTEZ TIRES AND AUTO REPAIR					
32683	110355	07/10/2026	100-221-42107	VEHICLE CHECK ENGINE CATALYTIC CONVERTER BATTERY	2,006.41
			Vendor 1445 - CORTEZ TIRES AND AUTO REPAIR Total:		**2,006.41**
Vendor: CPS01 - CPS- HR CONSULTING					
TR-INV007662	110412	07/17/2026	100-116-42504	ENTRY LEVEL CLERICAL EXAM	3,403.96
			Vendor CPS01 - CPS- HR CONSULTING Total:		**3,403.96**
Vendor: 2777 - DETAIL ORIENTED					
DO0131-06/26	110356	07/10/2026	100-221-42107	PATROL DETAILING 06102026-06242026	660.00
			Vendor 2777 - DETAIL ORIENTED Total:		**660.00**
Vendor: 1443 - DIESEL DIRECT WEST, INC.					
87343959	110357	07/10/2026	100-10601	GASOLINE UNL CY	2,239.39
87360524	110357	07/10/2026	100-10601	GASOLINE UNL CORP YARD	2,692.39
			Vendor 1443 - DIESEL DIRECT WEST, INC. Total:		**4,931.78**
Vendor: 2682 - EAN SERVICES, LLC					
90182677093	110413	07/17/2026	100-221-42514	RENTAL CAR	274.60
90182747054	110413	07/17/2026	100-221-42514	RENTAL CAR	198.51
90182945048-1	110413	07/17/2026	100-221-42514	RENTAL CAR	701.38
			Vendor 2682 - EAN SERVICES, LLC Total:		**1,174.49**
Vendor: EAS27 - EAST BAY REGIONAL COMM SYSTEM AUTHORITY					
20270027	110358	07/10/2026	100-222-42101	OPERATING AND SERVICE 070126-06302027 PD	43,608.00
			Vendor EAS27 - EAST BAY REGIONAL COMM SYSTEM AUTHORITY Total:		**43,608.00**
Vendor: EBM01 - EBMUD					
303032-06242026	110359	07/10/2026	310-348-43102	2677 Pinole Valley Rd--Irrigation Use Only	172.98
4354474-06242026	110359	07/10/2026	100-343-43102	2937 Pinole Valley Rd--Tennis Court Restrooms	87.78
464595-06302026	110359	07/10/2026	209-554-43102	635 Tennent Ave--Pinole Youth Center/CTV	48.15
464595-06302026	110359	07/10/2026	505-119-43102	635 Tennent Ave--Pinole Youth Center/CTV	48.15
464596-06302026	110359	07/10/2026	107-345-43102	2310 Park St--Fernandez Park Baseball Field	9,123.10
465395-06302026	110359	07/10/2026	107-345-43102	1095 Nob Hill Ave--Parks & Gardens--Meadow Park	2,324.14
465422-06302026	110359	07/10/2026	500-641-43102	80 TENNENT AVE--WASTE WATER TREATMENT PLANT	1,872.58
465569-06302026	110359	07/10/2026	100-343-43102	601 Tennent Ave--Memorial Hall	115.96
465923-06302026	110359	07/10/2026	100-231-43102	880 Tennent Ave--Public Safety Facility/Building	766.86
524589-06302026	110359	07/10/2026	107-345-43102	592 Marlesta Rd--Irrigation Use Only	2,128.92
529821-06302026	110359	07/10/2026	209-552-43102	2500 Charles St--Senior Center	908.88
529852-06302026	110359	07/10/2026	209-552-43102	2500 Charles St--Senior Center	1,423.71
540499-06302026	110359	07/10/2026	100-343-43102	1230 Pinole Valley Rd--Irrigation Use Only	53.70
541397-06302026	110359	07/10/2026	100-343-43102	1601 Marlesta Rd--Irrigation Use Only	53.70
544461-06302026	110359	07/10/2026	100-110-43102	2131 Pear St--Offices--City Hall	4.67

Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
544461-06302026	110359	07/10/2026	100-111-43102	2131 Pear St--Offices--City Hall	11.21
544461-06302026	110359	07/10/2026	100-112-43102	2131 Pear St--Offices--City Hall	10.28
544461-06302026	110359	07/10/2026	100-115-43102	2131 Pear St--Offices--City Hall	30.46
544461-06302026	110359	07/10/2026	100-116-43102	2131 Pear St--Offices--City Hall	10.28
544461-06302026	110359	07/10/2026	100-117-43102	2131 Pear St--Offices--City Hall	82.24
544461-06302026	110359	07/10/2026	100-343-43102	2131 Pear St--Offices--City Hall	146.53
544461-06302026	110359	07/10/2026	200-342-43102	2131 Pear St--Offices--City Hall	26.17
544461-06302026	110359	07/10/2026	212-461-43102	2131 Pear St--Offices--City Hall	9.91
544461-06302026	110359	07/10/2026	212-462-43102	2131 Pear St--Offices--City Hall	26.35
544461-06302026	110359	07/10/2026	285-464-43102	2131 Pear St--Offices--City Hall	7.85
544461-06302026	110359	07/10/2026	505-119-43102	2131 Pear St--Offices--City Hall	7.85
545474-06302026	110359	07/10/2026	100-110-43102	2131 Pear St--Offices--City Hall	9.59
545474-06302026	110359	07/10/2026	100-111-43102	2131 Pear St--Offices--City Hall	23.01
545474-06302026	110359	07/10/2026	100-112-43102	2131 Pear St--Offices--City Hall	21.09
545474-06302026	110359	07/10/2026	100-115-43102	2131 Pear St--Offices--City Hall	62.50
545474-06302026	110359	07/10/2026	100-116-43102	2131 Pear St--Offices--City Hall	21.09
545474-06302026	110359	07/10/2026	100-117-43102	2131 Pear St--Offices--City Hall	168.71
545474-06302026	110359	07/10/2026	100-343-43102	2131 Pear St--Offices--City Hall	300.61
545474-06302026	110359	07/10/2026	200-342-43102	2131 Pear St--Offices--City Hall	53.68
545474-06302026	110359	07/10/2026	212-461-43102	2131 Pear St--Offices--City Hall	20.32
545474-06302026	110359	07/10/2026	212-462-43102	2131 Pear St--Offices--City Hall	54.06
545474-06302026	110359	07/10/2026	285-464-43102	2131 Pear St--Offices--City Hall	16.10
545474-06302026	110359	07/10/2026	505-119-43102	2131 Pear St--Offices--City Hall	16.10
554167-06302026	110359	07/10/2026	107-345-43102	1600 Primrose Lane--Irrigation Use Only	797.56
554625-06302026	110359	07/10/2026	100-343-43102	601 Tennent Ave--Memorial Hall	340.84
565169-06302026	110359	07/10/2026	201-343-43102	2100 San Pablo Ave--Offices--Faria House	90.88
570108-06292026	110359	07/10/2026	310-347-43102	1303 Pinole Valley Rd--Irrigation Use Only	1,220.94
6101342-06302026	110359	07/10/2026	201-343-43102	2100 SAN PABLO AVE-IRRIGATION USE ONLY	70.74
				Vendor EBM01 - EBMUD Total:	**22,790.23**
Vendor: 2950 - ENVIRONMENTAL INNOVATIONS, INC.					
3687	110414	07/17/2026	106-466-42101	SUBCONTRACTOR EXPENSES	2,944.00
				Vendor 2950 - ENVIRONMENTAL INNOVATIONS, INC. Total:	**2,944.00**
Vendor: 2853 - EVERON, LLC					
161189003	110415	07/17/2026	209-553-42108	MONITORING SYSTEM TINY TOTS	120.70
				Vendor 2853 - EVERON, LLC Total:	**120.70**
Vendor: 2921 - FORD PRO					
INV47544283	110361	07/10/2026	100-221-42107	FORD TELEMATICS PD	80.00
				Vendor 2921 - FORD PRO Total:	**80.00**
Vendor: FOR02 - FORENSIC SERVICES DIVISION					
PINPD-2605	110362	07/10/2026	100-221-42101	BILLABLE SERVICES ALCOHOL, FORENSIC DNA TOXICOLOGY	3,107.00
PINPD-2605-Supp	110362	07/10/2026	100-221-42101	BLOOD WITHDRAWAL SERVICES	254.10
				Vendor FOR02 - FORENSIC SERVICES DIVISION Total:	**3,361.10**
Vendor: GLO08 - GLOBALSTAR					
000000115103844	110416	07/17/2026	525-118-43101	DATA SEARCH	135.85
				Vendor GLO08 - GLOBALSTAR Total:	**135.85**
Vendor: 3253 - HILDA HERNANDEZ					
06202026	110417	07/17/2026	209-20308	FULL SECURITY DEPOSIT RENTAL 06202026 PSC	600.00
				Vendor 3253 - HILDA HERNANDEZ Total:	**600.00**

Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
Vendor: HIL03 - HILLTOP FORD					
FOCS435019	110363	07/10/2026	100-221-42107	BATTERY STARTER TIRES	2,196.81
				Vendor HIL03 - HILLTOP FORD Total:	**2,196.81**
Vendor: HOM01 - HOME DEPOT CREDIT SERVICE					
JUNE 2026	110418	07/17/2026	100-222-42108	CITYWIDE PURCHASES	2.33
JUNE 2026	110418	07/17/2026	100-222-42108	CITYWIDE PURCHASES	81.77
JUNE 2026	110418	07/17/2026	100-222-42108	CITYWIDE PURCHASES	36.77
JUNE 2026	110418	07/17/2026	100-222-42108	CITYWIDE PURCHASES	662.49
JUNE 2026	110418	07/17/2026	100-222-42108	CITYWIDE PURCHASES	16.34
JUNE 2026	110418	07/17/2026	100-222-42108	CITYWIDE PURCHASES	34.92
JUNE 2026	110418	07/17/2026	100-222-42108	CITYWIDE PURCHASES	1,020.27
JUNE 2026	110418	07/17/2026	100-222-42108	CITYWIDE PURCHASES	35.01
JUNE 2026	110418	07/17/2026	100-343-44306	CITYWIDE PURCHASES	238.38
JUNE 2026	110418	07/17/2026	100-343-44306	CITYWIDE PURCHASES	186.81
JUNE 2026	110418	07/17/2026	100-343-44306	CITYWIDE PURCHASES	1,121.49
JUNE 2026	110418	07/17/2026	100-343-44306	CITYWIDE PURCHASES	19.49
JUNE 2026	110418	07/17/2026	100-343-44306	CITYWIDE PURCHASES	627.46
JUNE 2026	110418	07/17/2026	100-343-44306	CITYWIDE PURCHASES	38.20
JUNE 2026	110418	07/17/2026	100-343-44306	CITYWIDE PURCHASES	6.54
JUNE 2026	110418	07/17/2026	100-343-44306	CITYWIDE PURCHASES	5.68
JUNE 2026	110418	07/17/2026	100-345-44306	CITYWIDE PURCHASES	69.29
JUNE 2026	110418	07/17/2026	209-552-44306	CITYWIDE PURCHASES	43.54
JUNE 2026	110418	07/17/2026	209-552-44306	CITYWIDE PURCHASES	35.89
JUNE 2026	110418	07/17/2026	209-552-44306	CITYWIDE PURCHASES	23.99
JUNE 2026	110418	07/17/2026	500-641-44306	CITYWIDE PURCHASES	67.58
JUNE 2026	110418	07/17/2026	500-641-44306	CITYWIDE PURCHASES	97.93
JUNE 2026	110418	07/17/2026	500-641-44306	CITYWIDE PURCHASES	186.94
JUNE 2026	110418	07/17/2026	500-641-44306	CITYWIDE PURCHASES	240.86
JUNE 2026	110418	07/17/2026	500-641-44306	CITYWIDE PURCHASES	32.59
JUNE 2026	110418	07/17/2026	500-642-44306	CITYWIDE PURCHASES	8.17
JUNE 2026	110418	07/17/2026	500-642-44306	CITYWIDE PURCHASES	8.14
JUNE 2026	110418	07/17/2026	500-642-44306	CITYWIDE PURCHASES	61.39
				Vendor HOM01 - HOME DEPOT CREDIT SERVICE Total:	**5,010.26**
Vendor: JWE01 - J. W. ENTERPRISES - NORTH					
274435	110364	07/10/2026	100-551-42511	PORTABLE TOILET RENTAL FARMER'S MKT	146.90
274886	110364	07/10/2026	209-551-42515	PORTABLE TOILET RENTAL 06282026 CAR SHOW	609.73
274887	110364	07/10/2026	209-551-42515	PORTABLE TOILET RENTAL CAR SHOW 06282026	408.01
				Vendor JWE01 - J. W. ENTERPRISES - NORTH Total:	**1,164.64**
Vendor: COR15 - JACQUELINE L CORL-SEIDEL					
JUNE 2026	110365	07/10/2026	209-552-42101	INSTRUCTOR FEE CLASSES PSC JUNE 2026	851.55
				Vendor COR15 - JACQUELINE L CORL-SEIDEL Total:	**851.55**
Vendor: 1611 - JANICE M. BYER					
JUNE 2026	110366	07/10/2026	209-552-42101	INSTRUCTOR FEE PSC JUNE 2026	450.00
				Vendor 1611 - JANICE M. BYER Total:	**450.00**
Vendor: 3250 - JESSICA SOTUYO					
06262026-1	110367	07/10/2026	209-554-36405	REFUND FOR WEEK 2 CANCELLATION	236.00
06292026	110367	07/10/2026	209-554-36405	REFUND FOR WEEK 6 CANCELLATION	236.00
				Vendor 3250 - JESSICA SOTUYO Total:	**472.00**
Vendor: 2977 - JOSE A. VARGAS					
07182026	110419	07/17/2026	209-552-38112	SECURITY SERVICES PSC 071826	810.00

Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
07192026	110419	07/17/2026	209-554-38112	SECURITY SERVICES PYC 071926	300.00
07252026	110419	07/17/2026	209-552-38112	SECURITY SERVICES PSC 072526	675.00
				Vendor 2977 - JOSE A. VARGAS Total:	**1,785.00**
Vendor: 2492 - KAPIL AMIN					
06302026	110368	07/10/2026	209-551-42515	REIMBURSEMENT GARDEN BARREL PLANTING	360.00
07012026	110368	07/10/2026	106-466-42101	REIMBURSEMENT FOR RECYCLED BANNER BAGS	172.00
				Vendor 2492 - KAPIL AMIN Total:	**532.00**
Vendor: KEN09 - KENNEDY AND ASSOCIATES, INC.					
25-205	110369	07/10/2026	207-344-42101	STORMWATER SUPPORT	326.20
25-224	110369	07/10/2026	207-344-42101	STORMWATER SUPPORT	69.90
26-006	110369	07/10/2026	207-344-42101	STORMWATER SUPPORT	384.45
26-007	110369	07/10/2026	207-344-42101	STORMWATER SUPPORT	256.30
26-008	110369	07/10/2026	207-344-42101	STORMWATER SUPPORT	283.20
26-024	110369	07/10/2026	207-344-42101	STORMWATER SUPPORT	233.00
26-025	110369	07/10/2026	207-344-42101	STORMWATER SUPPORT	353.91
26-053	110369	07/10/2026	207-344-42101	STORMWATER SUPPORT	564.38
26-054	110369	07/10/2026	207-344-42101	STORMWATER SUPPORT	535.90
				Vendor KEN09 - KENNEDY AND ASSOCIATES, INC. Total:	**3,007.24**
Vendor: 3251 - KEN'S ROTOTILLING & WEED ABATEMENT, LLC.					
127	110370	07/10/2026	100-231-42108	WEED ABATEMENT	28,958.00
				Vendor 3251 - KEN'S ROTOTILLING & WEED ABATEMENT, LLC. Total:	**28,958.00**
Vendor: KIM01 - KIMBALL MIDWEST					
104594157	110420	07/17/2026	100-343-44306	CHERRY BLAST WIPES CY	55.53
104617120	110420	07/17/2026	500-642-44410	NITRILE GLOVES CY	613.21
				Vendor KIM01 - KIMBALL MIDWEST Total:	**668.74**
Vendor: LAN15 - LANGUAGE LINE SERVICES					
11975593	110421	07/17/2026	100-223-42101	OVER THE PHONE INTERPRETATION PD	5.64
				Vendor LAN15 - LANGUAGE LINE SERVICES Total:	**5.64**
Vendor: LCA01 - LC ACTION POLICE SUPPLY					
489382	110371	07/10/2026	203-221-47105	GLOCK AIMPOINT PISTOL AND STREAMLIGHT PD	6,197.59
				Vendor LCA01 - LC ACTION POLICE SUPPLY Total:	**6,197.59**
Vendor: 1253 - LIL' FROG CREATIONS					
1246	110372	07/10/2026	209-553-42514	PRINTED GROMMETS YOUTH FALL CAMPS	211.65
1287	110372	07/10/2026	209-551-42515	PRINTED EGG HUNT BANNERS	281.20
1297	110372	07/10/2026	209-553-42514	PRINTED SUMMER CAMP BANNERS	140.60
1297	110372	07/10/2026	209-554-42514	PRINTED SUMMER CAMP BANNERS	140.60
1333	110372	07/10/2026	209-551-42514	PRINTED REGISTER AND RESERVE SIGNS	83.03
1334	110372	07/10/2026	209-551-42515	CAR SHOW PANCAKE SIGNS	214.36
1336	110372	07/10/2026	505-119-42514	PRINTED BANNERS FOR PCTV	408.30
				Vendor 1253 - LIL' FROG CREATIONS Total:	**1,479.74**
Vendor: MAN01 - MANNA FOODS, INC.					
1063853	110373	07/10/2026	209-552-43804	FOOD PROGRAM PSC	261.98
1063916	110373	07/10/2026	209-552-43804	FOOD PROGRAM PSC	169.66
				Vendor MAN01 - MANNA FOODS, INC. Total:	**431.64**
Vendor: 3258 - MARGOT ANDOLA-LOPEZ					
06212026	110422	07/17/2026	209-20307	SECURITY DEPOSIT RENTAL 06212026 FERNADEZ PARK	210.00
				Vendor 3258 - MARGOT ANDOLA-LOPEZ Total:	**210.00**

Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
Vendor: 1152 - MARIA PICAZO					
04302026	110374	07/10/2026	209-551-42302	REIMBURSEMENT MILEAGE PROFESSIONAL WORKSHOP	100.70
05012026	110374	07/10/2026	209-551-42302	REIMBURSE MILEAGE PROFESSIONAL DEVELOP WORKSHOP	100.70
				Vendor 1152 - MARIA PICAZO Total:	**201.40**
Vendor: MCM05 - MCMASTER-CARR SUPPLY C0.					
64749790	110423	07/17/2026	500-641-44306	PRECISION MATCHED TRADE NUMBER WPCP	119.60
				Vendor MCM05 - MCMASTER-CARR SUPPLY C0. Total:	**119.60**
Vendor: 3257 - MERIDIAN RAPID DEFENSE GROUP RENTALS LLC					
INV-R-6782	110424	07/17/2026	209-551-42515	ARCHER BARRIER RAPID GATE RENTAL CARSHOW	8,500.00
				Vendor 3257 - MERIDIAN RAPID DEFENSE GROUP RENTALS LLC Total:	**8,500.00**
Vendor: MUN07 - MUNICIPAL POOLING AUTH.					
INV005100	110425	07/17/2026	100-342-46201	UNMET LIABILITY DEDUCTIBLE 06-26	540.00
				Vendor MUN07 - MUNICIPAL POOLING AUTH. Total:	**540.00**
Vendor: O'R01 - O'REILLY AUTOMOTIVE, INC					
JUNE 2026	110375	07/10/2026	100-343-44306	CITYWIDE PURCHASES	22.03
JUNE 2026	110375	07/10/2026	100-343-44306	CITYWIDE PURCHASES	115.75
JUNE 2026	110375	07/10/2026	100-343-44306	CITYWIDE PURCHASES	74.93
JUNE 2026	110375	07/10/2026	100-343-44306	CITYWIDE PURCHASES	46.17
JUNE 2026	110375	07/10/2026	100-343-44306	CITYWIDE PURCHASES	42.12
JUNE 2026	110375	07/10/2026	100-343-44306	CITYWIDE PURCHASES	15.42
				Vendor O'R01 - O'REILLY AUTOMOTIVE, INC Total:	**316.42**
Vendor: OTI01 - OTIS ELEVATOR COMPANY					
100402366985	110376	07/10/2026	505-119-42108	MAINTENANCE SERVICE JULY 2026 PYC	203.88
				Vendor OTI01 - OTIS ELEVATOR COMPANY Total:	**203.88**
Vendor: PAC55 - PACIFIC SITE MANAGEMENT					
4214779	110377	07/10/2026	100-222-42108	MONTHLY LANDSCAPE SERVICES	157.66
4214779	110377	07/10/2026	100-231-42108	MONTHLY LANDSCAPE SERVICES	422.44
4214779	110377	07/10/2026	100-343-42108	MONTHLY LANDSCAPE SERVICES	225.37
4214779	110377	07/10/2026	107-345-42108	MONTHLY LANDSCAPE SERVICES	7,246.19
4214779	110377	07/10/2026	200-342-42108	MONTHLY LANDSCAPE SERVICES	420.42
4214779	110377	07/10/2026	201-343-42108	MONTHLY LANDSCAPE SERVICES	687.22
4214779	110377	07/10/2026	209-552-42108	MONTHLY LANDSCAPE SERVICES	255.69
4214779	110377	07/10/2026	209-553-42108	MONTHLY LANDSCAPE SERVICES	265.79
4214779	110377	07/10/2026	209-557-42108	MONTHLY LANDSCAPE SERVICES	265.79
4214779	110377	07/10/2026	310-347-42108	MONTHLY LANDSCAPE SERVICES	77.82
4214779	110377	07/10/2026	310-348-42108	MONTHLY LANDSCAPE SERVICES	81.86
				Vendor PAC55 - PACIFIC SITE MANAGEMENT Total:	**10,106.25**
Vendor: PGE01 - PG&E					
0081-06172026	110378	07/10/2026	200-342-43103	2501 SAN PABLO AVE TRAFFIC CONTROLLER	108.00
0209-06172026	110378	07/10/2026	200-342-43103	S/E CORNER SAN PABLO AVE & TENNENT TRAFFIC SIGNAL	118.24

Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
1121-06172026	110378	07/10/2026	200-342-43103	DEL MONTE & SAN PABLO TRAFFIC CONTROL LIGHT	110.30
1233-06172026	110378	07/10/2026	200-342-43103	SAN PABLO AVE TRAFFIC SIGNAL	110.30
1462-06112026	110378	07/10/2026	209-552-43103	2500 CHARLES ST SENIOR CENTER	254.32
1798-06252026	110378	07/10/2026	200-342-43103	2935 PINOLE VALLEY RD. TRAFFIC SIGNAL	207.62
2620-06172026	110378	07/10/2026	200-342-43103	N/W CORNER APPIAN WAY & FITZGERALD DR TRAFFIC SIG	131.42
2793-06172026	110378	07/10/2026	200-342-43103	1451 FITZGERALD DR TRAFFIC SIGNAL	115.81
3029-06112026	110378	07/10/2026	107-345-43103	1270 ADOBE RD @ OUTSIDE BATHROOMS	107.16
3311-06172026	110378	07/10/2026	200-342-43103	PINOLE VALLEY RD & HENRY TRAFFIC CONTROLLER	148.63
3879-06252026	110378	07/10/2026	200-342-43103	N COR RAMONA ST AND PINOLE VALLEY RD	164.15
4193-06172026	110378	07/10/2026	200-342-43103	HWY 80 PINOLE VALLEY RD TRAFFIC CONTROLLER	79.56
4256-06252026	110378	07/10/2026	500-641-43103	11 TENNANT AVE	83,307.85
5127-06172026	110378	07/10/2026	500-642-43103	893 1/2 SAN PABLO AVE PUMP STATION	178.62
5374-06172026	110378	07/10/2026	200-342-43103	1220 PINOLE VALLEY RD TRAFFIC SIGNAL	142.16
5387-06172026	110378	07/10/2026	107-345-43103	588 MARLESTA RD LOUIS FRANCIS PARK	48.47
6521-06252026	110378	07/10/2026	200-342-43103	IFO 971 SAN PABLO AVE-TRAFFIC SIGNAL CONTROL	139.13
6897-06252026	110378	07/10/2026	200-342-43103	PINOLE VALLEY RD & ESTATES AVE-TRAFFIC LIGHT CTRL	93.21
7114-06172026	110378	07/10/2026	200-342-43103	2429 SAN PABLO AVE	129.27
7547-06252026	110378	07/10/2026	100-222-43103	880 Tennent Ave-Public Safety Facility	5,505.49
7547-06252026	110378	07/10/2026	100-223-43103	880 Tennent Ave-Public Safety Facility	1,101.10
7547-06252026	110378	07/10/2026	100-231-43103	880 Tennent Ave-Public Safety Facility	4,404.40
8086-06172026	110378	07/10/2026	200-342-43103	N/S BORDER CITY OF PINOLE	97.02
8511-06242026	110378	07/10/2026	107-345-43103	W/S PINOLE SHORES DR-SPRINKLER CONTROLLER	2.28
8687-06172026	110378	07/10/2026	200-342-43103	FITZGERALD DR IFO LONG JOHN SILVERS TRAFFIC SIGNAL	138.64
9824-06172026	110378	07/10/2026	310-347-43103	1303 PINOLE VALLEY RD TRAFFIC CONTROL SVC	142.46
9900-06112026	110378	07/10/2026	200-342-43103	2303 GRANADA CT TRAFFIC CONTROL SERVICE	176.62
9929-062522026	110378	07/10/2026	201-343-43103	790 PINOLE SHORES DR-NEW METAL BUILDING	70.82
9961-06252026	110378	07/10/2026	209-552-43103	2500 CHARLES ST-SENIOR CENTER	5,154.61
				Vendor PGE01 - PG&E Total:	**102,487.66**
Vendor: 1013 - PRECISION CONCRETE CUTTING					
56493	110380	07/10/2026	107-342-47204	SIDEWALK ASSESSMENT AND DATA COLLECTION	14,400.00
				Vendor 1013 - PRECISION CONCRETE CUTTING Total:	**14,400.00**
Vendor: 2388 - PRESTIGE PRINTING AND GRAPHICS					
108616	110426	07/17/2026	100-465-42201	BUSINESS CARDS SARRAH PATTON CE	94.38
110314	110381	07/10/2026	100-112-42201	BUSINESS CARDS BELL-SPEARS	97.30
110500	110381	07/10/2026	100-111-42201	BUSNESS CARDS NAOMI KELLY	112.02
110534	110426	07/17/2026	106-466-42101	BYO WINDOW CLINGS	397.66

Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
110547	110426	07/17/2026	212-461-42201	PEER PROGRAM LETTER & 10 ENVELOPES MAILING	7,444.49
110576	110381	07/10/2026	505-119-42514	PCTV TRIFOLD BROCHURE	310.54
			Vendor 2388 - PRESTIGE PRINTING AND GRAPHICS Total:		**8,456.39**
Vendor: 2813 - PROPRINT					
4866	110427	07/17/2026	100-465-42101	TRIFOLD BROCHURES SIDEWAL VENDING FOOD VENDING	2,981.38
4866	110427	07/17/2026	212-462-42101	TRIFOLD BROCHURES SIDEWAL VENDING FOOD VENDING	2,478.38
				Vendor 2813 - PROPRINT Total:	**5,459.76**
Vendor: 3255 - PYE-BARKER FIRE & SAFETY LLC					
8706049	110428	07/17/2026	100-222-42514	ANNUAL EXTINGUISHER MAINTENANCE	470.58
8706050	110428	07/17/2026	100-222-42514	ANNUAL EXTINGUISHER MAINTENANCE	1,106.02
			Vendor 3255 - PYE-BARKER FIRE & SAFETY LLC Total:		**1,576.60**
Vendor: 2783 - READYFRESH					
06G6708041107	110429	07/17/2026	100-222-42201	WATER FOR PD	376.55
06G6708050237	110429	07/17/2026	100-111-42201	WATER CH	60.95
36F6708050237	110382	07/10/2026	100-111-42201	WATER FOR CH	25.34
				Vendor 2783 - READYFRESH Total:	**462.84**
Vendor: 1828 - REBECCA CHEYNE					
06012026-06052026	110383	07/10/2026	100-222-42302	MEALS AND RIDES REIMBUR CPTED TRAINING	204.96
06012026-06052026	110383	07/10/2026	100-222-42303	MEALS AND RIDES REIMBUR CPTED TRAINING	405.00
				Vendor 1828 - REBECCA CHEYNE Total:	**609.96**
Vendor: 3067 - RENEE VILLALOBOS					
06292026	110430	07/17/2026	209-20307	SECURITY DEPOSIT RENTAL 06292026 BBQ AREA FERNANDE	210.00
				Vendor 3067 - RENEE VILLALOBOS Total:	**210.00**
Vendor: 3256 - RICHIE'S AUTO DETAILING					
2026-0630-001	110431	07/17/2026	505-119-42107	MOLD REMEDIATION SERVICE	350.00
			Vendor 3256 - RICHIE'S AUTO DETAILING Total:		**350.00**
Vendor: 2646 - ROADSAFE TRAFFIC SYSTEMS, INC.					
277589	110384	07/10/2026	100-342-42514	NO PARKING SIGNS	466.44
278210	110384	07/10/2026	100-343-44306	24 NEW CITY SEALS AND NUMBERS FOR TRUCKS	635.45
CA17681	110384	07/10/2026	209-551-42515	BARRICADE TYPE 1	367.83
			Vendor 2646 - ROADSAFE TRAFFIC SYSTEMS, INC. Total:		**1,469.72**
Vendor: 2632 - SHIPLEY POOL SERVICE					
15948	110385	07/10/2026	209-557-42108	MONTHLY POOL MAINTENANCE SWIM CENTER	3,805.33
15970	110432	07/17/2026	209-557-42108	1 GALLON LIQUID CHLORINE FOR SWIM CENTER	724.35
				Vendor 2632 - SHIPLEY POOL SERVICE Total:	**4,529.68**
Vendor: SQU00 - SQUARE DEAL GARAGE					
56752	110386	07/10/2026	100-343-42107	OIL CHANGE CABIN AIR PANEL AND FILTER WIPER BLADES	302.85
				Vendor SQU00 - SQUARE DEAL GARAGE Total:	**302.85**
Vendor: STA42 - STAPLES BUSINESS CREDIT					
JUNE 2026	110433	07/17/2026	100-111-42201	CITYWIDE OFFICE SUPPLIES	107.57
JUNE 2026	110433	07/17/2026	100-111-42201	CITYWIDE OFFICE SUPPLIES	45.27
JUNE 2026	110433	07/17/2026	100-111-42201	CITYWIDE OFFICE SUPPLIES	57.51
JUNE 2026	110433	07/17/2026	100-111-42201	CITYWIDE OFFICE SUPPLIES	60.06
JUNE 2026	110433	07/17/2026	100-111-42201	CITYWIDE OFFICE SUPPLIES	63.89
JUNE 2026	110433	07/17/2026	100-112-42201	CITYWIDE OFFICE SUPPLIES	77.20
JUNE 2026	110433	07/17/2026	100-222-42201	CITYWIDE OFFICE SUPPLIES	163.43

Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
JUNE 2026	110433	07/17/2026	100-341-42201	CITYWIDE OFFICE SUPPLIES	43.75
JUNE 2026	110433	07/17/2026	100-465-42201	CITYWIDE OFFICE SUPPLIES	34.38
JUNE 2026	110433	07/17/2026	209-553-42108	CITYWIDE OFFICE SUPPLIES	298.20
JUNE 2026	110433	07/17/2026	212-461-42201	CITYWIDE OFFICE SUPPLIES	177.82
JUNE 2026	110433	07/17/2026	212-462-42201	CITYWIDE OFFICE SUPPLIES	149.34
JUNE 2026	110433	07/17/2026	276-343-47201	CITYWIDE OFFICE SUPPLIES	285.49
				Vendor STA42 - STAPLES BUSINESS CREDIT Total:	**1,563.91**
Vendor: 3259 - STEPHANIE LOGARTA					
06272026	110434	07/17/2026	209-20308	SECURITY DEPOSIT RENTAL PSC 06272026	600.00
				Vendor 3259 - STEPHANIE LOGARTA Total:	**600.00**
Vendor: STE20 - STERICYCLE, INC.					
8014671883	110435	07/17/2026	100-221-42101	MEDICAL WASTE DISPOSAL	73.09
				Vendor STE20 - STERICYCLE, INC. Total:	**73.09**
Vendor: 2969 - TERMINIX COMMERCIAL					
473449324	110387	07/10/2026	209-552-42108	PEST CONTROL PSC	187.00
473546370	110387	07/10/2026	209-554-42108	PEST CONTROL PYC	183.00
473546910	110387	07/10/2026	209-553-42108	PEST CONTROL SWIM CENTER AND TINY TOTS	81.50
473546910	110387	07/10/2026	209-557-42108	PEST CONTROL SWIM CENTER AND TINY TOTS	81.50
				Vendor 2969 - TERMINIX COMMERCIAL Total:	**533.00**
Vendor: 2990 - THE BUTLER					
JUNE 2026	110388	07/10/2026	209-552-42101	INSTRUCTOR FEE CLASSES JUNE 2026 PSC	369.60
				Vendor 2990 - THE BUTLER Total:	**369.60**
Vendor: TMO00 - T-MOBILE USA, INC					
216287958-06212026	110436	07/17/2026	525-118-43101	EMERGENCY SERVICE	112.05
218928460-06212026	110436	07/17/2026	525-118-43101	EMERGENCY SERVICES PW	545.68
219679781-06212026	110436	07/17/2026	525-118-43101	EMERGENCY SERVICES ADMIN	36.14
219717201-06212026	110436	07/17/2026	525-118-43101	EMERGENCY SERVICES PD	42.60
				Vendor TMO00 - T-MOBILE USA, INC Total:	**736.47**
Vendor: TRA20 - TRANSUNION RISK AND ALTERNATIVE DATA SOLUTIONS, INC.					
263397-202606-1	110389	07/10/2026	100-222-42106	DATA SEARCH JUNE 2026	165.25
				Vendor TRA20 - TRANSUNION RISK AND ALTERNATIVE DATA SOLUTIONS, INC. Total:	**165.25**
Vendor: 1156 - TREVOR TRAVALINI CONSTRUCTION					
1503	110390	07/10/2026	209-557-42107	REPAIRS AT SWIM CENTER BREAKER	2,411.56
				Vendor 1156 - TREVOR TRAVALINI CONSTRUCTION Total:	**2,411.56**
Vendor: 3063 - UBEO WEST, LLC.					
585189145	110437	07/17/2026	525-118-42107	CITYWIDE COPIERS	1,761.24
				Vendor 3063 - UBEO WEST, LLC. Total:	**1,761.24**
Vendor: UNI07 - UNIVERSAL BUILDING SVCS.					
25885	110391	07/10/2026	100-343-42107	JANITORIAL SUPPLIES CY	250.68
25915	110392	07/10/2026	209-557-42108	JANITORIAL SUPPLIES SWIM CENTER	206.74
26000	110438	07/17/2026	209-554-42108	JANITORIAL SUPPLIES PYC	37.39
547950	110393	07/10/2026	209-557-42108	JANITORIAL SERVICES JUNE 2026	2,229.00
				Vendor UNI07 - UNIVERSAL BUILDING SVCS. Total:	**2,723.81**
Vendor: USB06 - US BANK					
JUNE 2026	110394	07/10/2026	100-20018	CITYWIDE CREDIT CARDS	33,621.20
				Vendor USB06 - US BANK Total:	**33,621.20**
Vendor: 2666 - VALBRIDGE PROPERTY ADVISORS					
36873	110395	07/10/2026	285-464-42101	PROPERTY APPRAISAL 2100 SPA	9,092.66
				Vendor 2666 - VALBRIDGE PROPERTY ADVISORS Total:	**9,092.66**

WARRANT LISTING

Payment Dates: 7/4/2026 - 7/17/2026

Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
Vendor: 1520 - WEX BANK					
113735889	110439	07/17/2026	100-221-44301	FUEL PD	109.17
				Vendor 1520 - WEX BANK Total:	**109.17**
Vendor: 2648 - YANNET TORRES					
JUNE 2026	110396	07/10/2026	209-552-42101	INSTRUCTOR FEE JUNE 2026 PSC	2,400.00
				Vendor 2648 - YANNET TORRES Total:	**2,400.00**
				Grand Total:	**1,189,049.27**

Report Summary

Fund Summary

Fund	Payment Amount
100 - General Fund	410,289.71
105 - Measure S -2006	184,338.45
106 - MEASURE S-2014	204,933.13
107 - Measure I	36,423.68
160 - EQUIPMENT RESERVE	74,257.14
200 - Gas Tax Fund	2,710.35
201 - Restricted Real Estate Maintenance Fund	919.66
203 - Public Safety Augmentation Fund	6,197.59
207 - NPDES Storm Water Fund	3,007.24
209 - Recreation Fund	44,057.22
212 - Building & Planning	22,654.30
276 - Growth Impact Fund	285.49
285 - Housing Land Held for Resale	9,116.61
310 - Lighting & Landscape Districts	1,696.06
325 - City Street Improvements	1,130.90
500 - Sewer Enterprise Fund	87,790.08
505 - Cable Access TV	3,496.91
525 - Information Systems	94,490.55
998 - Payroll Clearing	1,254.20
Grand Total:	**1,189,049.27**

Account Summary

Account Number	Account Name	Payment Amount
100-10601	Gas Tanks/Corp Yard	4,931.78
100-110-41007	Emp Benefits/Life-ADD	977.40
100-110-43102	Utilities/Water	14.26
100-111-41004	Emp Benefits/PERS Retir...	3,050.46
100-111-41007	Emp Benefits/Life-ADD	63.64
100-111-42201	Office Expense	532.61
100-111-43102	Utilities/Water	34.22
100-112-41007	Emp Benefits/Life-ADD	137.90
100-112-41008	Emp Benefits/Long Term...	47.40
100-112-42201	Office Expense	174.50
100-112-42514	Admin Exp/Special Depa...	344.76
100-112-43102	Utilities/Water	31.37
100-113-41007	Emp Benefits/Life-ADD	41.36
100-115-41007	Emp Benefits/Life-ADD	206.10
100-115-41008	Emp Benefits/Long Term...	142.20
100-115-42101	Prof Svcs/Professional Se..	29,640.00
100-115-43102	Utilities/Water	92.96
100-116-41007	Emp Benefits/Life-ADD	159.32
100-116-42101	Prof Svcs/Professional Se..	2,083.33
100-116-42504	Admin Exp/Recruitment ...	13,429.96
100-116-43102	Utilities/Water	31.37
100-117-42101	Prof Svcs/Professional Se..	9,000.00
100-117-43102	Utilities/Water	250.95
100-20018	Accounts Payable/CalCa...	33,621.20
100-221-41007	Emp Benefits/Life-ADD	965.24
100-221-42101	Prof Svcs/Professional Se..	9,661.93
100-221-42107	Prof Svcs/Equipment Ma...	4,943.22
100-221-42302	Travel & Training/Milea...	759.15
100-221-42303	Travel & Training/Meal A..	302.00
100-221-42514	Admin Exp/Special Depa...	1,174.49
100-221-44301	Other Materials Supp/F...	109.17
100-221-47106	FF&E/Computer Equipm...	1,034.28
100-222-41007	Emp Benefits/Life-ADD	184.36
100-222-41008	Emp Benefits/Long Term...	236.36

Account Summary

Account Number	Account Name	Payment Amount
100-222-42101	Prof Svcs/Professional Se..	44,202.59
100-222-42106	Prof Svcs/Software Main...	165.25
100-222-42107	Prof Svcs/Equipment Ma...	15,025.39
100-222-42108	Prof Svcs/Building-Struc...	2,047.56
100-222-42201	Office Expense	539.98
100-222-42302	Travel & Training/Milea...	204.96
100-222-42303	Travel & Training/Meal A..	405.00
100-222-42514	Admin Exp/Special Depa...	7,801.99
100-222-43103	Utilities/Electricity & Po...	5,505.49
100-223-41007	Emp Benefits/Life-ADD	331.84
100-223-42101	Prof Svcs/Professional Se..	5.64
100-223-43103	Utilities/Electricity & Po...	1,101.10
100-231-42101	Prof Svcs/Professional Se..	162,583.22
100-231-42107	Prof Svcs/Equipment Ma...	1,016.69
100-231-42108	Prof Svcs/Building-Struc...	29,380.44
100-231-43102	Utilities/Water	766.86
100-231-43103	Utilities/Electricity & Po...	4,404.40
100-341-41007	Emp Benefits/Life-ADD	176.13
100-341-41008	Emp Benefits/Long Term...	118.50
100-341-42201	Office Expense	43.75
100-342-41008	Emp Benefits/Long Term...	47.40
100-342-42514	Admin Exp/Special Depa...	548.03
100-342-46201	Insurance/General Liabili...	540.00
100-343-41007	Emp Benefits/Life-ADD	270.74
100-343-41008	Emp Benefits/Long Term...	329.40
100-343-42107	Prof Svcs/Equipment Ma...	2,523.12
100-343-42108	Prof Svcs/Building-Struc...	225.37
100-343-43102	Utilities/Water	1,099.12
100-343-44306	Other Materials Supp/M...	4,168.57
100-345-42107	Prof Svcs/Equipment Ma...	375.00
100-345-44306	Other Materials Supp/M...	2,582.99
100-465-41007	Emp Benefits/Life-ADD	39.50
100-465-41008	Emp Benefits/Long Term...	47.40
100-465-42101	Prof Svcs/Professional Se..	2,981.38
100-465-42201	Office Expense	128.76
100-551-42511	Admin Exp/Equipment R...	146.90
105-221-41007	Emp Benefits/Life-ADD	47.14
105-231-42101	Prof Svcs/Professional Se..	184,291.31
106-231-42101	Prof Srvs/Professional Se...	201,419.47
106-466-42101	Prof Svcs/Professional Se..	3,513.66
107-221-41007	Emp Benefits/Life-ADD	199.84
107-342-41007	Emp Benefits/Life-ADD	46.02
107-342-47204	Improvemnts/Sidewalks	14,400.00
107-345-42108	Prof Svcs/Building-Struc...	7,246.19
107-345-43102	Utilities/Water	14,373.72
107-345-43103	Utilities/Electricity & Po...	157.91
160-345-47104	FF&E/Vehicles	74,257.14
200-342-42108	Prof Svcs/Building-Struc...	420.42
200-342-43102	Utilities/Water	79.85
200-342-43103	Utilities/Electricity & Po...	2,210.08
201-343-42108	Prof Svcs/Building-Struc...	687.22
201-343-43102	Utilities/Water	161.62
201-343-43103	Utilities/Electricity & Po...	70.82
203-221-47105	FF&E/Equipment (not-c...	6,197.59
207-344-42101	Prof Svcs/Professional Se..	3,007.24
209-20307	Deposits Payable/Recrea...	420.00
209-20308	Deposits Payable/Recrea...	1,200.00
209-551-41007	Emp Benefits/Life-ADD	152.90

Account Summary

Account Number	Account Name	Payment Amount
209-551-41008	Emp Benefits/Long Term...	47.40
209-551-42302	Travel & Training/Milea...	201.40
209-551-42514	Admin Exp/Special Depa...	83.03
209-551-42515	Admin Exp/Special Events	10,741.13
209-552-38112	Rental Income/Facility R...	1,485.00
209-552-41007	Emp Benefits/Life-ADD	51.82
209-552-41008	Emp Benefits/Long Term...	81.06
209-552-42101	Prof Svcs/Professional Se..	4,071.15
209-552-42107	Prof Svcs/Equipment Ma...	175.00
209-552-42108	Prof Svcs/Building-Struc...	1,311.60
209-552-43102	Utilities/Water	2,332.59
209-552-43103	Utilities/Electricity & Po...	5,408.93
209-552-43804	Program Cost/Food Prog...	2,791.76
209-552-44306	Other Materials Supp/M...	103.42
209-553-41007	Emp Benefits/Life-ADD	33.00
209-553-41008	Emp Benefits/Long Term...	47.40
209-553-42108	Prof Svcs/Building-Struc...	766.19
209-553-42302	Travel & Training/Milea...	470.38
209-553-42303	Travel & Training/Meal A..	81.00
209-553-42514	Admin Exp/Special Depa...	352.25
209-554-36405	Recreation Chg/Internal ...	472.00
209-554-38112	Rental Income/Facility R...	300.00
209-554-41007	Emp Benefits/Life-ADD	28.50
209-554-41008	Emp Benefits/Long Term...	47.40
209-554-42108	Prof Svcs/Building-Struc...	220.39
209-554-42514	Admin Exp/Special Depa...	140.60
209-554-43102	Utilities/Water	48.15
209-557-42107	Prof Svcs/Equipment Ma...	2,411.56
209-557-42108	Prof Svcs/Building-Struc...	7,980.21
212-461-41007	Emp Benefits/Life-ADD	145.78
212-461-42201	Office Expense	7,622.31
212-461-43102	Utilities/Water	30.23
212-462-37180	Investment Earnings	11,816.83
212-462-41007	Emp Benefits/Life-ADD	188.82
212-462-41008	Emp Benefits/Long Term...	142.20
212-462-42101	Prof Svcs/Professional Se..	2,478.38
212-462-42201	Office Expense	149.34
212-462-43102	Utilities/Water	80.41
276-343-47201	Improvements/Building	285.49
285-464-42101	Prof Svcs/Professional Se..	9,092.66
285-464-43102	Utilities/Water	23.95
310-347-42108	Prof Svcs/Building-Struc...	77.82
310-347-43102	Utilities/Water	1,220.94
310-347-43103	Utilities/Electricity & Po...	142.46
310-348-42108	Prof Svcs/Building-Struc...	81.86
310-348-43102	Utilities/Water	172.98
325-342-47205	Improvements/Streets	1,130.90
500-641-41007	Emp Benefits/Life-ADD	434.48
500-641-41008	Emp Benefits/Long Term...	379.20
500-641-43102	Utilities/Water	1,872.58
500-641-43103	Utilities/Electricity & Po...	83,307.85
500-641-44306	Other Materials Supp/M...	745.50
500-642-41007	Emp Benefits/Life-ADD	86.14
500-642-41008	Emp Benefits/Long Term...	94.80
500-642-43103	Utilities/Electricity & Po...	178.62
500-642-44306	Other Materials Supp/M...	77.70
500-642-44410	Safety Clothing	613.21
505-119-41007	Emp Benefits/Life-ADD	78.80

Account Summary

Account Number	Account Name	Payment Amount
505-119-41008	Emp Benefits/Long Term...	94.80
505-119-42107	Prof Svcs/Equipment Ma...	350.00
505-119-42108	Prof Svcs/Building-Struc...	203.88
505-119-42514	Admin Exp/Special Depa...	718.84
505-119-43102	Utilities/Water	72.10
505-119-47101	FF&E/Equipment	1,978.49
525-118-41007	Emp Benefits/Life-ADD	72.41
525-118-41008	Emp Benefits/Long Term...	47.40
525-118-42106	Prof Svcs/Software Main...	50,069.98
525-118-42107	Prof Svcs/Equipment Ma...	1,761.24
525-118-42510	Admin Exp/Software Pur...	2,250.00
525-118-43101	Utilities/Telephone	872.32
525-118-43106	Utilities/Internet	214.67
525-118-47106	FF&E/Computer Equipm...	39,202.53
998-20107	Sal & Ben Payable/Life In...	387.20
998-20118	Sal & Ben Payable / LTD ...	867.00
	Grand Total:	**1,189,049.27**

Project Account Summary

Project Account Key		Payment Amount
None		1,187,632.88
27634347201FA1703		285.49
32534247205RO1710		1,130.90
	Grand Total:	**1,189,049.27**

APPROVED BY: [signature]

DATE: 7/16/2026

CITY COUNCIL REPORT

9.B.

DATE: JULY 21, 2026

TO: MAYOR AND COUNCIL MEMBERS

FROM: Heba El-Guindy, Public Works Director, helguindy@pinole.gov

SUBJECT: ADOPT A RESOLUTION TO APPROVE A LIST OF PROJECTS FOR FISCAL YEAR 2026/27 FUNDED BY SB 1: THE ROAD REPAIR AND ACCOUNTABILITY ACT OF 2017

RECOMMENDATION

It is recommended that the City Council adopt the attached Resolution to approve the list of City projects to be partially or fully funded in Fiscal Year 2026/27 by SB 1: The Road Repair and Accountability Act of 2017.

BACKGROUND

In April 2017, the California Governor signed Senate Bill 1 (SB 1): The Road Repair and Accountability Act of 2017 (Chapter 5, Statutes of 2017). SB 1 provides additional gas tax funding to State and local agencies to address significant multi-modal transportation infrastructure funding shortfalls.

The City of Pinole will continue to use gas tax funds for road rehabilitation and maintenance including crack sealing, pothole patching, sidewalks, signage, pavement markings, traffic signals, and streetlights. SB 1 funds will be used for road rehabilitation to extend the life of the pavement as intended by the SB 1 funding program. The City expects to receive $532,760 in RMRA (Road Maintenance and Rehabilitation Account) and $555,038 of User Tax funds in FY 2026/27. Previously accumulated Gas Tax funds, Measure J, and Vehicle Impact Fees also contribute to funding road maintenance and rehabilitation.

It is required that cities and counties provide detailed information annually about the projects funded by SB 1. The details include project name, description, location, budget amount, completion date, and the useful life of the project. For Fiscal Year (FY) 2026/27, this information must be submitted to the California Transportation Commission by July 23, 2026.

The City is responsible for the maintenance and repair of approximately 52.02 centerline miles of streets, which are defined in 351 pavement sections. The City's arterial and residential roadways are maintained and rehabilitated using various pavement treatments. The City participates in the Metropolitan Transportation Commission (MTC) Pavement Technical Assistance Program (P-TAP), which provides grant funding to utilize a pavement management program (PMP) software called StreetSaver to evaluate the pavement network and provides funding for a consultant to prepare a P-TAP Pavement Management Report.

REVIEW AND ANALYSIS

The PTAP-22 Pavement Management Report was completed and presented to City Council on April 18, 2023. The report was prepared for the City by AMS Consulting based on an inspection of the 351 pavement sections in Pinole. The data collected in the field was imported into the StreetSaver database, which generated a scoring of the condition of each street section. This score is known as the Pavement Condition Index (PCI) and is based on a scale of 0-100, with PCI 0 indicating failed pavement condition while PCI 100 indicating perfect road condition. Each road section within Pinole received a PCI score. The average citywide PCI was estimated at 55. It should be noted that the next P-TAP is expected to be carried out in late 2026.

The StreetSaver software assists in identifying where to invest limited road maintenance funds in order to achieve the best return on investment in terms of improving the overall PCI. This computer model uses a “fix it first” approach to recommend which segments of the road system should be targeted for treatment based on different spending levels. Constrained spending, as experienced in Pinole, results in selecting roads that do not require reconstruction.

The City must adopt by Resolution a list of projects proposed to receive funding from FY 2026/27 RMRA, created by SB 1. Per recent directions of the California Transportation Commission, new road projects as well as all projects previously submitted by the City and listed in the CalSMART database must be reflected in the Resolution.

The following is a list of newly proposed projects that will be funded in-part or solely with FY 2026/27 RMRA Revenues:

Project Title	Annual Road Rehabilitation (Project # RO2301)
General Description	Pavement rehabilitation (grind and overlay, Type III&II slurry, or rubberized pavement), ADA compliant curb ramps, and re-establishment of pavement markings including bike lanes where applicable.
Location	Shea Drive from Pinole Valley Road to Sarah Drive Marlesta Road from Appian Way to Jones Avenue Ramona Street from Pinole Valley Road to Simas Avenue Savage Avenue from Simas Avenue to Pinole Valley Road Marionola Way from Tesoro Court to Marlesta Road Ridgecrest Road from Canyon Drive to Tesoro Court

	Greenfield Circle from Ridgecrest Road to end of loop
Estimated Total Budget	$5,390,433 (including $2,545,547 previously accumulated fund balance, and $555,038 User Tax and $532,760 RMRA of FY 2026/27)
RMRA Fund	$532,760 FY 2026/27
Project Schedule	May 2026 – June 2027 (part of Phase 1 & Phase 2)
Estimated Project Useful Life	10 years

The following table contains previously proposed and adopted projects that may also utilize FY 2026/27 RMRA revenues in their delivery. With the relisting of the projects in the adopted fiscal year resolution, the City of Pinole is reaffirming to the public and the State our intent to fund the projects in part or in full with RMRA revenues.

Project Title	Annual Road Rehabilitation (Project # RO2301)
General Description	Pavement rehabilitation (grind and overlay, Type III&II slurry, or rubberized pavement), ADA compliant curb ramps, and re-establishment of pavement markings including bike lanes where applicable.
Location	Pinole Valley Road from Pinole Creek Bridge to Simas Avenue Dolores Court from Pinole Valley Road to end of court.
Estimated Total Budget	$5,390,433 (including $2,545,547 previously accumulated fund balance and $555,038 User Tax and $532,760 RMRA of FY 2026/27)
Project Schedule	May 2026 - October 2026 (Phase 1)
Estimated Project Useful Life	10 years

Project Title	Tennent Avenue/Bay Trail Gap Closure Crossing of UPRR (Project # RO1902)
General Description	Construct a fully separated, ADA-compliant Class I facility across two active mainline railway tracks, supported by pedestrian and vehicle gates, active warning devices, lighting, signage, and fencing. The project will also implement pedestrian sidewalk and bicycle path along with signage and marking improvements on Railroad Avenue to provide a connection to the Bay Trail and the Pinole Creek Trail.
Location	Extension of Tennent Avenue from Bayfront Park and along Railroad Avenue to connect with the Bay Trail and Pinole Creek Trail.
Estimated Total Budget	$3,365,000 (including 1,020,000 OBAG and 1,445,000 STMP funds)
Project Schedule	October 2025 – June 2028
Estimated Project Useful Life	20 years
RMRA Fund	$532,760 FY 2026/27

FISCAL IMPACT

The Annual Pavement Rehabilitation Project for Fiscal Year 2026/27 and the Tennent Avenue/Bay Trail Gap Closure Crossing of UPRR (Project # RO1902) are contained in the Council approved five-year Capital Improvement Plan (CIP). As detailed in the CIP, the projects are funded by Gas Tax (Fund 200), Measure J (Fund 215), Grants (Fund 325), and Vehicle Impact Fees. Adopting the attached Resolution is required to receive the City's allocation of SB 1 funds.

ATTACHMENTS

A. Resolution

RESOLUTION NO. 2026-

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PINOLE, COUNTY OF CONTRA COSTA, STATE OF CALIFORNIA, APPROVING A LIST OF PROJECTS FOR FISCAL YEAR 2026/27 FUNDED BY SB 1: THE ROAD REPAIR AND ACCOUNTABILITY ACT OF 2017

WHEREAS, Senate Bill 1 (SB 1), the Road Repair and Accountability Act of 2017 (Chapter 5, Statutes of 2017) was passed by the Legislature and signed into law by the Governor in April 2017 to address the significant multi-modal transportation funding shortfalls statewide; and

WHEREAS, SB 1 includes accountability and transparency provisions that will ensure the residents of our City are aware of the projects proposed for funding in our community and which projects have been completed each fiscal year; and

WHEREAS, the City must adopt by resolution a list of projects proposed to receive funding from the Road Maintenance and Rehabilitation Account (RMRA), created by SB 1, which must include a description and the location of each proposed project, a proposed schedule for the project, and the estimated useful life of the improvement; and

WHEREAS, the City of Pinole, will receive an estimated $532,760 of RMRA funding in Fiscal Year 2026/27 from SB 1; and

WHEREAS, SB 1 funding received by the City will allow the City to perform essential road maintenance and rehabilitation projects, safety improvements, and increasing access and mobility options for the traveling public that would not have otherwise been possible without SB 1; and

WHEREAS, the City has undergone a robust public process, including a community workshop held on January 22, 2026, to ensure public input into our community’s transportation priorities/the project list; and

WHEREAS, the City developed the SB 1 projects list to ensure SB 1 funds are being used on the high-priority and most cost-effective projects that also meet the community’s priorities for transportation investment; and

WHEREAS, the funding from SB 1 in FY 2026/27 will help the City of Pinole maintain and rehabilitate more street sections in Pinole this year, and SB 1 funding in future years will help us tackle essential road maintenance and rehabilitation projects, safety improvements, and increasing access and mobility options into the future; and

WHEREAS, the 2023 California Statewide Local Streets and Roads Needs Assessment found that the City's streets and roads are in at-risk condition with average Pavement Condition Index (PCI) of 55 and the SB1 funds will help us address the decline in the overall serviceability of the road system, and over the next decade will assist in bringing our streets and roads into good condition; and

WHEREAS, the SB 1 projects list and overall investment in Pinole's local streets and roads infrastructure with a focus on basic maintenance and safety, investing in complete streets infrastructure, and using cutting-edge technology, materials and practices, will have significant positive co-benefits statewide.

NOW, THEREFORE IT IS HEREBY RESOLVED, by the City Council of the City of Pinole, State of California that:

1. The foregoing recitals are true and correct.

2. The following list of newly proposed projects will be funded in-part or solely with FY 2026/27 Road Maintenance and Rehabilitation Account Revenues:

Project Title	Annual Road Rehabilitation (Project # RO2301)
General Description	Pavement rehabilitation (grind and overlay, Type III&II slurry, or rubberized pavement), ADA compliant curb ramps, and re-establishment of pavement markings including bike lanes where applicable.
Location	Shea Drive from Pinole Valley Road to Sarah Drive Marlesta Road from Appian Way to Jones Avenue Ramona Street from Pinole Valley Road to Simas Avenue Savage Avenue from Simas Avenue to Pinole Valley Road Marionola Way from Tesoro Court to Marlesta Road Ridgecrest Road from Canyon Drive to Tesoro Court Greenfield Circle from Ridgecrest Road to end of loop
Estimated Total Budget	\$5,390,433 (including \$2,545,547 previously accumulated fund balance, and \$555,038 User Tax and \$532,760 RMRA of FY 2026/27)
RMRA Fund	\$532,760 FY 2026/27
Project Schedule	May 2026 – June 2027 (part of Phase 1 & Phase 2)
Estimated Project Useful Life	10 years

3. The following previously proposed and adopted projects may also utilize Fiscal Year 2026/27 Road Maintenance and Rehabilitation Account revenues in their delivery. With the relisting of the projects in the adopted fiscal year resolution, the City of Pinole is reaffirming to the public and the State our intent to fund the projects

in part or in full with Road Maintenance and Rehabilitation Account revenues as listed below.

Project Title	Annual Road Rehabilitation (Project # RO2301)
General Description	Pavement rehabilitation (grind and overlay, Type III&II slurry, or rubberized pavement), ADA compliant curb ramps, and re-establishment of pavement markings including bike lanes where applicable.
Location	Pinole Valley Road from Pinole Creek Bridge to Simas Avenue Dolores Court from Pinole Valley Road to end of court.
Estimated Total Budget	$5,390,433 (including $2,545,547 previously accumulated fund balance and $555,038 User Tax and $532,760 RMRA of FY 2026/27)
Project Schedule	May 2026 - October 2026 (Phase 1)
Estimated Project Useful Life	10 years
Project Title	Tennent Avenue/Bay Trail Gap Closure Crossing of UPRR (Project # RO1902)
General Description	Construct a fully separated, ADA-compliant Class I facility across two active mainline railway tracks, supported by pedestrian and vehicle gates, active warning devices, lighting, signage, and fencing. The project will also implement pedestrian sidewalk and bicycle path along with signage and marking improvements on Railroad Avenue to provide a connection to the Bay Trail and the Pinole Creek Trail.
Location	Extension of Tennent Avenue from Bayfront Park and along Railroad Avenue to connect with the Bay Trail and Pinole Creek Trail.
Estimated Total Budget	$3,365,000 (including 1,020,000 OBAG and 1,445,000 STMP funds)
Project Schedule	October 2025 – June 2028
Estimated Project Useful Life	20 years
RMRA Fund	$532,760 FY 2026/27

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Pinole, held this 21st day of July 2026, by the following vote:

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

I hereby certify that the foregoing resolution was introduced, passed, and adopted on the 21st day of July 2026.

