CORONAVIRUS ADVISORY INFORMATION:

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CITY COUNCIL

Norma Martínez-Rubin, Mayor
Vincent Salimi, Mayor Pro Tem
Devin Murphy, Council Member
Anthony Tave, Council Member
Maureen Toms, Council Member

PINOLE CITY COUNCIL MEETING AGENDA

TUESDAY
May 4, 2021
VIA ZOOM TELECONFERENCE

5:00 P.M.
Please note the early start time.

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 BEFORE OR DURING THE MEETING VIA EMAIL

comment@ci.pinole.ca.us

Comments received before the close of the public comment period for that item will be read into the record and limited to 3 minutes. Please include your full name, city of residence and agenda item you are commenting on. Any comments received after the close of the public comment period will be distributed to Council and relevant staff after the meeting and filed with the agenda packet.

WAYS TO WATCH THE MEETING

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

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

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

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

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

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

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

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

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

3. CONVENE TO A CLOSED SESSION

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

A. PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Pursuant to Gov. Code § 54957
Title: City Attorney

B. CONFERENCE WITH LABOR NEGOTIATORS
Gov. Code § 54957.6
Agency designated representatives: City Manager Murray, Assistant City Manager De La Rosa, City Attorney Casher, Gregory Ramirez (IEDA)
Employee organizations: AFSCME, Local 1, IAFF

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. Individuals may not share or offer time to another speaker. Pursuant to provisions of the Brown Act, no action may be taken on a matter unless it is listed on the agenda, or unless certain emergency or special circumstances exist. The City Council may direct staff to investigate and/or schedule certain matters for consideration at a future Council meeting.

6. RECOGNITIONS / PRESENTATIONS / COMMUNITY EVENTS

A. Proclamations
1. Recognizing May 15^{th} as Peace Officers' Memorial Day
2. 25^{th} Annual East Bay Affordable Housing Week

B. Presentations / Recognitions
1. Library Commissioner Report by George Pursley

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 March 2, 2021

B. Receive the April 17, 2021 – May 1, 2021 List of Warrants in the Amount of $294,506.75 and the April 30, 2021 Payroll in the Amount of $405,862.06

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

D. Approve the Purchase of Equipment for Public Works **[Action: Adopt Resolution per Staff Recommendation (Miller)]**

E. Receive the Quarterly Investment Report for the Quarter Ending March 31, 2021 **[Action: Receive Report (Guillory)]**

F. Receive the Fiscal Year (FY) 2020-21 Third Quarter Report on Implementation of the Strategic Plan **[Action: Receive Report (Murray)]**

G. Receive the Fiscal Year (FY) 2020-21 Third Quarter Financial Report **[Action: Receive Report (Guillory)]**

H. Approving a Purchase and Sale Agreement by and Between the City of Pinole and Baljit Singh Dhaliwal, Jagjeet Kaur Dhaliwal, Gurdip Ram and Akwinder Kaur for the Sale of Property Located At 600 Tennent Avenue/2279 Park Street (APN: 401-142-010) **[Action: Adopt Resolution and Approve Agreement per Staff Recommendation (De La Rosa)]**

I. Fiscal Year (FY) 2020-21 Third Quarter Report on Implementation of Capital Improvement Plan (CIP) Projects **[Action: Receive Report (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. Ordinance Adding Chapter 17.28, Historic Preservation Overlay, to the Municipal Code and Resolution Re-Adopting Old Town Design Guidelines **[Action: Introduce and Waive First Reading of Ordinance and Adopt Resolution per Staff Recommendation (Casher)]**

9. OLD BUSINESS

A. Options for Fourth of July Fireworks and Other Festivities in 2021 **[Action: Discuss and Provide Direction (De La Rosa)]**

10. NEW BUSINESS

None

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 May 18, 2021 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: April 29, 2021 at 4:00 P.M.

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Heather Iopu, CMC
City Clerk

Return to Agenda

CITY COUNCIL MEETING
MINUTES
March 2, 2021

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

The City Council Meeting was held via Zoom videoconference and broadcast from the Pinole Council Chambers, 2131 Pear Street, Pinole, California. Mayor Martínez-Rubin called the Regular Meeting of the City Council to order at 5:05 p.m. and led the Pledge of Allegiance.

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

A. COUNCILMEMBERS PRESENT

Norma Martínez-Rubin, Mayor
Vincent Salimi, Mayor Pro Tem
Devin Murphy, Council Member
Anthony Tave, Council Member
Maureen Toms, Council Member

B. STAFF PRESENT

Andrew Murray, City Manager
Heather Iopu, City Clerk
Eric Casher, City Attorney
Hector De La Rosa, Assistant City Manager
Tamara Miller, Development Services Director/City Engineer
David Hanham, Planning Manager
Markisha Guillory, Finance Director
Chris Wynkoop, Fire Chief
Neil Gang, Police Chief

City Clerk Iopu announced the agenda was posted on February 28, 2021 at 5:00 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.*

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

B. CONFERENCE WITH LABOR NEGOTIATORS
Gov. Code § 54957.6

Agency designated representatives: City Manager Murray, Assistant City Manager De La Rosa, City Attorney Casher, Gregory Ramirez (IEDA)
Employee organizations: AFSCME, Local 1, IAFF

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

At 7:01 p.m. Mayor Martinez-Rubin reconvened the meeting to open session and announced that there was no reportable action from the 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. Individuals may not share or offer time to another speaker. Pursuant to provisions of the Brown Act, no action may be taken on a matter unless it is listed on the agenda, or unless certain emergency or special circumstances exist. The City Council may direct staff to investigate and/or schedule certain matters for consideration at a future Council meeting.

The following speakers submitted written comments that were read aloud and will be filed with the agenda packet for this meeting: **Cordell Hindler, Debbie Long, Ivette Ricco, John Woolley, Rafael Menis, Roy Swearingen**

6. RECOGNITIONS / PRESENTATIONS / COMMUNITY EVENTS

B. Proclamations

None.

C. Presentations / Recognitions

None.

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.

The following speaker submitted written comment related to item 7E that were read aloud and will be filed with the agenda packet for this meeting: **Rafael Menis**

A. Approve the Minutes of the Meetings of November 3, November 17, December 8, 2020 and February 9, 2021.

B. Receive the January 30, 2020 – February 26, 2021 List of Warrants in the Amount of $976,486.80, the February 5, 2021 Payroll in the Amount of $430,021.66, and the February 19, 2021 Payroll in the Amount of $398,011.31

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

D. Regional Early Action Program (REAP) Grants **[Action: Adopt Resolution per Staff Recommendation (Miller)]**

E. Receive the Quarterly Investment Report for the Quarter Ending December 31, 2020 **[Action: Receive and File Report (Guillory)]**

F. Storm Water Utility Assessments for Drainage Maintenance and the National Pollutant Discharge Elimination System (NPDES) Program **[Action: Adopt Resolution per Staff Recommendation (Miller)]**

ACTION: <u>Motion by Councilmembers Toms/Tave to Approve Consent Calendar Items A-F, noting a revised report for 7A1</u>

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

8. PUBLIC HEARINGS

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

NONE

9. OLD BUSINESS

A. ESCI Fire Study Addendum Presentation **[Action: Receive and File Report (Murray/Wynkoop)]**

Fire Chief Wynkoop welcomed Kurt Latipow and Randy Parr, former ESCI representatives to present the Fire Study Addendum Presentation.

ESCI presented a report of findings and recommendations. Council asked questions and made comments. The representatives and staff responded to questions regarding details of the report.

Staff stated that at the next Council meeting the Fire Chief will analyze the ESCI report and bring back his recommendations to the City Council and public for review.

The following speakers submitted written comments that were read aloud and will be filed with the agenda packet for this meeting: **Debbie Long, Larry Long, Peter Murray, Rafael Menis**

10. NEW BUSINESS

A. Receive the Fiscal Year (FY) 2020-21 Mid-Year Financial Report and Adopt a Resolution Approving Budget Adjustments **[Action: Receive Report and Adopt a Resolution per Staff Recommendation (Murray/Guillory)]**

Director Guillory presented the 2020-21 Mid-Year Financial and Budget Report**.** City Council members asked questions and made comments regarding the report.

Director Guillory and City Manager Murray addressed the Council's questions.

ACTION: <u>Motion by Councilmembers Tave/Murphy Receive the Fiscal Year (FY) 2020-21 Mid-Year Financial Report and Adopt a Resolution Approving Budget Adjustments</u>

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

11. REPORTS & COMMUNICATIONS

A. <u>Mayor Report</u>

1. Announcements

Mayor Martinez-Rubin announced attendance at the Mayor's Conference; discussed presentation regarding County-wide work related to mental health crisis response options. Participated in a press conference along with Congressman Mike Thompson's office to discuss impacts of COVID on different government sectors. Announced vaccine availability information and online sign up via MyTurn.

B. Mayoral & Council Appointments

1. Planning Commission **[Action: Receive Interview Subcommittee Recommendations (Iopu)]**

City Clerk Iopu provided a brief overview of the recruitment process and highlighted details of the staff report. Four applications were received: Franke Martinez, Tim Banuelos, Rafael Menis and James Tillman.

The interview subcommittee, Council members Toms & Murphy, thanked the four applicants and provided a summary of the interview process. The following recommendations for appointment to the Commission were made:

Franke Martinez (Term expires 4/30/2023)
Tim Banuelos (Term expires 4/30/2024)

The following speakers submitted written comments that were read aloud and will be filed with the agenda packet for this meeting: **Rafael Menis, David Kurrent, David Ruport, James Tillman**

ACTION: <u>Motion by Councilmembers Toms/Salimi to Appoint Franke Martinez to the Planning Commission with a term to expire 4/30/2023</u>

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

ACTION: Motion by Councilmembers Toms/Salimi to Appoint Tim Banuelos to the Planning Commission with a term to expire 4/30/2024

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

Franke Martinez thanked the Mayor and Council for the opportunity.

C. City Council Committee Reports & Communications

Mayor Pro Tem Salimi attended WCCTAC meeting; discussed Vision Zero report. Attended Land Use Commission meeting. Provided Covid-19 statistics for Pinole.

Council member Toms announced information provided by Anna Roth, County Director of Health: you can register for a vaccine via MyTurn, CCHealth.org, or your own physician. The advice is to use all doors available to get vaccinated.

Council member Tave announced attendance at RecycleMore meeting; detailed topics of discussion. Attended Rotary trash pick-up event. Stated that the school district is looking at return to school options and encouraged the public to look at the online dashboard for more information. Announced contact with Senator Nancy Skinner's office regarding SB 18; a green hydrogen energy bill being developed. Will meet with Rotary Club and providing highlights of the City's Strategic Plan.

Council member Murphy announced vaccine availability via MyTurn.ca.gov. Recognized Pinole Valley High School students for their impressive Black History Month events. Thanked residents for participating in the Pinole Environment and Sustainability Task Force information gathering. Announced the upcoming MCE meetings and discussion topics and encouraged the public to participate.

D. Council Requests for Future Agenda Items

Mayor Pro Tem Salimi requested a future agenda item to discuss BART service to Pinole. Consensus given.

Council member Toms requested a future agenda item to discuss a City position letter for SB 9 regarding housing density. Consensus given.

Council member Tave requested a future agenda item to discuss a City position letter for SB 18 regarding green hydrogen. Consensus given.

Council member Tave requested a future agenda item recognizing Women's History Month. Consensus given.

E. City Manager Report / Department Staff

City Manager Murray announced an upcoming food distribution event and Spring community event.

F. City Attorney Report

City Attorney Casher announced his recent appointment to the League of CA Advancing Equity Advisory Committee. Shared that he will be sharing the work of the committee with the Council and staff as it develops.

12. ADJOURNMENT to the Regular City Council Meeting of March 16, 2021 in Remembrance of Amber Swartz.

Council member Toms announced the passing of Pinole resident Sarah Mae Brooks Bryant at the age of 100 years and made statements honoring her life.

Mayor Martinez-Rubin adjourned the meeting to the Regular City Council Meeting of March 16, 2021 in Remembrance of Amber Swartz and Sarah Mae Brooks Bryant.

Submitted by:

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Heather Iopu, CMC
City Clerk

Approved by City Council:

Return to Agenda

City of Pinole, CA

7B
WARRANT LISTING
By Vendor Name

Payment Dates 4/17/2021 - 4/30/2021

Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
Vendor: 2177 - "A" SIDE TRAINING					
041921 INVOICE	96233	04/23/2021	100-231-42301	HYBRID AUTO EXTRICATION CLASS THREE DAYS	1,167.00
				Vendor 2177 - "A" SIDE TRAINING Total:	**1,167.00**
Vendor: 4LE00 - 4LEAF, INC.					
J3681A3	96234	04/23/2021	100-231-42101	FIRE INSPECTIONS-REBECCA LAURICELLA MARCH 2021	19,320.00
JI909A34	96286	04/30/2021	212-462-42101	BUILDING INSPECTOR II-CHRIS PALLARES MAR 2021	17,765.00
				Vendor 4LE00 - 4LEAF, INC. Total:	**37,085.00**
Vendor: AIR10 - AIRGAS USA, LLC					
9111884137	96287	04/30/2021	100-231-42107	OXYGEN USP	111.07
9978849771	96287	04/30/2021	100-231-42107	RENT CYL MED LARGE AIR	83.35
				Vendor AIR10 - AIRGAS USA, LLC Total:	**194.42**
Vendor: ALH01 - ALHAMBRA & SIERRA SPRINGS					
19593757 041521	96288	04/30/2021	100-222-42201	PD DRINKING WATER 4/15/21	441.07
5025519 040621	96235	04/23/2021	500-641-42201	WWTP DRINKING WATER SERVICE 3/23/21	101.97
5025531 040621	96235	04/23/2021	100-343-42108	CORP YARD DRINKING WATER SERVICE MAR 2021	71.01
				Vendor ALH01 - ALHAMBRA & SIERRA SPRINGS Total:	**614.05**
Vendor: 2171 - ALIQUOT ASSOCIATES, INC					
21547	96289	04/30/2021	750-463-42101	LAND SURVEYING SAN PABLO AVE	7,000.00
				Vendor 2171 - ALIQUOT ASSOCIATES, INC Total:	**7,000.00**
Vendor: ARM04 - ARMOR LOCKSMITH SERVICES					
74749	96290	04/30/2021	100-345-42108	PW KEYS DUPLICATED	19.69
				Vendor ARM04 - ARMOR LOCKSMITH SERVICES Total:	**19.69**
Vendor: ATT01 - AT&T					
000016289087	96291	04/30/2021	525-118-43101	MIS AT&T CALNET SERVICE 3/10-4/9/21	1,135.18
000016296763	96291	04/30/2021	525-118-43101	FD AT&T CALNET SERVICE 3/11-4/10/21	688.21
000016296769	96291	04/30/2021	525-118-43101	PW AT&T CALNET SERVICE 3/11-4/10/21	852.64
000016296770	96291	04/30/2021	525-118-43101	ADMINISTRATION AT&T CALNET SERVICE 3/11-4/10/21	2,099.49
000016296771	96291	04/30/2021	525-118-43101	RECREATION AT&T CALNET SERVICE 3/11-4/10/21	755.68
000016296772	96291	04/30/2021	525-118-43101	CDD AT&T CALNET SERVICE 3/11-4/10/21	230.73
000016296774	96291	04/30/2021	525-118-43101	EOC AT&T CALNET SERVICE 3/11-4/10/21	176.19
000016297297	96291	04/30/2021	525-118-43101	AP AT&T CALNET SERVICE 3/11-4/10/21	210.64
				Vendor ATT01 - AT&T Total:	**6,148.76**
Vendor: BAX00 - BADGE FRAME, INC.					
329048	96292	04/30/2021	100-222-42514	ENGRAVED NAME PLATES-OFFICER OF THE 1ST QTR 2021	32.18
				Vendor BAX00 - BADGE FRAME, INC. Total:	**32.18**

Return to Agenda

Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
Vendor: BAY04 - BAY AREA BARRICADE SVC.					
0020804	96236	04/23/2021	100-343-42107	MISC 3" BLACK/WHITE STICKERS	10.88
				Vendor BAY04 - BAY AREA BARRICADE SVC. Total:	**10.88**
Vendor: BEA03 - BEARING ENGINERING CO.					
5578512	96237	04/23/2021	500-641-42107	FHP SHEAVE	60.57
				Vendor BEA03 - BEARING ENGINERING CO. Total:	**60.57**
Vendor: ESP01 - BELINDA ESPINOSA					
042221	96238	04/23/2021	100-117-41101	MAY 2021 RETIREE MEDICARE REIMBURSEMENT	437.30
				Vendor ESP01 - BELINDA ESPINOSA Total:	**437.30**
Vendor: BLU03 - BLUE LAGOON POOL SERVICE					
15663	96239	04/23/2021	209-557-42108	WINTER POOL SERVICE	220.00
				Vendor BLU03 - BLUE LAGOON POOL SERVICE Total:	**220.00**
Vendor: CAL04 - CALCON SYSTEMS,INC.					
48637	96240	04/23/2021	500-641-42107	FLOW CALIBRATIONS	3,238.50
48728	96240	04/23/2021	500-641-42107	SERVICE CALLS	3,886.94
				Vendor CAL04 - CALCON SYSTEMS,INC. Total:	**7,125.44**
Vendor: PER03 - CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTM					
100000016387346	96241	04/23/2021	100-111-41004	2021 REPLACEMENT BENEFIT CONTRIBUTION	450.18
				Vendor PER03 - CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTM Total:	**450.18**
Vendor: CAL01 - CALTEST ANALYTICAL LAB					
620193	96242	04/23/2021	500-641-44305	ROUTINE MONITORING	4,110.00
				Vendor CAL01 - CALTEST ANALYTICAL LAB Total:	**4,110.00**
Vendor: CCP03 - CCP INDUSTRIES					
IN02746767	96243	04/23/2021	100-343-44410	DEWALT PERFORMANCE MECHANIC WORK GLOVES	127.26
				Vendor CCP03 - CCP INDUSTRIES Total:	**127.26**
Vendor: 2176 - CERTIFIX LIVE SCAN					
52606	96244	04/23/2021	100-231-42101	FD ROLLING FEES	78.00
				Vendor 2176 - CERTIFIX LIVE SCAN Total:	**78.00**
Vendor: COM20 - COMCAST					
040921FD	96245	04/23/2021	100-231-43105	FD CABLE SERVICES 4/14-5/13/21	10.67
041621PD	96293	04/30/2021	100-222-43105	PD CABLE SERVICES	170.84
				Vendor COM20 - COMCAST Total:	**181.51**
Vendor: 1639 - COOKING ROUND THE WORLD					
INV-1822	96246	04/23/2021	209-551-42515	PINOLE PARKS/REC CHRISTMAS COOKIE WORKSHOP	252.00
				Vendor 1639 - COOKING ROUND THE WORLD Total:	**252.00**
Vendor: COR12 - CORELOGIC SOLUTIONS LLC					
82074097	96294	04/30/2021	525-118-42510	REALQUEST GEOGRAPHIC PACKAGE MARCH 2021	686.41
				Vendor COR12 - CORELOGIC SOLUTIONS LLC Total:	**686.41**
Vendor: COO13 - DANA COOK					
042221	96247	04/23/2021	100-117-41101	MAY 2021 RETIREE MEDICAL REIMBURSEMENT	514.83
				Vendor COO13 - DANA COOK Total:	**514.83**
Vendor: HUG01 - DANNY HUGHES					
042221	96248	04/23/2021	100-117-41101	MAY 2021 RETIREE MEDICAL REIMBURSEMENT	90.30
				Vendor HUG01 - DANNY HUGHES Total:	**90.30**
Vendor: 1443 - DIESEL DIRECT WEST, INC.					
83981975	96249	04/23/2021	100-10601	CORP YARD UNLEADED GAS 550.4 GALLONS	2,032.54

Return to Agenda

Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
83990443	96249	04/23/2021	100-10601	CORP YARD UNLEADED GAS 490.1 GALLONS	1,826.65
83999514	96295	04/30/2021	100-10601	CORP YARD UNLEADED GAS 564.9 GALLONS 4/20/21	2,127.09
				Vendor 1443 - DIESEL DIRECT WEST, INC. Total:	**5,986.28**
Vendor: EBM01 - EBMUD					
EBM-BDO-01437	96296	04/30/2021	500-641-42101	BAY AREA CHEMICAL CONSORTIUM BID PARTICIPATION FEE	1,157.43
				Vendor EBM01 - EBMUD Total:	**1,157.43**
Vendor: 1592 - EMERGENCY SERVICES CONSULTING INTERNATIONAL					
21-034	96297	04/30/2021	105-231-42101	FINAL INVOICE FOR CONSULTING PROJECT COMPLETION	10,335.00
				Vendor 1592 - EMERGENCY SERVICES CONSULTING INTERNATIONAL Total:	**10,335.00**
Vendor: 1979 - GALAXY PRESS					
34253	96250	04/23/2021	100-222-42201	PD BUSINESS CARDS-K. BRECKENRIDGE	63.94
				Vendor 1979 - GALAXY PRESS Total:	**63.94**
Vendor: GAT07 - GATEWAY PINOLE VISTA, LLC					
MAY 2021 LEASE PAYMENT	96251	04/23/2021	201-343-42513	MAY 2021 1340 FITZGERALD DRIVE LEASE PAYMENT PVC	100.00
				Vendor GAT07 - GATEWAY PINOLE VISTA, LLC Total:	**100.00**
Vendor: 2175 - GIANCARLO DAVIS					
REFUND OVERPAYMENT PLANN...	96252	04/23/2021	212-461-34110	REFUND PARTIAL COMPREHENSIVE DESIGN REVIEW FEES	2,130.00
				Vendor 2175 - GIANCARLO DAVIS Total:	**2,130.00**
Vendor: GRA03 - GRAINGER					
9860207894	96298	04/30/2021	500-641-42107	TRAILER JACK TUBULAR SWIVEL CAP	85.06
				Vendor GRA03 - GRAINGER Total:	**85.06**
Vendor: 1112 - GRAY-BOWEN-SCOTT					
21067	96253	04/23/2021	325-342-47205	PM SERVICES: DESIGN PHASE OF SPA BRIDGE REPLACMNT	4,960.00
				Vendor 1112 - GRAY-BOWEN-SCOTT Total:	**4,960.00**
Vendor: IED02 - IEDA, INC.					
23348	96254	04/23/2021	100-116-42101	LABOR RELATIONS CONSULTING FEES APRIL 2021	2,274.00
				Vendor IED02 - IEDA, INC. Total:	**2,274.00**
Vendor: 1131 - INTRADO INTERACTIVE SERVICES CORPORATION					
131132	96299	04/30/2021	525-118-42105	CIVIC LIVE SUPPORT/MAINTENANCE RENEWAL 2021-2022	5,880.00
				Vendor 1131 - INTRADO INTERACTIVE SERVICES CORPORATION Total:	**5,880.00**
Vendor: 2035 - JACK CLANCY ASSOCIATES					
1333	96255	04/23/2021	100-231-42301	2021 FIRE ENGINEER PROMOTIONAL EXAM	8,500.00
				Vendor 2035 - JACK CLANCY ASSOCIATES Total:	**8,500.00**
Vendor: MEL05 - JAMES MELVIN					
042221	96256	04/23/2021	100-117-41101	MAY 2021 RETIREE MEDICAL REIMBURSEMENT	141.50
				Vendor MEL05 - JAMES MELVIN Total:	**141.50**
Vendor: PAR01 - JAMES PARROTT					
042221	96257	04/23/2021	100-117-41101	MAY 2021 RETIREE MEDICAL REIMBURSEMENT	45.39
				Vendor PAR01 - JAMES PARROTT Total:	**45.39**

Return to Agenda

Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
Vendor: JAN92 - JAN-PRO OF THE GREATER BAY AREA					
5526	96258	04/23/2021	209-554-42108	PYC MONTHLY JANITORIAL SERVICES APRIL 2021	179.70
5527	96258	04/23/2021	209-552-42108	SENIOR CENTER MONTHLY JANITORIAL SERVICES APR 2021	172.60
5528	96258	04/23/2021	209-552-43810	SENIOR CENTER KITCHEN MONTHLY JAN SVC APR 22021	151.65
5529	96258	04/23/2021	209-553-42108	TINY TOTS MONTHLY JANITORIAL SERVICES APRIL 2021	212.00
				Vendor JAN92 - JAN-PRO OF THE GREATER BAY AREA Total:	**715.95**
Vendor: HAR29 - JOHN HARDESTER					
042221	96259	04/23/2021	100-117-41101	MAY 2021 RETIREE MEDICAL REIMBURSEMENT	90.78
				Vendor HAR29 - JOHN HARDESTER Total:	**90.78**
Vendor: MIS01 - JULIAN MISRA					
042221	96260	04/23/2021	100-117-41101	MAY 2021 RETIREE MEDICARE REIMBURSEMENT	437.30
				Vendor MIS01 - JULIAN MISRA Total:	**437.30**
Vendor: KEL09 - KELLER CANYON LANDFILL					
4212-000030043	96261	04/23/2021	500-641-44302	WPCP SLUDGE REMOVAL 4/1-4/15/21	5,912.95
				Vendor KEL09 - KELLER CANYON LANDFILL Total:	**5,912.95**
Vendor: COP02 - KENETH COPPO					
042221	96262	04/23/2021	100-117-41101	MAY 2021 RETIREE MEDICAL REIMBURSEMENT	1,203.65
				Vendor COP02 - KENETH COPPO Total:	**1,203.65**
Vendor: KEN09 - KENNEDY AND ASSOCIATES, INC.					
21-055	96263	04/23/2021	212-462-42101	BUILDING PERMIT SUPPORT MARCH 2021	233.00
				Vendor KEN09 - KENNEDY AND ASSOCIATES, INC. Total:	**233.00**
Vendor: KUB00 - KUBWATER RESOURCES, INC.					
10235	96264	04/23/2021	500-641-44303	ZETAG TOTES	15,672.91
				Vendor KUB00 - KUBWATER RESOURCES, INC. Total:	**15,672.91**
Vendor: LAR04 - LARRY WALKER ASSOCIATES					
00243.11-3	96300	04/30/2021	500-641-42101	NPDES PERMIT ASSISTANCE WPCP MARCH 2021	205.50
				Vendor LAR04 - LARRY WALKER ASSOCIATES Total:	**205.50**
Vendor: DRA01 - MARY DRAZBA					
042221	96265	04/23/2021	100-117-41101	MAY 2021 RETIREE MEDICAL REIMBURSEMENT	314.22
				Vendor DRA01 - MARY DRAZBA Total:	**314.22**
Vendor: ROB21 - MARY ROBERTS					
042221	96266	04/23/2021	100-117-41101	MAY 2021 RETIREE MEDICARE REIMBURSEMENT	220.20
				Vendor ROB21 - MARY ROBERTS Total:	**220.20**
Vendor: MCM05 - MCMASTER-CARR SUPPLY C0.					
55675678	96267	04/23/2021	500-641-42107	QUICK ATTACH DUCT HOSE	211.38
55930692	96267	04/23/2021	500-641-42107	STEEL DUCT FLANGE/PLASITC PIPE FITTING/MOBIL DTE	437.44
56222825	96301	04/30/2021	500-641-42107	EASY FILL HAND HELD OIL DISPENSER	75.07
56378926	96301	04/30/2021	500-641-42107	SUPPLIES/HARDWARE FOR WWTP	416.80
				Vendor MCM05 - MCMASTER-CARR SUPPLY C0. Total:	**1,140.69**

WARRANT LISTING

Payment Dates: 4/17/2021 - 4/30/2021

Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
Vendor: 1311 - M-GROUP					
2002420	96302	04/30/2021	212-461-42101	ON CALL PLANNING SERVICES MARCH 2021	12,362.50
				Vendor 1311 - M-GROUP Total:	**12,362.50**
Vendor: 1115 - MICHELLE FITZER					
042221	96268	04/23/2021	100-117-41101	MAY 2021 RETIREE MEDICARE REIMBURSEMENT	220.20
				Vendor 1115 - MICHELLE FITZER Total:	**220.20**
Vendor: MUN07 - MUNICIPAL POOLING AUTH.					
INV001707	96269	04/23/2021	100-343-46201	UNMET LIABILITY DEDUCTIBLE MARCH 2021	4,394.90
				Vendor MUN07 - MUNICIPAL POOLING AUTH. Total:	**4,394.90**
Vendor: 2156 - MUNIQUIP,LLC					
105550	96303	04/30/2021	500-641-42107	MOYNO ROTORSTATOR FOR 1G065G1 PUMP	9,043.75
				Vendor 2156 - MUNIQUIP,LLC Total:	**9,043.75**
Vendor: 1388 - ODIN SYSTEMS, INC.					
1661	96270	04/23/2021	100-222-42101	1080P H265 OUTDOOR BOX CAMERA CH ADD ON	2,100.00
1662	96270	04/23/2021	100-222-42101	1080P OUTDOOR BOX CAMERA CH PARKING LOT	3,500.00
1663	96270	04/23/2021	100-222-42101	WIRELESS NETWORK LINK/SUP SERVICE 1 TO 3 YEARS	9,481.75
				Vendor 1388 - ODIN SYSTEMS, INC. Total:	**15,081.75**
Vendor: OTI01 - OTIS ELEVATOR COMPANY					
100400348463	96304	04/30/2021	209-554-42108	YOUTH CENTER MAINTENANCE SERVICE MAY 2021	172.29
100400349001	96271	04/23/2021	100-343-42108	CH MAINTENANCE SERVICE MAY 2021	116.86
100400349038	96304	04/30/2021	100-231-42108	SAFETY BUILDING MAINTENANCE SERVICE MAY 2021	116.81
				Vendor OTI01 - OTIS ELEVATOR COMPANY Total:	**405.96**
Vendor: PAC41 - PACIFIC ECORISK					
17331	96272	04/23/2021	500-641-44305	NPDES TOXICITY TESTING 3/8-3/11/21	1,046.00
				Vendor PAC41 - PACIFIC ECORISK Total:	**1,046.00**
Vendor: PAC55 - PACIFIC SITE MANAGEMENT					
60339	96273	04/23/2021	100-222-42108	MONTHLY LANDSCAPE MAINTENANCE MAY 2021	122.50
60339	96273	04/23/2021	100-231-42108	MONTHLY LANDSCAPE MAINTENANCE MAY 2021	327.50
60339	96273	04/23/2021	100-343-42108	MONTHLY LANDSCAPE MAINTENANCE MAY 2021	174.40
60339	96273	04/23/2021	100-345-42108	MONTHLY LANDSCAPE MAINTENANCE MAY 2021	5,619.33
60339	96273	04/23/2021	200-342-42108	MONTHLY LANDSCAPE MAINTENANCE MAY 2021	326.00
60339	96273	04/23/2021	201-343-42108	MONTHLY LANDSCAPE MAINTENANCE MAY 2021	532.60
60339	96273	04/23/2021	209-552-42108	MONTHLY LANDSCAPE MAINTENANCE MAY 2021	198.00
60339	96273	04/23/2021	209-553-42108	MONTHLY LANDSCAPE MAINTENANCE MAY 2021	206.00
60339	96273	04/23/2021	209-557-42108	MONTHLY LANDSCAPE MAINTENANCE MAY 2021	206.00
60339	96273	04/23/2021	310-347-42108	MONTHLY LANDSCAPE MAINTENANCE MAY 2021	60.00
60339	96273	04/23/2021	310-348-42108	MONTHLY LANDSCAPE MAINTENANCE MAY 2021	65.00
				Vendor PAC55 - PACIFIC SITE MANAGEMENT Total:	**7,837.33**

Return to Agenda

WARRANT LISTING — Payment Dates: 4/17/2021 - 4/30/2021

Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
Vendor: ATH02 - PATRICIA ATHENOUR					
042221	96274	04/23/2021	100-117-41101	MAY 2021 MEDICARE REIMBURSEMENT	220.20
				Vendor ATH02 - PATRICIA ATHENOUR Total:	**220.20**
Vendor: 2174 - PATRICIA CLARK					
052321 FERNANDEZ PARK REF...	96275	04/23/2021	209-551-38112	FERNANDEZ PARK RESERVATION CANCELLED DUE TO COVID	213.00
				Vendor 2174 - PATRICIA CLARK Total:	**213.00**
Vendor: CLA17 - PAUL CLANCY					
042221	96276	04/23/2021	100-117-41101	MAY 2021 RETIREE MEDICAL REIMBURSEMENT	463.25
				Vendor CLA17 - PAUL CLANCY Total:	**463.25**
Vendor: PGE01 - PG&E					
032921-4256	96277	04/23/2021	500-641-43103	11 TENNANT AVE	48,520.75
032921-7547	96277	04/23/2021	100-222-43103	880 Tennent Ave-Public Safety Facility	2,684.96
032921-7547	96277	04/23/2021	100-223-43103	880 Tennent Ave-Public Safety Facility	536.99
032921-7547	96277	04/23/2021	100-231-43103	880 Tennent Ave-Public Safety Facility	2,147.98
032921-9961	96277	04/23/2021	209-552-43103	2500 CHARLES ST-SENIOR CENTER	1,061.09
033021-4430	96277	04/23/2021	100-345-43103	S/O MARLESTA 1ST POLE-SPRINKLER CONTROLLER	10.27
033021-6521	96277	04/23/2021	200-342-43103	IFO 971 SAN PABLO AVE-TRAFFIC SIGNAL CONTROL	91.10
033021-6897	96277	04/23/2021	200-342-43103	PINOLE VALLEY RD & ESTATES AVE-TRAFFIC LIGHT CTRL	60.19
040121-0887	96277	04/23/2021	200-342-43103	PINON AVE & SAN PABLO AVE TRAFFIC SIGNAL	69.99
040121-1093	96277	04/23/2021	500-642-43103	W END/HAZEL AVE SEWAGE PLANT	551.17
040121-2182	96277	04/23/2021	200-342-43103	OAKRIDGE/SAN PABLO AVE TRAFFIC SIGNAL	62.24
040121-6747	96277	04/23/2021	200-342-43103	RAMONA & PINOLE VALLEY-TRAFFIC SIGNAL & ST LIGHT	70.75
040721-1208	96277	04/23/2021	750-463-43103	1389 FITZGERALD DR.	796.29
040721-3834	96277	04/23/2021	100-231-43103	3790 PINOLE VALLEY RD FIRESTATION	87.41
041121-1801	96305	04/30/2021	209-553-43103	2454 SIMAS AVE REC CTR & POOL	13.43
041221-0498	96305	04/30/2021	100-231-43103	3790 PINOLE VALLEY RD FIRESTATION	495.88
041221-6043	96305	04/30/2021	100-231-43103	3790 PINOLE VALLEY RD	25.46
041321-4157	96305	04/30/2021	100-222-43103	809 CITY HALL	14.95
041421-0883	96305	04/30/2021	100-222-43103	800 TENNENT AVE PUBLI C SAFETY FACILITY	1,597.88
041421-0883	96305	04/30/2021	100-223-43103	800 TENNENT AVE PUBLI C SAFETY FACILITY	319.58
041421-0883	96305	04/30/2021	100-231-43103	800 TENNENT AVE PUBLI C SAFETY FACILITY	1,278.31
041421-1156	96305	04/30/2021	209-554-43103	635 TENNENT AVE YOUTH CTR/CATV	17.45
041421-1156	96305	04/30/2021	505-119-43103	635 TENNENT AVE YOUTH CTR/CATV	26.18
041421-1462	96305	04/30/2021	209-552-43103	2500 CHARLES ST SENIOR CENTER	8.66
041421-3029	96305	04/30/2021	100-345-43103	1270 ADOBE RD @ OUTSIDE BATHROOMS	105.13
041421-7186	96305	04/30/2021	209-558-43103	601 TENNENT AVE PUBLIC MEETING HALL	8.66
041421-8716	96305	04/30/2021	500-641-43103	SEWAGE PLNT-FT OF TENNENT	3,893.65

Return to Agenda

Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
041621-5137	96305	04/30/2021	209-557-43103	2450 SIMAS AVE SWIM CTR	1,446.26
041921-0217	96305	04/30/2021	100-345-43103	TENNENT & PARK ST CLUB HOUSE	17.51
041921-0813	96305	04/30/2021	200-342-43103	2149 1/2 APPIAN WAY TRAFFIC SIGNAL	53.91
041921-0923	96305	04/30/2021	100-110-43103	2131 PEAR ST	75.40
041921-0923	96305	04/30/2021	100-111-43103	2131 PEAR ST	99.21
041921-0923	96305	04/30/2021	100-112-43103	2131 PEAR ST	109.12
041921-0923	96305	04/30/2021	100-115-43103	2131 PEAR ST	271.83
041921-0923	96305	04/30/2021	100-116-43103	2131 PEAR ST	79.37
041921-0923	96305	04/30/2021	100-117-43103	2131 PEAR ST	882.96
041921-0923	96305	04/30/2021	100-343-43103	2131 PEAR ST	1,644.88
041921-0923	96305	04/30/2021	200-342-43103	2131 PEAR ST	287.71
041921-0923	96305	04/30/2021	212-461-43103	2131 PEAR ST	119.05
041921-0923	96305	04/30/2021	212-462-43103	2131 PEAR ST	299.61
041921-0923	96305	04/30/2021	285-464-43103	2131 PEAR ST	99.21
041921-2506	96305	04/30/2021	215-341-43103	701 Pinon/2489 San Pablo-Electric CHGS	34.53
041921-2969	96305	04/30/2021	201-343-43103	600 TENNENT AVE BLACKIES STORAGE	21.55
041921-3537	96305	04/30/2021	100-343-43103	659 TENNENT AVE PARKING LOT LIGHTS	83.92
041921-3850	96305	04/30/2021	100-345-43103	601 TENNENT AVE CARETAKER'S SHED	186.04
041921-3914	96305	04/30/2021	100-345-43103	FERNANDEZ PARK BALLPARK LIGHTING	358.22
041921-4065	96305	04/30/2021	209-559-43103	2937 PINOLE VALLEY RD TENNIS CT LIGHTS	502.59
041921-4368	96305	04/30/2021	200-342-43103	APPIAN WAY & TARA HILLS TRAFFIC SIGNAL	139.59
041921-4612	96305	04/30/2021	201-343-43103	2100 SAN PABLO AVE FARIA HOUSE	38.77
041921-5274	96305	04/30/2021	201-343-43103	2361 SAN PABLO AVE OLD BANK BUILDING	50.34
041921-6969	96305	04/30/2021	201-343-43103	2361 SAN PABLO AVE PARKING LOT LIGHTS	119.45
041921-7509	96305	04/30/2021	200-342-43103	TARA HILLS DR 500 FT APPIAN WAY TRAFFIC SIGNAL	59.28
041921-7964	96305	04/30/2021	310-348-43103	2680 PINOLE VALLEY RD MEDIAN IRRIGATION SHOPPING C	11.35
041921-9985	96305	04/30/2021	201-343-43103	NEAR 795 FERNANDEZ PARKING LOT LIGHTS	138.30
				Vendor PGE01 - PG&E Total:	**71,786.36**
Vendor: 1009 - PRECISION IT CONSULTING					
11455	96278	04/23/2021	525-118-42510	ADOBE ACROBAT GOV AOO ACROBAT STD	288.10
				Vendor 1009 - PRECISION IT CONSULTING Total:	**288.10**
Vendor: 2173 - REGIONAL GOVERNMENT SERVICES AUTHORITY					
11940	96307	04/30/2021	100-116-42101	PINOLE REVIEW AGREEMENTS MARCH 2021	3,289.85
				Vendor 2173 - REGIONAL GOVERNMENT SERVICES AUTHORITY Total:	**3,289.85**
Vendor: 2127 - RENE ALEXANDER					
INV0006038	96279	04/23/2021	100-111-42514	SMALL BUSINESS ASSISTANCE RELIEF PROGRAM	1,315.78
				Vendor 2127 - RENE ALEXANDER Total:	**1,315.78**
Vendor: 1792 - RODEO AUTOTECH, INC					
0066243	96280	04/23/2021	100-221-42107	REPLACE LEFT REAR TIRE	230.60
				Vendor 1792 - RODEO AUTOTECH, INC Total:	**230.60**

Return to Agenda

Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
Vendor: 1679 - SAFEBUILT, LLC					
68390	96308	04/30/2021	100-231-42101	PLAN CHECK SERVICES MARCH 2021	2,220.60
68390	96308	04/30/2021	212-462-42101	PLAN CHECK SERVICES MARCH 2021	5,809.33
				Vendor 1679 - SAFEBUILT, LLC Total:	**8,029.93**
Vendor: 1714 - SHERRI D. LEWIS					
PC09PINOLE-FY20/21	96309	04/30/2021	212-461-42514	PREPARE MINUTES FOR 3/22/21 PLANNING COMMISSION MT	787.50
				Vendor 1714 - SHERRI D. LEWIS Total:	**787.50**
Vendor: SOU16 - SOUTH BAY REGIONAL PUBLIC SAFETY TRAINING CONSORTIUM					
137228 INV	96310	04/30/2021	100-221-42301	BASIC DISPATCH COURSE-JULIA STRICKLIN	450.00
				Vendor SOU16 - SOUTH BAY REGIONAL PUBLIC SAFETY TRAINING CONSORTIUM Total:	**450.00**
Vendor: SQU00 - SQUARE DEAL GARAGE					
34731	96281	04/23/2021	100-343-42107	FREON AND A/C SYSTEM CHECK FORD F-150 LIC 1493019	173.18
				Vendor SQU00 - SQUARE DEAL GARAGE Total:	**173.18**
Vendor: STA42 - STAPLES BUSINESS CREDIT					
1634196225	96282	04/23/2021	100-115-42201	3/25/21 STATEMENT CITY WIDE OFFICE SUPPLIES	72.17
1634196225	96282	04/23/2021	100-117-42201	3/25/21 STATEMENT CITY WIDE OFFICE SUPPLIES	304.21
1634196225	96282	04/23/2021	100-117-42201	3/25/21 STATEMENT CITY WIDE OFFICE SUPPLIES	16.11
1634196225	96282	04/23/2021	100-117-42201	3/25/21 STATEMENT CITY WIDE OFFICE SUPPLIES	22.49
1634196225	96282	04/23/2021	100-222-42201	3/25/21 STATEMENT CITY WIDE OFFICE SUPPLIES	9.19
1634196225	96282	04/23/2021	100-222-42201	3/25/21 STATEMENT CITY WIDE OFFICE SUPPLIES	355.96
1634196225	96282	04/23/2021	100-231-42201	3/25/21 STATEMENT CITY WIDE OFFICE SUPPLIES	38.82
1634196225	96282	04/23/2021	100-231-42201	3/25/21 STATEMENT CITY WIDE OFFICE SUPPLIES	177.11
1634196225	96282	04/23/2021	100-341-42201	3/25/21 STATEMENT CITY WIDE OFFICE SUPPLIES	25.95
1634196225	96282	04/23/2021	100-341-42201	3/25/21 STATEMENT CITY WIDE OFFICE SUPPLIES	208.55
1634196225	96282	04/23/2021	100-341-42201	3/25/21 STATEMENT CITY WIDE OFFICE SUPPLIES	87.38
1634196225	96282	04/23/2021	100-341-42201	3/25/21 STATEMENT CITY WIDE OFFICE SUPPLIES	25.95
1634196225	96282	04/23/2021	212-462-42201	3/25/21 STATEMENT CITY WIDE OFFICE SUPPLIES	104.75
				Vendor STA42 - STAPLES BUSINESS CREDIT Total:	**1,448.64**
Vendor: KRI01 - TERRI KRIEGER					
042221	96283	04/23/2021	100-117-41101	MAY 2021 RETIREE MEDICARE REIMBURSEMENT	220.20
				Vendor KRI01 - TERRI KRIEGER Total:	**220.20**
Vendor: UNI38 - UNIVAR USA INC					
49064372	96284	04/23/2021	500-641-44303	SOD BISULFITE 25% BULK NSF LIQ	6,243.84
49082574	96311	04/30/2021	500-641-44303	SOD HYPO 12.5% LIQUICHLOR K2 BULK NSF LIQ	3,589.80
49099884	96311	04/30/2021	500-641-44303	SOD BISULFITE 25% BULK NSF LIQ	6,077.57
				Vendor UNI38 - UNIVAR USA INC Total:	**15,911.21**

WARRANT LISTING

Payment Dates: 4/17/2021 - 4/30/2021

Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
Vendor: UNI07 - UNIVERSAL BUILDING SVCS.					
260648-1	96285	04/23/2021	100-343-42108	CORP YARD CUSTODIAL SUPPLIES	107.52
260913-1	96285	04/23/2021	100-231-42104	FD SOAP HAIR/BODY FOAM	81.49
261173	96285	04/23/2021	100-343-42108	CORP YARD CUSTODIAL SUPPLIES	476.02
487010	96285	04/23/2021	100-343-42108	CH MONTHLY JANITORIAL SERVICES MARCH 2021	1,070.00
487011	96285	04/23/2021	100-222-42108	PUBLIC SAFETY BLDG MONTHLY JANITOR SVCS MARCH 2021	2,352.00
487012	96285	04/23/2021	209-557-42108	SWIM CENTER MONTHLY JANITORIAL SERVICES MAR 2021	280.00
487017	96285	04/23/2021	500-641-42108	WPCP MONTHLY JANITORIAL SVCS MARCH 2021	508.00
				Vendor UNI07 - UNIVERSAL BUILDING SVCS. Total:	**4,875.03**
				Grand Total:	**294,506.75**

Return to Agenda

Report Summary

Fund Summary

Fund	Payment Amount
100 - General Fund	95,714.98
105 - Measure S -2006	10,335.00
200 - Gas Tax Fund	1,220.76
201 - Restricted Real Estate Maintenance Fund	1,001.01
209 - Recreation Fund	5,521.38
212 - Building & Planning	39,610.74
215 - Measure C and J Fund	34.53
285 - Housing Land Held for Resale	99.21
310 - Lighting & Landscape Districts	136.35
325 - City Street Improvements	4,960.00
500 - Sewer Enterprise Fund	115,047.05
505 - Cable Access TV	26.18
525 - Information Systems	13,003.27
750 - Recognized Obligation Retirement Fund	7,796.29
Grand Total:	**294,506.75**

Account Summary

Account Number	Account Name	Payment Amount
100-10601	Gas Tanks/Corp Yard	5,986.28
100-110-43103	Utilities/Electricity & Pow...	75.40
100-111-41004	Emp Benefits/PERS Retir...	450.18
100-111-42514	Admin Exp/Special Depart	1,315.78
100-111-43103	Utilities/Electricity & Pow...	99.21
100-112-43103	Utilities/Electricity & Pow...	109.12
100-115-42201	Office Expense	72.17
100-115-43103	Utilities/Electricity & Pow...	271.83
100-116-42101	Prof Svcs/Professional Ser...	5,563.85
100-116-43103	Utilities/Electricity & Pow...	79.37
100-117-41101	Retiree Benefits/Medical-...	4,619.32
100-117-42201	Office Expense	342.81
100-117-43103	Utilities/Electricity & Pow...	882.96
100-221-42107	Prof Svcs/Equipment Mai...	230.60
100-221-42301	Travel & Training/Conf-Re...	450.00
100-222-42101	Prof Svcs/Professional Ser...	15,081.75
100-222-42108	Prof Svcs/Building-Structu...	2,474.50
100-222-42201	Office Expense	870.16
100-222-42514	Admin Exp/Special Depart	32.18
100-222-43103	Utilities/Electricity & Pow...	4,297.79
100-222-43105	Utilities/Cable	170.84
100-223-43103	Utilities/Electricity & Pow...	856.57
100-231-42101	Prof Svcs/Professional Ser...	21,618.60
100-231-42104	Prof Svcs/Paramedic Servi...	81.49
100-231-42107	Prof Svcs/Equipment Mai...	194.42
100-231-42108	Prof Svcs/Building-Structu...	444.31
100-231-42201	Office Expense	215.93
100-231-42301	Travel & Training/Conf-Re...	9,667.00
100-231-43103	Utilities/Electricity & Pow...	4,035.04
100-231-43105	Utilities/Cable	10.67
100-341-42201	Office Expense	347.83
100-343-42107	Prof Svcs/Equipment Mai...	184.06
100-343-42108	Prof Svcs/Building-Structu...	2,015.81
100-343-43103	Utilities/Electricity & Pow...	1,728.80
100-343-44410	Safety Clothing	127.26
100-343-46201	Insurance/General Liability	4,394.90
100-345-42108	Prof Svcs/Building-Structu...	5,639.02
100-345-43103	Utilities/Electricity & Pow...	677.17
105-231-42101	Prof Svcs/Professional Ser...	10,335.00

Return to Agenda

Account Summary

Account Number	Account Name	Payment Amount
200-342-42108	Prof Svcs/Building-Structu...	326.00
200-342-43103	Utilities/Electricity & Pow...	894.76
201-343-42108	Prof Svcs/Building-Structu...	532.60
201-343-42513	Admin Exp/Rent	100.00
201-343-43103	Utilities/Electricity & Pow...	368.41
209-551-38112	Rental Income/Facility Re...	213.00
209-551-42515	Admin Exp/Special Events	252.00
209-552-42108	Prof Svcs/Building-Structu...	370.60
209-552-43103	Utilities/Electricity & Pow...	1,069.75
209-552-43810	Program Cost/Center Mai...	151.65
209-553-42108	Prof Svcs/Building-Structu...	418.00
209-553-43103	Utilities/Electricity & Pow...	13.43
209-554-42108	Prof Svcs/Building-Structu...	351.99
209-554-43103	Utilities/Electricity & Pow...	17.45
209-557-42108	Prof Svcs/Building-Structu...	706.00
209-557-43103	Utilities/Electricity & Pow...	1,446.26
209-558-43103	Utilities/Electricity & Pow...	8.66
209-559-43103	Utilities/Electricity & Pow...	502.59
212-461-34110	Review Fees/Design Revi...	2,130.00
212-461-42101	Prof Svcs/Professional Ser...	12,362.50
212-461-42514	Admin Exp/Special Depart	787.50
212-461-43103	Utilities/Electricity & Pow...	119.05
212-462-42101	Prof Svcs/Professional Ser...	23,807.33
212-462-42201	Office Expense	104.75
212-462-43103	Utilities/Electricity & Pow...	299.61
215-341-43103	Utilities/Electricity & Pow...	34.53
285-464-43103	Utilities/Electricity & Pow...	99.21
310-347-42108	Prof Svcs/Building-Structu...	60.00
310-348-42108	Prof Svcs/Building-Structu...	65.00
310-348-43103	Utilities/Electricity & Pow...	11.35
325-342-47205	Improvements/Streets	4,960.00
500-641-42101	Prof Svcs/Professional Ser...	1,362.93
500-641-42107	Prof Svcs/Equipment Mai...	17,455.51
500-641-42108	Prof Svcs/Building-Structu...	508.00
500-641-42201	Office Expense	101.97
500-641-43103	Utilities/Electricity & Pow...	52,414.40
500-641-44302	Other Materials Supp/Slu...	5,912.95
500-641-44303	Other Materials Supp/Ch...	31,584.12
500-641-44305	Other Materials Supp/Lab...	5,156.00
500-642-43103	Utilities/Electricity & Pow...	551.17
505-119-43103	Utilities/Electricity & Pow...	26.18
525-118-42105	Prof Svcs/Network Maint...	5,880.00
525-118-42510	Admin Exp/Software Purch	974.51
525-118-43101	Utilities/Telephone	6,148.76
750-463-42101	Prof Svcs/Professional Ser...	7,000.00
750-463-43103	Utilities/Electricity & Pow...	796.29
	Grand Total:	**294,506.75**

Project Account Summary

Project Account Key		Payment Amount
None		294,506.75
	Grand Total:	**294,506.75**

Approved By: [signature] Date: 4/29/2021

Return to Agenda

CITY COUNCIL REPORT 7C

DATE: MAY 4, 2021

TO: HONORABLE MAYOR AND COUNCIL MEMBERS

FROM: ERIC CASHER, CITY ATTORNEY

BY: ALEX MOG, ASSISTANT CITY ATTORNEY

SUBJECT: RESOLUTION CONFIRMING CONTINUED EXISTENCE OF LOCAL EMERGENCY

RECOMMENDATION

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

BACKGROUND

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

The California Emergency Services Act requires the City Council to review the need for continuing the local emergency at least once every 60 days. Although the local emergency does not end until terminated by the City Council, the Pinole Municipal Code requires the City Council to review the need for continuing the local emergency every 14 days. The City Council has confirmed the continued existence of the local emergency multiple times since the emergency was first declared, most recently on April 20, 2021.

