CORONAVIRUS ADVISORY INFORMATION:

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CLICK HERE for County Updates

CITY COUNCIL

Roy Swearingen, Mayor
Norma Martinez-Rubin, Mayor Pro Tem
Peter Murray, Council Member
Vincent Salimi, Council Member
Anthony Tave, Council Member

PINOLE CITY COUNCIL MEETING AGENDA

TUESDAY
OCTOBER 6, 2020
VIA ZOOM TELECONFERENCE

6:00 P.M.
The public portion of the agenda will be heard immediately following the conclusion of the Closed Session items.

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

SUBMIT PUBLIC COMMENTS TO CITY CLERK BEFORE OR DURING THE MEETING VIA EMAIL
hiopu@ci.pinole.ca.us
Comments received before the close of the public comment period for that item will be read into the record and limited to 3 minutes. Please include your full name, city of residence and agenda item you are commenting on. Any comments received after the close of the public comment period will be distributed to Council and relevant staff after the meeting and filed with the agenda packet .

WAYS TO WATCH THE MEETING

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

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

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

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

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

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

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

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

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

3. CONVENE TO A CLOSED SESSION

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

A. PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Gov. Code § 54957
Title: City Manager

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

5. CITIZENS TO BE HEARD (Public Comments)

Citizens may speak under any item not listed on the Agenda. The time limit is 3 minutes, and is subject to modification by the Mayor. 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.

6. RECOGNITIONS / PRESENTATIONS / COMMUNITY EVENTS

A. Proclamations
   1. Recognizing October 4 - 10, 2020 as Fire Prevention Week

B. Presentations / Recognitions
   1. November 3, 2020 General Election Information by Scott Konopasek, Contra Costa County Assistant Registrar of Voters

7. CONSENT CALENDAR

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

A. Approve the Minutes of the Meeting of July 21, 2020

B. Receive the September 12, 2020 – October 2, 2020 List of Warrants in the Amount of $761,589.82 and the October 2, 2020 Payroll in the Amount of $425,363.10

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

D. Adopt A Resolution Approving Fiscal Year (FY) 2019-20 Budget Adjustments **[Action: Adopt Resolution per Staff Recommendation (Murray)]**

E. Approving The Transfer of $684,252 from the Pension Section 115 Trust Fund for Fiscal Year (FY) 2019/20 **[Action: Adopt Resolution per Staff Recommendation (Murray)]**

F. Adopt A Resolution Approving A Third Amendment To The Exclusive Negotiating Agreement Between The City Of Pinole And General Realty CE, LLC For The Sale And Purchase Of The Pinole Shores II Properties **[Action: Adopt Resolution per Staff Recommendation (De La Rosa)]**

G. Amendment To Chapter 15.54 Water Efficient Landscape Ordinance (WELO) Of The Pinole Municipal Code **[Action: Adopt Ordinance on Second Reading (Hanham)]**

H. Adopt A Resolution Approving The Submittal Of Application(s) For The State Of California Department Of Parks And Recreation Per Capita Grant Funds **[Action: Adopt Resolution per Staff Recommendation (Miller)]**

I. Approving The Pinole Salary Schedule For All Represented And Unrepresented Employee Classifications In Conformance With California Code Of Regulations, Title 2, Section 570.5 **[Action: Adopt Resolution per Staff Recommendation (De La Rosa)]**

J. Receive The 2019 Annual General Plan Housing Element Progress Report As Required By The State Of California **[Action: Receive and file report (Hanham)]**

K. Adopt A Resolution Approving Side Letter Agreements To The Memorandums Of Understanding (MOUs) Between The City And Local 1, And The City And AFSCME Local 512 To Amend Article II – Recognition Of Each Agreement **[Action: Adopt Resolution per Staff Recommendation (De La Rosa)]**

8. PUBLIC HEARINGS

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

9. OLD BUSINESS

A. Updated Financial and Investment Policies **[Action: Adopt Resolution per Staff Recommendation (Murray)]**

10. NEW BUSINESS

A. Receive The Five-Year Forecast For The General Fund And Measure S Funds Fiscal Year (FY) 2020/21 Through FY 2024/25 **[Action: Receive and File Report (Murray)]**

11. REPORTS & COMMUNICATIONS

A. Mayor Report
   1. Announcements

B. Mayoral & Council Appointments

C. City Council Committee Reports & Communications

D. Council Requests For Future Agenda Items

E. City Manager Report / Department Staff

F. City Attorney Report

12. ADJOURNMENT to the Regular City Council Meeting of October 20, 2020 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.

POSTED: October 1, 2020 at 4:00 P.M.

____
Heather Iopu, CMC
City Clerk

VOTING IN THE 2020 PANDEMIC

Scott O. Konopasek

Assistant Registrar of Voters

September 2020

AMERICA'S BEST ELECTION TEAM

2020 ELECTION PLANNING CONSIDERATIONS

- Record Turnout
- Cybersecurity
- Wildfires
- Power shut-offs (PSPS)
- Coronavirus Pandemic
- Social Unrest
- Politization of USPS

- What else???
  - FLU?
  - Police at Polls?

WHAT'S CHANGED?

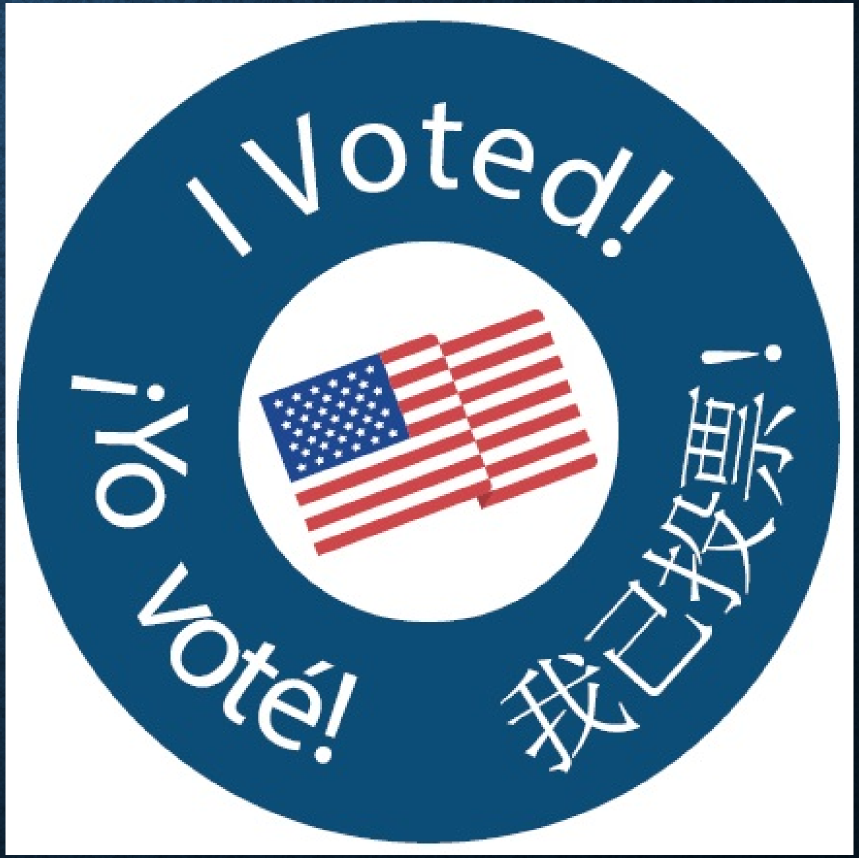
- For most voters there are no visible changes
- Most changes are behind the scenes
- Voting By Mail
  - 75% already get ballot by mail by choice
  - Other 25% will now be mailed a ballot (~160,000 voters)
- Voting Early In-person
- Voting in-person on Election Day

TIMELINES

- September 24th
  - Voter Information Guide mailed
- October 5th
  - Ballots mailed to all voters
  - In-person voting begins in Martinez
  - Ballot drop boxes opened
- October 19th
  - Registration Deadline
- October 30th
  - Early voting sites open
  - In-person registration
- November 3rd
  - Election Day Polls
  - Postmark Deadline
  - In-person registration

VOTE BY MAIL

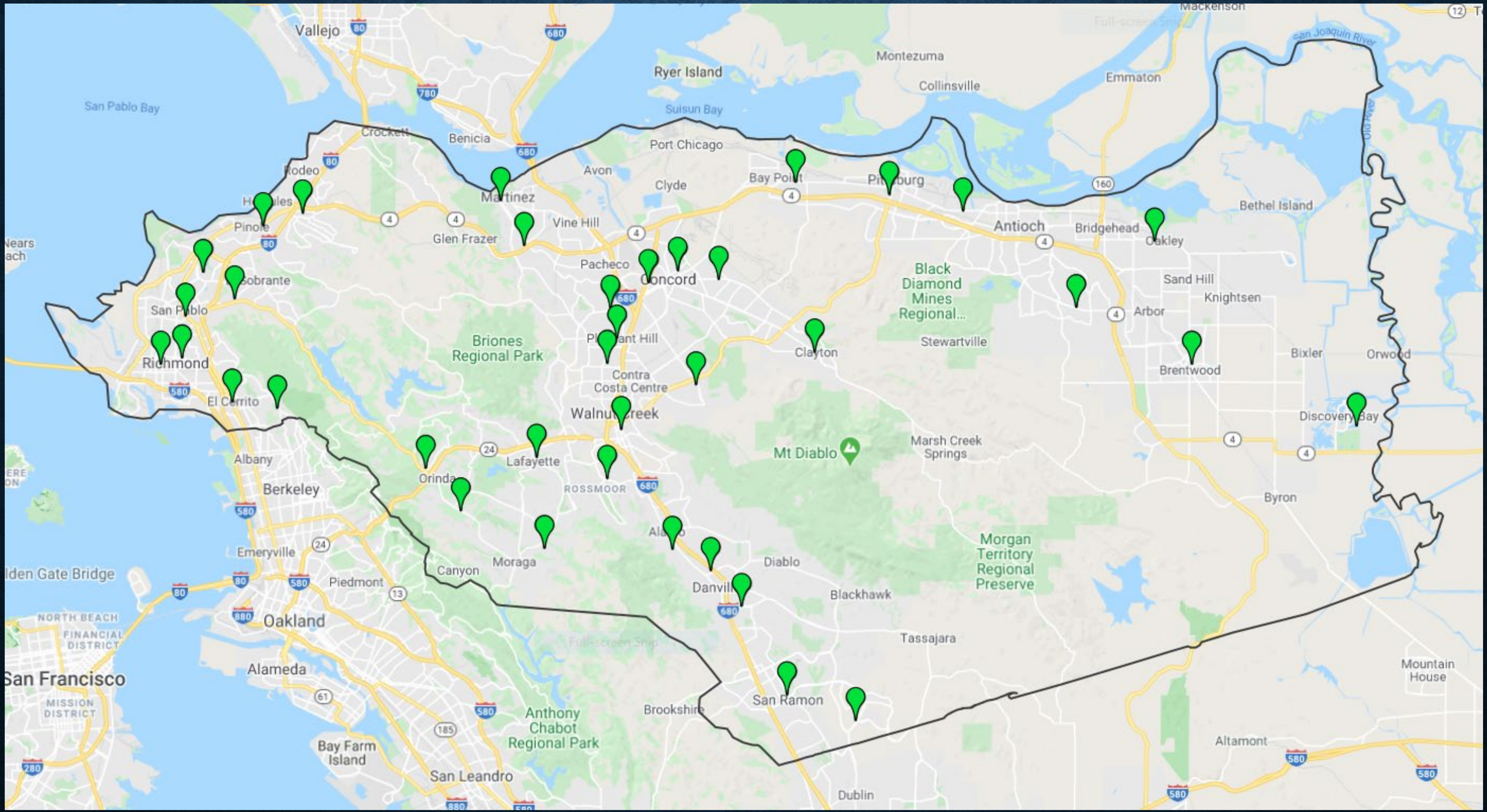
- Upgraded USPS accounts to speed delivery and enable ballot tracking
- Expanded use of First Class Mail
- I Voted Stickers
- Outreach to Non-VBM Voters
- Earlier initial mailing
- BallotTrax



DROP BOXES

- Debuted in 2014
- Retain Inside Drop Boxes Where Possible
- Increased Outdoor 24/7 fleet from 12 to 37 boxes
- High Security design
- Serviced Daily by 2 election staff

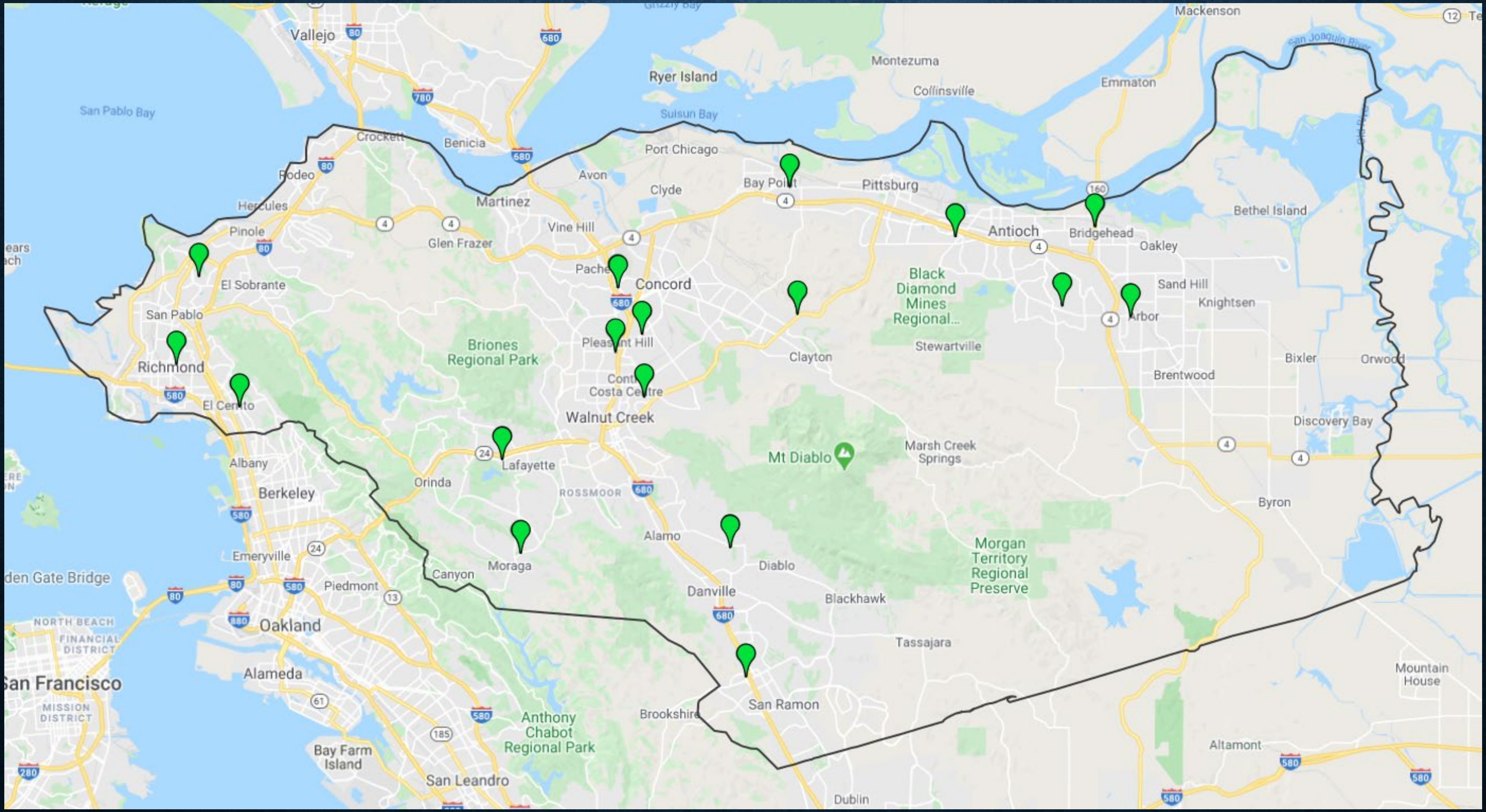
DROP BOX LOCATIONS



EARLY VOTING

- Debuted in 2016
- Expanded from 3 to 17 locations
- Open 4 days
- Indoor and Outdoor locations
- Full Service

EARLY VOTING LOCATIONS

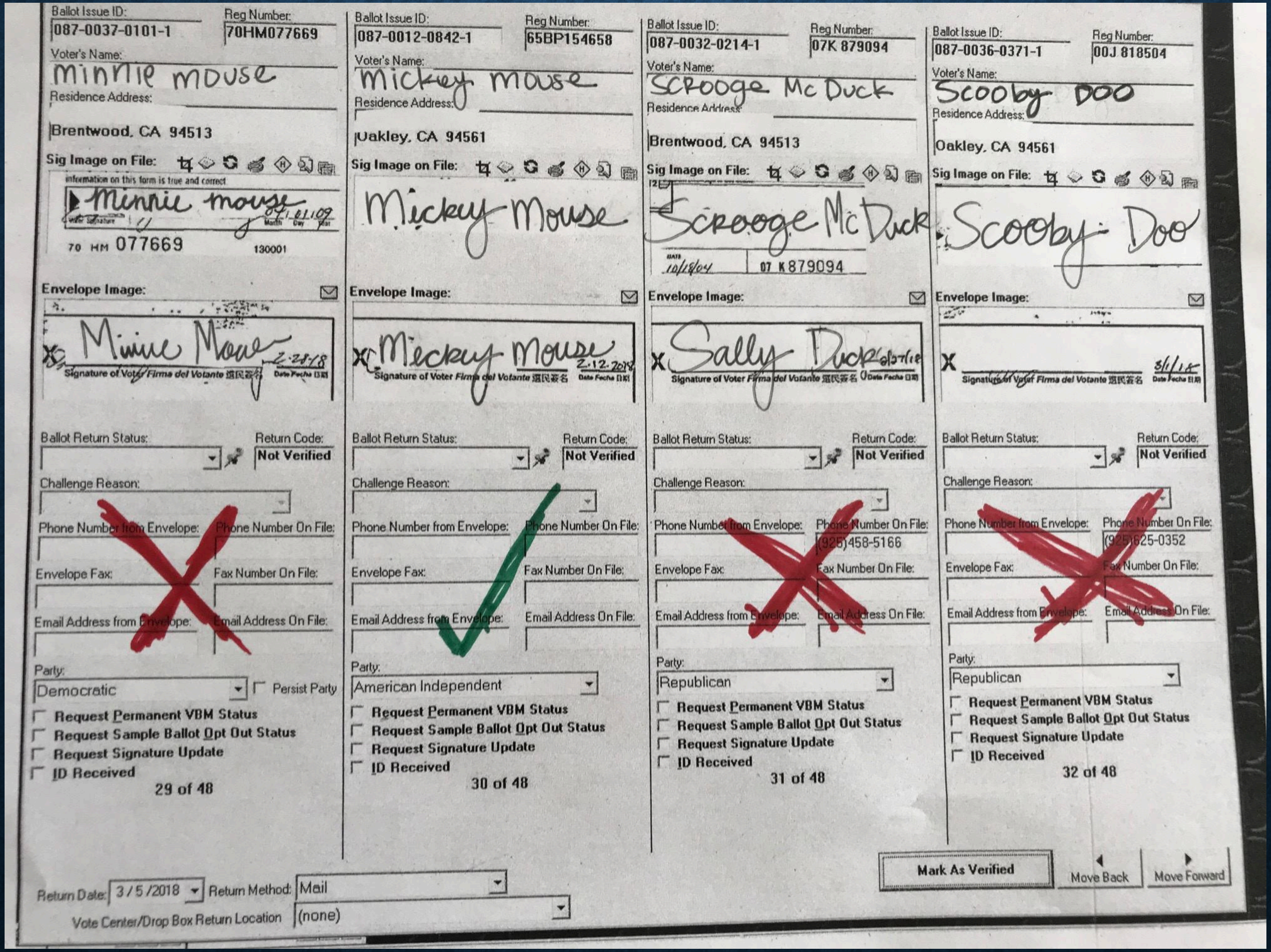


ELECTION DAY POLLING PLACES

- Every voter assigned to one of approx 150 Polling Places
- PPE and Distancing protocols
- Hand-Marked and Machine-Marked Paper Ballots
- Electronic check-in will eliminate most Provisionals Ballots
- “Trader Joe Effect”

Our Volunteer poll workers are American Heroes

VERIFYING THE SIGNATURES



Ballot Issue ID: 087-0037-0101-1	Ballot Issue ID: 087-0012-0842-1	Ballot Issue ID: 087-0032-0214-1	Ballot Issue ID: 087-0036-0371-1
Reg Number: 70HM077669	Reg Number: 65BP154658	Reg Number: 07K 879094	Reg Number: 00J 818504
Voter's Name: minnie mouse	Voter's Name: mickey mouse	Voter's Name: SCROOGE Mc Duck	Voter's Name: Scooby DOO
Residence Address: Brentwood, CA 94513	Residence Address: Oakley, CA 94561	Residence Address: Brentwood, CA 94513	Residence Address: Oakley, CA 94561
Sig Image on File: Minnie mouse 04.01.09 70 HM 077669 130001	Sig Image on File: Micky Mouse	Sig Image on File: Scrooge Mc Duck 10/18/04 07 K879094	Sig Image on File: Scooby Doo
Envelope Image: X Minnie Mouse 2-28-18 Signature of Voter Firma del Votante	Envelope Image: X Mickey Mouse 2-12-2018 Signature of Voter Firma del Votante	Envelope Image: X Sally Duck Signature of Voter Firma del Votante	Envelope Image: X 3/1/18 Signature of Voter Firma del Votante
Ballot Return Status: / Return Code: Not Verified	Ballot Return Status: / Return Code: Not Verified	Ballot Return Status: / Return Code: Not Verified	Ballot Return Status: / Return Code: Not Verified
Challenge Reason:	Challenge Reason:	Challenge Reason:	Challenge Reason:
Phone Number from Envelope: / Phone Number On File:	Phone Number from Envelope: / Phone Number On File:	Phone Number from Envelope: / Phone Number On File: (925)458-5166	Phone Number from Envelope: / Phone Number On File: (925)625-0352
Envelope Fax: / Fax Number On File:	Envelope Fax: / Fax Number On File:	Envelope Fax: / Fax Number On File:	Envelope Fax: / Fax Number On File:
Email Address from Envelope: / Email Address On File:	Email Address from Envelope: / Email Address On File:	Email Address from Envelope: / Email Address On File:	Email Address from Envelope: / Email Address On File:
Party: Democratic / Persist Party	Party: American Independent	Party: Republican	Party: Republican
Request Permanent VBM Status	Request Permanent VBM Status	Request Permanent VBM Status	Request Permanent VBM Status
Request Sample Ballot Opt Out Status	Request Sample Ballot Opt Out Status	Request Sample Ballot Opt Out Status	Request Sample Ballot Opt Out Status
Request Signature Update	Request Signature Update	Request Signature Update	Request Signature Update
ID Received	ID Received	ID Received	ID Received
29 of 48	30 of 48	31 of 48	32 of 48

Return Date: 3/5/2018 Return Method: Mail

Vote Center/Drop Box Return Location (none)

Mark As Verified | Move Back | Move Forward

IN REVIEW

- For most voters there are no visible changes
- Most changes are behind the scenes
- We are prepared for postal delays
- More in-person opportunities than March
- We are protecting our workers and Voters
- Be Safe, Vote at Home

STAY IN TOUCH

- Facebook: Contra Costa County Elections
- Twitter: @cocoelections
- YouTube: Contra Costa Clerk-Recorder-Elections Department
- Nextdoor: Contra Costa Elections – Community Outreach

QUESTIONS?

CITY COUNCIL MEETING
MINUTES
July 21, 2020

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

The City Council Meeting was held via Zoom videoconference and broadcast from the Pinole Council Chambers, 2131 Pear Street, Pinole, California. Mayor Swearingen called the Regular Meeting of the City Council to order **5:01** p.m. and led the Pledge of Allegiance.

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

A. COUNCILMEMBERS PRESENT

Roy Swearingen, Mayor
Norma Martinez-Rubin, Mayor Pro Tem
Peter Murray, Councilmember (5:04 p.m.)
Vincent Salimi, Councilmember
Anthony Tave, Councilmember

B. STAFF PRESENT
Andrew Murray, City Manager
Hector De La Rosa, Assistant City Manager
Heather Iopu, City Clerk
Eric Casher, City Attorney
Tamara Miller, Development Services Director/City Engineer
Neil Gang, Police Chief
Chris Wynkoop, Fire Chief
Finance Director, Andrea Miller

City Clerk Iopu announced the agenda was posted on July 16, 2020 at 4:00 p.m. All legally required notice was provided.

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

3. CONVENE TO A CLOSED SESSION
Citizens may address the Council regarding a Closed Session *item prior to the Council adjourning into the Closed Session, by first providing a speaker card to the City Clerk.*

The following speakers submitted written comments for Item 3A that were read aloud and will be filed with the agenda packet for this meeting: **Rafael Menis**

At 5:04 p.m. Mayor Swearingen convened the meeting to a closed session.

A. PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Gov. Code § 54957
Title: City Clerk

B. PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Gov. Code § 54957
Title: City Manager

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

At 5:39 p.m., Mayor Swearingen reconvened the meeting to open session and announced that there was no reportable action.

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

The following speakers submitted written comments that were read aloud and will be filed with the agenda packet for this meeting: **Francisco Flores, , David Ruport, Deborah Long, Diane De Silva Dyer, Donna Farish, Estela de Paz, Irma Ruport, Charles & Judy Dadisman, Ivette Ricco, Jeff Rubin, Jo Ann & Joel Gannotti, Kelly Bennett, Kibby Kleiman, Margaret Young, Maria Alegria, Phyllis Dill, and Rafael Menis**

6. RECOGNITIONS / PRESENTATIONS / COMMUNITY EVENTS

A. Proclamations
1. Proclamation Recognizing Finance Director Andrea Miller for Her Service to the City of Pinole

Mayor Swearingen read a Proclamation Recognizing Finance Director Miller and presented it to her. Council and staff made comments thanking Director Miller for her service. Director Miller made comments and thanked the City and staff for the honor.
f

B. Presentations / Recognitions
1. Bay Area Rapid Transit (BART) Presentation by Board President, Lateefah Simon

BART Board President Simon gave a slide presentation with an update regarding service levels, capital improvements, effects of COVID-19 on operations, budget, progressive policing, safety and access information for the public.

Council members asked questions. President Simon responded to Council questions.

2. West Contra Costa County Unified School District (WCCUSD) Update on Reopening of Schools and District Budget by Associate Superintendent of Business Services Dr. Tony Wolde

WCCUSD Associate Superintendent Dr. Wolde provided an update regarding the school district budget and the plan for reopening framework. Highlighted the virtual school model options being discussed in response to the pandemic and school closure.

Return to Agenda

Council members asked questions. Dr. Wolde responded to questions.

7. CONSENT CALENDAR

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

A. Approve the Minutes of the Meeting of May 19, 2020.

B. Receive the July 4, 2020 – July 17, 2020 List of Warrants in the Amount of $1,738,731.89 and the July 10, 2020 Payroll in the Amount of $410,184.27

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

D. Placement of Liens for Delinquent Unpaid Waste Collection Charges Falling Delinquent Between January and April 2020, Considered at an Administrative Hearing on June 4, 2020 **[Action: Adopt Resolution per Staff Recommendation (Iopu)]**

E. Review and Approve the Master Fee Schedule **[Adopt Resolution per Staff Resolution (Miller)]**

F. Receive the Quarterly Investment Report for the Quarter Ending June 30, 2020 **[Receive and File Report (A. Miller)]**

H. Approve the Pinole Salary Schedule for all Represented and Unrepresented Employee Classifications in Conformance with California Code of Regulations, Title 2, Section 570.5 **[Action: Adopt Resolution per Staff Recommendation (De La Rosa)]**

ACTION: <u>Motion by Councilmembers Martinez-Rubin/Murray to Approve Consent Calendar Items A-F and H</u>

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

Item 7G was pulled by Mayor Swearingen for further discussion.

G. Authorize Response to Grand Jury Report: “Police Department Staffing” (Report 2004) **[Action: Adopt Resolution per Staff Recommendation (Gang)]**

The following speakers submitted written comments on Consent Calendar Item 7G that were read aloud and will be filed with the agenda packet for this meeting: **George Pursley, Kristen Pursley, Michael Ashburne, Rafael Menis, and Sarah Flashman**

Council members made comments. Police Chief Gang provided additional background information.

ACTION: Motion by Councilmembers Tave/Martinez-Rubin to Approve Consent Calendar Item 7G

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

8. PUBLIC HEARINGS

Citizens wishing to speak regarding a Public Hearing item should fill out a speaker card prior to the completion of the presentation, by first providing a speaker card to the City Clerk. An official who engaged in an ex 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. Amendment to Section 17.70 Accessory Dwelling Unit Ordinance of the Pinole Municipal Code **[Action: Conduct Public Hearing on First Reading (T. Miller)]**

Director Miller introduced Planning Manager David Hanham who provided an overview of the item and highlighted the action.

At 8:54 p.m. Mayor Swearingen opened and closed the public hearing. There were no public speakers.

Council members asked questions and made comments regarding the details of the report. Staff addressed the questions of Council.

ACTION: Motion by Councilmembers Martinez-Rubin/Salimi to Approve 1st Reading of the Amendment to Section 17.70 Accessory Dwelling Unit Ordinance of the Pinole Municipal Code

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

9. OLD BUSINESS

A. Update On City Staff Activities Related To Preparing For A Potential November 2020 Ballot Measure and Special Parcel Tax for Fire Service **[Action: Discuss and Provide Direction (Murray)]**

City Manager Murray provided background information.

The following speakers submitted written comments on Item 9A that were read aloud and will be filed with the agenda packet for this meeting: **Maria Alegria, Rafael Menis, and Vincent Wells**

Council members made comments. Staff and Council held discussion regarding the timing of a potential parcel tax measure.

ACTION: Motion by Councilmembers Swearingen/Tave to Direct Staff Not to Move Forward In Preparing A November 2020 Ballot Measure and Special Parcel Tax for Fire Service

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

B. Adopt a Resolution Accepting the Final Recommendations from the Fowler House Re-Use Committee **[Action: Adopt Resolution per Staff Recommendation (T. Miller)]**

Director Miller presented a report and highlighted the staff recommendation for Council. Council members asked questions. Staff responded to questions. Council held discussion regarding the details of the report.

ACTION: Motion by Councilmembers Tave/Salimi to Adopt a Resolution Accepting the Final Recommendations from the Fowler House Re-Use Committee

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

C. Approve The Memorial Policy, Previously Named The Plaques, Monument, And Memorial Dedication And Acceptance Of Donated Equipment Or Material Policy **[Action: Adopt Resolution per Staff Recommendation (De La Rosa)]**

Assistant Manager De La Rosa presented the details of the report. Council members made comments. Staff responded to comments.

Council suggested some amendments to the language of the policy which was noted by staff.

ACTION: Motion by Councilmembers Tave/Salimi to Approve The Memorial Policy, Previously Named The Plaques, Monument, And Memorial Dedication, As Amended

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

D. Approve an Amendment to the Operating Agreement for Aquatic Program Coordination and Facility Use With the Pinole Seals for Use of the Swimming Pool

From June 27 – July 31, 2020 and Authorize the City Manager to Execute the Agreement **[Action: Adopt Resolution per Staff Recommendation (De La Rosa)]**

Assistant Manager De La Rosa provided an overview of the item to Council. Council members made comments. Staff responded to comments.

ACTION: Motion by Councilmembers Murray/Martinez-Rubin to Approve an Amendment to the Operating Agreement for Aquatic Program Coordination and Facility Use With the Pinole Seals for Use of the Swimming Pool From June 27 – July 31, 2020 and Authorize the City Manager to Execute the Agreement

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

10. NEW BUSINESS

A. Resolution Naming the Basketball Court at Fernandez Park After David Patrick Underwood and Authorizing City Staff to Collaborate with Community Partners to Repave and Repaint the Court **[Action: Adopt Resolution per Staff Recommendation (Murray)]**

City Manager Murray presented an overview of the item.

The following speakers submitted written comments on Item 10A that were read aloud and will Be filed with the agenda packet for this meeting: **Ivette Ricco**

Council member Murray provided additional context. Announced details of the community effort to help complete the project and dedication to Officer David Patrick Underwood.

Council members made comments in support of the project.

ACTION: Motion by Councilmembers Swearingen/Murray to Adopt a Resolution Naming the Basketball Court at Fernandez Park After David Patrick Underwood and Authorizing City Staff to Collaborate with Community Partners to Repave and Repaint the Court

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

11. REPORTS & COMMUNICATIONS

A. Mayor Report

1. Announcements

Mayor Swearingen gave report with information regarding the pandemic and current regulations with regard to local businesses. Highlighted safety information and police service in Pinole.

Announced attendance at Mayor's Conference and the topic of discussion; mental health awareness, especially within the homeless population.

B. Mayoral & Council Appointments

None.

C. City Council Committee Reports & Communications

Mayor Pro Tem Martinez-Rubin reminded the public to be cautious and continue to practice social distancing and wearing a mask during the pandemic. Encouraged the public to complete the Census if they have not yet.

Council member Salimi announced local COVID-19 statistics. Encouraged residents and Council to remain vigilant.

Council member Tave cautioned the public to remain careful during the pandemic. Announced attendance at the MTE meeting and announced discussion topics; storing reserves and budget concerns. Provided an update of the Faria House Re-Use Ad Hoc committee; initial discussions and planning taking place.

Council member Murray confirmed that Faria House Re-Use Ad Hoc is creating a workplan and will come back with a report at a later time. Announced Household Hazardous Waste Event hosted by Recycle More was very successful.

D. Council Requests For Future Agenda Items

Council member Tave asked when the Grand Jury Response related to Fire services would be come before Council. City Manager Murray stated that it would be on the next meeting agenda on August 18, 2020.

E. City Manager Report / Department Staff

No report.

I. City Attorney Report

City Attorney Casher announced that the Contra Costa County Eviction Moratorium has been extended to September 30th by the Board of Supervisors.

12. **ADJOURNMENT** to the Regular City Council Meeting of August 18, 2020 In Remembrance of Amber Swartz and Congressman John Lewis

At 10:45 p.m., Mayor Swearingen adjourned to the Regular City Council Meeting of June 2, 2020 In Remembrance of Amber Swartz.

Submitted by:

Return to Agenda

Heather Iopu, CMC
City Clerk

Approved by City Council: July 21, 2020

Return to Agenda

City of Pinole, CA

7B
WARRANT LISTING
By Vendor Name

Payment Dates 9/12/2020 - 10/2/2020

Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
Vendor: 4LE00 - 4LEAF, INC.					
J3681V	94847	09/25/2020	100-231-42101	FIRE INSPECTIONS AUG 2020	16,800.00
				Vendor 4LE00 - 4LEAF, INC. Total:	**16,800.00**
Vendor: AIR10 - AIRGAS USA, LLC					
9973672028	94822	09/18/2020	100-231-42107	FIRE RENT CYL MED LARGE AIR	76.57
				Vendor AIR10 - AIRGAS USA, LLC Total:	**76.57**
Vendor: ALH01 - ALHAMBRA & SIERRA SPRINGS					
5025519 090620	94894	10/02/2020	500-641-42201	WPCP WATER FOR AUG 2020	130.68
5025531 090620	94894	10/02/2020	100-343-42108	DRINKING WATER FOR CORP YARD	123.19
				Vendor ALH01 - ALHAMBRA & SIERRA SPRINGS Total:	**253.87**
Vendor: ALL14 - ALLSTAR FIRE EQUIPMENT, INC.					
222918	94848	09/25/2020	100-231-42107	FD - EQUIPMENT SERVICE	1,000.09
				Vendor ALL14 - ALLSTAR FIRE EQUIPMENT, INC. Total:	**1,000.09**
Vendor: ARA01 - ARAMARK UNIFORM SERVICES					
704998961	94895	10/02/2020	100-221-44410	PD LAUNDRY SERVICE	5.23
705017401	94895	10/02/2020	100-221-44410	PD LAUNDRY SERVICE	5.23
705026417	94895	10/02/2020	100-221-44410	PD LAUNDRY SERVICE	5.23
705035420	94895	10/02/2020	100-221-44410	PD LAUNDRY SERVICE	5.23
705044237	94895	10/02/2020	100-221-44410	PD LAUNDRY SERVICE	5.23
705052960	94895	10/02/2020	100-221-44410	PD LAUNDRY SERVICE	5.23
				Vendor ARA01 - ARAMARK UNIFORM SERVICES Total:	**31.38**
Vendor: ARM09 - ARMOUR PETROLEUM SVC/EQUP					
WO-19286	94896	10/02/2020	500-641-42107	REPAIR/MAINTENANCE - TP	974.98
				Vendor ARM09 - ARMOUR PETROLEUM SVC/EQUP Total:	**974.98**
Vendor: ATT01 - AT&T					
000015157649	94823	09/18/2020	525-118-43101	COP PUBLIC WORKS PHONE BILL	966.33
000015157650	94823	09/18/2020	525-118-43101	COP ADMIN PHONE BILL	1,549.58
000015157651	94823	09/18/2020	525-118-43101	COP REC DEPT PHONE BILL	703.83
000015158177	94823	09/18/2020	525-118-43101	COP ACCOUNTS PAYABLE PHONE BILL	156.55
000015211369	94897	10/02/2020	525-118-43101	IT ATT PHONE BILL	2,079.15
287274105793X08282020	94824	09/18/2020	215-341-43101	I80 MOBILITY PROJECT	78.02
287277095767X08282020	94824	09/18/2020	215-341-43101	I80 MOBILITY PROJECT	77.22
				Vendor ATT01 - AT&T Total:	**5,610.68**
Vendor: BAY04 - BAY AREA BARRICADE SVC.					
0015816	94898	10/02/2020	200-342-42108	PW - STREET PAINT	81.29
				Vendor BAY04 - BAY AREA BARRICADE SVC. Total:	**81.29**
Vendor: BEA03 - BEARING ENGINERING CO.					
5560212	94899	10/02/2020	500-641-42107	SUPPLIES/PARTS - TP	12.00
				Vendor BEA03 - BEARING ENGINERING CO. Total:	**12.00**
Vendor: BLU03 - BLUE LAGOON POOL SERVICE					
15423	94849	09/25/2020	209-557-42108	SUMMER POOL SERVICE - AUG	1,210.00
				Vendor BLU03 - BLUE LAGOON POOL SERVICE Total:	**1,210.00**
Vendor: BOU01 - BOUND TREE MEDICAL, LLC					
83768147	94825	09/18/2020	100-231-42104	FIRE MEDICAL SUPPLIES	122.34
				Vendor BOU01 - BOUND TREE MEDICAL, LLC Total:	**122.34**

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Vendor: LOW01 - BRIAN LOWRY					
09232020	94850	09/25/2020	100-117-41101	2020 RETIREE MEDICAL REIMBURSEMENT	1.49
				Vendor LOW01 - BRIAN LOWRY Total:	**1.49**
Vendor: CAL04 - CALCON SYSTEMS,INC.					
47423	94900	10/02/2020	500-641-42107	SERVICE CALLS - WWTP	3,303.58
				Vendor CAL04 - CALCON SYSTEMS,INC. Total:	**3,303.58**
Vendor: CAL20 - CALIFORNIA ASSOCIATION OF PROFESSIONAL FIREFIGHTERS					
OCT 2020	94901	10/02/2020	100-231-41008	LONG TERM DISABILTY PLAN	324.50
				Vendor CAL20 - CALIFORNIA ASSOCIATION OF PROFESSIONAL FIREFIGHTERS Total:	**324.50**
Vendor: PER03 - CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTM					
100000016149655	94902	10/02/2020	100-115-42101	FEES FOR GASB-68 REPORTS & SCHEDULES	1,750.00
				Vendor PER03 - CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTM Total:	**1,750.00**
Vendor: CAL01 - CALTEST ANALYTICAL LAB					
613864	94826	09/18/2020	500-641-44305	TP - ROUTINE MONITORING	514.90
				Vendor CAL01 - CALTEST ANALYTICAL LAB Total:	**514.90**
Vendor: CCP03 - CCP INDUSTRIES					
IN02604536	94903	10/02/2020	500-641-44410	WPCP - NITRILE GLOVES	254.09
				Vendor CCP03 - CCP INDUSTRIES Total:	**254.09**
Vendor: CIT08 - CITY MECHANICAL, INC					
65803	94851	09/25/2020	100-343-42108	WORK ORDER 42329 HVAC	610.85
65912	94851	09/25/2020	100-343-42108	WORK ORDER 42132 HVAC	284.59
67140	94904	10/02/2020	100-222-42108	WORK ORDER 45677 HVAC	2,216.00
67260	94904	10/02/2020	100-222-42108	WORK ORDER 45688 HVAC T&M	491.26
67534	94904	10/02/2020	100-343-42108	WORK ORDER 44947 HVAC	854.77
67537	94904	10/02/2020	209-553-42108	WORK ORDER 44946 HVAC	593.63
67631	94904	10/02/2020	100-343-42108	WORK ORDER 43088 HVAC T&M	11,723.58
				Vendor CIT08 - CITY MECHANICAL, INC Total:	**16,774.68**
Vendor: FAI04 - CITY OF FAIRFIELD					
4007	94827	09/18/2020	100-221-42511	RANGE USE FEES JULY 2020	1,400.00
				Vendor FAI04 - CITY OF FAIRFIELD Total:	**1,400.00**
Vendor: COM20 - COMCAST					
08162020	94905	10/02/2020	100-221-42514	PD CABLE BILL	176.20
09092020-3131	94852	09/25/2020	100-231-43105	FIRE - COMCAST BIZ SERVICES	10.68
091420	94905	10/02/2020	100-117-43105	CH CABLE SERVICE	34.64
091420-8658	94905	10/02/2020	100-231-43105	FIRE - COMCAST BUSINESS SVCS	54.42
SEP 01 2020 3450	94828	09/18/2020	215-341-43101	I80 MOBILITY PROJECT	236.24
				Vendor COM20 - COMCAST Total:	**512.18**
Vendor: CON56 - CONCENTRA MEDICAL CENTERS					
68836015	94906	10/02/2020	100-116-42101	HR - DOT RESERTS - BOWIE	79.50
				Vendor CON56 - CONCENTRA MEDICAL CENTERS Total:	**79.50**
Vendor: CON13 - CONTRA COSTA COUNTY AUDITOR-CONTROLLER					
2021-0013	94829	09/18/2020	100-117-42401	LAFCO NET COST APPT - FY 20-21	5,457.48
				Vendor CON13 - CONTRA COSTA COUNTY AUDITOR-CONTROLLER Total:	**5,457.48**
Vendor: CON10 - CONTRA COSTA COUNTY POLICE CHIEFS' ASSOCIATION					
20-16	94907	10/02/2020	100-221-42401	20/21 MEMBERSHIP DUES	775.00
				Vendor CON10 - CONTRA COSTA COUNTY POLICE CHIEFS' ASSOCIATION Total:	**775.00**
Vendor: CCC13 - CONTRA COSTA COUNTY PUBLIC WORKS DEPARTMENT					
703160	94853	09/25/2020	200-342-42101	TRAFFIC SIGNAL MAINTENANCE MAY 2020	5,677.16
703160	94853	09/25/2020	310-347-42101	TRAFFIC SIGNAL MAINTENANCE MAY 2020	306.52

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703160	94853	09/25/2020	310-348-42101	TRAFFIC SIGNAL MAINTENANCE MAY 2020	153.26
703195	94853	09/25/2020	200-342-42101	TRAFFIC SIGNAL MAINTENANCE JUN 2020	5,512.02
703195	94853	09/25/2020	310-347-42101	TRAFFIC SIGNAL MAINTENANCE JUN 2020	658.64
				Vendor CCC13 - CONTRA COSTA COUNTY PUBLIC WORKS DEPARTMENT Total:	**12,307.60**
Vendor: CON95 - CONTRA COSTA COUNTY TREASURER					
ASD M6198	94908	10/02/2020	100-117-42101	FIRST QTR INSTALLEMENT 07/1/20 - 09/30/20	31,901.53
				Vendor CON95 - CONTRA COSTA COUNTY TREASURER Total:	**31,901.53**
Vendor: 1310 - CONTRA COSTA TRANSPORATION AUTHORITY					
2020-00000014	94909	10/02/2020	200-342-42514	FY18-19 CMA MEMBER CONTRIBUTION	2,019.00
				Vendor 1310 - CONTRA COSTA TRANSPORATION AUTHORITY Total:	**2,019.00**
Vendor: 1539 - CORDICO PSYCHOLOGICAL CORPORATION					
4510	94830	09/18/2020	100-221-42101	PD-PRE-EMPLOY PSYCH EVAL	400.00
				Vendor 1539 - CORDICO PSYCHOLOGICAL CORPORATION Total:	**400.00**
Vendor: COR12 - CORELOGIC SOLUTIONS LLC					
82039567	94910	10/02/2020	525-118-42510	REALQUEST FEES FOR AUG 2020	674.41
				Vendor COR12 - CORELOGIC SOLUTIONS LLC Total:	**674.41**
Vendor: CRE04 - CREATIVE SUPPORTS, INC					
25019	94831	09/18/2020	100-112-42201	OFFICE CHAIR	479.12
				Vendor CRE04 - CREATIVE SUPPORTS, INC Total:	**479.12**
Vendor: CSG01 - CSG CONSULTANTS INC.					
31824	94854	09/25/2020	212-461-42101	GENERAL PLANNING SVCS LEAP GRANT APPLICATION	1,400.00
32028	94854	09/25/2020	212-461-42101	GENERAL PLANNING SVCS LEAP GRANT APPLICATION	175.00
				Vendor CSG01 - CSG CONSULTANTS INC. Total:	**1,575.00**
Vendor: CSM01 - CSMFO					
INV-547	94911	10/02/2020	100-115-42514	FY20/21 BUDGET AWARD APPLICATION	150.00
				Vendor CSM01 - CSMFO Total:	**150.00**
Vendor: COO13 - DANA COOK					
09232020	94855	09/25/2020	100-117-41101	2020 RETIREE MEDICAL REIMBURSEMENT	353.28
				Vendor COO13 - DANA COOK Total:	**353.28**
Vendor: HUG01 - DANNY HUGHES					
09232020	94856	09/25/2020	100-117-41101	2020 RETIREE MEDICAL REIMBURSEMENT	0.48
				Vendor HUG01 - DANNY HUGHES Total:	**0.48**
Vendor: DEP03 - DEPARTMENT OF TRANSPORTATION					
SL200976	94857	09/25/2020	200-342-42101	SIGNALS & LIGHTING APR - JUN 2020	2,214.11
SL200976	94857	09/25/2020	310-347-42101	SIGNALS & LIGHTING APR - JUN 2020	231.63
SL200976	94857	09/25/2020	310-348-42101	SIGNALS & LIGHTING APR - JUN 2020	644.45
				Vendor DEP03 - DEPARTMENT OF TRANSPORTATION Total:	**3,090.19**
Vendor: 2023 - DIAMONDBACK FIRE & RESCUE, INC.					
25049	94832	09/18/2020	100-231-47104	AMKUS ION 3.0 SPREADER	33,455.08
				Vendor 2023 - DIAMONDBACK FIRE & RESCUE, INC. Total:	**33,455.08**
Vendor: 1443 - DIESEL DIRECT WEST, INC.					
83704946	94833	09/18/2020	500-10601	CY GASOLINE	3,038.24
				Vendor 1443 - DIESEL DIRECT WEST, INC. Total:	**3,038.24**

Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
Vendor: 1558 - EMS TECHNOLOGY SOLUTIONS, LLC					
31270	94858	09/25/2020	100-231-42106	NARCOTICS TRACKING LICENSE	3,000.00
				Vendor 1558 - EMS TECHNOLOGY SOLUTIONS, LLC Total:	**3,000.00**
Vendor: FIS01 - FISHER SCIENTIFIC					
6960301	94912	10/02/2020	500-641-42107	SUPPLIES - TP	271.54
				Vendor FIS01 - FISHER SCIENTIFIC Total:	**271.54**
Vendor: FOR02 - FORENSIC SERVICES DIVISION					
PINPD-2008	94913	10/02/2020	100-222-42101	ALCOHOL & FORENSIC TESTING - PD	300.00
				Vendor FOR02 - FORENSIC SERVICES DIVISION Total:	**300.00**
Vendor: GAL02 - GALLS, LLC					
016501776	94914	10/02/2020	100-231-44410	FIRE UNIFORM CLOTHING	1,050.99
				Vendor GAL02 - GALLS, LLC Total:	**1,050.99**
Vendor: GAT07 - GATEWAY PINOLE VISTA, LLC					
OCT 2020	94859	09/25/2020	201-343-42513	GATEWAY RENT OCT 2020	100.00
				Vendor GAT07 - GATEWAY PINOLE VISTA, LLC Total:	**100.00**
Vendor: GRA13 - GRAFIX SHOPPE					
135411	94915	10/02/2020	100-221-42514	PD - VEHICLE GRAPHIC KIT	1,589.69
				Vendor GRA13 - GRAFIX SHOPPE Total:	**1,589.69**
Vendor: GRA03 - GRAINGER					
9642614763	94916	10/02/2020	500-641-42107	WWTP -GP MOTOR, TEFC	190.03
				Vendor GRA03 - GRAINGER Total:	**190.03**
Vendor: 2029 - GRANT WRITING USA					
08282020	94917	10/02/2020	100-111-42301	GRANT WRITING TRAINING	455.00
				Vendor 2029 - GRANT WRITING USA Total:	**455.00**
Vendor: KEN14 - GREG KENNEDY RN					
86	94860	09/25/2020	100-231-42101	FIRE EMS CQI DUTIRES - AUG 2020	2,000.00
				Vendor KEN14 - GREG KENNEDY RN Total:	**2,000.00**
Vendor: HAC01 - HACH COMPANY					
11948107	94861	09/25/2020	500-641-44305	BOD STD DILUTION 10ML	319.73
12114925	94834	09/18/2020	500-641-44305	SUPPLIES - TP	85.26
12118615	94918	10/02/2020	500-641-44305	SUPPLIES - TP	41.35
12120603	94918	10/02/2020	500-641-42107	SUPPLIES - TP	188.81
				Vendor HAC01 - HACH COMPANY Total:	**635.15**
Vendor: HEA01 - HEALTH CARE DENTAL TRUST					
OCT 2020	94835	09/18/2020	100-110-41002	HEALTH CARE EE DENTAL TRUST OCT 2020	552.64
OCT 2020	94835	09/18/2020	100-111-41002	HEALTH CARE EE DENTAL TRUST OCT 2020	574.70
OCT 2020	94835	09/18/2020	100-112-41002	HEALTH CARE EE DENTAL TRUST OCT 2020	149.19
OCT 2020	94835	09/18/2020	100-113-41002	HEALTH CARE EE DENTAL TRUST OCT 2020	127.13
OCT 2020	94835	09/18/2020	100-115-41002	HEALTH CARE EE DENTAL TRUST OCT 2020	298.38
OCT 2020	94835	09/18/2020	100-116-41002	HEALTH CARE EE DENTAL TRUST OCT 2020	59.17
OCT 2020	94835	09/18/2020	100-221-41002	HEALTH CARE EE DENTAL TRUST OCT 2020	208.36
OCT 2020	94835	09/18/2020	100-221-41002	HEALTH CARE EE DENTAL TRUST OCT 2020	1,861.97
OCT 2020	94835	09/18/2020	100-222-41002	HEALTH CARE EE DENTAL TRUST OCT 2020	59.17
OCT 2020	94835	09/18/2020	100-222-41002	HEALTH CARE EE DENTAL TRUST OCT 2020	335.49
OCT 2020	94835	09/18/2020	100-223-41002	HEALTH CARE EE DENTAL TRUST OCT 2020	1,462.83

Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
OCT 2020	94835	09/18/2020	100-231-41002	HEALTH CARE EE DENTAL TRUST OCT 2020	1,395.93
OCT 2020	94835	09/18/2020	100-341-41002	HEALTH CARE EE DENTAL TRUST OCT 2020	335.49
OCT 2020	94835	09/18/2020	100-343-41002	HEALTH CARE EE DENTAL TRUST OCT 2020	1,022.27
OCT 2020	94835	09/18/2020	100-465-41002	HEALTH CARE EE DENTAL TRUST OCT 2020	127.13
OCT 2020	94835	09/18/2020	105-221-41002	HEALTH CARE EE DENTAL TRUST OCT 2020	761.00
OCT 2020	94835	09/18/2020	105-231-41002	HEALTH CARE EE DENTAL TRUST OCT 2020	59.17
OCT 2020	94835	09/18/2020	106-222-41002	HEALTH CARE EE DENTAL TRUST OCT 2020	127.13
OCT 2020	94835	09/18/2020	106-231-41002	HEALTH CARE EE DENTAL TRUST OCT 2020	127.13
OCT 2020	94835	09/18/2020	204-227-41002	HEALTH CARE EE DENTAL TRUST OCT 2020	149.19
OCT 2020	94835	09/18/2020	209-551-41002	HEALTH CARE EE DENTAL TRUST OCT 2020	149.19
OCT 2020	94835	09/18/2020	209-552-41002	HEALTH CARE EE DENTAL TRUST OCT 2020	97.63
OCT 2020	94835	09/18/2020	209-552-41002	HEALTH CARE EE DENTAL TRUST OCT 2020	20.71
OCT 2020	94835	09/18/2020	209-554-41002	HEALTH CARE EE DENTAL TRUST OCT 2020	134.27
OCT 2020	94835	09/18/2020	209-554-41002	HEALTH CARE EE DENTAL TRUST OCT 2020	14.92
OCT 2020	94835	09/18/2020	212-461-41002	HEALTH CARE EE DENTAL TRUST OCT 2020	149.19
OCT 2020	94835	09/18/2020	212-462-41002	HEALTH CARE EE DENTAL TRUST OCT 2020	186.30
OCT 2020	94835	09/18/2020	500-641-41002	HEALTH CARE EE DENTAL TRUST OCT 2020	1,164.45
OCT 2020	94835	09/18/2020	500-642-41002	HEALTH CARE EE DENTAL TRUST OCT 2020	267.53
OCT 2020	94835	09/18/2020	505-119-41002	HEALTH CARE EE DENTAL TRUST OCT 2020	298.38
OCT 2020	94835	09/18/2020	998-20105	HEALTH CARE EE DENTAL TRUST OCT 2020	208.36
OCT 2020	94835	09/18/2020	998-20105	HEALTH CARE EE DENTAL TRUST OCT 2020	149.19
				Vendor HEA01 - HEALTH CARE DENTAL TRUST Total:	**12,633.59**
Vendor: HIL03 - HILLTOP FORD					
FOCS337479	94862	09/25/2020	100-221-42107	VEHICLE MAINTENANCE - PD	177.55
				Vendor HIL03 - HILLTOP FORD Total:	**177.55**
Vendor: IED02 - IEDA, INC.					
23131	94863	09/25/2020	100-116-42101	LABOR RELATIONS CONSULTING SEP 2020	2,274.00
				Vendor IED02 - IEDA, INC. Total:	**2,274.00**
Vendor: 1368 - INTERACTIVE RESOURCES, INC.					
182118	94864	09/25/2020	100-117-42101	FARIA HOUSE PERIOD AUG 2020	3,000.00
				Vendor 1368 - INTERACTIVE RESOURCES, INC. Total:	**3,000.00**
Vendor: JWE01 - J. W. ENTERPRISES - NORTH					
226265	94919	10/02/2020	100-117-42511	PORTABLE TOILET RENTAL	137.70
				Vendor JWE01 - J. W. ENTERPRISES - NORTH Total:	**137.70**
Vendor: MEL05 - JAMES MELVIN					
09232020	94865	09/25/2020	100-117-41101	2020 RETIREE MEDICAL REIMBURSEMENT	138.60
				Vendor MEL05 - JAMES MELVIN Total:	**138.60**

Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
Vendor: PAR01 - JAMES PARROTT					
09232020	94866	09/25/2020	100-117-41101	2020 RETIREE MEDICAL REIMBURSEMENT	0.24
				Vendor PAR01 - JAMES PARROTT Total:	**0.24**
Vendor: JAN92 - JAN-PRO OF THE GREATER BAY AREA					
2090	94867	09/25/2020	209-554-42108	YC JANITORIAL SERVICE SEP	179.70
2091	94867	09/25/2020	209-552-42108	SC JANITORIAL SERVICE MONTHLY SEP	166.60
2092	94867	09/25/2020	209-552-43810	SC JANITORAL SERVICES SEP	157.65
2093	94867	09/25/2020	209-553-42108	TINY TOTS JANITORAL SERVICE SEP	212.55
				Vendor JAN92 - JAN-PRO OF THE GREATER BAY AREA Total:	**716.50**
Vendor: 1630 - JOHN AND CLAIRE INVESTIGATIONS					
1162	94868	09/25/2020	100-221-42101	POLICE OFFICER BACKGROUND	1,500.00
				Vendor 1630 - JOHN AND CLAIRE INVESTIGATIONS Total:	**1,500.00**
Vendor: HAR29 - JOHN HARDESTER					
09232020	94869	09/25/2020	100-117-41101	2020 RETIREE MEDICAL REIMBURSEMENT	0.48
				Vendor HAR29 - JOHN HARDESTER Total:	**0.48**
Vendor: 2026 - JOSE VEGA					
07092020	94836	09/18/2020	209-20308	REFUND FOR SENIOR CTR HALL	750.00
07092020	94836	09/18/2020	209-552-38112	REFUND FOR SENIOR CTR HALL	50.00
				Vendor 2026 - JOSE VEGA Total:	**800.00**
Vendor: MIS01 - JULIAN MISRA					
09232020	94870	09/25/2020	100-117-41101	2020 RETIREE MEDICAL REIMBURSEMENT	376.00
				Vendor MIS01 - JULIAN MISRA Total:	**376.00**
Vendor: KEL09 - KELLER CANYON LANDFILL					
4212-000029433	94920	10/02/2020	500-641-44302	WPCP - SLUDGE REMOVAL	5,314.43
				Vendor KEL09 - KELLER CANYON LANDFILL Total:	**5,314.43**
Vendor: 1567 - KEN GRADY CO INC					
4380	94921	10/02/2020	500-641-42107	SUPPLIES/PARTS - TP	136.94
				Vendor 1567 - KEN GRADY CO INC Total:	**136.94**
Vendor: COP02 - KENETH COPPO					
09232020	94871	09/25/2020	100-117-41101	2020 RETIREE MEDICAL REIMBURSEMENT	1,204.19
				Vendor COP02 - KENETH COPPO Total:	**1,204.19**
Vendor: KUB00 - KUBWATER RESOURCES, INC.					
09779	94922	10/02/2020	500-641-44303	ZETAG TOTE - TP	15,672.91
				Vendor KUB00 - KUBWATER RESOURCES, INC. Total:	**15,672.91**
Vendor: BRU10 - LINDA BRUNS					
09232020	94872	09/25/2020	100-117-41101	2020 RETIREE MEDICAL REIMBURSEMENT	102.17
				Vendor BRU10 - LINDA BRUNS Total:	**102.17**
Vendor: CUR03 - LN CURTIS & SONS					
INV418650	94837	09/18/2020	100-231-42107	FIRE - 18" VALOR PPV BLOWER & MOUNT	5,270.24
				Vendor CUR03 - LN CURTIS & SONS Total:	**5,270.24**
Vendor: MAL02 - MALTBY ELEC.SUPPLY CO,INC					
S1919298.002	94923	10/02/2020	500-641-42107	TP -CONCRETE ELECTRICAL BOX, COMPOSITE COVER	65.10
				Vendor MAL02 - MALTBY ELEC.SUPPLY CO,INC Total:	**65.10**
Vendor: 1566 - MANAGEMENT PARTNERS, INC.					
INV08782	94924	10/02/2020	100-110-42101	ACTIVITY #1 - AGENCY SCAN	2,690.00
INV08844	94924	10/02/2020	100-110-42101	ACTIVITY #2 GATHER DATA - AGENCY SCAN	11,420.00
				Vendor 1566 - MANAGEMENT PARTNERS, INC. Total:	**14,110.00**

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Vendor: DRA01 - MARY DRAZBA					
09232020	94873	09/25/2020	100-117-41101	2020 RETIREE MEDICAL REIMBURSEMENT	201.46
				Vendor DRA01 - MARY DRAZBA Total:	**201.46**
Vendor: ROB21 - MARY ROBERTS					
09232020	94874	09/25/2020	100-117-41101	2020 RETIREE MEDICAL REIMBURSEMENT	320.70
				Vendor ROB21 - MARY ROBERTS Total:	**320.70**
Vendor: MCM05 - MCMASTER-CARR SUPPLY C0.					
45098544	94925	10/02/2020	500-641-42107	SUPPLIES - WPCP	91.70
45236612	94925	10/02/2020	500-641-42107	SUPPLIES - WPCP	79.37
				Vendor MCM05 - MCMASTER-CARR SUPPLY C0. Total:	**171.07**
Vendor: MEY01 - MEYERS,NAVE,RIBACK,SILVER					
2020060288	94875	09/25/2020	100-114-42102	CITY ATTORNEY SERVICES	16,005.34
2020060289	94875	09/25/2020	100-114-42102	CITY COUNCIL MEETINGS	2,650.00
2020060290	94875	09/25/2020	100-114-42102	PUBLIC RECORDS ACT REQUESTS	581.00
2020060291	94875	09/25/2020	100-114-42102	RISK MANAGEMENT	1,740.00
2020060292	94875	09/25/2020	100-114-42102	SALE OF PINOLE SENIOR VILLAGE - CR	329.00
2020060293	94875	09/25/2020	100-114-42102	PINOLE SQUARE SHOPPING CENTER - CR	5,660.50
2020060294	94875	09/25/2020	100-114-42102	PINOLE SHORES II - CR	2,370.00
2020060295	94875	09/25/2020	100-114-42102	GENERAL SERVICES - FINANCE DEPARTMENT	667.00
2020060296	94875	09/25/2020	100-114-42102	GENERAL SERVICES - PUBLIC WORKS	348.00
2020060297	94875	09/25/2020	100-114-42102	GENERAL SERVICES - CITY CLERK	522.00
2020060298	94875	09/25/2020	100-114-42102	GENERAL SERVICES - CITY ATTORNEY MISC	316.00
2020060299	94875	09/25/2020	100-114-42102	PINOLE/HERCULES WASTE WATER UPGRADE PROJECT	474.00
2020060300	94875	09/25/2020	100-114-42102	GENERAL SERVICES - POLICE	145.00
2020060301	94875	09/25/2020	100-114-42102	GENERAL SERVICES - LABOR & EMPLOYMENT	9,983.69
2020060302	94875	09/25/2020	100-114-42102	GENERAL SERVICES - CODE ENFORCEMENT	928.00
2020060303	94875	09/25/2020	100-114-42102	GENERAL SERVICES - COMMUNITY DEVELOPMENT	4,932.00
2020060304	94875	09/25/2020	100-114-42102	GENERAL SERVICES - FIRE	116.00
2020060305	94875	09/25/2020	100-114-42102	SUCCESSOR AGENCY - ADMINISTRATIVE MATTERS	3,047.50
2020060306	94875	09/25/2020	100-114-42102	HOUSING SUCCESSOR - RDA AFFORDABLE HOUSING	97.50
				Vendor MEY01 - MEYERS,NAVE,RIBACK,SILVER Total:	**50,912.53**
Vendor: 1115 - MICHELLE FITZER					
09232020-1	94877	09/25/2020	100-117-41101	2020 RETIREE MEDICAL REIMBURSMENT	202.40
09232020-2	94877	09/25/2020	100-117-41101	2020 RETIREE RX DRUG COVERAGE	12.20
				Vendor 1115 - MICHELLE FITZER Total:	**214.60**
Vendor: ROG02 - MILES ROGERS					
09232020	94878	09/25/2020	100-117-41101	2020 RETIREE MEDICAL REIMBURSEMENT	204.34
				Vendor ROG02 - MILES ROGERS Total:	**204.34**
Vendor: MOT01 - MOTOROLA SOLUTIONS, INC.					
16114853	94926	10/02/2020	100-231-47104	FIRE COMMUNICATION SVCS	13,918.50
				Vendor MOT01 - MOTOROLA SOLUTIONS, INC. Total:	**13,918.50**

Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
Vendor: MYE01 - MYERS STEVENS & TOOHEY CO					
1348453	94927	10/02/2020	100-221-41008	PD INSURANCE PREMIUMS	534.60
1348453	94927	10/02/2020	100-223-41008	PD INSURANCE PREMIUMS	258.00
1348453	94927	10/02/2020	105-221-41008	PD INSURANCE PREMIUMS	148.50
1348453	94927	10/02/2020	204-227-41008	PD INSURANCE PREMIUMS	29.70
				Vendor MYE01 - MYERS STEVENS & TOOHEY CO Total:	**970.80**
Vendor: OTI01 - OTIS ELEVATOR COMPANY					
100400080195	94879	09/25/2020	209-554-42108	YC BUILDING MAINTENANCE SEPTEMBER	95.88
100400080195	94879	09/25/2020	505-119-42108	YC BUILDING MAINTENANCE SEPTEMBER	95.88
100400111938	94928	10/02/2020	209-554-42108	MAINTENANCE - YC	95.88
100400111938	94928	10/02/2020	505-119-42108	MAINTENANCE - YC	95.88
100400112548	94928	10/02/2020	100-343-42108	CH ELEVATOR MAINTENANCE	113.15
100400112590	94928	10/02/2020	100-222-42108	PUBLIC SAFETY - ELEVATOR MAINTENANCE	56.55
100400112590	94928	10/02/2020	100-223-42108	PUBLIC SAFETY - ELEVATOR MAINTENANCE	11.31
100400112590	94928	10/02/2020	100-231-42108	PUBLIC SAFETY - ELEVATOR MAINTENANCE	45.24
				Vendor OTI01 - OTIS ELEVATOR COMPANY Total:	**609.77**
Vendor: PAC41 - PACIFIC ECORISK					
16643	94929	10/02/2020	500-641-44305	NPDES TOXICITY TESTING WPCP	1,046.00
16644	94929	10/02/2020	500-641-44305	NPDES TOXICITY TESTING WPCP	3,410.00
16725	94929	10/02/2020	500-641-44305	NPDES TOXICITY TESTING WPCP	1,046.00
				Vendor PAC41 - PACIFIC ECORISK Total:	**5,502.00**
Vendor: ATH02 - PATRICIA ATHENOUR					
OCT 2020	94880	09/25/2020	100-117-41101	2020 RETIREE MEDICAL REIMBURSEMENT OCT	144.60
				Vendor ATH02 - PATRICIA ATHENOUR Total:	**144.60**
Vendor: CLA17 - PAUL CLANCY					
09232020	94881	09/25/2020	100-117-41101	2020 RETIREE MEDICAL REIMBURSEMENT	401.13
				Vendor CLA17 - PAUL CLANCY Total:	**401.13**
Vendor: PGE01 - PG&E					
008108182020	94838	09/18/2020	200-342-43103	2501 SAN PABLO AVE TRAFFIC CONTROLLER	74.20
020908182020	94838	09/18/2020	200-342-43103	S/E CORNER SAN PABLO AVE & TENNENT TRAFFIC SIGNAL	82.40
021709162020	94930	10/02/2020	100-345-43103	TENNENT & PARK ST CLUB HOUSE	16.07
046608192020	94838	09/18/2020	209-554-43103	635 TENNENT AVE YOUTH CTR/CATV	10.51
046608192020	94838	09/18/2020	505-119-43103	635 TENNENT AVE YOUTH CTR/CATV	15.77
049809102020	94930	10/02/2020	100-231-43103	3790 PINOLE VALLEY RD FIRESTATION	503.87
088309112020	94930	10/02/2020	100-222-43103	800 TENNENT AVE PUBLI C SAFETY FACILITY	527.04
088309112020	94930	10/02/2020	100-223-43103	800 TENNENT AVE PUBLI C SAFETY FACILITY	105.41
088309112020	94930	10/02/2020	100-231-43103	800 TENNENT AVE PUBLI C SAFETY FACILITY	421.62
088709012020	94930	10/02/2020	200-342-43103	PINON AVE & SAN PABLO AVE TRAFFIC SIGNAL	73.60
092309162020	94930	10/02/2020	100-110-43103	2131 PEAR ST	115.57
092309162020	94930	10/02/2020	100-111-43103	2131 PEAR ST	152.07
092309162020	94930	10/02/2020	100-112-43103	2131 PEAR ST	167.28

Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
092309162020	94930	10/02/2020	100-115-43103	2131 PEAR ST	416.67
092309162020	94930	10/02/2020	100-116-43103	2131 PEAR ST	121.66
092309162020	94930	10/02/2020	100-117-43103	2131 PEAR ST	1,353.42
092309162020	94930	10/02/2020	100-343-43103	2131 PEAR ST	2,521.32
092309162020	94930	10/02/2020	200-342-43103	2131 PEAR ST	441.00
092309162020	94930	10/02/2020	212-461-43103	2131 PEAR ST	182.48
092309162020	94930	10/02/2020	212-462-43103	2131 PEAR ST	459.25
092309162020	94930	10/02/2020	285-464-43103	2131 PEAR ST	152.07
109308312020	94930	10/02/2020	500-642-43103	W END/HAZEL AVE SEWAGE PLANT	684.06
112108192020	94838	09/18/2020	200-342-43103	DEL MONTE & SAN PABLO TRAFFIC CONTROL LIGHT	67.62
115609112020	94930	10/02/2020	209-554-43103	635 TENNENT AVE YOUTH CTR/CATV	29.93
115609112020	94930	10/02/2020	505-119-43103	635 TENNENT AVE YOUTH CTR/CATV	44.89
123308192020	94838	09/18/2020	200-342-43103	SAN PABLO AVE TRAFFIC SIGNAL	88.57
146209112020	94930	10/02/2020	209-552-43103	2500 CHARLES ST SENIOR CENTER	95.36
180109092020	94930	10/02/2020	209-553-43103	2454 SIMAS AVE REC CTR & POOL	14.24
218209012020	94930	10/02/2020	200-342-43103	OAKRIDGE/SAN PABLO AVE TRAFFIC SIGNAL	63.63
250609162020	94930	10/02/2020	215-341-43103	701 Pinon/2489 San Pablo-Electric CHGS	29.82
261508182020	94838	09/18/2020	100-345-43103	S/E CORNER OF ROGERS & NOB HILL SPRINKLER SYSTEM	9.86
262008192020	94838	09/18/2020	200-342-43103	N/W CORNER APPIAN WAY & FITZGERALD DR TRAFFIC SIG	91.37
279308182020	94838	09/18/2020	200-342-43103	1451 FITZGERALD DR TRAFFIC SIGNAL	76.51
296909162020	94930	10/02/2020	201-343-43103	600 Tennent Ave-Blackies Storage	19.72
302909112020	94930	10/02/2020	100-345-43103	1270 ADOBE RD @ OUTSIDE BATHROOMS	50.65
331108182020	94838	09/18/2020	200-342-43103	PINOLE VALLEY RD & HENRY TRAFFIC CONTROLLER	102.13
353709162020	94930	10/02/2020	100-343-43103	659 TENNENT AVE PARKING LOT LIGHTS	81.81
383409042020	94930	10/02/2020	100-231-43103	3790 PINOLE VALLEY RD FIRESTATION	21.13
385009162020	94930	10/02/2020	100-345-43103	601 TENNENT AVE CARETAKER'S SHED	157.44
391409162020	94930	10/02/2020	100-345-43103	FERNANDEZ PARK BALLPARK LIGHTING	98.25
406509162020	94930	10/02/2020	209-559-43103	2937 PINOLE VALLEY RD TENNIS CT LIGHTS	408.61
415709102020	94930	10/02/2020	100-222-43103	809 CITY HALL	14.00
419308182020	94838	09/18/2020	200-342-43103	HWY 80 PINOLE VALLEY RD TRAFFIC CONTROLLER	57.05
425608262020	94838	09/18/2020	500-641-43103	11 TENNANT AVE	60,759.10
436809162020	94930	10/02/2020	200-342-43103	APPIAN WAY & TARA HILLS TRAFFIC SIGNAL	117.10
443008262020	94838	09/18/2020	100-345-43103	S/O MARLESTA 1ST POLE-SPRINKLER CONTROLLER	10.71
461209162020	94930	10/02/2020	201-343-43103	2100 SAN PABLO AVE FARIA HOUSE	39.67
512708182020	94838	09/18/2020	500-642-43103	893 1/2 SAN PABLO AVE PUMP STATION	117.75
527409162020	94930	10/02/2020	201-343-43103	2361 SAN PABLO AVE OLD BANK BUILDING	47.26
537408182020	94838	09/18/2020	200-342-43103	1220 PINOLE VALLEY RD TRAFFIC SIGNAL	90.76

Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
538708182020	94838	09/18/2020	100-345-43103	588 MARLESTA RD LOUIS FRANCIS PARK	35.54
652108272020	94838	09/18/2020	200-342-43103	IFO 971 SAN PABLO AVE-TRAFFIC SIGNAL CONTROL	96.95
689708272020	94838	09/18/2020	200-342-43103	PINOLE VALLEY RD & ESTATES AVE-TRAFFIC LIGHT CTRL	58.66
696909162020	94930	10/02/2020	201-343-43103	2361 SAN PABLO AVE PARKING LOT LIGHTS	87.44
711408182020	94838	09/18/2020	200-342-43103	2429 SAN PABLO AVE	59.46
718609112020	94930	10/02/2020	209-558-43103	601 TENNENT AVE PUBLIC MEETING HALL	8.11
750909162020	94930	10/02/2020	200-342-43103	TARA HILLS DR 500 FT APPIAN WAY TRAFFIC SIGNAL	52.07
754708262020	94838	09/18/2020	100-222-43103	880 Tennent Ave-Public Safety Facility	4,108.28
754708262020	94838	09/18/2020	100-223-43103	880 Tennent Ave-Public Safety Facility	821.66
754708262020	94838	09/18/2020	100-231-43103	880 Tennent Ave-Public Safety Facility	3,286.61
796409162020	94930	10/02/2020	310-348-43103	2680 PINOLE VALLEY RD MEDIAN IRRIGATION SHOPPING C	10.65
808608182020	94838	09/18/2020	200-342-43103	N/S BORDER CITY OF PINOLE	104.51
851108252020	94838	09/18/2020	100-345-43103	W/S PINOLE SHORES DR-SPRINKLER CONTROLLER	11.84
868708192020	94838	09/18/2020	200-342-43103	FITZGERALD DR IFO LONG JOHN SILVERS TRAFFIC SIGNAL	83.58
871609112020	94930	10/02/2020	500-641-43103	SEWAGE PLNT-FT OF TENNENT	1,799.24
982408182020	94838	09/18/2020	310-347-43103	1303 PINOLE VALLEY RD TRAFFIC CONTROL SVC	107.05
992908252020	94838	09/18/2020	201-343-43103	790 PINOLE SHORES DR-NEW METAL BUILDING	66.64
996108262020	94838	09/18/2020	209-552-43103	2500 CHARLES ST-SENIOR CENTER	1,665.03
998509162020	94930	10/02/2020	201-343-43103	NEAR 795 FERNANDEZ PARKING LOT LIGHTS	123.17
				Vendor PGE01 - PG&E Total:	**83,988.77**
Vendor: PIN16 - PINOLE SEALS SWIM CLUB					
2018044	94932	10/02/2020	209-557-42101	POOL EXPENSES, PAYROLL	23,263.60
CM0000560	94932	10/02/2020	209-557-42101	COULD NOT VERIFY TOTAL EXPENDITURES	-1,495.00
				Vendor PIN16 - PINOLE SEALS SWIM CLUB Total:	**21,768.60**
Vendor: PIT01 - PITNEY BOWES GLOBAL FINANCIAL SERVICES LLC					
3104170098	94933	10/02/2020	525-118-42107	IT - LEASING CHARGES	441.57
				Vendor PIT01 - PITNEY BOWES GLOBAL FINANCIAL SERVICES LLC Total:	**441.57**
Vendor: 1009 - PRECISION IT CONSULTING					
11024	94882	09/25/2020	525-118-42510	GOV AOO LICS ACROBAT PRO	1,300.89
11069	94840	09/18/2020	525-118-42510	AGREEMENT PRECISION 360 OFFICE 365	2,792.00
				Vendor 1009 - PRECISION IT CONSULTING Total:	**4,092.89**
Vendor: PRO18 - PROTECTION 1 / ADT					
083120-0999	94883	09/25/2020	209-552-42108	TINY TOTS ALARM MONITORING SYSTEM	78.45
				Vendor PRO18 - PROTECTION 1 / ADT Total:	**78.45**
Vendor: R&S01 - R & S ERECTION OF RICHMOND, INC.					
98561C	94884	09/25/2020	100-231-42108	FIRE - DOOR MAINTENANCE	309.00
98616C	94884	09/25/2020	100-231-42108	FIRE - DOOR MAINTENANCE	877.50
				Vendor R&S01 - R & S ERECTION OF RICHMOND, INC. Total:	**1,186.50**
Vendor: ROS08 - RSG, INC.					
I006432	94934	10/02/2020	285-464-42101	AFFORDABLE HOUSING RFP & DEVELOPER SELECTION	730.00

Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
I006460	94934	10/02/2020	285-464-42101	COMPLIANCE MONITORING - YEAR 4	2,975.00
				Vendor ROS08 - RSG, INC. Total:	**3,705.00**
Vendor: J&O01 - RUBBER DUST INC.					
134325	94935	10/02/2020	100-345-42108	EQUIPMENT MAINTENANCE-BACK HOE	234.39
				Vendor J&O01 - RUBBER DUST INC. Total:	**234.39**
Vendor: 1204 - S & L BODY AND FRAME					
395	94841	09/18/2020	100-221-42107	PD-COLLISION REPAIR & PAINT	1,108.99
				Vendor 1204 - S & L BODY AND FRAME Total:	**1,108.99**
Vendor: 1679 - SAFEBUILT, LLC					
PIN-191231	94885	09/25/2020	212-462-42101	PLAN CHECK SERVICES - DEC 2019	20,543.12
				Vendor 1679 - SAFEBUILT, LLC Total:	**20,543.12**
Vendor: 1991 - SEAGRAVE FIRE APPARATUS LLC					
0123268-A	94886	09/25/2020	100-231-47104	FINAL PROGRESS PAYMENT - CAPITAL PUMPER	115,301.06
0123268-B	94886	09/25/2020	100-231-47104	SALES UPDATE #1 & CHANGE D - CAPTIAL PUMPER	7,033.52
0123268-REVISED	94842	09/18/2020	100-231-47104	FIRE 4TH PROGRESS PAYMENT CAPITOL PUMPER	161,825.00
				Vendor 1991 - SEAGRAVE FIRE APPARATUS LLC Total:	**284,159.58**
Vendor: SHR02 - SHRED DEFENSE INC					
33403	94936	10/02/2020	100-222-42101	PD SHREDDING	166.40
				Vendor SHR02 - SHRED DEFENSE INC Total:	**166.40**
Vendor: SQU00 - SQUARE DEAL GARAGE					
32557	94937	10/02/2020	100-343-42107	PW CAR SERVICE	576.88
32629	94843	09/18/2020	100-221-42107	PD - VEHICLE SERVICE	59.47
32639	94937	10/02/2020	100-343-42107	PW CAR SERVICE	242.32
32686	94887	09/25/2020	100-221-42107	PD VEHICLE SERVICE	91.35
				Vendor SQU00 - SQUARE DEAL GARAGE Total:	**970.02**
Vendor: STA56 - STAILING S&S RV REPAIRS					
6488-810	94938	10/02/2020	100-221-42107	PD VEHICLE SERVICE	34.95
6489-811	94938	10/02/2020	100-221-42107	PD VEHICLE SERVICE	756.87
				Vendor STA56 - STAILING S&S RV REPAIRS Total:	**791.82**
Vendor: STA42 - STAPLES BUSINESS CREDIT					
1630065246	94888	09/25/2020	100-112-42201	STAPLES STMT FOR VARIOUS DEPT - OFFICE SUPPLIES	108.64
1630065246	94888	09/25/2020	100-112-42514	STAPLES STMT FOR VARIOUS DEPT - OFFICE SUPPLIES	54.27
1630065246	94888	09/25/2020	100-115-42201	STAPLES STMT FOR VARIOUS DEPT - OFFICE SUPPLIES	42.69
1630065246	94888	09/25/2020	100-117-42201	STAPLES STMT FOR VARIOUS DEPT - OFFICE SUPPLIES	771.35
1630065246	94888	09/25/2020	100-222-42201	STAPLES STMT FOR VARIOUS DEPT - OFFICE SUPPLIES	221.13
1630065246	94888	09/25/2020	100-231-42201	STAPLES STMT FOR VARIOUS DEPT - OFFICE SUPPLIES	685.85
1630065246	94888	09/25/2020	100-341-42201	STAPLES STMT FOR VARIOUS DEPT - OFFICE SUPPLIES	107.04
1630065246	94888	09/25/2020	209-553-42108	STAPLES STMT FOR VARIOUS DEPT - OFFICE SUPPLIES	24.04
1630065246	94888	09/25/2020	212-462-42201	STAPLES STMT FOR VARIOUS DEPT - OFFICE SUPPLIES	84.61
1630065246	94888	09/25/2020	525-118-47102	STAPLES STMT FOR VARIOUS DEPT - OFFICE SUPPLIES	43.69
				Vendor STA42 - STAPLES BUSINESS CREDIT Total:	**2,143.31**

Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
Vendor: SUG01 - SUGAR CITY BUILDING MATERIALS COMPANY					
50810	94939	10/02/2020	100-345-42108	FILL SAND - PW	144.29
			Vendor SUG01 - SUGAR CITY BUILDING MATERIALS COMPANY Total:		**144.29**
Vendor: MIL29 - TAMARA MILLER					
08262020	94889	09/25/2020	100-341-42301	MEALS FOR APWA CONFERENCE, PARKING	119.00
				Vendor MIL29 - TAMARA MILLER Total:	**119.00**
Vendor: TOD01 - TED TODD					
20-004	94890	09/25/2020	100-221-42101	PD - PRE-EMPLOYMENT POLYGRAPH EXAMINATION	700.00
				Vendor TOD01 - TED TODD Total:	**700.00**
Vendor: KRI01 - TERRI KRIEGER					
AUG 2020	94940	10/02/2020	100-117-41101	2020 RETIREE MEDICARE REIMBURSE - AUG	202.40
OCT 2020	94940	10/02/2020	100-117-41101	2020 RETIREE MEDICARE REIMBURSE - OCT	202.40
SEP 2020	94940	10/02/2020	100-117-41101	2020 RETIREE MEDICARE REIMBURSE - SEP	202.40
				Vendor KRI01 - TERRI KRIEGER Total:	**607.20**
Vendor: OFF11 - THE OFFICE CITY					
IN-1657117	94941	10/02/2020	500-641-42201	WWPT - OFFICE SUPPLIES	141.15
IN-1659932	94941	10/02/2020	500-641-42201	WPCP OFFICE SUPPLIES - COPY PAPER	40.37
				Vendor OFF11 - THE OFFICE CITY Total:	**181.52**
Vendor: TRA20 - TRANSUNION RISK AND ALTERNATIVE DATA					
263397-202008-1	94844	09/18/2020	525-118-42510	IT - PD PROFESSIONAL DATA SERVICE	119.60
			Vendor TRA20 - TRANSUNION RISK AND ALTERNATIVE DATA Total:		**119.60**
Vendor: 2028 - TROPHIES BY EDCO, INC.					
722623	94942	10/02/2020	100-221-42514	PD - AWARDS	142.75
				Vendor 2028 - TROPHIES BY EDCO, INC. Total:	**142.75**
Vendor: USP02 - UNITED STATES POSTAL SVC					
08202020	94943	10/02/2020	100-117-42201	USPS MARKETING MAIL PERMIT #41	240.00
				Vendor USP02 - UNITED STATES POSTAL SVC Total:	**240.00**
Vendor: UNI38 - UNIVAR USA INC					
48720096	94845	09/18/2020	500-641-44303	SOD HYPO 12.5% LIQUICHLOR	3,627.26
48722115	94845	09/18/2020	500-641-44303	SOD BISULFITE 25% BULK NSF LIQ	6,215.40
				Vendor UNI38 - UNIVAR USA INC Total:	**9,842.66**
Vendor: UNI07 - UNIVERSAL BUILDING SVCS.					
254310-1	94891	09/25/2020	209-554-42108	YC JANITORAL SUPPLIES	89.34
257067	94891	09/25/2020	209-554-42108	YC JANITORAL SUPPLIES	89.34
257523	94944	10/02/2020	100-222-42108	PD - JANITORIAL SUPPLIES	252.89
257524	94944	10/02/2020	100-343-42108	CH - JANITORAL SUPPLIES	172.96
257653	94944	10/02/2020	100-231-42108	FIRE - JANITORIAL SUPPLIES	997.69
257657	94944	10/02/2020	100-343-42108	CY - JANITORIAL SUPPLIES	374.71
479914	94846	09/18/2020	100-343-42108	CH JANITORIAL SERVICE - AUGUST	1,070.00
479915	94846	09/18/2020	100-222-42108	PD & FIRE JANITORIAL SERVICE - AUGUST	1,176.00
479915	94846	09/18/2020	100-223-42108	PD & FIRE JANITORIAL SERVICE - AUGUST	1,176.00
479916	94846	09/18/2020	209-557-42108	SWIM CTR MONTHLY JANITORIAL SVC	914.00
				Vendor UNI07 - UNIVERSAL BUILDING SVCS. Total:	**6,312.93**

Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
Vendor: USB06 - US BANK					
08242020	94892	09/25/2020	100-20018	CREDIT CARD BILL	12,291.51
				Vendor USB06 - US BANK Total:	**12,291.51**
Vendor: VAL04 - VALLEJO FIRE EXTINGUISHER					
89104	94945	10/02/2020	100-343-42108	FIRE EXTINGUSHER MAINTENANCE	76.47
89105	94893	09/25/2020	100-231-42107	FIRE - EXTINGUSHER MAINTENANCE	196.39
				Vendor VAL04 - VALLEJO FIRE EXTINGUISHER Total:	**272.86**
Vendor: VER02 - VERIZON WIRELESS					
9860824191	94946	10/02/2020	525-118-43101	IT WIRELESS PHONE BILL	4,666.29
				Vendor VER02 - VERIZON WIRELESS Total:	**4,666.29**
Vendor: VIS01 - VISION SERVICE PLAN					
810477129	94947	10/02/2020	100-110-41003	VISION SERVICE PREMIUMS OCT 2020	74.44
810477129	94947	10/02/2020	100-111-41003	VISION SERVICE PREMIUMS OCT 2020	74.44
810477129	94947	10/02/2020	100-112-41003	VISION SERVICE PREMIUMS OCT 2020	18.61
810477129	94947	10/02/2020	100-113-41003	VISION SERVICE PREMIUMS OCT 2020	18.61
810477129	94947	10/02/2020	100-115-41003	VISION SERVICE PREMIUMS OCT 2020	37.22
810477129	94947	10/02/2020	100-116-41003	VISION SERVICE PREMIUMS OCT 2020	18.61
810477129	94947	10/02/2020	100-221-41003	VISION SERVICE PREMIUMS OCT 2020	334.98
810477129	94947	10/02/2020	100-222-41003	VISION SERVICE PREMIUMS OCT 2020	55.83
810477129	94947	10/02/2020	100-223-41003	VISION SERVICE PREMIUMS OCT 2020	241.93
810477129	94947	10/02/2020	100-231-41003	VISION SERVICE PREMIUMS OCT 2020	204.71
810477129	94947	10/02/2020	100-341-41003	VISION SERVICE PREMIUMS OCT 2020	55.83
810477129	94947	10/02/2020	100-343-41003	VISION SERVICE PREMIUMS OCT 2020	130.27
810477129	94947	10/02/2020	100-465-41003	VISION SERVICE PREMIUMS OCT 2020	18.61
810477129	94947	10/02/2020	105-221-41003	VISION SERVICE PREMIUMS OCT 2020	111.66
810477129	94947	10/02/2020	105-231-41003	VISION SERVICE PREMIUMS OCT 2020	18.61
810477129	94947	10/02/2020	106-222-41003	VISION SERVICE PREMIUMS OCT 2020	18.61
810477129	94947	10/02/2020	106-231-41003	VISION SERVICE PREMIUMS OCT 2020	18.61
810477129	94947	10/02/2020	204-227-41003	VISION SERVICE PREMIUMS OCT 2020	18.61
810477129	94947	10/02/2020	209-551-41003	VISION SERVICE PREMIUMS OCT 2020	18.61
810477129	94947	10/02/2020	209-552-41003	VISION SERVICE PREMIUMS OCT 2020	37.22
810477129	94947	10/02/2020	209-554-41003	VISION SERVICE PREMIUMS OCT 2020	18.61
810477129	94947	10/02/2020	212-461-41003	VISION SERVICE PREMIUMS OCT 2020	18.61
810477129	94947	10/02/2020	212-462-41003	VISION SERVICE PREMIUMS OCT 2020	37.22
810477129	94947	10/02/2020	500-641-41003	VISION SERVICE PREMIUMS OCT 2020	167.49
810477129	94947	10/02/2020	500-642-41003	VISION SERVICE PREMIUMS OCT 2020	55.83

Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
810477129	94947	10/02/2020	505-119-41003	VISION SERVICE PREMIUMS OCT 2020	37.22
810477129	94947	10/02/2020	998-20106	VISION SERVICE PREMIUMS OCT 2020	18.61
				Vendor VIS01 - VISION SERVICE PLAN Total:	**1,879.61**
Vendor: VWR01 - VWR INTERNATIONAL, LLC.					
8802250056	94948	10/02/2020	500-641-44305	LAB SUPPLIES - TP	158.01
8802252420	94948	10/02/2020	500-641-44305	LAB SUPPLIES - TP	422.44
				Vendor VWR01 - VWR INTERNATIONAL, LLC. Total:	**580.45**
Vendor: WAT20 - WATSON MARLOW, INC.					
SI138712	94949	10/02/2020	500-641-42107	PARTS/SUPPLIES - TP	301.65
				Vendor WAT20 - WATSON MARLOW, INC. Total:	**301.65**
Vendor: WEC01 - WECO INDUSTRIES LLC					
0045834-IN	94950	10/02/2020	207-344-42108	RENTAL FOR PIPE CLEARER	790.97
				Vendor WEC01 - WECO INDUSTRIES LLC Total:	**790.97**
Vendor: XER01 - XEROX CORPORATION					
011134380	94951	10/02/2020	525-118-42107	METER USAGE - JUL 2020 YOUTH CTR	192.85
				Vendor XER01 - XEROX CORPORATION Total:	**192.85**
Vendor: ZAS01 - ZASIO ENTERPRISES, INC.					
20097818	94952	10/02/2020	525-118-42106	VERTSATILE EXPRESS ANNUAL FEE 10/01/20 - 9/30/21	3,265.20
				Vendor ZAS01 - ZASIO ENTERPRISES, INC. Total:	**3,265.20**
				Grand Total:	**761,589.82**

Report Summary

Fund Summary

Fund	Payment Amount
100 - General Fund	550,491.83
105 - Measure S -2006	1,098.94
106 - MEASURE S-2014	291.48
200 - Gas Tax Fund	17,384.75
201 - Restricted Real Estate Maintenance Fund	483.90
204 - Police Grants	197.50
207 - NPDES Storm Water Fund	790.97
209 - Recreation Fund	29,198.61
212 - Building & Planning	23,235.78
215 - Measure C and J Fund	421.30
285 - Housing Land Held for Resale	3,857.07
310 - Lighting & Landscape Districts	2,112.20
500 - Sewer Enterprise Fund	112,109.37
505 - Cable Access TV	588.02
525 - Information Systems	18,951.94
998 - Payroll Clearing	376.16
Grand Total:	**761,589.82**

Account Summary

Account Number	Account Name	Payment Amount
100-110-41002	Emp Benefits/Dental	552.64
100-110-41003	Emp Benefits/Vision Care	74.44
100-110-42101	Prof Svcs/Professional Ser…	14,110.00
100-110-43103	Utilities/Electricity & Pow…	115.57
100-111-41002	Emp Benefits/Dental	574.70
100-111-41003	Emp Benefits/Vision Care	74.44
100-111-42301	Travel & Training/Conf-Re…	455.00
100-111-43103	Utilities/Electricity & Pow…	152.07
100-112-41002	Emp Benefits/Dental	149.19
100-112-41003	Emp Benefits/Vision Care	18.61
100-112-42201	Office Expense	587.76
100-112-42514	Admin Exp/Special Depart	54.27
100-112-43103	Utilities/Electricity & Pow…	167.28
100-113-41002	Emp Benefits/Dental	127.13
100-113-41003	Emp Benefits/Vision Care	18.61
100-114-42102	Prof Svcs/Attorney Servic…	50,912.53
100-115-41002	Emp Benefits/Dental	298.38
100-115-41003	Emp Benefits/Vision Care	37.22
100-115-42101	Prof Svcs/Professional Ser…	1,750.00
100-115-42201	Office Expense	42.69
100-115-42514	Admin Exp/Special Depart	150.00
100-115-43103	Utilities/Electricity & Pow…	416.67
100-116-41002	Emp Benefits/Dental	59.17
100-116-41003	Emp Benefits/Vision Care	18.61
100-116-42101	Prof Svcs/Professional Ser…	2,353.50
100-116-43103	Utilities/Electricity & Pow…	121.66
100-117-41101	Retiree Benefits/Medical-…	4,270.96
100-117-42101	Prof Svcs/Professional Ser…	34,901.53
100-117-42201	Office Expense	1,011.35
100-117-42401	Dues & Pub/Memberships	5,457.48
100-117-42511	Admin Exp/Equipment Re…	137.70
100-117-43103	Utilities/Electricity & Pow…	1,353.42
100-117-43105	Utilities/Cable	34.64
100-20018	Accounts Payable/CalCard	12,291.51
100-221-41002	Emp Benefits/Dental	2,070.33
100-221-41003	Emp Benefits/Vision Care	334.98
100-221-41008	Emp Benefits/Long Term …	534.60

Account Summary

Account Number	Account Name	Payment Amount
100-221-42101	Prof Svcs/Professional Ser…	2,600.00
100-221-42107	Prof Svcs/Equipment Mai…	2,229.18
100-221-42401	Dues & Pub/Memberships	775.00
100-221-42511	Admin Exp/Equipment Re…	1,400.00
100-221-42514	Admin Exp/Special Depart	1,908.64
100-221-44410	Safety Clothing	31.38
100-222-41002	Emp Benefits/Dental	394.66
100-222-41003	Emp Benefits/Vision Care	55.83
100-222-42101	Prof Svcs/Professional Ser…	466.40
100-222-42108	Prof Svcs/Building-Structu…	4,192.70
100-222-42201	Office Expense	221.13
100-222-43103	Utilities/Electricity & Pow…	4,649.32
100-223-41002	Emp Benefits/Dental	1,462.83
100-223-41003	Emp Benefits/Vision Care	241.93
100-223-41008	Emp Benefits/Long Term …	258.00
100-223-42108	Prof Svcs/Building-Structu…	1,187.31
100-223-43103	Utilities/Electricity & Pow…	927.07
100-231-41002	Emp Benefits/Dental	1,395.93
100-231-41003	Emp Benefits/Vision Care	204.71
100-231-41008	Emp Benefits/Long Term …	324.50
100-231-42101	Prof Svcs/Professional Ser…	18,800.00
100-231-42104	Prof Svcs/Paramedic Servi…	122.34
100-231-42106	Prof Svcs/Software Maint…	3,000.00
100-231-42107	Prof Svcs/Equipment Mai…	6,543.29
100-231-42108	Prof Svcs/Building-Structu…	2,229.43
100-231-42201	Office Expense	685.85
100-231-43103	Utilities/Electricity & Pow…	4,233.23
100-231-43105	Utilities/Cable	65.10
100-231-44410	Safety Clothing	1,050.99
100-231-47104	FF&E/Vehicles	331,533.16
100-341-41002	Emp Benefits/Dental	335.49
100-341-41003	Emp Benefits/Vision Care	55.83
100-341-42201	Office Expense	107.04
100-341-42301	Travel & Training/Conf-Re…	119.00
100-343-41002	Emp Benefits/Dental	1,022.27
100-343-41003	Emp Benefits/Vision Care	130.27
100-343-42107	Prof Svcs/Equipment Mai…	819.20
100-343-42108	Prof Svcs/Building-Structu…	15,404.27
100-343-43103	Utilities/Electricity & Pow…	2,603.13
100-345-42108	Prof Svcs/Building-Structu…	378.68
100-345-43103	Utilities/Electricity & Pow…	390.36
100-465-41002	Emp Benefits/Dental	127.13
100-465-41003	Emp Benefits/Vision Care	18.61
105-221-41002	Emp Benefits/Dental	761.00
105-221-41003	Emp Benefits/Vision Care	111.66
105-221-41008	Emp Benefits/Long Term …	148.50
105-231-41002	Emp Benefits/Dental	59.17
105-231-41003	Emp Benefits/Vision Care	18.61
106-222-41002	Emp Benefits/Dental	127.13
106-222-41003	Emp Benefits/Vision Care	18.61
106-231-41002	Emp Benefits/Dental	127.13
106-231-41003	Emp Benefits/Vision Care	18.61
200-342-42101	Prof Svcs/Professional Ser…	13,403.29
200-342-42108	Prof Svcs/Building-Structu…	81.29
200-342-42514	Admin Exp/Special Depart	2,019.00
200-342-43103	Utilities/Electricity & Pow…	1,881.17
201-343-42513	Admin Exp/Rent	100.00
201-343-43103	Utilities/Electricity & Pow…	383.90

Account Summary

Account Number	Account Name	Payment Amount
204-227-41002	Emp Benefits/Dental	149.19
204-227-41003	Emp Benefits/Vision Care	18.61
204-227-41008	Emp Benefits/Long Term ...	29.70
207-344-42108	Prof Svcs/Building-Structu...	790.97
209-20308	Deposits Payable/Recreat...	750.00
209-551-41002	Emp Benefits/Dental	149.19
209-551-41003	Emp Benefits/Vision Care	18.61
209-552-38112	Rental Income/Facility Re...	50.00
209-552-41002	Emp Benefits/Dental	118.34
209-552-41003	Emp Benefits/Vision Care	37.22
209-552-42108	Prof Svcs/Building-Structu...	245.05
209-552-43103	Utilities/Electricity & Pow...	1,760.39
209-552-43810	Program Cost/Center Mai...	157.65
209-553-42108	Prof Svcs/Building-Structu...	830.22
209-553-43103	Utilities/Electricity & Pow...	14.24
209-554-41002	Emp Benefits/Dental	149.19
209-554-41003	Emp Benefits/Vision Care	18.61
209-554-42108	Prof Svcs/Building-Structu...	550.14
209-554-43103	Utilities/Electricity & Pow...	40.44
209-557-42101	Prof Svcs/Professional Ser...	21,768.60
209-557-42108	Prof Svcs/Building-Structu...	2,124.00
209-558-43103	Utilities/Electricity & Pow...	8.11
209-559-43103	Utilities/Electricity & Pow...	408.61
212-461-41002	Emp Benefits/Dental	149.19
212-461-41003	Emp Benefits/Vision Care	18.61
212-461-42101	Prof Svcs/Professional Ser...	1,575.00
212-461-43103	Utilities/Electricity & Pow...	182.48
212-462-41002	Emp Benefits/Dental	186.30
212-462-41003	Emp Benefits/Vision Care	37.22
212-462-42101	Prof Svcs/Professional Ser...	20,543.12
212-462-42201	Office Expense	84.61
212-462-43103	Utilities/Electricity & Pow...	459.25
215-341-43101	Utilities/Telephone	391.48
215-341-43103	Utilities/Electricity & Pow...	29.82
285-464-42101	Prof Svcs/Professional Ser...	3,705.00
285-464-43103	Utilities/Electricity & Pow...	152.07
310-347-42101	Prof Svcs/Professional Ser...	1,196.79
310-347-43103	Utilities/Electricity & Pow...	107.05
310-348-42101	Prof Svcs/Professional Ser...	797.71
310-348-43103	Utilities/Electricity & Pow...	10.65
500-10601	Gas Tanks/Corp Yard	3,038.24
500-641-41002	Emp Benefits/Dental	1,164.45
500-641-41003	Emp Benefits/Vision Care	167.49
500-641-42107	Prof Svcs/Equipment Mai...	5,615.70
500-641-42201	Office Expense	312.20
500-641-43103	Utilities/Electricity & Pow...	62,558.34
500-641-44302	Other Materials Supp/Slu...	5,314.43
500-641-44303	Other Materials Supp/Ch...	25,515.57
500-641-44305	Other Materials Supp/Lab...	7,043.69
500-641-44410	Safety Clothing	254.09
500-642-41002	Emp Benefits/Dental	267.53
500-642-41003	Emp Benefits/Vision Care	55.83
500-642-43103	Utilities/Electricity & Pow...	801.81
505-119-41002	Emp Benefits/Dental	298.38
505-119-41003	Emp Benefits/Vision Care	37.22
505-119-42108	Prof Svcs/Building-Structu...	191.76
505-119-43103	Utilities/Electricity & Pow...	60.66
525-118-42106	Prof Svcs/Software Maint...	3,265.20

Account Summary

Account Number	Account Name	Payment Amount
525-118-42107	Prof Svcs/Equipment Mai…	634.42
525-118-42510	Admin Exp/Software Purch	4,886.90
525-118-43101	Utilities/Telephone	10,121.73
525-118-47102	FF&E/Computer Equipme…	43.69
998-20105	Sal & Ben Payable/Dental …	357.55
998-20106	Sal & Ben Payable/Vision …	18.61
	Grand Total:	**761,589.82**

Project Account Summary

Project Account Key		Payment Amount
None		760,014.82
21246142101GR2002		1,575.00
	Grand Total:	**761,589.82**

Approved by:____________________ **Date:** 10/1/2020

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CITY COUNCIL REPORT 7C

DATE: OCTOBER 6, 2020

TO: HONORABLE MAYOR AND COUNCIL MEMBERS

FROM: ERIC CASHER, CITY ATTORNEY

BY: ALEX MOG, ASSISTANT CITY ATTORNEY

SUBJECT: RESOLUTION CONFIRMING CONTINUED EXISTENCE OF LOCAL EMERGENCY

RECOMMENDATION

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

BACKGROUND & DISCUSSION

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

The California Emergency Services Act requires the City Council to review the need for continuing the local emergency at least once every 60 days. Although the local emergency does not end until terminated by the City Council, the Pinole Municipal Code requires the City Council to periodically review the need for continuing the local emergency. The City Council has confirmed the continued existence of the local emergency multiple times since the emergency was first declared, most recently on September 15, 2020.

Community transmission of COVID-19 continues to occur, and the number of cases within Contra Costa County has continued to rise. There have now been over 16,700 cases of COVID-19 within the County and approximately 206 deaths. There have been over 2,000 new cases in the last 2 weeks alone. In Pinole, there have been an estimated 21 new cases in the last 2 weeks, which is an approximate rate of 108 new cases per 100,000 people. This is similar to the median rate for Contra Costa County cities. As of the publication of this agenda, Contra Costa was still classified as being within the “substantial” tier in the State’s four tier blueprint for a safer economy. The “substantial” tier, also known as the red tier, is the second strictest tier. This means that the State still considers COVID-19 to be a serious risk to public safety.

Public health and safety concerns for persons and property within the City as a consequence of the global spread of novel coronavirus 2019 continue to exist.

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

FISCAL IMPACT

There is no direct fiscal impact from the adoption of the resolution ratifying a local emergency. However, the City will consider all options available to seek reimbursement for indirect expenses and fiscal impacts through the appropriate authorities.

ATTACHMENTS

A. Resolution Confirming Continued Existence of Local Emergency

ATTACHMENT A

RESOLUTION 2020-XX

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

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

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

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

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

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

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

WHEREAS, there have now been over 16,700 cases of COVID-19 and approximately 206 deaths within the County, and over 2,000 cases in the last 2 weeks alone; and

WHEREAS, the rate of new cases in Pinole is approximately 108 per 100,000 people, which is around the median rate for cities in Contra Costa County; and

WHEREAS, Contra Costa is still classified as being within the “substantial” tier in the State’s four tier blueprint for a safer economy; and

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

ATTACHMENT A

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

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

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

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

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

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

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

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

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

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

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Pinole held on the 6th day of October 2020 by the following vote:

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

ATTACHMENT A

I hereby certify that the foregoing resolution was introduced, passed and adopted on this 6th day of October 2020.

____

Heather Iopu, CMC
City Clerk

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CITY COUNCIL REPORT

7D

DATE: OCTOBER 6, 2020

TO: MAYOR AND COUNCIL MEMBERS

FROM: ANDREW MURRAY, CITY MANAGER

SUBJECT: ADOPT A RESOLUTION APPROVING FISCAL YEAR (FY) 2019-20 BUDGET ADJUSTMENTS

RECOMMENDATION

City staff recommends that the City Council adopt a resolution approving fiscal year (FY) 2019-20 budget adjustments.

BACKGROUND

At the City Council meeting of September 15, 2020, City staff presented the FY 2019-20 Fourth Quarter Financial Report and a proposed resolution approving year-end budget adjustments. The City Council completed its review and discussion of the item, however, no vote was taken on the resolution. City staff is now seeking Council action on the proposed resolution.

REVIEW AND ANALYSIS

Review and analysis of the fourth quarter financial results and proposed year-end budget adjustments are detailed in the attached staff report for the September 15, 2020 Council meeting.

FISCAL IMPACT

The fiscal impact of the proposed year-end budget adjustments is detailed in the attached staff report for the September 15, 2020 Council meeting.

ATTACHMENTS

A – Resolution
B – September 15, 2020 City Council Staff Report on Receive the Fiscal Year (FY) 2019-20 Fourth Quarter Financial Report (Unaudited) and Adopt a Resolution Approving Budget Adjustments

RESOLUTION NO. 2020-xx

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PINOLE COUNTY OF CONTRA COSTA, STATE OF CALIFORNIA, AMENDING THE CITY BUDGET FOR FISCAL YEAR 2019-20

WHEREAS, the City Council did adopt an Operations Budget for City Operations by Resolution number 2019-60 on June 18, 2019; and

WHEREAS, the City Council did adopt adjustments to the Operations Budget by Resolution number 2019-107 on November 19, 2019; and

WHEREAS, the City Council did adopt adjustments to the Operations Budget by Resolution number 2020-10 on February 18, 2020; and

WHEREAS, the City Council did adopt adjustments to the Operations Budget by Resolution number 2020-40 on June 2, 2020; and

WHEREAS, the Finance Director has presented proposed recommendations for amendment of the adopted budget for the City of Pinole Operations for Fiscal Year 2019-20 as part of a Quarter Financial Review at the regular City Council Meeting held on September 15, 2020; and

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

WHEREAS, the City Council has solicited public input on the proposed amendments to the 2019-20 City Operations Budget.

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

Amendments to the budget and program of services for the City of Pinole for Fiscal Year 2019-20 commencing July 1, 2019 and ending June 30, 2020 are hereby approved and adopted, as set forth in Exhibit #1 (herein incorporated).

PASSED AND ADOPTED this 6th day of October 2020**,** by the following vote:

AYES: COUNCILMEMBERS:

NOES: COUNCILMEMBERS:

ABSENT: COUNCILMEMBERS:

ABSTAIN: COUNCILMEMBERS:

I hereby certify that the foregoing resolution was introduced, passed and adopted on this **6th** day of **October, 2020**.

Heather Iopu, CMC
City Clerk

Return to Agenda

FY 2019-20 Adjustments Exhibit 1

General Fund

Expenditures	$1,842,680

Police Grants Fund

Expenditures	$13,700

Traffic Safety Fund

Expenditures	$700

Supplemental Law Enforcement Svc Fund

Expenditures	$3,400

Building & Planning Fund

Expenditures	$292,000

Asset Seizure-Adjudicated Fund

Expenditures	$15,000

Refuse Management Fund

Expenditures	$1,220

Housing Fund

Expenditures	$6,600

Cable Access TV Fund

Expenditures	$18,000

CITY COUNCIL REPORT

10C

DATE: SEPTEMBER 15, 2020

TO: MAYOR AND COUNCIL MEMBERS

FROM: ANDREW MURRAY, CITY MANAGER

SUBJECT: RECEIVE THE FISCAL YEAR (FY) 2019-20 FOURTH QUARTER FINANCIAL REPORT (UNAUDITED) AND ADOPT A RESOLUTION APPROVING BUDGET ADJUSTMENTS

RECOMMENDATION

City staff recommends that the City Council receive the Fiscal Year (FY) 2019-20 Fourth Quarter Financial Report (Unaudited) and adopt a resolution approving year-end budget adjustments.

BACKGROUND

The City operates on an annual budget cycle. Through the budget, the City Council approves revenue estimates and authorizes City staff to expend the City's limited financial resources. As one of the many activities that the City undertakes to help ensure its financial soundness, staff provides quarterly financial reports on the City's budget condition. The Fourth Quarter Financial Report provides preliminary year-end results since the final audit has not been completed.

REVIEW & ANALYSIS

The FY 2019-20 budget originally adopted in June 2019 projected that General Fund revenues would exceed expenditures by $2,832 apart from the use of $1 million from fund balance for the purchase of a new fire engine for a net deficit of $997,167. The original budget was subsequently revised by the City Council through mid-year adjustments in February 2020 and June 2020 based on the Second and Third Quarter Financial Reports. The current revised budget, based on the Third Quarter Financial Report, projected a General Fund year-end surplus of $1,856,711, due primarily to the removal from the budget of the new fire engine, whose delivery was delayed, and anticipated year-end expenditure savings. Based on preliminary year-end results, the actual General Fund surplus was $310,005.

General Fund Analysis

General Fund Revenue

Pinole, like other communities, has been impacted by the shelter-in-place (SIP) order resulting from COVID-19. Fiscal impacts of the SIP have been identified and noted below.

Overall, General Fund revenue for the fiscal year was $15,922,167, 102% of the revised revenue budget.

- ***Sales Tax***

For FY 2019-20, sales tax, when including Measure S 2006 and 2014, which are discussed further below, is the City's largest General Fund revenue. Despite the impact of COVID-19, sales tax collections for the fiscal year were $3,788,080, 110% of the revised budget. (Note that, due to concern regarding the possible impact of COVID-19, staff had recommended, and Council approved, a $198,981 reduction in the sales tax budget amount for the fiscal year as part of the Third Quarter Financial Report and associated mid-year budget adjustments.)

- ***Property Tax***

Property tax is the City's second largest General Fund revenue stream for FY 2019-20. Actual collections for the fiscal year totaled $4,514,755, 100% of the revised budget. Property tax revenue includes revenue from the Redevelopment Property Tax Trust Fund (RPTTF). This is revenue that has resulted from the dissolution of the former Pinole Redevelopment Agency and represents the shift from the Agency receiving tax increment revenue to the various taxing entities receiving the tax revenue. The City received $1.68 million in RPTTF revenue in FY 2019-20. The RPTTF revenue will convert to "normal" property tax revenue when all of the former Agency's outstanding debt is paid off and the Successor Agency is formally dissolved. Dissolution is currently expected to occur sometime after the final debt service payment in FY 2023-24.

- ***All Other General Fund Revenue***

Utility Users Tax (UUT) is the City's third largest General Fund revenue stream. The City received $1,809,832 in actual revenue, 96% of revised budget. Franchise tax revenue, which is derived from utility service customers, totaled $750,001, 100% of revised budget.

Other Taxes totaled $826,359 and includes Transient Occupancy Tax (TOT) which totaled $444,453, an 8% shortfall relative to the original budget, likely due to COVID-19's impact on travel, and business license tax revenue totaled $381,906, a 102% relative to the original budget.

Intergovernmental taxes, which include the property tax in-lieu of Motor Vehicle License Fee (VLF) of $1,922,881 and Homeowner Property Tax Relief of $29,836, totaled $1,952,717, 100% of the revised budget. In 2004 the California Legislature approved a property tax swap of VLF as a part of a state/local budget agreement. As a result of the swap, over 90% of the city Motor License Vehicle Fund revenue was swapped for property taxes. Homeowner Tax Relief funds are a backfill for the $7,000 value exemption ($70 tax per qualifying taxpayer) granted through the Homeowner Exemption Legislation. The California Constitution provides a $7,000 reduction in the taxable value for a qualifying owner-occupied home. Public safety charges, including police dispatch services for Hercules and San Pablo, were 100% of revised budget, $1,220,688.

Other General Fund revenues generally met budget. The City received a $500,000 loan payment from the Pinole Assisted Living Community (PALC), which has been recorded in the General Fund.

A transfer from the City's Section 115 Pension Trust to the General Fund was budgeted for FY 2019-20 in the amount of $708,616. However, the transfer was not executed, and the funds remain in the Pension Trust fund balance.

Below is a table showing the original budget, revised budget, and year-end actual amounts for General Fund revenues.

	FY19/20 Original Budget	FY19/20 Revised Budget	FY19/20 Actuals
Property Taxes	$ 4,033,892	$ 4,518,655	$ 4,514,755
Sales and Use Taxes	3,629,286	3,430,305	3,788,080
Utility Users Tax	1,898,000	1,890,580	1,809,832
Franchise Taxes	744,000	753,257	750,002
Other Taxes	858,900	797,793	826,358
Intergovernmental Taxes	1,819,484	1,952,881	1,952,717
Public Safety Charges	1,229,973	1,225,865	1,220,688
Total Other Revenue	568,276	975,999	1,059,735
Revenue Total:	14,781,811	15,545,335	15,922,167
Transfer In from Section 115 Trust	708,616	708,616	
Revenue/Sources Total:	**$ 15,490,427**	**$ 16,253,951**	**$ 15,922,167**

<u>General Fund Expenditures</u>

The City Council authorized specific expenditure amounts in the FY 2019-20 General Fund budget, including the use of fund balance for the purchase of a new fire engine in the amount of $1 million.

General Fund actual expenditures for FY 2019-2 totaled $15,612,162, which was 108% of revised budget, but 5% below the original budget. Staff analyzed budget versus year-end actual expenditures for each expenditure category to determine the source of any over expenditure. Over expenditures in several departments were due to the fact that expenditure budgets were reduced mid-year in association with the Third Quarter Financial Report because it was projected that expenditures were going to end the year lower. In fact, many of the expenditures did not end the year lower. The departmental over expenditures are detailed below.

- City Council department budget deficit of $38,770 is the result of a budget reduction that was implemented with the Third Quarter Financial Report that anticipated savings and did not account for pending PCTV invoices.
- City Manager department budget deficit of $2,116 is the result of slightly higher than anticipated vacation payout.
- City Treasurer department budget deficit of $189 is the result of the budget reduction with the Third Quarter Financial Report.
- City Attorney department budget deficit of $198,578 is the result of additional legal services due to the SIP order regulations, development project work, labor and employment matters, and cost allocation reductions to various user departments/funds.
- The Police Department budget deficit of $262,066 is the result of a budget reduction with the Third Quarter Financial Report for anticipated savings that did not account for year-end accruals.
- The Fire Department budget deficit of $1,248,761 is the result of a budget reduction with the Third Quarter Financial Report in the amount of $1.5 million. This reduction was made based on the delayed delivery of the fire truck and anticipated savings in operating budget line items. However, per the purchase agreement, the City was required to make installment payments of $404,563 prior to the delivery of the fire truck and the balance of $564,971 remains a budget commitment/encumbrance at year end. Also, other anticipated budget savings did not materialize.
- Public Works department budget deficit of $87,930 is primarily due to increased water utility billings, claims payable, and equipment maintenance costs.
- Community Development department deficit of $4,270 is primarily the result of the budget reduction with the Third Quarter Financial Report that did not account for year-end accruals.