____

Heather Bell, CMC
City Clerk

ATTACHMENT A

RESOLUTION NO. 2026-XX

A RESOLUTION OF THE CITY OF PINOLE IN THE MATTER OF THE CANVASS OF THE RETURNS OF THE SPECIAL PRIMARY ELECTION OF JUNE 2, 2026 AND DECLARATION OF THE RESULTS

WHEREAS, elections were held and conducted in the City of Pinole on Tuesday, June 2, 2026 as required by the laws of the State of California; and

WHEREAS, said elections were consolidated with the statewide General Election under the provisions of the Pinole Municipal Code Section 1.05.010; and

WHEREAS, the notice of said election was duly and legally given and the County Clerk Certification of Election results of the ballot Measures D, E, & F are attached hereto as Exhibit "A" and submitted to the City Council for acceptance at the meeting of July 21, 2026; and

WHEREAS, said election was held and conducted, votes cast thereat received and canvassed, and the returns thereof made and declared in time, form, and manner required by the Elections Code of the State of California governing elections by cities of General Law Class; and

WHEREAS, the Council of the City of Pinole met during a meeting held and broadcast from the Pinole Council Chamber, 2131 Pear Street, Pinole, California, on Tuesday, July 21st to declare the official results of said election as shown in Exhibit "A" attached hereto.

NOW, THEREFORE, BE IT RESOLVED that Measure D failed by the following votes:

No	**3,523**	**64.09%**
Yes	**2,768**	**35.91%**
Total Votes Cast	***5,497***	

BE IT FURTHER RESOLVED that results of Measure E and F are invalidated with the failure of Measure D. The results of the canvass are as follows:

Measure E

Yes	**2,828**	**54.26%**
No	**2,384**	**45.74%**
Total Votes Cast	***5,212***	

ATTACHMENT A

Measure F

No	**3,705**	**71.20%**
Yes	**1,499**	**28.80%**
Total Votes Cast	***5,204***	

BE IT FURTHER RESOLVED that the attached is a true and correct canvass of said Special Primary Municipal Election held on the 2nd day of June, 2026 and the official results thereof.

PASSED AND ADOPTED this 21st day of **July, 2026** by the following vote:

AYES: COUNCIL MEMBERS:
NOES: COUNCIL MEMBERS:
ABSENT: COUNCIL MEMBERS:
ABSTAIN: COUNCIL MEMBERS:

____
Heather Bell-Spears, CMC
City Clerk

Administration
925.335.7899
925.335.7893 fax

Elections Division
925.335.7800
925.335.7836 fax

www.contracostavote.gov

Contra Costa County
Clerk-Recorder-Elections Department

555 Escobar Street
Martinez, CA 94553

Kristin B. Connelly
County Clerk-Recorder
and Registrar of Voters

Kwame P. Reed
Deputy Clerk-Recorder

Helen Nolan
Assistant Registrar

June 29, 2026

Heather Bell, City Clerk
City of Pinole
12131 Pear St, 2nd Floor
Pinole, CA 94564

Dear Heather Bell:

Enclosed are the following documents pertaining to the June 2, 2026, Statewide Direct Primary Election in the City of Pinole for Measure D, Measure E, and Measure F:

Certificate of Results
Summary of Results
Voter Information Guide

The Statement of the Vote, containing precinct-by-precinct results, is available on our website at www.contracostavote.gov.

If you have any questions, please contact me at (925) 335-7867.

Respectfully,

Jacob Stull
Elections Services Supervisor

Enclosures

CERTIFICATE OF COUNTY CLERK
AS TO THE RESULTS OF THE CANVASS FOR THE
City of Pinole
Measures D, Measure E, and Measure F
JUNE 2, 2026, STATEWIDE DIRECT PRIMARY ELECTION

State of California
County of Contra Costa } ss.

I, Kristin B. Connelly, County Clerk/Registrar of Voters of the County of Contra Costa, State of California, do hereby certify that, pursuant to the provisions of the Elections Code, I did canvass the returns of the votes cast in the **City of Pinole, Measure D, Measure E, and Measure F**, in said county at the Primary Election held on June 2, 2026. I further certify that the Statement of Votes Cast, to which this certificate is attached, shows the whole number of votes cast in said jurisdiction and in each respective precinct therein, and that the totals of the respective columns and the totals as shown for each contest are full, true, and correct.

WITNESS my hand and Official Seal this 26th day of June, 2026.

Kristin B. Connelly

KRISTIN B. CONNELLY
County Clerk/Registrar of Voters

Contra Costa County
Tuesday, June 2, 2026
Statewide Direct Primary Election
Official Results - Final

Elector Group	Counting Group	Cards Cast	Voters Cast	Registered Voters	Turnout
Total	Vote By Mail	604,486	302,849		41.40%
	Election Day	49,682	24,850		3.40%
	Total	654,168	327,699	731,497	44.80%

Precincts Reported: 938 of 938 (100.00%)

Voters Cast: 327,699 of 731,497 (44.80%)

Cards Cast: 654,168

GOVERNOR (Vote for 1)

Precincts Reported: 938 of 938 (100.00%)

	Vote By Mail	Election Day	Total	
Times Cast	302,849	24,850	327,699 / 731,497	44.80%

Candidate	Party	Vote By Mail	Election Day	Total	
XAVIER BECERRA	DEM	97,652	5,920	103,572	32.06%
TOM STEYER	DEM	77,669	5,224	82,893	25.66%
STEVE HILTON	REP	61,525	8,375	69,900	21.64%
KATIE PORTER	DEM	17,148	759	17,907	5.54%
CHAD BIANCO	REP	15,671	2,023	17,694	5.48%
MATT MAHAN	DEM	13,980	492	14,472	4.48%
TONY K. THURMOND	DEM	2,642	220	2,862	0.89%
RAMSEY ROBINSON	PFR	1,274	174	1,448	0.45%
ANTONIO VILLARAIGOSA	DEM	1,215	86	1,301	0.40%
BETTY T. YEE	DEM	1,132	71	1,203	0.37%
ERIC SWALWELL	DEM	948	82	1,030	0.32%
MATTHEW CHASE LEVY	DEM	754	145	899	0.28%
RANDEEP S. DHILLON	REP	653	108	761	0.24%
TIM NELSON	REP	626	65	691	0.21%
CAROLINA BUHLER	DEM	387	55	442	0.14%
LOUIS A. DE BARRAICUA	DEM	300	84	384	0.12%
BARACK D. OBAMA SHAW	DEM	317	48	365	0.11%
ALICIA OLIVIA LAPP	REP	278	48	326	0.10%
MOHAMMAD ARIF	DEM	217	34	251	0.08%
SATISH RAO	DEM	213	35	248	0.08%
NANCY D. YOUNG	NPP	209	36	245	0.08%
GRETHA SOLÓRZANO	REP	232	12	244	0.08%
TOM WOODARD	LIB	208	24	232	0.07%
JON HENDERSON	NPP	208	21	229	0.07%
LEO NARANJO IV	REP	187	15	202	0.06%
JOSEPH CABRERA	NPP	156	19	175	0.05%
LEO SAMUEL ZACKY	REP	142	12	154	0.05%
ERIN "ZEZ" ZEZULAK	DEM	138	11	149	0.05%

Candidate	Party	Vote By Mail	Election Day	Total	
CHRISTINE R. SARMIENTO	NPP	142	6	148	0.05%
RAFAEL M. HERNANDEZ	REP	124	22	146	0.05%
ELAINE CULOTTI	NPP	103	8	111	0.03%
RAJI RAB	DEM	78	21	99	0.03%
SCOTT P SHIELDS	DEM	85	13	98	0.03%
FREDERIC C. SCHULTZ	NPP	81	10	91	0.03%
LEWIS HERMS	NPP	78	12	90	0.03%
DUANE TERRENCE LOYNES JR.	NPP	68	19	87	0.03%
PATRICIA DE LUCA BASUALDO	REP	63	22	85	0.03%
NAOMI BAR-LEV	NPP	78	7	85	0.03%
SOPHIA EDUM-A-SAM	DEM	76	9	85	0.03%
DEREK GRASTY	DEM	68	9	77	0.02%
LIVINGFORGOD ANDCOUNTRY DEMOTT	NPP	58	16	74	0.02%
DANIEL MERCURI	NPP	61	8	69	0.02%
AMANDA MARTIN	NPP	60	8	68	0.02%
JOEL E. JACOB	DEM	57	8	65	0.02%
BRENT MAUPIN	NPP	52	4	56	0.02%
REZA SAFARNEJAD	NPP	50	3	53	0.02%
AKINYEMI AGBEDE	DEM	40	9	49	0.02%
GARY HOWARD KIDGELL	DEM	40	7	47	0.01%
DAVID ZICKEFOOSE	REP	43	2	45	0.01%
JAMES ATHANS JR.	REP	37	8	45	0.01%
THUNDER PARLEY	DEM	41	1	42	0.01%
DON J. GRUNDMANN	NPP	39	3	42	0.01%
MAX FOMIN	NPP	38	2	40	0.01%
LARRY AZEVEDO	DEM	33	4	37	0.01%
MARGARET TROWE	NPP	34	2	36	0.01%
MAURO ALBERTO OROZCO	NPP	23	4	27	0.01%
LUKASZ ADAM FILINSKI	NPP	18	1	19	0.01%
ANNE KOMAROVSK	NPP	16	1	17	0.01%
SAM SANDAK	NPP	14	1	15	0.00%
DAWIT KELLEL	NPP	13	0	13	0.00%
SERGE FIANKAN	NPP	9	2	11	0.00%
Total Votes		298,542	24,521	323,063	

		Vote By Mail	Election Day	Total	
BUTCH WARE	WRITE-IN	590	67	657	0.20%
CHE AHN	WRITE-IN	51	4	55	0.02%
KALID MEKY	WRITE-IN	0	0	0	0.00%
JIBRI J PEAVY	WRITE-IN	0	0	0	0.00%
MICHAEL J DILGER	WRITE-IN	0	0	0	0.00%
SEAN FORBES	WRITE-IN	0	0	0	0.00%
DIRK LANGER	WRITE-IN	0	0	0	0.00%

LIEUTENANT GOVERNOR (Vote for 1)

Precincts Reported: 938 of 938 (100.00%)

	Vote By Mail	Election Day	Total	
Times Cast	302,849	24,850	327,699 / 731,497	44.80%

Candidate	Party	Vote By Mail	Election Day	Total	
FIONA MA	DEM	72,247	3,599	75,846	24.97%
JOSH FRYDAY	DEM	55,047	2,730	57,777	19.02%
MICHAEL TUBBS	DEM	41,841	2,882	44,723	14.73%
GLORIA ROMERO	REP	33,137	4,003	37,140	12.23%
DAVID COLLENBERG	REP	14,048	2,226	16,274	5.36%
DAVID FENNELL	REP	14,260	1,734	15,994	5.27%
OLIVER MA	DEM	13,449	1,206	14,655	4.83%
JANELLE KELLMAN	DEM	10,764	922	11,686	3.85%
SKIP SHELTON	REP	9,162	1,332	10,494	3.46%
EBIE LYNCH	REP	4,551	847	5,398	1.78%
TIM MYERS	DEM	4,245	517	4,762	1.57%
ALICE STEK	PFR	3,245	359	3,604	1.19%
ABDUR RAHMAN SIKDER	DEM	2,173	327	2,500	0.82%
JEYSON LOPEZ	DEM	1,429	222	1,651	0.54%
SEAN COLLINSON	NPP	645	59	704	0.23%
RAKESH CHRISTIAN	NPP	461	47	508	0.17%
Total Votes		280,704	23,012	303,716	

		Vote By Mail	Election Day	Total	
MUSHTAQ MT TAHIRKHELI	WRITE-IN	0	0	0	0.00%
JAMES P. CAMERON	WRITE-IN	0	0	0	0.00%

SECRETARY OF STATE (Vote for 1)

Precincts Reported: 938 of 938 (100.00%)

	Vote By Mail	Election Day	Total	
Times Cast	302,849	24,850	327,699 / 731,497	44.80%

Candidate	Party	Vote By Mail	Election Day	Total	
SHIRLEY N. WEBER	DEM	185,860	11,196	197,056	66.30%
DONALD P. (DON) WAGNER	REP	75,396	10,023	85,419	28.74%
MICHAEL FEINSTEIN	GRN	7,553	697	8,250	2.78%
GARY N. BLENNER	GRN	5,714	781	6,495	2.19%
Total Votes		274,523	22,697	297,220	

CONTROLLER (Vote for 1)

Precincts Reported: 938 of 938 (100.00%)

		Vote By Mail	Election Day	Total	
Times Cast		302,849	24,850	327,699 / 731,497	44.80%

Candidate	Party	Vote By Mail	Election Day	Total	
MALIA M. COHEN	DEM	182,045	10,946	192,991	65.61%
HERB W MORGAN	REP	77,571	10,004	87,575	29.77%
MEGHANN ADAMS	PFR	12,267	1,330	13,597	4.62%
Total Votes		271,883	22,280	294,163	

TREASURER (Vote for 1)

Precincts Reported: 938 of 938 (100.00%)

		Vote By Mail	Election Day	Total	
Times Cast		302,849	24,850	327,699 / 731,497	44.80%

Candidate	Party	Vote By Mail	Election Day	Total	
ELENI KOUNALAKIS	DEM	140,045	7,289	147,334	48.91%
JENNIFER HAWKS	REP	44,430	5,478	49,908	16.57%
ANNA M. CABALLERO	DEM	41,263	3,443	44,706	14.84%
DAVID SERPA	REP	31,940	4,765	36,705	12.18%
TONY VAZQUEZ	DEM	14,809	1,278	16,087	5.34%
GLENN TURNER	GRN	5,870	635	6,505	2.16%
Total Votes		278,357	22,888	301,245	

ATTORNEY GENERAL (Vote for 1)

Precincts Reported: 938 of 938 (100.00%)

		Vote By Mail	Election Day	Total	
Times Cast		302,849	24,850	327,699 / 731,497	44.80%

Candidate	Party	Vote By Mail	Election Day	Total	
ROB BONTA	DEM	185,459	11,060	196,519	64.55%
MICHAEL E. GATES	REP	81,192	10,609	91,801	30.15%
MARJORIE MIKELS	GRN	14,647	1,476	16,123	5.30%
Total Votes		281,298	23,145	304,443	

INSURANCE COMMISSIONER (Vote for 1)

Precincts Reported: 938 of 938 (100.00%)

	Vote By Mail	Election Day	Total	
Times Cast	302,849	24,850	327,699 / 731,497	44.80%

Candidate	Party	Vote By Mail	Election Day	Total	
BEN ALLEN	DEM	76,788	4,210	80,998	27.55%
JANE KIM	DEM	72,648	3,938	76,586	26.05%
STACY A. KORSGADEN	REP	27,728	3,302	31,030	10.55%
PATRICK WOLFF	DEM	20,962	1,351	22,313	7.59%
ROBERT P HOWELL	REP	19,007	2,776	21,783	7.41%
MERRITT FARREN	REP	15,906	1,878	17,784	6.05%
STEVEN CRAIG BRADFORD	DEM	15,756	1,628	17,384	5.91%
SEAN LEE	REP	10,169	1,317	11,486	3.91%
EDUARDO "LALO" VARGAS	PFR	6,075	780	6,855	2.33%
ERIC THOR AARNIO	REP	3,641	697	4,338	1.48%
KEITH W. DAVIS	AIP	3,098	336	3,434	1.17%
Total Votes		271,778	22,213	293,991	

STATE BOARD OF EQUALIZATION, DISTRICT 2 (Vote for 1)

Precincts Reported: 938 of 938 (100.00%)

	Vote By Mail	Election Day	Total	
Times Cast	302,849	24,850	327,699 / 731,497	44.80%

Candidate	Party	Vote By Mail	Election Day	Total	
SALLY J. LIEBER	DEM	146,694	8,206	154,900	53.59%
JOHN PIMENTEL	DEM	44,633	3,703	48,336	16.72%
BILL SHIREMAN	REP	34,182	4,230	38,412	13.29%
J BRETT MARYMEE	REP	24,108	3,236	27,344	9.46%
MARK MCCOMAS	REP	11,032	1,723	12,755	4.41%
JOHN W. ZARUKA	REP	6,371	935	7,306	2.53%
Total Votes		267,020	22,033	289,053	

UNITED STATES REPRESENTATIVE, DISTRICT 8 (Vote for 1)

Precincts Reported: 165 of 165 (100.00%)

	Vote By Mail	Election Day	Total	
Times Cast	61,284	5,092	66,376 / 153,354	43.28%

Candidate	Party	Vote By Mail	Election Day	Total	
JOHN GARAMENDI	DEM	36,102	2,386	38,488	62.78%
NICOLAS CARJUZAA	DEM	8,930	725	9,655	15.75%
RUDY RECILE	REP	7,444	915	8,359	13.63%
AARON ROWDEN	DEM	4,223	581	4,804	7.84%
Total Votes		56,699	4,607	61,306	

UNITED STATES REPRESENTATIVE, DISTRICT 9 (Vote for 1)

Precincts Reported: 121 of 121 (100.00%)

		Vote By Mail	Election Day	Total	
Times Cast		36,918	3,894	40,812 / 123,936	32.93%
Candidate	**Party**	**Vote By Mail**	**Election Day**	**Total**	
JOSH HARDER	DEM	24,118	1,924	26,042	69.02%
JOHN MCBRIDE	REP	4,854	814	5,668	15.02%
MARTIN "VMANN" VEPRAUSKAS	REP	2,714	453	3,167	8.39%
KHALID JEFFREY JAFRI	REP	1,748	324	2,072	5.49%
PARMINDER "HAPPY" SINGH	REP	682	102	784	2.08%
Total Votes		34,116	3,617	37,733	

UNITED STATES REPRESENTATIVE, DISTRICT 10 (Vote for 1)

Precincts Reported: 652 of 652 (100.00%)

		Vote By Mail	Election Day	Total	
Times Cast		204,647	15,864	220,511 / 454,207	48.55%
Candidate	**Party**	**Vote By Mail**	**Election Day**	**Total**	
MARK DESAULNIER	DEM	116,680	5,736	122,416	60.14%
JEFF FRESE	REP	23,234	3,338	26,572	13.05%
KATHERINE PICCININI	REP	21,282	2,543	23,825	11.71%
ANGELA GRIFFITHS	REP	11,901	1,565	13,466	6.62%
JOSHUA HAMILTON	DEM	6,713	677	7,390	3.63%
MITCHELL MAISLER	DEM	5,904	440	6,344	3.12%
BOB ROWLAND	DEM	3,246	284	3,530	1.73%
Total Votes		188,960	14,583	203,543	

MEMBER OF THE STATE ASSEMBLY, DISTRICT 11 (Vote for 1)

Precincts Reported: 126 of 126 (100.00%)

		Vote By Mail	Election Day	Total	
Times Cast		15,490	1,978	17,468 / 44,358	39.38%
Candidate	**Party**	**Vote By Mail**	**Election Day**	**Total**	
LORI D WILSON	DEM	7,538	567	8,105	55.76%
JENNY LEILANI CALLISON	NPP	3,781	611	4,392	30.22%
ROCHELLE CONNOR	NPP	1,676	362	2,038	14.02%
Total Votes		12,995	1,540	14,535	

MEMBER OF THE STATE ASSEMBLY, DISTRICT 14 (Vote for 1)

Precincts Reported: 166 of 166 (100.00%)

	Vote By Mail	Election Day	Total	
Times Cast	60,964	5,037	66,001 / 152,536	43.27%

Candidate	Party	Vote By Mail	Election Day	Total	
BUFFY WICKS	DEM	44,860	3,232	48,092	78.97%
BORGAR SOLNORDAL	REP	7,071	871	7,942	13.04%
MARK RENDON	GRN	4,422	441	4,863	7.99%
Total Votes		56,353	4,544	60,897	

MEMBER OF THE STATE ASSEMBLY, DISTRICT 15 (Vote for 1)

Precincts Reported: 410 of 410 (100.00%)

	Vote By Mail	Election Day	Total	
Times Cast	117,815	10,914	128,729 / 312,635	41.18%

Candidate	Party	Vote By Mail	Election Day	Total	
ANAMARIE AVILA FARIAS	DEM	73,719	4,974	78,693	69.59%
ARTHUR WEBB	NPP	29,949	4,441	34,390	30.41%
Total Votes		103,668	9,415	113,083	

MEMBER OF THE STATE ASSEMBLY, DISTRICT 16 (Vote for 1)

Precincts Reported: 236 of 236 (100.00%)

	Vote By Mail	Election Day	Total	
Times Cast	108,580	6,921	115,501 / 221,968	52.03%

Candidate	Party	Vote By Mail	Election Day	Total	
REBECCA BAUER-KAHAN	DEM	67,006	3,044	70,050	66.40%
JOSEPH A. RUBAY	REP	28,561	3,003	31,564	29.92%
CHIRAG KATHRANI	NPP	3,597	280	3,877	3.68%
Total Votes		99,164	6,327	105,491	

JUDGE OF THE SUPERIOR COURT (Vote for 1)

Precincts Reported: 938 of 938 (100.00%)

	Vote By Mail	Election Day	Total	
Times Cast	302,849	24,850	327,699 / 731,497	44.80%

Candidate	Party	Vote By Mail	Election Day	Total	
JESSE J. HSIEH		178,298	11,681	189,979	71.96%
VALERY R. POLYAKOV		66,474	7,545	74,019	28.04%
Total Votes		244,772	19,226	263,998	

STATE SUPERINTENDENT OF PUBLIC INSTRUCTION (Vote for 1)

Precincts Reported: 938 of 938 (100.00%)

	Vote By Mail	Election Day	Total	
Times Cast	301,637	24,832	326,469 / 731,497	44.63%

Candidate	Party	Vote By Mail	Election Day	Total	
RICHARD BARRERA		68,913	3,662	72,575	27.14%
SONJA SHAW		38,619	4,153	42,772	16.00%
WENDY CASTANEDA LEAL		24,555	1,863	26,418	9.88%
NICHELLE M. HENDERSON		22,709	1,800	24,509	9.17%
ANTHONY RENDON		22,257	2,019	24,276	9.08%
AL MURATSUCHI		21,651	990	22,641	8.47%
AINYE LONG		15,706	1,735	17,441	6.52%
JOSH NEWMAN		14,571	1,563	16,134	6.03%
FRANK LARA		12,925	1,323	14,248	5.33%
GUS MATTAMMAL		5,639	740	6,379	2.39%
Total Votes		247,545	19,848	267,393	

COUNTY SUPERINTENDENT OF SCHOOLS (Vote for 1)

Precincts Reported: 938 of 938 (100.00%)

	Vote By Mail	Election Day	Total	
Times Cast	301,637	24,832	326,469 / 731,497	44.63%

Candidate	Party	Vote By Mail	Election Day	Total	
DANA EATON		167,616	13,211	180,827	71.43%
JAG LATHAN		66,927	5,389	72,316	28.57%
Total Votes		234,543	18,600	253,143	

ALAMEDA COUNTY BOARD OF EDUCATION, AREA 7 (Vote for 1)

Precincts Reported: 8 of 8 (100.00%)

	Vote By Mail	Election Day	Total	
Times Cast	111	4	115 / 192	59.90%

Candidate	Party	Vote By Mail	Election Day	Total	
CHERYL COOK-KALLIO		51	4	55	69.62%
SANGEETHA SHANBHOGUE		24	0	24	30.38%
Total Votes		75	4	79	

ASSESSOR (Vote for 1)

Precincts Reported: 938 of 938 (100.00%)

		Vote By Mail	Election Day	Total	
Times Cast		301,637	24,832	326,469 / 731,497	44.63%

Candidate	Party	Vote By Mail	Election Day	Total	
VINCE ROBB		169,293	11,969	181,262	67.07%
NICK SPINNER		57,910	5,267	63,177	23.38%
KISMAT KATHRANI		23,295	2,511	25,806	9.55%
Total Votes		250,498	19,747	270,245	

AUDITOR-CONTROLLER (Vote for 1)

Precincts Reported: 938 of 938 (100.00%)

		Vote By Mail	Election Day	Total	
Times Cast		301,637	24,832	326,469 / 731,497	44.63%

Candidate	Party	Vote By Mail	Election Day	Total	
PETER KARUMBI		182,054	13,279	195,333	78.33%
DEEPIKA NAHARAS		49,069	4,971	54,040	21.67%
Total Votes		231,123	18,250	249,373	

CLERK-RECORDER (Vote for 1)

Precincts Reported: 938 of 938 (100.00%)

		Vote By Mail	Election Day	Total	
Times Cast		301,637	24,832	326,469 / 731,497	44.63%

Candidate	Party	Vote By Mail	Election Day	Total	
KRISTIN BRAUN CONNELLY		214,289	15,002	229,291	86.66%
PRATIMA SONAVNE		31,012	4,271	35,283	13.34%
Total Votes		245,301	19,273	264,574	

TREASURER-TAX COLLECTOR (Vote for 1)

Precincts Reported: 938 of 938 (100.00%)

		Vote By Mail	Election Day	Total	
Times Cast		301,637	24,832	326,469 / 731,497	44.63%

Candidate	Party	Vote By Mail	Election Day	Total	
DAN M. MIERZWA		216,927	16,380	233,307	100.00%
Total Votes		216,927	16,380	233,307	

SUPERVISOR, DISTRICT 1 (Vote for 1)

Precincts Reported: 148 of 148 (100.00%)

		Vote By Mail	Election Day	Total	
Times Cast		51,969	4,347	56,316 / 129,051	43.64%

Candidate	Party	Vote By Mail	Election Day	Total	
JOHN "JOYA" GIOIA		39,281	3,135	42,416	100.00%
Total Votes		39,281	3,135	42,416	

SUPERVISOR, DISTRICT 4 (Vote for 1)

Precincts Reported: 158 of 158 (100.00%)

		Vote By Mail	Election Day	Total	
Times Cast		68,954	5,741	74,695 / 155,471	48.04%

Candidate	Party	Vote By Mail	Election Day	Total	
KEN CARLSON		48,439	3,671	52,110	100.00%
Total Votes		48,439	3,671	52,110	

CITY OF RICHMOND, MAYOR (Vote for 1)

Precincts Reported: 69 of 69 (100.00%)

		Vote By Mail	Election Day	Total	
Times Cast		21,674	2,089	23,763 / 59,751	39.77%

Candidate	Party	Vote By Mail	Election Day	Total	
CLAUDIA JIMÉNEZ		7,941	678	8,619	38.56%
AHMAD ANDERSON		5,780	474	6,254	27.98%
EDUARDO MARTINEZ		3,975	380	4,355	19.48%
DEMNLUS JOHNSON III		1,896	317	2,213	9.90%
MARK WASSBERG		804	106	910	4.07%
Total Votes		20,396	1,955	22,351	

CITY OF RICHMOND, MEMBER, CITY COUNCIL, DISTRICT 2 (Vote for 1)

Precincts Reported: 15 of 15 (100.00%)

		Vote By Mail	Election Day	Total	
Times Cast		3,207	326	3,533 / 9,018	39.18%

Candidate	Party	Vote By Mail	Election Day	Total	
CESAR ZEPEDA		2,360	223	2,583	100.00%
Total Votes		2,360	223	2,583	

CITY OF RICHMOND, MEMBER, CITY COUNCIL, DISTRICT 3 (Vote for 1)

Precincts Reported: 6 of 6 (100.00%)

		Vote By Mail	Election Day	Total	
Times Cast		2,263	377	2,640 / 8,574	30.79%

Candidate	Party	Vote By Mail	Election Day	Total	
DORIA ROBINSON		1,425	204	1,629	68.94%
BRANDON EVANS		611	123	734	31.06%
Total Votes		2,036	327	2,363	

CITY OF RICHMOND, MEMBER, CITY COUNCIL, DISTRICT 4 (Vote for 1)

Precincts Reported: 23 of 23 (100.00%)

		Vote By Mail	Election Day	Total	
Times Cast		5,285	420	5,705 / 12,715	44.87%

Candidate	Party	Vote By Mail	Election Day	Total	
SOHEILA BANA		3,203	228	3,431	67.71%
JAMIN PURSELL		1,097	67	1,164	22.97%
KEYCHA GALLON		412	60	472	9.32%
Total Votes		4,712	355	5,067	

MEASURE G - CONTRA COSTA COMMUNITY COLLEGE DISTRICT - 55% (Vote for 1)

Precincts Reported: 925 of 925 (100.00%)

		Vote By Mail	Election Day	Total	
Times Cast		301,081	24,811	325,892 / 729,848	44.65%

Candidate	Party	Vote By Mail	Election Day	Total	
BONDS YES		138,912	10,346	149,258	50.12%
BONDS NO		136,470	12,090	148,560	49.88%
Total Votes		275,382	22,436	297,818	

MEASURE H - LAFAYETTE SCHOOL DISTRICT - 2/3 (Vote for 1)

Precincts Reported: 23 of 23 (100.00%)

		Vote By Mail	Election Day	Total	
Times Cast		12,836	807	13,643 / 21,690	62.90%

Candidate	Party	Vote By Mail	Election Day	Total	
YES		9,283	505	9,788	75.07%
NO		2,995	255	3,250	24.93%
Total Votes		12,278	760	13,038	

MEASURE I - MORAGA SCHOOL DISTRICT - 2/3 (Vote for 1)

Precincts Reported: 17 of 17 (100.00%)

	Vote By Mail	Election Day	Total	
Times Cast	6,911	399	7,310 / 11,737	62.28%

Candidate	Party	Vote By Mail	Election Day	Total	
YES		4,673	266	4,939	70.44%
NO		1,952	121	2,073	29.56%
Total Votes		6,625	387	7,012	

MEASURE J - OAKLEY UNION ELEMENTARY SCHOOL DISTRICT - 55% (Vote for 1)

Precincts Reported: 56 of 56 (100.00%)

	Vote By Mail	Election Day	Total	
Times Cast	9,004	1,103	10,107 / 27,093	37.30%

Candidate	Party	Vote By Mail	Election Day	Total	
BONDS NO		4,707	617	5,324	56.44%
BONDS YES		3,712	397	4,109	43.56%
Total Votes		8,419	1,014	9,433	

MEASURE K - OAKLEY UNION ELEMENTARY SCHOOL DISTRICT - 55% (Vote for 1)

Precincts Reported: 56 of 56 (100.00%)

	Vote By Mail	Election Day	Total	
Times Cast	9,004	1,103	10,107 / 27,093	37.30%

Candidate	Party	Vote By Mail	Election Day	Total	
BONDS NO		4,616	601	5,217	55.63%
BONDS YES		3,756	405	4,161	44.37%
Total Votes		8,372	1,006	9,378	

MEASURE L - WALNUT CREEK SCHOOL DISTRICT- 2/3 (Vote for 1)

Precincts Reported: 30 of 30 (100.00%)

	Vote By Mail	Election Day	Total	
Times Cast	19,969	1,111	21,080 / 38,007	55.46%

Candidate	Party	Vote By Mail	Election Day	Total	
YES		11,961	553	12,514	64.72%
NO		6,359	462	6,821	35.28%
Total Votes		18,320	1,015	19,335	

MEASURE A - CONTRA COSTA COUNTY - MAJORITY (Vote for 1)

Precincts Reported: 938 of 938 (100.00%)

	Vote By Mail	Election Day	Total	
Times Cast	301,637	24,832	326,469 / 731,497	44.63%

Candidate	Party	Vote By Mail	Election Day	Total	
YES		192,109	13,422	205,531	70.21%
NO		78,677	8,524	87,201	29.79%
Total Votes		270,786	21,946	292,732	

MEASURE B - CONTRA COSTA COUNTY - MAJORITY (Vote for 1)

Precincts Reported: 938 of 938 (100.00%)

	Vote By Mail	Election Day	Total	
Times Cast	301,637	24,832	326,469 / 731,497	44.63%

Candidate	Party	Vote By Mail	Election Day	Total	
NO		156,840	13,863	170,703	56.87%
YES		120,759	8,690	129,449	43.13%
Total Votes		277,599	22,553	300,152	

MEASURE C - CITY OF EL CERRITO - MAJORITY (Vote for 1)

Precincts Reported: 11 of 11 (100.00%)

	Vote By Mail	Election Day	Total	
Times Cast	10,505	705	11,210 / 17,859	62.77%

Candidate	Party	Vote By Mail	Election Day	Total	
NO		7,011	464	7,475	69.61%
YES		3,059	205	3,264	30.39%
Total Votes		10,070	669	10,739	

MEASURE D - CITY OF PINOLE - MAJORITY (Vote for 1)

Precincts Reported: 12 of 12 (100.00%)

	Vote By Mail	Election Day	Total	
Times Cast	5,484	364	5,848 / 12,627	46.31%

Candidate	Party	Vote By Mail	Election Day	Total	
NO		3,328	195	3,523	64.09%
YES		1,829	145	1,974	35.91%
Total Votes		5,157	340	5,497	

MEASURE E - CITY OF PINOLE - MAJORITY (Vote for 1)

Precincts Reported: 12 of 12 (100.00%)

	Vote By Mail	Election Day	Total	
Times Cast	5,484	364	5,848 / 12,627	46.31%

Candidate	Party	Vote By Mail	Election Day	Total	
YES		2,623	205	2,828	54.26%
NO		2,260	124	2,384	45.74%
Total Votes		4,883	329	5,212	

MEASURE F - CITY OF PINOLE - MAJORITY (Vote for 1)

Precincts Reported: 12 of 12 (100.00%)

	Vote By Mail	Election Day	Total	
Times Cast	5,484	364	5,848 / 12,627	46.31%

Candidate	Party	Vote By Mail	Election Day	Total	
NO		3,466	239	3,705	71.20%
YES		1,401	98	1,499	28.80%
Total Votes		4,867	337	5,204	

MEASURE D
CITY OF PINOLE

Shall the electors elect a mayor and four city council members?

MEASURE E

Shall the term of office of mayor be two years?

MEASURE F

Shall the term of office of mayor be four years?

CITY ATTORNEY'S IMPARTIAL ANALYSIS OF MEASURES D, E, F

There are five City Council Members in the City of Pinole. Currently, one of the five Council Members serves as Mayor, who is selected by a majority vote of the Council. The appointed Mayor position rotates annually. This procedure is authorized by Government Code Section 36801.

However, upon a majority vote of the citizens of a city on a ballot measure, there can be a direct election of the mayor by voters pursuant to Government Code Sections 34900 - 34906. A mayor elected by the voters is a member of the city council and has all the powers and duties of a member of the City Council. A mayor elected by the voters has the same powers as a mayor selected by a vote of the City Council. Government Code § 34903.

There are three questions on the ballot relating to the election of Mayor in the City of Pinole: (1) Shall the electors elect a Mayor and four Council Members? Yes or No. (2) Shall the term of office of mayor be two years? Yes or No. (3) Shall the term of office of mayor be four years? Yes or No. Voters may vote on one, two or all three of these questions. The first question asks whether the voters shall elect the Mayor and four Council Members. Since the Council Members in Pinole are currently elected by the voters, the only change if the first question is passed would be to provide for the Mayor to be elected by the voters rather than selected by the City Council. If the first question receives a majority of yes votes at the election, then the term of the Mayor, two years or four years, shall be that preferred by a majority of those voting on the questions.

s/ Eric Casher,
City Attorney
City of Pinole

ARGUMENT IN FAVOR OF MEASURE D

No Argument In Favor was filed.

ARGUMENT AGAINST MEASURE D

Pinole does not need a mayor with executive authority, especially at greater financial cost.

Pinole's current mayoral process involves rotating an elected Council member in their third or fourth year of the term into the mayor position for one year. Four out of five Council members will serve as the mayor during their term. **This fair and efficient process is used by more than 300 of the 482 cities in California.**

Voters elect, at large, Pinole's five Council members for a four-year term. They work together to serve our community. Why consolidate that power into one person? The Council majority commented that the salary discussion would occur "later" and **Council has the power to raise that salary at any time.**

Is this actually a move by a Pinole Council member to grab power and more money?

Pinole voters approved Measure I, to help cover the cost of public safety and road improvements, not to add a mayor's salary to our City budget that is already stretched.

What will be defunded to pay for the mayor's salary - our police department, road repairs, or park maintenance? Money for mayor compensation will not magically appear.

Pinole residents are already burdened with the cost of living: rents, mortgages, higher health insurance premiums, home insurance, gas prices, food costs. Are we to now pay one-time costs for a Ballot Measure costing up to $57,000 plus on-going costs of a mayor's salary if voters approve?

This is an example of misplaced priorities for our City and should be defeated. This proposal is a solution to a problem that does not exist.

Stop more excessive spending. Stop the power grab.

No on Measure D.

Ann Moriarty, retired middle school science teacher, 36 year Pinole resident
John Castro, Pinole resident, school administrator
Janet Wilks, Pinole resident, Pinole homeowner, non-profit consultant
Jodie Ingalls, Pinole resident

ARGUMENT IN FAVOR OF MEASURE E

No Argument In Favor was filed.

ARGUMENT AGAINST MEASURE E

No Argument Against was filed.

ARGUMENT IN FAVOR OF MEASURE F

No Argument In Favor was filed.

ARGUMENT AGAINST MEASURE F

No Argument Against was filed.

FULL TEXT OF
MEASURES D, E, F

ORDINANCE NO. 2026-XX

AN ORDINANCE OF THE PEOPLE OF THE CITY OF PINOLE, ADDING CHAPTER 2.10 TO THE PINOLE MUNICIPAL CODE TO ESTABLISH THE OFFICE OF MAYOR AS AN ELECTED POSITION

NOW THEREFORE, THE PEOPLE OF THE CITY OF PINOLE DO ORDAIN AS FOLLOWS:

SECTION 1. Subject to the approval of a majority of the voters of the City of Pinole at the scheduled election so designated by the City Council in a separate resolution placing the proposal on the ballot for such election, Chapter 2.10 of the Pinole Municipal Code is hereby added, and shall read as follows:

CHAPTER XX- OFFICE OF THE MAYOR

Section 1. The mayor shall be elected for a [two-year or four-year] term on the first Tuesday following the first Monday of each even-numbered year and shall be limited to such number of terms as are specified in the Municipal Code. The mayor shall be compensated at the same rate as that established for members of the City Council.

Any person who shall have served three (3) successive terms as Mayor shall be ineligible to serve again in the office until an intervening period of one term has elapsed. For the purposes hereof, any person who serves as Mayor for more than half of a term shall be considered to have served a term.

Section 2. In even-numbered years, the city council shall meet at the regularly scheduled meeting next following the meeting at which the declaration of the election results was made pursuant to Section 10262 or 10263 of the Elections Code and choose one of its members as mayor pro tempore for a one-year term. In odd-numbered years, the city council shall at the first regularly scheduled meeting in November select one of its members as mayor pro tempore for a one-year term.

Section 3. The mayor shall preside at the meetings of the council. If he or she is absent or unable to act, the mayor pro tempore shall serve until the mayor returns or is able to act. The mayor pro tempore has all of the powers and duties of the mayor.

Section 4. The mayor may make or second any motion and present and discuss any matter as a member of the council.

Section 5. Pursuant to Government Code Section 3625(b), the mayor may request the Governor to proclaim a state of emergency within the jurisdictional boundaries of the city.

Section 6. If the city clerk is absent, the deputy city clerk shall act. If there is none, the mayor shall appoint one of the councilmembers as city clerk pro tempore.

Section 7. The mayor shall sign:

All warrants drawn on the city treasurer;

All instruments requiring the city seal.

The city council may provide by ordinance that the instruments described above be signed by an officer other than the mayor.

Section 8. Upon being advised of a vacancy on a city commission or committee, the mayor, at the first regular meeting of the city council following such notification, shall direct the city manager to initiate action necessary to timely fill the vacancy by (1) advertising and posting notices announcing the vacancy and inviting qualified applicants to submit applications and (2) bringing the matter back to the city council for its selection of the commission or committee member.

Section 9. The mayor, with the consent of the city council, shall make all appointments to committees consisting solely of members of the city council and which are less than a quorum of the city council.

Section 10. The mayor, with the consent of the city council, shall make all appointments to area and statewide committees.

Section 11. The mayor shall perform such other duties as may be provided for by the laws of the state of California and this code.

Section 12. Effective Date. The ordinance codified in this Chapter became effective on _____, which was ten dates after the City Council declared the result of the election.

SECTION 2. Severability. If any portion of this Ordinance is declared invalid by a court law or other legal body with applicable authority, the invalidity shall not affect or prohibit the force and effect of any other provision or application of the Ordinance that is not deemed invalid. The voters of the City hereby declare that they would have circulated for qualification and/or voted for the adoption of this Section and each portion thereof, regardless of the fact any portion of the initiative may be subsequently deemed invalid.

SECTION 3. To the fullest extent permitted by law, the provisions of this Ordinance shall prevail over, and supersede, all other provisions of the Municipal Code and any ordinances, resolutions, or administrative policies of the City of Pinole which are in conflict with any provision of this Ordinance.

SECTION 4. This Section shall not be repealed or amended except by a measure approved by a majority of the electors voting on the issue at a General Municipal Election, or at a special election called for that purpose.

SECTION 5. This Ordinance shall take effect only if approved by a majority of the eligible voters of the City of Pinole voting at a Special Municipal Election to be held on June 2, 2026 and shall take effect ten (10) days after the City Council has certified the results of the Special Municipal Election by resolution.

SECTION 6. The Mayor is hereby authorized to attest to the adoption of this Ordinance by the people voting thereon on June 2, 2026 by signing where indicated below.

I hereby certify that the foregoing Ordinance was PASSED, APPROVED, and ADOPTED by the people of the City of Pinole on the XX day of June, 2026.

_______________________, Mayor

CITY COUNCIL REPORT

10.A.

DATE: JULY 21, 2026

TO: MAYOR AND COUNCIL MEMBERS

FROM: Heba El-Guindy, Public Works Director, helguindy@pinole.gov

SUBJECT: CONDUCT A PUBLIC HEARING AND ADOPT RESOLUTION TO APPROVE THE ENGINEER'S REPORT CONTAINING THE ANNUAL ASSESSMENTS FOR THE PINOLE VALLEY ROAD LANDSCAPE AND LIGHTING ASSESSMENT DISTRICT FOR FISCAL YEAR 2026/27, AND ORDER LEVY AND COLLECTION OF THE ASSESSMENTS

RECOMMENDATION

Staff recommend that the City Council conduct a public hearing and adopt the attached Resolution (Attachment A) to approve the Engineer's Report (Attachment B) containing the annual assessments for the Pinole Valley Road Landscape and Lighting Assessment District for Fiscal Year 2026/27, and to order the assessment amounts to be submitted to the Contra Costa County Assessor for placement on the secured property tax roll for collection.

BACKGROUND

On July 8, 2008, the City Council adopted Resolution 2008-91 forming the Pinole Valley Road Landscape and Lighting Assessment District (District), ordering maintenance work therein, confirming the District diagram and assessment, and providing for the levy of annual assessments. The City has installed improvements within the District on Pinole Valley Road between Henry Avenue and Ramona Street. The purpose of the District is to provide a stable funding source for the ongoing maintenance and servicing of the following:

- Traffic signals
- Streetlights
- Landscaping and irrigation
- Graffiti and debris removal
- Utilities supplied to the traffic signals, streetlights, and irrigation system

On June 2, 2026, the City Council ordered and received the Engineer's Report containing the annual assessments for the Pinole Valley Road Landscape and Lighting Assessment District (District) for Fiscal Year (FY) 2026/27.

REVIEW AND ANALYSIS

The City Council must take actions each year to levy and collect the assessments for the

District. It is proposed that the City Council take action on the following list at this meeting. These actions will be accomplished by adopting the attached Resolution.

1. Declare intention to conduct a Public Hearing concerning the levy of assessments.
2. Approve the Engineer's Annual Assessment Report (Attachment B).
3. Declare intention to levy and collect assessments.
4. Announce increase in the maximum assessments.
5. Conduct a Public Hearing.
6. Approve the assessment amounts for FY 2026/27.
7. Order the assessment amounts to be submitted to the Contra Costa County Assessor on, or before August 10, 2026, for placement on the secured property tax roll for collection.

The Pinole Valley Road Landscape and Lighting Assessment District contains two commercial zones, Zone A north of Interstate 80 (I-80) and Zone B south of I-80. The assessment rates for FY 2026/27 for Zone A and Zone B are proposed to be increased from the previous year. The proposed rates for FY 2026/27 are $588.87 per Assessment Unit (AU) for Zone A (an increase of $21.55 from FY 2025/26) and $640.67 per AU for Zone B (an increase of $23.45 from FY 2025/26). An AU is equivalent to an acre of developable property. The proposed assessment represents an annual inflation rate for each of Zone A and Zone B to reflect the increase in maintenance and servicing costs.

Each fiscal year, the greater of the annual Consumer Price Index (CPI) or a 2% is applied to the Maximum Assessment Rate from the previous year. The April 2026 CPI is 3.8%, therefore 3.8% was applied to the Maximum Assessment Rate of FY 2025/26. The Maximum Assessment Rate per unit in FY 2026/27 becomes $699.96 per AU for Zone A, and $660.80 per AU for Zone B. As the proposed rates are below the Maximum Assessment Rates, the City is not required to undertake the more comprehensive procedural notice and protest requirements of Proposition 218. A public hearing, however, will allow property owners subject to the assessment the opportunity to provide comments. Notice of the public hearing was published in the manner required by applicable law.

Staff would like to note that the attached Assessment Report was prepared to be consistent with analysis carried out in past years. There have been limited infrastructure improvements for a few years due to the increased costs relative to the available funds. However, the current fund balance including capital replacement balance will allow capital improvements in FY 2026/27.

FISCAL IMPACT

The proposed assessments for the assessable parcels within the District for Fiscal Year 2026/27 are $588.87 per Assessment Unit (AU) for Zone A and $640.67 per AU for Zone B. The total District revenue is expected to be **$**63,059.41.

ATTACHMENTS

A. Resolution
B. LLAD Engineer's Report

RESOLUTION NO. 2026 –

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PINOLE APPROVING THE ENGINEER'S REPORT CONTAINING THE ANNUAL ASSESSMENTS FOR THE PINOLE VALLEY ROAD LANDSCAPE AND LIGHTING ASSESSMENT DISTRICT FOR FISCAL YEAR 2026/27 AND ORDERING LEVY AND COLLECTION OF THE ASSESSMENTS

WHEREAS, the Pinole City Council, pursuant to the terms of the "Landscaping and Lighting Act of 1972" (the "1972 Act"), Division 15, Part 2, Chapter 1, Article 1 of the Streets and Highways Code of the State of California (commencing with Section 22500) did by previous resolutions initiate proceedings for the special maintenance district known and designated as "The Pinole Valley Road Landscape and Lighting Assessment District" (the "District"). The District is comprised of two Zones (Zone A and Zone B) which are located on Pinole Valley Road between Henry Avenue and Ramona Street; and

WHEREAS, the City's Public Works Director has prepared the attached Annual Assessment Report (the "Report") in connection with the proposed assessments upon eligible parcels of land within the District. The Report was prepared to be consistent with past years and based on the estimated costs to operate, maintain and service the improvements located within each of the two Zones of the District; and

WHEREAS, the assessments are not based on the assessed value of the properties but are based on the special benefit conferred upon said eligible parcels from the improvements and the maintenance and operation of the District; and

WHEREAS, the assessments are in compliance with all laws pertaining to the collection of assessments, including Proposition 218; and

WHEREAS, the City Council held a public hearing on June 2nd, 2026, to order and receive the Report containing the assessments for Fiscal Year 2026/27; and

WHEREAS the City Council held a second public hearing on July 21st, 2026, to approve the Report and to order levy and collection of the assessments.

NOW, THEREFORE, IT IS HEREBY RESOLVED AS FOLLOWS:

1. Following notice duly given, the City Council has held a full and fair public hearing to approve the Report containing the assessments of the Pinole Valley Landscape and Lighting Assessment District (Exhibit A). The City Council received and considered all written and oral statements, including any and all protests or other communications made or filed by any interested persons. Majority protest was not submitted regarding the proposed assessments.

2. Based upon its review (and any applicable amendments) of the attached Report, the City Council hereby finds and determines that:
    a. The assessable properties within the District, which are identified in the Report, receive special benefit from the operation, maintenance and servicing of the landscape and lighting improvements.
    b. The net amount to be assessed upon the properties is based on the historical and estimated costs to provide said maintenance and servicing and is apportioned by a formula that fairly distributes the net amount among all assessable parcels in proportion to the estimated special benefit received from the improvements and services.
    c. The maintenance, operation and servicing of the landscape and lighting improvements shall be performed pursuant to the 1972 Act. The assessments shall be expended only for the maintenance, operations and servicing of the landscape and lighting improvements located within the District boundaries.
3. Approve the Report and order levy and collection of the assessments for Fiscal Year 2026/27.
4. A certified copy of this Resolution shall be filed in the office of the City Clerk and shall remain open for public inspection.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Pinole held on this 21ST day of July 2026, by the following vote:

AYES: COUNCILMEMBERS:

NOES: COUNCILMEMBERS:

ABSENT: COUNCILMEMBERS:

ABSTAIN: COUNCILMEMBERS:

I hereby certify that the foregoing resolution was regularly introduced, passed, and adopted on the 21ST day of July, 2026.

____

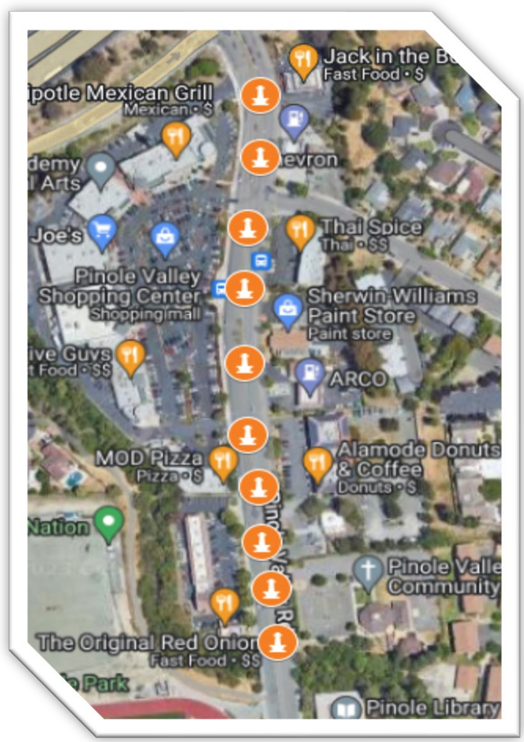
Heather Bell, CMC
City Clerk

PINOLE VALLEY ROAD LANDSCAPE AND LIGHTING ASSESSMENT DISTRICT

ENGINEER'S REPORT FY 2026/27

June 2, 2026

ZONE A



ZONE B

ENGINEER'S REPORT AFFIDAVIT

City of Pinole

Contra Costa County, State of California

Pinole Valley Landscape and Lighting

Assessment District

The undersigned submits this report as directed by the City Council. This report describes the District including the parcels, budgets, and assessments for Fiscal Year 2026/27, as they existed at the time of the passage of the resolution of intention. Reference is hereby made to the Contra Costa County Assessor's maps for detailed descriptions of the lines and dimensions of parcels within the District.

Dated this 2nd day of June, 2026

Heba El-Guindy

Heba El-Guindy, TE
Public Works Director

TABLE OF CONTENTS

INTRODUCTION

The City of Pinole (the "City"), under the provisions of the Landscape and Lighting Act of 1972, Part 2 of Division 15 of the California Streets and Highways Code (the "1972 Act") and the provisions of the California Constitution Article XIII D (the "Constitution"), annually levies and collects special assessments from the City's maintenance assessment district designated as:

Pinole Valley Road Landscape and Lighting Assessment District (the "District") to provide and maintain various public landscaping and lighting improvements that provide special benefits to properties within the District.

The City Council formed the District and provided for the levy and collection of annual assessments to provide ongoing funding for costs and expenses required to service and maintain the landscaping and lighting improvements within the boundaries of the District. The improvements to be provided by the District assessments described herein are made pursuant to the 1972 Act and the substantive and procedural provision of the Constitution.

As part of the District formation, the City of Pinole conducted a Property Owner Protest Ballot proceeding for the proposed levy of a new assessment pursuant to the provisions of the Constitution. In conjunction with this ballot proceeding, the City Council conducted a noticed public hearing to consider public testimonies, comments, and written protests regarding the formation of the District and levy of assessments. Upon conclusion of the public hearing, property owner assessment ballots received were opened and tabulated. The property owner assessment ballot tabulation resulted in a majority approval of the District and assessments of the property owners within the District. The District was formed on July 1, 2008, by Resolution no. 2008-91. The District is located on Pinole Valley Road and consists of two separate zones: Zone A and Zone B.

This Engineer's Report (the "Report") has been prepared pursuant to Chapter 1, Article 4 and Chapter 3 of the 1972 Act, and outlines the improvements, and proposed assessments to be levied in connection with the benefits the properties will receive from maintenance and servicing of landscaping and lighting improvements within the District for Fiscal Year (FY) 2026/27.

The word "parcel," for the purposes of this Report, refers to an individual property assigned its own Assessor's Parcel Number ("APN") by the Contra Costa County Assessor's Office. The Contra County Auditor/Controller APN and specific fund numbers to identify properties to be assessed for the District assessments.

This Report consists of five sections and identifies the following items:

- **Plans and Specifications** – The location of the District and the specific improvements to be maintained.
- **Method of Apportionment** – How the District costs are allocated and apportioned to the assessable parcels.
- **Zone Budgets** – The District costs and proposed assessments to be levied for FY 2026/27 for each Zone based upon the special benefit received.
- **District Diagram** – A diagram showing the District and Zone boundaries.
- **Assessment Roll** – A listing of properties to be assessed by APN, Zone, and corresponding assessment amounts.

ASSESSMENT SUMMARY FY 2026/27

	Total Assessable Costs	**Total Assessable Units**	**Proposed Assessment Rate per AU**	**Maximum Assessment Rate per AU**
Zone A	**$39,945.00**	52.796	**$588.87**	$699.96
Zone B	**$45,530.00**	49.900	**$640.67**	$660.80

- Actual assessments are rounded down to the nearest even penny.
- AU refers to an Assessment Unit

SECTION I – PLANS AND SPECIFICATIONS DESCRIPTION OF THE DISTRICT AND BOUNDARIES

The District consists of two separate zones and is located on Pinole Valley Road, between Henry Avenue and Ramona Street. Zone A is to the north of Interstate 80 (I-80) and Zone B is to the south of I-80. Currently, there are a total of 18 commercial parcels within the District, 8 parcels in Zone A and 10 parcels in Zone B.

The number of parcels changed over the years. In FY 2011/12, the number of parcels in Zone A was reduced from 8 to 6 and was reduced in Zone B from 16 to 15 parcels, due to parcel mergers. An annexation occurred in Zone A in FY 2013/14, increasing the parcel count for that Zone to 7 and the Assessable Units ("AU") to 52.972. In FY 2018/19, one parcel was split into two with a slight size reduction, decreasing the AU to 52.796. The number of parcels in Zone B was also reduced from 15 to 10 due to parcel mergers/changes in FY 2013/14 and FY 2014/15. A clerical error was brought to the City's attention in December 2019 which has been transcribed over time and resulted in a higher AU in Zone B. In FY 2020/21, the clerical error was corrected resulting in a lower AU in Zone B.

Please refer to Section V of this Report, Assessment Roll, for details.

IMPROVEMENTS AND SERVICES PROVIDED

Improvements within the District which are maintained and serviced may include but are not limited to: turf, shrubs, plants and trees, other landscaping, street lighting, traffic signals, irrigation and drainage systems, graffiti removal, litter abatement, sidewalks, landscape lighting, masonry walls and associated appurtenances within the public right-of-way and specific easements.

The maintenance of District improvements generally includes, but are not limited to, all materials, equipment, utilities, labor and incidental expenses, and administrative expenses for the annual operation of the District and maintenance of the improvements. Also included the performance of occasional repairs and the removal or replacement of improvements, as needed.

The specific improvements being maintained and serviced within each of Zone A and Zone B of the District are described below:

Zone A Improvements (North of I-80 Freeway)

- Landscaping totaling 16,920 square feet.
- Irrigation system for landscaping and two irrigation controllers.
- Maintenance of ten street light poles and fourteen streetlights/luminaires.
- Maintenance of two and a half traffic signals.
- Electrical power for streetlights, traffic signals and irrigation system.
- Water supply to irrigation system.
- Weed control and abatement.
- Graffiti abatement.
- Median repairs and contingency for damage.
- Litter abatement and collection.

Zone B Improvements (South of I-80 Freeway)

- Landscaping totaling 18,486 square feet.
- Irrigation system for landscaping and two irrigation controllers.
- Maintenance of twelve street light poles and twenty streetlights/luminaires.
- Maintenance of one and a half traffic signals.
- Electrical power for streetlights, traffic signals and irrigation system.
- Water supply to irrigation system.
- Weed control and abatement.
- Graffiti abatement.
- Median repairs and contingency for damage.
- Litter abatement and collection.

Reference is made to the plans and specifications of the improvements which are on file with the City and are incorporated herein by reference.

SECTION II – METHOD OF APPORTIONMENT

The 1972 Act allows for the establishment of assessment districts by public agencies for the purpose of providing certain public improvements as detailed in Section I of this Report. The 1972 Act also requires that the cost of these improvements and services be assessed based on benefit received rather than by assessed value of the properties being assessed. In accordance with the 1972 Act, Section 22573:

> *"The net amount to be assessed upon lands within an assessment district may be apportioned by any formula or method which fairly distributes the net amount among assessable lots or parcels in proportion to the estimated benefits received by each such lot or parcel from the improvements"*

The method of apportionment approved by the City Council is consistent with the 1972 Act and the California Constitution for the allocation of special benefit assessments. The calculation of assessments is based upon the parcel type and the services and improvements provided.

DESCRIPTION OF BENEFIT

Special Benefit

The improvements and associated costs have been allocated to the assessable parcels within the District based upon the special benefit received by those properties, pursuant to the provisions of the 1972 Act. The improvements for which the properties are assessed have been identified as necessary and were approved by the property owners within the District through Proposition 218 assessment ballot procedure and are in compliance with the development plans and General Plan of the City. As such, the improvements and continuing maintenance and services are strictly funded by the properties within the District.

General Benefit

Although the improvements may be visible to passersby or to the public at large, the improvements were installed after approval from the property owners and are for the benefit of properties within the District. It has been determined therefore, any access to or use by properties or individuals outside of the District is incidental and the costs of operating, maintaining, and servicing said improvements provide no measurable benefit to said outside properties or individuals.

Definition of Special Benefit

The method of apportionment described in this Report is based on the premise that each assessable parcel or unit receives distinct and special benefits from the improvements and services provided, including the visual desirability provided by well-maintained landscaping and other improvements identified in Zones A and B. In accordance with Article XIII D, Section 4 of the California Constitution:

"Special benefit means a particular and distinct benefit over and above general benefits conferred on real property located in the District or the public at large"

The special benefits associated with local landscape and lighting improvements are:

- Enhanced desirability of properties due to proximity of the improvements.
- Improved aesthetic appeal provided by a positive representation of the community.
- Improved ingress and egress to property resulting in enhanced traffic flow.
- Improved traffic visibility and circulation.
- Improved accessibility for emergency vehicles.
- Reduced vandalism and other criminal activity.
- Enhanced environmental quality provided by adequate green space and other landscaping which helps moderate temperatures, reduce noise pollution and control dust and debris.

ASSESSMENT RANGE FORMULA

It is generally recognized that most budgetary items are impacted by inflation over the years. In accordance with the California Constitution, and Government Section 53739 (b)(1), assessments "***may be adjusted for inflation pursuant to a clearly defined formula…***" A formula for an inflationary adjustment is therefore included as part of the maximum assessment for this District and was approved by the property owner(s) at the time of formation. The formula, as described below, allows for annual adjustments to the budget and the assessments.

Generally, any new or increased assessment requires certain noticing and meeting requirements by law, the Government Code excludes certain conditions of a new or increased assessment. These conditions include:

> *"An assessment that does not exceed an assessment formula or range of assessments previously specified in the notice given to the public…and that was previously adopted by the agency…"*

The initial maximum assessment for the District was established at the time of formation and was assessed for the first time during FY 2008/09. The initial maximum assessment for Zone A was $415.52 per AU. The initial maximum assessment for Zone B was $390.80 per AU. The initial maximum assessment for each Zone has been adjusted each subsequent fiscal year by the following Assessment Range Formula:

- The Maximum Assessment Rate allowed each fiscal year (the "Adjusted Maximum Assessment Rate") shall be based on the initial maximum assessment established in FY 2008/09, adjusted annually by the Bureau of Labor Statistics, Consumer Price Index for the month of April, All Urban Consumers, ("CPI") for the San Francisco/Oakland/San Jose area or two percent (2%), whichever is greater. Should the Bureau of Labor Statistics revise or discontinue the preparation of such index, the City reserves the right to use such a revised index or a comparable system to determine fluctuations in the annual cost of living.