Additional statistical information regarding COVID-19 within the County is available on the County's website at https://www.coronavirus.cchealth.org/overview. Additional health information regarding COVID-19, including vaccines, is available from the County's COVID-19 website at https://www.coronavirus.cchealth.org/. Information specific to the City of Pinole is available on the City's website at https://www.ci.pinole.ca.us/city_government/coronavirus_covid_19_.

DISCUSSION

There have been significant developments in the containment of COVID-19 over the last two months, which are summarized below.

Current Case Trends

There have now been over 67,900 cases of COVID-19 within the County and approximately 785 deaths. In Pinole, the rate of new cases over the last 14 days is approximately 100 new cases per 100,000 people. This rate is in the middle third of cities in Contra Costa County. This is consistent with trends throughout Contra Costa County and California. After the extreme surge that occurred over the winter months, there was a rapid decline in case numbers in late winter and early spring. Case numbers continue to hold steady or decline.

Currently the estimated rate of infection in Contra Costa County is approximately 0.95. This means that each person with COVID-19 causes 0.95 new infections. When the infection rate is above 1.0, the spread of the diseases is increasing, and when it is below 1.0 the spread of the disease is slowing. This is a positive trend, and the prevalence of COVID-19 continues to decrease in the community. In order for this trend to continue, public health officials advise continuing to practice social distancing will help prevent a new surge.

Vaccines

There has also been significant progress in the administration of the COVID-19 vaccine, with the rate of inoculation significantly increasing. The County estimates that over 70% of residents over the age of 16 have now received the first dose of the vaccine, and around 50% are fully vaccinated. Approximately 15,000 people are vaccinated every day in the County. In Pinole more than 45% of adults have been fully vaccinated, which is similar to the County average. Over 1 million vaccinations have already been administered in the County, a month ahead of the County's May 31 goal.

As of April 15 everyone over the age of 16 is eligible to receive a COVID-19 vaccine in California. Appointments can be made through the County at cchealth.org/coronavirus or by calling 1-833-829-2626, as well as at https://myturn.ca.gov/. In addition, individuals can make appointments through their health care provider or certain local pharmacies, including Walgreens and CVS.

Blue Print for Reopening

California's "Blueprint for a Safer Economy" establishes criteria for loosening and tightening restrictions on activities based on the level of spread of COVID-19. There are currently four tiers. As of the time of publication of the agenda for this meeting, Contra Costa County remains within “moderate” or orange tier. This is the second lowest of the four tiers. The lowest tier is known as the “minimal” or yellow tier. In order to move to the yellow tier, the current cases rate in the County would need to drop by at least 55%. Once the County is in the yellow tier, most indoor business operations will be allowed to open, but modifications will continue to be required. For example, indoor capacity at restaurants would still be limited to 50%. The Governor has announced June 15 as a goal for the date that all restrictions will be lifted, as low as long as: 1) vaccine supply is sufficient for Californians 16 years and older who wish to be inoculated to receive a vaccine; and 2) hospitalization rates are stable and low.

Role of Emergency Declaration

Under State law and the Municipal Code, the City may declare an emergency to respond to conditions of disaster or of extreme peril to the safety of persons and property within Pinole. There are three main reasons for a City to adopt an emergency declaration. First, an emergency declaration gives the City the power to adopt emergency rules and waive certain otherwise applicable procedural requirements. For example, the City has used this power to allow businesses to obtain temporary use permits to operate outside without going through the normal process established by the Zoning Code. The City also used these powers to adopt an eviction moratorium, prior to the enactment of a similar moratorium by the County and State.

Second, an emergency declaration is usually necessary for the City to access certain types of State and Federal emergency funding. This requirement is common for natural disasters and other types of localized emergencies. Because of the widespread nature of the COVID-19 pandemic, State and Federal financial assistance related to COVID-19 has been provided without a requirement that the City maintain a general emergency declaration.

Third, an emergency declaration sends a message to the public that unusual conditions exists that actively threaten the public health, safety or welfare in the community. This is a primary reason for continuing the COVID-19 local emergency declaration. Continuing to renew the emergency declaration helps communicate to the public that the COVID-19 emergency persists. Although case rates are decreasing, and the rate of vaccine administration is increasing, public health officials have advised that this progress is vulnerable to reversal. Public health officials state that it is critical for the public to continue to practice pandemic safety measures, such as wearing masks and practicing social distancing when in public, even if vaccinated.

Terminating the City’s declaration of emergency could send a message to the public that the pandemic is over, or that it is okay to stop COVID-19 safety measures. The declaration of emergency issued by the State of California and Contra Costa County remain in place, and we are not aware that any jurisdiction in the Bay Area has terminated its emergency declaration. At this time, public health and safety concerns for persons and property within the City as a consequence of the global spread of novel coronavirus 2019 continue to exist. We recommend the City Council continue to renew the emergency declaration at this time and reconsider when to terminate the local emergency once Contra Costa County advances to the “minimal” (yellow) tier in the Blueprint for Reopening.

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

FISCAL IMPACT

There is no direct fiscal impact from the adoption of the resolution ratifying a local emergency.

ATTACHMENTS

A. Resolution Confirming Continued Existence of Local Emergency

3744628.1

Return to Agenda

ATTACHMENT A

RESOLUTION 2021-XX

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

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

WHEREAS, in accordance with Government Code Section 8630 and Pinole Code Section 2.32.060, the Director of Emergency Services proclaimed the existence of a local emergency caused by the Novel Coronavirus (COVID-19), a respiratory disease first identified in China that may result in serious illness or death that is easily transmissible from person to person, on March 18, 2020; and

WHEREAS, on March 24, 2020, the City Council ratified and confirmed the proclamation of the existence of a local emergency issued by the Director of Emergency Services; and

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

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

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

WHEREAS, while the rate of new cases of COVID-19 has decreased from previous highs throughout California, including within Contra Costa County, but the rate of new cases remains steady; and

WHEREAS, there have now been over 67,000 cases of COVID-19 and approximately 785 deaths within the County; and

WHEREAS, the rate of new cases in Pinole over the last 14 days is approximately 100 per 100,000 people, which is the same as it was two weeks ago; and

WHEREAS, Contra Costa County remains within the “moderate” tier in the State’s four tier blueprint for a safer economy due to the significant prevalence of COVID-19; and

WHEREAS, administration of the COVID-19 vaccine is progressing rapidly, but only approximately 50% of the adult population in the County has been fully vaccinated; and

WHEREAS, in order to maintain progress in containing the spread of COVID-19, the public must continue to practice appropriate safety measures; and

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

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

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

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

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

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

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

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

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

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

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

PASSED AND ADOPTED at a regular meeting of the Pinole City Council held on the 4th day of May, 2021, by the following vote:

AYES: COUNCILMEMBERS:

NOES: COUNCILMEMBERS:

ABSENT: COUNCILMEMBERS:

ABSTAIN: COUNCILMEMBERS:

I hereby certify that the foregoing resolution was introduced, passed, and adopted on the 4th day of May, 2021.

____

Heather Iopu, CMC
City Clerk

3744627.1

CITY COUNCIL REPORT

7D

DATE: MAY 4, 2021

TO: MAYOR AND COUNCIL MEMBERS

FROM: TAMARA MILLER, DEVELOPMENT SERVICES DIRECTOR / CITY ENGINEER

SUBJECT: APPROVE THE PURCHASE OF EQUIPMENT FOR PUBLIC WORKS

RECOMMENDATION

It is recommended that the City Council adopt a resolution approving the purchase of three pieces of equipment and authorize the City Manager to approve the purchase agreements in conformance with the Procurement Policy.

BACKGROUND

Public Works maintains a large portfolio of public infrastructure, and Public Works relies upon a fleet of equipment to achieve needed outcomes for the City infrastructure. On November 3, 2020, the City Council of Pinole approved the budget allocations for the purchase of six pieces of equipment that due to age or changes in air regulations need to be replaced.

Staff requested bids through Sourcewell, a cooperative purchasing organization for government agencies. This type of purchasing is addressed in and compliant with the newly adopted City of Pinole Procurement Policy.

REVIEW AND ANALYSIS

City staff has received and reviewed bids from vendors to purchase the pieces of equipment, illustrated in the following table. Also included are preliminary cost estimates for the recommended equipment provided to Council on November 3, 2020. Each of the bids meets our expectations for form, function, and price.

Equipment Name	Budget Approval	Bid Price
Hydro Flush Truck	$310,000	$265,504.74
Vacuum Truck	$350,000	$365,538.06
Dump Truck	$130,000	$116,248.99
	$790,000	$747,291.79

Purchases of this scale require Council approval of the purchase agreements as per the Procurement Policy.

FISCAL IMPACT

The funding sources approved on November 3, 2020 are adequate to make these purchases as follows. The cost of the Dump Truck will come from Measure S 2014 Fund 106 and Equipment Reserve Fund 160. The cost for both the Hydro Flush Truck and the Vacuum Truck will be split 2/3 to Sewer Fund 500 and 1/3 to Solid Waste Project Fund 214.

ATTACHMENTS

Attachment A: Resolution
Attachment B: Bid Documents

Return to Agenda

ATTACHMENT A

RESOLUTION NO. 2021-___

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PINOLE, COUNTY OF CONTRA COSTA, STATE OF CALIFORNIA, TO APPROVE THE PURCHASE OF EQUIPMENT FOR PUBLIC WORKS

WHEREAS the City of Pinole Public Works is responsible for maintaining the City's infrastructure; and

WHEREAS Pinole Public Works relies of its equipment to achieve the needed maintenance outcomes; and

WHEREAS the City is required to replace a Dump Truck, Hydro Flush Truck and Vacuum Truck as they each no longer comply with air emission regulations; and

WHEREAS funding was approved on November 3, 2020; and

WHEREAS City staff solicited bids through Sourcewell, a cooperative purchasing organization for government agencies; and

WHEREAS funds for the Dump Truck will come from Measure S2014 Fund 106; and

WHEREAS funds for both the Hydro Flush Truck and the Vacuum Truck will be split 66.7% to Sewer Fund 500 and 33.3% to Solid Waste Project Fund 214.

NOW THEREFORE, BE IT RESOLVED that the City Council of the City of Pinole does hereby approve the purchase of the three pieces of equipment and authorize the City Manager to approve the purchase agreements in conformance with the Procurement Policy.

PASSED AND ADOPTED at a regular meeting of the Pinole City Council held on the 4th day of May 2021 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 4th day of May 2021.

____
Heather Iopu, CMC
City Clerk

Return to Agenda

ATTACHMENT B

NIXON-EGLI EQUIPMENT CO.

www.nixon-egli.com

 SO. CALIFORNIA: 2044 South Vineyard Avenue, Ontario, CA 91761 • (909) 930-1822 • FAX (909) 923-2356
 NO. CALIFORNIA: 800 East Grant Line Road, Tracy, CA 95376 • (209) 830-8600 • FAX (209) 830-8884

March 12th, 2021

Sourcewell Formerly NJPA Awarded Contract

Pinole Public Works Dept.
11 Tennent Ave
Pinole, CA 94564

Pinole Contract# 20136
SECoA Contract# 122017-SCA
Quote# 100181

Attention: Joseph Bingaman

Reference: Updated Sewer Equipment 800H Quote

Dear Mr. Bingaman,

We are pleased to quote you one (1) new **Sewer Equipment Company of America Model 800-H ECO Truck Mounted High Pressure Sewer Cleaner** unit including the following Standard and Optional (Included in Bold) features:

<u>**Chassis**</u>

- Freightliner M2 106V Conventional Chassis
- Cummins B6.7 250 Horsepower Diesel engine
- Allison 3000 RDS Automatic transmission – 6 speed
- 162” Wheelbase and 97” Cab to Axle
- 33,000 GVWR 12,000 lb. front axle, 21,000 lb. rear axle
- Fuel Tank - 50 US Gallons – LH Mount – Aluminum
- Air ride driver and passenger seats
- Dual West Coast style side mirrors - heated
- Air conditioning
- Gray interior and seat belts
- AM/FM radio
- Cab air suspension
- Steel wheels-painted
- Michelin tires

<u>**Engine & Pump:**</u>

- Hydrostatic Drive via Trans Power PTO
- Tachometer / Hour Meter
- Air Purge Valve
- Recirculation System
- **Giant 80 GPM at 2500 PSI Triplex Water Pump**
- **Giant Pump Pulsation System**

<u>**Tank & Fill:**</u>

- 1500 Gallon Duraprolene Water Tank with 10 Year Warranty
- 2.5” Hydrant fill system
- **Fill hose storage rack**
- **Tank Access Ladder**

NIXON-EGLI EQUIPMENT CO.

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 NO. CALIFORNIA: 800 East Grant Line Road, Tracy, CA 95376 • (209) 830-8600 • FAX (209) 830-8884

Hose Reel & Hose:
- Rear Mounted Fixed Safety Reel
- **Upgraded Hose Reel Capacity**
- **800' of 1" Piranha Sewer Hose, Rated at 2500 PSI**
- **25' x 1" Leader Hose**
- **Digital "Smart Counter" Footage Meter**
- **Mechanical Footage Meter**
- **Automatic Levelwind with Hydraulic Up/Down Action**
- **Hydraulic Pressure Gauge**

Electrical & Lighting:
- Lighted NEMA 4 Control Panel
- **Water Pump Compartment Light**
- **LED Flood Light, Mounted on Hose Reel**
- **Placeable LED Flood Light with Cord Reel and Magnet**
- **(2) LED Strobe Lights, Mounted Top Rear**
- **(2) LED Arrow Sticks, Front & Rear Mounted**
- **Handheld Wireless 12v/110v Rechargeable LED Spotlight and Storage Bracket**
- **LED Flush Mounted Strobe Package: (2) Grill Mounted, (2) Driver Side Shroud, (2) Passenger Side Shroud, (2) Rear Shroud**
- **Wireless Remote-Control Pendant**

Truck:
- Mudflaps
- Bumper / Hitch Receiver
- LED D.O.T. approved lighting
- Painted Steel Shroud Enclosure with (2) Roll-Up Side Doors & Rear Canopy Door
- **Steel Skirting & (5) Aluminum Toolboxes**
- **Long Handled Tool Storage, (2) 4" Tubes**
- **Roll-Out Root Cutter Maintenance Box**
- **Rear Back-Up Camera with 7" Color Monitor**
- **(6) D.O.T. Safety Cones and Holder**

Accessories:
- BB Hose guide
- Tri-Star (chisel point) nozzle
- DD (high flow) nozzle
- Finned nozzle extension
- Nozzle rack
- 25' Fill hose
- Upstream pulley guide
- **(2) Paper Owner's Manual**
- **(1) USB Owner's Manual**

Return to Agenda

NIXON-EGLI EQUIPMENT CO.

www.nixon-egli.com

□ SO. CALIFORNIA: 2044 South Vineyard Avenue, Ontario, CA 91761 • (909) 930-1822 • FAX (909) 923-2356
□ NO. CALIFORNIA: 800 East Grant Line Road, Tracy, CA 95376 • (209) 830-8600 • FAX (209) 830-8884

Sourcewell SECoA 800-H ECO price:	$158,924.00
Sourcewell Discount (3%):	($4,767.72)
Sub Total:	$154,156.28
Freightliner Chassis:	$74,800.00
PDI, Training, Start Up:	$4,000.00
Taxable Subtotal:	$232,956.28
9.25% Sales Tax:	$21,548.46
Freight:	$11,000.00
Sales Price with Tax:	**$265,504.74**

The above price(s) are valid for 30 days and are plus all applicable tax.

Thank you for the opportunity to quote on your equipment needs. Should you have any further questions, please feel free to contact me.

Sincerely,

NIXON-EGLI EQUIPMENT CO.

Evan Haase

Evan Haase
Municipal Area Manager
(510) 301-7715
ehaase@nixonegli.com

MUNICIPAL MAINTENANCE EQUIPMENT

CSLB #980409
DIR 1000004282
www.source-mme.com
Toll Free 1-888-484-9968

March 22, 2021

City of Pinole Corporation Yard
11 Tennent Avenue
Pinole, CA 94564

Tel: 510-724-9810
Cell: 510-724-8927
jbingaman@ci.pinole.ca.us

Attention: Joe Bingaman

We are pleased to provide the enclosed contract pricing sheet off the Sourcewell Contract No. 122017-AMI for the Vac-Con Model V230H/500 Combination Sewer and Storm Drain Cleaner mounted on a new Freightliner 108SD 4x2 truck chassis for your review.

Summary:	Complete Unit per attached Sourcewell price sheet	
	Price F.O.B. Pinole, CA	$334,579.00
	9.25% Estimated Sales Tax	30,948.56
	CA Tire Fee (6 @ $1.75 Each)	10.50
	Total	$365,538.06

- **City's Purchase Order to be prepared and sent directly to Vac-Con, Inc.**
  969 Hall Park Road Green Cove Springs, FL 32043
  M.J. Dubois (410) 924-1004 mjdubois@ducollc.com
- Municipal Maintenance Equipment, Inc. is the local dealer and will provide on-site training, warranty support, and future service for the Stertil-KONI products
- Pricing includes delivery and on-site training.
- Normal delivery 90-150 days A.R.O., depending on chassis availability.
- Sales tax applicable at time of delivery will be shown on invoice.
- Terms per Sourcewell Program.

Thank you for your interest in this fine product. Should you have any questions or need additional information, please let us know. We look forward to being of service.

Sincerely,
Municipal Maintenance Equipment, Inc.

James Wheeler,
General Manager

VAC-CON MORE POWER TO YOU

03/21/2021

COMBINATION JET/VACUUM SEWER CLEANER

Sourcewell Contract: 122017-AMI/VAC

Customer: CITY OF PINOLE

Shipping: CALIFORNIA

Requirement Specification	
Combination jet/vacuum sewer cleaner with all standard equipment V230H/500	
Freightliner model 108SD 4 x 2 chassis 37,000 GVWR , 270 HP Engine	
Body mounting on Chassis	
Telescopic Boom, 8" Intake System	
Front mounted Swivel hose reel	
500 Gallon polyethylene water tank capacity with 10 year warranty	
600' x 3/4" Jet rodder hose	
0-30GPM/3000PSI water system with 3/4" hose	
6" Knife valve with center post and handle	
Automatic vacuum breaker	
Hydraulic rear door locks	
Hydraulic rear door opener, removes door grabber	
Rear splash guard (2 - 10 O'clock) tank mounted	
Water & Debris tanks tied together	
Water tank side panels, Diamond plate aluminum	
1/4 Turn ball valve water drain	
50' Capacity retractable hand gun hose reel	
Air purge system	

Requirement Specification	
Debris body Power Flush-out system with 8 jets	
Gate valve at water pump inlet	
Variable flow valve	
Hose footage counter (Curbside)	
Centrifugal Compressor Quiet Silencer	
Two Cone storage racks, rear of frame	
Rear mounted tow hooks	
Remote boom grease zerk assembly	
Remote debris tank grease assembly	
LED 4 Strobes - (2) front bumper, (2) rear bumper	
Two LED Arrow stick(s)	
Boom mounted LED flood lights	
LED Flood light to view level wind guide with guard	
LED Rear mounted flood light with limb guards	
Two LED Strobes with limb guards, rear debris tank mounted	
Midbody LED strobes	
Two Mirror mounted LED strobe lights	
Low water alarm with light	
Rear camera placement	
Traffic camera with color monitor	
16" x 13" x 72" Aluminum side mounted tool box	
3/4" x 15' Leader hose	
Two Additional pipe rack(s)	
Folding pipe rack, Tank mounted, Driver side	

Requirement Specification	
16" x 42" x 48" Aluminum storage box, Drivers side behind cab	
5' x 8" Aluminum pipe extension	
Vac-Con unit painted: Elite White	
Safety Striping package - White	
Air seat, Passenger	
Local dealer pre delivery and inspection	
On site customer training	
Delivery to customer facility	
TOTAL PRICE OFFERED TO SOURCEWELL MEMBER	**$334,579.00**
SALES TAX - 9.25%	**$30,948.56**
California Tire Fee	**$10.50**
TOTAL PRICE OFFERED TO SOURCEWELL MEMBER INCLUDING TAX	**$365,538.06**

Delivery is _____ Days after receipt of order.

SOURCEWELL CONTRACT NO 122017-AMI/VAC

VENDOR/CONTRACT HOLDER: VAC-CON, INC. 969 HALL PARK RD GREEN COVE SPRINGS, FL 32043

CONTACT: M.J. DUBOIS EMAIL: MJDUBOIS@DUCOLLC.COM PHONE: 410-924-1004

Return to Age

KENWORTH

NORCAL KENWORTH-BAY AREA
1755 ADAMS AVE. - SAN LEANDRO, CA 94577
TELEPHONE: (510)836-6100 FAX: (510)836-2270

NORCAL KENWORTH-MORGAN HILL
16715 CONDIT RD. - MORGAN HILL, CA 95037
PH: (408)842-5383 FAX: (408)843-9699

NORCAL KENWORTH-SACRAMENTO
707 DISPLAY WAY - SACRAMENTO CA 95838
TELEPHONE: (916)371-3372 FAX: (916)371-0737

NORCAL KENWORTH-ANDERSON
20769 INDUSTRY RD. - ANDERSON, CA 96007
PH:(530)222-1212 FAX:(530)722-0934

PURCHASE ORDER

DE-09673/2021-05813

NAME CITY OF PINOLE DATE 03/16/2021

ADDRESS 2131 PEAR STREET PINOLE, CA 94564 TELEPHONE (510)724-8947

PLEASE ENTER MY ORDER AS FOLLOWS:

QUANTITY	X NEW / USED	YEAR	MAKE	MODEL	# OF AXLES	COLOR	USED TRK #	SALESPERSON
1		2022	Kenworth	T370	2	WHITE		David Cedillo

MILEAGE	WEIGHT	LICENSE #	EXPIRATION	DELIVERY DATE	SERIAL NUMBER
	33000				

BODY DESCRIPTION:Truck

COUNTY: Contra Costa - Pinole, City of

REMARKS

T370 Chassis as per spec. Unit to have standard warranties, Extended coverages maybe purchased at time of Invoice. Norcal KW is Packaging a body on this proposal, Norcal Does not assume any body related warranties for Defects or Workmanship. End user mus

LEGAL OWNER:

SALES PRICE (PER UNIT)	**$74,833.44**
10FT E-10 DUMP BODY W/ High Lift Gate.	$31,409.70
SUBTOTAL	**$106,243.14**
FEDERAL EXCISE TAX	$0.00
SALES TAX 9.250%	$9,835.35
DMV FEES @ 33000	$75.00
DOC FEES	$85.00
TIRES	$10.50
OUT OF STATE FEE	$0.00
TOTAL PRICE (PER UNIT)	**$116,248.99**
	$0.00

PHYSICAL DAMAGE ☐ YES ☒ NO

CREDIT LIFE ☐ YES ☒ NO

UNLESS THE MANUFACTURER OR THE DEALER HAS ISSUED SPECIFIC WARRANTY ON THIS VEHICLE SEE THE DISCLAIMER OF WARRANTY ON THE BACK OF THIS CONTRACT.

DEPOSIT ☐ CHECK ☐ CREDIT CARD ☐ CASH CHECK NUMBER DEPOSIT $0.00

TRADE INFORMATION

YEAR	MAKE	MODEL	# OF AXLES	SERIAL NUMBER	MILEAGE	WEIGHT

BODY

APPRAISAL DATE

$0.00

TRADE ALLOWANCE AS APPRAISED	TRADE PAYOFF
$0.00	$0.00

$0.00

UNPAID BALANCE (PER UNIT) **$116,248.99**

Your signature and subsequent acceptance by the Branch Manager creates a potential sale of this vehicle subject to your providing verifiable financing in place within 7 working days hereof.

PURCHASERS CERTIFICATION

1. I hereby certify that this order includes all of the terms and conditions on both the face and reverse side hereof, that this order cancels and supersedes any prior agreement and as of the date hereof comprises the complete and exclusive statement on the terms of the agreement relating to the subject matters covered hereby, and

2. I have reviewed this order and fully understand that my new unit will be equipped only with the optional equipment specifically listed on the face of this order plus all standard equipment as designated by the manufacturer at time of delivery; and

3. I certify that I am of legal age to execute binding contracts in these state. I have read the printed matter on the front and back hereof, and agree to it as a part of this order the same as if it were printed above my signature.

THIS ORDER NO VALID UNLESS SIGNED AND ACCEPTED BY THE DEALER OR AN AUTHORIZED MANAGER

APPROVED ______________________
Dealer or Authorized Representative

Signed ______________________ Purchaser

Purchaser's Name CITY OF PINOLE

Street Address 2131 PEAR STREET Contra Costa - Pinole, City of County

City, State and Zip PINOLE, CA 94564

Business Phone (510)724-8947

Return to Agenda

CONTINUATION OF TERMS AND CONDITION CONSTITUTING A PART OF PURCHASE ORDER

Provisions Applicable On Sale Of New Vehicles

1. PRICE REVISION: In the event the price to Dealer of the series and body type order by Purchaser is changed by the manufacturer prior to delivery to purchase, Dealer has the right to accordingly change the cash delivered price to Purchaser, provided that if Purchaser does not agree with such price change, Purchaser may cancel Purchase Order, in which event if a used vehicle has been traded-in as a part of the consideration for the vehicle purchased by Purchaser upon payment of a reasonable charge for storage and repairs (if any) or, if such traded-in vehicle has been previously sold by Dealer the amount received therefore less a selling commission of 15% and any expense (for storage, insuring, conditioning, or advertising) shall be returned to Purchaser.

2. It is understood that there is no relationship of principal and agent between the dealer and manufacturer and that the dealer is not authorized to act, or attempt to act, or represent himself, directly or by implication, as agent of the manufacturer, or in any manner assume or create, or attempt to assume or create, any obligation on behalf of or in the name of the manufacturer.

3. There are NO WARRANTIES, express or implied, made by the Selling Dealer or the Manufacturer on the new vehicle or chassis described on the front of this order, except the most recent printed manufacturers warranty or warranties applicable to such new vehicle or chassis which are made a part of this order as of here set forth in full. A copy of such manufacturer's warranty or warranties will be furnished to the purchaser upon delivery or vehicle or chassis, and they shall be expressly, IN LIEU OF any other express or implied warranty, condition or guarantee on the new vehicle, chassis, or any part therefore, including any implied WARRANTY of MERCHANTABILITY or FITNESS and of any other obligation on the part of the manufacturer or the Selling Dealer.

4. NO WARRANTIES, express or implied, of MERCHANTABILITY or FITNESS or otherwise, are made by the Selling Dealer or the manufacturer with respect to any used vehicle or chassis described on the front or this order except such warranty, if any, as may be expresses completely in writing by the Selling Dealer or the manufacturer on this order or separate instrument delivered to the purchaser. The applicability of any such warranty shall be subject to all the terms and conditions thereon stated.

Provisions Applicable On Sale Of Either A New Or Used Vehicle

1. DISCLAIMER OF WARRANTY ON NEW OR USED VEHICLE: The dealer hereby expressly disclaims all warranties, either expressed or implied, including any implied warranty of merchantability or fitness for a particular purpose, and the dealer neither assumes nor authorizes any other person to assume for it any liability in connection with the sale of the vehicle.

1A. NOTIFY SELLER WITHIN 20 DAYS: Purchaser shall give notice to seller of any breach of contract or breach or express of implied warranty applicable to the goods within twenty (20) days of the time he/she discovers or should have discovered the said breach or the purchaser shall be barred from any remedy for the breach. Purchaser shall thereafter return the goods to the seller, or anyone designated by the seller, within twenty (20) days after the notice of breach to allow the seller the opportunity to cure the said breach or the purchaser shall be barred from any remedy for the breach.

2. USED TRUCK "AS IS" DISCLOSURE: This Unit is being sold "AS IS". This means that if there is anything wrong with this vehicle after you accept delivery of it you, not Pacific Holding Company, are responsible for any repair.
Again you are buying this unit "AS IS". No warranty is expressed or implied, nor is Pacific Holding Company or its representatives saying that this unit is suitable for any function or task. We specifically do not warrant, guarantee, or promise that it is free of any defects whether they are known or unknown to us or apparent to you.

By signing this document you are assuring us that you have done the following:

1. Inspected the truck and found it to be as we represented it to you. All repairs that we told you we would do have been done.
2. No one in the dealership has made any promises to you that have not been met.
3. You understand this document and agree to its terms.

3. REAPPRAISAL OF THE TRADED-IN VEHICLE: If as vehicle has been traded in as a part of the consideration for the vehicle ordered by purchaser hereunder and such vehicle is not delivered to Dealer until delivery to purchaser of the vehicle purchased by purchaser, such traded-in vehicle shall be reappraised at that time and such reappraisal value shall determine the allowance made for such vehicle. In no event will the vehicle fail to comply with dealer's trade package agreement without reappraisal. If such reappraisal value is lower than the original allowance therefore shown on the face of the Purchase Order. Purchaser may, if dissatisfied therewith, cancel this Purchase Order, provided, however, that such right to cancel is exercised prior to delivery of the vehicle ordered hereunder to the purchaser and surrender of the traded-in vehicle to Dealer.

4. PURCHASER'S WARRANTY OR TITLE: Purchaser Warrants that the traded-in vehicle is his/hers property free and clear of all liens and encumbrances except as otherwise noted on the title and he/she will deliver a certificate thereto promptly.

5. FAILURE OR REFUSAL TO ACCEPT DELIVERY: Unless this Purchase Order shall have been cancelled by Purchaser under and in accordance with the provision of paragraphs "1" or "1A" above, Dealer shall have the right, upon failure or refusal of purchaser to accept delivery of the vehicle ordered to comply with the terms of this Purchase Order, to retain as liquidated damages any cash deposit made by Purchaser, and, in the event a vehicle has been traded-in as a part of the consideration for the vehicle ordered by Purchaser hereunder to sell such traded-in vehicle and reimburse himself with the proceeds of such sale for the expense specified in paragraph "1" above and for such other expenses and losses as Dealer may incur or suffer as a result of such failure or refusal by Purchaser

thereof covered by the Purchase Order where such failure to deliver or delay is due, in whole or in part, to any cause other than the negligence of Dealer

Signature____ Date____________________

Return to Agenda

CITY COUNCIL REPORT

7E

DATE: MAY 4, 2021

TO: MAYOR AND COUNCIL MEMBERS

FROM: MARKISHA GUILLORY, FINANCE DIRECTOR
ROY SWEARINGEN, CITY TREASURER

SUBJECT: RECEIVE THE QUARTERLY INVESTMENT REPORT FOR THE QUARTER ENDING MARCH 31, 2021

RECOMMENDATION

Receive the Quarterly Investment Report for the quarter ending March 31, 2021.

BACKGROUND

The City of Pinole Investment Policy requires that a Quarterly Investment Report be submitted to the City Council. The attached Investment Report for the quarter ended March 31, 2021 conforms to the City's Investment Policy as well as all applicable State and federal requirements, particularly California Government Code Section 53646.

The funds that the City invests, and which are reported in the Quarterly Investment Report, are comprised of cash and investment balances across all City funds. The cash and investment balances across all City funds are "pooled" for investment purposes, with the exception of the General Reserve, which is discussed further below. Interest earned on investments is allocated to the various funds based on the cash balances of those funds.

The City also maintains a Pension Section 115 Trust that was established for the purpose of setting aside resources to offset anticipated significant increases in future City pension costs. The cash and investments in the Trust are designated as restricted fund balance in the City's General Fund. These funds are invested according to the policy objectives and guidelines of the City's Pension Investment Policy, which is separate from the City's general Investment Policy under which pooled cash is invested.

REVIEW AND ANALYSIS

All investments held at March 31, 2021 conform to the City's Investment Policy and all applicable State and federal requirements.

Investment Instruments

The City Treasurer and Finance Director select the instruments in which to invest the City's funds in order to best meet the objectives laid out in the City's Investment Policy. The balances held in different investment instruments at March 31, 2021 are noted in Attachment A. The bulk of the City's investment funds are invested in the State of California's Local Agency Investment Fund (LAIF), because of the safety and liquidity of the investment pool.

Funds in the City's General Reserve are maintained in an account that is separate from the rest of the pooled funds. This enables the Finance Director to implement a directed investment plan for the General Reserve funds. The City's practice has been to invest these funds in instruments with longer duration, thereby yielding greater investment earnings.

Investment Yield and Duration

The aggregate yield of the City's investment portfolio for the quarter ended March 31, 2021 is summarized in Attachment A. LAIF yields have decreased over the past year and are lower than long-term investment yields in most cases. Earnings on investments held until maturity typically fluctuate with market conditions and are considered "unrealized" prior to maturity. The City expects to yield a gain on all investments at maturity.

The Federal Reserve has kept interest rates relatively unchanged since March 2020. The Federal Funds yield has historically been similar to LAIF's yield (Pooled Money Investment Account (PMIA)). Currently the Federal Funds yield is below LAIF.

Investment Strategy

The City utilizes a passive investment management approach by buying and holding securities until maturity. A "laddered maturity" investment strategy is applied to the long-term portion of our investment portfolio. A laddered portfolio is structured with securities that have different maturity dates. As securities are called or mature, proceeds are reinvested in a new security with another long term at the end of the ladder. Laddering helps to minimize interest-rate risk, increase liquidity, and diversify credit risk.

Staff continues to monitor rates of return on City funds invested and make modifications to best achieve the objectives laid out in the Investment Policy.

Cash Flows

The funds held in investments, as well as the very small amount of funds that the City maintains in traditional bank savings accounts with Mechanics Bank and which are not reported in the Quarterly Investment Report, provide the working capital for the City's operations. There are sufficient funds as of March 31, 2021 to cover ongoing expenditures.

Pension Section 115 Trust

The Pension Section 115 Trust comprises a diversified portfolio of investments consistent with the Trust's objectives and liquidity requirements. The portfolio summary for the quarter ending March 31, 2021 is included in attachment (B) to this report.

FISCAL IMPACT

There is no fiscal impact from receiving the Quarterly Investment Report.

ATTACHMENTS

A –Investment Report - Quarter Ending March 31, 2021

B -Pension Section 115 Trust Investment Report – Quarter Ending March 31, 2021

Return to Agenda

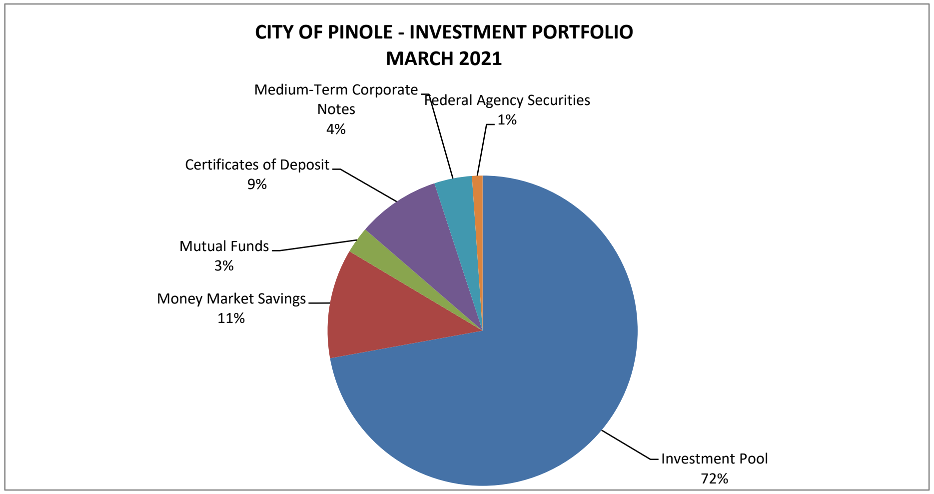
ATTACHMENT A

CITY OF PINOLE
INVESTMENT REPORT MARCH 2021
PORTFOLIO SUMMARY

Investments		Par Value		Market Value		Book Value	% of Portfolio	Days to Maturity	Yield	Weighted Average Maturity
Investment Pool - LAIF		29,408,022		29,445,366		29,445,366	64.76%	1	0.357	1
Investment Pool - CalTrust		3,362,746		3,362,746		3,362,746	7.40%	1	0.225	0
Money Market Savings		5,182,098		5,182,098		5,182,098	11.40%	1	0.027	0
Mutual Funds		1,259,403		1,259,403		1,259,403	2.77%	1	0.995	0
Certificates of Deposit		3,843,000		3,930,218		3,930,218	8.64%	821	1.561	5
Medium-Term Corporate Notes		1,750,000		1,787,385		1,787,385	3.93%	437	2.640	6
Federal Agency Securities		500,000		501,185		501,185	1.10%	1,563	0.680	17
Subtotal Investments	$	45,305,269	$	45,468,400		45,468,400	100.00%	471	1.029	5
								Average Years:		**1.3**
Cash										
Mechanics Bank - Vendor Checking *		1,037,363		1,037,363		1,037,363		1		
Bank of the West - Payroll Checking *		591,806		591,806		591,806		1		
Bank of the West - Checking (Credit Card Clearing) *		489,910		489,910		489,910		1		
Subtotal Cash		2,119,078		2,119,078		2,119,078		1		
Total Cash and Investments	**$**	**47,424,347**	**$**	**47,587,478**	**$**	**47,587,478**				

*Not included in yield calculations

The above investments are consistent with the City's Investment Policy and allowable under current legislation of the State of California. Investments were selected using safety, liquidity and yield as the criteria. The source of the market values for the investments are provided by US Bank in accordance with the California Government Code requirement. The City has sufficient cash flow to cover anticipated expenditures through the next six months.



Return to Agenda

CITY OF PINOLE
INVESTMENT REPORT MARCH 2021
PORTFOLIO DETAILS

Type / Account Number	CUSIP	Issuer	Investment Description	Manager	GL Acct #	Par Value	Market Value	Book Value	Rate	Yield	Days to Maturity	S&P Rating	Maturity Date	Weighted Average Maturity
Investment Pool														
		Local Agency Investment Fund (LAIF)	Pooled Treasury - State of California	LAIF	999-10201	29,408,022	29,445,366	29,445,366	0.357	0.357	1	N/A		1
		CalTrust - Short Term Fund (City)	Pooled Treasury - Joint Power Financing Authority	CalTrust	999-10202	24,521	24,521	24,521	0.290	0.290	1	N/A		0
		CalTrust - Medium Term Fund (City)	Pooled Treasury - Joint Power Financing Authority	CalTrust	999-10203	3,338,225	3,338,225	3,338,225	0.160	0.160	1	N/A		0
			Subtotal and Average			32,770,768	32,808,112	32,808,112	0.269	0.269	1			0
Money Market Savings														
		Mechanics Bank	Money Market Savings (City)	City	999-10102	3,248,630	3,248,630	3,248,630	0.040	0.040	1	N/A		0
		Bank of the West	Money Market Savings - Police Evidence Trust	City	999-10104	107,763	107,763	107,763	0.010	0.010	1	N/A		0
84501100	999491905	Wells Fargo Bank	Money Market - WPCP Escrow	Wells Fargo	503-10302	1,825,705	1,825,705	1,825,705	0.030	0.030	1	N/A		0
			Subtotal and Average			5,182,098	5,182,098	5,182,098	0.027	0.027	1			0
Mutual Funds														
19-516680		U.S. Bank	Accrued Income - City Reserve	US Bank	150-10110	21,966	21,966	21,966	1.980	1.980	1	N/A		0
19-516680	31846V203	1st American Government Obligation Fund	Mutual Fund Shares - Class "D" - City Reserve	US Bank	150-10110	1,237,437	1,237,437	1,237,437	0.010	0.010	1	N/A		0
			Subtotal and Average			1,259,403	1,259,403	1,259,403	0.995	0.995	1			0
Certificates of Deposit														
19-516680	02007GLR2	Ally Bank	Certificates of Deposit - City Reserves	US Bank	150-10110	247,000	253,039	253,039	1.800	1.760	561	N/A	9/12/2022	3
19-516680	064520BG3	Bank of Princeton	Certificates of Deposit - City Reserves	US Bank	150-10110	250,000	250,375	250,375	0.500	0.500	1,401	N/A	12/30/2024	8
19-516680	05580ATL8	Bmw Bank North America	Certificates of Deposit - City Reserves	US Bank	150-10110	247,000	253,990	253,990	1.800	1.750	653	N/A	12/13/2022	4
19-516680	140420A59	Capital One Bank	Certificates of Deposit - City Reserves	US Bank	150-10110	248,000	249,203	249,203	1.600	1.590	156	N/A	8/3/2021	1
19-516680	29976DQ86	Everbank Jacksonville FL	Certificates of Deposit - City Reserves	US Bank	150-10110	125,000	125,674	125,674	1.500	1.490	165	N/A	8/12/2021	0
19-516680	38149MAY9	Goldman Sachs BK USA New York	Certificates of Deposit - City Reserves	US Bank	150-10110	246,000	258,930	258,930	2.600	2.470	827	N/A	6/5/2023	5
19-516680	58404DFE6	Medallion Bk Salt Lake City	Certificates of Deposit - City Reserves	US Bank	150-10110	249,000	254,767	254,767	1.700	1.660	568	N/A	9/19/2022	3
19-516680	59013KCZ7	Merrick Bank	Certificates of Deposit - City Reserves	US Bank	150-10110	249,000	257,760	257,760	1.650	1.590	943	N/A	9/29/2023	5
19-516680	61690UGW4	Morgan Stanley Bank Na	Certificates of Deposit - City Reserves	US Bank	150-10110	246,000	258,945	258,945	2.600	2.470	828	N/A	6/6/2023	5
19-516680	61760AF46	Morgan Stanley Private Bk Natlassn	Certificates of Deposit - City Reserves	US Bank	150-10110	246,000	258,945	258,945	2.600	2.470	828	N/A	6/6/2023	5
19-516680	70212VAB4	Partners Bk helena Ark	Certificates of Deposit - City Reserves	US Bank	150-10110	247,000	247,069	247,069	0.600	0.600	1,583	N/A	6/30/2025	9
19-516680	84223QAN7	Southern Bankcorp Bank	Certificates of Deposit - City Reserves	US Bank	150-10110	250,000	250,663	250,663	0.500	0.500	1,335	N/A	10/25/2024	7
19-516680	856285QG9	State Bk Indiana New York N Y	Certificates of Deposit - City Reserves	US Bank	150-10110	250,000	251,023	251,023	1.000	1.000	1,579	N/A	6/26/2025	9
19-516680	85916VDN2	Sterling Bank of Poplar Bluff	Certificates of Deposit - City Reserves	US Bank	150-10110	247,000	255,638	255,638	1.650	1.590	932	N/A	9/18/2023	5
19-516680	9497485W3	Wells Fargo Bank	Certificates of Deposit - City Reserves	US Bank	150-10110	249,000	249,824	249,824	1.750	1.740	109	N/A	6/17/2021	1
19-516680	949495AF2	Wells Fargo Bank Natl Bk West	Certificates of Deposit - City Reserves	US Bank	150-10110	247,000	254,375	254,375	1.850	1.800	670	N/A	12/30/2022	4
			Subtotal and Average			3,843,000	3,930,218	3,930,218	1.606	1.561	821			5
Medium-Term Corporate Notes														
19-516680	478160BT0	Johnson Johnson	2.05% Corporate MTN 3/1/23 - City Reserves	US Bank	150-10110	750,000	771,345	771,345	2.050	1.990	731	AAA	3/1/2023	12
19-516680	594918BW3	Microsoft Corp	2.40 % Corporate MTN 02/06/22- City Reserves	US Bank	150-10110	500,000	508,235	508,235	2.400	2.360	343	AAA	2/6/2022	4
19-516680	94988J5T0	Wells Fargo Bank Na	3.625 % Corporate MTN 10/22/21- City Reserves	US Bank	150-10110	500,000	507,805	507,805	3.625	3.570	236	A+	10/22/2021	3
			Subtotal and Average			1,750,000	1,787,385	1,787,385	2.692	2.640	437			6
Federal Agency Securities														
19-516680	3133ELH80	Federal Farm Credit Bks	.680% Agency Bond 6/10/25	US Bank	150-10110	500,000	501,185	501,185	0.680	0.680	1,563	AA+	6/10/2025	17
			Subtotal and Average			500,000	501,185	501,185	0.680	0.680	1,563			17
			Investment Portfolio Total and Average			**$ 45,305,269**	**$ 45,468,400**	**$ 45,468,400**	**1.045**	**1.029**	**471**			**5**

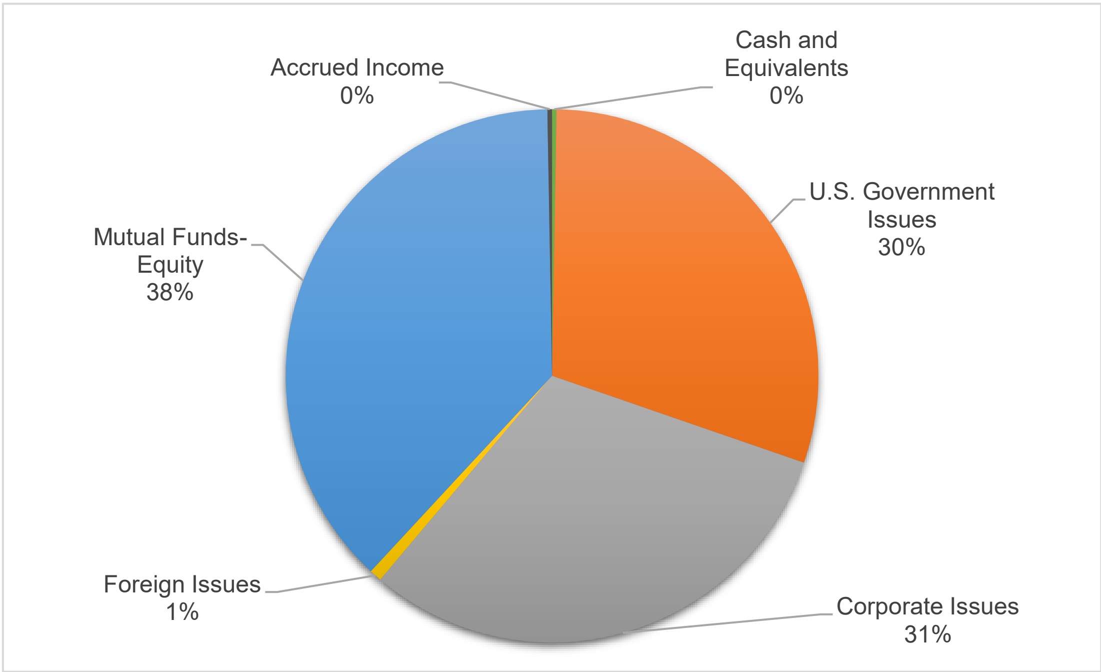
Average Years : 1.3

Return to Agenda

ATTACHMENT B

CITY OF PINOLE
INVESTMENT REPORT MARCH 2021
PENSION TRUST SECTION 115 PORTFOLIO SUMMARY

Investments	Market Value	Book Value	% of Market
Cash and Equivalents	52,060	52,060	0.27%
U.S. Government Issues	5,806,165	5,853,065	30.01%
Corporate Issues	5,972,239	5,967,601	30.87%
Foreign Issues	144,775	135,969	0.75%
Mutual Funds-Equity	7,314,947	5,818,253	37.81%
Total Assets	**19,290,185**	**17,826,948**	**99.72%**
Accrued Income	54,427	54,427	0.28%
Grand Total	**$ 19,344,612**	**$ 17,881,375**	**100%**



CITY COUNCIL REPORT

7F

DATE MAY 4, 2021

TO: MAYOR AND COUNCIL MEMBERS

FROM: ANDREW MURRAY, CITY MANAGER

SUBJECT: RECEIVE THE FISCAL YEAR (FY) 2020-21 THIRD QUARTER REPORT ON IMPLEMENTATION OF THE STRATEGIC PLAN

RECOMMENDATION

City staff recommends that the City Council receive the Fiscal Year (FY) 2020-21 Third Quarter Report on Implementation of the Strategic Plan.

BACKGROUND

In February 2020, the City Council adopted the City of Pinole Strategic Plan 2020 – 2025. The Strategic Plan identified four goals for the City (safe and resilient, financially stable, vibrant and beautiful, and high performance) and 22 individual strategies (special projects) to complete over a five-year timeframe.

In August 2020, the City created the Strategic Plan Implementation Action Plan (IAP, attached), which identified the timeframe on which each Strategic Plan strategy would be implemented. The City Council revisited the IAP in January 2021 and approved an updated version, which specified completion dates for each of the strategies (attached). During the January 2021 discussion of the IAP, staff recommended that staff provide a quarterly report on the status of the implementation of the Strategic Plan strategies, akin to the quarterly reports that staff provides to the Council on the City budget and City investments. Council agreed to this recommendation.

REVIEW & ANALYSIS

Below find a table listing the four goals and 22 strategies contained within the Strategic Plan, along with the start and completion dates for each agreed upon in the January 2021 IAP. Each strategy has been coded with a green, yellow, or red dot to indicate whether the City is on track to achieve the beginning and completion dates specified in the January 2021 IAP. Green indicates that the City is on track to achieve the beginning and completion dates, yellow indicates that the City is on track to achieve either the beginning or completion date, and red indicates that the City is not on track to achieve either the beginning or completion date. The City is on track, as of the third quarter of FY 2020-21, to achieve the beginning and completion dates of almost all of the strategies.

Goal and Strategy	Updated Year to Begin Strategy January 30, 2021	Updated Year to Complete Strategy January 30,2021	FY 2020-21 Third Quarter Status for Begin and Complete Strategy
Goal 1: Safe and Resilient Pinole			
Strategy 1. Conduct a citywide asset condition assessment.	Year 1	Year 5	
Strategy 2. Update the emergency preparedness and response plan (including results of the facilities and equipment assessment).	Year 1	Year 1	
Strategy 3. Explore restoring the community emergency response team (CERT) program and conducting annual tabletop exercises and community drills.	Year 3	Year 3	
Strategy 4. Review, prioritize, and implement as appropriate the 2019 fire service study recommendations.	Year 1	Year 2	
Goal 2: Financially Stable Pinole			
Strategy 1. Develop a long-term financial plan (LTFP) and use it to guide budget and financial decisions (including policies regarding reserves and management of liabilities).	Year 1	Year 1	
Strategy 2. Conduct a comprehensive fee study to ensure cost recovery of current and potential service fees. (Evaluate implementing an online payment platform.)	Year 1	Year 2	
Strategy 3. Establish a program to evaluate grant opportunities and capacity.	Year 2	Year 2	
Strategy 4. Explore an array of revenue generation opportunities to recover costs.	Year 2	Year 3	
Strategy 5. Develop a disciplined approach to funding infrastructure maintenance and improvements.	Year 1	Year 5	
Goal 3: Vibrant and Beautiful Pinole			
Strategy 1. Update the General Plan and Three Corridors Specific Plan.	Year 1	Year 4	

Goal and Strategy	Updated Year to Begin Strategy January 30, 2021	Updated Year to Complete Strategy January 30,2021	FY 2020-21 Third Quarter Status for Begin and Complete Strategy
Strategy 2. Develop/create a comprehensive strategy to encourage streamlining the rehabilitation and re-use of undeveloped or under-developed properties.	Year 4	Year 4	
Strategy 3. Partner with regional for- and non-profit housing organizations to provide an array of housing options consistent with community income levels.	Year 1	Year 1	
Strategy 4. Develop a comprehensive economic development strategy that includes a focus on downtown redevelopment to activate the core of the community as a destination for the region (including gateway and wayfinding signage as well as branding).	Year 1	Year 2	
Strategy 5. Partner regionally to improve and enhance transportation circulation, including public transit, cars, bikes, and pedestrians.	Year 2	Year 4	
Strategy 6. Conduct a review and update of the City's code enforcement and property maintenance programs with a focus on increased beautification efforts and investment in community amenities, business districts, and nuisance abatement.	Year 1	Year 1	
Goal 4. High Performance Pinole			
Strategy 1. Develop an employee attraction, retention, and development plan. a. Analyze the City's classification and compensation system and update as needed.	Year 1	Year 2	
Strategy 2. Conduct a citywide organization review to optimize efficiencies.	Year 1	Year 1	
Strategy 3. Review citywide implementation of best practices and improve processes.	Year 2	Year 5	

Goal and Strategy	Updated Year to Begin Strategy January 30, 2021	Updated Year to Complete Strategy January 30,2021	FY 2020-21 Third Quarter Status for Begin and Complete Strategy
Strategy 4. Develop a strategic communication plan (i.e., public information officer, messaging, marketing, technical implementation).	Year 1	Year 2	
Strategy 5. Develop a public engagement plan. a. Develop policies and practices that provide a framework for diverse community members to connect, interact, and proactively participate. b. Explore opportunities for meaningful youth participation in city and community life. c. Develop a robust volunteer and internship program.	Year 1	Year 2	
Strategy 6. Develop a comprehensive information technology Strategic Plan.	Year 1	Year 1	
Strategy 7. Develop an interagency legislative advocacy program.	Year 2	Year 2	

Below is a summary of the status of the strategies that are coded yellow:

- Update the emergency preparedness and response plan – City staff is working with a consultant to complete an update to the Emergency Operations Plan (EOP), but might not complete that effort in Year 1 (FY 2020-21)
- Conduct a review and update of the City's code enforcement and property maintenance programs – City staff has begun to review the code enforcement and property maintenance programs, but will not complete that review process in Year 1

FISCAL IMPACT

There is no fiscal impact related to receiving this report.