Below is a table showing the original budget, revised budget, and year-end actual amounts for General Fund expenditures by department.

	FY19/20 Original Budget	FY19/20 Revised Budget	FY19/20 Actuals	FY19/20 Encumbrances	FY19/20 Actuals w/ Encumb
City Council Total:	$ 161,125	$ 124,693	$ 163,463		$ 163,463
City Manager Total:	171,439	204,449	206,565		206,565
City Clerk Total:	246,659	202,450	183,241		183,241
City Treasurer Total:	11,332	8,403	8,592		8,592
City Attorney Total:	110,919	263,573	462,151		462,151
Finance Department Total:	478,572	485,771	477,516		477,516
Human Resources Total:	471,607	434,500	430,578		430,578
Non-Departmental Total:	1,651,460	1,717,422	1,700,309		1,700,309
Police Department Total:	6,411,500	5,861,637	6,123,703		6,123,703
Fire Department Total:	4,453,035	2,911,680	3,595,470	$ 564,971	4,160,441
Public Works Total:	861,419	914,561	988,204	14,286	1,002,491
Community Development Total:	280,889	169,423	173,692		173,692
Debt Service	535,000	536,120	536,120		536,120
Transfers Out	642,637	562,558	562,558		562,558
Expenditure Total:	**$ 16,487,594**	**$ 14,397,240**	**$ 15,612,162**	**$ 579,257**	**$ 16,191,420**

Note that the State allocated a portion of funding it received through the CARES Act to provide payments directly to cities and counties to cover necessary expenditures they incurred as a result of the public health emergency. The payments from the State to cities and counties are based on a per capita calculation. The City of Pinole is scheduled to receive $240,828 for costs incurred during FY 2019-20. The initial payments were received in July and August 2020 for a total of $80,276. The City anticipates receiving the remaining payments in FY 2020-21. Per current guidance from the Governmental Accounting Standards Board (GASB), all the revenue will be recognized in FY 2020-21.

The table below summarizes the original General Fund budget, revised budget, year-end actuals, and ending fund balances. (Note that the actual year-end balance of the Pension Trust fund is significantly higher than shown in the original and revised budgets because the transfer from the fund to the General Fund and other Funds that had been budgeted was not executed and because the fund had significant interest earnings net of costs in the amount of $929,554 during the fiscal year.)

	FY19/20 Original Budget	FY19/20 Revised Budget	FY19/20 Actuals	FY19/20 Recommended Adjustments	FY19/20 Amended Budget
Revenues/Sources	$ 15,490,427	$ 16,253,951	$ 15,922,167	$ -	$ 16,253,951
Expenditures	16,487,594	14,397,240	15,612,162	1,842,680	16,239,920
Net surplus/deficit	(997,167)	1,856,711	310,005	1,842,680	14,031
Beginning Fund Balance	5,813,996	5,813,996	5,813,996		5,813,996
Ending Fund Balance	**$ 4,816,829**	**$ 7,670,707**	**$ 6,124,001**		**$ 5,828,027**
Pension Trust Fund	**$ 16,728,320**	**$ 16,258,320**	**$ 18,088,811**		**$ 18,088,811**
General Reserve Balance	**$ 7,352,102**	**$ 7,352,102**	**$ 7,457,116**		**$ 7,457,116**

Staff recommends that the City Council approve General Fund expenditure budget adjustments as described above and detailed in Attachment A such that actual expenditures do not exceed authorized expenditures for the fiscal year.

Other Funds Analysis

Measure S 2006 Fund (Fund 105) and Measure S 2014 Fund (Fund 106)

Measure S 2006 is a voter-approved general purpose use tax levied at 0.5% on all retail sales. Revenue from Measure S 2006 has historically been allocated by the City Council to fund public safety programs. Measure S 2006 revenues totaled $1,981,425 in FY 2019-20, 105% of revised budget. Expenditures, including the planned use of fund balance, totaled $2,499,586, 100% of budget.

Measure S 2014 is a voter-approved general purpose use tax also levied at 0.5% on all retail sales. Revenue from Measure S 2014 has historically been allocated by the City Council to address some of the City's operational and deferred capital improvement needs. Measure S 2014 revenues totaled $2,016,847 in FY 2019-20, 105% of revised budget. Expenditures, including the planned use of fund balance, totaled $2,139,735, 74% of budget. Expenditures were significantly below budget due to the delayed timing of capital projects.

Gas Tax Fund (Fund 200)

The Gas Tax Fund accounts for revenue from State excise taxes on gasoline and diesel fuel sales (referred to as the Highway Users Tax Account (HUTA)) as well as revenue from the Road Repair and Accountability Act of 2017 (SB1) (referred to as the Road Maintenance and Rehabilitation Account (RMRA)). Gas Tax Fund resources are restricted for use in the construction and maintenance of public streets. These funds support both annual operating and capital projects. Gas Tax Fund revenues were $804,790 in FY 2019-20, 96% of revised budget. Expenditures were $577,100, 45% of budget. Expenditures were significantly below budget due to the delayed timing of capital projects.

Restricted Real Estate Maintenance Fund (Fund 201)

One of the many capital improvements made by the former Pinole Redevelopment Agency was to portions of the road, bridge, and parcels adjacent to the intersection of Fitzgerald and Atlas. The former agency's agreement to make improvements required that future owners of the redeveloped parcels make payments to the Redevelopment Agency (now Successor Agency). The Restricted Real Estate Maintenance Fund accounts for the payments that the Successor Agency receives from the property owners and expenditures on the upkeep of the limited number of remaining Successor Agency properties, such as the Bank of Pinole building. Fund revenue totaled $4,262 in FY 2019-20, 11% of revised budget, due to the delay of the FY 2019-20 payment, while expenditures of $24,418 are 100% of budget.

Public Safety Augmentation Fund (Fund 203)

The Public Safety Augmentation Fund (PSAF) accounts for monies allocated by the County Auditor-Controller under Proposition 172 from the statewide one-half cent sales tax based on a share of statewide taxable sales. These funds are used exclusively for public safety. The receipt of these funds is conditioned on Maintenance of Effort using base year FY 1992-93. FY 2019-20 PSAF revenue totaled $309,697, 100% of revised budget, while expenditures were 108% of revised budget, primarily as a result of a budget reduction with the Third Quarter Financial Report for anticipated salary and benefits savings that did not materialize. Staff recommends a $13,700 expenditure budget adjustment as detailed in Attachment A.

Police Grants Fund (Fund 204)

The Police Grants Fund accounts for grants received and used exclusively for public safety. Funding for school resource officers received from West Contra Costa Unified School District and Alcoholic Beverage Control (ABC) grant funding is recorded in this fund. Police Grant revenue was 100% of budget, while expenditures were 102% of budget, primarily as a result of a decrease in budget with the Third Quarter Financial Report for anticipated salary and benefits savings allocations. The end of year surplus was $5,842.

Traffic Safety Fund (Fund 205)

The Traffic Safety Fund accounts for fines and forfeitures received by the City under Section 1463 of the Penal Code. These funds are used exclusively for official traffic control devices and the maintenance thereof; equipment and supplies for traffic law enforcement and traffic accident prevention; and for the maintenance, improvement, or construction of public streets, bridges, and culverts within the City. Funds shall not be used to pay the compensation of traffic or other police officers. The fund may be used to pay the compensation of school crossing guards who are not regular full-time members of the Police Department.

Traffic Safety revenue collections were 116% of revised budget, while expenditures were 112% of revised budget primarily due to a decrease in budget with the Third Quarter Financial Report for anticipated salary and benefits savings allocations. The year-end surplus was $43,404. Staff recommends a $700 expenditure adjustment as detailed in Attachment A.

Supplemental Law Enforcement Services Fund (Fund 206)

The Supplemental Law Enforcement Services Fund (SLESF) accounts for funds received from the County under AB 3229, which enacted the Citizens Option for Public Safety (COPS) Program, through which the City receives $100,000 annually. In addition to the $100,000 annual payment, the City sometimes receives a Growth Allocation payment. The City received the FY 2018-19 Growth Allocation payment of

$55,947 in September 2020, which has been recorded as part of FY 2019-20 per accounting rules for grant funding. SLESF revenue collections were 100% of the revised budget at $159,980, while expenditures were $60,170 for 106% of revised budget due to a decrease in budget with the Third Quarter Financial Report for an anticipated reduction of indirect cost allocations. The end of year surplus was $99,810. Staff recommends a SLESF expenditure budget adjustment increase of $3,400 (Attachment A).

<u>NPDES Storm Water Fund (Fund 207)</u>

The NPDES Storm Water Fund accounts for assessments collected by the County via property tax bills pursuant to the National Pollutant Discharge Elimination System (NPDES) regulations, a federally mandated program. Assessments are levied at $35 per Equivalent Runoff Unit (ERU). Revenue estimates are based on the number of ERU's multiplied by the adopted rate.

NPDES Storm Water revenue collections of $258,936 were 95% of revised budget, while expenditures were $289,103, 101% of revised budget.

<u>Recreation Department Fund (Fund 209)</u>

The Recreation Department was dramatically impacted by the SIP order, which has required closing recreation programs. The Recreation budget was revised with the Third Quarter Financial Report. The Recreation Department Fund realized 94% of revised budget revenue and 99% of revised budget expenditures. The end of year deficit was $797.

<u>Building & Planning Fund (Fund 212)</u>

The Building & Planning Fund’s FY 2019-20 adopted budget projected a net $88,531 use of fund balance to achieve a balanced budget. Year-end revenue totaled $746,297 for 107% of revised budget. expenditures totaled $1,075,857 for 137% of revised budget, for a year-end shortfall of $292,000 relative to the original budget. Staff recommends a $292,000 expenditure budget adjustment as detailed in Attachment A.

<u>Refuse Management Fund (Fund 213)</u>

The Refuse Management Fund accounts for resources received from the City’s franchise waste hauler, Republic Services, from a fee imposed under AB 939 of $0.83 per can per month on all residential customers in Pinole. These revenues are restricted to programs and activities that promote recycling of solid waste and generate source reduction. Revenue collections totaled $117,995, 100% of revised budget, and expenditures totaled $93,143, 101% of revised budget. The end of year surplus was $24,852. Staff recommends a $1,220 expenditure budget adjustment as detailed in Attachment A.

Solid Waste Fund (Fund 214)

The Solid Waste Fund accounts for funds received from Republic Services, Inc. collected from a portion of the customer rates for solid waste services. These funds are set aside for future solid waste capital projects and for a rate stabilization fund. Revenue collections at the end of the fiscal year were101% of projections at $398,533, and there were no budgeted expenditures.

Measure J Fund (Fund 215)

The Measure J Fund accounts for special sales tax revenues collected by the Contra Costa Transportation Authority (CCTA) and reapportioned to the cities for local street projects. The City must submit a checklist each year to confirm compliance with a Growth Management Program. Estimates of annual funding are provided by the CCTA, and jurisdiction allocations are based on a formula that considers both population and road mileage.

Year-end revenue totaled $425,300, 111% of revised budget, and expenditures totaled $101,471, 29% of revised budget, due to the timing of capital projects. The end of year surplus was $323,830.

Asset Seizure-Adjudicated Fund (Fund 225)

The Asset Seizure-Adjudicated Fund accounts for property seizures pursuant to section 11470 et seq. of the California Health and Safety Code. These resources are to be used only for law enforcement purposes. The City procured a public safety wellness app in FY 2018-19 with an annual cost of $15,000. The cost of this app was accidentally omitted from the FY 2019-20 budget. Staff would like to continue to fund the wellness app cost with asset seizure funds and is requesting a budget allocation for the expenditure for FY 2019-20. Staff recommends a $15,000 expenditure budget adjustment as detailed in Attachment A.

Housing Administration Fund (Fund 285)

The Housing Administration Fund accounts for activities associated with administering housing programs of the former Pinole Redevelopment Agency, use of Housing Set Aside funds, and the provision of affordable housing within the community. Revenue at the end of the fiscal year totaled $90,198, 94% of revised budget, while expenditures totaled $69,688, 110% of revised budget. The end year surplus was $20,510. Staff recommends a $6,600 expenditure budget adjustment as detailed in Attachment A.

Lighting and Landscape District Fund (Fund 310)

The Lighting and Landscape District Fund accounts for assessments to property owners to maintain median lighting and landscaping within the Pinole Valley Road North and South areas. Revenue at the end of the fiscal year totaled $39,746, 101% of revised budget, while expenditures totaled $38,172, 97% of revised budget.

Sewer Enterprise Fund (Fund 500)

The Sewer Enterprise Fund accounts for fees charged to residents and businesses for sewer utilities. Fees are used to operate the Pinole-Hercules Wastewater Treatment Plant, which serves the Pinole and Hercules areas. Year-end revenue totaled $7,322,517, 102% of revised budget, while expenditures totaled $5,468,097, 90% of revised budget. The surplus was $1,854,420. Staff is in the process of recording year-end closing entries for debt service and interest, which will affect final fiscal year balances.

Cable Access TV Fund (Fund 505)

This Fund accounts for revenue received from cable franchise fees, video production and broadcast charges, and Public, Educational, and Governmental access fees. PEG access fees are designated for equipment purchases. Transfers from the General Fund also help support the operating costs. The original budget was reduced with the Third Quarter Financial Report, resulting in a deficit of $18,000. Staff recommends a $18,000 expenditure budget adjustment as detailed in Attachment A.

Information Systems Fund (Fund 525)

The Information Systems Fund is an internal service fund used to account for activities that provide technology goods or services to other City funds and departments on a cost-reimbursement basis. Expenditures at the end of the fiscal year totaled $795,641 and those costs were allocated to the user departments.

The FY 2019-20 actual revenue, expenditures, and ending fund balance for each of the funds described above is listed in the table below.

FISCAL IMPACT

In this FY 2019-20 Fourth Quarter Financial Report, staff recommends a number of year-end budget adjustments, summarized below, and detailed in Attachment A.

- General Fund expenditure budget increases totaling $1,842,680;
- Police Grants Fund expenditure budget increase of $13,700;
- Traffic Safety Fund expenditure budget increase of $700;

- Supplemental Law Enforcement Services Fund expenditure budget increase of $3,400;
- Building & Planning Fund expenditure budget increase of $292,000;
- Refuse Management Fund expenditure budget increase of $1,220;
- Asset Seizure-Adjudication Fund expenditure budget increase of $15,000;
- Housing Fund expenditure budget increase of $6,600; and
- Cable Access TV Fund expenditure budget increase of $18,000.

ATTACHMENTS

A – FY 2019-20 Fourth Quarter Financial Report Detail
B – Resolution Adjusting Fiscal Year 2019-20 Budget

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City of Pinole Fourth Quarter Financial Report

For FY 2019-20 Period Ending: 06/30/2020

	2019-20 Original Budget	2019-20 Revised Budget	2019-20 Actual	2019-20 Encumbrances	2019-20 Actual with Encumbrances	2019-20 Variance	2019-20 Percent Used	2019-20 Proposed Adjustment	2019-20 Amended
Fund: 100 - General Fund									
Revenue									
311 - Property Taxes	4,033,892	4,518,655	4,514,755		4,514,755	(3,900)	100%		4,518,655
312 - Sales and Use Taxes	3,629,286	3,430,305	3,788,080		3,788,080	357,775	110%		3,430,305
313 - Utility Users Tax	1,898,000	1,890,580	1,809,832		1,809,832	(80,748)	96%		1,890,580
314 - Franchise Taxes	744,000	753,257	750,002		750,002	(3,255)	100%		753,257
315 - Other Taxes	858,900	797,793	826,359		826,359	19,930	102%		797,793
321 - Intergovernmental Taxes	1,819,484	1,952,881	1,952,717		1,952,717	(164)	100%		1,952,881
361 - Public Safety Charges	1,229,973	1,225,865	1,220,688		1,220,688	(5,177)	100%		1,225,865
323-393 - Total Other Revenue	568,276	975,999	1,059,735		1,059,735	83,736	109%		975,999
Revenue Total:	**14,781,811**	**15,545,335**	**15,922,167**	**-**	**15,922,167**	**368,197**	**102%**	**-**	**15,545,335**
399 - Transfer In from Section 115 Trust	708,616	708,616				**(708,616)**			708,616
Sources Total:	**15,490,427**	**16,253,951**	**15,922,167**	**-**	**15,922,167**	**(331,783)**	**98%**	**-**	**16,253,951**
Expenditures									
Department: 10 - City Council Total:	161,125	124,693	163,463		163,463	(38,770)	131%	38,770	163,463
Department: 11 - City Manager Total:	171,439	204,449	206,565		206,565	(2,116)	101%	2,116	206,565
Department: 12 - City Clerk Total:	246,659	202,450	183,241		183,241	19,209	91%		202,450
Department: 13 - City Treasurer Total:	11,332	8,403	8,592		8,592	(189)	102%	189	8,592
Department: 14 - City Attorney Total:	110,919	263,573	462,151		462,151	(198,578)	175%	198,578	462,151
Department: 15 - Finance Department Total:	478,572	485,771	477,516		477,516	8,255	98%		485,771
Department: 16 - Human Resources Total:	471,607	434,500	430,578		430,578	3,923	99%		434,500
Department: 17 - Non-Departmental Total:	1,651,460	1,717,422	1,700,309		1,700,309	17,113	99%		1,717,422
Total Administrative	**3,303,114**	**3,441,261**	**3,632,415**	**-**	**3,632,415**	**(191,154)**	**106%**	**239,653**	**3,680,914**
Department: 22 - Police Department Total:	6,411,500	5,861,637	6,123,703		6,123,703	(262,066)	104%	262,066	6,123,703
Department: 23 - Fire Department Total:	4,453,035	2,911,680	3,595,470	564,971	4,160,441	(1,248,761)	137%	1,248,761	4,160,441
Total Public Safety	**10,864,535**	**8,773,317**	**9,719,172**	**564,971**	**10,284,143**	**(1,510,826)**	**115%**	**1,510,827**	**10,284,144**
Department: 34 - Public Works Total:	861,419	914,561	988,204	14,286	1,002,491	(87,930)	110%	87,930	1,002,491
Department: 46 - Community Development T	280,889	169,423	173,692		173,692	(4,270)	103%	4,270	173,693
Total Development Services	**1,142,308**	**1,083,984**	**1,161,897**	**14,286**	**1,176,183**	**(92,200)**	**109%**	**92,200**	**1,176,184**
481 - Debt Service	535,000	536,120	536,120		536,120	(0)	100%		536,120
499 - Transfers Out	642,637	562,558	562,558		562,558	(0)	100%		562,558
Expenditures Total:	**16,487,594**	**14,397,240**	**15,612,162**	**579,257**	**16,191,420**	**(1,794,180)**	**112%**	**1,842,680**	**16,239,919**
Fund: 100 - General Fund Net Results:	**(997,167)**	**1,856,711**	**310,005**	**(579,257)**	**(269,252)**	**(2,125,963)**	**-15%**	**(1,842,680)**	**14,031**
Fund Balance July 1, 2019	**5,813,996**	**5,813,996**	**5,813,996**						
Estimated Fund Balance June 30, 2020	**4,816,829**	**7,670,707**	**6,124,001**						
Fund: 105 - Measure S -2006									
Revenue									
312 - Sales and Use Taxes	1,960,800	1,853,296	1,951,039		1,951,039	97,743	105%		1,853,296
370 - Interest and Investment Income	20,000	29,000	30,386		30,386	1,386	105%		29,000
Revenue Total:	**1,980,800**	**1,882,296**	**1,981,425**	**-**	**1,981,425**	**99,129**	**105%**	**-**	**1,882,296**
399 - Transfer In from Section 115 Trust	184,117	184,117				**(184,117)**			184,117
Sources Total:	**2,164,917**	**2,066,413**	**1,981,425**	**-**	**1,981,425**	**(84,988)**	**96%**	**-**	**2,066,413**
Expenditures									
Department: 15 - Finance Department Total:	2,433	1,333	2,246		2,246	(913)	168%		1,333
Department: 22 - Police Department Total:	1,513,954	1,464,417	1,478,642		1,478,642	(14,225)	101%		1,464,417
Department: 23 - Fire Department Total:	786,830	1,034,387	1,018,699		1,018,699	15,689	98%		1,034,387
Expenditures Total:	**2,303,217**	**2,500,137**	**2,499,586**	**-**	**2,499,586**	**551**	**100%**	**-**	**2,500,137**
Fund: 105 - Measure S -2006 Net Results:	**(138,300)**	**(433,724)**	**(518,161)**	**-**	**(518,161)**	**(84,437)**	**119%**	**-**	**(433,724)**
Fund Balance July 1, 2019	**2,298,953**	**2,298,953**	**2,298,953**						
Estimated Fund Balance June 30, 2020	**2,160,652**	**1,865,228**	**1,780,791**						
Fund: 106 - MEASURE S-2014									
Revenue									
312 - Sales and Use Taxes	1,960,800	1,853,296	1,950,798		1,950,798	97,502	105%		1,853,296
370 - Interest and Investment Income	30,000	61,500	66,050		66,050	4,550	107%		61,500
Revenue Total:	**1,990,800**	**1,914,796**	**2,016,848**	**-**	**2,016,848**	**102,052**	**105%**	**-**	**1,914,796**
399 - Transfer In from Section 115 Trust	8,206	8,206				**(8,206)**			8,206
Sources Total:	**1,999,006**	**1,923,002**	**2,016,848**	**-**	**2,016,848**	**93,846**	**105%**	**-**	**1,923,002**

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	2019-20 Original Budget	2019-20 Revised Budget	2019-20 Actual	2019-20 Encumbrances	2019-20 Actual with Encumbrances	2019-20 Variance	2019-20 Percent Used	2019-20 Proposed Adjustment	2019-20 Amended
Expenditures									
Department: 10 - City Council Total:	57,200	60,200	46,600		46,600	13,600	77%		60,200
Department: 14 - City Attorney Total:	35,000	35,000	27,318		27,318	7,682	78%		35,000
Department: 15 - Finance Department Total:	2,433	1,333	2,246		2,246	(913)	168%		1,333
Department: 17 - Non-Departmental Total:	692,500	692,500	692,500		692,500	-	100%		692,500
Department: 18 - Information Systems Total	64,600	7,140	21,748		21,748	(14,608)	305%		7,140
Total Administrative	**851,733**	**796,173**	**790,411**	**-**	**790,411**	**5,762**	**99%**	**-**	**796,173**
Department: 22 - Police Department Total:	333,087	454,261	456,641		456,641	(2,380)	101%		454,261
Department: 23 - Fire Department Total:	306,128	295,412	301,089		301,089	(5,678)	102%		295,412
Total Public Safety	**639,215**	**749,673**	**757,731**	**-**	**757,731**	**(8,058)**	**101%**	**-**	**749,673**
Department: 34 - Public Works Total:	1,099,419	1,317,633	533,540		533,540	784,094	40%		1,317,633
Department: 46 - Community Development T	130,000	14,030	43,460		43,460	(29,430)	310%		14,030
Department: 55 - Recreation Total:	30,000	10,018	14,593		14,593	(4,576)	146%		10,018
Expenditures Total:	**2,750,367**	**2,887,527**	**2,139,735**	**-**	**2,139,735**	**747,792**	**74%**	**-**	**2,887,527**
Fund: 106 - MEASURE S-2014 Net Results:	**(751,361)**	**(964,525)**	**(122,888)**	**-**	**(122,888)**	**841,637**	**13%**	**-**	**(964,525)**
Fund Balance July 1, 2019	**3,872,007**	**3,872,007**	**3,872,007**						
Estimated Fund Balance June 30, 2020	**3,120,646**	**2,907,482**	**3,749,119**						
Fund: 150 - General Reserve									
370- Interest and Investment Income Total			**319,153**		**319,153**	**319,153**			**-**
Revenue Total	**-**	**-**	**319,153**	**-**	**319,153**	**319,153**	**0%**	**-**	**-**
Fund: 150 - General Reserve Total:									
Fund Balance July 1, 2019		**7,137,963**	**7,137,963**						
Estimated Fund Balance June 30, 2020		**7,137,963**	**7,457,116**						
Fund: 160 - EQUIPMENT RESERVE									
399 - Transfers In Public Works	80,000	80,000	80,000		80,000	-	100%		80,000
399 - Transfers In Community Development	5,000	5,000	5,000		5,000	-	100%		5,000
Revenue Total:	**85,000**	**85,000**	**85,000**	**-**	**85,000**	**-**	**100%**	**-**	**85,000**
Department: 34 - Public Works Total:	80,000	80,000	-		-	80,000	0%		80,000
Department: 46 - Community Development T	5,000	5,000	-		-	5,000	0%		5,000
Expenditures Total:	**85,000**	**85,000**	**-**	**-**	**-**	**85,000**	**0%**	**-**	**85,000**
Fund: 160 - EQUIPMENT RESERVE Net Results:	**-**	**-**	**85,000**	**-**	**85,000**	**85,000**	**0%**	**-**	**85,000**
Fund Balance July 1, 2019	**29,949**	**29,949**	**29,949**						
Estimated Fund Balance June 30, 2020	**29,949**	**29,949**	**114,949**						
Fund: 700 - Pension Fund									
Revenue									
370 - Interest and Investment Income	-	-	1,010,988		1,010,988	1,010,988	-		-
Revenue Total:	**-**	**-**	**1,010,988**	**-**	**1,010,988**	**1,010,988**	**-**	**-**	**-**
Expenditures									
425 - Administrative Expenses	-	-	81,434		81,434	(81,434)	0%	-	-
499 - Transfers Out	1,072,840	1,072,840			-	1,072,840	0%		-
Expenditures Total:	**1,072,840**	**1,072,840**	**81,434**		**81,434**	**991,406**	**0%**	**-**	**1,072,840**
Fund: 700 - Pension Fund Net Results:	**(1,072,840)**	**(1,072,840)**	**929,554**	**-**	**929,554**	**2,002,394**	**0%**	**-**	**(1,072,840)**
Fund Balance July 1, 2019	**17,159,258**	**17,159,258**	**17,159,258**						
Estimated Fund Balance June 30, 2020	**16,086,418**	**16,086,418**	**18,088,811**						
Fund: 200 - Gas Tax Fund									
Revenue Total:	**832,289**	**838,245**	**804,790**	**-**	**804,790**	**(33,455)**	**96%**	**-**	**838,245**
Expenditures Total:	**502,547**	**1,276,983**	**577,100**	**31,846**	**608,946**	**668,037**	**45%**	**-**	**1,276,983**
Fund: 200 - Gas Tax Fund Net Results:	**329,742**	**(438,738)**	**227,690**	**(31,846)**	**195,844**	**634,582**	**-45%**	**-**	**(438,738)**
Fund Balance July 1, 2019	**696,522**	**696,522**	**696,522**						
Estimated Fund Balance June 30, 2020	**1,026,264**	**257,784**	**924,212**						
Fund: 201 - Restricted Real Estate Maintenance Fu									
Revenue Total:	**37,175**	**40,362**	**4,262**	**-**	**4,262**	**(36,100)**	**11%**	**-**	**40,362**
Expenditures Total:	**37,175**	**24,476**	**24,418**	**-**	**24,418**	**58**	**100%**	**-**	**24,476**
:ricted Real Estate Maintenance Fund Net Results:	**-**	**15,887**	**(20,156)**	**-**	**(20,156)**	**(36,042)**	**-127%**	**-**	**15,887**
Fund Balance July 1, 2019	**186,832**	**186,832**	**186,832**						
Estimated Fund Balance June 30, 2020	**186,832**	**202,718**	**166,676**						

	2019-20 Original Budget	2019-20 Revised Budget	2019-20 Actual	2019-20 Encumbrances	2019-20 Actual with Encumbrances	2019-20 Variance	2019-20 Percent Used	2019-20 Proposed Adjustment	2019-20 Amended
Fund: 203 - Public Safety Augmentation Fund									
Revenue Total:	179,875	176,163	175,531	-	175,531	(632)	100%	-	176,163
Expenditures Total:	177,310	166,119	179,741	-	179,741	(13,622)	108%	13,700	179,819
3 - Public Safety Augmentation Fund Net Results:	2,565	10,044	(4,210)	-	(4,210)	(14,254)	-42%	(13,700)	(3,656)
Fund Balance July 1, 2019	353,158	353,158	353,158						
Estimated Fund Balance June 30, 2020	355,723	363,202	348,948						
Fund: 204 - Police Grants									
Revenue Total:	300,000	309,697	309,697	-	309,697	(0)	100%	-	309,697
399 - Transfer In from Section 115 Trust	44,722	44,722			-	(44,722)			44,722
Expenditures Total:	343,679	297,773	303,855	-	303,855	(6,082)	102%	-	297,773
Fund: 204 - Police Grants Net Results:	1,043	56,646	5,842	-	5,842	(50,804)	49%	-	56,646
							10%		
Fund Balance July 1, 2019	119,824	119,824	119,824						
Estimated Fund Balance June 30, 2020	120,867	176,470	125,666						
Fund: 205 - Traffic Safety Fund									
Revenue Total:	43,830	42,800	49,802	-	49,802	7,002	116%	-	42,800
Expenditures Total:	19,168	5,736	6,399	-	6,399	(663)	112%	700	6,436
Fund: 205 - Traffic Safety Fund Net Results:	24,662	37,064	43,404	-	43,404	6,339	117%	(700)	36,364
Fund Balance July 1, 2019	163,240	163,240	163,240						
Estimated Fund Balance June 30, 2020	187,902	200,305	206,644						
Fund: 206 - Supplemental Law Enforcement Svc Fu									
Revenue Total:	101,600	159,348	159,980	-	159,980	632	100%	-	159,348
Expenditures Total:	129,359	56,796	60,170	-	60,170	(3,374)	106%	3,400	60,196
plemental Law Enforcement Svc Fund Net Results:	(27,759)	102,552	99,810	-	99,810	(2,742)	97%	(3,400)	99,152
Fund Balance July 1, 2019	168,604	168,604	168,604						
Estimated Fund Balance June 30, 2020	140,845	271,156	268,414						
Fund: 207 - NPDES Storm Water Fund									
Revenue Total:	266,620	272,150	258,936	-	258,936	(13,214)	95%	-	272,150
Expenditures Total:	367,444	286,912	289,103	-	289,103	(2,191)	101%	-	286,912
Fund: 207 - NPDES Storm Water Fund Net Results:	(100,824)	(14,762)	(30,167)	-	(30,167)	(15,405)	204%	-	(14,762)
Fund Balance July 1, 2019	46,622	46,622	46,622						
Estimated Fund Balance June 30, 2020	(54,202)	31,860	16,455						
Fund: 209 - Recreation Fund									
Revenue Total:	1,187,171	1,071,650	1,007,582	-	1,007,582	(64,068)	94%	-	1,071,650
399 - Transfer In from Section 115 Trust	6,952	6,952			-	(6,952)	0%		6,952
Expenditures Total:	1,194,123	1,013,879	1,008,380	-	1,008,380	5,499	99%	-	1,013,879
Fund: 209 - Recreation Fund Net Results:	0	64,723	(797)	-	(797)	65,520	-1%	-	64,723
Fund Balance July 1, 2019	63,585	63,585	63,585						
Estimated Fund Balance June 30, 2020	63,586	128,308	62,788						
Fund: 212 - Building & Planning									
Revenue Total:	797,550	695,512	746,297	-	746,297	50,785	107%	-	695,512
399 - Transfer In from Section 115 Trust	58,937	58,937			-	(58,937)	0%		58,937
Expenditures Total:	1,151,772	784,043	1,075,857	-	1,075,857	(291,814)	137%	292,000	1,076,043
Fund: 212 - Building & Planning Net Results:	(295,285)	(29,594)	(329,559)	-	(329,559)	(299,966)	1114%	(292,000)	(321,594)
Fund Balance July 1, 2019	486,839	486,839	486,839						
Estimated Fund Balance June 30, 2020	191,554	457,245	157,280						
Fund: 213 - Refuse Management Fund									
Revenue Total:	66,060	117,549	117,995	-	117,995	446	100%	-	117,549
Expenditures Total:	125,347	91,925	93,143	-	93,143	(1,218)	101%	1,220	93,145
und: 213 - Refuse Management Fund Net Results:	(59,287)	25,624	24,852	-	24,852	(772)	97%	(1,220)	24,404
Fund Balance July 1, 2019	309,195	309,195	309,195						
Estimated Fund Balance June 30, 2020	249,908	334,819	334,047						

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	2019-20 Original Budget	2019-20 Revised Budget	2019-20 Actual	2019-20 Encumbrances	2019-20 Actual with Encumbrances	2019-20 Variance	2019-20 Percent Used	2019-20 Proposed Adjustment	2019-20 Amended
Fund: 214 - Solid Waste Fund									
Revenue Total:	248,000	394,076	398,533	-	398,533	4,457	101%	-	394,076
Expenditures Total:	42,000	-	-	-	-	-	0%	-	-
Fund: 214 - Solid Waste Fund Net Results:	206,000	394,076	398,533	-	398,533	4,457	101%	-	394,076
Fund Balance July 1, 2019	1,154,755	1,154,755	1,154,755						
Estimated Fund Balance June 30, 2020	1,360,755	1,548,831	1,553,288						
Fund: 215 - Measure C and J Fund									
Revenue Total:	368,000	384,200	425,300	-	425,300	41,100	111%	-	384,200
Expenditures Total:	200,598	354,666	101,471	-	101,471	253,195	29%	-	354,666
Fund: 215 - Measure C and J Fund Net Results:	167,402	29,534	323,830	-	323,830	294,296	1096%	-	29,534
Fund Balance July 1, 2019	1,493,934	1,493,934	1,493,934						
Estimated Fund Balance June 30, 2020	1,661,336	1,523,468	1,817,764						
Fund: 225 - Asset Seizure-Adjudicated Fund									
Revenue Total:	-	-	6,795	-	6,795	6,795	0%	-	-
Expenditures Total:	-	8,079	23,079	-	23,079	(15,000)	286%	15,000	23,079
225 - Asset Seizure-Adjudicated Fund Net Results:	-	(8,079)	(16,284)	-	(16,284)	(8,205)	202%	(15,000)	(23,079)
Fund Balance July 1, 2019	102,502	102,502	102,502						
Estimated Fund Balance June 30, 2020	102,502	94,423	86,218						
Fund: 226 - CASp Certification and Training Fund									
Revenue Total:	-	-	7,282	-	7,282	7,282	0%	-	-
: 226 - CASp Certification and Training Fund Total:	-	-	7,282		7,282	7,282	0%	-	-
Fund Balance July 1, 2019	13,467	13,467	13,467						
Estimated Fund Balance June 30, 2020	13,467	13,467	20,749						
Fund: 231 - Littering Fines									
Revenue Total:	-	-	44	-	44	44	0%	-	-
Fund: 231 - Littering Fines Total:	0	0	44	-	44	44	0%	-	-
Fund Balance July 1, 2019	2,102	2,102	2,102						
Estimated Fund Balance June 30, 2020	2,102	2,102	2,146						
Fund: 275 - Parkland Dedication Fund									
Revenue Total:	-	-	27,464	-	27,464	27,464	0%	-	-
Expenditures Total:	15,509	15,509	799	-	799	14,710	5%	-	15,509
Fund: 275 - Parkland Dedication Fund Net Results:	(15,509)	(15,509)	26,666	-	26,666	42,175	-172%	-	(15,509)
Fund Balance July 1, 2019	61,137	61,137	61,137						
Estimated Fund Balance June 30, 2020	45,628	45,628	87,802						
Fund: 276 - Growth Impact Fund									
Revenue Total:	-	-	35,226	-	35,226	35,226	0%	-	-
Expenditures Total:	-	39,500	-	-	-	39,500	0%	-	39,500
Fund: 276 - Growth Impact Fund Net Results:	-	(39,500)	35,226	-	35,226	74,726	-89%	-	(39,500)
Fund Balance July 1, 2019	73,367	73,367	73,367						
Estimated Fund Balance June 30, 2020	73,367	33,867	108,593						
Fund: 277 - Development Services									
Revenue Total:	-	-	1,372	-	1,372	1,372	0%	-	-
Fund: 277 - Development Services Total:	-	-	1,372	-	1,372	1,372	0%	-	-
Fund Balance July 1, 2019	(2,293)	(2,293)	(2,293)						
Estimated Fund Balance June 30, 2020	(2,293)	(2,293)	(920)						
Fund: 285 - Housing Land Held for Resale									
Revenue Total:	262,253	95,550	90,198	-	90,198	(5,352)	94%		95,550
Expenditures Total:	211,107	63,176	69,688	-	69,688	(6,512)	110%	6,600	69,776
d: 285 - Housing Land Held for Resale Net Results:	51,146	32,374	20,510	-	20,510	(11,864)	63%	(6,600)	25,774
Fund Balance July 1, 2019	7,776,495	7,776,495	7,776,495						
Estimated Fund Balance June 30, 2020	7,827,641	7,808,869	7,776,495						

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	2019-20 Original Budget	2019-20 Revised Budget	2019-20 Actual	2019-20 Encumbrances	2019-20 Actual with Encumbrances	2019-20 Variance	2019-20 Percent Used	2019-20 Proposed Adjustment	2019-20 Amended
Fund: 310 - Lighting & Landscape Districts									
Revenue Total:	42,780	39,250	39,746	-	39,746	496	101%	-	39,250
Expenditures Total:	42,780	39,465	38,172	-	38,172	1,293	97%	-	39,465
d: 310 - Lighting & Landscape Districts Net Results:	-	(215)	1,575	-	1,575	1,790	-732%	-	(215)
Fund Balance July 1, 2019	30,613	30,613	30,613						
Estimated Fund Balance June 30, 2020	30,613	30,398	30,613						
Fund: 316 - Pinole Valley Park									
Revenue Total:	-	-	(11)	-	(11)	(11)	0%	-	-
Fund: 316 - Pinole Valley Park Total:	-	-	(11)	-	(11)	(11)	0%	-	-
Fund Balance July 1, 2019	(608)	(608)	(608)						
Estimated Fund Balance June 30, 2020	(608)	(608)	(619)						
Fund: 317 - Pinole Valley Caretaker Fund									
Revenue Total:	15,000	15,000	15,000	-	15,000	-	100%	-	15,000
Expenditures Total:	14,982	14,982	15,360	-	15,360	(378)	103%	-	14,982
d: 317 - Pinole Valley Caretaker Fund Net Results:	18	18	(360)	-	(360)	(378)	-1998%	-	18
Fund Balance July 1, 2019	51	51	51						
Estimated Fund Balance June 30, 2020	69	69	(309)						
Fund: 324 - Public Facilities Fund									
Expenditures									
Expenditures Total:	70,000	70,000	50	-	50	69,950	0%	-	70,000
Fund: 324 - Public Facilities Fund Total:	70,000	70,000	50	-	50	69,950	0%	-	70,000
Fund Balance July 1, 2019	545,055	545,055	545,055						
Estimated Fund Balance June 30, 2020	475,055	475,055	545,005						
Fund: 325 - City Street Improvements									
Revenue Total:	250,000	250,000	250,553	-	250,553	553	100%	-	250,000
Expenditures Total:	1,779,103	1,928,889	45,622		45,622	1,883,267	2%	-	1,928,889
Fund: 325 - City Street Improvements Net Results:	(1,529,103)	(1,678,889)	204,930		204,930	1,883,819	-12%	-	(1,678,889)
Fund Balance July 1, 2019	1,089,984	1,089,984	1,089,984						
Estimated Fund Balance June 30, 2020	(439,119)	(588,905)	1,294,914						
Fund: 327 - Park Grants (Measure WW)									
Revenue Total:	-	-	447	-	447	447	0%	-	-
Expenditures Total:	24,491	24,491	-	-	-	24,491	0%	-	24,491
nd: 327 - Park Grants (Measure WW) Net Results:	(24,491)	(24,491)	447	-	447	24,938	-2%	-	(24,491)
Fund Balance July 1, 2019	24,904	24,904	24,904						
Estimated Fund Balance June 30, 2020	413	413	25,352						
Fund: 377 - Arterial Streets Rehabilitation Fund									
Revenue Total:	250,000	250,000	250,000	-	250,000	-	100%	-	250,000
Expenditures Total:	796,000	1,141,019	125,202	219,737	344,939	796,080	30%	-	1,141,019
- Arterial Streets Rehabilitation Fund Net Results:	(546,000)	(891,019)	124,798	(219,737)	(94,939)	796,080	11%	-	(891,019)
Fund Balance July 1, 2019	649,783	649,783	649,783						
Estimated Fund Balance June 30, 2020	103,783	(241,236)	774,582						
Fund: 500 - Sewer Enterprise Fund									
Revenue Total:	7,062,287	7,177,784	7,322,517	-	7,322,517	144,733	102%	-	7,177,784
399 - Transfer In from Section 115 Trust	30,645	30,645			-	(30,645)			30,645
Expenditures Total:	7,358,264	6,051,876	5,468,097	-	5,468,097	583,779	90%	-	6,051,876
Fund: 500 - Sewer Enterprise Fund Net Results:	(265,332)	1,156,553	1,854,420	-	1,854,420	697,867	160%	-	1,156,553
Fund Balance July 1, 2019	19,254,136	19,254,136	19,254,136						
Estimated Fund Balance June 30, 2020	18,988,804	20,410,689	21,108,556						

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Fund: 503 - Plant Expansion Fund									
Revenue Total:	7,015,000	7,015,000	3,158,860	-	3,158,860	(3,856,140)	45%	-	7,015,000
Expenditures Total:	3,500	1,253,500	142,751	-	142,751	1,110,749	11%	-	1,253,500
Fund: 503 - Plant Expansion Fund Net Results:	7,011,500	5,761,500	3,016,109	-	3,016,109	(2,745,391)	52%	-	5,761,500
Fund Balance July 1, 2019	3,093,529	3,093,529	3,093,529						
Estimated Fund Balance June 30, 2020	10,105,029	8,855,029	6,109,638						
Fund: 505 - Cable Access TV									
Revenue Total:	450,688	338,538	374,875	-	374,875	36,337	111%	-	338,538
399 - Transfer In from Section 115 Trust	30,645	30,645			-	(30,645)			30,645
Expenditures Total:	468,890	356,739	374,875	-	374,875	(18,136)	105%	18,000	374,739
Fund: 505 - Cable Access TV Net Results:	12,443	12,444	-	-	-	(12,444)	0%	(18,000)	(5,556)
Fund Balance July 1, 2019	(31,535)	(31,535)	(31,535)						
Estimated Fund Balance June 30, 2020	(19,093)	(19,091)	(31,535)						
Fund: 525 - Information Systems									
Expenditures Total:	879,740	762,934	795,641	-	795,641	0	0%	-	762,934
Total Indirect Cost Allocations	(879,740)	(762,934)	(795,641)	-	(795,641)	32,707	104%	-	(762,934)
Fund: 525 - Information Systems Total:	-	0	-			0	0%	-	0
Fund Balance July 1, 2019	(196,169)	(196,169)	(196,169)						
Estimated Fund Balance June 30, 2020	(196,169)	(196,169)	(196,169)						
Fund: 704 - Asset Seizure-Unadjudicated									
Revenue Total:	-	-	442	-	442	442	0%	-	-
Fund: 704 - Asset Seizure-Unadjudicated Total:	-	-	442	-	442	442	0%	-	-
Fund Balance July 1, 2019	12,825	12,825	12,825						
Estimated Fund Balance June 30, 2020	12,825	12,825	13,267						
Fund: 716 - Pinole Public School Fund									
Revenue Total:	-	-	31	-	31	31	0%	-	-
Fund: 716 - Pinole Public School Fund Total:	-	-	31	-	31	31	0%	-	-
Fund Balance July 1, 2019	1,702	1,702	1,702						
Estimated Fund Balance June 30, 2020	1,702	1,702	1,702						
Fund: 723 - Police Evidence Trust									
Revenue Total:	-	-	68	-	68	68	0%	-	-
Fund: 723 - Police Evidence Trust Total:	-	-	68	-	68	68	0%	-	-
Fund Balance July 1, 2019	121	121	121						
Estimated Fund Balance June 30, 2020	121	121	189						
Fund: 750 - Recognized Obligation Retirement Fur									
Revenue Total:	250,000	318,914	3,298,976	-	3,298,976	2,980,062	1034%	-	318,914
Expenditures Total:	250,000	250,000	5,779,839		5,779,839	(5,529,839)	2312%	-	250,000
cognized Obligation Retirement Fund Net Results:	-	68,914	(2,480,864)		(2,480,864)	(2,549,778)	-3600%	-	68,914
Fund Balance July 1, 2019	(1,123,370)	(1,123,370)	(1,123,370)						
Estimated Fund Balance June 30, 2020	(1,123,370)	(1,054,456)	(3,604,233)						

Return to Agenda

RESOLUTION NO. 2020-xx

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PINOLE COUNTY OF CONTRA COSTA, STATE OF CALIFORNIA, AMENDING THE CITY BUDGET FOR FISCAL YEAR 2019-20

WHEREAS, the City Council did adopt an Operations Budget for City Operations by Resolution number 2019-60 on June 18, 2019; and

WHEREAS, the City Council did adopt adjustments to the Operations Budget by Resolution number 2019-107 on November 19, 2019; and

WHEREAS, the City Council did adopt adjustments to the Operations Budget by Resolution number 2020-10 on February 18, 2020; and

WHEREAS, the City Council did adopt adjustments to the Operations Budget by Resolution number 2020-40 on June 2, 2020; and

WHEREAS, the Finance Director has presented proposed recommendations for amendment of the adopted budget for the City of Pinole Operations for Fiscal Year 2019-20 as part of a Quarter Financial Review at the regular City Council Meeting held on September 15, 2020; and

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

WHEREAS, the City Council has solicited public input on the proposed amendments to the 2019-20 City Operations Budget.

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

Amendments to the budget and program of services for the City of Pinole for Fiscal Year 2019-20 commencing July 1, 2019 and ending June 30, 2020 are hereby approved and adopted, as set forth in Exhibit #1 (herein incorporated).

PASSED AND ADOPTED this 15nd day of September 2020**,** by the following vote:

AYES: COUNCILMEMBERS:

NOES: COUNCILMEMBERS:

ABSENT: COUNCILMEMBERS:

ABSTAIN: COUNCILMEMBERS:

I hereby certify that the foregoing resolution was introduced, passed and adopted on this **15nd** day of **September, 2020**.

Heather Iopu, CMC
City Clerk

Return to Agenda

FY 2019-20 Adjustments

Exhibit 1

General Fund

Expenditures	$1,842,680

Police Grants Fund

Expenditures	$13,700

Traffic Safety Fund

Expenditures	$700

Supplemental Law Enforcement Svc Fund

Expenditures	$3,400

Building & Planning Fund

Expenditures	$292,000

Asset Seizure-Adjudicated Fund

Expenditures	$15,000

Refuse Management Fund

Expenditures	$1,220

Housing Fund

Expenditures	$6,600

Cable Access TV Fund

Expenditures	$18,000

CITY COUNCIL REPORT

7E

DATE: OCTOBER 6, 2020

TO: MAYOR AND COUNCIL MEMBERS

FROM: ANDREW MURRAY, CITY MANAGER

SUBJECT: APPROVING THE TRANSFER OF $684,252 FROM THE PENSION SECTION 115 TRUST FUND FOR FISCAL YEAR (FY) 2019/20

RECOMMENDATION

City staff recommends that the City Council adopt a resolution approving the transfer of $684,252 from the City's Pension Section 115 Trust Fund to the General Fund and other funds to make up for a transfer that was budgeted for fiscal year (FY) 2019/20 but not executed.

BACKGROUND

On June 19, 2018, the City Council adopted Resolution No. 2018-52 approving the Public Agencies Post-Employment Benefits Trust Agreement, thereby establishing the City's Pension Section 115 Trust Fund. Since the establishment of this Trust Fund, the City has deposited funds in the amount of $16,287,510. In addition, interest earnings, net of costs, have totaled $1,801,302, resulting in a fund balance of $18,088,812 as of June 30, 2020.

The City established the Trust Fund to set aside resources to offset anticipated significant increases in future City pension costs. Specifically, Council intended to withdraw resources from the Trust Fund each year to cover the increase between the City's contribution toward employee pensions in FY 2018/19, the baseline year, and the City's required contribution in future years. The FY 2019/20 Operating Budget included a transfer of $1,060,369 from the Trust Fund to the General Fund and other funds to cover increased pension costs.

REVIEW AND ANALYSIS

As part of the year-end financial reporting process for FY 2019/20, staff calculated the amounts required to be transferred from the Trust Fund to cover increased pension costs based on the actual pension expenditures for FY 2019/20. The actual amount is $684,252, $376,117 lower than the amount budgeted. The table below illustrates the amount by fund.

Fund	FY 18/19 Original Budget	FY 19/20 Original Budget	FY 19/20 Transfer Budget	FY 18/19 Actuals	FY 19/20 Actuals	Difference	FY 19/20 Recommened Transfer
100 - General Fund	$ 1,517,704	$ 2,226,319	$ 708,615	1,557,840	$ 2,034,206	$ 476,366	$ 476,366
105 - Measure S 2006	253,939	438,056	184,117	215,317	397,987	182,670	182,670
106 - Measure S 2014	22,800	31,006	8,206	18,894	19,426	532	532
204 - Police Grants	23,661	68,383	44,722	18,057	20,678	2,621	2,621
209 - Recreation Fund	25,653	32,605	6,952	27,719	35,053	7,334	7,334
212 - Building & Planning	43,541	102,478	58,937	32,205	25,871	(6,334)	
500 - Sewer Enterprise Fund	254,566	285,211	30,645	290,384	275,176	(15,208)	
505 - Cable Access TV	41,238	59,440	18,202	45,988	60,717	14,729	14,729
	$ 2,183,102	**$ 3,243,498**	**$ 1,060,396**	**$ 2,206,403**	**$ 2,869,114**	**$ 662,711**	**$ 684,252**

The transfer from the Trust Fund to the General Fund and other funds that was budgeted for FY 2019/20 was not executed as planned as part of the year-end process. Staff is therefore recommending that the City Council approve a transfer now from the Pension Section 115 Trust Fund to the General Fund and other funds in the amount of $684,252.

FISCAL IMPACT

The Pension Section 115 Trust Fund balance at June 30, 202 was $18,088,812. This transfer will result in a decrease to the pension trust fund balance in the amount of $684,252, and an increase to the unassigned fund balances of the various funds receiving the transfers.

ATTACHMENTS:

A. Resolution Approving the Transfer of Funds from the Pension the Section 115 Trust to the General Fund and other Funds

RESOLUTION 2020-XX

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PINOLE APPROVING THE TRANSFER OF $684,252 FROM THE PENSION SECTION 115 TRUST FUND TO THE GENERAL FUND AND OTHER FUNDS FOR FISCAL YEAR 2019/20

WHEREAS, the City of Pinole (the "City") currently has an unfunded pension liability (the "Unfunded Liability") of approximately $31.4 million on its balance sheet at June 30, 2019; and

WHEREAS, the Unfunded Liability is expected to increase through fiscal year 31/32; and

WHEREAS, the City desired to fund a portion of the Unfunded Liability in order to reduce the cost burden to the City in future years; and

WHEREAS, the City adopted Resolution 2018-52 approving the adoption of the Public Agencies Post-Employment Benefits Trust Agreement (the "Program"); and

WHEREAS, the Program consists of a tax-exempt trust performing an essential governmental function within the meaning of Section 115 of the Internal Revenue Code, as amended, and the Regulations issued there under, and is a tax-exempt trust under the relevant statutory provisions of the State of California; and

WHEREAS, the City appointed the City Manager, and or the Assistant City Manager as the Plan Administrator; and

WHEREAS, the Program funds were intended to cover the increase between the City's contribution toward employee pensions in FY2018/19, the baseline year, and the City's required contributions in the future years; and

WHEREAS, the City has made contributions to the Program in the amount of $16,287,510 and with additional interest earnings, net of costs, totaling $1,801,302, the Program fund balance as of June 30, 2020 is $18,088,812; and

WHEREAS, the City budgeted the use of Program funds in FY 2019/20 in the amount of $1,060,369; and

WHEREAS, the City did not transfer funds from the Program for the FY 2019/20 allocation as of June 30, 2020; and

WHEREAS, the actual amount necessary from the Trust Fund to cover increased pension costs for FY 2019/20 is $684,252; and

ATTACHMENT A

WHEREAS, the City has calculated the amounts required to be transferred from the Program based on the actual pension expenditures for FY2019/20.

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

Section 1. The City Manager is hereby authorized to transfer $684,252 from the Program for FY 2019-2020 allocation to the General Fund and other funds as detailed below:

General Fund	$ 476,366
Measure S 2006 Fund	$ 182,670
Measure S 2014 Fund	$ 532
Police Grants Fund	$ 2,621
Recreation Fund	$ 7,334
Cable Access Fund	$ 14,729

Section 2. This Resolution shall take effect immediately.

PASSED AND ADOPTED at a regular meeting of the Pinole City Council held on the 6th day of October 2020 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 this 6th day of October 2020.

Heather Iopu, CMC
City Clerk

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CITY COUNCIL REPORT 7F

DATE: OCTOBER 6, 2020

TO: MAYOR AND COUNCIL MEMBERS

FROM: HECTOR DE LA ROSA, ASSISTANT CITY MANAGER

SUBJECT: ADOPT A RESOLUTION APPROVING A THIRD AMENDMENT TO THE EXCLUSIVE NEGOTIATING AGREEMENT BETWEEN THE CITY OF PINOLE AND GENERAL REALTY CE, LLC FOR THE SALE AND PURCHASE OF THE PINOLE SHORES II PROPERTIES

RECOMMENDATION

It is recommended that the City Council adopt a resolution approving a Third Amendment to the Exclusive Negotiating Agreement between the City of Pinole and General Realty CE, LLC for the sale and purchase of the Pinole Shores II property.

BACKGROUND

The City had been in discussions with General Realty CE, LLC for the sale of the property known as Pinole Shores II. The property consists of 7.848 acres (total of 341,859 square feet) of vacant site located on the north side of San Pablo Avenue between Sunnyview Drive and Pinole Shores Drive. The property consists of six parcels (402-230-015, 402-230-016, 402-230-017, 402-230-018, 402-230-020 and 402-230-022), of which only four (4) are developable.

On May 28, 2019, the terms and conditions of the ENA were negotiated and approved by all the parties and the ENA was executed. The ENA allowed for a period of one hundred and twenty (120) days to negotiate the Agreements. On September 26, 2019 and October 6, 2019 (First Amendment & Second Amendment, respectively), the parties agreed to extend the ENA for an additional ninety (90) days or a total of one hundred and eighty (180) days.

REVIEW AND ANALYSIS

At the end of 2019, following a request from General Realty to access the property to perform soil, compaction and drilling sampling, the City discovered that it did not have a public access easement through the Pinole Shores I development to the Pinole Shores II property.

While the City does retain a public utility easement, the easement does not afford other members of the public access to the Pinole Shores II property. Due to this issue, General Realty has not been able to complete their due diligence of the property, and cannot purchase the property until there is access to the property.

The City has been negotiating an easement with the owners of the Pinole Shores I property, however it needs additional time to complete negotiations. Both the general form of the Purchase and Sale Agreement (PSA) and Development Agreement (DA) for the Pinole Shores II development have been negotiated. However, there are several actions that the Developer is required to complete before the PSA and DA can be presented to the Council for consideration and approval, which include site testing and a CEQA analysis.

Staff is recommending that the City Council approve a third extension to the ENA to March 31, 2021 to allow the City to complete negotiations for the access easement and for the Developer to perform its remaining necessary due diligence on the property.

FISCAL IMPACT

None, the Developer has submitted a total of $10,000 to which staff and attorney costs will be applied for negotiating the ENA and the Agreements. If the deposit is exhausted, the Developer will need to submit additional funds.

ATTACHMENTS

A. Resolution Approving a Third Amendment to the Exclusive Negotiating Agreement
B. Third Amendment to the Exclusive negotiating Agreement
C. Second Amendment to the Exclusive Negotiating Agreement
D. First Amendment to the Exclusive Negotiating Agreement

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ATTACHMENT A

RESOLUTION NO 2020-XX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PINOLE APPROVING A THIRD AMENDMENT TO THE EXCLUSIVE NEGOTIATING AGREEMENT BETWEEN THE CITY OF PINOLE AND GENERAL REALTY CE, LLC FOR THE SALE AND PURCHASE OF THE PINOLE SHORES II PROPERTIES

WHEREAS, the City is the owner of certain properties located at 830-850 San Pablo Avenue in the City of Pinole, California, County Assessor's Parcel Numbers 402-230-015, 402-230-016, 402-230-017, 402-230-018, 402-230-020 and 402-230-022 (the "Properties"); and

WHEREAS, on May 28, 2019, the Parties executed an Exclusive Negotiating Agreement (the "ENA") to negotiate the terms and conditions of a development agreement and a purchase and sale agreement, for the Properties; and

WHEREAS, the ENA provides for a period of one hundred and twenty (120) days, plus an additional ninety (90) days subject to mutual extension, to agree to a Development Agreement and Purchase and Sale Agreement; and

WHEREAS, on September 30, 2019, the parties agreed to extend the ENA for an additional ninety (90) days through March 31, 2020 due to hiring of a new interim planner who required time to get up to speed on the project; and

WHEREAS, in December 2019, following a request from General Realty to access the Properties to begin soils and compact testing, it was discovered that the City did not have a public access easement to the Properties and that the City would need to obtain an easement prior to the sale of the Properties; and

WHEREAS, the City has been negotiating an easement for access to the Properties; and

WHEREAS, due to the delays caused by the need to acquire an easement, General Realty has not been able to access the Properties to perform its due diligence inspections and has requested an extension of the ENA; and

WHEREAS, the Parties mutually desire to extend the Agreement to March 31, 2021 to allow the City to finalize the negotiation of the public access easement and for the Developer to perform its necessary due diligence inspections.