- Each fiscal year, the greater of the annual CPI or a 2%, shall be applied to the Maximum Assessment Rate established the previous fiscal year to calculate the appropriate Adjusted Maximum Assessment Rate for the current fiscal year.

- If the proposed annual assessment rate (assessment per AU) for the upcoming fiscal year is less than or equal to the Adjusted Maximum Assessment Rate established for that fiscal year, then the proposed annual assessment is not considered an increased assessment.

Beginning in the second fiscal year after the formation of the District (FY 2009/10) and each fiscal year since, the Maximum Assessment Rate has been recalculated, and a new Adjusted Maximum Assessment Rate has been established for each fiscal year using the Assessment Range Formula described above. Each fiscal year, the greater of CPI or 2% is applied to the Maximum Assessment Rate from last year. The April 2026 CPI is 3.8%, which is greater than 2%, therefore 3.8% will be applied to the Maximum Assessment Rate from the last year. The Zone A Maximum Assessment Rate for FY 2026/27 therefore, shall be **$699.97** per AU**.** The Zone B Maximum Assessment Rate for FY 2026/27 shall be **$660.80** per AU**.** The table below shows the Adjusted Maximum Assessment Rate for each Zone, for each fiscal year since the formation of the District. The Adjusted Maximum Assessment Rates have been calculated independently of the annual budget and proposed assessment rate for the given fiscal year. As stated above, if the proposed annual assessment for any fiscal year does not exceed the Adjusted Maximum Assessment Rate for that year, it is not considered to be an increased assessment under the terms of Proposition 218 or the Government Code.

Zone A - LLAD Assessment per Unit & CPI History

Fiscal Year	April CPI	Allowable Increase	Actual April CPI Calculation	Adjusted Max. Assessment per AU	Actual Assessment per AU
2008/09	N/A	N/A	N/A	$415.52	$415.82
2009/10	0.80%	2.00%	1.020000000	$423.83	$415.82
2010/11	1.71%	2.00%	1.020000000	$432.31	$415.82

2011/12	2.82%	2.82%	1.028212932	$444.51	$394.80
2012/13	2.07%	2.07%	1.020775582	$453.74	$394.80
2013/14	2.38%	2.38%	1.023809026	$464.54	$377.74
2014/15	2.78%	2.78%	1.027873710	$477.49	$377.74
2015/16	2.43%	2.43%	1.024362313	$489.12	$377.74
2016/17	2.70%	2.70%	1.026950338	$502.30	$377.74
2017/18	3.78%	3.78%	1.037888610	$521.34	$377.74
2018/19	3.20%	3.20%	1.032	$538.02	$396.32
2019/20	4.0%	4.0%	1.040	$559.54	$409.69
2020/21	1.1%	2.0%	1.020	$570.73	$422.04
2021/22	3.8%	2.0%	1.020	$582.14	$474.90
2022/23	5.0%	5.0%	1.050	$611.25	$498.65
2023/24	4.2%	4.2%	1.042	$636.92	$535.84
2024/25	3.8%	3.8%	1.038	$661.12	$556.20
2025/26	1.3%	2.0%	1.020	$674.34	$567.32
2026/27	3.8%	3.8%	1.038	$699.96	$588.87

Zone B - LLAD Assessment per Unit & CPI History

Fiscal Year	April CPI	Allowable Increase	Actual April CPI Calculation	Adjusted Max. Assessment per AU	Actual Assessment per AU
2008/09	N/A	N/A	N/A	$390.80	$390.80
2009/10	0.80%	2.00%	1.020000000	$398.62	$390.80
2010/11	1.71%	2.00%	1.020000000	$406.59	$390.80
2011/12	2.82%	2.82%	1.028212932	$418.06	$342.04
2012/13	2.07%	2.07%	1.020775582	$426.75	$342.04
2013/14	2.38%	2.38%	1.023809026	$436.91	$342.04
2014/15	2.78%	2.78%	1.027873710	$449.09	$342.04
2015/16	2.43%	2.43%	1.024362313	$460.03	$342.04
2016/17	2.70%	2.70%	1.026950338	$472.43	$342.04
2017/18	3.78%	3.78%	1.037888610	$490.32	$348.06
2018/19	3.20%	3.20%	1.032	$506.01	$359.06
2019/20	4.0%	4.0%	1.040	$526.25	$392.64
2020/21	1.1%	2.0%	1.020	$538.78	$405.68
2021/22	3.8%	2.0%	1.020	$549.56	$494.89
2022/23	5.0%	5.0%	1.050	$577.04	$519.63
2023/24	4.2%	4.2%	1.042	$601.28	$582.97
2024/25	3.8%	3.8%	1.038	$624.13	$605.12
2025/26	1.3%	2.0%	1.020	$636.61	$617.22
2026/27	3.8%	3.8%	1.038	$660.80	$640.67

To impose a new assessment or an increased assessment in excess of the Maximum Assessment Rate for the current fiscal year, as provided by the preceding Assessment Range Formula, the City must comply with the provisions of the California Constitution, Article XIII D, Section 4c that requires a public hearing and certain protest procedures including mailed notice of a public hearing and property owner protest balloting. Property owners must approve the proposed new or increased assessment via a property owner protest ballot process before any such new or increased assessment can be imposed.

The definition of new or increased assessments includes any assessment which, 1) did not previously exist or, 2) exceeds a previously approved assessment amount or assessment range formula. Any assessment range formula must have been previously adopted by the agency and approved by the property owners.

ASSESSMENT METHODOLOGY

The benefit formula used to determine the financial obligation for each parcel is based on the improvements benefiting the parcels, as well as the use, or type of each parcel as compared to other parcels that benefit from said improvements. One of the more common approaches to fairly distribute District costs to the benefiting parcels in maintenance districts such as this utilizes a methodology referred to as the Assessment Unit ("AU") method of apportionment. This methodology utilizes various property characteristics such as development status, type of development (land-use) and size (units or acreage) to compare the proportional benefit of each property compared to similar properties benefiting from the improvements.

The District is comprised of one parcel type: Commercial. Each commercial parcel receives similar benefit from the improvements due to the relative size of the properties, the specific improvements and proximity of the improvements to the properties. It has been determined that the buildable acreage of each parcel is an appropriate basis in calculating the total AU for that parcel. The individual commercial parcel, acreage is multiplied by a factor of 4.00 to determine the total AU for that parcel. The total Zone AU is then divided into the "Total Balance to Assessment" (as shown in Section III of this Report) to determine the annual assessment rate. The AU for each parcel is then multiplied by the annual assessment rate to determine the annual assessment for each parcel.

SECTION III – ZONE BUDGETS

The estimated budget for the annual maintenance and servicing of the improvements and the proportionate share of administration costs for each Zone have been prepared based on the estimated and recent historical costs of providing said maintenance and services.

ZONE A – PINOLE VALLEY ROAD NORTH FY 2026/27 BUDGET

DIRECT COSTS		
ACCOUNT	**DESCRIPTION**	**BUDGET**
310-347-42101	**PROFESSIONAL SERVICES**	**$12,000**
	Contra Costa County Public Works Traffic Signal Maintenance Services	$10,000
	Caltrans Traffic Signal Maintenance Services	$2,000
310-347-42108	**MAINTENANCE STRUCTURES / IMPROVEMENTS**	**$13,500**
	Contra Costa County Public Works Traffic Signal Maintenance	$8,000
	Caltrans Traffic Signal Maintenance	$3,000
	Pacific Site Management	$1,500
	Labor, materials, and equipment for maintenance	$1,000
	UTILITIES	**$8,565**
310-347-43102	Water - EBMUD	$3,800
310-347-43103	Electricity and Power	$4,765
	Pinole Valley Road – Traffic Control Lights – PG&E	
	Street and Highway Lighting – PG&E	
310-347-47202	**CAPITAL REPLACEMENT ACCOUNT** [1]	**$2,600**
	DIRECT COSTS- SUB TOTAL	**$36,665**
INDIRECT COSTS		
310-347-46126	Legal Charges	$1,050
	County Administration Fees	$150
310-347-46122	City Administration and Engineer's Report	$2,080
	INDIRECT COSTS- SUB TOTAL	**$3,280**
	TOTAL COSTS	**$39,945**
	TOTAL BALANCE TO ASSESSMENT	$39,945
	Total Assessable Units (AU) - 8 Parcels	52.796
	2026/27 PROPOSED ASSESSMENT PER AU	**$588.87**
	2026/27 MAXIMUM ASSESSMENT PER AU	$699.96

ZONE B – PINOLE VALLEY ROAD SOUTH FY 2026/27 BUDGET

DIRECT COSTS		
ACCOUNT	**DESCRIPTION**	**BUDGET**
310-347-42101	**PROFESSIONAL SERVICES**	**$6,000**
	Contra Costa County Public Works Traffic Signal Maintenance Services	$5,000
	Caltrans Traffic Signal Maintenance Services	$1,000
310-347-42108	**MAINTENANCE STRUCTURES / IMPROVEMENTS**	**$25,000**
	Contra Costa County Public Works Traffic Signal Maintenance	$5,500
	Caltrans Traffic Signal Maintenance	$3,500
	Pacific Site Management	$1,000
	Labor, materials, and equipment for maintenance	$15,000
	UTILITIES	**$8,130**
310-347-43102	Water - EBMUD	$2,800
310-347-43103	Electricity and Power	$5,330
	Pinole Valley Road Median Irrigation - PG&E	
	Street and Highway Lighting – PG&E	
310-347-47202	**CAPITAL REPLACEMENT ACCOUNT [1]**	**$3,120**
	DIRECT COSTS- SUB TOTAL	**$42,250**
INDIRECT COSTS		
310-347-46126	Legal Charges	$1,050
	County Administration Fees	$150
310-347-46122	Admin Debits (City Administration + Engineer's Report)	$2,080
	INDIRECT COSTS- SUB TOTAL	**$3,280**
	TOTAL COSTS	**$45,530**
	TOTAL BALANCE TO ASSESSMENT	**$45,530**
	Total Assessable Units (AU)- 10 Parcels	49.90
	2026/27 PROPOSED ASSESSMENT PER AU	**$640.67**
	2026/27 MAXIMUM ASSESSMENT PER AU	$660.80

[1] **Capital Replacement Account (CRA) –** This line item, shown on the budget page for each Zone, is specifically intended for the use in replacing the lighting poles for streetlights and traffic signals within the District. There are two reasons to consider the replacement of lighting poles. First, there is a finite life span of a standard lighting pole, which is approximately 50 years. Secondly, there must be a contingency plan in place for the possibility that a lighting pole gets damaged or knocked down, either by way of accident or by natural disaster. The current replacement cost of light and pole is estimated at $15,875.00 for materials and $4,125.00 for installation for a total of $20,000.

The estimated cost to replace all streetlight poles after 50 years, as well as a contingency to account for the possibility of a knockdown, accident, or natural disaster is shown below:

Zone	Cost per Pole	Number of Poles	Estimated Life Span (Years)	Knockdown Contingency ($50 per pole)	Estimated Annual Cost
A	$20,000.00	10	50	$500	$4,880.00*
B	$20,000.00	12	50	$600	$5,856.00*

$20,000.00 per light pole x 22 poles = $440,000/50 years = $8,800 + $1,936 for Contingency = $10,736 annually. * Rounded to the nearest $100's.

The replacement costs will continue to be collected through the assessment amounts as part of the Capital Replacement Fund, as shown in the District Budgets.

DESCRIPTION OF BUDGET ITEMS

- **Building-Structure-Maintenance –** Includes all regularly scheduled labor, material, and equipment required to properly maintain the landscaping improvements, traffic signals, streetlights, poles, and irrigation system. Also includes the cost of:
  - Traffic signal maintenance which is provided by California Department of Transportation (Caltrans) and Contra Costa County Public Works.
  - Landscaping maintenance services provided by Pacific Site Management.
  - Replacement bulbs/luminaires for traffic signals and streetlights.
  - Weed control and graffiti abatement.

- **Water –** Includes the cost of furnishing water required for the proper maintenance of the landscaping.

- **Electricity and Power –** Includes the cost of furnishing electrical energy required for the proper operation of traffic signals, streetlights, and irrigation system.

- **Legal Charges –** Includes the cost of legal services to review reports, resolutions, and public hearing requirements for imposing the LLAD Assessment.

- **Admin Debits –** Includes the cost of all particular departments and staff of the City for providing coordination of annual District administration process, operation, and maintenance of the improvements and responding to public concerns. This line item also includes the cost of preparing the Engineer's report for the administration of the District.

ACCOUNT BALANCES

DISTRICT	FY 2018/19	FY 2019/20	FY 2020/21	FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25	FY 2025/26 Estimated
Fund balance on July 1st	$24,203.51	$30,613.24	$32,187.78	$35,952.50	$43,109.86	$48,682.16	$76,277.60	$99,053.46
Revenue	$41,854.22	$39,746.28	$57,364.10	$49,767.90	$52,256.16	$57,680.34	$59,560.64	$60,751.51
Expenditures	$35,444.29	$38,171.74	$53,599.38	$42,610.54	$46,683.86	$30,084.90	$36,784.78	$32,902.74
Revenue over/under expenses	$6,409.73	$1,574.54	$3,764.72	$7,157.36	$5,572.30	$27,595.44	$22,775.86	$27,848.77
Fund balance on June 30th	$30,613.24	$32,187.78	$35,952.50	$43,109.86	$48,682.16	$76,277.60	$99,053.46	$126,902.23

Based on the historical data in the table above, the average annual expenditure for the District is $39,535.28. The 1972 Act allows the District assessments to"…*include a reserve which shall not exceed the estimated costs of maintenance and servicing to December 10 of the fiscal year, or whenever the city expects to receive its apportionment of special assessments and tax collections from the county, whichever is later*." The Reserve Fund will be considered fully funded when the account balance reaches an amount equal to approximately 50% of the annual District costs.

It should be noted that there have been limited infrastructure improvements for a few years due to the increased costs relative to the available funds. Capital Replacement Assessment (CRA) allocations were based on the percentage of poles in each Zone; approximately 45.5% of the poles in the District are in Zone A, and approximately 54.5% are in Zone B. The methodology noted above will be applied each fiscal year to allocate appropriate amounts to the Reserve Fund and CRA.

If a pole is damaged or knocked down by a vehicle collision, attempts are made to recover the replacement cost through the responsible party. The recovered funds are placed in the CRA for the Zone where the knockdown occurred. A summary of the Capital Replacement Reserve account is shown in the table below. Four lights were knocked down in past years, with the estimated fund balance and CRA allowing capital investments in the District in FY 2026/27.

Zone	Capital Replacement account balance as of 07/01/2025	FY 2025/26 Contribution to Capital Replacement account	Estimated light pole recovery costs for FY 2025/26	Estimated light pole repair and replacement costs in FY 2025/26	Estimated ending Capital Replacement account balance on 06/30/2026
A	$15,867.40	$2,600.00	-	-	$18,467.40
B	$10,347.72	$3,120.00	-	-	$13,467.72

SECTION IV – ASSESSMENT ROLL

Parcel Identification for each lot or parcel within the District is based on available parcel maps and other property data from the Contra Costa County Assessor's office as they existed at the time this Report was prepared and adopted by the City Council.

A listing of parcels assessed within the District for FY 2025/2026, along with the new corresponding assessment amounts, is included on the following page. If any parcel submitted for collection is identified by the County Auditor/Controller to be an invalid parcel number for the current fiscal year, a corrected parcel number and/or new parcel numbers will be identified and resubmitted to the County Auditor/Controller. The assessment amount to be levied and collected for the resubmitted parcel(s) shall be based on the method of apportionment and assessment rate approved in this Report. Therefore, if a single parcel has changed to multiple parcels, the assessment amounts applied to each of the new parcels shall be recalculated and applied according to the approved method of apportionment and assessment rate rather than a proportionate share of the original assessment.

Non-assessable lots or parcels include areas of public streets and other roadways (typically not assigned an APN by the County); dedicated public easements, open space areas and rights-of-way, including public greenbelts and parkways; utility rights-of-way; common areas; landlocked parcels; small parcels vacated by the County, bifurcated lots and any other property that cannot be developed or has specific development restrictions. These types of parcels are considered to receive little or no benefit from the improvements and are therefore, exempted from assessment.

Zone	APN	Parcel Acreage	Parcel Type	Parcel AU	2026/2027 Assessment per AU	2026/2027 Assessment	Applied Assessment
A	401-211-030	3.62	COM	14.48	$588.87	$8,526.84	$8,526.84
A	401-211-031	1.27	COM	5.08	$588.87	$2,991.46	$2,991.46
A	401-211-032	0.42	COM	1.68	$588.87	$989.30	$989.30
A	401-211-033	0.6	CMV	2.40	$588.87	$1,413.29	$1,413.29
A	401-211-035	0.573	COM	2.292	$588.87	$1,349.69	$1,349.69
A	401-410-005	2.23	COM	8.92	$588.87	$5,252.72	$5,252.72
A	401-410-019	2.006	COM	8.024	$588.87	$4,725.09	$4,725.09
A	401-410-020	2.48	COM	9.92	$588.87	$5,841.59	$5,841.59
		13.199		**52.796**		**$31,089.98**	**$31,089.98**
B	360-010-028	0.344	COM	1.376	$640.67	$881.56	$881.56
B	360-010-029	1.738	COM	6.952	$640.67	$4,453.94	$4,453.94
B	360-010-030	0.53	COM	2.12	$640.67	$1,358.22	$1,358.22
B	360-010-031	0.63	COM	2.52	$640.67	$1,614.49	$1,614.49
B	360-010-033	0.43	COM	1.72	$640.67	$1,101.95	$1,101.95
B	360-150-043	1.24	COM	4.96	$640.67	$3,177.72	$3,177.72
B	360-150-044	0.48	COM	1.92	$640.67	$1,230.09	$1,230.09
B	401-310-021	5.683	COM	22.732	$640.67	$14,563.71	$14,563.71
B	401-310-022	0.46	COM	1.84	$640.67	$1,178.83	$1,178.83
B	430-330-027	0.94	COM	3.76	$640.67	$2,408.92	$2,408.92
		12.475		**49.900**		**$31,969.43**	**$31,969.43**
	Totals:	**25.674**		**102.696**		**$63,059.41**	**$63,059.41**

Parcel Type: "COM" is a developed commercial property
"CMV" is an undeveloped commercial property.

Zone A – APN 401-410-017 was merged from three former parcels (APN's 401-410-014, 401- 410-015 & 401-410-016) and became active and assessable for FY 2011/12. APN 401-211-34 was annexed into the District for FY 2013/14. APN 401-410-017 was split into 401-410-019 and 020 for FY 2018/19.

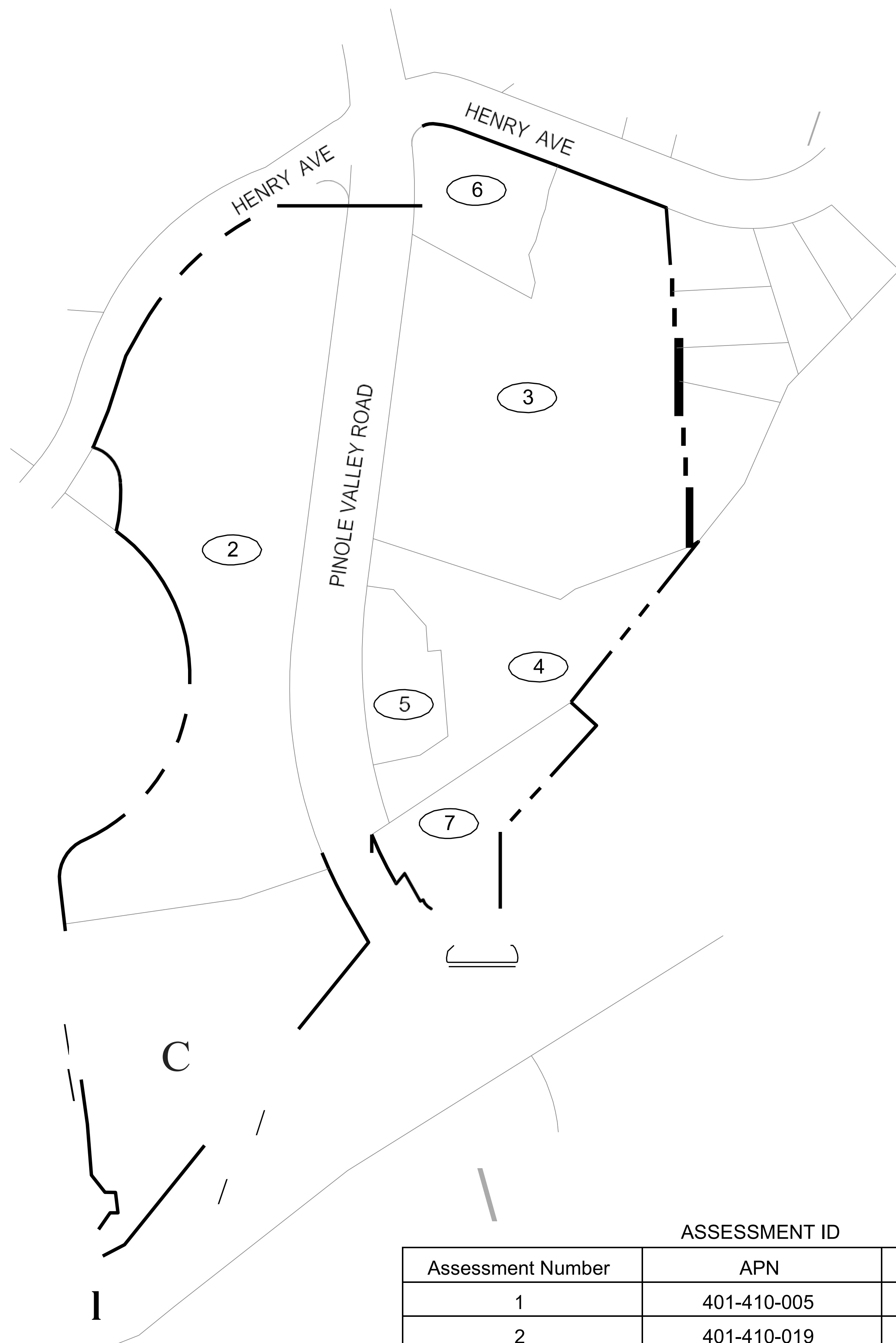
Zone B – APN's 401-310-010 and 401-310-013 were merged into APN 401-310-019. This parcel became active and assessable for FY 2011/12. APN's 401-310-002; 003; 012; 017; 018 & 019 were merged into APN 401-310-021 for FY 2013/14. APN 401-310-018 became parcel 022 for FY 2013/14. APN 430-330-022 merged into APN 401-310- 021 for FY 2014/15.

SECTION V – DISTRICT DIAGRAM

The following pages show the available Assessment Diagrams for The Pinole Valley Road Landscape and Lighting Assessment District (currently Zone A has 8 parcels, and Zone B only has 10 parcels). The lines and dimensions shown on maps of the Contra Costa County Assessor are for reference and made part of the Report.

REVISED ASSESSMENT DIAGRAM
PINOLE VALLEY ROAD LANDSCAPE AND LIGHTING ASSESSMENT DISTRICT
ZONE A

CITY OF PINOLE
COUNTY OF CONTRA COSTA
STATE OF CALIFORNIA



FILED IN THE OFFICE OF THE CITY CLERK OF THE CITY OF PINOLE,
THIS DAY ___ OF ___ , 20_.

____

CITY CLERK
CITY OF PINOLE
CONTRA COSTA COUNTY, CALIFORNIA

I HEREBY CERTIFY THAT THE WITHIN MAP SHOWING THE REVISED ASSESSMENT DIAGRAM FOR THE PINOLE VALLEY ROAD LANDSCAPE AND LIGHTING ASSESSMENT DISTRICT, CITY OF PINOLE, COUNTY OF CONTRA COSTA, STATE OF CALIFORNIA, WAS APPROVED BY THE CITY COUNCIL OF THE CITY OF PINOLE AT A REGULAR MEETING THEREOF, HELD ON THE ___ DAY OF ___ , 20 , BY ITS RESOLUTION NO.______ –

____

CITY CLERK
CITY OF PINOLE
CONTRA COSTA COUNTY, CALIFORNIA

FILED THIS__ DAY OF -- -•20 .AT THE HOUR OF O'CLOCK M.,
IN BOOK ___ AT PAGE __ -OF MAPS OF ASSESSMENT AND COMMUNITY FACILITIES DISTRICTS IN

THE OFFICE OF THE COUNTY RECORDER OF THE COUNTY OF CONTRA COSTA, STATE OF CALIFORNIA

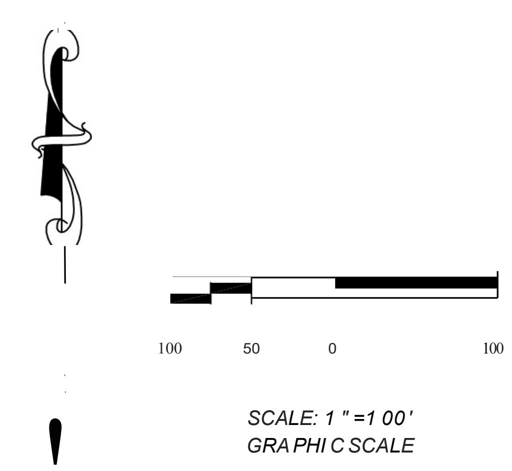
COUNTY RECORDER
COUNTY OF CONTRA COSTA

NOTE: FOR A DETAILED DESCRIPTION OF THE LINES AND DIMENSIONS OF EACH PARCEL WITHIN THE DISTRICT, REFER TO THE 2006 COUNTY OF CONTRA COSTA ASSESSOR'S MAPS.

STERED PROFESSIO
NO. C69612
Exp: 6/30/14
CIVIL
OF CALIF

ASSESSMENT ID

Assessment Number	APN	ZONE
1	401-410-005	A
2	401-410-019	A
3	401-211-020	A
4	401-211-030	A
5	401-211-031	A
6	401-211-032	A
7	401-211-033	A
8	401-211-035	A



SCALE: 1" =1 00'
GRAPHIC SCALE

LEGEND

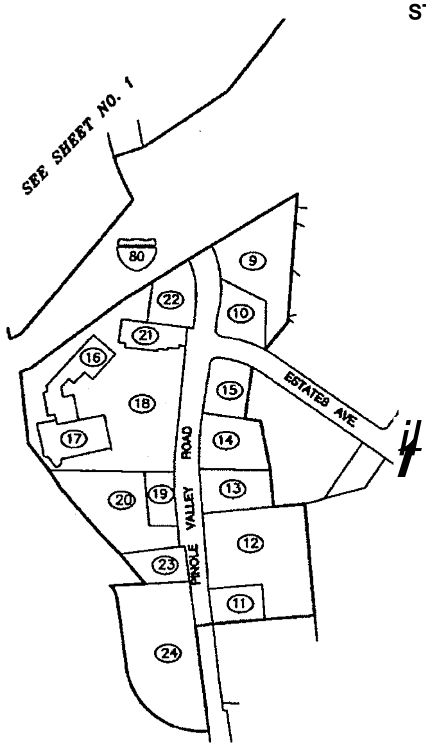
EXISTING ZONE A BOUNDARY
PARCEL LINES
CD ASSESSMENT NO.

SDS
SPECIAL DISTRICT SERVICES
P.O. Box 892727
Temecula, CA 92589
(877) 688-6999

SHEET 2 OF 2

ASSESSMENT DIAGRAM
PINOLE VALLEY LANDSCAPE AND LIGHTING ASSESSMENT DISTIRCT
ZONE B

CITY OF PINOLE
COUNTY OF CONTRA COST A
STATE OF CALIFORNIA



ASSESSMENT ID

Assessment Number	APN	ZONE
9	360-150-043	B
10	360-150-044	B
11	360-010-028	B
12	.)60-010-029	1:j
13	360-010-030	B
14	.)60-u1Q-u.>1	B
15	360-010-033	B
16	401 ·310 "' ,,	B
17	401-310-003	B
18	401-310-010	B
19	401-.)10-012	B
20	401-.)10-013	B
21	401-.)10-017	B
22	401-.)10-018	B
23	430-330-022	B
24	430-3.)0-027	B

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CITY COUNCIL REPORT

10.B.

DATE: JULY 21, 2026

TO: MAYOR AND COUNCIL MEMBERS

FROM: Markisha Guillory, Finance Director, 510-724-9823, MGuillory@pinole.gov

SUBJECT: USER AND REGULATORY FEE UPDATES

RECOMMENDATION

Staff recommends the City Council adopt a resolution updating and establishing various user and regulatory fees, effective October 1, 2026.

BACKGROUND

- The City charges fees for certain services for which a particular individual or group is the primary beneficiary, as opposed to the public at large. In these instances, it is more equitable to charge for these services rather than fund them out of general taxes.
- For most fees, the City is not allowed to charge more than the reasonable cost of providing the service or performing the activity. For some (e.g., youth recreation), the City purposefully charges less than the cost of providing the service in an effort to maintain accessibility and affordability.
- Comprehensive fee studies should be performed periodically to ensure the City's cost of providing services are accurate and appropriate.
- In October 2025, the City retained an independent consultant, ClearSource Financial Consulting (ClearSource), to facilitate a comprehensive study.
- The study has been completed in three phases:
    - Phase One: Community Services / Recreation Fees – Reviewed and updated in February 2026
    - Phase Two: Rental Housing Inspection Fees – Reviewed and updated in March 2026
    - Phase Three (this phase): Other user and regulatory fees, such as planning fees, public works engineering fees, building fees, code enforcement fees, public safety fees, and administrative fees.
- If Council adopts the proposed fees, the updated fees will be effective October 1, 2026 to comply with statutory requirements.
- Annual inflationary updates are recommended to be authorized for interim years.

REVIEW AND ANALYSIS

The User and Regulatory Fee Study can be reviewed entirely in Attachment C of this report. Cities regularly conduct these studies to justify fee amounts imposed and to optimize the overall portfolio of revenues available to the municipality to fund its services. Industry practice and fiscal conditions in the state have led most cities to link cost recovery for services of individual action, cause, or benefit to that same individual through user fee revenue, relieving the agency's general revenues as much as possible for use toward services of broader community benefit.

The services for which the City imposes a user or regulatory fee typically derive from an individual person or entity's action, request, or behavior. Therefore, except in cases where there is an overwhelming public benefit generated by the City's involvement in the individual action, a fee for service ensures that the individual bears most, if not all, of the cost incurred by the City to provide that service. When a fee targets "100% or full cost recovery," the individual is bearing the entirety of the cost. When a fee targets less than full cost recovery, another City revenue source – in most cases, the General Fund – subsidizes the individualized activity. California law provides guidance regarding the amounts the City may charge for fee-related services and activities. Specifically, in order to avoid being considered taxes, the fees charged shall not exceed the estimated reasonable cost of providing the services, activities, or materials for which fees are charged.

Generally, fees for service are targeted to full cost recovery, inclusive of operating, direct, indirect, and capital costs, except in cases where the City Council cites a public interest in lower fees (e.g., parks and recreation fees). The City may also be influenced by market conditions or comparisons to municipalities of similar size and service profile.

Fees Examined as Part of this Study

Fees examined as part of this study include:

- Planning Fees, such as entitlement review and review for compliance with the zoning code.
- Public Works Engineering Fees, such as encroachment and public improvement review.
- Building Fees, such as permitting of new construction or modifications to existing structures.
- Code Enforcement Fees, such as tobacco retailer licensing fees, lien release fees, and inspection fees.
- Public Safety Fees, such as vehicle release fees, fingerprinting fees, and specialized license reviews.
- Administrative Fees, such as license issuance and records response fees.

Fees, Fines, and Taxes that are NOT examined or updated as part of this study

Fees, fines, and taxes not examined as part of this study include:

- Assessments
- Development Impact Fees
- Fines or Penalties
- Franchise Fees
- Taxes
- Utility Rates and Services Charges

These items are subject to different approval thresholds or are not subject to the same cost of service limitations as the fees examined as part of this study. Consequently, they are specifically excluded from the scope of this study.

Overview of Findings and Recommendations

- Prior Comprehensive Fee Study: The most recent comprehensive fee study was completed in 2022.

- No new regulations are proposed as a result of this study: Any fees proposed to be updated or added to the City's fee schedule are intended to align to existing regulations outlined in the California Building Code, Fire Code, City of Pinole Municipal Code, etc. Fee adjustments are simply intended to recover all, or a portion of the costs, of enforcing existing regulations.

- Fee changes for City Council consideration are illustrated in categories:
  - Fees proposed to decrease
  - Fees proposed to remain unchanged
  - Fees proposed to increase
  - Fees with changes that vary based on project criteria. In these instances fees may decrease, remain unchanged, or increase depending on the project criteria.
  - Fees proposed to be restructured. In these instances fees may decrease, remain unchanged, or increase depending on the project criteria.
  - New fees proposed.

The following provides a summary of primary changes the City Council is being asked to consider as part of this study.

Table 1 – Summary of Changes to Fees Examined

Description	Count	Percentage
Fees Proposed to Decrease	2	0.9%
Fees Proposed to Remain Unchanged	69	29.7%
Fees Proposed to Increase	136	58.6%
Fees with Changes that Vary Based on Specific Criteria (Fees May Decrease, Remain Unchanged, or Increase)	18	7.8%
Fees Proposed to be Restructured (Fees May Decrease, Remain Unchanged, or Increase)	1	0.4%
New Fees	6	2.6%

Total Fees Examined	232	100.0%

Fees Proposed to Decrease or Remain Unchanged

- Approximately thirty-one percent (31%) of fees are proposed to decrease or remain unchanged. These are primarily fees that are limited by the State of California, and taxes that are adjusted periodically as directed by the City's Municipal Code.

Fees Proposed to Increase

- Approximately fifty-nine percent (59%) of fees are proposed to increase. These are fees for regulatory services for which cities commonly target full cost recovery.
    - Full cost recovery is commonly targeted from development-related fees due to the regulatory nature of the fees and the high level of direct benefit resulting from construction activities including enjoyment of property enhancements, increased property values, and the desire to avoid having other Pinole residents and businesses subsidize an individual's private construction activities.
    - Additionally, when the City recovers the costs of these regulatory activities from the receiver of the service, the City's General Fund tax dollars are more readily available to be directed towards services providing broader benefit to the community at-large (e.g., public safety, public works, park maintenance services, etc.)

Fees With Changes that Vary Based on Specific Criteria (May Decrease, Remain Unchanged, or Increase)

- Approximately eight percent (8%) of fees are proposed for adjustment that varies based on project criteria. For example, some fees are based on a specific number of service requests, with fees remaining unchanged for the initial service provision, and changing for subsequent requests.

Fees Proposed to be Restructured

- One (1) fee is proposed for restructuring. Staff recommends modifying the structure of the conditional use permit fee to account for varying levels of complexity of permit requests as well as community goals and values considerations for cost recovery.

New Fees

- Six (6) fees are proposed to be added to the fee schedule. The purpose of these additions is to add fee schedule clarity, by clearly identifying applicable fees for services that have historically been provided without a clear, corresponding, fee listed in the City's fee schedule.

Table 2 – New Fees

Description	Count	Overview
City Clerk	1	1) Digital Device Fee – To recover the cost of City supplied digital devices for records requests
Finance	1	1) Business License Application Review Fee – Application processing for business licenses (initial and renewal)
Planning	2	1) SB 9 Unit Fee – Fee to reflect changes in State legislation 2) Interpretation (PMC Chapter 17.06) – Fee for Director review, determination of intent, and issuance of administrative interpretation of Zoning Code
Code Enforcement	2	1) Fee for permit records research 2) Fee for property owner requested code enforcement case meeting (after initial meeting)
Total	6	

Periodic Review and Adjustment of Fees

Periodic review and adjustment of fees provides multiple benefits, including:

- Increasing the availability of General Fund revenues to be used for services and activities available to all residents and businesses, such as public safety services.
- Keeping pace with general cost inflation.
- Avoiding fee spikes that are more likely to occur when municipalities leave fees unchanged for a multi-year period.
- Providing fee payers, city staff, and city policymakers with a pattern of consistency that provides information for forecasting and decision-making purposes.
- Helping meet fee-payer service level expectations by collecting fees to fund the existing level of services provided.
- Encouraging generational equity among fee payers by avoiding long-term stagnation of fees followed by significant fee increases.

Regional Fee Comparison

- Similar fees are collected by communities throughout the region and the State. The proposed fee amounts do not exceed the City's cost of service and are in-range of amounts charged by other jurisdictions.

Outreach

- The public has been notified regarding this item, as required by California Government Code Sections 66016 and 66018.

Procedures for Adoption

- User and regulatory fees are set at the direction of the City Council at the conclusion of a public hearing to consider adoption of any new fees or fee increases.

FISCAL IMPACT

The anticipated fiscal impact of the proposed changes included in the fee schedule update is $227,000 in additional annual revenue.

It is important to note that while adjusting fees and billing rates will provide a fiscal impact in the form of additional revenue, the revenue is not intended to be used to fund new services, rather the revenue is intended to offset the costs of providing existing services that are recoverable from fees. Consequently, while fees may rise annually, typically labor costs (the primary driver of fee-related costs) also rise annually. Recalibration of these fees simply provides an offset of existing expenditures/needs rather than a source of funding for expanded service levels.

ATTACHMENTS

A. Resolution
B. Illustration of Proposed Changes to the Fee Schedule
C. User and Regulatory Fee Study
D. Presentation

RESOLUTION NO. 2026-

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PINOLE, COUNTY OF CONTRA COSTA, STATE OF CALIFORNIA, UPDATING VARIOUS USER AND REGULATORY FEES

WHEREAS, user and regulatory fees are established by the City Council; and

WHEREAS, the City has recently completed a study to identify the cost of providing various user and regulatory fee-related services; and

WHEREAS, the study examined fee-related services provided by the City, the costs reasonably borne by the City in providing those services, the beneficiaries of those services, and the revenues produced by those paying fees and charges for special services; and

WHEREAS, the City Council finds that providing these services is of benefit to applicants both separate and apart from the general benefit to the public; and therefore, in the interests of fairness to the general public, the City desires to better recover the costs of providing these services from applicants who have sought or require the City's services by revising its schedule of fees; and

WHEREAS, it is useful to consolidate into one place such fees for services, permits, licenses and fines for public information and transparency into a consolidated schedule of User and Regulatory Fees; and

WHEREAS, wastewater (sewer) utility fees included in the consolidated schedule are established pursuant to the procedural and substantive requirements of article XIII D, section 6 of the California Constitution (also known as “Proposition 218”). Any reference to rates for wastewater (sewer) utility fees are included in the user and regulatory fee schedule for information purposes only and are not considered, modified, or “increased” as such term is defined under Government Code section 53750 as part of the City’s fee schedule update; and

WHEREAS, development impact fees included in the consolidated schedule are established pursuant to the procedural and substantive requirements of Government Code Section 66000 et seq. (“Mitigation Fee Act”). Any reference to the development impact fees are included in the user and regulatory fee schedule for information purposes only and are not considered, modified, or “increased” as part of the City’s fee schedule update.

WHEREAS, the City Council desires that annually the City Manager may update the fees based on the estimated average annual increase in total employee compensation costs (employee compensation costs) or the annual percentage change in the all-urban Consumer Price Index (CPI) for San Francisco-

Oakland-Hayward, CA. If employee compensation costs or the CPI do not change or go down in a given year, no change shall be made to the fee schedule that year; and

WHEREAS, in adopting this Resolution, the City Council is taking action only on those fees for the services, programs or products set forth in Exhibit “A” which have been modified from prior resolutions of the City Council. The remaining fees that have not been modified from prior resolutions shall remain in full force and effect.

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

SECTION 1: That the foregoing recitals and findings are true and correct and are incorporated herein by reference.

SECTION 2: That the City Council hereby adopts the fees, charges, and rates as set forth in attached Exhibit "A" and incorporated by this reference.

SECTION 3: That any new or adjusted fees adopted by this Resolution shall go into effect October 1, 2026.

PASSED AND ADOPTED at a regular meeting of the Pinole City Council held on the 21st day of July 2026 by the following vote:

AYES: COUNCILMEMBERS

NOES: COUNCILMEMBERS

ABSENT: COUNCILMEMBERS

ABSTAIN: COUNCILMEMBERS

____

Heather Bell-Spears, CMC
City Clerk

Exhibit "A"

Illustration of Proposed Fee Changes

City of Pinole

Illustration of Proposed Fee Changes

City of Pinole

BEFORE AND AFTER ILLUSTRATION - CITY CLERK / ADMINISTRATIVE FEES

Fee Description		Current Fee	Cost of Service	Proposed Fee	Proposed Cost Recovery	Charge Basis	Proposed Change ($)	Proposed Change (%)	Note	Yearly Inflator
1	Hardcopy Records Request	$0.10		$0.10		Fixed Fee; per single sided page	No Change	No Change		N
2	Digital Device	n/a - new		$8		Fixed Fee; per device	n/a - new	n/a - new	[a]	N
3	Oversize documents	$3		$3		Fixed Fee; per page	No Change	No Change		N
4	Document Imaging	$3		$3		Fixed Fee; per sheet	No Change	No Change		N
5	Filing Fee - Notice of Intent to Circulate Initiative Petition	$200		$200		Fixed Fee	No Change	No Change	[b]	N
6	Requests Requiring Special Programming or Formatting	Actual hourly rate plus cost of digital devices		Actual hourly rate plus cost of digital devices		Time and Materials	No Change	No Change	[c]	N
7	Garbage Service Exemption	$48	$185	$184	100%	Fixed Fee	$136	283%	[d]	Y
8	Administrative Fee for Waste Collection Lien	$55	$168	$168	100%	Fixed Fee	$113	205%	[e]	Y
9	Appeal Fee for Business License Revocations, Massage Establishment /Operator Permits & Code Enforcement Actions	$575	See Code Enforcement	See Code Enforcement Fee Schedule	Varies	Fixed Fee	Varies	Varies	[f]	N

[a] Fee for digital devices provided by City in response to records request.

[b] California Elections Code Section 9202(b).

[c] This fee applies to the creation of a new document or information not normally prepared, owned, used or retained by the City as part of the conduct of general government operations. Fee also includes cost of any digital devices used to provide requested information.

[d] Resolution No. 2005-39.

[e] PMC 8.08.110(G); Resolution No. 2008-165.

[f] Resolution 2009-122, 11-19-2009.

City of Pinole

BEFORE AND AFTER ILLUSTRATION - FINANCE / ADMINISTRATIVE FEES

	Fee Description	Current Fee	Cost of Service	Proposed Fee	Proposed Cost Recovery	Charge Basis	Proposed Change ($)	Proposed Change (%)	Note	Yearly Inflator
1	Credit Card Transaction Processing Fee	Pass-through of Vendor Charge		Pass-through of Vendor Charge	100%	% of Amount Paid by Credit Card	No Change	No Change	[a]	N
2	Not Sufficient Funds Charge / Charge-back Fee	$25		$25	n/a	Fixed Fee	No Change	No Change		N
3	Business License Application Review Fee									
	a) Initial	n/a - new	$144	$144	100%	Fixed Fee	n/a - new	n/a - new		Y
	b) Renewal	n/a - new	$48	$48	100%	Fixed Fee	n/a - new	n/a - new		Y
4	Hourly Rates and Fees for Services Not Listed in this Fee Schedule:									
	a) Finance Personnel	$138	$192	$192	100%	Per Hour	$54	40%	[b]	Y

[a] Fee will only apply when credit card is used for payment of fees for development/fire-related fees, permits, plan review, etc. Fee is intended to serve as a pass-through based on vendor agreement.

[b] For services requested of City staff which have no fee listed in this schedule, the City Manager or the City Manager's designee shall determine the appropriate fee based on the following hourly rates for staff time involved in the service or activity.

City of Pinole

BEFORE AND AFTER ILLUSTRATION - BUSINESS LICENSE FEES / TAXES

	Fee / Tax Description	Current Fee / Tax	Cost of Service	Proposed Fee / Tax	Proposed Cost Recovery	Charge Basis	Proposed Change ($)	Proposed Change (%)	Note	Yearly Inflator
1	**Fixed Place of Business in Pinole (Includes Home Businesses & Pinole Contractors)**									
	a) Per Year (includes one employee)	$168	n/a	$168	n/a		No Change	No Change		Y - PMC
	b) Additional Employees (2 to 20)	$26	n/a	$26	n/a	per employee	No Change	No Change		Y - PMC
	c) Additional Employees (over 21)	$19	n/a	$19	n/a	per employee	No Change	No Change		Y - PMC
2	**Rental Properties**									
	a) Basic Fee for one Property (1 unit)	$168	n/a	$168	n/a		No Change	No Change		Y - PMC
	b) Each additional Unit (2-4 units)	$19	n/a	$19	n/a		No Change	No Change		Y - PMC
	c) Additional Units (5 or more)	$11	n/a	$11	n/a		No Change	No Change		Y - PMC
3	**Hotels and Motels**									
	a) Basic Fee	$168	n/a	$168	n/a		No Change	No Change		Y - PMC
	b) Each Rental Unit	$11	n/a	$11	n/a		No Change	No Change		Y - PMC
4	**Bowling Alley**									
	a) Basic Fee (includes 2 lanes)	$168	n/a	$168	n/a		No Change	No Change		Y - PMC
	b) Additional Lanes	$57	n/a	$57	n/a	each	No Change	No Change		Y - PMC
5	**Outside Licensed Contractors/Subcontractors**									
	a) Annual fee for current calendar year	$262	n/a	$262	n/a		No Change	No Change		Y - PMC
	b) Semi-annual (6 consecutive months within the same calendar year)	$144	n/a	$144	n/a		No Change	No Change		Y - PMC
	c) Quarterly (3 consecutive months within the same calendar year)	$85	n/a	$85	n/a		No Change	No Change		Y - PMC
6	**Outside Personal/Professional Service**	$168	n/a	$168	n/a	per year	No Change	No Change		Y - PMC
7	**Delivery Vehicles**	$168	n/a	$168	n/a	per year	No Change	No Change		Y - PMC
8	**Public Amusements**									
	a) Rides and Shows	$141	n/a	$141	n/a	per day	No Change	No Change		Y - PMC
	b) Carnival	$1,432	n/a	$1,432	n/a	per day	No Change	No Change		Y - PMC
	c) Circus									
	i) Base Fee	$1,432	n/a	$1,432	n/a	per day	No Change	No Change		Y - PMC
	ii) Per Day, Per Show	$286	n/a	$286	n/a		No Change	No Change		Y - PMC
9	**Dance Hall**	$857	n/a	$857	n/a	per year	No Change	No Change		Y - PMC

City of Pinole
BEFORE AND AFTER ILLUSTRATION - BUSINESS LICENSE FEES / TAXES

	Fee / Tax Description	Current Fee / Tax	Cost of Service	Proposed Fee / Tax	Proposed Cost Recovery	Charge Basis	Proposed Change ($)	Proposed Change (%)	Note	Yearly Inflator
10	**Motion Picture Theatre**	$343	n/a	$343	n/a	per year	No Change	No Change		Y - PMC
11	**Playhouse**	$343	n/a	$343	n/a	per year	No Change	No Change		Y - PMC
12	**Pool Hall**									
	a) Base Fee	$168	n/a	$168	n/a	per year	No Change	No Change		Y - PMC
	b) Per Table Over Two	$84	n/a	$84	n/a	per year	No Change	No Change		Y - PMC
13	**Advertising Vehicles**									
	a) Per Vehicle	$12	n/a	$12	n/a	per day	No Change	No Change		Y - PMC
	b) Minimum Tax	$91	n/a	$91	n/a		No Change	No Change		Y - PMC
14	**Billboard**	$168	n/a	$168	n/a	per year	No Change	No Change		Y - PMC
15	**Auctioneer**									
	a) Daily Fee	$141	n/a	$141	n/a		No Change	No Change		Y - PMC
	b) Annual Fee	$1,174	n/a	$1,174	n/a		No Change	No Change		Y - PMC
16	**Pawnbroker**	$857	n/a	$857	n/a	per year	No Change	No Change		Y - PMC
17	**Astrology, etc.**	$417	n/a	$417	n/a	per month	No Change	No Change		Y - PMC
18	**Peddlers, solicitors**	$168	n/a	$168	n/a	per year	No Change	No Change		Y - PMC
19	**Photographers**									
	a) Daily Fee	$28	n/a	$28	n/a		No Change	No Change		Y - PMC
	b) Door-to-door solicitation for taking photographs, for enlargements, frames, etc. - per quarter	$84	n/a	$84	n/a	per quarter	No Change	No Change		Y - PMC
20	**Fire Sale**	$286	n/a	$286	n/a	per day	No Change	No Change		Y - PMC
21	**Distribution of Advertising Matter**									
	a) Per Year (includes one employee)	$168	n/a	$168	n/a		No Change	No Change		Y - PMC
	b) Additional Employees (2 to 19)	$26	n/a	$26	n/a	per employee	No Change	No Change		Y - PMC
	c) Additional Employees (over 20)	$19	n/a	$19	n/a	per employee	No Change	No Change		Y - PMC
	d) Less than 40 weeks a year	$19	n/a	$19	n/a	per employee, per day	No Change	No Change		Y - PMC

City of Pinole

BEFORE AND AFTER ILLUSTRATION - BUSINESS LICENSE FEES / TAXES

	Fee / Tax Description	Current Fee / Tax	Cost of Service	Proposed Fee / Tax	Proposed Cost Recovery	Charge Basis	Proposed Change ($)	Proposed Change (%)	Note	Yearly Inflator
22	**Transfer of Ownership Fee**	$7	n/a	$7	n/a		No Change	No Change		Y - PMC
23	**Exemption Certificate**	$32	n/a	$32	n/a		No Change	No Change		Y - PMC
24	**Penalty-Per Municipal Code 5.04.180 Sec. A (50% of license fee)**	50%	n/a	50%	n/a		No Change	No Change	[a]	N
25	**State Mandated Fee (AB 1379) (applies to All Licenses)**	$4	n/a	$4	n/a		No Change	No Change		N

[a] Renewal must be postmarked, or hand delivered to City Hall by close of business on January 31 of calendar year for which business license applies to avoid penalty.

City of Pinole

BEFORE AND AFTER ILLUSTRATION - BALCONY INSPECTION PROGRAM FEE

Fee Description		Current Fee	Cost of Service	Proposed Fee	Proposed Cost Recovery	Charge Basis	Proposed Change ($)	Proposed Change (%)	Note	Yearly Inflator
1	Balcony Inspection Program Fee									
	a) Base Fee (Covers Initial Inspection and First Reinspection)	$199	$219	$219	100%	Fixed Fee	$20	10%		Y
	b) Reinspection Fee (only applicable if required)									
	i) 2nd Reinspection	n/a - new	$110	20% of initial fee	varies	Fixed Fee	n/a - new	n/a - new		N
	ii) 3rd Reinspection	n/a - new	$110	30% of initial fee	varies	Fixed Fee	n/a - new	n/a - new		N
	iii) 4th Reinspection	n/a - new	$110	40% of initial fee	varies	Fixed Fee	n/a - new	n/a - new		N

City of Pinole

BEFORE AND AFTER ILLUSTRATION - BUILDING FEES

A. Fees for Commonly Requested and Minor Miscellaneous Building Permit Types. Fees shown in this section (Section A.) include all applicable inspection, and plan review fees. Additional permit processing fees apply. Additional fees may apply for services provided by other City Departments (e.g. Fire Department Review), Technology Enhancement Fees, and Fees Collected on Behalf of Other Agencies.

	Fee Description	Current Fee	Cost of Service	Proposed Fee	Proposed Cost Recovery	Charge Basis	Proposed Change ($)	Proposed Change (%)	Note	Yearly Inflator
1	HVAC Change-Out - Residential	$199	$274	$273	100%	Fixed Fee	$74	37%		Y
2	Water Heater Change-Out - Residential	$149	$219	$219	100%	Fixed Fee	$70	47%		Y
3	Residential Re-Roof									
	a) Up to 2,000 SF (Roof Area)	$298	$329	$328	100%	Fixed Fee	$30	10%		Y
	b) Each Add'l 1,000 SF or fraction thereof	$99	$110	$109	100%	Fixed Fee	$10	10%		Y
4	Service Panel Upgrade - Residential	$199	$274	$273	100%	Fixed Fee	$74	37%		Y
5	Battery Backup Storage	$199	$274	$273	100%	Fixed Fee	$74	37%		Y
6	Electric Vehicle Charger	$199	$219	$219	100%	Fixed Fee	$20	10%		Y
7	Generator	$299	$383	$383	100%	Fixed Fee	$84	28%		Y
8	Solar Thermal	$315	$329	$328	100%	Fixed Fee	$13	4%		Y
9	Ground-Mount Solar	$360	$383	$383	100%	Fixed Fee	$23	6%		Y
10	Swimming Pool/Spa Equipment Change-out Only	$199	$219	$219	100%	Fixed Fee	$20	10%		Y
11	Swimming Pool Replaster	$299	$493	$492	100%	Fixed Fee	$193	65%		Y
12	Residential Voluntary Seismic Retrofit	$298	$329	$328	100%	Fixed Fee	$30	10%		Y
13	Retaining Wall									
	a) Wall Under 4' in height	$398	$438	$438	100%	Fixed Fee	$40	10%		Y
	b) Wall Over 4' in height									
	i) Up to 100 LF	$795	$876	$876	100%	Fixed Fee	$81	10%		Y
	ii) Each Additional 100 LF	$49	$55	$54	99%	Fixed Fee	$5	9%		Y
14	CMU Wall									
	a) Wall Under 6' in height	$398	$548	$547	100%	Fixed Fee	$149	38%		Y
	b) Wall Over 6' in height									
	i) Up to 100 LF	$795	$986	$985	100%	Fixed Fee	$190	24%		Y
	ii) Each Additional 100 LF	$49	$55	$54	99%	Fixed Fee	$5	9%		Y

City of Pinole

BEFORE AND AFTER ILLUSTRATION - BUILDING FEES

A. Fees for Commonly Requested and Minor Miscellaneous Building Permit Types. Fees shown in this section (Section A.) include all applicable inspection, and plan review fees. Additional permit processing fees apply. Additional fees may apply for services provided by other City Departments (e.g. Fire Department Review), Technology Enhancement Fees, and Fees Collected on Behalf of Other Agencies.

	Fee Description	Current Fee	Cost of Service	Proposed Fee	Proposed Cost Recovery	Charge Basis	Proposed Change ($)	Proposed Change (%)	Note	Yearly Inflator
15	Window / Sliding Glass Door - Retrofit / Repair									
	a) Up to 5	$199	$274	$273	100%	Fixed Fee	$74	37%		Y
	b) Over 5	See Permit Fee Table	varies	See Permit Fee Table		Fixed Fee	See Permit Fee Table	See Permit Fee Table		N
16	Fences Requiring a Building Permit	$199	$219	$219	100%	Fixed Fee	$20	10%		Y
17	Plumbing Permit	$199	$274	$273	100%	Fixed Fee	$74	37%		Y
18	Mechanical Permit	$199	$274	$273	100%	Fixed Fee	$74	37%		Y
19	Electrical Permit	$199	$274	$273	100%	Fixed Fee	$74	37%		Y
20	Rooftop Solar Panel Removal and Replacement	$199	$274	$273	100%	Fixed Fee	$74	37%		Y

City of Pinole
BEFORE AND AFTER ILLUSTRATION - BUILDING FEES

B. Fees for Residential Rooftop and Commercial Solar Systems. Fees shown in this section (Section A.) include all applicable inspection, and plan review fees. Additional permit processing fees apply. Additional fees may apply for services provided by other City Departments (e.g. Fire Department Review), Technology Enhancement Fees, and Fees Collected on Behalf of Other Agencies.

Fee Description	Current Fee	Cost of Service	Proposed Fee	Proposed Cost Recovery	Charge Basis	Proposed Change ($)	Proposed Change (%)	Note	Yearly Inflator
1 Residential Solar Photovoltaic System - Solar Permit									
a) 15kW or less									
i) Plan Review	$96	$164	$164	100%	Fixed Fee	$68	71%	[a]	Y
ii) Permit Inspection	$129	$219	$219	100%	Fixed Fee	$90	70%	[a]	Y
b) More than 15kW									
i) Plan Review	$193	$219	$219	100%	Fixed Fee	$26	13%	[a]	Y
ii) Permit Inspection									
a) First 15 kW	$257	$274	$273	100%	Fixed Fee	$16	6%	[a]	Y
b) Each Additional kW	$15		$15	n/a	Fixed Fee	No Change	No Change	[a]	N
2 Commercial Solar Photovoltaic System - Solar Permit									
a) 50kW or less									
i) Plan Review	$430	$438	$438.00	100%	Fixed Fee	$8.00	2%	[a]	Y
ii) Permit Inspection	$570	$602	$602.00	100%	Fixed Fee	$32.00	6%	[a]	Y
b) 50kW – 250kW									
i) Plan Review									
a) First 50 kW	$430	$548	$547.50	100%	Fixed Fee	$117.50	27%	[a]	Y
b) Each Additional kW above 50 kW	$3	$4	$3.83	100%	Fixed Fee	$0.83	28%	[a]	Y
ii) Permit Inspection									
a) First 50 kW	$570	$657	$657.00	100%	Fixed Fee	$87.00	15%	[a]	Y
b) Each Additional kW above 50 kW	$4	$5	$5.48	100%	Fixed Fee	$1.48	37%	[a]	Y
c) Above 250kW									
i) Plan Review									
a) First 250 kW	$1,025	$1,314	$1,314.00	100%	Fixed Fee	$289.00	28%	[a]	Y
b) Each Additional kW above 250 kW	$2		$2.15	n/a	Fixed Fee	No Change	No Change	[a]	N
ii) Permit & Inspection									
a) First 250 kW	$1,375	$1,752	$1,752.00	100%	Fixed Fee	$377.00	27%	[a]	Y
b) Each Additional kW above 250 kW	$3		$2.85	n/a	Fixed Fee	No Change	No Change	[a]	N

[a] In accordance with California Government Code 66015(a)(1), costs of service have been calculated. Additional fees may apply for permit processing, fire department review, state mandated fees, etc.

City of Pinole
BEFORE AND AFTER ILLUSTRATION - BUILDING FEES

Determination of Valuation for Fee-Setting Purposes

● Building Valuation shall be based on the higher of 1) the applicant's estimated valuation or 2) the most current Building Valuation as printed and published by the International Code Council and adjusted using the most current City Cost Index printed and published by R. S. Means Building Construction Cost Data. CRC, R108.3 Building permit valuations. Building permit valuation shall include total value of the work for which a permit is being issued, such as electrical, gas, mechanical, plumbing equipment, and other permanent systems, including materials and labor. The final building permit valuation shall be set at an amount that allows the City to recover its costs of applicant plan check, permit and inspection activities.

Note: For construction projects with permit fees calculated using Section B, additional fees apply for permit issuance. Additional fees may apply for services provided by other City Departments (e.g. Planning Review), Technology Enhancement Fees, and Fees Collected on Behalf of Other Agencies (e.g. State of California). Additional fees apply for plan review, when applicable.

