Return to Agenda

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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
JULY 7, 2020
VIA ZOOM TELECONFERENCE

6:00 P.M.

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

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 they have created.*

Return to Agenda

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

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

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

3. CONVENE TO A CLOSED SESSION

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

NO CLOSED SESSION

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

5. CITIZENS TO BE HEARD (Public Comments)

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

B. Presentations / Recognitions

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 5, 2020

B. Receive the June 13, 2020 – July 3, 2020 List of Warrants in the Amount of $2,146,4173.74 and the June 26, 2020 Payroll in the Amount of $394,308.62

C. Approve An Amendment To City Manager Andrew Murray's And City Clerk Heather Iopu's Employment Agreement To Reflect A 3% Cost Of Living Increase Effective July 6, 2020 **[Action: Adopt Resolutions per Staff Recommendation (De La Rosa)]**

D. Review and Approve Financial Policies **[Action: Adopt Resolution per Staff Recommendation (A. Miller)]**

E. Approve For Bidding The Plans And Specifications For The Fiscal Year 2019/20 Residential Slurry Seal Project **[Action: Adopt Resolution per Staff Recommendation (T. Miller)]**

F. Adopt A Resolution Approving The Submittal Of Calendar Years 2018 And 2019 Growth Management Program (GMP) Compliance Checklist For Allocation Of Fiscal Years 2019-20 And 2020-21 Measure J Local Street Maintenance And Improvement Funds By The Contra Costa Transportation Authority (CCTA) **[Adopt Resolution per Staff Recommendation (T. Miller)]**

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)]**

9. OLD BUSINESS

A. Previously Approved Sewer User Rate Increase **[Action: Receive and file report (T. Miller)]**

B. Potential Funding Sources for the Faria House Renovation **[Action: Discuss and Provide Direction (De La Rosa)]**

10. NEW BUSINESS

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 July 21, 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: July 2, 2020 at 4:00 P.M.

_____

Heather Iopu, CMC
City Clerk

CITY COUNCIL MEETING
MINUTES
May 5, 2020

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

The City Council Meeting was held in the Pinole Council Chambers, 2131 Pear Street, Pinole, California. Mayor Swearingen called the Regular Meeting of the City Council to order **6:00** 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
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

City Clerk Iopu announced the agenda was posted on April 30, 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.*

NO CLOSED SESSION

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

5. CITIZENS TO BE HEARD (Public Comments)

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

6. RECOGNITIONS / PRESENTATIONS / COMMUNITY EVENTS

A. Proclamations

B. Presentations / Recognitions

7. CONSENT CALENDAR

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

A. Approve the Minutes of the Meeting of April 7, 2020

B. Receive the April 18, 2020 – May 1, 2020 List of Warrants in the Amount of $356,733.12 and the May 1, 2020 Payroll in the Amount of $386,615.76

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

D. Approving A Side Letter To The Memorandum Of Understanding Between The City Of Pinole And IAFF Local 1230 To Extend The Term And Implement A Salary Increase **[Action: Adopt Resolution per Staff Recommendation (A. Murray)]**

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. Adopt Resolution Declaring Intent for the Levy and Collection of Annual Assessments for the Pinole Valley Road Landscape and Lighting Assessment District for FY 2020/2021, Setting the Date of the Public Hearing, and Approving the Annual Engineer's Report **[Action: Adopt Resolution per Staff Recommendation (T. Miller)]**

Mayor Swearingen introduced the item and asked Council if they had any ex parte communications to report. Council had none to report.

Mayor Swearingen opened and closed the public hearing at 9:27 p.m.

There were no public speakers.

Director of Development Services Miller presented an overview of the item and highlighted the action.

Council members asked questions. Staff responded to questions.

ACTION: Motion by Council Members Murray/Martinez-Rubin to Adopt Resolution Declaring Intent for the Levy and Collection of Annual Assessments for the Pinole Valley Road Landscape and Lighting Assessment District for FY 2020/2021, Setting the Date of the Public Hearing, and Approving the Annual Engineer's Report

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

9. OLD BUSINESS

A. Report From Pinole Branch Library On Fiscal Year (FY) 2019/20 Utilization
[Action: Receive and File Report (A. Murray)]

City Manager Murray introduced and provided an overview of the item.

Pinole Branch Manager Library Francis Adebola-Wilson presented the Library Utilization report. Council members asked questions. Mr. Abedola-Wilson answered questions.

The following speaker submitted written comments that were read aloud and will be filed with the agenda packet record for this meeting: **Jim (Citizens for A Better Pinole), David Ruport, George Pursley, Sal Spataro**

Council held discussion.

10. NEW BUSINESS

11. REPORTS & COMMUNICATIONS

A. Mayor Report
1. Announcements

Mayor Swearingen announced that he will attend the upcoming Mayor's Conference virtually. Announced the West County Mayor's meeting for the month has been cancelled. Attended the most recent WCCTAC meeting and highlighted the topics of discussion. Encouraged the public to check with local agencies regarding changes to service due to the Covid-19 crisis.

B. Mayoral & Council Appointments

C. City Council Committee Reports & Communications

Mayor Pro Tem thanked the community for completing their Census surveys. Presented state and local completion rates and encouraged anyone who hasn't yet responded to do so.

Council member Tave announced that he presented the Pinole Rotary Club with information related to COVID-19 pandemic. Provided details of the resources that were presented.

Council member Salimi announced meeting with Small Business Administration and gave highlights of discussion regarding Payroll Protection Program (PPP) loans. Shared his concern with Congressman Thompson regarding the ability of small businesses to receive these loans.

Council member Murray announced that the monthly West Contra Costa County Integrated Waste Management Authority meeting this month has been cancelled.

D. Council Requests For Future Agenda Items

Council member Murray requested a future agenda item to discuss the potential acquisition of the "Hurn property" in Pinole. Consensus given.

Council member Tave requested an item to discuss the City's former resolution to fly the Pride Flag in the month of June. Consensus given.

Mayor Pro Tem Martinez-Rubin requested an item to discuss use of staff signature blocks to promote the City's Census 2020 response by including a logo and tagline. Consensus given.

E. City Manager Report / Department Staff

City Manager Murray encouraged the public to check the City website for important information on the COVID-19 situation and resources that are available. Encouraged the public to take precautions and to be kind to one another through the health crisis.

F. City Attorney Report

No report.

12. ADJOURNMENT to the Regular City Council Meeting of May 5, 2020 In Remembrance of Amber Swartz.

Mayor Swearingen announced the recent passing of Pinole community member Vince Pisteli. made comments honoring his life.

At 8:15 p.m., Mayor Swearingen adjourned to the Regular City Council Meeting of May 19, 2020 In Remembrance of Amber Swartz, Vince Pisteli and Lou Mulhalland.

Submitted by:

Heather Iopu, CMC
City Clerk

7B

WARRANT LISTING

City of Pinole, CA

By Vendor Name

Payment Dates 06/13/2020 - 07/03/2020

Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
Vendor: 1568 - ADSPHERE INC					
28907	94218	06/19/2020	500-642-42101	PW SEWER ANNUAL MAILER FOR SEWER INCREASE	3,661.91
				Vendor 1568 - ADSPHERE INC Total:	**3,661.91**
Vendor: AIR07 - AIR EXCHANGE, INC.					
91602435	94265	06/26/2020	100-231-42107	FIRE MAINTENANCE	1,125.49
				Vendor AIR07 - AIR EXCHANGE, INC. Total:	**1,125.49**
Vendor: AIR10 - AIRGAS USA, LLC					
9971454529	94266	06/26/2020	100-231-42107	FIRE RENT CYL MED LARGE AIR	76.57
				Vendor AIR10 - AIRGAS USA, LLC Total:	**76.57**
Vendor: ALH01 - ALHAMBRA & SIERRA SPRINGS					
19593757061120	94219	06/19/2020	100-222-42201	PD WATER	162.57
5025519060620	94219	06/19/2020	500-641-42201	WPCP WATER	109.74
5025531060620	94219	06/19/2020	100-343-42108	CORP YARD WATER	102.25
				Vendor ALH01 - ALHAMBRA & SIERRA SPRINGS Total:	**374.56**
Vendor: 1685 - ALTA PLANNING + DESIGN, INC.					
0020191917	94220	06/19/2020	212-461-42101	PLANNING PROFESSIONAL SERVICES	2,640.75
0020191918	94220	06/19/2020	212-461-42101	PLANNING PROFESSIONAL SERVICES	392.00
				Vendor 1685 - ALTA PLANNING + DESIGN, INC. Total:	**3,032.75**
Vendor: AME41 - AMERICAN LEGAL PUBLISHING					
937	94317	07/03/2020	100-112-42101	CITY CLERK ORDINANCE UPDATES	14.91
994	94317	07/03/2020	100-112-42101	CITY CLERK ORDINANCE UPDATES	150.11
				Vendor AME41 - AMERICAN LEGAL PUBLISHING Total:	**165.02**
Vendor: 1996 - ANALYTICAL TECHNOLOGY INC					
427289	94267	06/26/2020	500-641-42107	WPCP GAS PHASE SULFITE SENSOR	707.50
				Vendor 1996 - ANALYTICAL TECHNOLOGY INC Total:	**707.50**
Vendor: ARA01 - ARAMARK UNIFORM SERVICES					
000704902160	94268	06/26/2020	500-641-44410	WPCP LAUNDRY SERVICE	312.57
000704902161	94268	06/26/2020	100-231-42108	FIRE LAUNDRY SERVICE	114.86
000704927406	94221	06/19/2020	100-221-44410	LAUNDRY SERVICES PD LINDA SEGUNDO	5.23
704910733	94268	06/26/2020	100-343-44410	CORP YARD UNIFORMS LAUNDRY SERVICE	13.27
704910734	94268	06/26/2020	500-641-44410	WPCP LAUNDRY SERVICE	312.57
704919187	94268	06/26/2020	100-343-44410	CORP YARD LAUNDRY SERVICE	13.27
704919188	94268	06/26/2020	500-641-44410	WPCP LAUNDRY SERVICE	312.57
704927405	94268	06/26/2020	500-641-44410	WPCP LAUNDRY SERVICES	331.08
704952218	94221	06/19/2020	100-221-44410	PD LINDA SEGUNDO LAUNDRY SERVICE	5.23
704969661	94318	07/03/2020	100-221-44410	PD LINDA SEGUNDO UNIFORM LAUNDRY SERVICE	5.23
				Vendor ARA01 - ARAMARK UNIFORM SERVICES Total:	**1,425.88**
Vendor: ARM04 - ARMOR LOCKSMITH SERVICES					
72385	94269	06/26/2020	500-641-42107	WPCP PADLOCK	104.74
				Vendor ARM04 - ARMOR LOCKSMITH SERVICES Total:	**104.74**

WARRANT LISTING **Payment Dates: 06/13/2020 - 07/03/2020**

Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
Vendor: ARM09 - ARMOUR PETROLEUM SVC/EQUP					
WO-18627	94270	06/26/2020	100-343-42108	ANNUAL AIR QUALITY SOURCE TESTING	638.00
				Vendor ARM09 - ARMOUR PETROLEUM SVC/EQUP Total:	**638.00**
Vendor: ATT01 - AT&T					
000014783921	94222	06/19/2020	525-118-42107	IT- PHONE BILL 042020-051920	1,970.22
000014842384	94222	06/19/2020	525-118-43101	IT- PHONE BILL 050120-053120	231.43
287274105793X05282020	94223	06/19/2020	215-341-43101	PW I80 CORRIDOR MOBILITY PROJECT	77.22
287277095767X05282020	94223	06/19/2020	215-341-43101	PW I80 MOBILITY CORRIDOR PROJECT	77.22
				Vendor ATT01 - AT&T Total:	**2,356.09**
Vendor: BAY04 - BAY AREA BARRICADE SVC.					
0012924	94224	06/19/2020	205-227-42107	PD FLARE 30 MIN 36 PER BOX	396.03
				Vendor BAY04 - BAY AREA BARRICADE SVC. Total:	**396.03**
Vendor: ESP01 - BELINDA ESPINOSA					
070120	94319	07/03/2020	100-117-41101	2020 RETIREE MEDICAL REIMB JULY	92.93
				Vendor ESP01 - BELINDA ESPINOSA Total:	**92.93**
Vendor: BOU01 - BOUND TREE MEDICAL, LLC					
83662966	94271	06/26/2020	100-231-42104	FIRE ALCOHOL LIQUID	14.86
83672488	94320	07/03/2020	100-231-42104	FIRE DEPT. AMIODARONE VIAL CALCIUM CHLORIDE	52.50
				Vendor BOU01 - BOUND TREE MEDICAL, LLC Total:	**67.36**
Vendor: LOW01 - BRIAN LOWRY					
070120	94321	07/03/2020	100-117-41101	2020 RETIREE MEDICAL REIMB JULY	1.49
				Vendor LOW01 - BRIAN LOWRY Total:	**1.49**
Vendor: CAL04 - CALCON SYSTEMS,INC.					
46907	94272	06/26/2020	500-641-42107	WPCP SERVICE CALL SWITCH NETWORK	5,271.61
46908	94272	06/26/2020	500-641-42107	WPCP PLANT CALIBRATION AND MAINTENANCE	4,574.46
				Vendor CAL04 - CALCON SYSTEMS,INC. Total:	**9,846.07**
Vendor: CAL20 - CALIFORNIA ASSOCIATION OF PROFESSIONAL FIREFIGHTERS					
061820	94322	07/03/2020	100-231-41008	FIREFIGHTERS LONG TERM DISABILITY PLAN	324.50
				Vendor CAL20 - CALIFORNIA ASSOCIATION OF PROFESSIONAL FIREFIGHTERS Total:	**324.50**
Vendor: 1578 - CALIFORNIA POLICE CHIEF ASSOCIATION					
15275	94225	06/19/2020	100-221-42401	PD MEMBERSHIP RENEWAL MATT AVERY	145.00
15276	94225	06/19/2020	100-221-42401	PD MEMBERSHIP RENEWAL THROUGH JUNE 30, 2021 GENE	145.00
				Vendor 1578 - CALIFORNIA POLICE CHIEF ASSOCIATION Total:	**290.00**
Vendor: CAL29 - CALPELRA					
061520 CDAVIS	94226	06/19/2020	100-116-42301	CALPELRA CONFERENCE AND MEMBERSHIP 11/17-11/20/20-	890.00
061520 HDELAROSA	94226	06/19/2020	100-116-42301	CALPELRA CONFERENCE MEMBERSHIP 11/17-11/20/20	890.00
				Vendor CAL29 - CALPELRA Total:	**1,780.00**
Vendor: CAL01 - CALTEST ANALYTICAL LAB					
611260	94273	06/26/2020	500-641-44305	WPCP LAB CONTAINERS/ ANALYSIS	1,023.40
				Vendor CAL01 - CALTEST ANALYTICAL LAB Total:	**1,023.40**
Vendor: CCA02 - CCAC(CITY CLERKS ASSOCIATION OF CALIFORNIA)					
7041	94227	06/19/2020	100-112-42401	CITY CLERK MEMBERSHIP RENEWAL	65.00
				Vendor CCA02 - CCAC(CITY CLERKS ASSOCIATION OF CALIFORNIA) Total:	**65.00**

WARRANT LISTING **Payment Dates: 06/13/2020 - 07/03/2020**

Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
Vendor: CCP03 - CCP INDUSTRIES					
IN02538740	94228	06/19/2020	100-343-44410	CORP YARD 10 GAUGE LATEX GLOVES	43.64
IN02545401	94228	06/19/2020	100-343-42108	CORP YARD SAFETY GLASSESS AND GLOVES	152.00
				Vendor CCP03 - CCP INDUSTRIES Total:	**195.64**
Vendor: CHE02 - CHEVRON & TEXACO					
65826805	94229	06/19/2020	100-221-44301	PD GAS CHARGE	20.25
				Vendor CHE02 - CHEVRON & TEXACO Total:	**20.25**
Vendor: 1108 - CHRIS FODOR					
062220	94274	06/26/2020	100-221-42302	PD HOTEL AND MEAL ALLOWANCE FOR DETECTIVE CLASS	958.58
062220	94274	06/26/2020	100-221-42303	PD HOTEL AND MEAL ALLOWANCE FOR DETECTIVE CLASS	450.00
				Vendor 1108 - CHRIS FODOR Total:	**1,408.58**
Vendor: CIT08 - CITY MECHANICAL, INC					
64802	94275	06/26/2020	100-222-42108	PUBLIC SAFETY BUILDING SERVICE CALL	1,141.92
64963	94275	06/26/2020	100-231-42108	FIRE STATION 74 SERVICE CALL	502.55
				Vendor CIT08 - CITY MECHANICAL, INC Total:	**1,644.47**
Vendor: COM20 - COMCAST					
060520	94230	06/19/2020	215-341-43101	PW I-80 MOBILITY CORRIDOR 060520-070420	236.24
060920	94276	06/26/2020	100-231-43105	FIRE COMCAST CABLE BILL	5.33
061420	94276	06/26/2020	100-117-43105	CH COMCAST CABLE BILL	29.88
061420-1	94276	06/26/2020	100-231-43105	FIRE CABLE 6/19-7/18	59.17
061620	94276	06/26/2020	100-222-42514	PD CABLE BILL (6/21-7/20)	176.20
				Vendor COM20 - COMCAST Total:	**506.82**
Vendor: CON56 - CONCENTRA MEDICAL CENTERS					
68082398	94231	06/19/2020	100-116-42101	HR WWTP JOSE GARCIA DOT CERT	79.50
68201559	94323	07/03/2020	100-221-42101	HR PRE PLACEMENT PHYSICAL TEST MSALAZAR	75.00
				Vendor CON56 - CONCENTRA MEDICAL CENTERS Total:	**154.50**
Vendor: 1727 - CONTRA COSTA COUNTY LIBRARY					
Q2-MAINTENANCE	94324	07/03/2020	100-117-42101	PINOLE LIBRARY MAINTENANCE	41,722.04
Q3-MAINTENANCE	94324	07/03/2020	100-117-42101	PINOLE LIBRARY MAINTENANCE	24,794.55
				Vendor 1727 - CONTRA COSTA COUNTY LIBRARY Total:	**66,516.59**
Vendor: CCC13 - CONTRA COSTA COUNTY PUBLIC WORKS DEPARTMENT					
703128	94232	06/19/2020	100-343-42101	PW CCC SIGNAL MAINTENANCE	10,328.98
703128	94232	06/19/2020	310-347-42101	PW CCC SIGNAL MAINTENANCE	312.51
703128	94232	06/19/2020	310-348-42101	PW CCC SIGNAL MAINTENANCE	364.99
				Vendor CCC13 - CONTRA COSTA COUNTY PUBLIC WORKS DEPARTMENT Total:	**11,006.48**
Vendor: 1539 - CORDICO PSYCHOLOGICAL CORPORATION					
4239	94325	07/03/2020	225-221-42514	PD WELLNESS APP	15,000.00
				Vendor 1539 - CORDICO PSYCHOLOGICAL CORPORATION Total:	**15,000.00**
Vendor: CRE04 - CREATIVE SUPPORTS, INC					
25451	94233	06/19/2020	100-111-42201	CM OFFICE ERGONOMIC CHAIR	416.39
				Vendor CRE04 - CREATIVE SUPPORTS, INC Total:	**416.39**
Vendor: 1361 - DALE BLUME					
52620	94316	06/26/2020	100-231-42302	REIMBURSEMENT FOR TRAINING	323.13

WARRANT LISTING **Payment Dates: 06/13/2020 - 07/03/2020**

Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
52620	94316	06/26/2020	100-231-42303	REIMBURSEMENT FOR TRAINING	59.46
				Vendor 1361 - DALE BLUME Total:	**382.59**
Vendor: COO13 - DANA COOK					
070120	94326	07/03/2020	100-117-41101	2020 RETIREE MEDICAL REIMB JULY	353.28
				Vendor COO13 - DANA COOK Total:	**353.28**
Vendor: HUG01 - DANNY HUGHES					
070120	94327	07/03/2020	100-117-41101	2020 RETIREE MEDICAL REIMB JULY	0.48
				Vendor HUG01 - DANNY HUGHES Total:	**0.48**
Vendor: DAS02 - DASH MEDICAL GLOVES, INC.					
INV1202495	94328	07/03/2020	100-222-42514	PD EXAM GLOVES BK	170.21
				Vendor DAS02 - DASH MEDICAL GLOVES, INC. Total:	**170.21**
Vendor: 1995 - DAVID REYES ROMERO					
062320	94277	06/26/2020	100-221-33218	REFUND ALCOHOL PERMIT DUE TO COVID19	75.00
				Vendor 1995 - DAVID REYES ROMERO Total:	**75.00**
Vendor: 1999 - DELIJAH MCCULLOUGH					
062920	94329	07/03/2020	209-20309	REC - REFUND RENTAL FACILITY DUE TO COVID19	250.00
062920	94329	07/03/2020	209-554-38112	REC - REFUND RENTAL FACILITY DUE TO COVID19	50.00
				Vendor 1999 - DELIJAH MCCULLOUGH Total:	**300.00**
Vendor: 1443 - DIESEL DIRECT WEST, INC.					
83593879	94234	06/19/2020	500-10601	CORP YARD ULSD CLEAR DIESEL	2,434.04
83602189	94234	06/19/2020	100-231-44301	FIRE ULSD CLEAR DIESEL	243.84
83613823	94278	06/26/2020	100-10601	COPR YARD GAS	1,698.41
83619674	94278	06/26/2020	100-10601	COPR YARD GAS	1,833.07
				Vendor 1443 - DIESEL DIRECT WEST, INC. Total:	**6,209.36**
Vendor: DIV06 - DIVISION OF THE STATE ARCHITECT					
063020	94330	07/03/2020	226-000-34223	Q2 2020 DISABILITY ACCESS & EDUCATION FEE	44.00
				Vendor DIV06 - DIVISION OF THE STATE ARCHITECT Total:	**44.00**
Vendor: 1997 - EAST BAY SOLDIERS					
062420	94331	07/03/2020	209-20307	YC REC GYM DEPOSIT NO LONGER RENTS	250.00
				Vendor 1997 - EAST BAY SOLDIERS Total:	**250.00**
Vendor: EBM01 - EBMUD					
20576060420	94235	06/19/2020	100-345-43102	2948 VON DOOLEN CT-IRRIGATION USE ONLY	52.46
32364061620	94279	06/26/2020	100-345-43102	1267 ADOBE RD-HAZEL DOWNER-THORNTON PICNIC GROVE	79.24
32606061720	94279	06/26/2020	100-345-43102	1270 ADOBE RD-CARETAKER'S SHED FOR PINOLE PARK	113.97
34462061620	94279	06/26/2020	100-345-43102	3450 SAVAGE AVE-IRRIGATION USE ONLY	52.46
35748061720	94279	06/26/2020	209-553-43102	2454 SIMAS AVE-TINY TOTS	15.75
35748061720	94279	06/26/2020	209-557-43102	2454 SIMAS AVE-TINY TOTS	509.18
54181061720	94279	06/26/2020	100-231-43102	3790 PINOLE VALLEY RD-FIRE STATION	226.99
54182061720	94279	06/26/2020	100-231-43102	3790 PINOLE VALLEY RD-FIRE STATION	272.32
56324052820	94235	06/19/2020	100-345-43102	3790 PINOLE VALLEY RD-IRRIGATION USE ONLY 3/20-520	750.13
87765061720	94279	06/26/2020	100-345-43102	2520 APPIAN WAY-IRRIGATION USE ONLY	226.54

