

**CORONAVIRUS ADVISORY
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CITY COUNCIL

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

**PINOLE CITY COUNCIL
MEETING AGENDA**

**TUESDAY
January 17, 2023
5:00 P.M**

Please note: HYBRID MEETING FORMAT

**Attend in Person: PINOLE CITY COUNCIL CHAMBERS - 2131 PEAR STREET
OR**

Attend VIA ZOOM TELECONFERENCE – Details provided below

Please note: Updated COVID-19 safety protocols will be posted outside the City Council Chambers. Please review this information before entering the Council Chambers.

How to Submit Public Comments:

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

Via Zoom:

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

From a PC, Mac, iPad, iPhone or Android:

<https://us02web.zoom.us/j/89335000272>

Webinar ID: 893 3500 0272

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

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

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

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

Please note: Updated COVID-19 safety protocols will be posted outside the City Council Chambers. Please review this information before entering the Council Chambers.

OTHER 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 Bell at (510) 724-8928 or hbell@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 hbell@ci.pinole.ca.us .

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

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

2. LAND ACKNOWLEDGMENT

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

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

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

4. CONVENE TO A CLOSED SESSION

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

1. CONFERENCE WITH REAL PROPERTY NEGOTIATORS

Gov. Code § 54956.8

Property: 612 Tennent

2. CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION

Gov. Code § 54956.9 (d)(1)

Name of Case: MVP Construction

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

6. CITIZENS TO BE HEARD (Public Comments)

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

7. REPORTS & COMMUNICATIONS

A. Mayor Report

1. Announcements

B. Mayoral & Council Appointments

C. City Council Committee Reports & Communications

D. Council Requests for Future Agenda Items

E. City Manager Report / Department Staff

- F. City Attorney Report

8. RECOGNITIONS / PRESENTATIONS / COMMUNITY EVENTS

A. Proclamations

1. Police Officer of the Year
2. Firefighter of the Year
3. Dr. Martin Luther King Jr. Day
4. Lunar New Year

B. Presentations

1. WestCAT Presentation

9. CONSENT CALENDAR

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

- A. [Approve the Minutes of the December 20, 2022 meeting.](#)
- B. [Receive the December 17, 2022 – January 17, 2023 – List of Warrants in the Amount of \\$889,198.62 and the December 23, 2022 Payroll in the Amount of \\$582,466.02 and the January 6, 2023 Payroll in the Amount of \\$641,289.79.](#)
- C. [Resolution Continuing Authorized Remote Teleconference Meetings Pursuant to AB 361 \[Action: Adopt Resolution per Staff Recommendation \(Casher\)\]](#)
- D. [Report on the Impact of Governor Newsom's February 28, 2023 End to the California State of Emergency Related to Covid-19 \[Action: Receive Report \(Casher\)\]](#)
- E. [Adopt a Resolution Approving the Recognized Obligation Payment Schedule for July 1, 2023 – June 30, 2024 \(ROPS 23-24\) for the Successor Agency in the Amount of \\$4,743,203 \[Action: Adopt Resolution per Staff Recommendation \(Guillory\)\]](#)
- F. [Ordinance of the City Council of the City of Pinole Adding Chapter 2.64 "Criminal Background Checks" to the Municipal Code Relating to Access to State and Federal Level Summary Criminal History Information \[Action: Waive 2nd Reading and Adopt Ordinance per Staff Recommendation \(Casher\)\]](#)
- G. [Second Reading of an Ordinance Adding Chapter 2.62 "Code of Ethics and Conduct" to the Pinole Municipal Code \[Action: Waive 2nd Reading and Adopt Ordinance per Staff Recommendation \(Casher\)\]](#)

- H. Adoption of Resolution Authorizing the City Manager to Execute Agreements for Building Permit Plan Check Services and On-Call Building and Code Enforcement Staff Augmentation with 4leaf Inc., Interwest Consulting Group, Inc., SHUMS Coda Associates and TRB And Associates, Inc and Authorizes a Total of \$800,000 from Planning and Building Fund to Support Professional Building and Code Enforcement Services over a Four-Year Period [Action: Adopt Resolution per Staff Recommendation (Whalen)]
- I. Award a Contract to West Valley Construction Company, Inc. to Provide Engineering Design Services for Pinon-Phase 1 Sanitary Sewer Project (CIP Project #Ss2201) [Action: Adopt Resolution per Staff Recommendation (Mishra)]

10. PUBLIC HEARINGS

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

- A. Adoption Of The 2023-2031 Housing Element and Approval of a Notice of Exemption Pursuant to CEQA Guidelines Section 15061(b)(3) [Action: Adopt Resolution per Staff Recommendation (Whalen)]

11. OLD BUSINESS

None

12. NEW BUSINESS

- A. Council Meeting Format [Action: Discuss and Provide Direction by Minute Order (Bell)]
- B. Receive And Accept the Annual Comprehensive Financial Report (ACFR) for the Fiscal Year (FY) Ended June 30, 2022 [Action: Receive Report (Guillory)]

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

Open only to members of the public who did not speak under the first Citizens to Be Heard, Agenda Item 6

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

14. ADJOURNMENT to the Regular City Council Meeting of February 7, 2023 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 24 hours prior to the meeting date set forth on this agenda.

Heather Bell, CMC
City Clerk

POSTED: January 13, 2023 at 11:00A.M.

**CITY COUNCIL MEETING
MINUTES
December 20, 2022**

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

The City Council Meeting was held in a hybrid format (in-person and via Zoom videoconference and broadcast) from the Pinole Council Chambers, 2131 Pear Street, Pinole, California. Mayor Murphy called the Special Meeting of the City Council to order at 6:00 p.m. and led the Pledge of Allegiance.

2. LAND ACKNOWLEDGEMENT

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

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

An official who has a conflict must, prior to consideration of the decision; (1) publicly identify in detail the financial interest that causes the conflict; (2) recuse himself/herself from discussing and voting on the matter; and (3) leave the room until after the decision has been made, Cal. Gov. Code § 87105.

A. COUNCILMEMBERS PRESENT

Devin Murphy, Mayor
Maureen Toms, Mayor Pro Tem
Norma Martinez-Rubin, Council Member
Cameron Sasai, Council Member
Anthony Tave, Council Member

B. STAFF PRESENT

Andrew Murray, City Manager
Heather Bell, City Clerk
Eric Casher, City Attorney
Jeremy Rogers, Community Services Director
Stacy Shell, Human Resources Director
Sanjay Mishra, Public Works Director
Roxane Stone, Deputy City Clerk

City Clerk Heather Bell announced the agenda had been posted on Wednesday, December 14, 2022 at 4:00 p.m. with all legally required written notices. A minor correction memorandum had been issued for Item 9F after the agenda had been published and one written comment had been received in advance of the meeting. Both had been posted to the City website, distributed to staff and the City Council, with a printed copy available in the back of the Council Chambers.

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

4. CONVENE TO A CLOSED SESSION: None

5. RECONVENE IN OPEN SESSION TO ANNOUNCE RESULTS OF CLOSED SESSION:
None

6. CITIZENS TO BE HEARD (Public Comments)

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Rafael Menis, Pinole, updated the City Council on the COVID-19 elevated case rate for the City of Pinole and encouraged everyone to wear masks indoors and outdoors, particularly in crowded spaces. He stated during the December 6, 2022 City Council meeting he wanted to make a comment in praise of Mayor Murphy but comments had not been allowed at that time. He thanked Mayor Murphy for the work he had done over the past two years to make the City of Pinole a more engaged community, particularly his work in support of the use of the Balancing Act Tool, the fight for justice, the environment and making the City a better place for everyone as a whole. He encouraged the Mayor to continue those efforts. He otherwise reported a member of the public, who asked to remain anonymous, had asked that City staff provide updates on COVID-19 statistics in Pinole and/or that information be broadcast on Pinole Community Television (PCTV) as it had been reported during the pandemic. He wished everyone Happy Holidays.

7. REPORTS & COMMUNICATIONS

A. Mayor Report

1. Announcements

Mayor Murphy thanked City staff for holding down City Hall in the final days of the year to meet the mandate of public service. As the public met with City staff during the holiday period and into the next year, he urged the public to do so with mutual respect and grace, with City staff expected to continue to deliver high quality services.

Mayor Murphy reported that West Contra Costa Unified School District (WCCUSD) staff were working on planning a parade and rally to celebrate the achievements of the Pinole Valley High School Spartans, particularly the recent accomplishments of the football team winning the State Championship. He also reported he had attended and had spoken on a panel for the inaugural California Climate Emergency and Energy Security Summit hosted by Elected Officials to Protect America and the Clean Energy Commission. He briefed the City Council on the attendees that included West County elected officials and the topics that had been discussed and stated he would provide materials to City staff that included information from the Elected Officials to Protect America website. In addition, he reported that in the spring of 2022, he had joined Marin Clean Energy (MCE) in Washington D.C. to lobby for earmark requests from Pinole's congressional delegation with a report having been provided to the City Council at a prior meeting.

Mayor Murphy reported that all three earmark requests were now part of the federal spending package and legislators were expected to take action later in the week which included \$500,000 in funding for energy storage, \$2 million for Electric Vehicle (EV) Charging Stations and \$750,000 for Healthy Home Programs. He encouraged the public to visit the MCE website to obtain more information on qualification for the programs and stated that anyone may reach out to him or City staff with any questions. MCE also looked forward to recognizing the legislators who had worked so hard on the funding requests at its upcoming January 2023 Board meeting.

Mayor Murphy further reported that the first Mayoral Update had been released as part of the City's Communication and Engagement Plan that would leverage videography to keep the public informed of City events. The video may be accessed on the City's social media sites and on his personal social media pages. He thanked the City Manager, PCTV and all of those who had made this possible, one of the key objectives of the Communication and Engagement Plan.

The City Council returned to Citizens to be Heard at this time.

Aleta Alston-Toure, Director, Got Reparations Mobilization Campaign, asked the City Council to support the organization in the form of a proclamation. Got Reparations had spoken with many African-American businesses in Pinole to solicit support for the youth-led organization who intended to speak with African-American businesses in all 58 counties in the State of California. She also provided an overview of Assembly Bill (AB) 3121, the Task Force to Study and Develop Reparation Proposals for African Americans, along with the grassroots efforts of the Got Reparations Campaign.

Ana Olabode, Youth Organizer, Got Reparations Mobilization Campaign, also provided an overview of the grassroots efforts to speak with African-American businesses in the City of Pinole, youth in homeless encampments and plans to speak with Black students in the New Year at Pinole Valley High School. The purpose was to gain feedback from those who were unhoused and in low income communities given that their voices were not heard as much in the community. She too asked the City Council to consider the requested proclamation.

B. Mayoral & Council Appointments: None

C. City Council Committee Reports & Communications

Mayor Pro Tem Toms reported she had attended the Wildfire Prevention Working Group meeting via Zoom at which time a Memorandum of Understanding (MOU) with other East Bay jurisdictions had been discussed with the purpose to work on grants, vegetation management and other prevention measures. That effort had been funded by a grant through the Oakland Fire Safe Council and many others. She reported that the funds had been exhausted and it had been estimated that an additional \$35,000 was needed to bring the effort to a conclusion, which would occur in September 2023. It had been requested that both Alameda and Contra Costa Counties fund \$7,500 each with different amounts for the other East Bay cities based on population. The City of Pinole was asked to fund \$1,000. This request had been communicated to the City Manager and the Fire Chief.

Council member Tave reported he had attended a RecycleMore Board meeting and briefed the Council on a presentation from Raven SR, a clean fuels company that transformed waste, municipal solid waste, organic waste and methane into high quality hydrogen.

Council member Tave had also attended the Holiday Tree Lighting Ceremony which had been well attended and he wished everyone a Happy Holiday.

Council member Martinez-Rubin hoped to provide an update on the Annual WestCAT Stuff a Bus event after the January WestCAT Board meeting. She wished everyone a happy, safe and healthy holiday and looked forward to seeing everyone in 2023.

D. Council Requests for Future Agenda Items

Council member Tave requested an update on building or extending the height of the dog park fencing as a future agenda item, although he recognized it would likely be part of the Parks and Recreation Master Plan and could be addressed through a memorandum. He also requested the City Council discuss the idea of hosting a February or March job fair as a future agenda item.

City Manager Andrew Murray acknowledged that staff had received some questions from members of the public related to the height of the dog park fence and the possibility of establishing two separate play areas for large and small dogs, which would be a larger question and more appropriate for the Parks and Recreation Master Plan; however, staff could prepare a memorandum on the issue of fencing and identify some immediate options.

Council member Tave suggested a memorandum related to the dog park fencing was acceptable as long as it included a solution to the issue. He reiterated his request for the Council to discuss hosting a February or March job fair as a future agenda item. Consensus given.

Council member Sasai requested a discussion of a Mayoral and City Council member internship program for high school students as a future agenda item. Consensus given.

Council member Martinez-Rubin requested a schedule for striping or freshening up areas in the City where it should be improved and include curb painting as a future agenda item.

Mayor Murphy reported the Capital Improvement Program (CIP) prioritization process would commence in the New Year. He asked staff if that was an item that would be best considered as a future agenda item or a memorandum.

City Manager Murray suggested either would be fine. Staff could prepare a memorandum on the current practice of preparing and identifying preventative work on striping and curb painting, which could feed into conversations related to the CIP in the spring. Consensus given.

Council member Martinez-Rubin requested consideration of a proclamation for Earth Day Week in April 2023, and the involvement of relevant students at Pinole Valley High School who may show through photo documentation the City's progress for beautification. She wanted staff to research how the City may partner with the photography class at Pinole Valley High School whereby the photographs could be displayed in City Hall to illustrate the City's progress.

City Clerk Bell confirmed that an Earth Day/Month proclamation would be considered for 2023. Also, a list of 2023 proclamations would be provided to the City Council at its January 17, 2023 meeting.

Mayor Pro Tem Toms suggested Council member Martinez-Rubin's request should be considered or coordinated by the Community Services Commission rather than the City Council but Council member Martinez-Rubin disagreed.

City Manager Murray clarified the request was for a future agenda item to discuss the City's activities for Earth Day including possibly working with students at Pinole Valley High School on a photo exhibit. He was unaware whether that work had been planned by the students or not, and there could be other ideas from Council members on other activities to celebrate Earth Day. He suggested the future agenda item would be prior to Earth Day with a discussion about what the City's activities in recognition of Earth Day would entail. Consensus given.

E. City Manager Report / Department Staff

City Manager Murray briefed the City Council on the Holiday Tree Lighting Ceremony, Shop with a Cop event at Target and identified the tentative agenda items for the January 17, 2023 City Council meeting. In addition, public workshops had been scheduled for the Community Corner Visioning on February 4, 2023, with more information at pinolecommunitycenter.com, and a Climate Action and Adaptation Plan (CAP) workshop had been scheduled for January 26, 2023 from 6:00 to 8:00 p.m.

F. City Attorney Report

City Attorney Eric Casher wished everyone a happy and prosperous New Year. He advised that the Municipal Code Ad-Hoc Subcommittee would next meet in January to discuss updates to the Code Enforcement and Sign Ordinance, and the consideration of a Single-Use Plastic Ordinance.

PUBLIC COMMENTS OPENED

Deputy City Clerk, Roxane Stone reported there were no comments from the public.

PUBLIC COMMENTS CLOSED

8. RECOGNITIONS / PRESENTATIONS / COMMUNITY EVENTS

A. Proclamations

1. Pinole Valley High School Football Team

The proclamation was deferred to the January 17, 2023 City Council meeting.

PUBLIC COMMENTS OPENED

Deputy City Clerk Stone reported there were no comments from the public.

PUBLIC COMMENTS CLOSED

B. Presentations

1. Holiday Tree Lighting Video

Jeremy Rogers, Community Services Director, provided a brief video prepared by PCTV staff of the December 3, 2022 Holiday Tree Lighting Ceremony, which had been moved to the Senior Center due to inclement weather with around 300 participants.

Mayor Pro Tem Toms understood there had been power outages related to the Holiday Tree, although Community Services Director Rogers was unaware of any outages but would look into it. He recognized all of the community organizations involved in that event.

Council member Sasai thanked PCTV and City staff involved in coordinating the event even with the weather challenges. He had attended the event and thanked all of the participants, particularly the Interact Club.

Council member Martinez-Rubin also thanked everyone involved in the event, especially the Bay Front Chamber of Commerce Executive Director for the opportunity to increase literacy with a book give away to children, which had also been part of the Holiday Tree Lighting event.

Mayor Murphy thanked City staff and Community Services Director Rogers for his leadership.

PUBLIC COMMENTS OPENED

Cordell Hindler, Richmond, stated that although he had not attended the Holiday Tree Lighting Ceremony, he commended the Community Services Department for its work. He asked for an opportunity to speak under Citizens to be Heard.

PUBLIC COMMENTS CLOSED

Mayor Murphy reopened Item 6, Citizens to be Heard.

Cordell Hindler, Richmond, requested the following future agenda items: proclamations for notable African-Americans as part of Black History Month in February, recognizing women in history during the month of March, and a presentation on plans for the Port of Oakland.

Mayor Murphy stated the proclamations requested had been planned for 2023 and staff would have to get back to Mr. Hindler on the status of a presentation on plans for the Port of Oakland.

9. CONSENT CALENDAR

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

- A. Approve the Regular Meeting Minutes of the December 6, 2022 meeting.
- B. Receive the December 3, 2022 – December 16, 2022 – List of Warrants in the Amount of \$690,805.46 and the December 9, 2022 Payroll in the Amount of \$575,023.24 (Regular Payroll) and \$124,607.86 (PD/Fire Holiday Pay) for a total of \$699,631.10.

- C. Resolution Continuing Authorized Remote Teleconference Meetings Pursuant to AB 361 **[Action: Adopt Resolution per Staff Recommendation (Casher)]**
- D. Approve the 2023 Council Committee Assignment List **[Adopt Resolution per Staff Recommendation (Bell)]**
- E. Receive the Development Impact Fee Report for the Fiscal Year Ended June 30, 2022 **[Action: Receive Report per Staff Recommendation (Guillory)]**
- F. Approval of the Solid Waste Collection Rates (Fees) Effective January 1, 2023 **[Action: Adopt Resolution per Staff Recommendation (Mishra)]**
- G. Adopt a Resolution Approving Side Letter Agreements to the Memorandums of Understanding (MOUs) Between the City of Pinole and Represented Groups Pinole Police Employee Association (PPEA) and American Federation of State, County, and Municipal Employees (AFSCME) Union Local 1. **[Adopt Resolution per Staff Recommendation (Shell)]**
- H. Parks and Recreation Master Plan Contract **[Adopt Resolution per Staff Recommendation (Rogers)]**
- I. Award a Maintenance Contract to Shipley Pools for Pool Maintenance Services **[Action: Authorize the City Manager to Execute a Maintenance Contract per Staff Recommendation (Mishra)]**

PUBLIC COMMENTS OPENED

Rafael Menis, Pinole, referenced Item 9H and the details for the contract proposed to be approved with RJM Design Group for the Parks and Recreation Master Plan. He asked for clarification on the contingency amount in the contract. As to Item 9I, he stated the cost for the newly-licensed pool maintenance technician was roughly four times higher than the current licensed technician and had not accounted for City staff time to backfill failure of services not performed by the current licensed technician. He asked the cost of staff time for the backfilling.

Community Services Director Rogers clarified with respect to Item 9H that the entire budget for the Parks and Recreation Master Plan was not to exceed \$150,000 including the contingency.

Public Works Director Sanjay Mishra spoke to Item 9I and clarified the current pool technician was not a licensed individual but the City had used the services of this individual for some time, although the City had noticed a failure to provide services and the City had been cited by the County Health Department for the pool, which had led to the new maintenance contract. A Request for Proposal (RFP) had been issued for pool maintenance services, three proposals had been received, and including the current contractor the costs were similar for maintenance services and similar to the costs associated with maintaining pools in other jurisdictions.

Council member Tave requested that Items 9D and 9F be removed from the Consent Calendar, and Council member Martinez-Rubin requested the removal of 9H.

PUBLIC COMMENTS CLOSED

ACTION: Motion by Mayor Pro Tem Toms/Council member Sasai to approve Consent Calendar Items 9A, 9B, 9C, 9E, 9G and 9I.

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

D. Approve the 2023 Council Committee Assignment List **[Adopt Resolution per Staff Recommendation (Bell)]**

Council member Tave offered a motion, seconded by Council member Sasai to modify the Committee Assignment for the West Contra Costa Transportation Advisory Committee (WCCTAC) to read: Delegate: Tave, Alternate: Sasai.

Council member Martinez-Rubin stated she would like to remain as the Delegate to WCCTAC to ensure continuity. She suggested it takes about a year to get a sense of what was going on a committee and she would like to stay on WCCTAC rather than have the City of Pinole be represented by someone new.

ACTION: Motion by Council members Tave/Sasai to Modify the Committee Assignment for the West Contra Costa Transportation Advisory Committee (WCCTAC) to read: Delegate: Tave; Alternate: Sasai.

Vote: Passed 3-2
 Ayes: Murphy, Sasai, Tave
 Noes: Toms. Martinez-Rubin
 Abstain: None
 Absent: None

Council member Martinez-Rubin offered a motion to modify the Committee Assignment for the Municipal Code Ad-Hoc Subcommittee to read: Attendees: Martinez-Rubin/Toms. There was no second to the motion.

Mayor Pro Tem Toms offered a motion, seconded by Council member Martinez-Rubin to further modify the Committee Assignment for the West Contra Costa Transportation Advisory Committee (WCCTAC) to read: Delegate: Tave; Alternate: Martinez-Rubin.

ACTION: Motion by Mayor Pro Tem Toms/Council member Martinez-Rubin to further modify the Committee Assignment for the West Contra Costa Transportation Advisory Committee (WCCTAC) to read: Delegate: Tave; Alternate: Martinez-Rubin.

Vote: Failed 2-3
 Ayes: Toms, Martinez-Rubin
 Noes: Murphy, Sasai, Tave
 Abstain: None
 Absent: None

Council member Sasai offered a motion, seconded by Council member Tave to modify the Committee Assignment for the West Contra Costa Transit Authority (WestCAT) to reflect Council member Sasai as one of the two delegates to the Board.

Mayor Pro Tem Toms recalled the Mayor had offered to give up the Alternate seat at the December 6 meeting but there had not been any interest. She asked if Council member Sasai was willing to serve as the Alternate to WestCAT.

Council member Sasai clarified his motion was to take one of the delegate seats. He had spoken with his mentors, he was qualified to serve as a delegate, it would ensure equal responsibility for the work load on the different boards, and he did not have a preference on which delegate should be replaced.

Mayor Pro Tem Toms stated she currently served as the Vice Chair of WestCAT and that Council member Martinez-Rubin was a past Chair.

Council member Sasai restated his motion, seconded by Council member Tave to modify the Committee Assignment for the West Contra Costa Transit Authority (WestCAT) to allow Council member Sasai to serve as one of the two delegates to the Committee and replace the assignment of Council member Martinez-Rubin.

On the motion, Council member Martinez-Rubin stated she would like to remain on the WestCAT Board. She too had the qualifications to serve and represent the citizens of Pinole, and suggested experience was important. Council member Sasai had been appointed the Alternate to the Association of Bay Area Governments (ABAG) where he would get the sense of the background necessary to make subsequent comments on WestCAT.

ACTION: Motion by Council members Sasai/Tave to modify the Committee Assignment for the West Contra Costa Transit Authority (WestCAT) to allow Council member Sasai to serve as one of the two delegates to the Committee and to replace the current assignment of Council member Martinez-Rubin.

Vote:	Passed	3-2
	Ayes:	Murphy, Sasai, Tave
	Noes:	Toms, Martinez-Rubin
	Abstain:	None
	Absent:	None

Mayor Pro Tem Toms offered a motion for additional modification to the appointments to WestCAT with Council member Martinez-Rubin to serve as the Alternate.

In response to the Mayor, who was currently shown as the Alternate, Council member Martinez-Rubin reiterated her desire to continue serving on WestCAT and reiterated the importance of continuity.

Mayor Murphy stated he would like to continue as the Alternate, as shown for WestCAT.

Mayor Pro Tem Toms withdrew her motion.

ACTION: Motion by Council members Tave/Sasai to approve the 2023 Committee Assignment List, as modified.

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

**F. Approval of the Solid Waste Collection Rates (Fees) Effective January 1, 2023
 [Action: Adopt Resolution per Staff Recommendation (Mishra)]**

Council member Tave stated he had removed the item from the Consent Calendar to allow staff the opportunity to highlight the new rates as shown in the December 20, 2022 staff report, with Republic Services to increase the fees it charged Pinole residents effective January 1, 2023 for solid waste collection, particularly in response to AB 939.

Public Works Director Mishra clarified the rate increases were not in response to AB 939 but AB 1383 regulations, with the rate structure having been outlined in the tables shown on Page 3 of the staff report, and with the rate increase ranging from 2.7 to 2.71 percent per service size in gallons. He also clarified that a revised attachment had been provided for this agenda item to reflect that the recommended action for this item would generate approximately \$10,600 in additional franchise fee revenues to the City for calendar year 2023.

PUBLIC COMMENTS OPENED

Deputy City Clerk, Stone reported there were no comments from the public.

PUBLIC COMMENTS CLOSED

ACTION: Motion by Mayor Pro Tem Toms/Council member Tave to Approve the Solid Waste Collection Rates (Fees) Effective January 1, 2023.

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

H. Parks and Recreation Master Plan Contract [Adopt Resolution per Staff Recommendation (Rogers)]

Council member Martinez-Rubin clarified with Community Services Director Rogers the area behind the Faria House identified as Heritage Park as well as the area of the eucalyptus trees near Pinole Grove Senior Housing would be part of the documentation to be provided to the consultant to prepare the Parks and Recreation Master Plan contract, and that those areas had been designated as park areas.

Council member Tave also confirmed with the Community Services Director that the community garden would be included in the study, and as part of the process the City Council and members of the public would be allowed the opportunity to provide comment on the Parks and Recreation Master Plan when presented.

Mayor Murphy thanked Community Services Director Rogers for prioritizing the project and for the recommended partnership with RJM Design Group, which was something the previous City Council had supported.

Council member Sasai understood pursuant to the staff report that the project exceeded the original budget. He expressed concern whether the City had received the most cost-effective and efficient contract.

Community Services Director Rogers explained that Master Plans were expensive and the original budget of \$100,000 had been inadequate. While the project was more than budgeted, RJM Design Group was the best in the industry and staff was excited to work with the firm.

Council member Tave also clarified with Community Services Director Rogers that all public contracting procedures had been met and time allotted for public bids with one qualified vendor having responded to the RFP.

PUBLIC COMMENTS OPENED

Anthony Vossbrink, Pinole, asked whether the funds budgeted for the consultant fees were directly related to RJM Design Group or whether those funds included any incremental staff time; whether existing staff resources had been considered to prepare the Parks and Recreation Master Plan rather than pay for a consultant; and requested the incorporation of the vacant caretaker's home as part of the Parks and Recreation Master Plan which had been supported by the Pinole Garden Club, and which had also supported the incorporation of a history museum and community garden. He spoke to the need for inoperable lighting in the City to be repaired and not wait until the CIP or the Park and Recreation Master Plan had been approved. Further, in the area of the dog park, he suggested the existing trail should be formally recognized for indigenous persons and be identified as the Ohlone Indian Trail.

Community Services Director Rogers explained that staff hours had not been included in the budget but would be part of the staff day-to-day operations, with the budget funds to go towards RJM Design Group's assessments and preparation of the Parks and Recreation Master Plan. With the public engagement process, there would be opportunity for public comment in a public forum with all comments to be documented in the Parks and Recreation Master Plan.

Irma Ruport, Pinole, expressed concern with the fact that only one proposal from a qualified firm had been received, and while RJM Design Group had an excellent reputation the City had allocated \$100,000 in the CIP and they were \$50,000 over budget and would use Measure S funds. She opposed a project going over budget absent public input. The City had been in trouble in the past with one proposal which she described as a monopoly and she suggested the majority of the scope of work could be done in-house by City staff. If the item was not time sensitive, she recommended it be continued to the next City Council meeting. She had additional questions, suggested more time was needed for input, and questioned the fiscal responsibility of projects going over budget.

City Manager Murray clarified that figures in the CIP were very often planning level estimates, with the cost of project completion unknown until a project was put out to bid. He emphasized that all construction and land use planning related costs had escalated over the last few years. The \$100,000 initially budgeted had been a penciled in amount, and additional funds were typically needed to complete projects due to escalating costs for a number of reasons. The suggestion that if the City allocated additional funds for a qualified firm could lead to financial challenges was a leap. He also commented that professional and qualified firms were busy and it took time for the firms to invest in the marketing to prepare a proposal, and if a city was to spend less than needed for a capable job, firms would not submit a proposal. This was not the first time the City had a small number of responses to RFPs in a field that was very impacted.

Regardless of the number of responses, staff conducted the same due diligence to verify whether a respondent was a good qualified firm and whether the City was getting good value for its money. Based on staff's cross-departmental review, there were different perspectives in evaluating RJM Design Group, with a scope having been negotiated that was of good value for a reasonable price from a well-qualified firm. Interested and capable firms were aware of the RFP and if going back to the drawing board it would mean a delay in the process, which was not sensible.

City Manager Murray acknowledged that City staff may be able to do some components of the scope of work but it may take staff away from other things and consultants were often hired since they had a deeper level of expertise and were more efficient when specializing in some things. Given the incredible City Council and public enthusiasm to move the project forward and staff's strong opinion the contract should be approved and moved forward, he urged the City Council to support the staff recommendation.

PUBLIC COMMENTS CLOSED

Mayor Pro Tem Toms recognized that it took staff time to prepare an RFP and if this contract was rejected staff would have to spend much more time and the City would get a reputation in the consultant industry that it may not be worth the time to submit a proposal to the City of Pinole. She wanted to avoid that and found the contract to be reasonable. Also, the budget was reviewed each quarter when adjustments could be made. She supported the item.

Council member Tave clarified with Community Services Director Rogers that the Community Services Department was comprised of one Recreation Manager and three Recreation Coordinators and that RJM Design Group had more personnel.

Council member Tave recognized City parks were a priority for the community. He wanted to ensure the Parks and Recreation Master Plan was done correctly, and while the City had only received one proposal he found the contract to be good for Pinole, the budget would be monitored by staff, and there would likely be updates and opportunities for public input as they moved forward.

Community Services Director Rogers stated he would work with the City Manager to update the City Council as the contract progressed to ensure the community and City Council was kept abreast of the work.

Council member Martinez-Rubin found the contract timeline to be reasonable along with the City Manager's explanation of the process to this point.

Council member Martinez-Rubin valued the strength of the proposal as submitted, recognized costs had increased over time and the fact that the Parks and Recreation Master Plan would serve the City for at least a decade after completion. She thanked staff for their work and for the multiple opportunities for public feedback.

ACTION: Motion by Mayor Pro Tem Toms/Council member Tave to Approve the Parks and Recreation Master Plan Contract.

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

10. PUBLIC HEARINGS

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

- A. Ordinance of the City Council of the City of Pinole Adding Chapter 2.64 “Criminal Background Checks” to the Municipal Code relating to Access to State and Federal Level Summary Criminal History Information [Action: Introduce Ordinance, Waive First Reading, and Conduct Public Hearing (Casher)]**

City Attorney Casher presented the staff report and recommended the City Council introduce and conduct the first reading of an ordinance adding Chapter 2.64 “Criminal Background Checks” to Title 2 of the Pinole Municipal Code (PMC) authorizing the City to access state and federal level fingerprint based criminal history information for new hires, including volunteers and contract employees, and certain licensed applicants.

Council member Martinez-Rubin asked why elected officials had not been included in the group of people whose criminal background would be checked and was informed by City Attorney Casher that elected Council members submitted forms as part of the process of holding office, and although he was uncertain whether background checks were part of that process once a publicly-elected City representative that matter was concluded. While a criminal background check of elected Council members could be considered in the ordinance, it would not allow the City to remove a duly elected Council member from office who had been elected by members of the public.

Council member Tave asked the timeline of a criminal background check. As an example, if someone had something in their background as a minor whether it would preclude them from employment opportunities with the City of Pinole.

City Attorney Casher was uncertain how far back a criminal background was expunged from the record; however, there was an appeal process as part of the ordinance. As an example, if someone applied for a job with the City and had a felony conviction when they were around 15 years of age, he hoped there would be a conversation whether or not that individual had paid their debt to society.

City Attorney Casher added that there were programs available that offered record expungement, which were the types of resources that could be offered to applicants and as a resource for further opportunities for employment.

Council member Sasai supported the ordinance and suggested it should have been in place long ago. He thanked the City Attorney for considering current hiring practices and was pleased there would be discretion with the City on approaching these types of situations.

In response to Mayor Murphy, City Attorney Casher explained the ordinance would apply to new hires with the City of Pinole where the criminal background checks would be run when vetting an applicant. If approved, the ordinance would provide authority to the City Council to request a background check. As part of the California Penal Code where background checks arose, it would not allow a city to request a background check unless the City Council provided for that authority, which the proposed ordinance would provide. He was unaware of any employment restrictions based on felony convictions but there were some processes around expungement opportunities. Anytime a background check was done, staff would ensure it was compliant with all state and federal laws.

Mayor Murphy also clarified with City Attorney Casher his understanding the National Defense Authorization Act was for federal agencies only and he asked that prior to the second reading of the ordinance that issue be further clarified.

City Manager Murray explained that state law prohibited an employer from not extending an offer of employment to someone with past criminal history without including an appeal process and absent a relevant nexus between the offense and the job duties. The intent of the ordinance was not to cast a wider net for less serious offenses but to ensure the City was checking state criminal records while also covering other state and federal criminal records for serious offenses.

The City of Pinole did not have a process at this time to check those more serious offenses and City Attorney Casher confirmed there had been past hires or employment opportunities where an individual may have had a criminal conviction where they were not significant, a significant amount of time had passed, or the conviction was not related to the job assigned duties. Candidates had different backgrounds and experiences and diversity perspectives were important and there was recognition it was a competitive job market which required that people be invited with all sorts of different backgrounds. The intent of the ordinance was to allow the City to be completely aware of anyone who had significant offenses even if in other states.

PUBLIC HEARING OPENED

Rafael Menis, Pinole, was relieved the ordinance was primarily intended to focus on serious felonies, misdemeanors and moral turpitude and not minor offenses; however, for employment purposes, the ordinance would apply not only to City employment opportunities but background checks for some volunteers which would include the Planning Commission, as an example, which should be clarified. He also understood that some cities in the state had decided to “ban the box” on an application form and discourage asking about prior felony convictions even if there was a process for exemption or expungement since it may discourage certain members of the population from applying.

Mr. Menis added that there had also been an issue of equity since historically speaking several felonies historically applied to communities of color which disproportionately impacted certain populations, with equity impacts. In addition, some crimes may be broad, such as the Migratory Bird Control Treaty Act as an example, which included a misdemeanor for the possession of feathers of migratory birds.

City Attorney Casher clarified there were some legal requirements around the categories of volunteers that must have criminal background checks if working with minors as an example. He acknowledged there were efforts underway that would remove the box on an application, where an applicant was not required to self-identify whether the applicant had a felony conviction and which prevented an application from being immediately discarded from consideration. Also, the ordinance had a section that mentioned licensees and he clarified the City did not conduct criminal background checks on business license applications, although as an example, the City would not be able to issue a business license for a commercial cannabis enterprise without conducting a criminal background check. The City currently did not allow commercial cannabis enterprises but if permitted in the future it would have to be addressed in the ordinance.

Council member Tave pointed out other agencies that issued licenses, such as the State Contractor's Board, required prospective applicants to go through other background check processes. He asked whether the application process could include language where everyone had the chance to apply for City employment opportunities without having to disqualify themselves.

Human Resources Director Stacy Shell clarified the City's application form did not include a question that asked for criminal history. The only time the City would become aware of any criminal history was when the applicant was the final candidate, had been selected for the position and provided a conditional offer for a job where they were then sent through a criminal background check at that point. If an applicant had any convictions on their record, the City was required to provide the applicant with a five-day appeal notice clearly outlining the reasons for denying the employment, and they were also provided information where that conviction information had come from. If there was incorrect information on a conviction from a specific agency, the applicant also had the opportunity to appeal the error to that agency. As part of the process, there was the opportunity to have conversations with the applicant prior to an offer of employment with the City.

While Council member Tave found the five-day appeal period to be inadequate for a government agency, Human Resources Director Shell clarified the five-day period allowed for the applicant to respond to the City in response to the City denying employment.

Council member Martinez-Rubin asked when the ordinance would take effect and was informed by City Attorney Casher that if the second reading of the ordinance was approved by the City Council on January 17, 2023, it would take effect 30-days thereafter.

Council member Martinez-Rubin commented that there was a current vacancy on the Planning Commission and she understood the City had not conducted a criminal background check on Planning Commissioners in the past. Given the timeline for the adoption of the ordinance and the need to appoint a new Planning Commissioner to the Planning Commission, she asked staff to clarify how that would be addressed.

Human Resources Director Shell stated the intent was to apply the ordinance to all volunteers across the board. Once the ordinance was adopted, staff could adopt a policy for all City volunteers. Currently, the City did not conduct background checks of its volunteers nor did the City have a written policy in place for conducting the volunteer selection process.

City Clerk Bell clarified there was one vacancy on the seven-member Planning Commission and it would depend on the policy and when the ordinance would go into effect whether or not it would affect that vacancy, expected to be considered at the second City Council meeting in February.

Human Resources Director Shell reiterated the intent to further develop a written policy related to volunteers once the ordinance had been adopted and then work out the process for all City volunteers and how it would apply to existing and new volunteers.

Council member Martinez-Rubin looked forward to better clarity on the nexus of the ordinance to the Planning and Community Services Commissions.

City Manager Murray agreed there should be no delay to appointments to City Commissions as a result of the ordinance and reiterated the purpose of the ordinance. Staff was hopeful the ordinance would be adopted so that it could be applied to potential new hires and then staff could work on a written policy for volunteers.

Council member Martinez-Rubin commented that it was particularly important to consider criminal background checks for volunteers given the number of youth activities and events in the City to ensure that City sponsored events were safe.

Council member Sasai agreed with the concerns raised by Council member Martinez-Rubin and asked whether the ordinance would impact existing City employees.

Human Resources Director Shell stated the ordinance would not impact current City employees but apply to future City employees moving forward as outlined in the ordinance.

Cordell Hindler, Richmond, stated he had conversations with the Human Resources Department for the City of Richmond and had been informed that criminal background checks were optional for consultants. The City of Pinole's ordinance was reasonable if working with youth.

PUBLIC HEARING CLOSED

Mayor Murphy thanked the City Attorney and Human Resources Director for their work on the ordinance. As part of the second reading, he sought more information on the appeals process that had not been included in the actual ordinance.

City Attorney Casher stated he would provide more detail on the appeals process as part of the second reading but it was a policy decision that could be dealt with as part of policy and procedures and he would work with the Human Resources Director on that component.

ACTION: Motion by Council members Tave/Martinez-Rubin to Introduce and Waive the First Reading of an Ordinance Adding Chapter 2.64 "Criminal Background Checks" to Title 2 of the Pinole Municipal Code Relating to Access to State and Federal Level Summary Criminal History Information.

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

B. First Reading of Ordinance Adding Chapter 2.62 “Code of Ethics and Conduct” to the Pinole Municipal Code [Action: Introduce Ordinance, Waive First Reading, and Conduct a Public Hearing (Casher)]

City Attorney Casher presented the December 20, 2022 staff report and recommended the City Council introduce and waive the first reading of an ordinance adding Chapter 2.62 to the Pinole Municipal Code codifying the City’s Code of Ethics for elected and appointed officials, with minor revisions.

Mayor Murphy thanked the Municipal Code Ad-Hoc Subcommittee for its work on both ordinances.

Council member Martinez-Rubin asked what had driven Mayor Murphy to request the item when he was the Mayor Pro Tem, and Mayor Murphy explained that he wanted to be a steward as a Council member and elected official to update the Code of Ethics given some of the challenges he had faced as a first-time Council member and to ensure the Code of Ethics was modernized.

When asked, City Attorney Casher again outlined the main changes to the ordinance as shown in the staff report and stated that having the ordinance codified as part of the PMC would make it more accessible to the public and promote transparency and accountability whereby a violation of the Code of Ethics would rise to the level of a violation of the PMC and could be considered a code enforcement-related action.

Council member Martinez-Rubin commented that one of the challenges of ordinances was enforcement and due to some degree of subjectivity related to this ordinance made it difficult to enforce. She referenced Attachment A, as included in the staff report, Page 155 of 162 of the agenda packet, Section 2.26.030 Code of Ethics and Conduct, subsection G, which read: *Public officials shall recognize the obligation to participate fully and responsibly in matters and organizations concerned with the betterment of the life in the City of Pinole*, and subsection H which read: *Public officials shall exercise our authority and prestige for the benefits of the City of Pinole and all members of the community and never for personal or private advantage*, and commented that the City Council rarely had such a discussion and questioned whether there had been any violation. She also referenced subsection C, which read: *Public officials shall serve with efficiency, respect legality and heed the commands of due diligence and morality*. She found there were many terms used that were abstract and subjective and questioned whether it would serve the City Council now with a new composition of individuals as it had in the past. She asked whether the Municipal Code Ad-Hoc Subcommittee had discussed whether there should be more than the codification of the ordinance and whether the ordinance was strong enough.

PUBLIC HEARING OPENED

Cordell Hindler, Richmond, commented that before he had joined a Board or Commission he had to fill out paperwork and had read the associated Code of Ethics. He respected the opinions of those in which he would serve. He liked the ordinance.

Rafael Menis, Pinole, asked about the timeframe of the applicability of the Code of Ethics for the Mayor, City Council and City Treasurer as opposed to Boards/Commissions/Committees and staff, and read into the record the second paragraph of Section 2.62.020 Scope, which read: *Further, the provisions of this chapter shall apply to the Mayor, Members of the City Council and Treasurer at all times during their term of office as elected officials of the City of Pinole. However, the provisions of this chapter shall apply to all members of the boards, commissions, committees and staff only while they are acting in their official capacities or affecting the discharge of their duties.* He asked for clarification of the intent of that section. If this requirement applied to elected officials all of the time, he asked to what extent subsection E of Section 2.62.030, Code of Ethics and Conduct applied. That section read: *Public officials shall deal with all employees, fellow officers and members of the public without regard to political partisanship.* With that section in mind, he asked the impact of the political partisan roles that Council members and the Mayor may hold outside of public office.

Mr. Menis agreed with the concerns raised by Council member Martinez-Rubin with the language in Section 2.26.030, subsection C, which was broad and vague and should be defined more specifically. Also, subsection F, as shown, would prevent consideration of equity such as if one was considering support for people who were pregnant or had a physical or mental disability, who could not be provided support if needed, and this subsection should be clarified.

PUBLIC HEARING CLOSED

City Attorney Casher explained that the timing of the applicability of the ordinance was that City Council members as public face representatives of the City all the time were different as compared to City employees, and it was not intended to conflict with Section 2.26.030, Code of Ethics and Conduct, subsection C with individual Council members not ceding their First Amendment Rights or ability to have political interests and advocate for things. He added that the language in the ordinance was from the 2007 ordinance originally adopted as a Code of Ethics, and while there could be some language improvements, subsection F in that same section would not prohibit the City from having some consideration of pregnancy and the like and was softer than that.

Council member Tave briefed the Council on the deliberations of the Municipal Code Ad-Hoc Subcommittee with the intent to recognize times had changed since 2007, with social media also having changed and which played a role. There was no intent to limit public speech but allow the City Council to have conversations and a discussion with the public. The ordinance was intended to provide rules while also allowing the City Council the ability to facilitate a discussion.

Mayor Pro Tem Toms also briefed the Council on the deliberations of the Municipal Code Ad-Hoc Subcommittee with the intent to allow Council members to address whether or not a violation of the Code of Ethics had occurred, and if the ordinance was codified it was a good start and provided good rules for any public official, staff and anyone to follow.

Council member Martinez-Rubin understood the Municipal Code Ad-Hoc Subcommittee was more interested in the City Council's interaction on the dais and the creation of an atmosphere to be civil and she had no problem with that.

Council member Martinez-Rubin found that negative comments or lack of civility did not occur on the dais but externally. The ordinance would address that and would create a benchmark for the City Council to follow, but she questioned whether what the Municipal Code Ad-Hoc Subcommittee had discussed and wanted to address would really be addressed with this ordinance since members of the public would use Free Speech in however and whatever manner desired, which was unfortunate since they had all experienced that negativity with no means to address a direct confrontation and that issue would remain.

Council member Martinez-Rubin found that codifying the ordinance, when it was known that City Council members were held to a higher standard, had not been described well in the ordinance. She hoped between now and the second reading of the ordinance more appropriate language could be considered and emphasized that members of the public did not generally subscribe to the higher level of civility in the ordinance.

Mayor Murphy reiterated his intent to address the Code of Ethics that was part of a 2007 resolution and which could become City law, with law oftentimes changing culture allowing for standardizing policies and integration into existing programs that would offer many opportunities. This ordinance would provide cohesion with the City Treasurer included in the Code of Ethics which had not been done in the past or as part of the 2007 resolution, and this ordinance would apply to all City officials even if not at the dais.

Council member Tave emphasized that codifying the ordinance would allow for discretion of Free Speech while also providing for order and decorum.

ACTION: Motion by Council member Tave/Mayor Pro Tem Toms to Introduce and Waive the First Reading of an Ordinance Adding Chapter 2.62 “Code of Ethics and Conduct” to the Pinole Municipal Code.

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

11. OLD BUSINESS: None

12. NEW BUSINESS

- A. City Council Budget for Training and Memberships [Action: Approve Additional Budget Appropriation by Minute Order and Consider Additional Budget Appropriation and Provide Direction (Murray)]**

City Manager Murray presented the staff report dated December 20, 2022, and recommended the City Council appropriate additional funding in the Fiscal Year (FY) 2022/23 budget, by minute order, of \$2,400 per Council member for Council member training and memberships and consider appropriating funds that Council members may use for miscellaneous discretionary City purposes as part of the FY 2023/24 budget development process.

Mayor Pro Tem Toms referenced the Association of Bay Area Governments (ABAG) one delegate membership cost as shown in the Travel and Training Table on Page 2 of the staff report and clarified the cost was really for mileage (bus pass). She noted that WestCAT provided transportation to the meeting location and should not be in the category of discretionary funds. She also spoke to the cost shown for the League of California East Bay Division meetings, with the list of delegates shown as the Mayor and Mayor Pro Tem, and asked whether the \$600 cost, as shown, was sufficient. In addition, the cost shown for the League of California Cities Conference (5 @\$600) for a total of \$3,000 was not enough and may cover only plane fare and not any other expenses.

Mayor Pro Tem Toms otherwise liked the idea of increasing the budget by minute order, as recommended by staff.

Council member Martinez-Rubin clarified with the City Manager the recommendation to increase the budget as proposed by staff for FY 2022/23.

PUBLIC COMMENTS OPENED

Rafael Menis, Pinole, looked forward to the future discussion on appropriating funds that Council members may use for miscellaneous discretionary City purposes as part of the FY 2023/24 budget development process. Speaking to the Travel and Training Table on Page 2 of the staff report, he commented that the cost shown for the Contra Costa County (CCC) Mayors' Conference monthly dinners (2 @\$50/per person) for a total of \$1,200 and various dinners/award ceremonies with a cost of \$100 for the year did not match up and he asked staff to provide clarification.

Cordell Hindler, Richmond, also questioned the cost shown for the Mayors' Conference and commented that the City of Richmond charged a fee of \$55 per person to attend. He also questioned the travel costs as shown and recommended the budget for this item be increased.

PUBLIC COMMENTS CLOSED

Council member Martinez-Rubin was pleased that staff had taken a look at the budget and the expenses incurred by Council members considering that compensation did not cover the costs associated with the activities outside City Council meetings.

Council member Tave stated that attendance at the conferences had extreme value, but suggested the chance of all five Council members attending the same event was doubtful. He suggested as these costs continued to be monitored the City Council consider the costs as compared to the stipend received.

City Clerk Bell clarified the costs were the best guess of what the City Council may do, there would be variation in who attended what and there had been more interest in training opportunities as communities had come out of pandemic restrictions. It was important to inform the public what the costs were going towards.

Council member Sasai looked forward to having the opportunity to attend a League of California Cities Conference for new Mayors and Council members and other conferences and suggested the increase in the budget was justified and needed.

Council member Sasai also reported he had spoken with Council members from jurisdictions of a similar size to the City of Pinole who had suggested a budget of \$5,000 per Council member was a more appropriate budget amount. He wanted to ensure there was an adequate budget to avoid discouraging Council members from seeking more training.

Mayor Murphy emphasized the importance of membership and training opportunities for the City Council. He saw these costs as investments in the City Council and in the City. He looked forward to future feedback from the City Council at the next budget cycle if more funds were needed and he thanked the City Manager and staff for bringing the item forward.

ACTION: Motion by Mayor Pro Tem Toms/Council member Tave to Approve by Minute Order the Appropriation of Additional Funding in the Fiscal Year (FY) 2022/23 budget, of \$3,500 per Council member, for Council member training and memberships.

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

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

Only open to members of the public who did not speak under the first Citizens to be Heard, Agenda Item 6.

Citizens may speak under any item not listed on the Agenda. *The time limit is 3 minutes 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.*

Cordell Hindler, Richmond, supported the continuation of the hybrid meeting format; reported the West County Mayors' meeting would be hosted by the City of Richmond in January 2023; and reported the Athletic Director at Salesian College Preparatory had informed him they were 60 teachers short, although the WCCUSD had held a job fair in the summer to retain teachers. He wished everyone a Happy Holiday.

Mayor Murphy reported that **Cathy Bradshaw**, a long-time Pinole resident and wife of a former Council member had recently passed. **Eric Adame Toms**, the nephew of Mayor Pro Tem Toms had also recently passed.

Mayor Pro Tem Toms reported her nephew **Eric Adame Toms** had worked at the flower cart while in high school, had been in a horrific car accident on San Pablo Avenue in his senior year, had been disabled since that time, and had recently passed away. She appreciated the gesture to adjourn the meeting in his memory. She added that **Cathy Bradshaw** had been a resident of Pinole for many years, raised a family, was married to former Council member Phil Bradshaw and had been an active member of the community and she was pleased the meeting would also adjourn in her memory.

- 14. ADJOURNMENT** to the Regular City Council Meeting of January 17, 2023 in Remembrance of Amber Swartz, Kathy Bradshaw and Eric Adame -Toms.

At 9:38 p.m., Mayor Murphy adjourned the meeting to the Regular City Council Meeting of January 17, 2023 in Remembrance of Amber Swartz, Kathy Bradshaw and Eric Adame -Toms.

Submitted by:

Heather Bell, CMC
City Clerk

Approved by City Council:



City of Pinole, CA

9B WARRANT LISTING

By Vendor Name

Payment Dates 12/17/2022 - 1/13/2023

Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
Vendor: 4LE00 - 4LEAF, INC.					
J1909A53	100809	12/23/2022	100-465-42101	CE, PERMIT TECH, BUILD INSPECTORS	20,504.00
J1909A53	100809	12/23/2022	212-462-42101	CE, PERMIT TECH, BUILD INSPECTORS	31,013.25
J3681A23	100878	01/06/2023	100-231-42512	FIRE INSPECTOR R. LAURICELLA NOV. 2022	16,800.00
Vendor 4LE00 - 4LEAF, INC. Total:					68,317.25
Vendor: A&K01 - A & K MACHINE SHOP					
12769	100810	12/23/2022	500-641-44306	REPAIR FLNAGE FOR WASTING DUMP WPCP	160.00
Vendor A&K01 - A & K MACHINE SHOP Total:					160.00
Vendor: PRO18 - ADT COMMERCIAL					
11292022	100939	01/13/2023	209-553-42108	ALARM SYSTEM TINY TOTS	93.20
Vendor PRO18 - ADT COMMERCIAL Total:					93.20
Vendor: AIR07 - AIR EXCHANGE, INC.					
91608669	100879	01/06/2023	100-231-42107	PM LABOR FIRE	315.00
Vendor AIR07 - AIR EXCHANGE, INC. Total:					315.00
Vendor: AIR10 - AIRGAS USA, LLC					
9132132158	100811	12/23/2022	500-641-44306	NITROGEN FOR WPCP	270.42
9993372376	100880	01/06/2023	100-231-42107	RENT CYL MED LARGE OXYGEN FIRE	105.50
Vendor AIR10 - AIRGAS USA, LLC Total:					375.92
Vendor: ALH01 - ALHAMBRA & SIERRA SPRINGS					
19593757 122222	100940	01/13/2023	100-222-42201	WATER FOR PD	256.76
5025519 120622	100812	12/23/2022	500-641-42201	WATER WPCP	228.30
5025531 120622	100812	12/23/2022	100-343-44306	WATER FOR CORP YARD	149.90
Vendor ALH01 - ALHAMBRA & SIERRA SPRINGS Total:					634.96
Vendor: 2463 - AMANDA VASQUEZ					
01032023	100941	01/13/2023	100-221-42302	MILEAGE TOTHE POLICE ACADEMY PD	49.49
12192022	100813	12/23/2022	100-221-42302	MILEAGE TO THE POLICE ACADEMY	54.99
Vendor 2463 - AMANDA VASQUEZ Total:					104.48
Vendor: AME41 - AMERICAN LEGAL PUBLISHING					
22559	100942	01/13/2023	100-112-42101	DECEMBER 2022 EDITING	1,033.00
Vendor AME41 - AMERICAN LEGAL PUBLISHING Total:					1,033.00
Vendor: AME52 - AMERICAN MESSAGING SERVICE, LLC					
W4102378XA	100881	01/06/2023	525-118-43101	MESSAGING SERVICES FIRE	45.40
Vendor AME52 - AMERICAN MESSAGING SERVICE, LLC Total:					45.40
Vendor: AME46 - AMERICAN TEXTILE & SUPPLY, INC.					
118361	100882	01/06/2023	100-343-44410	FLOOR DRY COURSE DE 25LB BAG CY	469.73
Vendor AME46 - AMERICAN TEXTILE & SUPPLY, INC. Total:					469.73
Vendor: 2005 - ANIMAL DAMAGE MANAGEMENT, INC					
6159C	100883	01/06/2023	100-345-42108	PEST CONTROL FERNANDEZ AND PVR PARKS FIELDS	250.00
Vendor 2005 - ANIMAL DAMAGE MANAGEMENT, INC Total:					250.00
Vendor: ARA01 - ARAMARK UNIFORM SERVICES					
NOVEMBER 2022	100814	12/23/2022	100-231-42107	WPCP, PSC AND FIRE LAUNDRY SERVICES	156.56

WARRANT LISTING

Payment Dates: 12/17/2022 - 1/13/2023

Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
NOVEMBER 2022	100814	12/23/2022	100-231-42108	WPCP, PSC AND FIRE LAUNDRY SERVICES	156.56
NOVEMBER 2022	100814	12/23/2022	209-552-43804	WPCP, PSC AND FIRE LAUNDRY SERVICES	328.93
NOVEMBER 2022	100814	12/23/2022	209-552-43804	WPCP, PSC AND FIRE LAUNDRY SERVICES	344.45
NOVEMBER 2022	100814	12/23/2022	500-641-44410	WPCP, PSC AND FIRE LAUNDRY SERVICES	329.86
NOVEMBER 2022	100814	12/23/2022	500-641-44410	WPCP, PSC AND FIRE LAUNDRY SERVICES	329.86
NOVEMBER 2022	100814	12/23/2022	500-641-44410	WPCP, PSC AND FIRE LAUNDRY SERVICES	330.32
NOVEMBER 2022	100814	12/23/2022	500-641-44410	WPCP, PSC AND FIRE LAUNDRY SERVICES	330.32

Vendor ARA01 - ARAMARK UNIFORM SERVICES Total: 2,306.86

Vendor: ABA01 - ASSOCIATION OF BAY AREA GOVERNMENTS

AR029170	100884	01/06/2023	100-110-42401	FY 22/23 ABAG MEMBERSHIP DUE	5,604.00
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Vendor ABA01 - ASSOCIATION OF BAY AREA GOVERNMENTS Total: 5,604.00

Vendor: ATT01 - AT&T

000019182739	100816	12/23/2022	525-118-43101	MIS PHONE	868.35
000019186247	100816	12/23/2022	525-118-43101	FIRE DEPT PHONE	819.51
000019186253	100816	12/23/2022	525-118-43101	PUBLIC WORKS PHONE	868.38
000019186254	100816	12/23/2022	525-118-43101	ADMINISTRATION PHONE	6,812.24
000019186255	100816	12/23/2022	525-118-43101	RECREATION DEPT PHONE	1,769.46
000019186256	100816	12/23/2022	525-118-43101	CDD PHONE	241.39
000019186258	100816	12/23/2022	525-118-43101	EOC PHONE	180.58
000019186781	100816	12/23/2022	525-118-43101	ACCOUNTS PAYABLE PHONE	211.81
000019244450	100885	01/06/2023	525-118-43101	PD PHONE	2,830.11
445963	100815	12/23/2022	100-221-42514	LEAT TRACKING PD	400.00

Vendor ATT01 - AT&T Total: 15,001.83

Vendor: BAY04 - BAY AREA BARRICADE SVC.

0037168	100817	12/23/2022	200-342-42514	OVERLAY STREET MARKERS CY	736.97
0037458	100886	01/06/2023	100-343-44410	JACKET LIME	63.93

Vendor BAY04 - BAY AREA BARRICADE SVC. Total: 800.90

Vendor: BAY34 - BAY AREA NEWS GROUP- EAST BAY

0001360415	100818	12/23/2022	100-112-42514	LEGAL ADS NEWSPAPER	140.40
0001360415	100818	12/23/2022	100-112-42514	LEGAL ADS NEWSPAPER	65.70

Vendor BAY34 - BAY AREA NEWS GROUP- EAST BAY Total: 206.10

Vendor: ESP01 - BELINDA ESPINOSA

JANUARY 2023	100887	01/06/2023	100-117-41101	RETIREE MEDICARE REIMBUR JAN. 2023	361.20
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Vendor ESP01 - BELINDA ESPINOSA Total: 361.20

Vendor: BIR05 - BIRITE FOODSERVICE DISTRIBUTORS

6421019	100819	12/23/2022	209-552-43804	DAILY LUNCH PROGRAM PSC	-9.60
6421049	100819	12/23/2022	209-552-43804	DAILY LUNCH PROGRAM PSC	-20.88
6421738	100819	12/23/2022	209-552-43804	DAILY LUNCH PROGRAM PSC	2,297.18
6422698	100819	12/23/2022	209-552-43804	DAILY LUNCH PROGRAM PSC	-30.24
6425645	100819	12/23/2022	209-552-43804	DAILY LUNCH PROGRAM PSC	1,388.21
6425646	100819	12/23/2022	209-552-43807	FUNDRAISING CRAB FEED PSC	944.01
6425647	100819	12/23/2022	209-552-43807	FUNDRAISING CRAB FEED PSC	70.98
6426268	100819	12/23/2022	209-552-43804	FOOD PROGRAM PSC	181.90
6433646	100819	12/23/2022	209-552-43804	DAILY LUNCH PROGRAM PSC	1,480.38
6433647	100819	12/23/2022	209-551-42515	TREE LIGHTING COOKIES PSC	256.41
6433648	100819	12/23/2022	209-552-43807	FUNDRAISING CRAB FEED	56.78
6437651	100888	01/06/2023	209-552-43804	LUNCH PROGRAM PSC	1,494.54
6439806	100888	01/06/2023	209-552-43804	LUNCH PROGRAM PSC	191.09
6440704	100888	01/06/2023	209-552-43804	CREDIT LUNCH PROGRAM PSC	-43.66

WARRANT LISTING

Payment Dates: 12/17/2022 - 1/13/2023

Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
6441768	100888	01/06/2023	209-552-43804	LUNCH PROGRAM PSC	603.33
Vendor BIR05 - BIRITE FOODSERVICE DISTRIBUTORS Total:					8,860.43
Vendor: BOU01 - BOUND TREE MEDICAL, LLC					
84787265	100889	01/06/2023	100-231-42101	MEDICAL SUPPLIES FIRE	403.77
84800273	100889	01/06/2023	100-231-42101	MEDICAL SUPPLIES FIRE	46.70
84801892	100889	01/06/2023	100-231-42101	MEDICAL SUPPLIES FIRE	93.40
84807398	100889	01/06/2023	100-231-42101	MEDICAL SUPPLIES FIRE	1,161.21
Vendor BOU01 - BOUND TREE MEDICAL, LLC Total:					1,705.08
Vendor: 1654 - BRINK'S INCORPORATED					
12141084	100820	12/23/2022	100-115-42101	TRANSPORTATION	255.23
5333623	100820	12/23/2022	100-115-42101	TRANSPORTATION	10.51
Vendor 1654 - BRINK'S INCORPORATED Total:					265.74
Vendor: CAL04 - CALCON SYSTEMS, INC.					
52527	100821	12/23/2022	500-641-42107	SERVICE CALLS NORTON SOFTWARE WPCP	2,904.16
Vendor CAL04 - CALCON SYSTEMS, INC. Total:					2,904.16
Vendor: PER03 - CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTM					
100000017034375	100943	01/13/2023	100-111-41004	2023 REPLACEMENT CAHRGES FOR BENEFIT CONTRI	1,274.64
Vendor PER03 - CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTM Total:					1,274.64
Vendor: CAL01 - CALTEST ANALYTICAL LAB					
703267	100822	12/23/2022	500-641-44305	CHEMICALS FOR THE LAB WPCP	898.70
703490	100890	01/06/2023	500-641-42109	ROUTINE MONITORING LAB WPCP	5,758.85
Vendor CAL01 - CALTEST ANALYTICAL LAB Total:					6,657.55
Vendor: CCP03 - CCP INDUSTRIES					
IN03162116	100823	12/23/2022	100-343-44410	COVERALL CY	64.38
IN03167684	100823	12/23/2022	500-641-44410	NITRILE POWDER FREE GLOVES WPCP	405.67
IN03168614	100823	12/23/2022	100-343-44410	FLOUR YELLOW JACKETS, PANTS FOR RAIN CY	899.61
IN03170221	100823	12/23/2022	500-641-44410	NITRILE POWDER FREE GLOVES WPCP	264.59
Vendor CCP03 - CCP INDUSTRIES Total:					1,634.25
Vendor: 2060 - CENTRAL CONCRETE SUPPLY CO., INC.					
2212-118798	100891	01/06/2023	100-343-44306	BASE ROCK RECYCLED CY	74.67
2212-119388	100891	01/06/2023	100-343-44306	CALIFORNIA GOLD ROCK CY	10.10
Vendor 2060 - CENTRAL CONCRETE SUPPLY CO., INC. Total:					84.77
Vendor: 2229 - CHAPLIN AND HILL INVESTIGATIVE SERVICES LLC					
C&HIS 22-17_2	100824	12/23/2022	100-222-42101	INVESTIGATION MATTER PD	6,300.00
Vendor 2229 - CHAPLIN AND HILL INVESTIGATIVE SERVICES LLC Total:					6,300.00
Vendor: 1635 - CHECKERS GROUP INC					
121122	100944	01/13/2023	100-221-42107	FLAT TIRE PD	125.00
Vendor 1635 - CHECKERS GROUP INC Total:					125.00
Vendor: CIT08 - CITY MECHANICAL, INC					
88574	100825	12/23/2022	100-222-42108	HVAC SERVICE CALL PUBLIC SAFETY BLDG.	1,295.77
88753	100892	01/06/2023	100-222-42108	HVAC SERVICE CALL PUBLIC SAFETY BLDG.	614.68
Vendor CIT08 - CITY MECHANICAL, INC Total:					1,910.45
Vendor: CIV01 - CIVIC CENTER TOWING- TRANSPORT- ROAD SERVICE					
545018	100945	01/13/2023	100-221-42107	TIRE SVC PD	270.00
Vendor CIV01 - CIVIC CENTER TOWING- TRANSPORT- ROAD SERVICE Total:					270.00
Vendor: 2289 - CLEAN WORLD GREASE TRAP SERVICES					
02901	100893	01/06/2023	209-552-43810	GREASE TRAP SERVICE PSC	140.00
Vendor 2289 - CLEAN WORLD GREASE TRAP SERVICES Total:					140.00

WARRANT LISTING

Payment Dates: 12/17/2022 - 1/13/2023

Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
Vendor: 2405 - CLIENTFIRST CONSULTING GROUP, LLC.					
14306	100826	12/23/2022	525-118-42101	GIS DATA CONVERSION AND MIGRATION CDD	3,762.50
14390	100826	12/23/2022	525-118-42101	GIS DATA CONVERSION CDD	6,475.00
14399	100826	12/23/2022	525-118-42101	PROFESSIONAL SERVICES	11,372.50
Vendor 2405 - CLIENTFIRST CONSULTING GROUP, LLC. Total:					21,610.00
Vendor: 2242 - COLE PRO MEDIA, LLC					
3291	100827	12/23/2022	100-221-42101	TRANSPARENCY ENGAGEMENT PD DECEMBER 2022	2,000.00
Vendor 2242 - COLE PRO MEDIA, LLC Total:					2,000.00
Vendor: COM20 - COMCAST					
0018658-12142022	100894	01/06/2023	100-231-43105	CABLE FOR FIRE	54.30
0050875-12142022	100894	01/06/2023	100-117-43105	CABLE CH	29.86
0210511 12162022	100946	01/13/2023	100-222-43102	CABLE PD	170.84
0253131-12092022	100894	01/06/2023	100-231-43105	CABLE STATION 73	10.67
0363450-12012022	100894	01/06/2023	215-341-43101	I80 CORRIDOR PROJECT INTERNET PW	245.06
0409972-12012022	100894	01/06/2023	100-231-43105	INTERNET AT STATION 74	113.80
0419492-12022022	100828	12/23/2022	525-118-43101	INTERNET FOR 2450 SIMAS AVENUE	141.89
161186016	100829	12/23/2022	525-118-43101	INTERNET PD	888.41
Vendor COM20 - COMCAST Total:					1,654.83
Vendor: 2467 - COMPLETE WELDERS SUPPLY, INC.					
01053633	100830	12/23/2022	100-231-42107	OXYGEN MEDICAL ALUMINUM FIRE	326.51
Vendor 2467 - COMPLETE WELDERS SUPPLY, INC. Total:					326.51
Vendor: CON93 - CONCORD UNIFORMS LLC					
20111	100947	01/13/2023	100-222-44410	UNIFORM FOR E. VIGIL PD	261.97
Vendor CON93 - CONCORD UNIFORMS LLC Total:					261.97
Vendor: CCC13 - CONTRA COSTA COUNTY PUBLIC WORKS DEPARTMENT					
705525	100895	01/06/2023	200-342-42101	SIGNAL MAINTENANCE PW	5,238.58
705525	100895	01/06/2023	310-347-42101	SIGNAL MAINTENANCE PW	337.44
705525	100895	01/06/2023	310-348-42101	SIGNAL MAINTENANCE PW	337.44
Vendor CCC13 - CONTRA COSTA COUNTY PUBLIC WORKS DEPARTMENT Total:					5,913.46
Vendor: 1445 - CORTEZ TIRES AND AUTO REPAIR					
23263	100948	01/13/2023	100-221-42107	NEW TIRE PACKAGE PD	260.71
23341	100948	01/13/2023	100-221-42107	BRAKES AND OIL CHANGE PD	1,299.61
23406	100948	01/13/2023	100-221-42107	OIL CHANGE PD	50.00
Vendor 1445 - CORTEZ TIRES AND AUTO REPAIR Total:					1,610.32
Vendor: 1717 - CORY HIGGINS					
01042023	100896	01/06/2023	100-231-42301	PAID FOR ROPE RESCUE TRAINING	900.00
Vendor 1717 - CORY HIGGINS Total:					900.00
Vendor: CPS01 - CPS- HR CONSULTING					
0008095	100831	12/23/2022	100-116-42101	TEST ANALYSTS	3,300.00
TR-INV001295	100897	01/06/2023	100-116-42504	HR TECHNICIAN TEST REMOTE	620.00
Vendor CPS01 - CPS- HR CONSULTING Total:					3,920.00
Vendor: 2220 - CRESCO EQUIPMENT RENTALS					
5540972-0015	100898	01/06/2023	100-343-42511	INSULATED BUCKET RENTAL CY	4,425.00
Vendor 2220 - CRESCO EQUIPMENT RENTALS Total:					4,425.00
Vendor: 2080 - CSW-STUBER-STROEH ENGINEERING GROUP INC					
2210134	100899	01/06/2023	200-342-42101	TENNENT AVE. ROAD SAFETY RECOMMENDATIONS	484.00
2211129	100899	01/06/2023	200-342-42101	TENNENT AVE. ROAD SAFETY RECOMMENDATIONS	1,618.00
2212055	100899	01/06/2023	106-343-47201	PRELIMINARY ENGINEERING AND DESIGN SERVICES	302.00
Vendor 2080 - CSW-STUBER-STROEH ENGINEERING GROUP INC Total:					2,404.00

WARRANT LISTING

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Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
Vendor: 1443 - DIESEL DIRECT WEST, INC.					
84881320	100832	12/23/2022	100-10601	GASOLINE UNL	2,084.73
84893986	100900	01/06/2023	100-10601	GASOLINE UNL CY	1,891.36
84894010	100900	01/06/2023	500-10601	ULSD CLEAR GASOLINE CY	4,529.09
84903567	100900	01/06/2023	100-10601	GASOLINE UNL CY	1,238.02
84905393	100900	01/06/2023	100-10602	ULSD CLEAR FIRE	2,583.36
84913556	100900	01/06/2023	100-10601	GASOLINE UNL CY	2,930.05
Vendor 1443 - DIESEL DIRECT WEST, INC. Total:					15,256.61
Vendor: DOL01 - DOLAN'S LUMBER					
NOVEMBER 2022	100833	12/23/2022	100-343-44306	CITYWIDE PURCHASES	19.79
NOVEMBER 2022	100833	12/23/2022	106-342-47205	CITYWIDE PURCHASES	291.91
NOVEMBER 2022	100833	12/23/2022	500-641-44306	CITYWIDE PURCHASES	140.07
Vendor DOL01 - DOLAN'S LUMBER Total:					451.77
Vendor: 2403 - DONLEE PUMP COMPANY					
106475	100901	01/06/2023	500-641-47201	DIESEL TANK REPLACEMENT	88,621.00
106594	100901	01/06/2023	500-641-47201	CHANGE ORDER CREDIT LABOR	-1,888.14
205013	100901	01/06/2023	500-641-47201	DIESEL TANK REPLACEMENT	10,646.73
Vendor 2403 - DONLEE PUMP COMPANY Total:					97,379.59
Vendor: EBM01 - EBMUD					
435474-122022	100902	01/06/2023	209-559-43102	2937 Pinole Valley Rd--Tennis Court Restrooms	95.22
435748-121522	100902	01/06/2023	209-553-43102	2454 SIMAS AVE-TINY TOTS	26.89
435748-121522	100902	01/06/2023	209-557-43102	2454 SIMAS AVE-TINY TOTS	869.32
532364-121522	100902	01/06/2023	100-345-43102	1267 ADOBE RD-HAZEL DOWNER-THORNTON PICNIC GROVE	119.01
532606-121522	100902	01/06/2023	100-345-43102	1270 ADOBE RD-CARETAKER'S SHED FOR PINOLE PARK	60.28
534462-121322	100902	01/06/2023	100-345-43102	3450 SAVAGE AVE-IRRIGATION USE ONLY	60.28
554181-121522	100902	01/06/2023	100-231-43102	3790 PINOLE VALLEY RD-FIRE STATION	430.62
554182-121522	100902	01/06/2023	100-231-43102	3790 PINOLE VALLEY RD-FIRE STATION	312.96
Vendor EBM01 - EBMUD Total:					1,974.58
Vendor: 2380 - ELIZABETH A. LYNN					
NOVEMBER 2022	100834	12/23/2022	209-552-43802	POSTURE CLASSES NOVEMBER 2022 PSC	32.55
Vendor 2380 - ELIZABETH A. LYNN Total:					32.55
Vendor: FIS01 - FISHER SCIENTIFIC					
8728222	100903	01/06/2023	500-641-44303	IODINE WPCP	112.72
Vendor FIS01 - FISHER SCIENTIFIC Total:					112.72
Vendor: FOR02 - FORENSIC SERVICES DIVISION					
PINPD-2210	100835	12/23/2022	100-222-42101	PROFESSIONAL SERVICES ALCOHOL AND DRUG TEST PD	3,335.00
Vendor FOR02 - FORENSIC SERVICES DIVISION Total:					3,335.00
Vendor: GAT07 - GATEWAY PINOLE VISTA, LLC					
JANUARY 2023	100904	01/06/2023	201-343-42513	1340 FITZGERALD DR LEASE PAYMENT PVC	100.00
Vendor GAT07 - GATEWAY PINOLE VISTA, LLC Total:					100.00
Vendor: 2349 - GHD, INC.					
380-0016821-1	100905	01/06/2023	750-463-42101	PROFESSIONAL SERVICES COMMUNITY CORNER JULY 2022	181.80
380-0018653-2	100905	01/06/2023	750-463-42101	PROFESSIONAL SERVICES COMMUNITY CORNER AUG. 2022	863.55
380-0019820-3	100905	01/06/2023	750-463-42101	PROFESSIONAL SERVICES COMMUNITY CORNER SEPT. 2022	695.70

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380-0024101-5	100905	01/06/2023	750-463-42101	PROFESSIONAL SERVICES COMMUNITY CORNER NOV. 2022	2,604.15
Vendor 2349 - GHD, INC. Total:					4,345.20
Vendor: 1653 - GOT POWER, INC.					
65354	100836	12/23/2022	100-231-42108	MAINTENANCE SERVICE CY	3,554.94
Vendor 1653 - GOT POWER, INC. Total:					3,554.94
Vendor: GRA03 - GRAINGER					
9526394128	100837	12/23/2022	500-641-44306	PIPE CEMENT GRAY WPCP	33.44
9532462430	100837	12/23/2022	500-641-44306	PRESSURE RELIEF VALVE WPCP	124.82
Vendor GRA03 - GRAINGER Total:					158.26
Vendor: 2371 - GREEN HALO SYSTEMS INC					
3973	100838	12/23/2022	212-462-42106	HOST AND ACCESS SERVICE CDD	175.00
Vendor 2371 - GREEN HALO SYSTEMS INC Total:					175.00
Vendor: HDL01 - HDL COREN AND CONE					
SIN022329	100949	01/13/2023	100-115-42101	PROPERTY TAX SERVICE OCTOBER - DECEMBER 2022	2,125.00
Vendor HDL01 - HDL COREN AND CONE Total:					2,125.00
Vendor: HEA01 - HEALTH CARE DENTAL TRUST					
325005	100906	01/06/2023	100-110-41002	DENTAL BILLING JANUARY 2023	287.72
325005	100906	01/06/2023	100-111-41002	DENTAL BILLING JANUARY 2023	364.69
325005	100906	01/06/2023	100-112-41002	DENTAL BILLING JANUARY 2023	383.55
325005	100906	01/06/2023	100-113-41002	DENTAL BILLING JANUARY 2023	108.99
325005	100906	01/06/2023	100-115-41002	DENTAL BILLING JANUARY 2023	364.69
325005	100906	01/06/2023	100-116-41002	DENTAL BILLING JANUARY 2023	178.73
325005	100906	01/06/2023	100-221-41002	DENTAL BILLING JANUARY 2023	1,544.76
325005	100906	01/06/2023	100-221-41002	DENTAL BILLING JANUARY 2023	217.98
325005	100906	01/06/2023	100-222-41002	DENTAL BILLING JANUARY 2023	50.88
325005	100906	01/06/2023	100-222-41002	DENTAL BILLING JANUARY 2023	408.34
325005	100906	01/06/2023	100-223-41002	DENTAL BILLING JANUARY 2023	1,304.82
325005	100906	01/06/2023	100-231-41002	DENTAL BILLING JANUARY 2023	1,240.06
325005	100906	01/06/2023	100-341-41002	DENTAL BILLING JANUARY 2023	338.60
325005	100906	01/06/2023	100-343-41002	DENTAL BILLING JANUARY 2023	985.08
325005	100906	01/06/2023	105-221-41002	DENTAL BILLING JANUARY 2023	601.53
325005	100906	01/06/2023	105-231-41002	DENTAL BILLING JANUARY 2023	137.20
325005	100906	01/06/2023	105-231-41002	DENTAL BILLING JANUARY 2023	50.88
325005	100906	01/06/2023	106-222-41002	DENTAL BILLING JANUARY 2023	127.85
325005	100906	01/06/2023	106-231-41002	DENTAL BILLING JANUARY 2023	108.99
325005	100906	01/06/2023	209-551-41002	DENTAL BILLING JANUARY 2023	255.70
325005	100906	01/06/2023	209-552-41002	DENTAL BILLING JANUARY 2023	91.58
325005	100906	01/06/2023	209-554-41002	DENTAL BILLING JANUARY 2023	115.07
325005	100906	01/06/2023	212-461-41002	DENTAL BILLING JANUARY 2023	255.70
325005	100906	01/06/2023	212-462-41002	DENTAL BILLING JANUARY 2023	178.73
325005	100906	01/06/2023	500-641-41002	DENTAL BILLING JANUARY 2023	914.04
325005	100906	01/06/2023	500-642-41002	DENTAL BILLING JANUARY 2023	229.61
325005	100906	01/06/2023	505-119-41002	DENTAL BILLING JANUARY 2023	255.70
325005	100906	01/06/2023	998-20105	DENTAL BILLING JANUARY 2023	12.79
325005	100906	01/06/2023	998-20105	DENTAL BILLING JANUARY 2023	10.18
325005	100906	01/06/2023	998-20105	DENTAL BILLING JANUARY 2023	229.61
325005	100906	01/06/2023	998-20105	DENTAL BILLING JANUARY 2023	127.84
Vendor HEA01 - HEALTH CARE DENTAL TRUST Total:					11,481.89
Vendor: 1161 - HINDERLITER, DE LLAMAS & ASSOCIATES					
SIN023387	100839	12/23/2022	100-115-42101	AUDIT SALES TAX SERVICES FINANCE	1,717.62
Vendor 1161 - HINDERLITER, DE LLAMAS & ASSOCIATES Total:					1,717.62
Vendor: HOM01 - HOME DEPOT CREDIT SERVICE					
DECEMBER 2022	100950	01/13/2023	100-343-44306	CITYWIDE PURCHASES DECEMBER 2022	149.61

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Payment Dates: 12/17/2022 - 1/13/2023

Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
DECEMBER 2022	100950	01/13/2023	100-343-44306	CITYWIDE PURCHASES DECEMBER 2022	34.85
DECEMBER 2022	100950	01/13/2023	100-343-44306	CITYWIDE PURCHASES DECEMBER 2022	38.91
DECEMBER 2022	100950	01/13/2023	100-343-44306	CITYWIDE PURCHASES DECEMBER 2022	21.83
DECEMBER 2022	100950	01/13/2023	100-343-44306	CITYWIDE PURCHASES DECEMBER 2022	31.28
DECEMBER 2022	100950	01/13/2023	100-343-44306	CITYWIDE PURCHASES DECEMBER 2022	13.09
DECEMBER 2022	100950	01/13/2023	100-345-44306	CITYWIDE PURCHASES DECEMBER 2022	167.13
DECEMBER 2022	100950	01/13/2023	100-345-44306	CITYWIDE PURCHASES DECEMBER 2022	-34.85
DECEMBER 2022	100950	01/13/2023	100-345-44306	CITYWIDE PURCHASES DECEMBER 2022	152.86
DECEMBER 2022	100950	01/13/2023	100-345-44306	CITYWIDE PURCHASES DECEMBER 2022	34.85
DECEMBER 2022	100950	01/13/2023	209-553-44306	CITYWIDE PURCHASES DECEMBER 2022	106.91
DECEMBER 2022	100950	01/13/2023	500-641-44306	CITYWIDE PURCHASES DECEMBER 2022	56.56
DECEMBER 2022	100950	01/13/2023	500-641-44306	CITYWIDE PURCHASES DECEMBER 2022	99.18
Vendor HOM01 - HOME DEPOT CREDIT SERVICE Total:					872.21
Vendor: 1110 - HYONG-HAE CONNIE KIM					
12062022	100840	12/23/2022	212-462-42302	ICC TRAINING MILEAGE AND BRIDGE TOLL	114.41
Vendor 1110 - HYONG-HAE CONNIE KIM Total:					114.41
Vendor: ICM03 - ICMA MEMBERSHIP PAYMENTS					
438009 2023	100841	12/23/2022	100-111-42401	CM ICMA MEMBERSHIP RENEWAL	1,200.00
Vendor ICM03 - ICMA MEMBERSHIP PAYMENTS Total:					1,200.00
Vendor: IDE04 - IDEXX DISTRIBUTION, INC.					
3119648969	100842	12/23/2022	500-641-44305	WQC-ENT IDEXX-QC ENTEROCOCCI WPCP	325.93
3119721644	100842	12/23/2022	500-641-44305	LAB SUPPLIES WPCP	1,381.94
3119787391	100842	12/23/2022	500-641-44305	WENTO20 ENTEROLERT WPCP	7.39
Vendor IDE04 - IDEXX DISTRIBUTION, INC. Total:					1,715.26
Vendor: IED02 - IEDA, INC.					
24013	100951	01/13/2023	100-116-42102	LABOR RELATIONS CONSULTING FEES JAN. 2023	2,636.39
Vendor IED02 - IEDA, INC. Total:					2,636.39
Vendor: MOO14 - ISSAC MOORE					
NOVEMBER 2022	100843	12/23/2022	209-552-43802	EXERCISE CLASSES NOVEMBER 2022 PSC	270.00
Vendor MOO14 - ISSAC MOORE Total:					270.00
Vendor: JWE01 - J. W. ENTERPRISES - NORTH					
246468	100952	01/13/2023	100-551-42511	PORTALBE TOILET RENTAL	142.77
Vendor JWE01 - J. W. ENTERPRISES - NORTH Total:					142.77
Vendor: JAC02 - JACKFORMS					
3615	100907	01/06/2023	100-115-42201	AP LASER CHECKS	2,068.38
Vendor JAC02 - JACKFORMS Total:					2,068.38
Vendor: 1285 - JACKSON LEWIS P.C.					
8162706	100908	01/06/2023	100-116-42102	PROFESSIONAL SERVICES NOVEMBER 2022	132.50
8162710	100908	01/06/2023	100-116-42102	PROFESSIONAL SERVICES NOVEMBER 2022	662.50
Vendor 1285 - JACKSON LEWIS P.C. Total:					795.00

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Payment Dates: 12/17/2022 - 1/13/2023

Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
Vendor: COR15 - JACQUELINE L CORL-SEIDEL					
NOVEMBER 2022	100844	12/23/2022	209-552-43802	BALANCE AND YOGA CLASSES NOVEMBER 2022 PSC	251.65
Vendor COR15 - JACQUELINE L CORL-SEIDEL Total:					251.65
Vendor: MEL05 - JAMES MELVIN					
JANUARY 2023	100909	01/06/2023	100-117-41101	RETIREE MEDICARE REIMBURSEMNT JAN. 2023	164.90
Vendor MEL05 - JAMES MELVIN Total:					164.90
Vendor: 1611 - JANICE M. BYER					
NOVEMBER 2022	100845	12/23/2022	209-552-43802	EXERCISE CLASSES NOVEMBER 2022 PSC	720.00
Vendor 1611 - JANICE M. BYER Total:					720.00
Vendor: JAN92 - JAN-PRO OF THE GREATER BAY AREA					
15479	100910	01/06/2023	209-552-43810	DAY PORTER SERVICES DECEMBER 2022	2,051.82
15483	100953	01/13/2023	209-552-43810	DEEP CLEAN SERVICE PSC	600.00
15582	100910	01/06/2023	209-554-42108	JANITORIAL SERVICES PYC JANUARY 2023	456.00
15583	100910	01/06/2023	209-552-42108	JANITORIAL SERVICES PSC JANUARY 2023	422.00
15584	100910	01/06/2023	209-552-43810	JANITORIAL SERVICES KITCHEN PSC JANUARY 2023	405.00
15585	100910	01/06/2023	209-552-43810	DAY PORTER SERVICES PSC JANUARY 2023	2,257.00
15586	100910	01/06/2023	209-553-42108	JANITORIAL SERVICES TINY TOTS JANUARY 2023	487.00
Vendor JAN92 - JAN-PRO OF THE GREATER BAY AREA Total:					6,678.82
Vendor: 1415 - JASON DEAN					
12192022	100911	01/06/2023	100-221-42302	HOTEL AND MEALS FOR ICI CORE COURSE PD	1,562.60
12192022	100911	01/06/2023	100-221-42303	HOTEL AND MEALS FOR ICI CORE COURSE PD	656.00
Vendor 1415 - JASON DEAN Total:					2,218.60
Vendor: HAR29 - JOHN HARDESTER					
JANUARY 2023	100912	01/06/2023	100-117-41101	RETIREE MEDICARE REIMBUR JAN. 2023	243.00
Vendor HAR29 - JOHN HARDESTER Total:					243.00
Vendor: MIS01 - JULIAN MISRA					
JANUARY 2023	100913	01/06/2023	100-117-41101	RETIREE MEDICARE REIMBUR JAN. 2023	479.30
Vendor MIS01 - JULIAN MISRA Total:					479.30
Vendor: KAI02 - KAISER PERMANETE					
320903364865	100914	01/06/2023	100-116-42101	PREPLACEMENT PHYSICAL EXAM	65.00
Vendor KAI02 - KAISER PERMANETE Total:					65.00
Vendor: KEL09 - KELLER CANYON LANDFILL					
4212-000031696	100846	12/23/2022	500-641-44302	SLUDGE REMOVAL WPCP	3,067.30
Vendor KEL09 - KELLER CANYON LANDFILL Total:					3,067.30
Vendor: LAN01 - LANER ELECTRIC SUPPLY, INC					
930605.1	100847	12/23/2022	209-557-42108	SPECIAL ORDER FUSES CY	380.28
934426	100847	12/23/2022	100-343-44306	DIM LED LIGHTS	267.97
934440	100847	12/23/2022	100-345-44306	LIGHTS BULBS	179.02
Vendor LAN01 - LANER ELECTRIC SUPPLY, INC Total:					827.27
Vendor: LEA01 - LEAGUE OF CALIFORNIA CITIES					
5023	100954	01/13/2023	100-110-42301	EAST BAY DIVISION MEETINGS	200.00
Vendor LEA01 - LEAGUE OF CALIFORNIA CITIES Total:					200.00

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Payment Dates: 12/17/2022 - 1/13/2023

Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
Vendor: 2420 - LETCHER BROS. AUTO REPAIR, INC.					
94508	100955	01/13/2023	100-231-42107	SYNTHETIC OIL CHANGE PD	335.77
Vendor 2420 - LETCHER BROS. AUTO REPAIR, INC. Total:					335.77
Vendor: 1847 - LILLY WHALEN					
12202022	100848	12/23/2022	100-116-42504	LUNCH WITH TOP BLDG OFFICIAL CANDIDATES	151.36
Vendor 1847 - LILLY WHALEN Total:					151.36
Vendor: CUR03 - LN CURTIS & SONS					
INV657557	100956	01/13/2023	100-221-44410	CONCEALABLE VESTS PD	7,094.25
Vendor CUR03 - LN CURTIS & SONS Total:					7,094.25
Vendor: 2464 - MARIA HUERTA					
01032023	100957	01/13/2023	100-221-42302	MILEAGE REIMBURSEMENT TO POLICE ACADEMY	358.49
Vendor 2464 - MARIA HUERTA Total:					358.49
Vendor: 1140 - MARIA T HUERTA					
12192022	100849	12/23/2022	100-221-42302	REIMBURSEMENT MILEAGE FOR POLICE ACADEMY PD	448.11
Vendor 1140 - MARIA T HUERTA Total:					448.11
Vendor: ROB21 - MARY ROBERTS					
JANUARY 2023	100915	01/06/2023	100-117-41101	RETIREE MEDICARE REIMBUR JAN. 2023	361.30
Vendor ROB21 - MARY ROBERTS Total:					361.30
Vendor: 2430 - MB CONTRACT FURNITURE, INC.					
CPIN34865	100850	12/23/2022	209-551-42514	FURNITURE FOR COMMUNITY SERVICE DIRECTOR	7,187.65
Vendor 2430 - MB CONTRACT FURNITURE, INC. Total:					7,187.65
Vendor: MCM05 - MCMASTER-CARR SUPPLY CO.					
89371795	100851	12/23/2022	500-641-44306	MISC SUPPLIES WPCP	1,057.70
Vendor MCM05 - MCMASTER-CARR SUPPLY CO. Total:					1,057.70
Vendor: 1139 - MICHAEL BAKER INTERNATIONAL, INC.					
1161091	100852	12/23/2022	212-461-42101	PROFESSIONAL SERVICES AUGUST 29 - OCTOBER 2, 2022	53,304.05
1163183	100852	12/23/2022	212-461-42101	PROFESSIONAL SERVICES OCT. 3 - OCT. 30, 2022	51,631.85
1165656	100852	12/23/2022	212-461-42101	PROFESSIONAL SERVICES OCTOBER 31 - NOVEMBER 27, 22	39,674.95
Vendor 1139 - MICHAEL BAKER INTERNATIONAL, INC. Total:					144,610.85
Vendor: 2465 - MISSION COMMUNICATIONS, LLC.					
1070766	100853	12/23/2022	500-642-42101	SERVICE PACKAGE MANHOLE MONITOR	227.40
Vendor 2465 - MISSION COMMUNICATIONS, LLC. Total:					227.40
Vendor: MUN10 - MUNICIPAL EMERGENCY SERVICES INC.					
IN1809674	100916	01/06/2023	100-231-42107	SUPPLIES FOR FIRE DPT	353.09
Vendor MUN10 - MUNICIPAL EMERGENCY SERVICES INC. Total:					353.09
Vendor: 2466 - MUNICIPAL RESOURCES GROUP, LLC.					
03-22-683	100854	12/23/2022	100-111-42101	CITY MANAGER EVALUATION AND 360 PROCESS 22217-PIN	10,500.00
Vendor 2466 - MUNICIPAL RESOURCES GROUP, LLC. Total:					10,500.00
Vendor: 2441 - NELSON CONNECTS					
6411679	100917	01/06/2023	100-341-42103	ADMINISTRATIVE ASSISTANT PW	1,939.95
Vendor 2441 - NELSON CONNECTS Total:					1,939.95
Vendor: 2426 - NEW FRONTIER TENNIS					
01032023	100918	01/06/2023	209-554-42514	WINTER RECESS TENNIS CAMP	441.00
Vendor 2426 - NEW FRONTIER TENNIS Total:					441.00

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Payment Dates: 12/17/2022 - 1/13/2023

Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
Vendor: OFF09 - OFFICE OF THE SHERIFF CCC					
22-3161	100958	01/13/2023	100-222-42101	ANNUAL AWARDS ENGRAVING PD	330.64
Vendor OFF09 - OFFICE OF THE SHERIFF CCC Total:					330.64
Vendor: OFF10 - OFFICE OF THE SHERIFF-CORONER- CCC					
CL 21/22	100959	01/13/2023	100-223-42106	CLETS FY 21/22 ANNUAL FEE FOR MESSAGE SOFTWARE PD	1,764.02
Vendor OFF10 - OFFICE OF THE SHERIFF-CORONER- CCC Total:					1,764.02
Vendor: OLI01 - OLIVERS TOWING INC					
21-10765-10	100855	12/23/2022	100-221-42107	IMPOUND STORAGE FEES PD	300.00
Vendor OLI01 - OLIVERS TOWING INC Total:					300.00
Vendor: O'R01 - O'REILLY AUTOMOTIVE, INC					
DECEMBER 2022	100919	01/06/2023	100-343-44306	CITYWIDE PURCHASES	-42.50
DECEMBER 2022	100919	01/06/2023	100-343-44306	CITYWIDE PURCHASES	32.60
DECEMBER 2022	100919	01/06/2023	100-343-44306	CITYWIDE PURCHASES	42.50
DECEMBER 2022	100919	01/06/2023	100-343-44306	CITYWIDE PURCHASES	177.96
DECEMBER 2022	100919	01/06/2023	100-343-44306	CITYWIDE PURCHASES	152.31
DECEMBER 2022	100919	01/06/2023	100-343-44306	CITYWIDE PURCHASES	75.98
DECEMBER 2022	100919	01/06/2023	500-641-44306	CITYWIDE PURCHASES	78.98
DECEMBER 2022	100919	01/06/2023	500-642-42514	CITYWIDE PURCHASES	33.68
Vendor O'R01 - O'REILLY AUTOMOTIVE, INC Total:					551.51
Vendor: OTI01 - OTIS ELEVATOR COMPANY					
100401014862	100920	01/06/2023	100-343-42108	MAINTENANCE SERVICE JAN. 2023 CH	124.91
Vendor OTI01 - OTIS ELEVATOR COMPANY Total:					124.91
Vendor: CBA00 - PACIFIC CREDIT SERVICES					
862800000125	100856	12/23/2022	100-000-31510	COLLECTION FEES BL	221.50
Vendor CBA00 - PACIFIC CREDIT SERVICES Total:					221.50
Vendor: PAC41 - PACIFIC ECORISK					
18565-1	100857	12/23/2022	500-641-44305	TOXICITY TESTING WPCP	3,410.00
18682	100921	01/06/2023	500-641-44305	WET TESTING LAB WPCP	1,046.00
Vendor PAC41 - PACIFIC ECORISK Total:					4,456.00
Vendor: LON02 - PATRICIA LONG					
NOVEMBER 2022	100858	12/23/2022	209-552-43802	CWLD PSC	184.80
Vendor LON02 - PATRICIA LONG Total:					184.80
Vendor: CLA17 - PAUL CLANCY					
JANUARY 2023	100922	01/06/2023	100-117-41101	RETIREE MEDIARE REIMBUR JAN. 2023	430.78
Vendor CLA17 - PAUL CLANCY Total:					430.78
Vendor: PET08 - PET FOOD EXPRESS CORP					
05-2211PN	100960	01/13/2023	100-221-42514	DOG FOOD PD	49.37
Vendor PET08 - PET FOOD EXPRESS CORP Total:					49.37
Vendor: PGE01 - PG&E					
0081-12152022	100923	01/06/2023	200-342-43103	2501 SAN PABLO AVE TRAFFIC CONTROLLER	83.33
0209-12152022	100923	01/06/2023	200-342-43103	S/E CORNER SAN PABLO AVE & TENNENT TRAFFIC SIGNAL	97.91
0466-12162022	100923	01/06/2023	209-554-43103	635 TENNENT AVE YOUTH CTR/CATV	2,186.17
0466-12162022	100923	01/06/2023	505-119-43103	635 TENNENT AVE YOUTH CTR/CATV	3,279.25
0498-12122022	100923	01/06/2023	100-231-43103	3790 PINOLE VALLEY RD FIRESTATION	635.38
0813-12152022	100923	01/06/2023	200-342-43103	2149 1/2 APPIAN WAY TRAFFIC SIGNAL	54.90
0883-12112022	100923	01/06/2023	100-222-43103	800 TENNENT AVE PUBLIC SAFETY FACILITY	3,604.99

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Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
0883-12112022	100923	01/06/2023	100-223-43103	800 TENNENT AVE PUBLIC SAFETY FACILITY	721.00
0883-12112022	100923	01/06/2023	100-231-43103	800 TENNENT AVE PUBLIC SAFETY FACILITY	2,883.99
0923-12152022	100923	01/06/2023	100-110-43103	2131 PEAR ST	83.06
0923-12152022	100923	01/06/2023	100-111-43103	2131 PEAR ST	109.28
0923-12152022	100923	01/06/2023	100-112-43103	2131 PEAR ST	120.21
0923-12152022	100923	01/06/2023	100-115-43103	2131 PEAR ST	299.44
0923-12152022	100923	01/06/2023	100-116-43103	2131 PEAR ST	87.43
0923-12152022	100923	01/06/2023	100-117-43103	2131 PEAR ST	972.63
0923-12152022	100923	01/06/2023	100-343-43103	2131 PEAR ST	1,811.93
0923-12152022	100923	01/06/2023	200-342-43103	2131 PEAR ST	316.92
0923-12152022	100923	01/06/2023	212-461-43103	2131 PEAR ST	131.14
0923-12152022	100923	01/06/2023	212-462-43103	2131 PEAR ST	330.04
0923-12152022	100923	01/06/2023	285-464-43103	2131 PEAR ST	109.28
1156-12112022	100923	01/06/2023	209-554-43103	635 TENNENT AVE YOUTH CTR/CATV	100.13
1156-12112022	100923	01/06/2023	505-119-43103	635 TENNENT AVE YOUTH CTR/CATV	150.19
1462-12112022	100923	01/06/2023	209-552-43103	2500 CHARLES ST SENIOR CENTER	1,021.80
1801-12092022	100859	12/23/2022	209-553-43103	2454 SIMAS AVE REC CTR & POOL	495.98
2793-12162022	100923	01/06/2023	200-342-43103	1451 FITZGERALD DR TRAFFIC SIGNAL	87.08
3029-12132022	100923	01/06/2023	100-345-43103	1270 ADOBE RD @ OUTSIDE BATHROOMS	113.63
3311-12152022	100923	01/06/2023	200-342-43103	PINOLE VALLEY RD & HENRY TRAFFIC CONTROLLER	119.70
3537-12152022	100923	01/06/2023	100-343-43103	659 TENNENT AVE PARKING LOT LIGHTS	95.19
3834-12072022	100859	12/23/2022	100-231-43103	3790 PINOLE VALLEY RD FIRESTATION	233.22
3850-12152022	100923	01/06/2023	100-345-43103	601 TENNENT AVE CARETAKER'S SHED	217.64
3914-12152022	100923	01/06/2023	100-345-43103	FERNANDEZ PARK BALLPARK LIGHTING	377.47
4065-12152022	100923	01/06/2023	209-559-43103	2937 PINOLE VALLEY RD TENNIS CT LIGHTS	323.16
4193-12152022	100923	01/06/2023	200-342-43103	HWY 80 PINOLE VALLEY RD TRAFFIC CONTROLLER	62.43
4368-12152022	100923	01/06/2023	200-342-43103	APPIAN WAY & TARA HILLS TRAFFIC SIGNAL	137.29
4612-12152022	100923	01/06/2023	201-343-43103	2100 SAN PABLO AVE FARIA HOUSE	7.83
5127-12162022	100923	01/06/2023	500-642-43103	893 1/2 SAN PABLO AVE PUMP STATION	123.66
5137-12162022	100923	01/06/2023	209-557-43103	2450 SIMAS AVE SWIM CTR	671.33
5374-12152022	100923	01/06/2023	200-342-43103	1220 PINOLE VALLEY RD TRAFFIC SIGNAL	100.23
5387-12162022	100923	01/06/2023	100-345-43103	588 MARLESTA RD LOUIS FRANCIS PARK	51.56
6043-12122022	100923	01/06/2023	100-231-43103	3790 PINOLE VALLEY RD	2.80
6969-12152022	100923	01/06/2023	201-343-43103	2361 SAN PABLO AVE PARKING LOT LIGHTS	134.94
7114-12152022	100923	01/06/2023	200-342-43103	2429 SAN PABLO AVE	117.58
7186-12112022	100923	01/06/2023	209-558-43103	601 TENNENT AVE PUBLIC MEETING HALL	165.04
7509-12152022	100923	01/06/2023	200-342-43103	TARA HILLS DR 500 FT APPIAN WAY TRAFFIC SIGNAL	55.62
8086-12152022	100923	01/06/2023	200-342-43103	N/S BORDER CITY OF PINOLE	118.78
8716-12112022	100923	01/06/2023	500-641-43103	SEWAGE PLNT-FT OF TENNENT	5,137.89

WARRANT LISTING

Payment Dates: 12/17/2022 - 1/13/2023

Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
9824-12152022	100923	01/06/2023	310-347-43103	1303 PINOLE VALLEY RD TRAFFIC CONTROL SVC	114.85
9900-12152022	100923	01/06/2023	200-342-43103	2303 GRANADA CT TRAFFIC CONTROL SERVICE	131.82
9985-12152022	100923	01/06/2023	201-343-43103	NEAR 795 FERNANDEZ PARKING LOT LIGHTS	161.68
Vendor PGE01 - PG&E Total:					28,548.80
Vendor: JAR01 - PINOLE GOODYEAR					
INV064385	100961	01/13/2023	207-344-42514	20 TIRES DUMPED ON CITY STREET COST FOR DISPOSAL	300.00
Vendor JAR01 - PINOLE GOODYEAR Total:					300.00
Vendor: 1009 - PRECISION IT CONSULTING					
12342	100926	01/06/2023	525-118-47106	DESKTOP COMPUTER	1,159.26
12580	100926	01/06/2023	525-118-47106	MONITORS FOR COMMUNITY DEVELOPMENT	705.65
12581	100926	01/06/2023	525-118-42510	LICS ACROBAT PRO FOR COMMUNITY DEVELOPMENT	869.86
12614	100926	01/06/2023	525-118-42101	PROFESSIONAL SERVICES	14,500.00
12614	100926	01/06/2023	525-118-42105	PROFESSIONAL SERVICES	552.47
12614	100926	01/06/2023	525-118-42105	PROFESSIONAL SERVICES	820.00
12614	100926	01/06/2023	525-118-42105	PROFESSIONAL SERVICES	995.00
12614	100926	01/06/2023	525-118-42106	PROFESSIONAL SERVICES	128.31
12615	100926	01/06/2023	525-118-42106	OFFICE 365 PROFESSIONAL SERVICES	3,029.00
12669	100926	01/06/2023	525-118-42510	SOFTWARE MAINTENANCE	1,447.00
12673	100926	01/06/2023	525-118-42101	RIM PROFESSIONAL SERVICES ENGINEERING	3,150.00
12704	100926	01/06/2023	525-118-42106	OFFICE 365 PROFESSIONAL SERVICES	3,029.00
12708	100926	01/06/2023	525-118-42101	PROFESSIONAL SERVICES	29,000.00
12708	100926	01/06/2023	525-118-42105	PROFESSIONAL SERVICES	820.00
12708	100926	01/06/2023	525-118-42105	PROFESSIONAL SERVICES	995.00
12708	100926	01/06/2023	525-118-42106	PROFESSIONAL SERVICES	138.18
12708	100926	01/06/2023	525-118-42106	PROFESSIONAL SERVICES	525.12
12772	100926	01/06/2023	525-118-42101	LAPTOP FOR JEREMY ROGERS PROFESSIONAL SERVICES	1,771.55
12773	100926	01/06/2023	525-118-42101	RIMS OFFICE 365	700.00
12791	100926	01/06/2023	525-118-42106	OFFICE 365 MAINTENANCE AND SERVICE	3,292.24
12798	100926	01/06/2023	525-118-42101	PROFESSIONAL SERVICES	29,000.00
12798	100926	01/06/2023	525-118-42105	PROFESSIONAL SERVICES	820.00
12798	100926	01/06/2023	525-118-42105	PROFESSIONAL SERVICES	995.00
12798	100926	01/06/2023	525-118-42106	PROFESSIONAL SERVICES	138.18
12798	100926	01/06/2023	525-118-42106	PROFESSIONAL SERVICES	563.41
12844	100926	01/06/2023	525-118-42101	PROFESSIONAL SERVICES AGREEMENT	29,000.00
12844	100926	01/06/2023	525-118-42105	PROFESSIONAL SERVICES AGREEMENT	820.00
12844	100926	01/06/2023	525-118-42105	PROFESSIONAL SERVICES AGREEMENT	995.00
12844	100926	01/06/2023	525-118-42106	PROFESSIONAL SERVICES AGREEMENT	552.47
12844	100926	01/06/2023	525-118-42106	PROFESSIONAL SERVICES AGREEMENT	138.18
12845	100926	01/06/2023	525-118-42106	OFFICE 365 PROFESSIONAL SERVICES	3,641.00
12868	100926	01/06/2023	525-118-47106	LAPTOP	1,958.52
12871	100926	01/06/2023	525-118-42510	ADOBE SOFTWARE ACROBAT	516.77
12940	100926	01/06/2023	525-118-42106	SOPHOS SOFTWARE	246.58
13007	100926	01/06/2023	525-118-47106	MONITOR 32 INCH DISPATCH	665.11
13035	100962	01/13/2023	525-118-42510	VMWARE VSPHERE LICENSE 1YR	82.66

WARRANT LISTING

Payment Dates: 12/17/2022 - 1/13/2023

Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
13123	100962	01/13/2023	525-118-42510	ADOBE GOVT TLP - PW	516.77
13137	100962	01/13/2023	525-118-42106	MAINTENANCE OFFICE 365 DECEMBER 2022	3,467.00
Vendor 1009 - PRECISION IT CONSULTING Total:					141,744.29
Vendor: 2388 - PRESTIGE PRINTING AND GRAPHICS					
81729	100963	01/13/2023	100-110-42201	BUSINESS CARDS FOR DEVIN MURPHY	130.24
82281	100860	12/23/2022	100-465-42201	BUSINESS CARDS FOR CE	134.41
Vendor 2388 - PRESTIGE PRINTING AND GRAPHICS Total:					264.65
Vendor: 2173 - REGIONAL GOVERNMENT SERVICES AUTHORITY					
14331	100861	12/23/2022	100-115-42101	PROFESSIONAL SERVICES NOVEMBER 2022	1,944.00
Vendor 2173 - REGIONAL GOVERNMENT SERVICES AUTHORITY Total:					1,944.00
Vendor: 2440 - RINCON CONSULTANTS, INC.					
43514	100862	12/23/2022	212-461-42101	PROFESSIONAL SERVICES PLANNER	9,975.25
Vendor 2440 - RINCON CONSULTANTS, INC. Total:					9,975.25
Vendor: ROS08 - RSG, INC.					
1009348	100863	12/23/2022	285-464-42101	COMPLIANCE MONITORING SEPTEMBER 2022	4,575.00
1009434	100863	12/23/2022	285-464-42101	COMPLIANCE MONITORING	3,325.00
Vendor ROS08 - RSG, INC. Total:					7,900.00
Vendor: J&O01 - RUBBER DUST INC.					
153682	100928	01/06/2023	207-344-42107	RRO FLAT REPAIRED CY	233.57
153785	100928	01/06/2023	207-344-42107	TIRES REPLACED BROKEN BELTS SWEEPER CY	1,420.28
Vendor J&O01 - RUBBER DUST INC. Total:					1,653.85
Vendor: 1679 - SAFE BUILT, LLC					
83201	100864	12/23/2022	212-462-42101	PLAN CHECKING SERVICES OCTOBER 2022	3,089.33
84036	100864	12/23/2022	212-462-42101	PLAN CHECKING SERVICES	7,966.18
Vendor 1679 - SAFE BUILT, LLC Total:					11,055.51
Vendor: SAN36 - SAN DIEGO POLICE EQUIP CO					
655036	100964	01/13/2023	100-221-42514	SPEER LAWMAN, TACTICAL TOP GUN PD	3,837.99
Vendor SAN36 - SAN DIEGO POLICE EQUIP CO Total:					3,837.99
Vendor: 2442 - SELECTRON TECHNOLOGIES, INC.					
16983	100865	12/23/2022	525-118-42106	MANAGED SERVICE TXT INSPECTION SCHEDULING SOFTWARE	12,375.00
Vendor 2442 - SELECTRON TECHNOLOGIES, INC. Total:					12,375.00
Vendor: 1714 - SHERRI D. LEWIS					
CC013PINOLE-FY2022/23	100866	12/23/2022	100-112-42101	PREPARE MINUTES FOR CC COUNCIL MTG 120622	750.00
CC014PINOLE-FY2022/23	100965	01/13/2023	100-112-42101	PREPARE MINUTES CC MEETING 122022	750.00
PC04PINOLE-FY2022/23	100929	01/06/2023	212-461-42514	PREPARE MINUTES FOR PLANNING MTG 12-12-22	487.50
Vendor 1714 - SHERRI D. LEWIS Total:					1,987.50
Vendor: SQU00 - SQUARE DEAL GARAGE					
38088	100867	12/23/2022	100-343-42107	OIL CHANGE	76.61
38161	100867	12/23/2022	100-343-42107	BLOWER MOTOR RESISTOR PIGTAIL ASSEMBLY	339.29
41651	100867	12/23/2022	100-343-42107	SMOG INSPECTION	45.75
41655	100867	12/23/2022	100-343-42107	SMOG INSPECTION	45.75
41661	100867	12/23/2022	100-343-42107	SMOG INSPECTION	45.75
41692	100867	12/23/2022	100-343-42107	SMOG INSPECTION	45.75
41704	100867	12/23/2022	100-343-42107	SMOG INPECTION	45.75
41707	100867	12/23/2022	100-343-42107	SMOG INSPECTION	45.75

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Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
41709	100867	12/23/2022	100-343-42107	SMOG INSPECTION	45.75
41712	100867	12/23/2022	100-343-42107	SMOG INSPECTION	45.75
41713	100867	12/23/2022	100-343-42107	SMOG INSPECTION	45.75
41716	100867	12/23/2022	100-343-42107	SMOG INSPECTION	45.75
41735	100867	12/23/2022	100-343-42107	SMOG INSPECTION	45.75
41784	100966	01/13/2023	100-343-42107	SMOG CHECK	45.75
41788	100966	01/13/2023	100-343-42107	SMOG INSPECTION	45.75
41789	100966	01/13/2023	100-343-42107	SMOG CHECK	45.75
41792	100966	01/13/2023	100-343-42107	SMOG CHECK	45.75
41796	100966	01/13/2023	100-343-42107	SMOG CHECK	45.75
41798	100966	01/13/2023	100-343-42107	SMOG CHECK	45.75
41805	100966	01/13/2023	100-343-42107	SMOG CHECK	45.75
41817	100966	01/13/2023	100-343-42107	PERFECT VIEW WIPER BLADE AND SMOG CHECK	78.57
41819	100966	01/13/2023	100-343-42107	SMOG CHECK	45.75
41822	100966	01/13/2023	100-343-42107	SMOG CHECK	45.75
41824	100966	01/13/2023	100-343-42107	SMOG CHECK	45.75
41871	100966	01/13/2023	100-343-42107	OIL CHANGE CAR #32	60.32
Vendor SQU00 - SQUARE DEAL GARAGE Total:					1,515.54
Vendor: 2468 - STACY SHELL					
121322	100868	12/23/2022	100-116-42514	HOLIDAY LUNCHEON EMPLOYEE EVENT	425.93
Vendor 2468 - STACY SHELL Total:					425.93
Vendor: STA42 - STAPLES BUSINESS CREDIT					
1645588588	100967	01/13/2023	100-110-42514	CITYWIDE PURCHASES OFFICE SUPPLIES	44.99
1645588588	100967	01/13/2023	100-110-42514	CITYWIDE PURCHASES OFFICE SUPPLIES	37.30
1645588588	100967	01/13/2023	100-111-42201	CITYWIDE PURCHASES OFFICE SUPPLIES	136.06
1645588588	100967	01/13/2023	100-112-42201	CITYWIDE PURCHASES OFFICE SUPPLIES	34.13
1645588588	100967	01/13/2023	100-112-42201	CITYWIDE PURCHASES OFFICE SUPPLIES	20.07
1645588588	100967	01/13/2023	100-112-42201	CITYWIDE PURCHASES OFFICE SUPPLIES	105.49
1645588588	100967	01/13/2023	100-115-42201	CITYWIDE PURCHASES OFFICE SUPPLIES	172.23
1645588588	100967	01/13/2023	100-115-42201	CITYWIDE PURCHASES OFFICE SUPPLIES	165.46
1645588588	100967	01/13/2023	100-222-42201	CITYWIDE PURCHASES OFFICE SUPPLIES	42.50
1645588588	100967	01/13/2023	100-222-42201	CITYWIDE PURCHASES OFFICE SUPPLIES	240.37
1645588588	100967	01/13/2023	100-222-42201	CITYWIDE PURCHASES OFFICE SUPPLIES	170.05
1645588588	100967	01/13/2023	100-222-42201	CITYWIDE PURCHASES OFFICE SUPPLIES	100.08
1645588588	100967	01/13/2023	100-222-42201	CITYWIDE PURCHASES OFFICE SUPPLIES	308.08
1645588588	100967	01/13/2023	100-231-42201	CITYWIDE PURCHASES OFFICE SUPPLIES	102.29
1645588588	100967	01/13/2023	100-341-42201	CITYWIDE PURCHASES OFFICE SUPPLIES	175.12
1645588588	100967	01/13/2023	212-462-42201	CITYWIDE PURCHASES OFFICE SUPPLIES	335.85
Vendor STA42 - STAPLES BUSINESS CREDIT Total:					2,190.07
Vendor: STA25 - STATE WATER RESOURCES CONTROL BOARD					
WD-0212888	100930	01/06/2023	500-641-44304	ANNUAL PERMIT FEE WASTE DISCHARGE	3,453.00

WARRANT LISTING

Payment Dates: 12/17/2022 - 1/13/2023

Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
WD-0213169	100869	12/23/2022	500-641-44304	ANNUAL PERMIT FEE 070122-06302023 WPCP	26,785.00
Vendor STA25 - STATE WATER RESOURCES CONTROL BOARD Total:					30,238.00
Vendor: STE20 - STERICYCLE, INC.					
3006299071	100968	01/13/2023	100-222-42101	MEDICAL WASTE SERVICE	60.45
Vendor STE20 - STERICYCLE, INC. Total:					60.45
Vendor: 1756 - STEVEN DORSEY					
01042023	100931	01/06/2023	100-231-42104	REIMBURSEMENT DOT	115.00
Vendor 1756 - STEVEN DORSEY Total:					115.00
Vendor: 2436 - STRATEGIC ENERGY INNOVATIONS					
4288	100870	12/23/2022	212-461-42101	CLIMATE CORPS SUPPORT	4,650.00
Vendor 2436 - STRATEGIC ENERGY INNOVATIONS Total:					4,650.00
Vendor: SYA01 - SYAR INDUSTRIES, LLC.					
73482406	100871	12/23/2022	200-342-42514	POWER PATCH CY	457.03
Vendor SYA01 - SYAR INDUSTRIES, LLC. Total:					457.03
Vendor: 1253 - TARAH ORNELAS					
846	100872	12/23/2022	209-552-43809	DECEMBER NEWSLETTER PSC	305.90
863	100932	01/06/2023	209-552-43809	NEWSLETTER PRINTING PSC	305.90
Vendor 1253 - TARAH ORNELAS Total:					611.80
Vendor: KRI01 - TERRI KRIEGER					
JANUARY 2023	100933	01/06/2023	100-117-41101	RETIREE MEDICARE REIMBUR JANUARY 2023	243.00
Vendor KRI01 - TERRI KRIEGER Total:					243.00
Vendor: 1893 - THE PIN CENTER					
0123013	100969	01/13/2023	100-112-42201	CITY PIN LOGO	277.50
Vendor 1893 - THE PIN CENTER Total:					277.50
Vendor: THO05 - THOMSON REUTERS - WEST					
847688377	100970	01/13/2023	100-222-42201	SUBSCRIPTION TO PENAL CODES	166.84
Vendor THO05 - THOMSON REUTERS - WEST Total:					166.84
Vendor: 2365 - TRIPEPI, SMITH AND ASSOCIATES, INC.					
8819	100971	01/13/2023	100-111-42101	STRATEGIC PLAN PROFESSIONAL SERVICES	7,477.50
8838	100971	01/13/2023	100-111-42101	WEBSITE MANAGEMENT PROFESSIONAL SERVICES	2,280.00
9196	100971	01/13/2023	100-111-42101	ITERATIONS OF PREFERRED CONCEPTS PROFESSIONAL SERV	3,000.00
Vendor 2365 - TRIPEPI, SMITH AND ASSOCIATES, INC. Total:					12,757.50
Vendor: UNI38 - UNIVAR USA INC					
50791010	100934	01/06/2023	500-641-44303	SOD BISULFITE WPCP	7,686.29
Vendor UNI38 - UNIVAR USA INC Total:					7,686.29
Vendor: UNI07 - UNIVERSAL BUILDING SVCS.					
6181	100873	12/23/2022	100-222-42108	JANITORIAL SUPPLIES FIRE	39.39
6339	100873	12/23/2022	100-343-42108	JANITORIAL SUPPLIES CY	427.16
6339-1	100935	01/06/2023	100-343-42108	JANITORIAL SUPPLIES CY	160.22
6432	100935	01/06/2023	100-222-42108	JANITORIAL SUPPLIES PD	386.11
6433	100935	01/06/2023	100-343-42108	JANITORIAL SUPPLIES CH	215.73
Vendor UNI07 - UNIVERSAL BUILDING SVCS. Total:					1,228.61
Vendor: USB06 - US BANK					
DECEMBER 2022	100936	01/06/2023	100-20018	CITYWIDE CREDIT CARDS	26,424.70
Vendor USB06 - US BANK Total:					26,424.70
Vendor: VIS01 - VISION SERVICE PLAN					
816795900	100937	01/06/2023	100-110-41003	VISION BENEFITS JANUARY 2023	55.83
816795900	100937	01/06/2023	100-111-41003	VISION BENEFITS JANUARY 2023	55.83

WARRANT LISTING

Payment Dates: 12/17/2022 - 1/13/2023

Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
816795900	100937	01/06/2023	100-112-41003	VISION BENEFITS JANUARY 2023	55.83
816795900	100937	01/06/2023	100-113-41003	VISION BENEFITS JANUARY 2023	18.61
816795900	100937	01/06/2023	100-115-41003	VISION BENEFITS JANUARY 2023	55.83
816795900	100937	01/06/2023	100-116-41003	VISION BENEFITS JANUARY 2023	37.22
816795900	100937	01/06/2023	100-221-41003	VISION BENEFITS JANUARY 2023	390.81
816795900	100937	01/06/2023	100-222-41003	VISION BENEFITS JANUARY 2023	111.66
816795900	100937	01/06/2023	100-223-41003	VISION BENEFITS JANUARY 2023	223.32
816795900	100937	01/06/2023	100-231-41003	VISION BENEFITS JANUARY 2023	279.15
816795900	100937	01/06/2023	100-341-41003	VISION BENEFITS JANUARY 2023	55.83
816795900	100937	01/06/2023	100-343-41003	VISION BENEFITS JANUARY 2023	148.88
816795900	100937	01/06/2023	105-221-41003	VISION BENEFITS JANUARY 2023	93.05
816795900	100937	01/06/2023	105-231-41003	VISION BENEFITS JANUARY 2023	18.61
816795900	100937	01/06/2023	106-222-41003	VISION BENEFITS JANUARY 2023	18.61
816795900	100937	01/06/2023	106-231-41003	VISION BENEFITS JANUARY 2023	18.61
816795900	100937	01/06/2023	209-551-41003	VISION BENEFITS JANUARY 2023	37.22
816795900	100937	01/06/2023	209-552-41003	VISION BENEFITS JANUARY 2023	37.22
816795900	100937	01/06/2023	209-554-41003	VISION BENEFITS JANUARY 2023	18.61
816795900	100937	01/06/2023	212-461-41003	VISION BENEFITS JANUARY 2023	37.22
816795900	100937	01/06/2023	212-462-41003	VISION BENEFITS JANUARY 2023	37.22
816795900	100937	01/06/2023	500-641-41003	VISION BENEFITS JANUARY 2023	186.10
816795900	100937	01/06/2023	500-642-41003	VISION BENEFITS JANUARY 2023	55.83
816795900	100937	01/06/2023	505-119-41003	VISION BENEFITS JANUARY 2023	37.22
816795900	100937	01/06/2023	998-20106	VISION BENEFITS JANUARY 2023	55.83
Vendor VIS01 - VISION SERVICE PLAN Total:					2,140.15
Vendor: LUK00 - VIVIENNE F. KEARSLEY-LUKE					
NOVEMBER 2022	100874	12/23/2022	209-552-43802	GENTLE YOGA CLASSES NOVEMBER 2022 PSC	139.30
Vendor LUK00 - VIVIENNE F. KEARSLEY-LUKE Total:					139.30
Vendor: WCC01 - WCCTAC					
21807	100972	01/13/2023	215-342-42401	POWERS AGREEMENT FY2022/23 FEES	51,899.00
Vendor WCC01 - WCCTAC Total:					51,899.00
Vendor: WES01 - WESTERN EXTERMINATOR CO.					
172071C	100875	12/23/2022	209-552-42108	PEST CONTROL MAINTENANCE PSC	85.95
29558367	100938	01/06/2023	209-552-42108	PEST CONTROL MAINTENANCE PSC	85.95
29558376	100875	12/23/2022	100-343-42108	PEST CONTROL CY	77.30
Vendor WES01 - WESTERN EXTERMINATOR CO. Total:					249.20

WARRANT LISTING

Payable Number	Payment Number	Payment Date	Account Number
Vendor: 1520 - WEX BANK			
85610502	100876	12/23/2022	100-221-44301
Vendor: ZOL02 - ZOLL			
INV00131250	100877	12/23/2022	525-118-42106

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Description (Payable)	Amount
FUEL PURCHASES PD	313.19
Vendor 1520 - WEX BANK Total:	313.19
FIRE RMS SOFTWARE MAINTENANCE	173.25
Vendor ZOL02 - ZOLL Total:	173.25
Grand Total:	889,198.62

Report Summary

Fund Summary

Fund	Payment Amount
100 - General Fund	207,289.92
105 - Measure S -2006	901.27
106 - MEASURE S-2014	867.97
200 - Gas Tax Fund	10,018.17
201 - Restricted Real Estate Maintenance Fund	404.45
207 - NPDES Storm Water Fund	1,953.85
209 - Recreation Fund	33,454.11
212 - Building & Planning	203,387.67
215 - Measure C and J Fund	52,144.06
285 - Housing Land Held for Resale	8,009.28
310 - Lighting & Landscape Districts	789.73
500 - Sewer Enterprise Fund	169,894.26
505 - Cable Access TV	3,722.36
525 - Information Systems	191,580.07
750 - Recognized Obligation Retirement Fund	4,345.20
998 - Payroll Clearing	436.25
Grand Total:	889,198.62

Account Summary

Account Number	Account Name	Payment Amount
100-000-31510	Other Tax/Business License	221.50
100-10601	Gas Tanks/Corp Yard	8,144.16
100-10602	Gas Tanks/Fire Station	2,583.36
100-110-41002	Emp Benefits/Dental	287.72
100-110-41003	Emp Benefits/Vision Care	55.83
100-110-42201	Office Expense	130.24
100-110-42301	Travel & Training/Conf-Re...	200.00
100-110-42401	Dues & Pub/Memberships	5,604.00
100-110-42514	Admin Exp/Special Depart	82.29
100-110-43103	Utilities/Electricity & Pow...	83.06
100-111-41002	Emp Benefits/Dental	364.69
100-111-41003	Emp Benefits/Vision Care	55.83
100-111-41004	Emp Benefits/PERS Retir...	1,274.64
100-111-42101	Prof Svcs/Professional Ser...	23,257.50
100-111-42201	Office Expense	136.06
100-111-42401	Dues & Pub/Memberships	1,200.00
100-111-43103	Utilities/Electricity & Pow...	109.28
100-112-41002	Emp Benefits/Dental	383.55
100-112-41003	Emp Benefits/Vision Care	55.83
100-112-42101	Prof Svcs/Professional Ser...	2,533.00
100-112-42201	Office Expense	437.19
100-112-42514	Admin Exp/Special Depart	206.10
100-112-43103	Utilities/Electricity & Pow...	120.21
100-113-41002	Emp Benefits/Dental	108.99
100-113-41003	Emp Benefits/Vision Care	18.61
100-115-41002	Emp Benefits/Dental	364.69
100-115-41003	Emp Benefits/Vision Care	55.83
100-115-42101	Prof Svcs/Professional Ser...	6,052.36
100-115-42201	Office Expense	2,406.07
100-115-43103	Utilities/Electricity & Pow...	299.44
100-116-41002	Emp Benefits/Dental	178.73
100-116-41003	Emp Benefits/Vision Care	37.22
100-116-42101	Prof Svcs/Professional Ser...	3,365.00
100-116-42102	Prof Svcs/Attorney Servic...	3,431.39
100-116-42504	Admin Exp/Recruitment C...	771.36
100-116-42514	Admin Exp/Special Depart	425.93
100-116-43103	Utilities/Electricity & Pow...	87.43

WARRANT LISTING

Payment Dates: 12/17/2022 - 1/13/2023

Account Summary

Account Number	Account Name	Payment Amount
100-117-41101	Retiree Benefits/Medical...	2,283.48
100-117-43103	Utilities/Electricity & Pow...	972.63
100-117-43105	Utilities/Cable	29.86
100-20018	Accounts Payable/CalCard	26,424.70
100-221-41002	Emp Benefits/Dental	1,762.74
100-221-41003	Emp Benefits/Vision Care	390.81
100-221-42101	Prof Svcs/Professional Ser...	2,000.00
100-221-42107	Prof Svcs/Equipment Mai...	2,305.32
100-221-42302	Travel & Training/Mileage...	2,473.68
100-221-42303	Travel & Training/Meal Al...	656.00
100-221-42514	Admin Exp/Special Depart	4,287.36
100-221-44301	Other Materials Supp/Fuel	313.19
100-221-44410	Safety Clothing	7,094.25
100-222-41002	Emp Benefits/Dental	459.22
100-222-41003	Emp Benefits/Vision Care	111.66
100-222-42101	Prof Svcs/Professional Ser...	10,026.09
100-222-42108	Prof Svcs/Building-Structu...	2,335.95
100-222-42201	Office Expense	1,284.68
100-222-43102	Utilities/Water	170.84
100-222-43103	Utilities/Electricity & Pow...	3,604.99
100-222-44410	Safety Clothing	261.97
100-223-41002	Emp Benefits/Dental	1,304.82
100-223-41003	Emp Benefits/Vision Care	223.32
100-223-42106	Prof Svcs/Software Maint...	1,764.02
100-223-43103	Utilities/Electricity & Pow...	721.00
100-231-41002	Emp Benefits/Dental	1,240.06
100-231-41003	Emp Benefits/Vision Care	279.15
100-231-42101	Prof Svcs/Professional Ser...	1,705.08
100-231-42104	Prof Svcs/Paramedic Servi...	115.00
100-231-42107	Prof Svcs/Equipment Mai...	1,592.43
100-231-42108	Prof Svcs/Building-Structu...	3,711.50
100-231-42201	Office Expense	102.29
100-231-42301	Travel & Training/Conf-Re...	900.00
100-231-42512	Admin Exp/Abatement	16,800.00
100-231-43102	Utilities/Water	743.58
100-231-43103	Utilities/Electricity & Pow...	3,755.39
100-231-43105	Utilities/Cable	178.77
100-341-41002	Emp Benefits/Dental	338.60
100-341-41003	Emp Benefits/Vision Care	55.83
100-341-42103	Prof Svcs/Temporary Serv...	1,939.95
100-341-42201	Office Expense	175.12
100-343-41002	Emp Benefits/Dental	985.08
100-343-41003	Emp Benefits/Vision Care	148.88
100-343-42107	Prof Svcs/Equipment Mai...	1,515.54
100-343-42108	Prof Svcs/Building-Structu...	1,005.32
100-343-42511	Admin Exp/Equipment Re...	4,425.00
100-343-43103	Utilities/Electricity & Pow...	1,907.12
100-343-44306	Other Materials Supp/Ma...	1,250.85
100-343-44410	Safety Clothing	1,497.65
100-345-42108	Prof Svcs/Building-Structu...	250.00
100-345-43102	Utilities/Water	239.57
100-345-43103	Utilities/Electricity & Pow...	760.30
100-345-44306	Other Materials Supp/Ma...	499.01
100-465-42101	Prof Svcs/Professional Ser...	20,504.00
100-465-42201	Office Expense	134.41
100-551-42511	Admin Exp/Equipment Re...	142.77
105-221-41002	Emp Benefits/Dental	601.53
105-221-41003	Emp Benefits/Vision Care	93.05

WARRANT LISTING

Payment Dates: 12/17/2022 - 1/13/2023

Account Summary

Account Number	Account Name	Payment Amount
105-231-41002	Emp Benefits/Dental	188.08
105-231-41003	Emp Benefits/Vision Care	18.61
106-222-41002	Emp Benefits/Dental	127.85
106-222-41003	Emp Benefits/Vision Care	18.61
106-231-41002	Emp Benefits/Dental	108.99
106-231-41003	Emp Benefits/Vision Care	18.61
106-342-47205	Improvements/Streets	291.91
106-343-47201	Improvements/Building	302.00
200-342-42101	Prof Svcs/Professional Ser...	7,340.58
200-342-42514	Admin Exp/Special Depart	1,194.00
200-342-43103	Utilities/Electricity & Pow...	1,483.59
201-343-42513	Admin Exp/Rent	100.00
201-343-43103	Utilities/Electricity & Pow...	304.45
207-344-42107	Prof Svcs/Equipment Mai...	1,653.85
207-344-42514	Admin Exp/Special Depart	300.00
209-551-41002	Emp Benefits/Dental	255.70
209-551-41003	Emp Benefits/Vision Care	37.22
209-551-42514	Admin Exp/Special Depart	7,187.65
209-551-42515	Admin Exp/Special Events	256.41
209-552-41002	Emp Benefits/Dental	91.58
209-552-41003	Emp Benefits/Vision Care	37.22
209-552-42108	Prof Svcs/Building-Structu...	593.90
209-552-43103	Utilities/Electricity & Pow...	1,021.80
209-552-43802	Program Cost/Class Fees	1,598.30
209-552-43804	Program Cost/Food Progr...	8,205.63
209-552-43807	Program Cost/Fundraising	1,071.77
209-552-43809	Program Cost/Newsletter	611.80
209-552-43810	Program Cost/Center Mai...	5,453.82
209-553-42108	Prof Svcs/Building-Structu...	580.20
209-553-43102	Utilities/Water	26.89
209-553-43103	Utilities/Electricity & Pow...	495.98
209-553-44306	Other Materials Supp/Ma...	106.91
209-554-41002	Emp Benefits/Dental	115.07
209-554-41003	Emp Benefits/Vision Care	18.61
209-554-42108	Prof Svcs/Building-Structu...	456.00
209-554-42514	Admin Exp/Special Depart	441.00
209-554-43103	Utilities/Electricity & Pow...	2,286.30
209-557-42108	Prof Svcs/Building-Structu...	380.28
209-557-43102	Utilities/Water	869.32
209-557-43103	Utilities/Electricity & Pow...	671.33
209-558-43103	Utilities/Electricity & Pow...	165.04
209-559-43102	Utilities/Water	95.22
209-559-43103	Utilities/Electricity & Pow...	323.16
212-461-41002	Emp Benefits/Dental	255.70
212-461-41003	Emp Benefits/Vision Care	37.22
212-461-42101	Prof Svcs/Professional Ser...	159,236.10
212-461-42514	Admin Exp/Special Depart	487.50
212-461-43103	Utilities/Electricity & Pow...	131.14
212-462-41002	Emp Benefits/Dental	178.73
212-462-41003	Emp Benefits/Vision Care	37.22
212-462-42101	Prof Svcs/Professional Ser...	42,068.76
212-462-42106	Prof Svcs/ Software Maint...	175.00
212-462-42201	Office Expense	335.85
212-462-42302	Travel & Training/Mileage...	114.41
212-462-43103	Utilities/Electricity & Pow...	330.04
215-341-43101	Utilities/Telephone	245.06
215-342-42401	Dues & Pub/Memberships	51,899.00
285-464-42101	Prof Svcs/Professional Ser...	7,900.00

WARRANT LISTING

Payment Dates: 12/17/2022 - 1/13/2023

Account Summary

Account Number	Account Name	Payment Amount
285-464-43103	Utilities/Electricity & Pow...	109.28
310-347-42101	Prof Svcs/Professional Ser...	337.44
310-347-43103	Utilities/Electricity & Pow...	114.85
310-348-42101	Prof Svcs/Professional Ser...	337.44
500-10601	Gas Tanks/Corp Yard	4,529.09
500-641-41002	Emp Benefits/Dental	914.04
500-641-41003	Emp Benefits/Vision Care	186.10
500-641-42107	Prof Svcs/Equipment Mai...	2,904.16
500-641-42109	Prof Svcs/Compliance Ins...	5,758.85
500-641-42201	Office Expense	228.30
500-641-43103	Utilities/Electricity & Pow...	5,137.89
500-641-44302	Other Materials Supp/Slu...	3,067.30
500-641-44303	Other Materials Supp/Ch...	7,799.01
500-641-44304	Other Materials Supp/Pe...	30,238.00
500-641-44305	Other Materials Supp/Lab...	7,069.96
500-641-44306	Other Materials Supp/Ma...	2,021.17
500-641-44410	Safety Clothing	1,990.62
500-641-47201	Improvements/Building	97,379.59
500-642-41002	Emp Benefits/Dental	229.61
500-642-41003	Emp Benefits/Vision Care	55.83
500-642-42101	Prof Svcs/Professional Ser...	227.40
500-642-42514	Admin Exp/Special Depart	33.68
500-642-43103	Utilities/Electricity & Pow...	123.66
505-119-41002	Emp Benefits/Dental	255.70
505-119-41003	Emp Benefits/Vision Care	37.22
505-119-43103	Utilities/Electricity & Pow...	3,429.44
525-118-42101	Prof Svcs/Professional Ser...	128,731.55
525-118-42105	Prof Svcs/Network Maint...	7,812.47
525-118-42106	Prof Svcs/Software Maint...	31,436.92
525-118-42510	Admin Exp/Software Purch	3,433.06
525-118-43101	Utilities/Telephone	15,677.53
525-118-47106	FF&E/Computer Equipme...	4,488.54
750-463-42101	Prof Svcs/Professional Ser...	4,345.20
998-20105	Sal & Ben Payable/Dental ...	380.42
998-20106	Sal & Ben Payable/Vision ...	55.83
Grand Total:		889,198.62

Project Account Summary

Project Account Key	Payment Amount
None	646,906.18
10634347201FA1901	302.00
21246142101GP2201	144,610.85
50064147201SS2202	97,379.59
Grand Total:	889,198.62

APPROVED BY:



DATE:

1/12/2023



CITY COUNCIL REPORT

9C

DATE: JANUARY 17, 2022

TO: HONORABLE MAYOR AND COUNCIL MEMBERS

FROM: ERIC CASHER, CITY ATTORNEY

SUBJECT: RESOLUTION CONTINUING AUTHORIZED REMOTE
TELECONFERENCE MEETINGS PURSUANT TO AB 361

RECOMMENDATION

Staff recommends that the City Council adopt a resolution authorizing the continued use of remote teleconference meetings pursuant to AB 361.

BACKGROUND

On March 4, 2020, Governor Newsom declared a State of Emergency to make additional resources available and formalize emergency actions across multiple state agencies and departments to help the State prepare for the spread of the novel coronavirus disease ("COVID-19"). The State of Emergency will expire on February 28, 2023.

On March 18, 2020, the City Manager, acting as Director of Emergency Services, proclaimed a local state of emergency due to COVID-19 pursuant to California Government Code Section 8630 and Pinole Municipal Code Chapter 2.32. The local emergency expired on March 31, 2022.

All meetings of the City Council and the City's other legislative bodies, such as the Planning Commission, are open and public, as required by the Ralph M. Brown Act (Government Code section 54950 *et seq.*, "Brown Act"). Any member of the public may attend, participate, and watch the City's legislative bodies conduct their business. On March 17, 2020, Governor Newsom issued Executive Order N-29-20 suspending certain provisions of the Brown Act in order to allow local legislative bodies to conduct meetings telephonically or by other means during a declared state of emergency and in order to slow the spread of COVID-19. On September 16, 2021, Governor Newsom signed AB 361 into law. AB 361 will sunset on January 1, 2024.

Under AB 361, a public agency may hold a remote meeting if a proclaimed state of emergency is in effect and: (1) state or local officials have imposed or recommended measures to promote social distancing; (2) the public agency holds a meeting for the purpose of determining, by majority vote, whether as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees; or (3) the public agency holds a meeting and has previously determined by majority vote that as a result of the emergency, meeting in person would present imminent

risks to the health or safety of attendees. A local agency must make a finding by majority vote that one or more of these conditions exist every thirty (30) days to continue using the bill's exemption to the Brown Act rules.

On October 19, 2021, the City Council adopted a Resolution Authorizing Remote Teleconference Meetings Pursuant To AB 361 and established virtual meetings for all City Council and City Council appointed Board and Commission meetings. The City has subsequently reevaluated and reaffirmed its finding every thirty (30) days thereafter and determined that the conditions under AB 361 continue to exist, in that either it continues to directly impact the ability of members to meet safely in person, or state or local officials continue to impose or recommend measures to promote social distancing. City Council most recently reaffirmed its findings and adopted a Resolution authorizing continued remote meetings on December 20, 2022.

This staff report discusses whether the conditions under AB 361 continue to exist in order continue the use of remote teleconference meetings, including an in-person hybrid meeting format.

DISCUSSION

Since near the start of the COVID-19 pandemic the City has been able to conduct meetings of its legislative bodies remotely pursuant to Executive Order N-29-20, which suspended certain provisions of the Brown Act. The City has established virtual meetings for all City Council and City Council appointed Board and Commission meetings. The virtual meetings have allowed the Council and advisory bodies to continue to conduct City business from remote locations while ensuring the public's continued access to government meetings in a safe manner.

AB 361 provides for the continued use of remote meetings and exemption to the Brown Act upon a finding that state or local health officials continue to impose or recommend measures to promote social distancing. Such a finding is consistent with the goal of AB 361 "to improve and enhance public access to local agency meetings...by allowing broader access through teleconferencing options" consistent with Executive Order N-29-20.

The conditions that justified the City Council adopting the Resolution Authorizing Remote Teleconference Meetings Pursuant To AB 361 in its meeting of October 19, 2021 continue to exist. The Centers for Disease Control and Prevention ("CDC") continues to recommend measures based upon COVID-19 community levels based on their local context and their unique needs in efforts to slow the spread of COVID-19 and reduce the rate of infection. The CDC looks at three metrics: new COVID-19 admissions per 100,000 population in the past 7 days; the percent of staffed inpatient beds occupied by COVID-19 patients; and total new COVID-19 cases per 100,000 population in the past 7 days, to determine the COVID-19 community level. Social distancing is just one of the recommended practice measures and must be taken into consideration with the risk in a particular setting, including local COVID-19 Community Levels and the important role of ventilation.

Effective March 1, 2022, the CDC and California Department of Health requirement for unvaccinated persons to mask in indoor public settings and businesses was replaced by a strong recommendation that all persons, regardless of vaccine status, mask in indoor public settings and businesses including meetings and state and local government offices serving the public. On March 11, 2022, the universal masking requirement for K-12 and Childcare settings terminated. Effective April 20, 2022, in alignment with the CDC's announcement that its order requiring masking on public transportation and at transportation hubs is no longer in effect, California's requirement for masking on public transit and in transportation hubs terminated.

Notwithstanding, the California Department of Health continues to recommend that individuals in these settings continue to wear a mask and is maintaining the masking requirements in specified high-risk settings such as healthcare facilities, long-term care facilities, and homeless and emergency shelters. The California Department of Health continues to find that wearing a face mask in indoor public settings, regardless of vaccination status, remains a critical component for protecting those that are most vulnerable in our communities, including the unvaccinated, the immunocompromised, or those at risk for severe disease and illness.

On September 20, 2021, and again on March 1, 2022, the Health Officer for Contra Costa County issued recommendations for safely holding public meetings. The recommendations were most recently revised on January 5, 2023. At present, the Contra Costa County Health Officer strongly recommends the use of online meetings as an alternative to in-person meetings, offering the public the opportunity to attend via a call-in option or an internet-based service option, to give those at higher risk of and/or higher concern about COVID-19 an alternative to participating in person. Remote options and social distancing for those present continues to be the recommended format for public meetings as it presents the lowest risk of transmission of COVID-19, which is particularly important in light of the current community prevalence rate.

The proposed resolution re-affirms the necessary findings in order for the City Council, and all of the City's legislative bodies, to continue remote teleconference meetings pursuant to AB 361. Additionally, the resolution is necessary in order to allow Staff to return to an in-person hybrid format to allow those at higher risk and/or concern about COVID-19 an alternative to participating in person.

FISCAL IMPACT

There is no direct fiscal impact from the adoption of the resolution.

ATTACHMENTS

- A. Resolution Authorizing Continued Remote Teleconference Meetings Pursuant to AB 361

RESOLUTION NO. 2023-XX

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PINOLE AUTHORIZING
CONTINUED REMOTE TELECONFERENCE MEETINGS PURSUANT TO AB 361**

WHEREAS, all City of Pinole (“City”) meetings are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code 54950 – 54963), so that any member of the public may attend, participate, and watch the City’s legislative bodies conduct their business; and

WHEREAS, on March 4, 2020, Governor Newsom declared a State of Emergency to make additional resources available, formalize emergency actions already underway across multiple state agencies and departments, and help the State prepare for an anticipated broader spread of the novel coronavirus disease 2019 (“COVID-19”); and

WHEREAS, the State of Emergency declared by Governor Newsom remains in effect until February 28, 2023; and

WHEREAS, on March 18, 2020, the City Manager, acting as Director of Emergency Services, proclaimed a local emergency due to COVID-19 pursuant to California Government Code Section 8630 and Pinole Municipal Code Chapter 2.32. The local emergency expired on March 31, 2022; and

WHEREAS, On March 17, 2020, in response to the COVID-19 pandemic, Governor Newsom issued Executive Order N-29-20 suspending certain provisions of the Ralph M. Brown Act in order to allow local legislative bodies to conduct meetings telephonically or by other means; and

WHEREAS, as a result of Executive Order N-29-20, staff set up virtual meetings for all City Council meetings and meetings of all City legislative bodies, such as the Planning Commission; and

WHEREAS, on September 16, 2021, Governor Newsom signed AB 361 (2021) which allows for local legislative bodies and advisory bodies to continue to conduct meetings via teleconferencing under specified conditions and includes a requirement that the City Council make specified findings; and

WHEREAS, on September 20, 2021, Governor Newsom issued Executive Order N-15-21, delaying the full application of AB 361 (2021) until 11:59 p.m. October 1, 2021; and

WHEREAS, on February 25, 2022, Governor Newsom issued Executive Order N-04-22 further extending the sunset of the State of Emergency to an unspecified date. The State of Emergency will expire on February 28, 2023; and

WHEREAS, AB 361 provides that it will sunset on January 1, 2024; and

WHEREAS, in order for legislative bodies to conduct meetings via teleconferencing pursuant to AB 361 (2021), a proclaimed State of Emergency must exist and either State or local officials have imposed or recommended measures to promote social distancing, or, the legislative body determines that meeting in person would present imminent risks to the health and safety of attendees; and

WHEREAS, on October 19, 2021, the City Council adopted Resolution Of The City Council Of The City Of Pinole Authorizing Remote Teleconference Meetings Pursuant To AB 361 upon a finding that the requisite conditions exist for the legislative bodies of the City of Pinole to conduct remote teleconference meetings without compliance with paragraph (3) of subdivision (b) of section 54953; and

WHEREAS, AB 361 (2021) allows the City Council to continue to conduct meetings via teleconference upon a finding every thirty (30) days thereafter, that either a declared state of emergency continues to directly impact the ability of the members to meet safely in person, or state or local health officials continue to impose or recommend measures to promote social distancing; and

WHEREAS, since issuing Executive Order N-08-21, the highly contagious Delta, Omicron and other variants of COVID-19 have emerged, causing an increase in COVID-19 cases throughout the State and Contra Costa County; and

WHEREAS, on August 2, 2021, in response to the Delta variant of COVID-19, the Contra Costa County Health Officer issued Health Order No. COVID19-51, for nearly all individuals to wear masks when inside public spaces and such mandate remains in effect in specified high-risk settings, consistent with California Department of Health recommendations including public transit, healthcare settings and congregate living; and

WHEREAS, on September 20, 2021, and reaffirmed on January 5, 2023, the Contra Costa County Health Officer issued recommendations for safely holding public meetings strongly recommending the availability of remote access as an alternative to participating in person at meetings as it presents the lowest risk of transmission of COVID-19 and such recommendation remains in effect; and

WHEREAS, the Centers for Disease Control and Prevention (“CDC”) recommends safety measures based upon COVID-19 community levels based on their local context and their unique needs in efforts to slow the spread of COVID-19 and reduce the rate of infection; and

WHEREAS, the current Contra Costa County Community Level of spread is categorized as medium such that the Contra Costa County Health Officer recommends social distancing in crowded, indoor places to slow the spread of COVID-19 and reduce the rate of infection; and

WHEREAS, in the interest of public health and safety, and in response to the local recommendation for measures to promote social distancing, the City Council deems it necessary to invoke the provisions of AB 361 related to teleconferencing; and

WHEREAS, the City Council desires to provide a way for the Council, staff, and members of the public to participate in meetings remotely as an alternative to having to attend meetings in person; and

WHEREAS, the City Council hereby finds that the presence of COVID-19 and the increase of cases due to the Delta and Omicron variants would present imminent risks to the health or safety of certain attendees, including legislative bodies and staff, during in person meetings; and

WHEREAS, the City shall ensure that it's meetings comply with the provisions required by AB 361 (2021) for holding teleconferenced meetings; and

WHEREAS, the City Council has re-affirmed the necessary findings in order for the City Council, and all of the City's other legislative bodies, to continue to hold remote teleconference meetings pursuant to AB 361, in whole or in part, and on that basis adopted a Resolution Of The City Council Of The City Of Pinole Authorizing Continued Remote Teleconference Meetings Pursuant To AB 361 on November 16, 2021, and every thirty (30) days thereafter; and

WHEREAS, the City Council has reconsidered the need to conduct meetings remotely within thirty (30) days of the Resolution and finds the need continues to exist.

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 into this Resolution.

2. In compliance with AB 361 (2021), and in order to continue to conduct teleconference meetings, in whole or in part, without complying with the usual teleconference meeting requirements of the Brown Act, the City Council makes the following findings:

- a) The City Council has reconsidered the circumstances of the State of Emergency; and
- b) Either of the following circumstances exist: The state of emergency continues to directly impact the ability of members to meet safely in person, or State or local officials continue to impose or recommend social distancing measures.

3. The City Council and all of the City's other legislative bodies may continue to meet remotely in compliance with AB 361 (2021), whether in whole or part, in order to better ensure the health and safety of the public.

4. The City Council will revisit the need to conduct meetings remotely within thirty (30) days of the adoption of this resolution.

PASSED AND ADOPTED at a regular meeting of the Pinole City Council held on the 17th day of January, 2023, 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 17th day of January, 2023.

Heather Bell, CMC
City Clerk



CITY COUNCIL REPORT

9D

DATE: JANUARY 17, 2023

TO: HONORABLE MAYOR AND COUNCIL MEMBERS

FROM: ERIC CASHER, CITY ATTORNEY
BY: SHANDYN H. PIERCE, ASSOCIATE

SUBJECT: REPORT ON THE IMPACT OF GOVERNOR NEWSOM'S
FEBRUARY 28, 2023 END TO THE CALIFORNIA STATE OF
EMERGENCY RELATED TO COVID-19

RECOMMENDATION

Staff recommends the City Council receive a report regarding the Governor's directive to end the COVID-19 State of Emergency on February 28, 2023.

BACKGROUND

On March 4, 2020, Governor Newsom declared a State of Emergency to make resources available and formalize emergency actions across multiple state agencies and departments to help the State prepare for the spread of the novel coronavirus disease ("COVID-19").

On March 17, 2020, Governor Newsom issued Executive Order N-29-20 suspending certain provisions of the Brown Act in order to allow local legislative bodies to conduct meetings telephonically or by other means during a declared state of emergency and in order to slow the spread of COVID-19. On September 16, 2021, Governor Newsom signed AB 361 into law. Under AB 361, public agencies were exempt from traditional Brown Act rules and able to hold remote meetings if a proclaimed state of emergency is in effect and several conditions were met. Every thirty days, agencies were required to adopt findings that the conditions detailed in AB 361 continued to exist.

In response to the 2020 State of Emergency, on March 18, 2020, the City Manager, acting as Director of Emergency Services, proclaimed a local state of emergency due to COVID-19 pursuant to California Government Code Section 8630 and Pinole Municipal Code Chapter 2.32. Consistent with the local state of emergency, the City adopted an urgency ordinance which provided for the issuance of temporary use permits, resulting in the construction and use of parklets by business within the City.

On October 19, 2021, the City Council adopted a resolution authorizing remote teleconference meetings pursuant to AB 361 and established virtual meetings for all City Council and City Council appointed Board and Commission meetings. The City has consistently reevaluated its finding every thirty (30) days thereafter and reaffirmed the conditions under AB 361 continue to exist. The City Council most recently

reaffirmed its findings and adopted a Resolution authorizing continued remote meetings on December 20, 2022.

After almost three years, the Governor announced that the COVID-19 State of Emergency will expire on February 28, 2023. The effect of the end of Governor Newsom's State of Emergency and the local state of emergency on City meetings and the temporary use permits are discussed below.

DISCUSSION

Brown Act Updates – Impact of State of Emergency Expiration on AB 361

Since the beginning of the COVID-19 pandemic the City was able to conduct meetings of its legislative bodies remotely pursuant to Executive Order N-29-20, which suspended certain provisions of the Brown Act. The City established virtual meetings for all City Council and City Council appointed Board and Commission meetings. The virtual meetings allowed the Council and advisory bodies to continue to conduct City business from remote locations while ensuring the public's access to government meetings in a safe manner. AB 361 provided for the continued use of remote meetings and exemption to the Brown Act during a proclaimed state of emergency upon a finding that state or local health officials continue to impose or recommend measures to promote social distancing.

AB 361 requires an active declaration of a state of emergency to trigger its provisions and was set to expire on January 1, 2024. On October 17, 2022, Governor Newsom announced that the state of emergency resulting from the COVID-19 pandemic will end on February 28, 2023. The Governor's announcement means that the process for remote meetings provided by AB 361 will no longer be available to local agencies as of March 1, 2023.

However, on September 13, 2022 Governor Gavin Newsom signed Assembly Bill 2449 ("AB 2449" or the "Bill"), making important changes to the teleconferencing requirements of the Brown Act. AB 2449 has two parts: the first is effective from January 1, 2023 to January 1, 2024 and; the second is effective from January 1, 2024 to January 1, 2026. The purpose of the Bill is to further modernize the Brown Act's concept of teleconference meetings while ensuring public access and participation at teleconference meetings.

Brown Act Updates – AB 2449 as an Alternative to Traditional Brown Act Requirements

AB 2449 was implemented in two parts to operate in parallel with AB 361 and the traditional Brown Act restrictions. With the effective early expiration of AB 361 on February 28, 2023 the City Council and the City's other legislative bodies will only be able to meet in accordance with either the traditional Brown Act rules or in reliance on AB 2449.

AB 2449 became effective on January 1st and provides a process for local government bodies to engage in remote meetings. Importantly, AB 2449 does not replace traditional Brown Act meeting rules, but operates as an alternative.

Under AB 2449 members of a legislative body can participate remotely where:

1. At least a quorum of the body are participating from a single physical location within the jurisdiction of the agency; and
2. The location of the quorum is identified on the agenda; and
3. The location of the quorum is open to the public.

If the threshold requirement is met, then the Bill allows the remaining members of the legislative body to participate in the meeting remotely *without* identifying the location on the notice and agenda or posting the agenda at the location. Additionally, the teleconference location does not have to be accessible to the public.

However, AB 2449 places two important limitations on a legislative body member's ability to engage in meetings remotely: (i) the "just cause" requirement, and; (ii) the emergency circumstances requirement. Legislative body members will not be able to participate remotely, outside of the traditional Brown Act rules, unless findings are made that just cause exists or there are emergency circumstances necessitating remote attendance, as defined by the Bill.

Just cause is defined as one or more of the following:

- A childcare or caregiving need of a child, parent, grandparent, grandchild, sibling, spouse, or domestic partner that requires them to participate remotely;
- A contagious illness that prevents a member from attending in person;
- A need related to a physical or mental disability as defined by statute; or
- Travel while on official business of the legislative body or another state or local agency.

Under AB 2449, a legislative body member may only participate remotely for just cause a total of two meetings per calendar year.

Emergency circumstances exist where there is a physical or family medical emergency that prevents a member from attending in person. There is no specific limit on how often a legislative member may participate remotely under the emergency circumstances requirement.

However, AB 2449 also creates a general limit on teleconference participation under its authority: Members may remotely participate for no more than *three consecutive months*, or *20% of the regular meetings within a calendar year*. If a legislative body meets fewer than ten times per year, then body members may remotely participating at only two meetings.

Staff can assist the City Council in adopting a resolution that will authorize the City to operate under the authority of AB 2449, and allow remote teleconference participation of City Council members, on an as needed basis. But AB 2449 resolutions will not be a regular approval, similar to AB 361, due to the need to make specific findings related to just cause or emergency circumstance.

Other Effects – City Parklets and Temporary Use Permits

On June 2, 2020, in response to the COVID 19 pandemic, the City adopted an urgency ordinance authorizing the Zoning Administrator to waive Title 17 of the Pinole Zoning Code to allow the issuance of temporary use permits to facilitate the use of outdoor seating, merchandise displays, or parking spaces by businesses in the City impacted by COVID-19 related health orders. Accordingly, several business in the City applied for and received temporary use permits to operate “parklets” for outdoor dining at their businesses.

Temporary use permits are valid for no longer than ninety days, except where they are extended at the discretion of the Zoning Administrator, who will consider the need to facilitate business operations affected by public-health orders. Importantly, the urgency ordinance authorizing temporary use permits was contingent upon the City’s continued declaration of a local emergency. The City discontinued its declaration of a local state of emergency on March 31, 2022. As such, the ordinance has expired and the City is no longer issuing temporary use permits for parklets.

At this time, staff is adopting a process for establishing permanent use permits and bringing existing parklets into compliance, as needed.

FISCAL IMPACT

There is no direct fiscal impact from the adoption of the resolution.

ATTACHMENTS

None



CITY COUNCIL REPORT

9F

DATE: JANUARY 17, 2023

TO: HONORABLE MAYOR AND COUNCIL MEMBERS

FROM: ERIC CASH, CITY ATTORNEY

SUBJECT: ORDINANCE OF THE CITY COUNCIL OF THE CITY OF PINOLE
ADDING CHAPTER 2.64 "CRIMINAL BACKGROUND CHECKS" TO
THE MUNICIPAL CODE RELATING TO ACCESS TO STATE AND
FEDERAL LEVEL SUMMARY CRIMINAL HISTORY INFORMATION

RECOMMENDATION

Staff recommends the City Council waive the second reading and adopt an ordinance adding Chapter 2.64 "Criminal Background Checks" to Title 2 "Administration and Personnel" of the Municipal Code authorizing the City to access state and federal level fingerprint based criminal history information for anyone applying for City employment, including volunteers and contract employees, and certain licenses.

BACKGROUND

Persons with certain criminal convictions may be unsuitable for City employment or volunteer positions. Conducting pre-employment background checks can assist the City make better hiring decisions by uncovering important information about a candidate's work experience, education, and licenses. Background checks can also help safeguard the City, its employees and the community. The City of Pinole adopted a Resolution in 1997 authorizing the use of criminal background checks which has allowed for the practice of conducting State level background checks. A recent change in State law requires the City Council approval for criminal background checks be in the form of an ordinance. Currently, the Pinole Municipal Code provides no authority to obtain and submit the fingerprints of a person to whom the City has made a conditional job offer or a person who has offered to be a volunteer for City services to the California Department of Justice ("DOJ") in order to confirm that the individual has no criminal history which would demonstrate incompatibility for City service.

Pursuant to California Penal Code Section 11105, the City is authorized to obtain state summary criminal background information from the DOJ if the City Council has given the City Manager authority to obtain such records. The City is also eligible to access federal level criminal history information by transmitting the fingerprints and related information to the Federal Bureau of Investigation ("FBI"). Penal Code Section 11105.2 further authorizes the City to obtain State subsequent arrest

information with respect to employees, volunteers, and licensing and certification duties.

The proposed Ordinance would add Chapter 2.64 “Criminal Background Checks” to Title 2 “Administration and Personnel” of the Municipal Code authorizing the City to access state and federal level fingerprint based criminal history information for all prospective full-time and part-time City employees, including volunteers and contract employees as part of the application process.

At its regularly scheduled meeting on December 20, 2022, the City Council received a presentation and staff report to introduce and conduct a first reading of an ordinance to add Chapter 2.64 “Criminal Background Checks” to Title 2 “Administration and Personnel” of the Municipal Code authorizing the City to access state and federal level fingerprint based criminal history information for anyone applying for City employment, including volunteers and contract employees, and certain licenses. The councilmembers unanimously voted to approve the ordinance’s first reading. If approved on second reading, the ordinance and background check/fingerprinting policy will go in to effect in thirty (30) days.

As part of the discussion of the ordinance on December 20, 2022, the City Council directed staff to include in this report additional information on the City’s approach to reviewing criminal background check results.

The City complies with Department of Justice and constitutional requirements, as well as State law, in reviewing criminal background checks. Pursuant to Department of Justice and constitutional requirements, an individual with a criminal conviction record cannot be automatically excluded from employment or a volunteer assignment and a determination must be made as to whether there are mitigating circumstances and consideration must be given to the relationship between the risks of the position and the crime(s) previously committed.

In some circumstances, conviction of a given crime statutorily precludes hiring. For example, under Section 5164 of the California Public Resources Code, individuals convicted of certain sex crimes cannot be hired under any circumstances in positions involving supervision of minors. Further, in any position involving access to confidential information or City funds, conviction of a crime involving moral turpitude (embezzlement) likely would also be a disqualifying factor.

When taking an adverse action (for example, not hiring an applicant) based on background information obtained through the DOJ, FBI or credit reports, the Federal Credit Reporting Act (FCRA) has additional requirements:

- Before you take an adverse employment action, you must give the applicant or employee:
 - a notice that includes a copy of the consumer report you relied on to make your decision; and

- a copy of "A Summary of Your Rights Under the Fair Credit Reporting Act".

By giving the person the notice in advance, the person has an opportunity to review the report and explain any negative information.

- After you take an adverse employment action, you must tell the applicant or employee (orally, in writing, or electronically):
 - that he or she was rejected because of information in the report;
 - the name, address, and phone number of the company that provided the report;
 - that the agency providing the report didn't make the hiring decision, and can't give specific reasons for it; and
 - that he or she has a right to dispute the accuracy or completeness of the report, and to get an additional report from the reporting agency within 60 days.

As mentioned during the presentation of the ordinance, criminal background checks are only reviewed when an applicant has been selected as the finalist for a position, not as a means of screening employment applications.

FISCAL IMPACT

Fiscal impact for access to state and federal records is minimal. Each background check will cost the City approximately Ten (\$10) to Seventeen Dollars (\$17.00), in addition to staff time to review during the applicant process.

ATTACHMENTS

A. December 20, 2022 Staff Report with attached Ordinance Of The City Council Of The City Of Pinole, State Of California, Adding Chapter 2.64 To The Municipal Code Relating To Access To State And Federal Level Summary Criminal History Information

**CITY COUNCIL
REPORT**

DATE: DECEMBER 20, 2022

TO: HONORABLE MAYOR AND COUNCIL MEMBERS

FROM: ERIC CASHER, CITY ATTORNEY

SUBJECT: ORDINANCE OF THE CITY COUNCIL OF THE CITY OF PINOLE
ADDING CHAPTER 2.64 "CRIMINAL BACKGROUND CHECKS" TO
THE MUNICIPAL CODE RELATING TO ACCESS TO STATE AND
FEDERAL LEVEL SUMMARY CRIMINAL HISTORY INFORMATION

RECOMMENDATION

Staff recommends the City Council introduce and conduct the first reading of an ordinance adding Chapter 2.64 "Criminal Background Checks" to Title 2 of the Municipal Code authorizing the City to access state and federal level fingerprint based criminal history information for new hires, including volunteers and contract employees, and certain license applicants.

BACKGROUND

The Pinole Municipal Code currently provides no authority to obtain and submit the fingerprints to the California Department of Justice ("DOJ") of a person to whom the City has made a conditional job offer or a person who has offered to be a volunteer for City services in order to confirm that the individual has no criminal history which would demonstrate incompatibility or a lack of qualifications for City service.

California Penal Code Section 11105 authorizes cities to access state and federal level summary criminal history information for employment purposes for all prospective city employees, volunteers, and contract employees, if the City Council has given the City Manager authority to obtain such records. Penal Code Section 11105.2 further authorizes the City to obtain State subsequent arrest information with respect to employees, volunteers, and licensing and certification duties. The City may not disseminate the information to any other entity or otherwise disclose such information except as permitted by law.

DISCUSSION

Conducting pre-employment background checks can assist the City in making better hiring decisions by uncovering important information about a candidate's work experience, education, and licenses. Background checks can also help safeguard the City, its employees and the community. In order to ensure that the interests of the City of Pinole, its employees and members of the public are protected and to help minimize

potential liability, the City desires to identify those individuals who have a criminal history so that information about criminal history can be used in employment decisions, licensing decisions and other business application decisions.

California Penal Code Section 11105 authorizes the City to obtain state summary criminal background information from the DOJ if the City Council has given the City Manager authority to obtain such records. The City may not disseminate the information to any other entity or otherwise disclose such information except as permitted by law.

The City is also eligible to access federal level criminal history information by transmitting the fingerprints and related information to the Federal Bureau of Investigation ("FBI") for the same purpose as the DOJ submission. The fingerprints of an applicant would be transmitted to DOJ, and DOJ will then forward or submit the fingerprints to the FBI for the purpose of obtaining any pertinent federal criminal history information, as well as, a criminal background check in all 49 other states.

At present, the City fingerprints new hires to conduct a state level DOJ criminal background check, but does not conduct a FBI criminal background check for new hires. The Pinole Police Department does conduct both a state level DOJ and FBI criminal background checks for new hires.

If adopted, the Ordinance would add Chapter 2.64 "Criminal Background Checks" to Title 2 "Administration and Personnel" of the Municipal Code authorizing the City to access state and federal level fingerprint based criminal history information for all prospective full-time and part-time City employees, including volunteers and contract employees as part of the application process. The City shall not hire individuals whose background check reveals a felony conviction or a misdemeanor involving moral turpitude. The Ordinance also authorizes the City to require certain licensees submit to fingerprint based background checks to ensure no state or federal convictions and arrests exist that may disqualify the license applicant.

Further, the Ordinance would provide an opportunity for any applicant who has been disqualified as a result of the fingerprint check an opportunity to challenge the accuracy of the information and correct or complete the record. The City may disregard the prior conviction if the conviction may be disregarded based upon mitigating circumstances, or the conviction is not related to the employment in question, or as otherwise required by law.

The Municipal Code Update Subcommittee reviewed and approved the proposed ordinance without revision, and recommended that Staff present to the City Council the ordinance included as Attachment A.

FISCAL IMPACT

Fiscal impact for access to state and federal records is minimal. Each background check will cost the City approximately ten (\$10) to seventeen dollars (\$17.00), in addition to staff time to review during the applicant process.

ATTACHMENTS

- A. Ordinance Of The City Council Of The City Of Pinole, State Of California, Adding Chapter 2.64 To The Municipal Code Relating To Access To State And Federal Level Summary Criminal History Information

ORDINANCE NO. 2022-XX

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF
PINOLE ADDING CHAPTER 2.64 "CRIMINAL BACKGROUND CHECKS" TO THE
MUNICIPAL CODE RELATING TO ACCESS TO STATE AND FEDERAL LEVEL
SUMMARY CRIMINAL HISTORY INFORMATION**

WHEREAS, the City of Pinole ("City") desires to submit the fingerprints of all applicants for employment by the City, including volunteer and contract employment, to the California Department of Justice ("DOJ") in order to confirm that the individual has no criminal history which would demonstrate incompatibility for City service; and

WHEREAS, the City of Pinole Municipal Code does not currently authorize the City to obtain and transmit the fingerprint images and related information to the DOJ to be transmitted to the Federal Bureau of Investigation to ensure no federal convictions exist; and

WHEREAS, California Penal Code Section 11105 authorizes the City to access state and federal level summary criminal history information for employment purposes for all prospective city employees, volunteers, and contract employees, if the City Council has given the City Manager or his or her designee authority to obtain such records by ordinance; and

WHEREAS, Penal Code Section 11105.2 authorizes the City to obtain State subsequent arrest information with respect to fulfilling employment, volunteer, licensing and certification duties upon the arrest of any person whose fingerprints are maintained on file at the DOJ as the result of an application for licensing, employment, certification, or approval; and

WHEREAS, the City Council finds that the employment process will benefit from access to any pertinent federal or multi-state criminal history information.

NOW THEREFORE, 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 2.64

Chapter 2.64 "Criminal Background Checks" is hereby added to Title 2 "Administration and Personnel" of the Municipal Code to read as follows:

Chapter 2.64 CRIMINAL BACKGROUND CHECKS

2.64.010 Personnel. Furnishing of summary criminal history information to authorized persons:

(a) Employment Application. All applicants for employment by the City, including volunteer and contract employment, shall be required to submit to a state- and federal-level fingerprint-based criminal history records check conducted by the City.

(b) Authorization for Access. Pursuant to the Penal Code section 11105 (b)(11) authorization for a city, county, city and county or district to conduct a fingerprint-based federal criminal history record checks, the City is authorized to access state- and federal-level summary criminal history information for employment purposes for all City employee, volunteer, and contract employee applicants, and may not disseminate the information to any other entity or otherwise disclose such information except as permitted by law. The City shall submit to the Department of Justice fingerprint images and related information required by the Department of Justice for all persons applying for employment, pursuant to Penal Code section 11105(u). The Department of Justice shall provide a state or federal level response pursuant to Penal Code section 11105(p).

(c) Moral Turpitude Conviction—Exception. The City shall not consider a person who has been convicted of a felony, nor of a misdemeanor involving moral turpitude, eligible for employment, except that such conviction may be disregarded if it is determined that mitigating circumstances exist, or that the conviction is not related to the employment in question, or as otherwise required by law.

(d) Licensees. Licensees, (for example business owners who are legally required and employees, EMT's, etc.), shall submit electronic fingerprint images, and related information required by the Chief of Police for the purpose of obtaining information as to the existence and content of a record of state or federal convictions and arrests to be considered as set forth in this chapter.

Section 3. Severability

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

Section 4. Effective Date

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

Section 5. Publication

Within fifteen 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 at a regular meeting of the Pinole City Council held on the 20th day of December, 2022, by the following vote:

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

I hereby certify that the foregoing urgency ordinance was introduced, passed, and adopted on the 20th day of December 2022.

Heather Bell, CMC
City Clerk



CITY COUNCIL REPORT

9G

DATE: JANUARY 17, 2023

TO: HONORABLE MAYOR AND COUNCIL MEMBERS

FROM: ERIC CASHER, CITY ATTORNEY

SUBJECT: SECOND READING OF AN ORDINANCE ADDING CHAPTER 2.62
"CODE OF ETHICS AND CONDUCT" TO THE PINOLE MUNICIPAL
CODE

RECOMMENDATION

Staff recommends the City Council waive the second reading and adopt an ordinance adding Chapter 2.62 "Code of Ethics and Conduct" to the Pinole Municipal Code adopting a code of ethics for elected and appointed officials.

BACKGROUND

On February 6, 2007, the City of Pinole passed and adopted Resolution No. 2007-10, adopting an amended code of ethics for members of the City Council, Boards, Commissions, and Staff of the City of Pinole setting forth the highest ethical standards in the conduct of their responsibility as a public official of the City of Pinole. The proposed ordinance will codify Resolution No. 2007-10 of the City Council setting forth the City's core values/principles and prohibited conduct, to promote the City of Pinole's enforcement, monitoring and oversight.

At its regularly scheduled meeting on December 20, 2022, the City Council received a presentation and staff report to introduce and conduct a first reading of an ordinance to add Chapter 2.62 "Code of Ethics and Conduct" to the Pinole Municipal Code adopting a code of ethics for elected and appointed officials. The councilmembers unanimously voted in the affirmative to approve the ordinance on first reading. If approved on second reading, the ordinance and ethics policy will go in to effect in thirty (30) days.

FISCAL IMPACT

There is no direct fiscal impact from the adoption of the ordinance.

ATTACHMENTS

- A. Staff Report of December 20, 2022 with attached Ordinance Adding Chapter 2.62 "Code Of Ethics And Conduct" To The Pinole Municipal Code.



CITY COUNCIL REPORT

10B

DATE: DECEMBER 20, 2022

TO: HONORABLE MAYOR AND COUNCIL MEMBERS

FROM: ERIC CASHER, CITY ATTORNEY

SUBJECT: FIRST READING OF ORDINANCE ADDING CHAPTER 2.62 "CODE OF ETHICS AND CONDUCT" TO THE PINOLE MUNICIPAL CODE

RECOMMENDATION

Staff recommends that the City Council introduce and waive the first reading of an ordinance adding Chapter 2.62 to the Pinole Municipal Code codifying the City's Code of Ethics for elected and appointed officials, with minor revisions.

BACKGROUND

The residents of the City of Pinole expect their public officials to comply with both the letter and the spirit of the laws of the United States of America, the State of California, the Pinole Municipal Code, and to establish policies for the City of Pinole affecting the operations of local government. In addition, public officials are expected to comply with the provisions of the City's Code of Ethics established pursuant to the expressed will of the people. All persons covered by the Code of Ethics shall aspire to meet the highest ethical standards in the conduct of their responsibility as a public official of the City of Pinole.

In furtherance of these ideals, Pinole City Council adopted Resolution No. 2007-10, establishing a Code of Ethics for members of the City Council, Boards, Commissions, and Staff of the City of Pinole. See Attachment B. The Code of Ethics sets forth the ethical standards for the conduct of public officials in the City of Pinole. Resolution No. 2007-10, the City's Code of Ethics, is incorporated into the City of Pinole's Public Official Handbook and provided to newly elected and appointed public officials.

DISCUSSION

Resolution No. 2007-10, establishing the City's Code of Ethics, has not been updated or revised since its adoption in 2007. At the direction of the City Council, the Municipal Code Update Subcommittee reviewed the Code of Ethics to make recommendations for updates. The ordinance included below as Attachment A will codify the Code of Ethics as part of the City's Municipal Code. No longer residing solely in a Resolution, if approved the Code of Ethics would be more accessible to the public which will promote transparency and accountability. In addition, the

ordinance will expand application of the Code of Ethics to all members of the City Council, Board, Commissions and Staff of the City of Pinole, including the City Treasurer. The prior version of the Code of Ethics did not include the City Treasurer as a public official subject to the Code of Ethics.

FISCAL IMPACT

There is no direct fiscal impact from the adoption of the ordinance.

ATTACHMENTS

- A. Ordinance Adding Chapter 2.62 "Code Of Ethics And Conduct" To The Pinole Municipal Code
- B. Resolution No. 2007-10

ORDINANCE NO. 2022-XX**AN ORDINANCE OF THE CITY OF PINOLE, COUNTY OF CONTRA COSTA, STATE OF CALIFORNIA ADDING CHAPTER 2.62 “CODE OF ETHICS AND CONDUCT” TO THE PINOLE MUNICIPAL CODE**

WHEREAS, the Pinole City Council desires to achieve public faith in the ethical ideals of American democratic government; and

WHEREAS, the Pinole City Council, as a public body, desires to maintain high standards; and

WHEREAS, the Pinole City Council desires that the City of Pinole’s Boards, Commissions, Elected and Appointed Officials, and staff maintain the same high standards; and

WHEREAS, it is the purpose of this Ordinance to codify the Resolution of the City Council of the City of Pinole Adopting An Amended Code Of Ethics For Members Of The City Council, Board, Commissions And Staff Of The City Of Pinole (Resolution No. 2007-10) to set forth the City’s core values, principles and prohibited conduct; and

WHEREAS, it is the purpose of this Ordinance to add Chapter 2.62 entitled “CODE OF ETHICS AND CONDUCT” to Title 2 Administration and Personnel of the Municipal Code to establish a code of ethics and conduct applicable to all members of the City Council, Board, Commissions and Staff of the City of Pinole, including the City Treasurer; and

WHEREAS, the Municipal Code of the City of Pinole requires amendment in order to incorporate the Code of Ethics and Conduct.

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

Section 1. Findings.

The City Council of the City of Pinole finds that all of the above Recitals are true and correct and incorporated herein by reference.

Section 2: Municipal Code Amendment.

Title 2 Administration and Personnel of the Pinole Municipal Code is amended to add new Chapter 2.62, “Code of Ethics and Conduct” as follows:

Chapter 2.62 Code of Ethics and Conduct

2.62.010 Purpose and Intent.

It is the purpose and intent of the City Council of the City of Pinole in enacting this Division to achieve fair, ethical, and accountable local government for the City of Pinole; to assure that individuals and interest groups in our society have a fair and equal opportunity to participate in government; to embrace clear and unequivocal standards of disclosure and transparency in

government; to help reinforce public trust in governmental institutions; and to assure that this Division is vigorously enforced to achieve fair, ethical, and accountable local government for the City of Pinole. The people of the City of Pinole expect their public officials to comply with both the letter and the spirit of the laws of the United States of America, the State of California, the Pinole Municipal Code, and established policies of the City of Pinole affecting the operations of local government. In addition, public officials are expected to comply with the provisions of this Code of Ethics and Conduct established pursuant to the expressed will of the people. All persons covered by this Code of Ethics and Conduct shall aspire to meet the highest ethical standards in the conduct of their responsibility as a public official of the City of Pinole.

2.62.020 Scope.

The provisions of this chapter shall apply to the Mayor and members of the City Council, and to all members of the boards, commissions, and committees appointed by the City Council, the Mayor, or the Mayor and City Council, including any *ad hoc* committees, elected and appointed officials, including the City Treasurer, and staff (collectively referred to as "public officials.") The provisions of this chapter shall also apply to all members of committees appointed by individual members of the City Council, Mayor, the City Manager or by department heads.

Further, the provisions of this chapter shall apply to the Mayor, Members of the City Council and Treasurer at all times during their term of office as elected officials of the City of Pinole. However, the provisions of this chapter shall apply to all members of the boards, commissions, committees and staff only while they are acting in their official capacities or affecting the discharge of their duties.

2.26.030 Code of Ethics and Conduct.

To achieve the objectives of this chapter, the Pinole City Council adopts this Code of Ethics and Conduct for all public officials, as identified in section 2.62.020, as follows:

- A. Public officials shall serve equally all members of the community without prejudice or favoritism toward any individual, group, organization or economic interest.
- B. Public officials shall promote and protect the health and safety of all members of the community.
- C. Public officials shall serve with efficiency, respect legality and heed the commands of due diligence and morality.

- D. Public officials shall recognize that they are agents of public purpose, not owners of authority.
- E. Public officials shall deal with all employees, fellow officers and members of the public without regard to political partisanship.
- F. Public officials shall promote and affirm equal opportunity for appointments and promotions for all persons without regard to partisan, political or social considerations, or race, ethnicity, national origin, religion, gender, age, sexual orientation, or physical or mental disability.
- G. Public officials shall recognize the obligation to participate fully and responsibly in matters and organizations concerned with the betterment of the life in the City of Pinole.
- H. Public officials shall exercise our authority and prestige for the benefits of the City of Pinole and all members of the community and never for personal or private advantage.
- I. Public officials shall always consider how their official actions and personal behavior might be interpreted by the public.
- J. Public officials shall avoid personal invectives in public or closed forums.
- K. Public officials shall conduct meetings of legislative bodies according to the rules of procedure established by each body. Roberts Rules of Order may be used for guidance. (Revised Edition).

Section 3: **Severability.**

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

Section 4. **Effective Date.**

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

Section 5. **Publication.**

The City Clerk is directed to cause this ordinance to be published in a manner required by law.

PASSED AND ADOPTED at a regular meeting of the Pinole City Council held on December 20, 2022, the City Council passed this ordinance by the following vote:

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

IN WITNESS of this action, I sign this document and affix the corporate seal of the City of Pinole on December 20, 2022.

Heather Bell, CMC
City Clerk

RESOLUTION NO. 2007-10

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PINOLE, COUNTY OF CONTRA COSTA, STATE OF CALIFORNIA, ADOPTING AN AMENDED CODE OF ETHICS FOR MEMBERS OF THE CITY COUNCIL, BOARDS, COMMISSIONS AND STAFF OF THE CITY OF PINOLE

WHEREAS, the Pinole City Council desires to achieve public faith in the ethical ideals of American democratic government; and

WHEREAS, the Pinole City Council, as a public body, desires to maintain high standards; and

WHEREAS, the Pinole City Council desires that the City's Boards, Commissions and staff maintain the same high standards; and

WHEREAS, the Pinole City Council amends and repeals Resolution 102-2003 to add additional language to No. 6 below to be consistent with the Constitution of the State of California; and

BE IT RESOLVED, that this Pinole City Council adopts this revised CODE OF ETHICS for its council members, members of City Boards and Commissions, and staff setting forth standards as a means for reaching ethically sound decisions, based on the following:

- 1) We shall serve equally all members of the community without prejudice or favoritism toward any individual, group, organization or economic interest.
- 2) We shall promote and protect the health and safety of all members of the community.
- 3) We shall serve with efficiency, respect legality and heed the commands of due diligence and morality.
- 4) We shall recognize that we are agents of public purpose, not owners of authority.
- 5) We shall deal with all employees, fellow officers and members of the public without regard to political partisanship.
- 6) We shall promote and affirm equal opportunity for appointments and promotions for all persons without regard to partisan, political or social considerations, or race, ethnicity, national origin, religion, gender, age, sexual orientation, or physical or mental disability.
- 7) We shall recognize the obligation to participate fully and responsibly in matters and organizations concerned with the betterment of life in the City of Pinole.
- 8) We shall exercise our authority and prestige for the benefits of the City of Pinole and all members of the community and never for personal or private advantage.
- 9) We shall always consider how our official actions and personal behavior might be interpreted by the public;

10) We shall avoid personal invectives in public or closed forums.

11) We shall conduct meetings of legislative bodies according to the rules of procedure established by each body. Roberts Rules of Order may be used for guidance. (Revised Edition).

AND BE IT FURTHER RESOLVED that the Council Members agree to sign this Code below as an affirmation of their dedication to maintaining high standards and principles.

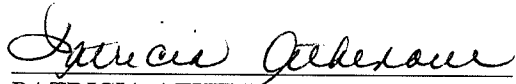
PASSED AND ADOPTED this 6th day of February 2007 by the following vote:

AYES: COUNCILMEMBERS: Alegria, Cole, Horton, Murray, Tilton

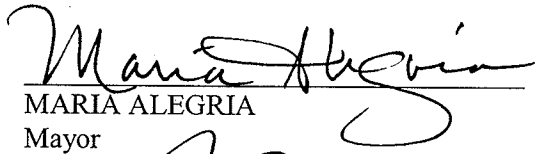
NOES: COUNCILMEMBERS: None

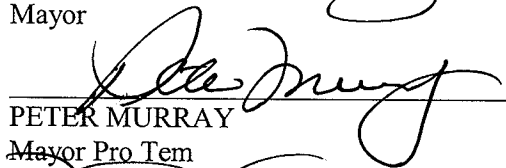
ABSENT: COUNCILMEMBERS: None

ABSTAIN: COUNCILMEMBERS: None

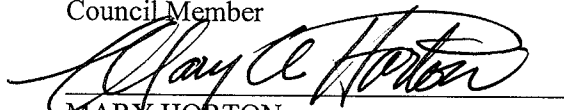

PATRICIA ATHENOUR, CMC
CITY CLERK of the City of Pinole

Signed & Adopted In Principle by the Following Council Members:


MARIA ALEGRIA
Mayor


PETER MURRAY
Mayor Pro Tem


DAVID C. COLE
Council Member


MARY HORTON
Council Member


STEPHEN S. TILTON
Council Member



CITY COUNCIL REPORT

9H

DATE: JANUARY 17, 2023

TO: MAYOR AND COUNCIL MEMBERS

FROM: LILLY WHALEN, COMMUNITY DEVELOPMENT DIRECTOR

SUBJECT: ADOPTION OF RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE AGREEMENTS FOR BUILDING PERMIT PLAN CHECK SERVICES AND ON-CALL BUILDING AND CODE ENFORCEMENT STAFF AUGMENTATION WITH 4LEAF INC., INTERWEST CONSULTING GROUP, INC., SHUMS CODA ASSOCIATES AND TRB AND ASSOCIATES, INC AND AUTHORIZES A TOTAL OF \$800,000 FROM PLANNING AND BUILDING FUND TO SUPPORT PROFESSIONAL BUILDING AND CODE ENFORCEMENT SERVICES OVER A FOUR-YEAR PERIOD

RECOMMENDATION

Staff recommends that the City Council adopt the attached resolution (Attachment A) that:

- 1- Authorizes the City Manager to execute four-year on-call Consultant Services Agreements for Building Permit plan check services in an amount not to exceed \$400,000 per firm and on-call Building and Code Enforcement staff augmentation services on a task order basis to 4Leaf Inc., Interwest Consulting Group, Inc. (Interwest), Shums Coda Associates (SCA) and TRB and Associates, Inc.; and
- 2- Authorizes \$800,000 from the Planning and Building fund to support professional Building and Code Enforcement services over a four-year period (January 2023-January 2027)

BACKGROUND

The Community Development Department relies on professional services from the private sector to assist in the delivery of projects and services. The services required in the Building and Code Enforcement Divisions include routine plan check (review of building, plumbing, electrical, and mechanical permits/plans for commercial and residential construction or reconstruction projects consistent with the California Building Codes), and as-needed inspection and administrative support (i.e., building inspectors, permit technicians, code enforcement officers and hearing officers).

The use of third-party plan review and on-call consultant services has been a long-standing practice of the City, given the unpredictable timing and varying nature of the

projects/work. Currently the need continues to have on-call consultant services readily available to aid in project delivery, minimize response time, create staff efficiencies and enhance customer service. With the exception of the contract with the City's current plan check firm, which was extended to provide service during the contracting period, most of the current on-call service contracts for the Building and Code Enforcement Divisions expired in November 2022.

On September 30, 2022 staff issued a Request for Proposals (RFP) for plan check and on-call staffing services to complement and support the Building Division¹. The RFP was posted to the City's website, emailed directly to consulting firms and posted to Public Purchase.

DISCUSSION AND ANALYSIS

The City received nine proposals in response to the RFP. An Evaluation Committee composed of the Community Development Director, Finance Director, Public Works Director and Assistant to the City Manager was convened to review and rate the proposals based on the criteria in the RFP. Following that review, seven firms were invited to interview with the Community Development Director. Following interviews, the Community Development Director has identified the following four consulting firms as the most qualified to provide services as requested in the RFP:

- 4Leaf Inc. (proposal in Attachment A - Exhibit B)
- Interwest Consulting Group, Inc. (proposal in Attachment A - Exhibit C)
- Shums Coda Associates (proposal in Attachment A - Exhibit D)
- TRB and Associates, Inc. (proposal in Attachment A - Exhibit E)

Each firm will serve as a team of consultants from which the City may select from to provide building inspection services. The City has sole discretion and decision-making power in its assignment of building support services, including plan check firm review(s) and inspections. In efforts to maintain an appearance of propriety and in avoidance of any conflict of interest, consultants may not be selected to provide inspections services for any project on which it provided plan firm reviews. The City will select and assign services based upon several factors, including but not limited to, the size of the project, the current volume of work assigned to a consultant, and the nature of the project.

The City's standard Consulting Agreement (Attachment A – Exhibit A) will be utilized for each contract, with the following additional provision applicable to each firm related to the City's authority and discretion in the assignment of services:

¹ Located online: https://cdn5-hosted.civiclive.com/UserFiles/Servers/Server_10946972/File/City%20Government/Building/RFPs/RFP%20-%20Building%20Services%20-%20Pinole%20Sept%2030-2022.pdf

Consultant acknowledges and agrees that it is not entitled to deliver any specific amount of materials or services or any materials or services at all under this Agreement and acknowledges and agrees that the Scope of Services will be requested by the City on an as needed basis and at the sole discretion of the City. City does not agree to use Consultant exclusively, nor does the City agree to offer any minimum amount of work to Consultant. Consultant shall provide only Services specifically requested by the City and in accordance with the terms of this Agreement.

The City continues to negotiate the terms of the consulting agreement with Interwest Consulting Group, Inc. related to the firm's indemnity obligations, by and through the City Attorney's Office in substantially the same form as the City's standard Consulting Agreement.

Scope of Services

This scope of services will enable the City of Pinole to obtain professional and technical assistance on a regular basis (plan check) and on short notice on an on-call, as-needed basis (staffing services) from the selected consultants.

Plan Check Services. Each firm is able to perform independent plan check services of Building Permit applications on a routine basis. Rates for routine plan check services have been negotiated to be standardized as much as possible, and are all a percentage of the plan check fee paid by the applicant. Plan check services are completely cost-recoverable to the City. Each firm will charge a maximum of 65% of the required plan check fee paid by the applicant; depending on the type of project, this fee may be less. There are some differences in hourly rates for projects that exceed three rounds of review. Included in the fee, all firms will hold a pre-application coordination meeting with large development projects and have committed to meeting with the applicant and staff if a plan check is approaching three or more rounds of review. It will be at the City's sole discretion to determine how plan check will be assigned to each contracted firm.

Professional Staffing Services. The City of Pinole's Building Division is staffed by one full time Building Official, one full time Building Inspector and two full time Permit Technicians. The City's Code Enforcement Division is staff by one full time Code Enforcement Officer. Periodically, the City receives major applications for development projects in which there might not be sufficient Building Division staff to conduct the volume of inspections required, or specialized certifications are required (e.g., Certified Access Specialist, or CAsp). To maintain a consistent level of service and ensure the safety of the residents and the community the City recognizes the need for third party assistance in performing services on an as-needed basis, when the level of development in the City increases and/or when major development occurs. Each firm will be able to provide the City of Pinole with professional and technical assistance on short notice on a regular or as-needed basis for the services listed below.

- **Building Field Inspection Services.** The Building Inspector's primary role is to perform construction inspections, supported by the Building Official, to enforce provisions of the City's building regulations and the code requirements set forth on

the approved plans for which a permit was issued. However, during periods of high inspection activity, through the construction of a major development project, and/or during in-house staff vacations/absences/recruitments, it is critical to have on-call contract building field inspection services. Building Permit fees are structured to pay for inspection services—in general, when permit volume is high fees have been paid to account for increased need for inspection service.

- **Permit Counter Services.** The Permit Technician's role is to assist customers at the Permit Counter, including but not limited to plan intake, overseeing the counter permit issuance, and assistance with questions on building and planning code requirements. However, during periods of high permitting activity and/or during in-house staff vacations/absences/recruitments, it is critical to have on-call contract permit counter services. Building Permit fees are structured to pay for permit intake and issuance services—in general, when permit volume is high fees have been paid to account for increased need for counter/processing service.
- **Code Enforcement Services.** The Code Enforcement Officer's role is to provide education to the public, issue notices, perform field inspections, issue citations, organize and prepare for appeal and show cause hearings, arrange for abatement warrants, and organize abatement work. However, during in-house staff vacations/absences/recruitments, it is critical to have on-call contract code enforcement services. Furthermore, seasonally, there is need for part time vegetation abatement enforcement. Additionally, on an as-needed basis, there is a need for a Hearing Officer to hear citation appeals and order abatements. Except for work done under an abatement, which is completely cost recoverable, these costs are not typically recoverable in a meaningful way from applicants.

FISCAL IMPACT

Plan Check Services. Trends show that on a fiscal year basis the City spends approximately \$77,000 on average on third party plan check services for routine building permit processing. Due to the recently adopted new user and regulator fees effective September 1, 2022, it is anticipated that revenue accounts for both plan check and building permit fees will increase modestly in the current and subsequent fiscal years. Additionally, the City received one major building permit application for multifamily housing in FY21/22 (accounting for approximately \$142,000 in plan check fees), two major building permit applications for multifamily housing projects in FY22/23 (accounting for approximately \$180,000 total in plan check fees) and anticipates receiving two additional major building permit applications in FY22/23 and FY23/24 (accounting for an anticipated \$340,000 total in plan check fees).

For these reasons, staff anticipates \$800,000 in costs for plan check services over the four-year contract term. Through the annual budget review and approval staff will propose a budget amount for plan checking services on a fiscal year basis. Each firm's agreement will be limited to an amount not to exceed \$400,000 over four years to allow flexibility in how staff assigns plan checks to each firm. However, the combination of work performed

by any or all the firms will not exceed the total authorized contract amount of \$800,000 over the four-year period, unless authorized by the Council. Plan check services are completely cost-recoverable to the City.

Professional Staffing Services. When professional services are required, a task order will be authorized outlining the scope and the amount of the service. Through the annual budget review and approval staff will propose a budget amount for professional staffing services on a fiscal year basis.

As indicated in this report, Building Permit fees are structured to pay for inspection and counter intake/processing services. Except for work done under an abatement, Code Enforcement fees are not typically recoverable in a meaningful way from applicants.

ATTACHMENTS

A. Resolution

Exhibit A - Consultant Services Agreements

Exhibit B - Proposal from 4Leaf Inc., dated October 25, 2022

Exhibit C - Proposal from Interwest Consulting Group, Inc., dated October 25, 2022

Exhibit D - Proposal from Shums Coda Associates, dated October 25, 2022

Exhibit E - Proposal from TRB and Associates, Inc, dated October 25, 2022

RESOLUTION NO. 2023-XX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PINOLE AUTHORIZING THE CITY MANAGER TO AWARD AND EXECUTE A FOUR-YEAR PROFESSIONAL SERVICE CONTRACTS FOR BUILDING PERMIT PLAN CHECK SERVICES AND ON CALL BUILDING AND CODE ENFORCEMENT STAFF AUGUMENTATION WITH 4LEAF INC., INTERWEST CONSULTING GROUP, INC., SHUMS CODA ASSOCIATES AND TRB AND ASSOCIATES, INC. EACH IN THE AMOUNT NOT TO EXCEED \$400,000 AND IN THE TOTAL AGGREGATED AMOUNT NOT TO EXCEED \$800,000

WHEREAS, the Community Development Department relies on professional services from the private sector to assist in the delivery of projects and services; and

WHEREAS, the services required in the Building and Code Enforcement Divisions include routine plan check (review of building, plumbing, electrical, and mechanical permits/plans for commercial and residential construction or reconstruction projects consistent with the California Building Codes), and as-needed inspection and administrative support (i.e., building inspectors, permit technicians, code enforcement officers and hearing officers); and

WHEREAS, code enforcement services and building plan check, inspection and coordination services are essential City functions; and

WHEREAS, on September 30, 2022 Staff issued a Request for Proposals (RFP) for plan check and on-call staffing services to complement and support the Building Division; and

WHEREAS, nine proposals were received, reviewed and analyzed based on the criteria in the RFP and interviews with the top seven firms; and

WHEREAS, 4Leaf Inc., Interwest Consulting Group, Inc., Shums Coda Associates and TRB and Associates, Inc. were the lowest cost bidders, the most responsive and the most qualified to provide services as requested in the RFP in order to enhance customer service, deliver quality products and create staff efficiencies; and

WHEREAS, each firm will serve as a team of consultants from which staff may select from on an as-needed basis to provide plan check and on-call staffing services to complement and support the Building Division; and

WHEREAS, the total anticipated cost for third-party plan check services for routine building permit processing is \$800,000 over the four-year contract term.

NOW THEREFORE, BE IT RESOLVED, that the above recitals are true and correct and made part of this resolution.

BE IT FURTHER RESOLVED that the City Council of the City of Pinole approves and authorizes the City Manager to execute a four-year on call professional service

contracts for routine plan check services and on call staff augmentation services with 4Leaf Inc., Interwest Consulting Group, Inc., Shums Coda Associates and TRB and Associates, Inc. each in an amount not to exceed \$400,000 , and a total aggregated amount not to exceed \$800,000, in a form approved by the City Attorney, and attached hereto as **Exhibit A** upon the associated scopes of work and rates as follows:

- Exhibit B** 4Leaf Inc. scope of work and rates
- Exhibit C** Interwest Consulting Group, Inc. scope of work and rates
- Exhibit D** Shums Coda Associates scope of work and rates
- Exhibit E** TBR and Associates, Inc. scope of work and rates

BE IT FURTHER RESOLVED that the City Manager is authorized to execute the Agreement with Interwest Consulting Group, Inc. substantially in the form presented in Exhibit A with minor revisions as shall be approved by the City Attorney.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Pinole held on the **17th** day of **January, 2023** 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 **17th** day of **January, 2023**

Heather Bell, CMC
City Clerk

CONSULTING SERVICES AGREEMENT BETWEEN
THE CITY OF PINOLE AND
[NAME OF CONSULTANT]

THIS AGREEMENT for consulting services is made by and between the City of Pinole ("City") and _____ ("Consultant") (together sometimes referred to as the "Parties") as of _____, 20____ (the "Effective Date") in Pinole, California.

Section 1. SERVICES. Subject to the terms and conditions set forth in this Agreement, Consultant shall provide to City the services described in the Scope of Work attached as Exhibit A at the time and place and in the manner specified therein. In the event of a conflict in or inconsistency between the terms of this Agreement and Exhibit A, the Agreement shall prevail.

- 1.1 **Term of Services.** The term of this Agreement shall begin on the Effective Date and shall end on _____, and Consultant shall complete the work described in Exhibit A by that date, unless the term of the Agreement is otherwise terminated or extended, as provided for in Section 8. The time provided to Consultant to complete the services required by this Agreement shall not affect the City's right to terminate the Agreement, as provided for in Section 8.
- 1.2 **Standard of Performance.** Consultant shall perform all services required pursuant to this Agreement in the manner and according to the standards observed by a competent practitioner of the profession in which Consultant is engaged in the geographical area in which Consultant practices its profession. Consultant shall prepare all work products required by this Agreement in a professional manner and shall conform to the standards of quality normally observed by a person practicing in Consultant's profession.
- 1.3 **Assignment of Personnel.** Consultant shall assign only competent personnel to perform services pursuant to this Agreement. In the event that City, in its sole discretion, at any time during the term of this Agreement, desires the reassignment of any such persons, Consultant shall, immediately upon receiving notice from City of such desire of City, reassign such person or persons.
- 1.4 **Time.** Consultant shall devote such time to the performance of services pursuant to this Agreement as may be reasonably necessary to meet the standard of performance provided in Section 1.1 above and to satisfy Consultant's obligations hereunder.

Section 2. COMPENSATION. City hereby agrees to pay Consultant an amount not to exceed _____, for all work set forth in Exhibit A and all reimbursable expenses incurred in performing the work. In the event of a conflict between this Agreement and Consultant's proposal regarding the amount of compensation, the Agreement shall prevail. City shall pay Consultant for services rendered pursuant to this Agreement at the time and in the manner set forth herein. The payments specified below shall be the only payments from City to Consultant for services rendered pursuant to this Agreement.

Consultant shall submit all invoices to City in the manner specified herein. Except as specifically authorized by City, Consultant shall not bill City for duplicate services performed by more than one person.

Consulting Services Agreement between
City of Pinole and _____

[DATE]

Page 1 of 17

Consultant and City acknowledge and agree that compensation paid by City to Consultant under this Agreement is based upon Consultant's estimated costs of providing the services required hereunder, including salaries and benefits of employees and subcontractors of Consultant. Consequently, the parties further agree that compensation hereunder is intended to include the costs of contributions to any pensions and/or annuities to which Consultant and its employees, agents, and subcontractors may be eligible. City therefore has no responsibility for such contributions beyond compensation required under this Agreement.

- 2.1 **Invoices.** Consultant shall submit invoices, not more often than once a month during the term of this Agreement, based on the cost for services performed and reimbursable costs incurred prior to the invoice date. Invoices shall contain the following information:
- Serial identifications of progress bills; i.e., Progress Bill No. 1 for the first invoice, etc.;
 - The beginning and ending dates of the billing period;
 - A Task Summary containing the original contract amount, the amount of prior billings, the total due this period, the balance available under the Agreement, and the percentage of completion;
 - At City's option, for each work item in each task, a copy of the applicable time entries or time sheets shall be submitted showing the name of the person doing the work, the hours spent by each person, a brief description of the work, and each reimbursable expense;
 - The total number of hours of work performed under the Agreement by Consultant and each employee, agent, and subcontractor of Consultant performing services hereunder, as well as a separate notice when the total number of hours of work by Consultant and any individual employee, agent, or subcontractor of Consultant reaches or exceeds 800 hours, which shall include an estimate of the time necessary to complete the work described in Exhibit A;
 - The Consultant's signature.
- 2.2 **Monthly Payment.** City shall make monthly payments, based on invoices received, for services satisfactorily performed, and for authorized reimbursable costs incurred. City shall have 30 days from the receipt of an invoice that complies with all of the requirements above to pay Consultant.
- 2.3 **Final Payment.** City shall pay the last 10% of the total sum due pursuant to this Agreement within sixty (60) days after completion of the services and submittal to City of a final invoice, if all services required have been satisfactorily performed.
- 2.4 **Total Payment.** City shall pay for the services to be rendered by Consultant pursuant to this Agreement. City shall not pay any additional sum for any expense or cost whatsoever incurred by Consultant in rendering services pursuant to this Agreement. City shall make no payment for any extra, further, or additional service pursuant to this Agreement.

In no event shall Consultant submit any invoice for an amount in excess of the maximum amount of compensation provided above either for a task or for the entire Agreement, unless the Agreement is modified prior to the submission of such an invoice by a properly executed change order or amendment.

- 2.5 Hourly Fees. Fees for work performed by Consultant on an hourly basis shall not exceed the amounts shown on the following fee schedule attached hereto as Exhibit B.
- 2.6 Reimbursable Expenses. Reimbursable expenses are specified in Exhibit B, and shall not exceed _____ (\$ _____). Expenses not listed in Exhibit B are not chargeable to City. Reimbursable expenses are included in the total amount of compensation provided under this Agreement that shall not be exceeded.
- 2.7 Payment of Taxes. Consultant is solely responsible for the payment of employment taxes incurred under this Agreement and any similar federal or state taxes.
- 2.8 Payment upon Termination. In the event that the City or Consultant terminates this Agreement pursuant to Section 8, the City shall compensate the Consultant for all outstanding costs and reimbursable expenses incurred for work satisfactorily completed as of the date of written notice of termination. Consultant shall maintain adequate logs and timesheets in order to verify costs incurred to that date.
- 2.9 Authorization to Perform Services. The Consultant is not authorized to perform any services or incur any costs whatsoever under the terms of this Agreement until receipt of authorization from the Contract Administrator.

Section 3. FACILITIES AND EQUIPMENT. Except as set forth herein, Consultant shall, at its sole cost and expense, provide all facilities and equipment that may be necessary to perform the services required by this Agreement. City shall make available to Consultant only the facilities and equipment listed in Exhibit C, and only under the terms and conditions set forth therein.

Section 4. INSURANCE REQUIREMENTS. Before beginning any services under this Agreement, Consultant, at its own cost and expense, shall procure the types and amounts of insurance specified herein and maintain that insurance throughout the term of this Agreement. The cost of such insurance shall be included in the Consultant's bid or proposal. Consultant shall be fully responsible for the acts and omissions of its subcontractors or other agents.

- 4.1 Workers' Compensation. Consultant shall, at its sole cost and expense, maintain Statutory Workers' Compensation Insurance and Employer's Liability Insurance for any and all persons employed directly or indirectly by Consultant in the amount required by applicable law. The requirement to maintain Statutory Workers' Compensation and Employer's Liability Insurance may be waived by the City upon written verification that Consultant is a sole proprietor and does not have any employees and will not have any employees during the term of this Agreement.
- 4.2 Commercial General and Automobile Liability Insurance.

- 4.2.1 General requirements. Consultant, Consultant, at its own cost and expense, shall maintain commercial general and automobile liability insurance for the term of this Agreement in an amount not less than TWO MILLION DOLLARS (\$2,000,000) per occurrence and FOUR MILLION DOLLARS (\$4,000,000) aggregate, combined single limit coverage for risks associated with the work contemplated by this Agreement.
- 4.2.2 Minimum scope of coverage. Commercial general coverage shall be at least as broad as Insurance Services Office Commercial General Liability occurrence form CG 0001 (most recent edition) covering comprehensive General Liability on an "occurrence" basis. Automobile coverage shall be at least as broad as Insurance Services Office Automobile Liability form CA 0001 (most recent edition) covering any auto (Code 1), or if Consultant has no owned autos, hired (code 8) and non-owned autos (Code 9). No endorsement shall be attached limiting the coverage.
- 4.2.3 Additional requirements. Each of the following shall be included in the insurance coverage or added as a certified endorsement to the policy:
- a. The Commercial General and Automobile Liability Insurance shall cover on an occurrence basis.
 - b. City, its officers, officials, employees, agents, and volunteers shall be covered as additional insureds for liability arising out of work or operations on behalf of the Consultant, including materials, parts, or equipment furnished in connection with such work or operations; or automobiles owned, leased, hired, or borrowed by the Consultant. Coverage can be provided in the form of an endorsement to the Consultant's insurance at least as broad as CG 20 10 11 85, or both CG 20 10 10 01 and CG 20 37 10 01.
 - c. For any claims related to this Agreement or the work hereunder, the Consultant's insurance covered shall be primary insurance as respects the City, its officers, officials, employees, agents, and volunteers. Any insurance or self-insurance maintained by the City, its officers, officials, employees, agents or volunteers shall be excess of the Consultant's insurance and non-contributing.
 - d. The policy shall cover inter-insured suits and include a "separation of Insureds" or "severability" clause which treats each insured separately.
 - e. Consultant agrees to give at least 30 days prior written notice to City before coverage is canceled or modified as to scope or amount.

4.3 Professional Liability Insurance.

- 4.3.1 General requirements. Consultant, at its own cost and expense, shall maintain for the period covered by this Agreement professional liability insurance for licensed professionals performing work pursuant to this Agreement in an amount not less than ONE MILLION DOLLARS (\$1,000,000) per occurrence or claim covering the Consultant's errors and omissions.
- 4.3.2 Claims-made limitations. The following provisions shall apply if the professional liability coverage is written on a claims-made form:

- a. The retroactive date of the policy must be shown and must be before the date of the Agreement.
- b. Insurance must be maintained and evidence of insurance must be provided for at least five (5) years after completion of the Agreement or the work.
- c. If coverage is canceled or not renewed and it is not replaced with another claims-made policy form with a retroactive date that precedes the date of this Agreement, Consultant must provide extended reporting coverage for a minimum of five (5) years after completion of work under this Agreement.
- d. A copy of the claim reporting requirements must be submitted to the City prior to the commencement of any work under this Agreement.

4.4 All Policies Requirements.

- 4.4.1 Submittal Requirements. Consultant shall submit the following to City prior to beginning services:
 - a. Certificate of Liability Insurance in the amounts specified in this Agreement; and
 - b. Additional Insured Endorsement as required for the General Commercial and Automobile Liability Policies.
- 4.4.2 Acceptability of insurers. All insurance required by this section is to be placed with insurers with a Bests' rating of no less than A:VII.
- 4.4.3 Deductibles and Self-Insured Retentions. Insurance obtained by the Consultant shall have a self-insured retention or deductible of no more than ONE HUNDRED THOUSAND DOLLARS (\$100,000).
- 4.4.4 Wasting Policies. No policy required herein shall include a "wasting" policy limit (i.e. limit that is eroded by the cost of defense).
- 4.4.5 Waiver of Subrogation. Consultant hereby agrees to waive subrogation which any insurer or contractor may require from Consultant by virtue of the payment of any loss. Consultant agrees to obtain any endorsements that may be necessary to effect this waiver of subrogation, but this provision applies regardless of whether or not the City has received a waiver of subrogation endorsement from the insurer.
- 4.4.6 Subcontractors. Consultant shall include all subcontractors as insureds under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated herein, and Consultant shall ensure that City, its officers,

officials, employees, agents, and volunteers are covered as additional insured on all coverages.

4.4.7 Excess Insurance. If Consultant maintains higher insurance limits than the minimums specified herein, City shall be entitled to coverage for the higher limits maintained by the Consultant.

4.5 Remedies. In addition to any other remedies City may have if Consultant fails to provide or maintain any insurance policies or policy endorsements to the extent and within the time herein required, City may, at its sole option: 1) obtain such insurance and deduct and retain the amount of the premiums for such insurance from any sums due under the Agreement; 2) order Consultant to stop work under this Agreement and withhold any payment that becomes due to Consultant hereunder until Consultant demonstrates compliance with the requirements hereof; and/or 3) terminate this Agreement.

Section 5. INDEMNIFICATION AND CONSULTANT'S RESPONSIBILITIES.

5.1 General Indemnification. To the fullest extent permitted by law, Contractor shall defend, indemnify and hold City, its officials, officers, employees, volunteers and agents free and harmless from any and all claims, demands, causes of action, costs, expenses, liability, loss, damage or injury, in law or equity, to property or persons, including wrongful death, in any manner arising out of or incident to any alleged negligent acts, omissions or willful misconduct of Contractor, its officials, officers, employees, agents, subcontractors and subcontractors arising out of or in connection with the performance of the Services, the Project or this Agreement, including without limitation the payment of all consequential damages, attorneys' fees and other related costs and expenses. Contractor shall defend, at Contractor's own cost, expense and risk, any and all such aforesaid suits, actions or other legal proceedings of every kind that may be brought or instituted against City, its directors, officials, officers, employees, agents or volunteers. Contractor shall pay and satisfy any judgment, award or decree that may be rendered against City or its directors, officials, officers, employees, agents or volunteers, in any such suit, action or other legal proceeding. Contractor shall reimburse City and its directors, officials, officers, employees, agents and/or volunteers, for any and all legal expenses and costs, including reasonable attorneys' fees, incurred by each of them in connection therewith or in enforcing the indemnity herein provided. Contractor's obligation to indemnify shall not be restricted to insurance proceeds, if any, received by City or its directors, officials, officers, employees, agents or volunteers. Notwithstanding the foregoing, to the extent Contractor's Services are subject to Civil Code Section 2782.8, the above indemnity shall be limited, to the extent required by Civil Code Section 2782.8, to claims that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of the Contractor. This Section 5.1 shall survive any expiration or termination of this Agreement.

5.2 PERS Indemnification. In the event that Consultant or any employee, agent, or subcontractor of Consultant providing services under this Agreement is determined by a court of competent jurisdiction or the California Public Employees Retirement System

(PERS) to be eligible for enrollment in PERS as an employee of City, Consultant shall indemnify, defend, and hold harmless City for the payment of any employee and/or employer contributions for PERS benefits on behalf of Consultant or its employees, agents, or subcontractors, as well as for the payment of any penalties and interest on such contributions, which would otherwise be the responsibility of City.

Section 6. STATUS OF CONSULTANT.

- 6.1 **Independent Contractor.** At all times during the term of this Agreement, Consultant shall be an independent contractor and shall not be an employee of City. City shall have the right to control Consultant only insofar as the results of Consultant's services rendered pursuant to this Agreement and assignment of personnel pursuant to Subparagraph 1.3; however, otherwise City shall not have the right to control the means by which Consultant accomplishes services rendered pursuant to this Agreement. Notwithstanding any other City, state, or federal policy, rule, regulation, law, or ordinance to the contrary, Consultant and any of its employees, agents, and subcontractors providing services under this Agreement shall not qualify for or become entitled to, and hereby agree to waive any and all claims to, any compensation, benefit, or any incident of employment by City, including but not limited to eligibility to enroll in the California Public Employees Retirement System (PERS) as an employee of City and entitlement to any contribution to be paid by City for employer contributions and/or employee contributions for PERS benefits.
- 6.2 **Consultant No Agent.** Except as City may specify in writing, Consultant shall have no authority, express or implied, to act on behalf of City in any capacity whatsoever as an agent. Consultant shall have no authority, express or implied, pursuant to this Agreement to bind City to any obligation whatsoever.

Section 7. LEGAL REQUIREMENTS.

- 7.1 **Governing Law.** The laws of the State of California shall govern this Agreement.
- 7.2 **Compliance with Applicable Laws.** Consultant and any subcontractors shall comply with all laws applicable to the performance of the work hereunder.
- 7.3 **Other Governmental Regulations.** To the extent that this Agreement may be funded by fiscal assistance from another governmental entity, Consultant and any subcontractors shall comply with all applicable rules and regulations to which City is bound by the terms of such fiscal assistance program.
- 7.4 **Licenses and Permits.** Consultant represents and warrants to City that Consultant and its employees, agents, and any subcontractors have all licenses, permits, qualifications, and approvals of whatsoever nature that are legally required to practice their respective professions. Consultant represents and warrants to City that Consultant and its employees, agents, any subcontractors shall, at their sole cost and expense, keep in effect at all times during the term of this Agreement any licenses, permits, and approvals that are legally required to practice their respective professions. In addition to the foregoing,

Consultant and any subcontractors shall obtain and maintain during the term of this Agreement valid Business Licenses from City.

- 7.5 **Pinole Business License.** Consultant shall obtain a City of Pinole business license according to the terms of Title 5 of the City of Pinole Municipal Code and deliver to City proof of such business license prior to beginning work under this Agreement. Work under this Agreement cannot begin until the City receives proof that Consultant has obtained a City of Pinole business license.
- 7.6 **Nondiscrimination and Equal Opportunity.** Consultant shall not discriminate, on the basis of a person's race, religion, color, national origin, age, physical or mental handicap or disability, medical condition, marital status, sex, or sexual orientation, against any employee, applicant for employment, subcontractor, bidder for a subcontract, or participant in, recipient of, or applicant for any services or programs provided by Consultant under this Agreement. Consultant shall comply with all applicable federal, state, and local laws, policies, rules, and requirements related to equal opportunity and nondiscrimination in employment, contracting, and the provision of any services that are the subject of this Agreement, including but not limited to the satisfaction of any positive obligations required of Consultant thereby.

Consultant shall include the provisions of this Subsection in any subcontract approved by the Contract Administrator or this Agreement.

Section 8. TERMINATION AND MODIFICATION.

- 8.1 **Termination.** City may cancel this Agreement at any time and without cause upon written notification to Consultant.

In the event of termination, Consultant shall be entitled to compensation for services performed to the effective date of termination; City, however, may condition payment of such compensation upon Consultant delivering to City any or all documents, photographs, computer software, video and audio tapes, and other materials provided to Consultant or prepared by or for Consultant or the City in connection with this Agreement.

- 8.2 **Extension.** City may, in its sole and exclusive discretion, extend the end date of this Agreement beyond that provided for in Subsection 1.1. Any such extension shall be specified in writing by the City. Consultant understands and agrees that if City issues such an extension, City shall have no obligation to provide Consultant with compensation beyond the maximum amount provided for in this Agreement. Similarly, unless authorized by the City, City shall have no obligation to reimburse Consultant for any otherwise reimbursable expenses incurred during the extension period.
- 8.3 **Amendments.** The parties may amend this Agreement only by a writing signed by all the parties.

- 8.4 Assignment and Subcontracting. City and Consultant recognize and agree that this Agreement contemplates personal performance by Consultant and is based upon a determination of Consultant's unique professional competence, experience, and specialized professional knowledge. Moreover, a substantial inducement to City for entering into this Agreement was and is the personal reputation and competence of Consultant. Consultant may not assign this Agreement or any interest therein without the prior written approval of the City. Consultant shall not subcontract any portion of the performance contemplated and provided for herein, other than to the subcontractors noted in the proposal, without prior written approval of the City.
- 8.5 Survival. All obligations arising prior to the termination of this Agreement and all provisions of this Agreement allocating liability between City and Consultant shall survive the termination of this Agreement.
- 8.6 Options upon Breach by Consultant. If Consultant materially breaches any of the terms of this Agreement, City's remedies shall included, but not be limited to, the following:
- 8.6.1 Immediately terminate the Agreement;
 - 8.6.2 Retain the plans, specifications, drawings, reports, design documents, and any other work product prepared by Consultant pursuant to this Agreement;
 - 8.6.3 Retain a different consultant to complete the work described in Exhibit A not finished by Consultant; or
 - 8.6.4 Charge Consultant the difference between the cost to complete the work described in Exhibit A that is unfinished at the time of breach and the amount that City would have paid Consultant pursuant to Section 2 if Consultant had completed the work.

Section 9. KEEPING AND STATUS OF RECORDS.

- 9.1 Records Created as Part of Consultant's Performance. All reports, data, maps, models, charts, studies, surveys, photographs, memoranda, plans, studies, specifications, records, files, or any other documents or materials, in electronic or any other form, that Consultant prepares or obtains pursuant to this Agreement and that relate to the matters covered hereunder shall be the property of the City. Consultant hereby agrees to deliver those documents to the City upon termination of the Agreement. It is understood and agreed that the documents and other materials, including but not limited to those described above, prepared pursuant to this Agreement are prepared specifically for the City and are not necessarily suitable for any future or other use. City and Consultant agree that, until final approval by City, all data, plans, specifications, reports and other documents are confidential and will not be released to third parties without prior written consent of both parties.

- 9.2 **Consultant's Books and Records.** Consultant shall maintain any and all ledgers, books of account, invoices, vouchers, canceled checks, and other records or documents evidencing or relating to charges for services or expenditures and disbursements charged to the City under this Agreement for a minimum of three (3) years, or for any longer period required by law, from the date of final payment to the Consultant to this Agreement.
- 9.3 **Inspection and Audit of Records.** Any records or documents that Section 9.2 of this Agreement requires Consultant to maintain shall be made available for inspection, audit, and/or copying at any time during regular business hours, upon oral or written request of the City. Under California Government Code Section 8546.7, if the amount of public funds expended under this Agreement exceeds TEN THOUSAND DOLLARS (\$10,000.00), the Agreement shall be subject to the examination and audit of the State Auditor, at the request of City or as part of any audit of the City, for a period of three (3) years after final payment under the Agreement.

Section 10 MISCELLANEOUS PROVISIONS.

- 10.1 **Attorneys' Fees.** If a party to this Agreement brings any action, including an action for declaratory relief, to enforce or interpret the provision of this Agreement, the prevailing party shall be entitled to reasonable attorneys' fees in addition to any other relief to which that party may be entitled. The court may set such fees in the same action or in a separate action brought for that purpose.
- 10.2 **Venue.** In the event that either party brings any action against the other under this Agreement, the parties agree that trial of such action shall be vested exclusively in the state courts of California in the County of Contra Costa or in the United States District Court for the Northern District of California.
- 10.3 **Severability.** If a court of competent jurisdiction finds or rules that any provision of this Agreement is invalid, void, or unenforceable, the provisions of this Agreement not so adjudged shall remain in full force and effect. The invalidity in whole or in part of any provision of this Agreement shall not void or affect the validity of any other provision of this Agreement.
- 10.4 **No Implied Waiver of Breach.** The waiver of any breach of a specific provision of this Agreement does not constitute a waiver of any other breach of that term or any other term of this Agreement.
- 10.5 **Successors and Assigns.** The provisions of this Agreement shall inure to the benefit of and shall apply to and bind the successors and assigns of the parties.
- 10.6 **Use of Recycled Products.** Consultant shall endeavor to prepare and submit all reports, written studies and other printed material on recycled paper to the extent it is available at equal or less cost than virgin paper.

- 10.7 **Conflict of Interest.** Consultant may serve other clients, but none whose activities within the corporate limits of City or whose business, regardless of location, would place Consultant in a "conflict of interest," as that term is defined in the Political Reform Act, codified at California Government Code Section 81000 *et seq.*

Consultant shall not employ any City official in the work performed pursuant to this Agreement. No officer or employee of City shall have any financial interest in this Agreement that would violate California Government Code Sections 1090 *et seq.*

Consultant hereby warrants that it is not now, nor has it been in the previous twelve (12) months, an employee, agent, appointee, or official of the City. If Consultant was an employee, agent, appointee, or official of the City in the previous twelve months, Consultant warrants that it did not participate in any manner in the forming of this Agreement. Consultant understands that, if this Agreement is made in violation of Government Code §1090 *et seq.*, the entire Agreement is void and Consultant will not be entitled to any compensation for services performed pursuant to this Agreement, including reimbursement of expenses, and Consultant will be required to reimburse the City for any sums paid to the Consultant. Consultant understands that, in addition to the foregoing, it may be subject to criminal prosecution for a violation of Government Code § 1090 and, if applicable, will be disqualified from holding public office in the State of California.

Consultant will comply with all conflict of interest laws and regulations including, without limitation, City's Conflict of Interest Code (on file in the City Clerk's Office). It is incumbent upon the Consultant or Consultant's firm to notify the City pursuant to section 10.10 Notices of any staff changes relating to this Agreement.

- a. In accomplishing the scope of services of this Agreement, all officers, employees and/or agents of Consultant(s), unless as indicated in Subsection b., will be performing a very limited and closely supervised function, and, therefore, are unlikely to have a conflict of interest arise. No disclosures are required for any officers, employees, and/or agents of Consultant, except as indicated in Subsection b.

Initialed by City Attorney's Office

- b. In accomplishing the scope of services of this Agreement, Consultant(s) will be performing a specialized or general service for the City, and there is substantial likelihood that the Consultant's work product will be presented, either written or orally, for the purpose of influencing a governmental decision. As a result, the following Consultant(s) shall be subject to the Disclosure Category "1-5" of the City's Conflict of Interest Code:

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Consulting Services Agreement between
City of Pinole and

[DATE]

CITY OF PINOLE

CONSULTANT

Andrew Murray, City Manager

[NAME, TITLE]

Consultant's City of Pinole Business
License #: _____

Attest:

Heather Bell, City Clerk
Approved as to Form:

Eric S. Casher, City Attorney

EXHIBIT A
SCOPE OF SERVICES

EXHIBIT B

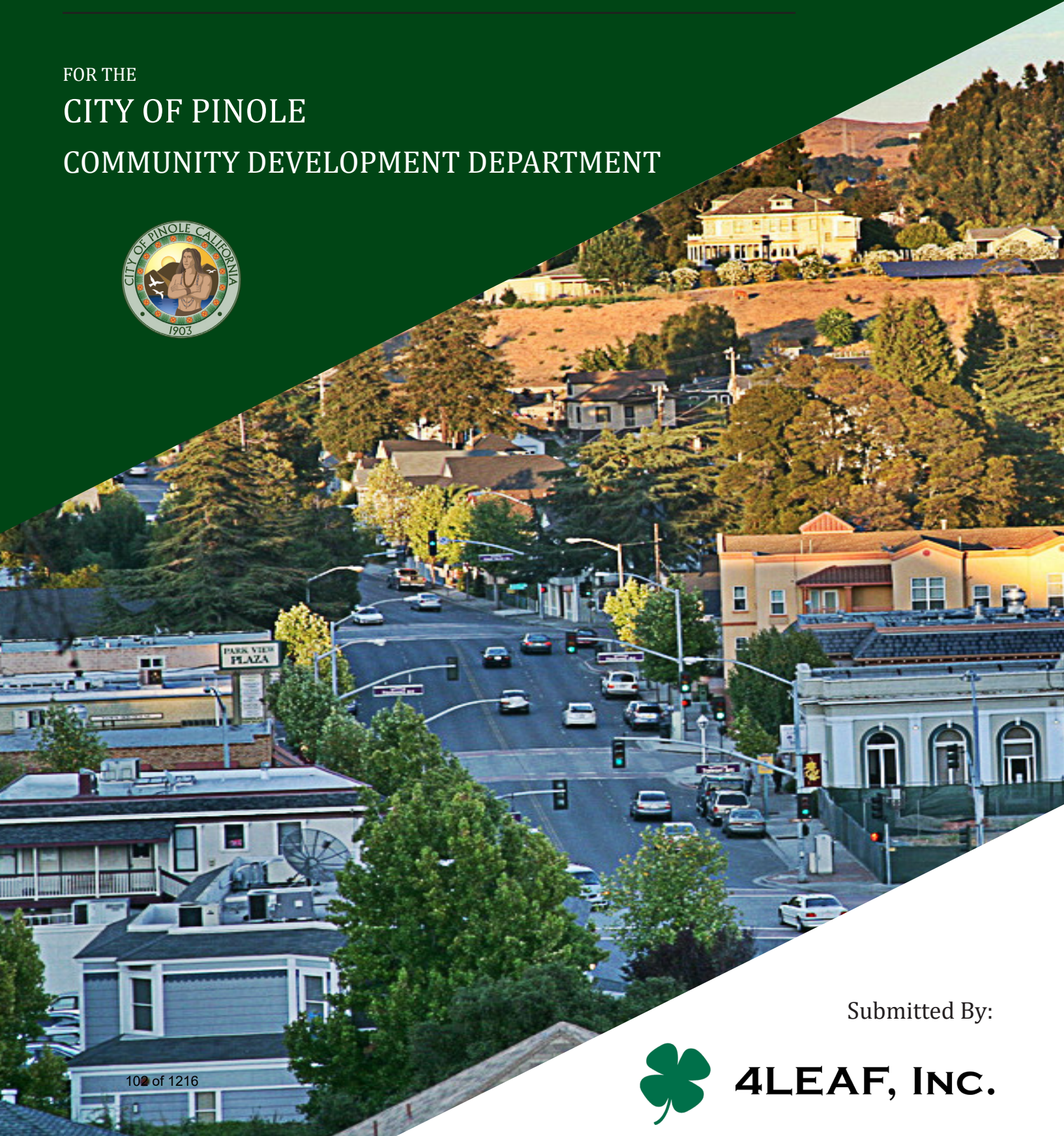
COMPENSATION SCHEDULE AND HOURLY FEES

EXHIBIT C
CITY-FURNISHED FACILITIES

City shall furnish physical facilities such as desks, filing cabinets, and conference space, as may be reasonably necessary for Consultant's use while consulting with City employees and reviewing records and the information in possession of the City. The location, quantity, and time of furnishing those facilities shall be in the sole discretion of City. In no event shall City be obligated to furnish any facility that may involve incurring any direct expense, including but not limited to computer, long-distance telephone or other communication charges, vehicles, and reproduction facilities.

PROPOSAL TO PROVIDE PLAN CHECK AND ON-CALL STAFFING SERVICES

FOR THE
CITY OF PINOLE
COMMUNITY DEVELOPMENT DEPARTMENT



Submitted By:



4LEAF, INC.

OCTOBER 25, 2022

PROPOSAL TO PROVIDE
PLAN CHECK AND ON-CALL STAFFING SERVICES
FOR THE
CITY OR PINOLE

SECTION A

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OCTOBER 25, 2022

PROPOSAL TO PROVIDE
PLAN CHECK AND ON-CALL STAFFING SERVICES
FOR THE
CITY OR PINOLE

SECTION B

COVER LETTER

❖ RESUMES



City of Pinole
Community Development Department
2131 Pear Street
Pinole, CA 94965
Attn: Lilly Whalen, Community Development Director

October 25, 2022

RE: Proposal to Provide Plan Check and On-Call Staffing Services.

Dear Ms. Whalen,

4LEAF, Inc. (4LEAF), a California “C” Corporation established in 1999 and incorporated in 2001, is pleased to present our proposal to provide Plan Check and On-Call Staffing Services to the City of Pinole (City). 4LEAF’s has grown to more than 400 personnel and has been providing these services to clients, including for the City, throughout California for more than 21 years and is looking forward to the opportunity to renew our current contract with the City. 4LEAF is the ideal choice for the following reasons:

☑ Familiar Consultant

4LEAF has been providing Plan Review, Inspection, and Staff Augmentation Services to the City of Pinole since 2014. Our staff and project managers have established a collaborative working relationship with the City’s Community Development Department and understands the City’s processes and procedures. 4LEAF would be humbled to extend our current contract and continue to provide professional, quality services to the City.

☑ Local Presence

4LEAF works with multiple local municipalities providing the requested services. We have the local personnel ready to service the City and are supplying services to nearby municipalities such as:

- City of Benicia
- City of Vallejo
- City of San Pablo
- City of Richmond
- City of Concord
- City of Pleasant Hill
- City of Walnut Creek
- City of Antioch
- City of Pittsburg
- City of Napa
- City of Fairfield
- County of Solano
- County of Contra Costa
- County of Alameda
- County of San Joaquin

☑ Approach

Our staff incorporates the right combination of experience, education, certifications, and registrations, allowing the 4LEAF team to provide a wide range of resources customized to the specific requirements of each client and project. You can be confident that your team will be partnering with staff that understands your department and service protocols. Our approach to providing professional services to the City is straight forward:

- ✓ Provide **qualified professionals** who know how to partner successfully with the City
- ✓ Supply **proven resources and innovative ideas**
- ✓ Offer **resource reliability and flexibility**
- ✓ **Communicate** with the City, Developers, Contractors, Architects, and homeowners

☑ **Full-Service Firm**

As a full-service firm, 4LEAF can provide departmental services to aid with high project workloads that require additional staff assistance. We provide jurisdictions with Building, Planning, Public Works, and Fire Department services and have the qualified staff available to serve the City with remote, on-site, part-time, or full-time project needs. For the scope of this contract, our services include:

- **Plan Review:** 4LEAF is an industry leader in Plan Review services and has a team of Structural Engineers, Green Building, Geotechnical, Solar, Accessibility Specialists (CASP), and Mechanical/Electrical/Plumbing/Fire Plans Examiners. Our team has experience working on projects including single- and multi-family, commercial and industrial, tenant improvements, and additions and remodels. We provide courier services that guarantee less than 24-hour pickup and delivery and offer electronic and expedited plan review services upon request.
- **Permit Technician:** 4LEAF's pool of talented professionals includes qualified and experienced permit technicians capable of providing all permit processing and counter services. 4LEAF can deploy such staff on short notice and offer training programs for department staff, if required.
- **CASP Plan Review and Inspection:** 4LEAF has nine Certified Access Specialists on staff. We have performed CASp inspection and plan review projects and have consulted on numerous construction projects for accessibility questions and advice for a number of our clients.
- **Building Inspection:** We have over 200 inspectors on staff who specialize in Residential, Commercial, Industrial, Energy, Fire, ADA, Solar, and Public Works projects. We have a history of providing inspectors as-needed for long- or short-term projects, including one day assignments to cover staff training, sick days, vacation days, or spikes in permit activity.
- **Fire:** Our team is comprised of Fire Protection Engineers, Fire Plans Examiners, Fire Marshals, and other experts who specialize in Fire Life Safety Plan Review, Inspection, and Disaster Recovery.
- **Code Enforcement:** 4LEAF staff have the experience working with property owners and other responsible parties to bring properties and conditions into compliance. Our Code Enforcement team is skilled in using processes including issuing administrative citations to establish whether violations of law exist on a property and ensuring compliance.

☑ **Electronic Plan Review**

4LEAF has successfully implemented and used Bluebeam for electronic review of files to help eliminate the use of paper and take the plan review workflow to a whole new level. 4LEAF's offices are equipped with large scale monitors for easy review of plans. Bluebeam Revu combines powerful PDF editing, markup, and collaboration technology with reliable file creation.

☑ **4LEAF Management Team**

President, Authorized to sign: Kevin J. Duggan

Phone: (925) 462-5959

Email: KDuggan@4leafinc.com

Director of Jurisdictional Services: Raylee Glasser, CBO

Phone: (925) 708-4209

Email: RGlasser@4leafinc.com

Director of Code Enforcement: Pete Roque

Phone: (562) 569-0098

Email: PROque@4leafinc.com

Executive Project Manager: Craig Tole

Phone: (925) 580-4055

Email: CTole@4leafinc.com

Director of Inspections: Mike Leontiades, CBO

Phone: (925) 681-8842

Email: MLEontiades@4leafinc.com

Director of Planning: Daniel Hortert, AICP

Phone: (925) 708-4209

Email: DHortert@4leafinc.com

☑ Key Personnel

4LEAF understands that our role is to be an advocate on behalf of the City and represent the City's best interests. 4LEAF's team will function as an extension of your staff, seamlessly integrating with the personnel and practices established by the City while adding the perspective and expertise that only 4LEAF can offer. Our goal is to have our staff integrate with yours and be accepted as an essential part of the City. Our team includes:

Craig Tole – Director of Development Services/Executive Project Manager

Craig Tole has been the Director of the 4LEAF Development Services team for the past 16 years. He is responsible for municipal client management including staff recruitment, hiring, and placing for all building department personnel for positions such as Permit/Counter staff, Building Officials, Plans Examiners, Residential and Commercial Inspectors, and Inspection services for complex commercial developer funded projects.



Raylee Glasser, CBO – Director of Jurisdictional Services/Project Manager

Raylee is an ICC Certified Residential Building/Fire/Plumbing Inspector, Plans Examiner, and Permit Technician with 17+ years of Municipal Building Department experience. Raylee is responsible for training, mentoring, and placing staff to Building and Fire Departments. She currently manages a team of over twenty.



Mike Leontiades, CBO – Director of Plan Review and Inspection

As a former Building Official of the Town of Danville, Mike understands the municipal environment. Mike is responsible for a team that has collectively performed more than \$16 billion of Building & Safety work. Mike will manage all Building Department requests and assist the Plan Review team on all requests made by the City.



Pete Roque – Director of Code Enforcement

Pete is a Code Enforcement expert with over 17 years of experience in the field and has served as Code Enforcement Administrator, Code Enforcement Manager, and Community Development Inspector II for multiple public agencies. Pete is skilled in Code Compliance, Emergency Management, Law Enforcement, Disaster Response, and Plan Review.



☑ Professionals

Title	Staff #	Title	Staff #
ICC Certified Plans Examiners	60+	ICC Certified Inspectors & IORs	200+
ICC Certified Building Officials	30+	Registered Architects	5+
Registered Engineers (PE, SE)	20+	ICC Permit Technicians	70+
Code Enforcement Staff (PC832)	25+	CASp	14
Construction Managers/Inspectors	40+	Fire Plans Examiners & Inspectors	30+

Organization Chart



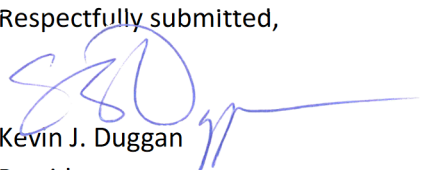
☑ Leadership / Primary Contact

The contract with the City of Pinole will be managed by Craig Tole. Craig has a proven record of success working cities and counties throughout California. Craig can be contacted at:

President 4LEAF, Inc.	Executive Project Manager/ Director of Development Services	4LEAF Local Office
Kevin J. Duggan Office: (925) 462-5959 Email: KDuggan@4leafinc.com	Craig Tole Office: (925) 462-5959 Mobile: (925) 580-4055 Email: CTole@4leafinc.com	2126 Rheem Drive Pleasanton, CA 94588 Phone: (925) 462-5959 Website: 4LEAFINC.COM

We appreciate this opportunity to present our proposal. This proposal shall remain firm for a period of ninety (90) days following the last day for proposals to be accepted. Should you have any questions, please do not hesitate to reach out using the contact information above.

Respectfully submitted,



Kevin J. Duggan

President

Raylee Glasser, CBO

Director of Jurisdictional Services

Experience

20+ years

Education

Diablo Valley College
- Construction Management

Certifications

ICC Certified Residential Plumbing Inspector
ICC Certified Residential Building
ICC Certified Fire Inspector I
ICC Certified Residential Plans Examiner
ICC Certified Permit Technician
ICC Certified Building Official
ICC Certified Permit Specialist
SAP Disaster Service Worker

Technical Abilities

iWorQ
CRW
EZPlan Review
Acella Permits Plus
Energov
Metrosan
Geomedia
Microsoft Office
Microsoft Windows
Notary Public

Professional Affiliations

International Code Council
ICC East Bay Chapter
Danville LEAD Leadership Committee
Danville Employee Recognition Committee Chair

Experience Summary

Raylee is an ICC Certified Building Official, Residential Building/Fire/Plumbing Inspector, Plans Examiner, and Permit Technician with ICC. With 18+ years of Municipal Building Department experience, Raylee has promoted throughout the ranks of the Building Department to include Permit Technician, Permit Center Manager, Building Inspector, and Building Official. Raylee also created 4LEAF's internal EZPlan Review Portal used by our clients and spearheaded the creation and implementation of our process improvement and staff augmentation scope.

Select Work Experience

4LEAF, Inc. – Pleasanton, CA

Director of Jurisdictional Services

9/2017 - Present

Raylee has been 4LEAF's Director of Jurisdictional Services since 2017 where she handles management of plan review, inspection, and consulting services for numerous 4LEAF clients. She also spearheads 4LEAF's effort to train, mentor, and place Permit and Engineering Technicians to Building and Public Works Departments throughout Northern California.

Raylee has even consulted with different cities to better organize their department and develop required hand-outs, policies, procedures, and permit software implementation in preparation of a large spike of development activity. In addition, she also oversees our Process Mapping services that ensure each jurisdiction is assessed in order to better help them fill their needs, Permit Tech program, as well as creating new programs to help streamline specific scopes for jurisdictions such as ADU, 5G, and Solar to name a few.

4LEAF, Inc. – Pleasanton, CA (continued)

Process Mapping

9/2017 - Present

In the changing landscape of Development Services Divisions, Raylee has worked with a multitude of jurisdictions to enhance the service levels of Building, Planning, Public Works, and Fire

Departments, providing analysis of the municipalities current systems (including software implementation) and work with staff to find efficiencies in their workflow. To date, Raylee has worked with various jurisdictions including the following:

- City of Rohnert Park
- City of Sausalito
- City of El Cerrito Solar
- City of Half Moon Bay
- City of San Juan Bautista
- City of Hollister
- City of Sand City
- City of Pacific Grove
- City of Larkspur
- City of Greenfield
- City of Sacramento 5G
- City of Oakland 5G

Town of Danville, CA***Plans Examiner/Permit Center Manager*****5/2014 - 8/2017**

Raylee was promoted to this position with additional responsibilities that included conducting plan check reviews, inspections, and increased field work. She incorporated leadership and inspired staff while managing the operations of the building permit center, fees, and structure. Raylee also provided verbal and written communication to design professionals, contractors, and residents to streamline the permit process. She facilitated and mediated all Building Code Enforcement assignments, managed the Building Division website, and implemented goals, objectives, and policies.

Town of Danville (continued)***Lead Development Services Technician*****7/2007 - 5/2014**

Raylee was promoted into this position with additional duties and responsibilities to include the supervision of all building permit center staff. She performed over-the-counter plan review, coordinated inter-departmental reviews to ensure timely completion of the development review process, and issued Certificates of Occupancy.

Town of Danville (continued)***Development Services Technician*****1/2001 - 7/2007**

In her first of many roles with the Town, Raylee's responsibilities included issuing building permits, performing zoning reviews, and interpreting the Town's municipal ordinances. She was instrumental in developing the Town's "One-Stop Shop" permit process and facilitated uniform customer service standards for the department.

Mike Leontiades, CBO

Director of Inspection

Experience

37 + years

Education

Ashworth College
Construction Management

College of San Mateo
Building Inspection Technology

Los Medanos College

Certifications

ICC, Plumbing Inspector

ICC, Mechanical Inspector

ICC, Building Official

ICC, Residential Building Inspector

ICC, Combination Inspector

ICC, Mechanical Inspector

ICC, Residential Plans Examiner

Experience Summary

Mike is a proven successful leader with over 37 years of construction skills and knowledge, plus 16 years of experience in local government. Mike is self-motivated and driven to provide excellent customer service delivery and is proficient at coordinating and leading teams to benefit mutual growth and success. As a Chief Building Official, Mike demonstrated the ability to build and maintain strong relationships with all public contacts, design professionals, elected officials, and property owners.

Mike also possesses the knowledge to examine plans and inspect for code compliance for Residential and Commercial projects to ensure conformance with California Building, Mechanical, Plumbing, Electrical, Energy Codes and Green Building Standards, regulations, and ordinances.

Select Professional Experience

4LEAF, Inc.

Director of Inspections

2016 - Present

Mike's responsibilities include:

- Recruiting and interviewing prospective employees.
- Mentoring and developing plan review, building inspectors, and permit staff.
- Managing the placement of inspection staff including the tracking of customer service delivery.
- Tracking each inspectors' active certifications.
- Providing quality answers to code-related or situational questions.
- Managing the plan review and support teams.
- Handling the workflow and distribution of plan reviews.
- Performing plan reviews and inspections on as-needed basis.

Town of Danville, CA.

Chief Building Official

7/2006 - 9/2016

Mike supervised and led his team of staff members in the Building Division. He was responsible for managing and directing the operations of the Town's Building Division. He provided quality reports to the Development Services Director. Mike also performed the duties of the Senior Building Inspector

from 2007 to 2015. He was responsible for creating numerous staff reports for Council Meetings regarding Building Division related matters, including ordinances, nuisance abatement hearings, and the triennial code adoption process. Mike excels at forming a partnership approach with all of his contacts, including design professionals, contractors, and homeowners. One of his strengths was his ability to resolve disputes and complaints. He strived to achieve a win-win scenario in every situation.

Some of Mike's accomplishments included:

- Creating and updating informational handouts
- Reducing the turn-around timeframe for plan reviews
- Sustaining high morale within the division
- Implemented IVR automated inspection line
- Launched and maintained a Customer Satisfaction Survey Form
- Established numerous Town ordinances
- Leadership of the Year Award, 2004
- Town Manager's Customer Service Award, 2012
- Employee of the Year Award, 2014
- Graduate of Contra Costa County Leadership Academy, 2016

Town of Danville, CA (continued)**Senior Building Inspector****2003 - 2006**

Mike was responsible for overseeing the daily operation of the entire inspection process. He handled complaints, inspected emergency situations including structure fires, vehicles or tree collisions with buildings, and other life safety incidents. Mike provided quality training to his inspection team and also created and sent letters regarding code violations.

Town of Danville, CA (continued)**Building Inspector****2000 - 2003**

Mike was responsible for providing building inspections on residential construction including large subdivisions. He kept accurate records, worked to resolve problems before they arose and created a helpful approach while achieving code compliance.

Riccomi Construction Services, S.F. CA. 1992 - 2000**Construction Supervisor**

Melissa Mennucci, S.E.

Structural Plan Review Engineer

Experience

16 + years

Education

University of California, San Diego
Bachelor of Science – Structural
Engineering

University of California, Davis
Masters of Science – Civil &
Environmental Engineering

Registrations

State of California Licensed
Professional Engineer, Structural,
#5677

State of California Licensed
Professional Engineer, Civil,
#72245

Computer Applications

ETABS
SAP
SAFE
RAM
Revit
Bluebeam
Adobe
Excel

Associations

SEOACC

Experience Summary

Melissa is a Registered Structural Engineer in the State of California with more than 16 years of industry experience including more than 10 years of design experience. Melissa is currently managing all plan reviews from our UC Davis client as well as performing Structural Plan Reviews from 4LEAF's Fair Oaks office. She also provides technical guidance to the plan reviews and is experienced with a wide array of project and construction types.

Select Professional Experience

4LEAF, Inc.

Structural Plan Review Engineer

August 2016 - Present

Melissa is responsible for coordinating and managing all plan reviews from 4LEAF for the client UC Davis, including meeting with key personal when needed. She is also performing Structural Plan Reviews in 4LEAF's Fair Oaks office for various clientele including such cities as Sacramento, Rocklin, Folsom, Roseville, Stockton, and numerous private clients as assigned.

Buehler & Buehler Structural Engineers

Project Engineer

March 2005 - July 2016

For more than 10 years, Melissa worked as a Project Engineer with this prestigious Design Firm located in Sacramento, CA. Melissa was responsible for managing and designing structural projects using all building materials (steel, concrete, masonry, & wood) and evaluating and retrofitting existing buildings. Melissa routinely collaborated with AMEP consultants on DBB and DB projects using BIM. She also practiced LEAN construction techniques that include pull planning and ISD. In addition, she performed construction administration tasks that include submittal review, RFI response, site visits, field reports, record drawings, etc. as well as managed the new employee training program. Melissa's projects included:

- Commercial, Residential, Schools, Hospitals & Government Facilities

Beng H. Low, MS, SE

Senior Structural and Civil Plan Review Engineer

Experience

30+ years

Education

M.S., Structural Engineering
Ohio State University

B.S., Civil Engineering
University of Roorkee (India)

Certifications

ICC Building Plans Examiner

Registrations

State of California Licensed
Professional Engineer, C48412

State of California Licensed Structural
Engineer, S4973

Experience Summary

Beng is a registered Structural and Civil Engineer with more than 30 years of experience in the analysis and design of multi-story buildings including schools, commercial, industrial, and residential. His experience in the design of various structural systems includes special reinforced concrete shear walls, steel special moment frames, steel special concentrically braced frames, steel buckling-restrained braced frames, and wood-frame shear walls. He has extensive experience in response spectra dynamic analysis, seismic design, and seismic retrofit design. Beng is also proficient in the latest design requirements of concrete, steel, masonry, concrete tilt-up, cold-formed steel, and wood structures with up-to-date working knowledge of many design codes.

On behalf of 4LEAF, Beng works with the City of Oakland on their 5G project where he performs fiber pull and small cell plan reviews and works on their monument survey. He is familiar with analysis and design software such as ETABS, SAFE, SAP2000, RISA-3D, RAM, STAADPro, and Enercalc and is skilled in AutoCAD, Bluebeam Studio, and REVIT.

Select Project Experience

4LEAF, Inc. – Pleasanton, CA

Senior Structural Plan Review Engineer

2021 - Present

Beng joined 4LEAF as a Senior Structural Plan Review Engineer and is responsible for the review of commercial and residential structures, conducting quality control of 4LEAF plan review personnel, and assisting with civil plans reviews. Beng currently works on behalf of 4LEAF with the City of Oakland to perform structural calculations, develop plans, and provide engineering estimates and specifications for the construction of 5G towers.

SOHA Engineers – San Francisco, CA

Senior Structural Plan Review Engineer

2017 - 2021

Some of Beng's projects with SOHA Engineers included:

- *Fourth and Folsom Transit Oriented Development, 266 Fourth Street San Francisco, California*
 - Performed 3-D ETABS analysis, design calculations, and prepared schematic design drawings and specifications for 8-story family housing project. The structural system for the upper story consists of steel special concentric braced frame structure (SCBF)



4LEAF, INC.

- Provided 3-D ETABS analysis and prepared structural design calculations for the retrofit an existing single-story concrete podium structure. The podium structural system includes post-tensioned slab, concrete wall, and CMU walls. The podium supports several 2 to 3-story wood-framed apartment buildings.