C. Permit Fee for New Buildings, Additions, Tenant Improvements, Residential Remodels, and Combined Mechanical, Electrical, and/or Plumbing Permits

Total Valuation			Current Permit Fee					Proposed Permit Fee					Proposed Cost Recovery	Proposed Change ($)	Proposed Change (%)	Note	Yearly Inflator
$1	to	$2,000	$198.76					$273.75					100%	$75	38%		Y
$2,000	to	$25,000	$298.14	for the first $2,000	plus	$21.61	for each add'l $1,000 or fraction thereof, to and including $25,000	$328.50	for the first $2,000	plus	$23.80	for each add'l $1,000 or fraction thereof, to and including $25,000	100%	$30	10%		Y
$25,000	to	$50,000	$795.05	for the first $25,000	plus	$27.83	for each add'l $1,000 or fraction thereof, to and including $50,000	$876.00	for the first $25,000	plus	$35.04	for each add'l $1,000 or fraction thereof, to and including $50,000	100%	$81	10%		Y
$50,001	to	$100,000	$1,490.71	for the first $50,000	plus	$17.89	for each add'l $1,000 or fraction thereof, to and including $100,000	$1,752.00	for the first $50,000	plus	$26.28	for each add'l $1,000 or fraction thereof, to and including $100,000	100%	$261	18%		Y
$100,001	to	$500,000	$2,385.14	for the first $100,000	plus	$12.92	for each add'l $1,000 or fraction thereof, to and including $500,000	$3,066.00	for the first $100,000	plus	$14.24	for each add'l $1,000 or fraction thereof, to and including $500,000	100%	$681	29%		Y
$500,001	to	$1,000,000	$7,552.94	for the first $500,000	plus	$7.16	for each add'l $1,000 or fraction thereof, to and including $1,000,000	$8,760.00	for the first $500,000	plus	$17.52	for each add'l $1,000 or fraction thereof, to and including $1,000,000	100%	$1,207	16%		Y
$1,000,001	to	$10,000,000	$11,130.64	for the first $1,000,000	plus	$5.01	for each add'l $1,000 or fraction thereof, to and including $10,000,000	$17,520.00	for the first $1,000,000	plus	$7.79	for each add'l $1,000 or fraction thereof, to and including $10,000,000	100%	$6,389	57%		Y
$10,000,001	and	up	$56,209.83	for the first $10,000,000	plus	$5.01	for each additional $1,000 or fraction thereof over $10,000,000	$87,600.00	for the first $10,000,000	plus	$5.06	for each additional $1,000 or fraction thereof over $10,000,000	100%	$31,390	56%		Y

For permits for new construction, additions, tenant improvements or residential remodels requiring plumbing, electric, or mechanical review, the following percentages shall be added to the base permit fee

Current Permit Fee	Proposed Permit Fee	Proposed Change ($)	Proposed Change (%)	Yearly Inflator
Plumbing inspection fees = Base permit fee x .10	Plumbing inspection fees = Base permit fee x .10	No Change	No Change	N
Electrical inspection fees = Base permit fee x .10	Electrical inspection fees = Base permit fee x .10	No Change	No Change	N
Mechanical inspection fees = Base permit fee x .10	Mechanical inspection fees = Base permit fee x .10	No Change	No Change	N

City of Pinole
BEFORE AND AFTER ILLUSTRATION - BUILDING FEES

D. Building Plan Review Fees

	Fee Description	Current Fee	Cost of Service	Proposed Fee	Proposed Cost Recovery	Charge Basis	Proposed Change ($)	Proposed Change (%)	Note	Yearly Inflator
1	**Building Plan Check Fees - Building**									
	a) Plan Review Fee, if applicable	75%	75%	75%	100%	% of Building Permit Fee	No Change	No Change	[a]	N
	b) Expedited Plan Check - At Application Submittal (when applicable)	1.5x standard plan check fee		1.5x standard plan check fee	100%	Fixed Fee	No Change	No Change		N
	c) Over the Counter Plan Review Fee	$199	$219	$219	100%	Fixed Fee	$20	10%	[b]	Y
	d) Revision Application Fee (per hour) (1-hour minimum)	$199	$219	$219	100%	Per Hour	$20	10%		Y
	e) Tract Home / Master Plan Construction (Production Units)	20% of standard plan check fee	20%	20% of standard plan check fee	100%	Fixed Fee	No Change	No Change	[c]	N
	f) Alternate Materials and Materials Review (per hour)	$199	$219	$219	100%	Per Hour	$20	10%		Y
	g) Excess Plan Review Fee (4th and subsequent) (per hour)	$199	$219	$219	100%	Per Hour	$20	10%		Y
	h) Revisions (per hour)	$199	$219	$219	100%	Per Hour	$20	10%		Y
2	**Building Plan Check Fees - Planning (Fees Only Applied to Projects Requiring Review)**									
	a) Zoning Clearance Verification	$119	$123	$122	100%	Fixed Fee	$3	3%		Y
	b) Planning Plan Check									
	i) Alterations/Additions - Residential	$297	$306	$306	100%	Fixed Fee	$9	3%		Y
	ii) New Construction - Single Family Residential	$534	$551	$551	100%	Fixed Fee	$17	3%		Y
	iii) New Construction - 2-4 Residential Units	$1,009	$1,041	$1,041	100%	Fixed Fee	$32	3%		Y
	iv) New Construction - 5+ Residential Units	$2,612	$2,695	$2,695	100%	Fixed Fee	$83	3%		Y
	v) New Construction - Non-Residential	$1,009	$1,041	$1,041	100%	Fixed Fee	$32	3%		Y
	vi) Alterations/Additions - Non-Residential	$534	$551	$551	100%	Fixed Fee	$17	3%		Y
	vii) Planning - Expedited Review	n/a - new		1.5x standard plan check fee	100%	Fixed Fee	n/a - new	n/a - new		N
	viii) Sign Review	n/a - new	$123	$122	100%	Fixed Fee	n/a - new	n/a - new		Y

City of Pinole
BEFORE AND AFTER ILLUSTRATION - BUILDING FEES

D. Building Plan Review Fees

Fee Description	Current Fee	Cost of Service	Proposed Fee	Proposed Cost Recovery	Charge Basis	Proposed Change ($)	Proposed Change (%)	Note	Yearly Inflator
3 **Building Plan Check Fees - Public Works Engineering (Fees Only Applied to Projects Requiring Review)**									
a) Swimming Pool	$221	$224	$224	100%	Fixed Fee	$3	1%		Y
b) Block Wall	$110	$112	$112	100%	Fixed Fee	$2	1%		Y
c) Fence	$110	$112	$112	100%	Fixed Fee	$2	1%		Y
d) Sign	$110	$112	$112	100%	Fixed Fee	$2	1%		Y
e) Alterations/Additions - Residential	$166	$168	$168	100%	Fixed Fee	$2	1%		Y
f) New Construction - Single Family Residential	$442	$448	$448	100%	Fixed Fee	$6	1%		Y
g) New Construction - 2-4 Residential Units	$663	$672	$672	100%	Fixed Fee	$9	1%		Y
h) New Construction - 5+ Residential Units	$1,325	$1,344	$1,344	100%	Fixed Fee	$19	1%		Y
i) New Construction - Non-Residential	$883	$896	$896	100%	Fixed Fee	$13	1%		Y
j) Alterations/Additions - Non-Residential	$221	$224	$224	100%	Fixed Fee	$3	1%		Y
k) Trash Capture, SWPPP, and NPDES Review Fees	See Eng. Fee Schedule		See Eng. Fee Schedule	100%	Fixed Fee	No Change	No Change		N
l) Permits / Plan checks not listed above	See footnote		See footnote		Fixed Fee	No Change	No Change	[d]	N

[a] Includes up to three plan checks. The City will bill hourly for additional plan review required.

[b] For permits requiring only over the counter plan review, e.g. non-engineered plans.

[c] For identical buildings built by the same builder on the same lot or in the same tract and for which building permits are issued at the same time.

[d] Engineer/technician to determine hours and applicable fee at time of application.

City of Pinole
BEFORE AND AFTER ILLUSTRATION - BUILDING FEES

E. Other Fees

	Fee Description	Current Fee	Cost of Service	Proposed Fee	Proposed Cost Recovery	Charge Basis	Proposed Change ($)	Proposed Change (%)	Note	Yearly Inflator
1	Permit Processing Fee	$83	$91	$91	100%	Fixed Fee	$8	9%		Y
2	Administrative Fee for Permit Reactivation	$100	$110	$109	100%	Fixed Fee	$10	10%		Y
3	Fire Permit Processing Fee	$83	$91	$91	100%	Fixed Fee	$8	9%		Y
4	Outside Contractor Business License Processing Fee	$67	$73	$73	100%	Fixed Fee	$6	9%		Y
5	Business License Inspection Fee									
	a) Residential Home Occupation	$67	$219	$75	34%	Fixed Fee	$8	12%		Y
	b) Non-Residential	$149	$219	$150	68%	Fixed Fee	$1	1%		Y
6	General Plan Maintenance Fee (% of permit fee)	10%		10%		Fixed Fee	No Change	No Change		N
7	Technology Fee (% of plan review and permit fee)	10%		10%		Fixed Fee	No Change	No Change		N
8	Climate Action and Adaptation Plan Maintenance Fee (% of base building permit fee)	3%		3%		Fixed Fee	No Change	No Change		N
9	Strong Motion Instrumentation (SMI) Fee Calculation									
	a) Residential	Greater of $0.50 or valuation x .00013		Greater of $0.50 or valuation x .00013		Fixed Fee	No Change	No Change	[a]	N
	b) Commercial	Greater of $0.50 or valuation x .00028		Greater of $0.50 or valuation x .00028		Fixed Fee	No Change	No Change	[b]	N
10	Building Standards (SB 1473) Fee Calculation (Valuation)									
	a) $1 - $25,000	$1		$1		Fixed Fee	No Change	No Change		N
	b) $25,001 - $50,000	$2		$2		Fixed Fee	No Change	No Change		N
	c) $50,001 - $75,000	$3		$3		Fixed Fee	No Change	No Change		N
	d) $75,001 - $100,000	$4		$4		Fixed Fee	No Change	No Change		N
	e) Each Add'l $25,000 or fraction thereof	Add $1		Add $1		Fixed Fee	No Change	No Change		N
11	Temporary Certificate of Occupancy (per 30 Days)	$299	$329	$328	100%	Fixed Fee	$29	10%		Y
12	Permit Extension	$199	$219	$219	100%	Fixed Fee	$20	10%		Y

City of Pinole
BEFORE AND AFTER ILLUSTRATION - BUILDING FEES

E. Other Fees

	Fee Description	Current Fee	Cost of Service	Proposed Fee	Proposed Cost Recovery	Charge Basis	Proposed Change ($)	Proposed Change (%)	Note	Yearly Inflator
13	Permit Reactivation Fee									
	a) Reactivation Fee if All Inspections Have Been Performed and Approved Up to But Not Including Final Inspection	$199	$219	$219	100%	Fixed Fee	$20	10%	[c]	Y
	b) Reactivation Fee - All Other Scenarios									
	i) Permit Expired Up to One Year	50% of Original Base Building Permit Fee		50% of Original Base Building Permit Fee		Fixed Fee	No Change	No Change		N
	ii) Permit Expired More than One Year	100% of Original Base Building Permit Fee		100% of Original Base Building Permit Fee		Fixed Fee	No Change	No Change		N
14	Permit Reissuance Fee	$100	$110	$109	100%	Fixed Fee	$9	9%	[d]	Y
15	Damaged Building Survey (Fire, Flood, Vehicle Damage, Etc.)	$298	$329	$328	100%	Fixed Fee	$30	10%		Y
16	AB 838 Violation Fees									
	a) Investigation resulting in Violations under AB 838 (per hour) (1-hour minimum)	$199	$219	$219	100%	Per Hour	$20	10%		Y
	b) Inspection Report Production for Violations under AB 838 (per hour) (1-hour minimum)	$199	$219	$219	100%	Per Hour	$20	10%		Y
	Other Fees									
17	Phased Inspection Fee (per inspection)	$100	$110	$109	100%	Fixed Fee	$9	9%		Y
18	After Hours Inspection (per hour) (4-hour minimum)	$239	$263	$262	100%	Per Hour	$23	10%		Y
19	Re-inspection Fee (2nd Time or More) (each)	$99	$110	$109	100%	Fixed Fee	$10	10%	[e]	Y
20	Missed Inspection Fee	$97	$110	$109	100%	Fixed Fee	$12	13%	[f]	Y
21	Duplicate Copy of Permit	$66	$73	$73	100%	Fixed Fee	$7	10%		Y
22	Duplicate Copy of Certificate of Occupancy	$33	$37	$36	99%	Fixed Fee	$3	9%		Y
23	Construction and Demolition Waste Management Review Fee	$99	$168	$168	100%	Fixed Fee	$69	69%		Y
24	Fees for Services Not Listed in this Fee Schedule (per 1/2 hour)	$99	$110	$109	100%	Per 1/2 Hour	$10	10%		Y
25	Special Inspection Agency Application Review	$398	$438	$438	100%	Fixed Fee	$40	10%	[g]	Y
26	Pre-application Meeting	$50/Division involved	$219	$100/Division involved	46%	Fixed Fee	$50	100%	[h]	Y
27	Deferred Submittal	$199	$219	$219	100%	Fixed Fee	$20	10%	[i]	Y

City of Pinole
BEFORE AND AFTER ILLUSTRATION - BUILDING FEES

E. Other Fees

	Fee Description	Current Fee	Cost of Service	Proposed Fee	Proposed Cost Recovery	Charge Basis	Proposed Change ($)	Proposed Change (%)	Note	Yearly Inflator
	Violation Fees									
28	Investigation Fee For Work Done Without Permits (In addition to applicable permit fees)	equal to permit fee		equal to permit fee		Fixed Fee	No Change	No Change		N
	Refunds									
29	Refunds									
	a) Fees Erroneously Paid or Collected by the City	100% refund		100% refund			No Change	No Change		N
	b) Refund of Plan Review Fees - Prior to Plan Review Commencing	up to 80% refund		up to 80% refund			No Change	No Change		N
	c) Refund of Permit Fees - Prior to Inspection Commencing	up to 80% refund		up to 80% refund			No Change	No Change		N
	d) 180 Days After Payment of Fees	no refund		no refund			No Change	No Change		N
30	Hardcopy Records Request	$0.10 per single side page		$0.10 per single side page		Fixed Fee	No Change	No Change		N
31	Oversize documents	$3 per page		$3 per page		Fixed Fee	No Change	No Change		N

[a] Category 1 Construction includes residential buildings 1 to 3 stories in height, excluding hotels and motels. Single family houses, duplexes and quadruplexes are considered Category 1. Condominiums and apartment buildings which are 3 stories or less in height are considered Category 1.

[b] Category 2 Construction includes all buildings not considered Category 1 (i.e. residential buildings over 3 stories, all office buildings, warehouses, factories and other manufacturing or processing facilities, restaurants, and other non-residential buildings).

[c] For reactivation of expired building permits that are no longer valid.

[d] Example; change of contractor.

[e] Reinspection fee applies after the first re-inspection.

[f] General inspection cancellations must be made before 7:00 AM on the scheduled day of inspection. Cancellations made after this time in addition to inspections scheduled with no responsible person on site during the inspection window will incur a missed inspection fee.

[g] Additional review beyond 2 hours will incur a charge per half hour at the current hourly rate. Renewal of Special Agency Application required every three years.

[h] Fee is flat regardless of number of staff involved in meeting; fee is per division included in meeting.

[i] Additional review beyond 1 hour will incur a charge per half hour at the current hourly rate.

City of Pinole
BEFORE AND AFTER ILLUSTRATION - PLANNING FEES

	Fee Description	Current Fee / Deposit	Cost of Service	Proposed Fee / Deposit	Proposed Cost Recovery	Charge Basis	Proposed Change ($)	Proposed Change (%)	Note	Yearly Inflator
	Design Review									
1	Administrative Design Review: Single family residential additions; additions of less than 500 SF for multifamily and nonresidential	$801	$1,225	$919	75%	Fixed Fee	$118	15%		Y
2	Comprehensive Design Review – Small New single family residence; new multifamily building with 2 to 4 units; multifamily and nonresidential additions 500 to 5,000 SF	$4,086	$5,614	$4,211	75%	Fixed Fee	$125	3%		Y
3	Comprehensive Design Review – Medium New multifamily building with 5 to 10 units; multifamily and nonresidential additions 5,001 to 10,000 SF	$10,977	$10,958	$10,958	100%	Fixed Fee	($19)	0%		Y
4	Comprehensive Design Review – Large New multifamily building of 10 or more units; new nonresidential buildings; multifamily and nonresidential additions greater than 10,000 SF	$20,000 Deposit; $14,000 Minimum Fee	$30,516	$25,000 Deposit; $20,000 Minimum Fee	100%	T&M with Deposit and Minimum Fee	Varies	Varies		N
5	Sign Permit: New Sign/Approved Program, replace old sign as previously approved, etc.	$475	$980	$490	50%	Fixed Fee	$15	3%		Y
6	Creative Sign Program: Encourage signs of unique design	$828	$2,450	$858	35%	Fixed Fee	$29	4%		Y
7	Sign Program: 5 or more signs or greater than 200 sq. ft. of total aggregate sign area or building with 3 or more tenants.	$2,374	$2,450	$2,450	100%	Fixed Fee	$76	3%		Y

City of Pinole
BEFORE AND AFTER ILLUSTRATION - PLANNING FEES

	Fee Description	Current Fee / Deposit	Cost of Service	Proposed Fee / Deposit	Proposed Cost Recovery	Charge Basis	Proposed Change ($)	Proposed Change (%)	Note	Yearly Inflator
	Use Permits									
8	Similar Use Determination	$359	$1,225	$919	75%	Fixed Fee	$560	156%		Y
9	Administrative Use Permits (AUP): Outdoor Dining	$966	$2,052	$1,026	50%	Fixed Fee	$60	6%		Y
10	Temporary Use Permits (TUP) – Small. Special one-day events, such as grand openings Outdoor sales and display. Seasonal sales (Christmas tree sales, pumpkin sales)	$386	$1,093	$546	50%	Fixed Fee	$160	41%	[a]	Y
11	Temporary Use Permits (TUP) – Large. Construction yards and storage sheds Expositions, concerts, clinics, amusement rides, and flea markets.	$856	$2,185	$1,092	50%	Fixed Fee	$236	28%	[a]	Y
12	Conditional Use Permits (CUP)									
	a) Tier One - Minor CUP									
	i) Class A - Standard	$5,726	$4,254	$4,254	100%	Fixed Fee	($1,472)	-26%	[b]	Y
	ii) Class B - Community Benefit	$5,726	$4,254	$2,552	60%	Fixed Fee	($3,174)	-55%	[b]	Y
	iii) Class C - Public Benefit	$5,726	$4,254	$1,701	40%	Fixed Fee	($4,025)	-70%	[b]	Y
	b) Tier Two - Standard CUP									
	i) Class A - Standard	$5,726	$6,548	$6,548	100%	Fixed Fee	$822	14%	[b]	Y
	ii) Class B - Community Benefit	$5,726	$6,548	$4,583	70%	Fixed Fee	($1,143)	-20%	[b]	Y
	iii) Class C - Public Benefit	$5,726	$6,548	$3,274	50%	Fixed Fee	($2,452)	-43%	[b]	Y
	c) Tier Three - Major CUP									
	i) Class A - Standard	$5,726	$9,176	$9,176	100%	Fixed Fee	$3,450	60%	[b]	Y
	ii) Class B - Community Benefit	$5,726	$9,176	$6,882	75%	Fixed Fee	$1,156	20%	[b]	Y
	iii) Class C - Public Benefit	$5,726	$9,176	$5,046	55%	Fixed Fee	($680)	-12%	[b]	Y
	d) Tier Four - Complex CUP									
	i) Class A - Standard	$5,726	$11,804	$11,804	100%	Fixed Fee	$6,078	106%	[b]	Y
	ii) Class B - Community Benefit	$5,726	$11,804	$9,443	80%	Fixed Fee	$3,717	65%	[b]	Y
	iii) Class C - Public Benefit	$5,726	$11,804	$7,082	60%	Fixed Fee	$1,356	24%	[b]	Y
13	Home Occupation Permit	$155	$490	$245	50%	Fixed Fee	$90	58%		Y
14	Condo Conversion Permit	$7,500 Deposit; $5,000 Minimum Fee		$10,000 Deposit; $7,500 Minimum Fee	100%	T&M with Deposit and Minimum Fee	Varies	Varies		N
15	Tree Removal Permit	$237	$735	$368	50%	Fixed Fee	$130	55%		Y
16	Use Permit Amendments	$2,849	$5,390	$5,390	100%	Fixed Fee	$2,541	89%		Y
17	Use Permit - Combined with Other Permits	100% of highest applicable permit fee, plus 50% of all other applicable permit fees		100% of highest applicable permit fee, plus 50% of all other applicable permit fees		Fixed Fee	No Change	No Change		N

City of Pinole
BEFORE AND AFTER ILLUSTRATION - PLANNING FEES

	Fee Description	Current Fee / Deposit	Cost of Service	Proposed Fee / Deposit	Proposed Cost Recovery	Charge Basis	Proposed Change ($)	Proposed Change (%)	Note	Yearly Inflator
	Variances									
18	Minor Deviation	$729	$2,205	$1,654	75%	Fixed Fee	$925	127%		Y
19	Single Family Variance	$1,822	$4,900	$3,675	75%	Fixed Fee	$1,853	102%		Y
20	All Other Variance Requests	$5,223	$5,390	$5,390	100%	Fixed Fee	$167	3%		Y
	Policy / Plan Amendments									
21	Prezoning / Annexation	$20,000 Deposit; $14,000 Minimum Fee		$20,000 Deposit; $15,000 Minimum Fee		T&M with Deposit and Minimum Fee	Varies	Varies		N
22	Rezoning / Zoning Code Amendment (Includes Map and Text)	$10,446	$10,780	$10,780	100%	Fixed Fee	$334	3%		Y
23	Minor Development Plan Amendment	$475	$490	$490	100%	Fixed Fee	$15	3%		Y
24	General Plan Amendment	$10,000 Deposit; $7,000 Minimum Fee		$10,000 Deposit; $8,000 Minimum Fee	100%	T&M with Deposit and Minimum Fee	Varies	Varies		N
25	Specific Plan Amendment	$10,000 Deposit; $7,000 Minimum Fee		$10,000 Deposit; $8,000 Minimum Fee	100%	T&M with Deposit and Minimum Fee	Varies	Varies		N
	Subdivision / Mapping									
26	Subdivision / Tentative Map									
	a) Minor Subdivision / Parcel Map (4 Lots or Less)	$5,000 Deposit; $3,500 Minimum Fee		$5,000 Deposit; $4,000 Minimum Fee	100%	T&M with Deposit and Minimum Fee	Varies	Varies		N
	b) Major Subdivision / Tract Map (5 or More Lots)	$7,500 Deposit; $5,000 Minimum Fee		$10,000 Deposit; $6,000 Minimum Fee	100%	T&M with Deposit and Minimum Fee	Varies	Varies		N
27	Lot Line Adjustment	$2,000 Deposit; $1,400 Minimum Fee		$2,500 Deposit; $2,000 Minimum Fee	100%	T&M with Deposit and Minimum Fee	Varies	Varies		N
28	Lot Merger	$2,000 Deposit; $1,400 Minimum Fee		$2,500 Deposit; $2,000 Minimum Fee	100%	T&M with Deposit and Minimum Fee	Varies	Varies		N
29	Easement / Street Vacation / Existing Utility Review	$2,000 Deposit; $1,400 Minimum Fee		$2,500 Deposit; $2,000 Minimum Fee	100%	T&M with Deposit and Minimum Fee	Varies	Varies		N
30	Final Map									
	a) Parcel Map	$5,000 Deposit; $3,500 Minimum Fee		$5,000 Deposit; $4,000 Minimum Fee	100%	T&M with Deposit and Minimum Fee	Varies	Varies		N
	b) Tract Map	$7,500 Deposit; $5,000 Minimum Fee		$10,000 Deposit; $6,000 Minimum Fee	100%	T&M with Deposit and Minimum Fee	Varies	Varies		N
31	SB 9 Unit	n/a - new	$1,559	$1,559	100%	Fixed Fee	Varies	Varies		Y
	Amnesty ADU / Amesty JADU									
32	Amnesty ADU Fee	$1,540	$1,960	$1,960	100%	Fixed Fee	$420	27%	[c]	Y
33	Amnesty JADU Fee	$472	$613	$612	100%	Fixed Fee	$140	30%	[c]	Y

City of Pinole
BEFORE AND AFTER ILLUSTRATION - PLANNING FEES

	Fee Description	Current Fee / Deposit	Cost of Service	Proposed Fee / Deposit	Proposed Cost Recovery	Charge Basis	Proposed Change ($)	Proposed Change (%)	Note	Yearly Inflator
	Environmental Review									
34	Categorical Exemption	$276	$490	$294	60%	Fixed Fee	$18	6%		Y
35	Initial Study	$3,500 or Consultant Cost + 15%	$3,920	$4,000 or Consultant Cost + 15%	100%	Fixed Fee or T&M	Varies	Varies		N
36	Negative Declaration	$5,000 Deposit; $3,500 Minimum Fee		$7,500 Deposit; $5,000 Minimum Fee	100%	T&M with Deposit and Minimum Fee	Varies	Varies		N
37	Mitigated Negative Declaration	$10,000 Deposit; $7,000 Minimum Fee		$12,000 Deposit; $8,000 Minimum Fee	100%	T&M with Deposit and Minimum Fee	Varies	Varies		N
38	Environmental Impact Report	Consultant Cost + 15%; Deposit TBD		Consultant Cost + 15%; Deposit TBD	100%	T&M with Deposit	No Change	No Change		N
	Agreements									
39	Development Agreement	$10,000 Deposit; $7,000 Minimum Fee		$12,000 Deposit; $8,000 Minimum Fee	100%	T&M with Deposit and Minimum Fee	Varies	Varies		N
40	Affordable Housing Agreement	$10,000 Deposit; $7,000 Minimum Fee		$12,000 Deposit; $8,000 Minimum Fee	100%	T&M with Deposit and Minimum Fee	Varies	Varies		N
41	Review of CC&R's	$2,500 Deposit; $1,750 Minimum Fee		$5,000 Deposit; $2,500 Minimum Fee	100%	T&M with Deposit and Minimum Fee	Varies	Varies		N
	Other Development Services									
42	Interpretation (PMC Chapter 17.06)	n/a - new	$1,960	$2,000 Deposit; $1,400 Minimum Fee		T&M with Deposit and Minimum Fee	n/a - new	n/a - new		N
43	Extensions	1/2 Original Fee		1/2 Original Fee		Fixed Fee	No Change	No Change		N
44	Appeals of Department, Administrative and Planning Commission Actions (Per Appeal)	$500 + $2,500 Deposit		$500 + $2,500 Deposit		T&M with Deposit and Minimum Fee	No Change	No Change	[d],[e]	N
45	Zoning Administrator Hearing (Each Required Hearing)	$536	$735	$551	75%	Fixed Fee	$16	3%		Y
46	Planning Commission / City Council Hearing (Each Required Hearing)	$712	$980	$735	75%	Fixed Fee	$23	3%		Y
47	Records Research	$100 per half hour after first hour	$123	$120 per half hour after first hour	98%	Per Hour	$20	20%		Y
48	Address Assignment (per address)	$339	$368	$367	100%	Fixed Fee	$28	8%		Y
49	Zoning Verification Letter	$237	$735	$735	100%	Fixed Fee	$498	210%	[f]	Y
50	Pre-application Meeting	$50/Division involved	$490	$100/Division involved	20%	Fixed Fee	$50	100%	[g]	Y
51	Pre-approved ADU Plan Submittal	$673	$735	$735	100%	Fixed Fee	$62	9%	[h]	Y
52	Public Convenience and Necessity (PCN) Determination	$711	$1,225	$1,225	100%	Fixed Fee	$514	72%		Y

City of Pinole

BEFORE AND AFTER ILLUSTRATION - PLANNING FEES

	Fee Description	Current Fee / Deposit	Cost of Service	Proposed Fee / Deposit	Proposed Cost Recovery	Charge Basis	Proposed Change ($)	Proposed Change (%)	Note	Yearly Inflator
	Public Noticing									
53	Project Notification Sign	$276 per sign (as needed)		$300 per sign (as needed)		Fixed Fee	$24	9%		N
54	Public Noticing (Administrative)	$497	$735	$515	70%	Fixed Fee	$18	4%		Y
55	Public Noticing (Public Hearing Required)	$773	$1,715	$1,115	65%	Fixed Fee	$342	44%		Y
56	Public Noticing (Deposit-Based Project)	Deposit	$2,450	Deposit		T&M with Deposit and Minimum Fee	No Change	No Change		N
	Small Cell Wireless									
57	Small Cell: Right of Way Pole Usage Fee	$270 per pole annually		$270 per pole annually		Fixed Fee	No Change	No Change		N
58	Small Cell Wireless Attachment Fee	$500 for first five + $100 for each additional		$500 for first five + $100 for each additional		Fixed Fee	No Change	No Change		N
59	Small Cell Wireless New Pole	$1,000		$1,000		Fixed Fee	No Change	No Change		N
	Affordable Housing Requests									
60	Equity-Share Payoff Demand	$356	$368	$367	100%	Fixed Fee	$11	3%		Y
61	Reconveyance	$356	$368	$367	100%	Fixed Fee	$11	3%		Y
62	Density Bonus Application	$475	$490	$490	100%	Fixed Fee	$15	3%		Y
	Redevelopment (Successor Agency)									
63	Loan Extension Application Fee (Commercial/Residential)	$359	$368	$367	100%	Fixed Fee	$8	2%		Y
	Other									
64	Business License Review	$30	$61	$31	50%	Fixed Fee	$1	2%		Y
65	Hardcopy Records Request	$0.10 per single side page		$0.10 per single side page		Fixed Fee	No Change	No Change		N
66	Oversize documents	$3 per page		$3 per page		Fixed Fee	No Change	No Change		N
	Technology Enhancement Fee									
67	Technology Fee (% of plan review and permit fee)	10%		10%		Fixed Fee	No Change	No Change		N
	Violation Fees									
68	Penalty for Work Without Planning Approval	equal to permit fee		equal to permit fee		Fixed Fee	No Change	No Change		N

City of Pinole
BEFORE AND AFTER ILLUSTRATION - PLANNING FEES

	Fee Description	Current Fee / Deposit	Cost of Service	Proposed Fee / Deposit	Proposed Cost Recovery	Charge Basis	Proposed Change ($)	Proposed Change (%)	Note	Yearly Inflator
	Hourly Rates and Fees for Services Not Listed in this Fee Schedule									
69	Rates for Services Not Listed Above									
	a) Planning Personnel (per hour)	$237	$245	$245	100%	Per Hour	$8	3%		Y
	b) Contract Planning, Peer Review, Architecture Review, Etc.	Pass through of Actual Cost + 15%		Pass through of Actual Cost + 15%	100%	T&M	No Change	No Change		N
	c) Specialized Attorney Services	Pass through of Actual Cost		Pass through of Actual Cost	100%	T&M	No Change	No Change		N

[a] Temporary use permit fee may be reduced to $0 (no charge) for non-profit entities.

[b] See accompanying overview sheet for tier and benefit descriptions.

[c] To encourage the legalization of unpermitted ADUs/JADUs, the following fee reductions apply to homeowners participating in the ADU/JADU Amnesty Program:

Affordability Commitment Incentives: Homeowners who agree to restrict their ADU/JADU for a minimum of five (5) years to affordable rental rates receive the following fee reductions:
*Moderate-Income ADU/JADU: 50% reduction in applicable Amnesty ADU fees.
*Low-Income ADU/JADU: 100% reduction in applicable Amnesty ADU fees.

All homeowners receiving fee reductions for restricting homes for affordability must enter into an affordability covenant with the City for the specified period of time and agree to annual third-party rent monitoring.

Equity-Based Incentives: Homeowners qualified as moderate-income or lower are eligible for an additional fee reduction to increase participation:
*Moderate- and Lower-Income Homeowners: 50% reduction in Amnesty ADU/JADU fees, regardless of affordability commitment.

This reduction may be combined with the affordability commitment incentives, allowing qualifying homeowners to receive up to a full waiver of Amnesty ADU fees when designating an ADU for low-income affordability.

[d] Planning Commission Appeal requests initiated by the City Council members shall be accompanied by a $250 rather than $500 appellant fee. The $250 may be refundable if the appeal initiated by a majority of the City Council members that hear the appeal request.

[e] Depending on the subject of the appeal, specialized expertise may be solicited, at the expense of the applicant, for the purpose of providing input to the City Manager, Commissions, or City Council.

[f] Additional research beyond 1 hour will incur a charge per half hour at the current hourly rate.

[g] Fee is flat regardless of number of staff involved in meeting; fee is per division included in meeting.

[h] Additional review beyond 2 hours for Planning and 1 hour for Building will incur a charge per half hour at the current hourly rate.

<u>Notes applicable to all fees:</u>

[i] In addition to amounts shown above, applicant is responsible for all costs of outside agency review/services including, but not limited to, Fire District, LAFCO, Board of Equalization Fees, Department of Fish and Wildlife Fees, etc.

[j] Time & materials ("T&M") includes all costs including consultant costs, outside agency costs, noticing costs, etc.

[k] The deposit costs listed above are for the initial deposit only. Costs exceeding the initial deposit will be charged per the City's hourly rate schedule and/or consultant rates as applicable. Unspent deposits will be refunded.

[l] Deposit amounts listed will be monitored for periodic adjustments to reflect annual cost inflation. Initial deposit amount of $1,000 or less will be adjusted annually to the nearest dollar. Initial deposit amounts of $1,000 to $5,000 will be adjusted in $500 increments. Initial deposit amounts of $5,000 or greater, will be adjusted in $1,000 increments.

City of Pinole

BEFORE AND AFTER ILLUSTRATION - PLANNING FEES

Conditional Use Permits (CUP) - Overview and Examples of Permit Fee Tiers	Description	Examples
Tier One - Minor CUP	Low-impact uses that typically occupy an existing building or tenant space and require limited staff review. Applications generally involve minimal operational impacts, little or no site modification, and limited anticipated public concern.	Fitness studio; artist studio; artisan shop; private schools; art / antique / collectible store; personal services; massage therapy establishment; medical services (general); banks and financial services; thrift store; neighborhood market; animal grooming; call center; temporary office; offices in existing commercial space; child day care facility in an existing building.
Tier Two - Standard CUP	Uses may involve operational conditions related to parking, traffic, hours of operation, noise, or neighborhood compatibility. Applications generally require moderate staff review and coordination among departments.	Restaurants; alcoholic beverage sales; churches and religious institutions; community centers; veterinary facilities; funeral homes; grocery stores; outdoor sales; indoor amusement and entertainment facilities; indoor fitness and sports facilities; hotels and motels; bed and breakfast inns; medical extended care facilities; commercial recreation uses; temporary uses seeking time periods longer than otherwise allowed.
Tier Three - Major CUP	Uses that commonly generate higher levels of public interest, operational impacts, or technical review. Applications may require specialized analysis, significant conditions of approval, or review by multiple departments.	Bars and nightclubs; drive-through sales and service; firearm or firearm ammunition sales; smoke shops; wireless communication facilities; auto and vehicle sales; commercial kennels; car washes; vehicle service facilities; outdoor commercial recreation; commercial equestrian facilities; hospitals; extended stay hotels; check cashing businesses; pawn shops.
Tier Four - Complex CUP	Uses involving substantial staff review, potential environmental review, technical studies, multiple departments, significant public interest, or complex operating characteristics. Applications may require specialized analysis, significant conditions of approval, or review by multiple departments.	Mobile home parks; hospitals; extended care facilities; multifamily housing requiring a CUP; single-room occupancy facilities; manufacturing (major); recycling processing facilities; recycling scrap and dismantling facilities; storage yards; warehouse / distribution facilities; large vehicle service facilities; adult-oriented businesses; major outdoor recreation facilities; cemeteries; commercial equestrian facilities.

Conditional Use Permits (CUP) - Overview of Classes for Cost Recovery	Description	Typical Applicants
Class A - Standard Projects	Applies to all conditional use permit applications that do not meet criteria for Class B or Class C. Projects in this class represent the City's baseline level of review and are subject to full cost recovery fees.	Private commercial businesses; general services; offices; other uses that do not provide a defined community benefit function beyond those associated with normal commercial operations.
Class B - Community Benefit Projects	Applies to projects that contribute to local community services or economic vitality but do not qualify as high priority public benefit uses. Projects in this class are eligible for a reduced fee to promote neighborhood-serving and community-supportive uses.	Non-profit organizations providing community, cultural, educational, or social services; small businesses (10 FTE or less and gross receipts less than $500K); licensed childcare facilities that do not participate in state-subsidized programs; religious institutions, community centers, and similar uses; other uses that provide a general community benefit as determined by the Director. Applicants must demonstrate eligibility through documentation such as non-profit status, business size verification, or other materials as required by the City.
Class C - Public Benefit Projects	Applies to projects that provide significant public benefit aligned with adopted City Council priorities. These projects are eligible for a substantially reduced fee to encourage development that advances critical public goals.	Affordable housing developments, including deed-restricted units, special needs housing, and supportive housing; licensed childcare facilities that provide state-subsidized or income-eligible childcare services; non-profit organizations delivering essential human services such as food assistance, health services, youth services, or shelter-related support; projects implementing programs or actions identified as priorities in the General Plan, Housing Element, or other adopted City policies; other high impact public or human service uses, as determined by the Director. Applicants must submit documentation verifying eligibility such as regulatory agreements, program participation, or proof of service.

City of Pinole

BEFORE AND AFTER ILLUSTRATION - CODE ENFORCEMENT FEES

Fee Description		Current Fee	Cost of Service	Proposed Fee	Proposed Cost Recovery	Charge Basis	Proposed Change ($)	Proposed Change (%)	Note	Yearly Inflator
1	Courtesy Inspection									
	a) First Inspection	No Charge	$201	No Charge	0%	Fixed Fee	No Change	No Change		N
	b) Second Inspection to Verify Violation Corrected	No Charge	$201	No Charge	0%	Fixed Fee	No Change	No Change		N
	c) Each Additional Inspection	$85	$201	$100	50%	Fixed Fee	$15	17%		Y
2	Re-Inspection Fee	$85	$201	$100	50%	Fixed Fee	$15	17%		Y
3	Abatement Warrant	$340	$2,583	$1,250	48%	Fixed Fee	$910	268%		Y
4	Serving Notice	$42	$101	$50	50%	Fixed Fee	$8	19%		Y
5	Lien Approval Fee	$165	$2,679	$1,300	49%	Fixed Fee	$1,135	686%		Y
6	Special Assessment Approval Fee	$165	$2,679	$1,300	49%	Fixed Fee	$1,135	686%		Y
7	Lien Release Fee	$165	$1,225	$600	49%	Fixed Fee	$435	263%		Y
8	Tobacco Retailer License									
	a) New	$332	$498	$475	95%	Fixed Fee	$143	43%		Y
	b) Renewal	$332	$498	$475	95%	Fixed Fee	$143	43%		Y
	c) Late Renewal	Same as Business Lic.	$466	Same as Business Lic.		Fixed Fee	No Change	No Change		N
	d) Suspension Appeal	$332	$8,492	$700	8%	Fixed Fee	$368	111%	[a]	Y
	e) Citation Appeal	$332	$2,958	$700	24%	Fixed Fee	$368	111%	[a]	Y
9	Request for Extension of Time									
	a) First Request	No Charge	$201	No Charge	0%	Fixed Fee	No Change	No Change		N
	b) Second and Subsequent Requests (each)	$39	$201	$50	25%	Fixed Fee	$11	28%		Y
10	Oversized and Non-Motorized Vehicle Visitor Parking Permit	bill hourly; 1-hour min.	$804	bill hourly; 1-hour min.	100%	Per Hour	No Change	No Change	[b]	Y
11	Pre-application Meeting	$50/Division involved	$201	$100/Division involved	50%	Fixed Fee	$50	100%	[c]	Y
12	Permit Records Research Fee									
	a) Base Fee - Includes Up to 2 hours	n/a - new	$402	$200	50%	Fixed Fee	n/a - new	n/a - new		Y
	b) Each Additional Hour, or Fraction Thereof, In Excess of 2 hours	n/a - new	$201	$100	50%	Per Hour	n/a - new	n/a - new		Y

City of Pinole
BEFORE AND AFTER ILLUSTRATION - CODE ENFORCEMENT FEES

Fee Description		Current Fee	Cost of Service	Proposed Fee	Proposed Cost Recovery	Charge Basis	Proposed Change ($)	Proposed Change (%)	Note	Yearly Inflator
13	Property Owner Requested - Code Enforcement Case Meeting									
	a) First Request	n/a - new	$201	No Charge	0%	Fixed Fee	n/a - new	n/a - new		N
	b) Second and Subsequent Requests (each)	n/a - new	$201	$100/Division involved	50%	Fixed Fee	n/a - new	n/a - new	[c]	Y
14	Hardcopy Records Request	$0.10 per single side page		$0.10 per single side page		Fixed Fee	No Change	No Change		N
15	Oversize documents	$3 per page		$3 per page		Fixed Fee	No Change	No Change		N
16	Appeals									
	a) Notice and Order Appeal	$635	$9,716	$700	7%	Fixed Fee	$65	10%	[a]	Y
	b) Notice of Violations Appeal	$635	$9,716	$700	7%	Fixed Fee	$65	10%	[a]	Y
	c) Administrative Citation Appeal	$28	$4,566	$80	2%	Fixed Fee	$52	189%	[a]	N
17	Technology Fee (% of Fee)	10%		10%		Fixed Fee	No Change	No Change		N
18	Late Payment Penalty	5% of unpaid amount		5% of unpaid amount		Fixed Fee	No Change	No Change		N
19	Rates for Services Not Listed Above									
	a) Code Enforcement Personnel (per hour)	$170	$201	$200	100%	Per Hour	$30	17%		Y
	b) Specialized Services Including, but not limited to, Attorney and Abatement Services	Pass through of Actual Cost		Pass through of Actual Cost	100%	T&M	No Change	No Change		N

[a] Depending on the subject of the appeal, specialized expertise may be solicited, at the expense of the applicant, for the purpose of providing input to the City Manager, Commissions, or City Council.

[b] Pinole Municipal Code Section 8.24.035.C.3

[c] Fee is flat regardless of number of staff involved in meeting; fee is per division included in meeting.

City of Pinole

BEFORE AND AFTER ILLUSTRATION - ENGINEERING AND ENCROACHMENT PERMIT FEES

	Fee Description	Current Fee	Cost of Service	Proposed Fee	Proposed Cost Recovery	Charge Basis	Proposed Change ($)	Proposed Change (%)	Note	Yearly Inflator
	Encroachment Permit Fees									
1	Permit Issuance Fee (applies to all encroachment permits)	$165	$168	$168	100%	Fixed Fee	$3	2%		Y
2	Permit Renewal Fee / Time Extension	$111	$112	$112	100%	Fixed Fee	$1	1%		Y
3	Permit Fee									
	a) Sewer Lateral									
	i) Base Permit Fee	$221	$224	$224	100%	Fixed Fee	$3	1%		Y
	ii) Video Inspection, If Required	$110	$112	$112	100%	Fixed Fee	$2	1%		Y
	b) Concrete Flat Work or Under Sidewalk Drain									
	i) Up to 500 SF	$442	$448	$448	100%	Fixed Fee	$6	1%		Y
	ii) Add for Each Additional 500 SF	$110	$112	$112	100%	Fixed Fee	$2	1%		Y
	c) Street Cut or Drainage Modifications									
	i) < 10 CY excavated	$663	$672	$672	100%	Fixed Fee	$9	1%		Y
	ii) Add for Each Additional 10 CY	$331	$336	$336	100%	Fixed Fee	$5	1%		Y
	d) Utility Pole - Set, Relocate or Remove (each)	$442	$448	$448	100%	Fixed Fee	$6	1%		Y
	e) Utilities Structure Inspection	$331	$336	$336	100%	Fixed Fee	$5	1%		Y
	f) Storage in Public Right-of-Way for Moving Pods (up to two weeks)	$110	$112	$112	100%	Fixed Fee	$2	1%		Y
	g) Landscape Maintenance	$110	$112	$112	100%	Fixed Fee	$2	1%		Y
	h) Temporary Staging for Items Not Listed Above	$110	$112	$112	100%	Fixed Fee	$2	1%		Y
	i) Block Party Permit	Permit Issuance Fee		Permit Issuance Fee	varies	Fixed Fee	No Change	No Change		N
	j) Vendor Permit	Permit Issuance Fee		Permit Issuance Fee	varies	Fixed Fee	No Change	No Change		N
	k) Traffic Control Only	$221	$224	$224	100%	Fixed Fee	$3	1%		Y
	l) Major Project								[a]	
	i) First Day	$663	$672	$672	100%	Fixed Fee	$9	1%		Y
	ii) Each Additional Day	$331	$336	$336	100%	Fixed Fee	$5	1%		Y
	m) Projects Greater than Two Weeks in Duration	$4,000 Deposit		$5,000 Deposit	100%	T&M with Initial				N
	n) Permit Types Not Listed	$221	$224	$224	100%	Per Hour	$3	1%		Y
4	Other Applicable Fees, if Required									
	a) Traffic Control Plan Review	$331	$336	$336	100%	Fixed Fee	$5	1%		Y
	b) Revocable Encroachment Permit / Hold Harmless Agreement	$552	$560	$560	100%	Fixed Fee	$8	1%		Y

City of Pinole

BEFORE AND AFTER ILLUSTRATION - ENGINEERING AND ENCROACHMENT PERMIT FEES

	Fee Description	Current Fee	Cost of Service	Proposed Fee	Proposed Cost Recovery	Charge Basis	Proposed Change ($)	Proposed Change (%)	Note	Yearly Inflator
5	Permit Bond / Deposit									
	a) One-year maintenance bond for street cuts equal to the value of the work or as determined by Public Works Director / City Engineer.	Varies - See description		Varies - See description	n/a	Refundable Deposit	No Change	No Change		N
	b) Bond for concrete work, including curb, gutter and sidewalk drains. Deposit is equal to the value of the work or as determined by Public Works Director / City Engineer. Deposit is returned upon passing final inspection for concrete work.	Varies - See description		Varies - See description	n/a	Refundable Deposit	No Change	No Change		N
	c) One-year maintenance bond for storm drainage modifications equal to the value of the work or as determined by Public Works Director / City Engineer.	Varies - See description		Varies - See description	n/a	Refundable Deposit	No Change	No Change		N
	Grading Fees									
6	Grading Plan Review									
	a) 0 - 50 CY	No Charge		No Charge	n/a	Fixed Fee	No Change	No Change		N
	b) 50 to 10,000 CY	$994	$1,008	$1,008	100%	Fixed Fee	$14	1%		Y
	c) 10,001 to 100,000 CY									
	i) Base Fee for Up to 10,000 CY	$1,435	$1,456	$1,456	100%	Fixed Fee	$21	1%		Y
	ii) Fee for Each Additional 1,000 CY, or fraction thereof, up to 100,000 CY	n/a	$83	$83	100%	Fixed Fee	n/a	n/a		Y
	d) Greater than 100,000 CY									
	i) Base Fee for Up to 100,000 CY	$1,435	$8,960	$8,960	100%	Fixed Fee	$7,525	524%		Y
	ii) Fee for Each Additional 10,000 CY, or fraction thereof, above 100,000 CY	$331	$336	$336	100%	Fixed Fee	$5	1%		Y
7	Grading Permit Issuance	$221	$224	$224	100%	Fixed Fee	$3	1%		Y
8	Grading Permit Bond (per CY)	$6		$6	n/a	Refundable Deposit	No Change	No Change		Y
9	Grading Inspection									
	a) 0 - 50 CY	No Charge		No Charge	n/a	Fixed Fee	No Change	No Change		N
	b) 50 to 10,000 CY	$1,325	$1,344	$1,344	100%	Fixed Fee	$19	1%	[b]	Y
	c) 10,001 to 100,000 CY									
	i) Base Fee for Up to 10,000 CY	$2,650	$2,688	$2,688	100%	Fixed Fee	$38	1%		Y
	ii) Fee for Each Additional 1,000 CY, or fraction thereof, up to 100,000 CY	n/a	$50	$50	100%	Fixed Fee	n/a	n/a		Y
	d) Greater than 100,000 CY									
	i) Base Fee for Up to 100,000 CY	$1,435	$7,168	$7,168	100%	Fixed Fee	$5,733	399%		Y
	ii) Fee for Each Additional 10,000 CY, or fraction thereof, above 100,000 CY	$221	$224	$224	100%	Fixed Fee	$3	1%		Y

City of Pinole

BEFORE AND AFTER ILLUSTRATION - ENGINEERING AND ENCROACHMENT PERMIT FEES

Fee Description		Current Fee	Cost of Service	Proposed Fee	Proposed Cost Recovery	Charge Basis	Proposed Change ($)	Proposed Change (%)	Note	Yearly Inflator
	Erosion and Clean Water (Including Full Trash Capture System)									
10	Stormwater Pollution Prevention Construction Permit: C.6 Inspections (Permits for Construction Projects that Require Stormwater Pollution Prevention, Includes Monthly Inspection)									
	a) Less than 1-Acre Hillside Site, Requiring an Erosion and Sediment Control Plan	$663	$672	$672	100%	Fixed Fee	$9	1%	[c]	Y
	b) More than 1-Acre Requiring an Erosion and Sediment Control Plan	$1,325	$1,344	$1,344	100%	Fixed Fee	$19	1%	[c]	Y
	c) Re-Inspections (Due to Fail in Maintaining BMP's)	$221	$224	$224	100%	Fixed Fee	$3	1%	[c]	Y
11	C.3 Fees for Projects Which Create or Replace More than 10,000 SF of Impervious Surface									
	a) Stormwater Control Plan Review / Approval	$994	$1,008	$1,008	100%	Fixed Fee	$14	1%	[c]	Y
	b) Operations and Maintenance Plan Review / Approval	$552	$560	$560	100%	Fixed Fee	$8	1%	[c]	Y
	c) Annual Inspection Fee									
	i) Up to 25,000 SF	$883	$896	$896	100%	Fixed Fee	$13	1%	[c]	Y
	ii) Greater than 25,000 SF	$1,767	$1,792	$1,792	100%	Fixed Fee	$25	1%	[c]	Y
	Oversize Load Permit Fee									
12	Oversize Load Permit Fee									
	a) Per Day	$18		$16	n/a	Fixed Fee	($2)	-9%	[d]	N
	b) Annual	$99		$90	n/a	Fixed Fee	($9)	-9%	[d]	N
	Pre-Application Meeting									
13	Pre-application Meeting	$50/Division involved	$224	$100/Division involved	45%	Fixed Fee	$50	100%	[e]	Y
	Temporary Barricade Delivery / Pickup									
14	Temporary Barricade Delivery / Pickup									
	a) Temporary Barricade Delivery / Pickup	$221	$230	$230	100%	Fixed Fee	$9	4%		Y
	b) Refundable Security Deposit	TBD by Public Works Director / City Engineer		TBD by Public Works Director / City Engineer	n/a	Deposit	No Change	No Change		N

City of Pinole

BEFORE AND AFTER ILLUSTRATION - ENGINEERING AND ENCROACHMENT PERMIT FEES

	Fee Description	Current Fee	Cost of Service	Proposed Fee	Proposed Cost Recovery	Charge Basis	Proposed Change ($)	Proposed Change (%)	Note	Yearly Inflator
	Other									
15	After Hours Inspection (per hour) (4-hour minimum)	$265	$269	$268	100%	Per Hour	$3	1%		Y
16	Re-inspection Fee / Missed Inspection / Excessive Inspection Fee (2nd Time or More)	$221	$224	$224	100%	Per Hour	$3	1%	[f]	Y
17	Excessive Resubmittals	$221	$224	$224	100%	Per Hour	$3	1%	[f]	Y
18	Revisions	$221	$224	$224	100%	Per Hour	$3	1%		Y
	Expedited Permit / Plan Review Fees									
19	Expedited Permit / Plan Review Fees	1.5x standard fee		1.5x standard fee			No Change	No Change		N
	Technology Enhancement Fee									
20	Technology Fee (% of plan review and permit fee)	10%		10%			No Change	No Change		N
	Violation Fees									
21	Investigation Fee For Work Done Without Permits (In addition to applicable permit fees)	equal to permit fee		equal to permit fee			No Change	No Change		N
	Hourly Rates and Fees for Services Not Listed in this Fee Schedule									
22	In-House Public Works Personnel	$221	$224	$224	100%	Per Hour	$3	1%		Y
23	Contract Service Providers	Pass through of Actual Cost + 15%		Pass through of Actual Cost + 15%	100%	Time & Materials	No Change	No Change		N
24	Attorney Services	Pass through of Actual Cost		Pass through of Actual Cost	100%	Time & Materials	No Change	No Change		N

[a] Major Projects include ground disturbing activities, projects lasting longer than three days, or projects that require permanent traffic control for the duration of the project (e.g., excavation, trenching, boring).

[b] Fee includes up to 8 inspections. Any additional inspections will be charged at hourly rate.

[c] If a contract service provider is used for these reviews, the City may pass through of actual cost, plus 15% to the applicant, rather than fixed fee amounts listed.

[d] Fee set to match current Caltrans fee.

[e] Fee is flat regardless of number of staff involved in meeting; fee is per division included in meeting.

[f] All fees include up to three plan checks and inspection and re-inspection. The City will bill hourly for additional plan review and inspections required.

City of Pinole
BEFORE AND AFTER ILLUSTRATION - POLICE FEES

Fee Description		Current Fee	Cost of Service	Proposed Fee	Proposed Cost Recovery	Charge Basis	Proposed Change ($)	Proposed Change (%)	Note	Yearly Inflator
1	Citation Sign-Off									
	a) Residents	No Charge	$36	No Charge	n/a	Fixed Fee	No Change	No Change		N
	b) Non-Residents	$10	$36	$20	55%	Fixed Fee	$10	100%		N
2	Clearance Letter: Resident Criminal History Check	$25	$45	$45	100%	Fixed Fee	$20	80%		N
3	Emergency Response - Impaired Driver Accident; False Police Report	Actual Cost		Actual Cost; $12,000 maximum	100%	Time & Materials			[a]	N
4	Excessive Noise Response (e.g., Loud Party) (per 24-hour period)									
	a) First	varies	$131	No Charge	n/a	Fixed Fee	varies	varies		N
	b) Second	varies	$131	$250	95%	Fixed Fee	varies	varies		N
5	False Alarm Response (per calendar year)									
	a) First	varies	$131	No Charge	n/a	Fixed Fee	varies	varies		N
	b) Second	varies	$131	No Charge	n/a	Fixed Fee	varies	varies		N
	c) Third	varies	$131	$150	38%	Fixed Fee	varies	varies		N
	d) Fourth	varies	$131	$200	67%	Fixed Fee	varies	varies		N
	e) Fifth and Subsequent	varies	$131	$250	varies	Fixed Fee	varies	varies		N
6	Fingerprinting Fee									
	a) Live Scan	$40 - $50	$45	$45	100%	Fixed Fee	varies	varies		Y
	b) Live Scan FBI Clearance	$19		$19	100%	Fixed Fee	No Change	No Change	[b]	N
	c) Live Scan DOJ Clearance	$32		$32	100%	Fixed Fee	No Change	No Change	[b]	N
7	Records, Photographs, Footage Supplied on Digital Media Device	varies		$20	100%	Fixed Fee	varies	varies		N
8	Report Copies									
	a) Domestic Violence Victims, Identity Theft, Face Page of Traffic Collision	No Charge		No Charge	n/a	Fixed Fee	No Change	No Change		N
	b) All Others	$1 per each 5 pages	$34	$20	59%	Fixed Fee	varies	varies		N
9	Subpoena									
	a) Civil Subpoena	Actual Costs ($150 deposit)		Actual Cost; with $275 per day initial amount	n/a	per day; per employee	varies	varies	[c],[d], [e],[f]	N
	b) Subpoena Duces Tecum	$6 per 1/4 hour		See Note	n/a	Time & Materials	No Change	No Change	[c],[g]	N
	c) Non-Civil Subpoena	Actual Cost		See Note	n/a	Time & Materials	No Change	No Change	[c],[h]	N

City of Pinole
BEFORE AND AFTER ILLUSTRATION - POLICE FEES

	Fee Description	Current Fee	Cost of Service	Proposed Fee	Proposed Cost Recovery	Charge Basis	Proposed Change ($)	Proposed Change (%)	Note	Yearly Inflator
10	Vehicle Release									
	a) Vehicle Release	$160	$285	$284	100%	Fixed Fee	$124	78%		Y
	b) Victim (stolen car, etc.) Reduction	No Charge	$285	No Charge	n/a	Fixed Fee	No Change	No Change		N
11	Vehicle Repossession Reimbursement	$15		$15	n/a	Fixed Fee	No Change	No Change	[a],[i]	N
12	Weapons Seizure, Storage & Return	$225	$352	$352	100%	Fixed Fee	$127	56%		Y
	Police Permits									
13	Carry Concealed Weapon Permit									
	a) Initial Application	$200	$610	$610	100%	Fixed Fee	$410	205%	[j]	Y
	b) Renewal Application	Actual Cost	$502	$501	100%	Fixed Fee	varies	varies	[j]	Y
	c) Permit Amendment	Actual Cost	$230	$230	100%	Fixed Fee	varies	varies	[k]	Y
	d) Psychological Assessment	$150		Pass-through of Actual Cost		Pass-Through	varies	varies	[k]	N
14	Firearms Dealer's Licensing									
	a) Initial	$325	$406	$406	100%	Fixed Fee	$81	25%		Y
	b) Renewal	$200	$244	$243	100%	Fixed Fee	$43	22%		Y
	c) Penalty for Late Application of Firearms Dealer's License	50% of License fee + License fee		50% of License fee + License fee	n/a	Fixed Fee	No Change	No Change		N
15	Rotation Tow Franchise Fee									
	a) Rotation Tow Franchise Fee	$300	$406	$406	100%	Fixed Fee	$106	35%		Y
	b) New Driver	$25	$68	$67	99%	Fixed Fee	$42	168%		Y
	c) Renewal Driver	$10	$34	$33	98%	Fixed Fee	$23	230%		Y
	Miscellaneous Permits									
16	Taxi Permit Processing Fee	$104	$291	$290	100%	Fixed Fee	$186	179%	[l]	Y
17	Parade Permit	$30	$122	$121	99%	Fixed Fee	$91	303%		Y
18	Special Event Permit	$30	$122	$121	99%	Fixed Fee	$91	303%		Y
19	Alcohol Beverage Fee	$75	$88	$88	100%	Fixed Fee	$13	17%		Y
20	Solicitor License	$104	$291	$290	100%	Fixed Fee	$186	179%	[m]	Y
21	Massage Operator Permit	$675	$786	$786	100%	Fixed Fee	$111	16%		Y
	Other									
22	Special Requests for Police Services	Overtime Rate		Overtime Rate		Per Hour	No Change	No Change		N

Fee Description	Current Fee	Cost of Service	Proposed Fee	Proposed Cost Recovery	Charge Basis	Proposed Change ($)	Proposed Change (%)	Note	Yearly Inflator

[a] California (CA) Government Code Section 53150 - 53158.

[b] This fee is not established by the City of Pinole. It may be collected on behalf of, or directly by, a third party (e.g. vendor; other public agency). The fee schedule is intended to mirror amounts adopted by third parties. If the amount charged by a third party changes, the amounts collected by the City on behalf of the third party are presumed to change simultaneously. Amounts shown in the fee schedule will be updated as soon as practicable after the City receives notice of the fee change.

[c] The City shall recover the maximum amount allowable by State Law(s). See CA Government Code Section 68096.1, 68097.2; CA Evidence Code Sections 1560-1567; CA Penal Code Section 1329; CA Code of Regulations Title 8, Section 382, etc.

[d] Actual amounts paid shall be calculated in accordance with CA Government Code 68096.1. (a) Any employee of a local agency who is obliged by a subpoena to attend a civil action or proceeding as a witness in litigation in a matter regarding an event or transaction that he or she perceived or investigated in the course of his or her duties, to which that local agency is not a party, shall receive the salary or other compensation to which he or she is normally entitled from that local agency during the time that he or she prepares for his or her response and appearance, during the time that he or she travels to and from the place where the court or other tribunal is located and while he or she is required to remain at that place pursuant to the subpoena. He or she shall also receive from that local agency the actual necessary and reasonable traveling expenses he or she incurred in complying with the subpoena. (b) The party at whose request the subpoena is issued shall reimburse the local agency for the full cost incurred by the local agency in paying the employee his or her salary or other compensation and traveling expenses as provided for in this section, for each day that the employee is required to remain in attendance pursuant to the subpoena. The amount of two hundred seventy-five dollars ($275), together with the subpoena, shall be tendered to that local agency for each day that the employee is required to remain in attendance pursuant to the subpoena. (c) If the actual expenses should later prove to be less than the amount tendered, the excess of the amount tendered shall be refunded. (d) If the actual expenses should later prove to be more than the amount tendered, the difference shall be paid to the local agency by the party at whose request the subpoena was issued.

[e] Actual amounts paid shall be calculated in accordance with CA Government Code 68097.2. (b) The party at whose request the subpoena is issued shall reimburse the public entity for the full cost to the public entity incurred in paying the peace officer, firefighter, state employee, trial court employee, or specified county employee his or her salary or other compensation and traveling expenses as provided for in this section, for each day that the peace officer, firefighter, state employee, trial court employee, or specified county employee is required to remain in attendance pursuant to the subpoena. The amount of two hundred seventy-five dollars ($275), together with the subpoena, shall be tendered to the person accepting the subpoena for each day that the peace officer, firefighter, state employee, trial court employee, or specified county employee is required to remain in attendance pursuant to the subpoena. (c) If the actual expenses should later prove to be less than the amount tendered, the excess of the amount tendered shall be refunded. (d) If the actual expenses should later prove to be more than the amount deposited, the difference shall be paid to the public entity by the party at whose request the subpoena is issued.