WARRANT LISTING — **Payment Dates: 06/13/2020 - 07/03/2020**

Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
88506061720	94279	06/26/2020	100-345-43102	1470 FITZGERALD DR-IRRIGATION USE ONLY	146.22
				Vendor EBM01 - EBMUD Total:	**2,445.26**
Vendor: 1299 - ERIC HOLT					
061120	94236	06/19/2020	100-231-42301	FIRE- FIREFIGHTER II CERTIFICATION	40.00
				Vendor 1299 - ERIC HOLT Total:	**40.00**
Vendor: FED01 - FEDEX					
7-042-77833	94280	06/26/2020	503-643-42203	WPCP LOCK BOX SERVICE	13.24
				Vendor FED01 - FEDEX Total:	**13.24**
Vendor: FIS01 - FISHER SCIENTIFIC					
9523239	94237	06/19/2020	500-641-44305	WPCP ACETATE BUFF	186.92
				Vendor FIS01 - FISHER SCIENTIFIC Total:	**186.92**
Vendor: FOR02 - FORENSIC SERVICES DIVISION					
PINPD-2005	94281	06/26/2020	100-222-42101	PD FORENSIC SERVICES	2,447.00
				Vendor FOR02 - FORENSIC SERVICES DIVISION Total:	**2,447.00**
Vendor: FOS01 - FOSTER FLOW CONTROL					
20-3371	94282	06/26/2020	500-641-42107	WPCP PIPE FITTING SLUDGE SUCTION PIPELINE	323.38
				Vendor FOS01 - FOSTER FLOW CONTROL Total:	**323.38**
Vendor: FRE01 - FREEMAN'S TOW SERVICE, INC.					
113091	94283	06/26/2020	100-221-42107	PD TOW SERVICE	80.00
				Vendor FRE01 - FREEMAN'S TOW SERVICE, INC. Total:	**80.00**
Vendor: GAL02 - GALLS, LLC					
015838316	94332	07/03/2020	100-231-42514	FIRE COTTON RIPSTOP SUPPLIES	73.06
				Vendor GAL02 - GALLS, LLC Total:	**73.06**
Vendor: 1993 - GARTON TRACTOR, INC.					
WA09180	94284	06/26/2020	200-342-47205	PW EQUPMENT KUBOTA STEER LOADER	7,921.11
WA09180	94284	06/26/2020	377-342-47205	PW EQUPMENT KUBOTA STEER LOADER	53,627.04
				Vendor 1993 - GARTON TRACTOR, INC. Total:	**61,548.15**
Vendor: GAT07 - GATEWAY PINOLE VISTA, LLC					
070120	94333	07/03/2020	201-343-42513	1340 FITGERALD DRIVE LEASE JULY	100.00
				Vendor GAT07 - GATEWAY PINOLE VISTA, LLC Total:	**100.00**
Vendor: GRA13 - GRAFIX SHOPPE					
134099	94285	06/26/2020	100-221-42107	PD CUSTOM REFLECTIVE FOR VEHICLE	571.68
				Vendor GRA13 - GRAFIX SHOPPE Total:	**571.68**
Vendor: GRA03 - GRAINGER					
9545625593	94286	06/26/2020	500-641-42107	WPCP KEY CABINET	34.35
9554321316	94286	06/26/2020	500-641-42107	WPCP PALNT ALARM HORN	127.73
				Vendor GRA03 - GRAINGER Total:	**162.08**
Vendor: KEN14 - GREG KENNEDY RN					
83	94238	06/19/2020	100-231-42101	FIRE- EMS CQI DUTIES	2,000.00
				Vendor KEN14 - GREG KENNEDY RN Total:	**2,000.00**
Vendor: HAR01 - HARRINGTON INDUSTRIAL PLASTIC, LLC					
006L8250	94287	06/26/2020	500-641-42107	WPCP ADAPTER, COUPLING,VALVE, PUMP	293.61
006L8251	94287	06/26/2020	500-641-42107	WPCP TEE RDCR PVC	62.05
				Vendor HAR01 - HARRINGTON INDUSTRIAL PLASTIC, LLC Total:	**355.66**
Vendor: HEA01 - HEALTH CARE DENTAL TRUST					
062320	94334	07/03/2020	100-110-41002	HEALTH CARE EE ER DENTAL TRUST	552.64

WARRANT LISTING **Payment Dates: 06/13/2020 - 07/03/2020**

Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
062320	94334	07/03/2020	100-111-41002	HEALTH CARE EE ER DENTAL TRUST	596.76
062320	94334	07/03/2020	100-112-41002	HEALTH CARE EE ER DENTAL TRUST	149.19
062320	94334	07/03/2020	100-113-41002	HEALTH CARE EE ER DENTAL TRUST	127.13
062320	94334	07/03/2020	100-115-41002	HEALTH CARE EE ER DENTAL TRUST	447.57
062320	94334	07/03/2020	100-116-41002	HEALTH CARE EE ER DENTAL TRUST	59.17
062320	94334	07/03/2020	100-221-41002	HEALTH CARE EE ER DENTAL TRUST	1,861.97
062320	94334	07/03/2020	100-221-41002	HEALTH CARE EE ER DENTAL TRUST	208.36
062320	94334	07/03/2020	100-222-41002	HEALTH CARE EE ER DENTAL TRUST	59.17
062320	94334	07/03/2020	100-222-41002	HEALTH CARE EE ER DENTAL TRUST	335.49
062320	94334	07/03/2020	100-223-41002	HEALTH CARE EE ER DENTAL TRUST	1,462.83
062320	94334	07/03/2020	100-231-41002	HEALTH CARE EE ER DENTAL TRUST	1,395.93
062320	94334	07/03/2020	100-341-41002	HEALTH CARE EE ER DENTAL TRUST	335.49
062320	94334	07/03/2020	100-343-41002	HEALTH CARE EE ER DENTAL TRUST	1,022.27
062320	94334	07/03/2020	100-465-41002	HEALTH CARE EE ER DENTAL TRUST	127.13
062320	94334	07/03/2020	105-221-41002	HEALTH CARE EE ER DENTAL TRUST	761.00
062320	94334	07/03/2020	105-231-41002	HEALTH CARE EE ER DENTAL TRUST	59.17
062320	94334	07/03/2020	106-222-41002	HEALTH CARE EE ER DENTAL TRUST	127.13
062320	94334	07/03/2020	106-231-41002	HEALTH CARE EE ER DENTAL TRUST	127.13
062320	94334	07/03/2020	204-227-41002	HEALTH CARE EE ER DENTAL TRUST	149.19
062320	94334	07/03/2020	209-551-41002	HEALTH CARE EE ER DENTAL TRUST	149.19
062320	94334	07/03/2020	209-552-41002	HEALTH CARE EE ER DENTAL TRUST	97.63
062320	94334	07/03/2020	209-554-41002	HEALTH CARE EE ER DENTAL TRUST	134.27
062320	94334	07/03/2020	212-461-41002	HEALTH CARE EE ER DENTAL TRUST	149.19
062320	94334	07/03/2020	212-462-41002	HEALTH CARE EE ER DENTAL TRUST	186.30
062320	94334	07/03/2020	500-641-41002	HEALTH CARE EE ER DENTAL TRUST	1,015.26
062320	94334	07/03/2020	500-642-41002	HEALTH CARE EE ER DENTAL TRUST	267.53
062320	94334	07/03/2020	505-119-41002	HEALTH CARE EE ER DENTAL TRUST	298.38
062320	94334	07/03/2020	998-20105	HEALTH CARE EE ER DENTAL TRUST	243.99
062320	94334	07/03/2020	998-20105	HEALTH CARE EE ER DENTAL TRUST	149.19
				Vendor HEA01 - HEALTH CARE DENTAL TRUST Total:	**12,655.65**
Vendor: HIL03 - HILLTOP FORD					
FOCS333829	94335	07/03/2020	100-221-42107	PD FORD TRUCK MAINTENANCE	450.56
				Vendor HIL03 - HILLTOP FORD Total:	**450.56**

WARRANT LISTING — **Payment Dates: 06/13/2020 - 07/03/2020**

Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
Vendor: HOM01 - HOME DEPOT CREDIT SERVICE					
052120	94239	06/19/2020	100-222-42108	CITY WIDE MAINTENANCE SUPPLIES	31.73
052120	94239	06/19/2020	100-343-42107	CITY WIDE MAINTENANCE SUPPLIES	114.60
052120	94239	06/19/2020	100-343-42107	CITY WIDE MAINTENANCE SUPPLIES	39.64
052120	94239	06/19/2020	100-343-42107	CITY WIDE MAINTENANCE SUPPLIES	30.90
052120	94239	06/19/2020	100-343-42108	CITY WIDE MAINTENANCE SUPPLIES	106.94
052120	94239	06/19/2020	100-343-42108	CITY WIDE MAINTENANCE SUPPLIES	14.09
052120	94239	06/19/2020	100-343-42108	CITY WIDE MAINTENANCE SUPPLIES	718.36
052120	94239	06/19/2020	100-345-42108	CITY WIDE MAINTENANCE SUPPLIES	5.87
052120	94239	06/19/2020	100-345-42108	CITY WIDE MAINTENANCE SUPPLIES	66.04
052120	94239	06/19/2020	200-342-42108	CITY WIDE MAINTENANCE SUPPLIES	58.71
				Vendor HOM01 - HOME DEPOT CREDIT SERVICE Total:	**1,186.88**
Vendor: 1998 - IFGFGISI EASTBAY CHURCH					
062420	94336	07/03/2020	209-20307	REC YC DEPOSIT FOR ALEX CLARK RENTAL	140.00
				Vendor 1998 - IFGFGISI EASTBAY CHURCH Total:	**140.00**
Vendor: 1368 - INTERACTIVE RESOURCES, INC.					
181972	94288	06/26/2020	100-117-42101	FARIA HOUSE PLANS	1,480.00
				Vendor 1368 - INTERACTIVE RESOURCES, INC. Total:	**1,480.00**
Vendor: CUL03 - ISING'S CULLIGAN-LIVERMORE					
379X03988008	94240	06/19/2020	500-641-44305	WPCP-DI EXCHANGE DEIONIZATION SERVICE	444.94
				Vendor CUL03 - ISING'S CULLIGAN-LIVERMORE Total:	**444.94**
Vendor: JWE01 - J. W. ENTERPRISES - NORTH					
223880	94337	07/03/2020	100-117-42511	FARMER'S MARKET PORTABLE SERVICE	137.70
				Vendor JWE01 - J. W. ENTERPRISES - NORTH Total:	**137.70**
Vendor: MEL05 - JAMES MELVIN					
070120	94338	07/03/2020	100-117-41101	2020 RETIREE MEDICAL REIMB JULY	138.60
				Vendor MEL05 - JAMES MELVIN Total:	**138.60**
Vendor: PAR01 - JAMES PARROTT					
070120	94339	07/03/2020	100-117-41101	2020 RETIREE MEDICAL REIMB JULY	0.24
				Vendor PAR01 - JAMES PARROTT Total:	**0.24**
Vendor: JAN92 - JAN-PRO OF THE GREATER BAY AREA					
96191-1	94340	07/03/2020	209-554-42108	YC JANITORIAL SERVICE	69.08
96192-1	94340	07/03/2020	209-552-42108	SC JANITORIAL SERVICE	63.85
96193-1	94340	07/03/2020	209-552-43810	SC JANITORIAL SERVICE	62.30
97612	94340	07/03/2020	209-554-42108	YC JANITORIAL SERVICE APRIL	145.15
97613	94340	07/03/2020	209-554-42108	YC JANITORIAL SERVICE MAY	145.15
97635	94340	07/03/2020	209-552-42108	SC JANITORIAL SERVICE APRIL	134.69
97636	94340	07/03/2020	209-552-43810	SC JANITORIAL SERVICE APRIL	124.62
97637	94340	07/03/2020	209-552-42108	SC JANITORIAL SERVICE	134.69
97638	94340	07/03/2020	209-552-43810	SC JANITORIAL SERVICE MAY	124.62
				Vendor JAN92 - JAN-PRO OF THE GREATER BAY AREA Total:	**1,004.15**

Return to Agenda

WARRANT LISTING — **Payment Dates: 06/13/2020 - 07/03/2020**

Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
Vendor: 2001 - JASON HAGIN					
063020	94341	07/03/2020	212-461-34110	PLANNING - OVERPAYMENT FEES PL20-0016	2,130.00
				Vendor 2001 - JASON HAGIN Total:	**2,130.00**
Vendor: 1630 - JOHN AND CLAIRE INVESTIGATIONS					
1143	94241	06/19/2020	100-221-42101	PD DISPATCHER BACKGROUND CHECK	1,500.00
				Vendor 1630 - JOHN AND CLAIRE INVESTIGATIONS Total:	**1,500.00**
Vendor: HAR29 - JOHN HARDESTER					
070120	94342	07/03/2020	100-117-41101	2020 RETIREE MEDICAL REIMB JULY	0.48
				Vendor HAR29 - JOHN HARDESTER Total:	**0.48**
Vendor: MIS01 - JULIAN MISRA					
070120	94343	07/03/2020	100-117-41101	2020 RETIREE MEDICAL REIMB JULY	376.00
				Vendor MIS01 - JULIAN MISRA Total:	**376.00**
Vendor: 1990 - Karina Powell Hal					
061520	94242	06/19/2020	209-20308	REC RENTAL REFUND DUE TO COVID 19	500.00
061520	94242	06/19/2020	209-552-38112	REC RENTAL REFUND DUE TO COVID 19	50.00
				Vendor 1990 - Karina Powell Hal Total:	**550.00**
Vendor: KEL09 - KELLER CANYON LANDFILL					
4212-000029179	94289	06/26/2020	500-641-44302	WPCP SLUDGE REMOVAL	5,814.74
				Vendor KEL09 - KELLER CANYON LANDFILL Total:	**5,814.74**
Vendor: TAM04 - KEN TAMPLEN					
107370	94344	07/03/2020	100-231-42512	FIRE WEED ABATEMENT	11,999.75
				Vendor TAM04 - KEN TAMPLEN Total:	**11,999.75**
Vendor: COP02 - KENETH COPPO					
070120	94345	07/03/2020	100-117-41101	2020 RETIREE MEDICAL REIMB JULY	1,204.19
				Vendor COP02 - KENETH COPPO Total:	**1,204.19**
Vendor: KEN09 - KENNEDY AND ASSOCIATES, INC.					
20-082	94290	06/26/2020	207-344-42101	NPDES MONITORING PROFESSIONAL SERVICES	984.25
20-107	94346	07/03/2020	207-344-42101	PW NPDES PROFESSIONAL SERVICES	1,783.25
20-108	94346	07/03/2020	212-462-42101	BLDG PVR BP20-0071	58.25
20-109	94346	07/03/2020	212-462-42101	BLDG APPIAN 7-11 STORM WATER PLAN CHECK	2,274.75
				Vendor KEN09 - KENNEDY AND ASSOCIATES, INC. Total:	**5,100.50**
Vendor: KNO03 - KNORR SYSTEMS,INC.					
SI222155	94291	06/26/2020	209-557-42108	SWIM CENTER MINI BULK-SODIUM HYPOCHLORITE	1,376.95
				Vendor KNO03 - KNORR SYSTEMS,INC. Total:	**1,376.95**
Vendor: KUB00 - KUBWATER RESOURCES, INC.					
09603	94292	06/26/2020	500-641-44303	WPCP ZETAG TOTE LAB	11,464.71
09608	94292	06/26/2020	500-641-44303	WPCP ZETAG TOTE FOR THE LAB	4,208.20
				Vendor KUB00 - KUBWATER RESOURCES, INC. Total:	**15,672.91**
Vendor: LAK01 - LAKESHORE					
130059	94243	06/19/2020	106-553-47103	TINY TOTS TABLE AND BENCH	3,050.26
				Vendor LAK01 - LAKESHORE Total:	**3,050.26**
Vendor: 2000 - LANDIA, INC					
13309	94347	07/03/2020	500-641-42107	WPCP RECI PUMP AXP 1	155.00
				Vendor 2000 - LANDIA, INC Total:	**155.00**

WARRANT LISTING **Payment Dates: 06/13/2020 - 07/03/2020**

Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
Vendor: LAN01 - LANER ELECTRIC SUPPLY,INC					
906969	94293	06/26/2020	100-343-42108	CORP YARD LED BULBS	401.93
				Vendor LAN01 - LANER ELECTRIC SUPPLY,INC Total:	**401.93**
Vendor: BRU10 - LINDA BRUNS					
070120	94348	07/03/2020	100-117-41101	2020 RETIREE MEDICAL REIMBURSEMENT JULY 2020	102.17
				Vendor BRU10 - LINDA BRUNS Total:	**102.17**
Vendor: CUR03 - LN CURTIS & SONS					
396330	94294	06/26/2020	100-231-42104	FIRE UNIFORM HIGGINS	239.22
396637	94294	06/26/2020	100-231-42104	FIRE UNIFORM COAT/WITH NAME	403.67
INV393617	94244	06/19/2020	100-231-42107	FIRE- RED DRIP TORCH TRUCK MOUNT WRISTLET	292.63
INV400026	94349	07/03/2020	100-231-44410	FIRE BK DOZER RADIO CHEST HARNESS	74.61
				Vendor CUR03 - LN CURTIS & SONS Total:	**1,010.13**
Vendor: MAL02 - MALTBY ELEC.SUPPLY CO,INC					
S1903681001	94295	06/26/2020	500-641-42107	WPCP TEMPERATURE LAMP	61.19
S1903681002	94295	06/26/2020	500-641-42107	WPCP IRON CONDUIT STRAP CONCRETE MISC	1,367.98
				Vendor MAL02 - MALTBY ELEC.SUPPLY CO,INC Total:	**1,429.17**
Vendor: DRA01 - MARY DRAZBA					
070120	94350	07/03/2020	100-117-41101	2020 RETIREE MEDICAL REIMB JULY	201.46
				Vendor DRA01 - MARY DRAZBA Total:	**201.46**
Vendor: ROB21 - MARY ROBERTS					
070120	94351	07/03/2020	100-117-41101	2020 RETIREE MEDICARE REIMB JULY	320.70
				Vendor ROB21 - MARY ROBERTS Total:	**320.70**
Vendor: MCM05 - MCMASTER-CARR SUPPLY CO.					
40516297	94296	06/26/2020	500-641-42107	WPCP MISCELLANEOUS SUPPLIES	520.18
				Vendor MCM05 - MCMASTER-CARR SUPPLY CO. Total:	**520.18**
Vendor: MEY01 - MEYERS,NAVE,RIBACK,SILVER					
2020040297	94297	06/26/2020	100-114-42102	CITY ATTORNEY FEES SERVICES	30,814.68
2020040297	94297	06/26/2020	106-114-42102	CITY ATTORNEY FEES SERVICES	5,228.00
2020040298	94297	06/26/2020	100-114-42102	CITY ATTORNEY FEES CITY COUNCIL MTGS	625.00
2020040299	94297	06/26/2020	100-114-42102	CITY ATTORNEY FEES RISK MANAGEMENT	1,131.00
2020040300	94297	06/26/2020	100-114-42102	CITY ATTORNEY SALE OF SENIOR VILLAGE	4,045.50
2020040301	94297	06/26/2020	100-114-42102	CITY ATTORNEY FEES PINOLE SQUARE	2,320.00
2020040302	94297	06/26/2020	100-114-42102	CITY ATTORNEY FEES PINOLE SHORES II	4,582.00
2020040303	94297	06/26/2020	100-114-42102	CITY ATTORNEY FEES BALLOT MEASURE FIRE	387.50
2020040304	94297	06/26/2020	100-114-42102	CITY ATTORNEY FEES CHARTER CITY	2,793.83
2020040305	94297	06/26/2020	100-114-42102	CITY ATTORNEY GENERAL SERVICES FINANCE	493.00
2020040306	94297	06/26/2020	100-114-42102	CITY ATTORNEY FEES	2,643.00
2020040307	94297	06/26/2020	100-114-42102	CITY ATTORNEY FEES	656.50
2020040308	94297	06/26/2020	100-114-42102	CITY ATTORNEY GENERAL SERVICES CITY CLERK	638.00
2020040309	94297	06/26/2020	100-114-42102	CITY ATTORNEY SERVICES GENERAL SERVICES	829.50
2020040310	94297	06/26/2020	100-114-42102	CITY ATTORNEY FEES	474.00
2020040311	94297	06/26/2020	100-114-42102	CITY ATTORNEY FEES	355.50

WARRANT LISTING **Payment Dates: 06/13/2020 - 07/03/2020**

Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
2020040312	94297	06/26/2020	100-114-42102	CITY ATTORNEY FEES GENERAL POLICE	525.00
2020040314	94297	06/26/2020	100-114-42102	CITY ATTORNEY FEES	1,546.00
2020040315	94297	06/26/2020	100-114-42102	CITY ATTORNEY FEES COMMUNITY DEVELOPMENT	754.00
2020040316	94297	06/26/2020	100-114-42102	CITY ATTORNEY GENERAL SERVICES FIRE	319.00
2020040317	94297	06/26/2020	100-114-42102	CITY ATTORNEY FEES SUCCESOR AGENCY HOUSING	650.00
2020040318	94297	06/26/2020	100-114-42102	CITY ATTORNEY AFFORDABLE HOUSING	162.50
2020040319	94297	06/26/2020	100-114-42102	CITY ATTORNEY FEES	20,224.06
				Vendor MEY01 - MEYERS,NAVE,RIBACK,SILVER Total:	**82,197.57**
Vendor: 1115 - MICHELLE FITZER					
070101-1	94352	07/03/2020	100-117-41101	2020 RETIREE MEDICARE REIMB JULY	202.40
070120	94352	07/03/2020	100-117-41101	2020 RETIREE MEDICARE RX DRUG COVERAGE JULY	12.20
070120-2	94352	07/03/2020	100-117-41101	2020 RETIREE MEDICAL REIMB JULY	36.49
				Vendor 1115 - MICHELLE FITZER Total:	**251.09**
Vendor: ROG02 - MILES ROGERS					
070120	94353	07/03/2020	100-117-41101	2020 RETIRE MEDICAL REIMB JULY	204.34
				Vendor ROG02 - MILES ROGERS Total:	**204.34**
Vendor: 1992 - MT. DIABLO LANDSCAPE CENTERS					
311	94299	06/26/2020	106-345-47203	PW BASEBALL FIELD MIX	369.53
				Vendor 1992 - MT. DIABLO LANDSCAPE CENTERS Total:	**369.53**
Vendor: MUN07 - MUNICIPAL POOLING AUTH.					
A012012	94245	06/19/2020	100-221-46201	UNMET LIABILITY DEDUCTIBLE	8,131.57
A012012	94245	06/19/2020	100-343-46201	UNMET LIABILITY DEDUCTIBLE	1,744.57
INV001178	94354	07/03/2020	100-221-46201	PD & PW UNMET LIABILITY DEDUCTIBLE	704.27
INV001178	94354	07/03/2020	100-343-46201	PD & PW UNMET LIABILITY DEDUCTIBLE	5,393.40
				Vendor MUN07 - MUNICIPAL POOLING AUTH. Total:	**15,973.81**
Vendor: MYE01 - MYERS STEVENS & TOOHEY CO					
1343778	94355	07/03/2020	100-221-41008	PD INSURANCE PREMIUMS	475.20
1343778	94355	07/03/2020	100-223-41008	PD INSURANCE PREMIUMS	236.50
1343778	94355	07/03/2020	105-221-41008	PD INSURANCE PREMIUMS	148.50
1343778	94355	07/03/2020	204-227-41008	PD INSURANCE PREMIUMS	29.70
				Vendor MYE01 - MYERS STEVENS & TOOHEY CO Total:	**889.90**
Vendor: 1388 - ODIN SYSTEMS, INC.					
1610	94356	07/03/2020	100-222-42101	PD ELECTRICAL WORK	4,737.51
				Vendor 1388 - ODIN SYSTEMS, INC. Total:	**4,737.51**
Vendor: O'R01 - O'REILLY AUTOMOTIVE, INC					
052820	94300	06/26/2020	100-231-42107	MISCELLANEOUS SUPPLIES FOR VARIOUS DEPARTMENTS	41.49
052820	94300	06/26/2020	100-343-42107	MISCELLANEOUS SUPPLIES FOR VARIOUS DEPARTMENTS	10.42
052820	94300	06/26/2020	207-344-42107	MISCELLANEOUS SUPPLIES FOR VARIOUS DEPARTMENTS	30.57
052820	94300	06/26/2020	500-641-42107	MISCELLANEOUS SUPPLIES FOR VARIOUS DEPARTMENTS	27.39
052820	94300	06/26/2020	500-642-42107	MISCELLANEOUS SUPPLIES FOR VARIOUS DEPARTMENTS	20.95
052820	94300	06/26/2020	500-642-42107	MISCELLANEOUS SUPPLIES FOR VARIOUS DEPARTMENTS	51.16
052820	94300	06/26/2020	500-642-42108	MISCELLANEOUS SUPPLIES FOR VARIOUS DEPARTMENTS	20.71

Return to Agenda

WARRANT LISTING — **Payment Dates: 06/13/2020 - 07/03/2020**

Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
2833-233927	94300	06/26/2020	100-231-42107	FIRE TRANS FLUID	61.10
				Vendor O'R01 - O'REILLY AUTOMOTIVE, INC Total:	**263.79**
Vendor: 1555 - OWEN EQUIPMENT					
00049450	94246	06/19/2020	207-344-42107	SL8S-A48 LIGHT BAR	693.42
00049623	94246	06/19/2020	207-344-42107	NPDES - SWEEPER MAINTENANCE	1,486.76
				Vendor 1555 - OWEN EQUIPMENT Total:	**2,180.18**
Vendor: PAC55 - PACIFIC SITE MANAGEMENT					
59230	94301	06/26/2020	100-343-42108	BACKFLOW TESTING VARIOUS AREAS	2,030.00
59451	94301	06/26/2020	100-222-42108	MONTHLY LANDSCAPE MAINTENANCE	122.50
59451	94301	06/26/2020	100-231-42108	MONTHLY LANDSCAPE MAINTENANCE	327.50
59451	94301	06/26/2020	100-343-42108	MONTHLY LANDSCAPE MAINTENANCE	174.40
59451	94301	06/26/2020	100-345-42108	MONTHLY LANDSCAPE MAINTENANCE	5,619.33
59451	94301	06/26/2020	200-342-42108	MONTHLY LANDSCAPE MAINTENANCE	326.00
59451	94301	06/26/2020	201-343-42108	MONTHLY LANDSCAPE MAINTENANCE	532.60
59451	94301	06/26/2020	209-552-42108	MONTHLY LANDSCAPE MAINTENANCE	198.00
59451	94301	06/26/2020	209-553-42108	MONTHLY LANDSCAPE MAINTENANCE	206.00
59451	94301	06/26/2020	209-557-42108	MONTHLY LANDSCAPE MAINTENANCE	206.00
59451	94301	06/26/2020	310-347-42108	MONTHLY LANDSCAPE MAINTENANCE	60.00
59451	94301	06/26/2020	310-348-42108	MONTHLY LANDSCAPE MAINTENANCE	65.00
				Vendor PAC55 - PACIFIC SITE MANAGEMENT Total:	**9,867.33**
Vendor: ATH02 - PATRICIA ATHENOUR					
070120	94357	07/03/2020	100-117-41101	2020 RETIREE MEDICARE REIMB JULY	144.60
				Vendor ATH02 - PATRICIA ATHENOUR Total:	**144.60**
Vendor: CLA17 - PAUL CLANCY					
070120	94358	07/03/2020	100-117-41101	2020 RETIREE MEDICAL REIMB JULY	401.13
				Vendor CLA17 - PAUL CLANCY Total:	**401.13**
Vendor: PET08 - PET FOOD EXPRESS CORP					
14-2005PN	94247	06/19/2020	100-221-42514	PD DOG SUPPLIES	47.51
28-2006PN	94247	06/19/2020	100-221-42514	PD DOG SUPPLIES	45.05
38-2005PN	94247	06/19/2020	100-221-42514	PD DOG SUPPLIES	47.51
				Vendor PET08 - PET FOOD EXPRESS CORP Total:	**140.07**
Vendor: PGE01 - PG&E					
0498061120	94302	06/26/2020	100-231-43103	3790 PINOLE VALLEY RD FIRESTATION	546.87
0883061220	94302	06/26/2020	100-222-43103	800 TENNENT AVE PUBLI C SAFETY FACILITY	572.32
0883061220	94302	06/26/2020	100-223-43103	800 TENNENT AVE PUBLI C SAFETY FACILITY	114.46
0883061220	94302	06/26/2020	100-231-43103	800 TENNENT AVE PUBLI C SAFETY FACILITY	457.86
0887060320	94248	06/19/2020	200-342-43103	PINON AVE & SAN PABLO AVE TRAFFIC SIGNAL	67.77
1093060220	94248	06/19/2020	500-642-43103	W END/HAZEL AVE SEWAGE PLANT	603.66
1156061220	94302	06/26/2020	209-554-43103	635 TENNENT AVE YOUTH CTR/CATV	28.57