Structus, Inc. – San Francisco, CA**Structural Plan Review Engineer****2010 - 2013**

Some of Beng's projects with Structus included:

- *Marine Emergency Response Facility, San Francisco International Airport*
 - Performed 3-D ETABS analysis and prepared structural design calculations for a new 4,500-square-foot single-story marine facility and a 100-foot-long concrete causeway. The design for this deep-pile foundation structure is based on ASCE-41 performance-based non-linear step by step push-over analysis.
- *SFMTA Central Subway, San Francisco, California*
 - Participated in the design of this \$1.2 billion SFMTA's Central Subway Project (Design Packages 3). Performed structural design calculations for the following: design of a new surface station at 4th and Brannan; design of structural concrete inverts and walkways for the 2.5 miles of TBM subway tunnels; design of seismic bracing of jet fans, electronic signs, and equipment; tenant improvement of Operation Control Center. Beng prepared a full set of construction documents and specifications.
- *AC Transit Transportation Building and Bus Maintenance Facility, Emeryville, California.*
 - Provided seismic evaluation based on ASCE31 procedure for this maintenance facility. The Transportation Building is a 2-story 16,000 square-foot pentagon-shaped structure which serves as an administrative building and break room. The Bus Maintenance Facility consists of 3 separate structures with a total area of 46,000 square foot. The buildings were constructed of CMU walls, concrete moment frames, and concrete Precast-T roof.

Kinnoe Structural Engineers – Dublin, CA**Structural Plan Review Engineer****2005 - 2010**

Some of Beng's projects with Kinnoe Structural Engineers included:

- *UC Santa Cruz Cooling Tower Building*
 - Provided structural engineering for a 2-story tower with structural steel moment frames and steel braced frames. The tower is to house the cooling tower and associated equipment and utilities. Beng prepared a full set of construction documents and specifications.
- *Fresh & Easy Supermarket, Hayward, California*
 - Provided structural engineering and drawings to seismic upgrade of a masonry building with wood diaphragm. The upgrade includes a new steel platform with concrete deck, a new entrance steel canopy, and foundation works for equipment deck and freezer.
- *Orange County Sanitation District, Odor Control Facilities, Fountain Valley, CA*
 - Provided structural engineering and drawings for 2 steel platforms for scrubbers, moment frame pipe supports, and 3 chemical area foundations.

Scott Martin, P. E.

Civil, Structural & MEP Plan Review Engineer

Experience

22+ years

Education

University of California, Irvine
B.S. Civil Engineering

Certifications

California Registered Civil Engineer
License # 59091

Nevada Registered Civil Engineer
License # 019922

California Building Plans Examiner
(exp. 07/26/2022)

Professional Affiliations

ICC – International Code Council
Structural Engineers of Northern
California (SEAOC)
ASCE

Experience Summary

Scott has more than 22 years of structural engineering experience. Scott has performed a multitude of plan reviews for many different disciplines including OSHPD 3, DSA Projects, and various municipal reviews for clients throughout California. Scott's day-to-day activities include the review of plans submitted to local jurisdictions, creation and submission of plan check letters, and constant communication with all project stakeholders.

In addition, Scott is often tasked with the education of building code to applicants. He is instrumental in establishing the new templates for all new clients to establish the City/Counties preferences for commercial and residential plan check and makes an asset to any team, project, and jurisdiction he is assigned.

Select Professional Experience

4LEAF, Inc.

MEP Plan Check Engineer

2014 - Present

Since 2014, Scott has been 4LEAF's Senior Plan Check Engineer with a focus on Structural review. Scott has worked on a plethora of 4LEAF's largest commercial reviews. Currently, Scott is reviewing the Zuckerberg Chen School for the City of East Palo Alto and several large Commercial Projects for the County of San Mateo's Project Development Unit including a \$120 Million Medical Office Building and two large County facility buildings.

4LEAF, Inc. (City of Palo Alto)

Structural Plan Check Engineer

2012 - 2013

Starting in December of 2013, Scott has recently accepted a position to perform and manage plan reviews in the Central Valley and Central Coast for many of 4LEAF's clientele. Since 2012, Scott has worked for 4LEAF as a structural plans examiner and has been tasked to the City of Palo Alto. Scott was often assigned to the counter to work with the public and architects to answer building code related questions and to provide excellent customer service. In addition, Scott performed many large-scale plan reviews for the City including:

- Workday Campus (6 Stories) - \$50 Million
- Stanford Medical Center (6 Stories) \$32 Million
- VM Ware HTE Tenant Improvement \$ 25Million
- Hilton Hotel and Underground Parking \$18 Million
- VM Ware Parking Structure 2 \$14 Million
- Stanford Hospital Site Development \$13 Million
- 260 California (3 Story mixed-use & underground parking) \$10 M
- Thermal Vacuum Chamber \$9.7 Million
- VM Ware Parking Structure (4 Levels) \$6.8 Million
- 4 Story Tenant Improvement for Survey Monkey \$6.1 Million

Willdan Engineering – Fresno, CA**Structural Plan Check Engineer****2007 - 2010**

Scott performed structural plan reviews on behalf of Willdan Engineering for numerous jurisdictions throughout California. Scott was tasked with the plan review, creation of the plan check letter, communicating with project stakeholders, and educating the applicants on current building codes and standards. Some of Scott's projects included:

- CSU Humboldt Student Center Expansion; Arcata, CA
- Park Place: Res/Office/Retail over Parking; Paso Robles, CA
- CalRENEW-1 Solar Power Farm; Mendota, CA
- City of Winters Police/Fire Complex; Winters, CA
- UC Davis Hyatt Place Hotel; Davis, CA

Advanced Structural Design, Inc. – Fresno, CA**Project Engineer****1998 - 2007**

Scott was a Project Engineer for nearly ten years with Advanced Structural Design out of Fresno. Scott was responsible for engineering design, drafting (AutoCAD & hand), shop drawing review, and coordination with clients.

- Mt. Whitney Classroom Buildings; Visalia CA (DSA #02-107633)
- Plumber's Union Expansion; Fresno, CA
- Oak Valley New Admin; Tulare Co., CA
- Paul Evert's RV Expansion and New Canopies; Fresno, CA
- Grizzlies Stadium; Fresno, CA



Sareh Deyhimi, P.E., CBO, CASp

Plan Review Engineer/ICC Certified Plans Examiner

Experience

15+ years

Certifications / Registration

State of California Licensed
Professional Civil Engineer #83354

CASp Certification #876

ICC Certified Building Official

ICC Certified Plans Examiner

Education

Persian Gulf University
Bachelors of Science, Civil

Experience Summary

Sareh is a Registered Civil Engineer in the State of California, a Certified Access Specialist and an ICC Certified Plans Examiner. Sareh has nearly 10-years of structural engineering design and as a result is proficient plan reviewing structural systems of all types. She is knowledgeable about all materials of construction including timber, steel, concrete and masonry. She has over 5-years experience as a Plans Examiner reviewing complex commercial, residential and industrial projects for not only structural systems but Fire & Life Safety and Accessibility aspects of a building design as well. Sareh is proficient at reviewing plans for conformance with the International Building Codes and Standards and ASCE-7. As a plans examiner with 4LEAF she is currently working to be a true “unicorn”, eagerly learning the plumbing, mechanical and electrical codes as well.

Sareh has over 15-years of experience and is very passionate about her profession. Because she has spent a number of years as a designer, she has a keen eye for calling code deficiencies that effect occupant safety. Designers appreciate her experience and collaboration as she is a valuable partner in an effort to getting a project to success, yet making tough comments that are necessary to assure the occupants of a building are safe.

Select Professional Experience

4LEAF, Inc., Fair Oaks, CA

Plan Review Engineer

For more than 5-years Sareh has worked as a Plan Review Engineer on behalf of 4LEAF reviewing plans for Aerojet, the City of Sacramento, the County of Sacramento, the City of Roseville, the City of Rocklin, the City of Rancho Cordova, the City of Lodi, the City of Galt, UC Davis, and the City of Davis just to name a few. Sareh reviews structural, fire & life safety, accessibility for commercial buildings and is proficient at reviewing structural and non-structural aspects of residential construction.

Core Structure – Costa Mesa, CA

Project Engineer

For almost 10-years of Sareh’s career she worked as a Project Engineer for private design firms. Her roles and responsibilities included:

- Provided analysis and design of multi-story structural seismic and gravity systems of commercial and residential structures.
- Ran computer models for lateral and gravity elements of a building.
- Performed structural observation required by the building code for her designs.



David J. Rashé, CBO, CASp

Building Official/Certified Access Specialist/MWELO Plans Examiner

Experience

28 + years

Education

Saint Mary's College, Moraga, CA
Bachelor of Arts; Management

Chabot College, Hayward, CA,
Associate of Arts; Construction
Inspection

Chabot College, Hayward, CA,
Associate of Arts; Architectural
Technology

California State University, Hayward,
CA

Certifications

ICC Certified Building Inspector
Expires 2/18/2026

ICC Certified Building Plans Examiner
Expires 2/18/2026

ICC Certified Building Official
Expires 2/18/2026

ICC Certified Combination Inspector
Expires 02/18/2026

ICC Certified Combination Inspector -
Legacy Expires 02/18/2026

ICC Certified Electrical Inspector
Expires 02/18/2026

ICC Certified Mechanical Inspector
Expires 02/18/2026

Certified Mechanical Inspector UMC
Expires 02/18/2026

ICC Certified Plumbing Inspector
Expires 02/18/2026

Certified Plumbing Inspector UPC
02/18/2026

ICC Certified Residential Combination
Inspector Expires 02/18/2026

Certified Access Specialist
CASp-213 Expires 6/23/2022

Certified (IS-00100.b, ICS-100),
IS-00700.a, IS-00800.b
(2014 FEMA Emergency
Management Institute)

Experience Summary

David is a dedicated and proficient code professional with more than 28 years of experience working within Northern California Building Departments. David has held various positions in the building department industry including the positions of Chief Building Official, Permit Center Manager and Program Coordinator. As a Building Official David successfully managed the annual building division budget to include monthly activity and reconciliation and oversaw the daily operations in the Permit Center and the Building Division to include the permit technician, plan review, inspection, code enforcement, and building division administrative support staff.

Select Professional Experience

4LEAF, Inc.

Building Official, Combination Building Inspector, Plans Examiner 2016 – Present

David joined 4LEAF to work in a number of different capacities including Building Official, Plans Examiner, Building Inspector, and Certified Access Specialist (CASp). Currently, David is working on behalf of 4LEAF providing Plan Review and CASp services for many clients of 4LEAF's including San Jose State University. ***David is also experienced with MWELO Reviews, where he is currently providing these services to the Counties of Santa Clara and San Mateo.*** Previously he was the interim Building Official at the City of Lathrop and from 2016-2017 he served the Sandia National Laboratories in Livermore managing 4LEAF's inspection tasks and performing combination inspections on numerous construction projects and quality assurance inspections in conformance with the plans and specifications and the California Building Code (CBC) and the National Fire Protection Agency (NFPA). David has handled the management of larger projects for 4LEAF such as Building 926 and has assisted Sandia in managing the quality of work by preparing:

- Final Punch List of Deficiencies
- Monitor Construction Progress (Schedules)
- Prepare and Maintain Inspection Reports

City of Livermore, Livermore, California
Community and Economic Development Department
Chief Building Official

2014 – 2016 (Retired)

- Oversaw the daily operations in the Permit Center and the Building Division to include the permit technician, plan review, inspection, code enforcement, and building division administrative support staff.
- Developed and maintained the annual building division budget to include monthly activity and reconciliation.
- Implemented and managed consultant contracts for plan review and inspection services.
- Maintained contract services for providing plan review and inspection services to Sandia National Laboratories in Livermore.
- Solved development related code questions as well as explained city standards and policy questions, while interacting with planning, engineering, housing, and inspection.
- Consulted with architects, engineers, contractors, and property owners regarding proper design and the methods and materials to be used for building construction in the City.
- Coordinated projects with other City departments.
- Maintained accurate up-to-date records of all plan reviews, plans, inspections, and construction.
- Made public presentations to City Council, public agencies, business and civic groups and other organizations.
- Maintained the City Building Codes in compliance with latest model codes and State regulations.
- Prepared wrote reports and requests for City Council or staff regarding ordinance changes, and establishment of City policy related to building requirements.

City of Livermore, Livermore, California
Community and Economic Development Department
Permit Center Manager

2004 – 2014

- Oversaw the daily operations of the Permit Center to include administrative and support staff, permit technicians, planners, engineers, plan reviewers, and inspectors.
- Developed, implemented, and provided sustainability efforts for projects and programs related to customer services and permit streamlining strategies for the Permit Center.
- Coordinated major development projects through the regulatory processes to include planning, zoning, plan review, and engineering.
- Coordinated development projects with architects, developers, engineers, owners, and the general public with interagency teams to facilitate comprehensive reviews.
- Wrote Council staff reports and Resolutions / Ordinances for public policy.
- Prepared Request for Proposals (RFP) for plan review and structural engineering contract services; met with contractors and awarded contracts.
- Reviewed, interpreted, analyzed, and approved design and construction plans, specifications, and reports for conformity to relevant codes, regulations, and policies.

Ingeborg Vriend

Senior Plans Examiner

Experience

11+ years

Education

PsyD, Clinical Psychology

University of Queensland, St. Lucia, Qld

Certifications

Accessibility Inspector/Plans Examiner

Residential Plans Examiner

Building Plans Examiner

Experience Summary

Ingeborg is an ICC Certified Residential Plans Examiner, Accessibility Inspector/Plans Examiner, and Building Plans Examiner. She brings with her expert-level experience in managing and reviewing a wide range of residential projects and is well versed in reading, reviewing, and interpreting State and local regulations to complete plans examinations for residential and accessibility facilities for the USA and Australia. She provides quality results and the highest level of service to all clients as well as excellent leadership, communication, top-notch plan reviews, and relationship building skills.

Additionally, Ingeborg speaks four different languages including: English, Dutch, German, and Indonesian.

Select Professional Experience

4LEAF, Inc.

Senior Plans Examiner

9/2018 - Present

Ingeborg is currently performing off-site plan review services for the Town of Corte Madera and provides plan reviews for additional clients on an as-needed basis to help with heavy workloads.

CSG Consultants

Residential Plans Examiner

8/2017 - 4/2018

In her past role, Ingeborg reviewed residential plans to verify minimum compliance to California Code Regulations Title 24, Building codes for Residential, Electrical, Mechanical, Plumbing, Energy, Green Building, and local municipal codes. Additional responsibilities included:

- Reading, interpreting, and applying current California Residential Code, and California Electrical, Plumbing, and Mechanical code requirements including the California Title 24 Building Energy Efficiency standards.
- Reading and interpreting site, architectural, and structural plans.
- Explaining technical information and code requirements verbally, in writing, and by graphical means.
- Evaluating whether residential plans were in accordance with all applicable City, State, and Federal guidelines, as well as applicable discipline-specific codes.
- Establishing and maintaining great working relationships with employees, applicants, builders, designers, engineers, and the public.
- Experience in the use of BlueBeam and online plan reviews.

Gib Moush, FPE

Fire Protection Engineer / Plans Examiner

Experience

18 years

Education

BS, Mechanical Engineering
Louisiana State University

Certifications

Registered California Professional
Engineer, Fire Protection Engineering

Experience Summary

Gib has more than 18 years of engineering experience, 10 of which have been in Fire and Life-Safety. He is a certified Professional Engineer in Fire Protection Engineering in the state of California, and holds a Bachelor of Science degree in Mechanical Engineering from Louisiana State University.

Gib has supervised the engineering of fire alarms for high rise buildings which have included residential, commercial and multi-occupancy structures. He has designed voice evacuation, smoke control, fire department communications and central command centers. He has also designed special water-based suppression water mist systems.

Gib's experience as a designer and fire plan reviewer gives him a unique understanding of code compliance through the eyes of a designer.

Select Project Experience

County of Santa Clara, Facilities and Fleet / City of Gilroy

Fire Plans Examiner

Gib has been assisting the County of Santa Clara Facilities and Fleet Division and City of Gilroy through 4LEAF with various fire reviews including Sprinklers, Alarms, etc. per the 2010 California Fire Code. Gib works in-house at the City of Gilroy one day per week. With the County, Gib has performed a collection of large fire reviews including:

- Main Jail North Fire Panel Replacement
- Malech Road Water Supply
- San Jose Downtown Health Center
- The San Antonio Valley Maintenance Facility
- VMC Receiving and Support Center

Livermore Pleasanton Fire Department

Fire Plans Examiner

Gib has been assisting the Livermore Pleasanton Fire Department through 4LEAF with various fire reviews including Sprinklers, Alarms, etc. per the 2010 California Fire Code. Gib has completed more than fifty projects including several fire reviews for the Paragon Outlets in Livermore and the new retirement community in Pleasanton.

St. Joseph's Parrish, Rio Vista, CA

Senior Plans Examiner

This 15,000 square foot church in Rio Vista is an occupancy classification B, Type V-B, fully sprinklered structure. Gib completed the fire alarm review using the 2010 California Fire Code, the 2010 California Building Code and all applicable NFPA Codes and Standards.

Rebecca Lauricella

Fire Plans Examiner/Fire Inspector

Experience

32+ years

Education

California State Fire Marshal
Training Academy, BA,
Emergency Management, 2009

College of San Mateo
AS, 2007 Fire Science Technology
CA Emergency Medical Technician:

CA State Fire Office -Certified
#E0072222 National Registry EMT
- Certified #E3031605

Napa Valley College Administration
of Justice / Communications/
Business Management, 1991-1994

Santa Barbara College General
Education / 1981-1983

Certificates & Achievements

(California State Fire Academy)

CFSTES certified State Fire
Marshal #460-0458, 10/12/07
CFSTES certified Plans Examiner
#360-0458, 10/20/05

CFSTES certified Fire Protection
Specialist #072105-3, 07/21/05

CFSTES certified Fire Prevention
Officer #000050, 05/30/03

CFSTES certified Fire Prevention
Public Education Officer I/II
#072105-4, 07/21/05

Fire Management 1, 2A, 2B, 2D,
2E, (120hrs.)

CSFTES/FSTEP Regional
Instructor for teaching SFM
classes (09/16/04)

Fire Instructor 2B (40hrs.)

Fire Prevention 1A, 1B, 1C, 2A, 2B,
3A, 3B, (200hrs.)

CFSTES certified Fire Investigator I
#130-0458, 12/01/05

Fire Investigation 1A, 1B, 2A, 2B,
PC 832 Arrest & Control

CSTI Hazardous Material First
Responder Awareness and
Operations

ICS I-100, I-200, I-300, I-400 series:
Basic, Interim & Advanced Incident
Command

ICS I-120 Introduction to Exercises
& ICS I-235 Emergency Planning

ICS S-203 Incident Information Officer
ICS S-401 Safety Officer 12/02/04
(40hrs)



4LEAF, INC.

Experience Summary

Rebecca is a Certified State Fire Marshall with more than 32 years of Public Safety experience. Her experience includes being a Fire Prevention Officer, Fire Inspector, Fire Marshal, and Fire Code Consultant for many Bay Area jurisdictions working directly for the public entity and as a third-party private consultant.

Select Work Experience

4LEAF, Inc. Pleasanton, CA

Fire Inspector/Fire Plans Examiner

September 2018 to present

Rebecca joined 4LEAF as Fire Inspector and Fire Plans Examiner. She brings her many years of experience as she serves many of 4LEAF's clients.

CSG Consultants, Foster City, CA

Fire Prevention/Operations/Fire Code Consultant

July 2017 to September 2018

Serving as Fire Inspector (DFM) for the Cities of Pinole and Albany (Other cities within the Bay Area as contracted)

- All related duties as described below for local Fire Departments.

County of Maui Civil Defense Agency

Emergency Management Officer/Plans & Operations Officer

2009 to 2011

- Developed, reviewed and maintained plans and coordinated activities of a large number of personnel.
- Supervised training and operations of a large number of personnel to cope with emergency and disaster situations.
- Developed, maintained and was accountable for the fiscal budget and annual report.
- Accountable to the Local, State and Federal government department heads. Speaking effectively and maintained cooperative working relationships with members of a variety of agencies achieving desired results.
- Adapted to diverse environments and worked effectively with a variety of nationalities, races and cultures.

Redwood City Fire Department, CA

Fire Prevention Officer/Fire Investigator Acted as a Deputy to the Fire Chief

2003 to 2009

- Ability to command with respect, treating people with respect and dignity at all times with the outcome of the desired result. Worked effectively with Command Staff and all City Dept's.
- Responsible for developing, implementing and managing Fire Code Enforcement.
- Operated the City's EOC (Emergency Operation Center) FEMA compliance. (on call for all emergencies and fire investigations.) Adapted to diverse environments working with a variety of nationalities, races and cultures.

Town of Hillsborough Fire Department, CA

Fire Marshal/Fire Inspector

1999 to 2003

- Worked effectively with the Command Staff, City Attorney and operations of the Town's EOC (Emergency Operation Center) in compliance with FEMA. Similar to Redwood City Fire Department Duties.

Menlo Park Fire Protection District, CA

Fire Prevention Officer Acted as a DFM to the Fire Chief

1997 to 1999

- Worked effectively with the Command Staff and all City Departments and maintained the Fire Prevention and Code Enforcement divisions.
- Assisted with the operations of the City's EOC (Emergency Operation Center) in compliance with FEMA. Similar to Redwood City Fire Department duties.

Napa County Sheriff's Department, CA

Sheriff's Specialist

1989 to 1991

- Responsible for knowledge of CAD, CLETS and the NCIC computer systems.
- Communicated, planed and coordinated operations with; Dispatch, Emergency Services and Fire in the EDC / EOC (Emergency Dispatch/Operations Center) and was on call for EDC and EOC emergencies.
- Prepared the court calendar and was responsible for accurate record keeping of confidential information.

Santa Barbara Police Department, CA

Police/Fire Communications

1986 to 1989

- Responsibilities; similar to those listed for Napa County Sheriff's Department.

Additional Certificates

- Photovoltaic Systems – Fundamentals/Fire Operations, CSFM, 07/29/08
- ICC International Code Council- CFC Uniform Fire Code certification 97 transition (WFCA-ICC) / 03/15/06
- CFC Inspector/NCSA National Code Services/#CFC0105.07, 08/08/06, WFCA
- CFC Inspector/Uniform Fire Code Association/#500390-00,02/14/06, WFCA
- CFC Inspector/Uniform Fire Code Association/#500390-00,02/14/03, WFCA
- NFPA Code Change/IFC Code Review / Bay Alarm Inc., 01/10/08, NFPA

Bernard (Bernie) Zipay, MCP

Building Official

Experience

23+ years

Education

A.S. in Construction/Building Inspection
Diablo Valley College
Mechanical Engineering Technology
Pennsylvania State University

Certifications

ICC Residential Energy Inspector/Plans Examiner
ICC Residential Mechanical Inspector
ICC Spray Applied Fire Proofing Special Inspector
ICC Commercial Combination Inspector
ICC Residential Electrical Inspector
ICC Commercial Energy Inspector
ICC Commercial Electrical Inspector
ICC Residential Combination Inspector
ICC Residential Building Inspector
ICC Residential Plans Examiner
ICC Commercial Energy Plans Examiner
ICC Commercial Mechanical Inspector
ICC Accessibility Inspector/Plans Examiner
ICC Residential Plumbing Inspector
ICC Residential Fire Sprinkler Inspector
ICC Combination Inspector
ICC Commercial Building Inspector
ICC Fuel Gas Inspector
ICC Commercial Plumbing Inspector
ICC Building Plans Examiner
ICC Fire Plans Examiner
ICC Electrical Inspector
ICC Mechanical Inspector
ICC Plumbing Inspector
ICC Master Code Professional
ICC Certified Building Official
ICC Building Code Specialist
ICC Building Codes and Standards Module
ICC Building Inspector
IAPMO Certified Plumbing Inspector 2015 UPC #N99696
California OES (SAP) Evaluator ID #72924
California Contractor CSLB #817037, B-General, C-5, C-6, C-10

Experience Summary

Bernie is an experienced Inspector of Record with more than 23 years in the construction industry as an Inspector for both residential and commercial projects. He has inspected large commercial, industrial, and institutional projects and obtained numerous ICC certifications, as well as a California contractor license and California OES Evaluator license. Bernie has worked on multi-million-dollar projects such as the Napa Valley Estate, which spanned 21 acres. In addition, he is well known for his excellent customer service approach with the building community and fellow inspectors.

Select Professional Experience

4LEAF, Inc.

Lead Inspector/Inspector of Record

2021 - Present

Bernie is currently working for 4LEAF as a Lead Inspector/Inspector of Record, where he performs all trade inspections for commercial and residential projects. He monitors and performs inspection services in accordance with the approved plans and specifications.

County of Napa – Napa, CA

Building Inspector III

2016 – 2021

- Assigning of inspections, dealing with customer complaints, and communications with the department director as well as other city departments.
- Provided mentoring and technical assistance to the staff regarding commercial, industrial, and residential building projects throughout the county.
- Reviewed construction plans for conformance to the applicable codes.



Diablo Valley College – Pleasant Hill, CA

Adjunct Faculty/Civil/Construction Management Technology

2017 - 2021

- Taught variety of courses in the program including Introduction to construction methods and practices construction materials, basic estimating, print reading, AutoCAD applications in construction management, BIM, project management, building systems and safety.

City of American Canyon - CA

Planning Commissioner

2015 - 2019

- Regulated the use and appearance of buildings, structures, and land.
- Made land use decisions consistent with the policies and plans formally adopted by the city council.
- Regulated location, height, and size of buildings and structures, the size and use of lots, yards, courts, and other open spaces and the percentage of a lot which may be occupied by a building or structure along with the intensity of land use.

Town of Danville - CA

Senior Building Inspector

2014 - 2016

- Conducted field inspections of industrial, commercial, and residential buildings during various phases of construction and remodeling to assure compliance with all local, state, and federal building codes.
- Reviewed plans and conferred with architects, engineers, contractors, developers, and other interested parties, and explain, interpret, and provide guidance regarding all applicable codes within area of responsibility.
- Maintained records of building and inspection activities and completed related reports.
- Issued certificate and permits as appropriate.
- Assisted in researching problems and complains regarding commercial and residential buildings, building construction, and code compliance.

Interwest Consulting Group – Roseville, CA

Building Inspector

2013 - 2014

- Inspected, evaluated, and determined the structural soundness and quality of buildings and other projects including remodels, add-ons, and other construction overseeing plumbing, heating, and electrical installations to ensure they are conducted safely and according to laws, regulations, and standards.
- Enforcing all aspects of architectural projects follow zoning regulations, building codes, and contract specifications according to federal, state, and local ordinances.

Ledcor Construction Inc - Napa, CA

Project Carpenter

2011 - 2013

- Installed wooden structures such as roofing frames, rafters, partitions, joists, and stud work.
- Designed and installed cabinets, shelving, fitted furniture, drywall, and insulation.

- Read blueprints and designs to work to specifications prepared by other construction professionals, architects, and building code recommendations.

Ryan Associates – San Francisco, CA

Project Foreman

2005 - 2008

- Coordinate tasks according to priorities and plans and schedule/monitor attendance of crew.
- Supervise and train workers and tradespeople and allocate general and daily responsibilities.
- Reviewed all project activities, work equipment and sites every day to ensure everything is performed to company standards as well as to the latest OSHA regulations and standards.
- Met with other managers/supervisors and necessary personnel as required to fully resolve conflicts, complications, and other issues according to company and client standards/requirements.

Fisher Development GAP Inc., Builder – San Francisco, CA

Superintendent

1997 - 1998

- Ensured all required materials, equipment, and inspections occur to support the project schedule.
- Responsible for site safety and ensure the overall jobsite is safe for workers and visitors as well as manage compliance with established company safety policies.
- Reviewed and managed project plans, specifications, and manufacturer's data and execute project based upon said documentation.
- Generate RFI's as required to ensure completeness of the project documents and identifying and clarifying any discrepancies.

United States Marine Corps

Active Duty

1984 – 1994

- Warrant Officer/Nuclear-Biological-Chemical Operations Officer/Project Manager Natural Resources & Environmental Affairs.

Brent Hipsher, CBO, CASp

Combination Building Inspector / Fire Inspector / Inspector of Record

Experience

25 years

Certifications

DSA CASp # 422

ICC Certified Combination Building Inspector

ICC Certified Building Official

ICC Certified Combination Inspector

ICC Certified Electrical Inspector

ICC Certified Mechanical Inspector

ICC Certified Plumbing Inspector

Fire Inspector 1A-1D & 2A-2D

Education

California State University, San Jose
Building Inspection Certificate

College of San Mateo
A.S. Degree Inspection Certificate
A.A. Degree Inspection Certificate

Professional Affiliations

International Code Council

ICC Peninsula Chapter – Past President

IAPMO Current Chair

IAPMO Research and Testing
Committee

IAPMO Answers and Analysis

CALBO California Certification
Committee

Experience Summary

Brent is a certified Building Official with nearly 25 years of construction related experience; ICC Certified Combination Building Inspector as well as two college certificates in Building Inspection, Construction Management, and has a Certified Access Specialist Certification (CASp #422). Brent has worked with a number of different jurisdictions including the Town of Portola Valley, City of Milpitas, City of Dublin, and the City of Palo Alto where he has served in positions as Building Official, Plans Examiner, and Combination Building Inspector.

Select Experience

4LEAF, Inc.

Combination Building Inspector / CASp / Building Official / IOR

2016 - Present

Brent is a key member of 4LEAF's Inspection team as he serves in a number of different capacities including; Combination Building Inspector, Certified Access Specialist, Inspector of Record, and As-Needed Building Official. Brent has worked with numerous 4LEAF clientele including the cities of Emeryville, Newark, Hollister, Pleasanton, and Fremont to assist with any as-needed building inspections ranging from residential to commercial for all trades. Brent also performed IOR services at San Jose State University on 23 different miscellaneous campus projects. Most recently Brent was assigned to be the Interim Chief Building Official for the County of San Benito. Brent supervised the Building Division staff which included Building Inspectors, Code Enforcement, and Front Counter staff as well as the \$1 Billion Panoche Solar Farm Project.

Regional Operations Center (County of San Mateo)

Inspector of Record

2016 - Present

Currently Brent is working on behalf of 4LEAF at the County of San Mateo's Regional Operations Center as the Inspector of Record. This \$37 Million project is set to establish the County with one of the top 911 Emergency Dispatch Centers in the Nation.



The project includes a new 9-1-1 dispatch center, which will be housed on the second floor. The call center is currently housed in the county's jury room, which can hold no more than 100 people. The new call center will be roughly double that size, accommodate up to 350 employees and contain nine additional workstations. Once constructed, this LEED Gold project will allow cities within the County of San Mateo County to share the new call center and it will meet the state and national goals of consolidated systems and operations, which will provide opportunities for all public safety agencies to take advantage of the state-of-the-art facility and the new technology we will use.

City of San Mateo | 2014 - Present***Deputy Building Official/Fire Inspector***

For approximately one year, Brent worked at the City of San Mateo in the Building Services division as a Deputy Building Official and Counter Manager where he managed the inspection, plan check, and front counter personnel. Brent also spent several months working with San Mateo Fire as a City Fire Inspector.

Kutzmann and Associates – City of Palo Alto | 2007 -2014***Building Inspector/Plans Examiner***

For approximately seven years Brent worked with the City of Palo Alto as a consultant inspector and plans examiner. Initially, Brent worked in the office as a plans examiner and facilitated customer service related to code questions and over-the-counter plan checks at the Building Counter. Previously, Brent has served the City on a number of residential and commercial inspection projects including:

- HP Executive Center
- Arbor Real (250-unit multi-family)
- Tesla

John Lyons

Building Inspector I

Experience

40 years

Registrations

ICC Certified Building Inspector

#8232365

Uniform Mechanical Code Inspector

N91509

Experience Summary

John is an ICC Certified Building Inspector and a certified Uniform Mechanical Code Inspector possessing nearly 40 years of experience in the construction industry. While working for 4LEAF, John has performed building inspections on behalf of numerous jurisdictions including Folsom, Fremont, Rio Vista, Modesto, Rocklin, Galt, Livingston, and Brentwood.

John's experience includes inspecting workmanship and materials in construction projects for conformance with relevant plans and specifications, preparing and maintaining inspection reports, performing basic plan reviews, issuing permits, and performing fee calculations.

Quite notably, John was a journeyman-level sheet metal worker and was previously responsible for installing HVAC systems for new construction projects. As such, John's work background provides him a unique technical edge during his inspections of these systems.

Select Project Experience

4LEAF, Inc.

Building Inspector I

John is currently providing Building Inspection services for 4LEAF. In this role, John has been responsible for identifying and enforcing a variety of codes, ordinances, and standards violations for conformance with plans and specifications. John's other duties involve working with diagrams, specifications, plans, and similar documents; reading and interpreting building construction and engineering plan specifications and codes; and interfacing with architects, engineers, contractors, builders, homeowners, and tenants to ensure they understand the requirements and restrictions of their project.

Western Allied

Sheet Metal Worker

Prior to joining 4LEAF, John was a sheet metal worker for Western Allied. His job involved working at various jobsites, installing HVAC systems for construction projects.

Aire Sheet Metal Inc.

Sheet Metal Worker

During his apprenticeship and journeyman years, John worked for Aire Sheet Metal Inc. During his with the company, he was responsible for running a series of small projects for the company, primarily those dealing with HVAC installations.



George Cortez

Building Inspector

Experience

29 years

Education

Technical Training Center, Campbell
CA

Certifications

CSLB B & C8
ICC Residential Building Inspector
ICC Commercial Building Inspector
ICC Combination Inspector

**Aspirations to be a residential
combination inspector by early
2018**

Experience Summary

George is a building inspector with nearly 30 years of experience in the industry. In the past, he has overseen the construction of numerous single-family homes. As an owner of a construction company, he was responsible for managing and directing trade partners through these projects from beginning to end. As part of his duties, George frequently consulted and collaborated with, engineers, architects, and city officials to ensure that the final product met their expectations.

George's time in the business has honed his sense of urgency and the drive that is required to survive in this fast-paced and competitive work environment. His experience and passion for working in the industry, combined with his time management and leadership skills, makes George a great fit for the inspection industry.

Select Project Experience

4LEAF, Inc.

Building Inspector I

February 2017 - Present

George has been performing residential inspections on new residential sub-divisions as well as alterations and additions to complex dwellings. He has a great demeanor and uses the "partnership approach" while working with his customers to maintain progress while ensuring a safe structure. George has been successfully assigned to the cities of Fremont, Union City, Cupertino, Gilroy and Hollister.

Cortez Construction

Owner/Contractor

2000 - 2017

As the owner of a construction company, George successfully followed safety regulations while ensuring that the work was completed on time and on budget. He acted as the site supervisor, scheduled the labor and materials, and estimated construction projects.

Acosta Plaza Apartments

Apartment Manager

1995 - 2002

George managed all aspects of the apartment complex. He handled the day to day operations while he maintained a safe environment in each unit ensuring that all of the residents were satisfied with his prompt service.



Mark Hoadley

Senior Combination Building Inspector

Experience

20+ years

Education

ABC Training Program, Electrical
Norte Vista High School, Riverside,
CA, 1991

Certifications

ICC Certified Combination Building
Inspector
ICC Certified Commercial Building
Inspector
ICC Certified Commercial Electrical
Inspector
ICC Certified Commercial Mechanical
Inspector
ICC Certified Commercial Plumbing
Inspector
ICC Combination Residential
Inspector
ICC Certified Residential Building
Inspector
ICC Certified Residential Mechanical
Inspector
ICC Certified Residential Electrical
Inspector
ICC Certified Residential Plumbing
Inspector
DSA 2

Experience Summary

Mark is a certified combination commercial and residential Building Inspector. Mark has more than 20 years of construction experience including work as an electrician, Superintendent, Quality Control Inspector, and Inspector of Record. Mark has most recently worked for the City of Dublin for approximately five years on behalf of 4LEAF. Prior to that, Mark has spent 12 years as an Inspector of Record where he has inspected project between \$3 Million to \$90 Million. Projects include Courthouses, Schools, and Commercial Construction. Mark has worked throughout the Bay Area and has been a reputable IOR capable of completing large projects individually or as a member of a team.

Select Professional Experience

4LEAF, Inc.

Senior Combination Building Inspector

2015 - Present

Mark is currently working for 4LEAF and was most recently assigned to the City of Dublin for the past five years. Mark has worked on multi-family, residential, commercial, and OSHPD 3 projects. Most recently, Mark helped complete the OSHPD 3 Kaiser Medical Center located adjacent to I580 where he worked hand-in-hand with McCarthy Building group.



Douglas Hahn Inspection Services, Inc.

Inspector of Record for Administrative Office of the Courts

2012 - 2015

Mark worked for more than three years as an Inspector of Record for Douglas Hahn on multiple Administrative Office of the Courts projects including:

- Hayward Hall of Justice Remodel
- South County Justice Center Courthouse (\$62 Million), Porterville, CA
- Yolo County Superior Courthouse (\$90 Million), Woodland, CA

KCI***Inspector of Record for San Francisco Unified School District Projects*****2011-2015**

Mark worked on behalf of KCI providing Inspector of Record services for numerous San Francisco Unified District Projects including:

- Spring Valley Elementary School Modernization (\$5 Million)
- Downtown High School (\$5 Million)
- Cabrillo Elementary School (\$3 Million)
- Spring Valley Elementary Structural Renovation and Masonry Repair (\$3 Million)

Eagle Enterprises***Inspector of Record***

Mark worked for Eagle Enterprises for more than seven years as an Assistant Inspector of Record, Quality Control Inspector, and Inspector of Record. Mark worked on a number of projects including:

Inspector of Record

- San Francisco City College Alemany Civic Center and Downtown Campus (\$10.5 Million) – **2008-2010**

QC Inspector

- Kaiser Hospital Replacement, Vallejo, CA (\$350 Million) – **2006-2008**

Assistant Inspector of Record – 2003-2006

- Santa Clara Valley Medical Center (\$3 Million)
- Franklin McKinley Ambulatory Center, San Jose
- Hazel Hawkins Memorial Hospital MRI Wing Addition
- Dianne Feinstein Elementary School (\$15 Million)
- San Francisco City College Wellness Center (\$45 Million)

GC Superintendent/Electrician**1998-2003**

Commercial: Restaurant Remodels, carpentry, electrical, mechanical, plumbing, tile, drywall

Electrician**1992-1998**

Commercial and Residential: Schools, Banks, Data Centers, Warehouses, office, Luxury Condominiums, Multi-Family, etc.

Shenandoah Culp

Permit Technician

Experience

6+ Years

Experience Summary

Shenandoah is a highly organized Permit Technician with over 6 years of experience in customer service. Her background has instilled her with skills to be highly proficient in data integration, organization, and communications. Her excellent interpersonal skills have heightened her capacity to build rapport with customers. Shenandoah is proficient in the analysis and interpretation of data, which contributes to her ability to explain rules and regulations to permit applicants clearly and concisely. She has a remarkable drive to excel, and routinely offers motivation and support to colleagues who need extra encouragement making her a valuable team member to any jurisdiction.

Select Professional Experience

4LEAF Inc.

Permit Technician

2022 – Present

Shenandoah is responsible for serving the public at the Building Department counter for various jurisdictions, which has included the City of Folsom. Some of her duties include accepting plans for plan check, verifying accuracy and completeness of information, calculating permit fees, filing, and acting as support staff to others in the Department.

Wine and Roses Café – Lodi, CA

Barista

2021 - 2022

Shenandoah worked as the closing barista and was responsible for preparing and handling food, handling money, and providing reliable customer service.

Sherwin-Williams – Lodi, CA

Paint Handler

2019 – 2020

Responsible for answering phones with proper customer service, lifting and mixing paint buckets with attention to detail and care, matching paint colors, and providing dependable customer service.

Day-O Espresso and Smoothies – Lodi, CA

Shift Supervisor/Barista

2018 – 2019

Cindy Lucas

Senior Permit Technician / Trainer

Experience

10 + years of project management

Education

CA State University Chico

BA – Graphic Arts

Butte College - AA

Certificates

ICC Certified Permit Technician

Experience Summary

Cindy is an ICC Certified Permit Technician and Trainer with over 10 years of experience managing projects in various industries. Her experience in these areas have supported her role as a Permit Technician for various municipalities. Cindy excels as a Permit Technician and Trainer as she delivers the “partnership approach” mindset and provides excellent customer service delivery to all her contacts.

Select Professional Experience

4LEAF, Inc., Pleasanton CA

Sr. Permit Technician/Trainer

January 2020 – Present

Cindy excels in the role of Sr. Permit Technician and also provides quality training to staff who are developing their skills as a Permit Technician. She is highly skilled at performing the technical and clerical duties to support the development process. She is able to review development applications for completeness and accuracy, properly directs development questions to appropriate personnel, and is able to calculate, collect, and document fees associated with development applications. Cindy understands the importance of building and maintaining positive working relationships with co-workers, other staff, and the public using principles of superior customer service.

4LEAF, Inc., Pleasanton CA

Proposal Coordinator

April 2018 – January 2020

Cindy has produced and ensured the delivery of top quality, on-time and effective proposals, qualification packages, presentations, etc. She assisted with the overall pursuit process to ensure that the overall theme, technical scope, staff qualifications, and project experience are accurate, up to date, well written, and graphically pleasing. Cindy supported with the development, design, coordination, production, editing, proofing, and delivery of high-quality submittals and accompanying marketing materials.

Sarrah Patton

Code Enforcement Officer

Experience

5+ years

Education

Fair Housing
National Fair Housing Alliance
Fundamentals, Testing Coordination
Denver Metro Fair Housing Center
Accounting & Communications
East Central University

Certifications/Licenses

Certified Transaction Coordinator
Certified Typist
Licensed Real Estate Agent

Experience Summary

Sarrah has more than 10 years of staff management experience, 5 of which are centered around Code Enforcement and housing laws. Her academic experience focused on Fair Housing and has aided in the development of her professional career endeavors as she entered the Code Enforcement industry. Her skills include Case Management, Habitability Codes, Municipal Client Relations, Landlord & Tenant Rights, Conflict Resolution, and Enforcing Municipal Codes with an emphasis on Planning Regulations. Sarrah's background in Real Estate and Fair Housing make her a strong Code Enforcement Officer as she is able to enforce municipal codes and violations that lead to the prevention of public nuisances and provide a safe and compliant environment for jurisdictional residents.

Professional Experience

4LEAF, Inc.

Code Enforcement Officer

2022 - Present

Sarrah performs the following Code Enforcement duties for our clients:

- Inspect land, structures, vehicles, and stored materials for compliance with applicable planning, zoning, and other codes and laws.
- Respond to complaints regarding municipal and other code violations, laws, or statutes where enforcement authority is defined.
- Issue citations to property owners and worked with them to bring property into compliance.
- Compile notes and photographs on assigned cases and researched property ownership.
- Prepare inspection and abatement warrants for approval.
- Investigate codes, licenses, and fee violations and issue appropriate warnings and citations.

Pacific Union (DBA: COMPASS) – City of Napa, CA

Operations Manager

6/2019 - 9/2021

In her prior role, Sarrah's responsibilities included operations and office management, supply ordering and organization, equipment management and troubleshooting, A/R delegation, and marketing collateral assistance, creation, and distribution. She also managed a team of 21 agents, which helped advance her skills in multi-tasking and leadership—qualities that she has continued to develop

throughout her career. Her experience in Fair Housing and Case Management allowed Sarrah to accomplish her duties as Operations Manager and led to her interest in a career in Code Enforcement.

Fair Housing Napa Valley – City of Napa, CA**Intake Specialist, Fair Housing Specialist II****7/2015 - 5/2019**

As an Intake and Fair Housing Specialist, Sarrah's duties centered around case management, advocacy for protected classes, code enforcement, database entry, and HUD (Housing and Urban Development) grant reporting. She upheld processes outlined by the National Fair Housing Alliance, Share the Care, and Born to Age organizations to ensure equal rights for protected classes in regard to potential discrimination concerning housing situations. This role progressed Sarah's interest in the detection and prevention of building code violations.

South Napa Earthquake Recovery Group**Case Manager****3/2015 - 7/2015**

Sarrah's experience as a Case Manager introduced her to working with residents and clients who had been affected by a devastating situation and allowed her to explore housing codes while working to identify the needs of clients impacted by the 2014 earthquake. In her role, Sarrah procured resources and referred clients to necessary FEMA, City, and County programs. She also assisted clients with applying for resources.

Jennifer Keleher

Code Enforcement Officer

Experience

16+ years

Education

Certified Dental Assistant
College of San Mateo

Skills

MS Office Suite
Accela
Data Ticket
Google Suite
Canva
Adobe Acrobat Pro
Hansen

Experience Summary

Jennifer has over 16 years of staff management experience. She acquired a breadth of municipal knowledge and skills in her time working at the City of Santa Rosa and has exceptional skills in conflict resolution. Jennifer is excellent at communicating and enforcing municipal codes and violations to prevent public nuisances and provide a safe and compliant environment for jurisdictional residents.

In her recent placements providing Code Enforcement services to the City of Larkspur and the City of Pinole, Jennifer ensures that inspections and evaluations for both residential and commercial structures are compliant and follow the appropriate codes and regulations.

Professional Experience

4LEAF, Inc.

Code Enforcement Officer

2022 - Present

Jennifer performs the following Code Enforcement duties for our clients:

- Inspects and evaluates residential and commercial buildings and structures for compliance with the appropriate codes, other applicable regulations, and approved plans and specifications.
- Responds to complaints regarding municipal and other code violations, laws, or statutes where enforcement authority is defined and work with property owners issued citations to bring property into compliance.
- Compiles notes and photographs on assigned cases and researches property ownership.
- Prepares inspection and abatement warrants for approval.
- Investigates codes, licenses, and fee violations and issues appropriate warnings and citations.

Artizen Staffing Agency, City of Santa Rosa Code Enforcement

Senior Administrative Assistant

1/2022 - 6/2022

- Produced and edited electronic letters, memoranda, reports, and other materials.
- Understood, interpreted, and provided specific information regarding department services or policies to the public or other city employees, in person, over the phone, or by mail.
- Prepared documents such as agenda, memoranda, bid specifications, permits, legal notices, personnel action forms, purchasing requisitions, payment requests, evaluations, and other materials.

- Proofread, coded, checked, and recorded information.
- Established and maintained alphabetical, numerical, index, and cross-reference files.
- Composed routine correspondence and reports on behalf of managerial and professional staff.

City of Santa Rosa Finance Department (Parking Division)**Senior Administrative Assistant****2020 - 2021**

- Composed routine correspondence and reports on behalf of managerial and professional staff.
- Gathered and recorded financial statements as well as made daily cash deposits, received and recorded fees for permits and citations, and performed arithmetical calculations.
- Created, modified, and revised forms, computer applications, and other related material and processes.
- Created and distributed financial reports to various departments.

National Indian Justice Center**Administrative Assistant / Training Coordinator****2017 - 2020**

- Provided support for on-site training including participant registration, distributing training materials and evaluations, and preparing and printing training manuals.
- Managed hotel contracts from start to finish including negotiation of meeting space, audio/visual coordination, room block reservation, and food and beverage orders.
- Coordinated travel for staff and consultants, entered all payments into QuickBooks, and created expense reports for the Finance Manager.
- Tracked and updated grant tasks/budgets and created financial reports for grant reporting.
- Assisted with creating job descriptions and performed general office duties.

Sonoma State University, School of Science and Technology**Administrative Assistant II****2016 - 2017**

- Supported senior advancement staff with calendar appointments per direction from VP of Advancement and/or senior executives.
- Served as receptionist for the main office providing customer service to students, faculty, staff, family, and community members as well as directed visitors, and verified appointments.
- Processed and prepared documents, records, and forms, gathered data, completed data entry, and prepared standard reports.

Social Finance (SoFi)**Office Manager****2015 - 2017**

- Served as a liaison between teams and worked with departments across the company promoting communication and collaboration as a culture carrier.
- Prepared and facilitated department events.
- Scheduled and set up meeting rooms as well as scheduled meetings and travel.

OCTOBER 25, 2022

PROPOSAL TO PROVIDE
PLAN CHECK AND ON-CALL STAFFING SERVICES
FOR THE
CITY OR PINOLE

SECTION C

EXPERIENCE, QUALIFICATIONS AND REFERENCES



SECTION C: EXPERIENCE, QUALIFICATIONS AND REFERENCES

City of Pinole, CA

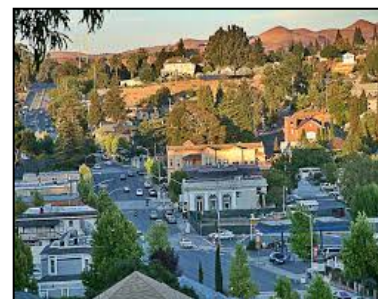
Code Enforcement, Plan Review, Inspection, and Chief Building Official

4LEAF has been working with the City of Pinole in several capacities including Plan Review, Code Enforcement Programs, Inspections, and providing an Interim Chief Building Official. These services assist the community in updating their construction to be in compliance with the current codes, especially for residents who did not go through a formal permitting process.



Housing Program – Code Enforcement

4LEAF is currently providing inspection and project administration support services to residents of the City who have completed work without going through a formal permitting process. Through strong organization and effective communication, the community has been very receptive to getting their properties up to the current codes and standards and avoiding life-safety construction hazards to the community. Both our Inspectors are working diligently to maintain a database of cases and track permitting progress on properties that need inspections to verify their property meets current residential health and safety code and the adopted California Building Codes.



Interim Chief Building Official

4LEAF provided the City with an Interim Chief Building Official. Lucas Chapman, CBO was with the City of Pinole on behalf of 4LEAF for more than one year. Lucas routinely performed plan reviews and inspections on large commercial and important City projects. Lucas also helped manage up to two Permit Technicians and one Building Inspector.

CRW Permitting System Automation

4LEAF recently provided the City of Pinole with Administration assistance for the upgrades to their CRW Permitting System. Our staff helped organize and administer workarounds to allow staff to successfully navigate the permitting system, integrate with other departments, and interface with the community to process permits in a reasonable time frame.

Building Inspection Services and Emergency Response Team

4LEAF provides all the inspection services for the City to include residential and commercial inspections for all trades including Building, Mechanical, Electrical, and Plumbing. Our firm provides after hours and weekend response to emergency life-safety situations due to fire, weather damage, or power loss to determine if the residences were safe to resume occupancy.

Client Name: City of Pinole
Project Location: Pinole, CA
Client Contact: Tamara Miller, Public Works Director
Client Address: 2131 Pear St, Pinole, CA 94564
Client Phone: (510) 724-9010
Contact Email: TMiller@Ci.Pinole.CA.US



City of San Pablo, CA

Code Enforcement, Plan Review, Inspection Services, and Chief Building Official

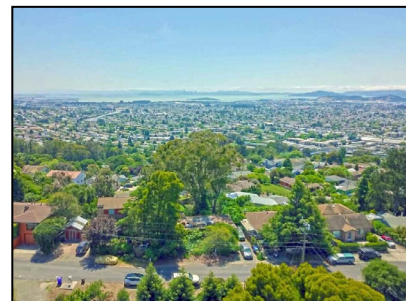
For the past 4 years, 4LEAF has been working with the City of San Pablo in several different capacities including Code Enforcement, Plan Review, Inspections, and Interim Chief Building Official to assist the community in helping its customers update their construction to maintain compliance with the current codes, especially those who did not go through a formal permitting process.



CITY of SAN PABLO
City of New Directions

Housing Program – Code Enforcement

4LEAF is currently providing inspection and project administration support services to City of San Pablo residents who have completed work without going through a formal permitting process. Through strong organization and effective communication, the community has been receptive to getting their properties up to the current codes and standards and avoiding construction hazards. Both of our Inspectors, Steven Mello and Greg Adams, are working diligently to maintain a database of cases and track permitting progress on properties that need inspections to verify their property meets the current residential health and safety code and the current adopted California Building Codes. Our Project Administrator works both on-site and off-site coordinating, managing, and assigning inspections regarding this program.



Interim Chief Building Official

4LEAF has provided the City with an Interim Chief Building Official for more than two years in this capacity. 4LEAF's Building Official routinely performs Plan Reviews and Inspections on large commercial and important City projects and has helped manage up to two Permit Technicians, one Building Inspector, and three Permit Technicians.

Building Inspection Services

4LEAF provides all the inspection services for the City to include residential and commercial inspections for all trades including Building, Mechanical, Electrical, and Plumbing. 4LEAF personnel is responsible for inserting all the inspection results into the City's permitting system CRW.

Client Name: City of San Pablo
Project Location: San Pablo, CA
Client Contact: Charles Ching, Assistant CM
Client Address: 13831 San Pablo Ave., San Pablo
Client Phone: (510) 215-3031
Contact Email: CharlesC@SanPabloCA.GOV



Project Development Unit (PDU) - County of San Mateo, CA

Building and Fire Plan Check, Fire Inspection, and Inspector of Record Services

4LEAF is currently performing Plan Check and Inspector of Record services for multiple projects on behalf of the County of San Mateo's Project Development Unit. This **\$1 Billion program** consists of up to 18 projects over the course of more than five years. 4LEAF is responsible for the combination inspections and inspection reports related to all projects including:



Regional Operations Center

The new 37,000 square foot, two-story Regional Operations Center (ROC) will be located on the County Center campus where the motor pool was once located. On a daily basis, the Center will house 9-1-1 Public Safety Dispatchers, an Emergency Operations Center, and the Office of Emergency Services. More importantly, the ROC will serve as a hub for public safety responders during major catastrophic events. The building will achieve LEED Silver certification from the U.S. Green Building Council and is the largest project funded to date by Measure K.



Skylonda Fire Station #58

This project consists of a barracks/office building consolidating the functions and operations of two existing structures into a single structure. The barracks/office building will contain administrative offices and related support spaces, conference and training rooms, a kitchen and dining room, dayroom, dorm rooms, fitness rooms, showers, and restrooms. A new primary vehicular access connection shall be provided to Skyline Boulevard to facilitate improved traffic sightlines and vehicle turning radiuses.



Animal Shelter

The County of San Mateo is constructing a new animal shelter that will be located at the Coyote point site of the current animal shelter to replace the existing shelter buildings. This Design-Build project will contain programmed space for a variety of mandated animal care services, limited community services, clinic services, and administrative services. The project currently underway will replace the existing facility with a new approximately 27,000 square foot animal shelter facility.



Additional Projects:

- County Office Building #3
- Cordilleras
- South San Francisco Health Center
- Sanchez Adobe Visitors Center
- Parking Structure #2
- San Mateo Medical Center
- La Honda Fire Station
- Maple Street Homeless Shelter
- Portola House
- Pescadero Fire Station
- Pine Street Project

Client Name: County of San Mateo, PDU
Project Location: County of San Mateo, CA
Client Contact: Adam Ely, Director
Client Telephone: (650) 599-9063
Client Email: AEly@SMCGov.org
Completion Date: Varies by Project
Total Program Cost: ~\$1 Billion



City of Cupertino, CA

On-Call Plan Review, Fire Plan Check, and Inspection Services

4LEAF performs on-call building inspection, plan review, and fire plan review services for the City of Cupertino. 4LEAF has completed numerous residential and commercial plan reviews.



Apple Campus 2

4LEAF provided the Building, Fire, and Public Works Department Inspection services on the largest private commercial construction project in the Country. 4LEAF was tasked with mobilizing a **project team of more than 20** Building, Fire, and Public Works Inspectors, Project Administration Staff, and Engineering team for this more than **\$6 Billion project**. 4LEAF was responsible for coordinating the inspections in relation to the City's permits and ultimately packaging milestones of the project for occupancy approval from the City's Chief Building Official. The project included:

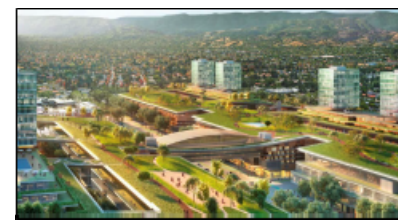
- **Main Building** – The Main Building accommodates up to 12,000 employees and comprises approximately 2.8 million sf.
- **Corporate Fitness Center** – Comprising approximately 100,000 sf.
- **Corporate Auditorium** – Comprising approximately 120,000 sf and will hold up to 1,000 people.
- **North and South Parking Structures** – Two above-grade parking structures of approximately 6,000 spaces.
- **Central Utility Plant** – Integrated parking structure and serves all buildings on the Main Building site.
- **Phase 2 Research and Development Buildings** – 600,000 sf of office, research, and development and two separate above ground parking garages.



Vallco

4LEAF was also selected to perform inspections for the **\$2.2 Billion Vallco project**, which will provide approximately 430,939 sf of new retail along with 2,402 residential units and 1,981,447 sf of office with eleven (11) 22-story mixed-use high-rise buildings connected by a 30-acre green roof spanning the majority of the Vallco property.

4LEAF performed a review on the **Main Street Cupertino Project**. The 17.4 acre Downtown Cupertino project includes 130,000 square feet of retail space, 100,000 sf of office space, and 160 units of high-end senior Housing, and a 250-room hotel.



Agency Name: City of Cupertino
Project Dates: 2010 - 2018
Client Contact: Albert Salvador, P.E., C.B.O., Chief Building Official
Client Telephone: Office: (408) 777-3328
Client Address: 10300 Torre Ave, Cupertino, CA 95014
Contact Email: AlbertS@Cupertino.org



City of Palo Alto, CA

Building Inspection, Permit Technician, Plan Review

Since 2007, 4LEAF has provided several combination inspectors to assist the City staff with routine daily inspections for commercial and residential properties located throughout Palo Alto. Our inspection services vary from full-time to temporary part-time staff.

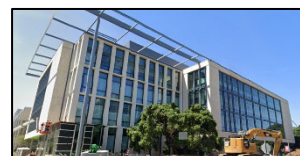


On-Site Plans Examiners

Since 2010, 4LEAF has provided on-site plans examiners for the City of Palo Alto. All Plans Examiners are registered Engineers in the State of California and are responsible for reviewing larger projects between \$100,000 to \$50,000,000 under the direction of the Chief Building Official. In addition, they will also assist the Permit Counter with over-the-counter plan reviews and general questions from the public. Some of the most recently reviewed projects include Skype, Stanford Medical Center, Technology Credit Union, and VMware. 4LEAF is currently reviewing and inspecting the following projects

Stanford Biomedical Innovation Building – \$126 Million

New research laboratory building for Stanford University School of Medicine. Four-story above garage and one below grade for a total of 216,647 SF. Wet-bench research laboratories and associate support spaces, faculty offices and open office spaces workstations, conference rooms and staff amenity spaces.



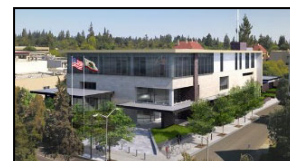
2600 El Camino Real – \$13.5 Million

New four-story 62,616 SF office building over one level of basement garage parking (36,957 SF) office is structurally connected to a two-story above grade parking garage (24,059 SF)



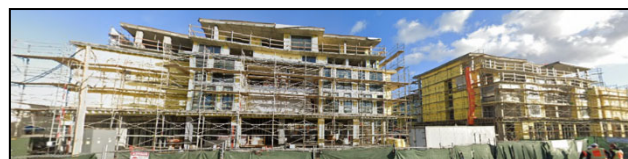
City of Palo Alto Public Safety Building – \$84 Million

New three-story, 136,873 SF City of Palo Alto Public Safety Building will have 2 levels of underground parking and will house the Police Department, 911 Emergency Dispatch Center, the Emergency Operations Center, the Office of Emergency Services, and the administration needs of the Fire Department.



744 San Antonio Rd. – \$42 Million

Courtyard by Marriott and an AC Hotel by Marriott. Two, five-story hotels (164,764 SF) hotels offering a combined 294 rooms with surface and underground parking.



ISO 1 Rating

With approximately 13 full-time personnel working at the City of Palo Alto, 4LEAF was instrumental in the program put in place to achieve an ISO 1 Rating. In March of 2015, Palo Alto became the 8th City in the Country out of 14,000 Building Departments to achieve this status.



Client Name: City of Palo Alto
Project Dates: 2007 - Present
Client Contact: George Hoyt, CBO, Chief Building Official
Client Telephone: Office: (650) 329-2368
Client Address: 285 Hamilton Ave. Palo Alto, CA 94301
Contact Email: George.Hoyt@CityofPaloAlto.org

OCTOBER 25, 2022

PROPOSAL TO PROVIDE
PLAN CHECK AND ON-CALL STAFFING SERVICES
FOR THE
CITY OR PINOLE

SECTION D

SERVICES UNDERSTANDING



SECTION D: SERVICES UNDERSTANDING

The City of Pinole is seeking qualified firms to provide a variety of technical building support services on an as-needed basis. Given the volume of permit activity and development in the City of Pinole, the Community Development Department may require additional professional expertise to maintain existing levels of service across several of its core functions. 4LEAF can provide the City the following as-needed services:

Plan Review Services

4LEAF will provide Plan Review for any type of structure to ensure compliance with all adopted codes, local ordinances (including Tier 1 of Cal Green, if required) and State and federal laws that pertain to Building and Safety, and for compliance with the adopted International Code Council (ICC) Building, Plumbing, Electrical, Mechanical, National Fire Protection codes and standards, and the Accessibility and Noise and Energy Conservation requirements as mandated by the State of California Title 24, State of California Water Efficient Landscape Ordinance, the State of California Certified Access Specialist (CAsp) compliance, and all other applicable ordinances. The types of projects we provide these services for include Single-Family Dwellings, large Multi-Family Mixed-Use Dwelling Units, Commercial, and Industrial.

Approach

We understand that the specific building plan review responsibilities will include, but are not limited to:

- Examining plans, drawings, specifications, computations documents, soils reports, and additional data.
- Ascertaining whether projects are in accordance with applicable building and fire codes, and City ordinances, including but not limited to Title 24 and Title 25.
- Performing such reviews as structural, MEP, green building, fire and life safety, grading and drainage.
- Reviewing plans to ensure conformity to the required strengths, stresses, strains, loads, and stability as per the applicable laws.
- Reviewing plans to ensure conformity with use and occupancy classification, general building heights and areas, types of construction, fire resistance construction and protection systems, means of egress, accessibility, structural design, soils and foundations, and masonry.
- Providing additional plan review services as requested by the City.
- Conducting all plan review at the City Department or at a site mutually agreed upon in writing and.
- Supplying all plan review staff with all code books and other basic professional references.

On- and Off-Site Review

4LEAF can supply Registered Professional Engineers to the City to work on-site performing structural plan review and non-structural reviews at the jurisdiction's discretion. Our experience includes checking for compliance with the structural, life-safety, accessibility, plumbing, mechanical, electrical, fire, and local codes/ordinances.

Process Mapping

4LEAF aims to bring departmental processes together by identifying and eliminating obstacles to streamline processes. Our subject-matter experts visit each department within a jurisdiction to conduct an analysis of existing processes, identify how best to streamline separate departmental processes to improve workflow, and provide guidance and recommendations on an improved work plan.



Plan Review QA/AC Review Process

Task 1 – Project Tracking Set-up

The first step of our process will be to set up the project in our system to enable 4LEAF and the City of Pinole each to track the progress of the review. Our plan tracking procedures are designed to track each submittal throughout the review process and maintain accurate and comprehensive records for each submittal.

Task 2 - Complete Submittal Review

Upon receiving the plans from the City , 4LEAF will triage (preliminary plan review performed by 4LEAF plan review project lead) the submittal to verify that the submittal received is complete (i.e., all pertinent plans, calculations, reports, and other related documents) in order that we can begin our review. If the submitted package is incomplete, we will communicate with the City to discuss the deficient documents needed to proceed with our review.

Task 3 - Plan Review Assignment

After the triage process is performed and a complete package is verified, the project will be assigned to the most qualified Plans Examiner and a turnaround time will be established. We will log each application into our database the same day the plans are received to assure that they are routed in a timely manner and to allow for daily project tracking.

Task 4 - Plan Review

4LEAF will provide the project contact (Developer, Contractor, Architect, or Engineer) desired by the City of Pinole with a list of any items needing correction and clarification to comply with applicable building codes, ordinances, and regulations. A correction list will be created based on the missing codes and ordinances.

Task 5 - Quality Control

Prior to submitting the plan review correction list to the City , the designated plan review project lead will review the correction list for adherence to applicable codes and ordinances as well as for accuracy and completeness. After completion of our quality control review a correction list will be e-mailed to a designated staff member at the City of Pinole or as directed by the City .

The correction list and a 4LEAF transmittal form will include the following information: a description of the work, type of construction, occupancy group, square footage, number of floors, and sprinkler requirements.

Task 6 - Plan Review Rechecks

Plans received for rechecks will be reviewed for conformance. Our goal is to actively work with the designers to resolve all unresolved issues after our second review. If it appears that there are complicated issues that might cause a project to go beyond our second review, we will communicate directly with the designer to resolve these concerns.

Task 7 - Project Approval

Once the final plan reviews are completed and ready for approval, 4LEAF will organize the plans and supporting documents per the City of Pinole processing requirements and return them to the City , along with our letter of completion.



Turn-Around Times

4LEAF has a tremendous reputation for completing projects on-time and under budget. 4LEAF's plan review team is widely recognized for quick turn-around times and prompt service. Off-site plan reviews are performed at our office, with plans transmitted by personal delivery or overnight service. The standard turn-around time is within 10 business days for residential plan reviews and within 10 days for commercial/industrial plan reviews; however, these timeframes are negotiable based on your needs. **4LEAF also provides Fire Plan Review services.**

Type of Plans	Transportation Pick up & Delivery	Initial Review	Resubmittal Review	Resubmittal Review #2	Expedited Review	Expedited Resubmittal
Residential	< 24 Hours	< 10 Days	< 5 Days	< 5 Days	< 5 Days	< 3 Days
Multi-Family	< 24 Hours	< 10 Days	< 5 Days	< 5 Days	< 5 Days	< 3 Days
Residential Remodel	< 24 Hours	< 10 Days	< 5 Days	< 5 Days	< 5 Days	< 3 Days
Residential Addition	< 24 Hours	< 10 Days	< 5 Days	< 5 Days	< 5 Days	< 3 Days
Commercial	< 24 Hours	< 10 Days	< 5 Days	< 5 Days	< 5 Days	< 3 Days
Commercial Addition	< 24 Hours	< 10 Days	< 5 Days	< 5 Days	< 5 Days	< 3 Days
Commercial Remodel	< 24 Hours	< 10 Days	< 5 Days	< 5 Days	< 5 Days	< 3 Days
Commercial > 15,000 s.f.	< 24 Hours	Negotiable	Negotiable	Negotiable	Negotiable	Negotiable

***Larger complex plan reviews can be negotiated to achieve the best possible pricing. 4LEAF has a proven track record of working with municipalities to provide expedited reviews with special discounted pricing.**

Pick-up of all plans will be performed by 4LEAF staff within 24 hours of the City's phone call or e-mail. 4LEAF prefers to pick-up and deliver the plans in person to communicate information that may be pertinent to the project and maintain consistent communication. At no additional cost, 4LEAF staff will transport the plans to and from the City upon a phone call to the 4LEAF office or simply e-mail for "pick-up" to pickup@4leafinc.com.

4LEAF's EZPlan Review

EZPlan Review is our in-house tracking software that acts as a communication tool between 4LEAF and the jurisdictions we work with. The use of EZPlan makes communication easy. This web portal allows users visualize project due dates, notes, and status updates so that projects can be followed from start to finish. Additionally, 4LEAF provides electronically stamped and uploaded copies of approved project plans, a value which saves clients time and resources. With the use of EZPlan, 4LEAF hopes to provide a level of ease and transparency during the off-site plan review process.

Project Name	Address	Description	Status	Start Date	Due Date	Notes
660-Sonoma County Fire Recovery	10000 Sonoma Valley Rd.	2017 COMPLEX FIRE	Y	10-02-2019	10-08-2019	Y 3 CAN
660-Sonoma County Fire Recovery	11233 Vineyard Spn.	2017 COMPLEX FIRE SA	Y	03-16-2019	03-20-2019	Y 2 CAN
660-Sonoma County Fire Recovery	2805 Barry Rd Santa	2017 COMPLEX FIRE ENL	Y	02-25-2019	03-13-2019	Y 1 CAN
660-Sonoma County Fire Recovery	4305 Parker Hill Rd	2017 COMPLEX FIRE	Y	03-20-2019	03-26-2019	Y 1 CAN
660-Sonoma County Fire Recovery	3444 CHICKEN HEDGE R.	2017 COMPLEX FIRE 10	Y	03-20-2019	04-10-2019	Y 1 CAN
660-Sonoma County Fire Recovery	3610 Crystal Ct Bart	2017 COMPLEX FIRE	Y	04-10-2019	04-20-2019	Y 1 CAN
660-Sonoma County Fire Recovery	147 Westway Ct Santa	2017 COMPLEX FIRE-SP	Y	04-17-2019	04-20-2019	Y 1 CAN
660-Sonoma County Fire Recovery	47209 Highway Rd San	2017 COMPLEX FIRE	Y	04-19-2019	04-24-2019	Y 1 CAN
660-Sonoma County Fire Recovery	43201 Wilcox Rd Bart	2017 COMPLEX FIRE	Y	04-19-2019	05-03-2019	Y 1 CAN
660-Sonoma County Fire Recovery	5610 Crystal Ct Bart	2017 COMPLEX FIRE	Y	05-10-2019	05-16-2019	Y 2 CAN
660-Sonoma County Fire Recovery	48301 Carnegie Ln San	2017 COMPLEX FIRE	Y	06-27-2019	08-30-2019	Y 2 CAN



Document Control

When plans and documents are received for review, 4LEAF's Plan Review Manager and Document Control Technician analyze the project, creates a job number, and completes a Job Setup Sheet. This form highlights both the jurisdiction, applicable contact information, and all project specific design criteria and notes. Jobs are then transmitted through 4LEAF's easily accessed EZPlan Review Portal which tracks initial and subsequent reviews and is open for view by the client. The City and their customers can view 4LEAF's plan review control log through 4LEAF's EZPlan Review Portal.

Plans then get distributed for review to a 4LEAF team consisting of Plan Review Engineers, Architect (a licensed state professional) and/or an ICC Certified Plans Examiner, as applicable. Our staff then performs his or her function of analyzing the plans and documentation for effective conformance to the state codes, referenced construction standards, and City amendments. 4LEAF's code review methodology is "The Effective Use of the Codes" reinforced through proprietary and jurisdictional checklists. When complete, the Plan Review Manager overviews the project for quality control purposes and forwards comments or approvals to the client's pre-designated contacts.

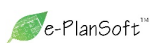
Off-Site Electronic Plan Review

Digital plan review allows 4LEAF the ability to review, markup and transport plans of any size electronically. We strongly encourage this service for our clients. This process delivers a high degree of cost effectiveness, time efficiency and a "green" and environmentally friendly system. Through our strong focus on utilizing this digital capability, we offer full access to all 4LEAF engineers and plans examiners company-wide, from any of our office locations. A protected online portal will be established to allow property owners, contractors, developers, businesses, designers, and stakeholders to submit plans electronically for review. Access to the online portal will be given to City staff for immediate access to information regarding project status during the review process.

4LEAF has successfully implemented and used Bluebeam for electronic review of files to help eliminate the use of paper and take the plan review workflow to a whole new level. 4LEAF's offices are equipped with large scale monitors for easy review of plans. Bluebeam Revu combines powerful PDF editing, markup, and collaboration technology with reliable file creation. Bluebeam integrates flawlessly with our Green Line approach for electronic and timely turnarounds resulting in permit issuance within 5-7 business days.

Additional Technologies

Having served more than 350 jurisdictions, 4LEAF and our staff are knowledgeable and have experience working with a variety of different technologies for Electronic Plan Review, Permit Tracking, and Building Inspections. 4LEAF's experience with tracking technologies includes, but is not limited to:



Structural Only Review

Upon request, 4LEAF will perform "structural only" reviews for the City. 4LEAF can communicate directly with the designers via email, in-person meetings, and through our EZPlan Review system. 4LEAF prefers PDF files for "structural only" reviews as they allow several Structural Engineers to review plans together should there be design-related questions. The majority of 4LEAF's plan review engineers have a design background and work well with project designers.



Certified Access Specialist (CASP)

4LEAF has performed CASp inspections, plan review projects, and have consulted on numerous construction projects for accessibility questions and advice.

Building Department Staffing Services

4LEAF has a proven track record of providing Permit Technician/Counter staff and Building Officials to jurisdictions. 4LEAF can deploy such staff on short notice and offer training programs for department staff, if required. Our staff encompasses the right combination of experience, education, and certifications.

Permit Technician

4LEAF Permit Technician Staff must be experienced and dedicated to serving the public at the Planning and Building Department counter. 4LEAF has numerous of Permit/Counter Technicians on staff, many who are currently assigned to Building Departments throughout the state. All staff will have the materials, resources, tools, and training required to perform the job. Typical Permit Technician duties include:

- Accepting plans for plan check
- Verification that plans are accurate and complete
- Calculating permit fees
- Explaining ordinances and procedures to owners, contractors, developers, architects, and the public
- Assisting with preparation of permit applications
- Receiving plans for Planning and Building permits and route to various agencies (if requested)
- Accepting complaints on code violations, process, and record complaints
- Answering phone calls for field and office staff
- Processing inspection requests
- Maintaining files for building permits
- Operating the Building Department's computerized information system
- Inputting a variety of information, including building permits and inspections
- Completing related duties and responsibilities as assigned by Building Official and Senior staff members

Building Official

4LEAF Interim Building Officials can provide in-house plan reviews to the City, limiting the amount of projects distributed to outside consultants and helping the City achieve significant cost savings. The Building Official will act as an adjunct staff member to the City and work with City personnel and various departments to perform professional building services including but not limited to plan review, permit technician, building inspection, and code enforcement. Staff qualifications for this role include evaluating and documenting projects for compliance with applicable building standards and housing codes, on- and off-site plan review, staff augmentation, and other building department related tasks. Proposed staff for this role will be appropriately trained and certified for all work.

Placement Schedule

Building Department Staff	Interim	Full-Time
Permit Technician (ICC Certified)	< 2 Days	< 5 Days
Assistant Permit Technician/ Counter Staff	< 2 Days	< 5 Days
Building Official	< 2 Days	< 15 Days



Fire Plan Review Services

Our Fire team is comprised of experienced Fire Plan Reviewers, Fire Protection Engineers, Fire Marshals, and Fire Chiefs. 4LEAF's fire inspectors are all **ICC and/or OSFM Certified** and experienced working within a municipal work environment. Our fire plan review and inspection processes similarly follow the procedures and timelines outlines in our Building plan review and inspection sections. We have worked on several high-profile contracts for fire prevention services and recovery programs including:

- University of California, Davis – Fire Plan Review
- City of Folsom – Fire Plan Review
- Lathrop/Manteca Fire District – Fire Plan Review
- County of Sacramento – Fire Plan Review
- County of Placer – Fire Plan Review
- Solano County – Fire Recovery Program
- Sonoma County – Fire Recovery Program
- Town of Paradise – Fire Recovery Program
- Livermore Pleasanton Fire Department – Fire Review and Inspection Services
- City of Oakland Fire Department – Fire Plan Review Services

Fire Plan Review

4LEAF can provide plan review services for all types of occupancies and construction types to ensure compliance with all adopted codes, local ordinances and state and federal laws, ordinances, regulations, and standards that pertain to Fire Life Safety Including, but not limited to:

- CA Title 24, Parts 2, 3, 4, and 9
- NFPA 13, 13R, 13D, 24, and 72
- Local amendments to the California Building and Fire Codes
- California Health and Safety Code
- Municipal Fire Standards & Municipal Codes
- National Fire Protection Referenced Standards

4LEAF is one of the Fire Life Safety industry's leaders in Plan Review Services. Our Fire Plan Review Services include:

- | | |
|--|---------------------------------------|
| ➤ Compliance for Site Access Requirements | ➤ Complete Fire Prevention Services |
| ➤ Compliance for Fire Flow Requirements | ➤ New Construction Inspections |
| ➤ Review of Fire Prevention, Suppression, and Detection Systems | ➤ Fire Alarm/Sprinkler Inspections |
| ➤ Sprinkler, Standpipe, Alarm, Notification Systems, and Fire Pump Code Compliance | ➤ Special Event Permits |
| ➤ Hazardous Occupancies, High Piled Storage, and Smoke Control Systems | ➤ Hazardous Materials Inspections |
| ➤ Review of Alternate Means | ➤ In-House Plan Review |
| ➤ Review of Methods Requests | ➤ Off-Site Plan Review |
| ➤ Annual Business Inspections | ➤ Code and Standards |
| | ➤ Public Education and Safety Trainin |



Building Inspection Services

4LEAF has a team of more than 200 ICC Certified Building Inspectors, OSHPD/DSA Inspectors of Record, Fire Personnel, and Construction Inspectors working on various contracts. 4LEAF has a team committed to work in Southern California who will remain for the duration of projects to ensure we capture the goals and performance that have made our inspection system successful.

We maintain the largest database of qualified inspectors of varied qualifications. Inspectors vary from current full-time inspection staff, idle staff (temporarily between assignments), and pre-qualified staff which include inspectors who are available subject to client demand. 4LEAF's inspectors are all ICC Certified and experienced working within a municipal work environment. 4LEAF will provide inspectors with all the necessary tools, equipment, and current code books sufficient to facilitate all required inspections. **4LEAF can provide interim or full-time inspectors same-day or within one business day**—simply call, email, or text our assigned Project Manager for an immediate response. Our on-call database is utilized for all our clients for as-needed requests.

Inspector	18 Mon	19 Tue	20 Wed	21 Thu	22 Fri	23 Sat	24 Sun	25 Mon	26 Tue	27 Wed	28 Thu	29 Fri	30 Sat	31 Sun	01 Mon	02 Tue	03 Wed	04 Thu	05 Fri	06 Sat	07 Sun	08 Mon	09 Tue	10 Wed	11 Thu	12 Fri	13 Sat	14 Sun	15 Mon	16 Tue	17 Wed
Gregory Adams	88																														
Robert Adler	152																														

Periodic Inspection Services

→ Available Next Day

4LEAF can fulfill inspection requests immediately upon request including same day. 4LEAF has a wealth of local and available inspectors ready to serve the City. In addition, 4LEAF has a proven track record of providing such services to several different building departments.

Part-Time Inspection Services

→ Available Next Day

4LEAF will provide the City with part-time inspectors upon request. 4LEAF can provide part-time staff within 24 hours of request for any duration of time. 4LEAF's Project Manager will work closely with the department to identify the right personnel and determine the appropriate work schedule.

Full-Time Inspection Services

→ Available Two Days or Less

4LEAF can provide full-time inspectors upon request. 4LEAF provides this service regularly to many clients throughout Southern California, Northern California, Central Coast, Sacramento Valley, Peninsula/South Bay, East Bay, North Bay, and Central Valley.

Project Specific Inspection Services

→ Available Two Days or Less

4LEAF is often tasked with providing inspection services to large projects on behalf of municipalities. 4LEAF currently handles large-scale projects for such clients as the City of Palo Alto, City of Cupertino, etc. These projects are developer funded into a separate City account which is distributed to 4LEAF using a separate invoice and contract number. This is particularly helpful to fast paced projects looking for continuous inspection services over a short period of time (i.e., 6 - 36 Months).



Code Enforcement Services

4LEAF can provide the City with experienced Code Enforcement services for to address current and upcoming project needs. Services provided to the City shall include but not be limited to:

Inspections

4LEAF can provide certified and qualified staff to perform Code Enforcement inspections in a lawful manner that respects the reasonable expectations of privacy and security of residents and their properties. Inspections conducted will determine if conditions on the properties being inspected are compliant with applicable sections of the current editions of the International Property Maintenance Code, City Code, CA Building Code, and any Code adopted by reference by the City.



4LEAF staff will be qualified to verify that onsite conditions are consistent with the City's records for development approvals, square footage, setbacks, heights, and other requirements that may be applicable.

4LEAF staff are qualified to do the following:

- Perform inspections for violations of Building Codes and Ordinances as adopted by the City.
- Research properties for prior approvals, permits, and general information relating to violations.
- Investigate and take necessary action when a violation of City Code exists, and consulting with City Counsel as required when requested by the Code Enforcement Chief.
- Comply with the City's procedures for reporting inspection results and deficiencies.
- Using City inspection correction forms.
- Making appropriate entries in City records.
- Conduct follow-up inspections as needed.
- Notify the responsible parties of other agency approvals prior to closing a code enforcement action.
- Maintain records as needed for the efficient and effective operation of the City.
- Meet with members of the public and City staff daily as needed.

Enforcement

4LEAF staff have the experience in working cooperatively with property owners and other responsible parties to bring properties and/or conditions into compliance with applicable bodies of law. Our team will be able to determine when voluntary compliance is not forthcoming from property owners or responsible parties. 4LEAF staff has experience in using administrative processes including the issuance of administrative citations to credibly establish at the administrative level that violations of law exist on a property. 4LEAF Code Enforcement Officers have experience in writing criminal citations and in working with legal counsel to assist in the successful prosecution of Code Enforcement cases either in criminal or civil court when necessary.



OCTOBER 25, 2022

PROPOSAL TO PROVIDE
PLAN CHECK AND ON-CALL STAFFING SERVICES
FOR THE
CITY OR PINOLE

SECTION E

COST, RATE AND SERVICE STRUCTURE



2022-2023 FEE SCHEDULE & BASIS OF CHARGES

FOR THE CITY OF PINOLE

All Rates are Subject to Basis of Charges

PLAN REVIEW COST STRUCTURE	NOTES
Complete Plan Review Percentage Cost: 65% <i>(Inclusive of all disciplines except Fire and Civil, which are billed on an hourly basis.)</i> Hourly Plan Review: \$130 Non-Structural Review \$155 Structural Review	Fee includes: ➤ Initial review and two (2) rechecks. Hourly charges apply after three (3) or more rechecks. Meetings regarding plan checks. ➤ Shipping and courier service.

PROJECT MANAGEMENT

Principal-in-charge	\$195/hour
Project Manager	\$170/hour

BUILDING & FIRE

Interim Chief Building Official	\$170/hour
Senior Combination Building Inspector (Building Inspector III)	\$135/hour
Commercial Building Inspector (Building Inspector II)	\$120/hour
Residential Building Inspector (Building Inspector I)	\$105/hour
OSHPD Inspection/Review	\$155/hour
Administrative Support	\$70/hour
Permit Technician	\$85/hour
Senior Permit Technician	\$95/hour
On-Site Structural Plan Review Engineer	\$155/hour
On-Site Non-Structural Plans Examiner	\$130/hour
Civil Plan Review (Grading, Improvement Plans)	\$165/hour
Fire Protection Engineer (FPE)	\$189/hour
Fire Plan Examiner	\$140/hour
Fire Prevention Officer	\$142/hour
Fire Inspector I	\$120/hour
Fire Inspector II	\$135/hour
Public Works Inspector	\$155/hour
CASp Inspection/Review	\$175/hour
Permit/Counter Manager	\$110/hour
GoFormz Software	\$50/user monthly
Hourly overtime charge per inspector	1.5 x hourly rate
Mileage (for inspections performed within the City)	IRS Rate + 20%

**CODE ENFORCEMENT**

Project Manager	\$185/hour
Director of Code Enforcement	\$150/hour
Senior Code Enforcement Officer	\$130/hour
Code Enforcement Officer	\$110/hour

PLANNING

Principal-in-Charge	\$280/hour
Housing Policy Director	\$225/hour
Planning Director	\$205/hour
Principal/Planning Manager	\$175/hour
Senior Planner	\$160/hour
Associate Planner	\$140/hour
Assistant Planner	\$115/hour
Planning Technician	\$95/hour

BASIS OF CHARGES

Rates are inclusive of “tools of the trade” such as forms, telephones, and consumables.

- All invoicing will be submitted monthly.
- Staff Augmentation work (excluding plan review) is subject to 4-hour minimum charges unless stated otherwise. Services billed in 4-hour increments.
- Most plan reviews will be done in 10 business days or less and 5 business days or less for re-checks. This is not inclusive of holidays or the day of the pick-up of plans.
- Expedited reviews will be billed at 1.5x the plan review fee listed in the fee schedule. Return time will be within five (5) days or less on regular plan checks and seven (7) days on larger projects upon receipt of the plans from the City. The same term will apply for all plan review cycles.
- Plan review of deferred submittals & revisions will be billed at the hourly rates listed.
- Larger complex plan reviews can be negotiated to achieve the best possible pricing.
- All plan review services will be subject to 2-hour minimum fee.
- All plan review services are billed on a percentage basis and includes the initial review and 2 rechecks.
 - Plan reviews will be billed on an hourly basis only after the initial review and 2 rechecks unless otherwise agreed upon on a case-by-case basis.
 - Fire and Civil Reviews are billed on an hourly basis and are not included in our plan review percentage.
- 4LEAF assumes that these rates reflect the 2022-2023 contract period. 3% escalation for 2023-2024, 2024-2025, and 2025-2026 is negotiable per market conditions.
- Overtime and Premium time will be charged as follows:

- Regular time (work begun after 5AM or before 4PM)	1 x hourly rate
- Nighttime (work begun after 4PM or before 5AM)	1.125 x hourly rate
- Overtime (over 8-hour M-F or Saturdays)	1.5 x hourly rate



- *Overtime (over 8 hours Sat or 1st 8-hour Sun)* *2 x hourly rate*
- *Overtime (over 8 hours Sun or Holidays)* *3 x hourly rate*
- Overtime will only be billed with prior authorization of the Director or other designated City personnel.
- All work with less than 8 hours rest between shifts will be charged the appropriate overtime rate.
- Mileage driven during the course of Inspections will be charged at cost plus 20%.
- Payment due on receipt. All payments over 30 days will be assessed a 1.5% interest charge.
- Client shall pay attorneys' fees, or other costs incurred in collecting delinquent amounts.
- Client agrees that 4LEAF's liability will be limited to the value of services provided.
- In accordance with California's Meal Break and Rest Break Law requirements, Client will be billed one (1) additional hour per day at the regular rate for each missed meal or rest break due to Client-directed tasks or requirements. Client should allow 4LEAF's non-exempt, hourly employees the opportunity to take their entitled rest and meal breaks during each work shift.
- If 4LEAF is requested or otherwise required to conform to Client's alternative work week schedule ("AWW"), Client hereby agrees to compensate or reimburse 4LEAF for all overtime paid to its employees who work an AWW.
 - If 4LEAF's affected employment group approves an AWW election and the same is registered, the overtime compensation/reimbursement shall not be required.

BASIS OF CHARGES – PREVAILING WAGE

- Rates shown assume the projects will require compliance with California Prevailing Wage rate requirements and assumes the Client will be filing a PWC-100 Form to the California Department of Industrial Relations (DIR) for the projects.
- Rates for prevailing wage categories are subject to annual escalations in accordance with the bi-annual wage determinations from the California DIR.
- Per the new requirements being enforced under SB 854 and because it is assumed that a PWC-100 Form will be filed by the Client to the CA DIR for each project, 4LEAF is required to notify an authorized Apprenticeship Committee through submittal of a DAS-140 form. We are then required to make an official request to an authorized Apprenticeship Committee for an apprentice by submitting a DAS-142 form. We are not assured the apprenticeship committee will be able to provide a suitable / qualified apprentice for the project. Per the apprenticeship requirements, the hours worked by the apprentice must be in a ratio of 1:5 for apprentice to journeyman hours. 4LEAF will not know the labor classification of the Public Works Apprentice until an Apprentice is dispatched to the site; therefore, the rates for the five Periods listed under the California DIR's Wage determination for Building Construction Inspector were used to determine the range of hourly rates for Public Works Inspector Apprentice.
- Pre-approved Overtime and Premium hours for labor categories subject to Prevailing Wage requirements will be charged per the following:
 - *Nighttime (work begun after 4PM or before 5AM)* *1.125 x hourly rate*
 - *Overtime (over 8 hours M-F or Saturdays)* *1.35 x hourly rate*
 - *Overtime (over 8 hours Sat or 1st 8 hours Sun)* *1.85 x hourly rate*
 - *Overtime (over 8 hours Sun or Holidays)* *2.35 x hourly rate*



- All invoicing will be submitted monthly.
- All work with less than 8 hours rest between shifts will be charged the appropriate overtime rate.
- In accordance with California's Meal Break and Rest Break Law requirements, Client will be billed one (1) additional hour per day at the regular time rate for each missed meal or rest break due to Client-directed tasks or requirements. Client should allow 4LEAF's non-exempt, hourly employees the opportunity to take their entitled rest and meal breaks during each work shift.
- Subconsultant Invoices will be assessed a 10% Administrative Processing Fee.
- Project-related mileage for inspections will be billed at the allowable IRS Rate.
- Payment due on receipt. All payments over 30 days will be assessed a 1.5% interest charge.
- Client shall pay attorneys' fees, or other costs incurred in collecting delinquent amounts.
- Client agrees that 4LEAF's liability will be limited to the value of services provided.

OCTOBER 25, 2022

PROPOSAL TO PROVIDE
PLAN CHECK AND ON-CALL STAFFING SERVICES
FOR THE
CITY OR PINOLE

SECTION F

REQUIRED STATEMENTS / DOCUMENTS



SECTION F: REQUIRED STATEMENTS / DOCUMENTS

Conflict of Interest

4LEAF has no actual, apparent, direct, or indirect, or potential conflicts of interest that may exist with respect to our firm, management, or employees of the firm relative to the services to be provided under the Agreement.

4LEAF has no real or apparent conflict of interest associated with working for the City of Pinole.

Insurance Requirement

4LEAF as the ability and agrees to fulfill the indemnification and insurance requirements contained in the sample contract.

Proprietary

Nothing contained in this submitted proposal is proprietary.

California Public Records Act

4LEAF Acknowledges and understands that all documents submitted to the City in connection with this proposal are subject to the California Public Records Act and may be disclosed without notice.

Exceptions

4LEAF takes no exceptions, alterations or amendments to the Scope of Services or other requirements of the RFP to provide Plan Check and On-Call Staffing Services, including the Sample Contract (Attachment B).

Actions Filed or Resolved

4LEAF does not have any pending bankruptcies, liens, stop payment notices, judgments, lawsuits, arbitrations, mediations, foreclosures, or have had any similar actions filed or resolved in the past seven (7) years. Never has a client terminated a contract for breach.



CITY OF PINOLE

Plan Check and On-Call Staffing Services

October 25, 2022 | 5:00 PM



PROPOSAL MAIN CONTACT:
MARIA HARO-SULLIVAN, MBA
Account Manager
408.316.1392
mharo-sullivan@interwestgrp.com

www.interwestgrp.com



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B. | Cover Letter

October 25th, 2022

Ms. Lilly Whalen
LWhalen@ci.pinoles.ca.us
510.724.9832

Re: Statement of Qualifications for Plan Check and On-Call Staffing Services

Dear Ms. Whalen,

Interwest Consulting Group, Inc. (Interwest) understands that the City of Pinole is seeking qualified consultants to provide as-needed Professional Contract Staffing Services, including Building Official, Combination Building Inspector(s), Permit Technician(s), and Code Enforcement Officer(s). In addition to, Professional Contract Plan Check Services on a routine basis.

Since 2019, Interwest has had the privilege of partnering with the City of Pinole for plan review services. We are very familiar with the City's procedures and plan examination requirements. We look forward to the opportunity to show our commitment in maintaining a consistent level of service and ensure the safety of the residents and the community of Pinole, CA. Interwest recognizes the need for third party assistance in performing inspection services on an as-needed basis, when the level of development in the City increases and/or when major development occurs. Interwest is highly experienced in providing electronic plan review submittal. We are very familiar with Bluebeam software for plan review, along with the new web-based paperless system, Central Square Technologies Community Development Suite. We remain committed and flexible to providing the City with services that meet their individual needs.

All of our staff have significant experience providing related services for a multitude of California cities and counties, as both private consultants and as municipal staff, including many local communities. Maria Haro-Sullivan, MBA will act as the Account Manager for the City. Maria will be responsible for ensuring increasing levels of client satisfaction throughout the life of the contract by performing periodic Client Health Checks, a service uniquely provided by Interwest. Julian Susanto, PE, CBO will serve as the Principle-In-Charge and as the City's Liaison for this contract. Hossein Sanikhatam, SE will act as Project Manager. Their contact information follows:

Julian Susanto, PE, CBO: PIC | 279.336.2009 | jsusanto@interwestgrp.com
Hossein Sanikhatam, SE: Project Manager | 510.796.3003 | hsanikhatam@safebuilt.com
Maria Haro-Sullivan, MBA: Acct. Mgr. | 408.316.1392 | mharo-sullivan@interwestgrp.com

The primary contacts, organizational chart and resumes can be found following this page. Interwest is a wholly-owned subsidiary of SAFEbuilt, LLC. As President of Interwest Consulting Group, I am authorized to sign any agreements that may result from this proposal and will provide contract support to the proposed Interwest team. Interwest does not have any conflicts of interest in performing the proposed work for the City of Pinole.

Sincerely,



Paul Meschino - President

INTERWEST PROFILE

YEAR FOUNDED:
2002

Total Employees:
414

Firm Information:
Interwest Consulting
Group, Inc.
Project Office:
39355 California
Street, Suite 200
Fremont, CA 94538
510.796.3003
www.interwestgrp.
com

**SERVICES
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SPECIALIZES IN:**
Building Department
Municipal
Engineering
City Planning
Construction
Management
Traffic Engineering
Real Property
Services

**Interwest
Maintains The
Largest Building
And Safety
Services Staff In
California**

Primary Contacts

Interwest believes that maintaining frequent and consistent check-ins between the account management and operations teams and our clients is key to the early identification of performance risks and contributes to contract success. Your account management team will reach out to the City to discuss the best method and frequency for these check-in meetings. These meetings will provide both parties the opportunity to manage the resources tactfully and develop the best Contractor-Client relationship. Further, we can also estimate and evaluate possible outcomes during this process and make the necessary changes.

Maria Haro-Sullivan will act as the Account Manager for the City of Pinole. Maria has served in client relations for more than 15 years and has learned what it takes to provide an in-tune and in-touch approach with clients. Maria will be responsible for ensuring increasing levels of client and employee satisfaction while improving the workforce's efficiency, service, and technology throughout the life of the contract. Maria also performs random quality evaluations of our staff throughout the year.

Julian Susanto, PE, CBO, ICC will act as the Principal-in-Charge for this engagement, providing operational oversight for the duration of the contract. Julian is a well-rounded leader with a proven track record of providing excellent customer service. He has a combined 14+ years of experience in Business Development, Operations Management, Project Management, Construction Management, Structural Engineering, Plan Review, Observations/Inspections, Marketing and Recruiting. His experience serving in multiple roles throughout his career gives him unique insight into the plan review and inspection process from all angles.

Hossein Sanikhatam, SE will serve as the Project Manager for this engagement. Hossein is a licensed California Structural Engineer and Civil Engineer. He has nearly 25 years of experience in civil and structural engineering. His extensive experience includes providing structural plan check for residential and commercial buildings, multistory office buildings, retail shops, malls, parking structures, apartment complexes, all that include underground parking, single family dwellings and condominiums.

Together, Maria, Julian, and Hossein are dedicated to ensuring that the City receives high quality work products in the format required, in addition to providing staff trained and briefed on the City's specific requirements so that services are delivered in a timely manner. Key personnel proposed will be available to perform the services for the duration of the contract and on-site when requested by the City.

Your Dedicated Account Team



Maria Haro-Sullivan
Account Manager, MBA
408.316.1392
mharo-sullivan@interwestgrp.com



Julian Susanto, PE, CBO, ICC
Principal-in-Charge
279.336.2009
jsusanto@interwestgrp.com



Hossein Sanikhatam, SE
Project Manager
510.796.3003
hsanikhatam@safebuilt.com

Organizational Chart



Licenses/Certifications Summary

The following table is a summary of our proposed staff's current licenses and certifications. Resumes of our staff are included on the pages that follow.

NAME & ROLE	EXPERIENCE	LICENSE/CERTIFICATION
Julian Susanto, PE, CBO, ICC Principal-in-Charge	14 years	CA Registered Civil Engineer Cal OES - Safety Assessment Program (SAP) Evaluator ICC Certified Building Official ICC Building Plans Examiner ICC Commercial Building Inspector
Hossein Sanikhatam, SE Project Manager	25 years	CA Registered Structural Engineer CA Registered Civil Engineer
Jim Lau, RA, ICC Architectural & Life Safety Review	20 years	CA Registered Architect ICC Building Plans Examiner
Joshua Anderson, ICC Architectural & Life Safety Review	20 years	ICC Commercial Building Plans Examiner ICC Residential Building Inspector ICC Residential Electrical Inspector ICC Residential Plumbing Inspector ICC Residential Mechanical Inspector ICC Residential Combination Inspector ICC Commercial Building Inspector ICC Commercial Plumbing Inspector ICC Plumbing Inspector ICC Building Inspector ICC Building Plans Examiner ICC Residential Plans Examiner
Charles Nganga, SE, ICC Structural Review	7 years	CA Registered Professional Engineer CA Registered Structural Engineer ICC Residential Plans Examiner
John Weninger, SE, SECB Structural Review	41 years	CA Registered Civil Engineer CA Registered Structural Engineer
Peter Simonsen, PE Structural Review	3 years	CA Registered Civil Engineer
Jenny Jones, PE Structural Review	9 years	CA Registered Civil Engineer
Gorden Lam, PE Structural Review	10 years	CA Registered Civil Engineer
Jenny Van Truong, PE Structural Review	9 years	CA Registered Civil Engineer

Bill Miller, CBO, CASp, ICC CASp Examiner	40+ years	Certified Access Specialist, CASp Council of American Building Official, CBO ICBO/IAPMO Plumbing Inspector ICBO/IAPMO Mechanical Inspector ACE III-Initial Disaster Housing Inspector California State Energy Auditor ICC Certified Building Official ICC Residential Combination Inspector ICC Building Inspector ICC Plumbing Inspector ICC Accessibility Inspector/Plans Examiner ICC Building Plans Examiner ICC Mechanical Inspector UMC ICC Mechanical Inspector ICC Combination Dwelling Inspector - Uniform Codes
Annette Mayfield, CASp, ICC CASp Examiner	14 years	Certified Access Specialist, CASp ICC Building Plans Examiner ICC CA Building Plans Examiner
Jingpei Zhang, EE, ICC Electrical Review, Cal Green Energy	25 years	CA Registered Electrical Engineer NCCER HVAC Level IV Certification NCCER Plumbing Level IV Certification NCCER Building Maintenance Level III Certification NCCER Carpentry Level IV Certification NCCER Solar Photovoltaic Level I Certification NCCER Wind Power Level I Certification NCCER Green Technology Level I Certification NCCER Weatherization Technician Level I Certification
Charles Mwangi, PE Mechanical & Plumbing Plan Review	25 years	CA Registered Mechanical Engineer (M32909)
Jim Campo, CBO, ICC MEP Plan Review	15 years	ICC Residential Building Inspector ICC Certified Building Official California Contractor B, C-10
Augie Cerdan, FPE Fire Review & Fire Inspection	28 years	CA Registered Fire Protection Engineer

Russ Blair, ICC Fire Review & Fire Inspection	40 years	CA Certified Firefighter CA Fire Prevention 1A, 1B, 1C CA Fire Prevention 2A, 2B CA Fire Prevention, 3A, 3B CA Fire Investigation 1A, 1B CA Fire Instructor, 1A, 1B Hazardous Materials 1A, 1B CA Hazardous Materials 1C, 1D Emergency Medical Technician, Sacramento County ICC Fire Plans Examiner
Melissa Vink, ICC Fire Review & Fire Inspection	8 years	State Fire Marshal, Designated Campus Fire Marshal (SFM DCFM) Plans Examiner 1A, 1B, 1C Fire Inspector 1 Hazardous Materials First Responder Awareness Level Plan Review Institute Based on 2015 I-Codes Fire Alarm Plan Review Fire Prevention 3B Fire Inspector, 1A, 1B, 1C, 1D Fire Inspector 2A, 2B, 2C, 2D NFPA 13, NFPA 20, NFPA 25 Review Course CPR/First Aid Certified
Steven Conti, ICC Fire Review & Fire Inspection	25 years	ICC Fire Plans Examiner ICC Fire Inspector I ICC Fire Inspector II ICC Residential Fire Sprinkler Inspector ICC Residential Fire Sprinkler Plans Examiner ICC Commercial Plans Examiner ICC Commercial Fire Sprinkler Inspector ICC Pre-Engineered Kitchen Fire Extinguishing Systems Technician CSFM Fire Prevention Officer 1 CSFM Fire Inspector 1A CSFM Fire Inspector 1B CSFM Fire Inspector 1C CSFM Fire Inspector 1D CSFM Fire Inspector 2A CSFM Fire Inspector 2B CSFM Fire Inspector 2C CSFM Fire Inspector 2D Fire Prevention 3A & 3B Penal Code 832 ICS 200 Firefighter 1-2 Fire Officer Training Confined Space Rescue Awareness Incident Commander Hazardous Materials

Andrew Hyatt, ICC Fire Review & Fire Inspection	20 years	ICC Fire Plans Examiner ICC Fire Inspector I ICC Fire Inspector II
Richard Kazandjian, ICC Fire Review & Fire Inspection	21 years	ICC Fire Inspector I and II ICC CA UST Inspector ICC Fire Plans Examiner
Susan Guzzetta Fire Review & Fire Inspection	40 years	CA Fire Prevention 1A, 1B, 1C CA Fire Prevention 2A, 2B, 2C Fire Management 2E Fire Prevention 3A, 3B Fireworks Enforcement/Special Events Firework Enforcement High-Rise Life Safety Title 19/24
Bill Carter, ICC Building Inspection & Code Enforcement	14 years	International Code Council 8418049 ICC Building Inspector ICC Residential Building Inspector ICC Residential Electrical Inspector ICC Residential Plumbing Inspector ICC Commercial Building Inspector Certificate in Building Inspection Technology OES Direction & Control of a Search Function and Management Certificate
Johnny Thibodeau, ICC Building Inspection & Code Enforcement	15 years	PC 832 Code Enforcement CA Safety Assessment Program, Port Disaster ICC Residential Combination Inspector ICC Combination Dwelling Inspector - Uniform Codes ICC Accessibility Inspector/Plans Examiner
David Benedict, ICC Building Inspection & Code Enforcement	6 years	ICC Building Inspector ICC CA Residential Building Inspector ICC CA Commercial Building Inspector ICC Permit Technician ICBO, Universal Building Code Inspector CALBO, Residential & Commercial Inspector POST, PC-832 Certification, Arrest Search and Seizure, ID: C31-Y65 Safety Assessment Program, Certified by the State of CA Governor's Office of Emergency Services FEMA P-50 & P-50-1 Seismic Assessment of Detached, Single-Family Wood Framed Dwellings OSHA Traffic Controls Operations AWS Welder SAI, Suspended Scaffolding Erector/Rigger

Gabriel Leyva, ICC Building Inspection	3 years	ICC Residential Building Inspector ICC Residential Electrical Inspector ICC Residential Plumbing Inspector CA Licensed General Contractor, 553107
Randy Ritchey, ICC Building Inspection	4 years	ICC Residential Building Inspector ICC Residential Plumbing Inspector ICC Residential Electrical Inspector
Nathan Saracino, ICC Building Inspection	15 years	Contractors State License Board (CSLB) ICC Residential Building Inspector ICC Residential Mechanical Inspector ICC Residential Plumbing Inspector ICC Residential Electrical Inspector ICC Residential Combination Inspector
Anthony Ebster, ICC Permit Technician	16 years	ICC Certified Permit Technician ICC Residential Plans Examiner
David Jordan, ICC Permit Technician	7 years	ICC Certified Permit Technician
Bernard Pita Code Enforcement	30 years	FL Institute Government - FACE Level IV FL Institute Government - FACE Level III FL Institute Government - FACE Level II FL Institute Government - FACE Level I
Lenore Graber Code Enforcement	16 years	FEMA 100, 200, 400, 700, 800 Parking Enforcement Certification
Silvio A. Baca Code Enforcement	33 years	Home Inspection Certification Code Enforcement Level 1 Certification

Julian Susanto, PE, CBO, ICC

PRINCIPAL-IN-CHARGE // DIRECTOR OF BUILDING SAFETY SERVICES

Julian currently serves as the Director of Building Safety Services for Interwest Consulting Group, Inc. in the Northern California region. He is a well-rounded Director with a combined 14+ years of experience in Business Development, Operations Management, Project Management, Construction Management, Recruiting, Marketing, Structural Engineering (Design & Analysis), Plan Review and Observations/Inspections. He supervises Building & Safety's Staff in the Northern California region and had performed plan review for Commercial, Industrial, Agricultural, Educational, Government and Residential projects in the following disciplines: Architectural, Structural, Mechanical, Electrical, Plumbing, Accessibility (ADA), CAL Green, Egress and Fire-Life Safety for compliance with current California Codes and City/County ordinances.

In addition to his CA Professional Civil Engineer (P.E.) License, Julian is also an ICC Certified Building Official (CBO), ICC Certified Building Plans Examiner and ICC Certified Commercial Building Inspector. He graduated from Stanford University with a Master of Science (M.S.) degree in Structural Engineering and is knowledgeable in all major building materials such as timber, steel, concrete, masonry and cold-formed steel.

Julian has successfully designed or reviewed countless of wide varieties of projects ranging from simple structures, alterations/renovations/additions, seismic retrofit/upgrade, residential, commercial/office/mix-use, condominiums/apartments, parking structures, casinos, schools and hotels. He has supervised staff of building officials, building inspectors, engineers, architects, plans examiners, permit technicians, and draftsmen. He has also managed multiple projects simultaneously from initial design to construction phases completed within budget and timely manner.

PROJECT EXPERIENCE

- City of Richmond
- City of Menlo Park
- City of Pinole
- Town of Portola Valley
- City of San Mateo
- City of Willows
- City of Rancho Cordova
- Glenn County
- Lassen County
- Placer County
- Sierra County
- City of San Bernardino
- City of Big Bear Lake
- City of Grand Terrace
- City of Norco
- City of Highland
- City of Rialto
- City of Desert Hot Springs
- City of Indian Wells
- City of Ridgecrest
- City of Moreno Valley
- City of Fontana
- City of Banning
- City of Goleta
- City of Redlands
- City of Colton
- City of West Covina
- City of Solvang
- City of Loma Linda
- City of Beaumont
- City of Westlake Village
- City of Tustin
- San Bernardino County
- Riverside County
- March Joint Powers Authority
- CSU San Francisco
- CSU Bakersfield
- CSU Chico
- CSU Fresno
- Chicken Ranch Casino
- Red Hawk Casino
- Tule River Casino
- Spotlight 29 Casino
- Wilton Rancheria Casino
- California Lottery



A SAFEbuilt[®] COMPANY

Years of Experience: 14
Years w/ Interwest: 1

Education

- MS, Structural Engineering, Stanford University
- BS, Civil Engineering, California State University

Registrations/Certifications

- CA Registered Civil Engineer | 900065
- Cal OES – Safety Assessment Program (SAP) Evaluator | 91410
- International Code Council | 9495365
- ICC Certified Building Official
- ICC Building Plans Examiner
- ICC Commercial Building Inspector

INTERWEST

Hossein Sanikhatam, SE

PROJECT MANAGER | STRUCTURAL REVIEW

Hossein is a licensed California Structural Engineer and Civil Engineer with Master's and Bachelor's degrees in Civil Engineering from San Jose State University. He has nearly 25 years of experience in civil and structural engineering. His extensive experience includes providing structural plan check for residential and commercial buildings, multistory office buildings, retail shops, malls, parking structures, apartment complexes, all that include underground parking, single family dwellings and condominiums.

PROFESSIONAL HISTORY

Vice President/Structural Engineer / Kutzmann & Associates | Interwest Consulting Group / 2006 – 2020 | 2020 - Present

Hossein provides structural plan check of steel, wood and concrete residential and commercial buildings including clinics and medical office buildings, multistory office buildings, retail shops, malls, parking structures, apartment complexes over underground parking garage including PT slab podium, parking garage structures, single family dwellings and condominiums. The structural systems of his projects include SMF, STMF, OMF, SCBF, OCBF, BRBF, Special Reinforced Concrete Shear Wall, Tilt-Up Walls, Special Reinforced Masonry Shear Wall, and Structural Wood Panel Shear Wall (Wood and Light Gage Steel).

Civil Engineer | Structural Designer / Consulting Firm / 1997 - 2006

Hossein provided design of steel, wood and concrete commercial, school, facility buildings and other structures such as retaining walls, signs, bleachers, flag poles, etc. He also provided plan check (structural, fire/life safety and accessibility) of steel, wood and concrete commercial buildings including multistory office buildings, retail shops, malls, parking structures, apartment complexes over underground parking garage including PT slab podium and parking structures.



A SAFEbuilt[®] COMPANY

Years of Experience: 25
Years w/ Interwest: 2

Education

- MS, Civil Engineering, San Jose State University, San Jose, CA
- BS, Civil Engineering, San Jose State University, San Jose, CA

Registrations/Certifications

- CA Registered Structural Engineer, S5514
- CA Registered Civil Engineer, C67573

Professional Affiliations

- Member, American Institute of Steel Construction (AISC)
- Member, Structural Engineers Association of Northern California (SEAONC)

INTERWEST

Jim Lau, RA, ICC**ARCHITECTURAL & LIFE SAFETY REVIEW**

Jim is a California Registered Architect and is certified by the International Code Council as a Building Plans Examiner. Jim's services include architectural, disabled access, green, energy, plumbing, mechanical and electrical review of residential and commercial buildings including clinics and medical office buildings, multistory office buildings, retail shops, malls, parking structures, apartment complexes over underground parking garages, single family dwellings and condominiums.

PROFESSIONAL HISTORY**Building Plans Examiner / Kutzmann & Associates | Interwest Consulting Group / 2000 – 2020 | 2020 - Present**

For more than 20 years, Jim has provided architectural, disabled access, green, energy, plumbing mechanical and electrical review of residential and commercial buildings for Kutzmann clients throughout California, including the City of Menlo Park.

Estimator / Marketshare, Inc. / 1994 - 2000**Job Captain | Project Designer / Consulting Firm / 1989 - 1994****Architectural Designer / Consulting Firm / 1985 - 1989**

Years of Experience: 20
Years w/ Interwest: 1

Education

- BA, University of California, Berkeley, CA

Registrations/Certifications

- CA Registered Architect, 33402

International Code Council, 873221

- ICC Building Plans Examiner

INTERWEST

Joshua M. Anderson, ICC

ICC PLANS EXAMINER BUILDING INSPECTOR

Joshua is an ICC certified Building Inspector with 20 years' experience in the construction industry. He has progressively increased his roles and responsibilities throughout his career providing him extensive knowledge in all phases of construction. Joshua's experience allows him to provide our clients with exceptional service.

PROFESSIONAL HISTORY

Building Plans Examiner and Inspector / Interwest Consulting Group, Inc. / 2019 - Present

Joshua performs building inspection services for projects for various Northern California municipalities.

Foreman / McCarthy Building Companies, Inc. / 2017 - 2019

Joshua served as a foreman for a variety of project sites including the Community Regional Medical Center Office Building and Parking Garage, Canada College B23 Building in Redwood City and Del Paso Manor Elementary School in Sacramento. He was responsible for ten employees, lining out a weekly schedule for crew members, reviewing plans and supplying information to the crew and backchecking work that was performed daily.

President / J. Anderson Building Company, Inc. / 2015 - 2017

As the president, Joshua successfully operated a successful construction company. He was responsible for submitting plans and drafting documents pertaining to permits, creating a weekly work plan, creating bids for projects, estimating jobs, scheduling sub-contractors and weekly client meetings.

Owner / Anderson Handyman Service / 2014 - 2015

Joshua successfully owned and operated a handyman company which included installing new windows, doors, hardware, cabinetry, concrete, hardwood and flooring.

Apprentice | Journeyman | Leadman / McCarthy Building Companies, Inc. / 2005 - 2014

While employed with McCarthy Building Companies, Joshua successfully increased his role with the company. He began as a carpenter apprentice, then became a journeyman followed by a lead man. He provided services for many medical building projects where he provided building layouts, concrete form work, layout embeds, bolts and wall racks and ensured job site safety.

HVAC Installer / Bell Brothers Heating and Air / 2003 - 2005

Joshua successfully installed heating units, air conditioning units and duct work and assisted new clients with product information.

Electrical Apprentice / C.M.C.O Electric / 2001 - 2003

Joshua ran wire circuits, installed electrical panels, rough electrical, electrical equipment and appliances and assisted in trouble shooting electrical.



A SAFEbuilt® COMPANY

Years of Experience: 20
Years w/ Interwest: 2

Education

- AS, Construction and Building Inspection, Diablo Valley College, In Progress

Registrations/Certifications

International Code Council, 9513394

- ICC Residential Building Inspector
- ICC Residential Electrical Inspector
- ICC Residential Plumbing Inspector
- ICC Residential Mechanical Inspector
- ICC Residential Combination Inspector
- ICC Commercial Building Inspector
- ICC Commercial Building Plans Examiner
- ICC Commercial Plumbing Inspector
- ICC Plumbing Inspector
- ICC Building Inspector
- ICC Building Plans Examiner
- ICC Residential Plans Examiner

INTERWEST

Charles Nganga, SE, ICC

PLAN REVIEW ENGINEER

Charles is a registered Civil and Structural Engineer with a Master of Science degree in Civil Engineering from California Polytechnic State University in San Luis Obispo. In addition to his engineering licenses, he is a certified ICC plans examiner with extensive experience providing plan review services. His plan review experience includes large multi-story steel structures, concrete structures, multifamily housing projects, hotels and medical offices. Charles' knowledge of California codes allowed him to develop and present code classes on the 2016 CRC Design Code and Code Change Highlights to ICC chapters throughout Northern California. Charles has demonstrated the ability to understand and apply the code to the most complex of projects with an in-depth understanding of the California Building codes and their applicability to any large project. His work experience, as well as his excellent education, provides Charles with a solid foundation to provide our clients with exceptional service.

PROJECT EXPERIENCE

65 East Apartments / City of Sacramento / 2018 – Present

Structural Plans Examiner | Charles provides structural plan review of this new five-story, 180,724 SF apartment complex.

Four Seasons Resort / City of Calistoga / 2016 – 2018

Structural Plans Examiner | Charles provided structural plan review services for the Four Seasons Resort & Residences project, which consists of a 57,595-sq. ft. Lodge, 80,761-sq. ft. of hotel accommodations spread out over 16 separate Villas, two pool buildings with a total square footage of 3071 sq. ft. and 20 single-family residences with square footages ranging from 2605 to 5807-sq. ft. with 440-sq. ft. detached garages.

Bayhealth Medical Offices TI / City of Berkeley / 2017

Structural Plans Examiner | Charles provided structural plan review of the voluntary seismic upgrades on four buildings in Berkeley, CA. The design utilized the evaluation and retrofit procedures of ASCE 41-13, and introduced structural steel buckling restrained braced frames into these nonductile reinforced concrete buildings. The projects range in sizes from 3,400 s.f. to 60,000 s.f., and the buildings occupy B, F1 and S1 Occupancies.

Presenter: 2016 CRC – An Overview

Charles presented (code class) on the 2016 CRC Design Code & Code Change Highlights to the following ICC Chapters:

- ICC San Joaquin Chapter, 6/14/2017, Hanford CA
- ICC Sacramento Valley (SVABO) Minstitute, 5/3/2017, Citrus Heights CA
- ICC Redwood Empire Chapter, 4/18/17, Santa Rosa CA
- ICC Napa/Solano Chapter, 3/14/2017, Fairfield CA
- ICC Shasta Cascade Chapter, 1/19/2017, Redding, CA
- ICC Yosemite Chapter, 11/15/2016, Merced CA



Years of Experience: 7
Years w/ Interwest: 7

Education

- MS Civil Engineering, California Polytechnic State University, San Luis Obispo
- BS Civil Engineering, Jomo Kenyatta University of Agriculture and Technology
- Courses in Public Works Inspection, Plan Reading and Estimating and Advanced AutoCAD, Santa Rosa Junior College

Registrations/Certifications

- CA Registered Professional Engineer | 85710
- CA Registered Professional Structural Engineer | 6913
- ICC Residential Plans Examiner | 8325618

Areas of Expertise

- AutoCAD
- Microsoft Excel
- ENERCALC
- RISA 3D
- SAP 2000
- STAAD
- ABAQUS
- MATLAB

INTERWEST

John Weninger Jr., SE, SECB

SR. STRUCTURAL ENGINEER

John has more than 40 years of experience in various aspects of the engineering process and code compliance. He holds a master's degree in Civil Engineering with a concentration in Structural Engineering as well as a bachelor's degree in Civil Engineering. Recently, John received Honors as a Fellow for the Structural Engineers Association of California. He has a lengthy list of past projects that vary from residential to commercial, from school modernization and the new building design to plan review and project management services. John is also experienced in staff supervision and customer service, which makes him not only accomplished in his skill but also adaptable to various projects and work situations.

PROJECT EXPERIENCE

Sac Republic Soccer Stadium / City of Sacramento / 2019 – Present

Structural Plans Examiner | John provides structural plan review for this new 409,664 SF stadium to ensure compliance with California Building and International building standards, state and local building codes, policies, amendments and ordinances.

Sterling 5th Street Apartments / City of Davis / 2018 – Present

Structural Plans Examiner | John provides structural plan review of this new apartment complex in Davis consisting of two four story buildings, a club house and parking garage.

North 40 / Town of Los Gatos / 2018 - Present

Structural Plans Examiner | John provides structural reviews for the new 211,773 SF mixed use building in the North 40 development consisting of residential, parking garage, community room and commercial.

Custom Homes / Town of Atherton / 2012 – Present

Structural Plans Examiner | John provides structural plan review services for large custom homes in the Town of Atherton.

Pacific Bell Building / Sacramento, CA

Senior Structural Engineer / Project Manager | John oversaw tasks from conceptual drawings through construction for the seismically retrofitting for this 17-story building.

DMV Building / Sacramento, CA

Senior Structural Engineer / Project Manager | John oversaw tasks from conceptual drawings through construction for the seismically retrofitting for this 12-story building.

PROFESSIONAL HISTORY

Senior Structural Engineer | Plans Examiner / Interwest Consulting Group / 2012 – Present

Performs structural plan review for commercial and residential construction projects for a variety of municipalities in the State of California.



Years of Experience: 41
Years w/ Interwest: 9

Education

- MS, Civil Engineering, Concentration in Structural Engineering, California State University, Sacramento

Registrations/Certifications

- CA Registered Civil Engineer, C43746
- CA Registered Structural Engineer, S3740

Professional Affiliations

- American Society of Civil Engineers

Structural Engineers Association of Central California (SEAOCC)

- Current Program Chair
- Past Presidents
- Board of Directors
- Convention Chair 2003
- Technical Chair 2011
- Secretary
- Treasurer

Publications

- "Structural Timber Shearwalls, the Alternatives and the ICC Evolution Service" by Warren, IV, W.L. and Weninger Jr., J.J. for the 2008 SEAOCC

Honors

- Member, SEAOCC College of Fellows, Inducted June 2016

INTERWEST

Peter Simonsen, PE

PLAN CHECK ENGINEER

Peter is a registered engineer and recent graduate with a Master of Science in Civil Engineering with an emphasis on Structural Engineering. Over the past three years, he has provided accurate and timely plan review services to our clients, specializing in structural plan review services. Peter is a quick-learner and is dedicated to ensuring compliance with all applicable state and industry standards to help keep our communities safe.

PROFESSIONAL HISTORY

Plan Check Engineer / Interwest Consulting Group / 2019 - Present

Peter provides our clients with structural plan review and ensures code compliance for commercial and residential structures with the California Building Codes and City Ordinances. Projects he has reviewed range from small non-habitable structures to complex, custom designed residences and multi-story apartment complexes. Peter also assists jurisdictions with in-person plan reviews and code interpretations.

Design Internship / DES Architects + Engineers / 2018-2019

Peter created structural designs consisting of tenant improvements and site and accessory structures for mid-rise steel commercial buildings, such as Moffet Towers II, NetApp, and MyoKardia in the Bay Area.



A SAFEbuilt® COMPANY

Years of Experience: 3

Education

- Master of Science, Civil Engineering, Emphasis: Structural Engineering, San Jose State University
- Bachelor of Science, Structural Engineering, Emphasis: Geotechnical Engineering, UC San Diego

Registrations/Certifications

- Licensed Civil Engineer, CA | 92616

INTERWEST

Jenny Jones, PE

PLAN REVIEW ENGINEER

Jenny is an established Engineer and professional with a background in project management and design. With almost 10 years of experience providing building and structural plan review and design services, Jenny has a successful and robust track record in performing lateral/gravity load calculations for all types of residential and commercial buildings. In addition to calculations, Jenny has valuable expertise liaising with clients, architects, and contractors on a daily basis to ensure projects are completed smoothly and in a timely manner from start to finish.

PROFESSIONAL HISTORY

Plan Review Engineer / Interwest Consulting Group / 2022 – Present

Jenny provides our clients with building plan check services, ensuring compliance with all applicable building codes and safety standards.

Structural Engineer / Double-D Engineering / 2013 - 2022

Jenny performed wood, steel, and concrete calculations for new and existing residential homes, apartment buildings, restaurants, theaters, and rock climbing gyms in the Bay Area. • Calculations Include: Seismic, Wind, Lateral/Gravity Loads, Retaining Walls, Tiebacks, Steel/ Wood/Concrete Beams and Columns, Bolts, Diaphragms, Welds, Footings, Grade Beams, Concrete Walls, Moment Frames, Braced Frames, and Connections. • Perform site visits for Special Inspections. • Meet with contractors, owners, and architects to discuss the aspects of the job, look at the existing framing, and discuss the best engineering solution for the job. • Routinely perform revisions during plan check or construction. • Meet with Plan Checkers at the city for plan check comment review. • Draft floor framing, foundation plans, and details for all wood, steel, and concrete buildings.

Junior Engineer / American Buildings / 2013

In this position, Jenny used Building Information Modeling (Tekla) to engineer and detail steel structures with erection & shop drawings.



Years of Experience: 9

Education

- BS, Civil Engineering, California State University, Sacramento, 2012

Registrations/Certifications

- Registered Civil Engineer, CA | 88151

INTERWEST

Jenny Van Truong, PE

PLAN CHECK ENGINEER

Jenny is a Plan Check Engineer with an impressive background that spans nine years.

PROFESSIONAL HISTORY

Plan Check Engineer / City of Milpitas / 2019 – 2021

Jenny reviews construction drawings, specifications, and calculations submitted for building permits to ensure conformance with building code requirements and local jurisdiction requirements. She provides a full range of customer service; responding to complex and difficult inquiries and requests for information; responding to public and agency technical and non-technical inquiries by phone, email, and at the counter; explaining requirements of various laws, codes, ordinances, and regulations.

Design Engineer / Designer/ Degenkolb Engineers / 2018 – 2018

Jenny provided calculations, detailing, and drawings for a variety of projects including education new design buildings, commercial seismic retrofits, and commercial tenant improvement projects. She assisted contractors in construction means and method tasks by providing calculations, detail sketches, drawings and memorandums.

Engineer II / Part-Time Engineer / 2013-2015 / 2019 – 2019

Jenny developed seismic analysis models for Crenshaw LAX Light Rail Stations in ADINA initially, assisted in converting the model into LS-Dyna, and assisted in implementing new design changes after conversion. She assisted in post-processing results from LS-Dyna using excel, D3Plot, and Perl for Crenshaw LAX.

Project Engineer Intern / Blach Construction Company / 2013 – 2013

Jenny coordinated RFI's, submittals, changed orders, payment applications, and meeting minutes. She led OAC meetings and additional subcontracting trade meetings.



Years of Experience: 9

Education

- M.S. in Civil Engineering, Structural Engineering Focus, Santa Clara University
- B.S. in Civil Engineering, Santa Clara University

Registrations/Certifications

- Registered Civil Engineer, CA | 88402

INTERWEST

CASP EXAMINER**William (Bill) Miller, CASp, CBO, ICC****SENIOR PLANS EXAMINER // CERTIFIED ACCESS SPECIALIST //**
SENIOR INSPECTOR // CERTIFIED BUILDING OFFICIAL

Bill has more than 40 years of experience in the building and safety field. He has acquired extensive expertise in plan review, and inspection services through his long tenure as former Chief Building Official for the Town of Truckee, and Building Inspector/Plans Examiner for Nevada County.

Bill is skilled in directing, managing, supervising and coordinating all programs and activities of a building department including permit issuance, plan review, building inspection activities and uses a practical approach to solving problems.

PROFESSIONAL HISTORY**Senior Plans Examiner / Interwest Consulting Group / 2008 - Present**

Reviews residential and non-residential plans for compliance with California Building, Plumbing, Mechanical, Electrical Codes, Energy Standards & California Accessibility Standards; State & local building codes, policies, amendments, and ordinances. Provides CASp services to a variety of clients.

Senior Plans Examiner | Manager / Bureau Veritas / 2006 - 2008

Responsible for overseeing all the plan review operations and personally providing plan review services for residential, industrial, and commercial developments for various jurisdictions in Northern California.

Chief Building Official / Town of Truckee / 1993 - 2005

Responsible for overseeing all Building Division operations including plan review, inspections, and counter service operations and providing plan review and inspection services for residential, industrial, and commercial developments within the Town limits. He developed comprehensive guidelines for plan review, inspection procedures, submittal requirements, and explored innovative ideas such as interactive internet permits, computer plan checks, and a voice recognition systems, to name a few.

Supervising Building Inspector / County of Nevada / 1983 - 1993**Building Inspector | Plans Examiner / County of Nevada / 1977 - 1983****Years of Experience: 40+**
Years w/ Interwest: 14**Education**

- Washington State University
- California Building Codes Credential
- PC 832 – Arrest and Control
- American River College, Sacramento, CA
- Certificate of Completion, Construction Supervision and Inspection

Registrations/Certifications

- Certified Access Specialist | CASp-087
- Council of American Building Official, CBO | 2171
- ICBO/IAPMO Plumbing Inspector | 34090
- ICBO/IAPMO Mechanical Inspector | 51131
- ACE III-Initial Disaster Housing Inspector | 2121
- California State Energy Auditor | 3134
- International Code Council | 0819718
- ICC Certified Building Official
- ICC Residential Combination Inspector
- ICC Building Inspector
- ICC Plumbing Inspector
- ICC Accessibility Inspector/Plans Examiner
- ICC Building Plans Examiner
- ICC Mechanical Inspector UMC
- ICC Mechanical Inspector
- ICC Combination Dwelling Inspector – Uniform Codes

INTERWEST

CASP EXAMINER**Annette Mayfield, CASp, ICC****SENIOR PLANS EXAMINER // CERTIFIED ACCESS SPECIALIST**

Annette has over 13 years of experience performing life-safety, architectural, mechanical, plumbing, electrical, fire codes, accessibility, and structural reviews in residential, multifamily and commercial projects, including specialty reviews of OSHPD 3 licensed clinics, industrial facilities, high-rise buildings, hotel/motels, residential care, and educational facilities. This valuable experience is also evident in that Annette specializes in working directly with applicants, designers, and jurisdictions, having successfully served multiple municipalities throughout California and Nevada, with a focus in the central valley.

She approaches plan review with her unique knowledge while balancing the delivery of timely and accurate reviews and remaining responsive and approachable to the public. Annette is extremely skilled in all disciplines required to successfully bring projects to approval.

PROFESSIONAL HISTORY**Sac Republic Soccer Stadium / City of Sacramento / 2019 - Present**

Life Safety Plans Examiner | Annette reviews plans for this new 409,664 SF stadium to ensure compliance with applicable building codes and standards.

2020 Campus Expansion / University of California, Merced / 2017 - Present

Life Safety Plans Examiner | Annette reviews plans for the campus expansion for compliance California Building, Plumbing, Mechanical, Electrical Codes, Energy Standards, Fire Codes, Green Building Standards Code, and California Accessibility Standards; state and local building codes, policies, amendments, and ordinances.

Omni Family Health Facility / Fresno, CA / 2018

Life Safety Plans Examiner | Annette provided life safety plan review for the improvements to the health facility.

Marine Mammal Center Phase II / Marin, CA / 2015 – 2016

Life Safety Plans Examiner | Annette provided life safety plan review for this marine hospital and rehabilitation facility located on 4-acres and is the largest purpose-built animal facility in the world.

PROFESSIONAL EXPERIENCE**Senior Plans Examiner / Interwest Consulting Group / 2007 – Present**

Lead project manager performing comprehensive plan review and client relations services for Central California. Reviews residential and non-residential plans for compliance with California Building, Plumbing, Mechanical, Electrical Codes, Energy Standards, Fire Codes, Green Building Standards Code, and California Accessibility Standards; state and local building codes, policies, amendments, and ordinances.



A SAFEbuilt COMPANY

Years of Experience: 14**Years w/ Interwest: 14****Education**

- BS, Civil Engineering, California State University Fresno

Registrations/Certifications

- Certified Access Specialist | CASp-538

International Code Council | 8018477

- ICC Building Plans Examiner
- ICC CA Building Plans Examiner

INTERWEST

Jingpei Zhang, EE

ELECTRICAL ENGINEER

Jingpei is a California registered engineer with more than 25 years of experience and a Masters degree in Electrical and Electronic Engineering. Over his career, he has designed a variety of facilities and systems, including electrical distribution systems for healthcare centers; data center facilities; commercial and industry buildings; and schools. Jingpei also has extensive experience providing electrical plan reviews on a multitude of projects including multi-story housing, large stadium projects, the UC Merced 2020 project, hotels and high-rise buildings.

PROJECT EXPERIENCE

Electrical Plans Examiner / Sac Republic Soccer Stadium / City of Sacramento / 2019 - Present

Jingpei reviews plans for conformance to applicable electrical codes for this new 409,664 SF stadium.

Electrical Plans Examiner / 65 East Apartments / City of Sacramento / 2018 – Present

Jingpei provides electrical plan review of this new five story, 180,724 SF apartment complex.

Electrical Plans Examiner / Great Wolf Lodge / City of Manteca / 2018 – Present

Jingpei provides electrical plan review for this unique 510,000 SF hotel and 100,000 SF indoor water park.

Electrical Plans Examiner / 2020 Campus Expansion / University of California, Merced / 2017 - Present

Jingpei provides electrical plan review for the UC Merced campus expansion project that will nearly double the campus upon completion.

Electrical Plans Examiner / Sacramento, CA / 2009 – 2017

Jingpei reviewed plans for health care facilities, commercial and industry buildings including:

- Farm Credit West (bank), Yuba City
- Almadon Ranch Commercial Office Building O6/P5
- El Dorado Surgery Center, Folsom Surgery Center
- Kaiser Folsom HVAC upgrade
- San Francisco Honda Service Center in Folsom and Bayshore
- University Village Shopping Center
- Folsom Broderick Restaurant
- Folsom Natural Result Surgery Center
- Sunnyvale Building T warm shell
- Twin River School District schools HVAC system Replacement



Years of Experience: 25
Years w/ Interwest: 4

Education

- MS, EEE, California State University, Sacramento
- BS, EEE, South China University of Technology

Registrations/Certifications

- CA Registered Electrical Engineer | E16243
- NCCER HVAC Level IV Certification
- NCCER Plumbing Level IV Certification
- NCCER Building Maintenance Level III Certification
- NCCER Carpentry Level IV Certification
- NCCER Solar Photovoltaic Level I Certification
- NCCER Wind Power Level I Certification
- NCCER Green Technology Level I Certification
- NCCER Weatherization Technician Level I Certification

INTERWEST

MEP PLAN REVIEW

Jim Campo, CBO, ICC BUILDING INSPECTOR

Jim brings over 15 years of industry experience in building construction, building inspections and network engineering. His formal training in ICC codes, as well as job experience, helps him to provide thorough and accurate commercial and residential inspections. Jim is an excellent asset to any building department both in the office and in the field.

PROFESSIONAL HISTORY

Building Inspector / City of Placerville / 2014 – Present

Jim provides commercial and residential building inspection services for the City of Placerville as a consultant with Interwest Consulting Group.

General & Electrical Contractor / Sole Proprietor / 2008 – Present

Provides residential remodeling and commercial tenant improvements as a general contractor. Specializes in residential electrical work, panel change-outs, and subpanel and branch circuit additions.

Site Construction Supervisor / Habitat for Humanity / 2003 – 2008

Jim led family members and other volunteers in the construction of 10 houses for families in need. Responsibilities included planning workday construction activities, working with vendors to acquire materials, directed tools and materials to sites as needed for construction. Jim met budgetary constraints in residential construction and kept the work site safe and secure.

Network Engineer / Intel Corporation / 1988 – 2003

Jim organized and led the wide area network (WAN) design team that reviewed new designs and produced network design guidelines and standards resulting in higher quality and more consistent designs by all network engineers.

Jim designed and implemented a “controlled county” network addition that enabled the company to do manufacturing and sales in China. As a result, Jim won Intel’s highest achievement award. His responsibilities included setting standards and policies for company-wide IP network prefix allocation eliminating duplication and confusion in IP addressing. He improved WAN design in Asia, saving \$100,000 in capital and \$684,000 per year in telecom expenses while increasing network performance by 25%.

Jim managed the project team that designed and implemented network upgrades for the greater Europe employing frame relay that increased price and performance by 4 times. He also implemented inverse multiplexing to increase network performance at minimal cost in the domestic US network.

Technical Systems Support Manager / US Sprint Communications / 1984 – 1988

Jim managed a staff of systems programmers, analysts and computer operators to support that engineering computing environment. He established policies and procedures for the efficient use of available computer resources.



A SAFEbuilt® COMPANY

Years of Experience: 15
Years w/ Interwest: 8

Education

- BS, Biological Sciences, Stanford University

Registrations/Certifications

- International Code Council, 8245536
- ICC Residential Building Inspector
- ICC Certified Building Official
- ICC Building Codes and Standards Module
- ICC Legal Module
- ICC Management Module
- California Contractor B, C-10, 880961

INTERWEST

FIRE REVIEW & FIRE INSPECTION

Augie Cerdan, PE

FIRE PROTECTION ENGINEER

Augie brings over 28 years of experience in construction and fire plan review and inspection with a proven performance in analysis and regulatory compliance as a Fire Protection Engineer. Augie's extensive experiences as a Fire Protection Engineer, has provided him a skill set to examine and correct construction documents, establish and maintain effective working relationships, determine adherence to code requirements and provide rapid, uniform and accurate customer service.

PROFESSIONAL HISTORY

Fire Protection Engineer | Fire Plans Examiner | Fire Inspector / Interwest Consulting Group / 2018 - Present

Augie reviews residential and non-residential plans for compliance with California Building, Plumbing, Mechanical, Energy Standards, Fire Codes and California Green Building Standards; state and local building codes, policies, amendments, and ordinances.

Fire Protection Engineer / City of Folsom / 1999 - 2017

Augie has serviced the City of Folsom for the past 18 years as their Fire Protection Engineer his role included; examining and noting deficiencies of plans, calculations, and specifications associated with the review of site and building plans, fire suppression and alarm systems, tentative parcel maps, industrial processes, hazardous materials, and specifications for new buildings and building modifications to ensure compliance with Federal, State and local fire and life safety ordinances, laws and codes. Additional duties included; conducting functional tests and field inspections of construction sites; suppression, detection and alarm systems; means of egress; fire barriers and smoke management systems.

Augie also interpreted, analyzed and made recommendations and provided technical advice to staff, developers, architects, contractors and the public related to codes, ordinances and standards. He played a key role in providing construction permitting services as the Fire Department's representative for Community Development that resulted in a one-stop permit counter at City Hall. Additionally, he spearheaded the over-the-counter plan checking and permitting services for building permit and fire protection system applications at the public counter of the Community Development Department.

Fire Protection Engineer / City of Sunnyvale / 1990 - 1999

Augie serviced the City of Sunnyvale for 9 years as their Fire Protection Engineer his role included; examining and noting deficiencies of plans, calculations, and specifications associated with the review of site and building plans, fire suppression and alarm systems, tentative parcel maps, industrial processes, hazardous materials, and specifications for new buildings and building modifications to ensure compliance with Federal, State and local fire and life safety ordinances, laws and codes. Additional duties included; conducting functional tests and field inspections of construction sites; suppression, detection and alarm systems; means of egress; fire barriers and smoke management systems.



Years of Experience: 28
Years w/ Interwest: 4

Education

- BS, Mechanical Engineering, University of California, Davis

Registrations/Certifications

- CA Registered Professional Fire Protection Engineer | FP1579

INTERWEST

FIRE REVIEW & FIRE INSPECTION

Russell B. Blair, ICC

ICC FIRE PLANS EXAMINER

Russ is a Fire and Life Safety plan reviewer and consultant. He provides fire protection consulting services, plan review and field inspections, and staff augmentation to individuals and building and fire departments throughout Northern California.

He brings more than 40 years' experience within the fire protection and life safety service as a career member of the fire service. He has managed and participated in a wide range of projects including plan review, inspections, hazard analysis, fire investigation, fire suppression, hazardous materials response, emergency medical services, policy development, and curriculum development.

Russ participated in the development and implementation of one of the first accredited Fire Inspector Academies in California. He has instructed at the California Regional Fire Academy on the subject of fire protection systems and fire alarm systems.

Russ is a four-time graduate of the National Fire Academy in Emmitsburg, Maryland, specializing in the Fire Prevention Management Curriculum. Courses included Management of Fire Prevention Programs; Code Management: A Systems Approach; Fire Service Communications; and Interpersonal Dynamics.

Additionally, Russ previously served as a Fire Service Representative on the California State Fire Marshal's Automatic Extinguishing Systems Advisory Committee. He has also served on the Planning Commission for the City of Citrus Heights.

PROFESSIONAL HISTORY

Fire Plans Examiner / Interwest Consulting Group / 2012 - Present

Review plans and specifications for building construction projects to ensure compliance with applicable fire codes and ordinances.

Fire and Life Safety Consultant / Self Employed / 2009 - 2014

Sacramento Metropolitan Fire District / 1994 - 2014

Pomona Fire Department / 1990 - 1994

Northrop Fire Department / 1983 – 1990

USAF Fire Department / 1978 - 1982



Years of Experience: 40
Years w/ Interwest: 10

Registrations/Certifications

- CA Certified Firefighter, 1986, 011770
- CA Fire Prevention 1A, 1990
- CA Fire Prevention 1B, 1993
- CA Fire Prevention 1C, 1992
- CA Fire Prevention 2A, 2003
- CA Fire Prevention 2B, 2006
- CA Fire Prevention 3A, 2001
- CA Fire Prevention 3B, 2000
- CA Fire Investigation 1A, 1997
- CA Fire Investigation 1B, 1995
- CA Fire Instructor 1A, 2007
- CA Fire Instructor 1B, 2007
- Hazardous Materials 1A, 1987
- Hazardous Materials 1B, 1987
- CA Hazardous Materials 1C, 1987
- CA Hazardous Materials 1D, 1987
- Emergency Medical Technical, County of Sacramento, D2828

International Code Council, 8092477

- ICC Fire Plans Examiner

INTERWEST

FIRE REVIEW & FIRE INSPECTION

Melissa Vink

FIRE INSPECTOR / PLANS EXAMINER

A California State Fire Marshal Certified Fire Inspector, Melissa brings over 8 years of experience in the Fire and Life Safety arena. She has extensive experience reviewing programs to ensure they comply with Federal, State and Municipal laws, regulations and policies. Melissa is accomplished in all duties including plan review and approval, fire inspections, scheduling, regulatory compliance, code interpretation, and project acceptance.

PROFESSIONAL HISTORY

Fire Plans Examiner / Interwest Consulting Group / 2022 - Present

Review plans and specifications for building construction projects to ensure compliance with applicable fire codes and ordinances.

UC Davis Health Fire Marshal's Office / Fire Inspector II and Designated Campus Fire Marshal (DCFM) / 2016 - Present

- Perform monthly, quarterly and annual existing building inspections, monthly kitchen hood inspections, fire hydrant and FDC visual inspections, audio visual device testing, wet standpipe/ fire hose inspections and life safety system inspections for new construction projects including sprinkler, fire wall and fire stop inspections
- Manage fire extinguisher inspection and maintenance program
- Create and maintain all Fire and Evacuation Plans for UC Davis Health
- Assist in scheduling and performing annual kitchen hood testing, annual fire alarm testing and quarterly/semi-annual fire sprinkler testing
- Assist with tenant improvement and new construction plan reviews for non-OSHPD buildings
- Knowledge of hazardous materials classifications
- Manage fire drill program for hospital, outpatient clinics, and non-patient office buildings and conduct drills on a quarterly and annual basis
- Assist with ParaSlyde training for nursing staff
- Respond to evacuation/relocation emergencies as needed

UC Davis Health Fire Marshal's Office / Fire Inspector / 2014 - 2016

- Prepare and organize reports for Joint Commission and CMS audits
- Create and maintain all Fire and Evacuation Plans for the UC Davis Health System
- Public Education Coordinator for the Fire Prevention office including fire extinguisher training and emergency evacuation training
- Fire Prevention Department Safety Coordinator
- Create and perform inspections for hazardous conditions and special events permits
- Manage the fire drill program and perform fire drills at the Medical Center and outlying buildings
- Assist with fire alarm, smoke control and fire sprinkler testing, weekly hospital rounds inspections, monthly kitchen hood inspections, monthly and annual building inspections, wet/dry standpipe inspections, FDC visual inspections and audio-visual device testing
- Manage fire extinguisher program including performing inspections and supervising the Extinguisher Technician



Years of Experience: 8
Years w/ Interwest: 1

Education

- Associates Degree, Paralegal Studies, MTI College
- Associates Degree, General Studies – 2002

Registrations/Certifications

- State Fire Marshal Designated Campus Fire Marshal (SFM DCFM) - 2019
- Plan Examiner 1A, 1B, 1C – 2018/2019
- Fire Inspector 1 - 2017
- Hazardous Materials First Responder Awareness Level - 2017
- Plan Review Institute Based on the 2015 I-Codes - 2017
- Fire Alarm Plan Review - 2016
- Fire Prevention 3B - 2015
- Back to Basics, A Review of NFPA 72 - 2015
- Fire Inspector 1A, 1B, 1C, 1D - 2014
- Fire Inspector 2A, 2B, 2C, 2D - 2014
- NFPA 13, NFPA 20, NFPA 25 Review Course – 2014
- CPR/First Aid Certified – Annual Renewal

INTERWEST

FIRE REVIEW & FIRE INSPECTION

Steven Conti, ICC

ICC PLANS EXAMINER | FIRE INSPECTOR 1 & 2

Steven is a California State Fire Marshal Certified Fire Inspector. He brings over 25 years of firefighting and fire inspection experience. Steven has an extensive record of successfully inspecting all phases of highly complex projects. He is accomplished in all duties including plan review approval, multi-discipline inspections, scheduling, field supervision, regulatory compliance, code interpretation, and project acceptance.

PROFESSIONAL HISTORY

Fire Inspection and Plans Examiner / Interwest Consulting Group

Steven performs fire inspection services for various jurisdictional clients. He reviews commercial and residential buildings to ensure compliance with applicable fire codes and ordinances. Steven reviews plans and specifications for building construction projects to ensure compliance with applicable codes and ordinances as well as calculations for fire alarm and extinguishing systems.

Drill Instructor / California Fire & Rescue JPA Academy

Steven was a Training Instructor for entry level fire recruits, performing hands-on operation techniques for personnel.

Captain / City of Sacramento Fire Department

Steven was the Engine Company Captain. He led a crew of four personnel, responded to emergency calls for service, and performed fire safety inspections.

Firefighter / City of Sacramento Fire Department

Steven operated as member of an engine company responding to emergency calls for service. He performed fire safety business inspections on the engine company level.

Fire Prevention Officer / City of Sacramento Fire Department

Steven performed regular assigned inspections of complex facilities including commercial and industrial locations. He participated in fire safety public events instructing businesses and the general public in fire safety techniques. Steven provided instruction to team members on fire safety inspection and fire investigation techniques.

Seasonal Firefighter / City of Redding Fire Department

Steven performed as a regular firefighter assisting suppression crews with staffing and business inspections.



Education

- Business Management, University of Phoenix
- Hazardous Materials Specialist, CA Specialized Training Institute
- AA in Fire Technology, Shasta College
- Emergency Medical Technician Sacramento County EMS

Registrations/Certifications

International Code Council | 8356876

- ICC Fire Plans Examiner
- ICC Fire Inspector I
- ICC Fire Inspector II
- ICC Residential Fire Sprinkler Inspector
- ICC Residential Fire Sprinkler Plans Examiner
- ICC Commercial Plans Examiner
- ICC Commercial Fire Sprinkler Inspector
- ICC Pre-Engineered Kitchen Fire Extinguishing Systems Technician
- CSFM Fire Prevention Officer 1
- CSFM Fire Inspector 1A
- CSFM Fire Inspector 1B
- CSFM Fire Inspector 1C
- CSFM Fire Inspector 1D
- CSFM Fire Inspector 2A
- CSFM Fire Inspector 2B
- CSFM Fire Inspector 2C
- CSFM Fire Inspector 2D
- Fire Prevention 3A & 3B
- Penal Code 832
- ICS 200
- Firefighter 1-2
- Fire Officer Training
- Confined Space Rescue Awareness
- Incident Commander Hazardous Materials

INTERWEST

FIRE REVIEW & FIRE INSPECTION

Andrew D. Hyatt, ICC

FIRE PLANS EXAMINER

Andrew is a dedicated, highly self-motivated professional and natural leader with experience through paid employment involving fire code, plan review, inspections, and proper handling of hazardous materials. He is qualified with over 10 years pf extensive experience in fire prevention with specialized knowledge of current fire safety laws, codes, and ordinances.

PROFESSIONAL HISTORY

Fire Plans Examiner / Interwest Consulting Group / 2019 – Present

Andrew is responsible for ensuring that all plan reviews and field inspections are completed as committed to the customer and that documentation is accurately maintained. He is responsible for ensuring that plan reviews and inspections are performed in accordance with the standards, ordinances, codes, and regulations adopted/established by the municipality.

Fire Prevention Specialist II / City of Santa Clara Fire Department / 2009 - Present

Andrew provides plan reviews and inspections in the following areas: architectural, automatic sprinklers, fire alarms, water supply, access, alternative automatic fire extinguishing systems, hazardous materials, and additional areas.

Volunteer / Fire Prevention Division / 2007 - 2009

Andrew assisted with fire inspections and acceptance testing of fire extinguishing systems, fire alarm systems, and additional areas. This included over 180 hours of plan review volunteer time. Andrew also assisted in all aspects of plan review, as well as construction and operational permit inspections.

Associate Consultant / Hazardous Materials Division / 2008 - 2009

Andrew provided consulting for applicants regarding Hazardous Materials Business Plans. He promoted a helpful and friendly relationship between contractors as well as business owners.

Computer Systems Operator / United States Air Force – OH & CA Air National Guard / 2002 - 2008

Andrew specialized in communications, including prioritizing tasks to provide support for air rescue operations. He maintained Top Secret Security Clearance.



Years of Experience: 20
Years at Interwest: 2

Education

- A.S. Degree in Fire Technology, Cabrillo College, Honorable Mention
- Bachelor's Degree in Cardiovascular Science, The Ohio State University, Dean's List
- A.A. Degree, The Ohio State University, Dean's List

Registrations/Certifications

- International Code Council, 8415675
- ICC Fire Plans Examiner
- ICC Fire Inspector I
- ICC Fire Inspection II

INTERWEST

FIRE REVIEW & FIRE INSPECTION

Richard Kazandjian, ICC

FIRE AND LIFE SAFETY SPECIALIST

Richard has over 20 years of experience in the Fire and Life Safety arena, building relationships with community organizations, businesses, and residents, and reviewing programs to ensure that they comply with Federal, State and Municipal laws, regulations and policies. Richard is a certified Fire Inspector I, Fire Inspector II, Fire Plans Examiner and California Underground Storage Tank Inspector from the International Code Council. He also possesses numerous California State Fire Marshal, FEMA, JRIC and NFPA certifications, and a peace officer "PC 832" from Rio Hondo College and the Orange County Sheriff's Department.

PROFESSIONAL HISTORY

Fire Plans Examiner / Interwest Consulting Group / 2016 - Present

Reviews commercial and residential buildings to ensure compliance with applicable fire codes and ordinances. Review plans and specifications for building construction projects to ensure compliance with applicable codes and ordinances as well as calculations for fire alarm and extinguishing systems.

Fire Prevention Manager / City of Torrance Fire Department / 2005 - 2016

Richard supervised the Fire Prevention and Hazardous Materials Administration Division, which included assigning, coordinating, training and reviewing the work of all Fire Prevention Specialists, as well as conducting performance evaluations and ensuring that key performance indicators were met. He was recognized for successfully developing formal training and mentoring programs for Fire Prevention and Operations Division personnel on subjects including plan check, new construction and hazardous materials. He also evaluated and redesigned the Fire Prevention Inspection Program that accounts for over 1600 annual fire inspections to accomplish key performance indicators. Richard took the lead on implementing Accela "Enterprise Software System" in the Fire Division to innovatively organize programs and provide a higher level of customer service to the public. Perform evaluations of fire safety conditions and recommend changes to building and fire codes. He prepared and presented reports and recommendations at City Council and Commission meetings, and reviewed and inspected highly complex and technical high-rise, refinery, commercial, industrial, and hazardous materials plans.

Fire Inspector II | Fire Instructor / City of Anaheim Fire Department / 2000 - 2005

He served as Acting Deputy Fire Marshal in his absence, and reviewed building, fire protection systems, plot and structural plans for compliance with fire safety codes, laws and other regulations. Richard also conducted on site inspection of new and existing construction projects, and performed fire inspections on all types of occupancy classifications. He coordinated with private, public and governmental agencies to evaluate fire hazard issues, and developed and instructed all types of in-service training programs.



A SAFEbuilt COMPANY

Years of Experience: 21

Years w/ Interwest: 4

Education

- BS, Fire Protection and Administration, Minor Public Administration, California State Los Angeles, 2000
- AS, Fire and Emergency Technology, El Camino College, 1997
- Firefighter 1 Certified, South Bay Fire Academy, 1995

Registrations/Certifications

International Code Council, 5069769

- ICC Fire Inspector I and II
- ICC CA UST Inspector
- ICC Fire Plans Examiner

Professional Affiliations

- Ex-President, South Bay Fire Prevention Officers Association
- Ex-Vice President, Torrance Engineers Association
- Southern California Fire Prevention Officers Association
- City of Torrance Planning Commission Staff
- Torrance Special Events Team
- Chair, South Bay Fire Code Adoption Committee

Awards/Distinctions

- Excellence Award – City of Torrance, City Manager's Office, 2015
- Service Award – South Bay Fire Prevention Officers Association, 2013
- Community Hero – Mighty Ducks of Anaheim Hockey Club, 2004
- Lifesaving Award – Anaheim Fire Department

INTERWEST

FIRE REVIEW & FIRE INSPECTION

Susan Guzzetta

FIRE PLANS EXAMINER

Susan is a seasoned Fire Plans Examiner with more than 40 years of experience serving municipal Fire Departments, including 9 years with the City of Newport Beach Fire Department. In addition to her impressive experience, Susan also possesses a myriad of technical training, including several California Fire Service Training and Education System (CFSTES) Fire Prevention and Management certifications, has participated in several fire industry training seminars, and has completed several programs provided by the International Fire Code Institute, FEMA, International Conference of Building Officials, the Fire Sprinkler Advisory Board of Southern California, Orange County Fire Prevention Officers, and the International Code Council.

PROFESSIONAL HISTORY

Fire Plans Examiner / Interwest Consulting Group / 2021 – Present

Susan currently serves the City of Newport Beach as a Fire Plans Examiner to ensure all applicable codes are met.

Life Safety Specialist III / Newport Beach Fire Department / 2011 - 2020

In this position, Susan performed detailed plan review for hazardous materials storage, high-piled stock, battery systems, emergency power systems, cell sites, manufacturing processes, spraying and dipping operations, mechanical repair facilities, and other specialized occupancies. She also performed plan review of new construction and tenant improvements to ensure compliance with the California Fire Code, city ordinances, state and local laws and nationally recognized fire prevention standards. Susan reviewed hydraulic and electrical calculations to determine conformance with the California Fire Code, California Building Code, NFPA Codes, additional national prescriptive performance codes, and related municipal codes. She also reviewed plans on all types of fire protection systems including fire sprinklers (commercial and residential), kitchen hood systems, UL 300 systems, underground fire lines, fire alarm systems, and fire hydrants. She reviewed underground tank installations and removal; performed site plan reviews for hydrants placement, access and egress, slope and angle, and "Best Water Management" practices; prepared amendments to the 2019 California Fire Code for City of Newport Beach fire code adoption; and presented the significant California Fire Code changes to the public (architects engineers, and business owners 2016). Susan attended the Building and Fire Board of Appeals prior to adoption as a fire code expert to address any questions about the changes to the 2016 fire code. She also attended weekly pre-construction "Development Review Committee" meetings as the fire department expert; met with architects, engineers, developers, and homeowners to resolve issues related to plan review; reviewed Alternative Methods of Construction requests for projects with code compliance challenges; and created fire guidelines for public's use and efficiency of fire code requirements for life safety specialists.



Years of Experience: 40+

Education

- Bachelor of the Arts Psychology, California State University Fullerton
- Associates of Arts degree in Liberal Arts, Orange Coast College, Costa Mesa
- Associate of Arts degree in Psychology, Orange Coast College, Costa Mesa

Registrations/Certifications **California Fire Service Training and Education System (CFSTES)**

- Fire Prevention 1A, 1B, 1C
- Fire Prevention 2A, 2B, 2C
- Fire Management 2E
- Fire Prevention 3A, 3B
- Fireworks Enforcement/Special Events
- Firework Enforcement
- High-Rise Life Safety
- Title 19/24

Seminars and Coursework

- International Code Council
- 2006 IBC Nonstructural Fire and Life Safety Principles
- 2007 IFC Fire Protection Systems
- 2007 IFC High-Piled Combustible Storage
- 2007 IBC Solving Means of Egress Issues in Commercial Buildings
- 2007 IBC Hazardous Materials
- 2007 CFC Fundamentals
- 2008 IBC Special and Mixed Occupancies

INTERWEST

BUILDING INSPECTION | CODE ENFORCEMENT**Anthony Ebster, ICC****PERMIT TECHNICIAN**

Anthony is a certified residential plans examiner who has worked in multiple different fields. He has experience in advising customer on permits for construction projects including residential remodels and commercial tenant improvements.

PROFESSIONAL HISTORY**Permit Technician / Interwest Consulting Group / 2020 - Present**

While working for Interwest, Anthony has worked on several projects as a certified permit technician.

Permit Technician / City of Roseville / 2003-2017

In this position, Anthony performed simple plan reviews for non-structural residential bathroom and kitchen remodels, residential pools and spas, and commercial signs and helped residents with questions and inquiries regarding building permits, building codes, and permit fees.

Permit Technician / Woodland, CA / 2016-2017

While working as a permit technician, Anthony worked in the contract services for the Yolo County Building Department. Anthony had various tasks in issuing permits and advising customers on permit inquiries.

Building Program Technician / City of Rancho Cordova / 2014 - 2016

He oversaw Advising customers on requirements for construction projects, including residential remodels and commercial Tenant Improvements. Anthony was also in charge of organizing all permit records, plans, and other documentation in paper and digital format.

Program Assistant / City of Citrus Heights / 2011-2014

While working as a program assistant, Anthony had to prioritize, dispatch, and follow up with emergency and non-emergency Public Works calls regarding flooding, storm drains, streetlights, graffiti, roads, and various other issues. Other projects included creating service requests and work orders to assist engineers and other department coworkers with construction and maintenance projects.

Senior Account Manager / Alameda, CA / 2009 - 2009

While working as a senior account manager, Anthony had many tasks including:

- + Greeted customers and answered multi-line phone system.
- + Provided administrative support to Department Director, Supervisors, Planners, and other co-workers.
- + Updated and maintained City's website for public hearings and meetings.
- + Notified the public about construction projects and hearings by mailing out up to 1200 notices.
- + Utilized online scheduling and task management system.
- + Gathered materials and organized agendas for various Boards and Commission meetings and events.
- + Proofed and edited reports, letters, and other documents.
- + Attended Board and Commission meetings as recording secretary.

Administrator / City of Alameda / 2006-2008

- + Planned events and scheduled resources for up to 500 people.
- + Provided administrative support to Department Director, Supervisors, Planners and other co-workers.
- + Updated and maintained City's website for public hearings and meetings.
- + Notified the public about construction projects and hearings by mailing out up to 1200 notices
- + Utilized online scheduling and task management system.
- + Gathered materials and organized agendas for various Boards and Commission meetings and events.
- + Proofed and edited reports, letters and other documents.
- + Attended Board and Commission meetings as recording secretary.

**Years of Experience: 16****Education**

- B.S. Western Governors University
- Associates, College of Alameda

Registrations/Certifications

International Code Council | 8358624

- ICC Certified Permit Technician
- ICC Certified Residential Plans Examiner

INTERWEST

BUILDING INSPECTION | CODE ENFORCEMENT

Johnny Curtis Thibodeau, ICC

ICC BUILDING INSPECTOR

Johnny is an ICC certified combination building inspector with over 15 years of experience as a Building Inspector. He has extensive knowledge in all phases of construction including inspections and plan review.

PROFESSIONAL HISTORY

Building Inspector / Interwest Consulting Group / 2018 - Present

Johnny provides building inspection services for various California municipalities ensuring that all projects are compliant with City, State and Federal code standards.

Combination Building Inspector / City of Dublin, CA / 2010 - 2018

As a combination building inspector, Johnny inspected all construction phases of new single family and multi-family dwellings and surrounding structures in high and medium density housing developments. He also inspected commercial, industrial structures, private educational and agricultural buildings. Johnny scheduled inspections and managed workloads for inspectors within the department. He reviewed plans and worked with engineers and architects in design changes and repairs detected during field inspection of residential and light commercial buildings. Processed necessary paperwork via Eden permit tracking system and county/city procedures including reports to building official, view scheduled inspections, enter inspection results, and document final paperwork for completed building projects.

Fire Suppression Maintenance / City of Nevada City, CA / 2009 - 2010

Johnny repaired, maintained and serviced fire extinguishers and fire suppression equipment as well as performed fire training for local government and business, recruited new accounts, scheduled appointments, resolved customer problems, provided technical advice and assistance.

Combination Building Inspector / City of Pleasanton, CA / 2005 - 2008

Johnny inspected all construction phases of new single family and multi-family dwellings and surrounding structures in high and medium density housing developments. He also inspected commercial, industrial structures, private educational and agricultural buildings. He reviewed plans and worked with engineers and architects in design changes and repairs detected during field inspection of residential and light commercial buildings. Johnny processed necessary paperwork via Permits Plus and county/ city procedures.

Combination Building Inspector / EL Dorado County, CA / 2004

Johnny inspected residential and commercial buildings for code compliance as well as reviewed blueprints and reported and filed paperwork by county building department.



Years of Experience: 15
Years w/ Interwest: 2

Education

- Building Inspection Program, Butte Community College, Oroville, CA

Registrations/Certifications

- PC 832 Code Enforcement
- CA Safety Assessment Program, Post Disaster International Code Council, 5242525
- ICC Residential Combination Inspector
- ICC Combination Dwelling Inspector – Uniform Codes
- ICC Accessibility Inspector/Plans Examiner

Areas of Expertise

- Building Inspections
- Code Interpretation
- Inspection Coordination

INTERWEST

BUILDING INSPECTION | CODE ENFORCEMENT

David L. Benedict, ICC SENIOR BUILDING INSPECTOR

David has over 6 years of experience as a Building Inspector and over 44 years of experience in the building safety industry as a Union Carpenter. David has experience in all aspects of residential and commercial inspection including Multi-family, Senior housing, High-rise construction, Tenant improvements, fire suppression systems, alarm and sprinkler inspections as well as code enforcement. His extensive experience in the building industry provides an advanced insight into various projects where David can provide professional and knowledgeable insight to any project ensuring all Local, State and Federal codes and ordinances are being met.

PROFESSIONAL HISTORY

Northern California Division Manager | Senior Inspector| Interwest Consulting Group 2018 – Present

As the Northern California Senior Inspector, David enforces the current codes and ordinances and provides on-site Building inspections, Fire inspection, Casino and Water/Wastewater Treatment Facility inspections. He performs plan check and code compliances, issues permits, performs code enforcement inspection and follow-up on case files, inspects all phases of construction, to ensure compliance with local codes and ordinances and provides counter work to the general public. Some example projects that David successfully provided Inspection services to included the Indian Reservations, Harris Northern California Project, Enterprise Rancheria, Estom Yumeka Madiu Tribes and the Hard Rock Sacramento Project to name a few.

Building Inspector / Upland, CA / 2016 - 2017

David provided Building and Fire Inspection services and served as a Code Enforcement Officer for various municipalities including:

- City of Arroyo Grande – Building Safety Department
- City of Grover Beach – Building Safety Department
- City of Guadalupe – Building Safety Department
- City of Lompoc – Building Safety Department

Building Inspector | Public Works Inspector / Consulting Firm / 2005 - 2009

David served as the Building Inspector for two years and the Public Works Inspector of an additional two and a half years while working under a consulting firm. He served various municipalities such as:

- City of Camarillo California – Building and Safety Department
- City of Seal Beach California – Building and Safety Department
- City of Fountain Valley California – Building and Safety Department
- City of Moorpark California – Building and Safety Dept. / Public Works Dept.
- City of Laguna Niguel California – Public Works Department



Years of Experience: 6
Years with Interwest: 3

Education

- Certification
Construction Technology
Ventura Community
College
- Graduate, Journeyman
Carpenters Apprenticeship
School, (J.A.T.C.),
Las Vegas, NV

Registrations/Certifications

- International Code
Council | 5239723
- ICC Building Inspector
- ICC CA Residential
Building Inspector
- ICC CA Commercial
Building Inspector
- ICC Permit Technician
- ICBO, Universal Building
Code Inspector
- CALBO, Residential &
Commercial Inspector
- POST, PC-832
Certification, Arrest
Search and Seizure, ID:
C31-Y65
- Safety Assessment
Program, Certified by the
State of CA Governor's
Office of Emergency
Services
- FEMA P-50 & P-50-1
Seismic Assessment of
Detached, Single-Family
Wood Framed Dwellings
- OSHA Traffic Controls
Operations
- AWS Welder
- SAI, Suspended
Scaffolding Erector/Rigger

INTERWEST

BUILDING INSPECTION

Gabriel Leyva, ICC

ICC BUILDING INSPECTOR

Gabriel is an ICC Residential Building Inspector with experience performing life-safety, architectural, mechanical, plumbing, electrical, and structural inspections in residential, multi-family and commercial projects. This valuable experience is also evident in that Gabriel specializes in working with applicants, designers and jurisdictions, having successfully served the City of Lincoln, Nevada County, City of Woodland and addition jurisdictions throughout the state.

PROFESSIONAL HISTORY

Building Inspector / Interwest Consulting Group / 2018 - Present

Gabriel performs comprehensive inspection services for client agencies. He reviews residential and non-residential plans for compliance with California Building, Life Safety, Fire, Plumbing, Mechanical, Electrical Codes, Energy Standards, state and local building codes, policies, amendments, and ordinances.

Building Inspector I / City of Roseville, CA / 2017

Gabriel inspected homeowner additions, remodels, plumbing, electrical, mechanical, patio covers and pools for various permit applications in the City of Roseville. He also inspected new track home construction projects for underground plumbing, foundation, slab membrane, electrical, whole frame, sheer, sheet rock and mechanical finishes. He gained experience working with Accela software while with the City.

Owner/President / Galco Construction / 1989 - 2018

Gabriel was a general building contractor specializing in residential remodels, new construction, commercial and residential tenant improvement projects. He was responsible for all phases of construction including design, estimating, scheduling and on-site supervision of employees, material procurement, coordinating of sub-contractors, hands on carpentry, plumbing and electrical, scheduling and meeting with building inspectors.

Carpenter / Construction Company / 2011, 2015 - 2016

Gabriel provided general carpentry services, which included stairs, structural framing and finish carpentry.

Job Foreman, Carpenter and Plumber / Various Companies, Bay Area, CA / 1983 - 1989

Gabriel was apprenticed with various contractors and developers working his way up to journey level carpenter, foreman and supervisor as well as learned the trades of plumbing and others.



Years of Experience: 3
Years w/ Interwest: 2

Education

- Building Inspection Technology, Cosumnes River College, Sacramento, CA
- Certificate, Building Technologies Program, College of San Mateo, CA

Registrations/Certifications

International Code Council, 8836405

- ICC Residential Building Inspector
- ICC Residential Electrical Inspector
- ICC Residential Plumbing Inspector
- CA Licensed General Contractor, 553107

INTERWEST

William Carter

BUILDING INSPECTOR AND CODE ENFORCEMENT

William is a Building Inspector and Code Enforcement with 14 years of experience in the field. He has worked for a variety of companies and has a great deal of certificates that speak to his skill-sets. William is accomplished in all duties, including code enforcement, multi-discipline inspections, damage assessment, scheduling, complaint resolution and problem solving, presentations, team building, team leadership, field supervision, regulatory compliance, code interpretation and project acceptance.

PROFESSIONAL EXPERIENCE

Building Inspector and Code Enforcement / Interwest Consulting Group / City of Live Oak / 2022 - Present

- Perform field inspections during various stages of construction.
- Read and examine plans and specifications when required.
- Schedule and perform systematic property maintenance inspections to achieve minimum property standards.

Inspector of Record / Phase II Rocktane / Hard Rock Live / 2021 - Present

- Perform all building, health and fire inspections for the Sacramento Hard Rock Rocktane Gas Station and Convenience Store, Office and warehouse space, Hard Rock Live 2500 seat indoor amphitheater.
- Attend daily, weekly and monthly construction, safety, planning and progression meetings.
- Track Non-Compliant inspections, notified GC, Tribal, B. O. and financial personnel of code violation and progression of completion.

Wilton Rancheria Resort/ 2020 - 2020

- Plan check and Review.
- Stamp and sign plans for phase I of casino.

BroadSpec / SAFEBuilt/ 2019 - 2020

Building Inspector / Inspector of Record / Hard Rock Hotel & Casino Phase I / 2019 - 2020

- Perform all building, health and fire inspections for the Sacramento Hard Rock Hotel & Casino.
- Attend daily, weekly and monthly construction, safety, QII, planning and progression meetings.
- Track Non-Compliant inspections, notified GC, Tribal, B. O. and financial personnel of code violation and progression of completion.

Contract Building Inspector / Bureau Veritas / 2019 – 2019

- Receive, route and perform daily building inspections.
- Return, discuss with staff and log pertinent information.
- Plan check SLD's for solar projects and communicate any information required to customer.

Contract Building Inspector / TRB & ASSOC. / 2018 - 2019

- Review and check daily list of inspections on TRAC-IT software for flags prior to scheduling and posting route.
- Perform daily scheduled inspections throughout Tehama County.
- Return and post completed or failed inspections with notes or additional inspection completed on TRAC-IT software.
- Close out finalized inspections, pull files for scanning and archive.



YEARS OF EXPERIENCE: 14

YEARS WITH INTERWEST: 1

EDUCATION:

- Sierra College, Rocklin, CA
- Cosumnes River College, Sacramento, CA

LICENSES / CERTIFICATIONS:

- International Code Council | 8418049
- ICC Residential Building Inspection
- ICC Residential Electrical Inspection
- ICC Residential Plumbing Inspection
- ICC Commercial Building Inspection
- Certificate in Building Inspection Technology
- OES Direction & Control of a Search Function and Management Certificate
- OES Direction & Control of a Winter Search and Rescue Operation Certificate
- PC 832 MOD A, B & C, Arrest and Firearm's (in process of recertification)

INTERWEST

BUILDING INSPECTION

Randall Ritchey, ICC

ICC BUILDING INSPECTOR

Randall is an ICC certified Building Inspector with experience providing inspection services to various jurisdictions throughout California. Randall has extensive building code knowledge enabling him to provide a high level of service to applicants, designers and jurisdictions. Randall has provided inspection services for the City of Manteca, City of Elk Grove and the City of Folsom.

PROFESSIONAL HISTORY

Building Inspector / Interwest Consulting Group / 2019 - Present

Performing comprehensive inspection services for client agencies. Randall is an ICC Certified Building, Plumbing and Electrical inspector and brings a wealth of hands on and diverse knowledge in all phases of housing from beginning evaluation through construction. With his inspection background he clearly understands the elements of inspecting all phases of construction projects and can work collaboratively with both residence and developers. Additionally, Randall displays high levels of customer service in both the field and office atmosphere.

Building Inspector I / Consulting Firm / 2018 - 2019

Randall performed inspection services throughout California for residential tracts and commercial tenant improvements.

Building Inspector I / City of Roseville, CA / 2017 - 2018

Randall performed inspections on single family residences and residential tracts.

Building Inspector I / County of Yolo, CA / 2017

Randall provided field inspections for residential and commercial projects throughout Yolo County. He effectively communicated with application customers and contractors at the public counter and over the phone.

Building Inspector I / County of Mendocino, CA / 2016 - 2017

Randall provided field inspections for residential and commercial projects throughout Yolo County. He effectively communicated with application customers and contractors at the public counter and over the phone. Additionally, Randall provided over the counter plan review services.

Bathroom and Kitchen Remodeler / Construction Company, CA / 1996 - 2016

Randall managed a crew to ensure all projects were successfully completed on schedule. He was responsible for analyzing and assessing project schedules, communicating with customers to provide schedule updates and ordered supplies and products.

Company Owner / Signal Car Audio, CA / 1989 - 1996

Randall successfully owned and operated a car audio business.



Years of Experience: 4
Years w/ Interwest: 1

Education

- Building Inspection Technology, Cosumnes River College, 2016

Registrations/Certifications

- International Code Council, 8319559
- ICC Residential Building Inspector
- ICC Residential Plumbing Inspector
- ICC Residential Electrical Inspector

INTERWEST

Nathan Carmen Saracino, ICC

BUILDING INSPECTOR

Nathan has over 15 years of experience in the construction industry. He has successfully managed his own company for 14 years and performed various jobs including electrical, plumbing, framing, cabinetry, landscaping, drywall texture and painting. He successfully has managed projects to ensure that the jobs stay on schedule and remain within budget. He professionally communicates between various construction professions and has the ability to meet quality assurance and inspections for local State, Federal and local codes and ordinances.

PROFESSIONAL HISTORY

Building Inspector / Interwest Consulting Group / 2020 – Present

Nathan provides building inspection services for residential and commercial projects in all phases of construction in Northern California. He is currently performing inspections in the City of Elk Grove and provide inspection services for production housing. Nathan maintains a productive environment by excellent communication and delivers a high level of customer service in a professional manner at all times.

Nathan was also the Owner and Operator of Saracino Construction from 2006 – 2020.

Framing Foreman | Superintendent / JTS Communities | Framing Division Blue Lake Housing Authority / 2004 – 2006

Under general supervision, Nathan assisted framing superintendents in day-to-day framing activities at particular jobsites. He helped establish daily priorities to assure that all buildings were framed to the plan, on budget, on schedule and delivered to the JTS Construction schedule and was responsible for assuring buildings met quality assurance and framing inspections. He was responsible for labor personnel, forklift operators, framers and quality assurance, pre-sheer and pre-frame inspections and all discrepancies on the job. Nathan conducted weekly safety meetings and managed hardware placement and distribution.



Years of Experience: 15+
Years w/ Interwest: 1

Education

- Diploma, Southern Regional High School, Manahawkin, NJ

Registrations/Certifications

- Contractors State License Board (CSLB), 881390

International Code Council, 9518768

- ICC Residential Building Inspector
- ICC Residential Mechanical Inspector
- ICC Residential Plumbing Inspector
- ICC Residential Electrical Inspector
- ICC Residential Combination Inspector

INTERWEST

Anthony Ebster, ICC

PERMIT TECHNICIAN

Anthony is a certified residential plans examiner who has worked in multiple different fields. He has experience in advising customer on permits for construction projects including residential remodels and commercial tenant improvements.

PROFESSIONAL HISTORY

Permit Technician / Interwest Consulting Group / 2020 - Present

While working for Interwest, Anthony has worked on several projects as a certified permit technician.

Permit Technician / City of Roseville / 2003-2017

In this position, Anthony performed simple plan reviews for non-structural residential bathroom and kitchen remodels, residential pools and spas, and commercial signs and helped residents with questions and inquiries regarding building permits, building codes, and permit fees.

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Building Program Technician / City of Rancho Cordova / 2014 - 2016

He oversaw Advising customers on requirements for construction projects, including residential remodels and commercial Tenant Improvements. Anthony was also in charge of organizing all permit records, plans, and other documentation in paper and digital format.

Program Assistant / City of Citrus Heights / 2011-2014

While working as a program assistant, Anthony had to prioritize, dispatch, and follow up with emergency and non-emergency Public Works calls regarding flooding, storm drains, streetlights, graffiti, roads, and various other issues. Other projects included creating service requests and work orders to assist engineers and other department coworkers with construction and maintenance projects.

Senior Account Manager / Alameda, CA / 2009 - 2009

While working as a senior account manager, Anthony had many tasks including:

- + Greeted customers and answered multi-line phone system.
- + Provided administrative support to Department Director, Supervisors, Planners, and other co-workers.
- + Updated and maintained City's website for public hearings and meetings.
- + Notified the public about construction projects and hearings by mailing out up to 1200 notices.
- + Utilized online scheduling and task management system.
- + Gathered materials and organized agendas for various Boards and Commission meetings and events.
- + Proofed and edited reports, letters, and other documents.
- + Attended Board and Commission meetings as recording secretary.

Administrator / City of Alameda / 2006-2008

- + Planned events and scheduled resources for up to 500 people.
- + Provided administrative support to Department Director, Supervisors, Planners and other co-workers.
- + Updated and maintained City's website for public hearings and meetings.
- + Notified the public about construction projects and hearings by mailing out up to 1200 notices
- + Utilized online scheduling and task management system.
- + Gathered materials and organized agendas for various Boards and Commission meetings and events.
- + Proofed and edited reports, letters and other documents.
- + Attended Board and Commission meetings as recording secretary.



Years of Experience: 16

Education

- B.S, Western Governors University
- Associates, College of Alameda

Registrations/Certifications

International Code Council | 8358624

- ICC Certified Permit Technician
- ICC Certified Residential Plans Examiner

INTERWEST

PERMIT TECHNICIAN

David Jordan, ICC

PERMIT TECHNICIAN

David is a Permit Technician with a diverse work background. He is experienced in audit inspections, analytics, and process improvement.

PROFESSIONAL HISTORY

Permit Technician / Interwest Consulting Group / 2022 – Present

David sets up project accounts and monitors project balances and close out projects. He calculates development impact fees and coordinates plan checks. David calculates development impact fees and is the central cashier for receipt mitigation and building permit fees.

Permit Technician (Consultant) / 4Leaf / 2021 – Present

David received (in-take) and processes new and active permits. He organized projects/documents for easy access for Plans Examiners. David was very responsive by phone and email regarding applicant's needs.

Shipping Lead / Cardinal Health / 2020 - 2021

David interacted with customers and tended to their needs. He received, inspected, organized, and stocked inventory. David inputted data in spreadsheets and recorded it into TPS.

Assistant Supervisor / California Electronic Asset Recovery / 2015 - 2017

David managed phone calls, emails, and processed paperwork towards customer's needs. He maintained accountability of electrical materials valued over \$5,000 dollars. David verified incoming and outgoing shipments for validity and accuracy from various government agencies/small businesses.



Years of Experience: 7

Education

- Associate of Arts in Liberal Arts Math and Science, Cosumnes River College

Registrations/Certifications

- International Code Council | 10166722
- ICC Permit Technician

INTERWEST

Bernard Pita

CODE ENFORCEMENT

Mr. Pita has more than 35 years of experience in the construction industry. Mr. Pita has conducted residential 1 & 2 family and commercial building inspections assuring that the work complies with all applicable codes.

PROFESSIONAL EXPERIENCE

Code Compliance Supervisor Calvin, Giordano and Associates | Interwest Consulting Group | 07/2015 - Present

- Work closely and in partnership with City Elected Officials, City Manager's Office and all Department Directors
- Supervise, guide and coach the Code Inspector team and support the Special Magistrate process and Magistrate Clerks.
- Manage and operate daily functions of the Code Compliance Department.

Senior Code Compliance Supervisor Calvin, Giordano and Associates | 10/2012 - 07-2015

- Served as senior field Inspector, worked complex and difficult cases involving zoning approvals and landscape plans.
- Trained all new code inspectors and assist all code inspectors with daily tasks or questions.
- Conducted quarterly main corridor assessments to include a report of all findings and cases.

Code Enforcement Supervisor City of Coral Springs | 04/2007 - 10/2012

- Demonstrated the ability to interact with internal and external customers from diverse cultures and backgrounds.
- Transformed "difficult" customers into satisfied customers by finding a win-win resolution.
- Commended for multitasking abilities; frequently assigned end of fiscal year budget and initiated process improvements to include technology enhancing recommendations.

Code Enforcement Investigator/Supervisor Polk County Board of Commissioner | 10/2002 - 04/2007

- Assisted process consultant where the outcome was higher voluntary compliance.
- Liaison between Code Enforcement and Keep Polk County organizational improving aesthetics of County entry roadways.
- Partner with Polk County Sheriff Office to address dilapidated and Nuisance properties negativity impactung the community.



YEARS OF EXPERIENCE: 30

LICENSES / CERTIFICATIONS:

- FL Institute Government - FACE Level IV
- FL Institute Government - FACE Level III
- FL Institute Government - FACE Level II
- FL Institute Government - FACE Level I

INTERWEST

Lenore Graber

CODE ENFORCEMENT

Lenore has 16 years of experience in code compliance in different municipalities with unique community and code enforcement needs. She has 10 years of leadership experience in code enforcement and other organizations.

PROFESSIONAL HISTORY

Code Compliance Manager / Interwest Consulting Group / Calvin Giordano & Associates, Inc.

Lenore manages daily operations for the City and collaborates with all departments to address code violations. She works closely with law enforcement, City managers, and elected officials to better serve the community. Lenore creates outreach, communication, and education encouraging voluntary compliance and better addressing health and safety code violations.

Code Compliance Supervisor / City of Coral Springs

Lenore conducted code inspections, interpreted code ordinances, and properly issued notice to violators meeting all legal criteria. She attended community meetings educating the public about code enforcement.

Clerical Office Assistant / City of Coral Springs

Lenore served as the Special Magistrate clerk for code proceedings and hearings. She prepared legal documentation relevant to code violations issued by the magistrate. Lenore helped customers in person and on the phone to better help them with code cases or ordinance questions.



Years of Experience: 16

Education

- Associate degree, Business Science, North Shore Community College
- FAU – Institute of Government, Florida Association of Code Enforcement
- City of Coral Springs Leadership Program

Licenses/Certifications

- FEMA 100, 200, 400, 700, 800
- Parking Enforcement Certification

INTERWEST

Silvio A. Baca

CODE ENFORCEMENT

Silvio has office managerial and warehouse control experience. He is computer friendly with vast experience in many programs. Silvio is efficient in multi-tasking with versatile abilities in different business areas, including customer service, purchasing department, account receivable/payable, development, production, product inventory, logistics and guest relation. He speaks, reads, and writes fluent English and Spanish.

PROFESSIONAL HISTORY

Code Compliance Inspector/ Calvin, Giordano and Associates, Inc. / 2020 – Present

Silvio performs systematic site inspections within the designated City area to ensure compliance with all applicable City, State and Federal code and regulatory requirements. He responds to inquiries and investigates any reports of code violations from the public.

Silvio identifies compliance problems, issues, and delivers deficiency notices.

Insurance Field Inspector / Sabcom Services Inc. / 2007 - 2020 Silvio profiled new customers and assisted Realtors and lenders to provide the proper inspections for their clients. He developed forms for customers to better understand the final product. Silvio set up routes for weekly inspections.

Executive Account Representative / Acosta Farms Nursery, Inc./ 2003 - 2007

Silvio was involved in product management and presentation. He promoted new products to maximize exposure of the merchandise. Silvio participated in stores' weekend events to develop product awareness.

General Manager/ Merit International, Inc. / 1989 - 2003

Silvio generated business in the Miami area and increased sales by growing the account base. He handed accounts receivable and payable and trained new employees on work procedures and individual tasks.



Years of Experience: 33

Education

- Associate in Arts Degree in Computer Science, Miami Dade Community College

Licenses /Certificates

- Home Inspection Certification
- Code Enforcement Level 1 Certification

INTERWEST

C. | Experience, Qualifications and References

Interwest has provided plan review and inspection services for numerous new and remodeled commercial, OSHPD 3 medical facilities, industrial, retail, tenant improvement, multi-family residential and custom residential projects. We have also provided plan review and inspection services for multiple master plan development projects and publicly owned building projects. Below is a sampling of projects recently completed by personnel proposed to provide building safety plan review and building inspection services to the City of Pinole. **All assignments were completed 100% by Interwest, within budget and within specified time-frames.**

SAN MATEO WASTEWATER TREATMENT PLANT | CITY OF SAN MATEO, CA

Contact: Mike Titsworth
Building Official
650.522.7195 | mtitsworth@cityofsanmateo.org
2050 Detroit Drive San Mateo, CA 94404

In October of 2019, Interwest provided complete plan review services of the wastewater treatment system (by Aquacell) that was installed into the ground floor of a building that was under construction. The system had five below-grade tanks installed at the perimeter of the building that ranged in size from 40,000 gallons to 50,000 gallons. The wastewater treatment system will produce up to 17,413,000 gallons of water per year for beneficial reuse, offsetting potable water demand. Treated water will be used for landscape irrigation and flushing toilets and urinals. The projected design flow for the treatment plant is 100,000 gallons per day (gpd).



GREAT WOLF LODGE | CITY OF MANTECA

Contact: Brad Wungluck
Chief Building Official
209.459.8000 | bwungluck@ci.manteca.ca.us
1215 W. Center St, Manteca, CA 95337

Occupancy Type: R-1, A-2, A-3, B, M, F-1, S-1, S-2 | Type of Construction: IB | Building Area: 510,000 SF

Interwest provided full building safety and inspection services, including plan and fire review for the new Great Wolf Lodge water park and hotel beginning in 2018, with a final review in 2020. The Great Wolf Lodge has unique construction features which require flexibility and solid working relationships with the designers. The Great Wolf Lodge project included a 100,000 SF indoor water park, a family entertainment center, restaurant, food court and meeting and banquet rooms which require flexibility and solid working relationships with the designers. Turnaround times: 15 days at PC1; 10 days at subsequent reviews.



ATHERTON TOWN CENTER PROJECT | TOWN OF ATHERTON, CA

Contact: George Rodericks

City Manager

650.752.0504 | grodericks@ci.atherton.ca.us

91 Ashfield Road

Atherton, CA 94027



Interwest has served the Town of Atherton since 2011, providing municipal engineering, building and safety, GIS, and IT services, as well as technical assistance and support to the Town Manager, Town Council, appointed Committees, and the community on programs, policies, activities and projects. The Town of Atherton is known for being the most expensive zip code to call home in America, but, incongruously, the Town's Civic Center was comprised of an old building and eight (8) portable trailers. Recognizing the need for a functional and welcoming space for civic activities and community engagement, the Town created plans for a new Civic Center Complex, complete with council chambers, a library, and facilities for town administration and police department.

Though planning for the Town Center began in 2012, the project broke ground in 2019. It was crucial to the Town to have complete stakeholder buy-in and community involvement. Plans were drawn and changed several times to ensure that the project properly represented the vision of Town Leadership, reflected and preserved the rich cultural heritage of the Town, and respectful of concerns expressed by adjacent neighbors and Town stakeholders. Interwest Project Manager, Marty Hanneman, effectively and successfully formed important partnerships and wonderful relationships with Town residents and vocal stakeholders as he responded to their questions and found solutions to their concerns throughout the planning, design, and construction of the project.

Once the plan was agreed upon and construction started, the project faced an unexpected and unanticipated challenge: the COVID pandemic. Like so many construction projects that year, the Town Center was put on hold for several months as the Town adopted and implemented health and safety best practices. Eventually the project was allowed to proceed, as the Town Center will be an essential service building; even so, moving forward remained difficult as several of the required suppliers and tradesmen were not considered to be essential workers. Even though months of productivity were lost, it is a testament to the team's determination and dedication that the project remained on schedule.

Interwest is proud to be a part of this marquee project for the Town of Atherton. "We're really pleased with how the project is progressing given the challenges we're all facing with COVID," said Project Manager, Marty Hanneman. "This project is going to be a real showcase for the community as well as for all of the contractors and the larger team delivering the project."

STERLING 5TH STREET APARTMENTS | DAVIS, CA

Contact: Brian Fenty
 Chief Building Official
 530.757.5655 | bfenty@cityofdavis.org
 23 Russell Blvd, Suite 2
 Davis, CA 95616



Interwest has provided full plan review services on behalf of the City of Davis from 2018 to present day. We reviewed the building project plans for code compliance to California Mechanical Code, California Plumbing Code, California Building Code, California Building Energy Efficiency Standards, and California Green Building Standards Code. This particular mixed-use project included a nonresidential clubhouse, parking garage, and high-rise apartment buildings. For each building, the mechanical code compliance review consisted most notably of the ventilation systems, exhaust systems, fire protection systems at duct penetrations at horizontal floor ceiling assemblies, and that combustion air and venting for the fuel-burning appliances met code requirements. To verify compliance with the plumbing code, we reviewed the water heating (solar), the sizing and routing of the building drainage, waste, and vent system stacks, gas line sizing and routing, potable water line sizing, condensate waste systems, and storm water drainage systems. In order to verify energy and CalGreen code compliance, we reviewed that the appropriate forms were acceptably completed to verify compliance for the mechanical systems, building envelope, covered processes, and commissioning.

HOLLYWOOD PARK RETAIL, OFFICES & ASSOCIATED PARKING | CITY OF INGLEWOOD, CA

Contact: Mandhir Singh
 Chief Building Official
 310.412.5294 | msingh@cityofinglewood.org
 One W. Manchester Blvd, 4th floor
 Inglewood, CA 90301



From 2018 to present day, Interwest staff has been performing complete architectural, structural, mechanical, electrical and plumbing plan review for this proposed mixed-use development which will include retail and office space with associated parking. The amenities for the outdoor mall with entertainment venues include Plaza's, Chef's Garden, Basketball Court, Outdoor Seating, Stage, Children's Play Area, Loading Docks, and Promenade. The project consists of two phases encompassing a 28.5-acre site, 24 buildings of type 2B and Type 4 Construction with a combined area of approximately 516,094 square feet. The project will include Occupancy Groups A-1, A-2, A-5, B, and M.

We performed plan review services for the MU-10 and MU-2C projects. The MU-10 is a 5-story mixed use podium style project consisting of four levels of Type V-A construction over one level of 1 A construction. The building will include R-2, S-2, A-3, M, B and S-1 Occupancies. The building will include 965 SF of retail space, 8,628 SF of amenity spaces, 213 residential units, and 426 parking spaces. The total building area is approximately 443,753 SF. The MU-10 building is to be constructed over an independent one-level subterranean parking structure. The proposed building will be fully fire-sprinklered. The MU-2C project is a 5-story mixed use podium style project consisting of three levels of Type V-A construction over two levels of 1-A construction. The building will include R-2, S-2, A-3, M, B and S-1 Occupancies. The building will include 966 SF of retail space, 10,204 SF of amenity spaces, 101 residential units, and 203 parking spaces. The total building area is approximately 237,314 SF. The proposed building will be fully fire-sprinklered. The project construction for MU-2C includes the construction of a "private road" (Hardy Street) as well as a fire-access alley surrounding the building.

The proposed MU-4 office and parking structure project consists of a 7-story high-rise tower with a partial basement, connected to a two-story studio support facility, and an adjacent studio structure. The tower includes 395,000 SF of shell space for a planned Group B Occupancy; the studio support facility is 36,000 SF that is primarily Group B Occupancy; and the studio structure is 22,000 SF of Group F-1 occupancy. All three components will be considered a single building of Type 1B construction for the purpose of allowable height and area, life-safety system, and energy compliance. The tower and studio support facility will be designed for Risk Category 3 per 2016 CBC Table 1604.5; the studio will be structurally separated to allow it to be designed for risk category 2. The office building will be constructed as a shell building with built-out elevator lobbies. The associated parking structure is an approximately 320,000 SF four levels and 953 stalls, which will be Occupancy Group S-2 and will be constructed of Type 2B construction and surface parking areas. The project also includes site development with landscaping, drop off and loading zones, as well as access drives to a seven-story, approximately 550,000 SF parking structure to accommodate approximately 1,650 parking spaces. The parking structure will be type 1A construction with separated Group S-2 and H-2 occupancies. All buildings will be fully fire-sprinklered. Services began at the end of 2018 and are ongoing.

The NFL Media project consists of three tenant improvement projects: an improvement for two floors of an existing high-rise tower Type 1A construction consisting of approximately 100,000 SF; an improvement to a 52,400 SF existing two-story studio support facility of a type 1A construction and landscaping on an existing rooftop amenity deck and roof top equipment; and an improvement to an existing 25,800 SF double-height studio facility with a new mezzanine consisting of a Television Production Studios with and without live audiences of a type 1A construction. Interwest provided plan review services including Architectural, Structural, Mechanical, Plumbing, Electrical, Energy, Fire & Life Safety, Accessibility, On-site Civil including underground utilities, surface features, shoring designs, and Geotechnical report review and is currently providing inspection services.

The Hollywood Park Olympics TI project consists of tenant improvement for a fitness facility into an existing space in a Type II-B building of three levels with an area of 57,424 SF. We will provide optional pre-plan check review and consultation of design documents. Interwest will plan check the 100% Construction Documents (as applicable) for Architectural, Structural, Mechanical, Plumbing, Electrical, Energy, Fire & Life Safety, Accessibility, and On-site Civil including underground utilities, surface features, shoring designs, and Geotechnical report review.

Client References

CLIENT REFERENCE	SERVICE DESCRIPTION	CONTRACT AMOUNT	TIME TO COMPLETION
City of Menlo Park Chuck Andrews, Building Official 650.330.67657 chandrews@menlopark.org 701 Laurel St. Menlo Park, CA 94025	Interwest provides Plan Review Services.	\$1,006,760	2014 - Present (Active).
Town of Atherton, CA George Rodericks, City Manager 650.752.0504 grodericks@ci.atherton.ca.us 91 Ashfield Road Atherton, CA 94027	Interwest provides Building Official, Plan Review, Building Inspection and Permit Technician Services.	\$60 Million	2011 - Present (Active).
City of Palo Alto David Chung, Assistant Building Official 650.329.2135 david.chung@cityofpaloalto.org 285 Hamilton Avenue Palo Alto, CA 94301	Interwest provides Building Plan Review, Building Inspection and Fire Plan Services.	\$700,000	2020 - Present (Active).
City of Walnut Creek Fangbin Mo, SE 925.943.5899 ext. 2202 mo@walnut-creek.org Jessica Cherish Azevedo 925.943.5834 ext. 2265 1666 North Main Street, 2nd Fl. Walnut Creek, CA 94596	Interwest provides Building Plan Review and Inspection Services.	\$250,000	2021 - Present (Active).
City of Richmond Chris Castanchoa, Building Official 510.620.6868 chris_castanchoa@ci.richmond.ca.us 450 Civic Center Plaza Richmond, CA 94804	Interwest provides on-call Building Inspection services and overflow Plan Review services to the City of Richmond.	\$758,567	2020 - Present (Active).

D. | Services Understanding

Scope of Work and Special Services



Building Safety Services Offered

Interwest has extensive experience and a proven track record of seamlessly integrating Building Official, building plan review, building inspection and permit technician services as-needed in a cost-effective manner. Our services consist of providing a single staff member or a complete team. We tailor our staff to fit your specific needs. We currently provide Building Official, inspection and plan check services to the City.

WHAT THE CITY CAN EXPECT FROM THEIR INTERWEST TEAM

We are very familiar with the City's processes, local concerns, expected turnaround times, and the level of service required to continue providing outstanding support to the Building Safety Department. This in depth understanding and insight into the City's preferences makes us uniquely qualified to continue providing these services without a "getting to know you" phase that can sometimes lead to service interruptions. Our staff's quality and training, combined with our proven business practices and a core commitment to customer satisfaction, ensure each client receives the highest levels of contract performance, professionalism, and responsiveness in the industry.

All Interwest Team Members will:

- ✓ Wear/display proper identification.
- ✓ Possess/maintain the licenses/certifications required to perform compliant plan reviews, building inspection and permitting services.
- ✓ Be knowledgeable of design principles, local zoning, and topographical site plans.
- ✓ Remain proficient and knowledgeable of federal, state, and local laws, rules, regulations, directives, codes, and ordinances applicable to their work.
- ✓ Offer exemplary customer service while performing their duties and interacting with City staff, elected and appointed officials, construction firms, and the public.
- ✓ Attend meetings as required by the City.
- ✓ Always exhibit professional and courteous conduct and an appropriate appearance during interactions.
- ✓ Meet all job safety requirements and OSHA safety standards.

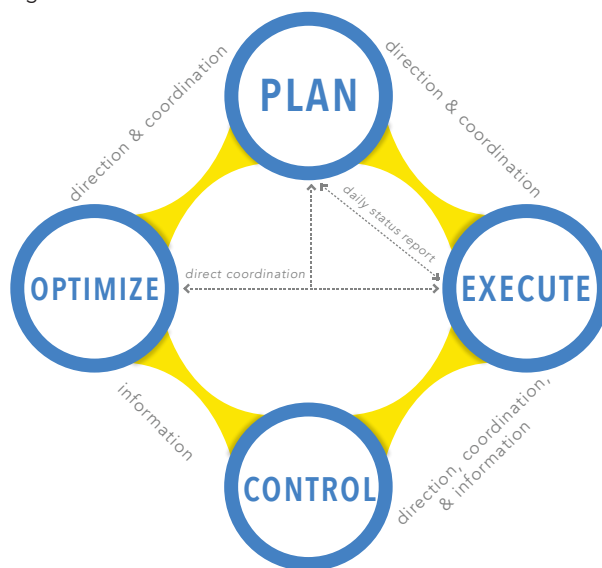
PROJECT MANAGEMENT APPROACH

Our project management approach begins with applying our Plan, Execute, Control, Optimize (PECO) philosophy. The PECO framework, illustrated in Figure 1, is based on our team's experience and industry best practices endorsed by the Project Management Institute. We identify, prioritize, allocate, manage, and control the work requirements through this singular, integrated method.

Using the PECO framework illustrated to the right, the Interwest team delivers a project management approach that combines the right people, processes, and tools to perform the Scope of Services requirements. Our support for the City of Pinole requires a methodology to operate and maintain all areas of service efficiently. The Interwest team's process is structured to streamline our resources and provide responsive services. Successful execution of building support services starts with a responsive team structure that can anticipate and address resource needs.

Our team works on multiple tasks simultaneously, and our organizational structure supports the staff to oversee this process effectively. Our Project Manager, Hossein Sanikhatam, will ensure overall project performance and completion.

Figure 1

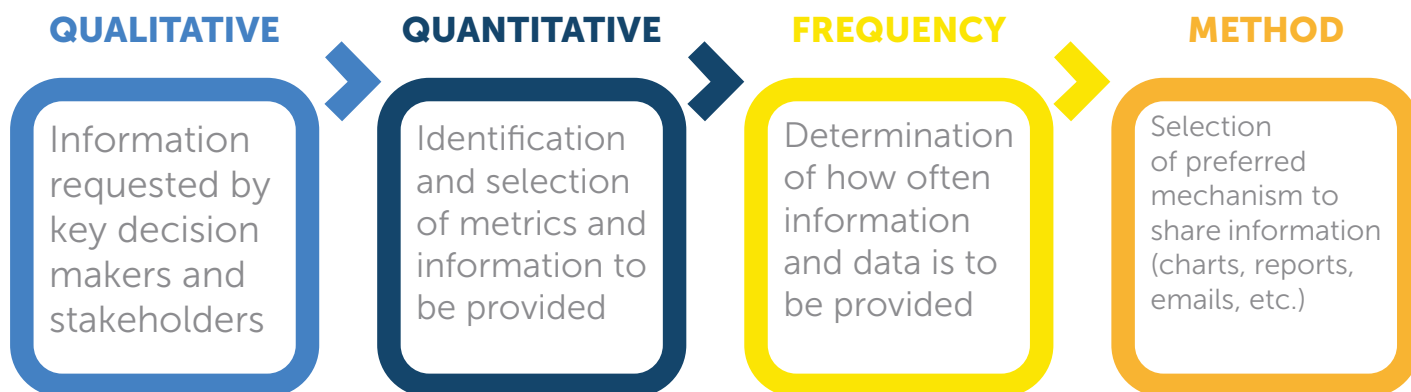


The PECO framework delivers a contract management approach that combines the right people, processes, and tools to perform contract work.

APPROACH TO COMMUNICATION & COORDINATION

One of the keys to the efficient and successful flow of information is clear, effective communication. Everyone involved with a contract of this size and scope must be aware of changes, progress, and challenges. We commit to working with you to determine the best ways to communicate the right information to the right people at the right time. Our priority is to ensure the best possible experience working with our team—with minimum impact on the City and its citizens. Meetings are an integral part of the plan, especially at contract start-up, and involve all applicable staff from the City and Interwest. Everyone involved must be aware of progress and changes they can expect going forward. We will prepare communications that can be shared with all City staff, detailing what to expect during contract transition and moving forward. We work with you to develop a schedule and format to meet your needs for aggregate reporting. Report formats may include monthly, quarterly, and annual reports summarizing activity levels, adherence to performance metrics, and other items of special interest to the City. We ensure our work effort is clearly communicated to the City throughout the contract's life, adjusting as necessary.

The following is a summary of our communication plan:



Quality Assurance

Interwest prides itself in meeting clients' needs while maintaining a high level of quality control. Our approach is proactive—we prevent quality issues to the greatest extent possible and prepare for other situations in advance by mitigating risk. To ensure quality, Interwest has implemented a Quality Assurance/Quality Control (QA/QC) program where our Project Manager performs random quality evaluations of our staff throughout the year. Interwest's QA/QC activities include:

- Standardized processes for intake, completion of returned work, email correspondence, review comment letters, and other items to ensure consistency and client satisfaction (e.g., logging review data into each municipality's system).
- Our Project Manager conducts periodic reviews to ensure completeness, accuracy, and consistency of work performed.
- Periodic peer review of others' plan reviews.
- Staff feedback as necessary for any discrepancies or improvements needed.
- Staff is paid to attend both internal and external training to grow professionally and improve skill sets.
- Account Manager conducts periodic check-ins with clients for feedback on satisfaction with work performed and services provided.
- Sending periodic customer satisfaction surveys for feedback on work performed and services provided.
- Interwest uses both check-ins and surveys to find possible opportunities to improve client satisfaction, work performed, and services provided, as necessary.
- Given Interwest's comprehensive approach to management and plan review, the probability of risk is low. As part of our QA/QC process, we ensure that Interwest standards are met. We involve the City in the entire process to maintain transparency.

Firm Statement

Interwest is independent and properly licensed to practice in California, and has no conflict of interest with regard to any other work performed by the firm for the City.

Transition Plan

Interwest is currently providing building services to the City of Pinole. If we are awarded this opportunity, we will ensure a seamless transition is in place as we continue to provide services tailored to the City's needs.

After Hours Emergency Response

Interwest will provide emergency response support to help the City recover from any event. We have first-hand experience establishing a post-disaster building department and will be on the ground with a dedicated team for the City to facilitate a sustained recovery. The building department services we offer include reviewing applicable standards, permit review, building inspection services for compliance, plan check and review services, and on-site plan inspection services. We have successfully delivered these services to many post-disaster clients when needed.

In emergency response, Interwest fulfills the role of assessing damage by posting placards on both safe and unsafe structures. Interwest provides immediate response to localized emergencies (such as flood, fire, building collapse, etc.) through our staff. In the case of large-scale emergencies, our Building Official will work directly with your representative and emergency management personnel to determine an appropriate response and mobilize additional resources as needed. Interwest's emergency response program is unrivaled in our approach. Interwest's policy for disaster response supports the community first, providing trained staff for disaster mitigation efforts. Our staff will track all time and materials and will provide all necessary documents for the city to secure federal reimbursement funding. Interwest will not ask for payment on emergency services until after the community receives its federal funding, and we will not ask for more than the federal money provided.

Notification Requirement

Interwest's typical notification time required to provide staffing augmentation for the City is 48 hours.

Plan Check Services

All plans examination services will be performed by a licensed Civil or Structural Engineer, and/or an ICC Certified or otherwise qualified Plans Examiner. For more complex projects and when needed to meet peak workload demands, additional support will be provided from our other regional offices. Our plans examiners understand and are intimately familiar with applicable building codes and plan review procedures and policies and will readily assist with solutions to complicated plan review issues.

Our staff will work with project applicants in a collaborative and professional manner to quickly identify and resolve violations of codes, standards or local ordinances. They will provide thorough plan reviews in an effort to ensure complete and accurate construction documents to minimize questions and problems during the construction phase of projects.



Chief Building Official Service

Interwest's designated Building Official, upon request of the City shall:

- Advise and assist on the director and or city administration regarding building code compliance with all Federal, State and local laws, codes, and regulations;
- Advise and assist as requested in reviewing and refining the goals, objectives, policies and priorities for development programs;
- Recommend improvements to and assist with the administration of policies and procedures for building applications and permitting, plan checking, and building inspection;
- Assist in the supervision of the examination and approval of plans and specifications for completeness and compliance with applicable codes and regulations, and from time to time, render decisions required of the Chief Building Official on building-related questions and issues.

Our Certified Building Officials are intimately familiar with the procedures and processes that need to be maintained to ensure a building department runs smoothly. They effectively work with all staff and departments. Interwest can provide Building Official Services on a as needed or full-time basis. Building Official areas of responsibility may include:

- Building Department Administration
- Quality control review of plan checks and inspections
- Building Code updates for Municipal Code adoption
- Resident inquiries and complaints
- Configuration, implementation, and on-going support of an automated permitting system
- Review discretionary applications for preliminary compliance with construction codes
- Coordination of a proactive abatement program
- Building & Safety Procedures Manual
- Monthly/Annual Reporting of Building Safety Activities
- Attend Commission and City Council meetings (as-needed)

Technical Capabilities in Plan Check Areas

Interwest staff possesses significant technical capabilities in all areas of plans examination competence. Plans examiners are licensed engineers and/or ICC Certified or otherwise qualified plans examiners with extensive experience providing plan review services. Plans examination activities will be performed under the direction of a California licensed professional engineer and/or licensed architect. Our staff will conduct accelerated plan review on an as-needed basis as requested by the Building Official.

NON-STRUCTURAL LIFE SAFETY

Interwest's non-structural plans examiners furnish plan review services for a vast array of projects including large residential, commercial, institutional, industrial, retail, and OSHPD 3 medical office buildings. Many of our plans examiners are CASp certified. Completed plan review projects range from single-story residential projects to complex high rise buildings and numerous building additions and remodels. We are experienced and familiar with the use and application of the most current editions of the following codes:

- California Building Standards Code
- Americans with Disabilities Act Standards for Accessible Design
- ANSI Standards
- NFPA Codes & Standards
- CA Code of Regulations (CCR) Titles 19 and 25
- Jurisdiction-adopted amendments or ordinances

STRUCTURAL

Our California-licensed Structural Engineers have experience designing and reviewing projects utilizing virtually all building materials:

- Wood
- Masonry
- Heavy Timber / Timber Frame
- Concrete
- Structural Steel
- Cold-Formed Steel Framing
- Straw Bale
- Rammed Earth
- Aluminum

Our engineers have designed or reviewed a wide array of lateral force resisting systems including:

- Steel Moment Frames
- Buckling Restrained Braced Frames
- Eccentric Braced Frames
- Concentric Braced Frames
- Concrete Moment Frames
- Wood Shearwall Systems
- Masonry Shearwall Systems
- Concrete Shearwall Systems
- Cantilevered Column Systems
- Various Proprietary Lateral Force Resisting Systems

Our structural engineers are experienced with the provisions of most model codes including, but not limited to, current versions of:

- CCR Title 24, Part 2, Volume 2
- AISC 341, 358 and 360
- ASCE 7
- ASCE 41
- AISI Standards for Cold Formed Steel
- ANSI / AF&PA NDS for wood framing
- ACI 318
- ACI 530 / TMS 402/602
- CA Historic Building Codes
- CA Existing Building Codes
- NEHRP Requirements for Existing Building

MECHANICAL, PLUMBING & ELECTRICAL

Interwest's California-licensed Mechanical and Electrical Engineers are well-versed in the application California Mechanical, Plumbing, Electrical, Energy and Green Building Standards Codes:

- California Building Code
- California Residential Code
- California Plumbing Code
- California Mechanical Code
- California Electrical Code
- Jurisdiction-adopted ordinance

ENERGY COMPLIANCE

Our engineers and plan reviewers are up-to-date on all California Energy requirements as they relate to both new and remodel construction on large residential and commercial projects. The Energy Efficiency Standards for Residential and Nonresidential Buildings were established in 1978 in response to a legislative mandate to reduce California's energy consumption. These standards are updated periodically to allow consideration and possible incorporation of new energy efficiency technologies and methods.

GREEN BUILDING STANDARDS

Our staff is familiar with the incorporation of CALGreen building criteria into project designs and the resulting potential impact as related to the building codes. In addition, staff members have participated in the development of various "green" standards for super adobe, rammed earth, and straw bale construction, to name a few.

LEED

Developed by the US Green Building Council (USGBC), LEED provides building owners and operators a framework for identifying and implementing measurable green building design, construction, operations and maintenance solutions. LEED certification consists of a number of different rating systems that apply to many building types—commercial as well as residential and measures how well a building performs across many sustainability metrics including: energy savings, water efficiency, CO2 emissions reduction, improved indoor environmental quality, and stewardship of resources and sensitivity to their impacts.

ACCESS COMPLIANCE – CASP REVIEW

All of Interwest's CASp-Certified professionals are knowledgeable of state and federal accessibility laws and regulations and possess the expertise necessary to promote access to facilities for persons with disabilities. Our goal is to provide experts in the industry who can perform services for building departments by customizing our services to correspond with our client's expectations and needs. We work collaboratively with our clients to resolve plan review and inspection related issues as efficiently as possible, ultimately resulting in an expedited process and successful project.

Our architects and plans examiners are fully trained and familiar with CA Building Code Accessibility requirements and ADA compliance regulations and are available for plan review and/or evaluations and consultation. We offer support to municipalities for compliance enforcement and/or developing a transition plan towards compliance, and successfully partner with the disabled community to address the needs and requirements for both entities. We can assist our clients in interpreting various issues relating to access compliance, such as access compliance obligations, transition planning, construction costs, construction phasing, code interpretation, hardship and code changes.



FLOOD ZONES

Interwest's staff of engineers and plans examiners have experience in providing plan reviews for projects located in flood zones, as several of our clients have developments that occur in areas prone to flooding. Interwest's staff has provided numerous plan reviews for projects located in flood zones using FEMA's Technical Bulletins as well as the local jurisdiction's ordinances. In addition, members of Interwest's staff have participated in state-sponsored committees to establish guidelines and regulations for construction in areas designated as flood zones.

OSHPD 3

Our staff of plans examiners have extensive experience in providing plan reviews for OSHPD 3 projects. Our staff is well versed with the OSHPD 3 requirements contained in the California Building Code. We also have OSHPD certified inspectors available on an as-needed basis.

FIRE CODE PLAN REVIEW

We have a complete staff of experienced and licensed professional fire protection plans examiners and inspectors for your fire life safety needs. Our staff can check plans for compliance with all applicable fire code and standard requirements, including but not limited to the following: ICC Fire Code, Uniform Fire Code, California Fire Code, Life Safety Code, NFPA standards and your local/regional amendments.

Our Fire Plans Examiners and Inspectors are well versed in the use and application of the following model codes, standards and regulations:

- California Fire Code (CFC)
- California Building Code (CBC)
- Local amendments and policies related to the CFC and CBC
- Adopted National Fire Protection Standards
- California Health and Safety Code
- Appropriate listings (CSFM, U.L., etc.) for common systems and materials
- Fire Department Standards
- National Fire Protection Referenced Standards pursuant to the above Codes
- Municipal, State or Federal regulations enforced by Fire Departments and Fire Districts.

CODE INTERPRETATIONS

Code interpretations are subject to final review and approval by the Chief Building Official, or City designated staff. Interwest's engineers and plans examiners will provide unbiased recommendations and background information to help the Building Official or Fire Marshal make an informed decision. All plan review comments are subject to review and approval by the City Building Department.

TRANSPORTING PLANS

Interwest Consulting Group will arrange for all pick-up and delivery of plan review documents from the City at no cost. Interwest uses varied methods of pick-up and delivery with the goal of providing same-day service.

SPECIAL PROJECTS AND ACCELERATED SERVICES

Interwest is able to accommodate special project plan review needs such as fast-track, multi-phased, or accelerated plan reviews. We establish project specific turn-around goals and procedures with City staff for these types of projects based on the complexity of the projects as well as the construction schedule. Our staff of engineers and plans examiners will work with the City to resolve all plan review issues. We will deal directly with applicants and their designers during the plan review process to resolve all issues in a collaborative manner.

Service Plan

COMMUNICATING PLAN REVIEW RESULTS

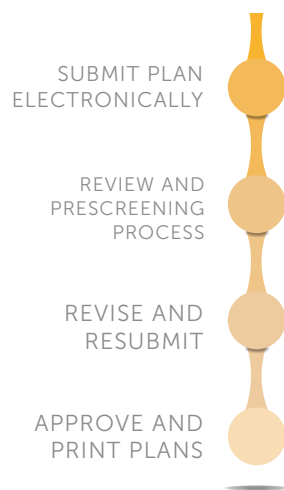
Plan reviews, when not immediately approved, will result in lists of comments referring to specific details and drawings, and referencing applicable code sections. Interwest will provide the City a clear, concise and thorough document from which clients, designers, contractors and owners can work. At the completion of each plan review cycle, Interwest will return an electronic and hard copy of the plan review comment list to the designated applicant and City representative. Upon completion of the plan review, after all plan review issues have been resolved, Interwest will provide two complete sets of all final documents annotated as “reviewed” to the City for final approval.

ON-SITE CONSULTANT SERVICES & MEETING ATTENDANCE

Our staff is available for pre-construction or pre-design meetings, field visits, contacts with the design team, and support for field inspection personnel as needed. With some reasonable limitations, pre-construction and pre-design meetings associated with projects that we plan review are considered part of the plan review service. Interwest’s engineers and plans examiners will be available to meet with City staff, the design team, applicants, and/or contractors, at the City’s request, to discuss and resolve plan review and code related issues. We will be available within one (1) business day to respond to questions from the City that may be generated during field inspections for each authorized plan check that is subsequently issued a permit for construction. Voicemails, e-mails and faxes will be responded to as quickly as possible, always within 24 hours.

ELECTRONIC PLAN CHECK SERVICES

Interwest currently provides electronic plan review services for multiple jurisdictions throughout California, and we are prepared to provide electronic plan check for the City. We are familiar with many electronic plan review platforms, including Bluebeam and Central Square Technologies Community Development Suite. More and more jurisdictions are seeing the benefits of electronic permit and plan check, especially for large, complex projects. Electronic plan check services deliver many benefits to municipalities, including substantially improved turnaround times; instantaneous comments to the developer, applicant or architect; secured accessibility to documents; and reduced paper storage. Our staff is experienced providing electronic plan review and can work closely with the City on any electronic plan check software program that is utilized. Our goal is always to collaborate with and support the building department by providing thorough, accurate and timely plan reviews.



PLAN REVIEW TRACKING METHOD & BILLING PROCESS

Our staff has experience working with most project tracking databases utilized by building departments. Our staff will update electronic records and make project related database entries as directed by the City. We will create and maintain a Jurisdiction File containing our research on any unique amendments or specifications required by your jurisdiction, billing arrangements, contact information and any special requests you would like us to keep in mind.

Interwest Consulting Group uses a custom-designed database to maintain and track all plans throughout the review process from the moment you request a pick-up and/or shipment to delivery of the final, approved documents. Information such as project name, City’s project number, assigned plan reviewer(s), date documents were received, plan review cycle and completion date for current review can be provided. In addition to standard phone communication, custom reports can be emailed.

In addition, we can provide online tracking for the City with a custom-designed web template geared to provide any reporting and information needs required. Our staff is available during standard business hours to answer questions via phone or email regarding the actual plan review in progress. We maintain active email accounts and our staff will be responsive to any City or applicant needs. If we cannot speak directly to a caller, we will return calls no later than 24 hours.

Building Inspection Services

Building inspectors qualified to perform residential and commercial inspections can be made available as-needed during normal business hours (40 hours/week). Inspectors can also be flexible to assist during special off-hours by request with advance notice.

Assigned staff will perform inspection services, as needed, to verify that the work of construction is in conformance with the approved project plans as well as identifying issues of non-compliance with applicable building and fire codes. Our field inspection services will include site inspections and writing legible and understandable correction and violation notices and field reports. In addition, we will be available to answer in-person or telephone inquiries.

We understand that municipal codes are frequently updated, so we will ensure that the projects we are inspecting are compliant with current code requirements. More specifically, we will ensure compliance with Title 24 California Building Codes, parts 1, 2, 2.5, 3, 4, 5, 6, 8, 9, 10, 11 and 12, covering structural, fire prevention, life safety, disabled access, energy conservation, green building, plumbing, mechanical and electrical installations in residential, commercial, industrial, existing and historical buildings.

Interwest's ICC / CASp certified inspectors have performed both building and fire inspection services on a wide variety of construction projects including new residential developments, large custom homes, and commercial, institutional, assembly, essential service buildings and industrial projects. When necessary for large or fast-track projects, multiple inspectors are available.

Interwest's inspectors will provide field inspections including site inspections of projects to verify conformance with approved drawings and specifications which will include review of the permit documents to verify that on-site conditions are consistent with the approved documents for square footage, setbacks, heights and any other applicable conditions. At the completion of inspections, Interwest's inspectors will complete all necessary City forms and documents as required to provide seamless service.

We understand that personality and customer service is crucial to on-the-job success, therefore, we have selected inspectors who are well versed in customer service and skilled in dealing with people both at the public counter and in the field. All inspection personnel assigned will be ICC and / or CASp certified as required.

INSPECTOR QUALIFICATIONS & CERTIFICATIONS

Interwest retains inspectors who are motivated to achieve the highest level of experience and certification. We work hard to match your jurisdiction's level of safety and code compliance. All Interwest inspectors are ICC-certified. Inspection personnel assigned will be able to read, understand and interpret construction plans, truss drawings and calculations, prepare and maintain accurate records and reports, communicate effectively orally and in writing and to work effectively with contractors, the public and general staff. Inspectors will possess knowledge of approved and modern methods, materials, tools and safety used in building inspection and the most current building standards.

- Zoning Codes
- Building Codes
- Public Nuisances
- Municipal Codes
- State Health and Safety Codes
- Housing Codes

VIRTUAL INSPECTIONS

Our staff has begun providing Remote Video Inspections (RVI), which allows for the inspection of a building or building systems using already available video technology. RVI is intended to be a complete and thorough inspection that meets the minimum requirements of the California Codes and local ordinances.



Code Enforcement Services

Code enforcement violations add up quickly and become very costly if not corrected promptly. Violations can come in many forms, including substandard housing conditions, unsafe buildings, zoning/illegal land use, etc. We are specialists at identifying and correcting code violations to the exact specifications issued by local, state, and federal authorities with authorization to impose a notice of violation. We have experience working with citizens and businesses to successfully address and resolve code enforcement-related issues.

Typical services include preparing abatement cases, testifying in public hearings and court proceedings on behalf of the City, serving as a resource, and providing information on City regulations to property owners, residents, businesses, the general public, and other City departments and divisions. Our code enforcement officers can perform a variety of technical duties in support of the City's code enforcement programs—monitoring and enforcing a variety of codes and ordinances, including:

Permit Technician Services

Permit technician services are crucial to the success of the entire building safety process as they are the first impression the public gets of your building department. Contact with the public at this initial point sets the tone for any additional interaction through the life of a project whether engaging the homeowner, architect, developer or contractor or other community member. Delivery of excellent customer service, maintaining a smooth flow of documents and plans throughout departments, and tracking and reporting, are all key elements to furnishing first-rate, efficient and a memorable experience to your clients.



At the request of the City of Pinole, we will provide one or more Building Permit Technicians to the City. Our Building Permit Technicians will welcome and work closely with customers at the public counter answering all questions. They will provide information about permit applications, plan review and inspection requirements, will be excellent at organizing and maintaining the filing systems necessary for tracking in-progress applications, permits issued, plan check in progress, approved plans and any other information required by the City. Resumes for proposed Building Permit Technicians will be presented to the Chief Building Official for approval and acceptance prior to providing services. Services provided by the Building Permit Technician may include:

- Provide customer support and assistance at the permit center counter and over the phone.
- Assist the public in completing permit applications and other necessary forms.
- Determine permit, plan and process requirements for permit applicants and notifying the applicant when construction documents or permits are ready for pick up or issuance.
- Answer questions quickly and correctly directly from the public, from phone calls and emails.
- Receive, process and issue building permits and coordinate the plan review and inspection process, including tracking, routing and storage of plans.
- Review permits application and other pertinent information to verify accuracy and completeness of information.
- Maintain a variety of public records and filing systems necessary for tracking in-progress applications, permits issued, plan checks in progress, approved plans and other counter related items.
- Verify projects have obtained all necessary approvals before issuing permits and that the following have been filed with the City: valid contractor's license, works' compensation and valid business license information.
- Review and approve less complicated non-structural plan checks over the counter.
- Create public informational documents, handouts explaining technical issues or requirements for permit issuance, if needed.
- Welcome and receive customers at the public services counter in a professional and courteous manner.

Turn Around Time

We consistently complete plan reviews within the time-frames (or faster!) for the City of Pinole. We work hard to accommodate any turn-around schedule desired by a jurisdiction. Multi-disciplinary reviews are typically performed in our offices, but we are available for on-site work when required and whenever possible. We understand both the City and the project applicant are looking for quality reviews within a defined time frame. Hossein Sanikhatam, Project Manager, will be responsible for managing the time schedule and assuring schedule compliance. Hossein will also be in charge of resource allocation of our key personnel committed to the City of Pinole. The turnaround time is measured from the time a plan is received and sent back. Please see the table reflected below indicating turnaround time in terms of working days for a first-cycle check and subsequent cycles of review:

Plan Review Turnaround Schedule					
Type of Job		First Cycle of Review	Second Cycle of Review	Third Cycle of Review	Fourth Cycle of Review (and so on)
Residential	New Construction - Single Family	10 Working Days	5 Working Days	5 Working Days	5 Working Days
	New Construction - Multifamily	10 Working Days	5 Working Days	5 Working Days	5 Working Days
	Addition	5 Working Days	5 Working Days	5 Working Days	5 Working Days
	Remodel	5 Working Days	5 Working Days	5 Working Days	5 Working Days
Non-Residential	New Construction	10 Working Days	5 Working Days	5 Working Days	5 Working Days
	Addition	8 Working Days	5 Working Days	5 Working Days	5 Working Days
	Remodel/Tenant Improvement	8 Working Days	5 Working Days	5 Working Days	5 Working Days
<i>Please note: Interwest is also able to accommodate special project plan review needs, such as fast-track or expedited reviews. We establish specific turnaround goals and procedures with jurisdiction staff for these types of projects.</i>					

Section E. | Cost, Rate and Service Structure

Provided below is a fee schedule for all products and services to be delivered, and a breakdown of costs delineated by tasks. We have included a cost response to all scopes of work within this proposal. These fees include an Expedited Plan Check, all related fees for Fire Plan check, the Fee Structure for ICC Certified Building Inspectors, including Code Enforcement and Permit Counter Services, and overtime policies.

Plan Review Services	
Residential and Commercial	65% of City's Plan Review Fee*
Structural Only Plan Review	50% of City's Plan Review Fee*
Architectural/MEP Only Plan Review	35% of City's Plan Review Fee*
Expedited Plan Review	The Expedited Plan Review Fee will be at 1.5 x standard plan check fee. The standard plan check fee is either the standard percentage of fee OR the standard hourly rate as listed on this fee table/schedule.
Hourly Plan Review, including plan review of deferred submittals, revisions to the approved plans, and subsequent reviews after 3rd review	\$145/hr - Licensed Plan Check Engineer/Architect \$130/hr - ICC Senior Plans Examiner \$120/hr - ICC Plans Examiner
Civil Plan Review	\$150/hr
Fire Protection Engineer	\$145/hr
Fire Plans Examiner	\$125/hr
Roof Mounted - Residential Solar Plan Review	\$165 Flat Fee
Ground Mounted - Residential Solar Plan Review	\$330 Flat Fee
*Percentage of Fee Plan Review only covers 3 review cycles (1 initial review and 2 rechecks) and does not include civil and fire plan review. Civil and Fire Plan Review will be provided as hourly plan review.	

Building Inspection, Code Enforcement and Permit Technician Services	
Building Inspector III (has more than 3 ICC Inspector certificates)	\$115/hr
Building Inspector II (has 2 to 3 ICC Inspector certificates)	\$105/hr
Building Inspector I (has 1 ICC Inspector certificate)	\$95/hr
CASp Inspector	\$120/hr
Fire Inspector	\$120/hr
Code Enforcement Officer	\$125/hr
Permit Technician	\$75/hr
<i>Please note: Inspection and Code Enforcement services provided in excess of regular hours per day, nights and weekends will be invoiced at 1.5 x normal rate above. There will be a minimum of four (4) hour fee for each day inspection/code enforcement staff are called out to the jobsite for inspection. Mileage will be reimbursed at the current IRS Rate.</i>	

Section F. | Required Statements/Documents

1. Disclose any actual, apparent, direct or indirect, or potential conflicts of interest that may exist with respect to the firm, management, or employees of the firm relative to the services to be provided under the Agreement. Consultant must disclose any real or apparent conflict of interest associated with this project or with working for the City of Pinole. If a Consultant has no conflicts of interest, a statement to that effect shall be included in the Proposal.

Interwest does not have any actual, apparent, direct or indirect, or potential conflicts of interest that may exist with the respect to the firm, management, or employees of the firm relative to the services to be provided under the Agreement.

2. Ability and agreement to fulfill the indemnification and insurance requirements contained in the sample contract.

Interwest agrees to fulfill the indemnification and insurance requirements contained in the sample contract.

3. A statement that nothing contained in the submitted proposal will be proprietary.

Interwest understands that nothing contained in the submitted proposal will be proprietary.

4. Acknowledgment that the Consultant understands that all documents submitted to the City in connection with the proposal are subject to the California Public Records Act and may be disclosed without notice to the Consultant.

Interwest understands that all documents submitted to the City in connection with the proposal are subject to the California Public Records Act and may be disclosed without notice to the Consultant.

5. A description of any and all proposed exceptions, alterations or amendments to the Scope of Services or other requirements of this RFP, including the Sample Contract (Attachment B).

Proposed exceptions, alterations or amendments are included directly following the Required Statement Page and corresponding table.

6. List and explain any pending bankruptcies, liens, stop payment notices, judgments, lawsuits, arbitrations, mediations, foreclosures, and any similar actions filed or resolved in the past seven (7) years. Please indicate whether a client has ever terminated a contract for breach, and if so, please explain.

Interwest has never had a client terminate a contract for breach. Any pending bankruptcies, liens, stop payment notices, judgments, lawsuits, arbitrations, mediations, foreclosures, and any similar actions filed or resolved in the past seven years is reflected in the table on the following page.

Details	Added	Status
Plaintiff alleges that a road project initiated by Atherton caused severe injury to his business. Plaintiff alleges that IW personnel were told about the potential impact and did nothing to mitigate it. Mike Kashiwagi and Mary Grace Houhlihan are personally named, IW is not.	02/21/21	Open
Spend to date	Probability of Loss	Comments
~\$10,000	Unclear	Very early stages. IW is not in the case and Mike Kashiwagi & Mary Grace Houhlihan has not been served. Demurrer was filed and hearing is set for February 8, 2022.
Details	Added	Status
Wrongful death claim related to an auto accident. The plaintiff and her husband were driving on a two-lane road when a car entered their lane to pass. A head on collision resulted, killing the husband. The allegation is that the husband could not swerve to avoid the accident due to a ditch near the edge of the roadway. Allegation is professional negligence by, among others, Tri-Lake.	09/16/21	Open
Spend to date	Probability of Loss	Comments
\$0	Unclear	Answer filed. It appears we did some traffic work on this roadway. Discovery is ongoing.

Proposed Exceptions

The Interwest Contract and Legal team have carefully reviewed the contract terms presented in the Sample Professional Services Agreement in the RFP. We respectfully request the following modifications to the agreement terms; **blue text** represents text to be added and deleted text is represented by **red-strike-out**:

4.2.3 C. **Other than worker compensation coverage**, for any claims related to this Agreement or the work hereunder, the Consultant's insurance covered shall be primary insurance as respects the City, its officers, officials, employees, agents, and volunteers. Any insurance or self-insurance maintained by the City, its officers, officials, employees, agents or volunteers shall be excess of the Consultant's insurance and non-contributing.

5.1 General Indemnification. To the fullest extent permitted by law, Contractor shall defend, indemnify and hold City, its officials, officers, employees, volunteers and agents free and harmless from any and all **third party** claims, demands, causes of action, costs, expenses, liability, loss, damage or injury, in law or equity, to property or persons, including wrongful death, ~~in any manner to the extent~~ arising out of or incident to any alleged negligent acts, omissions or willful misconduct of Contractor, its officials, officers, employees, agents, subcontractors and subcontractors arising out of or in connection with the performance of the Services, the Project or this Agreement, including without limitation the payment of all ~~consequential~~ **direct** damages, attorneys' fees and other related costs and expenses. Contractor shall defend, at Contractor's own cost, expense and risk, any and all such aforesaid suits, actions or other legal proceedings of every kind that may be brought or instituted against City, its directors, officials, officers, employees, agents or volunteers. Contractor shall pay and satisfy any judgment, award or decree that may be rendered against City or its directors, officials, officers, employees, agents or volunteers, in any such suit, action or other legal proceeding. Contractor shall reimburse City and its directors, officials, officers, employees, agents and/or volunteers, for any and all legal expenses and costs, including reasonable attorneys' fees, incurred by each of them in connection therewith or in enforcing the indemnity herein provided. Contractor's obligation to indemnify shall not be restricted to insurance proceeds, if any, received by City or its directors, officials, officers, employees, agents or volunteers. Notwithstanding the foregoing, to the extent Contractor's Services are subject to Civil Code Section 2782.8, the above indemnity shall be limited, to the extent required by Civil Code Section 2782.8, to claims that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of the Contractor. This Section 5.1 shall survive any expiration or termination of this Agreement. **For the avoidance of doubt, Contractor shall have the right to defend any action for which indemnification is sought under any part of this Section 5. Any person or entity seeking indemnification under this Section 5 shall promptly report the matter to Contractor such that defense of the matter is not compromised.**

5.2 PERS Indemnification. In the event that Consultant or any employee, agent, or subcontractor of Consultant providing services under this Agreement is determined by a court of competent jurisdiction or the California Public Employees Retirement System (PERS) to be eligible for enrollment in PERS as an employee of City, Consultant shall indemnify, defend, and hold harmless City for the payment of any employee and/or employer contributions for PERS benefits on behalf of Consultant or its employees, agents, or subcontractors, as well as for the payment of any penalties and interest on such contributions, which would otherwise be the responsibility of City. **Notwithstanding the preceding, Consultant shall have no liability under this section to the extent that the acts or omissions leading to the determination that a Consultant employee was eligible for enrollment in PERS were taken at the direction of City.**

8.4 Assignment and Subcontracting. City and Consultant recognize and agree that this Agreement contemplates personal performance by Consultant and is based upon a determination of Consultant's unique professional competence, experience, and specialized professional knowledge. Moreover, a substantial inducement to City for entering into this Agreement was and is the personal reputation and competence of Consultant. Consultant may not assign this Agreement or any interest therein without the prior written approval of the City, **which shall not be unreasonably delayed or withheld.** Consultant shall not subcontract any portion of the performance contemplated and provided for herein, other than to the subcontractors noted in the proposal, without prior written approval of the City.

9.1 Records Created as Part of Consultant's Performance. All reports, data, maps, models, charts, studies, surveys, photographs, memoranda, plans, studies, specifications, records, files, or any other documents or materials, in

electronic or any other form, that Consultant prepares or obtains pursuant to this Agreement and that relate to the matters covered hereunder shall be the property of the City. Consultant hereby agrees to deliver those documents to the City upon termination of the Agreement. It is understood and agreed that the documents and other materials, including but not limited to those described above, prepared pursuant to this Agreement are prepared specifically for the City and are not necessarily suitable for any future or other use. City and Consultant agree that, until final approval by City, all data, plans, specifications, reports and other documents are confidential and will not be released to third parties without prior written consent of both parties. [For the avoidance of doubt, nothing in this Agreement shall be understood to grant City rights to pre-existing intellectual property of Consultant, including Consultant software and licensed software, or to any improvements thereto. City represents that it has the sufficient rights and title to any documents and materials to be provided by it or on its behalf to Consultant in connection with the work to allow Consultant to perform the services.](#)

Proposal for
Plan Check and On-Call Staffing Services



City of
Pinole



Shums Coda Associates

Building Plan Review
& Inspections

Building Department
Augmentation

Professional
Education

Fire Protection
Engineering

Elevator
Inspection

Civil
Engineering

Corporate Headquarters - 5776 Stoneridge Mall Road, Suite 150, Pleasanton, CA 94588
Main Line: (925) 463-0651 - Fax: (925) 463-0691 - info@shumscoda.com - www.shumscoda.com

Northern California (Sacramento) Regional Office - 1024 Iron Point Road, Suite 100, Folsom, CA 95630
Nevada Regional Office - 9205 West Russell Road, Building 3, Suite 240, Las Vegas, NV 89148
Northern Utah Regional Office - 10 West Broadway, 7th Floor, Salt Lake City, UT 84101
Southern Utah Regional Office - 2284 East 3400 South Street, Saint George, UT 84790
Arizona Regional Office - 1616 North Litchfield Road, Suite A-210, Goodyear, AZ 85395
Colorado Regional Office - 4610 South Ulster Street, Suite 150, Denver, CO 8023

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October 25, 2022

City of Pinole
Community Development Department
2131 Pear Street,
Pinole, CA 94965

RE: Plan Check and On-Call Staffing Services

Thank you for the opportunity to present this proposal to provide **Plan Check and On-Call Staffing Services**, to the City of Pinole. We are confident that Shums Coda Associates, Inc (SCA) is the firm with the personnel, experience, and attitude that will be needed to successfully provide these as-needed services to the City of Pinole.

SCA is a building and life-safety consulting firm that was founded in 2006 on the principle of assisting our municipal partners with staff augmentation and developmental services related to construction review, permitting, inspections and documentation procedures. SCA was established with the philosophy of providing customizable building and life-safety services through highly qualified and experienced staff. We review and inspect all facets of design construction related to code minimums and local amendments, such as: architectural, accessibility/CASp, structural, fire-safety, energy, green building, mechanical, electrical, and plumbing; and have staff to assist with associated reporting. By selecting SCA, you will have access to our entire experienced and code knowledgeable team, with a proven track record of providing outstanding service. We will utilize our code expertise to create a consistent on-time delivery of services and providing cost-effectiveness through focused staff application (as needed). SCA is committed and ready to provide you with the same care and standard of technical excellence that has been the hallmark of our work since our inception.

We are comprised of licensed architects, engineers, contractors, and ICC-certified personnel that have a wealth of code knowledge and experience in design or construction related fields. SCA believes that an understanding of how buildings are designed and constructed is an important element to providing effective code comments that are based on the realities of practical construction. SCA preaches this to our staff and encourages continuing education to maintain our understanding of the ever-changing code requirements and amendments. Depending on the code section, we have seen there can be a great deal of interpretation applied to how requirements are enforced, so SCA staff continues to find value in learning the history and intent of code language to assist with accurately applying it to our reviews and inspections (with final determinations clearly coming from the municipal client staff).

We are committed to a vision of service excellence that we believe the City of Pinole shares. Our firm continually receives exceptional reviews from our jurisdictional clients, as well as design professionals, developers and contractors from all size projects and varying complexities. Positive interactions related to our work product is centered in our desire to be more than a mere consultant firm with inspection, plan review, building official, and permit processing services, but rather a contributing partner, functioning as an extension of the City's staff. We look to see that projects are successfully completed and a reflection of the City's codes, ordinances procedures, policies, and directives. A key in those efforts is the ability of having all construction reviewed in a cooperative partnership between Building and Planning, Public Works, Environmental, Police, Fire, and other departments and divisions within the City – as well as serving the community.



SCA has nearly 90 employees across five states and seven regional offices, and we are constantly improving our staffing levels and efficiencies to match the complexity of each project's scope. Our additions in staffing over the past few years will be a perfect opportunity to display our strengths. Our goal is to provide a positive outcome to City of Pinole's Building Department needs, and we believe that SCA is the firm that can continue to make development services at the City of Pinole a source of community pride. The following proposal will highlight key features and distinguishing points of the SCA team that will assist in this undertaking.

We intend to provide primary services out of our Corporate Headquarters with additional support staff being provided from our regional offices (when needed):

- Corporate Headquarters – 5776 Stoneridge Mall Road, Suite 150, Pleasanton, CA 94588
- Northern California (Sacramento) – 1024 Iron Point Road, Suite 100, Folsom, CA 95630
- Nevada – 9205 West Russell Road, Building 3, Suite 240, Las Vegas, NV, 89148
- Northern Utah – 10 West Broadway, 7th Floor, Salt Lake City, UT, 84101
- Southern Utah – 2284 East 3400 South Street, Saint George, UT 84790
- Arizona – 1616 North Litchfield Road, Suite A-210, Goodyear, AZ 85395
- Colorado – 4610 South Ulster Street, Suite 150, Denver, CO 80237

Electronic plan reviews have been a strength for our team, having reviewed thousands of electronic projects. SCA is proficient in many versions of electronic plan review applications, and other web-based tools. We typically utilize the Bluebeam product for our reviews but can provide our review comments on any of the other comparable platforms and are able to embed the comments into the electronic plan sheets. We can also redline revisions and mark-up plans for minor items, to ensure approval of the plans instead of an additional review cycle being performed. SCA can review all plans electronically and provide review letters in multiple formats. SCA would look to the City of Pinole to provide guidance on the preferred method of electronic comments to be received.

Correspondence or communication regarding the proposal should be directed to Christine Godinez, Chief Operating Officer, via email: christine.godinez@shumscoda.com or by phone (925) 463-0651 (main), and (925) 463-0691 (fax). Additionally, technical or proposal specific clarifications that might be needed can be answered by, David Basinger, Chief Executive Officer, via email: david.basinger@shumscoda.com or by phone (925) 413-5626 (cell).

The following corporate officers are authorized to make these representations on behalf of SCA:

- David Basinger, CEO/ Principal
- Christine Godinez, COO/Corporate Secretary

If SCA is fortunate enough to be awarded this contract, we will perform the services and adhere to the requirements described in this RFP. Our team looks forward to answering any additional questions you may have about our firm after reviewing our proposal.

Sincerely,



David Basinger, Architect
CEO/ Principal
david.basinger@shumscoda.com
(925) 413-5626 (Cell)
www.shumscoda.com



Christine Godinez
COO/ Corporate Secretary
christine.godinez@shumscoda.com
(925) 463-0651 (Main Line)



Qualifications & Personnel

SCA will provide available plans examiner and plan check engineers along with experienced inspectors, permit technicians, and code enforcement professionals through our Corporate Headquarters' office in Pleasanton, CA. David Basinger our CEO/ Principal will utilize our local staff first to service this contract but may also provide additional staff through our regional office locations, as deemed necessary by the assigned workload. Many of our staff have expertise in a specific discipline, which should be useful for larger projects.

The following personnel will service this contract as outlined in the scope of services included in the RFP. (Certifications and Licenses can be found after our organizational chart below.)

We propose the following plan review staff: David Basinger (architect, manager/owner and plans examiner), Kurt McMullin (senior plan check engineer), Su Fong, Mariam Umair, Ryan Loh, Rouhi El-Rabaa (experienced engineers that also review non-structural systems), Myron Williams, Dean Kuenzi, David Logsdon (experienced plans examiners that specialize in electrical reviews), Jason Van Ausdal (mechanical and plumbing specialist), Steve Thomas, Gil Rossmiller, and Barbara Rice (code educators, complete plan reviews and special reviews in sustainability, energy and fire reviews).

SCA will provide resumes and allow for interview(s) by the City prior to our staff providing any of the following services: Building Field Inspections, Permit Counter, and Code Enforcement.

On that note, we will identify the following key personnel that will provide primary points of contact for our services:

David Basinger, Architect and Principal/CEO – will be the point of contact for technical code issues and provide immediate adjustments in SCA staffing levels when requested by the City. Mr. Basinger has served in multiple jurisdictions as Acting Building Official, Acting Deputy Building Official and/or Plan Check Manager, so he is able to supervise our staff and maintain balance with jurisdictional desires related to levels of service provided, particularly as it revolves around plan review needs.

Christine Godinez, COO – serves as the SCA point of contact for items related to invoicing, certificates of insurance, and managing our plan review tracking software.

Stephanie Stuckemeyer, Operations Manager – oversees our internal plans coordinators team to ensure that each plan received by SCA is logged into our database to allow for tracking of each review cycle and maintains turnarounds and delivery of completed reviews. Stephanie also supervises our on-boarding process with new clients to ensure that we have all processes and procedures documented and understood prior to beginning reviews for the City.

Kurt McMullin, PE, PhD, Senior Plan Check Engineer – is an experienced design engineer and college professor, that oversees our staff of plan review engineers. He has reviewed every type of structural system and building type, as it relates to the four building materials (wood, steel, concrete, and masonry). Mr. McMullin's wealth of theoretical engineering application and practical design experience, allows for our structural reviews to be focused and on-point for only critical structural issues.

Ryan Loh, SE, Plan Check Engineer – is an experienced structural design engineer, that has also provided municipal services plan reviews. He is experienced in complex structural design systems, having worked on code reviews and peer reviews of advanced structural systems and design modeling.



Rouhi El-Rabaa, PE, CASp, Plan Check Engineer – is an experience structural plan review engineer, but also reviews non-structural systems. Rouhi will provide all types of plan reviews for our core team but will be the primary contact point for any accessibility issue that may arise with particular plan reviews.

Dean Kuenzi, CBO, Plans Examiner – reviews all systems of building plans, but has an expertise in electrical code plan review issues. Dean provides our primary point of electrical expertise when needed, as he teaches electrical classes and leads much of our large PV solar array reviews.

David Logsdon, Plans Examiner – is a complete plans examiner, but he is extremely knowledgeable in electrical reviews of medium and high voltage systems. Prior to his long career with Clark County, NV, where he served as Building Plan Review Manager; David was the project manager for the expansion of terminal 3 at the Harry Reed Airport/McClaren Field.

Myron Williams, Plans Examiner – has an extensive career in complex plan review projects and coordinating team comments to provide a focus on critical code issues. Myron has reviewed prison expansions, hospital construction, large office campus construction and several large-scale multi-family housing projects.

Jason Van Ausdal, CBO, Plans Examiner, Instructor – will serve as our plan review team lead on mechanical and plumbing systems, as Jason teaches multiple courses on the mechanical and plumbing codes, as well as having extensive experience with construction and inspection of these building systems.

Gil Rossmiller, CBO, Plans Examiner – will serve as our expertise in energy and sustainability codes, as he also provides extensive code classes on these subjects, as well as serving on the ICC Energy Code Committee.

Steve Thomas, CBO, Plans Examiner, Education Director – began his career as a municipal inspector and plans examiner, where he was quickly promoted to CBO at the City of Glendale, CO. This small jurisdiction in the middle of Denver, has only four single-family residences, with the rest of the jurisdiction being high-rise multi-family structures and retail/entertainment businesses. Steve left the jurisdiction to form his own code consulting firm and begin a code education business that provides classes across the nation. His firm was acquired by SCA in 2020 and he continues to provide education and plan review services in a similar role.

Organizational Chart

We provide our organizational chart (next page) to show the strength of our team. SCA employees are able to provide code expertise to our clients across multiple regions. As stated previously, we will provide most of our services through our Corporate Headquarters in Pleasanton; however, it is important to note that any of our overall plan review staff are available to assist with larger volumes and/or more complicated review projects. We can provide multiple experts in each building system/field with our internal methods of communication between SCA offices. For example, as the pandemic has shifted plan review services to be almost entirely electronic, we now can distribute plan reviews (in whole or in portions) to any of our staff and provide a final list of code comments that are cohesive and complete, from any combination of our regional office locations. This allows SCA to provide more staff to solve workflow issues than the key staff we will identify as our proposed team. We have great confidence that this approach will be successful in Pinole.



Education/ Certification Professionals

- William Clayton
- Terry Knox
- Dean Kuenzi
- Hope Medina
- Gil Rossmiller
- Steve Thomas
- Jason Van Ausdal
- Dan Weed

David Basinger
Principal/Chief Executive Officer

Christine Godinez
Chief Operating Officer

Jenna Harris
Executive Assistant

Stephanie Stuckemeyer
Operations Manager

Administrative Services

- Terri Harris
- Teri Thomas
- Tori Townsend
- Cara Weed

Project Coordination

- Danielle Korbus
- Suzanne Lambert
- Erin Nickerson
- Starla Siamandouras
- Tori Townsend

Terry Knox, CBO
CA – SAC Regional Manager/
Business Development Director

Barbara Rice, CBO, CFM
Arizona Regional Manager

Jason Bullock
Utah Regional Manager

Steve Thomas, CBO
Colorado Regional Manager/
Education Director

Alan Ellis, CBO
Nevada Business Liaison

Building/ Fire Code Professionals

- Caitlyn Alexander
- **Richard Ames, CBO**
- Herman "Gene" Ashdown, CBO
- Amanda "Mandy" Ayars
- Alberto Barrios Marques, P.E.
- **Corey Bundy, CBO**
- Varinia "Rini" Bunje
- Randall Capra
- Schiller Cassell
- Dennis Cherenkov
- Tracy Christensen
- **William "Bill" Clayton, CBO**
- Cole Cloward
- James "Jim" Conway
- Cody Cook
- Matthew Coyle
- Alec Deese
- Elvin "Chuck" DeVors, CBO, MCP
- Sarah Dickerson
- Michael Durfee

- Judith Elias
- Rouhi El-Rabaa, P.E.
- Evan Farkas
- Ali Fatapour, P.E., CBO
- Su Fong, P.E.
- Elizabeth Galeana
- Dean Gesualdo
- Mark Gurule
- **Martin Haeberle, CBO**
- Darrin Hauncey
- **Patrick Haniger**
- Jeff Hedman, S.E.
- Brian Herren
- **Jody Hilton, CBO**
- Richard Hollander
- Cody Illum
- Vincent Juanitas
- Teal Kehm
- Daniel Kishpaugh
- **Dean Kuenzi, CBO**

- Eric Simonson
- Matthew "Matt" Tate
- Thor Toepfer
- Marian Umair, EIT
- **Jason Van Ausdal, CBO**
- **Daniel "Dan" Weed, CBO**
- Heather Whitaker
- **Myron Williams**
- **Jeff Woody, CBO**

Conveyance Code Professional

Christopher Vasquez
Lead Conveyance Inspector

- **Kevin Burden, QEI**
- William "Bill" Gardner, QEI
- Adam Mulford, QEI
- Paul Nappo, QEI
- Rory Nichols, QEI
- **Randy Pabst, QEI**
- Bennett Schmidt, QEI

Josie Christensen
Lead Conveyance Coordinator

- Cassandra Barker
- Sheri Cerise

Bolded names are Plans Examiners and Inspectors





SHUMS CODA
ASSOCIATES

David Basinger, Architect

CEO/ Principal

Education

Bachelor of Architecture (with an emphasis on urban redevelopment), California Polytechnic State University at San Luis Obispo

Licenses & Certifications

Registered Architect, State of California, License # C25605
 Registered Architect, State of Arizona, Registration # 57859
 Registered Architect, State of Nevada, License # 7116
 Registered Architect, State of Utah, License # 10180242-0301
 Registered Architect, State of Colorado, License # 406323
 Registered Architect, State of Hawaii, License # 17696
 Registered Architect, State of Washington, License # 12600
 NCARB Certified, # 77371
 ICC # 875874
 ICC Building Plans Examiner

Memberships

A.I.A. Member

PROFESSIONAL SUMMARY

David Basinger is a licensed Architect in multiple States and is the original founder of Shums Coda Associates in 2006. David has over 30 years of professional experience associated with architectural design and as a building code and life-safety plans examiner.