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

Section 1. Declares the above recitals are true and correct and incorporated by this reference.

Return to Agenda

ATTACHMENT A

Section 2: Approves the Third Amendment to the Exclusive Negotiating Agreement between the City of Pinole and General Realty CE, LLC extending the Term of the Agreement to March 31, 2021.

Section 3. Authorizes the City Manager, or his designee, to execute the Third Amendment to the Exclusive Negotiating Agreement and to take all actions and execute all documents necessary to carry out the intent of this Resolution.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Pinole held on the 6th day of October 2020 by the following vote:

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

I hereby certify that the foregoing resolution was introduced, passed and adopted on this 6th day of October, 2020.

____
Heather Iopu, CMC
City Clerk

ATTACHMENT B

THIRD AMENDMENT TO EXCLUSIVE NEGOTIATING RIGHTS AGREEMENT BY AND AMONG GENERAL REALTY CE, LLC AND THE CITY OF PINOLE, CALIFORNIA

THIS THIRD AMENDMENT TO EXCLUSIVE NEGOTIATING RIGHTS AGREEMENT (this "**Amendment**"), dated as of October 6, 2020, amending that certain Exclusive Negotiating Rights Agreement dated May 28, 2019 (as amended by the First and Second Amendments to the Exclusive Negotiating Rights Agreement, the "**Agreement**"), is entered into by and between the City of Pinole, a California municipal corporation (the "**City**") and General Realty CE, a California limited liability company (the "**Developer**"). The City and the Developer are each referred to herein as a "**Party**" and collectively referred to as the "**Parties**."

WHEREAS, the City is the owner of certain properties located at 830-850 San Pablo Avenue in the City of Pinole, California, County Assessor's Parcel Numbers 402-230-015, 402-230-016, 402-230-017, 402-230-018, 402-230-020 and 402-230-022 (the "**Properties**"), as more particularly described in <u>Exhibit A</u> attached hereto and incorporated herein by this reference; and

WHEREAS, on May 28, 2019, the Parties executed the Agreement for the negotiation of the terms and conditions of a development agreement and a purchase and sale agreement for the Properties; and

WHEREAS, on September 30, 2019, the parties agreed to extend the Agreement for an additional ninety (90) days through March 31, 2020 due to the hiring of a new interim planner who required time to get up to speed on the project; and

WHEREAS, in December 2019, following a request from General Realty to access the Properties to begin soils and compact testing, it was discovered that the City did not have a public access easement to the Properties and that the City would need to obtain an easement prior to the sale of the Properties; and

WHEREAS, the City has been negotiating an easement for access to the Properties; and

WHEREAS, due to the delays caused by the need to acquire an easement, General Realty has not been able to access the Properties to perform its due diligence inspections and has requested an extension of the Agreement; and

WHEREAS, the Parties mutually desire to extend the Agreement to March 31, 2021 to allow the City to finalize the negotiation of the public access easement and for the Developer to perform its necessary due diligence inspections.

NOW THEREFORE, in consideration of the mutual covenants and agreements hereinafter set forth and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows.

ATTACHMENT B

1. Extension of Negotiating Period

The Parties hereby agree to extend the Term of the Agreement to March 31, 2021.

2. Effect

Except as otherwise expressly set forth in this Amendment, all other terms and conditions of the Agreement remain unchanged and in full force and effect.

IN WITNESS WHEREOF, the Parties have executed this Amendment as of the date first written above.

CITY
City of Pinole

By: ________________________________
Andrew Murray
City Manager

DEVELOPER
General Realty CE, LLC

By:________________________________
Hector R. Vinas, President

ATTEST:

By: ________________________________
Heather Iopu, CMC
City Clerk

APPROVED AS TO FORM:

By: ________________________________
Eric S. Casher
City Attorney

3589338.2

ATTACHMENT C

SECOND AMENDMENT TO EXCLUSIVE NEGOTIATING RIGHTS AGREEMENT BY AND AMONG GENERAL REALTY CE, LLC AND THE CITY OF PINOLE, CALIFORNIA

THIS SECOND AMENDMENT TO EXCLUSIVE NEGOTIATING RIGHTS AGREEMENT (this "**Amendment**"), dated as of October 22, 2019, amending that certain Exclusive Negotiating Rights Agreement dated May 28, 2019 (as amended by the First Amendment to Exclusive Negotiating Rights Agreement dated September 26, 2019, the "**Agreement**"), is entered into by and between the City of Pinole, a California municipal corporation (the "**City**") and General Realty CE, a California limited liability company (the "**Developer**"). The City and the Developer are each referred to herein as a "**Party**" or collectively referred to as the "**Parties**."

WHEREAS, the City is the owner of certain properties located at 830-850 San Pablo Avenue in the City of Pinole, California, County Assessor's Parcel Numbers 402-230-015, 402-230-016, 402-230-017, 402-230-018, 402-230-020 and 402-230-022 (the "Properties"), as more particularly described in Exhibit A attached hereto and incorporated herein by this reference; and

WHEREAS, on May 28, 2019, the Parties executed an Exclusive Negotiating Agreement (the "ENA") to agree to negotiate the terms and conditions of a Development Agreement, which will include a purchase and sale agreement, for the Properties; and

WHEREAS, the ENA provides for a period of one hundred and twenty (120) days, plus an additional ninety (90) days subject to mutual extension, to agree to a Development Agreement; and

WHEREAS, the City and Developer have been using their best efforts to successfully negotiate the Development Agreement and a Purchase and Sale Agreement but due to vacancies in the Planning Division, Developer's due diligence has been delayed; and

WHEREAS, the Developer has requested an additional 90 day extension, beyond the 210 days set forth in the ENA, and the City agrees that it is appropriate to extend the time due to delays caused by unforeseen City vacancy circumstances.

WHEREAS, the Parties mutually desire to extend the Agreement by and additional ninety (90) days to three hundred (300) days from the Effective Date of the Agreement.

NOW THEREFORE, in consideration of the mutual covenants and agreements hereinafter set forth and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows.

1. Extension of Negotiating Period

The Parties hereby agree to extend the Term of the exclusive negotiating period by an additional ninety (90) days to three hundred (300) days from the Effective Date of the Agreement.

2. Effect

Except as otherwise expressly set forth in this Amendment, all other terms and conditions of the Agreement remain unchanged and in full force and effect.

IN WITNESS WHEREOF, the Parties have executed this Amendment as of the date first written above.

CITY
City of Pinole

By: ______________________
Michelle Fitzer
City Manager

DEVELOPER
General Realty CE, LLC

By: ______________________
Hector R. Vinas, President

ATTEST:

By: ______________________
Heather Iopu, CMC
City Clerk

APPROVED AS TO FORM:

By: ______________________ for
Eric S. Casher
City Attorney

3393764.1

ATTACHMENT D

FIRST AMENDMENT TO EXCLUSIVE NEGOTIATING RIGHTS AGREEMENT BY AND AMONG GENERAL REALTY CE, LLC AND THE CITY OF PINOLE, CALIFORNIA

THIS FIRST EXCLUSIVE NEGOTIATING RIGHTS AGREEMENT (this "**Amendment**"), dated as of September 26, 2019, amending that certain Exclusive Negotiating Rights Agreement dated May 28, 2019 (the "**Agreement**"), is entered into by and between the City of Pinole, a California municipal corporation (the "**City**") and General Realty CD, a California limited liability company (the "**Developer**"). The City and the Developer are each referred to herein as a "**Party**" or collectively referred to as the "**Parties.**"

WHEREAS, the City is the owner of certain properties located at 830-850 San Pablo Avenue in the City of Pinole, California, County Assessor's Parcel Numbers 402-230-015, 402-230-016, 402-230-017, 402-230-018, 402-230-020 and 402-230-022 (the "**Properties**"), as more particularly described in Exhibit A attached hereto and incorporated herein by this reference; and

WHEREAS, the Properties were purchased by the Redevelopment Agency of the City of Pinole (the "**Agency**") with Redevelopment funds; and

WHEREAS, on June 29, 2011 the legislature of the State of California adopted Assembly Bill x1 26 (as amended by AB 1484 and SB 107, the "**Dissolution Law**"), which amended provisions of the Redevelopment Law; and

WHEREAS, pursuant to the Dissolution Law the Agency was dissolved on February 1, 2012 and the Properties were transferred to the City pursuant to a long range property management plan prepared by the City and approved by the California State Department of Finance in accordance with the Dissolution Law; and

WHEREAS, Developer anticipates expending funds to prepare architectural and design drawings and conduct certain studies that are needed to assess the feasibility of the development and construction of a commercial project on the Properties consisting of distribution and warehouse uses (the "**Project**") and Developer requires a grant of exclusive negotiating rights in order to be willing to make such expenditures; and

WHEREAS, the City desires to negotiate a development Agreement (the "**Development Agreement**"), which will include a purchase and sale agreement, for the Properties, with Developer; and

WHEREAS, the City and Developer have been using their best efforts to successfully negotiate the Development Agreement and a Purchase and Sale Agreement for the Property and proposed Project, subject to certain terms and conditions; and

WHEREAS, pursuant to the Agreement the Parties agreed to exclusively negotiate with each other for a period of one hundred and twenty (120) days, subject to mutual extension of an additional ninety (90) days; and

WHEREAS, the Parties mutually desire to extend the Agreement by ninety (90) days.

NOW THEREFORE, in consideration of the mutual covenants and agreements hereinafter set forth and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows.

1. Extension of Negotiating Period

Pursuant to Section 3.b of the Agreement, the Parties mutually agree to extend the Term of the Agreement by ninety (90) days. The Term of the Agreement shall expire two hundred ten (210) days from the Effective Date of the Agreement. The Parties may agree to additional extension of the Term with the approval of the City Council.

2. Effect

Except as otherwise expressly set forth herein, all other terms and conditions of the Agreement remain unchanged and in full force and effect.

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the date first written above.

CITY City of Pinole By: __________ Michelle Fitzer City Manager	**DEVELOPER** OneCorp By: __________ Hector R. Vinas, President

ATTEST:

By: __________
Heather Iopu
City Clerk

APPROVED AS TO FORM:

By: __________
Eric S. Casher
City Attorney

3364043.1

Return to Agenda

CITY COUNCIL REPORT 7G

DATE: OCTOBER 6, 2020

TO: MAYOR AND COUNCIL MEMBERS

FROM: DAVID HANHAM, PLANNING MANAGER

SUBJECT: AMENDMENT TO CHAPTER 15.54 WATER EFFICIENT LANDSCAPE ORDINANCE (WELO) OF THE PINOLE MUNICIPAL CODE

RECOMMENDATION

The Planning Commission and staff recommend that the City Council conduct a second reading and approve an ordinance amending Chapter 15.54 of the Pinole Municipal Code, the Water Efficient Landscape Ordinance (WELO).

BACKGROUND

The City of Pinole had maintained regulations for water efficient landscaping under Chapter 15.54 of the Municipal Code, which is required to be consistent with State regulations.

Chapter 15.54 of the Municipal Code currently reflects the State's Model Water Efficient Landscape Ordinance (MWELO) that became effective in 2010, following the Water Conservation in Landscaping Act of 2006. The regulations under Chapter 15.54 became effective in the Pinole Municipal Code in 2010, and the Chapter has not been updated since that time.

In 2015, Governor Brown's Executive Order (EO) B-29-15 directed the Department of Water Resources (DWR) to update the State's MWELO to address statewide drought conditions and build up drought resiliency through increased water efficiency standards for new and rehabilitated landscapes.

Key provisions of the 2015 MWELO include:

- Updated size threshold for applicable projects
- More efficient irrigation systems
- Graywater usage
- On-site stormwater capture
- Limiting landscaping area planted with turf
- Prescriptive checklist option for landscapes under 2,500 square feet

The State requires local agencies to adopt, implement, and enforce the MWELO or a more stringent ordinance. The MWELO takes effect where local agencies have not adopted their own water efficient landscaping ordinance.

As Chapter 15.54 of the Municipal Code had not yet been amended to reflect changes in State law in 2015, the requirements under the MWELO became effective by default. Staff is proposing amendments to Chapter 15.54 to formally incorporate the requirements of the MWELO into the City's Municipal Code to ensure water efficient landscape requirements meet State standards and maintain internal consistency in the Municipal Code. The proposed amendments do not change the City's existing landscape regulations under Chapter 17.44 Landscaping, such as design and application requirements.

On September 15, 2020,the City Council held a public hearing to consider the proposed amendments and conduct a first reading of the related ordinance.

REVIEW & ANALYSIS

General Plan Goals and Policies

The City's water efficient landscape ordinance (WELO) is consistent with the policies and actions of the General Plan to promote conservation and sustainable use of resources (shown below). The General Plan Sustainability Element promotes landscaping practices that promote the use of drought-tolerant landscaping and prudent water use in landscapes. The update of water efficient landscaping regulations within the Municipal Code ensures that the standards are up to date and consistent with State Law in promoting water efficiency in development.

POLICY SE.7.2 Support the expansion of tree planting and landscaping practices that encourage the use of trees, plants, and vegetation to improve air quality to enhance the scenic quality of the City.

Action SE.7.2.4 Develop landscape standards that require minimum planting and maintenance requirements for new and retrofit development and the use of native or drought-tolerant vegetation.

POLICY SE.9.1 Encourage policies to prudently manage water resources to sustain plant and animal life, support urban activities and protect public health and safety.

Action SE.9.1.2 Encourage the use of recycled water and drought-resistant landscaping in Pinole facilities, public roadway landscape, and new development.

POLICY SE.9.4 Establish programs and policies to increase water conservation and the use of recycled water.

Action SE.9.4.2 Establish criteria and standards to permit the safe and effective use of gray water (on-site water recycling). Review, and appropriately revise, without compromising health or safety, other building code requirements that might prevent the use of such systems.

POLICY SE.9.5 Establish new policies that continue to encourage the maintenance and growth of Pinole's urban forest.

Action SE.9.5.3 Pinole will install water-efficient landscapes and irrigation, including planting drought-tolerant plants and native species, covering exposed dirt with moisture-retaining mulch, using advanced technology such as moister-sensing irrigation controls, and promoting urban agriculture by installing edible landscapes that provide local food.

Proposed Changes to Water Efficient Landscaping Regulations

Pinole Municipal Code Chapter 15.54 provides standards for water efficient landscaping. Chapter 15.54 was based on the structure and requirements of the State model water efficient landscaping ordinance when the City's ordinance was adopted in 2009 and became effective in 2010. The proposed amendments to Chapter 15.54, likewise, follow the structure and requirements of the updated 2015 State MWELO, with edits largely intended to mirror the regulations in the MWELO. Additional edits are made for internal consistency within this Chapter and with the Pinole Municipal Code, including the modifications to chapter/section numbers and references to chapters in the Municipal Code.

The attached draft ordinance (see Attachment A) shows the proposed changes to Chapter 15.54. For additional reference, the text of the 2015 State MWELO is available through the California Department of Water Resource webpage under the link to "2015 Updated Chapter 2.7: Model Water Efficient Landscape Ordinance": https://water.ca.gov/Programs/Water-Use-And-Efficiency/Urban-Water-Use-Efficiency/Model-Water-Efficient-Landscape-Ordinance .

Key Changes

A summary of the key changes in the WELO are described below:

- The water efficient landscape ordinance would apply to new construction with aggregate landscape areas of 500 square feet. The threshold for applicability has been reduced from 2,500 square feet.

- Projects with an aggregate landscape area of 2,500 square feet or less may comply with the performance requirements of the ordinance by meeting the prescriptive measures contained in Appendix D of the MWELO (Prescriptive Compliance) – See Attachment B.
- Projects using graywater or rainwater captured on site on any lot or parcel that has less than 2,500 square feet and meets the lot or parcel's landscape water requirement entirely with graywater or rainwater captured on site are subject only to Appendix D section (5) of the MWELO.
- Changes in the formulas and factors used for calculations in the Water Efficient Landscape Worksheet.
- For Landscape Design Plans, additional requirements for soil preparation, mulch, and amendments:
  - Compacted soil shall be transformed to friable condition.
  - Compost coverage and composition requirements are added.
  - Mulch coverage requirements updated. Preference for organic mulch.
- For Irrigation Design Plans, additional requirements for systems:
  - Dedicated water meters/ private submeters and flow sensors for certain larger residential and nonresidential irrigated landscapes.
  - Master shut-off valve
  - Irrigation emission devices meeting standards.
- For Irrigation Efficiency, updates to factors used to calculate estimated total water use.
- Addition of provisions for graywater systems.
- For Stormwater Management, additional requirements and recommendations:
  - Planted landscapes are required to have friable soil.
  - Recommendation that landscaped areas are designed for capture and infiltration capacity sufficient to prevent runoff for described rain events or additional capacity regulations.
  - Recommendation for stormwater projects to incorporate elements to improve runoff capture and use, such as:
    - Grading to drain to vegetated areas
    - Minimizing impervious surfaces
    - Incorporating pervious surfaces
    - Directing runoff to plant beds
    - Incorporating catchment systems
    - Incorporating features to capture runoff and increase percolation into soil
    - Considering constructed ponds that retain water.

Applicability

The updated requirements of the WELO apply to the following types of new projects:

- New construction projects with 500 square feet or more of total landscape areas. This applies to projects that require design review and /or a building permit. New construction is defined, for the purposes of the WELO, as a new building with a landscape or other new landscape, such as a park, playground, or greenbelt, without an associated building.

- Rehabilitation of an existing landscape with 2,500 square feet or more of total landscape area. A rehabilitated landscape is defined, for the purposes of the WELO, as any re-landscaping project that requires a permit, plan check, or design review.

For the purposes of the WELO, landscape area is defined as all planting areas, turf areas, and water features in a landscape plan. It excludes the footprints of buildings or structures, sidewalks, driveways, parking lots, decks, patios, gravel or stone walks, other pervious or non-pervious hardscapes, and other non-irrigated areas designated for non-development (e.g., open spaces and existing native vegetation).

In general, the WELO is not likely to place additional requirements on smaller residential projects, including additions and remodels to existing single family residences, that make up most of the design review and building permits. Additions and remodels are not considered “new construction” projects for the purposes of the ordinance because they do not include a new building.

The WELO is most likely to have application in larger projects that may have larger sites and landscaping areas. A new single-family home would be subject to the ordinance if it includes a new total landscape area of 500 square feet or greater. Large multi-family residential development and non-residential development would be more likely to have a new landscape area of greater than 500 square feet, and therefore be more likely to be subject to the ordinance.

Even where the WELO may not apply for projects requiring Planning entitlements, these projects may still be subject to the requirements of the City’s Landscaping Ordinance (Chapter 17.44) or conditions of approval that also promote water efficient landscaping. The landscape ordinance applies to certain new projects (new commercial, industrial, mixed-use, multi-family residential, and single-family residential subdivisions) and certain existing developments (existing non-residential, mixed-use, and/or multi-family residential project requesting a change that increases the building square footage by 10% or more). In applying landscape ordinance standards, water efficiency is promoted through standards that emphasize drought-tolerant and native plant species in landscaping and that limit turf areas.

Planning Commission also provided the following recommendations for WELO:

- Clarification that tree removal permits that do not change a landscape area greater than or equal to 2,500 square feet preclude the need to meet WELO requirements. This has been incorporated in the proposed municipal code text amendment to section 15.54.010.
- If possible, incorporation of weblinks to referenced resources in the ordinance, such as webpages with MWELO appendices and the Sunset Western Climate Zone System, in the online version of the municipal code.

Compliance Options

The WELO includes two approaches to demonstrate project compliance.

- Prescriptive Compliance is a streamlined approach to show compliance for landscapes between 500 to 2,500 square feet in area and landscapes determined to be applicable, using Appendix D of the MWELO (See Attachment B). This approach reduces cost and complexity to demonstrate compliance for smaller landscape projects. Applicants would provide information as required under Appendix D and certify their projects would comply with the requirements under Appendix D, including project information, compost, plant material, turf, irrigation systems, and meters.

  Smaller landscape projects that are eligible for use of Appendix D Prescriptive Compliance Option require the following items:
  - Landscape compliance, as described in Appendix D
  - Compost compliance information
  - Plant material compliance information
  - Turf compliance information
  - Irrigation system compliance information
  - Non-residential meter compliance (as applicable)

- Performance Compliance is the approach following the requirements described in the WELO to show compliance for landscape areas greater than 2,500 square feet. This approach involves calculation of estimated total water use to demonstrate the landscape design can meet its maximum applied water allocation. Applicants would provide a landscape documentation package, water efficient landscape worksheet, soil management report, landscape design plan, irrigation design plan, and a grading design plan.

  Larger landscape projects that use the Performance Compliance approach require the following items:
  - Landscape Documentation Package, as described through WELO
    - Project Information
    - Water Efficient Landscape Worksheet, including a water budget calculations and hydro zone information
  - Soil Management Report
  - Landscape Design Plan
  - Irrigation Design Plan
  - Grading Design Plan

Projects subject to WELO would submit a landscape documentation package as part of the building permit plan check process. The applicants would submit a certificate of completion to the City, which certifies compliance with the Landscape Documentation Package after the landscape installation.

ENVIRONMENTAL REVIEW

The project is exempt from the requirements of the California Environmental Quality Act (CEQA) under CEQA Guidelines section 15061(b)(3) and section 15307. Section 15061(b)(3) establishes that CEQA applies only to projects which have the potential for causing a significant effect on the environment. The project consists of amendments to text in the municipal code, which do not create direct site-specific physical impacts. Furthermore, the update of water efficient landscaping regulations consistent with State law serve to promote sustainable landscaping through water conservation in site development. Section 15307 provides a categorical exemption for actions taken by regulatory agencies as authorized by State law or local ordinance to assure the maintenance, restoration, or enhancement of a natural resource where the regulatory process involves procedures for protection of the environment. The amendments to the ordinance would be an action promoting protection of water resources in the City. Thus, it can be seen with certainty that there is no possibility that the amendments will have a significant effect on the environment.

FISCAL IMPACT

Approving this Ordinance will have a small direct impact to the City in the collection of building fees and a potential small bump in property tax.

ATTACHMENT(S)

A. Draft City Council Ordinance with Exhibit A
B. Appendix D of the MWELO

ATTACHMENT A

CITY COUNCIL ORDINANCE NO.

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF PINOLE, COUNTY OF CONTRA COSTA, STATE OF CALIFORNIA, AMENDING CHAPTER 15.54 OF THE PINOLE MUNICIPAL CODE TO UPDATE WATER EFFICIENT LANDSCAPE REQUIREMENTS CONSISTENT WITH STATE LAW (ZCA 20-03)

WHEREAS, the State of California has established provisions to promote water conservation and efficient use of water in landscaping through the Model Water Efficient Landscape Ordinance (MWELO); and

WHEREAS, Chapter 15.54 of the City of Pinole Municipal Code had incorporated the State standards and requirements for the provision of water efficient landscapes; and

WHEREAS, Chapter 15.54 was adopted in 2009 and became effective in 2010; and

WHEREAS, Executive Order (EO) B-29-15 in 2015 resulted in an update the State's MWELO to address statewide drought conditions and build up drought resiliency through increased water efficiency standards for new and rehabilitated landscapes; and

WHEREAS, the State requires local agencies to adopt, implement, and enforce the MWELO or a more stringent ordinance; and

WHEREAS, Chapter 15.54 requires modification to be consistent with the changes to the State legal requirements currently in effect; and

WHEREAS, the Planning Commission held a duly noticed public hearing related to the proposed municipal code amendment on August 24, 2020; and

WHEREAS, after close of the public hearing, the Planning Commission considered all public comments received both before and during the public hearing, the presentation by city staff, the staff report, and all other pertinent documents regarding the proposed municipal code amendments, and recommended that the City Council adopt the proposed amendments to the Municipal Code; and

WHEREAS, the City Council held a duly noticed public hearing related to the proposed Municipal Code amendment on September 15, 2020, at which time all interested parties had the opportunity to be heard; and

WHEREAS, the proposed ordinance amendments are exempt from the California Environmental Quality Act (CEQA) under CEQA Guidelines section 15061(b)(3) and section 15307. Section 15061(b)(3) establishes that CEQA applies only to projects which have the potential for causing a significant effect on the environment. Section 15307 provides a categorical exemption for actions taken by regulatory agencies as authorized by State law or local ordinance to assure the maintenance, restoration, or enhancement of a natural resource where the regulatory process involves procedures for protection of the environment.

NOW THEREFORE, BE IT RESOLVED, that the Pinole City Council does here ordain as follows made a part of this Ordinance.

Section 1. Recitals

The above recitals are true and correct and made a part of this ordinance.

Section 2. Municipal Code Amendment

Chapter 15.54 of the Pinole Municipal Code are hereby amended to read as set forth in Exhibit A, which is attached hereto and incorporated herein.

Section 3. Severability

If any provision of this Ordinance or the application thereof to any person or circumstance is held invalid, the remainder of this Ordinance, including the application of such part or provision to other persons or circumstances shall not be affected thereby and shall continue in full force and effect. To this end, provisions of this Ordinance are severable. The City Council of the City of Pinole hereby declares that it would have passed each section, subsection, subdivision, paragraph, sentence, clause, or phrase hereof irrespective of the fact that any one or more sections, subsections, subdivisions, paragraphs, sentences, clauses, or phrases be held unconstitutional, invalid, or unenforceable.

Section 4. Effective Date

In accordance with California Government Code Section 36937, this Ordinance shall take effect and be in force on the thirty-first day after adoption.

Section 5. Publication

Within fifteen (15) days after the passage of this Ordinance the City Clerk shall cause this Ordinance or a summary thereof to be published or to be posted in at least three public places in the City of Pinole in accordance with the requirements of California Government Code Section 36933.

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PASSED AND ADOPTED by the City Council of the City of Pinole on this 6th day of October, 2020, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

____

Roy Swearingen, Mayor, 2019-2020

ATTEST:

____

Heather Iopu, City Clerk

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Exhibit A

COUNCIL ORDINANCE No.20-xx

Added text shown in underscore; deleted text shown in strike-through, and all other text of Chapter 15.54 unchanged

Chapter 15.54
WATER EFFICIENT LANDSCAPING
Sections:

15.54.010 APPLICABILITY.

A. After ~~January 1, 2010~~ **December 1, 2015**, this chapter shall apply to all of the following landscape projects:

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1. New construction ~~and rehabilitated landscapes for public agency projects and private development projects with a~~ **with an aggregate** landscape area equal to or greater than ~~two thousand~~ five hundred (~~2,~~500) square feet requiring a building or landscape permit, plan check or design review;

2. **Rehabilitated landscape projects with an aggregate** ~~New construction and rehabilitated landscapes which are developer-installed in single-family and multi-family projects with a~~ landscape area equal to or greater than two thousand five hundred (2,500) square feet requiring a building or landscape permit **(excluding tree removal permits that do not change a landscape area of such size)**, plan check, or design review;

~~3. New construction landscapes which are homeowner-provided and/or homeowner-hired in single-family and multi-family residential projects with a total project landscape area equal to or greater than five thousand (5,000) square feet requiring a building or landscape permit, plan check or design review;~~

3~~4~~. Existing landscapes limited to Sections ~~15.54.050 and~~ 15.54.052 **and 15.54.054**; and

4~~5~~. Recognizing the special landscape management needs of cemeteries, new and rehabilitated cemeteries are limited to Sections 15.54.022, 15.54.036 and 15.54.038; and existing cemeteries are limited to Sections ~~15.54.050 and~~ 15.54.052 **and 15.54.054**.

5. Any project with an aggregate landscape area of two thousand five hundred (2,500) square feet or less may comply with the performance requirements of this ordinance or conform to the prescriptive measures contained in Appendix D of the state of California model water efficient landscape ordinance.

6. For projects using treated or untreated graywater or rainwater captured on site, any lot or parcel within the project that has less than two thousand five hundred (2,500) square feet of landscape and meets the lot or parcel's landscape water requirement (Estimated Total Water Use) entirely with treated or untreated graywater or through stored rainwater captured on site is subject only to Appendix D section (5) of the state of California model water efficient landscape ordinance.

B. Exemptions. This chapter does not apply to:

1. Registered local, state or federal historical sites;
2. Ecological restoration projects that do not require a permanent irrigation system;
3. Mined-land reclamation projects that do not require a permanent irrigation system; or
4. **Existing p**~~P~~lant collections, as part of botanical gardens and arboretums open to the public.

C. This chapter shall be consistent with the California Code of Regulations Title 23, Division 2, Chapter 2.7 Model Water Efficient Landscape Ordinance, and the regulations within the California Code of Regulations shall apply where any inconsistencies arise with the City of Pinole Municipal Code.

(**Ord. 2020-xx (part), 2020;** Ord. 2009-11 § 1(part), 2009).

15.54.012 DEFINITIONS.

The terms used in this chapter have the meaning set forth below:

A. APPLIED WATER. The portion of water supplied by the irrigation system to the landscape.

B. AUTOMATIC IRRIGATION CONTROLLER. A~~n automatic~~ timing device used to remotely control valves that operate an irrigation system. Automatic irrigation controllers **are able to self-adjust and** schedule irrigation events using either evapotranspiration (weather-based) or soil moisture data.

C. BACKFLOW PREVENTION DEVICE. A safety device used to prevent pollution or contamination of the water supply due to the reverse flow of water from the irrigation system.

D. CERTIFICATE OF COMPLETION. The document required under Section 15.54.032.

E. CERTIFIED IRRIGATION DESIGNER. A person certified to design irrigation systems by an accredited academic institution, a professional trade organization or other program such as the US Environmental Protection Agency's WaterSense irrigation designer certification program and Irrigation Association's Certified Irrigation Designer program.

F. CERTIFIED LANDSCAPE IRRIGATION AUDITOR. A person certified to perform landscape irrigation audits by an accredited academic institution, a professional trade organization or other program such as the US Environmental Protection Agency's WaterSense irrigation auditor certification program and Irrigation Association's Certified Landscape Irrigation Auditor program.

G. CHECK VALVE or ANTI-DRAIN VALVE. A valve located under a sprinkler head or other location in the irrigation system, to hold water in the system to prevent drainage from sprinkler heads when the sprinkler is off.

H. COMMON INTEREST DEVELOPMENTS. Community apartment projects, condominium projects, planned developments, and stock cooperatives per Civil Code Section 1351.

I. COMPOST. The safe and stable product of controlled biologic decomposition of organic materials that is beneficial to plant growth.

J~~I~~. CONVERSION FACTOR (0.62). The number that converts acre-inches per acre per year to gallons per square foot per year.

K. DISTRIBUTION UNIFORMITY. The measure of the uniformity of irrigation water over a defined area.

L~~J~~. DRIP IRRIGATION. Any non-spray low volume irrigation system utilizing emission devices with a flow rate measured in gallons per hour. Low volume irrigation systems are specifically designed to apply small volumes of water slowly at or near the root zone of plants.

M~~K~~. ECOLOGICAL RESTORATION PROJECT. A project where the site is intentionally altered to establish a defined, indigenous, historic ecosystem.

N~~L~~. EFFECTIVE PRECIPITATION or USABLE RAINFALL (EPPT). The portion of total precipitation which becomes available for plant growth.

O~~M~~. EMITTER. A drip irrigation emission device that delivers water slowly from the system to the soil.

P~~N~~. ESTABLISHED LANDSCAPE. The point at which plants in the landscape have developed significant root growth into the soil. Typically, most plants are established after one (1) or two (2) years of growth.

Q~~O~~. ESTABLISHMENT PERIOD OF THE PLANTS. The first year after installing the plant in the landscape or the first two (2) years if irrigation will be terminated after establishment. Typically, most plants are established after one (1) or two (2) years of growth. **Native habitat mitigation areas and trees may need three (3) to five (5) years for establishment.**

R~~P~~. ESTIMATED TOTAL WATER USE (ETWU). The total water used for the landscape as described in Section 15.54.022.

S~~Q~~. ET ADJUSTMENT FACTOR (ETAF). A factor of **0.55 for residential areas and 0.45 for non-residential areas** ~~0.7~~, that, when applied to reference evapotranspiration, adjusts for plant factors and irrigation efficiency, two (2) major influences upon the amount of water that needs to be applied to the landscape. ~~A combined plant mix with a site-wide average of 0.5 is the basis of the plant factor portion of this calculation. For purposes of the ETAF, the average irrigation efficiency is 0.71. Therefore, the ET Adjustment Factor is (0.7)=(0.5/0.71). ETAF for a~~ **The ETAF for new and existing (non-rehabilitated)** Special Landscape Area shall not exceed 1.0. ETAF for existing non-rehabilitated landscapes is 0.8.

T~~R~~. EVAPOTRANSPIRATION RATE(ETo). The quantity of water evaporated from adjacent soil and other surfaces and transpired by plants during a specified time.

U~~S~~. FLOW RATE. The rate at which water flows through pipes, valves and emission devices, measured in gallons per minute, gallons per hour, or cubic feet per second.

V. FLOW SENSOR. An inline device installed at the supply point of the irrigation system that produces a repeatable signal proportional to flow rate. Flow sensors must be connected to an automatic irrigation controller, or flow monitor capable of receiving flow signals and operating master valves. This combination flow sensor/controller may also function as a landscape water meter or submeter.

W. FRIABLE. A soil condition that is easily crumbled or loosely compacted down to a minimum depth per planting material requirements, whereby the root structure of newly planted material will be allowed to spread unimpeded.

X. FUEL MODIFICATION PLAN GUIDELINE. Guidelines from a local fire authority to assist residents and businesses that are developing land or building structures in a fire hazard severity zone.

Y. GRAYWATER. Untreated wastewater that has not been contaminated by any toilet discharge, has not been affected by infectious, contaminated, or unhealthy bodily wastes, and does not present a threat from contamination by unhealthful processing, manufacturing, or operating wastes. "Graywater" includes, but is not limited to, wastewater from bathtubs, showers, bathroom washbasins, clothes washing machines, and laundry tubs, but does not include wastewater from kitchen sinks or dishwashers. Health and Safety Code Section 17922.12.

Z~~T~~. HARDSCAPES. Any durable material (pervious and non-pervious).

~~U. HOMEOWNER-PROVIDED LANDSCAPING. Any landscaping either installed by a private individual for a single family residence or installed by a licensed contractor hired by a homeowner. A homeowner, for purposes of this chapter, is a person who occupies the dwelling he or she owns. This excludes speculative homes, which are not owner-occupied dwellings.~~

AA~~V~~. HYDROZONE. A portion of the landscaped area having plants with similar water needs. A hydrozone may be irrigated or non-irrigated.

BBW. INFILTRATION RATE. The rate of water entry into the soil expressed as a depth of water per unit of time (e.g., inches per hour).

CC~~X~~. INVASIVE PLANT SPECIES. Species of plants not historically found in California that spread outside cultivated areas and can damage environmental or economic resources. Invasive species may be regulated by county agricultural agencies as noxious species. ~~"Noxious weeds" means any weed designated by the Weed Control Regulations in the Weed Control Act and identified on a Regional District noxious weed control list.~~ Lists of invasive plants are maintained at the California Invasive Plant Inventory and USDA invasive and noxious weeds database.

DD~~Y~~. IRRIGATION AUDIT. An in-depth evaluation of the performance of an irrigation system conducted by a Certified Landscape Irrigation Auditor. An irrigation audit includes, but is not limited to: inspection, system tune-up, system test with distribution uniformity or emission uniformity, reporting overspray or runoff that causes overland flow, and preparation of an irrigation schedule. **The audit must be conducted in a manner consistent with the Irrigation Association's Landscape Irrigation Auditor Certification program or other U.S. Environmental Protection Agency "Watersense" labeled auditing program**.

EE~~Z~~. IRRIGATION EFFICIENCY (IE). The measurement of the amount of water beneficially used divided by the amount of water applied. Irrigation efficiency is derived from measurements and estimates of irrigation system characteristics and management practices. **The irrigation efficiency for purposes of this ordinance are 0.75 for overhead spray devices and 0.81 for drip systems.** ~~The minimum average irrigation efficiency for purposes of this chapter is 0.71. Greater irrigation efficiency can be expected from well designed and maintained systems~~.

FF~~AA~~. IRRIGATION SURVEY. An evaluation of an irrigation system that is less detailed than an irrigation audit. An irrigation survey includes, but is not limited to: inspection, system test, and written recommendations to improve performance of the irrigation system.

GG~~BB~~. IRRIGATION WATER USE ANALYSIS. An analysis of water use data based on meter readings and billing data.

HH~~CC~~. LANDSCAPE ARCHITECT. A person who holds a license to practice landscape architecture in the State of California Business and Professions Code, Section 5615.

II~~DD~~. LANDSCAPE AREA. All the planting areas, turf areas, and water features in a landscape design plan subject to the Maximum Applied Water Allowance calculation. The landscape area does not include footprints of buildings or structures, sidewalks, driveways, parking lots, decks, patios, gravel or stone walks, other pervious or non-pervious hardscapes, and other non-irrigated areas designated for non-development (e.g., open spaces and existing native vegetation).

JJ~~EE~~. LANDSCAPE CONTRACTOR. A person licensed by the State of California to construct, maintain, repair, install, or subcontract the development of landscape systems.

KK~~FF~~. LANDSCAPE DOCUMENTATION PACKAGE. The documents required under Section 15.54.020.

LL~~GG~~. LANDSCAPE PROJECT. Total area of landscape in a project as defined in "landscape area" for the purposes of this chapter, meeting requirements under Section **15.54.010** ~~490.1~~.

MM. LANDSCAPE WATER METER. An inline device installed at the irrigation supply point that measures the flow of water into the irrigation system and is connected to a totalizer to record water use.

NNHH. LATERAL LINE. The water delivery pipeline that supplies water to the emitters or sprinklers from the valve.

OO. LOCAL AGENCY. a city or county, including a charter city or charter county, that is responsible for adopting and implementing the ordinance. The local agency is also responsible for the enforcement of this ordinance, including but not limited to, approval of a permit and plan check or design review of a project.

PP~~II~~. LOCAL WATER PURVEYOR. Any entity, including a public agency, city, county or private water company that provides retail water service.

<u>QQ</u>~~JJ~~. LOW VOLUME IRRIGATION. The application of irrigation water at low pressure through a system of tubing or lateral lines and low-volume emitters such as drip, drip lines, and bubblers. Low volume irrigation systems are specifically designed to apply small volumes of water slowly at or near the root zone of plants.

RR~~KK~~. MAIN LINE. The pressurized pipeline that delivers water from the water source to the valve or outlet.

<u>SS. MASTER SHUT-OFF VALVE. An automatic valve installed at the irrigation supply point which controls water flow into the irrigation system. When this valve is closed water will not be supplied to the irrigation system. A master valve will greatly reduce any water loss due to a leaky station valve.</u>

<u>TT</u>~~LL~~. MAXIMUM APPLIED WATER ALLOWANCE (MAWA). The upper limit of annual applied water for the established landscaped area as specified in Section 15.54.022. It is based upon the area's reference evapotranspiration, the ET Adjustment Factor, and the size of the landscape area. The Estimated Total Water Use shall not exceed the Maximum Applied Water Allowance. Special Landscape Areas, including recreation areas, areas permanently and solely dedicated to edible plants such as orchards and vegetable gardens, and areas irrigated with recycled water are subject to the MAWA with an ETAF not to exceed 1.0. **<u>MAWA = (ETo) (0.62) [(ETAF x LA) + ((1-ETAF) x SLA)]</u>**

<u>UU. MEDIAN. An area between opposing lanes of traffic that may be unplanted or planted with trees, shrubs, perennials, and ornamental grasses.</u>

<u>VV</u>~~MM~~. MICROCLIMATE. The climate of a small, specific area that may contrast with the climate of the overall landscape area due to factors such as wind, sun exposure, plant density, or proximity to reflective surfaces.

<u>WW</u>~~NN~~. MINED-LAND RECLAMATION PROJECTS. Any surface mining operation with a reclamation plan approved in accordance with the Surface Mining and Reclamation Act of 1975.

<u>XX</u>~~OO~~. MULCH. Any organic material such as leaves, bark, straw, compost, or inorganic mineral materials such as rocks, gravel, and decomposed granite left loose and applied to the soil surface for the beneficial purposes of reducing evaporation, suppressing weeds, moderating soil temperature, and preventing soil erosion.

<u>YY</u>~~PP~~. NEW CONSTRUCTION. For the purposes of this chapter, a new building with a landscape or other new landscape, such as a park, playground, or greenbelt without an associated building.

<u>ZZ. NON-RESIDENTIAL LANDSCAPE. Landscapes in commercial, institutional, industrial and public settings that may have areas designated for recreation or public assembly. It also includes portions of common areas of common interest developments with designated recreational areas.</u>

<u>AAA</u>~~QQ~~. OPERATING PRESSURE. The pressure at which the parts of an irrigation system are designed by the manufacturer to operate.

<u>BBB</u>~~RR~~. OVERHEAD SPRINKLER IRRIGATION SYSTEMS **<u>or OVERHEAD SPRAY IRRIGATION SYSTEMS</u>**. Systems that deliver water through the air (e.g., spray heads and rotors).

<u>CCC</u>~~SS~~. OVERSPRAY. The irrigation water which is delivered beyond the target area.

<u>DDD. PARKWAY. The area between a sidewalk and the curb or traffic lane. It may be planted or unplanted, and with or without pedestrian egress.</u>

<u>EEE</u>~~TT~~. PERMIT. An authorizing document issued by local agencies for new construction or rehabilitated landscapes.

<u>FFF</u>~~UU~~. PERVIOUS. Any surface or material that allows the passage of water through the material and into the underlying soil.

<u>GGG</u>~~VV~~. PLANT FACTOR or PLANT WATER USE FACTOR. A factor when multiplied by ETo, estimates the amount of water needed by plants. For purposes of this chapter, **<u>the plant factor range for very low water use plants is 0 to 0.1,</u>** the plant factor range for low water use plants is **<u>0.1</u>**~~0~~ to 0.3, the plant factor range for moderate water use plants is 0.4 to 0.6, and the plant factor range for high water use plants is 0.7 to 1.0. Plant factors cited in this chapter are derived from the ~~Department of Water Resources 2000~~ publication "Water Use Classification of Landscape Species". **<u>Plant factors may also be obtained from horticultural researchers from academic institutions or professional associations as approved by the California Department of Water Resources (DWR).</u>**

~~WW. PRECIPITATION RATE. The rate of application of water measured in inches per hour.~~

<u>HHH</u>~~XX~~. PROJECT APPLICANT. The individual or entity submitting a Landscape Documentation Package required under Section 15.54.020, to request a permit, plan check, or design review from the City of Pinole. A project applicant may be the property owner or his or her designee.

<u>III</u>~~YY~~. RAIN SENSOR or RAIN SENSING SHUTOFF DEVICE. A component which automatically suspends an irrigation event when it rains.

<u>JJJ</u>~~ZZ~~. RECORD DRAWING or AS-BUILTS. A set of reproducible drawings which show significant changes in the work made during construction and which are usually based on drawings marked up in the field and other data furnished by the contractor.

<u>KKK</u>~~AAA~~. RECREATIONAL AREA. **<u>Areas, excluding private single family residential areas, designated for active play, recreation or public assembly in parks, sports fields, picnic grounds, amphitheaters or golf course tees, fairways, roughs, surrounds and greens</u>** ~~Areas dedicated to active play such as parks, sports fields, and golf courses where turf provides a playing surface~~.

<u>LLL</u>~~BBB~~. RECYCLED WATER, RECLAIMED WATER, or TREATED SEWAGE EFFLUENT WATER. Treated or recycled waste water of a quality suitable for non-potable uses such as landscape irrigation and water features. This water is not intended for human consumption.

<u>MMM</u>~~CCC~~. REFERENCE EVAPOTRANSPIRATION or ETo. A standard measurement of environmental parameters which affect the water use of plants. ETo is expressed in inches per day, month, or year as represented in Appendix A, and is an estimate of the evapotranspiration of a large field of four (4)- to seven (7)-inch tall, cool-season grass that is well watered. Reference evapotranspiration is used as the basis of determining the Maximum Applied Water Allowance so that regional differences in climate can be accommodated.

<u>NNN. REGIONAL WATER EFFICIENT LANDSCAPE ORDINANCE. A local Ordinance adopted by two (2) or more local agencies, water suppliers and other stakeholders for implementing a consistent set of landscape provisions throughout a geographical region. Regional ordinances are strongly encouraged to provide a consistent framework for the landscape industry and applicants to adhere to.</u>

<u>OOO</u>~~DDD~~. REHABILITATED LANDSCAPE. Any re-landscaping project that requires a permit, plan check, or design review, meets the requirements of Section 15.54.010, and the modified landscape area is equal to or greater than two thousand five hundred (2,500) square feet~~, is fifty percent (50%) of the total landscape area, and the modifications are completed within one (1) year~~.

<u>PPP. RESIDENTIAL LANDSCAPE. Landscapes surrounding single or multifamily homes.</u>

QQQ~~EEE~~. RUNOFF. Water which is not absorbed by the soil or landscape to which it is applied and flows from the landscape area. For example, runoff may result from water that is applied at too great a rate (application rate exceeds infiltration rate) or when there is a slope.

RRR~~FFF~~. SOIL MOISTURE SENSING DEVICE or SOIL MOISTURE SENSOR. A device that measures the amount of water in the soil. The device may also suspend or initiate an irrigation event.

SSS~~GGG~~. SOIL TEXTURE. The classification of soil based on its percentage of sand, silt, and clay.

TTT~~HHH~~. SPECIAL LANDSCAPE AREA (SLA). An area of the landscape dedicated solely to edible plants, **recreational areas,** areas irrigated with recycled water, **or** water features using recycled water~~ and areas dedicated to active play such as parks, sports fields, golf courses, and where turf provides a playing surface~~.

UUU~~III~~. SPRINKLER HEAD **or SPRAY HEAD**. A device which delivers water through a nozzle.

VVV~~JJJ~~. STATIC WATER PRESSURE. The pipeline or municipal water supply pressure when water is not flowing.

WWW~~KKK~~. STATION. An area served by one (1) valve or by a set of valves that operate simultaneously.

XXX~~LLL~~. SWING JOINT. An irrigation component that provides a flexible, leak-free connection between the emission device and lateral pipeline to allow movement in any direction and to prevent equipment damage.

YYY. SUBMETER. A metering device to measure water applied to the landscape that is installed after the primary utility water meter.

ZZZ~~MMM~~. TURF. A ground cover surface of mowed grass. Annual bluegrass, Kentucky bluegrass, Perennial ryegrass, Red fescue, and Tall fescue are cool-season grasses. Bermudagrass, Kikuyugrass, Seashore Paspalum, St. Augustinegrass, Zoysiagrass, and Buffalo grass are warm-season grasses.

AAAA~~NNN~~. VALVE. A device used to control the flow of water in the irrigation system.

BBBB~~OOO~~. WATER CONSERVING PLANT SPECIES. A plant species identified as having a **very low or** low plant factor.

CCCC~~PPP~~. WATER FEATURE. A design element where open water performs an aesthetic or recreational function. Water features include ponds, lakes, waterfalls, fountains, artificial streams, spas, and swimming pools (where water is artificially supplied). The surface area of water features is included in the high water use hydrozone of the landscape area. Constructed wetlands used for on-site wastewater treatment or stormwater best management practices that are not irrigated and used solely for water treatment or stormwater retention are not water features and, therefore, are not subject to the water budget calculation.

DDDD~~QQQ~~. WATERING WINDOW. The time of day irrigation is allowed.

EEEE~~RRR~~. WUCOLS. The Water Use Classification of Landscape Species published by the University of California Cooperative Extension, the Department of Water Resources **2014** ~~and the Bureau of Reclamation, 2000~~. (**Ord. 2020-xx (part), 2020;** Ord. 2009-11 § 1(part), 2009).

15.54.014 PROVISIONS FOR NEW CONSTRUCTION OR REHABILITATED LANDSCAPES.

A. The City of Pinole may designate **by mutual agreement,** another agency, such as a water purveyor, to implement some or all of the requirements contained in this chapter. **The City of Pinole** ~~Local agencies~~ may collaborate with water purveyors to define each entity's specific responsibilities relating to this chapter. (**Ord. 2020-xx (part), 2020;** Ord. 2009-11 § 1(part), 2009).

15.54.016 COMPLIANCE WITH LANDSCAPE DOCUMENTATION PACKAGE.

A. Prior to construction, the City of Pinole shall:

1. Provide the project applicant with the ordinance and procedures for permits, plan checks, or design reviews;

2. Review the Landscape Documentation Package submitted by the project applicant;

3. Approve or deny the Landscape Documentation Package;

4. Issue a permit or approve the plan check or design review for the project applicant; and

5. Upon approval of the Landscape Documentation Package, submit a copy of the Water Efficient Landscape Worksheet to the local water purveyor.

B. Prior to construction, the project applicant shall:

1. Submit a Landscape Documentation Package to the City of Pinole.

C. Upon approval of the Landscape Documentation Package by the City of Pinole, the project applicant shall:

1. Receive a permit or approval of the plan check or design review and record the date of the permit in the Certificate of Completion;

2. Submit a copy of the approved Landscape Documentation Package along with the record drawings, and any other information to the property owner or his/her designee; and

3. Submit a copy of the Water Efficient Landscape Worksheet to **the local water purveyor** ~~EBMUD~~. (**Ord. 2020-xx (part), 2020;** Ord. 2009-11 § 1(part), 2009).

15.54.018 PENALTIES.

A. The City of Pinole may establish and administer penalties to the project applicant for non-compliance with the chapter to the extent permitted by law. (Ord. 2009-11 § 1(part), 2009).

15.54.020 ELEMENTS OF THE LANDSCAPE DOCUMENTATION PACKAGE: SUBMITTAL REQUIREMENTS.

A. The landscape documentation package shall include the following elements:

1. Project information;

a. Date.

b. Project applicant.

c. Project address (if available, parcel and/or lot number(s)).

d. Total landscape area (square feet).

e. Project type (e.g., new, rehabilitated, public, private, cemetery, homeowner-installed).

f. Water supply type (e.g., potable, recycled, well) and identify the local retail water purveyor if the applicant is not served by a private well.

g. Checklist of all documents in Landscape Documentation Package.

h. Project contacts to include contact information for the project applicant and property owner.

i. Applicant signature and date with statement, "I agree to comply with the requirements of the water efficient landscape ordinance and submit a complete Landscape Documentation Package".

2. Water Efficient Landscape Worksheet.
   a. Hydrozone information table.
   b. Water budget calculations.
      i. Maximum Applied Water Allowance (MAWA);
      ii. Estimated Total Water Use (ETWU);
3. Soil management report;
4. Landscape design plan;
5. Irrigation design plan; and
6. Grading design plan. (Ord. 2009-11 § 1(part), 2009).

15.54.022 WATER EFFICIENT LANDSCAPE WORKSHEET.

A. A project applicant shall complete the Water Efficient Landscape Worksheet ~~which contains two (2) sections:~~ **in Appendix B of the state of California model water efficient landscape ordinance, which contains information on the plant factor, irrigation method, irrigation efficiency, and area associated with each hydrozone. Calculations are then made to show that the evapotranspiration adjustment factor (ETAF) for the landscape project does not exceed a factor of 0.55 for residential areas and 0.45 for non-residential areas, exclusive of Special Landscape Areas. The ETAF for a landscape project is based on the plant factors and irrigation methods selected. The Maximum Applied Water Allowance is calculated based on the maximum ETAF allowed (0.55 for residential areas and 0.45 for non-residential areas) and expressed as annual gallons required. The Estimated Total Water Use (ETWU) is calculated based on the plants used and irrigation method selected for the landscape design. ETWU must be below the MAWA.**

1. In calculating the Maximum Applied Water Allowance and Estimated Total Water Use, a project applicant shall use the ETo values from the Reference Evapotranspiration Table in Appendix A of the state of California model water efficient landscape ordinance. For geographic areas not covered in Appendix A, use data from other cities located nearby in the same reference evapotranspiration zone, as found in the CIMIS Reference Evapotranspiration Zones Map, Department of Water Resources, 1999.

~~1. A hydrozone information table for the landscape project; and~~

~~2. A water budget calculation for the landscape project. For the calculation of the Maximum Applied Water Allowance and Estimated Total Water Use, a project applicant shall use the ETo value of 41.8.~~

B. Water budget calculations shall adhere to the following requirements:

1. The plant factor used shall be from WUCOLS **or from horticultural researchers with academic institutions or professional associations as approved by the California Department of Water Resources (DWR)**. The plant factor ranges from **0 to 0.1 for very low water using plants , 0.1**~~0~~ to 0.3 for low water use plants, from 0.4 to 0.6 for moderate water use plants, and from 0.7 to 1.0 for high water use plants.

2. All water features shall be included in the high water use hydrozone and temporarily irrigated areas shall be included in the low water use hydrozone.

3. All Special Landscape Areas shall be identified and their water use calculated as **<u>shown in Appendix B of the state of California model water efficient landscape ordinance</u>** ~~described below~~.

4. ETAF for **<u>new and existing (non-rehabilitated)</u>** Special Landscape Areas shall not exceed 1.0.

~~C. Maximum Applied Water Allowance. The Maximum Applied Water Allowance shall be calculated using the equation:~~

~~MAWA = (ETo) (0.62) [(0.7 x LA) + (0.3 x SLA)]~~

~~The example calculations below are hypothetical to demonstrate proper use of the equations and do not represent an existing and/or planned landscape project in the City of Pinole. The ETo values used in these calculations are from the Reference Evapotranspiration Table in Appendix A, for planning purposes only. For actual irrigation scheduling, automatic irrigation controllers are required and shall use current reference evapotranspiration data, such as from the California Irrigation Management Information System (CIMIS), other equivalent data, or soil moisture sensor data.~~

~~1. Example MAWA calculation: a hypothetical landscape project in Fresno, CA with an irrigated landscape area of fifty thousand (50,000) square feet without any Special Landscape Area (SLA= 0, no edible plants, recreational areas, or use of recycled water). To calculate MAWA, the annual reference evapotranspiration value used is 51.1 inches as listed in the Reference Evapotranspiration Table in Appendix A.~~

~~MAWA = (ETo) (0.62) [(0.7 x LA) + (0.3 x SLA)]~~

~~MAWA = Maximum Applied Water Allowance (gallons per year)~~

~~ETo = Reference Evapotranspiration (inches per year)~~

~~0.62 = Conversion Factor (to gallons)~~

~~0.7 = ET Adjustment Factor (ETAF)~~

~~LA = Landscape Area including SLA (square feet)~~

~~0.3 = Additional Water Allowance for SLA~~

~~SLA = Special Landscape Area (square feet)~~

~~MAWA = (51.1 inches) (0.62) [(0.7 x 50,000 square feet) + (0.3 x 0)]~~

~~= 1,108,870 gallons per year~~

~~To convert from gallons per year to hundred-cubic-feet per year:~~

~~= 1,108,870/748 = 1,482 hundred-cubic-feet per year~~

~~(100 cubic feet = 748 gallons)~~

~~2. In this next hypothetical example, the landscape project that has the same ETo value of 51.1 inches and a total landscape area of fifty thousand (50,000) square feet. Within the fifty thousand (50,000) square foot project, there is now a two thousand (2,000) square foot area planted with edible plants. This two thousand (2,000) square foot area is considered to be a Special Landscape Area.~~

~~MAWA = (ETo) (0.62) [(0.7 x LA) + (0.3 x SLA)]~~

~~MAWA = (51.1 inches) (0.62) [(0.7 x 50,000 square feet) + (0.3 x 2,000 square feet)]~~

~~= 31.68 x [35,000 + 600] gallons per year~~

~~= 31.68 x 35,600 gallons per year~~

~~=1,127,808 gallons per year or 1,508 hundred-cubic-feet per year~~

~~a. Estimated Total Water Use. The Estimated Total Water Use shall be calculated using the equation below. The sum of the Estimated Total Water Use calculated for all hydrozones shall not exceed MAWA.~~

$$\cancel{ETWU = (ETo)(0.62)\left(\frac{PF \times HA}{IE} + SLA\right)}$$

~~Where:~~

~~ETWU = Estimated Total Water Use per year (gallons)~~

~~ETo = Reference Evapotranspiration (inches)~~

~~PF = Plant Factor from WUCOLS (see Section 491)~~

~~HA = Hydrozone Area [high, medium, and low water use areas] (square feet)~~

~~SLA = Special Landscape Area (square feet)~~

~~0.62 = Conversion Factor~~

~~IE = Irrigation Efficiency (minimum 0.71)~~

~~(1) Example ETWU calculation: landscape area is fifty thousand (50,000) square feet; plant water use type, plant factor, and hydrozone area are shown in the table below. The ETo value is 51.1 inches per year. There are no Special Landscape Areas (recreational area, area permanently and solely dedicated to edible plants, and area irrigated with recycled water) in this example.~~

~~Hydrozone~~	~~Plant Water Use Type (s)~~	~~Plant Factor (PF)*~~	~~Hydrozone Area (HA) (square feet)~~	~~PF x HA (square feet)~~
~~1~~	~~High~~	~~0.8~~	~~7,000~~	~~5,600~~
~~2~~	~~High~~	~~0.7~~	~~`10,000~~	~~7,000~~
~~3~~	~~Medium~~	~~0.5~~	~~16,000~~	~~8,000~~
~~4~~	~~Low~~	~~0.3~~	~~7,000~~	~~2,100~~
~~5~~	~~Low~~	~~0.2~~	~~10,000~~	~~2,000~~
			~~Sum~~	~~24,700~~

~~* Plant Factor from WUCOLS~~

$$\cancel{ETWU = (51.1)(0.62)\left(\frac{24,700}{0.71} + 0\right)}$$

~~= 1,102,116 gallons per year~~

~~Compare ETWU with MAWA: For this example MAWA = (51.1) (0.62) [(0.7 x 50,000) + (0.3 x 0)] = 1,108,870 gallons per year. The ETWU (1,102,116 gallons per year) is less than MAWA (1,108,870 gallons per year). In this example, the water budget complies with the MAWA.~~

~~(2) Example ETWU calculation: total landscape area is fifty thousand (50,000) square feet, two thousand (2,000) square feet of which is planted with edible plants. The edible plant area is~~

~~considered a Special Landscape Area (SLA). The reference evapotranspiration value is 51.1 inches per year. The plant type, plant factor, and hydrozone area are shown in the table below.~~

-

~~Hydrozone~~	~~Plant Water Use Type (s)~~	~~Plant Factor (PF)*~~	~~Hydrozone Area (HA) (square feet)~~	~~PF x HA (square feet)~~
~~1~~	~~High~~	~~0.8~~	~~7,000~~	~~5,600~~
~~2~~	~~High~~	~~0.7~~	~~9,000~~	~~6,300~~
~~3~~	~~Medium~~	~~0.5~~	~~15,000~~	~~7,500~~
~~4~~	~~Low~~	~~0.3~~	~~7,000~~	~~2,100~~
~~5~~	~~Low~~	~~0.2~~	~~10,000~~	~~2,000~~
			~~Sum~~	~~23,500~~
~~6~~	~~SLA~~	~~1.0~~	~~2,000~~	~~2,000~~

-

~~* Plant Factor from WUCOLS.~~

$$ETWU = (51.1)(0.62)\left(\frac{23.500}{0.71} + 2.000\right)$$

-

~~= (31.68) (33,099 + 2,000)~~

~~= 1,111,936 gallons per year~~

~~Compare ETWU with MAWA. For this example:~~

~~MAWA = (51.1) (0.62) [(0.7 x 50,000) + (0.3 x 2,000)]~~

~~= 31.68 x [35,000 + 600]~~

~~= 31.68 x 35,600~~

~~=1,127,808 gallons per year~~

~~The ETWU (1,111,936 gallons per year) is less than MAWA (1,127,808 gallons per year). For this example, the water budget complies with the MAWA.~~ (**Ord. 2020-xx (part), 2020;** Ord. 2009-11 § 1(part), 2009).