WARRANT LISTING **Payment Dates: 06/13/2020 - 07/03/2020**

Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
1156061220	94302	06/26/2020	505-119-43103	635 TENNENT AVE YOUTH CTR/CATV	42.85
1462061220	94302	06/26/2020	209-552-43103	2500 CHARLES ST SENIOR CENTER	90.89
1801061020	94302	06/26/2020	209-553-43103	2454 SIMAS AVE REC CTR & POOL	27.30
2182060320	94248	06/19/2020	200-342-43103	OAKRIDGE/SAN PABLO AVE TRAFFIC SIGNAL	60.04
2222052120	94248	06/19/2020	100-345-43103	STREET AND HIGHWAY LIGHTING	49.39
2222052120	94248	06/19/2020	200-342-43103	STREET AND HIGHWAY LIGHTING	15,046.05
2222052120	94248	06/19/2020	310-347-43103	STREET AND HIGHWAY LIGHTING	280.00
2222052120	94248	06/19/2020	310-348-43103	STREET AND HIGHWAY LIGHTING	400.00
3029061220	94302	06/26/2020	100-345-43103	1270 ADOBE RD @ OUTSIDE BATHROOMS	59.88
3834060720	94248	06/19/2020	100-231-43103	3790 PINOLE VALLEY RD FIRESTATION	43.57
4157061120	94302	06/26/2020	100-222-43103	809 CITY HALL	13.29
4256052820	94248	06/19/2020	500-641-43103	11 TENNANT AVE	54,908.28
4430052820	94248	06/19/2020	100-345-43103	S/O MARLESTA 1ST POLE-SPRINKLER CONTROLLER	10.30
6521052920	94248	06/19/2020	200-342-43103	IFO 971 SAN PABLO AVE-TRAFFIC SIGNAL CONTROL	90.80
6747060220	94248	06/19/2020	200-342-43103	RAMONA & PINOLE VALLEY-TRAFFIC SIGNAL & ST LIGHT	61.68
6897052920	94248	06/19/2020	200-342-43103	PINOLE VALLEY RD & ESTATES AVE-TRAFFIC LIGHT CTRL	55.98
7186061220	94302	06/26/2020	209-558-43103	601 TENNENT AVE PUBLIC MEETING HALL	8.12
7547052820	94248	06/19/2020	100-222-43103	880 Tennent Ave-Public Safety Facility	3,516.26
7547052820	94248	06/19/2020	100-223-43103	880 Tennent Ave-Public Safety Facility	703.25
7547052820	94248	06/19/2020	100-231-43103	880 Tennent Ave-Public Safety Facility	2,813.02
8511052720	94248	06/19/2020	100-345-43103	W/S PINOLE SHORES DR-SPRINKLER CONTROLLER	11.35
8716061220	94302	06/26/2020	500-641-43103	SEWAGE PLNT-FT OF TENNENT	2,159.46
9929052720	94248	06/19/2020	201-343-43103	790 PINOLE SHORES DR-NEW METAL BUILDING	66.61
9961052820	94248	06/19/2020	209-552-43103	2500 CHARLES ST-SENIOR CENTER	1,935.73
				Vendor PGE01 - PG&E Total:	**84,845.61**
Vendor: PIT01 - PITNEY BOWES GLOBAL FINANCIAL SERVICES LLC					
3103977387	94249	06/19/2020	525-118-42107	IT- PITNEY BOWES LEASING CHARGES	441.57
				Vendor PIT01 - PITNEY BOWES GLOBAL FINANCIAL SERVICES LLC Total:	**441.57**
Vendor: PIT06 - PITNEY BOWES					
061820	94359	07/03/2020	100-117-42203	POSTAGE FOR MAIL	1,694.85
				Vendor PIT06 - PITNEY BOWES Total:	**1,694.85**
Vendor: 1013 - PRECISION EMPRISE LLC					
50857	94250	06/19/2020	106-342-47204	SIDEWALK CUTTING PROGRAM PW	20,000.00
				Vendor 1013 - PRECISION EMPRISE LLC Total:	**20,000.00**
Vendor: 1009 - PRECISION IT CONSULTING					
10857	94360	07/03/2020	525-118-42101	IT PROFESSIONAL SERVICES	2,540.00
10862	94251	06/19/2020	525-118-42101	IT-MONTHLY MAINTENANCE AND SUPPORT	12,500.00

WARRANT LISTING **Payment Dates: 06/13/2020 - 07/03/2020**

Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
10862	94251	06/19/2020	525-118-42105	IT-MONTHLY MAINTENANCE AND SUPPORT	995.00
10862	94251	06/19/2020	525-118-42105	IT-MONTHLY MAINTENANCE AND SUPPORT	820.00
10862	94251	06/19/2020	525-118-42106	IT-MONTHLY MAINTENANCE AND SUPPORT	248.50
10862	94251	06/19/2020	525-118-42106	IT-MONTHLY MAINTENANCE AND SUPPORT	73.00
10863	94251	06/19/2020	525-118-42510	IT-AGREEMENT PRECISION 360 MAINTENANCE	2,768.00
10898	94360	07/03/2020	525-118-42101	IT PROFESSIONAL SERVICES	307.69
10905	94360	07/03/2020	106-118-47102	BLDG. SURFACE TABLET	1,180.81
				Vendor 1009 - PRECISION IT CONSULTING Total:	**21,433.00**
Vendor: PRO18 - PROTECTION 1 / ADT					
053120	94303	06/26/2020	209-553-42108	TINY TOTS ALARM SER 0624-072320	156.90
				Vendor PRO18 - PROTECTION 1 / ADT Total:	**156.90**
Vendor: RIC06 - RICHMOND BLUEPRINT & LITHO CO INC					
704952218	94252	06/19/2020	212-462-42201	CODE ENFORCEMENT NOTICE & ORDER FORMS	1,259.65
				Vendor RIC06 - RICHMOND BLUEPRINT & LITHO CO INC Total:	**1,259.65**
Vendor: ROS08 - RSG, INC.					
1006212	94253	06/19/2020	750-463-42101	COMPLIANCE MONITORING YEAR 3	125.00
1006213	94253	06/19/2020	750-463-42101	AFFORDABLE HOUSING RFP DEVELOPER SEL	2,925.00
1006214	94253	06/19/2020	750-463-42101	REAL ESTATE OPEN LISTING BROKER SER	401.25
				Vendor ROS08 - RSG, INC. Total:	**3,451.25**
Vendor: J&O01 - RUBBER DUST INC.					
131557	94254	06/19/2020	500-642-42107	WPCP - TRUCK MAINTENANCE	544.82
131747	94254	06/19/2020	500-642-42107	WPCP- FLAT REPAIR	34.32
132483	94361	07/03/2020	100-231-42107	FIRE TRUCK TIRES	3,020.78
				Vendor J&O01 - RUBBER DUST INC. Total:	**3,599.92**
Vendor: 1679 - SAFEBUILT, LLC					
PIN-20531	94304	06/26/2020	212-462-42101	BUILDING PLAN CHECK SERVICES	9,752.72
				Vendor 1679 - SAFEBUILT, LLC Total:	**9,752.72**
Vendor: 1991 - SEAGRAVE FIRE APPARATUS LLC					
78K65-1	94255	06/19/2020	100-231-47104	FIRE 1ST PROGRESS PMT CAPITOL PUMPER	202,281.00
78K65-2	94255	06/19/2020	100-231-47104	FIRE- 2ND PROGRESS PMT CAPITOL PUMPER MODEL DB50CT	202,281.00
				Vendor 1991 - SEAGRAVE FIRE APPARATUS LLC Total:	**404,562.00**
Vendor: SHR02 - SHRED DEFENSE INC					
34747	94256	06/19/2020	100-222-42101	PD- ON SITE SHREDDING	161.20
34765	94362	07/03/2020	100-222-42101	PD SHREDDING	161.20
				Vendor SHR02 - SHRED DEFENSE INC Total:	**322.40**
Vendor: 1390 - SMARTGEOTECH, INC.					
1359	94363	07/03/2020	100-222-42101	PD SMART GUARDINA ANNUAL LICENSE FEES	11,000.00
				Vendor 1390 - SMARTGEOTECH, INC. Total:	**11,000.00**
Vendor: SQU00 - SQUARE DEAL GARAGE					
31754	94305	06/26/2020	500-641-42107	WPCP TRUCK MAINTENANCE	67.50
31813	94364	07/03/2020	100-221-42107	PD VEHICLE MAINTENANCE	995.33
31917	94364	07/03/2020	100-221-42107	PD CAR MAINTENANCE	91.35
				Vendor SQU00 - SQUARE DEAL GARAGE Total:	**1,154.18**

WARRANT LISTING **Payment Dates: 06/13/2020 - 07/03/2020**

Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
Vendor: STA56 - STAILING S&S RV REPAIRS					
6371-808	94306	06/26/2020	100-221-42107	PD REPAIRS	34.95
6374-809	94306	06/26/2020	100-221-42107	PD REPAIRS REPLACE A/CONDENSER AND COOLER	501.44
6386	94365	07/03/2020	100-221-42107	PD STRIP OUT POLICE EQUIP	500.00
6387	94365	07/03/2020	100-221-42107	PD CAR EQUIP MAINTENANCE	1,500.00
				Vendor STA56 - STAILING S&S RV REPAIRS Total:	**2,536.39**
Vendor: STA25 - STATE WATER RESOURCES CONTROL BOARD					
061120	94307	06/26/2020	500-644-48101	CONTRACT #D1501036-550-0 AR#D1501036-20-1	682,857.79
061120	94307	06/26/2020	500-644-48102	CONTRACT #D1501036-550-0 AR#D1501036-20-1	406,326.14
				Vendor STA25 - STATE WATER RESOURCES CONTROL BOARD Total:	**1,089,183.93**
Vendor: STE20 - STERICYCLE, INC.					
3005157418	94366	07/03/2020	100-222-42101	PD MEDICAL WASTE SERVICE	55.44
				Vendor STE20 - STERICYCLE, INC. Total:	**55.44**
Vendor: 1637 - STRYKER SALES CORPORATION					
8442924 DM	94308	06/26/2020	105-231-47101	FIRE MEDICAL GEAR	35,127.68
				Vendor 1637 - STRYKER SALES CORPORATION Total:	**35,127.68**
Vendor: SUG01 - SUGAR CITY BUILDING MATERIALS COMPANY					
390186	94309	06/26/2020	207-344-42514	CORP YARD RAPID PLUG	89.59
				Vendor SUG01 - SUGAR CITY BUILDING MATERIALS COMPANY Total:	**89.59**
Vendor: 1155 - SUPERION, LLC					
230885	94257	06/19/2020	525-118-42106	TRAK IT MAINTENANCE	7,381.23
273039-1	94257	06/19/2020	525-118-42106	TRAK IT ANNUAL FEE	4,410.00
275116	94257	06/19/2020	525-118-42106	BLDG VOICE TRAK IT	7,750.29
				Vendor 1155 - SUPERION, LLC Total:	**19,541.52**
Vendor: KRI01 - TERRI KRIEGER					
070120	94367	07/03/2020	100-117-41101	2020 RETIREE MEDICAL REIMB JULY	0.24
				Vendor KRI01 - TERRI KRIEGER Total:	**0.24**
Vendor: OFF11 - THE OFFICE CITY					
IN1643078	94368	07/03/2020	100-117-42201	OFFICE SUPPLIES SANIZER PUMP COVID 19	98.33
IN1645531	94368	07/03/2020	100-117-42201	SUPPLIES FOR CLEANING FOR COVID 19	70.51
IN1645723	94368	07/03/2020	100-117-42201	SUPPLIES CLEANER DESINFECTANT COVID 19	51.65
				Vendor OFF11 - THE OFFICE CITY Total:	**220.49**
Vendor: RAD10 - THE RADAR SHOP, INC.					
12931	94258	06/19/2020	205-227-42107	PD RECERTIFIED LIDAR UNITS	267.00
				Vendor RAD10 - THE RADAR SHOP, INC. Total:	**267.00**
Vendor: TMO00 - T-MOBILE USA, INC					
9398084160	94259	06/19/2020	100-221-42514	PD SEARCH WARRANT	51.00
				Vendor TMO00 - T-MOBILE USA, INC Total:	**51.00**
Vendor: TRA20 - TRANSUNION RISK AND ALTERNATIVE DATA					
2633972020051	94260	06/19/2020	525-118-42510	IT-DATA SOLUTIONS 050120-053120	61.10
				Vendor TRA20 - TRANSUNION RISK AND ALTERNATIVE DATA Total:	**61.10**
Vendor: 1994 - Treetop Products, Inc. Kirby Built					
SOKSA6171	94310	06/26/2020	106-553-47103	TINY TOTS RESIN UMBRELLA BASE/ BRONZE	1,525.42
				Vendor 1994 - Treetop Products, Inc. Kirby Built Total:	**1,525.42**
Vendor: TRI14 - TRI VALLEY PROPAC					
10719	94311	06/26/2020	500-641-42109	WPCP FUNNEL- BAGS FOR EDUCATIONAL	3,002.11
				Vendor TRI14 - TRI VALLEY PROPAC Total:	**3,002.11**

WARRANT LISTING **Payment Dates: 06/13/2020 - 07/03/2020**

Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
Vendor: UNI38 - UNIVAR USA INC					
48604921	94312	06/26/2020	500-641-44303	WPCP SOD BISULFITE	6,210.29
48617042	94312	06/26/2020	500-641-44303	WPCP SOD BISULFITE	6,210.29
48624957	94312	06/26/2020	500-641-44303	WPCP SOD HYPOLIQUI CHLOR	3,612.52
				Vendor UNI38 - UNIVAR USA INC Total:	**16,033.10**
Vendor: UNI07 - UNIVERSAL BUILDING SVCS.					
254873-2	94369	07/03/2020	100-231-42108	FIRE LAUNDRY SANITIZER TOWEL CLEANING	111.94
255854	94313	06/26/2020	209-554-42108	YOUTH CENTER JANITORIAL SUPPLIES	164.06
255855	94313	06/26/2020	209-554-42108	YOUTH CENTER JANITORIAL SUPPLIES	30.11
255965	94313	06/26/2020	100-343-42108	CORP YARD JANITORIAL SUPPLIES	385.54
255965-1	94313	06/26/2020	100-343-42108	CORP YARD JANITORIAL SUPPLIES	53.57
256038	94313	06/26/2020	100-343-42108	CITY HALL JANITORIAL SUPPLIES	133.16
256283	94313	06/26/2020	100-222-42108	PD UBS JANITORIAL SUPPLIES	198.26
476936	94313	06/26/2020	100-343-42108	CITY HALL JANITORIAL SERVICES	1,070.00
476937	94313	06/26/2020	100-222-42108	PUBLIC SAFETY BUILDING JANITORIAL SERVICES	2,352.00
476938	94313	06/26/2020	209-557-42108	SWIM CENTER JANITORIAL SERVICES	274.00
476943	94313	06/26/2020	500-641-42108	WPCP JANITORIAL SERVICES	508.00
				Vendor UNI07 - UNIVERSAL BUILDING SVCS. Total:	**5,280.64**
Vendor: USB06 - US BANK CORPORATE PAYMENT SYSTEMS					
062220	94370	07/03/2020	100-20018	US BANK CREDIT CARDS VARIOUS DEPT.	7,428.41
				Vendor USB06 - US BANK CORPORATE PAYMENT SYSTEMS Total:	**7,428.41**
Vendor: VER02 - VERIZON WIRELESS					
9854679776	94261	06/19/2020	525-118-43101	IT- VERIZON CELL PHONE 041620-051520	5,249.11
				Vendor VER02 - VERIZON WIRELESS Total:	**5,249.11**
Vendor: VIS01 - VISION SERVICE PLAN					
809680934	94371	07/03/2020	100-110-41003	VSP VISION BILLING	74.44
809680934	94371	07/03/2020	100-111-41003	VSP VISION BILLING	74.44
809680934	94371	07/03/2020	100-112-41003	VSP VISION BILLING	18.61
809680934	94371	07/03/2020	100-113-41003	VSP VISION BILLING	18.61
809680934	94371	07/03/2020	100-115-41003	VSP VISION BILLING	55.83
809680934	94371	07/03/2020	100-116-41003	VSP VISION BILLING	18.61
809680934	94371	07/03/2020	100-221-41003	VSP VISION BILLING	353.59
809680934	94371	07/03/2020	100-222-41003	VSP VISION BILLING	55.83
809680934	94371	07/03/2020	100-223-41003	VSP VISION BILLING	223.32
809680934	94371	07/03/2020	100-231-41003	VSP VISION BILLING	204.71
809680934	94371	07/03/2020	100-341-41003	VSP VISION BILLING	55.83
809680934	94371	07/03/2020	100-343-41003	VSP VISION BILLING	130.27
809680934	94371	07/03/2020	100-465-41003	VSP VISION BILLING	18.61
809680934	94371	07/03/2020	105-221-41003	VSP VISION BILLING	111.66
809680934	94371	07/03/2020	105-231-41003	VSP VISION BILLING	18.61
809680934	94371	07/03/2020	106-222-41003	VSP VISION BILLING	18.61
809680934	94371	07/03/2020	106-231-41003	VSP VISION BILLING	18.61
809680934	94371	07/03/2020	204-227-41003	VSP VISION BILLING	18.61
809680934	94371	07/03/2020	209-551-41003	VSP VISION BILLING	18.61
809680934	94371	07/03/2020	209-552-41003	VSP VISION BILLING	37.22
809680934	94371	07/03/2020	209-554-41003	VSP VISION BILLING	18.61
809680934	94371	07/03/2020	212-461-41003	VSP VISION BILLING	18.61
809680934	94371	07/03/2020	212-462-41003	VSP VISION BILLING	37.22
809680934	94371	07/03/2020	500-641-41003	VSP VISION BILLING	167.49

WARRANT LISTING **Payment Dates: 06/13/2020 - 07/03/2020**

Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
809680934	94371	07/03/2020	500-642-41003	VSP VISION BILLING	55.83
809680934	94371	07/03/2020	505-119-41003	VSP VISION BILLING	37.22
809680934	94371	07/03/2020	998-20106	VSP VISION BILLING	18.61
				Vendor VIS01 - VISION SERVICE PLAN Total:	**1,898.22**
Vendor: WEL38 - WELLS FARGO BANK, WF 8113					
1853559	94262	06/19/2020	100-117-42501	ADMINISTRATION CHARGES UNDENTURE TRUSTEE	2,500.00
				Vendor WEL38 - WELLS FARGO BANK, WF 8113 Total:	**2,500.00**
Vendor: WES01 - WESTERN EXTERMINATOR CO.					
043020	94315	06/26/2020	100-231-42108	PEST CTRL SVCS FOR 3700 PIN VLLY RD--FS #74	35.50
043020 8009916	94314	06/26/2020	100-222-42108	PEST CTRL SVCS FOR 880 TENNENT-PUB SFTY FAC	23.23
043020 8009916	94314	06/26/2020	100-223-42108	PEST CTRL SVCS FOR 880 TENNENT-PUB SFTY FAC	7.74
043020 8009916	94314	06/26/2020	100-231-42108	PEST CTRL SVCS FOR 880 TENNENT-PUB SFTY FAC	20.66
043020/-8009916	94314	06/26/2020	500-641-42108	PEST CTRL SVCS FOR 11 TENNENT--CORP YARD	34.50
043020-8009916	94314	06/26/2020	209-552-42108	PEST CTRL SVCS FOR 2500 CHARLES ST-SNR CTR	35.50
8009916	94315	06/26/2020	100-343-42108	PEST CTRL SVCS FOR 2131 PEAR ST--CITY HALL	50.00
8009916 043020	94315	06/26/2020	209-554-42108	PEST CTRL SVCS FOR 635 TENNENT-PYC	27.25
8009916 043020	94315	06/26/2020	505-119-42108	PEST CTRL SVCS FOR 635 TENNENT-PYC	27.25
8009916043020	94315	06/26/2020	209-558-42108	PEST CTRL SVCS FOR 601 TENNENT-MEMORIAL HALL	54.25
8009916-043020	94315	06/26/2020	209-553-42108	PEST CTRL SVCS FOR 2454 SIMAS AVE-TINY TOTS	48.50
8117367	94315	06/26/2020	209-552-42108	PEST CTRL SVCS FOR 2500 CHARLES ST-SNR CTR	35.50
8117367053120	94315	06/26/2020	500-641-42108	PEST CTRL SVCS FOR 11 TENNENT--CORP YARD	34.50
				Vendor WES01 - WESTERN EXTERMINATOR CO. Total:	**434.38**
Vendor: XER01 - XEROX CORPORATION					
010227764	94263	06/19/2020	525-118-42107	IT-XEROX COPIER PD RECORDS	417.72
010227765	94263	06/19/2020	525-118-42107	IT-XEROX COPIER FIRE STATION 73	77.72
010227767	94263	06/19/2020	525-118-42107	IT=XEROX COPIER WPCP	252.44
010227768	94263	06/19/2020	525-118-42107	IT-XEROX PD BULL PEN COPIER	316.34
010319127	94263	06/19/2020	525-118-42107	IT-XEROX COPIER CITY HALL	303.75
				Vendor XER01 - XEROX CORPORATION Total:	**1,367.97**
Vendor: ZOL02 - ZOLL					
00063572	94264	06/19/2020	525-118-42106	IT-FIRE RMS MAINTENANCE	157.50
				Vendor ZOL02 - ZOLL Total:	**157.50**
				Grand Total:	**2,146,417.74**

Report Summary

Fund Summary

Fund	Payment Amount
100 - General Fund	684,141.74
105 - Measure S -2006	36,226.62
106 - MEASURE S-2014	31,645.50
200 - Gas Tax Fund	23,688.14
201 - Restricted Real Estate Maintenance Fund	699.21
204 - Police Grants	197.50
205 - Traffic Safety Fund	663.03
207 - NPDES Storm Water Fund	5,067.84
209 - Recreation Fund	8,128.24
212 - Building & Planning	18,899.44
215 - Measure C and J Fund	390.68
225 - Asset Seizure-Adjudicated Fund	15,000.00
226 - CASp Certification and Training Fund	44.00
310 - Lighting & Landscape Districts	1,482.50
377 - Arterial Streets Rehabilitation Fund	53,627.04
500 - Sewer Enterprise Fund	1,212,961.67
503 - Plant Expansion Fund	13.24
505 - Cable Access TV	405.70
525 - Information Systems	49,272.61
750 - Recognized Obligation Retirement Fund	3,451.25
998 - Payroll Clearing	411.79
Grand Total:	**2,146,417.74**

Account Summary

Account Number	Account Name	Payment Amount
100-10601	Gas Tanks/Corp Yard	3,531.48
100-110-41002	Emp Benefits/Dental	552.64
100-110-41003	Emp Benefits/Vision Care	74.44
100-111-41002	Emp Benefits/Dental	596.76
100-111-41003	Emp Benefits/Vision Care	74.44
100-111-42201	Office Expense	416.39
100-112-41002	Emp Benefits/Dental	149.19
100-112-41003	Emp Benefits/Vision Care	18.61
100-112-42101	Prof Svcs/Professional Ser...	165.02
100-112-42401	Dues & Pub/Memberships	65.00
100-113-41002	Emp Benefits/Dental	127.13
100-113-41003	Emp Benefits/Vision Care	18.61
100-114-42102	Prof Svcs/Attorney Servic...	76,969.57
100-115-41002	Emp Benefits/Dental	447.57
100-115-41003	Emp Benefits/Vision Care	55.83
100-116-41002	Emp Benefits/Dental	59.17
100-116-41003	Emp Benefits/Vision Care	18.61
100-116-42101	Prof Svcs/Professional Ser...	79.50
100-116-42301	Travel & Training/Conf-Re...	1,780.00
100-117-41101	Retiree Benefits/Medical-...	3,793.42
100-117-42101	Prof Svcs/Professional Ser...	67,996.59
100-117-42201	Office Expense	220.49
100-117-42203	Office Exp/Shipping & Mai...	1,694.85
100-117-42501	Admin Exp/Bank Fees	2,500.00
100-117-42511	Admin Exp/Equipment Re...	137.70
100-117-43105	Utilities/Cable	29.88
100-20018	Accounts Payable/CalCard	7,428.41
100-221-33218	Permits/Conditional Use ...	75.00
100-221-41002	Emp Benefits/Dental	2,070.33
100-221-41003	Emp Benefits/Vision Care	353.59
100-221-41008	Emp Benefits/Long Term ...	475.20
100-221-42101	Prof Svcs/Professional Ser...	1,575.00