[f] Salary/other compensation shall be determined based on the City's most current adopted salary schedule (top step) by position, subject to existing MOU provisions and minimums for court appearances. If preparation, service, or travel is provided during overtime hours, the City shall use overtime rate for calculating actual costs, subject to existing MOU provisions and minimums for court appearances.

[g] 100% of State Established Fee in accordance with CA Evidence Code Sections 1560 - 1567. "Reasonable costs," as used in this section, includes, but is not limited to, the following specific costs: ten cents ($0.10) per page for standard reproduction of documents of a size 81/2 by 14 inches or less; twenty cents ($0.20) per page for copying of documents from microfilm; actual costs for the reproduction of oversize documents or the reproduction of documents requiring special processing which are made in response to a subpoena; reasonable clerical costs incurred in locating and making the records available to be billed at the maximum rate of twenty-four dollars ($24) per hour per person, computed on the basis of six dollars ($6) per quarter hour or fraction thereof; actual postage charges; and the actual cost, if any, charged to the witness by a third person for the retrieval and return of records held offsite by that third person.

[h] The City shall recover the maximum amount allowable by State Law(s). See CA Penal Code Section 1329; CA Code of Regulations, Title 8, § 382, etc.

[i] Per CA Government Code Section 41612.

[j] Per CA Penal Code Section 26190. 50% of fee collected at application submittal, remaining 50% collected upon issuance of license.

[k] Per CA Penal Code Section 26190.

[l] Per Pinole Municipal Code (PMC) 5.16.030.

[m] Per PMC 5.16.130.

City of Pinole

BEFORE AND AFTER ILLUSTRATION - SPECIAL EVENT AND FILM PERMIT FEES

Fee Description	Current Fee	Cost of Service	Proposed Fee	Proposed Cost Recovery	Charge Basis	Proposed Change ($)	Proposed Change (%)	Note	Yearly Inflator
1 Special Event Permit									
a) Application Fee									
i) Event that requires limited site/plan review, no closures, etc. (i.e. park rentals/activities, misc. events, etc.)	$162	$480	$168	35%	Fixed Fee	$6	4%		Y
ii) Event that requires, but not limited to, street/parking lot closures, site/plan review, etc. (i.e. fun runs, festivals, etc.)	$323	$1,919	$384	20%	Fixed Fee	$61	19%		Y
b) Service Charges	Actual Costs	varies	Actual Costs	100%	Time & Materials	No Change	No Change		N
c) Park/facility rental fee	Varies by Location	varies	Varies by Location			No Change	No Change		N
2 Photography and Filming Permit									
a) Application Fee									
i) Cast and Crew Totaling One to Three Persons	$162	$480	$168	35%	Fixed Fee	$6	4%		Y
ii) Cast and Crew Totaling Four or More Persons; or with Street Closure	$323	$1,919	$384	20%	Fixed Fee	$61	19%		Y
b) Service Charges	Actual Costs	varies	Actual Costs	100%	Time & Materials	No Change	No Change		N

[a] Application fees are non-refundable.

[b] Non-commercial photography and photography/film not requiring exclusivity does not need a permit. Film permit application fees may be waived for bona fide student film/photography projects and non-profit projects. The permitting process for filming/photography is still applicable for these projects (i.e. permit is required). Service charges are still applicable.

User and Regulatory Fees

Fee-Related Cost of Service Analysis

City of Pinole
Cost of Service Analysis

<u>User and Regulatory Fees</u>

Cost of Service Analysis

City Clerk / Administrative Fees

City of Pinole

User and Regulatory Fee Study

Allocation of Annual Labor Effort - City Clerk / Administrative Fees

Position	Hourly	FTE	Yearly	Total Hours Per FTE	Less: Holiday & Leave	Productive Hours Per FTE	Total Productive Hours	Note
CITY CLERK	$92	1.00	$190,961	2,080	296	1,784	1,784	[a],[b]
DEPUTY CITY CLERK	$57	1.00	$117,720	2,080	296	1,784	1,784	[a],[b]
ADMINISTRATIVE ASSISTANT	$45	1.00	$92,831	2,080	296	1,784	1,784	[a],[b]
Total		3.00	$401,512				5,352	

Allocation of Hours	Share	Total	Note
Indirect	15%	803	[b]
Direct	85%	4,549	[b]
Total	100%	5,352	

[a] Source: FY 25/26 adopted budget.

[b] Direct/Indirect hours are intended to serve as reasonable estimates. Amounts will vary from year-to-year depending on activity, projects, and City Council priorities. Analysis treats division as primarily a support services division with periodic requests for direct services.

City of Pinole

User and Regulatory Fee Study

Calculation of Fully-Burdened Hourly Rate - City Clerk / Administrative Fees

Recurring Expenditures[a]

Fund	Fund Desc	Dept	Dept Desc	Division	Division Desc	Account	Account Desc	Total	Adjustment	Allocable Expense	Note
100	General Fund	12	City Clerk	112	City Clerk	40101	Salary & Wages/Full Time	$394,306	$0	$394,306	
100	General Fund	12	City Clerk	112	City Clerk	40108	Salary & Wages/Longevity Pay	$2,997	$0	$2,997	
100	General Fund	12	City Clerk	112	City Clerk	40304	Other Pay/Auto Allowance	$3,600	$0	$3,600	
100	General Fund	12	City Clerk	112	City Clerk	40307	Other Pay/Education Incentive	$4,500	$0	$4,500	
100	General Fund	12	City Clerk	112	City Clerk	40308	Other Pay/Bilingual Pay	$2,400	$0	$2,400	
100	General Fund	12	City Clerk	112	City Clerk	40311	Other Pay/Cell Phone	$1,560	$0	$1,560	
100	General Fund	12	City Clerk	112	City Clerk	41001	Emp Benefits/Medical-Active	$67,255	$0	$67,255	
100	General Fund	12	City Clerk	112	City Clerk	41002	Emp Benefits/Dental	$3,551	$0	$3,551	
100	General Fund	12	City Clerk	112	City Clerk	41003	Emp Benefits/Vision Care	$597	$0	$597	
100	General Fund	12	City Clerk	112	City Clerk	41004	Emp Benefits/PERS Retirement	$103,618	$0	$103,618	
100	General Fund	12	City Clerk	112	City Clerk	41005	Emp Benefits/Employee Assista	$140	$0	$140	
100	General Fund	12	City Clerk	112	City Clerk	41007	Emp Benefits/Life-ADD	$854	$0	$854	
100	General Fund	12	City Clerk	112	City Clerk	41008	Emp Benefits/Long Term Disabil	$941	$0	$941	
100	General Fund	12	City Clerk	112	City Clerk	41009	Emp Benefits/Workers Comp	$25,969	$0	$25,969	
100	General Fund	12	City Clerk	112	City Clerk	41010	Emp Benefits/FICA - Medicare	$5,936	$0	$5,936	
100	General Fund	12	City Clerk	112	City Clerk	41012	Emp Benefits/Unemployment In	$397	$0	$397	
100	General Fund	12	City Clerk	112	City Clerk	42101	Prof Svcs/Professional Service	$40,350	($40,350)	$0	[b]
100	General Fund	12	City Clerk	112	City Clerk	42201	Office Expense	$1,600	($1,600)	$0	[b]
100	General Fund	12	City Clerk	112	City Clerk	42301	Travel & Training/Conf-Registrat	$6,125	($6,125)	$0	[b]
100	General Fund	12	City Clerk	112	City Clerk	42302	Travel & Training/Mileage, Toll,	$6,000	($6,000)	$0	[b]
100	General Fund	12	City Clerk	112	City Clerk	42303	Travel & Training/Meal Allowan	$600	($600)	$0	[b]
100	General Fund	12	City Clerk	112	City Clerk	42401	Dues & Pub/Memberships	$1,210	($1,210)	$0	[b]
100	General Fund	12	City Clerk	112	City Clerk	42506	Admin Exp/Bonds	$175	($175)	$0	[b]
100	General Fund	12	City Clerk	112	City Clerk	42514	Admin Exp/Special Depart	$28,500	($28,500)	$0	[b]
100	General Fund	12	City Clerk	112	City Clerk	43102	Utilities/Water	$150	$0	$150	
100	General Fund	12	City Clerk	112	City Clerk	43103	Utilities/Electricity & Power	$1,800	$0	$1,800	
100	General Fund	12	City Clerk	112	City Clerk	46201	Insurance/General Liability	$28,764	$0	$28,764	
Total								$733,895	($84,560)	$649,335	

Allocation of Citywide Overhead

Description	C'wide OH Rate	Mod Op Exp	Allocation of C'wide OH	Note
Citywide Overhead Allocation	17.4%	$649,335	$112,984	[c]

Allocation of Total Costs

Description	Total	Share	Note
Direct Expenses	$649,335	85%	
Allocation of Citywide Overhead	$112,984	15%	
Total	$762,319	100%	

Calculation of Fully-Burdened Hourly Rate

Description	Total	Note
Costs	$762,319	
Direct Hours	4,549	[d]
Fully-Burdened Hourly Rate	$168	

[a] Source: FY 25/26 Adopted Budget.
[b] Adjustment to exclude all non-utility/ISF services and supplies. This is intended to develop a conservative fully burdened hourly labor rate for periodic service requests, that exclude the costs of general government services.
[c] Source: Citywide overhead cost allocation plan.
[d] See separate worksheet. Amounts will vary from year-to-year depending on activity, projects, and City Council priorities.

City of Pinole

User and Regulatory Fee Study

Cost of Service Calculation - City Clerk / Administrative Fees

	Fee Description	Service Time			Hourly Rate / Cost of Svc											
					$168	$201										
	Fee Description	City Clerk	Code Enforcement	Total	City Clerk	Code Enforcement	Cost of Service	Current Fee	Current Cost Recovery	Proposed Fee	Proposed Cost Recovery	Proposed Fee Change ($)	Proposed Fee Change (%)	Charge Basis	Note	Yearly Inflator
1	Hardcopy Records Request							$0.10		$0.10		No Change	No Change	Fixed Fee; per single sided page		N
2	Digital Device							n/a - new		$8		n/a - new	n/a - new	Fixed Fee; per device	[a]	N
3	Oversize documents							$3		$3		No Change	No Change	Fixed Fee; per page		N
4	Document Imaging							$3		$3		No Change	No Change	Fixed Fee; per sheet		N
5	Filing Fee - Notice of Intent to Circulate Initiative Petition							$200		$200		No Change	No Change	Fixed Fee	[b]	N
6	Requests Requiring Special Programming or Formatting							Actual hourly rate plus cost of digital devices		Actual hourly rate plus cost of digital devices		No Change	No Change	Time and Materials	[c]	N
7	Garbage Service Exemption	0.50	0.50	1.00	$84	$101	$185	$48	26%	$184	100%	$136	283%	Fixed Fee	[d]	Y
8	Administrative Fee for Waste Collection Lien	1.00		1.00	$168	$0	$168	$55	33%	$168	100%	$113	205%	Fixed Fee	[e]	Y
9	Appeal Fee for Business License Revocations, Massage Establishment /Operator Permits & Code Enforcement Actions						See Code Enforcement	$575	Varies	See Code Enforcement Fee Schedule	Varies	Varies	Varies	Fixed Fee	[f]	N

[a] Fee for digital devices provided by City in response to records request.

[b] California Elections Code Section 9202(b).

[c] This fee applies to the creation of a new document or information not normally prepared, owned, used or retained by the City as part of the conduct of general government operations. Fee also includes cost of any digital devices used to provide requested information.

[d] Resolution No. 2005-39.

[e] PMC 8.08.110(G); Resolution No. 2008-165.

[f] Resolution 2009-122, 11-19-2009.

<u>User and Regulatory Fees</u>

Cost of Service Analysis

Finance / Administrative Fees

Allocation of Annual Labor Effort - Finance / Administrative Fees

Position	Hourly	FTE	Yearly	Total Hours Per FTE	Less: Holiday & Leave	Productive Hours Per FTE	Total Productive Hours	Note
FINANCE DIRECTOR	$117	1.00	$242,322	2,080	296	1,784	1,784	[a],[b]
SENIOR ACCOUNTANT	$65	1.00	$135,843	2,080	296	1,784	1,784	[a],[b]
ACCT SPECIALIST	$51	1.00	$105,480	2,080	296	1,784	1,784	[a],[b]
ADMINISTRATIVE ASSISTANT	$45	1.00	$92,831	2,080	296	1,784	1,784	[a],[b]
Total		4.00	$576,476				7,136	

Allocation of Hours	Share	Total	Note
Indirect	15%	1,070	[b]
Direct	85%	6,066	[b]
Total	100%	7,136	

[a] Source: FY 25/26 adopted budget.

[b] Direct/Indirect hours are intended to serve as reasonable estimates. Amounts will vary from year-to-year depending on activity, projects, and City Council priorities. Analysis treats division as primarily a support services division with periodic requests for direct services.

City of Pinole
User and Regulatory Fee Study
Calculation of Fully-Burdened Hourly Rate - Finance / Administrative Fees

Recurring Expenditures[a]

Fund	Fund Desc	Dept	Dept Desc	Division	Division Desc	Account	Account Desc	Total	Adjustment	Allocable Expense	Note
100	General Fund	15	Finance	115	Finance	40101	Salary & Wages/Full Time	$554,885	$0	$554,885	
100	General Fund	15	Finance	115	Finance	40108	Salary & Wages/Longevity Pay	$1,803	$0	$1,803	
100	General Fund	15	Finance	115	Finance	40201	Overtime	$2,500	($2,500)	$0	[b]
100	General Fund	15	Finance	115	Finance	40306	Other Pay/Medical In Lieu	$14,400	$0	$14,400	
100	General Fund	15	Finance	115	Finance	40307	Other Pay/Education Incentive	$4,500	$0	$4,500	
100	General Fund	15	Finance	115	Finance	40308	Other Pay/Bilingual Pay	$17,690	$0	$17,690	
100	General Fund	15	Finance	115	Finance	41001	Emp Benefits/Medical-Active	$50,499	$0	$50,499	
100	General Fund	15	Finance	115	Finance	41002	Emp Benefits/Dental	$5,844	$0	$5,844	
100	General Fund	15	Finance	115	Finance	41003	Emp Benefits/Vision Care	$796	$0	$796	
100	General Fund	15	Finance	115	Finance	41004	Emp Benefits/PERS Retirement	$239,512	$0	$239,512	
100	General Fund	15	Finance	115	Finance	41005	Emp Benefits/Employee Assista	$187	$0	$187	
100	General Fund	15	Finance	115	Finance	41007	Emp Benefits/Life-ADD	$1,198	$0	$1,198	
100	General Fund	15	Finance	115	Finance	41008	Emp Benefits/Long Term Disabil	$1,217	$0	$1,217	
100	General Fund	15	Finance	115	Finance	41009	Emp Benefits/Workers Comp	$36,882	$0	$36,882	
100	General Fund	15	Finance	115	Finance	41010	Emp Benefits/FICA - Medicare	$8,639	$0	$8,639	
100	General Fund	15	Finance	115	Finance	41012	Emp Benefits/Unemployment In	$563	$0	$563	
100	General Fund	15	Finance	115	Finance	42101	Prof Svcs/Professional Service	$105,505	($105,505)	$0	[b]
100	General Fund	15	Finance	115	Finance	42201	Office Expense	$7,580	($7,580)	$0	[b]
100	General Fund	15	Finance	115	Finance	42203	Office Exp/Shipping & Mailing	$5,000	($5,000)	$0	[b]
100	General Fund	15	Finance	115	Finance	42301	Travel & Training/Conf-Registrat	$2,100	($2,100)	$0	[b]
100	General Fund	15	Finance	115	Finance	42401	Dues & Pub/Memberships	$710	($710)	$0	[b]
100	General Fund	15	Finance	115	Finance	42501	Admin Exp/Bank Fees	$20,000	($20,000)	$0	[b]
100	General Fund	15	Finance	115	Finance	42506	Admin Exp/Bonds	$250	($250)	$0	[b]
100	General Fund	15	Finance	115	Finance	42510	Admin Exp/Software Purch	$11,995	($11,995)	$0	[b]
100	General Fund	15	Finance	115	Finance	42514	Admin Exp/Special Depart	$655	($655)	$0	[b]
100	General Fund	15	Finance	115	Finance	43102	Utilities/Water	$500	$0	$500	
100	General Fund	15	Finance	115	Finance	43103	Utilities/Electricity & Power	$5,000	$0	$5,000	
100	General Fund	15	Finance	115	Finance	46121	Admin Credits	($139,450)	$139,450	$0	[b]
100	General Fund	15	Finance	115	Finance	46124	IS Charges	$9,033	$0	$9,033	
100	General Fund	15	Finance	115	Finance	46126	Legal Charges	$10,000	($10,000)	$0	[b]
100	General Fund	15	Finance	115	Finance	46201	Insurance/General Liability	$40,851	$0	$40,851	
Total								$1,020,844	($26,845)	$993,999	

Allocation of Citywide Overhead

Description	C'wide OH Rate	Mod Op Exp	Allocation of C'wide OH	Note
Citywide Overhead Allocation	17.4%	$993,999	$172,956	[c]

Allocation of Total Costs

Description	Total	Share	Note
Direct Expenses	$993,999	85%	
Allocation of Citywide Overhead	$172,956	15%	
Total	$1,166,955	100%	

Calculation of Fully-Burdened Hourly Rate

Description	Total	Note
Costs	$1,166,955	
Direct Hours	6,066	[d]
Fully-Burdened Hourly Rate	$192	

[a] Source: FY 25/26 Adopted Budget.
[b] Adjustment to exclude overtime, all non-utility/insurance/ISF services and supplies. This is intended to develop a conservative fully burdened hourly labor rate for periodic service requests.
[c] Source: Citywide overhead cost allocation plan.
[d] See separate worksheet. Amounts will vary from year-to-year depending on activity, projects, and City Council priorities.

	Fee Description	Service Time	Hourly Rate	Cost of Service	Current Fee	Current Cost Recovery	Proposed Fee	Proposed Cost Recovery	Proposed Fee Change ($)	Proposed Fee Change (%)	Charge Basis	Note	Yearly Inflator
1	Credit Card Transaction Processing Fee				Pass-through of Vendor Charge	100%	Pass-through of Vendor Charge	100%	No Change	No Change	% of Amount Paid by Credit Card	[a]	N
2	Not Sufficient Funds Charge / Charge-back Fee				$25	n/a	$25	n/a	No Change	No Change	Fixed Fee		N
3	Business License Application Review Fee												
	a) Initial	0.75	$192	$144	n/a - new	n/a - new	$144	100%	n/a - new	n/a - new	Fixed Fee		Y
	b) Renewal	0.25	$192	$48	n/a - new	n/a - new	$48	100%	n/a - new	n/a - new	Fixed Fee		Y
4	Hourly Rates and Fees for Services Not Listed in this Fee Schedule:												
	a) Finance Personnel	1.00	$192	$192	$138	72%	$192	100%	$54	40%	Per Hour	[b]	Y

[a] Fee will only apply when credit card is used for payment of fees for development/fire-related fees, permits, plan review, etc. Fee is intended to serve as a pass-through based on vendor agreement.

[b] For services requested of City staff which have no fee listed in this schedule, the City Manager or the City Manager's designee shall determine the appropriate fee based on the following hourly rates for staff time involved in the service or activity.

City of Pinole
User and Regulatory Fee Study
Cost of Service Calculation - Business License Fee / Tax

	Fee / Tax Description	Service Time	Hourly Rate	Cost of Service	Current Fee / Tax	Current Cost Recovery	Proposed Fee / Tax	Proposed Cost Recovery	Proposed Fee Change ($)	Proposed Fee Change (%)	Charge Basis	Note	Yearly Inflator	Study Note
1	**Fixed Place of Business in Pinole (Includes Home Businesses & Pinole Contractors)**													
	a) Per Year (includes one employee)			n/a	$168	n/a	$168	n/a	No Change	No Change			Y - PMC	[b]
	b) Additional Employees (2 to 20)			n/a	$26	n/a	$26	n/a	No Change	No Change	per employee		Y - PMC	[b]
	c) Additional Employees (over 21)			n/a	$19	n/a	$19	n/a	No Change	No Change	per employee		Y - PMC	[b]
2	**Rental Properties**													
	a) Basic Fee for one Property (1 unit)			n/a	$168	n/a	$168	n/a	No Change	No Change			Y - PMC	[b]
	b) Each additional Unit (2-4 units)			n/a	$19	n/a	$19	n/a	No Change	No Change			Y - PMC	[b]
	c) Additional Units (5 or more)			n/a	$11	n/a	$11	n/a	No Change	No Change			Y - PMC	[b]
3	**Hotels and Motels**													
	a) Basic Fee			n/a	$168	n/a	$168	n/a	No Change	No Change			Y - PMC	[b]
	b) Each Rental Unit			n/a	$11	n/a	$11	n/a	No Change	No Change			Y - PMC	[b]
4	**Bowling Alley**													
	a) Basic Fee (includes 2 lanes)			n/a	$168	n/a	$168	n/a	No Change	No Change			Y - PMC	[b]
	b) Additional Lanes			n/a	$57	n/a	$57	n/a	No Change	No Change	each		Y - PMC	[b]
5	**Outside Licensed Contractors/Subcontractors**													
	a) Annual fee for current calendar year			n/a	$262	n/a	$262	n/a	No Change	No Change			Y - PMC	[b]
	b) Semi-annual (6 consecutive months within the same calendar year)			n/a	$144	n/a	$144	n/a	No Change	No Change			Y - PMC	[b]
	c) Quarterly (3 consecutive months within the same calendar year)			n/a	$85	n/a	$85	n/a	No Change	No Change			Y - PMC	[b]
6	**Outside Personal/Professional Service**			n/a	$168	n/a	$168	n/a	No Change	No Change	per year		Y - PMC	[b]
7	**Delivery Vehicles**			n/a	$168	n/a	$168	n/a	No Change	No Change	per year		Y - PMC	[b]
8	**Public Amusements**													
	a) Rides and Shows			n/a	$141	n/a	$141	n/a	No Change	No Change	per day		Y - PMC	[b]
	b) Carnival			n/a	$1,432	n/a	$1,432	n/a	No Change	No Change	per day		Y - PMC	[b]
	c) Circus													
	i) Base Fee			n/a	$1,432	n/a	$1,432	n/a	No Change	No Change	per day		Y - PMC	[b]
	ii) Per Day, Per Show			n/a	$286	n/a	$286	n/a	No Change	No Change			Y - PMC	[b]
9	**Dance Hall**			n/a	$857	n/a	$857	n/a	No Change	No Change	per year		Y - PMC	[b]
10	**Motion Picture Theatre**			n/a	$343	n/a	$343	n/a	No Change	No Change	per year		Y - PMC	[b]
11	**Playhouse**			n/a	$343	n/a	$343	n/a	No Change	No Change	per year		Y - PMC	[b]
12	**Pool Hall**													
	a) Base Fee			n/a	$168	n/a	$168	n/a	No Change	No Change	per year		Y - PMC	[b]
	b) Per Table Over Two			n/a	$84	n/a	$84	n/a	No Change	No Change	per year		Y - PMC	[b]

	Fee / Tax Description	Service Time	Hourly Rate	Cost of Service	Current Fee / Tax	Current Cost Recovery	Proposed Fee / Tax	Proposed Cost Recovery	Proposed Fee Change ($)	Proposed Fee Change (%)	Charge Basis	Note	Yearly Inflator	Study Note
13	**Advertising Vehicles**													
	a) Per Vehicle			n/a	$12	n/a	$12	n/a	No Change	No Change	per day		Y - PMC	[b]
	b) Minimum Tax			n/a	$91	n/a	$91	n/a	No Change	No Change			Y - PMC	[b]
14	**Billboard**			n/a	$168	n/a	$168	n/a	No Change	No Change	per year		Y - PMC	[b]
15	**Auctioneer**													
	a) Daily Fee			n/a	$141	n/a	$141	n/a	No Change	No Change			Y - PMC	[b]
	b) Annual Fee			n/a	$1,174	n/a	$1,174	n/a	No Change	No Change			Y - PMC	[b]
16	**Pawnbroker**			n/a	$857	n/a	$857	n/a	No Change	No Change	per year		Y - PMC	[b]
17	**Astrology, etc.**			n/a	$417	n/a	$417	n/a	No Change	No Change	per month		Y - PMC	[b]
18	**Peddlers, solicitors**			n/a	$168	n/a	$168	n/a	No Change	No Change	per year		Y - PMC	[b]
19	**Photographers**													
	a) Daily Fee			n/a	$28	n/a	$28	n/a	No Change	No Change			Y - PMC	[b]
	b) Door-to-door solicitation for taking photographs, for enlargements, frames, etc. - per quarter			n/a	$84	n/a	$84	n/a	No Change	No Change	per quarter		Y - PMC	[b]
20	**Fire Sale**			n/a	$286	n/a	$286	n/a	No Change	No Change	per day		Y - PMC	[b]
21	**Distribution of Advertising Matter**													
	a) Per Year (includes one employee)			n/a	$168	n/a	$168	n/a	No Change	No Change			Y - PMC	[b]
	b) Additional Employees (2 to 19)			n/a	$26	n/a	$26	n/a	No Change	No Change	per employee		Y - PMC	[b]
	c) Additional Employees (over 20)			n/a	$19	n/a	$19	n/a	No Change	No Change	per employee		Y - PMC	[b]
	d) Less than 40 weeks a year			n/a	$19	n/a	$19	n/a	No Change	No Change	per employee, per day		Y - PMC	[b]
22	**Transfer of Ownership Fee**			n/a	$7	n/a	$7	n/a	No Change	No Change			Y - PMC	[b]
23	**Exemption Certificate**			n/a	$32	n/a	$32	n/a	No Change	No Change			Y - PMC	[b]
24	**Penalty-Per Municipal Code 5.04.180 Sec. A (50% of license fee)**			n/a	50%	n/a	50%	n/a	No Change	No Change		[a]	N	
25	**State Mandated Fee (AB 1379) (applies to All Licenses)**			n/a	$4	n/a	$4	n/a	No Change	No Change			N	

[a] Renewal must be postmarked, or hand delivered to City Hall by close of business on January 31 of calendar year for which business license applies to avoid penalty.
[b] No change proposed. Adjusted fee/tax amounts represent annual inflationary adjustments by Pinole Municipal Code Section 5.24.020.

<u>User and Regulatory Fees</u>

Cost of Service Analysis

Balcony Inspection Program Fee

City of Pinole

User and Regulatory Fee Study

Cost of Service Calculation - Balcony Inspection Program Fees

	Fee Description	Service Time	Hourly Rate	Cost of Service	Current Fee	Current Cost Recovery	Proposed Fee	Proposed Cost Recovery	Proposed Fee Change ($)	Proposed Fee Change (%)	Charge Basis	Note	Yearly Inflator
1	Balcony Inspection Program Fee												
	a) Base Fee (Covers Initial Inspection and First Reinspection)	1.00	$219	$219	$199	91%	$219	100%	$20	10%	Fixed Fee		Y
	b) Reinspection Fee (only applicable if required)												
	i) 2nd Reinspection	0.50	$219	$110	n/a - new	n/a - new	20% of initial fee	varies	n/a - new	n/a - new	Fixed Fee		N
	ii) 3rd Reinspection	0.50	$219	$110	n/a - new	n/a - new	30% of initial fee	varies	n/a - new	n/a - new	Fixed Fee		N
	iii) 4th Reinspection	0.50	$219	$110	n/a - new	n/a - new	40% of initial fee	varies	n/a - new	n/a - new	Fixed Fee		N

<u>User and Regulatory Fees</u>

Cost of Service Analysis

Building Fees

Allocation of Annual Labor Effort - Building Fees

Position	Hourly	FTE	Yearly	Total Hours Per FTE	Less: Holiday & Leave	Productive Hours Per FTE	Total Productive Hours	Note
BUILDING OFFICIAL	$101	1.00	$209,689	2,080	296	1,784	1,784	[a],[b]
BUILDING INSPECTOR II	$58	1.00	$120,304	2,080	296	1,784	1,784	[a],[b]
PERMIT TECHNICIAN III	$51	1.00	$106,200	2,080	296	1,784	1,784	[a],[b]
PERMIT TECHNICIAN I	$42	1.00	$87,371	2,080	296	1,784	1,784	[a],[b]
Total		4.00	$523,564				7,136	

Contract Services

Description	Total	Est Hrly Cost	Total Hours	Note
Annual Contract Services	$345,000	$140	2,464	[c]

Total Productive Hours	Total	Note
In-House	7,136	
Contract	2,464	
Total	9,600	

Allocation of Hours	Share	Total	Note
Indirect	30%	2,880	[b]
Direct	70%	6,720	[b]
Total	100%	9,600	

[a] Source: FY 25/26 adopted budget.

[b] Direct/Indirect hours are intended to serve as reasonable estimates. Amounts will vary from year-to-year depending on activity, projects, and City Council priorities.

[c] Amounts intended to serve as reasonable estimates of market rates for contract service providers.

City of Pinole

User and Regulatory Fee Study

Calculation of Fully-Burdened Hourly Rate - Building Fees

Recurring Expenditures[a]

Fund	Fund Desc	Dept	Dept Desc	Division	Division Desc	Account	Account Desc	Total	Adjustment	Allocable Expense	Note
212	Building and Planning Fund	46	Comm Dev	462	Building Inspection	40101	Salary & Wages/Full Time	$498,389	$0	$498,389	
212	Building and Planning Fund	46	Comm Dev	462	Building Inspection	40201	Overtime	$5,000	($5,000)	$0	
212	Building and Planning Fund	46	Comm Dev	462	Building Inspection	40202	FLSA Overtime	$64	($64)	$0	
212	Building and Planning Fund	46	Comm Dev	462	Building Inspection	40307	Other Pay/Education Incentive	$1,800	$0	$1,800	
212	Building and Planning Fund	46	Comm Dev	462	Building Inspection	40312	Other Pay/Safety Equipment	$400	$0	$400	
212	Building and Planning Fund	46	Comm Dev	462	Building Inspection	41001	Emp Benefits/Medical-Active	$83,323	$0	$83,323	
212	Building and Planning Fund	46	Comm Dev	462	Building Inspection	41002	Emp Benefits/Dental	$4,180	$0	$4,180	
212	Building and Planning Fund	46	Comm Dev	462	Building Inspection	41003	Emp Benefits/Vision Care	$796	$0	$796	
212	Building and Planning Fund	46	Comm Dev	462	Building Inspection	41004	Emp Benefits/PERS Retirement	$41,771	$0	$41,771	
212	Building and Planning Fund	46	Comm Dev	462	Building Inspection	41005	Emp Benefits/Employee Assista	$187	$0	$187	
212	Building and Planning Fund	46	Comm Dev	462	Building Inspection	41007	Emp Benefits/Life-ADD	$1,089	$0	$1,089	
212	Building and Planning Fund	46	Comm Dev	462	Building Inspection	41008	Emp Benefits/Long Term Disabil	$1,217	$0	$1,217	
212	Building and Planning Fund	46	Comm Dev	462	Building Inspection	41009	Emp Benefits/Workers Comp	$32,078	$0	$32,078	
212	Building and Planning Fund	46	Comm Dev	462	Building Inspection	41010	Emp Benefits/FICA - Medicare	$7,332	$0	$7,332	
212	Building and Planning Fund	46	Comm Dev	462	Building Inspection	41012	Emp Benefits/Unemployment In	$490	$0	$490	
212	Building and Planning Fund	46	Comm Dev	462	Building Inspection	42101	Prof Svcs/Professional Service	$345,000	$0	$345,000	
212	Building and Planning Fund	46	Comm Dev	462	Building Inspection	42107	Prof Svcs/Equipment Maintenar	$1,000	$0	$1,000	
212	Building and Planning Fund	46	Comm Dev	462	Building Inspection	42108	Prof Svcs/Building-Structure Ma	$1,000	$0	$1,000	
212	Building and Planning Fund	46	Comm Dev	462	Building Inspection	42201	Office Expense	$1,000	$0	$1,000	
212	Building and Planning Fund	46	Comm Dev	462	Building Inspection	42301	Travel & Training/Conf-Registrat	$5,575	$0	$5,575	
212	Building and Planning Fund	46	Comm Dev	462	Building Inspection	42302	Travel & Training/Mileage, Toll,	$5,625	$0	$5,625	
212	Building and Planning Fund	46	Comm Dev	462	Building Inspection	42303	Travel & Training/Meal Allowan	$600	$0	$600	
212	Building and Planning Fund	46	Comm Dev	462	Building Inspection	42401	Dues & Pub/Memberships	$800	$0	$800	
212	Building and Planning Fund	46	Comm Dev	462	Building Inspection	42402	Dues & Pub/Subscriptions-Book	$2,430	$0	$2,430	
212	Building and Planning Fund	46	Comm Dev	462	Building Inspection	42501	Admin Exp/Bank Fees	$5,000	$0	$5,000	
212	Building and Planning Fund	46	Comm Dev	462	Building Inspection	42510	Admin Exp/Software Purch	$30,000	$0	$30,000	
212	Building and Planning Fund	46	Comm Dev	462	Building Inspection	43102	Utilities/Water	$500	$0	$500	
212	Building and Planning Fund	46	Comm Dev	462	Building Inspection	43103	Utilities/Electricity & Power	$4,000	$0	$4,000	
212	Building and Planning Fund	46	Comm Dev	462	Building Inspection	44410	Safety Clothing	$900	$0	$900	
212	Building and Planning Fund	46	Comm Dev	462	Building Inspection	46121	Admin Credits	($64,697)	$0	($64,697)	
212	Building and Planning Fund	46	Comm Dev	462	Building Inspection	46122	Admin Debits	$208,280	$0	$208,280	
212	Building and Planning Fund	46	Comm Dev	462	Building Inspection	46124	IS Charges	$208,694	$0	$208,694	
212	Building and Planning Fund	46	Comm Dev	462	Building Inspection	46126	Legal Charges	$10,000	$0	$10,000	
212	Building and Planning Fund	46	Comm Dev	462	Building Inspection	46201	Insurance/General Liability	$35,530	$0	$35,530	
Total								$1,479,353	($5,064)	$1,474,289	

Allocation of Citywide Overhead

Description	C'wide OH Rate	Mod Op Exp	Allocation of C'wide OH	Note
Citywide Overhead Allocation	see above	see above	see above	[b]

City of Pinole

User and Regulatory Fee Study

Calculation of Fully-Burdened Hourly Rate - Building Fees

Calculation of Fully-Burdened Hourly Rate

Description	Total	Note
Costs	$1,474,289	
Direct Hours	6,720	[c]
Fully-Burdened Hourly Rate	$219	

Revenue [a]

Account	Description	Subtotal	Adjust	Total	Note
212-462-32399	State Grant/Misc	$20,000	($20,000)	$0	
212-462-33210	Permits/Building Permit	$422,239	$0	$422,239	
212-462-33211	Permits/Electrical Permit	$20,000	$0	$20,000	
212-462-33212	Permits/Mechanical Permit	$20,000	$0	$20,000	
212-462-33213	Permits/Plumbing Permit	$20,000	$0	$20,000	
212-462-33215	Permit/Seismic (Strong Motion)	$3,000	$0	$3,000	
212-462-34111	Review Fees/Plan Check Fee - In house	$317,750	$0	$317,750	
212-462-34116	Review Fees/Waste Management Review Fee	$4,850	$0	$4,850	
212-462-34211	Fees/CA State Building Fee	$2,000	$0	$2,000	
212-462-34215	Fees/Inspection Fee	$19,461	$0	$19,461	
212-462-34216	Fees/Recurring Inspection Fee	$156,455	($156,455)	$0	
212-462-34217	Fees/Permit Automate-Tech Fee	$80,000	$0	$80,000	
212-462-34222	Fees/Administrative Fee	$6,000	$0	$6,000	
212-462-34226	Fees/Expedite Fee	$10,000	$0	$10,000	
212-462-34228	Fees/Certificate of Occupancy	$2,700	$0	$2,700	
212-462-34229	Fees/Other Fees	$4,850	$0	$4,850	
212-462-34232	Fees/Issuance/Processing Fee	$59,250	$0	$59,250	
212-462-34233	Fees/Permit Renewal/Time Extension	$1,940	$0	$1,940	
212-462-35121	Permit Violation Fees	$30,000	$0	$30,000	
212-462-38404	Other Rev/Miscellaneous Revenue	$1,000	$0	$1,000	
212-462-39901	Transfers In	$277,858	($277,858)	$0	
Total		$1,479,353	($454,313)	$1,025,040	

Cost Recovery

Description	Total	Note
Revenue	$1,025,040	
Costs	1,474,289	[c]
Fully-Burdened Hourly Rate	70%	

[a] Source: FY 25/26 Adopted Budget.

[b] Citywide overhead accounted for as part of routine operating budget for non-General Funds.

[c] See separate worksheet.

	Fee Description	Service Time	Hourly Rate	Cost of Service	Current Fee	Current Cost Recovery	Proposed Fee	Proposed Cost Recovery	Proposed Fee Change ($)	Proposed Fee Change (%)	Charge Basis	Note	Yearly Inflator
1	HVAC Change-Out - Residential	1.25	$219	$274	$199	73%	$273	100%	$74	37%	Fixed Fee		Y
2	Water Heater Change-Out - Residential	1.00	$219	$219	$149	68%	$219	100%	$70	47%	Fixed Fee		Y
3	Residential Re-Roof												
	a) Up to 2,000 SF (Roof Area)	1.50	$219	$329	$298	91%	$328	100%	$30	10%	Fixed Fee		Y
	b) Each Add'l 1,000 SF or fraction thereof	0.50	$219	$110	$99	91%	$109	100%	$10	10%	Fixed Fee		Y
4	Service Panel Upgrade - Residential	1.25	$219	$274	$199	73%	$273	100%	$74	37%	Fixed Fee		Y
5	Battery Backup Storage	1.25	$219	$274	$199	73%	$273	100%	$74	37%	Fixed Fee		Y
6	Electric Vehicle Charger	1.00	$219	$219	$199	91%	$219	100%	$20	10%	Fixed Fee		Y
7	Generator	1.75	$219	$383	$299	78%	$383	100%	$84	28%	Fixed Fee		Y
8	Solar Thermal	1.50	$219	$329	$315	96%	$328	100%	$13	4%	Fixed Fee		Y
9	Ground-Mount Solar	1.75	$219	$383	$360	94%	$383	100%	$23	6%	Fixed Fee		Y
10	Swimming Pool/Spa Equipment Change-out Only	1.00	$219	$219	$199	91%	$219	100%	$20	10%	Fixed Fee		Y
11	Swimming Pool Replaster	2.25	$219	$493	$299	61%	$492	100%	$193	65%	Fixed Fee		Y
12	Residential Voluntary Seismic Retrofit	1.50	$219	$329	$298	91%	$328	100%	$30	10%	Fixed Fee		Y
13	Retaining Wall												
	a) Wall Under 4' in height	2.00	$219	$438	$398	91%	$438	100%	$40	10%	Fixed Fee		Y
	b) Wall Over 4' in height												
	i) Up to 100 LF	4.00	$219	$876	$795	91%	$876	100%	$81	10%	Fixed Fee		Y
	ii) Each Additional 100 LF	0.25	$219	$55	$49	90%	$54	99%	$5	9%	Fixed Fee		Y
14	CMU Wall												
	a) Wall Under 6' in height	2.50	$219	$548	$398	73%	$547	100%	$149	38%	Fixed Fee		Y
	b) Wall Over 6' in height												
	i) Up to 100 LF	4.50	$219	$986	$795	81%	$985	100%	$190	24%	Fixed Fee		Y
	ii) Each Additional 100 LF	0.25	$219	$55	$49	90%	$54	99%	$5	9%	Fixed Fee		Y
15	Window / Sliding Glass Door - Retrofit / Repair												
	a) Up to 5	1.25	$219	$274	$199	73%	$273	100%	$74	37%	Fixed Fee		Y
	b) Over 5		$219	varies	See Permit Fee Table		See Permit Fee Table		See Permit Fee Table	See Permit Fee Table	Fixed Fee		N
16	Fences Requiring a Building Permit	1.00	$219	$219	$199	91%	$219	100%	$20	10%	Fixed Fee		Y

	Fee Description	Service Time	Hourly Rate	Cost of Service	Current Fee	Current Cost Recovery	Proposed Fee	Proposed Cost Recovery	Proposed Fee Change ($)	Proposed Fee Change (%)	Charge Basis	Note	Yearly Inflator
17	Plumbing Permit	1.25	$219	$274	$199	73%	$273	100%	$74	37%	Fixed Fee		Y
18	Mechanical Permit	1.25	$219	$274	$199	73%	$273	100%	$74	37%	Fixed Fee		Y
19	Electrical Permit	1.25	$219	$274	$199	73%	$273	100%	$74	37%	Fixed Fee		Y
20	Rooftop Solar Panel Removal and Replacement	1.25	$219	$274	$199	73%	$273	100%	$74	37%	Fixed Fee		Y

	Fee Description	Service Time	Hourly Rate	Cost of Service	Current Fee	Current Cost Recovery	Proposed Fee	Proposed Cost Recovery	Proposed Fee Change ($)	Proposed Fee Change (%)	Charge Basis	Note	Yearly Inflator
1	Residential Solar Photovoltaic System - Solar Permit												
	a) 15kW or less												
	i) Plan Review	0.75	$219	$164	$96	58%	$164	100%	$68	71%	Fixed Fee	[a]	Y
	ii) Permit Inspection	1.00	$219	$219	$129	59%	$219	100%	$90	70%	Fixed Fee	[a]	Y
	b) More than 15kW												
	i) Plan Review	1.00	$219	$219	$193	88%	$219	100%	$26	13%	Fixed Fee	[a]	Y
	ii) Permit Inspection												
	a) First 15 kW	1.25	$219	$274	$257	94%	$273	100%	$16	6%	Fixed Fee	[a]	Y
	b) Each Additional kW				$15	n/a	$15	n/a	No Change	No Change	Fixed Fee	[a]	N
2	Commercial Solar Photovoltaic System - Solar Permit												
	a) 50kW or less												
	i) Plan Review	2.00	$219	$438	$430	98%	$438	100%	$8	2%	Fixed Fee	[a]	Y
	ii) Permit Inspection	2.75	$219	$602	$570	95%	$602	100%	$32	6%	Fixed Fee	[a]	Y
	b) 50kW – 250kW												
	i) Plan Review												
	a) First 50 kW	2.50	$219	$548	$430	79%	$547.50	100%	$117.50	27%	Fixed Fee	[a]	Y
	b) Each Additional kW above 50 kW			$3.83	$3	78%	$3.83	100%	$0.83	28%	Fixed Fee	[a]	Y
	ii) Permit Inspection												
	a) First 50 kW	3.00	$219	$657	$570	87%	$657.00	100%	$87.00	15%	Fixed Fee	[a]	Y
	b) Each Additional kW above 50 kW			$5.48	$4	73%	$5.48	100%	$1.48	37%	Fixed Fee	[a]	Y
	c) Above 250kW												
	i) Plan Review												
	a) First 250 kW	6.00	$219	$1,314	$1,025	78%	$1,314.00	100%	$289.00	28%	Fixed Fee	[a]	Y
	b) Each Additional kW above 250 kW				$2.15	n/a	$2.15	n/a	No Change	No Change	Fixed Fee	[a]	N
	ii) Permit & Inspection												
	a) First 250 kW	8.00	$219	$1,752	$1,375	78%	$1,752.00	100%	$377.00	27%	Fixed Fee	[a]	Y
	b) Each Additional kW above 250 kW				$2.85	n/a	$2.85	n/a	No Change	No Change	Fixed Fee	[a]	N

[a] In accordance with California Government Code 66015(a)(1), costs of service have been calculated. Additional fees may apply for permit processing, fire department review, state mandated fees, etc.

	Fee Description	Service Time	Hourly Rate	Cost of Service	Current Fee	Current Cost Recovery	Proposed Fee	Proposed Cost Recovery	Proposed Fee Change ($)	Proposed Fee Change (%)	Charge Basis	Note	Yearly Inflator
1	**C. Permit Fee for New Buildings, Additions, Tenant Improvements, Residential Remodels, and Combined Mechanical, Electrical, and/or Plumbing Permits**												
	$1 - $2,000	1.25	$219	$273.75	$198.76	73%	$273.75	100%	$74.99	38%			Y
	$2,001 - $25,000												
	a) Base fee for first $2,000	1.50	$219	$328.50	$298.14	91%	$328.50	100%	$30.36	10%			Y
	b) Incremental fee for each additional $1,000 or fraction of, to and including $25,000			$23.80	$21.61	91%	$23.80	100%	$2.20	10%			Y
	$25,001 - $50,000												
	a) Base fee for first $25,000	4.00	$219	$876.00	$795.05	91%	$876.00	100%	$80.95	10%			Y
	b) Incremental fee for each additional $1,000 or fraction of, to and including $50,000			$35.04	$27.83	79%	$35.04	100%	$7.21	26%			Y
	$50,001 - $100,000												
	a) Base fee for first $50,000	8.00	$219	$1,752.00	$1,490.71	85%	$1,752.00	100%	$261.29	18%			Y
	b) Incremental fee for each additional $1,000 or fraction of, to and including $100,000			$26.28	$17.89	68%	$26.28	100%	$8.39	47%			Y
	$100,001 - $500,000												
	a) Base fee for first $100,000	14.00	$219	$3,066.00	$2,385.14	78%	$3,066.00	100%	$680.86	29%			Y
	b) Incremental fee for each additional $1,000 or fraction of, to and including $500,000			$14.24	$12.92	91%	$14.24	100%	$1.32	10%			Y
	$500,001 - $1,000,000												
	a) Base fee for first $500,000	40.00	$219	$8,760.00	$7,552.94	86%	$8,760.00	100%	$1,207.06	16%			Y
	b) Incremental fee for each additional $1,000 or fraction of, to and including $1,000,000			$17.52	$7.16	41%	$17.52	100%	$10.36	145%			Y
	$1,000,001 - $10,000,000												
	a) Base fee for first $1,000,000	80.00	$219	$17,520.00	$11,130.64	64%	$17,520.00	100%	$6,389.36	57%			Y
	b) Incremental fee for each additional $1,000 or fraction of, to and including $10,000,000			$7.79	$5.01	64%	$7.79	100%	$2.78	55%			Y
	$10,000,001 and up												
	a) Base fee for first $10,000,000	400.00	$219	$87,600.00	$56,209.83	64%	$87,600.00	100%	$31,390.17	56%			Y
	b) Incremental fee for each additional $1,000 or fraction of			$5.06	$5.01	99%	$5.06	100%	$0.05	1%			Y
2	**For permits requiring plumbing, electric, or mechanical review, the following percentages shall be added to the base permit fee**												
	Mechanical	10%		10%	10%	100%	10%	100%	No Change	No Change			N
	Plumbing	10%		10%	10%	100%	10%	100%	No Change	No Change			N
	Electrical	10%		10%	10%	100%	10%	100%	No Change	No Change			N

	Fee Description	Service Time	Hourly Rate	Cost of Service	Current Fee	Current Cost Recovery	Proposed Fee	Proposed Cost Recovery	Proposed Fee Change ($)	Proposed Fee Change (%)	Charge Basis	Note	Yearly Inflator
1	**Building Plan Check Fees - Building**												
	a) Plan Review Fee, if applicable	75%		75%	75%	100%	75%	100%	No Change	No Change	% of Building Permit Fee	[a]	N
	b) Expedited Plan Check - At Application Submittal (when applicable)	1.5x standard plan check fee			1.5x standard plan check fee		1.5x standard plan check fee	100%	No Change	No Change	Fixed Fee		N
	c) Over the Counter Plan Review Fee	1.00	$219	$219	$199	91%	$219	100%	$20	10%	Fixed Fee	[b]	Y
	d) Revision Application Fee (per hour) (1-hour minimum)	1.00	$219	$219	$199	91%	$219	100%	$20	10%	Per Hour		Y
	e) Tract Home / Master Plan Construction (Production Units)	20%		20%	20% of standard plan check fee	100%	20% of standard plan check fee	100%	No Change	No Change	Fixed Fee	[c]	N
	f) Alternate Materials and Materials Review (per hour)	1.00	$219	$219	$199	91%	$219	100%	$20	10%	Per Hour		Y
	g) Excess Plan Review Fee (4th and subsequent) (per hour)	1.00	$219	$219	$199	91%	$219	100%	$20	10%	Per Hour		Y
	h) Revisions (per hour)	1.00	$219	$219	$199	91%	$219	100%	$20	10%	Per Hour		Y
2	**Building Plan Check Fees - Planning (Fees Only Applied to Projects Requiring Review)**												
	a) Zoning Clearance Verification	0.50	$245	$123	$119	97%	$122	100%	$3	3%	Fixed Fee		Y
	b) Planning Plan Check												
	i) Alterations/Additions - Residential	1.25	$245	$306	$297	97%	$306	100%	$9	3%	Fixed Fee		Y
	ii) New Construction - Single Family Residential	2.25	$245	$551	$534	97%	$551	100%	$17	3%	Fixed Fee		Y
	iii) New Construction - 2-4 Residential Units	4.25	$245	$1,041	$1,009	97%	$1,041	100%	$32	3%	Fixed Fee		Y
	iv) New Construction - 5+ Residential Units	11.00	$245	$2,695	$2,612	97%	$2,695	100%	$83	3%	Fixed Fee		Y
	v) New Construction - Non-Residential	4.25	$245	$1,041	$1,009	97%	$1,041	100%	$32	3%	Fixed Fee		Y
	vi) Alterations/Additions - Non-Residential	2.25	$245	$551	$534	97%	$551	100%	$17	3%	Fixed Fee		Y
	vii) Planning - Expedited Review	1.5x standard plan check fee			n/a - new	n/a - new	1.5x standard plan check fee	100%	n/a - new	n/a - new	Fixed Fee		N
	viii) Sign Review	0.50	$245	$123	n/a - new	n/a - new	$122	100%	n/a - new	n/a - new	Fixed Fee		Y
3	**Building Plan Check Fees - Public Works Engineering (Fees Only Applied to Projects Requiring Review)**												
	a) Swimming Pool	1.00	$224	$224	$221	99%	$224	100%	$3	1%	Fixed Fee		Y
	b) Block Wall	0.50	$224	$112	$110	99%	$112	100%	$2	1%	Fixed Fee		Y
	c) Fence	0.50	$224	$112	$110	99%	$112	100%	$2	1%	Fixed Fee		Y
	d) Sign	0.50	$224	$112	$110	99%	$112	100%	$2	1%	Fixed Fee		Y
	e) Alterations/Additions - Residential	0.75	$224	$168	$166	99%	$168	100%	$2	1%	Fixed Fee		Y
	f) New Construction - Single Family Residential	2.00	$224	$448	$442	99%	$448	100%	$6	1%	Fixed Fee		Y
	g) New Construction - 2-4 Residential Units	3.00	$224	$672	$663	99%	$672	100%	$9	1%	Fixed Fee		Y
	h) New Construction - 5+ Residential Units	6.00	$224	$1,344	$1,325	99%	$1,344	100%	$19	1%	Fixed Fee		Y
	i) New Construction - Non-Residential	4.00	$224	$896	$883	99%	$896	100%	$13	1%	Fixed Fee		Y
	j) Alterations/Additions - Non-Residential	1.00	$224	$224	$221	99%	$224	100%	$3	1%	Fixed Fee		Y
	k) Trash Capture, SWPPP, and NPDES Review Fees				See Eng. Fee		See Eng. Fee	100%	No Change	No Change	Fixed Fee		N
	l) Permits / Plan checks not listed above				See footnote		See footnote		No Change	No Change	Fixed Fee	[d]	N

[a] Includes up to three plan checks. The City will bill hourly for additional plan review required.
[b] For permits requiring only over the counter plan review, e.g. non-engineered plans.
[c] For identical buildings built by the same builder on the same lot or in the same tract and for which building permits are issued at the same time.
[d] Engineer/technician to determine hours and applicable fee at time of application.

	Fee Description	Service Time	Hourly Rate	Cost of Service	Current Fee	Current Cost Recovery	Proposed Fee	Proposed Cost Recovery	Proposed Fee Change ($)	Proposed Fee Change (%)	Charge Basis	Note	Yearly Inflator
1	Permit Processing Fee	0.42	$219	$91	$83	91%	$91	100%	$8	9%	Fixed Fee		Y
2	Administrative Fee for Permit Reactivation	0.50	$219	$110	$100	91%	$109	100%	$10	10%	Fixed Fee		Y
3	Fire Permit Processing Fee	0.42	$219	$91	$83	91%	$91	100%	$8	9%	Fixed Fee		Y
4	Outside Contractor Business License Processing Fee	0.33	$219	$73	$67	91%	$73	100%	$6	9%	Fixed Fee		Y
5	Business License Inspection Fee												
	a) Residential Home Occupation	1.00	$219	$219	$67	30%	$75	34%	$8	12%	Fixed Fee		Y
	b) Non-Residential	1.00	$219	$219	$149	68%	$150	68%	$1	1%	Fixed Fee		Y
6	General Plan Maintenance Fee (% of permit fee)				10%		10%		No Change	No Change	Fixed Fee		N
7	Technology Fee (% of plan review and permit fee)				10%		10%		No Change	No Change	Fixed Fee		N
8	Climate Action and Adaptation Plan Maintenance Fee (% of base building permit fee)				3%		3%		No Change	No Change	Fixed Fee		N
9	Strong Motion Instrumentation (SMI) Fee Calculation												
	a) Residential				Greater of $0.50 or valuation x .00013		Greater of $0.50 or valuation x .00013		No Change	No Change	Fixed Fee	[a]	N
	b) Commercial				Greater of $0.50 or valuation x .00028		Greater of $0.50 or valuation x .00028		No Change	No Change	Fixed Fee	[b]	N
10	Building Standards (SB 1473) Fee Calculation (Valuation)												
	a) $1 - $25,000				$1		$1		No Change	No Change	Fixed Fee		N
	b) $25,001 - $50,000				$2		$2		No Change	No Change	Fixed Fee		N
	c) $50,001 - $75,000				$3		$3		No Change	No Change	Fixed Fee		N
	d) $75,001 - $100,000				$4		$4		No Change	No Change	Fixed Fee		N
	e) Each Add'l $25,000 or fraction thereof				Add $1		Add $1		No Change	No Change	Fixed Fee		N
11	Temporary Certificate of Occupancy (per 30 Days)	1.50	$219	$329	$299	91%	$328	100%	$29	10%	Fixed Fee		Y
12	Permit Extension	1.00	$219	$219	$199	91%	$219	100%	$20	10%	Fixed Fee		Y

	Fee Description	Service Time	Hourly Rate	Cost of Service	Current Fee	Current Cost Recovery	Proposed Fee	Proposed Cost Recovery	Proposed Fee Change ($)	Proposed Fee Change (%)	Charge Basis	Note	Yearly Inflator
13	Permit Reactivation Fee												
	a) Reactivation Fee if All Inspections Have Been Performed and Approved Up to But Not Including Final Inspection	1.00	$219	$219	$199	91%	$219	100%	$20	10%	Fixed Fee	[c]	Y
	b) Reactivation Fee - All Other Scenarios												
	i) Permit Expired Up to One Year				50% of Original Base Building Permit Fee		50% of Original Base Building Permit Fee		No Change	No Change	Fixed Fee		N
	ii) Permit Expired More than One Year				100% of Original Base Building Permit		100% of Original Base Building Permit		No Change	No Change	Fixed Fee		N
14	Permit Reissuance Fee	0.50	$219	$110	$100	91%	$109	100%	$9	9%	Fixed Fee	[d]	Y
15	Damaged Building Survey (Fire, Flood, Vehicle Damage, Etc.)	1.50	$219	$329	$298	91%	$328	100%	$30	10%	Fixed Fee		Y
16	AB 838 Violation Fees												
	a) Investigation resulting in Violations under AB 838 (per hour) (1-hour minimum)	1.00	$219	$219	$199	91%	$219	100%	$20	10%	Per Hour		Y
	b) Inspection Report Production for Violations under AB 838 (per hour) (1-hour minimum)	1.00	$219	$219	$199	91%	$219	100%	$20	10%	Per Hour		Y
	Other Fees												
17	Phased Inspection Fee (per inspection)	0.50	$219	$110	$100	91%	$109	100%	$9	9%	Fixed Fee		Y
18	After Hours Inspection (per hour) (4-hour minimum)	1.20	$219	$263	$239	91%	$262	100%	$23	10%	Per Hour		Y
19	Re-inspection Fee (2nd Time or More) (each)	0.50	$219	$110	$99	91%	$109	100%	$10	10%	Fixed Fee	[e]	Y
20	Missed Inspection Fee	0.50	$219	$110	$97	88%	$109	100%	$12	13%	Fixed Fee	[f]	Y
21	Duplicate Copy of Permit	0.33	$219	$73	$66	91%	$73	100%	$7	10%	Fixed Fee		Y
22	Duplicate Copy of Certificate of Occupancy	0.17	$219	$37	$33	91%	$36	99%	$3	9%	Fixed Fee		Y
23	Construction and Demolition Waste Management Review Fee	See separate worksheet	See separate worksheet	$168	$99	59%	$168	100%	$69	69%	Fixed Fee		Y
24	Fees for Services Not Listed in this Fee Schedule (per 1/2 hour)	0.50	$219	$110	$99	91%	$109	100%	$10	10%	Per 1/2 Hour		Y
25	Special Inspection Agency Application Review	2.00	$219	$438	$398	91%	$438	100%	$40	10%	Fixed Fee	[g]	Y
26	Pre-application Meeting	1.00	$219	$219	$50/Division involved	23%	$100/Division involved	46%	$50	100%	Fixed Fee	[h]	Y
27	Deferred Submittal	1.00	$219	$219	$199	91%	$219	100%	$20	10%	Fixed Fee	[i]	Y

	Fee Description	Service Time	Hourly Rate	Cost of Service	Current Fee	Current Cost Recovery	Proposed Fee	Proposed Cost Recovery	Proposed Fee Change ($)	Proposed Fee Change (%)	Charge Basis	Note	Yearly Inflator
	Violation Fees												
28	Investigation Fee For Work Done Without Permits (In addition to applicable permit fees)				equal to permit fee		equal to permit fee		No Change	No Change	Fixed Fee		N
	Refunds												
29	Refunds												
	a) Fees Erroneously Paid or Collected by the City				100% refund		100% refund		No Change	No Change			N
	b) Refund of Plan Review Fees - Prior to Plan Review Commencing				up to 80% refund		up to 80% refund		No Change	No Change			N
	c) Refund of Permit Fees - Prior to Inspection Commencing				up to 80% refund		up to 80% refund		No Change	No Change			N
	d) 180 Days After Payment of Fees				no refund		no refund		No Change	No Change			N
30	Hardcopy Records Request				$0.10 per single side page		$0.10 per single side page		No Change	No Change	Fixed Fee		N
31	Oversize documents				$3 per page		$3 per page		No Change	No Change	Fixed Fee		N

[a] Category 1 Construction includes residential buildings 1 to 3 stories in height, excluding hotels and motels. Single family houses, duplexes and quadruplexes are considered Category 1. Condominiums and apartment buildings which are 3 stories or less in height are considered Category 1.

[b] Category 2 Construction includes all buildings not considered Category 1 (i.e. residential buildings over 3 stories, all office buildings, warehouses, factories and other manufacturing or processing facilities, restaurants, and other non-residential buildings).

[c] For reactivation of expired building permits that are no longer valid.

[d] Example; change of contractor.

[e] Reinspection fee applies after the first re-inspection.

[f] General inspection cancellations must be made before 7:00 AM on the scheduled day of inspection. Cancellations made after this time in addition to inspections scheduled with no responsible person on site during the inspection window will incur a missed inspection fee.

[g] Additional review beyond 2 hours will incur a charge per half hour at the current hourly rate. Renewal of Special Agency Application required every three years.

[h] Fee is flat regardless of number of staff involved in meeting; fee is per division included in meeting.

[i] Additional review beyond 1 hour will incur a charge per half hour at the current hourly rate.