PROFESSIONAL EXPERIENCE

CEO/ Principal ----- 2006 - Present

Shums Coda Associates, Pleasanton, CA

Manages plan review, inspections and permitting services for numerous complex commercial, industrial, educational, medical, hazardous and a variety of multi-family residential construction projects. David has served as Acting Building Official or provided in-house plan review services for numerous jurisdictions in California, such as Mountain View, Fremont, Santa Clara, Sunnyvale, Menlo Park, Dublin, and Danville.

Arizona Regional Office Manager ----- 2004 - 2006

Linhart Petersen Powers Associates, Phoenix, AZ

Promoted to establish and serve as Arizona Regional Manager of the three separate company offices in Arizona: Phoenix, Tucson, and Window Rock. Provided assistance with large-scale plan review and inspection services, jurisdiction counter reviews and assistance, and special projects supervisor. Influential in taking the Arizona effort from a single client to over two dozen clients in a two-year period, managing eleven employees and three business lines.

Senior Plans Examiner/Senior Associate ----- 1991 - 2004

Linhart Petersen Powers Associates, Phoenix, AZ

Provided plan reviews, and jurisdictional in-house/counter reviews and technical assistance for projects in California, Arizona, Nevada, Washington, and Idaho. Managed several large-scale developments as a project supervisor, and often provide code consultations for complex mixed-use/redevelopment or historical submittals. Served as primary manager for the jurisdictions of Mountain View, Danville and Dublin, California. Projects reviewed include campus designs for Microsoft, Veritas, Google, Alza Pharmaceuticals and other high-tech or bio-tech related businesses, as well as several mid-rise or high-rise multi-family complexes.

Architect ----- 1989 - 1991

Linhart Engineering, Livermore, CA





SHUMS CODA
ASSOCIATES

Kurt McMullin, P.E. Plan Check Engineer

Education

PhD, Civil Engineering,
University of California,
Berkeley
MS, Civil Engineering,
University of California,
Berkeley
BS, Agricultural Engineering,
Iowa State University

Licenses & Certifications

Professional Civil Engineer,
State of California, License #
C47595

Publications

Books (5)
Patents (1)
Peer-Reviewed Journals (9)
Online Webinar (1)
National/International
Conference Papers (32)
External Funded Grants &
Awards (11)

PROFESSIONAL EXPERIENCE

Plan Check Engineer ----- November 2015 – Present

Shums Coda Associates

- Reviews complex plans for building construction.
- Review plans, calculations, and specifications for compliance with the most current adopted codes and ordinances.
- Preparation of Plans Comments Letter according to industry and SCA standards.
- Meet and confer with the clients as needed to clarify plan check comments
- Travel to jurisdictions on an as-needed basis to support clients.

Professor ----- 2008 – Present

San Jose State University, San Jose, CA

Teaches the following courses:

Engineering Graphics, AutoCAD and Programming (Lower division required), Statics (Lower division required), Mechanics of Materials (Upper division required), Mechanics of Material Laboratory (Upper division required), Structural Analysis Laboratory (Upper division required), Design of Steel Structures (Upper division elective), Design of Timber Structure (Upper division elective), Earthquake Resistant Design (Upper division elective), Advanced Seismic Resistant Design (Graduate elective), Advanced Steel Design (Graduate elective), Structural Engineering Seminar (Graduate elective), Special Problems (Graduate elective), Master's Thesis (Graduate elective)

Consultant ----- 1991 – Present

- Evaluation of building designs for conformance with U.S. and California building codes.
- Evaluation of various engineering structural systems for performance goals.
- Forensic engineering for legal proceedings.
- Analytical evaluation of complex structural systems.

AWARDS (Partial list)

College of Engineering Researcher of the Year
National Science Foundation Research Grant - \$1.3M
College of Engineering Teacher of the Year
National Science Foundation Research Grant - \$8.4M
College of Engineering Award: Research on College Teaching and Learning
Institute for Teaching and Learning
CUREe-Caltech Research Grant - \$87K
Graduate Student Instructor Award, U.C. Berkeley





SHUMS CODA
ASSOCIATES

Ryan Loh, S.E.
Plan Check Engineer

Education

Master of Science Degree in
Civil Engineering, San Jose
State University
Bachelor of Science Degree in
Civil Engineering, Oklahoma
State University

Licenses & Certifications

Professional Structural
Engineer, State of California,
License # 5192
Professional Civil Engineer,
State of California, License #
5491

PROFESSIONAL EXPERIENCE

Plan Check Engineer ----- 2017 - Present

Shums Coda Associates

- Reviews complex plans for building construction.
- Review plans, calculations, and specifications for compliance with the most current adopted codes and ordinances.
- Preparation of Plans Comments Letter according to industry and SCA standards.
- Meet and confer with the clients as needed to clarify plan check comments
- Travel to jurisdictions on an as-needed basis to support clients.

*Additional past work history can be provided if requested.

PROJECT EXPERIENCE (Partial list)

Office Building Projects -----

Mountain View Research Center, Mountain View
San Rafael Business Park, San Rafael, CA
Novellus Tualatin, Tualatin, OR
Police City Service Center, Menlo Park, CA

School Projects -----

Lawson Middle School, Building 900, Cupertino
Ark High School-Santa Cruz School District
Burlingame High School
Eaton School Modernization
Cupertino High School Modernization
Menlo Atherton High School Modernization
Milpitas High School Modernization
Monta Vista High School Modernization
Ohlone Elementary School Modernization
Piedmont High School Modernization

Multi Units Projects -----

Opportunity Center of mid-peninsula, Palo Alto
Holiday Express Inn, Watsonville
Sleep Inn, San Jose, CA

Retail Projects -----

Mckevitt Volvo, San Leandro, CA
Mckevitt Lincoln and Volvo, Margate, FL
Mitsubishi Dealership, Victorville, CA
Fountains Building M, Roseville, CA
The Plant, Building 2, 3, 4, 6, 7, 8 9 and 10, San Jose, CA
Nut Tree Outlet, Buildings 2, 3 and 4, Vacaville, CA
Creek Bridge Village, Building R1 and R3





SHUMS CODA
ASSOCIATES

Rouhi El-Rabaa, P.E. Plan Check Engineer

Education

Bachelors in Civil Engineering,
California State University,
Los Angeles

Licenses & Certifications

Professional Civil Engineer,
State of California, License #
92565
Certified Access Specialist
(CASP), Cert # CASp-973
ICC # 8868081
ICC Building Plans Examiner

PROFESSIONAL EXPERIENCE

Plan Check Engineer ----- December 2021 – Present

Shums Coda Associates

- Review plans, calculations, and specifications for compliance with the most current adopted codes and ordinances.
- Preparation of Plans Comments Letter according to industry and SCA standards.
- Meet and confer with the clients as needed to clarify plan check comments.
- Travel to jurisdictions on an as-needed basis to support clients.

Supervising Plan Check Engineer ----- Dec. 2018 – Dec. 2021

Willdan Engineering, San Bernardino, CA

- Conduct full scope plan reviews for various disciplines, including architectural, structural, fire-resistive, accessibility, energy, MEP, and green.
- Electronic review (Bluebeam, ePlansoft, Adobe) and paper plan review.
- Highly experienced reviewing the following types of buildings; single-family and multi-family residential, hotels, mixed-use, medical clinics, industrial, commercial, assembly, factory-built, and miscellaneous structures such as conveyors and platforms.
- Technical structural calculation review for regular and irregular buildings, podium structures, tilt-up construction, steel buildings, modular buildings, components, and freestanding structures.
- Train staff to recognize proper non-structural and structural design methodologies in plan review.
- Prepare correction letters issued to applicants as hardcopy or electronic.
- Design coordination meetings with design professionals and permit applicants.

Plans Examiner ----- December 2017 – December 2018

City of Redlands, Redlands, CA

- Plan checked and reviewed non-structural and structural design of residential and commercial projects. Ensured that minimum code was established in the plan review stage.
- Resolved difficult problems with permit applicants and other members of the public regarding building code compliance and City regulations.
- Coordinated Division processes. Undertook or recommended changes to the processes in order to facilitate Division operations.
- Supervised, trained, and evaluated permit issuance staff.
- Prepared and issued comment letters to building permit applicants. Worked with applicants to obtain building permit approval.
- Prepared and categorized files, reports, and methods to record Division activities and procedures.

***Additional past work history can be provided if requested.**





Su Fong, P.E.
Plan Check Engineer

Education

M.S. Civil Engineering, San Jose State University
B.S. Architectural Engineering, California Polytechnic State University

Licenses & Certifications

Professional Civil Engineer, State of California, License # 89055
ICC # 8391877
ICC Building Plans Examiner

Memberships

Union Local 21 South Bay Chapter —Secretary/
Treasurer of AEA Board

PROFESSIONAL EXPERIENCE

Plan Check Engineer ----- October 2021 – Present
Shums Coda Associates

- Review plans, calculations, and specifications for compliance with the most current adopted codes and ordinances.
- Preparation of Plans Comments Letter according to industry and SCA standards.
- Meet and confer with the clients as needed to clarify plan check comments.
- Travel to jurisdictions on an as-needed basis to support clients.

Associate Engineer ----- June 2015 – September 2021
City of San Jose, CA

- Examine construction documents for new mixed-use buildings, commercial tenant improvements, industrial improvements, multi-family dwellings, and single-family dwellings for compliance with local building codes and ordinances.
- Facilitate meetings and correspondence between applicants and associated Development Services departments to advance the permitting process.
- Advise owners, architects, engineers, contractors, and developers of code requirements through the design process and construction phase.
- Inform the Public of local zoning, M/P/E, energy conservation, and fire protection regulations relating to building codes in order to mitigate critical design oversights.
- Collaborate with building inspectors, M/P/E inspectors, code enforcement inspectors, planning, public works, and fire engineers to streamline the permit process and resolve field issues.
- Manage project timelines based on target dates, resource assessment, and situational diagnosis by balancing priority, organized multitasking, and anticipating conflicts.
- Ensure life safety through code enforcement while maintaining professional customer service.

Design Engineer ----- September 2013 – June 2015
Applied Engineering, Milpitas, CA

- Designed raised floor moment-frame steel substructure and reviewed shop drawings.
- Produced calculations and drawings for residential structures, commercial equipment anchorage, cleanroom ceiling supports, pipe supports, railings, and accessible ramps.
- BIM led for the relocation of a media research and development center to an existing steel building structure undergoing seismic upgrades.
- Utilized Revit for interdisciplinary coordination through multiple design phases with owners, architects, and manufacturers.





SHUMS CODA
ASSOCIATES

Mariam Umair

Plan Check Engineer

Education

M.S., Structural Engineering -
San Jose State University
Graduated: December 2014
B.S., Civil Engineering -
University of Engineering &
Technology, Taxila, Pakistan
Graduated: August 2010

Licenses & Certifications

Licensed EIT
ICC # 10113031
ICC Building Plans Examiner

Memberships

Chi Epsilon
National Civil Engineering
Society ASCE
American Society of Civil
Engineers

PROFESSIONAL EXPERIENCE

Plan Check Engineer ----- May 2017 - Present

Shums Coda Associates

- Reviews complex plans for building construction.
- Review plans, calculations, and specifications for compliance with the most current adopted codes and ordinances.
- Preparation of Plans Comments Letter according to industry and SCA standards.
- Meet and confer with the clients as needed to clarify plan check comments
- Travel to jurisdictions on an as-needed basis to support clients.

Jr. Design Engineer ----- March 2011 – November 2011

Zeeruk International, Islamabad, Pakistan

Design of mid- & low-rise concrete residential projects using ETABS. Design of EOBI (Employees Old age Benefit Institute) concrete commercial building project in the Capital of Pakistan, Islamabad using SAP & SAFE. Preparation of submission drawings along with the design documents of EOBI commercial building project.

Engineer-In-Training ----- September 2010 – February 2011

National Highway Authority, Islamabad, Pakistan

Worked on the analysis of several concrete bridges on STAAD Pro. In collaboration with design consultant. Co-ordinate between the design wing of NHA and the bridge design consultant

Intern ----- July 2009 – September 2009

MIHA (Muhammad Iqbal Haq Associates)

Worked in the design office and picked up basic concepts on bridge designs. Hands on with STAAD pro software. Overlooked code for highways and bridges.

Intern ----- April 2008 – June 2008

Adnan Nasir Associates, pvt. ltd

Detail study of architectural and structural drawings of multi-story concrete building. Overseeing the entire construction site.





SHUMS CODA
ASSOCIATES

David Logsdon
Plans Examiner

Education

Associated Builders and
Contractors- Electrical 4-
year Program

Licenses & Certifications

ICC # 5317382
ICC Residential Electrical
Inspector
ICC Electrical Plans
Examiner
ICC Commercial Electrical
Inspector
ICC Electrical Inspector,
Certification
Safety and Health
Practitioner, State of
Nevade Division of
Industrial Relations
Master Electrician, State of
Maryland, License # 2270
(Inactive)

PROFESSIONAL EXPERIENCE

Plans Examiner ----- April 2021 – Present

Shums Coda Associates

- Review plans, calculations, and specifications for compliance with the most current adopted codes and ordinances.
- Preparation of Plans Comments Letter according to industry and SCA standards.
- Meet and confer with the clients as needed to clarify plan check comments.
- Travel to jurisdictions on an as-needed basis to support clients.

Manager Plans Examination ----- August 2019 – August 2020

Department of Building & Fire Prevention, Clark County Government

Manage all aspects of the plan review process: organize, administer, coordinate reviews, and evaluate the work of plan examination and associated staff through subordinate supervision. Coordinate and oversee projects that are reviewed by a contracted consultant, plan check employees, verify service provided and authorize request for payment. Participate in new employee interview process, attend staff meetings, and confer with and represent the department with developers, engineers, architects, contractors, and property owners to give information regarding codes, regulations, and procedures.

Assistant Manager Plans Examination --- Oct. 2017 – Aug. 2019

Department of Building & Fire Prevention, Clark County Government

Managed the Plumbing Mechanical, Electrical, and Residential Plan Examiner staff. In addition, managed the hired consultant staff and their work assignments. These duties include:

- Assigns daily work schedules to Plans Examiners and consultant staff.
- Provide technical assistance consistent code interpretation to staff and the public.
- Assist customers with the resolution of complex or difficult situations to ensure that the plans will comply with codes and regulatory requirements.
- Attend meetings with developers, engineers, architects, contractors, and property owners to give information regarding codes, regulations, and procedures.
- Participate in the new employee recruitment process.
- Prepare and administer Employee Performance Reports.

Plans Exam Specialist ----- May 2016 – October 2017

Department of Building & Fire Prevention, Clark County Government

*Additional past work history can be provided if requested.





SHUMS CODA
ASSOCIATES

Myron Williams

Plans Examiner/ Building Inspector

Education

General Education Courses, Utah
Valley State College
National Electrical Code
Davis Area Technology Center,
Kaysville, Utah

Licenses & Certifications

Combination Inspector, State of
Utah, License # 4958496-5601
ICC # 5044251
ICC Mechanical Inspector
ICC Accessibility Inspector/Plans
Examiner
ICC Plumbing Inspector
ICC Mechanical Plans Examiner
ICC Residential Energy
Inspector/Plans Examiner
ICC Electrical Inspector
ICC Building Plans Examiner
ICC Combination Inspector
ICC Building Inspector
ICC Commercial Combination
Inspector

Memberships

Utah Chapter of ICC, Bonneville
Chapter

PROFESSIONAL EXPERIENCE

Plans Examiner----- February 2021 – Present

Shums Coda Associates

- Review plans, calculations, and specifications for compliance with the most current adopted codes and ordinances.
- Preparation of Plans Comments Letter according to industry and SCA standards.
- Meet and confer with the clients as needed to clarify plan check comments.
- Travel to jurisdictions on an as-needed basis to support clients.

Building Inspector ----- February 2021 – Present

Shums Coda Associates

- Enforce codes to the extent of stopping work or occupancy of a building, when necessary, until requirements are satisfied.
- Read and interpret building codes, plans, and specifications.
- Detect hazards and violations and recommend corrective measures during field inspections.
- Follow through to ensure that final inspections for all departments are completed in a timely manner.
- Operate a computer to access and use permit and inspection records.
- Establish and maintain effective working relationships with the jurisdictions building department and the general public.

Building Official, Plans Examiner, Building Inspection-----

Project Manager Examiner -----20 Years

Sunrise Engineering

PROJECT EXPERIENCE (Partial list)

Commercial and Residential Projects

- | | |
|--|---|
| • Salt Lake City Wellman Construction
Ceiling Grid Inspections | • Midvale City IHC Storage
Warehouse |
| • Salt Lake City Woodside Homes | • Midvale Tuscan Senior
Apartments |
| • Famous Footwear University Mall
Ceiling Grid | • Midvale City Talavera
Townhomes and Apartments |
| • Salt Lake City Veterans
Administration Bldg. Gardner
Development | • Taylorsville Legacy Village
Senior Living |

*Additional project experience can be provided if requested.





SHUMS CODA
ASSOCIATES

Dean Kuenzi, CBO

Plans Examiner/ Building Inspector

Education

A.S. Degree in Energy Systems –
Photovoltaics, Diablo Valley
College

B.S. Degree, Colorado State
University – Global, Present

Licenses & Certifications

ICC # 8173711

ICC Commercial Electrical
Inspector

ICC Combination Inspector

ICC Commercial Energy Plans
Examiner

ICC Residential Plans Examiner

ICC Commercial Building Inspector

ICC Accessibility Inspector/Plans
Examiner

ICC Fire Plans Examiner

ICC Residential Mechanical
Inspector

ICC Master Code Professional

ICC Certified Building Official

ICC Building Plans Examiner

ICC Fuel Gas Inspector

ICC Residential Electrical Inspector

ICC Commercial Plumbing
Inspector

ICC Residential Plumbing Inspector

ICC Residential Building Inspector

ICC Commercial Mechanical
Inspector

ICC Plumbing Plans Examiner

ICC Residential Energy
Inspector/Plans Examiner

ICC Building Inspector

ICC Mechanical Inspector

ICC Electrical Inspector

ICC Plumbing Inspector

ICC Building Code Specialist

ICC Plumbing Code Specialist

ICC Residential Combination
Inspector

ICC Commercial Combination
Inspector

NABCEP Entry Level Certification
(Photovoltaic)

Post-Disaster Safety Assessment
Program (SAP)

PROFESSIONAL EXPERIENCE

Plans Examiner----- October 2020 – Present

Shums Coda Associates

- Review plans, calculations, and specifications for compliance with the most current adopted codes and ordinances.
- Preparation of Plans Comments Letter according to industry and SCA standards.
- Meet and confer with the clients as needed to clarify plan check comments.
- Travel to jurisdictions on an as-needed basis to support clients.

Operations Supervisor ----- January 2019 – Present

Building Inspector III----- February 2016 – January 2019

El Dorado County, Placerville, CA

Supervise approximately fourteen building inspectors based out of Placerville and South Lake Tahoe County offices. Responsible for overseeing complex code interpretation, communicating with the public and providing general customer service, updating standard operating procedures, planning employee training, coordinating with plan check and permit center, and conducting other managerial duties. As a building inspector and as needed in current supervisory role, conduct field inspections of residential and commercial buildings to determine compliance with approved plans and applicable building code; approve work done or provide correction notices; conduct permit research; investigate and provide assistance for issuance of stop work orders; interpret and explain applicable building codes to members of the public; and provide general customer service.

Building Inspector----- May 2014 – February 2016

Town of Danville, Danville, CA

Conduct field inspections of residential and commercial buildings to determine compliance with plans and building codes; set up daily schedule; approve work done or provide correction notices; conduct permit research; investigate stop work orders; interpret and explain applicable building codes to members of the public; and provide general customer service.

Building Inspector----- April 2014 – May 2014

City of El Cerrito, El Cerrito, CA

Perform a variety of types of building inspection duties and assists in the review of building plans and specifications. Position was temporary/part-time.

***Additional past work history can be provided if requested.**





Jason Van Ausdal, CBO
Plans Examiner/ Building Inspector/
Instructor

Education

Associates in Business
Administration and
Management, Stevens
Henegar Business College

Licenses & Certifications

Combination Inspector, State of
Utah, License # 339648-5601
ICC License # 1058539
ICC Commercial Combination
Inspector
ICC Building Code Specialist
ICC Combination Inspector
ICC Electrical Inspector
ICC Mechanical Inspector
ICC Building Inspector
ICC Certified Building Official
ICC Building Plans Examiner
ICC Plumbing Inspector,
Certification

Memberships

Current President - Utah
Association of Building
Officials
Current Chair - Utah Electrical
Advisory Committee
Past President - Utah Chapter
ICC
Past President - Northwest
Section IAEI
Past President - Utah Chapter
IAEI

PROFESSIONAL EXPERIENCE

Plans Examiner ----- January 2022 – Present

Shums Coda Associates

- Review plans, calculations, and specifications for compliance with the most current adopted codes and ordinances.
- Preparation of Plans Comments Letter according to industry and SCA standards.
- Meet and confer with the clients as needed to clarify comments.
- Travel to jurisdictions on an as-needed basis to support clients.

Building Inspector ----- January 2022 – Present

Shums Coda Associates

- Enforce codes to the extent of stopping work or occupancy of a building, when necessary, until requirements are satisfied.
- Read and interpret building codes, plans, and specifications.
- Detect hazards and violations and recommend corrective measures during field inspections.
- Follow through to ensure that final inspections for all departments are completed in a timely manner.
- Operate a computer to access and use permit and inspection records.
- Establish and maintain effective working relationships with the jurisdictions building department and the general public.

Instructor ----- January 2022 – Present

Shums Coda Associates

Building Official ----- December 2010 – Present

Springville City, UT

Building Official ----- March 2000 – November 2010

Syracuse City, UT

*Additional past work history can be provided if requested.





SHUMS CODA
ASSOCIATES

Licenses & Certifications

ICC # 871114

ICC Building Inspector

IgCC Plans Examiner

ICC Mechanical Inspector

ICC Plumbing Inspector

IgCC Commercial Inspector,
with ASHRAE 189.1

IgCC Commercial Inspector

IgCC Plans Examiner, with
ASHRAE 189

ICC Green Building - Residential
Examiner

ICC Building Plans Examiner

Memberships

International Code Council -
Green Building Code (ICC-
700)

Consensus Committee (2005-
2006)

Residential Plumbing and
Mechanical Code
Development Committee
(2008-2010)

Commercial Energy Code
Development Committee
(2012 - present)

Green Building Technologies
Exam Development
Committee (2007-2010)

Colorado Chapter, Inc. of
International Code Council
(2003 - Present)

Code Change Committee,
Standardization Committee,
Program Committee

Educational Institute Instructor,
Chapter President - 2012

Gil Rossmiller Plans Examiner/ Building Inspector/ Instructor

PROFESSIONAL EXPERIENCE

Plans Examiner ----- December 2020 – Present

Shums Coda Associates

- Review plans, calculations, and specifications for compliance with the most current adopted codes and ordinances.
- Preparation of Plans Comments Letter according to industry and SCA standards.
- Meet and confer with the clients as needed to clarify comments.
- Travel to jurisdictions on an as-needed basis to support clients.

Building Inspector ----- December 2020 – Present

Shums Coda Associates

- Enforce codes to the extent of stopping work or occupancy of a building, when necessary, until requirements are satisfied.
- Read and interpret building codes, plans, and specifications.
- Detect hazards and violations and recommend corrective measures during field inspections.
- Follow through to ensure that final inspections for all departments are completed in a timely manner.
- Operate a computer to access and use permit and inspection records.
- Establish and maintain effective working relationships with the jurisdictions building department and the general public.

Instructor ----- December 2020 – Present

Shums Coda Associates

Instructor ----- 2006 – December 2020

Plans Examiner

Energy Code

Colorado Code Consulting, CO

*Acquired by Shums Coda Associates in December 2020

Building Official ----- 2003 – 2006

Town of Parker, CO

Systems Improvement Manager ----- 2001 – 2003

Engle Homes of Colorado

Building Inspector/Plans Examiner ----- 1994 – 2001

Tyree and Associates

General Contractor ----- 1984 – 1994

Self Employed





Stephen "Steve" Thomas

Colorado Regional Manager/ Education Director

Education

B.S. in Business Administration -
University of Phoenix - Thesis:
"The Effects of a Housing Code in
the City of Glendale"
Course Work in Civil Engineering
Technology - CCD
Community College of Denver at
Red Rocks Lakewood, CO 1976 -
1978

Licenses & Certifications

ICC # 829160
ICC Building Plans Examiner
ICC Building Code Specialist
ICC Plumbing Inspector
ICC / AACE Property Maintenance
and Housing Inspector
ICC Building Inspector
ICC Building Code Official
ICC Accessibility Inspector/Plans
Examiner
ICC Housing Code Official
ICC Mechanical Inspector
ICC Residential Plans Examiner
ICC Certified Building Official

Memberships

International Code Council
National Fire Protection Association
Colorado Chapter ICC
Utah Chapter ICC
Arizona Building Officials
Colorado Municipal League
AIA Provider

Publications

Building Code Basics, 2009 IBC
Building Code Basics, 2012 IBC
Building Code Essentials, 2015 IBC
Building Code Essential, 2018 IBC
Applying the Codes to Cannabis
Facilities

PROFESSIONAL SUMMARY

Stephen "Steve" Thomas has over 40 years in the Building and Safety Industry. From Inspector, Plans Examiner, and a Building Official he has done it all.

Steve is also a successful course instructor for many courses including: The Community College of Denver, Lakewood Colorado – Intro. to Building Codes, International Code Council Contract, Colorado Chapter ICC Educational Institute, Denver, CO, Southern Nevada Chapter ICC EduCode, Las Vegas, NV, Washington Association of Building Officials, Olympia, WA, Arizona Building Officials, Tucson, AZ, Oregon Building Officials Association, Eugene, OR, Utah Chapter ICC, Sandy, UT and St. George UT, AIA Colorado, Denver, CO, and Johnson County Contractor Licensing Dept. Overland Park, KS.

PROFESSIONAL EXPERIENCE

Colorado Regional Manager -----December 2020 - Present Shums Coda Associates

Responsible for business services and client relations in Colorado. Serves as local point of contact and project manager for plan review, inspection, staff augmentation and other services provided.

Education Director -----December 2020 - Present Shums Coda Associates

President and Owner -----1999 – December 2020 Colorado Code Consulting, Denver, CO *Acquired by Shums Coda Associates in December 2020

Building Official -----1981 – 1999 Community Development Director City of Glendale, Glendale, CO

Building Inspector -----1978 – 1981 Plans Examiner Building Official The Building Department, Inc., Denver, CO

Quality Control Testing Technician -----1977 – 1978 Materials Testing, Inc., Denver, CO





SHUMS CODA
ASSOCIATES

Barbara Rice, CBO, CFM

Arizona Regional Manager

Education

MS in Public Administration/
Emergency Management, Columbia
Southern University
B.S. in Fire Science, Columbia
Southern University

*Additional education can be provided if requested.

Licenses & Certifications

ICC # 0863852

ICC Certified Fire Marshal
ICC Building Plans Examiner
ICC /AACE Property Maintenance and
Housing Inspector
ICC Fire Inspector II
ICC Permit Technician
ICC Fire Plans Examiner
ICC Certified Building Official
ICC Zoning Inspector
ICC Permit Specialist
ICC Fire Code Specialist, Certification
Arizona State Fire Training Committee
Fire Instructor I
Fire Instructor II
Texas Commission on Fire Protection
Fire Investigator
Inspector
State of Oregon
Fire and Life Safety Plans Examiner
Manufactured Parks and Camp
Inspector
Manufactured Home Installer
Inspector
Residential Plans Examiner
Residential Structural Inspector
Commercial Structural Inspector
State of Pennsylvania
Residential Inspector
Commercial Inspector
Fire Inspector
Plans Examiner
IFSAC
Fire Inspector I
Fire Inspector II
Plans Examiner
Fire Investigator
IAAI-CFI
Certified Fire Investigator
Safety Assessment Program, (Disaster
Mitigation)

PROFESSIONAL SUMMARY

Barbara Rice has 24 years in municipal and local government as a building official, plans examiner, fire marshal, inspector, permit technician, code enforcement and fire investigator.

PROFESSIONAL EXPERIENCE

Arizona Regional Manager ----- January 2022 – Present Shums Coda Associates

Responsible for business services and client relations in Arizona. Serves as local point of contact and project manager for plan review, inspection, staff augmentation and other services provided.

Adjunct Faculty ----- February 2008 – Present Yavapai Community College, Clarkdale, AZ

- Teach fire code, investigation, prevention, and public education courses for Fire Science program.
- Develop curriculum for new courses and material.

Building Safety Manager ----- Sept. 2020 – Jan. 2022 Building Official/ Fire Marshal Town of Sahuarita, AZ

Fire Marshal/ ----- Feb. 2020 – Sep. 2020 Community Development Director Town of Florence

Plans Examiner/ Fire Marshal ----- April 2012 – Feb. 2020 City of Casa Grande, Casa Grande

Fire Marshal ----- May 2007 – March 2012 Camp Verde Fire District

Reserve ----- Sep. 2006 – May 2009 Verde Valley Fire District, Cottonwood, AZ

Building Safety Manager ----- Sep. 2006 – March 2007 City of Glendale, AZ

Fire Marshal ----- March 2005 – Sep 2006 City of Cottonwood Fire Department

*Additional past work history can be provided if requested.



C. Experience, Qualifications and References

Plan Check and On-Call Staffing Services

SCA personnel has the experience to provide complete, accurate, and on-time plan review, inspection and permitting services that the City of Pinole desires. We have more than enough experienced and licensed civil and structural engineers, architects, ICC certified plan reviewers, ICC certified inspectors, ICC certified permit technicians and California Certified Access Specialists (CAsp) within our staff. We have expanded our staffing levels and expertise, with the acquisition of the former Colorado Code Consulting back in December of 2020, that provides similar services to SCA, along with nationwide code training services. We therefore feel we have improved and are excited to demonstrate how we continue to increase our services to a higher standard for Plan Reviews, Field Inspections and Permitting Services on an as-needed basis.

SCA provides these services to communities like the City of Pinole, and throughout seven regional offices in five states. We are constantly adapting and seeking ways to provide excellent service to customers in the face of increased expectations. This is why partnering with SCA is the ideal solution to these issues faced by the City. We will provide expert staff to meet the City of Pinole's desired service levels, on an as-needed basis, allowing flexibility to manage your Planning and Building Department in the most beneficial manner.

The diversity in the people that work at SCA will provide the City of Pinole with a full understanding why they have partnered with a firm that takes a sincere interest in your community. SCA values every client and is committed to customizing our services to meet the needs that make the City of Pinole unique. With such a large and experienced team, that now is in our sixteenth year of business in providing these code services to our municipal partners, we continue to see the value in adapting our work product to the customized needs at City of Pinole – more than other firms that provide similar services. We will listen to the City's staff, and take our lead from their direction, and hopefully build a relationship as a valued team member. At the end of each day, it is important for us to stress that the City of Pinole is not just a client, as we must earn your trust to build a strong working relationship – and the best way to earn this is by showing the City what sets us apart from others.

Collectively, SCA staff have well over a century of experience providing building and life-safety services to and for governmental agencies. Most of our staff started their careers with an extensive design or construction background, which over the years has shifted into municipal roles and experiences. With this extensive construction and life-safety history, SCA understands the importance of communication with our clients to ensure that our team can translate the public requirements to the private sector and create exceptional building and life-safety customer service for all of our clients. We therefore provide multiple ways for the City (or the applicants) to contact our managers or staff (office and cell phones, emails, and texts), as we prefer to provide as many opportunities as possible to communication and resolve issues quickly. Likewise, we recognize that sometimes we will need to alert the City staff to issues we have discovered in our reviews or inspections, or to obtain direction on how to proceed with unusual code concerns – so only through communicating with the City, will a clear and consistent message be delivered in a timely manner.

We also take a great deal of pride in our ability to internally train our staff. SCA has expanded our education staffing to now provide technical code classes through the nation, and through many of the local ICC Chapters. Many of our team members such as Terry Knox our Sacramento Regional Manager and Business Development Director, Steve Thomas our Colorado Regional Manager and Education Director, along with many others have provided ICC approved training throughout the nation. We cannot strive to be the best unless we stay up to date on regulations we are required to enforce. Constantly improving SCA team knowledge related to plan review items allows us to expedite project reviews, as we are current and proficient with new or difficult to understand code sections, and their proper applications. SCA can also offer technical training to current City of Pinole staff (if requested).



To highlight the type of projects we have reviewed, inspected, and provided permitting staff for, we provide the following examples of work completed for our municipal clients under contract services.

Google/Nasa Bayview Project.....2018 - Current
Mountain View, CA..... Nena Bizjak, CBO, (650) 903 – 6313
Project Amount \$785,900.00 (to date)



SCA has been under contract for the past five years to assist NASA with over 2,000,000-sq. ft. of office, restaurants, assembly spaces, events center, parking, and residential guest hotel project for a new Google complex located at NASA-Ames Research Facility. As a federal agency, NASA has a Building Department that does not process permits as done at a typical jurisdiction, but rather operates as construction management for

improvements at the base. The Google site is a land-lease/joint-venture with Ames Research that involved a complex design on previously incorporated City of Mountain View property. The design was extremely innovative in its approach and utilized advanced engineering systems (non-dynamic linear design), as well as being in a flood plain, having underground vapor mitigation system, deep geothermal heat system, large-scale integrated photo-voltaic roof system and several alternative materials and method requests. SCA was initially brought in to review the primary building of the campus that comprise three separate structures over a common basement level, while other consulting firms were utilized to review site/civil improvements and future housing/garage structure. However, SCA was so much more successful and responsive to both the owner/design schedule and NASA’s code concerns, we were quickly promoted to complete the entire project reviews, as well as continual inspections. In fact, SCA’s involvement was so well received in this capacity, that we are now providing reviews for the historic hanger renovation and re-uses, as well a base infrastructure (such as roadways and bridges). These reviews are exclusively performed electronically, with document control through our administrative staff until approval and release for printing by the design team, and subsequently submitted to the base. Initially NASA had never undertaken such a large and dynamic process, and they didn’t understand how to streamline and maintain design/construction schedules. However, SCA worked with their management team, as well as Google/Whiting Turner and the designers, to guide the process into a jurisdictional model that is modified to accommodate the aggressive construction schedule. We provided preliminary code review of design development plans for the project, complete plan review and oversight of structural peer reviews, as well as continuing inspection team for on-going construction.

Lucid Electric Vehicle Facility, Phase 1 & 22019 - Current
Casa Grande, AZ Brian Tardif, CBO, (520) 421-8630
Phase 1 Amount: \$145,965.00 (Hourly)..... Phase 2 Amount: \$106,810.00 (to date)



Plan review of phase I of a new electric car manufacturing facility, and CUP, for Lucid Motors. The project was comprised of a 192,784-sq. ft. Body in White structure, and an attached 564,906-sq. ft. Paint/General Assembly structure. These two buildings were attached to one another via a raised conveyor bridge element and had a separate CUP for the site. The entire project was reviewed as “at-risk” phased submittals, and SCA

Building, and Fire attended weekly meetings to discuss code concerns and proposed AMMR’s, as part of the overall review schedule. The project included Group F-1, H-2, H-3, B, A-3, and A-



C. Experience, Qualifications and References

Plan Check and On-Call Staffing Services

3 occupancy uses, and was two stories with additional large mezzanines or platforms of equipment. All turnarounds were met or exceeded with this expedited review process that allowed the vehicle manufacturing to begin months ahead of original proposed day one start-up of activities. Phase 2 is an additional 3 million sq. ft. expansion of the plant that designated the facility as a special industrial occupancy to eliminate allowable area concerns – this is still a project under review but is well ahead of an expedited schedule.

Microsoft Campus.....2019
Mountain View, CA..... Nena Bizjak, CBO, (650) 903 – 6313
Project Amount \$874,221.33

Microsoft campus demolished four of five original two-story office buildings and cafeteria/events center and constructed a combined two-story building with extensive roof decks and landscape features. The goal of the project was to create a more integrated and green structure that would be self-supporting. This involved replacing surface parking with a parking structure, exposed CLT structural systems, recycled and black water on-site treatment facility, as well as emphasis to transition from the structure to the natural watershed/creek on the south side of the property. The final structure was type III-B construction under the mall provisions, and included Group B, A-3, A-2, S-1, and S-2 occupancies.



The Dean.....2018 - 2019
Mountain View, CA..... Nena Bizjak, CBO, (650) 903 – 6313
Project Amount \$359,354.67

SCA and FRA completed the plan review of this 5.75-acre mixed-use apartment community consisting of several five story, The project was over 100,000-sq. ft. in size and utilized two levels of type IA podium design, with five stories of type IIIA over the podium, all over two floors of below grade parking. The development is anticipated to house 600 market rate housing units in a cluster of buildings surrounding a public 'paseo'. SCA also did the inspections for this project.



California State University – College of Extended Learning Expansion2018
San Bernardino, CALeatha J. Elsdon, Architect, (909) 537 – 3182
Project Amount \$45,729.74



SCA completed the plan review of this project, a new construction of a Type II-A, fully sprinklered 3-story steel-braced framed building with classrooms, study spaces, a 250-seat lecture hall and administration building, which will feature a global gallery, an outdoor plaza for social gathering and study areas and a retail food facility.

Additional Experience | Information

SCA is also adept at reviewing a great deal of smaller projects. For example, in the past six months (while completing larger plan review projects), we performed nearly 1,000 mostly residential plan reviews for Ventura, CA; over 300 small reviews for Centennial, CO; and over 1,000 plan review and inspections for Hurricane, UT. Our staff is large enough to accommodate whatever plan review or inspection needs that might evolve during the course of this contract.



SCA takes great pride in the fact that our services are customizable and able to be adjusted to meet our client's needs. To prove the reliability of our services, we provide the following list of client references to speak to the quality of our commitment to meeting project expectations. Feel free to call as many as needed for confirmation.

Nena Bizjak

Chief Building Official

City of Mountain View

500 Castro Street

Mountain View, CA 94041

(650) 903 – 6313

Nena.Bizjak@mountainview.gov

Providing inspections, plan review, building official, and permit technician services since 2006.

Shawn Huff

Chief Building Official

City of Ventura

501 Poli Street

Ventura, CA 93001

(805) 677 - 3963

shuff@cityofventura.ca.gov

Provided inspections, plan review, and permitting services since 2021.

Bill Tott

Chief Building Official

City of Milpitas

455 East Calaveras Boulevard

Milpitas, CA 95035

(408) 586 – 3263

btott@ci.milpitas.ca.gov

Providing plan review services since 2006.

Gary West

Chief Building Official

City of Fremont

39550 Liberty Street

Fremont, CA 94538

(510) 494 – 4460

GWest@fremont.gov

Providing inspections, plan review and building official services since 2015.

Chuck Andrew

Assistant Community Development Director

City of Menlo Park701 Laurel Street, 1st Floor

Menlo Park, CA 94025

(650) 330 – 6757

CHAndrews@menlopark.org

Providing inspections, plan review, and permit technician services since 2009.

Melinda Denis

Planning and Permit Center Manager

City of Pleasanton

123 Main Street

Pleasanton, CA 94566

(925) 931 – 5631

mdenis@cityofpleasantonca.gov

Providing inspections, plan review, and permit technician services since 2017.

Jeremiah Zillig

Acting Chief Building Official

City of Rancho Cordova

2729 Prospect Park Drive

Rancho Cordova, CA 95670

(916) 371 – 0975

izillig@cityofranchocordova.org

Providing inspections, plan review, and permit technician services since 2017.

Tim Wegner

Deputy Director of Building Services

County of Placer

249 Nevada Street

Auburn, CA 9560

(503) 745 – 3125

twegner@placer.ca.gov

Providing inspections and plan review services since 2013.



SCA agrees to the Scope of Work outline in the RFP. SCA is properly licensed to practice in California and has no conflict of interest with any other work performed by the firm for the City.

Plan Review Implementation Plan

Prior to beginning any services SCA will schedule an on-boarding meeting to ensure a smooth transition from Pinole's previous consultant to SCA and to ensure that we have all processes and procedures documented and understood prior to beginning reviews for the City. In order to begin a successful delivery of our services to the City of Pinole, we must have strong communication between our permit technician/administrative staff, to ensure that electronic plans are properly received and complete to allow us to begin our review. There is a great deal of time spent by our plans coordination staff to review each submittal when received for completeness and assure that we reach back for missing information or issues early on in the review process. SCA staff has a system in place that verifies that all electronic files are received (correcting any corrupted files) and assess that all documents needed for the review have been received. Our team will usually reach out to City of Pinole's staff within 24-hours, with any discrepancy in submittal documents, or even transmittals related to each review.

Once this first step is completed, our Plan Check Manager meets with the Plans Coordinators to assess and understand each project received, as well as putting it into a larger database schedule that we maintain internally for all jurisdictional projects being received. It is at this point that our Manager and Coordinator will begin the process of assigning each project a unique SCA job number for tracking purposes, which the City of Pinole staff or applicants can access at any time during our review cycles. Then each project will be assigned to a SCA plan review team member, based on experience, expertise, and complexity of the project along with the current availability of each team member. Our plan review staff is well versed and able to review all code requirements. Most smaller projects can be reviewed by a single plan examiner/engineer and for large projects, our plans coordinators will confer with our plan review manager to divide project portions into smaller systems reviews – which ensures that the project stays on schedule with multiple persons assigned to handle larger lifts. The plans coordination team will continue to check-in and update schedules during each cycle of review, and make sure that each plan review member remains on schedule or re-assigning (when needed) some work to ensure turnaround times are met. When review cycles are finally completed, our managers will review final products to ensure that comments are formatted properly, and clear in regards to code concerns. Then they will register the cycle completion, deliver comment lists or approvals back to the City of Pinole's staff for delivery to the applicants.

Our standard plan review results in lists of comments which refer to specific detail, drawing or location in the building, and reference applicable code sections for each item cited. We prefer (if approved by the City of Pinole) to expedite or clarify plan review items by contacting the designers and communicating directly, using the most advantageous media available, to resolve issues. In today's development climate a brief phone call, or a thirty-minute online meeting can save weeks of back-and-forth delays to obtain minimum code compliance and approvals. We understand that there can be limitations in the designer's technology or jurisdictional inter-department review process, which sometimes prohibit these methods from being implemented with every project. With either approach being implemented, SCA understands and intends to route all communication/comment letters (first or concurrently) through the City of Pinole, as directed by your staff. All reviewed and approved documents shall be returned to the City after the plan review process is completed, and input into the tracking software as directed by the City of Pinole's staff.

When questions arise, this is the part of the SCA team that initially fields the questions and directs inquiries to the appropriate plan review staff to respond and resolve issues. This ensures that



every item related to a plan review list can be responded to and resolved with the staff person that created the comment initially. We are committed to returning calls and emails, promptly and with a professional approach associated with these services. SCA staff will be available during after-office hours or for emergency response services, if required.

This is the process we follow with each standard review project, but our philosophy is still to meet the City's needs with regards to our service. As such, we maintain the ability to adjust our process to accommodate the City of Pinole's staff. Further, we can activate our team early on in the process (usually prior to construction documents being submitted to the City), to provide general code reviews with design development plans, to assist with sensitive projects understanding larger code concerns early on in the process, and hopefully allowing corrections that will reduce plan review cycles in the future. SCA actually prefers to review larger projects in this manner, but only under the clear direction of the City, and with the understanding that we are not designing the project, but merely representing the City of Pinole's code concerns.

Plan Review and Approvals

SCA will perform plan reviews to cover one or more of the following disciplines: architectural, structural, engineering, mechanical, electrical, plumbing, accessibility/CASp, fire-safety, energy and green building requirements - all as modified or amended by the City, and per the City's currently adopted building codes. SCA's plan review reports will reference sheets and code sections that are applicable for each comment. We will send all submittal and resubmittal reports directly to the City of Pinole for distribution to the applicant, but we can also directly/simultaneously provide the architect and/or the engineer with the same electronic list of items needing correction when directed to do so by the City. Our comment lists should be self-explanatory, but our review team will remain available during working hours (and often off-hours) to provide any additional clarification/discussion needed of the applicable building code section, ordinances, or regulation. We will provide a similar list at each cycle of the review process, but typically most reviews are resolved in two cycles, with perhaps a quick third review of a remaining comment (or two). When a review remains extensive at a third (or longer) review cycle, SCA staff will reach out to the City of Pinole's staff to discuss the overall items of concern and look for direction on any alternative methods to keep the project review moving in a positive direction. With these difficult reviews, SCA is not opposed to online video conferences to share and discuss the code concerns with the City's staff and the applicant – hopefully to assist in receiving a more complete resubmittal with the next review.

With each review cycle, SCA will provide a cover letter/transmittal that includes the following information:

- The address, permit number, description, use, and type of construction.
- A list of all plan/documents received for review and the associated dates they were received.

SCA is proficient in many versions of electronic plan review applications, and other web-based tools. SCA staff expertise and proficiency in the latest electronic plan review is not an accident, but rather a source of pride. SCA can also review paper plans when submitted and could provide in-house staff review assistance. If the reviews can be completed over the counter, we will make every effort to complete them at that point. If we cannot do a review at the City of Pinole's offices, our plans examiner will conduct the plan review in the SCA office and provide a report as outlined above. If paper plans are submitted, we will provide couriers to pick-up and deliver the documents. Once the final plan review is completed and ready for approval, SCA will electronically stamp the plans and the supporting documents and return them to the City, along with our letter of completion. It should be noted that our approval stamp can be modified to suit the desired information needed by the City of Pinole.



Plan Review Turnaround Schedule

Below is SCA's standard Plan Review Turnaround timeframes; however, SCA will work with the City of Pinole to come to an agreed upon timeframe.

Type of Project		Turnaround Time – First Cycle of Review	Turnaround Time – Second Cycle of Review	Turnaround Time – Third Cycle of Review	Turnaround Time – Fourth Cycle of Review (and so on)
Residential	New Construction – Single Family	7-10 working days	5 working days	5 working days**	Same as third review cycle, but not expected
	New Construction – Multifamily*	10-15 working days	7-10 working days	5 working days**	Same as third review cycle, but not expected
	Addition	5-7 working days	5 working days	3 working days**	Same as third review cycle, but not expected
	Remodel	5-7 working days	5 working days	3 working days**	Same as third review cycle, but not expected
Non-Residential	New Construction*	10-15 working days	7-10 working days	7 working days**	Same as third review cycle, but not expected
	Addition	10 working days	7 working days	5 working days**	Same as third review cycle, but not expected
	Remodel/ Tenant Improvement	7-10 working days	5 working days	5 working days**	Same as third review cycle, but not expected

* Some projects may require additional time because of size or complexity of the project; SCA would reserve the right to review those projects under a longer schedule when mutually agreed upon with the City of Pinole's Building Official (prior to beginning the review process).

** SCA prefers and expects to approve projects in two review cycles based on the detail of our initial review comments. However, if a review continues to have a significant amount of outstanding comments at the completion of the second review, we will reach out to the applicant/design team or owner to discuss outstanding issues and ensure that there is an understanding of the code concern, as well as an appropriate mean(s) to resolve remaining items. We do not believe in being a hinderance or barrier to projects moving forward, as we believe that our expertise in code matters should be able to assist applicants with achieving code compliant set of construction documents – it is never helpful to the City of Pinole, the community or SCA as a code consultant, to have these reviews extended for review cycles beyond a quick third review.

Expedited plan reviews, or third-party plan reviews will have a separated negotiated turnaround timeframe for each project. When expedited plan reviews are requested, we will perform the plan review as quickly as SCA staff schedules will allow. An expedited review is typically completed in half of the standard turnaround time, but SCA has (at times) been able to review in shorter periods. It will be possible that an expedited review can be completed with no additional charge in some instances.



Technology

With the implications of COVID, we have seen our paper plan reviews nearly disappear in favor of electronic plan reviews. Electronic plan reviews have been a strength for our team, having reviewed thousands of electronic projects. SCA can review all plans electronically and provide review letters in multiple formats. This has been a service provided to our clients prior to the COVID-19 pandemic. SCA is proficient in many various electronic plan review and web-based tools. We typically utilize the Bluebeam product for our reviews but can provide our review comments on any of the other comparable platforms and are able to embed the comments into the electronic plan sheets. We can also redline revisions and mark-up plans for minor items, to ensure approval of the plans instead of an additional review cycle being performed. SCA would look to the City of Pinole to provide guidance on the preferred method of electronic comments to be received. SCA maintains equipment for our plan review staff (i.e., dual, and larger monitors, added graphic cards and memory) to allow for plans to be properly reviewed in an efficient manner.

In today's development climate it is also important to note that a brief phone call, or a thirty-minute online meeting can save weeks of back-and-forth delays to obtain minimum code compliance and approvals. SCA will be available by phone and/ or video conferences to share and discuss the code concerns with the City's staff and applicants when needed. We prefer (if allowed by the City policies) to expedite or clarify plan review items by contacting the applicant/designers and communicating directly, using the most advantageous media available, to resolve issues. We would look to the City of Pinole's staff and take your lead on how to effectively streamline communication, because at the end of the day our goal is to build a relationship as a cohesive team.

Building Inspections

Inspections are all conducted by ICC certified inspectors. Our inspectors are qualified, certified, and licensed to conduct many different types of buildings. We also have CASp certified staff that can be available to the City on an as-needed basis. Inspections will be completed within one business day from the time we receive the request, however CASp inspections may need longer lead times when requested. Our staff will work with your staff to ensure that all type of buildings will be inspected as requested by the City. The scope of inspection services to be provided will be defined uniquely for each project or as determined mutually by SCA and the Chief Building Official. Inspector(s) provided to the City will report directly to the Chief Building Official or another person designated by the City for all project-related work.

We will inspect the buildings in accordance with the codes adopted and amended by the City of Pinole. We believe in being service oriented and not the building police. We will work with the contractors and homeowners to bring a building into compliance with the applicable code whenever we can. It is our philosophy that inspections are educational opportunities to explain the purpose of the code and why certain things are required by the code. We will spend additional time explaining the purpose of a code requirement whenever necessary. We see ourselves as code educators as much as code administrators. We have also worked with several different Fire Departments to concurrently administer the codes adopted by our jurisdictions. We believe it is important to work alongside with fire departments on projects to present a cooperative level of code administration.

Our inspectors provide their cell phone numbers to the contractors and homeowners if a question arises in the field. It is important that the lines of communication are maintained open. We want to do whatever we can to ensure safe buildings while helping to get projects completed on time



and under budget. We pride ourselves on being problem solvers and not problem makers. Our goal is to get to yes and comply with the intent of the code. We will conduct the required inspections for the project and an inspection report will be provided for each inspection outlining what inspection was conducted, the result and any conditions or corrections needed. SCA's inspection reports will reference code sections that are applicable for each comment. Our correction lists should be self-explanatory, but as referenced with our plan review staff, our inspection team will remain equally available during working hours (and often off-hours) to provide any additional clarification/discussion needed of the applicable building code section, ordinances, or regulations.

We have recently been asked at various jurisdictions to input or email the correction notices electronically to remain remote from COVID concerns. However, prior to the pandemic it has been standard practice for our inspectors to input results into the jurisdiction's inspection/ permitting software at the end of each inspection day and leaving a distribution copy at the jobsite for the contractor/applicant. SCA can certainly provide either or some hybrid version as needed for the City of Pinole.

We will provide a similar list at each inspection cycle, but when inspections are slow or are consistently not ready for the inspection, SCA staff will reach out to the City's staff to discuss the overall items of concern and look for direction on any alternative methods to keep construction on track. Again, our inspection staff is able to attend any necessary meetings to assist in having consistent inspection progress with each jobsite. This will require SCA staff to be available to participate in and attend inspection staff meetings and training events sponsored by the City (as needed and directed). When the final inspection is completed, we will notify the City that a certificate of occupancy can be issued for new buildings or addition/tenant improvements and will file the electronic report at the City of Pinole, to close out the permit. SCA would look to the City to provide guidance on the preferred method of how this will be completed.

Permitting Services

SCA has a large group of ICC Certified Permit Technicians and Administrative Staff available to assist with City of Pinole's Community Development Departments front counter needs to private and public sector clients. When requested we will provide Permit Technicians based on availability to work at the City offices. Our technicians typically are utilized to assist architect, engineers, contractor and the public through the process and procedures associated with accepting, processing, and tracking applications for construction permits. This requires our staff to be adept at various permit tracking software and have the ability to provide calculations for permit fees, which may include collecting payment for such applications.

When requested, SCA will provide an I.C.C. Certified Permit Technician to work at the City of Pinole's offices, under the supervision of City staff. Our permit technicians will assist with the processing of permit applications, initial screening of submitted documents, occasional review of simple projects, and entering and maintaining data into the permit tracking system. This is a front-line position that will be involved with interaction with the public, answering questions and directing inquiries to appropriate senior staff positions when necessary. Since this position must work well with all front counter staff to be effective, SCA will provide resumes and allow for interview(s) by the City prior to our staff providing any of these services.

As is required of the Permit Technician, our staff members have a strong working knowledge of Planning procedures and requirements per the General Plan and Zoning Code information to be able to answer general questions about each, or direct applicants to appropriate Planning staff members at the City. This being the front counter position for the Community Development



Department, our team will be able to answer phones and emails related to general permit information and determine whether or not applications are acceptable for processing or conditions of approval.

Due to the pandemic, the way the front counter (and its staff) operates have changed, recalculating how each jurisdiction is utilizing SCA's Permit Technicians and Administrative Staff to their benefit. Although the working conditions have changed almost daily during the stages of "re-opening", our staff retains the ability to adapt to the working requests of our clients. SCA provides our in-house staff with appropriate PPEs to complete the daily work requests, but again will look to the City to determine the methods in which these services will be completed. Our team currently has members continuing to work directly at the jurisdictions, interacting with applicants directly (although socially distant), as well as providing these services electronically – as electronic submittals have all but replaced paper in many construction submittals. We are committed to providing the services requested by the City, and with modifications deemed necessary due to the current unprecedented times.

Staffing Augmentation Services

SCA team members are available to temporarily fill Building Department positions that become vacant (due to sudden illnesses, retirements, or resignations), as well as providing additional staff during peak periods of construction. When requested we will provide staffing augmentation based on availability of our current staff to work at the City offices. As most of our team members are currently engaged in similar assignments or commitments, we sometimes need a short period of time to re-arrange schedules to accommodate these requests.

Code Enforcement Services

SCA will provide code enforcement staffing to assist with code enforcement activities, including but not limited to providing education to the public, issuing notices, performing field inspections, issuing citations, arranging for abatement warrants, organizing abatement work, when requested. Often this type of duties can and will be completed by our building inspection staff, as we prefer to discuss and find means to comply with regulations, as opposed to a more heavy-handed enforcement methodology. We find that through this methodology, we are often able to resolve minor civil concerns without lengthy enforcement engagement.

Other Services

SCA will provide other services as specifically requested by the City. Additional services provided shall have scope and compensation mutually agreed upon by SCA and the City of Pinole prior to commencement of said services.



Quality Control

One of the keys to SCA's success as a company is the commitment to quality control of our services. SCA starts with the employment of qualified and knowledgeable personnel, the use of plan check templates to match local interpretations, continuing education, and internal peer reviews. These controls raise the quality level of our plan checks by being focused on significant code issues, but also providing a consistent product to our clients. With our services remaining constantly the highest quality, it provides our clients and their communities with a high level of confidence that their plans will be reviewed with equal consideration and thoroughness required for construction safety.

Technical Support

As with any of our clients, SCA will provide technical support for the City of Pinole's service needs. Our staff is able to provide any in-house services determined necessary by the City. We often have personnel in attendance at pre-submittal and in-progress plan review meetings, or preconstruction and on-site inspection meetings. We currently provide in-house plan review, inspection, and permit technicians services to local jurisdictions. These are often the services that allow our plan review team to understand the municipality and become immersed in the standard processes and operating procedures of the City. The sooner that we can reach this understanding of local preferences, ultimately allows us to provide superior plan review services based on that intimate knowledge of the local fabric.

SCA understands the value of operating quickly and efficiently, as is expected to complete a successful project in this marketplace. City of Pinole's projects are unique in size and complexity but demands a team that is attentive to details to reach critical construction deadlines. Personnel working on such projects at SCA will be available via phone or email to immediately address concerns or provide additional clarification of code concerns to applicants or City of Pinole staff. Commitment to providing additional technical support when needed often keeps projects on deadlines and under budget.

Commitment to Quality Service

SCA's continued growth is attributed to our sound client relationships and demonstrated value in providing contract services, to municipalities of all sizes. We have enjoyed successful partnerships with numerous jurisdictions throughout California, as well as other states, and we welcome the opportunity to partner with the City of Pinole. We are proud of the superior level of assistance provided to our clients, and we are confident in our overall company structure to commit to the services outlined – responsiveness, on-time delivery, local staff members, and superior code knowledge.



Building Plan Check Fees

Fees for comprehensive plan reviews, performed at SCA offices, will be equal to sixty-five percent (65%) of the plan review fees as calculated per the jurisdiction. The City will provide SCA with jurisdiction plan review fees (project-by-project) for use in calculating SCA's fees. In return, invoicing will be done on a monthly basis with detailed description of each project.

As indicated in the previous turnaround table, SCA anticipates that almost all reviews will be approved within the third review cycle, which would include a meeting to discuss extensive second review concerns prior to the third submittal to the City of Pinole. This is included in our percentage-based fee for each project.

Extensive plan reviews (longer third reviews or more) may be required to be charged on an hourly rate shown on the next page, when significant revisions occur in the design between the first to third review submittal. The hourly rate may also be applied when the applicant does not provide an expected effort to resolve code concerns between submittals (despite conversations that happen after the second review comments are generated). Further, smaller projects that take one or more reviews may also be charged at an hourly rate when agreed upon with the Chief Building Official; specifically, when the over-the-counter reviews are sent to the SCA offices for review, as the collected fees do not typically cover time needed for the approval of the project (even with redlines to approve). Pre-application, pre-construction, or additional meeting attendance that is necessary for unusual or complex projects may also be charged at the same hourly rate schedule.

If an expedited plan review is requested, the turn-around time can be as quick as a single day, but these types of review schedules are typically determined based on the complexity of the project and the availability of SCA staff to complete the review. Fees for expedited reviews will be 1.5 times the cost of a standard review.

If plan review staff is required to provide support in City's offices, they will be charged hourly per the hourly rates.

Building Inspection Services and Fees

SCA will provide qualified ICC Certified building inspectors as needed to the City, within the next day, if requested by noon on the previous business day. Any inspector sent to the City will need to be interviewed and/or accepted by the Building Department staff prior to their commencement of inspections on behalf of the jurisdiction, as we want our staff to be appropriately qualified for and clear of City of Pinole's expectations. Our inspection staff will be expected to input each day's inspection results within the City's permit software at the end of daily inspections. SCA inspectors will be available to answer questions by phone or email from contractors and homeowners regarding correction items and are available to attend pre-construction meetings as needed.

The building inspection fees will be based on an hourly rate found on the next page, with final rates for each inspector being based on certifications and experience, that will assist in determining agreed upon rates per the table. We provide ranges on inspection services to reflect options related to number of certificates and level of experience provided to the City.



Hourly Rates

Inspection invoices will be submitted to the jurisdiction on a monthly basis (with the building plan review fees for the same previous month) and be based on hourly rates described below.

Fees for Inspection Services, Plans Examiners (outside of percentage-based fees), and Permit Technicians shall be billed at the following hourly rates:

Job Title	Hourly Rate
In-House Plan Review	\$135
In-House Code Training	\$150
Code Enforcement	\$140
Principal	\$150
Senior Plan Review Engineer/Architect (comm., industrial & multi-fam.)	\$135
Plan Review Engineer/Architect (small comm./residential)	\$125
Senior Fire Protection Engineer/Fire Inspector	\$205 - \$290
Fire Protection Engineer/Fire Inspector	\$190 - \$205
Fire Plan Review (ICC certified, but non-FPE's)	\$150
Permit Technician	\$65 - \$85
Clerical Support	\$55 - \$65
CASp Specialist – Plan Review	\$300
CASp Specialist – Inspection	\$350
CASp Specialist - Report	TBD
Acting Supervisor of Inspectors (I.O.R.)**	\$125-\$140
Senior Inspector**	\$110 - \$125
Inspector II**	\$100 - \$110
Inspector I**	\$90 - \$100
Inspector in Training	\$60-\$90

Overtime will not be charged for any plan review services, but SCA does reserve the right to negotiate additional fees for major re-designs or consistently incomplete responses to initial plan review comments (as agreed upon mutually with the jurisdiction). Inspection overtime services will be charged at 150% of the standard hourly rates (as agreed upon mutually with the jurisdiction).

**** Hours for inspections in excess of 8 hours (per day) will be billed as overtime at the rate shown above. When inspection overtime is requested, on days when inspector has not already performed inspections on the site (i.e., weekends, holidays, etc.), inspection overtime services will be provided in 4-hour minimum segments.**



F. Required Statements/Documents

Plan Check and On-Call Staffing Services

1. SCA does not have any actual, apparent, direct or indirect, or potential conflicts of interest that may exist with respect to the firm, management, or employees of the firm relative to the services to be provided under the Agreement.
2. SCA has the ability and agrees to fulfill the indemnification and insurance requirements contained in the sample contract provided.
3. Nothing contained in the submitted proposal will be proprietary.
4. SCA acknowledges and understands that all documents submitted to the City in connection with the proposal are subject to the California Public Records Act and may be disclosed without notice to the Consultant.
5. SCA does not have any proposed expectations, alterations or amendments to the Scope of Services or other requirements of the RFP, including the Sample Contract (Attachment B).
6. SCA does not have any pending bankruptcies, liens, stop payment notices, judgments, lawsuits, arbitrations, mediations, foreclosures, or any similar actions filed or resolved in the past seven years. SCA has never had a client terminated a contract for breach.



PROPOSAL TO PROVIDE

City of Pinole

Plan Check and On-Call Staffing Services



CONTACT

Todd Bailey, PE, LEED AP, CASp, MBA
Principal-in-Charge
tbailey@trbplus.com

OFFICE LOCATIONS

San Ramon
Sacramento
Santa Clara
Long Beach

201 of 1216

TRB+ Associates

PROPOSAL TO PROVIDE

Plan Check and On-Call Staffing Services

October 25, 2022



PRESENTED TO:

City of Pinole
Community Development Department
Attn: Lilly Whalen, Director
Email: LWhalen@ci.pinoles.ca.us
2131 Pear Street
Pinole, California 94965

CONTACT INFORMATION:

Todd Bailey, PE, LEED AP, CASp, MBA
Principal & Project Manager
Tel: 925-866-2633
Email: tbailey@trbplus.com

TRB and Associates, Inc.
3180 Crow Canyon Place, Suite 216
San Ramon, CA 94583
Tel: 925-866-2633
www.trbplus.com



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Section E	Cost, Rate and Service Structure E1
Section F	Required Statements / Documents F1

October 25, 2022

City of Pinole | Community Development Department
Lilly Whalen, Community Development Director

SUBJECT: TRB and Associates Proposal to Provide Plan Check and On-Call Staffing Services

Dear Ms. Whalen,

TRB and Associates, Inc. (TRB) is pleased to submit this Proposal to Provide Plan Check and On-Call Staffing Services to the City of Pinole for consideration. We have reviewed the contents of the City's RFP and are prepared to provide the requested scope of services and adhere to the requirements described, including any addenda. We look forward to the opportunity to partner with the City of Pinole Community Development Department on this assignment.

For this engagement, **Todd Bailey, P.E., CASp, LEED AP, MBA** will serve as the **Project Manager** responsible for ensuring timely delivery of quality support services. The balance of our proposed key staff is identified in the following pages of this **Section B—Firm Information and Qualifications** of our proposal. All correspondence and questions related to this proposal may be directed to the Project Manager, Todd Bailey using email, telephone, and/or direct mail.

Todd Bailey, Project Manager

T: (925) 866-2633 F: (925) 790-0011

C: (925) 876-4596

Email: tbailey@trbplus.com

Project Office Location

TRB and Associates, Inc.

3180 Crow Canyon Place, Suite 216

San Ramon, CA 94583

TRB and Associates provides Plan Review, Inspection, Delegate Chief Building Official, and CASp services to municipal building and public works departments throughout California. Our corporation, which comprises over 50 team members, was established in 2006 and has been a growing business since its founding. We specialize and serve exclusively in the code compliance role. We would like to highlight the following about the company:

- Our firm is engaged to provide as-needed Building Department and related services to over 50 municipalities in Northern California, including the Cities of Oakland, Concord, Oakley, Benicia, Richmond, and San Ramon. As a result, our team is very familiar with the many region-specific considerations that need to be considered when evaluating code compliance including flood zone, seismic design, wind exposure, soil/liquefaction, wildland urban interface, and landslide criteria.
- Our team has extensive experience using digital plan review platforms and has specific experience with the existing and future tracking systems utilized by the City — TRAKIT and Central Square. Having this level of experience, our team will be able to be quickly integrated into the City's review workflow and processes.
- As a value-added service, noted instructor Paul Armstrong will be available to provide code training to City staff and invited guests on the California Building Codes Standards if desired by the City.
- The staff of TRB includes licensed Civil, Structural, Mechanical, Fire Protection, and Electrical Engineers; Architects; and ICC, CASp, LEED®, and SAP/ATC 20 certified individuals who have an average 25 years of experience in the architecture-engineering-construction industry. An Organizational Chart identifying proposed staff is included in the following section.
- Our staff are active in industry organizations such as ICC, CALBO, CBOAC, ASCE, and SEAOC. Of note, TRB's roster includes past ICC Chapter Presidents and a CBOAC Board Member — Todd Bailey (East Bay Chapter, 2009), Paul Armstrong (Orange Empire Chapter, 2019), and Shelley Loughran (CBOAC 2022).
- Our firm was recognized as Industry Member of the Year by the City Building Officials Association of California (CBOAC) in 2019.
- We have a strong track record of producing quality results and meeting turnaround goals, a track record to which our clients will attest.

Our firm looks forward to the opportunity to assist the City of Pinole as a Building Safety Services provider and is prepared to enter into an agreement with the City immediately. To confirm, TRB and Associates has reviewed the City's Agreement and is able to meet the agreement requirements. Also, to confirm, this proposal will remain valid for a period of ninety (90) days from the date of submission. If you have questions or need further information, please do not hesitate to contact **Todd Bailey** by phone at **(925) 876-4596** or by email at tbailey@trbplus.com. We look forward to hearing your feedback soon.

Sincerely,

TRB and ASSOCIATES, INC.

Todd Bailey, P.E., LEED AP, CASp, MBA

ICC Certified Building Plans Examiner + Combination Commercial Inspector | President

Corporate Office

3180 Crow Canyon Place, Suite 216

San Ramon, CA 94583

Tel: 925.866.2633

Silicon Valley Office

1265 El Camino Real, Suite 209

Santa Clara, CA 95050

Tel: 408.642.1068

Sacramento Office

1900 Point West way, Suite 261

Sacramento, CA 95815

Tel: 916.384.0900

Southern California Office

4182 N Viking Way, Suite 204

Long Beach, CA 90808

Tel: 562.566.4144

Firm Profile

TRB and Associates, Inc. (TRB) is a California based Building and Fire Life Safety services corporation with offices in San Ramon, Sacramento, Santa Clara, and Long Beach. To confirm, work performed for this contract will be based out of our San Ramon office location. As highlighted in the Cover Letter, our firm provides Plan Review, Inspection, Building Department Administration, Delegate Chief Building Official, Code Enforcement, and Disabled Access (CASP) Consulting services to public agencies throughout California.

TRB and Associates was established in 2006 and has been a growing business since its founding. The firm is owned by its Principal-in-Charge **Todd Bailey, PE, LEED AP, CASp, MBA** who has over 25 years of experience working in the Building Safety field in California. Our over 50 team members have an average of 25 years of experience in the Architecture-Engineering-Construction industry, encompassing building safety and related services across a full range of code disciplines.

Consultant Information

TRB and Associates, Inc.

3180 Crow Canyon Place, Suite 216

San Ramon, CA 94583

T: (925) 866-2633

F: (925) 790-0011

website: www.trbplus.com

Year Established

TRB was established in 2006 and has been a growing organization since its founding.

Primary Contacts within the Company

Firm's Owner & Project Manager (Primary contact for RFP process)

Todd Bailey, PE, LEED AP, CASp, MBA

T: (925) 866-2633, (925) 876-4596 [cell]

Email: tbailey@trbplus.com

Building Plan Review Services Manager

Bing Young, RA

T: (925) 866-2633

Email: byoung@trbplus.com

Building Inspection Services Manager

Doug Simms, CBO, CASp, CHST

T: (925) 866-2633

Email: dsimms@trbplus.com

Client Services Manager (Secondary contact for RFP process)

Shelley Loughran

T: (925) 866-2633

Email: sloughran@trbplus.com

Number of Employees in Firm

TRB and Associates has a combined team of over 50 employees across our 4 California office locations, the majority of which are based at our San Ramon office location.

Consultant Specialties

TRB and Associates specializes in and offers the following services to its clients:

- ✓ Building and Fire Plan Review
- ✓ Building and Fire Inspection
- ✓ Building Department Administration
- ✓ Code Enforcement Inspection
- ✓ Consulting Chief Building Official
- ✓ Disabled Access (CASP) Consulting
- ✓ Building Standards Codes Training
- ✓ Civil & Planning Plan Review & Inspection

TRB team members possess multiple certifications and registrations to assure compliance with all requirements mandated by the State and local jurisdiction ordinances. Our team comprises of individuals who are either engineers or architects licensed in the State of California, or who possess ICC certifications in their respective disciplines. Of note, our team includes 8 licensed Structural Engineers. In addition, our staff includes 4 LEED® Accredited Professionals and 5 CASp certified individuals. The majority of our staff possesses a combination of these industry-recognized credentials.

Our staff members are regular instructors and attendees at construction code and standards training offered through the local ICC Chapters, CALBO, CBOAC, SEAOC, AISC, ASCE, NFPA and other building industry organizations. In addition, several of our staff members are current or past board members with industry organizations and as such, are well aware of many aspects of the development of relevant construction codes.

Staff experience encompasses a full range of construction types and occupancies including the following:

- ✓ ADUs and JADUs
- ✓ Photovoltaic Systems
- ✓ Assembly Occupancies
- ✓ Commercial Tenant Improvements
- ✓ Detention Facilities
- ✓ Distribution Centers
- ✓ Hotels
- ✓ Industrial/Storage Warehouses
- ✓ Malls
- ✓ Manufacturing Facilities
- ✓ Medical Office Buildings
- ✓ REACH Code Projects
- ✓ Battery Energy Storage Systems
- ✓ Mixed-Use Projects
- ✓ Multi-Family Dwellings
- ✓ Office Buildings
- ✓ Steel Buildings
- ✓ Parking Structures
- ✓ Power Plant Facilities
- ✓ Recreation/Gymnasium Facilities
- ✓ Restaurants
- ✓ Gas Stations
- ✓ Cannabis Facilities
- ✓ Hazardous Chemical Facilities
- ✓ High Rise Buildings
- ✓ Hospitals
- ✓ Retail Centers
- ✓ Schools
- ✓ Single Family Dwellings
- ✓ Sports Arenas
- ✓ Theaters

List of Lead Professional Personnel by Area of Expertise

Our proposed team is comprised of senior-level professionals most of whom have worked together across many large design-build projects and who possess an average of 25 years of experience in the Architecture-Engineering-Construction (AEC) industry. We are pleased to be able to present a team with this combination of interpersonal familiarity and extensive AEC experience. We would like to highlight that the majority of our team members have worked together for over five years on a myriad of project types. Our proposed Key Project Team members are presented on the following page. **Please note that select previous project experience related to the services described in the City's RFP are included in proposal Section C – Experience, Qualifications and References.**



Electronic Plan Review

To confirm, TRB is prepared to accommodate and review plan documents electronically for the City. **We are prepared to track and communicate all plan review comments and approvals through the City-designated tracking system, and any future or anticipated electronic review platform, including the City's new permitting system (Central Square, which is expected to go live in Spring of 2023).** Also to confirm, our team has extensive experience working with the several electronic plan review systems including Bluebeam, DigEplan, and ProjectDox.

Key Project Team Members

TRB's team of professionals are prepared to provide the proposed services of Plan Check and Field Inspection Services as outlined in the City's RFP in an efficient manner, and in the best interest of the City of Pinole. Mindful of the potential complexity of projects in the City of Pinole, TRB and Associates has assembled a team that has worked together for many years and have built strong relationships based on understanding, appreciation, and the drive to deliver the highest quality service for our clients. We would like to highlight that our Project Manager, Plan Review, Inspection & Onsite Services Managers are well tenured in the industry.

PROJECT MANAGER

Todd Bailey, PE, LEED AP, CASp, MBA, our company Principal and Founder, will serve in the role of Project Manager for this engagement and will be the main point of contact for the City. Todd has over 25 years of experience in the industry which includes serving as a Delegate Chief Building Official for the California Energy Commission on over 14 large-scale fast-track design build projects in California having a combined valuation of over \$10 billion. All work performed will be under the direct supervision of Todd. He will work closely with our team to ensure that project goals are met and that findings are communicated in a timely and clear manner.



PLAN REVIEW TEAM LEADERSHIP

Our plan review group is led by our **Plan Review Services Manager, Bing Young, RA**. Bing possesses extensive experience in plan review on both residential and commercial projects and includes more than 25 years of professional experience in production, project management, construction management, energy, and accessibility analysis. Bing will have overall responsibility for Plan Review Services on this assignment.



Dominic Ma, SE, MPA serves as our **Quality Control Principal**, responsible for ensuring the technical accuracy of the work performed. Dominic has more than 30 years of experience in reviewing building plans and specifications submitted for building permit applications to assure compliance with adopted building codes and reference standards.



INSPECTION AND ONSITE SERVICES TEAM LEADERSHIP

Our inspection and onsite services group is led by our **Inspection and Onsite Services Manager, Doug Simms, CBO, CASp, CHST**. Doug has over 30 years of experience encompassing delegate chief building official, plans examiner and combination commercial, industrial, and residential inspector roles on a variety of projects; his experience includes serving as Supervisor Inspector with the City of San Leandro.



CLIENT RELATIONS MANAGER

Our client relations group is led by our **Client Relations Manager, Shelley Loughran**. Shelley has over 25 years of experience in the industry which includes serving in both public and private sector roles. She is responsible for all marketing-related functions including strategic planning, client development and public relations. Shelley will be available as a secondary point of contact.



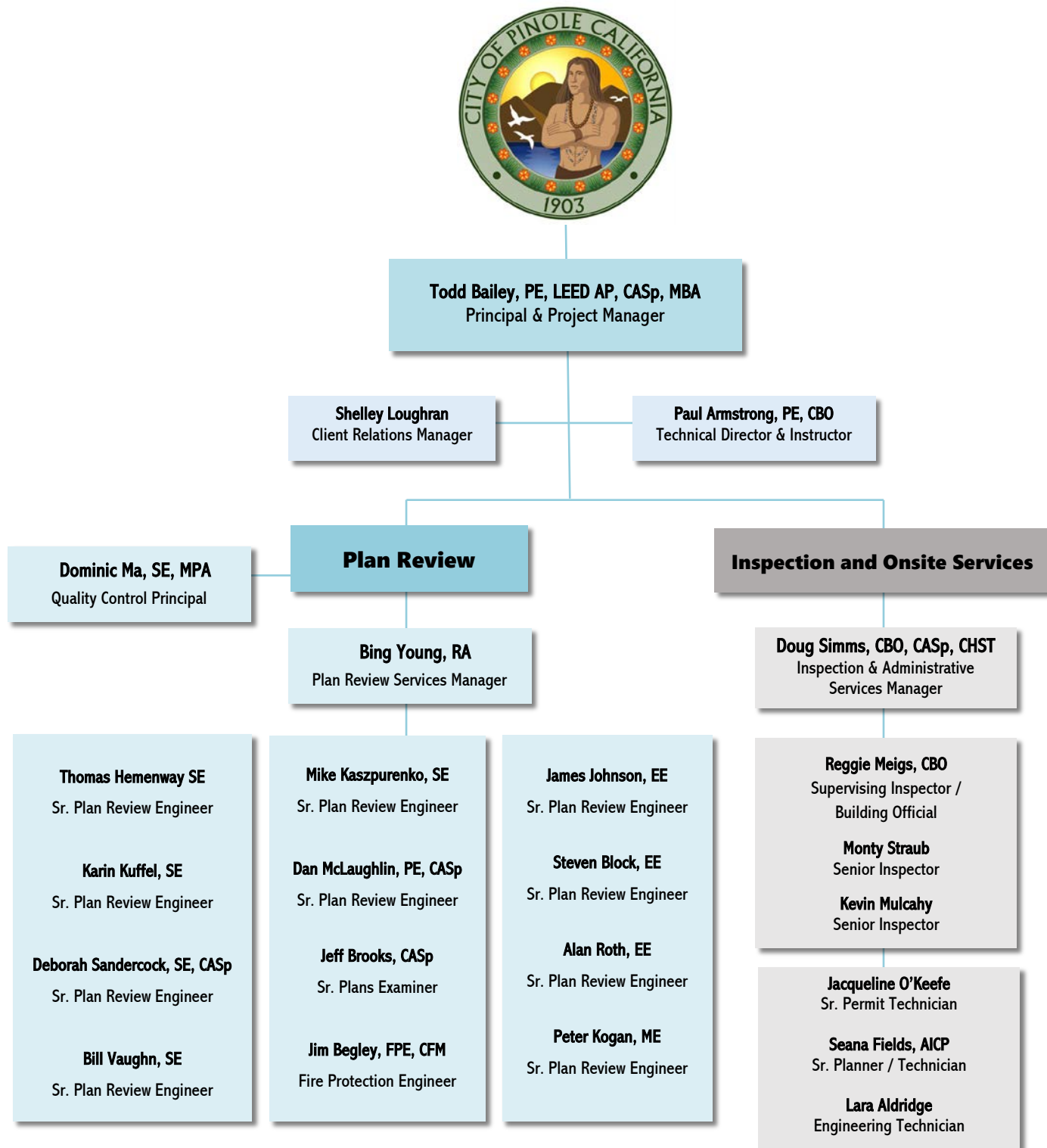
TECHNICAL DIRECTOR & INSTRUCTOR

As an additional resource, our **Technical Director - Paul Armstrong, PE, CBO** will be available to assist with code interpretation and training support. With more than 30 years of building safety management experience, Paul teaches regularly for California Building Officials (CALBO) and has developed a number of CALBO training courses. As a Chief Building Official, he managed building plan review, counter assistance, and inspection for numerous California agencies. His previous experience at International Code Council (ICC) included leading the Architectural and Engineering Services Department, International Conference of Building Officials (ICBO) Technical Services Department.



Organizational Chart

The following **Organization Chart** identifies those individuals who are designated to this project. Please note that a **Team Experience Matrix** and **Resumes** for each listed individual listing project experience, licenses & certifications, and work history are included on the following pages of this proposal. We would like to confirm that key personnel will be available to the extent proposed for the duration of the assignment and acknowledge that no person designated as key to the project shall be removed or replaced without the prior concurrence of the City.



Team Experience Matrix

The following matrix lists our proposed personnel with their certifications. **Resumes** are provided on the subsequent pages.

NAME	ROLE	YEARS OF RELEVANT EXPERIENCE	CERTIFICATIONS
PROJECT MANAGEMENT			
Todd Bailey, PE, CASp, MBA, LEED AP	Principal-In-Charge / Project Manager	25	Registered Civil Engineer California (#C-56425) Hawaii (#11647) ICC Certified Building Plans Examiner ICC Certified Commercial Building Inspector ICC Certified Commercial Electrical Inspector ICC Certified Commercial Plumbing Inspector ICC Certified Commercial Mechanical Inspector LEED Accredited Professional Certified Accessibility Specialist (CASp-229) SAP / ATC 20 Certified DSA-Approved Fire Life Safety Plan Reviewer
Bing Young, RA	Plan Review Services Manager	25	Registered Architect, California
Doug Simms, CBO, CASp, CHST	Inspection Services Manager	30	Certified Building Official Combination Building Inspector Plans Examiner Building Inspector Electrical Inspector Plumbing Inspector Mechanical Inspector Green Point Rater Certified Accessibility Specialist (CASp) Certified Health Safety Technician
Paul Armstrong, PE, CBO	Technical Director & Instructor	30	Registered Professional Engineer, CA (#45464) ICC Certified Building Official
Dominic Ma, SE, MPA	Quality Control Principal	30	Registered Structural Engineer California (#1920) Registered Civil Engineer California (#20018) ICC Certified Plans Examiner
Shelley Loughran	Client Relations Manager	25	FEMA Incident Command System, National Response Network
PLAN REVIEW			
Karin Kuffel, SE	Sr. Plan Review Engineer	25	Registered Structural Engineer California
Tom Hemenway, SE	Sr. Plan Review Engineer	30	Registered Structural Engineer California (#5348) Registered Civil Engineer California (#52357)
Bill Vaughn, SE	Sr. Plan Review Engineer	30	Registered Structural Engineer, California Registered Civil Engineer California
Deborah Sandercock, SE, CASp	Sr. Plan Review Engineer	25	Structural Engineer, California (4511) Professional Engineer, CA (56904) Certified Access Specialist (CASp), California (288)
Dan McLaughlin, PE, CASp	Sr. Plan Review Engineer	10	Registered Civil Engineer, California Certified Access Specialist (CASp), California (1029) ICC Certified Plans Examiner

PLAN REVIEW (Continued)			
Mike Kaszpurenko, SE	Sr. Plan Review Engineer	30	Registered Structural Engineer, California Registered Civil Engineer California
Jeff Brooks, CASp	Sr. Plans Examiner	25	Certified Access Specialist (CASp) ICC Commercial Building Inspector ICC Commercial Electrical Inspector
Jim Begley, FPE, CFM	Fire Protection Engineer	25	Registered Fire Protection Engineer – California ICC Certified Fire Marshal
James Johnson, EE, QCxP	Electrical Plan Review Engineer	30	Registered Electrical Engineer – Hawaii ICC Certified Electrical Plans Examiner Qualified Commissioning Services Provider (QCxP) Construction Quality Control Reviewer (CQCR)
Steven Block, EE	Electrical Plan Review Engineer	25	Registered Electrical Engineer California, Nevada, Arizona, Hawaii
Alan Roth, EE	Sr. Plan Review Engineer	30	Registered Electrical Engineer: California
Peter Kogan, ME	Mechanical/Plumbing Plan Review Engineer	30	Registered Professional Mechanical Engineer: California, Hawaii, Nevada, Texas, Colorado, Arizona Certified Energy Manager (CEM), State of California LEED Accredited Professional
INSPECTION / CODE ENFORCEMENT / ADMINISTRATION			
Reggie Meigs, CBO	Building Official / Supervising Building Inspector	42	CABO Registered Building Official, CBO #1003 ICC Certified Professional Building Official #5215342
Monty Straub	Sr. Building Inspector	25	ICC Certified Building Inspector ICC Certified Mechanical Inspector ICC Certified Plumbing Inspector ICC Certified Electrical Inspector ICC Certified Combination Inspector
Kevin Mulcahy	Sr. Building Inspector	30	ICC Certified Building Inspector
Jacqui O'Keefe	Sr. Permit Technician	10	Plans Examiner, ICC Residential Energy Inspector /Plans Examiner, ICC NFPA 472 Hazardous Materials Awareness
Seana Fields, AICP	Sr. Planner Technician	25	AICP, ICC Certified Permit Technician, 10138631
Lara Aldridge	Engineering Technician	8	ICC Certified Permit Technician, 8805197



Todd Bailey, PE, LEED AP, CASp, MBA | Principal-In-Charge & Project Manager**Education**

Master of Business Administration
Walter Haas School of Business
 University of California Berkeley

Bachelor of Science
 Civil Engineering
Cum laude
 University of California Davis

Registration

Registered Civil Engineer
 California (#C-56425) Hawaii
 (#11647)

ICC Certified Building Plans Examiner

ICC Certified Commercial Building Inspector

ICC Certified Commercial Electrical Inspector

ICC Certified Commercial Plumbing Inspector

ICC Certified Commercial Mechanical Inspector

LEED Accredited Professional

Certified Accessibility Specialist (CASp-229)

SAP / ATC 20 Certified

DSA-Approved Fire Life Safety Plan Reviewer

Professional Affiliations

ICC East Bay Chapter
 Past President (2009)

International Code Council

Other

Delegate Chief Building Official for the California Energy Commission – Power Plant Facilities

Todd Bailey is a registered professional engineer with over twenty-five years of experience in the Architecture / Engineering /Construction industry encompassing project management, plan review, engineering design, structural and architectural building code interpretation, permit center administration, and litigation support. He has extensive experience working with architects, engineers, contractors, building departments and other regulatory authorities to ensure compliance to adopted Building Code Standards and local ordinances.

Todd has provided Building Safety services to over thirty jurisdictions as a consultant and spent three years with the City of Concord performing architectural, structural, energy conservation and disabled access plan reviews for both residential and commercial structures. Todd is also approved as a Delegate Chief Building Official for the California Energy Commission responsible for verifying new power project conformance to engineering construction codes on behalf of the Commission.

Select Project Experience**Building Safety Plan Review**

- Sacramento Convention Center Project, Sacramento, CA
- Los Altos Gardens Project, Los Altos, CA
- Packard Foundation Project, Los Altos, CA
- Santa Clara Square Apartments and Parking Structures, Santa Clara, CA
- NASA Moffett Federal Airfield, Historic Building Project, Mountain View, CA
- War Memorial Community Center, Daly City, CA
- Concrete Tilt-Up Shell Building (60,000 sf), Concord, CA
- Marin Health Campus - Buildings A-E, County of Marin, CA
- New Medical Research Facility (44,000 sf.), Walnut Creek, CA
- Major Office Remodel (Three 40,000 s.f. buildings), Pleasant Hill, CA
- Rivertown Apartments, Petaluma, CA
- Palolo Chinese Home, Senior Housing Complex, Honolulu, HI
- Spanos Park West Apartment Complex, Stockton, CA

Project Management / Administration

Have served as Delegate Chief Building Official / Engineering Manager for the California Energy Commission on thirteen natural gas fired power projects and one wind power generation facility in California having a combined valuation of over \$3 billion. Responsible for oversight of plan review tasks and coordination of submittals numbering up into the thousands on these design-build projects.

- Russell City Energy Center Project (600 MW), Hayward, CA
- Mountain View Power Project (1,056 MW), Redlands, CA
- Palomar Energy Center Project (546 MW), Escondido, CA

Work Experience

TRB + Associates Inc., Principal & Founder, 2006 – Present
 Bureau Veritas, Building & Facilities Code Compliance Services, 2001 - 2006
 Deloitte & Touche LLP, Construction Consulting Services, 1999 - 2001
 City of Concord, California – Permit Center, 1996 - 1999
 Luhdorff & Scalmanini Consulting Engineers, 1993 - 1996
 Tosco Refining Company, 1991 & 1992

Bing Young, Architect | Plan Review Manager & Senior Plan Review Architect**Education**

Bachelor in Architecture,
California Polytechnic State
University
San Luis Obispo, CA

Registration

Registered Architect, California

Professional Affiliations

National Council of
Architectural Registration
Boards Certified

ICC Member

Bing Young is a registered Architect with plan review experience on both residential and commercial projects. He provides comprehensive life safety, accessibility, energy, and mechanical/electrical/plumbing reviews on a variety of residential and commercial project types. Bing possesses over 25 years of professional experience which includes roles in production, project management, construction management, energy, and accessibility analysis.

Work Experience**Plan Review Architect, TRB + Associates, Inc.****2018 - Present**

- Review drawings and calculations for code compliance on behalf of client agencies
- Projects include residential subdivisions, custom homes, additions, remodels, new commercial buildings, and tenant improvements

Project Architect, PSM Architects, Inc.**2008 – 2018**

- Prepared and managed the development of comprehensive construction documents for new commercial buildings, tenant improvements, and additions
- Oversaw and directed production staff
- Performed quality control review of building permit submittal documents
- Facilitated client and permit processing meetings
- Collaborated with engineers, ancillary designers, and vendors
- Prepared and reviewed project specifications
- Reviewed shop drawings and submittals for compliance with specifications and design intent
- Performed accessibility evaluation of existing sites and buildings
- Prepared detailed accessibility reports for building and business owners
- Facilitated pre-construction and post-construction on-site meetings with construction project managers and general contractors
- Performed construction administration and project closeout duties

Staff Architect, Hollman Bologna Architecture & Planning, Inc.**1996 - 2008**

- Prepared schematic design and construction documents for single-family and multi-family residential remodels, additions, and new buildings
- Performed residential building reconnaissance for additions and remodel projects
- Prepared design review documents for planning approvals
- Facilitated building permit processing
- Prepared and reviewed Title 24 Energy Efficiency Compliance documents

Certified Energy Plans Examiner, BETA, Inc.**1993 - 1999**

- Reviewed and approved Title 24 Energy Efficiency Compliance documents for residential and non-residential buildings for local jurisdictions

Douglas Simms, CBO, CASp, CHST | Inspection & Onsite Services Manager**Education**

Certificate of Completion
Building Inspection
Butte Community College
Oroville, CA

Certifications

Certified Building Official

Combination Building
Inspector

Plans Examiner

Building Inspector

Electrical Inspector

Plumbing Inspector

Mechanical Inspector

Green Point Rater

Certified Accessibility Specialist
(CASp)

Certified Health Safety
Technician

Professional Affiliations

NECA East Bay Electrical Code
Committee
Past Chairman (3 years)

NECA East Bay Uniform Code
Committee
Past Member

Doug Simms has over 30 years of combination building inspection experience. He has inspected numerous commercial and residential projects including high-tech clean room and complex electrical system installations. Doug has the ability to problem solve and research processes involved in highly technical systems. During his career, he has been responsible for the oversight of field inspectors and other building department staff. Doug employs a customer service focus in carrying out his building safety inspection responsibilities.

Select Project Inspection Experience

- Onsite Interim Supervising and Senior Inspector – City of Tracy, CA (TRB and Associates). Served in Interim Supervising and Senior Inspector roles for the City. Provided inspection on several large-scale projects including distribution warehouses and multifamily projects. While serving as interim Supervising Inspector, coordinated closely with the building official and inspection team members, and mentored junior level inspectors.
- Delegate Building Official Services, Inspector of Record – California Energy Commission (TRB and Associates). Provided inspection, safety monitoring and onsite project review on four Power Plant projects having a combined power output of over 1,500 MW. Completed onsite inspections to verify project conformance to the California Building Standards codes, applicable project conditions of certification, and local ordinances, standards, and regulations. Provided oversight of all systems to verify compliance with design documents and governing codes and requirements. Role included preparation of daily and weekly project inspection reports. Doug served on the following power generation projects:
 - Russell City Energy Center (600 MW Combined-Cycle), Hayward, CA
 - Lodi Energy Center (296 MW Combined-Cycle), Lodi, CA
 - Almond 2 Power Plant (174 MW Simple-Cycle), Ceres, CA
 - Walnut Creek Energy Park Project (500 MW Simple-Cycle), Industry, CA
- PG&E Training Center, Livermore CA. This project comprised creating a leak detection training center for gas line workers. The project included an elaborate piping system used to simulate a commercial or a residential event scenario; a large rainwater containment system; and a helicopter landing pad.
- Lucky's Regional Distribution center, San Leandro, CA. Project inspector for 410,000 square foot refrigerated and frozen food warehouse. The project comprised inspection of structural, mechanical, and electrical systems. This facility incorporated use of an ammonia-based refrigeration system.
- Kaiser Medical Center, Livermore CA. As project inspector for this medical clinic, inspected all phases of construction. Structure comprised a steel frame with concrete tilt-up wall construction. The building included treatment rooms, waiting areas, and clerical spaces, as well as a large generator and automatic transfer switch.
- Form Factor, Livermore CA. Inspected the construction of a series of projects which included office space, employee areas and complex clean room facilities.

Work History

TRB + Associates, Inc., 2011- Present, Supervising Building Inspector
City of Livermore, CA, 2001 - 2009, Building Inspector II
City of San Leandro, CA, 1990 - 2001, Senior Building Inspector

Dominic Ma, SE, PE, MPA | Quality Control Principal**Education**

Master of Science Structural Engineering UCLA, Los Angeles, CA

Master of Public Administration, California State University, East Bay Hayward, CA

B.S. Civil Engineering University of California, Berkeley, CA

Registration

Registered Structural Engineer California (#1920)

Registered Civil Engineer California (#20018)

ICC Certified Plans Examiner

Certified Energy Plans Examiner Residential (#R05-94-5121) - Inactive

Certified Energy Plans Examiner Non-Residential (#NR05-94-5576) - Inactive

Dominic has more than 30 years of experience in reviewing building plans and specifications submitted for building permit applications to assure compliance with adopted building codes and reference standards. Dominic's experience includes working for more than 27 years as a plan check engineer for the City of San Leandro and 6 years as a supervising civil engineer for the City of Oakland, where he led the City's plan review division.

Dominic has considerable knowledge of civil engineering and structural engineering principles and practices, California Building Code and Title 24 provisions. His strengths include having the ability to review, analyze and evaluate plans, specifications, engineering reports and calculations; possessing knowledge to identify code deficiencies; and evaluating alternate methods and materials of construction. Dominic is adept at reviewing plans for adherence to the California Building Code, ASCE 7-05/10, and when applicable FEMA, ASCE 41, NEHRP provisions.

Select Project Experience**Building Safety Plan Review****Plan Review projects supervised in the City of Oakland**

- 2121 Harrison Street. The Cathedral of Christ the Light (also called the Oakland Cathedral). A new modern Roman Catholic Cathedral with glass walls 120 ft. high. The \$190 million, 224,000 square feet structure sits on 36 innovative "friction pendulum double-concave bearing isolators," consisting of two facing concave surfaces.
- 2100 Franklin Street. The \$45 million, 245,000 s.f. project is 9 stories high and built with steel frames. To compensate for its slightly smaller than code required width, the interior atrium is equipped with smoke control system to provide fire protection for its occupants. Evaluated the alternate materials methods request associated with this design element.
- 100 Grand Avenue. 22 Story Condominium Building budgeted at \$150 million.
- Oakland Airport (Expansion and interior remodeling). A \$350 million Terminal Improvement Program.

Plan Review projects performed

- Bayfair Mall (Tenant improvements), San Leandro
- Century 21 Theatre, San Leandro
- San Leandro Dialysis Clinic
- San Leandro Honda
- San Leandro Hospital (New doctors' office building)
- Carlton Plaza of San Leandro (Assisted living facility)
- Costco Building Addition, City of Concord
- New Gas Compressor Building, Butte County
- AT&T Rooftop solar Panel Installation, City of San Ramon
- Tilt-up Warehouse Buildings (2), City of Sacramento
- Historic Building Seismic Retrofit, City of Benicia
- Cancer Treatment Facility, City of Pleasant Hill

Work Experience

TRB + Associates, Inc., Senior Plan Review Engineer, 2007 to present
City of Oakland, Supervising Civil Engineer (Building Division), 2000 – 2006
City of San Leandro, Plan Check Engineer, 1973 – 2000

Paul Armstrong, PE, CBO | Technical Director & Instructor**Education**

B.S. Civil Engineering California State University, Long Beach

Advanced Study, Fire Protection Engineering, Cal-Poly San Luis Obispo

Registration | Certification

Registered Professional Engineer, CA (#45464)

ICC Certified Building Official

Awards

CALBO Instructor of the Year, 2010

CALBO Course Developer Merit Award, 2014

Committees

International Association of Building Officials Board, 2018

ICC Code Correlation Committee, 2018

Orange Empire Chapter of ICC, Vice President

ICC Residential Energy Code Development Committee, Chair 2013

ICC Building Official Membership Council, Governing Committee, 2011

CALBO State Code Committee, 2011, 2012(Chair), and 2013

CALBO Building/Fire Advisory Committee, 2011

LA Basin Chapter and Orange Empire Chapter Code Committee, Chair 2011, 2012 (Chair) and 2013 (Chair)

Secretariat to the International Residential Code for One- and Two-Family Dwellings (1997-2000)

(Ctd. on next page)

Paul Armstrong is a Registered Professional Engineer with over 30 years of engineering experience. His vast experience in all manner of construction, be it industrial, commercial, and residential project types, provides our clients with a strong skill set and wealth of industry knowledge. In addition to Paul's engineering experience, he is also a Certified Building Official, serving in this capacity at the City of El Monte, as well as Laguna Hills, Signal Hill, and Palos Verdes.

A noted author and lecturer in the building life safety industry, Mr. Armstrong has earned many awards, including CALBO Instructor of the Year.

Select Project Experience

- **Apple Campus Theater, Cupertino, CA** – The plan review of the Apple Campus' Theater where new products would be announced, and corporate meetings held. Mostly subterranean structure that has a glass entry lobby supporting a carbon fiber roof (disk).
- **ARTIC (Anaheim Regional Transportation Intermodal Center), Anaheim, CA** – Plan review of the fire and life safety regulations for this new transportation center. The building is a steel tube framework with a 2-story administration area with a mezzanine inside. This review included a pedestrian bridge leading to the train platforms.
- **Anaheim Convention Center Expansion, Anaheim, CA** – A very large expansion of the convention center meeting space with an associated parking garage addition.
- **Disneyland Star Wars Expansion, Anaheim, CA** – A very visible area of the Disney resort that is about to open this year.
- **Rams/Chargers NFL Stadium, Inglewood, CA** – The plan review of the newest NFL Stadium project in So CA. The stadium itself is covered by a large steel tube framed roof structure that is not connected to the stadium.
- **Rio Tinto Soccer Stadium, Sandy City, Utah** – The plan review of the Salt Lake area's professional soccer stadium. It included a roof canopy structure with a wave feature in the leading edge.
- **Building Official Roles:**
 - Palos Verdes Estates
 - Laguna Hills
 - Whittier (interim position)
 - Signal Hill
 - El Monte

Regional Director, Building & Safety Services, TRB + Associates**2019 – Present**

Responsible for new business development for building life safety services for various jurisdictions throughout California. Provide client relations and code assistance. Perform training lectures on building and residential codes. Participate on various local, state-wide and national committees. Building Official of the City of Signal Hill.

Group Leader, Building and Safety Services, Industry Consultant**2017 – 2019**

Responsible for the development of new business for inspection services and plan review services for various jurisdictions across the United States. Provide client care and assistance on code related issues. Give training lectures on the building and residential codes. Participate on various local, state-wide, and national committees. Building Official of the City of Palos Verdes Estates and Laguna Hills.

Committees (Ctd.)

Author, 2013 and 2016
Significant Changes to the CBC
and CRC

UL Fuel Gas Products Council
(2002)

BCMC (BDMC) staff liaison
(1993-2002)

Co-secretariat to the ICC
Performance Based Building
Code

Secretariat to the International
Zoning Code (1996-2000)

Secretariat to the General
Design, Administrative, Lateral
Design, Fire and Life Safety and
Fire Risk Code Committees of
ICBO (1992-1996)

Staff secretariat responsible
for the rewrite of the Means of
Egress Chapter in the 1994
UBC

NIBS HHS Code Comparison
Committee (1994)

FEMA Building Performance
Review Team member (1993)

NIBS Flood Standards
Comparison Committee (1992)

Coordinator, Pacific Rim
Conference on Performance
Based Codes

Various ASCE standards
committees

SEAOC Code Committee liaison

ASME A17.1 Code Coordinating
Committee

ANSI Construction Standards
Board

Vice President, Various Industry Consultant Firms**2005 – 2017**

Responsible for the development of new business for inspection services and plan review services for various jurisdictions across the United States. Provide client care and assistance on code related issues. Give training lectures on the building and residential codes. Participate on various local, state-wide and national committees. Participate on various local, state-wide, and national committees. Promotion and sales of the Firms' in-house electronic plan review system. Building Official of the City of Signal Hill. Contract Plan Review Engineer for the City of Anaheim

Chief Building Official, City of El Monte, Industry Consultant**2011 – 2012**

Responsible for the City of El Monte Building Division. Review plans for the City and issues permits. Conduct investigations of non-complying facilities frequently in conjunction with the Planning Division, Code Enforcement Division and LA County Fire Department. Develop presentations for City Council on adoption of new codes, etc.

Vice President, ICC**1991 – 2005**

Led the ICC Architectural and Engineering Services Department, responsible for technical opinions, plan review and the administration of technical contracts during the consolidation into the International Code Council. Managed ICBO Technical Services Department which was responsible for the maintenance of the code development process, plan review service and code opinion service for both external and internal customers. Represented the Council to many national, state and local organizations. Responsible for the technical image of the conference. Provided technical assistance on code related issues to both jurisdictional and professional members and non-members. Provided research on many code-related issues. Secretariat to most ICBO code development committees and the initial drafting secretariat to the ICC International Residential Code.

**City of Los Angeles, Dept. of Building and Safety
Structural Engineering Associate****1988 – 1991**

Responsible for the structural, architectural and zoning review of proposed projects in the city. Chief of Coordinating Division and Preservation Coordinator. Evaluation of building products for LA code compliance.

Teaching Experience**International Code Council (ICC)**

Lecturer – Non-structural Fundamentals of the 2009 IBC (domestically and internationally)

Lecturer – Non-structural Fundamentals of the 2012 IBC

Lecturer – ICC Code Development Process

California Building Officials

Lecturer- Significant Changes to the 2013 CBC and CRC for CALBO, and ICC

Lecturer – 2016 Introduction to the CBC Means of Egress

Lecturer - Updates to the 2010, 2013 and 2016 California Residential Code

Lecturer – Updates to the 2010, 2013, and 2016 California Building Code

Advanced Building Code Enterprises - Developed and presented coursework

Lecturer – Accessibility topics

Lecturer – Updates to the 2006 International Residential Code and 2007 California Building Code

Publications and Papers

ICC Significant Changes to the 2019 CBC/Significant Changes to the 2019 CRC

ICC Significant Changes to the 2016 CBC/Significant Changes to the 2016 CRC

ICC Significant Changes to the 2013 CBC/Significant Changes to the 2013 CRC

ICC Dwelling Construction under the 2007 CBC - Technical Editor

1997 Uniform Codes and UBC Handbook - Staff Technical Editor

Shelley Loughran | Client Relations Manager

Education

Bachelor of Arts, Liberal Arts
California State Long Beach
University, Long Beach, CA

Certification

FEMA
Incident Command System,
National Response Network

Professional Affiliations

Board Member - CBOAC

Shelley has over 25 years of professional experience in the building safety industry. Her experience includes both public and private sector work; including experience working in various jurisdictional departments such as Planning, Redevelopment and Public Works. Her private sector work includes serving as a Client Relations Manager, Human Resources Coordinator and Permit Technician for several Bay Area Consultants.

Serving as Client Relations Manager on behalf of TRB+, Shelley currently works with over 50 jurisdictions to serve as a liaison to the firm's clients; ensuring client needs are met.

Select Project Experience

Client Relations Manager, TRB and Associates

2016 – Present

- Responsible for all marketing-related functions; including strategic planning, client development and public relations.

Permit Technician, City of Napa

2013 – 2016

- Served as a Permit Technician in the City of Napa's Community Development Department – Building Services Division for over 2 ½ years. Under the direction of the Chief Building Official, Shelley processed building permits from initial submittal through permit issuance. In addition, Ms. Loughran coordinated projects with City staff in multiple departments as well as outside agencies, including: Environmental Health, Napa Sanitation, Napa School District and the development community.

Marketing Coordinator, Bay Area Consultant

2006 – 2013

- Responsible for marketing-related functions for the firm; including proposal writing, attending conferences and public relations.

Permit Technician, Various Jurisdictions

1997 – 2006

- Worked for many bay area jurisdictions as a contract Permit Technician on an as needed basis from 1997-2006.

Permit Technician, Various Jurisdictions

1985 – 1996

- Served in various departments at the City of Huntington Beach from 1985 – 1996; working in Community Development, Redevelopment and Public Works while pursuing a bachelor's degree. Served as a Permit Technician at the City's Building Counter for over 5 years.

Work Experience

- TRB + Associates, Inc., Client Relations Manager/Permit Technician 2016 - Present
- City of Napa, Building Dept., Permit Technician (City Employee) 2015—2016
- East Bay Area Municipal Consultant Firm, Contract Permit Technician for Napa 2013—2015
- Bay Area Municipal Consultant Firm, Permit Technician/Marketing Coordinator 1996—2013
- City of Huntington Beach, Permit Technician/Administration 1985-1996

Thomas Hemenway, SE, PE | Senior Plan Review Engineer**Education**

B.S. Civil Engineering
Technology, Structural
Emphasis
Metropolitan State College,
Denver

Registration

Registered Structural Engineer
California (#5348)

Registered Civil Engineer
California (#52357)

Professional Affiliations

SEAONC Member

Tom Hemenway is a Registered Structural Engineer with over 30 years of engineering experience. Tom's experience includes providing structural, civil, and architectural design and quality control on a variety of industrial, commercial, and residential project types including multifamily podium projects, utility-scale power plant facilities, and retail buildings. He has served in design and analysis capacities for several seismic strengthening projects involving timber, steel, concrete, and masonry buildings in the greater San Francisco Bay area. His technical skills include 3D modeling and dynamic analysis for large foundations and structures.

Select Project Experience

- Lead Civil/Structural Engineer on multiple projects including the following:
 - o NUMMI, Stamping Plant and Plastics Plant Expansion, Fremont
 - o Vandenberg AFB housing development phases III and IV
 - o 140 Geary Street seismic retrofit, San Francisco, CA
 - o Amgen, Process Lab Building 99, Thousand Oaks, CA.
 - o Huntington Hotel, San Francisco, CA
 - o Wells Fargo Bank, Fremont Data Center, Fremont, CA.
- Responsible for Civil, Structural, and Architectural designs for industrial projects domestic and international.
- Responsible for structural analysis and design of seismic strengthening to existing timber, steel, concrete, and masonry buildings in the greater San Francisco Bay area.
- Responsible for 3D model constructability review for a new GE 7FA natural gas-fired and GE A10 steam turbine, 1x1 combined cycle electric power generating facility.
- Responsible for ensuring quality of Civil, Structural, and Architectural construction activities for 600-megawatt natural gas-fired, combined cycle electric power generating facility.
- Performed dynamic structural analysis and concrete design for new steam turbine foundation.
- Designed concrete and steel structures for Kennecott Copper Smelter Modernization Project, Salt Lake City, UT using STAAD III and Microstation for PC computer.
- Designed steel pile and conventional concrete pad foundations for overland conveyor at Falkirk Mine in Underwood, North Dakota.

Work Experience

TRB + Associates, Inc., Senior Plan Review Engineer, 2016 - Present
 Owner, TjHemenway Design Consultant, 2014 to 2016
 Construction and Engineering Interface Manager, Kvaerner North American Construction Inc. and Parson Brinkerhoff JV, 2013
 Owners Representative, Calpine, Russell City Energy Center, 2011 – 2012
 Lead Structural Engineer, Aker Kvaerner, 2002 – 2003
 Resident Engineer, Kvaerner, 2000 – 2002
 Civil/Structural Discipline Manager, Kvaerner Metals, 1998 – 2000
 Senior Structural Engineer, Kvaerner Metals, 1997
 Civil/Structural Lead Engineer, The Bentley Company, 1995 – 1996
 Others, 1981 – 1994

Karin Kuffel, SE, PE | Senior Plan Review Engineer**Education**

Bachelor of Science
Civil Engineering
Purdue University; West
Lafayette, Indiana

Masters of Business
Administration
Saint Mary's College of
California; Moraga, California

Registration

Registered Structural Engineer
California

Karin has over 30 years of structural engineering experience. Ms. Kuffel has vast structural design experience in both complex commercial and residential projects. She has managed many large-scale projects, including hospitals, OSHPD and the Chabot Space and Science Center. Her experience includes staff training, building design, and design review, as well as construction supervision and development of design and construction guidelines for new single-family residences.

Work Experience**Plan Review Engineer, TRB + Associates, San Ramon, CA****2016 - Present**

Provide structural plan check reviews of large commercial and institutional structures for multiple Bay Area building departments.

Build Change; Philippines**2014 - 2016**

Lead Engineer - Philippines. Responsible for all technical work and staff of Denver-based engineering non-profit's programs and operations throughout the Philippines, including management of Filipino engineering/technical staff comprised of engineers and builder trainers. Supervised training of local staff, building design, design review, construction supervision, and development of design and construction guidelines and recommendations for single-family homes and schools based on the National Structural Code of the Philippines.

Crosby Group; San Mateo, CA**2011 - 2014**

Senior Structural Engineer/Project Manager. Project management on multiple design-build projects, working with design team and contractor on fast-track work both in- and out-of-state. Responsible for managing project team from design through construction, developing and tracking fees, deadlines, and deliverables.

Independent Consultant**2009 - 2011**

Structural engineering consultant in San Francisco Bay Area. Consultant for small commercial and residential work. Extended contract work for Rutherford & Chekene included multiple hospital projects covering new hospital facility design, OSPHD plan-check work, and construction administration assistance.

Biggs Cardosa Associates, Inc., SF, CA**2006 - 2009**

Senior Engineer. Project management with responsibility for developing work, managing project production work, and overseeing construction administration. Representative projects include oversight for design of 8-story residential and parking structure for Santana Row Parcel 8b (San Jose, California) and the Lowe's parking structure in San Francisco.

KPFF Consulting Engineers; SF, CA**2004 - 2006**

Project Manager. Responsible for developing work and fee proposals, managing project engineering, and drafting work, and overseeing construction administration. Project management included design of 5-story addition to Kaiser Santa Rosa Hospital, construction administration for 7-story addition to Modesto Memorial Hospital, and design and construction of low-income housing for South County Housing.

Independent Consultant**2001 - 2004**

Structural engineering consultant in San Francisco Bay Area. Consulting clients included Chabot Space and Science Center, SOHA Engineers, and Gerson/Overstreet Architects.

Deborah Sandercock, SE, PE, CASp | Senior Plan Review Engineer**Education**

MS in Civil Engineering,
University of California, Irvine

BS in Architectural Engineering,
California Polytechnic
University, San Luis Obispo

Licenses and Certifications

Structural Engineer, California
(4511)

Professional Engineer, CA
(56904)

Certified Access Specialist,
California (288)

Deborah has nearly 25 years of building life safety experience, serving as a Building Official, Supervising Structural Engineer and Deputy Director of Planning and Building for multiple jurisdictions. From her private sector work, to serving as a Supervising Structural Engineer for Contra Costa County, and later a Deputy Director for the City of Oakland, she has been involved in the building industry since 1993. Ms. Sandercock has vast experience in complex industrial, commercial, and residential projects. She has also managed multi-division staff in the areas of building, housing, zoning, code enforcement and inspection.

Work Experience

TRB + Associates, Senior Plan Review Engineer **2018-Present**

Building Official/Deputy Director Planning & Building, City of Oakland **2013 – 2016**

- Plan, direct and coordinate through subordinate supervisors a variety of building services including building, housing and zoning code compliance and enforcement, inspection services, engineering and plan review services, permit processing and seismic safety programs; develop and implement the new Accela permitting system; develop and present legislation for new programs and adoption of local codes to County, Administrator and Mayor; perform analysis for fee study and develop new fee schedules; resolve complex building service issues; provide code interpretations to staff, city officials and constituents; handle disciplinary issues and performance appraisals; direct the process for hiring staff; oversee department budget and finances, develop and implement department policies and procedures; work closely with Council, public and private groups to explain or coordinate programs and proposed projects.

Supervising Structural Engineer, Contra Costa County, Martinez CA **1999 – 2013**

- Supervisor of plan check and engineering staff as well as the Application and Permit Center; develop department policies and County ordinances, make policy recommendations on code interpretations, provide technical training/support for plan check and inspection staff, review plans for compliance with structural, fire and life safety, disabled access requirements.
- Perform and manage plan review for oil refineries and power generating plants, review and update permit fees, assist in the development and maintenance of the Accela permitting system, handle disciplinary issues and perform annual appraisals, Certified Access Specialist for the department.
- Powerplant Experience – Marsh Landing Generating Station, Antioch – 2010-2013

Project Engineer, DASSA Design, San Francisco, CA **1998 – 1999**

- Structural analysis and inspection of public-school buildings for the development of seismic strengthening plans. Structural analysis and inspections of hospital buildings for the development of Senate Bill 1953 reports.

Project Engineer, Deems Lewis McKinley Architecture **1997 – 1998**

- Structural design of new public-school buildings and seismic strengthening plans for existing public-school buildings.

Design Engineer, Ficcadebti & Waggoner, Inc. **1993 – 1997**

- Structural design of commercial buildings. Inspection and design of repair plans for earthquake damaged buildings. Forensic inspection and analysis of existing residential buildings to determine structural deficiencies and develop repair plans. Design of curtain wall systems in light gauge and structural steel.

William Vaughn, SE, PE | Senior Plan Review Engineer**Education**

Bachelor of Science,
Structural Engineering,
Masters-level Course Work in
Structural Engineering,
Portland State University,
Portland, Oregon

Bachelor of Arts, Economics,
Course Work in Business
Administration and Industrial
Engineering, State University of
New York, Buffalo, New York

Registration

Registered Structural Engineer,
California

Registered Civil Engineer
California

Professional Affiliations

Structural Engineers
Association of Northern
California (SEAONC)

Structural Engineers
Association of California
(SEAOC)

International Code Council
(ICC)

East Bay Chapter of ICC

William Vaughn is a Registered Structural and Civil Engineer with over 35 years of experience in construction, structural engineering design, seismic investigation and structural peer and plan review. Bill has extensive knowledge in commercial and residential buildings as well as industrial facilities using steel, concrete, masonry and timber design. He also has a wide range of construction field experience including supervision, construction methods, product development and structural inspection. Of particular note, Bill's steel design portfolio includes 2 Moment Frame patents with HSS Steel Columns and Wide Flange Beams.

Select Project Experience

- Provided structural design and peer review services for clients with residential, multi-family, and commercial buildings using timber, steel, concrete, and masonry design.
- Produced structural designs for new buildings and provided structural designs and evaluations for alterations to existing buildings.
- Designed seismic strengthening of un-reinforced masonry buildings, wood buildings, and concrete tilt-up buildings.
- Produced repair designs for earthquake damaged facilities and for other structurally damaged buildings.
- Conducted analyses of existing buildings to assess compliance with codes and drawings.
- Performed investigations of earthquake, fire, and flood distress. Prepared reports, engineering analyses, and repair recommendations.
- Provided expert witness, structural peer review and plan review services.
- Investigated structural damage and distress for litigation preparation purposes. Prepared reports, engineering analysis, and recommendations to client. Provided design preparation and construction observations for repair designs.

Structural Peer Review

- Haas School of Business, University of California, Berkeley, CA

Structural Plan Review

- Russell City Energy Center, New \$800 million Power Plan Project (for California Energy Commission), Hayward, CA
- Newell Village Mixed Use Project, Walnut Creek CA
- Terraces at Los Altos Mixed Use Project (Phase 3), Los Altos, CA
- New Family Dollar Store, Sacramento, CA

Structural Design

- Chevron Willbridge Terminal Upgrade, Portland, OR
- Chevron Eureka Terminal Upgrade, Eureka, CA
- Kaiser - Lennon Lane Mechanical & Seismic Upgrade, Walnut Creek, CA

Work Experience

TRB + Associates Inc., Senior Plan Review Engineer, 2011 – Present
Vaughn Engineering, Principal Structural Engineer, 1994 - 2011
David L. Messinger & Associates, Civil & Structural Engineer, 1990 -1994
Alan R. Horeis Structural Engineers, Civil Engineer, 1987 -1990
Others, 1971 – 1987

Mike Kaszpurenko, SE, PE | Senior Plan Review Engineer**Education**

Bachelor of Science,
Civil Engineering, Clarkson
University, Potsdam, New York,
1976

Registration

Registered Structural Engineer,
California

Registered Civil Engineer
California

Professional Affiliations

Structural Engineers
Association of Northern
California (SEAONC)

FEMA Structural Specialist, for
Urban Search and Rescue, Task
Force 7, Sacramento, CA.

California Office of Emergency
Services Volunteer for post-
earthquake building review.

Mike Kaszpurenko is a registered Structural and Civil engineer with over 30 years of engineering experience. His experience encompasses the plan review, design, evaluation, and retrofit of various types of building and non-building structures using concrete, steel, masonry, wood, and light-gage metal.

Mike's experience includes working for a large structural steel fabricator where he was involved in detailing of shop drawings, design of connections, and on-site field review.

Select Project Experience**Industrial, Manufacturing**

- Corn Products Cogeneration Facility, Stockton, CA. Plan review of boiler building and miscellaneous foundations for new facility.
- Nine Mile Point Two Nuclear Power Plant, New York. Miscellaneous connection designs.
- Oswego Power Plant, Oswego, New York. On site engineer, for fabricator of breeching, during construction of oil-fired power plant.

Commercial / Government /Civic

- 600 Sutter, San Francisco, CA. New eight story building.
- 973 Market, San Francisco. Seismic upgrade of an existing 8 story brick and concrete building.
- Saks Fifth Avenue, San Francisco, CA. Foundation shoring for a new department store.
- El Camino Real Hotel, San Mateo, CA. Preliminary design of a new three-story hotel.
- 1989 Loma Prieta Earthquake, San Francisco, CA. Damage assessment of numerous apartment buildings and other structures for the City of San Francisco.
- City Center Rotunda, Oakland, CA. Upgrade of three, eight story adjacent buildings into one multifunction facility.

Education, Assembly / Healthcare

- Windsor Middle School, Windsor, CA. New \$11 million School Campus.
- Laguna Salada School District, Pacifica, CA. Survey of 12 school campuses for Pacifica School District.
- Clovis East High School, CA. Plan check review for the Office of the Office of State Architect on several buildings of a new campus.
- Kaiser Hospital Service Building, Walnut Creek, CA. New two-story support facility for a hospital.

Multi-unit Residential

- Winterland Apartments, San Francisco, CA. Engineer of record for a 304-unit apartment complex consisting of four stories of wood framing over several levels of concrete parking.
- Park Hill Terrace, San Francisco. Upgrade and extension of former 8 story hospital building into condominiums.

Work Experience

TRB + Associates, Inc. San Ramon, CA, 2009 - Present

Structural Engineers Collaborative, San Francisco, CA, 1986—Present

Culley Associates, San Francisco, CA, 1980—1986

H. J. Degenkolb & Associates, San Francisco, CA, 1978-1980

Cives Steel Corporation, Gouverneur, New York, 1976—1978

Daniel McLaughlin, PE, CASp | Senior Plan Review Engineer**Education**

Masters in Structural Engineering
Lehigh University
Bethlehem, PA

B.S Civil Engineering
Lehigh University
Bethlehem, PA

Registration

Registered Civil Engineer,
California

ICC Certified Plans Examiner

DSA Certified CASp (1029)

Professional Affiliations

American Institute of Steel Construction

Dan McLaughlin is a registered Civil Engineer and ICC Certified Plans Examiner with plan review experience on numerous residential and commercial projects. He has provided structural, life safety, and mechanical/electrical/plumbing, and energy reviews on a variety of residential and commercial project types. Project types include complex single-family homes, small to mid-sized retail shell buildings, office and mercantile tenant improvements, and mixed-use projects. Dan possesses strong structural analysis skills and has an excellent working knowledge of ADAPT, RAM, SAP2000, AutoCAD, Revit, and MathCAD structural engineering software packages.

Work Experience**Plan Review Engineer, TRB + Associates, Inc.****2014 - Present**

- Review drawings and calculations for code compliance on behalf of client agencies
- Projects range from small residential to large apartment and office buildings
- Recently participated in structural review of 4 story 135,000 sf wood apartment building over 2 story PT parking garage
- Participated in structural review of a 6 story 133,000 sf steel buckling restraint braced frame office building
- Review a variety of wood, concrete, and steel building types
- Communicate with project engineers and architects on a regular basis

Engineering Assistant, Contra Costa County Sanitary District**2011 - 2014**

- Performed submittal check to ensure use of proper materials and equipment
- Created site maps to discover location of overflows in the event of clogs in the systems
- Performed sewer line inspections to ensure proper installation by contractor
- Supervised bore sight to allow continual work when lead engineer not on site

Engineering Internship, City of Pleasant Hill, Engineering Division**2007**

- Performed quality control of storm drainage system project
- Supervised ADA sidewalk installation to ensure proper installation by contractor
- Developed PowerPoint Presentation of the City department functions for the City Engineer

Residential Construction, McLaughlin Construction**2011, 2013**

- Extensive knowledge in residential wood construction. Restored Victorian home including repair and seismic retrofit of foundation, re-leveled house and conducted full replacement of electrical, plumbing and sewer line. Completed unfinished basement including framing, insulation, electrical, sheetrock and finish work

Collection System Operation Laborer, Contra Costa County Sanitary District**2009, 2010**

- Performed assigned duties on the hydro, rodding, construction, and utilities location crews

Jeff Brooks, CASp | Senior Plans Examiner**Education**

Cosumnes River College
Building/Home/Construction
Inspection/Inspector

Licenses and Certifications

Certified Access Specialist

ICC Commercial Building
Inspector

ICC Commercial Electrical
Inspector

Honors/Awards

Building Official Leadership
Academy – CALBO
Building Official Leadership
Academy (BOLA) Award for
completing the CALBO BOLA
program for 2017-2018.
Employee of the Month - City of
Sacramento Director of
Community Development
Awarded to the employee who
demonstrates excellent
customer service and
performance

Skills

Municipalities
Construction
Code Enforcement
Life Safety
Building Codes
Plan Review
Building Inspections
NFPA
Interpersonal Skills

Jeff possesses over 40 years in the construction industry with 21 years as a building inspector performing commercial and residential inspections with extensive knowledge of plan review in the building life safety, accessibility, plumbing, mechanical disciplines throughout Northern California. Jeff's expertise spans in the review of highly complex projects of all types. He also has 20 years of experience working in the trades and as a contractor building custom homes.

As a collaborative leader, Jeff recently provided exceptional leadership skills as the Cannabis Project Manager for the City of Sacramento Building Division. He also provided training and direction for other plans examiners and inspectors for legal related facilities. He works well with the public as well as his colleagues and maintains high levels of productivity, reliability with excellent work ethic to deliver high quality customer service.

Jeff is ICC certified as a Commercial Building and Electrical Inspector. In addition, he is also certified as a California Access Specialist (CASp). Jeff has well-rounded experience in the building industry.

Work Experience**Senior Plans Examiner, TRB and Associates, Inc.****2021 - Present**

- Reviews complex plan drawings and calculations for code compliance on behalf of client agencies.
- Performs residential combination inspections and commercial building inspections.
- Inspects and reviews all manner of construction, including new residential, additions, alternations, improvements, and commercial projects.

Building Inspector/Plans Examiner, City of Sacramento**2000 – 2021****General Contractor, Brooks Construction****1980 – 2000**

Jim Begley, F.P.E., CFM, LEED AP | Fire Protection Engineer**Education**

Worcester Polytechnic
Institute
M.S. in Fire Protection
Engineering - 2006

University of Maryland at
College Park
B.S. in Fire Protection
Engineering - 1996

Registration

Licensed Fire Protection
Engineer:
California, Nevada, Arizona, 15
additional states

LEED Accredited Professional

ICC Certified Fire Marshal

ICC Certified Fire Plans
Examiner

ICC Certified Fire Inspector

Professional Affiliations:

National Fire Protection
Association (NFPA)

Society of Fire Protection
Engineers (SFPE)
Member grade

SPFE
Member of International Board
of Directors

Jim Begley has almost 20 years of experience and began his engineering career in 1993 at Lockheed Martin Energy Systems in Oak Ridge, TN. After relocating to Las Vegas in 2002, Jim was responsible for hospitality projects such as Caesars Palace, Hard Rock Hotel, the Palms Casino, Bally's and Paris Hotel Resort while managing the Las Vegas office of Schirmer Engineering Corporation. In May 2005 Jim joined JBA Consulting Engineers as the Director of Fire Protection Engineering and became Director of Domestic Business Development in 2008 prior to establishing his own firm in 2010.

Jim is a registered Fire Protection Engineer in 18 states. While at the University of Maryland, Jim was awarded membership to the Salamander honorary fire protection engineering fraternity. Jim is a past President of the Southern Nevada chapter of the Society of Fire Protection Engineers (SFPE) and currently sits on the SFPE Board of Directors on an international level.

Select Project Experience

SHRA 12-Story Building Remodel, Sacramento, CA
Russell City Energy Center Project, Hayward, CA
Lodi Energy Center Project, Lodi, CA
River Rock Casino, Healdsburg, CA
Aliante Station Hotel and Casino, Las Vegas, NV
Barona Resort & Casino, Lakeside, CA
Caesars Palace Hotel and Casino, Las Vegas, NV
Diamond Jo Casino, Northwood, IA
Diamond Jo Casino Dubuque, Dubuque, IA
Durango Station Hotel and Casino, Las Vegas, NV
Encore at Wynn Las Vegas, Las Vegas, NV
Golden Nugget Hotel & Casino, Las Vegas, NV
Legends Casino, Yakima, WA
Little Six Casino, Prior Lake, MN
Mystic Lake Casino, Prior Lake, MN
Palms Casino Resort Phase II, Las Vegas, NV
Palms Casino Resort Concert Venue, Las Vegas, NV
Snoqualmie Casino, Snoqualmie, WA
Tropicana Mega Resort, Las Vegas, NV
Wynn Las Vegas, Las Vegas, NV

Work Experience

TERP consulting, 2010 to present
jba consulting engineers, 2005 to 2010
Schirmer Engineering Corporation, 2001 to 2005
Fire Protection unlimited, 1999 to 2001
Performance Design Technologies, 1997 to 1998
Nexus Technical Services Corporation, 1996 to 1997
Lockheed Martin Energy Systems, 1993 to 1996

James Johnson, E.E., QCxP | Senior Plan Review Engineer**Registration/Certification**

Registered Electrical Engineer –
Hawaii

ICC Certified Electrical Plans
Examiner

Qualified Commissioning
Services Provider (QCxP)

Construction Quality Control
Reviewer (CQCR)

Professional Affiliations

Illuminating Engineering Society
(IESNA)

International Association of
Electrical Inspectors

Building Commissioning
Association (BCA)

International Code Council (ICC)

Volunteer Affiliations

Board Member,
Richmond High School
Engineering Academy Advisory
Board
2014 – Present

Volunteer Writer/Coach,
El Cerrito and Richmond High
Schools
2013 – Present

James Johnson is a Registered Electrical Engineer (Hawaii), ICC Certified Electrical Plans Examiner, and Qualified Commissioning Services Provider (QCxP) with over 30 years of experience encompassing electrical engineering design and plan review. Mr. Johnson has provided electrical plan review on a variety of project types including commercial building, tenant improvements, and photovoltaic systems. In addition, Mr. Johnson has performed extensive power and lighting systems design, engineering and construction document production, and project management.

Select Skills / Project Experience

- Analyze permit submittal plan documents for conformance to adopted national, state, and city/county codes including NEC, NFPA, IBC, ICC and UFC standards.
- Conduct forensic electrical systems investigations to determine origin and cause failure of equipment and associated distribution systems including power, lighting and fire alarm with analysis and resolution of legally adopted Code compliance issues.
- Provide scheduled review as CQCR of electrical construction documentation with scheduled site inspection to assure quality construction in accordance with minimum codes and standards for U.S. government projects.
- Professionally managed a wide variety of governmental, commercial, institutional, and residential projects with associated commercial and emergency, renewable and non-renewable power, lighting, and telecommunication systems.
- Provided oversight of engineering skills development and implements of Engineers-In-Training. As a lead instructor at Leeward Community College, taught Math, English and Writing from high school through college freshman levels.
- Proficient in Microsoft Word, Excel, PowerPoint, Adobe Photoshop and Acrobat Pro, AutoDesk AutoCAD MEP 2013. Revit MEP 2013.

Work Experience

- Senior Plan Review Engineer, TRB + Associates, Inc., 2014 to Present
- Certified Electrical Plan Reviewer, City and County of Honolulu, 2013 to Present
- Senior Electrical Engineer/Project Manager, Moss Engineering, 2005 – 2013
- Office Manager, Senior Electrical Engineer, Tower Engineering, 2000 – 2005
- Senior Project Engineer/Manager, Applied Engineering, 1995 – 2000
- Lead Instructor, Office of Continuing Education and Training, Leeward Community College, Pearl City, HI, 1995 – 2000
- Senior Electrical Design/Project Manager, Bennett, Drane, Karamatsu Engineers, Honolulu, HI, 1985 – 1995

Steven Block, E.E. | Senior Plan Review Engineer

Education

B.S. Engineering, Physics
California State University,
Northridge, CA

Registration

Registered Electrical Engineer
California, Nevada, Arizona,
Hawaii

Steven Block is a highly skilled electrical engineer with over 25 years’ experience in the electrical engineering field. His expertise includes electrical design and plan review for compliance with the National Electrical Code, California Electrical Code, California Energy Code, local ordinances, National Electrical Safety Code, California Electrical Code, California Energy Code, local ordinances, National Electrical Safety Code, OSHA and other applicable laws, ordinances, regulations, and standards (LORS).

Projects reviewed for code compliance include commercial and industrial solar power plants, commercial natural gas power plants, wastewater treatment plants, and cement plants, industrial and commercial buildings, parking structures, hotels, and municipal utilities. Designed and provided construction support for traffic signals, highway lighting, closed circuit television, traffic monitoring stations, maintenance stations, and storm water pumping stations.

Work Experience

Senior Electrical Plan Review Engineer, TRB and Associates **2016 - Present**

- Plan review for residential, commercial, and industrial installations – Phillips 66 Naval Weapons Station, OSHPD 3 reviews for the City of Sacramento, Benicia Valero Refinery Audit, Child Daycare Center in Santa Clara, new apartments in Sacramento.

Senior Electrical Engineer, Private Consulting Firm **2004 - 2016**

- Plan review for code compliance and field inspector support – Silver State North Photovoltaic Generating Station, transmission lines, and high voltage substation (Nevada), Palomar Power Project (California), Panoche Energy Center (California), Abengoa Solar Thermal Generating Station and substation (California), Genesis Solar Collector Generating Station (California), Inland Empire Energy Center (California), Distributed Energy Partners Generating Stations (Hawaii), Various Wind Power Generating Stations in Solano County, CA, and other generating stations.
- Plan review for commercial and industrial installations – FBI Honolulu, Disney Hawaii, Fort Irwin Military Housing (California), various rooftop photovoltaic installations (Hawaii), Valero Refinery Benicia (California), Transmission Line Feeder for Concrete Plant (Nevada) and Various Cellular Tower Installations (Hawaii).

Alan Roth, E.E. | Senior Plan Review Engineer**Education**

B.S. Electrical Engineering
California State Polytechnic
University

Registration

Registered Electrical Engineer
California

Alan Roth is a registered professional electrical engineer with over 30 years of engineering experience. His experience encompasses extensive electrical systems design, quality control, and oversight roles at power plant and other industrial facility types. Past roles include working for Calpine, Inc. and Dow USA on power generation and chemical plant projects.

Work Experience**Senior Electrical Plan Review Engineer, TRB + Associates****2016 – Present**

- Conducts electrical code compliance plan review of industrial and power generation facilities. Currently assisting with plan review \$1 billion petrochemical refinery expansion project.

Electrical Engineering, Calpine Corporation**1998 – 2014**

During tenure at Calpine Corporation, held positions of Senior Electrical Engineer, Senior Project Engineer, Senior Operations Engineer, and Senior Electrical Engineer 3.

- Provided support for the design and construction of a new combined cycle power plants and installation of new combustion turbine generators in existing plants. Duties included:
 - o Reviewed engineer's design documents for compliance with Calpine standards and proper interface with OEM documentation
 - o Provided field support as required
 - o Design
 - o Management of capital projects
 - o Analysis of protection and control systems
 - o Root cause analysis and determination of corrective actions for equipment and protection system failures
 - o Recommended predictive preventative maintenance
- Provided interface with consultants for complete protection reviews at 12 Calpine power plants in CA. Duties include:
 - o Compiled all protection related drawings
 - o Compiled any relay coordination and settings documents
 - o Provided field support to consultants to verify drawings and actual protective relay settings
- Determined the preliminary conceptual design, using standard design guidelines for plants in development
- Interfaced with local utilities for new interconnections for projects in the development phase
- Represented Calpine to WECC and other regulatory bodies.
- Provided guidance to plants on maintaining compliance with regional and national reliability standards.
- Interfaced with local utilities for new interconnections for projects in the development phase.
- Represented Calpine to WECC and other regulatory bodies.
- Determine the specification of the major equipment to be selected for the projects as well as interfacing system design.
- Interfaced with utilities, steam hosts, gas suppliers, permitting agencies, consultants and other organizations involved with the development of power projects.
- Directed transmission consultants in initial studies for power plant siting.

Peter Kogan, M.E., LEED AP | Senior Plan Review Engineer**Education**

Master of Science, Mechanical Engineering, Moscow Aeronautical Institute, Russia

Registration/Certification

Registered Professional Mechanical Engineer: California, Hawaii, Nevada, Texas, Colorado, Arizona

Certified Energy Manager (CEM), State of California

LEED Accredited Professional

Peter Kogan is a licensed mechanical engineer with over 30 years of diversified experience in the construction industry. His expertise lies in the areas of design and construction administration for Heating, Ventilation and Air Conditioning, Plumbing, Fire Protection, Energy and Building Studies, and Value Engineering. In the past ten years he was responsible for the design and renovation construction of several historical preservation projects. Peter's extensive experience and personal attention to project details has always assured professional services performed within budget and to complete client satisfaction.

Peter has published several technical articles in the national magazine "Heating, Piping, Air Conditioning" and recently had an article published in the architectural magazine "Progressive Architecture". Peter has presented a technical paper on World Energy Congress in Atlanta, Georgia in 1990.

Select Project Experience**Healthcare**

- New Medical Facility, Nevada Air National Guard, Reno, NV
- Radiology/ Oncology Labs Renovation, Hospital Building, UCSF, San Francisco, CA
- Renovation of Buildings 210/212 & 301, Metropolitan State Hospital, Norwalk, CA
- Sonoma State Hospital, Central Plant HVAC Modifications, Sacramento, CA

Education, Assembly

- Wet Research Laboratories in Building 74, Lawrence Berkeley Lab, Berkeley, CA
- Medical Research Laboratories, Warren Hall, UC Berkeley, CA
- Calvary Church, Los Gatos, CA. New 80,000 sq.ft., 2-story Life Center with Classrooms, Multi-Use Room, Gymnasium, Meeting Halls, etc.

Multi-unit Residential

- New Condominium Complex, San Francisco, CA. New 7 Story Condominium Complex located at 1438 Green Street
- Military Housing and Commercial Facilities, NAS Fallon, NV. New 3 Building Housing Complex comprising 126 Bachelor Enlisted Quarter units & new base Administration, Maintenance, Shop and Storage Facilities.

Commercial

- The Disney Store, New Retail Store, Winward Mall, Kaneohe, HI
- Office Building, San Francisco, CA. New 3 Story Office Building located at 325 Pacific Avenue
- New Ruth's Chris Steak House Restaurant, The Montage, Reno, NV
- Foods Pilot Plant Expansion for Clorox Corporation, Pleasanton, CA

Government, Civic

- Renovation of 3-Building Command Headquarter Complex, Travis Air Force Base, Fairfield, CA
- New 2-story Fitness Center at Naval Postgraduate School, Monterey, CA
- New International Arrival Building, Oakland Airport, CA

Work Experience

TRB + Associates, Inc, 2008-Present

Peter Kogan Associates, Owner, 1988-Present

Reggie Meigs, CBO | Chief Building Official

Education

College Coursework,
Civil / Electrical Engineering

Registration

CABO Registered Building
Official, CBO #1003

ICC Certified Professional
Building Official,
#5215342

Reggie has 42 years of comprehensive building safety experience. He has overseen the provision of plan review, inspection, counter, permitting, and code compliance services to more than 35 cities and counties throughout California. He has been a CALBO instructor for courses in the computerization of Building Departments, Disabled Access, and Occupancy Groups. Reggie has also been a member of various professional code committees; including the State Fire Marshal's Committee for Residential Care Facilities.

Reggie provides project management and supervisorial services to clients on an as-needed basis. He has served as a Chief Building Official for numerous jurisdictions in the public sector as well as on a consultant basis.

Select Project Experience

- A/E Planning and Engineering, County of Orange, CA. Building and Safety Task Leader overseeing building plan review and inspection efforts for planned developments in the county. Currently, focusing services on the Ranch Plan, County's largest development.
- Chief Building Official, City of Jurupa Valley, CA. Manages the City's Building and Safety Department overseeing plan review, permit counter assistance, inspection, and code enforcement. Building plan reviews are checked for compliance with building codes and access requirements, as well as any adopted codes to promote sustainability. Reviews include architectural, structural, mechanical, electrical, plumbing, green, and energy. Accessibility Code Enforcement includes managing complaints, investigating potential violations and enforcing the City's codes.
- Building Safety Services, County of Los Angeles, CA. District Engineering Associate and Senior Building Engineering Inspector/Office Manager. Trained 100+ building inspectors. Oversaw building inspection services for the Cities of Artesia, Cerritos, and Lancaster.
- Chief Building Official, City of Riverside, CA. Managed the City's Building and Safety Division, supervising 21 full-time employees. Developed programs to track permits and inspections as part of the City's program of office automation, which drastically improved efficiency. One major project under his oversight involved overseeing the Building Safety plan review and inspection for the Riverside Municipal Airport expansion (hangers, office space, other buildings).
- Chief Building Official, City of Orange, CA. Managed the Building and Safety Division. Prepared budgets totaling \$1.2 billion for several sections within the division, managed an in-house staff of 19 employees and oversaw contracts with two plan check firms. Also assisted in the development of a custom permit tracking program that saved the City \$20,000.
- Chief Building Official, City of Berkeley, CA. Responsible for the City's plan checking, inspections, housing code enforcement and counter administration and supervised a staff of 22 employees. Implemented a "One Stop Permit Center Process" which reduced plan check turnaround time from 8-12 weeks to 1-2 weeks without hiring additional staff.
- Chief Building Official, City of San Ramon, CA. Helped expand services (code enforcement), added services at the front counter and incorporated local Fire District and Engineering Department representatives to create a true "One Stop Shop". Assisted the Building Division with streamlining the Building Permit computer system and helped implemented and design new software to assist the code enforcement section in maintaining their case files. Achieved 90% cost recovery on code enforcement.

Monty Straub | Senior Building Inspector**Education**

Certificate of Achievement,
Construction and Building
Inspection, Diablo Valley
College, CA

Certifications

ICC Certified Building
Inspector

ICC Certified
Mechanical Inspector

ICC Certified Plumbing
Inspector

ICC Certified Electrical
Inspector

ICC Certified
Combination Inspector

Monty Straub possesses over 25 years of experience in the construction and building & fire/life safety industry. For over 14 of those years, Monty served as a Building Inspector for Contra Costa County. He has extensive knowledge of the practical application and enforcement of adopted construction codes, standards, and local ordinances in construction inspection. Monty applies a customer service focus in carrying out his building safety inspection responsibilities.

Monty's professional inspection experience encompasses commercial, industrial, and residential projects. His experience includes serving as a Delegate CBO inspector on two power plant projects located in Contra Costa County. In that role, he provided daily inspections to verify compliance with all applicable laws, ordinances, and regulations, as required by the California Energy Commission.

Select Project Inspection Experience

- City of Walnut Creek Staff Augmentation Assignment - Building Inspector
- Served as Delegate CBO Inspector on the following California Energy Power Plant Projects located in Contra Costa County
 - Gateway / Mirant Energy Center (530 MW, Combined-Cycle Facility)
 - Delta Energy Center (880 MW, Combined-Cycle Facility)
- Provided code compliance inspection services at the Shell and Conoco/ Phillips Oil Refineries located in Contra Costa County.
- Inspected numerous commercial buildings, e.g., AAA Building in Walnut Creek
- Avalon 5 story multifamily residential project near Pleasant Hill Bart
- Stratford Sr. Housing in Pleasant Hill, CA
- Seeno Tract Subdivisions, Pittsburg CA
- Blackhawk Plaza shopping center remodel and addition, Blackhawk CA
- Several Custom Homes, Blackhawk CA

Work Experience

TRB and Associates, Inc., Senior Building Inspector, 2012 - Present
Contra Costa County, Senior Building Inspector, 1997 - 2011
Straub Construction, Independent Contractor, 1984 - 1996

Kevin Mulcahy | Senior Building Inspector**Education**

Humboldt State College,
Arcata, CA

Kevin Mulcahy has over 30 years of experience in the fire and life safety industry. He has 15 years of working experience in the public sector serving as plan reviewer and building inspector for the City of Concord Building Department and Contra Costa County Fire Prevention District.

In addition to Kevin's extensive knowledge of building and fire code standards, his experience working for a general contractor has allowed him to provide excellent customer service while performing over the counter plan reviews to the general public.

He has held ICBO Certifications in Plan Review and Building, Plumbing and Mechanical Inspection, as well as being certified in the National Fire Protection Agency Fire Code.

Select Project Experience

- Serve in role of as-needed Building Inspector. Currently on assignment at the Cities of Martinez and El Cerrito.
- Served as plan reviewer and senior inspector for The City of Concord, Building Department for projects ranging from conventional construction for single family dwellings, commercial tenant improvements, to high rise buildings.
- Served as plan reviewer for the Contra Costa County Fire Prevention District (CCCYPD) for non-structural commercial plans to verify compliance with NFPA Fire Codes, standard building codes and local ordinances.

Work Experience

TRB + Associates, Inc. Building Inspector, 2012 - Present

City of Concord, Building Dept. CA, Senior Inspector/Plans Examiner, 1999—2009

Contra Costa County Fire Prevention District, Plan Reviewer, 1995—1999

City of Pleasant Hill, CA, Plan Reviewer and Building Inspector, 1985—1994

Lester Enterprises, Oakland, CA, 1980—1994

Jacqui O’Keefe | Senior Permit Technician**Education**

Bachelor of Arts, Chico State University

Licenses/Certifications

Plans Examiner, ICC

Residential Energy Inspector /Plans Examiner, ICC

NFPA 472 Hazardous Materials Awareness

Jacqueline (Jacqui) has extensive experience working as both an ICC Certified Plans Examiner as well as a Permit Technician. This experience includes reviewing commercial, industrial, and residential projects for multiple jurisdictions. She is skilled in the application of building practices; regulatory compliance issues involving federal, state and local requirements. Her broad background in coordinating projects ensures a high level of customer satisfaction. This includes extensive building and life safety experience for numerous jurisdictions throughout California.

Work Experience**Senior Permit Technician | Plans Examiner, TRB + Associates****2017 - Present**

- Reviews plans for new residential, additions, improvements, and light commercial projects.
- Assists clients with questions and inquiries
- Manages the demands of multiple jurisdictions
- Assist with Document Control for various projects
- Contract Permit Technician for jurisdictions on an as needed basis.

Plans Examiner | Permit Technician, Bay Area Municipal Consultant**2013 –2017**

- Provided plan review of residential and commercial projects, including additions and tenant improvements.
- Contract Permit Technician for multiple jurisdictions
- Document Control for various high scale commercial and power plant projects.

Event Director | Office Manager– Bay Area Catering**2009 - 2011**

- Responsible for all aspects of event management, including preparing proposals/contract negotiation, discussing rental upgrade options with clients, developing event timelines with clients, developing menus, working with outside vendors, and arranging rentals for events.
- Recruited, trained, delegated, coached, motivated, and evaluated the performance of staff for all events. Inputted, retrieved, and updated event setup information and produce event reports through a computerized event management system.

Event Director | Office Manager– East Bay Golf Course**2004 - 2009**

- “Command Center” for office, handled issues/problems. Relayed accurate information to and from sales staff, chef, employees, and managing partner. This included guest counts, menus and tastings, location, and timing. Created a monthly binder of all events and staffing for managing partner, chef, and sales staff. Acted as the office administrator, answering phones, e-mails, scheduling meetings and conferences, managing transportation and travel, mail processing. Proficient in Microsoft office programs (word, excel), a variety of email systems (1and1, outlook). Proficient in QuickBooks including invoicing, billing, payroll, bill pay, and running reports. Managed the office schedule for all staff (front and back of house production) and oversaw sales staff appointment setting. Tracked all accounts payable and receivable, maintained working relationships with vendor billing departments and processing client payments. Created budgets, tracked inventory, completed profit and loss sheets.

Seana Field, AICP | Senior Permit Technician / Planner**Licenses/Certifications**

ICC Certified Permit Technician
Certificate No. 10138631

Education

- Graduated with a BA Cum Lade from Southern Oregon University, Ashland, Oregon
- Ankeny Leadership Institute,
- Supervisory Essentials Course, City of Ames
- Upper Midwest Basic Economic Development Course
- Leadership Ames
- EnerGov System Administration Training
- APA Planning Supervisor's Playbook Series

Professional Memberships

- American Planning Association, Member
- American Planning Association Northern California Chapter, Member
- American Planning Association Iowa Chapter, Communications Chair, Website Editor
- American Institute of Certified Planners - Certification

Computer Skills

- Microsoft Works/Word
- Microsoft Outlook
- Apple desktop applications
- Macromedia Contribute
- Adobe Acrobat,
- Adobe Illustrator
- Adobe Photoshop
- Adobe PageMaker
- GIS ArcView/Arc-Map
- MODX Content Management System
- Location One Information System (LOIS)
- Buxton software
- Adobe InDesign
- Wagtail and EnerGov

Seana possesses over 25 years of professional administrative and customer service roles in the building industry, including, as a Permit Technician, Land Use Planning Coordinator, Building Official, and Associate Planner. She has extensive knowledge of office policies and procedures. She has worked for a few jurisdictions including the City of Antioch as a Permit Technician. Her skills encompass reviewing and processing applications and building permits for compliance with zoning, subdivision, and other regulations, performing various inspection duties and assisted developers, inspectors, and the general public. This has enabled her to utilize her strong customer service, organizational and effective communication skills. ICC certified as a Permit Technician, Ms. Field is focused, results-driven and thrives in a fast paced and changing environment.

Work Experience**Permit Technician, TRB and Associates, Inc.****2021– Present**

- Processes and routes plans for all manner of projects; including residential, commercial, industrial, and major high-rise projects
- Contract Permit Technician for jurisdictions on an as needed basis
- Assists clients with questions and inquiries
- Assists with Document Control on various projects

Permit Technician, City of Antioch, Antioch, California**2020 – 2021**

- Performed a variety of responsible technical, paraprofessional office, building and community development tasks.

Land Use Planning Coordinator, Polk County, Des Moines, Iowa**2016 – 2020**

- Performed senior level professional planning activities relating to community development, comprehensive land use planning and code enforcement.
- Assisted with the implementation, interpretation and enforcement of the Polk County Zoning Ordinance, Subdivision Ordinance and Land Use policies including the Comprehensive Plan.
- Served as project leader for major projects, processes land use applications and building permits for compliance with zoning, subdivision, and other regulations, performs various inspection duties relative to the enforcement of County zoning and subdivision ordinances and provided information/technical assistance to developers and the general public on planning and zoning related matters.
- Provided direction and guidance to planning staff and had considerable contact with key County officials, department heads, elected officials, and the public.

Building Official: City of Ames Fire Department, Ames, Iowa**2013 – 2016**

- Provided leadership to the Inspection Division including five direct reports.
- Facilitated process improvement strategies.
- Coordinated and lead the Property Maintenance Appeals Board
- Presented to community groups, Building Board of Appeals, Property Maintenance Appeals Board, City
- Council and internal groups.
- Report writing and research for data driven decision making.
- Collaboration with internal and external stakeholders to establish policies.
- Annual budget preparation and daily implementation of the budget.

VP, Business Development & Marketing, Ames Economic Development Commission**Business Development Coordinator, City of Ames, Ames, Iowa.****2011 – 2013**

- Utilized as a liaison between the City of Ames and the Ames Economic Development Commission/Chamber of Commerce and between the City of Ames and the Ames business community.
- Responsible for soliciting and documenting commercial/multi-family/industrial building permit feedback and planning permit feedback.
- Responsible for the creation and deployment of the annual Development Process Survey.
- Acted as a facilitator for the Development Review Committee, including process improvement coordination.
- Ames Economic Development Commission project coordination.

Associate Planner, City of Ankeny Planning & Building, Ankeny, Iowa**2007 – 2011**

- Creation and presentation of staff reports and other research topics to staff, Zoning Board of Adjustment, Plan and Zoning Commission and to the community at-large.
- Extensive customer service in person and via phone and e-mail to provide information to the public and to explain City processes and ordinances.
- Creation of maps and informational packets for staff and the community.
- Coordinating and scheduling meetings, attending as the planning staff representative, and determining staff attendance needs.
- Presentation of planning topics to various community groups.

Planner, City of Ames Planning and Housing Department, Ames, Iowa.**2006 – 2007**

- Chairperson of the Development Review Committee, a cross-departmental committee that reviews multifamily, commercial, and industrial submittals.
- Responsible for reviewing and processing land use submittals, including organizing and attending pre-application meetings with developers and staff, researching, and analyzing pertinent information on applicable zoning, flood plain, utilities, transportation, and verifying zoning ordinance requirements, writing staff reports and recommendations, and managing casefiles.
- Extensive customer service in person and via phone and e-mail to provide information to the public and to explain City processes and ordinances
- Presentation of planning topics to various local organizations and to Iowa State University planning classes.
- Presentation of staff reports and other pertinent information to the Zoning Board of Adjustment, the Planning and Zoning Commission and to the City Council.
- Responsible for providing code enforcement assistance to the Building Inspections Division regarding zoning ordinance education and assistance with zoning process enforcement.

Volunteer Services Supervisor, City of Hillsboro Parks and Rec, Oregon.**2003 – 2005****Assistant Planner / Urban Planner, City of Hillsboro, Oregon****1999 – 2003****Land Use Planner: Westlake Consultants, Tigard, Oregon****1998 – 1999****City Planner: City of Molalla, Molalla, Oregon****1995 – 1998**

Lara Aldridge | Permit Technician / Engineering Technician**Licenses and Certifications**

ICC Permit Technician
#8805197

Education

Chaffey College, Rancho
Cucamonga, CA

Skills

Trak-it
Accela
Energov
Bluebeam
Adobe Acrobat
DocuSign
Dropbox
Microsoft Office:
Excel, Outlook, Word

Lara possesses eight (8) years of experience as a Permit Technician and Engineering in the building and public works industry, working for various jurisdictions in Southern California. Lara is skilled at providing permit and engineering technician services to the general public and development community.

A certified permit technician, Lara's skills encompass customer inquiries, issuing permits, coordinating inspection requests, performing minor plan checks, routing plans for plan review, and interface with building inspectors, in-house and contract plan reviewers. She has extensive knowledge of building and public works department policies and procedures. Lara is customer-focused, results driven and thrives in a fast-paced work environment.

Work Experience**Permit Technician / Engineering Technician, TRB and Associates 6/2022 - Present**

- Contract Permit Technician for jurisdictions on an as needed basis
- Assists clients with questions and inquiries

Permit Technician, Private Consultant, Azusa, CA 7/2021 - 05/2022

- Receive and review building applications from customers; assess scope of project and relevant permit requirements; educate customers regarding necessary permits and general code compliance of proposed projects.
- Perform minor plan check of proposed projects
- Verify that projects have obtained all necessary approvals; verify professional and contractor licensing.
- Calculate and verify valuations and fees; accept payments; issue permits as authorized.
- Track plan check applications from submission until approval; route plan checks to appropriate personnel.
- Log inspection requests and prepare field files for daily inspection for building inspections.
- Prepare Certificate of Occupancy as required.
- Assist building inspectors in coordinating inspection requests; perform clerical duties for building inspectors.

Permit Technician, RemX Staffing, San Juan Capistrano, CA 2/2021 - 7/2021

- Received and reviewed building applications from customers; assessed scope of project and relevant permit requirements; educated customers regarding necessary permits and general code compliance of proposed projects.
- Performed minor plan check of proposed projects
- Verified that projects have obtained all necessary approvals; verified professional and contractor licensing.
- Calculated and verified valuations and fees; accepted payments; issued permits as authorized.
- Tracked plan check applications from submission until approval; routed plan checks to appropriate personnel.
- Logged inspection requests and prepared field files for daily building inspections.
- Prepared Certificate of Occupancy as required.
- Assisted building inspectors in coordinating inspection requests; performed clerical duties for building inspectors.

Permit Technician, Private Consultant, Orange, CA**8/2020 11/2020**

- Received and reviewed building applications from customers; assessed scope of project and relevant permit requirements; educated customers regarding necessary permits and general code compliance of proposed projects.
- Verified that projects have obtained all necessary approvals; verified professional and contractor licensing.
- Calculated and verified valuations and fees; accepted payments; issued permits as authorized.
- Tracked plan check applications from submission until approval; routed plan checks to appropriate personnel.
- Logged inspection requests and prepared field files for daily building inspections.
- Prepared Certificate of Occupancy as required.
- Assisted building inspectors in coordinating inspection requests; performed clerical duties for building inspectors.

Permit Technician, Private Consultant**6/2017 - 11/2019**

- Received and reviewed building applications from customers; assessed scope of project and relevant permit requirements; educated customers regarding necessary permits and general code compliance of proposed projects.
- Performed minor plan check of proposed projects
- Verified that projects have obtained all necessary approvals; verified professional and contractor licensing.
- Calculated and verified valuations and fees; accepted payments; issued permits as authorized.
- Tracked plan check applications from submission until approval; routed plan checks to appropriate personnel.
- Logged inspection requests and prepared field files for daily building inspections.
- Prepared Certificate of Occupancy as required.
- Assisted building inspectors in coordinating inspection requests; performed clerical duties for building inspectors.

Permit Technician, Private Consultant, Pico Rivera, CA**8/2014 - 3/2016**

- Received and review building applications from customers; assess scope of project and relevant permit requirements; educate customers regarding necessary permits and general code compliance of proposed projects.
- Verified that projects have obtained all necessary approvals; verified professional and contractor licensing.
- Calculated and verify valuations and fees; issued permits as authorized.
- Tracked plan check applications from submission until approval; routed plan checks to appropriate personnel.
- Logged inspection requests and prepared field files for daily building inspections.
- Assisted building inspectors in coordinating inspection requests; performed clerical duties for building inspectors.
- Received complaints and forward to appropriate departments.

Relevant Project Experience

TRB and Associates, Inc. (TRB) staff members have extensive experience providing Building Department Services to municipal agencies. As requested in the City's RFP document, please find the following profiled projects for your reference. Please note that additional project experience information is also included (follows profiled projects).

The Veranda Shopping Center

Valuation: \$75 million

Completion Date: 2019

Project address/location: Concord, CA

Project contact person: City of Concord; Ryan Pursely, PE CBO, Building Official, (925) 671-3173

Scope of work: Combination Code Compliance Plan Review and Inspection



TRB provided comprehensive Plan review and Inspection services on the construction of this 6-anchor store shopping center which encompassed core and shell; assembly, retail, and business use tenant improvements. The project includes 12 buildings of various building types (concrete tilt-up, masonry, steel frame, and wood frame construction) having a combined area of 375,000 s.f.

UC Davis Health – Aggie Square Mixed-Use Project

Valuation: \$1.3 – 1.9 billion

Completion Date: In Progress

Project address/location: Sacramento, CA

Project contact person: UC Davis Health; Paul Menard RA, Building Official, (916) 734-7416

Scope of work: Fire Life Safety, Disabled Access, MEP Code Compliance Plan Review



TRB was selected to provide Building and Fire Plan Review Services for the Aggie Square Project expansion of the UC Davis Medical Center from 3.5 to 6.2 million sf. The project consists of three high-rise towers and a separate mixed-use building (1.2 million s.f. portion). This multi-phase project includes research, laboratory, housing, and commercial components.

Sacramento Convention Center Expansion & Renovation

Valuation: \$240 million

Completion Date: 2021

Project address/location: Sacramento, CA

Project contact person: City of Sacramento; Winfred DeLeon PE, Building Official(ret), (916) 808-5475

Scope of work: Combination Code Compliance Plan Review



TRB was selected to provide combination Plan Review for the large-scale and high-profile expansion (245,000 s.f.) and renovation (200,000 s.f.) of the City's convention center facility. TRB reviewed the project for adherence to adopted building standards codes in Life Safety, Structural, MEP, Accessibility disciplines. TRB's scope of work included regularly scheduled telecommunication meetings to ensure schedule alignment. In addition, our firm was engaged in the evaluation of Alternate Materials and Methods requests to address several performance-based design elements on the project. Our review included assessment of a fire modeling study presented as part of the performance-based design consideration.

Santa Clara Square Mixed Use Development Project

Valuation: \$200 million

Completion Date: 2019

Project address/location: Santa Clara, CA

Project contact person: City of Santa Clara; David Tran SE, Assistant Building Official, (408) 615-2436

Scope of work: Combination Code Compliance Plan Review



TRB provided combination plan review support to the City of Santa Clara for a series of Mixed Use, Residential, and Parking structures on the project. Reviewed project elements included:

New Building 2 + Garage: - 385,000 sf total

New Building 1 + Garage: - 400,000 sf total

Parking Garages: Buildings 3, 4 & 5: - 525,000 sf total

Additional Staff Experience - Plan Review

The following is a partial list of plan review projects worked on by our staff members. The project valuation for all below-referenced projects ranges from \$1 million to over \$1 billion.

Mixed Use

- Mixed-use Residential/Office, 630 I Street, Sacramento, CA
- New 39-Story High Rise Building, \$110 million, 916 Broadway, Oakland, CA
- SoFi Stadium, \$5 billion, Inglewood, CA
- Santa Clara Square Project, \$200 million, Santa Clara, CA
- Agora Mixed Use Building, 1500 Newell Avenue, Walnut Creek, CA
- Anaheim Regional Transportation Center, Anaheim, CA
- Mixed-use Residential/Retail/Parking Garage (230,000 s.f.), Los Altos, CA



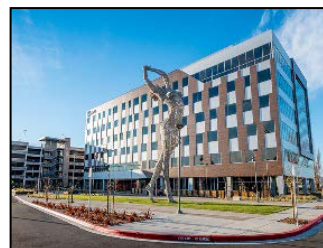
Biotechnology / Healthcare

- UC Davis Health System, Aggie Square Project, \$1.3 billion, Sacramento, CA
- UC Davis Health System, Midtown Clinic (100,000 s.f., I2.1 & B occs), Sacramento, CA
- Cancer Treatment Center (44,000 s.f.), Pleasant Hill, CA
- Varian Inc. New Medical Research Facility (44,000 s.f.), Walnut Creek, CA
- Kaiser Medical Office Building 2, \$100 million, Redwood City, CA
- Marin Health Campus - Buildings A-E, County of Marin, CA
- Children's Hospital TI, \$37 million, Walnut Creek, CA



Government / Civic

- Sacramento Convention Center Expansion, \$240 million, Sacramento, CA
- Anaheim Convention Center Expansion, Anaheim, CA
- Veteran's Administration, Menlo Park Campus
- Fire Station Remodel & Addition (12,000 s.f.), County of Marin, CA
- Performing Arts Center, County of Marin, CA
- Sonoma Academy School (99,000 sf), Santa Rosa, CA



Commercial

- Monterey Bay Aquarium Learning Center, \$42 million, Monterey, CA
- Industrial Ave. Self-Storage Facility, Roseville, CA
- Major Office Remodel (Three 40,000 s.f. buildings), Pleasant Hill, CA
- Organic Material Composting Facility, \$120 million, San Leandro, CA
- New Charles Schwab Building, 1231 S. California Blvd, Walnut Creek, CA
- New 6 Story Tech Campus Building, San Leandro, CA



Industrial and Power Plant Cogeneration Facilities

- SPG Solar Depot Park, Photovoltaic Array (2.1 MW), Sacramento, CA
- Delegate CBO Services, California Energy Commission
- Lodi Energy Center Project (300 MW), Lodi, CA
- Russell City Energy Center Project (560 MW), Hayward, CA
- Almond 2 Power Plant (300 MW), Ceres, CA
- Walnut Creek Energy Park (500 MW), Industry, CA
- Shiloh Wind Farm (150 MW, 100 Turbines), Solano County



Residential / Residential Care Facilities

- Campus Crest Apartment Complex (240,000 s.f.), Sacramento, CA
- Fiddymint Apartments (342 Units), Roseville, CA
- Brio Apartments, Walnut Creek, CA
- Arroyo Apartments, Walnut Creek, CA
- The Terraces Phase II (Res. Care Facility), Los Altos, CA
- Valley Vista Senior Housing Complex (Res. Care Facility), San Ramon, CA



Staff Experience - Inspection / Building Department Administration

The following is a partial list of Inspection and Administrative assignments worked on by our staff members:

- Building Official: City of Oakley, City of Concord, California Energy Commission, City of Signal Hill, City of Whittier
- Combination Inspection: City of Concord, City of Fairfield, City of Sacramento, County of Butte, City of San Ramon, City of El Cerrito
- Code Enforcement and Multifamily Inspection: County of Solano, City of Concord, City of Antioch, City of Benicia
- Permit Technician: City of Sacramento, City of Vallejo, City of Redwood City, City of Santa Clara, City of Concord
- OSHPD-3 Inspection: City of Walnut Creek, City of Sacramento
- Delegate CBO Services: California Energy Commission
 - o Russell City Energy Center Project, Hayward, CA
 - o Mountainview Power Plan, Redlands, CA
 - o Walnut Creek Energy Park Power Plant, City of Industry, CA
 - o Almond 2 Power Plant, Ceres, CA

Staff Experience - Emergency Response and Damage Assessment

TRB and Associates, Inc. is prepared to assist in the event of a local, regional, or national emergency or disaster. Our assigned staff are ready and available to immediately respond to a disaster and provide assistance as needed. Many of our technical staff members possess SAP/ATC-20 post-disaster evaluator certification and have experience with providing disaster response support to municipalities. Of note, our firm provided post-disaster engineering and inspection support to the City of Vallejo in response to the 2014 Napa Earthquake.

Representative Client List

TRB staff members have extensive experience working with public sector agencies in California. The following is a partial list of California agencies currently or previously served by our staff:

LOCAL AGENCIES – NORTHERN CALIFORNIA		
City of Benicia	City of Oakley	City of San Ramon
City of Concord	City of Pleasant Hill	City of Santa Clara
City of Davis	City of Redwood City	City of Vallejo
City of Dublin	City of Richmond	City of Walnut Creek
City of Fremont	City of Sacramento	County of Butte
City of Los Altos	City of San Jose	County of Marin
City of Monterey	City of San Leandro	County of Placer
City of Oakland	City of San Mateo	County of Sonoma
City of Roseville	City of Palo Alto	County of Sacramento
City of Tracy	City of Burlingame	City of Pleasanton
City of Davis	City of El Cerrito	City of Antioch
STATE AND FEDERAL AGENCIES		
California Energy Commission	Division of the State Architect	Veterans Administration
NASA	UC Davis Health	UC Berkeley

Client References

TRB and Associates understands the importance of maintaining a high level of quality and customer service. We encourage you to contact the following references to provide testimony of our performance of work. Please note that additional references are available upon request.

City of Benicia

Contact: Rachel O'Shea, CBO | Chief Building Official
Community Development Services Department | 370 East L Street, Benicia, CA 94510
Email: roshea@ci.benicia.ca.us
Phone: (707) 746-4233
Dates of service: 2006 – present (16 years) | Current contract value: \$200k



Services Provided: As-Needed Plan Review, Inspection, Code Enforcement and Permit Technician Support Services

TRB has provided Building Department Support Services to the City of Benicia since our founding in 2006. Our experience encompasses residential, commercial, and industrial project types.

City of Concord

Contact: Ryan Pursley, P.E. | Chief Building Official
Building Division | 1950 Parkside Drive, Concord, CA 94519
Email: ryan.pursley@ci.concord.ca.us
Phone: (925) 671-3119
Dates of service: 2008 – present (14 years) | Current contract value: \$500k



Services Provided: Onsite Building Official, Plan Review, Permit Technician, and Building & Multifamily Inspection Services

TRB has provided Building Department support services to the City of Concord for over 13 years. In addition to providing offsite plan review support, our firm has provided onsite plan review and inspection staff to help support the activities of the building department.

City of San Ramon

Contact: Vance Phillips, CBO | Building Official
7000 Bollinger Canyon Rd, San Ramon, CA 94583
Email: vphillips@sanramon.ca.gov
Phone: (925) 973-2583
Dates of service: 2007 – present (15 years) | Current contract value: \$250k



Services Provided: Plan Review, Inspection, and Permit Technician Support

TRB has held a contract with the City of San Ramon to provide Building Division Support services since 2007. Along with offsite plan review and permit technician support, we have provided staff to assist the City with onsite inspection, permit technician, and plan review support.

City of Sacramento

Contact: Winfred DeLeon, P.E. | Chief Building Official (ret.)
Development Services Department
Email: WDeleon@cityofsacramento.org
Phone: (916) 808-5475
Dates of service: 2007 – present (15 years) | Current contract value: \$500k



Services Provided: As-Needed Plan Review, Inspection, and Permit Technician Support

TRB has held a contract with the City of Sacramento to provide Building Division Support services since 2007. Along with offsite plan review and permit technician support, we have provided staff to assist the City with onsite inspection, permit technician, and plan review support.

City of Roseville

Contact: Jim Mangino, CBO | Chief Building Official
Community Development Services Department | Building Division
Email: buildingdivision@roseville.ca.us
Phone: (916) 774-5332
Dates of service: 2021 – present



Services Provided: As-Needed Plan Review, Inspection, Code Enforcement and Permit Technician Support Services

TRB has provided Building Department Support Services to the City of Roseville since 2021.

City of Davis

Contact: Ashley Feeney | Community Development Director
Email: AFeeney@cityofdavis.org
Phone: (530) 757-5610 x7347
Dates of service: 2017 – present



Services Provided: As-Needed Plan Review Services

TRB has provided plan review services to the City of Davis for over 5 years. The firm regularly meets its Plan Review objectives, including staffing requirements and turnaround goals.

University of California Davis Health

Contact: Paul Menard, RA | Chief Building Official
Facilities, Design & Development
4800 2nd Ave, FSSB Suite 3010 Sacramento, CA 95817
Email: pmenard@ucdavis.edu
Phone: (916) 734-7416
Dates of service: 2020 - present



Services Provided: As-Needed Plan Review Services

TRB is currently providing as-needed building and fire plan review services to the University of California Davis Health Facilities, Design & Development group. Notable projects include the \$1.3 billion Aggie Square Project.

California Energy Commission

Contact: Dale Rundquist | Compliance Program Manager
Email: drundqui@energy.state.ca.us
Phone: (916) 651-2072
Dates of service: 2008 – present



Services Provided: Delegate Chief Building Official, Plan Review, and Inspection Services TRB has assisted the California Energy Commission as a Delegate Chief Building Official for the past 14 years. TRB staff have assisted in this role on 15 projects including utility-scale Energy Storage Systems, and Peaker and Combined-Cycle natural-gas fired power generation facilities. As Delegate Chief Building Official, TRB serves in building department, fire department, public works, and worker safety support capacities, providing the following:

- Building Plan Review and Inspection
- Fire Plan Review and Inspection
- Civil & Grading Plan Review and Inspection
- Geotechnical Peer Review
- Fire Protection Engineering Peer Review
- OSHA Standards Plan Review
- Worker Safety Monitoring
- Project Management
- Document Control

Scope of Work Understanding

TRB and Associates understands that the City of Pinole is seeking to contract for As-Needed Plan Check and On-Call Staffing Services to assist the Department of Community Development as scoped in the City Request for Qualifications (RFP) document. The achievement of the City's goals is at the heart of the services we provide. We have been able to consistently meet our clients' goals by implementing the following principles:

- ✓ Garnering a problem-solving attitude
- ✓ Gaining awareness of the issues that affect the community
- ✓ Applying the right expertise in a responsive manner



Given our proximity and 15-year history serving agencies in Northern California, we submit that we are well equipped to perform the services requested under the City's RFP. To confirm, TRB and Associates is an independent firm, properly licensed to practice in California, and has no conflict of interest with regard to any other work performed on behalf of the City. The following reflects our proposed work plan for providing the requested scope of services.

TRB has reviewed the Scope of Work as outlined in the City's RFP and is prepared to provide the requested services of Plan Check and On-Call Staffing Services including:

- | | |
|---|-----------------------------|
| ✓ Building and Fire Plan Review | ✓ Permit Counter Services |
| ✓ Building and Fire Field Inspection Services | ✓ Code Enforcement Services |

The following reflects our proposed work plan for providing the requested scope of services.

Project Approach Overview

Our approach to this engagement is centered on fostering open communication between our firm and the City. Our firm is committed to maintaining regular open communication with City staff to ensure that we are kept apprised of current code interpretations and policies, and to enhance our ability to quickly respond to any issues that may arise during permit counter, document review, and/or inspection activities. We value the importance of the City's projects and are committed to meeting all project service delivery deadlines. Under the direction of the City Building Official, we will diligently document and report all plan review and inspection findings, tracking information, and other reports, as required by the City of Pinole.

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Throughout this engagement, our key team members will be available to meet with City staff either via phone or in person to address questions that may come up during the course of a project. We understand that being accessible to project stakeholders is essential in helping ensure that decisions are made in timely manner; as such, our firm is committed to responding to all inquiries within 1 business day. We encourage discussions via in-person meeting, telecon, and/or WebEx formats as agreeable and necessary to achieve the most expeditious results.

Quality Control Measures

Quality and on-time service are of paramount importance to us. Though we employ only licensed and experienced plan reviewers, certified inspectors and key administrative staff and expect their work to be of high standard, we have instituted a quality control policy to ensure this standard is maintained. At the core of our quality control approach is a “two sets of eyes” policy in place.

All work performed by staff are reviewed for quality control by senior members of our team. Our **Project Manager, Quality Control Principal, Plan Review Manager, and Inspection Services Manager** hold primary responsibility for ensuring accuracy and consistency (QA/QC) in the application of adopted codes and standards. On an ongoing basis, our Inspection Services Manager assesses Inspector performance, and our Plan Review Manager assesses Plan Review and Document Control performance. In addition, our organization performs annual Performance Evaluations to monitor project performance and identify training and promotional opportunities.

Independent, Licensed California Firm

To confirm, TRB is an independent, properly licenses firm in California and has no conflict of interest with regard to any other work performed for the City.

Project Workplan

Project Initialization, Scheduling & Management

From our prior experience supporting municipal building departments and divisions, we know that developing a comprehensive understanding of project construction documents and supporting the timely execution of project schedules is of critical importance. To confirm, for any plan review, inspection, or permit technician assignment, TRB members will possess a thorough understanding of all applicable project documents and processes and will be committed to supporting the City with its specific project schedule needs.

Preliminary Meetings and Project Administration

Shortly after project award, we would propose to hold a meeting to verify project expectations, deliverables, scheduling, and logistical considerations. In this setting, we would look to verify the key roles and responsibilities for all team’s party to the assignment. Our **Project Manager, Todd Bailey** will coordinate with our **Plan Review** and **Inspection Services Managers**, to allocate plan review, inspection, and permit technician resources appropriately. The Plan Review Manager will be responsible for oversight of all plan review services provided, and our Inspection Services Manager will be responsible for monitoring and managing any staff augmentation activities. Regular communication between our Project Manager and the TRB team will be ongoing throughout this engagement to ensure alignment on staffing and schedule needs.

Project Communications

We understand that ongoing communication is essential to ensuring project success. We promote and endorse any tools which help enhance communications between all project participants. We have utilized regularly scheduled calls for instance as a means for TRB, designated project owner, constructor, designer representatives, and others to discuss project schedule and critical path, manpower needs, potential challenges, and other related matters. Having these types of communications allows teams to identify when additional support may be needed and how resources may be best allocated to accommodate the project schedule and critical path. Throughout this engagement, our team members will be available to attend meetings with City staff, as well as design, constructor, and owner teams as needed.

Code Interpretation Support

The TRB team is well versed in the intent of codes and standards as they apply to the noted range of projects expected on this assignment. To ensure that our technical findings are easily understood, we work to ensure that all of our plan review and inspection findings / communications are done in a clear and concise manner. As part of this effort, we include references to any applicable Code or Standard sections to help ensure recipients understand the basis of our findings. Throughout the project, our team will be available to answer questions related to codes or standards at any time.

For those items where additional information may be needed, our team has access to additional resources in the form of code and commentary guidelines, illustrations, and agency interpretations. TRB is prepared to offer any reference information to whomever may be requesting the clarifying material.

In addition, our team has experience supporting public agencies with Alternate Materials and Methods Requests. If a project warrants such consideration, we are qualified and prepared to review all AMMR requests.

As part of his purview, **Paul Armstrong, PE, CBO** will serve as a facilitator on any code interpretation items. Paul has extensive expert code interpretation experience on projects of great complexity in California and in national and international settings. Of note, Mr. Armstrong's experience includes working for International Code Council (ICC/ICBO) for over 14 years.

Record Keeping and Document Management

From our prior experience, TRB understands that projects can involve concurrent, fast-track design and construction efforts, thereby necessitating implementation and management of well-organized processes in place to name and track documents in their various stages of development and review. TRB understands that tracking and maintaining well documented plan review and inspection findings is of paramount importance.

To facilitate timely access to construction inspection results and status information, TRB can initiate its Project Website for use on this assignment. With our project website, all plan review and inspection activities can be documented and posted daily. Our postings can include plan review comment letters and detailed inspection reports (i.e. approval/correction notices), project information, meeting notes, etc.; all of which may be updated on a daily basis. In addition, if so desired by the City, we can also accommodate incoming electronic document postings (i.e. electronic plans, calculations, RFI's, etc.) to allow paperless documentation of the project.

Workload Accommodation | Timeliness of Response

It is understood that there are often periods of time where workload extends beyond what may be normally expected. We would like to highlight that our firm has a system in place to accommodate such peaks without compromising turnaround or quality. We have a large number of qualified and experienced team members who we access to assist at times of high workload or emergency need. In the event of a local, regional, or national emergency or disaster, our assigned staff are ready and available to immediately respond to a disaster and help as needed.



Plan Review Scope & Approach

TRB is prepared to provide as-needed plan review services for residential, multi-family residential, commercial, and industrial projects encompassing building & fire code, electrical, plumbing, mechanical, fire protection, Title-24 energy, accessibility, and green building standards; as well as grading, drainage, floodplain, wildland urban interface fire severity zone, stormwater, grading, hazardous materials, and State housing law Title-25 factory-built structure considerations, as applicable.

Our reviews consider all relevant project documentation including plans, specifications, calculations, and other related correspondence to verify conformance to adopted local codes, ordinances, regulations, and standards, including the 2019 and upcoming 2022 editions (effective January 1, 2023) of the following California Building Standards Codes:

- California Building Code
- California Residential Code
- California Electrical Code
- California Plumbing Code
- California Mechanical Code
- California Fire Code
- California Energy Code
- California Green Building Standards Code

To confirm, TRB is prepared to provide as needed plan check for Fire Compliance during the transition period through the Spring of 2023 and beyond if needed. We currently provide fire plan review services on behalf of numerous clients including the Cities of Palo Alto and Roseville.

Alternate Material and Methods

TRB and Associates recognizes that there are alternate materials and methods of construction that can be used to satisfy and comply with the provisions of the code. Our experience with the use of alternate materials, alternate design and methods of construction enhances our ability to solve specific issues that arise in design and construction.

Electronic Plan Review

As noted earlier in our proposal, TRB is prepared to accommodate and review plan documents electronically for the City. The staff of TRB has been leaders in the field of digital plan review and workflow management; as such, we have the experience and know-how to efficiently manage the review of electronic documents. We are prepared to track and communicate all plan review comments and approvals through the City-designated tracking system, and any future or anticipated electronic review platform, including the City's new permitting system (Central Square Technology's Community Development Suite - TRAKIT, which is expected to go live in Spring of 2023). Our team has extensive experience working with the several electronic plan review systems including Bluebeam, DigEplan, and ProjectDox.



Online Plan Check Status and Records

To facilitate access to plan review findings and status information, TRB is prepared to initiate its Project Website for use on this assignment if desired by the City. With our project website, all correspondence issued by our team can be posted and maintained for access by City and designated project stakeholder staff. Our postings can include plan review findings (i.e. approval/comment letters), plan review submittal status information, meeting notes, etc.; all of which may be updated on a daily basis. In addition, if so desired by the City, we can also accommodate incoming electronic document postings (i.e. electronic plans, calculations, RFI's, etc.). To confirm, there is no additional cost for this service.

Plan Review Process

The following process represents an example plan review workflow. Please note that the plan review workflow utilized for the City will align with the City's specific workflow requirements and needs.

Step 1 - Preliminary Discussions:

Prior to beginning our initial plan review project, our Project Manager proposes to conduct a meeting or conference call with the City to discuss local code policies, documentation procedures, plan processing protocols, plan review checklist items, and scheduling.

Step 2 - Initial Review:

Upon receipt of a complete set of plan documents, we will perform our plan review in the agreed-upon timeframe, checking for compliance to all applicable code standards. To confirm, we will adhere to the City's Plan Review Turnaround timeframes, as reflected in the following Table.

Type of Project		Turnaround Time – First Cycle of Review	Turnaround Time – Second Cycle of Review	Turnaround Time – Third Cycle of Review	Turnaround Time – Fourth Cycle of Review (and so on)
Residential	New Construction – Single Family	10 Working Days	5 Working Days	5 Working Days	5 Working Days
	New Construction – Multifamily	10-15* Working Days	7-10 Working Days	5 Working Days	5 Working Days
	Addition	10 Working Days	5 Working Days	5 Working Days	5 Working Days
	Remodel	10 Working Days	5 Working Days	5 Working Days	5 Working Days
Non-Residential	New Construction	10-15* Working Days	7-10 Working Days	5 Working Days	5 Working Days
	Addition	10 Working Days	5 Working Days	5 Working Days	5 Working Days
	Remodel/ Tenant Improvement	10 Working Days	5 Working Days	5 Working Days	5 Working Days

*15 working days if project is exceptionally large or complex, as mutually agreed upon with City.

All corrections are identified based on compliance with specified codes and regulations and worded so the designer will know what needs attention and how to respond to the issue stated. Generally, corrections are identified in two ways:

- Notes can be made on plans as appropriate and authorized to assist in locating the issue on the plans;
- A correction sheet is generated detailing what items need to be addressed before plans can be approved.

The client will receive a copy of each correction list, as well as a cover memo containing the date plans were reviewed by TRB and Associates, and the date that the applicant/applicant's designee was notified that the plan review was completed.

Step 3 - Transmittal of Plans and Comment Lists for Plan Review:

At the heart of our approach in delivering our services to you, is the recognition that there must be a coordinated effort to track and coordinate all submittals and requests received. To help assure that submittals are properly coordinated and tracked, TRB and Associates has established an internal plan review coordination process to ensure that each plan received for review is properly handled, processed, and returned on time. Our plan tracking procedures are computerized to track each submittal through the review process and maintain accurate and comprehensive records for each submittal. Upon completion of our review, any comments generated are consolidated into a correction letter in the City's preferred format (e.g. Bluebeam, punchlist, or other eTrackit-compatible format) which is remitted to the City for its reference.

Step 4 - Rechecks:

Upon receipt of the resubmittal package from the applicant, once we have verified that the resubmittal package is complete, we perform a recheck in the agreed-upon timeframe. This process is repeated until the project plan documents are ready to be recommended for approval.

Step 5 - Plan Approval:

When all review comments are satisfied, we will forward two sets of all relevant correspondence bearing our company's "Reviewed for Code Compliance" stamp (including plans, calculations, and specifications), along with a transmittal letter indicating our recommendation for project approval, and the project file to the City for processing.



Shipping and Delivery of Plans

TRB provides pre-printed overnight shipping labels and/or pickup services to facilitate the transport of hardcopy plan submittals to our office. Please note that the pickup, shipment and delivery of plan documents and other relevant correspondence to the City are provided at no additional cost.

Building Inspection Scope & Approach

TRB is prepared to perform inspection, referring to building plans, structural plans, and material specifications for structures located within the City limits, upon 48-hour notice. Our inspectors are proficient at verifying project conformance to model code standards (Building, Electrical, Mechanical, Plumbing, Green Building and Title 24 Energy & Accessibility) and locally adopted ordinances. TRB provides all labor and technical, administrative, professional, and other personnel; supplies, materials, equipment, and all other resources necessary to perform the specified work. TRB will use existing City forms or can develop correction sheets which meet with the approval of the City and shall maintain written lists of corrections needed to ensure conformance to codes and regulations.

Field Inspection Process

Our experienced team includes individuals with extensive field inspection experience on a range of project assignment types including municipality “Called Inspections,” “Clerk of the Works,” and “Inspector of Record” roles; our team can assist with a broad range of inspection responsibilities. Our scope of service areas includes residential, commercial, and industrial facilities, capital improvement projects, municipal agency services and infrastructure revitalization. Our inspectors are careful to document all inspection activities, adhere to agency-adopted protocols, and follow field procedures and policies as dictated by the Building Official. TRB will maintain daily inspection records and all necessary documents on file for reference by the City. To confirm, TRB staff are available for applicant inquiries and/or conferences during normal City business hours. Our inspections include those identified in the California Model Codes and would be amended or modified as directed by the City.

- Foundation Inspection
- Framing Inspection(s)
- Electrical, Mechanical, Plumbing systems inspection
- Lath and/or Gypsum Board Inspection
- Fire Code Inspection, e.g. fire suppression, alarms, etc. (if requested)
- Concrete Slab or under-floor Inspection
- Energy Efficiency Measures Inspections
- Green Building Inspection
- Fire Resistance Rated Construction Inspection
- Floodplain Inspection
- Final Inspection

Remote Virtual Inspection (RVI) Option

Many jurisdictions are considering or have started using virtual programs to provide remote inspection services, and we note that Placer City has a remote inspection option in place. Several of our clients have successfully implemented a virtual inspection program. The system allows staff to conduct their duties while abiding by social-distancing requirements. Programs such as Inspected.com (a teaming effort with the ICC) or Blitzz charge a per inspection fee as well as an annual lease of their software. Tools like Facetime, Skype, Google Duo and Microsoft Teams are also being used. TRB has utilized Skype, Microsoft Teams and Facetime for these services, and is prepared to utilize the City’s process/system as requested.



Permit Processing, Administration, Code Enforcement, and CASp Services Scope & Approach

TRB is prepared to provide Permit Technician, Administrative, Code Enforcement, and CASp services support to the City on an as-needed basis, upon 48-hour notice. TRB staff are prepared to work at the City's offices as an extension of City staff under the supervision of the Chief Building Official or their designee with the knowledge, skills, and abilities to perform the following requisite functions.

Permit Technician / Administrative Assistant

- Assist the public at the front counter or by phone regarding building, planning, and engineering permit requirements, application and permit fees, application filing procedures and processing, and permit status.
- Enter permit and related data into the City TRACKIT/ Central Square permit tracking system.
- Research, compile and prepare various limited reports and presentation graphics.
- Accept permit and related applications and collect fees.
- Screen plans and application materials for completeness and for conformance with City ordinances standards, policies, and guidelines.
- Review application materials for compliance with conditions of project approval; route plans to other City departments for review; approve and issue minor permits; research and respond to public inquiries.



Code Enforcement

- Enforce compliance with agency regulations and ordinances including those pertaining to zoning, land use, nuisance housing, building codes, health and safety, blight, graffiti, water waste, and other matters.
- Respond to complaints and reports from other agencies and departments on alleged violations of agency zoning and related municipal codes and ordinances; conduct investigations and provide recommendations for resolution.
- Conduct field investigations; inspect properties for violations; issue and post warning notices, notices of violation, corrective notices, orders to comply, and related documentation for code violations; schedule and performing follow-up functions to gain compliance including letters, inspections, calls, meetings, discussions, and negotiations to ensure compliance with appropriate codes and ordinances.
- Maintain accurate documentation and case files on investigations, inspections, enforcement actions, and other job-related activities including accurate and detailed information regarding code enforcement activity to substantiate violations; drawing, diagrams and illustrations and taking photographs.

Disabled Access (CASp) Services

TRB offers Certified Accessibility Specialist (CASp) Consulting Services to assist agencies with the compliance requirements of State of California Senate Bill 1608 (Corbett). Our team is skilled at reviewing facility plans and specifications for compliance with State and Federal accessibility laws, codes, and regulations; evaluating facilities for compliance with State and Federal accessibility codes and regulations; and conducting accessibility research, preparing accessibility reports, and performing accessibility inspections. We offer email/phone consultations, onsite facility inspections and certifications, and expert testimony services as part of our CASp consulting services portfolio.

Fee Schedule

TRB and Associates offers the following fixed-fee and hourly rate schedules for services provided. Please note that Building Plan Review services may be rendered on either a fixed fee or hourly rate basis, as noted below. Additional services such as Fire Plan Review, Building Inspection, Staff Augmentation and Other services (e.g., CASp consulting), would be provided on an hourly basis at rates shown in the Schedule of Hourly Rates and Reimbursables provided on the following page.

Plan Review Services

Our plan review fees are calculated as a percentage of the total Plan Review Fee collected by the City. The fee compensation shown covers three total plan review cycles – the initial plan review and two rechecks. Any further review cycles which become necessary and reviews of revisions to approved plans would be billed based upon a negotiated hourly rate. Please note that the turnaround timeframe for providing expedited plan reviews would be negotiated/mutually agreed upon prior to commencement of the review.

Plan Review Turnaround Timeframe	Structural Only Review	M/E/P Only Review	Complete Review (Structural, Life Safety/Disabled Access, M/E/P, Green, Energy)
Standard: Turnaround Timeframes published in Proposal Section D [Reflected in Table below]	45%	45%	65%
Expedited:** One-half of Turnaround Timeframes published in Proposal Section D [Reflected in Table below]	Standard fee plus an additional 50 percent	Standard fee plus an additional 50 percent	Standard fee plus an additional 50 percent

Note: For other review scope combinations not specifically identified in the above table (e.g. Electrical Only, Mechanical/ Plumbing Only, etc.), the fee compensation would be on an hourly basis.

Type of Project		Turnaround Time – First Cycle of Review	Turnaround Time – Second Cycle of Review	Turnaround Time – Third Cycle of Review	Turnaround Time – Fourth Cycle of Review (and so on)
Residential	New Construction – Single Family	10 Working Days	5 Working Days	5 Working Days	5 Working Days
	New Construction – Multifamily	10-15* Working Days	7-10 Working Days	5 Working Days	5 Working Days
	Addition	10 Working Days	5 Working Days	5 Working Days	5 Working Days
	Remodel	10 Working Days	5 Working Days	5 Working Days	5 Working Days
Non-Residential	New Construction	10-15* Working Days	7-10 Working Days	5 Working Days	5 Working Days
	Addition	10 Working Days	5 Working Days	5 Working Days	5 Working Days
	Remodel/ Tenant Improvement	10 Working Days	5 Working Days	5 Working Days	5 Working Days

* For exceptionally large/complex projects, 15-day first check and 10-day rechecks may apply, as mutually agreed upon prior to start of review.

**For expedited plan reviews, turnaround timeframe would be mutually agreed upon prior to commencement of work.

Please note that the pickup, shipment, and delivery of hardcopy and/or electronic plan documents and other relevant correspondence to the City are included in the above-noted cost.

Schedule of Hourly Rates and Reimbursables

The following billing rates apply for services rendered on an hourly basis:

<u>Position</u>	<u>Hourly Rate</u>
Principal / Director	\$175.00
Project Manager	\$150.00
Building Official	\$150.00
Assistant Project Manager	\$135.00
Analyst	\$ 95.00
Supervising Plan Review Engineer / Architect	\$145.00
Senior Plan Review Engineer / Architect	\$130.00
Senior Plans Examiner	\$120.00
Plan Review Engineer/Architect	\$115.00
Plans Examiner	\$105.00
Intern Plans Examiner	\$ 70.00
Senior Planner	\$145.00
Planner	\$130.00
Engineering Technician II	\$ 95.00
Engineering Technician I	\$ 85.00
Senior Permit Technician II	\$ 85.00
Senior Permit Technician I	\$ 75.00
Permit Technician	\$ 65.00
Clerical/Admin	\$ 58.00
Fire Protection Engineer	\$215.00
CASp Certified Inspector/Examiner	\$130.00
Geotechnical Engineer	\$215.00
Grading/Storm Water Plan Review Engineer	\$215.00
QSP Storm Water Inspector	\$195.00
Inspector of Record / Task Leader	\$140.00
Supervising Inspector	\$130.00
Senior Inspector III	\$120.00
Senior Inspector II	\$110.00
Senior Inspector I	\$105.00
Inspector II	\$ 98.00
Inspector I	\$ 88.00
Intern Inspector	\$ 65.00

- Overtime, Emergency, Expedited, and After-hours work is billed at the above-noted rates plus an additional 50 percent (Note that no overtime will be charged without client authorization)
- Project inspections subject to prevailing wage requirements are at the above-published rates plus 30 percent.
- All requested inspection and other staff-augmentation services are subject to a minimum 4-hour fee.
- Reimbursement for direct expenses, incurred in connection with the work, will be at cost plus 15 percent.
- Reimbursement for non-City vehicles used in connection with the work will be at the current IRS rate plus 15 percent per mile.

The above Schedule is valid through June 30, 2023 and may be adjusted thereafter to account for CPI changes, as mutually agreed upon.

Required Statements | Documents

As requested, TRB confirms the following statements of assurance in response to the requirements noted in the City's Request for Proposal document:

- **The absence of a conflict of interest.**
TRB has no conflict of interest with the City of Pinole associated with the requested services.
- **Indicate your ability and agreement to fulfill the indemnification and insurance requirements contained in the sample contract.**
TRB meets or exceeds these requirements and will provide certificates of insurance upon award.
- **A statement that nothing contained in the submitted proposal will be proprietary.**
TRB agrees with this requirement.
- **Acknowledgement that the consultant understands that all documents submitted to the City in connection with the proposal are subject to the California Public Records Act and may be disclosed without notice to the Consultant.**
TRB agrees with this requirement.
- **A description of any and all proposed exceptions, alterations, or amendments to the Scope of Service or other requirements of this RFP, including the Sample Contract (Attachment B).**
TRB has no exceptions, alterations or amendments to the Scope of Service or requirements of the RFP, including the sample contract.
- **Pending bankruptcies, liens, stop payment notices, judgments, lawsuits, arbitrations, mediations, foreclosures, an any other similar actions filed or resolved in the past seven (7) years.**
TRB can confirm that there have been no actions related to the above in the past seven (7) years, nor for the life of the firm.



CITY COUNCIL REPORT

91

DATE: JANUARY 17, 2023

TO: MAYOR AND COUNCIL MEMBERS

FROM: SANJAY MISHRA, PUBLIC WORKS DIRECTOR

SUBJECT: AWARD A CONTRACT TO WEST VALLEY CONSTRUCTION COMPANY, INC. TO PROVIDE ENGINEERING DESIGN SERVICES FOR PINON-PHASE 1 SANITARY SEWER PROJECT (CIP PROJECT #SS2201)

RECOMMENDATION

Staff recommends that the City Council adopt a resolution (Attachment A) to:

1. Award a contract (Attachment B) to West Valley Construction Company, Inc. for engineering design services for Pinon-Phase 1 Sanitary Sewer Project (CIP Project # SS2201, the "Project");
2. Authorize the City Manager to execute a contract (Attachment B) with West Valley Construction Company, Inc. in an amount not to exceed \$400,000 including a contingency of \$38,863 for the Project; and
3. Authorize the City Manager or his designee to issue any necessary change orders to complete additional work within contract authority for the Project.

BACKGROUND

The City owns and operates approximately 50 miles of sewer pipelines and 2 sewage lift stations. This system collects and conveys wastewater generated at residential, commercial, and industrial buildings to the City's wastewater treatment plant.

On March 9, 2021, the Regional Water Board inspected the City's collection system to evaluate the City's compliance with the Statewide General Waste Discharge Requirements for Sanitary Sewer Systems, Order No. 2006-2003-DEW (Order). Order Provision D.10 requires the City to provide adequate capacity to convey base flows and peak flows, including flows related to wet weather events.

A review by the Regional Water Board staff of Sanitary Sewer Overflow (SSO) data revealed that there were three category 1 SSO's in 2019 near the intersection of Pinon

Avenue and Bay View Farm Road. As a temporary mitigation measure, the City has contracted with a third-party provider to mobilize equipment to enhance capacity at this location. The Regional Water Quality Control Board requires the City inspect the condition of all pipes with an in-pipe camera by March 31, 2023, and to address the capacity related issues at Pinon Avenue as soon as possible. The City is currently completing in-pipe camera inspections and is on track to complete them on time.

The City's wastewater collection system is aging with some segments over 50 years old and several studies and historic records indicate that the collection system experiences high levels of inflow and infiltration (I/I) caused by stormwater and groundwater entering into the sewer collection system.

On September 20, 2022, City Council adopted Resolution 2022-80 approving the Sanitary Sewer Master Plan (SSMP). The SSMP was developed to gain an understanding of the sanitary sewer system's performance and to provide a planning document for the City's wastewater collection system which would focus spending in key areas in need of improvement. The SSMP included hydraulic modelling of the existing collection system and proposed several capacity improvements projects that were separated into three phases: Phase 1 (5-7 years), Phase 2 (8-12 years), and Phase 3 (13- 20 years). The first project identified in the SSMP is the Pinon Ave. project.

Based on a preliminary review of video inspections and SSMP, several segments of the collection system will require replacement/rehabilitation to address inflow and infiltration as well as extend the useful life of the collection system. To implement proposed improvements identified in the SSMP, the City will take a phased approach and incorporate findings from the in-pipe camera inspections.

On October 4, 2022, City staff released a Request for Proposals for Engineering Design Services for Sanitary Sewer with a focus on phase 1 of the Pinon project on www.publicpurchase.com and also posted contract documents on www.ci.pinoles.ca.us/bids. Responses were due on October 26, 2022.

A total of 7 responses were received and provided to the review panel (Panel) for evaluation and scoring. The Panel consisted of two City of Pinole personnel representing the Public Works Department, and an independent consultant who is currently assisting the City with in-pipe camera inspections of the collection system. All proposal responses were evaluated and rated independently by each Panel member using the criteria listed below:

Criteria	Points
Qualifications and Staffing	35
Project Approach and Work Plan	30
Cost Proposal	20
Schedule	10

Compliance with RFP	5
TOTAL	100

The top 3 respondents were invited to an interview to further demonstrate their qualifications. Interviews were conducted on December 6 and 7 with Freyer & Laureta, Inc. Bellecci & Associates, and West Valley Construction Company, Inc. Staff received scoring evaluations from Panel members and totaled the scores for each firm and generated ranking. West Valley Construction Company Inc. scored 92 points, Freyer & Laureta Inc. scored 81 points, and Bellecci & Associates scored 80 points.

Based on the ranking, City staff started contract negotiations with West Valley Construction Company, Inc.

REVIEW & ANALYSIS

City staff recommends West Valley Construction Company, Inc. given their extensive experience in delivering projects that cover all aspects of underground utility installation and partnerships with public and private utilities throughout the state. Through the written proposal and oral interview, the firm demonstrated experience delivering projects similar in scope and size as the Pinon project. West Valley Construction Company, Inc. has experience performing design work for public works infrastructure projects including sewer pipeline rehabilitation by both conventional open trench and trenchless methods. Staff believes the firm's team has the experience and professional competency that will result in a satisfactory product for the City.

The City, through the developed sewer rate structure, has inflow and infiltration program funds set aside and programmed in the approved Capital Improvement Plan to address inflow and infiltration. The cost proposal provided by West Valley Construction Company, Inc. for the scope of work as defined in the RFP and submitted proposal is \$313,235. West Valley Construction Company, Inc. has also proposed a few optional tasks at the City's request, i.e.: to verify the hydraulic modeling, patch paving of pothole locations, and preparation of a technical memorandum for Alternative Design if needed. The total proposed amount for all the above task is \$47,902. All the above optional tasks are warranted and will be monitored and controlled by City Staff. Staff recommends that the Council approve all the optional tasks above in an amount not to exceed \$400,000 (includes a contingency of \$38,863).

Staff recommends the City Council award a contract to West Valley Construction Company, Inc. for engineering design services for Pinon-1 Sanitary Sewer Project. Furthermore, staff recommends that City Council authorize the City Manager to execute a contract with West Valley Construction Company, Inc. in an amount not to exceed

\$400,000 for the Project which includes a contingency of \$38,863 to address any issues that may arise during the work as approved by the City Manager or his designee. In addition, staff recommends that City Council authorize the City Manager or his designee to issue any necessary change orders to complete additional work within contract authority for the Project.

FISCAL IMPACT

The City, through the developed sewer rate structure, has inflow and infiltration program funds set aside and programmed in the approved Capital Improvement Plan to address inflow and infiltration.

There are sufficient funds in the City's adopted CIP to award the contract to West Valley Construction Company, Inc. in an amount not to exceed \$400,000.

ATTACHMENTS

- A. Resolution
- B. Construction Contract

RESOLUTION NO. 2022 – XX**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PINOLE, COUNTY OF CONTRA COSTA COUNTY, STATE OF CALIFORNIA, AUTHORIZING THE CITY MANAGER TO EXECUTE A CONTRACT WITH WEST VALLEY CONSTRUCTION COMPANY, INC. TO PROVIDE ENGINEERING DESIGN SERVICES FOR PINON-PHASE 1 SANITARY SEWER PROJECT (CIP PROJECT #SS2201)**

WHEREAS, the City of Pinole (“City”) has adopted the FY 2022/23 through FY 2026/27 Capital Improvement Plan (CIP) which includes the Sanitary Sewer Rehabilitation (CIP Project # SS2201, the “Project”) as a funded project; and

WHEREAS, the Project involves improvements to the sanitary sewer collection system as identified in the Sanitary System Master Plan; and

WHEREAS, on October 4, 2022, City staff released the bid on www.publicpurchase.com and also posted contract documents on www.ci.pinole.ca.us/bids; and

WHEREAS, the Request for Proposals were due on October 26, 2022 and a total of 7 responses were received; and

WHEREAS, the Request for Proposals were evaluated based on the published criteria by a review panel and three top ranked firms were interviewed; and

WHEREAS, the review panel determined that West Valley Construction Company, Inc. is the most responsive and responsible proposer.

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

1. West Valley Construction Company Inc.’s proposal is found to be the most responsive and responsible proposal and is accepted by the City Council for the sanitary sewer collection system (CIP Project # SS2201, the “Project”).
2. A total budget of \$400,000 including a contingency amount of \$38,863 are authorized by the City Council for engineering design services as described in the scope and other optional services that may be required.
3. The City Manager is authorized to execute a professional services contract with West Valley Construction Company, Inc. in an amount not to exceed \$400,000 for the Project in a form to be approved by the City Attorney.
4. The City Manager or his designee is authorized to issue any necessary change orders to complete additional work within contract authority for the Project.

PASSED AND ADOPTED at a regular meeting of the Pinole City Council held on the 17th day of January 2023 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 17th day of January 2023.

Heather Bell
City Clerk

**CONSULTING SERVICES AGREEMENT BETWEEN
THE CITY OF PINOLE AND
WEST VALLEY CONSTRUCTION COMPANY, INC.**

THIS AGREEMENT for consulting services is made by and between the City of Pinole ("City") and West Valley Construction Company, Inc. ("Consultant") (together sometimes referred to as the "Parties") as of January 18, 2023 (the "Effective Date") in Pinole, California.

Section 1. SERVICES. Subject to the terms and conditions set forth in this Agreement, Consultant shall provide to City the services described in the Scope of Work attached as Exhibit A at the time and place and in the manner specified therein. In the event of a conflict in or inconsistency between the terms of this Agreement and Exhibit A, the Agreement shall prevail.

- 1.1 **Term of Services.** The term of this Agreement shall begin on the Effective Date and shall end on January 18, 2024, and Consultant shall complete the work described in Exhibit A by that date, unless the term of the Agreement is otherwise terminated or extended, as provided for in Section 8. The time provided to Consultant to complete the services required by this Agreement shall not affect the City's right to terminate the Agreement, as provided for in Section 8.
- 1.2 **Standard of Performance.** Consultant shall perform all services required pursuant to this Agreement in the manner and according to the standards observed by a competent practitioner of the profession in which Consultant is engaged in the geographical area in which Consultant practices its profession. Consultant shall prepare all work products required by this Agreement in a professional manner and shall conform to the standards of quality normally observed by a person practicing in Consultant's profession.
- 1.3 **Assignment of Personnel.** Consultant shall assign only competent personnel to perform services pursuant to this Agreement. In the event that City, in its sole discretion, at any time during the term of this Agreement, desires the reassignment of any such persons, Consultant shall, immediately upon receiving notice from City of such desire of City, reassign such person or persons.
- 1.4 **Time.** Consultant shall devote such time to the performance of services pursuant to this Agreement as may be reasonably necessary to meet the standard of performance provided in Section 1.1 above and to satisfy Consultant's obligations hereunder.

Section 2. COMPENSATION. City hereby agrees to pay Consultant an amount not to exceed Four Hundred Thousand (\$400,000), for all work set forth in Exhibit A and all reimbursable expenses incurred in performing the work. In the event of a conflict between this Agreement and Consultant's proposal regarding the amount of compensation, the Agreement shall prevail. City shall pay Consultant for services rendered pursuant to this Agreement at the time and in the manner set forth herein. The payments specified below shall be the only payments from City to Consultant for services rendered pursuant to this Agreement. Consultant shall submit all invoices to City in the manner specified herein. Except as specifically authorized by City, Consultant shall not bill City for duplicate services performed by more than one person.

Consultant and City acknowledge and agree that compensation paid by City to Consultant under this Agreement is based upon Consultant's estimated costs of providing the services required hereunder, including salaries and benefits of employees and subcontractors of Consultant. Consequently, the parties further agree that compensation hereunder is intended to include the costs of contributions to any pensions and/or annuities to which Consultant and its employees, agents, and subcontractors may be eligible. City therefore has no responsibility for such contributions beyond compensation required under this Agreement.

2.1 Invoices. Consultant shall submit invoices, not more often than once a month during the term of this Agreement, based on the cost for services performed and reimbursable costs incurred prior to the invoice date. Invoices shall contain the following information:

- Serial identifications of progress bills; i.e., Progress Bill No. 1 for the first invoice, etc.;
- The beginning and ending dates of the billing period;
- A Task Summary containing the original contract amount, the amount of prior billings, the total due this period, the balance available under the Agreement, and the percentage of completion;
- At City's option, for each work item in each task, a copy of the applicable time entries or time sheets shall be submitted showing the name of the person doing the work, the hours spent by each person, a brief description of the work, and each reimbursable expense;
- The total number of hours of work performed under the Agreement by Consultant and each employee, agent, and subcontractor of Consultant performing services hereunder, as well as a separate notice when the total number of hours of work by Consultant and any individual employee, agent, or subcontractor of Consultant reaches or exceeds 800 hours, which shall include an estimate of the time necessary to complete the work described in Exhibit A;
- The Consultant's signature.

2.2 Monthly Payment. City shall make monthly payments, based on invoices received, for services satisfactorily performed, and for authorized reimbursable costs incurred. City shall have 30 days from the receipt of an invoice that complies with all of the requirements above to pay Consultant.

2.3 Final Payment. City shall pay the last 10% of the total sum due pursuant to this Agreement within sixty (60) days after completion of the services and submittal to City of a final invoice, if all services required have been satisfactorily performed.

2.4 Total Payment. City shall pay for the services to be rendered by Consultant pursuant to this Agreement. City shall not pay any additional sum for any expense or cost whatsoever incurred by Consultant in rendering services pursuant to this Agreement. City shall make no payment for any extra, further, or additional service pursuant to this Agreement.

In no event shall Consultant submit any invoice for an amount in excess of the maximum amount of compensation provided above either for a task or for the entire Agreement, unless the Agreement is modified prior to the submission of such an invoice by a properly executed change order or amendment.

- 2.5 **Hourly Fees.** Fees for work performed by Consultant on an hourly basis shall not exceed the amounts shown on the following fee schedule attached hereto as Exhibit A.
- 2.6 **Payment of Taxes.** Consultant is solely responsible for the payment of employment taxes incurred under this Agreement and any similar federal or state taxes.
- 2.7 **Payment upon Termination.** In the event that the City or Consultant terminates this Agreement pursuant to Section 8, the City shall compensate the Consultant for all outstanding costs and reimbursable expenses incurred for work satisfactorily completed as of the date of written notice of termination. Consultant shall maintain adequate logs and timesheets in order to verify costs incurred to that date.
- 2.8 **Authorization to Perform Services.** The Consultant is not authorized to perform any services or incur any costs whatsoever under the terms of this Agreement until receipt of authorization from the Contract Administrator.

Section 3. FACILITIES AND EQUIPMENT. Except as set forth herein, Consultant shall, at its sole cost and expense, provide all facilities and equipment that may be necessary to perform the services required by this Agreement.

Section 4. INSURANCE REQUIREMENTS. Before beginning any work under this Agreement, Consultant, at its own cost and expense, unless otherwise specified below, shall procure the types and amounts of insurance listed below against claims for injuries to persons or damages to property that may arise from or in connection with the performance of the work hereunder by the Consultant and its agents, representatives, employees, and subcontractors. Consistent with the following provisions, Consultant shall provide proof satisfactory to City of such insurance that meets the requirements of this section and under forms of insurance satisfactory in all respects to the City. Consultant shall maintain the insurance policies required by this section throughout the term of this Agreement. The cost of such insurance shall be included in the Consultant's bid. Consultant shall not allow any subcontractor to commence work on any subcontract until Consultant has obtained all insurance required herein for the subcontractor(s) and provided evidence thereof to City. Verification of the required insurance shall be submitted and made part of this Agreement prior to execution.

- 4.1 **Workers' Compensation.** Consultant shall, at its sole cost and expense, maintain Statutory Workers' Compensation Insurance and Employer's Liability Insurance for any and all persons employed directly or indirectly by Consultant. The Statutory Workers' Compensation Insurance and Employer's Liability Insurance shall be provided with limits of not less than ONE MILLION DOLLARS (\$1,000,000.00) per accident. In the alternative, Consultant may rely on a self-insurance program to meet those requirements, but only if the program of self-insurance complies fully with the provisions of the California Labor Code. Determination of whether a self-insurance program meets the standards of the Labor Code shall be solely in the discretion of the City. The insurer, if insurance is provided, or the Consultant, if a program of self-insurance is provided, shall waive all rights of subrogation against the City and its officers, officials, employees, and volunteers for loss arising from work performed under this Agreement.

4.2 Commercial General and Automobile Liability Insurance.

4.2.1 General requirements. Consultant, at its own cost and expense, shall maintain commercial general and automobile liability insurance for the term of this Agreement in an amount not less than ONE MILLION DOLLARS (\$1,000,000.00) per occurrence, combined single limit coverage for risks associated with the work contemplated by this Agreement. If a Commercial General Liability Insurance or an Automobile Liability form or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to the work to be performed under this Agreement or the general aggregate limit shall be at least twice the required occurrence limit. Such coverage shall include but shall not be limited to, protection against claims arising from bodily and personal injury, including death resulting therefrom, and damage to property resulting from activities contemplated under this Agreement, including the use of owned and non-owned automobiles.

4.2.2 Minimum scope of coverage. Commercial general coverage shall be at least as broad as Insurance Services Office Commercial General Liability occurrence form CG 0001 (ed. 11/88) or GL 0002 (ed.1/73) covering comprehensive General Liability and Insurance Services Office form number GL 0404 covering Broad Form Comprehensive General Liability. Automobile coverage shall be at least as broad as Insurance Services Office Automobile Liability form CA 0001 (ed. 12/90) Code 1. No endorsement shall be attached limiting the coverage.

4.2.3 Additional requirements. Each of the following shall be included in the insurance coverage or added as a certified endorsement to the policy:

- a. The insurance shall cover on an occurrence or an accident basis, and not on a claims-made basis.
- b. Any failure of Consultant to comply with reporting provisions of the policy shall not affect coverage provided to City and its officers, employees, agents, and volunteers.

4.3 Professional Liability Insurance.

4.3.1 General requirements. Consultant, at its own cost and expense, shall maintain for the period covered by this Agreement professional liability insurance for licensed professionals performing work pursuant to this Agreement in an amount not less than ONE MILLION DOLLARS (\$1,000,000) covering the licensed professionals' errors and omissions. Any deductible or self-insured retention shall not exceed \$150,000 per claim.

4.3.2 Claims-made limitations. The following provisions shall apply if the professional liability coverage is written on a claims-made form:

- a. The retroactive date of the policy must be shown and must be before the date of the Agreement.
- b. Insurance must be maintained and evidence of insurance must be provided for at least five years after completion of the Agreement or the work, so long as commercially available at reasonable rates.
- c. If coverage is canceled or not renewed and it is not replaced with another claims-made policy form with a retroactive date that precedes the date of this Agreement, Consultant must provide extended reporting coverage for a minimum of five years after completion of the Agreement or the work. The City shall have the right to exercise, at the Consultant's sole cost and expense, any extended reporting provisions of the policy, if the Consultant cancels or does not renew the coverage.
- d. A copy of the claim reporting requirements must be submitted to the City prior to the commencement of any work under this Agreement.

4.4 All Policies Requirements.

- 4.4.1 Acceptability of insurers.** All insurance required by this section is to be placed with insurers with a Bests' rating of no less than A:VII.
- 4.4.2 Verification of coverage.** Prior to beginning any work under this Agreement, Consultant shall furnish City with complete certified copies of all policies, including complete certified copies of all endorsements. All copies of policies and certified endorsements shall show the signature of a person authorized by that insurer to bind coverage on its behalf.
- 4.4.3 Notice of Reduction in or Cancellation of Coverage.** A certified endorsement shall be attached to all insurance obtained pursuant to this Agreement stating that coverage shall not be suspended, voided, canceled by either party, or reduced in coverage or in limits, except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to the City. In the event that any coverage required by this section is reduced, limited, cancelled, or materially affected in any other manner, Consultant shall provide written notice to City at Consultant's earliest possible opportunity and in no case later than ten (10) working days after Consultant is notified of the change in coverage.
- 4.4.4 Additional insured; primary insurance.** A certified endorsement at least as broad as Insurance Services Office form number CG 20 10 (11/85 ed.) shall be attached to all policies stating that the City and its officers, employees, agents, and volunteers shall be covered as additional insureds with respect to each of the following: liability arising out of activities performed by or on behalf of Consultant, including the insured's general supervision of Consultant; products and completed operations of Consultant, as applicable; premises owned, occupied, or used by Consultant; and automobiles owned, leased, or used by the Consultant in the

course of providing services pursuant to this Agreement. The coverage shall contain no special limitations on the scope of protection afforded to City or its officers, employees, agents, or volunteers.

A certified endorsement shall be attached to all policies stating that coverage is primary insurance with respect to the City and its officers, officials, employees and volunteers, and that no insurance or self-insurance maintained by the City shall be called upon to contribute to a loss under the coverage.

- 4.4.5 Deductibles and Self-Insured Retentions.** Consultant shall disclose to and obtain the approval of City for the self-insured retentions and deductibles before beginning any of the services or work called for by any term of this Agreement.

During the period covered by this Agreement, only upon the prior express written authorization of Contract Administrator, Consultant may increase such deductibles or self-insured retentions with respect to City, its officers, employees, agents, and volunteers. The Contract Administrator may condition approval of an increase in deductible or self-insured retention levels with a requirement that Consultant procure a bond, guaranteeing payment of losses and related investigations, claim administration, and defense expenses that is satisfactory in all respects to each of them.

- 4.4.6 Subcontractors.** Consultant shall include all subcontractors as insureds under its policies or shall furnish separate certificates and certified endorsements for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated herein.

- 4.4.7 Variation.** The City may approve a variation in the foregoing insurance requirements, upon a determination that the coverage, scope, limits, and forms of such insurance are either not commercially available, or that the City's interests are otherwise fully protected.

- 4.5 Remedies.** In addition to any other remedies City may have if Consultant fails to provide or maintain any insurance policies or policy endorsements to the extent and within the time herein required, City may, at its sole option exercise any of the following remedies, which are alternatives to other remedies City may have and are not the exclusive remedy for Consultant's breach:

- Obtain such insurance and deduct and retain the amount of the premiums for such insurance from any sums due under the Agreement;
- Order Consultant to stop work under this Agreement or withhold any payment that becomes due to Consultant hereunder, or both stop work and withhold any payment, until Consultant demonstrates compliance with the requirements hereof; and/or
- Terminate this Agreement.

Section 5. INDEMNIFICATION AND CONSULTANT'S RESPONSIBILITIES. Consultant shall indemnify, defend with counsel reasonably acceptable to the City, and hold harmless the City and its officials, officers, employees, agents, and volunteers from and against any and all losses, liability, claims, suits, actions, damages, and causes of action arising out of any personal injury, bodily injury, loss of life, or damage to property, or any violation of any federal, state, or municipal law or ordinance, to the extent caused, in whole or in part, by the willful misconduct or negligent acts or omissions of Consultant or its employees, subcontractors, or agents, by acts for which they could be held strictly liable, or by the quality or character of their work. The foregoing obligation of Consultant shall not apply when (1) the injury, loss of life, damage to property, or violation of law arises wholly from the negligence or willful misconduct of the City or its officers, employees, agents, or volunteers and (2) the actions of Consultant or its employees, subcontractor, or agents have contributed in no part to the injury, loss of life, damage to property, or violation of law. It is understood that the duty of Consultant to indemnify and hold harmless includes the duty to defend as set forth in Section 2778 of the California Civil Code. Acceptance by City of insurance certificates and endorsements required under this Agreement does not relieve Consultant from liability under this indemnification and hold harmless clause. This indemnification and hold harmless clause shall apply to any damages or claims for damages whether or not such insurance policies shall have been determined to apply. By execution of this Agreement, Consultant acknowledges and agrees to the provisions of this Section and that it is a material element of consideration.

In the event that Consultant or any employee, agent, or subcontractor of Consultant providing services under this Agreement is determined by a court of competent jurisdiction or the California Public Employees Retirement System (PERS) to be eligible for enrollment in PERS as an employee of City, Consultant shall indemnify, defend, and hold harmless City for the payment of any employee and/or employer contributions for PERS benefits on behalf of Consultant or its employees, agents, or subcontractors, as well as for the payment of any penalties and interest on such contributions, which would otherwise be the responsibility of City.

Section 6. STATUS OF CONSULTANT.

6.1 Independent Contractor. At all times during the term of this Agreement, Consultant shall be an independent contractor and shall not be an employee of City. City shall have the right to control Consultant only insofar as the results of Consultant's services rendered pursuant to this Agreement and assignment of personnel pursuant to Subparagraph 1.3; however, otherwise City shall not have the right to control the means by which Consultant accomplishes services rendered pursuant to this Agreement. Notwithstanding any other City, state, or federal policy, rule, regulation, law, or ordinance to the contrary, Consultant and any of its employees, agents, and subcontractors providing services under this Agreement shall not qualify for or become entitled to, and hereby agree to waive any and all claims to, any compensation, benefit, or any incident of employment by City, including but not limited to eligibility to enroll in the California Public Employees Retirement System (PERS) as an employee of City and entitlement to any contribution to be paid by City for employer contributions and/or employee contributions for PERS benefits.

6.2 Consultant No Agent. Except as City may specify in writing, Consultant shall have no authority, express or implied, to act on behalf of City in any capacity whatsoever as an agent. Consultant shall have no authority, express or implied, pursuant to this Agreement to bind City to any obligation whatsoever.

Section 7. LEGAL REQUIREMENTS.

- 7.1 **Governing Law.** The laws of the State of California shall govern this Agreement.
- 7.2 **Compliance with Applicable Laws.** Consultant and any subcontractors shall comply with all laws applicable to the performance of the work hereunder.
- 7.3 **Other Governmental Regulations.** To the extent that this Agreement may be funded by fiscal assistance from another governmental entity, Consultant and any subcontractors shall comply with all applicable rules and regulations to which City is bound by the terms of such fiscal assistance program.
- 7.4 **Licenses and Permits.** Consultant represents and warrants to City that Consultant and its employees, agents, and any subcontractors have all licenses, permits, qualifications, and approvals of whatsoever nature that are legally required to practice their respective professions. Consultant represents and warrants to City that Consultant and its employees, agents, any subcontractors shall, at their sole cost and expense, keep in effect at all times during the term of this Agreement any licenses, permits, and approvals that are legally required to practice their respective professions. In addition to the foregoing, Consultant and any subcontractors shall obtain and maintain during the term of this Agreement valid Business Licenses from City.
- 7.5 **Pinole Business License.** Consultant shall obtain a City of Pinole business license according to the terms of Title 5 of the City of Pinole Municipal Code and deliver to City proof of such business license prior to beginning work under this Agreement. Work under this Agreement cannot begin until the City receives proof that Consultant has obtained a City of Pinole business license.
- 7.6 **Nondiscrimination and Equal Opportunity.** Consultant shall not discriminate, on the basis of a person's race, religion, color, national origin, age, physical or mental handicap or disability, medical condition, marital status, sex, or sexual orientation, against any employee, applicant for employment, subcontractor, bidder for a subcontract, or participant in, recipient of, or applicant for any services or programs provided by Consultant under this Agreement. Consultant shall comply with all applicable federal, state, and local laws, policies, rules, and requirements related to equal opportunity and nondiscrimination in employment, contracting, and the provision of any services that are the subject of this Agreement, including but not limited to the satisfaction of any positive obligations required of Consultant thereby.

Consultant shall include the provisions of this Subsection in any subcontract approved by the Contract Administrator or this Agreement.

Section 8. TERMINATION AND MODIFICATION.

- 8.1 **Termination.** City may cancel this Agreement at any time and without cause upon written notification to Consultant.

In the event of termination, Consultant shall be entitled to compensation for services performed to the effective date of termination; City, however, may condition payment of such compensation upon Consultant delivering to City any or all documents, photographs, computer software, video and audio tapes, and other materials provided to Consultant or prepared by or for Consultant or the City in connection with this Agreement.

- 8.2 Extension.** City may, in its sole and exclusive discretion, extend the end date of this Agreement beyond that provided for in Subsection 1.1. Any such extension shall be specified in writing by the City. Consultant understands and agrees that if City issues such an extension, City shall have no obligation to provide Consultant with compensation beyond the maximum amount provided for in this Agreement. Similarly, unless authorized by the City, City shall have no obligation to reimburse Consultant for any otherwise reimbursable expenses incurred during the extension period.
- 8.3 Amendments.** The parties may amend this Agreement only by a writing signed by all the parties.
- 8.4 Assignment and Subcontracting.** City and Consultant recognize and agree that this Agreement contemplates personal performance by Consultant and is based upon a determination of Consultant's unique professional competence, experience, and specialized professional knowledge. Moreover, a substantial inducement to City for entering into this Agreement was and is the personal reputation and competence of Consultant. Consultant may not assign this Agreement or any interest therein without the prior written approval of the City. Consultant shall not subcontract any portion of the performance contemplated and provided for herein, other than to the subcontractors noted in the proposal, without prior written approval of the City.
- 8.5 Survival.** All obligations arising prior to the termination of this Agreement and all provisions of this Agreement allocating liability between City and Consultant shall survive the termination of this Agreement.
- 8.6 Options upon Breach by Consultant.** If Consultant materially breaches any of the terms of this Agreement, City's remedies shall included, but not be limited to, the following:
- 8.6.1** Immediately terminate the Agreement;
 - 8.6.2** Retain the plans, specifications, drawings, reports, design documents, and any other work product prepared by Consultant pursuant to this Agreement;
 - 8.6.3** Retain a different consultant to complete the work described in Exhibit A not finished by Consultant; or
 - 8.6.4** Charge Consultant the difference between the cost to complete the work described in Exhibit A that is unfinished at the time of breach and the amount that City would have paid Consultant pursuant to Section 2 if Consultant had completed the work.

Section 9. KEEPING AND STATUS OF RECORDS.

- 9.1 Records Created as Part of Consultant's Performance.** All reports, data, maps, models, charts, studies, surveys, photographs, memoranda, plans, studies, specifications, records, files, or any other documents or materials, in electronic or any other form, that Consultant prepares or obtains pursuant to this Agreement and that relate to the matters covered hereunder shall be the property of the City. Consultant hereby agrees to deliver those documents to the City upon termination of the Agreement. It is understood and agreed that the documents and other materials, including but not limited to those described above, prepared pursuant to this Agreement are prepared specifically for the City and are not necessarily suitable for any future or other use. City and Consultant agree that, until final approval by City, all data, plans, specifications, reports and other documents are confidential and will not be released to third parties without prior written consent of both parties.
- 9.2 Consultant's Books and Records.** Consultant shall maintain any and all ledgers, books of account, invoices, vouchers, canceled checks, and other records or documents evidencing or relating to charges for services or expenditures and disbursements charged to the City under this Agreement for a minimum of three (3) years, or for any longer period required by law, from the date of final payment to the Consultant to this Agreement.
- 9.3 Inspection and Audit of Records.** Any records or documents that Section 9.2 of this Agreement requires Consultant to maintain shall be made available for inspection, audit, and/or copying at any time during regular business hours, upon oral or written request of the City. Under California Government Code Section 8546.7, if the amount of public funds expended under this Agreement exceeds TEN THOUSAND DOLLARS (\$10,000.00), the Agreement shall be subject to the examination and audit of the State Auditor, at the request of City or as part of any audit of the City, for a period of three (3) years after final payment under the Agreement.

Section 10 MISCELLANEOUS PROVISIONS.

- 10.1 Attorneys' Fees.** If a party to this Agreement brings any action, including an action for declaratory relief, to enforce or interpret the provision of this Agreement, the prevailing party shall be entitled to reasonable attorneys' fees in addition to any other relief to which that party may be entitled. The court may set such fees in the same action or in a separate action brought for that purpose.
- 10.2 Venue.** In the event that either party brings any action against the other under this Agreement, the parties agree that trial of such action shall be vested exclusively in the state courts of California in the County of Contra Costa or in the United States District Court for the Northern District of California.
- 10.3 Severability.** If a court of competent jurisdiction finds or rules that any provision of this Agreement is invalid, void, or unenforceable, the provisions of this Agreement not so adjudged shall remain in full force and effect. The invalidity in whole or in part of any

provision of this Agreement shall not void or affect the validity of any other provision of this Agreement.

- 10.4 No Implied Waiver of Breach.** The waiver of any breach of a specific provision of this Agreement does not constitute a waiver of any other breach of that term or any other term of this Agreement.
- 10.5 Successors and Assigns.** The provisions of this Agreement shall inure to the benefit of and shall apply to and bind the successors and assigns of the parties.
- 10.6 Use of Recycled Products.** Consultant shall endeavor to prepare and submit all reports, written studies and other printed material on recycled paper to the extent it is available at equal or less cost than virgin paper.
- 10.7 Conflict of Interest.** Consultant may serve other clients, but none whose activities within the corporate limits of City or whose business, regardless of location, would place Consultant in a "conflict of interest," as that term is defined in the Political Reform Act, codified at California Government Code Section 81000 *et seq.*

Consultant shall not employ any City official in the work performed pursuant to this Agreement. No officer or employee of City shall have any financial interest in this Agreement that would violate California Government Code Sections 1090 *et seq.*

Consultant hereby warrants that it is not now, nor has it been in the previous twelve (12) months, an employee, agent, appointee, or official of the City. If Consultant was an employee, agent, appointee, or official of the City in the previous twelve months, Consultant warrants that it did not participate in any manner in the forming of this Agreement. Consultant understands that, if this Agreement is made in violation of Government Code §1090 *et seq.*, the entire Agreement is void and Consultant will not be entitled to any compensation for services performed pursuant to this Agreement, including reimbursement of expenses, and Consultant will be required to reimburse the City for any sums paid to the Consultant. Consultant understands that, in addition to the foregoing, it may be subject to criminal prosecution for a violation of Government Code § 1090 and, if applicable, will be disqualified from holding public office in the State of California.

Consultant will comply with all conflict of interest laws and regulations including, without limitation, City's Conflict of Interest Code (on file in the City Clerk's Office). It is incumbent upon the Consultant or Consultant's firm to notify the City pursuant to section 10.10 Notices of any staff changes relating to this Agreement.

- a. In accomplishing the scope of services of this Agreement, all officers, employees and/or agents of Consultant(s), unless as indicated in Subsection b., will be performing a very limited and closely supervised function, and, therefore, are unlikely to have a conflict of interest arise. No disclosures are required for any officers, employees, and/or agents of Consultant, except as indicated in Subsection b.

Initialed by City Attorney's Office

- b. In accomplishing the scope of services of this Agreement, Consultant(s) will be performing a specialized or general service for the City, and there is substantial likelihood that the Consultant's work product will be presented, either written or orally, for the purpose of influencing a governmental decision. As a result, the following Consultant(s) shall be subject to the Disclosure Category "1-5" of the City's Conflict of Interest Code:

- 10.8 Solicitation.** Consultant agrees not to solicit business at any meeting, focus group, or interview related to this Agreement, either orally or through any written materials.
- 10.9 Contract Administration.** This Agreement shall be administered by Sanjay Mishra, Public Works Director, who shall act as the City's representative. All correspondence shall be directed to or through Sanjay Mishra or his or her designee.
- 10.10 Notices.** Any written notice to Consultant shall be sent to:
Jasmine Cuffee, PE
Vice President of Engineering
2655 Stanwell Drive, Suite 215
Concord, CA 94520
- Any written notice to City shall be sent to:
Sanjay Mishra, PE
Public Works Director
2131 Pear St.
Pinole, CA 94564
- 10.11 Professional Seal.** Where applicable in the determination of the City, the first page of a technical report, first page of design specifications, and each page of construction drawings shall be stamped/sealed and signed by the licensed professional responsible for the report/design preparation.
- 10.12 Integration; Incorporation.** This Agreement, including all the exhibits attached hereto, represents the entire and integrated agreement between City and Consultant and supersedes all prior negotiations, representations, or agreements, either written or oral. All exhibits attached hereto are incorporated by reference herein.

10.13 Counterparts. This Agreement may be executed in multiple counterparts, each of which shall be an original and all of which together shall constitute one agreement.

The Parties have executed this Agreement as of the Effective Date.

CITY OF PINOLE

CONSULTANT: WEST VALLEY CONSTRUCTION, INC.

Andrew Murray, City Manager

Jasmine Cuffee, PE

Date _____

Date _____

Consultant's City of Pinole Business
License #: _____

Attest:

Heather Bell, City Clerk

Date _____

Approved as to Form:

Eric S. Casher, City Attorney

Date _____

EXHIBIT A
SCOPE OF SERVICES

CITY OF PINOLE



ENGINEERING DESIGN SERVICES FOR SANITARY SEWER PROJECTS RFP No: PW – 2022-03



October 26, 2022



October 26, 2022

Sanjay Mishra, P.E., T.E
Public Works Director
City of Pinole
2131 Pear Street
Pinole, CA 94564

RFP No. PW-2022-03

Dear Sanjay,

West Valley Construction Company, Inc. (West Valley) takes pride in our broad range of services in design and construction, specializing in utilities. We are pleased to submit this proposal to provide engineering design services for RFP No: PW-2022-03.

Project Understanding. This project includes upsizing of approximately 4,970 LF of existing gravity sewer from 8-12 inch diameters to 12-24 inch diameters. The sewers identified in this project run along San Pablo Avenue (1,050 LF of ex 8-inch), Robles Avenue (740 LF of ex 8-inch), Pinon Avenue (1,500 LF of ex 8- to 10-inch), through an easement (520 LF of ex 12-inch) and along Orleans Avenue (1,160 LF of ex 8- to 15-inch).

The scope of services for this project includes project management, coordination with the City and other agencies, utility investigation and potholing, geotechnical subsurface investigation, topographic surveying, preparing construction documents (plans, technical specifications and construction estimate).

According to the SSMP (adopted by the City in September 2022) the construction cost estimate is \$3.145 million based on open-cut methods. West Valley will review the project conditions and constraints to determine if trenchless methods are feasible to reduce cost and impacts to the community.

Trusted and responsive team that has no learning curve. With over 20 miles of sanitary sewer design experience, Project Manager, Daniel Wilkins, PE will lead the project team using his extensive knowledge. He is a strong project manager with experience on all the tasks of a project lifecycle starting with CCTV review and determining the appropriate methods for treatment, preparing construction documents, coordinating with various agencies, and managing projects through construction. He is supported by Project Engineers Andrew Azevedo, EIT and Michael Villafior to assist with utility coordination, permits coordination and preparing plans. Project Director

Jasmine Cuffee, PE will also provide oversight with her 28 years of experience in design, which includes over 30 miles of sanitary sewer projects using both open-cut and trenchless techniques.

In-House Constructability Review. What makes West Valley unique is that as an integrated design-build company we have In-House resources to perform constructability review on our design to reduce risk and cost. Consequently, we are able to deliver a quality product with innovative solutions to minimize risk and save money.

West Valley acknowledges the receipt of Addendum No. 1 dated October 20, 2022, attached herein.

West Valley accepts the terms and conditions of the consulting services agreement as referenced in the RFP No. PW-2022-03. The proposal terms herein shall remain in effect for one hundred and twenty (120) days following the date submitted.

West Valley Construction Company appreciates the opportunity to present this proposal. Please feel free to contact us with any questions.

Sincerely,

West Valley Construction Company, Inc



Daniel Wilkins, PE
Project Manager
2655 Stanwell Drive
Suite 215
Concord, CA 94520
DWilkins@wvcc.com | (925) 407-7337



Jasmine Cuffee, PE
Vice President of Engineering
2655 Stanwell Drive
Suite 215
Concord, CA 94520
JCuffee@wvcc.com | (925) 440-1703

2. Qualifications

I. Firm Profile

Founded in 1958, West Valley offers a complete range of design and construction services covering all aspects of underground utility installation partnering with public and private utilities throughout California.

Our headquarters is located in Campbell, CA and we have offices/construction yards throughout California, including:

- | | |
|----------------|---------------|
| ▪ Concord | ▪ Salinas |
| ▪ Sacramento | ▪ Fresno |
| ▪ Chico | ▪ Visalia |
| ▪ Stockton | ▪ Bakersfield |
| ▪ Redwood City | ▪ Hayward |

Our engineering team is in our Concord and Sacramento offices.

With 525 employees, our company includes staff with many specialties and decades of experience, designing and constructing projects ranging from \$10,000 to \$12 million. We manage all aspects of our projects from inception, including coordination with various utilities, local and state jurisdictions, railroad companies, property owners and permitting agencies, through completion.

As an employee-owned corporation, our staff is fully vested in the success of your project. The return is a team who is passionate about their work and delivers quality products.

II. Firm's Financial Condition

West Valley is in good financial conditional with a strong balance sheet and excellent key performance indicators. Its financial statements are audited annually by a reputable independent CPA firm. There are no known or pending conditions that would impede the West Valley's ability to complete its work.

III. Firm's Experience

West Valley has designed and constructed a variety of utilities throughout the entire state, specializing in:

- Water
- Gravity and force main Sanitary Sewers
- Storm Drain
- Joint Trench
- Open Excavation
- Trenchless Technology Solutions

Some of the firm's experience in providing similar work include

RELEVANT PROJECTS	SIMILAR CHALLENGES
City of Fresno Anooshvan Park Water Main and Sewer Main Replacement	- Residential - Permits - Trenchless (Jack & Bore/Horizontal Directional Drilling)
City of Fresno Fort Washington Water Line Extension and Sewer Main Replacement	- Residential - Permits - Trenchless (Jack & Bore/Horizontal Directional Drilling)
City of Porterville Island Annexation Area 478 B&C Sewer Project	- Residential - Permits - Caltrans ROW
California Water Service Design-Build W Washington Water Main Replacement	- Easement - Residential - Permits - Trenchless (Jack & Bore/Horizontal Directional Drilling) - Railroad
California Water Service Design-Build Loyola Water Main Replacement	- Easement - Residential
PG&E Design-Build Stockton Rule 20A	- Railroad - Major Arterial - Trenchless (Jack & Bore) - Extensive Utility Coordination
San Jose Water Design-Build South 9 th Street Water Main Replacement	- Permits - Public Impact - Access - Utility coordination
California Water Service Design-Build Visalia Downtown Water Main Replacement	- Caltrans ROW - Trenchless (Jack & Bore) - Extensive Utility Coordination - Public Disruption

The team members for your project are available to start immediately and have been selected due to their extensive project experience with similar challenges to the Pinon Sewer project. This includes projects in railroad and Caltrans Right-of Way, utilities coordination, easement in private property, minimizing public impact and pipeline replacement by either open-cut and trenchless applications.

IV. Subconsultants

Topographic Surveyor:

Sandis
Contact: Jeff Setera, PE, President
1700 S. Winchester Blvd
Campbell, CA 95008
408-636-0900

Geotechnical Engineer:

Miller Pacific Engineering Group
Contact: Scott Stevens
504 Redwood Blvd, Suite 220
Novato, CA 94947
415-382-3444

V. References

Name & Contact Info	Company & Address	Team Member Reference
Randy Rowden Manager, Main Replacement Program 408-367-8269 x78269 rrowden@calwater.com	California Water Service 1720 North First Street San Jose, CA 95112	Daniel Wilkins Jasmine Cuffee Darren Phelps
Steve Moore, PE General Manager 415-259-2949 smoor@rvsd.org	Ross Valley Sanitary District 2960 Kerner Blvd San Rafael, CA 94901	Daniel Wilkins Jasmine Cuffee
Kyle Broughton, PE Senior Engineer 707-428-9124 kbroughton@fssd.com	Fairfield-Suisun Sewer District 1010 Chadbourne Road Suisun City, CA	Daniel Wilkins Jasmine Cuffee
Katherine Hayden, PE President 425-902-4083 khayden@sklsolutions.net	SKL Solutions 1626 Culpepper Dr. Petaluma, CA 94954	Daniel Wilkins Jasmine Cuffee
Stephen Miksis Vice President 707-241-5858 smiksis@sklsolutions.net	SKL Solutions 1626 Culpepper Dr. Petaluma, CA 94954	Daniel Wilkins Jasmine Cuffee

3. Staffing

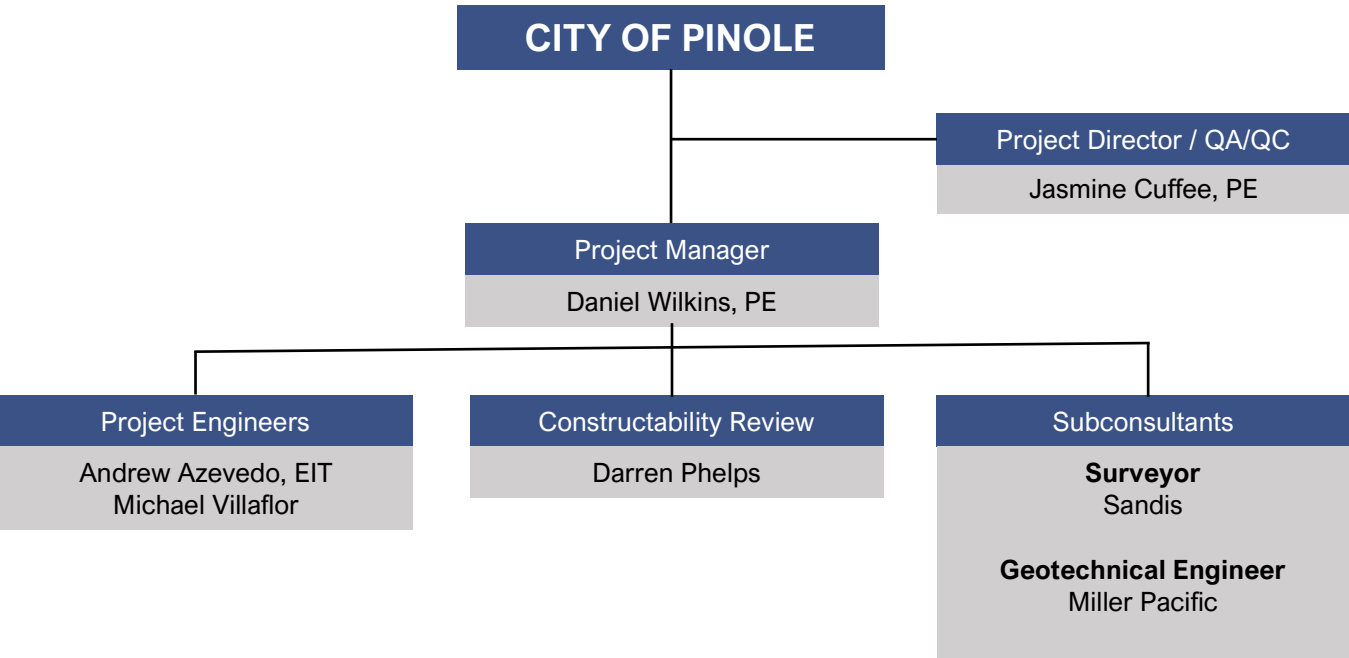
The West Valley team will be led by Project Manager, Daniel Wilkins, PE. Daniel will be responsible for coordinating with the City, attending meetings, managing the design team and subconsultants, and providing oversight of the plans, specifications and construction cost estimates. He will be your primary point of contact and will be responsible for tracking the budget and schedule.

Daniel will be supported by engineers Andrew Azevedo, EIT and Michael Villaflor. Andrew will be responsible for permits coordination, plan and profile sheets, details traffic control plans and cost estimates. Michael will be responsible for utility coordination, base/utility mapping, quantity take-offs and will also assist with plan preparation.

We also have support from Darren Phelps, of our operations group, who will perform the constructability review. This task provides quality assurance and cost benefit for the project by looking at buildability and finding opportunities to minimize risk and costs.

Our Project Director, Jasmine Cuffee will provide oversight to our design team and is responsible for assigning resources, ensuring that the quality of finished products meet City and County standards and City’s expectations. She will review all milestone submittals for quality and constructability before they are submitted to the City.

All of our team members will be dedicated to make sure that your project is successful. They will be available for the entire duration of the work. No team members will be removed or replaced without prior written approval by the City.



Daniel Wilkins, PE, QSD

Project Manager

Expertise

- Design-Build Management
- Water/Wastewater Treatment and Conveyance Infrastructure
- Pipeline/Trenchless Engineering

Education

BS, Civil Engineering

Licenses

Professional Civil Engineer, CA

Certifications

- Qualified SWPP Developer (QSD)
- PACP National Association of Sewer Service Companies (NASSCO)

Affiliations

- North Bay Engineers Club
- ASCE Golden Gate Branch
- American Public Works Association
- North American Society for Trenchless Technology
- Pipe Users Group

Mr. Wilkins has over 17 years of experience performing design work for public works infrastructure projects including sewer pipeline rehabilitation (by both conventional open trench, trenchless methods and CIPP). Daniel has served as lead engineer and project manager for many sewer projects. His keen understanding of the challenges of sewer projects have contributed to making his projects successful. Daniel will serve as Project Manager. His responsibilities include point of contact for City staff, managing design team including subconsultants, preparing specifications and tracking project budget/schedule.

RELEVANT EXPERIENCE

San Jose Water Company. Fiscal Years 2016-2022 DB Main Replacement Program. *Project Manager*

- Evaluation and design for replacement of approximately 30 miles of small diameter water pipelines (4- to 12-inch diameter pipe).
- Prepare supplementary documents pertaining to Fire Marshall, Division of Drinking Water (DDW), and local jurisdiction approval.
- Prepare, submit applications and obtain permits in various jurisdictions throughout the Bay Area.
- Bi-weekly coordination with Operations to discuss project status and address construction issues.
- Manage subconsultants, schedules and budgets.

Ross Valley Sanitary District, FY14 Group A & B, FY15/16, FY16/17 and FY20/21 Sanitary Sewer Rehabilitation. *Project Engineer/Manager*

- This multi-year program which rehabilitated approximately 21 miles of sanitary sewer pipes ranging from 6-inch to 24-inch. Rehabilitation methods included open trench, pipe bursting, horizontal directional drilling, pipe reaming and cured-in-place pipe. Extensive coordination was needed as this project fell within the boundaries of several jurisdictions. Issues included sewers running through easements, within arterial roads, parallel utilities, etc.
- Attended Board meetings to give updates and address concerns.

City of Los Altos, South Sewer Main Replacement Phase II. *Project Engineer*

- This \$2 million project included rehabilitation of 7,800 LF of sewers ranging in size from 6-inch to 30-inch utilizing open cut, pipe bursting, pipe reaming and CIPP methods.
- Performed utility coordination, prepared PS&E and provided design services during construction.

City of Concord, Downtown Sewer and Streetscape Project, *Project Manager*

- This multi-year project involved replacement of approximately 27,000 LF of sewer mains , manholes and laterals by means of open trench and pipe bursting located in the busy Downtown area.
- Performed utility coordination, prepared PS&E and provided design services during construction.