Account Summary

Account Number	Account Name	Payment Amount
100-221-42107	Prof Svcs/Equipment Mai...	4,725.31
100-221-42302	Travel & Training/Mileage,..	958.58
100-221-42303	Travel & Training/Meal Al...	450.00
100-221-42401	Dues & Pub/Memberships	290.00
100-221-42514	Admin Exp/Special Depart	191.07
100-221-44301	Other Materials Supp/Fuel	20.25
100-221-44410	Safety Clothing	15.69
100-221-46201	Insurance/General Liability	8,835.84
100-222-41002	Emp Benefits/Dental	394.66
100-222-41003	Emp Benefits/Vision Care	55.83
100-222-42101	Prof Svcs/Professional Ser...	18,562.35
100-222-42108	Prof Svcs/Building-Structu...	3,869.64
100-222-42201	Office Expense	162.57
100-222-42514	Admin Exp/Special Depart	346.41
100-222-43103	Utilities/Electricity & Pow...	4,101.87
100-223-41002	Emp Benefits/Dental	1,462.83
100-223-41003	Emp Benefits/Vision Care	223.32
100-223-41008	Emp Benefits/Long Term ...	236.50
100-223-42108	Prof Svcs/Building-Structu...	7.74
100-223-43103	Utilities/Electricity & Pow...	817.71
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...	2,000.00
100-231-42104	Prof Svcs/Paramedic Servi...	710.25
100-231-42107	Prof Svcs/Equipment Mai...	4,618.06
100-231-42108	Prof Svcs/Building-Structu...	1,113.01
100-231-42301	Travel & Training/Conf-Re...	40.00
100-231-42302	Travel & Training/Mileage,..	323.13
100-231-42303	Travel & Training/Meal Al...	59.46
100-231-42512	Admin Exp/Abatement	11,999.75
100-231-42514	Admin Exp/Special Depart	73.06
100-231-43102	Utilities/Water	499.31
100-231-43103	Utilities/Electricity & Pow...	3,861.32
100-231-43105	Utilities/Cable	64.50
100-231-44301	Other Materials Supp/Fuel	243.84
100-231-44410	Safety Clothing	74.61
100-231-47104	FF&E/Vehicles	404,562.00
100-341-41002	Emp Benefits/Dental	335.49
100-341-41003	Emp Benefits/Vision Care	55.83
100-343-41002	Emp Benefits/Dental	1,022.27
100-343-41003	Emp Benefits/Vision Care	130.27
100-343-42101	Prof Svcs/Professional Ser...	10,328.98
100-343-42107	Prof Svcs/Equipment Mai...	195.56
100-343-42108	Prof Svcs/Building-Structu...	6,030.24
100-343-44410	Safety Clothing	70.18
100-343-46201	Insurance/General Liability	7,137.97
100-345-42108	Prof Svcs/Building-Structu...	5,691.24
100-345-43102	Utilities/Water	1,421.02
100-345-43103	Utilities/Electricity & Pow...	130.92
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
105-231-47101	FF&E/Equipment	35,127.68

Account Summary

Account Number	Account Name	Payment Amount
106-114-42102	Prof Svcs/Attorney Servic...	5,228.00
106-118-47102	FF&E/Computer Equipme...	1,180.81
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
106-342-47204	Improvements/Sidewalks	20,000.00
106-345-47203	Improvements/Parks	369.53
106-553-47103	FF&E/Furniture	4,575.68
200-342-42108	Prof Svcs/Building-Structu...	384.71
200-342-43103	Utilities/Electricity & Pow...	15,382.32
200-342-47205	Improvements/Streets	7,921.11
201-343-42108	Prof Svcs/Building-Structu...	532.60
201-343-42513	Admin Exp/Rent	100.00
201-343-43103	Utilities/Electricity & Pow...	66.61
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
205-227-42107	Prof Svcs/Equipment Mai...	663.03
207-344-42101	Prof Svcs/Professional Ser...	2,767.50
207-344-42107	Prof Svcs/Equipment Mai...	2,210.75
207-344-42514	Admin Exp/Special Depart	89.59
209-20307	Deposits Payable/Recreat...	390.00
209-20308	Deposits Payable/Recreat...	500.00
209-20309	Deposits Payable/Recreat...	250.00
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	97.63
209-552-41003	Emp Benefits/Vision Care	37.22
209-552-42108	Prof Svcs/Building-Structu...	602.23
209-552-43103	Utilities/Electricity & Pow...	2,026.62
209-552-43810	Program Cost/Center Mai...	311.54
209-553-42108	Prof Svcs/Building-Structu...	411.40
209-553-43102	Utilities/Water	15.75
209-553-43103	Utilities/Electricity & Pow...	27.30
209-554-38112	Rental Income/Facility Re...	50.00
209-554-41002	Emp Benefits/Dental	134.27
209-554-41003	Emp Benefits/Vision Care	18.61
209-554-42108	Prof Svcs/Building-Structu...	580.80
209-554-43103	Utilities/Electricity & Pow...	28.57
209-557-42108	Prof Svcs/Building-Structu...	1,856.95
209-557-43102	Utilities/Water	509.18
209-558-42108	Prof Svcs/Building-Structu...	54.25
209-558-43103	Utilities/Electricity & Pow...	8.12
212-461-34110	Review Fees/Design Revi...	2,130.00
212-461-41002	Emp Benefits/Dental	149.19
212-461-41003	Emp Benefits/Vision Care	18.61
212-461-42101	Prof Svcs/Professional Ser...	3,032.75
212-462-41002	Emp Benefits/Dental	186.30
212-462-41003	Emp Benefits/Vision Care	37.22
212-462-42101	Prof Svcs/Professional Ser...	12,085.72
212-462-42201	Office Expense	1,259.65
215-341-43101	Utilities/Telephone	390.68
225-221-42514	Admin Exp/Special Depart	15,000.00
226-000-34223	Fees/CASp Fee	44.00
310-347-42101	Prof Svcs/Professional Ser...	312.51
310-347-42108	Prof Svcs/Building-Structu...	60.00

Account Summary

Account Number	Account Name	Payment Amount
310-347-43103	Utilities/Electricity & Pow...	280.00
310-348-42101	Prof Svcs/Professional Ser...	364.99
310-348-42108	Prof Svcs/Building-Structu...	65.00
310-348-43103	Utilities/Electricity & Pow...	400.00
377-342-47205	Improvements/Streets	53,627.04
500-10601	Gas Tanks/Corp Yard	2,434.04
500-641-41002	Emp Benefits/Dental	1,015.26
500-641-41003	Emp Benefits/Vision Care	167.49
500-641-42107	Prof Svcs/Equipment Mai...	13,698.67
500-641-42108	Prof Svcs/Building-Structu...	577.00
500-641-42109	Prof Svcs/Compliance Ins...	3,002.11
500-641-42201	Office Expense	109.74
500-641-43103	Utilities/Electricity & Pow...	57,067.74
500-641-44302	Other Materials Supp/Slu...	5,814.74
500-641-44303	Other Materials Supp/Ch...	31,706.01
500-641-44305	Other Materials Supp/Lab...	1,655.26
500-641-44410	Safety Clothing	1,268.79
500-642-41002	Emp Benefits/Dental	267.53
500-642-41003	Emp Benefits/Vision Care	55.83
500-642-42101	Prof Svcs/Professional Ser...	3,661.91
500-642-42107	Prof Svcs/Equipment Mai...	651.25
500-642-42108	Prof Svcs/Building-Structu...	20.71
500-642-43103	Utilities/Electricity & Pow...	603.66
500-644-48101	Debt Principal	682,857.79
500-644-48102	Debt Interest	406,326.14
503-643-42203	Office Exp/Shipping & Mai...	13.24
505-119-41002	Emp Benefits/Dental	298.38
505-119-41003	Emp Benefits/Vision Care	37.22
505-119-42108	Prof Svcs/Building-Structu...	27.25
505-119-43103	Utilities/Electricity & Pow...	42.85
525-118-42101	Prof Svcs/Professional Ser...	15,347.69
525-118-42105	Prof Svcs/Network Maint...	1,815.00
525-118-42106	Prof Svcs/Software Maint...	20,020.52
525-118-42107	Prof Svcs/Equipment Mai...	3,779.76
525-118-42510	Admin Exp/Software Purch	2,829.10
525-118-43101	Utilities/Telephone	5,480.54
750-463-42101	Prof Svcs/Professional Ser...	3,451.25
998-20105	Sal & Ben Payable/Dental ...	393.18
998-20106	Sal & Ben Payable/Vision ...	18.61
	Grand Total:	**2,146,417.74**

Project Account Summary

Project Account Key	Payment Amount
None	2,146,417.74
Grand Total:	**2,146,417.74**

Approved By: _____ Date: 7/2/2020

CITY COUNCIL REPORT

7C

DATE: JULY 7, 2020

TO: MAYOR AND COUNCILMEMBERS

FROM: HECTOR DE LA ROSA, ASSISTANT CITY MANAGER

SUBJECT: APPROVE AN AMENDMENT TO CITY MANAGER ANDREW MURRAY'S AND CITY CLERK HEATHER IOPU'S EMPLOYMENT AGREEMENT TO REFLECT A 3% COST OF LIVING INCREASE EFFECTIVE JULY 6, 2020

RECOMMENDATION

It is recommended that the City Council adopt resolutions:

1. Approving an amendment to City Manager Andrew Murray's Employment Agreement for a Cost of Living Increase effective July 6, 2020, AND

2. Approving an amendment to City Clerk Heather Iopu's Employment Agreement for a Cost of Living Increase effective July 6, 2020.

BACKGROUND

On July 3, 2018, the City Council approved a Memorandum of Understanding (MOU) between the City of Pinole and AFSCME and Local 1.

The MOU between the City and AFSCME and Local 1 includes a provision whereby the represented employees would be entitled to a Cost of Living Allowance (COLA) of 3% each year of the three (3) year agreement. For Fiscal Year 2020-2021, the 3% COLA would be effective the first full pay period following July 1, 2019 (July 6, 2020).

REVIEW AND ANALYSIS

In accordance with the employment contract for the City Manager and City Clerk, City Manager Murray and City Clerk Iopu are entitled to receive the same cost of living allowance as AFSCME employees. The attached contract amendments for the City Manager and City Clerk are reflective of a 3% cost of living allowance.

In compliance with SB 1436 and AB 1344, the local agency's legislative body must receive an oral report summarizing any adjustment to the compensation of a local agency executive before taking final action. Additionally, the oral report must be made during the same open meeting in which final action on the compensation is to be taken.

FISCAL IMPACT

The 3% cost of living allowance for the City Manager and the City Clerk has been included in the FY 2020-2021 budget. The annual salary for the City Manager and City Clerk will be $231,750 and $122,003.40, respectively.

ATTACHMENTS

A Resolutions

Exhibit A Amendment to Murray's Employment Agreement /Amendment to Iopu's Employment Agreement

ATTACHMENT A

RESOLUTION NO. 2020-XX

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PINOLE, COUNTY OF CONTRA COSTA, STATE OF CALIFORNIA, APPROVING AN AMENDMENT TO CITY MANAGER ANDREW MURRAY'S EMPLOYMENT AGREEMENT FOR A 3% COST OF LIVING ALLOWANCE INCREASE EFFECTIVE JULY 6, 2020

WHEREAS, the City Manager was hired in his current capacity on January 6, 2020; and

WHEREAS, on June 28, 2018, the City Council approved a Memorandum of Understanding (MOU) between the City of Pinole and AFSCME and Local 1; and

WHEREAS, the Memorandum of Understanding (MOU) between the City of Pinole and AFSCME and Local 1 provided for a 3% cost of living allowance to the represented employees for Fiscal Years 2018-19 through FY 2020-2021; and

WHEREAS, the 3% cost of living allowance is effective the full pay period following July 1, 2020 (July 6, 2020); and

WHEREAS, in accordance with the employment contract for the City Manager, he is entitled to receive the same cost of living allowance as AFSCME employees; and

WHEREAS, Council approval of the amendment to the City Manager's employment agreement is required to implement the cost of living allowance.

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Pinole does hereby approve an amendment to the City Manager's employment agreement to provide for a three percent (3%) cost of living, hereunto attached as Exhibit A, bringing his annual salary to $231,750 and authorizes the Mayor to execute said Amendment.

PASSED AND ADOPTED at a regular meeting of the Pinole City Council held on the 7th day of July 2020, by the following vote:

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

_____
Roy Swearingen
Mayor

I hereby certify that the foregoing resolution was introduced, passed and adopted on adopted on this 7th day of July, 2020.

_____
Heather Iopu, CMC
City Clerk

EXHIBIT A

AMENDMENT # 1-2020 TO THE AGREEMENT FOR EMPLOYMENT OF ANDREW MURRAY

The Employment Agreement dated January 6, 2020 made and entered into by and between the City of Pinole ("the City"), a general law city, and Andrew Murray ("Murray" or "Employee") is being amended to reflect a three percent (3%) cost of living increase commencing the pay period of July 6, 2020.

The Parties hereby agree to Amendment of the following sections of the Employment Agreement to read as.

Section 6 Compensation

a. Effective July 6, 2020, MURRAY shall be paid an annual base salary of Two Hundred Thirty-One Thousand Seven Hundred and Fifty Dollars ($231,750.00), less all applicable federal, state and local withholding.

b. MURRAY shall receive cost of living salary increases equal to that provided to the AFSCME bargaining unit during the term of this Agreement. A three percent (3%) COLA will be provided to MURRAY in July 2020, in the same manner as provided to the AFSCME unit.

c. MURRAY shall receive the benefits identified in Exhibit A to this Agreement.

All other terms and conditions of the January 2020 Employment Agreement and any amendments thereafter shall remain in full force and effect.

Andrew Murray _____

DATED: July 6, 2020

CITY _____
Roy Swearingen, Mayor

DATED: _____

ATTEST: APPROVED AS TO FORM:

_____ _____
Heather Iopu, CMC Eric Casher
City Clerk City Attorney

ATTACHMENT A

RESOLUTION NO. 2020-

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PINOLE, COUNTY OF CONTRA COSTA, STATE OF CALIFORNIA, APPROVING AN AMENDMENT TO CITY CLERK HEATHER IOPU'S EMPLOYMENT AGREEMENT FOR A 3% COST OF LIVING ALLOWANCE INCREASE EFFECTIVE JULY 6, 2020

WHEREAS, the City Clerk was hired in her current capacity on March 18, 2019; and

WHEREAS, on June 28, 2018, the City Council approved a Memorandum of Understanding (MOU) between the City of Pinole and AFSCME and Local 1; and

WHEREAS, the Memorandum of Understanding (MOU) between the City of Pinole and AFSCME and Local 1 provided for a 3% cost of living allowance to the represented employees for Fiscal Years 2018-19 through FT 2020-2021; and

WHEREAS, the 3% cost of living allowance is effective the full pay period following July 1, 2020 (July 6, 2020); and

WHEREAS, in accordance with the employment contract for the City Clerk, she is entitled to receive the same cost of living allowance as AFSCME employees; and

WHEREAS, Council approval of the amendment to the City Clerk's employment agreement is required to implement the cost of living allowance.

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Pinole does hereby approve the amendment to the City Clerk's employment agreement provides for a three percent (3%) cost of living, hereunto attached as Exhibit A, bringing her annual salary to $122,003.40 and authorizes the Mayor to execute said Amendment.

PASSED AND ADOPTED at a regular meeting of the Pinole City Council held on the 7th day of July 2020, by the following vote:

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

_____
Roy Swearingen
Mayor

I hereby certify that the foregoing resolution was introduced, passed and adopted on adopted on this 7th day of July, 2020.

_____
Heather Iopu, CMC
City Clerk

EXHIBIT A

AMENDMENT # 1- 2020 TO THE AGREEMENT FOR EMPLOYMENT OF HEATHER IOPU

The Employment Agreement dated March 2019 made and entered into by and between the City of Pinole ("the City"), a general law city, and Heather Iopu ("Iopu" or "Employee") is being amended to reflect a three percent (3%) cost of living increase effective the pay period commencing July 6, 2020.

The Parties hereby agree to Amendment of the following sections of the Employment Agreement to read:

Section 6 Compensation

a. IOPU shall be paid an annual base salary of $122,003.40 or $10,166.95 per month, less all applicable federal, state and local withholding. IOPU shall be considered for a merit increase annually in conjunction with the completion of her performance evaluation, as outlined in paragraph 11. Merit increases shall subject to the City's ability to pay for a salary increase.

All other terms and conditions of the March 2019 Employment Agreement shall remain in full force and effect.

Heather Iopu _____

DATED: July 6, 2020

CITY _____
Roy Swearingen, Mayor

DATED: _____

ATTEST: APPROVED AS TO FORM:

_____ _____
Hector De La Rosa
Assistant City Manager

Eric S. Casher
City Attorney

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. Structurally Balanced Budget Policy (No change)
   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. Reserves Policy (No change)
   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. Revenue Policy – One Time Resources (No change)
   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

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.

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.

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).

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

City Department seeking and managing grant funding is responsible for:

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.

The Finance Department (Finance Director) is responsible for:

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

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.

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 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…	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.

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

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.

Major Asset Classes

- (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.

Procedures: Items over $15.00

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.

Procedures: Items under $15.00 or items where the depositor is unknown

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

CITY COUNCIL REPORT

7E

DATE: **JULY 7, 2020**

TO: **MAYOR AND COUNCIL MEMBERS**

FROM: **TAMARA MILLER, DIRECTOR OF DEVELOPMENT SERVICES / CITY ENGINEER**

SUBJECT: **APPROVE FOR BIDDING THE PLANS AND SPECIFICATIONS FOR THE FISCAL YEAR 2019/20 RESIDENTIAL SLURRY SEAL PROJECT**

RECOMMENDATION

It is recommended that the City Council adopt a resolution approving for bidding the plans and specifications for the Fiscal Year 2019/20 Residential Slurry Seal Project to be released for competitive bidding.

BACKGROUND

The City's adopted a Capital Improvement Plan includes the Pavement Maintenance and Rehabilitation Program #RO1707 (the "Program"). The 2019/20 Residential Slurry Seal Project is a component of the Program.

The City of Pinole, Pavement Management Program P-TAP 19 Budget Options Report, with Streetsaver software and road condition assessments, serves to document pavement condition and prioritize pavement preservation spending to best serve the overall road system. The City has been following the "fix it first" approach to pavement preservation which means we repair roads before they show signs of decline in an attempt to extend the useful life of the existing pavement in relatively good condition prior to it needing to be replaced. Replacing pavement is very costly. While many of our roads need to be repaved, it is still fiscally prudent for the City to focus on extending the life of those roads in relatively good condition, which can be treated with a slurry seal.

Senate Bill (SB) 1 was passed recently and increases gas tax funding for road maintenance. This additional funding is a desperately needed resource for our infrastructure.

REVIEW & ANALYSIS

The Council has already approved several SB 1 projects in 2019 and 2020. The work that the City is now intending to bid encompasses all of the SB 1 slurry sealing of residential streets that the Council already approved from 2019 and 2020. Several additional road segments have been added to the project to correspond to the additional funding sources shown in the Capital Improvement Plan for pavement maintenance. All road segments added are in accordance with the recommendations of the Pavement Management Program.

City staff has prepared the plans and specifications, and the City Engineer has approved the plans and specifications for bidding. The engineer's estimate for this project is $850,000. In preparing the plans and specifications, Engineering has been working closely with City Operations and Maintenance crews who have been out ahead of the project crack sealing many of the segments listed in the project with newly acquired equipment. We believe this practice will reduce the overall cost of this project.

Advertising for competitive bidding and the bidding process will be done in accordance with the Public Contract Code and the Uniform Construction Cost Accounting Act. In accordance with the City's Procurement Policy, staff will return to the City Council to recommend award of the contract. The bid opening date is planned for July 30, 2020.

FISCAL IMPACT

There is no fiscal impact associated directly with this recommended action. Funding for this project is approved in the Capital Improvement Plan. Exact costs will not be known until after the bidding process. Staff will bring the project back to Council for award

ATTACHMENTS:

A. Resolution

ATTACHMENT A

RESOLUTION NO. 2020-___

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PINOLE, COUNTY OF CONTRA COSTA, STATE OF CALIFORNIA, APPROVING FOR BIDDING THE PLANS AND SPECIFICATIONS FOR THE 2019/20 RESIDENTIAL SLURRY SEAL PROJECT

WHEREAS, the City of Pinole has a Pavement Management Program which prioritizes road infrastructure projects; and

WHEREAS, the City of Pinole has an adopted Fiscal Year 2019/20 Capital Improvement Plan; and

WHEREAS, the Capital Improvement Plan includes funding for pavement maintenance from gas taxes and local Measure S 2014 funds; and

WHEREAS, City staff has completed the preparation of the plans, specifications and engineer's estimate of $805,000 for the 2019/20 Residential Slurry Seal Project; and

WHEREAS, the City Engineer has approved the plans and specifications; and

WHEREAS, the City Engineer has approved the plans and specifications for bidding.

NOW THEREFORE, BE IT RESOLVED that the City Council of the City of Pinole does hereby approve for bidding the plans and specifications for the 2019/20 Residential Slurry Seal Project.

PASSED AND ADOPTED at a regular meeting of the Pinole City Council held on the 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 regularly introduced, passed, and adopted on the 7th day of July, 2020

_____
Heather Iopu, CMC
City Clerk

CITY COUNCIL REPORT

7F

DATE: JULY 7, 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 CALENDAR YEARS 2018 AND 2019 GROWTH MANAGEMENT PROGRAM (GMP) COMPLIANCE CHECKLIST FOR ALLOCATION OF FISCAL YEARS 2019-20 AND 2020-21 MEASURE J LOCAL STREET MAINTENANCE AND IMPROVEMENT FUNDS BY THE CONTRA COSTA TRANSPORTATION AUTHORITY (CCTA)

RECOMMENDATION

Staff recommends that the City Council adopt a resolution approving the submittal of Calendar Years 2018 and 2019 Growth Management Program (GMP) Compliance Checklist to the Contra Costa Transportation Authority (CCTA) to receive approximately $766,174 in Measure J return-to-source gas tax dollars for Fiscal Years 2019-20 and 2020-21.

BACKGROUND

Contra Costa County voters approved the County's first transportation sales tax, Measure C, in 1988, and extended it through the subsequent Measure J half-cent sales tax, which expires in 2034. A portion of the sales tax funds, referred to as the "18 Percent Local Street Maintenance and Improvement (LSM) program" funds, is allocated by CCTA to the cities on a formula basis. To receive these funds and to be eligible for other programmed components of the sales tax funds, such as Transportation for Livable Communities (CC-TLC) program, Measure J requires each jurisdiction to be compliant with the Growth Management Program (GMP). The overall goal of the GMP is to "achieve a cooperative process for Growth Management on a countywide basis, while maintaining local authority over land use decisions and the establishment of performance standards."

Measure J requires that each city, town, and the County complete and submit a GMP Checklist to certify the jurisdiction's attainment of GMP standards. CCTA provides a GMP Checklist to jurisdictions within Contra Costa County biennially.

For the City of Pinole to be eligible to receive its allocation of approximately $766,164 in LSM funds for Fiscal Years 2019-20 and 2020-21, the City is required to complete and submit a biennial GMP Compliance Checklist to CCTA. Once submitted, CCTA will assess compliance with all components of its GMP through the review and approval of the jurisdiction's GMP Compliance Checklist.

Jurisdictions that comply with the Growth Management Checklist requirements receive funds to be used for local roadway maintenance projects. In the past, the City has received over $2.5 million in Measure J monies for road maintenance and repair work. Measure J money is used to fund transportation projects identified in the Five-Year Capital Improvement Plan (CIP).

On March 19, 2019, the City Council adopted Resolution No. 2019-16 and approved the Calendar Years 2016 and 2017 GMP Compliance Checklist for allocation of Fiscal Years 2017-18 and 2018-19 Measure J Funds. The current GMP Compliance Checklist, attached as Exhibit A, is for reporting period of Calendar Years 2018 and 2019. This GMP Compliance Checklist must be submitted to CCTA prior to June 30, 2021.

The City Council is required to approve the GMP Compliance Checklist prior to its submittal by the City to CCTA. The GMP Compliance Checklist will first be reviewed by the CCTA's Citizens Advisory Committee followed by the Planning Committee. After review and approval by both committees, the GMP Compliance Checklist is reviewed and approved by the CCTA Board.

REVIEW & ANALYSIS

The GMP Checklist requires that jurisdictions in Contra Costa County comply with and document the following major requirements:

- Develop and Implement Action Plans for Routes of Regional Significance;
- Adopt a Regional Transportation Mitigation Program (i.e. Establish and Collect Transportation Impact Mitigation Fees);
- Housing Options and Job Opportunities Compliance through the General Plan;
- Prepare Traffic Impact Studies;
- Participation in Cooperative, Multi-Jurisdictional Planning (e.g. WCCTAC Membership);
- Five-Year Capital Improvement Program;
- Adoption of Measure J General Plan Growth Management Element; and
- Adopt and Maintain an Urban Limit Line

Compliance with the requirements of the GMP is a prerequisite for receiving Return-to-Source local transportation sales tax revenues pursuant to the Measure J GMP. Staff has completed the attached GMP Compliance Checklist and determined that the City is compliant with the requirements and the checklist is ready for review by City Council.