	Fee Description	Service Time	Hourly Rate	Cost of Service	Current Fee	Current Cost Recovery	Proposed Fee	Proposed Cost Recovery	Proposed Fee Change ($)	Proposed Fee Change (%)	Charge Basis	Note	Yearly Inflator
1	Construction and Demolition Waste Management Review Fee				$99	59%	$168	100%	$69	69%	Fixed Fee		Y
	a) Staff	0.50	$219	$110									
	b) Discrete Costs			$59									

<u>User and Regulatory Fees</u>
Cost of Service Analysis
Planning Fees

City of Pinole

User and Regulatory Fee Study

Allocation of Annual Labor Effort - Planning Fees

Position	Hourly	FTE	Yearly	Total Hours Per FTE	Less: Holiday & Leave	Productive Hours Per FTE	Total Productive Hours	Note
COMMUNITY DEVELOPMENT D	$117	1.00	$242,322	2,080	296	1,784	1,784	[a],[b]
PLANNING MANAGER	$101	1.00	$209,689	2,080	296	1,784	1,784	[a],[b]
ASSOCIATE PLANNER	$59	1.00	$123,443	2,080	296	1,784	1,784	[a],[b]
SUSTAINABILITY COORDINATOR	$50	1.00	$103,529	2,080	296	1,784	1,784	[a],[b]
Total		4.00	$678,983				7,136	

Allocation of Hours	Share	Total	Note
Indirect	33%	2,379	[b]
Direct	67%	4,757	[b]
Total	100%	7,136	

[a] Source: FY 25/26 adopted budget.

[b] Direct/Indirect hours are intended to serve as reasonable estimates. Amounts will vary from year-to-year depending on activity, projects, and City Council priorities.

City of Pinole

User and Regulatory Fee Study

Calculation of Fully-Burdened Hourly Rate - Planning Fees

Recurring Expenditures[a]

Fund	Fund Desc	Dept	Dept Desc	Division	Division Desc	Account	Account Desc	Total	Adjustment	Allocable Expense	Note
212	Building and Planning Fund	46	Comm Dev	461	Planning	40101	Salary & Wages/Full Time	$617,617	$0	$617,617	
212	Building and Planning Fund	46	Comm Dev	461	Planning	40307	Other Pay/Education Incentive	$2,700	$0	$2,700	
212	Building and Planning Fund	46	Comm Dev	461	Planning	41001	Emp Benefits/Medical-Active	$111,002	$0	$111,002	
212	Building and Planning Fund	46	Comm Dev	461	Planning	41002	Emp Benefits/Dental	$5,360	$0	$5,360	
212	Building and Planning Fund	46	Comm Dev	461	Planning	41003	Emp Benefits/Vision Care	$796	$0	$796	
212	Building and Planning Fund	46	Comm Dev	461	Planning	41004	Emp Benefits/PERS Retirement	$194,123	$0	$194,123	
212	Building and Planning Fund	46	Comm Dev	461	Planning	41005	Emp Benefits/Employee Assista	$187	$0	$187	
212	Building and Planning Fund	46	Comm Dev	461	Planning	41007	Emp Benefits/Life-ADD	$1,523	$0	$1,523	
212	Building and Planning Fund	46	Comm Dev	461	Planning	41008	Emp Benefits/Long Term Disabil	$1,263	$0	$1,263	
212	Building and Planning Fund	46	Comm Dev	461	Planning	41009	Emp Benefits/Workers Comp	$39,304	$0	$39,304	
212	Building and Planning Fund	46	Comm Dev	461	Planning	41010	Emp Benefits/FICA - Medicare	$8,995	$0	$8,995	
212	Building and Planning Fund	46	Comm Dev	461	Planning	41012	Emp Benefits/Unemployment In	$600	$0	$600	
212	Building and Planning Fund	46	Comm Dev	461	Planning	42101	Prof Svcs/Professional Service	$97,750	($97,750)	$0	
212	Building and Planning Fund	46	Comm Dev	461	Planning	42201	Office Expense	$1,000	$0	$1,000	
212	Building and Planning Fund	46	Comm Dev	461	Planning	42202	Office Exp/Printing & Binding	$10,000	$0	$10,000	
212	Building and Planning Fund	46	Comm Dev	461	Planning	42203	Office Exp/Shipping & Mailing	$5,000	$0	$5,000	
212	Building and Planning Fund	46	Comm Dev	461	Planning	42301	Travel & Training/Conf-Registrat	$6,425	$0	$6,425	
212	Building and Planning Fund	46	Comm Dev	461	Planning	42302	Travel & Training/Mileage, Toll,	$8,200	$0	$8,200	
212	Building and Planning Fund	46	Comm Dev	461	Planning	42303	Travel & Training/Meal Allowan	$1,800	$0	$1,800	
212	Building and Planning Fund	46	Comm Dev	461	Planning	42401	Dues & Pub/Memberships	$1,782	$0	$1,782	
212	Building and Planning Fund	46	Comm Dev	461	Planning	42504	Admin Exp/Recruitment Cost	$200	$0	$200	
212	Building and Planning Fund	46	Comm Dev	461	Planning	42514	Admin Exp/Special Depart	$396,712	$0	$396,712	
212	Building and Planning Fund	46	Comm Dev	461	Planning	43102	Utilities/Water	$150	$0	$150	
212	Building and Planning Fund	46	Comm Dev	461	Planning	43103	Utilities/Electricity & Power	$1,400	$0	$1,400	
212	Building and Planning Fund	46	Comm Dev	461	Planning	44301	Other Materials Supp/Fuel	$1,000	$0	$1,000	
212	Building and Planning Fund	46	Comm Dev	461	Planning	46121	Admin Credits	($385,357)	$0	($385,357)	
212	Building and Planning Fund	46	Comm Dev	461	Planning	46122	Admin Debits	$64,697	$0	$64,697	
212	Building and Planning Fund	46	Comm Dev	461	Planning	46124	IS Charges	$5,116	$0	$5,116	
212	Building and Planning Fund	46	Comm Dev	461	Planning	46126	Legal Charges	$20,000	$0	$20,000	
212	Building and Planning Fund	46	Comm Dev	461	Planning	46201	Insurance/General Liability	$43,534	$0	$43,534	
212	Building and Planning Fund	46	Comm Dev	461	Planning	47103	FF&E/Furniture & Appliances	$2,000	$0	$2,000	
Total								$1,264,879	($97,750)	$1,167,129	

Allocation of Citywide Overhead

Description	C'wide OH Rate	Mod Op Exp	Allocation of C'wide OH	Note
Citywide Overhead Allocation	see above	see above	see above	[b]

Calculation of Fully-Burdened Hourly Rate

Description	Total	Note
Costs	$1,167,129	
Direct Hours	4,757	[c]
Fully-Burdened Hourly Rate	$245	

[a] Source: FY 25/26 Adopted Budget.
[b] Citywide overhead accounted for as part of routine operating budget for non-General Funds.
[c] See separate worksheet.

		Service Time					Hourly Rate / Cost of Service				
							$245	$224	$219	$225	
	Fee Description	Planning	Engineering	Building	Police	Total	Planning	Engineering	Building	Police	Cost of Service
	Design Review										
1	Administrative Design Review: Single family residential additions; additions of less than 500 SF for multifamily and nonresidential	5.00				5.00	$1,225	$0	$0	$0	$1,225
2	Comprehensive Design Review – Small New single family residence; new multifamily building with 2 to 4 units; multifamily and nonresidential additions 500 to 5,000 SF	22.00	1.00			23.00	$5,390	$224	$0	$0	$5,614
3	Comprehensive Design Review – Medium New multifamily building with 5 to 10 units; multifamily and nonresidential additions 5,001 to 10,000 SF	42.00	1.00	1.00	1.00	45.00	$10,290	$224	$219	$225	$10,958
4	Comprehensive Design Review – Large New multifamily building of 10 or more units; new nonresidential buildings; multifamily and nonresidential additions greater than 10,000 SF	120.00	3.00	1.00	1.00	125.00	$29,400	$672	$219	$225	$30,516
5	Sign Permit: New Sign/Approved Program, replace old sign as previously approved, etc.	4.00				4.00	$980	$0	$0	$0	$980
6	Creative Sign Program: Encourage signs of unique design	10.00				10.00	$2,450	$0	$0	$0	$2,450
7	Sign Program: 5 or more signs or greater than 200 sq. ft. of total aggregate sign area or building with 3 or more tenants.	10.00				10.00	$2,450	$0	$0	$0	$2,450

	Fee Description	Current Fee	Current Cost Recovery	Proposed Fee	Proposed Cost Recovery	Proposed Fee Change ($)	Proposed Fee Change (%)	Charge Basis	Note	Yearly Inflator
	Design Review									
1	Administrative Design Review: Single family residential additions; additions of less than 500 SF for multifamily and nonresidential	$801	65%	$919	75%	$118	15%	Fixed Fee		Y
2	Comprehensive Design Review – Small New single family residence; new multifamily building with 2 to 4 units; multifamily and nonresidential additions 500 to 5,000 SF	$4,086	73%	$4,211	75%	$125	3%	Fixed Fee		Y
3	Comprehensive Design Review – Medium New multifamily building with 5 to 10 units; multifamily and nonresidential additions 5,001 to 10,000 SF	$10,977	100%	$10,958	100%	($19)	0%	Fixed Fee		Y
4	Comprehensive Design Review – Large New multifamily building of 10 or more units; new nonresidential buildings; multifamily and nonresidential additions greater than 10,000 SF	$20,000 Deposit; $14,000 Minimum Fee	100%	$25,000 Deposit; $20,000 Minimum Fee	100%	Varies	Varies	T&M with Deposit and Minimum Fee		N
5	Sign Permit: New Sign/Approved Program, replace old sign as previously approved, etc.	$475	48%	$490	50%	$15	3%	Fixed Fee		Y
6	Creative Sign Program: Encourage signs of unique design	$828	34%	$858	35%	$29	4%	Fixed Fee		Y
7	Sign Program: 5 or more signs or greater than 200 sq. ft. of total aggregate sign area or building with 3 or more tenants.	$2,374	97%	$2,450	100%	$76	3%	Fixed Fee		Y

		Service Time					Hourly Rate / Cost of Service				
							$245	$224	$219	$225	
	Fee Description	Planning	Engineering	Building	Police	Total	Planning	Engineering	Building	Police	Cost of Service
	Use Permits										
8	Similar Use Determination	5.00				5.00	$1,225	$0	$0	$0	$1,225
9	Administrative Use Permits (AUP): Outdoor Dining	7.00	1.00		0.50	8.50	$1,715	$224	$0	$113	$2,052
10	Temporary Use Permits (TUP) – Small. Special one-day events, such as grand openings Outdoor sales and display. Seasonal sales (Christmas tree sales, pumpkin sales)	4.00			0.50	4.50	$980	$0	$0	$113	$1,093
11	Temporary Use Permits (TUP) – Large. Construction yards and storage sheds Expositions, concerts, clinics, amusement rides, and flea markets.	8.00	0.50		0.50	9.00	$1,960	$112	$0	$113	$2,185
12	Conditional Use Permits (CUP)										
	a) Tier One - Minor CUP										
	i) Class A - Standard	16.00	0.50	0.50	0.50	17.50	$3,920	$112	$110	$113	$4,254
	ii) Class B - Community Benefit	16.00	0.50	0.50	0.50	17.50	$3,920	$112	$110	$113	$4,254
	iii) Class C - Public Benefit	16.00	0.50	0.50	0.50	17.50	$3,920	$112	$110	$113	$4,254
	b) Tier Two - Standard CUP										
	i) Class A - Standard	24.00	1.00	1.00	1.00	27.00	$5,880	$224	$219	$225	$6,548
	ii) Class B - Community Benefit	24.00	1.00	1.00	1.00	27.00	$5,880	$224	$219	$225	$6,548
	iii) Class C - Public Benefit	24.00	1.00	1.00	1.00	27.00	$5,880	$224	$219	$225	$6,548
	c) Tier Three - Major CUP										
	i) Class A - Standard	32.00	2.00	2.00	2.00	38.00	$7,840	$448	$438	$450	$9,176
	ii) Class B - Community Benefit	32.00	2.00	2.00	2.00	38.00	$7,840	$448	$438	$450	$9,176
	iii) Class C - Public Benefit	32.00	2.00	2.00	2.00	38.00	$7,840	$448	$438	$450	$9,176
	d) Tier Four - Complex CUP										
	i) Class A - Standard	40.00	3.00	3.00	3.00	49.00	$9,800	$672	$657	$675	$11,804
	ii) Class B - Community Benefit	40.00	3.00	3.00	3.00	49.00	$9,800	$672	$657	$675	$11,804
	iii) Class C - Public Benefit	40.00	3.00	3.00	3.00	49.00	$9,800	$672	$657	$675	$11,804
13	Home Occupation Permit	2.00				2.00	$490	$0	$0	$0	$490
14	Condo Conversion Permit										
15	Tree Removal Permit	3.00				3.00	$735	$0	$0	$0	$735
16	Use Permit Amendments	22.00				22.00	$5,390				$5,390
17	Use Permit - Combined with Other Permits										

	Fee Description	Current Fee	Current Cost Recovery	Proposed Fee	Proposed Cost Recovery	Proposed Fee Change ($)	Proposed Fee Change (%)	Charge Basis	Note	Yearly Inflator
	Use Permits									
8	Similar Use Determination	$359	29%	$919	75%	$560	156%	Fixed Fee		Y
9	Administrative Use Permits (AUP): Outdoor Dining	$966	47%	$1,026	50%	$60	6%	Fixed Fee		Y
10	Temporary Use Permits (TUP) – Small. Special one-day events, such as grand openings Outdoor sales and display. Seasonal sales (Christmas tree sales, pumpkin sales)	$386	35%	$546	50%	$160	41%	Fixed Fee	[a]	Y
11	Temporary Use Permits (TUP) – Large. Construction yards and storage sheds Expositions, concerts, clinics, amusement rides, and flea markets.	$856	39%	$1,092	50%	$236	28%	Fixed Fee	[a]	Y
12	Conditional Use Permits (CUP)									
	a) Tier One - Minor CUP									
	i) Class A - Standard	$5,726	135%	$4,254	100%	($1,472)	-26%	Fixed Fee	[b]	Y
	ii) Class B - Community Benefit	$5,726	135%	$2,552	60%	($3,174)	-55%	Fixed Fee	[b]	Y
	iii) Class C - Public Benefit	$5,726	135%	$1,701	40%	($4,025)	-70%	Fixed Fee	[b]	Y
	b) Tier Two - Standard CUP									
	i) Class A - Standard	$5,726	87%	$6,548	100%	$822	14%	Fixed Fee	[b]	Y
	ii) Class B - Community Benefit	$5,726	87%	$4,583	70%	($1,143)	-20%	Fixed Fee	[b]	Y
	iii) Class C - Public Benefit	$5,726	87%	$3,274	50%	($2,452)	-43%	Fixed Fee	[b]	Y
	c) Tier Three - Major CUP									
	i) Class A - Standard	$5,726	62%	$9,176	100%	$3,450	60%	Fixed Fee	[b]	Y
	ii) Class B - Community Benefit	$5,726	62%	$6,882	75%	$1,156	20%	Fixed Fee	[b]	Y
	iii) Class C - Public Benefit	$5,726	62%	$5,046	55%	($680)	-12%	Fixed Fee	[b]	Y
	d) Tier Four - Complex CUP									
	i) Class A - Standard	$5,726	49%	$11,804	100%	$6,078	106%	Fixed Fee	[b]	Y
	ii) Class B - Community Benefit	$5,726	49%	$9,443	80%	$3,717	65%	Fixed Fee	[b]	Y
	iii) Class C - Public Benefit	$5,726	49%	$7,082	60%	$1,356	24%	Fixed Fee	[b]	Y
13	Home Occupation Permit	$155	32%	$245	50%	$90	58%	Fixed Fee		Y
14	Condo Conversion Permit	$7,500 Deposit; $5,000 Minimum Fee	100%	$10,000 Deposit; $7,500 Minimum Fee	100%	Varies	Varies	T&M with Deposit and Minimum Fee		N
15	Tree Removal Permit	$237	32%	$368	50%	$130	55%	Fixed Fee		Y
16	Use Permit Amendments	$2,849	53%	$5,390	100%	$2,541	89%	Fixed Fee		Y
17	Use Permit - Combined with Other Permits	100% of highest applicable permit fee, plus 50% of all other applicable permit fees		100% of highest applicable permit fee, plus 50% of all other applicable permit fees		No Change	No Change	Fixed Fee		N

		Service Time					Hourly Rate / Cost of Service				
							$245	$224	$219	$225	
	Fee Description	Planning	Engineering	Building	Police	Total	Planning	Engineering	Building	Police	Cost of Service
	Variances										
18	Minor Deviation	9.00				9.00	$2,205	$0	$0	$0	$2,205
19	Single Family Variance	20.00				20.00	$4,900	$0	$0	$0	$4,900
20	All Other Variance Requests	22.00				22.00	$5,390	$0	$0	$0	$5,390
	Policy / Plan Amendments										
21	Prezoning / Annexation										
22	Rezoning / Zoning Code Amendment (Includes Map and Text)	44.00				44.00	$10,780	$0	$0	$0	$10,780
23	Minor Development Plan Amendment	2.00				2.00	$490	$0	$0	$0	$490
24	General Plan Amendment										
25	Specific Plan Amendment										
	Subdivision / Mapping										
26	Subdivision / Tentative Map										
	a) Minor Subdivision / Parcel Map (4 Lots or Less)										
	b) Major Subdivision / Tract Map (5 or More Lots)										
27	Lot Line Adjustment										
28	Lot Merger										
29	Easement / Street Vacation / Existing Utility Review										
30	Final Map										
	a) Parcel Map										
	b) Tract Map										
31	SB 9 Unit	5.00	0.50	0.50	0.50	6.50	$1,225	$112	$110	$113	$1,559
	Amnesty ADU / Amesty JADU										
32	Amnesty ADU Fee	8.00				8.00	$1,960	$0	$0	$0	$1,960
33	Amnesty JADU Fee	2.50				2.50	$613	$0	$0	$0	$613

	Fee Description	Current Fee	Current Cost Recovery	Proposed Fee	Proposed Cost Recovery	Proposed Fee Change ($)	Proposed Fee Change (%)	Charge Basis	Note	Yearly Inflator
	Variances									
18	Minor Deviation	$729	33%	$1,654	75%	$925	127%	Fixed Fee		Y
19	Single Family Variance	$1,822	37%	$3,675	75%	$1,853	102%	Fixed Fee		Y
20	All Other Variance Requests	$5,223	97%	$5,390	100%	$167	3%	Fixed Fee		Y
	Policy / Plan Amendments									
21	Prezoning / Annexation	$20,000 Deposit; $14,000 Minimum Fee		$20,000 Deposit; $15,000 Minimum Fee		Varies	Varies	T&M with Deposit and Minimum Fee		N
22	Rezoning / Zoning Code Amendment (Includes Map and Text)	$10,446	97%	$10,780	100%	$334	3%	Fixed Fee		Y
23	Minor Development Plan Amendment	$475	97%	$490	100%	$15	3%	Fixed Fee		Y
24	General Plan Amendment	$10,000 Deposit; $7,000 Minimum Fee	100%	$10,000 Deposit; $8,000 Minimum Fee	100%	Varies	Varies	T&M with Deposit and Minimum Fee		N
25	Specific Plan Amendment	$10,000 Deposit; $7,000 Minimum Fee	100%	$10,000 Deposit; $8,000 Minimum Fee	100%	Varies	Varies	T&M with Deposit and Minimum Fee		N
	Subdivision / Mapping									
26	Subdivision / Tentative Map									
	a) Minor Subdivision / Parcel Map (4 Lots or Less)	$5,000 Deposit; $3,500 Minimum Fee	100%	$5,000 Deposit; $4,000 Minimum Fee	100%	Varies	Varies	T&M with Deposit and Minimum Fee		N
	b) Major Subdivision / Tract Map (5 or More Lots)	$7,500 Deposit; $5,000 Minimum Fee	100%	$10,000 Deposit; $6,000 Minimum Fee	100%	Varies	Varies	T&M with Deposit and Minimum Fee		N
27	Lot Line Adjustment	$2,000 Deposit; $1,400 Minimum Fee	100%	$2,500 Deposit; $2,000 Minimum Fee	100%	Varies	Varies	T&M with Deposit and Minimum Fee		N
28	Lot Merger	$2,000 Deposit; $1,400 Minimum Fee	100%	$2,500 Deposit; $2,000 Minimum Fee	100%	Varies	Varies	T&M with Deposit and Minimum Fee		N
29	Easement / Street Vacation / Existing Utility Review	$2,000 Deposit; $1,400 Minimum Fee	100%	$2,500 Deposit; $2,000 Minimum Fee	100%	Varies	Varies	T&M with Deposit and Minimum Fee		N
30	Final Map									
	a) Parcel Map	$5,000 Deposit; $3,500 Minimum Fee	100%	$5,000 Deposit; $4,000 Minimum Fee	100%	Varies	Varies	T&M with Deposit and Minimum Fee		N
	b) Tract Map	$7,500 Deposit; $5,000 Minimum Fee	100%	$10,000 Deposit; $6,000 Minimum Fee	100%	Varies	Varies	T&M with Deposit and Minimum Fee		N
31	SB 9 Unit	n/a - new	n/a - new	$1,559	100%	Varies	Varies	Fixed Fee		Y
	Amnesty ADU / Amesty JADU									
32	Amnesty ADU Fee	$1,540	79%	$1,960	100%	$420	27%	Fixed Fee	[c]	Y
33	Amnesty JADU Fee	$472	77%	$612	100%	$140	30%	Fixed Fee	[c]	Y

City of Pinole
User and Regulatory Fee Study
Cost of Service Calculation - Planning Fees

		Service Time					Hourly Rate / Cost of Service				
							$245	$224	$219	$225	
	Fee Description	Planning	Engineering	Building	Police	Total	Planning	Engineering	Building	Police	Cost of Service
	Environmental Review										
34	Categorical Exemption	2.00				2.00	$490	$0	$0	$0	$490
35	Initial Study	16.00				16.00	$3,920	$0	$0	$0	$3,920
36	Negative Declaration										
37	Mitigated Negative Declaration										
38	Environmental Impact Report										
	Agreements										
39	Development Agreement										
40	Affordable Housing Agreement										
41	Review of CC&R's										
	Other Development Services										
42	Interpretation (PMC Chapter 17.06)	8.00				8.00	$1,960	$0	$0	$0	$1,960
43	Extensions										
44	Appeals of Department, Administrative and Planning Commission Actions (Per Appeal)										
45	Zoning Administrator Hearing (Each Required Hearing)	3.00				3.00	$735	$0	$0	$0	$735
46	Planning Commission / City Council Hearing (Each Required Hearing)	4.00				4.00	$980	$0	$0	$0	$980
47	Records Research	0.50				0.50	$123	$0	$0	$0	$123
48	Address Assignment (per address)	1.50				1.50	$368	$0	$0	$0	$368
49	Zoning Verification Letter	3.00				3.00	$735	$0	$0	$0	$735
50	Pre-application Meeting	2.00				2.00	$490	$0	$0	$0	$490
51	Pre-approved ADU Plan Submittal	3.00				3.00	$735	$0	$0	$0	$735
52	Public Convenience and Necessity (PCN) Determination	5.00				5.00	$1,225	$0	$0	$0	$1,225

	Fee Description	Current Fee	Current Cost Recovery	Proposed Fee	Proposed Cost Recovery	Proposed Fee Change ($)	Proposed Fee Change (%)	Charge Basis	Note	Yearly Inflator
	Environmental Review									
34	Categorical Exemption	$276	56%	$294	60%	$18	6%	Fixed Fee		Y
35	Initial Study	$3,500 or Consultant Cost + 15%	100%	$4,000 or Consultant Cost + 15%	100%	Varies	Varies	Fixed Fee or T&M		N
36	Negative Declaration	$5,000 Deposit; $3,500 Minimum Fee	100%	$7,500 Deposit; $5,000 Minimum Fee	100%	Varies	Varies	T&M with Deposit and Minimum Fee		N
37	Mitigated Negative Declaration	$10,000 Deposit; $7,000 Minimum Fee	100%	$12,000 Deposit; $8,000 Minimum Fee	100%	Varies	Varies	T&M with Deposit and Minimum Fee		N
38	Environmental Impact Report	Consultant Cost + 15%; Deposit TBD	100%	Consultant Cost + 15%; Deposit TBD	100%	No Change	No Change	T&M with Deposit		N
	Agreements									
39	Development Agreement	$10,000 Deposit; $7,000 Minimum Fee	100%	$12,000 Deposit; $8,000 Minimum Fee	100%	Varies	Varies	T&M with Deposit and Minimum Fee		N
40	Affordable Housing Agreement	$10,000 Deposit; $7,000 Minimum Fee	100%	$12,000 Deposit; $8,000 Minimum Fee	100%	Varies	Varies	T&M with Deposit and Minimum Fee		N
41	Review of CC&R's	$2,500 Deposit; $1,750 Minimum Fee	100%	$5,000 Deposit; $2,500 Minimum Fee	100%	Varies	Varies	T&M with Deposit and Minimum Fee		N
	Other Development Services									
42	Interpretation (PMC Chapter 17.06)	n/a - new	n/a - new	$2,000 Deposit; $1,400 Minimum Fee		n/a - new	n/a - new	T&M with Deposit and Minimum Fee		N
43	Extensions	1/2 Original Fee		1/2 Original Fee		No Change	No Change	Fixed Fee		N
44	Appeals of Department, Administrative and Planning Commission Actions (Per Appeal)	$500 + $2,500 Deposit		$500 + $2,500 Deposit		No Change	No Change	T&M with Deposit and Minimum Fee	[d],[e]	N
45	Zoning Administrator Hearing (Each Required Hearing)	$536	73%	$551	75%	$16	3%	Fixed Fee		Y
46	Planning Commission / City Council Hearing (Each Required Hearing)	$712	73%	$735	75%	$23	3%	Fixed Fee		Y
47	Records Research	$100 per half hour after first hour	81%	$120 per half hour after first hour	98%	$20	20%	Per Hour		Y
48	Address Assignment (per address)	$339	92%	$367	100%	$28	8%	Fixed Fee		Y
49	Zoning Verification Letter	$237	32%	$735	100%	$498	210%	Fixed Fee	[f]	Y
50	Pre-application Meeting	$50/Division involved	10%	$100/Division involved	20%	$50	100%	Fixed Fee	[g]	Y
51	Pre-approved ADU Plan Submittal	$673	92%	$735	100%	$62	9%	Fixed Fee	[h]	Y
52	Public Convenience and Necessity (PCN) Determination	$711	58%	$1,225	100%	$514	72%	Fixed Fee		Y

	Fee Description	Service Time: Planning	Engineering	Building	Police	Total	Hourly Rate / Cost of Service: Planning $245	Engineering $224	Building $219	Police $225	Cost of Service
	Public Noticing										
53	Project Notification Sign										
54	Public Noticing (Administrative)	3.00				3.00	$735	$0	$0	$0	$735
55	Public Noticing (Public Hearing Required)	7.00				7.00	$1,715	$0	$0	$0	$1,715
56	Public Noticing (Deposit-Based Project)	10.00				10.00	$2,450	$0	$0	$0	$2,450
	Small Cell Wireless										
57	Small Cell: Right of Way Pole Usage Fee										
58	Small Cell Wireless Attachment Fee										
59	Small Cell Wireless New Pole										
	Affordable Housing Requests										
60	Equity-Share Payoff Demand	1.50				1.50	$368	$0	$0	$0	$368
61	Reconveyance	1.50				1.50	$368	$0	$0	$0	$368
62	Density Bonus Application	2.00				2.00	$490	$0	$0	$0	$490
	Redevelopment (Successor Agency)										
63	Loan Extension Application Fee (Commercial/Residential)	1.50				1.50	$368	$0	$0	$0	$368

	Fee Description	Current Fee	Current Cost Recovery	Proposed Fee	Proposed Cost Recovery	Proposed Fee Change ($)	Proposed Fee Change (%)	Charge Basis	Note	Yearly Inflator
	Public Noticing									
53	Project Notification Sign	$276 per sign (as needed)		$300 per sign (as needed)		$24	9%	Fixed Fee		N
54	Public Noticing (Administrative)	$497	68%	$515	70%	$18	4%	Fixed Fee		Y
55	Public Noticing (Public Hearing Required)	$773	45%	$1,115	65%	$342	44%	Fixed Fee		Y
56	Public Noticing (Deposit-Based Project)	Deposit		Deposit		No Change	No Change	T&M with Deposit and Minimum Fee		N
	Small Cell Wireless									
57	Small Cell: Right of Way Pole Usage Fee	$270 per pole annually		$270 per pole annually		No Change	No Change	Fixed Fee		N
58	Small Cell Wireless Attachment Fee	$500 for first five + $100 for each additional		$500 for first five + $100 for each additional		No Change	No Change	Fixed Fee		N
59	Small Cell Wireless New Pole	$1,000		$1,000		No Change	No Change	Fixed Fee		N
	Affordable Housing Requests									
60	Equity-Share Payoff Demand	$356	97%	$367	100%	$11	3%	Fixed Fee		Y
61	Reconveyance	$356	97%	$367	100%	$11	3%	Fixed Fee		Y
62	Density Bonus Application	$475	97%	$490	100%	$15	3%	Fixed Fee		Y
	Redevelopment (Successor Agency)									
63	Loan Extension Application Fee (Commercial/Residential)	$359	98%	$367	100%	$8	2%	Fixed Fee		Y

		Service Time					Hourly Rate / Cost of Service				
							$245	$224	$219	$225	
	Fee Description	Planning	Engineering	Building	Police	Total	Planning	Engineering	Building	Police	Cost of Service
	Other										
64	Business License Review	0.25				0.25	$61	$0	$0	$0	$61
65	Hardcopy Records Request										
66	Oversize documents										
	Technology Enhancement Fee										
67	Technology Fee (% of plan review and permit fee)										
	Violation Fees										
68	Penalty for Work Without Planning Approval										
	Hourly Rates and Fees for Services Not Listed in this Fee Schedule										
69	Rates for Services Not Listed Above										
	a) Planning Personnel (per hour)	1.00				1.00	$245	$0	$0	$0	$245
	b) Contract Planning, Peer Review, Architecture Review, Etc.										
	c) Specialized Attorney Services										

	Fee Description	Current Fee	Current Cost Recovery	Proposed Fee	Proposed Cost Recovery	Proposed Fee Change ($)	Proposed Fee Change (%)	Charge Basis	Note	Yearly Inflator
	Other									
64	Business License Review	$30	49%	$31	50%	$1	2%	Fixed Fee		Y
65	Hardcopy Records Request	$0.10 per single side page		$0.10 per single side page		No Change	No Change	Fixed Fee		N
66	Oversize documents	$3 per page		$3 per page		No Change	No Change	Fixed Fee		N
	Technology Enhancement Fee									
67	Technology Fee (% of plan review and permit fee)	10%		10%		No Change	No Change	Fixed Fee		N
	Violation Fees									
68	Penalty for Work Without Planning Approval	equal to permit fee		equal to permit fee		No Change	No Change	Fixed Fee		N
	Hourly Rates and Fees for Services Not Listed in this Fee Schedule									
69	Rates for Services Not Listed Above									
	a) Planning Personnel (per hour)	$237	97%	$245	100%	$8	3%	Per Hour		Y
	b) Contract Planning, Peer Review, Architecture Review, Etc.	Pass through of Actual Cost + 15%	100%	Pass through of Actual Cost + 15%	100%	No Change	No Change	T&M		N
	c) Specialized Attorney Services	Pass through of Actual Cost	100%	Pass through of Actual Cost	100%	No Change	No Change	T&M		N

	Service Time					Hourly Rate / Cost of Service				
						$245	$224	$219	$225	
Fee Description	Planning	Engineering	Building	Police	Total	Planning	Engineering	Building	Police	Cost of Service

[a] Temporary use permit fee may be reduced to $0 (no charge) for non-profit entities.

[b] See accompanying overview sheet for tier and benefit descriptions.

[c] To encourage the legalization of unpermitted ADUs/JADUs, the following fee reductions apply to homeowners participating in the ADU/JADU Amnesty Program:

Affordability Commitment Incentives: Homeowners who agree to restrict their ADU/JADU for a minimum of five (5) years to affordable rental rates receive the following fee reductions:
*Moderate-Income ADU/JADU: 50% reduction in applicable Amnesty ADU fees.
*Low-Income ADU/JADU: 100% reduction in applicable Amnesty ADU fees.

All homeowners receiving fee reductions for restricting homes for affordability must enter into an affordability covenant with the City for the specified period of time and agree to annual third-party rent monitoring.

Equity-Based Incentives: Homeowners qualified as moderate-income or lower are eligible for an additional fee reduction to increase participation:
*Moderate- and Lower-Income Homeowners: 50% reduction in Amnesty ADU/JADU fees, regardless of affordability commitment.

This reduction may be combined with the affordability commitment incentives, allowing qualifying homeowners to receive up to a full waiver of Amnesty ADU fees when designating an ADU for low-income affordability.

[d] Planning Commission Appeal requests initiated by the City Council members shall be accompanied by a $250 rather than $500 appellant fee. The $250 may be refundable if the appeal initiated by a majority of the City Council members that hear the appeal request.

[e] Depending on the subject of the appeal, specialized expertise may be solicited, at the expense of the applicant, for the purpose of providing input to the City Manager, Commissions, or City Council.

[f] Additional research beyond 1 hour will incur a charge per half hour at the current hourly rate.

[g] Fee is flat regardless of number of staff involved in meeting; fee is per division included in meeting.

[h] Additional review beyond 2 hours for Planning and 1 hour for Building will incur a charge per half hour at the current hourly rate.

Notes applicable to all fees:

[i] In addition to amounts shown above, applicant is responsible for all costs of outside agency review/services including, but not limited to, Fire District, LAFCO, Board of Equalization Fees, Department of Fish and Wildlife Fees, etc.

[j] Time & materials ("T&M") includes all costs including consultant costs, outside agency costs, noticing costs, etc.

[k] The deposit costs listed above are for the initial deposit only. Costs exceeding the initial deposit will be charged per the City’s hourly rate schedule and/or consultant rates as applicable. Unspent deposits will be refunded.

[l] Deposit amounts listed will be monitored for periodic adjustments to reflect annual cost inflation. Initial deposit amount of $1,000 or less will be adjusted annually to the nearest dollar. Initial deposit amounts of $1,000 to $5,000 will be adjusted in $500 increments. Initial deposit amounts of $5,000 or greater, will be adjusted in $1,000 increments.

Fee Description	Current Fee	Current Cost Recovery	Proposed Fee	Proposed Cost Recovery	Proposed Fee Change ($)	Proposed Fee Change (%)	Charge Basis	Note	Yearly Inflator

[a] Temporary use permit fee may be reduced to $0 (no charge) for non-profit entities.

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[l] Deposit amounts listed will be monitored for periodic adjustments to reflect annual cost inflation. Initial deposit amount of $1,000 or less will be adjusted annually to the nearest dollar. Initial deposit amounts of $1,000 to $5,000 will be adjusted in $500 increments. Initial deposit amounts of $5,000 or greater, will be adjusted in $1,000 increments.

Conditional Use Permits (CUP) - Overview and Examples of Permit Fee Tiers	Description	Typical Applicants
Tier One - Minor CUP	Low-impact uses that typically occupy an existing building or tenant space and require limited staff review. Applications generally involve minimal operational impacts, little or no site modification, and limited anticipated public concern.	Fitness studio; artist studio; artisan shop; private schools; art / antique / collectible store; personal services; massage therapy establishment; medical services (general); banks and financial services; thrift store; neighborhood market; animal grooming; call center; temporary office; offices in existing commercial space; child day care facility in an existing building.
Tier Two - Standard CUP	Uses may involve operational conditions related to parking, traffic, hours of operation, noise, or neighborhood compatibility. Applications generally require moderate staff review and coordination among departments.	Restaurants; alcoholic beverage sales; churches and religious institutions; community centers; veterinary facilities; funeral homes; grocery stores; outdoor sales; indoor amusement and entertainment facilities; indoor fitness and sports facilities; hotels and motels; bed and breakfast inns; medical extended care facilities; commercial recreation uses; temporary uses seeking time periods longer than otherwise allowed.
Tier Three - Major CUP	Uses that commonly generate higher levels of public interest, operational impacts, or technical review. Applications may require specialized analysis, significant conditions of approval, or review by multiple departments.	Bars and nightclubs; drive-through sales and service; firearm or firearm ammunition sales; smoke shops; wireless communication facilities; auto and vehicle sales; commercial kennels; car washes; vehicle service facilities; outdoor commercial recreation; commercial equestrian facilities; hospitals; extended stay hotels; check cashing businesses; pawn shops.
Tier Four - Complex CUP	Uses involving substantial staff review, potential environmental review, technical studies, multiple departments, significant public interest, or complex operating characteristics. Applications may require specialized analysis, significant conditions of approval, or review by multiple departments.	Mobile home parks; hospitals; extended care facilities; multifamily housing requiring a CUP; single-room occupancy facilities; manufacturing (major); recycling processing facilities; recycling scrap and dismantling facilities; storage yards; warehouse / distribution facilities; large vehicle service facilities; adult-oriented businesses; major outdoor recreation facilities; cemeteries; commercial equestrian facilities.

Conditional Use Permits (CUP) - Overview of Classes for Cost Recovery	Description	Typical Applicants
Class A - Standard Projects	Applies to all conditional use permit applications that do not meet criteria for Class B or Class C. Projects in this class represent the City's baseline level of review and are subject to full cost recovery fees.	Private commercial businesses; general services; offices; other uses that do not provide a defined community benefit function beyond those associated with normal commercial operations.
Class B - Community Benefit Projects	Applies to projects that contribute to local community services or economic vitality but do not qualify as high priority public benefit uses. Projects in this class are eligible for a reduced fee to promote neighborhood-serving and community-supportive uses.	Non-profit organizations providing community, cultural, educational, or social services; small businesses (10 FTE or less and gross receipts less than $500K); licensed childcare facilities that do not participate in state-subsidized programs; religious institutions, community centers, and similar uses; other uses that provide a general community benefit as determined by the Director. Applicants must demonstrate eligibility through documentation such as non-profit status, business size verification, or other materials as required by the City.
Class C - Public Benefit Projects	Applies to projects that provide significant public benefit aligned with adopted City Council priorities. These projects are eligible for a substantially reduced fee to encourage development that advances critical public goals.	Affordable housing developments, including deed-restricted units, special needs housing, and supportive housing; licensed childcare facilities that provide state-subsidized or income-eligible childcare services; non-profit organizations delivering essential human services such as food assistance, health services, youth services, or shelter-related support; projects implementing programs or actions identified as priorities in the General Plan, Housing Element, or other adopted City policies; other high impact public or human service uses, as determined by the Director. Applicants must submit documentation verifying eligibility such as regulatory agreements, program participation, or proof of service.

<u>User and Regulatory Fees</u>

Cost of Service Analysis

Code Enforcement Fees

City of Pinole

User and Regulatory Fee Study

Allocation of Annual Labor Effort - Code Enforcement Fees

Position	Hourly	FTE	Yearly	Total Hours Per FTE	Less: Holiday & Leave	Productive Hours Per FTE	Total Productive Hours	Note
CODE ENFORCEMENT OFFICER	$58	1.00	$120,304	2,080	296	1,784	1,784	[a],[b]
Total		1.00	$120,304				1,784	

Allocation of Hours	Share	Total	Note
Indirect	38%	678	[b]
Direct	62%	1,106	[b]
Total	100%	1,784	

[a] Source: FY 25/26 adopted budget.

[b] Direct/Indirect hours are intended to serve as reasonable estimates. Amounts will vary from year-to-year depending on activity, projects, and City Council priorities.

City of Pinole
User and Regulatory Fee Study
Calculation of Fully-Burdened Hourly Rate - Code Enforcement Fees

Recurring Expenditures[a]

Fund	Fund Desc	Dept	Dept Desc	Division	Division Desc	Account	Account Desc	Total	Adjustment	Allocable Expense	Note
100	General Fund	46	Comm Dev	465	Code Enforcement	40101	Salary & Wages/Full Time	$100,896	$0	$100,896	
100	General Fund	46	Comm Dev	465	Code Enforcement	40201	Overtime	$29,541	($29,541)	$0	
100	General Fund	46	Comm Dev	465	Code Enforcement	40312	Other Pay/Safety Equipment	$200	$0	$200	
100	General Fund	46	Comm Dev	465	Code Enforcement	41001	Emp Benefits/Medical-Active	$32,824	$0	$32,824	
100	General Fund	46	Comm Dev	465	Code Enforcement	41002	Emp Benefits/Dental	$1,577	$0	$1,577	
100	General Fund	46	Comm Dev	465	Code Enforcement	41003	Emp Benefits/Vision Care	$199	$0	$199	
100	General Fund	46	Comm Dev	465	Code Enforcement	41004	Emp Benefits/PERS Retirement	$8,537	$0	$8,537	
100	General Fund	46	Comm Dev	465	Code Enforcement	41005	Emp Benefits/Employee Assista	$47	$0	$47	
100	General Fund	46	Comm Dev	465	Code Enforcement	41007	Emp Benefits/Life-ADD	$229	$0	$229	
100	General Fund	46	Comm Dev	465	Code Enforcement	41008	Emp Benefits/Long Term Disabil	$299	$0	$299	
100	General Fund	46	Comm Dev	465	Code Enforcement	41009	Emp Benefits/Workers Comp	$8,287	$0	$8,287	
100	General Fund	46	Comm Dev	465	Code Enforcement	41010	Emp Benefits/FICA - Medicare	$1,894	$0	$1,894	
100	General Fund	46	Comm Dev	465	Code Enforcement	41012	Emp Benefits/Unemployment In	$127	$0	$127	
100	General Fund	46	Comm Dev	465	Code Enforcement	42101	Prof Svcs/Professional Service	$28,480	($28,480)	$0	
100	General Fund	46	Comm Dev	465	Code Enforcement	42201	Office Expense	$1,000	$0	$1,000	
100	General Fund	46	Comm Dev	465	Code Enforcement	42202	Office Exp/Printing & Binding	$7,000	$0	$7,000	
100	General Fund	46	Comm Dev	465	Code Enforcement	42301	Travel & Training/Conf-Registrat	$1,000	$0	$1,000	
100	General Fund	46	Comm Dev	465	Code Enforcement	42302	Travel & Training/Mileage, Toll,	$5,400	$0	$5,400	
100	General Fund	46	Comm Dev	465	Code Enforcement	42303	Travel & Training/Meal Allowan	$500	$0	$500	
100	General Fund	46	Comm Dev	465	Code Enforcement	42401	Dues & Pub/Memberships	$1,225	$0	$1,225	
100	General Fund	46	Comm Dev	465	Code Enforcement	42512	Admin Exp/Abatement	$30,000	($30,000)	$0	
100	General Fund	46	Comm Dev	465	Code Enforcement	44301	Other Materials Supp/Fuel	$2,000	$0	$2,000	
100	General Fund	46	Comm Dev	465	Code Enforcement	44410	Safety Clothing	$2,298	$0	$2,298	
100	General Fund	46	Comm Dev	465	Code Enforcement	46122	Admin Debits	$120,195	($120,195)	$0	
100	General Fund	46	Comm Dev	465	Code Enforcement	46124	IS Charges	$5,116	$0	$5,116	
100	General Fund	46	Comm Dev	465	Code Enforcement	46126	Legal Charges	$20,000	($20,000)	$0	
100	General Fund	46	Comm Dev	465	Code Enforcement	46201	Insurance/General Liability	$9,179	$0	$9,179	
Total								$418,050	($228,216)	$189,834	

Allocation of Citywide Overhead

Description	C'wide OH Rate	Mod Op Exp	Allocation of C'wide OH	Note
Citywide Overhead Allocation	17.4%	$189,834	$33,031	[b]

Allocation of Total Costs

Description	Total	Share	Note
Direct Expenses	$189,834	85%	
Allocation of Citywide Overhead	$33,031	15%	
Total	$222,865	100%	

Calculation of Fully-Burdened Hourly Rate

Description	Total	Note
Costs	$222,865	
Direct Hours	1,106	[c]
Fully-Burdened Hourly Rate	$201	

[a] Source: FY 25/26 Adopted Budget.

[b] Source: Citywide overhead cost allocation plan.

[c] See separate worksheet.

City of Pinole
User and Regulatory Fee Study
Cost of Service Calculation - Code Enforcement Fees

		Service Time					Hourly Rate / Cost of Service				
							$192	$201	$325	$225	
	Fee Description	Finance	Code Enf.	Special'zd Attorney	Hearing Officer	Total	Finance	Code Enf.	Special'zd Attorney	Hearing Officer	Cost of Service
1	Courtesy Inspection										
	a) First Inspection		1.00			1.00	$0	$201	$0	$0	$201
	b) Second Inspection to Verify Violation Corrected		1.00			1.00	$0	$201	$0	$0	$201
	c) Each Additional Inspection		1.00			1.00	$0	$201	$0	$0	$201
2	Re-Inspection Fee		1.00			1.00	$0	$201	$0	$0	$201
3	Abatement Warrant		8.00	3.00		11.00	$0	$1,608	$975	$0	$2,583
4	Serving Notice		0.50			0.50	$0	$101	$0	$0	$101
5	Lien Approval Fee	0.50	8.00	3.00		11.50	$96	$1,608	$975	$0	$2,679
6	Special Assessment Approval Fee	0.50	8.00	3.00		11.50	$96	$1,608	$975	$0	$2,679
7	Lien Release Fee	0.50	4.00	1.00		5.50	$96	$804	$325	$0	$1,225
8	Tobacco Retailer License										
	a) New	0.50	2.00			2.50	$96	$402	$0	$0	$498
	b) Renewal	0.50	2.00			2.50	$96	$402	$0	$0	$498
	c) Late Renewal	0.33	2.00			2.33	$64	$402	$0	$0	$466
	d) Suspension Appeal	2.00	8.00	20.00		30.00	$384	$1,608	$6,500	$0	$8,492
	e) Citation Appeal		8.00		6.00	14.00	$0	$1,608	$0	$1,350	$2,958
9	Request for Extension of Time										
	a) First Request		1.00			1.00	$0	$201	$0	$0	$201
	b) Second and Subsequent Requests (each)		1.00			1.00	$0	$201	$0	$0	$201
10	Oversized and Non-Motorized Vehicle Visitor Parking Permit		4.00			4.00	$0	$804	$0	$0	$804
11	Pre-application Meeting		1.00			1.00	$0	$201	$0	$0	$201
12	Permit Records Research Fee										
	a) Base Fee - Includes Up to 2 hours		2.00			2.00	$0	$402	$0	$0	$402
	b) Each Additional Hour, or Fraction Thereof, In Excess of 2 hours		1.00			1.00	$0	$201	$0	$0	$201
13	Property Owner Requested - Code Enforcement Case Meeting										
	a) First Request		1.00			1.00	$0	$201	$0	$0	$201
	b) Second and Subsequent Requests (each)		1.00			1.00	$0	$201	$0	$0	$201
14	Hardcopy Records Request										
15	Oversize documents										

	Fee Description	Current Fee	Current Cost Recovery	Proposed Fee	Proposed Cost Recovery	Proposed Fee Change ($)	Proposed Fee Change (%)	Charge Basis	Note	Yearly Inflator
1	Courtesy Inspection									
	a) First Inspection	No Charge	0%	No Charge	0%	No Change	No Change	Fixed Fee		N
	b) Second Inspection to Verify Violation Corrected	No Charge	0%	No Charge	0%	No Change	No Change	Fixed Fee		N
	c) Each Additional Inspection	$85	42%	$100	50%	$15	17%	Fixed Fee		Y
2	Re-Inspection Fee	$85	42%	$100	50%	$15	17%	Fixed Fee		Y
3	Abatement Warrant	$340	13%	$1,250	48%	$910	268%	Fixed Fee		Y
4	Serving Notice	$42	42%	$50	50%	$8	19%	Fixed Fee		Y
5	Lien Approval Fee	$165	6%	$1,300	49%	$1,135	686%	Fixed Fee		Y
6	Special Assessment Approval Fee	$165	6%	$1,300	49%	$1,135	686%	Fixed Fee		Y
7	Lien Release Fee	$165	13%	$600	49%	$435	263%	Fixed Fee		Y
8	Tobacco Retailer License									
	a) New	$332	67%	$475	95%	$143	43%	Fixed Fee		Y
	b) Renewal	$332	67%	$475	95%	$143	43%	Fixed Fee		Y
	c) Late Renewal	Same as Business Lic.		Same as Business Lic.		No Change	No Change	Fixed Fee		N
	d) Suspension Appeal	$332	4%	$700	8%	$368	111%	Fixed Fee	[a]	Y
	e) Citation Appeal	$332	11%	$700	24%	$368	111%	Fixed Fee	[a]	Y
9	Request for Extension of Time									
	a) First Request	No Charge	0%	No Charge	0%	No Change	No Change	Fixed Fee		N
	b) Second and Subsequent Requests (each)	$39	19%	$50	25%	$11	28%	Fixed Fee		Y
10	Oversized and Non-Motorized Vehicle Visitor Parking Permit	bill hourly; 1-hour min.	99%	bill hourly; 1-hour min.	100%	No Change	No Change	Per Hour	[b]	Y
11	Pre-application Meeting	$50/Division involved	25%	$100/Division involved	50%	$50	100%	Fixed Fee	[c]	Y
12	Permit Records Research Fee									
	a) Base Fee - Includes Up to 2 hours	n/a - new	n/a - new	$200	50%	n/a - new	n/a - new	Fixed Fee		Y
	b) Each Additional Hour, or Fraction Thereof, In Excess of 2 hours	n/a - new	n/a - new	$100	50%	n/a - new	n/a - new	Per Hour		Y
13	Property Owner Requested - Code Enforcement Case Meeting									
	a) First Request	n/a - new	n/a - new	No Charge	0%	n/a - new	n/a - new	Fixed Fee		N
	b) Second and Subsequent Requests (each)	n/a - new	n/a - new	$100/Division involved	50%	n/a - new	n/a - new	Fixed Fee	[c]	Y
14	Hardcopy Records Request	$0.10 per single side page		$0.10 per single side page		No Change	No Change	Fixed Fee		N
15	Oversize documents	$3 per page		$3 per page		No Change	No Change	Fixed Fee		N

		Service Time					Hourly Rate / Cost of Service				
							$192	$201	$325	$225	
	Fee Description	Finance	Code Enf.	Special'zd Attorney	Hearing Officer	Total	Finance	Code Enf.	Special'zd Attorney	Hearing Officer	Cost of Service
16	Appeals										
	a) Notice and Order Appeal		16.00	20.00		36.00	$0	$3,216	$6,500	$0	$9,716
	b) Notice of Violations Appeal		16.00	20.00		36.00	$0	$3,216	$6,500	$0	$9,716
	c) Administrative Citation Appeal		16.00		6.00	22.00	$0	$3,216	$0	$1,350	$4,566
17	Technology Fee (% of Fee)										
18	Late Payment Penalty										
19	Rates for Services Not Listed Above										
	a) Code Enforcement Personnel (per hour)		1.00			1.00	$0	$201	$0	$0	$201
	b) Specialized Services Including, but not limited to, Attorney and Abatement Services										

[a] Depending on the subject of the appeal, specialized expertise may be solicited, at the expense of the applicant, for the purpose of providing input to the City Manager, Commissions, or City Council.

[b] Pinole Municipal Code Section 8.24.035.C.3

[c] Fee is flat regardless of number of staff involved in meeting; fee is per division included in meeting.

	Fee Description	Current Fee	Current Cost Recovery	Proposed Fee	Proposed Cost Recovery	Proposed Fee Change ($)	Proposed Fee Change (%)	Charge Basis	Note	Yearly Inflator
16	Appeals									
	a) Notice and Order Appeal	$635	7%	$700	7%	$65	10%	Fixed Fee	[a]	Y
	b) Notice of Violations Appeal	$635	7%	$700	7%	$65	10%	Fixed Fee	[a]	Y
	c) Administrative Citation Appeal	$28	1%	$80	2%	$52	189%	Fixed Fee	[a]	N
17	Technology Fee (% of Fee)	10%		10%		No Change	No Change	Fixed Fee		N
18	Late Payment Penalty	5% of unpaid amount		5% of unpaid amount		No Change	No Change	Fixed Fee		N
19	Rates for Services Not Listed Above									
	a) Code Enforcement Personnel (per hour)	$170	85%	$200	100%	$30	17%	Per Hour		Y
	b) Specialized Services Including, but not limited to, Attorney and Abatement Services	Pass through of Actual Cost	100%	Pass through of Actual Cost	100%	No Change	No Change	T&M		N

[a] Depending on the subject of the appeal, specialized expertise may be solicited, at the expense of the applicant, for the purpose of providing input to the City Manager, Commissions, or City Council.

[b] Pinole Municipal Code Section 8.24.035.C.3

[c] Fee is flat regardless of number of staff involved in meeting; fee is per division included in meeting.

<u>User and Regulatory Fees</u>

Cost of Service Analysis

Engineering and Encroachment Permit Fees

City of Pinole

User and Regulatory Fee Study

Allocation of Annual Labor Effort - Engineering Fees

Position	Hourly	FTE	Yearly	Total Hours Per FTE	Less: Holiday & Leave	Productive Hours Per FTE	Note
PW DIRECTOR	$117	1.00	$242,322	2,080	296	1,784	[a],[b]
CAPITAL IMPROVEMENT MANA	$83	1.00	$173,296	2,080	296	1,784	[a],[b]
MANAGEMENT ANALYST	$59	1.00	$123,303	2,080	296	1,784	[a],[b]
JUNIOR ENGINEER	$58	1.00	$121,090	2,080	296	1,784	[a],[b]
PW SPECIALIST	$53	1.00	$109,696	2,080	296	1,784	[a],[b]
PW SPECIALIST	$53	1.00	$109,696	2,080	296	1,784	[a],[b]
Total		6.00	$879,404			10,704	

Contract Services

Description	Total	Est Hrly Cost	Total Hours	Note
Annual Contract Services	$25,000	$200	125	[c]

Total Productive Hours	Total	Note
In-House	10,704	
Contract	125	
Total	10,829	

Allocation of Hours	Share	Total	Note
Indirect	35%	3,790	[b]
Direct	65%	7,039	[b]
Total	100%	10,829	

[a] Source: FY 25/26 adopted budget.

[b] Direct/Indirect hours are intended to serve as reasonable estimates. Amounts will vary from year-to-year depending on activity, projects, and City Council priorities.

[c] Amounts intended to serve as reasonable estimates of market rates for contract service providers.

City of Pinole
User and Regulatory Fee Study
Calculation of Fully-Burdened Hourly Rate - Engineering

Recurring Expenditures[a]

Fund	Fund Desc	Dept	Dept Desc	Division	Division Desc	Account	Account Desc	Total	Adjustment	Allocable Expense	Notes
100	General Fund	34	Public Works	341	Administration/Engineering	40101	Salary & Wages/Full Time	$787,551	$0	$787,551	
100	General Fund	34	Public Works	341	Administration/Engineering	40202	FLSA Overtime	$87	($87)	$0	
100	General Fund	34	Public Works	341	Administration/Engineering	40306	Other Pay/Medical In Lieu	$5,400	$0	$5,400	
100	General Fund	34	Public Works	341	Administration/Engineering	40307	Other Pay/Education Incentive	$4,500	$0	$4,500	
100	General Fund	34	Public Works	341	Administration/Engineering	40312	Other Pay/Safety Equipment	$400	$0	$400	
100	General Fund	34	Public Works	341	Administration/Engineering	41001	Emp Benefits/Medical-Active	$128,771	$0	$128,771	
100	General Fund	34	Public Works	341	Administration/Engineering	41002	Emp Benefits/Dental	$7,102	$0	$7,102	
100	General Fund	34	Public Works	341	Administration/Engineering	41003	Emp Benefits/Vision Care	$1,194	$0	$1,194	
100	General Fund	34	Public Works	341	Administration/Engineering	41004	Emp Benefits/PERS Retirement	$66,120	$0	$66,120	
100	General Fund	34	Public Works	341	Administration/Engineering	41005	Emp Benefits/Employee Assista	$280	$0	$280	
100	General Fund	34	Public Works	341	Administration/Engineering	41007	Emp Benefits/Life-ADD	$1,606	$0	$1,606	
100	General Fund	34	Public Works	341	Administration/Engineering	41008	Emp Benefits/Long Term Disabil	$1,837	$0	$1,837	
100	General Fund	34	Public Works	341	Administration/Engineering	41009	Emp Benefits/Workers Comp	$50,278	$0	$50,278	
100	General Fund	34	Public Works	341	Administration/Engineering	41010	Emp Benefits/FICA - Medicare	$11,570	$0	$11,570	
100	General Fund	34	Public Works	341	Administration/Engineering	41012	Emp Benefits/Unemployment In	$768	$0	$768	
100	General Fund	34	Public Works	341	Administration/Engineering	42101	Prof Svcs/Professional Service	$25,000	$0	$25,000	
100	General Fund	34	Public Works	341	Administration/Engineering	42107	Prof Svcs/Equipment Maintenar	$3,000	$0	$3,000	
100	General Fund	34	Public Works	341	Administration/Engineering	42201	Office Expense	$2,500	$0	$2,500	
100	General Fund	34	Public Works	341	Administration/Engineering	42301	Travel & Training/Conf-Registrat	$3,000	$0	$3,000	
100	General Fund	34	Public Works	341	Administration/Engineering	42302	Travel & Training/Mileage, Toll,	$3,000	$0	$3,000	
100	General Fund	34	Public Works	341	Administration/Engineering	42303	Travel & Training/Meal Allowan	$750	$0	$750	
100	General Fund	34	Public Works	341	Administration/Engineering	42401	Dues & Pub/Memberships	$1,200	$0	$1,200	
100	General Fund	34	Public Works	341	Administration/Engineering	42506	Admin Exp/Bonds	$175	$0	$175	
100	General Fund	34	Public Works	341	Administration/Engineering	42510	Admin Exp/Software Purch	$18,000	$0	$18,000	
100	General Fund	34	Public Works	341	Administration/Engineering	42515	Admin Exp/Special Events	$2,500	$0	$2,500	
100	General Fund	34	Public Works	341	Administration/Engineering	46121	Admin Credits	($956,437)	$956,437	$0	
100	General Fund	34	Public Works	341	Administration/Engineering	46122	Admin Debits	$14,325	($14,325)	$0	
100	General Fund	34	Public Works	341	Administration/Engineering	46124	IS Charges	$151,887	$0	$151,887	
100	General Fund	34	Public Works	341	Administration/Engineering	46126	Legal Charges	$8,000	$0	$8,000	
100	General Fund	34	Public Works	341	Administration/Engineering	46201	Insurance/General Liability	$55,689	$0	$55,689	
100	General Fund	34	Public Works	341	Administration/Engineering	47103	FF&E/Furniture & Appliances	$2,500	$0	$2,500	
Total								$402,553	$942,025	$1,344,578	

Allocation of Citywide Overhead

Description	C'wide OH Rate	Mod Op Exp	Allocation of C'wide OH	Notes
Citywide Overhead Allocation	17.4%	$1,344,578	$233,957	[b]

Allocation of Total Costs

Description	Total	Share	Notes
Direct Expenses	$1,344,578	85%	
Allocation of Citywide Overhead	$233,957	15%	
Total	$1,578,535	100%	

City of Pinole

User and Regulatory Fee Study

Calculation of Fully-Burdened Hourly Rate - Engineering

Calculation of Fully-Burdened Hourly Rate

Description	Total	Note
Costs	$1,578,535	
Direct Hours	7,039	[c]
Fully-Burdened Hourly Rate	$224	

Calculation of Cost Multiplier for Fully-Burdened Hourly Rate (Apply to Base Salary Cost Per Hour)

Description	FTE	Annual Hours Per FTE	Total Annual Hours	Estimated Salaries	Hourly Wage Rate Only Assuming Total Annual Hours	Fully-Burdened Hourly Rate	Indirect Cost Rate Multiplier (ICR) for FBHR
Administration/Engineering	6.00	2,080	12,480	$879,404	$70	$224	3.18

Calculation of Fully-Burdened Hourly Rate by Position

Position	Total Salaries	Total FTE	Avg Salary Per FTE	Avg Salary Per Hour	ICR for Fully-Burdened Hourly Rate	Fully-Burdened Hourly Rate	OT Salary Per Hour	Fully-Burdened Hourly Rate (OT)	Indirect Cost Rate Multiplier (ICR) for OT
PW DIRECTOR	$242,322	1.00	$242,322	$117	3.18	$370	n/a	n/a	n/a
CAPITAL IMPROVEMENT MANAGER	$173,296	1.00	$173,296	$83	3.18	$265	n/a	n/a	n/a
MANAGEMENT ANALYST	$123,303	1.00	$123,303	$59	3.18	$188	$89	$218	2.45
JUNIOR ENGINEER	$121,090	1.00	$121,090	$58	3.18	$185	$87	$214	2.45
PW SPECIALIST	$109,696	1.00	$109,696	$53	3.18	$168	$79	$194	2.45
PW SPECIALIST	$109,696	1.00	$109,696	$53	3.18	$168	$79	$194	2.45

City of Pinole
User and Regulatory Fee Study
Calculation of Fully-Burdened Hourly Rate - Engineering

Revenue [a]

Account	Description	Total	Note
100-341-33214	Permits/Sidewalk Permit	$1,200	
100-341-33216	Permits/General Permit	$20,000	
100-341-33219	Permits/Grading Permit	$5,000	
100-341-33221	Permits/Encroachment Permit	$250,000	
100-341-34111	Review Fees/Plan Check Fee - In house	$500	
100-341-34213	Fees/Map-Plan Sales Fee	$250	
100-341-34214	Fees/Photocopy Fee	$1,000	
100-341-34215	Fees/Inspection Fee	$1,000	
100-341-34217	Fees/Permit Automate-Tech Fee	$20,000	
100-341-34226	Fees/Expedited Permit/Plan Review	$0	
100-341-34227	Fees/Professional Svc. Fees	$25,000	
100-341-34232	Fees/Issuance/Processing Fee	$500	
100-341-34233	Fees/Permit Renewal/Time Extension	$10,000	
100-341-38404	Other Rev/Miscellaneous Revenue	$100	
Total		$334,550	

[a] Source: FY 25/26 Adopted Budget.
[b] Source: Citywide overhead cost allocation plan.
[c] See separate worksheet.