15.54.024 SOIL MANAGEMENT REPORT.

A. In order to reduce runoff and encourage healthy plant growth, a soil management report shall be completed by the project applicant, or his/her designee, as follows:

1. Submit soil samples to a laboratory for analysis and recommendations.

a. Soil sampling shall be conducted in accordance with laboratory protocol, including protocols regarding adequate sampling depth for the intended plants.

b. The soil analysis may include:

i. Soil texture;

ii. Infiltration rate determined by laboratory test or soil texture infiltration rate table;

iii. pH;

iv. Total soluble salts;

v. Sodium;

vi. Percent organic matter; and

vii. Recommendations.

c. In projects with multiple landscape installations (i.e. production home developments), a soil sampling rate of one (1) in seven (7) lots or approximately fifteen percent (15%) will satisfy this requirement. Large landscape projects shall sample at a rate equivalent to one (1) in seven (7) lots.

2. The project applicant, or his/her designee, shall comply with one (1) of the following:

a. If significant mass grading is not planned, the soil analysis report shall be submitted to the City of Pinole as part of the Landscape Documentation Package; or

b. If significant mass grading is planned, the soil analysis report shall be submitted to the City of Pinole as part of the Certificate of Completion.

3. The soil analysis report shall be made available, in a timely manner, to the professionals preparing the landscape design plans and irrigation design plans to make any necessary adjustments to the design plans.

4. The project applicant, or his/her designee, shall submit documentation verifying implementation of soil analysis report recommendations to the **City of Pinole** ~~local agency~~ with Certificate of Completion. (**Ord. 2020-xx (part), 2020;** Ord. 2009-11 § 1(part), 2009).

15.54.026 LANDSCAPE DESIGN PLAN.

A. For the efficient use of water, a landscape shall be carefully designed and planned for the intended function of the project. A landscape design plan meeting the following design criteria shall be submitted as part of the Landscape Documentation Package.

1. Plant Material.

a. Any plant may be selected for the landscape, providing the Estimated Total Water Use in the landscape area does not exceed the Maximum Applied Water Allowance. **Methods to achieve water efficiency shall include one (1) or more of the following** ~~To encourage the efficient use of water, the following is highly recommended~~:

i. Protection and preservation of native species and natural vegetation;

ii. Selection of water-conserving plant**, tree,** and turf species**, especially local native plants**;

iii. Selection of plants based on **local climate suitability,** disease and pest resistance;

iv. Selection of trees based on applicable tree shading guidelines or local tree ordinances (See Chapter 17.44 and 17.96 of the Pinole Municipal Code)**, and size at maturity as appropriate for the planting area**; ~~and~~

v. Selection of plants from local and regional landscape program plant lists~~.~~**;**

vi. Selection of plants from local Fuel Modification Plan Guidelines.

b~~B~~. Each hydrozone shall have plant materials with similar water use, with the exception of hydrozones with plants of mixed water use, as specified in Section 15.54.028**(A)(1)(c)(ii)**~~(a)(2)(D)~~.

c~~C~~. Plants shall be selected and planted appropriately based upon their adaptability to the climatic, geologic, and topographical conditions of the project site. **Methods to achieve water**

efficiency shall include one (1) or more of the following ~~To encourage the efficient use of water, the following is highly recommended~~:

1. Use the Sunset Western Climate Zone System which takes into account temperature, humidity, elevation, terrain, latitude, and varying degrees of continental and marine influence on local climate;

2. Recognize the horticultural attributes of plants (i.e., mature plant size, invasive surface roots) to minimize damage to property or infrastructure [e.g., buildings, sidewalks, power lines]; **allow for adequate soil volume for healthy root growth;** and

3. Consider the solar orientation for plant placement to maximize summer shade and winter solar gain.

d~~D~~. Turf is not allowed on slopes greater than twenty-five percent (25%) where the toe of the slope is adjacent to an impermeable hardscape and where twenty-five percent (25%) means one (1) foot of vertical elevation change for every four (4) feet of horizontal length (rise divided by run x one hundred (100) = slope percent).

e. High water use plants, characterized by a plant factor of 0.7 to 1.0, are prohibited in street medians.

f~~E~~. A landscape design plan for projects in fire-prone areas shall address fire safety and prevention. A defensible space or zone around a building or structure is required per Public Resources Code Section 4291(a) and (b). Avoid fire-prone plant materials and highly flammable mulches. **Refer to the local Fuel Modification Plan guidelines.**

g~~F~~. The use of invasive ~~and/or noxious~~ plant species**, such as those listed by the California Invasive Plant Council,** is strongly discouraged.

h~~G~~. The architectural guidelines of a common interest development, which include community apartment projects, condominiums, planned developments, and stock cooperatives, shall not prohibit or include conditions that have the effect of prohibiting the use of low-water use plants as a group.

2~~H~~. Water Features.

a~~1~~. Recirculating water systems shall be used for water features.

b~~2~~. Where available, recycled water shall be used as a source for decorative water features.

c~~3~~. Surface area of a water feature shall be included in the high water use hydrozone area of the water budget calculation.

d4. Pool and spa covers are highly recommended.

3~~I~~. **Soil Preparation,** Mulch and Amendments.

a. Prior to the planting of any materials, compacted soils shall be transformed to a friable condition. On engineered slopes, only amended planting holes need meet this requirement.

b. Soil amendments shall be incorporated according to recommendations of the soil report and what is appropriate for the plants selected (see Section 15.54.024).

c. For landscape installations, compost at a rate of a minimum of four (4) cubic yards per one thousand (1,000) square feet of permeable area shall be incorporated to a depth of six (6) inches into the soil. Soils with greater than six percent (6%) organic matter in the top six (6) inches of soil are exempt from adding compost and tilling.

d~~1~~. A minimum **three (3)** ~~two (2)~~ inch layer of mulch shall be applied on all exposed soil surfaces of planting areas except in turf areas, creeping or rooting groundcovers, or direct seeding applications where mulch is contraindicated. **To provide habitat for beneficial insects and other wildlife, up to five percent (5%) of the landscape area may be left without mulch. Designated insect habitat must be included in the landscape design plan as such.**

e~~2~~. Stabilizing mulching products shall be used on slopes **that meet current engineering standards**.

f~~3~~. The mulching portion of the seed/mulch slurry in hydro-seeded applications shall meet the mulching requirement.

g. Organic mulch materials made from recycled or post-consumer shall take precedence over inorganic materials or virgin forest products unless the recycled post-consumer organic products are not locally available. Organic mulches are not required where prohibited by local Fuel Modification Plan Guidelines or other applicable local ordinances.

~~4. Soil amendments shall be incorporated according to recommendations of the soil report and what is appropriate for the plants selected (see Section 15.54.024).~~

B~~J~~. The landscape design plan, at a minimum, shall ~~have the following~~:

1. Delineate and label each hydrozone by number, letter, or other method;
2. Identify each hydrozone as low, moderate, high water, or mixed water use. Temporarily irrigated areas of the landscape shall be included in the low water use hydrozone for the water budget calculation;
3. Identify recreational areas;
4. Identify areas permanently and solely dedicated to edible plants;
5. Identify areas irrigated with recycled water;
6. Identify type of mulch and application depth;
7. Identify soil amendments, type, and quantity;
8. Identify type and surface area of water features;
9. Identify hardscapes (pervious and non-pervious);
10. Identify location**,** ~~and~~ installation details**, and twenty-four(24)-hour retention or infiltration** of any applicable stormwater best management practices that encourage on-site retention and infiltration of stormwater. **Project applicants shall refer to the City of Pinole or Regional Water Quality Control Board for information on any applicable stormwater technical requirements.** Stormwater best management practices are encouraged in the landscape design plan and examples **are provided in Section 15.54.046** ~~include, but are not limited to:~~

    a. Infiltration beds, swales, and basins that allow water to collect and soak into the ground;

    b. Constructed wetlands and retention ponds that retain water, handle excess flow, and filter pollutants; and

    c. Pervious or porous surfaces (e.g., permeable pavers or blocks, pervious or porous concrete, etc.) that minimize runoff.
11. Identify any applicable rain harvesting or catchment technologies **as discussed in Section 15.54.046 and their twenty-four(24)-hour retention or infiltration capacity** ~~(e.g., rain gardens, cisterns, etc.)~~;
12. **Identify any applicable graywater discharge piping, system components and area(s) of distribution;**

13~~12~~. Contain the following statement: "I have complied with the criteria of the ordinance and applied them for the efficient use of water in the landscape design plan"; and

14~~13~~. Bear the signature of a licensed landscape architect, licensed landscape contractor, or any other person authorized to design a landscape. (See Sections 5500.1, 5615, 5641, 5641.1, 5641.2, 5641.3, 5641.4, 5641.5, 5641.6, 6701, 7027.5 of the Business and Professions Code, Section 832.27 of Title16 of the California Code of Regulations, and Section 6721 of the Food and Agriculture Code.) (**Ord. 2020-xx (part), 2020;** Ord. 2009-11 § 1(part), 2009).

15.54.028 IRRIGATION DESIGN PLAN.

A. **This section applies to landscaped areas requiring permanent irrigation, not areas that require temporary irrigation solely for the plant establishment period.** For the efficient use of water, an irrigation system shall meet all the requirements listed in this section and the manufacturers' recommendations. The irrigation system and its related components shall be planned and designed to allow for proper installation, management, and maintenance. An irrigation design plan meeting the following design criteria shall be submitted as part of the Landscape Documentation Package.

1. System.

a. **Landscape water meters, defined as either a dedicated water service meter or private submeter, shall be installed for all non-residential irrigated landscapes of one thousand (1,000) square feet but not more than five thousand (5,000) square feet (the level at which Water Code 535 applies) and residential irrigated landscapes of five thousand (5,000) square feet or greater. A landscape water meter may be either:** ~~Dedicated landscape water meters are highly recommended on landscape areas smaller than five thousand (5,000) square feet to facilitate water management.~~

i. a customer service meter dedicated to landscape use provided by the local water purveyor; or

ii. a privately owned meter or submeter.

b. Automatic irrigation controllers utilizing either evapotranspiration or soil moisture sensor data **utilizing non-volatile memory** shall be required for irrigation scheduling in all irrigation systems.

c. **If the water pressure is below or exceeds the recommended pressure of the specified irrigation devices, the installation of a pressure regulating device is required**~~The irrigation system shall be designed~~ to ensure that the dynamic pressure at each emission device is within the manufacturer's recommended pressure range for optimal performance.

i. If the static pressure is above or below the required dynamic pressure of the irrigation system, pressure-regulating devices such as inline pressure regulators, booster pumps, or other devices shall be installed to meet the required dynamic pressure of the irrigation system.

ii. Static water pressure, dynamic or operating pressure and flow reading of the water supply shall be measured at the point of connection. These pressure and flow measurements shall be conducted at the design stage. If the measurements are not available at the design stage, the measurements shall be conducted at installation.

d~~B~~. Sensors (rain, freeze, wind, etc.), either integral or auxiliary, that suspend or alter irrigation operation during unfavorable weather conditions shall be required on all irrigation systems, as appropriate for local climatic conditions. Irrigation should be avoided during windy or freezing weather or during rain.

e~~C~~. Manual shut-off valves (such as a gate valve, ball valve, or butterfly valve) shall be required, as close as possible to the point of connection of the water supply, to minimize water loss in case of an emergency (such as a main line break) or routine repair.

f~~D~~. Backflow prevention devices shall be required to protect the water supply from contamination by the irrigation system. A project applicant shall refer to the applicable local agency code (i.e., public health) for additional backflow prevention requirements.

g~~E~~. ~~High f~~**F**low sensors that detect ~~and report~~ high flow conditions created by system damage or malfunction are **required for all on non-residential landscapes and residential landscapes of five thousand (5,000) square feet or larger** ~~recommended~~.

h. Master shut-off valves are required on all projects except landscapes that make use of technologies that allow for the individual control of sprinklers that are individually pressurized in a system equipped with low pressure shut down features.

i~~F~~. The irrigation system shall be designed to prevent runoff, low head drainage, overspray, or other similar conditions where irrigation water flows onto non-targeted areas, such as adjacent property, nonirrigated areas, hardscapes, roadways, or structures.

j~~G~~. Relevant information from the soil management plan, such as soil type and infiltration rate, shall be utilized when designing irrigation systems.

k~~H~~. The design of the irrigation system shall conform to the hydrozones of the landscape design plan.

l~~I~~. The irrigation system must be designed and installed to meet, at a minimum, the irrigation efficiency criteria as described in Section 15.54.022 regarding the Maximum Applied Water Allowance.

m. All irrigation emission devices must meet the requirements set in the American National Standards Institute (ANSI) standard, American Society of Agricultural and Biological Engineers'/International Code Council's (ASABE/ICC) 802-2014 "Landscape Irrigation Sprinkler and Emitter Standard, All sprinkler heads installed in the landscape must document a distribution uniformity low quarter of 0.65 or higher using the protocol defined in ASABE/ICC 802-2014.

n~~J~~. It is highly recommended that the project applicant or **City of Pinole** ~~local agency~~ inquire with the local water purveyor about peak water operating demands (on the water supply system) or water restrictions that may impact the effectiveness of the irrigation system.

o~~K~~. In mulched planting areas, the use of low volume irrigation is required to maximize water infiltration into the root zone.

p~~L~~. Sprinkler heads and other emission devices shall have matched precipitation rates, unless otherwise directed by the manufacturer's recommendations.

q~~M~~. Head to head coverage is recommended. However, sprinkler spacing shall be designed to achieve the highest possible distribution uniformity using the manufacturer's recommendations.

r~~N~~. Swing joints or other riser-protection components are required on all risers subject to damage that are adjacent **to hardscapes or** to high traffic areas **of turfgrass**.

s~~O~~. Check valves or anti-drain valves are required **on all sprinkler heads where low point drainage could occur**~~for all irrigation systems~~.

t~~P~~. ~~Narrow or irregularly shaped areas, including turf, less than eight (8)~~ **Areas less than ten (10)** feet in width in any direction shall be irrigated with subsurface irrigation or **other means that produces no runoff or overspray** ~~low volume irrigation system~~.

u~~Q~~. Overhead irrigation shall not be permitted within twenty-four (24) inches of any non-permeable surface. Allowable irrigation within the setback from non-permeable surfaces may include drip, drip line, or other low flow non-spray technology. The setback area may be planted or unplanted. The surfacing of the setback may be mulch, gravel, or other porous material. These restrictions may be modified if:

i~~1~~. The landscape area is adjacent to permeable surfacing and no runoff occurs; or

ii~~2~~. The adjacent non-permeable surfaces are designed and constructed to drain entirely to landscaping; or

iii~~3~~. The irrigation designer specifies an alternative design or technology, as part of the Landscape Documentation Package and clearly demonstrates strict adherence to irrigation system design criteria in Section 15.54.028 (**A**~~a~~)(1)(**i**~~H~~). Prevention of overspray and runoff must be confirmed during the irrigation audit.

v~~R~~. Slopes greater than twenty-five percent (25%) shall not be irrigated with an **application** ~~irrigation system with a precipitation~~ rate exceeding 0.75 inches per hour. This restriction may be modified if the landscape designer specifies an alternative design or technology, as part of the Landscape Documentation Package, and clearly demonstrates no runoff or erosion will occur. Prevention of runoff and erosion must be confirmed during the irrigation audit.

2~~S~~. Hydrozone.

a~~1~~. Each valve shall irrigate a hydrozone with similar site, slope, sun exposure, soil conditions, and plant materials with similar water use.

b~~2~~. Sprinkler heads and other emission devices shall be selected based on what is appropriate for the plant type within that hydrozone.

c~~3~~. Where feasible, trees shall be placed on separate valves from shrubs, groundcovers, and turf **to facilitate the appropriate irrigation of trees. The mature size and extent of the root zone shall be considered when designing irrigation for the tree**.

d4. Individual hydrozones that mix plants of moderate and low water use, or moderate and high water use, may be allowed if:

i~~a~~. Plant factor calculation is based on the proportions of the respective plant water uses and their plant factor; or

ii~~b~~. The plant factor of the higher water using plant is used for calculations.

e~~T~~. Individual hydrozones that mix high and low water use plants shall not be permitted.

f~~U~~. On the landscape design plan and irrigation design plan, hydrozone areas shall be designated by number, letter, or other designation. On the irrigation design plan, designate the areas irrigated by each valve, and assign a number to each valve. Use this valve number in the Hydrozone Information Table (see Appendix B Section A). This table can also assist with the irrigation audit and programming the controller.

B ~~1~~. The irrigation design plan, at a minimum, shall contain:

1~~a~~. Location and size of separate water meters for landscape;

2~~b~~. Location, type and size of all components of the irrigation system, including controllers, main and lateral lines, valves, sprinkler heads, moisture sensing devices, rain switches, quick couplers, pressure regulators, and backflow prevention devices;

3~~c~~. Static water pressure at the point of connection to the public water supply;

4~~d~~. Flow rate (gallons per minute), application rate (inches per hour), and design operating pressure (pressure per square inch) for each station;

5~~e~~. Recycled water irrigation systems as specified in Section 15.54.042;

6~~f~~. The following statement: "I have complied with the criteria of the ordinance and applied them accordingly for the efficient use of water in the irrigation design plan"; and

7~~g~~. The signature of a licensed landscape architect, certified irrigation designer, licensed landscape contractor, or any other person authorized to design an irrigation system. (See Sections 5500.1, 5615, 5641, 5641.1, 5641.2, 5641.3, 5641.4, 5641.5, 5641.6, 6701, 7027.5 of the Business and Professions Code, Section 832.27 of Title 16 of the California Code of Regulations, and Section 6721 of the Food and Agricultural Code.) (**Ord. 2020-xx (part), 2020;** Ord. 2009-11 § 1(part), 2009).

15.54.030 GRADING DESIGN PLAN.

A. For the efficient use of water, grading of a project site shall be designed to minimize soil erosion, runoff, and water waste. A grading plan shall be submitted as part of the Landscape Documentation Package. A comprehensive grading plan prepared by a civil engineer for other local agency permits satisfies this requirement.

1. The project applicant shall submit a landscape grading plan that indicates finished configurations and elevations of the landscape area including:

a. Height of graded slopes;

b. Drainage patterns;

c. Pad elevations;

d. Finish grade; and

e. Stormwater retention improvements, if applicable.

2. To prevent excessive erosion and runoff, it is highly recommended that project applicants:

a. Grade so that all irrigation and normal rainfall remains within property lines and does not drain on to non-permeable hardscapes;

b. Avoid disruption of natural drainage patterns and undisturbed soil; and

c. Avoid soil compaction in landscape areas.

3. The grading design plan shall contain the following statement: "I have complied with the criteria of the ordinance and applied them accordingly for the efficient use of water in the grading design plan" and shall bear the signature of a licensed professional as authorized by law. (Ord. 2009-11 § 1(part), 2009).

15.54.032 CERTIFICATE OF COMPLETION.

A. The Certificate of Completion shall include the following six (6) elements:

1. Project information sheet that contains:

a. Date;

b. Project name;

c. Project applicant name, telephone, and mailing address;

d. Project address and location; and

e. Property owner name, telephone, and mailing address;

2. Certification by either the signer of the landscape design plan, the signer of the irrigation design plan, or the licensed landscape contractor that the landscape project has been installed per the approved Landscape Documentation Package;

a. Where there have been significant changes made in the field during construction, these "as-built" or record drawings shall be included with the certification;

b. A diagram of the irrigation plan showing hydrozones shall be kept with the irrigation controller for subsequent management purposes.

3~~i~~. Irrigation scheduling parameters used to set the controller (see Section 15.54.034);

4~~ii~~. Landscape and irrigation maintenance schedule (see Section 15.54.036);

5~~iii~~. Irrigation audit report (see Section 15.54.038); and

6~~iv~~. Soil analysis report, if not submitted with Landscape Documentation Package, and documentation verifying implementation of soil report recommendations (see Section 15.54.024).

B ~~b~~. The project applicant shall:

1~~i~~. Submit the signed Certificate of Completion to the City of Pinole for review;

2~~ii~~. Ensure that copies of the approved Certificate of Completion are submitted to the local water purveyor and property owner or his or her designee.

C ~~c~~. The City of Pinole shall:

1~~i~~. Receive the signed Certificate of Completion from the project applicant;

2~~ii~~. Approve or deny the Certificate of Completion. If the Certificate of Completion is denied, the **City of Pinole** ~~local agency~~ shall provide information to the project applicant regarding reapplication, appeal, or other assistance. (**Ord. 2020-xx (part), 2020;** Ord. 2009-11 § 1(part), 2009).

15.54.034 IRRIGATION SCHEDULING.

A. For the efficient use of water, all irrigation schedules shall be developed, managed, and evaluated to utilize the minimum amount of water required to maintain plant health. Irrigation schedules shall meet the following criteria:

1. Irrigation scheduling shall be regulated by automatic irrigation controllers.

2. Overhead irrigation shall be scheduled between 8:00 p.m. and 10:00 a.m. unless weather conditions prevent it. If allowable hours of irrigation differ from the local water purveyor, the stricter of the two (2) shall apply. Operation of the irrigation system outside the normal watering window is allowed for auditing and system maintenance.

3. For implementation of the irrigation schedule, particular attention must be paid to irrigation run times, emission device, flow rate, and current reference evapotranspiration, so that applied water meets the Estimated Total Water Use. Total annual applied water shall be less than or equal to Maximum Applied Water Allowance (MAWA). Actual irrigation schedules shall be regulated by automatic irrigation controllers using current reference evapotranspiration data (e.g., CIMIS) or soil moisture sensor data.

4. Parameters used to set the automatic controller shall be developed and submitted for each of the following:
   a. The plant establishment period;
   b. The established landscape; and
   c. Temporarily irrigated areas.
5. Each irrigation schedule shall consider for each station all of the following that apply:
   a. Irrigation interval (days between irrigation);
   b. Irrigation run times (hours or minutes per irrigation event to avoid runoff);
   c. Number of cycle starts required for each irrigation event to avoid runoff;
   d. Amount of applied water scheduled to be applied on a monthly basis;
   e. Application rate setting;
   f. Root depth setting;
   g. Plant type setting;
   h. Soil type;
   i. Slope factor setting;
   j. Shade factor setting; and
   k. Irrigation uniformity or efficiency setting. (Ord. 2009-11 § 1(part), 2009).

15.54.036 LANDSCAPE AND IRRIGATION MAINTENANCE SCHEDULE.

A. Landscapes shall be maintained to ensure water use efficiency. A regular maintenance schedule shall be submitted with the Certificate of Completion.

B. A regular maintenance schedule shall include, but not be limited to, routine inspection; adjustment and repair of the irrigation system and its components; aerating and dethatching turf areas; **topdressing with compost;** replenishing mulch; fertilizing; pruning; weeding in all landscape areas, and removing and obstruction to emission devices. Operation of the irrigation system outside the normal watering window is allowed for auditing and system maintenance.

C. Repair of all irrigation equipment shall be done with the originally installed components or their equivalents **or with components with greater efficiency**.

D. A project applicant is encouraged to implement **established landscape industry sustainable Best Practices for all landscape maintenance activities** ~~sustainable or environmentally-friendly practices for overall landscape maintenance~~. (**Ord. 2020-xx (part), 2020;** Ord. 2009-11 § 1(part), 2009).

15.54.038 IRRIGATION AUDIT, IRRIGATION SURVEY, AND IRRIGATION WATER USE ANALYSIS.

A. All landscape irrigation audits shall be conducted by a certified landscape irrigation auditor. **Landscape audits shall not be conducted by the person who designed the landscape or installed the landscape.**

B. In large projects or projects with multiple landscape installations (i.e. production home developments) an auditing rate of one (1) in seven (7) lots or approximately fifteen percent (15%) will satisfy this requirement.

C~~B~~. For new construction and rehabilitated landscape projects installed after **December 1, 2015**~~January 1, 2010~~, as described in Section 15.54.010:

1. The project applicant shall submit an irrigation audit report with the Certificate of Completion to the City of Pinole that may include, but is not limited to: inspection, system tune-up, system test with distribution uniformity, reporting overspray or run off that causes overland flow, and preparation of an irrigation schedule**, including configuring irrigation controllers with application rate, soil types, plant factors, slope, exposure and any other factors necessary for accurate programming**;

2. The City of Pinole shall administer programs that may include, but not be limited to, irrigation water use analysis, irrigation audits, and irrigation surveys for compliance with the Maximum Applied Water Allowance. (**Ord. 2020-xx (part), 2020;** Ord. 2009-11 § 1(part), 2009).

15.54.040 IRRIGATION EFFICIENCY.

For the purpose of determining **Estimated Total Water Use** ~~Maximum Applied Water Allowance~~, average irrigation efficiency is assumed to be **0.75 for overhead spray devices and 0.81 for drip system devices** ~~0.71. Irrigation systems shall be designed, maintained, and managed to meet or exceed an average landscape irrigation efficiency of 0.71~~. (**Ord. 2020-xx (part), 2020;** Ord. 2009-11 § 1(part), 2009).

15.54.042 RECYCLED WATER.

A. The installation of recycled water irrigation systems shall allow for the current and future use of recycled water~~, unless a written exemption has been granted as described in Section 15.54.042(b)~~.

~~B. Irrigation systems and decorative water features shall use recycled water unless a written exemption has been granted by the local water purveyor stating that recycled water meeting all public health codes and standards is not available and will not be available for the foreseeable future.~~

B~~C~~. All recycled water irrigation systems shall be designed and operated in accordance with all applicable local and State laws.

C~~D~~. Landscapes using recycled water are considered Special Landscape Areas. The ET Adjustment Factor for **new and existing (non-rehabilitated)** Special Landscape Areas shall not exceed 1.0. (**Ord. 2020-xx (part), 2020;** Ord. 2009-11 § 1(part), 2009).

15.54.044 GRAYWATER SYSTEMS.

A. Graywater systems promote the efficient use of water and are encouraged to assist in on-site landscape irrigation. All graywater systems shall conform to the California Plumbing Code (Title 24, Part 5, Chapter 16) and any applicable local ordinance standards. Refer to Section 15.54.010(A)(6) for the applicability of this ordinance to landscape areas less than two thousand five hundred (2,500) square feet with the Estimated Total Water Use met entirely by graywater. (Ord. 2020-xx, 2020)

15.54.~~044~~**046** STORMWATER MANAGEMENT **AND RAINWATER RETENTION**.

A. Stormwater management practices minimize runoff and increase infiltration which recharges groundwater and improves water quality. Implementing stormwater best management practices into the landscape and grading design plans to minimize runoff and to increase on-site **rainwater** retention and infiltration are encouraged.

B. Project applicants shall refer to the **City of Pinole** ~~local agency~~ or Regional Water Quality Control Board for information on any applicable stormwater **technical requirements** ~~ordinances and stormwater management plans~~.

C. All planted landscape areas are required to have friable soil to maximize water retention and infiltration. Refer to Section 15.54.026 (A)(3).

D. It is strongly recommended that landscape areas be designed for capture and infiltration capacity that is sufficient to prevent runoff from impervious surfaces (i.e. roof and paved areas) from either: the one (1) inch, twenty-four(24)-hour rain event or the eighty-fifth (85th) percentile, twenty-four(24)-hour rain event, and/or additional capacity as required by any applicable local, regional, state or federal regulation.

E. It is recommended that storm water projects incorporate any of the following elements to improve on-site storm water and dry weather runoff capture and use:

1. Grade impervious surfaces, such as driveways, during construction to drain to vegetated areas.

2. Minimize the area of impervious surfaces such as paved areas, roof and concrete driveways.

3. Incorporate pervious or porous surfaces (e.g., gravel, permeable pavers or blocks, pervious or porous concrete) that minimize runoff.

4. Direct runoff from paved surfaces and roof areas into planting beds or landscaped areas to maximize site water capture and reuse.

5. Incorporate rain gardens, cisterns, and other rain harvesting or catchment systems.

6. Incorporate infiltration beds, swales, basins and drywells to capture storm water and dry weather runoff and increase percolation into the soil.

7. Consider constructed wetlands and ponds that retain water, equalize excess flow, and filter pollutants.

~~C. Rain gardens, cisterns, and other landscapes features and practices that increase rainwater capture and create opportunities for infiltration and/or onsite storage are recommended.~~ (**Ord. 2020-xx (part), 2020;** Ord. 2009-11 § 1(part), 2009).

15.54.~~046~~**048** PUBLIC EDUCATION.

A. Publications. Education is a critical component to promote the efficient use of water in landscapes. The use of appropriate principles of design, installation, management and maintenance that save water is encouraged in the community.

1. The City of Pinole shall provide information to owners of **permitted renovations and** new, single-family residential homes regarding the design, installation, management, and maintenance of water efficient landscapes **based on a water budget**.

B. Model Homes. All model homes that are landscaped shall use signs and written information to demonstrate the principles of water efficient landscapes described in this chapter.

1. Signs shall be used to identify the model as an example of a water efficient landscape featuring elements such as hydrozones, irrigation equipment, and others that contribute to the overall water efficient theme. **Signage shall include information about the site water use as**

designed per the local ordinance; specify who designed and installed the water efficient landscape; and demonstrate low water use approaches to landscaping such as using native plants, graywater systems, and rainwater catchment systems.

2. Information shall be provided about designing, installing, managing, and maintaining water efficient landscapes. (**Ord. 2020-xx (part), 2020;** Ord. 2009-11 § 1(part), 2009).

15.54.~~048~~**050** ENVIRONMENTAL REVIEW.

The City of Pinole must comply with the California Environmental Quality Act (CEQA), as appropriate. (Ord. 2009-11 § 1(part), 2009).

15.54.~~050~~**052** PROVISIONS FOR EXISTING LANDSCAPES **AND IRRIGATION ANALYSIS**.

A. The City of Pinole may **by mutual agreement** designate another agency, such as a water purveyor, to implement some or all of the requirements contained in this chapter. **The City of Pinole** ~~Local agencies~~ may collaborate with water purveyors to define each entity's specific responsibilities relating to this chapter.

B. This section, 15.54.~~050~~**052**, shall apply to all existing landscapes that were installed before **December 1, 2015** ~~January 1, 2010~~ and are over one (1) acre in size.

1. For all landscapes in **Section 15.54.052(B)**~~15.54.038 (a)~~ that have a water meter, the City of Pinole shall administer programs that may include, but not be limited to, irrigation water use analyses, irrigation surveys, and irrigation audits to evaluate water use and provide recommendations as necessary to reduce landscape water use to a level that does not exceed the Maximum Applied Water Allowance for existing landscapes. The Maximum Applied Water Allowance for existing landscapes shall be calculated as: MAWA = (0.8)(ETo)(LA)(0.62).

2. For all landscapes in **Section 15.54.052(B)**~~15.54.038 (a)~~, that do not have a meter, the **City of Pinole** ~~local agency~~ shall administer programs that may include, but not be limited to, irrigation surveys and irrigation audits to evaluate water use and provide recommendations as necessary in order to prevent water waste.

C ~~a~~. All landscape irrigation audits shall be conducted by a certified landscape irrigation auditor. (**Ord. 2020-xx (part), 2020;** Ord. 2009-11 § 1(part), 2009).

15.54.~~052~~**054** WATER WASTE PREVENTION.

A. Local agencies shall prevent water waste resulting from inefficient landscape irrigation by prohibiting runoff from leaving the target landscape due to low head drainage, overspray, or other similar conditions where water flows onto adjacent property, non-irrigated areas, walks, roadways, parking lots, or structures. Penalties for violation of these prohibitions shall be established locally.

B. Restrictions regarding overspray and runoff may be modified if:

1. The landscape area is adjacent to permeable surfacing and no runoff occurs; or

2. The adjacent non-permeable surfaces are designed and constructed to drain entirely to landscaping. (Ord. 2009-11 § 1(part), 2009).

15.54.~~054~~**056** EFFECTIVE PRECIPITATION.

A. The City of Pinole may consider Effective Precipitation (twenty-five percent (25%) of annual precipitation) in tracking water use and may use the following equation to calculate Maximum Applied Water Allowance:

MAWA= (ETo - Eppt) (0.62) [(**0.55** ~~0.7~~ x LA) + (**0.45** ~~0.3~~ x SLA)] **for residential areas**.

MAWA= (ETo - Eppt) (0.62) [(0.45 x LA) + (0.55 x SLA)] for non-residential areas.

The Reference Evapotranspiration (ETo) Table can be found in Appendix A of the state of California model water efficient landscape ordinance.

~~Appendix A. Reference Evapotranspiration (ETo) Table.~~

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~~Month~~	~~Eto Rate~~
~~January~~	~~1.5~~
~~February~~	~~1.5~~
~~March~~	~~2.8~~
~~April~~	~~3.9~~
~~May~~	~~5.1~~
~~June~~	~~5.3~~
~~July~~	~~6~~
~~August~~	~~5.5~~
~~September~~	~~4.8~~
~~October~~	~~3.1~~
~~November~~	~~1.4~~
~~December~~	~~0.9~~
~~Total~~	~~41.8~~

(Ord. 2020-xx (part), 2020; Ord. 2009-11 § 1(part), 2009)

Appendix D - Prescriptive Compliance Option.
23 CA ADC Appendix D
BARCLAYS OFFICIAL CALIFORNIA CODE OF REGULATIONS

Barclays Official California Code of Regulations Currentness
Title 23. Waters
Division 2. Department of Water Resources
Chapter 2.7. Model Water Efficient Landscape Ordinance

23 CCR Appendix D

Appendix D - Prescriptive Compliance Option.

(a) This appendix contains prescriptive requirements which may be used as a compliance option to the Model Water Efficient Landscape Ordinance.

(b) Compliance with the following items is mandatory and must be documented on a landscape plan in order to use the prescriptive compliance option:

(1) Submit a Landscape Documentation Package which includes the following elements:

(A) date

(B) project applicant

(C) project address (if available, parcel and/or lot number(s))

(D) total landscape area (square feet), including a breakdown of turf and plant material

(E) project type (e.g., new, rehabilitated, public, private, cemetery, homeowner-installed)

(F) water supply type (e.g., potable, recycled, well) and identify the local retail water purveyor if the applicant is not served by a private well

(G) contact information for the project applicant and property owner

(H) applicant signature and date with statement, “I agree to comply with the requirements of the prescriptive compliance option to the MWELO”.

(2) Incorporate compost at a rate of at least four cubic yards per 1,000 square feet to a depth of six inches into landscape area (unless contra-indicated by a soil test);

(3) Plant material shall comply with all of the following;

(A) For residential areas, install climate adapted plants that require occasional, little or no summer water (average WUCOLS plant factor 0.3) for 75% of the plant area excluding edibles and areas using recycled water; For non-residential areas, install climate adapted plants that require occasional, little or no summer water (average WUCOLS plant factor 0.3) for 100% of the plant area excluding edibles and areas using recycled water;

(B) A minimum three inch (3″) layer of mulch shall be applied on all exposed soil surfaces of planting areas except in turf areas, creeping or rooting groundcovers, or direct seeding applications where mulch is contraindicated.

(4) Turf shall comply with all of the following:

(A) Turf shall not exceed 25% of the landscape area in residential areas, and there shall be no turf in non-residential areas;

(B) Turf shall not be planted on sloped areas which exceed a slope of 1 foot vertical elevation change for every 4 feet of horizontal length;

(C) Turf is prohibited in parkways less than 10 feet wide, unless the parkway is adjacent to a parking strip and used to enter and exit vehicles. Any turf in parkways must be irrigated by sub-surface irrigation or by other technology that creates no overspray or runoff.

(5) Irrigation systems shall comply with the following:

(A) Automatic irrigation controllers are required and must use evapotranspiration or soil moisture sensor data and utilize a rain sensor.

(B) Irrigation controllers shall be of a type which does not lose programming data in the event the primary power source is interrupted.

(C) Pressure regulators shall be installed on the irrigation system to ensure the dynamic pressure of the system is within the manufacturers recommended pressure range.

(D) Manual shut-off valves (such as a gate valve, ball valve, or butterfly valve) shall be installed as close as possible to the point of connection of the water supply.

(E) All irrigation emission devices must meet the requirements set in the ANSI standard, ASABE/ICC 802-2014. “Landscape Irrigation Sprinkler and Emitter Standard,” All sprinkler heads installed in the landscape must document a distribution uniformity low quarter of 0.65 or higher using the protocol defined in ASABE/ICC 802-2014.

(F) Areas less than ten (10) feet in width in any direction shall be irrigated with subsurface irrigation or other means that produces no runoff or overspray.

(6) For non-residential projects with landscape areas of 1,000 sq. ft. or more, a private submeter(s) to measure landscape water use shall be installed.

(c) At the time of final inspection, the permit applicant must provide the owner of the property with a certificate of completion, certificate of installation, irrigation schedule and a schedule of landscape and irrigation maintenance.

HISTORY

1. New Appendix D filed 9-15-2015; operative 9-15-2015. Exempt from OAL review and submitted to OAL for printing only pursuant to Governor's Executive Order No. B-29-15 (4-1-2015) (Register 2015, No. 38).

CITY COUNCIL REPORT

7H

DATE: OCTOBER 6, 2020

TO: MAYOR AND COUNCIL MEMBERS

FROM: TAMARA MILLER, DEVELOPMENT SERVICES DIRECTOR / CITY ENGINEER
MISHA KAUR, SR. PROJECT MANAGER

SUBJECT: ADOPT A RESOLUTION APPROVING THE SUBMITTAL OF APPLICATION(S) FOR THE STATE OF CALIFORNIA DEPARTMENT OF PARKS AND RECREATION PER CAPITA GRANT FUNDS

RECOMMENDATION

Staff recommends that the City Council:

1. Adopt a resolution approving the submittal of grant application(s) for the State of California Department of Parks and Recreation Per Capita Grant funds.

2. Authorize the City Manager to conduct all negotiations, sign and submit all documents, including but not limited to applications, agreements, amendments, and payment requests, which may be necessary by the State of California Department of Parks and Recreation for the completion of the grant scope(s).

BACKGROUND

The Per Capita Grant Program originates from Proposition 68, the “Parks and Water Bond Act of 2018”, placed on the ballot via Senate Bill 5, and approved by California voters on June 5, 2018. Several grant programs for drought, water, parks, climate, coastal protection, and outdoor access will be supported with Proposition 68 bond proceeds. The Per Capita Program will provide a total of $185,000,000 for local park rehabilitation, creation, and improvement grants to local governments on a per capita basis. An additional $13,875,000 is available in Urban County Per Capita funds to cities and districts in urbanized counties (a county with a population of 500,000 or more) providing park and recreation services within jurisdictions of 200,000 or less in populations.

This is a non-competitive grant program and recipients are encouraged to utilize awards to rehabilitate existing infrastructure to address deficiencies in neighborhoods lacking access to outdoors.

REVIEW & ANALYSIS

The Per Capita allocation for all cities and local districts, including the City of Pinole, is $177,952. In addition to this allocation, the City of Pinole is also eligible for $11,806 in Urban County Per Capita funds.

The process to obtain these funds is initiated by City Council adoption of a resolution approving the filing of all application packets associated with the contract. Adoption of the resolution expresses that the City Council's agreement with the State funding contract and confirmation that the City will complete, operate, and maintain the grant-funded projects. The resolution also designates an authorized position, the City Manager, to represent the City and execute all documents and negotiations on behalf of the City.

After submission of the resolution to the Office of Grants and Local Services (OGALS), the next step is to identify project(s) and submit application packet(s) by December 2021 and execute a contract by June 2022.

There is a strong community interest in installing a bocce ball court to provide recreational opportunities. The project has been included in the Five-Year Capital Improvement Plan (CIP). The City will conduct active outreach to engage the community to determine the most desired and suitable location for a bocce ball court. This project meets the Per Capita Program criteria.

The grant funds must be used for projects that are recreational in purpose, for either acquisition or development. Per Capita grant funds must be used to supplement existing expenditures, rather than replace them. If a project has been approved by the City Council, and a funding source has been identified, Per Capita funds cannot be swapped in as a new funding source unless the prior funding source is applied to other identified recreational capital projects.

Once approved and executed per agreement, all project(s) must be completed by December 31, 2023 and a completion packet of said project(s) must be sent to OGALS no later than March 31, 2024.

FISCAL IMPACT

There is a local match requirement of 20% based on the project amount which can be met through Federal, City or private funds, in-house employee services or volunteer labor. The grant program includes payment on reimbursement basis for expended eligible project costs.

ATTACHMENT(S)

A. Resolution

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ATTACHMENT A

RESOLUTION NO. 2020-XX

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PINOLE, COUNY OF CONTRA COSTA, STATE OF CALIFORNIA, APPROVING APPLICATION(S) FOR PER CAPITA GRANT FUNDS

WHEREAS, the State Department of Parks and Recreation has been delegated the responsibility by the Legislature of the State of California for the administration of the Per Capita Grant Program, setting up necessary procedures governing application(s); and

WHEREAS, said procedures established by the State Department of Parks and Recreation require the grantee's Governing Body to certify by resolution the approval of project application(s) before submission of said applications to the State; and

WHEREAS, the grantee will enter into a contract(s) with the State of California to complete project(s);

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

1. Approves the filing of project application(s) for Per Capita program grant project(s); and

2. Certifies that said grantee has or will have available, prior to the commencement of project work utilizing Per Capita funding, sufficient funds to complete the project(s); and

3. Certifies that the grantee has or will have sufficient funds to operate and maintain the project(s); and

4. Certifies that all projects proposed will be consistent with park and recreation element of the City of Pinole's general or recreation plan (PRC §80063(a)), and

5. Certifies that these funds will be used to supplement, not supplant, local revenues in existence as of June 5, 2018 (PRC §80062(d)), and

6. Certifies that it will comply with the provisions of §1771.5 of the State Labor Code, and

7. (PRC §80001(b)(8)(A-G)) To the extent practicable, as identified in the "Presidential Memorandum – Promoting Diversity and Inclusion in our National Parks, National Forests, and Other Public Lands and Waters," dated January 12, 2017, the City of Pinole will consider a range of actions that include, but are not limited to, the following:

(A) Conducting active outreach to diverse populations, particularly minority, low income, and disabled populations and tribal communities, to increase awareness within those communities and the public generally about specific programs and opportunities.
(B) Mentoring new environmental, outdoor recreation, and conservation leaders to increase diverse representation across these areas.
(C) Creating new partnerships with state, local, tribal, private, and nonprofit organizations to expand access for diverse populations.
(D) Identifying and implementing improvements to existing programs to increase visitation and access by diverse populations, particularly minority, low-income, and disabled populations and tribal communities.
(E) Expanding the use of multilingual and culturally appropriate materials in public communications and educational strategies, including through social media strategies, as appropriate, that target diverse populations.
(F) Developing or expanding coordinated efforts to promote youth engagement and empowerment, including fostering new partnerships with diversity-serving and youth-serving organizations, urban areas, and programs.
(G) Identifying possible staff liaisons to diverse populations.

8. Agrees that to the extent practicable, the project(s) will provide workforce education and training, contractor and job opportunities for disadvantaged communities (PRC §80001(b)(5)).

9. Certifies that the grantee shall not reduce the amount of funding otherwise available to be spent on parks and other projects eligible for funds under this division in its jurisdiction. A one-time allocation of other funding that has been expended for parks or other projects, but which is not available on an ongoing basis, shall not be considered when calculating a recipient's annual expenditures. (PRC §80062(d)).

10. Certifies that the grantee has reviewed, understands, and agrees to the General Provisions contained in the contract shown in the Procedural Guide; and

11. Delegates the authority to the City Manager, or designee to conduct all negotiations, sign and submit all documents, including, but not limited to applications, agreements, amendments, and payment requests, while may be necessary for the completion of the grant scope(s); and

12. Agrees to comply with all applicable federal, state and local laws, ordinances, rules, regulations and guidelines.

PASSED AND ADOPTED at a regular meeting of the Pinole City Council held on the 6th day of October, 2020 by the following vote:

AYES: COUNCILMEMBERS:

NOES: COUNCILMEMBERS:

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ABSENT: COUNCILMEMBERS:

ABSTAIN: COUNCILMEMBERS:

I, hereby certify that the foregoing resolution was regularly introduced, passed, and adopted on the 6th day of October, 2020

____

Heather Iopu, CMC
City Clerk

CITY COUNCIL REPORT

7I

DATE: OCTOBER 6, 2020

TO: MAYOR AND COUNCIL MEMBERS

FROM: HECTOR DE LA ROSA, ASSISTANT CITY MANAGER

SUBJECT: APPROVING THE PINOLE SALARY SCHEDULE FOR ALL REPRESENTED AND UNREPRESENTED EMPLOYEE CLASSIFICATIONS IN CONFORMANCE WITH CALIFORNIA CODE OF REGULATIONS, TITLE 2, SECTION 570.5

RECOMMENDATION

It is recommended that the City Council adopt a resolution approving the Pinole Salary Schedule for all represented and unrepresented employee classifications in conformance with California Code of Regulations, Title 2, Section 570.5.

BACKGROUND

The California Public Employees' Retirement System (CalPERS), pursuant to their interpretation of California Code of Regulations section 570.5, recommends that all CalPERS employers maintain a single, publicly available document (i.e. Salary Schedule), approved by the governing body, showing all employee salaries.

REVIEW AND ANALYSIS

The attached salary schedules for 8-24-2020 and 8-31-2020, reflect changes to the Police Chief and City Clerk's compensation reflecting a 5% merit increase based on a performance evaluation. Staff is presenting the salary schedules to the City Council (quarterly or semi-annually) for approval to assure compliance with the CalPERS requirement.

A copy of the City's current salary schedule is posted on the City's website

FISCAL IMPACT

None. The compensations reflected in the salary schedules have been included in the FY 2020-21 Budget.

ATTACHMENTS

A Resolution
B Salary Schedules

Return to Agenda

ATTACHMENT A

RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PINOLE, APPROVING THE CITY'S SALARY SCHEDULE FOR ALL REPRESENTED AND UNREPRESENTED EMPLOYEE CLASSIFICATIONS IN CONFORMANCE WITH CALIFORNIA CODE OF REGULATIONS, TITLE 2, SECTION 570.5

WHEREAS, the California Public Employees' Retirement System (CalPERS) has requested that all CalPERS employers list their compensation levels on one document, approved and adopted by the governing body, in accordance with California Code of Regulations section 570.5; and

WHEREAS, the City of Pinole desires to comply with the CalPERS reporting requirement through adoption and approval of the Pinole Salary Schedule reflecting compensation levels for all represented and unrepresented employee classifications; and

WHEREAS, any changes to the City's salary schedule will be presented to the City Council for approval: and

WHEREAS, the updated salary schedules for 8-24-2020 and 8-31-2020, are attached; and

WHEREAS, a copy of the current City salary schedules is posted on the City's website.

NOW, THEREFORE BE IT RESOLVED, that the City Council of the City of Pinole does hereby approve the salary schedules attached as Exhibit A.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Pinole held on the 6th day of October, 2020 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 this 6th day of October, 2020.

____

Heather Iopu
City Clerk

Ef Return to Agenda

City of Pinole Salary Ranking

Bargaining Unit	A Monthly	A Hourly	B Monthly	B Hourly	C Monthly	C Hourly	D Monthly	D Hourly	E Monthly	E Hourly
ELECTED @ 07/01/16 budget										
City Treasurer	3,000 ANNUALLY									
Councilmember	6,750 ANNUALLY as of 01/2017									
MANAGEMENT* @ 07/06/2020 (unless otherwise noted)										
Assistant City Manager	18,929.06	109.2061								
City Clerk	10,675.3	61.5882	as of 8/31/ 2020							
City Manager	19,312.50	111.4183								
Development Services Director/ City Engineer	16,925.91	97.6495								
Finance Director	16,296.37	94.0175								
Fire Chief	16,222.50	93.5913								
Police Chief	18,418.74	106.2619	as of 08/24/2020							
UNREPRESENTED/CONFIDENTIAL* @ 07/06/2020 (unless otherwise noted)										
Fire Battalion Chief	13,517.12	55.7024								
Human Resources Specialist	5,606.62	32.3459	5,886.96	33.9632	6,181.31	35.6614	6,490.38	37.4445	6,814.91	39.3168
Planning Manager	11,528.44	66.5102								
Police Lieutenant	12,408.74	71.5889								
Public Works Manager	9,282.88	53.5551								
Recreation Manager	5,790.20	33.4050	6,079.71	35.0753	6,383.71	36.8291	6,702.90	38.6706	7,038.05	40.6041
WWTP Manager	11,434.29	65.9671								
LOCAL 1230 @ 07/06/2020										
Firefighter	6,326.65	26.0714	6,642.99	27.3749	6,975.14	28.7437	7,323.91	30.1809	7,690.11	31.6900
Firefighter/Paramedic	6,959.31	28.6785	7,307.29	30.1124	7,672.66	31.6181	8,056.30	33.1990	8,459.12	34.8590
Fire Engineer	7,263.25	29.9310	7,626.42	31.4276	8,007.75	32.9990	8,408.14	34.6489	8,828.56	36.3814
Fire Captain	8,037.37	33.1210	8,439.25	34.7771	8,861.22	36.5160	9,304.29	38.3418	9,769.51	40.2590
PPEA @ 07/06/2020										
Community Safety Specialist	4,814.45	27.7757	5,055.18	29.1645	5,307.94	30.6227	5,573.35	32.1539	5,852.02	33.7616
Dispatcher	5,475.19	31.5876	5,748.96	33.1671	6,036.41	34.8254	6,338.24	36.5667	6,655.15	38.3951
Lead Dispatcher	5,860.93	33.8131	6,153.98	35.5037	6,461.69	37.2790	6,784.78	39.1430	7,124.03	41.1001
Police Officer	6,940.10	40.0390	7,287.11	42.0410	7,651.48	44.1431	8,034.06	46.3503	8,435.77	48.6679
Police Sergeant	8,129.47	46.9008	8,535.95	49.2459	8,962.76	51.7082	9,410.91	54.2937	9,881.46	57.0084

Bargaining Unit	A Monthly	A Hourly	B Monthly	B Hourly	C Monthly	C Hourly	D Monthly	D Hourly	E Monthly	E Hourly
AFSCME @ 07/06/2020										
Accountant	6,761.03	39.0059	7,099.09	40.9563	7,454.05	43.0041	7,826.76	45.1544	8,218.11	47.4122
Accounting Specialist	5,774.81	33.3162	6,063.56	34.9821	6,366.74	36.7312	6,685.09	38.5678	7,019.35	40.4962
Associate Civil Engineer	8,024.88	46.2974	8,426.13	48.6123	8,847.45	51.0430	9,289.83	53.5952	9,754.33	56.2750
Associate Planner	6,761.03	39.0059	7,099.08	40.9563	7,454.05	43.0041	7,826.76	45.1544	8,218.10	47.4121
Building Inspector	5,976.52	34.4799	6,275.35	36.2040	6,589.13	38.0142	6,918.59	39.9149	7,264.53	41.9107
Sr. Building Inspector	6,016.27	34.7093	6,317.09	36.4448	6,632.95	38.2670	6,964.61	40.1804	7,312.85	42.1895
Cable Access Coordinator	6,378.52	36.7991	6,697.45	38.6391	7,032.33	40.5711	7,383.95	42.5997	7,753.16	44.7298
Code Enforcement Officer	5,976.52	34.4799	6,275.35	36.2040	6,589.13	38.0142	6,918.59	39.9149	7,264.53	41.9107
Environmental Analyst	5,976.52	34.4799	6,275.35	36.2040	6,589.13	38.0142	6,918.59	39.9149	7,264.53	41.9107
Information Systems Administrator	6,378.53	36.7992	6,697.47	38.6392	7,032.35	40.5712	7,383.97	42.5998	7,753.18	44.7299
Information Systems Specialist	6,108.88	35.2435	6,414.33	37.0057	6,735.05	38.8561	7,071.81	40.7989	7,425.41	42.8389
Management Analyst	6,008.11	34.6621	6,308.52	36.3953	6,623.95	38.2151	6,955.15	40.1259	7,302.92	42.1322
Public Works Specialist	6,008.11	34.6622	6,308.52	36.3953	6,623.95	38.2151	6,955.16	40.1259	7,302.92	42.1323
Recreation Coordinator	4,333.72	25.0022	4,550.41	26.2524	4,777.93	27.5650	5,016.84	28.9433	5,267.68	30.3905
Rental Inspector	5,976.53	34.4800	6,275.37	36.2040	6,589.14	38.0143	6,918.61	39.9150	7,264.54	41.9108
Project Manager	5,840.40	33.6946	6,132.43	35.3794	6,439.06	37.1484	6,761.02	39.0059	7,099.08	40.9562
Senior Project Manager	6,761.03	39.0059	7,099.09	40.9563	7,454.05	43.0041	7,826.76	45.1544	8,218.10	47.4121
WWTP Operations Supervisor	7,028.56	40.5494	7,380.00	42.5769	7,749.00	44.7058	8,136.46	46.9411	8,543.29	49.2882
WPCP Supervisor	6,574.19	37.9280	6,902.90	39.8244	7,248.06	41.8157	7,610.47	43.9065	7,991.00	46.1019

City of Pinole Salary Ranking

Bargaining Unit	A Monthly	A Hourly	B Monthly	B Hourly	C Monthly	C Hourly	D Monthly	D Hourly	E Monthly	E Hourly
LOCAL ONE @ 07/06/2020										
Accounting Technician	4,288.54	24.7416	4,502.97	25.9787	4,728.12	27.2776	4,964.53	28.6415	5,212.76	30.0736
Administrative Assistant	4,750.93	27.4092	4,988.48	28.7797	5,237.91	30.2187	5,499.81	31.7297	5,774.81	33.3162
Cable Access Technician	5,161.57	29.7783	5,419.65	31.2672	5,690.64	32.8306	5,975.18	34.4722	6,273.95	36.1958
Cook		17.3214		18.1874		19.0968		20.0517		
Community Service Officer	4,287.37	24.7348	4,501.75	25.9716	4,726.84	27.2702	4,963.19	28.6338	5,211.35	30.0655
Environmental Assistant	3,072.53	17.726114	2,715.00	18.6124	2,850.00	19.5431	2,993.00	20.5203	3,143.00	21.5463
Permit Technician	4,785.35	27.6078	5,024.63	28.9882	5,275.86	30.4377	5,539.66	31.9596	5,816.65	33.5576
PW Maintenance Worker	4,507.19	26.0030	4,732.55	27.3032	4,969.18	28.6684	5,217.65	30.1018	5,478.54	31.6069
PW Senior Maintenance Worker	4,894.21	28.2358	5,138.92	29.6476	5,395.88	31.1301	5,665.67	32.6866	5,948.96	34.3209
PW Maintenance Supervisor	6,122.60	35.3227	6,428.74	37.0889	6,750.18	38.9434	7,087.70	40.8906	7,442.09	42.9352
Police Property Specialist	4,287.37	24.7348	4,501.75	25.9716	4,726.84	27.2702	4,963.19	28.6338	5,211.35	30.0655
Police Records Specialist	4,288.54	24.7416	4,502.97	25.9787	4,728.12	27.2776	4,964.53	28.6415	5,212.76	30.0736
WWTP Operator	5,489.73	31.6715	5,764.22	33.2551	6,052.44	34.9179	6,355.07	36.6639	6,672.83	38.4971
WWTP Senior Operator	6,060.79	34.9661	6,363.83	36.7144	6,682.03	38.5502	7,016.14	40.4777	7,366.95	42.5016
WWTP Maintenance Mechanic	4,892.78	28.2276	5,137.42	29.6390	5,394.30	31.1209	5,664.02	32.6770	5,947.23	34.3109
WWTP Senior Maint. Mechanic	6,060.79	34.9661	6,363.83	36.7144	6,682.03	38.5502	7,016.14	40.4777	7,366.95	42.5016
WWTP Operator in Training	4,499.51	25.9587	4,724.49	27.2567						