At the time the GMP Checklist is submitted, all supporting documents will be provided to CCTA. They are not attached here as they are voluminous; the City Council has reviewed and approved the supporting documents previously in whole or in part. The City complies with the action plans for regional routes of significance within Pinole and is an active member in the West Contra Costa Transportation Advisory Committee (WCCTAC). On September 17, 2019, the City Council adopted the City's most recent five-year Capital Improvement Program. The City Council increased the Transportation Mitigation fees in 2009 for new development in the City to satisfy Measure J requirements. The City adopted a Measure J compliant Growth Management Element in 2010 as part of the comprehensive General Plan update, and adopted and maintained an urban limit line since 2007.

Additionally, the City has worked with the State Department of Housing & Community Development (HCD) to update the General Plan Housing Element during 2014 and 2015. The Housing Element was certified by HCD in May 2015 and the City has prepared required annual reports to monitor Housing Element implementation progress.

Due to the passage of the City's own half-cent sales tax (Measure S) in 2014, the City provided funding of street improvement projects using non-Measure J funds thus exceeding the minimum City funding match required by Measure J.

In recent years, approximately $300,000 in Measure J funds have been allocated for annual street rehabilitation work, roadway repair work, and sidewalk modifications throughout the City.

FISCAL IMPACT

There is a positive fiscal impact of approximately $766,174 in Measure J return-to-source gas tax monies that will be provided to the City of Pinole over the next two fiscal years. The amounts are subject to change primarily based on actual sales tax receipts through June 30, 2021. The allocation date for FY 2019-20 LSM funds will be on the one-year anniversary for the FY 2018-19 allocation.

ATTACHMENT(S)

A. Resolution
Exhibit 1: Measure J Growth Management Program Compliance Checklist – without attachments.

ATTACHMENT A

RESOLUTION NO. 2020-XX

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PINOLE, COUNY OF CONTRA COSTA, STATE OF CALIFORNIA, APPROVING THE SUBMITTAL OF CALENDAR YEARS 2018 AND 2019 GROWTH MANAGEMENT PROGRAM (GMP) COMPLIANCE CHECKLIST FOR ALLOCATION OF FISCAL YEARS 2019-20 AND 2020-21 MEASURE J LOCAL STREET MAINTENANCE AND IMPROVEMENT FUNDS BY THE CONTRA COSTA TRANSPORTATION AUTHORITY (CCTA)

WHEREAS, in 1988 Contra Costa County voters approved Measure C imposing a half-cent sales tax to generate revenue for transportation improvement projects over 20 years and approved Measure J extending the sales tax for another 25 years; and

WHEREAS, to receive "18 Percent Local Street Maintenance and Improvement (LSM) program funds," Measure J requires each jurisdiction in Contra Costa County to comply with all the components of the Growth Management Program (GMP); and

WHEREAS, the Contra Costa Transportation Authority requires that local jurisdictions complete a biennial GMP Compliance Checklist to demonstrate compliance with Measure J; and

WHEREAS, the City of Pinole has satisfied all requirements necessary to be in compliance with Measure J including those involving implementation of 2009 West County Action Plan for Routes of Regional Significance, continued development mitigation programs, housing options, traffic impact studies, multi-jurisdictional planning, five-year Capital Improvement Program, Transportation Systems Management (TSM) Ordinance, Growth Management Element for General Plan, and Urban Limit Line; and

WHEREAS, the City Council of the City of Pinole adopted a Five-Year Capital Improvement Plan, in accordance with the goals, plans, policies, and programs of the City of Pinole, and its General Plan at its September 17, 2019 meeting; and

WHEREAS, the City of Pinole encourages projects that are mixed use, and include a range of housing types and styles, and affordability levels; and

WHEREAS, with the range of housing types and affordability levels, and rules in place to encourage preservation of the existing housing stock and creation of new residential development, the City of Pinole continues to make progress on its Regional Housing Need Allocation (RHNA) for affordable housing; and

WHEREAS, the City of Pinole is a member of the West Contra Costa Transportation Advisory Committee (WCCTAC) and has representation and participation at monthly meetings; and

WHEREAS, the City of Pinole collects Transportation Mitigation Fees for new development in the City and also adopted a resolution increasing mitigation fees in 2009; and

WHEREAS, the City of Pinole received a letter from the State Department of Housing and Community Development (HCD) on May 29, 2015 certifying that the City's Housing Element is in compliance with State Housing Law until June 2023 and has prepared and submitted all required annual reports needed to maintain compliance; and

WHEREAS, the City of Pinole has prepared a General Plan Growth Management Element in full compliance with Measure J requirements.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Pinole hereby adopts a resolution approving the Measure J GMP Compliance Checklist that is attached and incorporated by reference as Exhibit 1 and directs staff to submit the checklist to the Contra Costa Transportation Authority (CCTA) in compliance with Measure J, and further authorizes staff to furnish all required information to CCTA necessary to approve the City of Pinole Measure J return-to-source gas tax dollars in the amount of approximately $766,174 over the next two (2) fiscal years for local street maintenance and improvement funds.

PASSED AND ADOPTED at a regular meeting of the Pinole City Council held on the 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 regularly introduced, passed, and adopted on the 7th day of July, 2020

_____

Heather Iopu, CMC
City Clerk

EXHIBIT 1

Measure J GMP Compliance Checklist Attachments

Reporting Jurisdiction: City of Pinole
For Fiscal Years 2019-20 and 2020-21
Reporting Period: Calendar Years 2018 & 2019

Measure J Growth Management Program Compliance Checklist

1. Action Plans	YES	NO	N/A
a. Is the jurisdiction implementing the actions called for in the applicable Action Plan for all designated Routes of Regional Significance within the jurisdiction?	☒	☐	☐
b. Has the jurisdiction implemented the following procedures as outlined in the *Implementation Guide* and the applicable Action Plan for Routes of Regional Significance?			
i. Circulation of environmental documents,	☒	☐	☐
ii. Analysis of the impacts of proposed General Plan amendments and recommendation of changes to Action Plans, and	☒	☐	☐
iii. Conditioning the approval of projects consistent with Action Plan policies?	☒	☐	☐
c. Has the jurisdiction followed the procedures for RTPC review of General Plan Amendments as called for in the *Implementation Guide*?	☒	☐	☐

2. Development Mitigation Program	YES	NO
a. Has the jurisdiction adopted and implemented a local development mitigation program to ensure that new development pays its fair share of the impact mitigation costs associated with that development?	☒	☐
b. Has the jurisdiction adopted and implemented the regional transportation mitigation program, developed and adopted by the applicable Regional Transportation Planning Committee, including any regional traffic mitigation fees, assessments, or other mitigation as appropriate?	☒	☐

Measure J GMP Compliance Checklist Attachments

Reporting Jurisdiction: City of Pinole
For Fiscal Years 2019-20 and 2020-21
Reporting Period: Calendar Years 2018 & 2019

3. Address Housing Options	YES	NO
a. Has the jurisdiction prepared and submitted a report to the Authority demonstrating reasonable progress in providing housing opportunities for all income levels under its Housing Element? The report can demonstrate progress by (1) comparing the number of housing units approved, constructed or occupied within the jurisdiction over the preceding five years with the number of units needed on average each year to meet the housing objectives established in its Housing Element; or (2) illustrating how the jurisdiction has adequately planned to meet the existing and projected housing needs through the adoption of land use plans and regulatory systems which provide opportunities for, and do not unduly constrain, housing development; or (3) illustrating how its General Plan and zoning regulations facilitate improvement or development of sufficient housing to meet the Element's objectives. *Note: A copy of the local jurisdiction's annual progress report (Tables A thru C) to the state Department of Housing and Community Development (HCD) is sufficient.*	☒	☐
b. Does the jurisdiction's General Plan—or other adopted policy document or report—consider the impacts that its land use and development policies have on the local, regional and countywide transportation system, including the level of transportation capacity that can reasonably be provided?	☒	☐
c. Has the jurisdiction incorporated policies and standards into its development approval process that support transit, bicycle and pedestrian access in new developments?	☒	☐

Measure J GMP Compliance Checklist Attachments

Reporting Jurisdiction: City of Pinole
For Fiscal Years 2019-20 and 2020-21
Reporting Period: Calendar Years 2018 & 2019

4. Traffic Impact Studies	YES	NO	N/A
a. Using the Authority's *Technical Procedures*, have traffic impact studies been conducted as part of development review for all projects estimated to generate more than 100 net new peak-hour vehicle trips? (Note: Lower traffic generation thresholds established through the RTPC's Action Plan may apply).	☐	☐	☒
b. If the answer to 4.a. above is "yes", did the local jurisdiction notify affected parties and circulate the traffic impact study during the environmental review process?	☐	☐	☒

5. Participation in Cooperative, Multi-Jurisdictional Planning	YES	NO
a. During the reporting period, has the jurisdiction's Council/Board representative regularly participated in meetings of the appropriate Regional Transportation Planning Committee (RTPC), and have the jurisdiction's local representatives to the RTPC regularly reported on the activities of the Regional Committee to the jurisdiction's council or board? (Note: Each RTPC should have a policy that defines what constitutes regular attendance of Council/Board members at RTPC meetings.)	☒	☐
b. Has the local jurisdiction worked with the RTPC to develop and implement the Action Plans, including identification of Routes of Regional Significance, establishing Multimodal Transportation Service Objectives (MTSOs) for those routes, and defining actions for achieving the MTSOs?	☒	☐
c. Has the local jurisdiction applied the Authority's travel demand model and *Technical Procedures* to the analysis of General Plan Amendments (GPAs) and developments exceeding specified thresholds for their effect on the regional transportation system, including on Action Plan MTSOs?	☒	☐

Measure J GMP Compliance Checklist Attachments

Reporting Jurisdiction: City of Pinole
For Fiscal Years 2019-20 and 2020-21
Reporting Period: Calendar Years 2018 & 2019

	YES	NO
d. As needed, has the jurisdiction made available, as input into the countywide transportation computer model, data on proposed improvements to the jurisdiction's transportation system, including roadways, pedestrian circulation, bikeways and trails, planned and improved development within the jurisdiction, and traffic patterns?	☒	☐

6. Five-Year Capital Improvement Program	YES	NO
Does the jurisdiction have an adopted five-year capital improvement program (CIP) that includes approved projects and an analysis of project costs as well as a financial plan for providing the improvements? (The transportation component of the plan must be forwarded to the Authority for incorporation into the Authority's database of transportation projects)	☒	☐

7. Transportation Systems Management Program	YES	NO
Has the jurisdiction adopted a transportation systems management ordinance or resolution that incorporates required policies consistent with the updated model ordinance prepared by the Authority for use by local agencies or qualified for adoption of alternative mitigation measures because it has a small employment base?	☒	☐

8. Adoption of a voter-approved Urban Limit Line	YES	NO	N/A
a. Has the local jurisdiction adopted and continually complied with an applicable voter-approved Urban Limit Line as outlined in the Authority's annual ULL Policy Advisory Letter?	☒	☐	☐

Measure J GMP Compliance Checklist Attachments

Reporting Jurisdiction: City of Pinole
For Fiscal Years 2019-20 and 2020-21
Reporting Period: Calendar Years 2018 & 2019

b. If the jurisdiction has modified its voter-approved ULL or approved a major subdivision or General Plan Amendment outside the ULL, has the jurisdiction made a finding of consistency with the Measure J provisions on ULLs and criteria in the ULL Policy Advisory Letter after holding a noticed public hearing and making the proposed finding publically available?	☐	☐	☒

9. Adoption of the Measure J Growth Management Element	YES	NO	N/A
Has the local jurisdiction adopted a final GME for its General Plan that substantially complies with the intent of the Authority's adopted Measure J Model GME?	☒	☐	☐

10. Posting of Signs	YES	NO	N/A
Has the jurisdiction posted signs meeting Authority specifications for all projects exceeding $250,000 that are funded, in whole or in part, with Measure C or Measure J funds?	☐	☐	☒

11. Maintenance of Effort (MoE)	YES	NO
Has the jurisdiction met the MoE requirements of Measure J as stated in Section 6 of the Contra Costa Transportation Improvement and Growth Management Ordinance (as amended)? (See the Checklist Instructions for a listing of MoE requirements by local jurisdiction.)	☒	☐

12. Submittal of LSM Reporting and Audit Forms	YES	NO
Has the local jurisdiction submitted a Local Street Maintenance and Improvement Reporting Form and Audit Reporting Form for eligible expenditures of 18 percent funds covering FY 2017-18 and FY 2018-19?	☒	☐

Measure J GMP Compliance Checklist Attachments

Reporting Jurisdiction: City of Pinole
For Fiscal Years 2019-20 and 2020-21
Reporting Period: Calendar Years 2018 & 2019

13. Other Considerations	YES	NO	N/A
If the jurisdiction believes that the requirements of Measure J have been satisfied in a way not indicated on this checklist, has an explanation been attached below?	☐	☐	☒

Review and Approval of Checklist

This Measure J GMP Compliance Checklist was prepared by:

Signature _____ Date _____

Tamara Miller, Development Services Director
Name & Title (print)

510-724-9017 Phone

tmiller@ci.pinole.ca.us Email

The Council/Board of Pinole has reviewed the completed Checklist and found that the policies and programs of the jurisdiction as reported herein conform to the requirements for compliance with the Contra Costa Transportation Improvement and Growth Management Program.

Certified Signature (Mayor or Chair) _____ Date _____

Roy Swearingen, Mayor
Name & Title (print)

Attest Signature (City/Town/County Clerk) _____ Date _____

Name (print)
Heather Iopu

Measure J GMP Compliance Checklist Attachments

Reporting Jurisdiction: City of Pinole
For Fiscal Years 2019-20 and 2020-21
Reporting Period: Calendar Years 2018 & 2019

Supplementary Information (Required)

1. Action Plans

a. Please summarize steps taken during the reporting period to implement the actions, programs, and measures called for in the applicable Action Plan for Routes of Regional Significance:

The City of Pinole continued to work with WCCTAC and other agencies to implement the Action Plan for routes of regional significance within Pinole. See attachment A.

b. Attach, list and briefly describe any General Plan Amendments that were approved during the reporting period. Please specify which amendments affected ability to meet the standards in the Growth Management Element and/or affected ability to implement Action Plan policies or meet Multimodal Traffic Service Objectives (MTSOs). Indicate if amendments were forwarded to the jurisdiction's RTPC for review, and describe the results of that review relative to Action Plan implementation:

On July 19, 2018, the City of Pinole adopted an ordinance to amend the Three Corridors Specific Plan to allow for residential uses to exceed forty-nine (49%) of the building square footage in the Commercial Mixed-Use Land Use District within the San Pablo Avenue Corridor Mixed Use Sub-Area. These amendments provide added flexibility in exchange for encouraging additional affordable housing involving community benefits consistent with the General Plan. See attachment B.

Provide a summary list of projects approved during the reporting period and the conditions required for consistency with the Action Plan:

-1289 Pinole Valley Rd. (APN 401-021-033)

The Planning Commission of the City of Pinole approved a design review request for a medical office building located at the intersection of Pinole Valley Road and Henry Avenue on April 22, 2019. The project was conditioned to avoid conflicts with

vehicular, bicycle, or pedestrian transportation circulation modes. Conditions of approval include:

-Make rideshare and public transit information continuously available on premises to employees and customers;

-The applicant shall offer free transit vouchers to all medical center employees with 100% subsidy to encourage and incentivize travel to the medical center by available transit options rather than by automobile. The number of transit vouchers actually provided to employees at any given time along with supporting documentation from transit providers shall be made available to the City by the applicant or medical center operator upon request.

-The applicant or medical center operator shall provide secure indoor bicycle parking for at least 5 bicycles in the first-floor storage room adjacent to the lobby or alternate interior location subject City review and approval. The applicant or medical center operator shall provide outdoor parking for at least 4 bicycles near the building entrance. The bicycle parking rack design shall be included in the building construction plan for City review and approval.

-The applicant shall provide on-site automobile parking space for car share vehicles on the project site at all times via a recorded written agreement between the landowner and the City that runs with the land. The agreement shall allow for various car share providers over time. The agreement shall be submitted to the City Attorney and Development Services Department for review and approval prior to issuance of a building permit. Once approved by the City Attorney, the applicant shall record the agreement and provide a copy to the Development Services Department prior to building occupancy.

-1335 Pinole Valley Rd. (APN 401-211-034)

The City of Pinole issued a Certificate of Occupancy to Davita Dialysis on October 28, 2019. The project was conditioned with the following conditions:

-The property owner or medical dialysis clinic operator shall make rideshare and public transit information continuously available on premises to employees and visitors.

Reporting Jurisdiction: City of Pinole
For Fiscal Years 2019-20 and 2020-21
Reporting Period: Calendar Years 2018 & 2019

-The Gateway Shopping Center Parking Demand Management Program (PDMP) shall be amended to include the location and number of short time-limited auto parking spaces (e.g. 20-minute duration) at the dialysis clinic to encourage more efficient utilization for pick up and drop off of patients.

-The applicant or medical office building operator shall provide secure bicycle parking for at least four (4) bicycles within the underground parking garage or alternate location subject to City review and approval. The bicycle parking rack design shall be included in the building construction plans for the City review and approval. Bicycle parking spaces shall be provided within 50 feet of the medical office building public entrance or elevator when feasible.

2. Development Mitigation Program

a. Describe progress on implementation of the regional transportation mitigation program:

The City continued to collect transportation mitigation funds for new construction undertaken and completed during the reporting period.

3. Address Housing Options

a. Please attach a report demonstrating reasonable progress in providing housing opportunities for all income levels. (Note: A copy of the local jurisdiction's annual report (Tables A thru C) to the state Department of Housing and Community Development (HCD) is sufficient).

Attachment C – Copy of the 2018 and 2019 annual report to the State Department of Housing and Community Development.

c. Please attach the jurisdiction's adopted policies and standards that ensure consideration of and support for walking, bicycling, and transit access during the review of proposed development.

Attachment D – City of Pinole's General Plan Circulation Element.

4. Traffic Impact Studies

Please list all traffic impact studies that have been conducted as part of the development review of any project that generated more than 100 net new peak hour vehicle trips. (Note: Lower traffic generation thresholds established through the RTPC's Action Plan may apply).

Measure J GMP Compliance Checklist Attachments

Reporting Jurisdiction: City of Pinole
For Fiscal Years 2019-20 and 2020-21
Reporting Period: Calendar Years 2018 & 2019

Note whether the study was consistent with the Authority's Technical Procedures and whether notification and circulation was undertaken during the environmental review process.

The City did not have any projects for which a traffic study was required during the reporting period.

5. Participation in Cooperative, Multi-Jurisdictional Planning

No attachments necessary.

6. Five-Year Capital Improvement Program

Please attach the transportation component of the most recent CIP version, if the Authority does not already have it. Otherwise, list the resolution number and date of adoption of the most recent five-year CIP.

Resolution 2019-81 adopted on September 17, 2019

Attachment E– Transportation component of the City's most recently adopted CIP for FY 2018/19 – FY 2022/23.

7. Transportation Systems Management Program

Please attach a copy of the jurisdiction's TSM ordinance, or list the date of ordinance or resolution adoption and its number.

Attachment F – Ordinance 97-102 adopted July 15, 1997.

8. Adoption of a voter-approved Urban Limit Line

The local jurisdiction's adopted ULL is on file at the Authority offices. Please specify any actions that were taken during the reporting period with regard to changes or modifications to the voter-approved ULL, which should include a resolution making a finding of consistency with Measure J and a copy of the related public hearing notice.

No actions were taken during this reporting period with regard to the voter-approved ULL.

9. Adoption of the Measure J Growth Management Element

Please attach the adopted Final Measure J Growth Management Element to the local jurisdiction's General Plan, or list the date of ordinance or resolution adoption and its number.

Measure J GMP Compliance Checklist Attachments

Reporting Jurisdiction: City of Pinole
For Fiscal Years 2019-20 and 2020-21
Reporting Period: Calendar Years 2018 & 2019

Attachment G – City of Pinole's General Plan Growth Management Element.

10. Posting of Signs

Provide a list of all projects exceeding $250,000 within the jurisdiction, noting which ones are or were signed according to Authority specifications.

Not applicable.

11. Maintenance of Effort (MoE)

Please indicate the jurisdiction's MoE requirement and MoE expenditures for the past two fiscal years (FY 2017-18 and FY 2018-19). See the Instructions to identify the MoE requirements.

The MoE requirement for the City of Pinole Annual MoE Requirement: $338,288

FY 2017-18 Non-Measure J LSM Expenditures: $516,611

FY 2018-19 Non-Measure J LSM Expenditures: $559,558

12. Submittal of LSM Reporting Form and Audit Reporting Form

Please attach LSM (Summary) Reporting and LSM Audit (Detail) Forms for FY 2017-18 and FY 2018-19.

Attachment H – LSM Reporting and Audit forms for FY 2017-18 and FY 2018-19

13. Other Considerations

Please specify any alternative methods of achieving compliance for any components for the Measure J Growth Management Program

Not applicable.

CITY COUNCIL REPORT

8A

DATE: JULY 7, 2020

TO: MAYOR AND COUNCIL MEMBERS

FROM: TAMARA MILLER, DEVELOPMENT SERVICES DIRECTOR
DAVID HANHAM, PLANNING MANAGER

SUBJECT: AMENDMENT TO SECTION 17.70 ACESSORARY DWELLING UNIT ORDINANCE OF THE PINOLE MUNICIPAL CODE

RECOMMENDATION

The Planning Commission and City staff recommend that the City Council conduct a public hearing for the first reading of an ordinance amending Municipal Code Chapter 17.70 Accessory Dwelling Units (ADUs) with minor changes to Chapters 17.20, 17.22, 17.30, 17.48, and 17.98.

BACKGROUND

California Government Code Section 65852.2 was enacted in 1982, and has subsequently been amended several times, to encourage the creation of ADUs while maintaining local flexibility for unique circumstances and conditions. The City of Pinole currently maintains regulations, some unique to Pinole, for ADUs in Chapter 17.70 of the Municipal Code.

The State recognizes there is a shortage in housing and has adopted legislation to help address it. On October 9, 2019, Governor Newsom signed into law a series of housing bills, including bills revising regulations for ADUs and Junior ADUs (JADUs), to promote housing development. SB 13, AB 68 and AB 881 created modifications to ADU and JADU development regulations under California Government Code existing Section 65852.2 and new Section 65852.22 (described as “State Law” for the purposes of this report). These State regulations became effective January 1, 2020.

ADUs and JAUDs are types of living units that may be developed on the same lot as another primary residential structure. ADUs are complete independent living units with facilities for sleeping, living, eating, cooking, and sanitation located on the same lot as an existing or proposed primary residence. JADUs are units that are no more than 500

square feet in size, contained entirely within a single-family residence, and may include separate sanitation facilities or may share sanitation facilities with the existing structure.

Local jurisdictions must comply with State Law either by defaulting to the use of ADU and JADU regulations contained in State Law or by adopting a local ordinance consistent with State Law. The City previously adopted amendments to its ADU ordinance in 2017, through zoning code amendment ZCA17-01, in response to changes in State Law at the time. As a result of recent changes to State Law, the City's existing ADU ordinance is no longer consistent with State requirements. Until the adoption of an updated ADU ordinance consistent with State Law, ADU and JADU applications received by the City must be reviewed using State Law regulations.

The update and continued maintenance of the City's ADU regulations offers the preservation of local ADU and JADU development standards, provided that they are consistent with State Law, and incorporates these development standards with the rest of the Pinole Municipal Code. Staff has prepared proposed amendments to Title 17 Zoning Code of the Pinole Municipal Code to update the ADU ordinance and related chapters within the code, to reflect the changes in State Law. The Planning Commission is the appropriate authority to review the proposed zoning code amendments and provides recommendations to the City Council.

REVIEW & ANALYSIS

General Plan Goals and Policies

The City's ADU ordinance provides a means to establish City standards that promote ADU development, which is consistent with the policies and actions of the General Plan to promote housing development (shown below). The General Plan Housing Element promotes planning for a mix of housing types, sizes, and affordability levels. Second units (i.e., ADUs) and infill development are specifically mentioned in this mix of housing types and provide opportunities for more affordable housing options. The update of ADU and JADU regulations within the Municipal Code ensures that the standards are consistent with State Law, which in turn allows for their continued use in considering new proposals for ADUs and JADUs within the City.

> *Goal H.4 Housing Need.*
> *Within the context of retaining existing community character and providing adequate services and facilities, maintain the current social diversity that exists in Pinole by providing a mix of housing types and prices that meet the City's Fair Share of Regional Housing Need and its specific housing needs as identified in the Housing element.*

Policy H.4.1 Provide a Choice of Housing.

Provide a mix of sizes and housing types to meet the needs of Pinole's diverse population. Specific examples include traditional single family homes, second units, mixed use developments, infill development, accessible housing, and transitional and emergency housing. Opportunities must be available for lower, moderate, and above-moderate income households reflecting available job opportunities in close proximity to Pinole. Available housing choices should also strive to minimize transportation needs.

Policy H.4.4Support the development of affordable housing.