City of Mill Valley, Annual Street and Sewer Rehabilitation (2005-2012, 2015 and 2016), *Project Engineer/Manager*

- For over 11 years, provided design services for the City of Mill Valley's annual street and sewer rehabilitation project. These projects included street resurfacing and rehabilitation of over 20,500 LF of sewers.
- Sewer rehabilitation methods included open trench, pipe bursting, spot repairs and cured-in-place pipe. Manholes and lower laterals were also rehabilitated. The majority of the sewers were located in hills with very narrow roads and access issues. Pipe bursting was used wherever possible to reduce impacts to the community.
- Facilitated community meetings to provide information on the project.

City of Monterey, Citywide Sewer and Lift Station Rehabilitation Program, *Project Engineer*

- This multi-year \$16.8 million project included rehabilitation of over 70,000 LF of sewers, 570 manholes and seven pump stations. The project was broken into 6 phases to reduce community impacts. Sewer rehabilitation methods included open trench, pipe bursting, spot repairs and cured-in-place pipe.
- This project was funded through a State Revolving Fund (SRF). Successfully developed a decision matrix that prioritized deficient facilities to meet the City's funding budget. This project reduced sanitary sewer overflows throughout their system which was critical in order to protect environmentally sensitive creeks in the Monterey Bay.

Vallejo Flood and Wastewater District, 2018 Sanitary Sewer Rehabilitation Project. *Project Engineer*

- This project rehabilitated over 2,500 LF of sewers. Multiple sewers ran in easements. Easement sewers were replaced and upsized by pipe bursting with minimal impact to the property owner.
- One easement line was abandoned in place and relocated into the street right-of-way. 5 house laterals were re-routed from the backyard to the new sewer main in the street. Relocation into public right-of-way reduced construction impacts to the resident's private property and allowed for easier maintenance access.

Jasmine Cuffee, PE, QSD

Project Director / QA-QC Manager

Expertise

- Design-Build Management
- Water/Wastewater Treatment and Conveyance Infrastructure
- Pipeline/Trenchless
- Engineering

Education

BS, Civil Engineering

Licenses

Professional Civil Engineer, CA
Professional Civil Engineer, NV

Affiliations

- North Bay Engineers Club, President
- ASCE Golden Gate Branch
- American Public Works Association
- North American Society for Trenchless Technology
- Pipe Users Group

Training

- Association of Bay Area Governments: Sanitary Sewer Overflow & Backup Prevention
- National Clay Pipe Institute: Pilot Tube Microtunneling and Static Pipe Bursting
- NASTT New Installation Methods Good Practices
- Louisiana Tech University: No-Dig Bursting Good Practices

Ms. Cuffee has over 28 years of experience in the design of various public works improvement projects specializing in site design, storm drain, water, reclaimed water, sanitary sewers, and roadway design and more than 19 years managing engineers. As Vice President of Engineering for West Valley, her responsibilities include overseeing the Engineering division; client relations; establishing/implementing quality control standards, processes, procedures, innovation, and tools; community relations; coordination with various agencies. Her pipeline experience consists of various projects using traditional open cut and trenchless technology methods.

RELEVANT EXPERIENCE

San Jose Water Company, Fiscal Years 2019-2022 DB Main Replacement Program.

As VP of Engineering, provides resources, oversees managers and teams to ensure project goals are met, manages the engineering processes to make sure teams operate at optimum and efficient capacity; make sure that engineers maintain the desired level of quality and standards and provide good customer service; manage budgets and schedules.

California Water Service Co. FY 2019-2022 DB Main Replacement Program.

As VP of Engineering, provides resources, oversees managers and teams to ensure project goals are met, manages the engineering processes to make sure teams operate at optimum and efficient capacity; make sure that engineers maintain the desired level of quality and standards and provide good customer service; manage budgets and schedules.

Ross Valley Sanitary District. FY14-2020 Sanitary Sewer Rehabilitation. *Project Manager*

- Multi-year Phased Sewer Program: Per a Cease & Desist Order, the District was required to improve 17.2 miles of deficient sewers 6- to 24-inches. By 2019, Jasmine's team assisted the District with upgrading approximately 21 miles of sanitary with construction costs amounting to \$22 million.
- Jasmine's team developed the District's standard selection flow chart methods used for pipe rehabilitation which included cured-in-place pipe lining, sliplining, pipe bursting, pipe reaming, horizontal directional drilling, open-cut, spot repairs and pilot tube guided boring.
- Challenges included working with multiple jurisdictions, which include Marin County, Ross, San Anselmo, Larkspur, Kentfield and Fairfax; construction in easements and narrow, steep grades; high traffic volume; active communities; utility coordination; environmental sensitive areas (cultural resources, creeks) and meeting the Cease and Desist order.

- Attended Board meetings to give updates and address concerns.

City of Monterey. *Sewer Line and Lift Station Rehabilitation Program.* Project Manager/QA-QC Manager

- Multiphase 3-year program: \$16.8 million rehabilitation of over 70,000 feet of sewers, 431 manholes and seven pump stations
- Rehabilitation methods include directional drilling, spot repairs, pipe bursting and CIPP lining. Work took place in residential and heavily traveled areas throughout the City and Caltrans Right-of Way.

City of Mill Valley. 2007-2017 Sewer Rehabilitation Program. Project Engineer/ Project Manager/QA-QC Manager

- Yearly sewer rehab program totaling to over \$24 million. Community relations was important for highly active community.
- Rehabilitation methods include open-cut, directional drilling, spot repairs, pipe bursting and CIPP lining. Work took place in narrow, windy residential streets and downtown business areas.

Vallejo Flood and Wastewater District. 2017 Sanitary Sewer Rehabilitation Project. Project Director/QA-QC Manager

- \$800,000 rehabilitation of over 2,500 feet of 4- and 6-inch sewers
- Rehabilitation methods include pipe relocation and pipe bursting in residential and arterial roads.

City of Concord. Meadow Lane Sewer Rehabilitation. Project Engineer

- Rehabilitation of 2,500 feet of 12-inch sewer
- Explored several alternatives for sewer improvements, including open-cut, pipe bursting and pipe reaming. Through site visits, CCTV review, geotechnical findings, utilities review, determined that pipe reaming was the best approach due to a high-pressure gas line that was adjacent to the existing sewer.

City of Concord, Phase 1 Pine Street Sewer Rehabilitation. Project Engineer

- Performed feasibility analysis of 2,930 LF of 27-inch diameter RCP, which experienced severe deterioration from hydrogen sulfide gas.
- Reviewed pipe deterioration and ovality, sags, offsets, laterals and infiltration/inflow.
- Prepared several bypass pumping schemes to allow for sewer service for residents and businesses during the lining process.
- Prepared traffic control plans as the streets served as the only access for residents and commercial establishments.

Andrew Azevedo, EIT, Associate DBIA Project Engineer

Expertise

- Pipeline/Trenchless
- Engineering
- Civil 3D

Education

BS, Mechanical Engineering

Affiliations

Design-Build Institute of
America

Mr. Azevedo has over 6 years of experience in the design of multiple Design-Build water main replacement projects. Some of his responsibilities included the design and analysis of main replacement projects (open trench, Jack & Bore, HDD), utility research & coordination, topographic survey preparation, client relations & site visits, quality assurance & control, permit assistance, and project management.

RELEVANT EXPERIENCE

San Jose Water Company, Fiscal Years 2016-present (Design-Build) Main Replacement Program. *Project Engineer/Assistant Project Manager*

- Evaluation and design for replacement of approximately 30 miles of small diameter water pipelines (4- to 12-inch diameter pipe).
- Manage/coordinate with surveyors to obtain topographic survey in project areas.
- Prepare design plans, as well as supplementary documents pertaining to Fire Marshall, Division of Drinking Water (DDW), and local jurisdiction approval.
- Prepare and submit permit applications and obtain permits in various jurisdictions throughout the Bay Area.
- Provide engineering services throughout the construction phase while acting as the point of contact for questions from the field.
- Manage schedules and budget and process invoices.

California Water Service Fiscal Years 2016-present (Design-Build) Main Replacement Program. *Project Engineer*

- Evaluation and design for replacement of small diameter water pipelines (4- to 12-inch diameter pipe) for projects throughout the state of California.
- Replacement methods included open cut, Jack & Bore, and HDD
- Design water main replacements extending through multiple pressure zones with proper considerations made (parallel mains, pressure reducing valves, & check valves)
- Communicate with local railroad jurisdictions to obtain necessary permits for trenchless main installations through railroad easements and under tracks.
- Coordinate with local California Water Service engineering representatives to determine preferred design standards.

Michael Villaflor, Design Engineer

Expertise

Civil 3D

Education

BS, Civil Engineering

Mr. Villaflor has experience in the design of many local municipality projects, involving roadway improvements, storm drain system design, pedestrian path design, grading plans and traffic striping layouts. Some of his responsibilities include preparing exhibits, preparation of cost estimates, site inspections, developing topographic surface models, creating details and drawings.

RELEVANT EXPERIENCE

California Water Service Fiscal Years 2022-present (Design-Build) Main Replacement Program. *Project Engineer*

- Performed utility coordination and basemap preparation

City of Alameda. FY 2022 Pavement Management Project. Design Engineer.

- \$4 million rehabilitation of various roads, curb ramps, driveways and curb and gutter.
- Rehabilitation methods include slurry seal, crack seal, AC overlay and FDR of major arterial roads.

Town of Ross. Phase 2 Bolinas Ave Storm Drain Project. Design Engineer.

- Prepared plans and estimate for new storm drain pipeline.
- Project involved gathering utilities; extensive utilities coordination and investigation.

Humboldt County. Telecommunications Sites. Design Engineer.

- Prepare plans and estimate for the grading of the Eagle Creek Site and Double H site as part of the Humboldt County Nevada Telecommunication Network.
- The projects involved topographic surface models, electrical plans, grounding plans, erosion control plans and creating exhibits for the Bureau of Land Management.

City of Pacifica. Engineering Intern.

- Prepare bid documents for the city's restriping project.
- Update and maintain engineering records and files for maps, drawings, easements, lot line adjustments.
- Assist in performing field inspections of various construction projects, in progress and upon completion.

Darren Phelps

Constructability Review

Vice President Operations, West Valley Construction Company

Expertise

Pipeline Infrastructure,
Pump Stations, Tanks and
Water Treatment Facilities
Construction

Education

Chico State University,
BS Business Administration
Minor in Economics, 1994

Affiliations

Engineering and Utility
Contractors Association

Mr. Phelps has over 25 years of experience in underground, mechanical and concrete structures construction and has managed high-profile projects requiring great attention to public safety and schedule deadline completion.

He has particular expertise with managing projects with multi-phasing and complex subcontracting. He has bid and managed numerous sanitary sewer, water, jet fuel, storm drain and micro-tunneling projects throughout Northern California ranging in project value between \$5M to \$35M.

PROFESSIONAL EXPERIENCE SUMMARY:

Vice President Operations, West Valley Construction (2013 – present)

Responsible for Southern and Northern Valley operations including Chico, Stockton, Fresno, Visalia and Bakersfield. Oversee Division Managers who are responsible for underground contracts for water, sewer, storm, and gas; provide estimating and technical expertise for projects throughout the company.

Sr. Underground Estimator, McGuire and Hester Construction (2011-2013)

Responsible for estimating (public and private) underground pipeline and structures projects ranging in size from \$500K to \$40M. Daily responsibilities included: reviewing plans and managing take-off department, interaction and communication with owners, assembling costs and budgets, scheduling and schedule of values, reviewing estimates, building proposals, design build participation with other large general contractors and reviewing awarded projects with management team.

Operations Manager/Project Manager, D.W. Young Construction Co., Inc. (2008-2011 and 1995-2000)

Manage daily operations including: field personnel, contacts management, contract/change order negotiation, estimating, progress billings, RFI's/RFP's scheduling, materials procurement, project documentation and closeout.

Project Manager/Estimator, McGuire and Hester Construction (2001-2008)

Estimated managed construction of: welded steel pipelines, sanitary sewers, pump stations, storm drain systems, HDPE pipelines, microtunnel installations (including shaft installation and removal and in-situ soil improvement measures).

Project Manager, Mountain Cascade Construction (2000-2001)

Managed multiple concurrent projects up to \$15M.

Scott Stephens, P.E., G.E. Geotechnical Engineer

Education

BS, Civil Engineering
MS, Geotechnical Engineering

Licenses

Professional Civil Engineer, CA
Professional Geotechnical Engineer, CA

Affiliations

- American Society of Civil Engineers
- GBA, Professional Firms Practicing in the Geosciences
- ACEC of California, American Council of Engineering Companies (Past Chapter President)

Scott Stephens is President of Miller Pacific Engineering Group and is responsible for the overall business management of the firm. He is also the Senior Project Manager and Reviewer for numerous Geotechnical and Geo-Civil projects. He has prepared numerous geotechnical investigations, geotechnical planning reports, geo-civil designs, environmental impact studies, and serves as a Peer Reviewer for several local governmental agencies. He has conducted many forensic geotechnical investigations and has provided expert testimony on geotechnical issues including slope instability, retaining wall failure, foundation distress and groundwater seepage.

Scott has worked on hundreds of site grading, water tanks, sanitary district facilities, underground pipelines and slope instability projects throughout the San Francisco Bay Area for various private and public clients. The geologic and geotechnical investigations typically include exploration of subsurface conditions, evaluation of geologic hazards, and geotechnical design criteria for the recommended foundation system. During construction, Scott provides geotechnical consultation, and directs geotechnical observation and testing for site grading, foundation and keyway excavations, subsurface drainage, soil nails / tiebacks, pavement construction and other geotechnical construction items. He has provided complete Geo-Civil services including plans, details, specifications, and contract document for retaining walls, landslide repairs and pedestrian bridges. A couple representative projects are described below.

RELEVANT EXPERIENCE

Marin Municipal Water District, Inkwells Bridge, Lagunitas, CA

- Provided geologic and geotechnical investigation.
- Environmentally sensitive area required smaller footprint foundations.
- Provided geotechnical observations and testing services during construction.

Novato Sanitary District Treatment Plan Improvements, Novato, CA

- Provided geotechnical investigation and geotechnical report.
- Provided geo-civil design for treatment plan improvements.
- Conveyance pipeline connecting two treatment plans was installed by horizontal directional drilling under Novato Creek and Highway 37.
- Geotechnical testing services were provided during construction.

Ross Valley Sanitary District, FY14 Group A & B, FY15/16, FY16/17 Sanitary Sewer Rehabilitation.

- Provided geotechnical investigation and geotechnical report with an emphasis on trenchless installation methods.

Chris Cintean, PLS Topographic Surveyor

Expertise

Land surveying

Education

Associates of Arts, San
Joaquin Delta College and
San Jose Evergreen Valley
College

Licenses

Professional Land Surveyor
CA #8941

Chris has 18 years of experience in land surveying and has worked with both the public and private sectors. Chris' expertise is enhanced by his wealth of experience in the preparation of boundary and topographic surveys. His background includes an extensive knowledge and expertise in boundary identification/validation; post data collection processes; preparation of calculations; preservation of project field control; maintaining documentation i.e. reports, project plans, specifications, and as-builts; and managing project budget and change orders.

RELEVANT EXPERIENCE

San Francisco Public Works. On-Call Surveying Services. Project Manager.

- Provides detailed topographic surveys, boundary surveys, utility surveys, and 3D scanning to the city.

Santa Clara Valley Water District. On-Call Surveying Services. Project Manager.

- Provides detailed topographic surveys, monitoring, miles of cross-section surveys, 3D laser scanning, and as-built surveys
- Provided services for waterways, roadways, bridges, dams and reservoirs

City of Morgan Hill. Jackson Oaks Access Road Improvements. Project Manager.

- Providing surveying and civil engineering services for the conversion of 3 miles of dirt paths into gravel roads
- Topographic and boundary survey

City of San Jose. Master Services Agreement. Project Manager.

- Providing comprehensive civil engineering and surveying services to the city on an as-needed basis
- Provided topographic surveys for various projects including Happy Hollow Park and Zoo.

San Jose Water Company. On-Call Surveying Services. Project Manager.

- Provided surveying services for multiple sites, pipelines, and stations as part of an on-call contract
- Extensive topographic and right-of-way surveying for numerous locations
- Services also included utility locating, field surveying, and office drafting of our field work



4. Project Approach and Work Plan

PROJECT UNDERSTANDING AND APPROACH

The City of Pinole (City) sewer system is comprised of approximately 50 miles of gravity sewer pipelines along with over 1,300 manholes. The City recently prepared and adopted a new Sanitary Sewer master Plan (SSMP) in September 2022. This SSMP analyzed the existing sewer system and highlighted several areas where surcharging occurs during peak wet weather flows which is causing sanitary sewer overflows (SSO's). In order to mitigate SSO's this SSMP has identified multiple projects that will replace the existing gravity sewer pipes in phases at strategic locations to increase the capacity. This project is Phase 1 named Pinon-1 as identified in the City's SSMP.

This project includes upsizing of approximately 4,970 LF of existing gravity sewer from 8-12 inch diameters to 12-24 inch diameters. The sewers identified in this project run along San Pablo Avenue (1,050 LF of ex 8-inch), Robles Avenue (740 LF of ex 8-inch), Pinon Avenue (1,500 LF of ex 8- to 10-inch), through an easement (520 LF of ex 12-inch) and along Orleans Avenue (1,160 LF of ex 8- to 15-inch). Figure 1 is a map showing the limits of work in blue.

West Valley will evaluate the site constraints, existing utilities, soil conditions and review existing the CCTV to determine the best method for replacement and upsizing of the existing sewers. With a goal to reduce impacts to the community and reduce construction costs, we recommend utilizing trenchless technology where feasible.

Based on our review of the RFP and project site visit, we identified some of the challenges as described below and shown on Figure 1:

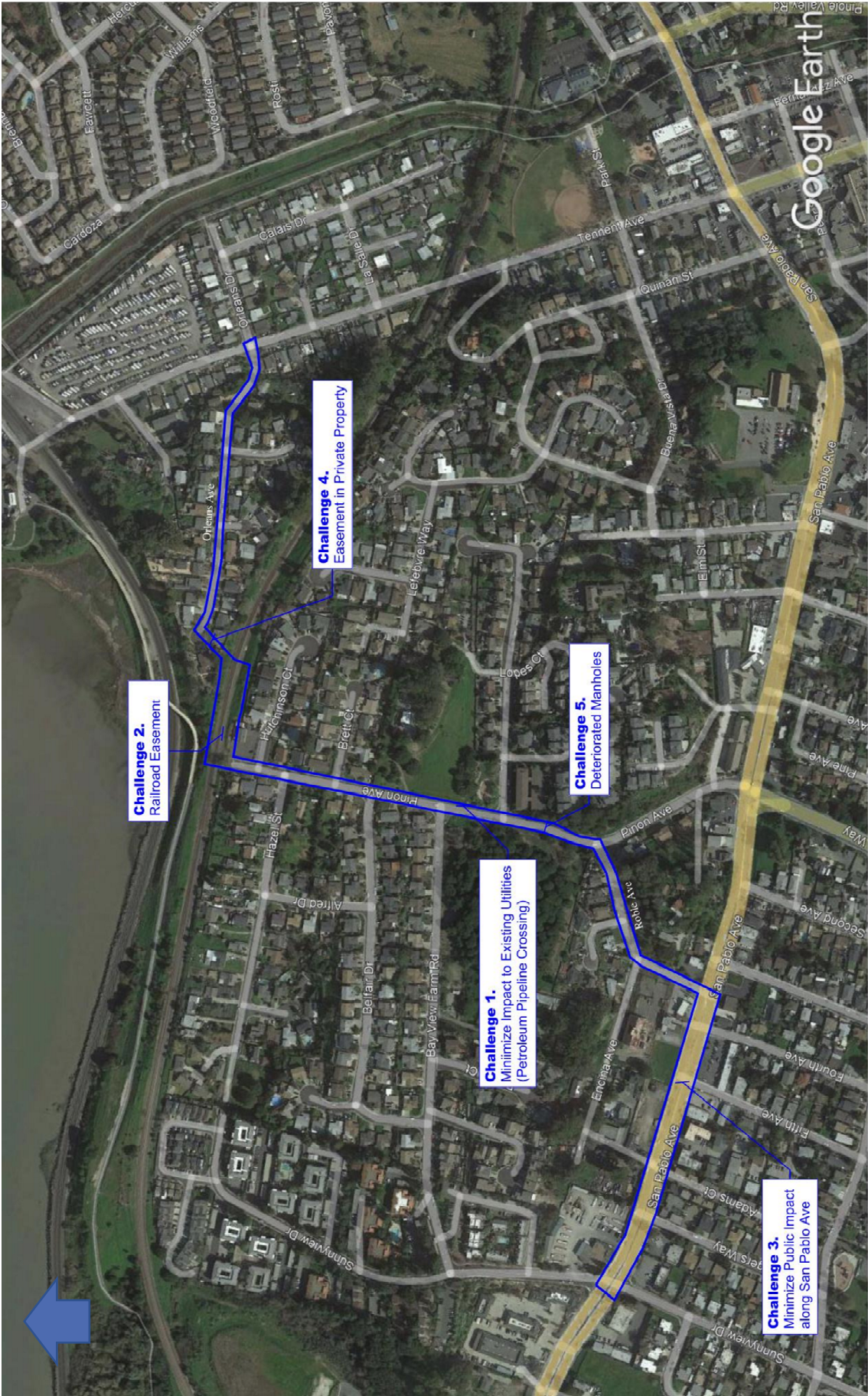


Figure 1 Limits of Work & Challenges



Figure 2 Petroleum line crossing Pinon

1. Minimize impact to existing utilities

Challenge: According to the SSMP, the sewer will require upsizing more than one diameter size larger in some or all cases. The pipe increase will reduce clearances from adjacent or crossing utilities.

We recommend trenchless over traditional open cut as it is less disruptive to the public and private properties and can be more cost efficient, however, increasing of pipe diameters two or more sizes poses potential risk to surrounding utilities. For example, high risk lines such as the petroleum line crossing the sewer along Pinon is a concern.

Strategy: As defined in the scope of the RFP, West Valley will conduct utility investigation and perform potholing to identify areas with potential utility conflicts and determine the best methods for pipe replacement. For example, if pipe bursting is used, air gaps can be used for utility crossings that are in conflict with the pipeline installation. If pipe bursting is deemed to be too risky for close utilities we will consider other methods, such as pipe reaming. Pipe reaming is well suited for upsizing pipes where pipe bursting is not an option.



Figure 3. Sewer crossing BSNF railroad

2. Railroad Easement

Challenge: An existing 12" sewer runs across the Burlington Northern and Sante Fe Railway (BSNF) railroad track that requires upsizing. Part of the challenge is that the sewer runs diagonally, and construction space is limited. Coordination with BSNF is critical.

Strategy: To minimize disruption of railroad service and ease of obtaining a permit, West Valley will evaluate trenchless options to replace and upsize the existing sewer. This includes analysis of the existing insertion and receiving pit sizes and locations. Some examples of BSNF requirements include bore pits to be located 30 ft from the centerline of the track, 6 ft minimum depth for jack and bore installation, minimum pit sizes, casing requirements, and pipe material requirements.

If jack and bore is not feasible due to the tight space, we will look into other trenchless methods.

Based on our experience and review of BSNF requirements:



Figure 4. Limited Space near railroad

- Access to their right-of-way for investigative work will require obtaining certification by taking an online class through their construction portal.
- Constant follow up might be needed to ensure issuance of the permit in a reasonable time.
- Survey monitoring of the track alignment might be required during construction for particular installation methods, such as jack and bore.
- BSNF's permit requirements also do not require review of underground crossings of uncased gravity sewers if the material is either Class V RCP, Steel Pipe with proper wall thickness or HOBAS pipe.

West Valley will make sure all restrictions are taken into consideration and early coordination takes place for ease of obtaining a permit and also to minimize project delays.

West Valley has experience with coordinating and obtaining a permit with BSNF. For our Calwater Pilgrim Phase 2 MRP Project, we installed a waterline crossing their right-of-way utilizing jack and bore. Early coordination in the design phase will help to make sure construction runs smoothly.



Figure 5 San Pablo Ave Traffic

3. Minimize Public Impact along San Pablo Ave

Challenge: San Pablo Avenue is a major arterial road that is within Caltrans Right-of-Way with medium to heavy traffic flow at certain times of the day. This street serves as a bus route for Western Contra Costa Transit Authority, serving the C3 and J lines. The sewer along this road runs between the two east bound lanes. Construction on this street will require extensive traffic control. Traffic disruption is a concern.

Strategy: Traffic control plans will be required as part of Caltrans Encroachment permit process. With the two east bound lanes straddling the sewer, trenchless seems to be a preferred method to reduce impact to traffic.

West Valley will make sure construction documents provide the best approach for sewer replacement and also include restrictions to ensure safety to the public and compliance with Caltrans requirements. Early coordination with Caltrans is also recommended to avoid project schedule delays.



Figure 6 Sewer through easement at Orleans Ave

4. Sewer in Private Property

Challenge: Replacement of these sewers running through private property can be difficult as access for construction equipment can be limited.

Strategy: West Valley will review the sewers with the goal of upsizing through trenchless methods. We will analyze if pipe bursting, or other trenchless methods are feasible to reduce the impact to the property owners.

5. Deteriorated Manholes



Figure 7 SSMH w/surface deterioration



Figure 8 Sewpercoat

Challenge: Aging manholes pose both a safety issue and can increase infiltration/inflow (I&I) into the system. From our site visit, some of the manholes show attack from H₂S. Replacement of manholes can significantly increase the overall construction costs.

Strategy: West Valley will evaluate the existing manholes to determine if they are good candidates for coating, such as Sewpercoat. Not only can

this method restore the structural integrity of the manhole, but it provides corrosion resistance, seals the manhole and prevents I&I. Manhole rehabilitation costs can be as little as 25% of the costs of manhole replacement.

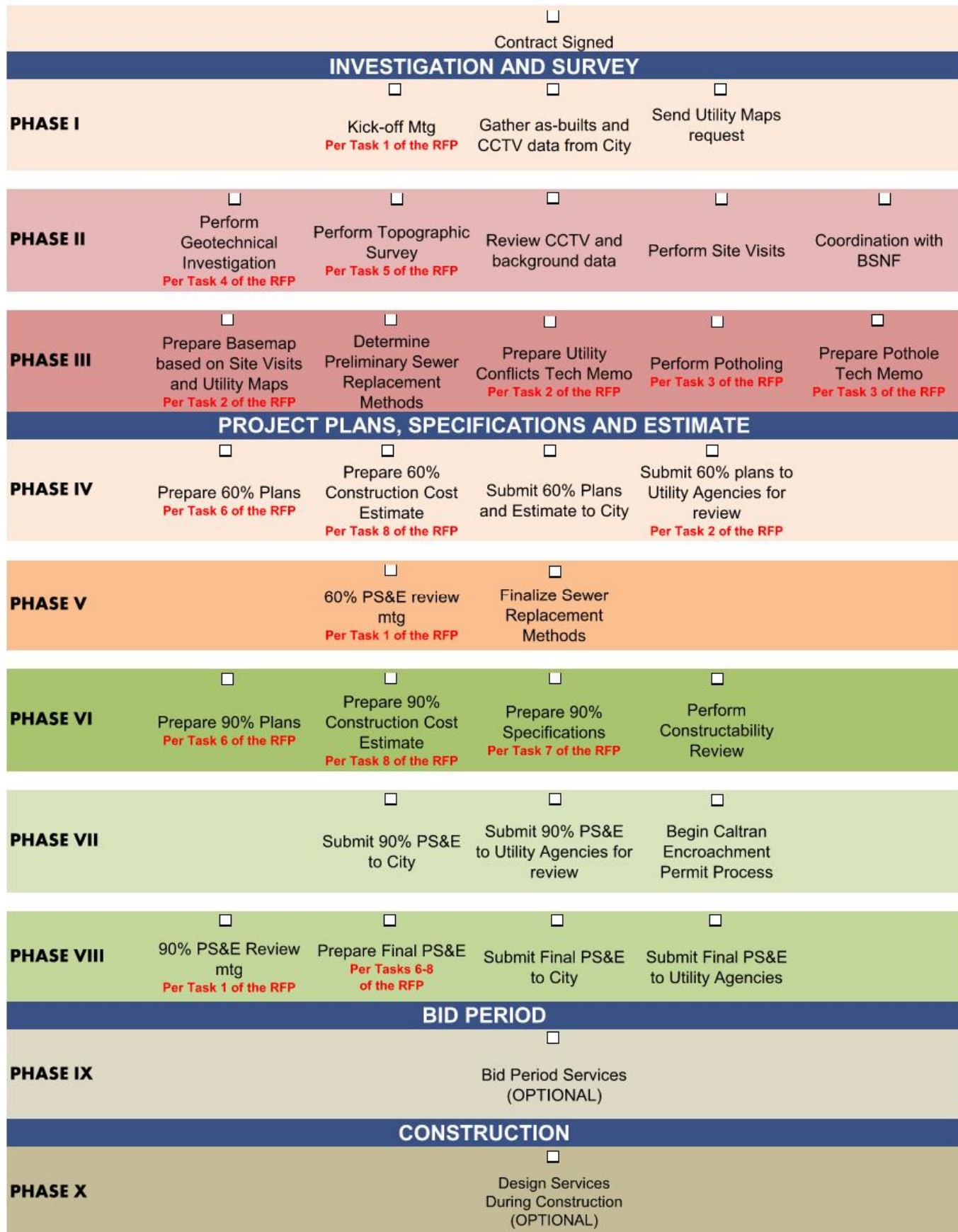
WORK PLAN & SCOPE OF SERVICES

Below is our proposed work plan which sequences the tasks in SECTION III-SCOPE OF WORK contained in the RFP along with other tasks which we believe are important for completing the project. We have successfully utilized this work plan on several past projects like the Pinon-1 Sewer project. Key components that will contribute to efficiency include:

- Constant communication with City staff
- Early coordination with utilities, BSNF and Caltrans
- Immediate start of field investigation by subconsultants
- Early review of existing utility information to identify potential conflicts

Following the Work Plan is a detailed Scope of Services for Tasks 1-8 as outlined in the RFP, along with other tasks important for completing the project.

WORK PLAN



SCOPE OF SERVICES		
TASK	DESCRIPTION	DELIVERABLE
1.0 PROJECT MANAGEMENT AND MEETINGS		
1.1 Project Management	Project management tasks include: - Supervise, coordinate, and manage our subconsultants. - Monitor the schedule and budget and verify conformance with applicable standards. - Prepare and process invoices. A brief progress report will accompany each monthly invoice. It will include task budget, amount billed each month and task budget balance; schedule, highlighting critical path elements of the project; issues resolved and unresolved; and anticipated next steps.	Monthly invoices & progress reports.
1.2 Attend Kick-off Meeting and Submittal Meetings	We will attend a kick-off meeting and milestone submittal meetings with City staff. (Four meetings are budgeted)	Minutes of each meeting highlighting agreed-upon action items.
1.3 Bi-Weekly Check-in Meetings	Bi-weekly check-in meetings with City staff will be held at City Hall or virtually (preferred) throughout design to discuss current project status and unresolved issues. Each session to last no more than 45 minutes. (twelve meetings are budgeted)	Minutes of each meeting highlighting agreed-upon action items.
1.4 Permit Assistance	West Valley will assist City staff with necessary permit acquisition, including Caltrans and Burlington Northern and Santa Fe Railway (BNSF). We will incorporate and design elements as required by the agencies as a condition of permit issuance.	Supporting documents for permits.
2.0 UTILITY IDENTIFICATION/RESEARCH AND COORDINATION		
2.1 Coordination with Utilities	West Valley will provide utility coordination services throughout the life of the project. West Valley will determine known utilities in the area, identify applicable contacts, request utility maps from known utility companies in the area early in the preliminary design phase, and supplement and conform subsurface utility engineering investigations conducted by Subtronic. We	Existing facility maps from various utility agencies.

SCOPE OF SERVICES		
TASK	DESCRIPTION	DELIVERABLE
	will send design plans at each submittal to utility companies for their review and comment. Early coordination with the utility companies will help us accurately identify utility conflicts and resolve issues with utility owners. We will work closely with utility owners and address concerns.	
2.2 Gather & Review Existing Data	We will gather existing background information about the project including: • Preliminary design data • City Record/As-built Drawings • Field Investigation • Right-of-way extents including City/Caltrans/railroad boundaries • City Contract documents • Permit information • Utility maps for water, sewer, storm drain • Sanitary Sewer Master Plan • Caltrans permit requirements • Past reports and studies • Title Reports This activity will require assistance from City staff in researching documents and resolving design parameters and project issues.	List of requested documents.
2.3 Field Visits	West Valley will visit the sites to determine if there are any potential constraints to the proposed construction. We will also evaluate traffic control requirements and special public impacts to residents and businesses. Site visits will occur prior to initial design and be ongoing throughout the final design.	N/A
2.4 Prepare Utility Basemap	West Valley will add utility information to the topographic survey basemap based on field investigation and utility maps/as-builts.	Utility mapping on base drawing based on utility maps.
2.5 Prepare Utility Technical Memorandum	West Valley will review existing utility information and prepare a technical memorandum outlining potential utility conflicts and recommendations on additional utility investigation, including but not limited to potholing.	Utility Technical Memorandum in PDF format.

SCOPE OF SERVICES		
TASK	DESCRIPTION	DELIVERABLE
3.0 UTILITY POTHOLING		
3.1 Utility Potholing	West Valley will prepare a pothole map identifying pothole locations. We will perform potholing to determine size/depth/location of identified utilities. Potholes shall be performed using vacuum extraction, backfilled with slurry and capped with asphalt per City and Caltrans specifications. It is assumed that 20 potholes will be performed and have an average depth of five (5) feet. This task includes obtaining encroachment permits for potholing activities.	Map identifying pothole locations.
3.2 Prepare Pothole Technical Memorandum	West Valley will analyze the pothole data and prepare a technical memorandum with the results and impacts that the utility information provided by the potholing has on the proposed alignments.	Pothole Technical Memorandum in PDF format.
4.0 GEOTECHNICAL SUBSURFACE INVESTIGATION		
4.1 Geotechnical Investigation	Our geotechnical engineer, Miller Pacific, will perform geotechnical subsurface investigation and develop geotechnical criteria to be used for design. This task includes site visits, review of historical geotechnical information, obtain necessary encroachment permits, obtain soil boring permits from Burlington Northern and Santa Fe Railway (BNSF) and City, performing 10 soil borings ranging from 10 to 15 feet, laboratory testing and preparation of a Geotechnical Report, including soil boring logs. Borings shall be backfilled and patched with cold mix asphalt or rapid set concrete. Additional costs will be applied if hot mix asphalt is required.	Geotechnical Report w/soil boring logs.
5.0 PROJECT SURVEY		
5.1 Topographic Survey	Our surveyor, Sandis, will obtain field topographic survey of the project limits, taking shots at 50' interval cross-sections, curb & gutter, back of sidewalk, driveways, adjacent trees, intersection corners, curb ramps and	Survey information incorporated into AutoCAD file.

SCOPE OF SERVICES		
TASK	DESCRIPTION	DELIVERABLE
	utility location and covers, manhole rims and inverts. The existing right-of-way and parcel boundaries will not be surveyed but will be included on base plans in their approximate locations as provided by the City.	
6.0 PROJECT PLANS		
6.1 CCTV Review	West Valley will review CCTV and inspection logs provided by the City for the sanitary sewer pipelines in the project. From our review of CCTV videos, we will evaluate sewer conditions and provide recommendations for replacement methods to the City.	N/A
6.2 60% Project Plans	We will develop and submit 60% complete plans. Profiles will not be presented at this stage to save time and cost. We would like to seek the City's concurrence with the proposed improvements before putting effort into preparation of profiles, which could change if the City doesn't agree with the proposed improvements. Plan sheets include pipe alignment, existing utilities with depths, pipe stationing, construction quantities.	<u>60% Submittal:</u> Cover Sheet with drawing index, Key Map Notes, Abbreviations, Legend Plan Sheets Basis of Design Memo
6.3 Quality Control	Prior to the 60% design phase submittal, all plans and documents will be reviewed by West Valley's Quality Control Manager	N/A
6.4 90% Project Plans	West Valley will incorporate City's 60% comments into the package and prepare 90% plans with profiles and construction details.	<u>90% Submittal:</u> Cover Sheet Key Map Notes, Abbreviations, Legend Plan & Profile Sheets Construction Details Sheets
6.5 Constructability Review	West Valley's Operations department will perform a constructability review at the 90% Submittal. This effort will identify potential obstacles, risks and opportunities for cost savings situations before the project is built.	N/A

SCOPE OF SERVICES		
TASK	DESCRIPTION	DELIVERABLE
	Benefits of a constructability review includes avoid construction delays, minimizes change orders, lowers risk and lawsuits and improves quality of construction documents.	
6.6 Quality Control	Prior to the 90% design phase submittal, all plans and documents will be reviewed by West Valley's Quality Control Manager.	N/A
6.7 Final Project Plans	Upon receipt of the City's comments on the 90% plans, we will proceed to prepare the final plans.	Final Plans (DWGs and PDFs).
6.8 Quality Control	Prior to the final design phase submittal, all plans and documents will be reviewed by West Valley's Quality Control Manager.	N/A
7.0 PROJECT TECHNICAL SPECIFICATIONS		
7.1 90% Technical Specifications	At the 90% complete stage we will prepare pre-final technical specifications based on the 90% design plans. Technical specifications will in conformance with the current Contra Costa County, Caltrans and other applicable agency standard plans, specifications and guidance documents for the necessary construction work.	Electronic copy in Word and PDF of 90% Technical Specifications.
7.2 Final Technical Specifications	Based upon City review comments at 90% stage, we will finalize the Technical Specifications.	Electronic copy in Word and PDF of Final Technical Specifications.
8.0 CONSTRUCTION ESTIMATE		
8.1 60% Construction Cost Estimate	We will prepare a 60% Construction Cost Estimate.	Electronic copy in Excel and PDF of 60% Construction Cost Estimate.
8.2 90% Construction Cost Estimate	We will prepare a 90% Construction Cost Estimate.	Electronic copy in Excel and PDF of 90% Construction Cost Estimate.
8.3 Final Construction Cost Estimate	We will prepare a Final Construction Cost Estimate.	Electronic copy in Excel and PDF of Final Construction Cost Estimate.

SCOPE OF SERVICES		
TASK	DESCRIPTION	DELIVERABLE
OPTIONAL SERVICES		
Option 1: Patch Paving with Hot Mix Asphalt (for Geotechnical)	If requested/required, our subconsultant, Miller Pacific, will patch soil boring locations with 2-foot by 2-foot patch with hot mix asphalt.	N/A
Option 2: Preliminary Design Technical Memorandum for Alternative Design	If the project is significantly modified from the Sanitary Sewer Master Plan, West Valley will prepare a Preliminary Design Technical Memorandum which will in documentation of the results of Tasks 2-5, West Valley's proposed alignment, cost and schedule impacts.	Preliminary Design Technical Memorandum in PDF format.

West Valley assumes the following:

- 1) City will provide all CCTV necessary for review.
- 2) City will provide front end specifications.
- 3) Bid Period Service and Design Services during Construction are not included. These services can be added later if needed.

5. Cost Proposal

LEVEL OF EFFORT

City of Pinole

Santuary Sewer Projects RFP No.: PW-2022-03: Pinon-1 Sewers

TASK, PHASE, DESCRIPTION		STAFF	Design Services						TOTALS
			Project Director	Project Manager	Project Engineer	Clerical	Operations	Subs (w/10%)	
			HOURS	HOURS	HOURS	HOURS	COSTS	COSTS	
1	Project Management and Meetings								
1	Project Management; Invoicing, coordination with Subs		16	56	8				
2	Attend Kick-off Meeting and Submittal Meetings (Assume 4)		2	8	8				
3	Bi-weekly Check-in Meetings (Assume 12)			12	12				
4	Permit Assistance			4	16				
	SUBTOTAL HOURS		18	80	44	0			142
	SUBTOTAL DOLLARS		\$4,680	\$17,600	\$7,260	\$0			\$29,540
INVESTIGATION AND SURVEY									
2	Utility Identification/Research and Coordination								
1	Coordination with Utilities			4	16				
2	Gather & Review Existing Data			8	32				
3	Field Visits			8	32				
4	Prepare Utility Basemap			4	16				
5	Prepare Utility Technical Memorandum			4	12	2			
	SUBTOTAL HOURS		0	28	108	2			138
	SUBTOTAL DOLLARS		\$0	\$6,160	\$17,820	\$190			\$24,170
3	Utility Potholing								
1	WVCC Ops - Utility Potholing (assumes 20 potholes)			1	4		\$43,835		
2	Prepare Pothole Technical Memorandum			4	12	2			
	SUBTOTAL HOURS		0	5	16	2			23
	SUBTOTAL DOLLARS		\$0	\$1,100	\$2,640	\$190	\$43,835	\$0	\$47,765
4	Geotechnical Subsurface Investigation								
1	Miller Pacific - Geotechnical Investigation			1	2			\$30,800	
	SUBTOTAL HOURS		0	1	2	0			3
	SUBTOTAL DOLLARS		\$0	\$220	\$330	\$0	\$0	\$30,800	\$31,350
5	Project Surveying								
1	Sandis - Topographic Survey			4	16			\$40,700	
	SUBTOTAL HOURS		0	4	16	0			20
	SUBTOTAL DOLLARS		\$0	\$880	\$2,640	\$0	\$0	\$40,700	\$44,220
PROJECT PLANS, SPECIFICATIONS AND ESTIMATE									
6	Project Plans								
A	Investigation and Preliminary Design								
1	CCTV Review			4	24				
	SUBTOTAL HOURS		0	4	24	0			28
	SUBTOTAL DOLLARS		\$0	\$880	\$3,960	\$0			\$4,840
B	60% Project Plans								
2	60% Project Plans			64	156				
3	Quality Control		8						
	SUBTOTAL HOURS		8	64	156	0			228
	SUBTOTAL DOLLARS		\$2,080	\$14,080	\$25,740	\$0			\$41,900
C	90% Project Plans								
4	90% Project Plans			40	140				
5	Constructability Review						\$2,000		
6	Quality Control		8						
	SUBTOTAL HOURS		8	40	140	0			188
	SUBTOTAL DOLLARS		\$2,080	\$8,800	\$23,100	\$0	\$2,000	\$0	\$35,980
D	Final Project Plans								
7	Final Project Plans			24	112				
8	Quality Control		8						
	SUBTOTAL HOURS		8	24	112	0			144
	SUBTOTAL DOLLARS		\$2,080	\$5,280	\$18,480	\$0			\$25,840
7	Project Technical Specifications								
1	90% Technical Specifications		1	40	8	8			
2	Final Technical Specification		1	24	6	4			
	SUBTOTAL HOURS		2	64	14	12			92
	SUBTOTAL DOLLARS		\$520	\$14,080	\$2,310	\$1,140			\$18,050
8	Construction Estimate								
1	60% Construction Cost Estimate		1	4	16				
2	90% Construction Cost Estimate		1	4	16				
3	Final Construction Cost Estimate		1	2	8				
	SUBTOTAL HOURS		3	10	40	0			53
	SUBTOTAL DOLLARS		\$780	\$2,200	\$6,600	\$0			\$9,580
A. WVCC HOURS AND COST									
	HOURS PER POSITION		47	324	672	16			1059
	HOURLY RATE (TYPICAL)		\$260	\$220	\$165	\$95			
	SUBTOTAL COST		\$12,220	\$71,280	\$110,880	\$1,520	\$45,835	\$71,500	
B. TOTAL COST FOR TEAM F (NOT-TO-EXCEED BASIS):									\$313,235

LEVEL OF EFFORT

City of Pinole

Sanitary Sewer Projects RFP No.: PW-2022-03: Pinon-1 Sewers

TASK, PHASE, DESCRIPTION	STAFF	Design Services						TOTALS
		Project Director	Project Manager	Project Engineer	Clerical	Operations	Subs (w/10%)	
		HOURS	HOURS	HOURS	HOURS	COSTS	COSTS	
OPTIONAL SERVICES								
Option 1								
	Miller Pacific - Patch Paving with Hot Mix Asphalt (See Note 14)					\$22,000		
C. TOTAL COST FOR OPTION 1 (NOT-TO-EXCEED BASIS):							\$22,000	
Option 2								
	Prepare Preliminary Design Technical Memorandum for Alternative Design (See Note 15)	2	8	40	2			
	HOURS PER POSITION	2	8	40	2			52
	HOURLY RATE (TYPICAL)	\$260	\$220	\$165	\$95			
	SUBTOTAL COST	\$520	\$1,760	\$6,600	\$190			
D. TOTAL COST FOR OPTION 2 (NOT-TO-EXCEED BASIS):							\$9,070	

ASSUMPTIONS UPON WHICH PROPOSAL IS BASED:

- 1 Hours and fee for individual tasks are a guide; the total hours and cost for the project takes precedence.
- 2 Hours and fee may be renegotiated if the project is delayed by factors beyond WVCC's control.
- 3 Hours for additional design iterations are not included.
- 4 Utilities will design their relocations, if any are needed.
- 5 CCTV inspection is not included. CCTV data will be provided by the City.
- 6 The number of budgeted meetings is indicated on the spreadsheet.
- 7 City will provide Front End Specifications.
- 8 City review comments will be presented to WVCC on one consolidated set of marked up documents.
- 9 This estimate assumes preparation of one bid package.
- 10 No property line boundary survey is included. Property lines and rights-of-way will be shown on plans as provided on Assessor's Parcel Maps.
- 11 City will provide all relevant as-built information and other existing data, as needed for design.
- 12 Significant redesign required due to changes made by City after 60% submittal review is subject to additional fee for WVCC.
- 13 Bypass plans are not included.
- 14 Geotechnical Services include patching bores with cold patch or rapid set concrete. Hot Mix Asphalt is not included.
- 15 Optional Task 2 will be performed if the project is significantly modified from the SSMP.
- 16 City will coordinate with County/Title Company and provide relevant title reports and available maps, as needed.
- 17 Printing of final documents will be by City (or WV at cost plus markup).
- 18 Bid Period Services and Design Services During Construction are not included. These tasks can be included as an additional cost.
- 19 Assumed number of drawings:

SANITARY SEWER PROJECTS RFP No. PW-2022-03: PINON-1 SEWERS		
Anticipated Drawings	Scale	# of Sheets
Title Sheet	None	1
Key Map	None	1
Notes, Legend and Abbreviations	None	1
Plan and Profile	1" = 20'	12
Traffic Control Plans (for Caltrans ROW)	1" = 20'	2
Detail Sheets	Various	2
	Total	19

6. Schedule

The tentative schedule has been prepared according to the target dates noted in the RFP's Addendum No. 1: Bid before June 30, 2023 and complete construction before December 31, 2023.

The estimated duration of the tasks provided in the schedule are based on average timing of tasks for similar projects. As mentioned in the RFP, the City's review of deliverables shall be 2-weeks, which we have allowed this time for the milestone project plan submittals. In order to meet the City's desired schedule, we have provided a review time of 1 week for both the Utility Technical and Pothole Technical Memoranda. This is based on the assumption that these submittals would need a shorter review period for the concurrence of our findings and recommendations to proceed with design.

Factors that may have impact to the schedule are:

- Response time & permit issuance from BSNF
- Response time & permit issuance from Caltrans
- Other factors beyond City and/or West Valley's control

Date: Wed 10/26/22
 Task Milestone Project Summary Inactive Milestone Manual Task Manual Summary Rollup Start only External Tasks External Milestone Deadline Manual Progress Progress
 Page 33 of 37

7. Exceptions/Deviations

West Valley takes no exceptions to or deviations from the requirements of the RFP.

8. Conflict of Interest Statement

West Valley has no financial business or relationship with the City that may impact the outcome of the service contract. West Valley has no current clients that have financial interest in the outcome of this contract or the subsequent construction project. West Valley has no financial interest or relationship with any construction company that might submit a bid on the construction project. West Valley will not be submitting a bid for construction for this project.

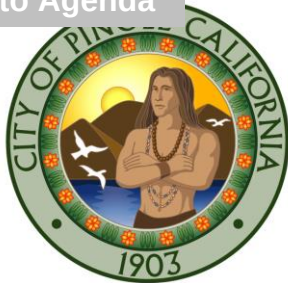
9. Contract Agreement

The proposal terms herein shall remain in effect for one hundred and twenty (120) days following the date submitted.

Attachments

See attached for the following

1. Signed acknowledgement of receipt of Addendum No. 1 issued on October, 20, 2022
2. Cost Proposal Acknowledgement



CITY OF PINOLE

2131 Pear Street
Pinole, CA 94564

Phone: (510) 724-9010
FAX: (510) 724-9826
www.ci.pinole.ca.us

ADDENDUM NO. 1

REQUEST FOR PROPOSALS (RFP) ENGINEERING DESIGN SERVICES FOR SANITARY SEWER PROJECTS RFP No: PW - 2022-03

OCTOBER 20, 2022

General

1. This Addendum No. 1 forms a part of the Bidding and Contract Documents and modifies the Request for Proposals (RFP) City RFP No. PW-2022-03 ENGINEERING DESIGN SERVICES FOR SANITARY SEWER PROJECTS published on October 4, 2022 and shall become part of the Contract Documents for this proposal.
2. This Addendum No. 1 is intended to provide responses to questions received and has a total of 5 pages (including this page) and modifies the RFP in the following manner:
 - a. Adds new attachment: - *Addenda Acknowledgement*

All other items of the documents shall remain unchanged. Bidders are hereby notified that they shall make any necessary adjustments in their estimates as a result of this Addendum No. 1. It will be construed that each bidder's proposal is submitted with full knowledge of all modifications and supplemental data specified herein.

A signed copy of this addendum and the attached acknowledgement form shall be attached to the bid proposal. Failure to do so may cause rejection of your proposal as being non-responsive.

A handwritten signature in blue ink, reading "Sanjay Mishra".

Sanjay Mishra, P.E., T.E.,
Public Works Director

Addendum 1: RFP No. PW-2022-03 ENGINEERING DESIGN SERVICES FOR SANITARY SEWER PROJECTS

Questions & Responses:

Question 1: Can I get complete copies of the Figures from Chapters 5 & 6 of the Master Plan?

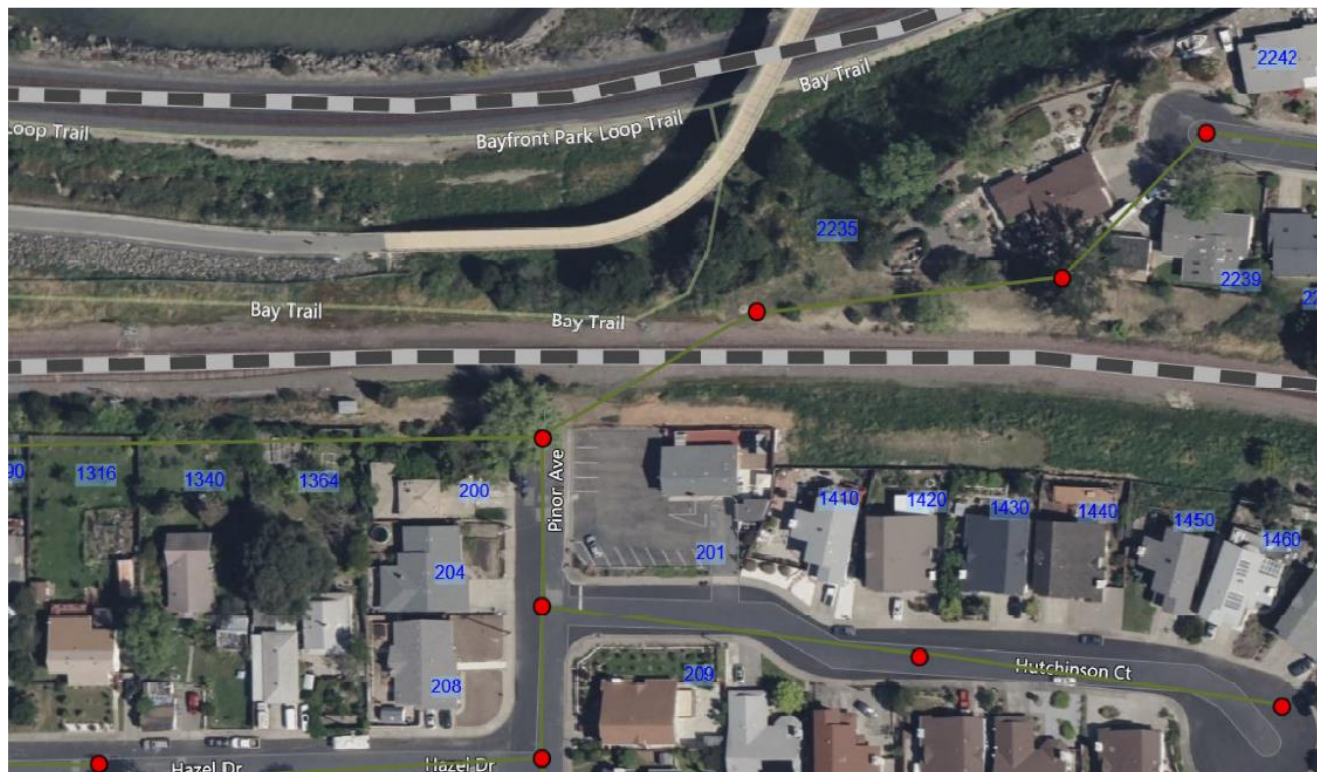
Response: Please visit

https://www.ci.pinole.ca.us/city_government/public_works/wastewater_collection. Under City Document Library Sanitary Sewer Master Plan 2022 is posted and available for download, which contains the requested documents.

Question 2: On San Pablo Ave the starting point (per the project description) seems to fall between Rogers Way and Sunnyview. Can you confirm or give a more detailed description of the starting point? Can you point me to the sewer block maps? In particular I am trying to see how the connection between Pinon and Orleans, crossing the BNSF, is aligned.

Response:

Please see below a snapshot of the current sanitary sewer collection system at the above requested location. Refer to SSMP document for other details.



Question 3: Is there a list of Plan Holders / Interested Proposers available?

Response: We generally have a Plan Holder's and Contractor's list for construction projects. We do not have a Plan Holder's list for engineering design services.

Addendum 1: RFP No. PW-2022-03 ENGINEERING DESIGN SERVICES FOR SANITARY SEWER PROJECTS

Question 4: As noted on Page 7, Task 6, Plan Sheets are to be drawn at horizontal scale 1"=50' and vertical scale 1"=5'. Is this correct? Typically, horizontal scale at 1"=20' with vertical at 1"=4' is used to allow for more legible detail.

Response:

Please ignore the reference to the horizontal scale and vertical reference in the RFP. City staff will work with the selected consultant and agree to an appropriate scale to achieve legibility of the construction plans.

Question 5: Does the City have a target construction completion date?

Response:

Yes, before December 31, 2023.

Question 6: I would like to confirm that Item #5 Cost Proposal will be included in the proposal not in a separate sealed envelope.

Response: That's correct. No separate sealed envelope is required for the cost proposal. Note the option to submit proposal via email/pdf.

Question 7: Can you provide the correct link to download SSMP or provide a map showing the scope of work?

Response: See response to question #1.

Question 8: Does City have easement through BNSF and the residential lots between Pinon and Orleans Dr.? Do you see the need for title report review and mapping to locate the easement?

Response:

We do not have any knowledge of the easement through BNSF. However, City will coordinate with County / Title company and provide title reports and any available maps as needed for the project.

Question 9: What is the size of the new pipe between Pinon and Orleans, 21" or 24"?

Response:

Please refer to the RFP and the SSMP. We expect the proposer to determine this with the information provided.

Question 10: Do you want laterals and clean-out replaced or just the main?

Response:

We are not anticipating any private sewer laterals / cleanouts to be replaced.

Addendum 1: RFP No. PW-2022-03 ENGINEERING DESIGN SERVICES FOR SANITARY SEWER PROJECTS

Question 11: Do you have a project schedule that we should adhere to?

Response:

We would like this project to be bid before June 30, 2023 and construction completion before December 31, 2023.

Question 12: Is there a page limit?

Response:

No.

Question 13: Could you please provide a copy of the SSMP? Several of the figures and tables in the copy we received and in the copy included in the Council agenda package appear to be cut off. I suspect that they were originally 11x17 size but were scanned or otherwise prepared at 8-1/2x11.

Response: See response to question #1.

Addendum 1: RFP No. PW-2022-03 ENGINEERING DESIGN SERVICES FOR SANITARY SEWER PROJECTS

ADDENDUM NO. 1

ENGINEERING DESIGN SERVICES FOR SANITARY SEWER PROJECTS

RFP No: PW - 2022-03

OCTOBER 20, 2022

ACKNOWLEDGEMENT

Receipt of Addendum No. 1 is hereby acknowledged by West Valley Construction Co.
(Contractor's Name)

on the 24 day of October, 2022.

By: _____

Signature

Project Manager

Title

Daniel Wilkins

Addendum 1: RFP No. PW-2022-03 ENGINEERING DESIGN SERVICES FOR SANITARY SEWER PROJECTS

APPENDIX C- COST PROPOSAL

Enter below the proposed not-to-exceed amount for providing engineering design services as described in Scope of Work.

Not to Exceed Amount: \$313,235

Attach separate details of the proposal to show the break down of the not-to exceed amount and provide hourly rate sheets as necessary.

1. I acknowledge receipt of this RFP and NA / # 1 addenda(s) for Engineering Design Services for Sanitary Sewer Projects
2. I agree to submit monthly invoices and NET 30 payment terms.
3. This proposal shall remain firm for 120 days from the date of proposal.

NAME OF PROPOSER

West Valley

ADDRESS

603 Campbell Technology Parkway, Campbell, CA 95008

TELEPHONE

408-371-5510

SIGNATURE OF PERSON

AUTHORIZED TO BIND PROPOSER

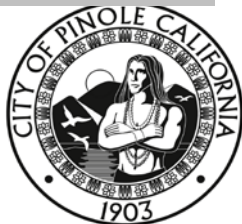


SIGNATURE'S NAME AND TITLE

Jasmine Cuffee, Vice President of Engineering

DATE SIGNED

October 26, 2022



CITY COUNCIL REPORT

10A

DATE: JANUARY 17, 2023

TO: MAYOR AND COUNCIL MEMBERS

FROM: LILLY WHALEN, COMMUNITY DEVELOPMENT DIRECTOR

SUBJECT: ADOPTION OF THE 2023-2031 HOUSING ELEMENT AND APPROVAL OF A NOTICE OF EXEMPTION PURSUANT TO CEQA GUIDELINES SECTION 15061(b)(3)

RECOMMENDATION

Staff recommends that the City Council adopt Resolution (**Attachment A**) which:

1. Amends the City of Pinole General Plan to incorporate the 6th Cycle 2023-2031 Housing Element (**Attachment A – Exhibit A**); and
2. Adopts a Notice of Exemption (**Attachment A – Exhibit B**) from expanded environmental review pursuant to the California Environmental Quality Act (CEQA) Guidelines Section 15061(b)(3).

BACKGROUND

A General Plan is a legally required policy document for all jurisdictions in California and contains the community's vision for future growth. California state law requires each jurisdiction to address seven mandated topics in the General Plan: Land Use, Circulation, Housing, Conservation, Open Space, Noise, and Safety. In Contra Costa County, all jurisdictions are also required to address Growth Management. Cities and counties that have identified disadvantaged communities must also address environmental justice in their General Plans, including air quality. General Plans are organized by topic in what are called "elements." There is no requirement that a general plan be organized into separate elements; a jurisdiction may organize its General Plan in any format, including consolidated elements, so long as all the relevant statutory issues are addressed, and the document is internally consistent.

The Housing Element, Safety Element, and Environmental Justice Element are three General Plan Elements that must be addressed in Pinole, as required by State law. The Housing Element must be updated every eight years. Jurisdictions also must review and update their Safety Element to meet certain requirements concurrently with the Housing

Element update. State law also requires jurisdictions to adopt an Environmental Justice (EJ) Element (or EJ related goals, policies, and objectives integrated in other elements), if it has a “disadvantaged community” and if the jurisdiction is updating two or more elements concurrently. “Disadvantaged communities” are defined as areas identified by the California Environmental Protection Agency pursuant to Section 39711 of the Health and Safety Code or a low-income area that is disproportionately affected by environmental pollution and other hazards that can lead to negative health effects, exposure, or environmental degradation.

Updates to the City’s Safety Element and the creation of a new Health and Environmental Justice Element are currently in process, on a separate track and timeline from the Housing Element update. Staff expects that the draft update to the Safety Element and the new Health and Environmental Justice Element will be published for public review in February/March 2023 and scheduled for City Council consideration and adoption in May/June 2023.

The following is a brief overview of the process followed to update the Housing Element:

- On March 22, 2022, the City Council received an introduction to the Land Use Planning for Pinole process, which includes an update to the Housing Element as well as the existing Health and Safety Element and a new Environmental Justice Element.
- A multilingual (English, Tagalog, Cantonese, and Spanish) online community survey was released and heavily promoted through email list notification, [project website](#), flyers, postcards, social media posts, banners, stakeholder interviews, and community workshops. 149 community members took the survey.
- On May 11, 2022, the first community workshop was held.
- On June 9, 2022, the second community workshop was held.
- On June 30, 2022, a focus group interview was held with Friends of the Pinole Creek Watershed, Pinole Valley Community Church, and a property management company.
- On July 13, 2022, the City Council and Planning Commission held a special joint meeting to receive a comprehensive status update of the project.
- On July 25 and 26, 2022, stakeholder interviews with the Pinole Rotary Club and the Contra Costa Association of Realtors were held to gather input regarding issues the community faces and recommendations to alleviate the identified housing issues.

- On October 17, 2022, the first draft of the Housing Element was released for public review and comment. A copy of the draft was placed on the City's webpage, which links to the dedicated General Plan Update page and a public review hardcopy is available at City Hall. The draft is also accessible at: <https://landuseplanningforpinole.com/>
- On October 24, 2022, the Planning Commission reviewed the draft Housing Element, with a focus on the programs and policies, in addition to the opportunity sites, and provided feedback and recommendations to the City Council for consideration¹.
- On November 15, 2022, the City Council reviewed the draft Housing Element with a focus on the programs and policies, in addition to the opportunity sites, and recommendations presented by the Planning Commission for enhancement of the Housing Element. The Council directed some immediate changes to the document pursuant to Planning Commission recommendation (see **Attachment B**), and sought additional feedback from the Commission regarding the remainder of the Commission's recommendations for enhancement (see **Attachment C**), which can be addressed independent of the current update. The Council then authorized staff to submit the revised draft Housing Element to the California Department of Housing and Community Development (HCD), with the changes as shown in **Attachment B**.
- On December 2, 2022, staff submitted the revised draft Housing Element to HCD for their 90-day review (see **Attachment A - Exhibit A**).
- On December 12, 2022, the Planning Commission reviewed the revised draft Housing Element, including recommended changes by City Council (shown in **Attachment B**), and reviewed potential opportunities for future enhancement (provided in **Attachment C**). After discussion, the Planning Commission recommended no further changes to the revised draft Housing Element. The Planning Commission then adopted Resolution 22-07 (**Attachment D**), recommending City Council adoption of the 2023-2031 Housing Element Update. Draft minutes of the December 12, 2022 Planning Commission meeting are included in **Attachment E**.

DISCUSSION AND ANALYSIS

The Land Use Planning for Pinole project, which commenced in March 2022, consists of updates to two existing elements of the City's General Plan: the Housing Element and the Health and Safety Element. Additionally, as a part of the project, the City is required to

¹ For a summary of the October 24 Planning Commission recommendations see Table 5 in item 11A in the November 15, 2022 Council packet: https://cdn5-hosted.civiclive.com/UserFiles/Servers/Server_10946972/File/City%20Government/City%20Clerk/Agendas/2022/11-15-2022/2022-11-15%20HYBRID%20AGENDA%20PACKET%20FINAL.pdf

consider either adoption of a standalone Environmental Justice Element or addressing issues of environmental justice within other elements. As mentioned in the background section, the updates to the City's Safety Element and the creation of a new Health and Environmental Justice Element are currently in process, on a separate track from the Housing Element update. A substantially compliant Housing Element is statutorily required to be adopted by the City prior to January 31, 2023. Staff anticipates that the draft update to the Safety Element and the new Health and Environmental Justice Element will be published for public review in February/March 2023 and scheduled for City Council consideration and adoption in May/June 2023.

The City Council, at its regular meeting on November 15, 2022, reviewed the draft 2023-2031 Housing Element and considered Planning Commission recommendations from the October 24, 2022 meeting. A comprehensive discussion of the State requirements for the Housing Element update and key analyses can be found in the November 15 City Council Staff Report (**Attachment F**). Staff noted that additional feedback could be solicited from the Planning Commission on various ways to implement the recommendations at the Commission's December 12, 2022 meeting.

Following the November 15, 2022 City Council meeting staff and the consultant team made refinements to the draft Housing Element that reflected direction from City Council and rebalances to the Regional Housing Needs Allocation (RHNA) based on recent development project approvals. The revised draft Element was then submitted to HCD on December 2, 2022 to start the 90-day State review.

The refinements to the draft Element submitted to HCD included the following updates:

1. **RHNA Sites Inventory.** Updated the opportunity sites inventory to include the Kmart/Pinole Vista site. Rebalanced and removed some excess opportunity sites that were no longer needed. The updated opportunity sites inventory map can be found in Appendix A and the site inventory list can be found in Appendix B of the Revised Draft Housing Element (**Attachment A - Exhibit A**).
2. **AFFH Chapter.** Updated the Affirmatively Furthering Fair Housing and Opportunity Sites sections to reflect the revised RHNA Sites inventory.
3. **Glossary.** Added a glossary of terms used in the Housing Element.
4. **Translation Services.** Added a notice and instructions for available translation assistance in three languages (Tagalog, Spanish, and Cantonese).
5. **Construction Cost Estimates.** Updated the International Code Council (ICC) building construction cost valuation data last revised August 2022 and added local cost multiplier.
6. **Community Engagement.**
 - a. Expanded the public outreach section and Appendix C to include additional details and examples of the robust community outreach efforts including the addition of photos and maps of the banners, social media posts, flyers, email distribution of the public review draft, and outreach materials that were used throughout the public participation period.

- b. Included a reference to the adopted Pinole Commination and Engagement Plan in Program 21.
- 7. **Public Review & Revisions Summary.** Added a new section with a summary of comments and changes from the public review period.
- 8. **Housing Plan Programs.** Updated the programs and any references to programs that were changed. Updates to programs are shown in **Table 1**.

In the revised draft Housing Element, the Housing Opportunity Sites Inventory (which can be found in Appendices A and B of **Attachment A - Exhibit A**) and the Housing Capacity analysis (which is Table 79 of **Attachment A - Exhibit A**) has been updated following the November 15, 2022 City Council meeting to reflect the latest count of pending and entitled housing projects. The housing capacity analysis, which includes the sites inventory, demonstrates the City's ability to plan for meeting its assigned Regional Housing Needs Assessment (RHNA) housing allocation of 500 units (121 very low income, 69 low income, 87 moderate income, and 223 above moderate income), plus a 20 percent buffer to ensure adequate capacity is maintained should sites be developed below projected density. Notably, several potential opportunities were removed from the previous draft Opportunity Sites Inventory as they are no longer needed for the purposes of meeting RHNA with the update to all current entitled projects.

As shown in **Table 1** below, the Housing Element has identified capacity to meet the RHNA plus the buffer.

Table 1. Housing Capacity

Row Identifier	Category	Income				Total
		Very Low	Low	Moderate	Above Moderate	
A	RHNA Requirement	121	69	87	223	500
B	Pending Projects	49	165	62	359	635
C	ADUs	7	7	7	3	24
D	Unmet RHNA (A – B – C)	65	-	18	-	83
E	Unmet RHNA + 20% Buffer (D x 1.2)	78	-	22	-	100
F	Vacant Opportunity Site Capacity	45	-	15	-	60
G	Non-Vacant Opportunity Site Capacity	40	-	12	-	52
H	Total Identified Capacity (B + C + F + G)	141	172	96	362	771
I	Opportunity Site Capacity Buffer ([F + G] / D)	31%	-	50%	-	-

The Planning Commission conducted a public hearing on December 12 and provided a recommendation to the City Council on adoption of the draft Housing Element. The Planning Commission reviewed the table in **Attachment C**, which summarizes the Planning Commission recommendations from the October 24, 2022 meeting and provides options for how the recommendations can be addressed through additional studies/programs. At the hearing, the Planning Commission acknowledged that due to the short timeframe for adopting the Housing Element, the Commission did not recommend additional changes within the current draft Housing Element. Staff noted that further exploration of housing policies and opportunities could occur independent of the Housing Element or through subsequent revisions to the Housing Element at a later date.

PUBLIC ENGAGEMENT

Outreach for the Housing Element update began in March 2022. This involved engaging community members, stakeholders, and the City Council in identification of housing/health/safety/environmental justice issues. Translation of the survey and community workshops was provided in Spanish, Tagalog, and Cantonese, as well as outreach materials. To spread the word about the project, the City posted banners around the community, mailed postcards to residents, and placed notices and announcements on Pinole TV and social media accounts. These outreach materials contained QR codes to the project website and community surveys. The aforementioned project website, www.LandUsePlanningForPinole.com, hosts information about the project, the schedule, survey, and recordings of past engagement activities. Interested parties may contact the consultant team for additional information or to request placement on the project notification list by emailing ContactUs@LandUsePlanningForPinole.com.

ENVIRONMENTAL REVIEW

The California Environmental Quality Act (CEQA) provides Statutory Exemptions for certain types of projects exempt from expanded environmental review pursuant to CEQA. The 6th Cycle update to the City of Pinole Housing Element qualifies for a “common sense exemption,” as provided by CEQA Guidelines Section 15061(b)(3). Updates to the City of Pinole Housing Element include identification of sites suitable for the development of housing and the adoption of goals, policies, and programs to meet the City’s RHNA and provide opportunities for affordable housing within the City. The project does not provide entitlements to land use development projects and does not change the zoning or land use of any parcel within the City in any manner. Future development proposals on RHNA sites identified during this planning cycle, as well as ordinances adopted to implement programs identified in the Housing Element, would be subject to environmental review pursuant to the provisions of CEQA, as appropriate. For these reasons, it can be seen with certainty that there is no potential for the Housing Element to have a significant effect on the environment. The exemption is included as **Attachment A – Exhibit C** of this report.

FUTURE ACTIONS

Staff believes that the draft Housing Element satisfies all statutory requirements and affirmatively furthers fair housing. However, HCD is currently completing its review of the City's draft Housing Element. Most cities submitting draft housing elements have received comments from HCD that necessitated revisions of varying scope. After HCD completes its review, HCD may inform the City that some changes to the Housing Element are necessary. Once any comments from HCD are addressed, staff will bring a revised version of the Housing Element to the City Council at a later date for readoption to ensure that the City's Housing Element is in substantial compliance with state laws.

The Housing Accountability Act, Government Code section 65589.5, limits the land use authority of local agencies that do not timely adopt a compliant housing element. Specifically, if the City does not have a compliant housing element, the City may not deny a residential or qualifying mixed-use project with at least 20% of the units reserved for low-income households, or 100% of the units reserved for moderate income households, on the basis of that project being inconsistent with the City's Zoning Code and General Plan Land use designation. This is commonly known as the "Builder's Remedy". The deadline for the City to adopt a compliant Housing Element is January 31, 2023.

During previous Housing Element cycles, there was a 180-day grace period during which Housing Elements were not considered non-compliant. However, there is no similar grace period during the 6th cycle. Although the Builder's Remedy has been part of state law for many years, it has not been invoked until this 6th Housing Element cycle. Accordingly, there are many unknowns about the scope of the Builder's Remedy and how it would apply.

The draft Housing Element in **Attachment A – Exhibit A** (the draft sent to HCD on December 2, 2022) is substantially compliant with state law as provided in Government Code 65580 et seq. and contains all provisions required by state housing element law, as shown in **Attachment A – Exhibit C**.

Although feedback from HCD has not yet been received, to meet the statutory deadline, Staff recommends the City Council adopt the Housing Element on January 17, 2023. A subsequent amendment to the Housing Element may be necessary based on feedback from HCD.

FISCAL IMPACT

There is no fiscal impact associated with receiving this report.

ATTACHMENTS

- A. Resolution
Exhibit A – 2023-2031 Housing Element
Exhibit B – Notice of Exemption

Exhibit C – Conformance of Housing Element with State Law Requirements

B. Revisions to Draft Housing Element following 11/15/22 Council Meeting

C. Planning Commission Recommendations and Future Opportunities for Implementation

D. Planning Commission Resolution No. 22-07

E. Draft Planning Commission Minutes – December 12, 2022

F. November 15, 2022 City Council Staff Report

ATTACHMENT A

RESOLUTION NO. 2023-XX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PINOLE ADOPTING GENERAL PLAN AMENDMENT 22-01 UPDATING THE HOUSING ELEMENT OF THE GENERAL PLAN FOR THE PERIOD OF 2023-2031, AND FINDING THAT THE PROJECT IS EXEMPT FROM ADDITIONAL ENVIRONMENTAL REVIEW THROUGH THE ADOPTION OF A CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) EXEMPTION PURSUANT TO CEQA GUIDELINES SECTION 15061 (b)(3)

WHEREAS, the California Legislature has found that “California has a housing supply and affordability crisis of historic proportions. The consequences of failing to effectively and aggressively confront this crisis are hurting millions of Californians, robbing future generations of the chance to call California home, stifling economic opportunities for workers and businesses, worsening poverty and homelessness, and undermining the state’s environmental and climate objectives” (Gov. Code Section 65589.5.); and

WHEREAS, the Legislature has further found that “Among the consequences of those actions are discrimination against low-income and minority households, lack of housing to support employment growth, imbalance in jobs and housing, reduced mobility, urban sprawl, excessive commuting, and air quality deterioration.” (Gov. Code Section 65589.5.); and

WHEREAS, the Legislature recently adopted the Housing Crisis Act of 2019 (SB 330) which states that “In 2018, California ranked 49th out of the 50 states in housing units per capita... California needs an estimated 180,000 additional homes annually to keep up with population growth, and the Governor has called for 3.5 million new homes to be built over 7 years”; and

WHEREAS, California Government Code Sections 65580-65589.8 require amendment of the City’s current General Plan Housing Element to address the assigned housing needs of current and future City residents; and

WHEREAS, the City of Pinole’s share of regional housing need is established by the Association of Bay Area Governments (“ABAG”) and this period’s related Regional Housing Needs Allocation (“RHNA”) was adopted by ABAG in December 2021; and

WHEREAS, ABAG determined that Pinole’s fair share of the RHNA for the period between 2023 and 2031 is a total of 500 units in the following housing affordability income categories: 121 very low income units, 69 low income units, 87 moderate income units, and 223 above moderate income units; and

WHEREAS, as provided in Government Code Section 65350 et. seq., and Public Resources Code this Housing Element Update 2023-2031 constitutes a General Plan Amendment (“Project”); and

WHEREAS, the City prepared the draft 2023-2031 Housing Element in accordance with California Housing Element Law (Government Code section 65580 et seq.); and

WHEREAS, California Government Code Section 65583 requires that the Housing Element Update contain: (i) an assessment of the City's housing needs and an analysis of the resources and constraints, both governmental and non-governmental, relevant to the meeting of these needs; (ii) an inventory of land suitable and available for residential development and an analysis of the development potential of such sites; (iii) a statement of the community's goals, quantified objectives, and policies relative to the maintenance, preservation, improvement, and development of housing; and (iv) programs that set forth a schedule of actions the local government is undertaking or intends to undertake to implement the policies and achieve the goals and objectives of the Housing Element Update; and

WHEREAS, State law requires that the City take meaningful steps to promote and affirmatively further fair housing (Gov. Code Section 65583(c)(5)); and

WHEREAS, State law requires that the City make zoning available for all types of housing, including multifamily housing (Gov. Code Sections 65583.2 and 65583(c)); and

WHEREAS, the Housing Element must be adopted to comply with State law, accommodate the RHNA, affirmatively further fair housing, and facilitate and encourage a variety of housing types for all income levels, including multifamily housing (Gov. Code Sections 65583.2 and 65583(c)); and

WHEREAS, the preparation, adoption, and implementation of the Housing Element requires a diligent effort to include all economic segments of the community; and

WHEREAS, from March through July 2022 the City conducted extensive public outreach, which included creating a housing element update website, posting a multilingual survey, conducting a focus group, stakeholder interviews, and two virtual community workshops, and advertisements of engagement opportunities and information through social media, email, notifications in the City's bi-weekly reports, mailed postcards, flyers, community TV advertisements, and banners posted throughout the city; and

WHEREAS, on July 13, 2022, the City Council and Planning Commission held a special joint meeting to receive a comprehensive status update of the project; and

WHEREAS, on October 17, 2022, the public review draft of the Housing Element was released for public review and comment, with a digital copy available through the City's webpage, which links to the dedicated General Plan Update, and a hardcopy available at City Hall; and

WHEREAS, on October 24, 2022, the Planning Commission reviewed the public review draft Housing Element and provided feedback and recommendations to the City Council; and

WHEREAS, on November 15, 2022, the City Council reviewed the public review draft Housing Element; and

WHEREAS, revisions to the draft Housing Element were made with consideration of updated approved projects information and feedback received through the public comment period, the Planning Commission meeting, and City Council meeting and in preparation for adoption and submittal to the California Department of Housing and Community Development (HCD) for review; and

WHEREAS, on December 2, 2022, the revised draft Housing Element, hereto referred to as the 2023-2031 Housing Element, was submitted to HCD for review; and

WHEREAS, the Planning Commission held a duly noticed public hearing on December 12, 2022 and voted 4-0 to recommend that the City Council approve General Plan Amendment 22-01 to adopt the 2023-2031 Housing Element, attached as **Exhibit A**, to repeal and replace the existing Housing Element of the General Plan, and approve the CEQA Exemption for the Housing Element Update, attached as **Exhibit B**; and

WHEREAS, the City prepared the 2023-2031 Housing Element in conformance with State and local planning law and practices, considering local conditions and context, including economic, environmental, and fiscal factors; and

WHEREAS, the Housing Element must be adopted to comply with State law, affirmatively further fair housing, and facilitate and encourage a variety of housing types for all income levels, including multifamily housing; and

WHEREAS, the City Council may readopt the 2023-2031 Housing Element at a later date to incorporate potential comments from HCD; and

WHEREAS, the Housing Element update qualifies for an exemption in the California Environmental Quality Act ("CEQA") under CEQA Guidelines Section 15061(b)(3), as the project does not provide entitlements to land use development projects and does not change the zoning or land use of any parcel within the City in any manner, and therefore could not have any effect on the environment; and

WHEREAS the City Council held a duly noticed public hearing on January 17, 2023, and considered the presentation, staff report and related background documents, pertinent maps, documents and exhibits as well as the testimony of all persons speaking or providing information on this matter.

NOW THEREFORE, BE IT RESOLVED, by the City Council of the City of Pinole that the above recitals are true and correct and made part of this resolution.

BE IT FURTHER RESOLVED that approval of General Plan Amendment 20-01 to adopt the 2023-2031 Housing Element is exempt from further environmental review under the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines Section 15061(b)(3), as the Housing Element does not provide entitlements to land use development projects and does not change the zoning or land use of any parcel within the City in any manner, and it can therefore be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment. The City Council approves the CEQA Exemption for the Housing Element Update attached as **Exhibit B** and incorporated herein.

BE IT FURTHER RESOLVED that the City Council of the City of Pinole hereby approves General Plan Amendment 22-01 to adopt the 2023-2031 Housing Element, attached as **Exhibit A**, to repeal and replace the existing Housing Element of the General Plan, based on the following determinations:

1. The amendments to the City's General Plan Housing substantially complies with Housing Element Law, as provided in Government Code 65580 et seq. and contains all provisions required by State Housing Element Law, as shown in **Exhibit C** to this resolution, incorporated herein by this reference.
2. The proposed 2023-2031 Housing Element is internally consistent, and is consistent with the City's General Plan, as amended.

PASSED AND ADOPTED by the City Council of the City of Pinole on this 17th day of January 2023, by the following vote:

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

Heather Bell, CMC
City Clerk

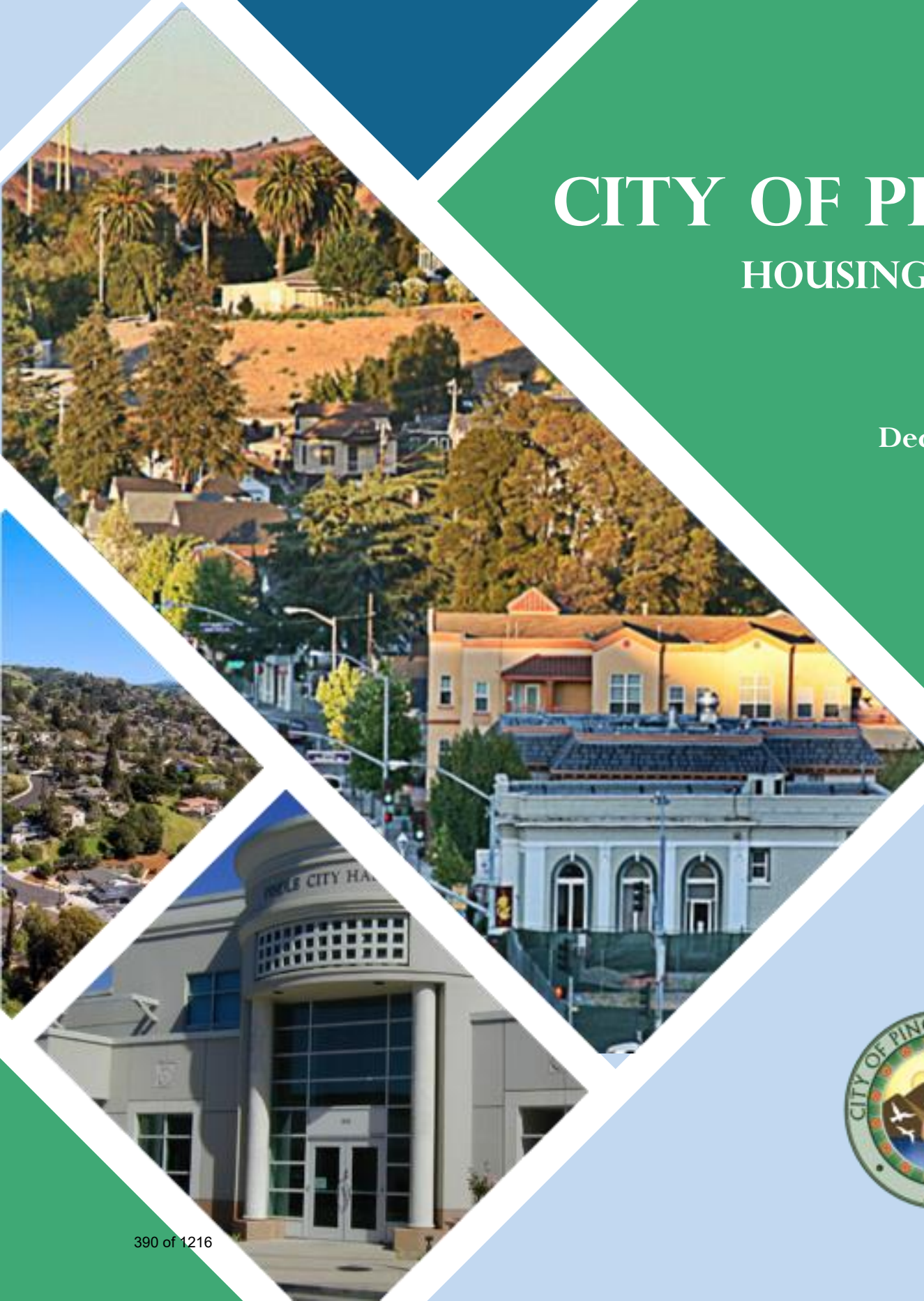
EXHIBIT A

CITY OF PINOLE

HOUSING ELEMENT

2023-2031

December 2, 2022



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List of Abbreviations Used

Abbreviation	Definition
AAGR	Annual Average Growth Rate
AB	Assembly Bill
ABAG	The Association of Bay Area Governments
ACS	American Community Survey
ADA	Americans with Disabilities Act
ADU	Accessory Dwelling Unit
AFFH	Affirmatively Furthering Fair Housing
AHSC	Affordable Housing and Sustainable Communities Program
AMI	Area Median Income
APN	Assessor Parcel Number
BAHFA	Bay Area Housing Finance Authority
BMR	Below Market Rate
CalCHA	California Community Housing Agency
CalHFA	California Housing Finance Agency
CalOES	California Governor's Office of Emergency Services
CCCTA	Contra Costa County Transportation Authority
CCCWP	Contra Costa Clean Water Program
CCRC	California Community Reinvestment Corporation
CDBG	Community Development Block Grants
CDD	Community Development Division
CEQA	California Environmental Quality Act
CES	CalEnviroScreen
CHAS	Comprehensive Housing Affordability Strategy
CMU	Commercial Mixed Use
COG	Council of Governments
CUP	Conditional Use Permit
DDA	Difficult Development Areas
DDS	Department of Developmental Services
DOF	Department of Finance
DRB	Development Review Board
EBMUD	East Bay Municipal Utility District
ECHO	Eden Council for Hope and Opportunity
EDD	Employment Development Department
EHV	Emergency Housing Voucher
EIR	Environmental Impact Report
EJ	Environmental Justice
ELI	Extremely Low Income
FEMA	Federal Emergency Management Agency

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FMR	Fair Market Rent
FY	Fiscal Year
GP	General Plan
GSAF	Golden State Acquisition Fund
HAMFI	HUD Area Median Family Income
HCD	Office of Housing and Community Development
HCV	Housing Choice Voucher
HDR	High Density Residential
HMDA	Home Mortgage Disclosure Act
HOME	Investment Partnership Programs
HUD	Department of Housing and Urban Development
ICC	International Code Council
JADU	Junior Accessory Dwelling Unit
LAUS	Local Area Unemployment Statistics
LBNC	Low Barrier Navigation Center
LDR	Low Density Residential
LEAP	Local Early Action Planning
LHTF	Local Housing Trust Fund
LID	Low Impact Development
LIHTC	Low-Income Housing Tax Credit
MCC	Mortgage Credit Certificate
MDR	Medium Density Residential
MSA	Metropolitan Statistical Area
MUSA	Mixed Use Sub Area
NOFA	Notice of Funding Availability
NPP	Neighborhood Preservation Program
OIMU	Office Industrial Mixed-Use
OPMU	Office Professional Mixed-Use
OTSA	Old Town Sub Area
PID	Public Information Department
PIT	Point in Time
PITC	Point in Time Count
PLHA	Permanent Local Housing Allocation
PQI	Public Quasi-Public Institutional
PWD	Public Works Department
RAWG	Regional Advisory Working Group
RCAA	Racially Concentrated Area of Affluence
REAP	Regional Early Action Planning
RECAP	Racially and Ethnically Concentrated Area of Poverty
RHNA	Regional Housing Needs Allocation/Assessment
RMU	Residential Mixed Use

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RTPA	Regional Transportation Planning Agency
RV	Recreational Vehicle
SAHA	Satellite Affordable Housing Associates
SB	Senate Bill
SLM	Shared Lane Markings
SR	Suburban Residential
SRO	Single Room Occupancy
SSA	Service Sub Area
STMP	Subregional Transportation Mitigation Program
TCAC	Tax Credit Allocation Committee
TOD	Transit-Oriented Development
US	United States
VHFHSZ	Very High Fire Hazard Severity Zone
VMT	Vehicle Miles Travelled
WCCTAC	West Contra Costa Transportation Advisory Committee
WCWD	West County Wastewater District
WPCP	Water Pollution Control Plant
ZHVI	Zillow Home Value Index

HOUSING ELEMENT UPDATE

Introduction

Purpose and Content

The City of Pinole's 2023 – 2031 Housing Element has been prepared in compliance with the State of California Government Code Section 65302 and in conformance with the Housing Element Guidelines as established by the California Department of Housing and Community Development (HCD). This Housing Element sets forth the City's overall housing objectives in the form of goals, policies, and programs. This format will facilitate the periodic update of the Housing Element, as required by State law.

Data Sources

Various sources of information were used to prepare the Housing Element. The US Census on Population and Housing remains the most comprehensive source of data available on population and housing trends and was widely used throughout the element. Additional data sources consulted include:

- Demographic and housing data provided by ABAG, the State Department of Finance (DOF), and the Census Bureau;
- Housing market information, such as home sales, rents, and vacancies from the Contra Costa Association of Realtors, Craigslist, Zillow, and Home Mortgage Disclosure Act (HMDA);
- Building permit and zoning information from the City of Pinole Development Services Department;
- Special needs housing and services data, including homeless services, from Contra Costa County;
- Housing survey administered to residents and landlords; and
- Telephone interviews with housing professionals and service providers.

Other statistics draw from the most recent figures reported by the U.S. Census Bureau, including the 2020 Census and the American Community Surveys (ACS). Future projections are based on data provided by ABAG. Where available, this data is supplemented with current market data and local secondary sources of information.

Relationship to Other Elements and Plans

This Housing Element identifies goals, policies, and programs that guide housing policy for the City over the 2023 to –2031 planning period. The goals, policies, and programs are consistent with the direction of the other General Plan elements, specifically the Land Use Element, Safety Element, and the Environmental Justice Element. Each goal is followed by one or more policies that are designed to provide direction to the policy makers that will

HOUSING ELEMENT UPDATE

enable progress towards the goals. Consistency will be reviewed as part of the annual General Plan implementation progress report as required under Government Code section 65400. Listed after a discussion of the goals and policies are the programs designed to implement the specific goals and policies.

The Housing Element goals, policies, and programs aim to:

- Encourage the development of a variety of housing opportunities and provide adequate sites to meet the 2023 – 2031 Regional Housing Needs Allocation (RHNA).
- Assist in the development of housing to meet the needs of lower- and moderate-income households.
- Address and, where appropriate and legally possible, remove governmental constraints to housing development.
- Conserve, preserve, and improve the condition of the existing affordable housing stock. Promote equal housing opportunity for all residents to reside in the housing of their choice. These objectives are required by and delineated in State law (California Code Section 65583 [c][1]).

Public Participation

As required by State law (Government Code Section 65588[c]), all economic segments of the community must be provided an opportunity to review and comment on the Housing Element.

The City of Pinole had a comprehensive and successful public engagement process. It provided extensive information that informed and guided the preparation of the draft Housing Element update. Targeted outreach began in March 2022. This involved engaging a diverse group of people in the planning process, including community members, stakeholders, service providers, educators, the Planning Commission, and City Council in identification of Pinole's Housing Element housing issues. The public participation program included:

- Website. An interactive housing element update website, launched in March 2022 and accessed through the City's webpage, that included a description of the project, how to provide input, workshop dates and materials, a link to the Housing Element update survey, and FAQs.
- Surveys. A multilingual (English, Tagalog, Cantonese, and Spanish) online community survey was heavily promoted through email list notification, project website, flyers, postcards, social media posts, banners, stakeholder interviews, and community workshops. The City received 149 completed surveys. Full details of the survey responses are provided in APPENDIX C: PUBLIC OUTREACH.
- Focus Group. One focus group was held on Thursday, June 30, 2022 at 4:00 p.m. to gather input from community members and housing service providers. The

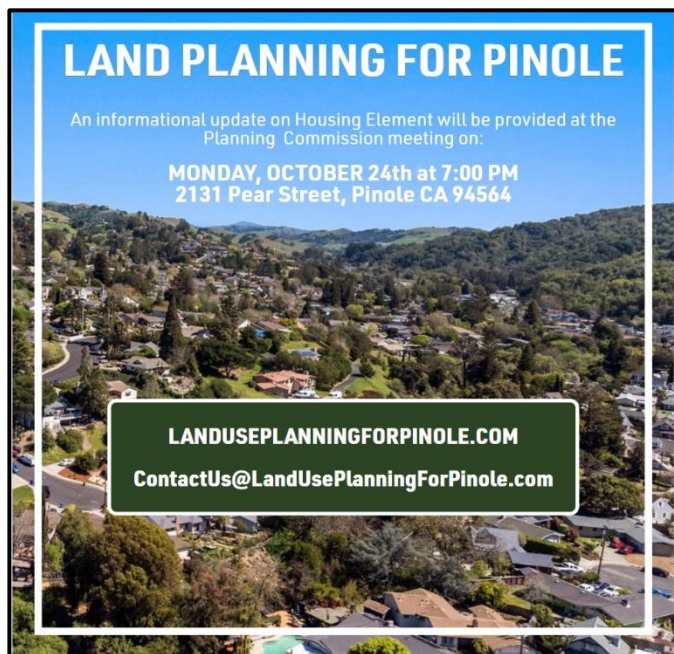
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organizations participated in the focus group, the Friends of Pinole Creek Watershed, Pinole Valley Community Church, and BGAM Property Management Group

- Stakeholder Interviews. Two stakeholder interviews were held on July 25, 2022 with The Pinole Rotary Club and July 26, 2022 with Contra Costa Association of Realtors to gather input regarding issues the community faces and recommendations to alleviate the identified housing issues.
- Community Workshops. Two virtual community workshops were held on Wednesday, May 11, 2022, and Thursday, June 9, 2022. The website was updated to include information about the community meetings and the project planner sent emails to notify individuals on the mailing list which included stakeholders, community service providers, and members of the public. The links to the presentation video recording were posted on the Housing Element Update website.
- Study Session. One joint study session with the Planning Commission and City Council was held on July 13, 2022. All the efforts of notifying the public that were made for the two community meetings were repeated for the joint study session. The links to the presentation video recording were posted on the Housing Element Update website. The joint study session focused primarily on RHNA site strategy, housing issues, and proposed programs included in the Housing Element. It included a robust discussion of housing issues and responsive programs to meet the needs of all Pinole residents.

The City extensively advertised opportunities to participate and used multiple forms of media to reach the diverse population of Pinole. Efforts to notify the community about engagement opportunities include the following:

- Social media postings on the City of Pinole's Facebook and Instagram pages and Nextdoor.
- Email notifications to the interested parties contact list.
- Notifications in the City's biweekly administrative report.
- Postcard mailed to postal customers citywide.



Example of a social media post for the October 24th Planning Commission meeting

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- Flyers printed and distributed around the City.
- Advertisements on the Pinole Community TV, Channels 26 and 28, that displayed information regarding the Community Workshops. The information was displayed multiple times daily leading up to the workshops.
- 11 banners of various sizes, ranging from 58 square feet to eight square feet hung at key locations in the City, including community facilities (such as the senior center, swim center, tennis court, and the library), neighborhood parks, over major thoroughfares and key pedestrian pathways. Banners included links to the survey in four languages as well as a link to the two virtual community workshops. Full additional photos of the banners and a map of the banner placements in the City, see APPENDIX C: PUBLIC OUTREACH.



Examples of two of the eleven banners placed around the City

- QR codes were printed on all postcards and flyers linking the recipient to the project website, which contained an option to participate in the survey, meeting dates, and notification that translation services are available printed in four languages (English, Tagalog, Cantonese, and Spanish).

Summary of Comments Received

During the outreach process, the City heard comments that touched on issues such as difficulty paying rent, mortgage, or down payment; homelessness; and insufficient housing supply, including affordable housing, farmworker housing, and preferred locations for future housing. Many of the programs and the RHNA sites inventory in the Housing Element Update

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reflect the community input. In summary, the community engagement and input yielded the following themes and feedback:

- **Linking public investment with new housing:** Participants expressed a desire for new housing near community facilities and amenities. Program 18 will coordinate with the Environmental Justice Element to pursue place-based improvements in low resource areas to increase environmental health and quality of Pinole through projects identified in the City's capital improvement program.
- **Affordability:** Participants expressed the lack of affordable housing options in Pinole; specifically identifying ways to incentive multifamily development. Program 7 consists of creating a set of incentives for projects that provide additional affordable housing beyond the City's 15 percent inclusionary requirement.
- **Education and Outreach:** Participants expressed a lack of community engagement and education on affordable housing, ADUs, housing services and programs that are available, and housing policy. Program 15, Program 19, Program 21 and Program 22 implements outreach and education strategies to increase community awareness about ADUs, housing resources and services, and available fair housing and financing support.
- **Housing protections:** Participants expressed a need for protections and resources for seniors, first-time homebuyers, and lower-and middle-income individuals. Program 20 establishes coordination with a fair housing service provider to work with residents and landlords for income protections and state rent control laws and in conjunction with Program 19. Program 9 will create a set of incentives to encourage the development of housing for seniors.

A summary of outreach is also provided in the Affirmatively Furthering Fair Housing chapter. For complete survey results and additional detail on outreach see APPENDIX C: PUBLIC OUTREACH.

Public Review Period

Pursuant to Assembly Bill 215 (AB 215), the City distributed the Draft 2023-2031 Housing Element for a 30 day public review period from October 17th, 2022 to November 16th, 2022. Public notification included social media postings and notifications through emails to 65 stakeholders as well as a public review hardcopy available at City Hall. The City received one public comment requesting additional information on how to participate.

The City held public meetings before the Planning Commission on October 24th and City Council on November 15th to discuss and receive feedback on the public review draft. Opportunity for public comment was provided at both meetings. The Planning Commission and City Council were both supportive of the draft document. They discussed opportunities

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to clarify and strengthen programs and appreciated the thorough and clear analysis and accessibility of the draft element.

The Housing Element was a duly advertised agenda item at the October 24th Planning Commission and November 15th City Council meetings to discuss and receive feedback on the public review draft. Opportunity for public comment was provided at both hearings. The Planning Commission and City Council both supportive of the draft document. They discussed opportunities to clarify and strengthen programs and appreciated the thorough and clear analysis and accessibility of the draft element. The Planning Commission and City Council discussions centered around how the following topics are addressed in the draft Housing Element:

- Add the Pinole Vista project (223 units) that was approved during the public review period to the sites inventory.
- Allow and encourage single and small unit room rentals.
- Evaluate opportunities for affordable housing on religious facility sites.
- Promote and incentivize affordable housing for teachers.
- Consider more protections to prevent and minimize displacement.
- Encourage additional and continual efforts to obtain input from Pinole's diverse population.

The following City efforts address the discussions with the Planning Commission and City Council:

- The 223-unit Pinole Vista project was added to the sites inventory and the sites and AFFH analysis were modified to include and evaluate the site.
- To encourage single and small unit room rentals, the City is including multiple programs to spur ADU development and educate homeowners regarding ADUs. Program 4, Facilitate ADU Production, is included to encourage and stimulate the development of ADUs. Program 22 consists of ADU, JADU, and SB 9 Education and Promotion. The City currently allows SROs in five zones.
- Program 10 develops a Home Sharing and Tenant Matching Program. To promote additional housing options for teachers, they will be included as eligible tenants for the program.
- As a part of Program 3, Outreach and Technical Assistance to Applicants, the City will contact faith-based organizations in Pinole to discuss opportunities for housing at their facilities and provide information regarding recent legislation regarding religious-institution affiliated housing projects.
- As a part of Program 20, Displacement Prevention/Housing Mobility, the City will conduct a workshop a meeting/workshop to inform residents and landlords of

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sources of income protection and state rent control laws such as AB 1482. The City will also coordinate outreach efforts to inform landlords and tenants of recent changes to state law that prevent source of income discrimination, including allowance of housing choice vouchers (HCVs) to establish a renter's financial eligibility.

- The City recently adopted a Communication and Engagement Plan to provide a framework to strengthen the City's communication efforts and help City Hall more effectively reach and engage residents through a series of recommendations centered around topics including planning, media relations, language access, and social media, among others. The Communication and Engagement Plan will help to expand the reach of information for a diverse set of Pinole residents throughout the entirety of the 6th Housing Element Cycle.

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Review of Past Accomplishments

State law (California Government Code Section 65588[a]) requires each jurisdiction to “review its housing element as frequently as appropriate to evaluate all of the following:

- (1) The appropriateness of the housing goals, objectives, and policies in contributing to the attainment of the state housing goal.
- (2) The effectiveness of the housing element in attainment of the community’s housing goals and objectives.
- (3) The progress of the city, county, or city and county in implementation of the housing element.
- (4) The effectiveness of the housing element goals, policies, and related actions to meet the community’s needs, pursuant to paragraph (7) of subdivision (a) of Section 65583.”¹

Per HCD, the three areas of requisite analysis are:

- Review the results of the previous housing element’s goals, objectives, and programs. The results should be quantified where possible but may be qualitative where necessary.
- Compare what was projected or planned in the previous housing element to what was achieved. Determine where the previous housing element met, exceeded, or fell short of what was anticipated.
- Based on the above analysis, describe how the goals, objectives, policies, and programs in the updated housing element are being changed or adjusted to incorporate what has been learned from the results of the previous housing element.

Housing Production

The 5th Cycle RHNA for the City of Pinole is shown in Table 1. The 5th Cycle allocation for the City consisted of 80 very low income units, 43 low income units, 43 moderate income units, and 126 above moderate income, for a total of 297 units. As of December 2021, 27 units have been permitted during the 5th Cycle. There is a remaining RHNA need of 80 very low income, 43 low income, 42 moderate income, and 100 above moderate-income units.

¹http://leginfo.ca.gov/faces/codes_displaySection.xhtml?lawCode=GOV§ionNum=65588.#:~:text=65588,of%20the%20state%20housing%20goal.

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Table 1: 5th Cycle Housing Production

	Very Low	Low	Moderate	Above Moderate	Total
5th Cycle RHNA Allocation	80	43	43	126	297
Permitted	-	-	1	26	-
Remaining Requirement	80	43	42	100	265

Source: City of Pinole

No Net Loss and Adequate Sites

Pursuant to Senate Bill (SB) 166, the City must always maintain adequate sites to accommodate the remaining RHNA requirement. The City saw development of 27 units over the 5th Cycle.

The City provided a capacity for 74 units on vacant sites and 419 units on specific plan sites, for a total of 493 units. The 5th Cycle identified a surplus capacity of 196 units. At no point during the 5th Cycle did the City have a net loss of capacity. The City maintained a surplus of available sites for all income levels throughout the 2015 to 2023 planning cycle.

Effectiveness at Assisting Special Needs Populations

This section reviews the City's progress on assisting populations with special housing needs during the 5th Cycle. The City has implemented multiple programs to assist special needs populations over the 5th Cycle.

Seniors and Residents with Disabilities

The Pinole Senior Center offers services and programs to the elderly, including free assistance with legal and health services, and fitness classes.

WestCAT is a service of the Western Contra Costa Transit Authority, which provides a Senior Dial-A-Ride service that offers rides to senior citizens. WestCAT also provides a Paratransit service to Pinole, which is a curb-to-curb service ensuring that riders are transported safely and comfortably. These vehicles are equipped with wheelchair lifts providing access for all elderly persons with different levels of abilities.

Through the Contra Costa County Area Agency on Aging, Pinole participates in several food programs including Meals on Wheels, CalFresh, Food Bank of Contra Costa and Solano, and the Senior Food Program.

Persons Experiencing Homelessness

The County works collectively with all cities, including Pinole, to help address the needs of the homeless population in Contra Costa County. The homeless population in the City (53 in the most recent point-in-time count) receives aid from programs through Contra Costa

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County Health, Housing & Homeless Services. This includes the Continuum of Care and C.O.R.E. Homeless Outreach.

Accessibility Improvements

The City coordinated with the West Contra Costa Unified School District to complete off-site improvements at Pinole Valley High School that create easier access to the school for persons with disabilities. These changes include new ADA ramps, four traffic signals, and roadway restriping.

The City installed 41 “share the road” signs along Pinole Valley Road. There are 20 signs in the south bound direction beginning at Pinole Valley High School and 21 signs in the north bound direction to San Pablo Avenue. There have also been several road projects that involved upgrading ADA ramps on various segments on San Pablo Avenue.

In addition, the City installed 40 thermoplastic bicycle Shared Lane Markings (SLMs), “sharrows,” along Pinole Valley Road to San Pablo Avenue. This route links with the bicycle lanes passing Pinole Valley High School and provides connectivity from the Valley and Old Town to the commercial area near I-80. This route also allows access from Pinole Valley to the Hercules Transit Center.

The City is currently completing a Local Road Safety Plan which will suggest roadway improvements to make roadways safer for all users. Also, the City is scheduled to undertake the development of an Active Transportation Plan which will help identify improvements that will increase the safety and mobility of non-motorized users.

Evaluation of Previous Housing Element Programs

This section illustrates the City of Pinole’s accomplishments and status in implementing the housing programs identified for the 2015-2023 5th Cycle, as well as the continued appropriateness of each program for the 2023-2031 6th Cycle. Programs that have been successfully completed or that consist of routine staff functions are marked as “remove,” as these programs are no longer necessary for the 6th Cycle. Previous programs that are continued with no or minor modifications are marked as “continue.” Finally, programs marked as “retain/modify” are programs that will be continued, but have updated goals and metrics, and may involve combining multiple existing programs into a single 6th Cycle program for ease of use and streamlining.

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Table 2: Review of 5th Cycle Programs

5 th Cycle Program Name and Number	Action/Target	Timeframe	Accomplishments	Continued Appropriateness	6 th Cycle Program Number
Conduct An Annual Housing Element Review (H.1.1)	Provide for annual review of the Housing Element, with opportunities for public input and discussion, in conjunction with State requirements for a written review by April 1 of each year (per Government Code Section 65583(3)). As part of the Annual Housing Element Review, the City will conduct a General Plan internal consistency review.	Annually	Complete for 2021. The City will continue to conduct annual reviews of the Housing Element in subsequent years	Remove - This is a routine staff function and not considered a Housing Element Program. This is also an HCD requirement (Government Code Section 65400.)	N/A
Explore Housing Development Partnerships (H.1.2)	The City shall seek out opportunities to work with other public agencies by identifying housing grant funding opportunities to encourage and implement improvements and expansion of housing supply, and work with developers by creating a developer interest list and periodically assessing development needs to encourage new residential development to provide affordable housing. Contact other public agencies such as the Contra Costa County Housing Authority or Contra Costa County Department of Conservation and Development at least once a year for funding and partnering opportunities.	Ongoing	The City has been working with developers on multiple housing projects that either include affordable units in mixed income projects or are 100 percent affordable projects. The City has facilitated pre-submittal meetings and calls to provide information, highlight application needs, discuss processes, and discuss affordable housing requirements and incentives. Projects the City has worked with developers on include the 223 unit development at Pinole Vista Plaza's vacant K-Mart site, a 154 townhome and condominium development on the vacant Doctor's Hospital site, a 29-unit apartment project on a mixed use site, a 33 unit affordable veteran's	Retain/Modify into an outreach and technical assistance program.	Program 3

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5 th Cycle Program Name and Number	Action/Target	Timeframe	Accomplishments	Continued Appropriateness	6 th Cycle Program Number
			housing on a former redevelopment agency property, and a 100% affordable 179 unit senior complex. The City has not compiled a developer interest list and plans to do so during the 6 th Cycle.		
Periodically Review Residential Development Requirements (H.1.3)	Monitor development standards to ensure their appropriateness in fostering residential and mixed use development. • For key housing opportunity sites, provide development standards and design objectives to streamline the development review process for projects that are consistent with applicable Specific Plans and the General Plan. • Provision of clear guidelines and incentives for the development of housing in conformance with current state laws and to identify specific ways to streamline processing for subsequent development proposals.	Ongoing (as necessary)	Regular ongoing discussions on permitting, process, and code update improvements.	Retain/Modify – combine with Mixed-Use incentive program	Program 5
Apply Design Review Guidelines (H.2.1)	Apply the Zoning Ordinance Residential Design Guidelines to new residential projects in order to evaluate projects in the context of existing neighborhoods and continue to maintain an objective process that clearly communicates community expectations in the Design Review process.	Ongoing	The City continues to implement the Residential Design Guidelines for residential projects. The City received thirteen residential design review applications in 2021. The City has recently begun the process of creating objective design standards, with the standards anticipated to be completed and adopted during the 6 th Cycle.	Retain/Modify to ensure compliance with SB 330 and that development standards, design guidelines, and findings are objective, and promote certainty in the planning and approval process.	Program 12

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5 th Cycle Program Name and Number	Action/Target	Timeframe	Accomplishments	Continued Appropriateness	6 th Cycle Program Number
Adequate Sites to Meet Regional Fair Share of Housing Growth (H.2.2)	The City shall provide for a variety of housing types with densities ranging from one to seven units per acre in low-density residential areas and up to fifty dwelling units per acre in very high density residential and mixed use areas along portions of the City's transportation corridors included in the proposed Specific Plan for San Pablo Avenue, Pinole Valley Road, and Appian Way, with the incorporation of density bonuses available consistent with State law. In support of this Housing Element, the City developed a parcel-specific inventory of sites suitable for future residential development, including vacant sites currently designated under the City's General Plan and housing opportunity sites designated in the City's Corridor Specific Plan for San Pablo Avenue, Pinole Valley Road, and Appian Way The City's overall construction target is 80 units (2 extremely low, 5 very low, 5 low, 20 moderate, and 48 above moderate).	Ongoing	Complete. Three Corridors Specific Plan for San Pablo Avenue, Pinole Valley Road, and Appian Way includes adequate sites available to developers to meet Regional Fair Share of Housing Growth. A detailed inventory of opportunity sites for potential residential development is included within the site inventory map and list of the adopted Housing Element (Appendix A and B).	Retain	Program 1
Rehabilitation Assistance (H.2.3)	The City will improve public awareness of rehabilitation loan subsidy programs offered by the County and other agencies. Specific actions should include: (a) pamphlets on the programs available at City Hall; and (b) providing public information through articles in the local newspaper and with cable TV public service announcements. In addition, the City will annually explore funding availability at the local, State, and federal levels and pursue funding programs as appropriate with the goal of reinstating the City's Rehabilitation Program. Target: 50 units: 10 extremely low, 10 very low, 10 low, and 20 moderate), inclusive of the target for Action H.2.4 below.	Ongoing (annually)	City staff continues to assist homeowners and provide information at City Hall on rehabilitation assistance resources. In 2021, the City issued 656 permits to rehabilitate housing units, including roofing, water heater replacement, furnace, solar, window/patio door replacement, and home remodel/addition projects.	Retain/Modify. Increase program specificity, language, and metrics, including setting a geographic target for assistance.	Program 15

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5 th Cycle Program Name and Number	Action/Target	Timeframe	Accomplishments	Continued Appropriateness	6 th Cycle Program Number
Acquisition/ Rehabilitation of Blighted or Distressed Properties (H.2.4)	As in other parts of the State, many households in Pinole have been impacted by the recession and depressed housing market, resulting in increases in distressed properties and foreclosure activities. Furthermore, with the dissolution of redevelopment, the City no longer has the funding available to address blighted properties in the community. The City will continue to pursue opportunities to partner with nonprofit housing developers to acquire and rehabilitate blighted or distressed properties, with the objective of making these units available to low income households as affordable housing. Target: 50 units (10 extremely low, 10 very low, 10 low, and 20 moderate), inclusive of the target for Action H.2.3 above.	Ongoing	The City worked with the developer on the construction of an affordable veteran's housing project on a former redevelopment property. The City has worked with the developer to entitle a 100% affordable senior housing complex on an underutilized site.	Retain/Modify. Remove portion regarding blight and redevelopment agency. Update metrics, language, and, set a geographic target for assistance.	Program 16
Fee Structure Evaluation (H.3.1)	Periodically review the City's current development impact fees to ensure that new development contributes its fair share of the costs for the provision of services and facilities.	Ongoing	A fee update was initiated in calendar year 2022 and adopted by City Council in June 2022. Fees went into effect September 2022. Significant changes were made to building permit fees that made the fee schedule more equitable. The adopted fee schedule is now more similar to neighboring jurisdictions, especially for larger scale projects.	Retain/Modify. Specify fee evaluations to be done not less than every 5 years.	Program 13
General Plan Land Uses (H.4.1)	Evaluate General Plan land use designations and plan programs annually to ensure they are consistent with the City's overall goals and review the entire General Plan within eight years.	Annually	The City's GP land use designations are applied to provide direction and flexibility to help meet evolving overall land use goals and policy objectives.	Remove – Not a Housing Element Program.	N/A
Housing Construction (H.4.2)	Construct or encourage the construction of housing units throughout the City through use of the following mechanisms. Construction or approval of at least 279 units between 2014 and 2023.	Ongoing	City staff meets regularly with property owners and developers to encourage additional housing construction at all affordability	Modify - increase program specificity, language, and metrics regarding	

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5 th Cycle Program Name and Number	Action/Target	Timeframe	Accomplishments	Continued Appropriateness	6 th Cycle Program Number
			levels on available housing opportunity sites. Staff provides information regarding the State density bonus programs, and helps owners/developers determine use of bonuses, waivers/exceptions, and incentives. Staff also meets with individuals to provide information on about SB 9 and ADUs.	construction of housing.	
	Mixed-Use Incentives: Encourage mixed residential-commercial uses in areas consistent with the Land Use Plan, and in particular along portions of the San Pablo Avenue, Pinole Valley Road, and Appian Way corridors to increase housing opportunities through the following and other means, if appropriate: (1) increased densities; (2) prioritized development project review and processing; and (3) flexibility in parking and development standards.		The City assisted in exploring potential for flexible parking standards, including shared parking agreements for mixed use development.	Retain/Modify.	Program 5
	Rental Housing Site Assemble and Development: City shall contact affordable housing builders annually and provide information about sites to facilitate development of affordable rental housing. Based on development interest, the City shall explore possible assistance including priority processing.		The City executed a Disposition and Development Agreement and agreed to provide a Purchase Loan and Construction Loan to assist in the purchase of the property and construction of the SAHA project (811 San Pablo Ave). The site was a former redevelopment property sold by the City to the developer with agreement to construct an affordable rental housing development.	Retain/Modify – roll into outreach and technical assistance program, and program to develop specific priority processing procedure.	Program 3 and Program 7
	Affordable Housing Incentives: Support the use of the following incentives for well-designed rental and ownership projects that provide a minimum of 15 percent of total units		The City implements its 15% inclusionary housing program for the creation of affordability units in projects.	Retain/Modify to develop specific process for priority review of affordable	Program 7

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5 th Cycle Program Name and Number	Action/Target	Timeframe	Accomplishments	Continued Appropriateness	6 th Cycle Program Number
	affordable to low and moderate income households for 45 and 55 years respectively: a. Density bonuses. Provide density bonuses consistent with the State Density Bonus Law (Government Code Section 65915). b. Flexibility in development standards. Allow flexibility in applying development standards (e.g., parking, floor area, setback, height standards). c. Prioritized Development Review. Affordable housing development should receive the highest priority and efforts should be made by staff and decision-makers to provide technical assistance to potential affordable housing developers; consider project funding and timing needs in the processing of applications; and provide the fastest turnaround time possible in determining application completeness.		The City has an adopted set of design modifications for affordable housing including potential for priority processing. This is adopted in section 17.32.040 of the Zoning Ordinance.	housing developments that go beyond the inclusionary requirement.	
	Require Affordable Housing in Market Rate Residential Projects. Require 15 percent of the units located in new residential developments be affordable, and of those units, 40 percent must be affordable to very low income households. The City's intent is the construction of units on-site. If this is not practical, the City will consider other alternatives of equal value, such as in-lieu fees, construction of units off-site, donation of a portion of the property for future non-profit housing development, etc.		15% inclusionary requirement has been applied in all applicable housing developments.	Retain/modify.	Program 6
	Housing for Extremely Low Income Households and Persons with Disabilities. Based on funding availability, the City shall explore, at least once a year, development assistance for multifamily and supportive housing to meet the needs of extremely low income households and persons with disabilities (including persons with developmental disabilities). The City shall continue to contact housing service providers within West Contra Costa County to determine the best way to facilitate development of housing	Ongoing		Retain.	Program 8

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5 th Cycle Program Name and Number	Action/Target	Timeframe	Accomplishments	Continued Appropriateness	6 th Cycle Program Number
	for extremely low income households and persons with disabilities. The City will annually contact developers to assist in development where feasible by prioritizing available funding, assisting and supporting new applications, providing priority processing, considering fee deferrals or subsidies and design modifications, and facilitating site acquisition.				
Parcel Consolidation (H.4.3)	The City will play an active role in facilitating lot consolidation, particularly as it relates to parcels listed in the Sites Inventory in this Housing Element. The lot consolidation procedure is included in the City's Municipal Code and made available to the public and discussed with developers during the preliminary review process. Lot consolidation requests made in order to facilitate development of affordable housing is processed administratively. Incentives offered for lot consolidation include allowing higher densities for larger parcels once consolidated, flexibility in development standards, and expedited processing.	Ongoing	City staff meets with property owners and developers to encourage parcel consolidation for housing development. The City did not receive any requests for lot consolidations during the 5 th Cycle.	Retain //Modify – include in affordable housing incentive programs	Program 7
Second Unit Ordinance (H.4.4)	The City will provide information to the public on the ordinance at City Hall and on its website. In addition, the City will review the Second Dwelling Unit Ordinance in regard to development requirements to encourage the development of well-designed secondary housing units in established residential areas. Construction of 16 new second units between 2014 and 2023.	Ongoing	Updated the ADU ordinance in 2017 and 2020. Staff regularly receives and responds to questions from the public regarding ADU standards and the permit process. 15 ADUs were constructed between 2017 and September 2022. The City streamlines the permitting of ADUs by processing them as a plan check of a building permit, and does not require	Retain and roll into ADU Programs	Program 4 and Program 21

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5 th Cycle Program Name and Number	Action/Target	Timeframe	Accomplishments	Continued Appropriateness	6 th Cycle Program Number
			separate planning permitting for ADUs.		
Homebuyer Programs (H.4.5)	Continue to promote homebuyer assistance programs available through the County and State, such as the Mortgage Credit Certificate (MCC) program and California Housing Finance Agency's Down payment Assistance Program. Specific actions should include: (a) pamphlets on the programs available at City Hall; and (b) providing public information through articles in the local newspaper and with cable TV public service announcements. The City will continue to explore funding opportunities to reinstate the City's Homebuyer Program. Annual evaluation of funding available and pursue funding opportunities as available.	Annually	Inadequate financial resources available in 2021 to directly assist first-time homebuyers and re-establish the City's homebuyer program. The City refers interested individuals to available County and State programs.	Retain and Modify - staff can continue to refer interested parties to County and State programs. Modify to increase promotion of outreach programs.	Program 21
Below Market Rate (BMR) Regulations (H.4.6)	Implement and monitor rental (55 years) and resale (45 years) restrictions for low and moderate income units assisted or constructed by the former Redevelopment Agency to assure that these units remain at an affordable price level as they are occupied, and transferred.	Ongoing	The City continues to use a third-party contractor to monitor affordability control compliance.	Retain - add specific metric.	Program 17
Technical Assistance to Housing Developers (H.4.7)	The City will provide technical assistance to developers to encourage provision of affordable housing that are consistent with City goals. Assistance could include provision of information about available funding sources, pre-application planning meetings, expedited development review and processing, and facilitation of neighborhood meetings.	Ongoing	City staff continued to meet with prospective housing developers in 2021.	Retain/Modify – combine into outreach and technical assistance program.	Program 3

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5 th Cycle Program Name and Number	Action/Target	Timeframe	Accomplishments	Continued Appropriateness	6 th Cycle Program Number
Accessible Units for the Physically Disabled (H.4.8)	The City will facilitate programs and projects that meet Federal, State and local requirements to provide accessibility for the physically disabled in residential units and will promote affordable accessible housing for the physically disabled. The City will encourage accessible units in all new projects; additionally, where outside funding is involved, the City will ensure compliance with funding agency requirements for units accessible to the physically disabled. The City will provide technical assistance to assure proposed units meet Building Code requirements. The City will implement the adopted ordinance establishing Reasonable Accommodation procedures to accommodate the needs of persons with disabilities. Five percent of the units built or approved between 2014 and 2023 should be adaptable for the physically disabled	5% of units built or approved between 2014 and 2023 should be adaptable for the physically disabled	The City is committed to assisting in the development of new projects that provide accessible housing for the disabled or issuing building permits for projects that improve the accessibility of existing housing. The City did not receive any new development requests for housing for the physically disabled or accessibility modifications to existing residential units during the 5 th Cycle.	Remove – completed reasonable accommodations procedure.	N/A
Housing for the Homeless (H.4.9)	The City amended the Zoning Ordinance to provide emergency shelters and transitional housing for the homeless; however, additional revisions to the Zoning Ordinance are required to be consistent with State law. Specifically, the Zoning Ordinance will be revised to address the provision of supportive and transitional housing as a residential use to be subjected to requirements for similar uses in the same zones. The Zoning Ordinance will also be revised to remove the emergency shelter distance requirements (other than from another shelter). State law (SB2) allows the emergency shelter ordinance to set distance requirement only from another shelter. The City's ordinance currently includes distance requirements from a public park and a school, transit route, etc. Within 12 months of adopting the 2015-2023 Housing Element, the City will amend the Zoning Ordinance to address the provisions for transitional housing, supportive housing, and emergency shelters consistent with SB 2. The City will continue to monitor the effectiveness and appropriateness of the adopted provisions in facilitating housing for the homeless.	By May 2016	Text amendments were approved in 2016.	Remove - Completed.	N/A

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5 th Cycle Program Name and Number	Action/Target	Timeframe	Accomplishments	Continued Appropriateness	6 th Cycle Program Number
	Complete within one year of Housing Element adoption.				
Employee Housing (H.4.10)	Currently the Zoning Ordinance does not address the provision of employee housing. The City will amend the Zoning Ordinance within one year of the Housing Element adoption to identify employee housing meeting Health and Safety Code definitions will be considered as a residential use and to be permitted in the same manner as similar uses in the same zones. Amend Zoning Ordinance to address employee housing within one year of Housing Element adoption	By May 2016	Text amendments were approved in 2016.	Remove - Completed.	N/A
Prevention of Housing Discrimination (H.4.11)	The City will take actions to prevent discrimination in the housing market and provide information on fair housing laws. Staff will distribute fair housing pamphlets provided by fair housing organizations at the public information counter at City Hall, Pinole Library, and at the Pinole Senior Center, as well as on the City's website. Staff will continue to refer all fair housing complaints to Housing Rights Incorporated, a local fair housing advocacy firm or other groups that provide comparable service. The City will also participate in the Regional Analysis of Impediments to Fair Housing Choice, which is updated every five years. The City will work with the County to publicize the outreach program for the update.	Ongoing	No housing discrimination disputes were brought to the City's attention in 2021.	Retain/Modify - increase program specificity, language, and metrics regarding fair housing. Expand program to include counseling, education, etc.	Program 20
Conservation of Affordable Housing Units (H.4.12)	Pinole's supply of affordable housing units is largely made of multi-family units with affordability covenants in place that ensure affordability at a specific income level for a set period of time following the provision of financial assistance to the project, generally through the former Pinole Redevelopment Agency. A number of the covenants were recorded prior to changes in State law that took effect in 2001 requiring minimum thresholds for affordability and are now nearing their expiration dates. The City will take appropriate steps to ensure that the units with covenants close to expiration are	Through 2017	Former RDA assets, and revenues generated from those assets, are maintained in a Low- and Moderate-Income Housing Asset Fund that continues to be used to administer and monitor compliance with affordable housing and loan agreements and provide for affordable housing development.	Retain - update timeframe, and specific metric (# of homes,)	Program 17

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5 th Cycle Program Name and Number	Action/Target	Timeframe	Accomplishments	Continued Appropriateness	6 th Cycle Program Number
	conserved or replaced and will remain affordable to moderate and lower income households. Specifically, the City will: • Contact the property owners to assess their interest and incentives required in extending the affordability covenant for the at-risk units. • Work with property owners to notify tenants of potential conversion to market rate at least one year prior to conversion, pursuant to State law. • Contact affordable housing developers/providers to solicit their interest and financial capacity in acquiring the at-risk units, • Work with interested property owners/affordable housing developers/providers to pursue funding for the preservation and improvement of at-risk units. Total: 113 units (24 very low, 4 low, and 85 moderate) Through 2017: 24 very low income units; 4 low income units; and 85 moderate income units.				
Explore Options for Senior Assistance Programs (H.4.13)	Explore program revisions and potential new programs aimed at providing assistance to seniors that would allow them to live independently and age in their homes. The potential assistance program(s) may be an offshoot of or include revisions to the existing Residential Rehabilitation Loan Program, which provides grants and low-interest loans to qualifying households. Specifically, identify funding and initiate a program to provide grants to senior homeowners for home improvements to increase accessibility for daily activities. Pursue funding in 2015 with the goal of initiating program in 2016.	2015-2016	Insufficient financial resources were available to establish a City program.	Retain – Modify to set specific measures and goals	Program 9

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5 th Cycle Program Name and Number	Action/Target	Timeframe	Accomplishments	Continued Appropriateness	6 th Cycle Program Number
Energy and Water Conservation (H.5.1.1)	Reduce energy and water consumption in residential buildings by balancing energy-efficient design and water conservation features with cost-effective construction.	Ongoing	The City continued to provide information on available energy and water conservation programs. The City adopted updates to the water efficient landscaping ordinance in the municipal code to reflect the current State ordinance.	Remove – completed.	N/A
Water and Sewer Service Priority Allocation for Affordable Housing (H.5.1.2)	The City will comply with SB 1087 requirements regarding water and sewer priority allocation to affordable housing. The City will coordinate with the East Bay Municipal Utility District, the West County Wastewater Sewer District, and the Pinole/Hercules Water Pollution Control Plant (WPCP) Joint Powers Agreement as needed to facilitate adoption of similar policies or to ensure that the State Public Utility Commission policies are adhered to. Adopt policy within one year of Housing Element adoption	By May 2016	Completed in 2016.	Remove - Completed.	N/A

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Housing Needs Assessment

The housing needs assessment analyzes the varied needs of all segments of the community. The assessments evaluate characteristics that inform housing need including population trends, demographics, employment trends, household characteristics, housing stock characteristics, housing inventory and market conditions, and preservation of at-risk units. The assessment also analyzes housing needs of various special needs groups, including elderly persons, large households, female-headed households, persons with disabilities (including developmental disabilities), homeless persons, farmworkers, and extremely low-income households. These components are presented in the context of the City of Pinole, Contra Costa County, and other regional or neighboring areas as appropriate. The housing needs assessment guides the identification of appropriate goals, policies, and programs for the City to implement during the 2023–2031 Housing Element cycle.

The housing needs assessment uses multiple data sources for analysis. Primary data sources include the 2020 American Community Survey (ACS), the 2014–2018 Comprehensive Housing Affordability Strategy (CHAS) published by the US Department of Housing and Urban Development (HUD), and the 2020 US Census. The CHAS provides information related to households with housing problems, including overpayment, overcrowding, and/or housing without complete kitchen facilities and plumbing systems. CHAS data is based on the 2014–2018 ACS data files but differs from the standard files by including a variety of housing need variables shown by HUD-defined income limits and HUD-specified household types. CHAS data uses the HUD Area Median Family Income (HAMFI), which does not differ from the area median income (AMI) used by the California Department of Housing and Community Development (HCD) except that it does not utilize AMI income categories. Both HAMFI and AMI use the same median income from the metropolitan area, which for Pinole is the Oakland-Hayward-Berkeley metropolitan district. Tables that use HAMFI instead of AMI are noted².

HCD uses five income categories to evaluate housing need based on the AMI for each metropolitan statistical area; they are used for both funding and planning purposes. The categories are as follows:

- Extremely low-income households, between 0% and 30% of the AMI
- Very low-income households, between 30% and 50% of the AMI
- Low-income households, between 50% and 80% of the AMI
- Moderate-income households, between 80% and 120% of the AMI

² Note that data from the different sources and different years may have varying estimates for totals such as population or number of households.

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- Above moderate-income households, above 120% of the AMI

Extremely low-, very low-, and low-income households may be grouped together for planning purposes and referred to as “lower-income households.”

Projected Housing Needs

As required by California Government Code section 65583, each jurisdiction must have land zoned to accommodate its fair share of the regional housing need. Each jurisdiction’s share of needs is known as the Regional Housing Needs Allocation (RHNA). HCD determines the needs for each region of the state. The Association of Bay Area Governments (ABAG) is the regional planning agency for the nine county Bay Area region responsible for assigning each jurisdiction within the region its share of the RHNA. The RHNA is broken down into the five income levels: extremely low, very low, low, moderate, and above moderate.

As determined by HCD, the RHNA for the Bay Area region over the 2023–2031 planning period is 441,176 units. Contra Costa County as a whole received a RHNA of 49,043 units. Pinole was assigned a RHNA of 500 total units, as shown in Table 3.

Table 3: Pinole RHNA, 2023–2031

Income Group	% of County AMI	Units	% of Units
Extremely Low ¹	0–30%	60	12.0%
Very Low	30–50%	61	12.2%
Low	50–80%	69	13.8%
Moderate	80–120%	87	17.4%
Above Moderate	> 120%	223	44.6%
Total	-	500	100%

Source: Association of Bay Area Governments (ABAG) as referenced in Pinole 2023-2031 Housing Element Data Package, Table HHPROJ-01.

¹Pursuant to AB 2634, local jurisdictions are also required to project the needs of extremely low-income households (0–30% of AMI). Fifty percent of the very low-income households are presumed to qualify as extremely low-income households.

Existing Housing Needs

Existing housing needs take into consideration demographic information about the community and region, including population and employment trends. It also considers data about the housing stock and characteristics, including housing age, condition, rates of cost burden, and rates of overcrowding.

Population Growth Trends

Table 4 provides the population trends of Pinole and select regional jurisdictions from 2010 to 2020. Pinole has a population of 19,505 as reported by the 2020 US Census. The County saw a 10.0 percent increase in population over the 10-year time span. Pinole experienced a lower growth rate of 6.1 percent, about 1,115 people. This is a comparable growth rate to

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the nearby jurisdictions of El Cerrito and Hercules. Richmond and San Pablo saw marginally higher population changes at 7.2 percent and 7.8 percent, respectively, while Martinez experienced a lower rate of growth at 3.6 percent.

Table 4: Regional Population Change, 2010–2020

Jurisdiction	2010	2020	% Change
Bay Area	7,150,739	7,790,537	8.9%
Contra Costa County	1,049,025	1,153,561	10.0%
Pinole	18,390	19,505	6.1%
El Cerrito	23,549	24,953	6.0%
Hercules	24,060	25,530	6.1%
Martinez	35,824	37,106	3.6%
Richmond	103,701	111,217	7.2%
San Pablo	29,139	31,413	7.8%

Source: California Department of Finance, E-5 series (as referenced in ABAG 2023-2031 Housing Element Data Package, table POPEMP-01).

Table 5 provides annual average population growth from 2000 through 2020. Between 2010 and 2020, the Bay Area and Contra Costa County experienced similar average annual growth rates of approximately 1 percent per year. During the same ten-year period, Pinole saw slightly slower annual average growth at 0.6 percent (an increase of 1,115 residents total). In contrast, from 2000 to 2010, the City's population estimate decreased by 649 people or approximately 0.3 percent annually on average.

Table 5: Annual Average Population Growth, 2000–2020

Jurisdiction	2000	2010	2020	2000-2010		2010-2020	
	Total Population			Population Change	AAGR	Population Change	AAGR
Pinole	19,039	18,390	19,505	-649	-0.3%	1,115	0.6%
Contra Costa County	948,816	1,049,025	1,153,561	100,209	1.0%	104,536	1.0%
Bay Area	6,784,348	7,150,739	7,790,537	366,391	0.5%	639,798	0.9%

Source: California Department of Finance, E-5 series (as referenced in ABAG 2023-2031 Housing Element Data Package, table POPEMP-01).

Age Composition

Pinole's current and future housing needs are determined in part by the age characteristics of its residents as each age group typically has distinct housing needs and preferences. For instance, a higher proportion of young adults generally indicates a need for rental units and first-time homebuyer or first move-up opportunities, including condominiums, townhomes, and smaller single-family homes. Middle-aged residents are usually at the peak of their earning power and typically occupy larger homes. Senior residents are generally homeowners who have resided in their single-family homes for an extended period of time,

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and may be in need of making home adaptation improvements to facilitate aging in place or transitioning to smaller living spaces and/or assisted living facilities. As a part of Program 8, the City is developing an aging in place permit policy that reduces the cost of building permits for age-qualified homeowners to make improvements to their home for universal design in order to support aging in place.

Table 6 summarizes the population's age distribution and percentage change from 2000 to 2020. From 2010 to 2020, the largest increases in population were in the age groups of 65-74 years (78.3 percent or 1,219 individuals) and 25-34 years (66.5 percent or 1,408 individuals). The largest decline was in the 15-24 years age group (-38.3 percent) followed by the 45-54 years age group (-27.1 percent). The 2000-2010 and 2010-2020 time periods both show a declining trend in the under 14 age groups in Pinole; over the course of the 20-year period, the 0-4 years age group decreased 19.8 percent, and the 5-14 years age group decreased by 31.2 percent. In comparison, the Countywide age group of 0-4 years decreased by 0.1 percent and the 5-14 age group increased by 1.3 percent.

This data suggests that there is an increasing need for senior housing, which may take the form of age-restricted developments, smaller units, and housing with increased support services and proximity to healthcare. The growing 25-34-year-old age group suggests a need for first-time homeownership opportunities and larger housing units, as this group has a higher propensity to start families.

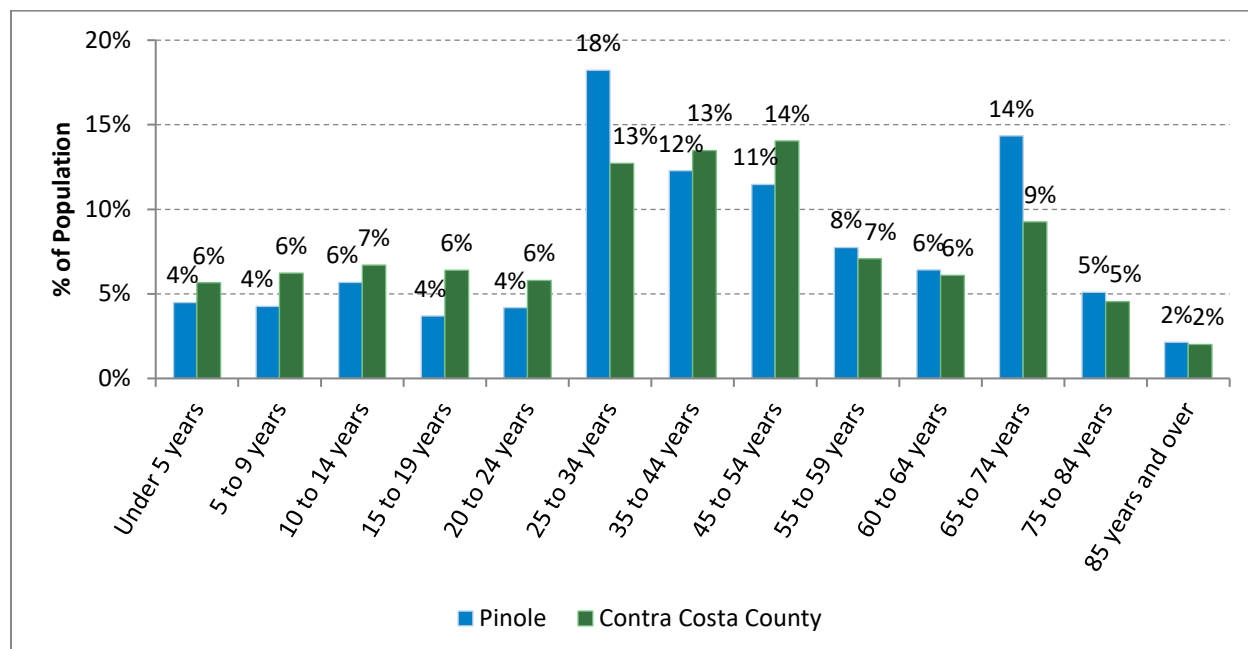
Table 6: Population Age Distribution, Pinole

Age Group	2000	2010	2020	Change 2000-2010		Change 2010-2020	
Age 0-4	1,083	933	869	-150	-13.9%	-64	-6.9%
Age 5-14	2,794	2,038	1,923	-756	-27.1%	-115	-5.6%
Age 15-24	2,367	2,467	1,523	100	4.2%	-944	-38.3%
Age 25-34	2,097	2,116	3,524	19	0.9%	1,408	66.5%
Age 35-44	3,298	2,209	2,375	-1,089	-33.0%	166	7.5%
Age 45-54	2,995	3,043	2,218	48	1.6%	-825	-27.1%
Age 55-64	1,949	2,736	2,737	787	40.4%	1	0.0%
Age 65-74	1,299	1,556	2,775	257	19.8%	1,219	78.3%
Age 75-84	855	859	986	4	0.5%	127	14.8%
Age 85+	302	433	413	131	43.4%	-20	-4.6%
Total	19,039	18,390	19,343	-649	-3.4%	953	5.2%

Source: US Census Bureau, Census 2000 SF1, Table P12; Census 2010 SF1, Table P12; American Community Survey 5-Year Data (2016-2020), Table DP05.

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Figure 1: Population Age Distribution, 2020



Source: US Census Bureau, American Community Survey 5-Year Data (2016-2020), Table DP05.

Race and Ethnicity

An understanding of the racial and ethnic trends in a region contributes to an analysis of housing demand. According to 2020 ACS data, Non-White populations in Pinole occupy multifamily units at a higher rate than White populations.³ Race and ethnicity characteristics also can be correlated with income levels. Table 7 summarizes the racial and ethnic composition of the population in 2010 and 2020. As of 2020, 24 percent of Pinole residents of any race were of Hispanic origin and 76 percent were Non-Hispanic. Of the Non-Hispanic population, 33 percent were white, and 25 percent were Asian or Pacific Islander and 11 percent were Black or African American. Between 2010 and 2020, the White Non-Hispanic population percentage declined by 5 percent, while the Asian or Pacific Islander population percentage increased by 2.6 percent, and the Black or African American population increased by 2.1 percent.

³ US Census Bureau, American Community Survey 5-Year Data (2016-2020), Table B25032A-E.

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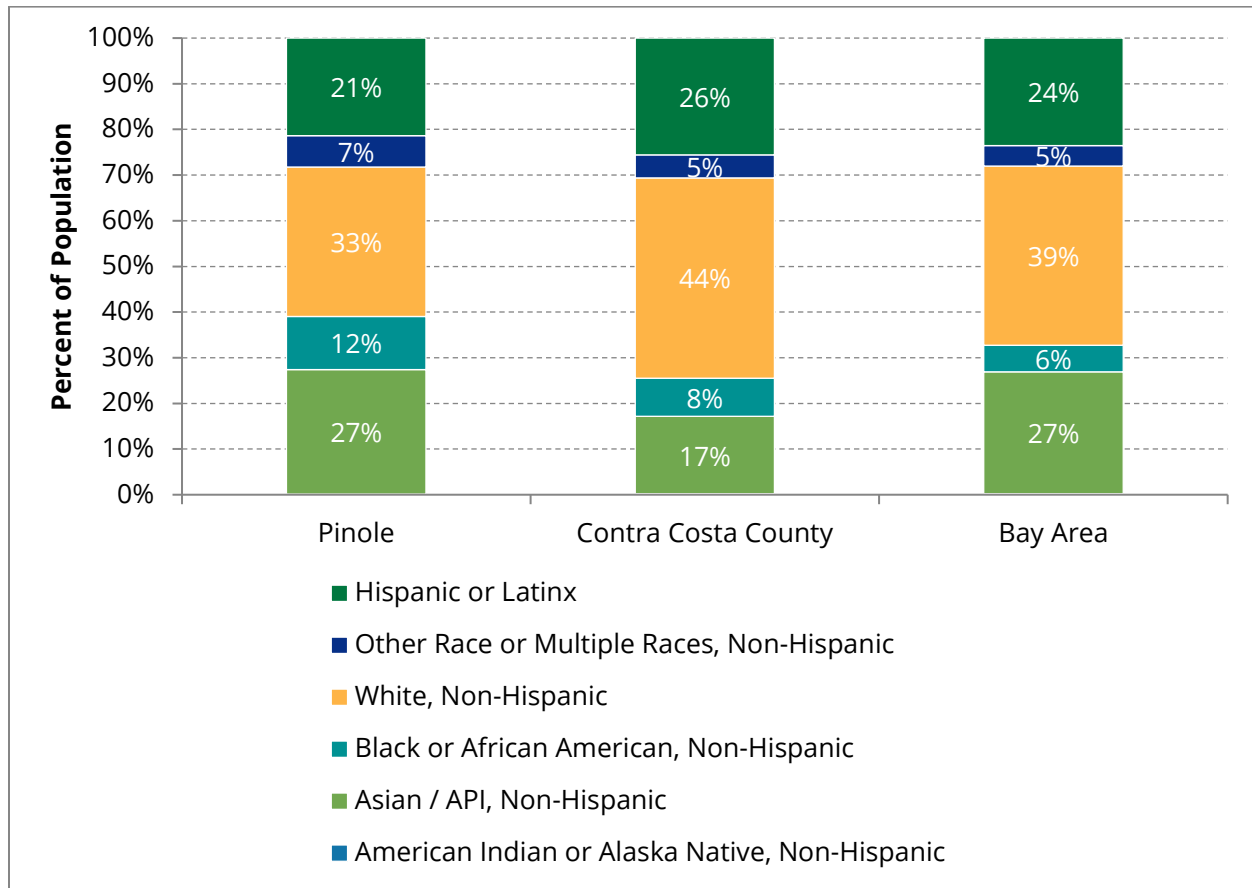
Table 7: Racial and Ethnic Composition, Pinole

Racial/Ethnic Group	2010		2020	
	Number	%	Number	%
Not Hispanic or Latino				
White	7,037	38.1%	6,362	32.9%
Black or African American	1,642	8.9%	2,122	11.0%
American Indian & Alaska Native	71	0.4%	25	0.1%
Asian	4,044	21.9%	4,769	24.7%
Native Hawaiian & Pacific Islander	50	0.3%	20	0.1%
Some other race alone	123	0.7%	136	0.7%
Two or more races	1,005	5.4%	1,202	6.2%
Subtotal	13,972	75.7%	14,636	75.7%
Hispanic or Latino				
White	2,060	11.2%	1,833	9.5%
Black or African American	29	0.2%	33	0.2%
American Indian & Alaska Native	36	0.2%	59	0.3%
Asian	35	0.2%	63	0.3%
Native Hawaiian & Pacific Islander	0	0.0%	0	0.0%
Some other race alone	1,938	10.5%	1,933	10.0%
Two or more races	391	2.1%	786	4.1%
Subtotal	4,489	24.3%	4,707	24.3%
Total	18,461	100.0%	19,343	100.0%

Source: US Census Bureau, American Community Survey 5-Year Data 2010 and 2020, Table B03002.

Figure 2 compares the racial and ethnic composition of Pinole compared to Contra Costa County and the Bay Area region. Pinole is a diverse community. The White, non-Hispanic population makes up a smaller subgroup of the population than the County or Bay Area (33 percent compared to 44 and 39 percent, respectively). In Pinole, a larger proportion (12 percent) of the population is Black or African American (8 percent in the County and 6 percent in the Bay Area). The Asian population is representative of the Bay Area, making up 27 percent of the total population, but higher than the County's 17 percent.

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Figure 2: Regional Racial/Ethnic Composition, 2019

Source: US Census Bureau, American Community Survey 5-Year Data (2015-2019), Table B03002.

Employment Trends

Employment trends in a region also influence housing needs. The quality and/or pay of available employment can determine the need for various housing types and prices.

Table 8 shows the labor force and employment trends in Pinole in 2010, 2015, and 2020. The labor force has increased by over 1,000 from 2010 to 2020. The unemployment rate decreased by 1.8 percent, from 6.9 percent to 5.1 percent, between 2010 and 2020 and according to Local Area Unemployment Statistics (LAUS) it decreased by 1.5 percent from 2015-2020. In 2020, the unemployment rate for Pinole, at 5.1 percent was lower than the County's unemployment rate of 5.5 percent and according to LAUS it was within a tenth of a percent difference between Pinole (3.3 percent) and the East Bay Region (3.2 percent).

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Table 8: Employment Trends, Pinole

Year	Labor Force	Employment	Unemployment	Unemployment Rate	
2010	9,557	8,888	669	6.9%	-
2015	9,757	9,128	629	6.4%	4.8%*
2020	10,595	10,051	544	5.1%	3.3%*

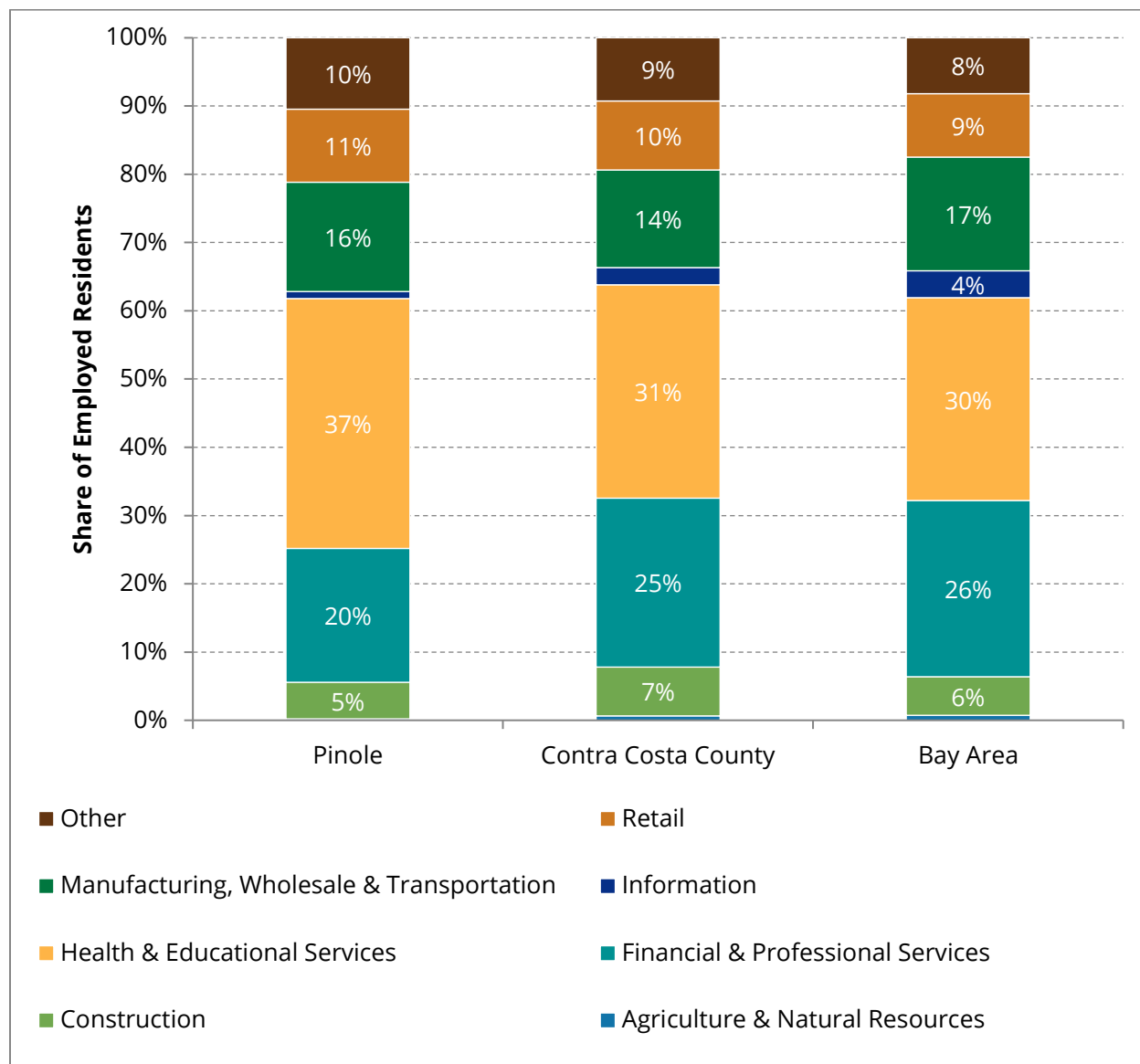
Source: US Census Bureau, American Community Survey 5-Year Data 2010, 2015, and 2020, Table DP03.

*Source: CA EDD, Local Area Unemployment Statistics (LAUS) program; TNDG

Figure 3 displays the employment share by industry in Pinole, Contra Costa County, and the Bay Area region. The employment by industry breakdown when compared among the City, County, and Bay Area region has a few, small differences. Pinole has a smaller percentage of workers employed in the financial and professional services than Contra Costa County and the Bay Area. It has a higher percentage of workers employed in the health and educational services sector.

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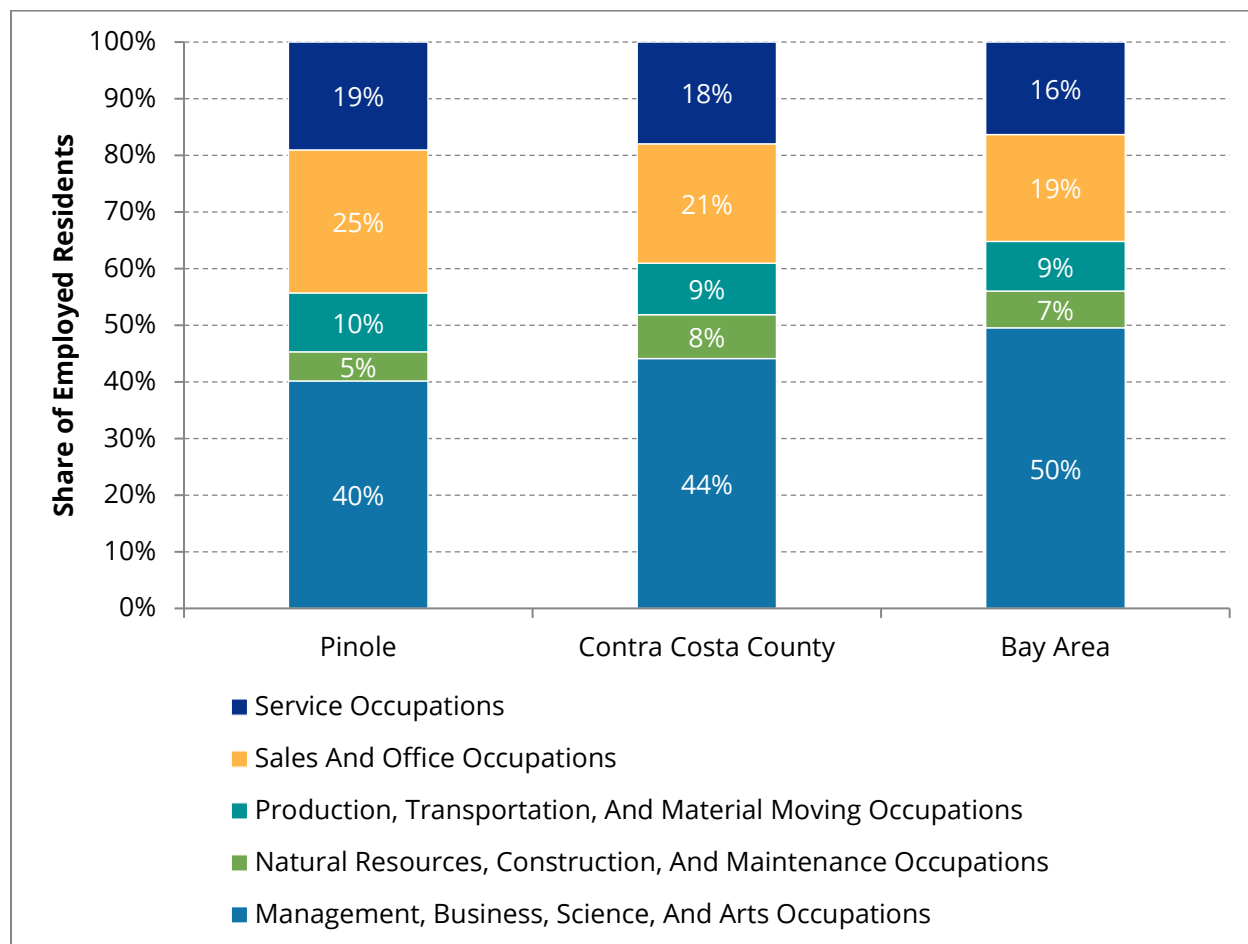
Figure 3: Regional Employment by Industry, 2019



Source: US Census Bureau, American Community Survey 5-Year Data (2015-2019), Table C24030.

Figure 4 displays the regional employment by occupation for Pinole, Contra Costa County, and the Bay Area. As with regional employment by industry, the makeup of employment by occupation is similar across the City, County, and Bay Area region. The largest difference is in the management, business, science, and arts occupations, in which Pinole has a smaller percentage of people employed (40 percent) than the County and Bay Area (44 and 50 percent, respectively). Pinole has a slightly higher percentage of people employed in the sales and office occupations (25 percent) than the County and Bay Area (21 and 19 percent, respectively). The comparison of regional employment by occupation and industry shows no specific housing need unique to Pinole as compared to the County and region.

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Figure 4: Regional Employment by Occupation, 2019

Source: US Census Bureau, American Community Survey 5-Year Data (2015-2019), Table C24010.

Household Characteristics

This section describes Pinole's household characteristics, including data on the number of households, household size, and household income. The US Census Bureau defines a household as all persons living in a single housing unit, whether or not they are related. A household can be one person, a single family, multiple families, or any group of related or unrelated persons. The US Census Bureau defines a family as related persons living within a single housing unit.

As shown in Table 9, the number of households in Pinole decreased by 6.2 percent between 2000 and 2010. This was a significant deviation from the increase the County and State experienced during the same time period (6.9 and 7.7 percent, respectively). Between 2010 and 2020, Pinole's household growth has been on par with the state as a whole at just under 6 percent, but lower than the County's 8 percent growth. In 2020, the US Census Bureau reported 6,792 households in Pinole.

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Table 9: Number of Households, 2000–2020

Area	2000	2010	2020	% Change 2000-2010	% Change 2010-2020
Pinole	6,837	6,411	6,792	-6.2%	5.9%
Contra Costa County	344,422	368,087	398,299	6.9%	8.2%
California	11,502,870	12,392,852	13,103,114	7.7%	5.7%

Source: US Census Bureau, Decennial Census 2000, Table DP1. American Community Survey 5-Year Data 2010 and 2020, Table S1101.

The average number of persons per household in Pinole was 2.83 in 2020, a slight decrease from 2.88 in 2010. In contrast, the County and State both saw an increase in household size since 2010. As shown in Table 10, the average number of persons per household in Pinole is now similar to the County's average but lower than the statewide average of 3.00. A larger household size may indicate a need for larger housing units and more bedrooms. It may also suggest a need for more affordable units to alleviate the pressure for individuals to cohabitate primarily because of high housing costs. These issues are further analyzed in the Overpayment and Overcrowding section of the needs assessment.

Table 10: Regional Average Household Size

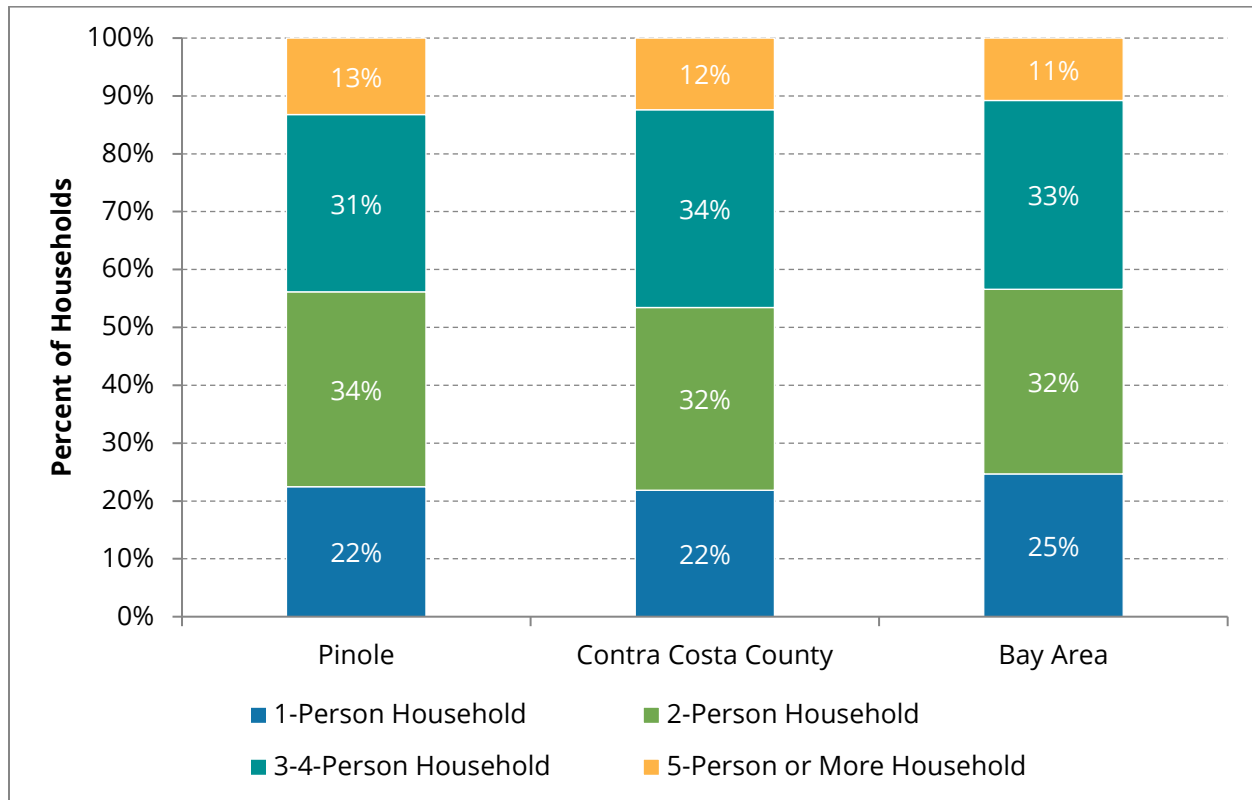
Area	2000	2010	2020
Pinole	2.79	2.88	2.83
Contra Costa County	2.72	2.75	2.86
California	2.87	2.90	3.00

Source: US Census Bureau, Decennial Census 2000, Table DP1 SF2. American Community Survey 5-Year Data 2010 and 2020, Table S1101.

Figure 5 shows the household size distribution of Pinole, Contra Costa County, and the Bay Area region. The distribution is similar among all three geographic areas of analysis. Pinole has a slightly higher proportion of 2-person and 5-or-more-person households than the State or County and fewer 3-to-4-person households.

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Figure 5: Households by Size, 2019



Source: US Census Bureau, American Community Survey 5-Year Data (2015-2019), Table B11016.

Table 11 shows trends in household size from 2010 through 2020. The largest change has been an increase in two-person households. In 2010 they made up about 30 percent of all households and now comprise nearly 39 percent of total households. This represents a 42 percent increase in two-person households over the 10-year period. Households with five or more persons increased over 20 percent from 2010 to 2020. One-person households decreased slightly and three- and four-person households declined substantially (17 percent and 25.5 percent, respectively, from 2010 to 2020).

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Table 11: Household Size, Pinole, 2010–2020

Household Size	2010		2015		2020		2010-2020
	Units	% of Total	Units	% of Total	Units	% of Total	% Change
1-Person Household	1,307	20.4%	1,531	22.7%	1,298	19.1%	-0.7%
2-Person Household	1,854	28.9%	2,479	36.8%	2,636	38.8%	42.2%
3-Person Household	1,433	22.4%	1,124	16.7%	1,184	17.4%	-17.4%
4-Person Household	1,130	17.6%	817	12.1%	842	12.4%	-25.5%
5+ person household	687	10.7%	786	11.7%	832	12.2%	21.1%
Total	6,411	100%	6,737	100%	6,792	100%	5.9%

Source: US Census Bureau, American Community Survey 5-Year Data (2016-2020), (2011-2015), and (2006-2010), Table B25009.

The decrease in three- and four-person households may partially be attributed to Pinole's recent trend toward smaller family size, as shown in Table 12. Average family size decreased from 3.27 in 2010 and 2015 to 3.19 in 2020. This contrasts with the County's increase in average family size from 3.28 to 3.34 over the same period. This correlates with Table 6, which shows that the 0-4-years age group decreased 19.8 percent and the 5-14 years age group decreased by 31.2 percent between 2000 and 2020. This data may indicate that as families grow, they are priced out of the housing market and choosing to live elsewhere, that Pinole families are choosing to have fewer children, or a combination of both.

Table 12: Family Household Characteristics, 2010–2020

Area	2010	2015	2020	Change 2010-2020
Pinole				
Families as % of All Households	74.3%	71.6%	74.6%	+0.3%
Average Family Size	3.27	3.27	3.19	-0.08
Contra Costa County				
Families as % of All Households	70.5%	71.0%	71.9%	+1.4%
Average Family Size	3.28	3.34	3.34	+0.06

Source: US Census Bureau, American Community Survey 5-Year Data (2016-2020), (2011-2015), and (2006-2010), Table S1101.

Table 13 displays household size by tenure in Pinole. Just under 70 percent of housing units are owner-occupied citywide. When looking at tenure by household size, one-person households have a lower homeownership rate than other household sizes. Their lower household income may make it more challenging to finance a home.

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Table 13: Household Size by Tenure, Pinole, 2020

	Owner Occupied				Renter-Occupied				Total			
	Contra Costa County		Pinole		Contra Costa County		Pinole		Contra Costa County		Pinole	
1-person household	12.9%	51,401	11.2%	758	8.9%	35,587	8.0%	540	21.8%	86,988	19.1%	1,298
2-person household	22.5%	89,816	29.0%	1,969	9.0%	35,985	9.8%	667	31.6%	125,801	38.8%	2,636
3-person household	12.2%	48,703	10.8%	736	5.7%	22,746	6.6%	448	17.9%	71,449	17.4%	1,184
4-person household	11.3%	44,967	10.0%	681	5.1%	20,331	2.4%	161	16.4%	65,298	12.4%	842
5-person household	4.9%	19,568	5.5%	373	2.7%	10,598	2.0%	138	7.6%	30,166	7.5%	511
6-person household	1.9%	7,423	2.3%	157	1.0%	3,934	1.2%	83	2.9%	11,357	3.5%	240
7-or-more person household	1.1%	4,360	0.9%	58	0.7%	2,880	0.3%	23	1.8%	7,240	1.2%	81
Total:	66.8%	266,238	69.7%	4,732	33.2%	132,061	30.3%	2,060	100%	398,299	100%	6,792

Source: US Census Bureau, American Community Survey 5-Year Data (2016-2020), Table B25009.

The median household income for Pinole in 2020 was \$104,904, which is within 1 percent of the median income for the County (\$103,997). In the City, the median income for owner-occupied households (\$112,342) was about \$34,000 higher than the median income for renter-occupied households (\$77,976). The County has a larger income disparity between owners and renters, with owner-occupied households earning over \$56,000 more than renter-occupied households.

Table 14: Median Household Income by Tenure

Jurisdiction	2020 Median Income
Pinole	\$104,904
Owner-Occupied Households	\$112,342
Renter-Occupied Households	\$77,976
Contra Costa County	\$103,997
Owner-Occupied Households	\$125,809
Renter-Occupied Households	\$69,772

Source: US Census Bureau, American Community Survey 5-Year Data (2016-2020), Table B25119.

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The State of California uses five income categories to determine eligibility for housing programs. Table 15 shows the State-defined income ranges for each affordability category based on the Contra Costa County AMI of \$125,600 for a household of four.

Table 15: Income Range by Affordability Level Based on State Area Median Income, 2021

Affordability Category	% of County Median	Income Range
Extremely Low Income	< 30%	≤ \$ 41,100
Very Low Income	30%-50%	\$41,101 - \$ 68,500
Low Income	50%-80%	\$68,501 - \$ 109,600
Moderate Income	80%-120%	\$109,601 - \$ 150,700
Above Moderate Income	> 120%	> \$150,700

Source: California Department of Housing and Community Development, Revised State Income Limits for 2021, Dec. 31, 2021.

Table 16 provides a breakdown of income level by tenure in Pinole, using the 2014–2018 CHAS data. Approximately 30 percent of households in Pinole are renter-occupied, compared to 34 percent of households in the County. In Pinole, about 55 percent of households are above the HUD area median family income, which is comparable to the County's 56.5 percent.

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Table 16: Household Income Level by Tenure, 2018

Income Level	Owner Occupied	%	Renter Occupied	%	Total	%
Pinole						
Less than or equal to 30% of HAMFI ¹	295	4.4%	260	3.9%	555	8.3%
Greater than 30% but less than or equal to 50% of HAMFI	435	6.5%	380	5.7%	815	12.2%
Greater than 50% but less than or equal to 80% of HAMFI	510	7.6%	315	4.7%	825	12.4%
Greater than 80% but less than or equal to 100% of HAMFI	545	8.2%	265	4.0%	810	12.1%
Greater than 100% of HAMFI	2,860	42.9%	800	12.0%	3,660	54.9%
Total²	4,650	69.7%	2,020	30.3%	6,670	100%
Contra Costa County						
Less than or equal to 30% of HAMFI	16,810	4.3%	31,625	8.1%	48,435	12.3%
Greater than 30% but less than or equal to 50% of HAMFI	21,115	5.4%	20,335	5.2%	41,450	10.6%
Greater than 50% but less than or equal to 80% of HAMFI	26,450	6.7%	18,655	4.8%	45,105	11.5%
Greater than 80% but less than or equal to 100% of HAMFI	21,355	5.4%	14,480	3.7%	35,835	9.1%
Greater than 100% of HAMFI	171,795	43.8%	49,655	12.7%	221,450	56.5%
Total²	257,530	65.7%	134,750	34.4%	392,275	100%

Source: US Department of Housing and Urban Development (HUD), CHAS ACS tabulation, 2014-2018.

¹ HUD area median family income (HAMFI)

² Data presented in this table are based on special tabulations from sample Census data. The number of households in each category usually deviates slightly from the 100 percent total due to the need to extrapolate sample data out to total households. Interpretations of these data should focus on the proportion of households in need of assistance rather than on precise numbers.

Housing Stock Characteristics

This section discusses the housing stock in Pinole including change in housing units, unit size, unit type, age of housing stock, overpayment and overcrowding rates, and housing age and conditions. By analyzing past and current housing trends in the housing stock, future housing needs can be assessed.

Table 17 summarizes the number of housing units in the City and County from 2000 to 2020. In 2000, Pinole had 6,828 housing units. By 2010, the number of housing units increased to 7,158, a 4.8 percent increase. Between 2010 and 2020, the City is estimated to have approximately 52 fewer units (0.7 percent). There was no major loss of units or demolition without replacement during the Cycle, and the decrease is within the margin of error in the census data. In 2020, the Census reported 7,106 housing units in the City, which comprised 1.7 percent of the County's housing units. Pinole's share of the County's housing units slightly

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decreased from 2000 to 2020, suggesting that housing unit production in the County is outpacing the production in Pinole.

Table 17: Housing Units, 2000–2020

Year	Pinole	% Change	County	% Change	Pinole as % of County
2000	6,828	-	354,577	-	1.9%
2010	7,158	4.8%	400,263	12.9%	1.8%
2020	7,106	-0.7%	423,342	5.8%	1.7%

Source: US Census Bureau, Decennial Census 2000, Table H001 SF1, 2010 and 2020, Table H1 Redistricting Data.

Table 18 summarizes the distribution of unit size by tenure in 2020. The most common unit size for renter-occupied units was two-bedroom units, followed by three-bedroom units. The most common size for owner-occupied units was three-bedroom units followed by four-bedrooms units. Owner-occupied units tended to be larger than renter-occupied units.

Table 18: Unit Size by Tenure, Pinole, 2020

Unit Size	Owner-Occupied		Renter-Occupied		Total Occupied Housing Units	
	Units	%	Units	%	Units	%
No bedroom/Studio	47	1%	127	2%	174	3%
1 bedroom	9	0%	319	5%	328	5%
2 bedrooms	541	8%	812	12%	1,353	20%
3 bedrooms	2,391	35%	568	8%	2,959	44%
4 bedrooms	1,603	24%	207	3%	1,810	27%
5 or more bedrooms	141	2%	27	0%	168	2%
Total	4,732	70%	2,060	30%	6,792	100%

Source: US Census Bureau, American Community Survey 5-Year Data (2016-2020), Table B25042.

Table 19 summarizes Pinole's housing inventory by building type from 2010 to 2021. In 2021, single-family detached units comprised the largest percentage of housing stock, approximately 70 percent with 5,056 units. Multifamily housing made up 20 percent with 1,461 units. Compared to Contra Costa County, Pinole has a slightly larger share of the housing stock in the form of single-family detached housing units. Single-family detached homes make up 67 percent of the County's housing and multifamily housing accounts for 24 percent. Between 2010 and 2021, the distribution of building types has remained the same for both the County and the City.

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Table 19: Housing Inventory by Unit Type

Building Type	2010		2021	
	Units	%	Units	%
Pinole				
Single-Family Home: Detached	5,050	70.6%	5,056	70.5%
Single-Family Home: Attached ¹	613	8.6%	616	8.6%
Multifamily ²	1,459	20.4%	1,461	20.4%
Mobile Homes	36	0.5%	36	0.5%
Total	7,158	100%	7,169	100%
Contra Costa County				
Single-Family Home: Detached	266,693	66.6%	280,271	66.6%
Single-Family Home: Attached ¹	31,594	7.9%	32,162	7.6%
Multifamily ²	94,602	23.6%	101,034	24.0%
Mobile Homes	7,374	1.8%	7,284	1.7%
Total	400,263	100%	420,751	100%

Source: State of California, Department of Finance, E-5 Population and Housing Estimates for Cities, Counties and the State — January 1, 2011-2021. Sacramento, California, May 2021.

¹“Single-Family Home: Attached” is defined as a one-unit structure attached to another unit by a common wall; they are commonly referred to as a townhouse, half-plex, or row house. The shared wall or walls extend from the foundation to the roof with adjoining units to form a property line. Each unit has individual heating and plumbing systems.

²“Multifamily” refers to a structure containing two or more units and not classified as a “Single-Family Home: Attached” structure. The units in the structure share attic space and heating and plumbing systems.

Table 20 displays the US Census Bureau’s estimates of the number of occupied housing units by building type and tenure in Pinole in 2020. Most of Pinole’s housing stock is composed of owner-occupied, detached single-family homes (68.8 percent) followed by renter-occupied, detached single-family homes (16.4 percent). Analyzing the tenure split of the various housing building types reveals that 80.8 percent of detached single-family homes were owner occupied. Multifamily housing was predominantly renter occupied (79.2 percent).

Diversifying Pinole’s housing stock to include more multifamily housing in both rental and ownership forms has the potential to provide more affordable housing options, given the construction efficiencies of the multifamily building type. Multifamily housing can also be beneficial for seniors, people with disabilities, and those who prefer less home maintenance or do not need the yard space characteristic of single-family properties.

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Table 20: Housing Building Type by Tenure, Pinole, 2020

Building Type	Owner Occupied	% of Total Units	Renter Occupied	% of Total Units	Total Units
Detached Single-Family Homes	4,218	68.8%	1,003	16.4%	5,221
Attached Single-Family Homes	310	5.1%	92	1.5%	402
Multifamily Housing	35	0.6%	133	2.2%	168
Mobile Homes	68	1.1%	153	2.5%	221
Boat, RV, Van, etc.	34	0.6%	81	1.3%	115
Total	4,665	76.1%	1,462	23.9%	6,127

Source: US Census Bureau, American Community Survey 5-Year Data (2016-2020), Table B25032.

Housing Age and Condition

The age of a housing unit is often an indicator of housing conditions. In general, housing that is 30 years old or older may need repairs based on the useful life of materials. Housing over 50 years old is considered aged and is more likely to need major repairs. Many federal and state programs use age of housing as one factor to determine housing needs and the availability of funds for housing and community development.

Table 21 summarizes the age of housing stock by tenure in 2020. Approximately 88.6 percent of all housing units in the City were built prior to 1990 (over 30 years ago), and 52.6 percent of units were built before 1970 (over 50 years ago). This distribution does not significantly vary based on tenure in Pinole. For example, 87.5 percent of the renter-occupied housing stock was built before 1990 and 53.3 percent of renter-occupied units were built prior to 1970. The City has seen very little rental family housing stock built within the past two decades; only 35 rental units have been built since 2000, compared to 197 owner-occupied units.

A windshield survey from code enforcement estimates that about 15 – 20 units in the City are in need of significant repair, under 1 percent of units in the City.

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Table 21: Year Housing Built

Year Built	Owner-Occupied		Renter-Occupied		Total	
Built 2014 or later	20	0.4%	0	0.0%	20	0.3%
Built 2010 to 2013	18	0.4%	0	0.0%	18	0.3%
Built 2000 to 2009	159	3.4%	35	1.7%	194	2.9%
Built 1990 to 1999	323	6.8%	222	10.8%	545	8.0%
Built 1980 to 1989	738	15.6%	331	16.1%	1,069	15.7%
Built 1970 to 1979	999	21.1%	374	18.2%	1,373	20.2%
Built 1960 to 1969	1,317	27.8%	496	24.1%	1,813	26.7%
Built 1950 to 1959	982	20.8%	415	20.1%	1,397	20.6%
Built 1940 to 1949	95	2.0%	72	3.5%	167	2.5%
Built 1939 or earlier	81	1.7%	115	5.6%	196	2.9%
Total	4,732	100%	2,060	100%	6,792	100%

Source: US Census Bureau, American Community Survey 5-Year Data (2016-2020), Table B25036.

Housing tenure by date of occupancy is listed in Table 22, which shows when households moved into their housing unit. About 30 percent of owner-occupied households have been in the same place of residence since 1989 or earlier (over 30 years). Given that most homeowners do not purchase their home until they are in their late twenties or thirties, this suggests that many of these homeowners would be nearing their senior years and living in housing that is more likely to require repairs due to aging materials. Program 9 includes the development of a policy to give low or no-cost building permits for age-qualified homeowners to make improvements to their home so that they are able to age in place.

Table 22: Housing Tenure by Date of Occupancy

Move In Year	Owner Occupied	% of Units	Renter Occupied	% of Units	Total	% of Units
Moved in 2019 or later	32	0.7%	138	6.7%	170	2.5%
Moved in 2015 to 2018	707	14.9%	804	39.0%	1,511	22.2%
Moved in 2010 to 2014	660	13.9%	767	37.2%	1,427	21.0%
Moved in 2000 to 2009	1,114	23.5%	183	8.9%	1,297	19.1%
Moved in 1990 to 1999	773	16.3%	118	5.7%	891	13.1%
Moved in 1989 or earlier	1,446	30.6%	50	2.4%	1,496	22.0%
Total	4,732	100%	2,060	100%	6,792	100%

Source: US Census Bureau, American Community Survey 5-Year Data (2016-2020), Table B25038.

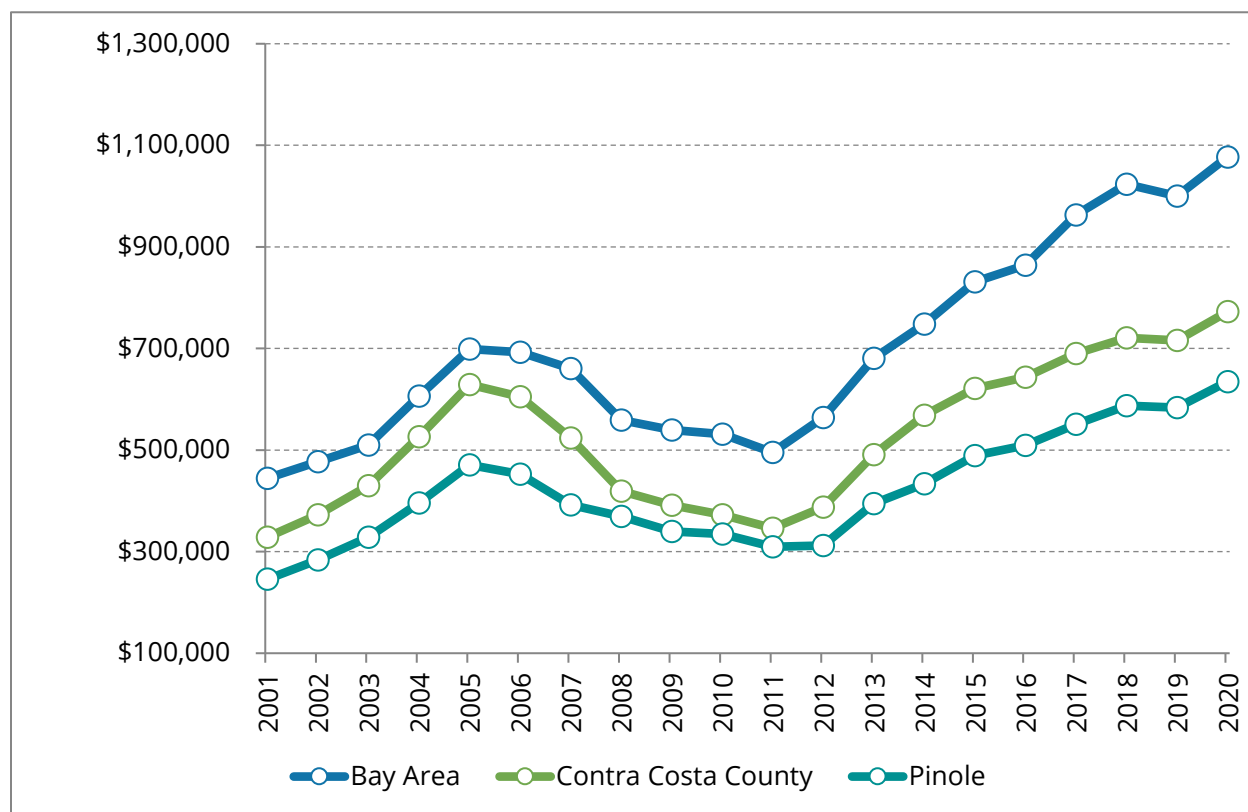
Median Home Sales Price

Figure 6 shows the change in home prices in Pinole, Contra Costa County, and the Bay Area region from December 2001 to December 2020. While each geography follows the same general trend over time, Pinole home prices are lower than the other two geographies. After

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2005, the housing market slowdown affected home sale prices in Pinole. Between 2005 and 2011, the home sales prices in Pinole decreased by approximately 35 percent. Since then, the median sales prices for new and resale homes in Pinole have steadily increased, with a minor dip at the start of the COVID-19 pandemic in early 2020. Pinole home prices are significantly lower than the County. The median home price in December 2020 was \$634,914, which was 18 percent (\$137,499) lower than the County median of \$772,413.

Figure 6: Regional Home Values, 2001–2020



Source: Zillow Home Value Index (ZHVI), December 2020 (as referenced in ABAG, 2023-2031 Housing Element Data Package, Table HSG-08.)

Notes: Zillow describes the ZHVI as a smoothed, seasonally adjusted measure of the typical home value and market changes across a given region and housing type. The ZHVI reflects the typical value for homes in the 35th to 65th percentile range. The ZHVI includes all owner-occupied housing units, including both single-family homes and condominiums.

Home values in Pinole increased by 17 percent between February 2021 and February 2022, from \$665,000 to \$779,000, as shown in Table 23. In February 2022, the Zillow home value index in Contra Costa County was \$949,000, which represents a 22 percent increase since February 2021. In February 2022, the home values in Contra Costa County were 22 percent higher than those in Pinole. Since a household can typically qualify to purchase a home that is 2.5 to 3.0 times the annual income of that household, Pinole's median income of about

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\$105,000 implies that the median sales price should be between \$262,500 and \$315,000.⁴ The home value index of approximately \$780,000 indicates a high potential for housing cost burden in the City.

Table 23: Zillow Home Value Index, Neighboring Jurisdictions

Jurisdiction	February 2021	February 2022	% Change
El Cerrito	\$1,040,000	\$1,130,000	9%
Hercules	\$851,000	\$1,030,000	21%
Martinez	\$674,000	\$729,000	8%
Pinole	\$665,000	\$779,000	17%
Richmond	\$693,000	\$778,000	12%
San Pablo	\$519,000	\$605,000	17%
Contra Costa County	\$780,000	\$949,000	22%

Source: Zillow Home Value Index (ZHVI), February 2022, <https://www.zillow.com/ca/home-values/>, accessed March 31, 2022.

Notes: Zillow describes the ZHVI as a smoothed, seasonally adjusted measure of the typical home value and market changes across a given region and housing type. The ZHVI reflects the typical value for homes in the 35th to 65th percentile range. The ZHVI includes all owner-occupied housing units, including both single-family homes and condominiums.

Rental Prices

Table 24 and Figure 7 show median home rental prices in Pinole and Contra Costa County from 2010 to 2020. In 2020, the median rental price in Pinole was \$1,997. This is a 30 percent increase from the 10-year low of \$1,538 in 2015. Rental prices have been steadily increasing in the City since 2015. It should be noted that these median rental prices do not fully capture the housing market effects of the global COVID-19 pandemic. One of the economic impacts seen in California during the COVID-19 pandemic was a rapid increase in home prices, potentially caused by a rapid increase in remote work and higher demand for housing in suburban settings such as Pinole. As a result, rental values in the years following the onset of the pandemic are estimated to be significantly higher and continue to rise.

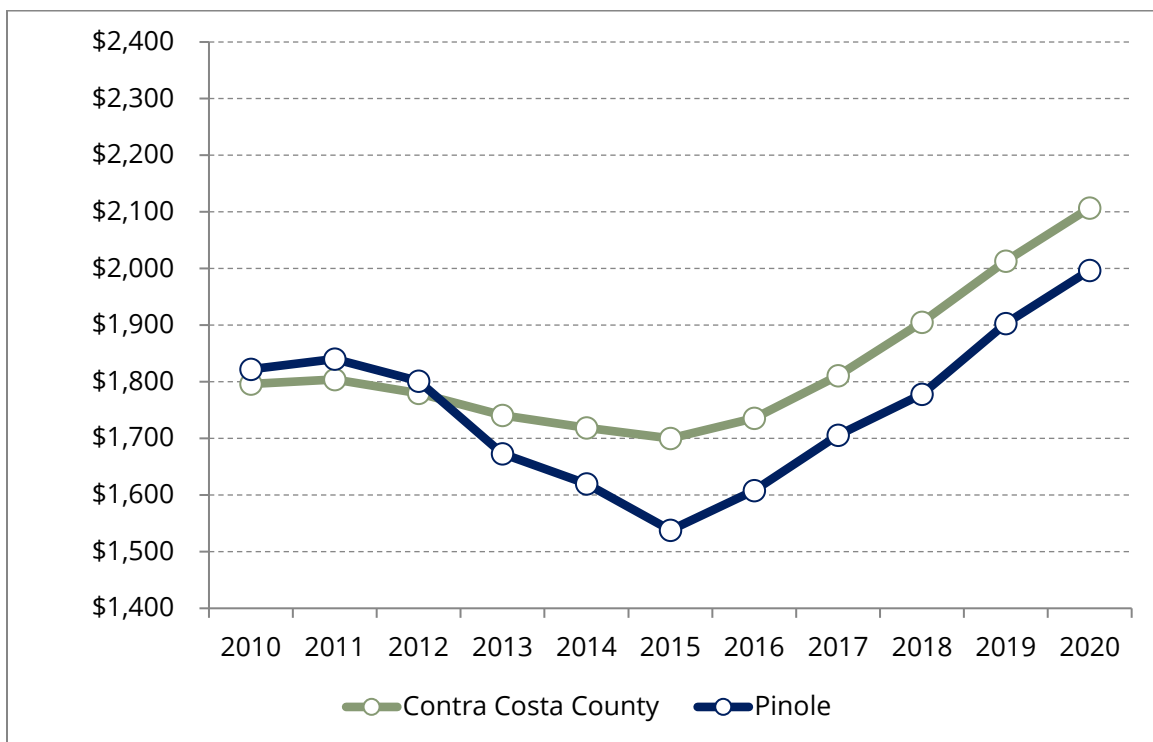
⁴ Assumes 10% down payment; 5.00% mortgage interest rate; taxes, insurance, PMI and HOA account for 35% of housing costs; and uses 2022 Contra Costa County Housing Authority utility allowances.

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Table 24: Median Monthly Rent, 2010–2020

Median Rental Prices	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
Pinole	\$1,822	\$1,840	\$1,801	\$1,673	\$1,620	\$1,538	\$1,608	\$1,706	\$1,778	\$1,903	\$1,997
Contra Costa County	\$1,796	\$1,804	\$1,780	\$1,741	\$1,719	\$1,700	\$1,736	\$1,811	\$1,905	\$2,013	\$2,107

Source: American Community Survey 5-Year Estimates, Table B25105.

Figure 7: Median Rental Prices, 2010–2020

Source: US Census Bureau, American Community Survey 5-Year Estimates, Table B25105.

Table 25 displays the affordable and fair market rents for low-income households in the Oakland-Fremont HUD Fair Market Rent Area, which includes Contra Costa County. Fair market rents are estimates of what a person moving today can expect to pay in gross rent (cost of shelter plus utilities) for a modestly priced rental home in a given area. The kind of home that can be rented for the fair market rent is in decent condition, but it is not luxury housing. The methodology used to calculate hourly wage and annual salary required to afford the fair market rents without spending greater than 30 percent of income on housing is provided by the National Low Income Housing Coalition.

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Table 25: Affordable and Fair Market Rent for Low-Income Households

Unit Size	Hourly Wage Required ³	Annual Salary Required ²	Fair Market Rent ¹
Studio	\$29.58	\$61,520	\$1,538
One Bedroom	\$35.65	\$74,160	\$1,854
Two Bedroom	\$43.73	\$90,960	\$2,274
Three Bedroom	\$57.81	\$120,240	\$3,006
Four Bedroom	\$68.81	\$143,120	\$3,578

Source: National Low Income Housing Coalition, Out of Reach 2021: California.

¹ HUD FY 2022 Fair Market Rent Documentation System for Oakland-Fremont, CA HUD Metro FMR Area. ² Multiply the FMR by 12 to get yearly rental cost. Then divide by .3 to determine the total annual income needed to afford the FMR without spending more than 30 percent of income on housing. ³ Hourly wage assumes working 40 hours per week and 52 weeks per year.

Vacancy Rates

Vacancy rates are indicators of housing supply and demand that reflect the degree of housing choice that is available. Higher vacancy rates can induce downward price pressure, while low vacancy rates can influence upward price pressures. Low vacancy rates usually indicate high demand and/or low supply conditions in the housing market. Vacancy rates that are too low can force prices up, making it more difficult for lower- and moderate-income households to find housing. For rental units, a 7 to 8 percent vacancy rate is considered “healthy,” and a vacancy rate of 2 to 3 percent is considered “healthy” for owner-occupied housing. In 2015, the vacancy rate in Pinole was 6.7 percent and decreased to 3.5 percent in 2020. Table 26 summarizes the number of occupied and vacant units in Pinole and Contra Costa County in 2015 and 2020.

Table 26: Occupancy Rates

Occupancy Status	Contra Costa County				Pinole			
	2015	%	2020	%	2015	%	2020	%
Occupied Housing Units	384,646	95.0%	407,029	96.1%	6,737	93.3%	6,860	96.5%
Vacant Housing Units	20,355	5.0%	16,313	3.9%	484	6.7%	246	3.5%
Total Housing Units	405,001	100%	423,342	100%	7,221	100%	7,106	100%

Source: US Census Bureau, American Community Survey 5-Year Data (2011-2015) and (2016-2020), Table B25002.

Overpayment and Overcrowding

Overpayment is defined as households paying more than 30 percent of their gross income on housing-related expenses, including rent or mortgage payments and utilities. Households paying greater than 30 percent of their gross income on housing-related expenses are considered to be cost burdened. Severe overpayment occurs when households pay 50 percent or more of their gross income for housing. Higher costs for housing may contribute to households having a limited ability to cover other everyday living expenses. The impact of

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housing costs is more apparent for extremely low-, very low-, and low-income households, especially renter households.

Table 27 categorizes renters based on the percent of household income spent on rent. According to 2020 ACS data, 40.9 percent of households spend more than 30 percent of their income on rent. Over 20 percent of households spend more than 50 percent on rent.

Table 27: Gross Rent as a Percentage of Household Income, 2020

Percent of Household Income	Number of Households	Percent of Households
Less than 10 percent	44	2.1%
10 to 14.9 percent	171	8.3%
15 to 19.9 percent	307	14.9%
20 to 24.9 percent	223	10.8%
25 to 29.9 percent	155	7.5%
30 to 34.9 percent	159	7.7%
35 to 39.9 percent	322	15.6%
40 to 49.9 percent	101	4.9%
50 percent or more	420	20.4%
Not computed	158	7.7%
Total	2,060	100.0%

Source: US Census Bureau, American Community Survey 5-Year Data (2016-2020), Table B25070.

Table 28 illustrates housing cost as a percentage of household income by tenure. It shows the number and percentage of households in Pinole and Contra Costa County that experience a cost burden and severe cost burden. According to 2014–2018 HUD CHAS data, in Pinole, 2,768 households (42 percent) experience some form of overpayment, with 849 households (13 percent) experiencing severe overpayment. This is a significant share of the community experiencing a housing cost burden and reflective of a larger regional issue. The County has an even larger share overpaying for housing; 52 percent of households experience some degree of overpayment, and 16 percent experience severe overpayment. Renters are disproportionately affected by overpayment in both Pinole and the County.

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Table 28: Overpayment by Income Level and Tenure, 2018

Household Income Range	All Households		Households with Housing Cost Burden			
	Number ⁵	%	Overpayment (>30% of income on rent)		Severe Overpayment (>50% of income on rent)	
Owner Households, Pinole						
<= 30% of HAMFI	295	4.4%	165	3.5%	155	3.3%
> 30% ≤ 50% of HAMFI	435	6.5%	230	4.9%	145	3.1%
> 50% ≤ 80% of HAMFI	510	7.6%	235	5.1%	135	2.9%
> 80% ≤ 100% of HAMFI	545	8.2%	164	3.5%	4	0.1%
> 100% of HAMFI	2,860	42.9%	155	3.3%	0	0.0%
Owner Subtotal	4,650	69.7%	949	20.4%	439	9.4%
Renter Households, Pinole						
<= 30% of HAMFI	260	3.9%	205	10.1%	165	8.2%
> 30% ≤ 50% of HAMFI	380	5.7%	310	15.3%	185	9.2%
> 50% ≤ 80% of HAMFI	315	4.7%	215	10.6%	50	2.5%
> 80% ≤ 100% of HAMFI	265	4.0%	160	7.9%	10	0.5%
> 100% of HAMFI	800	12.0%	80	4.0%	0	0.0%
Renter Subtotal	2,020	30.3%	970	48.0%	410	20.3%
Total (Owners & Renters)	6,670	100%	1,919	28.8%	849	12.7%
Owner Households, County						
<= 30% of HAMFI	16,810	4.3%	12,770	5.0%	10,425	4.0%
> 30% ≤ 50% of HAMFI	21,115	5.4%	13,195	5.1%	7,785	3.0%
> 50% ≤ 80% of HAMFI	26,450	6.7%	14,225	5.5%	5,860	2.3%
> 80% ≤ 100% of HAMFI	21,355	5.4%	8,770	3.4%	2,585	1.0%
> 100% of HAMFI	171,795	43.8%	25,585	9.9%	3,355	1.3%
Owner Subtotal	257,530	65.7%	74,545	28.9%	30,010	11.7%
Renter Households, County						
<=30% of HAMFI	31,625	8.1%	25,495	18.9%	21,515	16.0%
> 30% ≤ 50% of HAMFI	20,335	5.2%	17,070	12.7%	8,545	6.3%
> 50% ≤ 80% of HAMFI	18,655	4.8%	11,610	8.6%	2,415	1.8%
> 80% ≤ 100% of HAMFI	14,480	3.7%	5,680	4.2%	460	0.3%
> 100% of HAMFI	49,655	12.7%	5,200	3.9%	105	0.1%
Renter Subtotal	134,750	34.4%	65,055	48.3%	33,040	24.5%
Total (Owners & Renters)	392,280	100%	139,600	35.6%	63,050	16.1%

Source: 2014-2018 HUD CHAS data, Summary Level data for Contra Costa County and City of Pinole.

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An overcrowded housing unit is defined by the US Census Bureau as a housing unit occupied by more than one person per room (excluding bathrooms, kitchen, hallway, and closet space). Occupancy by more than 1.5 persons per room constitutes severe overcrowding. Overcrowding can affect public facilities and services, reduce the quality of the physical environment, and create conditions that contribute to deterioration of the housing stock. Additionally, overcrowding can indicate that a community does not have an adequate supply of affordable housing and/or variety of suitable housing units to meet the needs of the community.

Table 29 summarizes overcrowding in Pinole by tenure. Approximately 247 households, roughly 3.6 percent of households, in Pinole were experiencing overcrowding in 2020. This includes 173 owners and 74 renter households. Overall, Pinole has a lower percent of households that are overcrowded compared to the County (3.6 percent and 5.0 percent respectively).

Table 29: Overcrowding by Tenure

Persons per Room	Owners		Renters		Total	
	Overcrowded Households	% of Total	Overcrowded Households	% of Total	Overcrowded Households	% of Total
Pinole						
1.01 to 1.50	156	3.3%	66	3.2%	222	3.3%
>1.50	17	0.4%	8	0.4%	25	0.4%
Total Overcrowded	173	3.7%	74	3.6%	247	3.6%
Contra Costa County						
1.01 to 1.50	4,483	1.7%	9,001	6.8%	13,484	3.4%
>1.50	1469	0.6%	4,974	3.8%	6,443	1.6%
Total Overcrowded	5,952	2.2%	13,975	10.6%	19,927	5.0%

Source: US Census Bureau, American Community Survey 5-Year Data (2016-2020), Table B25014.

Preservation of Units at Risk of Conversion

Jurisdictions are required by state Housing Element Law to analyze government-assisted housing that is eligible to convert from low-income to market-rate housing over the next 10 years. State law identifies housing assistance as a rental subsidy, mortgage subsidy, or mortgage insurance to an assisted housing development. Government-assisted housing

⁵ Data presented in this table are based on special tabulations from sample Census data. The number of households in each category usually deviates slightly from the 100 percent total due to the need to extrapolate sample data out to total households. Interpretations of these data should focus on the proportion of households in need of assistance rather than on precise numbers.

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might convert to market-rate housing for a number of reasons, including expiring subsidies, mortgage repayments, or expiration of affordability restrictions.

Qualified Entities

Under Government Code Section 65863.11, owners of federally assisted projects must provide a “Notice of Opportunity to Submit an Offer to Purchase” to qualified entities that agree to preserve the long-term affordability if they should acquire at-risk projects at least one year before the sale or expiration of use restrictions. Qualified entities have first right of refusal for acquiring at-risk units. Qualified entities are nonprofit or for-profit organizations with the legal and managerial capacity to acquire and manage at-risk properties that agree to maintain the long-term affordability of projects. The following is a list of qualified entities from HCD for Contra Costa County and the surrounding area.

- ACLC Dewey Housing, Inc.
- Affordable Housing Associates
- Alameda County Allied Housing Program
- Anka Behavioral Health
- BRIDGE Housing Corporation
- Christian Church Homes
- Community Housing Development Corporation
- East Bay Asian Local Development Corporation
- East Bay Neighborhood Housing Services
- Eden Housing, Inc.
- Eskaton Properties, Inc.
- Foundation for Affordable Housing, Inc L + M Fund Management LLC
- Neighborhood Housing Services of the East Bay
- Northern California Land Trust, Inc.
- Pacific Community Services, Inc.
- Resources for Community Development
- ROEM Development Corporation
- Rubicon Programs, Inc.
- Rural California Housing Corporation
- Satellite Affordable Housing Associates

Inventory of At-Risk Units

There are no assisted units at risk of conversion in the City during the 6th Housing Element Cycle. There are 322 affordable housing units in Pinole that are subject to rent restrictions per covenants recorded on the property that the City monitors for compliance. The covenants on these properties expire between 2053 and 2099.

Currently, 37 rent-restricted housing units are at converting to market rate within 10 years of the beginning of the planning period (by 2033). Table 30 displays the units that will be converted during the next Cycle as well as units that were converted during the 5th Cycle.

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Table 30: Units at Risk of Conversion or Converted During the 5th Cycle, Pinole

Project	Affordable Units	Assisted Units	Type of Government Assistance	Expiration of Affordability
Converting During 6th Cycle				
Westmont of Pinole (formerly Pinole Senior Village) 2850 Estates Avenue	37 (as of 2022)	31 moderate income 6 very low income	RDA	2028
Subtotal	37	-	-	-
Converted During 5th Cycle				
885 Fifth Avenue	1	1 low income	RDA	2014
1965 San Pablo Avenue	1	1 low income	RDA	2014
1520 San Pablo Avenue	4	3 moderate income; 1 low income	RDA	2015
950 Appian Way	3	1 moderate income; 1 low income; 1 very low income	RDA	2015
2529 San Pablo Avenue	1	1 moderate income	RDA	2015
2548 San Pablo Avenue	4	4 moderate income	RDA	2017
815 San Pablo Avenue	2	2 moderate income	RDA	2017
2395 San Pablo Avenue (Pear Street Bistro)	4	3 moderate income; 1 very low income	RDA	2017
Bayside Apartments 530 Sunnyview Drive	93	71 moderate income 22 very low income	RDA	2020
Total	113	-	-	-

Source: City of Pinole, 2022. *These units are accessory dwelling units that are not required to be rented, but if they are rented must be below market rent (less than 120% of AMI).

Of these rent-restricted units, 37 are beds for seniors at Westmont of Pinole, which was formerly Pinole Senior Village. In 2018, the owner purchased the land from the City and the facility from Pinole Senior Village. At that time, a new affordable housing covenant was recorded on the property, which permitted the owner to reduce the number of very low-income beds by one each year. Moderate-income beds are phased out at a maximum rate of 6 per year through 2023 and 5 per year from 2024 to 2028. There were originally 65 rent-restricted beds. Ten were restricted to very low-income households earning 50 percent or less of the AMI. Fifty-five beds were restricted to moderate-income households (110 percent or less of AMI). Table 31 shows the rent-restricted unit reduction schedule. By December 31, 2028, no rent-restricted bed will be required to be maintained at this facility. The owner

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cannot raise the rent on any rent-restricted beds and may only reduce restricted beds by voluntary vacation of such bed by an eligible tenant.

Table 31: Westmont of Pinole Rent-Restricted Unit Reduction Schedule

Minimum Required Rent-Restricted Units by Year		
Income Level	Moderate Income	Very Low Income
2018	55	10
2019	49	9
2020	43	8
2021	37	7
2022	31	6
2023	25	5
2024	20	4
2025	15	3
2026	10	2
2027	5	1
2028	0	0

Source: Affordable Housing Covenant between Pinole Senior Living, L.P. and City of Pinole.

Replacement Costs

The California Tax Credit Allocation Committee's 2020 report provides estimates and data on the cost of building assisted units. It estimates that the average cost of an assisted unit in the State of California is \$439,827.⁶

Table 32 summarizes the estimated replacement costs per unit using construction cost estimates from the UC Berkeley Turner Center and average unit sizes in the City of Pinole from Apartment Finder. Combined, they provide an estimate for replacement costs by unit size specific to Pinole. It ranges from \$252,700 for a one-bedroom unit to \$421,420 for a three-bedroom unit. These replacement cost estimates are on the low end because construction costs are from 2018 and have been steadily rising and have not been adjusted for inflation.

⁶ California Tax Credit Allocation Committee, 2020 Annual Report. <https://www.treasurer.ca.gov/CTCAC/2020/annualreport/2020-TCAC.pdf>

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Table 32: Replacement Cost

Unit Size	Construction Cost per Square Foot ¹	Average Square Foot/ Unit ²	Replacement Cost per Unit
1 bedroom	\$380	665	\$252,700
2 bedroom	\$380	899	\$341,620
3 bedroom	\$380	1,109	\$421,420

Source: ¹UC Berkeley Terner Center, 2020, The Hard Costs of Construction: Recent Trends in Labor and Materials Costs for Apartment Buildings in California, 15. https://ternercenter.berkeley.edu/wp-content/uploads/2020/08/Hard_Construction_Costs_March_2020.pdf. ²ApartmentFinder.com, <https://www.apartmentfinder.com/California/Pinole-Apartments>, accessed March 25, 2022.

A variety of programs exist to assist cities to acquire, replace, or subsidize at-risk affordable housing units. The following summarizes financial resources available to the City of Pinole.

Federal Programs

Community Development Block Grant (CDBG) – CDBG funds are awarded to cities on a formula basis for housing activities. The primary objective of the CDBG program is the development of viable communities through the provision of decent housing, a suitable living environment, and economic opportunity for principally low- and moderate-income persons. CDBG funds can be used for housing acquisition, rehabilitation, economic development, and public services.

HOME Investment Partnership – HOME is a flexible grant program and funds are awarded on a formula basis for housing activities. HOME considers local market conditions, inadequate housing, poverty, and housing production costs. HOME funding is provided to jurisdictions to assist rental housing or homeownership through acquisition, construction, reconstruction, and/or rehabilitation of affordable housing.

Section 8 Housing Choice Voucher Rental Assistance Program – This program provides rental assistance payments to owners of private, market-rate units on behalf of very low-income tenants.

Section 811/202 Program – Nonprofit and consumer cooperatives can receive no-interest capital advances from HUD under the Section 202 program for the construction of very low-income rental housing for seniors and persons with disabilities. These funds can be used in conjunction with Section 811, which can be used to develop group homes, independent living facilities, and immediate care facilities. Eligible activities include acquisition, rehabilitation, new construction, and rental assistance.

State Programs

California Housing Finance Agency (CalHFA) Multifamily Programs – CalHFA's Multifamily Programs provide permanent financing for the acquisition, rehabilitation, and preservation or new construction of rental housing that includes affordable rents for low- and moderate-income families and individuals. One of the programs is the Preservation

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Acquisition Finance Program, which is designed to facilitate the acquisition of at-risk affordable housing developments and provide low-cost funding to preserve affordability.

Low-Income Housing Tax Credit (LIHTC) – This program provides tax credits to individuals and corporations that invest in low-income rental housing. The LIHTC program creates affordable housing opportunities when the developer of a project “sells” the tax credits to an investor(s) who contributes equity to the development in exchange for an ownership position in the project.

California Community Reinvestment Corporation – The California Community Reinvestment Corporation is a multifamily affordable housing lender whose mission is to increase the availability of affordable housing for low-income families, seniors, and residents with special needs by facilitating private capital flow from its investors for debt and equity to developers of affordable housing. Eligible activities include new construction, rehabilitation, and acquisition of properties.

Monitoring of Affordable Units

The City continually monitors the list of affordable housing units and their eligibility to convert to market-rate housing. Former RDA assets, and revenues generated from those assets, are maintained in a Low- and Moderate-Income Housing Asset Fund that continues to be used to administer and monitor compliance with affordable housing and loan agreements and provide for affordable housing development.

The City conducts annual compliance monitoring on over 300 affordable units to ensure property owners and management are complying with affordable income and rent restrictions required by City agreements. Properties are affordable to very low to moderate income households. The City expects to monitor over 400 affordable units as new affordable units are constructed over the next five years. The majority of affordable units are located in rental properties. The City monitors two ownership units to ensure the property owners continue living at their properties as their primary residence or sell their units to income qualified buyers. Program 17 is included to continue to monitor and preserve at-risk housing in the City.

Quantified Objectives

Housing Element law requires that cities establish a maximum number of units that can be converted over the planning period. During the planning period, zero rent-restricted housing units are at risk of being converted to market rate.

Special Housing Needs

Due to special needs or circumstances related to income, family or household characteristics, age, and disability, certain groups have historically had greater difficulties finding quality affordable housing. They also often have a higher prevalence of special

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circumstances leading to housing problems such as lower incomes, higher housing cost burdens, and overcrowding. State law therefore requires evaluation of housing needs of these groups, in particular senior households, single-parent households, persons with physical, mental and developmental disabilities, large households, farmworkers, and homeless individuals. Table 33 provides an overview of the presence of special needs populations within the City.

Table 33: Overview of Special Needs Groups, Pinole

Special Needs Group	# of People	% of Population
Persons with a Disability	2,389	12%
Persons Experiencing Homelessness	7	<1%
Farmworkers	29	<1%
Special Needs Group	# of Households	% of Households
Householders Age 65+	2,354	35%
Large Households	832	12%
Female-Headed Households	1,050	16%
Extremely Low-Income Households	555	8%

Source: US Census Bureau, American Community Survey 5-Year Data (2016-2020) and HUD CHAS Data (2014-2018).

Table 34 shows the services currently providing support to the special needs populations in Pinole.

Table 34: Inventory of Services for Special Needs Populations

Services/Programs	Details
Pinole Senior Center	Provides social, educational, recreational, health, nutritional, and consumer services and activities. Serves as a cooling center in extreme temperatures. Membership sponsorship program available for eligible seniors in need of financial assistance.
Pinole Grove Senior Apartments	Offers 70 affordable, one- and two-bedroom senior apartments with senior-targeted amenities.
Westmont of Pinole	Offers Independent Living, Assisted Living, and Memory Care services.
Visiting Angels Pinole	Offers comprehensive home care for seniors based on their individual needs and preferences in order to help older adults live in their own homes. Services include respite care, personal care, dementia care, companion care, home care services and palliative care.
St. Clare's Home for Seniors	Offers 12 senior living and assisted living units.
Tara Hills Care Home	Community care facility for the elderly
Granada Home Care I and II	Two 6-bed residential care facilities for seniors

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Services/Programs	Details
Cole Vocational Services Pinole	Offers structured, activity-based adult day programs that give individuals the chance to achieve goals, become independent and be active in the community.
Pathway to Choices	Provides independent living services, supported living services, adult day program, behavior management, and competency training to people with developmental disabilities.
811 San Pablo Affordable Housing	Approved 33-unit affordable housing project to low and very-low income households on City land.
Vista Woods Affordable Housing	Approved 179 unit affordable housing project for seniors

Source: City of Pinole.

Farmworkers

Traditionally, agricultural workers are defined as persons whose primary incomes are earned through permanent or seasonal agricultural labor. The 2016–2020 ACS found that 29 Pinole residents were employed in the agriculture, forestry, fishing and hunting, and mining industry. This is less than one percent of all employed individuals in the City over 16 years old.

Table 35 shows the 2017 estimates of farmworkers for Contra Costa County, as reported by the US Department of Agriculture's Census of Agriculture. As indicated, there were an estimated 1,310 farmworkers in the County working on 161 farms. The 2007 Census of Agriculture counted 1,873 farmworkers in the County. This yields a 30 percent decrease of farmworkers in the County from 2007 to 2017.

Table 35: Number of Farmworkers and Farms, Contra Costa County, 2017

Farm/Worker Type	Farmworkers	Farms
Farm Size		
Farms with less than 10 employees	343	126
Farms with 10 or more employees	967	35
Total	1,310	161
Length of Employment of Workers		
Workers working 150 days or more	450	-
Workers working less than 150 days	860	-

Source: 2017 Census of Agriculture, Table 7, Contra Costa County,
https://www.nass.usda.gov/Quick_Stats/CDQT/chapter/2/table/7/state/CA/county/013/year/2017.

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Large Households

State housing law defines large households as those consisting of five or more members. Large households are considered a special needs group because it may be difficult for these households to secure adequately sized, affordable housing. In order to balance affordable housing along with other financial responsibilities, large households tend to reside in smaller dwelling units, which may lead to overcrowding.

In 2020, approximately 12 percent (832) of Pinole's 6,792 households were considered large households. This is a similar proportion as seen countywide. Of those large households, 71 percent (588) lived in owner-occupied units, while 29 percent (244) lived in rental housing. Between 2010 and 2020, the percentage of households in the City that are large households remained unchanged as did the distribution between renters and homeowners of large households. In 2010, approximately 12 percent (833) of Pinole's 6,775 households were considered large households. Of those large households, 71 percent (595) lived in owner-occupied units, while 29 percent (238) lived in rental housing.

In Pinole, the proportion of large households that are owners (71 percent) is comparable to the general proportion of ownership households citywide. There is a higher proportion of large households owning their home compared to Contra Costa County (64 percent).

Table 36: Large Households by Tenure, 2020

Household Type (Size)	Owner-Occupied Households		Renter-Occupied Households		Total Households	
Pinole						
Five-person Household	373	73%	138	27%	511	8%
Six-person Household	157	65%	83	35%	240	4%
Seven-or-more-person Household	58	72%	23	28%	81	1%
Total Large Households	588	71%	244	29%	832	12%
Total of All Households	4,732	70%	2,060	30%	6,792	100%
Contra Costa County						
Five-person Household	19,568	65%	10,598	35%	30,166	8%
Six-person Household	7,423	65%	3,934	35%	11,357	3%
Seven-or-more-person Household	4,360	60%	2,880	40%	7,240	2%
Total Large Households	31,351	64%	17,412	36%	48,763	12%
Total of All Households	266,238	67%	132,061	33%	398,299	100%

Source: US Census Bureau, American Community Survey 5-Year Data (2016-2020), Table B25009.

Large households tend to have more difficulty purchasing housing due to the financial constraints of supporting a larger household and because there is limited housing stock of

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adequate size. Additionally, rental units with three or more bedrooms are not common, and large affordable rental units are even less common. This can lead to overcrowded housing conditions.

Table 37 provides a summary of housing problems experienced by large households in Pinole by tenure. As previously noted, the types of housing problems include overcrowding, overpayment (cost burden), and households lacking kitchen or plumbing facilities. CHAS 2014–2018 data indicates that 55 percent of large households experience at least one of the housing problems. Analyzing by tenure, 81 percent of large renter households and 43 percent of large owner households have at least one form of housing problem.

As of 2020, 27 percent of the City's housing stock has four or more bedrooms (refer to Table 18). This equates to 1,810 housing units with four or more bedrooms to serve the estimated 832 large households that require at least four bedrooms to avoid over-crowded conditions. However, these figures do not consider whether it is actually large households who occupy these housing units. One must also consider whether these housing units with four or more bedrooms are affordable to large households. Table 37 shows that 34 percent of large households experience a cost burden and 6 percent experience a severe cost burden. Large households that rent have over twice the rate of overpayment (52 percent) than large homeowner households (24 percent).

Table 37: Large Households by Housing Problems and Tenure, Pinole, 2018

Household Type	Large-Household Renters		Large-Household Owners		Total Large Households	
Total Households	270		580		850	
Large Households with Any Housing Problem ¹	81%	220	43%	250	55%	470
Large Households with Cost Burden (> 30%) ²	52%	125	24%	100	34%	225
Large Households with Severe Cost Burden (> 50%) ²	4%	10	7%	30	6%	40

Source: HUD Comprehensive Housing Affordability Strategy (CHAS), 2014-2018 data, Table 4 and Table 7.

Notes: Data presented in this table are based on special tabulations from sample Census data. The number of households in each category usually deviates slightly from the 100 percent total due to the need to extrapolate sample data out to total households. Interpretations of these data should focus on the proportion of households in need of assistance rather than on precise numbers.

¹The four housing problems are: incomplete kitchen facilities, incomplete plumbing facilities, more than 1 person per room, and cost burden greater than 30 percent.

²Cost burden occurs when housing costs exceed 30 percent of household income. For renters, housing cost is gross rent (contract rent plus utilities). For owners, housing cost is "select monthly owner costs," which includes mortgage payment, utilities, association fees, insurance, and real estate taxes. Severe cost burden occurs when housing costs exceed 50 percent of household income.

Female-Headed Households

Female-headed households who do not have a spouse present are a special needs group because they tend to experience comparatively low rates of homeownership, lower incomes,

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and high poverty rates. Female-headed households are often further characterized by whether they have children in the household. Table 38 shows the number of female-headed households by tenure and presence of children. In 2020, 15.5 percent of households in Pinole were female-headed households. This is higher than the County where female-headed households comprise 12.0 percent of all households. Female-headed households in Pinole have a higher rate of homeownership than those in the County (54 percent and 49 percent, respectively). However, female-headed households with children have lower homeownership rates than the County; only 9 percent of female-headed households with children own their home in Pinole compared to 15 percent in the County. Of the 1,050 female-headed households in Pinole, 300 had children under 18 and 750 had no children present.

Table 38: Female-Headed Households by Tenure in Pinole, 2020

Household Type	Owner- Occupied Households		Renter- Occupied Households		Total	% of Total Households
Total Households	4,732		2,060		6,792	
Female householder, no spouse present, <i>with</i> children under 18	93	2.0%	207	10.0%	300	4.4%
Female householder, no spouse present, <i>without</i> children	469	9.9%	281	13.6%	750	11.0%
Total Female-Headed Households	562	11.9%	488	23.7%	1,050	15.5%

Source: US Census Bureau, American Community Survey 5-Year Data (2016-2020), Table B25115.

In Pinole, only 1 percent of female-headed households (11 households) are below the poverty line. All of those 11 households have children under age 18 present. All female-headed households without children are above the poverty line. About 3 percent of all female-headed households with children under 18 are below the poverty line. This is significantly lower than the female-headed household poverty rate in Contra Costa County (17 percent for those female-headed households without children and 25 percent for those with children).⁷

⁷ US Census Bureau, American Community Survey 5-year Data (2016–2020), Table B17010.

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Table 39: Female-Headed Households by Poverty Status in Pinole, 2020

Household Type	Income Below Poverty Level		Income Above Poverty Level		Total	% of Total Households
Total Households	308		6,484		6,792	
Female householder, no spouse present, <i>with</i> children under 18	11	3.6%	1,039	16.0%	1,050	15.5%
Female householder, no spouse present, <i>without</i> children	159	51.6%	887	13.7%	1,046	15.4%
Total Female-Headed Households	170	55.2%	1,926	29.7%	2,096	30.9%

Source: US Census Bureau, American Community Survey 5-Year Data (2016-2020), Table B17017.

Homelessness

Data on homelessness in Contra Costa County is based on the 2022 Point-in-Time (PIT) information provided to HUD by the Richmond/Contra Costa County Continuums of Care (CoCs) in the application for CoC Homeless Assistance Programs. The PIT Count provides a count of sheltered and unsheltered homeless persons on a single night during the last ten days in January. A follow-up survey sampling of unsheltered and sheltered individuals is conducted two weeks following the count.

As shown in Table 40, Contra Costa County had an estimated homeless count of 2,295 persons (668 are sheltered and 1,627 unsheltered). Of these homeless, 319 people (13.9 percent) were in households with adults and children under 18.

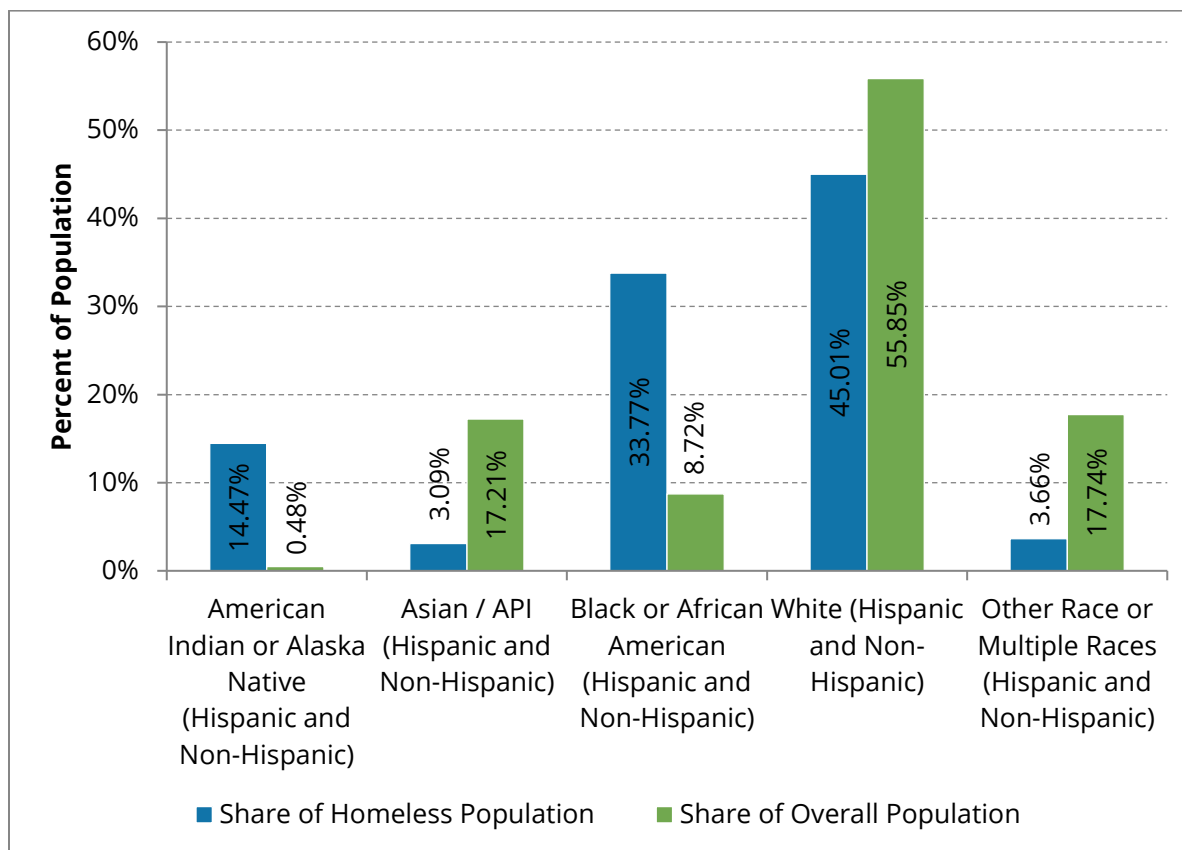
Table 40: Homelessness by Household Type and Shelter Status, Contra Costa County

Variable	People in Households Composed Solely of Children Under 18	People in Households with Adults and Children	People in Households without Children Under 18
Sheltered - Emergency Shelter	0	159	359
Sheltered - Transitional Housing	0	32	118
Unsheltered	0	128	1,499

Source: US Department of Housing and Urban Development, Continuum of Care Homeless Populations and Subpopulations Reports (2019)

Figure 8 analyzes the race of the homeless population and shows that the White population makes up the greatest share of the homeless population (45 percent) followed by Black people (34 percent). The Black or African American population and American Indian or Alaskan Native population are disproportionately affected by homelessness, as these groups make up a relatively large share of the homeless population despite making up a small share of the overall population.

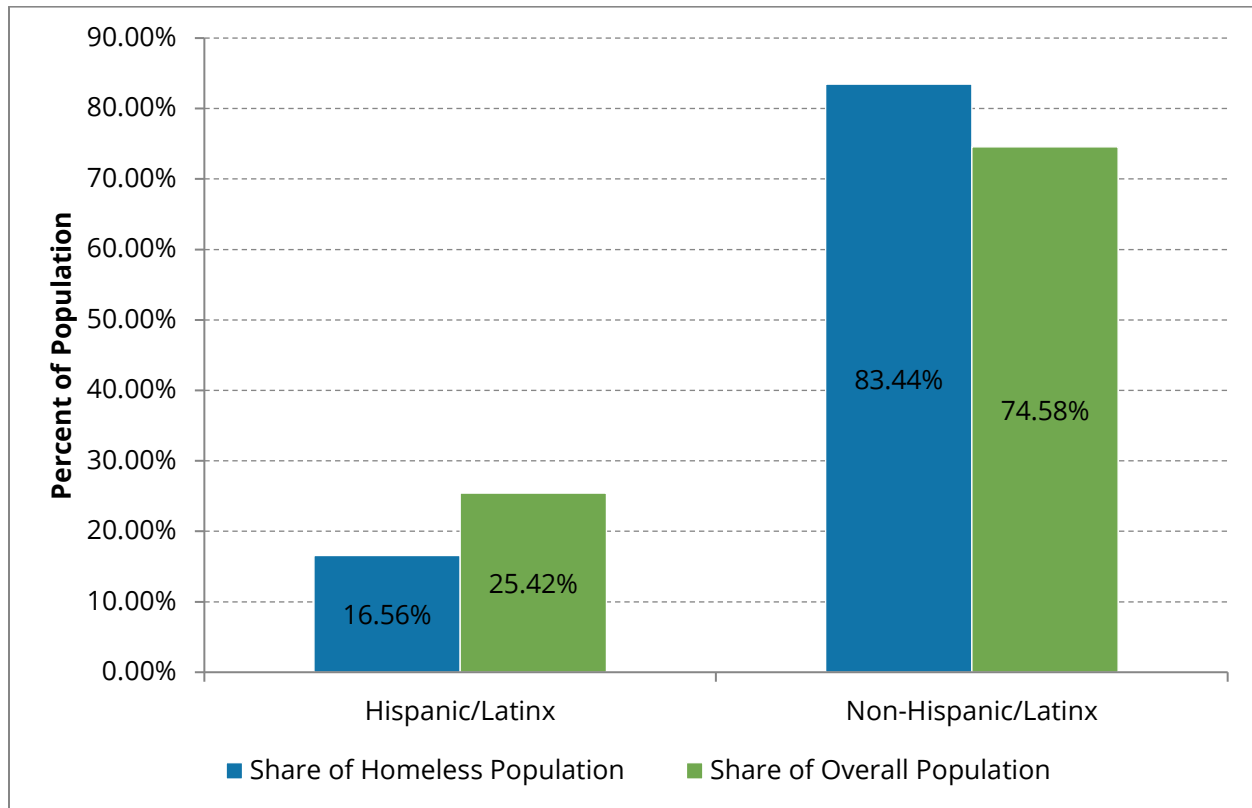
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Figure 8: Racial Group Share of General and Homeless, Contra Costa County, 2019

Source: US Department of Housing and Urban Development, Continuum of Care Homeless Populations and Subpopulations Reports (2019); US Census Bureau, American Community Survey 5-Year Data (2015-2019), Table B01001(A-I).

Figure 9 shows that 16.6 percent of the homeless population is Hispanic/Latinx.

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Figure 9: Latinx Share of Homeless Populations, Contra Costa County, 2019

Source: US Department of Housing and Urban Development, Continuum of Care Homeless Populations and Subpopulations Reports (2019); US Census Bureau, American Community Survey 5-Year Data (2015-2019), Table B01001(A-I).

Table 41 shows some of the unique challenges that persons experiencing homelessness in Contra Costa face. Of the 2,295 homeless persons counted, 22.6 percent suffer from severe mental illness, 21.5 percent contend with chronic substance abuse, 5 percent are veterans, 5 percent are victims of domestic violence, and 0.4 percent live with HIV/AIDS.

Table 41: Characteristics of Persons Experiencing Homelessness, Contra Costa County, 2019

Variable	Chronic Substance Abuse	HIV/AIDS	Severely Mentally Ill	Veterans	Victims of Domestic Violence
Sheltered - Emergency Shelter	86	4	128	25	28
Sheltered - Transitional Housing	31	1	27	14	6
Unsheltered	377	4	364	75	80
Percent of Total	21.5%	0.4%	22.6%	5.0%	5.0%

Source: US Department of Housing and Urban Development, Continuum of Care Homeless Populations and Subpopulations Reports (2019)

Notes: These challenges/characteristics are counted separately and are not mutually exclusive, as an individual may report more than one challenge/characteristic. These counts should not be summed.

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Table 42 shows a count of individuals that were identified as unsheltered in West Contra Costa County during the January 2022 Point In Time Count (PITC). Pinole had 53 unsheltered individuals, a significant increase from 3 in 2019. West Contra Costa County saw a large increase in the unsheltered population from 510 in 2019 to 877 in 2022.

Table 42: Homeless Population—Unsheltered Individuals in West Contra Costa County

Homeless Population	2019 Unsheltered Population	2022 Unsheltered Population
Pinole	3	53
Crockett	12	6
El Cerrito	8	31
El Sobrante	16	13
Hercules	1	0
North Richmond	38	31
Richmond	333	632
Rodeo	41	27
San Pablo	58	84
West County Total	510	877

Source: Contra Costa Health Services. 2022 Homeless Point-In-Time Count and Survey.

According to California Department of Education Enrollment Data shown in Table 43, over the 2019-2020 academic year, 2,209 students in Contra Costa County experienced homelessness, and 99 of those students were in Pinole. The California Department of Education considers students to be homeless if they are unsheltered, living in temporary shelters for people experiencing homelessness, living in hotels/motels, or temporarily doubled up and sharing the housing of other persons due to the loss of housing or economic hardship. Student homelessness increased in Pinole between the 2018-19 and 2019-20 academic years by 15 students (18 percent) despite having decreased countywide by 365 students (14 percent) over the same period.

Table 43: Students in Local Public Schools Experiencing Homelessness

Geography	2016-17	2017-18	2018-19	2019-20
Pinole	68	84	84	99
Contra Costa County	2,116	2,081	2,574	2,209
Bay Area	14,990	15,142	15,427	13,718

Source: California Department of Education, California Longitudinal Pupil Achievement Data System, Cumulative Enrollment Data (Academic Years 2016-2017, 2017-2018, 2018-2019, 2019-2020).

Notes: Totals reflect the number of unduplicated primary and short-term enrollments within the academic year (July 1 to June 30) in public schools. The data used for this table was obtained at the school site level, matched to a file containing school locations, geocoded and assigned to jurisdiction, and finally summarized by geography.

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Resources

There are a number of regional programs available in close proximity to Pinole to assist persons experiencing homelessness. To help meet the special needs of the homeless, the Contra Costa Crisis Center operates a 24-hour homeless hotline that connects homeless individuals and families to resources available in the County. Through the center, homeless persons are given emergency motel vouchers, provided free voicemail boxes, and referred to local service programs, including housing assistance, job training, substance abuse treatment, counseling, and emergency food, health care, and other vital services.

Table 44 lists facilities with various programs designed for people experiencing homelessness.

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Table 44: County Homeless Facilities

Agency Name	Program Name
Interim Housing (Emergency Shelters)	
Bay Area Community Services	Don Brown Shelter
Bay Area Rescue Mission	Men's Emergency Shelter
Bay Area Rescue Mission	Women and Families Shelter
Berkeley Food and Housing Project	Central County Warming Center
Contra Costa Health Services Homeless Program	Brookside Adult Interim Housing
Contra Costa Health Services Homeless Program	Brookside Adult Interim Housing for Veterans
Contra Costa Health Services Homeless Program	Calli House Youth Shelter
Contra Costa Health Services Homeless Program	Concord Adult Interim Housing
Contra Costa Health Services Homeless Program	Philip Dorn Respite Center
Contra Costa Health Services Homeless Program	Philip Dorn Respite Center for Veterans
Greater Richmond Interfaith Program	Emergency Shelter
Greater Richmond Interfaith Program	West County Warming Center
Interfaith Council of Contra Costa	Winter Nights Shelter
SHELTER, Inc.	Mountain View House
STAND for Families Against Violence	Emergency Shelter
Trinity Center	Trinity Winter Shelter
Transitional Housing	
Bay Area Rescue Mission	Men's Transitional Housing Program
Bay Area Rescue Mission	Women & Family Transitional Housing
Bi-Bett Corporation	Uilkema House
Contra Costa Health Services Homeless Program	Appian House: Youth
Contra Costa Health Services Homeless Program	Pomona Apartments
SHELTER, Inc.	Casa Verde
STAND	STAND for Families Against Violence
STAND	STAND Transitional Housing

Source: Contra Costa Health Services: Health, Housing, and Homeless Services Division, Annual Point-in-Time Count Report, August 2020, Appendix A.

The City will continue to prioritize its limited resources to support affordable housing solutions affordable to those with extremely low, very low, and low incomes, particularly those who may experience homelessness or are at risk of losing access to permanent housing.

Emergency shelters are defined by the California Health and Safety Code Section 50801 as “housing with minimal supportive services for homeless persons that is limited to occupancy of six months or less by a homeless person. No individual or household may be denied

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emergency shelter because of an inability to pay.” The City Zoning Ordinance allows the development of emergency shelters by right in the Office Industrial Mixed Use zone.

Persons with Disabilities

People living with disabilities may have a wide range of housing needs, depending on the type and severity of their disability. Housing affordability is a major concern for individuals with disabilities, particularly for those whose disability impacts their income earning potential. Design accommodations to navigate within the home and to/from the residence are another challenge for persons with disabilities. Access often requires specially designed dwelling units that include features such as wider doorways, ramps in place of stairs, and elevators for units with multiple stories. These modifications have the potential to be expensive and are not usually found in older dwelling units. Ongoing enforcement of the City's Building Code ensures that new construction will be accessible to disabled persons, though all units may not have all the features needed by specific individuals. Additionally, housing with adequate access to public facilities and public transit are important for this special needs group.

The US Census Bureau categorizes disabilities as follows:

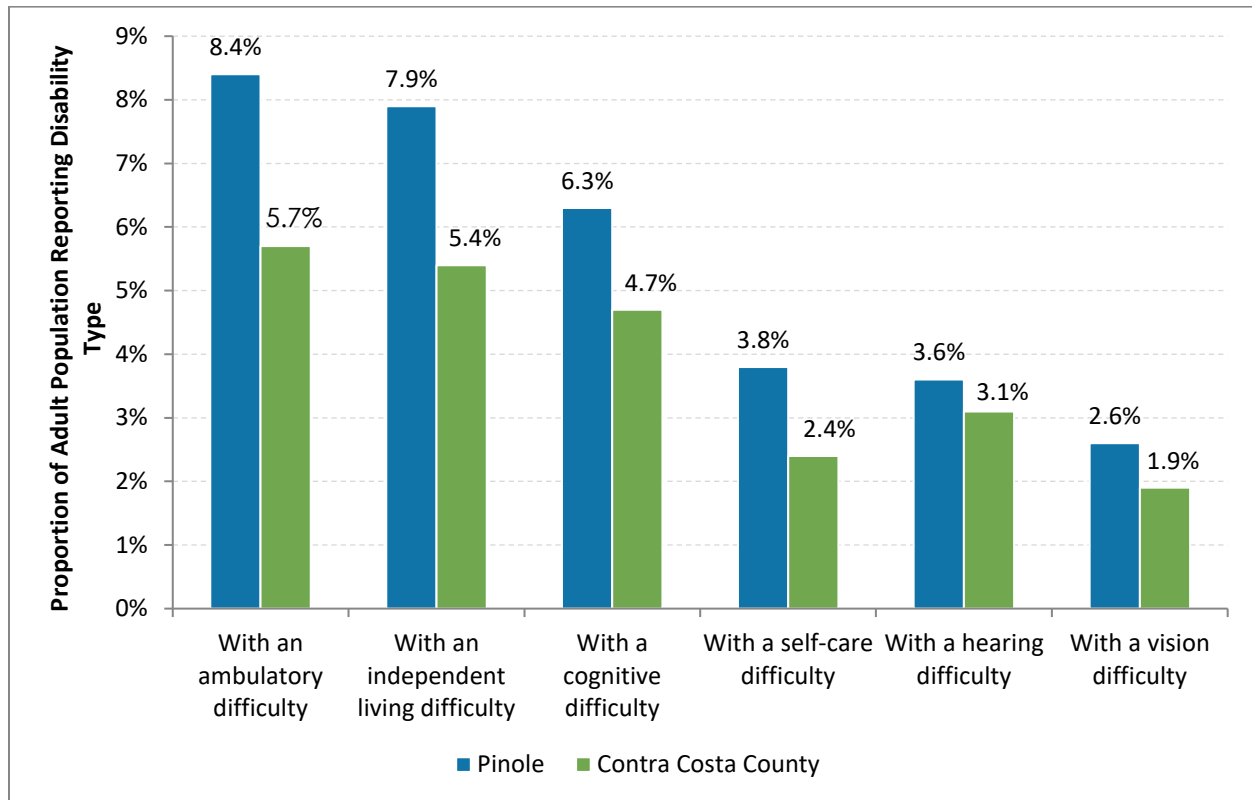
- Hearing difficulty: deaf or has serious difficulty hearing
- Vision difficulty: blind or has serious difficulty seeing even with glasses
- Cognitive difficulty: has serious difficulty concentrating, remembering, or making decisions
- Ambulatory difficulty: has serious difficulty walking or climbing stairs
- Self-care difficulty: has difficulty dressing or bathing
- Independent living difficulty: has difficulty doing errands alone, such as visiting a doctor's office or shopping

Based on the 2016-2020 American Community Survey, there are 2,389 individuals, or 12.4 percent of the population, living with at least one form of disability in Pinole. This is slightly higher than the County where 11.2 percent of the population has a disability.⁸ Further information about the type of disabilities residents experience and how it compares to Contra Costa County is illustrated in Figure 10.

⁸ Source: US Census Bureau, American Community Survey 5-Year Data (2016-2020), Table C18108.

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Figure 10: Disability by Type



Source: US Census Bureau, American Community Survey 5-Year Data (2016-2020), Table S1810.

Notes: These disabilities are counted separately and are not mutually exclusive, as an individual may report more than one disability. These counts should not be summed.

Compared to the County, Pinole has a larger share of the population experiencing each type of disability. Ambulatory and independent living disabilities are the most prevalent, at 8.4 percent and 7.9 percent, respectively, see Figure 10.

Table 45 shows the elderly population in the City and County and their disability status. In Pinole, 8 percent of people aged 65 and above have one type of disability and 16 percent have two or more disabilities. Twenty-five percent of the elderly population in Pinole experiences at least one type of disability, which is lower than the County's 31 percent. However, the rate of elderly persons experiencing a disability is twice that of the citywide disability rate of 12.4 percent.

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Table 45: Elderly People with Disabilities

Disability Status	# of Elderly People with a Disability	% of People Age 65+ (total 4,169)	# of Elderly People with a Disability	% of People Age 65+ (total 178,981)
	Pinole		Contra Costa County	
1 type of disability	354	8%	24,799	14%
2+ types of disability	680	16%	31,425	18%
Total Elderly with a Disability	1,034	25%	56,224	31%

Source: US Census Bureau, American Community Survey 5-Year Data (2016-2020), Table C18108.

Persons with Development Disabilities

A subgroup of disabled residents is those who are developmentally disabled. Many developmentally disabled persons are able to live and work independently. However, more severely disabled individuals require a group living environment with supervision, or an institutional environment with medical attention and physical therapy. Because developmental disabilities exist before adulthood, the first housing issue for the developmentally disabled is the transition from living with a parent/guardian as a child to an appropriate level of independence as an adult. In Pinole, an estimated 146 individuals have a developmental disability, of which 81 individuals (55 percent) are under age 18.⁹

The California Department of Developmental Services (DDS) currently provides community-based services through 21 community-based nonprofit corporations known as regional centers. The regional centers serve as a local resource to help find and access services and support available to individuals and families once eligibility is determined. The Regional Center of the East Bay provides service to developmentally disabled individuals throughout Contra Costa and Alameda counties. According to the California Department of Developmental Services, as of December 2019, the Regional Center of the East Bay served 21,009 residents with developmental disabilities in the region. Table 46 displays the breakdown of type of developmental disabilities served at the Regional Center. The largest populations served are those with an intellectual disability (43 percent) followed by autism (40 percent).

⁹ California Department of Developmental Services, Consumer Count by California ZIP Code and Age Group (2020), as referenced in ABAG 2023-2031 Housing Element Data Package, Table DISAB-04.)

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Table 46: Developmental Disability by Type, 2019

Regional Center of the East Bay		
Developmental Disability	Individuals	Percent
Autism	8,459	40%
Cerebral Palsy	2,426	12%
Epilepsy	2,368	11%
Intellectual Disability	9,127	43%
Other	3,367	16%
Total*	21,009	N/A

Source: California Department of Developmental Service (December 2019), Consumers by Diagnosis and Regional Center.

*People may have more than one type of disability, so individual disability categories will not sum to total.

A number of housing types are appropriate for people living with a developmental disability, including rent-subsidized homes, licensed single-family homes, and homes available through the Housing Choice Voucher program, Program 20. The design of housing accessibility modifications, the proximity to services and transit, and the availability of group living opportunities represent some of the considerations that are important in serving this group. Incorporating barrier-free designs in all new multifamily housing, as required by California and federal fair housing laws, along with affordability, is especially important in housing for disabled residents.

Elderly Persons

The US Census defines persons 65 years of age and older as elderly. Pinole's elderly population has special housing needs associated with affordability, maintenance, and upkeep of their homes, as well as physical access. Elderly persons are more likely to have fixed incomes and have a substantial portion of their financial resources in non-liquid assets, such as property. They often spend a higher percentage of their income on food, housing, medical care, and personal care comparative to non-elderly persons. Elderly persons may have special needs related to housing location and construction. Because of limited mobility, elderly persons typically need closer access to medical services, shopping, public transit, and other amenities. In terms of housing construction, elderly persons may need ramps, handrails, elevators, lower cabinets and counters, and special security devices to allow for greater self-protection. In addition, the elderly may require assistance with housekeeping, maintenance, and repairs to remain in their own homes for as long as possible. Special consideration should be given for recreational and social amenities for the elderly.

As shown in Table 47, an estimated 22 percent of the City's population (4,174 persons) was at least 65 years old in 2020. The percentage of the population that is elderly has steadily been increasing since 1990. Between 2010 and 2020, 1,326 additional people fit the definition of elderly. Table 6 provides a more detailed breakdown of population growth by specific age categories, revealing that the largest percentage increase in population belonged to the 65-74 age group (78.3 percent increase or 1,219 individuals).

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Table 47: Elderly Population, 1990–2020

	1990	2000	2010	2020
65 years and over	1,723	2,456	2,848	4,174
Total Population	17,460	19,039	18,390	19,343
Percent of Total	10%	13%	15%	22%

Source: US Census Bureau, Decennial Census (1990-2010). American Community Survey 5-Year Data (2016-2020), Table DP05.

According to the 2020 US Census data shown in Table 48, 35 percent of Pinole’s households are headed by one person aged 65 or over. This is higher than the 26 percent of Contra Costa County households.

Table 48: Householders by Age

Householder Age	Pinole		Contra Costa County	
	Households	Percent	Households	Percent
15-24 years	54	0.8%	6,634	1.7%
25-34 years	2,003	29.5%	121,924	30.6%
35-64 years	2,381	35.1%	165,541	41.6%
65-74 years	1,424	21.0%	59,638	15.0%
75-84 years	635	9.3%	30,479	7.7%
85+ years	295	4.3%	14,083	3.5%
Total	6,792	100%	398,299	100%

Source: US Census Bureau, American Community Survey 5-Year Data (2016-2020), Table B25007.

As indicated in Table 49, the 2020 median household income for Pinole households with a householder aged 65 and older was \$85,556, which is 14 percent higher than in Contra Costa County, at \$75,172. The median income for all households regardless of age is \$104,904 citywide and \$103,997 countywide (a difference of less than 1 percent). The median income of the elderly population in Pinole is approximately \$19,500 less (18 percent lower) than the median income citywide. The lower incomes of the elderly may partially be explained by the fact that elderly populations often live on a fixed income; tend to have a significant portion of their net worth tied up in non-liquid assets, such as property; and have a higher incidence of disability (see Table 45), which may affect earning potential.

Table 49: Median Household Income for Elderly Households (65+ Years)

Householder Age	Pinole Median Income	Contra Costa County Median Income
65 Years and Older	\$85,556	\$75,172
All Households	\$104,904	\$103,997

Source: US Census Bureau, American Community Survey 5-Year Data (2016-2020), Table S1903.

Based on HUD’s 2014-2018 data CHAS data shown in Table 50, 39 percent of elderly households in Pinole are low income (below 80 percent of the area median family income). Contra Costa County was nearly the same at 40 percent. According to 2020 US Census

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information, approximately 3 percent of Pinole's seniors fell below the poverty line, compared to 3.7 percent citywide.¹⁰

Table 50: Income Distribution, Elderly Households (62+ Years)¹

Income	Pinole		Contra Costa County	
	Number	%	Number	%
HUD Area Median Family Income (HAMFI)				
<= 30% of HAMFI	310	10%	19,620	14%
> 30% - 50% of HAMFI	460	15%	18,185	13%
> 50% - 80% of HAMFI	440	14%	18,605	13%
> 80% - 100% of HAMFI	405	13%	13,530	10%
> 100% of HAMFI	1470	48%	72,225	51%
Total	3,085	100%	142,165	100%

Source: US Department of Housing and Urban Development (HUD, Comprehensive Housing Affordability Strategy (CHAS) data (2014-2018), Table 5.

¹ HUD defines "elderly" as people aged 62 and up. However, the US Census Bureau defines "elderly" as people aged 65 and older.

Table 51 summarizes the housing problems experienced by elderly households in Pinole. According to the 2014-2018 CHAS data, 31.6 percent of all elderly households experience some type of housing problem. This includes 48.7 percent of renters and 27.5 percent of owners. For households with at least one person 62 years and older, 81 percent resided in owner-occupied units and 19 percent resided in renter-occupied units.¹¹

Table 51: Elderly Households by Housing Problems and Tenure, 2018

Housing Problem Type	Elderly Owners		Elderly Renters		Total Elderly	
% of Elderly with any Housing Problem ¹	27.5%		48.7%		31.6%	
% of Elderly with Cost Burden (> 30%) ²	26.0%		42.9%		29.2%	
% of Elderly with Severe Cost Burden (>50%) ²	14.1%		32.1%		17.6%	
All Elderly Households	2,490	80.7%	595	19.3%	3,085	100%

Source: 2014-2018 HUD CHAS data, Table 5 and Table 7.

¹ The four housing problems are: incomplete kitchen facilities, incomplete plumbing facilities, more than 1 person per room, and cost burden greater than 30 percent.

² Cost burden occurs when housing costs exceed 30 percent of household income. For renters, housing cost is gross rent (contract rent plus utilities). For owners, housing cost is "select monthly owner costs", which includes mortgage payment, utilities, association fees, insurance, and real estate taxes. Severe cost burden occurs when housing costs exceed 50 percent of household income.

The increasing number of elderly persons in the population is creating more demand for affordable, accessible, and low-maintenance housing. As residents age, they may desire alternatives to single-family units, opting for smaller multifamily units or assisted care living.

¹⁰ US Census Bureau, American Community Survey 5-year Data (2016–2020), Table S1701.

¹¹ HUD CHAS Data (2014-2018), Table 5.

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Another option for seniors looking to downsize is accessory dwelling units, which could house seniors or their caregivers. Based on the demographic trends, the need for senior housing is considered a high priority.

Pinole Grove Senior Apartments at 800 John Street offers 70 affordable, one- and two-bedroom senior apartments. Amenities include a community room, a landscaped courtyard, a library, and a hair salon. Units must be occupied by at least one resident who is at least 62 year of age or older. A minimum of 28 units are rent restricted to very low-income households (50 percent of AMI), and 41 units are restricted for moderate-income households (120 percent of AMI).

Westmont of Pinole (formerly Pinole Senior Village) provides independent living, assisted living, and memory care options for seniors. As of 2022, 31 moderate-income and 6 very low-income beds are required to be maintained. In 2018, as a condition of the sale of the property, a covenant was recorded that allowed the owner to reduce the rent restricted units according to the schedule in Table 31. By 2028, there will not be any rent-restricted bed requirements at this facility. The owner cannot raise the rent on any rent-restricted beds and may only reduce restricted beds by voluntary vacation of such bed by an eligible tenant.