ATTACHMENTS

Attachment A Implementation Action Plan, August 2020
Attachment B Implementation Action Plan, January 2021

City of Pinole

Strategic Plan 2020 – 2025

Implementation Action Plan

August 2020

City of Pinole Strategic Plan 2020 – 2025 Implementation Action Plan (IAP)

This Implementation Action Plan is a living document and serves as the blueprint to implement the Strategic Plan. This document is a tool that should be updated on a regular basis. Management Team members may choose to review progress on a scheduled basis, and periodically report progress to the City Council, employees, and other stakeholders. Prudent implementation requires "circling back" and fine-tuning the plan based on experience. It contains the key steps, prioritization, time frame, team, and success indicators to implement the Strategic Plan elements.

The Pinole Management Team met on June 24, 2020. The team populated the year one priorities included in this IAP.

The categories within this IAP are:

- Year to begin the strategy (Year 1, 2, 3, 4, or 5)
  - Year 1 is FY 2020-21
  - Year 2 is FY 2021-22
  - Year 3 is FY 2022-23
  - Year 4 is FY 2023-24
  - Year 5 is FY 2024-25
- Key implementation steps
- Lead staff position for the strategy
- Other team members involved for the strategy
- Whether resources (dollars or staff time) are available to complete strategy
- Success indicators and comments

Goal / Strategy	Year to Begin Strategy (Year 1, 2, 3, 4, 5)	Key Implementation Steps	Lead Staff Position	Other Team Members Involved	Resources Available (Yes/No)	Success Indicators and Comments
***Goal 1:* Safe and Resilient Pinole**						
Strategy 1. Conduct a citywide asset condition assessment.	**Year 1**	• Acquire asset management software - underway • Complete/review inventory of all city assets (facilities, property, equipment, etc.) • Conduct condition assessments • Review results with Executive Team • Distribute condition assessment report to staff • Create Long-Term Capital Asset Management Plan and integrate with Capital Improvement Plan	Development Services Director / City Engineer	Public Works Manager, Senior Project Manager	Yes (funding appropriated for some related expenses, but not all)	• Establish maintenance standards • Report annually on the condition of city assets • Create long-term plan for capital asset management
Strategy 2. Update the emergency preparedness and response plan (including results of the facilities and equipment assessment).	**Year 1**	• Review the city's emergency preparedness and response plan • Revise/update the plan based on best practices • Attach the condition assessment report to the plan	Fire Chief	Police Chief	Yes (funds in current budget for this project estimated at $50,000)	• Publish an updated Pinole EOP • Establish tabletop schedule and track drills
Strategy 3. Explore restoring the community emergency response team (CERT) program and conducting annual tabletop exercises and community drills.	**Year 3**	• Assess and document the city's needs for the CERT program • Establish and implement preferred approach (e.g., city operated, volunteer-based, partnership with other agency) • Identify resources that are needed to restore the program (funding, staff, training materials, volunteers, equipment, etc.)	Fire Chief	Police Chief	Yes	• Inventory CERT across the City • Schedule and conduct drills

Goal / Strategy	Year to Begin Strategy (Year 1, 2, 3, 4, 5)	Key Implementation Steps	Lead Staff Position	Other Team Members Involved	Resources Available (Yes/No)	Success Indicators and Comments
Strategy 4. Review, prioritize, and implement as appropriate the 2019 fire service study recommendations.	**Year 1**	• Review the results and recommendations of the 2019 fire service study (planned for September 2020) • Provide City staff recommendations to Council • Identify resources needed to implement top priorities • Develop an implementation action plan for the recommendations • Provide updates to implementation	Fire Chief	City Manager	Yes (resources are available to review the results and recommendations, but no funding has been appropriated to implement any service expansions)	• Implementation of Council-approved recommendations

Goal / Strategy	Year to Begin Strategy (Year 1, 2, 3, 4, 5)	Key Implementation Steps	Lead Staff Position	Other Team Members Involved	Resources Available (Yes/No)	Success Indicators and Comments
***Goal 2:* Financially Stable Pinole**						
Strategy 1. Develop a long-term financial plan (LTFP) and use it to guide budget and financial decisions (including policies regarding reserves and management of liabilities).	**Year 1**	• Create project plan to develop LTFP • Prepare 10-year financial forecast • Identify budget and organizational strategies for long-term sustainability • Engage community (education and strategies, service levels) • Engage executive team on developing plan • Based on best practices, include policies for managing the city's reserves and liabilities • Present LTFP to Council for adoption	Finance Director	Potential consultant support Executive Team	Yes	• LTFP adopted by council • Making decisions consistent with plan • Report on annual compliance with financial reserves and liabilities' policies • Ability to live within the forecast • Update plan every two years
Strategy 2. Conduct a comprehensive fee study to ensure cost recovery of current and potential service fees. (Evaluate implementing an online payment platform.)	**Year 1**	• Collect sample fee schedules from peer agencies • Analyze cost of providing fee-based services (including completing updated overhead cost allocation plan and incorporating that data) • Calculate and document fully burdened in-house service costs for each fee • Review and update, if appropriate, the City's financial policy on fee-based services and cost recovery • Update fees, based on the city's cost-recovery goals • Distribute new fee schedule to staff and upload to the city's website	Finance Director	Executive Team	No (no funds have been appropriated for consulting services that will likely be needed to complete the strategy)	NOTES: Development Services – need nexus study first Recreation, PCTV Fire completed

Goal / Strategy	Year to Begin Strategy (Year 1, 2, 3, 4, 5)	Key Implementation Steps	Lead Staff Position	Other Team Members Involved	Resources Available (Yes/No)	Success Indicators and Comments
Strategy 3. Establish a program to evaluate grant opportunities and capacity.	**Year 2**	• Determine organizational structure/home and process for evaluating and pursuing grant opportunities • Identify priority service areas for pursuing grants • Determine staff assignments • Review grant application and administration best practices • Develop criteria for determining whether to pursue grants • Prepare annual report summarizing grants to pursue and the status of administration	City Manager	Executive Team	Yes	• Total dollars awarded • Administration cost by percent of total grant • Grant funded projects completed • Monetary value of benefits/outcomes created directly by grant and indirectly as a result of grant
Strategy 4. Explore an array of revenue generation opportunities to recover costs.	**Year 2**	• Determine revenue needs to cover city expenditures (see goal 2, strategy 1) • Identify options (see goal 2, strategy 1 and strategy 2) • Prioritize pursuit of revenue options • Determine ease of implementation • Bring recommendations to Council	Finance Director	Executive Team	Yes	• Periodically review costs for services and the percent of costs recovered through fees and charges.
Strategy 5. Develop a disciplined approach to funding infrastructure maintenance and improvements.	**Year 3**	• Create Long-Term Capital Asset Management Plan and integrate with Capital Improvement Plan	Development Services Director / City Engineer	Finance Director	Yes	• CIP implementation • CIP gaps

Goal / Strategy	Year to Begin Strategy (Year 1, 2, 3, 4, 5)	Key Implementation Steps	Lead Staff Position	Other Team Members Involved	Resources Available (Yes/No)	Success Indicators and Comments
***Goal 3:* Vibrant and Beautiful Pinole**						
Strategy 1. Update the General Plan and Three Corridors Specific Plan.	**Year 1**	• Updating the Housing Element in FY 2020 – 2021 • Update the residential housing design guidelines • Recommend changes as needed • Review updates with the executive team • Finalize updates	Development Services Director / City Engineer		Yes (received a grant to fund the Housing Element and residential design guidelines update)	• Adopted plan documents
Strategy 2. Develop/create a comprehensive strategy to encourage streamlining the rehabilitation and re-use of undeveloped or under-developed properties.	**Year 4**	• Review current process for rehabilitating and re-using undeveloped or underdeveloped properties • Identify and remove process delays and steps that lack value • Update city policies as needed	Development Services Director / City Engineer and Assistant City Manager		Yes	• Track redevelopment and reuse timeframes
Strategy 3. Partner with regional for- and non-profit housing organizations to provide an array of housing options consistent with community income levels.	**Year 1**	• Identify and meet with potential partner housing organizations • Collaborate on developing housing units, both through financial assistance and zoning requirements, consistent with state and regional targets • Work closely with neighborhoods to vet housing proposals and plan to construction to ensure consistency with neighborhood character.	Development Services Director / City Engineer and Assistant City Manager		Yes (staff is available to work on this strategy, but the City has limited financial resources to contribute toward the construction of new housing)	• Track the number of new housing partners • Track the number of housing units created

Goal / Strategy	Year to Begin Strategy (Year 1, 2, 3, 4, 5)	Key Implementation Steps	Lead Staff Position	Other Team Members Involved	Resources Available (Yes/No)	Success Indicators and Comments
Strategy 4. Develop a comprehensive economic development strategy that includes a focus on downtown redevelopment to activate the core of the community as a destination for the region (including gateway and wayfinding signage as well as branding).	**Year 1**	• Identify the city's economic development lead staff person • Create project plan to create economic development strategy • Identify the city's economic development goals with City Council and potential subcommittee with key partners (including funding resources that will be needed to achieve each economic development goal and strategy) • Document strategies related to each goal • Specify ways to enhance the city's signage and branding	Assistant City Manager	City Manager, Development Services Director / City Engineer, and Planning Manager	Yes (staff is available to work on this strategy, but no funds have been appropriated for consulting services that might be needed to complete the strategy)	• Track tax dollars • Track square footage of business industry by type
Strategy 5. Partner regionally to improve and enhance transportation circulation, including public transit, cars, bikes, and pedestrians.	**Year 2**	• Cultivate and actively engage partnerships on bike and ped planning activities • Identify the City's transportation circulation goals and review and update City transportation and circulation plans as needed • Determine how regional partners can assist with improvement - MTC, WCCTAC and WESTCAT • Evaluate the effectiveness of these partnerships • Make adjustments as needed	Development Services Director / City Engineer		Yes	Actively involved with WCCTAC

Goal / Strategy	Year to Begin Strategy (Year 1, 2, 3, 4, 5)	Key Implementation Steps	Lead Staff Position	Other Team Members Involved	Resources Available (Yes/No)	Success Indicators and Comments
Strategy 6. Conduct a review and update of the City's code enforcement and property maintenance programs with a focus on increased beautification efforts and investment in community amenities, business districts, and nuisance abatement.	**Year 1**	• Review the city's code enforcement and property maintenance programs • Develop recommendations including proactive enforcement based on Council priorities • Prioritize the rental property maintenance program and inspection process • Review recommended updates with the executive team • Finalize updates • Communicate updates to staff and the public	Planning Manager	City Attorney	Yes (new FTE approved by Council in FY 2019-2020)	• Track complaints • Track number of blighted properties improved • Develop and track business district condition inventories • Timeframe to open and close a case (determine metric and close cases in a timely fashion)

Goal / Strategy	Year to Begin Strategy (Year 1, 2, 3, 4, 5)	Key Implementation Steps	Lead Staff Position	Other Team Members Involved	Resources Available (Yes/No)	Success Indicators and Comments
***Goal 4.* High Performance Pinole**						
Strategy 1. Develop an employee attraction, retention, and development plan. a. Analyze the City's classification and compensation system and update as needed.	**Year 1**	• Create project plan to create employee attraction, retention, and development plan • Consider incorporation of succession planning component • Document the city's goals for employee attraction, retention, and development • Identify strategies to attract and retain talent • Identify what works in departments • Develop key performance indicators to track success • Monitor and report on results • Conduct a citywide classification and compensation study • Identify compensation improvements and prioritize recommendations • Evaluate compensation recommendations against the LTFP	Human Resources Director	Executive Team	Yes	• Workforce satisfaction and productivity

Goal / Strategy	Year to Begin Strategy (Year 1, 2, 3, 4, 5)	Key Implementation Steps	Lead Staff Position	Other Team Members Involved	Resources Available (Yes/No)	Success Indicators and Comments
Strategy 2. Conduct a citywide organization review to optimize efficiencies.	**Year 1**	• Solicit proposals from qualified consultants • Conduct a citywide organizational review • Analyze organizational structure, breadth of City activities, staffing and resource levels, and span of control • Identify opportunities to streamline operations, and optimize efficiency and effectiveness • Distribute results to staff • Prioritize recommendations • Implement changes	City Manager	Consultant	No (no funds have been appropriated for consulting services that will likely be needed to complete the strategy)	• Implement recommended changes
Strategy 3. Review citywide implementation of best practices and improve processes.	**Year 2**	• Establish framework through which all City activities and each department's policies, procedures, and services are reviewed on a recurring basis relative to best practices and improvement opportunities • Identify and prioritize policies and procedures to review and update (dept/citywide)	City Manager	Executive Team	Yes	• Document and track efficiencies • Ongoing – touches all areas (i.e. personnel rules). Share and report on updates as occurs.

Goal / Strategy	Year to Begin Strategy (Year 1, 2, 3, 4, 5)	Key Implementation Steps	Lead Staff Position	Other Team Members Involved	Resources Available (Yes/No)	Success Indicators and Comments
Strategy 4. Develop a strategic communication plan (i.e., public information officer, messaging, marketing, technical implementation).	**Year 1**	• Define the purpose and goals of a communication plan • Assign staff to create communication plan • Solicit input from key stakeholder groups (internal and external) • Create draft plan and review the plan with city leadership • Adopt the plan • Distribute the plan to city staff	City Manager	Development Services Director / City Engineer's team and an analyst (PD to implement plan to start)	Yes	• Track "good" news stories • Survey the community about their knowledge City information
Strategy 5. Develop a public engagement plan a. Develop policies and practices that provide a framework for diverse community members to connect, interact, and proactively participate. b. Explore opportunities for meaningful youth participation in city and community life. c. Develop a robust volunteer and internship program.	**Year 1**	• Create project plan to create engagement plan • Review existing tools and engagement practices • Establish a policy adopting public engagement principles • Develop a volunteer and youth engagement approach • Implement engagement across the organization based on the principles	City Manager	City Clerk	Yes	• Track number of participants and hours of public engagement annually.

Goal / Strategy	Year to Begin Strategy (Year 1, 2, 3, 4, 5)	Key Implementation Steps	Lead Staff Position	Other Team Members Involved	Resources Available (Yes/No)	Success Indicators and Comments
Strategy 6. Develop a comprehensive information technology Strategic Plan.	**Year 1**	• Assess the city's current use of technology • Obtain feedback from city staff about technology needs (through surveys, focus groups, etc.) • List the most critical challenges facing the city, to determine technological priorities • Research possible solutions and associated costs for each priority • Document priorities, solutions (both products to purchase and services to outsource), and costs • Review the technology plan with staff	Assistant City Manager	IT service providers	Yes	• Implementation of IT Plan recommendations (Note: Plan will have a 3-5-year timeframe)
Strategy 7. Develop an interagency legislative advocacy program.	**Year 2**	• Identify the City's legislative policy goals on an annual basis • Work with a lobbyist and implement legislative priorities consistent with the City's interests and Strategic Plan • Monitor results	City Manager		Yes	• Track legislation opposed and supported annually.

ATTACHMENT B

City of Pinole

Strategic Plan 2020 – 2025

Implementation Action Plan

August 2020
Revised January 2021

City of Pinole Strategic Plan 2020 – 2025 Implementation Action Plan (IAP)

This Implementation Action Plan is a living document and serves as the blueprint to implement the Strategic Plan. This document is a tool that should be updated on a regular basis. Management Team members may choose to review progress on a scheduled basis, and periodically report progress to the City Council, employees, and other stakeholders. Prudent implementation requires "circling back" and fine-tuning the plan based on experience. It contains the key steps, prioritization, time frame, team, and success indicators to implement the Strategic Plan elements.

The categories within this IAP are:

- Year to begin the strategy (Year 1, 2, 3, 4, or 5)
    - Year 1 is FY 2020-21
    - Year 2 is FY 2021-22
    - Year 3 is FY 2022-23
    - Year 4 is FY 2023-24
    - Year 5 is FY 2024-25
- Updated year to begin strategy
- Updated year to complete strategy
- Key implementation steps
- Lead staff position for the strategy
- Other team members involved for the strategy
- Whether resources (dollars or staff time) are available to complete strategy
- Success indicators and comments

Goal / Strategy	Year to Begin Strategy Per Final August 19, 2020	Updated Year To Begin Strategy	Updated Year To Complete Strategy	Key Implementation Steps	Lead Staff Position	Other Team Members Involved	Resources Available (Yes/No)	Success Indicators and Comments
Goal 1: **Safe and Resilient Pinole**								
Strategy 1. Conduct a citywide asset condition assessment.	**Year 1**	**Year 1**	**Year 5**	• Acquire asset management software - underway • Complete/review inventory of all city assets (facilities, property, equipment, etc.) • Conduct condition assessments • Review results with Executive Team • Distribute condition assessment report to staff • Create Long-Term Capital Asset Management Plan and integrate with Capital Improvement Plan	Development Services Director / City Engineer	Public Works Manager, Senior Project Manager	Yes (funding appropriated for some related expenses, but not all)	• Establish maintenance standards • Report annually on the condition of city assets • Create long-term plan for capital asset management
Strategy 2. Update the emergency preparedness and response plan (including results of the facilities and equipment assessment).	**Year 1**	**Year 1**	**Year 1**	• Review the city's emergency preparedness and response plan • Revise/update the plan based on best practices • Attach the condition assessment report to the plan	Fire Chief	Police Chief	Yes (funds in current budget for this project estimated at $50,000)	• Publish an updated Pinole EOP • Establish tabletop schedule and track drills
Strategy 3. Explore restoring the community emergency response team (CERT) program and conducting annual tabletop exercises and community drills.	**Year 3**	**Year 3**	**Year 3**	• Assess and document the city's needs for the CERT program • Establish and implement preferred approach (e.g., city operated, volunteer-based, partnership with other agency) • Identify resources that are needed to restore the program (funding, staff, training materials, volunteers, equipment, etc.)	Fire Chief	Police Chief	Yes	• Inventory CERT across the City • Schedule and conduct drills

Goal / Strategy	Year to Begin Strategy Per Final August 19, 2020	Updated Year To Begin Strategy	Updated Year To Complete Strategy	Key Implementation Steps	Lead Staff Position	Other Team Members Involved	Resources Available (Yes/No)	Success Indicators and Comments
Strategy 4. Review, prioritize, and implement as appropriate the 2019 fire service study recommendations.	**Year 1**	**Year 1**	**Year 2**	• Review the results and recommendations of the 2019 fire service study (planned for September 2020) • Provide City staff recommendations to Council • Identify resources needed to implement top priorities • Develop an implementation action plan for the recommendations • Provide updates to implementation	Fire Chief	City Manager	Yes (resources are available to review the results and recommendations, but no funding has been appropriated to implement any service expansions)	• Implementation of Council-approved recommendations

Goal / Strategy	Year to Begin Strategy Per Final August 19, 2020	Updated Year To Begin Strategy	Updated Year To Complete Strategy	Key Implementation Steps	Lead Staff Position	Other Team Members Involved	Resources Available (Yes/No)	Success Indicators and Comments
***Goal 2:* Financially Stable Pinole**								
Strategy 1. Develop a long-term financial plan (LTFP) and use it to guide budget and financial decisions (including policies regarding reserves and management of liabilities).	**Year 1**	**Year 1**	**Year 1**	• Create project plan to develop LTFP • Prepare 10-year financial forecast • Identify budget and organizational strategies for long-term sustainability • Engage community (education and strategies, service levels) • Engage executive team on developing plan • Based on best practices, include policies for managing the city's reserves and liabilities • Present LTFP to Council for adoption	Finance Director	Potential consultant support Executive Team	Yes	• LTFP adopted by council • Making decisions consistent with plan • Report on annual compliance with financial reserves and liabilities' policies • Ability to live within the forecast • Update plan every two years
Strategy 2. Conduct a comprehensive fee study to ensure cost recovery of current and potential service fees. (Evaluate implementing an online payment platform.)	**Year 1**	**Year 1**	**Year 2**	• Collect sample fee schedules from peer agencies • Analyze cost of providing fee-based services (including completing updated overhead cost allocation plan and incorporating that data) • Calculate and document fully burdened in-house service costs for each fee • Review and update, if appropriate, the City's financial policy on fee-based services and cost recovery • Update fees, based on the city's cost-recovery goals • Distribute new fee schedule to staff and upload to the city's website	Finance Director	Executive Team	No (no funds have been appropriated for consulting services that will likely be needed to complete the strategy)	NOTES: Development Services – need nexus study first Recreation, PCTV Fire completed

Goal / Strategy	Year to Begin Strategy Per Final August 19, 2020	Updated Year To Begin Strategy	Updated Year To Complete Strategy	Key Implementation Steps	Lead Staff Position	Other Team Members Involved	Resources Available (Yes/No)	Success Indicators and Comments
Strategy 3. Establish a program to evaluate grant opportunities and capacity.	**Year 2**	**Year 2**	**Year 2**	• Determine organizational structure/home and process for evaluating and pursuing grant opportunities • Identify priority service areas for pursuing grants • Determine staff assignments • Review grant application and administration best practices • Develop criteria for determining whether to pursue grants • Prepare annual report summarizing grants to pursue and the status of administration	City Manager	Executive Team	Yes	• Total dollars awarded • Administration cost by percent of total grant • Grant funded projects completed • Monetary value of benefits/outcomes created directly by grant and indirectly as a result of grant
Strategy 4. Explore an array of revenue generation opportunities to recover costs.	**Year 2**	**Year 2**	**Year 3**	• Determine revenue needs to cover city expenditures (see goal 2, strategy 1) • Identify options (see goal 2, strategy 1 and strategy 2) • Prioritize pursuit of revenue options • Determine ease of implementation • Bring recommendations to Council	Finance Director	Executive Team	Yes	• Periodically review costs for services and the percent of costs recovered through fees and charges.
Strategy 5. Develop a disciplined approach to funding infrastructure maintenance and improvements.	**Year 3**	**Year 1**	**Year 5**	• Create Long-Term Capital Asset Management Plan and integrate with Capital Improvement Plan	Development Services Director / City Engineer	Finance Director	Yes	• CIP implementation • CIP gaps

Goal / Strategy	Year to Begin Strategy Per Final August 19, 2020	Updated Year To Begin Strategy	Updated Year To Complete Strategy	Key Implementation Steps	Lead Staff Position	Other Team Members Involved	Resources Available (Yes/No)	Success Indicators and Comments
***Goal 3:* Vibrant and Beautiful Pinole**								
Strategy 1. Update the General Plan and Three Corridors Specific Plan.	**Year 1**	**Year 1**	**Year 4**	• Updating the Housing Element in FY 2020 – 2021 • Update the residential housing design guidelines • Recommend changes as needed • Review updates with the executive team • Finalize updates	Development Services Director / City Engineer		Yes (received a grant to fund the Housing Element and residential design guidelines update)	• Adopted plan documents
Strategy 2. Develop/create a comprehensive strategy to encourage streamlining the rehabilitation and re-use of undeveloped or under-developed properties.	**Year 4**	**Year 4**	**Year 4**	• Review current process for rehabilitating and re-using undeveloped or underdeveloped properties • Identify and remove process delays and steps that lack value • Update city policies as needed	Development Services Director / City Engineer and Assistant City Manager		Yes	• Track redevelopment and reuse timeframes

Goal / Strategy	Year to Begin Strategy Per Final August 19, 2020	Updated Year To Begin Strategy	Updated Year To Complete Strategy	Key Implementation Steps	Lead Staff Position	Other Team Members Involved	Resources Available (Yes/No)	Success Indicators and Comments
Strategy 3. Partner with regional for- and non-profit housing organizations to provide an array of housing options consistent with community income levels.	**Year 1**	**Year 1**	**Year 1**	• Identify and meet with potential partner housing organizations • Collaborate on developing housing units, both through financial assistance and zoning requirements, consistent with state and regional targets • Work closely with neighborhoods to vet housing proposals and plan to construction to ensure consistency with neighborhood character.	Development Services Director / City Engineer and Assistant City Manager		Yes (staff is available to work on this strategy, but the City has limited financial resources to contribute toward the construction of new housing)	• Track the number of new housing partners • Track the number of housing units created

Goal / Strategy	Year to Begin Strategy Per Final August 19, 2020	Updated Year To Begin Strategy	Updated Year To Complete Strategy	Key Implementation Steps	Lead Staff Position	Other Team Members Involved	Resources Available (Yes/No)	Success Indicators and Comments
Strategy 4. Develop a comprehensive economic development strategy that includes a focus on downtown redevelopment to activate the core of the community as a destination for the region (including gateway and wayfinding signage as well as branding).	**Year 1**	**Year 1**	**Year 2**	• Identify the city's economic development lead staff person • Create project plan to create economic development strategy • Identify the city's economic development goals with City Council and potential subcommittee with key partners (including funding resources that will be needed to achieve each economic development goal and strategy) • Document strategies related to each goal • Specify ways to enhance the city's signage and branding	Assistant City Manager	City Manager, Development Services Director / City Engineer, and Planning Manager	Yes (staff is available to work on this strategy, but no funds have been appropriated for consulting services that might be needed to complete the strategy)	• Track tax dollars • Track square footage of business industry by type

Goal / Strategy	Year to Begin Strategy Per Final August 19, 2020	Updated Year To Begin Strategy	Updated Year To Complete Strategy	Key Implementation Steps	Lead Staff Position	Other Team Members Involved	Resources Available (Yes/No)	Success Indicators and Comments
Strategy 5. Partner regionally to improve and enhance transportation circulation, including public transit, cars, bikes, and pedestrians.	**Year 2**	**Year 2**	**Year 4**	• Cultivate and actively engage partnerships on bike and ped planning activities • Identify the City's transportation circulation goals and review and update City transportation and circulation plans as needed • Determine how regional partners can assist with improvement - MTC, WCCTAC and WESTCAT • Evaluate the effectiveness of these partnerships • Make adjustments as needed	Development Services Director / City Engineer		Yes	Actively involved with WCCTAC

Goal / Strategy	Year to Begin Strategy Per Final August 19, 2020	Updated Year To Begin Strategy	Updated Year To Complete Strategy	Key Implementation Steps	Lead Staff Position	Other Team Members Involved	Resources Available (Yes/No)	Success Indicators and Comments
Strategy 6. Conduct a review and update of the City's code enforcement and property maintenance programs with a focus on increased beautification efforts and investment in community amenities, business districts, and nuisance abatement.	**Year 1**	**Year 1**	**Year 1**	• Review the city's code enforcement and property maintenance programs • Develop recommendations including proactive enforcement based on Council priorities • Prioritize the rental property maintenance program and inspection process • Review recommended updates with the executive team • Finalize updates • Communicate updates to staff and the public	Planning Manager	City Attorney	Yes (new FTE approved by Council in FY 2019-2020)	• Track complaints • Track number of blighted properties improved • Develop and track business district condition inventories • Timeframe to open and close a case (determine metric and close cases in a timely fashion)

Goal / Strategy	Year to Begin Strategy Per Final August 19, 2020	Updated Year To Begin Strategy	Updated Year To Complete Strategy	Key Implementation Steps	Lead Staff Position	Other Team Members Involved	Resources Available (Yes/No)	Success Indicators and Comments
***Goal 4.* High Performance Pinole**								
Strategy 1. Develop an employee attraction, retention, and development plan. a. Analyze the City's classification and compensation system and update as needed.	**Year 1**	**Year 1**	**Year 2**	• Create project plan to create employee attraction, retention, and development plan • Consider incorporation of succession planning component • Document the city's goals for employee attraction, retention, and development • Identify strategies to attract and retain talent • Identify what works in departments • Develop key performance indicators to track success • Monitor and report on results • Conduct a citywide classification and compensation study • Identify compensation improvements and prioritize recommendations • Evaluate compensation recommendations against the LTFP	Human Resources Director	Executive Team	Yes	• Workforce satisfaction and productivity

Goal / Strategy	Year to Begin Strategy Per Final August 19, 2020	Updated Year To Begin Strategy	Updated Year To Complete Strategy	Key Implementation Steps	Lead Staff Position	Other Team Members Involved	Resources Available (Yes/No)	Success Indicators and Comments
Strategy 2. Conduct a citywide organization review to optimize efficiencies.	**Year 1**	**Year 1**	**Year 1**	• Solicit proposals from qualified consultants • Conduct a citywide organizational review • Analyze organizational structure, breadth of City activities, staffing and resource levels, and span of control • Identify opportunities to streamline operations, and optimize efficiency and effectiveness • Distribute results to staff • Prioritize recommendations • Implement changes	City Manager	Consultant	No (no funds have been appropriated for consulting services that will likely be needed to complete the strategy)	• Implement recommended changes
Strategy 3. Review citywide implementation of best practices and improve processes.	**Year 2**	**Year 2**	**Year 5**	• Establish framework through which all City activities and each department's policies, procedures, and services are reviewed on a recurring basis relative to best practices and improvement opportunities • Identify and prioritize policies and procedures to review and update (dept/citywide)	City Manager	Executive Team	Yes	• Document and track efficiencies • Ongoing – touches all areas (i.e. personnel rules). Share and report on updates as occurs.

Goal / Strategy	Year to Begin Strategy Per Final August 19, 2020	Updated Year To Begin Strategy	Updated Year To Complete Strategy	Key Implementation Steps	Lead Staff Position	Other Team Members Involved	Resources Available (Yes/No)	Success Indicators and Comments
Strategy 4. Develop a strategic communication plan (i.e., public information officer, messaging, marketing, technical implementation).	**Year 1**	**Year 1**	**Year 2**	• Define the purpose and goals of a communication plan • Assign staff to create communication plan • Solicit input from key stakeholder groups (internal and external) • Create draft plan and review the plan with city leadership • Adopt the plan • Distribute the plan to city staff	City Manager	Development Services Director / City Engineer's team and an analyst (PD to implement plan to start)	Yes	• Track "good" news stories • Survey the community about their knowledge City information

Goal / Strategy	Year to Begin Strategy Per Final August 19, 2020	Updated Year To Begin Strategy	Updated Year To Complete Strategy	Key Implementation Steps	Lead Staff Position	Other Team Members Involved	Resources Available (Yes/No)	Success Indicators and Comments
Strategy 5. Develop a publi engagement plan. a. Develop policies and practices that provide a framework for diverse community members to connect, interact, and proactively participate. b. Explore opportunities for meaningful youth participation in city and community life. c. Develop a robust volunteer and internship program.	**Year 1**	**Year 1**	**Year 2**	• Create project plan to create engagement plan • Review existing tools and engagement practices • Establish a policy adopting public engagement principles • Develop a volunteer and youth engagement approach • Implement engagement across the organization based on the principles	City Manager	City Clerk	Yes	• Track number of participants and hours of public engagement annually.

Goal / Strategy	Year to Begin Strategy Per Final August 19, 2020	Updated Year To Begin Strategy	Updated Year To Complete Strategy	Key Implementation Steps	Lead Staff Position	Other Team Members Involved	Resources Available (Yes/No)	Success Indicators and Comments
Strategy 6. Develop a comprehensive information technology Strategic Plan.	**Year 1**	**Year 1**	**Year 1**	• Assess the city's current use of technology • Obtain feedback from city staff about technology needs (through surveys, focus groups, etc.) • List the most critical challenges facing the city, to determine technological priorities • Research possible solutions and associated costs for each priority • Document priorities, solutions (both products to purchase and services to outsource), and costs • Review the technology plan with staff	Assistant City Manager	IT service providers	Yes	• Implementation of IT Plan recommendations (Note: Plan will have a 3-5-year timeframe)
Strategy 7. Develop an interagency legislative advocacy program.	**Year 2**	**Year 2**	**Year 2**	• Identify the City's legislative policy goals on an annual basis • Work with a lobbyist and implement legislative priorities consistent with the City's interests and Strategic Plan • Monitor results	City Manager		Yes	• Track legislation opposed and supported annually.

Return to Agenda

CITY COUNCIL REPORT

7G

DATE: MAY 4, 2021

TO: MAYOR AND COUNCIL MEMBERS

FROM: MARKISHA GUILLORY, FINANCE DIRECTOR

SUBJECT: RECEIVE THE FISCAL YEAR (FY) 2020-21 THIRD QUARTER FINANCIAL REPORT

RECOMMENDATION

City staff recommends that the City Council receive the Fiscal Year (FY) 2020-21 Third Quarter Financial Report.

BACKGROUND

The City operates on an annual budget cycle. Through the budget, the City Council approves revenue estimates and authorizes City staff to expend the City's limited financial resources. As one of the many activities that the City undertakes to help ensure its financial soundness, staff provides quarterly financial reports on the City's budget condition.

Based on actuals through the third quarter, staff believes that the City is on track to receive the amount of revenue budgeted and expend the amount appropriated in the current budget as adjusted during the mid-year budget process for most operating funds. Staff does not recommend any budget adjustments in this third quarter report.

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

REVIEW & ANALYSIS

General Fund Analysis

The FY 2020-21 budget originally adopted on June 16, 2020 included the use of General Fund balance, in part for the purchase of a new fire engine, for a net deficit of $2,002,577. During the mid-year budget process, the budget was amended resulting in a net deficit of $1,516,314. Below is a summary of the third quarter General Fund actual revenue and expenditures.

General Fund	FY 2019-20 Prior Year Actuals	FY 2020-21 Original Budget	FY 2020-21 Current Budget	FY 2020-21 YTD Actuals	FY 2020-21 YTD Actuals w/ Encumb.	% of Budget	Projected Year-End
Revenues	$ 10,429,889	$ 15,606,351	$ 16,871,428	$ 10,772,251	$ 10,772,251	64%	16,871,428
Expenditures	10,058,147	17,608,928	18,387,742	12,292,226	12,306,514	67%	18,387,742
Net surplus/deficit	371,742	(2,002,577)	(1,516,314)	$ (1,519,974)	$ (1,534,262)		(1,516,314)
Beginning Fund Balance	5,812,041	6,183,783	6,183,783				6,183,783
Ending Fund Balance	$ 6,183,783	$ 4,181,206	$ 4,667,469				4,667,469

General Fund Revenue

The City Council authorized revenues in the amount of $15.61 million in the original FY 2020-21 General Fund budget. During the mid-year budget process, the budget was increased to 16.87 million. General Fund actual revenues through the third quarter of FY 2020-21 totaled $10.772 million, which is 64% of budget. General Fund revenues are not received evenly throughout the year, so revenue through the third quarter is not expected to be 75% of the annual budget. For comparison, the General Fund revenue through the third quarter of FY 2019-20 was 65% of the annual budget.

	FY 2019-20 Prior Year Actuals	FY 2020-21 Original Budget	FY 2020-21 Current Budget	FY 2020-21 YTD Actuals	% of Budget	Projected Year-End
Property Taxes	$ 2,634,929	$ 4,146,109	$ 4,146,109	$ 2,714,392	65%	$ 4,146,109
Sales and Use Taxes	2,888,739	3,345,879	3,991,200	2,431,887	61%	3,991,200
Utility Users Tax	1,423,301	1,896,000	1,896,000	1,355,230	71%	1,896,000
Franchise Taxes	603,857	750,000	750,000	515,957	69%	750,000
Other Taxes: TOT	357,793	410,000	410,000	260,361	64%	410,000
Other Taxes: Business License	363,480	375,000	375,000	339,855	91%	375,000
Intergovernmental Taxes	969,156	2,006,163	2,006,163	1,009,595	50%	2,006,163
Public Safety Charges	828,630	1,306,115	1,306,115	1,006,913	77%	1,306,115
Total Other Revenue	360,002	489,072	1,108,828	661,695	60%	1,108,828
Revenue Total:	10,429,889	14,724,338	15,989,415	10,295,885	64%	15,989,415
Transfer In from Section 115 Trust		882,013	882,013	476,366	54%	882,013
Revenue/Sources Total:	$ 10,429,889	$ 15,606,351	$ 16,871,428	$ 10,772,251	64%	$ 16,871,428

Property Tax

Property tax is received in December, April, and June of each year. The projected revenue for FY 2020-21 is $4.15 million. Property tax revenue includes the basic 1% property tax of $2.85 million and the Redevelopment Property Tax Trust Fund (RPTTF) of $1.29 million. This is revenue that has resulted from the dissolution of the former Pinole Redevelopment Agency and represents the shift from the Agency receiving tax increment revenue to the various taxing entities receiving the tax revenue. The RPTTF revenue will convert to "normal" property tax revenue when all of the former Agency's outstanding debt is paid off and the Successor Agency is formally dissolved. Dissolution is currently expected to occur sometime after the final debt service payment in FY 2023-24.

Sales Tax

For FY 2020-21, sales tax for the General Fund was originally budgeted at $3.35 million, then increased to $3.99 million during the mid-year budget process. The increase was to align the budget with updated projections provided by HDL, the City's sales tax consultant. Sales tax receipts are trending higher than industry experts initially predicted when the original budget was developed. The increase is mostly attributable to the upward trend in the City's allocation from the countywide pool from online sales and new revenue.

Third quarter revenue received through March 31, 2021 totaled $2.43 million (61% of the annual budget) but does not include February and March receipts, which are expected to be received in April and May, respectively. Actual revenue is on track with the amount included in the budget.

All Other General Fund Revenue

Utility Users Tax (UUT) and Franchise Tax revenue, which is derived from utility customers, are trending at 71% and 69%, respectively, and are consistent with projected revenues based on when payments are received throughout the year.

Transient Occupancy Tax (TOT) is trending at 64% for the year. Business License revenues are primarily received in December and January based on the annual renewal process, which is initiated in December of each year, and is trending at 91%.

Intergovernmental taxes include the Property Tax In-Lieu of Motor Vehicle License Fee (VLF) and is trending at 50%. These funds are primarily received in January and April of each year.

Public safety charges, including police dispatch services for Hercules and San Pablo, are billed on a quarterly basis and are at 77% of budget for the year.

Other General Fund revenues include Coronavirus Relief Funds in the amount of $240,831. They also include permits, fees, fines and forfeitures, rental income, and investment income. This category as a whole is trending at 60%.

A transfer from the City's Section 115 Pension Trust to the General Fund was budgeted for FY 2020-21 in the amount of $882,013, of which approximately half has been transferred. The remaining transfer amount will be determined at the end of the fiscal year based on the actual pension costs incurred for the year.

General Fund Expenditures

The City Council authorized expenditures in the amount of $17.61 million in the original FY 2020-21 General Fund budget. During the mid-year budget process, the budget was increased to $18.39 million. General Fund actual expenditures through the third quarter of FY 2020-21 totaled $12.29 million, which is 67% of budget.

	FY 2019-20 Prior Year Actuals	FY 2020-21 Original Budget	FY 2020-21 Current Budget	FY 2020-21 YTD Actuals	% of Budget	Projected Year-End
Salaries & Wages	$ 5,117,067	$ 8,197,748	$ 8,408,048	$ 5,827,454	**69%**	$ 8,408,048
Benefits	3,548,005	5,181,603	5,181,603	3,528,281	**68%**	5,181,603
Professional/Admin Services	1,552,441	2,860,763	3,401,363	1,708,975	**50%**	3,401,363
Other Operating	192,328	246,481	246,481	219,089	**89%**	246,481
Materials and Supplies	116,758	182,200	182,200	83,951	**46%**	182,200
Interdepartmental Charges	(1,040,181)	(1,317,402)	(1,317,402)	(716,029)	**54%**	(1,317,402)
Asset/Capital Outlay	35,609	999,580	999,580	940,340	**94%**	999,580
Debt Service	536,120	555,000	556,107	556,107	**100%**	556,107
Other Financing Uses/Transfers Out	-	702,955	729,762	144,058	**20%**	729,762
Expenditure Total:	10,058,147	17,608,928	18,387,742	12,292,226	**67%**	**$18,387,742**

Overall, spending is trending as expected at 67% of budget. Variances exceeding 75% are explained below.

- Other Operating expenditures are at 89% of budget due to higher than anticipated water and electricity and gas utility costs.
- Asset/Capital Outlay expenditures are at 94% of budget due to the purchase of the new fire engine.

Department	FY 2019-20 Prior Year Actuals	FY 2020-21 Original Budget	FY 2020-21 Current Budget	FY 2020-21 YTD Actuals	Encumb.	Actuals w/ Encumb.	% of Budget	Projected Year-End
City Council	$ 102,246	$ 145,482	$ 173,382	$ 143,490		$ 143,490	**83%**	$ 173,382
City Manager	166,993	437,043	539,543	468,364		468,364	**87%**	539,543
City Clerk	138,547	250,145	250,145	173,847		173,847	**69%**	250,145
City Treasurer	6,346	6,779	9,479	5,679		5,679	**60%**	9,479
City Attorney	117,919	149,136	384,136	226,796		226,796	**59%**	384,136
Finance Department	369,712	510,212	537,712	419,455		419,455	**78%**	537,712
Human Resources	333,530	276,434	308,934	178,584		178,584	**58%**	308,934
Non-Departmental	1,100,120	1,701,069	1,701,069	1,051,184		1,051,184	**62%**	1,701,069
Police Department	4,296,763	7,249,344	7,438,344	4,810,743		4,810,743	**65%**	7,438,344
Fire Department	2,112,748	4,471,322	4,605,122	3,364,743		3,364,743	**73%**	4,605,122
Public Works	655,261	926,807	926,807	627,746	14,286	642,033	**69%**	926,807
Community Development	121,842	227,201	227,201	121,430		121,430	**53%**	227,201
Debt Service	536,120	555,000	556,107	556,107		556,107	**100%**	556,107
Transfers Out	-	702,955	729,762	144,058		144,058	**20%**	729,762
Expenditure Total:	**$ 10,058,147**	**$ 17,608,928**	**$ 18,387,742**	**$12,292,226**	**$ 14,286**	**$ 12,306,514**	**67%**	**$18,387,742**

Overall, department spending is trending as expected and variances exceeding 75% are explained below.

- City Council department expenditures are at 83% of budget due to a payment made to the League of California Cities for annual dues. This expenditure was budgeted in Non-Departmental, and a budget transfer is pending to move the funds to the City Council budget
- City Manager department budget is at 87% due to disbursements made to businesses that qualified for the Small Business Assistance Program.
- Finance Department budget is at 78% due to a vacation payout paid in the first quarter.

- Debt Service budget is at 100% as the result of the annual payment for Pension Obligation Bond debt service paid in the first quarter.

Other Funds Analysis

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

Measure S 2006 is a voter-approved general purpose use tax levied at 0.5% on all retail sales. Revenue from Measure S 2006 has historically been allocated by the City Council to fund public safety programs. Tax revenues are trending at 63% based on the timing of sales tax payments to the City. Expenditures are trending at 61% of budget.

Measure S 2014 is a voter-approved general purpose use tax also levied at 0.5% on all retail sales. Revenue from Measure S 2014 has historically been allocated by the City Council to address some of the City's operational and deferred capital improvement needs. Tax revenues are trending at 63% based on the timing of sales tax payments to the City. Expenditures are trending at 34% and are lower due to the timing of spending for capital projects.

Gas Tax Fund (Fund 200)

The Gas Tax Fund accounts for revenue from State excise taxes on gasoline and diesel fuel sales (referred to as the Highway Users Tax Account (HUTA)) as well as revenue from the Road Repair and Accountability Act of 2017 (SB1) (referred to as the Road Maintenance and Rehabilitation Account (RMRA)). Gas Tax Fund resources are restricted for use in the construction and maintenance of public streets. These funds support both annual operating and capital projects. As of March 31, 2021, revenue is trending at 63% of budget, in line with the timing of receipt of funds from the State. Expenditures are trending at 68% of budget.

Public Safety Augmentation Fund (Fund 203)

The Public Safety Augmentation Fund (PSAF) accounts for monies allocated by the County Auditor-Controller under Proposition 172 from the statewide 0.5% sales tax based on a share of statewide taxable sales. These funds are used exclusively for public safety. The receipt of these funds is conditioned on Maintenance of Effort using base year FY 1992-93. As of March 31, 2021, revenue is trending at 66% and expenditures are trending at 57% of budget.

Police Grants Fund (Fund 204)

The Police Grants Fund accounts for grants received and used exclusively for public safety. Funding for school resource officers received from West Contra Costa Unified School District (WCCUSD) and Alcoholic Beverage Control (ABC) grant funding is recorded in this fund. WCCUSD determined not to provide the City with a grant of

$150,000 for one school resource officer in FY 2020-21. This Fund has available fund balance of $125,498 that will be used to offset this loss of revenue for the time being.

NPDES Storm Water Fund (Fund 207)

The NPDES Storm Water Fund accounts for assessments collected by the County via property tax bills pursuant to the National Pollutant Discharge Elimination System (NPDES) regulations, a federally mandated program. Assessments are levied at $35 per Equivalent Runoff Unit (ERU). Revenue estimates are based on the number of ERU's multiplied by the adopted rate. The bulk of the revenue is received at the end of each fiscal year. As of March 31, 2021, revenue is at 3% and expenditures are at 54% of budget.

Recreation Department Fund (Fund 209)

The Recreation Department Fund accounts for funds received from fees for participation in recreational programs. The Recreation Department was dramatically impacted by the SIP order, which has required closing in-person recreation programs. Revenue is at 28% of budget and expenditures are at 63% of budget. Revenue includes Operating Transfers In from the General Fund and Measure S Fund to support the expenditures.

Building & Planning Fund (Fund 212)

The Building & Planning Fund accounts for funds received from fees and permits for building and planning services. The FY 2020-21 original budget projected use of fund balance to achieve a balanced budget. Because the fund balance is lower than originally projected, a transfer from the General Fund may be necessary to balance the budget. This item will be addressed in the fourth quarter report. As of March 31, 2021, revenue is at 50% and expenditures are at 49% of budget.

Solid Waste Fund (Fund 214)

The Solid Waste Fund accounts for funds received from Republic Services, Inc. from a surcharge it assesses on customer rates for solid waste services. These funds are set aside for future solid waste capital projects and for a rate stabilization fund. As of March 31, 2021, revenue is at 52% of budget with no expenditures to date.

Measure J Fund (Fund 215)

The Measure J Fund accounts for special sales tax revenues collected by the Contra Costa Transportation Authority (CCTA) and reapportioned to the cities for local street projects. The City must submit a checklist each year to confirm compliance with a Growth Management Program in order to receive these funds. Estimates of annual funding are provided by the CCTA, and jurisdiction allocations are based on a formula that considers both population and road mileage. As of March 31, 2021, revenue is at

100% and expenditures are at 17% of budget. Spending of these funds is dependent on the timing of capital projects.

Lighting and Landscape District Fund (Fund 310)

The Lighting and Landscape District Fund accounts for assessments to property owners to maintain median lighting and landscaping within the Pinole Valley Road North and South areas. Revenue is received in December, April, and June with property tax payments. As of March 31, 2021, revenue is at 89% and expenditures are at 96% of budget. Expenditures were higher than anticipated primarily due to light pole damages, which are expected to be fully reimbursed through insurance claims.

Sewer Enterprise Fund (Fund 500)

The Sewer Enterprise Fund accounts for fees charged to residents and businesses for sewer utilities. Fees are used to operate the Pinole-Hercules Wastewater Treatment Plant, which serves the Pinole and Hercules areas. Revenues are received with the property tax payments in December, April, and June. The budget was adjusted in the first quarter to account for debt payment due to the Clean Water State Revolving Fund program. As of March 31, 2021, revenue is at 57% and expenditures are at 61% of budget.

Cable Access TV Fund (Fund 505)

The Cable Access TV Fund accounts for revenue received from cable franchise fees, video production and broadcast charges, and Public, Educational, and Governmental (PEG) access fees. PEG access fees are designated for equipment purchases. Transfers from the General Fund also help support the operating costs. The FY 2021-22 budget was adjusted during the mid-year budget process to account for revenue losses. As of March 31, 2021, revenue is at 37% and expenditures are at 65% of budget.

Information Systems Fund (Fund 525)

The Information Systems Fund is an internal service fund used to account for activities that provide technology goods or services to other City funds and departments on a cost-reimbursement basis. As of March 31, 2021, revenue is at 59% and expenditures are at 59% of budget.

FISCAL IMPACT

In this FY 2020-21 Third Quarter Financial Report, staff does not recommend any budget adjustments.