Maintain appropriate land use regulations and other development tools to encourage development of affordable housing opportunities throughout the City.

Action 4.4.4 Second Unit Ordinance.

The City will provide information to the public on the ordinance at City Hall and on its website. In addition, the City will review the Second Dwelling Unit Ordinance in regard to development requirements to encourage the development of well-designed secondary housing units in established residential areas.

ADU Development in the City

ADUs have recently contributed to the provision of some additional housing units in the City. Since the City's ADU ordinance was last updated in 2017, the City has received 10 applications for accessory dwelling units – two of which have been completed. From 2010 to 2017, no ADU applications were processed. There are approximately 5,600 single family residential units currently developed in Pinole where ADU regulations may apply (notwithstanding multifamily properties that are now eligible). Although a large number of properties may allow for ADUs based on zoning and existing residential development, the actual construction of ADUs was not expected to be significant. The City's Housing Element included a target of 16 new accessory dwelling units between 2014 and 2023. Current ADU processing appears to be within the expected target. The ADU development trend in Pinole shows that while there has been interest in ADUs, both in terms of applications submitted and inquiries from residents, the actual number of ADUs proposed and developed has not resulted in significant changes or impacts on the City as a whole. ADUs continue to be an additional option that property owners may consider to enhance their properties, which also serves to expand available housing within the City.

Proposed Changes to Accessory Dwelling Unit Regulations

Pinole Municipal Code Chapter 17.70 provided standards for ADUs. Since new State regulations became effective January 1, 2020, a number of standards within the City's

existing ADU ordinance were no longer consistent with State regulations. The proposed text edits to Chapter 17.70 Accessory Dwelling Units can be found in Attachment A (tracked changes) and Attachment B (clean copy of the proposed Chapter 17.70). The table below provides a summary of existing ADU standards in the Pinole Municipal Code that are subject to required or recommended changes. Required changes are based on a State standard. Recommended changes are suggested modifications from staff (these are highlighted in the table below). Further discussion is provided in the following sections as well.

Topic (Required or Recommended Change)	**Existing**	**Proposed**
Zoning (Required)	ADUs permitted on lots zoned for single family with a single family residence on the lot.	ADUs permitted on lots zoned for single family and multifamily, including residential and mixed-use districts, with a residence on the lot.
Plan Check (Required)	ADUs reviewed through plan check (i.e., building permit process). ADUs 600-999 sf reviewed through an Administrative Use permit first.	All ADUs and JADUs reviewed through plan check and within 60 days of a complete application. If the application for an ADU or JADU is submitted with an application for a new single family residence, action on the ADU/JADU can be delayed until after the decision on the single family residence, but the ADU/JADU shall still be considered ministerially (through plan check) without a hearing.
Rental (Required)	No more than one dwelling unit may be rented at one time.	Owner occupancy cannot be required, so more than one unit can be rented.
Number of Units (Required)	Maximum of one ADU per lot.	Maximum units vary by condition: 1) One ADU or one JADU per lot 2) One JADU and one new construction detached ADU not exceeding 800 sf and 16

Topic (Required or Recommended Change)	Existing	Proposed
		feet high 3) Within an existing multifamily structure, at least one ADU and not more than 25% of existing multifamily units. 4) On a lot with an existing multifamily structure, no more than two detached ADUs limited to 16 feet high with 4 feet side and rear setbacks.
Min. Lot Size (Required)	5000 sf minimum lot size.	Minimum lot size cannot be required.
Floor Area (Required, but has some recommended considerations)	Maximum floor area is 50% of living area and not exceeding 600 sf with plan check, or 999 sf with Administrative Use permit.	Maximum floor area is 50% of living area, not exceeding 850 sf for 0-1 bedrooms or 1,000 sf for 2+ bedrooms.* * Maximum floor area standard has flexibility as long as it is not more restrictive than the above State-based standard.
Min. Allowable (Required)	N/A	Must allow an ADU of up to 800 sf.
Use Permit (Recommended)	Plan check for ADUs up to 600 sf. Administrative Use permit for 600-999 sf ADU.	No Administrative Use permit. Only the plan check process is required, which is more in line with the State ordinance that only lays out a ministerial (plan check) process.
Setbacks (Required)	20% reduction in rear, side, and street-side setback of district.	Minimum side and rear setbacks are 4 feet.
Height (Recommended)	Two stories or 35 feet in height.	Detached = 16 feet max. Attached = max height of zoning district.
Rear Yard Coverage (Required)	Not exceed 50% of required rear and side yard when considered	Removed, due to lot coverage consideration limitations.

Topic (Required or Recommended Change)	Existing	Proposed
	with other accessory structures.	
Exterior Access (Required)	N/A	ADU shall have its own exterior access.
Stairs (Recommended)	N/A	Exterior stairs to second story ADU shall not be visible from the public right-of-way.
Design Compatibility (Recommended)	The ADU **shall** be compatible with the existing primary dwelling as to height, style, materials, and colors.	The ADU **should** be compatible with the primary residence and should use similar style, materials, and colors. (Since compatibility is not an objective standard, it cannot be required but can be recommended).
Passageways (Required)	N/A	No passageways shall be required.
Short-term Rentals (Recommended)	N/A (not in the ordinance but is in the required deed-restriction forms applicants eventually complete)	Rental must be for terms longer than 30 days.
Extra Area for Ingress/Egress (Required)	N/A	An ADU within an existing structure may include a 150 sf expansion for ingress/egress.

Discussion on the Zoning Code Amendments

Applicable zoning requirements for ADUs are included in Chapter 17.70, and additional references to ADUs are in Chapters 17.20, 17.22, 17.30, 17.48, and 17.98 of the Municipal Code. The attached draft resolution (see Attachment A) provides a track changes version of proposed changes to these chapters that includes new text as well as existing text proposed for retention and deletion. An attached clean copy of the proposed Chapter 17.70 is also included (Attachment B).

Chapter 17.70 Changes

New Requirements

Many changes are based on requirements in State Law. Key changes are listed below:

- ADUs can be permitted on properties zoned for single family and multifamily dwellings, including residential and mixed-use zones.
- A single family property may be eligible to have both a JADU and a new detached ADU.
- A JADU category is added, which is a living unit no more than 500 square feet and contained within an existing residence. As State Law includes a provision that may now allow for a JADU and ADU to be on a lot, staff recommends incorporating JADU definitions and requirements into the Municipal Code for clarity.
- Lots with multifamily structures may be eligible for multiple ADUs on the property, including ADUs using existing interior space under certain conditions and up to two detached ADUs.
- Side and rear setbacks are reduced to 4 feet for both attached and detached ADUs.
- The City must allow for the development of an 800 square foot ADU if it meets setback and height requirements. Applicants may choose to construct a smaller ADU.
- Replacement parking can no longer be required when a garage is converted to an ADU.
- Owner-occupancy of the ADU or main residence is currently not required in an ADU project.

Recommended Changes

Recommended changes are open to further discussion. These include changes where there may be flexibility to add or modify certain standards. They also include changes in the review process that are encouraged.

- Maximum attached and detached ADU size may be 50% of the existing residence living area, not to exceed 850 square feet for a 0-1 bedroom ADU and

1,000 square feet for a 2+ bedroom ADU. This is based on State standards, however local jurisdictions may be more flexible.

- For example, all ADUs may be 50% of the existing residence living area, not to exceed 1,000 square feet, regardless of the number of bedrooms. Or, all ADUs may be capped at 1,200 square feet.

- All ADUs would be reviewed through the Plan Check (i.e., Building Permit) process. The existing ordinance requires ADUs between 600 and 999 square feet to go through an additional Administrative Use Permit process before going through the Building Permit process. This recommendation is provided so that the review process would be more in line with the ministerial-only review process in State Law and minimizes the potential for conflict with State standards that account for a ministerial process. Providing a ministerial-only review process also supports ADU projects as it reduces the time and cost for applicants.

- The height of a detached ADU can be reduced to 16 feet and ADUs attached to residences can match the height allowed for the primary residence in the zoning district. This is a standard to consider.

    - The existing ADU height standard is two stories or 35 feet but does not specify whether it is attached or detached, so two story detached ADUs may be permitted. This standard can remain if desired.

- Exterior stairs to a second story ADU shall not be visible from the public right-of-way. This is a design recommendation to consider.

- Design compatibility is subjective and has been changed to a guideline/recommendation rather than a requirement (“should” versus “shall”). For ministerial review (Building Permit/Plan Check) review of ADUs, requirements have to be objective. If certain design standards want to be applied, they would have to be objective requirements.

- Rentals may only be for terms longer than 30 days. State law allows cities to apply this regulation.

Chapter 17.20 Changes

Updated the terminology “dwelling, second unit” to “dwelling, accessory/junior accessory” to be consistent with proposed changes in Chapter 17.22. Updated the footnote to specify Chapter 17.70 also has regulations for JADUs.

Chapter 17.22 Changes

Updated the ADU definition to match the definition in State Law. Added the definition for JADU from State Law. Updated the terminology “dwelling, second unit” to “dwelling, accessory/junior accessory” to be consistent with the terms used in Chapter 17.70 and State Law.

Chapter 17.30 Changes

Updated terminology “second dwelling unit” to “accessory dwelling unit” to be consistent with the term used in Chapter 17.70 and State Law. Revised the referenced Chapter 17.70 title.

Chapter 17.48 Changes

Revised the required parking for ADUs to be consistent with the parking change proposed in Chapter 17.70 (and consistent with State Law).

Chapter 17.98 Changes

Updated the ADU definition to match the definition in State Law. Added the definition for JADU from State Law.

FISCAL IMPACT

Approving this Ordinance will have a small direct impact to the City in the collection of development impact fees. The State Law prohibits the City from collecting impact fees for ADUs less than 750 square feet and limits them for ADUs above that size.

City staff bring back to Council a revised Master Fee Schedule for approval to address the changes required by State Law.

ATTACHMENT(S)

A. Draft City Council Ordinance with Exhibit A
B. Draft Planning Commission Minutes of June 27, 2020 regular meeting

ATTACHMENT A

CITY COUNCIL ORDINANCE NO.

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF PINOLE, COUNTY OF CONTRA COSTA COUNTY, STATE OF CALIFORNIA AMENDING CHAPTERS 17.20, 17.22, 17.30, 17.48, 17.70 AND 17.98 OF THE PINOLE MUNICIPAL CODE TO ALLOW ACCESORY DWELLING UNITS IN THE CITY OF PINOLE CONSISTENT WITH STATE LAW (ZCA 20-02as)

WHEREAS, Accessory Dwelling Units (ADUs) and Junior Accessory Dwelling Units (JADUs) provide a unique opportunity to address a variety of housing needs and contribute to housing options;

WHEREAS, Senate Bill (SB) 13, Assembly Bill (AB) 68, and Assembly Bill (AB) 881, which took effect on January 1, 2020, made several changes to State law regarding ADU and JADU regulations;

WHEREAS, the City General Plan Housing Element (Goal H.4, Policy H.4.1, Policy H.4.4, and Action 4.4.4) calls for providing a mix of housing types, sizes and prices including second units to meet local population housing needs including the City's share of regional housing needs; maintaining appropriate land use regulations to encourage development of affordable housing opportunities throughout the City; and maintain a Second Dwelling Unit Ordinance that encourages the development of well-designed secondary housing units in established residential areas; and

WHEREAS, the City adopted a Second Dwelling Unit Ordinance in 2010 that requires modification to be consistent with State legal requirements currently in effect; and

WHEREAS, the Planning Commission held a duly noticed public hearing related to the proposed Zoning Code amendment on June 22, 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 zoning code amendments, and recommended that the City Council adopt the proposed amendments to the Zoning Code; and

WHEREAS, the City Council held a duly noticed public hearing related to the proposed Zoning Code amendment on July 7, 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) pursuant to Public Resource Code section 21080.17, which exempts ordinances adopted to implement state laws regarding ADUs and JADUs from CEQA.

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 Amendments

Chapters 17.20, 17.22, 17.30, 17.48, 17.70 and 17.98 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.

PASSED AND ADOPTED by the City Council of the City of Pinole on this 21st day of July, 2020, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

_____

Roy Swearingen, Mayor 2019-2020

ATTEST:

_____

Heather Iopu, City Clerk

Exhibit A

COUNCIL ORDINANCE No.20-XX

EXCERPT

Added text shown in underscore; deleted text shown in strike-through, and all other text of Chapter 17.70 unchanged

CHAPTER 17.70
ACCESSORY DWELLING UNITS **AND JUNIOR ACCESSORY DWELLING UNITS**
Sections:

17.70.010 Purpose.
17.70.020 Applicability.
17.70.030 Permit requirements.
17.70.040 Performance standards.
17.70.050 ~~Owner occupancy compliance.~~ **Declaration of Restrictions**
17.70.060 Affordable housing incentive.

17.70.010 PURPOSE.

The purpose of this chapter is to establish procedures for reviewing the placement of accessory dwelling units **and junior accessory dwelling units** in residential **and mixed-use** zoning districts, address the state's accessory dwelling unit **(ADU) and junior accessory dwelling unit (JADU)** requirements, as set forth in California Government Code § 65852.2 **and 65852.22** and implement the general plan policies which encourage more affordable rental housing, while maintaining the quality of existing residential neighborhoods.
(**Ord. 2020-xx (part), 2020;** Ord. 2017-08 § 2 (part), 2017; Ord. 2010-02 § 1 (part), 2010)

17.70.020 APPLICABILITY.

The regulations and standards contained in this chapter shall apply to all new accessory dwelling units **(ADU) and junior accessory dwelling units (JADU)** in the city**, including previously unpermitted ADUs that are legalized,** and shall be in addition to any other development standards and regulations contained elsewhere within ~~the~~**Title17** Zoning Code that apply to primary dwelling units (e.g., lighting). **ADUs are permitted on all lots zoned to allow single family and multifamily residences that have an existing or proposed single family or multifamily residence. JADUs are permitted on lots with an existing or proposed single family residence**. ~~Accessory dwelling units are permitted in single-family residential zoning districts as listed in Article II. (Zoning Districts, Allowed Uses, and Development Standards), subject to compliance with the standards of this chapter and other relevant requirements of this title or as otherwise provided by state law.~~ For the

purposes of this title, **ADUs and JADUs** ~~accessory dwelling units~~ are not considered accessory structures as otherwise regulated in Chapter 17.30.

(**Ord. 2020-xx (part), 2020;** Ord. 2017-08 § 2 (part), 2017; Ord. 2010-02 § 1 (part), 2010)

17.70.030 PERMIT REQUIREMENTS.

~~Applications for accessory dwelling units may only be submitted by an owner-occupant of the property.~~ All accessory dwelling units **(ADU) and junior accessory dwelling units (JADU) require review and approval through the plan check process** ~~are required to secure plan check approval~~, pursuant to the requirements of Section 17.12.030 (Plan Check). **Applications for ADUs and JADUs shall be ministerially reviewed by the City within sixty (60) days from the date a complete application is submitted. If the permit application to create an ADU or JADU is submitted with a permit application to create a new single-family dwelling on the lot, the City may delay acting on the application for the ADU or JADU until the City acts on the permit application to create the new single-family dwelling. The application to create the ADU or JADU shall still be considered ministerially without discretionary review or a hearing.**

All plan check applications for **ADUS and JADUs** ~~accessory dwelling units~~ shall include, but are not limited to, the following:

A. A completed building permit application ~~that shall not be approved until plan check approval for the accessory dwelling unit~~;

B. Proof of ownership of the property **or permission from the property owner**;

C. A plot plan showing the location of any and all easements, structures, parking for both the primary and **accessory**~~secondary~~ dwelling units, other improvements, and trees over four (4) inches in diameter;

D. Floor plan ~~of the accessory dwelling unit~~ showing the square footage of the structure, the floor area, the lot, and the percentage of the lot area covered by the foundations of the accessory and primary dwelling units;

E. Elevations showing all sides of the **ADU** ~~accessory dwelling unit~~ or changes being made to the single-family home in order to add an **ADU or JADU** ~~accessory dwelling unit~~;

F. Colors and materials board**, or aesthetic details noted in plan sets**;

G. Such other information which the Community Development Director determines is necessary to evaluate the proposed project.

H. Completed **declaration of restrictions**~~owner occupancy agreement~~, as required in Section 17.70.050, signed and ready for recordation.

(**Ord. 2020-xx (part), 2020;** Ord. 2017-08 § 2 (part), 2017; Ord. 2010-02 § 1 (part), 2010)

17.70.040 PERFORMANCE STANDARDS.

An accessory dwelling unit (ADU) or junior accessory dwelling unit (JADU) shall meet all of the applicable zoning regulations for the specific zoning district in which it is located, except as provided in this chapter. An ADU or JADU that ~~An accessory dwelling unit which~~ conforms to the requirements of this chapter**, and any other applicable development standards and regulations contained in Title 17 Zoning Code,** shall not be considered to exceed the allowable density for the lot upon which such unit is proposed to be established and shall be deemed a residential use which is consistent with the existing general plan and zoning designations for the lot~~. Accessory dwelling~~

~~units may be permitted, pursuant to the requirements of this chapter, on any lot zoned residential on which there is a single-family house, subject to the following regulations~~:

A. **Unit Definitions** ~~A maximum of one (1) accessory dwelling unit may be allowed on a lot containing one (1) single-family dwelling.~~

1. An ADU shall consist of complete independent living facilities including permanent facilities for sleeping, living, eating, cooking, and sanitation. The ADU shall include independent heating and cooling controls, its own kitchen and sink and standard built-in or freestanding appliances, its own bathroom with bathtub or shower, and a separate exterior entrance.

a. The ADU may either be within an existing structure, attached to the primary dwelling, or detached from the primary dwelling.

2. A JADU shall consist of a unit that is no more than five hundred (500) square feet in size and contained entirely within a single-family residence. A JADU may include separate sanitation facilities, or may share sanitation facilities with the existing structure.

B. ~~The accessory dwelling unit is not intended for separate sale, but may be rented. No more than one (1) dwelling unit on a residential property with an accessory residential dwelling unit parcel may be rented at one (1) time. The accessory dwelling unit~~ **ADUs an JADUS** may not be sold separately from the primary residential dwelling on the lot.

C. Maximum Number of ADUs and JADUs.

Any of the following shall be permitted in a residential or mixed-use zone:

1. One (1) ADU or JADU per lot with a proposed or existing single-family dwelling.

2. One (1) detached, new construction, ADU that does not exceed four (4) foot side and rear yard setbacks for a lot with a proposed or existing single-family dwelling. The proposal may be combined with a JADU, for one (1) ADU and one (1) JADU on the single family lot. The ADU shall not exceed eight hundred (800) square feet and sixteen (16) feet high.

3. Within existing multifamily dwelling structures, at least one (1) ADU and not more than twenty-five percent (25%) of the number of existing multifamily dwelling units if all of the following apply:

a. The unit is within the portions of existing multifamily dwelling structures that are not used as livable space, including, but not limited to, storage rooms, boiler rooms, passageways, attics, basements, or garages.

b. The unit complies with state building standards for dwellings.

4. Not more than two (2) ADUs that are located on a lot that has an existing multifamily dwelling, but are detached from that multifamily dwelling and are subject to a height limit of sixteen (16) feet and four (4) foot rear and side yard setbacks.

~~C. The accessory dwelling unit meets all of the applicable zoning regulations for the specific zoning district in which it is located. The accessory dwelling unit shall be located on a lot which was legally created. Requirements for building height, setbacks, yards, and similar design standards that apply to the single-family dwelling unit shall apply to the accessory dwelling unit, except as provided for within this chapter.~~

~~D. Accessory dwelling units are permitted on legally created lots with a minimum area of five thousand (5,000) square feet.~~

~~E. The accessory dwelling unit may either be within the living area of the existing dwelling, attached to the existing dwelling, or detached from the existing dwelling.~~

~~F. The accessory dwelling unit shall be compatible with the existing primary dwelling unit as to height, style, materials, and colors.~~

~~G. Maximum Allowed Area. Attached accessory dwelling units shall not exceed fifty percent (50%) of the existing living area of the primary dwelling unit, as defined in Chapter 17.98 (Glossary of Terms), and shall not exceed six hundred (600) square feet in floor space, excluding any attached garage area. Detached accessory dwelling units shall not exceed fifty percent (50%) of the existing living area of the primary dwelling unit and shall not exceed six hundred (600) square feet in floor space. An accessory attached or detached dwelling unit larger than six hundred (600) square feet in floor space and up to nine hundred and ninety nine (999) square feet in floor space may be approved with an administrative use permit request pursuant to Section 17.12.060 (Administrative Use Permit).~~

~~H. Detached accessory dwelling units shall:~~

D. Development Standards and Requirements for Accessory Dwelling Units

1. Maximum floor area for attached or detached ADUs;

a. Fifty percent (50%) of the existing living area of the primary dwelling unit, with a limit of eight hundred fifty (850) square feet for an ADU with one or fewer bedrooms or one thousand (1,000) square feet for an ADU with two or more bedrooms.

b. Where fifty percent (50%) of the existing living area does not allow for an eight hundred (800) square foot ADU, an ADU of up to eight hundred (800) square feet may be allowed;

2. New ADUs shall have a minimum setback of four (4) feet from the side and rear property lines, and setbacks shall be sufficient for fire and safety;

3.~~1. Be eligible to receive a twenty percent (20%) setback reduction for the otherwise required rear, side, and street side setbacks for the residential district when not abutting a creek or other protected open space area. Furthermore, no~~**No** setback shall be required for an existing **legal structure** ~~garage~~ that is converted to an **ADU**~~accessory dwelling unit, and a setback of no more than five (5) feet from the side and rear lot lines shall be required for an accessory dwelling unit that is constructed above a garage~~;

4.~~2.~~ **Detached ADUs shall not**~~Not~~ be less than eight (8) feet from the primary dwelling unit**, except if this would prohibit the construction of an eight hundred (800) square foot ADU with four (4) foot rear and side setbacks**;

5.~~3.~~ **Detach ADUs shall not exceed sixteen (16) feet in height, unless the ADU is located within an existing structure. Attached ADUs shall not exceed the maximum allowable height of the zoning district** ~~Not exceed two (2) stories or thirty-five (35) feet in height~~;

~~4. Not exceed fifty percent (50%) of the required rear and side yard when considered with all other accessory structures; and~~

6. The ADU shall have its own exterior access, and no exterior stairs to a second story ADU shall be visible from the public right-of-way;

7.~~5.~~ **Detached ADUs shall be**~~Be~~ constructed at the rear or side of an existing single-family residence, and otherwise appear secondary in nature, and not be constructed in front of the primary dwelling unit~~.~~**;**

8. The ADU should be compatible with the primary dwelling unit, and should use similar style, materials, and colors;

9. No passageway shall be required in conjunction with the construction of an ADU;

10. If ADUs are rented, rental must be for terms longer than thirty (30) days; and

11. If an ADU is within an existing accessory structure, it may include an expansion of not more than one hundred fifty (150) square feet beyond the same physical dimensions as the existing accessory structure. An expansion beyond the physical dimensions of the existing accessory structure shall be limited to accommodating ingress and egress.

~~I. An accessory dwelling unit shall consist of complete independent living facilities including permanent facilities for sleeping, living, eating, cooking, and sanitation. The accessory dwelling unit shall include independent heating and cooling controls, its own kitchen and sink and standard built-in or freestanding appliances, its own bathroom with bathtub or shower, and a separate exterior entrance.~~

E. Development Standards and Requirements for Junior Accessory Dwelling Units

1. The JADU shall be constructed within the walls of the proposed or existing single-family residence and shall not exceed five hundred (500) square feet.

2. The owner shall occupy the primary residence or JADU.

3. The JADU shall include a separate entrance from the main entrance to the proposed or existing single-family residence.

4. The JADU may include separate sanitation facilities or may share sanitation facilities with the existing structure.

5. The JADU shall include an efficiency kitchen, which shall include all of the following:

a. A cooking facility with appliances.

b. A food preparation counter and storage cabinets that are of reasonable size in relation to the size of the junior accessory dwelling unit.

F.~~J.~~ **Parking and Vehicle Access** ~~The accessory dwelling unit shall utilize the same vehicular access which serves the primary dwelling unit. If the parcel is a through lot, access for both the single-family home and the accessory dwelling unit shall be limited to one (1) point or side of the lot for both dwelling units.~~

~~K.~~**1.** The **ADU** ~~accessory dwelling unit~~ shall be provided with one (1) additional off-street parking space per **ADU or** bedroom**, whichever is less**. However, no additional parking spaces shall be required for an **ADU**~~accessory dwelling unit~~ which is:

~~1.~~**a.** Part of the existing primary residence or an existing accessory structure;

~~2.~~**b.** Located within one-half mile of a public transit stop;

~~3.~~**c.** Located within an architecturally and historically significant historic district;

~~4.~~**d.** Is located within one (1) block of a car share vehicle; or

~~5.~~**e.** In a location where on-street parking permits are required, but not provided to the occupant of the **ADU**~~accessory dwelling unit~~.

2. Replacement parking shall not be required where a garage, carport, or covered parking structure is demolished in conjunction with the construction of an ADU or converted to an ADU.

3. The parking spaces required for the accessory dwelling unit can be in tandem to the required parking of the primary dwelling unit, may be uncovered, and can be located within the front setback if it can be demonstrated that no other option exists.

4. The ADU shall utilize the same vehicular access that serves the primary dwelling unit. If the parcel is a through lot, access for both the single-family home and the ADU shall be limited to one (1) point or side of the lot for both dwelling units.