Bargaining Unit	A Monthly	A Hourly	B Monthly	B Hourly	C Monthly	C Hourly	D Monthly	D Hourly	E Monthly	E Hourly
TRAINEE - BENEFITTED @ 07/06/2020										
PART-TIME										
Police Officer Trainee		30.0655								
Fire Academy Recruit (EMT-1)		28.2070								
Fire Academy Recruit (EMT-P)		32.8499								
Interns @ 01/01/2020										
Intern		13.0000		14.0000		15.0000		16.0000		17.0000
Police @ 01/01/2020										
Crossing Guard		13.0000								
Recreation @ 07/06/2020 (unless otherwise noted)										
Cable Equipment Operator I		13.3900		14.0595		14.7625		15.5006		16.2757
Cable Equipment Operator II		16.2481		17.0605		17.9136		18.8093		19.7498
Recreation Leader		13.4445		14.1168		14.8226		15.5638		16.3420
Rental Facility Custodian		13.4777		14.1515		14.8591				
Rental Facility Senior Custodian		15.6021		16.3822		17.2013				
Senior Recreation Leader		16.3308		17.1474		18.0048		18.9050		19.8503
Administration - 05/03/17										
Records Management Administrator		60.0000								
CONTRACT-Part Time										
Public Works @ 07/01/05										
Park Caretaker		20.7000								

City of Pinole Salary Ranking

Bargaining Unit	A Monthly	A Hourly	B Monthly	B Hourly	C Monthly	C Hourly	D Monthly	D Hourly	E Monthly	E Hourly
ELECTED @ 07/01/16 budget										
City Treasurer	3,000 ANNUALLY									
Councilmember	6,750 ANNUALLY as of 01/2017									
MANAGEMENT* @ 07/06/2020 (unless otherwise noted)										
Assistant City Manager	18,929.06	109.2061								
City Clerk	10,166.95	58.6555								
City Manager	19,312.50	111.4183								
Development Services Director/ City Engineer	16,925.91	97.6495								
Finance Director	16,296.37	94.0175								
Fire Chief	16,222.50	93.5913								
Police Chief	18,418.74	106.2619	as of 08/24/2020							
UNREPRESENTED/CONFIDENTIAL* @ 07/06/2020 (unless otherwise noted)										
Fire Battalion Chief	13,517.12	55.7024								
Human Resources Specialist	5,606.62	32.3459	5,886.96	33.9632	6,181.31	35.6614	6,490.38	37.4445	6,814.91	39.3168
Planning Manager	11,528.44	66.5102								
Police Lieutenant	12,408.74	71.5889								
Public Works Manager	9,282.88	53.5551								
Recreation Manager	5,790.20	33.4050	6,079.71	35.0753	6,383.71	36.8291	6,702.90	38.6706	7,038.05	40.6041
WWTP Manager	11,434.29	65.9671								
LOCAL 1230 @ 07/06/2020										
Firefighter	6,326.65	26.0714	6,642.99	27.3749	6,975.14	28.7437	7,323.91	30.1809	7,690.11	31.6900
Firefighter/Paramedic	6,959.31	28.6785	7,307.29	30.1124	7,672.66	31.6181	8,056.30	33.1990	8,459.12	34.8590
Fire Engineer	7,263.25	29.9310	7,626.42	31.4276	8,007.75	32.9990	8,408.14	34.6489	8,828.56	36.3814
Fire Captain	8,037.37	33.1210	8,439.25	34.7771	8,861.22	36.5160	9,304.29	38.3418	9,769.51	40.2590
PPEA @ 07/06/2020										
Community Safety Specialist	4,814.45	27.7757	5,055.18	29.1645	5,307.94	30.6227	5,573.35	32.1539	5,852.02	33.7616
Dispatcher	5,475.19	31.5876	5,748.96	33.1671	6,036.41	34.8254	6,338.24	36.5667	6,655.15	38.3951
Lead Dispatcher	5,860.93	33.8131	6,153.98	35.5037	6,461.69	37.2790	6,784.78	39.1430	7,124.03	41.1001
Police Officer	6,940.10	40.0390	7,287.11	42.0410	7,651.48	44.1431	8,034.06	46.3503	8,435.77	48.6679
Police Sergeant	8,129.47	46.9008	8,535.95	49.2459	8,962.76	51.7082	9,410.91	54.2937	9,881.46	57.0084

City of Pinole Salary Ranking

Bargaining Unit	A Monthly	A Hourly	B Monthly	B Hourly	C Monthly	C Hourly	D Monthly	D Hourly	E Monthly	E Hourly
AFSCME @ 07/06/2020										
Accountant	6,761.03	39.0059	7,099.09	40.9563	7,454.05	43.0041	7,826.76	45.1544	8,218.11	47.4122
Accounting Specialist	5,774.81	33.3162	6,063.56	34.9821	6,366.74	36.7312	6,685.09	38.5678	7,019.35	40.4962
Associate Civil Engineer	8,024.88	46.2974	8,426.13	48.6123	8,847.45	51.0430	9,289.83	53.5952	9,754.33	56.2750
Associate Planner	6,761.03	39.0059	7,099.08	40.9563	7,454.05	43.0041	7,826.76	45.1544	8,218.10	47.4121
Building Inspector	5,976.52	34.4799	6,275.35	36.2040	6,589.13	38.0142	6,918.59	39.9149	7,264.53	41.9107
Sr. Building Inspector	6,016.27	34.7093	6,317.09	36.4448	6,632.95	38.2670	6,964.61	40.1804	7,312.85	42.1895
Cable Access Coordinator	6,378.52	36.7991	6,697.45	38.6391	7,032.33	40.5711	7,383.95	42.5997	7,753.16	44.7298
Code Enforcement Officer	5,976.52	34.4799	6,275.35	36.2040	6,589.13	38.0142	6,918.59	39.9149	7,264.53	41.9107
Environmental Analyst	5,976.52	34.4799	6,275.35	36.2040	6,589.13	38.0142	6,918.59	39.9149	7,264.53	41.9107
Information Systems Administrator	6,378.53	36.7992	6,697.47	38.6392	7,032.35	40.5712	7,383.97	42.5998	7,753.18	44.7299
Information Systems Specialist	6,108.88	35.2435	6,414.33	37.0057	6,735.05	38.8561	7,071.81	40.7989	7,425.41	42.8389
Management Analyst	6,008.11	34.6621	6,308.52	36.3953	6,623.95	38.2151	6,955.15	40.1259	7,302.92	42.1322
Public Works Specialist	6,008.11	34.6622	6,308.52	36.3953	6,623.95	38.2151	6,955.16	40.1259	7,302.92	42.1323
Recreation Coordinator	4,333.72	25.0022	4,550.41	26.2524	4,777.93	27.5650	5,016.84	28.9433	5,267.68	30.3905
Rental Inspector	5,976.53	34.4800	6,275.37	36.2040	6,589.14	38.0143	6,918.61	39.9150	7,264.54	41.9108
Project Manager	5,840.40	33.6946	6,132.43	35.3794	6,439.06	37.1484	6,761.02	39.0059	7,099.08	40.9562
Senior Project Manager	6,761.03	39.0059	7,099.09	40.9563	7,454.05	43.0041	7,826.76	45.1544	8,218.10	47.4121
WWTP Operations Supervisor	7,028.56	40.5494	7,380.00	42.5769	7,749.00	44.7058	8,136.46	46.9411	8,543.29	49.2882
WPCP Supervisor	6,574.19	37.9280	6,902.90	39.8244	7,248.06	41.8157	7,610.47	43.9065	7,991.00	46.1019

City of Pinole Salary Ranking

Bargaining Unit	A Monthly	A Hourly	B Monthly	B Hourly	C Monthly	C Hourly	D Monthly	D Hourly	E Monthly	E Hourly
LOCAL ONE @ 07/06/2020										
Accounting Technician	4,288.54	24.7416	4,502.97	25.9787	4,728.12	27.2776	4,964.53	28.6415	5,212.76	30.0736
Administrative Assistant	4,750.93	27.4092	4,988.48	28.7797	5,237.91	30.2187	5,499.81	31.7297	5,774.81	33.3162
Cable Access Technician	5,161.57	29.7783	5,419.65	31.2672	5,690.64	32.8306	5,975.18	34.4722	6,273.95	36.1958
Cook		17.3214		18.1874		19.0968		20.0517		
Community Service Officer	4,287.37	24.7348	4,501.75	25.9716	4,726.84	27.2702	4,963.19	28.6338	5,211.35	30.0655
Environmental Assistant	3,072.53	17.726114	2,715.00	18.6124	2,850.00	19.5431	2,993.00	20.5203	3,143.00	21.5463
Permit Technician	4,785.35	27.6078	5,024.63	28.9882	5,275.86	30.4377	5,539.66	31.9596	5,816.65	33.5576
PW Maintenance Worker	4,507.19	26.0030	4,732.55	27.3032	4,969.18	28.6684	5,217.65	30.1018	5,478.54	31.6069
PW Senior Maintenance Worker	4,894.21	28.2358	5,138.92	29.6476	5,395.88	31.1301	5,665.67	32.6866	5,948.96	34.3209
PW Maintenance Supervisor	6,122.60	35.3227	6,428.74	37.0889	6,750.18	38.9434	7,087.70	40.8906	7,442.09	42.9352
Police Property Specialist	4,287.37	24.7348	4,501.75	25.9716	4,726.84	27.2702	4,963.19	28.6338	5,211.35	30.0655
Police Records Specialist	4,288.54	24.7416	4,502.97	25.9787	4,728.12	27.2776	4,964.53	28.6415	5,212.76	30.0736
WWTP Operator	5,489.73	31.6715	5,764.22	33.2551	6,052.44	34.9179	6,355.07	36.6639	6,672.83	38.4971
WWTP Senior Operator	6,060.79	34.9661	6,363.83	36.7144	6,682.03	38.5502	7,016.14	40.4777	7,366.95	42.5016
WWTP Maintenance Mechanic	4,892.78	28.2276	5,137.42	29.6390	5,394.30	31.1209	5,664.02	32.6770	5,947.23	34.3109
WWTP Senior Maint. Mechanic	6,060.79	34.9661	6,363.83	36.7144	6,682.03	38.5502	7,016.14	40.4777	7,366.95	42.5016
WWTP Operator in Training	4,499.51	25.9587	4,724.49	27.2567						

City of Pinole Salary Ranking

Bargaining Unit	A Monthly	A Hourly	B Monthly	B Hourly	C Monthly	C Hourly	D Monthly	D Hourly	E Monthly	E Hourly
TRAINEE - BENEFITTED @ 07/06/2020										
PART-TIME										
Police Officer Trainee		30.0655								
Fire Academy Recruit (EMT-1)		28.2070								
Fire Academy Recruit (EMT-P)		32.8499								
Interns @ 01/01/2020										
Intern		13.0000		14.0000		15.0000		16.0000		17.0000
Police @ 01/01/2020										
Crossing Guard		13.0000								
Recreation @ 07/06/2020 (unless otherwise noted)										
Cable Equipment Operator I		13.3900		14.0595		14.7625		15.5006		16.2757
Cable Equipment Operator II		16.2481		17.0605		17.9136		18.8093		19.7498
Recreation Leader		13.4445		14.1168		14.8226		15.5638		16.3420
Rental Facility Custodian		13.4777		14.1515		14.8591				
Rental Facility Senior Custodian		15.6021		16.3822		17.2013				
Senior Recreation Leader		16.3308		17.1474		18.0048		18.9050		19.8503
Administration - 05/03/17										
Records Management Administrator		60.0000								
CONTRACT-Part Time										
Public Works @ 07/01/05										
Park Caretaker		20.7000								

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CITY COUNCIL REPORT

7J

DATE: OCTOBER 6, 2020

TO: MAYOR AND COUNCIL MEMBERS

FROM: DAVID HANHAM, PLANNING MANAGER

SUBJECT: RECEIVE THE 2019 ANNUAL GENERAL PLAN HOUSING ELEMENT PROGRESS REPORT AS REQUIRED BY THE STATE OF CALIFORNIA

RECOMMENDATION

Receive the 2019 Annual General Plan Housing Element Progress Report as required by the State of California.

BACKGROUND

Section 65400 of the State of California Government Code requires cities to provide an annual report to their legislative body (City Council), the Governor's Office of Planning and Research (OPR), and the State Department of Housing and Community Development on the status of the General Plan Housing Element and progress in its implementation. The General Plan Housing Element Annual Report includes information about the City's progress on meeting identified housing needs and efforts to encourage the maintenance, improvement, and development of new housing opportunities.

The updated Housing Element was adopted on May 19, 2015 and subsequently certified by the State Department of Housing and Community Development (HCD) later the same month. The Housing Element covers an eight-year period from 2015 through 2023 and includes information about how the City has planned for a Regional Housing Needs Allocation (RHNA) of 297 units. The Element focuses on the City's ability to provide quality, safe, and affordable housing; as well as aims to achieve a balance between maintaining the existing character of Pinole and providing housing for all economic segments of the community, and those with special needs.

REVIEW & ANALYSIS

The City of Pinole Annual General Plan Housing Element Progress Report for 2019 is included as Attachment A. The report includes statistics about annual building activity for affordable housing projects, annual building activity for rehabilitated

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housing units, updated information about the City's RHNA progress, and implementation status of the programs included in the adopted Housing Element.

With residential land values within Pinole in 2019 continuing to rise and job growth in the region increasing, the City received more new residential development inquiries and applications. During 2019, one (1) new single-family home and one (1) accessory dwelling unit were completed. The City approved development applications for eleven (11) new housing units (7 single family and 3 accessory dwellings and 1 multifamily (Triplex) that have obtained design review approval. The City anticipates further new housing development progress towards the 8-year RHNA in 2020.

2019 New Housing Request Status

Location	Housing Type	Current Status
1479 San Pablo	Triplex	Design Review completed. Building Permit Application Submitted. Awaiting Building permit plan check.
980 2nd Ave	Single Family Dwelling	Design Review completed. Building Permit Application Submitted. Awaiting building permit plan check re-submittal.
*1169 Pinole Valley Road	Single Family Dwelling & Accessory Dwelling Unit	Design Review complete. Building Permit Application Submitted. Awaiting building plan check re-submittal.
*2256 Orleans Ave	Accessory Dwelling Unit	Building Permit has been obtained
806 E. Meadow Ave	Single Family Dwelling	Building Permit has been obtained
810 E. Meadow Ave	Single Family Dwelling	Building Permit has been obtained
2511 Ellenhorst	Single Family Dwelling	Building Permit has been obtained
1409 Nob Hill	Single Family Dwellings	Building Permit has been obtained.
1431 Knob Hill	Single Family Dwelling	Building Permit has been obtained
*2520 Pfeiffer Land	Accessory Dwelling Unit	Building Permit has been obtained

&

City staff continues to assist homeowners and provide information at City Hall on rehabilitation assistance resources. In 2019, the City issued and conducted final building inspections for 692 permits to rehabilitate housing units, including 159 roofing projects, 63 water heater replacement projects, 41 furnace replacement projects, 64 solar projects, 50 window/patio door replacement projects, and 9 home remodel/addition projects.

These privately initiated residential improvement projects helped to improve the quality and efficiency of the existing housing stock and implement the Housing Element Goal H.5 and Policy H.5.1 below.

Goal H.5 Energy-Efficiency, Conservation, and Sustainable Residential Development.

Support energy-efficient design and building practices in order to reduce housing utility expenses, minimize adverse environmental impacts, and provide for sustainability.

Policy H.5.1

1. **Reduce Energy Consumption.** Reduce energy and water consumption in residential buildings by balancing energy-efficient design and water conservation features with cost-effective construction.

Staff forwarded this report to the State Department of Housing and Community Development prior to the April 1st deadline in accordance with State Law, however due to the Covid-19 pandemic and the priority of other issues during this unprecedented time, Staff delayed the report to Council.

FISCAL IMPACT

No funding is required at this time. Individual programs and projects designed to implement the Housing Element goals and objectives are funded through individual program and project accounts in the City's budget and Capital Improvement Plan.

ATTACHMENTS

A. Annual General Plan Housing Element Progress Report for 2019

ATTACHMENT A

Jurisdiction	Pinole	
Reporting Yea	2019	(Jan. 1 - Dec. 31)

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ANNUAL ELEMENT PROGRESS REP(
Housing Element Implementation
(CCR Title 25 §6202)

Table A2
Annual Building Activity Report Summary - New Construction, Entitled, Permits and C

Project Identifier					Unit Types		Affordability by Household Incomes - Comp				
1					2	3	4				
Prior APN*	Current APN	Street Address	Project Name*	Local Jurisdiction Tracking ID*	Unit Category (SFA,SFD,2 to 4,5+,ADU,MH)	Tenure R=Renter O=Owner	Very Low-Income Deed Restricted	Very Low-Income Non Deed Restricted	Low-Income Deed Restricted	Low-Income Non Deed Restricted	Moderate-Income Deed Restricted
Summary Row: Start Data Entry Below							0	0	0	0	0
402-050-023	402-050-023	1479 San Pablo Ave	Triplex	PL19-0009, DR19-03	2 to 4	R					
402-050-021	402-050-021	980 Second Ave	New SFD	PL19-0018, DR19-04	SFD	O					
401-193-006	401-193-006	1169 Pinole Valley Rd	New SFD and attached ADU	PL19-0071, DR19-13	SFD	O					
401-193-006	401-193-006	1169 Pinole Valley Rd	New SFD and attached ADU	PL19-0071, DR19-14	ADU	O					
401-020-017	401-020-017	2256 Orleans Dr	Convert Garage to ADU	BP19-0363	ADU	O					
402-161-025	402-161-025	806 E Meadow Ave	New Residence	BP18-0354/ PL17-00053	SFD	R					
402-161-024	402-161-024	810 E Meadow Ave	New Residence	BP18-0354/ PL17-00053	SFD	R					
401-194-010	401-194-010	2511 Ellerhorst St	New SFD	BP18-0377/ PL18-008	SFD	O					
402-090-011	402-090-011	1409 Nob Hill Ave	New SFD	BP18-0130/ PL16-00052	SFD	O					
402-090-010	402-090-010	1431 Nob Hill Ave	New SFD	BP18-0131/ PL16-00053	SFD	O					
360-131-036	360-131-036	2520 Pfeiffer Ln	ADU	BP18-0351/PL17-00043	ADU	O					

ORT

Note: "+" indicates an optional field

Cells in grey contain auto-calculation formulas

ompleted Units

leted Entitlement				Affordability by Household Incomes - Building Permits							
		5	6	7							8
Moderate-Income Non Deed Restricted	Above Moderate-Income	Entitlement Date Approved	# of Units issued Entitlements	Very Low-Income Deed Restricted	Very Low-Income Non Deed Restricted	Low- Income Deed Restricted	Low- Income Non Deed Restricted	Moderate-Income Deed Restricted	Moderate-Income Non Deed Restricted	Above Moderate-Income	Building Permits Date Issued
0	7		7	0	0	0	0	0	0	7	
	3	6/24/2019	3								
	1	9/4/2019	1								
	1	12/16/2019	1								
	1	12/16/2019	1								
	1	10/23/2019	1							1	10/23/2019
			0							1	6/3/2019
			0							1	6/3/2019
			0							1	10/28/2019
			0							1	6/24/2019
			0							1	6/24/2019
			0							1	7/25/2019

Jurisdiction	ole	
Reporting Year	19	(Jan. 1 - Dec. 31)

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation
(CCR Title 25 §6202)

This table is auto-populated once you enter your jurisdiction name and current year data. Past year information comes from previous APRs.

Please contact HCD if your data is different than the material supplied here

Table B
Regional Housing Needs Allocation Progress
Permitted Units Issued by Affordability

		1	2									3	4
Income Level		**RHNA Allocation by Income Level**	**2015**	**2016**	**2017**	**2018**	**2019**	**2020**	**2021**	**2022**	**2023**	**Total Units to Date (all years)**	**Total Remaining RHNA by Income Level**
Very Low	Deed Restricted	80											80
	Non-Deed Restricted												
Low	Deed Restricted	48											48
	Non-Deed Restricted												
Moderate	Deed Restricted	43										1	42
	Non-Deed Restricted			1									
Above Moderate		126		2	2	2	7					13	113
Total RHNA		297											
Total Units				**3**	**2**	**2**	**7**					**14**	**283**

Note: units serving extremely low-income households are included in the very low-income permitted units totals
Cells in grey contain auto-calculation formulas

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation
(CCR Title 25 §6202)

Jurisdiction	Pinole	
Reporting Year	2019	(Jan. 1 - Dec. 31)

Table D
Program Implementation Status pursuant to GC Section 65583

Housing Programs Progress Report
Describe progress of all programs including local efforts to remove governmental constraints to the maintenance, improvement, and development of housing as identified in the housing element

1	2	3	4
Name of Program	**Objective**	**Timeframe in H.E**	**Status of Program Implementation**
Conduct An Annual Housing Element Review (H.1.1)	Annual Review of Housing Element per Government Code Section 65583(3).	Annually	Complete for 2019. This report fulfills the requirement for 2019. The City will continue to conduct annual reviews of the Housing Element in subsequent years.
Explore Housing Development Partnerships (H.1.2)	Seek opportunities to work with public agencies and developers.	Ongoing	The City has been meeting with developers on potential plans to redevelop Pinole Vista Plaza's vacant K-Mart site to include possible new residential development and to develop the Vista Woods senior housing project.
Periodically Review Residential Development Requirements (H.1.3)	Monitor effectiveness of established regulations needed to streamline housing development.	Ongoing (as necessary)	New ADU regulations are being drafted and handouts are being prepared to clarify requirements and promote ADU development.
Apply Design Review Guidelines (H.2.1)	Apply to new residential development and residential additions to ensure compatibility with surrounding areas.	Ongoing	The City continues to implement the Residential Design Guidelines for residential projects. The City received five residential design review applications in 2019
Adequate Sites to Meet Regional Fair Share of Housing Growth (H.2.2)	Ensure adequate sites are available to developers and provide an inventory of available sites to developers.	Ongoing	Complete. Three Corridors Specific Plan for San Pablo Avenue, Pinole Valley Road, and Appian Way includes adequate sites available to developers to meet Regional Fair Share of Housing Growth. A detailed inventory of potential residential development sites is included within Table 6.43 and 6.44 of the adopted Housing Element.
Rehabilitation Assistance (H.2.3)	Continue to share information and explore funding sources for rehabilitation of existing housing	Ongoing (annually)	City staff continues to assist homeowners and provide information at City Hall on rehabilitation assistance resources. In 2019, the City issued and conducted final building inspections for 692 permits to rehabilitate housing units, including 159 roofing projects, 63 water heater replacement projects, 41 furnace replacement projects, 64 solar projects, 50 window/patio door replacement projects, and 9 home remodel/addition projects.
Acquisition/Rehabilitation of Blighted or Distressed Properties (H.2.4)	Pursue opportunities to partner with nonprofit housing developers to acquire and rehabilitate blighted or distress properties	Ongoing	The City had been working to put out a request for proposal to develop affordable housing units at 811 San Pablo Ave, targeting review of received proposals by mid 2020.
Fee Structure Evaluation (H.3.1)	Review current fees to ensure new development contributes its share of costs	Ongoing	Development fees were paid for five residential units in 2019.
General Plan Land Uses (H.4.1)	Evaluate land use designations and programs to ensure consistency with overall goals	Annually	The City's GP land use designations are applied to provide direction and flexibility to help meet evolving overall land use goals and policy objectives.

lousing Construction (H.4.2)	Encourage housing construction through a variety of incentives and programs	Ongoing	City staff meets regularly with property owners and developers to encourage additional housing construction at all affordablility levels on available housing opportunity sites.
'arcel Consolidation (H.4.4.3)	Facilitate lot consolidation as it relates to housing opportunity sites	Ongoing	City staff meets with property owners and developers to encourage parcel consolidation for housing development.
;econd Unit Ordinance (H.4.4.4)	Provide information to the public and review the ordinance to encourage second unit development	Ongoing	The City updated its second unit/ADU ordinance to reflect changes in State law. The City is in the process of updating the ordinance again to reflect the changes in State ADU laws adopted Fall 2019. An ADU handout reflecting the latest State ADU laws is made available to property owners.
Homebuyer Programs (H.4.4.5)	Share information about homebuyer programs from County and State	Annually	Inadequate financial resoures available in 2019 to directly assist first-time homebuyers and re-establish the City's homebuyer program. The City refers interested individuals to available County and State programs.
Below Market Rate (BMR) Regulations (H.4.4.6)	Implement and monitor rental and resale affordability controls for units assisted by form RDA	Ongoing	The City continues to use a third-party contractor to monitor affordability control compliance for former City Redevelopment Agency (RDA) assisted housing units.
Technical Assistance to Housing Developers (H.4.4.7)	Exchange information to encourage provision of affordable housing	Ongoing	City staff continued to meet with prospective housing developers in 2019.
Accessible Units for the Physically Disabled (H.4.4.8)	Facilitate programs and projects to meet Federal, State, and local requirements to provide accessible housing for the physically disabled	5% of units built or approved between 2014 and 2023	The City is committed to assisting in the development of new projects that provide accessible housing for the disabled or issuing building permits for projects that improve the accessibiilty of existing housing. In 2019, the City did not receive any new development requests for housing for the physically disabled or accessibility modifications to existing residential units.
Housing for the Homeless (H.4.4.9)	Amend the Zoning Ordinance to provide emergency shelters and supportive and transitional housing	By May 2016	Text amendments were approved in 2016.
Employee Housing (H.4.4.10)	Amend the Zoning Ordinance to identify employee housing as a residential use	By May 2016	Text amendments were approved in 2016.
Prevention of Housing Discrimination (H.4.4.11)	Exchange information to prevent Housing Discrimination	Ongoing	No housing discrimination disputes were brought to the City's attention in 2019.
Conservation of Affordable Housing Units (H.4.4.12)	Work to help preserve existing affordable housing supply	Through 2017	Former RDA assets, and revenues generated from those assets, are maintained in a Low- and Moderate-Income Housing Asset Fund that continues to be used to administer and monitor compliance with affordable housing and loan agreements and provide for affordable housing development.
Explore Options for Senior Assistance Programs (H.4.4.13)	Explore program revisions/new programs to provide assistance to help seniors live independently	2015-2016	Insufficient financial resources were available to establish a City program.
Energy and Water Conservation (H.5.1.1)	Support and publicize energy and water conservation programs; promote awareness in conjunction with rehabilitation programs; implement water efficient landscape requirements	Ongoing	The City continued to provide information on available energy and water conservation programs. The City also verified that energy and water conserving improvements were completed in conjunction with private home improvement projects.
Water and Sewer Service Priority Allocation for Affordable Housing (H.5.1.2)	Adopt a policy for water and sewer services to provide priority allocation to affordable housing in event a rationing system is implemented	By May 2016	Completed in 2016.

Jurisdiction	Pinole	
Reporting Year	2019	(Jan. 1 - Dec. 31)

Building Permits Issued by Affordability Summary		
Income Level		**Current Year**
Very Low	Deed Restricted	0
	Non-Deed Restricted	0
Low	Deed Restricted	0
	Non-Deed Restricted	0
Moderate	Deed Restricted	0
	Non-Deed Restricted	0
Above Moderate		7
Total Units		7

Note: Units serving extremely low-income households are included in the very low-income permitted units totals

Housing Applications Summary	
Total Housing Applications Submitted:	6
Number of Proposed Units in All Applications Received:	8
Total Housing Units Approved:	7
Total Housing Units Disapproved:	0

Use of SB 35 Streamlining Provisions	
Number of Applications for Streamlining	0
Number of Streamlining Applications Approved	0
Total Developments Approved with Streamlining	0
Total Units Constructed with Streamlining	0

Units Constructed - SB 35 Streamlining Permits			
Income	**Rental**	**Ownership**	**Total**
Very Low	0	0	0
Low	0	0	0
Moderate	0	0	0
Above Moderate	0	0	0
Total	0	0	0

Cells in grey contain auto-calculation formulas

CITY COUNCIL REPORT 7K

DATE: OCTOBER 6, 2020

TO: MAYOR AND COUNCIL MEMBERS

FROM: HECTOR DE LA ROSA, ASSISTANT CITY MANAGER

SUBJECT: ADOPT A RESOLUTION APPROVING SIDE LETTER AGREEMENTS TO THE MEMORANDUMS OF UNDERSTANDING (MOUS) BETWEEN THE CITY AND LOCAL 1, AND THE CITY AND AFSCME LOCAL 512 TO AMEND ARTICLE II – RECOGNITION OF EACH AGREEMENT

RECOMMENDATION

It is recommended that the City Council adopt a resolution approving Side Letter Agreements to the Memorandums of Understanding (MOUS) between the City of Pinole and the City and Local 1 and AFSCME Local 512 to amend Article II – Recognition of each agreement to reflect a change in unit composition.

BACKGROUND

The Public Employees Union Local 1 (Local 1) and American Federation of State, County, and Municipal Employees Local 512 (AFSCME) represent the City's employees in the frontline/administrative and the professional/technical bargaining units, respectively.

The City approved an MOU with Local 1 in September 2004 that included the classification of Public Works Maintenance Supervisor as a classification represented by Local 1. This classification continues to be represented by Local 1.

REVIEW AND ANALYSIS

On March 18, 2020, the City received a letter from Local 1 requesting a change to the composition of the bargaining unit represented by Local 1. Local 1 expressed that it believed that the Public Works Maintenance Supervisor classification should be moved from the bargaining unit that Local 1 represents and added to the unit that AFSCME represents based on the classification's supervisory assignments and duties. Local 1 requested that the classification be moved to the AFSCME unit.

In April, AFSCME Local 512 notified the City that they supported Local 1's request that the Public Works Maintenance Supervisor classification be moved to the bargaining unit represented by AFSCME.

City staff considered the request and determined that it was acceptable, per the City's employer-employee relations resolution, to modify the bargaining units by moving the Public Works Maintenance Supervisor classification from one represented bargaining unit to the other represented bargaining unit.

Attached are two side letters, one for Local 1 and another for AFSCME, which have been executed by the parties, amending each represented group's Unit Composition Section to reflect the Public Works Maintenance Supervisor classification being moved from the Local 1 represented bargaining unit and into the bargaining unit represented by AFSCME.

Staff is recommending approval of the side letters, which will become effective on October 12, 2020 if approved by the City Council.

FISCAL IMPACT

None.

ATTACHMENTS

Attachment A:	Resolution
Attachment B:	Side Letter Agreements (Local 1 & AFSCME)

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ATTACHMENT A

RESOLUTION NO. 2020-XX

A RESOLUTION OF THE CITY OF PINOLE, COUNTY OF CONTRA COSTA, STATE OF CALIFORNIA, APPROVING SIDE LETTER AGREEMENTS TO THE MEMORANDUMS OF UNDERSTANDING (MOUS) BETWEEN THE CITY OF PINOLE AND THE REPRESENTED GROUPS PEU LOCAL 1 & AFSCME LOCAL 512 TO AMEND ARTICLE II – RECOGNITION, OF THEIR RESPECTIVE MOU AGREEMENTS

WHEREAS, the Public Employees Union Local 1 (Local 1) and American Federation of State, County, and Municipal Employees Local 512 (AFSCME) represent the frontline/administrative and the professional/technical employees of the City, respectively; and

WHEREAS, since 2004, Local 1 has represented the Public Works Maintenance Supervisor classification; and

WHEREAS, on March 18, 2020, Local 1 submitted a letter to the City requesting a unit composition change moving the Public Works Maintenance Supervisor classification out of the Local 1 bargaining unit and into the AFSCME bargaining unit for representation based on the position's supervisory assignments and duties; and

WHEREAS, AFSCME supports Local 1's request for a unit composition change of the Public Works Maintenance Supervisor position; and

WHEREAS, the City finds the move of the Public Works Maintenance Supervisor classification from one bargaining unit to another bargaining unit acceptable; and

WHEREAS, Local 1 and AFSCME have executed side letters amending Section II – Recognition of their respective MOUs to reflect the transfer and representation of the Public Works Maintenance Supervisor classification.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Pinole does hereby approve a unit composition change of the Public Works Maintenance Supervisor classification from representation by Local 1 to representation by AFSCME and authorizes the City Manager to execute Side Letter Agreements with the represented employee groups to affect this change.

PASSED AND ADOPTED this 6th day of October 2020**,** by the following vote:

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

I hereby certify that the foregoing resolution was introduced, passed and adopted on this 6th day of October 2020.

Heather Iopu, CMC
City Clerk

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City of Pinole and AFSCME Local 512
MOU dated July 1, 2018 – June 30, 2021

SIDE LETTER OF AGREEMENT
ADDITION OF PW MAINTENANCE SUPERVISOR FOR REPRESENTATION

The parties have met, conferred, and agreed that the Public Works Maintenance Supervisor classification shall be added as part of the job Unit classifications of positions exclusively represented by AFSCME, Local 512.

The parties by their signatures below agree to amend Article II, Subsection 2.1 - Job Composition in the Unit of the July 2018 - June 2021 Memorandum of Understanding between the City of Pinole and AFSCME Local 512. As of October 12, 2020, the City hereby recognizes AFSCME Local 512 as the exclusive representative of the following job classifications:

ARTICLE II. RECOGNITION

2.1 Job Classifications in the Unit.

The Professional and Technical unit consists of the following job classifications:

Accounting Specialist
Associate Civil Engineer
Associate Planner
Building Inspector
Cable Access Coordinator
Code Enforcement Officer
Environmental Analyst
Information Systems Administrator
Information Systems Specialist
Management Analyst
Public Works Maintenance Supervisor
Public Works Specialist
Recreation Coordinator
Rental Inspector
Senior Project Manager
Sr. Building Inspector
Wastewater Treatment Plant Operations Supervisor
Water Pollution Control Plant Supervisor

The City agrees to recognize the Union as the exclusive representative of future positions appropriate to the unit, and agrees to meet and confer with the Union in all matters relating to wages, hours and working conditions of employees in such classifications.

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SIDE LETTER OF AGREEMENT
ADDITION OF PW MAINTENANCE SUPERVISOR FOR REPRESENTATION

The City further reserves the right to exclude from the unit, those management and confidential employees so designated. The City also agrees to provide appropriate information, furnished by the Union and approved by the City Manager, to all new employees of the Union's recognition.

All other terms and conditions of employment as agreed to in the applicable MOU shall remain in full force and effect.

CITY OF PINOLE

______________________________	______________________________
Andrew Murray, City Manager	Date

AFSCME LOCAL 512

______________________________	______________________________
Kym Anderson, AFSCME Local 512	Date
______________________________	______________________________
Kim Odom, Unit President, AFSCME Local 512	Date

SIDE LETTER OF AGREEMENT
REMOVAL OF PW MAINTENANCE SUPERVISOR FROM REPRESENTATION

The parties have met, conferred, and agreed that the Public Works Maintenance Supervisor classification shall be removed as part of the job Unit classifications of positions exclusively represented by Public Employees Union, Local One.

The parties by their signatures below agree to amend Article II, Subsection 2.1 - Unit Composition of the July 2018 - June 2021 Memorandum of Understanding between the City of Pinole and Public Employees Union Local 1. As of October 12, 2020, the City hereby recognizes Local One as the exclusive representative of the following job classifications:

ARTICLE II. RECOGNITION

2.1 Unit Composition.

The City hereby recognizes the Union as the majority representative of the following job classifications:

Accounting Technician
Administrative Secretary
Cable Access Technician
Community Services Officer
Cook
Environmental Assistant
Permit Technician
Police Property Specialist
Public Works Maintenance Worker
Public Works Senior Maintenance Worker
~~Public Works Maintenance Supervisor~~
Police Records Specialist
Wastewater Treatment Plant Senior Operator
Wastewater Treatment Plant Operator
Wastewater Treatment Plant Senior Maintenance Mechanic
Wastewater Treatment Plant Maintenance Mechanic
Wastewater Treatment Plant Operator in Training

All other terms and conditions of employment as agreed to in the applicable MOU shall remain in full force and effect.

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SIDE LETTER OF AGREEMENT
REMOVAL OF PW MAINTENANCE SUPERVISOR FROM REPRESENTATION

CITY OF PINOLE

Andrew Murray, City Manager	Date

PUBLIC EMPLOYEES UNION, LOCAL ONE

Lisa A. Davis, PEU, Local One	Date
Ana Aviles Avila, Unit President, Local One	Date

CITY COUNCIL REPORT

9A

DATE: OCTOBER 6, 2020

TO: MAYOR AND COUNCIL MEMBERS

FROM: ANDREW MURRAY, CITY MANAGER

SUBJECT: UPDATED FINANCIAL AND INVESTMENT POLICIES

RECOMMENDATION

City staff recommends that the City Council adopt a resolution approving the proposed updated Financial and Investment Policies.

BACKGROUND

It is a best practice in public finance and a recommendation of the National Advisory Council on State and Local Budgeting (NACSLB) and the Government Finance Officers Association (GFOA) that cities regularly review and update as appropriate their financial policies. It is a recommendation of State law (Govt Code 53646) that California cities have Investment Policies that are approved by their city council.

The City of Pinole has Financial Policies, including Investment Policies, that were most recently updated and approved by the City Council in May 2019 as part of the fiscal year (FY) 2019/20 budget adoption process. City staff presented proposed Financial Policies for FY 2020/21 to the City Council for consideration at the Council meeting held on July 7, 2020. At that meeting, the City Council referred the matter to the Finance Subcommittee, and directed staff to review and revise the Reserve Policy to clarify the General Reserve calculation and add a Receivables Policy.

Staff presented revised Financial Policies to the Finance Subcommittee on August 26, 2020. The revised policies included the requested modification to the Reserve Policy, a new Receivables Policy, and modifications to the Structurally Balanced Budget Policy and Revenue Policy – One Time Resources intended to clarify those policies. The Finance Subcommittee reviewed and approved the revised policies with one change and direction to staff to research one reserve policy issue. The one change was to remove a paragraph from the Revenue Policy – One-Time (Non-Recurring) Resources that was superfluous and potentially confusing. The direction to staff was to research whether creating a specific Emergency Reserve, of $50,000, separate from the General Reserve, would enable the City to attract and/or receive more intergovernmental reimbursement in the event of an emergency.

REVIEW AND ANALYSIS

Staff is presenting updated Financial and Investment Policies for City Council's consideration (attached as Exhibit 1 to the resolution). The updated policies include the Subcommittee's one change as well as the following changes relative to the policies approved by Council in May 2019:

- Updates to the Reserves Policy
  - Simplification of the introductory language
  - Make internally consistent at six months' amount
  - Clarify that it relates to General Fund operating expenditures (not capital)
  - Additional information on accounting treatment
  - Information on replenishment

- Create Receivables Policy
  - Definition of receivables
  - Timely invoices, with adequate descriptive information
  - Collection options

- Updates to the Structurally Balanced Budget Policy
  - Additional information on the mechanics
  - Clarify that the policy relates to the proposed budget, and that if the proposed budget is unbalanced, the goal will be to create a plan for a balanced proposed budget for the next fiscal year
  - Clarify that it relates to General Fund operating funds
  - Eliminate the broad definition of revenue from recurring sources that is significantly above the normal level
  - Note that it can be appropriate under certain circumstances to use one-time funds for recurring operating expenditures

- Update to the Revenue Policy – One-Time (Non-Recurring) Resources
  - Make the definition of non-recurring revenues the same as the definition in the Structurally Balanced Budget Policy

In addition, subsequent to the Finance Subcommittee meeting, City staff has updated the formatting of the Financial Policies to make it consistent across policies and to separate the Investment Policies, which are governed by different State requirements. Staff also removed some content from the Unclaimed Funds/Outstanding Checks Policy and Procedures that is appropriate for a procedures document opposed to a policy document (sample letter, claim form, and notice).

Per direction of the Finance Subcommittee, staff researched whether creating a specific Emergency Reserve would enable the City to attract and/or receive more intergovernmental reimbursement in the event of an emergency. Staff does not believe that having a separate Emergency Reserve would better position the City to attract and/or receive intergovernmental reimbursement. In addition, it would be an acceptable use to expend General Reserve funds on immediate City emergency response purposes. As such, City staff is not recommending creation of a specific Emergency Reserve in addition to the General Reserve.

FISCAL IMPACT

If the City Council adopts the updated Financial and Investment Policies, City staff will budget additional funds in FY 2021/22 for the General Reserve to meet the clarified standard.

ATTACHMENTS

A. Resolution
   Exhibit 1 - City of Pinole Financial and Investment Policies Updated October 2020
B. August 26, 2020 Finance Subcommittee Staff Report on Review Fiscal Year 2020-21 Financial Policies

ATTACHMENT A

RESOLUTION NO 2020-XX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PINOLE APPROVING UPDATED FINANCIAL AND INVESTMENT POLICIES

WHEREAS, the City of Pinole has financial policies, including investment policies, that were most recently updated and approved by the City Council in May 2019; and

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

WHEREAS, State law recommends that California cities have investment policies that are adopted by their city council; and

WHEREAS, City staff presented proposed financial policies for fiscal year (FY) 2020/21 to the City Council for consideration at the Council meeting held on July 7, 2020; and

WHEREAS, the City Council referred the matter to the Finance Subcommittee and directed staff to review and revise the Reserve Policy to clarify the General Reserve calculation and add a Receivables Policy; and

WHEREAS, City staff presented revised financial policies to the Finance Subcommittee on August 26, 2020 and received feedback from the Subcommittee; and

WHEREAS, City staff has addressed the feedback provided by the Subcommittee and is now seeking City Council's adoption of the updated financial policies.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Pinole hereby approves the City of Pinole Financial and Investment Policies Updated October 2020, attached hereto as Exhibit 1.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Pinole held on the 6th day of October 2020 by the following vote:

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

I hereby certify that the foregoing resolution was introduced, passed and adopted on this 6th day of October 2020.

____

Heather Iopu, CMC
City Clerk

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City of Pinole

Financial and Investment Policies

Updated October 2020

Financial Policies

Investment Policies

Structurally Balanced Budget

Policy

The City will aspire to create a proposed General Fund operating budget that is structurally balanced. If the proposed operating budget is structurally imbalanced, the City will develop a plan to create a proposed General Fund operating budget for the subsequent fiscal year that is structurally balanced.

Purpose

To ensure the sustainability of service and expenditure levels by requiring that ongoing General Fund operating expenditures be funded by ongoing revenues.

Definitions and Details

1. This policy applies to General Fund operating budgets.
2. Structural balance is defined as recurring (ongoing) revenues equaling or exceeding ongoing expenditures.
3. Under this policy, City staff will analyze whether the proposed General Fund operating budget is structurally balanced.
4. If City staff determines that the proposed budget is imbalanced, City staff will develop a plan to create a proposed General Fund operating budget for the following fiscal year that is structurally balanced, including possible revenue enhancements or expenditure decreases.
5. Internal service funds are intended to operate on a break-even basis.
6. To implement this policy, staff will identify General Fund operating revenue that is recurring and non-recurring. Recurring revenues are those that the City can reasonably expect to continue to receive on an annual basis over the next 5 to 10 years. Recurring revenues include, but may not be limited to, property taxes, sales and use taxes, utility user taxes, franchise taxes, business license taxes, transient occupancy taxes, other taxes, fines and forfeitures, interest on investments, use of money and property, motor vehicle in-lieu, city interfund transfers, licenses and permits, resources from other governmental agencies, charges to other City funds, and other reimbursements and charges for services. 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.
7. Staff will also identify General Fund operating expenditures that are recurring and non-recurring. A recurring expenditure is an ongoing cost that relates to an ongoing City service or activity. Examples of recurring expenditures are salaries, benefits, utilities, debt service, maintenance, normal capital outlays, and other mandated costs. Non- recurring expenditures are costs that are incurred for one-time activities, or services that are scheduled to "sunset". Typical non-recurring expenditures

include those for grant-funded activities, special initiatives, and one-time capital expenditures.

8. A structurally balanced General Fund operating budget is a best practice. It is, however, appropriate and consistent with best practice to adopt a structurally imbalanced budget for a given fiscal year under certain circumstances. For example, it is appropriate and consistent with best practice to use designated reserves as a non-recurring revenue to cover recurring expenditures during times of fiscal duress. If a budget is proposed with this characteristic, the Structurally Balanced Budget Policy provides appropriate direction, which is that staff should develop a plan to create a structurally balanced budget for the subsequent fiscal year.

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Reserve Policy

Policy

The City will establish and maintain reserves to meet certain anticipated future obligations as well as to ensure that the City maintains adequate financial resources to continue to provide basic municipal services in the event of a significant unanticipated revenue decrease or expenditure increase.

Purpose

To ensure that the City maintains adequate financial resources to continue to provide basic municipal services in the event of a significant unanticipated revenue decrease or expenditure increase.

Definitions and Details

1. The City shall establish a separate account in the financial system to reserve funds intended to ensure that the City maintains adequate financial resources to continue to provide basic municipal services in the event of a significant unanticipated revenue decrease or expenditure increase. This account and the funds contained therein shall be referred to as the General Reserve. It shall be budgeted to contain an amount equivalent to 50% of the City's annual General Fund ongoing operating expenditures. Resources in the General Reserve account will be considered assigned for the purpose of financial reporting per the standards of Generally Accepted Accounting Principles (GAAP).
2. The City shall establish other separate accounts in the financial system to reserve funds for other appropriate purposes, such as for replacement of vehicles and major equipment; maintenance and replacement of capital assets; and long-term liabilities.
3. Funds held in the General Reserve can only be appropriated by a majority vote of the Council to address exceptional circumstances specifically related to a significant revenue shortfall, unanticipated expenditure, or other budget stabilization issue.
4. If the General Reserve funds are appropriated and expended, the City Council will endeavor to replenish them to the full amount noted above as part of the adoption of the subsequent budget, if not sooner.
5. This Policy shall be reviewed by the City Council periodically to ensure its consistency with current law and the City's current needs.

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 (PERS and 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.

Revenue Policy – User Fees and Charges

Policy

The City of Pinole is empowered to recapture, through fees, up to the full cost of providing specific services. Regular and consistent review of all fees is necessary to ensure that the costs associated with delivery of individual services have been appropriately identified, and that the City is fully recovering those costs. It is the City's policy to set user fees at full cost recovery levels, except where a greater community benefit is demonstrated to the satisfaction of the City Council, or when it is not cost effective to do so. The City will recover costs of new facilities and infrastructure necessitated through development impact fees consistent with state law.

Purpose

To determine the full costs of providing specific services so that the City Council can make informed decisions as to the appropriate levels of fees for services that may be imposed to avoid providing unwanted subsidies. The City Council may decide against full cost recovery in cases where greater community benefit is demonstrated.

Definitions and Details

1. Every service supported by user fees or charges will be analyzed bi-annually, or as required by statute or directed by City Council to determine the net cost of providing the service.
2. Net cost will be determined by identifying all revenues generated or attributed to the service and subtracting all cost elements (direct and indirect expenses, capital outlays and other one-time expenses). The resulting figure will be the level of subsidy, which the City Council will use as a basis for determining user fee increases or decreases.
3. If it is determined that there is a net cost to providing the service, the City Council will raise user fees to achieve full cost recovery, unless it is decided that the subsidy should be maintained.
4. Additional information may be necessary to aid in the decision as to whether or not a service should be subsidized (community benefit, cost-effectiveness, etc.)

Expenditure and Budget Policy

Policy

The City will deliver service in the most efficient and cost-effective manner. This includes utilizing the services of volunteers in areas where operationally and economically viable. The budget will state the objectives of the operating programs, and identify the resources being provided to accomplish the specified objectives.

Purpose

To provide guidance to staff in developing spending plans that address the City's priorities and policy objectives while ensuring benefit to the City.

Definitions and Details

1. Department expenditures are limited to:
    a. Budgeted expenditures approved by the City Council as appropriated by major category:
        i. Salary and Benefits;
        ii. Services and Supplies: Travel and Training, Office Expenses, Repairs and Maintenance, Materials, Professional Services, etc.; and Capital Outlay.
2. The operating budget will be prepared to fund current year expenditures with current year revenue. However, surplus fund balances may be used to increase reserves, fund Capital Improvement Projects, reduce unfunded pension liability (PERS and OPEB), or carried forward to fund future years' operating budgets when necessary to stabilize services and fund capital outlay.
3. Budget transfers require the approval of the City Manager or designee except those affecting personnel and capital outlay which must be approved by the City Council.
4. Budget transfers required to hire additional permanent personnel require the City Council's approval.
5. The City will periodically update replacement and maintenance financing plans, and incorporate them into the Budget.
6. The City will monitor and review methods of operation to ensure that services continue to be delivered in the most cost-effective manner possible. This review process encompasses a wide range of productivity issues, including:
    a. Analyzing systems and procedures to ensure efficient delivery of services.
    b. Evaluating the ability of new technologies and related capital investments to improve productivity.
    c. Developing the skills and abilities of all City employees.
    d. Developing and implementing appropriate methods of recognizing and rewarding exceptional employee performance.
    e. Evaluating the ability of the private sector to perform the same level of service at a lower cost.

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Debt Policy

Policy

The City will limit the use of debt so as not to place a burden on the fiscal resources of the City and its taxpayers. Long-term borrowing will be limited to capital improvements or projects that cannot be financed from current revenues. When capital projects are financed, the City will amortize the debt within a period not to exceed the expected useful life of the project. The City will limit the total debt ratio (debt guaranteed by the General Fund) to 10% or as required by bond coverage ratios. The debt ratio is calculated by the relationship between the debt and the General Fund revenue.

Purpose

To maintain fiscal viability by not encumbering the General Fund with excessive debt payments or using debt to support operating expenses.

Definitions and Details

1. For purposes of computing the percentage of debt payments the proposed budget expenditures will be used.
2. The ratio of debt payments to operating expenditures will be presented in the annual budget.
3. The City will investigate the use of special assessment, revenue or other self-supporting bonds to limit the General Fund obligation for debt service payments.
4. The City will not use long-term debt for current operations.
5. The City will not use short-term borrowing to support routine operations, provided however, that it may be used to meet temporary cash flow needs.
6. The City will maintain strong communications with bond rating agencies about the City's financial condition and will follow a policy of full disclosure on financial reports and bond prospectus.
7. The City will strive to maintain or improve the City's bond rating.
8. The City will utilize inter-fund loans when possible to reduce the cost of financing capital improvements.
9. The City is required to enter into an agreement for inter-fund loans beyond the current fiscal year.

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Receivables Policy

Policy

The City will ensure the timely invoicing, monitoring, and collection of outstanding obligations owed to the City.

Purpose

To maintain appropriate oversight of all receivables and maintain sound fiscal management and accounting practices related to all receivables.

Definitions and Details

1. For the purpose of this policy, receivables are defined to include outstanding obligations owed to the City for services or goods supplied.
2. All receivables shall be recorded in accordance with Generally Accepted Accounting Principles (GAAP).
3. Accounts receivable will be administered by the Finance Department.
4. Accounts receivable shall be established for services or goods provided in advance of a payment and should include terms for collection. Invoices should be prepared in a timely manner but not less than on a monthly basis. Invoices should include a description of the goods or services provided, payment terms and remittance address.
5. All accounts receivable should be recorded in a manner that allows for aging analysis. Reconciliation of accounts receivable may be performed on a monthly, quarterly or annual basis depending on the type of receivable.
6. Collection options should be evaluated and pursued to maximize collections. The use of collection agencies and programs such as the State Interagency Intercept Collection Program or the County Tax lien process may be used based on the type of receivable.
7. An allowance for doubtful accounts should be recorded after a bad debt expense is estimated. Write-off of bad debt should be performed on an annual basis to ensure that accounts receivable and allowance balances are not overstated.
8. The City will establish written procedures to document the accounts receivable process and bad debt write-off process for adequate internal controls and proper management oversight. These procedures should be reviewed annually as part of the year end audit process.

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Grants Management Policy and Procedures

Policy

City departments actively pursue federal, state and other grant opportunities when deemed appropriate. Grant funding allows the City to leverage local public funds by extending and enhancing the services it offers to the community, and to introduce new initiatives.

Purpose

The purpose of this policy is to specify circumstances when grant funding is appropriate and to establish a standardized set of procedures for the fiscal administration, management, and monitoring of public and private grants. This policy is intended to ensure compliance with all applicable administrative, financial, reporting, and monitoring requirements established by the funding agency as well as all applicable administrative and fiscal directives and guidelines established by the City of Pinole. The policy and procedures established herein shall apply to all Federal, State, County and private grants administered by the City.

Definitions and Details

1. Staff Responsibilities
    a. City Department seeking and managing grant funding is responsible for:
        i. Preparation of grant application materials;
        ii. Providing sufficient data to allow City Management to evaluate the costs and benefits of the proposed grant;
        iii. Obtaining appropriate approvals for submission of grant, if necessary;
        iv. Obtaining City Council approval for acceptance of grant;
        v. Understanding the operational and budgetary impact the grant has on the City;
        vi. Accumulating the appropriate accounting detail and supporting documentation;
        vii. Preparation of reports required by the grantor;
        viii. Providing the Finance Department with the following:
            1. Grant Award Letter;
            2. Grant Contract;
            3. City Council minutes of action or Council Resolution approving the grant;
            4. An administrative manual (this includes program guidelines and accounting procedures). This will allow Finance to maintain grant files which are accurate and complete.

ix. Providing Finance copies of all grant amendments, program reporting, reimbursement requests and other communications to all agents involved in the grant administration process for review prior to submission.

a. The Finance Department (Finance Director) is responsible for:
   i. Reviewing all financial reports to the grantor prior to submission to ensure its accuracy;
   ii. Assisting departments with any problems or questions regarding the grant submission process;
   iii. Scheduling audit of grant programs when requested by Grantee Agency. City staff will aid in the auditing process providing available source documents as requested by the auditing agency;
   iv. Coordinating the accounting for all receipts and disbursements related to the grant. Finance Department will determine setup and maintain the most appropriate method (s) of accounting for the grant in the financial system.

2. Pre-Application

   Prior to submitting an application for any grant award, the applicant department shall thoroughly review the grant requirements outlined in the solicitation to ensure that the department is aware of and has the capacity to meet all administrative, fiscal, programmatic, reporting and monitoring requirements.

3. Post-Award
   a. Set-Up

      All new grants should be reviewed by the Finance Director to ensure that all grant details are accurate and grant budget is established in the financial system in accordance with any special conditions required by the funder.

      i. Acceptance of all grants must be approved by action of the City Council. Said approval shall include authorization to appropriate funding to revenue and expenditure accounts.
      ii. For grants that were not included in the annual adopted budget, the applicant department will submit a request to appropriate revenue and expenditures to the City Council for review and approval. Once the grant budget has been approved by the City Council, department staff should submit a request to the Finance Department to establish the approved budget in the financial system.
      iii. The term of grant-funded positions must be clearly identified and disclosed to the City Council prior to approval. If the expiration of a grant requires the application of General Fund revenue for continued funding, this stipulation must also be disclosed.

iv. One-time or fluctuating grant sources should not be used for ongoing programs.
v. The awarded department assumes the lead role in grant management in collaboration with the Finance Department.

b. Cash Handling

Grant funds are received from various funding agencies via checks and electronic wire/ACH transfers only and should be sent to the Finance Department. Hard copy checks are deposited weekly and promptly recorded in the City's financial system.

4. Grant Monitoring and Quarterly Reporting

a. Grant Award Monitoring

Award monitoring shall be the responsibility of the applicant department to ensure that grant funds are expended for eligible activities in accordance with the guidelines established by the funder, including, but not limited to:

The applicant department shall obtain all documentation necessary to fully and accurately support all grant expenditures, including expenditures incurred by sub- recipients. Examples of supporting documentation may include, but not be limited to:

i. Employee timesheets
ii. Personnel Activity Reports
iii. Personnel Action Forms
iv. Payroll reports
v. Invoices and proof of payment
vi. Purchase receipts
vii. Workshop/Training itineraries
viii. Travel documents

b. Quarterly Reporting

Finance Department staff should review grant expenditures and cash position as needed to ensure proper oversight and fiscal administration of the grant. Claims for reimbursement based grants should be sent to the funder timely to ensure prompt reimbursement. If grant reimbursements are not received within the timeframe prescribed by the funder - generally 60 to 90 days - the appropriate applicant department staff should follow up to check on the status of the reimbursement request.

Grants are required to be reconciled at least quarterly as part of the Finance

Department's grant reconciliation process. Grant reconciliation should include review of all of the following:

i. Grant expenditure to revenue balance
ii. Grant budget to actual balance
iii. Status of reimbursement requests submitted to the funder for purpose of reversing revenue accruals
iv. Grant advances and whether or not funds should be recognized
v. Grant end dates, closeouts
vi. Review grant information against the general ledger to ensure accuracy of information listed

5. Record Retention

The City is committed to ensuring that all necessary grant records and documents are adequately retained as required by federal, state, and private funding agencies. The below Record Retention Schedule is approved as the retention schedule for grant records and documents maintained by the applicant department. The schedule is applicable to all physical and electronic grant records maintained by the department as part of the administration and management of federal, state, and private grant funds.

Record Retention Schedule: Grant Records	
Record Type*	Retention Period
Original grant proposal Grant-specific policies and procedures Grant award letter Grant agreement and subsequent modifications, if applicable Grant budget and subsequent modifications, if applicable All pertinent funder correspondence, including emails, phone log notes, letters, site visit/monitoring/corrective action/audit reports, etc… All pertinent sub-recipient/sub-grantee correspondence including emails, phone	At least 5 years following official notification by the awarding agency that the grant has been fiscally and programmatically closed OR at least 5 years following the closure of its audit report covering the entire award period, whichever is later.

log notes, letters, site visit/monitoring/corrective action/audit reports, etc… Fiscal and program/performance reports submitted to the funder including explanation of data collection/reporting methodology, if not evident Wire transfers and/or copies of reimbursement checks received Documentation of required matching funds All documentation relating to grantee compliance with the grant agreement All evidence of returned grant funds All supporting documentation necessary to fully and adequately justify grant expenditures including timesheets, payroll reports, Personnel Activity Reports, receipts, invoices, etc… Other documents deemed necessary and important by grant program/fiscal staff and/or documents required to be maintained by the funder	

* All grant documents and records should be organized and maintained in designated grant files or other systematic organizational structure.