ATTACHMENTS

A – FY 2020-21 Third Quarter Financial Report Summary by Fund

Return to Agenda

ATTACHMENT A

City of Pinole, CA

For FY2020-21 Period Ending: 3/31/21

	Original Budget	Current Budget	Proposed Adjustments	Amended Budget	YTD Actual	Encumbrances	Total	Variance Favorable (Unfavorable	Percent Used	Projected Year-End
Fund: 100 - General Fund										
Revenue										
Property Taxes	4,146,109	4,146,109		4,146,109	2,714,392		2,714,392	(1,431,717)	65%	4,146,109
Sales and Use Taxes	3,345,879	3,991,200		3,991,200	2,431,887		2,431,887	(1,559,313)	61%	3,991,200
Utility Users Tax	1,896,000	1,896,000		1,896,000	1,355,230		1,355,230	(540,770)	71%	1,896,000
Franchise Taxes	750,000	750,000		750,000	515,957		515,957	(234,043)	69%	750,000
Other Taxes: TOT	410,000	410,000		410,000	260,361		260,361	(149,639)	64%	410,000
Other Taxes: Business License	375,000	375,000		375,000	339,855		339,855	(35,145)	91%	375,000
Intergovernmental Taxes	2,006,163	2,006,163		2,006,163	1,009,595		1,009,595	(996,568)	50%	2,006,163
Public Safety Charges	1,306,115	1,306,115		1,306,115	1,006,913		1,006,913	(299,202)	77%	1,306,115
Total Other Revenue	489,072	1,108,828		1,108,828	661,695		661,695	(447,133)	60%	1,108,828
Revenue Total:	**14,724,338**	**15,989,415**	**-**	**15,989,415**	**10,295,885**		**10,295,885**	**(5,693,530)**	**64%**	**15,989,415**
Penison Trust 115 Transfer	882,013	882,013		882,013	476,366		476,366	(405,647)	54%	882,013
Sources Total	**15,606,351**	**16,871,428**	**-**	**16,871,428**	**10,772,251**	**-**	**10,772,251**	**(6,099,177)**	**64%**	**16,871,428**
Expenditures										
City Council Total:	145,482	173,382		173,382	143,490		143,490	29,892	83%	173,382
City Manager Total:	437,043	539,543		539,543	468,364		468,364	71,179	87%	539,543
City Clerk Total:	250,145	250,145		250,145	173,847		173,847	76,298	69%	250,145
City Treasurer Total:	6,779	9,479		9,479	5,679		5,679	3,800	60%	9,479
City Attorney Total:	149,136	384,136		384,136	226,796		226,796	157,340	59%	384,136
Finance Department Total:	510,212	537,712		537,712	419,455		419,455	118,256	78%	537,712
Human Resources Total:	276,434	308,934		308,934	178,584		178,584	130,350	58%	308,934
Non-Departmental Total:	1,701,069	1,701,069		1,701,069	1,051,184		1,051,184	649,885	62%	1,701,069
Total Administrative:	**3,476,300**	**3,904,400**	**-**	**3,904,400**	**2,667,400**	**-**	**2,667,400**	**1,237,000**	**68%**	**3,904,400**
Police Department Total:	7,249,344	7,438,344		7,438,344	4,810,743		4,810,743	2,627,601	65%	7,438,344
Fire Department Total:	4,471,322	4,605,122		4,605,122	3,364,743		3,364,743	1,240,379	73%	4,605,122
Total Public Safety:	**11,720,666**	**12,043,466**	**-**	**12,043,466**	**8,175,486**	**-**	**8,175,486**	**3,867,980**	**68%**	**12,043,466**
Public Works Total:	926,807	926,807		926,807	627,746	14,286	642,032	284,775	69%	926,807
Community Development Total:	227,201	227,201		227,201	121,430		121,430	105,771	53%	227,201
Total Development Services:	**1,154,008**	**1,154,008**	**-**	**1,154,008**	**749,176**	**14,286**	**763,462**	**390,546**	**66%**	**1,154,008**
Debt Service:	555,000	556,107		556,107	556,107		556,107	(0)	100%	556,107
Operating Transfer Out:	702,955	729,762		729,762	144,058		144,058	585,704	20%	729,762
General Fund Total:	**17,608,928**	**18,387,742**	**-**	**18,387,742**	**12,292,226**	**14,286**	**12,306,513**	**(6,081,230)**	**67%**	**18,387,742**
General Fund Net Results	(2,002,577)	(1,516,314)	-	(1,516,314)	(1,519,975)	(14,286)	(1,534,262)	(17,947)	-3%	(1,516,314)
Fund Balance July 1, 2020	**6,620,901**	**6,620,901**		**6,620,901**						
Estimated Fund Balance June 30, 2021	**4,618,324**	**5,104,587**		**5,104,587**						
Fund: 105 - Measure S -2006										
Revenue										
Sales and Use Taxes	1,825,669	2,046,000		2,046,000	1,290,765		1,290,765	(755,235)	63%	2,046,000
Interest and Investment Income	20,000	20,000		20,000	4,636		4,636	(15,364)	23%	20,000
Total Other Revenue	-	1,746		1,746	4,000		4,000	2,254	0%	1,746
Revenue Total:	**1,845,669**	**2,067,746**	**-**	**2,067,746**	**1,299,401**		**1,299,401**	**(768,345)**	**63%**	**2,067,746**
Penison Trust 115 Transfer	294,558	294,558		294,558	182,670		182,670	(111,888)	62%	294,558
Sources Total	**2,140,227**	**2,362,304**		**2,362,304**	**1,482,071**	**-**	**1,482,071**	**(880,233)**	**63%**	**2,362,304**
Expenditures										
Finance Department Total:	2,433	2,433		2,433	300		300	2,133	12%	2,433
Police Department Total:	1,402,432	1,408,432		1,408,432	1,043,568		1,043,568	364,864	74%	1,408,432
Fire Department Total:	760,659	760,659		760,659	277,335		277,335	483,324	36%	760,659
Expenditures Total:	**2,165,524**	**2,171,524**	**-**	**2,171,524**	**1,321,203**		**1,321,203**	**850,321**	**61%**	**2,171,524**
Measure S -2006 Net Results:	**(25,297)**	**190,780**		**190,780**	**160,868**		**160,868**	**(29,912)**	**84%**	**190,780**
Fund Balance July 1, 2020	**1,785,877**	**1,785,877**		**1,785,877**						
Estimated Fund Balance June 30, 2021	**1,760,580**	**1,976,657**		**1,976,657**						

Return to Agenda

City of Pinole, CA

For FY2020-21 Period Ending: 3/31/21

	Original Budget	Current Budget	Proposed Adjustments	Amended Budget	YTD Actual	Encumbrances	Total	Variance Favorable (Unfavorable	Percent Used	Projected Year-End
Fund: 106 - Measure S-2014										
Revenue										
Sales and Use Taxes	1,825,669	2,046,000		2,046,000	1,296,305		1,296,305	(749,695)	63%	2,046,000
Interest and Investment Income	30,000	30,000		30,000	13,775		13,775	(16,225)	46%	30,000
Reimbursements	-	1,000		1,000	1,000		1,000	-	0%	1,000
Revenue Total:	**1,855,669**	**2,077,000**		**2,077,000**	**1,311,080**		**1,311,080**	**(765,920)**	**63%**	**2,077,000**
Penison Trust 115 Transfer	96,887	96,887		96,887	532		532	(96,355)	1%	96,887
Sources Total	**1,952,556**	**2,173,887**		**2,173,887**	**1,311,612**	**-**	**1,311,612**	**(862,275)**	**60%**	**2,173,887**
Expenditures										
City Council Department Total:	-	5,900		5,900	5,900		5,900	-	100%	5,900
Finance Department Total:	2,433	2,433		2,433	300		300	2,133	12%	2,433
Non-Departmental Total:	693,000	693,000		693,000	591,250		591,250	101,750	85%	693,000
Information Systems Total:	42,600	36,700		36,700	-		-	36,700	0%	36,700
Police Department Total:	193,641	193,641		193,641	126,748		126,748	66,893	65%	193,641
Fire Department Total:	444,489	444,489		444,489	227,892		227,892	216,597	51%	444,489
Public Works Total:	2,122,561	2,233,561		2,233,561	240,497	44,607	285,104	1,948,457	13%	2,233,561
Recreation Total:	23,550	38,957		38,957	-	8,651	8,651	30,306	22%	38,957
Expenditures Total:	**3,522,274**	**3,648,681**		**3,648,681**	**1,192,587**	**53,258**	**1,245,845**	**2,402,836**	**34%**	**3,648,681**
Measure S-2014 Net Results:	**(1,569,718)**	**(1,474,794)**		**(1,474,794)**	**119,025**	**(53,258)**	**65,767**	**1,540,561**	**-4%**	**(1,474,794)**
Fund Balance July 1, 2020	**3,760,830**	**3,760,830**		**3,760,830**						
Estimated Fund Balance June 30, 2021	**2,191,112**	**2,286,036**		**2,286,036**						
Fund: 150 - General Reserve										
Revenue Total:	-	-		-	29,170		29,170	29,170	0%	38,893
General Reserve Net Results:	**-**	**-**		**-**	**29,170**		**29,170**	**29,170**	**0%**	**38,893**
Fund Balance July 1, 2020	**7,457,116**	**7,457,116**		**7,457,116**						
Estimated Fund Balance June 30, 2021	**7,457,116**	**7,457,116**		**7,457,116**						
Fund: 160 - Equipment Reserve										
Revenue										
Fire Department Total:	-	-		-	43,459		43,459	43,459	0%	-
Public Works Total:	80,000	80,000		80,000	80,000		80,000	-	100%	80,000
Community Development Total:	5,000	5,000		5,000	5,000		5,000	(5,000)	100%	5,000
Revenue Total:	**85,000**	**85,000**	**-**	**85,000**	**128,459**		**128,459**	**43,459**	**151%**	**85,000**
Expenditures										
Public Works Total:	80,000	274,000		274,000	-	75,909	75,909	198,091	28%	274,000
Community Development Total:	5,000	5,000		5,000	-		-	5,000	0%	5,000
Expenditures Total:	**85,000**	**279,000**		**279,000**	**-**		-	**279,000**	**0%**	**279,000**
Equipment Reserve Net Results:	**-**	**(194,000)**		**(194,000)**	**128,459**		**128,459**	**322,459**	**-66%**	**(194,000)**
Fund Balance July 1, 2020	**114,949**	**114,949**		**114,949**						
Estimated Fund Balance June 30, 2021	**114,949**	**(79,051)**		**(79,051)**						
Fund: 700 - Pension Fund										
Revenue										
Interest and Investment Income	-	-		-	2,004,493		2,004,493	2,004,493	0%	2,672,657
Revenue Total:	**-**	**-**		**-**	**2,004,493**		**2,004,493**	**2,004,493**	**0%**	**2,672,657**
Expenditures										
425 - Administrative Expenses	-	-		-	64,440		64,440	(64,440)	0%	85,921
Expenditures Total:	**-**	**-**		**-**	**64,440**		**64,440**	**(64,440)**	**0%**	**85,921**
Transfer Out:	1,501,492	1,501,492		1,501,492	684,252		684,252	817,240	46%	1,501,492
Pension Fund Net Results:	**(1,501,492.0)**	**(1,501,492.0)**		**(1,501,492.0)**	**1,255,801**		**1,255,801**	**2,757,293**	**-84%**	**1,085,245**
Fund Balance July 1, 2020	**18,088,811**	**18,088,811**		**18,088,811**						
Estimated Fund Balance June 30, 2021	**16,587,319**	**16,587,319**		**16,587,319**						
Fund: 200 - Gas Tax Fund										
Revenue Total:	866,465	874,101		874,101	547,547		547,547	326,554	63%	874,101
Expenditures Total:	1,568,570	1,608,056		1,608,056	1,098,951		1,098,951	509,105	68%	1,608,056
Gas Tax Fund Net Results:	**(702,105)**	**(733,955)**		**(733,955)**	**(551,404)**	**-**	**(551,404)**	**182,551**	**75%**	**(733,955)**
Fund Balance July 1, 2020	**927,444**	**927,444**		**927,444**						
Estimated Fund Balance June 30, 2021	**225,339**	**193,489**		**193,489**						

Return to Agenda

City of Pinole, CA

For FY2020-21 Period Ending: 3/31/21

	Original Budget	Current Budget	Proposed Adjustments	Amended Budget	YTD Actual	Encumbrances	Total	Variance Favorable (Unfavorable	Percent Used	Projected Year-End
Fund: 201 - Restricted Real Estate Maintenance Fund										
Revenue Total:	39,991	39,991		39,991	34,625		34,625	5,366	87%	39,991
Expenditures Total:	37,175	37,175		37,175	12,902		12,902	24,273	35%	37,175
Restricted Real Estate Maint Fund Net Results:	**2,816**	**2,816**		**2,816**	**21,724**		**21,724**	**18,907**	**771%**	**2,816**
Fund Balance July 1, 2020	**166,676**	**166,676**		**166,676**						
Estimated Fund Balance June 30, 2021	**169,492**	**169,492**		**169,492**						
Fund: 203 - Public Safety Augmentation Fund										
Revenue Total:	172,766	172,766		172,766	113,937		113,937	(58,829)	66%	172,766
Expenditures Total:	189,512	189,512		189,512	107,851		107,851	81,661	57%	189,512
Public Safety Augmentation Fund Net Results:	**(16,746)**	**(16,746)**		**(16,746)**	**6,086**		**6,086**	**22,832**	**-36%**	**(16,746)**
Fund Balance July 1, 2020	**365,840**	**365,840**		**365,840**						
Estimated Fund Balance June 30, 2021	**349,094**	**349,094**		**349,094**						
Fund: 204 - Police Grants										
Revenue Total:	150,000	26,807		26,807			-	(150,000)	0%	26,807
Penison Trust 115 Transfer	-	-		-	2,621		2,621	2,621	0%	-
Sources Total	**150,000**	**26,807**		**26,807**	**2,621**	**-**	**2,621**	**(147,379)**	**10%**	**26,807**
Expenditures Total:	152,305	152,305	-	152,305	102,033		102,033	50,272	0%	152,305
Police Grants Net Results:	**(2,305)**	**(125,498)**		**(125,498)**	**(99,412)**		**(99,412)**	**26,086**	**79%**	**(125,498)**
Fund Balance July 1, 2020	**125,498**	**125,498**		**125,498**						
Estimated Fund Balance June 30, 2021	**123,193**	**0**		**0**						
Fund: 205 - Traffic Safety Fund										
Revenue Total:	46,500	46,500		46,500	18,350		18,350	(28,150)	39%	46,500
Expenditures Total:	19,719	19,719		19,719	564		564	19,155	3%	19,719
Traffic Safety Fund Net Results:	**26,781**	**26,781**		**26,781**	**17,787**		**17,787**	**(8,994)**	**66%**	**26,781**
Fund Balance July 1, 2020	**207,302**	**207,302**		**207,302**						
Estimated Fund Balance June 30, 2021	**234,083**	**234,083**		**234,083**						
Fund: 206 - Supplemental Law Enforcement Svc Fund										
Revenue Total:	101,600	158,327		158,327	157,818		157,818	(509)	100%	158,327
Expenditures Total:	97,897	97,897		97,897	70,862		70,862	27,035	72%	97,897
Sup Law Enforce Svc Fund Net Results:	**3,703**	**60,430**		**60,430**	**86,956**		**86,956**	**26,526**	**144%**	**60,430**
Fund Balance July 1, 2020	**269,337**	**269,337**		**269,337**						
Estimated Fund Balance June 30, 2021	**273,040**	**329,767**		**329,767**						
Fund: 207 - NPDES Storm Water Fund										
Revenue Total:	266,620	324,655		324,655	9,412		9,412	(315,243)	3%	324,655
Expenditures Total:	377,717	377,717		377,717	205,660		205,660	172,057	54%	377,717
NPDES Storm Water Fund Net Results:	**(111,097)**	**(53,062)**		**(53,062)**	**(196,248)**		**(196,248)**	**(143,186)**	**370%**	**(53,062)**
Fund Balance July 1, 2020	**16,432**	**16,432**		**16,432**						
Estimated Fund Balance June 30, 2021	**(94,665)**	**(36,630)**		**(36,630)**						
Fund: 209 - Recreation Fund										
Revenue Total:	1,286,820	740,334		740,334	209,077		209,077	(531,257)	28%	740,334
Penison Trust 115 Transfer	11,704	11,704		11,704	7,334		7,334	(4,370)	63%	11,704
Sources Total	**1,298,524**	**752,038**	**-**	**752,038**	**216,411**	**-**	**216,411**	**(535,627)**	**29%**	**752,038**
Expenditures Total:	1,298,524	799,283	-	799,283	563,654	2,474	566,128	233,155	71%	799,283
Recreation Fund Net Results:	**-**	**(47,246)**		**(47,246)**	**(347,243)**		**(347,243)**	**(302,472)**	**735%**	**(47,246)**
Fund Balance July 1, 2020	**58,144**	**58,144**		**58,144**						
Estimated Fund Balance June 30, 2021	**58,144**	**10,898**		**10,898**						
Fund: 212 - Building & Planning										
Revenue Total:	820,700	820,700		820,700	411,359		411,359	(409,341)	50%	820,700
Penison Trust 115 Transfer	64,846	64,846		64,846	-		-	(64,846)	0%	64,846
Sources Total	**885,546**	**885,546**		**885,546**	**411,359**	**-**	**411,359**	**(474,187)**	**46%**	885,546
Expenditures Total:	1,311,338	1,311,338		1,311,338	644,309		644,309	667,028	49%	1,311,338
Building & Planning Net Results:	**(425,792)**	**(425,792)**		**(425,792)**	**(232,950)**		**(232,950)**	**192,841**	**55%**	**(425,792)**
Fund Balance July 1, 2020	**158,389**	**158,389**		**158,389**						
Estimated Fund Balance June 30, 2021	**(267,403)**	**(267,403)**		**(267,403)**						

Return to Agenda

City of Pinole, CA

For FY2020-21 Period Ending: 3/31/21

	Original Budget	Current Budget	Proposed Adjustments	Amended Budget	YTD Actual	Encumbrances	Total	Variance Favorable (Unfavorable	Percent Used	Projected Year-End
Fund: 213 - Refuse Management Fund										
Revenue Total:	66,060	66,060		66,060	47,130		47,130	(18,930)	71%	66,060
Expenditures Total:	126,417	126,417		126,417	77,737		77,737	48,680	61%	126,417
Refuse Management Fund Net Results:	**(60,357)**	**(60,357)**		**(60,357)**	**(30,608)**		**(30,608)**	**29,749**	**51%**	**(60,357)**
Fund Balance July 1, 2020	**335,177**	**335,177**		**335,177**						
Estimated Fund Balance June 30, 2021	**274,820**	**274,820**		**274,820**						
Fund: 214 - Solid Waste Fund										
Revenue Total:	368,000	368,000		368,000	193,021		193,021	(174,979)	52%	368,000
Expenditures Total:	20,000	237,800		237,800	-		-	237,800	0%	237,800
Solid Waste Fund Net Results:	**348,000**	**130,200**		**130,200**	**193,021**		**193,021**	**62,821**	**148%**	**130,200**
Fund Balance July 1, 2020	**1,558,131**	**1,558,131**		**1,558,131**						
Estimated Fund Balance June 30, 2021	**1,906,131**	**1,688,331**		**1,688,331**						
Fund: 215 - Measure C and J Fund										
Revenue Total:	388,000	398,147		398,147	396,501		396,501	(1,646)	100%	398,147
Expenditures Total:	780,598	780,598		780,598	130,965		130,965	649,633	17%	780,598
Measure C and J Fund Net Results:	**(392,598)**	**(382,451)**		**(382,451)**	**265,537**		**265,537**	**647,988**	**-69%**	**(382,451)**
Fund Balance July 1, 2020	**1,821,573**	**1,821,573**		**1,821,573**						
Estimated Fund Balance June 30, 2021	**1,428,975**	**1,439,122**		**1,439,122**						
Fund: 225 - Asset Seizure-Adjudicated Fund										
Revenue Total:	-	-		-	238		238	238	0%	317
Expenditures Total:	-	-		-	-		-	-	0%	-
Asset Seizure-Adjudicated Fund Net Results:	**0**	**0**		**0**	**238**		**238**	**238**	**0%**	**317**
Fund Balance July 1, 2020	**86,562**	**86,562**		**86,562**						
Estimated Fund Balance June 30, 2021	**86,562**	**86,562**		**86,562**						
Fund: 226 - CASp Certification and Training Fund										
Revenue Total:	-	-			6,392		6,392	6,392	0%	8,522
Expenditures Total:	-	-			-		-	-	0%	-
CASp Certification and Training Fund Net Results:	**-**	**-**			**6,392**		**6,392**	**6,392**	**0%**	**8,522**
Fund Balance July 1, 2020	**20,749**	**20,749**		**20,749**						
Estimated Fund Balance June 30, 2021	**20,749**	**20,749**		**20,749**						
Fund: 231 - Littering Fines										
Revenue Total:	-	-			3		3	3	0%	4
Expenditures Total:	-	-			-		-	-	0%	-
Littering Fines Fund Net Results:	**-**	**-**			**3**		**3**	**3**	**0%**	**4**
Fund Balance July 1, 2020	**2,146**	**2,146**		**2,146**						
Estimated Fund Balance June 30, 2021	**2,146**	**2,146**		**2,146**						
Fund: 275 - Parkland Dedication Fund										
Revenue Total:	-	-		-	16,381		16,381	16,381	0%	21,842
Expenditures Total:	-	-		-	-		-	-	0%	-
Parkland Dedication Fund Net Results:	**-**	**-**		**-**	**16,381**		**16,381**	**16,381**	**0%**	**21,842**
Fund Balance July 1, 2020	**88,070**	**88,070**		**88,070**						
Estimated Fund Balance June 30, 2021	**88,070**	**88,070**		**88,070**						
Fund: 276 - Growth Impact Fund										
Revenue Total:	-	-		-	32,572		32,572	32,572	0%	43,429
Expenditures Total:	8,000	8,000		8,000	-		-	8,000	0%	8,000
Growth Impact Fund Net Results:	**(8,000)**	**(8,000)**		**(8,000)**	**32,572**		**32,572**	**40,572**	**-407%**	**35,429**
Fund Balance July 1, 2020	**108,925**	**108,925**		**108,925**						
Estimated Fund Balance June 30, 2021	**100,925**	**100,925**		**100,925**						

Return to Agenda

City of Pinole, CA

For FY2020-21 Period Ending: 3/31/21

	Original Budget	Current Budget	Proposed Adjustments	Amended Budget	YTD Actual	Encumbrances	Total	Variance Favorable (Unfavorable	Percent Used	Projected Year-End
Fund: 277 - Development Services										
Revenue Total:	-	-		-	232		232	232	0%	309
Expenditures Total:	-	-		-	-		-	-	0%	-
Development Services Net Results:	**-**	**-**		**-**	**232**		**232**	**232**	**0%**	**309**
Fund Balance July 1, 2020	**(665)**	**(665)**		**(665)**			**(665)**			
Estimated Fund Balance June 30, 2021	**(665)**	**(665)**		**(665)**			**(433)**			
Fund: 285 - Housing Land Held for Resale										
Revenue Total:	105,000	1,855,000		1,855,000	13,111		13,111	(1,841,889)	1%	1,855,000
Expenditures Total:	174,903	174,903		174,903	49,870		49,870	125,033	29%	174,903
Housing Land Held for Resale Net Results:	**(69,903)**	**1,680,097**		**1,680,097**	**(36,759)**		**(36,759)**	**(1,716,856)**	**-2%**	**1,680,097**
Fund Balance July 1, 2020	**7,819,515**	**7,819,515**		**7,819,515**						
Estimated Fund Balance June 30, 2021	**7,749,612**	**9,499,612**		**9,499,612**						
Fund: 310 - Lighting & Landscape Districts										
Revenue Total:	42,780	42,780		42,780	37,880		37,880	(4,900)	89%	42,780
Expenditures Total:	42,780	42,780		42,780	40,978		40,978	1,802	96%	42,780
Lighting & Landscape Districts Net Results:	**-**	**-**		**-**	**(3,098)**		**(3,098)**	**(3,098)**	**0%**	**-**
Fund Balance July 1, 2020	**32,188**	**32,188**		**32,188**						
Estimated Fund Balance June 30, 2021	**32,188**	**32,188**		**32,188**						
Fund: 316 - Pinole Valley Park										
Revenue Total:	-	-		-	2		2	2	0%	3
Expenditures Total:	-	-		-	-		-	-	0%	-
Pinole Valley Park Net Results:	**-**	**-**		**-**	**2**		**2**	**(2)**	**0%**	**3**
Fund Balance July 1, 2020	**(621)**	**(621)**		**(621)**						
Estimated Fund Balance June 30, 2021	**(621)**	**(621)**		**(621)**						
Fund: 317 - Pinole Valley Caretaker Fund										
Revenue Total:	15,000	15,000		15,000	11,250		11,250	(3,750)	75%	15,000
Expenditures Total:	14,867	14,867		14,867	10,772		10,772	4,095	72%	14,867
Pinole Valley Caretaker Fund Net Results:	**133**	**133**		**133**	**478**		**478**	**345**	**359%**	**133**
Fund Balance July 1, 2020	**(309)**	**(309)**		**(309)**						
Estimated Fund Balance June 30, 2021	**(176)**	**(176)**		**(176)**						
Fund: 324 - Public Facilities Fund										
Expenditures Total:	70,000	70,000		70,000	-		-	70,000	0%	70,000
Public Facilities Fund Net Results:	**(70,000)**	**(70,000)**		**(70,000)**	**-**		**-**	**70,000**	**0%**	**(70,000)**
Fund Balance July 1, 2020	**545,005**	**545,005**		**545,005**						
Estimated Fund Balance June 30, 2021	**475,005**	**475,005**		**475,005**						
Fund: 325 - City Street Improvements										
Revenue Total:	250,000	250,000		250,000	287,764		287,764	37,764	115%	250,000
Expenditures Total:	1,779,103	1,335,698		1,335,698	207,310	741,181	948,491	387,207	71%	1,335,698
City Street Improvements Net Results:	**(1,529,103)**	**(1,085,698)**		**(1,085,698)**	**80,455**	**741,181**	**821,635**	**424,972**	**-76%**	**(1,085,698)**
Fund Balance July 1, 2020	**1,294,914**	**1,294,914**		**1,294,914**						
Estimated Fund Balance June 30, 2021	**(234,189)**	**209,216**		**209,216**						

Return to Agenda

City of Pinole, CA

For FY2020-21 Period Ending: 3/31/21

	Original Budget	Current Budget	Proposed Adjustments	Amended Budget	YTD Actual	Encumbrances	Total	Variance Favorable (Unfavorable	Percent Used	Projected Year-End
Fund: 327 - Park Grants (Measure WW)										
Revenue Total:	-	-		-	84		84	84	0%	168
Expenditures Total:	189,758	189,758		189,758	-		-	189,758	0%	189,758
Park Grants (Measure WW) Net Results:	**(189,758)**	**(189,758)**		**(189,758)**	**84**		**84**	**189,842**	**0%**	**(189,590)**
Fund Balance July 1, 2020	**25,437**	**25,437**		**25,437**						
Estimated Fund Balance June 30, 2021	**(164,321)**	**(164,321)**		**(164,321)**						
Fund: 377 - Arterial Streets Rehabilitation Fund										
Revenue Total:	250,000	250,000		250,000	250,000		250,000	-	0%	250,000
Expenditures Total:	796,000	643,281		643,281	219,732		219,732	423,549	34%	643,281
Arterial Streets Rehabilitation Fund Net Results:	**(546,000)**	**(393,281)**		**(393,281)**	**30,268**	**-**	**30,268**	**423,549**	**-8%**	**(393,281)**
Fund Balance July 1, 2020	**774,582**	**774,582**		**774,582**						
Estimated Fund Balance June 30, 2021	**228,582**	**381,301**		**381,301**						
Fund: 500 - Sewer Enterprise Fund										
Revenue Total:	7,648,971	7,748,599		7,748,599	4,478,534		4,478,534	(3,270,064)	58%	7,748,599
Penison Trust 115 Transfer	79,872	79,872		79,872	-		-	(79,872)	0%	79,872
Sources Total	**7,728,843**	**7,828,471**		**7,828,471**	**4,478,534**	**-**	**4,478,534**	**(3,349,936)**	**57%**	7,828,471
Expenditures Total:	8,232,681	10,251,183		10,251,183	5,028,405	917,230	5,945,634	4,305,549	58%	10,251,183
Sewer Enterprise Fund Net Results:	**(503,839)**	**(2,422,713)**	**-**	**(2,422,713)**	**(549,870)**	**(917,230)**	**(1,467,100)**	**955,613**	**61%**	**(2,422,713)**
Fund Balance July 1, 2020	**19,784,826**	**19,784,826**		**19,784,826**						
Estimated Fund Balance June 30, 2021	**19,280,988**	**17,362,114**		**17,362,114**						
Fund: 503 - Plant Expansion Fund										
Revenue Total:	-	-		-	148		148	148	0%	197
Expenditures Total:	-	-			314,046		314,046	(314,046)	0%	628,092
Plant Expansion Fund Net Results:	**-**	**-**		**-**	**(313,898)**		**(313,898)**	**(313,898)**	**0%**	**(627,895)**
Fund Balance July 1, 2020	**2,911,107**	**2,911,107**		**2,911,107**						
Estimated Fund Balance June 30, 2021	**2,911,107**	**2,911,107**		**2,911,107**						
Fund: 505 - Cable Access TV										
Revenue Total:	512,419	324,220		324,220	135,470		135,470	(188,750)	42%	324,220
Penison Trust 115 Transfer	79,872	79,872		79,872	14,729		14,729	(65,143)	18%	79,872
Sources Total	**592,291**	**404,092**		**404,092**	**150,199**	**-**	**150,199**	**(253,893)**	**37%**	404,092
Expenditures Total:	539,309	445,606		445,606	291,802		291,802	153,804	65%	445,606
Cable Access TV Net Results:	**52,982**	**(41,514)**		**(41,514)**	**(141,603)**		**(141,603)**	**(100,089)**	**341%**	**(41,514)**
Fund Balance July 1, 2020	**(35,235)**	**(35,235)**		**(35,235)**						
Estimated Fund Balance June 30, 2021	**17,747**	**(76,750)**		**(76,750)**						
Fund: 525 - Information Systems										
Expenditures Total:	802,890	802,890		802,890	475,419		475,419	327,471	59%	802,890
Indirect cost allocations Total:	(802,890)	(802,890)		(802,890)	(475,419)		(475,419)	(644,951)	59%	(802,890)
Information Systems Net Results:	**0**	**0**			**-**		**-**	**0**	**0%**	**-**
Fund Balance July 1, 2020	**(196,169)**	**(196,169)**		**(196,169)**						
Estimated Fund Balance June 30, 2021	**(196,169)**	**(196,169)**		**(196,169)**						
Fund: 704 - Asset Seizure-Unadjudicated										
Revenue Total:	-	-		-	82		82	82	0%	109
Total Expenditures	-	-		-	-		-	-	0%	-
Asset Seizure-Unadjudicated Net Results:	**-**	**-**		**-**	**82**		**82**	**82**	**0%**	**109**
Fund Balance July 1, 2020	**13,350**	**13,350**		**13,350**						
Estimated Fund Balance June 30, 2021	**13,350**	**13,350**		**13,350**						

Return to Agenda

City of Pinole, CA

For FY2020-21 Period Ending: 3/31/21

	Original Budget	Current Budget	Proposed Adjustments	Amended Budget	YTD Actual	Encumbrances	Total	Variance Favorable (Unfavorable	Percent Used	Projected Year-End
Fund: 716 - Pinole Public School										
Revenue Total:	-	-		-	6		6	6	0%	8
Total Expenditures:	-	-		-	-		-	-	0%	-
Pinole Public School Net Results:	**-**	**-**		**-**	**6**		**6**	**6**	**0%**	**8**
Fund Balance July 1, 2020	**1,738**	**1,738**		**1,738**						
Estimated Fund Balance June 30, 2021	**1,738**	**1,738**		**1,738**						
Fund: 723 - Police Evidence Trust										
Revenue Total:	-	-		-	8		8	8	0%	11
Expenditures Total:	-	-		-	-		-	-	0%	-
Police Evidence Trust Net Results:	**-**	**-**		**-**	**8**		**8**	**8**	**0%**	**11**
Fund Balance July 1, 2020	**189**	**189**		**189**						
Estimated Fund Balance June 30, 2021	**189**	**189**		**189**						
Fund: 750 - Recognized Obligation Retirement Fund										
Revenue Total:	250,000	250,000		250,000	277,895		277,895	27,895	111%	250,000
Expenditures Total:	250,000	2,000,000		2,000,000	3,707,993		3,707,993	(1,707,993)	185%	2,000,000
Recognized Obligation Retirement Fund Net Results:	**-**	**(1,750,000)**		**(1,750,000)**	**(3,430,098)**		**(3,430,098)**	**(1,680,098)**	**196%**	**(1,750,000)**
Fund Balance July 1, 2020	**6,289**	**6,289**		**6,289**						
Estimated Fund Balance June 30, 2021	**6,289**	**(1,743,711)**		**(1,743,711)**						

CITY COUNCIL REPORT

7H

DATE: MAY 4, 2021

TO: MAYOR AND CITY COUNCIL

FROM: HECTOR DE LA ROSA, ASSISTANT CITY MANAGER

SUBJECT: APPROVING A PURCHASE AND SALE AGREEMENT BY AND BETWEEN THE CITY OF PINOLE AND BALJIT SINGH DHALIWAL, JAGJEET KAUR DHALIWAL, GURDIP RAM AND AKWINDER KAUR FOR THE SALE OF PROPERTY LOCATED AT 600 TENNENT AVENUE/2279 PARK STREET (APN: 401-142-010)

RECOMMENDATION

Staff recommends that the City Council approve a Purchase and Sale Agreement (PSA, attached) by and between the City of Pinole and Baljit Singh Dhaliwal, Jagjeet Kaur Dhaliwal, Gurdip Ram and Akwinder Kaur (the "Buyers"), for the sale of property located in the City of Pinole at 600 Tennent Avenue/2279 Park Street (APN: 401-142-010) (the "Property").

BACKGROUND

In 2005, the former Redevelopment Agency of the City of Pinole purchased 600 Tennent Avenue/2279 Park Street. At the time some consideration was given to demolishing the buildings and constructing temporary parking. However, in 2006, three developers submitted development proposals for three completely different types of projects: mixed-use commercial/residential, performing arts annex, and restaurant. Unfortunately, a development agreement was not reached for any of the concepts, and the buildings remain vacant.

In 2012, the California State Legislature passed AB 26 (as amended by AB 1484 and SB 107, the "Dissolution Law") dissolving redevelopment agencies statewide. The City elected to serve as the Successor Agency to the Redevelopment Agency and is responsible for winding down the Redevelopment Agency's affairs. In accordance with the Dissolution Law, the Successor Agency prepared a list and plan to dispose of all properties owned by the Redevelopment Agency at the time it was dissolved. The California Department of Finance approved the resulting Long Range Property Management Plan ("LRPMP"). The LRPMP obligated the Successor Agency to dispose of the Redevelopment Agency's real property assets, of which 10 properties were approved to be transferred to the City as a governmental use and 9 properties were approved to the transferred to the City for future development. The City is required to transfer any sales proceeds to the County for distribution to various taxing agencies.

The City put out a request for proposals for the sale the Property and selected the proposal from the Buyers to purchase the Property for use as a restaurant and residential rental units.

REVIEW AND ANALYSIS

On February 17, 2021, the City entered negotiations with the Buyers for the sale of the property located at 600 Tennent Avenue/2279 Park Street. The parties have agreed to the terms and conditions for the Purchase and Sale for the property.

The City has determined that by entering into the Purchase and Sale Agreement, the City will comply with the Long-Range Property Management Plan approved by the Department of Finance on November 20, 2015. Pursuant to the Dissolution Law, the Compensation Agreement that the City executed with taxing agencies requires the City to remit the sale proceeds to the County for distribution to all affected taxing agencies.

Below are the key negotiated deal points of the Purchase and Sale Agreement, which is now in a form for City Council consideration and approval.

- Recital G: The Buyers desire to purchase the Property and proposes to renovate the existing structures located on the Property to provide a restaurant and residential rental units.

- Section 2.2: Purchase Price – the purchase price is $391,000.

- Section 3.3 Buyer's Deposit – requires Buyers to deposit $11,730 or 3% of the purchase price into the escrow account. The Deposit is applicable to the Purchase Price at closing. The Deposit is non-refundable after the Due Diligence Contingency Period has expired.

- Section 4.2 Due Diligence Contingency Period – provides that the Buyers have sixty (60) days from the contract effective date to complete physical inspection of the property and due diligence related to the purchase.

- Section 4.3 Satisfaction of Due Diligence Contingency – provides that the Buyers have the ability to terminate the Purchase Agreement prior to the end of the sixty (60) day due diligence period for any reason with a full refund of their Deposit.

- Section 5.1 Closing – Buyer agrees to close escrow no later than ninety (90) days from the expiration of the Due Diligence Contingency Period (150 days from Effective date of Agreement) unless the parties agree to any extension.

- Section 5.3 City's Conditions to Closing – established obligations that Buyers must complete prior to closing escrow, including obtaining City approval of all entitlements (building permit for Tenant and Americans with Disability Act improvements) needed to construct the project.

- Section 5.5(d) Closing Costs – Each party agrees to pay one-half of escrow fees and recording fees. The Buyers will pay title insurance and title report costs. The Buyers will pay all governmental conveyance fees and all transfer taxes and pro-rated property taxes. The Buyers will pay all Broker Fees.

There are other sections within the Purchase and Sale Agreement that are not listed above, which reflect standard language on warranties and covenants, insurance, indemnification, breach, or default by the Buyers.

Staff recommends that City Council approve the Purchase and Sale Agreement for the sale of the building located at 600 Tennent Avenue/2279 Park Street and authorize the City Manager to execute the Purchase and Agreement and associated documents.

FISCAL IMPACT

Sale proceeds and expenditures associated with the sale of former RDA properties will be reflected in Fund 750. The City is allowed to recoup its expenses from the sale proceeds, such as appraisal, staff, attorney, and consultant costs, prior to remitting net sale proceeds to the County for distribution to all affected taxing agencies. As one of the taxing entities, the City will receive a share (18.75%) of the net sale proceeds.

ATTACHMENTS:

Attachment A: Resolution
Attachment B: Purchase and Sale Agreement

3742606.1

Return to Agenda

ATTACHMENT A

RESOLUTION NO. 2021-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PINOLE APPROVING A PURCHASE AND SALE AGREEMENT BY AND BETWEEN THE CITY OF PINOLE AND BALJIT SINGH DHALIWAL, JAGJEET KAUR DHALIWAL, GURDIP RAM AND AKWINDER KAUR FOR THE SALE OF PROPERTY LOCATED AT 2279 PARK STREET (APN: 401-142-010)

WHEREAS, the City of Pinole (the "City") is the owner of certain property located at 2279 Park Street in the City, known as County Assessor's Parcel Number 401-142-010-8 (the "Property"); and

WHEREAS, the Property was purchased by the former Redevelopment Agency of the City of Pinole (the "Redevelopment Agency") in accordance with the Community Redevelopment Law (Health and Safety Code Sections 33000 et seq.) for future development; and

WHEREAS, on June 29, 2011 the legislature of the State of California adopted Assembly Bill x1 26 ("AB 26"), which amended provisions of the Redevelopment Law and pursuant to AB 26 and the California Supreme Court decision in *California Redevelopment Association, et al. v. Ana Matosantos, et al*., which upheld AB 26, the Agency was dissolved on February 1, 2012; and

WHEREAS, in June 2012, the legislature enacted Assembly Bill 1484 (together with AB 26 and SB 107, the "Dissolution Law"), requiring the Successor Agency to the Redevelopment Agency (the "Successor Agency") prepare a long range property management plan (the "LRPMP"); and

WHEREAS, the Property was transferred to the City pursuant to the LRPMP, which was approved by the California Department of Finance on November 20, 2015; and

WHEREAS, the City put out a request for proposals for the sale the Property and desires to convey the Property to Baljit Singh Dhaliwal, Jagjeet Kaur Dhaliwal, Gurdip Ram and Akwinder Kaur, each as individuals (the "Buyers") for use as a restaurant and residential rental units; and

WHEREAS, the parcel, which was constructed in 1945 includes the restaurant, a single-family residence, a garage and an apartment; and

WHEREAS, the City and the Buyers have negotiated a Purchase and Sale Agreement and Joint Escrow Instructions (the "Purchase Agreement"), substantially in the form attached as Exhibit A, setting forth the terms and conditions under which City will sell the Property to the Buyers; and

WHEREAS, the City Council has duly considered all of the terms and conditions of the proposed Purchase Agreement and believes that the sale of the Property pursuant to the

Purchase Agreement is in the best interests of the City of Pinole and the health, safety, and welfare of its residents, and in accord with the public purposes and provisions of applicable state and local laws and requirements.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF PINOLE DOES RESOLVE AS FOLLOWS:

SECTION 1. The City Council finds and determines that the recitals are true and correct and incorporated herein by this reference.

SECTION 2. The City Council hereby approves the Purchase and Sale Agreement, substantially in the form on file with the City Clerk and attached hereto as Exhibit A.

SECTION 3. The City Manager (or his designee) is hereby authorized to make revisions to the Purchase Agreement, in consultation with the City Attorney, that do not materially or substantially increase the City obligations thereunder, to execute the Purchase Agreement, to make all approvals and take all actions necessary or appropriate to carry out the Purchase Agreement, and to administer the City's obligations, responsibilities and duties to be performed under the Purchase Agreement and any related documents.

PASSED AND ADOPTED at a regular meeting of the Pinole City Council held on the 4th day of May, 2021, by the following vote:

AYES: COUNCILMEMBERS:

NOES: COUNCILMEMBERS:

ABSENT: COUNCILMEMBERS:

ABSTAIN: COUNCILMEMBERS:

I hereby certify that the foregoing resolution was introduced, passed, and adopted on the 4th day of May, 2021.

____
Heather Iopu, CMC
City Clerk

3742595.1

ATTACHMENT B

DRAFT 4-1-21

PURCHASE AND SALE AGREEMENT AND JOINT ESCROW INSTRUCTIONS

THIS PURCHASE AND SALE AGREEMENT AND JOINT ESCROW INSTRUCTIONS (this "**Agreement**") is entered into as of April ___, 2021 (the "**Effective Date**") by and between the City of Pinole, a California municipal corporation ("**City**") and Baljit Singh Dhaliwal, Jagjeet Kaur Dhaliwal, Gurdip Ram and Akwinder Kaur, each as individuals (the "**Buyer**" or "**Buyers**"). City and Buyer are each referred to as a "**Party**" and collectively referred to herein as the "**Parties**."

RECITALS

A. City is the owner of certain property located at 2279 Park Street in the City, known as County Assessor's Parcel Number 401-142-010-8 (the "**Property**"), as more particularly described in Exhibit A attached hereto and incorporated herein by this reference. There are two buildings located on the Property.

B. The Property was purchased by the former Redevelopment Agency of the City of Pinole (the "**Agency**") in accordance with Community Redevelopment Law (Health and Safety Code Sections 33000 et seq.) for future development.

C. On June 29, 2011 the legislature of the State of California (the "**State**") adopted Assembly Bill x1 26 ("**AB 26**"), which amended provisions of the Redevelopment Law and pursuant to AB 26 and the California Supreme Court decision in *California Redevelopment Association, et al. v. Ana Matosantos, et al*., which upheld AB 26, the Agency was dissolved on February 1, 2012.

D. In June 2012, the legislature enacted Assembly Bill 1484 (together with AB 26 and SB 107, the "**Dissolution Law**"), requiring the Successor Agency to the Agency (the "**Successor Agency**") prepare a long range property management plan (the "**LRPMP**").

E. The Property was transferred to the City pursuant to the LRPMP, which was approved by the California Department of Finance on November 20, 2015.

F. City put out a request for proposals for the sale the Property and selected Buyer's proposal to purchase the Property.

G. Buyer desires to purchase the Property and proposes to renovate the existing structures located on the Property to provide a restaurant and residential rental units (the "**Project**").

K. The purchase price for the Property is Three Hundred Ninety-One Thousand Dollars ($391,000) (the "**Purchase Price**").

L. City desires to sell the Property to Buyer, and Buyer desires to purchase the property from City in accordance with the terms of this Agreement.

NOW, THEREFORE, for and in consideration of the mutual covenants and agreements contained in this Agreement, and other good and valuable consideration, the receipt and adequacy of which is hereby acknowledged by the Parties, City and Buyer hereby agree as follows:

1. INCORPORATION OF RECITALS AND EXHIBITS. The Recitals set forth above and the Exhibits attached to this Agreement are each incorporated into the body of this Agreement as if set forth in full.

2. PURCHASE AND SALE.

2.1 Agreement to Buy and Sell. Subject to the terms and conditions set forth herein, City agrees to sell the Property to Buyer, and Buyer hereby agrees to acquire the Property from City.

2.2 Purchase Price. The purchase price to be paid by Buyer to City for the Property is Three Hundred Ninety-One Thousand Dollars ($391,000) (the "**Purchase Price**").

2.3 Payment of Purchase Price. The Purchase Price will be paid in immediately available funds to Seller from Buyer at Closing (defined in Section 5 below).

3. ESCROW.

3.1 Escrow Account. Seller has opened an escrow account (the "**Escrow**") maintained by Old Republic Title Company as Escrow No. 0147024376-DJ, located at 1000 Burnett Ave., Suite 400, Concord, CA 94523, Attn: Donna Jones (the "**Escrow Holder**"). Escrow Holder shall perform all escrow and title services in connection with this Agreement.

3.2 Opening of Escrow. Within five (5) business days after the Effective Date, the Parties will deposit into Escrow the fully executed Agreement, or executed counterparts thereto. The date such fully executed Agreement is received by Escrow Holder will be deemed the "**Opening of Escrow**."

3.3 Buyer's Deposit. Upon Opening of Escrow, the Buyer shall deposit Eleven Thousand Seven Hundred thirty Dollars and No/100 ($11,730.00) into Escrow (the "**Deposit**"). The Deposit is non-refundable after the Due Diligence Contingency Period has expired but applicable to the Purchase Price at Closing. In the event Buyer does not approve Due Diligence on or before the expiration of the Due Diligence Contingency Period, Buyer's deposit shall be immediately returned to Buyer and this Agreement shall terminate.

4. DUE DILIGENCE AND PROPERTY DISCLOSURE REQUIREMENTS.

4.1 Condition of Title/Preliminary Title Report. Within three days of Opening of Escrow, Escrow Holder will deliver a Preliminary Title Report for the Property (the "**Preliminary Report**") to Buyer and City. Buyer will review the Preliminary Report and approve all of the following exceptions to title, (the "**Permitted Exceptions**"): (a) standard printed exceptions in the Preliminary Report; (b) general and special real property taxes and assessments constituting a lien not yet due and payable; (c) any exceptions approved in writing by Buyer.

4.2 Due Diligence Contingency Period. Buyer will have sixty (60) days from the Effective Date (the "**Due Diligence Contingency Period**") to complete physical inspections of the Property and due diligence related to the purchase of the Property. City shall provide to Buyer copies of all reasonably available and known documents relating to the ownership and operation of the Property, including but not limited to agreements, plans, permits and reports (environmental, structural, mechanical, engineering and land surveys) that City has in its possession not later than five (5) days following the Effective Date. All physical inspections must be coordinated with City's representative. Buyer hereby agrees to indemnify and hold City harmless for any damage to the Property caused (but not merely revealed) by Buyer's inspections.

4.3 Satisfaction of Due Diligence Contingency. Buyer shall have the right, in its sole discretion, to terminate this Agreement for any reason prior to the expiration of the Due Diligence Contingency Period and receive a refund of Buyer's Deposit. Buyer hereby agrees to provide written notice to City prior to the expiration of the Due Diligence Contingency Period if Buyer disapproves any due diligence items. Upon provision of such notice to City, this Agreement will terminate, and all amounts deposited by Buyer into escrow, together with interest thereon, if any, will be returned to Buyer, and neither Party will have any further rights or obligations hereunder except those which expressly survive the termination of this Agreement. If Buyer fails to notify City in writing of its approval of its due diligence on or before the expiration of the Due Diligence Contingency Period, it will be conclusively presumed that Buyer has approved due diligence.

4.4 Environmental and Natural Hazards Disclosure. California Health & Safety Code section 25359.7 requires owners of non-residential real property who know, or have reasonable cause to believe, that any release of hazardous substances are located on or beneath the real property to provide written notice of same to the buyer of real property. Other applicable laws require City to provide certain disclosures regarding natural hazards affecting the Property. City agrees to make all necessary disclosures required by law.

5. CLOSING AND PAYMENT OF PURCHASE PRICE.

5.1 Closing. The closing (the "**Closing**" or "**Close of Escrow**") will occur no later than ninety (90) days from the expiration of the Due Diligence

Contingency Period ("**Closing Date**") or such other date that the Parties agree in writing.

5.2 Buyer's Conditions to Closing. Buyer's obligation to purchase the Property is subject to the satisfaction of all of the following conditions or Buyer's written waiver thereof (in Buyer's sole discretion) on or before the Closing Date:

(a) Buyer has approved the condition of the Property.

(b) City has performed all obligations to be performed by City pursuant to this Agreement.

(c) City's representations and warranties herein are true and correct in all material respects as of the Closing Date.

(d) The Title Company is irrevocably committed to issue a CLTA Title Policy to Buyer, effective as of the Closing Date, insuring title to Buyer in the full amount of the Purchase Price.

5.3 City's Conditions to Closing. The Close of Escrow and City's obligation to sell and convey the Property to Buyer are subject to the satisfaction of the following conditions or City's written waiver (in City's sole discretion) of such conditions on or before the Closing Date:

(a) Buyer has performed all obligations to be performed by Buyer pursuant to this Agreement before the Closing Date.

(b) Buyer's representations and warranties set forth herein are true and correct in all material respects as of the Closing Date.

(c) Buyer has received approval from the City of all entitlements and building permits, including but not limited to approval of all Americans with Disabilities Act improvements and tenant improvements, needed to construct the Project. If Buyer has not received the required entitlements by the Closing Date, and such delay is not caused by the City, this Agreement will terminate immediately.

5.4 Conveyance of Title. City will deliver marketable fee simple title to Buyer at the Closing, subject only to the Permitted Exceptions. The Property will be conveyed by City to Buyer in an "as is" condition, with no warranty, express or implied, by City as to the physical condition including, but not limited to, the soil, its geology, or the presence of known or unknown faults or hazardous materials or hazardous waste (as defined by state and federal law); provided, however, that the foregoing shall not relieve City from disclosure of any such conditions of which City has actual knowledge.

5.5 Deposits into Escrow.

(a) Deliveries by City. City shall deposit into the Escrow for delivery to Buyer at Closing: (i) a grant deed; (ii) an affidavit or qualifying statement which satisfies the requirements of paragraph 1445 of the Internal Revenue Code of 1986, as amended, any regulations thereunder (the "Non-Foreign Affidavit"); and (iii) a California Franchise Tax Board form 590 to satisfy the requirements of California Revenue and Taxation Code Section 18805(b) and 26131.

(b) Deliveries by Buyer. No less than one (1) business day prior to the Close of Escrow, Buyer shall deposit into escrow immediately available funds in the amount, which together with the Deposit plus interest thereon, if any, is equal to: (i) the Purchase Price as adjusted by any prorations between the Parties; (ii) Buyer's escrow fees, recording fees and Closing Costs (defined below); and (iii) the cost of the Title Policy.

(c) Closing. Upon Closing, Escrow Holder shall: (i) record the grant deed; (ii) disburse to City the Purchase Price; (iii) deliver to Buyer the Non-Foreign Affidavit, the California Certificate and the original recorded grant deed; (iv) pay any commissions and other expenses payable through escrow; and (v) distribute to itself the payment of escrow fees and expenses required hereunder.

(d) Closing Costs. Each party will pay one-half of escrow fees and recording fees. Buyer will pay title insurance and title report costs. Buyer will pay all governmental conveyance fees and all transfer taxes and pro-rated property taxes (the "**Closing Costs**"). Buyer will pay all Broker Fees, if any.

(e) Pro-Rations. At the Close of Escrow, the Escrow Holder shall make the following prorations: (i) property taxes will be prorated as of the close of escrow based upon the most recent tax bill available, including any property taxes which may be assessed after the close of escrow but which pertain to the period prior to the transfer of title to the Property to Buyer, regardless of when or to whom notice thereof is delivered; (ii) any bond or assessment that constitutes a lien on the Property at the close of escrow will be assumed by Buyer. City does not pay ad valorum property taxes.

6. REPRESENTATIONS, WARRANTIES AND COVENANTS.

6.1 City's Representations, Warranties and Covenants. In addition to the representations, warranties and covenants of City contained in other sections of this Agreement, City hereby represents, warrants and covenants to Buyer that the statements below in this Section 6.1 are each true and correct as of the Closing Date provided however, if to City's actual knowledge any such statement becomes untrue prior to Closing, City will notify Buyer in writing and Buyer will have three (3) business days thereafter to determine if Buyer wishes to proceed with Closing. If Buyer determines it does not wish to proceed.

(a) Authority. City is a municipal corporation, lawfully formed, in existence and in good standing under the laws of the State of California. City has the full right, capacity, power and authority to enter into and carry out the terms of this Agreement. This Agreement has been duly executed by City, and upon delivery to and execution by Buyer is a valid and binding agreement of City.