5. No additional parking spaces shall be required for a JADU.

G. Construction and Utilities

~~L.~~**1.** The **ADU** ~~accessory dwelling unit~~ shall meet all applicable building and construction requirements as adopted by the city that apply to the construction of single-family detached dwellings, as appropriate, including but not limited to sewer and utility services.

2. An ADU within a primary dwelling unit or an existing accessory structure, or a JADU, is not required to install a new or separate utility connection directly between the ADU and the utility, unless the ADU was constructed with a new single-family home.

a. For purposes of providing service for water, sewer, or power, including a connection fee, a JADU is not be considered a separate or new dwelling unit from the single-family residence.

~~M.~~**3. The ADU** ~~Accessory dwelling units~~ shall be served by public water and sewer and shall have access to an improved street.

4. Impact fees shall not be charged for ADUs less than seven hundred fifty (750) square feet. Any impact fees charged for an ADU of seven hundred fifty (750) square feet or more shall be charged proportionately in relation to the square footage of the primary dwelling unit.

(**Ord. 2020-xx (part), 2020;** Ord. 2017-08 § 2 (part), 2017; Ord. 2010-02 § 1 (part), 2010)

17.70.050 **DECLARATION OF RESTRICTION**~~OWNER OCCUPANCY COMPLIANCE~~.

Prior to issuance of a building permit, all property owners of record shall sign and record Declaration of Restrictions with the County Recorder in a form satisfactory to the Zoning Administrator stating, **as applicable, that 1) the ADU or JADU** ~~that 1) the accessory dwelling unit~~ shall not be sold separately from the primary residential unit on the lot, **2) the ADU shall only be rented for rental terms longer than 30 days** ~~although the accessory dwelling unit or primary unit may be rented at the time of sale; 2) no more than one (1) dwelling unit on a residential property with an accessory residential dwelling unit shall be rented at one (1) time~~, and 3) an owner of the property shall live in either the primary **residence or JADU, if there is a JADU on the property** ~~or accessory dwelling unit as their principal residence~~. The **ADU or JADU** ~~accessory dwelling unit~~ shall be found to be in non-compliance with the Zoning Code if the City finds the Declaration of Restrictions has been breached.

(**Ord. 2020-xx (part), 2020;** Ord. 2017-08 § 2 (part), 2017; Ord. 2010-02 § 1 (part), 2010)

17.70.060 AFFORDABLE HOUSING INCENTIVE.

The city ~~shall~~ **may, subject to the availability of funds and approval of the City Council,** allow any applicable city development impact fees for accessory dwelling units to be paid from the city's available affordable housing fund for any new accessory dwelling unit rented to eligible very low and low income households after recording a Housing Affordability Control Agreement, subject to the review and approval of the City Attorney that shall run with the property for fifty five (55) years. Owners of accessory dwelling units affordable to very low income households shall be eligible for complete reimbursement of city development impact fees upon recordation of the Affordability Control Agreement. Owners of accessory dwelling units affordable to low income households shall

be eligible for reimbursement of seventy-five percent (75%) of the city development impact fees based on the available balance of the city's affordable housing fund established by the City Council for this purpose. Maximum annual rents, adjusted for accessory dwelling unit household size, shall be calculated by the City Manager or his/her designee annually based on published Contra Costa County income limits provided by the State Department of Housing and Community Development. Any reimbursement payment shall be repaid, along with five percent (5%) monthly interest charge, as well as the city's housing affordability monitoring expenses if an affordability control agreement is violated during the affordability period.

(**Ord. 2020-xx (part), 2020;** Ord. 2017-08 § 2, 2017)

EXCERPT

Added text shown in <u>underscore</u>; deleted text shown in strike-through, and all other text of Chapter 17.20 unchanged

CHAPTER 17.20
ALLOWED LAND USES AND REQUIREMENTS

TABLE 17.20.030-1:
ALLOWED USES AND REQUIRED ENTITLEMENTS FOR CITY OF PINOLE BASE ZONING DISTRICTS

Land Use \ Zoning District	*LDR*	*R-1*	*R-2*	*R-3*	*R-4*	*R*	*RC*	*RMU*	*CMU*	*OPMU*	*OIMU*	*OS*	*PR*	*PQI*	*SPBCA*
Residential Uses															
Adult Day Care Home	P	P	P	P	P	P	N	P	P	P	P	N	N	N	N
Caretaker Housing	N	N	N	N	N	N	P	N	N	N	N	N	N	N	N
Dwelling, Accessory**/<u>Junior Accessory</u>** ~~Unit~~[1]	P	P	P	P	P	P	N	P	**<u>P</u>** ~~N~~	**<u>P</u>** ~~N~~	**<u>P</u>** ~~N~~	N	N	N	N
Dwelling, Multifamily	N	N	P	P	P	N	N	P	P	N	N	N	N	N	N
Dwelling, Single Family	P	P	P	P	N	P	N	P	N	N	N	N	N	N	N

…
…

Notes:

(1) See additional regulations for Accessory Dwelling Units **<u>and Junior Accessory Dwelling Units</u>** in Chapter 17.70.

…
…

(**<u>Ord. 2020-xx (part), 2020;</u>** Ord. 2019-03 § 4, 2019; Ord. 2017-14 § 2 (part), 2017; Ord. 2017-11 § 2, 2017; Ord. 2017-08 § 2 (part), 2017; Ord. 2016-04 § 6, 2016: Ord. 2016-03 § 2 (part), 2016; Ord. 2014-02 § 4, 2014: Ord. 2012-05 § 2, 2012: Ord. 2011-02: Ord. 2010-02 § 1 (part), 2010)

EXCERPT

Added text shown in underscore; deleted text shown in strike-through, and all other text of Chapter 17.22 unchanged

CHAPTER 17.22
ALLOWED USE DEFINITIONS

17.22.020 ALLOWED USE DEFINITIONS.

A. The following list represents the complete list of allowed uses and corresponding definitions as used in Table 17.20.030-1 and throughout this title. Individual use classifications describe one (1) or more uses having similar characteristics, but do not list every use or activity that may appropriately be within the classification. Additional definitions are found in Article VI (Glossary). Allowed uses are organized into the following seven (7) use categories as follows:

1. Residential uses.
2. Agriculture, resource, and open space uses.
3. Recreation, education, and public assembly uses.
4. Utility, transportation, and communication uses.
5. Retail, service, and office uses.
6. Automobile and vehicle uses.
7. Industrial, manufacturing, and processing uses.

B. Residential Uses.

1. ADULT DAY CARE HOME. Defined by state law as the provision of non-medical care to six (6) or fewer adults, including seniors, in the provider's own home, for a period of less than twenty-four (24) hours at a time. Homes serving more than six (6) adults are included in "Adult Day Care Facility."

2. CARETAKER HOUSING. A residence that is accessory to a site with a non-residential primary use and that is needed for security, twenty-four (24)-hour care or supervision, or monitoring of facilities, equipment, or other conditions on the site.

3. DWELLING, ACCESSORY ~~UNIT~~**/JUNIOR ACCESSORY**. ~~An attached or detached dwelling unit which provides complete independent living facilities for one (1) or more persons, with permanent provisions for living, sleeping, eating, cooking, and sanitation sited on the same parcel as the primary dwelling unit. This definition includes granny flats, efficiency units and manufactured homes, pursuant to Government Code Section 65852.2(i)(4).~~

a. ACCESORY DWELLING UNIT. An attached or a detached residential dwelling unit that provides complete independent living facilities for one or more persons and is located on a lot with a proposed or existing primary residence. It shall include permanent provisions for living, sleeping, eating, cooking, and sanitation on the same parcel as the single-family or multifamily dwelling is or will be situated. An accessory dwelling unit also includes the following:

(A) An efficiency unit.

(B) A manufactured home, as defined in Section 18007 of the Health and Safety Code.

b. JUNIOR ACCESSORY DWELLING UNIT. A unit that is no more than five hundred (500) square feet in size and contained entirely within a single-family residence. A junior accessory

dwelling unit may include separate sanitation facilities, or may share sanitation facilities with the existing structure.

4. DWELLING, MULTI-FAMILY. A building designed and intended for occupancy by three (3) or more households living independently of each other, each in a separate dwelling unit, which may be owned individually or by a single landlord (e.g., apartment, apartment house, townhouse, condominium).

5. DWELLING, SINGLE-FAMILY. A building designed exclusively for occupancy by one (1) household on a single lot. This classification includes manufactured homes (defined in California Health and Safety Code Section 18007) and model homes for the first sale of homes within the subdivision.

6. DWELLING, TWO-FAMILY. An attached building (e.g., duplex) designed for occupancy by two (2) households living independently of each other, where both dwellings are located on a single lot. For the purposes of this title, this definition also includes half-plexes (two (2) attached units, each with a separate lot). Does not include **accessory** ~~second~~ dwelling units (see "Dwelling, **Accessory/Junior Accessory** ~~Second Unit~~").

7. DWELLING, THREE (3) - AND FOUR (4) -FAMILY. An attached building (e.g., triplex) designed for occupancy by three (3) or four (4) households living independently of each other, where each dwelling is located on a single lot. Does not include **accessory** ~~second~~ dwelling units (see "Dwelling, **Accessory/Junior Accessory** ~~Second Unit~~").

8. EMERGENCY SHELTER. Housing with minimal supportive services for homeless persons that is limited to occupancy of six months or less by a homeless person, as defined by § 50801(e) of the California Health and Safety Code. No individual or household may be denied emergency shelter because of an inability to pay.

(**Ord. 2020-xx (part), 2020;** Ord. 2017-08 § 2 (part), 2017; Ord. 2016-04 §§ 4-5, 2016: Ord. 2012-05 § 3, 2012: Ord. 2010-02 § 1 (part), 2010)

EXCERPT

Added text shown in underscore; deleted text shown in strike-through, and all other text of Chapter 17.30 unchanged

CHAPTER 17.30
ACCESSORY STRUCTURES

17.30.020 APPLICABILITY.

The requirements contained in this chapter shall apply to accessory structures on private property and shall be in addition to any other development standards contained elsewhere within the Zoning Code (e.g., lighting). Generally, this chapter regulates detached accessory structures that are larger than one hundred and twenty (120) square feet in size and/or taller than eight (8) feet in height. For the purposes of this title, **accessory** ~~second~~ dwelling units are not considered accessory structures; **accessory** ~~second~~ dwelling units are governed by the requirements of Chapter 17.70 (**Accessory Dwelling Units and Junior Accessory** ~~Second~~ Dwelling Units) and are exempt from the requirements of this chapter. Accessory structures shall not contain cooking facilities or bathrooms or be used as a dwelling unit or accessory dwelling unit. Guest houses and pool houses that conform to the requirements of this chapter are considered accessory structures and not **accessory** ~~second~~ dwelling units. (**Ord. 2020-xx (part), 2020;** Ord. 2010-02 § 1 (part), 2010)

EXCERPT

Added text shown in underscore; deleted text shown in strike-through, and all other text of Chapter 17.48 unchanged

CHAPTER 17.48
PARKING AND LOADING REQUIREMENTS

17.48.050 NUMBER OF PARKING SPACES REQUIRED.

A. The following number of parking spaces shall be required to serve the uses or buildings listed, as established in Table 17.48.050-1 (Parking Requirements by Land Use). Multiple property owners may apply for a use permit for shared parking pursuant to Section 17.48.060 (Reductions in Parking Requirements); otherwise all uses must provide the sum of the requirements for each individual use. Where the requirements result in a fractional space, the next larger whole number shall be the number of spaces required. In addition, the requirements listed below shall apply.

1. "Square feet" means "gross square feet" and refers to the sum gross square feet of the floor area of a building and its accessory buildings unless otherwise specified.

2. For the purpose of calculating residential parking requirements, dens, studies, or other similar rooms that may be used as bedrooms shall be considered bedrooms.

3. Where the number of seats is listed to determine required parking, seats shall be construed to be fixed seats. Where fixed seats provided are either benches or bleachers, such seats shall be construed to be not more than eighteen (18) linear inches for pews and twenty-four (24) inches for dining, but in no case shall seating be less than determined as required by the Building Code.

4. When the calculation of the required number of off-street parking spaces results in a fraction of a space, the total number of spaces shall be rounded up to the nearest whole number.

5. Where private streets are proposed for residential development, resident and guest parking shall be provided as determined by the approving authority in conjunction with the required planning entitlement(s). (Ord. 2010-02 § 1 (part), 2010)

LAND USE TYPE	***REQUIRED PARKING SPACES***
Accessory ~~Second~~ Dwelling Unit	1 space per bedroom **or ADU, whichever is less, except parking may be waived as provided in Chapter 17.70 Accessory Dwelling Units and Junior Accessory Dwelling Units**~~, with a maximum of 2 bedrooms and 2 parking spaces; tandem parking is permitted~~
Senior units, studio, one- and two-bedroom units	1 space per dwelling unit
Senior units, three + bedroom units	1 space per dwelling unit plus 1 additional off-street space
Mobile Home Park	2 parking spaces per home site
Recreation, Education, and Public Assembly Uses	

Arena, Auditorium, Theater, Assembly Hall, and Religious Institutions with Fixed Seats	Lesser of the following calculations: 1 space per 4 seats of maximum seating capacity; or 1 space per 300 sq. ft. of gross floor area

B. Uses Not Listed. Other uses not specifically listed in this section shall furnish parking as required by the approving authority in determining the off-street parking requirements. The Planning Commission shall be guided by the requirements in this section generally and shall determine the minimum number of spaces required to avoid interference with public use of streets and alleys. (Ord. 2010-02 § 1 (part), 2010)

17.48.060 REDUCTIONS IN PARKING REQUIREMENTS.

The required number of parking spaces may be reduced in accordance with the following requirements.

A. Shared Parking. In order to encourage efficient use of parking spaces and good design practices, the total parking requirements for conjunctive uses shall be based on the number of spaces adequate to meet various needs of the individual uses operating during the peak parking period.

1. Use permit for shared parking. A use permit may be approved for shared parking facilities serving more than one (1) use on a site or serving more than one (1) property. The use permit may allow for a reduction of the total number of spaces required by this chapter if the following findings are made:

a. The peak hours of parking demand from all uses do not coincide so that peak demand will not be greater than the parking provided;

b. The efficiency of parking provided will equal or exceed the level that can be expected if parking for each use were provided separately.

2. Shared parking agreement. A written agreement between the landowners and in some cases the city that runs with the land shall be filed, in a form satisfactory to the City Attorney, and include:

a. A guarantee that there will be no substantial alteration in the uses that will create a greater demand for parking without application for approval of an amended use permit;

b. A reciprocal grant of nonexclusive license among the business operator(s) and the landowner(s) for access to and use of the shared parking facilities; and

c. Evidence that the agreement has been recorded in the County Recorder's office.

B. Other Parking Reductions. Required parking for any use except a single-family dwelling, **accessory** ~~second~~ dwelling unit, or two (2)-family dwelling may be reduced through approval of a use permit by the Planning Commission.

1. Criteria for approval. The Planning Commission will only grant a conditional use permit for reduced parking if it finds that the project meets all of the conditional use permit criteria in Section 17.12.140 (Conditional Use Permits) and that three (3) or more of the circumstances listed below are true.

a. The use will be adequately served by the proposed parking due to the nature of the proposed operation; proximity to frequent transit service; transportation characteristics of persons

residing, working, or visiting the site; or because the applicant has undertaken a travel demand management program that will reduce parking demand at the site.

b. Parking demand generated by the project will not exceed the capacity of or have a detrimental impact on the supply of on-street parking in the surrounding area.

c. The site plan is consistent with the objectives of the zoning district and incorporates features such as unobtrusive off-street parking placed below the ground level of the project with commercial uses above or enclosed parking on the ground floor.

d. The applicant has provided on-site parking for car share vehicles via a recorded written agreement between the landowner and the city that runs with the land. Agreement shall provide for proof of a perpetual agreement with a car share agency to provide at least one (1) car share vehicle on-site.

2. Application submittal requirements. In order to evaluate a proposed project's compliance with the above criteria, the Zoning Administrator may require submittal of a parking demand study that substantiates the basis for granting a reduced number of spaces. (Ord. 2010-02 § 1 (part), 2010)

EXCERPT

Added text shown in underscore; deleted text shown in strike-through, and all other text of Chapter 17.98 unchanged

ARTICLE VI
GLOSSARY
CHAPTER 17.98
GLOSSARY OF TERMS

17.98.020 GENERAL DEFINITIONS.

DWELLING UNIT, ACCESSORY. ~~An attached or detached dwelling unit which provides complete independent living facilities for one (1) or more persons, with permanent facilities for living, sleeping, eating, cooking, and sanitation sited on the same parcel as the primary dwelling unit. This definition includes granny flats, efficiency units and manufactured homes, pursuant to Government Code Section 65852.2(i)(4).~~ **An attached or a detached residential dwelling unit that provides complete independent living facilities for one or more persons and is located on a lot with a proposed or existing primary residence. It shall include permanent provisions for living, sleeping, eating, cooking, and sanitation on the same parcel as the single-family or multifamily dwelling is or will be situated. An accessory dwelling unit also includes the following:**

(A) An efficiency unit.

(B) A manufactured home, as defined in Section 18007 of the Health and Safety Code.

DWELLING UNIT, JUNIOR ACCESSORY. A unit that is no more than five hundred (500) square feet in size and contained entirely within a single-family residence. A junior accessory dwelling unit may include separate sanitation facilities, or may share sanitation facilities with the existing structure.

DWELLING, ATTACHED. A building containing a single dwelling unit and having one (1) or more walls in common with another such unit with each unit located on a separate lot.

DWELLING UNIT. A room or group of internally connected rooms that have sleeping, cooking, eating, and sanitation facilities, but not more than one (1) kitchen, which constitute an independent housekeeping unit, occupied by or intended for one (1) household on a long-term basis.

DWELLING UNIT, PRIMARY. The main dwelling unit on a parcel of land consisting of a room or suite of rooms with a single kitchen, other than a hotel unit with a kitchen, designed or used for

EFFICIENCY UNIT. As defined by Health and Safety Code section 17958.1, an efficiency unit is a dwelling unit with a minimum of 500 square feet, consisting of one (1) principal room together with bathroom, kitchen, hallway, closets, and/or dining room alcove directly off the principal room.

(**Ord. 2020-xx § x, 2020;** Ord. 2019-03 § 6, 2019; Ordresidential use and occupancy.

~~EFFICIENCY UNIT. As defined by Health and Safety Code section 17958.1, an efficiency unit is a dwelling unit with a minimum of 500 square feet, consisting of one (1) principal room together with bathroom, kitchen, hallway, closets, and/or dining room alcove directly off the principal room.~~

(**~~Ord. 2020-xx § x, 2020;~~** ~~Ord. 2019-03 § 6, 2019; Ord~~. 2017-11 § 3, 2017; Ord. 2017-08 § 2 (part), 2017; Ord. 2016-03 § 3 (part), 2016; Ord. 2014-02 § 5, 2014: Ord. 2012-05 § 6 (part), 2012: Ord. 2010-02 § 1 (part), 2010)

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DRAFT

MINUTES OF THE REGULAR PINOLE PLANNING COMMISSION

June 22, 2020

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

A. CALL TO ORDER: 7:09 P.M.

B. PLEDGE OF ALLEGIANCE AND ROLL CALL

Commissioners Present: Flashman, Moriarty, Murphy, Ojeda, Vice-Chair Kurrent

Commissioner Absent: Wong

Staff Present: David Hanham, Planning Manager
Justin Shiu, Contract Planner
Alex Mog, Assistant City Attorney

C. CITIZENS TO BE HEARD

The following speakers submitted written comments via email that were read into the record and would be filed with the agenda packet for this meeting: ***Irma Ruport***, ***David Ruport*** and ***A.J. Vossbrink; Jim, Neighbors and Friends, Citizens for a Better Pinole.***

Responding to the public comment, Planning Manager, David Hanham reported the Kaiser/Gateway Project was primarily built out with some improvements still required as part of the trail. Permits for Dr. Lee's office had been issued with construction due to commence. Concerns related to the access points to Kaiser would be something to be raised with the project engineer in that the access points were already in place.

Contract Planner Justin Shiu understood that building permits had been issued for the Green Lantern building but he was uncertain of the status of the actual work due to the pandemic.

Vice-Chair Kurrent asked staff to forward the public comment concerns to the City Council, and Mr. Hanham expressed the willingness to contact the Pinole Police Department to determine whether there had been any issues with the access points for Kaiser.

D. CONSENT CALENDAR

1. Planning Commission Meeting Minutes from May 27, 2020

MOTION to adopt the Planning Commission Meeting Minutes from May 27, 2020, as submitted.

MOTION: Moriarty SECONDED: Flashman APPROVED: 5-0-1
ABSENT: Wong

E. PUBLIC HEARINGS:

1. Accessory Dwelling Unit Ordinance (ZCA 20-02)

Request: Consideration of amendments to the Pinole Municipal Code to update regulations regarding development of accessory dwelling units and junior accessory dwelling units, including Chapter 17.70 Accessory Dwelling Units and associated chapters referencing accessory dwelling units. Consideration shall be made on whether to recommend adoption of the amendments to the City Council.

Applicant: City of Pinole

Location: Citywide

Planner: Justin Shiu

Contract Planner Justin Shiu provided a PowerPoint presentation for the request to consider amendments to the Pinole Municipal Code (PMC) to update regulations regarding development of Accessory Dwelling Units (ADUs) and Junior ADUs. He recommended the Planning Commission adopt Resolution 20-12, recommending to the City Council approval of zoning code amendments regulating ADUs and JADUs, including Chapters 17.20, 17.22, 17.30, 17.48, 17.70 and 17.98 as proposed in Zoning Code Amendment (ZCA) 20-02.

Responding to the Commission, Mr. Shiu, Mr. Hanham, and Assistant Town Attorney Alex Mog clarified the following:

- Parking was required for the ADU unless located within a half mile walking distance to a transit stop (i.e. bus stop).

- Multifamily residences were allowed to have two detached ADUs with some qualifications for ADUs located within the existing multifamily residence as outlined in the June 22, 2020 staff report.

- Garages may be converted into an ADU. Replacement parking was no longer required and if a space used by the single-family residence was removed it was not required to be placed elsewhere on-site.

- Cities may impose their own regulations and design standards provided they were objective standards in and of themselves and did not prevent the provision of an ADU on a property.

- Exterior stairs to a second story ADU shall not be visible from the public right-of-way (ROW), which had been proposed as a recommendation but which did not have to be implemented if the Planning Commission found it to be unnecessary.

- Rentals may only be for terms longer than 30 days. State law allowed cities to apply this regulation as a way to prevent ADUs from being used as a Short-Term Rental (STR) or an Airbnb. Although the standard had been included in deed restrictions for ADUs, it had not been codified in the PMC. If there was any Planning Commission opposition to this regulation it would be identified in a memorandum to the City Council.

- Staff was unaware of any existing parking issues with ADUs, with a wait-and-see attitude being taken at this time.

- The City's Housing Element would be updated in the next six months and there could be future policy discussions in terms of parking for ADUs.

- JADUs were not required to install solar panels on the main home, but were required to comply with existing building codes which does not require solar for new accessory structures. A brand new ADU would be required to comply with Title 24. Staff would not recommend imposing a requirement for solar given that the City could not require things that would make it more difficult than what would be required under State law.

- Detached ADUs must be a minimum of eight feet from the existing dwelling, which regulation had been based on current City standards to maintain separation from the ADU and the main residence for clearance purposes.

- Regulations for accessory structures were outlined.

- Most ADU applications received by staff had shown the ADUs as being units and not special rooms. The City had no way of knowing whether an ADU was being used as a game room or office, and its use would be difficult to enforce. Complaints related to an ADU could be investigated by the City although the City could not require entrance into the ADU or JADU to verify its use as housing. The Planning Commission could offer a recommendation to the City Council requiring the ADU or JADU to be used for housing but staff emphasized the challenges enforcing such a recommendation.

- ADUs and JADUs were prohibited from being used for commercial uses.

- Side and rear setbacks had been reduced to four feet for both attached and detached ADUs with no setback requirement for the street side.

- If, as an example, a property owner desired to convert a master bedroom suite to a JADU that could be done since it would not infringe upon neighbors given that existing space was being converted.

- If the existing residence maintained the existing parking spaces on the lot and if the ADU were required to provide parking (outside of the half mile distance from transit) it would be required to provide its own parking space separate from the main residence.

- Off-street parking would be exempt if the ADU was located within one block of a car share vehicle (zip car or ride share service).

- Owner-occupancy of the ADU or main residence was currently not required in an ADU project, to be re-evaluated by the State in five years.

- The City of Pinole would have limited control over the design of the ADU or JADU. A recommendation could be made that an ADU match the existing residence but it could not be a requirement. Objective standards could be enforced. The State had issued grants to cities as part of Senate Bill (SB) 2, with Pinole using its funds to hire a consultant to take subjective standards and make them objective for residential housing given the challenges for cities to regulate residential housing.

- Current ADU applications received during the COVID-19 pandemic were being processed and were in different stages of completeness consisting primarily of conversions of spaces or additions as ADUs.

- Any STRs in Pinole could be researched through Airbnb and any STR unit located in the City of Pinole should be paying a Transit Occupancy Tax (TOT) to the City. On the discussion, the Planning Commission was made aware of one STR in Pinole.

- New development with an ADU or JADU would require two covered parking stalls for the single-family residential home, and depending on the size of the ADU or location of transit stops, the ADU would have to be reviewed separately.