	Fee Description	Service Time	Hourly Rate	Cost of Service	Current Fee	Current Cost Recovery	Proposed Fee	Proposed Cost Recovery	Proposed Fee Change ($)	Proposed Fee Change (%)	Charge Basis	Note	Yearly Inflator
	Encroachment Permit Fees												
1	Permit Issuance Fee (applies to all encroachment permits)	0.75	$224	$168	$165	98%	$168	100%	$3	2%	Fixed Fee		Y
2	Permit Renewal Fee / Time Extension	0.50	$224	$112	$111	99%	$112	100%	$1	1%	Fixed Fee		Y
3	Permit Fee												
	a) Sewer Lateral												
	i) Base Permit Fee	1.00	$224	$224	$221	99%	$224	100%	$3	1%	Fixed Fee		Y
	ii) Video Inspection, If Required	0.50	$224	$112	$110	99%	$112	100%	$2	1%	Fixed Fee		Y
	b) Concrete Flat Work or Under Sidewalk Drain												
	i) Up to 500 SF	2.00	$224	$448	$442	99%	$448	100%	$6	1%	Fixed Fee		Y
	ii) Add for Each Additional 500 SF	0.50	$224	$112	$110	99%	$112	100%	$2	1%	Fixed Fee		Y
	c) Street Cut or Drainage Modifications												
	i) < 10 CY excavated	3.00	$224	$672	$663	99%	$672	100%	$9	1%	Fixed Fee		Y
	ii) Add for Each Additional 10 CY	1.50	$224	$336	$331	99%	$336	100%	$5	1%	Fixed Fee		Y
	d) Utility Pole - Set, Relocate or Remove (each)	2.00	$224	$448	$442	99%	$448	100%	$6	1%	Fixed Fee		Y
	e) Utilities Structure Inspection	1.50	$224	$336	$331	99%	$336	100%	$5	1%	Fixed Fee		Y
	f) Storage in Public Right-of-Way for Moving Pods (up to two weeks)	0.50	$224	$112	$110	99%	$112	100%	$2	1%	Fixed Fee		Y
	g) Landscape Maintenance	0.50	$224	$112	$110	99%	$112	100%	$2	1%	Fixed Fee		Y
	h) Temporary Staging for Items Not Listed Above	0.50	$224	$112	$110	99%	$112	100%	$2	1%	Fixed Fee		Y
	i) Block Party Permit				Permit Issuance Fee	varies	Permit Issuance Fee	varies	No Change	No Change	Fixed Fee		N
	j) Vendor Permit				Permit Issuance Fee	varies	Permit Issuance Fee	varies	No Change	No Change	Fixed Fee		N
	k) Traffic Control Only	1.00	$224	$224	$221	99%	$224	100%	$3	1%	Fixed Fee		Y
	l) Major Project											[a]	
	i) First Day	3.00	$224	$672	$663	99%	$672	100%	$9	1%	Fixed Fee		Y
	ii) Each Additional Day	1.50	$224	$336	$331	99%	$336	100%	$5	1%	Fixed Fee		Y
	m) Projects Greater than Two Weeks in Duration				$4,000 Deposit		$5,000 Deposit	100%			T&M with		N
	n) Permit Types Not Listed	1.00	$224	$224	$221	99%	$224	100%	$3	1%	Per Hour		Y
4	Other Applicable Fees, if Required												
	a) Traffic Control Plan Review	1.50	$224	$336	$331	99%	$336	100%	$5	1%	Fixed Fee		Y
	b) Revocable Encroachment Permit / Hold Harmless Agreement	2.50	$224	$560	$552	99%	$560	100%	$8	1%	Fixed Fee		Y
5	Permit Bond / Deposit												
	a) One-year maintenance bond for street cuts equal to the value of the work or as determined by Public Works Director / City Engineer.				Varies - See description	n/a	Varies - See description	n/a	No Change	No Change	Refundable Deposit		N
	b) Bond for concrete work, including curb, gutter and sidewalk drains. Deposit is equal to the value of the work or as determined by Public Works Director / City Engineer. Deposit is returned upon passing final inspection for concrete work.				Varies - See description	n/a	Varies - See description	n/a	No Change	No Change	Refundable Deposit		N
	c) One-year maintenance bond for storm drainage modifications equal to the value of the work or as determined by Public Works Director / City Engineer.				Varies - See description	n/a	Varies - See description	n/a	No Change	No Change	Refundable Deposit		N

#	Fee Description	Service Time	Hourly Rate	Cost of Service	Current Fee	Current Cost Recovery	Proposed Fee	Proposed Cost Recovery	Proposed Fee Change ($)	Proposed Fee Change (%)	Charge Basis	Note	Yearly Inflator
	Grading Fees												
6	Grading Plan Review												
	a) 0 - 50 CY				No Charge	n/a	No Charge	n/a	No Change	No Change	Fixed Fee		N
	b) 50 to 10,000 CY	4.50	$224	$1,008.00	$993.81	99%	$1,008.00	100%	$14.19	1%	Fixed Fee		Y
	c) 10,001 to 100,000 CY												
	i) Base Fee for Up to 10,000 CY	6.50	$224	$1,456.00	$1,435.50	99%	$1,456.00	100%	$20.50	1%	Fixed Fee		Y
	ii) Fee for Each Additional 1,000 CY, or fraction thereof, up to 100,000 CY			$83.38	n/a	n/a	$83.38	100%	n/a	n/a	Fixed Fee		Y
	d) Greater than 100,000 CY												
	i) Base Fee for Up to 100,000 CY	40.00	$224	$8,960.00	$1,435.50	16%	$8,960.00	100%	$7,524.50	524%	Fixed Fee		Y
	ii) Fee for Each Additional 10,000 CY, or fraction thereof, above 100,000 CY	1.50	$224	$336.00	$331.27	99%	$336.00	100%	$4.73	1%	Fixed Fee		Y
7	Grading Permit Issuance	1.00	$224	$224	$221	99%	$224	100%	$3	1%	Fixed Fee		Y
8	Grading Permit Bond (per CY)				$6	n/a	$6	n/a	No Change	No Change	Refundable Deposit		Y
9	Grading Inspection												
	a) 0 - 50 CY				No Charge	n/a	No Charge	n/a	No Change	No Change	Fixed Fee		N
	b) 50 to 10,000 CY	6.00	$224	$1,344.00	$1,325.08	99%	$1,344.00	100%	$18.92	1%	Fixed Fee	[b]	Y
	c) 10,001 to 100,000 CY												
	i) Base Fee for Up to 10,000 CY	12.00	$224	$2,688.00	$2,650.15	99%	$2,688.00	100%	$37.85	1%	Fixed Fee		Y
	ii) Fee for Each Additional 1,000 CY, or fraction thereof, up to 100,000 CY			$49.78	n/a	n/a	$49.78	100%	n/a	n/a	Fixed Fee		Y
	d) Greater than 100,000 CY												
	i) Base Fee for Up to 100,000 CY	32.00	$224	$7,168.00	$1,435.50	20%	$7,168.00	100%	$5,732.50	399%	Fixed Fee		Y
	ii) Fee for Each Additional 10,000 CY, or fraction thereof, above 100,000 CY	1.00	$224	$224.00	$220.85	99%	$224.00	100%	$3.15	1%	Fixed Fee		Y
	Erosion and Clean Water (Including Full Trash Capture System)												
10	Stormwater Pollution Prevention Construction Permit: C.6 Inspections (Permits for Construction Projects that Require Stormwater Pollution Prevention, Includes Monthly Inspection)												
	a) Less than 1-Acre Hillside Site, Requiring an Erosion and Sediment Control Plan	3.00	$224	$672	$663	99%	$672	100%	$9	1%	Fixed Fee	[c]	Y
	b) More than 1-Acre Requiring an Erosion and Sediment Control Plan	6.00	$224	$1,344	$1,325	99%	$1,344	100%	$19	1%	Fixed Fee	[c]	Y
	c) Re-Inspections (Due to Fail in Maintaining BMP's)	1.00	$224	$224	$221	99%	$224	100%	$3	1%	Fixed Fee	[c]	Y
11	C.3 Fees for Projects Which Create or Replace More than 10,000 SF of Impervious Surface												
	a) Stormwater Control Plan Review / Approval	4.50	$224	$1,008	$994	99%	$1,008	100%	$14	1%	Fixed Fee	[c]	Y
	b) Operations and Maintenance Plan Review / Approval	2.50	$224	$560	$552	99%	$560	100%	$8	1%	Fixed Fee	[c]	Y
	c) Annual Inspection Fee												
	i) Up to 25,000 SF	4.00	$224	$896	$883	99%	$896	100%	$13	1%	Fixed Fee	[c]	Y
	ii) Greater than 25,000 SF	8.00	$224	$1,792	$1,767	99%	$1,792	100%	$25	1%	Fixed Fee	[c]	Y

	Fee Description	Service Time	Hourly Rate	Cost of Service	Current Fee	Current Cost Recovery	Proposed Fee	Proposed Cost Recovery	Proposed Fee Change ($)	Proposed Fee Change (%)	Charge Basis	Note	Yearly Inflator
	Oversize Load Permit Fee												
12	Oversize Load Permit Fee												
	a) Per Day				$18	n/a	$16	n/a	($2)	-9%	Fixed Fee	[d]	N
	b) Annual				$99	n/a	$90	n/a	($9)	-9%	Fixed Fee	[d]	N
	Pre-Application Meeting												
13	Pre-application Meeting	1.00	$224	$224	$50/Division involved	22%	$100/Division involved	45%	$50	100%	Fixed Fee	[e]	Y
	Temporary Barricade Delivery / Pickup												
14	Temporary Barricade Delivery / Pickup												
	a) Temporary Barricade Delivery / Pickup	2.00	$115	$230	$221	96%	$230	100%	$9	4%	Fixed Fee		Y
	b) Refundable Security Deposit				TBD by Public Works Director / City Engineer	n/a	TBD by Public Works Director / City Engineer	n/a	No Change	No Change	Deposit		N
	Other												
15	After Hours Inspection (per hour) (4-hour minimum)	1.20	$224	$269	$265	99%	$268	100%	$3	1%	Per Hour		Y
16	Re-inspection Fee / Missed Inspection / Excessive Inspection Fee (2nd Time or More)	1.00	$224	$224	$221	99%	$224	100%	$3	1%	Per Hour	[f]	Y
17	Excessive Resubmittals	1.00	$224	$224	$221	99%	$224	100%	$3	1%	Per Hour	[f]	Y
18	Revisions	1.00	$224	$224	$221	99%	$224	100%	$3	1%	Per Hour		Y
	Expedited Permit / Plan Review Fees												
19	Expedited Permit / Plan Review Fees				1.5x standard fee		1.5x standard fee		No Change	No Change			N
	Technology Enhancement Fee												
20	Technology Fee (% of plan review and permit fee)				10%		10%		No Change	No Change			N
	Violation Fees												
21	Investigation Fee For Work Done Without Permits (In addition to applicable permit fees)				equal to permit fee		equal to permit fee		No Change	No Change			N
	Hourly Rates and Fees for Services Not Listed in this Fee Schedule												
22	In-House Public Works Personnel	1.00	$224	$224	$221	99%	$224	100%	$3	1%	Per Hour		Y
23	Contract Service Providers				Pass through of Actual Cost + 15%	100%	Pass through of Actual Cost + 15%	100%	No Change	No Change	Time & Materials		N
24	Attorney Services				Pass through of Actual Cost	100%	Pass through of Actual Cost	100%	No Change	No Change	Time & Materials		N

Fee Description	Service Time	Hourly Rate	Cost of Service	Current Fee	Current Cost Recovery	Proposed Fee	Proposed Cost Recovery	Proposed Fee Change ($)	Proposed Fee Change (%)	Charge Basis	Note	Yearly Inflator

[a] Major Projects include ground disturbing activities, projects lasting longer than three days, or projects that require permanent traffic control for the duration of the project (e.g., excavation, trenching, boring).

[b] Fee includes up to 8 inspections. Any additional inspections will be charged at hourly rate.

[c] If a contract service provider is used for these reviews, the City may pass through of actual cost, plus 15% to the applicant, rather than fixed fee amounts listed.

[d] Fee set to match current Caltrans fee.

[e] Fee is flat regardless of number of staff involved in meeting; fee is per division included in meeting.

[f] All fees include up to three plan checks and inspection and re-inspection. The City will bill hourly for additional plan review and inspections required.

~~[c] Fee includes up to 16 inspections. Any additional inspections will be charged at hourly rate.~~

<u>User and Regulatory Fees</u>

Cost of Service Analysis

Police Fees

City of Pinole

User and Regulatory Fee Study

Allocation of Annual Labor Effort - Police Fees - Police Operations (General Fund)

Position	Hourly	FTE	Yearly	Total Hours Per FTE	Less: Holiday & Leave	Productive Hours Per FTE	Total Productive Hours	Note
POLICE CHIEF	$135	1.00	$279,881	2,080	296	1,784	1,784	[a],[b]
COMMANDER	$111	1.00	$230,658	2,080	296	1,784	1,784	[a],[b]
SERGEANT	$73	4.00	$610,157	2,080	296	1,784	7,136	[a],[b]
POLICE OFFICER	$63	14.00	$1,823,113	2,080	296	1,784	24,976	[a],[b]
Total		20.00	$2,943,809				35,680	

Allocation of Hours	Share	Total	Note
Indirect	10%	3,568	[b]
Direct	90%	32,112	[b]
Total	100%	35,680	

[a] Source: FY 25/26 adopted budget.

[b] Direct/Indirect hours are intended to serve as reasonable estimates. Amounts will vary from year-to-year depending on activity, projects, and City Council priorities.

City of Pinole

User and Regulatory Fee Study

Calculation of Fully-Burdened Hourly Rate - Police Fees - Police Operations (General Fund)

Recurring Expenditures[a]

Fund	Fund Desc	Dept	Dept Desc	Division	Division Desc	Account	Account Desc	Total	Adjustment	Allocable Expense	Note
100	General Fund	22	Police	221	Police Operations	40101	Salary & Wages/Full Time	$2,827,548	$0	$2,827,548	
100	General Fund	22	Police	221	Police Operations	40103	Salary & Wages/Vacation Leave	$25,000	($25,000)	$0	[b]
100	General Fund	22	Police	221	Police Operations	40105	Salary & Wages/Holiday Pay	$140,124	($140,124)	$0	[b]
100	General Fund	22	Police	221	Police Operations	40108	Salary & Wages/Longevity Pay	$13,059	$0	$13,059	
100	General Fund	22	Police	221	Police Operations	40201	Overtime	$237,438	($237,438)	$0	[b]
100	General Fund	22	Police	221	Police Operations	40202	FLSA Overtime	$17,731	($17,731)	$0	[b]
100	General Fund	22	Police	221	Police Operations	40301	Other Pay/Shift Differential	$31,318	($31,318)	$0	[b]
100	General Fund	22	Police	221	Police Operations	40302	Other Pay/Standby Pay	$10,920	($10,920)	$0	[b]
100	General Fund	22	Police	221	Police Operations	40303	Other Pay/Acting	$22,388	($22,388)	$0	[b]
100	General Fund	22	Police	221	Police Operations	40305	Other Pay/Uniform Allowance	$20,000	$0	$20,000	
100	General Fund	22	Police	221	Police Operations	40306	Other Pay/Medical In Lieu	$28,800	$0	$28,800	
100	General Fund	22	Police	221	Police Operations	40307	Other Pay/Education Incentive	$127,441	$0	$127,441	
100	General Fund	22	Police	221	Police Operations	40308	Other Pay/Bilingual Pay	$3,543	$0	$3,543	
100	General Fund	22	Police	221	Police Operations	40309	K9 Allowance	$6,967	($6,967)	$0	[b]
100	General Fund	22	Police	221	Police Operations	40312	Other Pay/Safety Equipment	$5,100	$0	$5,100	
100	General Fund	22	Police	221	Police Operations	41001	Emp Benefits/Medical-Active	$345,915	$0	$345,915	
100	General Fund	22	Police	221	Police Operations	41002	Emp Benefits/Dental	$22,795	$0	$22,795	
100	General Fund	22	Police	221	Police Operations	41003	Emp Benefits/Vision Care	$3,980	$0	$3,980	
100	General Fund	22	Police	221	Police Operations	41004	Emp Benefits/PERS Retirement	$1,810,179	$0	$1,810,179	
100	General Fund	22	Police	221	Police Operations	41005	Emp Benefits/Employee Assistar	$980	$0	$980	
100	General Fund	22	Police	221	Police Operations	41007	Emp Benefits/Life-ADD	$5,943	$0	$5,943	
100	General Fund	22	Police	221	Police Operations	41008	Emp Benefits/Long Term Disabil	$7,787	$0	$7,787	
100	General Fund	22	Police	221	Police Operations	41009	Emp Benefits/Workers Comp	$219,153	$0	$219,153	
100	General Fund	22	Police	221	Police Operations	41010	Emp Benefits/FICA - Medicare	$51,002	$0	$51,002	
100	General Fund	22	Police	221	Police Operations	41012	Emp Benefits/Unemployment In	$3,346	$0	$3,346	
100	General Fund	22	Police	221	Police Operations	42101	Prof Svcs/Professional Service	$54,712	($54,712)	$0	[b]
100	General Fund	22	Police	221	Police Operations	42106	Prof Svcs/Software Maintenance	$29,945	($29,945)	$0	[b]
100	General Fund	22	Police	221	Police Operations	42107	Prof Svcs/Equipment Maintenar	$65,100	($65,100)	$0	[b]
100	General Fund	22	Police	221	Police Operations	42301	Travel & Training/Conf-Registrat	$40,800	$0	$40,800	
100	General Fund	22	Police	221	Police Operations	42304	Travel & Training/Officer Wellne	$35,000	$0	$35,000	
100	General Fund	22	Police	221	Police Operations	42401	Dues & Pub/Memberships	$3,175	$0	$3,175	
100	General Fund	22	Police	221	Police Operations	42514	Admin Exp/Special Depart	$25,300	($25,300)	$0	[b]
100	General Fund	22	Police	221	Police Operations	44301	Other Materials Supp/Fuel	$73,000	$0	$73,000	
100	General Fund	22	Police	221	Police Operations	44410	Safety Clothing	$12,500	$0	$12,500	
100	General Fund	22	Police	221	Police Operations	46121	Admin Credits	($776,147)	$776,147	$0	[b]
100	General Fund	22	Police	221	Police Operations	46126	Legal Charges	$20,000	$0	$20,000	
100	General Fund	22	Police	221	Police Operations	46201	Insurance/General Liability	$242,738	$0	$242,738	
100	General Fund	22	Police	221	Police Operations	47105	FF&E/Equipment (not-capitalize	$4,340	$0	$4,340	
100	General Fund	22	Police	221	Police Operations	47106	FF&E/Computer Equipment (not	$4,900	$0	$4,900	
Total								$5,823,820	$109,204	$5,933,024	

City of Pinole

User and Regulatory Fee Study

Calculation of Fully-Burdened Hourly Rate - Police Fees - Police Operations (General Fund)

Allocation of Citywide Overhead

Description	C'wide OH Rate	Mod Op Exp	Allocation of C'wide OH	Note
Citywide Overhead Allocation	17.4%	$5,933,024	$1,032,346	[c]

Allocation of Total Costs

Description	Total	Share	Note
Direct Expenses	$5,933,024	85%	
Allocation of Citywide Overhead	$1,032,346	15%	
Total	$6,965,370	100%	

Calculation of Fully-Burdened Hourly Rate

Description	Total	Note
Costs	$6,965,370	
Direct Hours	32,112	[d]
Fully-Burdened Hourly Rate	$217	

Calculation of Cost Multiplier for Fully-Burdened Hourly Rate (Apply to Base Salary Cost Per Hour)

Description	FTE	Annual Hours Per FTE	Total Annual Hours	Estimated Salaries	Hourly Wage Rate Only Assuming Total Annual Hours	Fully-Burdened Hourly Rate	Indirect Cost Rate Multiplier (ICR) for FBHR
Police Operations	20.00	2,080	41,600	$2,943,809	$71	$217	3.07

Calculation of Fully-Burdened Hourly Rate by Position

Position	Total Salaries	Total FTE	Avg Salary Per FTE	Avg Salary Per Hour	ICR for Fully-Burdened Hourly Rate	Fully-Burdened Hourly Rate
POLICE CHIEF	$279,881	1.00	$279,881	$135	3.07	$413
COMMANDER	$230,658	1.00	$230,658	$111	3.07	$340
SERGEANT	$610,157	4.00	$152,539	$73	3.07	$225
POLICE OFFICER	$1,823,113	14.00	$130,222	$63	3.07	$192

[a] Source: FY 25/26 Adopted Budget.

[b] Adjustment to exclude overtime, non-utility/insurance/ISF services and supplies, etc. This is intended to develop a conservative fully burdened hourly labor rate for periodic service requests.

[c] Source: Citywide overhead cost allocation plan.

[d] See separate worksheet. Amounts will vary from year-to-year depending on activity, projects, and City Council priorities.

City of Pinole

User and Regulatory Fee Study

Allocation of Annual Labor Effort - Police Fees - Police Support Services (General Fund)

Position	Hourly	FTE	Yearly	Total Hours Per FTE	Less: Holiday & Leave	Productive Hours Per FTE	Total Productive Hours	Note
POLICE PROPERTY SPECIALIST	$46	1.00	$95,816	2,080	296	1,784	1,784	[a],[b]
ADMINISTRATIVE ASSISTANT	$45	1.00	$92,831	2,080	296	1,784	1,784	[a],[b]
COMMUNITY SERVICE OFFICER	$44	2.00	$182,450	2,080	296	1,784	3,568	[a],[b]
POLICE RECORDS SPECIALIST	$38	2.00	$156,601	2,080	296	1,784	3,568	[a],[b]
Total		6.00	$527,698				10,704	

Allocation of Hours	Share	Total	Note
Indirect	10%	1,070	[b]
Direct	90%	9,634	[b]
Total	100%	10,704	

[a] Source: FY 25/26 adopted budget.

[b] Direct/Indirect hours are intended to serve as reasonable estimates. Amounts will vary from year-to-year depending on activity, projects, and City Council priorities.

City of Pinole

User and Regulatory Fee Study

Calculation of Fully-Burdened Hourly Rate - Police Fees - Police Support Services (General Fund)

Recurring Expenditures[a]

Fund	Fund Desc	Dept	Dept Desc	Division	Division Desc	Account	Account Desc	Total	Adjustment	Allocable Expense	Note
100	General Fund	22	Police	222	Police Support Services	40101	Salary & Wages/Full Time	$458,300	$0	$458,300	
100	General Fund	22	Police	222	Police Support Services	40305	Other Pay/Uniform Allowance	$1,950	$0	$1,950	
100	General Fund	22	Police	222	Police Support Services	40306	Other Pay/Medical In Lieu	$2,700	$0	$2,700	
100	General Fund	22	Police	222	Police Support Services	40307	Other Pay/Education Incentive	$1,800	$0	$1,800	
100	General Fund	22	Police	222	Police Support Services	40312	Other Pay/Safety Equipment	$260	$0	$260	
100	General Fund	22	Police	222	Police Support Services	41001	Emp Benefits/Medical-Active	$90,897	$0	$90,897	
100	General Fund	22	Police	222	Police Support Services	41002	Emp Benefits/Dental	$5,041	$0	$5,041	
100	General Fund	22	Police	222	Police Support Services	41003	Emp Benefits/Vision Care	$995	$0	$995	
100	General Fund	22	Police	222	Police Support Services	41004	Emp Benefits/PERS Retirement	$86,422	$0	$86,422	
100	General Fund	22	Police	222	Police Support Services	41005	Emp Benefits/Employee Assistar	$280	$0	$280	
100	General Fund	22	Police	222	Police Support Services	41007	Emp Benefits/Life-ADD	$1,046	$0	$1,046	
100	General Fund	22	Police	222	Police Support Services	41008	Emp Benefits/Long Term Disabil	$1,440	$0	$1,440	
100	General Fund	22	Police	222	Police Support Services	41009	Emp Benefits/Workers Comp	$29,328	$0	$29,328	
100	General Fund	22	Police	222	Police Support Services	41010	Emp Benefits/FICA - Medicare	$6,743	$0	$6,743	
100	General Fund	22	Police	222	Police Support Services	41012	Emp Benefits/Unemployment In	$448	$0	$448	
100	General Fund	22	Police	222	Police Support Services	42101	Prof Svcs/Professional Service	$164,914	($164,914)	$0	[b]
100	General Fund	22	Police	222	Police Support Services	42106	Prof Svcs/Software Maintenance	$16,630	($16,630)	$0	[b]
100	General Fund	22	Police	222	Police Support Services	42107	Prof Svcs/Equipment Maintenan	$7,050	($7,050)	$0	[b]
100	General Fund	22	Police	222	Police Support Services	42108	Prof Svcs/Building-Structure Ma	$23,445	($23,445)	$0	[b]
100	General Fund	22	Police	222	Police Support Services	42201	Office Expense	$44,520	($44,520)	$0	[b]
100	General Fund	22	Police	222	Police Support Services	42301	Travel & Training/Conf-Registrat	$10,100	$0	$10,100	
100	General Fund	22	Police	222	Police Support Services	42401	Dues & Pub/Memberships	$420	$0	$420	
100	General Fund	22	Police	222	Police Support Services	42501	Admin Exp/Bank Fees	$1,000	($1,000)	$0	[b]
100	General Fund	22	Police	222	Police Support Services	42514	Admin Exp/Special Depart	$21,620	($21,620)	$0	[b]
100	General Fund	22	Police	222	Police Support Services	43102	Utilities/Water	$5,000	($5,000)	$0	[b]
100	General Fund	22	Police	222	Police Support Services	43103	Utilities/Electricity & Power	$75,000	($75,000)	$0	[b]
100	General Fund	22	Police	222	Police Support Services	43105	Utilities/Cable	$2,050	$0	$2,050	
100	General Fund	22	Police	222	Police Support Services	44410	Safety Clothing	$1,500	$0	$1,500	
100	General Fund	22	Police	222	Police Support Services	46124	IS Charges	$373,051	$0	$373,051	
100	General Fund	22	Police	222	Police Support Services	46201	Insurance/General Liability	$32,485	$0	$32,485	
100	General Fund	22	Police	222	Police Support Services	47105	FF&E/Equipment (not-capitalize	$2,400	$0	$2,400	
Total								$1,468,835	($359,179)	$1,109,656	

City of Pinole

User and Regulatory Fee Study

Calculation of Fully-Burdened Hourly Rate - Police Fees - Police Support Services (General Fund)

Allocation of Citywide Overhead

Description	C'wide OH Rate	Mod Op Exp	Allocation of C'wide OH	Note
Citywide Overhead Allocation	17.4%	$1,109,656	$193,080	[c]

Allocation of Total Costs

Description	Total	Share	Note
Direct Expenses	$1,109,656	85%	
Allocation of Citywide Overhead	$193,080	15%	
Total	$1,302,736	100%	

Calculation of Fully-Burdened Hourly Rate

Description	Total	Note
Costs	$1,302,736	
Direct Hours	9,634	[d]
Fully-Burdened Hourly Rate	$135	

[a] Source: FY 25/26 Adopted Budget.

[b] Adjustment to exclude overtime, non-utility/insurance/ISF services and supplies, etc. This is intended to develop a conservative fully burdened hourly labor rate for periodic service requests.

[c] Source: Citywide overhead cost allocation plan.

[d] See separate worksheet. Amounts will vary from year-to-year depending on activity, projects, and City Council priorities.

City of Pinole

User and Regulatory Fee Study

Allocation of Annual Labor Effort - Police Fees - Police Dispatch (General Fund)

Position	Hourly	FTE	Yearly	Total Hours Per FTE	Less: Holiday & Leave	Productive Hours Per FTE	Total Productive Hours	Note
LEAD DISPATCHER	$53	2.00	$219,946	2,080	296	1,784	3,568	[a],[b]
DISPATCHER	$49	10.00	$1,027,352	2,080	296	1,784	17,840	[a],[b]
Total		12.00	$1,247,297				21,408	

Allocation of Hours	Share	Total	Note
Indirect	10%	2,141	[b]
Direct	90%	19,267	[b]
Total	100%	21,408	

[a] Source: FY 25/26 adopted budget.

[b] Direct/Indirect hours are intended to serve as reasonable estimates. Amounts will vary from year-to-year depending on activity, projects, and City Council priorities.

City of Pinole

User and Regulatory Fee Study

Calculation of Fully-Burdened Hourly Rate - Police Fees - Police Dispatch (General Fund)

Recurring Expenditures[a]

Fund	Fund Desc	Dept	Dept Desc	Division	Division Desc	Account	Account Desc	Total	Adjustment	Allocable Expense	Note
100	General Fund	22	Police	223	Dispatch WBCC	40101	Salary & Wages/Full Time	$1,204,420	$0	$1,204,420	
100	General Fund	22	Police	223	Dispatch WBCC	40102	Salary & Wages/Part Time	$40,000	($40,000)	$0	[b]
100	General Fund	22	Police	223	Dispatch WBCC	40103	Salary & Wages/Vacation Leave	$10,000	($10,000)	$0	[b]
100	General Fund	22	Police	223	Dispatch WBCC	40105	Salary & Wages/Holiday Pay	$23,162	($23,162)	$0	[b]
100	General Fund	22	Police	223	Dispatch WBCC	40107	Salary & Wages/Comp Time Pay	$2,770	($2,770)	$0	[b]
100	General Fund	22	Police	223	Dispatch WBCC	40108	Salary & Wages/Longevity Pay	$9,463	$0	$9,463	
100	General Fund	22	Police	223	Dispatch WBCC	40201	Overtime	$175,000	($175,000)	$0	[b]
100	General Fund	22	Police	223	Dispatch WBCC	40202	FLSA Overtime	$14,717	($14,717)	$0	[b]
100	General Fund	22	Police	223	Dispatch WBCC	40301	Other Pay/Shift Differential	$22,061	($22,061)	$0	[b]
100	General Fund	22	Police	223	Dispatch WBCC	40303	Other Pay/Acting	$3,963	($3,963)	$0	[b]
100	General Fund	22	Police	223	Dispatch WBCC	40305	Other Pay/Uniform Allowance	$9,000	$0	$9,000	
100	General Fund	22	Police	223	Dispatch WBCC	40306	Other Pay/Medical In Lieu	$28,800	$0	$28,800	
100	General Fund	22	Police	223	Dispatch WBCC	40307	Other Pay/Education Incentive	$22,819	$0	$22,819	
100	General Fund	22	Police	223	Dispatch WBCC	40308	Other Pay/Bilingual Pay	$8,393	$0	$8,393	
100	General Fund	22	Police	223	Dispatch WBCC	41001	Emp Benefits/Medical-Active	$207,044	$0	$207,044	
100	General Fund	22	Police	223	Dispatch WBCC	41002	Emp Benefits/Dental	$16,332	$0	$16,332	
100	General Fund	22	Police	223	Dispatch WBCC	41003	Emp Benefits/Vision Care	$2,388	$0	$2,388	
100	General Fund	22	Police	223	Dispatch WBCC	41004	Emp Benefits/PERS Retirement	$314,222	$0	$314,222	
100	General Fund	22	Police	223	Dispatch WBCC	41005	Emp Benefits/Employee Assista	$560	$0	$560	
100	General Fund	22	Police	223	Dispatch WBCC	41007	Emp Benefits/Life-ADD	$2,860	$0	$2,860	
100	General Fund	22	Police	223	Dispatch WBCC	41008	Emp Benefits/Long Term Disabil	$3,447	$0	$3,447	
100	General Fund	22	Police	223	Dispatch WBCC	41009	Emp Benefits/Workers Comp	$91,669	$0	$91,669	
100	General Fund	22	Police	223	Dispatch WBCC	41010	Emp Benefits/FICA - Medicare	$21,370	$0	$21,370	
100	General Fund	22	Police	223	Dispatch WBCC	41012	Emp Benefits/Unemployment In	$1,400	$0	$1,400	
100	General Fund	22	Police	223	Dispatch WBCC	42101	Prof Svcs/Professional Service	$9,645	($9,645)	$0	[b]
100	General Fund	22	Police	223	Dispatch WBCC	42105	Prof Svcs/Network Maintenance	$16,000	($16,000)	$0	[b]
100	General Fund	22	Police	223	Dispatch WBCC	42106	Prof Svcs/Software Maintenance	$12,000	($12,000)	$0	[b]
100	General Fund	22	Police	223	Dispatch WBCC	42107	Prof Svcs/Equipment Maintenan	$9,000	($9,000)	$0	[b]
100	General Fund	22	Police	223	Dispatch WBCC	42108	Prof Svcs/Building-Structure Ma	$6,500	($6,500)	$0	[b]
100	General Fund	22	Police	223	Dispatch WBCC	42201	Office Expense	$2,000	$0	$2,000	
100	General Fund	22	Police	223	Dispatch WBCC	42301	Travel & Training/Conf-Registrat	$10,000	$0	$10,000	
100	General Fund	22	Police	223	Dispatch WBCC	42401	Dues & Pub/Memberships	$150	$0	$150	
100	General Fund	22	Police	223	Dispatch WBCC	42514	Admin Exp/Special Depart	$1,500	$0	$1,500	
100	General Fund	22	Police	223	Dispatch WBCC	43102	Utilities/Water	$1,200	$0	$1,200	
100	General Fund	22	Police	223	Dispatch WBCC	43103	Utilities/Electricity & Power	$15,000	$0	$15,000	
100	General Fund	22	Police	223	Dispatch WBCC	46122	Admin Debits	$253,591	($253,591)	$0	
100	General Fund	22	Police	223	Dispatch WBCC	46124	IS Charges	$66,790	$0	$66,790	
100	General Fund	22	Police	223	Dispatch WBCC	46201	Insurance/General Liability	$101,535	$0	$101,535	
Total								$2,740,771	($598,409)	$2,142,362	

City of Pinole

User and Regulatory Fee Study

Calculation of Fully-Burdened Hourly Rate - Police Fees - Police Dispatch (General Fund)

Allocation of Citywide Overhead

Description	C'wide OH Rate	Mod Op Exp	Allocation of C'wide OH	Note
Citywide Overhead Allocation	17.4%	$2,142,362	$372,771	[c]

Allocation of Total Costs

Description	Total	Share	Note
Direct Expenses	$2,142,362	85%	
Allocation of Citywide Overhead	$372,771	15%	
Total	$2,515,133	100%	

Calculation of Fully-Burdened Hourly Rate

Description	Total	Note
Costs	$2,515,133	
Direct Hours	19,267	[d]
Fully-Burdened Hourly Rate	$131	

[a] Source: FY 25/26 Adopted Budget.

[b] Adjustment to exclude part-time, overtime, non-utility/insurance/ISF services and supplies, etc. This is intended to develop a conservative fully burdened hourly labor rate for periodic service requests.

[c] Source: Citywide overhead cost allocation plan.

[d] See separate worksheet. Amounts will vary from year-to-year depending on activity, projects, and City Council priorities.

City of Pinole

User and Regulatory Fee Study

Cost of Service Calculation - Police Fees

		Service Time			Hourly Rate / Cost of Svc											
					$217	$135										
	Fee Description	Operations	Support Svcs	Total	Operations	Support Svcs	Cost of Service	Current Fee	Current Cost Recovery	Proposed Fee	Proposed Cost Recovery	Proposed Fee Change ($)	Proposed Fee Change (%)	Charge Basis	Note	Yearly Inflator
1	Citation Sign-Off															
	a) Residents	0.17		0.17	$36	$0	$36	No Charge	n/a	No Charge	n/a	No Change	No Change	Fixed Fee		N
	b) Non-Residents	0.17		0.17	$36	$0	$36	$10	28%	$20	55%	$10	100%	Fixed Fee		N
2	Clearance Letter: Resident Criminal History Check		0.33	0.33	$0	$45	$45	$25	56%	$45	100%	$20	80%	Fixed Fee		N
3	Emergency Response - Impaired Driver Accident; False Police Report							Actual Cost		Actual Cost; $12,000 maximum	100%			Time & Materials	[a]	N
4	Excessive Noise Response (e.g., Loud Party) (per 24-hour period)															
	a) First	0.50	0.17	0.67	$109	$23	$131	varies	varies	No Charge	n/a	varies	varies	Fixed Fee		N
	b) Second	0.50	0.17	0.67	$109	$23	$131	varies	varies	$250	95%	varies	varies	Fixed Fee		N
5	False Alarm Response (per calendar year)															
	a) First	0.50	0.17	0.67	$109	$23	$131	varies	varies	No Charge	n/a	varies	varies	Fixed Fee		N
	b) Second	0.50	0.17	0.67	$109	$23	$131	varies	varies	No Charge	n/a	varies	varies	Fixed Fee		N
	c) Third	0.50	0.17	0.67	$109	$23	$131	varies	varies	$150	38%	varies	varies	Fixed Fee		N
	d) Fourth	0.50	0.17	0.67	$109	$23	$131	varies	varies	$200	67%	varies	varies	Fixed Fee		N
	e) Fifth and Subsequent	0.50	0.17	0.67	$109	$23	$131	varies	varies	$250	varies	varies	varies	Fixed Fee		N
6	Fingerprinting Fee															
	a) Live Scan		0.33	0.33	$0	$45	$45	$40 - $50	varies	$45	100%	varies	varies	Fixed Fee		Y
	b) Live Scan FBI Clearance							$19	n/a	$19	100%	No Change	No Change	Fixed Fee	[b]	N
	c) Live Scan DOJ Clearance							$32	n/a	$32	100%	No Change	No Change	Fixed Fee	[b]	N
7	Records, Photographs, Footage Supplied on Digital Media Device							varies	varies	$20	100%	varies	varies	Fixed Fee		N
8	Report Copies															
	a) Domestic Violence Victims, Identity Theft, Face Page of Traffic Collision							No Charge	n/a	No Charge	n/a	No Change	No Change	Fixed Fee		N
	b) All Others		0.25	0.25	$0	$34	$34	$1 per each 5 pages	varies	$20	59%	varies	varies	Fixed Fee		N
9	Subpoena															
	a) Civil Subpoena							Actual Costs ($150 deposit)	n/a	Actual Cost; with $275 per day initial amount	n/a	varies	varies	per day; per employee	[c],[d],[e],[f]	N
	b) Subpoena Duces Tecum							$6 per 1/4 hour	n/a	See Note	n/a	No Change	No Change	Time & Materials	[c],[g]	N
	c) Non-Civil Subpoena							Actual Cost	n/a	See Note	n/a	No Change	No Change	Time & Materials	[c],[h]	N

City of Pinole

User and Regulatory Fee Study

Cost of Service Calculation - Police Fees

	Fee Description	Service Time: Operations	Service Time: Support Svcs	Service Time: Total	Hourly Rate / Cost of Svc: Operations ($217)	Hourly Rate / Cost of Svc: Support Svcs ($135)	Cost of Service	Current Fee	Current Cost Recovery	Proposed Fee	Proposed Cost Recovery	Proposed Fee Change ($)	Proposed Fee Change (%)	Charge Basis	Note	Yearly Inflator
10	Vehicle Release															
	a) Vehicle Release	1.00	0.50	1.50	$217	$68	$285	$160	56%	$284	100%	$124	78%	Fixed Fee		Y
	b) Victim (stolen car, etc.) Reduction	1.00	0.50	1.50	$217	$68	$285	No Charge	n/a	No Charge	n/a	No Change	No Change	Fixed Fee		N
11	Vehicle Repossession Reimbursement							$15	n/a	$15	n/a	No Change	No Change	Fixed Fee	[a],[i]	N
12	Weapons Seizure, Storage & Return	1.00	1.00	2.00	$217	$135	$352	$225	64%	$352	100%	$127	56%	Fixed Fee		Y
	Police Permits															
13	Carry Concealed Weapon Permit															
	a) Initial Application	2.50	0.50	3.00	$543	$68	$610	$200	33%	$610	100%	$410	205%	Fixed Fee	[j]	Y
	b) Renewal Application	2.00	0.50	2.50	$434	$68	$502	Actual Cost	varies	$501	100%	varies	varies	Fixed Fee	[j]	Y
	c) Permit Amendment	0.75	0.50	1.25	$163	$68	$230	Actual Cost	varies	$230	100%	varies	varies	Fixed Fee	[k]	Y
	d) Psychological Assessment							$150		Pass-through of Actual Cost		varies	varies	Pass-Through	[k]	N
14	Firearms Dealer's Licensing															
	a) Initial	1.25	1.00	2.25	$271	$135	$406	$325	80%	$406	100%	$81	25%	Fixed Fee		Y
	b) Renewal	0.50	1.00	1.50	$109	$135	$244	$200	82%	$243	100%	$43	22%	Fixed Fee		Y
	c) Penalty for Late Application of Firearms Dealer's License							50% of License fee + License fee	n/a	50% of License fee + License fee	n/a	No Change	No Change	Fixed Fee		N
15	Rotation Tow Franchise Fee															
	a) Rotation Tow Franchise Fee	1.25	1.00	2.25	$271	$135	$406	$300	74%	$406	100%	$106	35%	Fixed Fee		Y
	b) New Driver		0.50	0.50	$0	$68	$68	$25	37%	$67	99%	$42	168%	Fixed Fee		Y
	c) Renewal Driver		0.25	0.25	$0	$34	$34	$10	30%	$33	98%	$23	230%	Fixed Fee		Y
	Miscellaneous Permits															
16	Taxi Permit Processing Fee	0.25	1.75	2.00	$54	$236	$291	$104	36%	$290	100%	$186	179%	Fixed Fee	[l]	Y
17	Parade Permit	0.25	0.50	0.75	$54	$68	$122	$30	25%	$121	99%	$91	303%	Fixed Fee		Y
18	Special Event Permit	0.25	0.50	0.75	$54	$68	$122	$30	25%	$121	99%	$91	303%	Fixed Fee		Y
19	Alcohol Beverage Fee	0.25	0.25	0.50	$54	$34	$88	$75	85%	$88	100%	$13	17%	Fixed Fee		Y
20	Solicitor License	0.25	1.75	2.00	$54	$236	$291	$104	36%	$290	100%	$186	179%	Fixed Fee	[m]	Y
21	Massage Operator Permit	3.00	1.00	4.00	$651	$135	$786	$675	86%	$786	100%	$111	16%	Fixed Fee		Y
	Other															
22	Special Requests for Police Services							Overtime Rate		Overtime Rate		No Change	No Change	Per Hour		N

Fee Description	Service Time: Operations	Service Time: Support Svcs	Service Time: Total	Hourly Rate / Cost of Svc: Operations ($217)	Hourly Rate / Cost of Svc: Support Svcs ($135)	Cost of Service	Current Fee	Current Cost Recovery	Proposed Fee	Proposed Cost Recovery	Proposed Fee Change ($)	Proposed Fee Change (%)	Charge Basis	Note	Yearly Inflator

[a] California (CA) Government Code Section 53150 - 53158.

[b] This fee is not established by the City of Pinole. It may be collected on behalf of, or directly by, a third party (e.g. vendor; other public agency). The fee schedule is intended to mirror amounts adopted by third parties. If the amount charged by a third party changes, the amounts collected by the City on behalf of the third party are presumed to change simultaneously. Amounts shown in the fee schedule will be updated as soon as practicable after the City receives notice of the fee change.

[c] The City shall recover the maximum amount allowable by State Law(s). See CA Government Code Section 68096.1, 68097.2; CA Evidence Code Sections 1560-1567; CA Penal Code Section 1329; CA Code of Regulations Title 8, Section 382, etc.

[d] Actual amounts paid shall be calculated in accordance with CA Government Code 68096.1. (a) Any employee of a local agency who is obliged by a subpoena to attend a civil action or proceeding as a witness in litigation in a matter regarding an event or transaction that he or she perceived or investigated in the course of his or her duties, to which that local agency is not a party, shall receive the salary or other compensation to which he or she is normally entitled from that local agency during the time that he or she prepares for his or her response and appearance, during the time that he or she travels to and from the place where the court or other tribunal is located and while he or she is required to remain at that place pursuant to the subpoena. He or she shall also receive from that local agency the actual necessary and reasonable traveling expenses he or she incurred in complying with the subpoena. (b) The party at whose request the subpoena is issued shall reimburse the local agency for the full cost incurred by the local agency in paying the employee his or her salary or other compensation and traveling expenses as provided for in this section, for each day that the employee is required to remain in attendance pursuant to the subpoena. The amount of two hundred seventy-five dollars ($275), together with the subpoena, shall be tendered to that local agency for each day that the employee is required to remain in attendance pursuant to the subpoena. (c) If the actual expenses should later prove to be less than the amount tendered, the excess of the amount tendered shall be refunded. (d) If the actual expenses should later prove to be more than the amount tendered, the difference shall be paid to the local agency by the party at whose request the subpoena was issued.

[e] Actual amounts paid shall be calculated in accordance with CA Government Code 68097.2. (b) The party at whose request the subpoena is issued shall reimburse the public entity for the full cost to the public entity incurred in paying the peace officer, firefighter, state employee, trial court employee, or specified county employee his or her salary or other compensation and traveling expenses as provided for in this section, for each day that the peace officer, firefighter, state employee, trial court employee, or specified county employee is required to remain in attendance pursuant to the subpoena. The amount of two hundred seventy-five dollars ($275), together with the subpoena, shall be tendered to the person accepting the subpoena for each day that the peace officer, firefighter, state employee, trial court employee, or specified county employee is required to remain in attendance pursuant to the subpoena. (c) If the actual expenses should later prove to be less than the amount tendered, the excess of the amount tendered shall be refunded. (d) If the actual expenses should later prove to be more than the amount deposited, the difference shall be paid to the public entity by the party at whose request the subpoena is issued.

[f] Salary/other compensation shall be determined based on the City's most current adopted salary schedule (top step) by position, subject to existing MOU provisions and minimums for court appearances. If preparation, service, or travel is provided during overtime hours, the City shall use overtime rate for calculating actual costs, subject to existing MOU provisions and minimums for court appearances.

[g] 100% of State Established Fee in accordance with CA Evidence Code Sections 1560 - 1567. "Reasonable costs," as used in this section, includes, but is not limited to, the following specific costs: ten cents ($0.10) per page for standard reproduction of documents of a size 81/2 by 14 inches or less; twenty cents ($0.20) per page for copying of documents from microfilm; actual costs for the reproduction of oversize documents or the reproduction of documents requiring special processing which are made in response to a subpoena; reasonable clerical costs incurred in locating and making the records available to be billed at the maximum rate of twenty-four dollars ($24) per hour per person, computed on the basis of six dollars ($6) per quarter hour or fraction thereof; actual postage charges; and the actual cost, if any, charged to the witness by a third person for the retrieval and return of records held offsite by that third person.

[h] The City shall recover the maximum amount allowable by State Law(s). See CA Penal Code Section 1329; CA Code of Regulations, Title 8, § 382, etc.

[i] Per CA Government Code Section 41612.

[j] Per CA Penal Code Section 26190. 50% of fee collected at application submittal, remaining 50% collected upon issuance of license.

[k] Per CA Penal Code Section 26190.

[l] Per Pinole Municipal Code (PMC) 5.16.030.

[m] Per PMC 5.16.130.

	Fee Description	Operations	Support Svcs	Total	Operations	Support Svcs	Cost of Service	Current Fee	Current Cost Recovery	Proposed Fee	Proposed Cost Recovery	Proposed Fee Change ($)	Proposed Fee Change (%)	Charge Basis	Note	Yearly Inflator
	Items Removed from Schedule															
~~1~~	~~VIN Verification~~							~~$30~~								
~~2~~	~~Fingerprinting fee~~															
	~~a) Live Scan-Residents (Service Fee)~~							~~$40~~								
	~~b) Live Scan- Non-Residents (Service Fee)~~							~~$50~~								
~~3~~	~~Sealing of Records~~							~~Action Cost*~~								
~~4~~	~~Audio/Video Tape Copies~~							~~Actual Cost* + cassette~~								
~~5~~	~~Photographic prints~~							~~Actual Cost* + film and~~								
~~6~~	~~Statistical Report (datatrieve)~~							~~Actual Cost*~~								
~~7~~	~~Restitution & Cost Recovery~~							~~Actual Cost*~~								
~~8~~	~~Military Records Checks~~							~~$15~~								
~~9~~	~~Inspection of Records~~							~~No Fee (per GC~~								
~~10~~	~~Criminalistics Analysis and Investigative Services~~							~~Actual Cost*~~								
~~11~~	~~Massage Operator Permit-Resident~~							~~$675~~								
~~12~~	~~Massage Operator Permit-Non-Resident~~							~~$680~~								

<u>User and Regulatory Fees</u>

Cost of Service Analysis

Special Event and Film Permit Fees

City of Pinole

User and Regulatory Fee Study

Cost of Service Calculation - Special Event and Film Permit Fees

		Service Time				Hourly Rate / Cost of Service			
						$245	$224	$225	
	Fee Description	Planning / Recreation	PW	Police	Total	Planning / Recreation	PW	Police	Cost of Service
1	Special Event Permit								
	a) Application Fee								
	i) Event that requires limited site/plan review, no closures, etc. (i.e. park rentals/activities, misc. events, etc.)	1.50	0.25	0.25	2.00	$368	$56	$56	$480
	ii) Event that requires, but not limited to, street/parking lot closures, site/plan review, etc. (i.e. fun runs, festivals, etc.)	6.00	1.00	1.00	8.00	$1,470	$224	$225	$1,919
	b) Service Charges				varies				varies
	c) Park/facility rental fee				varies				varies
2	Photography and Filming Permit								
	a) Application Fee								
	i) Cast and Crew Totaling One to Three Persons	1.50	0.25	0.25	2.00	$368	$56	$56	$480
	ii) Cast and Crew Totaling Four or More Persons; or with Street Closure	6.00	1.00	1.00	8.00	$1,470	$224	$225	$1,919
	b) Service Charges				varies				varies

[a] Application fees are non-refundable.

[b] Non-commercial photography and photography/film not requiring exclusivity does not need a permit. Film permit application fees may be waived for bona fide student film/photography projects and non-profit projects. The permitting process for filming/photography is still applicable for these projects (i.e. permit is required). Service charges are still applicable.

	Fee Description	Current Fee	Current Cost Recovery	Proposed Fee	Proposed Cost Recovery	Proposed Fee Change ($)	Proposed Fee Change (%)	Charge Basis	Note	Yearly Inflator
1	Special Event Permit									
	a) Application Fee									
	i) Event that requires limited site/plan review, no closures, etc. (i.e. park rentals/activities, misc. events, etc.)	$162	34%	$168	35%	$6	4%	Fixed Fee		Y
	ii) Event that requires, but not limited to, street/parking lot closures, site/plan review, etc. (i.e. fun runs, festivals, etc.)	$323	17%	$384	20%	$61	19%	Fixed Fee		Y
	b) Service Charges	Actual Costs	100%	Actual Costs	100%	No Change	No Change	Time & Materials		N
	c) Park/facility rental fee	Varies by Location		Varies by Location		No Change	No Change			N
2	Photography and Filming Permit									
	a) Application Fee									
	i) Cast and Crew Totaling One to Three Persons	$162	34%	$168	35%	$6	4%	Fixed Fee		Y
	ii) Cast and Crew Totaling Four or More Persons; or with Street Closure	$323	17%	$384	20%	$61	19%	Fixed Fee		Y
	b) Service Charges	Actual Costs	100%	Actual Costs	100%	No Change	No Change	Time & Materials		N

[a] Application fees are non-refundable.

[b] Non-commercial photography and photography/film not requiring exclusivity does not need a permit. Film permit application fees may be waived for bona fide student film/photography projects and non-profit projects. The permitting process for filming/photography is still applicable for these projects (i.e. permit is required). Service charges are still applicable.

CITY OF PINOLE

Fiscal Year 2026/27

User and Regulatory Fee Schedule

City Council Meeting | July 21, 2026

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MEETING AGENDA

- Background
- Study Findings and Recommendations
- Next Steps

Background

USER AND REGULATORY FEES

- Communities generally use tax revenues to fund services that provide general (community-wide) benefit
  - Public works
  - Public safety
  - Park maintenance
- Communities generally use fees and charges (direct recovery) to fund services that provide direct benefit
  - Plan Review
  - Permitting
  - Inspection

TYPES OF FEES EXAMINED

- This update <u>DOES NOT</u> examine taxes, assessments, utility rates, or development impact fees

- **Study completed in three phases**
  - **Phase One: February 2026 - Community Service / Recreation Fees**
  - **Phase Two: March 2026 – Rental Housing Inspection Fees**
  - **Phase Three: This Evening's Item**

Phase Three – User and Regulatory Fees	
Planning Fees	Administrative Fees
Engineering Fees	Finance Fees
Building Fees	Special Event Permit Fees
Code Enforcement Fees	Police Fees

BACKGROUND

- Comprehensive fee studies are performed periodically
- Most recent study was completed in 2022
- In year’s between comprehensive studies, City adjusts fees to account for change in regional cost inflation

PURPOSE OF FEE REVIEW AND UPDATE

- Why do Cities Review Fees and Charge Fees for Services?

- Legal requirements
- Encourage direct recovery of costs incurred to serve private interests/benefit or respond to individual actions
- Provide opportunity for relief to General Fund or other Funds where costs are incurred
- Enable continuity of service levels by improving cost recovery levels

LEGISLATIVE GUIDANCE

- Cost of Service Guidance
  - Costs allocated to the payor should bear a fair or reasonable relationship to the payor's burdens on or benefits received from the governmental activity
- Cost Recovery Guidance
  - Fees should not exceed the reasonable cost of providing the service for which the fee is charged

Study Findings and Recommendations

OVERVIEW OF PROPOSED ADJUSTMENTS

Description	Count	Percentage
Fees Proposed to Decrease	2	0.9%
Fees Proposed to Remain Unchanged	69	29.7%
Fees Proposed to Increase	136	58.6%
Fees With Changes that Vary Based on Specific Criteria (Fees May Decrease, Remain Unchanged, or Increase)	18	7.8%
Fees Proposed to be Restructured (Fees May Decrease, Remain Unchanged, or Increase)	1	0.4%
New Fees	6	2.6%
Total	232	100.0%

OVERVIEW OF PROPOSED ADJUSTMENTS

- Fees Proposed to Decrease or Remain Unchanged
  - Approximately 31% of fees.
  - Primarily fees that are limited by the State of California and taxes that are adjusted periodically, as directed by Pinole Municipal Code.

OVERVIEW OF PROPOSED ADJUSTMENTS

- <u>Fees Proposed to Increase</u>
  - Approximately 59% of fees.
  - Fees are primarily for regulatory services for which cities commonly target full cost recovery
  - Example: High level of direct benefit resulting from construction activities including:
    - Enjoyment of property enhancements
    - Increased property values
    - Desire to avoid having other Pinole residents and businesses subsidize an individual's private construction activities.

OVERVIEW OF PROPOSED ADJUSTMENTS

- Fees With Changes that Vary Based on Project Criteria
  - Approximately 8% of fees.
  - Example - Some fees are based on number of service requests, with fees remaining unchanged for the initial service provision, and changing for subsequent requests.

- Fees Proposed to be Restructured
  - One fee is proposed to be restructured (Conditional Use Permit).
  - Restructuring from “one size fits all fee” to tiered fee that accounts for level of complexity and community goals and values considerations for cost recovery.

NEW FEES

Description	Count
City Clerk Fees	1
Finance Fees	1
Planning Fees	2
Code Enforcement Fees	2
Total	6

- **<u>No New Regulations are Proposed</u>**
- These are services that are already provided without an existing fee identified in the current fee schedule.

New Fees
Clerk - City Supplied Digital Device Fee
Finance - Business Lic. Application Rvw Fee
Planning - SB 9 Unit Fee (State Legislation)
Planning - Applicant Requested Zoning Code Interpretation Fee
Code Enforcement – Fee for Permit Records Research
Code Enforcement – Property Owner Requested Code Enforcement Meeting (after initial meeting)

Fiscal Impact of Proposed Changes

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FISCAL IMPACT

- Anticipated fiscal impact is approximately $227,000 in additional annual revenue.

Next Steps

NEXT STEPS

Staff recommends that City Council adopt resolution updating fees and charges and authorizing annual inflationary adjustments to fees

Questions or Feedback

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CITY COUNCIL REPORT

10.C.

DATE: JULY 21, 2026

TO: MAYOR AND COUNCIL MEMBERS

FROM: Heather Bell, City Clerk, hbell@pinole.gov

SUBJECT: INTRODUCE AN ORDINANCE ADDING CHAPTER 1.18 TO TITLE 1 OF THE PINOLE MUNICIPAL CODE RELATING TO STATEMENTS OF ECONOMIC INTEREST AND ELECTRONIC AND PAPERLESS FILING OF CAMPAIGN DISCLOSURE STATEMENTS

RECOMMENDATION

Staff Recommends the City Council Waive the First Reading and Approve the Ordinance

BACKGROUND

The Political Reform Act of 1974 requires the filing of specified statements, reports and other documents. Under the Act, a local government agency may require these filings to be made online or electronically with the local filing officer (the City Clerk). With the enactment of more recent legislation, AB2452 and AB2151, the Act requires the local filing officer to make all data available on the internet in an easily understood format that provides the greatest public access within 72 hours of the filing deadline.

Historically, City Council candidates and campaign committees have filed paper copies of required campaign statements and reports. Once filed, the documents are made available for review by the public. The City Clerk's Office spends a significant amount of staff time to make such paper filings readily available and posted online which requires further handling. Pursuant to California Government Code Section 84615, the City Council must officially adopt an Ordinance memorializing their approval to require and authorize complete electronic signature and submission of electronic campaign disclosure forms.

REVIEW AND ANALYSIS

The NetFile system is created specifically for cities and counties responsible for administering campaign finance filings and Statements of Economic Interest, meets the requirements of the Secretary of State, and allows for electronic and paperless filing of campaign statements. In terms of security, the NetFile system is a web-based, vendor-hosted application that utilizes "industry best practices" for securing data, using the same data encryption for online filings that is used by banks for online banking. NetFile stores and backs up data at three separate locations, creating the essential safety measures and redundancy that will allow for recovery of information in the event of an emergency or disaster. The City's data will be retained in compliance with state and local regulations. For professional treasurers that have already purchased campaign software, NetFile is able to receive uploaded data from certain types of third-party applications for electronic filing purposes. The NetFile system also maintains each filing for easy updates the next year or filing cycle.

NetFile does not charge any set up costs. The fee includes everything (unlimited training, support, and maintenance). All form changes and system updates are included as well. The City has contracted with Netfile for a budle of services, providing for discounted rate. The following is a list of services provided with a total annual cost of $7,050:

Form 700 E-Filing & Admin SystemCampaign E-Filing & Admin System
Ethics Training Tracking
Brown Act Training Module
Boards & Commissions Recruitment & Tracking Module
Public Viewing Portal

FISCAL IMPACT

There is no fiscal impact as the cost for the service is already included in the FY26-27 Budget.