(b) Encumbrances. City has not alienated, encumbered, transferred, mortgaged, assigned, pledged, or otherwise conveyed its interest in the Property or any portion thereof, nor entered into any Agreement to do so, and there are no liens, encumbrances, mortgages, covenants, conditions, reservations, restrictions, easements or other matters affecting the Property, except as disclosed in the Preliminary Report. City will not, directly or indirectly, alienate, encumber, transfer, mortgage, assign, pledge, or otherwise convey its interest prior to the Close of Escrow, as long as this Agreement is in force.

(c) There are no agreements affecting the Property except those which have been disclosed by City. There are no agreements that will be binding on the Buyer or the Property after the Close of Escrow other than the Historic Preservation Requirements and the Reciprocal Easement Agreement.

The truth and accuracy of each of the representations and warranties, and the performance of all covenants of City contained in this Agreement are conditions precedent to Buyer's obligation to proceed with the Closing hereunder. The foregoing representations and warranties shall survive Close of Escrow or the expiration or termination of this Agreement and shall not be deemed merged into the deed upon closing.

6.2 Buyer's Representations, Warranties and Covenants. In addition to the representations, warranties and covenants of Buyer contained in other sections of this Agreement, Buyer hereby represents, warrants and covenants to City that the statements below in this Section 6.2 are each true as of the Effective Date, and, if to Buyer's actual knowledge any such statement becomes untrue prior to Closing, Buyer shall so notify City in writing and City shall have at least three (3) business days thereafter to determine if City wishes to proceed with Closing.

(a) Buyers have the full right, capacity, power and authority to enter into and carry out the terms of this Agreement. This Agreement has been duly executed by Buyers, and upon delivery to and execution by City shall be a valid and binding agreement of Buyers.

(b) Buyer is not bankrupt or insolvent under any applicable federal or state standard, has not filed for protection or relief under any applicable bankruptcy or creditor protection statute, and has not been threatened by creditors with an involuntary application of any applicable bankruptcy or creditor protection statute.

The truth and accuracy of each of the representations and warranties, and the performance of all covenants of Buyer contained in this Agreement are conditions precedent to City's obligation to proceed with the Closing hereunder.

7. <u>REMEDIES</u> In the event of a breach or default under this Agreement by City, if such breach or default occurs prior to Close of Escrow, Buyer reserves the right to either (a) seek specific performance from City or (b) to do any of the following: (i) to waive the breach or default and proceed to close as provided herein; (ii) to extend the time for performance and the Closing Date until City is able to perform; or (iii) to terminate this Agreement upon written notice to City, whereupon City shall cause Escrow Holder to send Deposit to City and return to Buyer any other sums placed into the Escrow by Buyer, and except for the rights and obligations expressly provided to survive termination of this Agreement, neither Party shall have any further obligations or liabilities hereunder.

IN THE EVENT OF A BREACH OR DEFAULT HEREUNDER BY BUYER AND THE CLOSING DOES NOT OCCUR DUE TO SUCH DEFAULT, SELLER'S SOLE REMEDY SHALL BE TO RETAIN THE DEPOSITS AS LIQUIDATED DAMAGES. THE PARTIES AGREE THAT IN SUCH INSTANCE, THE DEPOSITS REPRESENT A REASONABLE APPROXIMATION OF SELLER'S DAMAGES AND ARE NOT INTENDED AS A FORFEITURE OR PENALTY BUT RATHER AN ENFORCEABLE LIQUIDATED DAMAGES PROVISION PURSUANT TO CALIFORNIA CIVIL CODE SECTION 1671, ET SEQ. IN NO EVENT SHALL EITHER PARTY BE ENTITLED TO LOST PROFITS OR CONSEQUENTIAL DAMAGES AS A RESULT OF THE OTHER PARTY'S BREACH OF THIS AGREEMENT.

__________ Buyer's Initials   __________ Seller's Initials

8. <u>BROKERS</u>.

(a) City represents that no real estate broker has been retained by City in the sale of the Property or negotiation of this Agreement. City is not responsible for any broker fees related to the sale of the Property. Buyer shall indemnify, hold harmless and defend City from any and all claims, actions and liability from any commission, finder's fee, or similar charges arising out of Buyers purchase of the Property.

(b) Buyer represents that no real estate broker has been retained by Buyer in the sale of the Property or negotiation of this Agreement. City is not responsible for any broker fees related to the sale of the Property. Buyer is solely responsible for all broker's fees related to Buyer's purchase of the Property, if any. Buyer shall indemnify, hold harmless and defend City from any and all claims, actions and liability from any commission, finder's fee, or similar charges arising out of Buyers purchase of the Property.

9. ASSIGNMENT. Absent an express signed written agreement between the Parties to the contrary, Buyer may not assign its rights or delegate its duties under this Agreement without the express written consent of the City, which consent may be withheld for any reason. No permitted assignment of any of the rights or obligations under this Agreement shall result in a novation or in any other way release the assignor from its obligations under this Agreement.

10. MISCELLANEOUS.

10.1 Attorneys' Fees. If any Party employs counsel to enforce or interpret this Agreement, including the commencement of any legal proceeding whatsoever (including insolvency, bankruptcy, arbitration, mediation, declaratory relief or other litigation), the prevailing party shall be entitled to recover its reasonable attorneys' fees and court costs (including the service of process, filing fees, court and court reporter costs, investigative fees, expert witness fees, and the costs of any bonds, whether taxable or not) and shall include the right to recover such fees and costs incurred in any appeal or efforts to collect or otherwise enforce any judgment in its favor in addition to any other remedy it may obtain or be awarded. Any judgment or final order issued in any legal proceeding shall include reimbursement for all such attorneys' fees and costs. In any legal proceeding, the "prevailing party" shall mean the party determined by the court to most nearly prevail and not necessarily the party in whose favor a judgment is rendered.

10.2 Interpretation. This Agreement has been negotiated at arm's length and each Party has been represented by independent legal counsel in this transaction and this Agreement has been reviewed and revised by counsel to each of the Parties. Accordingly, each Party hereby waives any benefit under any rule of law (including Section 1654 of the California Civil Code) or legal decision that would require interpretation of any ambiguities in this Agreement against the Party drafting it.

10.3 Survival. All indemnities, covenants, representations and warranties contained in this Agreement shall survive Close of Escrow.

10.4 Successors. Except as provided to the contrary in this Agreement, this Agreement shall be binding on and inure to the benefit of the Parties and their successors and assigns.

10.5 Governing Law. This Agreement shall be construed and interpreted in accordance with the laws of the State of California.

10.6 Integrated Agreement; Modifications. This Agreement contains all the agreements of the Parties concerning the subject hereof any cannot be amended or modified except by a written instrument executed and delivered by the parties. There are no representations, agreements, arrangements or understandings, either oral or written, between or among the parties hereto relating to the subject matter of this Agreement that are not fully expressed herein. In addition, there are no representations, agreements, arrangements or understandings, either oral or written, between or among the Parties upon which any party is relying upon in entering this Agreement that are not fully expressed herein.

10.7 Severability. If any term or provision of this Agreement is determined to be illegal, unenforceable, or invalid in whole or in part for any reason, such illegal, unenforceable, or invalid provisions or part thereof shall be stricken from this Agreement, any such provision shall not be affected by the legality, enforceability, or validity of the remainder of this Agreement. If any provision or part thereof of this Agreement is stricken in accordance with the provisions of this Section, then the stricken provision shall be replaced, to the extent possible, with a legal, enforceable and valid provision this is in keeping with the intent of the Parties as expressed herein.

10.8 Notices. Any delivery of this Agreement, notice, modification of this Agreement, collateral or additional agreement, demand, disclosure, request, consent, approval, waiver, declaration or other communication that either Party desires or is required to give to the other Party or any other person shall be in writing. Any such communication may be served personally, or by nationally recognized overnight delivery service (i.e., Federal Express) which provides a receipt of delivery, or sent by prepaid, first class mail, return receipt requested to the Party's address as set forth below:

To Buyer: Jagjeet Kaur Dhaliwal
____
____
510-697-7179

To City: City of Pinole
2131 Pear Street
Pinole, CA 94564
(510) 724-9830
Attn: City Manager

To Escrow Holder: Old Republic Title
1000 Burnett Ave., Suite 400
Concord, CA 94520
(510)-687-7880
Attn: Donna Jones

Any such communication shall be deemed effective upon personal deliver or on the date of first refusal to accept delivery as reflected on the receipt of delivery or return receipt, as applicable. Any Party may change its address by notice to the other Party. Each Party shall make an ordinary, good faith effort to ensure that it will accept or receive notices that are given in accordance with this section and that any person to be given notice actually receives such notice.

10.9 Time. Time is of the essence to the performance of each and every obligation under this Agreement.

10.10 Days of Week. If any date for exercise of any right, giving of any notice, or performance of any provision of this Agreement falls on a Saturday, Sunday or holiday, the time for performance will be extended to 5:00 p.m. on the next business day.

10.11 Reasonable Consent and Approval. Except as otherwise provided in this Agreement, whenever a party is required or permitted to give its consent or approval under this Agreement, such consent or approval shall not be unreasonably withheld or delayed. If a party is required or permitted to give its consent or approval in its sole and absolute discretion or if such consent or approval may be unreasonably withheld, such consent or approval may be unreasonably withheld but shall not be unreasonably delayed.

10.12 Further Assurances. The Parties shall at their own cost and expense execute and deliver such further documents and instruments and shall take such other actions as may be reasonably required or appropriate to carry out the intent and purposes of this Agreement.

10.13 Waivers. Any waiver by any party shall be in writing and shall not be construed as a continuing waiver. No waiver will be implied from any delay or failure to take action on account of any default by any party. Consent by any party to any act or omission by another party shall not be construed to be a consent to any other subsequent act or omission or to waive the requirement for consent to be obtained in any future or other instance.

10.14 Signatures/Counterparts. This Agreement may be executed in two or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument. Any one of such completely executed counterparts shall be sufficient proof of this Agreement.

10.15 Date and Delivery of Agreement. Notwithstanding anything to the contrary contained in this Agreement, the Parties intend that this Agreement shall be deemed effective, and delivered for all purposes under this Agreement, and for the calculation of any statutory time periods based on the date an agreement between parties is effective, executed, or delivered, as of the Effective Date.

10.16 Representation on Authority of Parties. Each person signing this Agreement represents and warrants that he or she is duly authorized and has legal capacity to execute and deliver this Agreement. Each Party represents and warrants to the other that the execution and delivery of the Agreement and the performance of such Party's obligations hereunder have been duly authorized and that the Agreement is a valid and legal agreement binding on such Party and enforceable in accordance with its terms.

Return to Agenda

SIGNATURES ON FOLLOWING PAGE

ATTACHMENT B

IN WITNESS WHEREOF, this Agreement is executed to be effective as of the date first set forth above.

CITY: City of Pinole

By: ______________________________
City Manager

Attest:

____
City Clerk

Reviewed as to Form:

____
City Attorney

BUYERS: Baljit Singh Dhaliwal

____

Jagjeet K. Dhaliwal

____

Gurdip Ram

____

Akwinder Kaur

____

ATTACHMENT B

DRAFT 4-1-21

EXHIBIT A

Legal Description

The land referred to is situated in the County of Contra Costa, City of Pinole, State of California, and is described as follows:

Lot 1, Block J, as shown on the map of Fernandez Addition To The Town of Pinole, filed September 11, 1893 in Map Book B, Page 32, Contra Costa County Records.

APN: 401-142-010-8

3718251.2

Return to Agenda

CITY COUNCIL REPORT 7I

DATE: MAY 4, 2021

TO: MAYOR AND COUNCIL MEMBERS

FROM: TAMARA MILLER, DEVELOPMENT SERVICES DIRECTOR / CITY ENGINEER

SUBJECT: FISCAL YEAR (FY) 2020-21 THIRD QUARTER REPORT ON IMPLEMENTATION OF CAPITAL IMPROVEMENT PLAN (CIP) PROJECTS

RECOMMENDATION

City staff recommends that the City Council receive the Fiscal Year (FY) 2020-21 Third Quarter Report on Implementation of Capital Improvement Plan (CIP) Projects.

BACKGROUND

Each year, the City Council adopts a 5 Year Capital Improvement Plan (CIP). The CIP includes major projects for new infrastructure, rehabilitated infrastructure, and replacement of infrastructure not suitable for rehabilitation. The current CIP (attached) includes 25 projects.

The largest project ever completed by the City, construction value of $46,375,167.99, was the Pinole-Hercules Water Pollution Control Plant Upgrade Project, which was completed in March of 2020. Other recently-completed projects include the following:

- Slurry Seal of Senior Center Parking Lot, 9/5/19, $58,396.30;
- 2018 Residential Slurry Seal Project, 9/5/19, $158,959.00;
- Fernandez Park Restroom Replacement, 3/2/2020, $330,195; and
- 19/20 Residential Slurry Seal Project, 1/5/21, $744,361.68.

REVIEW AND ANALYSIS

Public Works Engineering and Administration Division is responsible for delivery of capital projects. Project management for capital projects is broken down into 5 major phases:

- Initiation;
- Planning;

- Execution;
- Monitoring; and
- Closure.

Attached is a report that illustrates the current phase of each of the 25 projects in the current CIP. Initiation is shown in orange tone, planning is shown in blue tone, execution is shown in green tone. Seventeen projects are currently underway.

FISCAL IMPACT

There is no fiscal impact associated with this status update.

ATTACHMENTS

A Project Status Sheet
B Adopted CIP

Return to Agenda

ATTACHMENT A

Project No.	Project	Status
FA1702	Citywide roof repairs and replacement	Pending initiation
FA1703	Paint city hall	Pending initiation
PA2002	Bocce Ball court	Pending initiation
PA1901	Pinole Valley Park Soccer Field Rehabilitation	Pending initiation
PA1704	Prepare a park master plan	Pending initiation
SS2002	Water Pollution Control Plant Lab Remodel	Pending initiation
SW2001	Roble Road Storm Drainage Improvements	Pending initiation
SW2002	Adobe Road Storm Drainage Improvements	Pending initiation
SW1703	Storm Drainage Master Plan	Pending initiation
RO1708	Pinole Valley Road Improvements	Pending initiation
PA1902	Fernandez Park Baseball Field Rehabilitation	In Process by City
FA1902	Energy Upgrades	In Process by Consultant
SS2001	Sanitary Sewer Collection System Master Plan	In Process by Consultant
RO1802	Hazel Street Gap Closure (Sunnyview)	In Process by Consultant
FA2002	Electric Vehicle charging stations	Preliminary engineering , utility coordination, environmental review, permitting
FA1901	Senior Center Auxiliary Parking lot (Fowler lot re-use)	Preliminary engineering , utility coordination, environmental review, permitting
SS1702	Sewer Pump Station Rehabilitation	Preliminary engineering , utility coordination, environmental review, permitting
RO2101	Arterial Rehabilitation	Preliminary engineering , utility coordination, environmental review, permitting
RO2102	Tennent Ave. Rehabilitation	Preliminary engineering , utility coordination, environmental review, permitting
RO1902	Pedestrian Improvements at Tennent near RXR	Preliminary engineering , utility coordination, environmental review, permitting
RO1710	San Pablo Ave. Bridge over BNSF Railroad	Preliminary engineering , utility coordination, environmental review, permitting
RO1714	Safety Improvements at Appian Way and Marlesta Rd.	Preliminary engineering , utility coordination, environmental review, permitting
SW1901	Hazel Street Storm Drain Improvements	Design Phase - 60%
RO1801	San Pablo Ave. Rehabilitation	Design Phase - 90%
AUX2	Diesel Tank Replacement	Design Phase - 90%
FA2001	Post Office Maintenance Paint	Advertised for construction
RO1709	Pinole Valley Road Underground District	Construction
FA2001	Post Office Maintenance Parking Lot	Complete
RO1707-B	19/20 Residential Slurry Seal Project	Complete

Return to Agenda

ATTACHMENT B

CITY OF PINOLE

CAPITAL IMPROVEMENT PLAN

FY 2020/21 - 2024/25

Return to Agenda

CAPITAL IMPROVEMENT PLAN

FY 2020/21 - 2024/25

CITY COUNCIL

Roy Swearingen, Mayor

Norma Martinez-Rubin, Mayor Pro Tem

Pete Murray, Councilmember

Vincent Salimi, Councilmember

Anthony Tave, Councilmember

CITY MANAGER

Andrew Murray

DEVELOPMENT SERVICES DIRECTOR

Tamara Miller

Return to Agenda

Overview

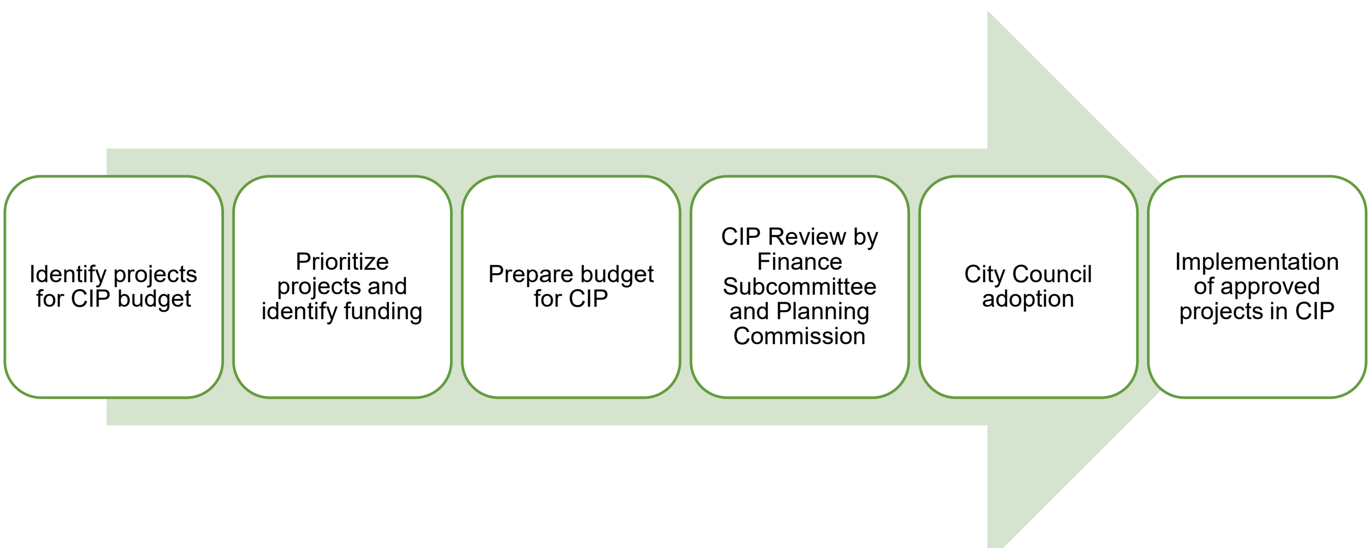
The Capital Improvement Plan (CIP) is a multi-year planning tool used to identify and implement the City's capital needs over the upcoming five-year period. The CIP aligns the needs with appropriate funding, scheduling, and implementation. This document is a working blueprint for building and sustaining publicly funded physical infrastructure. Capital improvements refer to physical assets and include the design, purchase, construction, maintenance, or improvement of public resources (i.e. parks public infrastructure, equipment, public spaces). These improvements influence Pinole's built and natural environment and help guide the trajectory of future growth or change.

The projects in the CIP fall into the following broad categories: facility maintenance, parks, sewer collection and treatment, stormwater, streets and roadways. These projects are developed in collaboration with department heads, and division managers under the direction of the City Manager to ensure all department needs are represented.

The CIP is reviewed and updated annually for capital projects and programs that support City goals and objectives including priorities identified in the 2020-2025 Strategic Plan of developing a disciplined approach to funding infrastructure maintenance and improvements. The CIP is reviewed by the Planning Commission for consistency with the General Plan and the Finance subcommittee. Project priority and selection is based on specific criteria, such as:

- Consistency with community plans and policies;
- Public and political support;
- Sustainability;
- Cost savings or revenue generation;
- Project demand, determined by inventory of existing land, equipment, and facility conditions;
- Economic, environmental, aesthetic or social impacts; and
- Public health, safety or other legal concerns.

The process for developing the CIP involves the following steps:



Project Funding

A variety of funding sources support projects listed in the CIP. The first year's program in the CIP is adopted by the City Council as the Capital Budget, as a counterpart to the annual Operating Budget. The fiscal resources are appropriated only in the first year, the subsequent four years of the CIP are important for long term planning and subject to further review and modification.

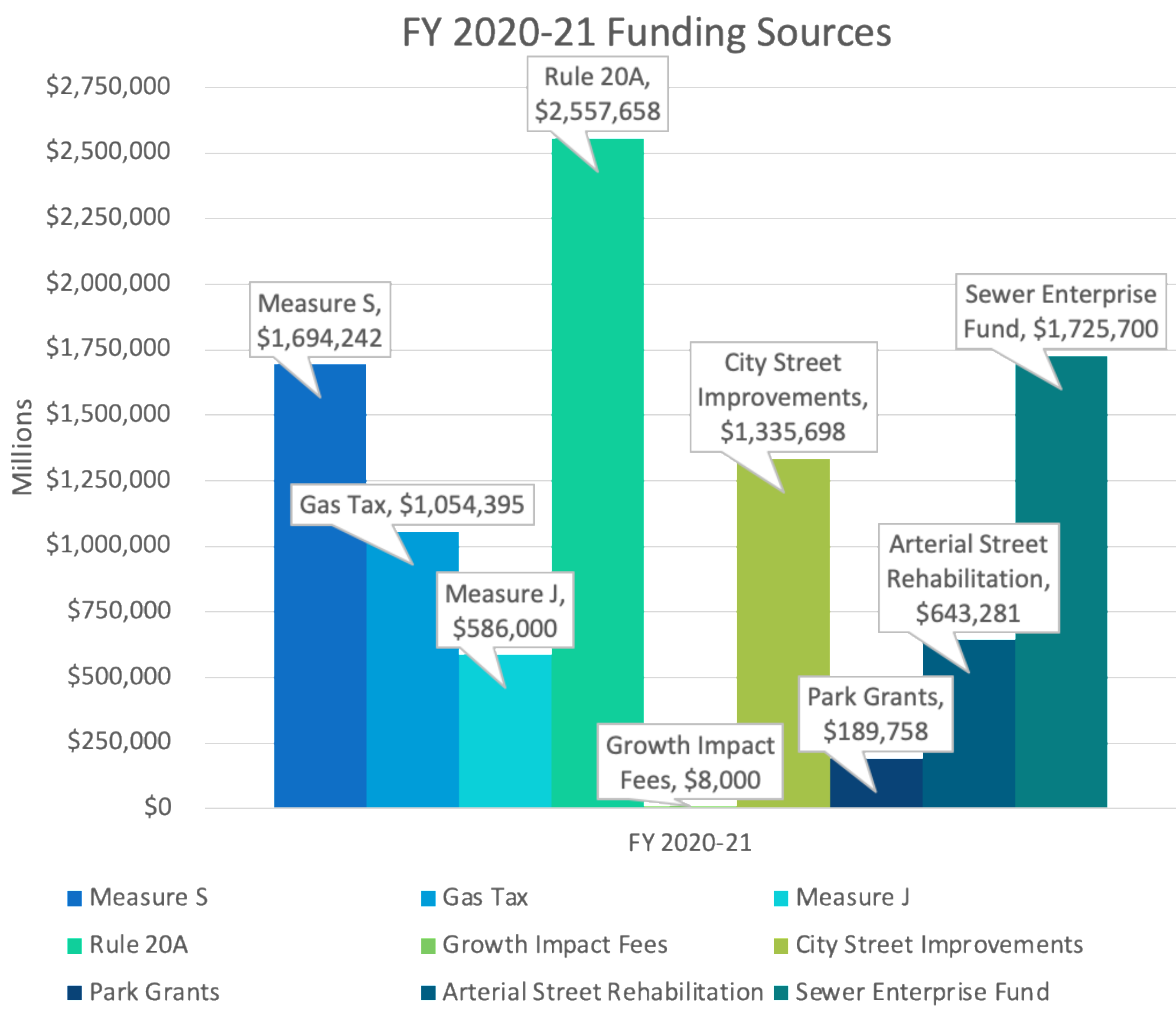
The CIP is funded primarily with funds restricted for specific purposes. Below are various funding sources and their restrictions.

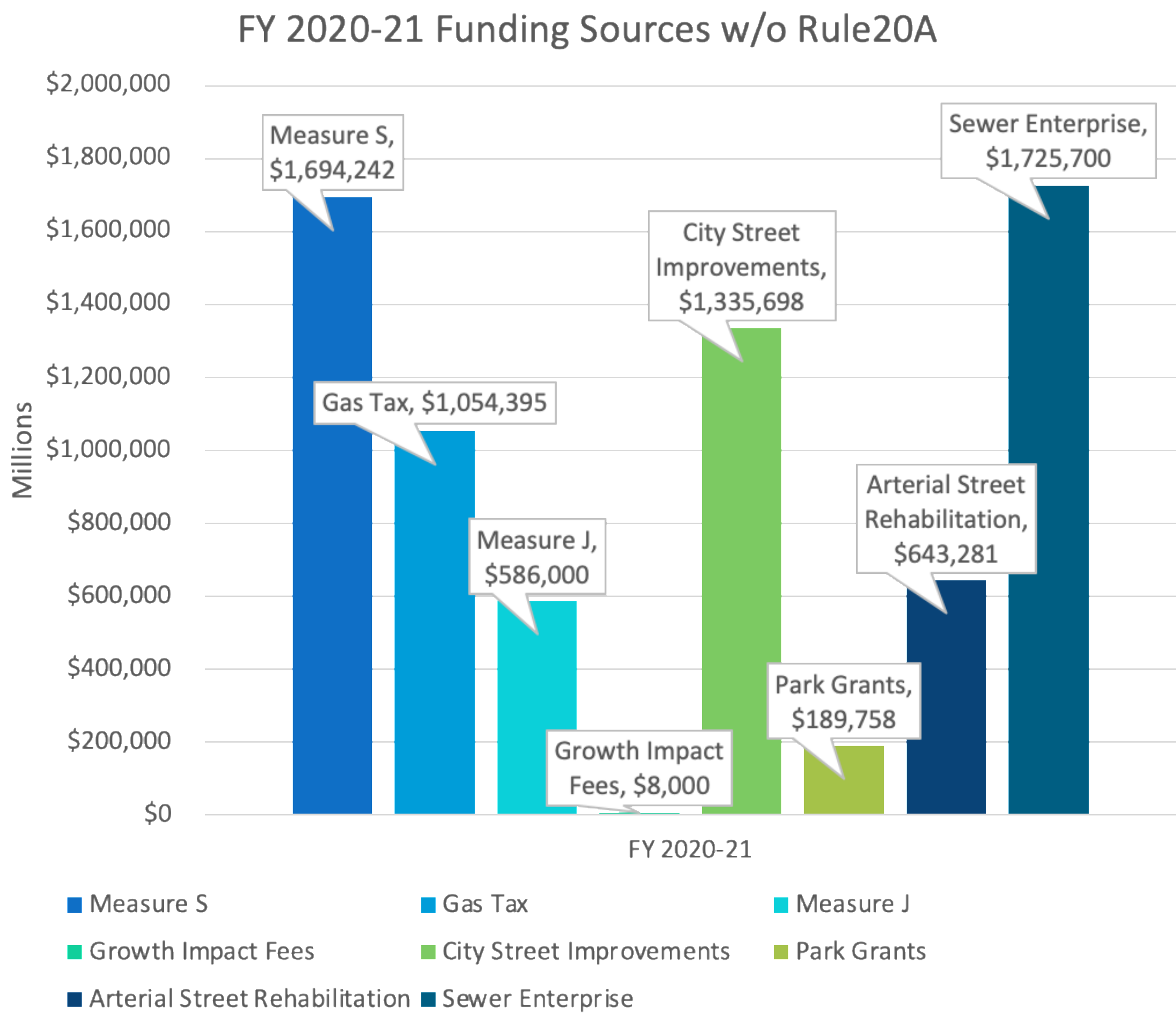
Funding Sources

Fund #	Fund Name	Description
106	Measure S 2014	Accounts for 2014 voter-approved half-cent Local Use Tax which levies 0.5% each on all merchandise. Although these are unrestricted General Fund revenues, the 2014 Use Taxes have been allocated by the City Council to fund Infrastructure Projects as their highest funding priority.
200	Gas Tax	Accounts for the Highway Users Tax (HUTA) State imposed excise taxes on gasoline and diesel fuel sales within the City limits. Gas Tax funds are restricted for use in the construction, improvement and maintenance of public streets.
215	Measure J	Accounts for special override sales tax revenues collected by Contra Costa Transportation Authority (CCTA) and reapportioned to cities for local street projects.
PGE	Rule 20A	Through Rule 20A, the California Public Utilities Commission requires Pacific Gas and Electric (PG&E) to set aside funds annually to finance the undergrounding of overhead electrical facilities located on public streets within the City of Pinole.
276	Growth Impact Fees	Accounts for development fees collected to mitigate the impact of new development.
325	City Street Improvements	Accounts for funds set aside by the City of Pinole to fund street improvement projects.
327	Park Grants	Accounts for grants and reimbursements from the state and federal government and other agencies related to parks.
377	Arterial Street Rehabilitation	Accounts for funds set aside by the City of Pinole to fund arterial street rehabilitation projects.
500	Sewer Enterprise	Accounts for fees charged to residents and businesses for sewer utilities. Fees are used to operate the Pinole-Hercules Water Pollution Control Plant which services the Pinole and Hercules areas.

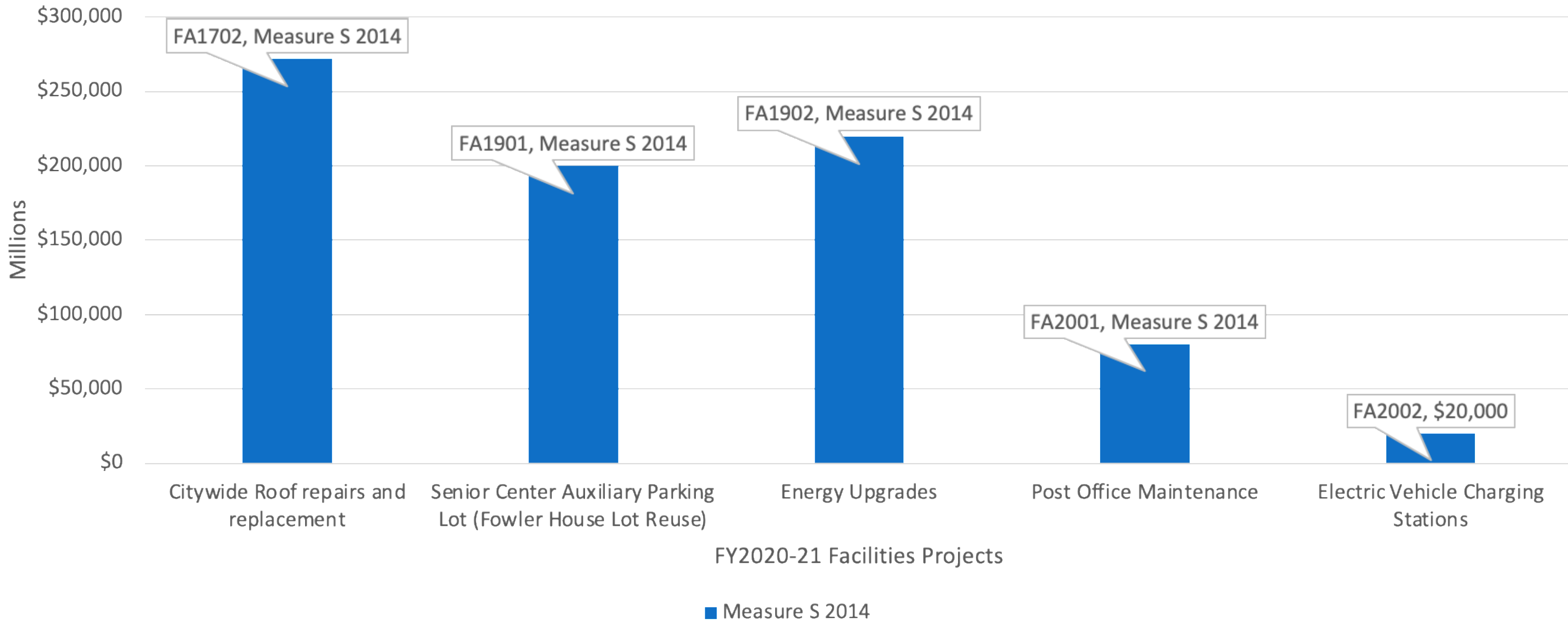
CIP Funding Sources FY 2020-21

SOURCES BY FUND	FY 2020-21	FY 2020-21 w/o Rule 20A
106 – Measure S 2014	$1,694,242	$1,694,242
200 – Gas Tax	$1,054,395	$1,054,395
215 – Measure J	$586,000	$586,000
PG&E – Rule 20A	$2,557,658	-
276 – Growth Impact Fees	$8,000	$8,000
325 – City Street Improvements	$1,335,698	$1,335,698
327 – Park Grants	$189,758	$189,758
377 – Arterial Streets Rehabilitation	$643,281	$643,281
500 – Sewer Enterprise Fund	$1,725,700	$1,725,700
TOTAL	**$9,794,732**	**$7,237,074**

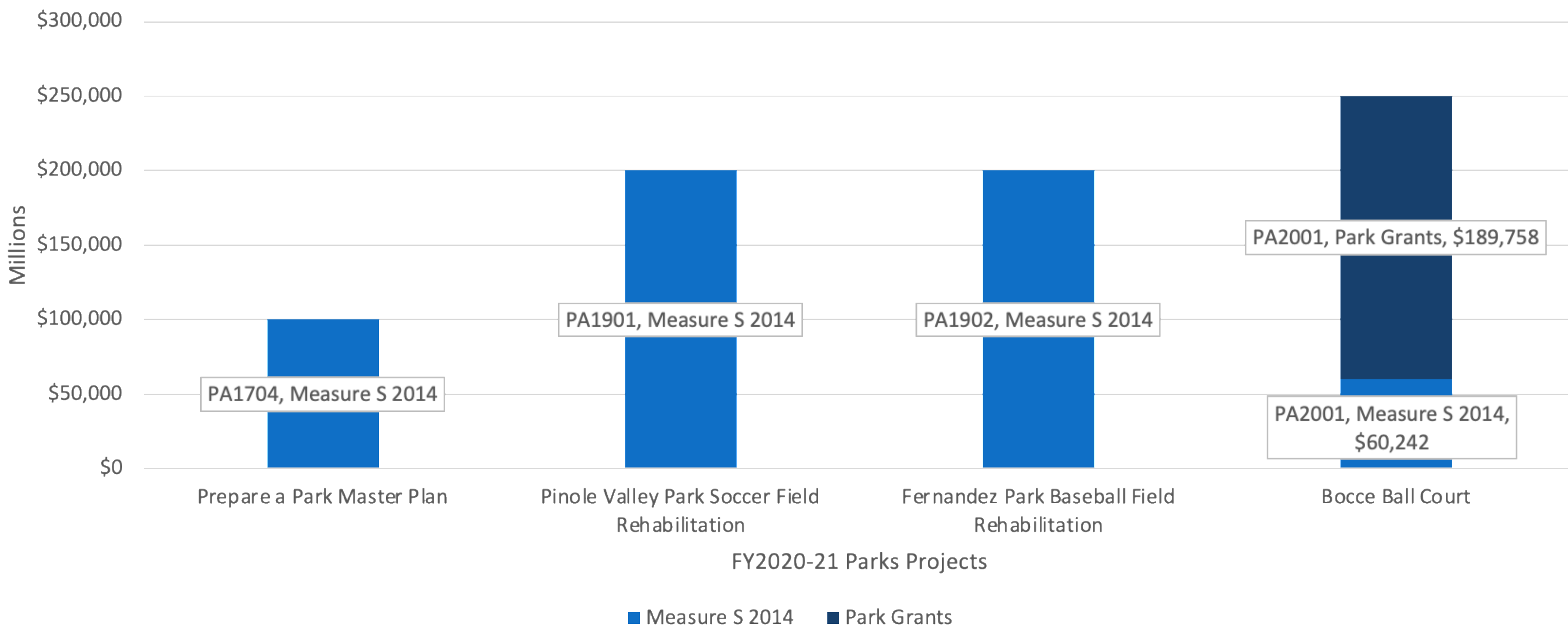

FY 2020-21 Funding Sources
$2,750,000
$2,500,000
$2,250,000
$2,000,000
$1,750,000
$1,500,000
$1,250,000
$1,000,000
$750,000
$500,000
$250,000
$0
Millions
Measure S, $1,694,242
Gas Tax, $1,054,395
Measure J, $586,000
Rule 20A, $2,557,658
Growth Impact Fees, $8,000
City Street Improvements, $1,335,698
Park Grants, $189,758
Arterial Street Rehabilitation, $643,281
Sewer Enterprise Fund, $1,725,700
FY 2020-21
Measure S
Gas Tax
Measure J
Rule 20A
Growth Impact Fees
City Street Improvements
Park Grants
Arterial Street Rehabilitation
Sewer Enterprise Fund

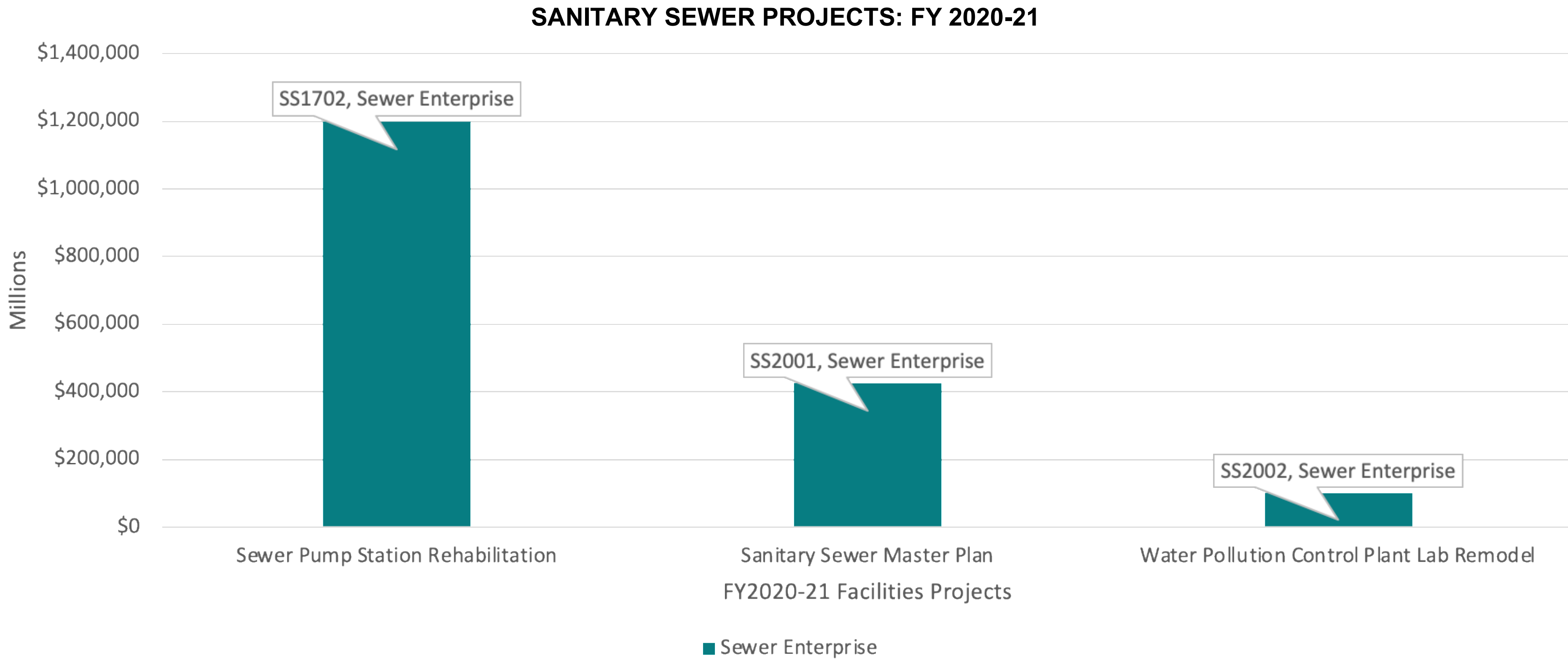

FY 2020-21 Funding Sources w/o Rule20A
$2,000,000
$1,800,000
$1,600,000
$1,400,000
$1,200,000
$1,000,000
$800,000
$600,000
$400,000
$200,000
$0
Millions
Measure S, $1,694,242
Gas Tax, $1,054,395
Measure J, $586,000
Growth Impact Fees, $8,000
City Street Improvements, $1,335,698
Park Grants, $189,758
Arterial Street Rehabilitation, $643,281
Sewer Enterprise, $1,725,700
FY 2020-21
Measure S
Gas Tax
Measure J
Growth Impact Fees
City Street Improvements
Park Grants
Arterial Street Rehabilitation
Sewer Enterprise

FACILITIES PROJECTS: FY 2020-21



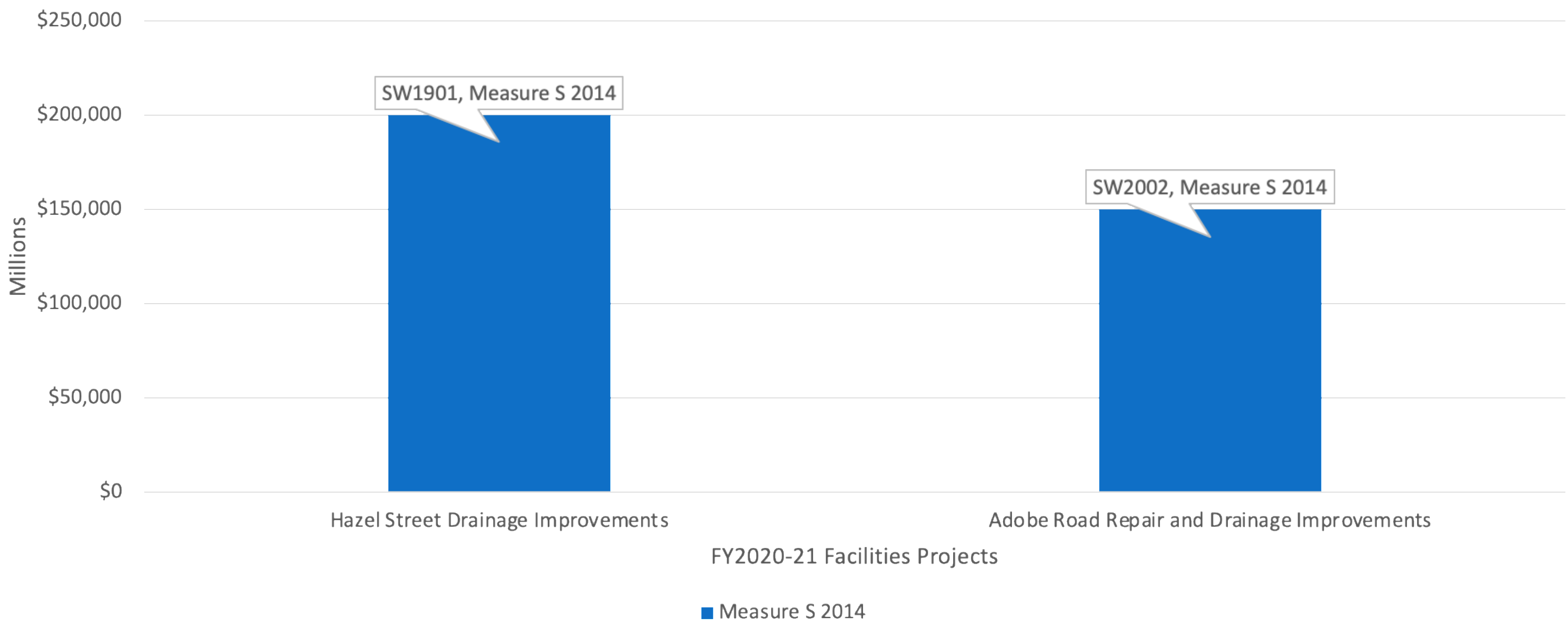
PARKS PROJECTS: FY 2020-21

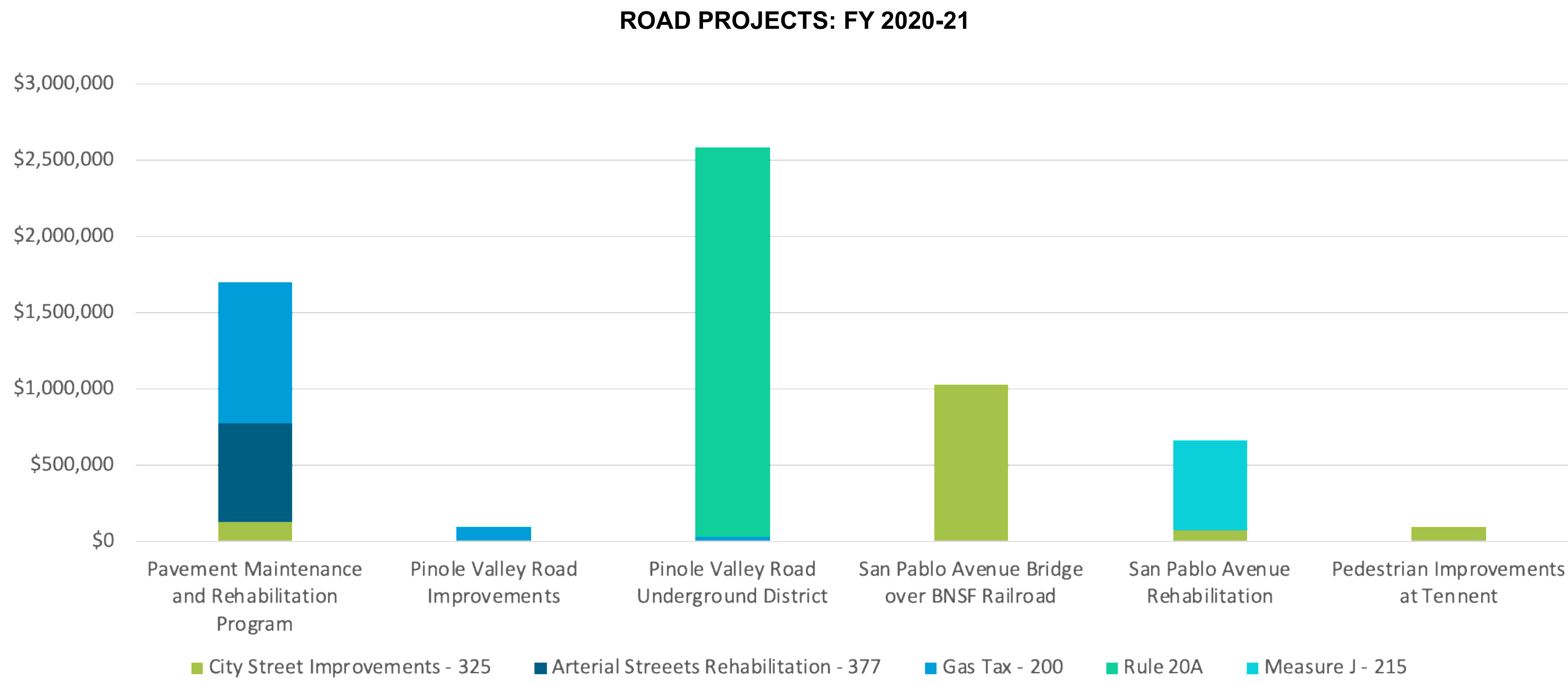



SANITARY SEWER PROJECTS: FY 2020-21
$1,400,000
$1,200,000
$1,000,000
$800,000
$600,000
$400,000
$200,000
$0
Millions
SS1702, Sewer Enterprise
SS2001, Sewer Enterprise
SS2002, Sewer Enterprise
Sewer Pump Station Rehabilitation
Sanitary Sewer Master Plan
Water Pollution Control Plant Lab Remodel
FY2020-21 Facilities Projects
Sewer Enterprise

Return to Agenda

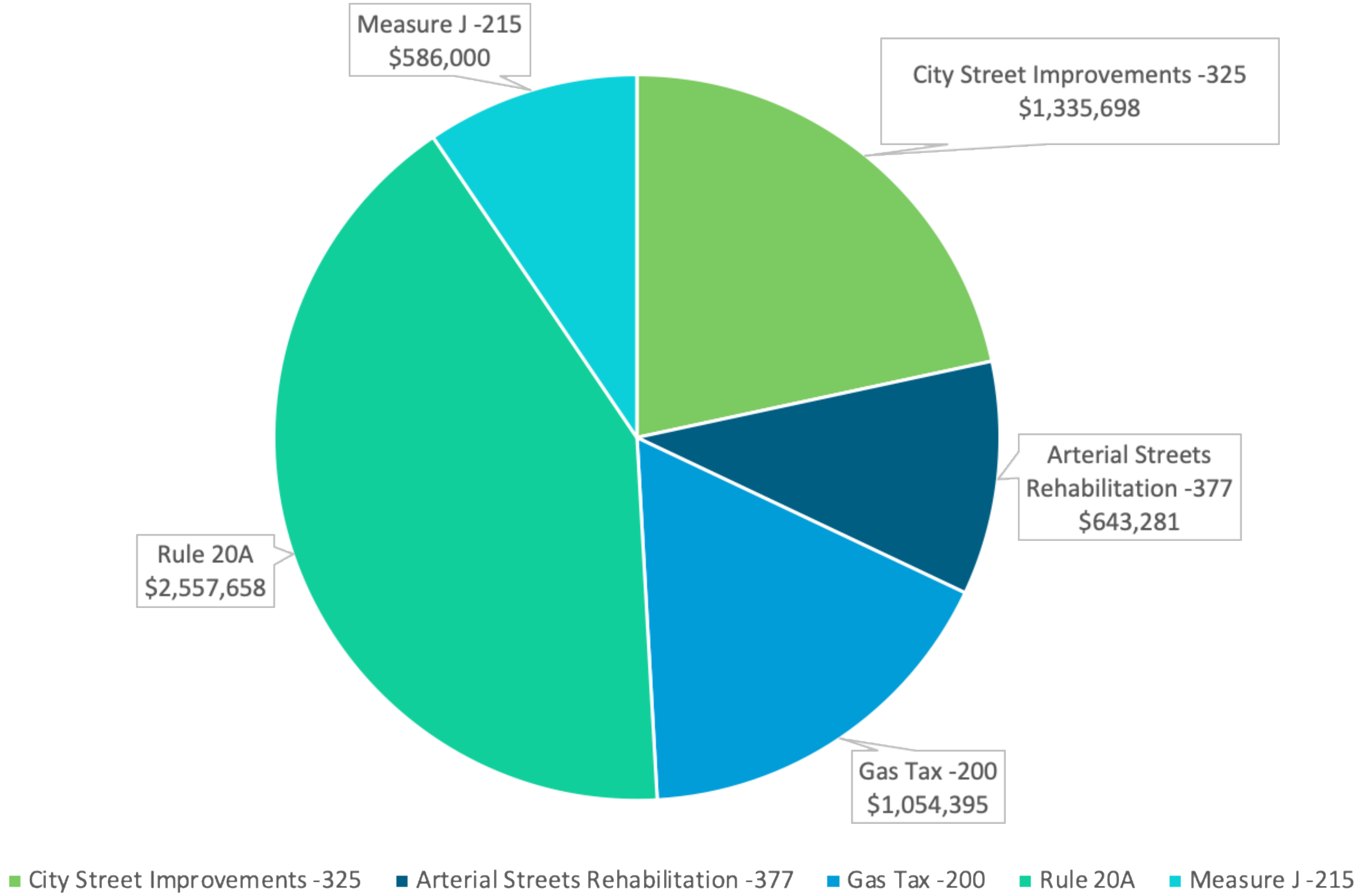
STORMWATER PROJECTS: FY 2020-21




ROAD PROJECTS: FY 2020-21
$3,000,000
$2,500,000
$2,000,000
$1,500,000
$1,000,000
$500,000
$0
Pavement Maintenance and Rehabilitation Program
Pinole Valley Road Improvements
Pinole Valley Road Underground District
San Pablo Avenue Bridge over BNSF Railroad
San Pablo Avenue Rehabilitation
Pedestrian Improvements at Tennent
City Street Improvements - 325
Arterial Streeets Rehabilitation - 377
Gas Tax - 200
Rule 20A
Measure J - 215