The Pinole Senior Center provides social, educational, recreational, health, nutritional, and consumer services and activities to more than 1,000 yearly participants. The Senior Center (2500 Charles Avenue) can be set up to serve as a cooling center during extreme heat events. Per City guidelines, the Senior Center will be opened as a cooling center if the National Weather Service forecasts that Pinole will experience two consecutive days with high temperatures of 95 degrees or more and necessary staff is available. A need-based, no-cost annual membership is available to eligible seniors and is funded by donations from community members.

The City will address the needs of the elderly population through policies and programs that address affordability and special design guidelines for the elderly through Program 9 which includes participation in regional assistance programs, an aging in place low or no-cost building permit, and waiving park impact fees for developments with affordable senior units.

Extremely Low-Income Households

HUD defines extremely low-income households as those with income less than 30 percent of the HUD area median family income (HAMFI). Table 52 summarizes the housing problems experienced by extremely low-income households in Pinole. According to the 2014–2018 CHAS data provided by HUD, there are 555 extremely low-income households in Pinole, which represents about 8.3 percent of all households in the City. In 2018, 8.3 percent of Pinole households were in the extremely low-income category, which is a very slight decrease from 8.6 percent in 2013. Extremely low-income households comprise a smaller share of all households in Pinole compared to the County (12.3 percent of Contra Costa County households). About 47 percent of the extremely low-income households rented their dwelling units; 53 percent owned their dwelling.

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Table 52: Extremely Low-Income Households with Housing Problems, 2018

	Extremely Low-Income Renter-Occupied	Extremely Low-Income Owner-Occupied	Extremely Low-Income Total Households
Households with Income < 30% of HAMFI	260	295	555
with any Housing Problem ¹	220	165	385
with Cost Burden (> 30%) ²	205	165	370
with Severe Cost Burden (>50%) ²	165	155	320

Source: HUD Comprehensive Housing Affordability Strategy (CHAS) Data, 2014-2018, Summary Level Data for Pinole.

1. The four housing problems are: incomplete kitchen facilities, incomplete plumbing facilities, more than 1 person per room, and cost burden greater than 30 percent.

2. Cost burden occurs when housing costs exceed 30 percent of household income. For renters, housing cost is gross rent (contract rent plus utilities). For owners, housing cost is "select monthly owner costs," which includes mortgage payment, utilities, association fees, insurance, and real estate taxes. Severe cost burden occurs when housing costs exceed 50 percent of household income.

About one-third of all households in Pinole experienced at least one housing problem. Of the extremely low-income households in Pinole, 69.4 percent experienced at least one type of housing problem, with renters higher at 84.6 percent and owners at 55.9 percent. Housing problems for extremely low-income households are a regional issue, and Pinole fares better than the County overall, which has a rate of 80.1 percent. Based on 2018 HUD CHAS data, an estimated 40 extremely low-income households in Pinole lack complete plumbing or kitchen facilities.¹² However, many of these households may live in units without complete kitchens, but who received provided meals. ACS 2018 data show 84 housing units lacking complete kitchen facilities, but 75 of those had meals included in rent (only 9 housing units are without a kitchen and without meals provided.)¹³

Extremely Low-Income Households and Overpayment

About 66.7 percent of extremely low-income households were paying more than 30 percent of their income on housing costs, regardless of tenure type. About 55.9 percent of extremely low-income homeowners and 78.8 percent of renters are overpaying. There was also a high rate of households suffering from a severe cost burden (paying more than 50 percent of their incomes on housing). This was the case for about 57.7 percent of all extremely low-income households (52.5 percent for extremely low-income owners and 63.5 percent of extremely low-income renters). All these characteristics occurred at a much higher rate among extremely low-income households than in the City as a whole. At least 28.7 percent of all households in Pinole were overpaying, and 12.7 percent were severely overpaying. The

¹² HUD CHAS Data (2014-2018), Table 3.

¹³ US Census Bureau, American Community Survey 5-year Data (2014-2018), Table B25054.

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County's extremely low-income households experience a cost burden at a rate of 79 percent and an extreme cost burden at a rate of 65.9 percent.

Extremely Low-Income Households and Overcrowding

In addition to the overpayment problems mentioned above, Pinole's extremely low-income households have an overcrowding problem, though it is not as widespread as the overpayment problem. Overcrowding is defined as more than 1.0 occupant per room (excluding kitchens, bathrooms, and garages). According to 2014-2018 HUD estimates in Table 30, 421 households out of all households in Pinole (regardless of income level or tenure) were living in overcrowded conditions, which represents about 6.3 percent of the total 6,670 households in the City. Examining only the 555 extremely low-income households in the City, 7.0 percent (39 households) experience overcrowding. Overcrowding only affected the extremely low-income renters even though 53.2 percent of extremely low-income households are owner occupied. The rate of severe overcrowding among extremely low-income renters is over four times higher in Pinole than it is countywide (13.5 percent in the City and 3.0 percent in the County.) Extremely low-income renters in Pinole are disproportionately affected by overcrowded living conditions. This indicates a need for larger affordable rental units.

Pinole households with incomes less than 30 percent of the AMI are significantly more affected by housing problems than other income groups. The needs of extremely low-income households include housing units designed for transient/homeless populations, multifamily rental housing, factory-built housing, mobile homes, supportive housing, single-room occupancy units, and workforce housing.

Summary of Housing Needs

Pinole's overarching housing needs include addressing high housing costs; accommodating demographic age shifts; diversifying the housing stock; and giving consideration to these special needs groups:

- Elderly (35% of households)
- People with disabilities (12% of population)
 - Ambulatory disabilities (8.4% of adults)
 - Independent living disabilities (7.9% of adults)
- Large households (12% of households)
- Extremely low-income households (8.3% of households)

High Housing Costs

High housing costs in Pinole are representative of a regional and statewide issue. Home values have increased steadily since 2012. The median rental price has increased 30 percent

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since 2015 (see Table 24). In Pinole, 2,768 households (42 percent) experience some form of overpayment, with 849 households (13 percent) experiencing severe overpayment. Overpayment is especially problematic for extremely low-income households, 66.7 of whom experience housing cost burden and 57.7 percent experience a severe cost burden. A high rate of overcrowding is seen among extremely low-income renters (15 percent of these households are overcrowded and 13.5 percent are severely overcrowded). Renters earning 50-80% of the HUD AMI are another group with high overcrowding (19 percent of these households are overcrowded).

Demographic Age Shifts

Planning for an aging population is of utmost importance. In 2020, 22 percent of Pinole's population was 65 years old or older (see Table 6). About 35 percent of households are headed by a resident over 65 years old (see Table 48). Housing to accommodate seniors may take the form of age-restricted developments, smaller units, multifamily housing, ADUs, and housing with increased support services and proximity to healthcare. Universal design practices should be implemented with new construction, given that a high proportion of elderly persons experience some form of disability, particularly ambulatory disabilities. Affordability should be prioritized. The median income for elderly in Pinole is \$19,500 less (18 percent lower) than the median income citywide. About 39 percent of elderly households are low income and 30 percent of households moved into their home prior to 1989 (30 years ago). This suggests a need for low-income housing repair assistance to help seniors in aging housing stock retrofit to age in place. Program 8 includes a fee waiver that would provide low or no-cost building permits to age-qualified, ELI households, and disabled households to make improvements to their home for universal design.

Another age group to plan for is the 25-34 year age group. This group had the largest population increase out of all age groups between 2010 and 2020 and now comprises 18 percent of the population (see Table 6). About 30 percent of households have householders aged 25-34 (see Table 48). This group would benefit from having a greater supply of smaller housing units, multifamily housing, ADUs, more affordable rental units, and housing designed for the first-time homebuyer. Because this age group has a higher propensity to start families, a portion of housing production for this demographic should set aside larger units as well.

The under age 14 population in Pinole declined by 28 percent between 2000 and 2020. The 0-4-year age group decreased 19.8 percent and the 5-14 age group decreased by 31.2 percent over that time. Although the rate of decline of the population under age 14 tempered between 2010 and 2020 to just 6 percent, these long-range trends are markedly different than the County trends. In the County, the 0-4 year age group decreased by 0.1 percent and the 5-14 age group increased by 1.3 percent between 2000 and 2020. Average household size and average family size have decreased in Pinole since 2010 despite having increased in the County. These shifting demographics may indicate that as families grow, they are priced out of the housing market, or Pinole families are choosing to have fewer children, or a

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combination of both. To plan for an inclusive community that includes families with children, the City may consider emphasizing family-friendly housing practices. This could take many forms including affordable-by-design multifamily housing, rent-restricted units for a variety of income levels, and ensuring a portion of new rental housing has larger, multi-bedroom units.

Special Needs Groups

In addition to the special needs of elderly and extremely low-income households mentioned above, people with disabilities and large households are other special needs groups that make up a considerable share of the population and/or households. People with disabilities make up 12.4% of population—with ambulatory (8.4%) and independent living (7.9%) disabilities being the most prevalent—and have very similar housing needs as elderly persons.

Large households (those with 5 or more people) make up 12 percent of all households in Pinole. Over a third (34 percent) of large households experience a cost burden. Pinole has a slightly higher proportion of 5-or-more-person households than the state or County. These factors suggest a need for larger units. Table 37 shows that 34 percent of large households experience a cost burden and 6 percent experience a severe cost burden. Large households that rent have over twice the rate of overpayment (52 percent) than large homeowner households (24 percent).

Diversifying Housing Stock

About 70 percent of Pinole's housing stock is single-family homes, and 70 percent of housing units are owner-occupied. Introducing a variety of housing building types and more rental housing opportunities would facilitate a more inclusive community. Examples include age-restricted developments, smaller affordable-by-design units, multifamily housing, ADUs, universal design practices to accommodate those with disabilities, and housing with increased support services.

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Constraints on Housing

The provision of adequate and affordable housing opportunities is an important goal of the City. However, a variety of factors can constrain the development, maintenance, and improvement of housing. This section describes these constraints, including private market forces, governmental codes and regulations, and the physical and natural environment, and analyzes the impact on the production and preservation of housing.

Governmental Constraints

Potential governmental constraints include, but are not limited to, growth management measures, land use controls, development standards, building codes, processing fees and procedures, exactions, property taxes, and site improvement costs. Governmental constraints can limit or deter the operations of the public, private, and nonprofit housing development sectors, making it difficult to meet the demand for housing and limiting supply in a region. Such constraints can limit access to housing for various ethnic, racial, or social groups, or prevent lower-income households from having adequate housing opportunities.

The City of Pinole has the authority to regulate the location, base density, and type of residential development that occurs within the City. This authority is asserted in several ways, including land use controls, site improvement requirements, fees and exactions, permit processing procedures, and other factors that may influence the development, maintenance, and improvement of housing. Like all local jurisdictions, the City of Pinole has a number of procedures, fees, and regulations it requires developers to follow. Additionally, like any agency, the City is constrained by resource availability and other factors beyond its control. Below is a summary of key issues.

Land Use Controls

The City of Pinole sets forth policies to guide new development and the use of land within the City limits through its General Plan. These policies, in conjunction with the Three Corridors Specific Plan (2010) and Zoning Ordinance, control the amount and distribution of land allocated for different uses within the City and how this land can be developed.

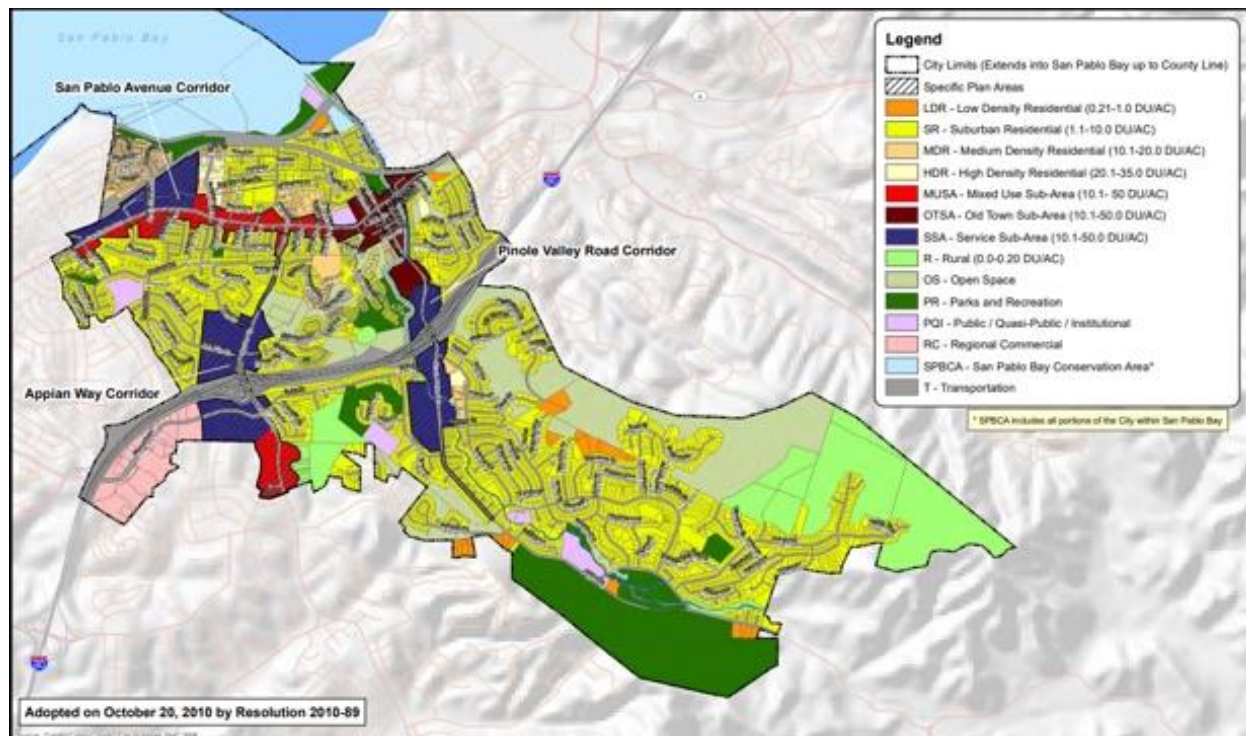
General Plan

The City of Pinole adopted an updated General Plan in October 2010. The General Plan is a comprehensive, long-range general policy document that expresses the community's vision and establishes five key topics: Sustainability, Priority Development Areas, Economic Development, Recreation and Resources, and Housing. The General Plan Vision identifies Housing as a key topic and states the City will need diverse housing opportunities for people who work and live in Pinole and the region. The Land Use and Economic Development

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Element of the General Plan identifies the location, distribution, density, and intensity of land use within the City.

Figure 11: General Land Use Map



The City completed a comprehensive Zoning Ordinance update to correspond with the adopted General Plan in 2010; the Three Corridors Specific Plan adopted with the General Plan established new standards and guidelines for development around Specific Plan corridors consisting of San Pablo Avenue, Pinole Valley Road, and Appian Way. These regulations establish the base considerations and standards for land uses and development within the City. Adopted base densities for residential uses are included in the analysis of the sites discussed in the Sites Section.

The General Plan identifies five residential land use designations, as follows:

R – Rural (0.0 to 0.2 dwelling unit per acre). Includes sites where development shall be clustered to preserve at least 90% of the property in a natural condition and predominantly free of development to protect visual and environmental resources. This designation is typical for sites that are characterized by steep slopes, contain environmental resources, have visual significance in the community, are integral to riparian systems, or which have been identified as having limited development potential due to service delivery constraints. These parcels also create opportunities for urban agriculture uses, including agricultural parks and specialty crop farming. Other uses, such as telecommunications facilities, solar collectors, and wind energy conversion systems, may be considered provided they are designed to preserve the natural landscape. These areas help preserve remaining natural

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landscapes. In certain areas of the city, they can also provide open space buffers between Pinole and neighboring communities, serve as fire breaks, provide connections between neighborhoods and recreational areas, and may provide an educational resource.

LDR - Low Density Residential (0.21 to 1 dwelling unit per acre). Includes sites located adjacent to open space areas or near environmental resources where it transitions to residential land uses. This designation is typical of sites where larger lot sizes are appropriate to ensure flexible siting and design to maintain scenic and environmental resources.

SR - Suburban Residential (1.1 to 10 dwelling units per acre). Provides for single-family development that is typical of most residential areas of the City. This is the single largest residential category.

MDR - Medium Density Residential (10.1 to 20 dwelling units per acre). Intended for attached dwelling units, typically two or three stories, which include on-site usable open space. Medium Density Residential land use would include townhomes, apartments, condominiums and planned unit developments.

HDR - High Density Residential (20.1 to 35 dwelling units per acre). Provides for higher density multifamily areas, typically two or three stories, usually located near transit corridors or arterial roadways and located in close proximity to commercial services.

The General Plan describes Specific Plan land use designations as follows:

SSA - Service Sub-Area (10.1 to 50.0 dwelling units per acre). The Service Sub-Area is intended to maintain and enhance existing land uses while providing land use flexibility and incentives to encourage new private investment and additional development. Each service sub-area is described as follows.

San Pablo Avenue: Preserve land for manufacturing and industrial uses, particularly “green industry.” A limited amount of general office, retail and residential uses may be permitted where they will not conflict with the principal industrial uses in the area.

Pinole Valley Road: Maintain and increase existing employment opportunities and encourage new housing opportunities while accommodating commercial uses that serve residents through mixed-use development. This is a transitional area that serves residential neighborhoods in Pinole Valley and serves as a gateway immediately south of the historic Old Town.

Appian Way: Maintain and enhance the regional gateway area into Pinole and capitalize on freeway access to upgrade existing development and attract a desirable mix of commercial services and residential uses.

OTSA - Old Town Sub-Area (10.1 to 50.0 dwelling units per acre). The Old Town Sub-Area will maintain and enhance the residential, commercial and mixed-use character, scale and style of Old Town Pinole. All types of commercial and residential uses as either a single use

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or in combination with other allowable commercial and residential uses are allowed within this area, at intensities that preserve the character of Old Town Pinole. The designation is intended to encourage ground-floor, pedestrian-friendly retail sales and service uses with upper floors of office and/or residential uses. Residential uses may include single-family and multi-family residential uses.

MUSA - Mixed-Use Sub-Area (10.1 to 50.0 dwelling units per acre). The Mixed-Use Sub-Area encourages mixed residential and commercial development that is united by transit and pedestrian improvements, parks and public spaces. This land use designation allows all types of commercial and residential uses as either a single use or in combination with other allowable commercial and residential uses at densities and intensities that support transit service. The designation is intended to encourage ground floor, pedestrian-friendly retail sales and service uses with upper floors of office and residential uses. Residential uses may include single-family and multi-family residential uses.

The density and intensity ranges for the Three Corridors Specific Plan Area land use categories are shown in Table 53. Development incentives are granted for a project where the project promotes transit-oriented development (TOD) objectives or other City objectives as identified in a Specific Plan, the Redevelopment Plan, or approved planned development, or through any other similar planning document adopted for the area. Incentives may include increased density, reduced parking, greater building height, or other deviations from regular zoning standards.

Table 53: Three Corridors Specific Plan Areas Development Densities and Intensities

Sub-Area	Density (du/acre)	
	Normal (max)	With TOD Incentives (max)
Mixed-Use	35	50
Old Town	35	50
Service	35	50

Source: City of Pinole General Plan

Three Corridors Specific Plan

The Three Corridors Specific Plan expands upon the vision of the sub-area land use designations provided in the General Plan (SSA, OTSA, and MUSA) for each of the three corridors within the Specific Plan. The document establishes the allowable land uses and development standards within each of the three corridors. Development standards include the establishment of standard and special building height requirements, provision of height exceptions, building placement/setback requirements, allowed frontage types, allowed building types, and allowable parking types. Where a standard is not addressed in the Specific Plan, the standard from the Zoning Ordinance would apply. Where there are conflicts

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in allowable uses and standards between the Specific Plan and Zoning Ordinance, the Specific Plan would govern.

Development Standards

In general, the City's Zoning Ordinance (Title 17 of the Pinole Municipal Code) establishes development standards for new development, such as densities, height, parking, and setbacks, to implement the development envisioned in the General Plan. The Three Corridors Specific Plan contains development standards applicable when a property is located within the Specific Plan area. As with other cities, Pinole's development standards and requirements are intended to protect the long-term health, safety, and welfare of the community while implementing the goals and policies of the General Plan and Specific Plan.

Height Limits

The City has one type of height limit in residential districts: a maximum height measured from finished grade to the top of the roof or parapet walls. Height limits in the R, R-1, R-2, and R-3 is 35 feet and 20 feet in the LDR district. For the R-4 and mixed-use zones (RMU, CMU, OIMU), the height limit is 50 feet. The height limits do not constrain development from reaching their prescribed General Plan densities.

For development located within the Three Corridors Specific Plan area, the height standards are based on the corridor and the sub-area designation, as provided in Table 54.

Table 54: Three Corridors Specific Plan Height Standards

Corridor	Sub-Area		
	Old Town	Mixed Use	Service
San Pablo Avenue*	40 feet or 3 stories	50 feet or 4 stories	50 feet or 4 stories
Pinole Valley Road*	40 feet or 3 stories	50 feet or 4 stories	n/a
Appian Way**	n/a	35 feet or 4 stories	75 feet or 6 stories

* Step back at a 45 degree angle above the second story when adjacent to single family home/zone with 35 foot height limit, or above the third story when across the street from single family home/zone with 35 foot height limit or less.

** Height is limited to 35 feet where development is located within 60 feet of an existing single family home or zone with a height limit of 35 feet or less.

Setbacks

All residential zones have setbacks, which are the minimum distances between a structure and a lot line. Setbacks in Pinole vary between the residential zones depending on density. The lower density (LDR and R-1) zones are largely uniform, with 20-foot front setbacks, 5- to 10-foot side setbacks, and 20-foot rear setbacks. The medium to higher density (R-2, R-3, R-4) have 0-foot front setbacks, 5-foot side setbacks, and 15-foot rear setbacks. Mixed use

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zones (RMU, CMU, OPMU, and OIMU) have 0-foot front and side setbacks with 15-foot rear setbacks, with OPMU and OIMU having 10-foot side setbacks. While all setbacks reduce the amount of land that is developable on a site, the setbacks do not constrain projects from reaching the maximum housing density in a zone.

Table 55: Primary Building Development Standard for City of Pinole Base Zoning Districts

District	Lot Area (min sq ft)	Setback (minimum distance between structure and property line)					Building Height (max ft)	Allowed Density (units/acre)	
		Front Yard	Side Yard	Side Yard for Second Story	Street Side Yard	Rear Yard		Min	Max
R	5 ac. ¹	30	15	15	20	30	30	15	15
LDR	43,560	20	10 ²	15	15 ⁴	20 ⁴	20	10 ²	15
R-1	6,000	20	5 ³	12	10 ⁴	20 ⁴	35	5 ³	12
R-2	3,000	0	5	10	10	15	35	5	10
R-3	1,500	0	5	5	10	15 ⁵	35	5	5
R-4	N/A	0	5	5	10	15 ⁵	50	5	5
RMU	N/A	0	0	0	10	15 ⁵	50	20.1	35.0
CMU	N/A	0	0	0	10	15 ⁵	50	20.1	30.0
OPMU	N/A	0	10	10	10	15 ⁵	50	N/A	N/A
OIMU	N/A	0	10	10	10	15 ⁵	50	N/A	N/A

Source: City of Pinole Municipal Code 17.24.020

Notes:

1. The approving authority may approve lots less than five (5) acres in size and reduced setbacks for clustering of units to preserve open space or other resources as part of comprehensive design review.
2. The combined side yard setbacks shall not be less than twenty (20) feet.
3. Within required side yards, at least one (1) side shall provide four (4) feet of unobstructed surface to allow unobstructed access between the front and rear yards.
4. Listed setback distance or twenty percent (20%) of lot width in side yard and twenty percent (20%) of lot depth in rear yard, whichever is less.
5. If abutting non-residential property, there is no minimum rear yard setback.

For development located within the Three Corridors Specific Plan area, setback standards are based on the corridor and the sub-area designation, as provided below.

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Table 56: Three Corridors Specific Plan Setback Standards

Corridor	Setback	Sub-Area		
		Old Town	Mixed Use	Service
San Pablo Avenue*	Build to Front Line	0-5 feet	0-10 feet	0-5 feet
	Minimum Side Yard	0 feet, except 15 feet if abutting residential	0 feet, except 15 feet if abutting residential	0 feet, except 15 feet if abutting residential
	Minimum Rear Yard	5 feet, except 15 feet if abutting residential	0 feet, except 15 feet if abutting residential	0 feet, except 15 feet if abutting residential
Pinole Valley Road*	Build to Front Line	0-5 feet	n/a	0-5 feet
	Minimum Side Yard	0 feet, except 15 feet if abutting residential	n/a	0 feet, except 15 feet if abutting residential
	Minimum Rear Yard	5 feet, except 15 feet if abutting residential	n/a	0 feet, except 15 feet if abutting residential
Appian Way**	Build to Front Line	n/a	0-10 feet	0-5 feet
	Minimum Side Yard	n/a	0 feet, except 20 feet if abutting residential	0 feet, except 20 feet if abutting residential
	Minimum Rear Yard	n/a	0 feet, except 20 feet if abutting residential	0 feet, except 20 feet if abutting residential

* Step back at a 45 degree angle above the second story when adjacent to single family home/zone with 35 foot height limit, or above the third story when across the street from single family home/zone with 35 foot height limit or less.

** 35 foot height limit within 60 feet of side or rear property line when adjacent to single family home/zone with 35 foot height limit.

Parking

The Pinole Municipal Code Chapter 17.48 establishes parking standards for various types of land uses, including residential development. High parking requirements can reduce the potential land available for development and increase the cost of development. The minimum parking requirements for residential developments in Pinole are shown in Table 57. Chapter 17.48 also provides for reduced parking and shared parking through the Conditional Use Permit process with approval by the Planning Commission. The parking requirements for Pinole have not been a constraint to multi-family and below market-rate developments. In particular, larger multifamily projects have been subject to the City's inclusionary housing requirements and have been eligible for reduced parking under State Density Bonus law. Additionally, the context of some development projects (e.g., senior housing development with reduced parking need or location of a project allowing for shared

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parking) have allowed for further flexibility in meeting parking need unique to specific characteristics of a project. The parking requirements have not been a constraint to residential development.

Table 57: Parking Requirements by Land Use

Land Use Type	Required Parking Spaces	
Residential Uses	Boarding and Rooming Houses	1 space per family (based on designed capacity) plus 0.8 spaces/employee during the peak employment shift and 0.8 spaces per full-time resident staff
	Dwelling, Single-Family - studio	1 space per dwelling unit (garage enclosed or covered)
	Dwelling, Single-Family - one bedroom	2 spaces per dwelling unit (garage enclosed or covered), tandem parking spaces permitted
	Dwelling, Single-Family - two to four bedrooms	2 spaces per dwelling unit (1 space must be garage enclosed or covered), tandem parking spaces permitted in Old Town
	Dwelling, Single-Family - five or more bedrooms	3 spaces per dwelling unit (2 spaces must be garage enclosed or covered and accessed independently; the third space may be tandem)
Dwelling, Multiple-Family	Studio units	1 space per dwelling unit (garage enclosed or covered) plus 0.3 spaces per dwelling unit for visitor parking
	One-bedroom units	1.5 spaces per dwelling unit (1 space must be garage enclosed or covered) plus 0.3 spaces per dwelling unit for visitor parking
	Two+ bedroom units	2 assigned spaces per dwelling unit (1 space must be garage enclosed or covered) plus 0.3 spaces per dwelling unit for visitor parking
Accessory Dwelling Unit	1 space per bedroom or ADU, whichever is less, except parking may be waived as provided in Chapter 17.70, Accessory Dwelling Units and Junior Accessory Dwelling Units	
Senior units, studio, one- and two-bedroom units	1 space per dwelling unit	
Senior units, three + bedroom units	1 space per dwelling unit plus 1 additional off-street space	
Mobile Home Park	2 parking spaces per home site	

Source: City of Pinole Municipal Code 17.48.050

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Inclusionary Housing Requirements

Pinole Municipal Code Chapter 17.32.02 stipulates that, for all rental or ownership developments of four or more units, at least 15 percent of the total units must be constructed and offered for sale or rent as affordable housing units. Of those units, no less than 40 percent (or 6 percent of the total) must be made available to very low-income households.

Incentives for constructing affordable housing may include density bonuses, fee subsidies or deferrals, and design incentives as follows:

1. **Density Bonus.** Consistent with California Government Code Sections 65915 through 65918, qualifying projects can receive a density bonus by right.
2. **Fee Subsidy or Deferral.** The City Council may subsidize or defer payment of city development impact fees and/or building permit fees applicable to the affordable housing units or the project of which they are a part. The affordability control covenant shall include the terms of the fee subsidy or deferral.
3. **Design Modifications.** The granting of design modifications relative to affordable housing requirements shall require approval of the City Council and shall meet all applicable zoning requirements of the city. Modifications to typical development standards may include the following:
 - a. Reduced minimum setbacks;
 - b. Reduced minimum building separation requirements;
 - c. Reduced square footage requirements;
 - d. Reduced parking requirements;
 - e. Reduced minimum lot sizes and/or dimensions;
 - f. Reduced street standards;
 - g. Reduced on-site open space requirements;
 - h. Increased height limitations;
 - i. Increased maximum lot coverage;
 - j. Increased floor area ratio;
 - k. Allowance for live-work units within multi-family residential zoning districts;
 - l. In lieu of reduced setbacks, allowance for attached dwelling units, if shown to be necessary to make the project feasible; or
 - m. Other regulatory incentives or concessions proposed by the developer or the city that result in identifiable, financially sufficient, and actual cost reductions.

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- n. **Priority Processing.** After receiving the required discretionary approvals, the residential development that provides affordable housing units may be entitled to priority processing of building and engineering approvals, subject to the approval of the City Manager.

The City does not collect in-lieu fees through the City's inclusionary requirement, it utilizes an incentive based approach to achieving affordable housing on-site. An alternative method of compliance is the construction of affordable units at an off-site alternative location. As a part of Program 6, the City will study the possibility of adopting a set of in-lieu fees.

Density Bonus

The City's Zoning Ordinance includes a provision for granting density bonuses as an incentive for the production of affordable housing in Section 17.38.020. The City's Density Bonus provision within the Municipal Code is not up to date with the latest updates to California Government Code 65915. Where development is proposed that is eligible for density bonuses and their associated waivers and incentives under State Law, the provisions under California Governmental Code Section 65915 are applied to the project.

As part of Program 11, the City will update the Zoning Ordinance to reflect the latest provisions set forth in California Government Code 65915.

Providing for a Variety of Housing Types

Table 58 shows the allowed uses in residential zones in the Zoning Code. As discussed in the next section, accessory dwelling units and junior accessory dwelling units are allowed in all residential zoning districts under Section 17.20.020 of the City's Zoning Ordinance. Single-family residential zoning includes six districts: R, LDR, R-1, R-2, R-3, and RMU. Single-family dwellings are permitted as a matter of right in most multifamily residential districts except R-4 and is only allowed in one mixed-use district (RMU).

Multifamily residential zoning includes R-1, R-2, R-3, R-4, and RMU (Residential Mixed Use), CMU (Commercial Mixed Use), OPMU (Office Professional Mixed Use), and OIMU (Office Industrial Mixed Use) mixed-use districts. Multifamily units are permitted as a matter of right in the R-2, R-3, R-4 districts; they are also permitted in the RMU and CMU districts.

Table 58: Allowed Residential Uses Under the Zoning Code

Land Uses	R	LDR	R-1	R-2	R-3	R-4	RMU	CMU	OPM U	OIM U
Dwelling, Accessory/ Junior Accessory ¹	P	P	P	P	P	P	P	P	P	P
Dwelling, Multifamily	N	N	N	P	P	P	P	P	N	N
Dwelling, Single Family	P	P	P	P	P	N	P	N	N	N
Dwelling, Two-Family	N	N	N	P	P	N	N	N	P	P

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Land Uses	R	LDR	R-1	R-2	R-3	R-4	RMU	CMU	OPMU	OIMU
Dwelling, Three- and Four-Family	N	N	N	P	P	P	P	P	N	N
Emergency Shelter ²	N	N	N	N	N	N	N	N	N	P
Group Residential	N	P	P	P	P	P	C	C	N	N
Manufactured Home	P	P	P	P	P	P	N	N	P	N
Mobile Home Park	C	C	C	C	C	C	N	N	N	N
Residential Care Facilities	P	P	P	P	P	P	P	P	N	N
Single Room Occupancy Facilities	N	N	N	C	C	C	C	C	N	N
Supportive Housing (located in housing of a type permitted in the zone)	P	P	P	P	P	P	P	P	P	P
Transitional Housing ² (located in housing of a type permitted in the zone)	N	P	P	P	P	P	P	P	P	P

Source: City of Pinole Municipal Code 17.20.020

Note: P = Permitted; C = Conditionally Permitted; N=Not Allowed

1 See additional regulations for Accessory Dwelling Units and Junior Accessory Dwelling Units in Chapter 17.70.

2 See additional regulations for Emergency Shelters in Chapter 17.62.

Where a property is located within the Three Corridors Specific Plan area, the Specific Plan establishes the list of allowable residential uses based on the corridor, sub-area, and land use/zoning designation. The exhibits below (Table 59, Table 60, Table 61) show the allowable residential uses in the three corridor areas of the Specific Plan. In general, multifamily residential is permitted by right throughout the Specific Plan area with some exceptions such as prohibition on Public Quasi-Public Institutional (PQI) parcels, required Conditional Use Permit approval in OPMU, and limitation of units on the ground floor at street frontages in certain locations. Single family residential is not permitted outside of the Old Town Sub-Area. Second dwelling units (or ADUs/JADUs) are allowed consistent with the locational requirements as provided under the Zoning Code; and the Zoning Code would take precedence over the Specific Plan for any conflicts between the Specific Plan and Zoning Code regarding ADUs/JADUs to maintain consistency with requirements under State law.

Table 59: Permitted Land Uses for San Pablo Avenue

Land Uses	Old Town Sub-Area				Service Sub-Area		Mixed-Use Sub-Area			
	MDR	RMU	CMU	OPMU	CMU	OPMU	VHR	RMU	CMU	OPMU
Dwelling, Multifamily	P	P	P ¹	P ¹	P ¹	P ¹	P	P	P ¹	P ¹

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Land Uses	Old Town Sub-Area				Service Sub-Area		Mixed-Use Sub-Area			
	MDR	RMU	CMU	OPMU	CMU	OPMU	VHR	RMU	CMU	OPMU
Dwelling, Second Unit	CUP	N/A ²	N/A ²	N/A ²	N/A ²	N/A ²	N/A ²	N/A ²	N/A ²	N/A ²
Dwelling, Single-family	P	P	N	N	N	N	N	N	N	N
Dwelling, Two-family	P ³	P ³	N ³	N	N	N	N	N	N	N
Family Day Care Home, Small (6 children or less)	P	P	P	P	P ³	P ³	P	P	P ³	P
Family Day Care Home, Large (7 – 24 children)	P ⁴	P ⁴	P ⁴	P ⁴	P	P	P	P	P	N
Home Occupation	P	P	P	P	P ⁴	P ⁴	P ³	P ³	P ⁴	P
Live-Work Facility	P	P	P	P	P	P	N	P	P	P
Residential Care Home	CUP	P	P	P	CUP	CUP	CUP	P ⁴	CUP ¹	CUP ¹
Emergency Shelter/ Temporary Home	N	N	N	N	CUP ¹	CUP ¹	CUP	N	CUP ¹	CUP ¹

1 Not allowed on first floor at street frontage, except for residential development on a property with an affordable housing agreement and when that development includes community benefits as specified in the General Plan.

2 See Multi-Family Residential

3 Not permitted if the same use is preexisting and within 200'

4 Home occupations must have no external evidence of business activity, (e.g. signs, noise, odor, vibration, etc.) or reduce available parking. No customers or employees are allowed at the home and no advertising which gives the home address is allowed.

Table 60: Permitted Use Table for Pinole Valley Road

Land Uses	Old Town Sub-Area			Service Sub-Area	
	MDR	HDR	CMU	CMU	OPMU
Dwelling, Multifamily	P	P	P ¹	P ¹	P ¹
Dwelling, Second Unit	N/A ²	N/A ²	N/A ²	N/A ²	N/A ²
Dwelling, Single-family	P	N	N	N	N
Dwelling, Two-family	N/A ²	N/A ²	N/A ²	N/A ²	N/A ²
Family Day Care Home, Small (6 children or less)	N	P	P	P ³	P ³
Family Day Care Home, Large (7 – 24 children)	CUP ⁴	CUP ⁴	CUP ⁴	P	P
Home Occupation	N	P	P	P ⁴	P ⁴
Live-Work Facility	P	P	P	P	P
Residential Care Home	CUP	P	P	CUP ¹	CUP ¹
Emergency Shelter/ Temporary Home	N	N	N	CUP ¹	CUP ¹

1 Not allowed on first floor at street frontage

2 See Multi-Family Residential

3 Not permitted if the same use is preexisting and within 300'

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4 Home occupations must have no external evidence of business activity, (e.g. signs, noise, odor, vibration, etc.) or reduce available parking. No customers or employees are allowed at the home and no advertising which gives the home address is allowed.

Table 61: Permitted Use Table for Appian Way

Land Uses	Service Sub-Area			Mixed-Use Sub-Area		
	RMU	CMU	OPMU	HDR	RMU	CMU
Dwelling, Multifamily	P	P	P ¹	P	P	P ¹
Dwelling, Second Unit	N/A ²	N/A ²	N/A ²	N/A ²	N/A ²	N/A ²
Dwelling, Single-family	N	N	N	N	N	N
Dwelling, Two-family	N/A ²	N/A ²	N/A ²	N/A ²	N/A ²	N/A ²
Family Day Care Home, Small (6 children or less)	P ³	P ³	P ³	P ³	P ³	P ³
Family Day Care Home, Large (7 – 24 children)	CUP	CUP	CUP	N	CUP	CUP
Home Occupation	P ⁴	P ⁴	P ⁴	P ⁴	P ⁴	P ⁴
Live-Work Facility	P	P	P	P	P	P
Residential Care Home	CUP	CUP ¹	CUP ¹	CUP	CUP	CUP ¹
Emergency Shelter/ Temporary Home	N	N	N	N	N	N

1 Not allowed on first floor at street frontage

2 See Multi-Family Residential

3 Not permitted if the same use is preexisting and within 300'

4 Home occupations must have no external evidence of business activity, (e.g. signs, noise, odor, vibration, etc.) or reduce available parking. No customers or employees are allowed at the home and no advertising which gives the home address is allowed.

Accessory Dwelling Units

Accessory dwelling units (ADU) and junior accessory dwelling units (JADU) are attached or detached dwelling units that provide complete independent living facilities for one or more persons and are located on a lot with a proposed or existing primary residence. ADUs provide additional housing opportunities for people of all ages and economic levels. The City of Pinole allows and regulates ADUs and JADUs in Chapter 17.70 of the Municipal Code and in compliance with California Government Code Sections 65852.2 and 65852.22. ADUs are permitted on lots with an existing or proposed single-family or multifamily residence, subject to a ministerial approval process through building permit plan check review.

The City will continue to update the ADU ordinance as necessary and work with the state to ensure compliance with state law as part of its ADU production program (Program 4), which includes efforts to spur the development of affordable housing through the construction of ADUs. The City is also creating a Home Sharing and Tenant Matching Program to help senior residents age in place and encourage ADU and JADU development (Program 10).

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Senate Bill 9

Effective January 1, 2022, Senate Bill (SB) 9 requires ministerial approval of a housing development with no more than two primary units in a single-family zone, the subdivision of a parcel in a single-family zone into two parcels, or both. SB 9 facilitates the creation of up to four housing units in the lot area typically used for one single-family home. The City has not received any SB9 applications as of October 2022 but has seen some interest from homeowners. Promotion of SB9 opportunities in the City is included as a part of Program 22.

The City has not adopted an SB9 ordinance or objective standards. The City will amend the zoning ordinance in Program 11 to reflect the provisions of California Government Code Section 65852.21.

Emergency Shelters

An emergency shelter is housing with minimal supportive services for unhoused persons that is limited to occupancy of 180 days or less per calendar year by an unhoused person. No individual or household may be denied emergency shelter because of an inability to pay.

The City's emergency shelter requirements are provided in Article IV Special Use Standards of the Zoning Ordinance. Pursuant to SB 2, the City of Pinole permits emergency shelters by right without discretionary review in the Three Corridors Specific Plan Office Industrial Mixed Use (OIMU) zone.

The Zoning Ordinance permits emergency shelters by right in the OIMU zone subject to the same development and management standards as other permitted uses in the zone. In addition, the following requirements regulate future emergency shelters to enhance compatibility (Chapter 17.62):

- Emergency shelters of more than ten persons shall be situated more than 300 feet from another emergency shelter.
- A maximum of 30 beds shall be available in the facility, unless a conditional use permit is approved for a greater number. The maximum number of beds does not apply in situations of City- or statewide designated disasters or catastrophic conditions.
- Smoke detectors, approved by the Fire Department, shall be provided in all sleeping and food preparation areas for emergency shelters.
- The size of an emergency shelter shall be in character with the surrounding neighborhood.
- The emergency shelter shall have an interior, on-site waiting and client intake area that is a minimum of 200 square feet. The emergency shelter shall include a landscaped exterior waiting area that is a minimum of 100 square feet.
- Off-street parking shall be provided at the rate of one space per three beds plus one space per employee, and may only be required based on demonstrated need,

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provided that the same parking requirements are applied for other residential or commercial uses in the same zone.

- Exterior lighting shall be consistent with Zoning Code requirements.
- Emergency shelters shall provide on-site management and support staff at all times during shelter use.
- Emergency shelters must have on-site security during the hours that the shelter is in operation.

Assembly Bill 139 (2019) modified the allowed parking standards for emergency shelters. The City may now only require parking to meet the needs of staff working at the shelter and may not impose any standards based on the number of beds or persons served. The City's existing ordinance requires three parking spaces for every shelter bed plus one employee, which is not reflective of recent changes to state law. The City is including Program 11 to amend the Emergency Shelter ordinance to comply with AB 139. The City will also review the other standards for emergency shelters to verify that they are required for all other uses in the zone and are not unique to emergency shelters beyond those allowed by state law.

Pinole has 35.4 acres of land zoned OIMU, all of which is located in the northwestern area of the City along San Pablo Avenue. Emergency shelters in land zoned OIMU allows for proximity to public transit, employment centers and some commercial amenities and resources along one of the City's major commercial throughfare. Building in the OIMU zone may have heights up to 50 feet and no front yard setbacks. Required setbacks include 10-foot side and 15-foot rear setbacks. The OIMU standards will not preclude or constrain the development of emergency shelters.

The latest homeless point-in-time count indicated that there are 53 unsheltered homeless individuals living in Pinole; the City needs to ensure that at least 1,400 sf of floor area could be available for emergency shelter development or conversion. Based on a review of the City's standards and shelter need, there are 5.6 acres of vacant land and multiple underutilized lots in the OIMU zone that meet the requirements and can accommodate the City's shelter need.

Low Barrier Navigation Centers

Low barrier navigation centers (LBNC) are service-enriched shelters that are focused on moving individuals into more permanent housing. LBNCs provide temporary housing while case managers connect individuals experiencing homelessness to shelter, public benefits, and health services. Under the Housing for Homeless Act (2019), local governments are required to allow LBNCs by right in areas zoned for mixed uses and nonresidential zones that permit multifamily uses.

Pinole does not currently explicitly allow LBNCs in any zone, though this would not prevent their development if an application for one were received. Through Program 11, the City will

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amend its zoning code pursuant to Government Code Section 65583 to allow for LBNCs by right in areas zoned for mixed uses and nonresidential zones that permit multifamily uses.

Manufactured Homes

The permitting of modular, or manufactured, housing on foundations is subject to the same development standards as conventional single-family units, consistent with Government Code Section 65852.3. The City of Pinole permits modular homes by right in all residential zones that permit single-family dwellings by right except in the Residential Mixed Use (RMU) district. As part of the zoning code amendment program, Program 11, the City will amend the zoning code in RMU to permit manufactured homes on permanent foundations as if they were single-family homes.

Supportive and Transitional Housing

Supportive or transitional housing that serves up to six individuals is allowed by right in all residential zones except in the Rural (R) zone. Supportive or transitional housing that serves more than six individuals, provides on-site services, and is licensed by the state as a group home. While the City allows these uses by right in most cases, the City does not have objective design standards for these types of homes to add certainty to the development process. As part of Program 12, the City will create and adopt objective development standards.

Single-Room Occupancy Units

Single-room occupancy (SRO) residences are small, one-room units occupied by a single individual, and may either have a shared or private kitchen and bathroom facilities. SROs are rented on a monthly basis, typically without a rental deposit, and can provide an entry point into the housing market for extremely low-income, formerly unhoused, and disabled persons. SRO units are allowed in five multifamily zones upon the granting of a conditional use permit. There is no potential constraint on the development of SRO residences.

Development Review and Permitting Procedures

The efficiency and timing of a jurisdiction's processes for review and approval of residential development has a significant impact on the amount and pace of housing construction. The procedures for development review and permitting in the City of Pinole are described below.

Permit Processing Procedure

The requirements of the permit processing procedure have the potential to act as a constraint to the development of housing. The time and uncertainty of the review and revision cycle can contribute significantly to the overall cost of the project, ability to obtain and maintain funding, and the cost of each dwelling unit. Certainty and consistency in permit processing procedures and reasonable processing times are important to ensure that the

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developmental review and approval process does not act as a constraint to development by adding excessive costs or discouraging housing development.

Permitted uses are those uses allowed without discretionary approval of the use. In general, residential uses are either permitted by right or not permitted, with some exceptions. Therefore, discretionary review based solely on allowing a residential use is uncommon. Discretionary review is more typical for the physical development or modification of a residential structure.

Design Review is the discretionary review process through the Planning Division to review proposed residential development and modifications, and it is separated into Administrative Design Review and Comprehensive Design Review. Administrative Design Review is the staff-level review process applicable to single family residential additions. Comprehensive Design Review requires approval by the Planning Commission and encompasses all new residential developments.

The Zoning Code provides for certain variances or reductions in standards with discretionary review. The discretionary review processes allow for consideration of certain deviations from standards following consideration by the Community Development Director or the Planning Commission and determination that findings in the municipal code have been met. For single family residential structures, minor deviations for limited modification of maximum height by 10 percent and setbacks by 5 percent may be approved by the Community Development Director following a public hearing. Parking reductions may be granted through a Conditional Use Permit approved by Planning Commission. For other types of deviations from standards, a variance may be requested for consideration by the Planning Commission. Although discretionary review may extend the time required for application processing, they provide flexibility when warranted by special circumstances applicable to a project and for which there may be no other remedy. In some instances, a Conditional Use Permit or Variance may be processed concurrently with another entitlement request such as Comprehensive Design review that also requires discretionary review.

City staff conducts preliminary reviews to assist applicants prior to application submittal at no additional cost. This allows staff and the prospective applicant to identify important project issues early in the development review process. Further, the City has prepared Residential Design Guidelines to clarify City expectations for proposed new residential development, which can assist applicants prior to application submittal. ADUs, interior remodels and minor exterior modification, such as reroofs, siding work, and deck work, are only subject to ministerial review through the building permit plan check process and involve short processing times; these approvals may be issued over the counter or typically within four to six weeks depending on completeness of the submittal, the extensiveness of comments, and the responsiveness of applicants. A single family residential addition requiring Administrative Design Review is normally processed between six to eight weeks depending on the completeness of the application; approval can typically be provided within three to four weeks following determination that the application is complete. New

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development requires Comprehensive Design Review, which applies to new single family residences and larger multifamily residential structures. A new single family residence may require three to four months to process depending on application completeness, responsiveness to comments and resubmittals, public noticing requirements, and scheduling of public hearings. Multifamily developments generally require longer review times due to the complexity of the projects, which can range from four months to a year (or longer), especially if more extensive studies are required due to the scale of development, site constraints, and potential impacts. Whenever possible, the City processes all project applications concurrently in order to maximize the efficiency of processing and save time and cost for both the City and the developer.

Permit Processing Time

New residential additions and development projects in the City are required to complete the design review process, either by staff-level review or by review with a Planning Commission hearing. Table 62 shows the typical permit processing time for development that is consistent with the City's General Plan, Zoning Ordinance, and Residential Design Guidelines. Multifamily projects in the R-3 and R-4 zones and permitted areas within the Three Corridors Specific Plan are subject to Comprehensive Design Review. All single-family subdivisions require tentative and final map approvals. A project that is not consistent with the City's zoning and land use regulations could require additional approvals, such as a rezoning, General Plan amendment, or a variance when warranted.

The average length of time for discretionary approvals is at least four months for multifamily developments or a single-family subdivision. A General Plan amendment or rezoning could add another 30 to 60 days to the process as each require City Council approval. Large complex projects impose a lengthier review process, largely due to the environmental review process. The amount of time required to complete environmental review of a project depends greatly on the size, scope, and location of the project, the environmental issues under review, and the extent of public comment received. Program 5 includes reviewing and updating as necessary the EIR prepared for the GP and Specific Plan so that individual projects can use it for their environmental documentation, and not have to prepare individual studies and reports. This will speed up the review/approval process and greatly reduce costs for the applicant.

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Table 62: Typical Permit Processing Time by Project Type

Permit Type	Length of Approval	Approval Body
Building Permit	4–6 weeks	Issued by Building Department
Conditional Use Permit	12–15 weeks	Planning Commission
Variance	12–15 weeks	Planning Commission
Subdivision/Tentative Tract Map	15–26 weeks	Planning Commission
Final Tract/Parcel Map	15–26 weeks	Planning Commission
Zone Change/Zoning Amendment	15–26 weeks	City Council
General Plan Amendment	15–26 weeks	City Council
Administrative Design Review	4–8 weeks	Community Development Director
Comprehensive Design Review (Single Family)	12–15 weeks	Planning Commission
Comprehensive Design Review (Multifamily)	15–52 weeks	Planning Commission
Environmental Review	4–52 weeks	Varies by Project

Planning, Building, and Development Impact Fees

Housing developments are typically subject to three types of fees: planning-related fees, building permit fees, and development impact fees. The fees are charged by the City and other agencies to cover administrative processing costs associated with development and help ensure the provision of adequate services.

Fees vary based on the type of application necessary for project approvals. The processing fees are passed on in the rent or sales price, so excessive fees may ultimately affect the affordability of housing. It is best practice to periodically conduct user fee studies to ensure the City is recouping the cost of providing services in areas for which fees apply. On June 21, 2022, the Pinole City Council approved modifications and increases to the Building, Planning, Code Enforcement and Public Works user fees. The adoption of new fees was a culmination of a fee study evaluating internal costs necessary to maintain City operations, including provision of services required for processing development applications, and ensuring fees are within a reasonable range with respect to those charged by other jurisdictions. This was the final step in accomplishing a Strategic Plan objective to conduct a comprehensive fee study to ensure cost recovery of current and potential service fees. The most current fee schedule is available on the City's website. Planning-related fees for the City of Pinole are shown in Table 63.

On average, fees for a single-family development are comparable to the surrounding jurisdictions in Contra Costa County and represent a reasonable level of fees necessary to retain the quality of development and infrastructure that characterizes the City's standards. The average fee is also comparable for multifamily units. Fees may represent a barrier to the

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construction of housing because they increase the minimum costs of a dwelling unit and are passed onto the purchaser or renter. However, as the City's fees are not excessive, and the City has seen housing production during the 5th Cycle, these development fees do not constitute actual constraints on the production of housing.

Table 63: Planning Related Fees

Applications	Fee
Design Review	
Administrative Design Review: Single family residential additions; additions of less than 500 sf for multifamily and nonresidential	\$725
Comprehensive Design Review – Small New single-family residence; new multifamily building with 2 to 4 units; multifamily and nonresidential additions 500 to 5,000sf	\$3,700
Comprehensive Design Review – Medium New multifamily building with 5 to 10 units; multifamily and nonresidential additions 5,001 to 10,000sf	\$9,941
Comprehensive Design Review – Large New multifamily building of 10 or more units; new nonresidential buildings; multifamily and nonresidential additions greater than 10,000sf	\$20,000 Deposit; \$14,000 Minimum Fee
Conditional Use Permits (CUP)	\$5,186
Prezoning / Annexation	\$20,000 Deposit; \$14,000 Minimum Fee
Rezoning / Zoning Code Amendment (Includes Map and Text)	\$9,460
Minor Development Plan Amendment	\$430
General Plan Amendment	\$10,000 Deposit; \$7,000 Minimum Fee
Specific Plan Amendment	\$10,000 Deposit; \$7,000 Minimum Fee
Subdivision / Tentative Map	
Minor Subdivision / Parcel Map (4 Lots or Less)	\$5,000 Deposit; \$3,500 Minimum Fee
Major Subdivision / Tract Map (5 or More Lots)	\$7,500 Deposit; \$5,000 Minimum Fee
Final Map	
Parcel Map	\$5,000 Deposit; \$3,500 Minimum Fee
Tract Map	\$7,500 Deposit; \$5,000 Minimum Fee
Variance	
Minor Deviation	\$660
Single Family Variance	\$1,1650

Source: City of Pinole

The City of Pinole provides a fee schedule for the development impact fees per use. Development impact fees add to the cost of residential development. However, they can be a cost-effective mechanism for financing the new infrastructure (e.g., water, sewer, roads)

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required to support new development. The fees allow for the consolidation of infrastructure projects when it is more cost-effective to do so and, by law, must be linked to the actual impact of the specific project.

The City of Pinole imposes a number of development impact fees, including for public facilities and equipment, wastewater development, parks and recreation development, transportation, police, fire protection, and drainage development. Typically, fees for higher-density residential are lower than those for lower-density residential. Development fees for the City of Pinole are shown in Table 64. The City will be reviewing its development impact fees by the end of 2023.

Table 64: Development Impact Fees, Per Unit

Fee Type	Single Family	Multi-Family
Police	\$1,148.95	\$870.42
Fire Protection	\$1,468.25	\$1,112.31
Public Facilities & Equipment	\$1,981.29	\$1,500.98
Wastewater	\$4,943.00	\$3,707.00
Transportation	\$414.83	\$294.53
Drainage	\$1,104.82	\$66.29
Parks and Recreation	\$8,013.78	\$6,071.05

Source: City of Pinole

School Fees

In addition to the costs above, the West Contra Costa Unified School District charges development fees. The entirety of Pinole is served by the West Contra Costa Unified School District. As of 2020, the residential development fees for the school district are \$4.08 per square foot. The City does not have control over these fees, but the fees have not constrained the development of housing in recent years.

County Transportation Impact Fee

West County Subregional Transportation Mitigation Program (STMP) is managed by the West Contra Costa Transportation Advisory Committee (WCCTAC) to mitigate the heavy regional traffic impacts in the county and includes an impact fee assessed for new development. The City collects the STMP fee on behalf of WCCTAC for new developments, with fees assessed based on the number and type of units. For FY 2022-2023, the STMP fee is \$6,458 for a new single family residence and \$3,181 for each multifamily residential unit. The City does not have control over these fees, but the fees have not constrained the development of housing in recent years.

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SB 35 Approval Procedure

SB 35 (2017) requires a Streamlined Ministerial Approval Process for developments in jurisdictions that have not made sufficient progress toward their Regional Housing Needs Allocation.

The City of Pinole has not received any SB 35 applications. Should the City receive an SB 35 application, it will follow the below permitting procedure from the Streamlined Ministerial Approval Process guidelines outlined by the California Department of Housing and Community Development.

- After receiving a notice of intent to submit an application for a Streamlined Ministerial Approval Process, and prior to accepting an application for a Streamlined Ministerial Approval process, the City will complete the tribal consultation process outlined in Government Code Section 65913.4(b).
- The City will perform a determination of consistency with regard to objective zoning, subdivision, and design review standards.
- The City will perform a determination of consistency with density requirements.
- The City will complete the design review within the following timeline:
- Within 60 calendar days of submittal of the application to the City if the development contains 150 or fewer housing units.
- Within 90 calendar days of submittal of the application to the City if the development contains more than 150 housing units
- The City will determine whether the applicant for Streamlined Ministerial Approval complies with requirements, and will approve or deny the application, within the following timeline:
- Within 90 calendar days of submittal of the application to the City if the development contains 150 or fewer housing units
- Within 180 calendar days of submittal of the application to the City if the development contains more than 150 housing units.

Should the City receive an SB 35 application, the City will facilitate the above process and will support any future applicants and provide information regarding the SB 35 permitting process on the City website.

Housing for Persons with Disabilities

The US Census Bureau defines persons with disabilities as those with a long-lasting physical, mental, or emotional condition. Certain conditions affect a person's housing choices, whether it creates a need for accessibility, living spaces for caretakers, transit access, or other.

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Reasonable Accommodation Procedures

Pinole's Municipal Code includes specific provisions to facilitate reasonable accommodation for individuals with disabilities. Section 17.12.050 specifies that "in order to make specific housing available to an individual with a disability, a disabled person or representative may request reasonable accommodation relating to the various land use, zoning, or rules, policies, practices, and/or procedures of the City." When a request for reasonable accommodation is filed with the Community Development Director, it will be reviewed and considered as a ministerial action unless determined otherwise by the Community Development Director. A request for reasonable accommodation shall be considered ministerial in nature when it is related to a physical improvement that cannot be constructed to conform to the City's setbacks or design standards. Typical improvements considered to be "ministerial" in nature would include ramps, walls, handrails, or other physical improvements necessary to accommodate a person's disability. The Community Development Director shall issue a written determination of his or her action within 30 days of the date of receipt. If the Community Development Director determines that the request is non-ministerial, he or she will refer it to the Planning Commission, which will hold a public hearing to consider the request.

In making a determination regarding the reasonableness of a requested accommodation, the approving authority must make all of the following findings:

- The housing which is the subject of the request for reasonable accommodation will be used for an individual protected under the Fair Housing Act.
- The request for reasonable accommodation is necessary to make specific housing available to an individual protected under the Fair Housing Act.
- The requested reasonable accommodation does not impose an undue financial or administrative burden on the City and does not fundamentally alter City zoning, development standards, policies, or procedures.

In addition, the Zoning Ordinance allows for reduced parking requirements for housing for persons with disabilities (Section 17.48.060). With the exception of monitoring compliance with building code requirements, which are also governed by the state, the City has no authority to approve or deny group homes of six or fewer people. The City does not restrict occupancy of unrelated individuals in group homes, and, in permitted zones, permits housing for special needs groups without regard to distances between such uses or the total number of uses in the City.

The City complies with the intent of reasonable accommodation requirements and is not determined a constraint for developing multi-family housing.

Definition of a Family

The Pinole Municipal Code Section 17.98.020 defines family (household) as "One (1) or more persons, whether or not related by blood, marriage, or adoption, sharing a dwelling unit in a

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living arrangement usually characterized by sharing living expenses, such as rent or mortgage payments, food costs, and utilities, as well as maintaining a single lease or rental agreement for all members of the household and other similar characteristics indicative of a single household.” This definition is consistent with state law and does not pose a constraint on the development of housing for persons with disabilities.

California Building Code

The City of Pinole has adopted the 2019 California Building Code, with local amendments. The modifications and changes were adopted with recommendation by the City of Pinole Building Official. Modifications and changes are reasonable and necessary due to local climactic, geological, or topographical conditions or are otherwise permitted by state law. Local amendments to the building code can be found in Pinole City Code Chapter 15.04.030 and include changes to definitions, permit issuance conditions, sprinkler system requirements, exterior building materials, and slab thickness. Amendments are minor changes, and no modifications pose constraints to development.

The City will be adopting the 2022 triennial building code update by the end of 2022.

Code Enforcement

The City's Code Enforcement staff responds to potential violations of the Pinole Municipal Code. There is one full time and one seasonal code enforcement officer in the City. Code enforcement is both proactive and reactive in the City. Proactive code cases are opened if violations have to do with health, safety, or welfare. Code Enforcement works in tandem with the City's Building Official to ensure all structures are built with permit and applicable inspections, which ensure health and safety of our constituents

Most housing-related code cases are building without a permit, outdoor storage (debris, miscellaneous “collections” in the front yard and visible from the public right of way/street/sidewalk), and overgrown vegetation/dead trees posing a hazard.

On- and Off-Site Improvements

The City requires on- and off-site improvements for new developments, which are intended to meet health and safety requirements of the community. Residential developers are responsible for constructing road, water, sewer, and storm drainage improvements on new housing sites. Chapter 16.20 General Regulations and Design includes local street rights-of-way and curb-to-curb widths, sanitary sewer and storm drainage lines, street lighting, erosion control, landscaping, and easements. Although it is likely that the costs for the construction of on-site and off-site improvements do have an impact on housing supply and affordability, the requirements are not excessive compared with nearby jurisdictions and are necessary to provide safe transportation access and utility system connections.

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Nongovernmental Constraints

Requests to Develop Below the Anticipated Density

Requests to develop housing at densities below those anticipated in the Housing Element act as a potential constraint to housing development. Over the last housing cycle, the City developed above the densities anticipated for their Cycle 5 Housing Element Opportunity Sites. The projects developed above the anticipated densities are shown in Table 65.

Table 65: 5th Cycle Sites Developed

Site (APN, Address)	Anticipated # of Units	Actual # of Units	Anticipated Density (du/ac)	Actual/ Proposed Density (du/ac)	Identified Site (5 th Cycle)
811 San Pablo Ave (SAHA)	9	33	30	55	Yes
600 Roble (Vista Woods)*	146	179	50	89.1	Yes
2151 Appian Way (Appian Village)*	113	154	30.5	20.9	Yes

* Cycle 5 Housing Element Opportunity Sites which comprised multiple parcels

Land Costs

Land costs have a demonstrable influence on the cost and availability of affordable housing. Land prices are determined by numerous factors, most important of which are land availability and permitted development densities. As land becomes less available, the price of land increases. According to Contra Costa Association of Realtors in 2022 the average sales price for a single-family detached home is \$828,110 which is up 6.7% from 2021, however closed sales are down 22% from 2021. The average sales price for a townhouse-condo attached home is \$554,909 which is up 22.4% from 2021 with closing sales down 26.7% from 2021.

In Pinole, proximity to the employment centers in Silicon Valley and San Francisco and the scarcity of adequate housing opportunities in western Contra Costa County have influenced upward pressure on land and housing costs.

According to online listings from Zillow.com, in August 2022, there was only one vacant residential parcel listed for sale in the City. This vacant parcel was listed for \$1,500,000. The price of land varies depending on a number of factors, including size, location, the number of units allowed on the property, and access to utilities.

Recent vacant land sold is shown by cost and acreage in Table 66; this does not include sale parcel described above. The price for recent land sold ranges from \$7.34 to \$13.86 per square foot, with an average price of \$9.97 per square foot (or \$434,293 per acre). The City has little control over land costs.

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Table 66: Recent Vacant Lot Sales in Pinole

Acreage	Land Cost	Cost per sq. ft.	Date Sold
0.37	\$223,500	\$13.86	12/28/21
1.00	\$320,000	\$7.34	10/07/21
0.79	\$300,000	\$8.71	05/24/21

Source: Zillow.com, 2022

Construction Costs

Construction costs include the cost of materials and labor. Materials costs include the cost of building materials (wood, cement, asphalt, roofing, pipe, glass, and other interior materials), which vary depending on the type of housing being constructed and amenities provided. In general, construction costs can be lowered by increasing the number of units in a development, until the scale of the project requires a different construction type that commands a higher per square foot cost.

One indicator of construction costs is Building Valuation Data, compiled by the International Code Council (ICC). The unit costs compiled by the ICC include structural, electrical, plumbing, and mechanical work, in addition to interior finish and normal site preparation. The data are national and do not account for regional differences, nor include the price of the land upon which the building is built. The most recent Building Valuation Data, dated August 2022, reports the national average for development costs per square foot for apartments and single-family homes as follows:

- R-2 Residential Multifamily: \$153 to \$227.64 per square foot
- R-3 Residential One- and Two-Family Dwelling: \$166.08 to \$212 per square foot
- R-4 Residential Care/Assisted Living Facilities: \$193.49 to \$269.11 per square foot

California building costs tend to be higher than national levels. A 2020 study by the Berkeley Turner Center noted that construction costs in the state are highest in the Bay Area, and reached more than \$380 per square foot in 2018.¹⁴

Pinole uses both the ICC and RSMeans construction valuation software as a resource for valuations. Pinole area construction cost uses a cost multiplier/index multiplier of 1.2%.

Financing Availability

Interest rates affect homeownership opportunities throughout the City. In August 2022, Freddie Mac's primary mortgage market survey listed interest rates on home loans at 5.13

¹⁴ Turner Center for Housing Innovation. The Hard Costs of Construction: Recent Trends in Labor and Materials Costs for Apartment Buildings in California. March 2020.

https://turnercenter.berkeley.edu/wp-content/uploads/2020/08/Hard_Construction_Costs_March_2020.pdf

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percent on a 30-year fixed-loan rate. While low interest rates are expected to prolong the availability of financing, low housing inventory can create competition among potential homebuyers, especially for first-time homebuyers. The sales price of housing is typically adjusted for changes in mortgage rates.

Table 67 displays the number of loan applications received in 2020 for the purpose of purchasing a home in the Oakland-Berkeley-Livermore metropolitan statistical area, which includes the City of Pinole. Specifically, the table provides the number of total applicants, the number of originated applications, the number of applications that were approved but not accepted, and the number of applications denied across various types of loans.

Table 67: Disposition of Home Loans, 2020

Loan Type	Total Applicants	Originated	Approved Not Accepted	Denied	Withdrawn / Other
Conventional Purchase	42,938	26,224	1,192	3,120	12,402
Government Backed Purchase	7,847	4,111	242	598	2,896
Home Improvement	8,775	4,487	281	1,796	2,211
Refinance	74,951	37,535	2,136	11,064	24,216
Total	134,511	72,357	3,851	16,578	41,725

Source: lendingpatterns-lite.com, 2020

Federal and State Programs

The City participates with Contra Costa County as part of the Urban County Program for federal Community Development Block Grant (CDBG) and HOME funds. The CDBG program, sponsored by the US Department of Housing and Urban Development (HUD), is a primary source of funds for the county's community development and housing programs. As an eligible Urban County, as defined by HUD, Contra Costa County receives funds annually to carry out CDBG eligible activities. The county directs these funds to housing, economic development, infrastructure improvements, public facilities, and public service projects designed to meet the needs of very low- and low-income persons. The City can also apply directly to the county for CDBG and HOME funds for specific projects.

Environmental and Infrastructure Constraints

Environmental hazards affecting housing units include geologic and seismic conditions, soil conditions, flood risk, vegetation and wildlife habitat, toxic and hazardous waste, fire hazards, noise levels, and preservation of agricultural lands. Potential environmental constraints in Pinole include seismic hazards, flooding, and fire hazards. Infrastructure constraints include the availability and cost of water and sewer services. The following

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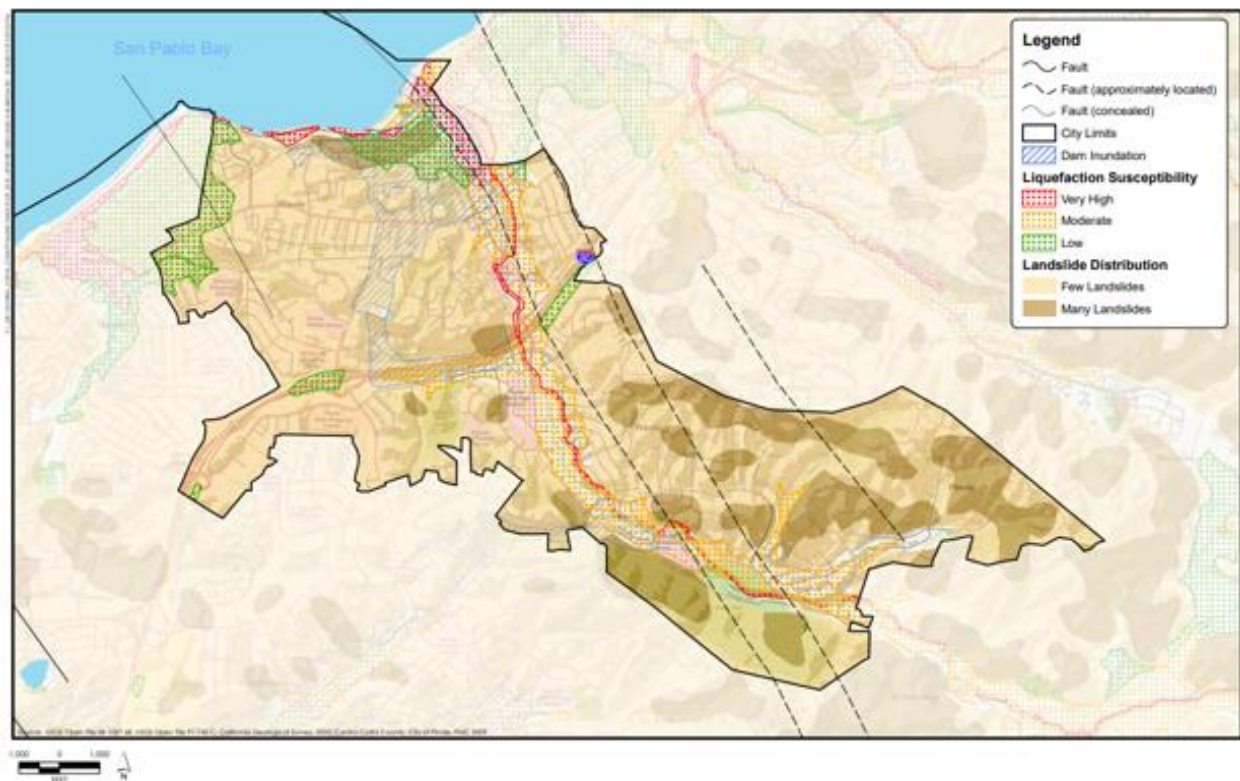
hazards may impact future development of residential units in the City and can pose a potential constraint to housing development.

Environmental Constraints

Seismic Hazards

Pinole is located approximately 1.5–3.9 miles northeast of the Hayward fault and the Rodgers Creek/Healdsburg fault zone underneath San Pablo Bay and is also located about 18 to 20

Figure 12: Geological Hazards



miles northeast of the San Andreas fault zone. The Green Valley-Concord fault trend is located approximately 12 miles east of Pinole. Though the San Andreas fault system, which forms the boundary between the North American and Pacific plates, is the principal source of earthquakes in California, given its proximity to Pinole, the Hayward fault poses the greatest seismic threat to the City.

Flooding

The City of Pinole is located in a low flood zone. During heavy rain events and high tides, certain areas of the City may experience some flooding.

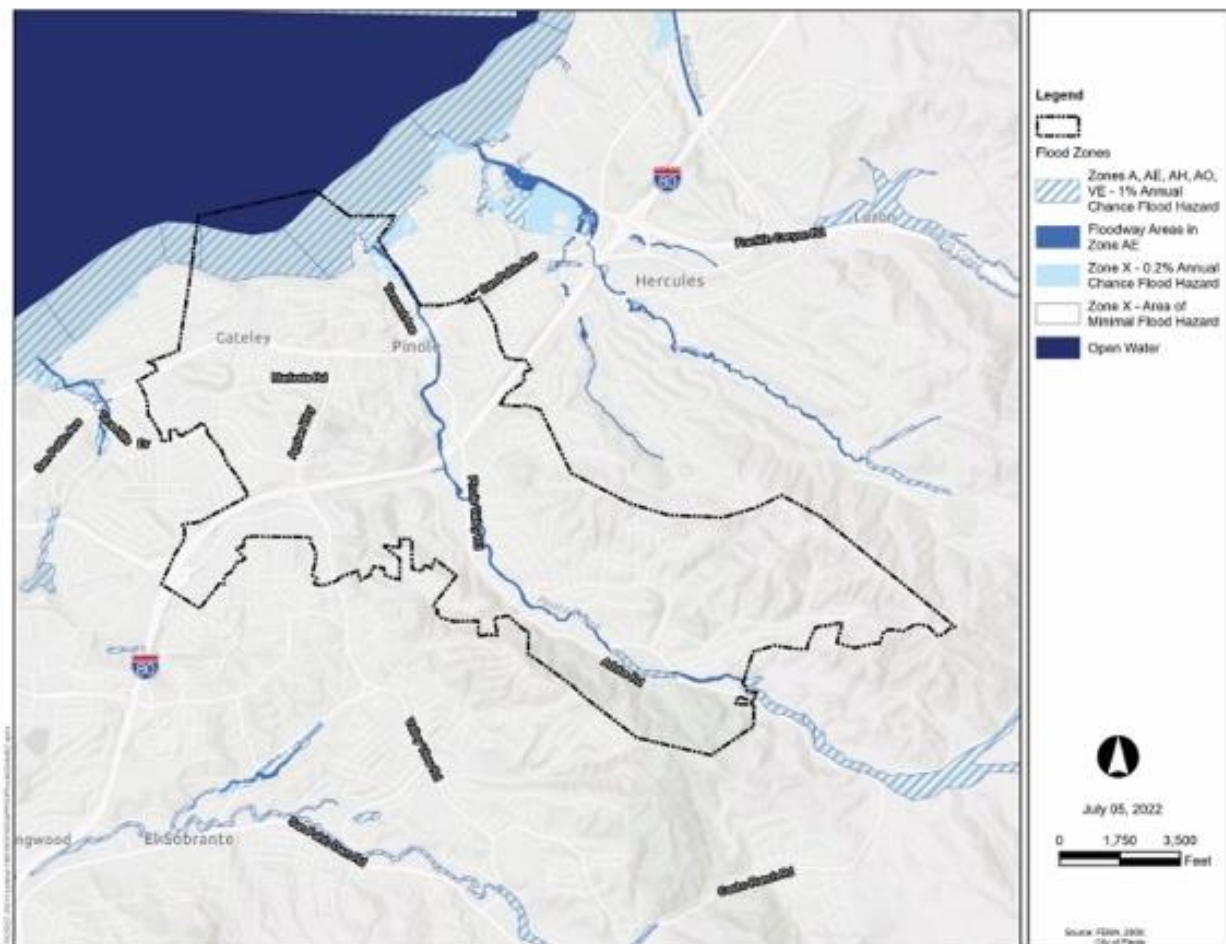
The FEMA National Flood Hazard Map has identified areas in Pinole that are subject to flooding, which are almost entirely located at the San Pablo Bay shoreline and along Pinole

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Creek- the two surface water features in the City. Coastal flooding of San Pablo Bay would potentially inundate areas along the northern coast of the City. Flood hazard zones have been mapped by FEMA that would result in the event of significant storm events. The flood hazard zone associated with San Pablo Bay would only affect the bay coastline area of the City and would not impact developments in the City. The flood zone is categorized as a FEMA 100-year flood hazard zone with a 1 percent annual chance of flooding.

Flood zones associated with Pinole Creek are primarily near San Pablo Bay in the northern area of the creek. The flood zone is categorized as a FEMA 500-year flood hazard zone with a 0.2 percent annual chance of flooding, which results from an extraordinary storm event. Flooding in this area is also unlikely and would not significantly impact critical infrastructure or notable areas within the City. The FEMA flood zones in the City are depicted in Figure 13.

Figure 13: FEMA Flood Zones



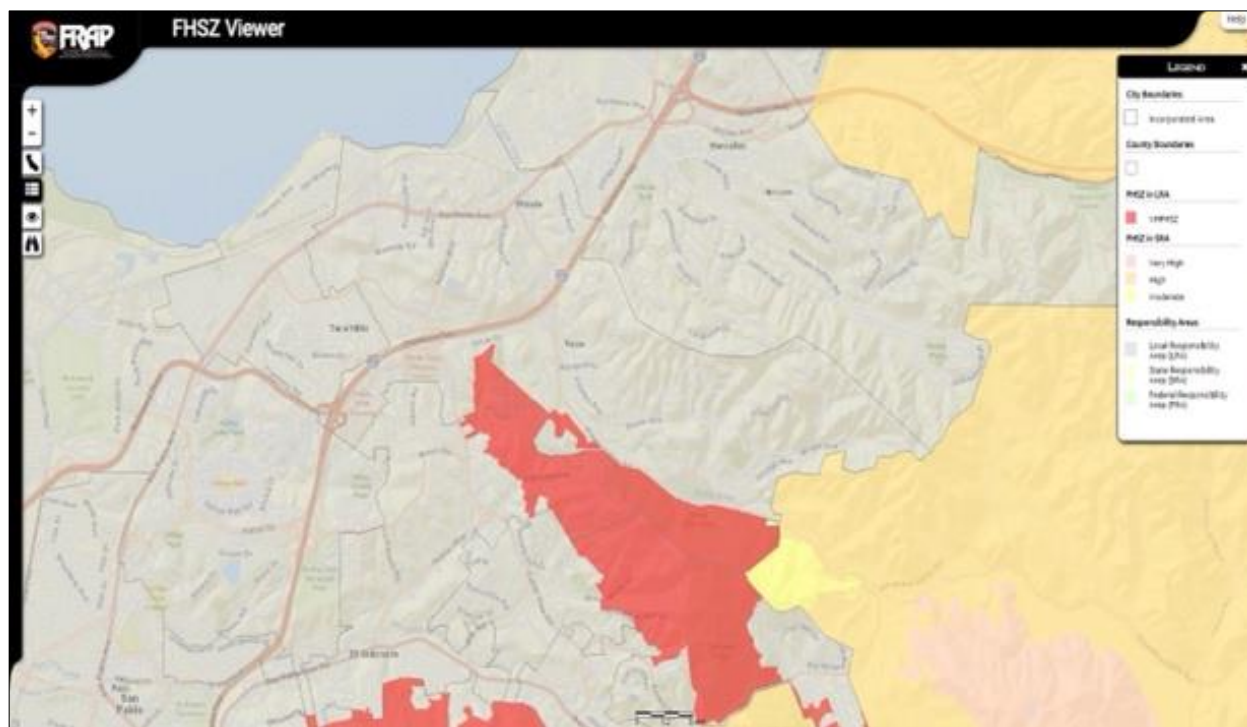
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Fire

The Very High Fire Hazard Severity Zone (VHFHSZ) in Pinole is shown in Figure 14 and is located along the southwestern border of the City. Additionally, moderate fire severity areas are located directly south of the City's southern border.

The East Bay Municipal Utility District (EBMUD) maintains a Fire Management Plan, which includes the Pinole Valley watershed basin located within Pinole's sphere of influence. EBMUD provides fire suppression and protection services on watershed lands. influence, and the Community Services and Facilities Element for further discussion of EBMUD. The City of Pinole Fire Department provides fire protection services within the City limits and has long-term contracts to serve several county unincorporated neighborhoods adjacent to the City. The City is currently in discussions with ConFire to negotiate a contractual arrangement for ConFire to take over all fire protection services (fire prevention, suppression, and emergency medical response). The Fire Department's mission is to provide for the safety and welfare of the public through preservation of life, property, and the environment. The Fire Department promotes disaster preparedness, fire prevention, and safety in the City by providing free services and safety devices, public outreach (schools, businesses) and public education and/or training courses (safety demonstrations including child car seat safety and earthquake preparedness), maintenance (station upgrades, etc.) and biannual inspections (commercial occupancies).

Figure 14: Fire Hazard Severity Zones



Source: CalFire FRAP

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Water and Sewer Infrastructure

Provision of adequate water and sewer do not constitute a constraint on development in the City.

The East Bay Municipal Utility District (EBMUD) provides water service to the City. The City of Pinole and West County Wastewater District (WCWD) are the wastewater service providers to the City. Currently, there is adequate capacity available within EBMUD and both wastewater service providers sewer districts to handle development anticipated in the Pinole General Plan. The installed utilities that provide gas distribution, electric circuit, and service are also adequate to handle future development in Pinole.

The City complies with requirements regarding water and sewer priority allocation to affordable housing. As needed, the City will coordinate with EBMUD, WCWD, and the Pinole/Hercules Water Pollution Control Plant (WPCP) Joint Powers Authority to facilitate adoption of similar policies or to ensure adherence to California Public Utilities Commission policies on water/sewer priority for affordable housing. In 2016, the City adopted a policy for water and sewer services to provide priority allocation to affordable housing in the event a rationing system is implement.

The City of Pinole Public Works Department and West County Wastewater District maintain the City's sewer system. The City of Pinole is responsible for the collection and treatment of wastewater flows to their lift stations and treatment plant, the Pinole/Hercules Water Pollution Control Plant (WPCP). The Pinole/Hercules WPCP is owned and operated by a Joint Powers Authority comprising the Cities of Pinole and Hercules. The facility treats wastewater from both cities to secondary standards prior to discharge to San Pablo Bay. There are two operational discharge outfalls: deep-water and shallow water. The Deepwater outfall is shared with the Rodeo Sanitary District and is permitted by the Regional Water Quality Control Board (RWQCB). The shallow water outfall is not permitted but has been used during wet weather conditions when influent flows exceed the capacity of the deep-water outfall.

In 2019, the City completed a full-scale upgrade of the Pinole-Hercules Water Pollution Control Plant to expand its capacity, meet new discharge requirements and provide wet weather treatment capabilities. These improvements met new conditions in the renewed National Pollutant Discharge Elimination System discharge permit that entail the elimination of blending peak wet weather flows and use of the emergency outfall for peak wet weather flows less than 14.6 million of gallons per day (mgd).

The West County Wastewater District is responsible for collection and treatment of flows tributary to their lift stations and treatment plant. Approximately 0.4 square miles in Pinole lie within the district.

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Affirmatively Furthering Fair Housing

Introduction

Assembly Bill (AB) 686 requires a jurisdiction's housing element to provide an analysis of contributing factors to fair housing issues and to commit to actively and meaningfully affirmatively further fair housing. This analysis includes an assessment of fair housing enforcement, outreach activities, integration and segregation, racially and ethnically concentrated areas of affluence and poverty, disparities in access to opportunities, disproportionate housing needs, and any other contributing factors that serve as impediments to fair housing. The assessment also analyzes the extent to which the identified Regional Housing Needs Allocation (RHNA) sites affirmatively further fair housing.

Outreach

The City of Pinole solicited community input throughout the Housing Element update process in a variety of ways. The main strategies to gather public participation are summarized below.

Outreach Activities

Community members were engaged using the following methods:

- Online survey in English, Tagalog, Cantonese, and Spanish
- Community Workshops
 - Workshops were recorded and made available on the City website in English, Tagalog, Cantonese, and Spanish
- Web page on City website
- Stakeholder focus groups/interviews
- Email list
- Postcards and flyers with links to project website, survey, community meeting dates, and notification of translation services
- Pinole Community Television advertisements
- Articles in the City's biweekly Administrative report
- Social media posts
- 11 Banners around the community and at community facilities
- Joint City Council/Planning Commission study session

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Organizations Contacted and Consulted

Organizations contacted and interviewed included:

Affordable Housing Developers

- SAHA (Satellite Affordable Housing Associates)
- MRK
- BRIDGE Housing
- Community Housing Development Corporation

Business Groups

- Bayfront Chamber of Commerce
- Contra Costa College Economic & Workforce Development Department
- San Pablo Economic Development Corporation

Community and Environmental Justice Groups

- Communities for a Better Environment
- Environmental Justice League
- Friends of the Library
- Richmond Pinole Lions Club
- Friends of Pinole Creek Watershed
- Pinole Garden Club
- Pinole Seals Swim Club
- Pinole for Fair Government
- West County League of Women Voters
- Contra Costa Builders Exchange
- Building Industry Association of the Bay Area
- Contra Costa Association of Realtors
- Pinole Historical Society
- Their Club (youth group)
- The Quinan Street Project

Major Employers

- Kaiser Permanente
- Target

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- West Contra Costa Unified School District

Real Estate and Construction Groups

- Coldwell Banker Real Estate (Pinole Branch)
- Security Pacific Real Estate Brokerage (Richmond Branch)
- DeNova Homes
- BGAM - Property Management
- Sequoia Real Estate

Religious Organizations and Churches

- Church of Christ
- Nichiren Shoshu Myoshinji Temple
- Pinole Valley Community Church
- St. Joseph's Church
- Valley Bible Church
- Christ the Lord Church
- Sunset Evangelistic Center

Service Providers

- Eden Council for Hope and Opportunity (ECHO)
- Disabled People's Recreation Center
- Cole Vocational Services
- Pinole Senior Center
- EAH Housing
- Housing Authority of Contra Costa County
- Bay Area Rescue Mission
- Contra Costa Health Services
- The Salvation Army
- Meals on Wheels Contra Costa County
- Contra Costa County Aging & Adult Services
- HOPE Solutions
- Pathway to Choices
- East Bay Housing Organizations

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- Pinole Library

Housing Element Update – City Website

The City created the Housing Element update web page on the City's website to provide:

- Background and information on the Housing Element process;
- Link to the Housing Element update survey;
- Documents related to the Housing Element;
- Recordings of the Community Workshop presentations in English and Spanish;
- Notification to the public of future events; and
- Notification and interest sign-up lists and comment and question pathways for residents to get involved in the process and to provide comments or questions to the project team or City representatives.

Stakeholder Interviews

The City reached out to 58 individuals who represented a diverse range of agencies and organizations to participate in interviews and focus groups regarding the housing needs and issues in Pinole. Five interviews/focus groups were held on June 30, July 25, and July 26, 2022. The stakeholder groups that participated included the following:

- Friends of Pinole Creek Watershed (June 30, 2022, focus group)
- Pinole Valley Community Church (June 30, 2022, focus group)
- BGAM Property Management (June 30, 2022, focus group)
- Pinole Rotary Club (July 25, 2022, one-on-one interview)
- Contra Costa Association of Realtors (July 26, 2022, one-on-one interview)

The stakeholders discussed a variety of concerns and the following key themes were identified:

- Protect and promote the character of Pinole while providing a variety of housing options.
- Provide housing near community facilities and amenities like parks, open space, and transportation.
- A lack of affordable housing options and how to incentivize multifamily and affordable development in the City.
- Habitat restoration and protection needs to be considered when locating housing sites.
- Need for more education and outreach to inform residents of housing law and what affordable housing is, to shift the perceived stigma.

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- Provide protections and resources for seniors, first-time homebuyers, and lower- and middle-income individuals.

Housing Element Survey

Another component of the outreach effort was the Housing Element survey, posted on the City's website from May 2022 through August 2022, and promoted through a variety of channels to reach the entire community. Although the survey was offered in four languages (English, Spanish, Cantonese, and Tagalog), all respondents participated in English. As of the close of the online survey on August 15, 2022, the City received a total of 149 completed surveys. Of those who responded, 63 percent of respondents were homeowners, 49 percent of respondents were white or Caucasian, and 35 percent were a senior out of the 100 responses who answered the question (49 respondents skipped this question). Responses to the survey primarily revealed concerns from residents regarding:

- Difficulty paying rent, mortgage, or down payment
- Substandard housing quality
- Strong support for workforce housing
- Improvements to infrastructure and access to community amenities

Responses to the survey revealed particular concern about the following groups being able to find an affordable place to live in Pinole: persons experiencing homelessness, lower- and middle-income workers, and the elderly. The housing issues that survey respondents were most concerned about were poor infrastructure in neighborhoods (streetlights, sidewalks, roadways, etc.), followed by overcrowding and homelessness.

Public Workshops

The City held two virtual public workshops—Wednesday, May 11, 2022, and Thursday, June 9, 2022, both at 7:00 p.m.—to present information on the Housing Element update and gather public input. Twenty-five members of the community participated in the workshops and provided feedback through question and answer sessions in the Housing Element update process including housing needs (workshop #1) and the potential RHNA sites, draft goals, and programs (workshop #2). Live Tagalog, Cantonese, and Spanish interpretations were provided, recorded, and posted on the project webpage for both workshops for those who could not attend, or who wanted to review the materials and meetings at their leisure.

Assessment of Fair Housing Issues

City Overview

Pinole is located in Contra Costa County, in the Oakland-Hayward-Berkeley, CA Metropolitan Statistical Area. The City is bordered on the north by San Pablo Bay, on the southeast bay

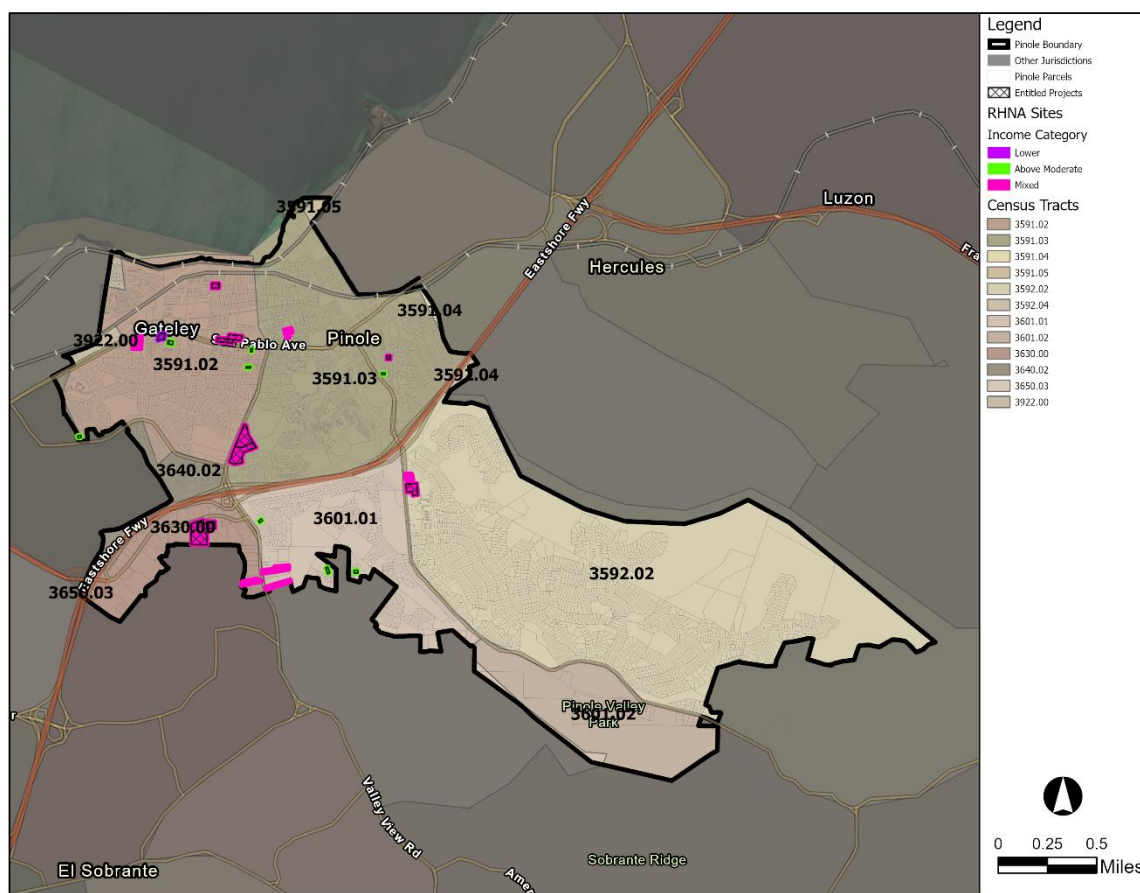
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regional park lands, and on the remain sides by surrounding jurisdictions. Pinole is approximately five square miles of land and is bisected by Interstate 80.

Much of the fair housing analysis is based upon census data provided at the census tract level. Figure 15 displays the census tracts in the City. Many tracts have a small area within the City of Pinole, but the majority of their area is located outside city limits. Two of the census tracts (tracts 3630 and 3640.02) have very little housing and are primarily commercial developments and Interstate 80. Census tract 3601.02 is completely occupied by the Pinole Valley Park, which is open space available to the public, and does not have any commercial or housing developments. Most of the housing in Pinole is located in four census tracts: 3591.02, 3591.03, 3592.02, and 3601.01.

The Affirmatively Furthering Fair Housing (AFFH) section also considers the effects that the selected RHNA sites may have on fair housing. Selected RHNA sites and entitled projects are relatively distributed throughout the City.

Figure 15: Census Tracts and RHNA Sites



Census Tracts and RHNA Sites

Source: HCD AFFH Data Viewer

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Fair Housing Enforcement and Outreach Capacity

Fair housing services are provided to residents of Pinole primarily through the Eden Council for Hope and Opportunity (ECHO) Housing. ECHO Housing is a US Department of Housing and Urban Development (HUD) approved housing counseling agency, which provides tenants and landlords in Contra Costa County and the region with services that include tenant's rights workshops, landlord training, rent review and eviction assistance, and mediation services. ECHO Housing has offices in Antioch, Alameda, and Monterey. Additionally, Bay Area Legal Aid provides legal assistance to low-income residents for a wide range of issues, including eviction issues, rent raises, and housing conditions and discrimination. Bay Area Legal Aid has offices in Richmond, Oakland, and Napa, as well as other cities in the Bay Area. This organization also offers monthly housing rights clinics in Richmond.

In addition to the efforts of the above nonprofit groups, Contra Costa County enacted an eviction and rent increase memorandum on April 21, 2020. The eviction moratorium for certain residential tenants and a moratorium on certain residential rent increases ended on September 30, 2021 and has not been extended. Protections laid out in the memorandum include the following: prohibition on evictions due to unpaid rent (related to COVID-19), ban on no-fault evictions, moratorium on rent increases, a 120-day grace period to pay back rent, and no late fees for back rent.

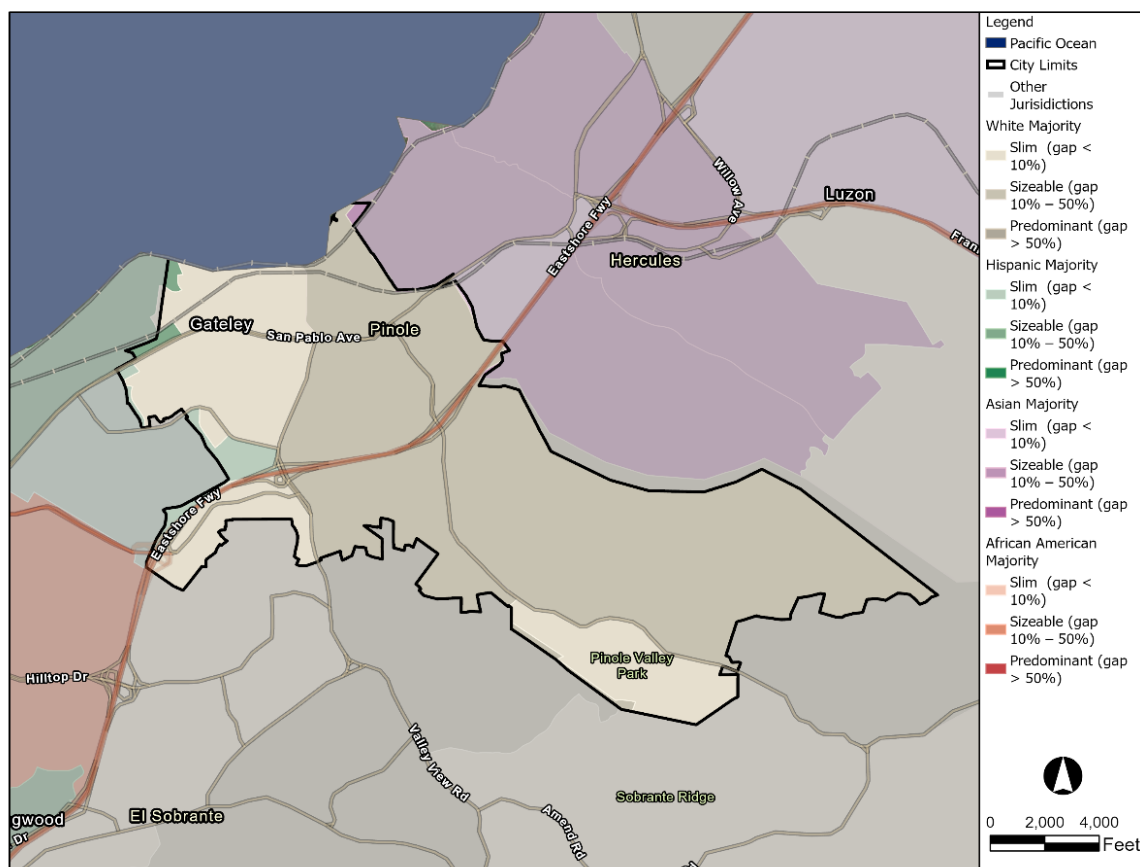
Integration and Segregation

Race and Ethnicity

Figure 16 shows the racial and ethnic majority by census tract in the City of Pinole. As illustrated, almost the entirety of the City has a sizable White majority, with a small portion in the west having a slim White majority. Just outside city limits, there is an Asian majority to the east and a Hispanic majority in the west. The portions of the City in the west with a slim White majority are also the areas where poverty and single female-headed households are more prevalent.

These trends continue beyond the bounds of the City. Pinole has comparable racial trends to the County and the Bay Area as a whole. A predominant discrepancy is Pinole's prominent Asian population, which makes up 27 percent of the City, while Countywide, the Asian population is about 17 percent of the overall makeup. Pinole has a prominent Filipino population.

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Figure 16: Racial and Ethnic Majority, 2010**Racial and Ethnic Majority, 2010**

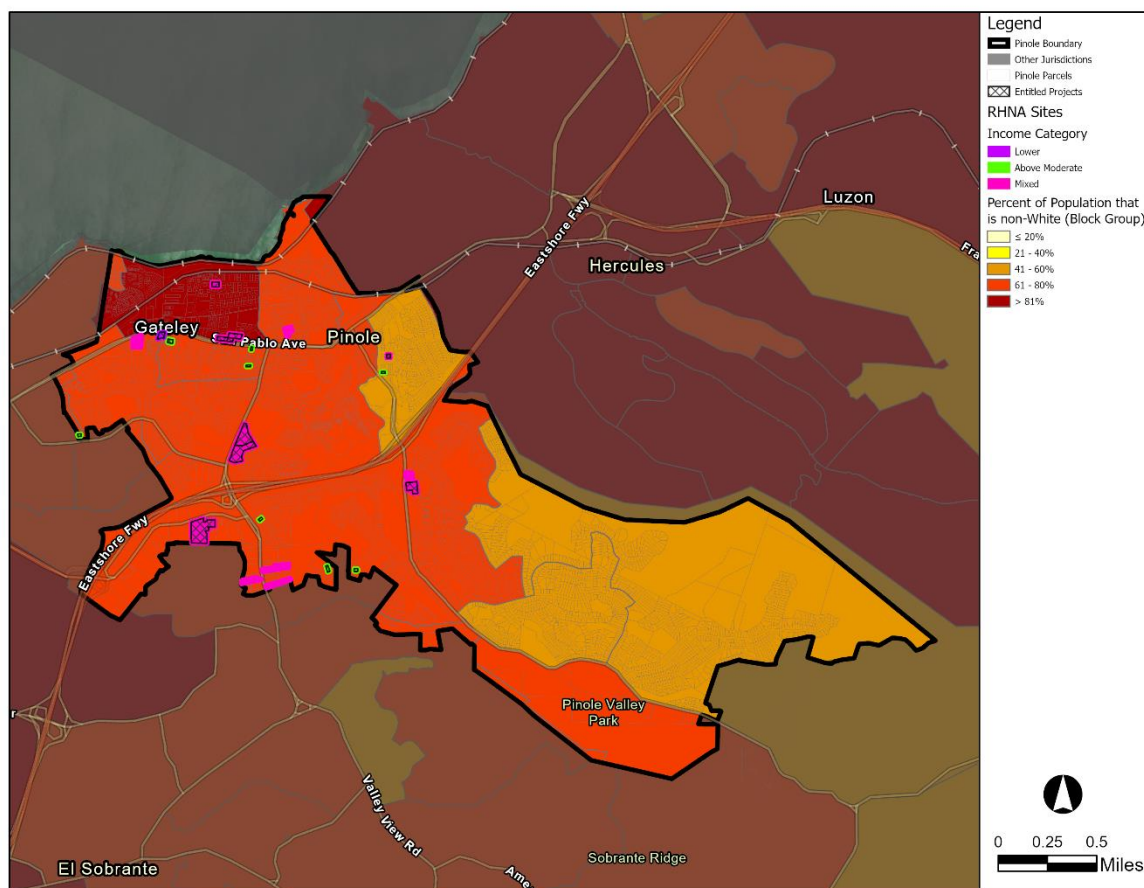
Source: HCD AFFH Data Viewer

Figure 17 shows the percent of the population in each block group that is non-White. As shown in Figure 17, the northwest portion of the City has the highest percent of the population that is non-White. The majority of Pinole has a non-White population between 41 to 60 percent. Three block groups in eastern Pinole have the lowest amount of non-White population, between 21 and 40 percent. The portions of the City in the west with a larger non-White population are also the areas where poverty and single female-headed households are more prevalent.

As of 2019, 67 percent of the City was non-White, while 56 percent of the County was non-White, and 61 percent of the Bay Area region was non-White. The overall distribution of the non-White population is comparable between the City and the region as a whole, with a slightly higher proportion in Pinole.

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Figure 17: Percent non-White, 2018 and RHNA Sites

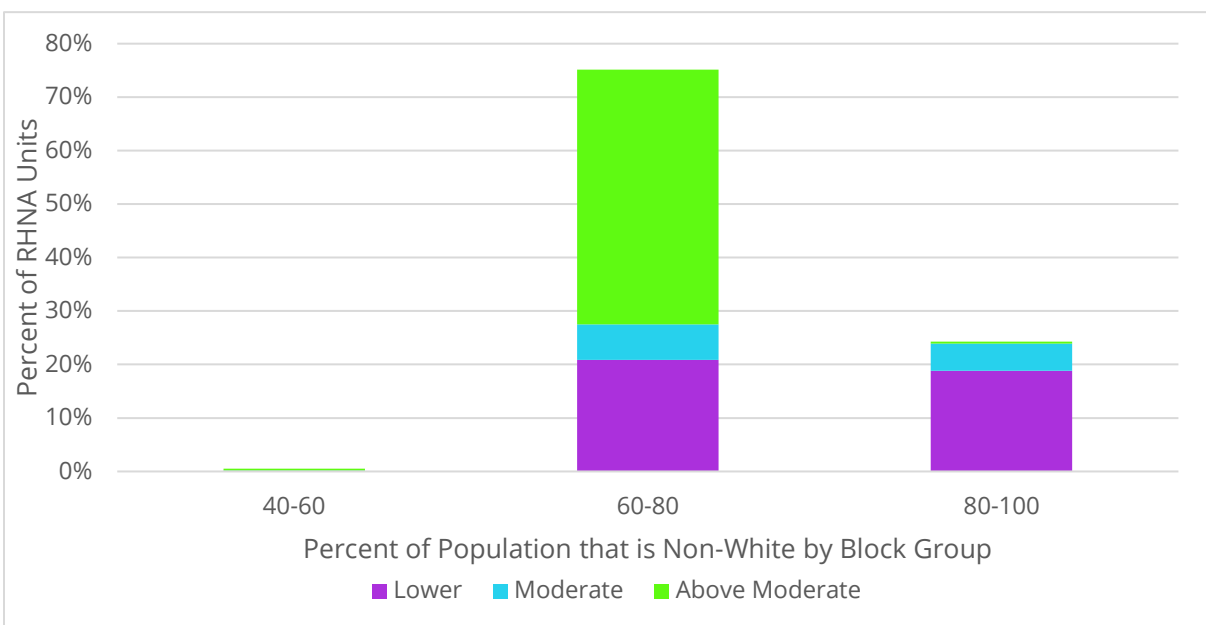


Percent Non-White, 2018 and RHNA Sites

Source: HCD AFFH Data Viewer

Figure 18 compares the RHNA units with the total percentage of the population that is non-White. The sites are relatively evenly distributed throughout the City, without a concentration in any specific area. As the non-White population is distributed across the City as well, it is unlikely that the RHNA site selection will exacerbate any conditions or make any negative changes to fair housing conditions as they pertain to the non-White population.

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Figure 18: Percent non-White Comparison of RHNA Units**Dissimilarity Index – Race and Ethnicity**

Segregation is defined by the census as the spatial distributions of different groups among units in a metropolitan area. Segregation can be quantified by using the dissimilarity index, which measures the distribution of two groups in a city and assigns a score between 1 and 100. The level of segregation is determined by assessing what percentage of residents in a census block would have to move for each block to have the same proportion of said group. A score of zero (0) reflects a fully integrated environment; a score of 100 (or 100%) reflects full segregation. Therefore, a higher dissimilarity index indicates higher concentrations of the indicated ethnic groups in areas of the City, when compared to the White population distribution. A lower dissimilarity index implies higher integration, and a more even distribution of each ethnicity when compared to the White population. The formula for this calculation is provided by California Department of Housing and Community Development's (HCD) AFFH Guidance Document.

The categories for the dissimilarity index on a scale of 1-100 are as follows:

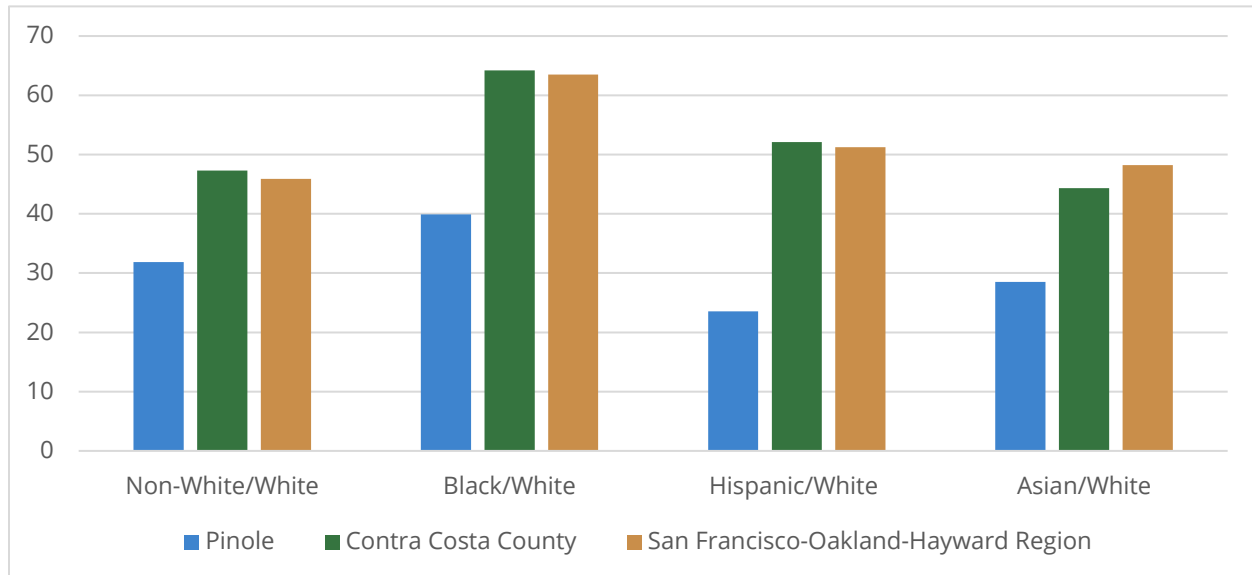
- <30: Low Segregation
- 30-60: Moderate Segregation
- >60: High Segregation

Figure 19 provides the dissimilarity index values in Pinole, Contra Costa County, and the MSA region as a whole, indicating the level of segregation between White residents and residents who are non-White, Black, Hispanic, or Asian. In Pinole, there is moderate segregation

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between the Black and White populations. There is low segregation between the Hispanic and White populations and between the Asian and White populations. Overall, the City has a moderate dissimilarity index of 31.86, which is just above the threshold for low segregation. Segregation at the City level is much lower than Contra Costa County as a whole.

Figure 19: Dissimilarity Index for Race, 2020



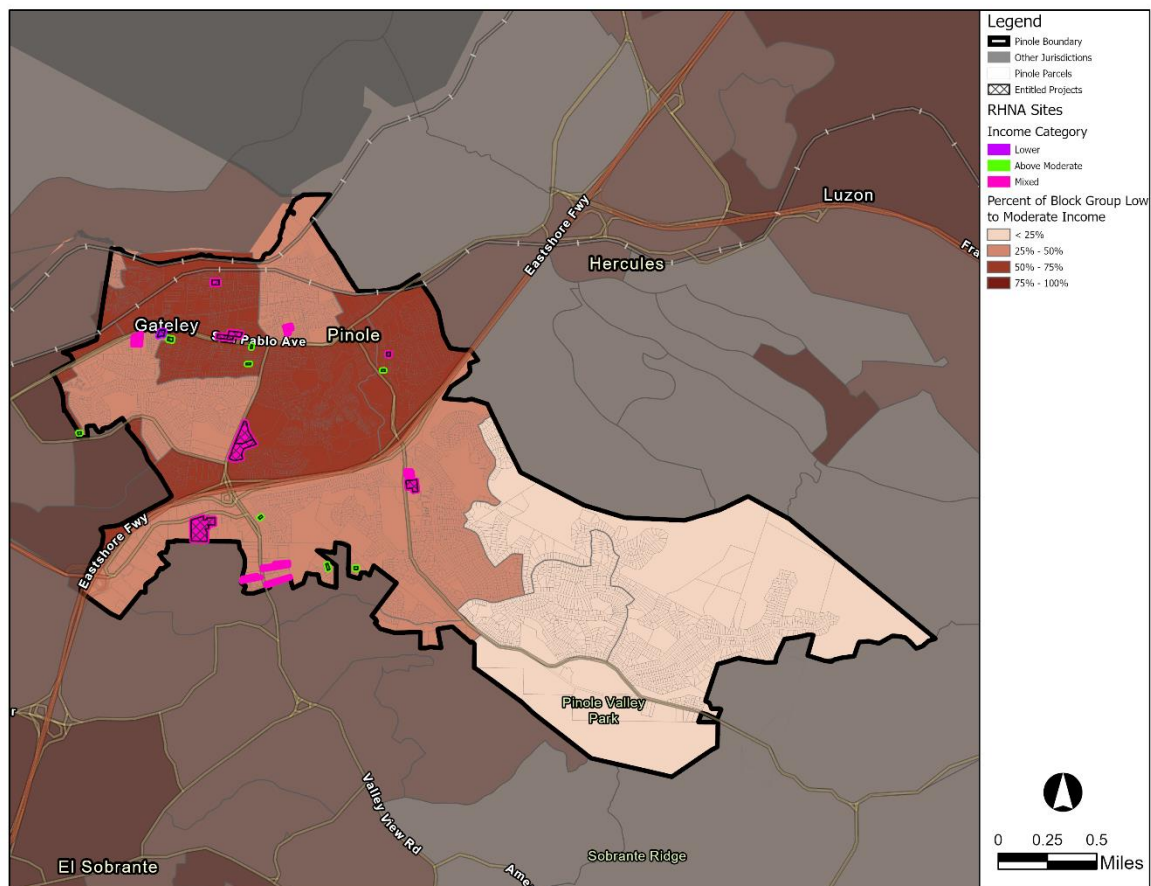
Source: American Community Survey 2020 5-Year Estimates, Contra Costa County Analysis of Impediments to Fair Housing

Income

The dissimilarity index can also be used to calculate income segregation, using the same scale as above. In the Bay Area region, income segregation is moderate with an income dissimilarity of 35.1. In Pinole, income dissimilarity is 26.6, indicative of low segregation.

As shown in Figure 20, and in comparison with Figure 17 above, the area in the western portion of the City with the greater concentration of the low- to moderate-income population is also the area with larger non-White population. It is also where the households at the poverty level and single female-headed households are more prevalent. Approximately 47 percent of the entitled and proposed units are located in an area where 50 to 75 percent of the households are low to moderate income.

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Figure 20: Low to Moderate Income Population, 2011-2015 and RHNA Sites**Low to Moderate Income Population, 2011-2015 and RHNA Sites**

Source: American Community Survey 2010-2014

The City established a vision to focus growth along the corridors in the Three Corridors Plan, which has access to transit, employment opportunities, and community resources. The majority of RHNA sites are located along these corridors, where there is currently a more predominant low to moderate income population, as shown in Figure 21. The City is including Program 18, a place-based improvement program to ensure that the RHNA site selection will improve access to these resources throughout the City.

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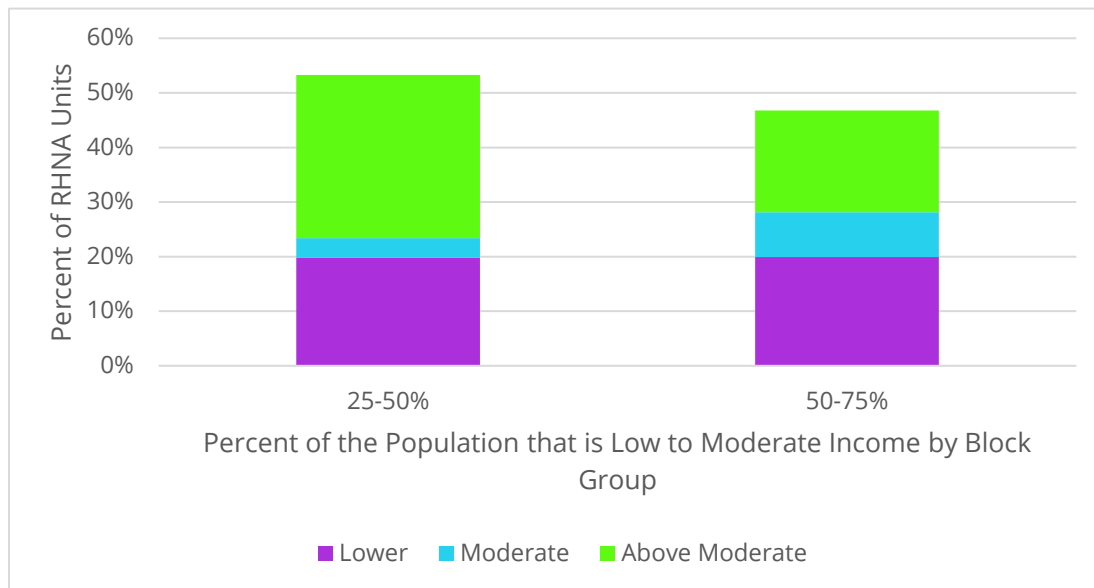
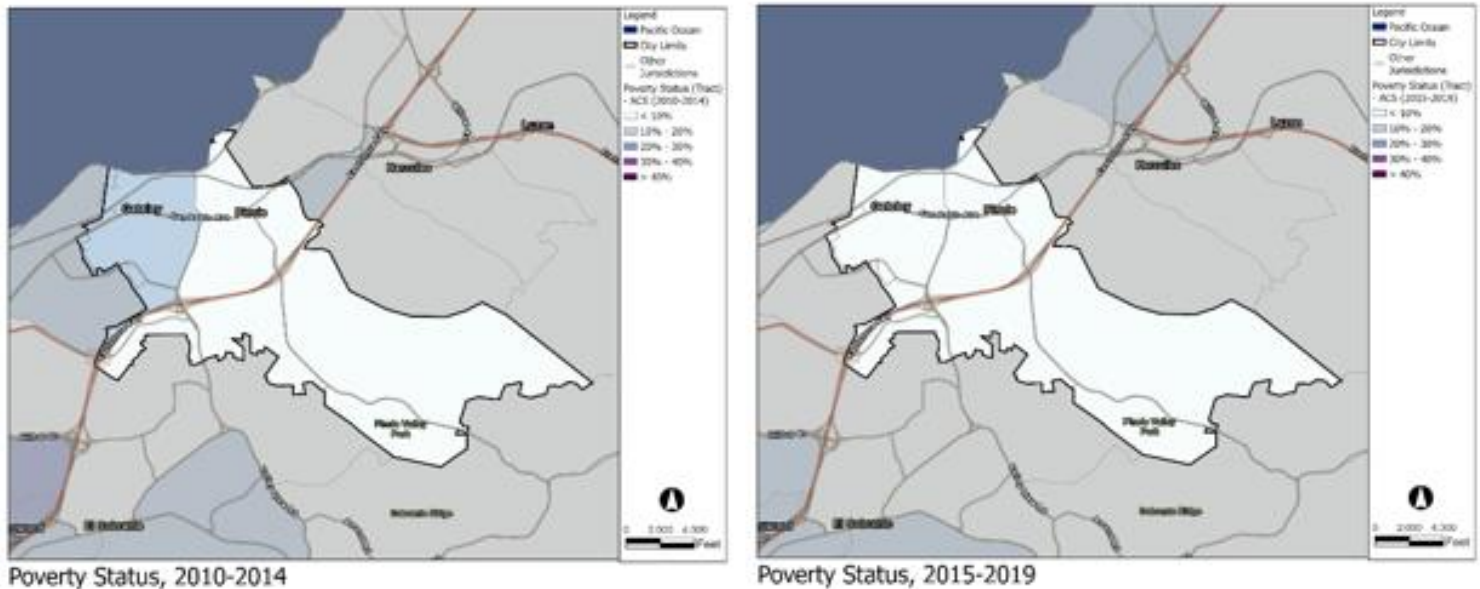
Figure 21: Low to Moderate Income Population Comparison of RHNA Units

Figure 22 shows the change in the population under the federal poverty line by census tract from 2010-2014 to 2015-2019. Poverty is defined by incomes falling below the annually defined thresholds for family size by the Census. As shown in Figure 22, there are no census tracts in Pinole where more than 10 percent of the population experiences poverty. Poverty levels have decreased over time, as the median income has risen in Pinole. In 2020, 3.7 percent of Pinole's overall population was below poverty level. Poverty in Contra Costa County is also low, with overall 8.2 percent of the population living below poverty level.

As there are no concentrations of poverty in the City, the distribution of the sites is unlikely to have an effect on distribution of poverty.

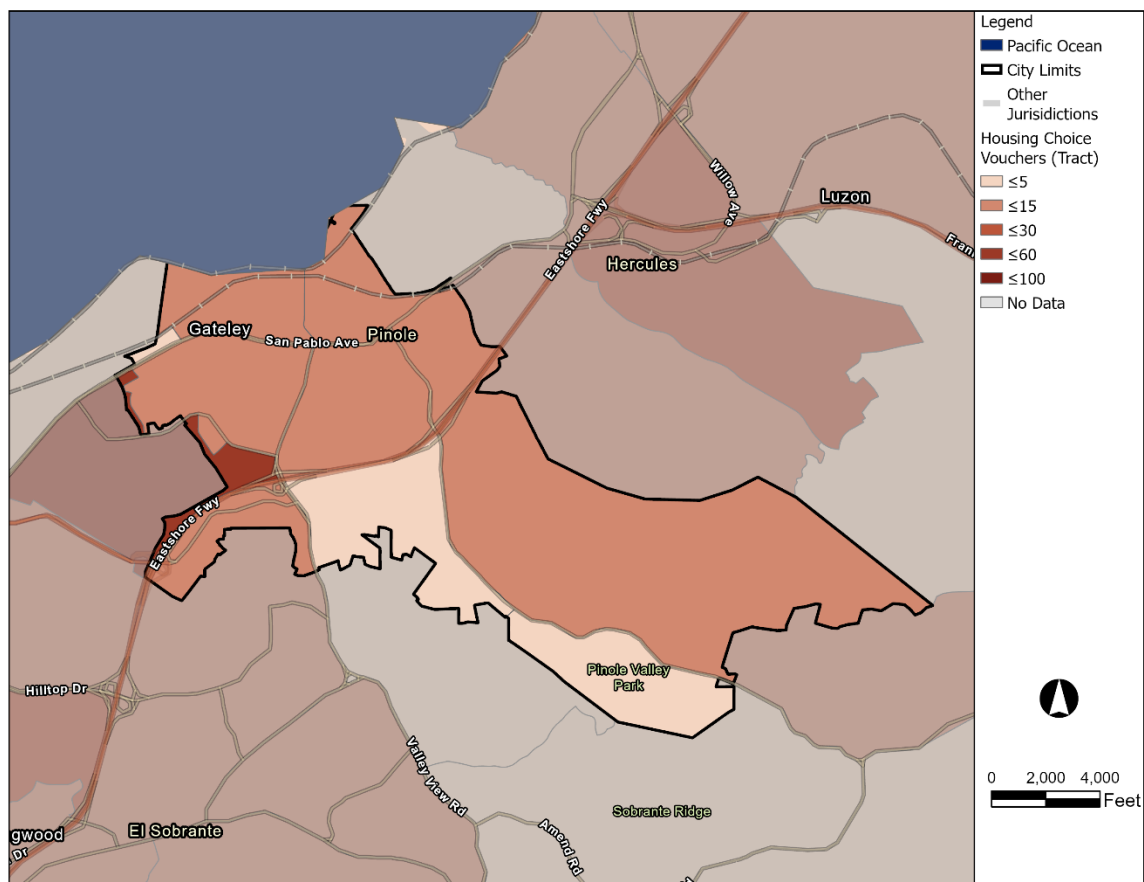
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Figure 22: Poverty Status, 2010-2014 and 2015-2019

Source: HCD AFFH Data Viewer

Figure 23 displays the distribution of housing choice vouchers (HCV) in the City. The HCV program is a 100 percent federally funded rental subsidy for low-income households living in privately owned rental units. The Contra Costa Housing Authority administers the HCV program for those in Pinole. The HCV program makes payments directly to the landlord and allows households to choose where they want to live, as long as it is up to minimum standards. Voucher amounts are dependent on family size and income and can expand housing choice and options for those on limited incomes, including those with low incomes, people with disabilities, and the elderly. As of 2010, there were 100 households using HCVs in the City of Pinole.

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Figure 23: Housing Choice Vouchers, 2010**Housing Choice Vouchers, 2010**

Source: HCD AFFH Data Viewer

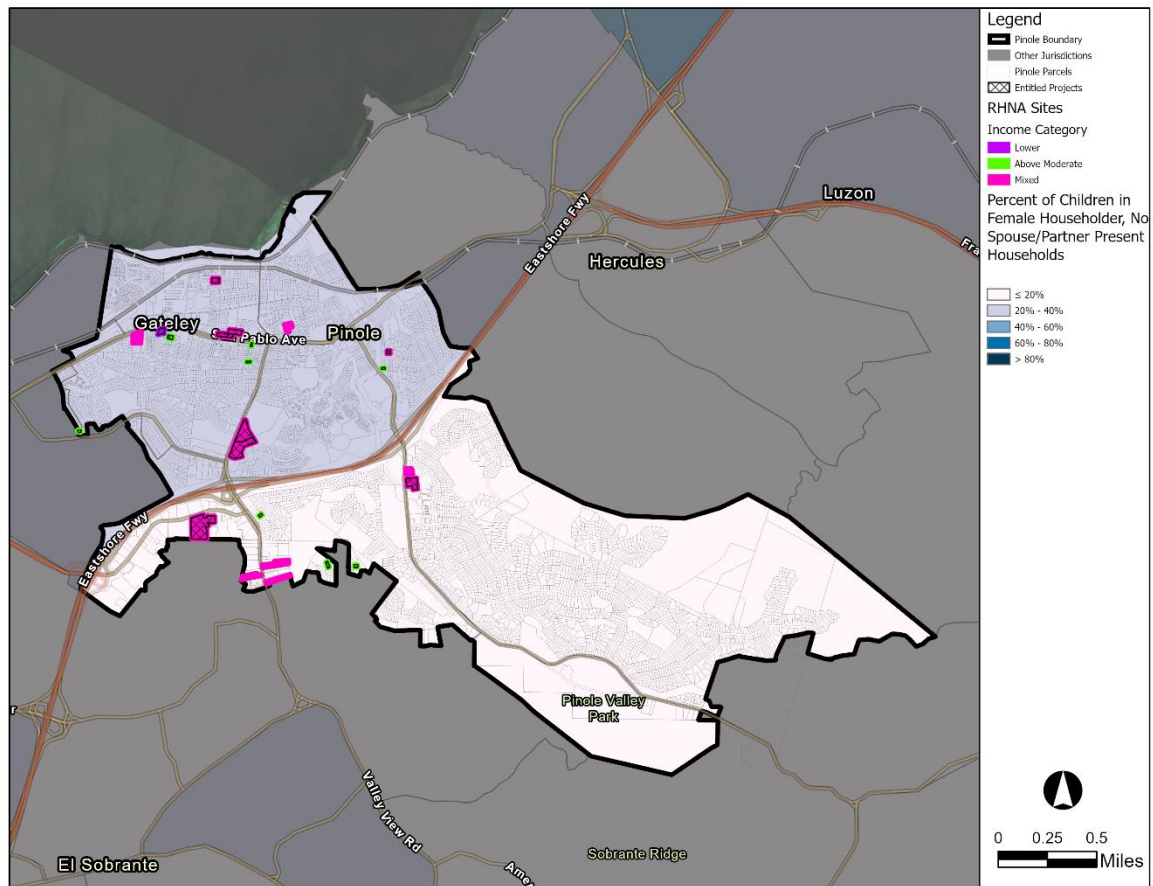
Familial Status

Figure 24 shows the percentage of children that are living in female-headed households with no spouse by census tract. It also shows entitled and proposed RHNA sites. In 2020, 1,050 households, or 15.5 percent of the total households in Pinole, were female-headed households, which is only slightly higher than the 12.0 percent for the County.

Four of Pinole's census tracts have less than 20 percent of children in female-headed households. These tracts are east of Interstate 80 (Eastshore Freeway). Conversely, all tracts west of Interstate 80 have between 20 and 40 percent of children in female-headed households.

As shown in Figure 25, about 58 percent of RHNA sites are in a tract where 20-40 percent of children are in female-headed households. There are no areas of the City where more than 28 percent of children are in female-headed households. RHNA sites are not expected to impact fair housing concerns based on familial status.

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Figure 24: Children in Female-Headed Households and RHNA Sites, 2015-2019

Children in Female-Headed Households, 2015-2019 and RHNA Sites

Source: HCD AFFH Data Viewer

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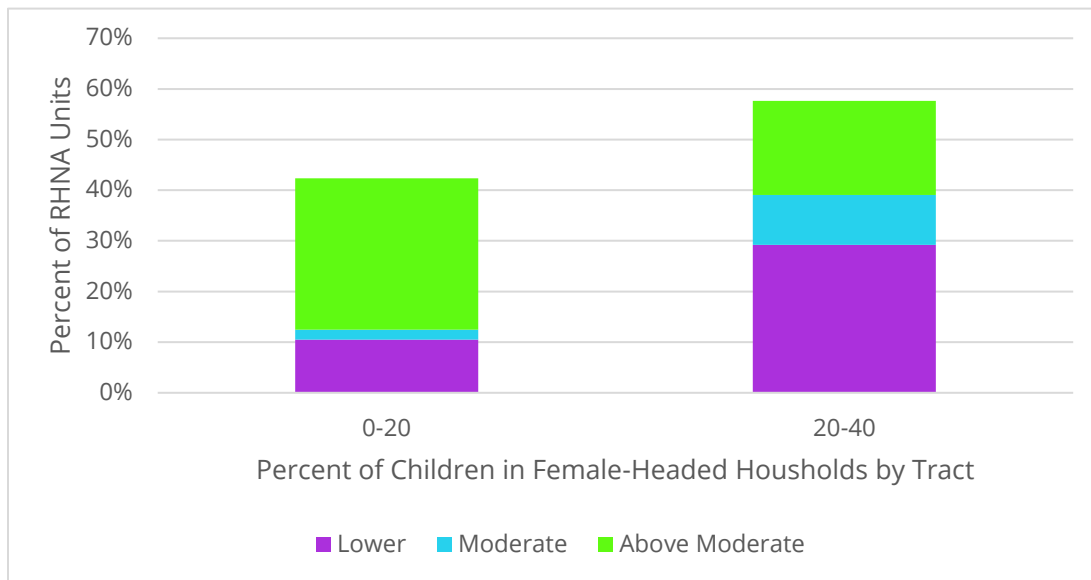
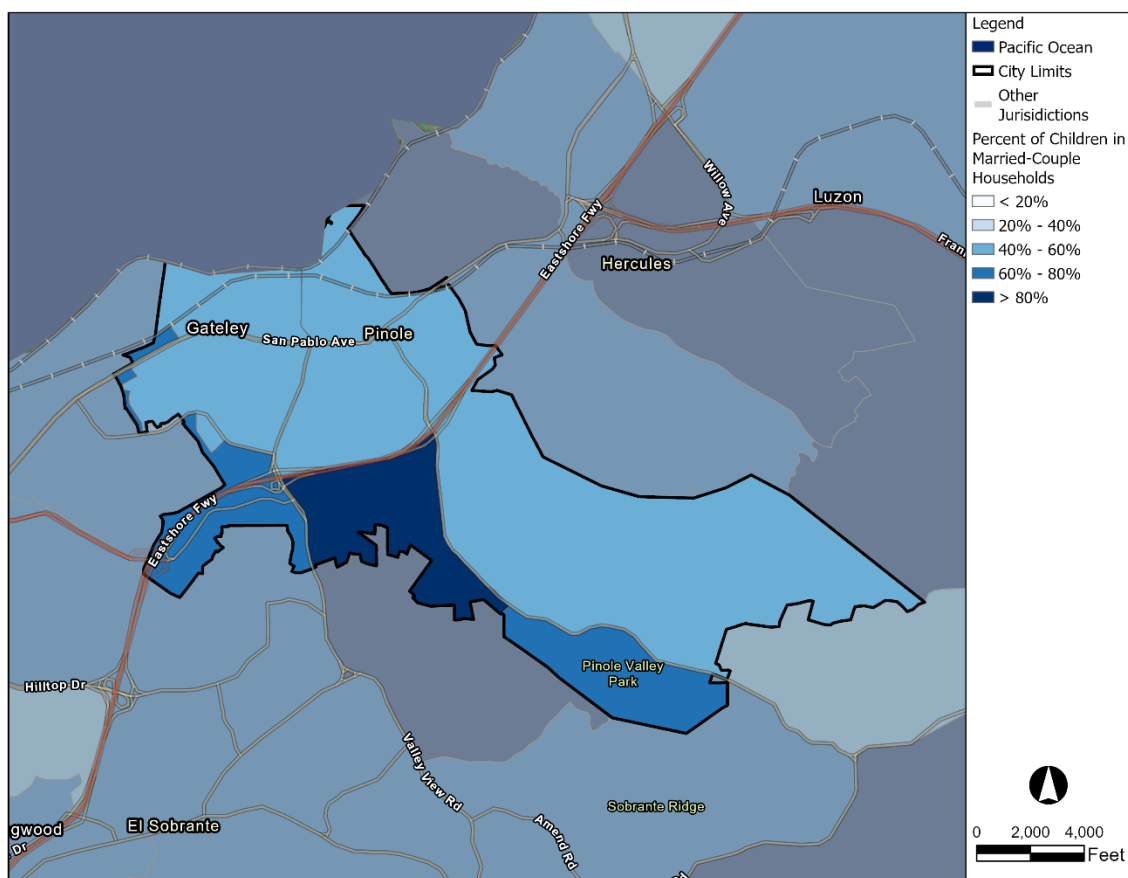
Figure 25: Female-Headed Households comparison of RHNA Units

Figure 26 shows the percentage of children in married couple households. No census tract in Pinole has less than 40 percent of children in married couple households. Most of the City's residential census tracts are in the 40 to 60 percent range, while census tract 3601.01 has a percentage of children in married couple households of 80 percent or more. In the City of Pinole, 23.3 percent of households are married couple households with children present, compared to 34 percent Countywide. RHNA sites are not expected to impact fair housing concerns based on familial status.

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Figure 26: Children in Married Couple Households, 2015-2019**Children in Married Couple Households, 2015-2019**

Source: HCD AFFH Data Viewer

Persons with Disabilities

The US Census Bureau provides information on the number of persons with disabilities of varying types and degrees. According to the US Census Bureau, a person is considered to have a disability if they have difficulty performing certain functions or difficulty with certain social roles. Affordability of appropriate housing and access, both within the home and to/from the home site, are the primary challenges for persons with disabilities. Access often requires specially designed dwelling units. Additionally, housing locations near public facilities and public transit are important for this special needs group. In 2019, it was estimated by the Census that 14 percent of the population in Pinole, 11 percent in Contra Costa County, and 10 percent in the Bay Area region have a disability. Types of disabilities included in the Census are:

- Hearing difficulty: deaf or has serious difficulty hearing
- Vision difficulty: blind or has serious difficulty seeing even with glasses

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- Cognitive difficulty: has serious difficulty concentrating, remembering, or making decisions
- Ambulatory difficulty: has serious difficulty walking or climbing stairs
- Self-care difficulty: has difficulty dressing or bathing
- Independent living difficulty: has difficulty doing errands alone, such as visiting a doctor's office or shopping

Figure 27 shows an estimate of the number of Pinole residents with disabilities by type of disability. The most prevalent types of disability are ambulatory and independent living difficulties. Note that individuals may have more than one type of disability.

Ambulatory issues are the highest reported disability Citywide. A large population with walking difficulty creates a need for single-story housing, elevators, transit access, wheelchair access, larger homes for live-in help, and proximity to health facilities.

Figure 27: Disability Characteristics, 2019

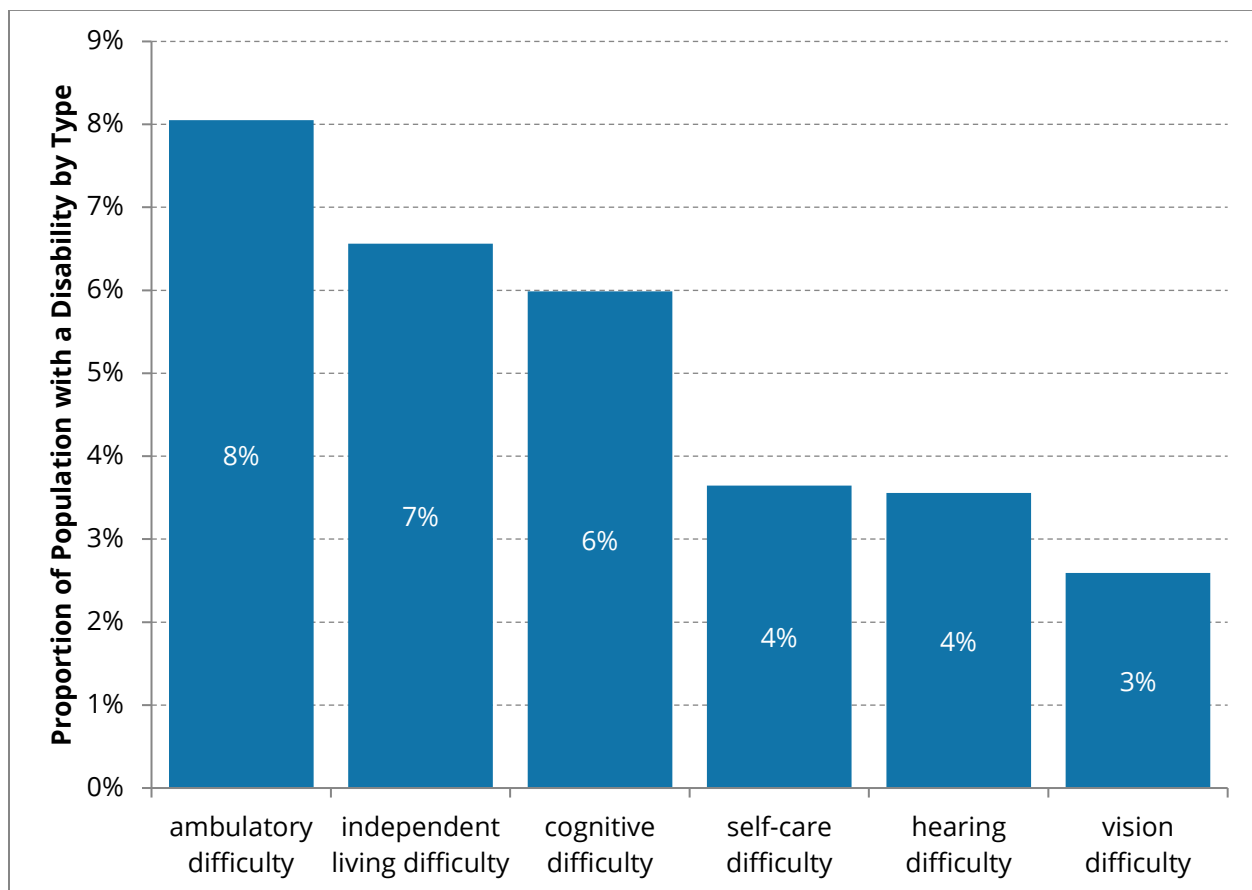
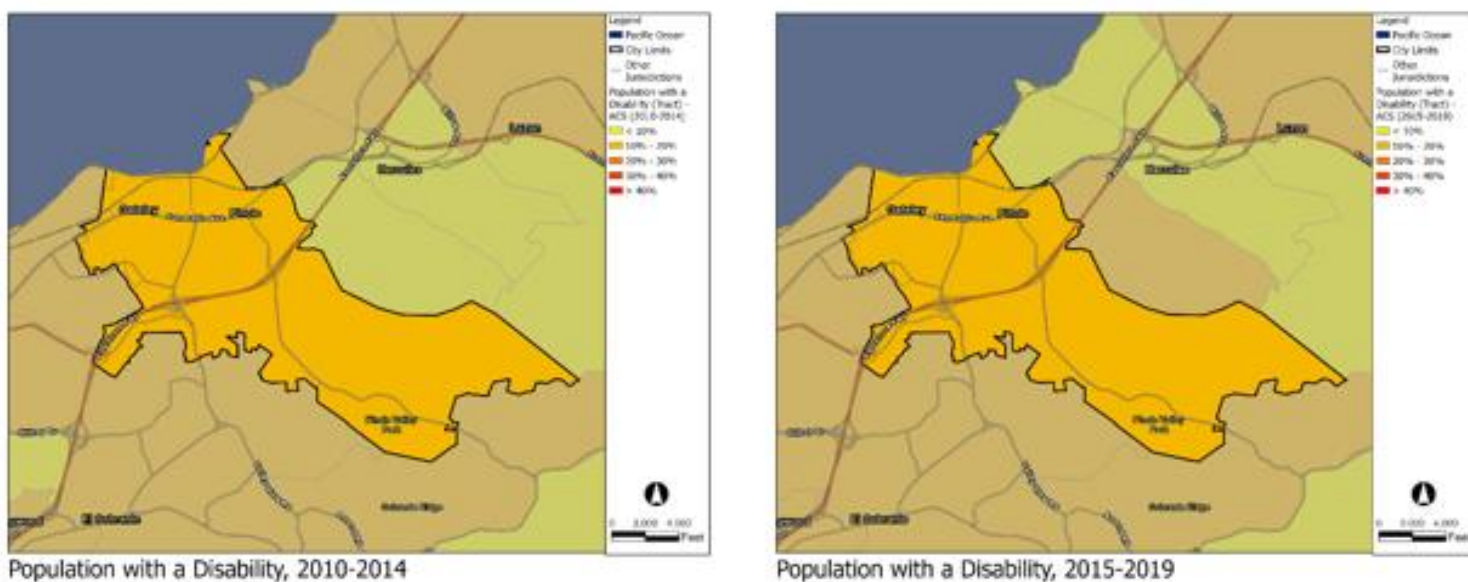


Figure 28 shows that the disabled population is evenly distributed throughout Pinole. There are no significant changes in location or concentration of those with a disability between 2010-2014 and 2015-2019. There is no area of the City with an extreme concentration of

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persons with disabilities. The sites are not expected to cause fair housing concerns as they relate to residents with a disability.

Figure 28: Population with a Disability, 2010-2014 and 2015-2019



Source: HCD AFFH Data Viewer

Findings from Integration and Segregation

Overall, there is a difference in trends in integration and segregation between the eastern and western regions of the City. The City of Pinole has higher concentrations of low- to moderate-income residents in the northwestern areas of the City, which also are areas with larger non-White populations and more children in female-headed households. There are no concentrations of poverty or people with disabilities. The proposed and entitled RHNA sites are relatively distributed throughout the City and are not anticipated to exacerbate any fair housing concerns.

Racially and Ethnically Concentrated Areas of Poverty and Affluence

Racially and Ethnically Concentrated Area of Poverty

HUD defines Racially and Ethnically Concentrated Areas of Poverty (R/ECAP) as areas where the percentage of the population that is non-White is over 50 percent and the percentage of households with incomes below the poverty line is over 40 percent. Alternatively, a neighborhood can be a R/ECAP if it has a poverty rate that exceeds 40 percent or is three or more times the average tract poverty rate for the metropolitan/micropolitan area, whichever threshold is lower.

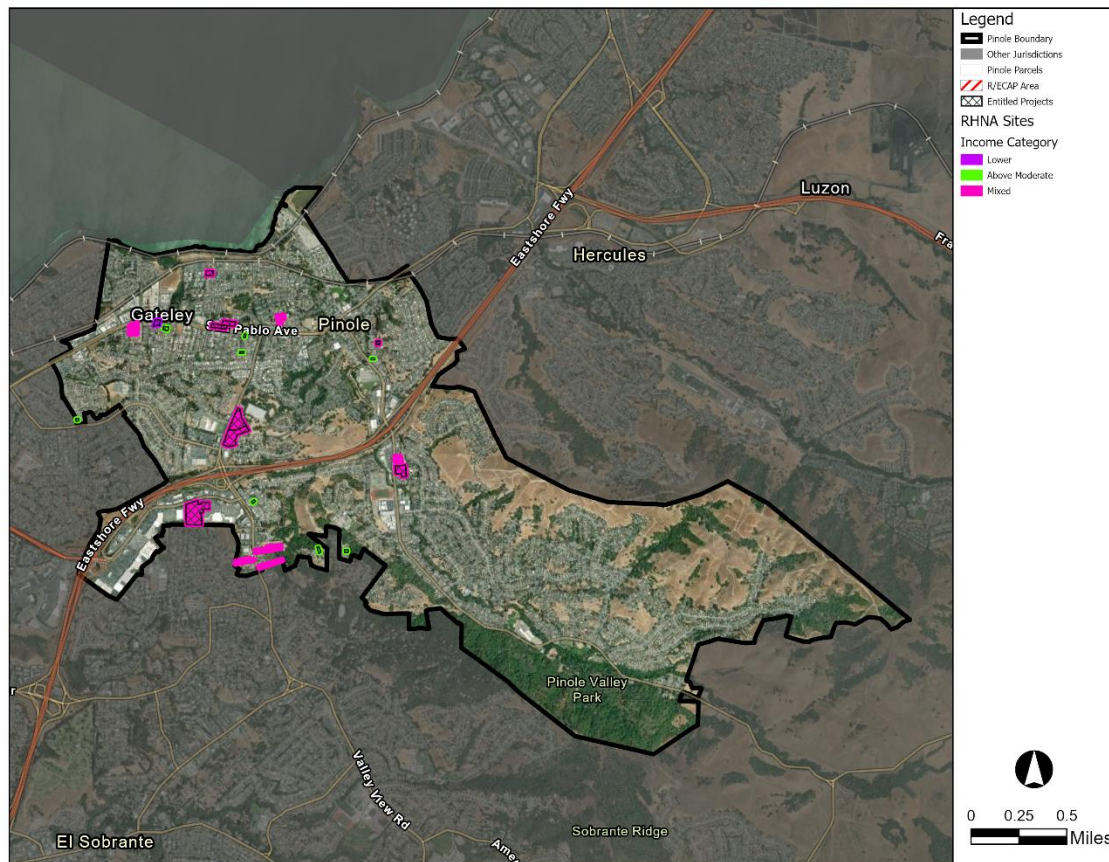
There are no R/ECAPs in Pinole or in the nearby vicinity, as seen in Figure 29. Additionally, there are no areas of high segregation and poverty, as identified by the California Tax Credit

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Allocation Committee (TCAC). The closest R/ECAPs to Pinole are located in Vallejo and Berkeley.

The housing opportunity sites are not expected to cause fair housing concerns related to R/ECAPs, as no sites are located in a R/ECAP and the site distribution is not anticipated to contribute to the creation of a R/ECAP.

Figure 29: RECAPs Vicinity and RHNA Sites, 2021



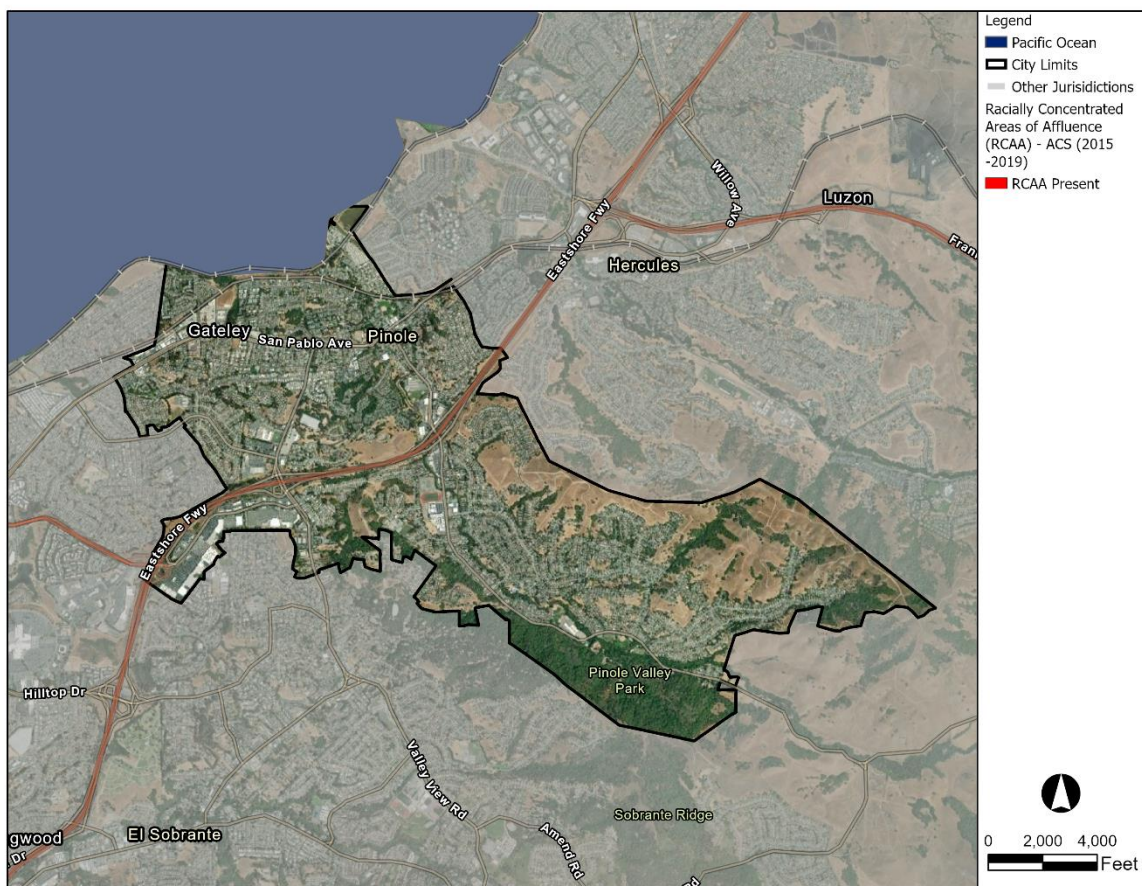
RECAP Vicinity and RHNA Sites

Source: HCD AFFH Data Viewer

Racially Concentrated Area of Affluence

HUD defines Racially Concentrated Areas of Affluence (RCAAs) as areas where the percentage of the White population in a tract is over 1.25 times the average percentage of the White population in the given Council of Government (COG) region and the median income is 1.5 times higher than the COG or state AMI), whichever is lower. At the time of this analysis, there are no RCAAs in Pinole, as seen in Figure 30.

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Figure 30: RCAAs Vicinity, 2015-2019**Racially Concentrated Areas of Affluence**

Source: HCD AFFH Data Viewer

Disparities in Access to Opportunities**California Tax Credit Allocation Committee (TCAC)**

One tool that can be used to analyze disparities in access to opportunities is the Tax Credit Allocation Committee (TCAC) Opportunity Area resource designations. These were prepared by a task force commissioned by TCAC and HCD to identify areas statewide whose economic, educational, and environmental characteristics support positive outcomes for low-income families. The map is updated annually. Opportunity maps are made for three domains: economic, environmental, and education. Each map uses a number of indicators to determine its individual score. A composite score and resource designation combining all three designations is then assigned to each block group.

To determine final resource designation, the top 20 percent of overall scores in the economic, environmental, and education categories in a county are labeled as highest

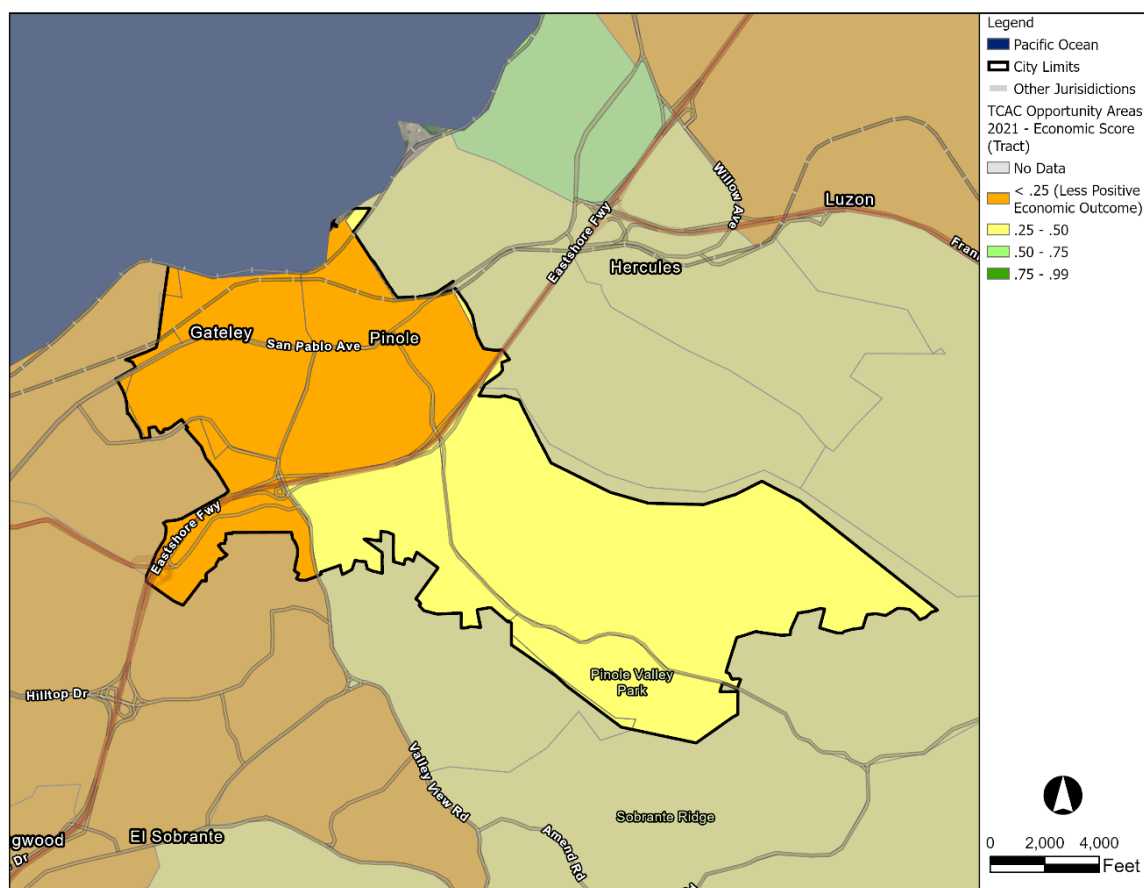
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resource and the next 20 percent of scores are labeled as high resource. Then, any areas that are considered segregated and that have at least 30 percent of the population living below the federal poverty line are labeled as an area of High Segregation and Poverty. Any remaining uncategorized areas in the county are evenly divided between moderate resource and low resource areas.

Economic Indicators

Economic indicators include poverty, adult education, employment, job proximity, and median home value. The scores for Pinole are shown in Figure 31. Pinole has more positive economic scores in the east, and less positive scores in the northwestern part of the City. The more positive scoring area contains single-family homes. The more positive scoring area also contains large areas of open space, which may slightly skew results. The low economic scores in northwestern Pinole may be associated with the lower incomes and home values in this area.

Figure 31: TCAC Economic Score, 2021



TCAC Economic Score, 2021

Source: HCD AFFH Data Viewer

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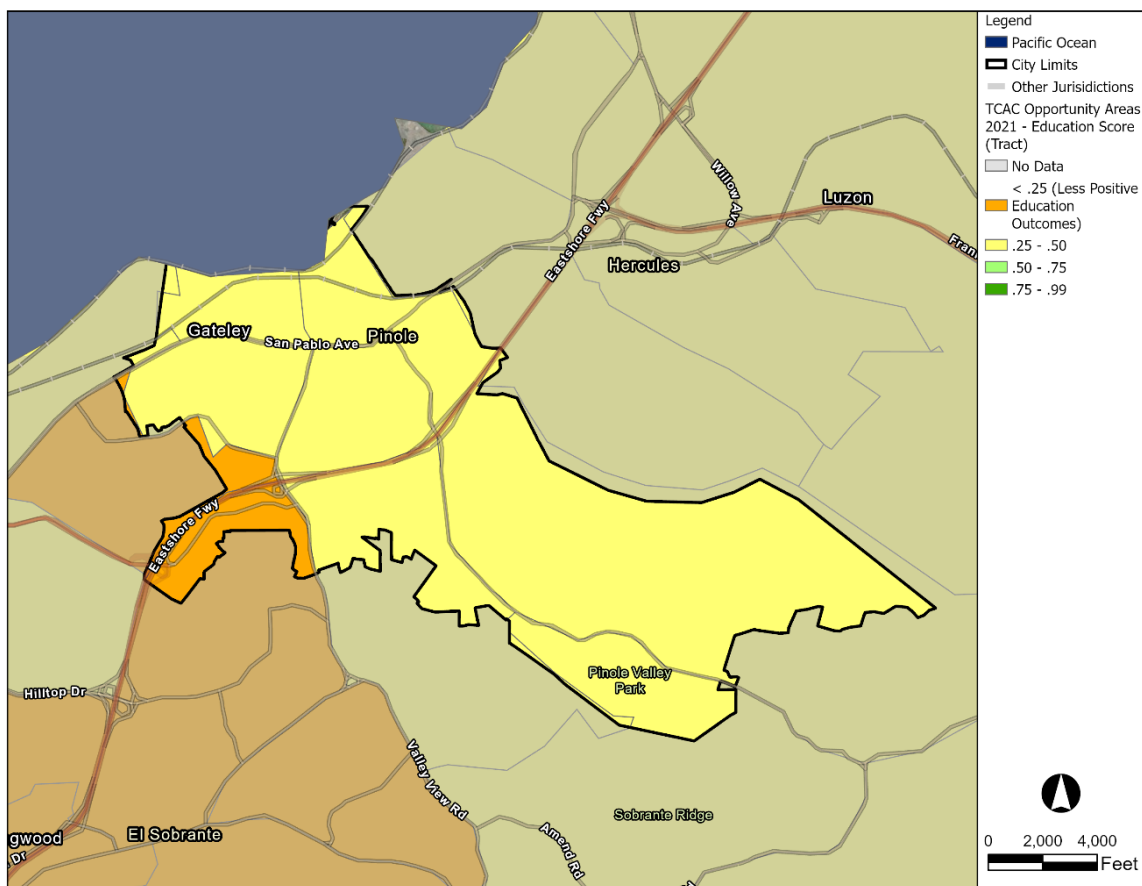
Education Indicators

Education indicators include math and reading proficiencies of fourth graders, high school graduation rates, and the student poverty rate. The entirety of Pinole is served by the West Contra Costa Unified School District, which includes three elementary (grades K-6), one bilingual school (courses in both English and Spanish) covering elementary and middle schools (grades K-8), one middle school (grades 7-8), and one high school (grades 9-12). Currently, there are no Title I schools in Pinole. According to Great Schools, 71 percent of schools in the district are rated below average, 22 percent are rated average, and 8 percent are rated above average¹⁵. As shown in Figure 32, most of the City has lower outcomes. Education scores are less positive in the southwestern area of the City, while the rest of the City is slightly less than average.

¹⁵ Great Schools, West Contra Costa Unified School District Summary. <https://www.greatschools.org/california/richmond/west-contra-costa-unified-school-district/>

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Figure 32: TCAC Education Score, 2021



TCAC Education Score, 2021

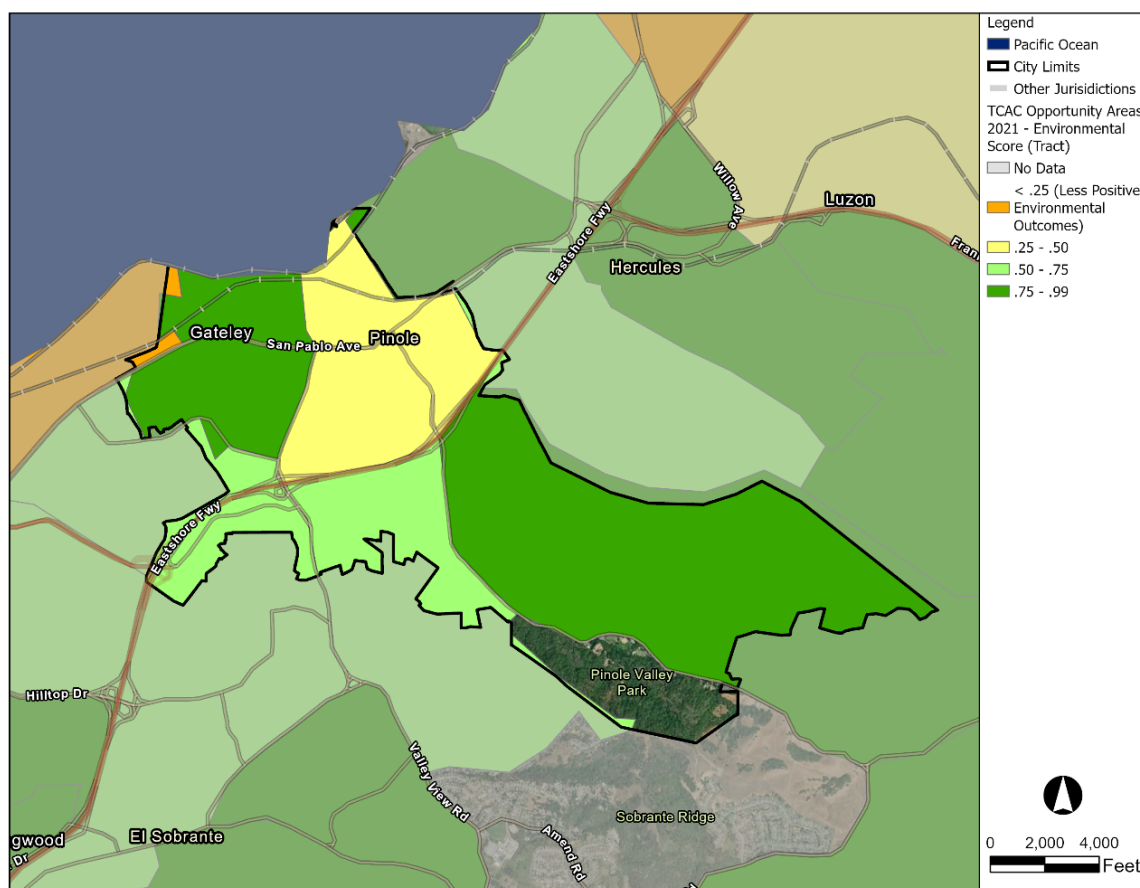
Source: HCD AFFH Data Viewer

Environmental Indicators

The environmental domain utilizes CalEnviroScreen (CES) 4.0 pollution indicators and values (see below for more discussion on CES). As shown in Figure 33, the scores vary throughout the City, with environmental outcomes becoming less positive toward the north. The census tracts are bisected by Interstate 80, which contributes to the air and noise pollution. Additionally, this portion of Pinole is largely built out, and is dominated by automobile dependent infrastructure—notably single-family zoning and subdivisions and ‘big-box’ style commercial developments. Additionally, the lower environmental outcomes in the northwestern areas contain varying intensities of industrial use, from auto mechanic shops to concrete production facilities.

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Figure 33: TCAC Environmental Score, 2021



TCAC Environmental Score, 2021

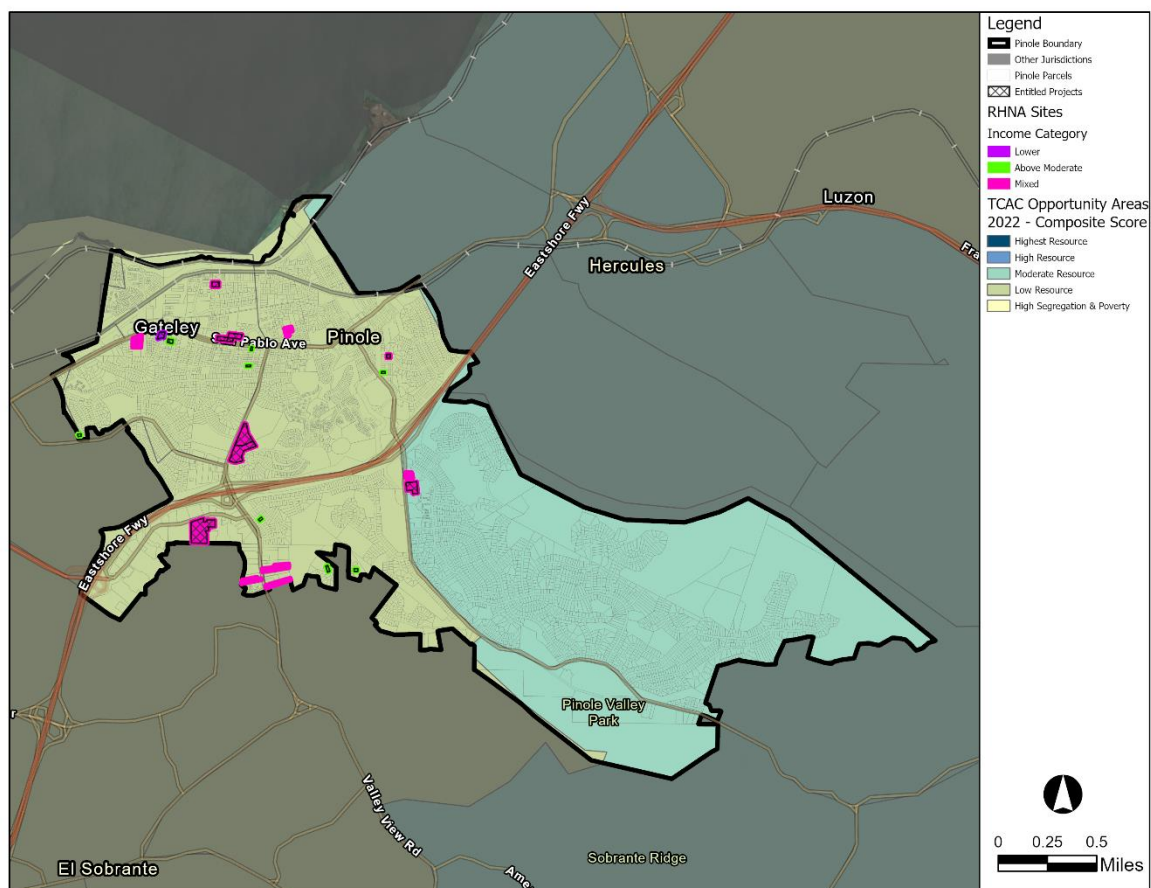
Source: HCD AFFH Data Viewer

TCAC Composite Score

Scores for each domain and the composite score for each census tract are shown in Figure 34. The entirety of the City is in the moderate or low resource area. Tracts that are moderate and low resource are likely due to their lower economic and education scores. The City is focusing growth as infill along the corridors identified in the Three Corridors Specific Plan, which has access to transit, employment opportunities, and community resources. As such, the majority of RHNA sites are located along and in proximity to these corridors that provide access through currently categorized low resource areas. Investment in the Three Corridors Specific Plan area is expected to increase access to opportunity and increase resources in the low resource area of the City. The City is also including programs to encourage development through incentives for mixed-use development, affordable, and senior housing with Program 5, Program 7, and Program 9 respectively. The City will also include Program 14 permit streamlining and Program 16 acquisition/rehabilitation of blighted or distressed properties to further encourage development in low resource areas.

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Figure 34: TCAC Composite Score

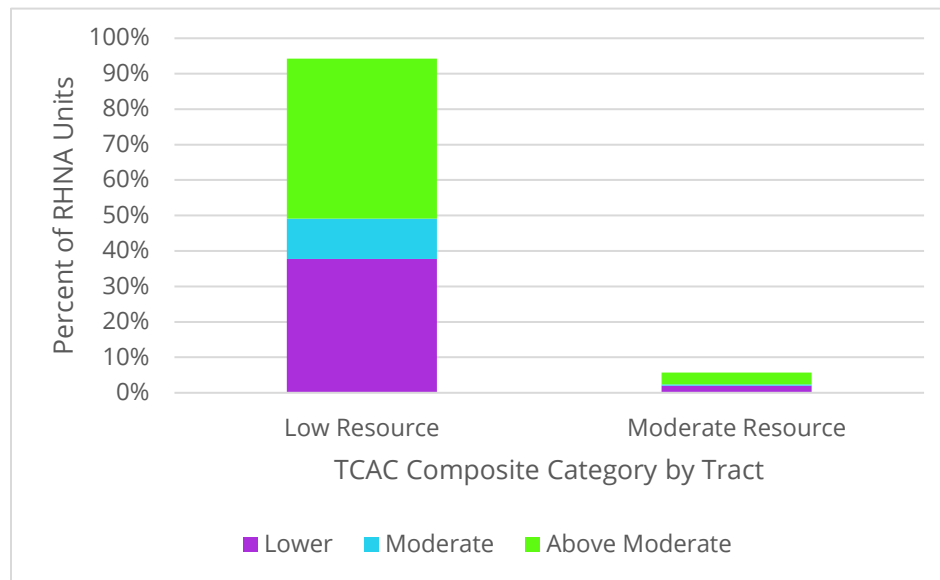


TCAC Composite Score Comparison and RHNA Sites

Source: HCD AFFH Data Viewer

Figure 35 displays the RHNA units shown by income level that are in each TCAC composite category. The entirety of the City, and thus all of the units, are located in within the low and moderate resource category. This includes 95 percent of low-income units located in the low resource category while only 5 percent are in the moderate resource category. RHNA sites of various incomes in areas of these categories is unlikely to exacerbate any conditions or make any negative changes to the resource designation.

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Figure 35: TCAC Designation Comparison of RHNA Units

Transportation

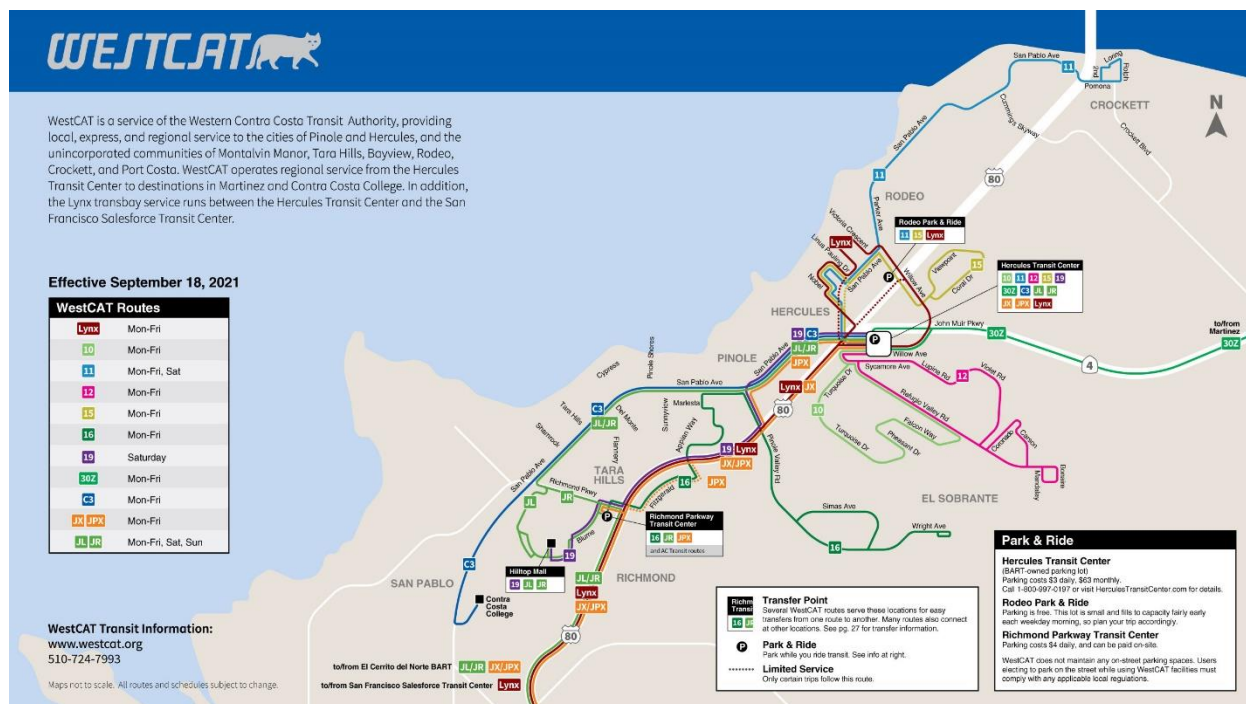
Access to adequate transportation and a variety of transit options can help illustrate disparities in access to opportunities. WestCAT is a transit service of the Western Contra Costa Transit Authority, which provides local transit service coverage in western Contra Costa County. It also provides express services to regional transit hubs and stations such as the Salesforce Transit Center in San Francisco and the El Cerrito Del Norte BART Station. WestCAT also offers free dial-a-ride programs for elderly and disabled residents. Both public transportation and Interstate 80 provide access from Pinole to west Contra Costa County and the rest of the Bay Area.

The City also has a few multiuse bike paths, providing safer, nonmotorized transportation options within the City. There is a bike path along Pinole Creek which bisects San Pablo Avenue, one of the major thoroughfares, but does not extend east of Interstate 80. The trail connects to the regional San Francisco Bay Trail, which contains existing portions within City limits.

The Richmond Parkway Transit Center and the Hercules Transit Center are transit and commuter hubs in surrounding communities. The Richmond Parkway Transit Center is located on the west side of the I-80 and Richmond Parkway interchange, just west of the western City limits. The Hercules Transit Center is located less than one and one half miles east of the eastern City limits from San Pablo Avenue. WestCAT operates bus routes that connect to these centers.

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Figure 36: Transit Map



Source: WestCAT, 2022

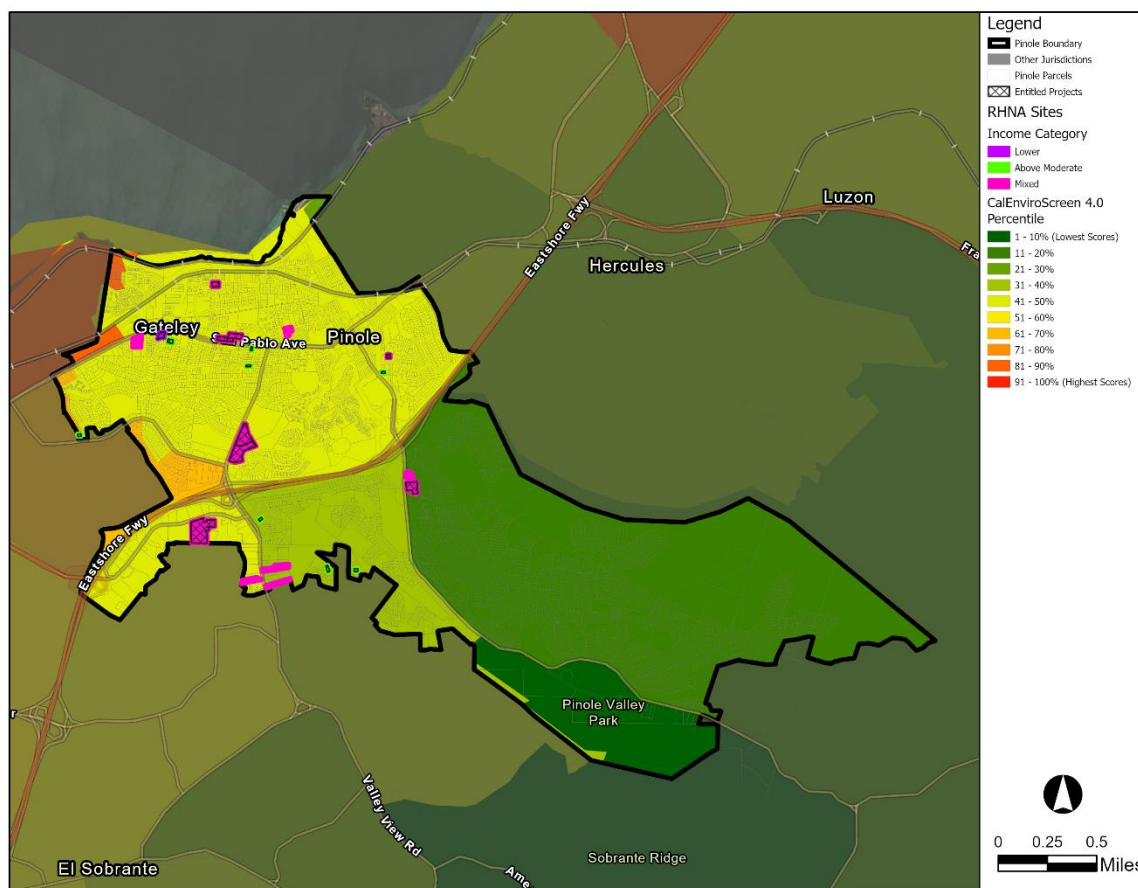
CalEnviroScreen

CES 4.0 is a tool that identifies communities in California that are disproportionately burdened by pollutants. Factors used to identify communities include ozone, particulate matter, drinking water contaminants, pesticide use, lead, diesel particulates, asthma rates, and linguistic isolation. A higher score indicates a higher effect of pollutants for the area.

As shown in Figure 37, CES scores vary across the City. The southeastern areas of the City have the lowest scores, with the higher scores in the northwestern corner of the City. The highest scored census tract in Pinole, but primarily includes Bayview-Montalvin, falls into the 81-90 percent range. The tract scores high in diesel particulate, toxic releases, and lead from housing. The tract is bisected by a railway, which is likely a factor of high scores for this. The lower-density southeastern part of Pinole contains large open spaces that significantly limit development, contributing to the lower CES scores.

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Figure 37: CES Percentile and RHNA Sites

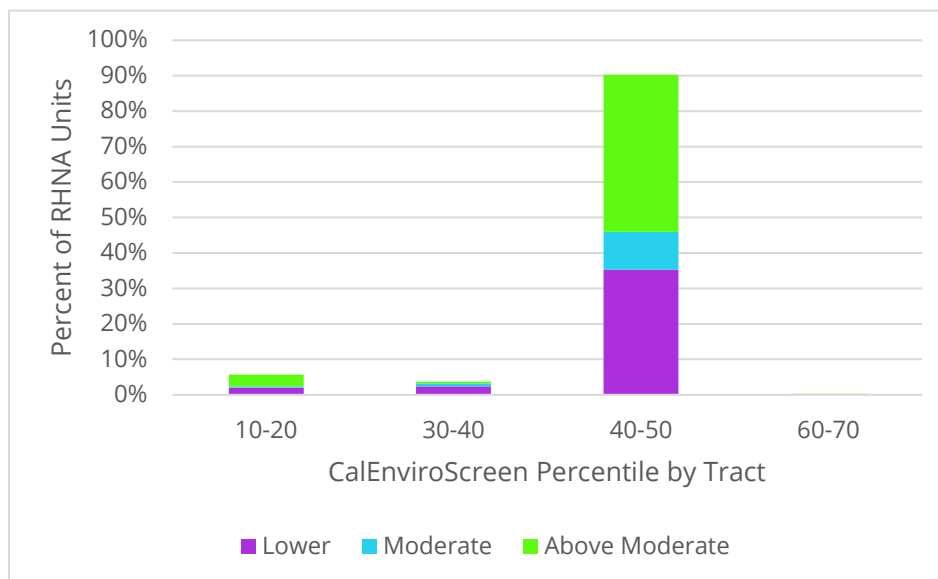


CalEnviroScreen 4.0 Percentile Score and RHNA Sites

Source: HCD AFFH Data Viewer

Figure 38 displays the comparison of RHNA sites and in each CES score group. While they largely follow similar trends, there is a concentration of sites in the 41-50 percentile, especially mixed-income sites. This concentration is in part due to the likelihood of development and availability of vacant and underutilized properties, as well as access to amenities along San Pablo Avenue, a major city thoroughfare.

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Figure 38: CalEnviroScreen Percentile Comparison of RHNA Units

Findings

Trends in the access to opportunities analysis show that the City largely has lower access to opportunities throughout. The City has lower scores in opportunity metrics compared to the County as a whole. As such, many of the RHNA sites are located in the low resource areas, which include the highest rates of low-income households and are where housing choice voucher use primarily occurs.

The City is including programs to ensure that the RHNA site selection will improve access to resources in lower-resource areas. This includes Program 18 place-based improvements, Program 20 displacement prevention, and affordable and senior housing incentives with Program 7 and Program 9 respectively.

Additionally, other programs in the Housing Element are intended to spur housing development in the moderate-resource areas of the City. This includes Program 14 to incentivize mixed-used development, Program 14 streamline the permit process, and target ADU education with Program 22.

Disproportionate Housing Needs

Substandard Housing

Disproportionate housing needs are determined by comparing substandard housing or housing problems to tenure, race, household size, or household age. A household is considered substandard or to have a housing problem if it has one or more of the four following housing problems:

- Housing unit lacks complete kitchen facilities

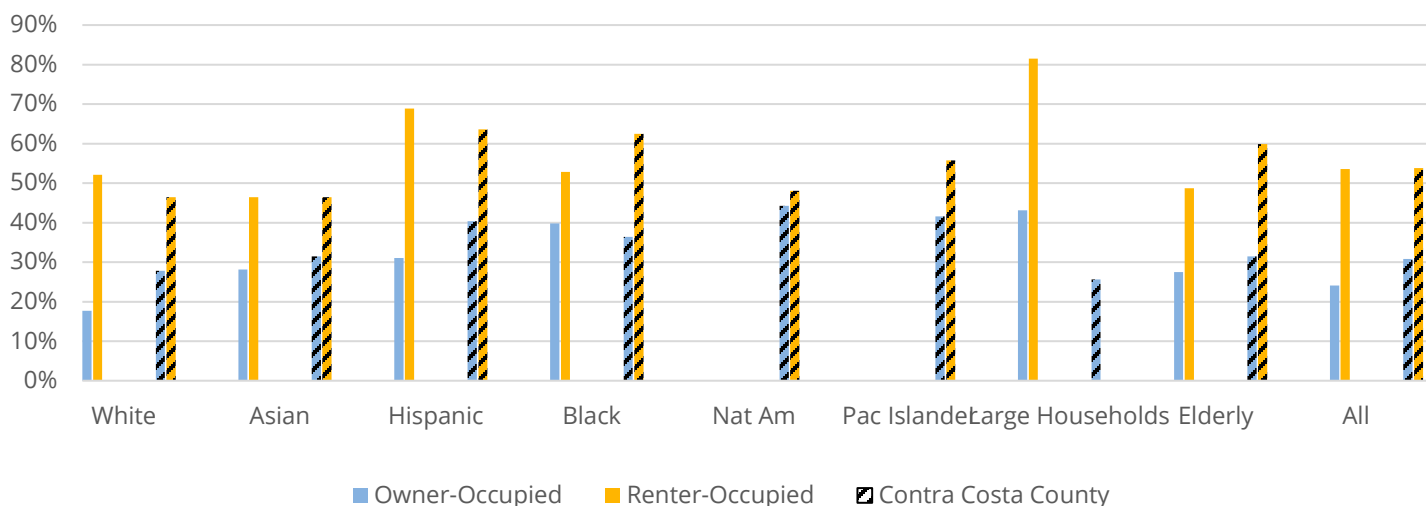
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- Housing unit lacks complete plumbing facilities
- Housing unit is overcrowded
- Household is cost burdened

A large household is a household with three or more children, but it is also often calculated as a household with five or more people, as it is for the charts below. An elderly household is calculated as any household with a person over 62 years of age. Large and elderly households are often more likely to experience housing problems.

Renters experience housing problems at a higher rate than owners across all ethnicities. Black owners and large household owners experience housing problems at the highest rate among housing owners. Hispanic renters experience housing problems at the highest rate overall at around 69 percent. Black renters experience housing problems at the next highest rate at 53 percent, followed by 52 percent of White and 46 percent Asian renters. Rates of housing problems for the Hispanic population are relatively comparable between the City and the County, with 31 and 40 percent between the City and County respectively, and 69 and 64 percent of Hispanic renters in the City and County, respectively, experience housing problems. In 2018, there were no Native American or Pacific Islander populations in the City, which indicates why Figure 39 reads that 0 percent of that population experiences housing problems.

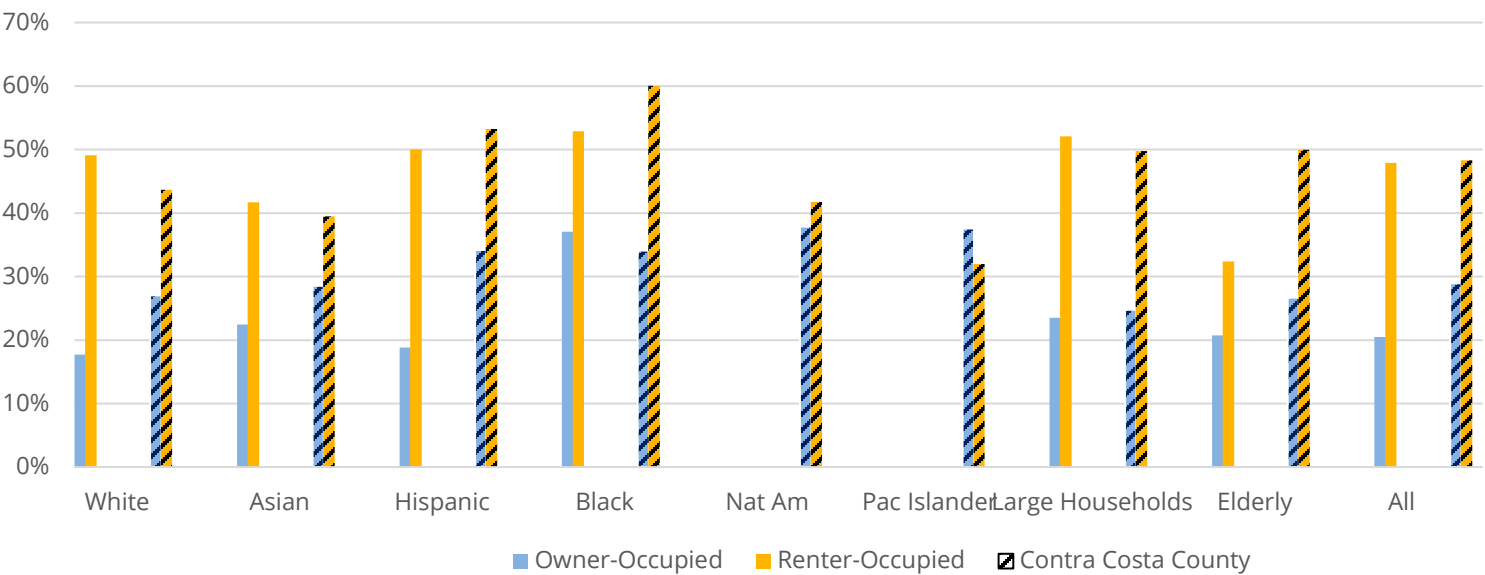
Figure 39: Housing Problems by Tenure and Race/Elderly/Housing Size



Cost burden is when a household spends more than 30 percent of its monthly income on housing costs like rent, mortgage, or utilities. Large households have more costs to support more people and may experience cost burden or a lack of excess funds to amend housing problems. Elderly households may be on a fixed income, which may constrain the ability to pay for maintenance of older homes.

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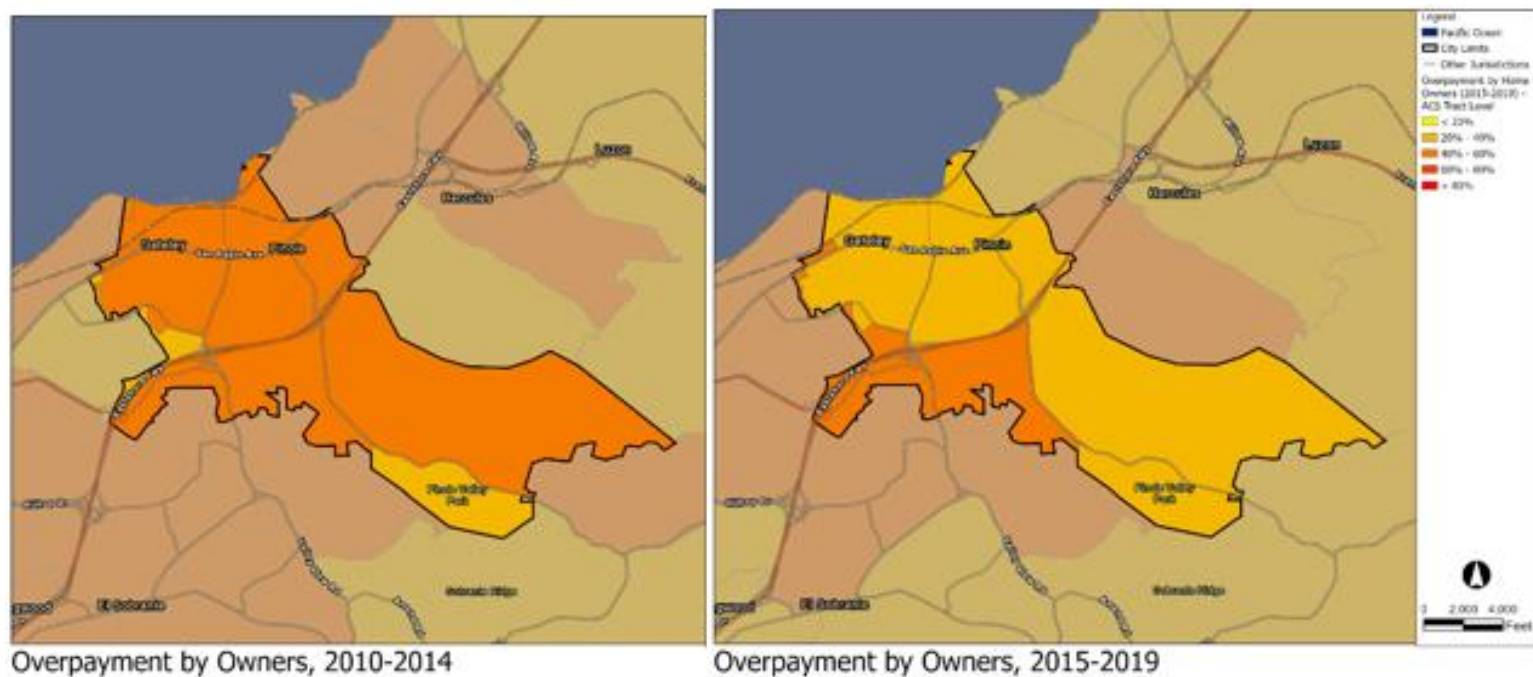
Figure 40: Cost Burden by Tenure and Race/Elderly/Housing Size



Overpayment by both owners and renters has decreased in Pinole over time in most areas of the City. The area with the highest levels of overpayment is the same area that has low environmental scores and higher levels of poverty. Overpayment by renters in the City occurs at a comparable level with the County, with both showing approximately 48 percent of these households experiencing cost burden; overpayment by owners occurs at a slightly lower level in the City than in the County. In both cases, renters have higher rates of overpayment than owners.

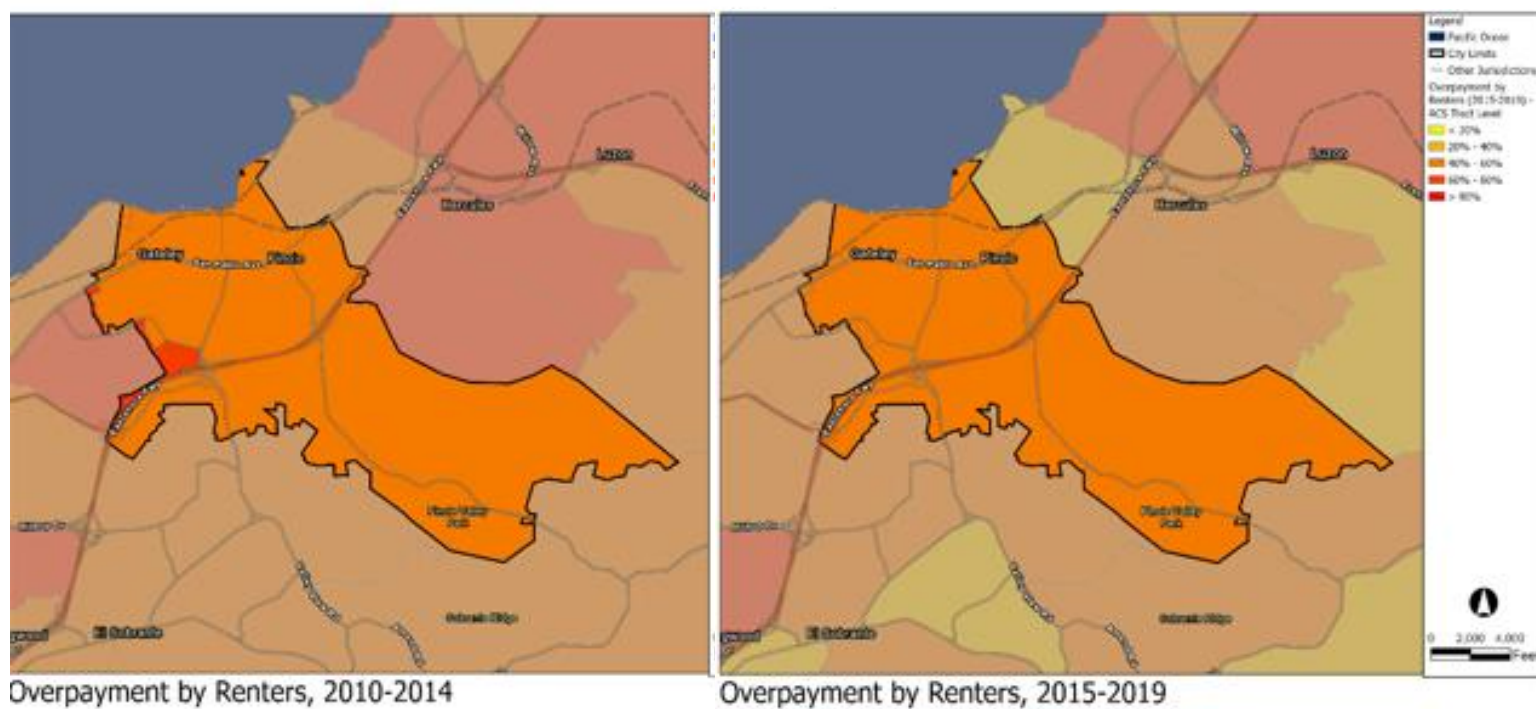
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Figure 41: Overpayment by Owners



Source: HCD AFFH Data Viewer

Figure 42: Overpayment by Renters



Source: HCD AFFH Data Viewer

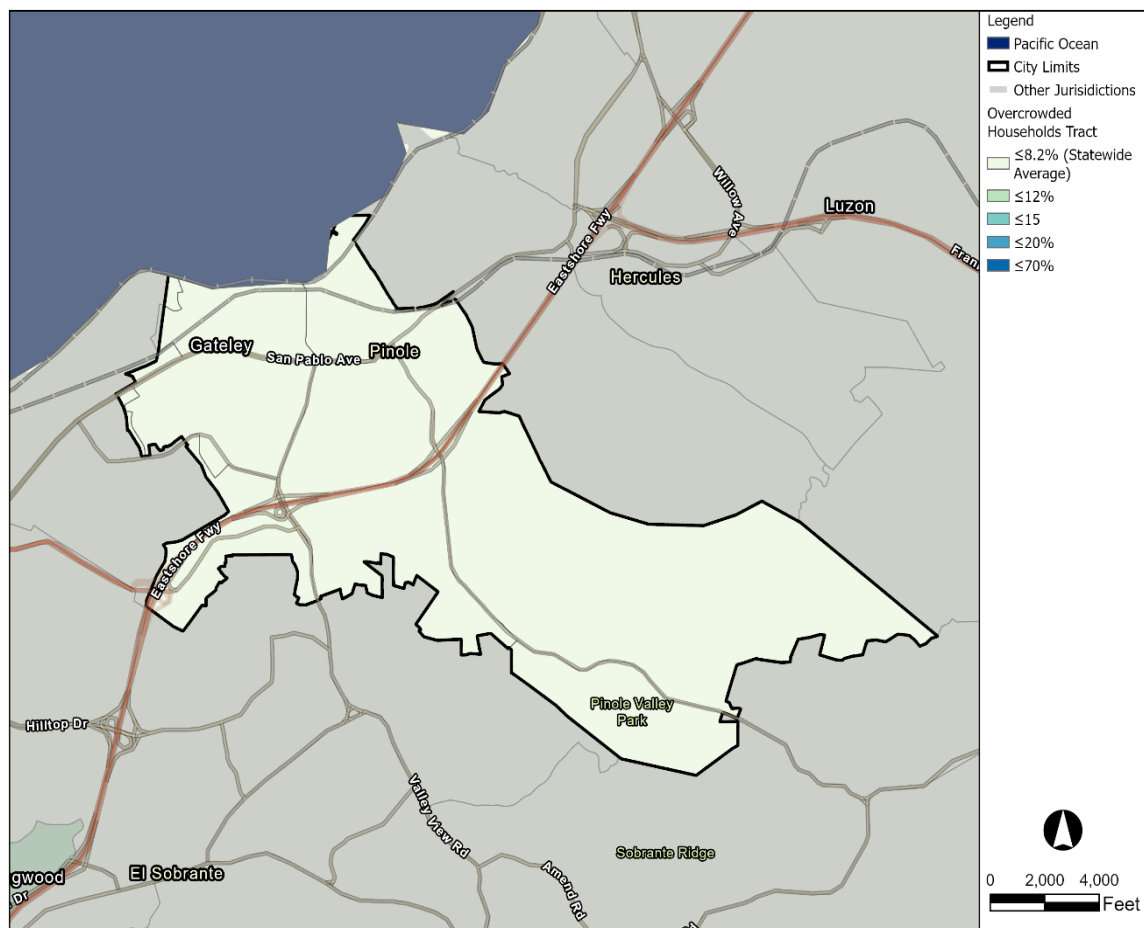
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Overcrowding

A household is considered overcrowded when there is more than one person per room, including living and dining rooms but excluding bathrooms and kitchens. Overcrowding can affect public facilities and services, reduce the quality of the physical environment, and create conditions that contribute to deterioration of the housing stock. Additionally, overcrowding can indicate that a community does not have an adequate supply of affordable housing and/or variety of suitable housing units to meet the needs of the community.

In Pinole, there are no areas that have more than the statewide average of 8.2 percent of households experiencing overcrowding.

Figure 43: Overcrowded Households



Overcrowded Households, 2010

Source: HCD AFFH Data Viewer

Table 68 summarizes overcrowding in Pinole by tenure. Instances of overcrowding vary by tenure, with renters experiencing lower levels of overcrowding than owners. Approximately 247 households, roughly 3.7 percent of all households in Pinole, were experiencing

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overcrowding in 2019. This included 173 owner-occupied households and 74 renter-occupied households.

In Contra Costa County, cities near Pinole, such as San Pablo and Hercules, have similar rates of overcrowding. Pinole has lower levels of overall overcrowding compared to the County as a whole.

Table 68: Overcrowding, 2019

Jurisdiction	Persons per Room	Owners		Renters		Total	
		Overcrowded Households	% of Total	Overcrowded Households	% of Total	Overcrowded Households	% of Total
Pinole	1.01 to 1.50	156	2.3%	66	1%	222	3.3%
	>1.50	17	0.3%	8	0.1%	25	0.4%
	Total Overcrowded	173	2.6%	74	1.1%	247	3.7%
Contra Costa County	1.01 to 1.50	4,483	1.1%	9,001	2.3%	13,484	3.4%
	>1.50	1,469	0.3%	4,974	1.3%	6,443	1.6%
	Total Overcrowded	5,952	1.4%	13,975	3.6%	19,927	5.0%

Source: HUD CHAS Data, 2019

Homelessness

The homeless population is a group that has disproportionately higher needs than those who are housed. Pinole currently does not have any shelters, and therefore there are no sheltered members of the homeless population. The Contra Costa Health, Housing & Homeless Services conducted the 2022 Point in Time Count (PITC), which counts the unsheltered homeless population in each city in the County. The PITC identified 3,093 both sheltered and unsheltered homeless persons in Contra Costa County. Table 69 shows the PITC for west Contra Costa County, which includes Pinole and neighboring jurisdictions. There were 7 homeless persons surveyed in Pinole in January 2020, all of which were unsheltered.

Table 69: West Contra Costa County Unsheltered Point in Time Count, 2022

Jurisdiction	Total
Pinole	53
Crockett	35
El Cerrito	24
El Sobrante	9

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Hercules	7
North Richmond	22
Richmond	280
Rodeo	62
San Pablo	67

Source: 2020 Contra Costa County: Annual Point in Time Count Report

Displacement

The Urban Displacement Project at the University of California, Berkeley, developed a map of “sensitive communities” where residents may be particularly vulnerable to displacement in the event of increased redevelopment and drastic shifts in housing cost. Sensitive communities are defined based on the following set of criteria:

The share of very low-income residents is above 20 percent.

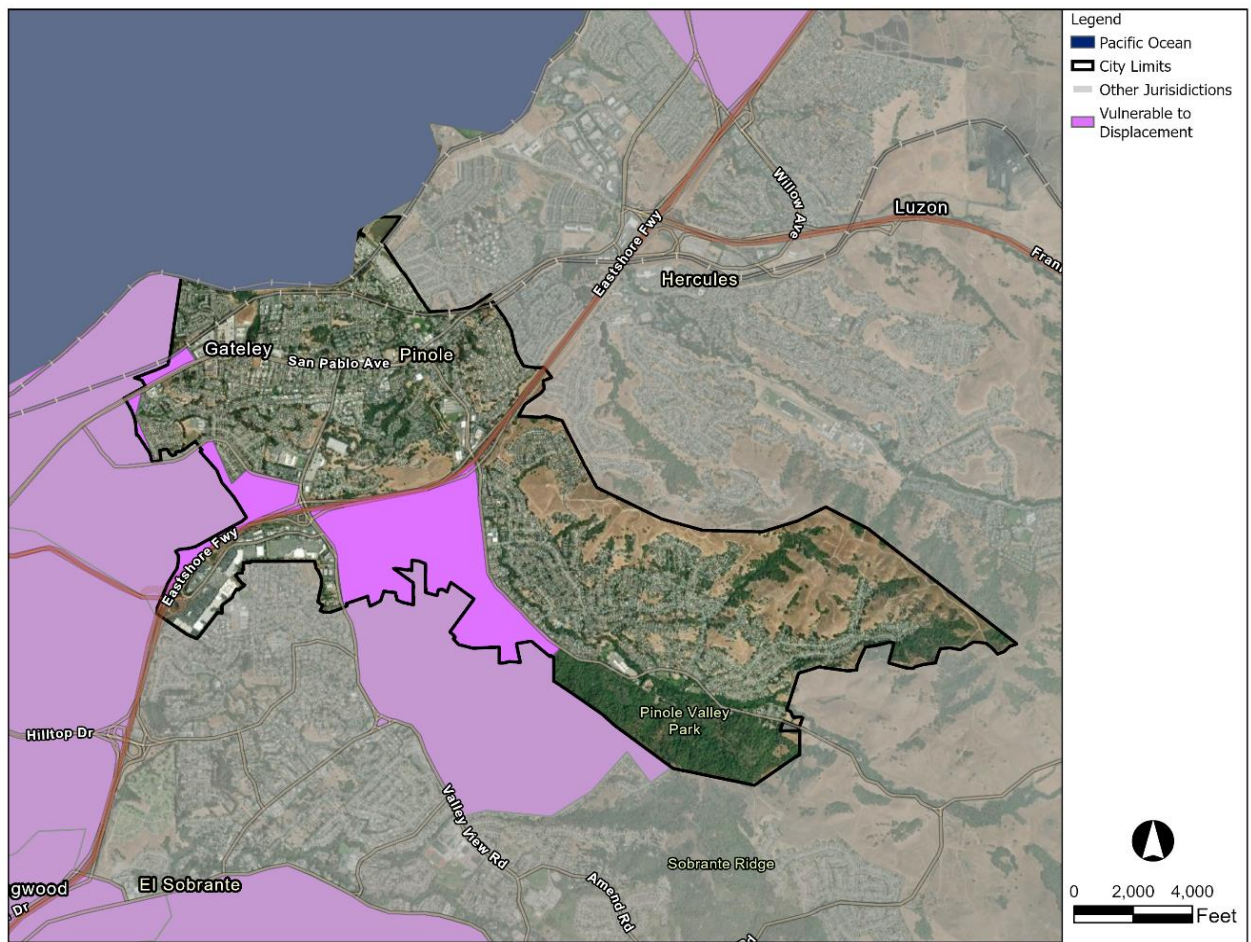
The tract must also meet two of the following criteria:

- The share of renters is above 40 percent.
- The share of people of color is above 50 percent.
- The share of very low-income households (50 percent AMI or below) that are severely rent burdened is above the county median.
- The census tract, or areas in close proximity, have been experiencing displacement pressures. Displacement pressure is defined as:
 - The percentage change in rent above county median for rent increases OR
 - The difference between tract median rent and median rent for surrounding tracts above median for all tracts in county (rent gap).

Figure 44 shows the areas vulnerable to displacement as identified by the Urban Displacement Project. Two census tracts in Pinole are considered vulnerable to displacement, residential tract 3601.01 and commercial tract 3640.02, the largest area being located centrally within the City along Interstate 80. Areas along the western City limits show similar risk.

The City is attempting to meet its RHNA without displacing existing residents by identifying vacant and underutilized sites that do not have existing residential uses. Therefore, the City's RHNA strategy is not anticipated to exacerbate risk of displacement. Instead, it is expected to minimize displacement by providing new housing opportunities for all income levels in areas with greater risk. Additionally, the City is implementing a Displacement Prevention Policy/Housing Mobility (Program 20) and Fair Housing Resources and Services Program (Program 19) to further minimize the risk of displacement.

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Figure 44: Communities Vulnerable to Displacement**Communities Vulnerable to Displacement, 2017**

Source: HCD AFFH Data Viewer

Findings

The analysis of disproportionate housing needs shows similar trends to the access to opportunities and integration and segregation analysis. The western and central portion of the City shows higher needs than the rest of Pinole, including needs and issues related to higher rates of overpayment and possible displacement risk. Additionally, renters, Hispanic and large households experience the greatest rates of housing problems in the City.

The City is including Program 18, a place-based improvement program to ensure that the RHNA site selection will improve access to resources throughout the City.

RHNA sites are distributed throughout the City and are not in areas with concentrations of disproportionate housing needs.

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Other Contributing Factors

Historical Land Use and Investment Patterns

Pinole was incorporated in 1903 and served as a small, regional hub along the San Pablo Bay. Contra Costa County and the City of Pinole experienced a post-World War II population boom, becoming a bedroom community for people working in San Francisco and Oakland. Interstate 80 was constructed in 1958 and bisected the City. This major interstate helped usher in the era of automobile-dominated development in Pinole and the surrounding areas. As a result of this era of development and preferences during this time, single family residential development has been the prevailing form of residential land use covering the City. Pinole has little land left for greenfield development, and a majority of the City is built out.

High Cost of Development

Difficult development areas (DDA) are areas with high land, construction, and utility costs relative to the area median income and are based on fair market rents, income limits, the 2010 Census counts, and 5-year American Community Survey data. HUD has determined that the entire jurisdiction of Pinole falls within a DDA. While being in a DDA can give developers additional tax credits on a project, there are also additional and often substantial barriers to construction in Pinole. Small developers and developments are less likely to be financially able to pursue construction in the area, and suitable sites for development are becoming ever harder to find. In addition to the lack of land, the high costs of construction and land can make building additional housing stock difficult.

Fair Housing Issues, Contributing Factors, and Meaningful Action

The City has drafted goals and actions that specifically address the contributing factors identified in the AFFH analysis. While the City views all contributing factors as important priorities to address, higher priority was given to factors that limit fair housing choice and/or negatively impact fair housing, per Government Code Section 65583(c)(10)(A)(iv).

Table 70 displays the identified fair housing issue, contributing factor, actions taken to address the contributing factor, and priority level for each issue. Relevant programs are referenced in the action column for each contributing factor.

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Table 70: Contributing Factors

Identified Fair Housing Issue	Contributing Factor	Action (Program #)	Priority
Disproportionate Housing Needs	Lack of affordable or multifamily housing/diverse housing stock	- Facilitate ADU Production (Program 4) - Incentives for Mixed-Use Developments (Program 5) - Affordable Housing Incentives (Program 7) - Housing for Extremely Low-Income Households and Persons with Disabilities (Program 8) - Senior Housing Incentives (Program 9) - Displacement Prevention / Housing Mobility (Program 20) - Home Sharing and Tenant Matching (Program 10)	High
Segregation and Integration	- Lack of affordable housing stock - Zoning restrictions	- Outreach and Technical Assistance to Applicants (Program 3) - Facilitate ADU Production (Program 4) - Incentives for Mixed-Use Developments (Program 5) - Affordable Housing Incentives (Program 7) - Zoning Amendments (Program 11) - Place-Based Improvements (Program 18) - ADU Education (Program 22)	Moderate
Access to Opportunities	Lower access to opportunities than Contra Costa County as a whole	- Place-Based Improvements (Program 18) - Fair Housing Resources and Services (Program 19) - Housing Resources Education (Program 21) - Home Sharing and Tenant Matching (Program 10)	Moderate
Outreach and Enforcement Capacity	Lack of widely publicized housing information	- Place-Based Improvements (Program 18) - Fair Housing Resources and Services (Program 19)	Low

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Identified Fair Housing Issue	Contributing Factor	Action (Program #)	Priority
		- Housing Resources Education (Program 21) - ADU Education (Program 22)	

Table 71 provides a detailed overview of actions included in Housing Element programs that are aimed at affirmatively furthering fair housing. The table separates the actions by their identified fair housing issue and priority level. It summarizes the specific commitment, timeline, geographic targeting, and metric for each program.

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Table 71: AFFH Actions Matrix

HE Programs or Other Activities	Specific Commitment	Timeline	Geographic Targeting	2023–2031 Metric
Disproportionate Housing Needs				
Program 4	To encourage and increase ADU production in the City, a number of efforts are included. The programs are intended to help the City meet its target projection of 3 ADUs per year.	Track ADU permits as they are submitted. Review ADU strategies annually as part of the Annual Progress Report process. Adopted amnesty program and developed fast track program within 2 years of Housing Element adoption.	Targeted promotion of ADUs in east Pinole. Targeted promotion of ADUs in neighborhoods which the geographic review identifies as building fewer ADUs.	Construction of 5 ADUs per year.
Program 5	The City will develop incentives to encourage residential mixed-use development in areas consistent with the Three Corridors Specific Plan Land Use Plans, and in particular along portions of the San Pablo Avenue, Pinole Valley Road, and Appian Way.	Within two years of Housing Element adoption.	Three Corridors Specific Plan areas and mixed-use zones	Amended zoning ordinance with adopted incentives. Entitlement of 3 mixed-use projects using one or more of the available incentives
Program 7	Create and adopt a set of incentives for projects that provide a minimum of 15 percent of total units affordable to low and moderate income households, and provide additional affordable housing beyond the City's 15 percent inclusionary requirement.	Within two years of Housing Element Adoption	Citywide	Completion of initial review of affordable housing developments within prescribed timeline. Expedited review of projects to take 50% less time than the normal review process.

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HE Programs or Other Activities	Specific Commitment	Timeline	Geographic Targeting	2023–2031 Metric
Program 8	Encourage and facilitate the development of housing for ELI households and housing for persons with disabilities	Annual review of funding opportunities, collaboration with services providers, and contact of developers. Annual developer workshop. Use of one or more incentives for ELI and/or households with persons with disability housing development in one project throughout the planning period. Development of fee waiver program within 18 months of Housing Element adoption. Zoning Ordinance amendments for ELI parking reduction within two years of Housing Element adoption.	Citywide	Annual contact of developers
Program 9	The City will develop a set of incentives to encourage the development of housing for seniors.	Within two years of Housing Element adoption	Citywide	Use of one or more incentives for senior housing development in one project throughout the planning period.
Program 20	Within one year, coordinate with a qualified fair housing service provider to conduct a meeting/workshop to inform residents and landlords of sources of income protection and	Revise zoning ordinance to require affordable unit replacement within two years of Housing	Conduct the source of income protection/tenant's rights workshop in west Pinole.	Conducted workshop within one year of adoption. Provide resources on source of

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HE Programs or Other Activities	Specific Commitment	Timeline	Geographic Targeting	2023–2031 Metric
	state rent control laws such as AB 1482. This may be done in coordination with the workshop in Program 18. Coordinate outreach efforts to inform landlords and tenants of recent changes to state law that prevent source of income discrimination, including allowance of housing choice vouchers (HCVs) to establish a renter's financial eligibility. Pursuant to SB 330, ensure that when existing housing is demolished, at least an equivalent number of units at the same affordability are created as replacements.	Element adoption; create and distribute informational materials by within 18 - 24 months of Housing Element adoption, with annual outreach to tenants and relevant organizations. Conducted workshop within one year of adoption.		income discrimination and housing choice vouchers to 35 households annually.
Program 10	The Home Sharing and Tenant Matching program will work in tandem with educating residents and facilitating additional ADU and JADU developments across the City. The pamphlets developed in Program 22 will include detailed the Pinole home sharing program, once developed, and references to other educational and financial resources for homeowners incorporating and ADU and/or JADU on their properties or seeking housemates to live in their JADU. A Home Sharing and Tenant Matching program can also assist in helping those who work in Pinole, including teachers, find housing options in the City.	Develop program components, outreach strategies and compile resources within three years of Housing Element adoption.	Citywide	10 tenant matches completed throughout the planning period.
Segregation and Integration				
Program 3	The City will provide technical assistance to developers to encourage provision of affordable housing that are consistent with City goals.	Technical assistance provided as needed. Develop comprehensive coordinated review	Faith-based organizations and facilities across Pinole.	Technical assistance to all affordable housing applicants. Make the comprehensive

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HE Programs or Other Activities	Specific Commitment	Timeline	Geographic Targeting	2023–2031 Metric
	The City will engage and coordinate with other public agencies, faith and community-based organizations, and housing developers.	procedures with all city departments within one year of Housing Element adoption. Create developer interest list within 6 months of Housing Element adoption and contact affordable housing builders annually with information about sites to facilitate development of affordable rental housing. Annual outreach to public agencies and community and faith-based organizations for funding and partnership opportunities.		coordinated review with all city departments standard operating procedure for all residential developments. Annual review of available funding sources and contact to other agencies and developers.
Program 4	To encourage and increase ADU production in the City, a number of efforts are included. The programs are intended to help the City meet its target projection of 3 ADUs per year.	Track ADU permits as they are submitted. Review ADU strategies annually as part of the Annual Progress Report process. Adopted amnesty program and developed fast track program within 2 years of Housing Element adoption.	Targeted promotion of ADUs in east Pinole. Targeted promotion of ADUs in neighborhoods which the geographic review identifies as building fewer ADUs.	Construction of 5 ADUs per year.

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HE Programs or Other Activities	Specific Commitment	Timeline	Geographic Targeting	2023–2031 Metric
Program 5	The City will develop incentives to encourage residential mixed-use development in areas consistent with the Three Corridors Specific Plan Land Use Plans, and in particular along portions of the San Pablo Avenue, Pinole Valley Road, and Appian Way.	Within two years of Housing Element adoption.	Three Corridors Specific Plan areas and mixed-use zones	Amended zoning ordinance with adopted incentives. Entitlement of 3 mixed-use projects using one or more of the available incentives
Program 7	Create and adopt a set of incentives for projects that provide a minimum of 15 percent of total units affordable to low and moderate income households, and provide additional affordable housing beyond the City's 15 percent inclusionary requirement.	Within two years of Housing Element Adoption	Citywide	Completion of initial review of affordable housing developments within prescribed timeline. Expedited review of projects to take 50% less time than the normal review process.
Program 11	The City is including a number of zoning amendments as identified in the constraints section to ensure compliance with state law and remove constraints to development.	Within two years of Housing Element adoption.	Citywide	Not Applicable
Program 18	As a part of the EJ Element, the City will pursue programs to increase environmental health and quality of life across Pinole. The City is working with County develop a contractual arrangement to develop an enhanced BayREN Home+ rebate incentive structure for Pinole homeowners and multifamily property owners to undertake needed energy efficiency projects.	As identified in CIP Schedule; Environmental Justice Element adopted by the end of 2023. BayREN rebates in the 2022-23 fiscal year.	Targeted roll out of program to Western Pinole/EJ Element Impacted Community first.	Completed Capital Improvement Projects and Adopted Environmental Justice Element.

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HE Programs or Other Activities	Specific Commitment	Timeline	Geographic Targeting	2023–2031 Metric
	The City has multiple projects in its Capital Improvements Plan identified to improve mobility and active transportation opportunities in the western part of the City.			
Program 22	The City is developing a comprehensive education program to promote the development of second dwelling units in the City. The program will contain information for residents who may be unaware of the ability to build or incorporate an ADU and/or JADU on their properties, as well as detailed guidance on how to go through the ADU an JADU process and what financial resources are available. The City will provide pamphlets on the City website and at City Hall with detailed information on the ADU and JADU processes. The City will also provide a pamphlet with detailed information on SB 9 opportunities in the City. This will include a FAQ and detailed guidance on how to utilize SB 9 in the City. This program will work in conjunction with Program 10.	Develop outreach strategies and compile resources within two years of Housing Element adoption. Promotion of Home Sharing and Tenant Matching (Program 10) six months after program development.	Increased promotion of ADUs, JADUs, and SB 9 potential in higher opportunity areas of the City as determined by TCAC opportunity area maps.	Increased development of ADUs from 3 to 5 annually. Development of 1 JADU annually.
Access to Opportunities				
Program 18	As a part of the EJ Element, the City will pursue programs to increase environmental health and quality of life across Pinole. The City is working with County develop a contractual arrangement to develop an enhanced BayREN Home+ rebate incentive structure for Pinole homeowners and multifamily property	As identified in CIP Schedule; Environmental Justice Element adopted by the end of 2023. BayREN rebates in the 2022-23 fiscal year.	Targeted roll out of program to Western Pinole/EJ Element Impacted Community first.	Completed Capital Improvement Projects and Adopted Environmental Justice Element.

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HE Programs or Other Activities	Specific Commitment	Timeline	Geographic Targeting	2023–2031 Metric
	owners to undertake needed energy efficiency projects. The City has multiple projects in its Capital Improvements Plan identified to improve mobility and active transportation opportunities in the western part of the City.			
Program 19	The City will advertise the services of and collaborate with the County’s contracted fair housing provider, currently ECHO Housing. ECHO housing holds monthly Regional Fair Housing Trainings for tenants, landlords, service providers, and staff of local governments. The City will hold an annual workshop with the County’s fair housing service provider or another qualified fair housing service provider in the City of Pinole. The City will make educational and training resources available to tenants, landowners, homeowners, and any other residents who may be affected by fair housing policy. The City will continue to encourage improved community participation and representation in all official city business, events, and communications. The City will contract with a translation service as needed for meetings, putting a standard note on all hearing notices and communications in Tagalog, Spanish and Chinese indicating that interpretation and translation services are available upon request. The City will contract with a translation service for direct on	Biennial fair housing workshops. Ongoing provision of resources and referrals to fair housing service providers. Review of demographics to determine appropriate translation and interpretation languages every 4 years.	Hold at least 50% of in person workshops for fair housing in west Pinole, or other areas with low access to opportunities per the most recent TCAC opportunity area map.	Provide annual workshops or information fairs with the County fair housing provider or another qualified fair housing provider. Provide fair housing resources or referrals to 50 households annually.

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HE Programs or Other Activities	Specific Commitment	Timeline	Geographic Targeting	2023–2031 Metric
	the spot translation/interpretation needs at the front counter. The City will review demographic changes in the City to determine if translation should be provided for new or additional languages every four years. Translation to additional languages added as determined by demographic analysis. The City will also participate in the Regional Analysis of Impediments to Fair Housing Choice, which is updated every five years. The City will work with the County to publicize the outreach program for the update.			
Program 21	The City will promote and advertise available housing resources to residents through a variety of mediums. The City will continue to promote homebuyer assistance programs available through the County and State, such as the Mortgage Credit Certificate (MCC) program and California Housing Finance Agency's down payment assistance programs. Promotion of housing resources and education efforts will be done in accordance with the recently adopted Communication and Engagement Plan that was created to help strengthen the City's communication efforts and effectively reach and engage residents. The Plan includes steps to develop a defined process for translation services and include bilingual communication in social media posts.	Provision of information within 18 months of Housing Element adoption. Presence at community events at least once per year.	Citywide	Provision of housing information to approximately 75 residents annually.

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HE Programs or Other Activities	Specific Commitment	Timeline	Geographic Targeting	2023–2031 Metric
Program 10	The Home Sharing and Tenant Matching program will work in tandem with educating residents and facilitating additional ADU and JADU developments across the City. The pamphlets developed in Program 22 will include detailed the Pinole home sharing program, once developed, and references to other educational and financial resources for homeowners incorporating and ADU and/or JADU on their properties or seeking housemates to live in their JADU. A Home Sharing and Tenant Matching program can also assist in helping those who work in Pinole, including teachers, find housing options in the City.	Develop program components, outreach strategies and compile resources within three years of Housing Element adoption.	Citywide	10 tenant matches completed throughout the planning period.
Outreach and Enforcement Capacity				
Program 18	As a part of the EJ Element, the City will pursue programs to increase environmental health and quality of life across Pinole. The City is working with County develop a contractual arrangement to develop an enhanced BayREN Home+ rebate incentive structure for Pinole homeowners and multifamily property owners to undertake needed energy efficiency projects. The City has multiple projects in its Capital Improvements Plan identified to improve mobility and active transportation opportunities in the western part of the City.	As identified in CIP Schedule; Environmental Justice Element adopted by the end of 2023. BayREN rebates in the 2022-23 fiscal year.	Targeted roll out of program to Western Pinole/EJ Element Impacted Community first.	Completed Capital Improvement Projects and Adopted Environmental Justice Element.

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HE Programs or Other Activities	Specific Commitment	Timeline	Geographic Targeting	2023–2031 Metric
Program 19	The City will advertise the services of and collaborate with the County’s contracted fair housing provider, currently ECHO Housing. ECHO housing holds monthly Regional Fair Housing Trainings for tenants, landlords, service providers, and staff of local governments. The City will hold an annual workshop with the County’s fair housing service provider or another qualified fair housing service provider in the City of Pinole. The City will make educational and training resources available to tenants, landowners, homeowners, and any other residents who may be affected by fair housing policy. The City will continue to encourage improved community participation and representation in all official city business, events, and communications. The City will contract with a translation service as needed for meetings, putting a standard note on all hearing notices and communications in Tagalog, Spanish and Chinese indicating that interpretation and translation services are available upon request. The City will contract with a translation service for direct on the spot translation/interpretation needs at the front counter. The City will review demographic changes in the City to determine if translation should be provided for new or additional languages every four years. Translation to additional languages added as determined by demographic analysis. The City will also participate in the Regional Analysis of Impediments to Fair Housing Choice,	Biennial fair housing workshops. Ongoing provision of resources and referrals to fair housing service providers. Review of demographics to determine appropriate translation and interpretation languages every 4 years.	Hold at least 50% of in person workshops for fair housing in west Pinole, or other areas with low access to opportunities per the most recent TCAC opportunity area map.	Provide annual workshops or information fairs with the County fair housing provider or another qualified fair housing provider. Provide fair housing resources or referrals to 50 households annually.

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HE Programs or Other Activities	Specific Commitment	Timeline	Geographic Targeting	2023–2031 Metric
	which is updated every five years. The City will work with the County to publicize the outreach program for the update.			
Program 21	The City will promote and advertise available housing resources to residents through a variety of mediums. The City will continue to promote homebuyer assistance programs available through the County and State, such as the Mortgage Credit Certificate (MCC) program and California Housing Finance Agency's down payment assistance programs. Promotion of housing resources and education efforts will be done in accordance with the recently adopted Communication and Engagement Plan that was created to help strengthen the City's communication efforts and effectively reach and engage residents. The Plan includes steps to develop a defined process for translation services and include bilingual communication in social media posts.	Provision of information within 18 months of Housing Element adoption. Presence at community events at least once per year.	Citywide	Provision of housing information to approximately 75 residents annually.
Program 22	The City is developing a comprehensive education program to promote the development of second dwelling units in the City. The program will contain information for residents who may be unaware of the ability to build or incorporate an ADU and/or JADU on their properties, as well as detailed guidance on how to go through the ADU and JADU process and what financial resources are available. The City will provide pamphlets on the City website and at City Hall with detailed information on the ADU and JADU processes.	Develop outreach strategies and compile resources within two years of Housing Element adoption. Promotion of Home Sharing and Tenant Matching (Program 10) six months after program development.	Increased promotion of ADUs, JADUs, and SB 9 potential in higher opportunity areas of the City as determined by TCAC opportunity area maps.	Increased development of ADUs from 3 to 5 annually. Development of 1 JADU annually.

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HE Programs or Other Activities	Specific Commitment	Timeline	Geographic Targeting	2023–2031 Metric
	The City will also provide a pamphlet with detailed information on SB 9 opportunities in the City. This will include a FAQ and detailed guidance on how to utilize SB 9 in the City. This program will work in conjunction with Program 10.			

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Sites and Resources

Land Inventory

The sites and resources section of the Housing Element provides an overview of available land resources and residential sites for future housing development, evaluates how these resources can satisfy future housing needs, reviews financial and administrative resources available to support affordable housing, and discusses resources available for the development, rehabilitation, and preservation of housing in Pinole.

Housing Allocation

California General Plan law requires that a community provide a fair share of sites to allow for and facilitate production of the regional share of housing. To determine whether a jurisdiction has sufficient land to accommodate its share of regional housing needs for all income groups, that jurisdiction must identify “adequate sites.” As defined under California Government Code Section 65583(c)(1), adequate sites are those with appropriate zoning and development standards, with services and facilities to encourage and provide for the development of a variety of housing for all income levels.

The California Department of Housing and Community Development (HCD) and the California Department of Finance (DOF) are responsible for assessing the housing needs for different regions across the state. Pinole is in the Association of Bay Area Governments (ABAG) region, which received a regional allocation of 441,176 housing units. ABAG then distributed these housing units between all jurisdictions, a process known as the Regional Housing Needs Allocation (RHNA). ABAG adopted its final allocations on December 16, 2021. The City of Pinole’s RHNA for the 2023-2031 planning period (6th Cycle) is 500 total units, spread among different income categories, as shown in Table 72.

Table 72: 2023–2031 RHNA

Very Low Income	Low Income	Moderate Income	Above Moderate Income	Total
121	69	87	223	500

Source: Regional Housing Needs Allocation, ABAG, 2023-2031.

*Note: Pursuant to AB 2634, local jurisdictions are also required to project the needs of extremely low income households (0–30% of area median income). The projected extremely low-income need can be assumed as 50 percent (60) of the total need for the very low-income households.

No Net Loss Buffer

Recent changes to state law (Senate Bill 166 – 2017) require cities to continually maintain adequate capacity in their sites inventories to meet their RHNA for all income levels. In the event that a site is developed below the density projected in the Housing Element, or at a different income than projected, the City must have adequate sites available to

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accommodate the remaining balance of the RHNA. If the City does not have any additional capacity within the existing zoning, it must identify and rezone new sites that can accommodate the remaining need within six months. For these reasons, the City is including an additional buffer of 20 percent above the remaining RHNA need once accounting for pending projects and ADUs. The City is already meeting its low and above moderate RHNA with pending projects. Table 73 illustrates the RHNA breakdown by income category with the 20 percent buffer beyond the remaining need. As shown below, the City will provide adequate capacity for a total of at least 759 units (152% of the RHNA). This accounts for the 659 pending projects.

Table 73: 2023–2031 RHNA Buffer Calculation

Row Identifier	Capacity Category	Very Low	Low	Moderate	Above Moderate	Total
A	RHNA	121	69	87	223	500
B	Pending Projects + Projected ADUs	56	172	69	362	659
C	Remaining Need (A – B)	65	-	18	-	83
D	20% Buffer (C x 0.2)	13	-	4	-	17
E	Remaining Need + Buffer (C + D)	78	-	22	-	100
F	Total Site Capacity (B + E)	134	172	91	362	759

Realistic Capacity

State law requires that a city project realistic estimates for housing capacity on its RHNA sites. Realistic capacity may be estimated by utilizing recent project history, using a minimum density, or through other methods. As the majority of the City's new housing growth is expected to take the form of multifamily housing, the City reviewed multifamily projects constructed during the 5th Cycle to understand historical trends for multifamily housing production.

Multifamily developments in the City have had success in meeting the densities required by the Zoning Ordinance. Table 74 lists the recent multifamily projects built, approved, or proposed in the City. The table shows the project, land use, zoning, density, number of units, maximum density of the zone, and yield percentage of the project. Seven recent projects have density yields ranging from 55 percent to 183 percent, with an average of 109 percent of the maximum permitted density. The project with the 55 percent yield, the BCRE project,

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was designed around keeping the existing commercial/office building that is to remain, lowering the yield. For Appian Village, there were site-specific considerations such as steeply sloped areas around the western property line and Specific Plan height limitations when adjacent to single family residential that the applicant chose to design around, lowering the yield of the project to 63 percent.

Three of the seven projects used density bonuses to achieve densities greater than allowed by the underlying zoning. This greatly increased the individual and the average project yield.

To project future development yields a very conservative approach was taken. Rather than use the actual average yield (109%), the City deducted all additional units derived from density bonuses. In this manner, the yields from the recent projects were limited to a maximum of 100% of the maximum density instead of using the actual yields of up to 183% on 43% of the sites, as shown in Table 74. This lowered the average yield from 109% to 83%, as shown in Table 74. The assumed yield used in the calculations was further reduced to 70% to provide a combined 36% reduction and buffer from the actual average yields to provide a conservative and achievable estimate of project yield based on past trends. This will effectively result in a 36% buffer and safety factor over and above the 20% buffer in excess of the required RHNA.

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Table 74: Recently Built, Approved, or Proposed Multifamily Projects

Project	Land Use	Zoning	Project Density (du/acre)	Number of Units	Max Density	Yield Percentage	Calculated Percentage (100% max)
Vista Woods	MUSA	R4	89	179	50	178%	100%
Appian Village	SSA, Appian Way Corridor	RMU/CMU	20.9	154	32.7*	63%	63%
BCRE Mixed-Use Office and Residential	SSA, Pinole Valley Road Corridor	OPMU	16.6	29	30	55%	55%
SAHA Veteran's Housing	MUSA	CMU	55	334	30	183%	100%
Pinole Vista	SSA, Appian Way Corridor	CMU	37.6	223	30	125%	100%
1479 San Pablo Ave	MUSA	RMU	29.7	3	35	85%	85%
810 E Meadow	Suburban Residential	R2	15.2	5	20	76%	76%
Average						109.3%	82.7%

* Density calculated proportional to acreage between two zones

Du/acre = dwelling units per acre

The City has substantial evidence that demonstrate average project yields in excess 100% for its multi-family zones. However, to be highly conservative and meet all requirements in state law, the City is further reducing the anticipated yield to 70%. This assumption accounts for and anticipates that some properties may develop with mixed-use projects, or that some portions of existing uses may remain on site. For example, the actual average and proposed yields include the BCRE project which adds new office and residential to an existing office development.

The recent projects also demonstrate that the mixed-use zones have been developed with 100% residential projects, showing application of flexible development standards in the City. While there is a commercial component required in mixed-use zones it was waived in two recent projects. In one case it was waived due to the density bonus and in another case it was waived as the applicant provided community benefits.

Yields were determined based on recent projects shown above and zoning standards. This serves as a conservative estimate which is lower than the average of recent development projects in these zones. In mixed-use zones alone, recent projects have averaged 74 percent of the yield, using 100 percent as the maximum for density bonus projects. Using 70 percent ensures a realistic estimate for sites in these zones. Table 75 displays the assumed yields for

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multifamily zones, by zone and provides an estimated yield density for each. Based on higher recent trends in development, a 70 percent yield is a conservative estimate that is highly likely to be achieved and exceeded as the proposed RHNA sites are developed.

For single-family zones, one unit per lot, graded pad, or subdivision capacity was assumed on each parcel.

Table 75: Assumed Yields for Multifamily Zones

Zone	Maximum Density (du/acre)	Yield	Estimated Yield Density (du/acre)
R2	20	70%	14
Residential Mixed Use (RMU)	35	70%	24.5
Commercial Mixed Use (CMU)	30	70%	21
Very High Density Residential (R4)	50	70%	35

Du/acre = dwelling units per acre

Assumed Affordability

Density

The California Government Code states that if a local government has adopted density standards consistent with the population-based criteria set by state law (at least 20 dwelling units per acre (du/ac) for Pinole), HCD is obligated to accept sites with those density standards (20 du/ac or higher) as appropriate for accommodating the jurisdiction's share of regional housing need for lower-income households. Per Government Code Section 65583.2(c)(3)(B), the City's R2, R3, R4, RMU, CMU, and OPMU zones are consistent with the default density standard (20 du/ac) for Pinole, and therefore considered appropriate to accommodate housing for lower-income households. For parcels that were split-zoned, the density was assumed proportional to the acreage of each zone.

Moderate-income housing can be accommodated through medium- and higher-density zones, with densities ranging from 15 du/ac and above. Above moderate-income housing needs may be met through lower-density, single-family typologies, typically in the 0 to 15 du/ac range. The sites in the inventory are assumed at a mix of very low-, and moderate-incomes.

Size

Pursuant to state law, sites accommodating lower-income units must have areas between 0.5 and 10 acres, regardless of allowed density. The City identified sites that meet the size criteria for the lower-income units.

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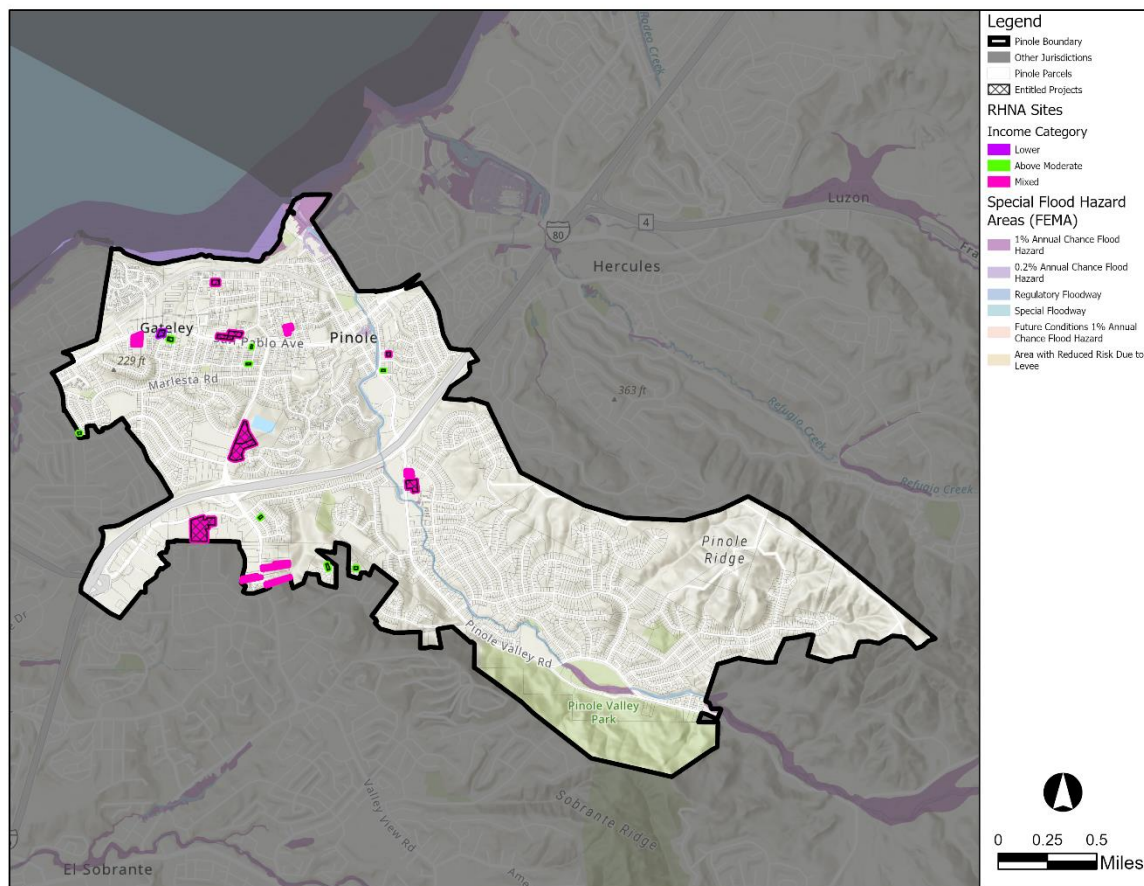
Environmental and Infrastructure Constraints

The site inventory analysis takes into consideration any environmental constraints such as habitat, flood, noise hazards, and steep slopes. Any environmental constraints that would lower the potential yield have already been accounted for in the site/unit capacity analysis through a reduction of the developable acreage of the site. In general, the deductions in the yield from the maximum will cover and accommodate any reductions in site capacity due to environmental constraints.

Flooding

Figure 45 displays the flood hazard zones as identified by the Federal Emergency Management Agency (FEMA). The vast majority of Pinole falls into an area with no identified flood risk. A regulatory floodway running through the city creates minimal spots of areas with identified flood risk along the regulatory floodway. None of the RHNA sites are in any areas with an identified flood risk.

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Figure 45: Flood Hazard Zones**Flood Hazard Areas and RHNA Sites**

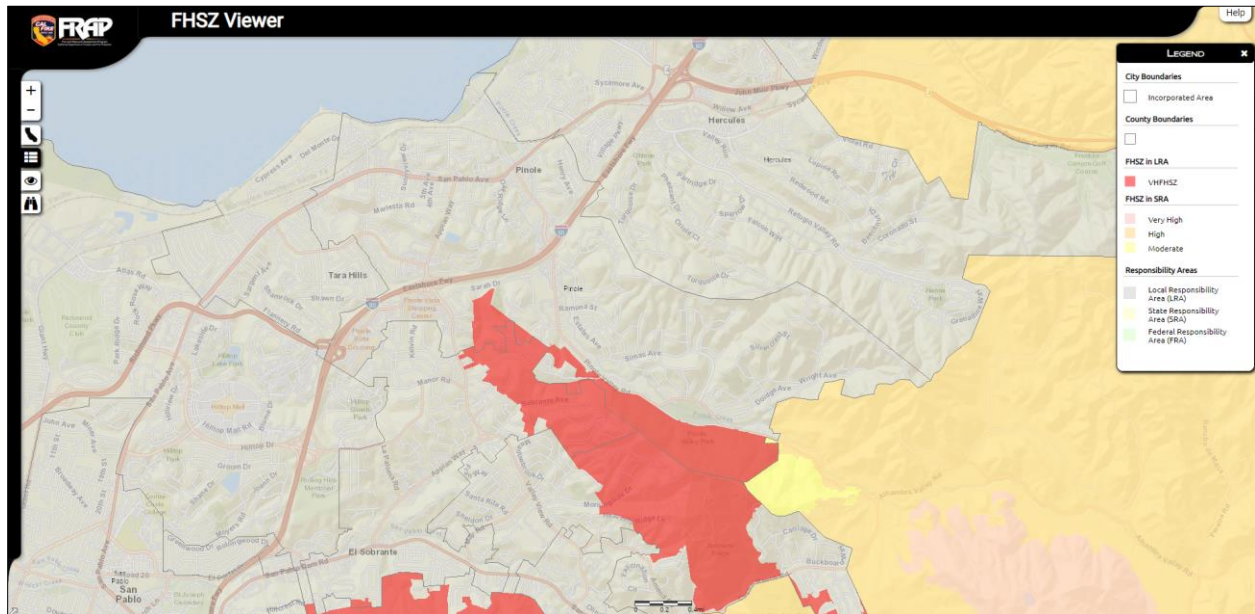
Source: Federal Emergency Management Agency.

Fire

There are few areas in the City that fall into a Very High Fire Hazard Severity Zone (VHFHSZ), as shown in Figure 46. Areas in the VHFHSZ are along the southeastern edge of the City, along the City boundary. None of the RHNA sites fall into the VHFHSZ.

The City of Pinole Fire Department provides service to the City. There is currently one operating fire station, fire station No. 73. The City is currently in discussions with ConFire to negotiate a contractual arrangement for ConFire to take over all fire protection services (fire prevention, suppression, and emergency medical response). This would include reopening Fire Station No. 74 that has been closed since 2011. This would allow for shortened response times throughout the City and increased services.

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Figure 46: Very High Fire Hazard Severity Zones

Source: California Department of Forestry and Fire Protection. Fire Hazard Severity Zone Viewer.

Infrastructure

Most vacant or underutilized land currently available for development in the City of Pinole can be served by the infrastructure necessary for development. Parcels that do not have all utilities are large, single-family parcels that are not included in the RHNA inventory. All of the RHNA sites are served by the necessary infrastructure for development.

The East Bay Municipal Utility District (EBMUD) provides water service to the City. The City of Pinole and West County Wastewater District (WCWD) are the wastewater service providers to the City. Currently there is adequate capacity available within EBMUD and both wastewater service providers sewer districts to handle development anticipated in the Pinole General Plan. The installed utilities that provide gas distribution, electric circuit, and service are also adequate to handle future development in Pinole.

The City complies with requirements regarding water and sewer priority allocation to affordable housing. As needed, the City will coordinate with EBMUD, WCWD, and the Pinole/Hercules Water Pollution Control Plant (WPCP) Joint Powers Authority to facilitate adoption of similar policies or to ensure adherence to California Public Utilities Commission policies on water/sewer priority for affordable housing. In 2016, the City adopted a policy for water and sewer services to provide priority allocation to affordable housing in the event a rationing system is implement.

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Entitled and Pending Projects

A total of 635 entitled units are counted toward meeting the RHNA, as listed in Table 76. There are enough entitled, deed-restricted low-income units to fully meet the low-income RHNA of 69. There are 165 low-income pending units, which yields a surplus of 96 units beyond the RHNA. There are also 359 pending above moderate units which exceed the RHNA of 223 by 136 units. In addition, there are 49 pending very low units and 62 pending moderate units.

Projects with affordable units are deed-restricted for a length of 55 years. The Vista Woods, Appian Village, SAHA, and BCRE projects all have a restrictive covenant for a length of 55 years from the certificate of occupancy, which have not yet been issued.

Table 76: Entitled and Pending Projects

Entitled and Pending Projects	Very Low	Low	Moderate	Above Moderate	Total
Single Family Homes, ADUs, triplex, and lot subdivisions	-	-	2	15	17
Appian Village	-	8	23	123	154
SAHA Affordable Veteran's Housing	27	6		-	33
BCRE Mixed-Use Office and Residential	2	2	-	25	29
Vista Woods Affordable Senior Housing	7	135	37	-	179
Pinole Vista	13	14	-	196	223
Total	49	165	62	359	635

Source: City of Pinole.

Accessory Dwelling Units

Recent changes to state law have spurred accessory dwelling unit (ADU) production across the state, and Pinole has seen an increase in ADUs permitted since 2017. Based on recent growth and interest in ADU production, the City anticipates that ADUs will accommodate some of the RHNA requirement. ADUs included in the RHNA are calculated based on recent trends seen in the City.

The City is including Program 4 to incentivize and encourage ADU development. This includes measures to specifically facilitate ADU construction for lower-income households per California Government Code Section 65583(c)(7).

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ADU Production Trends

Table 77 illustrates trends in ADU production since 2018. ADU production has grown and is expected to continue expanding throughout the 6th Cycle. In 2022, the City has permitted four ADUs through September, with 6 additional applications undergoing review. The average number of ADU permits issued since 2018 is three per year, for a prospective total of 24 during the 6th Cycle. The City is not relying heavily on ADUs to meet the RHNA.

Table 77: ADUs Building Permits Issued

Year	# of ADUs
2018	1
2019	2
2020	5
2021	3
2022	4*
Average	3

Source: City of Pinole.

* Through September 2022

Affordability Trends

To best predict future affordability levels, the City relies on the ABAG “Using ADUs to Satisfy RHNA” Technical Memo,¹⁶ which contains the affordability assumptions for ADUs as shown in Table 78. The City predicts that this trend will continue and that future ADU production will also be affordable to low- and very low-income households. Many ADU applicants from 2018 to 2020 indicated intent for the unit to remain affordable at no or negligible cost for immediate family members, such as adult parents or children.

Table 78: ADU Affordability Assumptions

Percent	Income Category	# of ADUs
30%	Very Low	7
30%	Low	7
30%	Moderate	7
10%	Above Moderate	3

¹⁶ ABAG. “Using ADUs to Satisfy the RHNA.” https://abag.ca.gov/sites/default/files/documents/2022-06/ADUs-Projections-Memo_final.pdf

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Ability to Meet the RHNA

The City has enough existing residentially zoned land with near-term development potential to meet its RHNA and 20 percent buffer of the unmet RHNA units (83). The existing zoning has capacity to meet the RHNA without rezoning, as shown in Table 79, through pending projects, ADUs, and both vacant and non-vacant sites. The development considered in this table takes development constraints into consideration when evaluating each site's development potential, such as environmental constraints and split-zoning.

To meet the unmet RHNA for lower- and moderate-income households, the Housing Element Sites Inventory relies on sites with densities that allow for at least 20 du/acre. The sites are projected with a mix of very low- and moderate- incomes.