Capital Assets Policy and Procedures

Policy

Purchased and donated assets meeting the City's capitalization definition and threshold will be classified and recorded in the City's financial records as capital assets. The value of the asset must meet the City's capitalization threshold of $5,000 to be recorded as a capital asset.

Purpose

To define costs eligible and establish thresholds for capitalization in conformity with Governmental Accounting Standards Board Statement No. 34 Basic Financial Statements and Management's Discussion and Analysis for State and Local Governments and Statement No. 51 Accounting and Financial Reporting for Intangible Capital Assets.

Definitions and Details

1. Definition of a Capital Asset

   A capital asset is any tangible or intangible asset purchased for use in the day-to- day operations of the City with a useful life greater than one year and has an acquisition cost of $5,000 or more. Donations with an estimated appraised value of $5,000 or more and have a useful life greater than one year is also considered a capital asset. Capital assets include items such as land, sewer lines, buildings, vehicles, equipment, and furniture.

2. Major Asset Classes

   a. (100) Land – includes land under infrastructure and preparation costs. Costs can include acquisition prices and cost of initially preparing land for its intended use (basic site improvements, removal, excavation, relocation, reconstruction). Usually has an indefinite useful life and is not depreciated.
   b. (200) Improvements other than buildings - permanent improvements (non-moveable), other than buildings that add value to land, but do not have an indefinite useful life. Examples include fences, retaining walls, parking lots, and landscaping.
   c. (300) Buildings - permanent structures. Costs can include purchase of new building or cost of an improvement to an existing building. An entire building can be classified as one asset or be reported as separate capital assets if discrete portions of the building have significantly different useful lives (e.g. roof separate from building).
   d. (400) Infrastructure - capital assets that normally are stationary in nature and normally can be preserved for a significantly greater number of years than most capital assets. Examples include roads, bridges, tunnels, drainage

systems, water and sewer systems, and lighting systems.

e. (600) Furnishings and Equipment - moveable assets that includes all costs to place equipment into service (freight, installation, warranties, and sales tax). Each piece of equipment must meet the minimum capitalization threshold and is not recorded in bulk. Examples include vehicles, furnishings, machinery, servers, and appliances.
f. (700) Other Capital Assets – capital assets that do not fit into any of the major asset classes. This can include:
    i. Intangibles – assets that are not physical in nature. Generally, this includes software and easements (can also include water rights, trademarks).
    ii. Easements - intangibles with an indefinite useful life and are not depreciated.
    iii. Software - both internally generated and off-the-shelf.
g. (900) Construction in Progress - construction projects in progress at the conclusion of the fiscal year. These costs are not depreciable until the project is completed and booked into the correct category of improvements, buildings, or infrastructure.

3. Capital Asset Useful Life

The capital asset useful life is the determining factor for the number of accounting periods over which the asset is to be depreciated. The City can determine the useful life of an asset by using historical information or by seeking guidance from other external resources to determine the proper useful life of the asset. Depreciation is recorded on a straight-line basis over the estimated useful life of the asset as follows:

Class	Useful Life
Buildings	50 years
Equipment	5-10 years
Vehicles	5-10 years
Streets and roads	50 years
Bridges	75 years
Street drainage	100 years
Parks	70 years
Wastewater infrastructure	50 years

4. Capital Asset Review

The City relies on a decentralized method to verify the accuracy of capital assets. Departments are responsible for evaluating the condition and functionality of existing capital assets assigned to their department to determine if the asset is still providing the most appropriate method to deliver services. Capital assets should be assessed on an annual basis.

5. Disposal of Capital Assets/Surplus Property

When an asset will no longer be used in operations, voluntarily or involuntarily, the asset shall be removed from the City's financial records and removed from service. Disposal of equipment, material, or inventory will be in accordance with the City's surplus property guidelines.

"Surplus Property" is used generically to describe any City property that is no longer needed or useable by the holding department. The City Council shall declare item(s) surplus prior to disposal.

6. Methods of Disposition

   a. The department head or designee in consultation with the Finance Director shall determine or approve one of the following methods of disposition that is most appropriate and in the best interests of the City.
   b. All surplus property is for sale "as is" and "where is", with no warranty, guarantee, or representation of any kind, expressed or implied, as to the condition, utility or usability or the property offered for sale. Appropriate methods of sale are as follows:
      i. Public Auction - Surplus property may be sold at public auction. City staff may conduct public Auctions, or the City may contract with a professional auctioneer including professional auction services.
      ii. Bids - Bids may be solicited for the sale of surplus property. Surplus property disposed of in this manner shall be sold to the highest responsible bidder.
      iii. Selling for Scrap - Surplus property may be sold as scrap if the department head or designee in consultation with the Finance Director deems that the value of the raw material exceeds the value of the property as a whole.
      iv. Negotiated Sale - Surplus property may be sold outright if the department head or designee in consultation with the Finance Director determines that only one known buyer is available or interested in acquiring the property.
      v. No Value Item – Where the department head or designee in consultation with the Finance Director determines that specific supplies or equipment are surplus and of minimal value to the City due to spoilage, obsolescence or other cause, or where the Purchasing Officer determines that the cost of disposal of such supplies or equipment would exceed the recovery value, the department head or designee in consultation with the Finance Director shall dispose of the same in such a manner as he or she deems appropriate and in the best interest of the City.
   c. Surplus property that remains unsold will be donated to a non-profit organization or transferred to an appropriate recycle center.
   d. Proceeds from the sale or trade-in of surplus property shall be submitted to Finance for returning to the appropriate fund.

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Unclaimed Funds/Outstanding Checks Policy and Procedures

Policy

The City of Pinole will account for unclaimed funds in a manner which follows Government Code Sections 50050 through 50056. Funds that remain unclaimed for at least three (3) years will become the property of the City of Pinole after the procedures identified herein have been followed.

Purpose

The purpose of this policy is to establish guidelines for the proper disposition of unclaimed funds and outstanding checks in accordance with government statutes.

Definitions and Details

1. Definitions

    a. Unclaimed Funds - Consists of funds which are not the property of the City but remain in the City Treasury for three (3) or more years without a claim being filed by the legal owner(s). Unclaimed funds do not include individual items of less than $15.00, any amounts in which the depositor’s name is unknown, or restitution to victims.
    b. Warrant – Instrument issued to pay for goods and/or services rendered, issue refunds, etc. (i.e. a check).
    c. Stale Dated – A check that is older than six (6) months.
    d. Escheat – refers to state escheat laws that require agencies to transfer unclaimed property or funds to the state after three years and reasonable efforts locate the property owner.

2. Guidelines

    The City of Pinole has established the policy to hold unclaimed payroll and accounts payable checks rather than escheating the unclaimed funds to the State of California.

    This unclaimed funds policy applies to all outstanding payroll and accounts payable checks abandoned three years after the issue date.

3. Procedures: Items over $15.00

    a. Quarterly during the bank reconciliation process, the outstanding warrant register will be reviewed for items six (6) months and older. For the warrants six months and older, a letter and unclaimed property claim form will be mailed to the address on record for the issued warrant. See Exhibit 1 and 2 for examples.
    b. Every June 30th and December 31st, (final evaluation dates) all remaining

outstanding warrants will be evaluated. Any warrants issued more than 12 months prior to evaluation date will receive a second letter and affidavit form. If no response is received within 30 days for the warrants 12 months or greater, the warrant will be identified as stale dated. Stale dated warrants shall be cancelled and voided in the system. A journal entry shall be prepared to record the total amount of stale dated checks in a hold account called “Aged Unclaimed Warrants”.

c. A list of stale date warrants containing the warrant number, issue date, amount, and payee shall be maintained by the Finance Department. If a cancelled warrant is presented, or the payee files a claim after cancellation, the warrant shall be reissued by debiting the “Aged Unclaimed Warrants” account, and the original warrant shall be removed from the stale dated list.
d. Also on June 30th and December 31st, the stale dated list shall be evaluated to determine which warrants are more than 3 years old from the date of issue. Warrants that are more than 3 years old will be handled as follows:
    i. A notice must be published once a week for two consecutive weeks in a newspaper of general circulation in the City of Pinole stating the payee, the amount, the fund in which the money is held, and that it is proposed that the money will become the property of the City of Pinole on a specific date (not less than 45 nor more than 60 days after the first publication). See Exhibit 3 for example.
    ii. Upon or prior to publication, a party of interest may file a claim (Exhibit 2) for the funds with the Finance Director. The claim must contain the claimant’s name, address, amount, tax identification number, and grounds for claim prior to the date the funds become property of the City of Pinole. The Finance Director can require additional information to help substantiate the claim.
    iii. On the day identified in the notice, the total dollar amount (on which no claims were filed) becomes the property of the City. A journal entry will be prepared to recognize the revenue. The money will be moved from “Aged Unclaimed Warrants” to the fund the warrant was originally issued from.

4. Procedures: Items under $15.00 or items where the depositor is unknown

    a. Quarterly during the bank reconciliation process, the outstanding warrant register will be reviewed for items six (6) months and older. For the warrants six months and older, a letter and unclaimed property claim form will be mailed to the address on record for the issued warrant. See Exhibit 1 and 2 for examples.
    b. Every June 30th and December 31st, (final evaluation dates) all remaining outstanding warrants will be evaluated. Any warrants issued more than 12 months prior to evaluation date will receive a second letter and affidavit form. If no response is received within 30 days for the warrants 12 months or greater, it becomes the property of the City of Pinole. Stale dated warrants shall be cancelled and voided in the system. A journal entry will be used to record the

total amount of these warrants as revenue.

c. Any individual check of less than fifteen ($15) dollars, or any amount if the depositor's name is unknown, which remain unclaimed for a period of one (1) year may be transferred from the funds which the money was originally drawn from by the City Council to the General Fund without the necessity of publication of notice in a newspaper. (Gov. Code Section 50055)

City of Pinole
INVESTMENT POLICY

I. Introduction

The purpose of this Policy is to define the parameters within which funds are to be managed. In methods, procedures, and practices, the policy formalizes the framework for the City of Pinole's investment activities that must be exercised to ensure effective and judicious fiscal and investment management of the City's funds.

II. Governing Authority

The investment program of the City of Pinole ("the City") shall be operated in conformance with federal, state, and other legal requirements. All funds will be invested in accordance with the City's Investment Policy, and California Government Code Sections 5360l, 5360l.l, 5360l.5, 5360l.6, 53635, 53646, 53635.5, and l648l.2.

III. Scope

It is intended that this policy cover all funds (except retirement funds) and investment activities under the direction of the City. The investment of bond proceeds will be in accordance with the provisions of relevant bond documents.

IV. Objectives

The primary objectives, in priority order, of the investment activities of the City shall be:

1. *Safety*
   Safety of principal is the foremost objective of the investment program. Investments of the City shall be undertaken in a manner that seeks to ensure preservation of capital in the portfolio.

2. *Liquidity*
   The investment portfolio of the City will remain sufficiently liquid to enable the City to meet its cash flow requirements.

3. *Return*
   The investment portfolio of the City shall be designed with the objective of attaining a market rate of return on its investments consistent with the constraints imposed by its safety objective and cash flow considerations.

V. Standards of Care

1. *Prudence*

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

The "prudent person" standard states that,

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

2. *Ethics and Conflict of Interest*

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

3. *Delegation of Authority*

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

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VI. Permitted Investment Instruments

1. U.S. Treasury and other government notes, bonds, bills, or obligations that carry the full faith and credit guarantee of the United States for the payment of principal and interest. Maturities shall not exceed five years in length. No more than fifty (50) percent of the City's investment portfolio may be invested in instruments defined under this section.

2. Federal Agency or U.S. government sponsored enterprises (GSE) bonds and note obligations, participations or other instruments. This includes but is not limited to obligations issued by Banks for Cooperatives, Federal Land Banks, Federal Intermediate Credit Banks, Federal Farm Credit Banks, Federal Home Loan Banks, the Federal Home Loan Bank Board, the Federal Home Loan Mortgage Corporation or in obligations, participations, or other instruments of, or issued by, or fully guaranteed as to principal and interest by, the Federal National Mortgage Association; or in guaranteed portions of Small Business Administration notes. Maturities shall not exceed five years in length***,*** unless the funds to be invested are moneys generated from the proceeds of the sale of real estate assets restricted to a reserve account, and the investment security is "AA" rated by at least two of three nationally recognized rating agencies (Standard & Poor's, Moody's or Fitch) in which case maturities shall not exceed ten years in length. No more than 40 (forty) percent of the City's investment portfolio may be invested in instruments defined under this section.

3. Certificates of Deposit (CDs) which are Federal Deposit Insurance Company (FDIC) insured or fully collateralized time CD's in financial institutions in California. No more than 10 percent of the City's portfolio shall be invested in FDIC insured or fully collateralized time certificates of deposit. Maturities shall not exceed five years in length.

4. Negotiable FDIC insured Certificates of Deposit or deposit notes issued by a nationally or state-chartered bank or a state or federal savings and loan association or by a state-licensed branch of a foreign bank. Purchase of negotiable CD's may not exceed 30 percent of the City's investment portfolio. Maturities shall not exceed five years in length, and must have an IDC number greater than 165 (excellent rated).

5. Bankers' Acceptances issued by domestic or foreign banks, which are eligible for purchase by the Federal Reserve System, the short-term paper of which is rated in the highest category by Moody's Investors Services or by Standard & Poor's Corporation. Purchases of Bankers' Acceptances may not exceed 180 days maturity or 40 percent of the City's investment portfolio. No more than l0 percent of the City's investment portfolio may be invested in the Banker's Acceptances of any one commercial bank.

6. Medium-term corporate notes issued by corporations organized and operating within the United States or by depository institutions licensed by the U.S. or any state and operating within the U.S. Medium-term corporate notes shall be rated in a Double-AA rating category "AA" or its equivalent or better by a nationally recognized rating service. Additionally, corporate notes shall be widely diversified across all market sectors. Purchase of medium-term corporate notes may not exceed fifteen (15) percent of the City's investment portfolio. No more than five (5) percent of the City's investment portfolio may be invested in a medium-term note of any one corporation. Maturities shall not exceed five years in length.

7. Commercial paper rated in the highest tier of "prime quality" as provided by Moody's Investors Service, Inc., or Standard & Poor's Corporation, provided that the issuing corporation is organized and operating within the United States, has total assets in excess of $500 million and has an "A" or higher rating for its long-term debt, if any, as provided by Moody's or Standard & Poor's. Purchases of eligible commercial paper may not exceed l80 day's maturity nor represent more than l0 percent of the outstanding paper of an issuing corporation. Purchases of commercial paper may not exceed l5 percent of the City's investment portfolio. An additional l5 percent or a total of 30 percent of the City's investment portfolio may be invested only if the dollar weighted average of the entire amount does not exceed 3l days.

8. Repurchase Agreements used solely as short-term investments not to exceed 30 days. The following collateral restrictions will be observed: Only U.S. Treasury securities or Federal Agency securities, as described in VI.l and 2, will be acceptable collateral. All securities underlying Repurchase Agreements must be delivered to the City's custodian bank versus payment or be handled under a tri-party repurchase agreement. The total of all collateral for each Repurchase Agreement must equal or exceed, on the basis of market value plus accrued interest, l03 percent of the total dollar value of the money invested by the City for the term of the investment unless the term of the investment is overnight, in which case the total of all collateral for the Repurchase Agreement must equal or exceed, on the basis of market value plus accrued interest, l00 percent of the total dollar value of the

investment. For any Repurchase Agreement with a term of more than one day, the value of the underlying securities must be reviewed on a regular basis. Market value must be calculated each time there is a substitution of collateral. The City or its trustee shall have a perfected first security interest under the Uniform Commercial Code in all securities subject to Repurchase Agreement.

The City may enter into Repurchase Agreements with (l) primary dealers in U.S. Government securities who are eligible to transact business with, and who report to, the Federal Reserve Bank of New York, and (2) California and non-California banking institutions having assets in excess of $l billion and in the highest short-term rating category as provided by Moody's Investors Service, Inc. or Standard & Poor's Corporation. The City will have specific written agreements with each firm with which it enters into Repurchase Agreements. No more than 10 percent of the City's investment portfolio may be invested in Repurchase Agreements.

9. State of California's Local Agency Investment Fund (LAIF). Up to l00 percent of the City's portfolio may be invested in LAIF or up to the maximum permitted by California State Law. The LAIF portfolio should be reviewed periodically.

10. Securities and Exchange Commission (SEC) registered Money Market Mutual Funds as authorized by Government Code Sections 5360l and/or 53635. To be eligible for investment pursuant to this subdivision these companies shall either:

    a. Attain the highest ranking letter or numerical rating provided by not less than two of the three largest nationally recognized rating services;
    b. Have an investment advisor registered with the Securities and Exchange Commission with not less than five years experience investing in securities and obligations authorized by Government Code Section 5360l;
    c. Assets under management in excess of $500,000,000;
    d. The purchase price of the share of beneficial interest shall not include any commission charged by these companies; and,
    e. Purchases shall not exceed l5 percent of the investment portfolio of the City.

Under no circumstances shall any funds of the City be invested in inverse floaters, range notes, or interest-only strips that are derived from a pool of mortgages. Nor shall any of the City's funds be invested in any security that could result in zero interest accrual if held to maturity.

VII. Reporting Requirements

Quarterly investment reports shall be submitted by the City's Treasurer or designee to the City Council. The reports shall include, at a minimum, the following information for each individual investment:

- Type investment instrument;
- Institution/Issuer;
- Maturity date;
- Cost of security (par value) and dollar amount in all securities;
- Description of the funds and investments;
- Maturity distribution and of the portfolio;
- Current market value of all securities;
- Rate of return for the portfolio;
- A statement of compliance of the portfolio with the City's Investment Policy, and its ability to meet expenditure requirements for the next six months.

Pursuant to Government Code Section 53646 (e), the Treasurer may supply to the governing body, chief executive office and the external auditor a copy of the most recent statement received by the City on those investments in the State Local Agency Investment Fund in lieu of the above required statement.

VIII. Safekeeping and Custody

The assets of the City shall be secured through the third-party custody and safekeeping procedures. Bearer instruments shall be held only through third-party institutions. Collateralized securities such as repurchase agreements shall be purchased using the delivery vs. payment (DVP) procedure.

City of Pinole
PENSION INVESTMENT POLICY

I. Introduction

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

II. Statement of Purpose

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

The primary objectives of this policy are to:

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

III. Roles and Responsibilities

Governing Authority

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

Delegation of Authority

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

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

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

Trustee
The plan Trustee is responsible for:
- Valuing the holdings.
- Collecting all income and dividends owed to the Plan.
- Settling all transactions (buy-sell orders).

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

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

Standards of Care

Prudence

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

The "prudent person" standard states that,

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

Ethics and Conflict of Interest

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

IV. Asset Allocation

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

- The Plan should seek to earn a return in excess of its policy benchmark over the life of the Plan.

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

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

Strategic Asset Allocation

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

Strategic Asset Allocation Ranges		
Cash	Fixed Income	Equity
0-20%	45%-75%	25%-45%
Policy: 4%	Policy: 60%	Policy: 36%

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

V. Investment Guidelines

Security Guidelines

Equities

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

Total Equities	25%-45%
Equity Style	*Range*
Domestic Large Cap Equity	12%-35%
Domestic Mid Cap Equity	0%-10%
Domestic Small Cap Equity	0%-15%
International Equity (incl. Emerging Markets)	0%-15%
Real Estate Investment Trust (REIT)	0%-8%

Fixed Income

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

Total Fixed Income	45%-75%

*High Yield securities may be purchased, but they will be held using a diversified exchange traded fund, or mutual fund vehicle.

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

Eligible Investments

- Debt obligations of the U.S. Government, its agencies, and Government Sponsored Enterprises
- Mortgage-Backed Securities (MBS)
- Asset Backed Securities (ABS)
- Collateralized Mortgage Obligations (CMO)
- Commercial Mortgage-Backed Securities (CMBS)
- Corporate debt securities issued by U.S. or foreign entities including, but not limited to, limited partnerships, equipment trust certificates and enhanced equipment trust certificates
- Eligible instruments issued pursuant to SEC Rule 144(a)
- Municipal Bonds

With the exception of Debt obligations of the U.S. Government, its agencies, Government Sponsored Enterprises and US TIPS, the total investment in any fixed income security issuer shall not exceed 3% of total plan assets. These restrictions do not apply to fixed income funds or exchange-traded funds (ETFs).

Quality

The portfolio will maintain a minimum weighted average quality of A- at all times. Individual securities shall have a minimum quality rating of Baa3 by Moody's or BBB- by Standard & Poor's (S&P).

Duration

The Investment Manager will maintain the portfolio duration within +/- 25% of the benchmark duration at all times.

Diversification

- No more than 5% of the portfolio assets may be invested in any individual issuer, with the exception of securities issued or guaranteed by the U.S. Government, its agencies, and Government Sponsored Enterprises.

- No more than 10% of the portfolio may be invested in securities issued under Rule 144A.

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Performance Benchmarks

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

Total Portfolio Blended Benchmark

19.00%	S&P 500 Index
3.50%	Russell Mid Cap Index
5.50%	Russell 2000 Index
2.50%	MSCI Emerging Market Index
4.50%	MSCI EAFE Index
1.00%	Wilshire REIT Index
45.50%	Bloomberg Barclays Capital Aggregate Bond Index
13.00%	ML 1-3 Year US Corp/Gov't Index
1.50%	US High Yield Master II
4.00%	Citi 1Mth T-Bill

Asset Class/Style Benchmarks

Over a market cycle, the long-term objective for each investment strategy is to add value to a market benchmark. The following are the benchmarks used to monitor each investment strategy:

Large Cap Equity	S&P 500 Index
Growth	S&P 500 Growth Index
Value	S&P 500 Value Index
Mid Cap Equity	Russell Mid Cap Index
Growth	Russell Mid Cap Growth Index
Value	Russell Mid Cap Value Index
Small Cap Equity	Russell 2000 Index
Growth	Russell 2000 Growth Index
Value	Russell 2000 Value Index
REITs	Wilshire REIT Index
International Equity	MSCI EAFE Index
Investment Grade Bonds	Bloomberg Barclays Capital Aggregate Bond Index
High Yield	US High Yield Master II

Security Selection

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

Investment Limitations

The following investment transactions are prohibited:

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

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

VI. Reporting Requirements

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

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APPENDIX

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

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

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FINANCE SUBCOMMITTEE REPORT

D2

DATE: AUGUST 26, 2020

TO: FINANCE SUBCOMMITTEE MEMBERS

FROM: ANDREW MURRAY, CITY MANAGER

SUBJECT: REVIEW FISCAL YEAR 2020-21 FINANCIAL POLCIES

RECOMMENDATION

City staff recommends that the Finance Subcommittee review the proposed Fiscal Year (FY) 2020-21 Financial Policies and recommend them for City Council approval or provide other direction to staff.

BACKGROUND

Consistent with best practices in municipal finance, City staff review, and, if appropriate, propose updates to the City's financial policies as part of the annual budget process. City staff presented proposed financial policies for FY 2020-21 to the City Council on July 7, 2020 (Attachment A). The proposed policies did not include any changes to the policies adopted by the City Council for FY 2019-20. At the meeting of July 7, 2020, the City Council referred the matter to the Finance Subcommittee and directed staff to review and revise the Reserve Policy to better clarify the General Reserve calculation and to add a Receivables Policy.

City staff has created revised proposed FY 2020-21 Financial Policies that include changes to four sections relative to the policies presented to City Council on July 7, 2020. The revised proposed policies incorporate changes to the Structurally Balanced Budget Policy, Reserves Policy, and Revenue Policy – One Time Resources as well as an entirely new Receivables Policy. The proposed changes are intended to respond to Council direction as well as make clarifying edits to some of the other significant budget-related policies.

REVIEW AND ANALYSIS

Staff has reviewed the financial policies to ensure their continued relevance and to identify gaps that need to be addressed. The proposed revised financial policies are consistent with municipal finance best practices. Clean and redlined copies of the proposed revised policies have been provided for review (Attachment B).

FISCAL IMPACT

There is no fiscal impact in reviewing the proposed City of Pinole Financial Policies.

ATTACHMENTS

A – City Council Meeting Financial Policies staff report – July 7, 2020

B – Financial Policies: Revised and Redline

CITY COUNCIL REPORT

7D

DATE: JULY 7, 2020

TO: MAYOR AND COUNCIL MEMBERS

FROM: ANDREA MILLER, FINANCE DIRECTOR

SUBJECT: REVIEW AND APPROVE FINANCIAL POLICIES

RECOMMENDATION

It is recommended that the City Council review and approve the following financial policies:

1. City of Pinole Financial Policies
    a. Structurally Balanced Budget Policy
    b. Reserves Policy
    c. Revenue Policy – One Time Resources
    d. Revenue Policy – User Fees and Charges
    e. Expenditure and Budget Policy
    f. Debt Policy
2. City of Pinole Investment Policy
3. City of Pinole Pension Investment Policy
4. City of Pinole Grants Management Policy and Procedures
5. City of Pinole Capital Assets Policy and Procedures
6. City of Pinole Unclaimed Funds/Outstanding Checks Policy and Procedures

BACKGROUND

The National Advisory Council on State and Local Budgeting (NACSLB) and the Government Finance Officers Association (GFOA) recommend that local governments adopt and annually review financial policies to help frame resource allocation decisions as a part of a comprehensive set of recommended budget practices.

Financial policies are an essential element in sound fiscal administration. Financial policies provide guidance to staff and set the standard for stewardship over financial resources and practices.

REVIEW AND ANALYSIS

Staff should develop and annually review financial policies to ensure their continued relevance and to identify any gaps that need to be addressed.

As part of this annual review process, staff is hereby submitting the below policies to the City Council for review and approval. These policies were reviewed by the Finance Subcommittee on May 1, 2019 and no changes are proposed fiscal year 2020-21.

The following Financial Policies are established to ensure that the City's finances are managed in a sound and prudent manner which will (1) continue to provide for the delivery of quality services; (2) maintain and enhance service delivery as the community grows in accordance with the General Plan; (3) strive for a balanced budget annually, assuring that the City is living within our means; and (4) establish reserves necessary to meet known and unknown future obligations.

To achieve these goals the following Policies are presented:

1. <u>Structurally Balanced Budget Policy (No change)</u>
   The annual budget will be structurally balanced whereby the operating budget will be prepared with current year expenditures funded with current year revenue. If a structural imbalance occurs, a plan will be developed and implemented to bring the budget back into structural balance.

2. <u>Reserves Policy (No change)</u>
   The City will establish, dedicate and maintain reserves annually to meet known and estimated future obligations. The City will establish specific reserve accounts which include but are not limited to:
   - General Fund Reserves for Economic Uncertainties equivalent to a minimum 10 percent or 180 days cash on hand of General Fund recurring expenditures;
   - Reserves for depreciation and replacement of vehicles and major equipment;
   - Reserves for maintenance, replacement, and renovations of facilities, parks, landscape maintenance and infrastructure.

   If these reserves are used, a plan will be developed and implemented to replenish the funds used.

3. <u>Revenue Policy – One Time Resources (No change)</u>
   The City will strive to maintain a diversified and stable revenue base that is not overly dependent on any land use, major taxpayer, revenue type, restricted revenue, inelastic revenue, or external revenue. The General Fund Budget will

be structurally in balance without relying on one-time resources such as proceeds from asset sales, debt refinancing, one-time grants, revenue spikes, budget savings and similar non-recurring revenue. Appropriate 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.

4. Revenue Policy – User Fees and Charges (No change)
   The City of Pinole is empowered to recapture, through fees, up to the full cost of providing specific services. Regular and consistent review of all fees is necessary to ensure that the costs associated with delivery of individual services have been appropriately identified, and that the City is fully recovering those costs. It is the City's policy to set user fees at full cost recovery levels, except where a greater community benefit is demonstrated to the satisfaction of the City Council, or when it is not cost effective to do so. The City will recover the costs of new facilities and infrastructure necessitated through development impact fees consistent with state law.

5. Expenditure and Budget Policy (No change)
   The City will deliver service in the most efficient and cost-effective manner. This includes utilizing the services of volunteers in areas where economically viable. The budget will state the objectives of the operating programs, and identify the resources being provided to accomplish the specified objectives.

6. Debt Policy (No change)
   The City will limit the use of debt so as not to place a burden on the fiscal resources of the City and its taxpayers. Long-term borrowing will be limited to capital improvements or projects that cannot be financed from current revenues. When capital projects are financed, the City will amortize the debt within a period not to exceed the expected useful life of the project. The City will limit the total debt ratio (debt guaranteed by the General Fund) to 10% or as required by bond coverage ratios. The debt ratio is calculated by the relationship between the debt and the General Fund revenue.

7. Investment Policy (No change)
   The purpose of this Policy is to define the parameters within which funds are to be managed. In methods, procedures, and practices, the policy formalizes the framework for the City of Pinole's investment activities that must be exercised to ensure effective and judicious fiscal and investment management of the City's funds.

8. Pension Investment Policy (No change)
   The purpose of this Pension Investment Policy is to establish a comprehensive strategy for assets invested under the Plan and outline prudent and acceptable parameters in which pension funds are to be managed.

9. Grants Management Policy (No change)
   City departments actively pursue federal, state and other grant opportunities when deemed appropriate. Grant funding allows the City to leverage local public funds by extending and enhancing the services it offers to the community, and to introduce new initiatives.

10. Capital Assets Policy (No change)
    Purchased and donated assets meeting the City's capitalization definition and threshold will be classified and recorded in the City's financial records as capital assets. The value of the asset must meet the City's capitalization threshold of $5,000 to be recorded as a capital asset.

11. Unclaimed Funds/Outstanding Checks Policy (No change)
    The City of Pinole will account for unclaimed funds in a manner which follows Government Code Sections 50050 through 50056. Funds that remain unclaimed for at least three (3) years will become the property of the City of Pinole after the procedures identified herein have been followed.

FISCAL IMPACT

There is no fiscal impact in reviewing and adopting City of Pinole Financial Policies.

ATTACHMENTS

A – City of Pinole Financial Policies

B – City of Pinole Investment Policy

C – City of Pinole Pension Investment Policy

D – City of Pinole Grants Management Policy and Procedures

E – City of Pinole Capital Assets Policy and Procedures

F – City of Pinole Unclaimed Funds/Outstanding Checks Policy and Procedures

G – Resolution Adopting City of Pinole Financial Policies

City of Pinole
Financial Policies

I. Structurally Balanced Budget

A. Policy:

The annual budget will be structurally balanced whereby the operating budget will be prepared with current year expenditures funded with current year revenue. If a structural imbalance occurs, a plan will be developed and implemented to bring the budget back into structural balance.

B. Purpose

To avoid using one-time resources to balance the annual budgets.

C. Definitions and Details

1. This policy applies to all Operating Department Budgets.
2. A structural imbalance occurs when recurring expenditures exceed recurring revenues.
3. Under this policy, the structural imbalance will be calculated at the time the Proposed and Adopted Budgets are submitted.
4. If it is necessary to use one-time resources to balance the budget, a plan for achieving a structural balance will be developed simultaneously that identifies revenue enhancements or expenditure decreases to bring the budget back into balance.
5. A plan to bring the Budget into balance will be developed no later than 30 days after the imbalance is identified.
6. Internal service funds are intended to operate on a break-even basis. They should neither make an excess net profit nor a loss and in no case should they create a negative fund balance. Spending plans should be available that take into account for the use of, or build up of, fund balance.
7. The identification of recurring and non-recurring revenues is a two-step process. The first step involves dividing general fund revenue into recurring and nonrecurring categories. The second step involves examining the recurring revenue category to identify unusual revenue increases or decreases that are, in fact, unlikely to recur.
    a. Step one involves the categorization of revenues. Recurring revenues are funds that the City can reasonably expect to continue over the next 5 to 10 years without a sunset provision or outside intervention. Recurring revenues include but may not limited to property taxes, sales and use taxes, utility user taxes, franchise tax, business licenses, transient occupancy taxes, other taxes, fines and forfeitures, interest on investments, use of money and property, motor vehicle in-lieu, city interfund transfers, licenses and permits, resources from other

governmental agencies, charges to other city funds, and other reimbursements and charges for services. Non-recurring revenues are monies that will end at a certain date or that the city cannot reasonably expect to receive over the next 10 to 15 years. Non-recurring revenues include but may not be limited to surpluses, grant funds, financing proceeds, sale of property and equipment and other reimbursements.

   b. The second step in the process involves an identification of unusual revenue increases, commonly referred to as revenue spikes. Recurring revenues will show mild fluctuations depending on the economy and other factors. Typical revenue may fluctuate within a range such as one to five percent. This type of fluctuation is distinguished from a revenue spike that shows unusually large increases for one or two years (over five percent). The dotcom boom and the energy crisis created such revenue spikes. The increased revenues (above the normal fluctuation) will be considered onetime revenues.

8. The identification of recurring and non-recurring expenditures is also a two-step process. As a first step, expenditures are divided into the recurring and nonrecurring categories. The second step involves identifying non-recurring expenditures that occur in recurring expenditure categories.
   a. Step one involves the categorization of expenditures. A recurring expenditure is an ongoing cost that becomes part of the base budget. It is usually associated with a service or product that, if eliminated, may inhibit the City's ability to continue providing the service. Examples of recurring expenditures are salaries, benefits, utilities, debt service, maintenance, normal capital outlays and other mandated costs. Non-recurring expenditures are costs that are incurred for one-time activities, or services that are scheduled to "sunset". Typical non-recurring expenditures include grant programs, one-time capital expenditures and large equipment purchases in accordance with the City's fixed asset capitalization policy.
   b. A second step in computing non-recurring expenditures is to identify all one-time expenditures that are budgeted in what are normally considered recurring expenditure categories. For example, a major consulting contract to update the general plan may be carried in the Materials, Supplies and Services category. Other examples include housing studies, recreational needs assessments, general plan studies, capital outlays in excess of normal requirements and professional contracts.

II. Reserves Policy

A. Policy

The City will establish, dedicate and maintain reserves annually to meet known and estimated future obligations. The City will establish specific reserve accounts which include but are not limited to:

- General Fund Reserves for Economic Uncertainties equivalent to a minimum 10 percent or 180 days cash on hand of General Fund recurring expenditures;
- Reserves for depreciation and replacement of vehicles and major equipment;
- Reserves for maintenance, replacement, and renovations of facilities, parks, landscape maintenance and infrastructure.

If these reserves are used, a plan will be developed and implemented to replenish the funds used.

B. Purpose

Once the General Fund Budget is structurally balanced, reserves will be set-aside in separate accounts to address emergencies and extraordinary events.

C. Definitions and Details

I. The General Fund Reserves is to provide funding to deal with unexpected events and fluctuations in fiscal cycles, which provides time to avoid structural impacts and ensure continuance of critical City activities.

   a. The General Fund Reserve is not a contingency fund. It is a reserve for events such as:
      i. Unexpected unfunded mandates or State take-aways.
      ii. Continuing a program until the end of the fiscal year when grant funding is unexpectedly eliminated during the fiscal year.
      iii. Extraordinary public safety requirements that was unanticipated and immediate.
      iv. Continuing critical city services due to unanticipated events.
      v. To offset the loss of a funding source or spike in expense for the remainder of the year.

   b. The General Fund Reserve is computed each year by taking ten percent of the proposed General Fund recurring operating expenditures. Once this figure is determined, it will establish the level of the Reserve for the fiscal year.
      i. In an effort to gradually build up the General Fund Reserve to the desired goal of $5.5 million representing 10 percent or 180 days cash on hand of General Fund recurring expenditures, $200,000

of discretionary Measure S 2014 revenue will be dedicated each year to the reserve beginning in FY 2016-17.

ii. This allocation will continue until the General Fund Reserve equals 10 percent or 180 days cash on hand of General Fund recurring expenditures, or $5.5 million, whichever is greater.

c. Any usage of the General Fund Reserve must have prior approval of the City Council.

III. Revenue Policy – One-Time Resources

A. Policy

The City will strive to maintain a diversified and stable revenue base that is not overly dependent on any land use, major taxpayer, revenue type, restricted revenue, inelastic revenue, or external revenue. The General Fund Budget will be structurally in balance without relying on one-time resources such as proceeds from asset sales, debt refinancing, one-time grants, revenue spikes, budget savings and similar non-recurring revenue. Appropriate 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.

B. Purpose

To insure that the City maintains a structurally balanced budget and does not use onetime resources to increase the base budget that cannot be sustained by ongoing resources.

C. Definitions and Details

1. One-time resources are resources that the City cannot reasonably expect to receive on an ongoing basis. The source is most likely one-time if any of the following apply:
   a. Will not be available the next fiscal year.
   b. Has a set ending date such as 12-18 months from today (except Utility Users Tax).
   c. Results from a one-time revenue spike.
   d. Results from temporary expenditure savings.

2. One-time resources include bond or debt proceeds, bond-refinancing proceeds, money from the sale of assets, one-time grant funds, budget surpluses, and fund balance.

IV. Revenue Policy – User Fees and Charges

A. Policy

The City of Pinole is empowered to recapture, through fees, up to the full cost of providing specific services. Regular and consistent review of all fees is necessary to ensure that the costs associated with delivery of individual services have been appropriately identified, and that the City is fully recovering those costs. It is the City's policy to set user fees at full cost recovery levels, except where a greater community benefit is demonstrated to the satisfaction of the City Council, or when it is not cost effective to do so. The City will recover costs of new facilities and infrastructure necessitated through development impact fees consistent with state law.

B. Purpose

To determine the full costs of providing specific services so that the City Council can make informed decisions as to the appropriate levels of fees for services that may be imposed to avoid providing unwanted subsidies. The City Council may decide against full cost recovery in cases where greater community benefit is demonstrated.

C. Definitions and Details

1. Every service supported by user fees or charges will be analyzed bi-annually, or as required by statute or directed by City Council to determine the net cost of providing the service.
2. Net cost will be determined by identifying all revenues generated or attributed to the service and subtracting all cost elements (direct and indirect expenses, capital outlays and other one-time expenses). The resulting figure will be the level of subsidy, which the City Council will use as a basis for determining user fee increases or decreases.
3. If it is determined that there is a net cost to providing the service, the City Council will raise user fees to achieve full cost recovery, unless it is decided that the subsidy should be maintained.
4. Additional information may be necessary to aid in the decision as to whether or not a service should be subsidized (community benefit, cost-effectiveness, etc.)

V. Expenditure and Budget Policy

A. Policy

The City will deliver service in the most efficient and cost-effective manner. This includes utilizing the services of volunteers in areas where economically viable. The budget will state the objectives of the operating programs, and identify the resources being provided to accomplish the specified objectives.

B. Purpose

To provide guidance to staff in developing spending plans that address the City's priorities and policy objectives while ensuring positive benefit to the City.

C. Definitions and Details

1. Department expenditures are limited to:
   - i. Budgeted expenditures approved by the City Council as appropriated by major category:
     - a. Salary and Benefits;
     - b. Services and Supplies: Travel and Training, Office Expenses, Repairs and Maintenance, Materials, Professional Services, etc.; and Capital Outlay.
2. The operating budget will be prepared to fund current year expenditures with current year revenue. However, surplus fund balances may be used to increase reserves, fund Capital Improvement Projects, reduce unfunded pension liability (PERS and OPEB), or carried forward to fund future years' operating budgets when necessary to stabilize services and fund capital outlay.
3. Budget transfers require the approval of the City Manager or designee except those affecting personnel and capital outlay which must be approved by the City Council.
4. Budget transfers required to hire additional permanent personnel require the City Council's approval.
5. The City will periodically update replacement and maintenance financing plans, and incorporate them into the Budget.
6. The City will monitor and review methods of operation to ensure that services continue to be delivered in the most cost-effective manner possible. This review process encompasses a wide range of productivity issues, including:
   - i. Analyzing systems and procedures to ensure efficient delivery of services.
   - ii. Evaluating the ability of new technologies and related capital investments to improve productivity.
   - iii. Developing the skills and abilities of all City employees.
   - iv. Developing and implementing appropriate methods of recognizing and rewarding exceptional employee performance.

v. Evaluating the ability of the private sector to perform the same level of service at a lower cost.

VI. Debt Issuance

A. Policy

The City will limit the use of debt so as not to place a burden on the fiscal resources of the City and its taxpayers. Long-term borrowing will be limited to capital improvements or projects that cannot be financed from current revenues. When capital projects are financed, the City will amortize the debt within a period not to exceed the expected useful life of the project. The City will limit the total debt ratio (debt guaranteed by the General Fund) to 10% or as required by bond coverage ratios. The debt ratio is calculated by the relationship between the debt and the General Fund revenue.

B. Purpose

To maintain fiscal viability by not encumbering the General Fund with excessive debt payments or using debt to support operating expenses.

C. Definitions and Details

1. For purposes of computing the percentage of debt payments the proposed budget expenditures will be used.
2. The ratio of debt payments to operating expenditures will be presented in the annual budget.
3. The City will investigate the use of special assessment, revenue or other self-supporting bonds to limit the General Fund obligation for debt service payments.
4. The City will not use long-term debt for current operations.
5. The City will not use short-term borrowing to support routine operations, provided however, that it may be used to meet temporary cash flow needs.
6. The City will maintain strong communications with bond rating agencies about the City's financial condition and will follow a policy of full disclosure on financial reports and bond prospectus.
7. The City will strive to maintain or improve the City's bond rating.
8. The City will utilize inter-fund loans when possible to reduce the cost of financing capital improvements.
9. The City is required to enter into an agreement for inter-fund loans beyond the current fiscal year.

City of Pinole
INVESTMENT POLICY

I. Introduction

The purpose of this Policy is to define the parameters within which funds are to be managed. In methods, procedures, and practices, the policy formalizes the framework for the City of Pinole's investment activities that must be exercised to ensure effective and judicious fiscal and investment management of the City's funds.

II. Governing Authority

The investment program of the City of Pinole ("the City") shall be operated in conformance with federal, state, and other legal requirements. All funds will be invested in accordance with the City's Investment Policy, and California Government Code Sections 5360l, 5360l.l, 5360l.5, 5360l.6, 53635, 53646, 53635.5, and l648l.2.

III. Scope

It is intended that this policy cover all funds (except retirement funds) and investment activities under the direction of the City. The investment of bond proceeds will be in accordance with the provisions of relevant bond documents.

IV. Objectives

The primary objectives, in priority order, of the investment activities of the City shall be:

1. *Safety*
   Safety of principal is the foremost objective of the investment program. Investments of the City shall be undertaken in a manner that seeks to ensure preservation of capital in the portfolio.

2. *Liquidity*
   The investment portfolio of the City will remain sufficiently liquid to enable the City to meet its cash flow requirements.

3. *Return*
   The investment portfolio of the City shall be designed with the objective of attaining a market rate of return on its investments consistent with the constraints imposed by its safety objective and cash flow considerations.

V. Standards of Care

1. *Prudence*

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

The "prudent person" standard states that,

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

2. *Ethics and Conflict of Interest*

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

3. *Delegation of Authority*

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

VI. Permitted Investment Instruments

1. U.S. Treasury and other government notes, bonds, bills, or obligations that carry the full faith and credit guarantee of the United States for the payment of principal and interest. Maturities shall not exceed five years in length. No more than fifty (50) percent of the City's investment portfolio may be invested in instruments defined under this section.

2. Federal Agency or U.S. government sponsored enterprises (GSE) bonds and note obligations, participations or other instruments. This includes but is not limited to obligations issued by Banks for Cooperatives, Federal Land Banks, Federal Intermediate Credit Banks, Federal Farm Credit Banks, Federal Home Loan Banks, the Federal Home Loan Bank Board, the Federal Home Loan Mortgage Corporation or in obligations, participations, or other instruments of, or issued by, or fully guaranteed as to principal and interest by, the Federal National Mortgage Association; or in guaranteed portions of Small Business Administration notes. Maturities shall not exceed five years in length*,* unless the funds to be invested are moneys generated from the proceeds of the sale of real estate assets restricted to a reserve account, and the investment security is "AA" rated by at least two of three nationally recognized rating agencies (Standard & Poor's, Moody's or Fitch) in which case maturities shall not exceed ten years in length. No more than 40 (forty) percent of the City's investment portfolio may be invested in instruments defined under this section.

3. Certificates of Deposit (CDs) which are Federal Deposit Insurance Company (FDIC) insured or fully collateralized time CD's in financial institutions in California. No more than 10 percent of the City's portfolio shall be invested in FDIC insured or fully collateralized time certificates of deposit. Maturities shall not exceed five years in length.

4. Negotiable FDIC insured Certificates of Deposit or deposit notes issued by a nationally or state-chartered bank or a state or federal savings and loan association or by a state-licensed branch of a foreign bank. Purchase of negotiable CD's may not exceed 30 percent of the City's investment portfolio. Maturities shall not exceed five years in length, and must have an IDC number greater than 165 (excellent rated).

5. Bankers' Acceptances issued by domestic or foreign banks, which are eligible for purchase by the Federal Reserve System, the short-term paper of which is rated in the highest category by Moody's Investors Services or by Standard & Poor's Corporation. Purchases of Bankers' Acceptances may not exceed 180 days maturity or 40 percent of the City's investment portfolio. No more than l0 percent of the City's investment portfolio may be invested in the Banker's Acceptances of any one commercial bank.

6. Medium-term corporate notes issued by corporations organized and operating within the United States or by depository institutions licensed by the U.S. or any state and operating within the U.S. Medium-term corporate notes shall be rated in a Double-AA rating category "AA" or its equivalent or better by a nationally recognized rating service. Additionally, corporate notes shall be widely diversified across all market sectors. Purchase of medium-term corporate notes may not exceed fifteen (15) percent of the City's investment portfolio. No more than five (5) percent of the City's investment portfolio may be invested in a medium-term note of any one corporation. Maturities shall not exceed five years in length.

7. Commercial paper rated in the highest tier of "prime quality" as provided by Moody's Investors Service, Inc., or Standard & Poor's Corporation, provided that the issuing corporation is organized and operating within the United States, has total assets in excess of $500 million and has an "A" or higher rating for its long-term debt, if any, as provided by Moody's or Standard & Poor's. Purchases of eligible commercial paper may not exceed l80 day's maturity nor represent more than l0 percent of the outstanding paper of an issuing corporation. Purchases of commercial paper may not exceed l5 percent of the City's investment portfolio. An additional l5 percent or a total of 30 percent of the City's investment portfolio may be invested only if the dollar weighted average of the entire amount does not exceed 3l days.

8. Repurchase Agreements used solely as short-term investments not to exceed 30 days. The following collateral restrictions will be observed: Only U.S. Treasury securities or Federal Agency securities, as described in VI.l and 2, will be acceptable collateral. All securities underlying Repurchase Agreements must be delivered to the City's custodian bank versus payment or be handled under a tri-party repurchase agreement. The total of all collateral for each Repurchase Agreement must equal or exceed, on the basis of market value plus accrued interest, l03 percent of the total dollar value of the money invested by the City for the term of the investment unless the term of the investment is overnight, in which case the total of all collateral for the Repurchase Agreement must equal or exceed, on the basis of market value plus accrued interest, l00 percent of the total dollar value of the

investment. For any Repurchase Agreement with a term of more than one day, the value of the underlying securities must be reviewed on a regular basis. Market value must be calculated each time there is a substitution of collateral. The City or its trustee shall have a perfected first security interest under the Uniform Commercial Code in all securities subject to Repurchase Agreement.

The City may enter into Repurchase Agreements with (l) primary dealers in U.S. Government securities who are eligible to transact business with, and who report to, the Federal Reserve Bank of New York, and (2) California and non-California banking institutions having assets in excess of $l billion and in the highest short-term rating category as provided by Moody's Investors Service, Inc. or Standard & Poor's Corporation. The City will have specific written agreements with each firm with which it enters into Repurchase Agreements. No more than 10 percent of the City's investment portfolio may be invested in Repurchase Agreements.

9. State of California's Local Agency Investment Fund (LAIF). Up to l00 percent of the City's portfolio may be invested in LAIF or up to the maximum permitted by California State Law. The LAIF portfolio should be reviewed periodically.

10. Securities and Exchange Commission (SEC) registered Money Market Mutual Funds as authorized by Government Code Sections 5360l and/or 53635. To be eligible for investment pursuant to this subdivision these companies shall either:

    a. Attain the highest ranking letter or numerical rating provided by not less than two of the three largest nationally recognized rating services;
    b. Have an investment advisor registered with the Securities and Exchange Commission with not less than five years experience investing in securities and obligations authorized by Government Code Section 5360l;
    c. Assets under management in excess of $500,000,000;
    d. The purchase price of the share of beneficial interest shall not include any commission charged by these companies; and,
    e. Purchases shall not exceed l5 percent of the investment portfolio of the City.

Under no circumstances shall any funds of the City be invested in inverse floaters, range notes, or interest-only strips that are derived from a pool of mortgages. Nor shall any of the City's funds be invested in any security that could result in zero interest accrual if held to maturity.

VII. Reporting Requirements

Quarterly investment reports shall be submitted by the City's Treasurer or designee to the City Council. The reports shall include, at a minimum, the following information for each individual investment:

- Type investment instrument;
- Institution/Issuer;
- Maturity date;
- Cost of security (par value) and dollar amount in all securities;
- Description of the funds and investments;
- Maturity distribution and of the portfolio;
- Current market value of all securities;
- Rate of return for the portfolio;
- A statement of compliance of the portfolio with the City's Investment Policy, and its ability to meet expenditure requirements for the next six months.

Pursuant to Government Code Section 53646 (e), the Treasurer may supply to the governing body, chief executive office and the external auditor a copy of the most recent statement received by the City on those investments in the State Local Agency Investment Fund in lieu of the above required statement.

VIII. Safekeeping and Custody

The assets of the City shall be secured through the third-party custody and safekeeping procedures. Bearer instruments shall be held only through third-party institutions. Collateralized securities such as repurchase agreements shall be purchased using the delivery vs. payment (DVP) procedure.

City of Pinole
PENSION INVESTMENT POLICY

I. Introduction

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

II. Statement of Purpose

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

The primary objectives of this policy are to:

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

III. Roles and Responsibilities

Governing Authority

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

Delegation of Authority

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

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

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

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

Trustee
The plan Trustee is responsible for:

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

Investment Manager
The Investment Manager is responsible for:

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

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

Standards of Care

<u>Prudence</u>

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

The “prudent person” standard states that,

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

<u>Ethics and Conflict of Interest</u>

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

IV. Asset Allocation

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

- The Plan should seek to earn a return in excess of its policy benchmark over the life of the Plan.

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

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

Strategic Asset Allocation

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

Strategic Asset Allocation Ranges		
Cash	Fixed Income	Equity
0-20%	45%-75%	25%-45%
Policy: 4%	Policy: 60%	Policy: 36%

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

V. Investment Guidelines

Security Guidelines

Equities

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

Total Equities	25%-45%
Equity Style	*Range*
Domestic Large Cap Equity	12%-35%
Domestic Mid Cap Equity	0%-10%
Domestic Small Cap Equity	0%-15%
International Equity (incl. Emerging Markets)	0%-15%
Real Estate Investment Trust (REIT)	0%-8%

Fixed Income

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

Total Fixed Income	45%-75%

*High Yield securities may be purchased, but they will be held using a diversified exchange traded fund, or mutual fund vehicle.

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

Eligible Investments

- Debt obligations of the U.S. Government, its agencies, and Government Sponsored Enterprises
- Mortgage-Backed Securities (MBS)
- Asset Backed Securities (ABS)
- Collateralized Mortgage Obligations (CMO)
- Commercial Mortgage-Backed Securities (CMBS)
- Corporate debt securities issued by U.S. or foreign entities including, but not limited to, limited partnerships, equipment trust certificates and enhanced equipment trust certificates
- Eligible instruments issued pursuant to SEC Rule 144(a)
- Municipal Bonds

With the exception of Debt obligations of the U.S. Government, its agencies, Government Sponsored Enterprises and US TIPS, the total investment in any fixed income security issuer shall not exceed 3% of total plan assets. These restrictions do not apply to fixed income funds or exchange-traded funds (ETFs).

Quality

The portfolio will maintain a minimum weighted average quality of A- at all times. Individual securities shall have a minimum quality rating of Baa3 by Moody’s or BBB- by Standard & Poor’s (S&P).

Duration

The Investment Manager will maintain the portfolio duration within +/- 25% of the benchmark duration at all times.

Diversification

- No more than 5% of the portfolio assets may be invested in any individual issuer, with the exception of securities issued or guaranteed by the U.S. Government, its agencies, and Government Sponsored Enterprises.

- No more than 10% of the portfolio may be invested in securities issued under Rule 144A.

Performance Benchmarks

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

<u>Total Portfolio Blended Benchmark</u>

19.00%	S&P 500 Index
3.50%	Russell Mid Cap Index
5.50%	Russell 2000 Index
2.50%	MSCI Emerging Market Index
4.50%	MSCI EAFE Index
1.00%	Wilshire REIT Index
45.50%	Bloomberg Barclays Capital Aggregate Bond Index
13.00%	ML 1-3 Year US Corp/Gov't Index
1.50%	US High Yield Master II
4.00%	Citi 1Mth T-Bill

<u>Asset Class/Style Benchmarks</u>

Over a market cycle, the long-term objective for each investment strategy is to add value to a market benchmark. The following are the benchmarks used to monitor each investment strategy:

Large Cap Equity	S&P 500 Index
Growth	S&P 500 Growth Index
Value	S&P 500 Value Index
Mid Cap Equity	Russell Mid Cap Index
Growth	Russell Mid Cap Growth Index
Value	Russell Mid Cap Value Index
Small Cap Equity	Russell 2000 Index
Growth	Russell 2000 Growth Index
Value	Russell 2000 Value Index
REITs	Wilshire REIT Index
International Equity	MSCI EAFE Index
Investment Grade Bonds	Bloomberg Barclays Capital Aggregate Bond Index
High Yield	US High Yield Master II

Security Selection

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

Investment Limitations

The following investment transactions are prohibited:

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

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

VI. Reporting Requirements

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

APPENDIX

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

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

Return to Agenda

City of Pinole

GRANTS MANAGEMENT POLICY AND PROCEDURES

A. Policy

City departments actively pursue federal, state and other grant opportunities when deemed appropriate. Grant funding allows the City to leverage local public funds by extending and enhancing the services it offers to the community, and to introduce new initiatives.

B. Purpose

The purpose of this policy is to specify circumstances when grant funding is appropriate and to establish a standardized set of procedures for the fiscal administration, management, and monitoring of public and private grants. This policy is intended to ensure compliance with all applicable administrative, financial, reporting, and monitoring requirements established by the funding agency as well as all applicable administrative and fiscal directives and guidelines established by the City of Pinole. The policy and procedures established herein shall apply to all Federal, State, County and private grants administered by the City.

C. Definitions and Details

1. Staff Responsibilities

<u>City Department seeking and managing grant funding is responsible for:</u>

a. Preparation of grant application materials;
b. Providing sufficient data to allow City Management to evaluate the costs and benefits of the proposed grant;
c. Obtaining appropriate approvals for submission of grant, if necessary;
d. Obtaining City Council approval for acceptance of grant;
e. Understanding the operational and budgetary impact the grant has on the City;
f. Accumulating the appropriate accounting detail and supporting documentation;
g. Preparation of reports required by the grantor;
h. Providing the Finance Department with the following:
    i. Grant Award Letter;
    ii. Grant Contract;
    iii. City Council minutes of action or Council Resolution approving the grant;

iv. An administrative manual (this includes program guidelines and accounting procedures). This will allow Finance to maintain grant files which are accurate and complete.

i. Providing Finance copies of all grant amendments, program reporting, reimbursement requests and other communications to all agents involved in the grant administration process for review prior to submission.

<u>The Finance Department (Finance Director) is responsible for:</u>

a. Reviewing all financial reports to the grantor prior to submission to ensure its accuracy;
b. Assisting departments with any problems or questions regarding the grant submission process;
c. Scheduling audit of grant programs when requested by Grantee Agency. City staff will aid in the auditing process providing available source documents as requested by the auditing agency;
d. Coordinating the accounting for all receipts and disbursements related to the grant. Finance Department will determine setup and maintain the most appropriate method (s) of accounting for the grant in the financial system.

2. Pre-Application

Prior to submitting an application for any grant award, the applicant department shall thoroughly review the grant requirements outlined in the solicitation to ensure that the department is aware of and has the capacity to meet all administrative, fiscal, programmatic, reporting and monitoring requirements.

3. Post-Award

<u>Set-Up</u>

All new grants should be reviewed by the Finance Director to ensure that all grant details are accurate and grant budget is established in the financial system in accordance with any special conditions required by the funder.

a. Acceptance of all grants must be approved by action of the City Council. Said approval shall include authorization to appropriate funding to revenue and expenditure accounts.
b. For grants that were not included in the annual adopted budget, the applicant department will submit a request to appropriate revenue and expenditures to the City Council for review and approval. Once the grant budget has been approved by the City Council, department staff should submit a request to the Finance Department to establish the approved budget in the financial system.
c. The term of grant-funded positions must b e clearly identified and disclosed to the City Council prior to approval. If the expiration of a grant requires the

application of General Fund revenue for continued funding, this stipulation must also be disclosed.

d. One-time or fluctuating grant sources should not be used for ongoing programs.

e. The awarded department assumes the lead role in grant management in collaboration with the Finance Department.

Cash Handling

Grant funds are received from various funding agencies via checks and electronic wire/ACH transfers only and should be sent to the Finance Department. Hard copy checks are deposited weekly and promptly recorded in the City's financial system.