ATTACHMENTS

A. Ordinance

ORDINANCE NO. 2026- XX

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF PINOLE, CALIFORNIA, ADDING CHAPTER 1.18 TO TITLE 1 OF THE PINOLE MUNICIPAL CODE RELATING TO STATEMENTS OF ECONOMIC INTEREST AND ELECTRONIC AND PAPERLESS FILING OF CAMPAIGN DISCLOSURE STATEMENTS

WHEREAS, The Political Reform Act of 1974 requires the filing of specified statements, reports, and other documents. Under the Act, a local government agency may require these filings to be made online or electronically with the local filing officer (the City Clerk). With the enactment of more recent legislation, AB2452 and AB2151, the Act requires the local filing officer to make all data available on the internet in an easily understood format that provides the greatest public access within 72 hours of the filing deadline, and;

WHEREAS, Historically, City Council candidates and campaign committees have filed paper copies of required campaign statements and reports. Once filed, the documents are made available for review by the public. The City Clerk's Office spends a significant amount of staff time to make such paper filings readily available and posted online which requires further handling. Public access to campaign disclosure information is a vital and integral component of a fully informed electorate. Transparency in campaign financing is critical in order to maintain public trust and support of the political process. Nevertheless, these values require staff resources to implement. As a means to more cost-effectively maintain the public trust, the City contracted with NetFile for installation of two electronic programs for on-line submittal and posting of Fair Political Practices Commission (FPPC) forms related to Conflict of Interest (i.e., Form 700s) and Campaign Disclosure documents (i.e. Form 460s). Both programs have been installed and are operational, however, there is one remaining authorization necessary by Council in order to make these filings fully electronic, and;

WHEREAS, Pursuant to California Government Code Section 84615, the City Council must officially adopt an Ordinance memorializing their approval to require and authorize complete electronic signature and submission of electronic campaign disclosure forms. Tonight's action is the first of a two-step process to implement electronic filing.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF PINOLE, CALIFORNIA, DOES HEREBY ORDAIN, AS FOLLOWS:

SECTION 1. Purpose and Authority. The purpose of this Ordinance is to require the filing of Campaign Disclosure Statements and Statements of Economic Interest by elected officials, candidates, staff, consultants, or committees to be completed electronically. The City Council enacts this Ordinance in accordance with the authority granted to cities by state law. This ordinance is intended to supplement, and not conflict with, the Political Reform Act.

SECTION 2. Findings.

The City Council of the City of Pinole finds and determines as follows:

A. That California Government Code Section 84615 provides that a legislative body of a local government agency may adopt an ordinance that requires an elected officer, candidate, or committee, required to file statements, reports, or other documents required by Chapter 4 of the Political Reform Act to file such statements, reports, or other documents online or electronically with the City Clerk.
B. In any instance in which the original statement is required to be filed with the Secretary of State and a copy of that statement is required to be filed with the City, the filer is permitted, but not required, to file a copy electronically
C. The City Clerk's web-based system contains multiple safeguards to protect the integrity and security of the data, will operate securely and effectively, and will not unduly burden filers; and
D. The City Clerk/Deputy City Clerk will operate the electronic filing system in compliance with the requirements of California Government Code Section 84615 and any other applicable laws.
E. This Ordinance is not a project within the meaning of Section 15378 of the CEQA Guidelines because it has no potential for resulting in either a direct or reasonably foreseeable indirect physical change in the environment, either directly or ultimately. In the event that the Ordinance is found to be a project under CEQA, it is subject to the CEQA exemption contained in CEQA Guidelines section 15061(b)(3) because it can be seen with certainty to have no possibility to have a significant effect on the environment.

SECTION 3. Addition:
Pinole Municipal Code Chapter 1.18, " Statements of Economic Interest and Electronic Filing of Campaign Disclosure Statements" is hereby added to read as follows:

1.18.010 Definitions
For the purposes of this chapter, the following words, terms, and phrases shall be defined as follow:

A. “Electronic filing system” means a system established by the City Clerk pursuant to Section 84615 of the Government Code for electronic filing of statements, as defined herein.
B. “Filer” means any elected officer, candidate, committee, or other person required to file statements, as defined herein.
C. “Statements” shall mean any statements, reports, or other documents that filers must file in accordance with Chapter 4 of the Political Reform Act (Government Code Section 84100, et seq.).

1.18.020 Electronic Filing System.

A. Pursuant to Government Code section 84615, the City Clerk may establish an electronic filing system.
B. The electronic filing system shall meet the following requirements:
   1. Comply with all requirements set forth in Section 84615 of the Government Code.
   2. Ensure the integrity of data transmitted, including by establishing safeguards against efforts to tamper with, manipulate, alter, or subvert data.
   3. Accept filing in the standardized record format developed by the California Secretary of State pursuant to Section 84602(a)(2) of the California Government Code, compatible with the Secretary of State's system for receiving an online or electronic filing.
   4. Include a procedure for filers to comply with the requirement that they sign statements and reports under penalty of perjury pursuant to Section 81004 of the Government Code.

1.18.030 Required Online Filing.

A. Upon establishment of an electronic filing system by the City Clerk pursuant to Section 2.70.010(A), each filer shall file statements using the City Clerk's electronic filing system according to procedures established by the City Clerk. Notwithstanding the preceding sentence, filers are exempt from these requirements if they received less than $1,000 in contributions and made less than $1,000 in expenditures, or another amount as established by the Political Reform Act. in a calendar year.
B. Filers who have electronically filed a statement using the City Clerk's electronic filing system are not required to file copies in a copy of that document in paper format with the City Clerk.
C. Filers shall file statements in paper format with the City Clerk if the electronic filing system is not capable of accepting a statement for any reason.,
D. The electronic filing system shall allow filers to complete and submit statements free of charge.

1.18.040 Availability of Statements for Public Review; Record Retention.

A. The City Clerk shall make available on the City's website all data filed pursuant to this Chapter in an easily understood format that provides the greatest feasible public access. Data shall be made available free of charge and as soon as possible after receipt.
B. Data made available on the City's webpage shall not contain the street name and building number of the persons or entity representatives listed on the electronically filed forms or any bank account number required to be disclosed by the filer. A complete, unredacted copy of the statement shall be made available to any person upon request to the City Clerk's office.

C. The City Clerk's office shall maintain online or electronic statements in compliance with State law and the City's adopted Retention Schedule.

SECTION 4. Severability. If any section, subsection, subdivision, paragraph, sentence, clause or phrase of this ordinance, or any part thereof is for any reason held to be unconstitutional, such decision shall not affect the validity of the remaining portion of this ordinance or any part thereof. The City Council hereby declares that it would have passed each section, subsection, subdivision, paragraph, sentence, clause, or phrase thereof, irrespective of the fact that any one or more section, subsection, subdivision, paragraph, sentence, clause, or phrase be declared unconstitutional.

SECTION 5. Certification. The City Clerk shall certify the passage of this ordinance and shall cause the same to be entered in the book of original ordinances of said City; shall make a minute passage and adoption thereof in the records of the meeting at which time the same is passed and adopted; and shall, within fifteen (15) days after the passage and adoption thereof, cause the same to be published as required by law, in a publication of general circulation.

SECTION 6. Effective Date. This ordinance shall not become effective or be in force until thirty (30) days from and after the date of its adoption.

Introduced on this 21st day of July, 2026.

CITY COUNCIL REPORT

11.A.

DATE: JULY 21, 2026

TO: MAYOR AND COUNCIL MEMBERS

FROM: Naomi Kelly, City Manager, nkelly@Pinole.gov

SUBJECT: AUTHORIZE RESPONSE TO GRAND JURY REPORT NO. 2604, “PINOLE’S FUTURE: IT’S A ROUGH ROAD AHEAD”

RECOMMENDATION

It is recommended that the City Council approve and authorize the Mayor to sign the response to the Grand Jury report No. 2604 “Pinole’s Future: It’s a Rough Road Ahead”

BACKGROUND

Early in California’s history, the California Constitution established grand juries in each county. The California Penal Code includes provisions on the formation of grand juries and the powers and duties of grand juries. With respect to public agencies, grand juries are authorized to “investigate and report upon the operations, accounts, and records of the officers, departments, functions, and the method or systems of performing the duties of any such city or joint powers agency and make such recommendations as it may deem proper and fit.” (Cal. Penal Code section 925a) Within ninety (90) days after the grand jury submits a report regarding the operations of any public agency, the “governing body of the public agency shall comment to the presiding judge of the superior court on the findings and recommendations pertaining to matters under the control of the governing body…” (Cal. Penal Code section 933(c))

The Contra Costa County Civil Grand Jury published its report, “Pinole’s Future: It’s a Rough Road Ahead,” on May 14, 2026. The City is legally required to respond to all findings and recommendations related to City operations. Staff delivered a PowerPoint presentation to City Council on July 7, 2026, which outlined draft responses to 26 findings and 6 recommendations issued by the Grand Jury.

REVIEW AND ANALYSIS

Staff has reviewed the Grand Jury Report No. 2604 and identified the following as required responses specific to the City of Pinole: Twenty-six (26) findings. For each finding, the City is responsible for indicating one of the following actions:

- We agree with the finding.
- We disagree with the finding.
- We partially disagree with the finding.

In each case where the City disagrees or partially disagrees, the City must specify the portion of the finding that is disputed and include an explanation of the reasons therefor.
Six (6) recommendations. For each recommendation, the City is responsible for replying by stating one the following actions:

- The recommendation has been implemented, with a summary describing the implemented action.
- The recommendation has not yet been implemented but will be implemented in the future, with a timeframe for implementation.
- The recommendation requires further analysis. This response should explain the scope and parameters of the analysis or study, and a timeframe for the matter to be prepared for discussion. This timeframe shall not exceed six months from the date of the publication of the Grand Jury Report.
- The recommendation will not be implemented because it is not warranted or is not reasonable, with an explanation thereof.

The response must be provided to the Grand Jury no later than August 14, 2026. Staff collaborated with other Contra Costa County jurisdictions in drafting responses to the findings and recommendations. Accordingly, the attached draft responses are presented for the City Council's consideration to transmit to the presiding judge. The City Council may propose alternative language to those responses.

FISCAL IMPACT

There is no direct fiscal impact of preparing this response, aside from staff time.

ATTACHMENTS

A. Grand Jury Report No. 2604
B. Response to Grand Jury Report No. 2604

Grand Jury

Contra
Costa
County

725 Court Street
P.O. Box 431
Martinez, CA 94553-0091

May 14, 2026

RECEIVED
MAY 18 2026
Office of the City Clerk

City Council of Pinole
2131 Pear Street,
Pinole, CA 94564

Dear Members of the City Council:

Attached is a copy of Grand Jury Report No. 2604, Pinole's Financial Future: It's a Rough Road prepared by the 2025-2026 Contra Costa County Civil Grand Jury.

In accordance with California Penal Code Section 933 et seq., we are submitting this report to you as the officer, agency, or department responsible for responding to the report. Please respond to the Findings and Recommendations as they apply to your agency. Please also confirm in writing that the person responding to the report is authorized to do so. As the responding person or person responding on behalf of an entity, please indicate one of the following actions with respect to each finding:

(1) You agree with the finding.
(2) You disagree with the finding.
(3) You partially disagree with the finding.

(Pen. Code, § 933.05(a).) In the cases of both (2) and (3) above, please specify the portion of the finding that is disputed and include an explanation of the reasons therefor.

In addition, Section 933.05(b) requires you to reply to each recommendation by stating one of the following actions:

1. The recommendation has been implemented, with a summary describing the implemented action.

2. The recommendation has not yet been implemented, but will be implemented in the future, with a time frame for implementation.

3. The recommendation requires further analysis. This response should explain the scope and parameters of the analysis or study, and a time frame for the matter to be prepared for discussion. This time frame shall not exceed six months from the date of the publication of the Grand Jury Report.

4. The recommendation will not be implemented because it is not warranted or is not reasonable, with an explanation thereof.

The Penal Code also prescribes the obligations of a governing board or elected county official with regard to responding to the grand jury's findings and recommendations. Specifically, if the report contains one or more recommendations directed to you as an elected county official, or to the governing board of which you are a member, you must respond to these recommendations and to the supporting findings, as directed in the report.

After reviewing the response to ensure that it includes the above-noted mandated items, please send (1) a hard copy of the response to the Grand Jury at P.O. Box 431, Martinez, CA 94553; and (2) an electronic copy by e-mail to ctadmin@contracosta.courts.ca.gov. The response must be submitted to the Grand Jury no later than **Friday, August 14, 2026.**

Finally, please note that this report is provided at least two working days before it is released publicly. Section 933.05 specifies that no officer, agency, department, or governing body of a public agency shall disclose any contents of the report prior to its public release.

Please immediately confirm receipt of this letter and the attached report by responding via e-mail to ctadmin@contracosta.courts.ca.gov.

Sincerely,

Brenda Balingit, Foreperson
2025-2026 Contra Costa County Civil Grand Jury

cc: Garrett Evans, Interim City Manager of Pinole

The 2025 – 2026 Contra Costa County Civil Grand Jury

Pinole's Financial Future: It's a Rough Road

Report 2604
May 8, 2026

Approved by the Grand Jury

Brenda Balingit
GRAND JURY FOREPERSON

5/14/26
Date

Accepted for Filing

Hon. Terri Mockler
JUDGE OF THE SUPERIOR COURT

5/12/26
Date

Civil Grand Jury reports are posted at: www.cc-courts.org/civil/grand-jury-reports.aspx

SUMMARY

The City of Pinole faces a growing and potentially severe financial crisis driven by structural budget imbalances, rising long-term liabilities, and substantial unfunded infrastructure needs. For multiple years, Pinole has not aligned ongoing expenditures with ongoing revenues. Instead, it has relied on one-time funds and reserve withdrawals to offset annual operating deficits. This approach is contrary to Pinole's published financial policies and is unsustainable.

In February 2026, the Pinole City Council (Council) reviewed a "Preliminary General Fund Long-Term Financial Forecast" prepared by Pinole staff that projected annual operating fund deficits starting at $700,000 in Fiscal Year 2026/27. These deficits are projected to grow to $5.6 million in Fiscal Year 2030/31 when Pinole's pension and retiree healthcare trust funds are projected to be exhausted. Financial forecasts prepared by outside experts are consistent with Pinole's projections.

At the same time, Pinole faces mounting long-term financial obligations that will place additional strain on its General Fund. Pinole's unfunded pension liability has grown to approximately $45 million, and its unfunded retiree healthcare liability is approximately $35 million. Pinole also has road rehabilitation and other deteriorating infrastructure that will cost an estimated additional $60 million to eventually repair or replace.

The Grand Jury assessed Pinole's overall financial condition using publicly reported financial data, including audited Annual Comprehensive Financial Reports. These data demonstrate pressure on General Fund reserves resulting from persistent structural budget imbalances and growing liabilities for pensions and retiree healthcare. A fiscal dashboard developed by the California Policy Center applies standardized metrics to the same data and classifies Pinole as financially distressed.

Pinole's current financial trajectory poses serious risks to its long-term fiscal stability and its ability to maintain essential public services. Choices made by Pinole's leadership in the next few years will be consequential for the financial and operational health of Pinole.

BACKGROUND

Situated on San Pablo Bay in west Contra Costa County, Pinole is an attractive suburban community. Among the smallest in population (approximately 19,500) of the County's 19 cities, Pinole offers a variety of housing options. The choices include single-family homes, condominiums, townhouses, and apartment buildings. Several of the apartment buildings are specifically designated as affordable housing. Visitors to Pinole see a vibrant downtown business district comprising many locally owned small businesses. Pinole has several thriving commercial areas adjacent to the Interstate 80 freeway as well as more than a dozen well-maintained city parks.

Pinole is governed by a five-person Council whose members are elected at large and serve four-year overlapping terms. Currently, the mayor is not an independently elected position, as the mayorship rotates among the Council members. The Council holds its public meetings two times per month. The proceedings are live-streamed and broadcast by a city-owned television station, and the recordings are stored electronically and available to the public. A City Manager, supported by staff, is responsible for Pinole's day-to-day operations. The Council hires the City Manager, who serves at the will of the Council. Pinole has faced and continues to face fiscal challenges, like many cities in California and the Bay Area. These challenges are the subject of this Grand Jury report.

METHODOLOGY

The Grand Jury referred to these sources to conduct its investigation:

- Interviews with subject matter experts on the issues addressed in this report
- Financial documents from Pinole, including actual and projected budgets and policies
- Financial regulatory filings (the Annual Comprehensive Financial Report) from Pinole and accompanying Report on the Audit of Financial Statements
- Comparative analysis of Pinole's financial results relative to similar cities
- Review of meetings of the Council posted online, including agendas and minutes
- A report from Baker Tilly Consultants, "Strategic Financial Planning," dated April 2024

DISCUSSION

Definition of Terms Used in this Report

Municipal financial statements use standardized accounting terms to describe financial actions and results. In this report, the following terms are used:

- **Annual Comprehensive Financial Reports (ACFRs):** A detailed set of audited financial statements published annually by local governments, as required by the state controller's office.

- **Capital Improvement Budgets:** The capital improvement budget consists of the budgeted costs for capital projects, which are a set of activities that maintain or improve city assets, often referred to as infrastructure, such as buildings and roads. These activities can be new construction, expansion, renovation, or replacement of existing infrastructure. Project costs can include the cost of land, engineering, architectural planning, and contractual services required to complete the project.

- **General Fund:** Pinole defines it as:

The primary fund of the City used to account for all revenues and expenditures of the City not legally restricted as to use. This fund is used to offset the cost of the City's general operations. Examples of departments financed by the General Fund include the City Council, Police and others.

- **Structurally Balanced Budget:** A budget in which recurring expenditures are funded entirely by recurring revenues, without reliance on one-time sources, such as asset sales or reserve drawdowns.

- **Pinole Sales Tax:** 10.25% total tax as of May 2026, comprising:

    - 7.25% California state tax
    - 1.5% Pinole sales tax from:
        - 0.5% 2006 Measure S
        - 0.5% 2014 Measure S
        - 0.5% 2024 Measure I
    - 1.5% Transportation related (BART and MTC)

- **Unfunded Pension Liability:** When the present value of all retirement benefits promised to current and former employees and retirees exceeds the assets currently held in the pension fund to pay those benefits, there is an unfunded pension liability. The California Public Employees' Retirement System (CalPERS) administers Pinole's pension benefits and requires annual contributions from Pinole. An unfunded pension liability may increase required annual contributions.

- **Other Post-Employment Benefits (OPEB):** Retiree health benefits administered and funded directly by Pinole.

- **Section 115 Trust:** A trust account authorized by the Internal Revenue Code. It is used by municipalities, school districts, and government agencies to set aside funds for future liabilities related to retiree benefits.

- **Unrestricted Net Position: Governmental Activities:** Net position measures the balance of an entity's overall financial resources and obligations, a proxy for net worth. Unrestricted net position for governmental entities is a subset of overall net position representing the portion of city resources that are not restricted and available for operations and long-term obligations like its pension and retiree healthcare obligations.

CHRONIC FINANCIAL ISSUES

Municipal budgets throughout California have been impacted by historical legislation, such as:

- Proposition 13, enacted in 1978, limited property taxes, which are a significant portion of most municipal revenue.
- Proposition 218, passed in November 1996, reformed local government finance by requiring voter approval for new or increased taxes, assessments, and certain fees.

- Proposition 26, passed in 2010, increased voting requirements from a simple majority to a two-thirds super-majority for certain new taxes and fees.

Combined, these legislative actions reduced municipalities' ability to raise revenue while expenditures continued to increase. Furthermore, growing demand for services, rising labor costs, and other barriers to increasing revenue are being felt statewide. Pinole is not immune from these pressures.

Pinole's Government Structure

The Pinole City Council (Council) exercises legislative authority over the city. The Council's responsibilities include the adoption of the annual budget. The Council sets spending targets and priorities and it is the function of the City Manager to execute the Council's direction. The City Manager position is currently filled by a part-time interim manager.

Pinole has established written financial policies that are incorporated into each fiscal year's budget. The Grand Jury reviewed controlling policies as set out in the "Fiscal Year 2025/26 Operating and Capital Budget Appendix: Financial and Investment Policies," as approved by the Council. Pinole's "Structurally Balanced Budget Policy" directs the City to develop an annual budget that will be "structurally balanced whereby the operating budget will be prepared with current year expenditures funded with current year revenue."

Furthermore, Pinole's "Revenue Policy – One-Time (Non-Recurring) Resources" says the "General Fund Budget will be structurally in balance without relying on one-time resources." In the event a budget is passed that is not structurally balanced and requires "one-time resources," the "Structurally Balanced Budget Policy" calls for a plan to be "developed and implemented to bring the budget back into balance."

When expenditures exceed revenues, Pinole posts an operating deficit.

Pinole Has a History of Financial Challenges

Pinole posted an operating deficit in five of the eleven fiscal years between 2015 and 2026. Pinole also showed an operating budget deficit every year from 2003 to 2007. A healthy reserve position served to buffer the deficit in those years, but that reserve was fully depleted by the 2008 recession.

Pinole's Operating Deficits Since 2021

Pinole posted a General Fund operating deficit—before one-time fund balance transfers—for four of the five years from 2021/22 through 2025/26, as shown in Table 1 on the following page.

Table 1. Pinole General Fund Operating Results 2021/22 to 2025/26 (in $ Millions)

	FY2021/22 Actual	FY2022/23 Actual	FY2023/24 Actual	FY2024/25 Actual	FY2025/26 Budget
Revenues	$22.9	$29.4	$27.1	$27.6	$31.5
Expenditures	($25.1)	($27.6)	($31.6)	($29.1)	($32.8)
Net Surplus or (Deficit)	($2.2)	$1.8	($4.5)	($1.5)	($1.3)

The surplus in Fiscal Year 2022-23 was the result of a one-time infusion of $4.1 million from the American Rescue Plan Act, a federal government response to the COVID-19 economic impacts. The cumulative deficit for the last five years, including the current 2025/26 budget's projection, is $8 million.

The City Manager's cover letter in the 2025/26 Operating and Capital Budget acknowledges:

> *... the City's prior long-term financial forecast shows that ongoing City revenues are not expected to be sufficient to cover ongoing routine City services, and existing City revenue mechanisms are not going to be sufficient to address the City's two main unfunded liabilities, which are deferred capital maintenance and other post-employment benefits.*

Reliance on One-Time Funding Sources

The approved 2025/26 operating budget projects a $1.3 million deficit before special one-time adjustments:

- Total Revenues $31.5 million
- Total Expenditures $32.8 million
- **Net Deficit** ($1.3) million

The Council passed the Fiscal Year 2025/26 operating budget based on a one-time reduction in General Fund Reserves, or the "rainy-day fund." While this action generated a structurally balanced budget, it cannot be repeated every year under conditions of persistent structural deficits because the General Fund Reserves will eventually be exhausted.

Pinole's original projections for Fiscal Year 2025/26 were revenues of $31.7 million and expenditures of $33.1 million with an estimated ending General Fund Reserve balance of $4.4 million. Pinole's staff noted in the budgeting process that Pinole lacked the capacity to fund significant ongoing expenditures beyond the budgeted amounts. The City Manager's cover letter for Pinole's Fiscal Year 2025/26 Operating and Capital Budget supplies further detail:

The General Fund operating budget is balanced, meaning that ongoing expenditures are funded by ongoing revenues... Also, the budget includes the use of available unassigned fund balance for a number of one-time initiatives and capital improvement projects, which is an acceptable use of this funding source.

The phrase "one-time initiatives" is significant because Pinole's Financial Policies state that "the General Fund Budget will be structurally in balance without relying on one-time resources." The Financial Policies go on to state:

[A]ppropriate uses of one-time resources include establishing and rebuilding the General Fund Reserve, other City established reserves, or early retirement of debt, capital expenditures, reducing unfunded pension liabilities (PERS and OPEB), and other non-recurring expenditures.

This guiding principle establishes a policy that a reduction of fund balances to provide extra revenue to balance the General Fund budget is only appropriate for large and financially strategic expenditures that do not occur on an annual basis. Such transfers are presently the only mechanism by which Pinole can create a structurally balanced budget, even though that same budget without transfers shows a $1.3 million operating deficit.

The budget details the "other non-recurring expenditures" that required a $1.3 million transfer of unassigned fund balances in Fiscal Year 2025/26. There are 16 items ranging from $2,000 for advertising to $10,000 for an executive retreat to $350,000 for road maintenance repairs. Many of these "non-recurring expenditures" are called "Council-directed special projects" in the budget's Executive Summary.

Council-Directed Special Projects

The "other non-recurring expenditures" in the budget document do not conform to the strategic or financial planning expenditures that are envisioned by Pinole's financial policies. Pinole's Operating and Capital Budgets for the two prior fiscal years (2023/24 and 2024/25) used the same approach to characterize general operating deficits as "structurally balanced general fund budgets." In both these prior years, the City Manager's budget cover letters used the same words to note that "the budget does use one-time sources, such as fund balance, for one-time expenditures."

Just as in the Fiscal Year 2025/26 budget, both prior year budgets referenced a list of Council-directed special projects. These special projects in all three fiscal years do not meet the substance of Pinole's financial policies' definition of non-recurring expenditures. The fact that Pinole has used this funding tactic in three consecutive budgets does not adhere to the city's financial policies. Pinole has been drawing down its General Fund Reserve balances each year to fund add-on Council-directed special projects and other recurring expenditures.

The following extract is from the 2025/26 budget Executive Summary:

City staff believes that it will be able to complete the Council-directed special projects listed above by the end of FY 2025/26 but does not have the capacity to take on *any additional special projects...and recommends that the City adopt a practice of not adding any special projects mid-fiscal year unless an existing special project is taken off of the list. It is a public finance best practice... to create a proposed General Fund operating budget that is structurally balanced, meaning that ongoing revenues equal or exceed ongoing expenditures.*

This information matches the wording in the budget letters from the prior two years. Each letter focuses on controlling expenditures, specifically special projects.

LOOKING FORWARD

The Council's Finance Subcommittee held discussions on February 18, 2026, regarding the Fiscal Year 2026/27 Operating Budget. Pinole's finance staff presented a forecast that showed an additional $45 million deficit over the next 10 years. Pinole staff stated that while revenues are increasing 2.7% year-over-year, expenses are increasing at a 5% rate.

City documents identify several challenges Pinole faces that will impose future costs.

- A comprehensive update of the General Plan within the next three years, a refresh or update of the 16-year-old Specific Plan, and a comprehensive Zoning Ordinance update.
  - Collectively, these efforts are expected to cost $2-3 million and will require a multi-year funding strategy.
  - Staff will recommend annual budgeting to set aside funds to support these updates while balancing competing budget priorities.
- Replacement of the police department fleet and mobile radios over the next several years, with expected total costs of $595,000.
- Aging infrastructure and funding limitations, especially in the areas of road rehabilitation, facilities upgrade, and procurement of needed equipment.
- Salary increases due to pending union contact negotiations are expected to increase 5%. Pension and other benefit costs are estimated to increase by 9%.
- A pension benefit trust established in 2018 to help mitigate rising pension costs is estimated to be depleted by Fiscal Year 2030/31, after which the annual General Fund deficit is expected to grow to $5.6 million.
- A trust established to partially fund other post-employment benefits was funded with $2.4 million realized in Fiscal Year 2024/25 by reducing Pinole's general reserves—its rainy-day fund—by half. This fund is also projected to be exhausted by Fiscal Year 2030/31.

The Baker Tilly "Strategic Financial Planning Report"

Baker Tilly Management Partners (Baker Tilly) is a national consulting firm that specializes in municipal governance, including budgets, financial forecasts, and organizational structures. In late 2023, Pinole engaged Baker Tilly to assist it with strategic financial planning. The goals of the engagement were:

- Reviewing the City's financial forecast and extending it to 20 years

- Identifying gaps between current conditions and desired conditions as well as funding gaps
- Developing strategies in conjunction with City staff to close any identified gaps
- Working with staff to gather feedback from elected officials and the public on potential budget strategies
- Developing a draft and final long-term financial plan

In April 2024, Baker Tilly issued a "Strategic Financial Planning Report" (Baker Tilly Report) projecting that Pinole's General Fund will be unbalanced over a 20-year timeframe if actions are not taken to balance ongoing revenues and ongoing expenditures.

PENSIONS, SECTION 115 TRUST & RETIREE HEALTHCARE

Unfunded Pension Liability with CalPERS

Pinole's qualified permanent and probationary employees may participate in the "Public Agency Cost-Sharing Multiple-Employer Defined Benefit Pension Plan" (Plan) administered by the California Public Employees' Retirement System (CalPERS). The Plan offers an individual rate plan within a safety risk pool (police and fire) or a separate risk pool for all others. Table 2 shows the number of participants enrolled in each plan and the annual plan cost.

The approximately 500 pension participants are more than four times the number of current Pinole employees.

Table 2. Pension Liability with CalPERS – Employee Counts and Annual Expense

	Miscellaneous Plans	Safety Plans
Active employees	74	26
Transferred employees	97	54
Retired employees and beneficiaries	128	108
TOTAL	**299**	**188**
Annual Pension Expense	$2,250,481	$4,292,423
Pension Total (Both Plans)		**$6,542,904***

* For the year ending 6/30/2024

Retirement Unfunded Liability Trend

Details of the total net pension unfunded liability are shown in Table 3. Note the 9.5% compound annual growth rate.

Table 3. Net Pension Unfunded Liability, 2014 – 2024 (in $ Millions)

Pension Type	6/30/14	6/30/19	6/30/24
Total	**$18.5**	**$33.9**	**$44.7**
Miscellaneous	$7.8	$15.1	$18.9
Safety	$10.7	$18.8	$25.8

A key metric to understand pension liability is the "funding ratio," which calculates the ability to pay future contractual retirement benefits. A funding ratio of less than 100% means there are currently not enough assets to pay future obligations. U.S. debt rating agencies such as Standard & Poor's consider an 80% funding ratio the minimum for avoiding potential future payment difficulties. Pinole's funding ratio over the past decade is shown in Table 4.

Table 4. Pinole's Pension Funding Ratios, 2014 - 2024

Pension Type	6/30/14	6/30/19	6/30/24
Miscellaneous	61.1%	69.0%	70.3%
Safety	81.4%	74.2%	72.3%

A Section 115 Trust is used by municipalities, school districts, and government agencies to set aside funds for future liabilities related to retiree benefits. Pinole initially funded a 115 Trust with $16.3 million in July 2018, using the one-time proceeds from the sale of a municipal property to help address its growing pension liability. Pinole spends a portion of its 115 Trust each year to meet its ongoing annual contribution to CalPERS.

Pinole projects a fund balance of $13 million by the end of Fiscal Year 2025/26. Pinole's finance staff and the Baker Tilly Report both estimate that the 115 Trust will be exhausted by Fiscal Year 2030/31. At that point, Pinole's forecasts show the City will be forced to use its General Fund to pay all CalPERS-mandated contributions. This will make it even more challenging for Pinole to achieve structurally balanced budgets.

Pinole's Unfunded Retiree Health Care Liability

Pinole provides OPEB health care coverage to current and former employees with five or more years of service. Pinole is currently funding the benefits on a pay-as-you-go basis, with Fiscal Year 2025/26 payments amounting to approximately $1.6 million.

Table 5 shows the number of active and retired employees covered by the benefit terms under the Plan as of June 30, 2023.

Table 5. Number of Employees Covered by the Plan

Staff Type	# Participants
Active Employees	102
Retirees	104
Total	**206**

Pinole's unfunded OPEB liability was $34.9 million as of June 30, 2024. The City has a component of the 115 Trust account set aside to offset liabilities for OPEB in the amount of $2.4 million. This was funded by a 50% reduction of General Reserves in the current fiscal year. However, Pinole staff forecasts the trust account will be exhausted by Fiscal Year 2030/31.

INFRASTRUCTURE PROJECTS

Pinole's Unfunded Capital Improvements

Pinole has lagged in making capital improvement investments that provide value to its residents. Pinole's public roads are deteriorating due to age and lack of routine maintenance. Public buildings and amenities, such as swimming pools and municipal building roofs, lack adequate repair and maintenance. Pinole staff and the Council estimate that total capital improvement budget needs over the next 10 years amount to a minimum of $120 million. Staff has advised the Council that the total funding requirements cannot be addressed by reliance on the annual $32 million General Fund Operating Plan revenues.

Pinole's Deteriorating Public Roads

Pinole is working to develop a plan and identify funding for the extensive work needed to fix its roads. Possible approaches include a mix of strategic planning, temporary repairs to enhance safety, and ongoing maintenance. A "Road Rehabilitation Plan" is being developed so that construction may begin once the funding has been secured.

All publicly maintained roads in Contra Costa County are inspected every two years as part of a pavement management program through the Metropolitan Transportation Commission (MTC). Pinole estimates it has a backlog of approximately $60 million in pavement maintenance and repair work, based on a 2024 MTC study.

After an inspection, the MTC assigns a Pavement Condition Index (PCI) score to different categories of roads. The most recent PCI score for Pinole's roads overall was "55" (2024). It was "56" and "55" in the previous two years. A "55" score is considered "At Risk" and indicates a need for extensive rehabilitation, substantiating the $60 million estimate.

Roads that are satisfactory or better are less costly to maintain than roads that have already become degraded. The cost for road rehabilitation increases exponentially as the PCI score declines. At a "55" PCI, roads are approaching "Unmaintainable." By comparison, Contra Costa County roads, on average, have a "69" PCI or a "Fair" rating.

Pinole's current financial commitment to rehabilitation is insufficient to avoid continued road deterioration. According to Pinole's "Road Repair" website:

> *Road repairs are planned to be funded through a combination of local and state sources, including $750,000 of Measure J funds for the Pavement Rehabilitation Plan and $350,000 of Measure S funds for maintenance and repairs in FY 25/26.*

Fiscal Year 2025/26 spending of $1.1 million is insufficient to meet estimated overall road rehabilitation needs. Pinole's Public Works department estimates that $20 million is the minimum budget needed over the next five years.

ASSESSMENT OF COMPARATIVE FINANCIAL HEALTH

Pinole's Comparative Overall Financial Health

The State of California publishes comprehensive financial data for all its counties and cities (and special districts). The state does not provide an analytical tool to compare assessments of the fiscal conditions of its counties and cities. The California Policy Center (CPC) is a non-profit organization that has developed a fiscal dashboard that allows for such comparisons and overall fiscal assessments. The Grand Jury recognizes that CPC is an organization engaged in policy advocacy, but its dashboard is based on publicly reported financial data and applies standardized metrics to these same data. The Grand Jury independently reviewed Pinole's underlying financial indicators and found them to be consistent with CPC's assessments.

CPC's dashboard has adopted a fiscal framework developed initially by the Hoover Institution, a public policy organization headquartered at Stanford University. CPC's model applies a standardized set of 10 financial indicators based on Annual Comprehensive Financial Report data and combines them into a composite score. This approach enables consistent comparison of fiscal condition across cities based on liquidity, operating performance, and long-term liabilities. CPC then assigns a letter grade from A to F based on the composite score of each city. These grades are each assigned a designation as low, moderate, or high risk for fiscal distress.

As shown in Table 6, Pinole's overall financial score merited an "F" grade per CPC's scorecard for the last three fiscal years for which data is available. In all three years, Pinole ranked in or near the bottom of all California cities whose ACFR data has been reported to the State.

Table 6. Pinole's Recent CPC Scores and Rankings

Year	Pinole Fiscal Health Score Out of 100/Grade	Pinole Ranking/ Reporting CA Cities
2024	47 / F	**407**/410
2023	49 / F	**436**/442
2022	48 / F	**457**/460

An "F" fiscal health score is described by the CPC as having a "High Risk of Financial Distress." Pinole's adverse fiscal health score is largely driven by its unfunded pension and OPEB obligations and its substantially negative unrestricted net position.

For the same period (2022-2024), the 18 other cities in the County had fiscal health scores ranging from 55 to 99. See Appendix A for more details.

CITY LEADERSHIP - LEARNING TO LIVE WITHIN PINOLE'S MEANS

Tax Fatigue

Pinole cannot feasibly resolve the financial challenges it faces exclusively by raising existing taxes or creating new ones. Pinole residents voted in 2024 to approve Measure I, a 0.50% sales tax increase. Following Measure I and two previous 0.50% sales tax increases approved since 2006, Pinole's residents now pay a total sales tax of 10.25%, highest among Contra Costa County's 19 cities. During the Grand Jury's interviews with subject matter experts, many interviewees used the phrase "tax fatigue" when asked to describe the overall sentiment of Pinole voters. Residents have repeatedly authorized more taxes with little perceived evidence that services are improving.

At an October 14, 2025, Council Finance Workshop, various Council members expressed concern that Pinole residents would not approve additional sales or parcel tax increases. These concerns are related to having just passed Pinole Measure I and the anticipated November 2026 BART-related tax initiative. In addition, the Contra Costa County Board of Supervisors has voted to place a 0.625% general sales tax on the June 2026 primary ballot. The Council suggested that it might not be practical to seek voter approval of additional taxes until 2028.

Expense Reduction: The Elephant in the Room

There are only two ways to bring Pinole's structural operating deficits into balance: finding new sources of incremental revenues or reducing expenditures.

The Council has not prioritized expense reductions in recent years' budget deliberations. Looking ahead, Pinole's long-term projections show expenditures continuing to grow faster than revenues based on existing service levels. The Council's budgets for the last three years continue to promote continuity of service levels and add Council-directed special projects each year while relying on general reserve reductions to close the annual funding gap.

The Baker Tilly Report's long-term financial forecast projects a requirement for Pinole to cut annual expenditures by a minimum 10% per year, even when taking into account the 0.5% sales tax increase authorized by Measure I. The Grand Jury noted potential areas for expenditure reductions. The Fiscal Year 2025/26 budget projects deficits in several Pinole departments, including Recreation ($1.8 million), Building and Planning ($900,000), and Pinole's cable TV station ($400,000). These are examples of departments that have required operating subsidies in recent years and could be the types of targets for efficiency measures and expenditure cuts. In addition, Pinole's staff has suggested to the Council that it avoid further unfunded Council-directed special projects.

The Baker Tilly Report Offers Options

The Baker Tilly Report provided three scenarios for the Council to consider for adoption, shown in Table 7 on the following page. They vary from an option that emphasizes revenue enhancement over expense reduction to an option emphasizing cutting expenses over raising revenue.

Table 7. Baker Tilly Report Fiscal Scenarios

Scenario	Description
Baseline Scenario Before Budget Corrections	• Annual deficits through 20-year forecast period • Assumes pension trust funding ends in 2030 • Current staffing levels • CalPERS maintains current discount rate
Scenario 1 – Strong Revenue Strategies	• Introduce a parcel tax • Increase business license tax rate or revise structure • Finance street and road rehabilitation • Introduce additional ½ cent sales tax measure • Increase franchise fees • Increase UUT for existing services and expand tax to others • Pursue change from General Law to Charter city and successfully introduce real property tax revenue stream
Scenario 2 – Mixed Approach (Moderate Revenues and Implement Expenditure Cost Shift Strategies)	• Increase franchise fees • Increase UUT for existing services and expand tax to other services • Pursue change from General Law to Charter city and successfully introduce real property tax revenue stream • Increase employee pension contributions • Shift medical contribution cost to employees • Reduce or eliminate retiree medical benefit for new hires • Implement General Fund expenditure reductions (as necessary) totaling $500,000 annually through FY 2029-30
Scenario 3 – Strong Operating Expenditure Reduction Strategies	• Increase employee pension contributions • Shift medical contribution cost to employees • Reduce or eliminate retiree medical benefit for new hires • Implement General Fund expenditure reductions (as necessary) totaling $1 million annually through 2029-30

*UUT = Utility Users Tax, an excise tax that cities impose on the consumption of utilities such as water and electricity.

To date, the Council has implemented two of the revenue recommendations in the Baker Tilly Report:

- Increase sales tax by 0.5% to a total rate of 10.25%
- Reduce Pinole's reserve fund by half

The Baker Tilly Report illustrates consequences of not addressing Pinole's current budget deficits:

> *The fiscal impact of taking no action would leave the City's General Fund fully depleted of reserves by FY 2028-29, at which point the City would be forced to implement hiring*

freezes or layoffs to avoid bankruptcy... Ultimately, the City would be placed into a form of receivership by the state and would then be overseen by an appointed court to implement the necessary actions to allow the City to operate.

Pinole Lacks Urgency in Addressing Its Fiscal Health Issues

The Grand Jury, based on Pinole's publicly available budgets and financial statements, supplemented by interviews with subject matter experts, found that Pinole faces pending operational and capital financial challenges. The Baker Tilly Report recommended significant expenditure cuts. The Grand Jury has found, however, that Pinole has not yet adopted any of the expense reduction recommendations.

Other Northern California Cities Have Experienced Bankruptcy

The Baker Tilly Report makes clear that without changes in Pinole's approach to budgeting, it faces a real risk of bankruptcy. Over the past 20 years, two Northern California cities—Stockton and Vallejo—have experienced bankruptcy proceedings. Bankruptcy neither relieves a city of its financial obligations, nor gives a free pass on having to provide essential city services. As a result of the bankruptcy proceedings, these cities found it necessary to close fire stations, lay off public safety employees, cut support to local youth and senior citizen centers, and replace existing agreements with labor unions with less generous ones. In Stockton's case, retired city employees lost access to free health care benefits.

There are additional consequences to municipal bankruptcy. Credit ratings are slashed, and some residents and businesses elect to move elsewhere. This results in lower tax receipts for the city, only deepening the problem.

Pinole's current financial trajectory poses serious risks to its long-term fiscal stability and its ability to maintain essential public services. The choices made by Pinole's leadership in the next few years will determine whether Pinole restores fiscal balance and protects its future or continues on a path that may ultimately bring severe financial and operational consequences to Pinole and its residents.

FINDINGS

F1. The City of Pinole's Fiscal Year 2025/26 Operating Budget is characterized as structurally balanced in its budget documents.

F2. Pinole's Fiscal Year 2025/26 Operating Budget achieves structural balance by relying on a general fund reduction to pay for what are termed "one-time initiatives."

F3. Within the Fiscal Year 2025/26 Operating Budget, deficits are projected in the Recreation Department ($1.8 million), the Building and Planning Department ($900,000), and the city-sponsored cable TV station ($400,000).

F4. Pinole's finance staff project that annual operating budget deficits will increase, growing to a $5.6 million deficit for Fiscal Year 2029/30.

F5. Pinole generated operating deficits due to expenditures exceeding revenues in four of the five years prior to Fiscal Year 2025/26.

F6. By relying on reserves to pay for "one-time expenditures" for the most recent three budget cycles (2023/24 through 2025/26), Pinole has not complied with its financial policies.

F7. Pinole has a total sales tax rate, at 10.25%, among the highest of any city in Contra Costa County.

F8. In Council meetings and workshops, Pinole officials have acknowledged the difficulty of obtaining voter approval for additional tax measures.

F9. Pinole's long-term financial forecast projects 10 years of operating deficits beginning in Fiscal Year 2026/27.

F10. The April 2024 "Baker Tilly Strategic Financial Planning Report" projects 20 years of operating deficits through Fiscal Year 2044/45.

F11. The Baker Tilly Report emphasized a need for urgency in addressing ongoing deficit spending.

F12. Pinole's CalPERS unfunded pension liabilities have increased from $18 million in 2014 to $45 million in 2024, an increase of 150%.

F13. Pinole's most recently reported CalPERS annual obligation from 2024 was $6.5 million.

F14. The CalPERS obligation is projected to increase by more than 10% in Fiscal Year 2026/27.

F15. Pinole's Section 115 Trust was funded in 2018 from proceeds from a one-time asset sale for $16.3 million to help offset the unfunded pension liability.

F16. Pinole staff projects its Section 115 Trust funds will be exhausted by Fiscal Year 2030/31.

F17. Pinole has an unfunded retiree healthcare liability (Other Post-Employment Benefits, or OPEB) of approximately $35 million.

F18. The OPEB obligations have been funded on a "pay as you go" basis with annual contributions from the General Fund.

F19. Pinole's public roads are graded at "55" in the 2024 Metropolitan Transportation Commission Pavement Condition Index survey, indicating the roads are "At Risk" and require extensive rehabilitation.

F20. Pinole staff has estimated $60 million will be needed for public road capital improvements over the next 10 years.

F21. Pinole staff has identified an additional $60 million funding gap for infrastructure capital improvements other than public roads over the next 10 years.

F22. The Pinole finance staff told Council in 2025 that the City does not have the necessary funding for these infrastructure capital improvements.

F23. Pinole's deferral of capital improvements will translate into higher costs (replacement versus repair) in the future.

F24. Through the Fiscal Year 2025/2026 budget cycle, the Council had not publicly developed or discussed a comprehensive strategy for expenditure reduction or service adjustments to address projected structural budget deficits.

F25. An assessment of Pinole's overall fiscal health, based on a dashboard developed by the California Policy Center using standardized financial measures, rated Pinole among the lowest of all reported California cities from 2022 to 2024.

F26. The Baker Tilly Report concluded that Pinole faces ongoing severe operating budget issues, including the threat of bankruptcy, if it does not balance annual expenditures and revenues.

RECOMMENDATIONS

R1. When developing all future Operating Budgets, the Council should comply with Pinole's "Financial and Investment Policies" that require a structurally balanced annual budget.

R2. During all future budget development cycles, the Council should consider directing staff to prepare an Operating Budget that includes expenditure reductions so that expenditures match revenues in each budget cycle.

R3. By Fiscal Year 2027/28, the Council should consider adopting a formal long-term financial plan that incorporates the level of expenditure reductions as outlined in the 2024 Baker Tilly Report.

R4. By December 31, 2026, the Council should consider developing methods to engage Pinole residents regarding options to address ongoing fiscal challenges.

R5. By June 30, 2027, the Council should consider developing a plan to fund and reconstruct Pinole's public roads.

R6. By March 31, 2027, the Council should consider directing staff to review funding options, such as asset sales, to address Pinole's unfunded pension liability.

REQUEST FOR RESPONSES

Pursuant to California Penal Code Section 933(b) et seq. and California Penal Code Section 933.05, the 2025-2026 Contra Costa County Civil Grand Jury requests responses from the following governing bodies:

Responding Agency	Findings	Recommendations
City Council for the City of Pinole, California	F1- F26	R1- R6

These responses must be provided in the format and by the date set forth in the cover letter that accompanies this report. An electronic copy of these responses in the form of a Word document should be sent by email to: ctaadmin@contracosta.courts.ca.gov and a hard (paper) copy should be sent to:

Civil Grand Jury – Foreperson
725 Court Street
P.O. Box 431
Martinez, CA 94553-0091

Attachment A

Pinole Fiscal Ranking
California Policy Center
Local Fiscal Health Dashboard

The non-profit California Policy Center (CPC) maintains a Local Fiscal Health Dashboard tracking the financial health of California cities. This dashboard assumes the role of the California State Auditor's Office Local Government High-Risk Dashboard which was discontinued in 2023. Using published data from every city's Annual Comprehensive Financial Report (ACFR), the CPC rates comparative fiscal health using ten standardized financial metrics: 1) general fund reserves; 2) debt burden; 3) liquidity; 4) revenue trends; 5) pension costs; 6) pension funding; 7) pension obligations; 8) other post-employment benefit obligations; 9) other post-employment benefit funding; and 10) net worth.

Using the most recent data from 2024 ACFR reporting, Pinole ranks in the bottom 1% of nearly 500 CA cities with an overall dashboard rating of 47 out of 100 points, representing an "F" score defined by CPC as a "high risk of financial distress, including the ability of the city to pay its bills in the short and long term". Four of the ten metrics are driving Pinole's "F" rating: 7) pension obligations; 8) other post-employment benefit obligations; 9) other post-employment benefit funding; and 10) net worth.

See the following page for a relative ranking of all 19 cities in Contra Costa County using the CPC's dashboard for the last 3 consecutive years of data.

Contra Costa County City	FISCAL SCORE 2024	FISCAL SCORE 2023	FISCAL SCORE 2022
Danville	99 A	99 A	98 A
Lafayette	96 A	92 A	94 A
Oakley	95 A	93 A	93 A
Moraga	85 A	86 A	89 A
Orinda	85 A	87 A	85 A
Clayton	78 B	81 B	85 A
San Pablo	76 B	79 B	80 B
San Ramon	75 B	76 B	81 B
Walnut Creek	78 B	77 B	80 B
Brentwood	75 B	75 B	83 B
Antioch	73 B	75 B	82 B
Hercules	72 B	71 B	81 B
El Cerrito	70 B	71 B	70 B
Pittsburg	68 C	70 B	71 B
Martinez	67 C	70 B	76 B
Pleasant Hill	68 C	68 C	71 B
Concord	65 C	63 C	68 C
Richmond	55 D	52 D	54 D
Pinole	47 F	49 F	48 F

Letter Grade	Financial Distress
A	85-100 Low Risk
B	70-84 Low Risk
C	60-69 Moderate Risk
D	50-59 Moderate
F	49 and Below High Risk

CITY OF PINOLE

2131 Pear Street
Pinole, CA 94564

Phone: (510) 724-9000
www.Pinole.Gov

July 15, 2026

Contra Costa County Grand Jury
PO Box 431
Martinez, CA 94553
ctadmin@contracosta.courts.ca.gov

Transmitted via electronic mail and regular mail

Subject: City of Pinole – Formal Response to Civil Grand Jury Report "Pinole's Future: It's a Rough Road Ahead" (May 14, 2026)

Dear Civil Grand Jury Members:

The City of Pinole appreciates the work of the Civil Grand Jury and values the opportunity to respond to the findings and recommendations presented in your report titled "Pinole's Future: It's a Rough Road Ahead." After careful review, the City submits the following responses to all twenty-six (26) findings and six (6) recommendations. These responses reflect the City's current fiscal practices, updated long-term financial planning, and ongoing commitment to transparent governance.

FINDINGS & RESPONSES

F1. When developing all future Operating Budgets, the Council should comply with Pinole's "Financial and Investment Policies" that require a structurally balanced annual budget.

Response: Pinole agrees with the finding.

F2. Pinole's Fiscal Year 2025/26 Operating Budget achieves structural balance by relying on a general fund reduction to pay for what are termed "one-time initiatives".

Response: Pinole agrees with the finding.

F3. Within the Fiscal Year 2025/26 Operating Budget, deficits are projected in the Recreation Department ($1.8 million), the Building and Planning Department ($900,000), and the city-sponsored cable TV station ($400,000).

Response: Pinole agrees with the finding.

F4. Pinole's finance staff project that annual operating budget deficits will increase, growing to a $5.6 million deficit for Fiscal Year 2029/30.

Response: Pinole partially disagrees; the Yellow Brick Road model updates long-term projections.

F5. Pinole generated operating deficits due to expenditures exceeding revenues in four of the five years prior to Fiscal Year 2025/26.

Response: Pinole agrees with the finding.

F6. Reliance on reserves for one-time expenditures in FY 2023/24–2025/26 violates policy.
Response: Pinole partially disagrees with the finding. Unassigned fund balance was on a pay-as-you-go basis for one-time initiatives and capital improvements projects. The City maintains a separate General Reserve with a current balance of $7.8 million that complies with its General Reserve Policy, which requires it to maintain a balance equal to 25% of total ongoing General Fund expenditures.

F7. Pinole has a total sales tax rate, at 10.25%, among the highest of any city in Contra Costa County.

Response: Pinole agrees with the finding.

F8. Officials publicly acknowledge difficulty obtaining voter approval for tax measures.
Response: Pinole agrees with the finding.

F9. Pinole's long-term financial forecast projects 10 years of operating deficits beginning in Fiscal Year 2026/27.

Response: Pinole partially disagrees with the finding. While the original forecast projected deficits over the 10-year period, the City has since implemented the updated the "Yellow Brick Road", which reflects structurally balanced budgets with no deficits starting in FY 2026/27.

F10. The April 2024 "Baker Tilly Strategic Financial Planning Report" projects 20 years of operating deficits through Fiscal Year 2044/45.

Response: Pinole agrees with the finding.

F11. The Baker Tilly Report emphasized a need for urgency in addressing ongoing deficit spending.

Response: Pinole agrees with the finding.

F12. Pinole's CalPERS unfunded pension liabilities have increased from $18 million in 2014 to $45 million in 2024, an increase of 150%.

Response: Pinole partially agrees with the finding. The current annual obligation is $6.2 million, based on the annual valuation report with a measurement date of June 30, 2024.

F13. Pinole's most recently reported CalPERS annual obligation from 2024 was $6.5 million.

Response: Pinole agrees with the finding.

F14. The CalPERS obligation is projected to increase more than 10% in FY 2026/27.
Response: Pinole agrees with the finding.

F15. Section 115 Trust funded in 2018 with $16.3M from a one-time asset sale.
Response: Pinole agrees with the finding.

F16. Pinole's Section 115 Trust was funded in 2018 from proceeds from a one-time asset sale for $16.3 million to help offset the unfunded pension liability.

Response: Pinole partially disagrees with the finding. While the original forecast projected full depletion of the Section 115 Trust by FY 2030/31, the City has since implemented the updated "Yellow Brick Road" forecast. It reflects structurally balanced budgets and significantly reduces the use of trust funds, limiting withdrawals to amounts below the annual interest earnings.

F17. Pinole has an unfunded retiree healthcare liability (Other Post-Employment Benefits, or OPEB) of approximately $35 million.

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Response: Pinole agrees with the finding.

F18. The OPEB obligations have been funded on a "pay as you go" basis with annual contributions from the General Fund.

Response: Pinole agrees with the finding.

F19. Pinole's public roads are graded at "55" in the 2024 Metropolitan Transportation Commission Pavement Condition Index survey, indicating the roads are "At Risk" and require extensive rehabilitation.

Response: Pinole agrees with the finding.

F20. Pinole staff has estimated $60 million funding gap for infrastructure capital improvements other than public roads over the next 10 years.

Response: Pinole agrees with the finding.

F21. Pinole staff has identified an additional $60 million funding gap for infrastructure capital improvements other than public roads over the next 10 years.

Response: Pinole agrees with the finding.

F22. The Pinole finance staff told Council in 2025 that the City does not have the necessary funding for these infrastructure capital improvements.

Response: Pinole agrees with the finding.

F23 Pinole's deferral of capital improvements will translate into higher costs (replacement versus repair) in the future.

Response: Pinole agrees with the finding.

F24. Through the Fiscal Year 2025/2026 budget cycle, the Council had not publicly developed or discussed a comprehensive strategy for expenditure reduction or service adjustments to address projected structural budget deficits.

Response: Pinole agrees with the finding.

F25. An assessment of Pinole's overall fiscal health, based on a dashboard developed by the California Policy Center using standardized financial measures, rated Pinole among the lowest of all reported California cities from 2022 to 2024.

Response: Pinole agrees with the finding.

F26. The Baker Tilly Report concluded that Pinole faces ongoing severe operating budget issues, including the threat of bankruptcy, if it does not balance annual expenditures and revenues.

Response: Pinole agrees with the finding.

RECOMMENDATIONS & RESPONSES

R1. When developing all future Operating Budgets, the Council should comply with Pinole's "Financial and Investment Policies" that require a structurally balanced annual budget.

Response: The recommendation has been implemented. See FY 2026/27 Budget. FY2026-27-Budget-Document.pdf

R2. During all future budget development cycles, the Council should consider directing staff to prepare an Operating Budget that includes expenditure reductions so that expenditures match revenues in each budget cycle.

Response: The recommendation has been implemented. See FY 2026/27 Budget. FY2026-27-Budget-Document.pdf

R3. By Fiscal Year 2027/28, the Council should consider adopting a formal long-term financial plan that incorporates the level of expenditure reductions as outlined in the 2024 Baker Tilly Report.

Response: Pinole agrees with the finding. The recommendation has been partially implemented. See the Fiscal Year 2026/27 Budget, which includes the "Yellow Brick Road". The City will complete a comprehensive long-term financial planning strategy that will address Other Post-Employment Benefits (OPEB) obligations, the information technology plan, and capital improvement funding options.

R4. By December 31, 2026, the Council should consider developing methods to engage Pinole residents regarding options to address ongoing fiscal challenges.

Response: Pinole agrees with the finding. The recommendation has not yet been implemented. The City has tentatively scheduled quarterly City Council Finance Subcommittee meetings starting in September 2026.

R5. By June 30, 2027, the Council should consider developing a plan to fund and reconstruct Pinole's public roads.

Response: Pinole agrees with the finding. The recommendation has not yet been implemented. The Plan will be discussed at the Infrastructure and Transportation Subcommittee January 2026 and incorporated in the CIP in the Spring of 2027.

R6. By March 31, 2027, the Council should consider directing staff to review funding options, such as asset sales, to address Pinole's unfunded pension liability.

Response: Pinole agrees with the finding. The recommendation has not yet been implemented. The City has tentatively scheduled quarterly City Council Finance Subcommittee meetings starting in September 2026.

CLOSING STATEMENT

The City of Pinole recognizes the seriousness of the issues raised by the Civil Grand Jury and remains committed to addressing these challenges through responsible fiscal management, transparent communication, and long-term planning. The City appreciates the Grand Jury's effort to highlight areas needing sustained attention and looks forward to continued progress on these items.
Please feel free to contact the City for any additional information or clarifications.

Sincerely,

Anthony Tave
Mayor, City of Pinole

CC: Pinole City Councilmembers

CITY COUNCIL REPORT

11.B.

DATE: JULY 21, 2026

TO: MAYOR AND COUNCIL MEMBERS

FROM: Markisha Guillory, Finance Director, 510-724-9823, MGuillory@pinole.gov

SUBJECT: ONE-TIME REVENUE POLICY AND PRIORITIZATION OF NONRECURRING RESOURCES

RECOMMENDATION

Staff recommends that the City Council review the City's Revenue Policy – One-Time (Non-Recurring) Resources Policy (Attachment A) and provide direction on expanding the policy to include the prioritization of nonrecurring resources, including proceeds from property sales. Staff also recommends that the Council consider applying these guidelines in determining the use of the one-time proceeds of $902,500 from the sale of the Post Office property.

BACKGROUND

The City's Revenue Policy – One-Time (Non-Recurring) Resources Policy recognizes that one-time revenues should generally be used for one-time expenditures. However, the policy does not establish priority ranking among one-time uses.

Recently, the City completed the sale of the Post Office property, generating $902,500 in proceeds. Because these proceeds represent a one-time revenue source, they should be used toward nonrecurring expenditures.

Several potential uses have been discussed and considered by the City Council, including contributing the proceeds to the City's Section 115 Trust or allocating the funds to road improvements. While both uses are consistent with one-time expenditures, the City's current policy does not identify which types of investments should receive priority when multiple needs exist.

Along with considering the use of the proceeds from the Post Office property sale, staff recommends using this opportunity to update the current policy and establish a more comprehensive framework for all future one-time revenues.

REVIEW AND ANALYSIS

Consistent with guidance from the Government Finance Officers Association (GFOA), many local governments have adopted policies that not only prohibit the use of one-time revenues for recurring operations but also establish priorities for how those revenues should be used.

Examples of common priority rankings adopted by local governments include:

1. Restoring or maintaining reserves
2. Making contributions to pension or Other Post-Employment Benefits (OPEB) obligations through a Section 115 Trust
3. Funding unfunded capital improvements or deferred maintenance
4. Addressing other one-time Council priorities

The City's Revenue Policy – One-Time (Non-Recurring) Resources Policy does not prioritize the use of one-time revenues. Considering the above, staff recommends that the City Council provide direction on expanding the policy to include prioritization guidelines that would apply not only to the Post Office sale proceeds but also to any future one-time revenues.

FISCAL IMPACT

There is no fiscal impact as a result of updating the policy.

Based on Council direction regarding the policy, staff will return with a budget amendment allocating $902,500 proceeds from the sale of the Post Office property.

ATTACHMENTS

A. Revenue Policy - One-Time (Non-Recurring) Resources

Revenue Policy – One-Time (Non-Recurring) Resources

Policy

The City will strive to maintain a diversified and stable revenue base that is not overly dependent on any individual revenue type, land use, or major taxpayer. One-time resources (also referred to as “non-recurring”) should be used for one-time (non-recurring) expenditures, including but not limited to establishing and rebuilding reserves, early retirement of debt, capital expenditures, and reducing unfunded pension liabilities (California Employee Retirement System (CalPERS) and Other Post Employment Benefits (OPEB)).

Purpose

To ensure that the City appropriately uses one-time resources, including not using one-time resources on ongoing expenditures, which can contribute to a structurally imbalanced budget.

Definitions and Details

1. Non-recurring revenues are monies that the City cannot reasonably expect to continue to receive over the next 10 to 15 years. Non-recurring revenues include, but may not be limited to, fund balance, grant funds, financing proceeds, and sale of property and equipment. Revenue from recurring sources that is significantly above normal levels will be considered non-recurring revenues.