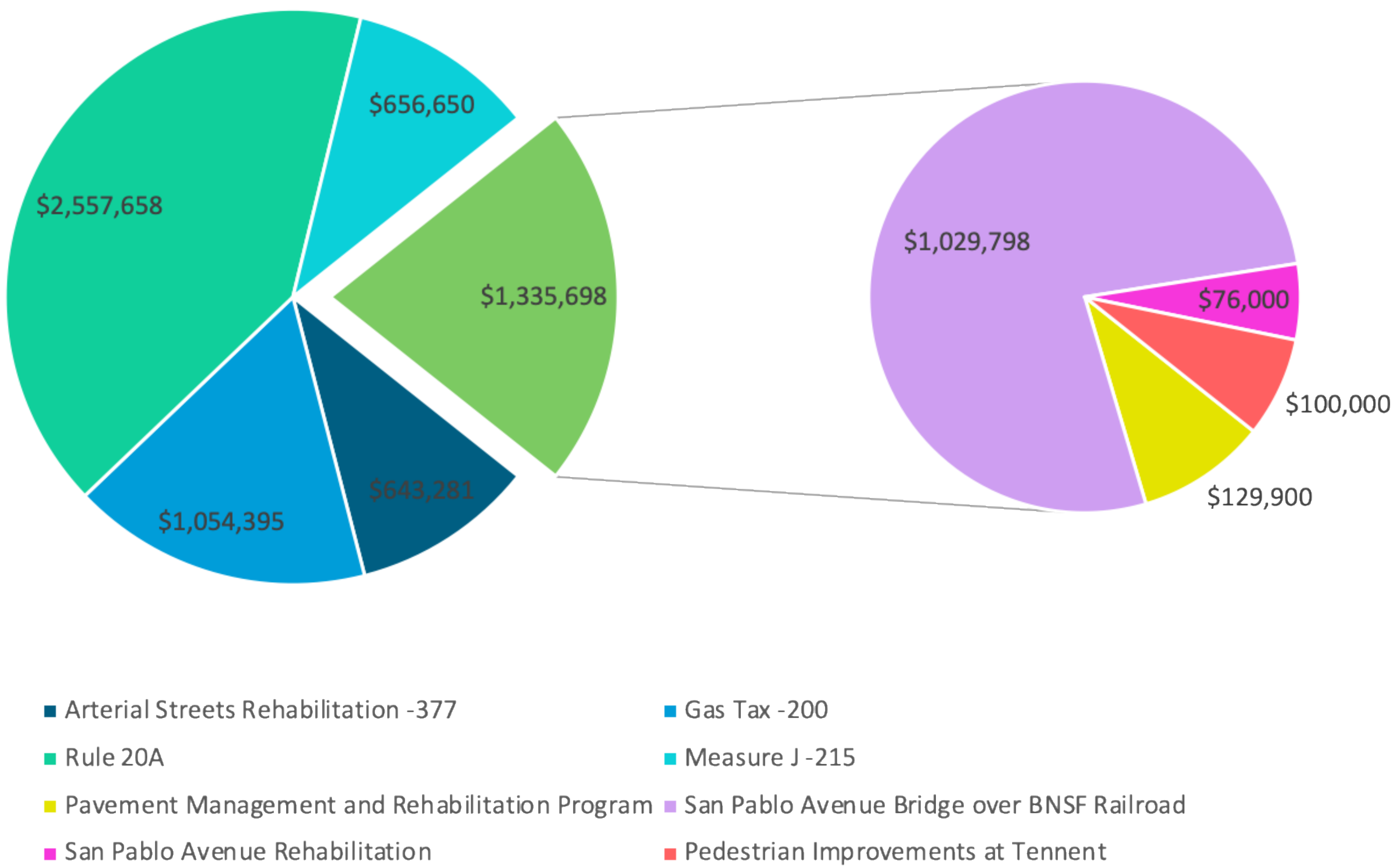
Return to Agenda

FUNDING DETAIL: ROAD PROJECTS FY 2020-21



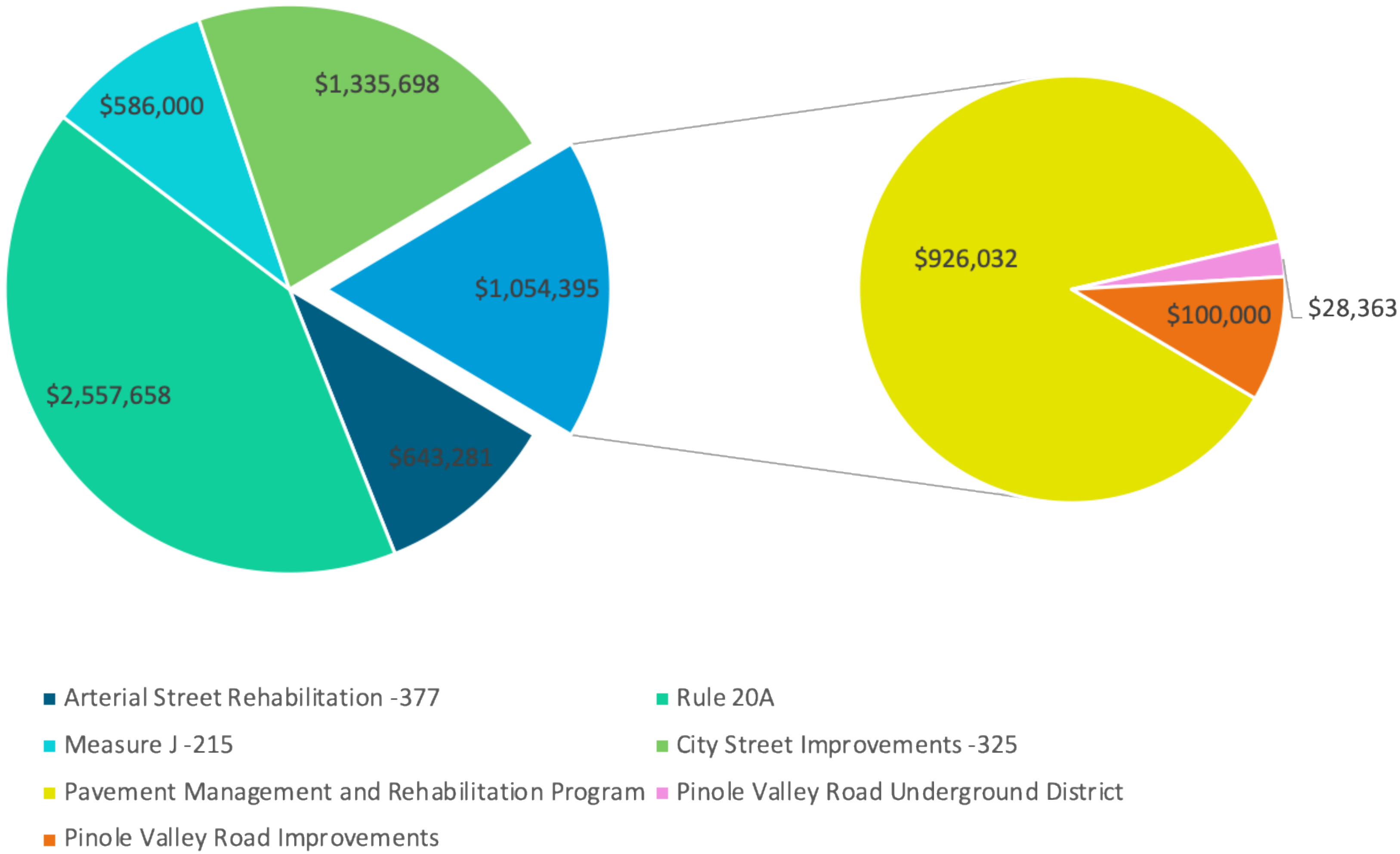
Return to Agenda

ROAD PROJECTS: CITY STREET IMPROVEMENTS FUND 325

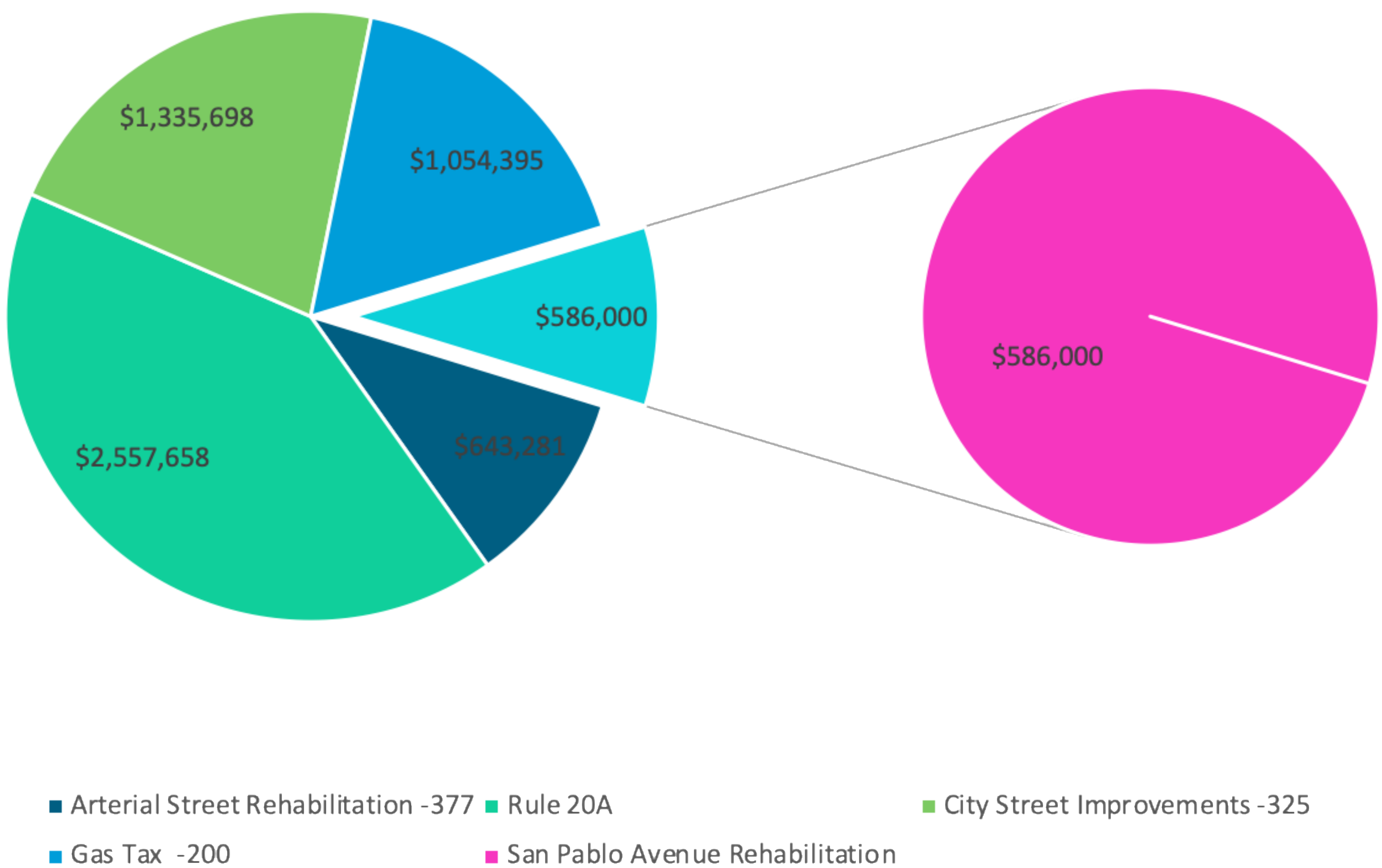


Return to Agenda

ROAD PROJECTS: GAS TAX FUND-200



ROAD PROJECTS: MEASURE J FUND-215



CITY OF PINOLE
FY2020-21 THROUGH FY2024-25
FIVE-YEAR CAPITAL IMPROVEMENT PLAN

FUNDING SUMMARY

SOURCES BY FUND	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	5-Year Total
106 - Measure S 2014	$1,694,242	$285,000				$1,979,242
200 - Gas Tax	$1,054,395					$1,054,395
215 - Measure J	$586,000				$120,000	$706,000
PGE - Rule 20A	$2,557,658					$2,557,658
276 - Growth Impact Fees	$8,000					$8,000
325 - City Street Improvements	$1,335,698	$246,905				$1,582,604
327 - Park Grants	$189,758					$189,758
377 - Arterial Streets Rehabilitation	$643,281					$643,281
500 - Sewer Enterprise Fund	$1,725,700					$1,725,700
Sources Total	**$9,794,732**	**$531,905**	**$ -**	**$ -**	**$120,000**	**$10,446,638**
Unfunded Total		**$1,667,896**	**$ -**	**$ -**	**$ -**	**$1,667,896**
Total Sources Required	**$9,794,732**	**$2,199,801**	**$ -**	**$ -**	**$120,000**	**$12,114,534**

Return to Agenda

FIVE-YEAR CAPITAL IMPROVEMENT PLAN: FY 2020-21 THROUGH FY 2024-25

FACILITIES

PRJ #	USES BY PROJECT	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	Budget Unit	Account #	FY 2020-21 Funds	Funding Source
FA1702	Citywide Roof repairs and replacement	$272,000	$140,000				Facilities	106-343-47201	$272,000	Measure S 2014
FA1703	Paint City Hall (Inside and Outside)		$70,000				Facilities	106-343-47201	$0	Measure S 2014
FA1901	Senior Center Auxiliary Parking Lot (Fowler House lot reuse)	$200,000					Facilities	106-343-47201	$200,000	Measure S 2014
FA1902	Energy Upgrades	$220,000					Facilities	106-343-47201	$220,000	Measure S 2014
FA2001	Post Office Maintenance	$80,000					Facilities	106-343-47201	$80,000	Measure S 2014
FA2002	Electric Vehicle Charging Stations	$20,000					Facilities	106-343-47201	$20,000	Measure S 2014

PARKS

PRJ #	USES BY PROJECT	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	Budget Unit	Account #	FY 2020-21 Funds	Funding Source
PA1704	Prepare a Park Master Plan	$100,000					Parks	106-343-47201	$100,000	Measure S 2014
PA1901	Pinole Valley Park Soccer Field Rehabilitation	$200,000					Parks	106-345-47203	$200,000	Measure S 2014
PA1902	Fernandez Park Baseball Field Rehabilitation	$200,000					Parks	106-345-47203	$200,000	Measure S 2014
PA2001	Bocce Ball Court	$250,000					Parks	106-345-47203 327-xxx-47203	$60,242 $189,758	Measure S 2014 Park Grants

SANITARY SEWER

PRJ #	USES BY PROJECT	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	Budget Unit	Account #	FY 2020-21 Funds	Funding Source
SS1702	Sewer Pump Station Rehabilitation	$1,200,000					Sewer Collection	500-642-47201	$1,200,000	Sewer Enterprise
SS2001	Sanitary Sewer Collection System Master Plan	$425,700					Sewer Collection	500-642-47201	$425,700	Sewer Enterprise
SS2002	Water Pollution Control Plant Lab Remodel	$100,000					Sewer Treatment	500-641-47201 500-641-47201	$50,000 $50,000	Sewer Enterprise City of Hercules

STORMWATER

PRJ #	USES BY PROJECT	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	Budget Unit	Account #	FY 2020-21 Funds	Funding Source
SW1901	Hazel Street Drainage Improvements	$200,000					Stormwater	106-344-47206 276-344-47206	$192,000 $8,000	Measure S 2014 Impact Fees
SW2001	Roble Road Drainage Improvements		$200,000				Stormwater	276-344-47206	$0	Impact Fees
SW2002	Adobe Road Repair and Drainage Improvements	$150,000					Stormwater	106-344-47206	$150,000	Measure S 2014
SW1703	Storm Drainage Master Plan		$75,000				Stormwater	106-344-42101	$0	Measure S 2014

Return to Agenda

FIVE-YEAR CAPITAL IMPROVEMENT PLAN: FY 2020-21 THROUGH FY 2024-25 (CONTINUED)

ROADS										
PRJ #	**USES BY PROJECT**	**FY 2020-21**	**FY 2021-22**	**FY 2022-23**	**FY 2023-24**	**FY 2024-25**	**Budget Unit**	**Account #**	**FY 2020-21 Funds**	**Funding Source**
RO1707	Pavement Maintenance and Rehabilitation Program	$1,699,213					Roads	325-342-47205 377-342-47205 200-342-47205	$129,900 $643,281 $926,032	City Street Improvements Arterial Rehabilitation Gas Tax - RMRA
RO1708	Pinole Valley Road Improvements	$100,000					Roads	200-342-47205	$100,000	Gas Tax
RO1709	Pinole Valley Road Underground District	$2,586,021					Roads	200-342-47205 Rule 20A	$28,363 $2,557,658	Gas Tax Rule 20A
RO1710	San Pablo Avenue Bridge over BNSF Railroad **	$1,029,798	$1,664,801				Roads	325-342-47205 325-342-47205	$150,695 $879,103	WCCTAC STMP Fees State Funding: HBP Program
RO1714	HAWK at Appian Way and Marlesta - *Deferred*					$120,000	Roads	215-342-47205	$0	Measure J/(TLC)
RO1801	San Pablo Avenue Rehabilitation	$662,000					Roads	325-342-47205 215-342-47205	$76,000 $586,000	City Street Improvements Measure J/(OBAG 2)
RO1802	Hazel Street Gap Closure (Sunnyview)		$50,000				Roads	276-344-47205	$0	Impact Fees
RO1902	Pedestrian Improvements at Tennent (Engineering and planning Only) - Bay Trail Gap	$100,000					Roads	325-342-47205	$100,000	WCCTAC STMP Fees
	Uses by Project Total	**$9,794,732**	**$2,199,801**	**$0**	**$0**	**$120,000**				

LEGEND:

- Items highlighted in blue are unfunded projects.
- Items highlighted in orange indicate a project or project funding is carried over from prior fiscal year.
- Items highlighted in purple are new projects, or new funding allocations in FY 2020-21.
- Project numbers: **FA** = Facilities; **PA** = Parks; **SS** = Sanitary Sewer; **SW** = Storm Water; **RO** = Roads.

**Caltrans funded total project cost is $16.8 million and extends beyond the proposed Plan years.

urn to Agenda

Project: **Citywide Roof Repairs and Replacement**

Description: Roof Repair and Replacement on buildings identified by inspection.

Justification: The City hires contract services to repair and/or replace roofs on City Facilities. A comprehensive inspection was performed on all facilities in early 2015 and identified several of the roofs which need to be repaired or replaced. The roofs at City hall and the Public Safety building need to be replaced.

Project Number: FA1702

Projected Timing:

Estimated Start Date:	July 2020
Estimated End Date:	June 2022

Total Estimated Cost:

Planning and Design:	
Engineering and Administrative:	
Construction:	$412,000
Equipment:	
Contingency:	
Total:	**$ 412,000**

Funding Source:

	Prior Actual	FY 2020-21 Proposed	FY 2021-22 Proposed	FY 2022-23 Proposed	FY 2023-24 Proposed	FY 2024-25 Proposed
Measure S 2014 - 106	-	$272,000	$140,000	-	-	-
	-	-	-	-	-	-
Total	**-**	**$272,000**	**$140,000**	**-**	**-**	**-**

urn to Agenda

City of Pinole
Capital Improvement Plan
Fiscal Years 2020-21 through 2024-25

Project: **Paint City Hall**

Description: Paint City Hall building (interior and exterior)

Justification: The interior and exterior surfaces of City Hall require repainting as the paint system has reached the end of its useful life. Exterior painting is necessary to maintain external protection from the environment. Fading, chipping paint, along with water and mildew damage necessitates the painting project.

Project Number: FA1703

Projected Timing:

Estimated Start Date:	July 2021
Estimated End Date:	June 2022

Total Estimated Cost:

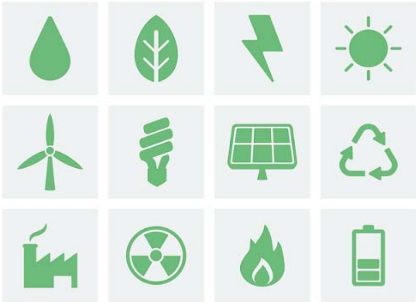
Planning and Design:	
Engineering and Administrative:	
Construction:	$70,000
Equipment:	
Contingency:	
Total:	**$ 70,000**

Funding Source:

	Prior Actual	FY 2020-21 Proposed	FY 2021-22 Proposed	FY 2022-23 Proposed	FY 2023-24 Proposed	FY 2024-25 Proposed
Measure S 2014 - 106	-	-	$70,000	-	-	-
	-	-	-	-	-	-
Total	**-**	**-**	**$70,000**	**-**	**-**	**-**

urn to Agenda

Project: **Energy Upgrades**



Description: Replace HVAC at City Hall and Senior Center
(formerly known as Project #: FA1706 and FA1801)

Justification: The HVAC systems at City Hall and Senior Center have reached the end of its useful life. In March 2020, Engie Services Inc. was retained by the City to assess and provide recommendations on energy conservation and generation improvements at City Hall, Senior Center, and other City facilities. A portion of the roof at the Senior Center will also need be replaced.

Project Number: FA1902

Projected Timing:

Estimated Start Date:	July 2020
Estimated End Date:	June 2021

Total Estimated Cost:

Planning and Design:	
Engineering and Administrative:	
Construction:	$220,000
Equipment:	
Contingency:	
Total:	**$ 220,000**

Funding Source:

	Prior Actual	FY 2020-21 Proposed	FY 2021-22 Proposed	FY 2022-23 Proposed	FY 2023-24 Proposed	FY 2024-25 Proposed
Measure S 2014 - 106	-	220,000	-	-	-	-
	-	-	-	-	-	-
Total	**-**	**220,000**	**-**	**-**	**-**	**-**

urn to Agenda

City of Pinole
Capital Improvement Plan
Fiscal Years 2020-21 through 2024-25

Project: **Senior Center Auxilary Parking Lot (Fowler House Lot Reuse)**

Description: Repurpose the former Fowler House lot located at 2548 Charles Avenue for additional parking.

Justification: The parcel is surrounded by municipal parking lots serving recreational use as well as Old Town Pinole. The Fowler House Re-Use Committee evaluated uses for the lot and determined the best use for the property is a parking lot.

Project Number: FA1901

Projected Timing:

Estimated Start Date:	July 2020
Estimated End Date:	June 2021

Total Estimated Cost:

Planning and Design:	
Engineering and Administrative:	
Construction:	$200,000
Equipment:	
Contingency:	
Total:	**$ 200,000**

Funding Source:

	Prior Actual	FY 2020-21 Proposed	FY 2021-22 Proposed	FY 2022-23 Proposed	FY 2023-24 Proposed	FY 2024-25 Proposed
Measure S 2014 - 106	-	$200,000	-	-	-	-
	-	-	-	-	-	-
Total	**-**	**$200,000**	**-**	**-**	**-**	**-**

urn to Agenda

City of Pinole
Capital Improvement Plan
Fiscal Years 2020-21 through 2024-25

Project: **Post Office Maintenance**

Description: Maintenance of the Post Office building located at 2101 Pear Street.

Justification: Per lease agreement with United States Post Office, the City is responsible for facilitiy maintenance, which includes painting all interior and exterior surfaces and maintenance of the parking lot.

Project Number: FA2001

Projected Timing:

Estimated Start Date:	July 2020
Estimated End Date:	June 2021

Total Estimated Cost:

Planning and Design:	
Engineering and Administrative:	
Construction:	$80,000
Equipment:	
Contingency:	
Total:	**$ 80,000**

Funding Source:

	Prior Actual	FY 2020-21 Proposed	FY 2021-22 Proposed	FY 2022-23 Proposed	FY 2023-24 Proposed	FY 2024-25 Proposed
Measure S 2014 - 106	-	$80,000	-	-	-	-
	-	-	-	-	-	-
Total	**-**	**$80,000**	**-**	**-**	**-**	**-**

urn to Agenda

Project: **Electric Vehicle Charging**

Description: Installation of electric vehicle charging stations at City facilities.

Justification: Charging stations will support increased adoption and use of zero emission vehicles. An assessment of City facilities coupled with grant funding opportuntiies will determine the most suitable location(s) for installation of charging stations.

Project Number: FA2002

Projected Timing:

Estimated Start Date:	July 2020
Estimated End Date:	June 2021

Total Estimated Cost:

Planning and Design:	
Engineering and Administrative:	
Construction:	$20,000
Equipment:	
Contingency:	
Total:	**$ 20,000**

Funding Source:

	Prior Actual	FY 2020-21 Proposed	FY 2021-22 Proposed	FY 2022-23 Proposed	FY 2023-24 Proposed	FY 2024-25 Proposed
Measure S 2014 - 106	-	$20,000	-	-	-	-
	-	-	-	-	-	-
Total	**-**	**$20,000**	**-**	**-**	**-**	**-**

urn to Agenda

City of Pinole
Capital Improvement Plan
Fiscal Years 2020-21 through 2024-25

Project: **Prepare a Park Master Plan**

Description: A master plan for parks will aid the City in developing a strategic approach to park maintenance and operation.

Justification: Master planning allows the City to quantify and qualify the existing park system, identify deficiencies, develop financial analysis of the cost to maintain, operate, and if opportunity arises, expand the park system. Master planning also identifies funding opportunties for projects and positions the City to strategically respond to grant solicitations.

Project Number: PA1704

Projected Timing:

Estimated Start Date:	July 2020
Estimated End Date:	June 2021

Total Estimated Cost:

Planning and Design:	$ 100,000
Engineering and Administrative:	
Construction:	
Equipment:	
Contingency:	
Total:	**$ 100,000**

Funding Source:

	Prior Actual	FY 2020-21 Proposed	FY 2021-22 Proposed	FY 2022-23 Proposed	FY 2023-24 Proposed	FY 2024-25 Proposed
Measure S 2014 - 106	-	$100,000	-	-	-	-
Total	**-**	**100,000**	**-**	**-**	**-**	**-**

urn to Agenda

City of Pinole
Capital Improvement Plan
Fiscal Years 2020-21 through 2024-25

Project: **Pinole Valley Park Soccer Field Rehabilitation**

Description: Rehabilitate Pinole Valley Park soccer field.

Justification: Soccer fields are a high use area of the Pinole Park system and warrant routine rehabilitation to enhance play.

Project Number: PA1901

Projected Timing:

Estimated Start Date:	July 2020
Estimated End Date:	June 2021

Total Estimated Cost:

Planning and Design:	$	-
Engineering and Administrative:	$	-
Construction:	$	200,000
Equipment:	$	-
Contingency:	$	-
Total:	**$**	**200,000**

Funding Source:

	Prior Actual	FY 2020-21 Proposed	FY 2021-22 Proposed	FY 2022-23 Proposed	FY 2023-24 Proposed	FY 2024-25 Proposed
Measure S 2014 - 106	-	200,000	-	-	-	-
Total	**-**	**200,000**	**-**	**-**	**-**	**-**

urn to Agenda

Project: **Fernandez Park Baseball Field Rehabilitation**

Description: Rehabilitate Fernandez Park baseball field.

Justification: Baseball fields are a high use area of the Pinole Park system and warrant routine rehabilitation to enhance play.

Project Number: PA1902

Projected Timing:

Estimated Start Date:	July 2020
Estimated End Date:	June 2021

Total Estimated Cost:

Planning and Design:	$	-
Engineering and Administrative:	$	-
Construction:	$	200,000
Equipment:	$	-
Contingency:	$	-
Total:	**$**	**200,000**

Funding Source:

	Prior Actual	FY 2020-21 Proposed	FY 2021-22 Proposed	FY 2022-23 Proposed	FY 2023-24 Proposed	FY 2024-25 Proposed
Measure S 2014 - 106	-	200,000	-	-	-	-
Total	**-**	**200,000**	**-**	**-**	**-**	**-**

urn to Agenda

City of Pinole
Capital Improvement Plan
Fiscal Years 2020-21 through 2024-25

Project: **Bocce Ball Court**

Description: Installation of a Bocce Ball Court to provide the opportunity to play Bocce Ball year round.

Justification: There is strong community interest in adding a bocce ball court in the City of Pinole. The location of the Court is TBD. The City intends to use utilize State of California Department of Parks and Recreation Per Capita Grant Program funds for this project.

Project Number: PA2002

Projected Timing:

Estimated Start Date:	July 2020
Estimated End Date:	June 2021

Total Estimated Cost:

Planning and Design:	
Engineering and Administrative:	
Construction:	$250,000
Equipment:	
Contingency:	
Total:	**$ 250,000**

Funding Source:

	Prior Actual	FY 2020-21 Proposed	FY 2021-22 Proposed	FY 2022-23 Proposed	FY 2023-24 Proposed	FY 2024-25 Proposed
Park Grants - 327	-	$189,758	-	-	-	-
Measure S 2014 - 106	-	$60,242	-	-	-	-
Total	**-**	**$250,000**	**-**	**-**	**-**	**-**

urn to Agenda

City of Pinole
Capital Improvement Plan
Fiscal Years 2020-21 through 2024-25

Project: **Sanitary Pump Station Rehabilitation**

Description: Perform an overall assessment of the two sewer pump stations. Address issues identified by the assessment including improvements to the structure and controls at Hazel Street to facilitate construction on a through road.

Justification: Both the existing pump stations have reached the end of their useful life and need to be rehabilitated.

Project Number: SS1702

Projected Timing:

Estimated Start Date:	October 2020
Estimated End Date:	August 2022

Total Estimated Cost:

Planning and Design:	$	22,500
Engineering/Administrative:	$	150,000
Construction:	$	884,000
Equipment:	$	-
Contingency:	$	143,500
Total:	**$**	**1,200,000**

Funding Source:

	Prior Actual	FY 2020-21 Proposed	FY 2021-22 Proposed	FY 2022-23 Proposed	FY 2023-24 Proposed	FY 2024-25 Proposed
Sewer Enterprise Fund- 500	-	$1,200,000	-	-	-	-
		-				
Total	**-**	**$1,200,000**	**-**	**-**	**-**	**-**

urn to Agenda

City of Pinole
Capital Improvement Plan
Fiscal Years 2020-21 through 2024-25

Project: **Sanitary Sewer Collection System Master Plan**

Description: Update the 2008 Sanitary Sewer Master Plan

Justification: Master planning is critical to identify when and where infrastructure upgrades or improvements will be needed to accomodate growth such that the wastewater needs of the residents and businesses can be effectively served. The update will allow the City to develop a prioritized capital plan which will provide the best utilization of capital funds.

Project Number: SS2001

Projected Timing:

Estimated Start Date:	July 2020
Estimated End Date:	June 2021

Total Estimated Cost:

Planning and Design:	$	425,700
Engineering and Administrative:	$	-
Construction:	$	-
Equipment:	$	-
Contingency:	$	-
Total:	**$**	**425,700**

Funding Source:

	Prior Actual	FY 2020-21 Proposed	FY 2021-22 Proposed	FY 2022-23 Proposed	FY 2023-24 Proposed	FY 2024-25 Proposed
Sewer Enterprise Fund- 500	-	$425,700	-	-	-	-
Total	**-**	**$425,700**	**-**	**-**	**-**	**-**

urn to Agenda

Project: **Water Pollution Control Plant Lab Remodel**

Description: Remodel of the WPCP lab

Justification: The California Environmental Laboratory Accreditation Program (ELAP) is responsible for accrediting environmental testing labs including the Pinole-Hercules WPCP. The 2019 ELAP inspection results indicated that the lab apparatus, countertops, and the fume hood are past their useful life and recommended for replacement.

Project Number: SS2002

Projected Timing:

Estimated Start Date:	July 2020
Estimated End Date:	June 2021

Total Estimated Cost:

Planning and Design:	$	-
Engineering and Administrative:	$	-
Construction:	$	100,000
Equipment:	$	-
Contingency:	$	-
Total:	**$**	**100,000**

Funding Source:

	Prior Actual	FY 2020-21 Proposed	FY 2021-22 Proposed	FY 2022-23 Proposed	FY 2023-24 Proposed	FY 2024-25 Proposed
Sewer Enterprise Fund- 500	-	$50,000	-	-	-	-
City of Hercules		$50,000				
Total	**-**	**$100,000**	**-**	**-**	**-**	**-**

urn to Agenda

City of Pinole
Capital Improvement Plan
Fiscal Years 2020-21 through 2024-25

Project: **Hazel Street Storm Drainage Improvements**

Description: Convert existing stormwater collection open channel to underground pipe and add drainage

Justification: The existing system is an open trench and needs to be converted to an underground conveyance system to facilitate construction of a through road. Converting the system to underground also aids in compliance with the MSP4 by reducing the potential of contaminants including litter from entering the stormwater system.

Project Number: SW1901

Projected Timing:

Estimated Start Date:	July 2020
Estimated End Date:	June 2021

Total Estimated Cost:

Planning and Design:		
Engineering and Administrative:	$	20,000
Construction:	$	160,000
Equipment:		
Contingency:	$	20,000
Total:	**$**	**200,000**

Funding Source:

	Prior Actual	FY 2020-21 Proposed	FY 2021-22 Proposed	FY 2022-23 Proposed	FY 2023-24 Proposed	FY 2024-25 Proposed
Measure S 2014 - 106	-	$192,000	-	-	-	-
Growth Impact Fees - 276	-	$8,000	-	-	-	-
Total	**-**	**$200,000**	**-**	**-**	**-**	**-**

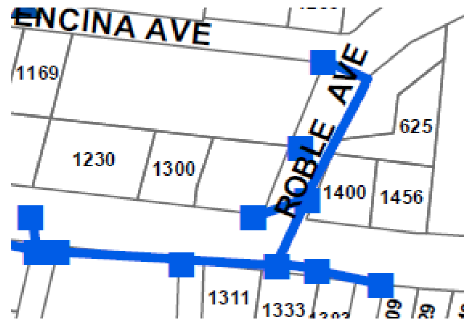
urn to Agenda

City of Pinole
Capital Improvement Plan
Fiscal Years 2020-21 through 2024-25

Project: **Roble Road Storm Drainage Improvements**

Description: Assess collection system at Roble and Encina for capacity and hydraulic profile and upgrade system as warranted.

Justification: The existing system appears to have capacity issues that warrant review and upgrade.



Project Number: SW2001

Projected Timing:

Estimated Start Date:	July 2020
Estimated End Date:	June 2021

Total Estimated Cost:

Planning and Design:		
Engineering and Administrative:	$	20,000
Construction:	$	160,000
Equipment:		
Contingency:	$	20,000
Total:	**$**	**200,000**

Funding Source:

	Prior Actual	FY 2020-21 Proposed	FY 2021-22 Proposed	FY 2022-23 Proposed	FY 2023-24 Proposed	FY 2024-25 Proposed
Growth Impact Fees - 276		-	$200,000	-	-	-
***Unfunded**						
Total	**-**	**-**	**$200,000**	**-**	**-**	**-**

urn to Agenda

Project: **Adobe Road Storm Drainage Improvements**

Description: Install culvert. Regrade area and restore road surface.

Justification: Adobe Road experienced a failure due to drainage impacts. The drainage in the area needs to be controlled to allow the road to be rebuilt.

Project Number: SW2002

Projected Timing:

Estimated Start Date:	July 2020
Estimated End Date:	June 2021

Total Estimated Cost:

Planning and Design:	
Engineering and Administrative:	$ 15,000
Construction:	$ 120,000
Equipment:	
Contingency:	$ 15,000
Total:	**$ 150,000**

Funding Source:

	Prior Actual	FY 2020-21 Proposed	FY 2021-22 Proposed	FY 2022-23 Proposed	FY 2023-24 Proposed	FY 2024-25 Proposed
Measure S 2014 - 106	-	$150,000	-	-	-	-
Total	**-**	**$150,000**	**-**	**-**	**-**	**-**

urn to Agenda

City of Pinole
Capital Improvement Plan
Fiscal Years 2020-21 through 2024-25

Project: **Storm Drainage Master Plan**

Description: Prepare a storm drainage master plan

Justification: Preparation of a storm drain master plan will provide an analysis of the existing collection system. The plan will identify system deficiencies related to capacity, functionality, and permit compliance. The plan can serve to guide future budget allocations for improvements to the system.

Project Number: SW1703

Projected Timing:
- **Estimated Start Date:** July 2020
- **Estimated End Date:** June 2023

Total Estimated Cost:

Planning and Design:	$	75,000
Engineering and Administrative:	$	-
Construction:	$	-
Equipment:	$	-
Contingency:	$	-
Total:	**$**	**75,000**

Funding Source:

	Prior Actual	FY 2020-21 Proposed	FY 2021-22 Proposed	FY 2022-23 Proposed	FY 2023-24 Proposed	FY 2024-25 Proposed
Measure S 2014 - 106		-	$75,000	-	-	-
Total	**-**	**-**	**$75,000**	**-**	**-**	**-**

urn to Agenda

City of Pinole
Capital Improvement Plan
Fiscal Years 2020-21 through 2024-25

Project: **Pavement Maintenance and Rehabilitation Program**

Description: Road maintenance and rehabilitation projects

Justification: Pavement maintenance and rehabilitation projects are programmed using asset management software focussing on a "fix it first" decsion matrix. The most recent Pavement Management Report dated March 2019 includes a condtion assessment for each segment of roadway in Pinole. The Report helps identify roads, that because of their Pavement Condition Index (PCI), should receive pavement maintenance or rehabilitation with the intent of extending the useful life of the road. In the Report, the overall system PCI was 67. The desirable overall system PCI is 80. Funding availability is limited and insufficient to adequately maintain the PCI of the entire existing road system. The overall system PCI will continue decline with the available funding.

Current Pending Projects: Visit https://www.ci.pinole.ca.us/pavement to view the latest information

Project Number: RO1707

Projected Timing:

Estimated Start Date: 2020
Estimated End Date: 2021

Funding Source:

	Prior Actual	FY 2020-21 Proposed	FY 2021-22 Proposed	FY 2022-23 Proposed	FY 2023-24 Proposed	FY 2024-25 Proposed
City Street Improvements - 325 *	-	$129,900	-	-	-	-
Arterial Street Rehab - 377 *	-	$643,281	-	-	-	-
Gas Tax (RMRA/SB1 Funds) - 200 **	-	$926,032	-	-	-	-
Total	**-**	**$1,699,213**	**-**	**-**	**-**	**-**

* Original funding source is Measure S 2014

** RMRA/SB1 funding is estimated pending confirmation of actual sources available.

urn to Agenda

City of Pinole
Capital Improvement Plan
Fiscal Years 2020-21 through 2024-25

Project: **Pinole Valley Road Improvements**

Description: Improvements on Pinole Valley Road at completion of Pinole Valley High School construction.

Justification: As part of the high school construction project WCCUSD provided road improvements along the school frontage. Improvements to Pinole Valley Road - from Shea to Granada - will extend the useful life of the pavement. The existing pavement score is high in this area, so a slurry seal would be the recommended treatment.

Project Number: RO1708

Projected Timing:

Estimated Start Date:	2020
Estimated End Date:	2021

Total Estimated Cost:

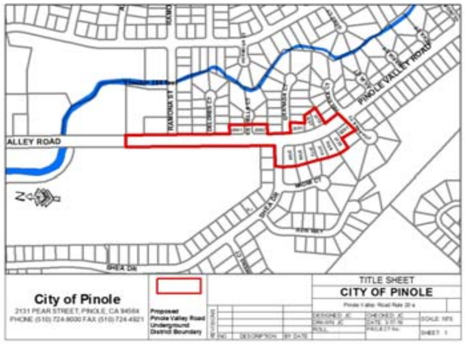
Planning and Design:	$	-
Engineering and Administrative:	$	5,000
Construction:	$	87,000
Equipment:	$	-
Contingency:	$	8,000
Total:	**$**	**100,000**

Funding Source:	**Prior Actual**	**FY 2020-21 Proposed**	**FY 2021-22 Proposed**	**FY 2022-23 Proposed**	**FY 2023-24 Proposed**	**FY 2024-25 Proposed**
Gas Tax - 200	-	$100,000	-	-	-	-
Total	**-**	**$100,000**	**-**	**-**	**-**	**-**

urn to Agenda

City of Pinole
Capital Improvement Plan
Fiscal Years 2020-21 through 2024-25

Project: **Pinole Valley Road Underground District**



Description: Undergrounding utilities on Pinole Valley Road to complement the Pinole Valley High School Project.

Justification: The underground district will allow the City of Pinole to use Rule 20A credits, funds paid by PG&E to the PUC, to underground overhead utilitiy lines. As part of the underground project, the City will need to add a streetlight that must be funded outside the Rule20A program. The project will be coordinated with the Pinole Valley Road Improvement Project.

Project Number: RO1709

Projected Timing:

Estimated Start Date: 2017

Estimated End Date: 2021

Funding Source:

	Prior Actual	FY 2020-21 Proposed	FY 2021-22 Proposed	FY 2022-23 Proposed	FY 2023-24 Proposed	FY 2024-25 Proposed
Rule 20A Credits	-	$2,557,658	-	-	-	-
Gas Tax - 200	-	$28,363	-	-	-	-
Measure J - 215	$315,552	-	-	-	-	-
Total	**$315,552**	**$2,586,021**	**-**	**-**	**-**	**-**

urn to Agenda

City of Pinole
Capital Improvement Plan
Fiscal Years 2020-21 through 2024-25

Project: **San Pablo Avenue Bridge over BNSF Railroad**

Description: Replace San Pablo Avenue Bridge (Bridge # 28C0062)

Justification: The San Pablo Avenue Bridge is an integral part of the area's transportation system. The age of the bridge and the condition assessment support replacement. Further, the existing bridge does not meet the current standards for pedestrian access. Caltrans has placed the Bridge in their funding plan and programmed $879,103 in funding for 88.5% of the design and environmental cost. The estimated cost for the bridge replacement has increased to $37,775,600. We have reapplied for additional funding and are awaiting a revised budget allocation of 88.5% of the overall cost. This project is partially funded by the CCTA TLC Program.

Project Number: RO1710

Projected Timing:

Estimated Start Date:	2017
Estimated End Date:	Beyond 5 year term

Total Estimated Cost:

Planning and Design:	$ 2,494,600
Construction:	$ 35,181,000
R/W	$ 100,000
Total:	**$ 37,775,600**

Funding Source:

	Prior Actual	FY 2020-21 Proposed	FY 2021-22 Proposed	FY 2022-23 Proposed	FY 2023-24 Proposed	FY 2024-25 Proposed	Beyond Proposed
City Street Improvements - 325 *		$ 150,695	246,905		-	-	$1,202,399
State Contribution		$ 879,103	-	-	-	-	
Measure J (TLC) - 215**	$ 100,059		-	-	-	-	$ 286,941
Funding Shortfall - State			1,417,896				$ 31,145,739
Funding Shortfall - Local Match		-		-	-	-	$ 2,345,862
Total	**$100,059**	**$1,029,798**	**$1,664,801**	-	-	-	**$34,980,941**

* WCCTAC STMP funds

urn to Agenda

Project: **HAWK at Appian and Marlesta**

Description: Install a **H**igh-Intensity **A**ctivated Cross **W**al**k** (HAWK) Beacon

Justification: The intersection of Appian and Marlesta experiences high traffic volumes that can be hazardous for pedestrians. As a result, a HAWK, or High Intensity Activated Cross Walk Beacon , will increase pedestrian visibility and safety. This project is partially funded by the CCTA TLC Program.

Project Number: RO1714

Projected Timing:

Estimated Start Date:	2024
Estimated End Date:	2025

Total Estimated Cost:

Planning and Design:	$	-
Engineering and Administrative:	$	15,600
Construction:	$	109,000
Equipment:	$	-
Contingency:		
Total:	**$**	**124,600**

Funding Source:

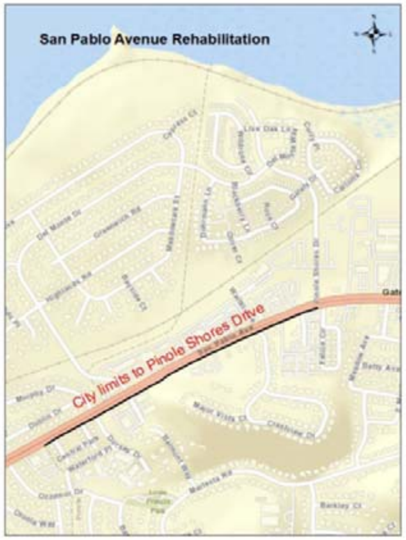
	Prior Actual	FY 2020-21 Proposed	FY 2021-22 Proposed	FY 2022-23 Proposed	FY 2023-24 Proposed	FY 2024-25 Proposed
City Street Improvements - 325 *	$ 4,600	-	-	-	-	-
Measure J (TLC) - 215 *	-	-	-	-	-	$ 120,000
Total	**$ 4,600**	**-**	**-**	**-**	**-**	**$ 120,000**

* Funded $120,000 by the CCTA TLC Program.

urn to Agenda

City of Pinole
Capital Improvement Plan
Fiscal Years 2020-21 through 2024-25

Project: San Pablo Avenue Rehabilitation



Description: Cold mill 2 1/2 inches of asphalt concrete pavement and replace with new HMA, reconstruct ~13 curb ramps, replaced damaged sidewalk, and close sidewalk gap.

Justification: The Pavement Management Report completed March 2019 provides a Pavement Condition Index (PCI) for most roads within Pinole of 62; a decrease from 70 in January of 2016. The Report helps arterials to be rehabilitated using the "Fix it First" approach. Due to the importance of San Pablo Avenue as an arterial, it is desirable to maintain the PCI at a minimum of 70. Currently, the average PCI on San Pablo Avenue is 63.

Project Number: RO1801

Projected Timing:

Estimated Start Date:	2020
Estimated End Date:	2021

Total Estimated Cost:

Planning and Design:	$	-
Engineering and Administrative:	$	-
Construction:	$	662,000
Equipment:	$	-
Contingency:	$	-
Total:	**$**	**662,000**

Funding Source:

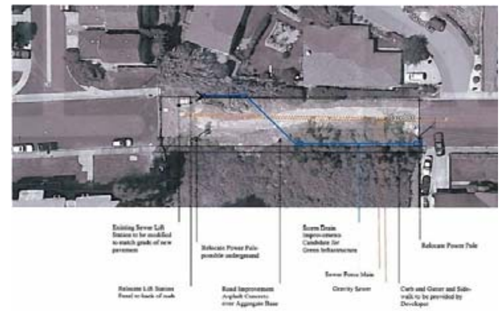
	Prior Actual	FY 2020-21 Proposed	FY 2021-22 Proposed	FY 2022-23 Proposed	FY 2023-24 Proposed	FY 2024-25 Proposed
City Street Improvements - 325	-	$76,000	-	-	-	-
Measure J (OBAG 2) - 215 *	-	$586,000	-	-	-	-
Total	-	**$662,000**	-	-	-	-

* Funded $586,000 by the CCTA OBAG 2 Program.

urn to Agenda

City of Pinole
Capital Improvement Plan
Fiscal Years 2020-21 through 2024-25

Project: **Hazel Street Gap Closure (Sunnyview)**



Description: Hazel Street Four-lot Subdivision Project: Roadway improvements

Justification: A developer has proposed to develop on a vacant lot identified as APN 402-013-060 at the end of Hazel Street. The project proposes the subdivsion of the lot into four new parcels and development of single family residences on each new parcel, and execution of a development agreement to make public improvements, including the extension of Hazel Street for roadway connection to Sunnyview Drive - West end of Hazel St.

Project Number: RO 1802

Projected Timing:

Estimated Start Date:	2021
Estimated End Date:	2022

Total Estimated Cost:

Planning and Design:	$	-
Engineering and Administrative:	$	-
Construction:	$	50,000
Equipment:	$	-
Contingency:	$	-
Total:	**$**	**50,000**

Funding Source:

	Prior Actual	FY 2020-21 Proposed	FY 2021-22 Proposed	FY 2022-23 Proposed	FY 2023-24 Proposed	FY 2024-25 Proposed
Impact Fees	-	-	$50,000	-	-	-
Total	-	-	**$50,000**	-	-	-

urn to Agenda

Project: **Pedestrian Improvements at Tennent near RXR**

Description: Improvements to Tennent Avenue at the Railroad Crossing to facilitate the movement of bicycles and pedestrians adjacent to vehicle traffic.

Justification: The Bay Trail project recently finished by EBRPD nearly connects the Bay Trail through Pinole. There remains one very small gap on Tennent Avenue from Bayfront Park to Railroad Avenue. This area currently consists of asphalt paving with additional width for pedestrians. This project will improve the crossing controls.

Project Number: RO1902

Projected Timing:

Estimated Start Date:	2020
Estimated End Date:	2021

Total Estimated Cost:

Planning and Design:	$	50,000
Engineering and Administrative:	$	50,000
Construction:	$	-
Equipment:	$	-
Contingency:	$	-
Total:	**$**	**100,000**

Funding Source:

	Prior Actual	FY 2020-21 Proposed	FY 2021-22 Proposed	FY 2022-23 Proposed	FY 2023-24 Proposed	FY 2024-25 Proposed
WCCTAC STMP Fees	-	$ 100,000	-	-	-	-
Total	**-**	**$ 100,000**	**-**	**-**	**-**	**-**

Return to Agenda

CITY COUNCIL REPORT 8A

DATE: MAY 4, 2021

TO: HONORABLE MAYOR AND COUNCIL MEMBERS

FROM: ERIC CASHER, CITY ATTORNEY

BY: ALEX MOG, ASSISTANT CITY ATTORNEY

SUBJECT: ORDINANCE ADDING CHAPTER 17.28, HISTORIC PRESERVATION OVERLAY, TO THE MUNICIPAL CODE AND RESOLUTION RE-ADOPTING OLD TOWN DESIGN GUIDELINES

RECOMMENDATION

Staff recommends the City Council introduce and waive the first reading of an ordinance adding Chapter 17.28, Historic Preservation Overlay, to the Municipal Code and adopt a resolution re-adopting the Old Town Design Guidelines.

BACKGROUND

Procedural Background

The City Council previously directed the Municipal Code Update Subcommittee (the “Subcommittee”) to consider whether the City should adopt a historic preservation ordinance in Pinole. There are existing State and Federal programs for historic preservation, but cities are also authorized to enact their own local historic preservation programs. The Subcommittee met three (3) times in fall of 2020 to consider different options for preserving historic structures in Pinole and reviewed multiple sample ordinances and options before settling on the historic preservation overlay contained in the proposed ordinance. The Subcommittee recommended the proposed ordinance be forwarded to the Planning Commission for review and recommendation to the City Council. The Planning Commission considered the proposed ordinance during its February 22, 2021 meeting, and recommended the City Council adopt the proposed ordinance, with certain changes discussed herein.

The City Council previously considered this item during a public hearing on March 16, 2021. The Council continued the hearing to a date uncertain, and directed staff to provide notice to the owners of all properties included within the proposed historic preservation overlay zone. The item was rescheduled for April 20th, and a public hearing notice was provided for that meeting. On April 20th, the City Council continued the item to May 4, 2021 in order to ensure that a quorum of the City Council was available to consider the item. Notice of the May 4th meeting was published in the West County Times and mailed, in both English and Spanish, to all property owners within the proposed overlay zone.