4. GRANT MONITORING AND QUARTERLY REPORTING

Grant Award Monitoring

Award monitoring shall be the responsibility of the applicant department to ensure that grant funds are expended for eligible activities in accordance with the guidelines established by the funder, including, but not limited to:

The applicant department shall obtain all documentation necessary to fully and accurately support all grant expenditures, including expenditures incurred by sub-recipients. Examples of supporting documentation may include, but not be limited to:

- Employee timesheets
- Personnel Activity Reports
- Personnel Action Forms
- Payroll reports
- Invoices and proof of payment
- Purchase receipts
- Workshop/Training itineraries
- Travel documents

Quarterly Reporting

Finance Department staff should review grant expenditures and cash position as needed to ensure proper oversight and fiscal administration of the grant. Claims for reimbursement based grants should be sent to the funder timely to ensure prompt reimbursement. If grant reimbursements are not received within the timeframe prescribed by the funder - generally 60 to 90 days - the appropriate applicant department staff should follow up to check on the status of the reimbursement request.

Grants are required to be reconciled at least quarterly as part of the Finance Department's grant reconciliation process. Grant reconciliation should include review of all of the following:

- Grant expenditure to revenue balance
- Grant budget to actual balance
- Status of reimbursement requests submitted to the funder for purpose of reversing revenue accruals
- Grant advances and whether or not funds should be recognized
- Grant end dates, closeouts
- Review grant information against the general ledger to ensure accuracy of information listed

5. RECORD RETENTION

The City is committed to ensuring that all necessary grant records and documents are adequately retained as required by federal, state, and private funding agencies. The below Record Retention Schedule is approved as the retention schedule for grant records and documents maintained by the applicant department. The schedule is applicable to all physical and electronic grant records maintained by the department as part of the administration and management of federal, state, and private grant funds.

RECORD RETENTION SCHEDULE: GRANT RECORDS

Record Type*	Retention Period
Original grant proposal	At least 5 years following official notification by the awarding agency that the grant has been fiscally and programmatically closed OR at least 5 years following the closure of its audit report covering the entire award period, whichever is later.
Grant-specific policies and procedures	
Grant award letter	
Grant agreement and subsequent modifications, if applicable	
Grant budget and subsequent modifications, if applicable	
All pertinent funder correspondence, including emails, phone log notes, letters, site visit/monitoring/corrective action/audit reports, etc…	
All pertinent sub-recipient/sub-grantee correspondence including emails, phone log notes, letters, site visit/monitoring/corrective action/audit reports, etc…	

Record Type*	Retention Period
Fiscal and program/performance reports submitted to the funder including explanation of data collection/reporting methodology, if not evident	
Wire transfers and/or copies of reimbursement checks received	
Documentation of required matching funds	
All documentation relating to grantee compliance with the grant agreement	
All evidence of returned grant funds	
All supporting documentation necessary to fully and adequately justify grant expenditures including timesheets, payroll reports, Personnel Activity Reports, receipts, invoices, etc…	
Other documents deemed necessary and important by grant program/fiscal staff and/or documents required to be maintained by the funder	

** All grant documents and records should be organized and maintained in designated grant files or other systematic organizational structure.*

City of Pinole

CAPITAL ASSET POLICY AND PROCEDURES

A. Policy

Purchased and donated assets meeting the City's capitalization definition and threshold will be classified and recorded in the City's financial records as capital assets. The value of the asset must meet the City's capitalization threshold of $5,000 to be recorded as a capital asset.

B. Purpose

To define costs eligible and establish thresholds for capitalization in conformity with Governmental Accounting Standards Board Statement No. 34 *Basic Financial Statements and Management's Discussion and Analysis for State and Local Governments* and Statement No. 51 *Accounting and Financial Reporting for Intangible Capital Assets.*

C. Definitions and Details

<u>Definition of a Capital Asset</u>

A capital asset is any tangible or intangible asset purchased for use in the day-to-day operations of the City with a useful life greater than one year and has an acquisition cost of $5,000 or more. Donations with an estimated appraised value of $5,000 or more and have a useful life greater than one year is also considered a capital asset. Capital assets include items such as land, sewer lines, buildings, vehicles, equipment, and furniture.

<u>Major Asset Classes</u>

- (100) Land – includes land under infrastructure and preparation costs. Costs can include acquisition prices and cost of initially preparing land for its intended use (basic site improvements, removal, excavation, relocation, reconstruction). Usually has an indefinite useful life and is not depreciated.

- (200) Improvements other than buildings - permanent improvements (non-moveable), other than buildings that add value to land, but do not have an indefinite useful life. Examples include fences, retaining walls, parking lots, and landscaping.

- (300) Buildings - permanent structures. Costs can include purchase of new building or cost of an improvement to an existing building. An entire building can be classified as one asset or be reported as separate capital assets if discrete portions of the building have significantly different useful lives (e.g. roof separate from building).

- (400) Infrastructure - capital assets that normally are stationary in nature and normally can be preserved for a significantly greater number of years than most capital assets. Examples include roads, bridges, tunnels, drainage systems, water and sewer systems, and lighting systems.

- (600) Furnishings and Equipment - moveable assets that includes all costs to place equipment into service (freight, installation, warranties, and sales tax). Each piece of equipment must meet the minimum capitalization threshold and is not recorded in bulk. Examples include vehicles, furnishings, machinery, servers, and appliances.

- (700) Other Capital Assets – capital assets that do not fit into any of the major asset classes. This can include:
    - Intangibles – assets that are not physical in nature. Generally, this includes software and easements (can also include water rights, trademarks).
    - Easements - intangibles with an indefinite useful life and are not depreciated.
    - Software - both internally generated and off-the-shelf.

- (900) Construction in Progress - construction projects in progress at the conclusion of the fiscal year. These costs are not depreciable until the project is completed and booked into the correct category of improvements, buildings, or infrastructure.

Capital Asset Useful Life

The capital asset useful life is the determining factor for the number of accounting periods over which the asset is to be depreciated. The City can determine the useful life of an asset by using historical information or by seeking guidance from other external resources to determine the proper useful life of the asset. Depreciation is recorded on a straight-line basis over the estimated useful life of the asset as follows:

Class	**Useful Life**
• Buildings	50 years
• Equipment	5-10 years
• Vehicles	5-10 years
• Streets and roads	50 years
• Bridges	75 years
• Street drainage	100 years
• Parks	70 years
• Wastewater infrastructure	50 years

Capital Asset Review

The City relies on a decentralized method to verify the accuracy of capital assets. Departments are responsible for evaluating the condition and functionality of existing capital assets assigned to their department to determine if the asset is still providing the most appropriate method to deliver services. Capital assets should be assessed on an annual basis.

Disposal of Capital Assets/Surplus Property

When an asset will no longer be used in operations, voluntarily or involuntarily, the asset shall be removed from the City's financial records and removed from service. Disposal of equipment, material, or inventory will be in accordance with the City's surplus property guidelines.

"Surplus Property" is used generically to describe any City property that is no longer needed or useable by the holding department. The City Council shall declare item(s) surplus prior to disposal.

Methods of Disposition

- The department head or designee in consultation with the Finance Director shall determine or approve one of the following methods of disposition that is most appropriate and in the best interests of the City.

- All surplus property is for sale "as is" and "where is", with no warranty, guarantee, or representation of any kind, expressed or implied, as to the condition, utility or usability or the property offered for sale. Appropriate methods of sale are as follows:

  1. Public Auction - Surplus property may be sold at public auction. City staff may conduct public Auctions, or the City may contract with a professional auctioneer including professional auction services.

  2. Bids - Bids may be solicited for the sale of surplus property. Surplus property disposed of in this manner shall be sold to the highest responsible bidder.

  3. Selling for Scrap - Surplus property may be sold as scrap if the department head or designee in consultation with the Finance Director deems that the value of the raw material exceeds the value of the property as a whole.

  4. Negotiated Sale - Surplus property may be sold outright if the department head or designee in consultation with the Finance Director determines that only one known buyer is available or interested in acquiring the property.

5. No Value Item – Where the department head or designee in consultation with the Finance Director determines that specific supplies or equipment are surplus and of minimal value to the City due to spoilage, obsolescence or other cause, or where the Purchasing Officer determines that the cost of disposal of such supplies or equipment would exceed the recovery value, the department head or designee in consultation with the Finance Director shall dispose of the same in such a manner as he or she deems appropriate and in the best interest of the City.

- Surplus property that remains unsold will be donated to a non-profit organization or transferred to an appropriate recycle center.

- Proceeds from the sale or trade-in of surplus property shall be submitted to Finance for returning to the appropriate fund.

City of Pinole

UNCLAIMED FUNDS/OUTSTANDING CHECKS POLICY AND PROCEDURES

A. Policy

The City of Pinole will account for unclaimed funds in a manner which follows Government Code Sections 50050 through 50056. Funds that remain unclaimed for at least three (3) years will become the property of the City of Pinole after the procedures identified herein have been followed.

B. Purpose

The purpose of this policy is to establish guidelines for the proper disposition of unclaimed funds and outstanding checks in accordance with government statutes.

C. Definitions and Details

Definitions

- Unclaimed Funds - Consists of funds which are not the property of the City but remain in the City Treasury for three (3) or more years without a claim being filed by the legal owner(s). Unclaimed funds do not include individual items of less than $15.00, any amounts in which the depositor's name is unknown, or restitution to victims.

- Warrant – Instrument issued to pay for goods and/or services rendered, issue refunds, etc. (i.e. a check).

- Stale Dated – A check that is older than six (6) months.

- Escheat – refers to state escheat laws that require agencies to transfer unclaimed property or funds to the state after three years and reasonable efforts locate the property owner.

Guidelines

The City of Pinole has established the policy to hold unclaimed payroll and accounts payable checks rather than escheating the unclaimed funds to the State of California.

This unclaimed funds policy applies to all outstanding payroll and accounts payable checks abandoned three years after the issue date.

<u>Procedures: Items over $15.00</u>

1. Quarterly during the bank reconciliation process, the outstanding warrant register will be reviewed for items six (6) months and older. For the warrants six months and older, a letter and unclaimed property claim form will be mailed to the address on record for the issued warrant. See Exhibit 1 and 2 for examples.

2. Every June 30th and December 31st, (final evaluation dates) all remaining outstanding warrants will be evaluated. Any warrants issued more than 12 months prior to evaluation date will receive a second letter and affidavit form. If no response is received within 30 days for the warrants 12 months or greater, the warrant will be identified as stale dated. Stale dated warrants shall be cancelled and voided in the system. A journal entry shall be prepared to record the total amount of stale dated checks in a hold account called “Aged Unclaimed Warrants”.

3. A list of stale date warrants containing the warrant number, issue date, amount, and payee shall be maintained by the Finance Department. If a cancelled warrant is presented, or the payee files a claim after cancellation, the warrant shall be reissued by debiting the “Aged Unclaimed Warrants” account, and the original warrant shall be removed from the stale dated list.

4. Also on June 30th and December 31st, the stale dated list shall be evaluated to determine which warrants are more than 3 years old from the date of issue. Warrants that are more than 3 years old will be handled as follows:

   a. A notice must be published once a week for two consecutive weeks in a newspaper of general circulation in the City of Pinole stating the payee, the amount, the fund in which the money is held, and that it is proposed that the money will become the property of the City of Pinole on a specific date (not less than 45 nor more than 60 days after the first publication). See Exhibit 3 for example.

   b. Upon or prior to publication, a party of interest may file a claim (Exhibit 2) for the funds with the Finance Director. The claim must contain the claimant’s name, address, amount, tax identification number, and grounds for claim prior to the date the funds become property of the City of Pinole. The Finance Director can require additional information to help substantiate the claim.

   c. On the day identified in the notice, the total dollar amount (on which no claims were filed) becomes the property of the City. A journal entry will be prepared to recognize the revenue. The money will be moved from “Aged Unclaimed Warrants” to the fund the warrant was originally issued from.

<u>Procedures: Items under $15.00 or items where the depositor is unknown</u>

1. Quarterly during the bank reconciliation process, the outstanding warrant register will be reviewed for items six (6) months and older. For the warrants six months and older, a letter and unclaimed property claim form will be mailed to the address on record for the issued warrant. See Exhibit 1 and 2 for examples.

2. Every June 30th and December 31st, (final evaluation dates) all remaining outstanding warrants will be evaluated. Any warrants issued more than 12 months prior to evaluation date will receive a second letter and affidavit form. If no response is received within 30 days for the warrants 12 months or greater, it becomes the property of the City of Pinole. Stale dated warrants shall be cancelled and voided in the system. A journal entry will be used to record the total amount of these warrants as revenue.

3. Any individual check of less than fifteen ($15) dollars, or any amount if the depositor's name is unknown, which remain unclaimed for a period of one (1) year may be transferred from the funds which the money was originally drawn from by the City Council to the General Fund without the necessity of publication of notice in a newspaper. (Gov. Code Section 50055)

Exhibit 1

Sample Letter

Dear ______________,

Our records indicate that check number ____________ issued to you on _______________ in the amount of $_______________ by the City of Pinole has not been cashed and is now stale dated. To claim this money, please complete the enclosed Unclaimed Property Claim Form as indicated and mail to:

City of Pinole
Finance Department
2131 Pear Street
Pinole, CA 94564

Upon receipt of the properly signed claim form, a new check will be issued to you.
If you have any questions, please call 510-724-9008 for assistance.

Andrea Miller
Finance Director
City of Pinole

Enclosure

Exhibit 2

Sample Unclaimed Property Claim Form

City of Pinole

UNCLAIMED PROPERTY – CLAIM FORM

Return completed form to:
City of Pinole
Finance Department
2131 Pear Street
Pinole, CA 94564

Pursuant to California Government Code Section 50052, I wish to file a claim for a previously issued unclaimed check in the amount of $__________ that was published in the Local Newspaper on __________. The grounds on which I file this claim are:

Vendor or individual Name (Printed) Taxpayer ID # or Social Security No.

Vendor or individual Signature Telephone

Address City, State, Zip

FINANCE USE ONLY

Claim received on: ______ Approved ☐ Denied ☐ Reason for Denial: ______________

Original Warrant #: ______ Date: __________ Amount: _______________

Replacement Warrant #: _______ Date: __________ Amount: ________________

Finance Director

Exhibit 3

Sample Notice to be published in the newspaper

NOTICE IS HEREBY GIVEN THAT, the City of Pinole, County of Contra Costa, State of California, declares that the following monetary sums have been held by the City of Pinole and have remained unclaimed in the funds hereafter indicated for a period of over three (3) years and will become the property of the City of Pinole on the xx day of the Month, Year, a date not less than forty-five (45) days nor more than sixty (60) days after the publication of this Notice.

Any party of interest may, prior to the date designated herein above, file a claim with the City's Finance Department which includes the claimants name, address, telephone number, social security number or federal identification number, amount of the claim, and the grounds on which the claim is founded. The Unclaimed Property Claim form is available at the City of Pinole Finance Department, 2131 Pear Street, Pinole, CA 94564. Additional questions may be directed to Andrea Miller, Finance Director, at (510) 724-9823. Once a claim is submitted, the Finance Director will determine what, if any, additional information is necessary.

This notice and its contents are in accordance with California Government Code Sections 50050 – 50056.

PAYEE NAME	AMOUNT	SOURCE OF FUNDS
Vendor A	$345.78	General Fund
Vendor B	$127.52	Water Fund
Vendor C	$300	Sewer Fund

RESOLUTION NO. 2020-__

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PINOLE COUNTY OF CONTRA COSTA, STATE OF CALIFORNIA ADOPTING CITY OF PINOLE FISCAL POLICIES FOR FY2020-21

WHEREAS, the National Advisory Council on State and Local Budgeting (NACSLB) and the Government Finance Officers Association (GFOA) recommend that local governments adopt and annually review financial policies to help frame resource allocation decisions as a part of a comprehensive set of recommended budget practices; and

WHEREAS, financial policies are an essential element in sound fiscal administration; and

WHEREAS, the Finance Director has rendered to the Finance Subcommittee the following proposed financial policies which were reviewed at their meeting of May 1, 2019: Financial Policies; Investment Policy; Pension Investment Policy; Grants Management Policy; Capital Assets Policy; and, Unclaimed Funds/Outstanding Checks Policy; and

WHEREAS, the Finance Director recommends the following proposed financial policies, as set forth in Attachments A-F: Financial Policies; Investment Policy; Pension Investment Policy; Grants Management Policy; Capital Assets Policy; and, Unclaimed Funds/Outstanding Checks Policy; and

WHEREAS, the City Council did consider the contents of the proposed financial policies presented by the Finance Director at their July 7, 2020 meeting and does endorse said policies.

NOW, THEREFORE, BE IT HEREBY RESOLVED by the City Council of the City of Pinole, that the City of Pinole Financial Policies, as presented by the Finance Director in keeping with recommended guidelines of the National Advisory Council on State and Local Budgeting and the Government Finance Officers Association and attached hereto and made a part hereof, are adopted.

PASSED AND ADOPTED this 7th day of July 2020, by the following vote:

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

I hereby certify that the foregoing resolution was introduced, passed and adopted on this **7th** day of **July, 2020.**

____
Heather Iopu, CMC
City Clerk

ATTACHMENT B

Structurally Balanced Budget

Policy

The City will aspire to create a proposed General Fund operating budget that is structurally balanced. If the proposed operating budget is structurally imbalanced, the City will develop a plan to create a proposed General Fund operating budget for the subsequent fiscal year that is structurally balanced.

Purpose

To ensure the sustainability of service and expenditure levels by requiring that ongoing General Fund operating expenditures be funded by ongoing revenues.

Definitions and Details

1. This policy applies to General Fund operating budgets.
2. Structural balance is defined as recurring (ongoing) revenues equaling or exceeding ongoing expenditures.
3. Under this policy, City staff will analyze whether the proposed General Fund operating budget is structurally balanced.
4. If City staff determines that the proposed budget is imbalanced, City staff will develop a plan to create a proposed General Fund operating budget for the following fiscal year that is structurally balanced, including possible revenue enhancements or expenditure decreases.
5. Internal service funds are intended to operate on a break-even basis.
6. To implement this policy, staff will identify General Fund operating revenue that is recurring and non-recurring. Recurring revenues are those that the City can reasonably expect to continue to receive on an annual basis over the next 5 to 10 years. Recurring revenues include, but may not be limited to, property taxes, sales and use taxes, utility user taxes, franchise taxes, business license taxes, transient occupancy taxes, other taxes, fines and forfeitures, interest on investments, use of money and property, motor vehicle in-lieu, city interfund transfers, licenses and permits, resources from other governmental agencies, charges to other City funds, and other reimbursements and charges for services. 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.
7. Staff will also identify General Fund operating expenditures that are recurring and non-recurring. A recurring expenditure is an ongoing cost that relates to an ongoing City service or activity. Examples of recurring expenditures are salaries, benefits, utilities, debt service, maintenance, normal capital outlays, and other mandated costs. Non- recurring expenditures are costs that are incurred for one-

time activities, or services that are scheduled to “sunset”. Typical non-recurring expenditures include those for grant-funded activities, special initiatives, and one-time capital expenditures.

8. A structurally balanced General Fund operating budget is a best practice. It is, however, appropriate and consistent with best practice to adopt a structurally imbalanced budget for a given fiscal year under certain circumstances. For example, it is appropriate and consistent with best practice to use designated reserves as a non-recurring revenue to cover recurring expenditures during times of fiscal duress. If a budget is proposed with this characteristic, the Structurally Balanced Budget Policy provides appropriate direction, which is that staff should develop a plan to create a structurally balanced budget for the subsequent fiscal year.

Reserve Policy

Policy

The City will establish and maintain reserves to meet certain anticipated future obligations as well as to ensure that the City maintains adequate financial resources to continue to provide basic municipal services in the event of a significant unanticipated revenue decrease or expenditure increase.

Purpose

To ensure that the City maintains adequate financial resources to continue to provide basic municipal services in the event of a significant unanticipated revenue decrease or expenditure increase.

Definitions and Details

1. The City shall establish a separate account in the financial system to reserve funds intended to ensure that the City maintains adequate financial resources to continue to provide basic municipal services in the event of a significant unanticipated revenue decrease or expenditure increase. This account and the funds contained therein shall be referred to as the General Reserve. It shall be budgeted to contain an amount equivalent to 50% of the City's annual General Fund ongoing operating expenditures. Resources in the General Reserve account will be considered assigned for the purpose of financial reporting per the standards of Generally Accepted Accounting Principles (GAAP).
2. The City shall establish other separate accounts in the financial system to reserve funds for other appropriate purposes, such as for replacement of vehicles and major equipment; maintenance and replacement of capital assets; and long-term liabilities.
3. Funds held in the General Reserve can only be appropriated by a majority vote of the Council to address exceptional circumstances specifically related to a significant revenue shortfall, unanticipated expenditure, or other budget stabilization issue.
4. If the General Reserve funds are appropriated and expended, the City Council will endeavor to replenish them to the full amount noted above as part of the adoption of the subsequent budget, if not sooner.
5. This Policy shall be reviewed by the City Council periodically to ensure its consistency with current law and the City's current needs.

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 (PERS and 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.
2. Recurring revenues are those that the City can reasonably expect to continue to receive on an annual basis over the next 5 to 10 years. Recurring revenues include, but may not be limited to, property taxes, sales and use taxes, utility user taxes, franchise taxes, business license taxes, transient occupancy taxes, other taxes, fines and forfeitures, interest on investments, use of money and property, motor vehicle in-lieu, city interfund transfers, licenses and permits, resources from other governmental agencies, charges to other City funds, and other reimbursements and charges for services.

Receivables Policy

Policy

The City will ensure the timely invoicing, monitoring, and collection of outstanding obligations owed to the City.

Purpose

To maintain appropriate oversight of all receivables and maintain sound fiscal management and accounting practices related to all receivables.

Definitions and Details

1. For the purpose of this policy, receivables are defined to include outstanding obligations owed to the City for services or goods supplied.
2. All receivables shall be recorded in accordance with Generally Accepted Accounting Principles (GAAP).
3. Accounts receivable will be administered by the Finance Department.
4. Accounts receivable shall be established for services or goods provided in advance of a payment and should include terms for collection. Invoices should be prepared in a timely manner but not less than on a monthly basis. Invoices should include a description of the goods or services provided, payment terms and remittance address.
5. All accounts receivable should be recorded in a manner that allows for aging analysis. Reconciliation of accounts receivable may be performed on a monthly, quarterly or annual basis depending on the type of receivable.
6. Collection options should be evaluated and pursued to maximize collections. The use of collection agencies and programs such as the State Interagency Intercept Collection Program or the County Tax lien process may be used based on the type of receivable.
7. An allowance for doubtful accounts should be recorded after a bad debt expense is estimated. Write-off of bad debt should be performed on an annual basis to ensure that accounts receivable and allowance balances are not overstated.
8. The City will establish written procedures to document the accounts receivable process and bad debt write-off process for adequate internal controls and proper management oversight. These procedures should be reviewed annually as part of the year end audit process.

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ATTACHMENT B

Structurally Balanced Budget

Policy

The ~~annual budget~~City will ~~be~~aspire to create a proposed General Fund operating budget that is structurally balanced~~ whereby~~. If the proposed operating budget is structurally imbalanced, the City will ~~be prepared with current year expenditures funded with current year revenue. If a structural imbalance occurs,~~develop a plan ~~will be developed and implemented to bring the~~ to create a proposed General Fund operating budget ~~back into structural balance~~for the subsequent fiscal year that is structurally balanced.

~~A.~~ Purpose

~~To avoid using one-time resources to balance the annual budgets.~~
To ensure the sustainability of service and expenditure levels by requiring that ongoing General Fund operating expenditures be funded by ongoing revenues.

~~B.~~ Definitions and Details

1. This policy applies to ~~all Operating Department Budgets~~General Fund operating budgets.
2. ~~A structural imbalance occurs when~~ Structural balance is defined as recurring (ongoing) revenues equaling or exceeding ongoing expenditures~~ exceed recurring revenues~~.
   ~~3.~~ Under this policy, ~~the structural imbalance~~City staff will ~~be calculated at the time the Proposed and Adopted Budgets are submitted.~~
3. ~~If it is necessary to use one-time resources to balance the~~analyze whether the proposed General Fund operating budget~~,~~ is structurally balanced.
4. If City staff determines that the proposed budget is imbalanced, City staff will develop a plan to create a proposed General Fund operating budget for ~~achieving a structural balance will be developed simultaneously that identifies~~the following fiscal year that is structurally balanced, including possible revenue enhancements or expenditure decreases~~ to bring the budget back into balance~~.
   ~~5. A plan to bring the Budget into balance will be developed no later than 30 days after the imbalance is identified.~~
5. ~~6.~~5. Internal service funds are intended to operate on a break-even basis.~~ They should neither make an excess net profit nor a loss and in no case should they create a negative fund balance. Spending plans should be available that take into account for the use of, or build up of, fund balance.~~
   ~~7. The identification of~~ To implement this policy, staff will identify General Fund operating revenue that is recurring and non-recurring~~ revenues is a two-step process. The first step involves dividing general fund revenue into recurring and nonrecurring categories. The second step involves examining the recurring revenue category to identify unusual revenue increases or decreases that are, in fact, unlikely to recur.~~
      ~~a. Step one involves the categorization of revenues.~~ Recurring revenues are ~~funds~~those that the City can reasonably expect to continue to receive on an annual basis over the next

5 to 10 years ~~without a sunset provision or outside intervention.~~ Recurring revenues include, but may not be limited to, property taxes, sales and use taxes, utility user taxes, franchise ~~tax~~taxes, business ~~licenses~~license taxes, transient occupancy taxes, other taxes, fines and forfeitures, interest on investments, use of money and property, motor vehicle in-lieu, city interfund transfers, licenses and permits, resources from other

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governmental agencies, charges to other ~~city~~City funds, and other reimbursements and charges for services. Non-recurring revenues are monies that ~~will end at a certain date or that the city~~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 ~~surpluses,~~ fund balance, grant funds, financing proceeds, and sale of property and equipment ~~and other reimbursements.~~

~~b. The second step in the process involves an identification of unusual revenue increases, commonly referred to as revenue spikes. Recurring revenues will show mild fluctuations depending on the economy and other factors. Typical revenue may fluctuate within a range such as one to five percent. This type of fluctuation is distinguished from a revenue spike that shows unusually large increases for one or two years (over five percent). The dotcom boom and the energy crisis created such revenue spikes. The increased revenues (~~. Revenue from recurring sources that is significantly above ~~the~~ normal ~~fluctuation)~~levels will be considered ~~onetime revenues.~~

6. ~~The identification of recurring and~~ non-recurring revenues.

~~8.~~ Staff will also identify General Fund operating expenditures ~~is also a two-step process. As a first step, expenditures are divided into the recurring and nonrecurring categories. The second step involves identifying~~ that are recurring and non-recurring ~~expenditures that occur in recurring expenditure categories.~~

~~a.~~7. ~~Step one involves the categorization of expenditures.~~. A recurring expenditure is an ongoing cost that ~~becomes part of the base budget. It is usually associated with a~~relates to an ongoing City service or ~~product that, if eliminated, may inhibit the City's ability to continue providing the service~~activity. Examples of recurring expenditures are salaries, benefits, utilities, debt service, maintenance, normal capital outlays, and other mandated costs. Non- recurring expenditures are costs that are incurred for one-time activities, or services that are scheduled to "sunset". Typical non-recurring expenditures include those for grant ~~programs, -~~funded activities, special initiatives, and one-time capital expenditures ~~and large equipment purchases in accordance with the City's fixed asset capitalization policy~~.

~~b. A second step in computing non-recurring expenditures is to identify all one-time expenditures that are budgeted in what are normally considered recurring expenditure categories. For example, a major consulting contract to update the general plan may be carried in the Materials, Supplies and Services category. Other examples include housing studies, recreational needs assessments, general plan studies, capital outlays in excess of normal requirements and professional contracts.~~

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~~II. Reserves Policy~~

~~A. Policy~~

8. A structurally balanced General Fund operating budget is a best practice. It is, however, appropriate and consistent with best practice to adopt a structurally imbalanced budget for a given fiscal year under certain circumstances. For example, it is appropriate and consistent with best practice to use designated reserves as a non-recurring revenue to cover recurring expenditures during times of fiscal duress. If a budget is proposed with this characteristic, the Structurally Balanced Budget Policy provides appropriate direction, which is that staff should develop a plan to create a structurally balanced budget for the subsequent fiscal year.

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Reserve Policy

Policy

The City will establish~~, dedicate~~ and maintain reserves ~~annually~~ to meet ~~known and estimated~~certain anticipated future obligations~~. The City will establish specific reserve accounts which include but are not limited to:~~ as well as to ensure that the City maintains adequate financial resources to continue to provide basic municipal services in the event of a significant unanticipated revenue decrease or expenditure increase.

- ~~General Fund Reserves for Economic Uncertainties equivalent to a minimum 10 percent or 180 days cash on hand of General Fund recurring expenditures;~~
- ~~Reserves for depreciation and replacement of vehicles and major equipment;~~
- ~~Reserves for maintenance, replacement, and renovations of facilities, parks, landscape maintenance and infrastructure.~~

~~If these reserves are used, a plan will be developed and implemented to replenish the funds used.~~

~~B.~~ Purpose

~~Once the General Fund Budget is structurally balanced, reserves will be set-aside in separate accounts to address emergencies and extraordinary events.~~

To ensure that the City maintains adequate financial resources to continue to provide basic municipal services in the event of a significant unanticipated revenue decrease or expenditure increase.

~~C.~~ Definitions and Details

~~I. The General Fund Reserves is to provide funding to deal with unexpected events and fluctuations in fiscal cycles, which provides time to avoid structural impacts and ensure continuance of critical City activities.~~

~~a. The General Fund Reserve is not a contingency fund. It is a reserve for events such as:~~
~~i. Unexpected unfunded mandates or State take-aways.~~
~~ii. Continuing a program until the end of the fiscal year when grant funding is unexpectedly eliminated during the fiscal year.~~
~~iii. Extraordinary public safety requirements that was unanticipated and immediate.~~
~~iv. Continuing critical city services due to unanticipated events.~~
~~v. To offset the loss of a funding source or spike in expense for the remainder of the year.~~

~~b. The General Fund Reserve is computed each year by taking ten percent of the proposed General Fund recurring operating expenditures. Once this figure is determined, it will establish the level of the Reserve for the fiscal year.~~

~~In an effort to gradually build up~~

1. The City shall establish a separate account in the financial system to reserve funds

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intended to ensure that the City maintains adequate financial resources to continue to provide basic municipal services in the event of a significant unanticipated revenue decrease or expenditure increase. This account and the funds contained therein shall be referred to as the General Reserve. It shall be budgeted to contain an amount equivalent to 50% of the City's annual General Fund ongoing operating expenditures. Resources in the General Reserve account will be considered assigned for the purpose of financial reporting per the standards of Generally Accepted Accounting Principles (GAAP).

2. The City shall establish other separate accounts in the financial system to reserve funds for other appropriate purposes, such as for replacement of vehicles and major equipment; maintenance and replacement of capital assets; and long-term liabilities.
3. Funds held in the General Reserve can only be appropriated by a majority vote of the Council to address exceptional circumstances specifically related to a significant revenue shortfall, unanticipated expenditure, or other budget stabilization issue.

~~i.~~ If the General ~~Fund~~ Reserve ~~to the desired goal of \$5.5 million representing 10 percent or 180 days cash on hand of General Fund recurring expenditures, \$200,000~~

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~~of discretionary Measure S 2014 revenue will be dedicated each year to the reserve beginning in FY 2016-17.~~

~~ii. This allocation will continue until~~funds are appropriated and expended, the ~~General Fund Reserve equals 10 percent or 180 days cash on hand of General Fund recurring expenditures, or $5.5 million, whichever is greater.~~

~~c.~~4. ~~Any usage of~~City Council will endeavor to replenish them to the ~~General Fund Reserve must have prior approval~~full amount noted above as part of the ~~City Council~~adoption of the subsequent budget, if not sooner.

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5. This Policy shall be reviewed by the City Council periodically to ensure its consistency with current law and the City's current needs.

~~III.~~ Revenue Policy ~~–~~ One-Time (Non-Recurring) Resources

~~A.~~ 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~~, revenue type, restricted revenue, inelastic revenue, or external revenue. The General Fund Budget will be structurally in balance without relying on one~~. One-time resources ~~such~~(also referred to as ~~proceeds from asset sales, debt refinancing,~~"non-recurring") should be used for one-time ~~grants, revenue spikes, budget savings and similar non-recurring revenue. Appropriate uses of one-time resources include~~(non-recurring) expenditures, including but not limited to establishing and rebuilding ~~the General Fund Reserve, other City established~~ reserves, ~~or~~ early retirement of debt, capital expenditures, and reducing unfunded pension liabilities (PERS and OPEB~~), and other non-recurring expenditures.~~).

~~B.~~ Purpose

To ~~insure~~ensure that the City ~~maintains~~ appropriately uses one-time resources, including not using one-time resources on ongoing expenditures, which can contribute to a structurally ~~balanced~~imbalanced budget ~~and does not use onetime resources to increase the base budget that cannot be sustained by ongoing resources~~.

~~C.~~ Definitions and Details

~~One-time resources~~

1. Non-recurring revenues are ~~resources~~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.
2. Recurring revenues are those that the City can reasonably expect to continue to receive on an ~~ongoing basis.~~ annual basis over the next 5 to 10 years. Recurring revenues include, but may not be limited to, property taxes, sales and use taxes, utility user taxes, franchise taxes, business license taxes, transient occupancy taxes, other taxes, fines and forfeitures, interest on investments, use of money and property, motor vehicle in-lieu, city interfund transfers, licenses and permits, resources from other governmental agencies, charges to other City funds, and other reimbursements and charges for services.

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CITY COUNCIL REPORT

10A

DATE: OCTOBER 6, 2020

TO: MAYOR AND COUNCIL MEMBERS

FROM: ANDREW MURRAY, CITY MANAGER

SUBJECT: RECEIVE THE FIVE-YEAR FORECAST FOR THE GENERAL FUND AND MEASURE S FUNDS FISCAL YEAR (FY) 2020/21 THROUGH FY 2024/25

RECOMMENDATION

Staff recommends that the City Council receive the five-year forecast for fiscal year (FY) 2020/21 through FY 2024/25.

BACKGROUND

The City has historically included a five-year financial forecast in the adopted Operating Budget. Due to the unusual challenges presented by COVID-19, City staff was unable to create a five-year forecast for inclusion in the FY 2020/21 Operating Budget. Rather, the budget, which was approved by the City Council on June 16, 2020, included just a two-year financial forecast. City staff has conducted additional analysis and is now presenting a five-year forecast for FY 2020/21 through FY 2024/25.

REVIEW AND ANALYSIS

The five-year forecast for the General Fund and Measure S Funds has been prepared using conservative assumptions for both revenues and expenditures. Based on analysis of historical trends and anticipated future issues, staff forecasted the fiscal impacts to the operating budgets and ending fund balance for the General Fund and Measure S Funds for five years. The Five-Year Forecast Summary Schedule for the General Fund and Measure S Funds for FY 2020/21 Through FY 2024/25 is included as Attachment A to this report.

General Fund

Revenue Forecast

The General Fund revenue forecast anticipates a recovery from the impact of the COVID-19 Shelter-In-Place (SIP) in FY 2021/22. The forecast also includes some one-time revenues, as noted below. Overall, the revenues are forecasted to increase from $14.7 million in FY 2020/21 to $17.8 million in FY 2024/25. When including the anticipated transfers in from the Pension Trust Fund to the General Fund as another funding source, total revenues are forecasted to be $16.1 million in FY 2020/21 and $19.0 million in FY 2024/25, as shown in the table below.

General Fund - 100	2018-19 Actual	2019-20 Actual	2020-21 Original Budget	2021-22 Projected	2022-23 Projected	2023-24 Projected	2024-25 Projected
REVENUE:							
PROPERTY TAX	3,837,167	4,514,755	4,146,109	4,156,491	5,067,165	5,490,109	5,630,182
SALES TAX	3,994,720	3,788,080	3,345,879	3,788,080	3,901,722	4,018,774	4,139,337
UTILITY USERS TAX	1,812,844	1,809,832	1,896,000	1,914,960	1,953,259	1,992,324	2,032,171
FRANCHISE TAX	735,311	750,001	750,000	757,500	772,650	788,103	803,865
INTERGOVERNMENTAL TAX	1,836,501	1,952,717	2,006,163	2,046,286	2,107,675	2,170,905	2,236,032
OTHER TAXES	884,757	826,359	785,000	884,757	902,453	920,502	938,912
OTHER REVENUE	3,274,296	2,280,423	1,795,187	1,869,216	1,944,362	2,015,230	2,024,531
Total Revenue	**16,375,597**	**15,922,167**	**14,724,338**	**15,417,291**	**16,649,286**	**17,395,947**	**17,805,031**
TRANSFERS IN	6,290,688						
PENSION TRANSFER IN (FY 19/20 alloc)			476,366				
PENSION TRANSFER IN			882,013	743,686	947,272	1,040,806	1,180,322
Total Sources	**22,666,285**	**15,922,167**	**16,082,717**	**16,160,977**	**17,596,558**	**18,436,753**	**18,985,353**

Revenue Assumptions

The forecast assumes that base Property Tax revenue will grow at 2% to 3% per year. The residual property tax revenue that has resulted from the dissolution of the former redevelopment agency is forecasted to increase by approximately $908,000 in FY 2023/24, after outstanding redevelopment bonds are retired. The forecast also assumes additional residual property tax revenue of $86,000 in FY 2021/22 and $575,500 in FY 2022/23 for the anticipated sale of former RDA property.

The forecast assumes that Sales Tax revenue will rebound in FY 2021/22 to the FY 2019/20 level, and thereafter grow at 3% annually. The estimates on the recovery are conservative, but staff will continue to monitor sales tax revenue activity on a quarterly basis.

Franchise Tax and Utility Users Tax (UUT) revenues are forecasted to grow at 1% to 2% annually.

Other Taxes revenue includes Transient Occupancy Tax (TOT) and Business License. These revenues are forecasted to rebound in FY 2021/22 to the FY 2018/19 level, and thereafter grow at 2% annually.

Intergovernmental Tax revenues, Vehicle License Fees and Homeowner Property Tax Relief, are forecasted to increase at 2% to 3% annually.

Transfers from the Pension Trust Fund to the General Fund are equivalent to the difference between the City’s base year (FY 2018/19) contribution toward employee pensions and the forecasted required City contribution in future years.

Expenditure Forecast

Overall, General Fund expenditures are forecasted to increase from $17.6 million in FY 2020/21 to $18.8 in FY 2024/25. Personnel and other operating costs are forecasted to increase at a modest amount in order to maintain existing levels of staffing and service.

General Fund - 100	2018-19 Actual	2019-20 Actual	2020-21 Original Budget	2021-22 Projected	2022-23 Projected	2023-24 Projected	2024-25 Projected
EXPENDITURES:							
SALARIES	7,140,412	7,217,115	8,197,748	8,443,680	8,696,991	8,957,901	9,226,638
BENEFITS & INSURANCE	4,378,221	4,646,517	5,181,603	5,195,660	5,551,921	5,806,894	6,077,392
OTHER OPERATING EXPENSES	1,791,295	2,649,852	1,949,122	2,031,197	2,088,071	2,146,537	2,206,640
EXPENDITURES - One time			1,022,500		22,500		22,500
DEBT SERVICE	520,000	536,120	555,000	575,000	595,000	610,000	610,000
TRANSFERS OUT	21,225,833	562,558	702,955	562,558	579,435	596,818	614,722
Total Expenditures	**35,055,762**	**15,612,162**	**17,608,928**	**16,808,096**	**17,533,918**	**18,118,150**	**18,757,891**

Expenditure Assumptions

Salaries are forecasted to increase at 3% annually.

Other Benefits have been forecasted to increase at 4% annually.

The City’s required pension contribution is forecasted based on the most recent actuarial valuation reports provided by the California Public Employees' Retirement System (CalPERS).

Retiree Health Benefits are forecasted to increase from 4% to 7% annually based on the actuarial valuation report provided by the City’s consultant, Bartel Associates, LLC.

General operating costs are forecasted to increase at 2.8% annually over the five-year period, based on four-year average.

One-time expenditures have been specifically identified and incorporated into the forecast as appropriate.

Transfers Out have been adjusted in FY 2021/22 to the spending level of FY 2019/20. The FY 2020/21 transfers out were budgeted at higher levels than normal to offset the loss of revenue to the Recreation Fund due to the SIP.

Net Results and Fund Balance

As seen in the table below, the General Fund is forecasted to be generally balanced over the upcoming five-year period. This is primarily due to modestly increasing revenues and the Pension Trust Fund’s coverage of increasing pension costs.

The City’s unassigned General Fund Balance is forecasted to be $3.9 million at June 30, 2021 and $3.7 million at June 30, 2025. The unassigned General Fund Balance forecast accounts for deposits into the General Reserve per the General Reserve Policy.

The General Reserve, which represents 50% of the General Fund operating budget for each year, is forecasted to be $8.3 million at June 30, 2021 and $9.4 million at June 30, 2025. The General Reserve is funded by forecasted interest earnings of 3% annually and transfers from the General Fund to maintain the required reserve level per City Policy.

The Pension Trust Fund balance is forecasted at $17.1 million at June 30, 2021 and $15.1 million at June 30, 2025. The Pension Trust is funded by forecasted interest earnings of 5.8% annually. The forecast does not assume a deposit of any portion of the proceeds of the sale of the Pinole Assisted Living Community (PALC) into the Pension Trust Fund.

General Fund - 100	2018-19 Actual	2019-20 Actual	2020-21 Original Budget	2021-22 Projected	2022-23 Projected	2023-24 Projected	2024-25 Projected
Total Revenues and Sources	22,666,285	15,922,167	16,082,717	16,160,977	17,596,558	18,436,753	18,985,353
Total Expenditures	35,055,762	15,612,162	17,608,928	16,808,096	17,533,918	18,118,150	18,757,891
Net Results	(12,389,477)	310,005	(1,526,211)	(647,119)	62,641	318,603	227,461
Fund Balance, July 1	18,203,473	5,813,996	6,124,001	3,865,991	3,346,468	3,280,193	3,547,695
Preliminary Fund Balance, June 30	**5,813,996**	**6,124,001**	**4,597,790**	**3,218,872**	**3,409,108**	**3,598,796**	**3,775,157**
Adjust for General Reserves Policy			(731,799)	127,596	(128,915)	(51,101)	(71,625)
Fund Balance, June 30			**3,865,991**	**3,346,468**	**3,280,193**	**3,547,695**	**3,703,531**
General Reserve Balance, June 30	**7,137,963**	**7,352,102**	**8,304,464**	**8,404,048**	**8,766,959**	**9,059,075**	**9,378,946**
Pension Fund Balance, June 30	**17,159,258**	**18,088,812**	**17,144,938**	**16,941,586**	**16,476,394**	**15,900,747**	**15,087,504**

Measure S 2006

The Measure S 2006 FY 2020/21 budget is projecting a $157,297 surplus. These funds continue to support Police and Fire operations. The remaining fund balance is projected to be $1.9 million at June 30, 2021 and $2.21 million at June 30, 2025.

Measure S 2006 expenditures and available fund balance will be reviewed with the annual budget process. Use of fund balance may be budgeted to address additional public safety needs identified through the budget process.

MEASURE S-2006 - 105	2018-19 Actual	2019-20 Actual	2020-21 Original Budget	2021-22 Projected	2022-23 Projected	2023-24 Projected	2024-25 Projected
Total Revenues and Sources	2,170,860	1,981,425	2,322,897	2,279,673	2,365,041	2,426,136	2,498,495
Total Expenditures	2,172,561	2,499,588	2,165,524	2,191,565	2,290,103	2,365,244	2,450,594
Net Results	(1,702)	(518,163)	157,373	88,108	74,938	60,892	47,901
Fund Balance, July 1	2,300,654	2,298,952	1,780,790	1,938,162	2,026,271	2,101,209	2,162,101
Fund Balance, June 30	**2,298,952**	**1,780,790**	**1,938,162**	**2,026,271**	**2,101,209**	**2,162,101**	**2,210,002**

General assumptions for revenue and expenditure forecasts for Measure S 2006 are consistent with the assumptions for the General Fund noted above.

Measure S 2014

FY 2020/21 marks the sixth full year that the City will receive revenue from Measure S 2014. The City Council approved a new Five-Year Funding Plan for the use of these funds on September 17, 2019, which has been incorporated into the Five-Year Forecast. The funds are used to address some of the City's operational and capital improvement needs.

The Measure S 2014 FY 2020/21 budget is projecting a $1.6 million use of fund balance due to planned and approved capital projects. Including all of the capital projects incorporated into the FY 2020/21 through FY 2024/25 Capital Improvement Program (CIP), the Measure S 2014 fund balance is forecasted to be $2.2 million at June 30, 2021 and $3.5 million at June 30, 2025.

Staff intends to incorporate the Measure S 2014 Five-Year Funding Plan into the normal annual budget beginning in FY 2021/22, to better align the programming of Measure S 2014 expenditures with the General Fund operating budget process and the CIP process. This will facilitate the evaluation of the use of available Measure S 2014 funds for capital projects.

MEASURE S-2014 - 106	2018-19 Actual	2019-20 Actual	2020-21 Original Budget	2021-22 Projected	2022-23 Projected	2023-24 Projected	2024-25 Projected
Total Revenues and Sources	2,175,803	2,016,848	1,953,088	2,076,235	2,125,364	2,169,807	2,217,330
Total Expenditures	1,278,117	2,139,737	3,522,274	1,967,755	1,744,573	1,784,880	1,802,171
Net Results	897,686	(122,889)	(1,569,186)	108,480	380,791	384,927	415,159
Fund Balance, July 1	2,974,321	3,872,007	3,749,117	2,179,931	2,288,411	2,669,202	3,054,130
Fund Balance, June 30	**3,872,007**	**3,749,117**	**2,179,931**	**2,288,411**	**2,669,202**	**3,054,130**	**3,469,289**

General assumptions for revenue and expenditure forecasts for Measure S 2014 are consistent with the assumptions for the General Fund noted above.

FISCAL IMPACT

The Five-Year Forecast for the General Fund and Measure S Funds

ATTACHMENTS

A. Year Forecast Summary Schedule for the General Fund and Measure S Funds for FY 2020/21 Through FY 2024/25

ATTACHMENT A

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CITY OF PINOLE
FIVE-YEAR FORECAST

GENERAL FUND SUMMARY INCLUDES MEASURE S 2006 & 2014	2018-19 Actual	2019-20 Actual	2020-21 Original Budget	2021-22 Forecast	2022-23 Forecast	2023-24 Forecast	2024-25 Forecast
REVENUE							
PROPERTY TAX	3,837,167	4,514,755	4,146,109	4,156,491	5,067,165	5,490,109	5,630,182
SALES TAX	3,994,720	3,788,080	3,345,879	3,788,080	3,901,722	4,018,774	4,139,337
MEAS S 2006 & 2014 LOCAL SALES TAX	4,286,328	3,901,837	3,651,338	3,901,837	3,979,874	4,059,471	4,140,661
UTILITY USERS TAX	1,812,844	1,809,832	1,896,000	1,914,960	1,953,259	1,992,324	2,032,171
FRANCHISE TAX	735,311	750,001	750,000	757,500	772,650	788,103	803,865
INTERGOVERNMENTAL TAX	1,836,501	1,952,717	2,006,163	2,046,286	2,107,675	2,170,905	2,236,032
OTHER TAXES	884,757	826,359	785,000	884,757	902,453	920,502	938,912
OTHER REVENUE	3,334,631	2,376,859	1,845,187	1,919,216	1,994,362	2,065,230	2,074,531
Total Revenue	**20,722,259**	**19,920,440**	**18,425,676**	**19,369,128**	**20,679,160**	**21,505,418**	**21,995,691**
TRANSFERS IN	6,290,688						
PENSION TRANSFER IN (FY 19/20 alloc)			659,567				
PENSION TRANSFER IN			1,273,458	1,147,758	1,407,804	1,527,278	1,705,486
Total Sources	**27,012,947**	**19,920,440**	**20,358,701**	**20,516,886**	**22,086,964**	**23,032,696**	**23,701,177**
EXPENDITURES							
SALARIES	8,593,887	9,184,283	9,662,236	9,952,103	10,250,666	10,558,186	10,872,963
BENEFITS - PERS RETIRE	1,792,051	2,451,619	3,077,528	2,939,809	3,199,855	3,319,329	3,497,537
BENEFITS - OTHER	3,079,527	2,864,038	3,052,813	3,185,911	3,350,257	3,523,834	3,667,438
OTHER OPERATING EXPENSES	2,506,418	3,460,467	2,477,902	2,631,536	2,669,881	2,758,607	2,823,995
EXPENDITURES - One time			1,022,500		22,500		22,500
FF&E			138,550	55,000	55,000	55,000	55,000
DEBT SERVICE	590,433	606,553	555,000	575,000	595,000	610,000	610,000
CAPITAL PROJECTS	211,292	429,470	1,914,242	315,000	150,000	150,000	150,000
TRANSFERS OUT	21,732,833	1,255,058	1,395,955	1,313,058	1,275,435	1,293,318	1,311,222
Total Expenditures	**38,506,441**	**20,251,487**	**23,296,726**	**20,967,416**	**21,568,594**	**22,268,273**	**23,010,656**
Surplus/Deficit	**(11,493,493)**	**(331,047)**	**(2,938,025)**	**(450,530)**	**518,370**	**764,423**	**690,521**
Fund Balance, July 1	23,478,448	11,984,955	11,653,908	7,984,084	7,661,150	8,050,604	8,763,926
Preliminary Fund Balance, June 30	**11,984,955**	**11,653,908**	**8,715,883**	**7,533,554**	**8,179,520**	**8,815,027**	**9,454,448**
General Reserves Adjustment			(731,799)	127,596	(128,915)	(51,101)	(71,625)
Fund Balance, June 30	**11,984,955**	**11,653,908**	**7,984,084**	**7,661,150**	**8,050,604**	**8,763,926**	**9,382,822**
Revenues - Transfers In	16,287,510						
Revenues - Interest	924,669	1,010,988	1,049,151	994,406	982,612	955,631	922,243
Expenditure - Transfers Out			1,933,025	1,147,758	1,407,804	1,527,278	1,705,486
Expenditures	52,921	81,434	60,000	50,000	40,000	4,000	30,000
Pension Fund Balance, June 30	**17,159,258**	**18,088,812**	**17,144,938**	**16,941,586**	**16,476,394**	**15,900,747**	**15,087,504**
General Reserve Balance, June 30	**7,137,963**	**7,352,102**	**8,304,464**	**8,404,048**	**8,766,959**	**9,059,075**	**9,378,946**
Other GF Fund Balances	**18,376**						
CAFR ending June 30, 2019	**36,300,552**						

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CITY OF PINOLE
FIVE-YEAR FORECAST

General Fund - 100	2018-19 Actual	2019-20 Actual	2020-21 Original Budget	2021-22 Projected	2022-23 Projected	2023-24 Projected	2024-25 Projected
REVENUE:							
PROPERTY TAX	3,837,167	4,514,755	4,146,109	4,156,491	5,067,165	5,490,109	5,630,182
SALES TAX	3,994,720	3,788,080	3,345,879	3,788,080	3,901,722	4,018,774	4,139,337
UTILITY USERS TAX	1,812,844	1,809,832	1,896,000	1,914,960	1,953,259	1,992,324	2,032,171
FRANCHISE TAX	735,311	750,001	750,000	757,500	772,650	788,103	803,865
INTERGOVERNMENTAL TAX	1,836,501	1,952,717	2,006,163	2,046,286	2,107,675	2,170,905	2,236,032
OTHER TAXES	884,757	826,359	785,000	884,757	902,453	920,502	938,912
OTHER REVENUE	3,274,296	2,280,423	1,795,187	1,869,216	1,944,362	2,015,230	2,024,531
Total Revenue	**16,375,597**	**15,922,167**	**14,724,338**	**15,417,291**	**16,649,286**	**17,395,947**	**17,805,031**
TRANSFERS IN	6,290,688						
PENSION TRANSFER IN [FY19/20 Alloc)			476,366				
PENSION TRANSFER IN			882,013	743,686	947,272	1,040,806	1,180,322
Total Sources	**22,666,285**	**15,922,167**	**16,082,717**	**16,160,977**	**17,596,558**	**18,436,753**	**18,985,353**
EXPENDITURES:							
SALARIES	7,140,412	7,217,115	8,197,748	8,443,680	8,696,991	8,957,901	9,226,638
BENEFITS & INSURANCE	4,378,221	4,646,517	5,181,603	5,195,660	5,551,921	5,806,894	6,077,392
OTHER OPERATING EXPENSES	1,791,295	2,649,852	1,949,122	2,031,197	2,088,071	2,146,537	2,206,640
EXPENDITURES - One time			1,022,500		22,500		22,500
DEBT SERVICE	520,000	536,120	555,000	575,000	595,000	610,000	610,000
TRANSFERS OUT	21,225,833	562,558	702,955	562,558	579,435	596,818	614,722
Total Expenditures	**35,055,762**	**15,612,162**	**17,608,928**	**16,808,096**	**17,533,918**	**18,118,150**	**18,757,891**
Net Results	(12,389,477)	310,005	(1,526,211)	(647,119)	62,641	318,603	227,461
Fund Balance, July 1	18,203,473	5,813,996	6,124,001	3,865,991	3,346,468	3,280,193	3,547,695
Preliminary Fund Balance, June 30	**5,813,996**	**6,124,001**	**4,597,790**	**3,218,872**	**3,409,108**	**3,598,796**	**3,775,157**
General Reserves Adjustment			(731,799)	127,596	(128,915)	(51,101)	(71,625)
Fund Balance, June 30	**5,813,996**	**6,124,001**	**3,865,991**	**3,346,468**	**3,280,193**	**3,547,695**	**3,703,531**

Measure S -2006 Fund - 105	2018-19 Actual	2019-20 Actual	2020-21 Original Budget	2021-22 Projected	2022-23 Projected	2023-24 Projected	2024-25 Projected
REVENUE:							
SALES TAX	2,146,708	1,951,039	1,825,669	1,951,039	1,990,060	2,029,861	2,070,458
OTHER REVENUE	24,151	30,386	20,000	20,000	20,000	20,000	20,000
Total Revenue	**2,170,860**	**1,981,425**	**1,845,669**	**1,971,039**	**2,010,060**	**2,049,861**	**2,090,458**
PENSION TRANSFER IN (FY 19/20 Alloc)			182,670				
PENSION TRANSFER IN			294,558	308,634	354,981	376,275	408,036
Total Sources	**2,170,860**	**1,981,425**	**2,322,897**	**2,279,673**	**2,365,041**	**2,426,136**	**2,498,495**
EXPENDITURES:							
SALARIES	1,248,787	1,596,577	1,200,993	1,237,023	1,274,133	1,312,357	1,349,760
BENEFITS & INSURANCE	446,992	619,423	790,777	775,923	832,349	864,124	906,787
OTHER OPERATING EXPENSES	406,349	213,154	173,754	178,619	183,620	188,762	194,047
EXPENDITURES - One time							
DEBT SERVICE	70,433	70,433					
Total Expenditures	**2,172,561**	**2,499,588**	**2,165,524**	**2,191,565**	**2,290,103**	**2,365,244**	**2,450,594**
Net Results	(1,702)	(518,163)	157,373	88,108	74,938	60,892	47,901
Fund Balance, July 1	2,300,654	2,298,952	1,780,790	1,938,162	2,026,271	2,101,209	2,162,101
Fund Balance, June 30	**2,298,952**	**1,780,790**	**1,938,162**	**2,026,271**	**2,101,209**	**2,162,101**	**2,210,002**

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CITY OF PINOLE
FIVE-YEAR FORECAST

MEASURE S-2014 - 106	2018-19 Actual	2019-20 Actual	2020-21 Original Budget	2021-22 Projected	2022-23 Projected	2023-24 Projected	2024-25 Projected
REVENUE:							
SALES TAX	2,139,620	1,950,798	1,825,669	1,950,798	1,989,814	2,029,610	2,070,202
OTHER REVENUE	36,183	66,050	30,000	30,000	30,000	30,000	30,000
Total Revenue	**2,175,803**	**2,016,848**	**1,855,669**	**1,980,798**	**2,019,814**	**2,059,610**	**2,100,202**
PENSION TRANSFER IN FY 19/20 Alloc)			532				
PENSION TRANSFER IN			96,887	95,437	105,550	110,197	117,128
Total Sources	**2,175,803**	**2,016,848**	**1,953,088**	**2,076,235**	**2,125,364**	**2,169,807**	**2,217,330**
EXPENDITURES:							
SALARIES	204,687	370,590	263,495	271,400	279,542	287,928	296,566
BENEFITS & INSURANCE	46,364	49,716	157,961	154,136	165,842	172,144	180,797
OTHER OPERATING EXPENSES	308,774	597,461	355,026	421,719	398,190	423,308	423,308
EXPENDITURES - One time							
FF&E			138,550	55,000	55,000	55,000	55,000
CAPITAL PROJECTS	211,292	429,470	1,914,242	315,000	150,000	150,000	150,000
TRANSFERS OUT	507,000	692,500	693,000	750,500	696,000	696,500	696,500
Total Expenditures	**1,278,117**	**2,139,737**	**3,522,274**	**1,967,755**	**1,744,573**	**1,784,880**	**1,802,171**
Net Results	897,686	(122,889)	(1,569,186)	108,480	380,791	384,927	415,159
Fund Balance, July 1	2,974,321	3,872,007	3,749,117	2,179,931	2,288,411	2,669,202	3,054,130
Fund Balance, June 30	**3,872,007**	**3,749,117**	**2,179,931**	**2,288,411**	**2,669,202**	**3,054,130**	**3,469,289**