- As to whether covered parking would be required for the ADU that would have to be reviewed further since in most cases there would be a 20-foot setback from the driveway to the garage, and any structure in the setback would require a modification to the PMC or a variance. The City may require a garage at the initial build of the single-family residential home but if converted to an ADU after it was built there was nothing the City could do.

PUBLIC HEARING OPENED

No comments from the public had been received via e-mail.

PUBLIC HEARING CLOSED

The Planning Commission discussed the ADU Ordinance Update and offered the following comments and/or direction to staff:

- Looked forward to ensuring the City continued to remain beautiful, regulations were not too restrictive, and objective design standards for detached ADUs would be considered. Did not want to encroach on the environment and recognized that ADUs and JADUs may make the City of Pinole appear more urban than it was. Encouraged staff to research other jurisdictions and the League of California Cities to determine how they may have addressed the concern with loopholes in State law and respond to potential abuses to the ADU and JADU regulations. (Moriarty)

- Supported the ADU Ordinance but opposed the regulation whereby rentals may only be for terms longer than 30 days given the limitations and lack of flexibility allowing Airbnbs in Pinole. (Ojeda)

- Recognized the challenges with ADUs and JADUs and the fact they may make the community appear more urban than it was. Recognized this was a new ordinance, feedback was very important both during and after the ordinance had been enacted, and pointed out the ordinance could be modified in the future if it did not ultimately work out for the community. (Murphy)

- Echoed the comments, wanted the City to remain beautiful, but otherwise looked forward to more housing in Pinole. (Flashman)

- Recommended some refinement in the ordinance to ensure that the ADU and JADU regulations were not abused and suggested language to ensure the

intent of the ADU and JADU regulations were that the units be used as rental units, with a requirement to follow the City's rental process subject to applicable fees, albeit with an exception if the units were occupied by family members. Also suggested a City inspection process be considered with a penalty for any violations if the ADU or JADU was converted to a non-intended use, such as a man cave, as an example. (Kurrent)

Mr. Mog explained that anyone renting out an Airbnb, as an example, was required to obtain a business license and go through the rental inspection program. Someone not renting out an ADU was not required to go through a rental inspection program. Language could be added to reflect *the ADU could not be modified to remove the kitchen or sanitary facilities,* but it would not prevent someone from using the ADU as a man cave as an example.

Vice-Chair Kurrent suggested language to reflect that *Owner of the property is required to register the ADU as a rental unless they could validate the ADU was being used as a residence for a family member or friend,* and allow an annual inspection.

The Planning Commission discussed the issue at length with concern about loopholes in State law which could allow abuses to the ADU and JADU process, how to conduct enforcement, whether enforcement was even possible, and whether any impact fees could be imposed, with Mr. Mog commenting that if an inspection program was adopted, there would be no way for the inspector to determine what the ADU was being used for, making enforcement difficult. He understood the concerns that had been expressed but was uncertain of a solution that could close the loophole.

Vice-Chair Kurrent asked Mr. Mog to provide some direction to the City Council to address the concerns when the item was submitted to the City Council for consideration.

Mr. Mog commented that the only restriction he could think of at this time was a deed restriction to prohibit the removal of the kitchen or the bathroom from the ADU. He would work with staff to craft language that could be presented to the City Council for consideration.

MOTION to adopt Resolution 20-12, A Resolution of the Planning Commission, the City of Pinole Recommending that the City Council Approve Zoning Code Amendments Regulating Accessory Dwelling Units and Junior Accessory Dwelling Units, Including Chapters 17.20, 17.22, 17.30, 17.48, 17.70 and 17.98, as Proposed in Zoning Code Amendment 20-02 (ZCA 20-02), subject to Exhibit A: Zoning Code Amendments for Chapters 17.20, 17.22, 17.30, 17.48, 17.70 and 17.98, subject to the comments discussed by the Planning Commission.

MOTION: Murphy SECONDED: Ojeda APPROVED: 5-0-1

ABSENT: Wong

F. OLD BUSINESS:

1. Planning Commission Reorganization

MOTION to nominate ***David Kurrent*** as the Chair of the Planning Commission.

MOTION: Ojeda SECONDED: Moriarty APPROVED: 5-0-1
ABSENT: Wong

MOTION to nominate ***Sarah Flashman*** as the Vice-Chair of the Planning Commission.

MOTION: Murphy SECONDED: Ojeda APPROVED: 5-0-1
ABSENT: Wong

G. NEW BUSINESS:

1. General Plan/Specific Plan Information Session: Housing Element

Mr. Hanham explained that the Pinole Housing Element was required to be updated by December 2022, and was required to be reviewed and approved by the Department of Housing and Community Development (HCD) pursuant to State law. He presented an overview of the Housing Element which described existing and future housing in the community, and the Regional Housing Needs Allocation (RHNA) numbers from the State for Above Moderate, Moderate, Low, and Very Low Incomes.

Mr. Hanham highlighted the data for housing affordability, home sales, vacancy rates, rental rates in Pinole, housing assistance needs, household tenure by person per room, special needs groups, resources, single parent households, persons with disabilities, and the like, along with the number of care facilities, lack of transportation and early intervention resources for targeted groups, current housing stock, aging of housing and categories of housing conditions, housing tenure, and at-risk rental housing for affordable housing with all of the tables identified to be updated as part of the new and updated Housing Element.

Mr. Hanham reported that as part of the Housing Element Update public workshops had been planned in order to solicit input from the Planning Commission and the public. Additional sections of the Housing Element would be reviewed and discussed at the next Planning Commission meeting scheduled for July 27, starting with the section “units at risk for conversion.”

In response to the Commission, Mr. Hanham clarified the following:

- Information on household composition was provided by the U.S. Census based on the 2010 Census. The tables in the Housing Element had not been broken down but had been based on information from Contra Costa County, which updated its numbers annually.

- The 2019 figures for maximum household income levels was provided by the State Employment Development Department (EED), which information was available from the County.

- HCD published information annually on all of its housing programs for every county in the State, with the information able to be e-mailed to Planning Commissioners, and also available on the HCD website.

- The 2019 Area Median Income level for a family of four in Contra Costa County was currently $111,700.

- Deed restricted units in the City involved constraints on the rental of the units for affordable Low and Moderate Incomes, with staff identifying some of the examples in Pinole and noting that some units were no longer bound by that restriction, such as 148 units at Bayside Apartments.

H. CITY PLANNER'S / COMMISSIONERS' REPORT

1. Verbal Updates of Projects

Mr. Hanham reported the Water Efficiency Land Use Ordinance would be presented to the Planning Commission in the next few months; staff was working with a number of developers and businesses to issue outdoor dining permits; and one of the applications involved a Conditional Use Permit (CUP) request for permanent outdoor dining to be presented to the Planning Commission at its July or August meeting. Staff continued to work with the applicants for Artisanal Garden in the hopes the application could be brought back to the Planning Commission for consideration soon and staff continued to work on minor design applications. Staff had also approved tree removal permits based on arborists' reports and continued to work with applicants for designs for the Kmart and Pinole Vista sites. Also, the City had received grant funds from SB 2 and an agreement from the State for a Request for Proposal (RFP) for a Consultant. In addition, staff would be submitting a request for a Local Early Action Planning (LEAP) grant from the State, and the Old Town Pinole Parking and Pedestrian Safety Study would be presented to the City Council in the near future.

Commissioner Moriarty stated both she and the City Council had requested a full presentation on the trees for Pinole Square, and Mr. Hanham reported he planned to schedule a close out meeting with the applicants to discuss the items of concern

raised by both the Planning Commission and the City Council. Once an agreement had been reached, Mr. Hanham would provide a status report to both the City Council and Planning Commission.

Chair Kurrent reported for the record that he had not identified the City's appeal period process as part of Agenda Item E1 since the Planning Commission's action involved a recommendation only to the City Council.

Commissioner Moriarty reported the Ad Hoc Committee on Beautification had one more meeting scheduled this week and would be making recommendations to the City Council on four projects that had been identified for consideration including Pinole Education and Awareness Campaign to keep Pinole clean, Litter Free is the Way to Be, incorporating art with middle and high schoolers and the like, planting trees along Pinole Creek, and clean up events facilitated by civic organizations.

Mr. Hanham reported he would be on vacation from July 1 through July 10, 2020.

[It was reported that Commissioner Ojeda was no longer participating in the teleconferenced meeting, although his time of departure was not noted.]

2. Planning Commissioner's Discussion Following the League of California Cities Planning Commissioner's Academy

The Planning Commission had been provided copies of a matrix of takeaways from Commissioners Moriarty, Murphy and Ojeda, who had attended the League of California Cities Planning Commissioner's Academy in March 2020.

Commissioners Moriarty and Murphy walked through the comments and provided their perspective on their attendance at the academy.

Mr. Hanham confirmed he would work to provide the information requested and as outlined in the matrix and would work with Commissioners Moriarty and Murphy on the recommendations.

I. COMMUNICATIONS: None

J. NEXT MEETING

The next meeting of the Planning Commission to be a Regular Meeting to be held on Monday, July 27, 2020 at 7:00 P.M.

K. ADJOURNMENT: 10:16 P.M

Transcribed by:

Sherri D. Lewis
Transcriber

CITY COUNCIL REPORT

9A

DATE: **JULY 7, 2020**

TO: **MAYOR AND COUNCIL MEMBERS**

FROM: **TAMARA MILLER, DEVELOPMENT SERVICES DIRECTOR/ CITY ENGINEER**

SUBJECT: **PREVIOUSLY APPROVED SEWER USER RATE INCREASE**

RECOMMENDATION

It is recommended that the City Council receive and file this report.

BACKGROUND

On July 17, 2018, the City Council approved a five-year plan to adjust sewer rates to meet the sewer system's funding needs. The plan included 3% annual rate increases each July 1, from July 1, 2019 through July 1, 2022.

The sewer user rates provide revenue for the following:

1. Repayment of the State Revolving Loan for State-mandated upgrades to the Pinole-Hercules Water Pollution Control Plant (PH WPCP);
2. Operation and maintenance of the PH WPCP;
3. Operation and maintenance of the sewer collection system;
4. Operation and maintenance of the sewer pump stations; and
5. Capital improvement projects within the collection system.

As addressed during the sewer user rate review in 2018, the increases are necessary to address inflation in operating expenses associated with the wastewater services as well as escalating capital costs. Single Family, Multifamily Units, and Nonresidential users will all see an increase of 3%. The increase for Single Family users is $1.97 per month. These charges are collected for the City as part of the Contra Costa County tax collection process.

REVIEW AND ANALYSIS

According to Gov. Code Section 53756(d), any agency approving an automatic sewer rate increase for multiple years is required to notify all affected parcels of the rate increase each year. Staff has met this requirement through a post card mailer that was sent June 3, 2020.

This item is before the City Council as a courtesy notification to users. No action is required by the City Council at this time to enact the increased rates for July 1, 2020; the five- year rate increase was approved on July 17, 2018.

ATTACHMENTS

A. Sample Post Card
B. Rates in Tabular
C. Resolution 2018-66 adopted July 17, 2018

NOTICE OF PREVIOUSLY APPROVED SEWER RATE INCREASE

Pinole Municipal Code Section 13.05.420

On July 17, 2018, the Pinole City Council adopted Resolution 2018-66 approving rate increases for 5 years, 2018/19 thru 2022/23, for parcels served by the Pinole Hercules Water Pollution Control Plant. The current and new monthly rates, as approved by Resolution 2018-66, for parcel types are shown below.

	Current Monthly Rate	Monthly Rate Effective 7/1/2020
Single Family Residential	**$67.37**	**$69.34**
Multi Family Residential (per unit)	**$57.26**	**$58.94**
Commercial with 5/8" Water Service	**$15.45 per CCF**	**$15.92 per CCF**
Commercial with 1" Water Service	**$38.63 per CCF**	**$39.75 per CCF**
Commercial with 2" Water Service	**$123.60 per CCF**	**$127.20 per CCF**

For additional commercial rates for other service sizes, see the City's website. The City Council will be confirming the rates for 2020-2021 at a public hearing on July 7, 2020 at 6:00 at 2131 Pear St., Pinole, CA. If you have questions, please contact Tamara Miller – City of Pinole (510) 724-9017.

Development Services Department
City of Pinole
2131 Pear Street
Pinole, CA 94564

Presorted
First Class Mail
US Postage
PAID
Adsphere Inc

City of Pinole
Master Fee Schedule

WASTE WATER (SEWER) UTILITY FEES Pinole Municipal Code Section 13.05.420 Resolution No. 2018- 66 / July 17, 2018					
	July 1, 2018	**July 1, 2019**	**July 1, 2020**	**July 1, 2021**	**July 1, 2022**
Single-Family	$65.40	$67.37	$69.34	$71.44	$73.62
Multiple-Family	$55.59	$57.26	$58.94	$60.72	$62.58
Non Residential Users, Minimum charge - based on water service size as provided by East Bay Municipal Utility District					
5/8"	$15.00	$15.45	$15.92	$16.40	$16.90
3/4"	$22.50	$23.18	$23.85	$24.60	$25.35
1.0"	$37.50	$38.63	$39.75	$41.00	$42.25
1.5"	$75.00	$77.25	$79.50	$82.00	$84.50
2.0"	$120.00	$123.60	$127.20	$131.20	$135.20
3.0"	$240.00	$247.20	$254.40	$262.40	$270.40
4.0"	$375.00	$386.25	$397.50	$410.00	$422.50
6.0"	$750.00	$772.50	$795.00	$820.00	$845.00
8.0"	$1,200.00	$1,236.00	$1,272.00	$1,312.00	$1,352.00
10.0"	$1,875.00	$1,931.25	$1,987.50	$2,050.00	$2,112.50
Non Residential Volumetric Rates are per 100 cubic feet (CCF) of water consumed, as provided by East Bay Municipal Utility District					
All Non Residential	$6.30	$6.49	$6.68	$6.88	$7.09
Sewer Lateral Video Inspection			$85.00		

RESOLUTION NO. 2018-66

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PINOLE TO ACCEPT THE ENGINEER'S REPORT AND ADOPT SEWER RATES FOR FY 2018/2019 THROUGH FY 2022/23

WHEREAS, the City of Pinole owns and operates the Pinole Hercules Water Pollution Control Plant; and

WHEREAS, the City of Pinole must operate the Pinole Hercules Water Pollution Control Plant in accordance with its current permit issued by the Regional Water Quality Control Board; and

WHEREAS, the City of Pinole, along with the City of Hercules and with Kiewit Infrastructure West serving as the Contractor, is currently constructing $53,449,334 in upgrades at the WPCP required for permit compliance; and

WHEREAS, the City of Pinole needs to collect service fees to pay for the ongoing operation and maintenance of the sewer facilities; and

WHEREAS, the City of Pinole needs to collect service fees to pay the debt service for capital improvement projects; and

WHEREAS, the City Council has retained Willdan Financial for the purpose of revising the rate model to address changes made since the last model was prepared in 2013, and preparing and filing an Engineer's Report; and

WHEREAS, on May 15, 2018, the City of Pinole introduced proposed increases to the sewer rates; and

WHEREAS, in accordance with the Government Code, the City of Pinole must conduct a public hearing to receive comments, testimony, and protests, as an integral part of the rate setting process; and

WHEREAS, on July 17, 2018, the City of Pinole conducted a Public Hearing concerning the proposed sewer rates.

NOW, THEREFORE BE IT RESOLVED by the City Council of the City of Pinole that the City Council accepts the Engineer's Report dated May 2018 and adopts the Sewer Rates within the Engineer's Report for FY 2018/19 through 2022/23.

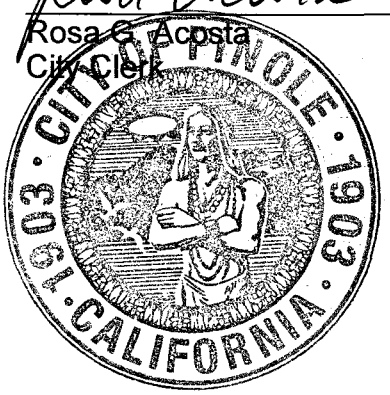
PASSED AND ADOPTED at a regular meeting of the City Council of the City of Pinole held on this 17th day of July, 2018, by the following vote:

AYES: COUNCILMEMBERS: **Banuelos, Long, Murray, Swearingen, Toms**
NOES: COUNCILMEMBERS: **None**
ABSTAIN: COUNCILMEMBERS: **None**
ABSTENT: COUNCILMEMBERS: **None**

I, hereby certify that the foregoing resolution was regularly introduced, passed, and adopted on this 17th day of July, 2018.

Rosa Acosta

Rosa G. Acosta
City Clerk



Return to Agenda

CITY COUNCIL REPORT

9B

DATE JULY 7, 2020

TO: MAYOR AND COUNCIL MEMBERS

FROM: HECTOR DE LA ROSA, ASSISTANT CITY MANAGER

SUBJECT: POTENTIAL FUNDING SOURCES FOR THE FARIA HOUSE RENOVATION

RECOMMENDATION

Staff recommends that the City Council accept a report on potential funding sources for the Faria House renovation and provide input to the Faria House Ad-Hoc Committee on the matter.

BACKGROUND

At the June 2, 2020 City Council meeting, during the discussion of the City's commitment to use the Faria House as a local history museum, Council Member Salimi requested information on funding sources available for the Faria House renovation and the impacts to other City projects if funding is redirected from those projects to the Faria House.

At the June 16, 2020 City Council meeting, the Council created a Faria House Ad-Hoc Committee. One of the specific responsibilities of the Committee is to assess and provide recommendations to the full City Council on options to fund the City's share of the cost to renovate and maintain the Faria House building and site. The information provided in this report will feed into the Committee's more detailed examination of this issue.

REVIEW & ANALYSIS

In response to Council Member Salimi's request, staff is providing the Council with an overview of possible funding options for the Faria House improvements, which have been estimated to cost $1.5 million. Funding options generally include using existing unrestricted financial assets (such as fund balance), obtaining new financial assets (such as grants or loans), and reducing planned expenditures in order to redirect those appropriations to the Faria House.

Using Existing Unrestricted Financial Assets

- **General Fund Balance** – Per the City's Fiscal Year 2020-21 Operating Budget, the General Fund balance is expected to be $7.1 million at year end, comprised of $5.1 million in unrestricted funds and $2 million from the proceeds of the sale of PALC. Historically, unrestricted fund balance has been used for unanticipated

expenditures and/or as working capital for the initial five months of the fiscal year (July – November), before the City receives property tax revenues from the County.

- **Use of $1.5 Million from the Sale of the Pinole Assisted Living Community (PALC)** – On November 13, 2018, the Council approved a motion to place $1.5 million of General Fund revenue that the City received from the sale of PALC into either the City's 115 Pension Trust or an unfunded OPEB liability trust. The $1.5 million is a portion of the $7.1 million General Fund balance noted above. While the previous City Council designated the $1.5 million for a specific purpose, the current City Council has the authority to redirect those funds to a different purpose, such as the Faria House renovation.

- **Use of $500,000 from PALC** – Similar to the $1.5 million discussed above, in FY 2019-20 PALC made another payment to the City, in the amount of $500,000. These funds could be allocated towards the improvements at the Faria House.

- **Proceeds from the Sale of Redevelopment Successor Agency Property** – Due to the dissolution of redevelopment agencies, any property that was owned by the former City of Pinole Redevelopment Agency (RDA) must be disposed of. The proceeds of any sale of such property is distributed to the local taxing agencies. The City, as a taxing agency, will receive, as property tax revenue, approximately 19% of the proceeds of the sale of any former RDA property. Earlier this month, the City, as the Successor Agency to the RDA, sold a former RDA property, located at Henry Avenue and Pinole Valley Road, which was a portion of the former Faria House parcel, for $470,000. The City estimates that it will receive $89,000 from the sale. These funds were not included in the FY 2020-21 budget and can be designated for any purpose by the City Council. The City is also currently in negotiations for the sale of a 7-acre parcel located at the Pinole Shores II Business Park. When the property is sold, it is estimated that the City will receive $580,000 in property tax revenues. Those revenues are also not included in the FY 2020-21 budget and can be designated for any purpose by the City Council.

Obtaining New Financial Assets

- **Grant Funding** – Grant funding might be available for the Faria House renovation through State, federal, or nonprofit sources. In May, the City received a notice from the California Natural Resources Agency of future grant opportunities. The grants would provide funding for Museum and for Youth Community Access Programs.

  The California Museum grant program, funded by the proceeds from the Snoopy Special Interest License Plate sales, will fund capital projects and program projects that assist the California Cultural and Historical Endowment (CCHE) in supporting and enhancing museum services. The grant awards range from $50,000 to $250,000 and require a match of at least 20%The Youth Community Access Program will fund small capital projects or program projects that increase youth

access to natural and cultural resources. The grant awards range from $50,000 to $300,000 and require a match of at least 20% These two grants have limited funding and will be awarded on a competitive basis.

It might be possible to obtain grant funding through other State, federal, or nonprofit programs.

- **Private Financing** – In prior years, the City has obtained private financing to purchase equipment when the need was immediate and full funding for the item was limited. One advantage of private financing is that it offers the City a pool of funds to purchase equipment or expedite a construction project.

  Staff has obtained a proposal from a capital financing firm for a loan of $1,000,000. At the City's request, the firm has provided the City with three repayment plan options as listed below.

Option	Financing Amount	Interest Rate	Term	Payment Frequency	Payments Per Year	Payment	Total Payment
A	$1,000,000.00	3.60%	5	Quarterly	4	$54,858.99	$1,097,179.80
B	$1,000,000.00	3.80%	7	Quarterly	4	$40,843.01	$1,143,604.28
C	$1,000,000.00	4.12%	10	Quarterly	4	$30,629.37	$1,225,174.80

  As a condition of the financing, the City will be required to provide collateral. If this option is exercised, a new obligation of the General Fund will exist, and the City will need to budget the payment, either from new revenue or expenditure savings, each year through the term of the loan agreement.

Reducing Planned Expenditures

- **Reducing Budgeted Expenditures** - The City recently completed an extensive review of its revenues and expenditures as part of the creation of the FY 2020-21 Operating Budget. The budget includes $15,792,577 of General Fund (including Measures S 2006 and 2014) expenditures on personnel and $3,430,633 of other operating expenses, including services and supplies. These General Fund appropriations could be redirected to the Faria House. Staff only included in the Proposed FY 2020-21 Operating Budget expenditures that it considered necessary to maintain service levels and meet critical operational and community needs. Staff does not have any specific recommendations at this time for appropriations contained in the Adopted FY 2020-21 Operating Budget that should be re-appropriated to the Faria House. Staff can provide detailed information on appropriations contained in the Adopted FY 2020-21 Operating Budget to the Faria House Ad-Hoc Committee.

- **Property Tax from Developed RDA Properties** – Under State law, cities are exempt from paying property tax on city-owned property. However, once a city sells a piece of city-owned property, the new owner is generally required to pay property tax on the property. Based on the construction value of the project that is anticipated to be built at Henry and Pinole Valley Road, the City is expecting to

receive annual property tax revenues in the amount of $893. The City receives approximately $2,277 annually in property tax revenue from the other redeveloped portions of the former Faria parcel (Kaiser, Starbucks, and DaVita). The City does not segregate the property tax revenue that it receives from the former Faria parcel. That revenue is simply a portion of the overall property tax that the City receives, and is appropriated at such. The City could redirect the appropriation of these revenues specifically to the Faria House renovation. That would require backfilling the other projects or services that those funds are currently supporting.

One factor to consider in identifying potential funding sources is the timing of the improvements. The cost estimate of the proposed improvements to the Faria House are based on 2019 costs. Deferring this project for another year or longer could result in increased construction costs. According to the Department of General Services, construction costs have increased at a rate of 4.4% annually over recent years.

Impact to Other City Projects and Services

Whichever funding option is selected, other than grant funding, there will be an impact to the City.

- **Reduction in Interest Revenues** – Utilizing $1.5 million from the General Fund balance would result in a reduction in interest revenues that would have been earned on those funds. The current interest rate paid through Local Agency Investment Funds (LAIF) is 1.15%, which would equate to $17,500 per year of reduced interest earnings.

- **115 Retirement Trust** – In June 2018, the City approved funding of a 115 Pension Trust to mitigate the City's pension cost over the next 20 years and to smooth annual contributions. Based on the amount placed in the Trust, projected interest rates, anticipated drawdown of funds to pay annual retirement contributions, and expected rates of return on CalPERS investments, the current funding was projected to carry the City through the peak employer contribution periods. However, it was not expected to completely address the City's unfunded pension liability. Any assets that are currently in the General Fund balance, including the proceeds from the sale of PALC, and are spent on the Faria House renovation will no longer be available to spend on the City's unfunded pension liability in excess of what is contained in the 115 Pension Trust.

- **Increase in Debt Service** – Should the City obtain private financing for the Faria House improvements, the City will have to budget the annual debt service payments. Depending on the repayment period and interest rates, the annual debt service could range from $122,517 to $219,436 per year. This amount will be a new expenditure in the General Fund.

- **Deferral of Capital Improvement Projects –** Until such time as it is determined which expenditures in the General Fund are to be reduced or eliminated, the impact to Capital Improvement Projects are unknown.

- **Reduction in Service Levels to Community** – On an annual basis, departments propose expenditures to maintain certain basic service levels and/or complete projects which staff does not have the bandwidth to accomplish. As expenditure reductions are considered and/or are proposed, services levels or project completion may be impacted.

FISCAL IMPACT

There is no fiscal impact to receiving a report of funding options for the Faria House improvements.

ATTACHMENTS

None