Existing Historic Preservation Goals and Policies

The City's General Plan and the Three Corridors Specific Plan currently have various goals and policies related to historic preservation, including:

- **Goal CC.1**: Maintain Pinole's unique qualities and sense of place to preserve the established historic and small-town character of the city.
    - Policy CC.1.4 The historic and urban character of Old Town Pinole shall be revitalized through the density and intensity of new construction, as well as through the use of building materials, architecture and other design elements that reflect the city's past.
- **Goal CC.4**: Promote a greater awareness of and sensitivity toward Pinole's historical heritage.
    - PolicyCC.4.2 Establish and promote programs that identify, maintain and protect buildings, sites or other features of the landscape possessing historic or cultural significance.
        - *Action CC.4.2.1* Pursue recognition of eligible historic properties by the National Register of Historic Places and California Register of Historical Resources, and consider a variety of ways to identify and document historic buildings and properties throughout the city. Action CC.4.2.2 Maintain an up-to-date inventory of existing historic resources, including artifacts, structures, sites, areas and natural phenomena. Map the location of historic districts and historic and natural resources. Action CC.4.2.3 Establish a program to identify historical structures, places and events in recognition of their status. This program may include the use of signs, monuments, public art and interpretive exhibits.
    - Policy CC.4.3 The City shall take all possible precautions to ensure that no action by the City results in the loss of the irreplaceable archaeological record present in Pinole's planning jurisdiction and shall work with the County toward that end.
        - *Action CC.4.3.1* Establish review procedures for development projects that recognize the history of the area in conjunction with state and federal laws.
        - *Action CC.4.3.2* Establish a Historic Preservation Ordinance to provide for the appropriate development and maintenance of historic resources and

Enforcing these goals and policies through the design review process can be difficult because only three structures in Pinole have been formally designated as historic. The Bank of Pinole (2361 San Pablo Avenue) and the Fernandez House (100 Tennent Avenue) are both listed on the National Register of Historic Places. Additionally, the Downer Home (2711 San Pablo Avenue) is identified in the General Plan as a historic structure. Except for these three structures, the City's ability to apply the historic preservation goals and policies pursuant to the General Plan is currently limited.

Some communities have created local historic preservation ordinances to help preserve historic structures. These ordinances generally require structures to be designated as landmarks on a case by case basis. Structures designated as landmarks are then subject to strict regulations regarding proposed changes. While those types of ordinances are effective at preserving a designated landmark, they require considerable work (and generally a historic survey conducted by a professional) to identify structures to be designated as historic, and severally restrict the changes allowed to those structures. The proposed ordinance recommended by the Subcommittee takes a different approach, and instead requires projects within a specified zone to go through enhanced design review to ensure that preservation of both historic structures and the historic small-town character of the City.

DISCUSSION

Historic Preservation Overlay

The purpose of the proposed ordinance is to ensure enhanced design review is applied to projects that will impact historic buildings and structures without overly restricting future changes to properties . The ordinance accomplishes this goal by creating a historic preservation overlay zone ("HPO Zone") . An overlay is a type of supplemental zoning designation that establishes regulations in addition to those contained in the underlying zoning for the property. For example, Pinole currently has a high density residential overlay that requires property within the overlay to be developed at a minimum density of 21 units/acre, even when the underlying zoning district allows less density.

A historic preservation overlay zone requires properties included in the overlay to go through additional review before certain development can occur on the property, including alterations to existing structures. The inclusion of a property within a historic preservation overlay is different than the designation of a property as a historic landmark. A property is generally designated as a historic landmark after a thorough review of its historic significance. In contrast, a property may be included in a historic preservation overlay because it is considered potentially historic, or is located in an area with other historic properties.

The proposed ordinance would implement the following program to support historic preservation efforts:

1. Properties are designated for inclusion within the HPO Zone by the City Council.
2. When a project is proposed on a property located within the HPO Zone, the Zoning Administrator must determine whether the proposed project would impact any cultural resources located on that property.

3. If the project would impact a cultural resource, the project is required to comply with special design guidelines.
4. The special design guidelines are applied through the Administrative Design Review or Comprehensive Design review process.

The initial HPO Zone would apply to the area commonly known as Old Town Pinole, a map of which is included as Attachment A. The draft ordinance also establishes a process to add new properties to the HPO Zone in the future, upon recommendation by the Planning Commission and approval by the City Council. Importantly, a property does not have to be contiguous to the existing HPO Zone to be added to the HPO Zone.

Design Review Process

Currently, all projects in the City are required to go through the design review process. The Zoning Code generally requires design review for new buildings and large additions to be completed by the Planning Commission, and provides that design review for small additions or minor changes will be completed by the Zoning Administrator. The design review process requires the decision maker to find, among other things, that the project complies with any applicable design guidelines and is "compatible with and complement the existing surrounding environment and ultimate character of the area."

Under the proposed ordinance, when a project is proposed on a property located within the HPO Zone, the Zoning Administrator must first determine whether the proposed project would impact any cultural resources located on that property. The draft ordinance defines a cultural resource as any site, place, building, structure, sign, work of art, natural feature or other object with historical, archaeological, cultural, architectural, community, aesthetic or artistic heritage significance to the public for one of the following reasons:

1. It embodies distinctive characteristics of style, type, period or method of construction;
2. It contributes to the significance of a historic area;
3. It embodies elements of architectural design, detail materials or craftsmanship that represents a significant structural or architectural achievement or innovation; or
4. It is identified with persons or events significant in local, state, or national history.

The decision of the Zoning Administrator that a project would impact a cultural resource may be appealed to the Planning Commission.

During the March 16th City Council meeting there was discussion about whether the Zoning Administrator should be the decision maker for the determination of whether a project would impact a cultural resource. The following potential alternatives were discussed:

1. Have the Planning Commission make the determination.

This was a recommendation made by the Planning Commission. This change would ensure that determination is not made solely by the Zoning Administrator. However this change could potentially cause significant delays for minor projects. Minor projects, which now go through an administrative design review process, would instead have to go to the Planning Commission. Additionally, fees for projects that must be reviewed by the Planning Commission are greater than the fees for projects that are reviewed administratively, due to the increased staff time involved.

2. Lower the fee for appealing the Zoning Administrator's decision.

Any decision of the Zoning Administrator can be appealed to the Planning Commission. However, under the City's current fee structure, such an appeal would cost a minimum of $500 and require a $2500 deposit to cover any additional costs. The City Council can chose to lower or waive that fee for this type of decision in order to make appeals easier. However, this would cause an impact to the City's General Fund.

3. Provide notice of the Zoning Administrator's consideration of the project

The proposed ordinance could be amended to provide enhanced notice of the Zoning Administrator's consideration of a proposed project within the overlay zone. The notice would invite the public to submit comments or attend an administrative hearing regarding the project. The notice could be sent to neighbors and posted at City Hall. The City could similarly also provide notice of the Zoning Administrator's decision so that neighbors and the public could more easily appeal the Zoning Administrator's decision as to whether or not a project would impact a cultural resource.

4. Apply the Old Town Design Guidelines to all Project in the Overlay Zone

Currently, the Old Town Design Guidelines are proposed to apply to projects that are determined to impact a cultural resource. The Subcommittee recommended this approach to minimize the number of properties to which the Old Town Design Guidelines are applied. However, this approach potentially creates confusion and uncertainty because property owners and the public do not know to what projects the Old Town Design Guidelines will apply. Applying the Old Town Design Guidelines to all projects in the overlay zone will eliminate this uncertainty and confusion. However, because the Guidelines could potentially limit the design of some projects in the overlay zone, this could be a burden on some property owners. The Old Town Design Guidelines would be applied through the otherwise applicable design review process.

Old Town Design Guidelines

The City Council adopted Old Town Design Guidelines in 1997. It is unclear whether these guidelines were ever implemented, but at the very least they have not be utilized regularly for at least the last ten years. Additionally, the design guidelines as adopted were not mandatory for buildings in Old Town, and compliance with the guidelines was simply “strongly encouraged”. The proposed ordinance will ensure the application of these special design guidelines moving forward. As currently drafted, any project in the HPO Zone that impacts a cultural resource will be required to comply with the design guidelines. Compliance will the guidelines will continue to be encouraged for all other projects in the HPO Zone. The guidelines themselves contain a mix of mandatory requirements and recommendations.

Importantly, a project need not comply with every single guideline in the Old Town Design Guidelines in order to be approved. Rather, the proposed ordinance explicitly provides that a project only need to comply with most guidelines in order to be approved. This allows for flexibility in the administration of the guidelines, while ensuring that projects comply with the spirit of the guidelines, even if they are unable to comply with every single element.

The existing design review process already requires the decision maker to make a finding that the project is compatible with and complements the character of the area. The purpose of the Old Town Design Guidelines is too provide further guidance on what it means for a project to be compatible with and complement the character of the Old Town Pinole area.

During the March 16th City Council meeting two specific questions were raised regarding the Old Town Design Guidelines: (i) would they prevent the installation of solar panels on commercial buildings, and (ii) would they prohibit neon signs? Nothing in the guidelines would prohibit the installation of rooftop solar on a commercial building. Similarly, the guidelines do no prohibit neon signs, but do provide that neon “should be carefully and sparingly used” in signs.

The Planning Commission considered the proposed ordinance and the Old Town Design Guidelines at its February 22, 2021 meeting, and recommended approval by the City Council. The Planning Commission recommended a few minor changes to the Old Town Design Guidelines, which have been incorporated into Attachment D.

FISCAL IMPACT

There is no direct fiscal impact from the adoption of the ordinance creating the historic preservation overlay or the resolution readopting the Old Town Pinole Guidelines, as currently proposed. Staff time will be required to implement the ordinance and resolution, but those costs will be recovered through development applications fees.

ATTACHMENTS

A. Map of Old Town Pinole
B. Ordinance Adding Chapter 17.28, Historic Preservation Overlay, to the Municipal Code
C. Resolution Readopting Old Town Design Guidelines
D. Old Town Design Guidelines

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Return to Agenda

ATTACHMENT A

Return to Agenda

ATTACHMENT B

ORDINANCE NO. 2021-__

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF PINOLE ADDING CHAPTER 17.28, HISTORIC PRESERVATION OVERLAY, TO THE MUNICIPAL CODE

WHEREAS, historic buildings and structures are those which are reminders of past eras, events and persons important in local, state or national history, or which provide significant examples of architectural styles of the past, or are unique; and

WHEREAS, historic buildings and structures are irreplaceable assets to the City and its neighborhoods, and an important element of Pinole's identify; and

WHEREAS, the General Plan includes goals of maintaining Pinole's unique qualities and sense of place to preserve the established historic and small-town character of the city, as well as promoting a greater awareness of and sensitivity toward Pinole's historical heritage; and

WHEREAS, in order to implement these goals, the General Plan calls on the City to establish review procedures for development projects that recognize the history of the area in conjunction with state and federal laws and consider adoption of a historic preservation ordinance; and

WHEREAS, the purpose of design review is to promote the orderly and harmonious growth of the city, to encourage development in keeping with the desired character of the city, and to ensure physical and functional compatibility between uses; and

WHEREAS, every development project in the City is required to go through design review; and

WHEREAS, the proposed ordinance would create a Historic Preservation Overlay Zone (the "HPO Zone") within the City; and

WHEREAS, the proposed ordinance would requires properties included in the HPO Zone to go through additional historic review before development projects could occur on the property, including alterations to existing structures; and

WHEREAS, if a proposed project within the HPO Zone would impact a cultural resource, the project would be required to comply with the Old Town Design Guidelines; and

WHEREAS, inclusion within the Historic Preservation Overlay would not change the types of uses allowed on the property; and

WHEREAS, properties within the area commonly known as Old Town Pinole would be included within the HPO Zone; and

WHEREAS, the Planning Commission held a duly noticed public hearing to consider the proposed amendments to the Zoning Code on February 22, 2021, at which time all interested persons had the opportunity to be heard; and

WHEREAS, after close of the public hearing, the Planning Commission recommended that the City Council adopt the proposed amendments to the Zoning Code with specified changes; and

WHEREAS, the City Council held a duly noticed public hearing to consider the proposed amendments to the Zoning Code on May 4, 2021, at which time all interested persons had the opportunity to be heard; and

WHEREAS, after the close of the public hearing, the City Council 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 amendment; and

WHEREAS, the City Council finds that the proposed amendments to the Zoning Code are consistent with and support the Pinole General Plan by helping to preserve historic structures, enhance Pinole's unique qualities and sense of place, and promote a greater sensitivity toward Pinole's historical heritage.

WHEREAS, the City Council desires to adopt the proposed changes to the Zoning Code.

NOW, THEREFORE, the City Council of the City of Pinole does ordain as follows:

Section 1. Recitals.

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

Section 2. Municipal Code Amendment – Chapter 17.28.

Chapter 17.28, Historic Preservation Overlay (HPO) District, is hereby added to the Municipal Code to read as set forth in Exhibit A, attached hereto and incorporated herein by reference.

Section 3. Historic Preservation Overlay.

The Historic Preservation Overlay (HPO) Zone authorized by Municipal Code Section 17.28.030 is hereby established as show in the map attached hereto as Exhibit B and incorporated herein by reference.

Section 4. 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

Return to Agenda

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 6. California Environmental Quality Act ("CEQA").

The proposed amendments are exempt from CEQA based on the rule set forth in CEQA Guidelines Section 15061(b)(3) that CEQA applies only to projects which have the potential for causing a significant effect on the environment. As a series of text amendments and additions, it can be seen with certainty that there is no possibility that the proposed amendments to the Zoning Code will have a significant effect on the environment.

Section 7. 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 8. 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 on this ____ day of _______ 2021, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

____
Norma Martinez-Rubin, Mayor

ATTEST:

____
Heather Iopu, City Clerk

APPROVED AS TO FORM:

____
Eric S. Casher, City Attorney

Return to Agenda

EXHIBIT A

Chapter 17.28 Historic Preservation Overlay (HPO) District

17.28.010 Purpose.

The general purpose of the Historic Preservation Overlay (HPO) District is to promote the preservation and rehabilitation of historic buildings in Pinole. Historic buildings are those which are reminders of past eras, events and persons important in local, state or national history, or which provide significant examples of architectural styles of the past, or are unique and irreplaceable assets to the City and its neighborhoods.

17.28.020 Cultural Resources Definition

As used in this chapter, "Cultural Resource" means any site, place, building, structure, sign, work of art, natural feature or other object with historical, archaeological, cultural, architectural, community, aesthetic or artistic heritage significance to the citizens of the City, the State of California, or the nation for one of the following reasons:

A. It embodies distinctive characteristics of style, type, period or method of construction, or is a valuable example of the use of indigenous materials or craftsmanship, or

B. It contributes to the significance of a historic area being a geographically definable area possessing a concentration of historic or scenic properties or thematically related grouping of properties or properties which contribute to each other and are unified aesthetically by plan or physical development, or

C. It embodies elements of architectural design, detail materials or craftsmanship that represents a significant structural or architectural achievement or innovation; or

D. It is identified with persons or events significant in local, state, or national history.

17.28.030 Historic Preservation Overlay (HPO) Designation

Return to Agenda

A. There is hereby created a Historic Preservation Overlay, which shall be used to designate on the City's Zoning Map properties that are possibly worthy of preservation because of the cultural resource(s) located on the property.

B. Permitted and conditional uses, allowable density and development standards for properties designated with the Historic Preservation overlay shall the same as is required for the underlying zone district, except as otherwise provided for in this Chapter.

17.28.040 Designation Process

A. The Zoning Administrator, Planning Commission, or City Council may initiate proceedings to add the HPO zone designation to a property. After the process is initiated, the Zoning Administrator shall prepare information regarding the cultural resource(s) located on the property, as appropriate, and present such information to the Planning Commission for consideration.

B. The Planning Commission may recommend to the City Council, after public hearing, the inclusion of properties within the HPO zone.

C. The City Council shall consider the recommendation of the Planning Commission and may, after a public hearing, designate by ordinance properties to be included within the HPO Zone.

D. A property shall only be included within the HPO zone if the approval findings required by Section 17.12.190 for Zoning Code Amendments are made.

17.28.050 Determination of Existence of a Cultural Resource

A. For any project proposed on a property located within the HPO Zone, prior to the occurrence of any design review, the Zoning Administrator shall determine whether the project would result in changes to a cultural resource on the property.

B. The Zoning Administrator shall notify the applicant of the determination in writing. The Zoning Administrator's decision may be appealed pursuant to Section 17.10.070.

17.28.060 Special Guidelines for Design Review

A. Any proposed project within the HPO Zone that would result in changes to a cultural resource on the property shall comply with the Old Town Design Guidelines, as adopted and amended by the City Council from time to time.

B. Administrative Design Review or Comprehensive Design Review shall not be approved for any project that does not comply with the Old Town Design Guidelines, if the project is subject to such guidelines. The reviewing authority may determine that a project complies with the Old Town Design Guidelines if it satisfies most of the applicable guidelines.

17.28.070 Demolition

No structure on a property located within the HPO Zone shall be demolished unless the Zoning Administrator first determines in writing that either:

A. The structures is not a Cultural Resource pursuant to Section 17.28.50; or

B. The structure cannot be feasibly remodeled or rehabilitated in a manner which would allow a reasonable use of or return from the property to the property owner.

The Zoning Administrator's decision may be appealed pursuant to Section 17.10.070.

17.28.080 Hardship Exemption

If the applicant presents facts clearly demonstrating to the satisfaction of the reviewing authority that compliance with the Old Town Design Guidelines will work immediate and substantial hardship because of conditions peculiar to the particular structure or other feature involved, the reviewing authority may approve the application even though it does not meet the standards set forth in this Chapter. Nothing herein shall excuse compliance with any other applicable requirement of this Code.

17.28.090 Applicability

None of the provisions of this chapter shall prevent any measures of construction, alteration or demolition necessary to correct the unsafe or dangerous condition of any structure, other feature, or part thereof, where such condition has been declared unsafe or dangerous by the Building Official or the Fire Marshal, and where the proposed measures have been declared necessary, by such official to correct the condition; provided, however, that only such work as is necessary to correct the unsafe or dangerous condition may be performed pursuant to this section.

17.28.100 Public Hearings

Notice of the public hearings required by this chapter shall be given in the same manner as required by 17.10.050.

17.28.110 Incentives

The City Council may authorize the following incentives to the owners of properties located within the HPO Zone in order to encourage and facilitate preservation of historic structures:

A. Enact the Mills Act to provide a reduction in property taxes;

B. Provide rehabilitation grants and low interest loans for facade improvements in the Old Alvarado commercial district; and

C. Provide rehabilitation loans for low and moderate income homeowners.

Return to Agenda

ATTACHMENT C

RESOLUTION NO. 2021-XX

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PINOLE RE-ADOPTING THE OLD TOWN PINOLE DESIGN GUIDELINES

WHEREAS, historic buildings and structures are those which are reminders of past eras, events and persons important in local, state or national history, or which provide significant examples of architectural styles of the past, or are unique; and

WHEREAS, historic buildings and structures are irreplaceable assets to the City and its neighborhoods, and an important element of Pinole's identify; and

WHEREAS, the General Plan includes goals of maintaining Pinole's unique qualities and sense of place to preserve the established historic and small-town character of the city, as well as promoting a greater awareness of and sensitivity toward Pinole's historical heritage; and

WHEREAS, in order to implement these goals, the General Plan calls on the City to establish review procedures for development projects that recognize the history of the area in conjunction with state and federal laws and consider adoption of a historic preservation ordinance; and

WHEREAS, the purpose of design review is to promote the orderly and harmonious growth of the city, to encourage development in keeping with the desired character of the city, and to ensure physical and functional compatibility between uses; and

WHEREAS, every development project in the City is required to go through design review; and

WHEREAS, Old Town Pinole is a unique and important neighborhood in the City that still retains its historic and architectural character;

WHEREAS, the City adopted Old Town Design Guidelines in 1997; and

WHEREAS, the City Council desires to readopt the Old Town Design Guidelines in order to ensure their application in coordination with the proposed Historic Preservation Overlay; and

WHEREAS, readoption of the Old Town Design Guidelines is not the enactment of a new subjective design standards because the Old Town Design Guidelines were previously adopted by the City Council; and

WHEREAS, the City Council desires to readopt the Old Town Design Guidelines to help preserve historic structures, enhance Pinole's unique qualities and sense of place, and promote a greater sensitivity toward Pinole's historical heritage.

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

1. The above recitals are true and correct, and incorporated herein by reference.

2. The City Council hereby readopts the Old Town Design Guidelines, with such changes as shown in Exhibit A, attached hereto and incorporated herein.

3. This resolution shall take effect simultaneously with the enactment of Chapter 17.28, Historic Preservation Overlay, of the Pinole Municipal Code.

PASSED AND ADOPTED at a regular meeting of the Pinole City Council held on the 4th day of May, 2021, by the following vote:

AYES: COUNCILMEMBERS:

NOES: COUNCILMEMBERS:

ABSENT: COUNCILMEMBERS:

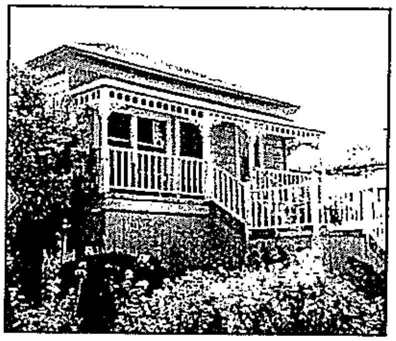
ABSTAIN: COUNCILMEMBERS:

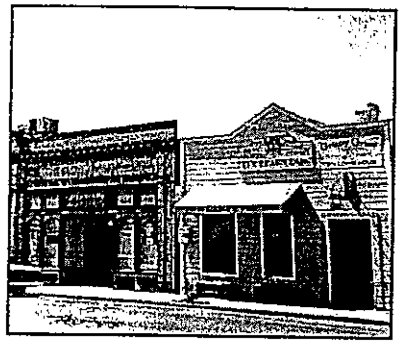
I hereby certify that the foregoing resolution was introduced, passed, and adopted on the 4th day of May, 2021.

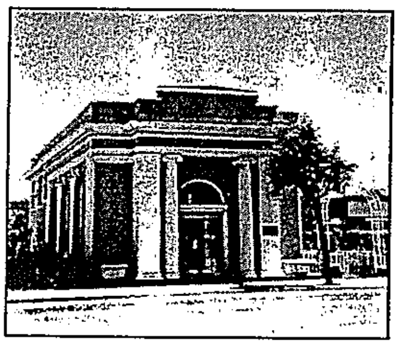
____
Heather Iopu, CMC
City Clerk

3709066.2

Old Town Design Guidelines







Adopted
Feb. 4, 1997
via City Council
Resolution
106-97

City of Pinole ❖ 2131 Pear Street, Pinole, CA 94564 ❖ July 1996

Return to Agenda

Old Town Design Guidelines
Updates 3.16.21

1. *The introduction to Section 3 is replaced in its entirety to read as follows*:

"The design guidelines which follow are to be used as an advisory tool, except where the Municipal Code makes compliance with these guidelines mandatory. The design guidelines are intended to further a dialogue between architects, designers, developers and community representatives about the appropriateness of specific design proposals.

The design guidelines indicate the design elements that should be present in an architecturally compatible Old Town building and focus attention on those design and land use elements that encourage a comfortable pedestrian environment. The design guidelines cannot be used as a checklist, but require interpretation on the building site and the existing architecture.

The guidelines will be applied through the design review process established by the Municipal Code. If there is any inconsistency between these guidelines and the Municipal Code, the Municipal Code shall control."

2. *The first sentence of Section 3.1 is amended to read as follows*:

"Guidelines which employ the word 'should' are intended to be mandatory."

3. *The first sentence of Section 4.2(B)(4) on page 15 is amended to read as follows*:

"Blank walls or loading areas shall not face public streets."

4. *The first sentence of Section 4.2(C)(2) on page 16 is amended to read as follows*:

"New buildings are encouraged to contain three parts: a base, a mid-section, and a top."

5. *The first sentence of Section 4.4(A)(7) on page 25 is amended to read as follows*:

"Native and drought resistant plants, shrubs, and trees shall be used."

Return to Agenda

Table of Contents

Return to Agenda

Section 1: Introduction

In December of 1995 the City Council appointed a fifteen member Old Town Design Guidelines Review Committee. The committee's broad charge was to draft a set of design guidelines that would help enhance the positive qualities of Pinole's commercial downtown and protect the livability of its residential neighborhoods. The committee members were chosen for their varied perspectives and the knowledge and skill they would bring to this process.

These design guidelines were drafted to assist those people engaged in the design, construction, review and approval of development projects in the City of Pinole. They are intended as a reference point from which all persons involved in the development process can gain a common understanding of the minimum design expectations in the City of Pinole. Architects, designers and developers are urged to become familiar with these design guidelines and to apply them to the design of projects from the very beginning. Architects, designers and developers are also urged to recognize that these design guidelines are minimums.

These design guidelines identify techniques and minimum standards for achieving the level of design quality the citizens of Pinole have come to expect in commercial and residential development within Old Town. They are offered as one way of achieving attractive and functional projects which compare favorably with the established community character. No claim can be made, however, that these design guidelines encompass every possible technique for achieving a high level of design quality. Architects, designers and developers are therefore, encouraged to use their own creativity and experience to improve upon the means for achieving individual objectives.

Return to Agenda

1.1 The Boundaries

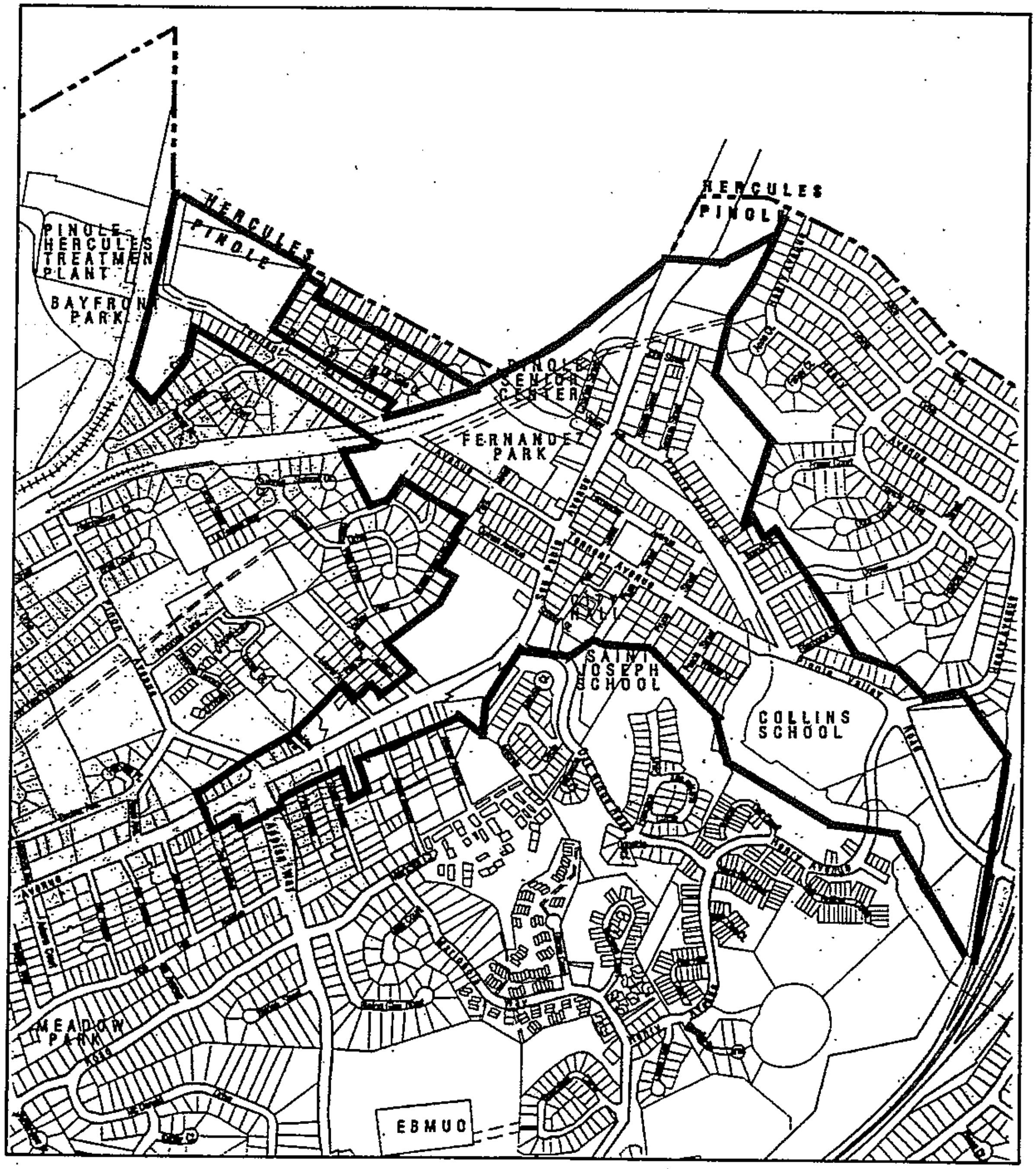
The area affected by these design guidelines is called the Old Town Design Guidelines Overlay District. The area's boundaries extend north from Interstate 80 along Pinole Valley Road and Tennent Avenue to San Pablo Bay and west from the Hercules/Pinole border along San Pablo Avenue to Second Avenue. Refer to Map 1.

The Old Town Design Guidelines Overlay District contains Pinole's greatest concentration of historic commercial and residential buildings, especially along San Pablo Avenue which forms the spine of this area. These buildings serve as a link to Pinole's cultural heritage and establish a model for design ideas. In some cases certain downtown buildings are connected with notable people and events. Others help establish a street scene that conveys a sense of place and time. They also provide a richness of character, texture and human scale that is one of Pinole's greatest assets. The Old Town Design Guidelines Overlay District was proposed in recognition that development within this area should be managed in a way that protects Pinole's heritage and enhances its economic viability.

1.2 Goals

These design guidelines establish a special commitment to maintaining and enhancing the visual character of the area located within the boundaries of the Old Town Design Guidelines Overlay District. As discussed above, these design guidelines are intended to put in place an explanation of the expected design standards when commercial and/or residential development is planned within the boundaries of the Old Town Design Guidelines Overlay District. The general goals of these design guidelines are to:

Return to Agenda



Map 1: Old Town Design Guidelines Overlay District

- Preserve the integrity of the historic architectural features of individual commercial and residential buildings located within the Old Town Design Guidelines Overlay District.

- Minimize alterations and new construction that weaken the historic integrity of individual commercial and residential buildings and of the Old Town Design Guidelines Overlay District.

- Encourage new commercial and residential development that respects and enhances the visual characteristics of the Old Town Design Guidelines Overlay District.

- Instill a sense of "pride of place" built upon Pinole's unique history and character.

- Create an attractive environment which is active throughout the day and evening.

- Maintain a consistently high level of design quality.

These design guidelines address issues of compatibility, project function and aesthetics. They also help to ensure that any new commercial development will preserve and improve the positive character of existing neighborhoods and that any negative impacts on nearby residences are minimized or avoided. Finally, these design guidelines will encourage the provision of efficient vehicular movement and pedestrian circulation.

1.3 Organization

Design guidelines for new commercial and residential construction and for the renovation of existing commercial and residential buildings comprise the bulk of this document. A special section which discusses a regionally serving commercial area, located within the Old Town Design Guidelines Overlay District boundaries, is also included. This special section is quite different from the commercial section which deals primarily with the commercial buildings located along San Pablo Avenue.

Special sensitivity to scale and use are required when developing along Pinole Creek. Several concepts to be used are described within the commercial, residential and regional sections. The Old Town Design Guidelines also include regulations for sign design. Sensitive design of signage will improve the visual quality and functioning of the downtown area.

Return to Agenda

Section 2: The Setting

The City of Pinole is located in West Contra Costa County, adjacent to the San Pablo Bay. Interstate 80, which traverses the City, connects the San Francisco/ Oakland metropolitan area with Sacramento and points east. Pinole is linked to Central Contra Costa County and the cities of Martinez, Concord and Pleasant Hill by State Route 4, which begins just north of the City and connects with Interstate 680.

Surrounding communities include the unincorporated areas of MonTaraBay, Rancho Road and El Sobrante, and the cities of Richmond and Hercules. The planning jurisdictions in the West County Planning Area, as defined in the Contra Costa County General Plan, are comprised of the cities of Pinole, El Cerrito, Richmond, Hercules, San Pablo and Contra Costa County.

2.1 History of Pinole

Native American settlement of the West Contra Costa shoreline began at least 5,000 years ago. The Pinole region was home to the Huchiun Indians, whose territory extended from Berkeley to somewhere between Rodeo and Crockett. The recorded history of Pinole dates back to the early 1700s when a Spanish commandant, Don Pedro Fages, led an exploration through Contra Costa County. With a small band of soldiers and a Native American guide, Don Pedro Fages left Monterey and traveled northward until he reached the area known today as Pinole.

In 1823 Don Ignacio Martinez, commandant of the Presidio of San Francisco, received a land grant from the Mexican government. This land grant comprised over 17,000 acres and was known as "El Pinole."

During the 1850s Bernardo Fernandez started a trading facility on the shores of San Pablo Bay and eventually built the historic Fernandez Mansion which still stands today at the end of Tennent Avenue. From these early beginnings a small but thriving community grew into the city we now know as Pinole.

One of the earliest Anglo-American settlers in Contra Costa County was Dr. Samuel J. Tennent who married Rafaela Martinez, the daughter of Ignacio Martinez. In 1851 the Tennents built their home one half mile from the Tennent Avenue Creek bridge on Valley Road. Dr. Tennent and his wife Rafaela owned much of the vacant land in Pinole.

The advance of the Southern Pacific Railroad allowed the California Powder Works Company to move to what became Hercules, Pinole's neighbor to the north. The company built both the plant and its houses and became the largest producer of dynamite in the world by the turn of the century. The town of Pinole became a service center for the plant and the success of the plant directly impacted the development of Pinole.

Edward M. Downer came to Pinole in 1889 and went to work as a dispatcher and station agent for the Southern Pacific train depot, located at the end of Tennent Avenue. He became one of the most influential and prominent business figures in Pinole and its surrounding areas including Rodeo, Crockett, Port Costa, Richmond, El Cerrito and Albany. His great success was due to a chain of banking houses which he established in these cities and to his civic efforts and successes. A house built by the Downer family stands today along San Pablo Avenue, at the east end of Old Town.

The Old Town area of Pinole is unique. Despite rapid growth since the 1950s, Old Town has retained a great deal of its historic and architectural character. A large number of historic residences, primarily Queen Anne and Italianate cottages, remain in good condition. Many of the old commercial buildings are still in use today.

2.2 Commercial Design Themes

The historic commercial buildings include two story masonry structures, false front type wood frame structures and stucco or plaster structures. Many of these structures were built in the early twentieth century with the shift of the commercial area away from the wharf to San Pablo Avenue, which was the major artery north from the East Bay. The buildings are located on San Pablo between Tennent Avenue and Valley Avenue. The best example of this early period is the Bank of Pinole Building located on San Pablo Avenue.

In addition to the historic commercial buildings, discussed above, there are a number of more modern buildings that were built between 1960-1990. These buildings are either masonry, wood sided or stucco structures. Many of these buildings do not add to the historic quality and character exemplified by many of the older commercial buildings.

2.3 Residential Design Themes

The main historical residential design themes present in Pinole can be categorized as follows:

- Queen Anne Cottages (1880 - 1905)
- Hip Roof Cottages (1870 - 1910)
- Bungalows (1915 - 1930)

All of these homes were built for individuals who worked in Pinole or at the Hercules Powder Plant, the main industry from 1879 to the 1970s. Due to the stability of this main industry, Pinole's residential neighborhoods were not exposed to major changes created by land development or speculation. These homes are simple in character and gain their importance by their neighborhood groupings.

Remaining examples of the Queen Anne Cottage style of architecture in Pinole illustrate a unique evolution of the style from a rural farmhouse with earlier Italianate

Cottage features (tall narrow windows and hip roof) to the more common Queen Anne Cottages of the 1890s. The uniqueness of this collection is that they were all built at the same time and still illustrate the past and future of American housing fashions at that time.

The Hip Roof Cottages are less identified with a specific time period. The subtle stylistic details are the only features that establish the age of the buildings. The earliest examples are of the Italianate era, they have tall narrow windows and a small flat area at the roof peak. The major distinguishing feature is the porch design and detail features which vary according to what was available for decoration at the local lumber yard when they were built.

The Bungalow or Craftsman Bungalow was the predominant housing style between 1915 and 1930. In Pinole these houses are dispersed throughout Old Town as infill. Good unaltered examples of this housing style are located along Pinole Valley Road.

Section 3: Process

The design guidelines which follow are to be used as an advisory tool. All projects must be submitted to the Design Review Board for review and approval. Compliance with these guidelines is strongly encouraged. The design guidelines are intended to further a dialogue between architects, designers, developers and community representatives about the appropriateness of specific design proposals.

The design guidelines indicate the design elements that should be present in an architecturally compatible Old Town building and focus attention on those design and land use elements that encourage a comfortable pedestrian environment. The design guidelines cannot be used as a checklist, but require interpretation based on the building site and the existing architecture.

The Design Review Board will meet to review project proposals against the adopted design guidelines. A written record of the review and recommendation will be forwarded to the Planning Commission. For projects requiring staff review, a written record will be kept on file in the Community Development Department. Built into the proposed process is an annual evaluation, by the Planning Commission, to gauge the effectiveness of the process and the adequacy of the guidelines.

3.1 Language

Guidelines which employ the word '**should**' are intended to be applied as stated. Guidelines using the word '**encouraged**' are desirable but not mandatory. Guidelines using the word '**discouraged**' should be strictly adhered to. Guidelines using the word '**must**' are based on an existing regulation that must be followed.

Return to Agenda

Section 4: Commercial Guidelines New Construction

Commercial development, within the boundaries of the Old Town Design Guidelines Overlay District, should be especially sensitive to issues of compatibility. Indeed, the economic success of Old Town businesses is in many ways dependent on maintaining the architectural character and quality that sets the downtown apart from other shopping areas in Pinole. For this reason, architectural design guidelines for new buildings are proposed in this section.

4.1 The Setting

The existing buildings and landscape of Old Town are the frame of reference for new development. To the extent that the scale and texture of new buildings blends with what is already there, the city is continuously woven together. Conversely, the blatant disregard of the existing pattern disrupts the essential character of the city.

A. Surrounding Area Character

❖ **All new structures and uses should be compatible with the character of the existing neighborhood.**

1. New development **should** complement the architectural styles, building forms and landscape patterns of neighboring development.

2. New development **should** incorporate representative characteristics of the surrounding area, when the area exhibits a positive and distinctive architectural style and/or established functional pattern.

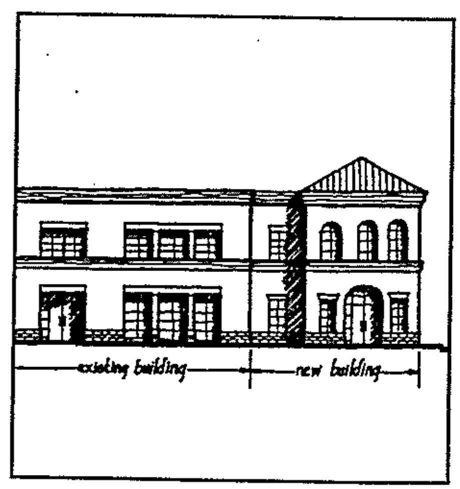


Figure 1: Similar materials, proportions and scale employed on a new building adjacent to an historic one.

3. New development **should** respect existing structures, in the immediate area, through the use of similar materials and proportions and the avoidance of overwhelming scale and visual obstruction, Refer to Figure 1.

B. Site Character

❖ **Site amenities should be preserved and should become part of a new project.**

1. Natural amenities such as views, mature trees, creeks and similar features, unique to a site, **should** be preserved and incorporated into development proposals.

2. Structures which are historic, or are otherwise distinctive, **should** be preserved and incorporated into development proposals.

3. Buildings should not back onto natural amenities. High activity areas, such as restaurant dining areas or major pedestrian routes, **should** be oriented to create a connection between the amenity and the project. Refer to Figure 2.

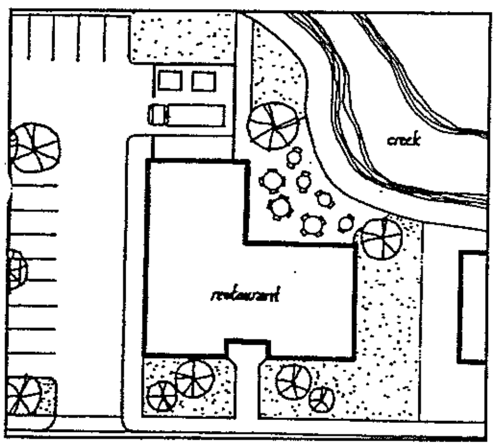


Figure 2: Site plan incorporating a notural omenity.

C. Interfaces

❖ **Structures and activities should be located and designed to avoid creating nuisances and hazards for adjoining properties.**

1. Noise, traffic, odor generating activities and hazardous activities **should** be located adjacent to similar activities on adjacent properties, whenever possible.

Return to Agenda

The location of these activities next to residential or other sensitive uses **should** be avoided.

2. Loading areas, access and circulation driveways, trash areas, storage areas and rooftop equipment **should** be located as far as possible from residential or other sensitive uses. These uses **should** never be located next to residential properties without fully mitigating their negative effects.

3. Residential and non-residential uses, except when located in the same structure, **should** be segregated in order to maintain a livable residential environment through the use of masonry walls, landscaping, berms, building orientation and activity limitations.

4. When residential and non-residential uses can mutually profit from a connection rather than a separation, applicable connective elements such as walkways, common landscaped areas, building orientation and unfenced property lines **should** be used and are strongly **encouraged**. Refer to Figure 3.

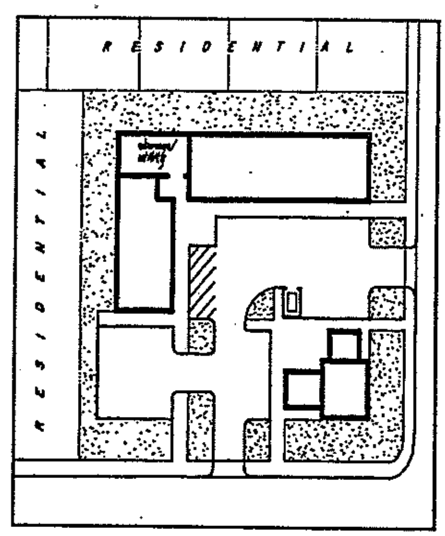


Figure 3: Loading and trash collection located away from residential properties; utilities and storage incorporated into building.

4.2 Structures

The design and placement of a new building **should** respond to the general characteristics of its surrounding area, to the architectural standards of the larger community and to the opportunities and limitations of its site.

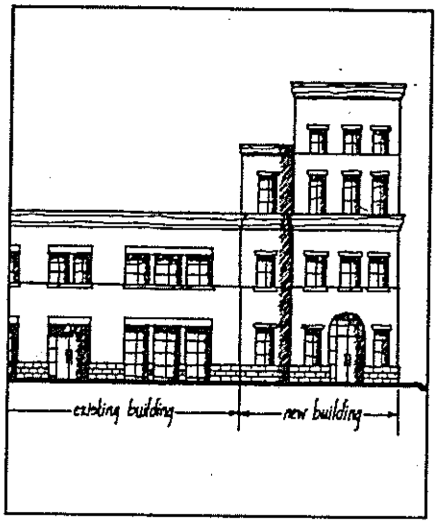


Figure 4: A gradual height transition.

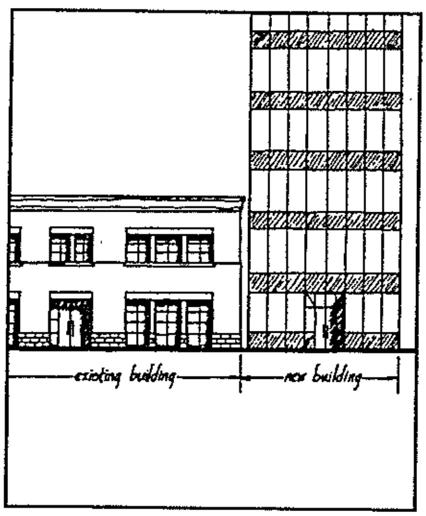


Figure 5: Abrupt height transitions or changes in mass should be avoided.

A. Height and Mass

- **Height transitions between existing and new buildings should be gradual. Refer to Figure 4. The height and mass of new projects should not create abrupt changes from those of existing buildings. Refer to Figure 5.**

1. Minimum building height **should** not be less than seventy five percent of the highest adjacent building.

2. Maximum building height **should** be two stories and thirty five feet.

3. A maximum building height of three stories and forty feet may be remitted if the third story volume is enclosed by a pitched roof, if the third story is setback a minimum of ten feet from all street-fronting elevations or if the third story serves as a transition between adjacent structures of similar height. Note: A variance may need to be obtained to allow a building to be more than two stories or thirty five feet in height.

B. Building Orientation

- **Buildings should be oriented parallel to streets and, with some exceptions, should be placed as close to the street as established setbacks permit. Refer to Figure 6**

Feb. 4, 1997
Reso.
106-97

1. Buildings **should** be generally placed at their front setback lines in order to define and enliven the streets. The front wall of a building may be set back a maximum of five feet from the front property line if seventy five percent of the front wall of the building is parallel to the property line. Exceptions may occur when features of an architecturally significant building are obscured by a building placed directly on its front property line.

2. Side setbacks are **discouraged.** If a building is setback from a side property line the minimum setback from the adjoining structure should be six feet, to allow for pedestrian access.

3. Corner buildings **should** have a strong tie to the setback lines of each street. The primary mass of a building should not be placed at an angle to the corner. This does not preclude angled or sculpted building corners. Corner entrances may be cut back up to six feet to create a diagonal at the ground level and/or upper levels.

4. Blank walls or loading areas, **should** not face public streets. Blank walls without windows and doors are only permitted on the interior side of a building, when such walls are blocked from view from a public place. Blank walls visible from a public place may be allowed if the wall is treated architecturally or with a wall graphic. Refer to Figure 7.

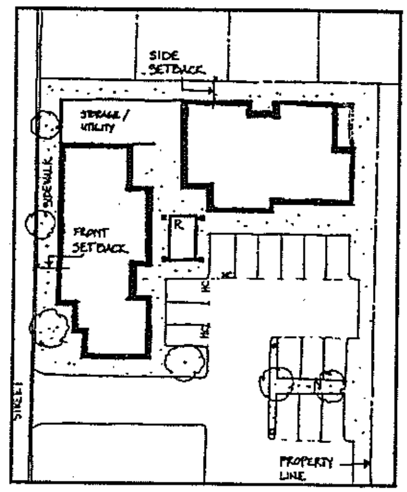


Figure 6: Building edges placed at minimum front setback line.

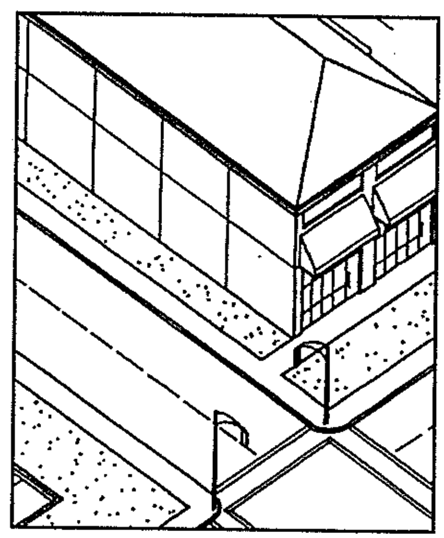


Figure 7: Blank building walls should not face public streets

Return to Agenda

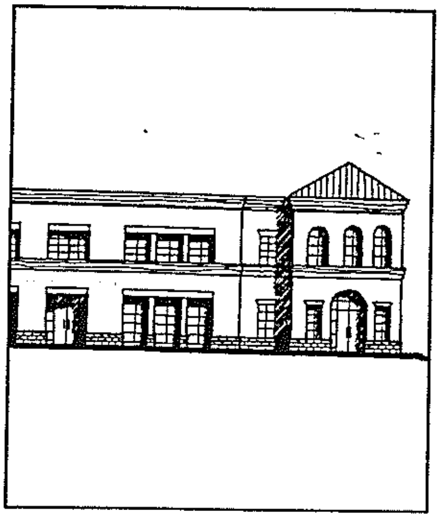


Figure 8: Base, mid-section and top treatment for low-rise building.

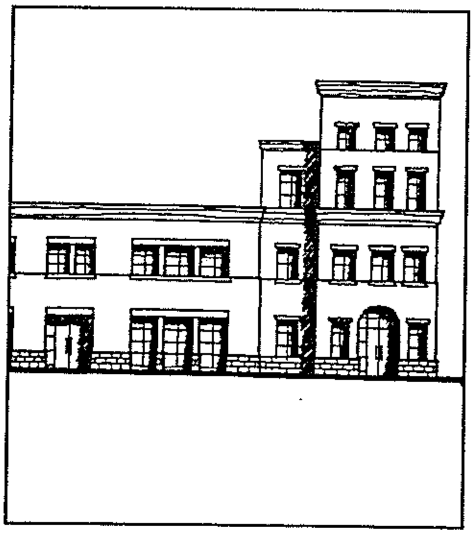


Figure 9: Base, mid-section and top treatment for taller structure.

C. Building Form and Scale

❖ **The elements of a building should relate logically to each other, as well as to surrounding buildings, to enhance the given or potential characteristics of a particular building and area.**

1. New buildings **should** reflect the characteristic rhythm of surrounding building facades.

2. New buildings **should** contain three parts: a base, a mid-section and a top. On low-rise buildings, the different parts may be expressed through detailing at the building base and eave or cornice line. Refer to Figure 8. On taller buildings, different treatment of the first, middle and top stories should be used to define the three parts. Refer to Figure 9.

3. When new buildings are built immediately adjacent to or between existing buildings the design of the new building **should** respond to the existing buildings, through the use of architecture that provides transitional treatment between old and new. Such treatments may include matching cornice lines, a continuing colonnade and using similar materials and/or similar building proportions.

4. The scale of a new building **should** be compatible with, but not necessarily the same as, adjacent buildings. Special care, however, should be taken to achieve compatibility next to small scale buildings; techniques **should** include limiting size, building articulation and shadow patterns.

D. Complexity/Unity

❖ **A building should be stylistically consistent. Architectural style, materials, colors and form should all work together to express a single theme.**

1. Each building **should** be stylistically consistent.

2. The exterior building design, including roof style, color, materials, architectural form and detailing, **should** be consistent on all elevations of a building.

3. Monotony of building design **should** be avoided; on the other hand to busy of a design **should** also be avoided. Variation in wall plane, roofline, detailing, materials and siting may be used to prevent a monotonous appearance in buildings. Roof and wall plane variations, including building projections, bay windows and balconies, are **encouraged** to reduce scale and bulk.

4. Accessory structures **should** be architecturally consistent with the primary structures on a site.

E. Roofs

❖ **Roofs should be an integral part of the building design and overall form of the structure. Roofs should respond to the general design and nature of other roofs along the street. Refer to Figure 10.**

Return to Agenda

1. The rooflines of buildings on adjacent properties **should** be considered when designing a new building so that clashes in style and materials are avoided.

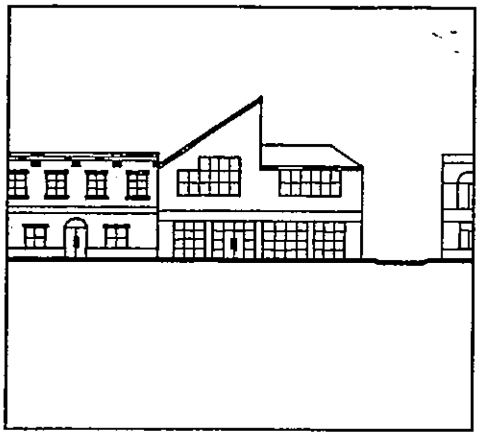


Figure 10: Roof types incompatible with adjacent roof types should be avoided.