California Government Code Section 65583.2 (h) states that cities must have a program to facilitate by-right approval for projects that include at least 20 percent of the units for lower-income housing on rezoned low-income sites. The City of Pinole is not rezoning any sites to meet the RHNA. Thus, this provision is not applicable to the sites inventory for Pinole.

California Government Code Section 65583.2 (c) states that cities must have a program to facilitate by-right approval for projects that include at least 20 percent of the units for lower-income housing on vacant sites that were included in the previous cycle and non-vacant sites included in the previous two cycles. The sites inventory does not include any sites used in previous cycles. Thus, this provision is not applicable to the sites inventory for Pinole.

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Table 79: Housing Capacity

Row Identifier	Category	Very Low	Low	Moderate	Above Moderate	Total
A	RHNA Requirement	121	69	87	223	500
B	Pending Projects	49	165	62	359	635
C	ADUs	7	7	7	3	24
D	Unmet RHNA (A – B – C)	65	-	18	-	83
E	Unmet RHNA + 20% Buffer (D x 1.2)	78	-	22	-	100
F	Vacant Opportunity Site Capacity	45	-	15	-	60
G	Non-Vacant Opportunity Site Capacity	40	-	12	-	52
H	Total Identified Capacity (B + C + F + G)	141	172	96	362	771
I	Opportunity Site Capacity Buffer ((F + G) / D)	31%	-	50%	-	-

Lower Income Capacity

Government Code Section 65583.2 (g) (2) states that housing elements relying on non-vacant sites for greater than 50 percent of its lower-income households need to demonstrate that the existing use does not constitute an impediment to additional residential development. This section does not apply to Pinole, as the City exceeds the 50 percent threshold through vacant sites, pending projects, and ADUs, as shown in Table 80. Ninety percent (170 units) of the 190 lower-income RHNA units will be met by the pending entitlement sites, projected ADUs, and vacant RHNA sites. The remaining 10 percent (20 units) will be met on non-vacant sites.

The City has low-income capacity through ADUs, pending projects, and vacant sites. Fifty percent of the lower-income RHNA is 95 units. The City has over twice its low-income RHNA (69 units) fulfilled in pending sites (165 units). In addition to meeting the low-income RHNA already, the City has 49 pending very low-income units and 7 projected very-low income ADUs. This sums to a total of 125 pending units and ADUs (69 pending low-income units, 49 pending very-low income units, 7 projected very low ADUs).

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Beyond this, the City also has capacity on vacant sites for additional 45 lower-income units. This totals to 170 units on vacant, pending sites, or ADUs, resulting in an excess capacity of 75 units beyond the 50 percent that is needed per Government Code Section 65583.2 (g) (2).

Table 80: Lower-Income Capacity

Category	Units	% of Lower-Income RHNA
<i>Low and Very Low Income RHNA</i>	<i>190</i>	<i>100%</i>
<i>50% of Low and Very Low Income RHNA</i>	<i>95</i>	<i>50%</i>
Total Provided	170	90%
Low Income RHNA (Met by Pending Units)	69	36%
Very Low Income Pending Units	49	26%
Very Low Income Projected ADUs	7	4%
Lower Income Capacity: Vacant Sites	45	24%
Excess Capacity beyond 50%	75	-

Site Details

The site selection process examined zoned capacity, existing uses, vacancy, and recent development trends to determine which parcels to include to meet the RHNA. Both vacant and non-vacant sites are included in the RHNA.

For a detailed analysis of the sites as they relate to affirmatively further fair housing, see the Affirmatively Furthering Fair Housing chapter.

Vacant Sites

A portion of the RHNA will be met on vacant land that is zoned for residential use. Per HCD's Housing Element Sites Inventory Guidebook, a vacant site is one "without any houses, offices, buildings, or other significant improvements [...] or structures on a property that are permanent and add significantly to the value of the property."¹⁷ The vacant site capacity is shown by zone in Table 81.

¹⁷ HCD. Housing Element Sites Inventory Guidebook. https://www.hcd.ca.gov/community-development/housing-element/docs/sites_inventory_memo_final06102020.pdf.

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Table 81: Vacant Site Capacity

APN	Zone	Capacity
401350015	R2	11
426020027	RMU	25
430290006	RMU	12
430290026	RMR/R*	12
Total:	-	60

*Capacity calculated for RMU portion of parcel only.

Non-Vacant Sites

There are two non-vacant sites included in the site inventory. Sites were selected based on their existing uses, capacity for residential redevelopment, and their high potential for short-term redevelopment. Sites that are included have similar locations and zoning (CMU and RMU) as sites that have been recently developed. Existing uses include small, older commercial buildings on large mixed-use parcels. Non-vacant sites are underutilized parcels with buildings that take up a small percentage of the site. The sites selected all have adequate infrastructure capacity. The non-vacant sites are each described below. Table 82 summarizes the capacity of non-vacant sites included to meet the RHNA. The realistic capacity of non-vacant sites is 40 very low and 12 moderate units.

As shown in Table 80, 170 units (90 percent) of the 190 lower-income RHNA units will be met by the pending entitlement sites, projected ADUs, and vacant RHNA sites. The remaining 20 units (10 percent) will be met on non-vacant sites.

Sites were also selected based on trends of similar existing uses converting to residential or residential mixed-uses. There are limited but recent examples of non-vacant sites converting to residential uses in the City. This includes a recently approved project for redevelopment of a former Kmart into a mixed-use development with 223 units. Another recent project consists of the demolition of the existing vacant Doctors Medical Center Pinole Campus and a subsequent development of 154 units. One recent project in the OPMU zone consists of additions to the existing office commercial building and the development of 29 new units, providing the basis for retaining and expanding the existing use on a site while adding residential uses. Two former redevelopment properties have seen recent inquiries in converting existing commercial space into additional residential units, one adding four units into an existing mixed-use building and one adding two units into existing commercial space.

Land-improvement ratios were also calculated and considered in site selection. The comparison of assessed values for land and improvements (land-improvement ratios) is a reliable indicator of whether and to what extent sites are utilized. Typically, a newly improved site will have a ratio of well under 0.2, or where the improvements are valued at five times the value of the land. The greater the ratio, the greater the value of the land and greater

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likelihood that it will be redeveloped. All of the non-vacant sites included in the inventory have a land-improvement ratio that is greater than one.

Table 82: Non-Vacant Site Capacity

Site	Zone	Capacity
360010031	CMU	14
403051012	RMU	38
Total:	-	52

2727 PINOLE VALLEY ROAD (CMU)**APN 360010031**

This 0.63-acre site at 2727 Pinole Valley Road is currently about 12 percent occupied by a paint store. The building was built between 1968 and 1980. The remaining land is covered by an underutilized surface parking lot and landscaping. It is located in a mix of residential and residential-serving uses, making this site optimal for further residential development. It is located within walking distance of grocery stores, restaurants, personal services, a library, tennis courts, transit stops, and a high school, which provide necessary resources for residents. The land-improvement ratio for the site is 10. The realistic capacity is 14 units.

*2727 Pinole Valley Road, APN 360010031**2727 Pinole Valley Road, APN 360010031*

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*725 San Pablo Avenue (RMU)***APN 403051012**

The 1.56-acre site at 725 San Pablo Avenue is currently occupied by a passport printing business. The building was built in the 1960s. This building makes up less than 6 percent of the site. The remaining lot is partially an underutilized surface parking lot, and partially vacant lot. It is adjacent to existing residential to the east, west, and south, making this site optimal for further residential development. The site could be redeveloped with the existing use maintained or with additional commercial uses. The



725 San Pablo Avenue, APN 403051012

site is located within a half mile of several restaurants, a grocery store, and a daycare center, which provide necessary resources for residents. The land-improvement ratio for the site is 1.2. The realistic capacity for this site is 38 units.



725 San Pablo Avenue, APN 403051012

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Financial Resources

Administrative Resources

The City of Pinole's Community Development Department consists of multiple divisions including the Planning Division, Building Division, Code Enforcement, Affordable Housing Division, Redevelopment Successor Agency Division and Economic Development Division. The Planning Division reviews land use entitlement applications and is responsible for the implementation of the General Plan, Three Corridors Specific Plan, and Zoning Ordinance. The Building Division is responsible for processing building permit applications, issuing building permits, and conducts building inspections. The Code Enforcement Division resolves land use-related violations on private property. The Affordable Housing Division ensures that facilities that have received City financial assistance to create affordable housing units comply with affordability agreements, investing limited City affordable housing resources to provide affordable housing units and support to the homeless, and developing or disposing of the City's remaining real property assets inherited from the former Pinole Redevelopment Agency affordable housing program. The Redevelopment Successor Agency Division is responsible for effectively winding down the activities of the Redevelopment Successor Agency by administering the remaining enforceable obligations. The Economic Development Division is a new division, instituted in FY 2021/22. It coordinates with the City Manager department to create economic development strategies for the City and is responsible for carrying out those strategies.

As a part of Program 6, the City is developing a Housing Successor's Low and Moderate Income Housing Asset Fund Policy. The policy will set priorities and goals for the use of affordable housing funds in the City as well as investigate the creation of an in-lieu fee as an additional alternative to the inclusionary housing requirement.

Countywide Programs

BayREN

The Bay Area Regional Energy Network (BayREN) is a coalition of the Bay Area's nine counties that partners to promote resource efficiency at the regional level, focusing on energy, water and greenhouse gas reduction. BayREN offers rebates, funding and technical assistance to help residents, property owners, business owners and local governments improve the resource-efficiency and carbon footprint of their buildings. They include additional programs and incentives for lower income households.

The City is partnering with BayREN in the 2022-23 fiscal year to provide \$250k in funding for weatherization and energy efficiency projects in Pinole. The program will offer additional discounts to eligible households to make it more financially feasible to make improvements to their homes to save energy and money. A component of the program will target projects in lower resourced areas of the City, including western Pinole (Program 18).

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Weatherization Program

The Weatherization Program is a Federal and State-funded program intended to aid low – and/or fixed - income persons in adapting their home to become more energy-efficient. The program is available to any individuals renting or owning regardless of housing type.

The Program will test the gas appliances of the home as well as whole home evaluation to determine what energy-saving measures can be taken. Evaluations can determine several improvements which may include:

- Installation of ceiling insulation
- Gas furnace repair or replacement
- Weather-stripping of exterior doors
- Gas stove repair or replacement
- Replacement of exterior doors if necessary
- Gas water heater repair or replacement
- Installation of carbon monoxide alarm
- Plug gaskets
- Installation of programmable thermostats
- Installation of water saving devices
- Replacement of broken windows
- Other minor home repairs

MCE

MCE is a not-for-profit clean energy public agency and provides electrify service to more than one million residents and businesses in 37 member communities across four Bay Area counties including Contra Costa County.

MCE provides a program for single-family homeowners and renters to receive home energy upgrades, home energy assessments, and a gift box with energy-saving products at no cost, but must meet the qualifying gross annual household income requirements. The home assessment determines the eligibility for the free energy upgrades, qualifying homes can receive the following upgrades:

- Heat pump
- Water heater
- Attic insulation
- Gas furnace

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- Duct sealing
- Pipe insulation

The energy -saving gift box includes:

- Smart thermostat
- Water-saving shower head
- Water-saving kitchen faucet aerator
- Two bathroom faucet aerators

MCE customers who are single family homeowners are also eligible to receive a \$1,000 rebate for installing a heat pump water heater. BayREN Home+ also offers cash rebates for weatherization, efficient heating and cooling, and other electrification measures, as well as bonus rebates for combining measures.

Emergency Housing Voucher

Through the American Rescue Plan (ARP), the Housing Authority of the County of Contra Costa received 201 vouchers appropriated for the Emergency Housing Voucher (EHV) program. Families participating in the EHV program benefit from a subsidy each month to help pay their rent and utilities. The subsidy varies for each family depending upon the family's size and income. The Housing Authority has established payment standards for the EHV program set at 110 percent of the fair market rents (FMRs) established by the US Department of Housing and Urban Development (HUD). The payment standards are the maximum amount of assistance a family can receive based on HUD funding.

Table 83: EHV Program Payment Standards

	0-BR	1-BR	2-BR	3-BR	4-BR	5-BR	6-BR	7-BR
Payment Standards	\$1,691	\$2,038	\$2,501	\$3,306	\$3,935	\$4,525	\$5,116	\$5,706

EHV eligibility is limited to households (individuals and families) who are homeless; at risk of homelessness; fleeing or attempting to flee domestic violence, dating violence, sexual assault, stalking, or human trafficking; and recently homeless, and for whom providing rental assistance will prevent homelessness or risk of housing instability.

Permanent Local Housing Allocation

The Permanent Local Housing Allocation (PLHA) program is a state program with entitlement and competitive components. The state designated Contra Costa County as the administrator of the entitlement grant award for the Contra Costa "Urban County," which includes unincorporated communities and the cities in the county with the exception of Antioch, Concord, Pittsburg, and Walnut Creek. PLHA funds are used for the following:

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- Increase the supply of housing for households at or below 80 percent area median income;
- Facilitate housing affordability, particularly for lower- and moderate-income households; and
- Promote projects and programs to meet the local government's unmet share of the RHNA.

Neighborhood Preservation Program

The Neighborhood Preservation Program (NPP) provides low-interest loans to low-income homeowners for the purposes of rehabilitation. Eligible repairs include accessibility improvements, plumbing, HVAC, and electrical repairs, reroofing, dry rot repair, foundation stabilization, lead-based paint abatement, and window and door replacement. The program is in partnership with Habitat for Humanity East Bay/Silicon Valley. All residents who meet the program criteria in all cities and the unincorporated area of the county with the exception of Antioch, Concord, Pittsburg, and Walnut Creek are eligible.

Statewide Resources

There are a variety of statewide programs and resources available. The City receives regular notification regarding state and federal funding and grant opportunities. Additionally, the City pursues grants on a programmatic and project basis for active programs and projects.

Affordable Housing & Sustainable Communities Program (AHSC)

The AHSC Program builds healthier communities and protects the environment through prioritizing the creation of affordable housing near jobs, transit, and other important resources. The program funds land-use, housing, transportation, and land preservation projects that support infill and compact development in proximity to transit to reduce greenhouse gas ("GHG") emissions.

Funding for the AHSC Program is provided from the Greenhouse Gas Reduction Fund (GGRF), an account established to receive Cap-and-Trade auction proceeds.

Cal Housing Finance Agency's ADU Grant Program

The ADU grant program provides up to \$40,000 of reimbursement for low- or moderate-income homeowners building an ADU on their property. The property must be owner-occupied. The grant goes towards pre-development and non-reoccurring closing costs associated with the construction of an ADU. Predevelopment costs include site prep, architectural designs, permitting, soil tests, impact fees, property survey, and energy reports.

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CalHome

The purpose of the CalHome program is to support existing homeownership programs aimed at low-, very low-income, and moderate-income households. The goal is to increase homeownership, encourage neighborhood revitalization and sustainable development, and maximize the use of existing housing stock.

CalHome provides grants to local public agencies and nonprofit corporations to assist:

1. First-time homebuyer mortgage assistance through deferred-payment loans for down payment,
2. Owner-occupied home rehabilitation,
3. Homebuyer counseling,
4. Technical Assistance for self-help housing projects
5. Technical assistance for shared housing programs, or
6. (Junior) Accessory dwelling unit assistance.

All funds to individual homeowners will be in the form of loans not directly given to individuals.

Golden State Acquisition Fund (GSAF)

The GSAF is a \$93 million financing program aimed at supporting affordable housing developers with capital for the development and/or preservation of affordable housing in California. Financing is available for rental housing and homeownership opportunities in urban and rural communities with loans up to five years and a maximum of \$13,950,000.

Local Early Action Planning Grant

The Local Early Action Planning (LEAP) grant provides one-time grant funding to cities and counties to update their planning documents and implement process improvements that will facilitate the acceleration of housing production and help local governments prepare for their 6th Cycle RHNA, much like the SB 2 planning grants.

The 2019-20 Budget Act provides a spectrum of support, incentives, resources, and accountability to meet California's housing goals. Some specific elements include:

- Local and regional planning grants (LEAP and REAP)
- Pro-housing preference points on competitive funding applications
- Additional funding resources
- Accountability (penalties for noncompliant housing plans)
- Reform (collaborative processes to reform regional housing needs)

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The City of Pinole was awarded \$65,000 in LEAP funding to help fund the Housing Element Update, prepare California Environmental Quality Act documentation relating to the Housing Element Update, and fund activities to facilitate housing.

Local Housing Trust Fund Program (LHTF)

The purpose of this program is to provide funds to cities and counties, Native American Tribes, and nonprofit organizations to increase the supply of housing to households with incomes of 80 percent or less of area median income. To do this the LHTF program provides matching grants to local and regional housing trust funds that are funded on an ongoing basis and dedicated to the construction, rehabilitation, or preservation of affordable housing, transitional housing, and emergency shelters.

Regional Early Action Planning Grant

Regional Early Action Planning (REAP) 2.0 is a flexible program that seeks to accelerate progress toward the state housing goals and climate commitments through a strengthened partnership between the state, its regions, and local entities. REAP 2.0 seeks to accelerate infill housing development, reduce vehicle miles traveled (VMT), increase housing supply at all affordability levels, affirmatively further fair housing, and facilitate the implementation of adopted regional and local plans to achieve these goals.

REAP 2.0 will be administered by HCD in collaboration with the Governor's Office of Planning and Research, the Strategic Growth Council, and the California Air Resources Board.

REAP 2.0 provides a \$600 million investment to advance implementation of adopted regional plans by funding planning and implementation activities that accelerate infill housing and reductions in per capita VMT.

The City of Pinole was awarded \$20,000 in REAP funding to help fund the Housing Element Update, prepare California Environmental Quality Act documentation relating to the Housing Element Update, and fund activities to facilitate housing.

Senate Bill (SB) 2 Grant

In 2017, a 15-bill housing package was signed into law aimed to address the state's housing issues; the package included the Building Homes and Jobs Act. This established a \$75 recording fee on real estate documents to increase the supply of affordable homes in California.

This funding was designed to help cities and counties accomplish the following:

- Accelerate housing production;
- Streamline the approval of housing development affordable to owner and renter households at all income levels;

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- Facilitate housing affordability, particularly for lower- and moderate-income households;
- Promote development consistent with the State Planning Priorities (Government Code Section 65041.1); and
- Ensure geographic equity in the distribution and expenditure of the funds.

The City of Pinole maximum grant amount that could be awarded in 2019 was \$160,000. The City is anticipating using this funding to develop objective design and development standards and preparing, updating or revising the environmental documentation supporting the Specific Plan/General Plan to provide CEQA clearances for projects that comply with existing zoning (Program 5).

The No Place Like Home Program

The No Place Like Home Program provides loans to eligible counties to acquire, design, construct, rehabilitate, and/or preserve permanent supportive housing for persons who are experiencing homelessness or chronic homelessness, or who are at risk of chronic homelessness, and who need mental health services. Projects funded through this must be apartment complexes of five or more units.

Department of Housing and Urban Development Grants

Home Investment Partnerships Program

The HOME Program is federally funded by HUD to provide decent affordable housing to lower-income households. The HOME Program is administered on behalf of the Urban County cities, which includes Pinole.

Housing Choice Voucher Program

The Housing Choice Voucher (HCV) program is a rental assistance program that helps very low-income families to live in market-rate housing units rather than public housing. Households are provided with vouchers that are paid to private market-rate landlords, who are then reimbursed by HUD.

Project-Based Voucher Program

The Project-Based Voucher Program provides rental assistance to households living in specific housing sites. Because the rental assistance is tied to a particular unit, a family who moves (voluntarily or through eviction) no longer qualifies to receive housing assistance. The Housing Authority administers different waiting lists by bedroom size for each project-based housing site. These housing sites are either multifamily or senior housing developments.

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Housing Goals, Policies, and Programs

The section of the Housing Element outlines the City of Pinole's goals, policies, and implementation programs for the preservation, conservation, improvement, and production of housing for the 2023 – 2031 planning period. The goals, policies, programs, and quantified objectives are designed to help ensure housing opportunities for all existing and future residents of the community. As appropriate, programs also include a geographic targeting.

Housing Goals and Policies

Housing Production and Adequate Sites to Meet Regional Housing Needs

Goal 1

Provide adequate residential sites to accommodate projected housing needs and encourage the production of a variety of housing types

Policy 1.1: Encourage the provision of a variety of housing options for Pinole residents.

Policy 1.2: Strive to ensure adequate land is available at a range of densities to meet Pinole's existing and projected housing needs.

Policy 1.3: Pursue partnerships between non-profit and for-profit housing developers to encourage affordable housing production.

Policy 1.4: Provide an active leadership role in helping attain the objectives of the City's Housing Element by following through on the actions prescribed in the Housing Element in a timely manner and monitoring progress annually.

Policy 1.5: Work cooperatively with west county jurisdictions to plan for the satisfaction of regional housing needs, including the development of affordable housing units for all economic segments of the region.

Policy 1.6: Encourage the development of ADUs.

Housing to Meet the Needs of All Income Levels and Special Needs Groups

Goal 2

Provide a broad range of housing opportunities to meet the needs of all income levels, with emphasis on providing housing that meets the special needs of the community.

Policy 2.1: Maintain appropriate land use regulations and other development tools to encourage development of affordable housing opportunities throughout the City.

Policy 2.2: Develop programs to assist lower income seniors and individuals with disabilities to live independently, age in place, and maintain their homes.

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Policy 2.3: Continue the use of the inclusionary housing ordinance to facilitate the development of below market-rate units.

Policy 2.4: Encourage the development of new affordable housing. Facilitate housing development that is affordable to extremely low-, very low-, low-, and moderate-income households by providing technical assistance, regulatory incentives and concessions, expedited development review, and financial resources as funding allows.

Policy 2.5: Encourage and incentivize mixed-use development to allow for increased housing opportunities.

Removal of Governmental Constraints

Goal 3

Reduce or remove governmental constraints to the development, improvement, and maintenance of housing where feasible and legally permissible.

Policy 3.1: Periodically review City regulations, ordinances, permitting processes, and residential fees to ensure that they do not constrain housing development and are consistent with State law.

Policy 3.2: Support housing for individuals with disabilities through the use of reasonable accommodations procedures, including flexibility in the application of land use or zoning regulations, when necessary to eliminate barriers to housing opportunities.

Policy 3.3: Accommodate housing needs for extremely low-income households and special needs persons through modification of the City's development regulations.

Conserve, Preserve, and Improve the Housing Stock

Goal 4

Maintain and conserve the existing housing stock in a sound, safe, and sanitary condition.

Policy 4.1: Monitor and maintain the supply of existing affordable housing to ensure that it remains affordable.

Policy 4.2: Promote the maintenance and rehabilitation of structures in poor condition and take action to prevent poorly maintained properties from further deterioration.

Affirmatively Further Fair Housing

Goal 5

Ensure the provision of adequate housing for all persons regardless of income, age, sex, race, or ethnic background, consistent with the Fair Housing Act.

Policy 5.1: Increase housing opportunity and mobility so that all residents of Pinole have choice of adequate housing options.

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Policy 5.2: Refer discrimination complaints to a fair housing service provider that addresses housing discrimination.

Policy 5.3: Promote fair housing standards and ensure compliance with State and federal fair housing laws.

Housing Education and Community Outreach

Goal 6

Increase awareness, availability of information, and participation in housing programs.

Policy 6.1: Consolidate and disseminate housing-related resources to provide better access to information on available housing programs and affordable housing units.

Policy 6.2: Encourage the production of ADUs in all residential areas of the City through outreach and educational materials.

Policy 6.3: Encourage and support early public participation in the development and review of City housing policy from all economic segments of the community, including encouraging neighborhood level planning and working with community group and other interest groups. Encourage developers of any major project to have neighborhood meetings with residents early in the process to undertake early problem solving and facilitate more informed, faster and constructive development review.

Quantified Objectives

Housing Element law requires that quantified objectives be developed with regard to new construction, rehabilitation, conservation, and preservation activities that will occur during the eight-year Housing Element cycle. These objectives are shown in Table 84.

- The Construction Objective represents the City's RHNA of 60 units for extremely low-income households, 61 units for very low-income households, 69 units for low-income households, and 87 units for moderate-income households, and 223 units for above moderate-income households.
- The Rehabilitation objective represents rehabilitation assistance to 20 households through the City's rehabilitation and acquisition programs.
- The Conservation/Preservation objective represents the conservation of the existing 301 affordable units in the City during the planning period (2023-2031).

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Table 84: Quantified Objectives

Target	Extremely Low Income	Very Low Income	Low Income	Moderate Income	Above Moderate Income	Total
New Construction	60	61	69	87	223	500
Rehabilitation	5	5	5	5	-	20
Conservation/Preservation	-	75*	42**	184***	-	301
Total						821

* Units at 50% AMI

** Units at 60% AMI

*** 37 units and 90% AMI and 147 units at 120% AMI

Housing Programs

The programs in this section of the Housing Element describe specific actions the City will carry out over the eight-year Housing Element cycle to satisfy the community's housing needs and meet the requirements of State law. Each program identifies the actions to be taken to implement the program, timeline to complete the action, funding source, implementing agency, supporting agency or agencies as appropriate, and a quantified objective and/or geographic target for the program, where applicable.

Housing programs define the specific actions the City will undertake to achieve the stated goals and policies with the eight-year (2023-2031) planning period. The City's housing programs for addressing community housing needs are described according to the City's housing goals.

Adequate Sites and Housing Production to Meet Regional Housing Needs

Program 1. Provision of Adequate Sites and Site Inventory Monitoring

The City will ensure that adequate sites to meet the RHNA are provided throughout the 6th Cycle. To ensure that the City monitors its compliance with SB 166 (No Net Loss), the City will track:

- Unit count and income/affordability assumed on parcels included in the sites inventory.
- Actual units constructed and income/affordability when parcels are developed.
- Net change in capacity and summary of remaining capacity in meeting remaining RHNA.

The City is not including any reused sites from the 4th or 5th Cycle in the inventory to meet the RHNA. Therefore, the requirements of Government Code sections 65583.2(h) and (i) do not apply. The statutory requirements of Government Code sections 65583.2(h) and (i), require by-right approval of housing development that includes 20 percent of the units as

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housing affordable to lower-income households on sites being used to meet the 6th Cycle RHNA that are “reuse sites” previously identified in the 4th and 5th cycles Housing Element.

The City will implement the Surplus Lands Act to annually review city-owned parcels and provide affordable housing developers the first priority for designated surplus lands as applicable per Government Code section 54227.

The City will keep a list of additional development opportunity sites to be used in the case of a net loss situation. Should the City have a net loss during the Cycle, this list shall provide the priority replacement sites to add to the RHNA site inventory. The City has begun development of this list, which currently includes six sites that have the combined capacity for 109 units eligible for lower-income development. These additional development opportunity sites provide for an additional 131% of the unmet RHNA (83 total units).

Implementing Agency: Community Development Department

Supporting Agency: Public Works Department

Timeline: Review RHNA site status annually and as development proposals are submitted. Annual review of City-owned land in conjunction with the review of Surplus Lands. Zoning ordinance amendments for “reuse sites” within one year of Housing Element adoption. Creation of additional development opportunity site list to use in the case of a net loss within three months of Housing Element adoption.

Funding Source: General Fund

Quantified Objective: Provide adequate sites to accommodate the City’s entire RHNA allocation of 500 units, including the 83 units not met with pending projects or projected ADUs. No net loss of capacity below the RHNA requirement during the planning period.

Program 2. Publicize and Promote Residential Sites Inventory

The City will publicize and promote the RHNA site inventory through a multitude of ways during the planning period. This includes publicizing the RHNA site inventory and contacting site owners and developers. Specific actions include the following.

- The City shall make the residential sites inventory available to developers by creating a City website specifically for RHNA sites and publicizing it on the City website. The City shall update the list of sites annually, or as projects are approved on the sites.
- The City shall contact affordable housing builders annually and provide information about sites to facilitate development of affordable housing.
- The City will conduct informational sessions and directly contact RHNA site owners to inform them about development opportunities on their property.

Implementing Agency: Community Development Department

Supporting Agencies: City Manager’s Department, IT Department

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Timeline: Create City webpage for RHNA sites and post sites within 6 months of adoption; update annually, or as needed. Conduct annual outreach to affordable housing builders. Contact RHNA site owners twice during the planning period, including once during the first 18 months post Housing element adoption.

Funding Source: General Fund

Quantified Objective: Maintain accurate and publicly available residential site inventory throughout the planning period. Outreach with 100 percent of RHNA site owners twice during the planning period.

Program 3. Outreach and Technical Assistance to Applicants

The City will provide technical assistance to developers to encourage provision of affordable housing that are consistent with City goals. Methods of technical assistance may include, but are not limited to:

- Provision of information about available funding sources.
- Pre-application planning meetings.
- Expedited development review and processing.
- Facilitation of neighborhood meetings.
- Coordination of all other required City departments to provide technical assistance and collaborative problem solving to applicants during development review and can include development review meetings. This includes a continuity of support from pre-application meetings through entitlement and construction.

To encourage housing production and development, the City will engage and coordinate with other public agencies, faith and community-based organizations, and housing developers. Specifically, the City will:

- Seek out opportunities to work with other public agencies by identifying housing grant funding opportunities to encourage and implement improvements and expansion of housing supply, for example participation in a continuation of the Contra Costa County Collaborative (C4).
- Work with developers by creating a developer interest list and periodically assessing development needs to encourage new residential development to provide affordable housing. The City shall contact affordable housing builders annually and provide information about sites to facilitate development of affordable rental housing.
- Notify developers of interest in including some options for larger (3+ bedroom) units in residential development projects.
- Contact other public agencies such as the Contra Costa County Housing Authority or Contra Costa County Department of Conservation and Development at least once a year for funding and partnering opportunities.

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- Contact faith-based organizations in Pinole to discuss opportunities for housing at their facilities and provide information on recent legislation regarding religious-institution affiliated housing projects.

Implementing Agency: Community Development Department

Supporting Agency: Contra Costa Housing Agency

Timeline: Technical assistance provided as needed. Develop comprehensive coordinated review procedures with all city departments within one year of Housing Element adoption. Create developer interest list within 6 months of Housing Element adoption and contact affordable housing builders annually with information about sites to facilitate development of affordable rental housing. Annual outreach to public agencies and community and faith-based organizations for funding and partnership opportunities.

Funding Source: General Fund

Quantified Objective: Technical assistance to all affordable housing applicants. Make the comprehensive coordinated review with all city departments standard operating procedure for all residential developments. Annual review of available funding sources and contact to other agencies and developers.

Geographic Targeting: Faith-based organizations and facilities across Pinole

Program 4. Facilitate ADU Production

To encourage and increase ADU production in the City, a number of efforts are included. The programs are intended to help the City meet its target projection of three ADUs per year. This program works in conjunction with Program 22, ADU, JADU, and SB 9 Education. If annual production and affordability rates do not match the estimates included in the Housing Resources Section, the City will update the ADU strategy to ensure that the City continues to maintain adequate capacity for all income levels. In the event of an ADU shortfall that results in a net loss of units below the RHNA, the City will revisit ADU promotion strategies and resources within six months to facilitate additional ADU production.

- **Updated ADU Ordinance.** The City has submitted its ADU ordinance to the State and the State acknowledge that the ordinance was received. Should the State require revisions to the ordinance, it will be modified to reflect the requested revisions within one year upon receipt of the comments.
- **ADU Tracking.** The City will track and monitor its ADU production to ensure that annual production achieves the RHNA projections (3 ADUs/year). The City will begin to request information about ADU rents from applicants to better track the affordability of proposed ADUs. As a part of ADU tracking, the City will analyze geographic distribution of ADUs biennially to understand which neighborhoods are building ADUs.

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- **ADU Fast Track Program.** The City will develop a process to fast track ADU applications through plan check by moving them to the top of the queue and reducing plan check turnaround times.
- **ADU Amnesty Program.** To ensure safe and adequate housing, the City will develop an ADU amnesty program for existing, unpermitted ADUs to receive inspections and bring units into compliance with code and permits without risk of code enforcement action, significant fee reductions and assistance in determining necessary improvements.
- **Fee Waivers for Affordable ADUs.** Current successor funds require an affordability covenant length of 55 years. The City will modify Zoning Ordinance Section 17.70.060 to shorten the required ADU covenant length (for example, for 10 – 15 years) pending alternate funding to offset the fee waivers for ADUs over 750 square feet that are made available to lower or moderate income households for a shorter period of time. The City will pursue funding sources, such as PLHA funds for this effort.

Implementing Agency: Community Development Department

Supporting Agency: Finance Department

Timeline: Track ADU permits as they are submitted. Review ADU strategies annually as part of the Annual Progress Report process. Adopted amnesty program and developed fast track program within 2 years of Housing Element adoption. Review geographic distributions of ADUs biennially.

Funding Source: General Fund, Housing Successor Low and Moderate Income Housing Asset Fund; Contra Costa County, State and Federal funding programs as available.

Quantified Objective: Increased production of ADUs from 3 to 5 per year.

Geographic Targeting: Targeted promotion of ADUs in east Pinole. Targeted promotion of ADUs in neighborhoods where geographic review identifies fewer ADUs were built.

Program 5. Incentives for Mixed-Use Developments

The City will develop incentives to encourage residential mixed-use development in areas consistent with the Three Corridors Specific Plan Land Use Plans, and in particular along portions of the San Pablo Avenue, Pinole Valley Road, and Appian Way. Specific incentives for mixed-used development include:

- A waiver of park development impact fees for deed-restricted affordable units beyond the inclusionary requirement in a development in coordination with the development of a Housing Successor's Low and Moderate Income Housing Asset Fund Policy (Program 6).
- Prepare, update, or revise EIR as appropriate to provide CEQA clearances for projects that comply with existing zoning.

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- Priority development project review and processing.

Additional incentives the City shall explore include but are not limited to:

- Increased densities.
- Providing flexibility in parking requirements.

Implementing Agency: Community Development Department

Supporting Agencies: Community Services Department, Finance Department

Timeline: Adopted incentives within three years of Housing Element adoption.

Funding Source: General Fund, Housing Successor Low and Moderate Income Housing Asset Fund, SB 2 Grant, Contra Costa County, State and Federal funding programs as available.

Quantified Objective: Amended zoning ordinance with adopted incentives. Entitlement of three mixed-use projects using one or more of the available incentives.

Geographic Targeting: Mixed-use zones allowing for residential in the Three Corridors Specific Plan.

Housing to Meet the Needs of All Income Levels and Special Needs Groups

Program 6. Development of Housing Successor's Low and Moderate Income Housing Asset Fund Policy

The City will develop a Housing Successor's Low and Moderate Income Housing Asset Fund Policy. The policy will set priorities and goals for the use of affordable housing funds in the City as well as investigate the creation of an in-lieu fee as an alternative to the inclusionary housing requirement. The policy guide will ensure efficient and productive use of the resources. The policy guide will consider RHNA requirements, local housing needs and demographics, and fair housing objectives, among other factors. To encourage housing mobility and choice across Pinole, the City will prioritize use of limited affordable funding to create affordable housing developments in higher opportunity areas of the City, including those with healthy environment, access to transportation and resources, and higher education scores, more common in eastern Pinole. The City is also including a waiver of park impact fees for affordable units beyond the inclusionary housing requirement (per Program 7).

The City will continue to require 15 percent of the units located in new residential developments of four or more to be affordable, and of those units, 40 percent must be affordable to very low income households with the construction of units off-site as an alternative. The City will pursue creation of an in-lieu fee alternative for the inclusionary housing requirement to provide flexibility for smaller projects and to create a new funding source for affordable housing projects.

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Implementing Agency: Community Development Department

Supporting Agency: Finance Department

Timeline: Three years after Housing Element adoption

Funding Source: Housing Successor Low and Moderate Income Housing Asset Fund; Contra Costa County, State and Federal funding programs as available.

Quantified Objective: Create a housing fund policy guide, create in-lieu fee alternative and funding source. For applicable development projects, maintain a minimum requirement of 15 percent inclusionary units, and of those 40 percent of units affordable to very low income households.

Geographic Targeting: Target 50 percent of affordable housing funding towards development of affordable housing in higher opportunity areas.

Program 7. Affordable Housing Incentives

Create and adopt a set of incentives for projects that provide a minimum of 15 percent of total units affordable to low and moderate income households, and provide additional affordable housing beyond the City's 15 percent inclusionary requirement. Specific incentives include:

- Priority and expedited review for affordable housing developments. The City will create and adopt a process for expedited and priority review which may include, for example, completion of initial review within 20 days following the intake of a new application and providing subsequent review comments back to applicants at a targeted expedited review rate 50 percent faster than the regular review process. The expedited review process would apply to projects that include affordable housing beyond the City's inclusionary requirement and would include factors such as affordability level, location in City, and developments targeting special needs population.
- Waiver of park impact fees for all deed-restricted affordable units above the 15 percent inclusionary units required.

The City will continue to provide incentives for lot consolidation requests made to facilitate low-income housing through strategies that may include, but are not limited to:

- Flexibility in development standards.
- Ministerial approval of lot consolidation requests made in order to facilitate development of affordable housing.

Additional incentives the City shall investigate include but are not limited to:

- Standard planning application fee waivers based on the affordability level proposed.

Implementing Agency: Community Development Department

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Supporting Agency: Community Services and Finance Departments

Timeline: Adopt expedited review process and incentives for affordable housing within two years of Housing Element adoption.

Funding Source: General Fund; Housing Successor's Low and Moderate Income Housing Asset Fund; Contra Costa County, State and Federal funding programs as available.

Quantified Objective: Adoption of priority review process. Completion of initial review of affordable housing developments within prescribed timeline. Expedited review of projects to take 50% less time than the normal City review process.

Program 8. Housing for Extremely Low Income Households and Persons with Disabilities

To encourage and facilitate the development of housing for ELI households and housing for persons with disabilities, the City will:

- Develop a Housing Successor's Low and Moderate Income Housing Asset Fund Policy that prioritizes affordable housing developments for extremely-low income households and households with persons with disabilities (see Program 6).
- Develop a fee waiver program that would provide low or no-cost building permits to age-qualified, ELI households, and disabled households to make improvements to their home for universal design.
- Reduce parking standards for ELI household developments.
- Contact housing service providers within Contra Costa County to determine the best way to facilitate development of housing for extremely low-income households and persons with disabilities.
- Based on funding availability, explore, at least once a year, development assistance for multifamily and supportive housing to meet the needs of extremely low-income households and persons with disabilities (including persons with developmental disabilities).
- Annually contact developers to assist in development where feasible by:
 - Assisting and supporting new applications.
 - Providing priority processing, in coordination with Program 7.
 - Evaluate fee deferrals or subsidies and design modifications.
 - Facilitating site acquisition.
 - Hosting an annual workshop for developers to provide information on the City's regulations regarding housing development, opportunities and sites available for development, and the City's development incentives.

Implementing Agency: Community Development Department

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Supporting Agencies: Community Services Department, Finance Department

Timeline: Annual review of funding opportunities, collaboration with services providers, and contact of developers. Annual developer workshop. Use of one or more incentives for ELI and/or households with persons with disability housing development in one project throughout the planning period. Development of fee waiver program within 18 months of Housing Element adoption. Zoning Ordinance amendments for ELI parking reduction within two years of Housing Element adoption.

Funding Source: General Fund, Housing Successor's Low and Moderate Income Housing Asset Fund; Contra Costa County, State and Federal funding programs as available.

Quantified Objective: Annual contact of developers.

Program 9. Senior Housing Incentives

The needs analysis identified a special need for the development of housing for seniors in Pinole. In response to this need, the City will develop a set of incentives to encourage the development of housing for seniors. Specific incentives include:

- Reducing parking requirements for senior housing development.
- Permit fee waivers for elderly residents for adaptation and modifications of households to accommodate universal design and aging in place (per Program 8).
- Enhanced rebate incentives for homeowners to make it financially feasible to undertake energy efficient and weatherization projects (per Program 18).
- Promote home match shared housing programs (per Program 10), such as Front Porch's Home Match, for homeowners to turn an available room into an opportunity to earn income, save money, age-in place, provide affordable housing and create new social connections.
- Participation in regional programs to provide assistance to seniors.

Additional incentives the City shall investigate include but are not limited to:

- Investigate Density Bonus beyond state law.
- Allow smaller senior units via an equivalent density unit factor that would count one senior unit as a fraction of a regular dwelling unit.

Implementing Agency: Community Development Department

Supporting Agency: Public Works Department

Timeline: Within two years of Housing Element adoption.

Funding Source: General Fund

Quantified Objective: Use of one or more incentives for senior housing development in one project throughout the planning period.

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Program 10. Home Sharing and Tenant Matching

The increasing number of elderly persons in the population is creating more demand for affordable, accessible, and low-maintenance housing. As residents age, they may desire alternatives to single-family units, opting for smaller multifamily units or assisted care living, or home sharing options. Home-sharing programs match lower income home seekers with homeowners with excess space who are interested in sharing their homes. Sharing a home promotes independent living, provides additional income for the provider, an affordable rent for the seeker, and the potential for deeper relationships for both. Shared housing promotes the efficient use of the housing stock and can help address the housing needs of seniors in the community.

The Home Sharing and Tenant Matching program will work in tandem with educating residents and facilitating additional ADU and JADU developments across the City. The pamphlets developed in Program 22 will include detailed the Pinole home sharing program, once developed, and references to other educational and financial resources for homeowners incorporating an ADU and/or JADU on their properties, or seeking housemates to live in their JADU.

A Home Sharing and Tenant Matching program can also assist in helping those who work in Pinole, including teachers, find housing options in the City.

Specific program components include:

- Partnership with support organizations that facilitate house sharing, such as Front Porch's Home Match, to turn an available room into an opportunity to earn income, save money, age-in place, provide affordable housing, and create new social connections.
- Work with the Community Services Commission to explore establishing a local shared housing program, which may include a process for matching home seekers and home providers.
- Develop detailed how-to guides that promote development ADUs and JADUs and the shared housing program to be displayed at City Hall, the Senior Center and the City's website (in coordination with Program 22).
- Active promotion of the shared housing program through senior citizen organizations such as the Pinole Senior Center and educational institutions in the City.

Implementing Agency: Community Development Department

Supporting Agencies: Community Services Department, Non-Profit Home Sharing Organizations

Timeline: Develop program components, outreach strategies and compile resources within three years of Housing Element adoption.

Funding Source: General Fund

HOUSING ELEMENT UPDATE

Quantified Objective: 10 tenant matches completed throughout the planning period.

Removal of Governmental Constraints

Program 11. Zoning Amendments

The City is including a number of zoning amendments as identified in the constraints section to ensure compliance with state law and remove constraints to development. Amendments to the zoning ordinance are as follows.

- Amend the Emergency Shelter ordinance to comply with AB 139 and to ensure that standards for emergency shelters are subject to the same standards as other uses in the same zone and parking requirements are based on staffing levels only.
- Amend the zoning ordinance pursuant to Government Code Section 65583 to allow for Low Barrier Navigation Centers by right in areas zoned for mixed uses and nonresidential zones that permit multifamily uses.
- Amend the zoning ordinance in RMU to permit manufactured homes on permanent foundations as if they were single-family homes.
- Amend the zoning ordinance to comply with SB 9 standards (California Government Code section 65852.21).
- Amend the zoning ordinance to comply with state density bonus law (California Government Code section 65915).

Implementing Agency: Community Development Department

Supporting Agency: N/A

Timeline: Within two years of Housing Element adoption.

Funding Source: General Fund

Quantified Objective: Not Applicable

Program 12. Objective Design Standards and SB 35 Streamlining

Pursuant to SB 330, the City will review and amend the Zoning Ordinance and Design Review Guidelines to ensure development standards, design guidelines, and findings are objective, and promote certainty in the planning and approval process. The City has begun the process and is currently cataloging existing objective and subjective standards.

The City will review its approval processes to accommodate SB 35 streamlined applications and by-right applications for permanent supportive housing and navigation centers. The City will provide information regarding the SB 35 process on its website.

Implementing Agency: Community Development Department

Supporting Agency: Public Works Department

HOUSING ELEMENT UPDATE

Timeline: Within two years of Housing Element adoption.

Funding Source: General Fund, SB 2 Grant

Quantified Objective: Adopted zoning amendments.

Program 13. Fee Evaluation and Publicization

The City updated its fee schedule based on the results of a completed fee review on September 1, 2022. Fees were adjusted to be more equitable and comparable to surrounding jurisdictions. To monitor the new fee schedule, the City will periodically review development impact fees to ensure that new development contributes its fair share of the costs for the provision of services and facilities. The first review of the adopted fee schedule will occur within one year of Housing Element adoption. The City will also review its Development Impact Fees (last updated in 2008) by the end of 2023.

Pursuant to AB 1483, the City will compile all development standards, plans, fees, and nexus studies in an easily accessible online location. The City will continue to provide a high-quality, parcel-specific zoning map and general plan map online.

Implementing Agency: Community Development Department

Supporting Agencies: Finance Department, City Manager Department

Timeline: Complete review of updated fees within one year of Housing Element adoption. Subsequent fee evaluations and modifications not less than every 5 years. Review of Development Impact Fees by the end of 2023.

Funding Source: General Fund

Quantified Objective: Reviewed and amended fee schedule as appropriate.

Program 14. Permit Streamlining

The City is including multiple efforts to expedite the permitting and review process through reducing the necessary levels of approval. This is a response to public outreach, constraints, and needs analyses.

Specifically, the City will:

- Lower the approval authority of entitlements for all Density Bonus projects from City Council to Planning Commission.
- Process lot consolidations ministerially.
- Adopt a priority permitting process for developments with affordable units beyond the inclusionary requirement (Program 7)

Implementing Agency: Community Development Department

Supporting Agency: Public Works Department

HOUSING ELEMENT UPDATE

Timeline: Within two years of Housing Element adoption.

Funding Source: General Fund

Quantified Objective: Amended zoning ordinance.

Conserve, Preserve, and Improve the Housing Stock

Program 15. Rehabilitation Assistance

The City will improve public awareness of rehabilitation loan subsidy programs and energy efficiency rebate and financing programs offered by the County and other agencies. Specific actions include:

- Pamphlets on the programs available at City Hall, the Senior Center and the Library.
- Providing public information through articles in the local newspaper, social media, the City's biweekly Administrative Report, postings on the City website, and cable TV public service announcements.

In addition, the City will annually explore funding availability at the local, State, and federal levels and pursue funding programs as appropriate with the goal of reinstating the City's Rehabilitation Program.

Implementing Agency: Community Development Department

Supporting Agency: Contra Costa County Housing Agency

Timeline: Ongoing, with annual assessment of funding opportunities to reinstate the City's Rehabilitation Program.

Funding Source: Housing Successor Low and Moderate Income Housing Asset Fund; Contra Costa County, State and Federal funding programs as available.

Quantified Objective: Provide information about County and other rehabilitation programs to 40 households, landlords, or developers annually. Rehabilitation of 20 units throughout the planning period, 5 extremely low, 5 very low, 5 low, and 5 moderate).

Geographic Targeting: Rehabilitation of 5 units (25% of the quantified objective above) in lower opportunity areas of the City per the most recent TCAC opportunity area maps (west Pinole).

Program 16. Acquisition/Rehabilitation of Properties

The City will continue to pursue opportunities to partner with nonprofit housing developers to acquire and rehabilitate blighted or distressed properties, with the objective of making these units available to low-income households as affordable housing.

The City will continue to use its Successor Housing Funds to partner with organizations to provide support for low-income developments as applicable. The City has currently reserved \$2 million in funding for development of the 33-unit SAHA affordable housing project.

HOUSING ELEMENT UPDATE

Implementing Agency: Community Development Department

Supporting Agencies: Finance Department and City Manager Department

Timeline: Ongoing, as funding is available.

Funding Source: Housing Successor Low and Moderate Income Housing Asset Fund; Contra Costa County, State and Federal funding programs as available.

Quantified Objective: Provide information about County and other rehabilitation programs to 40 households annually. Development of 50 units, including the 33-unit SAHA project, during the planning period.

Program 17. Below Market Rate Regulations and Conversions

The City will take appropriate steps to ensure that the units with covenants for below-market rate units that are close to expiration are conserved or replaced and will remain affordable to moderate and lower income households.

Specifically, the City will:

- Contact the property owners to assess their interest in extending the affordability covenant for the at-risk units.
- Work with property owners to notify tenants of potential conversion to market rate, pursuant to State law.
- Contact affordable housing developers/providers to solicit their interest and financial capacity in acquiring the at-risk units.

Additionally, the City will continue to, either by itself or through a third-party contractor, implement and monitor rental and resale restrictions for low- and moderate-income units assisted or constructed by the former Redevelopment Agency to assure that these units remain at an affordable price level as they are occupied and transferred. The City conducts annual compliance monitoring on over 300 affordable units to ensure property owners and management are complying with affordable income and rent restrictions required by City agreements. The City expects to monitor over 400 affordable units as new affordable units are constructed over the next five years. The majority of affordable units are at rental properties. The City monitors two ownership units to ensure the property owners continue living at their properties as their primary residence or sell their units to income qualified buyers.

Implementing Agency: Community Development Department

Supporting Agency: N/A

Timeline: Notification processes as covenants for below-market rate units are set to expire. Contact of property owners and affordable housing developers/providers at least twice throughout the planning period. Monitor rental and resale restrictions annually.

HOUSING ELEMENT UPDATE

Funding Source: Housing Successor Low and Moderate Income Housing Asset Fund; Contra Costa County, State and Federal funding programs as available.

Quantified Objective: Contact of property owners and affordable housing developers/providers at least twice throughout the planning period to pursue preservation or extension of at-risk units that are set to expire in the next 10 years. Ensure that 100% of housing for low- and moderate-income units assisted or constructed by the former Redevelopment Agency remains in compliance with rental and resale restrictions. Annual compliance monitoring of all affordable units (anticipated over 400).

Affirmatively Further Fair Housing

Program 18. Place-Based Improvements

The City is currently drafting and will adopt an Environmental Justice (EJ) Element. As a part of the EJ Element, the City will pursue programs to increase environmental health and quality of life across Pinole. Goals in the draft EJ Element are organized and grouped into the following topic areas:

- Equity in Access: healthy food, public facilities, public transit, key employment centers, government services, medical/health services, quality schools, and childcare.
- Equity in Environment: air quality, water quality, health risks associated with climate change and climate vulnerability, safe and sanitary housing.
- Equity in Civic Engagement Opportunities: access to civic engagement opportunities, access to voting/polling places
- Equity in Generations: preserving the right of future generations to live, work, and enjoy Pinole.

The City is working with County develop a contractual arrangement to develop an enhanced BayREN Home+ rebate incentive structure for Pinole homeowners and multifamily property owners to undertake needed energy efficiency projects. The City is partnering with BayREN in the 2022-23 fiscal year to provide \$250k in funding for weatherization and energy efficiency projects in Pinole and to reduce the barrier to home electrification. The program will assist with achieving financially feasible for energy efficient and weatherization projects to move forward in Pinole. As a part of the program, lower resource areas in west Pinole will be targeted first.

Additionally, the City has multiple projects in its Capital Improvements Plan identified to improve mobility and active transportation opportunities in the western part of the City. Projects in the west side of Pinole include:

- **Appian Way Complete Streets.** This project includes preliminary engineering and design to provide continuous sidewalks and bike lanes along Appian Way, from unincorporated El Sobrante to about 1500 feet north of the City limit.

HOUSING ELEMENT UPDATE

- **Pedestrian Improvements at Tennent Ave.** Improvements to Tennent Avenue at the Railroad Crossing will facilitate safe movement of bicycles and pedestrians and connect the gap from Bayfront Park to Railroad Avenue that exists on the trail.
- **Safety Improvements at Appian Way and Marlesta Road:** Safety improvements to improve crossing conditions for pedestrians and bicyclists.
- **Active Transportation Plan:** Development of an Active Transportation Plan will act as a guide for active mobility within and around Pinole. The plan will identify an integrated network of walkways and bikeways that connect Pinole neighborhoods and communities to employment, education, commercial, recreational, and tourist destinations. The plan will prioritize a set of connected projects, that when fully implemented, will increase active transportation opportunities and make it safe and more convenient for people to walk, bike, and use non-auto forms of travel.

Implementing Agency: Community Development Department

Supporting Agencies: Public Works Department and Finance Department

Timeline: As identified in CIP Schedule; Environmental Justice Element adopted by the end of 2023. BayREN rebates in the 2022-23 fiscal year.

Funding Source: Capital Improvement Fund; General Fund; Contra Costa County, State and Federal funding programs as available.

Quantified Objective: Completed Capital Improvement Projects and Adopted Environmental Justice Element

Geographic Targeting: Targeted roll out of program to Western Pinole/EJ Element Impacted Community first

Program 19. Fair Housing Resources and Services

The City will advertise the services of and collaborate with the County's contracted fair housing provider, currently ECHO Housing. ECHO housing holds monthly Regional Fair Housing Trainings for tenants, landlords, service providers, and staff of local governments. The City will hold an annual workshop with the County's fair housing service provider or another qualified fair housing service provider in the City of Pinole.

To assist in the enforcement of fair housing laws, the City will make educational and training resources available to tenants, landowners, homeowners, and any other residents who may be affected by fair housing policy. These materials will include information on fair housing testing, arbitration, reporting health risks and discrimination, best rental practices, and more. The services will include fair housing presentations, mass media communications, and multilingual literature distribution. The programs will use alternative formats for fair housing education workshops such as pre-taped videos and/ or recordings. Staff will distribute fair housing pamphlets provided by fair housing organizations at the public information counter at City Hall, Pinole Library, and at the Pinole Senior Center, as well as on the City's website.

HOUSING ELEMENT UPDATE

Staff will continue to refer all fair housing complaints to ECHO Housing, a local fair housing advocacy firm, or other groups that provide comparable service.

The City will continue to encourage improved community participation and representation in all official city business, events, and communications. The City will contract with a translation service as needed for meetings, putting a standard note on all hearing notices and communications in Tagalog, Spanish and Chinese indicating that interpretation and translation services are available upon request. The City will contract with a translation service for direct on the spot translation/interpretation needs at the front counter.

The City will review demographic changes in the City to determine if translation should be provided for new or additional languages every four years. Translation to additional languages added as determined by demographic analysis.

The City will also participate in the Regional Analysis of Impediments to Fair Housing Choice, which is updated every five years. The City will work with the County to publicize the outreach program for the update.

Implementing Agency: Community Development Department

Supporting Agency: ECHO Housing

Timeline: Biennial fair housing workshops. Ongoing provision of resources and referrals to fair housing service providers. Review of demographics to determine appropriate translation and interpretation languages every 4 years.

Funding Source: General Fund

Quantified Objective: Provide annual workshops or information fairs with the County fair housing provider or another qualified fair housing provider. Provide fair housing resources or referrals to 50 households annually.

Geographic Targeting: Hold at least 50% of in person workshops for fair housing in west Pinole, or other areas with low access to opportunities per the most recent TCAC opportunity area map.

Program 20. Displacement Prevention/Housing Mobility

Within one year, coordinate with a qualified fair housing service provider to conduct a meeting/workshop to inform residents and landlords of sources of income protection and state rent control laws such as AB 1482. This may be done in coordination with the workshop in Program 19.

Coordinate outreach efforts to inform landlords and tenants of recent changes to state law that prevent source of income discrimination, including allowance of housing choice vouchers (HCVs) to establish a renter's financial eligibility.

Pursuant to SB 330, ensure that when existing housing is demolished, at least an equivalent number of units at the same affordability are created as replacements.

HOUSING ELEMENT UPDATE

Implementing Agency: Community Development Department

Supporting Agency: ECHO Housing

Timeline: Revise zoning ordinance to require affordable unit replacement within two years of Housing Element adoption; create and distribute informational materials by within 18 - 24 months of Housing Element adoption, with annual outreach to tenants and relevant organizations. Conducted workshop within one year of adoption.

Funding Source: General Fund

Quantified Objective: Conducted workshop within one year of adoption. Provide resources on source of income discrimination and housing choice vouchers to 35 households annually.

Geographic Targeting: Conduct the source of income protection/tenant's rights workshop in west Pinole.

Housing Education and Community Outreach

Program 21. Housing Resources Education

The City will promote and advertise available housing resources to residents through a variety of mediums. The City will continue to promote homebuyer assistance programs available through the County and State, such as the Mortgage Credit Certificate (MCC) program and California Housing Finance Agency's down payment assistance programs.

Specific actions shall include:

- Providing information regarding housing resources on the City website.
- Pamphlets on the programs available at City Hall and other community locations such as the Senior Center and Library.
- Providing public information through articles in the local newspaper and with cable TV public service announcements.
- Advertising housing resources through social media.
- Presence at a booth in community events at least once per year.
- Provision of materials in multiple languages, in coordination with Program 19.

Promotion of housing resources and education efforts will be done in accordance with the recently adopted Communication and Engagement Plan that was created to help strengthen the City's communication efforts and effectively reach and engage residents. The Plan includes steps to develop a defined process for translation services and include bilingual communication in social media posts.

Implementing Agency: Community Development Department

Supporting Agency: Community Services Department, City Manager's Department, Pinole Community Television

HOUSING ELEMENT UPDATE

Timeline: Provision of information within 18 months of Housing Element adoption. Presence at community events at least once per year.

Funding Source: General Fund

Quantified Objective: Provision of housing information to approximately 75 residents annually.

Program 22. ADU, JADU, and SB 9 Education and Promotion

To encourage development of second dwelling units including ADUs, JADUs, and SB 9 opportunities, the City is developing a comprehensive education program to promote the development of second dwelling units in the City. The program will contain information for residents who may be unaware of the ability to build or incorporate an ADU and/or JADU on their properties, as well as detailed guidance on how to go through the ADU and JADU process and what financial resources are available. The City will provide pamphlets on the City website and at City Hall with detailed information on the ADU and JADU processes.

The City will also provide a pamphlet with detailed information on SB 9 opportunities in the City. This will include a FAQ and detailed guidance on how to utilize SB 9 in the City.

Educating residents and providing new guidance are expected to work in tandem and facilitate additional ADU developments across the City. The pamphlets will be provided in both English and Spanish, and other languages as determined necessary by Program 19. The pamphlets will include detailed information on the ADU process, basic responsibilities and legal requirements of being a landlord, a "fair housing fact sheet," and references to other educational and financial resources for homeowners building or incorporating ADUs on their

This program will work in conjunction with Program 10. Pamphlets created for both ADUs and JADUs will include detailed information on the Pinole home sharing program and references to other educational and financial resources for homeowners seeking housemates to live in their ADU or JADU. Pamphlets will be provided at the Pinole senior center.

Implementing Agency: Community Development Department

Supporting Agency: Public Works Department, Community Services Department, City Manager's Department, Pinole Community Television

Timeline: Develop outreach strategies and compile resources within two years of Housing Element adoption. Promotion of Home Sharing and Tenant Matching (Program 10) six months after program development.

Funding Source: General Fund

Quantified Objective: Increased development of ADUs from 3 to 5 annually. Development of 1 JADU annually.

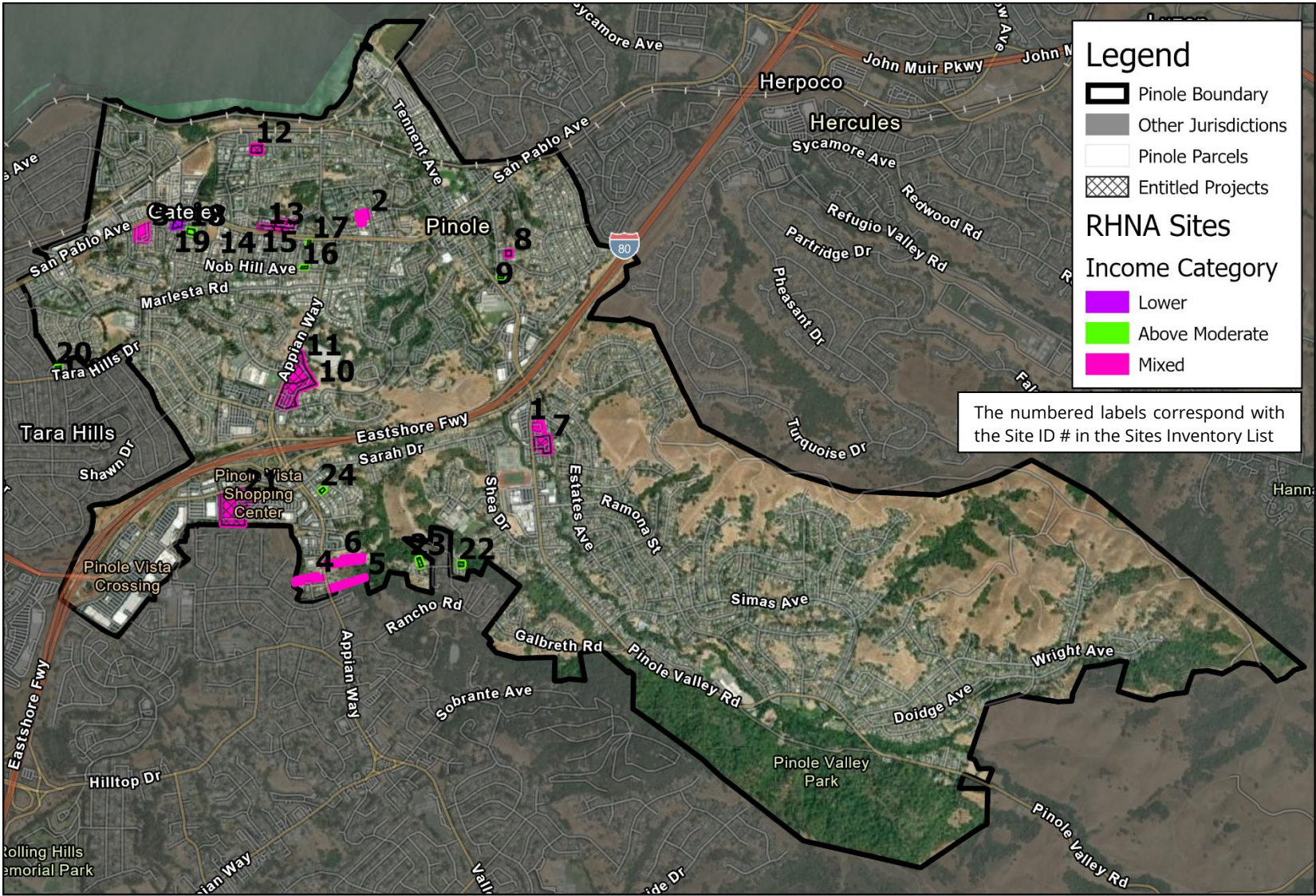
HOUSING ELEMENT UPDATE

Geographic Targeting: Increased promotion of ADUs, JADUs, and SB 9 potential in higher opportunity areas of the City as determined by TCAC opportunity area maps.

APPENDIX A: SITES INVENTORY MAP



HOUSING ELEMENT UPDATE



HOUSING ELEMENT UPDATE

APPENDIX B: SITES INVENTORY LIST

HOUSING ELEMENT UPDATE

Opportunity Site Inventory

Site ID # (on map)	Address	Zip Code	Assessor Parcel Number	Existing General Plan	Existing Zone	Maximum Density	Size (Acres)	Lower Income Capacity	Moderate Income Capacity	Above Moderate	Total Capacity	Infrastructure	City Owned	Existing Use	4 th Cycle	5 th Cycle
1	2727 PINOLE VALLEY RD	94564	360010031	Service Sub-Area	CMU	30	0.67	11	3	0	14	Yes	-	Commercial	-	-
2	LAUREL AVE, north of 580 Laurel Ave*	94564	401350015	Medium Density Residential	R2	20	0.78	8	3	0	11	Yes	-	Vacant	-	-
3	725 SAN PABLO AVE	94564	403051012	Mixed Use Sub Area	RMU	35	1.56	29	9	0	38	Yes	-	Commercial	-	-
4	APPIAN WAY, south of 2672 Appian Way*	94564	426020027	Mixed Use Sub Area	RMU	35	1.03	19	6	0	25	Yes	-	Vacant	-	-
5	2693 APPIAN WAY	94564	430290006	Mixed Use Sub Area/Rural	RMU	35	1.04	9	3	0	12	Yes	-	Vacant	-	-
6	APPIAN WAY, south of 2655 Appian Way*	94564	430290026	Mixed Use Sub Area/Rural	RMU/R	35	1.63	9	3	0	12	Yes	-	Vacant	-	-

* Parcels noted with an asterisk (*) in the address column do not have a current street address. For these sites, a description or the closest Google street address was provided. Google street addresses may not provide the exact location of the parcel. Using the APN is the most accurate way to identify the parcel.

Entitled Projects Inventory

Site ID # (On Map)	APN	Address	Zip Code	Zoning	Lower Income Units	Moderate Income Units	Above Moderate Income Units	Total Units
7	360010029	2801 Pinole Valley Road	94564	OPMU	4	0	25	29
8	401192015	2525 Brandt Court	94564	R-1	0	1	1	2

HOUSING ELEMENT UPDATE

Site ID # (On Map)	APN	Address	Zip Code	Zoning	Lower Income Units	Moderate Income Units	Above Moderate Income Units	Total Units
9	401193006	1169 Pinole Valley Road	94564	R-1	0	0	2	2
10	401240017	2151 Appian Way	94564	RMU/CMU	8	23	123	154
11	401240018		94564	RMU/CMU	*	*	*	*
12	402013060	1630 Hazel Street	94564	R-1	0	1	3	4
13	402023002	600 Roble Ave, 1109 San Pablo Ave, 1230 San Pablo Ave	94564	R-4	142	37	0	179
14	402023003	600 Roble Ave, 1109 San Pablo Ave, 1230 San Pablo Ave	94564	R-4	*	*	*	*
15	402023007	600 Roble Ave, 1109 San Pablo Ave, 1230 San Pablo Ave	94564	R-4	*	*	*	*
16	402050021	980 Second Ave	94564	R-1	0	0	1	1
17	402050023	1479 San Pablo Ave	94564	RMU	0	0	3	3
18	402161025	816 E Meadow	94564	R-2	0	0	5	5
19	402166030	811 San Pablo Ave	94564	CMU	33	0	0	33
20	403500020	472 Limerick Rd	94564	R-1	0	0	2	2
21	426391010	1500 Fitzgerald Drive	94564	CMU	27	0	196	223
22	430240025	8 N. Rancho Court	94564	R-1	0	0	2	2
23	430260013	209 N Rancho Pl	94564	R-1	0	0	1	1
24	430302012	2529 Lynn Dr	94564	R-1	0	0	1	1

HOUSING ELEMENT UPDATE

APPENDIX C: PUBLIC PARTICIPATION

HOUSING ELEMENT UPDATE

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HOUSING ELEMENT UPDATE

PUBLIC PARTICIPATION

California Government Code Section 65583 requires that each local government shall make diligent efforts to solicit public participation from all economic segments of the community in the development of the General Plan Housing Element. During the preparation of the City of Pinole's 6th Cycle Housing Element Update, public input was sought in a variety of ways. It should be noted that public meeting summaries, including questions and staff responses, have been summarized and edited for clarity.

EFFORTS TO ACHIEVE CITIZEN PARTICIPATION

Public participation efforts during the 6th Cycle Housing Element Update included:

- Publication and maintenance of a dedicated Housing Element Update webpage at LandUsePlanningForPinole.com
- Online public outreach survey (provided in English, Tagalog, Cantonese, and Spanish)
- Two virtual Community Workshops (recordings translated into Tagalog, Cantonese and Spanish and posted to City website)
- Two stakeholder interviews and surveys
- Three focus group interviews and surveys
- Public updates to the Planning Commission and City Council:
 - City Council Study Session, March 22, 2022
 - Planning Commission and City Council Study Session, July 13, 2022
 - City Council Study Session, November 15, 2022
- Social media postings on the City of Pinole's Facebook and Instagram pages
- Email notifications to interested parties contact list
- Notifications in the City's biweekly administrative report
- Postcard mailed to postal customers citywide
- Flyers printed and distributed around the City
- 11 banners of various sizes, ranging from 58 square feet to eight square feet hung at key locations in the City, including community facilities (such as the senior center, swim center, tennis court, and the library), neighborhood parks, over major throughfares and key pedestrian pathways
- QR codes were printed on all postcards and flyers linking the recipient to the project website, which contained an option to participate in the survey, meeting dates, and notification that translation services are available printed in four languages (English, Tagalog, Cantonese, and Spanish)

Due to office/business closures related to the COVID-19 pandemic, the City of Pinole took a new approach to hosting public meetings and elected to host two Community Workshops (public outreach meetings) online using the Zoom platform.

HOUSING ELEMENT UPDATE

Notices for the Community Workshops were printed on postcards and mailed to addressees in the City of Pinole. Flyers were distributed for posting at community locations and local businesses, and 12 banners were hung at community facilities and in Pinole’s Old Town area.

The City contacted business groups, service providers, community groups, religious organizations, affordable housing developers, and major employers (53 in all) by either phone or email to participate in the focus groups or to elicit feedback. A full list of the groups that were contacted by the City of Pinole is shown in the table below.

Meeting links and announcements were regularly updated on the City’s Housing Element website and social media accounts, including Instagram and Facebook. survey was conducted to obtain “local knowledge” about housing, health and safety, and environmental justice. A total of 149 people participated in the online survey, which was offered in English, Spanish, Cantonese, and Tagalog. The results of the housing portion of the survey are reported below. Some survey questions presented the option to select “other” and include written responses. Those write-in responses are reported following the original survey question.

HOUSING ELEMENT UPDATE

Group Category	Name
Business Groups	Bayfront Chamber of Commerce
	Contra Costa College Economic & Workforce Development Department
	San Pablo Economic Development Corporation
Real Estate and Construction Groups	Coldwell Banker Real Estate (Pinole Branch)
	Security Pacific Real Estate Brokerage (Richmond Branch)
	DeNova Homes
	BGAM - Property Management
	Sequoia Real Estate
	Contra Costa Association of Realtors
Service Providers	Eden Council for Hope and Opportunity
	ECHO Housing (Fair Housing)
	Disabled People's Recreation Center
	Cole Vocational Services
	Pinole Senior Center
	EAH Housing
	Housing Authority of Contra Costa County
	Bay Area Rescue Mission
	Contra Costa Health Services
	The Salvation Army
	Meals on Wheels Contra Costa County
	Pinole Rotary Club
	Contra Costa County Aging & Adult Services
	HOPE Solutions
	Pathway to Choices
	East Bay Housing Organizations
	Pinole Library
Community and Environmental Justice Groups	Communities for a Better Environment
	Environmental Justice League
	Friends of the Library
	Richmond Pinole Lions Club
	Friends of Pinole Creek Watershed
	Pinole Garden Club
	Pinole Seals Swim Club

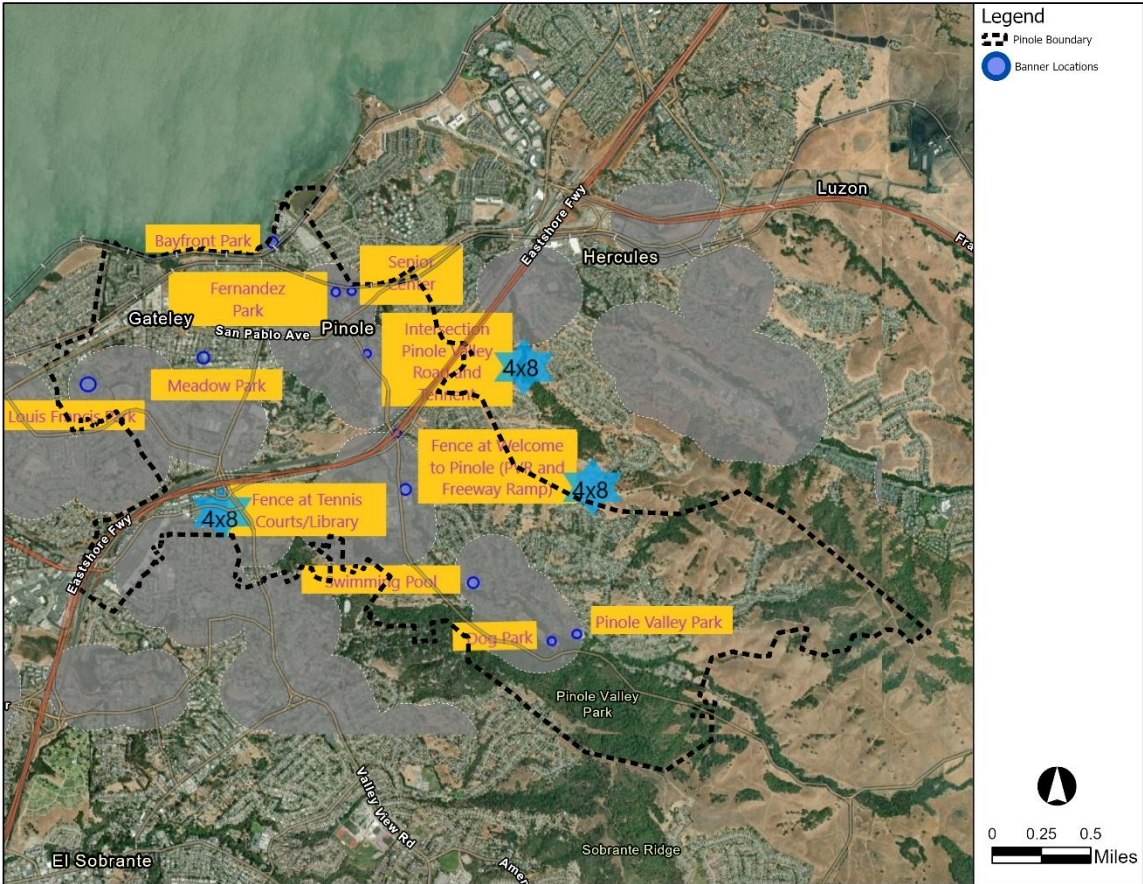
HOUSING ELEMENT UPDATE

	Pinole for Fair Government
	West County League of Women Voters
	Contra Costa Builders Exchange (CCBE)
	Building Industry Association of the Bay Area
	Pinole Historical Society
	Their Club (youth group)
	The Quinan Street Project
Religious Organizations	Church of Christ
	Church of Jesus Christ of Latter-day Saints
	Nichiren Shoshu Myoshinji Temple
	Our Savior Lutheran Church
	Pinole United Methodist Church
	Pinole Valley Community Church
	St. Joseph's Church
	Valley Bible Church
	Christ the Lord Church
	Sunset Evangelistic Center
Affordable Housing Developers	SAHA (Satellite Affordable Housing Associates)
	MRK
	BRIDGE Housing
	Community Housing Development Corporation
Major Employers	Kaiser Permanente
	Target
	West Contra Costa Unified School District

HOUSING ELEMENT UPDATE

BANNERS LOCATIONS AND PHOTOS

A map of the locations of the eleven banners posted across the City and photos of the banners are shown below.



Banner Locations

HOUSING ELEMENT UPDATE



Banner at Pinole Swimming Pool



Banner at Pinole Senior Center



Banner at San Pablo Avenue and Oak Ridge

HOUSING ELEMENT UPDATE



Banner at PVR Park



Banner at Lou Francis Park



Banner at PVR Park and Tennent

HOUSING ELEMENT UPDATE



Banner at Pinole Valley Road and Freeway Entrance



Banner at Meadow Park

HOUSING ELEMENT UPDATE



Banner at Fernandez Park



Banner at Bayside Park



Banner at Pinole Valley Dog Park

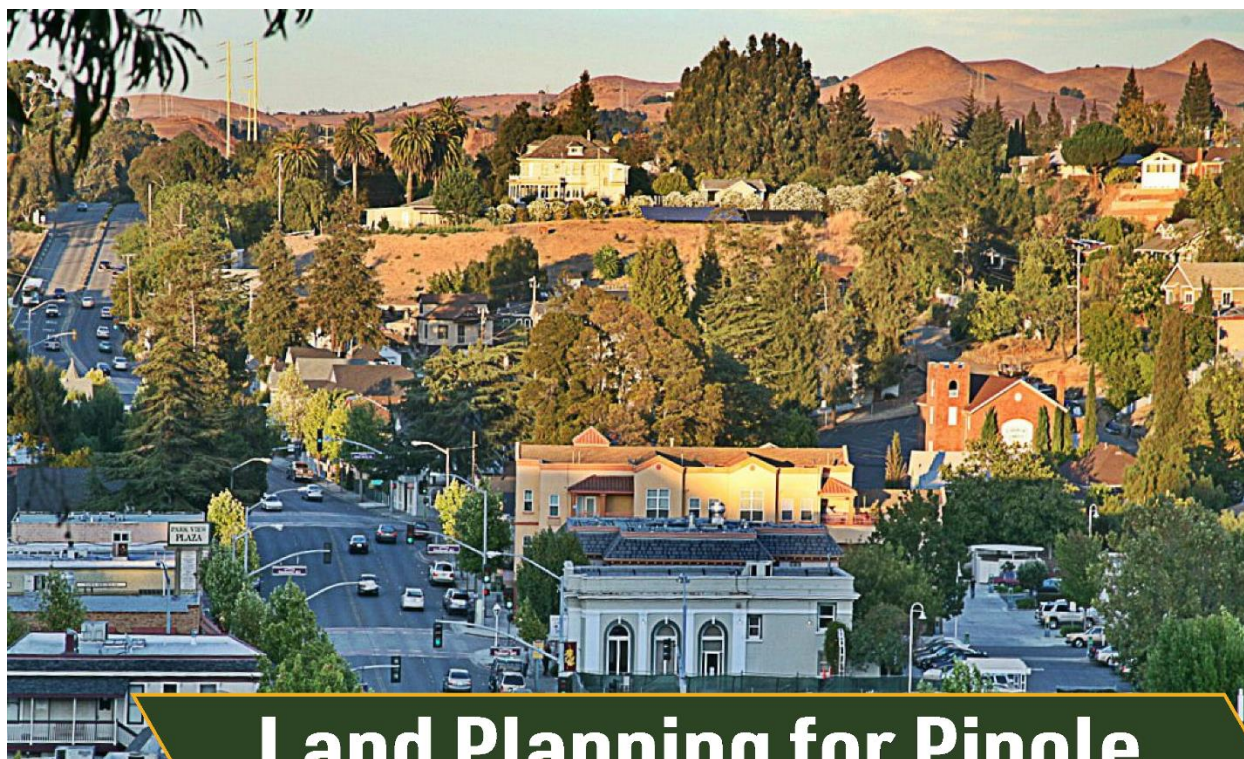
HOUSING ELEMENT UPDATE

SOCIAL MEDIA POSTS

The social media posts that were posted on various social media sites including Instagram, Facebook, and Nextdoor and fliers used are shown below. Provided are the social media posts and flier for the October 24th Planning Commission meeting and November 15th City Council meeting, flier advertising the survey, informational screen shown on Pinole TV Channels, and postcard advertising the survey and community meeting on May 11th and June 9th.



HOUSING ELEMENT UPDATE



Land Planning for Pinole

City Council Meeting

Mark your calendars for a discussion on the Housing Element draft and update on Safety, and Health & Environmental Justice Elements.

TUESDAY, NOVEMBER 15th at 6:00 PM

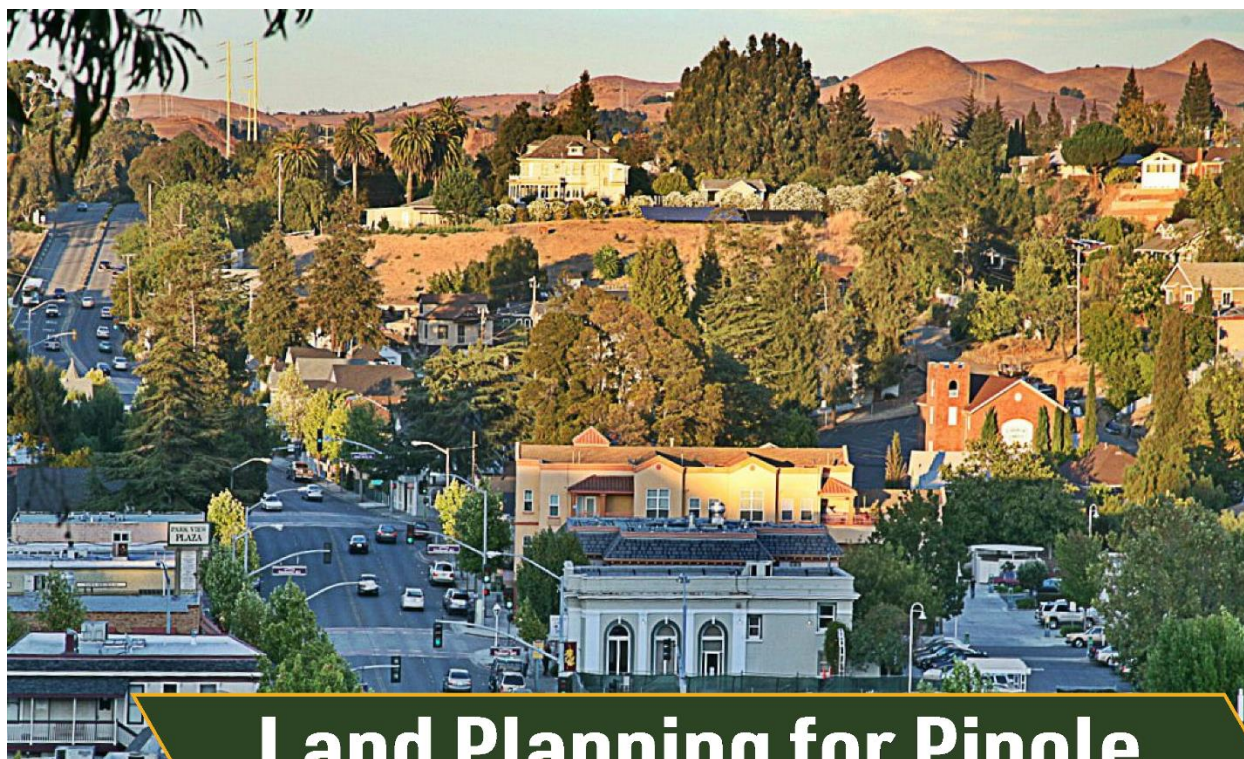
Participate In-person - 2131 Pear Street, Pinole CA 94564

Participate Virtually- <https://us02web.zoom.us/j/89335000272>



LANDUSEPLANNINGFORPINOLE.COM
ContactUs@LandUsePlanningForPinole.com

HOUSING ELEMENT UPDATE



Land Planning for Pinole

Planning Commission Meeting

An informational update on Housing Element will be provided at the Planning Commission meeting on:

MONDAY, OCTOBER 24th at 7:00 PM

2131 Pear Street, Pinole CA 94564



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HOUSING ELEMENT UPDATE

LAND PLANNING FOR PINOLE

An update and discussion on the Housing, Safety, and Health & Environmental Justice Elements will be held on:

TUESDAY, NOVEMBER 15th at 6:00 PM
2131 Pear Street, Pinole CA 94564

Participate Virtually- <https://us02web.zoom.us/j/89335000272>

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HOUSING ELEMENT UPDATE



Land Planning for Pinole

Housing, Safety, Health & Environmental Justice Elements

The City of Pinole is updating its General Plan to create a more resilient future. The update will focus on:

Housing

The Housing Element analyzes the City's demographics, economics and housing supply, analyzes housing constraints and resources, evaluates appropriate sites for potential housing, and develops housing goals, objectives, policies, and programs for the next eight years.

Safety

The Safety Element aims to reduce potential short and long-term risk of death, injuries, property damage, and economic and social dislocation resulting from fires, floods, droughts, earthquakes, landslides, climate change, and other hazards.

Health and Environmental Justice

The Health and Environmental Justice Element evaluates areas of the City which face higher environmental, economic, and social challenges. This Element ensures all parts of the City have the same degree of protection from environmental and health hazards and equal access to the decision-making process.

The public review draft of the Housing Element Update will be available starting October 17th, at:

LANDUSEPLANNINGFORPINOLE.COM

Public comments on the draft Housing Element Update will be accepted from October 17th through November 17th via e-mail:

ContactUs@LandUsePlanningForPinole.com

Comments can also be provided in-person or virtually at the City Council meeting on November 15th.

Planning Commission Meeting

An informational update on Housing Element will be provided at the Planning Commission meeting on **October 24, 2022**.

City Council Meeting

Mark your calendars for a discussion on the Housing Element draft and update on Safety, and Health & Environmental Justice Elements.

TUESDAY, NOVEMBER 15th at 6:00 PM

Participate In-person - 2131 Pear Street, Pinole CA 94564

Participate Virtually- <https://us02web.zoom.us/j/89335000272>

HOUSING ELEMENT UPDATE

Land Use Planning for Pinole

***Environmental
Justice***

Housing

Health

Safety

JOIN US FOR A VIRTUAL INTERACTIVE COMMUNITY
WORKSHOP ON

June 9th, 7:00 PM

on Zoom

**Community Survey and meeting
link at:**

LandUsePlanningForPinole.com

HOUSING ELEMENT UPDATE

City of Pinole

General Plan Updates

*Environmental
Justice*

Housing

Safety

Health



YOU ARE INVITED TO PARTICIPATE IN LAND USE PLANNING ACTIVITIES FOR PINOLE

The City of Pinole is in the process of updating portions of the City's General Plan, which is a long-range vision for the future of the community. The City will be updating its plans for both housing, health and safety and adopting a plan for environmental justice. It's a great time to get involved in land use planning in Pinole! Please see the back of this card for information on upcoming community outreach meetings and to take the survey about housing, health, safety and environmental justice issues in Pinole.

We Need Your Input!

Who in our community has the greatest need for housing and related services? How concerned are you about evacuating in the event of a disaster? Are you worried about health risks associated with climate vulnerability (such as wildfire, flood, sea level rise)? Does everyone in Pinole have access to affordable and healthy food?

Take the survey (see reverse) today!

酒店提供翻譯服務。昇我哋發電子郵件，昇我哋知您的需求。

Translation services are available. Email us to let us know about your needs.

Los servicios de traducción están disponibles. Envíenos un correo electrónico para informarnos acerca de sus necesidades.

Available ang mga serbisyo sa pagsasalin. Mag-email sa amin upang ipaalam sa amin ang tungkol sa iyong mga pangangailangan.

ContactUs@LandUsePlanningForPinole.com

Community Meetings

MEETING ONE
May 11, 7:00 PM

MEETING TWO
June 9, 7:00 PM



Zoom link to meetings:
<https://us06web.zoom.us/j/81837284958>

Community Survey

SCAN FOR SURVEY.
AVAILABLE IN ENGLISH,
TAGALOG, CANTONESE
AND SPANISH

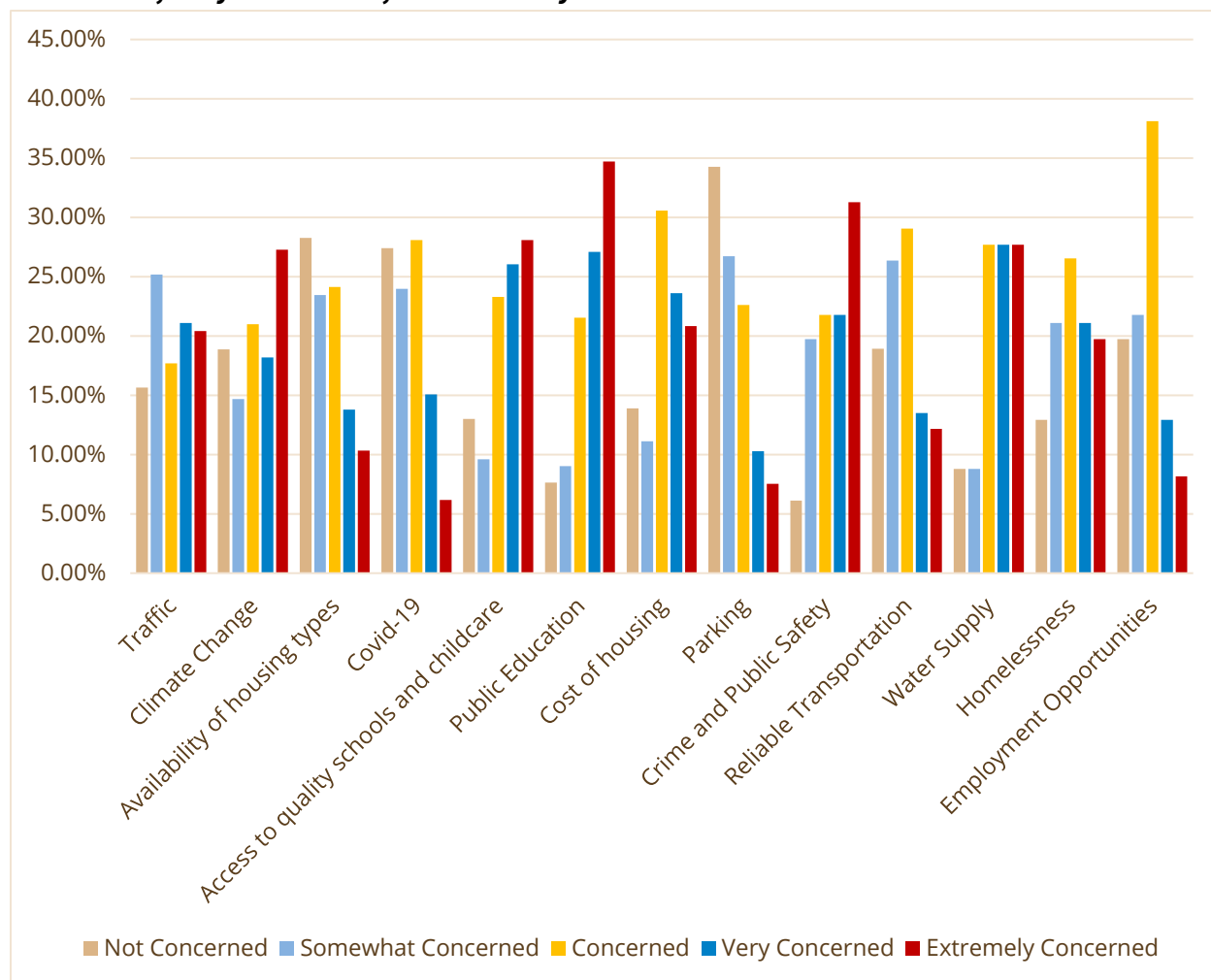


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HOUSING ELEMENT UPDATE

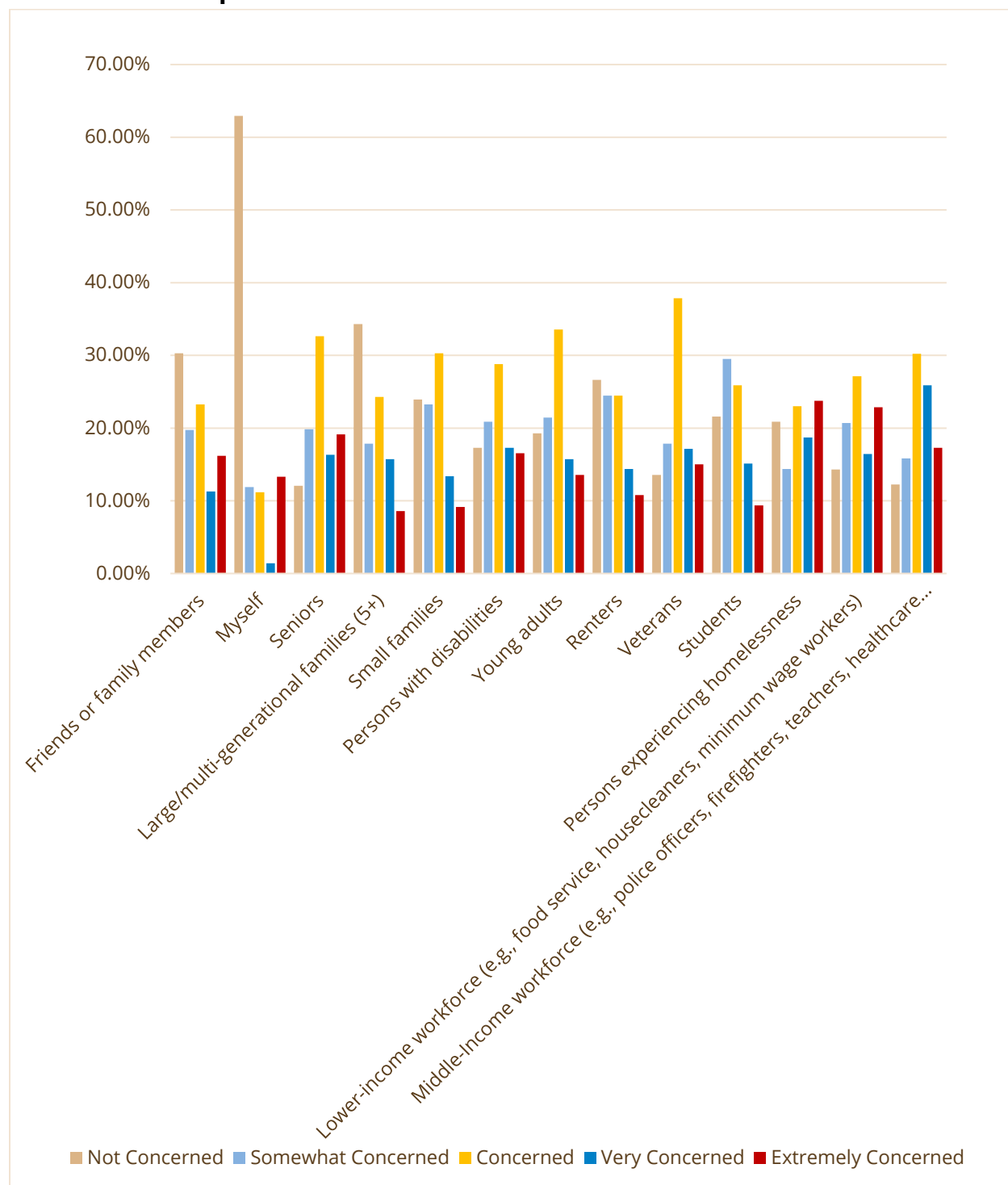
ONLINE SURVEY RESULTS

Q1. The following is a list of issues facing Pinole. Please indicate how concerned you are about each of the following items using a scale of not concerned, somewhat concerned, concerned, very concerned, or extremely concerned.

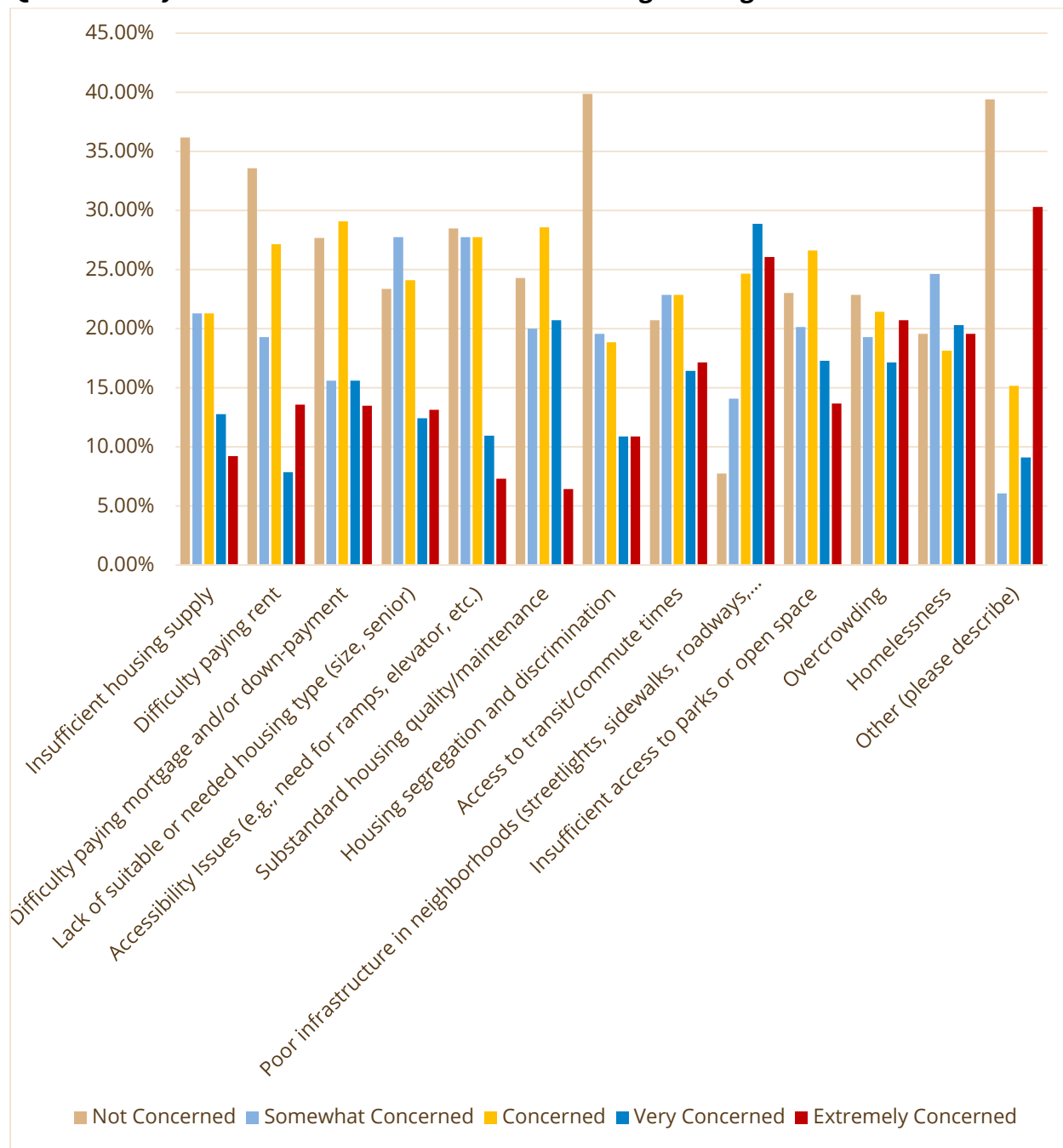


HOUSING ELEMENT UPDATE

Q2. Please indicate your level of concern about the following groups and their ability to find an affordable place to live in Pinole:



HOUSING ELEMENT UPDATE

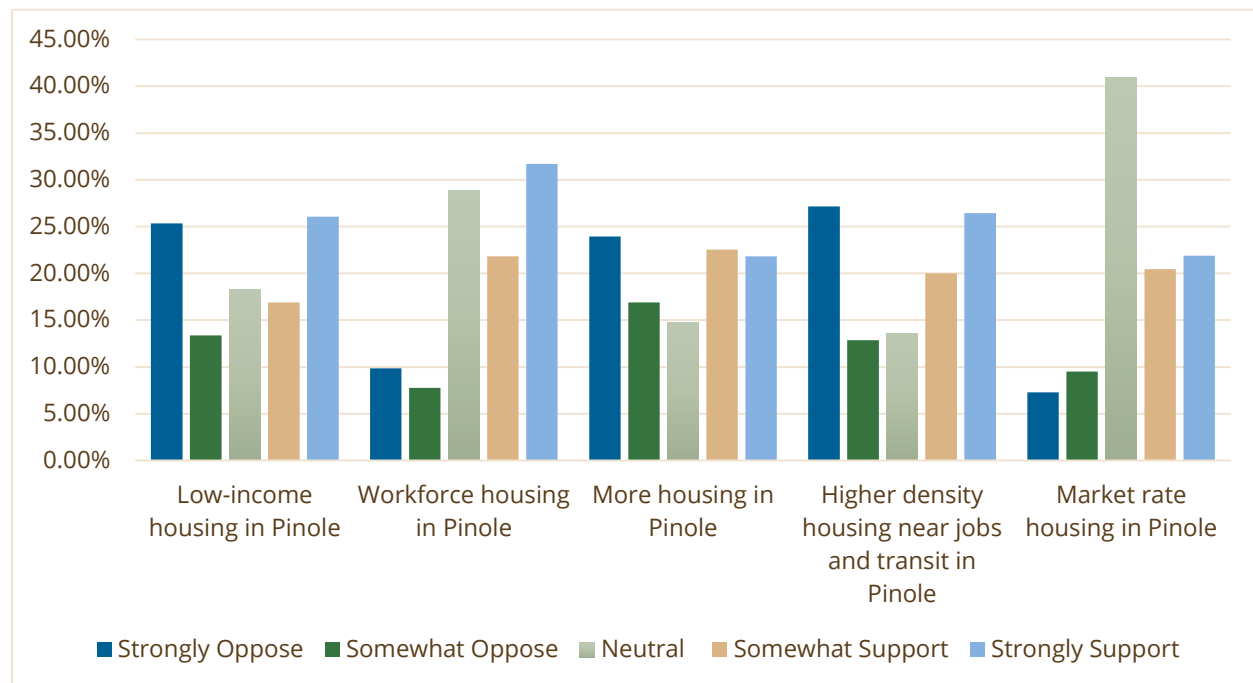
Q3. Indicate your level of concern about the following housing issues in Pinole.

HOUSING ELEMENT UPDATE

Q3. “Other” responses.

#	OTHER (PLEASE SPECIFY)	DATE
1	maintenance of existing facilities	8/2/2022 8:00 AM
2	I'm not sure how I feel about ADU's there are pros and cons. Predesigned plans will make Pinole look like a cookie cutter community (it already is to some degree) Rent control only for multiple units if that.	8/2/2022 12:37 AM
3	Roads and Infrastructure	7/26/2022 5:53 PM
4	housing sustainability - zoning should encourage smaller units and lots, solar/efficiency incentives	7/23/2022 11:52 AM
5	Roads need maintenance - poor condition	7/13/2022 6:25 PM
6	Our streets need turnabouts to stop all of the people doing donuts in the intersections; especially on Tara Hills Drive	7/10/2022 11:27 AM
7	Code enforcement lacking	7/7/2022 1:28 PM
8	City tearing down green spaces to make way for commercial/ housing properties: very concerned	6/18/2022 6:48 AM
9	Destroying open space (nature) for commercial development	6/17/2022 9:02 AM
10	Crime	6/15/2022 7:47 PM
11	Pedestrian safety, especially on Pinole Valley Road by Ellerhorst Elementary.	6/14/2022 11:25 AM
12	Crime, shootings, vandalism, speeders, traffic backups on Pinole valley road; poor deplorable condition of dog park n lack of walking n hiking trail in Pinole valley	6/9/2022 7:23 PM

Q4. Using the scale of 1 = Strongly Oppose and 5 = Strongly Support, please indicate your level of support for each of the following in Pinole:



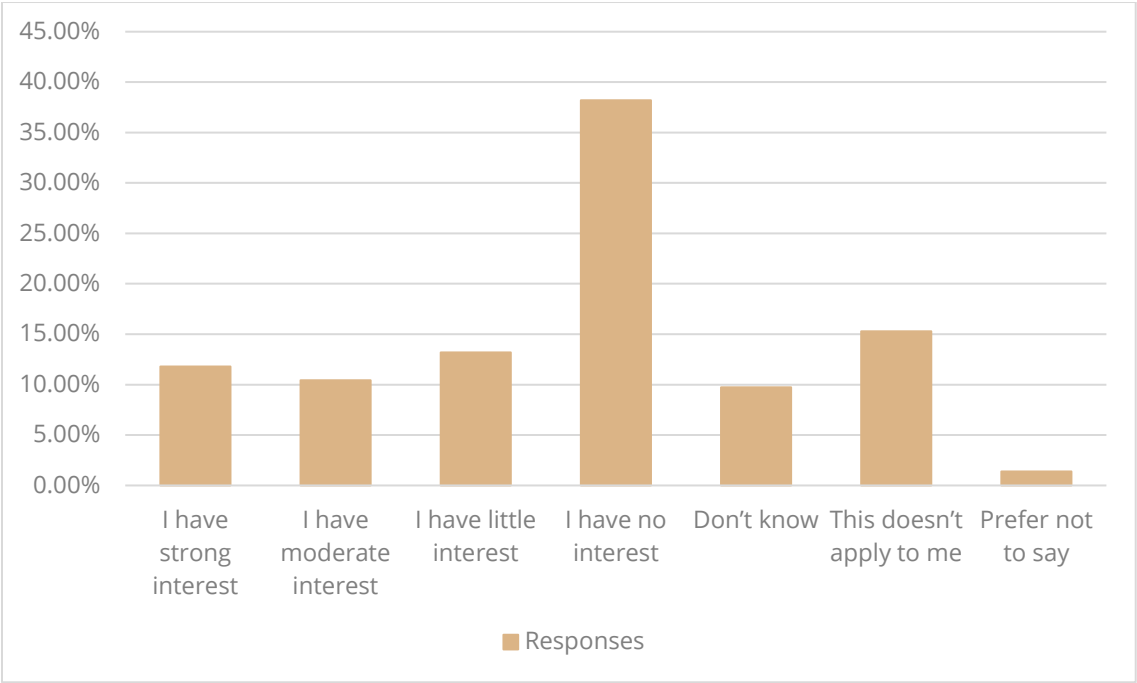
HOUSING ELEMENT UPDATE

Q5. Next you will read a list of potential proposals around housing policy in Pinole. Using the scale of 1 = Strongly Oppose and 5 = Strongly Support, please indicate your level of support.

	STRONGLY OPPOSE	SOMEWHAT OPPOSE	NEUTRAL	SOMEWHAT SUPPORT	STRONGLY SUPPORT	TOTAL	WEIGHTED AVERAGE
Changing the zoning in single family home neighborhoods to allow duplexes, triplexes, and fourplexes	42.36% 61	19.44% 28	9.72% 14	11.81% 17	16.67% 24	144	2.41
Making sure that current affordable housing continues to stay affordable to those who need it	9.79% 14	9.79% 14	16.78% 24	23.08% 33	40.56% 58	143	3.75
Building housing in areas that are already zoned for commercial office development	18.88% 27	16.78% 24	23.08% 33	16.78% 24	24.48% 35	143	3.11
Building housing in areas that are already zoned for retail development	23.57% 33	15.71% 22	21.43% 30	15.00% 21	24.29% 34	140	3.01
Protecting tenants and low-income communities from unjust evictions and limiting annual rent increases	16.78% 24	11.89% 17	19.58% 28	19.58% 28	32.17% 46	143	3.38
Creating more housing by streamlining the approval process, making it faster and easier to build more housing at all income levels	18.44% 26	14.89% 21	13.48% 19	22.70% 32	30.50% 43	141	3.32
Requiring a greater percentage of affordable housing units in new market-rate developments	21.99% 31	14.18% 20	17.02% 24	18.44% 26	28.37% 40	141	3.17
Providing access to low-cost pre-designed plans for Accessory Dwelling Units	19.72% 28	10.56% 15	23.94% 34	19.72% 28	26.06% 37	142	3.22
Helping existing residents find housing that better fits their needs so they can stay in Pinole	7.80% 11	4.26% 6	24.11% 34	33.33% 47	30.50% 43	141	3.74
Support the expansion of transitional, supportive, or other emergency housing types for people experiencing homelessness	15.49% 22	16.90% 24	20.42% 29	23.24% 33	23.94% 34	142	3.23
Require community amenities in new housing developments (e.g., on-site child-care, community meeting rooms, open space)	12.06% 17	9.93% 14	19.86% 28	26.24% 37	31.91% 45	141	3.56

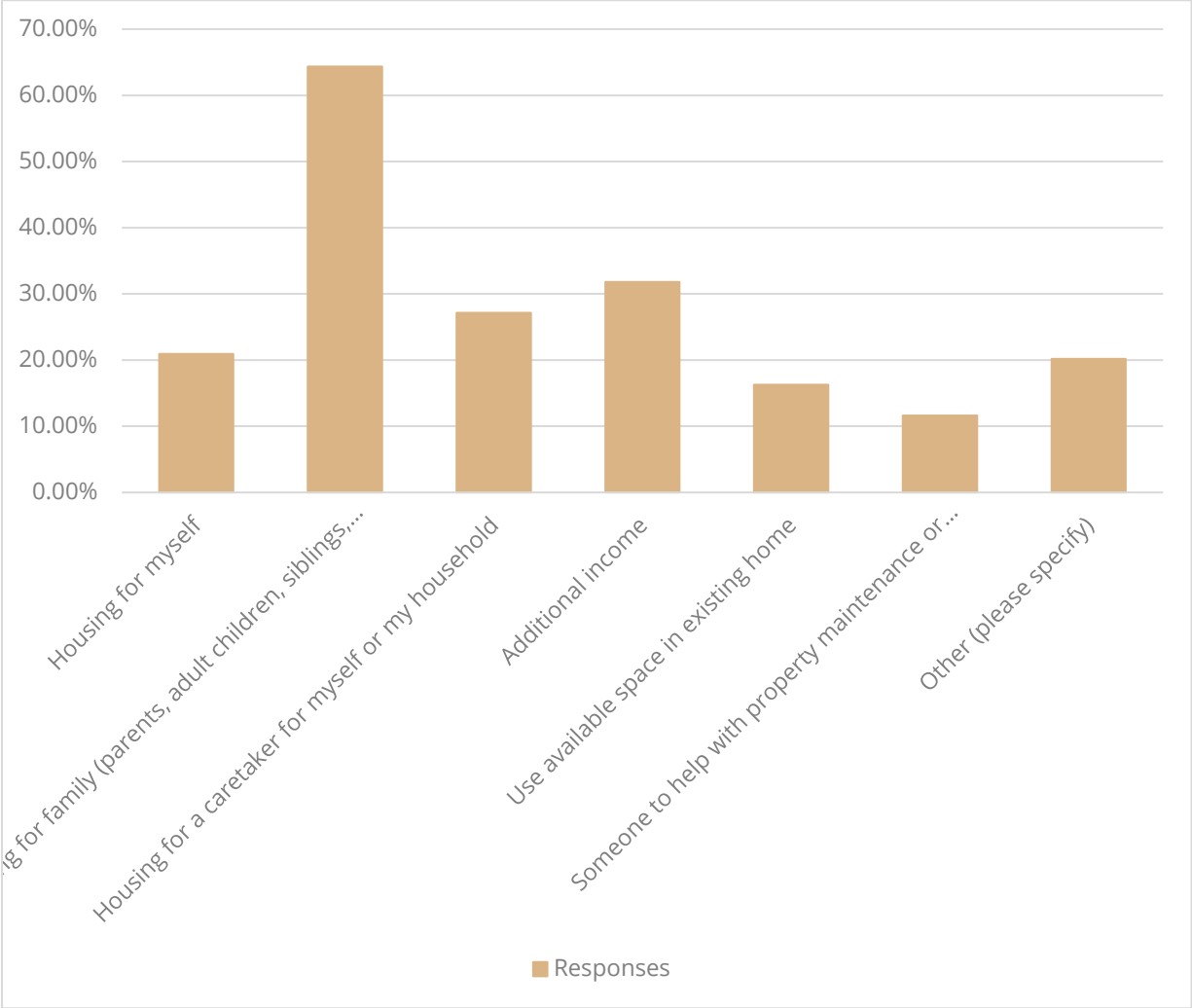
HOUSING ELEMENT UPDATE

Q6. New California State Law (Senate Bill 9) requires cities to permit a lot split and/or the addition of a second primary dwelling unit on a lot via an over-the-counter approval. How likely or interested are you to add a primary or secondary dwelling unit on your property within the next 8 years?



HOUSING ELEMENT UPDATE

Q7. Accessory dwelling units (ADUs) are small living spaces on single-family home lots that can be rented. They can be a room in or a new addition to an existing home, or separate building on the same lot. They can provide additional income to homeowners, housing for parents, adult children, single persons and small families. Please select all the reasons you would consider owning or constructing an ADU:



Q7. “Other” responses.

#	OTHER (PLEASE SPECIFY)	DATE
1	I live in a condo and this does not apply to me	8/2/2022 8:00 AM
2	I can see these turning into urban blight (I date myself w certain terms I refer to); pre approved	8/2/2022 12:37 AM

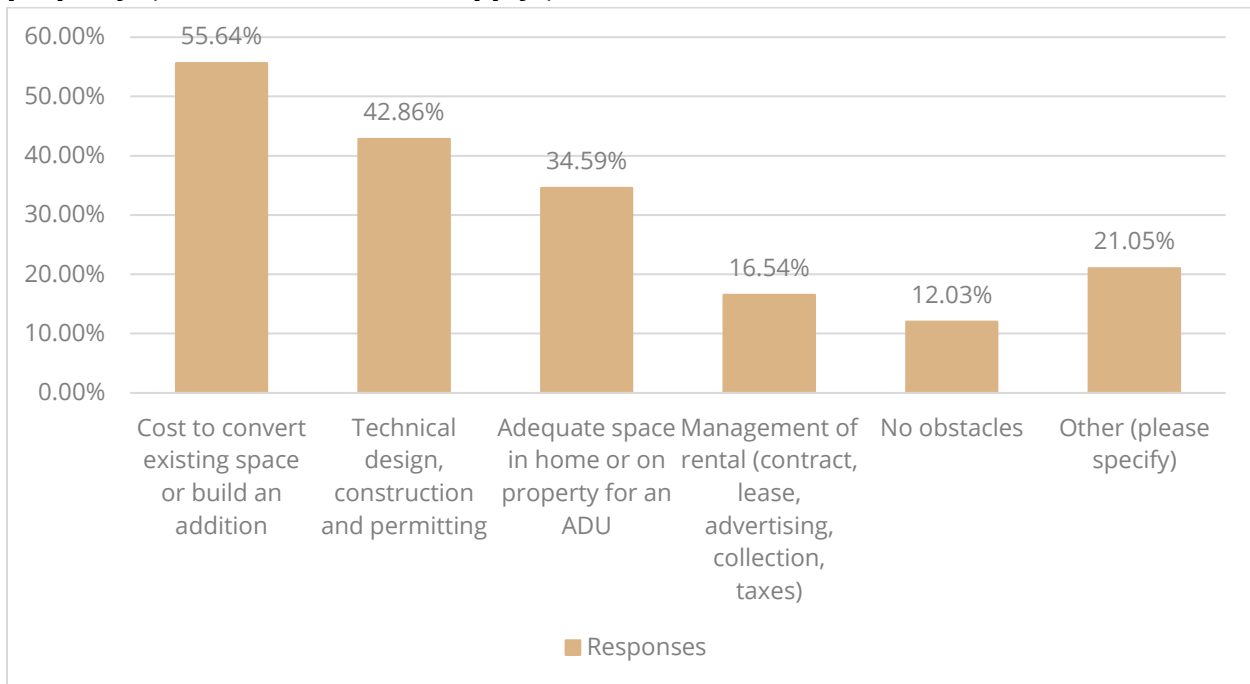
HOUSING ELEMENT UPDATE

low cost plans means owners will be forced to use someone else's idea of an ADU but not be afforded the low cost option if they have a different plan/idea.

3	n/a	7/26/2022 5:53 PM
4	None	7/22/2022 2:28 PM
5	Not a consideration	7/22/2022 2:13 PM
6	No interest	7/13/2022 6:25 PM
7	Not interested	6/26/2022 10:52 AM
8	Guest room	6/18/2022 6:48 AM
9	Don't want this in my neighborhood	6/15/2022 7:47 PM
10	None, it's too crowded here already.	6/15/2022 3:20 AM
11	None	6/14/2022 11:25 AM
12	Not interested	6/13/2022 11:35 AM
13	Not interested	6/10/2022 2:49 PM
14	Xxc	6/9/2022 8:48 PM
15	I would not consider constructing an ADU	6/8/2022 12:13 PM
16	not interested	6/4/2022 10:00 AM
17	None	5/31/2022 2:26 PM
18	No interest	5/20/2022 4:19 PM
19	I strongly oppose ADUs	5/20/2022 1:58 PM
20	I do not support ADU units on property zone for single family home lots.	5/17/2022 5:24 PM
21	None of the above	5/16/2022 9:46 AM
22	Not interested in this, PERIOD!	5/16/2022 7:30 AM
23	N/a	5/11/2022 12:57 PM
24	N/A	5/9/2022 9:59 AM
25	not interested in an ADU at this time	5/7/2022 11:42 AM
26	Wouldn't consider it.	5/6/2022 2:19 PM

HOUSING ELEMENT UPDATE

Q8. Please choose what obstacles may prevent you from building an ADU on your property. (Please select all that apply.)



HOUSING ELEMENT UPDATE

Q8. "Other" responses.

#	OTHER (PLEASE SPECIFY)	DATE
1	memeber of an HOA and don't have the authority to build	8/2/2022 8:00 AM
2	ADU's most likely will be rentals; It will cost the city a lot of money to keep an oversight of these rental units; who gets and ADU and who does not if on a block there are 10 people owners wanting to put on in? How easily could Pinole become predominantlly rental population.	8/2/2022 12:37 AM
3	No interest	7/13/2022 6:25 PM
4	I own a Townhouse, no room for such a unit	7/10/2022 11:27 AM
5	Not interested	6/26/2022 10:52 AM
6	Concerned renters will stop paying rent and I woun't be allowed to evict them	6/19/2022 9:27 AM
7	Don't want this in my neighborhood	6/15/2022 7:47 PM
8	Not interested	6/13/2022 11:35 AM
9	No need	6/13/2022 7:48 AM
10	Not interested	6/10/2022 2:49 PM
11	PG&E easement	5/31/2022 3:09 PM
12	Existing Association's Board of Directors Make-up	5/23/2022 12:32 PM
13	It's the cost and the process I can't afford to build a unit that costs 200,000 dollars	5/20/2022 5:59 PM
14	No interest	5/20/2022 4:19 PM
15	I strongly oppose ADUs	5/20/2022 1:58 PM
16	I do not support ADU units on property zone for single family home lots.	5/17/2022 5:24 PM
17	Working with the city of Pinole is time-consuming and aggravating. Plus, it's very expensive.	5/16/2022 5:46 PM
18	Do not want to	5/16/2022 9:46 AM
19	I don't own a home	5/11/2022 7:38 PM
20	NA	5/11/2022 12:57 PM
21	the permit is outrageous!	5/10/2022 7:16 PM
22	In a townhome association	5/9/2022 9:59 AM
23	Time it takes to receive a permit	5/7/2022 2:57 PM
24	Building permit costs	5/7/2022 1:49 PM
25	HOA restrictions	5/7/2022 7:09 AM
26	Not allowed by HOA	5/6/2022 5:07 PM
27	Would never do this.	5/6/2022 2:19 PM
28	Do not own	5/6/2022 12:32 PM

HOUSING ELEMENT UPDATE

Q9. Please describe any other considerations, policies, or programs the City should consider here:

#	RESPONSES	DATE
1	With the growth of housing the city should keep a budget that allows for the support of all the services the growth requires: water, parking, sewer, traffic, etc.	8/2/2022 8:00 AM
2	I am concerned about the use of eminent domain and closing up of open areas with the rush to build, build, build. I would like to see some control over corporations (Zillow, Chase, Summer, etc. buying up land and housing in Pinole.	8/2/2022 12:37 AM
3	Traffic enforcement for speeders, stop sign runners in residential neighborhoods, where certain intersections are regularly affected. Helping us to get a regular(non-Kaiser) hospital back which is desperately needed since Doctors Medical Center closed	8/1/2022 8:05 PM
4	I would like to see the city have more events for local small business gatherings and marketplaces.	7/27/2022 5:39 PM
5	Improve our infrastructure and roads.	7/26/2022 5:53 PM
6	Park maintenance and improvements; increased funding for more police; improve schools; graffiti removal and weed abatement - this City looks awful especially near freeways	7/22/2022 2:28 PM
7	Park maintenance, city beautification (e.g., graffiti removal and weed abatement), increase in Police funding for more officers, pothole/road repair.	7/22/2022 2:13 PM
8	I underscore the need for a higher percentage of affordable units in new developments, i.e. a higher inclusionary housing policy	7/22/2022 11:29 AM
9	N/a	7/13/2022 6:25 PM
10	Safe places/shelter for women with children and LBTQIA, better open green spaces, better access (walkable) to wholesome food	7/12/2022 4:20 PM
11	City needs to appoint a daily cleaning crew to drive around Pinole streets and clean the debris. Pinole once was a clean and beautiful small city, it's not so much now	7/10/2022 11:27 AM
12	Docks open for boats	7/10/2022 6:19 AM
13	Stricter code enforcement on existing, or new, homes/residences to maintain quality community	7/7/2022 1:28 PM
14	Rent control!	7/1/2022 1:28 AM
15	Please incorporate solar panels on any new housing built in Pinole, especially if public funds are somehow used for such housing.	6/30/2022 4:09 PM
16	We need a hospital more than any more housing.	6/26/2022 11:31 AM
17	Make sure pinole is not only area to accommodate affordable housing. Would like to see it in affluent zip codes, too	6/19/2022 9:27 AM
18	Avoid reducing green space near Pinole Park	6/18/2022 6:48 AM
19	Expand the parks and open spaces/nature/hills that surround Pinole. This is the best of our little city, supports and nourishes our environment, addresses climate change and makes Pinole a very special place to live.	6/17/2022 9:02 AM
20	Crime crime crime. More police. More firefighters.	6/15/2022 7:47 PM
21	Pinole is too crowded here already, there's constant noise and traffic and a bunch of new apartments are already being planned that will make it much, much worse.	6/15/2022 3:20 AM

HOUSING ELEMENT UPDATE

22	Pinole should prioritize creating a functional self-contained city with employment and plenty of amenities and small businesses instead of building excessive housing to subsidize the workforces of other larger, richer communities that refuse to build their own housing to support their own workers. We don't want to be just a commuter/bedroom community and 80 is already an absolute nightmare during commute times without a huge influx of new residents. The only housing I am in favor of is Senior housing because that would allow older folks to sell their big homes to new families without needing to leave our community.	6/14/2022 11:25 AM
23	Slow down the population growth! The roadways are packed now. We don't need more population to bring in more cars!	6/10/2022 2:49 PM
24	Xxx	6/9/2022 8:48 PM
25	Cleaning up Bay Front Park by removing broken sidewalks and replacing with boulders like most bay towns use.	6/8/2022 8:55 PM
26	I think Pinole is getting crowded and doesn't need anymore people. Also the roads are terrible and the gas taxes too high.	6/8/2022 8:04 AM
27	consider the traffic problems if housing is built on the old Doctor's Hospital site	5/31/2022 6:00 PM
28	There should be fewer obstacles to walking and commuting in Pinole, not more. I really don't like to see developers block off public streets (like Jones Ave. and Alvarez Ave.) without even so much as a gate for pedestrian traffic. It also makes little sense to me to go to the effort and expense of installing and maintaining fences that prevent pedestrians from moving from one public area to another (such as the fence separating the sidewalk along Woodfield from the walking path along the east side of Pinole Creek). We should be making our neighborhoods more walkable and more livable, not less so. I really like the SF Bay Trail and the ways it is overcoming obstacles to walkability like railroads and freeways, and I'd like to see a lot more efforts like that.	5/31/2022 3:09 PM
29	Traffic and street improvements to support the efficient flow of vehicles while protecting bicyclists and walkers.	5/31/2022 2:26 PM
30	Pinole is an above average exceptional place to live. Pinole's elected and assigned government personnel must keep Pinole a uniquely positioned city above all other cities in the Bay Area. Above all else, maintain the credo "Pride in Pinole".	5/31/2022 11:08 AM
31	The city looks dilapidated. The signs are old, there's weeds and trash on the off ramps. Let's get it together and beautify Pinole. Also, no one wants low income residents that bring crime and problems here.	5/27/2022 12:53 PM
32	None	5/23/2022 12:32 PM
33	Keep Pinole the a gem of suburban living, by focusing on safety (not allowing criminals a handhold), services (keep lights, water, sewage, garbage for demand), and do not let the city get greedy and promote doing what ethical (not sell out).	5/20/2022 8:19 PM
34	I would like to see more housing in pinole and more higher paying jobs. I am concerned about what would happen if one of the refineries catches fire.	5/20/2022 8:18 PM
35	1. Walkability -Pinole has no bike lanes, dangerous roads, and sidewalks that are unmanaged. This makes the city hard to walk around in. 2. Lack of local businesses- there is a lack of diverse businesses in Pinole, how many hair salons, insurance companies, and real estate businesses do we need in one town? Also we need support for mom and pop businesses not big box chain stores it gives these kind of businesses would give the town character and also support locals. 3. Beautification -Too many empty lots down town and strange abandoned places. There literally a car/boat storage place that takes up a lot of space down town that could be a park or something for the community.	5/20/2022 5:59 PM
36	Open the valley fire station to provide support to the valley residences to eliminate an Oakland Hills or Loma Preto event. In any major disaster our neighboring cities are gonna be too busy with their own to help us. If the freeway overpasses go down how will the downtown station get to the other side of the freeway to save the residence of the Valley?	5/20/2022 3:45 PM
37	Public safety, street cleanliness, maintenance of road and sidewalks. So far I feel Pinole has done an amazing job in these areas	5/20/2022 1:58 PM
38	Homeless people have to be somewhere. Can't just kick them out of places. Put dumpsters in	5/20/2022 10:35 AM

HOUSING ELEMENT UPDATE

	encampments. Find transitional housing in unused warehouses.	
39	Making the permitting process easier for ADU's and adding extra rooms to an existing house	5/17/2022 1:20 PM
40	We desperately need a hospital in our area!!	5/16/2022 5:46 PM
41	Pinole needs urgent care facilities or a hospital. I have to travel to Berkeley or Concord for a hospital or emergency care.	5/16/2022 4:26 PM
42	Life safety! Fire Department is woefully understaffed, only 1 station & inadequate staffing! Below ISO safety standards!	5/16/2022 7:30 AM
43	More retail stores to increase sales tax revenues	5/14/2022 3:13 PM
44	If housing were to be built, I think aesthetics should be a significant focus as well to cost. we the people know when things are obviously being gentrified, pinole has a small-town aesthetic that feels lively and comfortable and housing should resemble the vibe of our community, we are not city dwellers. Keep a bit of the victorian style in housing, people who always visit Pinole comment how cute our city is so why not embrace it, let's not be a major city but we have a lot of just empty office spaces taking up space that could be apartments. Another concern I have is losing a lot of just plain open space, a healthy balance of just having a small plain of grass with no buildings on it. What I like about pinole is that there are nice hidden spots where you can relax outdoors and not run into anyone, let's also focus on keeping open areas. Sincerely, just a young adult who has lived here and attended school here.	5/11/2022 7:38 PM
45	Reducing crime in shopping areas (car break in)	5/11/2022 12:57 PM
46	A Town Plaza/square to replace the Community Corner.	5/10/2022 5:15 PM
47	Safety from fire. The whole area across from the ellerhorst school is a fire trap waiting to happen.	5/9/2022 7:28 PM
48	Please do not approve more housing near Pinole Valley High School. It's already congested and parking already difficult for homeowners and renters, especially during school hours. Drivers are reckless.	5/9/2022 7:24 PM
49	Parking issues	5/9/2022 4:44 PM
50	Community meetings to discuss the government overreach and how to share individual research/awareness about the lack of mainstream media to give both sides to giant issues. The people deserve learning from those who are open to discuss and offer factual data. I don't mean political, for example; sharing by the very group of scientists/doctors/nurses/activists who are not in it for the money. The American people in every city, state deserve the truth. We also need truth about climate change. I am in favor of taking care of mother earth as much as any person in this country. I am very aware of how a certain agenda is affecting what we hear and limiting what we are able to listen to. You did not include	5/9/2022 2:34 PM
51	There aren't condos/cottages that seniors can move in to. IE Sell our larger home and purchase condo/cottage and stay in the area live in now. Senior apartments are being built but we don't want to rent we want to own.	5/9/2022 9:59 AM
52	Safety and crime rate in our area.	5/8/2022 9:38 PM
53	lack of adequate parking in congested neighborhoods, HOA rules preventing garage conversions	5/8/2022 8:40 PM
54	More retail opportunities would certainly be welcome. Traffic congestion and speeding have both been issues.	5/7/2022 6:16 PM
55	I understand the city wants to build housing where the old Doctors Hospital and the old Kmart use to be and I'm concern with the amount of traffic that's going to come with the hundreds of units that plan to be build there since the traffic affects the same streets and freeway entrances on Appian Way.	5/7/2022 5:43 PM
56	Put a red light runner at Fitzgerald/Appian/Sarah. It's horrible! Mainly people coming from Fitzgerald making a left. It's horrible. And you really need to think about the traffic implications with housing where a hospital to exist.	5/7/2022 2:40 PM
57	Do not change any zoning without providing funds to the current owners to make those changes or re-zone commercial property to something unreasonable that devalues their	5/7/2022 1:49 PM

HOUSING ELEMENT UPDATE

	investment so that they are trapped	
58	No additional apartments on Pinole Valley road or in the valley.	5/6/2022 6:36 PM
59	The City needs to make downtown more inviting to INTERESTING BUSINESSES that are NOT NAIL SALONS!! Let's see some better restaurants/pizzerias/taprooms!! Look to Martinez! They have a "Public Market" (with an oyster bar, tap room, bakery and pasta maker) of sorts that would be very popular here. PLEASE make it more inviting to these kinds of businesses. Pinole is kinda ghetto with it's 25 nail salons and facial places. Also, maybe close off downtown to through traffic and make it a pedestrian zone. Finally, close that ugly eyesore of RV storage park by Bay Front park. Thank you	5/6/2022 6:01 PM
60	Parking of inoperable vehicles on private and public property including streets and yards!	5/6/2022 5:43 PM
61	Access to Hospital Emergency Room is a huge issue for Seniors	5/6/2022 5:07 PM
62	Please cover the sharp metal edges on slabs on the pinole valley road northbound lane between Ellerhorst and Downer streets. One has to risk tire damage or cross into head on traffic every time they pass. Also please extend the no parking red curb at pinole valley road and Rafaela so those turning south on Rafaela don't have to turn into a blind curve and oncoming traffic. This would allow visibility of oncoming traffic.	5/6/2022 4:25 PM
63	Non highway public transit. Let's make Pinole a streetcar suburb	5/6/2022 3:58 PM
64	Crime, Traffic, more police officers, more firefighters, overgrown vegetation that is a fire hazard.	5/6/2022 2:19 PM
65	Pinole needs more locally owned businesses that could be destination points for the surrounding communities (example: pear street bistro + east bay coffee). Less salons (all for locally owned salons but we have a lot of em), real estate and insurance brokers and more restaurants, bar/breweries, and coffee shops. No more strip mall and chain development commercial spaces. New large scale residential projects should include small commercial spaces as well and the city should promote and subsidize local small businesses to create more of a local community feel downtown. Finally the square downtown is a gross mess, we should plant a community California native garden in that space and develop the vacant space next to the bank to help beautify and bring ppl to the historic downtown area.	5/6/2022 12:53 PM

HOUSING ELEMENT UPDATE

Q10. Illegal housing discrimination is when one or more of the following occurs based on a person's race, national origin, color, age, familial status, religion, sex, or if they have children or a disability:

Refusing, discouraging, or charging more to rent an apartment or buy a home.

Discouraging a person from living where he or she wants to live, often by steering him or her to another property, neighborhood, or city.

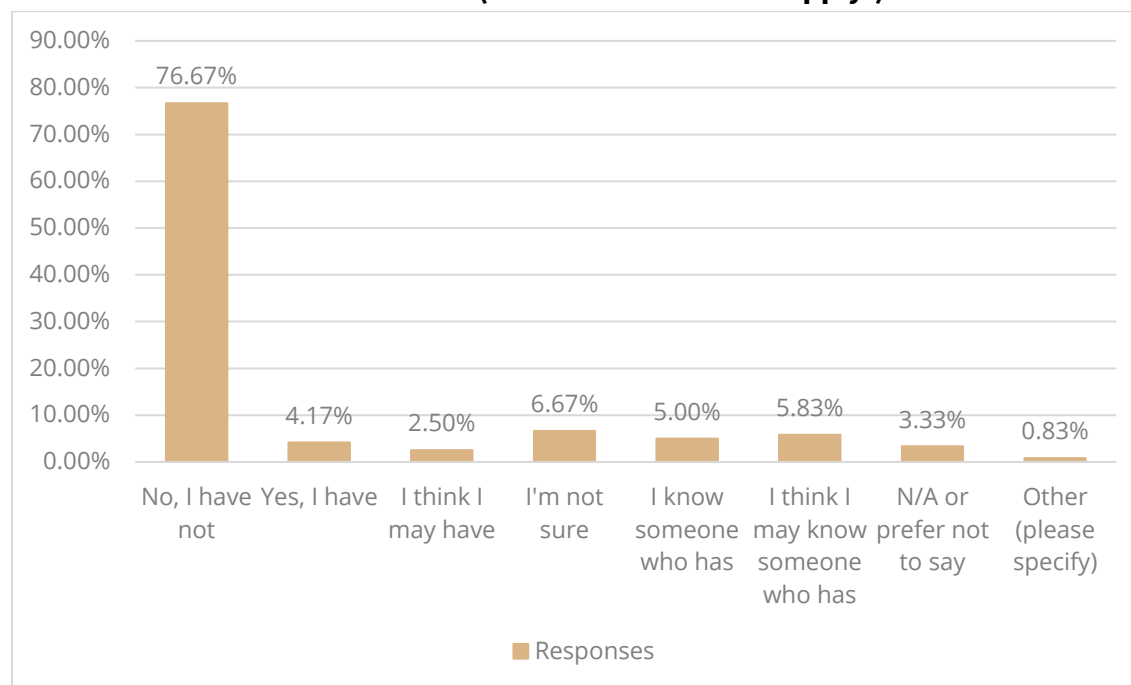
Refusing or discouraging the acquisition of a loan to buy, refinance, or access home equity through tactics that include charging more or providing less favorable terms than the market would otherwise dictate.

Refusing, discouraging, or charging more for home insurance.

Refusing to make a reasonable accommodation or refusing to allow a modification to make an apartment more accessible for a person with a disability.

Predatory lending: unfair, misleading, deceptive, or fraudulent loan practices.

Have you or someone you know ever encountered any of the forms of housing discrimination described above? (Please select all that apply.)

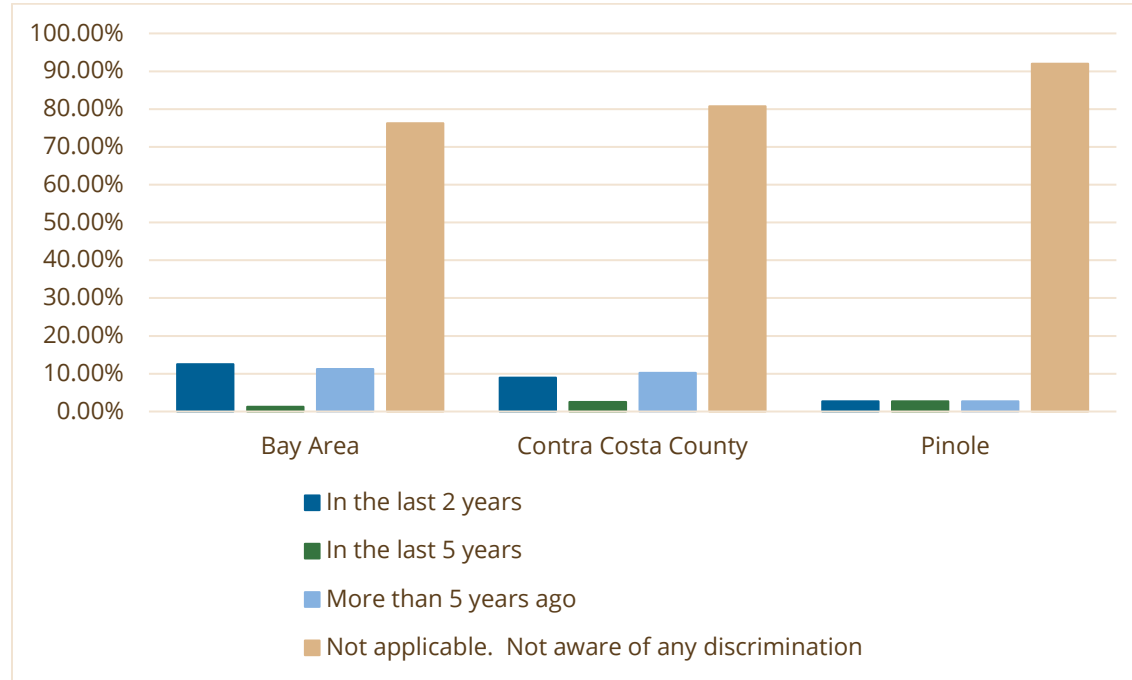


Q10. "Other" responses.

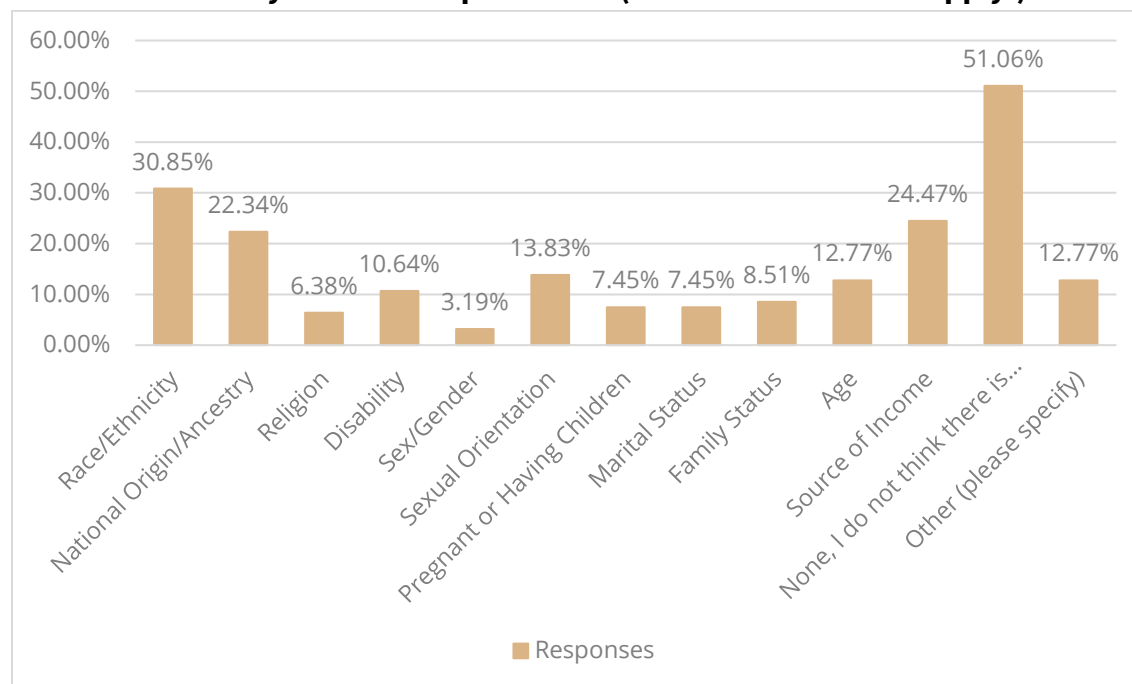
#	OTHER (PLEASE SPECIFY)	DATE
1	Not me personally, but I'm an able, white guy. I'm pretty sure discrimination is happening to others.	5/20/2022 10:39 AM

HOUSING ELEMENT UPDATE

Q11. If you believe that you or someone you know encountered housing discrimination, please identify the location and time period when it occurred. (Please select all that apply.)



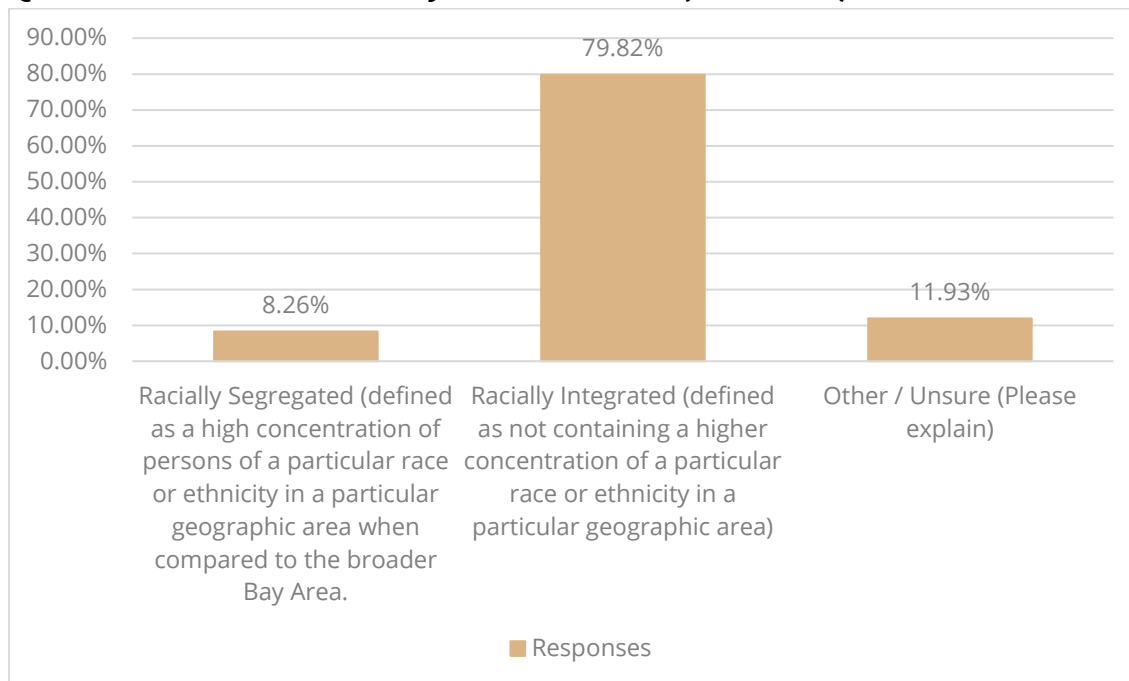
Q12. If you think housing discrimination is occurring in Pinole, what types of discrimination do you think are prevalent? (Please select all that apply.)



HOUSING ELEMENT UPDATE

Q12. “Other” responses.

#	OTHER (PLEASE SPECIFY)	DATE
1	As long as you have a diverse population there is going to be discrimination of every type. The thing is to be vigilant and apply the law where it is found	8/2/2022 12:44 AM
2	New resident and not aware of any local discrimination	7/22/2022 11:30 AM
3	I have no knowledge whether this statement is true or false	6/15/2022 1:13 PM
4	Dont know any stories of discrimination, but I dont deny the possible existence of housing discrimination	6/9/2022 4:42 PM
5	I believe there may be housing discrimination; I have just been lucky to have not witnessed it myself.	5/31/2022 3:13 PM
6	None that I know of.	5/31/2022 2:27 PM
7	I don't have enough information to answer this question correctly.	5/20/2022 6:04 PM
8	I do not know if this is occurring	5/20/2022 4:22 PM
9	Don't know	5/20/2022 3:48 PM
10	single parent	5/14/2022 6:35 PM
11	Not aware	5/9/2022 10:02 AM
12	not personally aware of it in Pinole	5/8/2022 8:44 PM

Q13. Please indicate whether you feel Pinole is: (Select one)

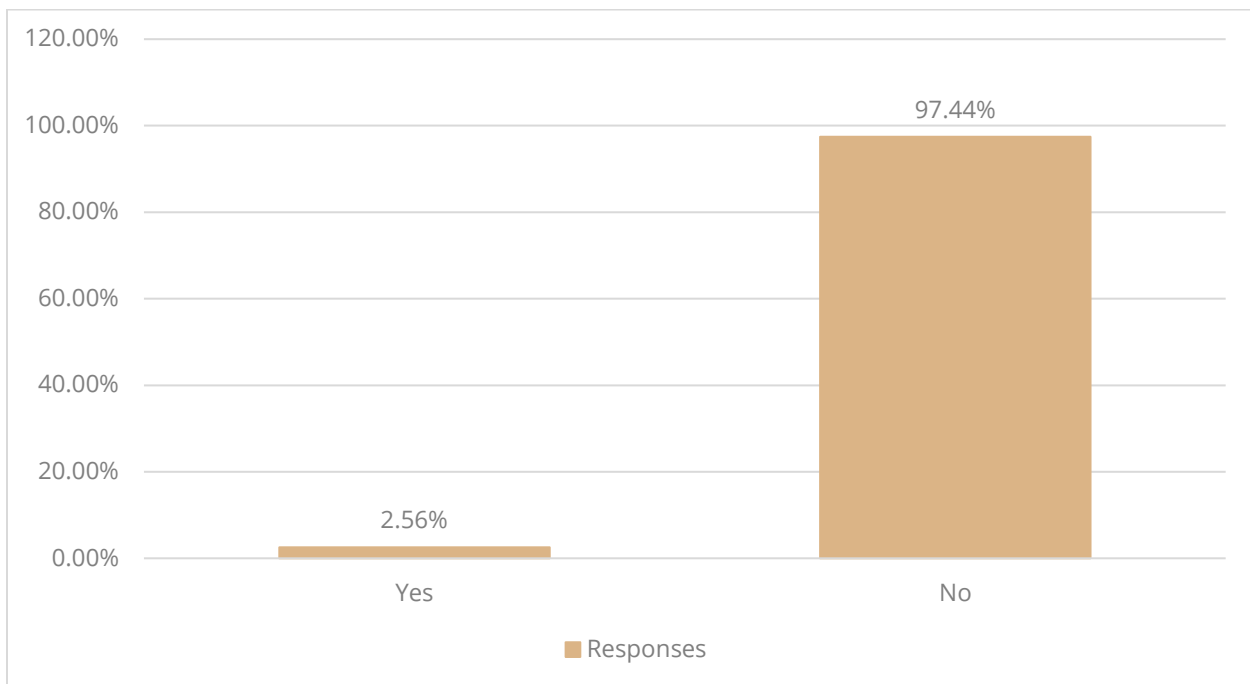
HOUSING ELEMENT UPDATE

Q13. “Other” responses.

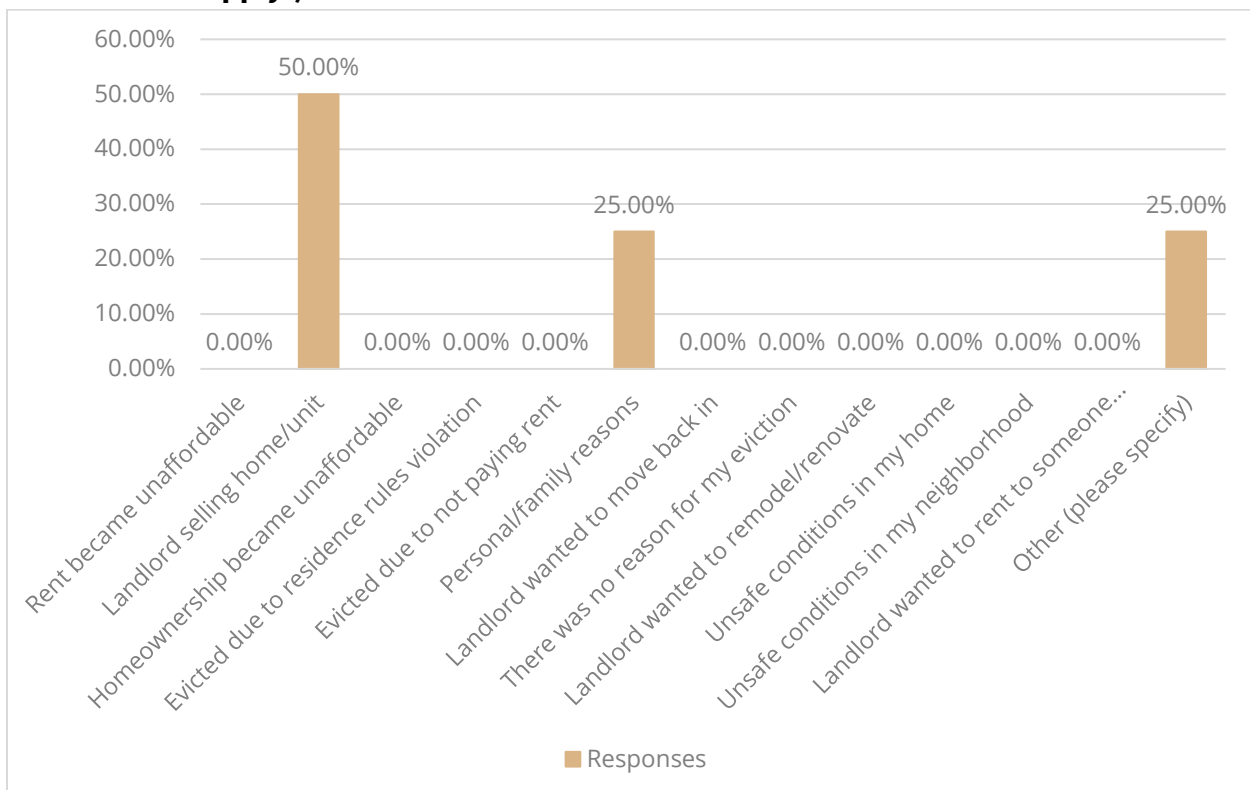
#	OTHER / UNSURE (PLEASE EXPLAIN)	DATE
1	It has been a traditionally middle class white area, but that has changed a lot in the past decade or so	8/1/2022 8:08 PM
2	I don't believe any of your questions apply to Pinole.	7/26/2022 11:59 AM
3	Just moved here	7/22/2022 11:30 AM
4	Predominately white with other races integrated	6/18/2022 6:50 AM
5	I think Pinole is fine just the way it is.	6/8/2022 8:07 AM
6	It feels more diverse than where I moved from (San Francisco) and I feel like it was segregated at some point but now it feels like a new group of people are moving in and they are less segregated.	5/20/2022 6:04 PM
7	New to area	5/16/2022 7:54 AM
8	Unsure	5/14/2022 2:32 PM
9	Lacks diversity. Have encountered racist white people.	5/9/2022 7:27 PM
10	it is becoming more diverse with each passing year from where it was decades ago	5/8/2022 8:44 PM
11	There are more white people in Pinole, but my neighborhood has a variety of colors,	5/7/2022 3:18 PM
12	Socioeconomically homogeneous.	5/6/2022 4:01 PM
13	The newer residents appear to be much more racially integrated than the older residents. Areas that once were an all white neighborhood the newer home buyers appear much more mixed racially and ethnically. Thus overall Pinole feels more integrated than most other place in the Bay Area, opinion of a long time SF resident.	5/6/2022 1:00 PM

HOUSING ELEMENT UPDATE

Q14. Since 2015, have you had to move out of your residence in Pinole when you did not want to move?

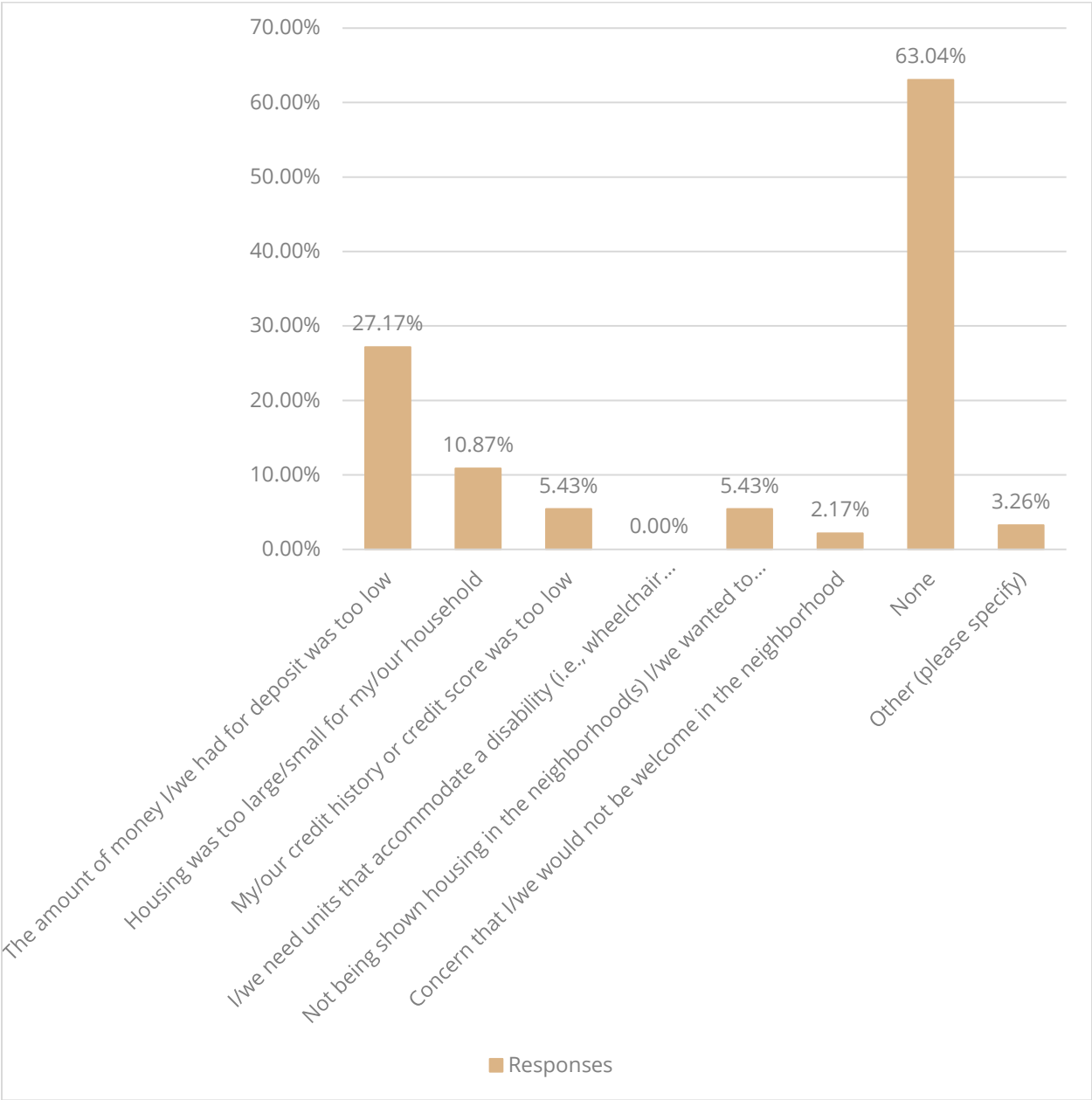


Q15. If you answered yes to the previous question, why did you have to move? (Please select all that apply.)



HOUSING ELEMENT UPDATE

Q16. Which of the following issues, if any, have restricted the housing options you were able to consider? (Please select all that apply.)

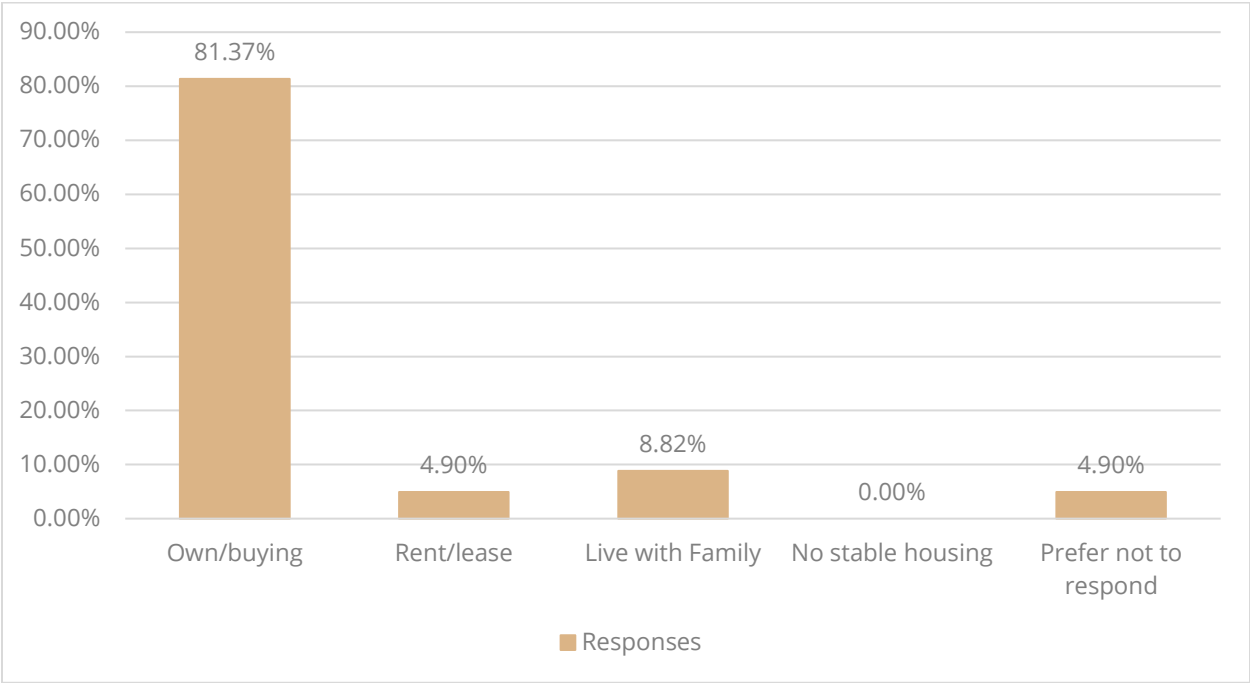


Q16. “Other” responses.

#	OTHER (PLEASE SPECIFY)	DATE
1	The overall cost/the size of a mortgage loan required was not feasible	6/2/2022 9:19 AM
2	I couldn't afford a house anywhere else in the Bay Area, Pinole is affordable	5/20/2022 6:04 PM
3	No small senior condos to buy	5/9/2022 10:02 AM

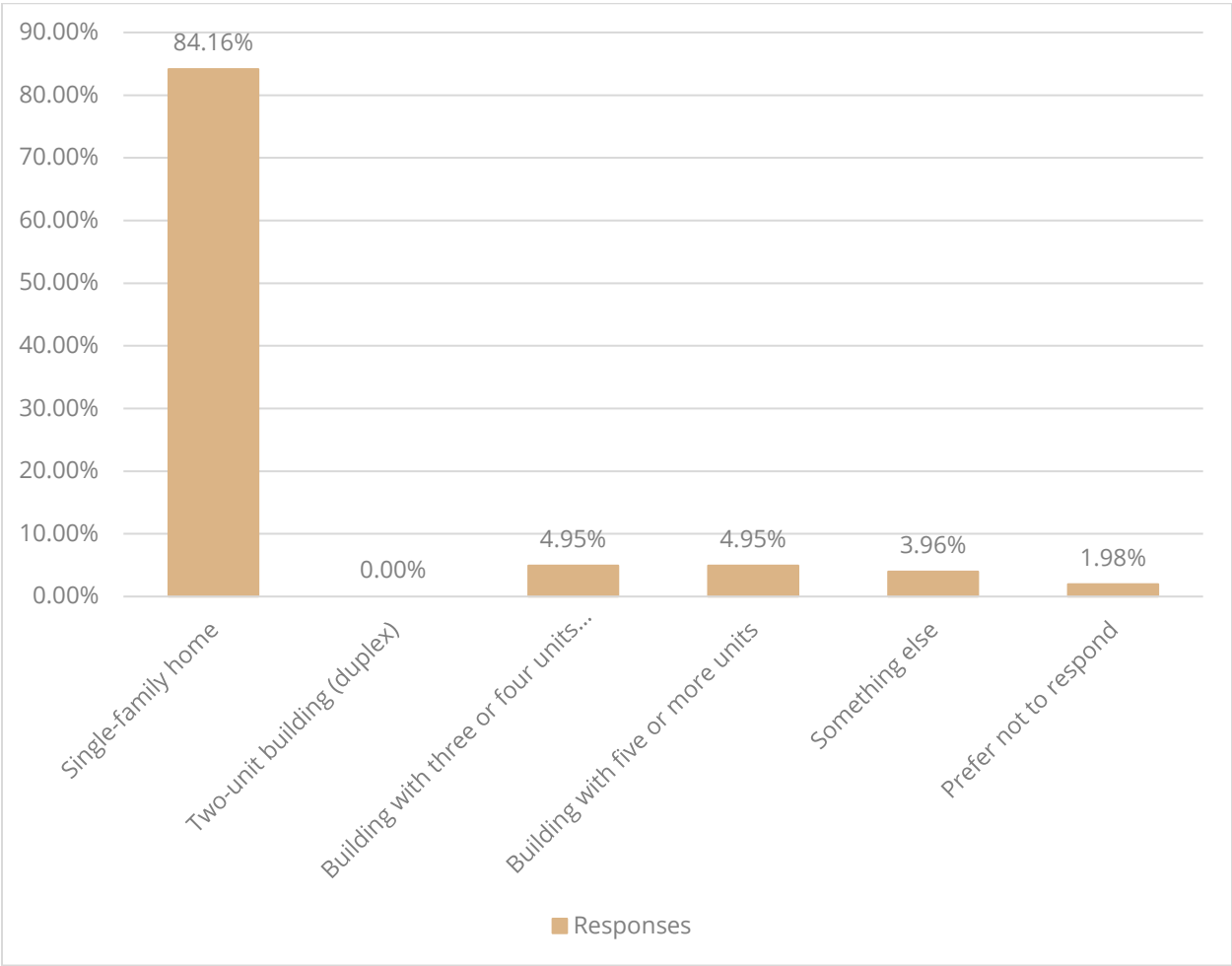
HOUSING ELEMENT UPDATE

Q17. Do you currently own the home or apartment where you live, do you rent, do you live with family, or do you not have stable housing?

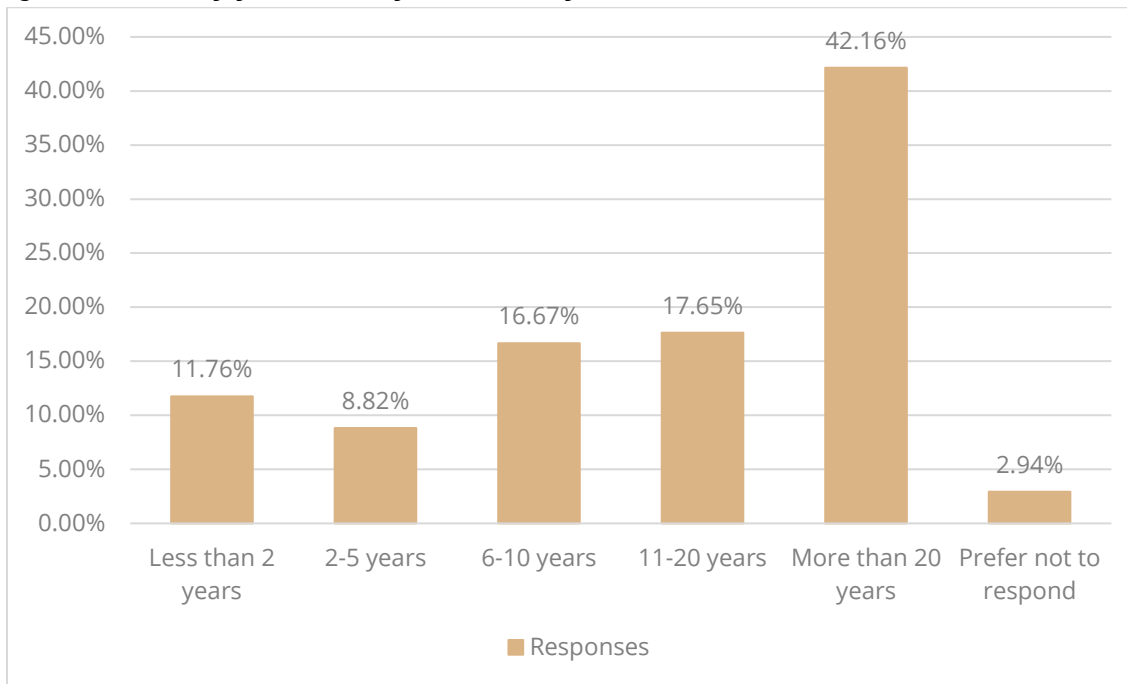
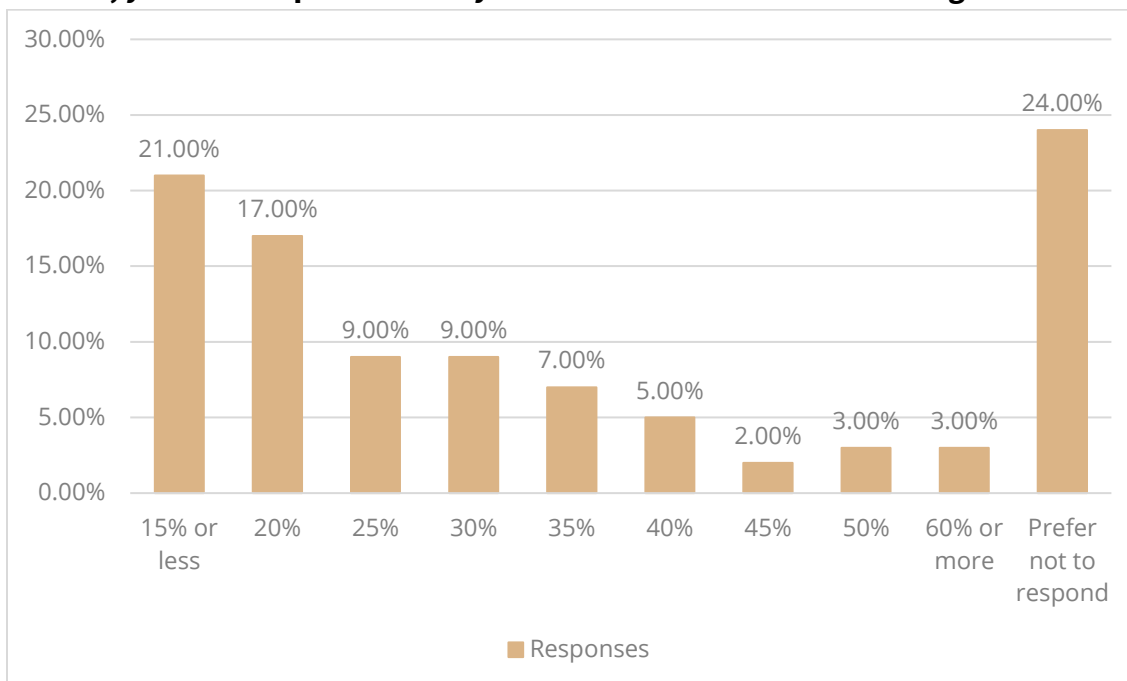


HOUSING ELEMENT UPDATE

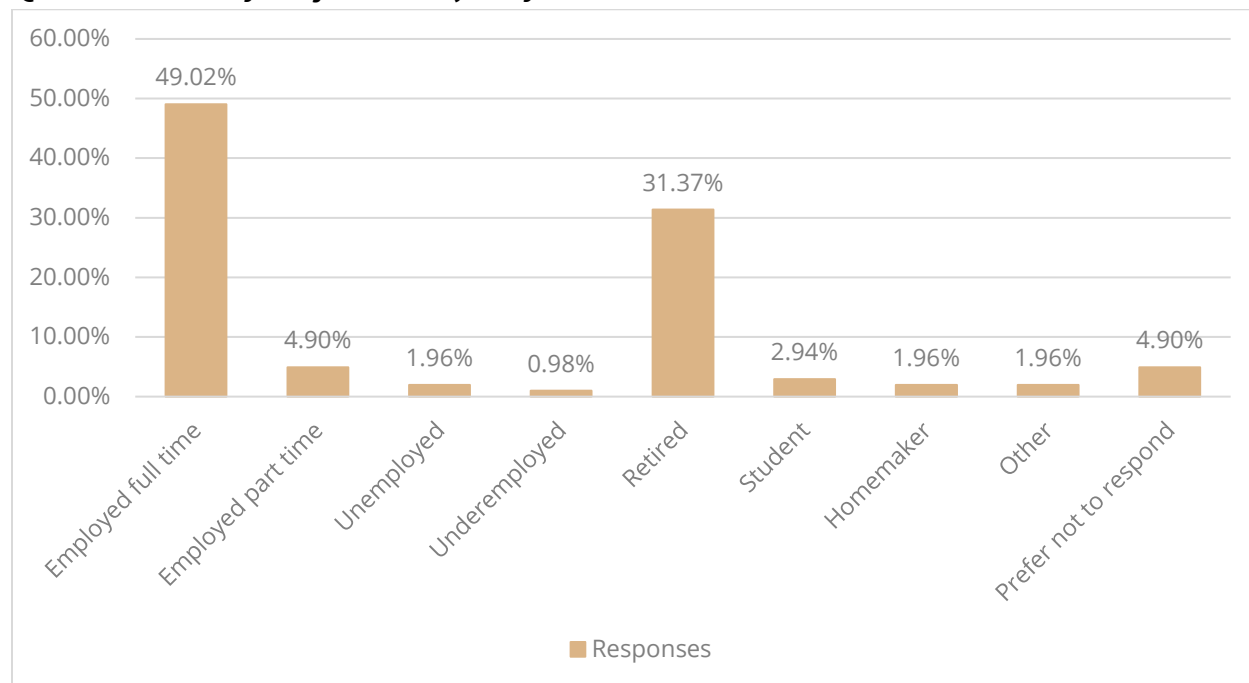
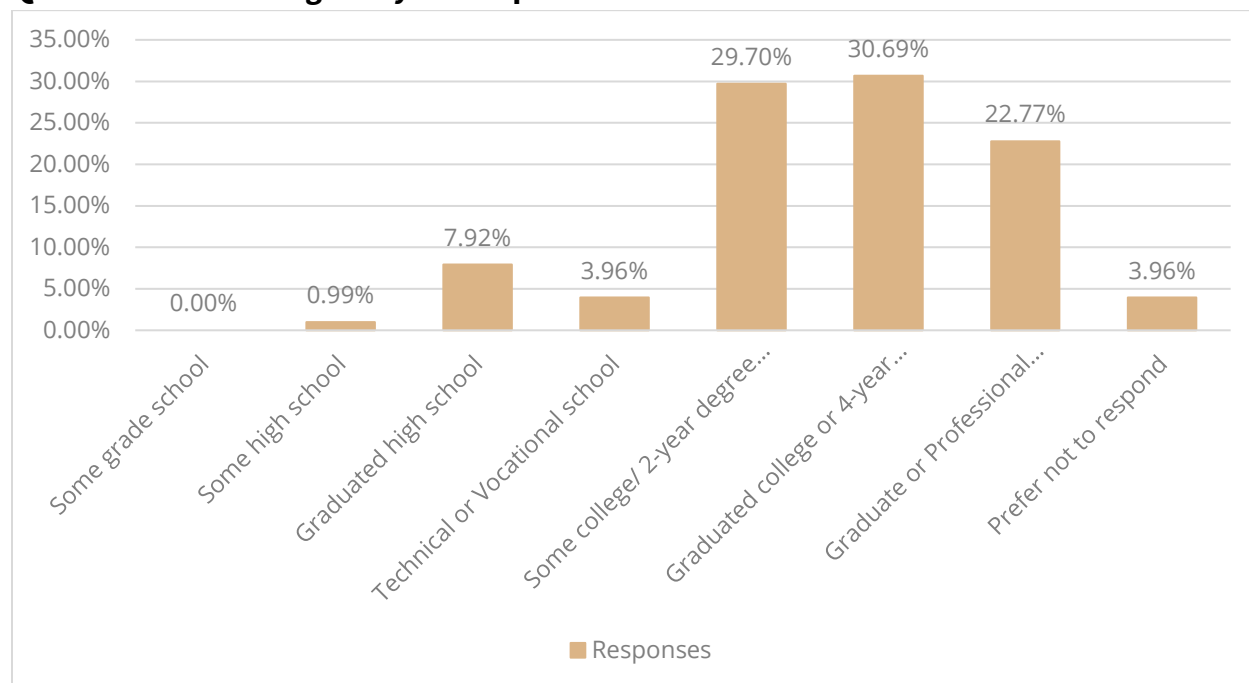
Q18. Do you live in a:



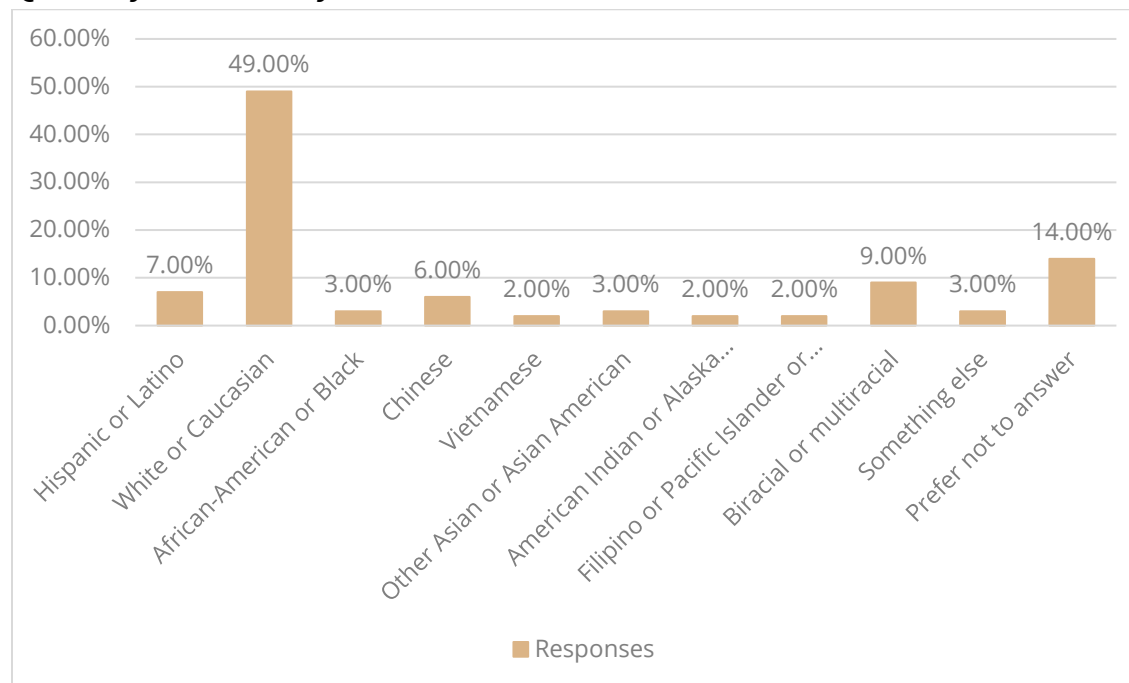
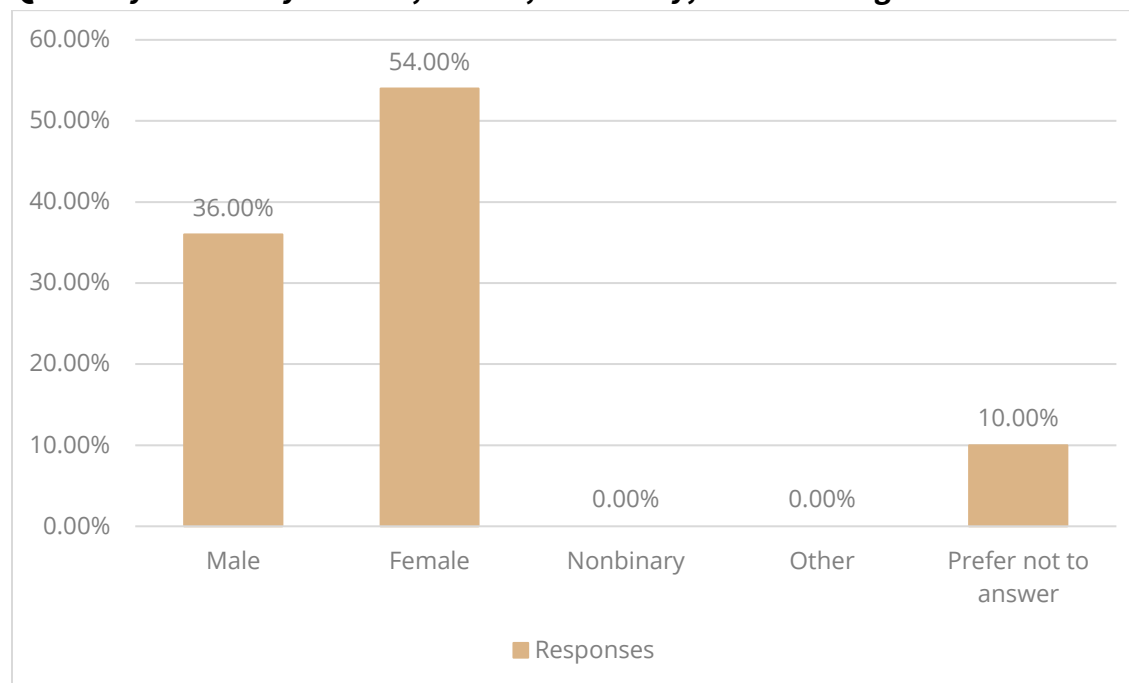
HOUSING ELEMENT UPDATE

Q19. How many years have you lived at your current address?**Q20. Approximately what percentage of your gross household income do you spend on housing? Example: If your monthly gross income is \$4,000 and you spend \$1,500/month on rent, you would spend 37% of your household income on housing.**

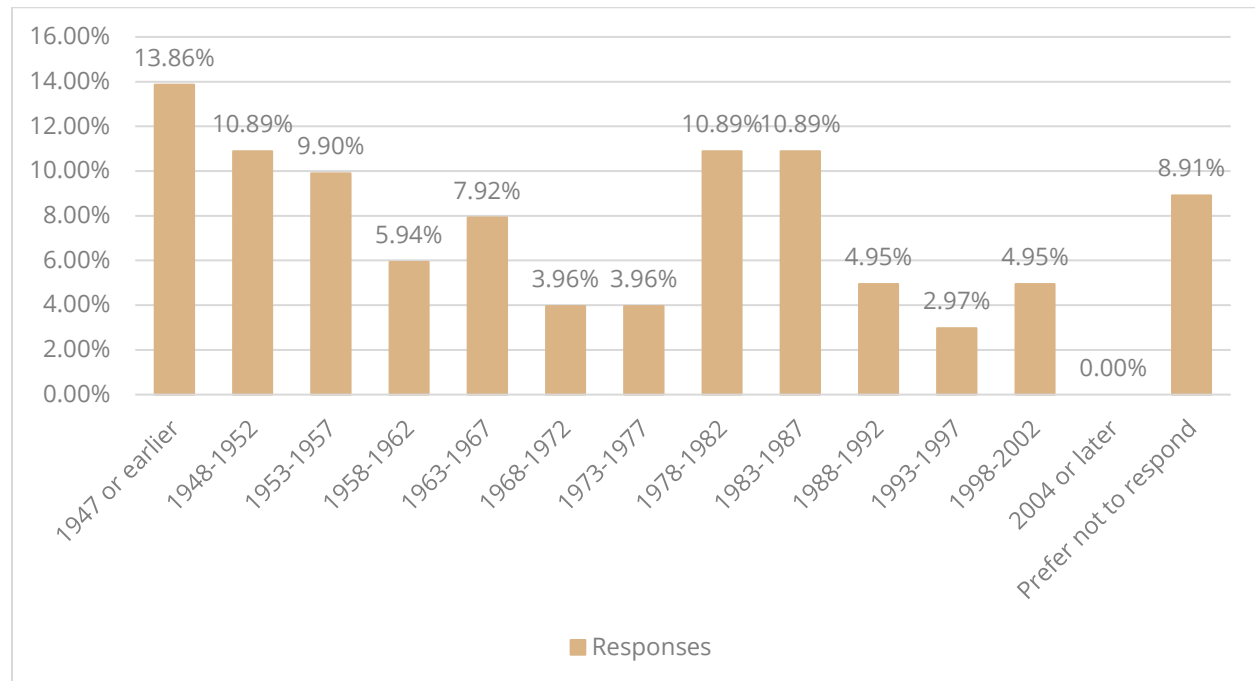
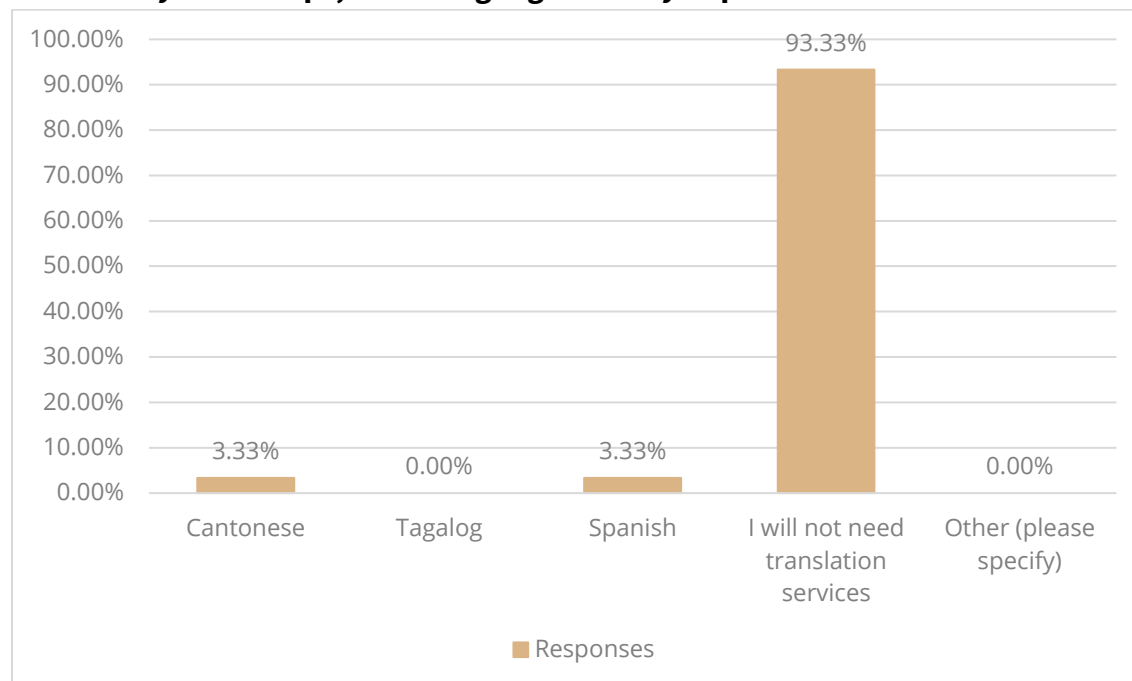
HOUSING ELEMENT UPDATE

Q21. In terms of your job status, are you:**Q22. What is the last grade you completed in school?**

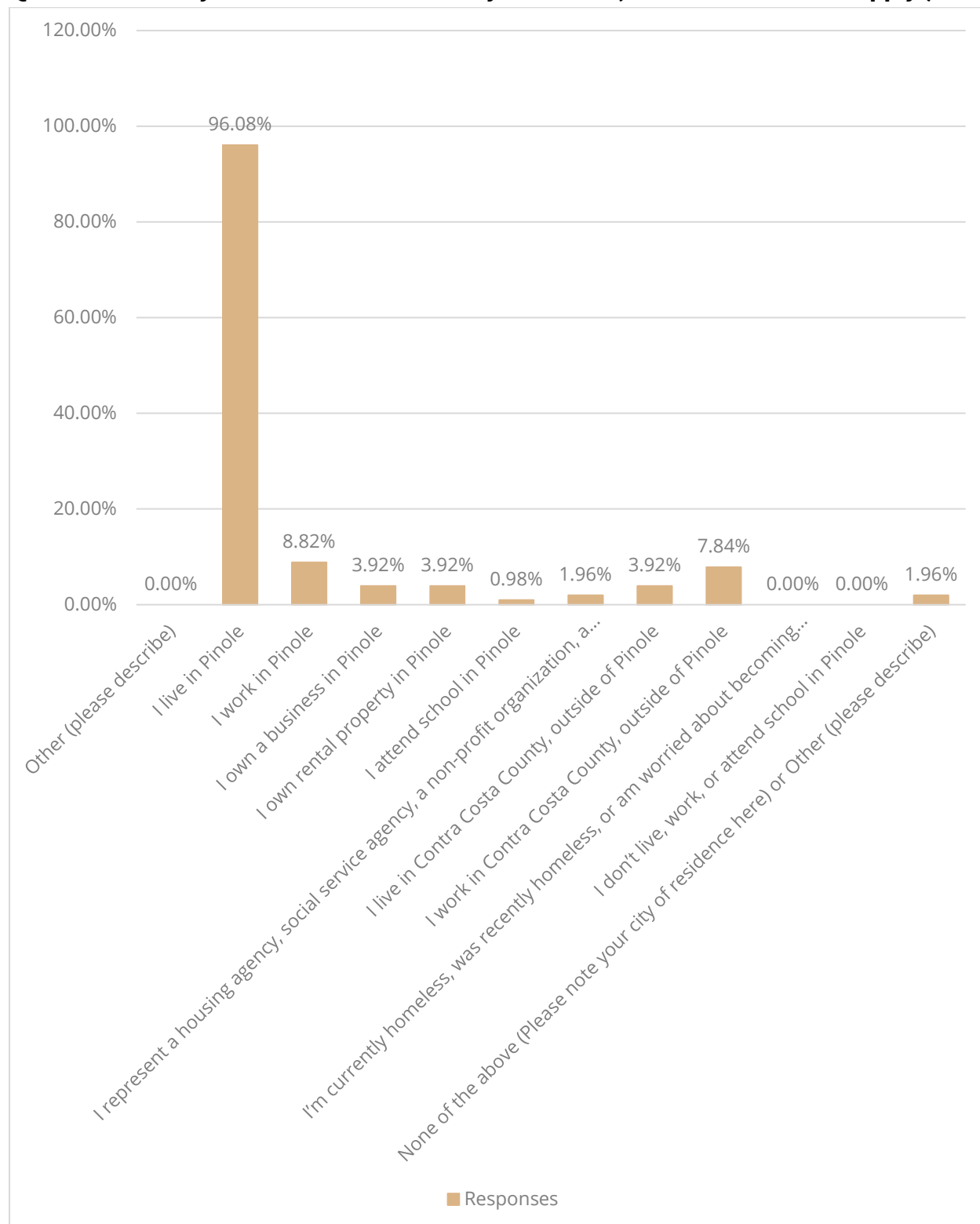
HOUSING ELEMENT UPDATE

Q23. Do you consider yourself to be:**Q24. Do you identify as male, female, nonbinary, or something else?**

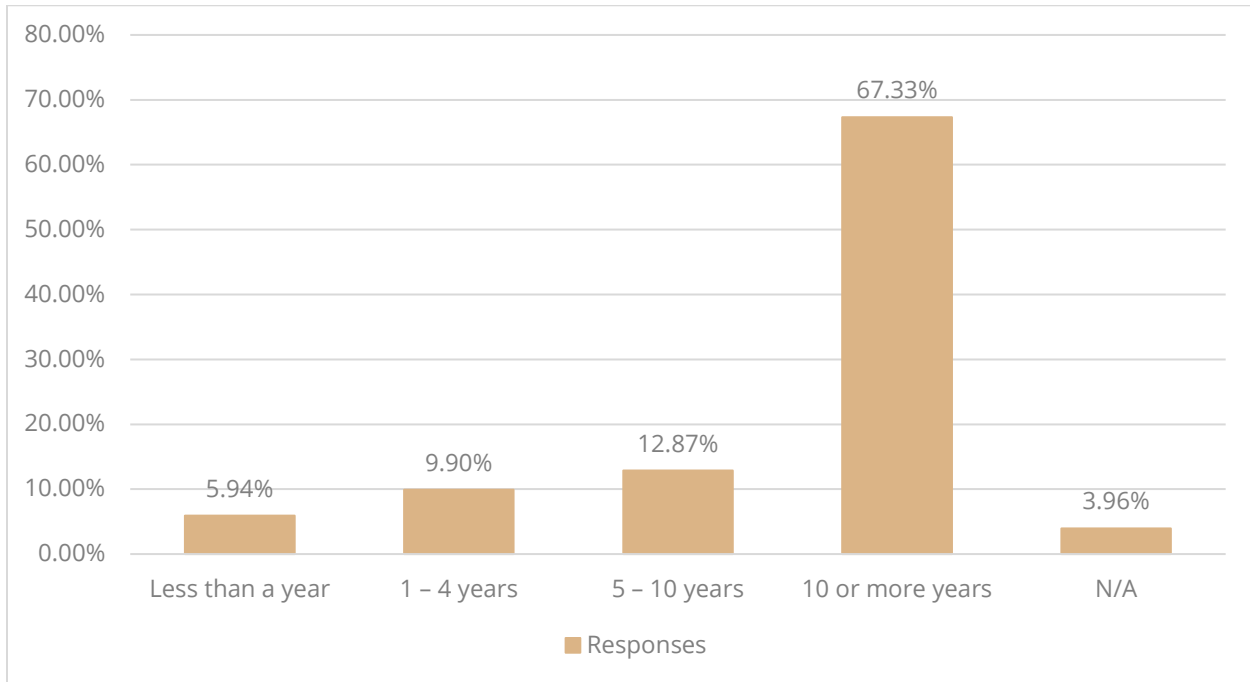
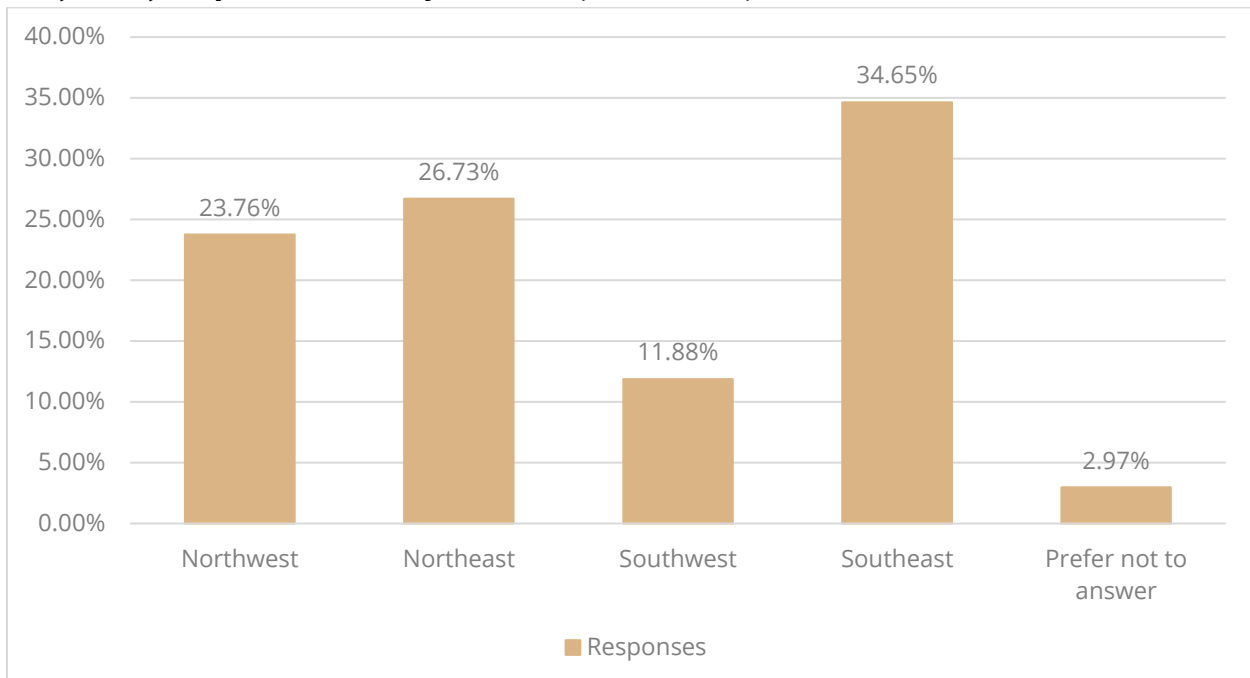
HOUSING ELEMENT UPDATE

Q25. In what year were you born?**Q26. We want to ensure everyone can participate in this process. Community workshops will be held in English. If a live translator would be helpful for you to participate in community workshops, what language would you prefer?**

HOUSING ELEMENT UPDATE

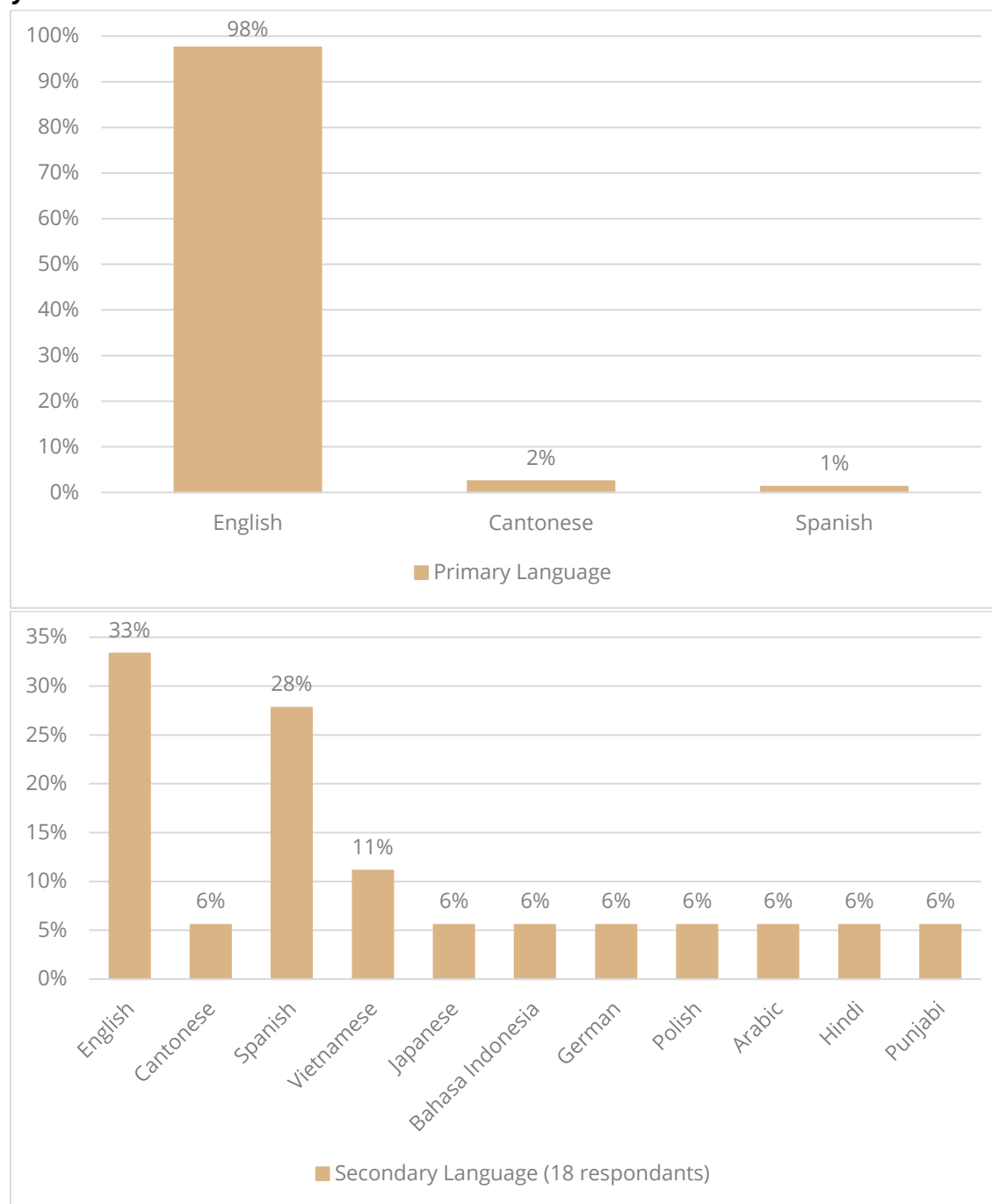
Q27. Please note your connection to the City of Pinole. (Please select all that apply.)

HOUSING ELEMENT UPDATE

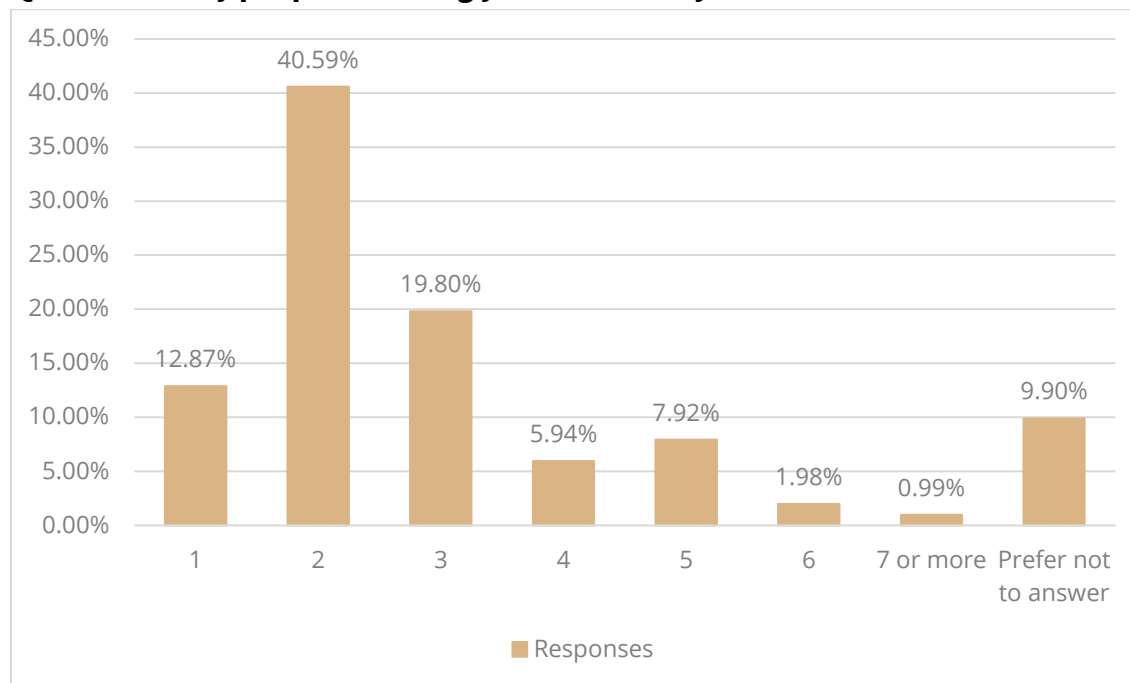
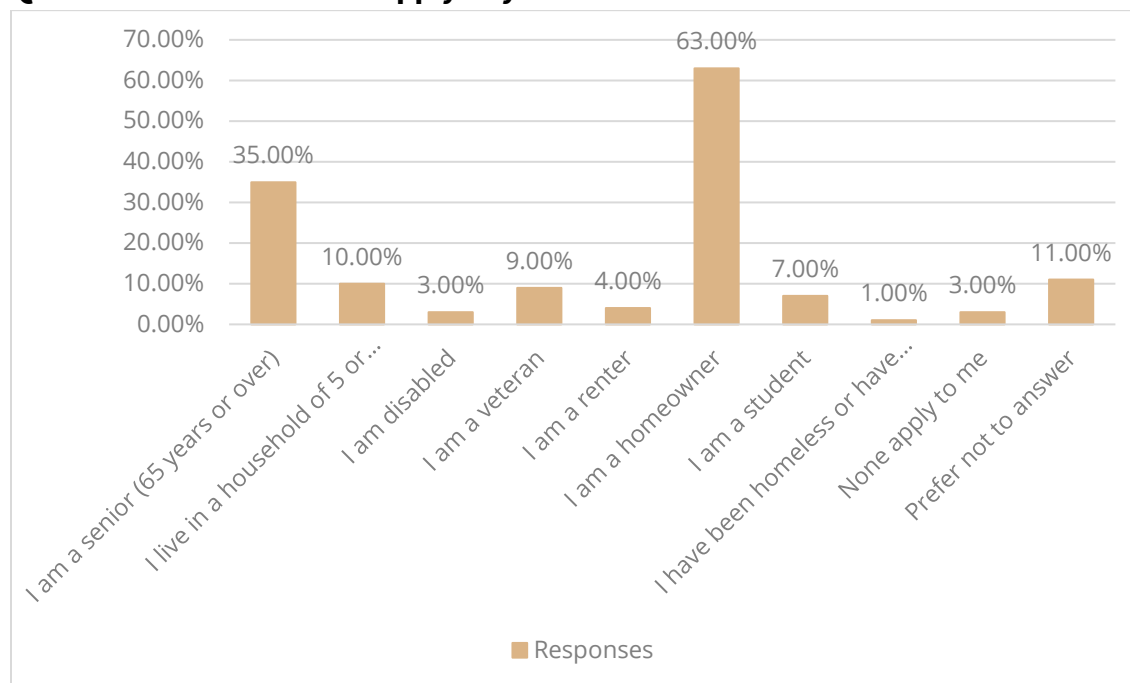
Q28. How long have you had this connection in Pinole?**Q29. Using the map of Pinole's census tracts, please indicate in which part of Pinole you live, work, or spend the most your time. (Select one.)**

HOUSING ELEMENT UPDATE

Q30. Please specify the primary language and any other secondary languages spoken in your household:

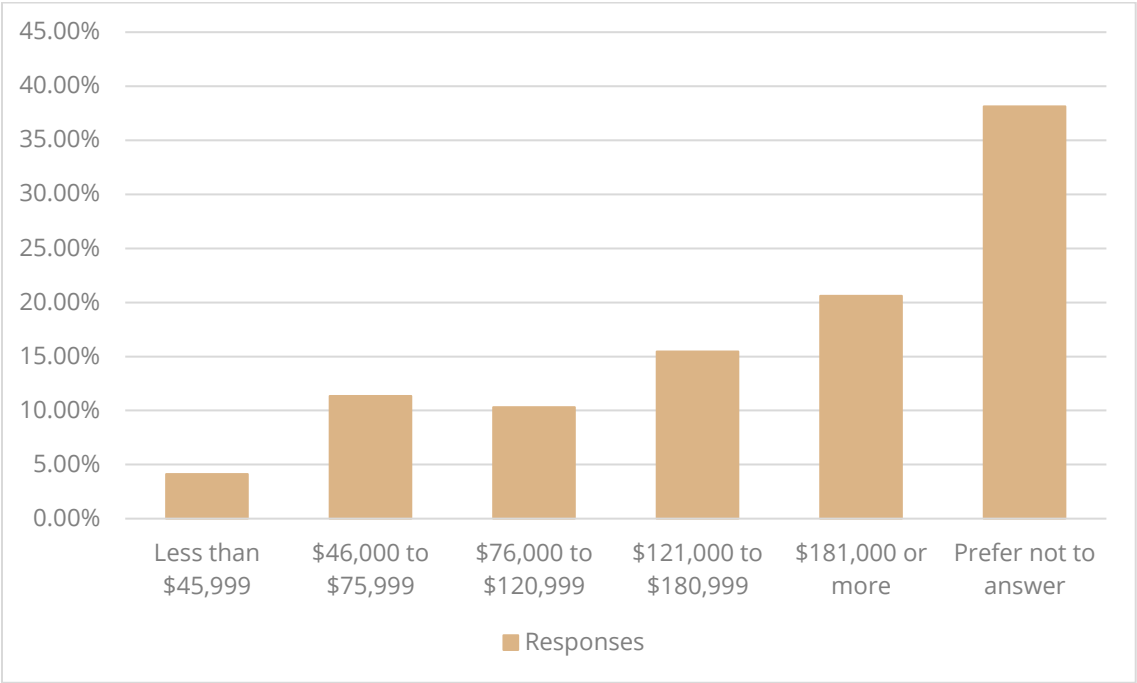


HOUSING ELEMENT UPDATE

Q31. How many people including yourself live in your household?**Q32. Please select all that apply to you:**

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Q33. Please share the total (gross) annual household income for all adults in your household.



HOUSING ELEMENT UPDATE

STAKEHOLDER INPUT

To gain additional insight from stakeholders, the City held consultations with a number of stakeholder groups. Two virtual stakeholder focus groups were held via Zoom. They were held at different times and days of the week to accommodate different schedules. The first was held on Monday, June 27, 2022, at 12:00 p.m. and the second was on Thursday, June 30, 2022, at 4:00 p.m.

The first focus group experienced technical difficulties, so registered attendees were invited to participate in one-on-one interviews at a time of their choosing. Neither of the two registered participants chose to participate at a later date.

The second focus group had five attendees representing three different organizations: the Friends of Pinole Creek Watershed, Pinole Valley Community Church, and BGAM Property Management. A summary of the focus group feedback is provided below.

In addition to the two focus groups, stakeholders were offered an opportunity to provide their individual responses to the stakeholder interview questions in writing or via a one-on-one scheduled phone call or video conference. Two individuals provided one-on-one input.

In the focus groups and interviews, the stakeholders were asked the following questions:

1. Please describe your agency or role in the City.
2. What would you say are your agency's top priorities in the next 2-3 years?
3. What do you think is the best strategy to build more housing to meet the City of Pinole's Regional Housing Needs Allocation (RHNA) goals?
4. What segment of the City's population do you think is most vulnerable in terms of having affordable housing?
5. How do you think the City can assist that population segment?
6. What do you think the greatest challenge may be in terms of housing needs for the City?
7. Do you have any other thoughts or comments that you would like to share?

The following stakeholder groups were represented at the second focus group:

- Friends of Pinole Creek Watershed (June 30, 2022)
- Pinole Valley Community Church (June 30, 2022)
- BGAM Property Management (June 30, 2022)

The following stakeholders were interviewed in a one-on-one format:

- Pinole Rotary Club (July 25, 2022)
- Contra Costa Association of Realtors (July 26, 2022)

Below is a summary of stakeholder feedback:

HOUSING ELEMENT UPDATE

A. Stakeholder Focus Group #2 (June 30, 2022)

The key themes that were important to Pinole stakeholders were as follows:

- Grow awareness of the specialness of Pinole
- Educate people to “do their part” and not litter
- Habitat restoration and protection needs to be considered when locating housing sites
- Housing is too expensive
- There is not enough housing located within a reasonable distance to parks and open spaces
- Commercial retail has suffered due to COVID-19 – can we reuse this land for housing?
- Incentivize developers to including housing in their nonresidential retail projects
- Concern for low income and the young and old – populations on low or fixed incomes, people living on the fringes
- Impact fees are a constraint on development
- Place new housing near transportation
- Schools in Pinole do not have a strong reputation
- Pinole is a commercial “black hole”
- Running out of real estate
- Pinole needs to meet housing objectives while keeping it a nice place to live – enforcing standards
- Put an emphasis on community events for community building

B. Pinole Rotary Club (July 25, 2022)

In the stakeholder interviews, participants were asked to describe their agency’s role in the City and what their top priorities are in the next few years. The Pinole Rotary Club is a community service organization that is currently prioritizing developing new events to revive in-person community engagement post-pandemic and increasing growth of the organization. Opportunities for community engagement include a crab feed, community cleanup, and creek cleanup.

The Pinole Rotary Club believes that there is evidence of effort being made to increase housing in the community, but it’s taking a long time. The City hasn’t had a lot of housing development. One suggested strategy to develop more affordable housing would be to consider such development on vacant land along San Pablo Avenue, which is currently mostly industrial. There is misinformation about what affordable housing represents. More

HOUSING ELEMENT UPDATE

education is needed about what affordable housing means. There is a lack of housing for first-time homebuyers and lower-income earners (retail clerks, public service employees such as police and teachers, etc.)

The two most vulnerable segments of the population are seniors who want to downsize to a small apartment because they don't want to take care of large property and want to stay in the City and lower-income earners as mentioned above.

The Rotary Club stated that the City could assist these segments of the population by analyzing the area's needs and prioritizing the needs of those individuals. Some seniors want to move but are not able to move anywhere else in the City. The City should also incentivize accessible dwelling units, make sure fees are studied, and reduce restrictions to make this type of housing more available.

The greatest challenge the City faces with regard to housing needs is a lack of information and clarification about what affordable housing projects are and how they benefit the community. The Rotary Club believes that education on this topic will allow citizens to take a more active role in supporting affordable housing efforts in the City. There is a lot of misinformation being circulated on social media by individuals in the community. More town hall events where residents can hear from experts in the field and get factual information would be helpful. The pandemic has led to disconnection in the community, and efforts should be taken to rebuild that in-person sense of community. Town hall events would also help with that.

C. Contra Costa Association of Realtors (July 26, 2022)

When asked about their agency's role in the City and their top priorities over the next few years, the Contra Costa Association of Realtors (CCAR) stated they are a trade organization representing over 4,000 members, including 500 in West County of Contra Costa County. The organization's primary role is to work to protect homeowners' property rights and protect members' ability to conduct business.

Strategies recommended for building more housing in Pinole include incentivizing accessory dwelling units and looking at case studies to see what others are doing outside California to come up with creative housing solutions. Some examples include conversion of abandoned industrial buildings and shopping malls and construction of apartments using shipping containers.

CCAR sees the middle class as the most vulnerable in terms of having affordable housing. The low-income population is always a concern, but there are also not enough options for middle-income earners who don't qualify for low-income income limits (both rental and homeownership).

CCAR recommends that the City advocate for housing solutions that specifically use the term "work-force housing." There is too much stigma with the term "affordable housing," and many people associate affordable housing only with Section 8 rentals. More education is

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needed about what work-force housing is. The City should encourage new development and programs that help the middle class get into homes. Work-force housing should be included in low-income properties, so there are move-up opportunities when residents no longer qualify for the low-income units.

CCAR recommended a couple programs for those with limited incomes. [Richmond Community Foundation Connects has a program called the Black Wealth Builder's Fund](#)¹⁸, which helps Black potential homebuyers with down payment assistance through a zero-percent-interest loan, to be paid back only when the home is refinanced or sold. [California Association of Realtors Housing Affordability Fund](#)¹⁹ is another similar program, which is a closing cost assistance grant program that helps first-time homebuyers who are members of an "underserved community" (especially black and Latino individuals).

The greatest challenges CCAR sees with housing needs in the City is cost and timing of housing development. There is limited housing supply and availability of land. Costs of real estate, land, labor, and construction are all high in this area and make building new housing difficult.

CCAR has observed that there is a misconception that younger generations want apartments; many still want the opportunity for small, traditional single-family homes in which they can start families.

¹⁸ <https://give.richmondcf.org/campaigns/17536-black-wealth-builder-s-fund>

¹⁹ <https://www.car.org/difference/haf/hafclosingcostgrantprogram>

HOUSING ELEMENT UPDATE

COMMUNITY WORKSHOPS (PUBLIC OUTREACH MEETINGS)

Due to office/business closures related to the COVID-19 pandemic, the City of Pinole hosted two Community Workshops (public outreach meetings) online using the Zoom platform.

- The first Community Workshop was held via Zoom on Wednesday, May 11, 2022, and had seven community member attendees. This meeting provided an overview of the three major components of the project: Update the Housing Element, Update the Health and Safety Element, and Creation of a new Environmental Justice Element.
- The second Community Workshop was held via Zoom on Thursday, June 9, 2022, and had 18 community members attendees. The meeting provided an overview of key housing policies that could be incorporated into the updated Housing Element.

A question-and-answer period was held during both Community Workshops. During this time, questions/comments received were answered verbally and written in the text box on the Zoom meeting platform. An electronic poll was also conducted during each Community Workshop. The results of each Community Workshop are provided below.

HOUSING ELEMENT UPDATE

COMMUNITY WORKSHOP #1 (MAY 11, 2022)

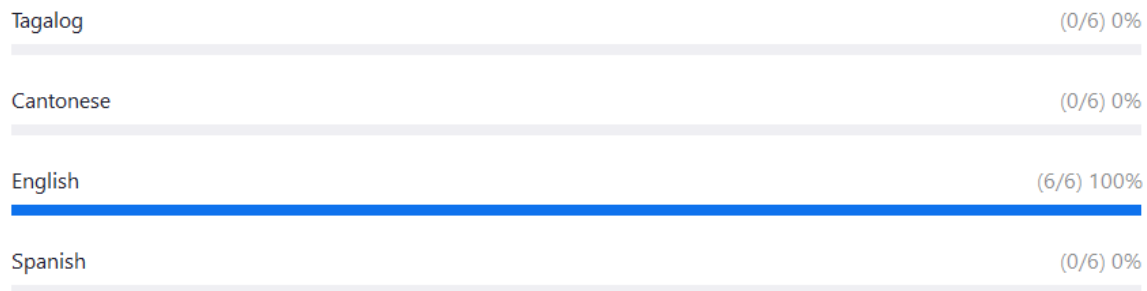
Live Poll Results

Question 1

Poll | 1 question | 6 of 7 (85%) participated

1. Are you listening in Tagalog, Cantonese, English, or Spanish? (Single Choice) *

6/6 (100%) answered



Question 2

Poll | 1 question | 8 of 8 (100%) participated

1. How long have you lived/worked in the City? (Single Choice) *

8/8 (100%) answered



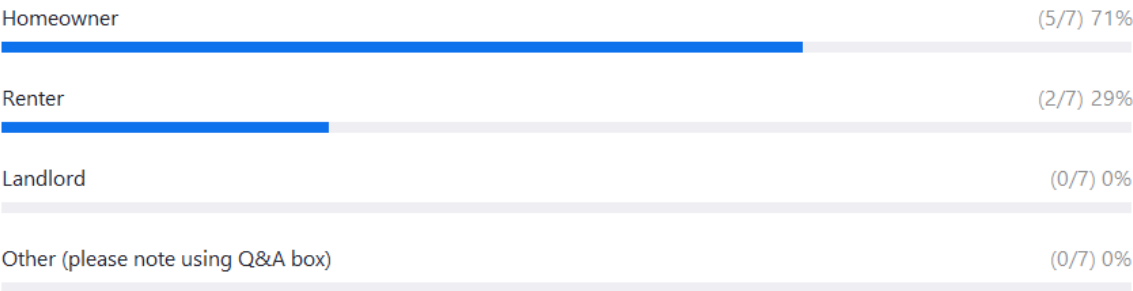
HOUSING ELEMENT UPDATE

Question 3

Poll | 1 question | 7 of 9 (77%) participated

1. Please select those that apply to you: (Multiple Choice) *

7/7 (100%) answered

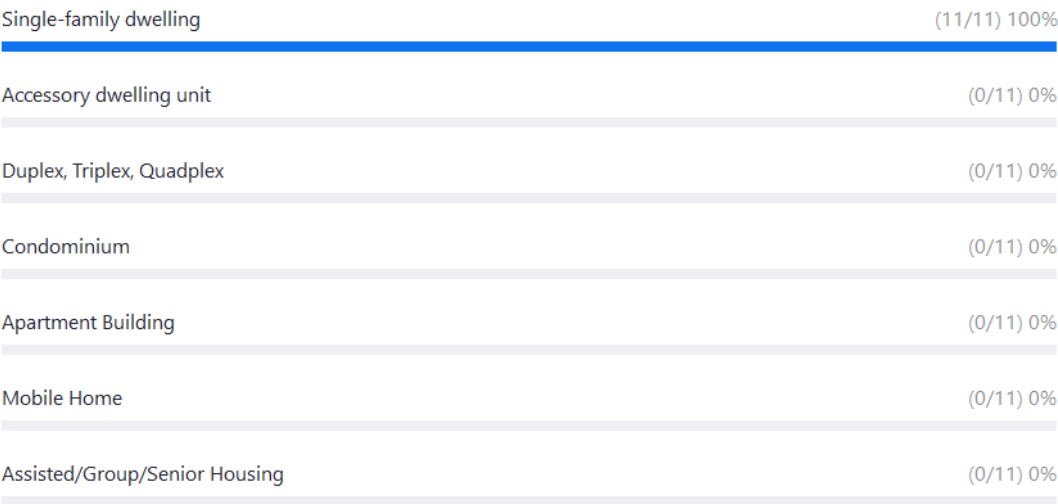


Question 4

Poll | 1 question | 11 of 11 (100%) participated

1. What type of housing do you live in? (Single Choice) *

11/11 (100%) answered



HOUSING ELEMENT UPDATE

Question 5

Poll | 1 question | 8 of 11 (72%) participated

1. Please choose the appropriate area where you live/work (Single Choice) *

8/8 (100%) answered

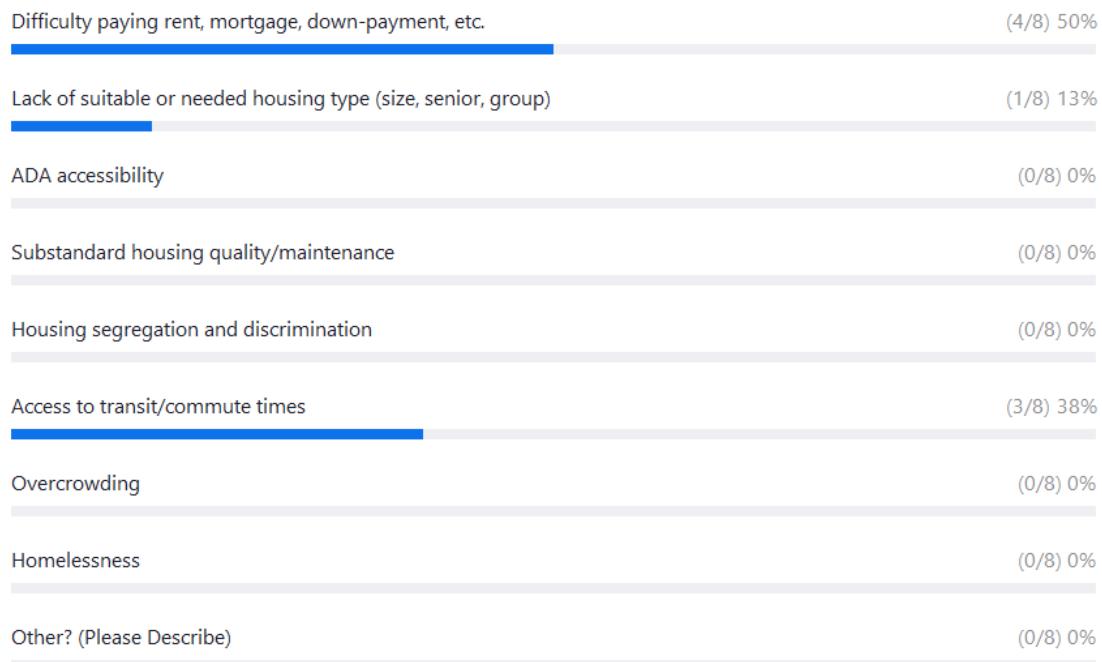


Question 6

Poll | 1 question | 8 of 12 (66%) participated

1. What are the top housing issues facing people in Pinole? (Single Choice) *

8/8 (100%) answered



HOUSING ELEMENT UPDATE

Question 7

Poll | 1 question | 7 of 12 (58%) participated

1. Please provide your top three (3) programs to improve housing access in Pinole? (Multiple Choice) *

7/7 (100%) answered

Extend price control period on existing affordable units	(3/7) 43%
Provide incentives to developers that restrict a portion of units to be affordable	(3/7) 43%
Require affordable units in new developments	(4/7) 57%
Allow more higher-density (multi-family) housing	(3/7) 43%
Simplify the process to approve projects	(0/7) 0%
Provide access to low-cost pre-designed plans for Accessory Dwelling Units (ADU)	(4/7) 57%
Other (please specify)	(0/7) 0%

Question 8

Poll | 1 question | 7 of 10 (70%) participated

1. Which of the following areas would you like the EJ Element to focus on? (Multiple Choice) *

7/7 (100%) answered

Access to healthy food, facilities, nature, transit, etc.	(5/7) 71%
Access to medical care	(3/7) 43%
Access to healthy air quality, water quality, reduced pollution	(3/7) 43%
Preserving future generation's right to live, work, and enjoy Pinole	(2/7) 29%

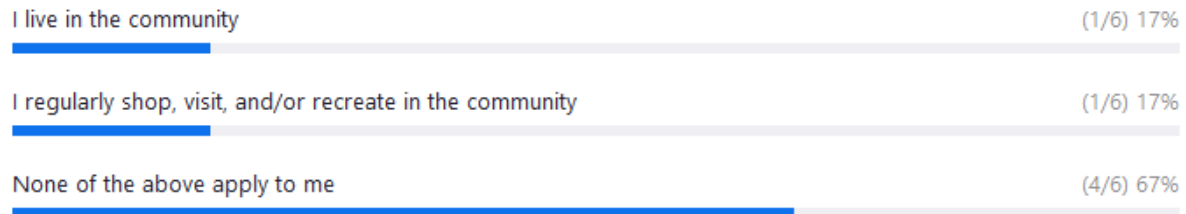
HOUSING ELEMENT UPDATE

Question 9

Poll | 1 question | 6 of 10 (60%) participated

1. What is your relationship with the identified Impact Community for the EJ Element? (select all that apply)
(Multiple Choice) *

6/6 (100%) answered



QUESTION-AND-ANSWER SESSION

Question 1: We have mostly watershed land left and traffic is horrible. A RHNA of 500 is a lot for a 5-square-mile town. We should appeal for less because we only have bus transportation. We don't have a ferry terminal or Amtrak station.

Answer 1: Thank you, Annmarie. The RHNA allocations are firmly set by the State and ABAG [Association of Bay Area Governments]. Pinole has a relatively smaller increase than many other cities.

Question 2: ADUs are gross and smelly.

Answer 2: The condition of ADUs are not inherently different than any other form of housing. Maintenance is up to the owner. Many cities are preparing preapproved designs to encourage attractive and affordable ADU construction.

Question 3: Too fast on survey please.

Answer 3: Thank you. We will have time for Q&A. You can type any time and we will address at the end.

Question 4: Covid/pandemic precautions

Answer 4: Thank you. Yes, we have included Health Crises as a topic in the Safety Element.

Question 5: Reduction of flammable vegetation needs to be addressed in the city, many property owners do not comply.

Answer 5: Thank you. We will include fuel modification and fire safe design policies as well as enforcement in the Health and Safety Element.

HOUSING ELEMENT UPDATE

Question 6: I would like to see the City of Pinole address code enforcement better. Many property owners do not take care of their front yards. Junk stacked up, weeds. We need to take pride in our neighborhoods.

Answer 6: Thank you for your comment. Enforcement is often one of the programs of the Housing Element.

Question 7: Hospitals are gone. We have to go to John Muir or the county hospital or Kaiser if you have it.

Answer 7: Thank you. We understand the concern and will address distance to quality medical care in the Environmental Justice Element.

Question 8: Was civic engagement supposed to be an option on that poll?

Answer 8: Feel free to use the Q&A tool to comment if we missed your poll answer.

Question 9: I was able to select an option for question 8, but it seems as though it only had 4 out of the 5 options to choose from. I was curious if Civic Engagement was supposed to be part of question 8 or the question was meant to emphasize the other options?

Answer 9: Apologies - we can note your preference to highlight civic engagement in our response. Thank you!

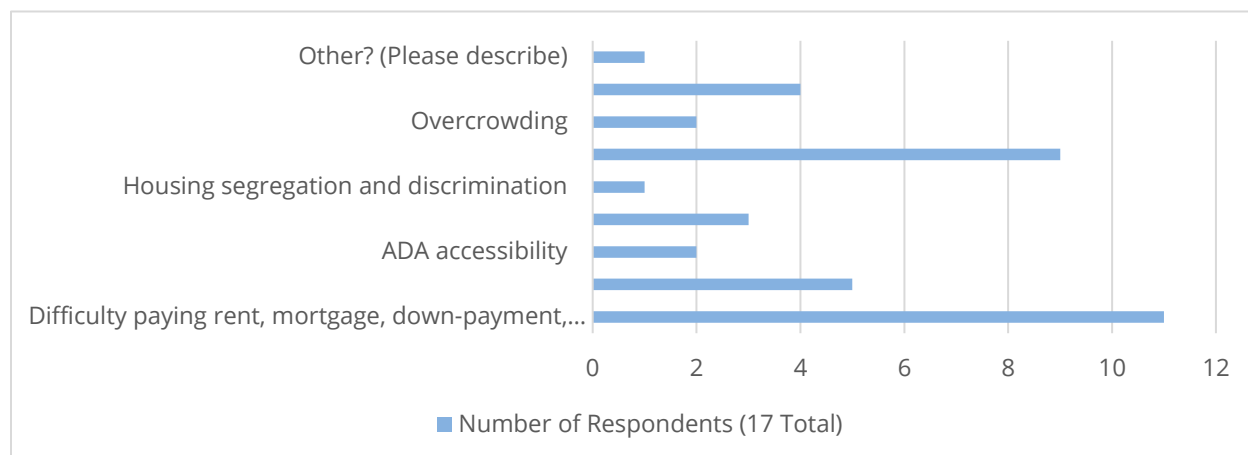
Question 10: I noticed that all the respondents (at least at the start of the meeting) were using the English room. Is there a way the city could do more targeted outreach to Spanish/Cantonese/Tagalog-speaking communities in Pinole?

Answer 10: Great question! We are recording this session in all three languages, and these will be available on the project website. The surveys are also available in all four languages. The project team and City sent postcards to all households in Pinole with QR codes to the survey and Zoom meeting. The postcards included information in the four selected languages that translation services are available. The team is also contacting stakeholders, including religious institutions and service organizations, who can help us reach their constituents.

HOUSING ELEMENT UPDATE

COMMUNITY WORKSHOP #2 (JUNE 9, 2022)**Live Poll Results**

Poll Question 1: What are the top housing issues facing people in Pinole?

**Question-and-Answer Session****Question 1: Can you define climate health risks?**

Answer 1: From the CDC: "Climate change, together with other natural and human-made health stressors, influences human health and disease in numerous ways. Some existing health threats will intensify, and new health threats will emerge. Not everyone is equally at risk. Important considerations include age, economic resources, and location."

In the U.S., public health can be affected by disruptions of physical, biological, and ecological systems, including disturbances originating here and elsewhere. The health effects of these disruptions include increased respiratory and cardiovascular disease, injuries and premature deaths related to extreme weather events, changes in the prevalence and geographical distribution of food- and water-borne illnesses and other infectious diseases, and threats to mental health."

Question 2: May I please get a copy for this and the previous slide deck?

Answer 2: Yes. Recordings will be uploaded on the website: LandUsePlanningForPinole.com. Also, if you send an email to contactus@landuseplanningforpinole.com, we can reply with a PDF copy.

Question 3: What is the median income for the area?

Answer 3: The California Department of Housing and Community Development has a 2021 median income for Contra Costa County of \$125,600 for a family of four. The 2021 values have served as the basis of our data assessment.

HOUSING ELEMENT UPDATE

Question 4: Clarification of blue on previous slide?

Answer 4: The blue indicates projects in the pipeline that are counted toward the City's RHNA (Regional Housing Needs Allocation).

Question 5: Are you sure about the income levels in the earlier slide? Looking at the 2021 Contra Costa CDBG, it looks like low income for a household of four is capped at \$109,600 which you have as the floor of above moderate, when it should be floor of moderate.

Answer 5: Noted. Low income is between \$68,500 and \$109,600. Moderate income is between \$109,500 and \$150,700, with the median income of \$125,600.

Question 6: Does senior housing fall under low-income housing?

Answer 6: Senior housing can fall under multiple income levels. For a senior housing development to be considered low-income housing, an affordability covenant would need to be included for those units that would count toward low-income housing.

Question 7: For the Affirmatively Furthering Fair Housing, how is a commitment to meaningful actions measured? Is there a metric that will be reported or any other reporting requirement?

Answer 7: The City will need to determine metrics unique to each specific program/action. For instance, for neighborhood connectivity improvements, the metric could be a number of specific sidewalk segments. Or for housing preservation, the City could commit to issuing X number of grants, or a certain service for a specific period of time, to maintain homes.

The City reports its progress on Housing Element implementation to the State annually in the Housing Element Annual Progress Report. This report is also filed with the City Council.

Question 8: What is the demographic breakdown of Pinole compared to Contra Costa County?

Answer 8: The Housing Element includes an assessment on the demographics of Pinole and Contra Costa County, including age, race, ethnicity, employment, household trends, tenure, income, vacancy, and housing costs, among other factors. This analysis will be released with the Draft Element.

Question 9: In the poll, is suitable housing the same as affordable housing?

Answer 9: For the Housing Element, suitable housing refers to housing that is safe, accessible, and habitable.

HOUSING ELEMENT UPDATE

Question 10: Require affordable housing in developments.

Answer 10: Noted. This would fall under an Inclusionary Housing Ordinance.

Question 11: How can we require developers to mitigate transportation impacts?

Answer 11: Transportation impacts are addressed by the California Environmental Quality Act (CEQA). Projects subject to CEQA are required to assess transportation impacts and mitigate any impacts that exceed the City's thresholds.

Question 12: Greener buildings. White roads, plants on the roof, grey water, more solar panels, plant more trees and CA Native pollinator plants.

Answer 12: This is great feedback! Especially for the Environmental Justice and Housing Elements.

Notice of Exemption

Appendix E

To: Office of Planning and Research
P.O. Box 3044, Room 113
Sacramento, CA 95812-3044

County Clerk

County of: Contra Costa

555 Escobar Street

Martinez, CA 94553

From: (Public Agency): City of Pinole
2131 Pear Street, Pinole, CA 94564

(Address)

Project Title: 2023-2031 (6th Cycle) Housing Element Update

Project Applicant: City of Pinole

Project Location - Specific:

The entire incorporated city limits of the City of Pinole.

Project Location - City: Pinole

Project Location - County: Contra Costa

Description of Nature, Purpose and Beneficiaries of Project:

The project is an update to the City of Pinole Housing Element as required by State law. The 6th Cycle update analyzes the projected housing needs of residents and plans for housing to meet the City's RHNA during the 2023-2031 planning period by identifying adequate sites and adopting goals, policies, and programs.

Name of Public Agency Approving Project: City of Pinole

Name of Person or Agency Carrying Out Project: Planning Division

Exempt Status: **(check one):**

- ☐ Ministerial (Sec. 21080(b)(1); 15268);
- ☐ Declared Emergency (Sec. 21080(b)(3); 15269(a));
- ☐ Emergency Project (Sec. 21080(b)(4); 15269(b)(c));
- ☐ Categorical Exemption. State type and section number: _____
- ☒ Statutory Exemptions. State code number: 15061(b)(3)

Reasons why project is exempt:

The project does not have the potential to cause a significant effect on the environment. See attachment.

Lead Agency

Contact Person: Lilly Whalen

Area Code/Telephone/Extension: (510) 724-9832

If filed by applicant:

1. Attach certified document of exemption finding.

2. Has a Notice of Exemption been filed by the public agency approving the project? ☒ Yes ☐ No

Signature: _____ Date: _____ Title: Community Dev. Director

☒ Signed by Lead Agency ☐ Signed by Applicant

Authority cited: Sections 21083 and 21110, Public Resources Code.
Reference: Sections 21108, 21152, and 21152.1, Public Resources Code.

Date Received for filing at OPR: _____

California Environmental Quality Act (CEQA)

Statutory Exemption 15061(b)(3) Findings

City of Pinole 2023-2031 (6th Cycle) Housing Element

Introduction and Project Overview

The proposed project is an update to the City of Pinole Housing Element, as required by State Law. The 6th Cycle update analyzes the projected housing needs of residents during the 2023-2031 planning period and plans for housing to meet the City's Regional Housing Needs Allocation (RHNA) by identifying adequate sites and adopting goals, policies, and programs. These findings demonstrate the eligibility of the City's 6th Cycle Housing Element update to be exempt from the provisions of the California Environmental Quality Act (CEQA).

Statutory Authority

California Code of Regulations, Title 14 (CEQA Guidelines) Section 15061, Review for Exemption, sets forth certain types of projects that are exempt from expanded environmental review pursuant to CEQA. CEQA Guidelines Section 15061(a) states that once a lead agency has determined that an activity is a project subject to CEQA, a lead agency shall determine whether the project is exempt from CEQA. Section 15061(b) states that a project is exempt from CEQA if:

1. The project is exempt by statute (see, e.g. Article 18, commencing with Section 15260).
2. The project is exempt pursuant to a categorical exemption (see Article 19, commencing with Section 15300) and the application of that categorical exemption is not barred by one of the exceptions set forth in Section 15300.2.
3. The activity is covered by the common sense exemption that CEQA applies only to projects which have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA.
4. The project will be rejected or disapproved by a public agency. (See Section 15270[b]).
5. The project is exempt pursuant to the provisions of Article 12.5 of this Chapter.

Based on the nature of the project, and as further described below, the 6th Cycle update to the City of Pinole Housing Element qualifies for a "common sense exemption," as provided by CEQA Guidelines Section 15061(b)(3).

Applicability of Statutory Exemption 15061(b)(3)

Updates to the City of Pinole Housing Element include identification of sites and the adoption of goals, policies, and programs to meet the City's RHNA and provide opportunities for affordable housing within the City. The project does not provide entitlements to land use development projects, nor does it propose development of the identified RHNA sites that could have an effect on the environment. Future development proposals for RHNA sites identified during this planning cycle would be subject to environmental review pursuant to the provisions of CEQA, as appropriate.

Finding

As described above, the City of Pinole 6th Cycle Housing Element update does not have the potential to cause a significant effect on the environment. Therefore, the project is exempt from further environmental review pursuant to CEQA Statutory Exemption 15061(b)(3).

2022 Housing Element Statutory Provisions Checklist

Section 65583

Government Code Provision	Housing Element Compliance
The housing element shall consist of an identification and analysis of existing and projected housing needs and a statement of goals, policies, quantified objectives, financial resources, and scheduled programs for the preservation, improvement, and development of housing.	-
The housing element shall identify adequate sites for housing, including rental housing, factory-built housing, mobilehomes, and emergency shelters, and shall make adequate provision for the existing and projected needs of all economic segments of the community.	-
The element shall contain all of the following:	-
(a) An assessment of housing needs and an inventory of resources and constraints relevant to the meeting of these needs. The assessment and inventory shall include all of the following:	26-186
(a)(1) An analysis of population and employment trends and documentation of projections	27-35
(a)(1) A quantification of the locality's existing and projected housing needs for all income levels, including extremely low income households, as defined in subdivision (b) of Section 50105 and Section 50106 of the Health and Safety Code. These existing and projected needs shall include the locality's share of the regional housing need in accordance with Section 65584. Local agencies shall calculate the subset of very low income households allotted under Section 65584 that qualify as extremely low income households. The local agency may either use available census data to calculate the percentage of very low income households that qualify as extremely low income households or presume that 50 percent of the very low income households qualify as extremely low income households. The number of extremely low income households and very low income households shall equal the jurisdiction's allocation of very low income households pursuant to Section 65584.	27, 40-41
(a)(2) An analysis and documentation of household characteristics, including level of payment compared to ability to pay,	35-41
(a)(2) housing characteristics, including overcrowding, and	41-51
(a)(2) housing stock condition.	41-51
(a)(3) An inventory of land suitable and available for residential development, including vacant sites and sites having realistic and demonstrated potential for redevelopment during the planning period to meet the locality's housing need for a designated income level, and an analysis of the relationship of zoning and public facilities and services to these sites, and an analysis of the relationship of the sites identified in the land inventory to the jurisdiction's duty to affirmatively further fair housing.	115- 148; 164-177

Government Code Provision	Housing Element Compliance
(a)(4)(A) The identification of a zone or zones where emergency shelters are allowed as a permitted use without a conditional use or other discretionary permit. The identified zone or zones shall include sufficient capacity to accommodate the need for emergency shelter identified in paragraph (7), except that each local government shall identify a zone or zones that can accommodate at least one year-round emergency shelter.	93-94
(a)(4)(A) If the local government cannot identify a zone or zones with sufficient capacity, the local government shall include a program to amend its zoning ordinance to meet the requirements of this paragraph within one year of the adoption of the housing element. The local government may identify additional zones where emergency shelters are permitted with a conditional use permit.	n/a
(a)(4)(A) The local government shall also demonstrate that existing or proposed permit processing, development, and management standards are objective and encourage and facilitate the development of, or conversion to, emergency shelters.	93-94
(a)(4)(A) Emergency shelters may only be subject to those development and management standards that apply to residential or commercial development within the same zone except that a local government may apply written, objective standards that include all of the following: (i) The maximum number of beds or persons permitted to be served nightly by the facility. (ii) Sufficient parking to accommodate all staff working in the emergency shelter, provided that the standards do not require more parking for emergency shelters than other residential or commercial uses within the same zone. (iii) The size and location of exterior and interior onsite waiting and client intake areas. (iv) The provision of onsite management. (v) The proximity to other emergency shelters, provided that emergency shelters are not required to be more than 300 feet apart. (vi) The length of stay. (vii) Lighting. (viii) Security during hours that the emergency shelter is in operation.	93-94
(a)(4)(B) The permit processing, development, and management standards applied under this paragraph shall not be deemed to be discretionary acts within the meaning of the California Environmental Quality Act (Division 13 (commencing with Section 21000) of the Public Resources Code).	93-94
(a)(4)(C) A local government that can demonstrate to the satisfaction of the department the existence of one or more emergency shelters either within its jurisdiction or pursuant to a multijurisdictional agreement that can accommodate that jurisdiction's need for emergency shelter identified in paragraph (7) may comply with the zoning requirements of subparagraph (A) by identifying a zone or zones where new emergency shelters are allowed with a conditional use permit.	n/a

Government Code Provision	Housing Element Compliance
(a)(4)(D) A local government with an existing ordinance or ordinances that comply with this paragraph shall not be required to take additional action to identify zones for emergency shelters. The housing element must only describe how existing ordinances, policies, and standards are consistent with the requirements of this paragraph.	93-94
(a)(5) An analysis of potential and actual governmental constraints upon the maintenance, improvement, or development of housing for all income levels, including the types of housing identified in paragraph (1) of subdivision (c), and	80-103
(a)(5) for persons with disabilities as identified in the analysis pursuant to paragraph (7),	101-102
(a)(5) including land use controls,	80-89
(a)(5) building codes and their enforcement,	103
(a)(5) site improvements,	103
(a)(5) fees and other exactions required of developers,	95-100
(a)(5) local processing and permit procedures,	95-97
(a)(5) and any locally adopted ordinances that directly impact the cost and supply of residential development.	88-89
(a)(5) The analysis shall also demonstrate local efforts to remove governmental constraints that hinder the locality from meeting its share of the regional housing need in accordance with Section 65584	80-103
(a)(5) and from meeting the need for housing for persons with disabilities, supportive housing, transitional housing, and emergency shelters identified pursuant to paragraph (7).	93-95, 101-102
(a)(6) An analysis of potential and actual nongovernmental constraints upon the maintenance, improvement, or development of housing for all income levels, including the availability of financing,	104-106
(a)(6) the price of land,	104
(a)(6) the cost of construction,	104
(a)(6) the requests to develop housing at densities below those anticipated in the analysis required by subdivision (c) of Section 65583.2,	104
(a)(6) and the length of time between receiving approval for a housing development and submittal of an application for building permits for that housing development that hinder the construction of a locality's share of the regional housing need in accordance with Section 65584.	97-98
(a)(6) The analysis shall also demonstrate local efforts to remove nongovernmental constraints that create a gap between the locality's planning for the development of housing for all income levels and the construction of that housing.	104-106

Government Code Provision	Housing Element Compliance
(a)(7) An analysis of any special housing needs, such as those of the	57-79
(a)(7) elderly;	72-75
(a)(7) persons with disabilities, including a developmental disability, as defined in Section 4512 of the Welfare and Institutions Code;	69-72
(a)(7) large families;	60-61
(a)(7) farmworkers;	59
(a)(7) families with female heads of households;	61-63
(a)(7) and families and persons in need of emergency shelter.	63-69
(a)(7) The need for emergency shelter shall be assessed based on the capacity necessary to accommodate the most recent homeless point-in-time count conducted before the start of the planning period, the need for emergency shelter based on number of beds available on a year-round and seasonal basis, the number of shelter beds that go unused on an average monthly basis within a one-year period, and the percentage of those in emergency shelters that move to permanent housing solutions.	63-69; 93-94
(a)(7) The need for emergency shelter may be reduced by the number of supportive housing units that are identified in an adopted 10-year plan to end chronic homelessness and that are either vacant or for which funding has been identified to allow construction during the planning period.	n/a
(a)(7) An analysis of special housing needs by a city or county may include an analysis of the need for frequent user coordinated care housing services.	n/a
(a)(8) An analysis of opportunities for energy conservation with respect to residential development. Cities and counties are encouraged to include weatherization and energy efficiency improvements as part of publicly subsidized housing rehabilitation projects. This may include energy efficiency measures that encompass the building envelope, its heating and cooling systems, and its electrical system.	180-182
(a)(9) An analysis of existing assisted housing developments that are eligible to change from low-income housing uses during the next 10 years due to termination of subsidy contracts, mortgage prepayment, or expiration of restrictions on use. "Assisted housing developments," for the purpose of this section, shall mean multifamily rental housing that receives governmental assistance under federal programs listed in subdivision (a) of Section 65863.10, state and local multifamily revenue bond programs, local redevelopment programs, the federal Community Development Block Grant Program, or local in-lieu fees. "Assisted housing developments" shall also include multifamily rental units that were developed pursuant to a local inclusionary housing program or used to qualify for a density bonus pursuant to Section 65915.	53-55

Government Code Provision	Housing Element Compliance
(a)(9)(A) The analysis shall include a listing of each development by project name and address, the type of governmental assistance received, the earliest possible date of change from low-income use, and the total number of elderly and nonelderly units that could be lost from the locality's low-income housing stock in each year during the 10-year period. For purposes of state and federally funded projects, the analysis required by this subparagraph need only contain information available on a statewide basis.	53-55
(a)(9)(B) The analysis shall estimate the total cost of producing new rental housing that is comparable in size and rent levels, to replace the units that could change from low-income use, and an estimated cost of preserving the assisted housing developments. This cost analysis for replacement housing may be done aggregately for each five-year period and does not have to contain a project-by-project cost estimate.	55-56
(a)(9)(C) The analysis shall identify public and private nonprofit corporations known to the local government that have legal and managerial capacity to acquire and manage these housing developments.	53
(a)(9)(D) The analysis shall identify and consider the use of all federal, state, and local financing and subsidy programs that can be used to preserve, for lower income households, the assisted housing developments, identified in this paragraph, including, but not limited to, federal Community Development Block Grant Program funds, tax increment funds received by a redevelopment agency of the community, and administrative fees received by a housing authority operating within the community. In considering the use of these financing and subsidy programs, the analysis shall identify the amounts of funds under each available program that have not been legally obligated for other purposes and that could be available for use in preserving assisted housing developments.	56-57
(b)(1) A statement of the community's goals, quantified objectives, and policies relative to affirmatively furthering fair housing and to the maintenance, preservation, improvement, and development of housing.	150-163
(b)(2) It is recognized that the total housing needs identified pursuant to subdivision (a) may exceed available resources and the community's ability to satisfy this need within the content of the general plan requirements outlined in Article 5 (commencing with Section 65300). Under these circumstances, the quantified objectives need not be identical to the total housing needs. The quantified objectives shall establish the maximum number of housing units by income category, including extremely low income, that can be constructed, rehabilitated, and conserved over a five-year time period.	189-190
(c) A program that sets forth a schedule of actions during the planning period, each with a timeline for implementation, that may recognize that certain programs are ongoing, such that there will be beneficial impacts of the programs within the planning period, that the local government is undertaking or intends to undertake to implement the policies and achieve the goals and objectives of the housing element	190-209

Government Code Provision	Housing Element Compliance
(c) through the administration of land use and development controls,	190-209
(c) the provision of regulatory concessions and incentives,	190-209
(c) the utilization of appropriate federal and state financing and subsidy programs when available,	190-209
(c) and the utilization of moneys in a low- and moderate-income housing fund of an agency if the locality has established a redevelopment project area pursuant to the Community Redevelopment Law (Division 24 (commencing with Section 33000) of the Health and Safety Code).	190-209
In order to make adequate provision for the housing needs of all economic segments of the community, the program shall do all of the following:	-
(c)(1) Identify actions that will be taken to make sites available during the planning period with appropriate zoning and development standards and with services and facilities to accommodate that portion of the city's or county's share of the regional housing need for each income level that could not be accommodated on sites identified in the inventory completed pursuant to paragraph (3) of subdivision (a) without rezoning, and to comply with the requirements of Section 65584.09.	n/a
(c)(1) Sites shall be identified as needed to affirmatively further fair housing	n/a
(c)(1) and to facilitate and encourage the development of a variety of types of housing for all income levels, including multifamily rental housing,	n/a
(c)(1) factory-built housing,	n/a
(c)(1) mobilehomes,	n/a
(c)(1) housing for agricultural employees,	n/a
(c)(1) supportive housing,	n/a
(c)(1) single-room occupancy units,	n/a
(c)(1) emergency shelters,	n/a
(c)(1) and transitional housing.	n/a

Government Code Provision	Housing Element Compliance
(c)(1)(A) Where the inventory of sites, pursuant to paragraph (3) of subdivision (a), does not identify adequate sites to accommodate the need for groups of all household income levels pursuant to Section 65584, rezoning of those sites, including adoption of minimum density and development standards, for jurisdictions with an eight-year housing element planning period pursuant to Section 65588, shall be completed no later than three years after either the date the housing element is adopted pursuant to subdivision (f) of Section 65585 or the date that is 90 days after receipt of comments from the department pursuant to subdivision (b) of Section 65585, whichever is earlier, unless the deadline is extended pursuant to subdivision (f). Notwithstanding the foregoing, for a local government that fails to adopt a housing element that the department has found to be in substantial compliance with this article within 120 days of the statutory deadline in Section 65588 for adoption of the housing element, rezoning of those sites, including adoption of minimum density and development standards, shall be completed no later than one year from the statutory deadline in Section 65588 for adoption of the housing element.	n/a
(c)(1)(B) Where the inventory of sites, pursuant to paragraph (3) of subdivision (a), does not identify adequate sites to accommodate the need for groups of all household income levels pursuant to Section 65584, the program shall identify sites that can be developed for housing within the planning period pursuant to subdivision (h) of Section 65583.2. The identification of sites shall include all components specified in Section 65583.2.	n/a
(c)(1)(C) Where the inventory of sites pursuant to paragraph (3) of subdivision (a) does not identify adequate sites to accommodate the need for farmworker housing, the program shall provide for sufficient sites to meet the need with zoning that permits farmworker housing use by right, including density and development standards that could accommodate and facilitate the feasibility of the development of farmworker housing for low- and very low income households.	n/a
(c)(2) Assist in the development of adequate housing to meet the needs of extremely low, very low, low-, and moderate-income households.	194-198
(c)(3) Address and, where appropriate and legally possible, remove governmental and nongovernmental constraints to the maintenance, improvement, and development of housing, including housing for all income levels	200-202
(c)(3) and housing for persons with disabilities. The program shall remove constraints to, and provide reasonable accommodations for housing designed for, intended for occupancy by, or with supportive services for, persons with disabilities.	101-103, 197
(c)(3) Transitional housing and supportive housing shall be considered a residential use of property and shall be subject only to those restrictions that apply to other residential dwellings of the same type in the same zone.	95, 200-201

Government Code Provision	Housing Element Compliance
(c)(3) Supportive housing, as defined in Section 65650, shall be a use by right in all zones where multifamily and mixed uses are permitted, as provided in Article 11 (commencing with Section 65650).	95, 200-201
(c)(4) Conserve and improve the condition of the existing affordable housing stock, which may include addressing ways to mitigate the loss of dwelling units demolished by public or private action.	202-204
(c)(5) Promote and affirmatively further fair housing opportunities and promote housing throughout the community or communities for all persons regardless of race, religion, sex, marital status, ancestry, national origin, color, familial status, or disability, and other characteristics protected by the California Fair Employment and Housing Act (Part 2.8 (commencing with Section 12900) of Division 3 of Title 2), Section 65008, and any other state and federal fair housing and planning law.	150-163, 204-209
(c)(6) Preserve for lower income households the assisted housing developments identified pursuant to paragraph (9) of subdivision (a).	203-204
(c)(6) The program for preservation of the assisted housing developments shall utilize, to the extent necessary, all available federal, state, and local financing and subsidy programs identified in paragraph (9) of subdivision (a), except where a community has other urgent needs for which alternative funding sources are not available.	203-204
(c)(6) The program may include strategies that involve local regulation and technical assistance.	203-204
(c)(7) Develop a plan that incentivizes and promotes the creation of accessory dwelling units that can be offered at affordable rent, as defined in Section 50053 of the Health and Safety Code, for very low, low-, or moderate-income households. For purposes of this paragraph, “accessory dwelling units” has the same meaning as “accessory dwelling unit” as defined in paragraph (4) of subdivision (i) of Section 65852.2.	208-209
(c)(8) Include an identification of the agencies and officials responsible for the implementation of the various actions and the means by which consistency will be achieved with other general plan elements and community goals.	190-209
(c)(9) Include a diligent effort by the local government to achieve public participation of all economic segments of the community in the development of the housing element, and the program shall describe this effort.	5-10, 111-115
(c)(10)(A) Affirmatively further fair housing in accordance with Chapter 15 (commencing with Section 8899.50) of Division 1 of Title 2. The program shall include an assessment of fair housing in the jurisdiction that shall include all of the following components:	111-163
(c)(10)(A)(i) A summary of fair housing issues in the jurisdiction	115-148
(c)(10)(A)(i) and an assessment of the jurisdiction’s fair housing enforcement and fair housing outreach capacity.	117

Government Code Provision	Housing Element Compliance
(c)(10)(A)(ii) An analysis of available federal, state, and local data and knowledge to identify integration and segregation patterns and trends,	117-130
(c)(10)(A)(ii) racially or ethnically concentrated areas of poverty and affluence,	130-132
(c)(10)(A)(ii) disparities in access to opportunity,	132-141
(c)(10)(A)(ii) and disproportionate housing needs,	141-149
(c)(10)(A)(ii) including displacement risk.	141-149
(c)(10)(A)(ii) The analysis shall identify and examine such patterns, trends, areas, disparities, and needs, both within the jurisdiction.	115-148
(c)(10)(A)(ii) and comparing the jurisdiction to the region in which it is located, based on race and other characteristics protected by the California Fair Employment and Housing Act (Part 2.8 (commencing with Section 12900) of Division 3 of Title 2) and Section 65008.	115-148
(c)(10)(A)(iii) An assessment of the contributing factors, including the local and regional historical origins	149-151
(c)(10)(A)(iii) and current policies and practices, for the fair housing issues identified under clauses (i) and (ii).	149-151
(c)(10)(A)(iv) An identification of the jurisdiction's fair housing priorities and goals, giving highest priority to those factors identified in clause (iii) that limit or deny fair housing choice or access to opportunity, or negatively impact fair housing or civil rights compliance,	149-163
(c)(10)(A)(iv) and identifying the metrics and milestones for determining what fair housing results will be achieved.	149-163
(c)(10)(A)(v) Strategies and actions to implement those priorities and goals, which may include, but are not limited to, enhancing mobility strategies	149-163
(c)(10)(A)(v) and encouraging development of new affordable housing in areas of opportunity,	149-163
(c)(10)(A)(v) as well as place-based strategies to encourage community revitalization, including preservation of existing affordable housing,	149-163
(c)(10)(A)(v) and protecting existing residents from displacement.	149-163
(c)(10)(B) A jurisdiction that completes or revises an assessment of fair housing pursuant to Subpart A (commencing with Section 5.150) of Part 5 of Subtitle A of Title 24 of the Code of Federal Regulations, as published in Volume 80 of the Federal Register, Number 136, page 42272, dated July 16, 2015, or an analysis of impediments to fair housing choice in accordance with the requirements of Section 91.225 of Title 24 of the Code of Federal Regulations in effect before August 17, 2015, may incorporate relevant portions of that assessment or revised assessment of fair housing or analysis or revised analysis of impediments to fair housing into its housing element.	111-163

Government Code Provision	Housing Element Compliance
(c)(10)(C) The requirements of this paragraph shall apply to housing elements due to be revised pursuant to Section 65588 on or after January 1, 2021.	111-163
(d)(1) A local government may satisfy all or part of its requirement to identify a zone or zones suitable for the development of emergency shelters pursuant to paragraph (4) of subdivision (a) by adopting and implementing a multijurisdictional agreement, with a maximum of two other adjacent communities, that requires the participating jurisdictions to develop at least one year-round emergency shelter within two years of the beginning of the planning period.	n/a
(d)(2) The agreement shall allocate a portion of the new shelter capacity to each jurisdiction as credit toward its emergency shelter need, and each jurisdiction shall describe how the capacity was allocated as part of its housing element.	n/a
(d)(3) Each member jurisdiction of a multijurisdictional agreement shall describe in its housing element all of the following:	n/a
(d)(3)(A) How the joint facility will meet the jurisdiction's emergency shelter need. (d)(3)(B) The jurisdiction's contribution to the facility for both the development and ongoing operation and management of the facility. (d)(3)(C) The amount and source of the funding that the jurisdiction contributes to the facility.	n/a
(d)(4) The aggregate capacity claimed by the participating jurisdictions in their housing elements shall not exceed the actual capacity of the shelter.	n/a
(e) Except as otherwise provided in this article, amendments to this article that alter the required content of a housing element shall apply to both of the following:	-
(1) A housing element or housing element amendment prepared pursuant to subdivision (e) of Section 65588 or Section 65584.02, when a city, county, or city and county submits a draft to the department for review pursuant to Section 65585 more than 90 days after the effective date of the amendment to this section.	-
(2) Any housing element or housing element amendment prepared pursuant to subdivision (e) of Section 65588 or Section 65584.02, when the city, county, or city and county fails to submit the first draft to the department before the due date specified in Section 65588 or 65584.02.	-
(f) – (j): Not applicable	-

Section 65583.1(a)

Government Code Provision	Housing Element Compliance
(a) The Department of Housing and Community Development, in evaluating a proposed or adopted housing element for substantial compliance with this article, ... may also allow a city or county to identify sites for accessory dwelling units based on the number of accessory dwelling units developed in the prior housing element planning period whether or not the units are permitted by right, the need for these units in the community, the resources or incentives available for their development, and any other relevant factors, as determined by the department.	92-93
(b) Sites that contain permanent housing units located on a military base undergoing closure or conversion as a result of action pursuant to the Defense Authorization Amendments and Base Closure and Realignment Act (Public Law 100-526), the Defense Base Closure and Realignment Act of 1990 (Public Law 101-510), or any subsequent act requiring the closure or conversion of a military base may be identified as an adequate site if the housing element demonstrates that the housing units will be available for occupancy by households within the planning period of the element. No sites containing housing units scheduled or planned for demolition or conversion to nonresidential uses shall qualify as an adequate site.	n/a

Section 65583.2

Government Code Provision	Housing Element Compliance
(a) A city's or county's inventory of land suitable for residential development pursuant to paragraph (3) of subdivision (a) of Section 65583 shall be used to identify sites throughout the community, consistent with paragraph (10) of subdivision (c) of Section 65583,	211, 213-214
(a) that can be developed for housing within the planning period and that are sufficient to provide for the jurisdiction's share of the regional housing need for all income levels pursuant to Section 65584. As used in this section, "land suitable for residential development" includes all of the following sites that meet the standards set forth in subdivisions (c) and (g):	211, 213-214
(a)(1) Vacant sites zoned for residential use.	176-177
(a)(2) Vacant sites zoned for nonresidential use that allows residential development.	176-177
(a)(3) Residentially zoned sites that are capable of being developed at a higher density, including sites owned or leased by a city, county, or city and county	n/a
(a)(4) Sites zoned for nonresidential use that can be redeveloped for residential use, and for which the housing element includes a program to rezone the site, as necessary, rezoned for, to permit residential use, including sites owned or leased by a city, county, or city and county.	n/a
(b) The inventory of land shall include all of the following:	211, 213-214

Government Code Provision	Housing Element Compliance
(b)(1) A listing of properties by assessor parcel number.	211, 213-214
(b)(2) The size of each property listed pursuant to paragraph (1), and the general plan designation and zoning of each property.	211, 213-214
(b)(3) For nonvacant sites, a description of the existing use of each property.	177-179
(b)(3) If a site subject to this paragraph is owned by the city or county, the description shall also include whether there are any plans to dispose of the property during the planning period and how the city or county will comply with Article 8 (commencing with Section 54220) of Chapter 5 of Part 1 of Division 2 of Title 5.	n/a
(b)(4) A general description of any environmental constraints to the development of housing within the jurisdiction, the documentation for which has been made available to the jurisdiction. This information need not be identified on a site-specific basis.	169-171
(b)(5)(A) A description of existing or planned water, sewer, and other dry utilities supply, including the availability and access to distribution facilities.	171
(b)(5)(B) Parcels included in the inventory must have sufficient water, sewer, and dry utilities supply available and accessible to support housing development or be included in an existing general plan program or other mandatory program or plan, including a program or plan of a public or private entity providing water or sewer service, to secure sufficient water, sewer, and dry utilities supply to support housing development. This paragraph does not impose any additional duty on the city or county to construct, finance, or otherwise provide water, sewer, or dry utilities to parcels included in the inventory.	171
(b)(6) Sites identified as available for housing for above moderate-income households in areas not served by public sewer systems. This information need not be identified on a site-specific basis.	n/a
(b)(7) A map that shows the location of the sites included in the inventory, such as the land use map from the jurisdiction's general plan, for reference purposes only.	211
(c) Based on the information provided in subdivision (b), a city or county shall determine whether each site in the inventory can accommodate the development of some portion of its share of the regional housing need by income level during the planning period, as determined pursuant to Section 65584. The inventory shall specify for each site the number of units that can realistically be accommodated on that site and whether the site is adequate to accommodate lower income housing, moderate-income housing, or above moderate-income housing.	213-214

Government Code Provision	Housing Element Compliance
(c) A nonvacant site identified pursuant to paragraph (3) or (4) of subdivision (a) in a prior housing element and a vacant site that has been included in two or more consecutive planning periods that was not approved to develop a portion of the locality's housing need shall not be deemed adequate to accommodate a portion of the housing need for lower income households that must be accommodated in the current housing element planning period unless the site is zoned at residential densities consistent with paragraph (3) of this subdivision and the site is subject to a program in the housing element requiring rezoning within three years of the beginning of the planning period to allow residential use by right for housing developments in which at least 20 percent of the units are affordable to lower income households. An unincorporated area in a nonmetropolitan county pursuant to clause (ii) of subparagraph (B) of paragraph (3) shall not be subject to the requirements of this subdivision to allow residential use by right.	n/a
(c) Notwithstanding the foregoing, for a local government that fails to adopt a housing element that the department has found to be in substantial compliance with state law within 120 days of the statutory deadline in Section 65588 for adoption of the housing element, rezoning pursuant to this subdivision shall be completed no later than one year from the statutory deadline in Section 65588 for adoption of the housing element.	-
(c) The analysis shall determine whether the inventory can provide for a variety of types of housing, including multifamily rental housing,	89-92
(c) factory-built housing, mobilehomes,	95
(c) housing for agricultural employees, supportive housing,	29, 81-82
(c) single-room occupancy units,	95
(c) emergency shelters, and	93-94
(c) transitional housing	95
(c) and whether the inventory affirmatively furthers fair housing .	111-148
(c) The city or county shall determine the number of housing units that can be accommodated on each site as follows:	165-168
(c)(1) If local law or regulations require the development of a site at a minimum density, the department shall accept the planning agency's calculation of the total housing unit capacity on that site based on the established minimum density. If the city or county does not adopt a law or regulation requiring the development of a site at a minimum density, then it shall demonstrate how the number of units determined for that site pursuant to this subdivision will be accommodated.	165-168
(c)(2) The number of units calculated pursuant to paragraph (1) shall be adjusted as necessary, based on the land use controls and site improvements requirement identified in paragraph (5) of subdivision (a) of Section 65583,	165-168

Government Code Provision	Housing Element Compliance
(c)(2) the realistic development capacity for the site,	165-168
(c)(2) typical densities of existing or approved residential developments at a similar affordability level in that jurisdiction,	165-168
(c)(2) and on the current or planned availability and accessibility of sufficient water, sewer, and dry utilities.	165-168
(c)(2)(A) A site smaller than half an acre shall not be deemed adequate to accommodate lower income housing need unless the locality can demonstrate that sites of equivalent size were successfully developed during the prior planning period for an equivalent number of lower income housing units as projected for the site or unless the locality provides other evidence to the department that the site is adequate to accommodate lower income housing.	168-169
(c)(2)(B) A site larger than 10 acres shall not be deemed adequate to accommodate lower income housing need unless the locality can demonstrate that sites of equivalent size were successfully developed during the prior planning period for an equivalent number of lower income housing units as projected for the site or unless the locality provides other evidence to the department that the site can be developed as lower income housing.	168-169
(c)(2)(B) For purposes of this subparagraph, “site” means that portion of a parcel or parcels designated to accommodate lower income housing needs pursuant to this subdivision.	-
(c)(2)(C) A site may be presumed to be realistic for development to accommodate lower income housing need if, at the time of the adoption of the housing element, a development affordable to lower income households has been proposed and approved for development on the site.	-
(c)(3) For the number of units calculated to accommodate its share of the regional housing need for lower income households pursuant to paragraph (2), a city or county shall do either of the following:	165-168
(c)(3)(A) Provide an analysis demonstrating how the adopted densities accommodate this need. The analysis shall include, but is not limited to, factors such as market demand, financial feasibility, or information based on development project experience within a zone or zones that provide housing for lower income households.	165-168
(c)(3)(B) The following densities shall be deemed appropriate to accommodate housing for lower income households: (i) For an incorporated city within a nonmetropolitan county and for a nonmetropolitan county that has a micropolitan area: sites allowing at least 15 units per acre. (ii) For an unincorporated area in a nonmetropolitan county not included in clause (i): sites allowing at least 10 units per acre. (iii) For a suburban jurisdiction: sites allowing at least 20 units per acre. (iv) For a jurisdiction in a metropolitan county: sites allowing at least 30 units per acre.	168
(4)(A) For a metropolitan jurisdiction:	n/a

Government Code Provision	Housing Element Compliance
(4)(A)(i) At least 25 percent of the jurisdiction's share of the regional housing need for moderate-income housing shall be allocated to sites with zoning that allows at least 4 units of housing, but not more than 100 units per acre of housing.	n/a
(4)(A)(ii) At least 25 percent of the jurisdiction's share of the regional housing need for above moderate-income housing shall be allocated to sites with zoning that allows at least 4 units of housing.	n/a
(B) The allocation of moderate-income and above moderate-income housing to sites pursuant to this paragraph shall not be a basis for the jurisdiction to do either of the following: (i) Deny a project that does not comply with the allocation. (ii) Impose a price minimum, price maximum, price control, or any other exaction or condition of approval in lieu thereof. This clause does not prohibit a jurisdiction from imposing any price minimum, price maximum, price control, exaction, or condition in lieu thereof, pursuant to any other law. (iii) The provisions of this subparagraph do not constitute a change in, but are declaratory of, existing law with regard to the allocation of sites pursuant to this section.	n/a
(C) This paragraph does not apply to an unincorporated area.	n/a
(D) For purposes of this paragraph:	-
(i) "Housing development project" has the same meaning as defined in paragraph (2) of subdivision (h) of Section 65589.5.	-
(ii) "Unit of housing" does not include an accessory dwelling unit or junior accessory dwelling unit that could be approved pursuant to Section 65852.2 or Section 65852.22 or through a local ordinance or other provision implementing either of those sections. This paragraph shall not limit the ability of a local government to count the actual production of accessory dwelling units or junior accessory dwelling units in an annual progress report submitted pursuant to Section 65400 or other progress report as determined by the department.	-
(E) Nothing in this subdivision shall preclude the subdivision of a parcel, provided that the subdivision is subject to the Subdivision Map Act (Division 2 (commencing with Section 66410)) or any other applicable law authorizing the subdivision of land.	-
(d) For purposes of this section, a metropolitan county, nonmetropolitan county, and nonmetropolitan county with a micropolitan area shall be as determined by the United States Census Bureau. A nonmetropolitan county with a micropolitan area includes the following counties: Del Norte, Humboldt, Lake, Mendocino, Nevada, Tehama, and Tuolumne and other counties as may be determined by the United States Census Bureau to be nonmetropolitan counties with micropolitan areas in the future.	-

Government Code Provision	Housing Element Compliance
(e)(1) Except as provided in paragraph (2), a jurisdiction shall be considered suburban if the jurisdiction does not meet the requirements of clauses (i) and (ii) of subparagraph (B) of paragraph (3) of subdivision (c) and is located in a Metropolitan Statistical Area (MSA) of less than 2,000,000 in population, unless that jurisdiction's population is greater than 100,000, in which case it shall be considered metropolitan. A county, not including the City and County of San Francisco, shall be considered suburban unless the county is in an MSA of 2,000,000 or greater in population in which case the county shall be considered metropolitan.	-
(2)(A)(i) Notwithstanding paragraph (1), if a county that is in the San Francisco-Oakland-Fremont California MSA has a population of less than 400,000, that county shall be considered suburban. If this county includes an incorporated city that has a population of less than 100,000, this city shall also be considered suburban. This paragraph shall apply to a housing element revision cycle, as described in subparagraph (A) of paragraph (3) of subdivision (e) of Section 65588, that is in effect from July 1, 2014, to December 31, 2028, inclusive.	-
(2)(A)(ii) A county subject to this subparagraph shall utilize the sum existing in the county's housing trust fund as of June 30, 2013, for the development and preservation of housing affordable to low- and very low income households.	-
(2)(B) A jurisdiction that is classified as suburban pursuant to this paragraph shall report to the Assembly Committee on Housing and Community Development, the Senate Committee on Housing, and the Department of Housing and Community Development regarding its progress in developing low- and very low income housing consistent with the requirements of Section 65400. The report shall be provided three times: once, on or before December 31, 2019, which report shall address the initial four years of the housing element cycle, a second time, on or before December 31, 2023, which report shall address the subsequent four years of the housing element cycle, and a third time, on or before December 31, 2027, which report shall address the subsequent four years of the housing element cycle and the cycle as a whole. The reports shall be provided consistent with the requirements of Section 9795.	-
(f) A jurisdiction shall be considered metropolitan if the jurisdiction does not meet the requirements for "suburban area" above and is located in an MSA of 2,000,000 or greater in population, unless that jurisdiction's population is less than 25,000 in which case it shall be considered suburban. (g)(1) For sites described in paragraph (3) of subdivision (b) [non-vacant sites], the city or county shall specify the additional development potential for each site within the planning period and shall provide an explanation of the methodology used to determine the development potential.	- 177-179
(g)(1) The methodology shall consider factors including the extent to which existing uses may constitute an impediment to additional residential development,	177-179
(g)(1) the city's or county's past experience with converting existing uses to higher density residential development,	177-179

Government Code Provision	Housing Element Compliance
(g)(1) the current market demand for the existing use,	177-179
(g)(1) an analysis of any existing leases or other contracts that would perpetuate the existing use or prevent redevelopment of the site for additional residential development,	177-179
(g)(1) development trends,	177-179
(g)(1) market conditions,	177-179
(g)(1) and regulatory or other incentives or standards to encourage additional residential development on these sites.	177-179
(g)(2) In addition to the analysis required in paragraph (1), when a city or county is relying on nonvacant sites described in paragraph (3) of subdivision (b) to accommodate 50 percent or more of its housing need for lower income households, the methodology used to determine additional development potential shall demonstrate that the existing use identified pursuant to paragraph (3) of subdivision (b) does not constitute an impediment to additional residential development during the period covered by the housing element. An existing use shall be presumed to impede additional residential development, absent findings based on substantial evidence that the use is likely to be discontinued during the planning period.	n/a
(g)(3) Notwithstanding any other law, and in addition to the requirements in paragraphs (1) and (2), sites that currently have residential uses, or within the past five years have had residential uses that have been vacated or demolished, that are or were subject to a recorded covenant, ordinance, or law that restricts rents to levels affordable to persons and families of low or very low income, subject to any other form of rent or price control through a public entity's valid exercise of its police power, or occupied by low or very low income households, shall be subject to a policy requiring the replacement of all those units affordable to the same or lower income level as a condition of any development on the site. Replacement requirements shall be consistent with those set forth in paragraph (3) of subdivision (c) of Section 65915.	n/a
(h) The program required by subparagraph (A) of paragraph (1) of subdivision (c) of Section 65583 shall accommodate 100 percent of the need for housing for very low and low-income households allocated pursuant to Section 65584 for which site capacity has not been identified in the inventory of sites pursuant to paragraph (3) of subdivision (a) on sites that shall be zoned to permit owner-occupied and rental multifamily residential use by right for developments in which at least 20 percent of the units are affordable to lower income households during the planning period.	n/a
(h) These sites shall be zoned with minimum density and development standards that permit at least	n/a
(h) 16 units per site at a density of at least 16 units per acre in jurisdictions described in clause (i) of subparagraph (B) of paragraph (3) of subdivision (c),	n/a

Government Code Provision	Housing Element Compliance
(h) shall be at least 20 units per acre in jurisdictions described in clauses (iii) and (iv) of subparagraph (B) of paragraph (3) of subdivision (c)	n/a
(h) and shall meet the standards set forth in subparagraph (B) of paragraph (5) of subdivision (b).	n/a
(h) At least 50 percent of the very low and low-income housing need shall be accommodated on sites designated for residential use and for which nonresidential uses or mixed uses are not permitted, except that a city or county may accommodate all of the very low and low-income housing need on sites designated for mixed uses if those sites allow 100 percent residential use and require that residential use occupy 50 percent of the total floor area of a mixed-use project.	n/a
(i) For purposes of this section and Section 65583, the phrase “use by right” shall mean that the local government’s review of the owner-occupied or multifamily residential use may not require a conditional use permit, planned unit development permit, or other discretionary local government review or approval that would constitute a “project” for purposes of Division 13 (commencing with Section 21000) of the Public Resources Code. Any subdivision of the sites shall be subject to all laws, including, but not limited to, the local government ordinance implementing the Subdivision Map Act.	-
(i) A local ordinance may provide that “use by right” does not exempt the use from design review. However, that design review shall not constitute a “project” for purposes of Division 13 (commencing with Section 21000) of the Public Resources Code.	-
(i) Use by right for all rental multifamily residential housing shall be provided in accordance with subdivision (f) of Section 65589.5.	-
(j) Notwithstanding any other provision of this section, within one-half mile of a Sonoma-Marín Area Rail Transit station, housing density requirements in place on June 30, 2014, shall apply.	n/a

Section 65583.3

Government Code Provision	Housing Element Compliance
(a) For a housing element or amendment adopted on or after January 1, 2021, the planning agency shall submit to the department an electronic copy of its inventory of land suitable for residential development developed pursuant to paragraph (3) of subdivision (a) of Section 65583 and subdivision (b) of this section with the copy of its housing element or amendment submitted pursuant to subdivision (g) of Section 65585. The local government shall ensure, to the best of its knowledge, that the inventory of land submitted to the department is true and correct. (b) Notwithstanding subdivision (a) of Section 65301, each local government shall prepare the inventory required under paragraph (3) of subdivision (a) of Section 65583 using standards, forms, and definitions adopted by the department.	-

Revisions to Draft Housing Element following 11/15/22 Council Meeting

Program No.	Revised Draft Housing Element (revisions following November 15, 2022 City Council meeting are shown in redline)
Program 1. Provision of Adequate Sites and Site Inventory Monitoring	The City will ensure that adequate sites to meet the RHNA are provided throughout the 6th Cycle. To ensure that the City monitors its compliance with SB 166 (No Net Loss), the City will track: • Unit count and income/affordability assumed on parcels included in the sites inventory. • Actual units constructed and income/affordability when parcels are developed. • Net change in capacity and summary of remaining capacity in meeting remaining RHNA. <u>Pursuant to t The City is not including any reused sites from the 4th or 5th Cycle in the inventory to meet the RHNA. Therefore, the requirements of Government Code sections 65583.2(h) and (i) do not apply. T</u>he statutory requirements of Government Code sections 65583.2(h) and (i), the City will amend the Zoning Ordinance to require by-right approval of housing development that includes 20 percent of the units as housing affordable to lower-income households on sites being used to meet the 6th Cycle RHNA that are “reuse sites” previously identified in the 4th and 5th cycles Housing Element. The City will implement the Surplus Lands Act to annually review city-owned parcels and provide affordable housing developers the first priority for designated surplus lands as applicable per Government Code section 54227. <u>The City will keep a list of additional development opportunity sites to be used in the case of a net loss situation. Should the City have a net loss during the Cycle, this list shall provide the priority replacement sites to add to the RHNA site inventory. The City has begun development of this list, which currently includes six sites that have the combined capacity for 109 units eligible for lower-income development. These additional development opportunity sites provide for an additional 131% of the unmet RHNA (83 total units).</u> <i>Implementing Agency: Community Development Department</i> <i>Supporting Agency: Public Works Department</i> <i>Timeline: Review RHNA site status annually and as development proposals are submitted. Annual review of City-owned land in</i>

Program No.	Revised Draft Housing Element (revisions following November 15, 2022 City Council meeting are shown in redline)
	conjunction with the review of Surplus Lands. Zoning ordinance amendments for “reuse sites” within one year of Housing Element adoption. <u>Creation of additional development opportunity site list to use in the case of a net loss within three months of Housing Element adoption.</u> <i>Funding Source: General Fund</i> <i>Quantified Objective: Provide adequate sites to accommodate the City’s entire RHNA allocation of 500 units, <u>including the 83 units not met with pending projects or projected ADUs.</u> No net loss of capacity below the RHNA requirement during the planning period.</i>
Program 10. Home Sharing and Tenant Matching	The increasing number of elderly persons in the population is creating more demand for affordable, accessible, and low-maintenance housing. As residents age, they may desire alternatives to single-family units, opting for smaller multifamily units or assisted care living, or home sharing options. Home-sharing programs match lower income home seekers with homeowners with excess space who are interested in sharing their homes. Sharing a home promotes independent living, provides additional income for the provider, an affordable rent for the seeker, and the potential for deeper relationships for both. Shared housing promotes the efficient use of the housing stock and can help address the housing needs of seniors in the community. The Home Sharing and Tenant Matching program will work in tandem with educating residents and facilitating additional ADU and JADU developments across the City. The pamphlets developed in Program 22 will include detailed the Pinole home sharing program, once developed, and references to other educational and financial resources for homeowners incorporating and ADU and/or JADU on their properties or seeking housemates to live in their JADU. <u>A Home Sharing and Tenant Matching program can also assist in helping those who work in Pinole, including teachers, find housing options in the City.</u> Specific program components include: • Partnership with support organizations that facilitate house sharing, such as Front Porch’s Home Match, to turn an available room into an opportunity to earn income, save money, age-in place, provide affordable housing, and create new social connections. • Work with the Community Services Commission to explore establishing a local shared housing program, which may include a process for matching home seekers and home providers.

Program No.	Revised Draft Housing Element (revisions following November 15, 2022 City Council meeting are shown in <u>redline</u>)
	• Develop detailed how-to guides that promote development ADUs and JADUs and the shared housing program to be displayed at City Hall, the Senior Center and the City's website (in coordination with Program 22). • Active promotion of the shared housing program through senior citizen organizations such as the Pinole Senior Center <u>and educational institutions in the City.</u> <i>Implementing Agency: Community Development Department</i> <i>Supporting Agencies: Community Services Department, Non-Profit Home Sharing Organizations</i> <i>Timeline: Develop program components, outreach strategies and compile resources within three years of Housing Element adoption.</i> <i>Funding Source: General Fund</i> <i>Quantified Objective: 10 tenant matches completed throughout the planning period.</i>
Program 18. Place-Based Improvements	The City is currently drafting and will adopt an Environmental Justice (EJ) Element. As a part of the EJ Element, the City will pursue programs to increase environmental health and quality of life across Pinole. <u>Goals in the draft EJ Element are organized and grouped into the following topic areas:</u> • <u>Equity in Access: healthy food, public facilities, public transit, key employment centers, government services, medical/health services, quality schools, and childcare.</u> • <u>Equity in Environment: air quality, water quality, health risks associated with climate change and climate vulnerability, safe and sanitary housing.</u> • <u>Equity in Civic Engagement Opportunities: access to civic engagement opportunities, access to voting/polling places</u> • <u>Equity in Generations: preserving the right of future generations to live, work, and enjoy Pinole.</u> The City is working with County develop a contractual arrangement to develop an enhanced BayREN Home+ rebate incentive structure for Pinole homeowners and multifamily property owners to undertake needed energy efficiency projects. The City is partnering with BayREN in the 2022-23 fiscal year to provide \$250k in funding for weatherization and energy efficiency projects in Pinole and to reduce the barrier to home electrification. The program will assist with achieving financially feasible for energy efficient and weatherization

Program No.	Revised Draft Housing Element (revisions following November 15, 2022 City Council meeting are shown in redline)
	projects to move forward in Pinole. As a part of the program, lower resource areas in west Pinole will be targeted first. Additionally, the City has multiple projects in its Capital Improvements Plan identified to improve mobility and active transportation opportunities in the western part of the City. Projects in the west side of Pinole include: • Appian Way Complete Streets. This project includes preliminary engineering and design to provide continuous sidewalks and bike lanes along Appian Way, from unincorporated El Sobrante to about 1500 feet north of the City limit. • Pedestrian Improvements at Tennent Ave. Improvements to Tennent Avenue at the Railroad Crossing will facilitate safe movement of bicycles and pedestrians and connect the gap from Bayfront Park to Railroad Avenue that exists on the trail. • Safety Improvements at Appian Way and Marlesta Road: Safety improvements to improve crossing conditions for pedestrians and bicyclists. • Active Transportation Plan: Development of an Active Transportation Plan will act as a guide for active mobility within and around Pinole. The plan will identify an integrated network of walkways and bikeways that connect Pinole neighborhoods and communities to employment, education, commercial, recreational, and tourist destinations. The plan will prioritize a set of connected projects, that when fully implemented, will increase active transportation opportunities and make it safe and more convenient for people to walk, bike, and use non-auto forms of travel. <i>Implementing Agency: Community Development Department</i> <i>Supporting Agencies: Public Works Department and Finance Department</i> <i>Timeline: As identified in CIP Schedule; Environmental Justice Element adopted by the end of 2023. BayREN rebates in the 2022-23 fiscal year.</i> <i>Funding Source: Capital Improvement Fund; General Fund; Contra Costa County, State and Federal funding programs as available.</i> <i>Quantified Objective: Completed Capital Improvement Projects and Adopted Environmental Justice Element</i> <i>Geographic Targeting: Targeted roll out of program to Western Pinole/EJ Element Impacted Community first</i>
Program Housing 21.	The City will promote and advertise available housing resources to residents through a variety of mediums. The City will continue to promote homebuyer assistance programs available through the

Program No.	Revised Draft Housing Element (revisions following November 15, 2022 City Council meeting are shown in redline)
Resources Education	County and State, such as the Mortgage Credit Certificate (MCC) program and California Housing Finance Agency's down payment assistance programs. Specific actions shall include: • Providing information regarding housing resources on the City website. • Pamphlets on the programs available at City Hall and other community locations such as the Senior Center and Library. • Providing public information through articles in the local newspaper and with cable TV public service announcements. • Advertising housing resources through social media. • Presence at a booth in community events at least once per year. • Provision of materials in multiple languages, in coordination with Program 19. <u>Promotion of housing resources and education efforts will be done in accordance with the recently adopted Communication and Engagement Plan that was created to help strengthen the City's communication efforts and effectively reach and engage residents. The Plan includes steps to develop a defined process for translation services and include bilingual communication in social media posts.</u>

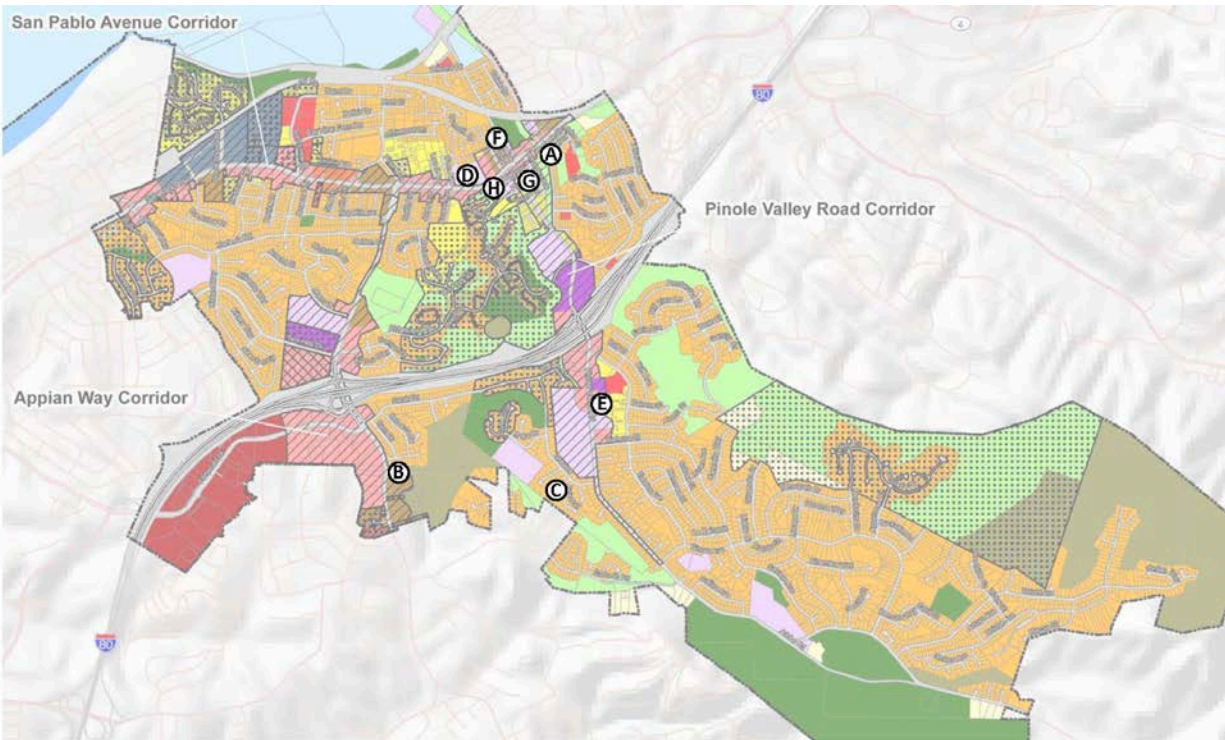
**Planning Commission Recommendations and
Future Opportunities for Implementation**

PLANNING COMMISSION RECOMMENDATIONS	HOUSING ELEMENT CONTENTS AND FUTURE OPPORTUNITIES FOR FUTURE IMPLEMENTATION
Adjust the sites inventory to include the recently approved redevelopment of the Kmart site for 223 units (including 27 lower income units)	<i>Draft Housing Element Contents:</i> Updated sites maps, inventory, and sites chapter to reflect addition of the Pinole Vista Project (Kmart Site)
Allow and encourage single and small unit room rentals	<i>Draft Housing Element Contents:</i> - ADUs and JADUs promotion programs (<i>Programs 4, 10 & 22</i>) - Tenant – Owner Matching Program (<i>Programs 10, 11 & 22</i>) - SROs are currently allowed in five zones (<i>existing in Zoning Code</i>) <i>Required Implementation of Statutory Provisions:</i> - Implement recently adopted state laws (AB 352 - Efficiency Units)
Promote and incentivize affordable housing on religious facility sites	<i>Draft Housing Element Contents:</i> - Multi-family housing is already permitted for parcels in the CMU, RMU, HDR and MDR zones. For parcels currently zoned to allow housing, contact faith-based organizations in Pinole to discuss opportunities for housing at their facilities and provide information on recent legislation regarding religious-institution affiliated housing projects. (<i>Program 3</i>) - The City will provide technical assistance to faith-based organizations on design review and/or conditional use permit standards consistent with the Three Corridors Specific Plan. <i>Required Implementation of Statutory Provisions:</i> - Implement recently adopted state laws (AB 1851, AB 2244)

	<i>Future Considerations for Planning Commission to Recommend to the Council (at a later date):</i> For parcels in zones that currently do not allow high-density housing (R-1, PQI), the City could consider a multi-family housing overlay or zone change for these sites or zones. Figure 1 - Faith Based Locations (below) identifies existing facility locations and zoning.
Promote and incentivize affordable housing for teachers	<i>Draft Housing Element Contents:</i> - Include teachers in the Home Sharing and Tenant Matching Program and promote the program to educational institutions in the City (Program 10) <i>Required Implementation of Statutory Provisions:</i> - Implement recently adopted state laws (AB 2295) <i>Future Considerations for Planning Commission to Recommend to the Council (at a later date):</i> - For parcels not currently zoned to allow housing, the City could work with the school district in consideration of developing a housing overlay district for the school sites that could accommodate faculty housing. As a part of this initiative, the City could work in a coordinated effort with the school District to encourage creation, development, and accommodation of affordable housing unit for faculty members. Due to the PQI zoning of school sites, (See Figure 2) Zoning Amendments and/or Overlay Districts, along with appropriate analysis, would have to be developed to accomplish this goal.
Consider more protections for renters to prevent and minimize displacement	<i>Draft Housing Element Contents:</i> - Education regarding recent changes to state law that prevent source of income discrimination, including allowance of housing choice vouchers (HCVs) to establish a renter's financial eligibility, and state rent control and just cause eviction laws (AB 1482) (Program 20) <i>Future Considerations for Planning Commission to Recommend to the Council (at a later date):</i> - Require developers to offer 1st right of refusal or option to purchase for condominium conversion or

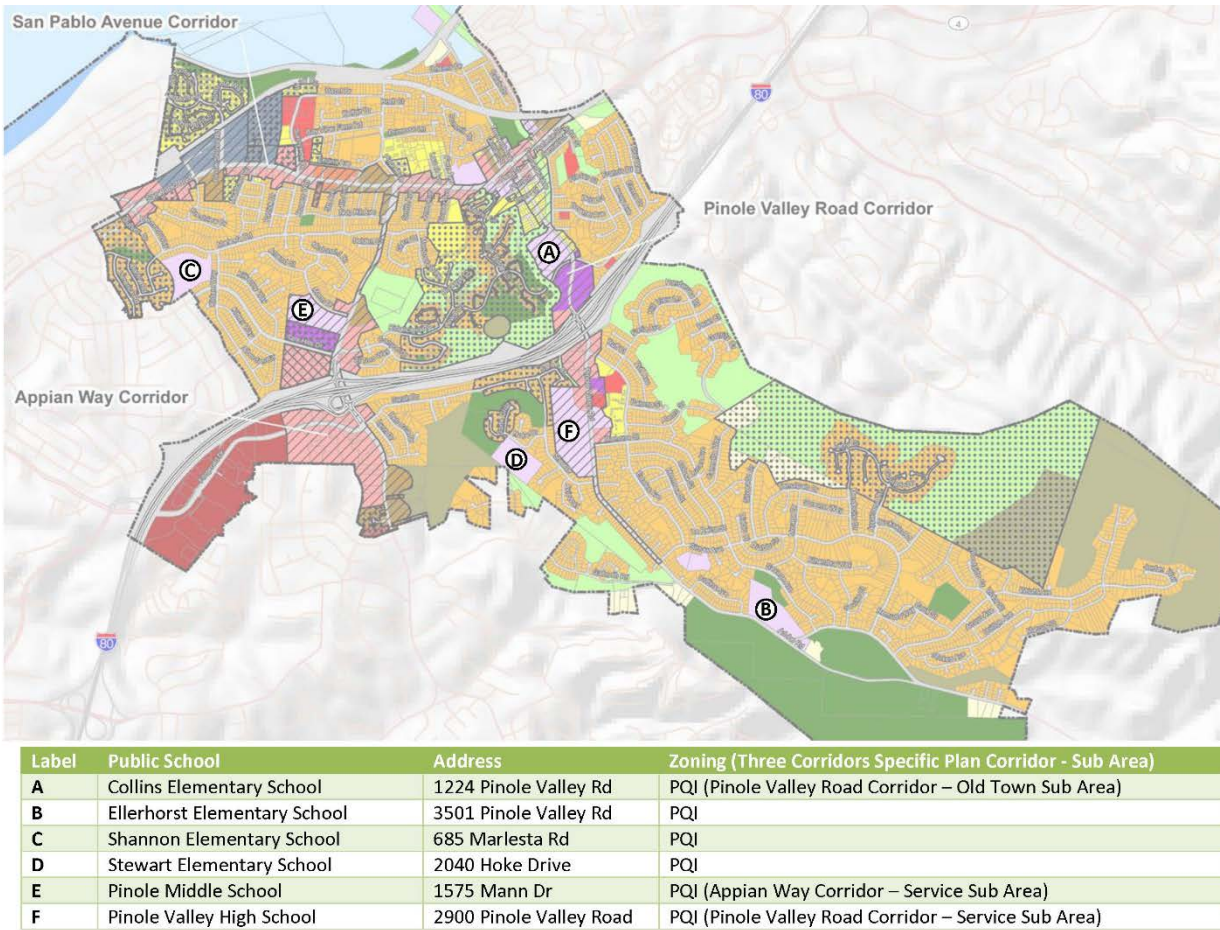
	replacement. • Require developers to provide advance notification and/or relocation assistance for development that demolishes or displaces existing housing. • Adopt a local just cause eviction ordinance that matches existing state law but does not expire in 2030 (AB 1482) or is more protective.
Encourage additional efforts to obtain more input from Pinole's diverse population	<i>Draft Housing Element Contents:</i> • Pinole recently adopted its new Communication & Engagement Plan which emphasizes reaching all segments of Pinole's diverse population. • Annual outreach to public agencies and community and faith-based organizations for funding and partnership opportunities <i>(Program 3)</i> • Housing Element programs include continued outreach to all segments of Pinole's population throughout all eight years of the Housing Element period. This includes geographic focuses in identified communities in West Pinole to ensure the City is affirmatively furthering fair housing. <i>(Programs 18, 19, 20, and 21, and 22)</i> <i>Future Considerations for Planning Commission to Recommend to the Council (at a later date):</i> • Continue, pursue, or strengthen partnerships with Community Based Organizations active in Pinole for increased education and engagement.

Figure 1. Faith Based Locations



Label	Religious Institution	Address	Zoning (Three Corridors Specific Plan Corridor - Sub Area)
A	Church of Christ	755 Pinole Valley Rd	R-1
B	Nichiren Shoshu Myoshinji Temple	2631 Appian Way	RMU/R (Appian Way Corridor – Mixed Use Sub Area)
C	Our Savior Lutheran Church	3110 Avis Way	R-1
D	Pinole United Methodist Church	2000 San Pablo Ave	PQI
E	Pinole Valley Community Church	2885 Pinole Valley Rd	HDR (Pinole Valley Road Corridor – Service Sub Area)
F	Christ The Lord Episcopal Church	592 Tennent Ave	MDR (San Pablo Ave Corridor – Old Town Sub Area)
G	St. Joseph's Church	860 Tennent Ave	CMU (Pinole Valley Road Corridor – Old Town Sub Area)
H	St. Joseph's Parish Center	2100 Pear Street	PQI (San Pablo Avenue Corridor – Old Town Sub Area)

Figure 2. Public School Locations



**PLANNING COMMISSION RESOLUTION 22-07
WITH EXHIBIT A: 2023-2031 HOUSING ELEMENT
AND EXHIBIT B: NOTICE OF EXEMPTION**

RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF PINOLE RECOMMENDING TO THE CITY COUNCIL THE APPROVAL OF GENERAL PLAN AMENDMENT 22-01 FOR ADOPTION OF THE 2023-2031 HOUSING ELEMENT AND APPROVAL OF THE CEQA EXEMPTION PURSUANT TO CEQA GUIDELINES SECTION 15061(b)(3) FOR THE 2023-2031 HOUSING ELEMENT UPDATE

WHEREAS, California Government Code Sections 65580-65589.8 require amendment of the City's current General Plan Housing Element to address the assigned housing needs of current and future City residents; and

WHEREAS, the City of Pinole's share of regional housing need is established by the Association of Bay Area Governments ("ABAG") and this period's related Regional Housing Needs Allocation ("RHNA") was adopted by ABAG in December 2021; and

WHEREAS, ABAG determined that Pinole's fair share of the RHNA for the period between 2023 and 2031 is a total of 500 units in the following housing affordability income categories: 121 very low income units, 69 low income units, 87 moderate income units, and 223 above moderate income units; and

WHEREAS, on March 22, 2022, the City Council received an introduction to the Land Use Planning for Pinole process, which included the Housing Element Update as well as updates to the existing Health and Safety Element and preparation of a new Environmental Justice Element; and

WHEREAS, from March 2022 through July 2022, the City conducted extensive public outreach to understand housing needs from the community, which included creating a housing element update website, posting a multilingual survey, conducting a focus group, stakeholder interviews, and two virtual community workshops, and advertisements of engagement opportunities and information through social media, email, notifications in the City's bi-weekly reports, mailed postcards, flyers, community TV advertisements, and banners posted throughout the city; and

WHEREAS, on July 13, 2022, the City Council and Planning Commission held a special joint meeting to receive a comprehensive status update of the project; and

WHEREAS, on October 17, 2022, the public review draft of the Housing Element was released for public review and comment, with a digital copy available through the City's webpage, which links to the dedicated General Plan Update, and a hardcopy available at City Hall;

WHEREAS, on October 24, 2022, the Planning Commission reviewed the public review draft Housing Element and provided feedback and recommendations to the City Council; and

WHEREAS, on November 15, 2022, the City Council reviewed the public review draft Housing Element; and

WHEREAS, revisions to the draft Housing Element were made with consideration of

feedback received through the public comment period, the Planning Commission meeting, and City Council meeting and in preparation for adoption and submittal to the California Department of Housing and Community Development (HCD) for review; and

WHEREAS, the City prepared the 2023-2031 Draft Housing Element in conformance with State and local planning law and practices, considering local conditions and context, including economic, environmental, and fiscal factors; and

WHEREAS, the Housing Element must be adopted to comply with State law, affirmatively further fair housing, and facilitate and encourage a variety of housing types for all income levels, including multifamily housing; and

WHEREAS, the Housing Element update qualifies for an exemption in the California Environmental Quality Act ("**CEQA**") under CEQA Guidelines Section 15061(b)(3), as the project does not provide entitlements to land use development projects, nor does it propose development of the identified RHNA sites that could have an effect on the environment, and no changes to land uses within the City are proposed; and

WHEREAS the Planning Commission held a duly noticed public hearing on December 12, 2022, and considered the staff report and related background documents and materials as well as the testimony of all persons speaking or providing information on this matter; and

NOW THEREFORE, BE IT RESOLVED that the Planning Commission of the City of Pinole hereby recommends that the City Council approve General Plan Amendment 22-01 to adopt the 2023-2031 Housing Element, attached as Exhibit A, to repeal and replace the existing Housing Element of the General Plan, and approve the CEQA Exemption for the Housing Element Update, attached as Exhibit B, based on the following determinations:

1. The above information within this resolution is true and correct; and
2. The Housing Element Update qualifies for a California Environmental Quality Act (CEQA) Exemption under CEQA Guidelines section 15061(b)(3); and
3. The amendments to the City's General Plan Housing Element are consistent with applicable provisions of State law.

BE IT FURTHER RESOLVED THAT that the Planning Commission of the City of Pinole hereby recommends that the City Council authorize the City Manager to make iterative changes to the 2023-2031 Housing Element in response to comments from HCD to support state certification of the 2023-31 Housing Element. Such changes by the City Manager shall not change the policy of the City or include any legislative actions.

PASSED AND ADOPTED by the Planning Commission of the City of Pinole on this 12th day of December 2022, by the following vote:

AYES: Banuelos, Benzuly, Menis, and Acting Chairperson Kurrent

NOES: None

ABSTAIN: None

ABSENT: Moriarty, Martinez



Dave Kurrent, Acting Chair 2022-2023

ATTEST:



David Hanham, Planning Manager

EXHIBIT A
2023-2031 HOUSING ELEMENT

CITY OF PINOLE

HOUSING ELEMENT

2023-2031

December 2, 2022



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contactus@landuseplanningforpinole.com

HOUSING ELEMENT UPDATE

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HOUSING ELEMENT UPDATE

List of Abbreviations Used

Abbreviation	Definition
AAGR	Annual Average Growth Rate
AB	Assembly Bill
ABAG	The Association of Bay Area Governments
ACS	American Community Survey
ADA	Americans with Disabilities Act
ADU	Accessory Dwelling Unit
AFFH	Affirmatively Furthering Fair Housing
AHSC	Affordable Housing and Sustainable Communities Program
AMI	Area Median Income
APN	Assessor Parcel Number
BAHFA	Bay Area Housing Finance Authority
BMR	Below Market Rate
CalCHA	California Community Housing Agency
CalHFA	California Housing Finance Agency
CalOES	California Governor's Office of Emergency Services
CCCTA	Contra Costa County Transportation Authority
CCCWP	Contra Costa Clean Water Program
CCRC	California Community Reinvestment Corporation
CDBG	Community Development Block Grants
CDD	Community Development Division
CEQA	California Environmental Quality Act
CES	CalEnviroScreen
CHAS	Comprehensive Housing Affordability Strategy
CMU	Commercial Mixed Use
COG	Council of Governments
CUP	Conditional Use Permit
DDA	Difficult Development Areas
DDS	Department of Developmental Services
DOF	Department of Finance
DRB	Development Review Board
EBMUD	East Bay Municipal Utility District
ECHO	Eden Council for Hope and Opportunity
EDD	Employment Development Department
EHV	Emergency Housing Voucher
EIR	Environmental Impact Report
EJ	Environmental Justice
ELI	Extremely Low Income
FEMA	Federal Emergency Management Agency

HOUSING ELEMENT UPDATE

FMR	Fair Market Rent
FY	Fiscal Year
GP	General Plan
GSAF	Golden State Acquisition Fund
HAMFI	HUD Area Median Family Income
HCD	Office of Housing and Community Development
HCV	Housing Choice Voucher
HDR	High Density Residential
HMDA	Home Mortgage Disclosure Act
HOME	Investment Partnership Programs
HUD	Department of Housing and Urban Development
ICC	International Code Council
JADU	Junior Accessory Dwelling Unit
LAUS	Local Area Unemployment Statistics
LBNC	Low Barrier Navigation Center
LDR	Low Density Residential
LEAP	Local Early Action Planning
LHTF	Local Housing Trust Fund
LID	Low Impact Development
LIHTC	Low-Income Housing Tax Credit
MCC	Mortgage Credit Certificate
MDR	Medium Density Residential
MSA	Metropolitan Statistical Area
MUSA	Mixed Use Sub Area
NOFA	Notice of Funding Availability
NPP	Neighborhood Preservation Program
OIMU	Office Industrial Mixed-Use
OPMU	Office Professional Mixed-Use
OTSA	Old Town Sub Area
PID	Public Information Department
PIT	Point in Time
PITC	Point in Time Count
PLHA	Permanent Local Housing Allocation
PQI	Public Quasi-Public Institutional
PWD	Public Works Department
RAWG	Regional Advisory Working Group
RCAA	Racially Concentrated Area of Affluence
REAP	Regional Early Action Planning
RECAP	Racially and Ethnically Concentrated Area of Poverty
RHNA	Regional Housing Needs Allocation/Assessment
RMU	Residential Mixed Use

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RTPA	Regional Transportation Planning Agency
RV	Recreational Vehicle
SAHA	Satellite Affordable Housing Associates
SB	Senate Bill
SLM	Shared Lane Markings
SR	Suburban Residential
SRO	Single Room Occupancy
SSA	Service Sub Area
STMP	Subregional Transportation Mitigation Program
TCAC	Tax Credit Allocation Committee
TOD	Transit-Oriented Development
US	United States
VHFHSZ	Very High Fire Hazard Severity Zone
VMT	Vehicle Miles Travelled
WCCTAC	West Contra Costa Transportation Advisory Committee
WCWD	West County Wastewater District
WPCP	Water Pollution Control Plant
ZHVI	Zillow Home Value Index

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Introduction

Purpose and Content

The City of Pinole's 2023 – 2031 Housing Element has been prepared in compliance with the State of California Government Code Section 65302 and in conformance with the Housing Element Guidelines as established by the California Department of Housing and Community Development (HCD). This Housing Element sets forth the City's overall housing objectives in the form of goals, policies, and programs. This format will facilitate the periodic update of the Housing Element, as required by State law.

Data Sources

Various sources of information were used to prepare the Housing Element. The US Census on Population and Housing remains the most comprehensive source of data available on population and housing trends and was widely used throughout the element. Additional data sources consulted include:

- Demographic and housing data provided by ABAG, the State Department of Finance (DOF), and the Census Bureau;
- Housing market information, such as home sales, rents, and vacancies from the Contra Costa Association of Realtors, Craigslist, Zillow, and Home Mortgage Disclosure Act (HMDA);
- Building permit and zoning information from the City of Pinole Development Services Department;
- Special needs housing and services data, including homeless services, from Contra Costa County;
- Housing survey administered to residents and landlords; and
- Telephone interviews with housing professionals and service providers.

Other statistics draw from the most recent figures reported by the U.S. Census Bureau, including the 2020 Census and the American Community Surveys (ACS). Future projections are based on data provided by ABAG. Where available, this data is supplemented with current market data and local secondary sources of information.

Relationship to Other Elements and Plans

This Housing Element identifies goals, policies, and programs that guide housing policy for the City over the 2023 to –2031 planning period. The goals, policies, and programs are consistent with the direction of the other General Plan elements, specifically the Land Use Element, Safety Element, and the Environmental Justice Element. Each goal is followed by one or more policies that are designed to provide direction to the policy makers that will

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enable progress towards the goals. Consistency will be reviewed as part of the annual General Plan implementation progress report as required under Government Code section 65400. Listed after a discussion of the goals and policies are the programs designed to implement the specific goals and policies.

The Housing Element goals, policies, and programs aim to:

- Encourage the development of a variety of housing opportunities and provide adequate sites to meet the 2023 – 2031 Regional Housing Needs Allocation (RHNA).
- Assist in the development of housing to meet the needs of lower- and moderate-income households.
- Address and, where appropriate and legally possible, remove governmental constraints to housing development.
- Conserve, preserve, and improve the condition of the existing affordable housing stock. Promote equal housing opportunity for all residents to reside in the housing of their choice. These objectives are required by and delineated in State law (California Code Section 65583 [c][1]).

Public Participation

As required by State law (Government Code Section 65588[c]), all economic segments of the community must be provided an opportunity to review and comment on the Housing Element.

The City of Pinole had a comprehensive and successful public engagement process. It provided extensive information that informed and guided the preparation of the draft Housing Element update. Targeted outreach began in March 2022. This involved engaging a diverse group of people in the planning process, including community members, stakeholders, service providers, educators, the Planning Commission, and City Council in identification of Pinole's Housing Element housing issues. The public participation program included:

- Website. An interactive housing element update website, launched in March 2022 and accessed through the City's webpage, that included a description of the project, how to provide input, workshop dates and materials, a link to the Housing Element update survey, and FAQs.
- Surveys. A multilingual (English, Tagalog, Cantonese, and Spanish) online community survey was heavily promoted through email list notification, project website, flyers, postcards, social media posts, banners, stakeholder interviews, and community workshops. The City received 149 completed surveys. Full details of the survey responses are provided in APPENDIX C: PUBLIC OUTREACH.
- Focus Group. One focus group was held on Thursday, June 30, 2022 at 4:00 p.m. to gather input from community members and housing service providers. The

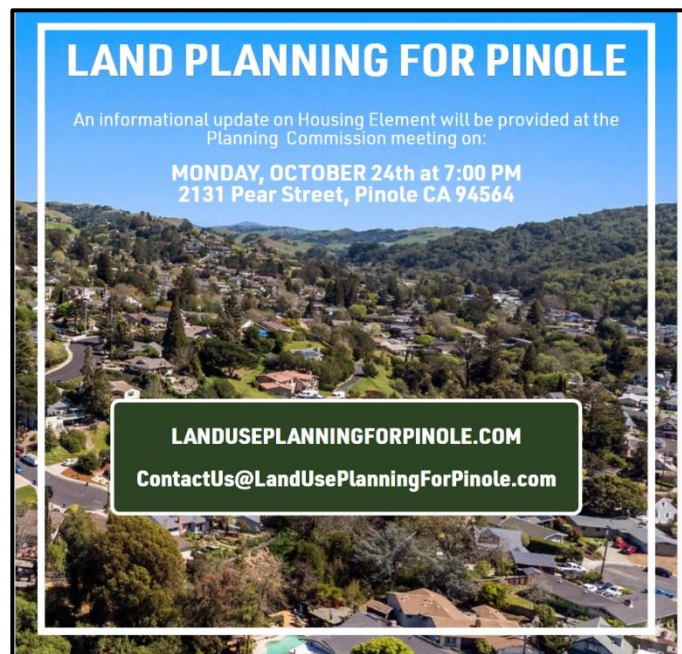
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organizations participated in the focus group, the Friends of Pinole Creek Watershed, Pinole Valley Community Church, and BGAM Property Management Group

- Stakeholder Interviews. Two stakeholder interviews were held on July 25, 2022 with The Pinole Rotary Club and July 26, 2022 with Contra Costa Association of Realtors to gather input regarding issues the community faces and recommendations to alleviate the identified housing issues.
- Community Workshops. Two virtual community workshops were held on Wednesday, May 11, 2022, and Thursday, June 9, 2022. The website was updated to include information about the community meetings and the project planner sent emails to notify individuals on the mailing list which included stakeholders, community service providers, and members of the public. The links to the presentation video recording were posted on the Housing Element Update website.
- Study Session. One joint study session with the Planning Commission and City Council was held on July 13, 2022. All the efforts of notifying the public that were made for the two community meetings were repeated for the joint study session. The links to the presentation video recording were posted on the Housing Element Update website. The joint study session focused primarily on RHNA site strategy, housing issues, and proposed programs included in the Housing Element. It included a robust discussion of housing issues and responsive programs to meet the needs of all Pinole residents.

The City extensively advertised opportunities to participate and used multiple forms of media to reach the diverse population of Pinole. Efforts to notify the community about engagement opportunities include the following:

- Social media postings on the City of Pinole's Facebook and Instagram pages and Nextdoor.
- Email notifications to the interested parties contact list.
- Notifications in the City's biweekly administrative report.
- Postcard mailed to postal customers citywide.



Example of a social media post for the October 24th Planning Commission meeting

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- Flyers printed and distributed around the City.
- Advertisements on the Pinole Community TV, Channels 26 and 28, that displayed information regarding the Community Workshops. The information was displayed multiple times daily leading up to the workshops.
- 11 banners of various sizes, ranging from 58 square feet to eight square feet hung at key locations in the City, including community facilities (such as the senior center, swim center, tennis court, and the library), neighborhood parks, over major thoroughfares and key pedestrian pathways. Banners included links to the survey in four languages as well as a link to the two virtual community workshops. Full additional photos of the banners and a map of the banner placements in the City, see APPENDIX C: PUBLIC OUTREACH.
- QR codes were printed on all postcards and flyers linking the recipient to the project website, which contained an option to participate in the survey, meeting dates, and notification that translation services are available printed in four languages (English, Tagalog, Cantonese, and Spanish).



Examples of two of the eleven banners placed around the City

Summary of Comments Received

During the outreach process, the City heard comments that touched on issues such as difficulty paying rent, mortgage, or down payment; homelessness; and insufficient housing supply, including affordable housing, farmworker housing, and preferred locations for future housing. Many of the programs and the RHNA sites inventory in the Housing Element Update

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reflect the community input. In summary, the community engagement and input yielded the following themes and feedback:

- **Linking public investment with new housing:** Participants expressed a desire for new housing near community facilities and amenities. Program 18 will coordinate with the Environmental Justice Element to pursue place-based improvements in low resource areas to increase environmental health and quality of Pinole through projects identified in the City's capital improvement program.
- **Affordability:** Participants expressed the lack of affordable housing options in Pinole; specifically identifying ways to incentive multifamily development. Program 7 consists of creating a set of incentives for projects that provide additional affordable housing beyond the City's 15 percent inclusionary requirement.
- **Education and Outreach:** Participants expressed a lack of community engagement and education on affordable housing, ADUs, housing services and programs that are available, and housing policy. Program 15, Program 19, Program 21 and Program 22 implements outreach and education strategies to increase community awareness about ADUs, housing resources and services, and available fair housing and financing support.
- **Housing protections:** Participants expressed a need for protections and resources for seniors, first-time homebuyers, and lower-and middle-income individuals. Program 20 establishes coordination with a fair housing service provider to work with residents and landlords for income protections and state rent control laws and in conjunction with Program 19. Program 9 will create a set of incentives to encourage the development of housing for seniors.

A summary of outreach is also provided in the Affirmatively Furthering Fair Housing chapter. For complete survey results and additional detail on outreach see APPENDIX C: PUBLIC OUTREACH.

Public Review Period

Pursuant to Assembly Bill 215 (AB 215), the City distributed the Draft 2023-2031 Housing Element for a 30 day public review period from October 17th, 2022 to November 16th, 2022. Public notification included social media postings and notifications through emails to 65 stakeholders as well as a public review hardcopy available at City Hall. The City received one public comment requesting additional information on how to participate.

The City held public meetings before the Planning Commission on October 24th and City Council on November 15th to discuss and receive feedback on the public review draft. Opportunity for public comment was provided at both meetings. The Planning Commission and City Council were both supportive of the draft document. They discussed opportunities

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to clarify and strengthen programs and appreciated the thorough and clear analysis and accessibility of the draft element.

The Housing Element was a duly advertised agenda item at the October 24th Planning Commission and November 15th City Council meetings to discuss and receive feedback on the public review draft. Opportunity for public comment was provided at both hearings. The Planning Commission and City Council both supportive of the draft document. They discussed opportunities to clarify and strengthen programs and appreciated the thorough and clear analysis and accessibility of the draft element. The Planning Commission and City Council discussions centered around how the following topics are addressed in the draft Housing Element:

- Add the Pinole Vista project (223 units) that was approved during the public review period to the sites inventory.
- Allow and encourage single and small unit room rentals.
- Evaluate opportunities for affordable housing on religious facility sites.
- Promote and incentivize affordable housing for teachers.
- Consider more protections to prevent and minimize displacement.
- Encourage additional and continual efforts to obtain input from Pinole's diverse population.

The following City efforts address the discussions with the Planning Commission and City Council:

- The 223-unit Pinole Vista project was added to the sites inventory and the sites and AFFH analysis were modified to include and evaluate the site.
- To encourage single and small unit room rentals, the City is including multiple programs to spur ADU development and educate homeowners regarding ADUs. Program 4, Facilitate ADU Production, is included to encourage and stimulate the development of ADUs. Program 22 consists of ADU, JADU, and SB 9 Education and Promotion. The City currently allows SROs in five zones.
- Program 10 develops a Home Sharing and Tenant Matching Program. To promote additional housing options for teachers, they will be included as eligible tenants for the program.
- As a part of Program 3, Outreach and Technical Assistance to Applicants, the City will contact faith-based organizations in Pinole to discuss opportunities for housing at their facilities and provide information regarding recent legislation regarding religious-institution affiliated housing projects.
- As a part of Program 20, Displacement Prevention/Housing Mobility, the City will conduct a workshop a meeting/workshop to inform residents and landlords of

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sources of income protection and state rent control laws such as AB 1482. The City will also coordinate outreach efforts to inform landlords and tenants of recent changes to state law that prevent source of income discrimination, including allowance of housing choice vouchers (HCVs) to establish a renter's financial eligibility.

- The City recently adopted a Communication and Engagement Plan to provide a framework to strengthen the City's communication efforts and help City Hall more effectively reach and engage residents through a series of recommendations centered around topics including planning, media relations, language access, and social media, among others. The Communication and Engagement Plan will help to expand the reach of information for a diverse set of Pinole residents throughout the entirety of the 6th Housing Element Cycle.

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Review of Past Accomplishments

State law (California Government Code Section 65588[a]) requires each jurisdiction to “review its housing element as frequently as appropriate to evaluate all of the following:

- (1) The appropriateness of the housing goals, objectives, and policies in contributing to the attainment of the state housing goal.
- (2) The effectiveness of the housing element in attainment of the community’s housing goals and objectives.
- (3) The progress of the city, county, or city and county in implementation of the housing element.
- (4) The effectiveness of the housing element goals, policies, and related actions to meet the community’s needs, pursuant to paragraph (7) of subdivision (a) of Section 65583.”¹

Per HCD, the three areas of requisite analysis are:

- Review the results of the previous housing element’s goals, objectives, and programs. The results should be quantified where possible but may be qualitative where necessary.
- Compare what was projected or planned in the previous housing element to what was achieved. Determine where the previous housing element met, exceeded, or fell short of what was anticipated.
- Based on the above analysis, describe how the goals, objectives, policies, and programs in the updated housing element are being changed or adjusted to incorporate what has been learned from the results of the previous housing element.

Housing Production

The 5th Cycle RHNA for the City of Pinole is shown in Table 1. The 5th Cycle allocation for the City consisted of 80 very low income units, 43 low income units, 43 moderate income units, and 126 above moderate income, for a total of 297 units. As of December 2021, 27 units have been permitted during the 5th Cycle. There is a remaining RHNA need of 80 very low income, 43 low income, 42 moderate income, and 100 above moderate-income units.

¹http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?lawCode=GOV§ionNum=65588.#:~:text=65588.,of%20the%20state%20housing%20goal.

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Table 1: 5th Cycle Housing Production

	Very Low	Low	Moderate	Above Moderate	Total
5th Cycle RHNA Allocation	80	43	43	126	297
Permitted	-	-	1	26	-
Remaining Requirement	80	43	42	100	265

Source: City of Pinole

No Net Loss and Adequate Sites

Pursuant to Senate Bill (SB) 166, the City must always maintain adequate sites to accommodate the remaining RHNA requirement. The City saw development of 27 units over the 5th Cycle.

The City provided a capacity for 74 units on vacant sites and 419 units on specific plan sites, for a total of 493 units. The 5th Cycle identified a surplus capacity of 196 units. At no point during the 5th Cycle did the City have a net loss of capacity. The City maintained a surplus of available sites for all income levels throughout the 2015 to 2023 planning cycle.

Effectiveness at Assisting Special Needs Populations

This section reviews the City's progress on assisting populations with special housing needs during the 5th Cycle. The City has implemented multiple programs to assist special needs populations over the 5th Cycle.

Seniors and Residents with Disabilities

The Pinole Senior Center offers services and programs to the elderly, including free assistance with legal and health services, and fitness classes.

WestCAT is a service of the Western Contra Costa Transit Authority, which provides a Senior Dial-A-Ride service that offers rides to senior citizens. WestCAT also provides a Paratransit service to Pinole, which is a curb-to-curb service ensuring that riders are transported safely and comfortably. These vehicles are equipped with wheelchair lifts providing access for all elderly persons with different levels of abilities.

Through the Contra Costa County Area Agency on Aging, Pinole participates in several food programs including Meals on Wheels, CalFresh, Food Bank of Contra Costa and Solano, and the Senior Food Program.

Persons Experiencing Homelessness

The County works collectively with all cities, including Pinole, to help address the needs of the homeless population in Contra Costa County. The homeless population in the City (53 in the most recent point-in-time count) receives aid from programs through Contra Costa

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County Health, Housing & Homeless Services. This includes the Continuum of Care and C.O.R.E. Homeless Outreach.

Accessibility Improvements

The City coordinated with the West Contra Costa Unified School District to complete off-site improvements at Pinole Valley High School that create easier access to the school for persons with disabilities. These changes include new ADA ramps, four traffic signals, and roadway restriping.

The City installed 41 “share the road” signs along Pinole Valley Road. There are 20 signs in the south bound direction beginning at Pinole Valley High School and 21 signs in the north bound direction to San Pablo Avenue. There have also been several road projects that involved upgrading ADA ramps on various segments on San Pablo Avenue.

In addition, the City installed 40 thermoplastic bicycle Shared Lane Markings (SLMs), “sharrows,” along Pinole Valley Road to San Pablo Avenue. This route links with the bicycle lanes passing Pinole Valley High School and provides connectivity from the Valley and Old Town to the commercial area near I-80. This route also allows access from Pinole Valley to the Hercules Transit Center.

The City is currently completing a Local Road Safety Plan which will suggest roadway improvements to make roadways safer for all users. Also, the City is scheduled to undertake the development of an Active Transportation Plan which will help identify improvements that will increase the safety and mobility of non-motorized users.

Evaluation of Previous Housing Element Programs

This section illustrates the City of Pinole’s accomplishments and status in implementing the housing programs identified for the 2015-2023 5th Cycle, as well as the continued appropriateness of each program for the 2023-2031 6th Cycle. Programs that have been successfully completed or that consist of routine staff functions are marked as “remove,” as these programs are no longer necessary for the 6th Cycle. Previous programs that are continued with no or minor modifications are marked as “continue.” Finally, programs marked as “retain/modify” are programs that will be continued, but have updated goals and metrics, and may involve combining multiple existing programs into a single 6th Cycle program for ease of use and streamlining.

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Table 2: Review of 5th Cycle Programs

5 th Cycle Program Name and Number	Action/Target	Timeframe	Accomplishments	Continued Appropriateness	6 th Cycle Program Number
Conduct An Annual Housing Element Review (H.1.1)	Provide for annual review of the Housing Element, with opportunities for public input and discussion, in conjunction with State requirements for a written review by April 1 of each year (per Government Code Section 65583(3)). As part of the Annual Housing Element Review, the City will conduct a General Plan internal consistency review.	Annually	Complete for 2021. The City will continue to conduct annual reviews of the Housing Element in subsequent years	Remove - This is a routine staff function and not considered a Housing Element Program. This is also an HCD requirement (Government Code Section 65400.)	N/A
Explore Housing Development Partnerships (H.1.2)	The City shall seek out opportunities to work with other public agencies by identifying housing grant funding opportunities to encourage and implement improvements and expansion of housing supply, and work with developers by creating a developer interest list and periodically assessing development needs to encourage new residential development to provide affordable housing. Contact other public agencies such as the Contra Costa County Housing Authority or Contra Costa County Department of Conservation and Development at least once a year for funding and partnering opportunities.	Ongoing	The City has been working with developers on multiple housing projects that either include affordable units in mixed income projects or are 100 percent affordable projects. The City has facilitated pre-submittal meetings and calls to provide information, highlight application needs, discuss processes, and discuss affordable housing requirements and incentives. Projects the City has worked with developers on include the 223 unit development at Pinole Vista Plaza's vacant K-Mart site, a 154 townhome and condominium development on the vacant Doctor's Hospital site, a 29-unit apartment project on a mixed use site, a 33 unit affordable veteran's	Retain/Modify into an outreach and technical assistance program.	Program 3

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5 th Cycle Program Name and Number	Action/Target	Timeframe	Accomplishments	Continued Appropriateness	6 th Cycle Program Number
			housing on a former redevelopment agency property, and a 100% affordable 179 unit senior complex. The City has not compiled a developer interest list and plans to do so during the 6 th Cycle.		
Periodically Review Residential Development Requirements (H.1.3)	Monitor development standards to ensure their appropriateness in fostering residential and mixed use development. • For key housing opportunity sites, provide development standards and design objectives to streamline the development review process for projects that are consistent with applicable Specific Plans and the General Plan. • Provision of clear guidelines and incentives for the development of housing in conformance with current state laws and to identify specific ways to streamline processing for subsequent development proposals.	Ongoing (as necessary)	Regular ongoing discussions on permitting, process, and code update improvements.	Retain/Modify – combine with Mixed-Use incentive program	Program 5
Apply Design Review Guidelines (H.2.1)	Apply the Zoning Ordinance Residential Design Guidelines to new residential projects in order to evaluate projects in the context of existing neighborhoods and continue to maintain an objective process that clearly communicates community expectations in the Design Review process.	Ongoing	The City continues to implement the Residential Design Guidelines for residential projects. The City received thirteen residential design review applications in 2021. The City has recently begun the process of creating objective design standards, with the standards anticipated to be completed and adopted during the 6 th Cycle.	Retain/Modify to ensure compliance with SB 330 and that development standards, design guidelines, and findings are objective, and promote certainty in the planning and approval process.	Program 12

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5 th Cycle Program Name and Number	Action/Target	Timeframe	Accomplishments	Continued Appropriateness	6 th Cycle Program Number
Adequate Sites to Meet Regional Fair Share of Housing Growth (H.2.2)	The City shall provide for a variety of housing types with densities ranging from one to seven units per acre in low-density residential areas and up to fifty dwelling units per acre in very high density residential and mixed use areas along portions of the City's transportation corridors included in the proposed Specific Plan for San Pablo Avenue, Pinole Valley Road, and Appian Way, with the incorporation of density bonuses available consistent with State law. In support of this Housing Element, the City developed a parcel-specific inventory of sites suitable for future residential development, including vacant sites currently designated under the City's General Plan and housing opportunity sites designated in the City's Corridor Specific Plan for San Pablo Avenue, Pinole Valley Road, and Appian Way The City's overall construction target is 80 units (2 extremely low, 5 very low, 5 low, 20 moderate, and 48 above moderate).	Ongoing	Complete. Three Corridors Specific Plan for San Pablo Avenue, Pinole Valley Road, and Appian Way includes adequate sites available to developers to meet Regional Fair Share of Housing Growth. A detailed inventory of opportunity sites for potential residential development is included within the site inventory map and list of the adopted Housing Element (Appendix A and B).	Retain	Program 1
Rehabilitation Assistance (H.2.3)	The City will improve public awareness of rehabilitation loan subsidy programs offered by the County and other agencies. Specific actions should include: (a) pamphlets on the programs available at City Hall; and (b) providing public information through articles in the local newspaper and with cable TV public service announcements. In addition, the City will annually explore funding availability at the local, State, and federal levels and pursue funding programs as appropriate with the goal of reinstating the City's Rehabilitation Program. Target: 50 units: 10 extremely low, 10 very low, 10 low, and 20 moderate), inclusive of the target for Action H.2.4 below.	Ongoing (annually)	City staff continues to assist homeowners and provide information at City Hall on rehabilitation assistance resources. In 2021, the City issued 656 permits to rehabilitate housing units, including roofing, water heater replacement, furnace, solar, window/patio door replacement, and home remodel/addition projects.	Retain/Modify. Increase program specificity, language, and metrics, including setting a geographic target for assistance.	Program 15

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5 th Cycle Program Name and Number	Action/Target	Timeframe	Accomplishments	Continued Appropriateness	6 th Cycle Program Number
Acquisition/ Rehabilitation of Blighted or Distressed Properties (H.2.4)	As in other parts of the State, many households in Pinole have been impacted by the recession and depressed housing market, resulting in increases in distressed properties and foreclosure activities. Furthermore, with the dissolution of redevelopment, the City no longer has the funding available to address blighted properties in the community. The City will continue to pursue opportunities to partner with nonprofit housing developers to acquire and rehabilitate blighted or distressed properties, with the objective of making these units available to low income households as affordable housing. Target: 50 units (10 extremely low, 10 very low, 10 low, and 20 moderate), inclusive of the target for Action H.2.3 above.	Ongoing	The City worked with the developer on the construction of an affordable veteran's housing project on a former redevelopment property. The City has worked with the developer to entitle a 100% affordable senior housing complex on an underutilized site.	Retain/Modify. Remove portion regarding blight and redevelopment agency. Update metrics, language, and, set a geographic target for assistance.	Program 16
Fee Structure Evaluation (H.3.1)	Periodically review the City's current development impact fees to ensure that new development contributes its fair share of the costs for the provision of services and facilities.	Ongoing	A fee update was initiated in calendar year 2022 and adopted by City Council in June 2022. Fees went into effect September 2022. Significant changes were made to building permit fees that made the fee schedule more equitable. The adopted fee schedule is now more similar to neighboring jurisdictions, especially for larger scale projects.	Retain/Modify. Specify fee evaluations to be done not less than every 5 years.	Program 13
General Plan Land Uses (H.4.1)	Evaluate General Plan land use designations and plan programs annually to ensure they are consistent with the City's overall goals and review the entire General Plan within eight years.	Annually	The City's GP land use designations are applied to provide direction and flexibility to help meet evolving overall land use goals and policy objectives.	Remove – Not a Housing Element Program.	N/A
Housing Construction (H.4.2)	Construct or encourage the construction of housing units throughout the City through use of the following mechanisms. Construction or approval of at least 279 units between 2014 and 2023.	Ongoing	City staff meets regularly with property owners and developers to encourage additional housing construction at all affordability	Modify - increase program specificity, language, and metrics regarding	

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5 th Cycle Program Name and Number	Action/Target	Timeframe	Accomplishments	Continued Appropriateness	6 th Cycle Program Number
			levels on available housing opportunity sites. Staff provides information regarding the State density bonus programs, and helps owners/developers determine use of bonuses, waivers/exceptions, and incentives. Staff also meets with individuals to provide information on about SB 9 and ADUs.	construction of housing.	
	Mixed-Use Incentives: Encourage mixed residential-commercial uses in areas consistent with the Land Use Plan, and in particular along portions of the San Pablo Avenue, Pinole Valley Road, and Appian Way corridors to increase housing opportunities through the following and other means, if appropriate: (1) increased densities; (2) prioritized development project review and processing; and (3) flexibility in parking and development standards.		The City assisted in exploring potential for flexible parking standards, including shared parking agreements for mixed use development.	Retain/Modify.	Program 5
	Rental Housing Site Assemble and Development: City shall contact affordable housing builders annually and provide information about sites to facilitate development of affordable rental housing. Based on development interest, the City shall explore possible assistance including priority processing.		The City executed a Disposition and Development Agreement and agreed to provide a Purchase Loan and Construction Loan to assist in the purchase of the property and construction of the SAHA project (811 San Pablo Ave). The site was a former redevelopment property sold by the City to the developer with agreement to construct an affordable rental housing development.	Retain/Modify – roll into outreach and technical assistance program, and program to develop specific priority processing procedure.	Program 3 and Program 7
	Affordable Housing Incentives: Support the use of the following incentives for well-designed rental and ownership projects that provide a minimum of 15 percent of total units		The City implements its 15% inclusionary housing program for the creation of affordability units in projects.	Retain/Modify to develop specific process for priority review of affordable	Program 7

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5 th Cycle Program Name and Number	Action/Target	Timeframe	Accomplishments	Continued Appropriateness	6 th Cycle Program Number
	affordable to low and moderate income households for 45 and 55 years respectively: a. Density bonuses. Provide density bonuses consistent with the State Density Bonus Law (Government Code Section 65915). b. Flexibility in development standards. Allow flexibility in applying development standards (e.g., parking, floor area, setback, height standards). c. Prioritized Development Review. Affordable housing development should receive the highest priority and efforts should be made by staff and decision-makers to provide technical assistance to potential affordable housing developers; consider project funding and timing needs in the processing of applications; and provide the fastest turnaround time possible in determining application completeness.		The City has an adopted set of design modifications for affordable housing including potential for priority processing. This is adopted in section 17.32.040 of the Zoning Ordinance.	housing developments that go beyond the inclusionary requirement.	
	Require Affordable Housing in Market Rate Residential Projects. Require 15 percent of the units located in new residential developments be affordable, and of those units, 40 percent must be affordable to very low income households. The City's intent is the construction of units on-site. If this is not practical, the City will consider other alternatives of equal value, such as in-lieu fees, construction of units off-site, donation of a portion of the property for future non-profit housing development, etc.		15% inclusionary requirement has been applied in all applicable housing developments.	Retain/modify.	Program 6
	Housing for Extremely Low Income Households and Persons with Disabilities. Based on funding availability, the City shall explore, at least once a year, development assistance for multifamily and supportive housing to meet the needs of extremely low income households and persons with disabilities (including persons with developmental disabilities). The City shall continue to contact housing service providers within West Contra Costa County to determine the best way to facilitate development of housing	Ongoing		Retain.	Program 8

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5 th Cycle Program Name and Number	Action/Target	Timeframe	Accomplishments	Continued Appropriateness	6 th Cycle Program Number
	for extremely low income households and persons with disabilities. The City will annually contact developers to assist in development where feasible by prioritizing available funding, assisting and supporting new applications, providing priority processing, considering fee deferrals or subsidies and design modifications, and facilitating site acquisition.				
Parcel Consolidation (H.4.3)	The City will play an active role in facilitating lot consolidation, particularly as it relates to parcels listed in the Sites Inventory in this Housing Element. The lot consolidation procedure is included in the City's Municipal Code and made available to the public and discussed with developers during the preliminary review process. Lot consolidation requests made in order to facilitate development of affordable housing is processed administratively. Incentives offered for lot consolidation include allowing higher densities for larger parcels once consolidated, flexibility in development standards, and expedited processing.	Ongoing	City staff meets with property owners and developers to encourage parcel consolidation for housing development. The City did not receive any requests for lot consolidations during the 5 th Cycle.	Retain //Modify – include in affordable housing incentive programs	Program 7
Second Unit Ordinance (H.4.4)	The City will provide information to the public on the ordinance at City Hall and on its website. In addition, the City will review the Second Dwelling Unit Ordinance in regard to development requirements to encourage the development of well-designed secondary housing units in established residential areas. Construction of 16 new second units between 2014 and 2023.	Ongoing	Updated the ADU ordinance in 2017 and 2020. Staff regularly receives and responds to questions from the public regarding ADU standards and the permit process. 15 ADUs were constructed between 2017 and September 2022. The City streamlines the permitting of ADUs by processing them as a plan check of a building permit, and does not require	Retain and roll into ADU Programs	Program 4 and Program 21

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5 th Cycle Program Name and Number	Action/Target	Timeframe	Accomplishments	Continued Appropriateness	6 th Cycle Program Number
			separate planning permitting for ADUs.		
Homebuyer Programs (H.4.5)	Continue to promote homebuyer assistance programs available through the County and State, such as the Mortgage Credit Certificate (MCC) program and California Housing Finance Agency's Down payment Assistance Program. Specific actions should include: (a) pamphlets on the programs available at City Hall; and (b) providing public information through articles in the local newspaper and with cable TV public service announcements. The City will continue to explore funding opportunities to reinstate the City's Homebuyer Program. Annual evaluation of funding available and pursue funding opportunities as available.	Annually	Inadequate financial resources available in 2021 to directly assist first-time homebuyers and re-establish the City's homebuyer program. The City refers interested individuals to available County and State programs.	Retain and Modify - staff can continue to refer interested parties to County and State programs. Modify to increase promotion of outreach programs.	Program 21
Below Market Rate (BMR) Regulations (H.4.6)	Implement and monitor rental (55 years) and resale (45 years) restrictions for low and moderate income units assisted or constructed by the former Redevelopment Agency to assure that these units remain at an affordable price level as they are occupied, and transferred.	Ongoing	The City continues to use a third-party contractor to monitor affordability control compliance.	Retain - add specific metric.	Program 17
Technical Assistance to Housing Developers (H.4.7)	The City will provide technical assistance to developers to encourage provision of affordable housing that are consistent with City goals. Assistance could include provision of information about available funding sources, pre-application planning meetings, expedited development review and processing, and facilitation of neighborhood meetings.	Ongoing	City staff continued to meet with prospective housing developers in 2021.	Retain/Modify – combine into outreach and technical assistance program.	Program 3

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5 th Cycle Program Name and Number	Action/Target	Timeframe	Accomplishments	Continued Appropriateness	6 th Cycle Program Number
Accessible Units for the Physically Disabled (H.4.8)	The City will facilitate programs and projects that meet Federal, State and local requirements to provide accessibility for the physically disabled in residential units and will promote affordable accessible housing for the physically disabled. The City will encourage accessible units in all new projects; additionally, where outside funding is involved, the City will ensure compliance with funding agency requirements for units accessible to the physically disabled. The City will provide technical assistance to assure proposed units meet Building Code requirements. The City will implement the adopted ordinance establishing Reasonable Accommodation procedures to accommodate the needs of persons with disabilities. Five percent of the units built or approved between 2014 and 2023 should be adaptable for the physically disabled	5% of units built or approved between 2014 and 2023 should be adaptable for the physically disabled	The City is committed to assisting in the development of new projects that provide accessible housing for the disabled or issuing building permits for projects that improve the accessibility of existing housing. The City did not receive any new development requests for housing for the physically disabled or accessibility modifications to existing residential units during the 5 th Cycle.	Remove – completed reasonable accommodations procedure.	N/A
Housing for the Homeless (H.4.9)	The City amended the Zoning Ordinance to provide emergency shelters and transitional housing for the homeless; however, additional revisions to the Zoning Ordinance are required to be consistent with State law. Specifically, the Zoning Ordinance will be revised to address the provision of supportive and transitional housing as a residential use to be subjected to requirements for similar uses in the same zones. The Zoning Ordinance will also be revised to remove the emergency shelter distance requirements (other than from another shelter). State law (SB2) allows the emergency shelter ordinance to set distance requirement only from another shelter. The City's ordinance currently includes distance requirements from a public park and a school, transit route, etc. Within 12 months of adopting the 2015-2023 Housing Element, the City will amend the Zoning Ordinance to address the provisions for transitional housing, supportive housing, and emergency shelters consistent with SB 2. The City will continue to monitor the effectiveness and appropriateness of the adopted provisions in facilitating housing for the homeless.	By May 2016	Text amendments were approved in 2016.	Remove - Completed.	N/A

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5 th Cycle Program Name and Number	Action/Target	Timeframe	Accomplishments	Continued Appropriateness	6 th Cycle Program Number
	Complete within one year of Housing Element adoption.				
Employee Housing (H.4.10)	Currently the Zoning Ordinance does not address the provision of employee housing. The City will amend the Zoning Ordinance within one year of the Housing Element adoption to identify employee housing meeting Health and Safety Code definitions will be considered as a residential use and to be permitted in the same manner as similar uses in the same zones. Amend Zoning Ordinance to address employee housing within one year of Housing Element adoption	By May 2016	Text amendments were approved in 2016.	Remove - Completed.	N/A
Prevention of Housing Discrimination (H.4.11)	The City will take actions to prevent discrimination in the housing market and provide information on fair housing laws. Staff will distribute fair housing pamphlets provided by fair housing organizations at the public information counter at City Hall, Pinole Library, and at the Pinole Senior Center, as well as on the City's website. Staff will continue to refer all fair housing complaints to Housing Rights Incorporated, a local fair housing advocacy firm or other groups that provide comparable service. The City will also participate in the Regional Analysis of Impediments to Fair Housing Choice, which is updated every five years. The City will work with the County to publicize the outreach program for the update.	Ongoing	No housing discrimination disputes were brought to the City's attention in 2021.	Retain/Modify - increase program specificity, language, and metrics regarding fair housing. Expand program to include counseling, education, etc.	Program 20
Conservation of Affordable Housing Units (H.4.12)	Pinole's supply of affordable housing units is largely made of multi-family units with affordability covenants in place that ensure affordability at a specific income level for a set period of time following the provision of financial assistance to the project, generally through the former Pinole Redevelopment Agency. A number of the covenants were recorded prior to changes in State law that took effect in 2001 requiring minimum thresholds for affordability and are now nearing their expiration dates. The City will take appropriate steps to ensure that the units with covenants close to expiration are	Through 2017	Former RDA assets, and revenues generated from those assets, are maintained in a Low- and Moderate-Income Housing Asset Fund that continues to be used to administer and monitor compliance with affordable housing and loan agreements and provide for affordable housing development.	Retain - update timeframe, and specific metric (# of homes,)	Program 17

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5 th Cycle Program Name and Number	Action/Target	Timeframe	Accomplishments	Continued Appropriateness	6 th Cycle Program Number
	conserved or replaced and will remain affordable to moderate and lower income households. Specifically, the City will: • Contact the property owners to assess their interest and incentives required in extending the affordability covenant for the at-risk units. • Work with property owners to notify tenants of potential conversion to market rate at least one year prior to conversion, pursuant to State law. • Contact affordable housing developers/providers to solicit their interest and financial capacity in acquiring the at-risk units, • Work with interested property owners/affordable housing developers/providers to pursue funding for the preservation and improvement of at-risk units. Total: 113 units (24 very low, 4 low, and 85 moderate) Through 2017: 24 very low income units; 4 low income units; and 85 moderate income units.				
Explore Options for Senior Assistance Programs (H.4.13)	Explore program revisions and potential new programs aimed at providing assistance to seniors that would allow them to live independently and age in their homes. The potential assistance program(s) may be an offshoot of or include revisions to the existing Residential Rehabilitation Loan Program, which provides grants and low-interest loans to qualifying households. Specifically, identify funding and initiate a program to provide grants to senior homeowners for home improvements to increase accessibility for daily activities. Pursue funding in 2015 with the goal of initiating program in 2016.	2015-2016	Insufficient financial resources were available to establish a City program.	Retain – Modify to set specific measures and goals	Program 9

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5 th Cycle Program Name and Number	Action/Target	Timeframe	Accomplishments	Continued Appropriateness	6 th Cycle Program Number
Energy and Water Conservation (H.5.1.1)	Reduce energy and water consumption in residential buildings by balancing energy-efficient design and water conservation features with cost-effective construction.	Ongoing	The City continued to provide information on available energy and water conservation programs. The City adopted updates to the water efficient landscaping ordinance in the municipal code to reflect the current State ordinance.	Remove – completed.	N/A
Water and Sewer Service Priority Allocation for Affordable Housing (H.5.1.2)	The City will comply with SB 1087 requirements regarding water and sewer priority allocation to affordable housing. The City will coordinate with the East Bay Municipal Utility District, the West County Wastewater Sewer District, and the Pinole/Hercules Water Pollution Control Plant (WPCP) Joint Powers Agreement as needed to facilitate adoption of similar policies or to ensure that the State Public Utility Commission policies are adhered to. Adopt policy within one year of Housing Element adoption	By May 2016	Completed in 2016.	Remove - Completed.	N/A

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Housing Needs Assessment

The housing needs assessment analyzes the varied needs of all segments of the community. The assessments evaluate characteristics that inform housing need including population trends, demographics, employment trends, household characteristics, housing stock characteristics, housing inventory and market conditions, and preservation of at-risk units. The assessment also analyzes housing needs of various special needs groups, including elderly persons, large households, female-headed households, persons with disabilities (including developmental disabilities), homeless persons, farmworkers, and extremely low-income households. These components are presented in the context of the City of Pinole, Contra Costa County, and other regional or neighboring areas as appropriate. The housing needs assessment guides the identification of appropriate goals, policies, and programs for the City to implement during the 2023–2031 Housing Element cycle.

The housing needs assessment uses multiple data sources for analysis. Primary data sources include the 2020 American Community Survey (ACS), the 2014–2018 Comprehensive Housing Affordability Strategy (CHAS) published by the US Department of Housing and Urban Development (HUD), and the 2020 US Census. The CHAS provides information related to households with housing problems, including overpayment, overcrowding, and/or housing without complete kitchen facilities and plumbing systems. CHAS data is based on the 2014–2018 ACS data files but differs from the standard files by including a variety of housing need variables shown by HUD-defined income limits and HUD-specified household types. CHAS data uses the HUD Area Median Family Income (HAMFI), which does not differ from the area median income (AMI) used by the California Department of Housing and Community Development (HCD) except that it does not utilize AMI income categories. Both HAMFI and AMI use the same median income from the metropolitan area, which for Pinole is the Oakland-Hayward-Berkeley metropolitan district. Tables that use HAMFI instead of AMI are noted².

HCD uses five income categories to evaluate housing need based on the AMI for each metropolitan statistical area; they are used for both funding and planning purposes. The categories are as follows:

- Extremely low-income households, between 0% and 30% of the AMI
- Very low-income households, between 30% and 50% of the AMI
- Low-income households, between 50% and 80% of the AMI
- Moderate-income households, between 80% and 120% of the AMI

² Note that data from the different sources and different years may have varying estimates for totals such as population or number of households.

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- Above moderate-income households, above 120% of the AMI

Extremely low-, very low-, and low-income households may be grouped together for planning purposes and referred to as “lower-income households.”

Projected Housing Needs

As required by California Government Code section 65583, each jurisdiction must have land zoned to accommodate its fair share of the regional housing need. Each jurisdiction’s share of needs is known as the Regional Housing Needs Allocation (RHNA). HCD determines the needs for each region of the state. The Association of Bay Area Governments (ABAG) is the regional planning agency for the nine county Bay Area region responsible for assigning each jurisdiction within the region its share of the RHNA. The RHNA is broken down into the five income levels: extremely low, very low, low, moderate, and above moderate.

As determined by HCD, the RHNA for the Bay Area region over the 2023–2031 planning period is 441,176 units. Contra Costa County as a whole received a RHNA of 49,043 units. Pinole was assigned a RHNA of 500 total units, as shown in Table 3.

Table 3: Pinole RHNA, 2023–2031

Income Group	% of County AMI	Units	% of Units
Extremely Low ¹	0–30%	60	12.0%
Very Low	30–50%	61	12.2%
Low	50–80%	69	13.8%
Moderate	80–120%	87	17.4%
Above Moderate	> 120%	223	44.6%
Total	-	500	100%

Source: Association of Bay Area Governments (ABAG) as referenced in Pinole 2023-2031 Housing Element Data Package, Table HHPROJ-01.

¹Pursuant to AB 2634, local jurisdictions are also required to project the needs of extremely low-income households (0–30% of AMI). Fifty percent of the very low-income households are presumed to qualify as extremely low-income households.

Existing Housing Needs

Existing housing needs take into consideration demographic information about the community and region, including population and employment trends. It also considers data about the housing stock and characteristics, including housing age, condition, rates of cost burden, and rates of overcrowding.

Population Growth Trends

Table 4 provides the population trends of Pinole and select regional jurisdictions from 2010 to 2020. Pinole has a population of 19,505 as reported by the 2020 US Census. The County saw a 10.0 percent increase in population over the 10-year time span. Pinole experienced a lower growth rate of 6.1 percent, about 1,115 people. This is a comparable growth rate to

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the nearby jurisdictions of El Cerrito and Hercules. Richmond and San Pablo saw marginally higher population changes at 7.2 percent and 7.8 percent, respectively, while Martinez experienced a lower rate of growth at 3.6 percent.

Table 4: Regional Population Change, 2010–2020

Jurisdiction	2010	2020	% Change
Bay Area	7,150,739	7,790,537	8.9%
Contra Costa County	1,049,025	1,153,561	10.0%
Pinole	18,390	19,505	6.1%
El Cerrito	23,549	24,953	6.0%
Hercules	24,060	25,530	6.1%
Martinez	35,824	37,106	3.6%
Richmond	103,701	111,217	7.2%
San Pablo	29,139	31,413	7.8%

Source: California Department of Finance, E-5 series (as referenced in ABAG 2023-2031 Housing Element Data Package, table POPEMP-01).

Table 5 provides annual average population growth from 2000 through 2020. Between 2010 and 2020, the Bay Area and Contra Costa County experienced similar average annual growth rates of approximately 1 percent per year. During the same ten-year period, Pinole saw slightly slower annual average growth at 0.6 percent (an increase of 1,115 residents total). In contrast, from 2000 to 2010, the City's population estimate decreased by 649 people or approximately 0.3 percent annually on average.

Table 5: Annual Average Population Growth, 2000–2020

Jurisdiction	2000	2010	2020	2000-2010		2010-2020	
	Total Population			Population Change	AAGR	Population Change	AAGR
Pinole	19,039	18,390	19,505	-649	-0.3%	1,115	0.6%
Contra Costa County	948,816	1,049,025	1,153,561	100,209	1.0%	104,536	1.0%
Bay Area	6,784,348	7,150,739	7,790,537	366,391	0.5%	639,798	0.9%

Source: California Department of Finance, E-5 series (as referenced in ABAG 2023-2031 Housing Element Data Package, table POPEMP-01).

Age Composition

Pinole's current and future housing needs are determined in part by the age characteristics of its residents as each age group typically has distinct housing needs and preferences. For instance, a higher proportion of young adults generally indicates a need for rental units and first-time homebuyer or first move-up opportunities, including condominiums, townhomes, and smaller single-family homes. Middle-aged residents are usually at the peak of their earning power and typically occupy larger homes. Senior residents are generally homeowners who have resided in their single-family homes for an extended period of time,

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and may be in need of making home adaptation improvements to facilitate aging in place or transitioning to smaller living spaces and/or assisted living facilities. As a part of Program 8, the City is developing an aging in place permit policy that reduces the cost of building permits for age-qualified homeowners to make improvements to their home for universal design in order to support aging in place.

Table 6 summarizes the population's age distribution and percentage change from 2000 to 2020. From 2010 to 2020, the largest increases in population were in the age groups of 65-74 years (78.3 percent or 1,219 individuals) and 25-34 years (66.5 percent or 1,408 individuals). The largest decline was in the 15-24 years age group (-38.3 percent) followed by the 45-54 years age group (-27.1 percent). The 2000-2010 and 2010-2020 time periods both show a declining trend in the under 14 age groups in Pinole; over the course of the 20-year period, the 0-4 years age group decreased 19.8 percent, and the 5-14 years age group decreased by 31.2 percent. In comparison, the Countywide age group of 0-4 years decreased by 0.1 percent and the 5-14 age group increased by 1.3 percent.

This data suggests that there is an increasing need for senior housing, which may take the form of age-restricted developments, smaller units, and housing with increased support services and proximity to healthcare. The growing 25-34-year-old age group suggests a need for first-time homeownership opportunities and larger housing units, as this group has a higher propensity to start families.

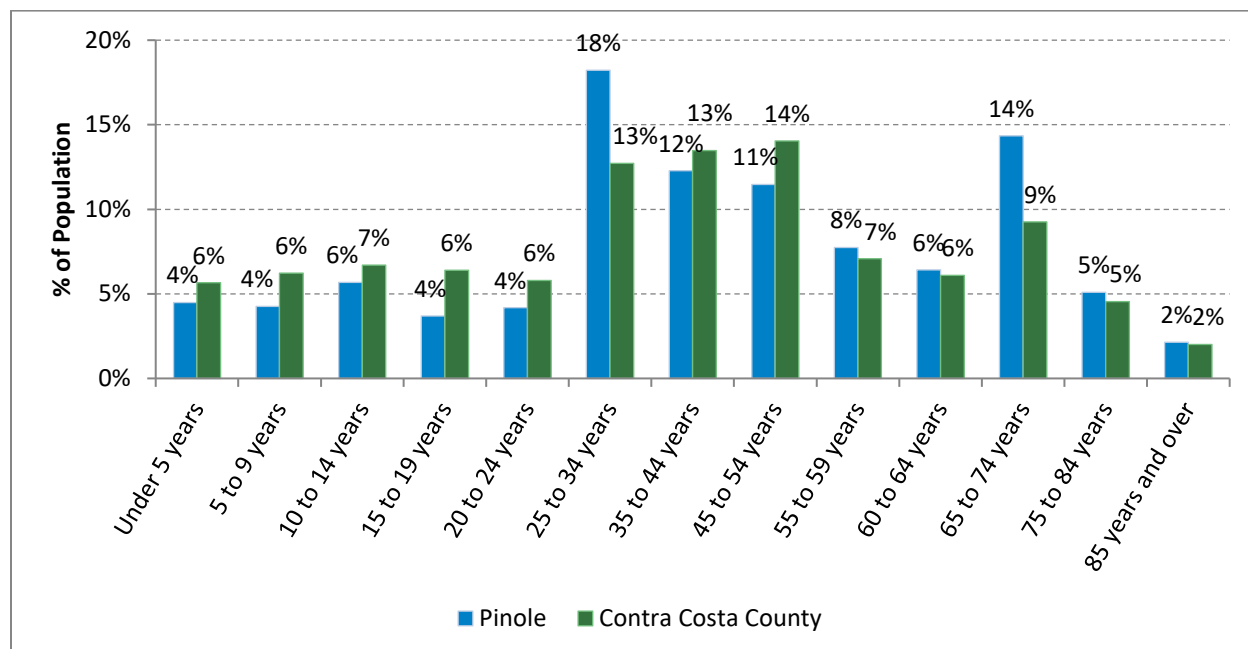
Table 6: Population Age Distribution, Pinole

Age Group	2000	2010	2020	Change 2000-2010		Change 2010-2020	
Age 0-4	1,083	933	869	-150	-13.9%	-64	-6.9%
Age 5-14	2,794	2,038	1,923	-756	-27.1%	-115	-5.6%
Age 15-24	2,367	2,467	1,523	100	4.2%	-944	-38.3%
Age 25-34	2,097	2,116	3,524	19	0.9%	1,408	66.5%
Age 35-44	3,298	2,209	2,375	-1,089	-33.0%	166	7.5%
Age 45-54	2,995	3,043	2,218	48	1.6%	-825	-27.1%
Age 55-64	1,949	2,736	2,737	787	40.4%	1	0.0%
Age 65-74	1,299	1,556	2,775	257	19.8%	1,219	78.3%
Age 75-84	855	859	986	4	0.5%	127	14.8%
Age 85+	302	433	413	131	43.4%	-20	-4.6%
Total	19,039	18,390	19,343	-649	-3.4%	953	5.2%

Source: US Census Bureau, Census 2000 SF1, Table P12; Census 2010 SF1, Table P12; American Community Survey 5-Year Data (2016-2020), Table DP05.

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Figure 1: Population Age Distribution, 2020



Source: US Census Bureau, American Community Survey 5-Year Data (2016-2020), Table DP05.

Race and Ethnicity

An understanding of the racial and ethnic trends in a region contributes to an analysis of housing demand. According to 2020 ACS data, Non-White populations in Pinole occupy multifamily units at a higher rate than White populations.³ Race and ethnicity characteristics also can be correlated with income levels. Table 7 summarizes the racial and ethnic composition of the population in 2010 and 2020. As of 2020, 24 percent of Pinole residents of any race were of Hispanic origin and 76 percent were Non-Hispanic. Of the Non-Hispanic population, 33 percent were white, and 25 percent were Asian or Pacific Islander and 11 percent were Black or African American. Between 2010 and 2020, the White Non-Hispanic population percentage declined by 5 percent, while the Asian or Pacific Islander population percentage increased by 2.6 percent, and the Black or African American population increased by 2.1 percent.

³ US Census Bureau, American Community Survey 5-Year Data (2016-2020), Table B25032A-E.

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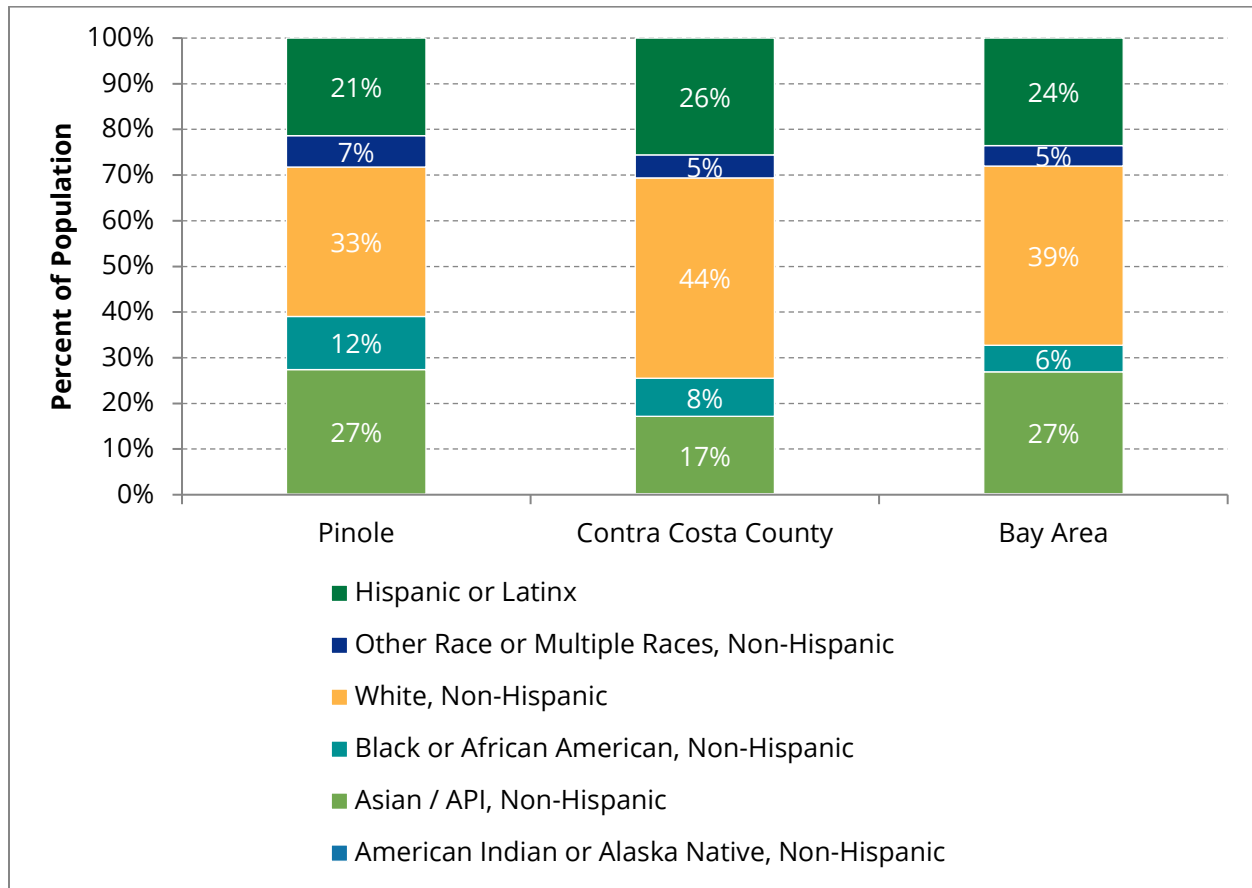
Table 7: Racial and Ethnic Composition, Pinole

Racial/Ethnic Group	2010		2020	
	Number	%	Number	%
Not Hispanic or Latino				
White	7,037	38.1%	6,362	32.9%
Black or African American	1,642	8.9%	2,122	11.0%
American Indian & Alaska Native	71	0.4%	25	0.1%
Asian	4,044	21.9%	4,769	24.7%
Native Hawaiian & Pacific Islander	50	0.3%	20	0.1%
Some other race alone	123	0.7%	136	0.7%
Two or more races	1,005	5.4%	1,202	6.2%
Subtotal	13,972	75.7%	14,636	75.7%
Hispanic or Latino				
White	2,060	11.2%	1,833	9.5%
Black or African American	29	0.2%	33	0.2%
American Indian & Alaska Native	36	0.2%	59	0.3%
Asian	35	0.2%	63	0.3%
Native Hawaiian & Pacific Islander	0	0.0%	0	0.0%
Some other race alone	1,938	10.5%	1,933	10.0%
Two or more races	391	2.1%	786	4.1%
Subtotal	4,489	24.3%	4,707	24.3%
Total	18,461	100.0%	19,343	100.0%

Source: US Census Bureau, American Community Survey 5-Year Data 2010 and 2020, Table B03002.

Figure 2 compares the racial and ethnic composition of Pinole compared to Contra Costa County and the Bay Area region. Pinole is a diverse community. The White, non-Hispanic population makes up a smaller subgroup of the population than the County or Bay Area (33 percent compared to 44 and 39 percent, respectively). In Pinole, a larger proportion (12 percent) of the population is Black or African American (8 percent in the County and 6 percent in the Bay Area). The Asian population is representative of the Bay Area, making up 27 percent of the total population, but higher than the County's 17 percent.

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Figure 2: Regional Racial/Ethnic Composition, 2019

Source: US Census Bureau, American Community Survey 5-Year Data (2015-2019), Table B03002.

Employment Trends

Employment trends in a region also influence housing needs. The quality and/or pay of available employment can determine the need for various housing types and prices.

Table 8 shows the labor force and employment trends in Pinole in 2010, 2015, and 2020. The labor force has increased by over 1,000 from 2010 to 2020. The unemployment rate decreased by 1.8 percent, from 6.9 percent to 5.1 percent, between 2010 and 2020 and according to Local Area Unemployment Statistics (LAUS) it decreased by 1.5 percent from 2015-2020. In 2020, the unemployment rate for Pinole, at 5.1 percent was lower than the County's unemployment rate of 5.5 percent and according to LAUS it was within a tenth of a percent difference between Pinole (3.3 percent) and the East Bay Region (3.2 percent).

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Table 8: Employment Trends, Pinole

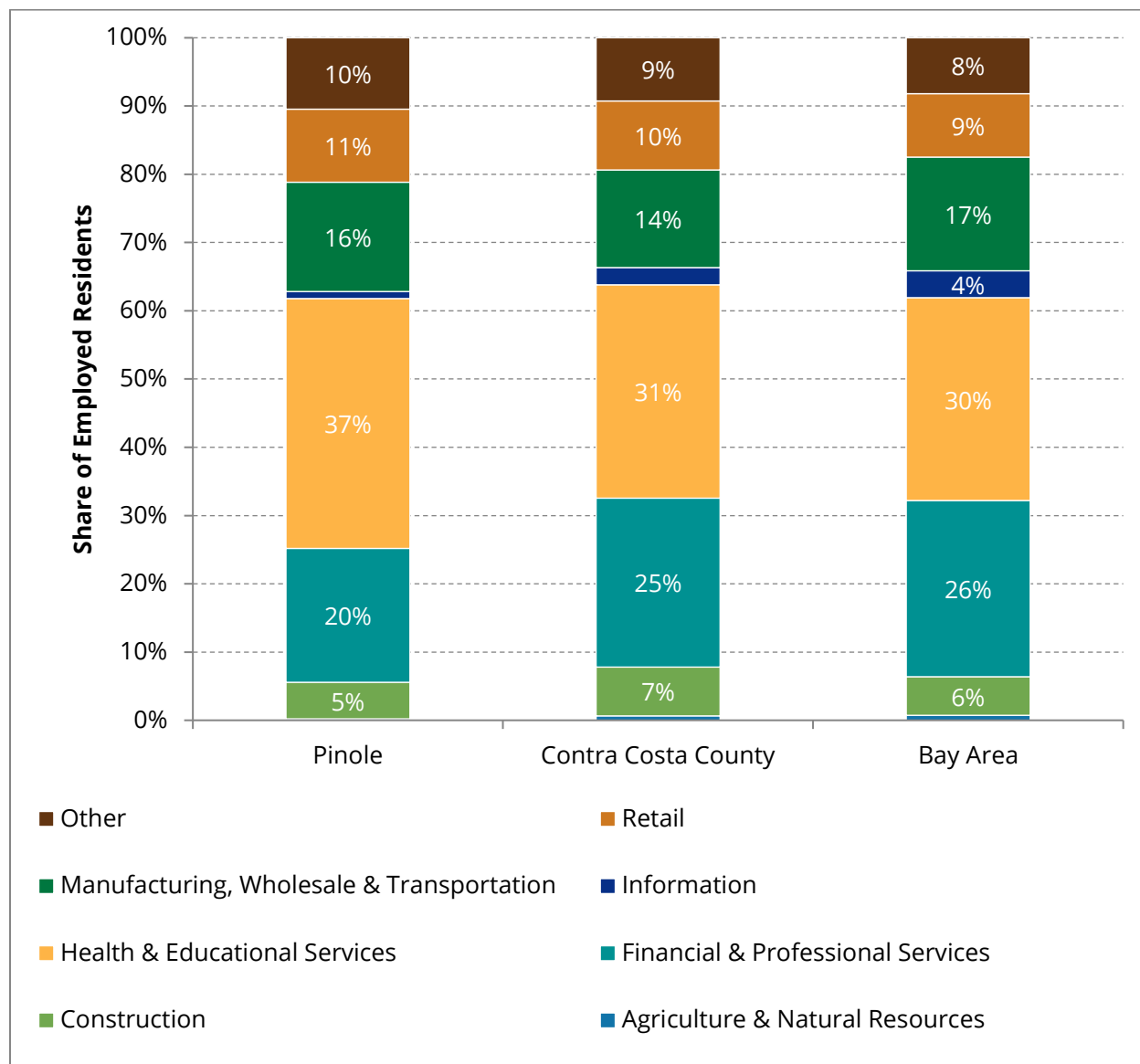
Year	Labor Force	Employment	Unemployment	Unemployment Rate	
2010	9,557	8,888	669	6.9%	-
2015	9,757	9,128	629	6.4%	4.8%*
2020	10,595	10,051	544	5.1%	3.3%*

Source: US Census Bureau, American Community Survey 5-Year Data 2010, 2015, and 2020, Table DP03.

*Source: CA EDD, Local Area Unemployment Statistics (LAUS) program; TNDG

Figure 3 displays the employment share by industry in Pinole, Contra Costa County, and the Bay Area region. The employment by industry breakdown when compared among the City, County, and Bay Area region has a few, small differences. Pinole has a smaller percentage of workers employed in the financial and professional services than Contra Costa County and the Bay Area. It has a higher percentage of workers employed in the health and educational services sector.

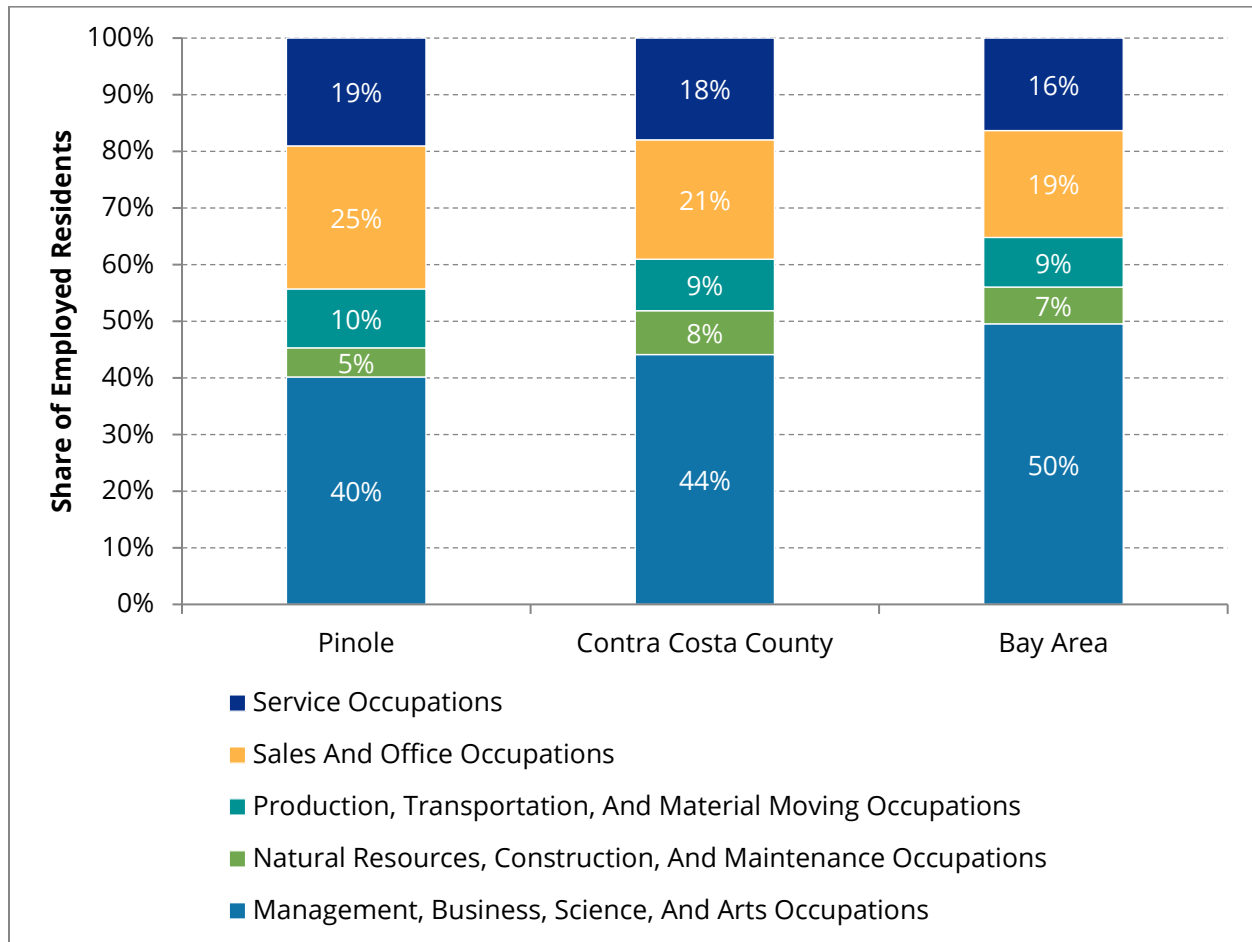
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Figure 3: Regional Employment by Industry, 2019

Source: US Census Bureau, American Community Survey 5-Year Data (2015-2019), Table C24030.

Figure 4 displays the regional employment by occupation for Pinole, Contra Costa County, and the Bay Area. As with regional employment by industry, the makeup of employment by occupation is similar across the City, County, and Bay Area region. The largest difference is in the management, business, science, and arts occupations, in which Pinole has a smaller percentage of people employed (40 percent) than the County and Bay Area (44 and 50 percent, respectively). Pinole has a slightly higher percentage of people employed in the sales and office occupations (25 percent) than the County and Bay Area (21 and 19 percent, respectively). The comparison of regional employment by occupation and industry shows no specific housing need unique to Pinole as compared to the County and region.

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Figure 4: Regional Employment by Occupation, 2019

Source: US Census Bureau, American Community Survey 5-Year Data (2015-2019), Table C24010.

Household Characteristics

This section describes Pinole's household characteristics, including data on the number of households, household size, and household income. The US Census Bureau defines a household as all persons living in a single housing unit, whether or not they are related. A household can be one person, a single family, multiple families, or any group of related or unrelated persons. The US Census Bureau defines a family as related persons living within a single housing unit.

As shown in Table 9, the number of households in Pinole decreased by 6.2 percent between 2000 and 2010. This was a significant deviation from the increase the County and State experienced during the same time period (6.9 and 7.7 percent, respectively). Between 2010 and 2020, Pinole's household growth has been on par with the state as a whole at just under 6 percent, but lower than the County's 8 percent growth. In 2020, the US Census Bureau reported 6,792 households in Pinole.

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Table 9: Number of Households, 2000–2020

Area	2000	2010	2020	% Change 2000-2010	% Change 2010-2020
Pinole	6,837	6,411	6,792	-6.2%	5.9%
Contra Costa County	344,422	368,087	398,299	6.9%	8.2%
California	11,502,870	12,392,852	13,103,114	7.7%	5.7%

Source: US Census Bureau, Decennial Census 2000, Table DP1. American Community Survey 5-Year Data 2010 and 2020, Table S1101.

The average number of persons per household in Pinole was 2.83 in 2020, a slight decrease from 2.88 in 2010. In contrast, the County and State both saw an increase in household size since 2010. As shown in Table 10, the average number of persons per household in Pinole is now similar to the County's average but lower than the statewide average of 3.00. A larger household size may indicate a need for larger housing units and more bedrooms. It may also suggest a need for more affordable units to alleviate the pressure for individuals to cohabitate primarily because of high housing costs. These issues are further analyzed in the Overpayment and Overcrowding section of the needs assessment.

Table 10: Regional Average Household Size

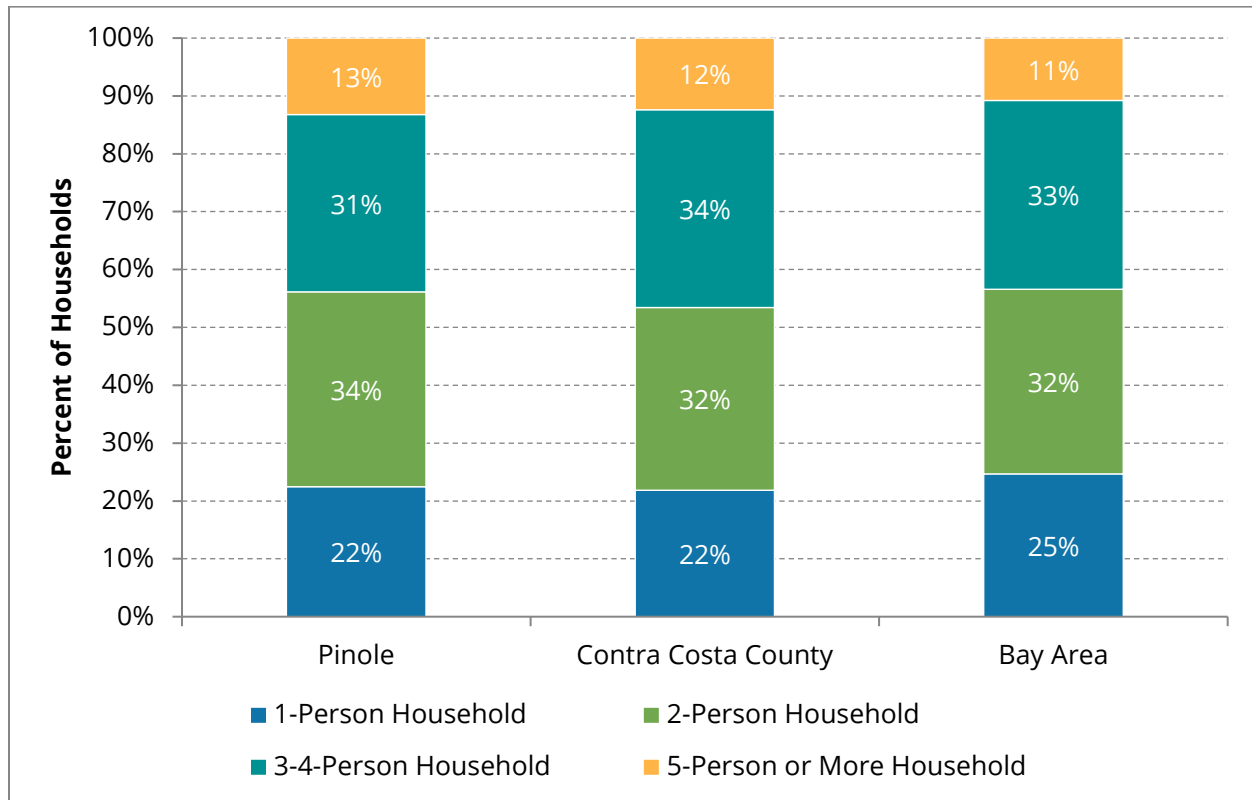
Area	2000	2010	2020
Pinole	2.79	2.88	2.83
Contra Costa County	2.72	2.75	2.86
California	2.87	2.90	3.00

Source: US Census Bureau, Decennial Census 2000, Table DP1 SF2. American Community Survey 5-Year Data 2010 and 2020, Table S1101.

Figure 5 shows the household size distribution of Pinole, Contra Costa County, and the Bay Area region. The distribution is similar among all three geographic areas of analysis. Pinole has a slightly higher proportion of 2-person and 5-or-more-person households than the State or County and fewer 3-to-4-person households.

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Figure 5: Households by Size, 2019



Source: US Census Bureau, American Community Survey 5-Year Data (2015-2019), Table B11016.

Table 11 shows trends in household size from 2010 through 2020. The largest change has been an increase in two-person households. In 2010 they made up about 30 percent of all households and now comprise nearly 39 percent of total households. This represents a 42 percent increase in two-person households over the 10-year period. Households with five or more persons increased over 20 percent from 2010 to 2020. One-person households decreased slightly and three- and four-person households declined substantially (17 percent and 25.5 percent, respectively, from 2010 to 2020).

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Table 11: Household Size, Pinole, 2010–2020

Household Size	2010		2015		2020		2010-2020
	Units	% of Total	Units	% of Total	Units	% of Total	% Change
1-Person Household	1,307	20.4%	1,531	22.7%	1,298	19.1%	-0.7%
2-Person Household	1,854	28.9%	2,479	36.8%	2,636	38.8%	42.2%
3-Person Household	1,433	22.4%	1,124	16.7%	1,184	17.4%	-17.4%
4-Person Household	1,130	17.6%	817	12.1%	842	12.4%	-25.5%
5+ person household	687	10.7%	786	11.7%	832	12.2%	21.1%
Total	6,411	100%	6,737	100%	6,792	100%	5.9%

Source: US Census Bureau, American Community Survey 5-Year Data (2016-2020), (2011-2015), and (2006-2010), Table B25009.

The decrease in three- and four-person households may partially be attributed to Pinole's recent trend toward smaller family size, as shown in Table 12. Average family size decreased from 3.27 in 2010 and 2015 to 3.19 in 2020. This contrasts with the County's increase in average family size from 3.28 to 3.34 over the same period. This correlates with Table 6, which shows that the 0-4-years age group decreased 19.8 percent and the 5-14 years age group decreased by 31.2 percent between 2000 and 2020. This data may indicate that as families grow, they are priced out of the housing market and choosing to live elsewhere, that Pinole families are choosing to have fewer children, or a combination of both.

Table 12: Family Household Characteristics, 2010–2020

Area	2010	2015	2020	Change 2010-2020
Pinole				
Families as % of All Households	74.3%	71.6%	74.6%	+0.3%
Average Family Size	3.27	3.27	3.19	-0.08
Contra Costa County				
Families as % of All Households	70.5%	71.0%	71.9%	+1.4%
Average Family Size	3.28	3.34	3.34	+0.06

Source: US Census Bureau, American Community Survey 5-Year Data (2016-2020), (2011-2015), and (2006-2010), Table S1101.

Table 13 displays household size by tenure in Pinole. Just under 70 percent of housing units are owner-occupied citywide. When looking at tenure by household size, one-person households have a lower homeownership rate than other household sizes. Their lower household income may make it more challenging to finance a home.

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Table 13: Household Size by Tenure, Pinole, 2020

	Owner Occupied				Renter-Occupied				Total			
	Contra Costa County		Pinole		Contra Costa County		Pinole		Contra Costa County		Pinole	
1-person household	12.9%	51,401	11.2%	758	8.9%	35,587	8.0%	540	21.8%	86,988	19.1%	1,298
2-person household	22.5%	89,816	29.0%	1,969	9.0%	35,985	9.8%	667	31.6%	125,801	38.8%	2,636
3-person household	12.2%	48,703	10.8%	736	5.7%	22,746	6.6%	448	17.9%	71,449	17.4%	1,184
4-person household	11.3%	44,967	10.0%	681	5.1%	20,331	2.4%	161	16.4%	65,298	12.4%	842
5-person household	4.9%	19,568	5.5%	373	2.7%	10,598	2.0%	138	7.6%	30,166	7.5%	511
6-person household	1.9%	7,423	2.3%	157	1.0%	3,934	1.2%	83	2.9%	11,357	3.5%	240
7-or-more person household	1.1%	4,360	0.9%	58	0.7%	2,880	0.3%	23	1.8%	7,240	1.2%	81
Total:	66.8%	266,238	69.7%	4,732	33.2%	132,061	30.3%	2,060	100%	398,299	100%	6,792

Source: US Census Bureau, American Community Survey 5-Year Data (2016-2020), Table B25009.

The median household income for Pinole in 2020 was \$104,904, which is within 1 percent of the median income for the County (\$103,997). In the City, the median income for owner-occupied households (\$112,342) was about \$34,000 higher than the median income for renter-occupied households (\$77,976). The County has a larger income disparity between owners and renters, with owner-occupied households earning over \$56,000 more than renter-occupied households.

Table 14: Median Household Income by Tenure

Jurisdiction	2020 Median Income
Pinole	\$104,904
Owner-Occupied Households	\$112,342
Renter-Occupied Households	\$77,976
Contra Costa County	\$103,997
Owner-Occupied Households	\$125,809
Renter-Occupied Households	\$69,772

Source: US Census Bureau, American Community Survey 5-Year Data (2016-2020), Table B25119.

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The State of California uses five income categories to determine eligibility for housing programs. Table 15 shows the State-defined income ranges for each affordability category based on the Contra Costa County AMI of \$125,600 for a household of four.

Table 15: Income Range by Affordability Level Based on State Area Median Income, 2021

Affordability Category	% of County Median	Income Range
Extremely Low Income	< 30%	≤ \$ 41,100
Very Low Income	30%-50%	\$41,101 - \$ 68,500
Low Income	50%-80%	\$68,501 - \$ 109,600
Moderate Income	80%-120%	\$109,601 - \$ 150,700
Above Moderate Income	> 120%	> \$150,700

Source: California Department of Housing and Community Development, Revised State Income Limits for 2021, Dec. 31, 2021.

Table 16 provides a breakdown of income level by tenure in Pinole, using the 2014–2018 CHAS data. Approximately 30 percent of households in Pinole are renter-occupied, compared to 34 percent of households in the County. In Pinole, about 55 percent of households are above the HUD area median family income, which is comparable to the County's 56.5 percent.

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Table 16: Household Income Level by Tenure, 2018

Income Level	Owner Occupied	%	Renter Occupied	%	Total	%
Pinole						
Less than or equal to 30% of HAMFI ¹	295	4.4%	260	3.9%	555	8.3%
Greater than 30% but less than or equal to 50% of HAMFI	435	6.5%	380	5.7%	815	12.2%
Greater than 50% but less than or equal to 80% of HAMFI	510	7.6%	315	4.7%	825	12.4%
Greater than 80% but less than or equal to 100% of HAMFI	545	8.2%	265	4.0%	810	12.1%
Greater than 100% of HAMFI	2,860	42.9%	800	12.0%	3,660	54.9%
Total²	4,650	69.7%	2,020	30.3%	6,670	100%
Contra Costa County						
Less than or equal to 30% of HAMFI	16,810	4.3%	31,625	8.1%	48,435	12.3%
Greater than 30% but less than or equal to 50% of HAMFI	21,115	5.4%	20,335	5.2%	41,450	10.6%
Greater than 50% but less than or equal to 80% of HAMFI	26,450	6.7%	18,655	4.8%	45,105	11.5%
Greater than 80% but less than or equal to 100% of HAMFI	21,355	5.4%	14,480	3.7%	35,835	9.1%
Greater than 100% of HAMFI	171,795	43.8%	49,655	12.7%	221,450	56.5%
Total²	257,530	65.7%	134,750	34.4%	392,275	100%

Source: US Department of Housing and Urban Development (HUD), CHAS ACS tabulation, 2014-2018.

¹ HUD area median family income (HAMFI)

² Data presented in this table are based on special tabulations from sample Census data. The number of households in each category usually deviates slightly from the 100 percent total due to the need to extrapolate sample data out to total households. Interpretations of these data should focus on the proportion of households in need of assistance rather than on precise numbers.

Housing Stock Characteristics

This section discusses the housing stock in Pinole including change in housing units, unit size, unit type, age of housing stock, overpayment and overcrowding rates, and housing age and conditions. By analyzing past and current housing trends in the housing stock, future housing needs can be assessed.

Table 17 summarizes the number of housing units in the City and County from 2000 to 2020. In 2000, Pinole had 6,828 housing units. By 2010, the number of housing units increased to 7,158, a 4.8 percent increase. Between 2010 and 2020, the City is estimated to have approximately 52 fewer units (0.7 percent). There was no major loss of units or demolition without replacement during the Cycle, and the decrease is within the margin of error in the census data. In 2020, the Census reported 7,106 housing units in the City, which comprised 1.7 percent of the County's housing units. Pinole's share of the County's housing units slightly

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decreased from 2000 to 2020, suggesting that housing unit production in the County is outpacing the production in Pinole.

Table 17: Housing Units, 2000–2020

Year	Pinole	% Change	County	% Change	Pinole as % of County
2000	6,828	-	354,577	-	1.9%
2010	7,158	4.8%	400,263	12.9%	1.8%
2020	7,106	-0.7%	423,342	5.8%	1.7%

Source: US Census Bureau, Decennial Census 2000, Table H001 SF1, 2010 and 2020, Table H1 Redistricting Data.

Table 18 summarizes the distribution of unit size by tenure in 2020. The most common unit size for renter-occupied units was two-bedroom units, followed by three-bedroom units. The most common size for owner-occupied units was three-bedroom units followed by four-bedrooms units. Owner-occupied units tended to be larger than renter-occupied units.

Table 18: Unit Size by Tenure, Pinole, 2020

Unit Size	Owner-Occupied		Renter-Occupied		Total Occupied Housing Units	
	Units	%	Units	%	Units	%
No bedroom/Studio	47	1%	127	2%	174	3%
1 bedroom	9	0%	319	5%	328	5%
2 bedrooms	541	8%	812	12%	1,353	20%
3 bedrooms	2,391	35%	568	8%	2,959	44%
4 bedrooms	1,603	24%	207	3%	1,810	27%
5 or more bedrooms	141	2%	27	0%	168	2%
Total	4,732	70%	2,060	30%	6,792	100%

Source: US Census Bureau, American Community Survey 5-Year Data (2016-2020), Table B25042.

Table 19 summarizes Pinole's housing inventory by building type from 2010 to 2021. In 2021, single-family detached units comprised the largest percentage of housing stock, approximately 70 percent with 5,056 units. Multifamily housing made up 20 percent with 1,461 units. Compared to Contra Costa County, Pinole has a slightly larger share of the housing stock in the form of single-family detached housing units. Single-family detached homes make up 67 percent of the County's housing and multifamily housing accounts for 24 percent. Between 2010 and 2021, the distribution of building types has remained the same for both the County and the City.

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Table 19: Housing Inventory by Unit Type

Building Type	2010		2021	
	Units	%	Units	%
Pinole				
Single-Family Home: Detached	5,050	70.6%	5,056	70.5%
Single-Family Home: Attached ¹	613	8.6%	616	8.6%
Multifamily ²	1,459	20.4%	1,461	20.4%
Mobile Homes	36	0.5%	36	0.5%
Total	7,158	100%	7,169	100%
Contra Costa County				
Single-Family Home: Detached	266,693	66.6%	280,271	66.6%
Single-Family Home: Attached ¹	31,594	7.9%	32,162	7.6%
Multifamily ²	94,602	23.6%	101,034	24.0%
Mobile Homes	7,374	1.8%	7,284	1.7%
Total	400,263	100%	420,751	100%

Source: State of California, Department of Finance, E-5 Population and Housing Estimates for Cities, Counties and the State — January 1, 2011-2021. Sacramento, California, May 2021.

¹“Single-Family Home: Attached” is defined as a one-unit structure attached to another unit by a common wall; they are commonly referred to as a townhouse, half-plex, or row house. The shared wall or walls extend from the foundation to the roof with adjoining units to form a property line. Each unit has individual heating and plumbing systems.

²“Multifamily” refers to a structure containing two or more units and not classified as a “Single-Family Home: Attached” structure. The units in the structure share attic space and heating and plumbing systems.

Table 20 displays the US Census Bureau’s estimates of the number of occupied housing units by building type and tenure in Pinole in 2020. Most of Pinole’s housing stock is composed of owner-occupied, detached single-family homes (68.8 percent) followed by renter-occupied, detached single-family homes (16.4 percent). Analyzing the tenure split of the various housing building types reveals that 80.8 percent of detached single-family homes were owner occupied. Multifamily housing was predominantly renter occupied (79.2 percent).

Diversifying Pinole’s housing stock to include more multifamily housing in both rental and ownership forms has the potential to provide more affordable housing options, given the construction efficiencies of the multifamily building type. Multifamily housing can also be beneficial for seniors, people with disabilities, and those who prefer less home maintenance or do not need the yard space characteristic of single-family properties.

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Table 20: Housing Building Type by Tenure, Pinole, 2020

Building Type	Owner Occupied	% of Total Units	Renter Occupied	% of Total Units	Total Units
Detached Single-Family Homes	4,218	68.8%	1,003	16.4%	5,221
Attached Single-Family Homes	310	5.1%	92	1.5%	402
Multifamily Housing	35	0.6%	133	2.2%	168
Mobile Homes	68	1.1%	153	2.5%	221
Boat, RV, Van, etc.	34	0.6%	81	1.3%	115
Total	4,665	76.1%	1,462	23.9%	6,127

Source: US Census Bureau, American Community Survey 5-Year Data (2016-2020), Table B25032.

Housing Age and Condition

The age of a housing unit is often an indicator of housing conditions. In general, housing that is 30 years old or older may need repairs based on the useful life of materials. Housing over 50 years old is considered aged and is more likely to need major repairs. Many federal and state programs use age of housing as one factor to determine housing needs and the availability of funds for housing and community development.

Table 21 summarizes the age of housing stock by tenure in 2020. Approximately 88.6 percent of all housing units in the City were built prior to 1990 (over 30 years ago), and 52.6 percent of units were built before 1970 (over 50 years ago). This distribution does not significantly vary based on tenure in Pinole. For example, 87.5 percent of the renter-occupied housing stock was built before 1990 and 53.3 percent of renter-occupied units were built prior to 1970. The City has seen very little rental family housing stock built within the past two decades; only 35 rental units have been built since 2000, compared to 197 owner-occupied units.

A windshield survey from code enforcement estimates that about 15 – 20 units in the City are in need of significant repair, under 1 percent of units in the City.

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Table 21: Year Housing Built

Year Built	Owner-Occupied		Renter-Occupied		Total	
Built 2014 or later	20	0.4%	0	0.0%	20	0.3%
Built 2010 to 2013	18	0.4%	0	0.0%	18	0.3%
Built 2000 to 2009	159	3.4%	35	1.7%	194	2.9%
Built 1990 to 1999	323	6.8%	222	10.8%	545	8.0%
Built 1980 to 1989	738	15.6%	331	16.1%	1,069	15.7%
Built 1970 to 1979	999	21.1%	374	18.2%	1,373	20.2%
Built 1960 to 1969	1,317	27.8%	496	24.1%	1,813	26.7%
Built 1950 to 1959	982	20.8%	415	20.1%	1,397	20.6%
Built 1940 to 1949	95	2.0%	72	3.5%	167	2.5%
Built 1939 or earlier	81	1.7%	115	5.6%	196	2.9%
Total	4,732	100%	2,060	100%	6,792	100%

Source: US Census Bureau, American Community Survey 5-Year Data (2016-2020), Table B25036.

Housing tenure by date of occupancy is listed in Table 22, which shows when households moved into their housing unit. About 30 percent of owner-occupied households have been in the same place of residence since 1989 or earlier (over 30 years). Given that most homeowners do not purchase their home until they are in their late twenties or thirties, this suggests that many of these homeowners would be nearing their senior years and living in housing that is more likely to require repairs due to aging materials. Program 9 includes the development of a policy to give low or no-cost building permits for age-qualified homeowners to make improvements to their home so that they are able to age in place.

Table 22: Housing Tenure by Date of Occupancy

Move In Year	Owner Occupied	% of Units	Renter Occupied	% of Units	Total	% of Units
Moved in 2019 or later	32	0.7%	138	6.7%	170	2.5%
Moved in 2015 to 2018	707	14.9%	804	39.0%	1,511	22.2%
Moved in 2010 to 2014	660	13.9%	767	37.2%	1,427	21.0%
Moved in 2000 to 2009	1,114	23.5%	183	8.9%	1,297	19.1%
Moved in 1990 to 1999	773	16.3%	118	5.7%	891	13.1%
Moved in 1989 or earlier	1,446	30.6%	50	2.4%	1,496	22.0%
Total	4,732	100%	2,060	100%	6,792	100%

Source: US Census Bureau, American Community Survey 5-Year Data (2016-2020), Table B25038.

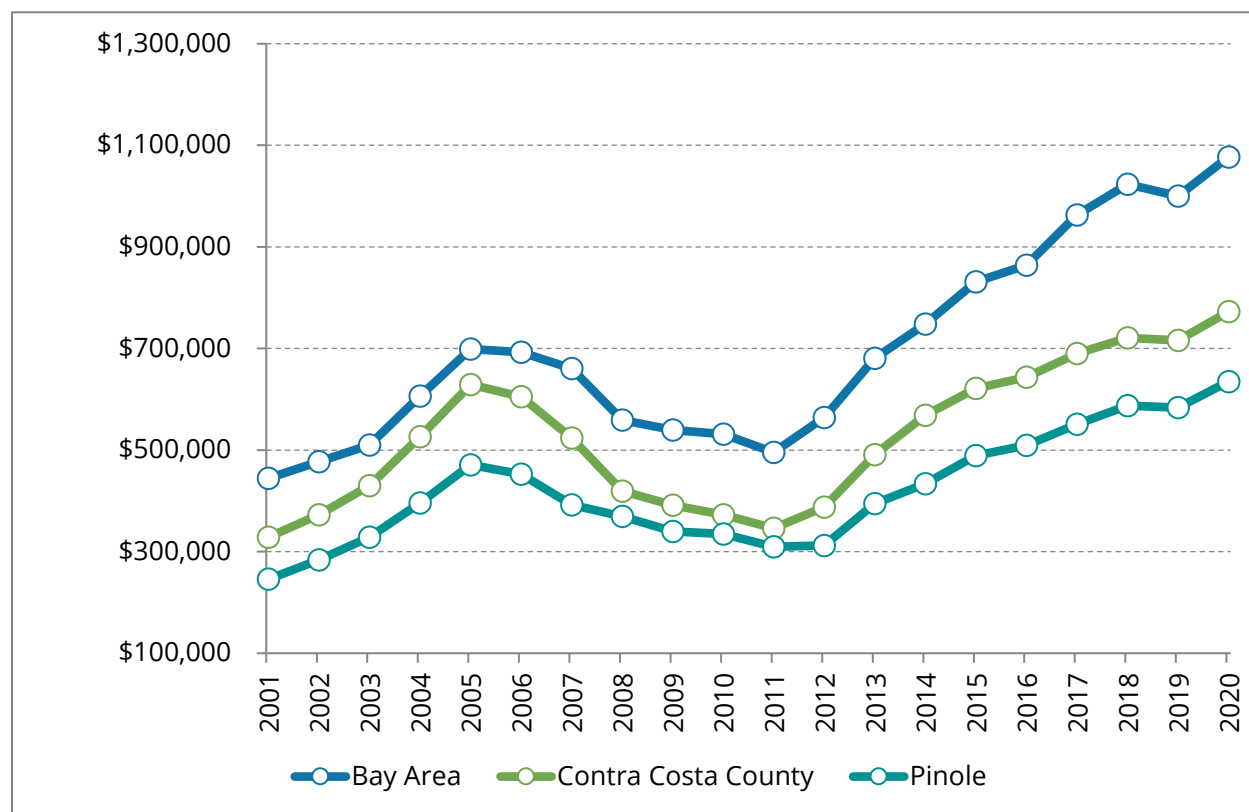
Median Home Sales Price

Figure 6 shows the change in home prices in Pinole, Contra Costa County, and the Bay Area region from December 2001 to December 2020. While each geography follows the same general trend over time, Pinole home prices are lower than the other two geographies. After

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2005, the housing market slowdown affected home sale prices in Pinole. Between 2005 and 2011, the home sales prices in Pinole decreased by approximately 35 percent. Since then, the median sales prices for new and resale homes in Pinole have steadily increased, with a minor dip at the start of the COVID-19 pandemic in early 2020. Pinole home prices are significantly lower than the County. The median home price in December 2020 was \$634,914, which was 18 percent (\$137,499) lower than the County median of \$772,413.

Figure 6: Regional Home Values, 2001–2020



Source: Zillow Home Value Index (ZHVI), December 2020 (as referenced in ABAG, 2023-2031 Housing Element Data Package, Table HSG-08.)

Notes: Zillow describes the ZHVI as a smoothed, seasonally adjusted measure of the typical home value and market changes across a given region and housing type. The ZHVI reflects the typical value for homes in the 35th to 65th percentile range. The ZHVI includes all owner-occupied housing units, including both single-family homes and condominiums.

Home values in Pinole increased by 17 percent between February 2021 and February 2022, from \$665,000 to \$779,000, as shown in Table 23. In February 2022, the Zillow home value index in Contra Costa County was \$949,000, which represents a 22 percent increase since February 2021. In February 2022, the home values in Contra Costa County were 22 percent higher than those in Pinole. Since a household can typically qualify to purchase a home that is 2.5 to 3.0 times the annual income of that household, Pinole's median income of about

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\$105,000 implies that the median sales price should be between \$262,500 and \$315,000.⁴ The home value index of approximately \$780,000 indicates a high potential for housing cost burden in the City.

Table 23: Zillow Home Value Index, Neighboring Jurisdictions

Jurisdiction	February 2021	February 2022	% Change
El Cerrito	\$1,040,000	\$1,130,000	9%
Hercules	\$851,000	\$1,030,000	21%
Martinez	\$674,000	\$729,000	8%
Pinole	\$665,000	\$779,000	17%
Richmond	\$693,000	\$778,000	12%
San Pablo	\$519,000	\$605,000	17%
Contra Costa County	\$780,000	\$949,000	22%

Source: Zillow Home Value Index (ZHVI), February 2022, <https://www.zillow.com/ca/home-values/>, accessed March 31, 2022.

Notes: Zillow describes the ZHVI as a smoothed, seasonally adjusted measure of the typical home value and market changes across a given region and housing type. The ZHVI reflects the typical value for homes in the 35th to 65th percentile range. The ZHVI includes all owner-occupied housing units, including both single-family homes and condominiums.

Rental Prices

Table 24 and Figure 7 show median home rental prices in Pinole and Contra Costa County from 2010 to 2020. In 2020, the median rental price in Pinole was \$1,997. This is a 30 percent increase from the 10-year low of \$1,538 in 2015. Rental prices have been steadily increasing in the City since 2015. It should be noted that these median rental prices do not fully capture the housing market effects of the global COVID-19 pandemic. One of the economic impacts seen in California during the COVID-19 pandemic was a rapid increase in home prices, potentially caused by a rapid increase in remote work and higher demand for housing in suburban settings such as Pinole. As a result, rental values in the years following the onset of the pandemic are estimated to be significantly higher and continue to rise.

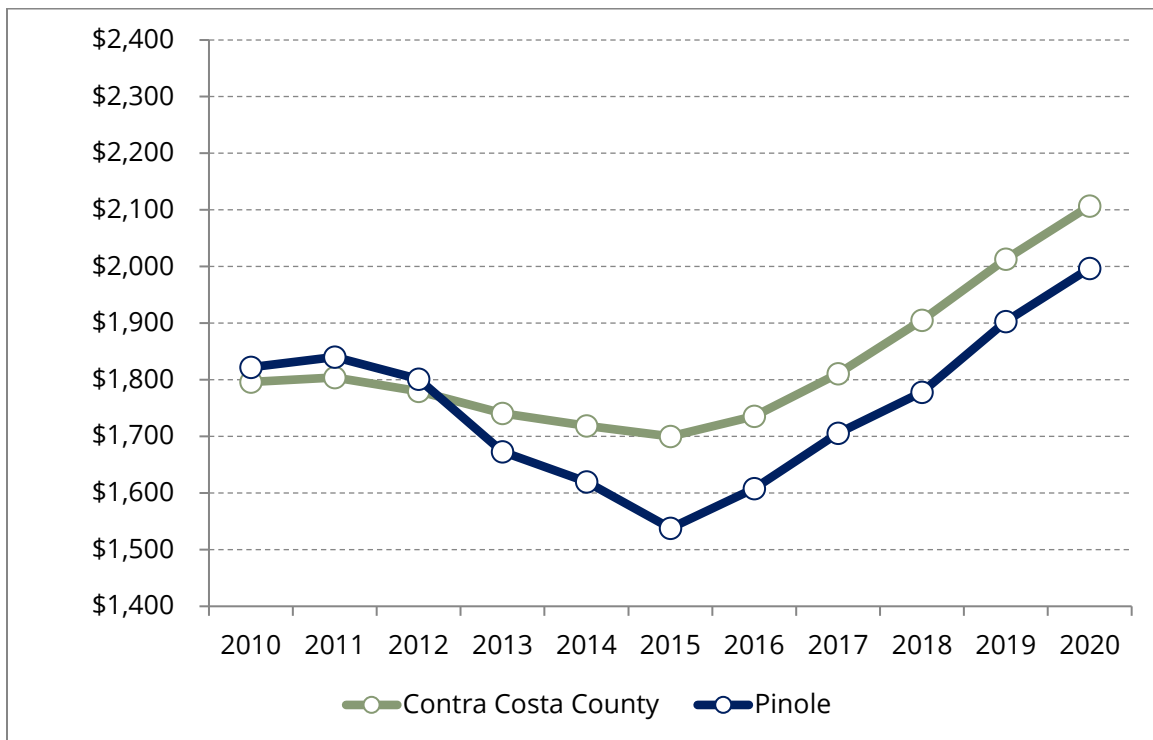
⁴ Assumes 10% down payment; 5.00% mortgage interest rate; taxes, insurance, PMI and HOA account for 35% of housing costs; and uses 2022 Contra Costa County Housing Authority utility allowances.

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Table 24: Median Monthly Rent, 2010–2020

Median Rental Prices	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
Pinole	\$1,822	\$1,840	\$1,801	\$1,673	\$1,620	\$1,538	\$1,608	\$1,706	\$1,778	\$1,903	\$1,997
Contra Costa County	\$1,796	\$1,804	\$1,780	\$1,741	\$1,719	\$1,700	\$1,736	\$1,811	\$1,905	\$2,013	\$2,107

Source: American Community Survey 5-Year Estimates, Table B25105.

Figure 7: Median Rental Prices, 2010–2020

Source: US Census Bureau, American Community Survey 5-Year Estimates, Table B25105.

Table 25 displays the affordable and fair market rents for low-income households in the Oakland-Fremont HUD Fair Market Rent Area, which includes Contra Costa County. Fair market rents are estimates of what a person moving today can expect to pay in gross rent (cost of shelter plus utilities) for a modestly priced rental home in a given area. The kind of home that can be rented for the fair market rent is in decent condition, but it is not luxury housing. The methodology used to calculate hourly wage and annual salary required to afford the fair market rents without spending greater than 30 percent of income on housing is provided by the National Low Income Housing Coalition.

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Table 25: Affordable and Fair Market Rent for Low-Income Households

Unit Size	Hourly Wage Required ³	Annual Salary Required ²	Fair Market Rent ¹
Studio	\$29.58	\$61,520	\$1,538
One Bedroom	\$35.65	\$74,160	\$1,854
Two Bedroom	\$43.73	\$90,960	\$2,274
Three Bedroom	\$57.81	\$120,240	\$3,006
Four Bedroom	\$68.81	\$143,120	\$3,578

Source: National Low Income Housing Coalition, Out of Reach 2021: California.

¹ HUD FY 2022 Fair Market Rent Documentation System for Oakland-Fremont, CA HUD Metro FMR Area. ² Multiply the FMR by 12 to get yearly rental cost. Then divide by .3 to determine the total annual income needed to afford the FMR without spending more than 30 percent of income on housing. ³ Hourly wage assumes working 40 hours per week and 52 weeks per year.

Vacancy Rates

Vacancy rates are indicators of housing supply and demand that reflect the degree of housing choice that is available. Higher vacancy rates can induce downward price pressure, while low vacancy rates can influence upward price pressures. Low vacancy rates usually indicate high demand and/or low supply conditions in the housing market. Vacancy rates that are too low can force prices up, making it more difficult for lower- and moderate-income households to find housing. For rental units, a 7 to 8 percent vacancy rate is considered “healthy,” and a vacancy rate of 2 to 3 percent is considered “healthy” for owner-occupied housing. In 2015, the vacancy rate in Pinole was 6.7 percent and decreased to 3.5 percent in 2020. Table 26 summarizes the number of occupied and vacant units in Pinole and Contra Costa County in 2015 and 2020.

Table 26: Occupancy Rates

Occupancy Status	Contra Costa County				Pinole			
	2015	%	2020	%	2015	%	2020	%
Occupied Housing Units	384,646	95.0%	407,029	96.1%	6,737	93.3%	6,860	96.5%
Vacant Housing Units	20,355	5.0%	16,313	3.9%	484	6.7%	246	3.5%
Total Housing Units	405,001	100%	423,342	100%	7,221	100%	7,106	100%

Source: US Census Bureau, American Community Survey 5-Year Data (2011-2015) and (2016-2020), Table B25002.

Overpayment and Overcrowding

Overpayment is defined as households paying more than 30 percent of their gross income on housing-related expenses, including rent or mortgage payments and utilities. Households paying greater than 30 percent of their gross income on housing-related expenses are considered to be cost burdened. Severe overpayment occurs when households pay 50 percent or more of their gross income for housing. Higher costs for housing may contribute to households having a limited ability to cover other everyday living expenses. The impact of

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housing costs is more apparent for extremely low-, very low-, and low-income households, especially renter households.

Table 27 categorizes renters based on the percent of household income spent on rent. According to 2020 ACS data, 40.9 percent of households spend more than 30 percent of their income on rent. Over 20 percent of households spend more than 50 percent on rent.

Table 27: Gross Rent as a Percentage of Household Income, 2020

Percent of Household Income	Number of Households	Percent of Households
Less than 10 percent	44	2.1%
10 to 14.9 percent	171	8.3%
15 to 19.9 percent	307	14.9%
20 to 24.9 percent	223	10.8%
25 to 29.9 percent	155	7.5%
30 to 34.9 percent	159	7.7%
35 to 39.9 percent	322	15.6%
40 to 49.9 percent	101	4.9%
50 percent or more	420	20.4%
Not computed	158	7.7%
Total	2,060	100.0%

Source: US Census Bureau, American Community Survey 5-Year Data (2016-2020), Table B25070.

Table 28 illustrates housing cost as a percentage of household income by tenure. It shows the number and percentage of households in Pinole and Contra Costa County that experience a cost burden and severe cost burden. According to 2014–2018 HUD CHAS data, in Pinole, 2,768 households (42 percent) experience some form of overpayment, with 849 households (13 percent) experiencing severe overpayment. This is a significant share of the community experiencing a housing cost burden and reflective of a larger regional issue. The County has an even larger share overpaying for housing; 52 percent of households experience some degree of overpayment, and 16 percent experience severe overpayment. Renters are disproportionately affected by overpayment in both Pinole and the County.

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Table 28: Overpayment by Income Level and Tenure, 2018

Household Income Range	All Households		Households with Housing Cost Burden			
	Number ⁵	%	Overpayment (>30% of income on rent)		Severe Overpayment (>50% of income on rent)	
Owner Households, Pinole						
<= 30% of HAMFI	295	4.4%	165	3.5%	155	3.3%
> 30% ≤ 50% of HAMFI	435	6.5%	230	4.9%	145	3.1%
> 50% ≤ 80% of HAMFI	510	7.6%	235	5.1%	135	2.9%
> 80% ≤ 100% of HAMFI	545	8.2%	164	3.5%	4	0.1%
> 100% of HAMFI	2,860	42.9%	155	3.3%	0	0.0%
Owner Subtotal	4,650	69.7%	949	20.4%	439	9.4%
Renter Households, Pinole						
<= 30% of HAMFI	260	3.9%	205	10.1%	165	8.2%
> 30% ≤ 50% of HAMFI	380	5.7%	310	15.3%	185	9.2%
> 50% ≤ 80% of HAMFI	315	4.7%	215	10.6%	50	2.5%
> 80% ≤ 100% of HAMFI	265	4.0%	160	7.9%	10	0.5%
> 100% of HAMFI	800	12.0%	80	4.0%	0	0.0%
Renter Subtotal	2,020	30.3%	970	48.0%	410	20.3%
Total (Owners & Renters)	6,670	100%	1,919	28.8%	849	12.7%
Owner Households, County						
<= 30% of HAMFI	16,810	4.3%	12,770	5.0%	10,425	4.0%
> 30% ≤ 50% of HAMFI	21,115	5.4%	13,195	5.1%	7,785	3.0%
> 50% ≤ 80% of HAMFI	26,450	6.7%	14,225	5.5%	5,860	2.3%
> 80% ≤ 100% of HAMFI	21,355	5.4%	8,770	3.4%	2,585	1.0%
> 100% of HAMFI	171,795	43.8%	25,585	9.9%	3,355	1.3%
Owner Subtotal	257,530	65.7%	74,545	28.9%	30,010	11.7%
Renter Households, County						
<=30% of HAMFI	31,625	8.1%	25,495	18.9%	21,515	16.0%
> 30% ≤ 50% of HAMFI	20,335	5.2%	17,070	12.7%	8,545	6.3%
> 50% ≤ 80% of HAMFI	18,655	4.8%	11,610	8.6%	2,415	1.8%
> 80% ≤ 100% of HAMFI	14,480	3.7%	5,680	4.2%	460	0.3%
> 100% of HAMFI	49,655	12.7%	5,200	3.9%	105	0.1%
Renter Subtotal	134,750	34.4%	65,055	48.3%	33,040	24.5%
Total (Owners & Renters)	392,280	100%	139,600	35.6%	63,050	16.1%

Source: 2014-2018 HUD CHAS data, Summary Level data for Contra Costa County and City of Pinole.

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An overcrowded housing unit is defined by the US Census Bureau as a housing unit occupied by more than one person per room (excluding bathrooms, kitchen, hallway, and closet space). Occupancy by more than 1.5 persons per room constitutes severe overcrowding. Overcrowding can affect public facilities and services, reduce the quality of the physical environment, and create conditions that contribute to deterioration of the housing stock. Additionally, overcrowding can indicate that a community does not have an adequate supply of affordable housing and/or variety of suitable housing units to meet the needs of the community.

Table 29 summarizes overcrowding in Pinole by tenure. Approximately 247 households, roughly 3.6 percent of households, in Pinole were experiencing overcrowding in 2020. This includes 173 owners and 74 renter households. Overall, Pinole has a lower percent of households that are overcrowded compared to the County (3.6 percent and 5.0 percent respectively).

Table 29: Overcrowding by Tenure

Persons per Room	Owners		Renters		Total	
	Overcrowded Households	% of Total	Overcrowded Households	% of Total	Overcrowded Households	% of Total
Pinole						
1.01 to 1.50	156	3.3%	66	3.2%	222	3.3%
>1.50	17	0.4%	8	0.4%	25	0.4%
Total Overcrowded	173	3.7%	74	3.6%	247	3.6%
Contra Costa County						
1.01 to 1.50	4,483	1.7%	9,001	6.8%	13,484	3.4%
>1.50	1469	0.6%	4,974	3.8%	6,443	1.6%
Total Overcrowded	5,952	2.2%	13,975	10.6%	19,927	5.0%

Source: US Census Bureau, American Community Survey 5-Year Data (2016-2020), Table B25014.

Preservation of Units at Risk of Conversion

Jurisdictions are required by state Housing Element Law to analyze government-assisted housing that is eligible to convert from low-income to market-rate housing over the next 10 years. State law identifies housing assistance as a rental subsidy, mortgage subsidy, or mortgage insurance to an assisted housing development. Government-assisted housing

⁵ Data presented in this table are based on special tabulations from sample Census data. The number of households in each category usually deviates slightly from the 100 percent total due to the need to extrapolate sample data out to total households. Interpretations of these data should focus on the proportion of households in need of assistance rather than on precise numbers.

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might convert to market-rate housing for a number of reasons, including expiring subsidies, mortgage repayments, or expiration of affordability restrictions.

Qualified Entities

Under Government Code Section 65863.11, owners of federally assisted projects must provide a “Notice of Opportunity to Submit an Offer to Purchase” to qualified entities that agree to preserve the long-term affordability if they should acquire at-risk projects at least one year before the sale or expiration of use restrictions. Qualified entities have first right of refusal for acquiring at-risk units. Qualified entities are nonprofit or for-profit organizations with the legal and managerial capacity to acquire and manage at-risk properties that agree to maintain the long-term affordability of projects. The following is a list of qualified entities from HCD for Contra Costa County and the surrounding area.

- ACLC Dewey Housing, Inc.
- Affordable Housing Associates
- Alameda County Allied Housing Program
- Anka Behavioral Health
- BRIDGE Housing Corporation
- Christian Church Homes
- Community Housing Development Corporation
- East Bay Asian Local Development Corporation
- East Bay Neighborhood Housing Services
- Eden Housing, Inc.
- Eskaton Properties, Inc.
- Foundation for Affordable Housing, Inc L + M Fund Management LLC
- Neighborhood Housing Services of the East Bay
- Northern California Land Trust, Inc.
- Pacific Community Services, Inc.
- Resources for Community Development
- ROEM Development Corporation
- Rubicon Programs, Inc.
- Rural California Housing Corporation
- Satellite Affordable Housing Associates

Inventory of At-Risk Units

There are no assisted units at risk of conversion in the City during the 6th Housing Element Cycle. There are 322 affordable housing units in Pinole that are subject to rent restrictions per covenants recorded on the property that the City monitors for compliance. The covenants on these properties expire between 2053 and 2099.

Currently, 37 rent-restricted housing units are at converting to market rate within 10 years of the beginning of the planning period (by 2033). Table 30 displays the units that will be converted during the next Cycle as well as units that were converted during the 5th Cycle.

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Table 30: Units at Risk of Conversion or Converted During the 5th Cycle, Pinole

Project	Affordable Units	Assisted Units	Type of Government Assistance	Expiration of Affordability
Converting During 6th Cycle				
Westmont of Pinole (formerly Pinole Senior Village) 2850 Estates Avenue	37 (as of 2022)	31 moderate income 6 very low income	RDA	2028
Subtotal	37	-	-	-
Converted During 5th Cycle				
885 Fifth Avenue	1	1 low income	RDA	2014
1965 San Pablo Avenue	1	1 low income	RDA	2014
1520 San Pablo Avenue	4	3 moderate income; 1 low income	RDA	2015
950 Appian Way	3	1 moderate income; 1 low income; 1 very low income	RDA	2015
2529 San Pablo Avenue	1	1 moderate income	RDA	2015
2548 San Pablo Avenue	4	4 moderate income	RDA	2017
815 San Pablo Avenue	2	2 moderate income	RDA	2017
2395 San Pablo Avenue (Pear Street Bistro)	4	3 moderate income; 1 very low income	RDA	2017
Bayside Apartments 530 Sunnyview Drive	93	71 moderate income 22 very low income	RDA	2020
Total	113	-	-	-

Source: City of Pinole, 2022. *These units are accessory dwelling units that are not required to be rented, but if they are rented must be below market rent (less than 120% of AMI).

Of these rent-restricted units, 37 are beds for seniors at Westmont of Pinole, which was formerly Pinole Senior Village. In 2018, the owner purchased the land from the City and the facility from Pinole Senior Village. At that time, a new affordable housing covenant was recorded on the property, which permitted the owner to reduce the number of very low-income beds by one each year. Moderate-income beds are phased out at a maximum rate of 6 per year through 2023 and 5 per year from 2024 to 2028. There were originally 65 rent-restricted beds. Ten were restricted to very low-income households earning 50 percent or less of the AMI. Fifty-five beds were restricted to moderate-income households (110 percent or less of AMI). Table 31 shows the rent-restricted unit reduction schedule. By December 31, 2028, no rent-restricted bed will be required to be maintained at this facility. The owner

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cannot raise the rent on any rent-restricted beds and may only reduce restricted beds by voluntary vacation of such bed by an eligible tenant.

Table 31: Westmont of Pinole Rent-Restricted Unit Reduction Schedule

Minimum Required Rent-Restricted Units by Year		
Income Level	Moderate Income	Very Low Income
2018	55	10
2019	49	9
2020	43	8
2021	37	7
2022	31	6
2023	25	5
2024	20	4
2025	15	3
2026	10	2
2027	5	1
2028	0	0

Source: Affordable Housing Covenant between Pinole Senior Living, L.P. and City of Pinole.

Replacement Costs

The California Tax Credit Allocation Committee's 2020 report provides estimates and data on the cost of building assisted units. It estimates that the average cost of an assisted unit in the State of California is \$439,827.⁶

Table 32 summarizes the estimated replacement costs per unit using construction cost estimates from the UC Berkeley Turner Center and average unit sizes in the City of Pinole from Apartment Finder. Combined, they provide an estimate for replacement costs by unit size specific to Pinole. It ranges from \$252,700 for a one-bedroom unit to \$421,420 for a three-bedroom unit. These replacement cost estimates are on the low end because construction costs are from 2018 and have been steadily rising and have not been adjusted for inflation.

⁶ California Tax Credit Allocation Committee, 2020 Annual Report. <https://www.treasurer.ca.gov/CTCAC/2020/annualreport/2020-TCAC.pdf>

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Table 32: Replacement Cost

Unit Size	Construction Cost per Square Foot ¹	Average Square Foot/ Unit ²	Replacement Cost per Unit
1 bedroom	\$380	665	\$252,700
2 bedroom	\$380	899	\$341,620
3 bedroom	\$380	1,109	\$421,420

Source: ¹UC Berkeley Terner Center, 2020, The Hard Costs of Construction: Recent Trends in Labor and Materials Costs for Apartment Buildings in California, 15. https://ternercenter.berkeley.edu/wp-content/uploads/2020/08/Hard_Construction_Costs_March_2020.pdf. ²ApartmentFinder.com, <https://www.apartmentfinder.com/California/Pinole-Apartments>, accessed March 25, 2022.

A variety of programs exist to assist cities to acquire, replace, or subsidize at-risk affordable housing units. The following summarizes financial resources available to the City of Pinole.

Federal Programs

Community Development Block Grant (CDBG) – CDBG funds are awarded to cities on a formula basis for housing activities. The primary objective of the CDBG program is the development of viable communities through the provision of decent housing, a suitable living environment, and economic opportunity for principally low- and moderate-income persons. CDBG funds can be used for housing acquisition, rehabilitation, economic development, and public services.

HOME Investment Partnership – HOME is a flexible grant program and funds are awarded on a formula basis for housing activities. HOME considers local market conditions, inadequate housing, poverty, and housing production costs. HOME funding is provided to jurisdictions to assist rental housing or homeownership through acquisition, construction, reconstruction, and/or rehabilitation of affordable housing.

Section 8 Housing Choice Voucher Rental Assistance Program – This program provides rental assistance payments to owners of private, market-rate units on behalf of very low-income tenants.

Section 811/202 Program – Nonprofit and consumer cooperatives can receive no-interest capital advances from HUD under the Section 202 program for the construction of very low-income rental housing for seniors and persons with disabilities. These funds can be used in conjunction with Section 811, which can be used to develop group homes, independent living facilities, and immediate care facilities. Eligible activities include acquisition, rehabilitation, new construction, and rental assistance.

State Programs

California Housing Finance Agency (CalHFA) Multifamily Programs – CalHFA's Multifamily Programs provide permanent financing for the acquisition, rehabilitation, and preservation or new construction of rental housing that includes affordable rents for low- and moderate-income families and individuals. One of the programs is the Preservation

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Acquisition Finance Program, which is designed to facilitate the acquisition of at-risk affordable housing developments and provide low-cost funding to preserve affordability.

Low-Income Housing Tax Credit (LIHTC) – This program provides tax credits to individuals and corporations that invest in low-income rental housing. The LIHTC program creates affordable housing opportunities when the developer of a project “sells” the tax credits to an investor(s) who contributes equity to the development in exchange for an ownership position in the project.

California Community Reinvestment Corporation – The California Community Reinvestment Corporation is a multifamily affordable housing lender whose mission is to increase the availability of affordable housing for low-income families, seniors, and residents with special needs by facilitating private capital flow from its investors for debt and equity to developers of affordable housing. Eligible activities include new construction, rehabilitation, and acquisition of properties.

Monitoring of Affordable Units

The City continually monitors the list of affordable housing units and their eligibility to convert to market-rate housing. Former RDA assets, and revenues generated from those assets, are maintained in a Low- and Moderate-Income Housing Asset Fund that continues to be used to administer and monitor compliance with affordable housing and loan agreements and provide for affordable housing development.

The City conducts annual compliance monitoring on over 300 affordable units to ensure property owners and management are complying with affordable income and rent restrictions required by City agreements. Properties are affordable to very low to moderate income households. The City expects to monitor over 400 affordable units as new affordable units are constructed over the next five years. The majority of affordable units are located in rental properties. The City monitors two ownership units to ensure the property owners continue living at their properties as their primary residence or sell their units to income qualified buyers. Program 17 is included to continue to monitor and preserve at-risk housing in the City.

Quantified Objectives

Housing Element law requires that cities establish a maximum number of units that can be converted over the planning period. During the planning period, zero rent-restricted housing units are at risk of being converted to market rate.

Special Housing Needs

Due to special needs or circumstances related to income, family or household characteristics, age, and disability, certain groups have historically had greater difficulties finding quality affordable housing. They also often have a higher prevalence of special

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circumstances leading to housing problems such as lower incomes, higher housing cost burdens, and overcrowding. State law therefore requires evaluation of housing needs of these groups, in particular senior households, single-parent households, persons with physical, mental and developmental disabilities, large households, farmworkers, and homeless individuals. Table 33 provides an overview of the presence of special needs populations within the City.

Table 33: Overview of Special Needs Groups, Pinole

Special Needs Group	# of People	% of Population
Persons with a Disability	2,389	12%
Persons Experiencing Homelessness	7	<1%
Farmworkers	29	<1%
Special Needs Group	# of Households	% of Households
Householders Age 65+	2,354	35%
Large Households	832	12%
Female-Headed Households	1,050	16%
Extremely Low-Income Households	555	8%

Source: US Census Bureau, American Community Survey 5-Year Data (2016-2020) and HUD CHAS Data (2014-2018).

Table 34 shows the services currently providing support to the special needs populations in Pinole.

Table 34: Inventory of Services for Special Needs Populations

Services/Programs	Details
Pinole Senior Center	Provides social, educational, recreational, health, nutritional, and consumer services and activities. Serves as a cooling center in extreme temperatures. Membership sponsorship program available for eligible seniors in need of financial assistance.
Pinole Grove Senior Apartments	Offers 70 affordable, one- and two-bedroom senior apartments with senior-targeted amenities.
Westmont of Pinole	Offers Independent Living, Assisted Living, and Memory Care services.
Visiting Angels Pinole	Offers comprehensive home care for seniors based on their individual needs and preferences in order to help older adults live in their own homes. Services include respite care, personal care, dementia care, companion care, home care services and palliative care.
St. Clare's Home for Seniors	Offers 12 senior living and assisted living units.
Tara Hills Care Home	Community care facility for the elderly
Granada Home Care I and II	Two 6-bed residential care facilities for seniors

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Services/Programs	Details
Cole Vocational Services Pinole	Offers structured, activity-based adult day programs that give individuals the chance to achieve goals, become independent and be active in the community.
Pathway to Choices	Provides independent living services, supported living services, adult day program, behavior management, and competency training to people with developmental disabilities.
811 San Pablo Affordable Housing	Approved 33-unit affordable housing project to low and very-low income households on City land.
Vista Woods Affordable Housing	Approved 179 unit affordable housing project for seniors

Source: City of Pinole.

Farmworkers

Traditionally, agricultural workers are defined as persons whose primary incomes are earned through permanent or seasonal agricultural labor. The 2016–2020 ACS found that 29 Pinole residents were employed in the agriculture, forestry, fishing and hunting, and mining industry. This is less than one percent of all employed individuals in the City over 16 years old.

Table 35 shows the 2017 estimates of farmworkers for Contra Costa County, as reported by the US Department of Agriculture's Census of Agriculture. As indicated, there were an estimated 1,310 farmworkers in the County working on 161 farms. The 2007 Census of Agriculture counted 1,873 farmworkers in the County. This yields a 30 percent decrease of farmworkers in the County from 2007 to 2017.

Table 35: Number of Farmworkers and Farms, Contra Costa County, 2017

Farm/Worker Type	Farmworkers	Farms
Farm Size		
Farms with less than 10 employees	343	126
Farms with 10 or more employees	967	35
Total	1,310	161
Length of Employment of Workers		
Workers working 150 days or more	450	-
Workers working less than 150 days	860	-

Source: 2017 Census of Agriculture, Table 7, Contra Costa County,
https://www.nass.usda.gov/Quick_Stats/CDQT/chapter/2/table/7/state/CA/county/013/year/2017.

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Large Households

State housing law defines large households as those consisting of five or more members. Large households are considered a special needs group because it may be difficult for these households to secure adequately sized, affordable housing. In order to balance affordable housing along with other financial responsibilities, large households tend to reside in smaller dwelling units, which may lead to overcrowding.

In 2020, approximately 12 percent (832) of Pinole's 6,792 households were considered large households. This is a similar proportion as seen countywide. Of those large households, 71 percent (588) lived in owner-occupied units, while 29 percent (244) lived in rental housing. Between 2010 and 2020, the percentage of households in the City that are large households remained unchanged as did the distribution between renters and homeowners of large households. In 2010, approximately 12 percent (833) of Pinole's 6,775 households were considered large households. Of those large households, 71 percent (595) lived in owner-occupied units, while 29 percent (238) lived in rental housing.

In Pinole, the proportion of large households that are owners (71 percent) is comparable to the general proportion of ownership households citywide. There is a higher proportion of large households owning their home compared to Contra Costa County (64 percent).

Table 36: Large Households by Tenure, 2020

Household Type (Size)	Owner-Occupied Households		Renter-Occupied Households		Total Households	
Pinole						
Five-person Household	373	73%	138	27%	511	8%
Six-person Household	157	65%	83	35%	240	4%
Seven-or-more-person Household	58	72%	23	28%	81	1%
Total Large Households	588	71%	244	29%	832	12%
Total of All Households	4,732	70%	2,060	30%	6,792	100%
Contra Costa County						
Five-person Household	19,568	65%	10,598	35%	30,166	8%
Six-person Household	7,423	65%	3,934	35%	11,357	3%
Seven-or-more-person Household	4,360	60%	2,880	40%	7,240	2%
Total Large Households	31,351	64%	17,412	36%	48,763	12%
Total of All Households	266,238	67%	132,061	33%	398,299	100%

Source: US Census Bureau, American Community Survey 5-Year Data (2016-2020), Table B25009.

Large households tend to have more difficulty purchasing housing due to the financial constraints of supporting a larger household and because there is limited housing stock of

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adequate size. Additionally, rental units with three or more bedrooms are not common, and large affordable rental units are even less common. This can lead to overcrowded housing conditions.

Table 37 provides a summary of housing problems experienced by large households in Pinole by tenure. As previously noted, the types of housing problems include overcrowding, overpayment (cost burden), and households lacking kitchen or plumbing facilities. CHAS 2014–2018 data indicates that 55 percent of large households experience at least one of the housing problems. Analyzing by tenure, 81 percent of large renter households and 43 percent of large owner households have at least one form of housing problem.

As of 2020, 27 percent of the City's housing stock has four or more bedrooms (refer to Table 18). This equates to 1,810 housing units with four or more bedrooms to serve the estimated 832 large households that require at least four bedrooms to avoid over-crowded conditions. However, these figures do not consider whether it is actually large households who occupy these housing units. One must also consider whether these housing units with four or more bedrooms are affordable to large households. Table 37 shows that 34 percent of large households experience a cost burden and 6 percent experience a severe cost burden. Large households that rent have over twice the rate of overpayment (52 percent) than large homeowner households (24 percent).

Table 37: Large Households by Housing Problems and Tenure, Pinole, 2018

Household Type	Large-Household Renters		Large-Household Owners		Total Large Households	
Total Households	270		580		850	
Large Households with Any Housing Problem ¹	81%	220	43%	250	55%	470
Large Households with Cost Burden (> 30%) ²	52%	125	24%	100	34%	225
Large Households with Severe Cost Burden (> 50%) ²	4%	10	7%	30	6%	40

Source: HUD Comprehensive Housing Affordability Strategy (CHAS), 2014-2018 data, Table 4 and Table 7.

Notes: Data presented in this table are based on special tabulations from sample Census data. The number of households in each category usually deviates slightly from the 100 percent total due to the need to extrapolate sample data out to total households. Interpretations of these data should focus on the proportion of households in need of assistance rather than on precise numbers.

¹The four housing problems are: incomplete kitchen facilities, incomplete plumbing facilities, more than 1 person per room, and cost burden greater than 30 percent.

²Cost burden occurs when housing costs exceed 30 percent of household income. For renters, housing cost is gross rent (contract rent plus utilities). For owners, housing cost is "select monthly owner costs," which includes mortgage payment, utilities, association fees, insurance, and real estate taxes. Severe cost burden occurs when housing costs exceed 50 percent of household income.

Female-Headed Households

Female-headed households who do not have a spouse present are a special needs group because they tend to experience comparatively low rates of homeownership, lower incomes,

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and high poverty rates. Female-headed households are often further characterized by whether they have children in the household. Table 38 shows the number of female-headed households by tenure and presence of children. In 2020, 15.5 percent of households in Pinole were female-headed households. This is higher than the County where female-headed households comprise 12.0 percent of all households. Female-headed households in Pinole have a higher rate of homeownership than those in the County (54 percent and 49 percent, respectively). However, female-headed households with children have lower homeownership rates than the County; only 9 percent of female-headed households with children own their home in Pinole compared to 15 percent in the County. Of the 1,050 female-headed households in Pinole, 300 had children under 18 and 750 had no children present.

Table 38: Female-Headed Households by Tenure in Pinole, 2020

Household Type	Owner- Occupied Households		Renter- Occupied Households		Total	% of Total Households
Total Households	4,732		2,060		6,792	
Female householder, no spouse present, <i>with</i> children under 18	93	2.0%	207	10.0%	300	4.4%
Female householder, no spouse present, <i>without</i> children	469	9.9%	281	13.6%	750	11.0%
Total Female-Headed Households	562	11.9%	488	23.7%	1,050	15.5%

Source: US Census Bureau, American Community Survey 5-Year Data (2016-2020), Table B25115.

In Pinole, only 1 percent of female-headed households (11 households) are below the poverty line. All of those 11 households have children under age 18 present. All female-headed households without children are above the poverty line. About 3 percent of all female-headed households with children under 18 are below the poverty line. This is significantly lower than the female-headed household poverty rate in Contra Costa County (17 percent for those female-headed households without children and 25 percent for those with children).⁷

⁷ US Census Bureau, American Community Survey 5-year Data (2016–2020), Table B17010.

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Table 39: Female-Headed Households by Poverty Status in Pinole, 2020

Household Type	Income Below Poverty Level		Income Above Poverty Level		Total	% of Total Households
Total Households	308		6,484		6,792	
Female householder, no spouse present, <i>with</i> children under 18	11	3.6%	1,039	16.0%	1,050	15.5%
Female householder, no spouse present, <i>without</i> children	159	51.6%	887	13.7%	1,046	15.4%
Total Female-Headed Households	170	55.2%	1,926	29.7%	2,096	30.9%

Source: US Census Bureau, American Community Survey 5-Year Data (2016-2020), Table B17017.

Homelessness

Data on homelessness in Contra Costa County is based on the 2022 Point-in-Time (PIT) information provided to HUD by the Richmond/Contra Costa County Continuums of Care (CoCs) in the application for CoC Homeless Assistance Programs. The PIT Count provides a count of sheltered and unsheltered homeless persons on a single night during the last ten days in January. A follow-up survey sampling of unsheltered and sheltered individuals is conducted two weeks following the count.

As shown in Table 40, Contra Costa County had an estimated homeless count of 2,295 persons (668 are sheltered and 1,627 unsheltered). Of these homeless, 319 people (13.9 percent) were in households with adults and children under 18.

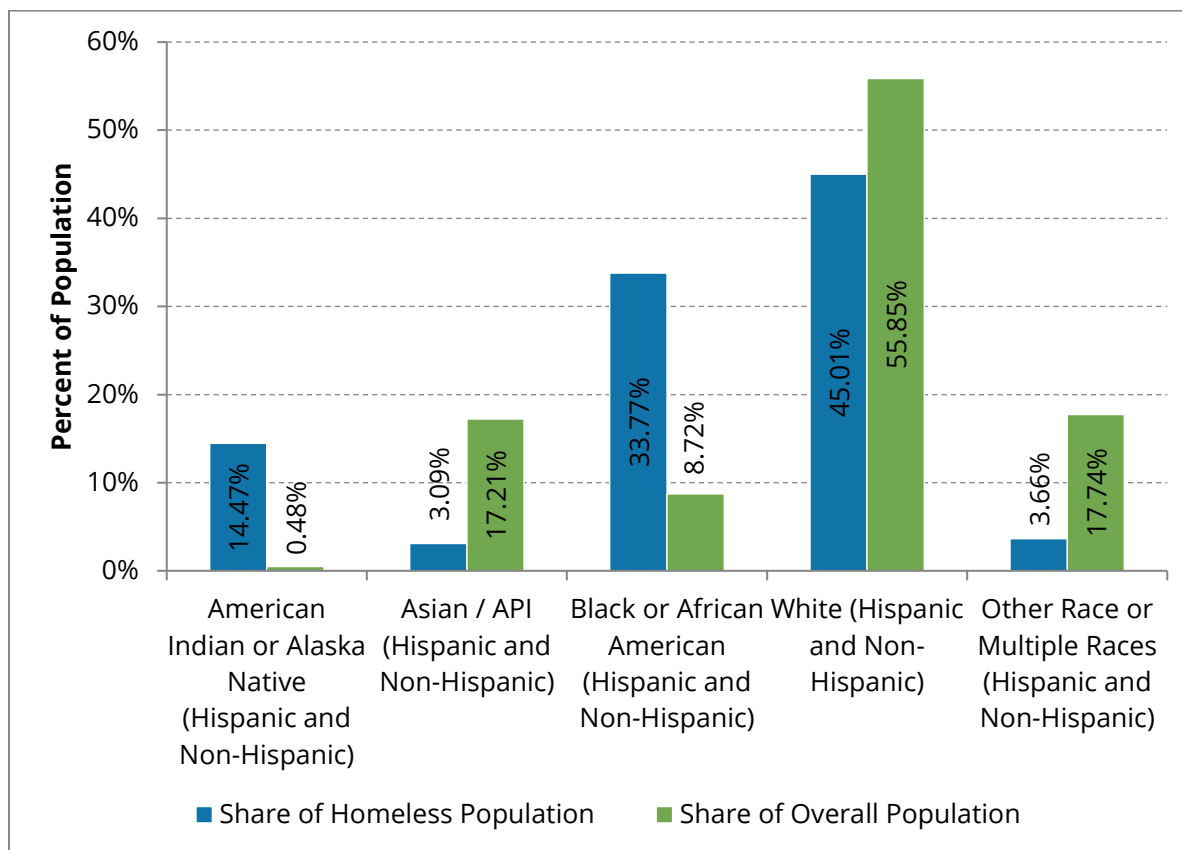
Table 40: Homelessness by Household Type and Shelter Status, Contra Costa County

Variable	People in Households Composed Solely of Children Under 18	People in Households with Adults and Children	People in Households without Children Under 18
Sheltered - Emergency Shelter	0	159	359
Sheltered - Transitional Housing	0	32	118
Unsheltered	0	128	1,499

Source: US Department of Housing and Urban Development, Continuum of Care Homeless Populations and Subpopulations Reports (2019)

Figure 8 analyzes the race of the homeless population and shows that the White population makes up the greatest share of the homeless population (45 percent) followed by Black people (34 percent). The Black or African American population and American Indian or Alaskan Native population are disproportionately affected by homelessness, as these groups make up a relatively large share of the homeless population despite making up a small share of the overall population.

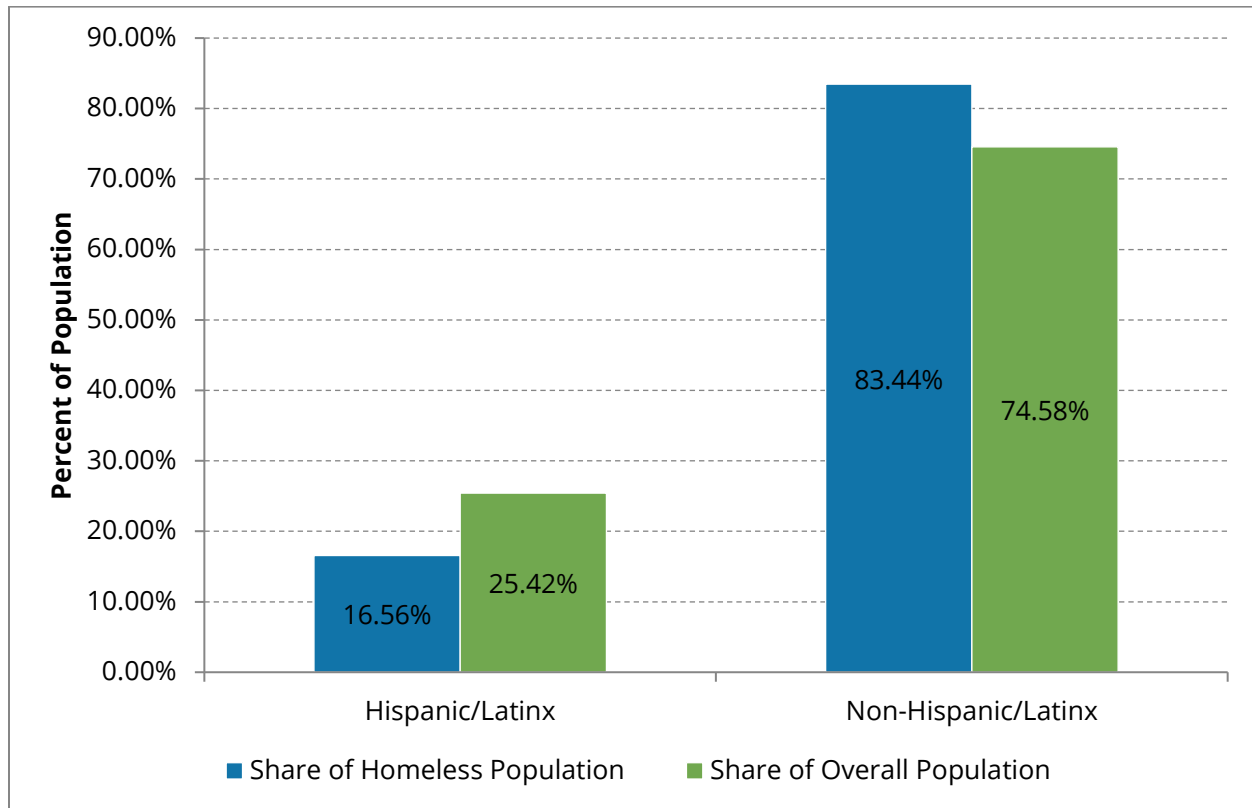
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Figure 8: Racial Group Share of General and Homeless, Contra Costa County, 2019

Source: US Department of Housing and Urban Development, Continuum of Care Homeless Populations and Subpopulations Reports (2019); US Census Bureau, American Community Survey 5-Year Data (2015-2019), Table B01001(A-I).

Figure 9 shows that 16.6 percent of the homeless population is Hispanic/Latinx.

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Figure 9: Latinx Share of Homeless Populations, Contra Costa County, 2019

Source: US Department of Housing and Urban Development, Continuum of Care Homeless Populations and Subpopulations Reports (2019); US Census Bureau, American Community Survey 5-Year Data (2015-2019), Table B01001(A-I).

Table 41 shows some of the unique challenges that persons experiencing homelessness in Contra Costa face. Of the 2,295 homeless persons counted, 22.6 percent suffer from severe mental illness, 21.5 percent contend with chronic substance abuse, 5 percent are veterans, 5 percent are victims of domestic violence, and 0.4 percent live with HIV/AIDS.

Table 41: Characteristics of Persons Experiencing Homelessness, Contra Costa County, 2019

Variable	Chronic Substance Abuse	HIV/AIDS	Severely Mentally Ill	Veterans	Victims of Domestic Violence
Sheltered - Emergency Shelter	86	4	128	25	28
Sheltered - Transitional Housing	31	1	27	14	6
Unsheltered	377	4	364	75	80
Percent of Total	21.5%	0.4%	22.6%	5.0%	5.0%

Source: US Department of Housing and Urban Development, Continuum of Care Homeless Populations and Subpopulations Reports (2019)

Notes: These challenges/characteristics are counted separately and are not mutually exclusive, as an individual may report more than one challenge/characteristic. These counts should not be summed.

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Table 42 shows a count of individuals that were identified as unsheltered in West Contra Costa County during the January 2022 Point In Time Count (PITC). Pinole had 53 unsheltered individuals, a significant increase from 3 in 2019. West Contra Costa County saw a large increase in the unsheltered population from 510 in 2019 to 877 in 2022.

Table 42: Homeless Population—Unsheltered Individuals in West Contra Costa County

Homeless Population	2019 Unsheltered Population	2022 Unsheltered Population
Pinole	3	53
Crockett	12	6
El Cerrito	8	31
El Sobrante	16	13
Hercules	1	0
North Richmond	38	31
Richmond	333	632
Rodeo	41	27
San Pablo	58	84
West County Total	510	877

Source: Contra Costa Health Services. 2022 Homeless Point-In-Time Count and Survey.

According to California Department of Education Enrollment Data shown in Table 43, over the 2019-2020 academic year, 2,209 students in Contra Costa County experienced homelessness, and 99 of those students were in Pinole. The California Department of Education considers students to be homeless if they are unsheltered, living in temporary shelters for people experiencing homelessness, living in hotels/motels, or temporarily doubled up and sharing the housing of other persons due to the loss of housing or economic hardship. Student homelessness increased in Pinole between the 2018-19 and 2019-20 academic years by 15 students (18 percent) despite having decreased countywide by 365 students (14 percent) over the same period.

Table 43: Students in Local Public Schools Experiencing Homelessness

Geography	2016-17	2017-18	2018-19	2019-20
Pinole	68	84	84	99
Contra Costa County	2,116	2,081	2,574	2,209
Bay Area	14,990	15,142	15,427	13,718

Source: California Department of Education, California Longitudinal Pupil Achievement Data System, Cumulative Enrollment Data (Academic Years 2016-2017, 2017-2018, 2018-2019, 2019-2020).

Notes: Totals reflect the number of unduplicated primary and short-term enrollments within the academic year (July 1 to June 30) in public schools. The data used for this table was obtained at the school site level, matched to a file containing school locations, geocoded and assigned to jurisdiction, and finally summarized by geography.

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Resources

There are a number of regional programs available in close proximity to Pinole to assist persons experiencing homelessness. To help meet the special needs of the homeless, the Contra Costa Crisis Center operates a 24-hour homeless hotline that connects homeless individuals and families to resources available in the County. Through the center, homeless persons are given emergency motel vouchers, provided free voicemail boxes, and referred to local service programs, including housing assistance, job training, substance abuse treatment, counseling, and emergency food, health care, and other vital services.

Table 44 lists facilities with various programs designed for people experiencing homelessness.

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Table 44: County Homeless Facilities

Agency Name	Program Name
Interim Housing (Emergency Shelters)	
Bay Area Community Services	Don Brown Shelter
Bay Area Rescue Mission	Men's Emergency Shelter
Bay Area Rescue Mission	Women and Families Shelter
Berkeley Food and Housing Project	Central County Warming Center
Contra Costa Health Services Homeless Program	Brookside Adult Interim Housing
Contra Costa Health Services Homeless Program	Brookside Adult Interim Housing for Veterans
Contra Costa Health Services Homeless Program	Calli House Youth Shelter
Contra Costa Health Services Homeless Program	Concord Adult Interim Housing
Contra Costa Health Services Homeless Program	Philip Dorn Respite Center
Contra Costa Health Services Homeless Program	Philip Dorn Respite Center for Veterans
Greater Richmond Interfaith Program	Emergency Shelter
Greater Richmond Interfaith Program	West County Warming Center
Interfaith Council of Contra Costa	Winter Nights Shelter
SHELTER, Inc.	Mountain View House
STAND for Families Against Violence	Emergency Shelter
Trinity Center	Trinity Winter Shelter
Transitional Housing	
Bay Area Rescue Mission	Men's Transitional Housing Program
Bay Area Rescue Mission	Women & Family Transitional Housing
Bi-Bett Corporation	Uilkema House
Contra Costa Health Services Homeless Program	Appian House: Youth
Contra Costa Health Services Homeless Program	Pomona Apartments
SHELTER, Inc.	Casa Verde
STAND	STAND for Families Against Violence
STAND	STAND Transitional Housing

Source: Contra Costa Health Services: Health, Housing, and Homeless Services Division, Annual Point-in-Time Count Report, August 2020, Appendix A.

The City will continue to prioritize its limited resources to support affordable housing solutions affordable to those with extremely low, very low, and low incomes, particularly those who may experience homelessness or are at risk of losing access to permanent housing.

Emergency shelters are defined by the California Health and Safety Code Section 50801 as “housing with minimal supportive services for homeless persons that is limited to occupancy of six months or less by a homeless person. No individual or household may be denied

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emergency shelter because of an inability to pay.” The City Zoning Ordinance allows the development of emergency shelters by right in the Office Industrial Mixed Use zone.

Persons with Disabilities

People living with disabilities may have a wide range of housing needs, depending on the type and severity of their disability. Housing affordability is a major concern for individuals with disabilities, particularly for those whose disability impacts their income earning potential. Design accommodations to navigate within the home and to/from the residence are another challenge for persons with disabilities. Access often requires specially designed dwelling units that include features such as wider doorways, ramps in place of stairs, and elevators for units with multiple stories. These modifications have the potential to be expensive and are not usually found in older dwelling units. Ongoing enforcement of the City's Building Code ensures that new construction will be accessible to disabled persons, though all units may not have all the features needed by specific individuals. Additionally, housing with adequate access to public facilities and public transit are important for this special needs group.

The US Census Bureau categorizes disabilities as follows:

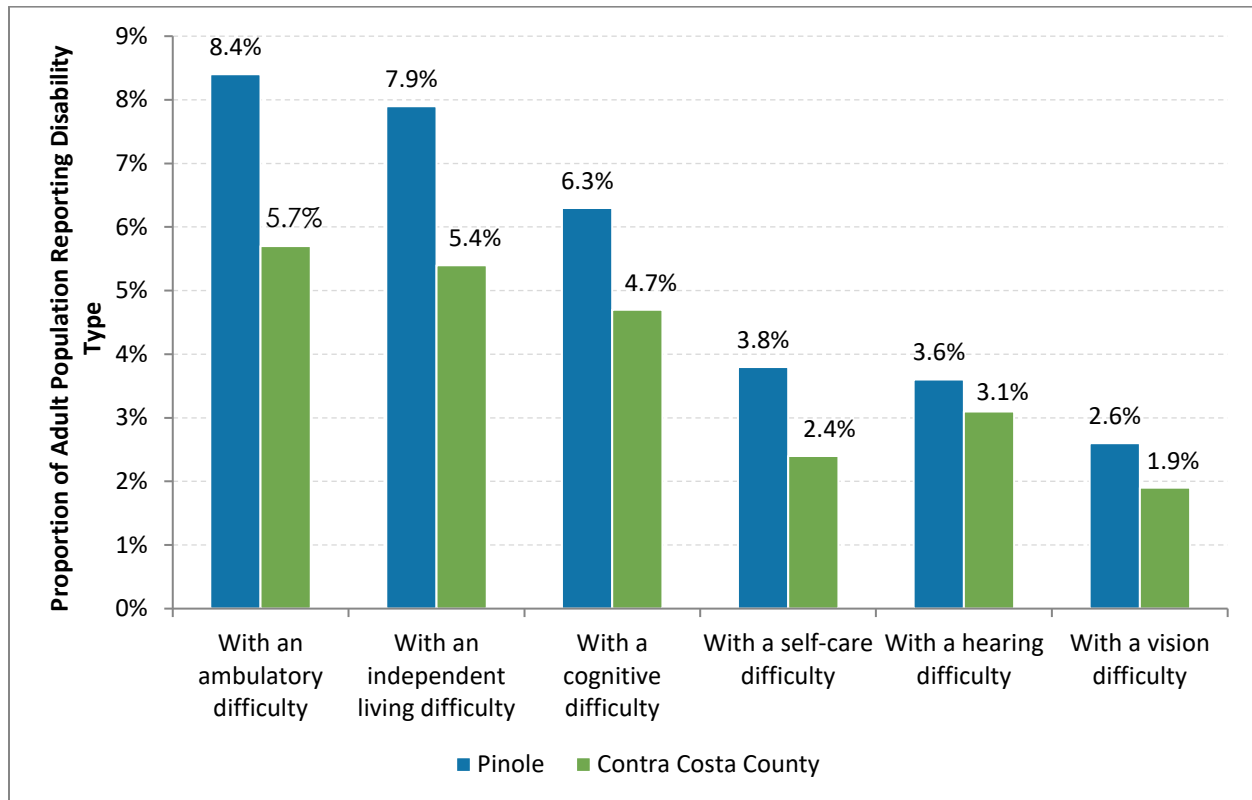
- Hearing difficulty: deaf or has serious difficulty hearing
- Vision difficulty: blind or has serious difficulty seeing even with glasses
- Cognitive difficulty: has serious difficulty concentrating, remembering, or making decisions
- Ambulatory difficulty: has serious difficulty walking or climbing stairs
- Self-care difficulty: has difficulty dressing or bathing
- Independent living difficulty: has difficulty doing errands alone, such as visiting a doctor's office or shopping

Based on the 2016-2020 American Community Survey, there are 2,389 individuals, or 12.4 percent of the population, living with at least one form of disability in Pinole. This is slightly higher than the County where 11.2 percent of the population has a disability.⁸ Further information about the type of disabilities residents experience and how it compares to Contra Costa County is illustrated in Figure 10.

⁸ Source: US Census Bureau, American Community Survey 5-Year Data (2016-2020), Table C18108.

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Figure 10: Disability by Type



Source: US Census Bureau, American Community Survey 5-Year Data (2016-2020), Table S1810.

Notes: These disabilities are counted separately and are not mutually exclusive, as an individual may report more than one disability. These counts should not be summed.

Compared to the County, Pinole has a larger share of the population experiencing each type of disability. Ambulatory and independent living disabilities are the most prevalent, at 8.4 percent and 7.9 percent, respectively, see Figure 10.

Table 45 shows the elderly population in the City and County and their disability status. In Pinole, 8 percent of people aged 65 and above have one type of disability and 16 percent have two or more disabilities. Twenty-five percent of the elderly population in Pinole experiences at least one type of disability, which is lower than the County's 31 percent. However, the rate of elderly persons experiencing a disability is twice that of the citywide disability rate of 12.4 percent.

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Table 45: Elderly People with Disabilities

Disability Status	# of Elderly People with a Disability	% of People Age 65+ (total 4,169)	# of Elderly People with a Disability	% of People Age 65+ (total 178,981)
	Pinole		Contra Costa County	
1 type of disability	354	8%	24,799	14%
2+ types of disability	680	16%	31,425	18%
Total Elderly with a Disability	1,034	25%	56,224	31%

Source: US Census Bureau, American Community Survey 5-Year Data (2016-2020), Table C18108.

Persons with Development Disabilities

A subgroup of disabled residents is those who are developmentally disabled. Many developmentally disabled persons are able to live and work independently. However, more severely disabled individuals require a group living environment with supervision, or an institutional environment with medical attention and physical therapy. Because developmental disabilities exist before adulthood, the first housing issue for the developmentally disabled is the transition from living with a parent/guardian as a child to an appropriate level of independence as an adult. In Pinole, an estimated 146 individuals have a developmental disability, of which 81 individuals (55 percent) are under age 18.⁹

The California Department of Developmental Services (DDS) currently provides community-based services through 21 community-based nonprofit corporations known as regional centers. The regional centers serve as a local resource to help find and access services and support available to individuals and families once eligibility is determined. The Regional Center of the East Bay provides service to developmentally disabled individuals throughout Contra Costa and Alameda counties. According to the California Department of Developmental Services, as of December 2019, the Regional Center of the East Bay served 21,009 residents with developmental disabilities in the region. Table 46 displays the breakdown of type of developmental disabilities served at the Regional Center. The largest populations served are those with an intellectual disability (43 percent) followed by autism (40 percent).

⁹ California Department of Developmental Services, Consumer Count by California ZIP Code and Age Group (2020), as referenced in ABAG 2023-2031 Housing Element Data Package, Table DISAB-04.)

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Table 46: Developmental Disability by Type, 2019

Regional Center of the East Bay		
Developmental Disability	Individuals	Percent
Autism	8,459	40%
Cerebral Palsy	2,426	12%
Epilepsy	2,368	11%
Intellectual Disability	9,127	43%
Other	3,367	16%
Total*	21,009	N/A

Source: California Department of Developmental Service (December 2019), Consumers by Diagnosis and Regional Center.

*People may have more than one type of disability, so individual disability categories will not sum to total.

A number of housing types are appropriate for people living with a developmental disability, including rent-subsidized homes, licensed single-family homes, and homes available through the Housing Choice Voucher program, Program 20. The design of housing accessibility modifications, the proximity to services and transit, and the availability of group living opportunities represent some of the considerations that are important in serving this group. Incorporating barrier-free designs in all new multifamily housing, as required by California and federal fair housing laws, along with affordability, is especially important in housing for disabled residents.

Elderly Persons

The US Census defines persons 65 years of age and older as elderly. Pinole's elderly population has special housing needs associated with affordability, maintenance, and upkeep of their homes, as well as physical access. Elderly persons are more likely to have fixed incomes and have a substantial portion of their financial resources in non-liquid assets, such as property. They often spend a higher percentage of their income on food, housing, medical care, and personal care comparative to non-elderly persons. Elderly persons may have special needs related to housing location and construction. Because of limited mobility, elderly persons typically need closer access to medical services, shopping, public transit, and other amenities. In terms of housing construction, elderly persons may need ramps, handrails, elevators, lower cabinets and counters, and special security devices to allow for greater self-protection. In addition, the elderly may require assistance with housekeeping, maintenance, and repairs to remain in their own homes for as long as possible. Special consideration should be given for recreational and social amenities for the elderly.

As shown in Table 47, an estimated 22 percent of the City's population (4,174 persons) was at least 65 years old in 2020. The percentage of the population that is elderly has steadily been increasing since 1990. Between 2010 and 2020, 1,326 additional people fit the definition of elderly. Table 6 provides a more detailed breakdown of population growth by specific age categories, revealing that the largest percentage increase in population belonged to the 65-74 age group (78.3 percent increase or 1,219 individuals).

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Table 47: Elderly Population, 1990–2020

	1990	2000	2010	2020
65 years and over	1,723	2,456	2,848	4,174
Total Population	17,460	19,039	18,390	19,343
Percent of Total	10%	13%	15%	22%

Source: US Census Bureau, Decennial Census (1990-2010). American Community Survey 5-Year Data (2016-2020), Table DP05.

According to the 2020 US Census data shown in Table 48, 35 percent of Pinole's households are headed by one person aged 65 or over. This is higher than the 26 percent of Contra Costa County households.

Table 48: Householders by Age

Householder Age	Pinole		Contra Costa County	
	Households	Percent	Households	Percent
15-24 years	54	0.8%	6,634	1.7%
25-34 years	2,003	29.5%	121,924	30.6%
35-64 years	2,381	35.1%	165,541	41.6%
65-74 years	1,424	21.0%	59,638	15.0%
75-84 years	635	9.3%	30,479	7.7%
85+ years	295	4.3%	14,083	3.5%
Total	6,792	100%	398,299	100%

Source: US Census Bureau, American Community Survey 5-Year Data (2016-2020), Table B25007.

As indicated in Table 49, the 2020 median household income for Pinole households with a householder aged 65 and older was \$85,556, which is 14 percent higher than in Contra Costa County, at \$75,172. The median income for all households regardless of age is \$104,904 citywide and \$103,997 countywide (a difference of less than 1 percent). The median income of the elderly population in Pinole is approximately \$19,500 less (18 percent lower) than the median income citywide. The lower incomes of the elderly may partially be explained by the fact that elderly populations often live on a fixed income; tend to have a significant portion of their net worth tied up in non-liquid assets, such as property; and have a higher incidence of disability (see Table 45), which may affect earning potential.

Table 49: Median Household Income for Elderly Households (65+ Years)

Householder Age	Pinole Median Income	Contra Costa County Median Income
65 Years and Older	\$85,556	\$75,172
All Households	\$104,904	\$103,997

Source: US Census Bureau, American Community Survey 5-Year Data (2016-2020), Table S1903.

Based on HUD's 2014-2018 data CHAS data shown in Table 50, 39 percent of elderly households in Pinole are low income (below 80 percent of the area median family income). Contra Costa County was nearly the same at 40 percent. According to 2020 US Census

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information, approximately 3 percent of Pinole's seniors fell below the poverty line, compared to 3.7 percent citywide.¹⁰

Table 50: Income Distribution, Elderly Households (62+ Years)¹

Income	Pinole		Contra Costa County	
	Number	%	Number	%
HUD Area Median Family Income (HAMFI)				
<= 30% of HAMFI	310	10%	19,620	14%
> 30% - 50% of HAMFI	460	15%	18,185	13%
> 50% - 80% of HAMFI	440	14%	18,605	13%
> 80% - 100% of HAMFI	405	13%	13,530	10%
> 100% of HAMFI	1470	48%	72,225	51%
Total	3,085	100%	142,165	100%

Source: US Department of Housing and Urban Development (HUD, Comprehensive Housing Affordability Strategy (CHAS) data (2014-2018), Table 5.

¹ HUD defines "elderly" as people aged 62 and up. However, the US Census Bureau defines "elderly" as people aged 65 and older.

Table 51 summarizes the housing problems experienced by elderly households in Pinole. According to the 2014-2018 CHAS data, 31.6 percent of all elderly households experience some type of housing problem. This includes 48.7 percent of renters and 27.5 percent of owners. For households with at least one person 62 years and older, 81 percent resided in owner-occupied units and 19 percent resided in renter-occupied units.¹¹

Table 51: Elderly Households by Housing Problems and Tenure, 2018

Housing Problem Type	Elderly Owners		Elderly Renters		Total Elderly	
% of Elderly with any Housing Problem ¹	27.5%		48.7%		31.6%	
% of Elderly with Cost Burden (> 30%) ²	26.0%		42.9%		29.2%	
% of Elderly with Severe Cost Burden (>50%) ²	14.1%		32.1%		17.6%	
All Elderly Households	2,490	80.7%	595	19.3%	3,085	100%

Source: 2014-2018 HUD CHAS data, Table 5 and Table 7.

¹ The four housing problems are: incomplete kitchen facilities, incomplete plumbing facilities, more than 1 person per room, and cost burden greater than 30 percent.

² Cost burden occurs when housing costs exceed 30 percent of household income. For renters, housing cost is gross rent (contract rent plus utilities). For owners, housing cost is "select monthly owner costs", which includes mortgage payment, utilities, association fees, insurance, and real estate taxes. Severe cost burden occurs when housing costs exceed 50 percent of household income.

The increasing number of elderly persons in the population is creating more demand for affordable, accessible, and low-maintenance housing. As residents age, they may desire alternatives to single-family units, opting for smaller multifamily units or assisted care living.

¹⁰ US Census Bureau, American Community Survey 5-year Data (2016–2020), Table S1701.

¹¹ HUD CHAS Data (2014-2018), Table 5.

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Another option for seniors looking to downsize is accessory dwelling units, which could house seniors or their caregivers. Based on the demographic trends, the need for senior housing is considered a high priority.

Pinole Grove Senior Apartments at 800 John Street offers 70 affordable, one- and two-bedroom senior apartments. Amenities include a community room, a landscaped courtyard, a library, and a hair salon. Units must be occupied by at least one resident who is at least 62 year of age or older. A minimum of 28 units are rent restricted to very low-income households (50 percent of AMI), and 41 units are restricted for moderate-income households (120 percent of AMI).

Westmont of Pinole (formerly Pinole Senior Village) provides independent living, assisted living, and memory care options for seniors. As of 2022, 31 moderate-income and 6 very low-income beds are required to be maintained. In 2018, as a condition of the sale of the property, a covenant was recorded that allowed the owner to reduce the rent restricted units according to the schedule in Table 31. By 2028, there will not be any rent-restricted bed requirements at this facility. The owner cannot raise the rent on any rent-restricted beds and may only reduce restricted beds by voluntary vacation of such bed by an eligible tenant.

The Pinole Senior Center provides social, educational, recreational, health, nutritional, and consumer services and activities to more than 1,000 yearly participants. The Senior Center (2500 Charles Avenue) can be set up to serve as a cooling center during extreme heat events. Per City guidelines, the Senior Center will be opened as a cooling center if the National Weather Service forecasts that Pinole will experience two consecutive days with high temperatures of 95 degrees or more and necessary staff is available. A need-based, no-cost annual membership is available to eligible seniors and is funded by donations from community members.

The City will address the needs of the elderly population through policies and programs that address affordability and special design guidelines for the elderly through Program 9 which includes participation in regional assistance programs, an aging in place low or no-cost building permit, and waiving park impact fees for developments with affordable senior units.

Extremely Low-Income Households

HUD defines extremely low-income households as those with income less than 30 percent of the HUD area median family income (HAMFI). Table 52 summarizes the housing problems experienced by extremely low-income households in Pinole. According to the 2014–2018 CHAS data provided by HUD, there are 555 extremely low-income households in Pinole, which represents about 8.3 percent of all households in the City. In 2018, 8.3 percent of Pinole households were in the extremely low-income category, which is a very slight decrease from 8.6 percent in 2013. Extremely low-income households comprise a smaller share of all households in Pinole compared to the County (12.3 percent of Contra Costa County households). About 47 percent of the extremely low-income households rented their dwelling units; 53 percent owned their dwelling.

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Table 52: Extremely Low-Income Households with Housing Problems, 2018

	Extremely Low-Income Renter-Occupied	Extremely Low-Income Owner-Occupied	Extremely Low-Income Total Households
Households with Income < 30% of HAMFI	260	295	555
with any Housing Problem ¹	220	165	385
with Cost Burden (> 30%) ²	205	165	370
with Severe Cost Burden (>50%) ²	165	155	320

Source: HUD Comprehensive Housing Affordability Strategy (CHAS) Data, 2014-2018, Summary Level Data for Pinole.

1. The four housing problems are: incomplete kitchen facilities, incomplete plumbing facilities, more than 1 person per room, and cost burden greater than 30 percent.

2. Cost burden occurs when housing costs exceed 30 percent of household income. For renters, housing cost is gross rent (contract rent plus utilities). For owners, housing cost is "select monthly owner costs," which includes mortgage payment, utilities, association fees, insurance, and real estate taxes. Severe cost burden occurs when housing costs exceed 50 percent of household income.

About one-third of all households in Pinole experienced at least one housing problem. Of the extremely low-income households in Pinole, 69.4 percent experienced at least one type of housing problem, with renters higher at 84.6 percent and owners at 55.9 percent. Housing problems for extremely low-income households are a regional issue, and Pinole fares better than the County overall, which has a rate of 80.1 percent. Based on 2018 HUD CHAS data, an estimated 40 extremely low-income households in Pinole lack complete plumbing or kitchen facilities.¹² However, many of these households may live in units without complete kitchens, but who received provided meals. ACS 2018 data show 84 housing units lacking complete kitchen facilities, but 75 of those had meals included in rent (only 9 housing units are without a kitchen and without meals provided.)¹³

Extremely Low-Income Households and Overpayment

About 66.7 percent of extremely low-income households were paying more than 30 percent of their income on housing costs, regardless of tenure type. About 55.9 percent of extremely low-income homeowners and 78.8 percent of renters are overpaying. There was also a high rate of households suffering from a severe cost burden (paying more than 50 percent of their incomes on housing). This was the case for about 57.7 percent of all extremely low-income households (52.5 percent for extremely low-income owners and 63.5 percent of extremely low-income renters). All these characteristics occurred at a much higher rate among extremely low-income households than in the City as a whole. At least 28.7 percent of all households in Pinole were overpaying, and 12.7 percent were severely overpaying. The

¹² HUD CHAS Data (2014-2018), Table 3.

¹³ US Census Bureau, American Community Survey 5-year Data (2014-2018), Table B25054.

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County's extremely low-income households experience a cost burden at a rate of 79 percent and an extreme cost burden at a rate of 65.9 percent.

Extremely Low-Income Households and Overcrowding

In addition to the overpayment problems mentioned above, Pinole's extremely low-income households have an overcrowding problem, though it is not as widespread as the overpayment problem. Overcrowding is defined as more than 1.0 occupant per room (excluding kitchens, bathrooms, and garages). According to 2014-2018 HUD estimates in Table 30, 421 households out of all households in Pinole (regardless of income level or tenure) were living in overcrowded conditions, which represents about 6.3 percent of the total 6,670 households in the City. Examining only the 555 extremely low-income households in the City, 7.0 percent (39 households) experience overcrowding. Overcrowding only affected the extremely low-income renters even though 53.2 percent of extremely low-income households are owner occupied. The rate of severe overcrowding among extremely low-income renters is over four times higher in Pinole than it is countywide (13.5 percent in the City and 3.0 percent in the County.) Extremely low-income renters in Pinole are disproportionately affected by overcrowded living conditions. This indicates a need for larger affordable rental units.

Pinole households with incomes less than 30 percent of the AMI are significantly more affected by housing problems than other income groups. The needs of extremely low-income households include housing units designed for transient/homeless populations, multifamily rental housing, factory-built housing, mobile homes, supportive housing, single-room occupancy units, and workforce housing.

Summary of Housing Needs

Pinole's overarching housing needs include addressing high housing costs; accommodating demographic age shifts; diversifying the housing stock; and giving consideration to these special needs groups:

- Elderly (35% of households)
- People with disabilities (12% of population)
 - Ambulatory disabilities (8.4% of adults)
 - Independent living disabilities (7.9% of adults)
- Large households (12% of households)
- Extremely low-income households (8.3% of households)

High Housing Costs

High housing costs in Pinole are representative of a regional and statewide issue. Home values have increased steadily since 2012. The median rental price has increased 30 percent

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since 2015 (see Table 24). In Pinole, 2,768 households (42 percent) experience some form of overpayment, with 849 households (13 percent) experiencing severe overpayment. Overpayment is especially problematic for extremely low-income households, 66.7 of whom experience housing cost burden and 57.7 percent experience a severe cost burden. A high rate of overcrowding is seen among extremely low-income renters (15 percent of these households are overcrowded and 13.5 percent are severely overcrowded). Renters earning 50-80% of the HUD AMI are another group with high overcrowding (19 percent of these households are overcrowded).

Demographic Age Shifts

Planning for an aging population is of utmost importance. In 2020, 22 percent of Pinole's population was 65 years old or older (see Table 6). About 35 percent of households are headed by a resident over 65 years old (see Table 48). Housing to accommodate seniors may take the form of age-restricted developments, smaller units, multifamily housing, ADUs, and housing with increased support services and proximity to healthcare. Universal design practices should be implemented with new construction, given that a high proportion of elderly persons experience some form of disability, particularly ambulatory disabilities. Affordability should be prioritized. The median income for elderly in Pinole is \$19,500 less (18 percent lower) than the median income citywide. About 39 percent of elderly households are low income and 30 percent of households moved into their home prior to 1989 (30 years ago). This suggests a need for low-income housing repair assistance to help seniors in aging housing stock retrofit to age in place. Program 8 includes a fee waiver that would provide low or no-cost building permits to age-qualified, ELI households, and disabled households to make improvements to their home for universal design.

Another age group to plan for is the 25-34 year age group. This group had the largest population increase out of all age groups between 2010 and 2020 and now comprises 18 percent of the population (see Table 6). About 30 percent of households have householders aged 25-34 (see Table 48). This group would benefit from having a greater supply of smaller housing units, multifamily housing, ADUs, more affordable rental units, and housing designed for the first-time homebuyer. Because this age group has a higher propensity to start families, a portion of housing production for this demographic should set aside larger units as well.

The under age 14 population in Pinole declined by 28 percent between 2000 and 2020. The 0-4-year age group decreased 19.8 percent and the 5-14 age group decreased by 31.2 percent over that time. Although the rate of decline of the population under age 14 tempered between 2010 and 2020 to just 6 percent, these long-range trends are markedly different than the County trends. In the County, the 0-4 year age group decreased by 0.1 percent and the 5-14 age group increased by 1.3 percent between 2000 and 2020. Average household size and average family size have decreased in Pinole since 2010 despite having increased in the County. These shifting demographics may indicate that as families grow, they are priced out of the housing market, or Pinole families are choosing to have fewer children, or a

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combination of both. To plan for an inclusive community that includes families with children, the City may consider emphasizing family-friendly housing practices. This could take many forms including affordable-by-design multifamily housing, rent-restricted units for a variety of income levels, and ensuring a portion of new rental housing has larger, multi-bedroom units.

Special Needs Groups

In addition to the special needs of elderly and extremely low-income households mentioned above, people with disabilities and large households are other special needs groups that make up a considerable share of the population and/or households. People with disabilities make up 12.4% of population—with ambulatory (8.4%) and independent living (7.9%) disabilities being the most prevalent—and have very similar housing needs as elderly persons.

Large households (those with 5 or more people) make up 12 percent of all households in Pinole. Over a third (34 percent) of large households experience a cost burden. Pinole has a slightly higher proportion of 5-or-more-person households than the state or County. These factors suggest a need for larger units. Table 37 shows that 34 percent of large households experience a cost burden and 6 percent experience a severe cost burden. Large households that rent have over twice the rate of overpayment (52 percent) than large homeowner households (24 percent).

Diversifying Housing Stock

About 70 percent of Pinole's housing stock is single-family homes, and 70 percent of housing units are owner-occupied. Introducing a variety of housing building types and more rental housing opportunities would facilitate a more inclusive community. Examples include age-restricted developments, smaller affordable-by-design units, multifamily housing, ADUs, universal design practices to accommodate those with disabilities, and housing with increased support services.

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Constraints on Housing

The provision of adequate and affordable housing opportunities is an important goal of the City. However, a variety of factors can constrain the development, maintenance, and improvement of housing. This section describes these constraints, including private market forces, governmental codes and regulations, and the physical and natural environment, and analyzes the impact on the production and preservation of housing.

Governmental Constraints

Potential governmental constraints include, but are not limited to, growth management measures, land use controls, development standards, building codes, processing fees and procedures, exactions, property taxes, and site improvement costs. Governmental constraints can limit or deter the operations of the public, private, and nonprofit housing development sectors, making it difficult to meet the demand for housing and limiting supply in a region. Such constraints can limit access to housing for various ethnic, racial, or social groups, or prevent lower-income households from having adequate housing opportunities.

The City of Pinole has the authority to regulate the location, base density, and type of residential development that occurs within the City. This authority is asserted in several ways, including land use controls, site improvement requirements, fees and exactions, permit processing procedures, and other factors that may influence the development, maintenance, and improvement of housing. Like all local jurisdictions, the City of Pinole has a number of procedures, fees, and regulations it requires developers to follow. Additionally, like any agency, the City is constrained by resource availability and other factors beyond its control. Below is a summary of key issues.

Land Use Controls

The City of Pinole sets forth policies to guide new development and the use of land within the City limits through its General Plan. These policies, in conjunction with the Three Corridors Specific Plan (2010) and Zoning Ordinance, control the amount and distribution of land allocated for different uses within the City and how this land can be developed.

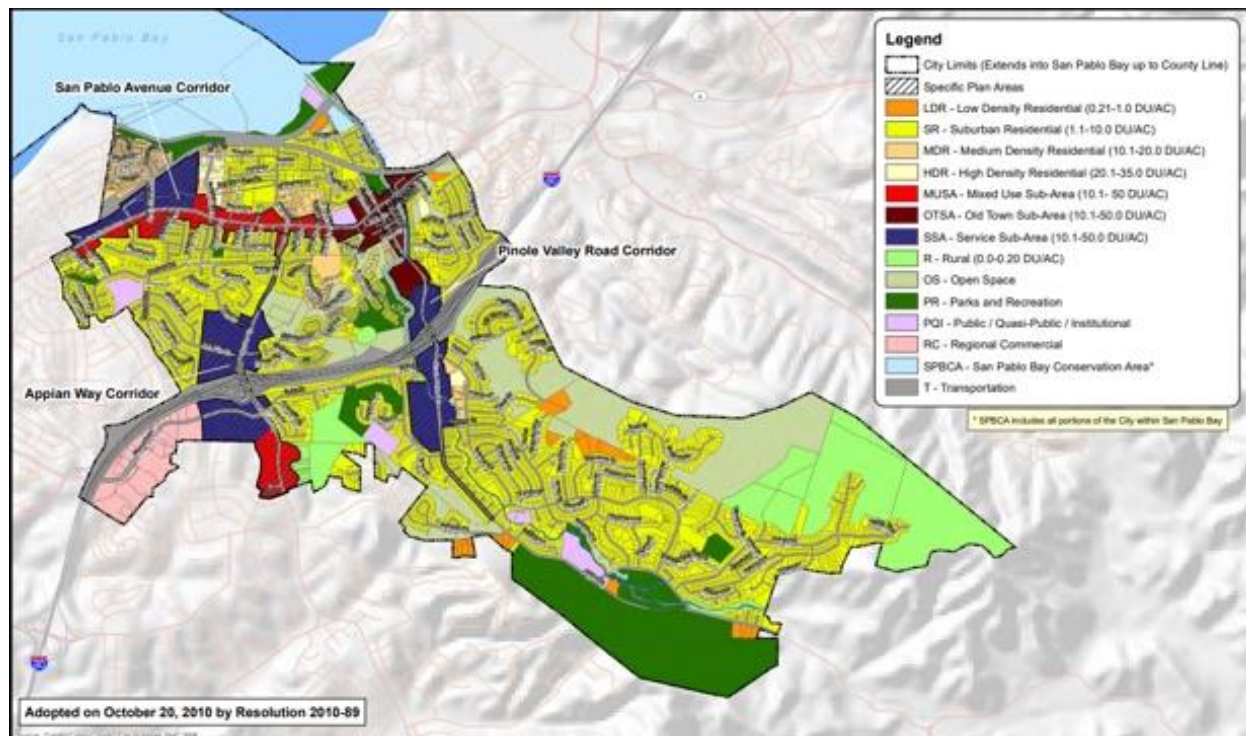
General Plan

The City of Pinole adopted an updated General Plan in October 2010. The General Plan is a comprehensive, long-range general policy document that expresses the community's vision and establishes five key topics: Sustainability, Priority Development Areas, Economic Development, Recreation and Resources, and Housing. The General Plan Vision identifies Housing as a key topic and states the City will need diverse housing opportunities for people who work and live in Pinole and the region. The Land Use and Economic Development

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Element of the General Plan identifies the location, distribution, density, and intensity of land use within the City.

Figure 11: General Land Use Map



The City completed a comprehensive Zoning Ordinance update to correspond with the adopted General Plan in 2010; the Three Corridors Specific Plan adopted with the General Plan established new standards and guidelines for development around Specific Plan corridors consisting of San Pablo Avenue, Pinole Valley Road, and Appian Way. These regulations establish the base considerations and standards for land uses and development within the City. Adopted base densities for residential uses are included in the analysis of the sites discussed in the Sites Section.

The General Plan identifies five residential land use designations, as follows:

R – Rural (0.0 to 0.2 dwelling unit per acre). Includes sites where development shall be clustered to preserve at least 90% of the property in a natural condition and predominantly free of development to protect visual and environmental resources. This designation is typical for sites that are characterized by steep slopes, contain environmental resources, have visual significance in the community, are integral to riparian systems, or which have been identified as having limited development potential due to service delivery constraints. These parcels also create opportunities for urban agriculture uses, including agricultural parks and specialty crop farming. Other uses, such as telecommunications facilities, solar collectors, and wind energy conversion systems, may be considered provided they are designed to preserve the natural landscape. These areas help preserve remaining natural

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landscapes. In certain areas of the city, they can also provide open space buffers between Pinole and neighboring communities, serve as fire breaks, provide connections between neighborhoods and recreational areas, and may provide an educational resource.

LDR - Low Density Residential (0.21 to 1 dwelling unit per acre). Includes sites located adjacent to open space areas or near environmental resources where it transitions to residential land uses. This designation is typical of sites where larger lot sizes are appropriate to ensure flexible siting and design to maintain scenic and environmental resources.

SR - Suburban Residential (1.1 to 10 dwelling units per acre). Provides for single-family development that is typical of most residential areas of the City. This is the single largest residential category.

MDR - Medium Density Residential (10.1 to 20 dwelling units per acre). Intended for attached dwelling units, typically two or three stories, which include on-site usable open space. Medium Density Residential land use would include townhomes, apartments, condominiums and planned unit developments.

HDR - High Density Residential (20.1 to 35 dwelling units per acre). Provides for higher density multifamily areas, typically two or three stories, usually located near transit corridors or arterial roadways and located in close proximity to commercial services.

The General Plan describes Specific Plan land use designations as follows:

SSA - Service Sub-Area (10.1 to 50.0 dwelling units per acre). The Service Sub-Area is intended to maintain and enhance existing land uses while providing land use flexibility and incentives to encourage new private investment and additional development. Each service sub-area is described as follows.

San Pablo Avenue: Preserve land for manufacturing and industrial uses, particularly “green industry.” A limited amount of general office, retail and residential uses may be permitted where they will not conflict with the principal industrial uses in the area.

Pinole Valley Road: Maintain and increase existing employment opportunities and encourage new housing opportunities while accommodating commercial uses that serve residents through mixed-use development. This is a transitional area that serves residential neighborhoods in Pinole Valley and serves as a gateway immediately south of the historic Old Town.

Appian Way: Maintain and enhance the regional gateway area into Pinole and capitalize on freeway access to upgrade existing development and attract a desirable mix of commercial services and residential uses.

OTSA - Old Town Sub-Area (10.1 to 50.0 dwelling units per acre). The Old Town Sub-Area will maintain and enhance the residential, commercial and mixed-use character, scale and style of Old Town Pinole. All types of commercial and residential uses as either a single use

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or in combination with other allowable commercial and residential uses are allowed within this area, at intensities that preserve the character of Old Town Pinole. The designation is intended to encourage ground-floor, pedestrian-friendly retail sales and service uses with upper floors of office and/or residential uses. Residential uses may include single-family and multi-family residential uses.

MUSA - Mixed-Use Sub-Area (10.1 to 50.0 dwelling units per acre). The Mixed-Use Sub-Area encourages mixed residential and commercial development that is united by transit and pedestrian improvements, parks and public spaces. This land use designation allows all types of commercial and residential uses as either a single use or in combination with other allowable commercial and residential uses at densities and intensities that support transit service. The designation is intended to encourage ground floor, pedestrian-friendly retail sales and service uses with upper floors of office and residential uses. Residential uses may include single-family and multi-family residential uses.

The density and intensity ranges for the Three Corridors Specific Plan Area land use categories are shown in Table 53. Development incentives are granted for a project where the project promotes transit-oriented development (TOD) objectives or other City objectives as identified in a Specific Plan, the Redevelopment Plan, or approved planned development, or through any other similar planning document adopted for the area. Incentives may include increased density, reduced parking, greater building height, or other deviations from regular zoning standards.

Table 53: Three Corridors Specific Plan Areas Development Densities and Intensities

Sub-Area	Density (du/acre)	
	Normal (max)	With TOD Incentives (max)
Mixed-Use	35	50
Old Town	35	50
Service	35	50

Source: City of Pinole General Plan

Three Corridors Specific Plan

The Three Corridors Specific Plan expands upon the vision of the sub-area land use designations provided in the General Plan (SSA, OTSA, and MUSA) for each of the three corridors within the Specific Plan. The document establishes the allowable land uses and development standards within each of the three corridors. Development standards include the establishment of standard and special building height requirements, provision of height exceptions, building placement/setback requirements, allowed frontage types, allowed building types, and allowable parking types. Where a standard is not addressed in the Specific Plan, the standard from the Zoning Ordinance would apply. Where there are conflicts

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in allowable uses and standards between the Specific Plan and Zoning Ordinance, the Specific Plan would govern.

Development Standards

In general, the City's Zoning Ordinance (Title 17 of the Pinole Municipal Code) establishes development standards for new development, such as densities, height, parking, and setbacks, to implement the development envisioned in the General Plan. The Three Corridors Specific Plan contains development standards applicable when a property is located within the Specific Plan area. As with other cities, Pinole's development standards and requirements are intended to protect the long-term health, safety, and welfare of the community while implementing the goals and policies of the General Plan and Specific Plan.

Height Limits

The City has one type of height limit in residential districts: a maximum height measured from finished grade to the top of the roof or parapet walls. Height limits in the R, R-1, R-2, and R-3 is 35 feet and 20 feet in the LDR district. For the R-4 and mixed-use zones (RMU, CMU, OIMU), the height limit is 50 feet. The height limits do not constrain development from reaching their prescribed General Plan densities.

For development located within the Three Corridors Specific Plan area, the height standards are based on the corridor and the sub-area designation, as provided in Table 54.

Table 54: Three Corridors Specific Plan Height Standards

Corridor	Sub-Area		
	Old Town	Mixed Use	Service
San Pablo Avenue*	40 feet or 3 stories	50 feet or 4 stories	50 feet or 4 stories
Pinole Valley Road*	40 feet or 3 stories	50 feet or 4 stories	n/a
Appian Way**	n/a	35 feet or 4 stories	75 feet or 6 stories

* Step back at a 45 degree angle above the second story when adjacent to single family home/zone with 35 foot height limit, or above the third story when across the street from single family home/zone with 35 foot height limit or less.

** Height is limited to 35 feet where development is located within 60 feet of an existing single family home or zone with a height limit of 35 feet or less.

Setbacks

All residential zones have setbacks, which are the minimum distances between a structure and a lot line. Setbacks in Pinole vary between the residential zones depending on density. The lower density (LDR and R-1) zones are largely uniform, with 20-foot front setbacks, 5- to 10-foot side setbacks, and 20-foot rear setbacks. The medium to higher density (R-2, R-3, R-4) have 0-foot front setbacks, 5-foot side setbacks, and 15-foot rear setbacks. Mixed use

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zones (RMU, CMU, OPMU, and OIMU) have 0-foot front and side setbacks with 15-foot rear setbacks, with OPMU and OIMU having 10-foot side setbacks. While all setbacks reduce the amount of land that is developable on a site, the setbacks do not constrain projects from reaching the maximum housing density in a zone.

Table 55: Primary Building Development Standard for City of Pinole Base Zoning Districts

District	Lot Area (min sq ft)	Setback (minimum distance between structure and property line)					Building Height (max ft)	Allowed Density (units/acre)	
		Front Yard	Side Yard	Side Yard for Second Story	Street Side Yard	Rear Yard		Min	Max
R	5 ac. ¹	30	15	15	20	30	30	15	15
LDR	43,560	20	10 ²	15	15 ⁴	20 ⁴	20	10 ²	15
R-1	6,000	20	5 ³	12	10 ⁴	20 ⁴	35	5 ³	12
R-2	3,000	0	5	10	10	15	35	5	10
R-3	1,500	0	5	5	10	15 ⁵	35	5	5
R-4	N/A	0	5	5	10	15 ⁵	50	5	5
RMU	N/A	0	0	0	10	15 ⁵	50	20.1	35.0
CMU	N/A	0	0	0	10	15 ⁵	50	20.1	30.0
OPMU	N/A	0	10	10	10	15 ⁵	50	N/A	N/A
OIMU	N/A	0	10	10	10	15 ⁵	50	N/A	N/A

Source: City of Pinole Municipal Code 17.24.020

Notes:

1. The approving authority may approve lots less than five (5) acres in size and reduced setbacks for clustering of units to preserve open space or other resources as part of comprehensive design review.
2. The combined side yard setbacks shall not be less than twenty (20) feet.
3. Within required side yards, at least one (1) side shall provide four (4) feet of unobstructed surface to allow unobstructed access between the front and rear yards.
4. Listed setback distance or twenty percent (20%) of lot width in side yard and twenty percent (20%) of lot depth in rear yard, whichever is less.
5. If abutting non-residential property, there is no minimum rear yard setback.

For development located within the Three Corridors Specific Plan area, setback standards are based on the corridor and the sub-area designation, as provided below.

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Table 56: Three Corridors Specific Plan Setback Standards

Corridor	Setback	Sub-Area		
		Old Town	Mixed Use	Service
San Pablo Avenue*	Build to Front Line	0-5 feet	0-10 feet	0-5 feet
	Minimum Side Yard	0 feet, except 15 feet if abutting residential	0 feet, except 15 feet if abutting residential	0 feet, except 15 feet if abutting residential
	Minimum Rear Yard	5 feet, except 15 feet if abutting residential	0 feet, except 15 feet if abutting residential	0 feet, except 15 feet if abutting residential
Pinole Valley Road*	Build to Front Line	0-5 feet	n/a	0-5 feet
	Minimum Side Yard	0 feet, except 15 feet if abutting residential	n/a	0 feet, except 15 feet if abutting residential
	Minimum Rear Yard	5 feet, except 15 feet if abutting residential	n/a	0 feet, except 15 feet if abutting residential
Appian Way**	Build to Front Line	n/a	0-10 feet	0-5 feet
	Minimum Side Yard	n/a	0 feet, except 20 feet if abutting residential	0 feet, except 20 feet if abutting residential
	Minimum Rear Yard	n/a	0 feet, except 20 feet if abutting residential	0 feet, except 20 feet if abutting residential

* Step back at a 45 degree angle above the second story when adjacent to single family home/zone with 35 foot height limit, or above the third story when across the street from single family home/zone with 35 foot height limit or less.

** 35 foot height limit within 60 feet of side or rear property line when adjacent to single family home/zone with 35 foot height limit.

Parking

The Pinole Municipal Code Chapter 17.48 establishes parking standards for various types of land uses, including residential development. High parking requirements can reduce the potential land available for development and increase the cost of development. The minimum parking requirements for residential developments in Pinole are shown in Table 57. Chapter 17.48 also provides for reduced parking and shared parking through the Conditional Use Permit process with approval by the Planning Commission. The parking requirements for Pinole have not been a constraint to multi-family and below market-rate developments. In particular, larger multifamily projects have been subject to the City's inclusionary housing requirements and have been eligible for reduced parking under State Density Bonus law. Additionally, the context of some development projects (e.g., senior housing development with reduced parking need or location of a project allowing for shared

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parking) have allowed for further flexibility in meeting parking need unique to specific characteristics of a project. The parking requirements have not been a constraint to residential development.

Table 57: Parking Requirements by Land Use

Land Use Type	Required Parking Spaces	
Residential Uses	Boarding and Rooming Houses	1 space per family (based on designed capacity) plus 0.8 spaces/employee during the peak employment shift and 0.8 spaces per full-time resident staff
	Dwelling, Single-Family - studio	1 space per dwelling unit (garage enclosed or covered)
	Dwelling, Single-Family - one bedroom	2 spaces per dwelling unit (garage enclosed or covered), tandem parking spaces permitted
	Dwelling, Single-Family - two to four bedrooms	2 spaces per dwelling unit (1 space must be garage enclosed or covered), tandem parking spaces permitted in Old Town
	Dwelling, Single-Family - five or more bedrooms	3 spaces per dwelling unit (2 spaces must be garage enclosed or covered and accessed independently; the third space may be tandem)
Dwelling, Multiple-Family	Studio units	1 space per dwelling unit (garage enclosed or covered) plus 0.3 spaces per dwelling unit for visitor parking
	One-bedroom units	1.5 spaces per dwelling unit (1 space must be garage enclosed or covered) plus 0.3 spaces per dwelling unit for visitor parking
	Two+ bedroom units	2 assigned spaces per dwelling unit (1 space must be garage enclosed or covered) plus 0.3 spaces per dwelling unit for visitor parking
Accessory Dwelling Unit	1 space per bedroom or ADU, whichever is less, except parking may be waived as provided in Chapter 17.70, Accessory Dwelling Units and Junior Accessory Dwelling Units	
Senior units, studio, one- and two-bedroom units	1 space per dwelling unit	
Senior units, three + bedroom units	1 space per dwelling unit plus 1 additional off-street space	
Mobile Home Park	2 parking spaces per home site	

Source: City of Pinole Municipal Code 17.48.050

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Inclusionary Housing Requirements

Pinole Municipal Code Chapter 17.32.02 stipulates that, for all rental or ownership developments of four or more units, at least 15 percent of the total units must be constructed and offered for sale or rent as affordable housing units. Of those units, no less than 40 percent (or 6 percent of the total) must be made available to very low-income households.

Incentives for constructing affordable housing may include density bonuses, fee subsidies or deferrals, and design incentives as follows:

1. **Density Bonus.** Consistent with California Government Code Sections 65915 through 65918, qualifying projects can receive a density bonus by right.
2. **Fee Subsidy or Deferral.** The City Council may subsidize or defer payment of city development impact fees and/or building permit fees applicable to the affordable housing units or the project of which they are a part. The affordability control covenant shall include the terms of the fee subsidy or deferral.
3. **Design Modifications.** The granting of design modifications relative to affordable housing requirements shall require approval of the City Council and shall meet all applicable zoning requirements of the city. Modifications to typical development standards may include the following:
 - a. Reduced minimum setbacks;
 - b. Reduced minimum building separation requirements;
 - c. Reduced square footage requirements;
 - d. Reduced parking requirements;
 - e. Reduced minimum lot sizes and/or dimensions;
 - f. Reduced street standards;
 - g. Reduced on-site open space requirements;
 - h. Increased height limitations;
 - i. Increased maximum lot coverage;
 - j. Increased floor area ratio;
 - k. Allowance for live-work units within multi-family residential zoning districts;
 - l. In lieu of reduced setbacks, allowance for attached dwelling units, if shown to be necessary to make the project feasible; or
 - m. Other regulatory incentives or concessions proposed by the developer or the city that result in identifiable, financially sufficient, and actual cost reductions.

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- n. **Priority Processing.** After receiving the required discretionary approvals, the residential development that provides affordable housing units may be entitled to priority processing of building and engineering approvals, subject to the approval of the City Manager.

The City does not collect in-lieu fees through the City's inclusionary requirement, it utilizes an incentive based approach to achieving affordable housing on-site. An alternative method of compliance is the construction of affordable units at an off-site alternative location. As a part of Program 6, the City will study the possibility of adopting a set of in-lieu fees.

Density Bonus

The City's Zoning Ordinance includes a provision for granting density bonuses as an incentive for the production of affordable housing in Section 17.38.020. The City's Density Bonus provision within the Municipal Code is not up to date with the latest updates to California Government Code 65915. Where development is proposed that is eligible for density bonuses and their associated waivers and incentives under State Law, the provisions under California Governmental Code Section 65915 are applied to the project.

As part of Program 11, the City will update the Zoning Ordinance to reflect the latest provisions set forth in California Government Code 65915.

Providing for a Variety of Housing Types

Table 58 shows the allowed uses in residential zones in the Zoning Code. As discussed in the next section, accessory dwelling units and junior accessory dwelling units are allowed in all residential zoning districts under Section 17.20.020 of the City's Zoning Ordinance. Single-family residential zoning includes six districts: R, LDR, R-1, R-2, R-3, and RMU. Single-family dwellings are permitted as a matter of right in most multifamily residential districts except R-4 and is only allowed in one mixed-use district (RMU).