2. Special attention **should** be given to the finish of parapets when buildings have flat roofs. Parapets **should** be finished with cornices, other horizontal decoration and/or clean edges with no visible flashing, depending on the architectural style of the building
3. Roof forms and materials **should** be stylistically consistent with the overall design theme of the building.

4. Roofs and rooflines **should** provide visual interest and should complement the overall facade composition.

5. Decorative roof elements **should** continue all the way around the building. Roof elements may be combined with wall or other roof elements which will work together on all sides of the building.

F. Materials and Colors

❖ **The choice and use of building materials and colors should be balanced and should enhance the substance and character of the building. Refer to Figure 11.**

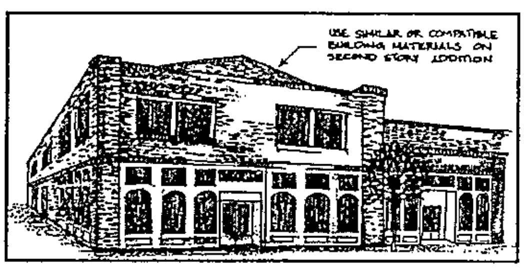


Figure 11: Use of building materials which are similar to those used on existing buildings.

1. Building materials that are similar in texture to those established in the District **should** be used.

2. Materials and colors **should** be varied to provide architectural interest. The number of materials and colors **should** not exceed what is required for contrast

and accent of architectural features and **should** be generally limited.

3. The exterior materials and architectural details of a building **should** relate to each other in ways that are traditional and/or logical. For example, heavy materials **should** appear to support lighter ones.

4. Appropriate building materials include:
   - Stone and Stone Veneers
   - Stucco and Plaster
   - Brick
   - Horizontal Wood Siding
   - Split-Face Concrete
   - BlockWood Shingles
   - Ceramic Tile

5. Inappropriate building materials include:
   - Vertical Wood Siding
   - Aluminum
   - Reflective Glass/Sheathing Glass
   - Simulated Finishes
   - Plywood Siding

6. Trim colors should contrast with building colors.

7. The color palette chosen **should** be compatible with the colors of adjacent structures.

8. Large areas of intense white color **should** be avoided.

9. Bright colors **should** be used sparingly. Fluorescent paints and garish colors are **discouraged.**

10. The number of colors appearing on a structure's exterior **should** be minimized. Small structures **should** use no more than three colors.

4.3 Facade Composition

The basic commercial facade **should** consist of three parts: the storefront, with an entrance and display windows; the upper facade, with regularly spaced windows; and the cornice, which caps the building.

A. Building Entrances/Facades

❖ **Building entrances should be clearly defined and accessible.**

1. Building entrances **should** be prominent and easy to identify.

2. Second floor entrances **should** be placed at the rear or side of the building. Second floor entrances **should** be easily identifiable and distinguishable from first floor entrances.

3. Buildings designed to include prominent corner entrances are **encouraged**.

4. Side and rear building facades **should** have a level of trim and finish compatible with the front facade, especially if they are visible from streets, adjacent parking areas, public spaces, pedestrian spaces or residential buildings.

Return to Agenda

B. Storefronts

❖ **Buildings with inappropriately designed storefronts can clash with each other, visually damaging the overall charac ter of the entire District. Proper design of the storefront is a high priority concern. Refer to Figures 12 and 13.**

1. Storefronts **should** have their own base, roofline and pattern of door openings.

2. A panel of tile or other special material is **encouraged** below display windows.

3. The storefront **should** be composed almost entirely of glass, creating visual openness, balanced by more wall and less glass on the upper facade.

4. Recessed entries are **encouraged** as another traditional element of the storefront.

5. Doors **should** be substantial and well-detailed. They should be compatible with the building materials and with the design and character of the windows.

6. Visual elements **should** be provided at the second floor to differentiate the storefront from upper levels of the building.

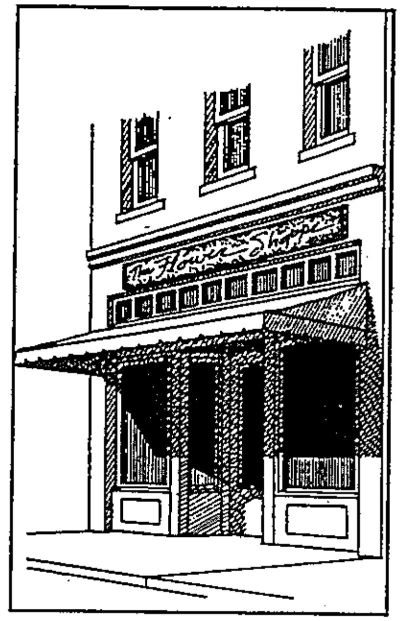


Figure 12: Well designed store front.

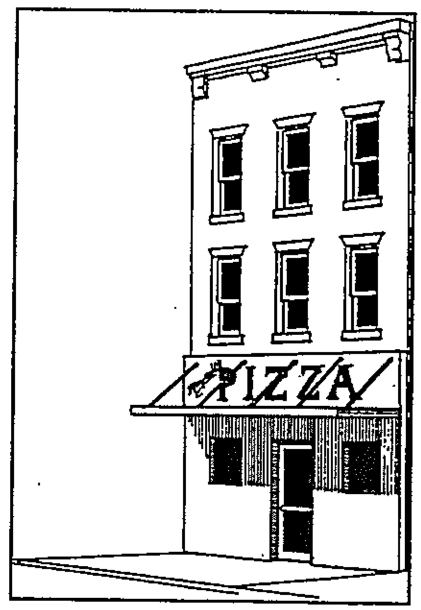


Figure 13: Poorly designed store front.

C. Awnings

❖ **The use of awnings is an important design element of the traditional storefront. They can be used to add complexity and shade storefront glass. Awnings should be mounted over a metal structure that is framed.**

1. Awnings obscuring the architectural features of buildings are **discourged.** Awniings should reinforce the design of the storefront. Refer to Figure 14.

2. Awnings **should** be in scale with the building.

3. Awnings **should** be placed a minimum of seven and one half feet above the sidewalk and project no more than seven feet from the building wall.

4. Awnings **should** be located above windows and doors, but below the storefront cornice or sign.

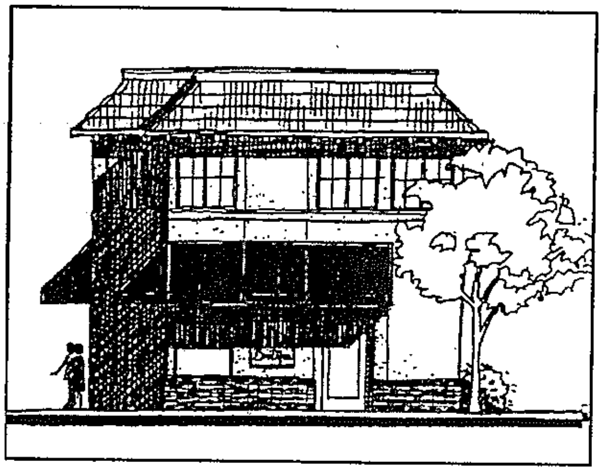


Figure 14: Awnings to reinforce store front openings are encouraged.

D. Windows

❖ **Window frames, transoms and first-floor display windows should align horizontally along the street creating a strong visual tie between buildings.**

1. The horizontal alignment of the first floor transom and display windows **should** be maintained. Refer to Fig. 15.

2. The pattern created by upper-story windows should be maintained.

Figure 15: Horizontally aligned windows.

3. The clear distinction between the first floor and upper floors **should** be maintained. The first floor should have large areas of glass and upper floors should emphasize solid walls.

4. Clear glazing is strongly **encouraged.** Reflective glazing is strongly **discouraged.** If tinted glazing is used, the tint **should** be kept as light as possible.

5. Muntins or mullions are **encouraged** whenever their use would be architecturally compatible with the overall design of the building. "Snap-in" muntins or mullions are **discouraged.**

E. Lighting

❖ **Lighting should be used to create a sense of security and safety for on-site areas.**

1. Lighting **should** be adequate but not overly bright. All building entrances **should** be well lighted.

2. All lighting fixtures **must** be shielded to confine the light within the site boundaries.

3. The design of light fixtures and their structural supports **should** be architecturally compatible with the main structures on the street. Light fixtures **should** be integrated in the architectural design of the building.

4. All light fixtures **should** be designed and for pedestrian activities.

4.4 Landscaping

Planted areas are used to frame and soften buildings, to define site functions, to enhance the quality of the environment and to screen undesirable views.

A. General

❖ **Landscaping should work with the surrounding buildings to make a positive contribution to the aesthetics and function of the specific site and the area.**

1. All areas not covered by structures, service yards, walkways, driveways or parking spaces **should** be landscaped.

2. Landscaping **should** generally consist of live plants. Gravel, colored rock, tan-bark and similar materials are acceptable as mulch but not as ground cover. Plazas and other areas subject to pedestrian traffic may be paved with decorative materials, such as brick or cobblestone, in conjunction with live plants.

3. Landscaping **should** be used to define specific areas, define the edges of various land uses, provide a transition between neighboring properties and provide sreening for loading and equipment areas.

4. Unity of design **should** be achieved by repetition of certain plant varieties and other materials and by coordination with adjacent landscaping, where appropriate.

5. Existing mature trees, creeks and riparian corridors **should** be preserved and incorporated into landscape plans.

Return to Agenda

6. Landscaping incorporated into a building design is **encouraged.** Trellises, arbors and cascading terrace landscaping should be considered.

7. The use of native and drought resistant plants, shrubs and trees is **encouraged.**

4.5 Parking and Circulation

A properly functioning parking lot is a benefit to property owners, their tenants and their customers. A parking lot needs to allow customers and deliveries to reach the site, circulate through the parking lot and exit the site easily and safely. Clear and easy to understand circulation should be designed into the project to allow motorists and pedestrians to move through the site without confusion.

A. General

❖ **Parking lots should be designed for convenient parking and safe circulation.**

1. Parking lots **should** be accessed from commercially developed streets.

2. Surface parking lots **should** be located to the rear or side of buildings. Refer to Figure 16.

3. Screen walls must not be located where they block the sight lines of drivers entering, leaving or driving through a site.

4. Shared parking between adjacent businesses and/or developments is highly **encouraged,** whenever practical.

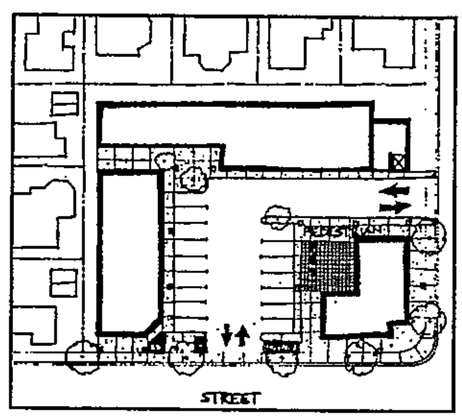


Figure 16: Rear parking lot accessed from a commercially developed street.

5. Parking areas **should** be landscaped, receiving interior as well as perimeter treatment, and designed in a manner which links the parking area to the street sidewalk system.

6. All parking areas **should** be well lighted.

B. Parking Structures

❖ **Parking structures should be designed to minimize negative impacts on adjoining properties and on the streetscape.**

1. Parking structures **should** be no taller than the principal building(s) they serve and **should** be complementary in form and materials.

2. Vehicles **should** be screened so as not to be visible above the principal building(s).

3. Every attempt **should** be made to screen parking structures from view from adjoining properties.

4. Parking structures **should** be architecturally consistent with the project and/or surrounding area. Plain or blank wall surfaces **should** be avoided. Ramped floors should not be visible from the street.

5. Setbacks for parking structures **should** match the setbacks for other on-site buildings.

6. Light fixtures within parking structures **should** be designed so the light source is not visible from off-site locations.

Return to Agenda

7. Lighting on the top deck of a parking structure **should** be architecturally integrated with the building and should not be mounted on tall poles.

8. Parking structure walls, adjacent to residential properties, **should** not have any openings through which sound may be transmitted.

C. Pedestrians and Bicyclists

❖ Safe and convenient facilities and means of access should be provided for pedestrians and bicyclists.

1. Pedestrian pathways **should** be provided through parking areas. Refer to Figure 17.

2. Bike racks **should** be provided at all commercial centers and at other retail and office sites large enough to attract and accommodate bicyclists.

3. Provisions for access by disabled persons should be incorporated into the overall pedestrian circulation system. The overall project design **must** be in compliance with The American Disability Act and Uniform Building Code.

4. Direct pedestrian access **should** be provided from main thoroughfares and/or side streets to the building entrance.

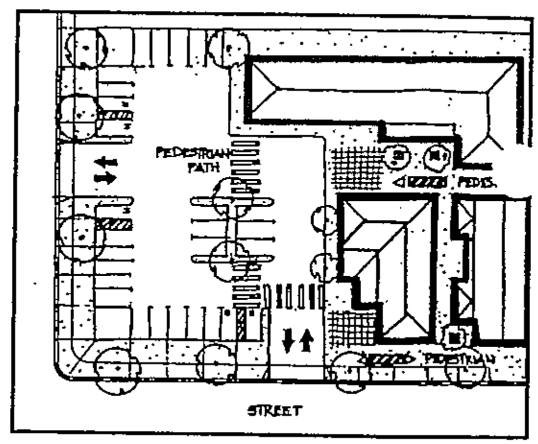


Figure 17: Dedicated pedestrian pathway through a parking lot.

5. Service access from side streets **should** be preserved and enhanced, wherever possible. Trash and loading areas **should** be centralized and screened from thoroughfares, side streets and properties to the rear.

6. Pedestrian corridors between buildings are **encouraged** where through block access is appropriate.

7. Signage indicating pedestrian routes **should** be provided.

Return to Agenda

Section 5: Commercial Guidelines Regional Development

This section addresses those design issues related directly to regional commercial development, located along Pinole Valley Road between Henry Avenue and Interstate 80. Regional commercial development has its own set of characteristics which have been acknowledged and treated separately in this section. These guidelines are intended to improve the overall design quality of and emphasize the distinguishing characteristics of regional commercial uses, that may locate within this portion of the Old Town Design Guidelines Overlay District. The commercial design guidelines set forth in Section 4 also apply to all regional commercial development. This section is intended to review issues, specific to regional commercial development, not discussed in Section 4.

5.1 Regional Development

The major design problem facing regional commercial development is the interface between a commercial center's service activities and adjacent residences. The following section provides several techniques for mitigating the negative effects imposed by regional commercial development on adjacent residential uses.

A. Building Setbacks

❖ Refer to Figure 18.

	Non-Residential Interface	Residential Interface
Street	25'	25
Interior	5'	1½' : 1'

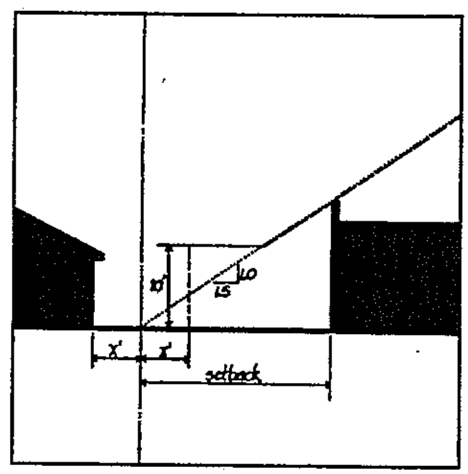


Figure 18: One and one half feet of setback from residential for each foot of building height.

Return to Agenda

B. Site Orientation

1. All buildings on the same site **should** have a strong spatial and functional relationship to each other.

2. Multiple buildings in a single project **should** be varied in size and mass.

3. Portions of primary buildings and free standing buildings should be located at the street setback lines.

4. Parking **should** be provided within convenient walking distance to all commercial tenants.

C. Building Design

1. Building elements, such as large blank building walls or loading areas, which disrupt the continuity of shops and businesses **should** be avoided.

2. Where long buildings are unavoidable, their linearity **should** be mitigated by changes in the building height, wall plane and spatial volumes and by varied use of window areas, arcades, materials and roof elements.

3. Portions of buildings adjacent to and visible from residential properties **should** always be architecturally compatible with surrounding residential uses. Refer to Figure 19.

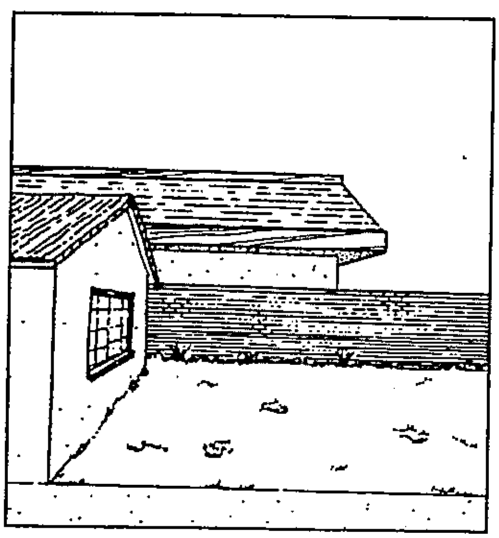


Figure 19: Commercial use compatible with adjacent residential use.

Section 6: Residential Design Guidelines New Construction

As discussed in Section 2, Pinole's historic residential design themes include: Queen Anne Cottages, Hip Roof Cottages and Bungalows. Although many of these buildings have retained some of their original character, others have been poorly remodeled or completely altered in appearance. The goal of this section is not to replicate Pinole's historic styles but to encourage new construction that acknowledges the architectural style of existing structures.

6.1 The Setting

The existing buildings and landscape of the city are the frame of reference for new development. To the extent that the scale and texture of new buildings blends with what is already there, the city is continuously woven together. Conversely, the blatant disregard of the existing pattern disrupts the essential character of the city.

A. Surrounding Area Character

❖ **All new structures and uses should be compatible with the character of the existing neighborhood.**

1. New development **should** complement the architectural styles, building forms and landscape patterns of neighboring development.

Return to Agenda

Figure 20: New development should incorporate representative characteristics of existing structures.

2. New development **should** incorporate representative characteristics of the surrounding area, when the area exhibits a positive and distinctive architectural style and/or established functional pattern. Refer to Figure 20.

3. New development **should** respect existing structures, in the immediate area, through the use of similar materials and proportions and the avoidance of overwhelming scale and visual obstruction.

B. Site Character

❖ Site amenities should be preserved and should become part of a new project.

1. Natural amenities such as views, mature trees, creeks and similar features, unique to a site, **should** be preserved and incorporated into development proposals.

2. Structures which are historic, or are otherwise distinctive, **should** be preserved and incorporated into development proposals.

6.2 Structures

The design and placement of a new building **should** respond to the general characteristics of its surrounding area, to the architectural standards of the larger community and to the opportunities and limitations of its site.

A. Height and Mass

❖ **The height and mass of a new residence should be compatible with the height and mass of the existing residences in the neighborhood and should respect the streetscape as a whole.**

1. Minimum building height **should** not be less than ten feet. New residential construction should be compatible with adjacent structures in story height.

2. Maximum building height **should** be two stories or thirty five feet.

3. A maximum building height of three stories may be permitted, in single-family or multi-family buildings, if the third story volume is enclosed by a pitched roof. Refer to Figure 21. Double-pitched roofs of any kind and mansard or gambrel roofs are acceptable. Single-pitched "shed" roofs are not appropriate and will not qualify for an exception. Note: A variance may need to be obtained to allow a building to be more than two stories.

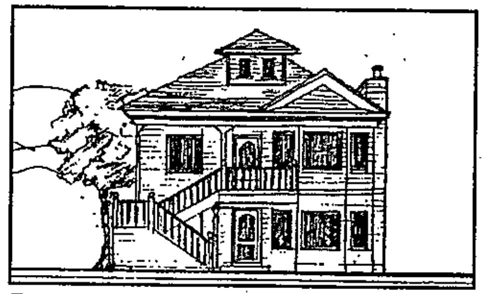


Figure 21: Maximum building height of three stories may be permitted if compatible with existing residences.

B. Building Orientation

❖ **The siting of a new residence should be compatible with the siting of the residences along the street on which the new residence fronts.**

Return to Agenda

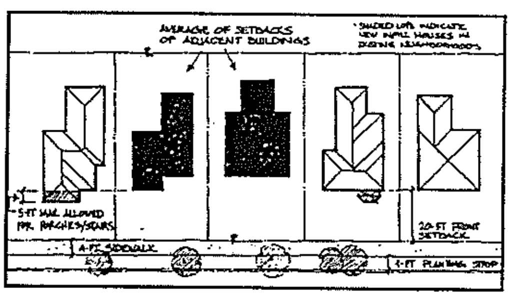


Figure 22: Infill lot front setback should be average of adjacent buildings.

Front Setbacks

1. All buildings **must** be setback a minimum of twenty feet from their front property line.

2. A curbside planting strip four feet wide and a minimum of a four foot wide sidewalk **should** be provided as part of all new development. A public easement **should** be established along the area between the existing street right-of-way and the back edge of the sidewalk.

3. Open porches and stairs may extend a maximum of five feet into the front setback area.

4. Architectural elements that add interest may encroach up to five feet into the front setback area.

5. A variance may need to be obtained to allow a building to encroach into the front setback area.

6. The required depth of the setback abutting a street may be reduced to the average depth of such yard on the adjoining lots if the adjoining lots are developed with residential buildings or if the reduction does not conflict with an already recorded plan line. Refer to Figure 22. Note: A variance may need to be obtained to reduce the depth of the setback abutting a street.

Side Setbacks

7. Buildings **must** be setback a minimum of five feet from the property line on both sides. On the street side of a corner lot, side-yards **must** not be less than twenty percent of the lot width. Side yards on streets **must** not be less than ten feet and need not exceed twenty feet.

Rear Setbacks

8. Principal buildings or main structures **must** be setback a minimum of ten feet or twenty percent of the lot depth and need not exceed twenty feet. Refer to Figure 23.

9. Accessory buildings, including garages, but excluding second units, may have a setback of zero feet, provided that the setback from the rear of the principal building is a minimum of eight feet and has a seventy five foot front setback. Freestanding garages **should** be unobtrusive, preferably located at the rear of properties to minimize visual impact.

10. Second units **must** not be less than eight feet from the principal building or main structure and setback not less than five feet.

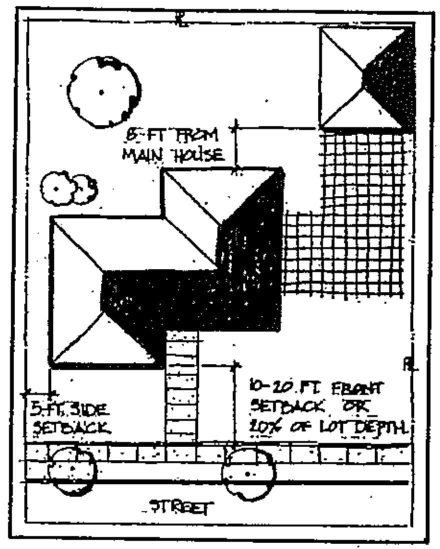


Figure 23: Building setback minimums.

C. Building Design

❖ **New residential construction should be compatible with the predominant architectural styles in the neighborhood.**

1. Architectural elements that add interest, such as courtyards, porches, balconies, trellises, bay windows and planter boxes are **encouraged**.

2. Entrances to buildings **should** be visible from the street. The entryway should be well defined and lead from the sidewalk to an entry door.

3. Each developed parcel **should** provide at least one side or rear yard space of at least five hundred square feet. The yard **should** be based on a rectangular configuration, with no dimension less than eighteen feet in length.

4. Long uninterrupted flat-faced exterior walls should be avoided on all structures. All exterior walls should have architectural relief to help create an interesting design. The use of different textures, relief and design accents on building walls can help improve architectural design.

5. All stairs **should be** boxed and framed by attractive stepped solid walls or balustrade railings. Open porches **should** have attractive solid or open railings and a roof that complements the pitch and materials of the building's main roof. Supporting structures for these elements should be enclosed by solid walls or skirting.

6. The roof form **should** complement building mass. Pitched roofs, dormer windows, chimneys and other traditional residential forms are **encouraged** to add variety and make roofs attractive.

Return to Agenda

D. Accessory Building Design

❖ **Accessory buildings should be compatible with the main residential structure. They should be secondary in importance to the primary structure.**

1. Accessory buildings, including garages and carports, **should** have architectural treatments derived from the main building: surface materials, trim, fenestration, roof, materials and color. Refer to Figure 24.

2. Single-car garage doors are encouraged, with windows, surface panels, trim and other forms of architectural detailing to reduce their impact and scale.

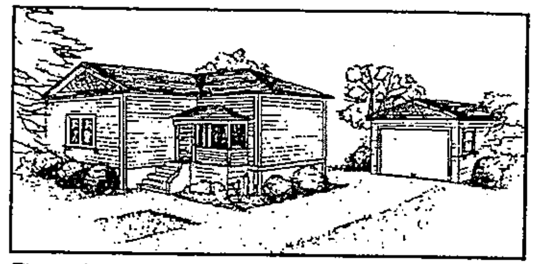


Figure 24: Compatably designed accessory building/ garage.

E. Materials and Colors

❖ **The building materials and colors should be similar to those already in use.**

1. Appropriate building materials include:
   - Stucco
   - Brick
   - Horizontal Wood Siding
   - Wood Shingles

2. Inappropriate building materials include:

   - Vertical Wood Siding
   - Aluminum Siding
   - Vinyl Siding
   - Plywood Siding
   - Simulated Masonry Finishes

Return to Agenda

3. The color palette chosen **should** be compatible with the colors of adjacent structures.

4. Fluorescent paints and garish colors are **discouraged.**

5. A single body of color with a brighter and/or lighter accent color is usually the choice for most houses. A good rule of thumb when one desires to use a bright color is "one light, one bright," the bright color being used sparingly as the accent.

F. Windows

❖ **Windows should reflect the window patterns of the District.**

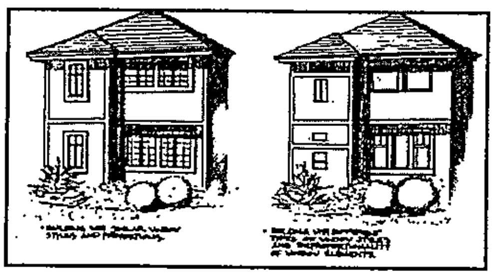


Figure 25: Building window style, consistent and Inconsistent.

1. All windows within a building, large or small, **should** be similar in operating type, proportions and trim. Other unifying elements should be used, such as common sills. Refer to Figure 25.

2. Built-up sills and trim **should** be used to create surface relief and texture.

3. Glass **should** be inset from the exterior surface to add relief to the wall surface, this is especially important for stucco buildings.

4. Special windows such as bays and dormers **should** be used to add interest and a domestic expression to the facade.

Return to Agenda

G. Lighting

❖ **Lighting should be used to create a sense of security and safety for on-site areas.**

1. Ornamental lighting for porches and walks is **encouraged** to add attractiveness, safety and security.

6.3 Landscaping

Planted areas are used to frame and soften structures, to define site functions, to enhance the quality of the environment and to screen undesirable views.

A. General

❖ **Landscaping should work with the surrounding buildings to make a positive contribution to the aesthetics and function of the specific site and the area.**

1. Existing mature trees, creeks and riparian corridors should be preserved and incorporated into landscape plans.

2. Items such as trellises, arbors and special landscape materials that add character to yard spaces and accent the entry sequence are **encouraged**. Items such as low hedges, fences or entry gates are **encouraged** to define the edge between the public street and private property. Refer to Figure 26.

3. The use of native and drought resistant plants, shrubs and trees is encouraged.

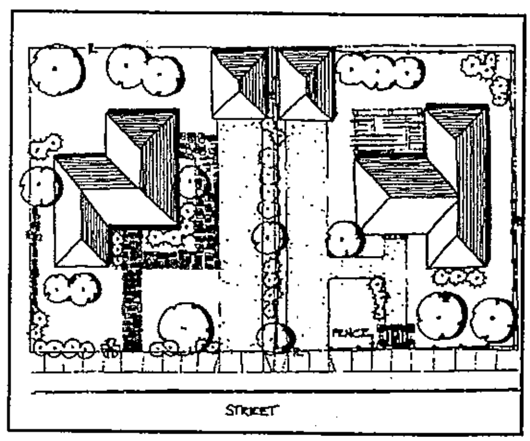


Figure 26: Use of trellises and arbors are encouraged as entry accents.

Return to Agenda

6.4 Vehicular Access

A. Driveways

❖ **The placement and design of a driveway should respect adjacent structures and properties.**

1. All ramps **should** have a maximum grade of sixteen percent.

2. Setbacks from adjacent properties **should** be a minimum of five feet.

3. Setbacks from adjacent buildings **should** be a minimum of three feet.

B. Parking

❖ **Garages should be part of the overall residential design.**

1. Single-family residences **should** have enclosed garages.

2. Multi-family residences **should** have covered parking.

3. Parking spaces for second dwelling units may be uncovered.

4. Freestanding garages **should** be located to the rear of principal buildings. Individual garage doors **should** be provided. A maximum of three garage doors may be lined up consecutively; a space of five feet should be provided between each group of three doors. Refer to Figure 27.

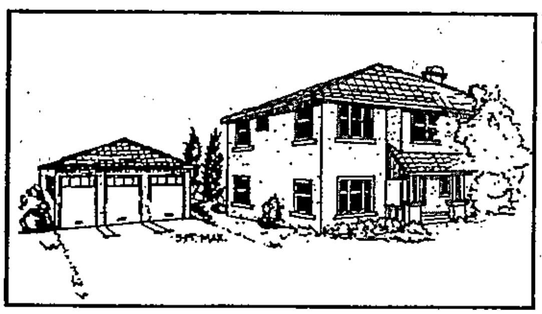


Figure 27: Detached garage located near rear of property using individual garage doors.

Section 7: Rehabilitation

The design guidelines enumerated hereinafter are based on the Secretary of the United States Department of the Interior's "Standards for Rehabilitation". The Secretary's "Standards" are a set of ten general criterion developed to provide a practical guide for historic rehabilitation projects.

Care should be taken to preserve those historic buildings that make Pinole unique. The guidelines discussed in the previous sections, coupled with these ten principles, should be used by architects, designers and developers to ensure that Pinole's unique character is maintained. All projects, new construction and rehabilitation, are subject to the guidelines set forth in this document and will be considered by the Design Review Board.

7.1 Guidelines

1. Every reasonable effort **should** be made to provide compatible use for a property which requires minimal alteration of the building, structure, or site and its environment, or to use a property for its originally intended purpose.

2. Destruction of the distinguishing original qualities or character of a building, structure, or site and its environment is **discouraged**. The removal or alteration of any historic material or distinctive architectural features **should** be avoided when possible.

3. All buildings, structures, and sites **should** be recognized as products of their own time. Alter ations that have no historical basis or which seek to create an earlier appearance are **discouraged**.

Return to Agenda

4. Changes which may have taken place in the course of time are evidence of the history and development of a building, structure, or site and its environment. These changes may have acquired significance in their own right, and this significance **should** be recognized and respected.

5. Distinctive stylistic features or examples of skilled craftsmanship which characterize a building, structure, or site **should** be treated with sensitivity.

6. Deteriorated architectural features **should** be repaired rather than replaced, wherever possible. In the event replacement is necessary, the new material **should** match the material being replaced in composition design, color, texture and other visual qualities. Repair or replacement of missing architectural features **should** be based on accurate duplications of features substantiated by historic, physical or pictorial evidence rather than on conjectural designs or the availability of different architectural elements from other buildings or structures.

7. The surface cleaning of structures **should** be undertaken with the gentlest means possible. Sandblasting and other cleaning methods that will damage the historic building materials are **discouraged.**

8. Every reasonable effort **should** be made to protect and preserve archeological resources affected by or adjacent to any project.

9. Contemporary design for alterations and additions to existing properties **should** not be discouraged when such alterations and additions do not destroy significant historical, architectural or cultural material, and such design is compatible with the size, scale, color, material, and character of the property, neighborhood or environment. Refer to Figure 28.

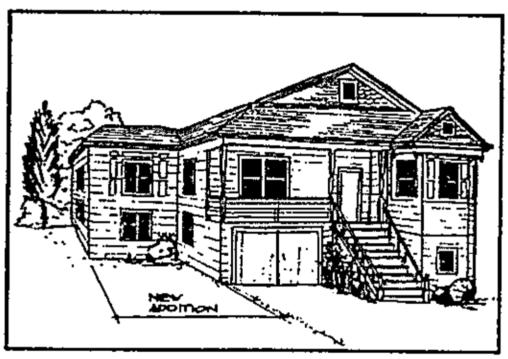


Figure 28: Contemporary addition designed to be compatible with historical structure.

10. Whenever possible, new additions or alterations to structure **should** be done in such a manner that if such additions or alterations were to be removed in the future, the essential form and integrity of the structure would be unimpaired.

Return to Agenda

Section 8: Sign Guidelines

The functions of a sign are to identify the location of a business, to promote the merchandise or service within the business and to attract customers to the business.

Large and flashy signs disrupt the visual character of Old Town and obscure architectural features. Small signs can serve the needs of businesses, while contributing to both the image of individual building and to the overall character of the Design Guidelines Overlay District.

8.1 Design

The following guidelines are meant as a supplement to the City of Pinole's Sign Regulations (Pinole Municipal Code Chapter 17.28). The objective of these sign guidelines is not uniformity, but elimination of elements that result in a cluttered and unattractive setting. The guidelines provide basic parameters for creative signs that may be as unique as the business they represent.

A. Design

- **Every structure and commercial complex should be designed or rehabilitated with a precise concept for adequate signing. Provision for sign placement, sign scale and sign readability should be considered in developing the signing concept. All singage should be highly compatible with the building and site design relative to color, materials and placement.**

1. Signs **should** be designed, built and installed by a licensed sign contractor.

2. Keep signs subordinate. They **should** not overwhelm the facade of the building. Refer to Figure 29.

3. Signs **should** fit within the existing features of the facade and **should** not cover architectural elements such as windows, transoms or cornices.

4. Signs **should** be simple and have a direct message. Cluttered signage is difficult to read and may confuse the passersby. Refer to Figure 30.

5. Sign colors, shapes, materials and size should reinforce the overall composition of the facade.

6. Careful consideration **should** be given to minimizing and simplifying every sign's supporting structure.

7. Large signs designed to attract the attention of motorists on the freeway are not permitted, except for shopping center signs or such other similar regional complexes.

8. Signs within a shopping center or other complex **must** be designed as part of the entire project.

9. Consider using simple straight forward shapes that get the message across clearly. Signs as symbols are **encouraged** because they are easily read and enhance the pedestrian quality of the downtown.

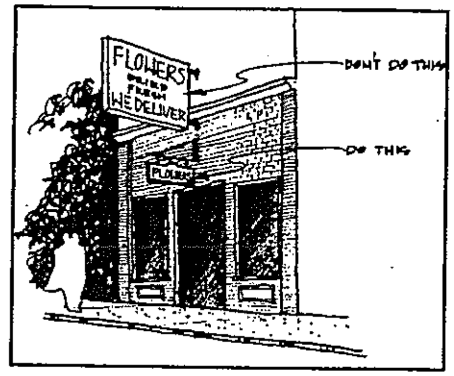


Figure 29: Example of appropriate and inappropriate sign size and sign placement.

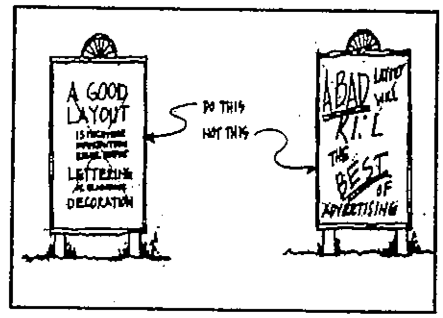


Figure 30: Example of cluttered signage and clear signage.

Return to Agenda

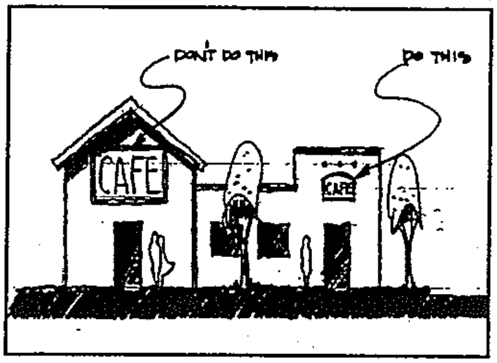


Figure 31: Example of appropriate and inappropriate sign placement.

B. Sign Placement/Position

❖ **Signs on storefronts should be located above display windows or awnings. Large signs near the top of building facades are discouraged. Refer to Figure 31.**

1. Signs **should** be positioned so as not to obscure any architectural details. When several businesses share a building align all signs or use a directory.

2. Signs **must** not extend above the height of the immediately adjacent roof line or parapet.

3. Signs **must** not be mounted on or attached to the roof.

4. No part of a sign attached to or mounted on a building **should** project out more than thirty-six inches from the surface of the building to which it is attached.

5. Signs **must** not extend above the eave line. In case of a mansard roof, the sign may be incorporated in the roof if such sign is an integral part of the design of the building.

6. In multiple story structures, signs **should** be mounted somewhere above the display window or awning and below the second floor window sills.

7. Signs **must** not be located in a manner which may obstruct or interfere with the view of a traffic signal or other traffic regulatory signs.

C. Materials and Color

❖ **Sign materials should be durable and easy to maintain. In general, building colors should be coordinated with sign colors.**

1. Appropriate sign materials include:

   - Routed, Carved, Sandblasted, Painted or Engraved Wood
   - Custom Cut and Applied Wood Letter
   - Precast Epoxy Letters
   - Metal
   - Slate or Marble
   - Vinyl

2. Sign colors **should** be coordinated with the colors of the building.

D. Sign Clarity

❖ **Text should be kept to a minimum. The objective is to eliminate elements that result in a cluttered and unattractive setting.**

1. Letter styles of signs **should** be simple and easy to read.

2. The number of letter styles **should** be limited. Use of one or two letter styles is **encouraged.**

3. Letter forms **should** occupy no more than a maximum of seventy five percent of the total sign area.

Return to Agenda

E. Permitted Signs

1. Permitted signs include:

    - Projecting Signs
    - Flat Mounted or Painted Wall Signs
    - Blade Signs Suspended from Canopies or Awnings
    - Signs on Awnings or Canopies
    - Monument Signs
    - Pole Signs - A pole sign shall only be permitted when otherwise permissible freestanding monument sign would not be sufficiently visible due to obstruction or where there is no space in which to the place the sign between the sidewalk and the building.
    - Window signs with Painted or Vinyl Letters

F. Prohibited Signs

1. Prohibited signs include:

    - Flashing Signs
    - Signs with banners, flyers, pennants, pinwheels or two or more light bulbs in a wire string
    - Portable Signs
    - Board Signs
    - Mobile Signs
    - Moving Signs
    - Non-accessory signs
    - Reader Boards

G. Sign Lighting

❖ **Sign illumination should be designed so as to avoid glare and light intrusion onto other signs or premises. Brightly illuminated signs are discouraged.**

1. Illumination external to the sign surface with lighting directed at the sign is encouraged. External lighting makes possible the illumination of architectural features. The bottom edge of light fixtures mounted on a building must be at least seven and one half feet above the sidewalk or finished grade.

2. Other types of sign lighting that may be acceptable include:

   - External incandescent sources
   - Small light sources placed inside of opaque projecting letters
   - Internally illuminated signs

3. Exposed neon **should** be carefully and sparingly used in signs.

H. Public Art

❖ **Public artwork can lend identity, a sense of place and pride in a community. Artwork in outdoor public places, unlike gallery art, must be conceived as part of an overall architectural and landscape architectural design for a particular setting.**

1. Wall murals incorporating historic advertising art are **encouraged** to be painted on blank walls in Old Town.

Glossary

The terms listed below have been defined to assist the reader in more fully understanding the Old Town Design Guidelines.

Alteration: Any addition or modification of any portion of the exterior of a building or designated feature that changes the architectural style, arrangement, texture or material of the building or feature or significantly changes the color, if such change, addition or modification is visible from a public street, sidewalk, alley or park

Balustrade: A railing consisting of a series of small columns connected at the top by a coping; a row of bulsters.

Berm: A bank of earth, as the piled-up earth along a canal or against a masonry wall.

Building Alignment: A line usually parallel to a property line beyond which a structure may not extend. This generally does not apply to uncovered entrance platforms, porches, terraces, or steps.

Cornice: Any moulded projection which crowns or finishes the part to which it is fixed.

Dormer: A vertically set window on a sloping roof; the roofed structure housing such a window.

Gable Roof: A roof having a gable at one or both ends; a ridged roof that slopes up from only two walls. A gable is the triangular portion of the end a building from eaves to the ridge.

Hipped Roof: A roof with four pitched sides; a roof which rises by inclined planes from all four sides of a building.

Return to Agenda

Massing: Refers to the building shape; the combination of the different elements of the resulting bulk and shape of the building.

Mullions: A vertical or horizontal primary member dividing a window into 'lites', each of which may be further sub-divided into panes.

Muntins: The secondary member or stile in the framing of a paneled door, screen, as distinct from horizontal member or members called rails.

Parapets: a low protective wall on a bridge, gallery, balcony or above the cornice of a building.

Pitch: The angle, or degree, of slope of a roof.

Roofline: The contour or shape of a roof.

Scale: Refers to building size; the size of a structure relative to the size of the surrounding structures.

Setback: The minimum distance between a property line and a building, or portion thereof, as required by ordinance or code.

Transom: A horizontal member dividing a window.

Window Panes: A flat sheet of glass, cut to size for glazing a window or door

Return to Agenda

CITY COUNCIL REPORT

9A

DATE: MAY 4, 2021

TO: MAYOR AND COUNCIL MEMBERS

FROM: HECTOR DE LA ROSA, ASSISTANT CITY MANAGER

SUBJECT: OPTIONS FOR FOURTH OF JULY FIREWORKS AND OTHER FESTIVITIES IN 2021

RECOMMENDATION

Staff recommends that the City Council receive information on options for Fourth of July fireworks and other festivities in 2021, discuss, and provide direction to staff as appropriate.

BACKGROUND

At its meeting on April 6, 2021, the City Council requested a future Council agenda item to discuss options for Fourth of July fireworks and other festivities in 2021. City staff has prepared the information below for Council's consideration.

In February 2019, Council Member Salimi requested a future agenda item to discuss reinstating the Fourth of July fireworks display in Pinole. The City Council supported the request and added that the discussion should include potential funding from non-City sources.

On April 7, 2020, staff presented a report (attached) to the City Council that outlined options for public fireworks in Pinole. It was determined that the only permissible location from which to launch fireworks in Pinole would be a barge in the bay, due to firework fall zone issues.

Additionally, as the City was in the midst of the COVID pandemic at the time, there were concerns that having a Fourth of July event would result in large gatherings which was in violation of the restrictions imposed by the State and the County.

The City Council decided not to move forward with fireworks in 2020.

REVIEW AND ANALYSIS

The situation regarding permissible location and cost is the same now, with the possible exception of some cost escalation, as it was in April 2020.

Many cities are considering how to approach Fourth of July fireworks and other festivities in 2021. Many cities which have had Fourth of July public events, including fireworks, in years past, are considering or planning to cancel the event this year, due to the lead time required to plan the event and the concern that it still might not be legal or safe to hold large, in-person gatherings by Fourth of July.

Last year, the City of Hercules expressed interest in partnering with the City to host a parade or a Fourth of July event, if the City moved forward with an event. However, following our analysis the City determined not to schedule an event in 2020. This year, the non-profit organizations or community groups that historically have put together a fireworks event, of which the City of Hercules is involved on some level but are not the lead agency of the event, have decided not to continue organizing due to COVID. The City of Hercules stated that there have been some discussions about hosting a firework show in the future but no date or structure of the event has been revealed.

Note that the City of Pinole Police Chief and Fire Chief do not believe that having a City fireworks display will have any notable impact on the possible illegal use of fireworks by individuals.

As an option for discussion, the City can plan for a “reopening” event later in the year, which could include fireworks, assuming a barge is secured, and all emergency precautions are addressed.

FISCAL IMPACT

None.

ATTACHMENTS:

Attachment A: Staff report of April 7, 2020

ATTACHMENT A

CITY COUNCIL REPORT

9A

DATE: APRIL 7, 2020

TO: MAYOR AND COUNCIL MEMBERS

FROM: HECTOR DE LA ROSA, ASSISTANT CITY MANAGER
ROXANE STONE, MANAGEMENT ANALYST

SUBJECT: FOURTH OF JULY FIREWORKS SHOW

RECOMMENDATION

Staff recommends that the City Council discuss and provide direction to staff on organizing a Fourth of July fireworks show in 2020.

BACKGROUND

In the past, the City of Pinole conducted a successful Fourth of July public fireworks display, which was well attended by residents of Pinole and surrounding communities. However, due to the economic downturn in 2008, the City eliminated funding for the event. In 2008, the last year the City had a fireworks show, the display cost $13,000, of which the General Fund and Redevelopment Agency each paid 50%.

REVIEW AND ANALYSIS

On February 2019, Council Member Salimi requested a future agenda item to discuss reinstating the Fourth of July fireworks display in Pinole. The City Council supported the request but added that the discussion should include potential funding from non-City sources and impacts to City staff.

A fireworks show is characterized by many different elements, including: 1) fireworks provider, 2) length of the show, 3) location, 4) date, 5) cost, and 6) format (size, number, and range of shell).

Staff obtained preliminary proposals from three companies, a summary of which is provided below..

1. Pyro-Spectaculars – the cost of a 15-minute display would be $26,000 on July 4 and $22,800 on July 3. (These amounts are estimates since the company is dealing with tariff issues with China. They will have firm figures if we finalize a contract).

2. Devastating Pyrotechnics – the cost of a 20-minute display would be $15,000 on July 4 and $10,000 on July 3.

3. Fireworks of America – the cost of a 15-minute show would be $20,000 on July 4 and $18,990 on July 3.

City staff evaluated the suitability of five different potential launch sites. Staff first looked at the site used in 2008, which was adjacent to the Water Pollution Control Plant (WPCP). The Fire and Development Services Departments determined that the site was not viable because the WPCP lies within the required “fall” safety zone (300 to 600 feet around the launch point), including flammable and hazardous materials.

Staff evaluated four other potential locations (mapped in Attachment A) and determined that all were inappropriate due to flammable material within the fall zone or other limitations. Indeed, staff determined that there was not a single location in the City that met fall zone requirements, and that the use of a barge was the only viable option.

Devastating Pyrotechnics is the only vendor that is willing to arrange barge services and Westar Marine is the only company in the area that is able to load and carry fireworks. The additional cost for this service is $11,650 if they do a same day load in tow to Pinole. If the tow is performed the day prior, the cost is $12,650. The recommendation from Devastating Pyrotechnics is that if the City requires utilizing a barge service, that it be done the day prior to the event to avoid any last-minute issues. The use of a barge might require approval from the Department of Fish and Game and the Coast Guard. Staff has reached out to both departments to determine if permits are required, as well as contacted Devastating Pyrotechnics regarding the size of the barge needed, and is waiting for a response.

In order to hold a fireworks event, there would be additional City staffing expenses and logistics. The costs are mainly attributed to crowd safety and control.

- The Fire Department expenses are estimated to be approximately $2,500. This would include one additional Fire suppression staff member (for a total of four) and one additional apparatus, likely a small truck to allow access in a small and crowded space if medical assistance were needed on the bridge.

- Police expenses are expected to be approximately $4,170. This cost represents two sergeants at 5 ½ hours of overtime; nine officers at 5 ½ hours of overtime; and two Community Services Officers at regular straight time.

- Public Works expenses are expected to be approximately $2,900. This amount reflects overtime for three Public Works Maintenance Workers, one Public Works Supervisor, three vehicles, and equipment for a street closure at Tennent Ave. Part of the reason for this level of staffing is due to the need to monitor the new

Bay Trail Bridge for safety reasons. That effort will also require coordination with the East Bay Regional Park District.

- The cost of approvals/permits from various agencies is unknown at this time.

Although a modest public event in some respects, assembling the extra staff noted above would place a significant burden on the City's relatively small public safety workforce, and would require employees to cancel planned leave during that time.

In previous years, fundraising activities were used to partially offset the cost of the fireworks display. Should the Council wish to seek assistance in funding of the fireworks, staff can reach out to the Chamber, local merchants, and other organizations to seek contributions and/or sponsorship of the event.

FISCAL IMPACT

Preliminary cost estimates for a fireworks display, including staff costs, are $31,220 for July 3 and $37,220 for July 4. Funding for a fireworks show was not included in the FY 2019/20 budget.

Given the significant cost, practical challenges of arranging a show at this time, and the additional workload for public safety staff that are currently focused on critical public health issues, staff recommends that Council defer a fireworks show for the time being and consider including funding for one in the FY 2020/21 budget.

ATTACHMENTS:

A Location Map

Return to Agenda

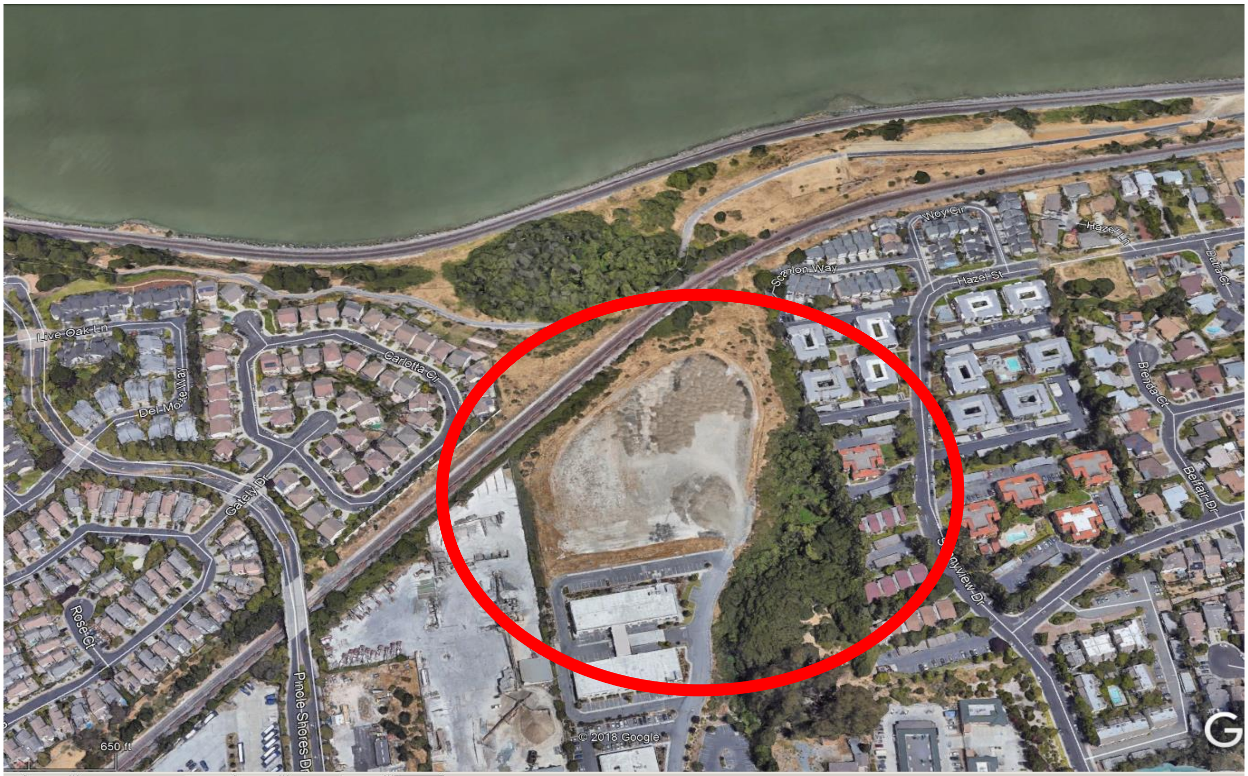
ATTACHMENT A

Site- Adjacent to WWTP

Site- Hercules Site

Return to Agenda

Site- Business Park



Site- Fernandez Park