Multifamily residential zoning includes R-1, R-2, R-3, R-4, and RMU (Residential Mixed Use), CMU (Commercial Mixed Use), OPMU (Office Professional Mixed Use), and OIMU (Office Industrial Mixed Use) mixed-use districts. Multifamily units are permitted as a matter of right in the R-2, R-3, R-4 districts; they are also permitted in the RMU and CMU districts.

Table 58: Allowed Residential Uses Under the Zoning Code

Land Uses	R	LDR	R-1	R-2	R-3	R-4	RMU	CMU	OPM U	OIM U
Dwelling, Accessory/ Junior Accessory ¹	P	P	P	P	P	P	P	P	P	P
Dwelling, Multifamily	N	N	N	P	P	P	P	P	N	N
Dwelling, Single Family	P	P	P	P	P	N	P	N	N	N
Dwelling, Two-Family	N	N	N	P	P	N	N	N	P	P

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Land Uses	R	LDR	R-1	R-2	R-3	R-4	RMU	CMU	OPMU	OIMU
Dwelling, Three- and Four-Family	N	N	N	P	P	P	P	P	N	N
Emergency Shelter ²	N	N	N	N	N	N	N	N	N	P
Group Residential	N	P	P	P	P	P	C	C	N	N
Manufactured Home	P	P	P	P	P	P	N	N	P	N
Mobile Home Park	C	C	C	C	C	C	N	N	N	N
Residential Care Facilities	P	P	P	P	P	P	P	P	N	N
Single Room Occupancy Facilities	N	N	N	C	C	C	C	C	N	N
Supportive Housing (located in housing of a type permitted in the zone)	P	P	P	P	P	P	P	P	P	P
Transitional Housing ² (located in housing of a type permitted in the zone)	N	P	P	P	P	P	P	P	P	P

Source: City of Pinole Municipal Code 17.20.020

Note: P = Permitted; C = Conditionally Permitted; N=Not Allowed

1 See additional regulations for Accessory Dwelling Units and Junior Accessory Dwelling Units in Chapter 17.70.

2 See additional regulations for Emergency Shelters in Chapter 17.62.

Where a property is located within the Three Corridors Specific Plan area, the Specific Plan establishes the list of allowable residential uses based on the corridor, sub-area, and land use/zoning designation. The exhibits below (Table 59, Table 60, Table 61) show the allowable residential uses in the three corridor areas of the Specific Plan. In general, multifamily residential is permitted by right throughout the Specific Plan area with some exceptions such as prohibition on Public Quasi-Public Institutional (PQI) parcels, required Conditional Use Permit approval in OPMU, and limitation of units on the ground floor at street frontages in certain locations. Single family residential is not permitted outside of the Old Town Sub-Area. Second dwelling units (or ADUs/JADUs) are allowed consistent with the locational requirements as provided under the Zoning Code; and the Zoning Code would take precedence over the Specific Plan for any conflicts between the Specific Plan and Zoning Code regarding ADUs/JADUs to maintain consistency with requirements under State law.

Table 59: Permitted Land Uses for San Pablo Avenue

Land Uses	Old Town Sub-Area				Service Sub-Area		Mixed-Use Sub-Area			
	MDR	RMU	CMU	OPMU	CMU	OPMU	VHR	RMU	CMU	OPMU
Dwelling, Multifamily	P	P	P ¹	P ¹	P ¹	P ¹	P	P	P ¹	P ¹

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Land Uses	Old Town Sub-Area				Service Sub-Area		Mixed-Use Sub-Area			
	MDR	RMU	CMU	OPMU	CMU	OPMU	VHR	RMU	CMU	OPMU
Dwelling, Second Unit	CUP	N/A ²	N/A ²	N/A ²	N/A ²	N/A ²	N/A ²	N/A ²	N/A ²	N/A ²
Dwelling, Single-family	P	P	N	N	N	N	N	N	N	N
Dwelling, Two-family	P ³	P ³	N ³	N	N	N	N	N	N	N
Family Day Care Home, Small (6 children or less)	P	P	P	P	P ³	P ³	P	P	P ³	P
Family Day Care Home, Large (7 – 24 children)	P ⁴	P ⁴	P ⁴	P ⁴	P	P	P	P	P	N
Home Occupation	P	P	P	P	P ⁴	P ⁴	P ³	P ³	P ⁴	P
Live-Work Facility	P	P	P	P	P	P	N	P	P	P
Residential Care Home	CUP	P	P	P	CUP	CUP	CUP	P ⁴	CUP ¹	CUP ¹
Emergency Shelter/ Temporary Home	N	N	N	N	CUP ¹	CUP ¹	CUP	N	CUP ¹	CUP ¹

1 Not allowed on first floor at street frontage, except for residential development on a property with an affordable housing agreement and when that development includes community benefits as specified in the General Plan.

2 See Multi-Family Residential

3 Not permitted if the same use is preexisting and within 200'

4 Home occupations must have no external evidence of business activity, (e.g. signs, noise, odor, vibration, etc.) or reduce available parking. No customers or employees are allowed at the home and no advertising which gives the home address is allowed.

Table 60: Permitted Use Table for Pinole Valley Road

Land Uses	Old Town Sub-Area			Service Sub-Area	
	MDR	HDR	CMU	CMU	OPMU
Dwelling, Multifamily	P	P	P ¹	P ¹	P ¹
Dwelling, Second Unit	N/A ²	N/A ²	N/A ²	N/A ²	N/A ²
Dwelling, Single-family	P	N	N	N	N
Dwelling, Two-family	N/A ²	N/A ²	N/A ²	N/A ²	N/A ²
Family Day Care Home, Small (6 children or less)	N	P	P	P ³	P ³
Family Day Care Home, Large (7 – 24 children)	CUP ⁴	CUP ⁴	CUP ⁴	P	P
Home Occupation	N	P	P	P ⁴	P ⁴
Live-Work Facility	P	P	P	P	P
Residential Care Home	CUP	P	P	CUP ¹	CUP ¹
Emergency Shelter/ Temporary Home	N	N	N	CUP ¹	CUP ¹

1 Not allowed on first floor at street frontage

2 See Multi-Family Residential

3 Not permitted if the same use is preexisting and within 300'

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4 Home occupations must have no external evidence of business activity, (e.g. signs, noise, odor, vibration, etc.) or reduce available parking. No customers or employees are allowed at the home and no advertising which gives the home address is allowed.

Table 61: Permitted Use Table for Appian Way

Land Uses	Service Sub-Area			Mixed-Use Sub-Area		
	RMU	CMU	OPMU	HDR	RMU	CMU
Dwelling, Multifamily	P	P	P ¹	P	P	P ¹
Dwelling, Second Unit	N/A ²	N/A ²	N/A ²	N/A ²	N/A ²	N/A ²
Dwelling, Single-family	N	N	N	N	N	N
Dwelling, Two-family	N/A ²	N/A ²	N/A ²	N/A ²	N/A ²	N/A ²
Family Day Care Home, Small (6 children or less)	P ³	P ³	P ³	P ³	P ³	P ³
Family Day Care Home, Large (7 – 24 children)	CUP	CUP	CUP	N	CUP	CUP
Home Occupation	P ⁴	P ⁴	P ⁴	P ⁴	P ⁴	P ⁴
Live-Work Facility	P	P	P	P	P	P
Residential Care Home	CUP	CUP ¹	CUP ¹	CUP	CUP	CUP ¹
Emergency Shelter/ Temporary Home	N	N	N	N	N	N

1 Not allowed on first floor at street frontage

2 See Multi-Family Residential

3 Not permitted if the same use is preexisting and within 300'

4 Home occupations must have no external evidence of business activity, (e.g. signs, noise, odor, vibration, etc.) or reduce available parking. No customers or employees are allowed at the home and no advertising which gives the home address is allowed.

Accessory Dwelling Units

Accessory dwelling units (ADU) and junior accessory dwelling units (JADU) are attached or detached dwelling units that provide complete independent living facilities for one or more persons and are located on a lot with a proposed or existing primary residence. ADUs provide additional housing opportunities for people of all ages and economic levels. The City of Pinole allows and regulates ADUs and JADUs in Chapter 17.70 of the Municipal Code and in compliance with California Government Code Sections 65852.2 and 65852.22. ADUs are permitted on lots with an existing or proposed single-family or multifamily residence, subject to a ministerial approval process through building permit plan check review.

The City will continue to update the ADU ordinance as necessary and work with the state to ensure compliance with state law as part of its ADU production program (Program 4), which includes efforts to spur the development of affordable housing through the construction of ADUs. The City is also creating a Home Sharing and Tenant Matching Program to help senior residents age in place and encourage ADU and JADU development (Program 10).

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Senate Bill 9

Effective January 1, 2022, Senate Bill (SB) 9 requires ministerial approval of a housing development with no more than two primary units in a single-family zone, the subdivision of a parcel in a single-family zone into two parcels, or both. SB 9 facilitates the creation of up to four housing units in the lot area typically used for one single-family home. The City has not received any SB9 applications as of October 2022 but has seen some interest from homeowners. Promotion of SB9 opportunities in the City is included as a part of Program 22.

The City has not adopted an SB9 ordinance or objective standards. The City will amend the zoning ordinance in Program 11 to reflect the provisions of California Government Code Section 65852.21.

Emergency Shelters

An emergency shelter is housing with minimal supportive services for unhoused persons that is limited to occupancy of 180 days or less per calendar year by an unhoused person. No individual or household may be denied emergency shelter because of an inability to pay.

The City's emergency shelter requirements are provided in Article IV Special Use Standards of the Zoning Ordinance. Pursuant to SB 2, the City of Pinole permits emergency shelters by right without discretionary review in the Three Corridors Specific Plan Office Industrial Mixed Use (OIMU) zone.

The Zoning Ordinance permits emergency shelters by right in the OIMU zone subject to the same development and management standards as other permitted uses in the zone. In addition, the following requirements regulate future emergency shelters to enhance compatibility (Chapter 17.62):

- Emergency shelters of more than ten persons shall be situated more than 300 feet from another emergency shelter.
- A maximum of 30 beds shall be available in the facility, unless a conditional use permit is approved for a greater number. The maximum number of beds does not apply in situations of City- or statewide designated disasters or catastrophic conditions.
- Smoke detectors, approved by the Fire Department, shall be provided in all sleeping and food preparation areas for emergency shelters.
- The size of an emergency shelter shall be in character with the surrounding neighborhood.
- The emergency shelter shall have an interior, on-site waiting and client intake area that is a minimum of 200 square feet. The emergency shelter shall include a landscaped exterior waiting area that is a minimum of 100 square feet.
- Off-street parking shall be provided at the rate of one space per three beds plus one space per employee, and may only be required based on demonstrated need,

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provided that the same parking requirements are applied for other residential or commercial uses in the same zone.

- Exterior lighting shall be consistent with Zoning Code requirements.
- Emergency shelters shall provide on-site management and support staff at all times during shelter use.
- Emergency shelters must have on-site security during the hours that the shelter is in operation.

Assembly Bill 139 (2019) modified the allowed parking standards for emergency shelters. The City may now only require parking to meet the needs of staff working at the shelter and may not impose any standards based on the number of beds or persons served. The City's existing ordinance requires three parking spaces for every shelter bed plus one employee, which is not reflective of recent changes to state law. The City is including Program 11 to amend the Emergency Shelter ordinance to comply with AB 139. The City will also review the other standards for emergency shelters to verify that they are required for all other uses in the zone and are not unique to emergency shelters beyond those allowed by state law.

Pinole has 35.4 acres of land zoned OIMU, all of which is located in the northwestern area of the City along San Pablo Avenue. Emergency shelters in land zoned OIMU allows for proximity to public transit, employment centers and some commercial amenities and resources along one of the City's major commercial throughfare. Building in the OIMU zone may have heights up to 50 feet and no front yard setbacks. Required setbacks include 10-foot side and 15-foot rear setbacks. The OIMU standards will not preclude or constrain the development of emergency shelters.

The latest homeless point-in-time count indicated that there are 53 unsheltered homeless individuals living in Pinole; the City needs to ensure that at least 1,400 sf of floor area could be available for emergency shelter development or conversion. Based on a review of the City's standards and shelter need, there are 5.6 acres of vacant land and multiple underutilized lots in the OIMU zone that meet the requirements and can accommodate the City's shelter need.

Low Barrier Navigation Centers

Low barrier navigation centers (LBNC) are service-enriched shelters that are focused on moving individuals into more permanent housing. LBNCs provide temporary housing while case managers connect individuals experiencing homelessness to shelter, public benefits, and health services. Under the Housing for Homeless Act (2019), local governments are required to allow LBNCs by right in areas zoned for mixed uses and nonresidential zones that permit multifamily uses.

Pinole does not currently explicitly allow LBNCs in any zone, though this would not prevent their development if an application for one were received. Through Program 11, the City will

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amend its zoning code pursuant to Government Code Section 65583 to allow for LBNCs by right in areas zoned for mixed uses and nonresidential zones that permit multifamily uses.

Manufactured Homes

The permitting of modular, or manufactured, housing on foundations is subject to the same development standards as conventional single-family units, consistent with Government Code Section 65852.3. The City of Pinole permits modular homes by right in all residential zones that permit single-family dwellings by right except in the Residential Mixed Use (RMU) district. As part of the zoning code amendment program, Program 11, the City will amend the zoning code in RMU to permit manufactured homes on permanent foundations as if they were single-family homes.

Supportive and Transitional Housing

Supportive or transitional housing that serves up to six individuals is allowed by right in all residential zones except in the Rural (R) zone. Supportive or transitional housing that serves more than six individuals, provides on-site services, and is licensed by the state as a group home. While the City allows these uses by right in most cases, the City does not have objective design standards for these types of homes to add certainty to the development process. As part of Program 12, the City will create and adopt objective development standards.

Single-Room Occupancy Units

Single-room occupancy (SRO) residences are small, one-room units occupied by a single individual, and may either have a shared or private kitchen and bathroom facilities. SROs are rented on a monthly basis, typically without a rental deposit, and can provide an entry point into the housing market for extremely low-income, formerly unhoused, and disabled persons. SRO units are allowed in five multifamily zones upon the granting of a conditional use permit. There is no potential constraint on the development of SRO residences.

Development Review and Permitting Procedures

The efficiency and timing of a jurisdiction's processes for review and approval of residential development has a significant impact on the amount and pace of housing construction. The procedures for development review and permitting in the City of Pinole are described below.

Permit Processing Procedure

The requirements of the permit processing procedure have the potential to act as a constraint to the development of housing. The time and uncertainty of the review and revision cycle can contribute significantly to the overall cost of the project, ability to obtain and maintain funding, and the cost of each dwelling unit. Certainty and consistency in permit processing procedures and reasonable processing times are important to ensure that the

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developmental review and approval process does not act as a constraint to development by adding excessive costs or discouraging housing development.

Permitted uses are those uses allowed without discretionary approval of the use. In general, residential uses are either permitted by right or not permitted, with some exceptions. Therefore, discretionary review based solely on allowing a residential use is uncommon. Discretionary review is more typical for the physical development or modification of a residential structure.

Design Review is the discretionary review process through the Planning Division to review proposed residential development and modifications, and it is separated into Administrative Design Review and Comprehensive Design Review. Administrative Design Review is the staff-level review process applicable to single family residential additions. Comprehensive Design Review requires approval by the Planning Commission and encompasses all new residential developments.

The Zoning Code provides for certain variances or reductions in standards with discretionary review. The discretionary review processes allow for consideration of certain deviations from standards following consideration by the Community Development Director or the Planning Commission and determination that findings in the municipal code have been met. For single family residential structures, minor deviations for limited modification of maximum height by 10 percent and setbacks by 5 percent may be approved by the Community Development Director following a public hearing. Parking reductions may be granted through a Conditional Use Permit approved by Planning Commission. For other types of deviations from standards, a variance may be requested for consideration by the Planning Commission. Although discretionary review may extend the time required for application processing, they provide flexibility when warranted by special circumstances applicable to a project and for which there may be no other remedy. In some instances, a Conditional Use Permit or Variance may be processed concurrently with another entitlement request such as Comprehensive Design review that also requires discretionary review.

City staff conducts preliminary reviews to assist applicants prior to application submittal at no additional cost. This allows staff and the prospective applicant to identify important project issues early in the development review process. Further, the City has prepared Residential Design Guidelines to clarify City expectations for proposed new residential development, which can assist applicants prior to application submittal. ADUs, interior remodels and minor exterior modification, such as reroofs, siding work, and deck work, are only subject to ministerial review through the building permit plan check process and involve short processing times; these approvals may be issued over the counter or typically within four to six weeks depending on completeness of the submittal, the extensiveness of comments, and the responsiveness of applicants. A single family residential addition requiring Administrative Design Review is normally processed between six to eight weeks depending on the completeness of the application; approval can typically be provided within three to four weeks following determination that the application is complete. New

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development requires Comprehensive Design Review, which applies to new single family residences and larger multifamily residential structures. A new single family residence may require three to four months to process depending on application completeness, responsiveness to comments and resubmittals, public noticing requirements, and scheduling of public hearings. Multifamily developments generally require longer review times due to the complexity of the projects, which can range from four months to a year (or longer), especially if more extensive studies are required due to the scale of development, site constraints, and potential impacts. Whenever possible, the City processes all project applications concurrently in order to maximize the efficiency of processing and save time and cost for both the City and the developer.

Permit Processing Time

New residential additions and development projects in the City are required to complete the design review process, either by staff-level review or by review with a Planning Commission hearing. Table 62 shows the typical permit processing time for development that is consistent with the City's General Plan, Zoning Ordinance, and Residential Design Guidelines. Multifamily projects in the R-3 and R-4 zones and permitted areas within the Three Corridors Specific Plan are subject to Comprehensive Design Review. All single-family subdivisions require tentative and final map approvals. A project that is not consistent with the City's zoning and land use regulations could require additional approvals, such as a rezoning, General Plan amendment, or a variance when warranted.

The average length of time for discretionary approvals is at least four months for multifamily developments or a single-family subdivision. A General Plan amendment or rezoning could add another 30 to 60 days to the process as each require City Council approval. Large complex projects impose a lengthier review process, largely due to the environmental review process. The amount of time required to complete environmental review of a project depends greatly on the size, scope, and location of the project, the environmental issues under review, and the extent of public comment received. Program 5 includes reviewing and updating as necessary the EIR prepared for the GP and Specific Plan so that individual projects can use it for their environmental documentation, and not have to prepare individual studies and reports. This will speed up the review/approval process and greatly reduce costs for the applicant.

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Table 62: Typical Permit Processing Time by Project Type

Permit Type	Length of Approval	Approval Body
Building Permit	4–6 weeks	Issued by Building Department
Conditional Use Permit	12–15 weeks	Planning Commission
Variance	12–15 weeks	Planning Commission
Subdivision/Tentative Tract Map	15–26 weeks	Planning Commission
Final Tract/Parcel Map	15–26 weeks	Planning Commission
Zone Change/Zoning Amendment	15–26 weeks	City Council
General Plan Amendment	15–26 weeks	City Council
Administrative Design Review	4–8 weeks	Community Development Director
Comprehensive Design Review (Single Family)	12–15 weeks	Planning Commission
Comprehensive Design Review (Multifamily)	15–52 weeks	Planning Commission
Environmental Review	4–52 weeks	Varies by Project

Planning, Building, and Development Impact Fees

Housing developments are typically subject to three types of fees: planning-related fees, building permit fees, and development impact fees. The fees are charged by the City and other agencies to cover administrative processing costs associated with development and help ensure the provision of adequate services.

Fees vary based on the type of application necessary for project approvals. The processing fees are passed on in the rent or sales price, so excessive fees may ultimately affect the affordability of housing. It is best practice to periodically conduct user fee studies to ensure the City is recouping the cost of providing services in areas for which fees apply. On June 21, 2022, the Pinole City Council approved modifications and increases to the Building, Planning, Code Enforcement and Public Works user fees. The adoption of new fees was a culmination of a fee study evaluating internal costs necessary to maintain City operations, including provision of services required for processing development applications, and ensuring fees are within a reasonable range with respect to those charged by other jurisdictions. This was the final step in accomplishing a Strategic Plan objective to conduct a comprehensive fee study to ensure cost recovery of current and potential service fees. The most current fee schedule is available on the City's website. Planning-related fees for the City of Pinole are shown in Table 63.

On average, fees for a single-family development are comparable to the surrounding jurisdictions in Contra Costa County and represent a reasonable level of fees necessary to retain the quality of development and infrastructure that characterizes the City's standards. The average fee is also comparable for multifamily units. Fees may represent a barrier to the

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construction of housing because they increase the minimum costs of a dwelling unit and are passed onto the purchaser or renter. However, as the City's fees are not excessive, and the City has seen housing production during the 5th Cycle, these development fees do not constitute actual constraints on the production of housing.

Table 63: Planning Related Fees

Applications	Fee
Design Review	
Administrative Design Review: Single family residential additions; additions of less than 500 sf for multifamily and nonresidential	\$725
Comprehensive Design Review – Small New single-family residence; new multifamily building with 2 to 4 units; multifamily and nonresidential additions 500 to 5,000sf	\$3,700
Comprehensive Design Review – Medium New multifamily building with 5 to 10 units; multifamily and nonresidential additions 5,001 to 10,000sf	\$9,941
Comprehensive Design Review – Large New multifamily building of 10 or more units; new nonresidential buildings; multifamily and nonresidential additions greater than 10,000sf	\$20,000 Deposit; \$14,000 Minimum Fee
Conditional Use Permits (CUP)	\$5,186
Prezoning / Annexation	\$20,000 Deposit; \$14,000 Minimum Fee
Rezoning / Zoning Code Amendment (Includes Map and Text	\$9,460
Minor Development Plan Amendment	\$430
General Plan Amendment	\$10,000 Deposit; \$7,000 Minimum Fee
Specific Plan Amendment	\$10,000 Deposit; \$7,000 Minimum Fee
Subdivision / Tentative Map	
Minor Subdivision / Parcel Map (4 Lots or Less)	\$5,000 Deposit; \$3,500 Minimum Fee
Major Subdivision / Tract Map (5 or More Lots)	\$7,500 Deposit; \$5,000 Minimum Fee
Final Map	
Parcel Map	\$5,000 Deposit; \$3,500 Minimum Fee
Tract Map	\$7,500 Deposit; \$5,000 Minimum Fee
Variance	
Minor Deviation	\$660
Single Family Variance	\$1,1650

Source: City of Pinole

The City of Pinole provides a fee schedule for the development impact fees per use. Development impact fees add to the cost of residential development. However, they can be a cost-effective mechanism for financing the new infrastructure (e.g., water, sewer, roads)

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required to support new development. The fees allow for the consolidation of infrastructure projects when it is more cost-effective to do so and, by law, must be linked to the actual impact of the specific project.

The City of Pinole imposes a number of development impact fees, including for public facilities and equipment, wastewater development, parks and recreation development, transportation, police, fire protection, and drainage development. Typically, fees for higher-density residential are lower than those for lower-density residential. Development fees for the City of Pinole are shown in Table 64. The City will be reviewing its development impact fees by the end of 2023.

Table 64: Development Impact Fees, Per Unit

Fee Type	Single Family	Multi-Family
Police	\$1,148.95	\$870.42
Fire Protection	\$1,468.25	\$1,112.31
Public Facilities & Equipment	\$1,981.29	\$1,500.98
Wastewater	\$4,943.00	\$3,707.00
Transportation	\$414.83	\$294.53
Drainage	\$1,104.82	\$66.29
Parks and Recreation	\$8,013.78	\$6,071.05

Source: City of Pinole

School Fees

In addition to the costs above, the West Contra Costa Unified School District charges development fees. The entirety of Pinole is served by the West Contra Costa Unified School District. As of 2020, the residential development fees for the school district are \$4.08 per square foot. The City does not have control over these fees, but the fees have not constrained the development of housing in recent years.

County Transportation Impact Fee

West County Subregional Transportation Mitigation Program (STMP) is managed by the West Contra Costa Transportation Advisory Committee (WCCTAC) to mitigate the heavy regional traffic impacts in the county and includes an impact fee assessed for new development. The City collects the STMP fee on behalf of WCCTAC for new developments, with fees assessed based on the number and type of units. For FY 2022-2023, the STMP fee is \$6,458 for a new single family residence and \$3,181 for each multifamily residential unit. The City does not have control over these fees, but the fees have not constrained the development of housing in recent years.

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SB 35 Approval Procedure

SB 35 (2017) requires a Streamlined Ministerial Approval Process for developments in jurisdictions that have not made sufficient progress toward their Regional Housing Needs Allocation.

The City of Pinole has not received any SB 35 applications. Should the City receive an SB 35 application, it will follow the below permitting procedure from the Streamlined Ministerial Approval Process guidelines outlined by the California Department of Housing and Community Development.

- After receiving a notice of intent to submit an application for a Streamlined Ministerial Approval Process, and prior to accepting an application for a Streamlined Ministerial Approval process, the City will complete the tribal consultation process outlined in Government Code Section 65913.4(b).
- The City will perform a determination of consistency with regard to objective zoning, subdivision, and design review standards.
- The City will perform a determination of consistency with density requirements.
- The City will complete the design review within the following timeline:
- Within 60 calendar days of submittal of the application to the City if the development contains 150 or fewer housing units.
- Within 90 calendar days of submittal of the application to the City if the development contains more than 150 housing units
- The City will determine whether the applicant for Streamlined Ministerial Approval complies with requirements, and will approve or deny the application, within the following timeline:
- Within 90 calendar days of submittal of the application to the City if the development contains 150 or fewer housing units
- Within 180 calendar days of submittal of the application to the City if the development contains more than 150 housing units.

Should the City receive an SB 35 application, the City will facilitate the above process and will support any future applicants and provide information regarding the SB 35 permitting process on the City website.

Housing for Persons with Disabilities

The US Census Bureau defines persons with disabilities as those with a long-lasting physical, mental, or emotional condition. Certain conditions affect a person's housing choices, whether it creates a need for accessibility, living spaces for caretakers, transit access, or other.

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Reasonable Accommodation Procedures

Pinole's Municipal Code includes specific provisions to facilitate reasonable accommodation for individuals with disabilities. Section 17.12.050 specifies that "in order to make specific housing available to an individual with a disability, a disabled person or representative may request reasonable accommodation relating to the various land use, zoning, or rules, policies, practices, and/or procedures of the City." When a request for reasonable accommodation is filed with the Community Development Director, it will be reviewed and considered as a ministerial action unless determined otherwise by the Community Development Director. A request for reasonable accommodation shall be considered ministerial in nature when it is related to a physical improvement that cannot be constructed to conform to the City's setbacks or design standards. Typical improvements considered to be "ministerial" in nature would include ramps, walls, handrails, or other physical improvements necessary to accommodate a person's disability. The Community Development Director shall issue a written determination of his or her action within 30 days of the date of receipt. If the Community Development Director determines that the request is non-ministerial, he or she will refer it to the Planning Commission, which will hold a public hearing to consider the request.

In making a determination regarding the reasonableness of a requested accommodation, the approving authority must make all of the following findings:

- The housing which is the subject of the request for reasonable accommodation will be used for an individual protected under the Fair Housing Act.
- The request for reasonable accommodation is necessary to make specific housing available to an individual protected under the Fair Housing Act.
- The requested reasonable accommodation does not impose an undue financial or administrative burden on the City and does not fundamentally alter City zoning, development standards, policies, or procedures.

In addition, the Zoning Ordinance allows for reduced parking requirements for housing for persons with disabilities (Section 17.48.060). With the exception of monitoring compliance with building code requirements, which are also governed by the state, the City has no authority to approve or deny group homes of six or fewer people. The City does not restrict occupancy of unrelated individuals in group homes, and, in permitted zones, permits housing for special needs groups without regard to distances between such uses or the total number of uses in the City.

The City complies with the intent of reasonable accommodation requirements and is not determined a constraint for developing multi-family housing.

Definition of a Family

The Pinole Municipal Code Section 17.98.020 defines family (household) as "One (1) or more persons, whether or not related by blood, marriage, or adoption, sharing a dwelling unit in a

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living arrangement usually characterized by sharing living expenses, such as rent or mortgage payments, food costs, and utilities, as well as maintaining a single lease or rental agreement for all members of the household and other similar characteristics indicative of a single household.” This definition is consistent with state law and does not pose a constraint on the development of housing for persons with disabilities.

California Building Code

The City of Pinole has adopted the 2019 California Building Code, with local amendments. The modifications and changes were adopted with recommendation by the City of Pinole Building Official. Modifications and changes are reasonable and necessary due to local climactic, geological, or topographical conditions or are otherwise permitted by state law. Local amendments to the building code can be found in Pinole City Code Chapter 15.04.030 and include changes to definitions, permit issuance conditions, sprinkler system requirements, exterior building materials, and slab thickness. Amendments are minor changes, and no modifications pose constraints to development.

The City will be adopting the 2022 triennial building code update by the end of 2022.

Code Enforcement

The City's Code Enforcement staff responds to potential violations of the Pinole Municipal Code. There is one full time and one seasonal code enforcement officer in the City. Code enforcement is both proactive and reactive in the City. Proactive code cases are opened if violations have to do with health, safety, or welfare. Code Enforcement works in tandem with the City's Building Official to ensure all structures are built with permit and applicable inspections, which ensure health and safety of our constituents

Most housing-related code cases are building without a permit, outdoor storage (debris, miscellaneous “collections” in the front yard and visible from the public right of way/street/sidewalk), and overgrown vegetation/dead trees posing a hazard.

On- and Off-Site Improvements

The City requires on- and off-site improvements for new developments, which are intended to meet health and safety requirements of the community. Residential developers are responsible for constructing road, water, sewer, and storm drainage improvements on new housing sites. Chapter 16.20 General Regulations and Design includes local street rights-of-way and curb-to-curb widths, sanitary sewer and storm drainage lines, street lighting, erosion control, landscaping, and easements. Although it is likely that the costs for the construction of on-site and off-site improvements do have an impact on housing supply and affordability, the requirements are not excessive compared with nearby jurisdictions and are necessary to provide safe transportation access and utility system connections.

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Nongovernmental Constraints

Requests to Develop Below the Anticipated Density

Requests to develop housing at densities below those anticipated in the Housing Element act as a potential constraint to housing development. Over the last housing cycle, the City developed above the densities anticipated for their Cycle 5 Housing Element Opportunity Sites. The projects developed above the anticipated densities are shown in Table 65.

Table 65: 5th Cycle Sites Developed

Site (APN, Address)	Anticipated # of Units	Actual # of Units	Anticipated Density (du/ac)	Actual/ Proposed Density (du/ac)	Identified Site (5 th Cycle)
811 San Pablo Ave (SAHA)	9	33	30	55	Yes
600 Roble (Vista Woods)*	146	179	50	89.1	Yes
2151 Appian Way (Appian Village)*	113	154	30.5	20.9	Yes

* Cycle 5 Housing Element Opportunity Sites which comprised multiple parcels

Land Costs

Land costs have a demonstrable influence on the cost and availability of affordable housing. Land prices are determined by numerous factors, most important of which are land availability and permitted development densities. As land becomes less available, the price of land increases. According to Contra Costa Association of Realtors in 2022 the average sales price for a single-family detached home is \$828,110 which is up 6.7% from 2021, however closed sales are down 22% from 2021. The average sales price for a townhouse-condo attached home is \$554,909 which is up 22.4% from 2021 with closing sales down 26.7% from 2021.

In Pinole, proximity to the employment centers in Silicon Valley and San Francisco and the scarcity of adequate housing opportunities in western Contra Costa County have influenced upward pressure on land and housing costs.

According to online listings from Zillow.com, in August 2022, there was only one vacant residential parcel listed for sale in the City. This vacant parcel was listed for \$1,500,000. The price of land varies depending on a number of factors, including size, location, the number of units allowed on the property, and access to utilities.

Recent vacant land sold is shown by cost and acreage in Table 66; this does not include sale parcel described above. The price for recent land sold ranges from \$7.34 to \$13.86 per square foot, with an average price of \$9.97 per square foot (or \$434,293 per acre). The City has little control over land costs.

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Table 66: Recent Vacant Lot Sales in Pinole

Acreage	Land Cost	Cost per sq. ft.	Date Sold
0.37	\$223,500	\$13.86	12/28/21
1.00	\$320,000	\$7.34	10/07/21
0.79	\$300,000	\$8.71	05/24/21

Source: Zillow.com, 2022

Construction Costs

Construction costs include the cost of materials and labor. Materials costs include the cost of building materials (wood, cement, asphalt, roofing, pipe, glass, and other interior materials), which vary depending on the type of housing being constructed and amenities provided. In general, construction costs can be lowered by increasing the number of units in a development, until the scale of the project requires a different construction type that commands a higher per square foot cost.

One indicator of construction costs is Building Valuation Data, compiled by the International Code Council (ICC). The unit costs compiled by the ICC include structural, electrical, plumbing, and mechanical work, in addition to interior finish and normal site preparation. The data are national and do not account for regional differences, nor include the price of the land upon which the building is built. The most recent Building Valuation Data, dated August 2022, reports the national average for development costs per square foot for apartments and single-family homes as follows:

- R-2 Residential Multifamily: \$153 to \$227.64 per square foot
- R-3 Residential One- and Two-Family Dwelling: \$166.08 to \$212 per square foot
- R-4 Residential Care/Assisted Living Facilities: \$193.49 to \$269.11 per square foot

California building costs tend to be higher than national levels. A 2020 study by the Berkeley Turner Center noted that construction costs in the state are highest in the Bay Area, and reached more than \$380 per square foot in 2018.¹⁴

Pinole uses both the ICC and RSMeans construction valuation software as a resource for valuations. Pinole area construction cost uses a cost multiplier/index multiplier of 1.2%.

Financing Availability

Interest rates affect homeownership opportunities throughout the City. In August 2022, Freddie Mac's primary mortgage market survey listed interest rates on home loans at 5.13

¹⁴ Turner Center for Housing Innovation. The Hard Costs of Construction: Recent Trends in Labor and Materials Costs for Apartment Buildings in California. March 2020.

https://turnercenter.berkeley.edu/wp-content/uploads/2020/08/Hard_Construction_Costs_March_2020.pdf

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percent on a 30-year fixed-loan rate. While low interest rates are expected to prolong the availability of financing, low housing inventory can create competition among potential homebuyers, especially for first-time homebuyers. The sales price of housing is typically adjusted for changes in mortgage rates.

Table 67 displays the number of loan applications received in 2020 for the purpose of purchasing a home in the Oakland-Berkeley-Livermore metropolitan statistical area, which includes the City of Pinole. Specifically, the table provides the number of total applicants, the number of originated applications, the number of applications that were approved but not accepted, and the number of applications denied across various types of loans.

Table 67: Disposition of Home Loans, 2020

Loan Type	Total Applicants	Originated	Approved Not Accepted	Denied	Withdrawn / Other
Conventional Purchase	42,938	26,224	1,192	3,120	12,402
Government Backed Purchase	7,847	4,111	242	598	2,896
Home Improvement	8,775	4,487	281	1,796	2,211
Refinance	74,951	37,535	2,136	11,064	24,216
Total	134,511	72,357	3,851	16,578	41,725

Source: lendingpatterns-lite.com, 2020

Federal and State Programs

The City participates with Contra Costa County as part of the Urban County Program for federal Community Development Block Grant (CDBG) and HOME funds. The CDBG program, sponsored by the US Department of Housing and Urban Development (HUD), is a primary source of funds for the county's community development and housing programs. As an eligible Urban County, as defined by HUD, Contra Costa County receives funds annually to carry out CDBG eligible activities. The county directs these funds to housing, economic development, infrastructure improvements, public facilities, and public service projects designed to meet the needs of very low- and low-income persons. The City can also apply directly to the county for CDBG and HOME funds for specific projects.

Environmental and Infrastructure Constraints

Environmental hazards affecting housing units include geologic and seismic conditions, soil conditions, flood risk, vegetation and wildlife habitat, toxic and hazardous waste, fire hazards, noise levels, and preservation of agricultural lands. Potential environmental constraints in Pinole include seismic hazards, flooding, and fire hazards. Infrastructure constraints include the availability and cost of water and sewer services. The following

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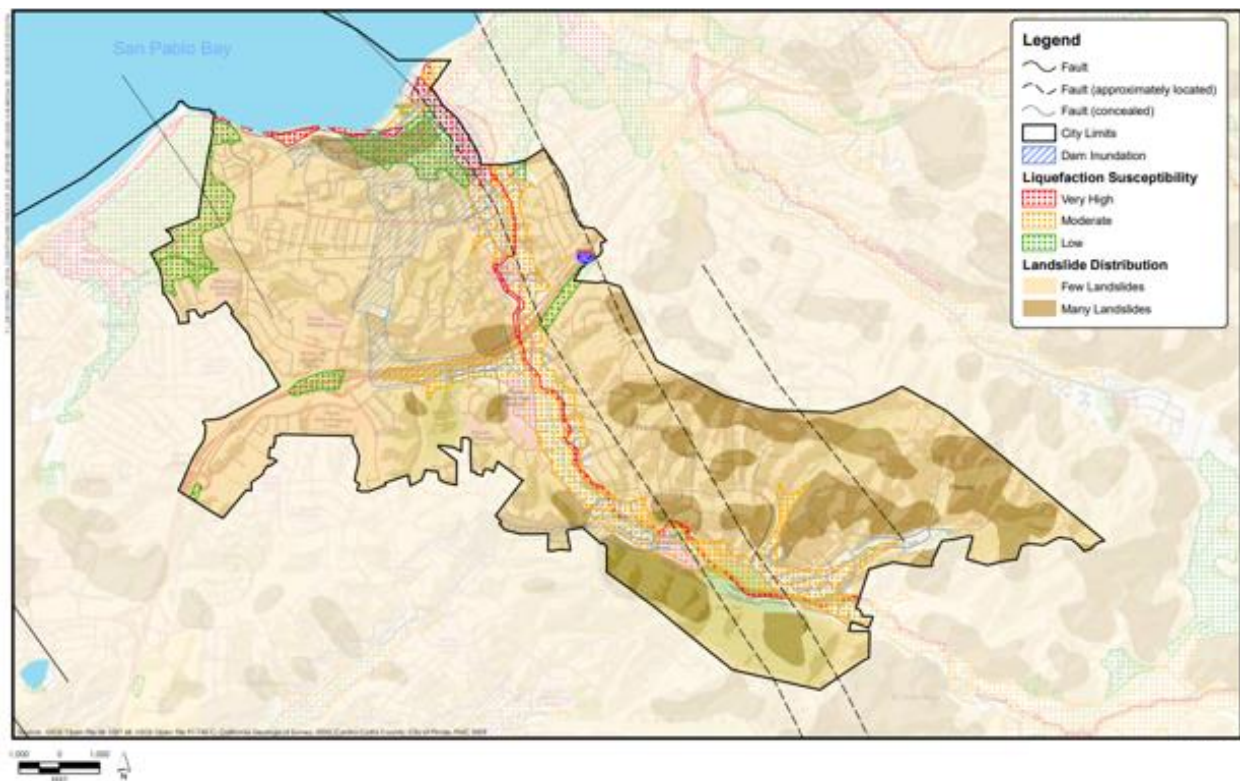
hazards may impact future development of residential units in the City and can pose a potential constraint to housing development.

Environmental Constraints

Seismic Hazards

Pinole is located approximately 1.5–3.9 miles northeast of the Hayward fault and the Rodgers Creek/Healdsburg fault zone underneath San Pablo Bay and is also located about 18 to 20

Figure 12: Geological Hazards



miles northeast of the San Andreas fault zone. The Green Valley-Concord fault trend is located approximately 12 miles east of Pinole. Though the San Andreas fault system, which forms the boundary between the North American and Pacific plates, is the principal source of earthquakes in California, given its proximity to Pinole, the Hayward fault poses the greatest seismic threat to the City.

Flooding

The City of Pinole is located in a low flood zone. During heavy rain events and high tides, certain areas of the City may experience some flooding.

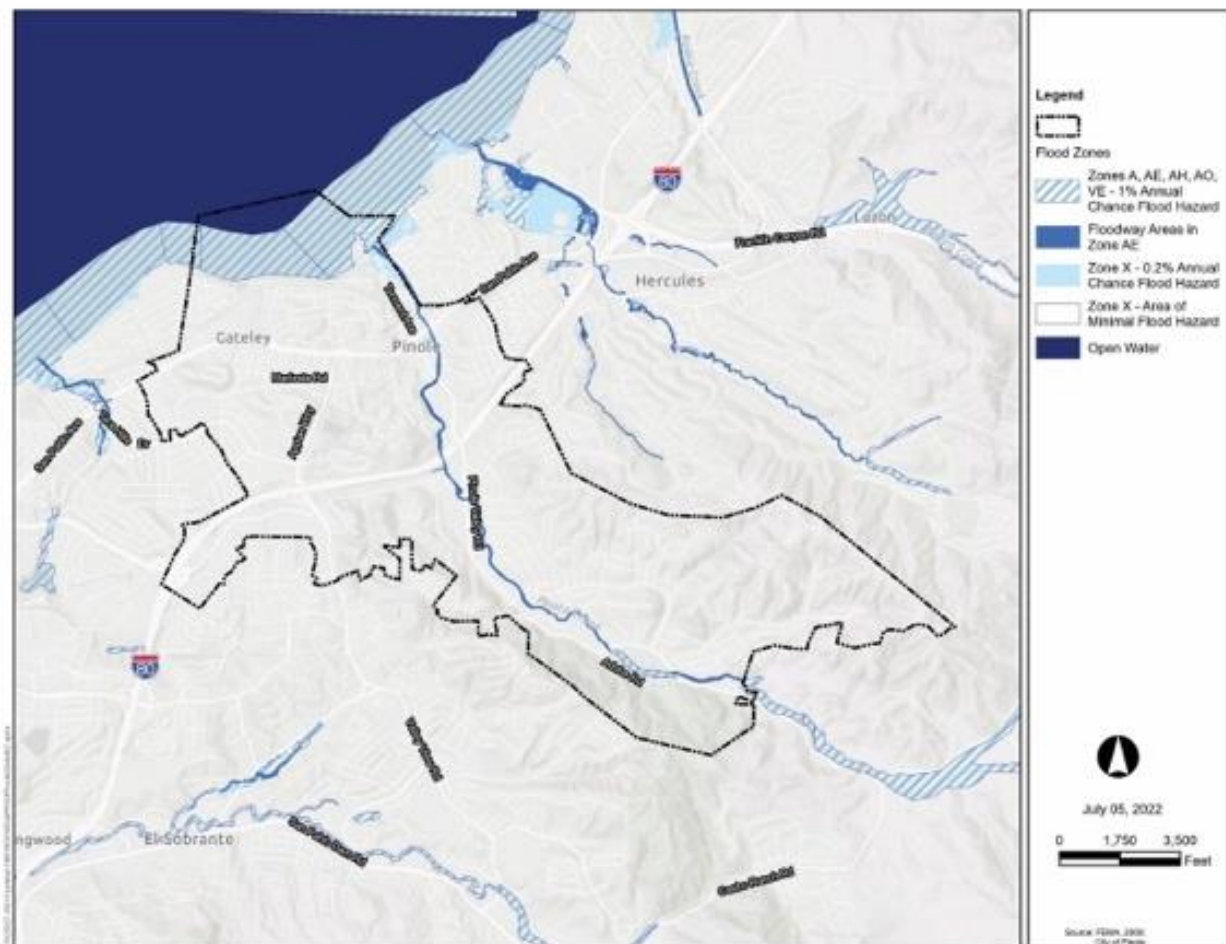
The FEMA National Flood Hazard Map has identified areas in Pinole that are subject to flooding, which are almost entirely located at the San Pablo Bay shoreline and along Pinole

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Creek- the two surface water features in the City. Coastal flooding of San Pablo Bay would potentially inundate areas along the northern coast of the City. Flood hazard zones have been mapped by FEMA that would result in the event of significant storm events. The flood hazard zone associated with San Pablo Bay would only affect the bay coastline area of the City and would not impact developments in the City. The flood zone is categorized as a FEMA 100-year flood hazard zone with a 1 percent annual chance of flooding.

Flood zones associated with Pinole Creek are primarily near San Pablo Bay in the northern area of the creek. The flood zone is categorized as a FEMA 500-year flood hazard zone with a 0.2 percent annual chance of flooding, which results from an extraordinary storm event. Flooding in this area is also unlikely and would not significantly impact critical infrastructure or notable areas within the City. The FEMA flood zones in the City are depicted in Figure 13.

Figure 13: FEMA Flood Zones



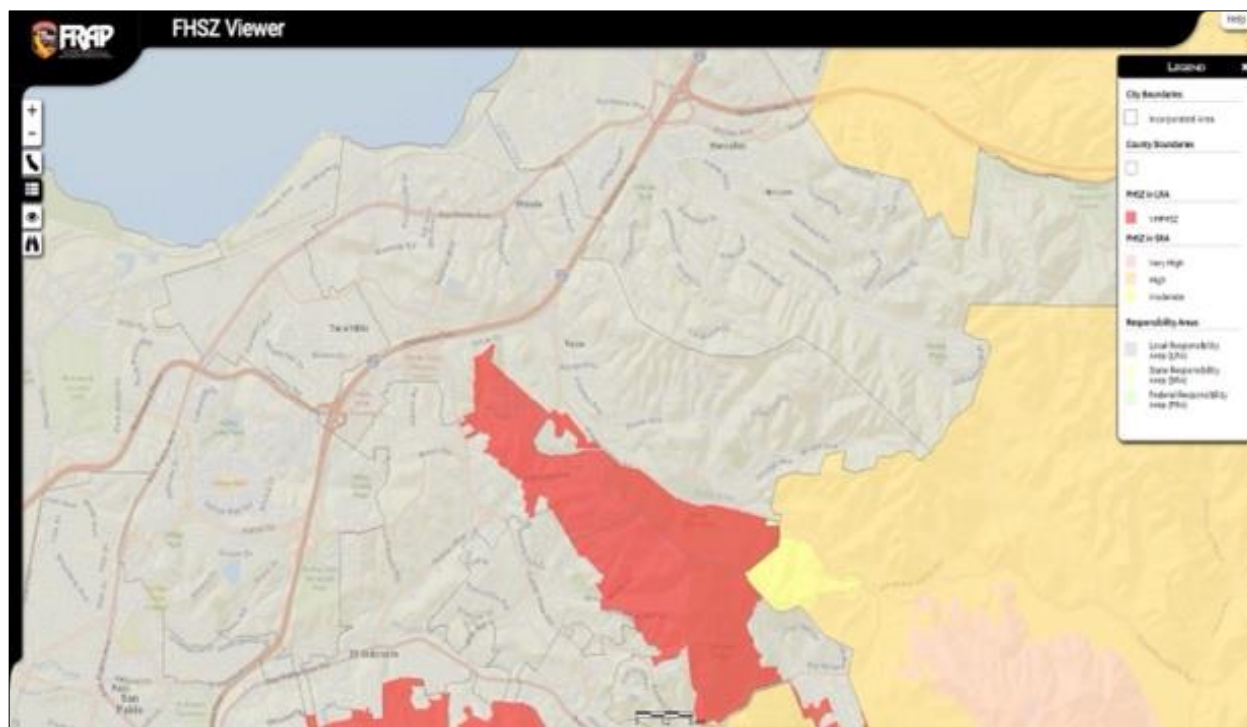
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Fire

The Very High Fire Hazard Severity Zone (VHFHSZ) in Pinole is shown in Figure 14 and is located along the southwestern border of the City. Additionally, moderate fire severity areas are located directly south of the City's southern border.

The East Bay Municipal Utility District (EBMUD) maintains a Fire Management Plan, which includes the Pinole Valley watershed basin located within Pinole's sphere of influence. EBMUD provides fire suppression and protection services on watershed lands. influence, and the Community Services and Facilities Element for further discussion of EBMUD. The City of Pinole Fire Department provides fire protection services within the City limits and has long-term contracts to serve several county unincorporated neighborhoods adjacent to the City. The City is currently in discussions with ConFire to negotiate a contractual arrangement for ConFire to take over all fire protection services (fire prevention, suppression, and emergency medical response). The Fire Department's mission is to provide for the safety and welfare of the public through preservation of life, property, and the environment. The Fire Department promotes disaster preparedness, fire prevention, and safety in the City by providing free services and safety devices, public outreach (schools, businesses) and public education and/or training courses (safety demonstrations including child car seat safety and earthquake preparedness), maintenance (station upgrades, etc.) and biannual inspections (commercial occupancies).

Figure 14: Fire Hazard Severity Zones



Source: CalFire FRAP

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Water and Sewer Infrastructure

Provision of adequate water and sewer do not constitute a constraint on development in the City.

The East Bay Municipal Utility District (EBMUD) provides water service to the City. The City of Pinole and West County Wastewater District (WCWD) are the wastewater service providers to the City. Currently, there is adequate capacity available within EBMUD and both wastewater service providers sewer districts to handle development anticipated in the Pinole General Plan. The installed utilities that provide gas distribution, electric circuit, and service are also adequate to handle future development in Pinole.

The City complies with requirements regarding water and sewer priority allocation to affordable housing. As needed, the City will coordinate with EBMUD, WCWD, and the Pinole/Hercules Water Pollution Control Plant (WPCP) Joint Powers Authority to facilitate adoption of similar policies or to ensure adherence to California Public Utilities Commission policies on water/sewer priority for affordable housing. In 2016, the City adopted a policy for water and sewer services to provide priority allocation to affordable housing in the event a rationing system is implement.

The City of Pinole Public Works Department and West County Wastewater District maintain the City's sewer system. The City of Pinole is responsible for the collection and treatment of wastewater flows to their lift stations and treatment plant, the Pinole/Hercules Water Pollution Control Plant (WPCP). The Pinole/Hercules WPCP is owned and operated by a Joint Powers Authority comprising the Cities of Pinole and Hercules. The facility treats wastewater from both cities to secondary standards prior to discharge to San Pablo Bay. There are two operational discharge outfalls: deep-water and shallow water. The Deepwater outfall is shared with the Rodeo Sanitary District and is permitted by the Regional Water Quality Control Board (RWQCB). The shallow water outfall is not permitted but has been used during wet weather conditions when influent flows exceed the capacity of the deep-water outfall.

In 2019, the City completed a full-scale upgrade of the Pinole-Hercules Water Pollution Control Plant to expand its capacity, meet new discharge requirements and provide wet weather treatment capabilities. These improvements met new conditions in the renewed National Pollutant Discharge Elimination System discharge permit that entail the elimination of blending peak wet weather flows and use of the emergency outfall for peak wet weather flows less than 14.6 million of gallons per day (mgd).

The West County Wastewater District is responsible for collection and treatment of flows tributary to their lift stations and treatment plant. Approximately 0.4 square miles in Pinole lie within the district.

Affirmatively Furthering Fair Housing

Introduction

Assembly Bill (AB) 686 requires a jurisdiction's housing element to provide an analysis of contributing factors to fair housing issues and to commit to actively and meaningfully affirmatively further fair housing. This analysis includes an assessment of fair housing enforcement, outreach activities, integration and segregation, racially and ethnically concentrated areas of affluence and poverty, disparities in access to opportunities, disproportionate housing needs, and any other contributing factors that serve as impediments to fair housing. The assessment also analyzes the extent to which the identified Regional Housing Needs Allocation (RHNA) sites affirmatively further fair housing.

Outreach

The City of Pinole solicited community input throughout the Housing Element update process in a variety of ways. The main strategies to gather public participation are summarized below.

Outreach Activities

Community members were engaged using the following methods:

- Online survey in English, Tagalog, Cantonese, and Spanish
- Community Workshops
 - Workshops were recorded and made available on the City website in English, Tagalog, Cantonese, and Spanish
- Web page on City website
- Stakeholder focus groups/interviews
- Email list
- Postcards and flyers with links to project website, survey, community meeting dates, and notification of translation services
- Pinole Community Television advertisements
- Articles in the City's biweekly Administrative report
- Social media posts
- 11 Banners around the community and at community facilities
- Joint City Council/Planning Commission study session

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Organizations Contacted and Consulted

Organizations contacted and interviewed included:

Affordable Housing Developers

- SAHA (Satellite Affordable Housing Associates)
- MRK
- BRIDGE Housing
- Community Housing Development Corporation

Business Groups

- Bayfront Chamber of Commerce
- Contra Costa College Economic & Workforce Development Department
- San Pablo Economic Development Corporation

Community and Environmental Justice Groups

- Communities for a Better Environment
- Environmental Justice League
- Friends of the Library
- Richmond Pinole Lions Club
- Friends of Pinole Creek Watershed
- Pinole Garden Club
- Pinole Seals Swim Club
- Pinole for Fair Government
- West County League of Women Voters
- Contra Costa Builders Exchange
- Building Industry Association of the Bay Area
- Contra Costa Association of Realtors
- Pinole Historical Society
- Their Club (youth group)
- The Quinan Street Project

Major Employers

- Kaiser Permanente
- Target

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- West Contra Costa Unified School District

Real Estate and Construction Groups

- Coldwell Banker Real Estate (Pinole Branch)
- Security Pacific Real Estate Brokerage (Richmond Branch)
- DeNova Homes
- BGAM - Property Management
- Sequoia Real Estate

Religious Organizations and Churches

- Church of Christ
- Nichiren Shoshu Myoshinji Temple
- Pinole Valley Community Church
- St. Joseph's Church
- Valley Bible Church
- Christ the Lord Church
- Sunset Evangelistic Center

Service Providers

- Eden Council for Hope and Opportunity (ECHO)
- Disabled People's Recreation Center
- Cole Vocational Services
- Pinole Senior Center
- EAH Housing
- Housing Authority of Contra Costa County
- Bay Area Rescue Mission
- Contra Costa Health Services
- The Salvation Army
- Meals on Wheels Contra Costa County
- Contra Costa County Aging & Adult Services
- HOPE Solutions
- Pathway to Choices
- East Bay Housing Organizations

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- Pinole Library

Housing Element Update – City Website

The City created the Housing Element update web page on the City's website to provide:

- Background and information on the Housing Element process;
- Link to the Housing Element update survey;
- Documents related to the Housing Element;
- Recordings of the Community Workshop presentations in English and Spanish;
- Notification to the public of future events; and
- Notification and interest sign-up lists and comment and question pathways for residents to get involved in the process and to provide comments or questions to the project team or City representatives.

Stakeholder Interviews

The City reached out to 58 individuals who represented a diverse range of agencies and organizations to participate in interviews and focus groups regarding the housing needs and issues in Pinole. Five interviews/focus groups were held on June 30, July 25, and July 26, 2022. The stakeholder groups that participated included the following:

- Friends of Pinole Creek Watershed (June 30, 2022, focus group)
- Pinole Valley Community Church (June 30, 2022, focus group)
- BGAM Property Management (June 30, 2022, focus group)
- Pinole Rotary Club (July 25, 2022, one-on-one interview)
- Contra Costa Association of Realtors (July 26, 2022, one-on-one interview)

The stakeholders discussed a variety of concerns and the following key themes were identified:

- Protect and promote the character of Pinole while providing a variety of housing options.
- Provide housing near community facilities and amenities like parks, open space, and transportation.
- A lack of affordable housing options and how to incentivize multifamily and affordable development in the City.
- Habitat restoration and protection needs to be considered when locating housing sites.
- Need for more education and outreach to inform residents of housing law and what affordable housing is, to shift the perceived stigma.

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- Provide protections and resources for seniors, first-time homebuyers, and lower- and middle-income individuals.

Housing Element Survey

Another component of the outreach effort was the Housing Element survey, posted on the City's website from May 2022 through August 2022, and promoted through a variety of channels to reach the entire community. Although the survey was offered in four languages (English, Spanish, Cantonese, and Tagalog), all respondents participated in English. As of the close of the online survey on August 15, 2022, the City received a total of 149 completed surveys. Of those who responded, 63 percent of respondents were homeowners, 49 percent of respondents were white or Caucasian, and 35 percent were a senior out of the 100 responses who answered the question (49 respondents skipped this question). Responses to the survey primarily revealed concerns from residents regarding:

- Difficulty paying rent, mortgage, or down payment
- Substandard housing quality
- Strong support for workforce housing
- Improvements to infrastructure and access to community amenities

Responses to the survey revealed particular concern about the following groups being able to find an affordable place to live in Pinole: persons experiencing homelessness, lower- and middle-income workers, and the elderly. The housing issues that survey respondents were most concerned about were poor infrastructure in neighborhoods (streetlights, sidewalks, roadways, etc.), followed by overcrowding and homelessness.

Public Workshops

The City held two virtual public workshops—Wednesday, May 11, 2022, and Thursday, June 9, 2022, both at 7:00 p.m.—to present information on the Housing Element update and gather public input. Twenty-five members of the community participated in the workshops and provided feedback through question and answer sessions in the Housing Element update process including housing needs (workshop #1) and the potential RHNA sites, draft goals, and programs (workshop #2). Live Tagalog, Cantonese, and Spanish interpretations were provided, recorded, and posted on the project webpage for both workshops for those who could not attend, or who wanted to review the materials and meetings at their leisure.

Assessment of Fair Housing Issues

City Overview

Pinole is located in Contra Costa County, in the Oakland-Hayward-Berkeley, CA Metropolitan Statistical Area. The City is bordered on the north by San Pablo Bay, on the southeast bay

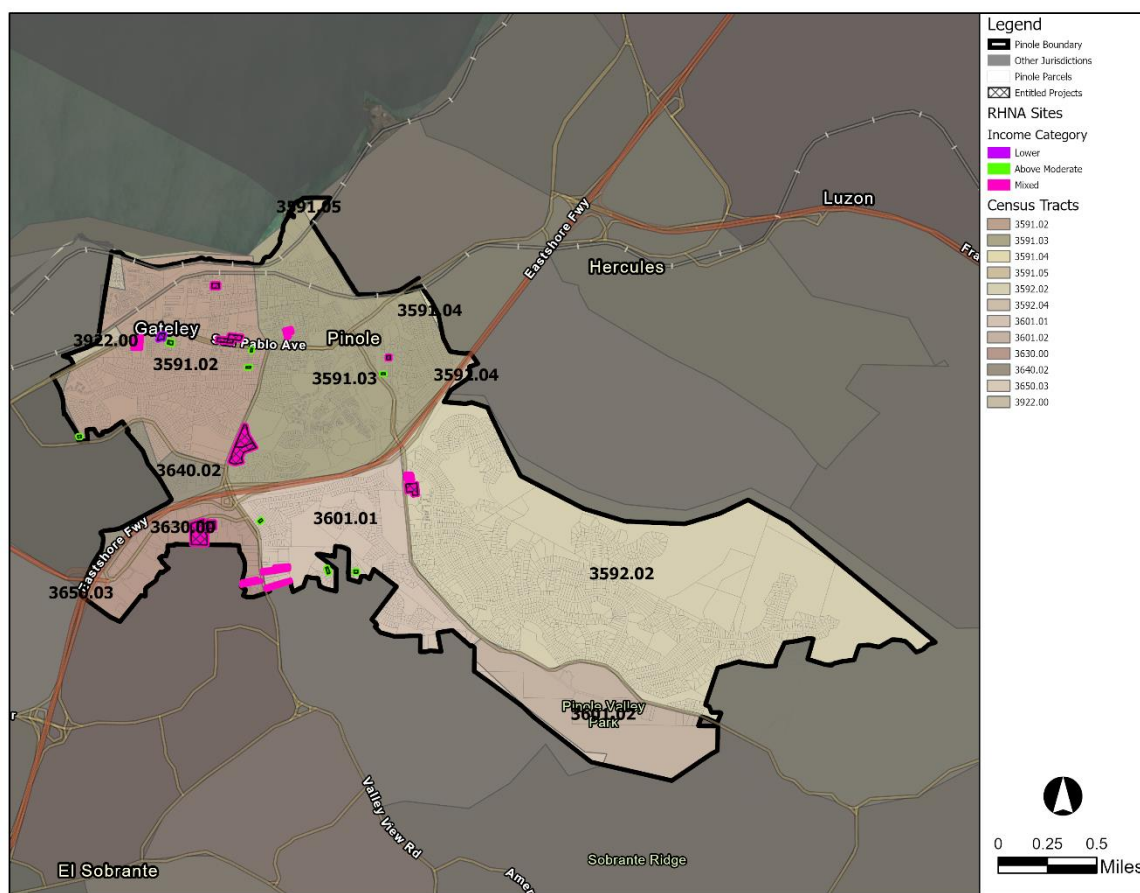
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regional park lands, and on the remain sides by surrounding jurisdictions. Pinole is approximately five square miles of land and is bisected by Interstate 80.

Much of the fair housing analysis is based upon census data provided at the census tract level. Figure 15 displays the census tracts in the City. Many tracts have a small area within the City of Pinole, but the majority of their area is located outside city limits. Two of the census tracts (tracts 3630 and 3640.02) have very little housing and are primarily commercial developments and Interstate 80. Census tract 3601.02 is completely occupied by the Pinole Valley Park, which is open space available to the public, and does not have any commercial or housing developments. Most of the housing in Pinole is located in four census tracts: 3591.02, 3591.03, 3592.02, and 3601.01.

The Affirmatively Furthering Fair Housing (AFFH) section also considers the effects that the selected RHNA sites may have on fair housing. Selected RHNA sites and entitled projects are relatively distributed throughout the City.

Figure 15: Census Tracts and RHNA Sites



Census Tracts and RHNA Sites

Source: HCD AFFH Data Viewer

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Fair Housing Enforcement and Outreach Capacity

Fair housing services are provided to residents of Pinole primarily through the Eden Council for Hope and Opportunity (ECHO) Housing. ECHO Housing is a US Department of Housing and Urban Development (HUD) approved housing counseling agency, which provides tenants and landlords in Contra Costa County and the region with services that include tenant's rights workshops, landlord training, rent review and eviction assistance, and mediation services. ECHO Housing has offices in Antioch, Alameda, and Monterey. Additionally, Bay Area Legal Aid provides legal assistance to low-income residents for a wide range of issues, including eviction issues, rent raises, and housing conditions and discrimination. Bay Area Legal Aid has offices in Richmond, Oakland, and Napa, as well as other cities in the Bay Area. This organization also offers monthly housing rights clinics in Richmond.

In addition to the efforts of the above nonprofit groups, Contra Costa County enacted an eviction and rent increase memorandum on April 21, 2020. The eviction moratorium for certain residential tenants and a moratorium on certain residential rent increases ended on September 30, 2021 and has not been extended. Protections laid out in the memorandum include the following: prohibition on evictions due to unpaid rent (related to COVID-19), ban on no-fault evictions, moratorium on rent increases, a 120-day grace period to pay back rent, and no late fees for back rent.

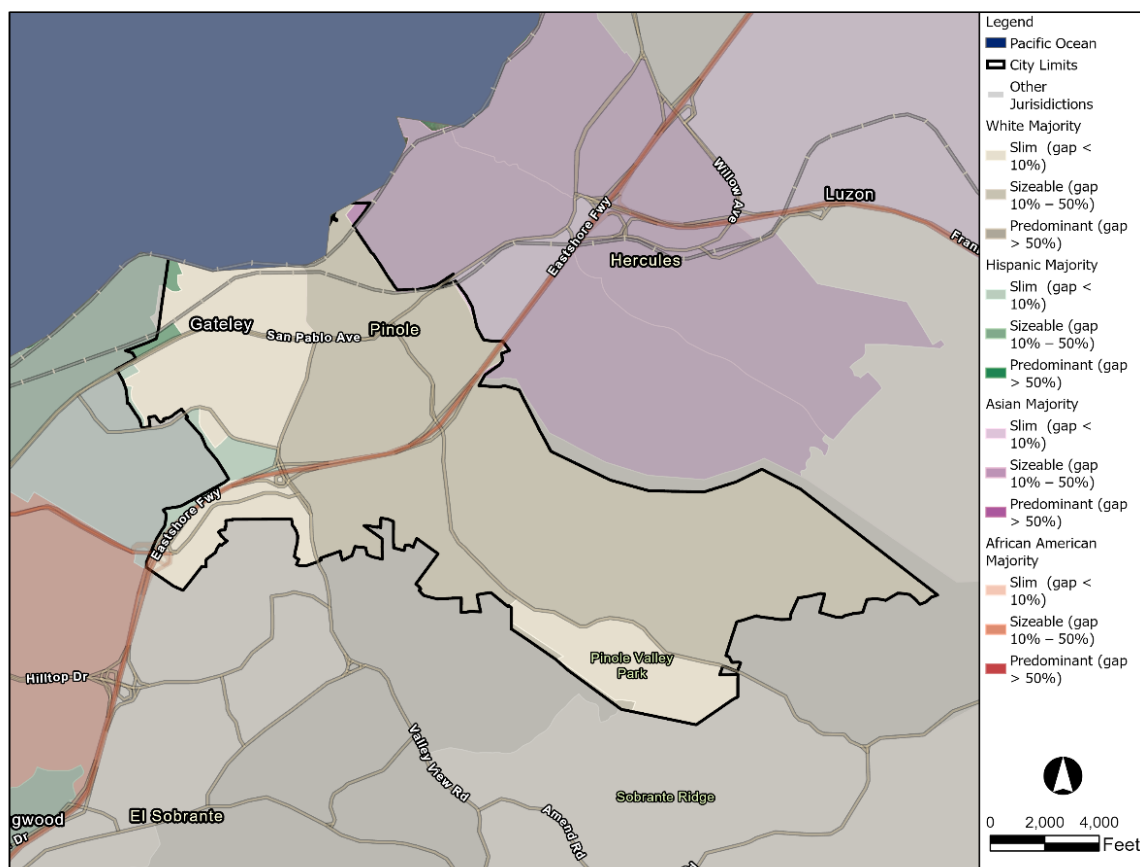
Integration and Segregation

Race and Ethnicity

Figure 16 shows the racial and ethnic majority by census tract in the City of Pinole. As illustrated, almost the entirety of the City has a sizable White majority, with a small portion in the west having a slim White majority. Just outside city limits, there is an Asian majority to the east and a Hispanic majority in the west. The portions of the City in the west with a slim White majority are also the areas where poverty and single female-headed households are more prevalent.

These trends continue beyond the bounds of the City. Pinole has comparable racial trends to the County and the Bay Area as a whole. A predominant discrepancy is Pinole's prominent Asian population, which makes up 27 percent of the City, while Countywide, the Asian population is about 17 percent of the overall makeup. Pinole has a prominent Filipino population.

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Figure 16: Racial and Ethnic Majority, 2010**Racial and Ethnic Majority, 2010**

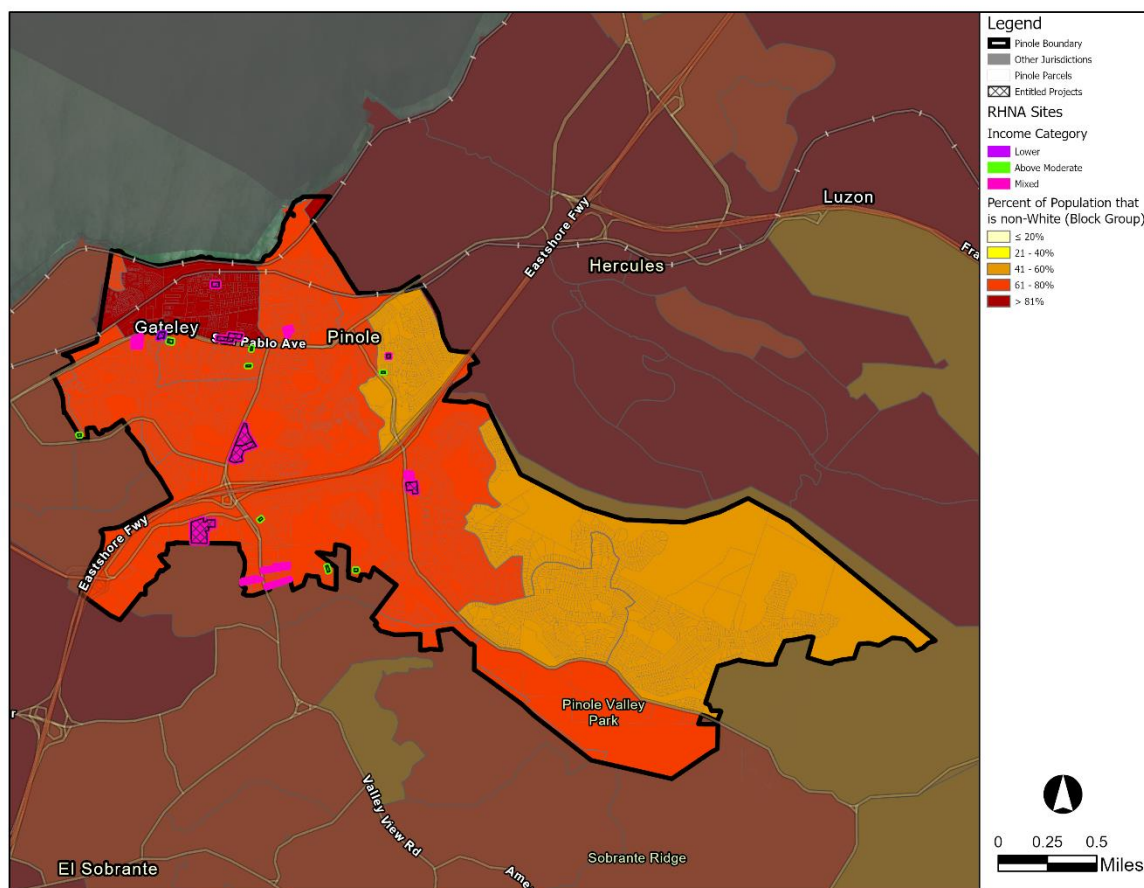
Source: HCD AFFH Data Viewer

Figure 17 shows the percent of the population in each block group that is non-White. As shown in Figure 17, the northwest portion of the City has the highest percent of the population that is non-White. The majority of Pinole has a non-White population between 41 to 60 percent. Three block groups in eastern Pinole have the lowest amount of non-White population, between 21 and 40 percent. The portions of the City in the west with a larger non-White population are also the areas where poverty and single female-headed households are more prevalent.

As of 2019, 67 percent of the City was non-White, while 56 percent of the County was non-White, and 61 percent of the Bay Area region was non-White. The overall distribution of the non-White population is comparable between the City and the region as a whole, with a slightly higher proportion in Pinole.

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Figure 17: Percent non-White, 2018 and RHNA Sites

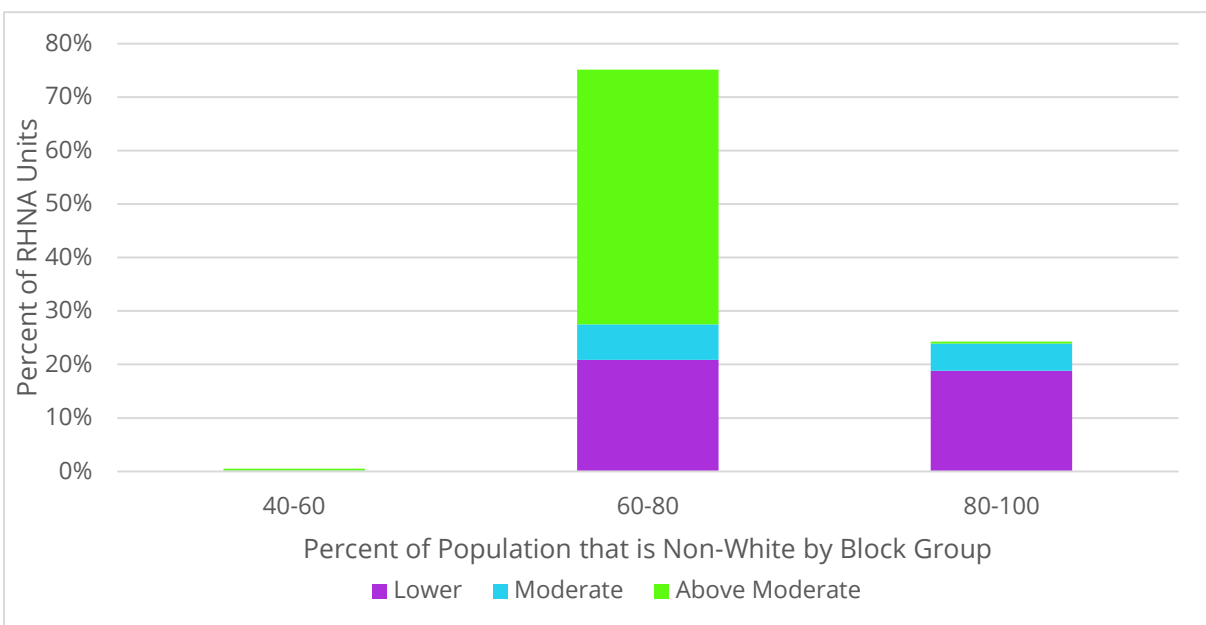


Percent Non-White, 2018 and RHNA Sites

Source: HCD AFFH Data Viewer

Figure 18 compares the RHNA units with the total percentage of the population that is non-White. The sites are relatively evenly distributed throughout the City, without a concentration in any specific area. As the non-White population is distributed across the City as well, it is unlikely that the RHNA site selection will exacerbate any conditions or make any negative changes to fair housing conditions as they pertain to the non-White population.

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Figure 18: Percent non-White Comparison of RHNA Units**Dissimilarity Index – Race and Ethnicity**

Segregation is defined by the census as the spatial distributions of different groups among units in a metropolitan area. Segregation can be quantified by using the dissimilarity index, which measures the distribution of two groups in a city and assigns a score between 1 and 100. The level of segregation is determined by assessing what percentage of residents in a census block would have to move for each block to have the same proportion of said group. A score of zero (0) reflects a fully integrated environment; a score of 100 (or 100%) reflects full segregation. Therefore, a higher dissimilarity index indicates higher concentrations of the indicated ethnic groups in areas of the City, when compared to the White population distribution. A lower dissimilarity index implies higher integration, and a more even distribution of each ethnicity when compared to the White population. The formula for this calculation is provided by California Department of Housing and Community Development's (HCD) AFFH Guidance Document.

The categories for the dissimilarity index on a scale of 1-100 are as follows:

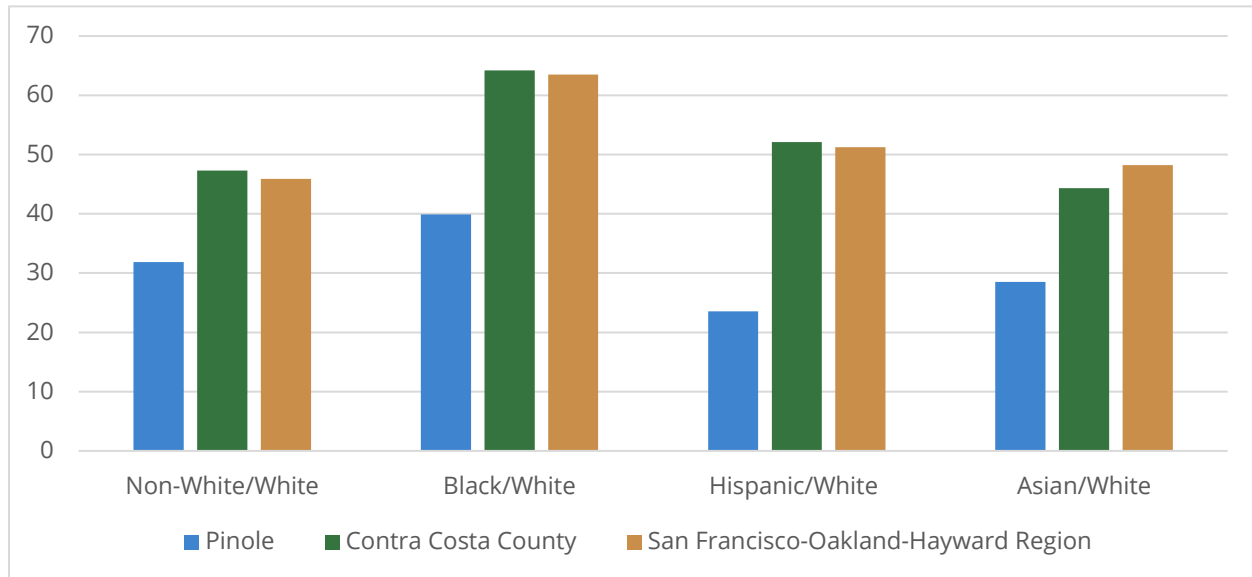
- <30: Low Segregation
- 30-60: Moderate Segregation
- >60: High Segregation

Figure 19 provides the dissimilarity index values in Pinole, Contra Costa County, and the MSA region as a whole, indicating the level of segregation between White residents and residents who are non-White, Black, Hispanic, or Asian. In Pinole, there is moderate segregation

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between the Black and White populations. There is low segregation between the Hispanic and White populations and between the Asian and White populations. Overall, the City has a moderate dissimilarity index of 31.86, which is just above the threshold for low segregation. Segregation at the City level is much lower than Contra Costa County as a whole.

Figure 19: Dissimilarity Index for Race, 2020



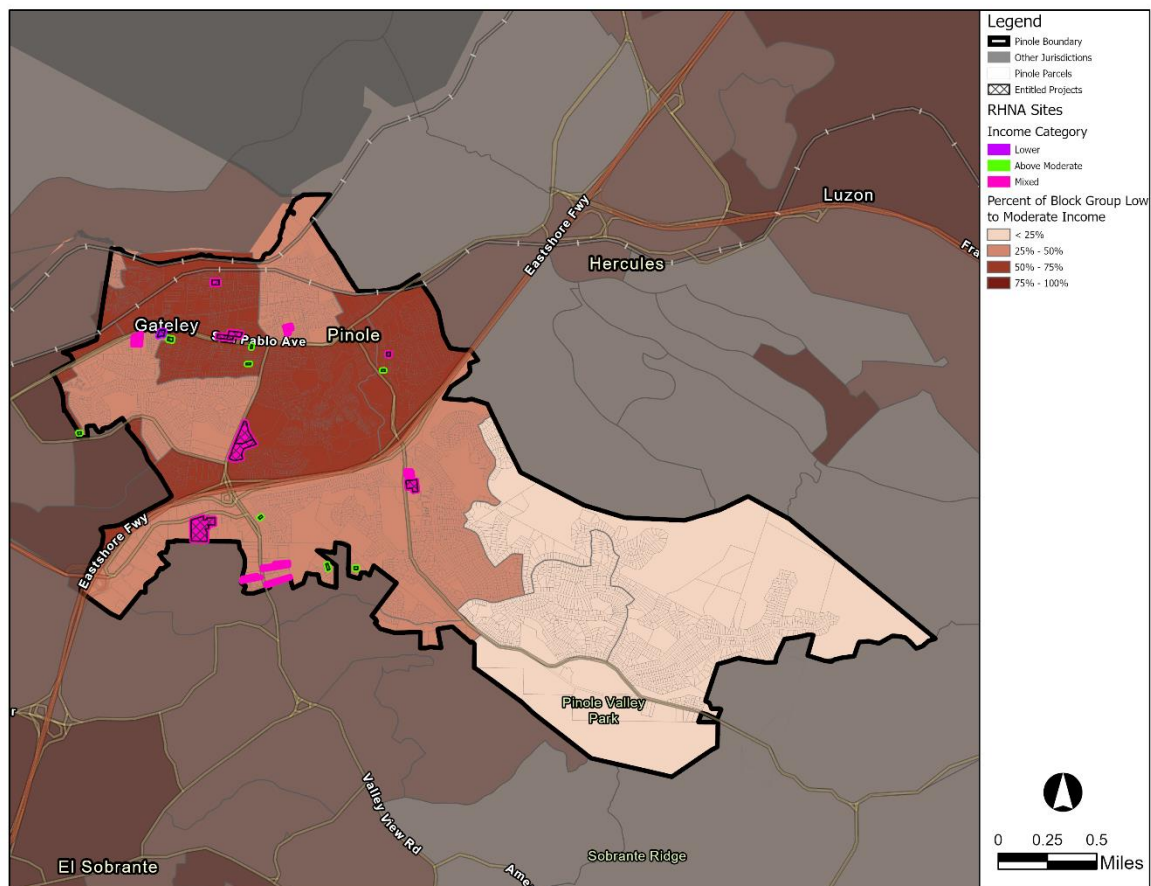
Source: American Community Survey 2020 5-Year Estimates, Contra Costa County Analysis of Impediments to Fair Housing

Income

The dissimilarity index can also be used to calculate income segregation, using the same scale as above. In the Bay Area region, income segregation is moderate with an income dissimilarity of 35.1. In Pinole, income dissimilarity is 26.6, indicative of low segregation.

As shown in Figure 20, and in comparison with Figure 17 above, the area in the western portion of the City with the greater concentration of the low- to moderate-income population is also the area with larger non-White population. It is also where the households at the poverty level and single female-headed households are more prevalent. Approximately 47 percent of the entitled and proposed units are located in an area where 50 to 75 percent of the households are low to moderate income.

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Figure 20: Low to Moderate Income Population, 2011–2015 and RHNA Sites**Low to Moderate Income Population, 2011–2015 and RHNA Sites**

Source: American Community Survey 2010-2014

The City established a vision to focus growth along the corridors in the Three Corridors Plan, which has access to transit, employment opportunities, and community resources. The majority of RHNA sites are located along these corridors, where there is currently a more predominant low to moderate income population, as shown in Figure 21. The City is including Program 18, a place-based improvement program to ensure that the RHNA site selection will improve access to these resources throughout the City.

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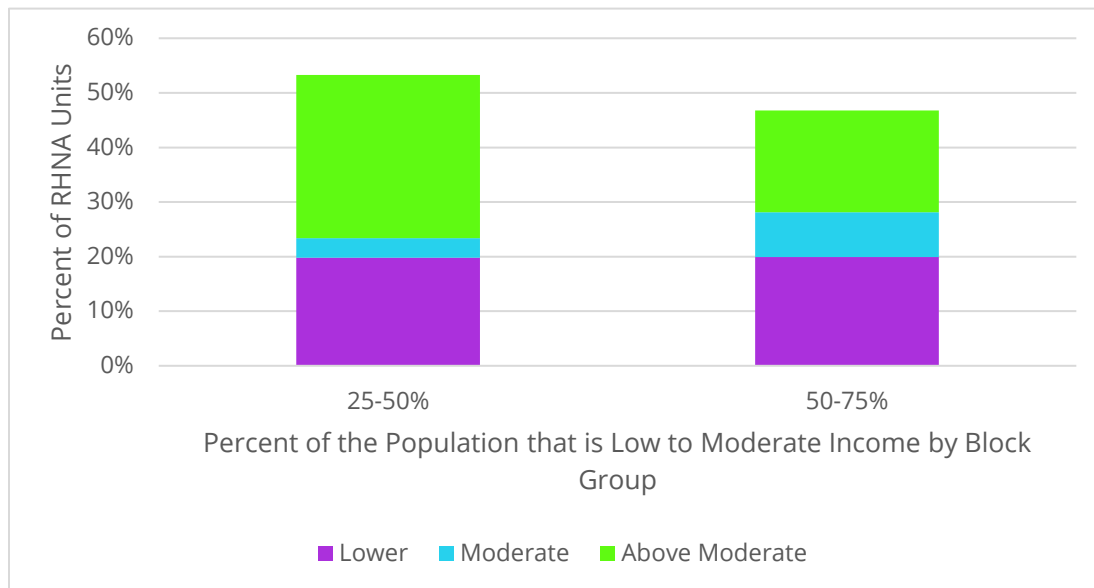
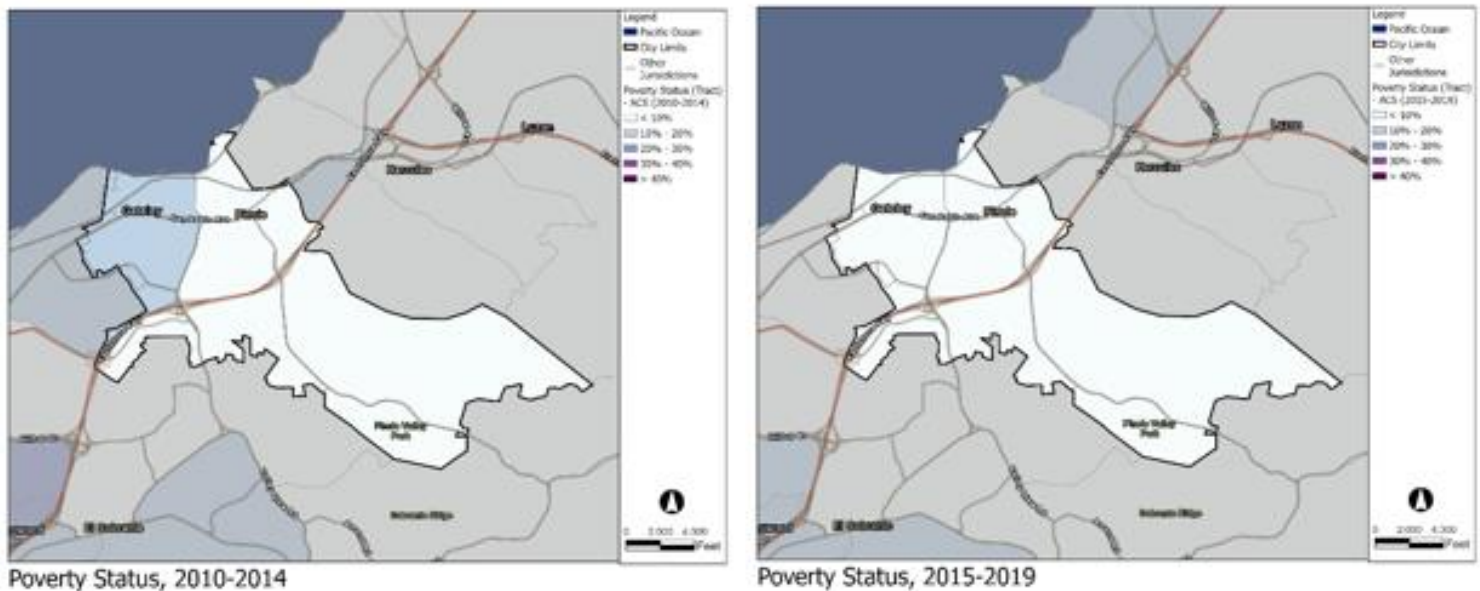
Figure 21: Low to Moderate Income Population Comparison of RHNA Units

Figure 22 shows the change in the population under the federal poverty line by census tract from 2010-2014 to 2015-2019. Poverty is defined by incomes falling below the annually defined thresholds for family size by the Census. As shown in Figure 22, there are no census tracts in Pinole where more than 10 percent of the population experiences poverty. Poverty levels have decreased over time, as the median income has risen in Pinole. In 2020, 3.7 percent of Pinole's overall population was below poverty level. Poverty in Contra Costa County is also low, with overall 8.2 percent of the population living below poverty level.

As there are no concentrations of poverty in the City, the distribution of the sites is unlikely to have an effect on distribution of poverty.

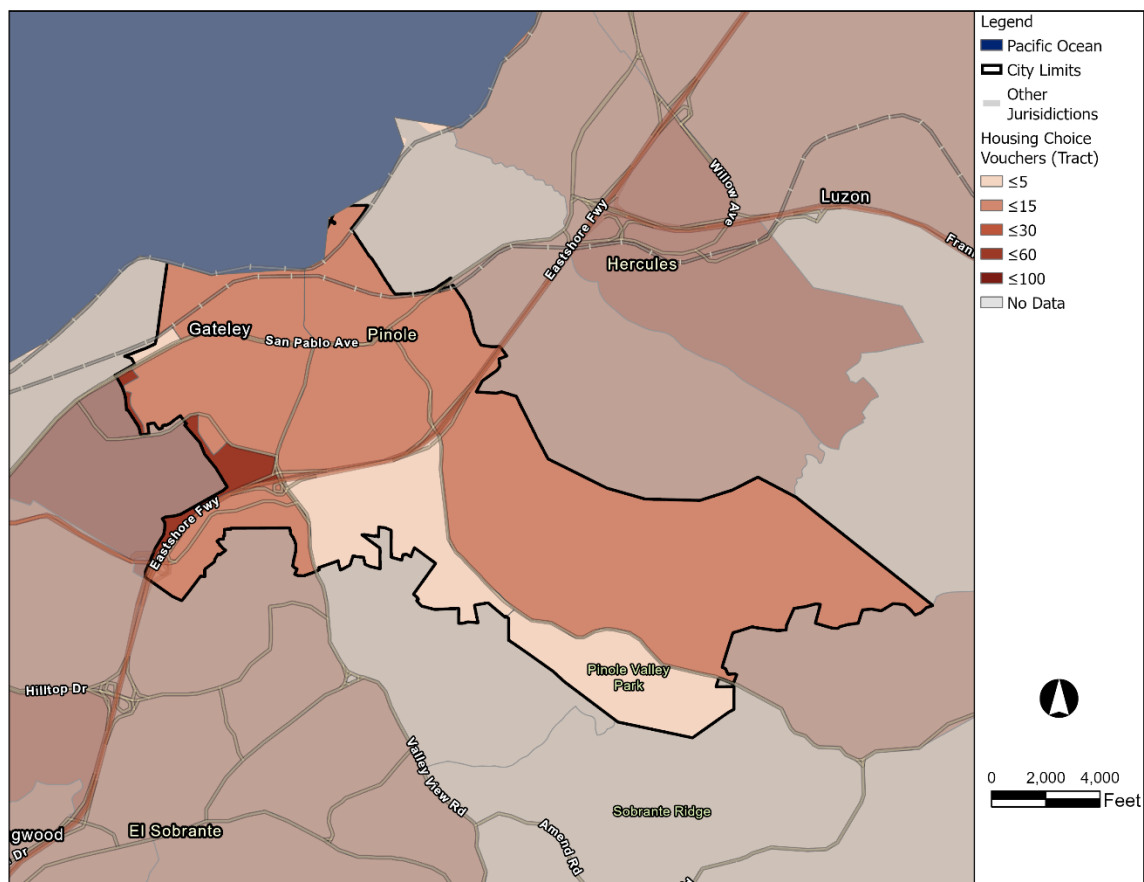
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Figure 22: Poverty Status, 2010-2014 and 2015-2019

Source: HCD AFFH Data Viewer

Figure 23 displays the distribution of housing choice vouchers (HCV) in the City. The HCV program is a 100 percent federally funded rental subsidy for low-income households living in privately owned rental units. The Contra Costa Housing Authority administers the HCV program for those in Pinole. The HCV program makes payments directly to the landlord and allows households to choose where they want to live, as long as it is up to minimum standards. Voucher amounts are dependent on family size and income and can expand housing choice and options for those on limited incomes, including those with low incomes, people with disabilities, and the elderly. As of 2010, there were 100 households using HCVs in the City of Pinole.

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Figure 23: Housing Choice Vouchers, 2010**Housing Choice Vouchers, 2010**

Source: HCD AFFH Data Viewer

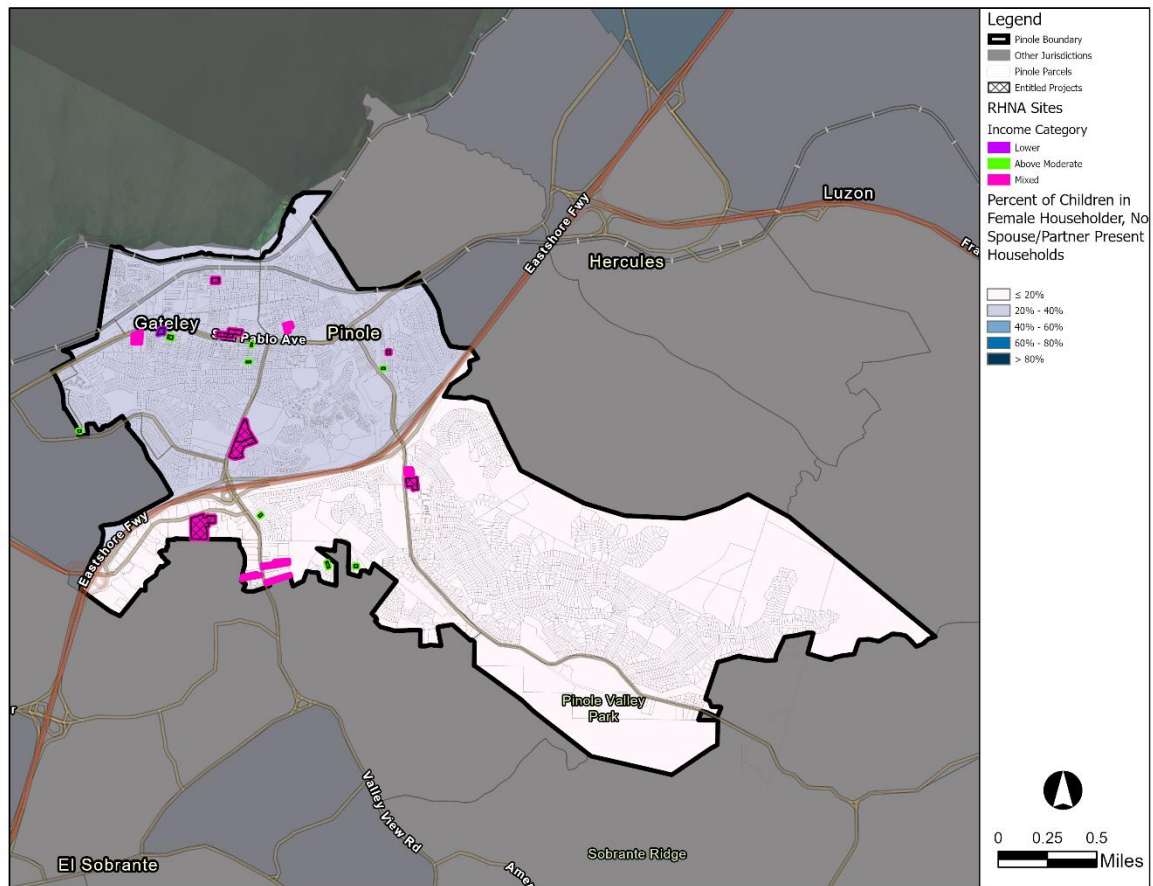
Familial Status

Figure 24 shows the percentage of children that are living in female-headed households with no spouse by census tract. It also shows entitled and proposed RHNA sites. In 2020, 1,050 households, or 15.5 percent of the total households in Pinole, were female-headed households, which is only slightly higher than the 12.0 percent for the County.

Four of Pinole's census tracts have less than 20 percent of children in female-headed households. These tracts are east of Interstate 80 (Eastshore Freeway). Conversely, all tracts west of Interstate 80 have between 20 and 40 percent of children in female-headed households.

As shown in Figure 25, about 58 percent of RHNA sites are in a tract where 20-40 percent of children are in female-headed households. There are no areas of the City where more than 28 percent of children are in female-headed households. RHNA sites are not expected to impact fair housing concerns based on familial status.

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Figure 24: Children in Female-Headed Households and RHNA Sites, 2015-2019**Children in Female-Headed Households, 2015-2019 and RHNA Sites**

Source: HCD AFFH Data Viewer

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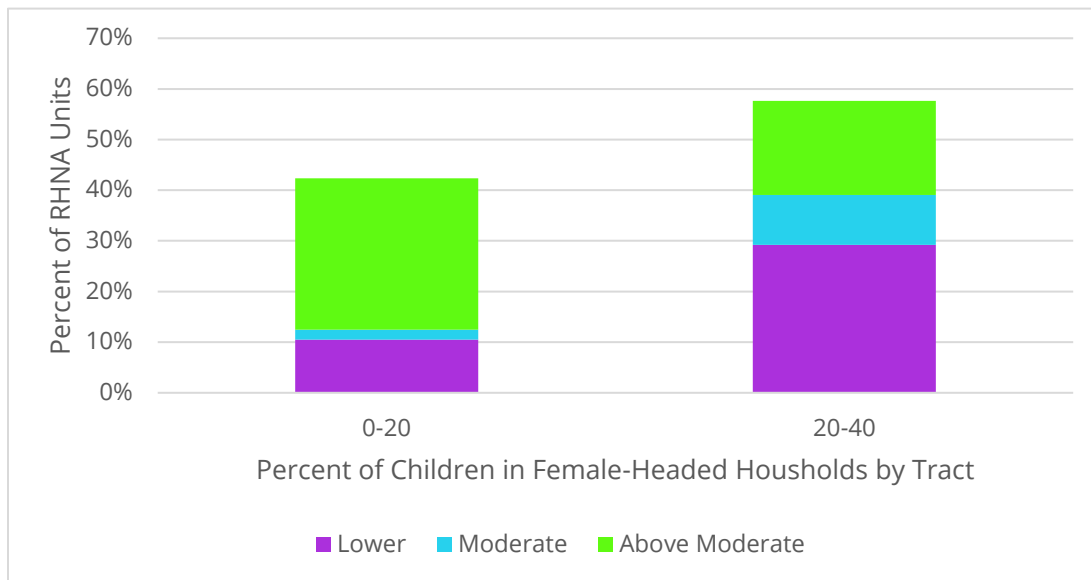
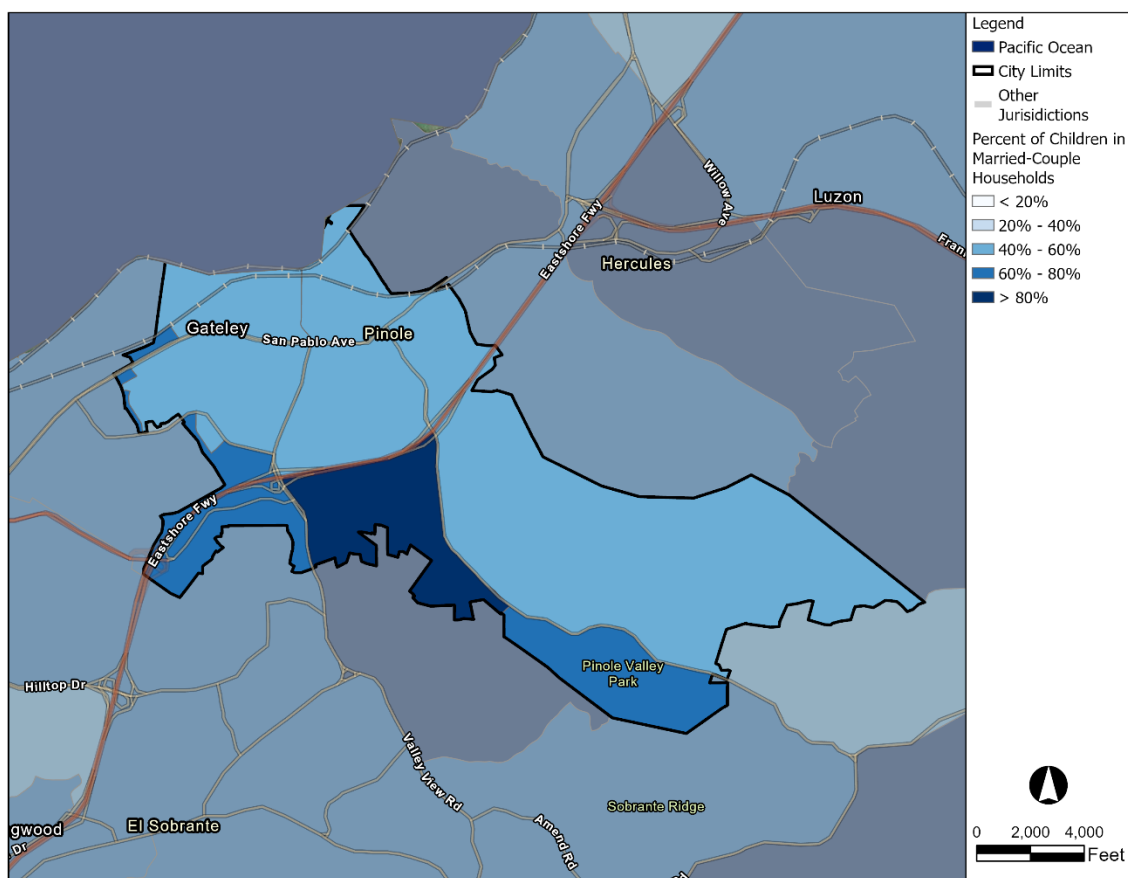
Figure 25: Female-Headed Households comparison of RHNA Units

Figure 26 shows the percentage of children in married couple households. No census tract in Pinole has less than 40 percent of children in married couple households. Most of the City's residential census tracts are in the 40 to 60 percent range, while census tract 3601.01 has a percentage of children in married couple households of 80 percent or more. In the City of Pinole, 23.3 percent of households are married couple households with children present, compared to 34 percent Countywide. RHNA sites are not expected to impact fair housing concerns based on familial status.

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Figure 26: Children in Married Couple Households, 2015-2019**Children in Married Couple Households, 2015-2019**

Source: HCD AFFH Data Viewer

Persons with Disabilities

The US Census Bureau provides information on the number of persons with disabilities of varying types and degrees. According to the US Census Bureau, a person is considered to have a disability if they have difficulty performing certain functions or difficulty with certain social roles. Affordability of appropriate housing and access, both within the home and to/from the home site, are the primary challenges for persons with disabilities. Access often requires specially designed dwelling units. Additionally, housing locations near public facilities and public transit are important for this special needs group. In 2019, it was estimated by the Census that 14 percent of the population in Pinole, 11 percent in Contra Costa County, and 10 percent in the Bay Area region have a disability. Types of disabilities included in the Census are:

- Hearing difficulty: deaf or has serious difficulty hearing
- Vision difficulty: blind or has serious difficulty seeing even with glasses

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- Cognitive difficulty: has serious difficulty concentrating, remembering, or making decisions
- Ambulatory difficulty: has serious difficulty walking or climbing stairs
- Self-care difficulty: has difficulty dressing or bathing
- Independent living difficulty: has difficulty doing errands alone, such as visiting a doctor's office or shopping

Figure 27 shows an estimate of the number of Pinole residents with disabilities by type of disability. The most prevalent types of disability are ambulatory and independent living difficulties. Note that individuals may have more than one type of disability.

Ambulatory issues are the highest reported disability Citywide. A large population with walking difficulty creates a need for single-story housing, elevators, transit access, wheelchair access, larger homes for live-in help, and proximity to health facilities.

Figure 27: Disability Characteristics, 2019

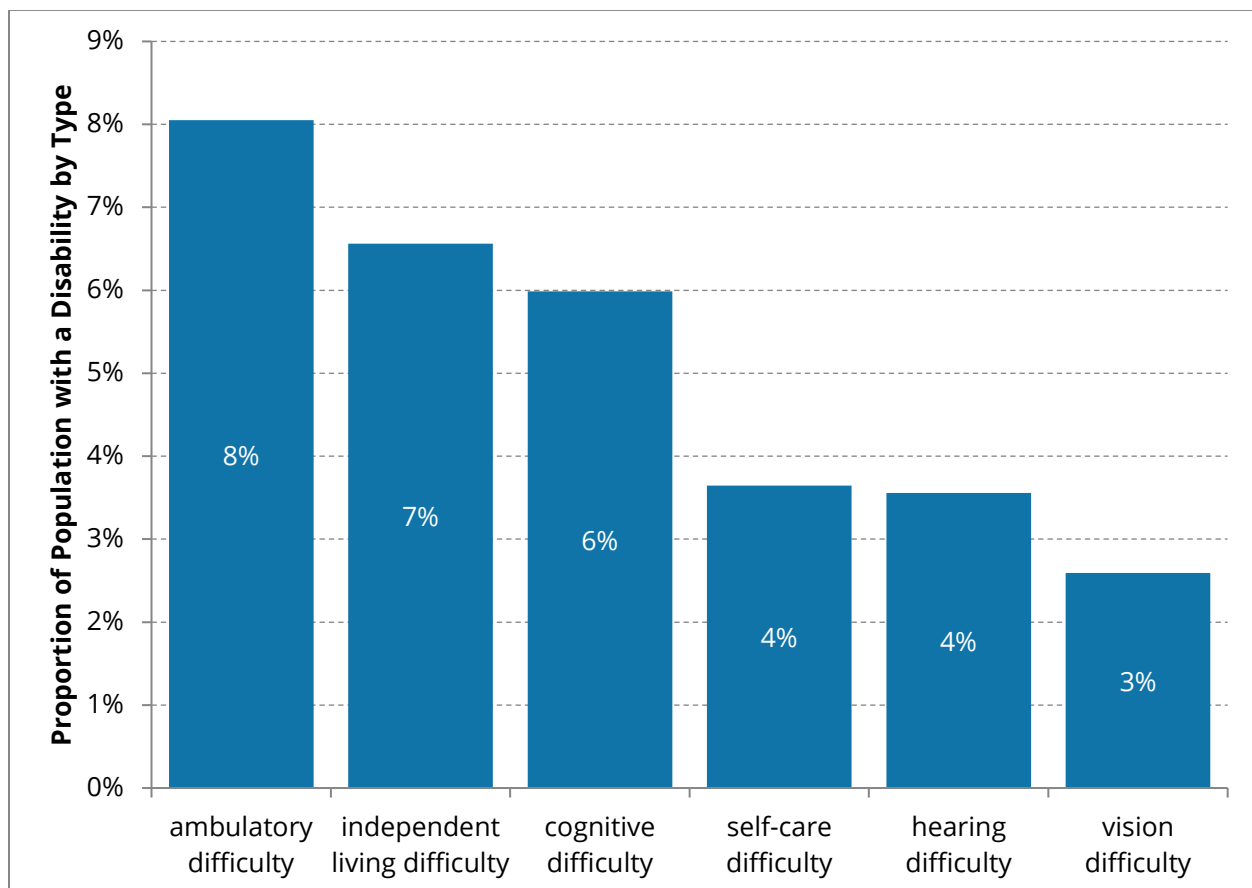
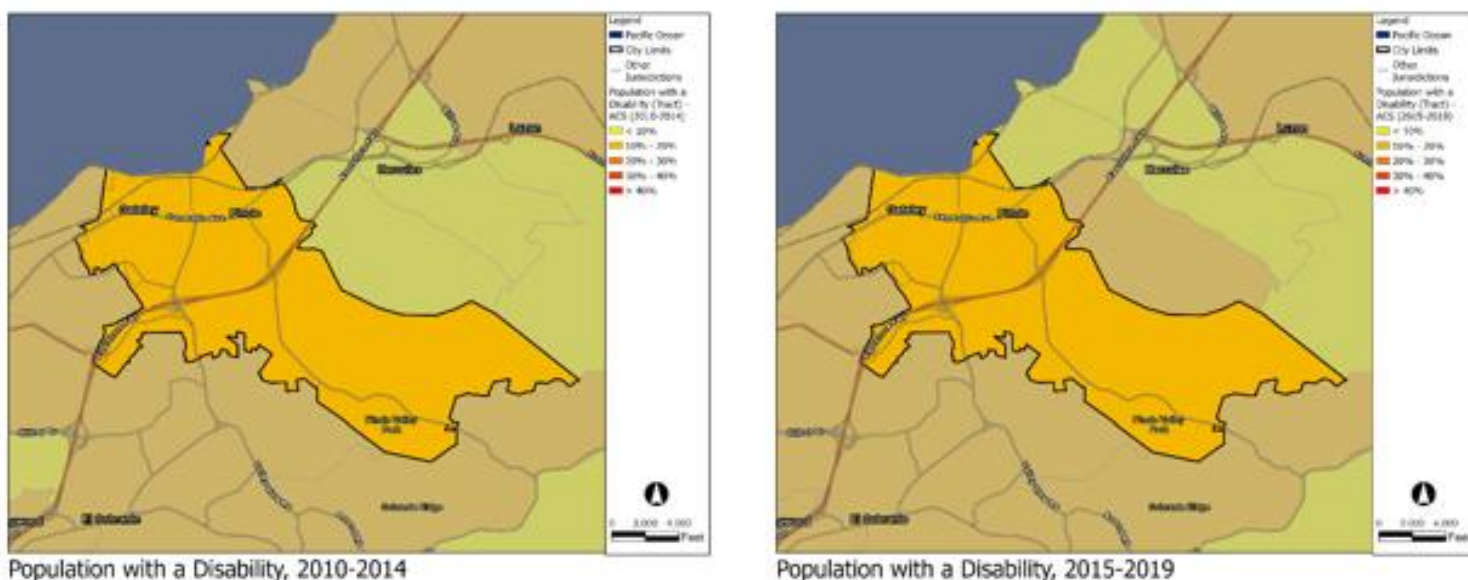


Figure 28 shows that the disabled population is evenly distributed throughout Pinole. There are no significant changes in location or concentration of those with a disability between 2010-2014 and 2015-2019. There is no area of the City with an extreme concentration of

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persons with disabilities. The sites are not expected to cause fair housing concerns as they relate to residents with a disability.

Figure 28: Population with a Disability, 2010-2014 and 2015-2019



Source: HCD AFFH Data Viewer

Findings from Integration and Segregation

Overall, there is a difference in trends in integration and segregation between the eastern and western regions of the City. The City of Pinole has higher concentrations of low- to moderate-income residents in the northwestern areas of the City, which also are areas with larger non-White populations and more children in female-headed households. There are no concentrations of poverty or people with disabilities. The proposed and entitled RHNA sites are relatively distributed throughout the City and are not anticipated to exacerbate any fair housing concerns.

Racially and Ethnically Concentrated Areas of Poverty and Affluence

Racially and Ethnically Concentrated Area of Poverty

HUD defines Racially and Ethnically Concentrated Areas of Poverty (R/ECAP) as areas where the percentage of the population that is non-White is over 50 percent and the percentage of households with incomes below the poverty line is over 40 percent. Alternatively, a neighborhood can be a R/ECAP if it has a poverty rate that exceeds 40 percent or is three or more times the average tract poverty rate for the metropolitan/micropolitan area, whichever threshold is lower.

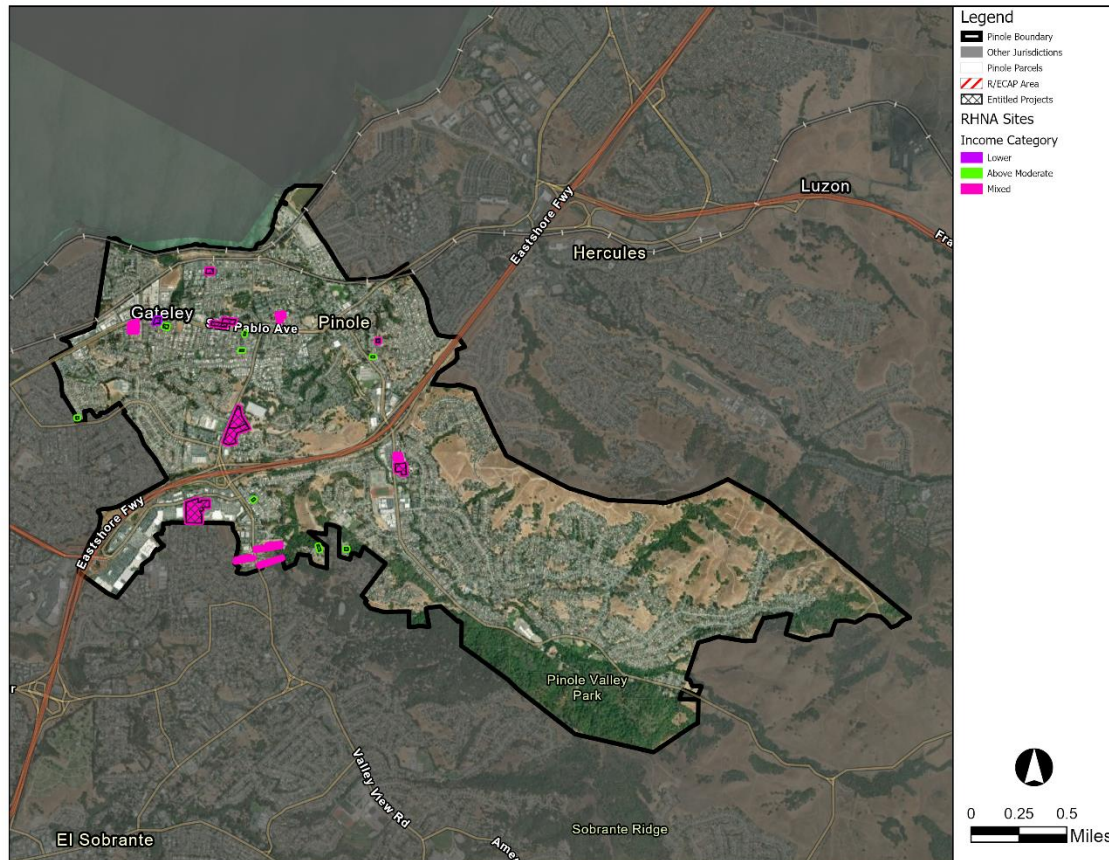
There are no R/ECAPs in Pinole or in the nearby vicinity, as seen in Figure 29. Additionally, there are no areas of high segregation and poverty, as identified by the California Tax Credit

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Allocation Committee (TCAC). The closest R/ECAPs to Pinole are located in Vallejo and Berkeley.

The housing opportunity sites are not expected to cause fair housing concerns related to R/ECAPs, as no sites are located in a R/ECAP and the site distribution is not anticipated to contribute to the creation of a R/ECAP.

Figure 29: RECAPs Vicinity and RHNA Sites, 2021



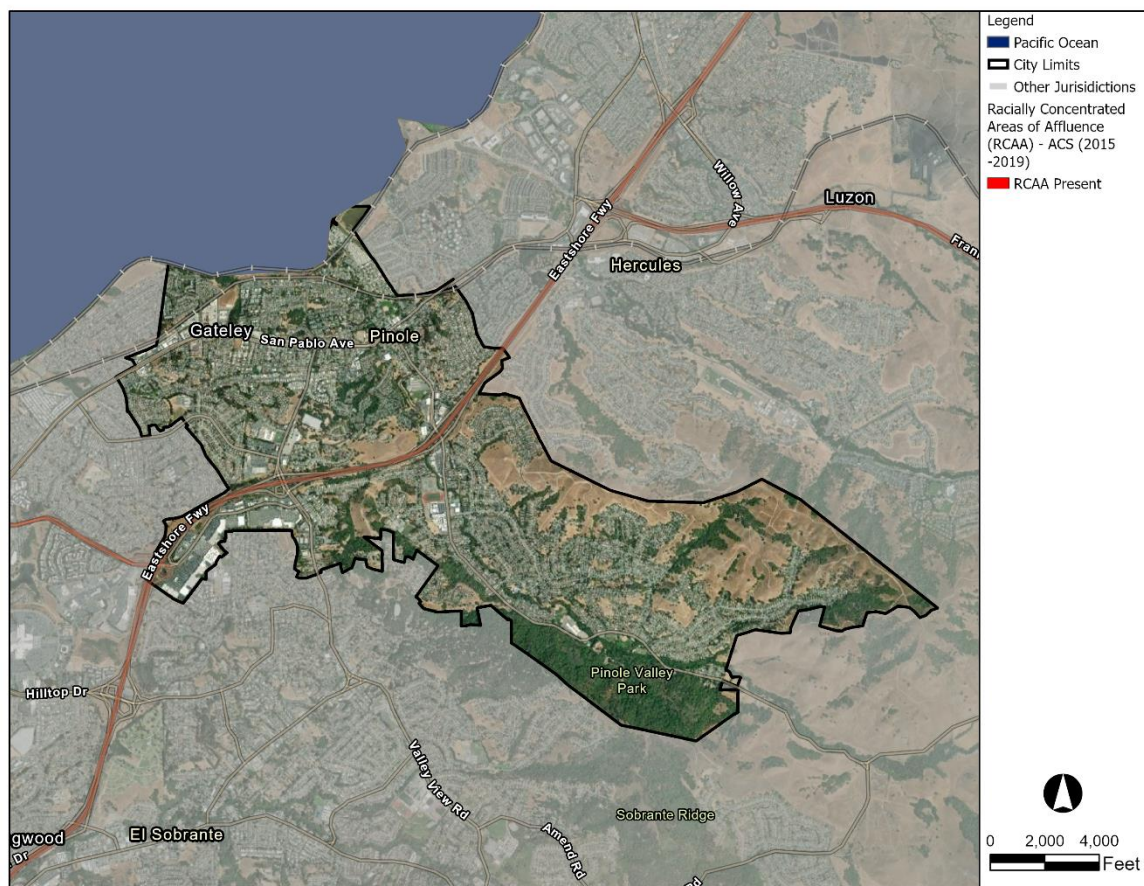
RECAP Vicinity and RHNA Sites

Source: HCD AFFH Data Viewer

Racially Concentrated Area of Affluence

HUD defines Racially Concentrated Areas of Affluence (RCAAs) as areas where the percentage of the White population in a tract is over 1.25 times the average percentage of the White population in the given Council of Government (COG) region and the median income is 1.5 times higher than the COG or state AMI), whichever is lower. At the time of this analysis, there are no RCAAs in Pinole, as seen in Figure 30.

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Figure 30: RCAAs Vicinity, 2015-2019**Racially Concentrated Areas of Affluence**

Source: HCD AFFH Data Viewer

Disparities in Access to Opportunities**California Tax Credit Allocation Committee (TCAC)**

One tool that can be used to analyze disparities in access to opportunities is the Tax Credit Allocation Committee (TCAC) Opportunity Area resource designations. These were prepared by a task force commissioned by TCAC and HCD to identify areas statewide whose economic, educational, and environmental characteristics support positive outcomes for low-income families. The map is updated annually. Opportunity maps are made for three domains: economic, environmental, and education. Each map uses a number of indicators to determine its individual score. A composite score and resource designation combining all three designations is then assigned to each block group.

To determine final resource designation, the top 20 percent of overall scores in the economic, environmental, and education categories in a county are labeled as highest

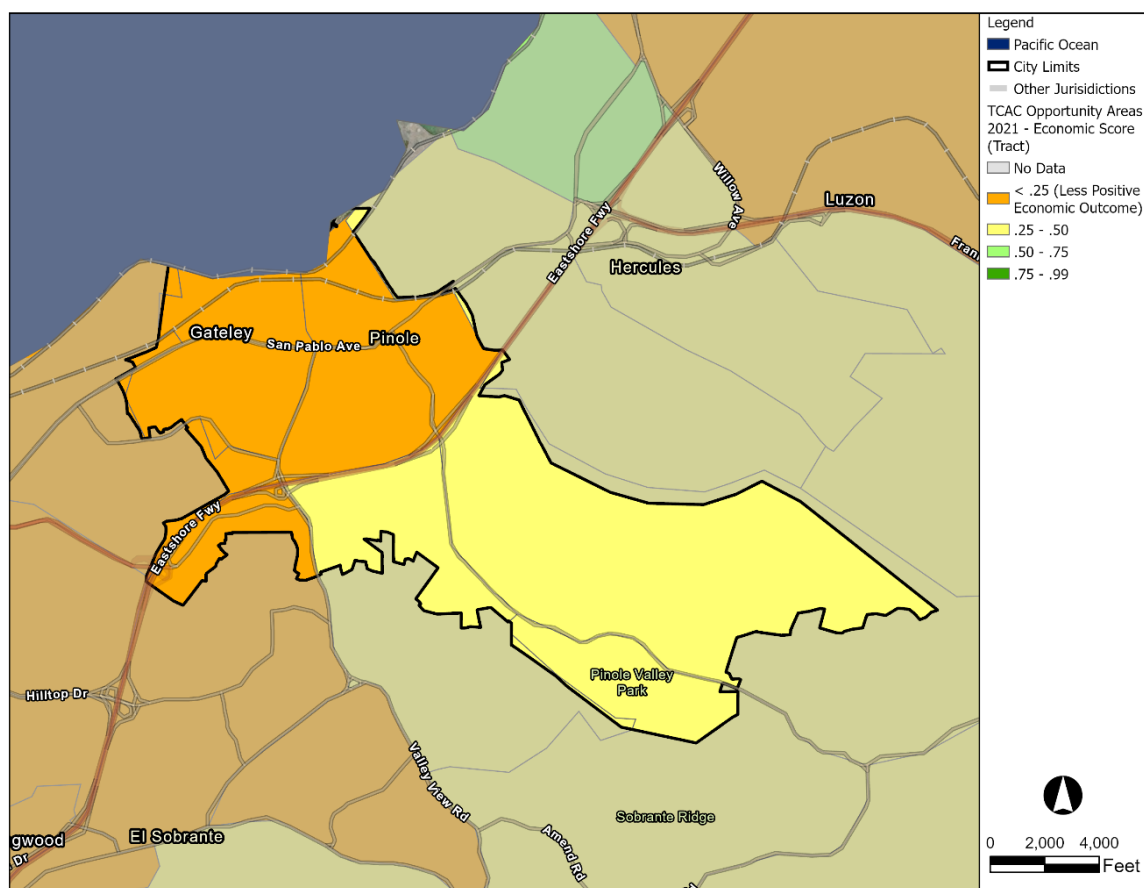
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resource and the next 20 percent of scores are labeled as high resource. Then, any areas that are considered segregated and that have at least 30 percent of the population living below the federal poverty line are labeled as an area of High Segregation and Poverty. Any remaining uncategorized areas in the county are evenly divided between moderate resource and low resource areas.

Economic Indicators

Economic indicators include poverty, adult education, employment, job proximity, and median home value. The scores for Pinole are shown in Figure 31. Pinole has more positive economic scores in the east, and less positive scores in the northwestern part of the City. The more positive scoring area contains single-family homes. The more positive scoring area also contains large areas of open space, which may slightly skew results. The low economic scores in northwestern Pinole may be associated with the lower incomes and home values in this area.

Figure 31: TCAC Economic Score, 2021



TCAC Economic Score, 2021

Source: HCD AFFH Data Viewer

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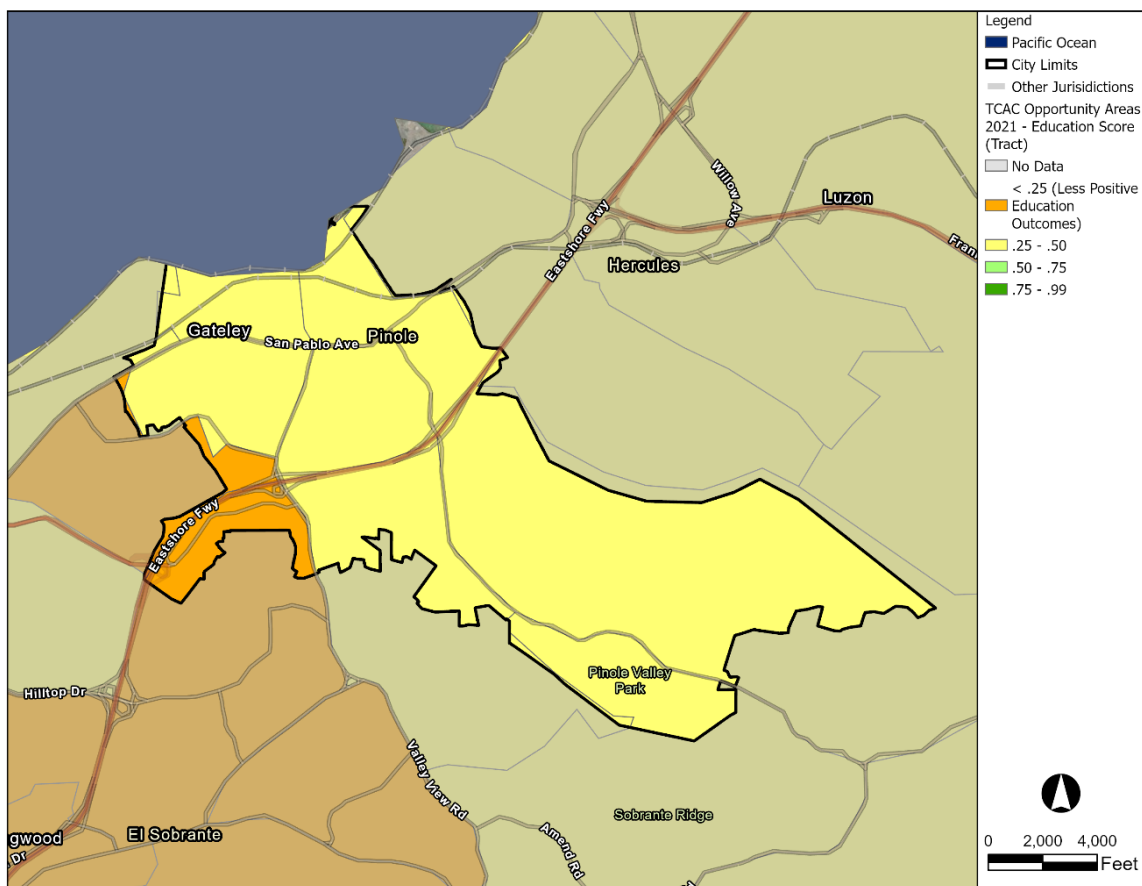
Education Indicators

Education indicators include math and reading proficiencies of fourth graders, high school graduation rates, and the student poverty rate. The entirety of Pinole is served by the West Contra Costa Unified School District, which includes three elementary (grades K-6), one bilingual school (courses in both English and Spanish) covering elementary and middle schools (grades K-8), one middle school (grades 7-8), and one high school (grades 9-12). Currently, there are no Title I schools in Pinole. According to Great Schools, 71 percent of schools in the district are rated below average, 22 percent are rated average, and 8 percent are rated above average¹⁵. As shown in Figure 32, most of the City has lower outcomes. Education scores are less positive in the southwestern area of the City, while the rest of the City is slightly less than average.

¹⁵ Great Schools, West Contra Costa Unified School District Summary. <https://www.greatschools.org/california/richmond/west-contra-costa-unified-school-district/>

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Figure 32: TCAC Education Score, 2021



TCAC Education Score, 2021

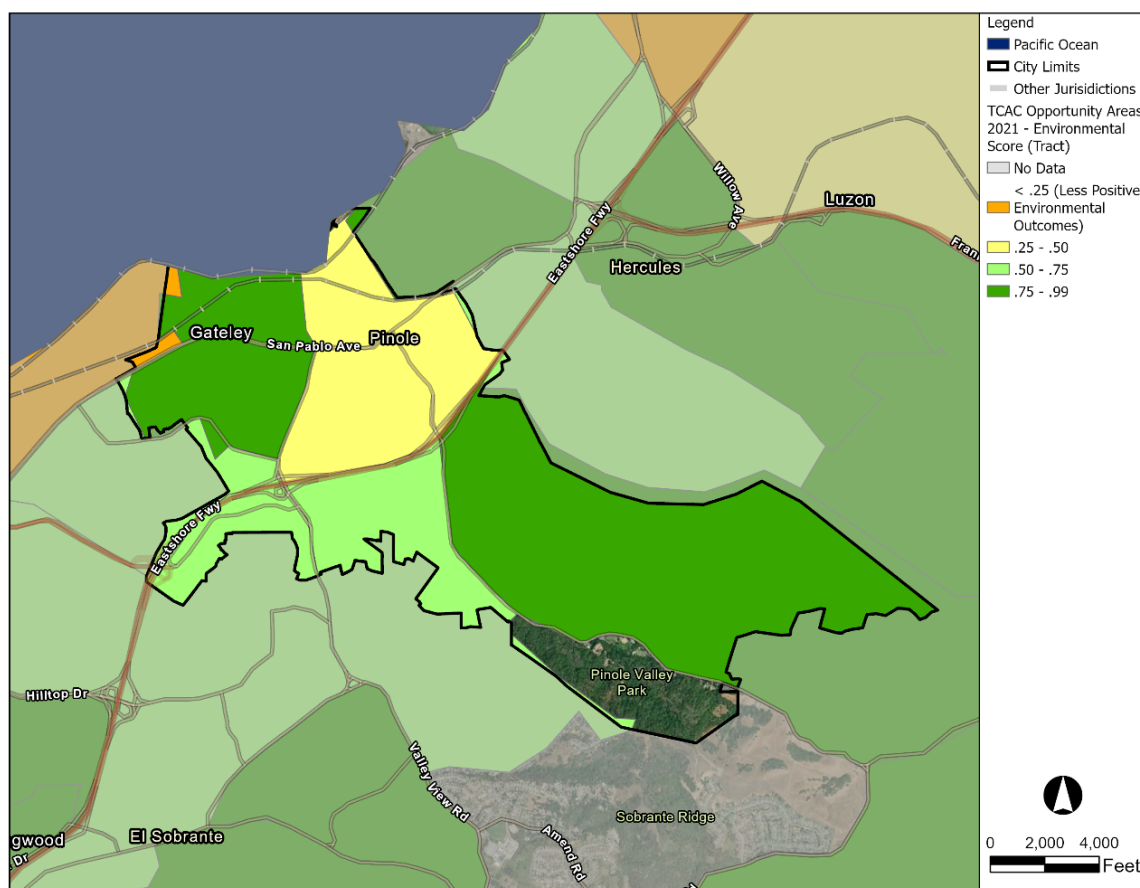
Source: HCD AFFH Data Viewer

Environmental Indicators

The environmental domain utilizes CalEnviroScreen (CES) 4.0 pollution indicators and values (see below for more discussion on CES). As shown in Figure 33, the scores vary throughout the City, with environmental outcomes becoming less positive toward the north. The census tracts are bisected by Interstate 80, which contributes to the air and noise pollution. Additionally, this portion of Pinole is largely built out, and is dominated by automobile dependent infrastructure—notably single-family zoning and subdivisions and ‘big-box’ style commercial developments. Additionally, the lower environmental outcomes in the northwestern areas contain varying intensities of industrial use, from auto mechanic shops to concrete production facilities.

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Figure 33: TCAC Environmental Score, 2021



TCAC Environmental Score, 2021

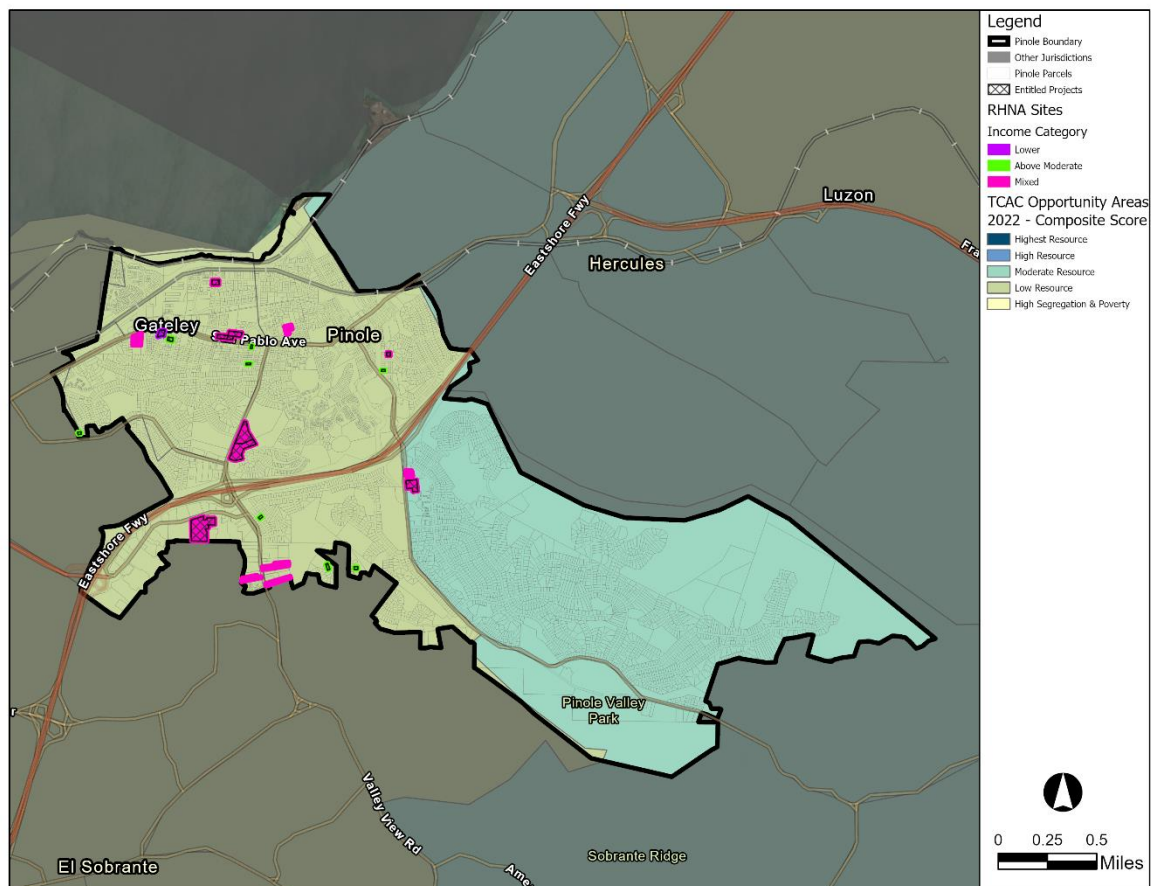
Source: HCD AFFH Data Viewer

TCAC Composite Score

Scores for each domain and the composite score for each census tract are shown in Figure 34. The entirety of the City is in the moderate or low resource area. Tracts that are moderate and low resource are likely due to their lower economic and education scores. The City is focusing growth as infill along the corridors identified in the Three Corridors Specific Plan, which has access to transit, employment opportunities, and community resources. As such, the majority of RHNA sites are located along and in proximity to these corridors that provide access through currently categorized low resource areas. Investment in the Three Corridors Specific Plan area is expected to increase access to opportunity and increase resources in the low resource area of the City. The City is also including programs to encourage development through incentives for mixed-use development, affordable, and senior housing with Program 5, Program 7, and Program 9 respectively. The City will also include Program 14 permit streamlining and Program 16 acquisition/rehabilitation of blighted or distressed properties to further encourage development in low resource areas.

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Figure 34: TCAC Composite Score

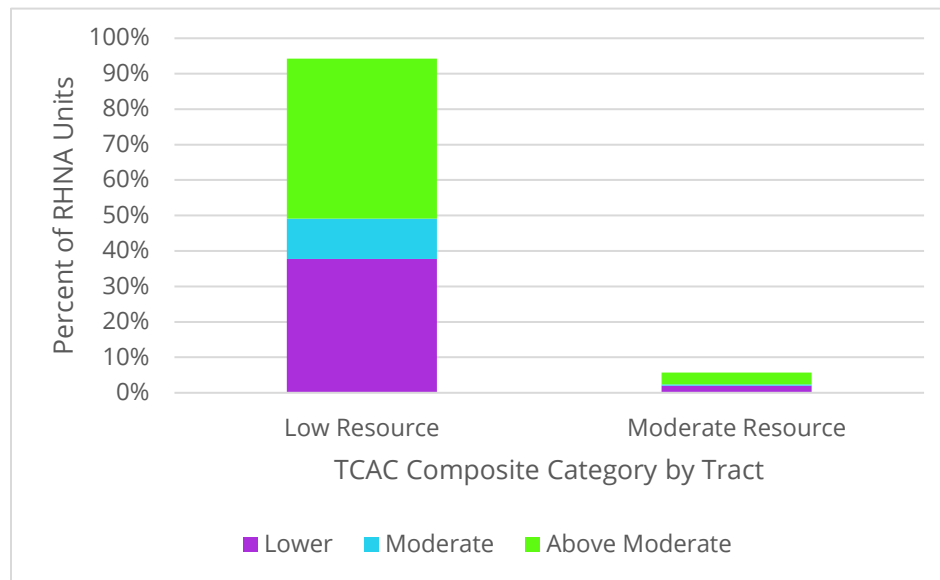


TCAC Composite Score Comparison and RHNA Sites

Source: HCD AFFH Data Viewer

Figure 35 displays the RHNA units shown by income level that are in each TCAC composite category. The entirety of the City, and thus all of the units, are located in within the low and moderate resource category. This includes 95 percent of low-income units located in the low resource category while only 5 percent are in the moderate resource category. RHNA sites of various incomes in areas of these categories is unlikely to exacerbate any conditions or make any negative changes to the resource designation.

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Figure 35: TCAC Designation Comparison of RHNA Units

Transportation

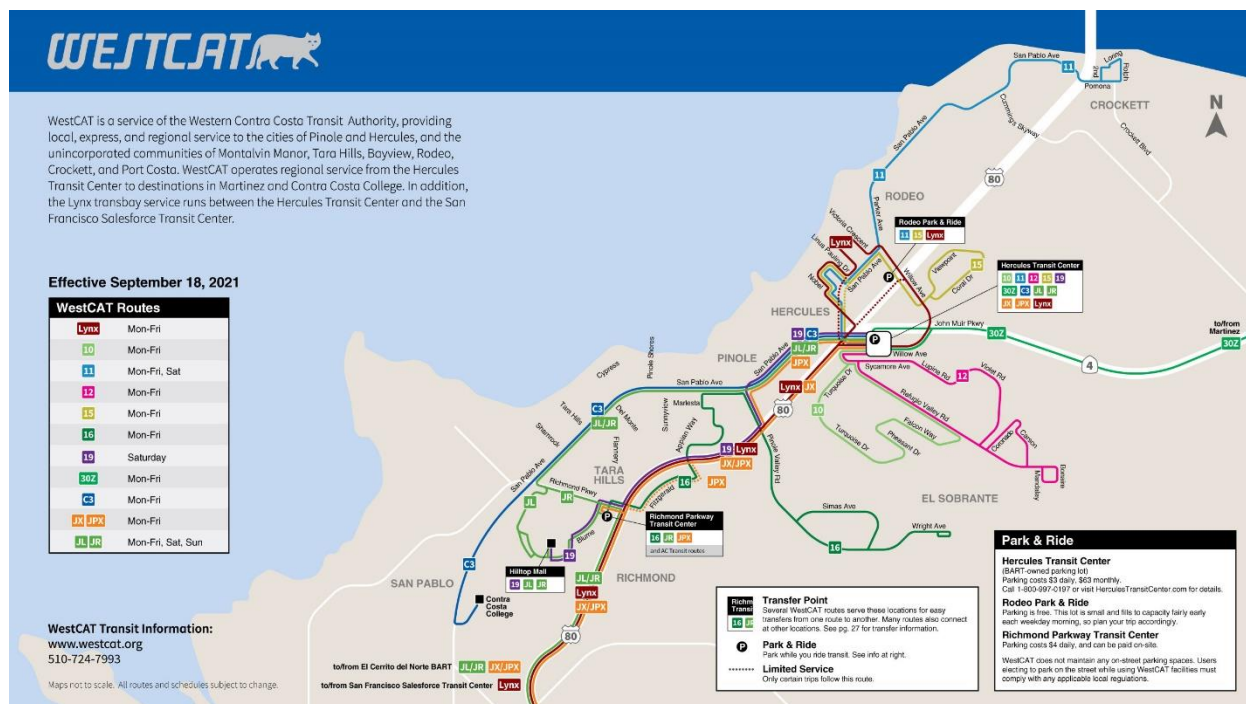
Access to adequate transportation and a variety of transit options can help illustrate disparities in access to opportunities. WestCAT is a transit service of the Western Contra Costa Transit Authority, which provides local transit service coverage in western Contra Costa County. It also provides express services to regional transit hubs and stations such as the Salesforce Transit Center in San Francisco and the El Cerrito Del Norte BART Station. WestCAT also offers free dial-a-ride programs for elderly and disabled residents. Both public transportation and Interstate 80 provide access from Pinole to west Contra Costa County and the rest of the Bay Area.

The City also has a few multiuse bike paths, providing safer, nonmotorized transportation options within the City. There is a bike path along Pinole Creek which bisects San Pablo Avenue, one of the major thoroughfares, but does not extend east of Interstate 80. The trail connects to the regional San Francisco Bay Trail, which contains existing portions within City limits.

The Richmond Parkway Transit Center and the Hercules Transit Center are transit and commuter hubs in surrounding communities. The Richmond Parkway Transit Center is located on the west side of the I-80 and Richmond Parkway interchange, just west of the western City limits. The Hercules Transit Center is located less than one and one half miles east of the eastern City limits from San Pablo Avenue. WestCAT operates bus routes that connect to these centers.

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Figure 36: Transit Map



Source: WestCAT, 2022

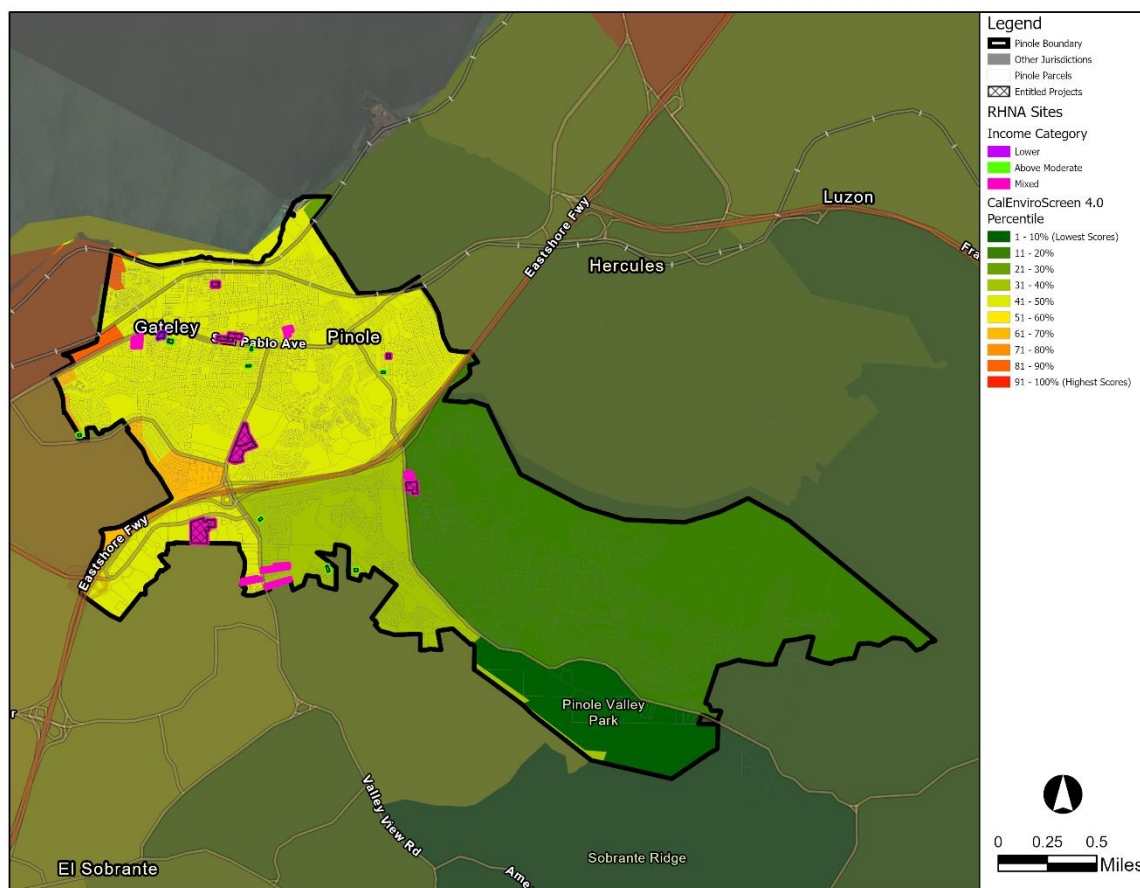
CalEnviroScreen

CES 4.0 is a tool that identifies communities in California that are disproportionately burdened by pollutants. Factors used to identify communities include ozone, particulate matter, drinking water contaminants, pesticide use, lead, diesel particulates, asthma rates, and linguistic isolation. A higher score indicates a higher effect of pollutants for the area.

As shown in Figure 37, CES scores vary across the City. The southeastern areas of the City have the lowest scores, with the higher scores in the northwestern corner of the City. The highest scored census tract in Pinole, but primarily includes Bayview-Montalvin, falls into the 81-90 percent range. The tract scores high in diesel particulate, toxic releases, and lead from housing. The tract is bisected by a railway, which is likely a factor of high scores for this. The lower-density southeastern part of Pinole contains large open spaces that significantly limit development, contributing to the lower CES scores.

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Figure 37: CES Percentile and RHNA Sites

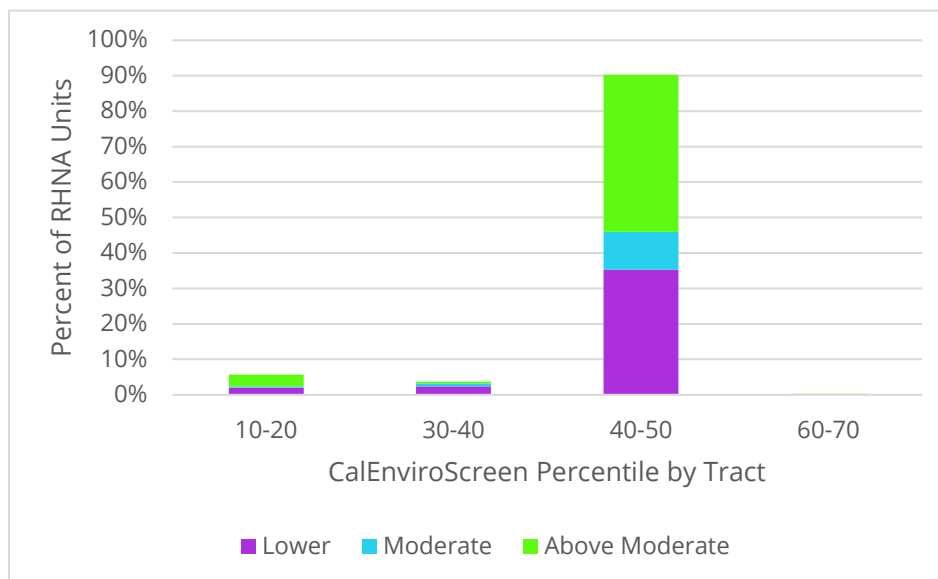


CalEnviroScreen 4.0 Percentile Score and RHNA Sites

Source: HCD AFFH Data Viewer

Figure 38 displays the comparison of RHNA sites and in each CES score group. While they largely follow similar trends, there is a concentration of sites in the 41-50 percentile, especially mixed-income sites. This concentration is in part due to the likelihood of development and availability of vacant and underutilized properties, as well as access to amenities along San Pablo Avenue, a major city thoroughfare.

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Figure 38: CalEnviroScreen Percentile Comparison of RHNA Units

Findings

Trends in the access to opportunities analysis show that the City largely has lower access to opportunities throughout. The City has lower scores in opportunity metrics compared to the County as a whole. As such, many of the RHNA sites are located in the low resource areas, which include the highest rates of low-income households and are where housing choice voucher use primarily occurs.

The City is including programs to ensure that the RHNA site selection will improve access to resources in lower-resource areas. This includes Program 18 place-based improvements, Program 20 displacement prevention, and affordable and senior housing incentives with Program 7 and Program 9 respectively.

Additionally, other programs in the Housing Element are intended to spur housing development in the moderate-resource areas of the City. This includes Program 14 to incentivize mixed-used development, Program 14 streamline the permit process, and target ADU education with Program 22.

Disproportionate Housing Needs

Substandard Housing

Disproportionate housing needs are determined by comparing substandard housing or housing problems to tenure, race, household size, or household age. A household is considered substandard or to have a housing problem if it has one or more of the four following housing problems:

- Housing unit lacks complete kitchen facilities

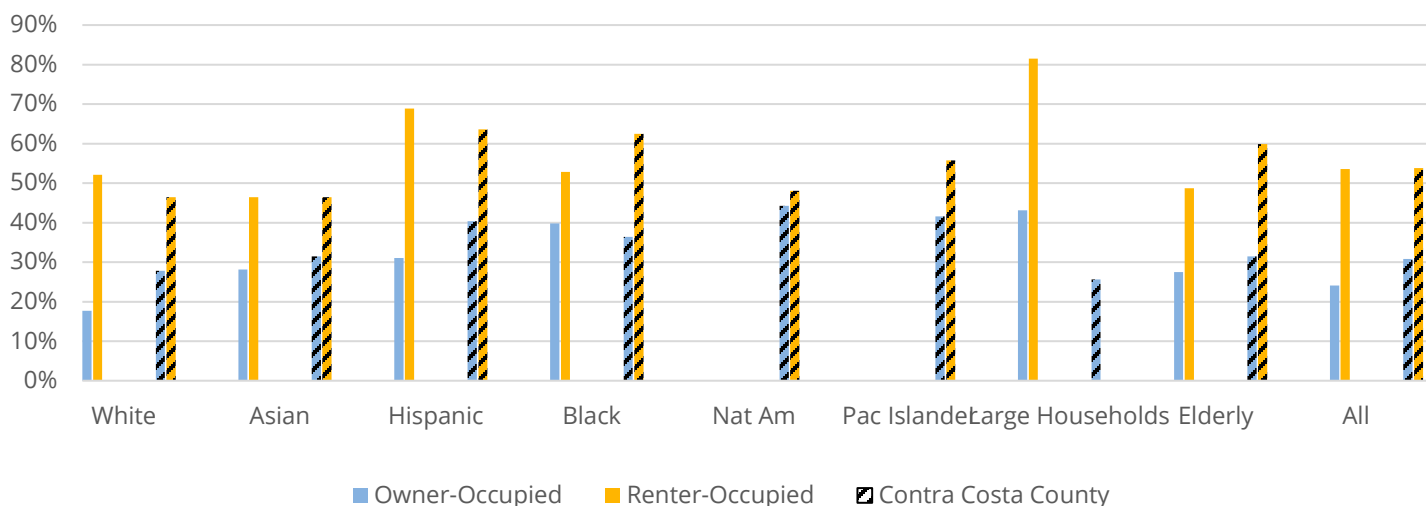
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- Housing unit lacks complete plumbing facilities
- Housing unit is overcrowded
- Household is cost burdened

A large household is a household with three or more children, but it is also often calculated as a household with five or more people, as it is for the charts below. An elderly household is calculated as any household with a person over 62 years of age. Large and elderly households are often more likely to experience housing problems.

Renters experience housing problems at a higher rate than owners across all ethnicities. Black owners and large household owners experience housing problems at the highest rate among housing owners. Hispanic renters experience housing problems at the highest rate overall at around 69 percent. Black renters experience housing problems at the next highest rate at 53 percent, followed by 52 percent of White and 46 percent Asian renters. Rates of housing problems for the Hispanic population are relatively comparable between the City and the County, with 31 and 40 percent between the City and County respectively, and 69 and 64 percent of Hispanic renters in the City and County, respectively, experience housing problems. In 2018, there were no Native American or Pacific Islander populations in the City, which indicates why Figure 39 reads that 0 percent of that population experiences housing problems.

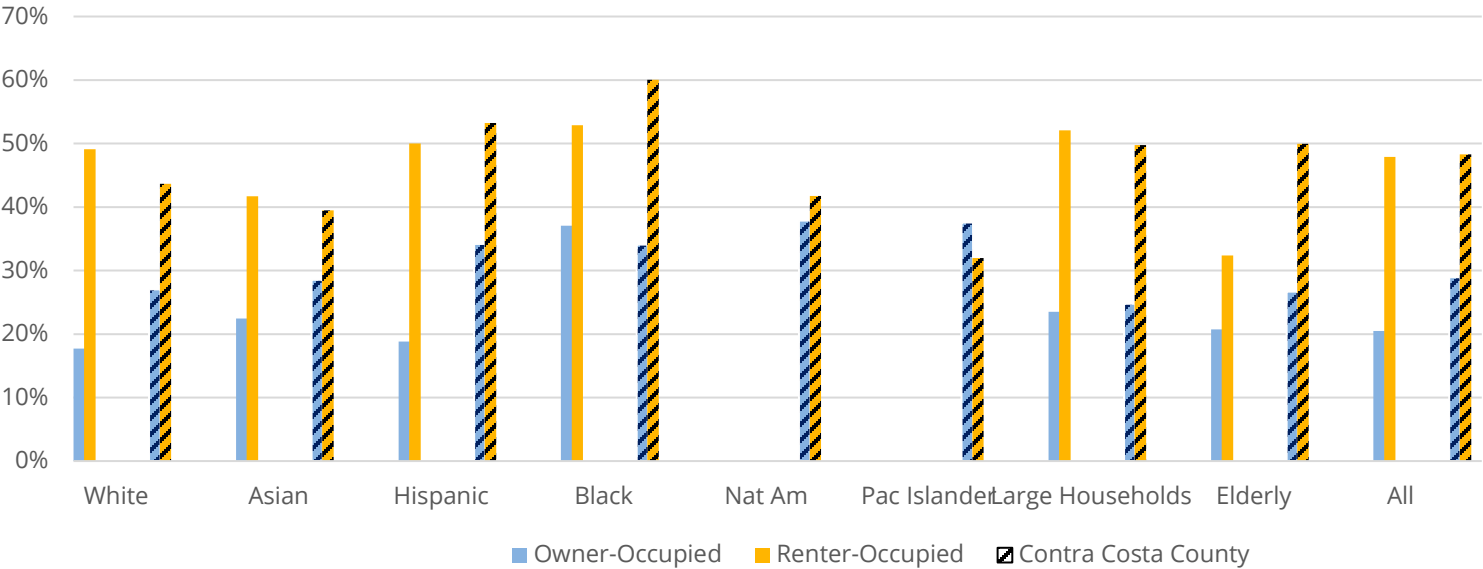
Figure 39: Housing Problems by Tenure and Race/Elderly/Housing Size



Cost burden is when a household spends more than 30 percent of its monthly income on housing costs like rent, mortgage, or utilities. Large households have more costs to support more people and may experience cost burden or a lack of excess funds to amend housing problems. Elderly households may be on a fixed income, which may constrain the ability to pay for maintenance of older homes.

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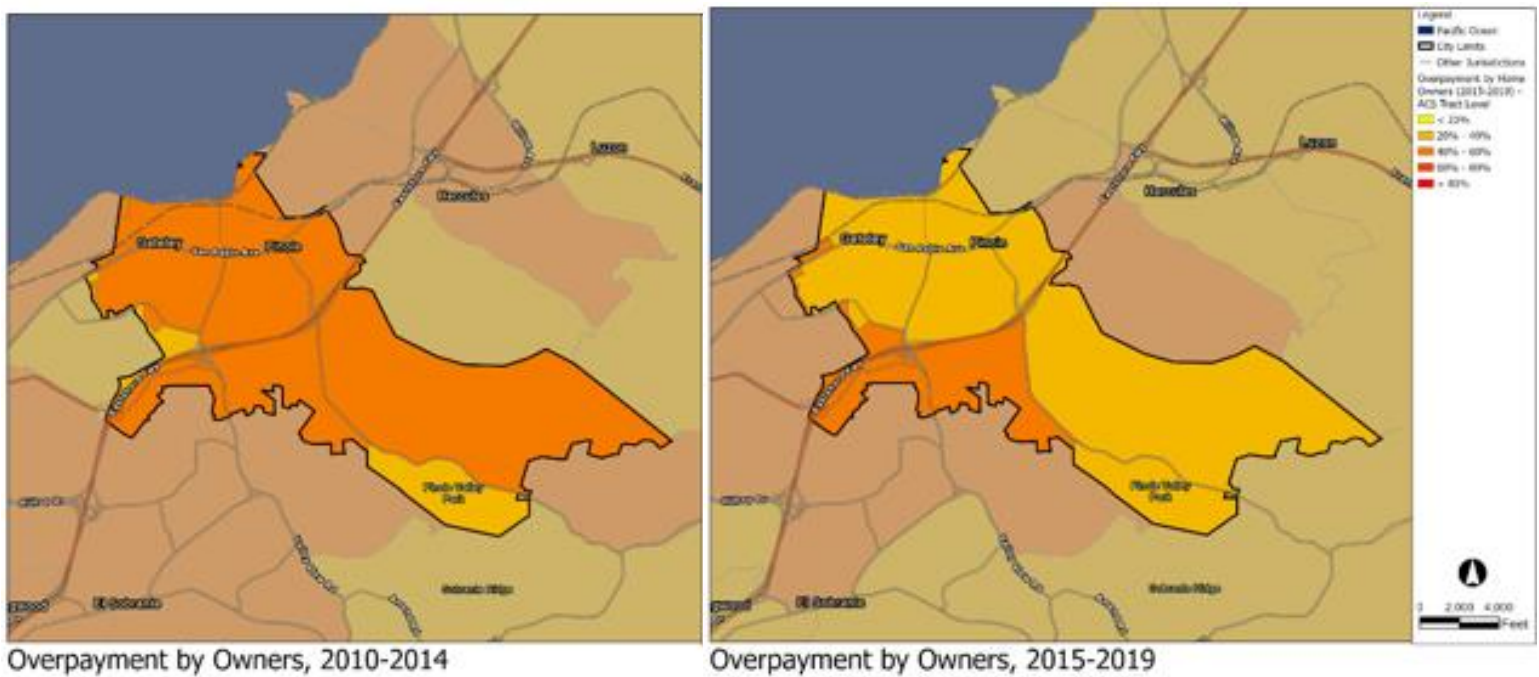
Figure 40: Cost Burden by Tenure and Race/Elderly/Housing Size



Overpayment by both owners and renters has decreased in Pinole over time in most areas of the City. The area with the highest levels of overpayment is the same area that has low environmental scores and higher levels of poverty. Overpayment by renters in the City occurs at a comparable level with the County, with both showing approximately 48 percent of these households experiencing cost burden; overpayment by owners occurs at a slightly lower level in the City than in the County. In both cases, renters have higher rates of overpayment than owners.

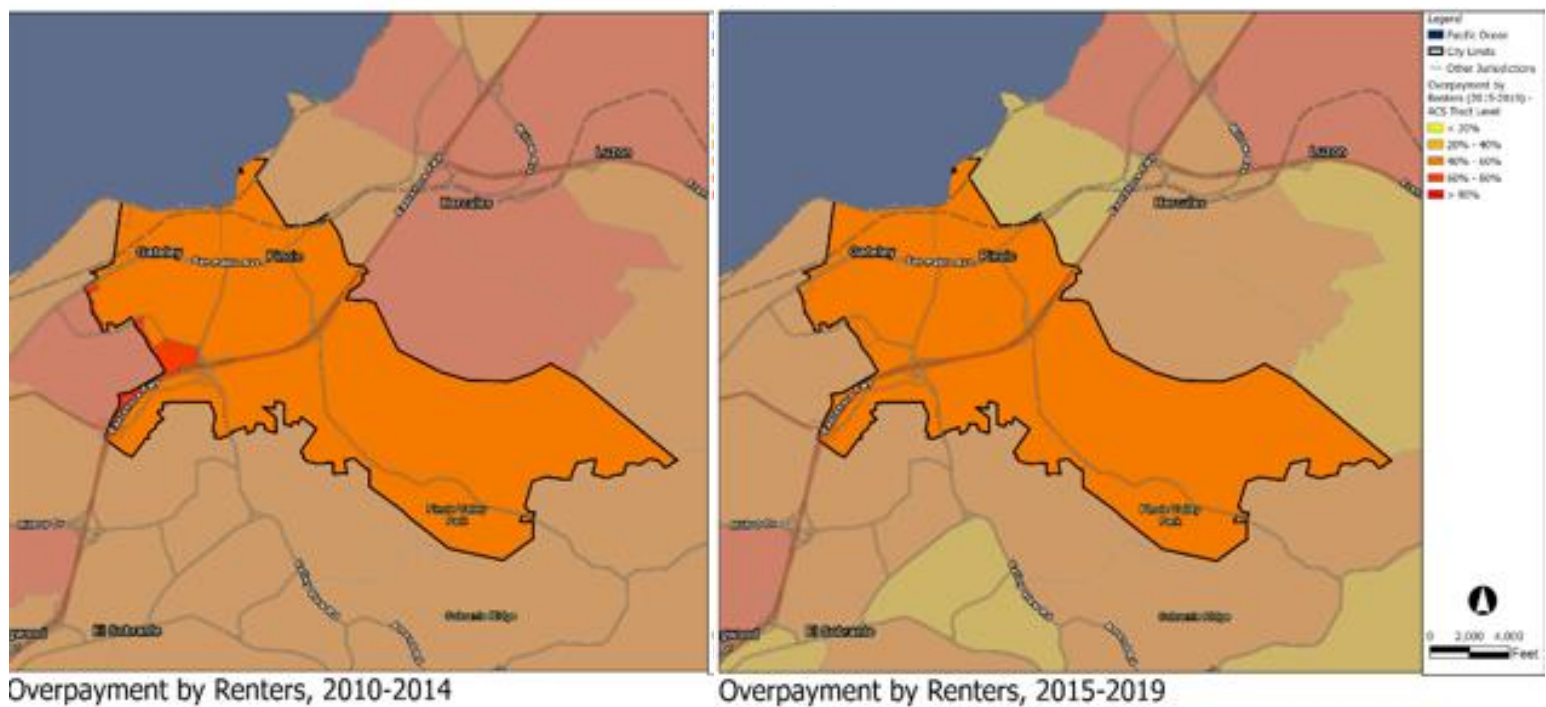
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Figure 41: Overpayment by Owners



Source: HCD AFFH Data Viewer

Figure 42: Overpayment by Renters



Source: HCD AFFH Data Viewer

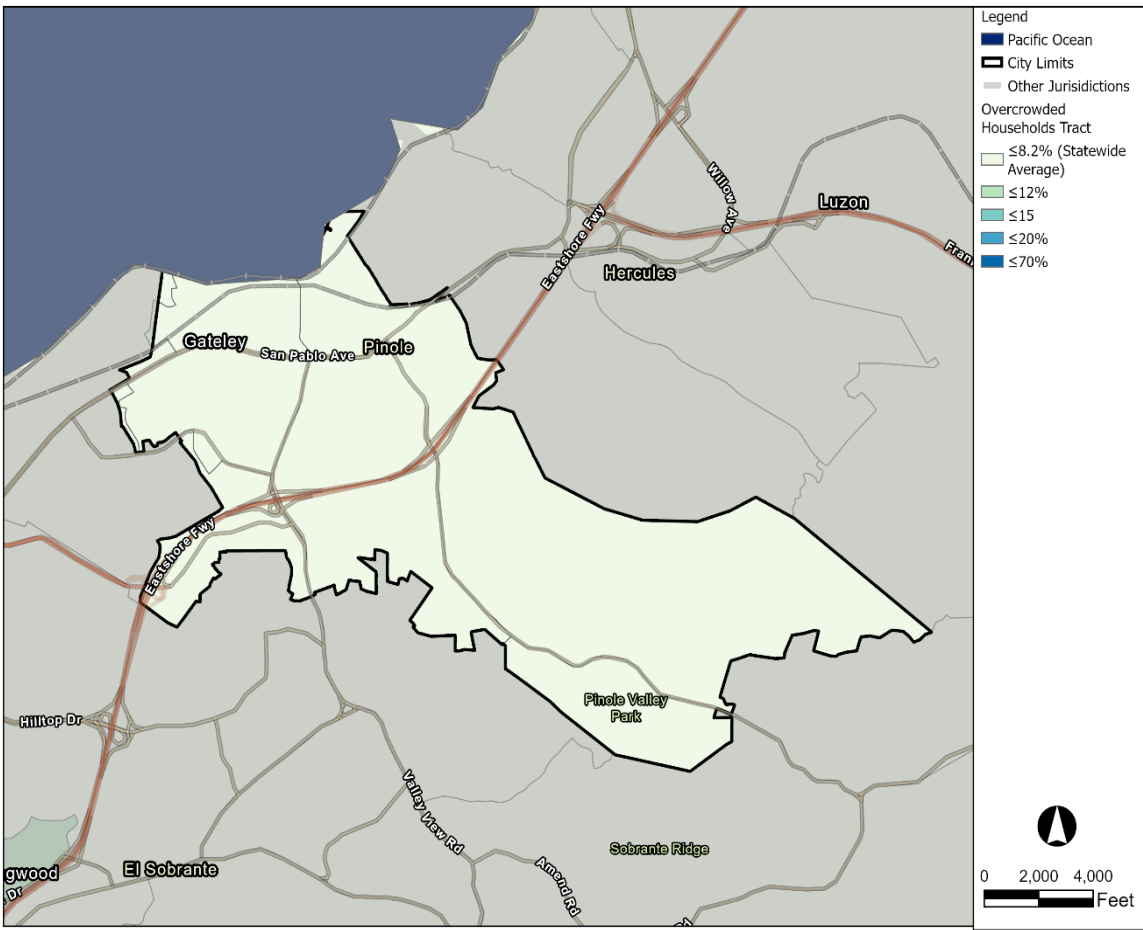
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Overcrowding

A household is considered overcrowded when there is more than one person per room, including living and dining rooms but excluding bathrooms and kitchens. Overcrowding can affect public facilities and services, reduce the quality of the physical environment, and create conditions that contribute to deterioration of the housing stock. Additionally, overcrowding can indicate that a community does not have an adequate supply of affordable housing and/or variety of suitable housing units to meet the needs of the community.

In Pinole, there are no areas that have more than the statewide average of 8.2 percent of households experiencing overcrowding.

Figure 43: Overcrowded Households



Overcrowded Households, 2010

Source: HCD AFFH Data Viewer

Table 68 summarizes overcrowding in Pinole by tenure. Instances of overcrowding vary by tenure, with renters experiencing lower levels of overcrowding than owners. Approximately 247 households, roughly 3.7 percent of all households in Pinole, were experiencing

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overcrowding in 2019. This included 173 owner-occupied households and 74 renter-occupied households.

In Contra Costa County, cities near Pinole, such as San Pablo and Hercules, have similar rates of overcrowding. Pinole has lower levels of overall overcrowding compared to the County as a whole.

Table 68: Overcrowding, 2019

Jurisdiction	Persons per Room	Owners		Renters		Total	
		Overcrowded Households	% of Total	Overcrowded Households	% of Total	Overcrowded Households	% of Total
Pinole	1.01 to 1.50	156	2.3%	66	1%	222	3.3%
	>1.50	17	0.3%	8	0.1%	25	0.4%
	Total Overcrowded	173	2.6%	74	1.1%	247	3.7%
Contra Costa County	1.01 to 1.50	4,483	1.1%	9,001	2.3%	13,484	3.4%
	>1.50	1,469	0.3%	4,974	1.3%	6,443	1.6%
	Total Overcrowded	5,952	1.4%	13,975	3.6%	19,927	5.0%

Source: HUD CHAS Data, 2019

Homelessness

The homeless population is a group that has disproportionately higher needs than those who are housed. Pinole currently does not have any shelters, and therefore there are no sheltered members of the homeless population. The Contra Costa Health, Housing & Homeless Services conducted the 2022 Point in Time Count (PITC), which counts the unsheltered homeless population in each city in the County. The PITC identified 3,093 both sheltered and unsheltered homeless persons in Contra Costa County. Table 69 shows the PITC for west Contra Costa County, which includes Pinole and neighboring jurisdictions. There were 7 homeless persons surveyed in Pinole in January 2020, all of which were unsheltered.

Table 69: West Contra Costa County Unsheltered Point in Time Count, 2022

Jurisdiction	Total
Pinole	53
Crockett	35
El Cerrito	24
El Sobrante	9

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Hercules	7
North Richmond	22
Richmond	280
Rodeo	62
San Pablo	67

Source: 2020 Contra Costa County: Annual Point in Time Count Report

Displacement

The Urban Displacement Project at the University of California, Berkeley, developed a map of “sensitive communities” where residents may be particularly vulnerable to displacement in the event of increased redevelopment and drastic shifts in housing cost. Sensitive communities are defined based on the following set of criteria:

The share of very low-income residents is above 20 percent.

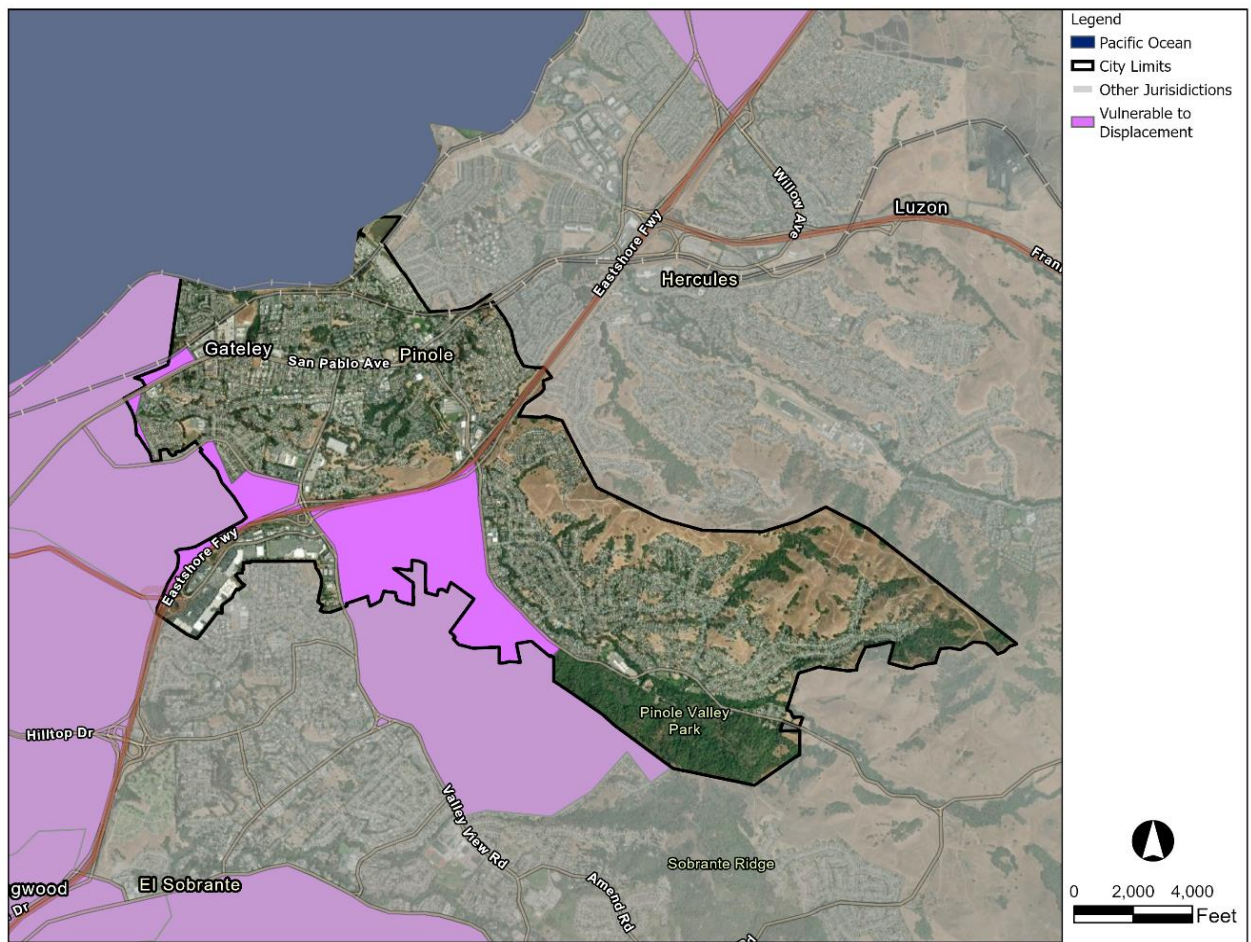
The tract must also meet two of the following criteria:

- The share of renters is above 40 percent.
- The share of people of color is above 50 percent.
- The share of very low-income households (50 percent AMI or below) that are severely rent burdened is above the county median.
- The census tract, or areas in close proximity, have been experiencing displacement pressures. Displacement pressure is defined as:
 - The percentage change in rent above county median for rent increases OR
 - The difference between tract median rent and median rent for surrounding tracts above median for all tracts in county (rent gap).

Figure 44 shows the areas vulnerable to displacement as identified by the Urban Displacement Project. Two census tracts in Pinole are considered vulnerable to displacement, residential tract 3601.01 and commercial tract 3640.02, the largest area being located centrally within the City along Interstate 80. Areas along the western City limits show similar risk.

The City is attempting to meet its RHNA without displacing existing residents by identifying vacant and underutilized sites that do not have existing residential uses. Therefore, the City's RHNA strategy is not anticipated to exacerbate risk of displacement. Instead, it is expected to minimize displacement by providing new housing opportunities for all income levels in areas with greater risk. Additionally, the City is implementing a Displacement Prevention Policy/Housing Mobility (Program 20) and Fair Housing Resources and Services Program (Program 19) to further minimize the risk of displacement.

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Figure 44: Communities Vulnerable to Displacement**Communities Vulnerable to Displacement, 2017**

Source: HCD AFFH Data Viewer

Findings

The analysis of disproportionate housing needs shows similar trends to the access to opportunities and integration and segregation analysis. The western and central portion of the City shows higher needs than the rest of Pinole, including needs and issues related to higher rates of overpayment and possible displacement risk. Additionally, renters, Hispanic and large households experience the greatest rates of housing problems in the City.

The City is including Program 18, a place-based improvement program to ensure that the RHNA site selection will improve access to resources throughout the City.

RHNA sites are distributed throughout the City and are not in areas with concentrations of disproportionate housing needs.

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Other Contributing Factors

Historical Land Use and Investment Patterns

Pinole was incorporated in 1903 and served as a small, regional hub along the San Pablo Bay. Contra Costa County and the City of Pinole experienced a post-World War II population boom, becoming a bedroom community for people working in San Francisco and Oakland. Interstate 80 was constructed in 1958 and bisected the City. This major interstate helped usher in the era of automobile-dominated development in Pinole and the surrounding areas. As a result of this era of development and preferences during this time, single family residential development has been the prevailing form of residential land use covering the City. Pinole has little land left for greenfield development, and a majority of the City is built out.

High Cost of Development

Difficult development areas (DDA) are areas with high land, construction, and utility costs relative to the area median income and are based on fair market rents, income limits, the 2010 Census counts, and 5-year American Community Survey data. HUD has determined that the entire jurisdiction of Pinole falls within a DDA. While being in a DDA can give developers additional tax credits on a project, there are also additional and often substantial barriers to construction in Pinole. Small developers and developments are less likely to be financially able to pursue construction in the area, and suitable sites for development are becoming ever harder to find. In addition to the lack of land, the high costs of construction and land can make building additional housing stock difficult.

Fair Housing Issues, Contributing Factors, and Meaningful Action

The City has drafted goals and actions that specifically address the contributing factors identified in the AFFH analysis. While the City views all contributing factors as important priorities to address, higher priority was given to factors that limit fair housing choice and/or negatively impact fair housing, per Government Code Section 65583(c)(10)(A)(iv).

Table 70 displays the identified fair housing issue, contributing factor, actions taken to address the contributing factor, and priority level for each issue. Relevant programs are referenced in the action column for each contributing factor.

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Table 70: Contributing Factors

Identified Fair Housing Issue	Contributing Factor	Action (Program #)	Priority
Disproportionate Housing Needs	Lack of affordable or multifamily housing/diverse housing stock	- Facilitate ADU Production (Program 4) - Incentives for Mixed-Use Developments (Program 5) - Affordable Housing Incentives (Program 7) - Housing for Extremely Low-Income Households and Persons with Disabilities (Program 8) - Senior Housing Incentives (Program 9) - Displacement Prevention / Housing Mobility (Program 20) - Home Sharing and Tenant Matching (Program 10)	High
Segregation and Integration	- Lack of affordable housing stock - Zoning restrictions	- Outreach and Technical Assistance to Applicants (Program 3) - Facilitate ADU Production (Program 4) - Incentives for Mixed-Use Developments (Program 5) - Affordable Housing Incentives (Program 7) - Zoning Amendments (Program 11) - Place-Based Improvements (Program 18) - ADU Education (Program 22)	Moderate
Access to Opportunities	Lower access to opportunities than Contra Costa County as a whole	- Place-Based Improvements (Program 18) - Fair Housing Resources and Services (Program 19) - Housing Resources Education (Program 21) - Home Sharing and Tenant Matching (Program 10)	Moderate
Outreach and Enforcement Capacity	Lack of widely publicized housing information	- Place-Based Improvements (Program 18) - Fair Housing Resources and Services (Program 19)	Low

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Identified Fair Housing Issue	Contributing Factor	Action (Program #)	Priority
		- Housing Resources Education (Program 21) - ADU Education (Program 22)	

Table 71 provides a detailed overview of actions included in Housing Element programs that are aimed at affirmatively furthering fair housing. The table separates the actions by their identified fair housing issue and priority level. It summarizes the specific commitment, timeline, geographic targeting, and metric for each program.

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Table 71: AFFH Actions Matrix

HE Programs or Other Activities	Specific Commitment	Timeline	Geographic Targeting	2023–2031 Metric
Disproportionate Housing Needs				
Program 4	To encourage and increase ADU production in the City, a number of efforts are included. The programs are intended to help the City meet its target projection of 3 ADUs per year.	Track ADU permits as they are submitted. Review ADU strategies annually as part of the Annual Progress Report process. Adopted amnesty program and developed fast track program within 2 years of Housing Element adoption.	Targeted promotion of ADUs in east Pinole. Targeted promotion of ADUs in neighborhoods which the geographic review identifies as building fewer ADUs.	Construction of 5 ADUs per year.
Program 5	The City will develop incentives to encourage residential mixed-use development in areas consistent with the Three Corridors Specific Plan Land Use Plans, and in particular along portions of the San Pablo Avenue, Pinole Valley Road, and Appian Way.	Within two years of Housing Element adoption.	Three Corridors Specific Plan areas and mixed-use zones	Amended zoning ordinance with adopted incentives. Entitlement of 3 mixed-use projects using one or more of the available incentives
Program 7	Create and adopt a set of incentives for projects that provide a minimum of 15 percent of total units affordable to low and moderate income households, and provide additional affordable housing beyond the City's 15 percent inclusionary requirement.	Within two years of Housing Element Adoption	Citywide	Completion of initial review of affordable housing developments within prescribed timeline. Expedited review of projects to take 50% less time than the normal review process.

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HE Programs or Other Activities	Specific Commitment	Timeline	Geographic Targeting	2023–2031 Metric
Program 8	Encourage and facilitate the development of housing for ELI households and housing for persons with disabilities	Annual review of funding opportunities, collaboration with services providers, and contact of developers. Annual developer workshop. Use of one or more incentives for ELI and/or households with persons with disability housing development in one project throughout the planning period. Development of fee waiver program within 18 months of Housing Element adoption. Zoning Ordinance amendments for ELI parking reduction within two years of Housing Element adoption.	Citywide	Annual contact of developers
Program 9	The City will develop a set of incentives to encourage the development of housing for seniors.	Within two years of Housing Element adoption	Citywide	Use of one or more incentives for senior housing development in one project throughout the planning period.
Program 20	Within one year, coordinate with a qualified fair housing service provider to conduct a meeting/workshop to inform residents and landlords of sources of income protection and	Revise zoning ordinance to require affordable unit replacement within two years of Housing	Conduct the source of income protection/tenant's rights workshop in west Pinole.	Conducted workshop within one year of adoption. Provide resources on source of

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HE Programs or Other Activities	Specific Commitment	Timeline	Geographic Targeting	2023–2031 Metric
	state rent control laws such as AB 1482. This may be done in coordination with the workshop in Program 18. Coordinate outreach efforts to inform landlords and tenants of recent changes to state law that prevent source of income discrimination, including allowance of housing choice vouchers (HCVs) to establish a renter's financial eligibility. Pursuant to SB 330, ensure that when existing housing is demolished, at least an equivalent number of units at the same affordability are created as replacements.	Element adoption; create and distribute informational materials by within 18 - 24 months of Housing Element adoption, with annual outreach to tenants and relevant organizations. Conducted workshop within one year of adoption.		income discrimination and housing choice vouchers to 35 households annually.
Program 10	The Home Sharing and Tenant Matching program will work in tandem with educating residents and facilitating additional ADU and JADU developments across the City. The pamphlets developed in Program 22 will include detailed the Pinole home sharing program, once developed, and references to other educational and financial resources for homeowners incorporating and ADU and/or JADU on their properties or seeking housemates to live in their JADU. A Home Sharing and Tenant Matching program can also assist in helping those who work in Pinole, including teachers, find housing options in the City.	Develop program components, outreach strategies and compile resources within three years of Housing Element adoption.	Citywide	10 tenant matches completed throughout the planning period.
Segregation and Integration				
Program 3	The City will provide technical assistance to developers to encourage provision of affordable housing that are consistent with City goals.	Technical assistance provided as needed. Develop comprehensive coordinated review	Faith-based organizations and facilities across Pinole.	Technical assistance to all affordable housing applicants. Make the comprehensive

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HE Programs or Other Activities	Specific Commitment	Timeline	Geographic Targeting	2023–2031 Metric
	The City will engage and coordinate with other public agencies, faith and community-based organizations, and housing developers.	procedures with all city departments within one year of Housing Element adoption. Create developer interest list within 6 months of Housing Element adoption and contact affordable housing builders annually with information about sites to facilitate development of affordable rental housing. Annual outreach to public agencies and community and faith-based organizations for funding and partnership opportunities.		coordinated review with all city departments standard operating procedure for all residential developments. Annual review of available funding sources and contact to other agencies and developers.
Program 4	To encourage and increase ADU production in the City, a number of efforts are included. The programs are intended to help the City meet its target projection of 3 ADUs per year.	Track ADU permits as they are submitted. Review ADU strategies annually as part of the Annual Progress Report process. Adopted amnesty program and developed fast track program within 2 years of Housing Element adoption.	Targeted promotion of ADUs in east Pinole. Targeted promotion of ADUs in neighborhoods which the geographic review identifies as building fewer ADUs.	Construction of 5 ADUs per year.

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HE Programs or Other Activities	Specific Commitment	Timeline	Geographic Targeting	2023–2031 Metric
Program 5	The City will develop incentives to encourage residential mixed-use development in areas consistent with the Three Corridors Specific Plan Land Use Plans, and in particular along portions of the San Pablo Avenue, Pinole Valley Road, and Appian Way.	Within two years of Housing Element adoption.	Three Corridors Specific Plan areas and mixed-use zones	Amended zoning ordinance with adopted incentives. Entitlement of 3 mixed-use projects using one or more of the available incentives
Program 7	Create and adopt a set of incentives for projects that provide a minimum of 15 percent of total units affordable to low and moderate income households, and provide additional affordable housing beyond the City's 15 percent inclusionary requirement.	Within two years of Housing Element Adoption	Citywide	Completion of initial review of affordable housing developments within prescribed timeline. Expedited review of projects to take 50% less time than the normal review process.
Program 11	The City is including a number of zoning amendments as identified in the constraints section to ensure compliance with state law and remove constraints to development.	Within two years of Housing Element adoption.	Citywide	Not Applicable
Program 18	As a part of the EJ Element, the City will pursue programs to increase environmental health and quality of life across Pinole. The City is working with County develop a contractual arrangement to develop an enhanced BayREN Home+ rebate incentive structure for Pinole homeowners and multifamily property owners to undertake needed energy efficiency projects.	As identified in CIP Schedule; Environmental Justice Element adopted by the end of 2023. BayREN rebates in the 2022-23 fiscal year.	Targeted roll out of program to Western Pinole/EJ Element Impacted Community first.	Completed Capital Improvement Projects and Adopted Environmental Justice Element.

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HE Programs or Other Activities	Specific Commitment	Timeline	Geographic Targeting	2023–2031 Metric
	The City has multiple projects in its Capital Improvements Plan identified to improve mobility and active transportation opportunities in the western part of the City.			
Program 22	The City is developing a comprehensive education program to promote the development of second dwelling units in the City. The program will contain information for residents who may be unaware of the ability to build or incorporate an ADU and/or JADU on their properties, as well as detailed guidance on how to go through the ADU an JADU process and what financial resources are available. The City will provide pamphlets on the City website and at City Hall with detailed information on the ADU and JADU processes. The City will also provide a pamphlet with detailed information on SB 9 opportunities in the City. This will include a FAQ and detailed guidance on how to utilize SB 9 in the City. This program will work in conjunction with Program 10.	Develop outreach strategies and compile resources within two years of Housing Element adoption. Promotion of Home Sharing and Tenant Matching (Program 10) six months after program development.	Increased promotion of ADUs, JADUs, and SB 9 potential in higher opportunity areas of the City as determined by TCAC opportunity area maps.	Increased development of ADUs from 3 to 5 annually. Development of 1 JADU annually.
Access to Opportunities				
Program 18	As a part of the EJ Element, the City will pursue programs to increase environmental health and quality of life across Pinole. The City is working with County develop a contractual arrangement to develop an enhanced BayREN Home+ rebate incentive structure for Pinole homeowners and multifamily property	As identified in CIP Schedule; Environmental Justice Element adopted by the end of 2023. BayREN rebates in the 2022-23 fiscal year.	Targeted roll out of program to Western Pinole/EJ Element Impacted Community first.	Completed Capital Improvement Projects and Adopted Environmental Justice Element.

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HE Programs or Other Activities	Specific Commitment	Timeline	Geographic Targeting	2023–2031 Metric
	owners to undertake needed energy efficiency projects. The City has multiple projects in its Capital Improvements Plan identified to improve mobility and active transportation opportunities in the western part of the City.			
Program 19	The City will advertise the services of and collaborate with the County’s contracted fair housing provider, currently ECHO Housing. ECHO housing holds monthly Regional Fair Housing Trainings for tenants, landlords, service providers, and staff of local governments. The City will hold an annual workshop with the County’s fair housing service provider or another qualified fair housing service provider in the City of Pinole. The City will make educational and training resources available to tenants, landowners, homeowners, and any other residents who may be affected by fair housing policy. The City will continue to encourage improved community participation and representation in all official city business, events, and communications. The City will contract with a translation service as needed for meetings, putting a standard note on all hearing notices and communications in Tagalog, Spanish and Chinese indicating that interpretation and translation services are available upon request. The City will contract with a translation service for direct on	Biennial fair housing workshops. Ongoing provision of resources and referrals to fair housing service providers. Review of demographics to determine appropriate translation and interpretation languages every 4 years.	Hold at least 50% of in person workshops for fair housing in west Pinole, or other areas with low access to opportunities per the most recent TCAC opportunity area map.	Provide annual workshops or information fairs with the County fair housing provider or another qualified fair housing provider. Provide fair housing resources or referrals to 50 households annually.

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HE Programs or Other Activities	Specific Commitment	Timeline	Geographic Targeting	2023–2031 Metric
	the spot translation/interpretation needs at the front counter. The City will review demographic changes in the City to determine if translation should be provided for new or additional languages every four years. Translation to additional languages added as determined by demographic analysis. The City will also participate in the Regional Analysis of Impediments to Fair Housing Choice, which is updated every five years. The City will work with the County to publicize the outreach program for the update.			
Program 21	The City will promote and advertise available housing resources to residents through a variety of mediums. The City will continue to promote homebuyer assistance programs available through the County and State, such as the Mortgage Credit Certificate (MCC) program and California Housing Finance Agency's down payment assistance programs. Promotion of housing resources and education efforts will be done in accordance with the recently adopted Communication and Engagement Plan that was created to help strengthen the City's communication efforts and effectively reach and engage residents. The Plan includes steps to develop a defined process for translation services and include bilingual communication in social media posts.	Provision of information within 18 months of Housing Element adoption. Presence at community events at least once per year.	Citywide	Provision of housing information to approximately 75 residents annually.

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HE Programs or Other Activities	Specific Commitment	Timeline	Geographic Targeting	2023–2031 Metric
Program 10	The Home Sharing and Tenant Matching program will work in tandem with educating residents and facilitating additional ADU and JADU developments across the City. The pamphlets developed in Program 22 will include detailed the Pinole home sharing program, once developed, and references to other educational and financial resources for homeowners incorporating and ADU and/or JADU on their properties or seeking housemates to live in their JADU. A Home Sharing and Tenant Matching program can also assist in helping those who work in Pinole, including teachers, find housing options in the City.	Develop program components, outreach strategies and compile resources within three years of Housing Element adoption.	Citywide	10 tenant matches completed throughout the planning period.
Outreach and Enforcement Capacity				
Program 18	As a part of the EJ Element, the City will pursue programs to increase environmental health and quality of life across Pinole. The City is working with County develop a contractual arrangement to develop an enhanced BayREN Home+ rebate incentive structure for Pinole homeowners and multifamily property owners to undertake needed energy efficiency projects. The City has multiple projects in its Capital Improvements Plan identified to improve mobility and active transportation opportunities in the western part of the City.	As identified in CIP Schedule; Environmental Justice Element adopted by the end of 2023. BayREN rebates in the 2022-23 fiscal year.	Targeted roll out of program to Western Pinole/EJ Element Impacted Community first.	Completed Capital Improvement Projects and Adopted Environmental Justice Element.

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HE Programs or Other Activities	Specific Commitment	Timeline	Geographic Targeting	2023–2031 Metric
Program 19	The City will advertise the services of and collaborate with the County’s contracted fair housing provider, currently ECHO Housing. ECHO housing holds monthly Regional Fair Housing Trainings for tenants, landlords, service providers, and staff of local governments. The City will hold an annual workshop with the County’s fair housing service provider or another qualified fair housing service provider in the City of Pinole. The City will make educational and training resources available to tenants, landowners, homeowners, and any other residents who may be affected by fair housing policy. The City will continue to encourage improved community participation and representation in all official city business, events, and communications. The City will contract with a translation service as needed for meetings, putting a standard note on all hearing notices and communications in Tagalog, Spanish and Chinese indicating that interpretation and translation services are available upon request. The City will contract with a translation service for direct on the spot translation/interpretation needs at the front counter. The City will review demographic changes in the City to determine if translation should be provided for new or additional languages every four years. Translation to additional languages added as determined by demographic analysis. The City will also participate in the Regional Analysis of Impediments to Fair Housing Choice,	Biennial fair housing workshops. Ongoing provision of resources and referrals to fair housing service providers. Review of demographics to determine appropriate translation and interpretation languages every 4 years.	Hold at least 50% of in person workshops for fair housing in west Pinole, or other areas with low access to opportunities per the most recent TCAC opportunity area map.	Provide annual workshops or information fairs with the County fair housing provider or another qualified fair housing provider. Provide fair housing resources or referrals to 50 households annually.

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HE Programs or Other Activities	Specific Commitment	Timeline	Geographic Targeting	2023–2031 Metric
	which is updated every five years. The City will work with the County to publicize the outreach program for the update.			
Program 21	The City will promote and advertise available housing resources to residents through a variety of mediums. The City will continue to promote homebuyer assistance programs available through the County and State, such as the Mortgage Credit Certificate (MCC) program and California Housing Finance Agency's down payment assistance programs. Promotion of housing resources and education efforts will be done in accordance with the recently adopted Communication and Engagement Plan that was created to help strengthen the City's communication efforts and effectively reach and engage residents. The Plan includes steps to develop a defined process for translation services and include bilingual communication in social media posts.	Provision of information within 18 months of Housing Element adoption. Presence at community events at least once per year.	Citywide	Provision of housing information to approximately 75 residents annually.
Program 22	The City is developing a comprehensive education program to promote the development of second dwelling units in the City. The program will contain information for residents who may be unaware of the ability to build or incorporate an ADU and/or JADU on their properties, as well as detailed guidance on how to go through the ADU and JADU process and what financial resources are available. The City will provide pamphlets on the City website and at City Hall with detailed information on the ADU and JADU processes.	Develop outreach strategies and compile resources within two years of Housing Element adoption. Promotion of Home Sharing and Tenant Matching (Program 10) six months after program development.	Increased promotion of ADUs, JADUs, and SB 9 potential in higher opportunity areas of the City as determined by TCAC opportunity area maps.	Increased development of ADUs from 3 to 5 annually. Development of 1 JADU annually.

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HE Programs or Other Activities	Specific Commitment	Timeline	Geographic Targeting	2023–2031 Metric
	The City will also provide a pamphlet with detailed information on SB 9 opportunities in the City. This will include a FAQ and detailed guidance on how to utilize SB 9 in the City. This program will work in conjunction with Program 10.			

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Sites and Resources

Land Inventory

The sites and resources section of the Housing Element provides an overview of available land resources and residential sites for future housing development, evaluates how these resources can satisfy future housing needs, reviews financial and administrative resources available to support affordable housing, and discusses resources available for the development, rehabilitation, and preservation of housing in Pinole.

Housing Allocation

California General Plan law requires that a community provide a fair share of sites to allow for and facilitate production of the regional share of housing. To determine whether a jurisdiction has sufficient land to accommodate its share of regional housing needs for all income groups, that jurisdiction must identify “adequate sites.” As defined under California Government Code Section 65583(c)(1), adequate sites are those with appropriate zoning and development standards, with services and facilities to encourage and provide for the development of a variety of housing for all income levels.

The California Department of Housing and Community Development (HCD) and the California Department of Finance (DOF) are responsible for assessing the housing needs for different regions across the state. Pinole is in the Association of Bay Area Governments (ABAG) region, which received a regional allocation of 441,176 housing units. ABAG then distributed these housing units between all jurisdictions, a process known as the Regional Housing Needs Allocation (RHNA). ABAG adopted its final allocations on December 16, 2021. The City of Pinole’s RHNA for the 2023-2031 planning period (6th Cycle) is 500 total units, spread among different income categories, as shown in Table 72.

Table 72: 2023–2031 RHNA

Very Low Income	Low Income	Moderate Income	Above Moderate Income	Total
121	69	87	223	500

Source: Regional Housing Needs Allocation, ABAG, 2023-2031.

*Note: Pursuant to AB 2634, local jurisdictions are also required to project the needs of extremely low income households (0–30% of area median income). The projected extremely low-income need can be assumed as 50 percent (60) of the total need for the very low-income households.

No Net Loss Buffer

Recent changes to state law (Senate Bill 166 – 2017) require cities to continually maintain adequate capacity in their sites inventories to meet their RHNA for all income levels. In the event that a site is developed below the density projected in the Housing Element, or at a different income than projected, the City must have adequate sites available to

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accommodate the remaining balance of the RHNA. If the City does not have any additional capacity within the existing zoning, it must identify and rezone new sites that can accommodate the remaining need within six months. For these reasons, the City is including an additional buffer of 20 percent above the remaining RHNA need once accounting for pending projects and ADUs. The City is already meeting its low and above moderate RHNA with pending projects. Table 73 illustrates the RHNA breakdown by income category with the 20 percent buffer beyond the remaining need. As shown below, the City will provide adequate capacity for a total of at least 759 units (152% of the RHNA). This accounts for the 659 pending projects.

Table 73: 2023–2031 RHNA Buffer Calculation

Row Identifier	Capacity Category	Very Low	Low	Moderate	Above Moderate	Total
A	RHNA	121	69	87	223	500
B	Pending Projects + Projected ADUs	56	172	69	362	659
C	Remaining Need (A – B)	65	-	18	-	83
D	20% Buffer (C x 0.2)	13	-	4	-	17
E	Remaining Need + Buffer (C + D)	78	-	22	-	100
F	Total Site Capacity (B + E)	134	172	91	362	759

Realistic Capacity

State law requires that a city project realistic estimates for housing capacity on its RHNA sites. Realistic capacity may be estimated by utilizing recent project history, using a minimum density, or through other methods. As the majority of the City's new housing growth is expected to take the form of multifamily housing, the City reviewed multifamily projects constructed during the 5th Cycle to understand historical trends for multifamily housing production.

Multifamily developments in the City have had success in meeting the densities required by the Zoning Ordinance. Table 74 lists the recent multifamily projects built, approved, or proposed in the City. The table shows the project, land use, zoning, density, number of units, maximum density of the zone, and yield percentage of the project. Seven recent projects have density yields ranging from 55 percent to 183 percent, with an average of 109 percent of the maximum permitted density. The project with the 55 percent yield, the BCRE project,

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was designed around keeping the existing commercial/office building that is to remain, lowering the yield. For Appian Village, there were site-specific considerations such as steeply sloped areas around the western property line and Specific Plan height limitations when adjacent to single family residential that the applicant chose to design around, lowering the yield of the project to 63 percent.

Three of the seven projects used density bonuses to achieve densities greater than allowed by the underlying zoning. This greatly increased the individual and the average project yield.

To project future development yields a very conservative approach was taken. Rather than use the actual average yield (109%), the City deducted all additional units derived from density bonuses. In this manner, the yields from the recent projects were limited to a maximum of 100% of the maximum density instead of using the actual yields of up to 183% on 43% of the sites, as shown in Table 74. This lowered the average yield from 109% to 83%, as shown in Table 74. The assumed yield used in the calculations was further reduced to 70% to provide a combined 36% reduction and buffer from the actual average yields to provide a conservative and achievable estimate of project yield based on past trends. This will effectively result in a 36% buffer and safety factor over and above the 20% buffer in excess of the required RHNA.

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Table 74: Recently Built, Approved, or Proposed Multifamily Projects

Project	Land Use	Zoning	Project Density (du/acre)	Number of Units	Max Density	Yield Percentage	Calculated Percentage (100% max)
Vista Woods	MUSA	R4	89	179	50	178%	100%
Appian Village	SSA, Appian Way Corridor	RMU/CMU	20.9	154	32.7*	63%	63%
BCRE Mixed-Use Office and Residential	SSA, Pinole Valley Road Corridor	OPMU	16.6	29	30	55%	55%
SAHA Veteran's Housing	MUSA	CMU	55	334	30	183%	100%
Pinole Vista	SSA, Appian Way Corridor	CMU	37.6	223	30	125%	100%
1479 San Pablo Ave	MUSA	RMU	29.7	3	35	85%	85%
810 E Meadow	Suburban Residential	R2	15.2	5	20	76%	76%
Average						109.3%	82.7%

* Density calculated proportional to acreage between two zones

Du/acre = dwelling units per acre

The City has substantial evidence that demonstrate average project yields in excess 100% for its multi-family zones. However, to be highly conservative and meet all requirements in state law, the City is further reducing the anticipated yield to 70%. This assumption accounts for and anticipates that some properties may develop with mixed-use projects, or that some portions of existing uses may remain on site. For example, the actual average and proposed yields include the BCRE project which adds new office and residential to an existing office development.

The recent projects also demonstrate that the mixed-use zones have been developed with 100% residential projects, showing application of flexible development standards in the City. While there is a commercial component required in mixed-use zones it was waived in two recent projects. In one case it was waived due to the density bonus and in another case it was waived as the applicant provided community benefits.

Yields were determined based on recent projects shown above and zoning standards. This serves as a conservative estimate which is lower than the average of recent development projects in these zones. In mixed-use zones alone, recent projects have averaged 74 percent of the yield, using 100 percent as the maximum for density bonus projects. Using 70 percent ensures a realistic estimate for sites in these zones. Table 75 displays the assumed yields for

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multifamily zones, by zone and provides an estimated yield density for each. Based on higher recent trends in development, a 70 percent yield is a conservative estimate that is highly likely to be achieved and exceeded as the proposed RHNA sites are developed.

For single-family zones, one unit per lot, graded pad, or subdivision capacity was assumed on each parcel.

Table 75: Assumed Yields for Multifamily Zones

Zone	Maximum Density (du/acre)	Yield	Estimated Yield Density (du/acre)
R2	20	70%	14
Residential Mixed Use (RMU)	35	70%	24.5
Commercial Mixed Use (CMU)	30	70%	21
Very High Density Residential (R4)	50	70%	35

Du/acre = dwelling units per acre

Assumed Affordability

Density

The California Government Code states that if a local government has adopted density standards consistent with the population-based criteria set by state law (at least 20 dwelling units per acre (du/ac) for Pinole), HCD is obligated to accept sites with those density standards (20 du/ac or higher) as appropriate for accommodating the jurisdiction's share of regional housing need for lower-income households. Per Government Code Section 65583.2(c)(3)(B), the City's R2, R3, R4, RMU, CMU, and OPMU zones are consistent with the default density standard (20 du/ac) for Pinole, and therefore considered appropriate to accommodate housing for lower-income households. For parcels that were split-zoned, the density was assumed proportional to the acreage of each zone.

Moderate-income housing can be accommodated through medium- and higher-density zones, with densities ranging from 15 du/ac and above. Above moderate-income housing needs may be met through lower-density, single-family typologies, typically in the 0 to 15 du/ac range. The sites in the inventory are assumed at a mix of very low-, and moderate-incomes.

Size

Pursuant to state law, sites accommodating lower-income units must have areas between 0.5 and 10 acres, regardless of allowed density. The City identified sites that meet the size criteria for the lower-income units.

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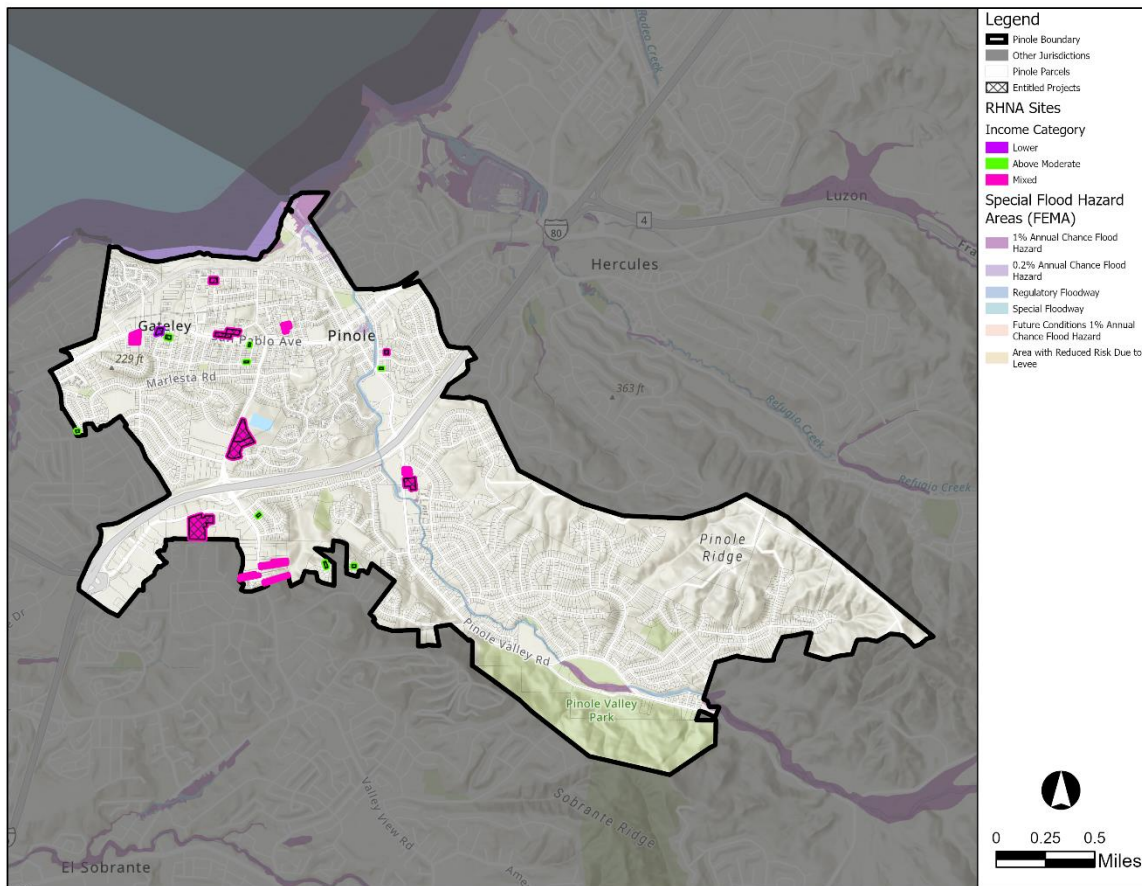
Environmental and Infrastructure Constraints

The site inventory analysis takes into consideration any environmental constraints such as habitat, flood, noise hazards, and steep slopes. Any environmental constraints that would lower the potential yield have already been accounted for in the site/unit capacity analysis through a reduction of the developable acreage of the site. In general, the deductions in the yield from the maximum will cover and accommodate any reductions in site capacity due to environmental constraints.

Flooding

Figure 45 displays the flood hazard zones as identified by the Federal Emergency Management Agency (FEMA). The vast majority of Pinole falls into an area with no identified flood risk. A regulatory floodway running through the city creates minimal spots of areas with identified flood risk along the regulatory floodway. None of the RHNA sites are in any areas with an identified flood risk.

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Figure 45: Flood Hazard Zones**Flood Hazard Areas and RHNA Sites**

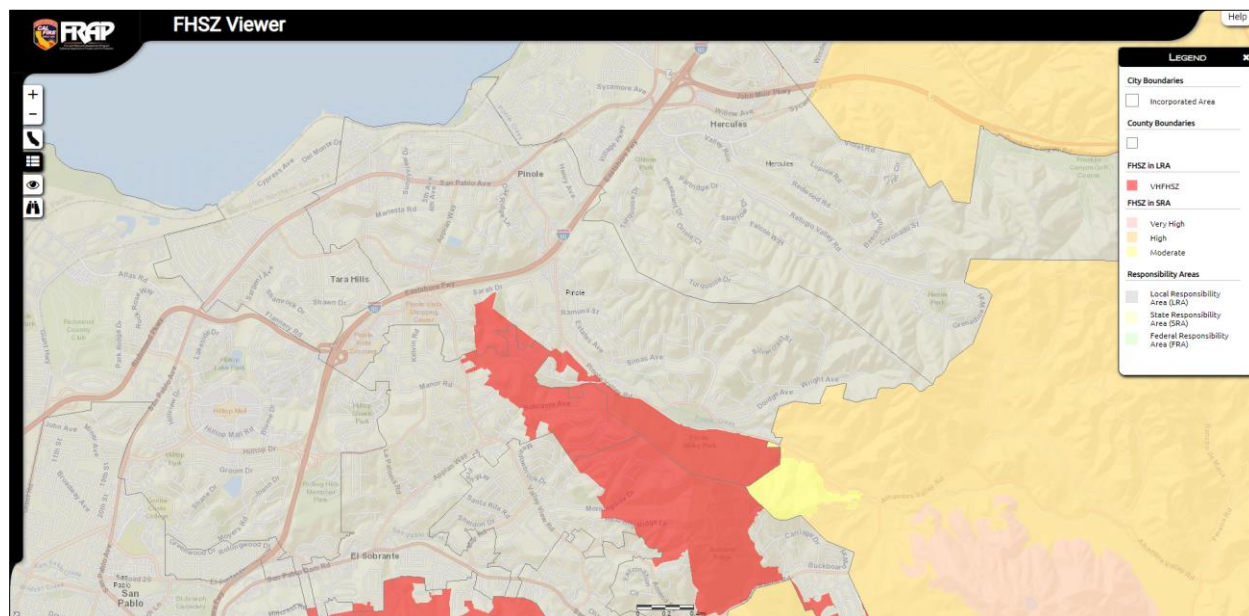
Source: Federal Emergency Management Agency.

Fire

There are few areas in the City that fall into a Very High Fire Hazard Severity Zone (VHFHSZ), as shown in Figure 46. Areas in the VHFHSZ are along the southeastern edge of the City, along the City boundary. None of the RHNA sites fall into the VHFHSZ.

The City of Pinole Fire Department provides service to the City. There is currently one operating fire station, fire station No. 73. The City is currently in discussions with ConFire to negotiate a contractual arrangement for ConFire to take over all fire protection services (fire prevention, suppression, and emergency medical response). This would include reopening Fire Station No. 74 that has been closed since 2011. This would allow for shortened response times throughout the City and increased services.

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Figure 46: Very High Fire Hazard Severity Zones

Source: California Department of Forestry and Fire Protection. Fire Hazard Severity Zone Viewer.

Infrastructure

Most vacant or underutilized land currently available for development in the City of Pinole can be served by the infrastructure necessary for development. Parcels that do not have all utilities are large, single-family parcels that are not included in the RHNA inventory. All of the RHNA sites are served by the necessary infrastructure for development.

The East Bay Municipal Utility District (EBMUD) provides water service to the City. The City of Pinole and West County Wastewater District (WCWD) are the wastewater service providers to the City. Currently there is adequate capacity available within EBMUD and both wastewater service providers sewer districts to handle development anticipated in the Pinole General Plan. The installed utilities that provide gas distribution, electric circuit, and service are also adequate to handle future development in Pinole.

The City complies with requirements regarding water and sewer priority allocation to affordable housing. As needed, the City will coordinate with EBMUD, WCWD, and the Pinole/Hercules Water Pollution Control Plant (WPCP) Joint Powers Authority to facilitate adoption of similar policies or to ensure adherence to California Public Utilities Commission policies on water/sewer priority for affordable housing. In 2016, the City adopted a policy for water and sewer services to provide priority allocation to affordable housing in the event a rationing system is implement.

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Entitled and Pending Projects

A total of 635 entitled units are counted toward meeting the RHNA, as listed in Table 76. There are enough entitled, deed-restricted low-income units to fully meet the low-income RHNA of 69. There are 165 low-income pending units, which yields a surplus of 96 units beyond the RHNA. There are also 359 pending above moderate units which exceed the RHNA of 223 by 136 units. In addition, there are 49 pending very low units and 62 pending moderate units.

Projects with affordable units are deed-restricted for a length of 55 years. The Vista Woods, Appian Village, SAHA, and BCRE projects all have a restrictive covenant for a length of 55 years from the certificate of occupancy, which have not yet been issued.

Table 76: Entitled and Pending Projects

Entitled and Pending Projects	Very Low	Low	Moderate	Above Moderate	Total
Single Family Homes, ADUs, triplex, and lot subdivisions	-	-	2	15	17
Appian Village	-	8	23	123	154
SAHA Affordable Veteran's Housing	27	6		-	33
BCRE Mixed-Use Office and Residential	2	2	-	25	29
Vista Woods Affordable Senior Housing	7	135	37	-	179
Pinole Vista	13	14	-	196	223
Total	49	165	62	359	635

Source: City of Pinole.

Accessory Dwelling Units

Recent changes to state law have spurred accessory dwelling unit (ADU) production across the state, and Pinole has seen an increase in ADUs permitted since 2017. Based on recent growth and interest in ADU production, the City anticipates that ADUs will accommodate some of the RHNA requirement. ADUs included in the RHNA are calculated based on recent trends seen in the City.

The City is including Program 4 to incentivize and encourage ADU development. This includes measures to specifically facilitate ADU construction for lower-income households per California Government Code Section 65583(c)(7).

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ADU Production Trends

Table 77 illustrates trends in ADU production since 2018. ADU production has grown and is expected to continue expanding throughout the 6th Cycle. In 2022, the City has permitted four ADUs through September, with 6 additional applications undergoing review. The average number of ADU permits issued since 2018 is three per year, for a prospective total of 24 during the 6th Cycle. The City is not relying heavily on ADUs to meet the RHNA.

Table 77: ADUs Building Permits Issued

Year	# of ADUs
2018	1
2019	2
2020	5
2021	3
2022	4*
Average	3

Source: City of Pinole.

* Through September 2022

Affordability Trends

To best predict future affordability levels, the City relies on the ABAG “Using ADUs to Satisfy RHNA” Technical Memo,¹⁶ which contains the affordability assumptions for ADUs as shown in Table 78. The City predicts that this trend will continue and that future ADU production will also be affordable to low- and very low-income households. Many ADU applicants from 2018 to 2020 indicated intent for the unit to remain affordable at no or negligible cost for immediate family members, such as adult parents or children.

Table 78: ADU Affordability Assumptions

Percent	Income Category	# of ADUs
30%	Very Low	7
30%	Low	7
30%	Moderate	7
10%	Above Moderate	3

¹⁶ ABAG. “Using ADUs to Satisfy the RHNA.” https://abag.ca.gov/sites/default/files/documents/2022-06/ADUs-Projections-Memo_final.pdf

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Ability to Meet the RHNA

The City has enough existing residentially zoned land with near-term development potential to meet its RHNA and 20 percent buffer of the unmet RHNA units (83). The existing zoning has capacity to meet the RHNA without rezoning, as shown in Table 79, through pending projects, ADUs, and both vacant and non-vacant sites. The development considered in this table takes development constraints into consideration when evaluating each site's development potential, such as environmental constraints and split-zoning.

To meet the unmet RHNA for lower- and moderate-income households, the Housing Element Sites Inventory relies on sites with densities that allow for at least 20 du/acre. The sites are projected with a mix of very low- and moderate- incomes.

California Government Code Section 65583.2 (h) states that cities must have a program to facilitate by-right approval for projects that include at least 20 percent of the units for lower-income housing on rezoned low-income sites. The City of Pinole is not rezoning any sites to meet the RHNA. Thus, this provision is not applicable to the sites inventory for Pinole.

California Government Code Section 65583.2 (c) states that cities must have a program to facilitate by-right approval for projects that include at least 20 percent of the units for lower-income housing on vacant sites that were included in the previous cycle and non-vacant sites included in the previous two cycles. The sites inventory does not include any sites used in previous cycles. Thus, this provision is not applicable to the sites inventory for Pinole.

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Table 79: Housing Capacity

Row Identifier	Category	Very Low	Low	Moderate	Above Moderate	Total
A	RHNA Requirement	121	69	87	223	500
B	Pending Projects	49	165	62	359	635
C	ADUs	7	7	7	3	24
D	Unmet RHNA (A – B – C)	65	-	18	-	83
E	Unmet RHNA + 20% Buffer (D x 1.2)	78	-	22	-	100
F	Vacant Opportunity Site Capacity	45	-	15	-	60
G	Non-Vacant Opportunity Site Capacity	40	-	12	-	52
H	Total Identified Capacity (B + C + F + G)	141	172	96	362	771
I	Opportunity Site Capacity Buffer ([F + G] / D)	31%	-	50%	-	-

Lower Income Capacity

Government Code Section 65583.2 (g) (2) states that housing elements relying on non-vacant sites for greater than 50 percent of its lower-income households need to demonstrate that the existing use does not constitute an impediment to additional residential development. This section does not apply to Pinole, as the City exceeds the 50 percent threshold through vacant sites, pending projects, and ADUs, as shown in Table 80. Ninety percent (170 units) of the 190 lower-income RHNA units will be met by the pending entitlement sites, projected ADUs, and vacant RHNA sites. The remaining 10 percent (20 units) will be met on non-vacant sites.

The City has low-income capacity through ADUs, pending projects, and vacant sites. Fifty percent of the lower-income RHNA is 95 units. The City has over twice its low-income RHNA (69 units) fulfilled in pending sites (165 units). In addition to meeting the low-income RHNA already, the City has 49 pending very low-income units and 7 projected very-low income ADUs. This sums to a total of 125 pending units and ADUs (69 pending low-income units, 49 pending very-low income units, 7 projected very low ADUs).

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Beyond this, the City also has capacity on vacant sites for additional 45 lower-income units. This totals to 170 units on vacant, pending sites, or ADUs, resulting in an excess capacity of 75 units beyond the 50 percent that is needed per Government Code Section 65583.2 (g) (2).

Table 80: Lower-Income Capacity

Category	Units	% of Lower-Income RHNA
<i>Low and Very Low Income RHNA</i>	<i>190</i>	<i>100%</i>
<i>50% of Low and Very Low Income RHNA</i>	<i>95</i>	<i>50%</i>
Total Provided	170	90%
Low Income RHNA (Met by Pending Units)	69	36%
Very Low Income Pending Units	49	26%
Very Low Income Projected ADUs	7	4%
Lower Income Capacity: Vacant Sites	45	24%
Excess Capacity beyond 50%	75	-

Site Details

The site selection process examined zoned capacity, existing uses, vacancy, and recent development trends to determine which parcels to include to meet the RHNA. Both vacant and non-vacant sites are included in the RHNA.

For a detailed analysis of the sites as they relate to affirmatively further fair housing, see the Affirmatively Furthering Fair Housing chapter.

Vacant Sites

A portion of the RHNA will be met on vacant land that is zoned for residential use. Per HCD's Housing Element Sites Inventory Guidebook, a vacant site is one "without any houses, offices, buildings, or other significant improvements [...] or structures on a property that are permanent and add significantly to the value of the property."¹⁷ The vacant site capacity is shown by zone in Table 81.

¹⁷ HCD. Housing Element Sites Inventory Guidebook. https://www.hcd.ca.gov/community-development/housing-element/docs/sites_inventory_memo_final06102020.pdf.

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Table 81: Vacant Site Capacity

APN	Zone	Capacity
401350015	R2	11
426020027	RMU	25
430290006	RMU	12
430290026	RMR/R*	12
Total:	-	60

*Capacity calculated for RMU portion of parcel only.

Non-Vacant Sites

There are two non-vacant sites included in the site inventory. Sites were selected based on their existing uses, capacity for residential redevelopment, and their high potential for short-term redevelopment. Sites that are included have similar locations and zoning (CMU and RMU) as sites that have been recently developed. Existing uses include small, older commercial buildings on large mixed-use parcels. Non-vacant sites are underutilized parcels with buildings that take up a small percentage of the site. The sites selected all have adequate infrastructure capacity. The non-vacant sites are each described below. Table 82 summarizes the capacity of non-vacant sites included to meet the RHNA. The realistic capacity of non-vacant sites is 40 very low and 12 moderate units.

As shown in Table 80, 170 units (90 percent) of the 190 lower-income RHNA units will be met by the pending entitlement sites, projected ADUs, and vacant RHNA sites. The remaining 20 units (10 percent) will be met on non-vacant sites.

Sites were also selected based on trends of similar existing uses converting to residential or residential mixed-uses. There are limited but recent examples of non-vacant sites converting to residential uses in the City. This includes a recently approved project for redevelopment of a former Kmart into a mixed-use development with 223 units. Another recent project consists of the demolition of the existing vacant Doctors Medical Center Pinole Campus and a subsequent development of 154 units. One recent project in the OPMU zone consists of additions to the existing office commercial building and the development of 29 new units, providing the basis for retaining and expanding the existing use on a site while adding residential uses. Two former redevelopment properties have seen recent inquiries in converting existing commercial space into additional residential units, one adding four units into an existing mixed-use building and one adding two units into existing commercial space.

Land-improvement ratios were also calculated and considered in site selection. The comparison of assessed values for land and improvements (land-improvement ratios) is a reliable indicator of whether and to what extent sites are utilized. Typically, a newly improved site will have a ratio of well under 0.2, or where the improvements are valued at five times the value of the land. The greater the ratio, the greater the value of the land and greater

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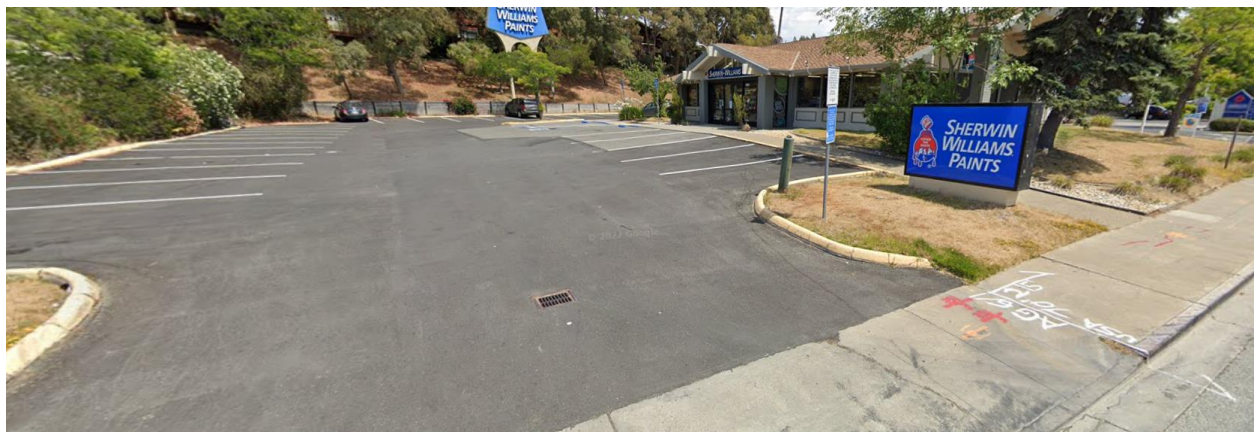
likelihood that it will be redeveloped. All of the non-vacant sites included in the inventory have a land-improvement ratio that is greater than one.

Table 82: Non-Vacant Site Capacity

Site	Zone	Capacity
360010031	CMU	14
403051012	RMU	38
Total:	-	52

2727 PINOLE VALLEY ROAD (CMU)**APN 360010031**

This 0.63-acre site at 2727 Pinole Valley Road is currently about 12 percent occupied by a paint store. The building was built between 1968 and 1980. The remaining land is covered by an underutilized surface parking lot and landscaping. It is located in a mix of residential and residential-serving uses, making this site optimal for further residential development. It is located within walking distance of grocery stores, restaurants, personal services, a library, tennis courts, transit stops, and a high school, which provide necessary resources for residents. The land-improvement ratio for the site is 10. The realistic capacity is 14 units.

*2727 Pinole Valley Road, APN 360010031**2727 Pinole Valley Road, APN 360010031*

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*725 San Pablo Avenue (RMU)***APN 403051012**

The 1.56-acre site at 725 San Pablo Avenue is currently occupied by a passport printing business. The building was built in the 1960s. This building makes up less than 6 percent of the site. The remaining lot is partially an underutilized surface parking lot, and partially vacant lot. It is adjacent to existing residential to the east, west, and south, making this site optimal for further residential development. The site could be redeveloped with the existing use maintained or with additional commercial uses. The



725 San Pablo Avenue, APN 403051012

site is located within a half mile of several restaurants, a grocery store, and a daycare center, which provide necessary resources for residents. The land-improvement ratio for the site is 1.2. The realistic capacity for this site is 38 units.



725 San Pablo Avenue, APN 403051012

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Financial Resources

Administrative Resources

The City of Pinole's Community Development Department consists of multiple divisions including the Planning Division, Building Division, Code Enforcement, Affordable Housing Division, Redevelopment Successor Agency Division and Economic Development Division. The Planning Division reviews land use entitlement applications and is responsible for the implementation of the General Plan, Three Corridors Specific Plan, and Zoning Ordinance. The Building Division is responsible for processing building permit applications, issuing building permits, and conducts building inspections. The Code Enforcement Division resolves land use-related violations on private property. The Affordable Housing Division ensures that facilities that have received City financial assistance to create affordable housing units comply with affordability agreements, investing limited City affordable housing resources to provide affordable housing units and support to the homeless, and developing or disposing of the City's remaining real property assets inherited from the former Pinole Redevelopment Agency affordable housing program. The Redevelopment Successor Agency Division is responsible for effectively winding down the activities of the Redevelopment Successor Agency by administering the remaining enforceable obligations. The Economic Development Division is a new division, instituted in FY 2021/22. It coordinates with the City Manager department to create economic development strategies for the City and is responsible for carrying out those strategies.

As a part of Program 6, the City is developing a Housing Successor's Low and Moderate Income Housing Asset Fund Policy. The policy will set priorities and goals for the use of affordable housing funds in the City as well as investigate the creation of an in-lieu fee as an additional alternative to the inclusionary housing requirement.

Countywide Programs

BayREN

The Bay Area Regional Energy Network (BayREN) is a coalition of the Bay Area's nine counties that partners to promote resource efficiency at the regional level, focusing on energy, water and greenhouse gas reduction. BayREN offers rebates, funding and technical assistance to help residents, property owners, business owners and local governments improve the resource-efficiency and carbon footprint of their buildings. They include additional programs and incentives for lower income households.

The City is partnering with BayREN in the 2022-23 fiscal year to provide \$250k in funding for weatherization and energy efficiency projects in Pinole. The program will offer additional discounts to eligible households to make it more financially feasible to make improvements to their homes to save energy and money. A component of the program will target projects in lower resourced areas of the City, including western Pinole (Program 18).

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Weatherization Program

The Weatherization Program is a Federal and State-funded program intended to aid low – and/or fixed - income persons in adapting their home to become more energy-efficient. The program is available to any individuals renting or owning regardless of housing type.

The Program will test the gas appliances of the home as well as whole home evaluation to determine what energy-saving measures can be taken. Evaluations can determine several improvements which may include:

- Installation of ceiling insulation
- Gas furnace repair or replacement
- Weather-stripping of exterior doors
- Gas stove repair or replacement
- Replacement of exterior doors if necessary
- Gas water heater repair or replacement
- Installation of carbon monoxide alarm
- Plug gaskets
- Installation of programmable thermostats
- Installation of water saving devices
- Replacement of broken windows
- Other minor home repairs

MCE

MCE is a not-for-profit clean energy public agency and provides electrify service to more than one million residents and businesses in 37 member communities across four Bay Area counties including Contra Costa County.

MCE provides a program for single-family homeowners and renters to receive home energy upgrades, home energy assessments, and a gift box with energy-saving products at no cost, but must meet the qualifying gross annual household income requirements. The home assessment determines the eligibility for the free energy upgrades, qualifying homes can receive the following upgrades:

- Heat pump
- Water heater
- Attic insulation
- Gas furnace

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- Duct sealing
- Pipe insulation

The energy -saving gift box includes:

- Smart thermostat
- Water-saving shower head
- Water-saving kitchen faucet aerator
- Two bathroom faucet aerators

MCE customers who are single family homeowners are also eligible to receive a \$1,000 rebate for installing a heat pump water heater. BayREN Home+ also offers cash rebates for weatherization, efficient heating and cooling, and other electrification measures, as well as bonus rebates for combining measures.

Emergency Housing Voucher

Through the American Rescue Plan (ARP), the Housing Authority of the County of Contra Costa received 201 vouchers appropriated for the Emergency Housing Voucher (EHV) program. Families participating in the EHV program benefit from a subsidy each month to help pay their rent and utilities. The subsidy varies for each family depending upon the family's size and income. The Housing Authority has established payment standards for the EHV program set at 110 percent of the fair market rents (FMRs) established by the US Department of Housing and Urban Development (HUD). The payment standards are the maximum amount of assistance a family can receive based on HUD funding.

Table 83: EHV Program Payment Standards

	0-BR	1-BR	2-BR	3-BR	4-BR	5-BR	6-BR	7-BR
Payment Standards	\$1,691	\$2,038	\$2,501	\$3,306	\$3,935	\$4,525	\$5,116	\$5,706

EHV eligibility is limited to households (individuals and families) who are homeless; at risk of homelessness; fleeing or attempting to flee domestic violence, dating violence, sexual assault, stalking, or human trafficking; and recently homeless, and for whom providing rental assistance will prevent homelessness or risk of housing instability.

Permanent Local Housing Allocation

The Permanent Local Housing Allocation (PLHA) program is a state program with entitlement and competitive components. The state designated Contra Costa County as the administrator of the entitlement grant award for the Contra Costa "Urban County," which includes unincorporated communities and the cities in the county with the exception of Antioch, Concord, Pittsburg, and Walnut Creek. PLHA funds are used for the following:

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- Increase the supply of housing for households at or below 80 percent area median income;
- Facilitate housing affordability, particularly for lower- and moderate-income households; and
- Promote projects and programs to meet the local government's unmet share of the RHNA.

Neighborhood Preservation Program

The Neighborhood Preservation Program (NPP) provides low-interest loans to low-income homeowners for the purposes of rehabilitation. Eligible repairs include accessibility improvements, plumbing, HVAC, and electrical repairs, reroofing, dry rot repair, foundation stabilization, lead-based paint abatement, and window and door replacement. The program is in partnership with Habitat for Humanity East Bay/Silicon Valley. All residents who meet the program criteria in all cities and the unincorporated area of the county with the exception of Antioch, Concord, Pittsburg, and Walnut Creek are eligible.

Statewide Resources

There are a variety of statewide programs and resources available. The City receives regular notification regarding state and federal funding and grant opportunities. Additionally, the City pursues grants on a programmatic and project basis for active programs and projects.

Affordable Housing & Sustainable Communities Program (AHSC)

The AHSC Program builds healthier communities and protects the environment through prioritizing the creation of affordable housing near jobs, transit, and other important resources. The program funds land-use, housing, transportation, and land preservation projects that support infill and compact development in proximity to transit to reduce greenhouse gas ("GHG") emissions.

Funding for the AHSC Program is provided from the Greenhouse Gas Reduction Fund (GGRF), an account established to receive Cap-and-Trade auction proceeds.

Cal Housing Finance Agency's ADU Grant Program

The ADU grant program provides up to \$40,000 of reimbursement for low- or moderate-income homeowners building an ADU on their property. The property must be owner-occupied. The grant goes towards pre-development and non-reoccurring closing costs associated with the construction of an ADU. Predevelopment costs include site prep, architectural designs, permitting, soil tests, impact fees, property survey, and energy reports.

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CalHome

The purpose of the CalHome program is to support existing homeownership programs aimed at low-, very low-income, and moderate-income households. The goal is to increase homeownership, encourage neighborhood revitalization and sustainable development, and maximize the use of existing housing stock.

CalHome provides grants to local public agencies and nonprofit corporations to assist:

1. First-time homebuyer mortgage assistance through deferred-payment loans for down payment,
2. Owner-occupied home rehabilitation,
3. Homebuyer counseling,
4. Technical Assistance for self-help housing projects
5. Technical assistance for shared housing programs, or
6. (Junior) Accessory dwelling unit assistance.

All funds to individual homeowners will be in the form of loans not directly given to individuals.

Golden State Acquisition Fund (GSAF)

The GSAF is a \$93 million financing program aimed at supporting affordable housing developers with capital for the development and/or preservation of affordable housing in California. Financing is available for rental housing and homeownership opportunities in urban and rural communities with loans up to five years and a maximum of \$13,950,000.

Local Early Action Planning Grant

The Local Early Action Planning (LEAP) grant provides one-time grant funding to cities and counties to update their planning documents and implement process improvements that will facilitate the acceleration of housing production and help local governments prepare for their 6th Cycle RHNA, much like the SB 2 planning grants.

The 2019-20 Budget Act provides a spectrum of support, incentives, resources, and accountability to meet California's housing goals. Some specific elements include:

- Local and regional planning grants (LEAP and REAP)
- Pro-housing preference points on competitive funding applications
- Additional funding resources
- Accountability (penalties for noncompliant housing plans)
- Reform (collaborative processes to reform regional housing needs)

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The City of Pinole was awarded \$65,000 in LEAP funding to help fund the Housing Element Update, prepare California Environmental Quality Act documentation relating to the Housing Element Update, and fund activities to facilitate housing.

Local Housing Trust Fund Program (LHTF)

The purpose of this program is to provide funds to cities and counties, Native American Tribes, and nonprofit organizations to increase the supply of housing to households with incomes of 80 percent or less of area median income. To do this the LHTF program provides matching grants to local and regional housing trust funds that are funded on an ongoing basis and dedicated to the construction, rehabilitation, or preservation of affordable housing, transitional housing, and emergency shelters.

Regional Early Action Planning Grant

Regional Early Action Planning (REAP) 2.0 is a flexible program that seeks to accelerate progress toward the state housing goals and climate commitments through a strengthened partnership between the state, its regions, and local entities. REAP 2.0 seeks to accelerate infill housing development, reduce vehicle miles traveled (VMT), increase housing supply at all affordability levels, affirmatively further fair housing, and facilitate the implementation of adopted regional and local plans to achieve these goals.

REAP 2.0 will be administered by HCD in collaboration with the Governor's Office of Planning and Research, the Strategic Growth Council, and the California Air Resources Board.

REAP 2.0 provides a \$600 million investment to advance implementation of adopted regional plans by funding planning and implementation activities that accelerate infill housing and reductions in per capita VMT.

The City of Pinole was awarded \$20,000 in REAP funding to help fund the Housing Element Update, prepare California Environmental Quality Act documentation relating to the Housing Element Update, and fund activities to facilitate housing.

Senate Bill (SB) 2 Grant

In 2017, a 15-bill housing package was signed into law aimed to address the state's housing issues; the package included the Building Homes and Jobs Act. This established a \$75 recording fee on real estate documents to increase the supply of affordable homes in California.

This funding was designed to help cities and counties accomplish the following:

- Accelerate housing production;
- Streamline the approval of housing development affordable to owner and renter households at all income levels;

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- Facilitate housing affordability, particularly for lower- and moderate-income households;
- Promote development consistent with the State Planning Priorities (Government Code Section 65041.1); and
- Ensure geographic equity in the distribution and expenditure of the funds.

The City of Pinole maximum grant amount that could be awarded in 2019 was \$160,000. The City is anticipating using this funding to develop objective design and development standards and preparing, updating or revising the environmental documentation supporting the Specific Plan/General Plan to provide CEQA clearances for projects that comply with existing zoning (Program 5).

The No Place Like Home Program

The No Place Like Home Program provides loans to eligible counties to acquire, design, construct, rehabilitate, and/or preserve permanent supportive housing for persons who are experiencing homelessness or chronic homelessness, or who are at risk of chronic homelessness, and who need mental health services. Projects funded through this must be apartment complexes of five or more units.

Department of Housing and Urban Development Grants

Home Investment Partnerships Program

The HOME Program is federally funded by HUD to provide decent affordable housing to lower-income households. The HOME Program is administered on behalf of the Urban County cities, which includes Pinole.

Housing Choice Voucher Program

The Housing Choice Voucher (HCV) program is a rental assistance program that helps very low-income families to live in market-rate housing units rather than public housing. Households are provided with vouchers that are paid to private market-rate landlords, who are then reimbursed by HUD.

Project-Based Voucher Program

The Project-Based Voucher Program provides rental assistance to households living in specific housing sites. Because the rental assistance is tied to a particular unit, a family who moves (voluntarily or through eviction) no longer qualifies to receive housing assistance. The Housing Authority administers different waiting lists by bedroom size for each project-based housing site. These housing sites are either multifamily or senior housing developments.

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Housing Goals, Policies, and Programs

The section of the Housing Element outlines the City of Pinole's goals, policies, and implementation programs for the preservation, conservation, improvement, and production of housing for the 2023 – 2031 planning period. The goals, policies, programs, and quantified objectives are designed to help ensure housing opportunities for all existing and future residents of the community. As appropriate, programs also include a geographic targeting.

Housing Goals and Policies

Housing Production and Adequate Sites to Meet Regional Housing Needs

Goal 1

Provide adequate residential sites to accommodate projected housing needs and encourage the production of a variety of housing types

Policy 1.1: Encourage the provision of a variety of housing options for Pinole residents.

Policy 1.2: Strive to ensure adequate land is available at a range of densities to meet Pinole's existing and projected housing needs.

Policy 1.3: Pursue partnerships between non-profit and for-profit housing developers to encourage affordable housing production.

Policy 1.4: Provide an active leadership role in helping attain the objectives of the City's Housing Element by following through on the actions prescribed in the Housing Element in a timely manner and monitoring progress annually.

Policy 1.5: Work cooperatively with west county jurisdictions to plan for the satisfaction of regional housing needs, including the development of affordable housing units for all economic segments of the region.

Policy 1.6: Encourage the development of ADUs.

Housing to Meet the Needs of All Income Levels and Special Needs Groups

Goal 2

Provide a broad range of housing opportunities to meet the needs of all income levels, with emphasis on providing housing that meets the special needs of the community.

Policy 2.1: Maintain appropriate land use regulations and other development tools to encourage development of affordable housing opportunities throughout the City.

Policy 2.2: Develop programs to assist lower income seniors and individuals with disabilities to live independently, age in place, and maintain their homes.

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Policy 2.3: Continue the use of the inclusionary housing ordinance to facilitate the development of below market-rate units.

Policy 2.4: Encourage the development of new affordable housing. Facilitate housing development that is affordable to extremely low-, very low-, low-, and moderate-income households by providing technical assistance, regulatory incentives and concessions, expedited development review, and financial resources as funding allows.

Policy 2.5: Encourage and incentivize mixed-use development to allow for increased housing opportunities.

Removal of Governmental Constraints

Goal 3

Reduce or remove governmental constraints to the development, improvement, and maintenance of housing where feasible and legally permissible.

Policy 3.1: Periodically review City regulations, ordinances, permitting processes, and residential fees to ensure that they do not constrain housing development and are consistent with State law.

Policy 3.2: Support housing for individuals with disabilities through the use of reasonable accommodations procedures, including flexibility in the application of land use or zoning regulations, when necessary to eliminate barriers to housing opportunities.

Policy 3.3: Accommodate housing needs for extremely low-income households and special needs persons through modification of the City's development regulations.

Conserve, Preserve, and Improve the Housing Stock

Goal 4

Maintain and conserve the existing housing stock in a sound, safe, and sanitary condition.

Policy 4.1: Monitor and maintain the supply of existing affordable housing to ensure that it remains affordable.

Policy 4.2: Promote the maintenance and rehabilitation of structures in poor condition and take action to prevent poorly maintained properties from further deterioration.

Affirmatively Further Fair Housing

Goal 5

Ensure the provision of adequate housing for all persons regardless of income, age, sex, race, or ethnic background, consistent with the Fair Housing Act.

Policy 5.1: Increase housing opportunity and mobility so that all residents of Pinole have choice of adequate housing options.

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Policy 5.2: Refer discrimination complaints to a fair housing service provider that addresses housing discrimination.

Policy 5.3: Promote fair housing standards and ensure compliance with State and federal fair housing laws.

Housing Education and Community Outreach

Goal 6

Increase awareness, availability of information, and participation in housing programs.

Policy 6.1: Consolidate and disseminate housing-related resources to provide better access to information on available housing programs and affordable housing units.

Policy 6.2: Encourage the production of ADUs in all residential areas of the City through outreach and educational materials.

Policy 6.3: Encourage and support early public participation in the development and review of City housing policy from all economic segments of the community, including encouraging neighborhood level planning and working with community group and other interest groups. Encourage developers of any major project to have neighborhood meetings with residents early in the process to undertake early problem solving and facilitate more informed, faster and constructive development review.

Quantified Objectives

Housing Element law requires that quantified objectives be developed with regard to new construction, rehabilitation, conservation, and preservation activities that will occur during the eight-year Housing Element cycle. These objectives are shown in Table 84.

- The Construction Objective represents the City's RHNA of 60 units for extremely low-income households, 61 units for very low-income households, 69 units for low-income households, and 87 units for moderate-income households, and 223 units for above moderate-income households.
- The Rehabilitation objective represents rehabilitation assistance to 20 households through the City's rehabilitation and acquisition programs.
- The Conservation/Preservation objective represents the conservation of the existing 301 affordable units in the City during the planning period (2023-2031).

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Table 84: Quantified Objectives

Target	Extremely Low Income	Very Low Income	Low Income	Moderate Income	Above Moderate Income	Total
New Construction	60	61	69	87	223	500
Rehabilitation	5	5	5	5	-	20
Conservation/Preservation	-	75*	42**	184***	-	301
Total						821

* Units at 50% AMI

** Units at 60% AMI

*** 37 units and 90% AMI and 147 units at 120% AMI

Housing Programs

The programs in this section of the Housing Element describe specific actions the City will carry out over the eight-year Housing Element cycle to satisfy the community's housing needs and meet the requirements of State law. Each program identifies the actions to be taken to implement the program, timeline to complete the action, funding source, implementing agency, supporting agency or agencies as appropriate, and a quantified objective and/or geographic target for the program, where applicable.

Housing programs define the specific actions the City will undertake to achieve the stated goals and policies with the eight-year (2023-2031) planning period. The City's housing programs for addressing community housing needs are described according to the City's housing goals.

Adequate Sites and Housing Production to Meet Regional Housing Needs

Program 1. Provision of Adequate Sites and Site Inventory Monitoring

The City will ensure that adequate sites to meet the RHNA are provided throughout the 6th Cycle. To ensure that the City monitors its compliance with SB 166 (No Net Loss), the City will track:

- Unit count and income/affordability assumed on parcels included in the sites inventory.
- Actual units constructed and income/affordability when parcels are developed.
- Net change in capacity and summary of remaining capacity in meeting remaining RHNA.

The City is not including any reused sites from the 4th or 5th Cycle in the inventory to meet the RHNA. Therefore, the requirements of Government Code sections 65583.2(h) and (i) do not apply. The statutory requirements of Government Code sections 65583.2(h) and (i), require by-right approval of housing development that includes 20 percent of the units as

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housing affordable to lower-income households on sites being used to meet the 6th Cycle RHNA that are “reuse sites” previously identified in the 4th and 5th cycles Housing Element.

The City will implement the Surplus Lands Act to annually review city-owned parcels and provide affordable housing developers the first priority for designated surplus lands as applicable per Government Code section 54227.

The City will keep a list of additional development opportunity sites to be used in the case of a net loss situation. Should the City have a net loss during the Cycle, this list shall provide the priority replacement sites to add to the RHNA site inventory. The City has begun development of this list, which currently includes six sites that have the combined capacity for 109 units eligible for lower-income development. These additional development opportunity sites provide for an additional 131% of the unmet RHNA (83 total units).

Implementing Agency: Community Development Department

Supporting Agency: Public Works Department

Timeline: Review RHNA site status annually and as development proposals are submitted. Annual review of City-owned land in conjunction with the review of Surplus Lands. Zoning ordinance amendments for “reuse sites” within one year of Housing Element adoption. Creation of additional development opportunity site list to use in the case of a net loss within three months of Housing Element adoption.

Funding Source: General Fund

Quantified Objective: Provide adequate sites to accommodate the City’s entire RHNA allocation of 500 units, including the 83 units not met with pending projects or projected ADUs. No net loss of capacity below the RHNA requirement during the planning period.

Program 2. Publicize and Promote Residential Sites Inventory

The City will publicize and promote the RHNA site inventory through a multitude of ways during the planning period. This includes publicizing the RHNA site inventory and contacting site owners and developers. Specific actions include the following.

- The City shall make the residential sites inventory available to developers by creating a City website specifically for RHNA sites and publicizing it on the City website. The City shall update the list of sites annually, or as projects are approved on the sites.
- The City shall contact affordable housing builders annually and provide information about sites to facilitate development of affordable housing.
- The City will conduct informational sessions and directly contact RHNA site owners to inform them about development opportunities on their property.

Implementing Agency: Community Development Department

Supporting Agencies: City Manager’s Department, IT Department

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Timeline: Create City webpage for RHNA sites and post sites within 6 months of adoption; update annually, or as needed. Conduct annual outreach to affordable housing builders. Contact RHNA site owners twice during the planning period, including once during the first 18 months post Housing element adoption.

Funding Source: General Fund

Quantified Objective: Maintain accurate and publicly available residential site inventory throughout the planning period. Outreach with 100 percent of RHNA site owners twice during the planning period.

Program 3. Outreach and Technical Assistance to Applicants

The City will provide technical assistance to developers to encourage provision of affordable housing that are consistent with City goals. Methods of technical assistance may include, but are not limited to:

- Provision of information about available funding sources.
- Pre-application planning meetings.
- Expedited development review and processing.
- Facilitation of neighborhood meetings.
- Coordination of all other required City departments to provide technical assistance and collaborative problem solving to applicants during development review and can include development review meetings. This includes a continuity of support from pre-application meetings through entitlement and construction.

To encourage housing production and development, the City will engage and coordinate with other public agencies, faith and community-based organizations, and housing developers. Specifically, the City will:

- Seek out opportunities to work with other public agencies by identifying housing grant funding opportunities to encourage and implement improvements and expansion of housing supply, for example participation in a continuation of the Contra Costa County Collaborative (C4).
- Work with developers by creating a developer interest list and periodically assessing development needs to encourage new residential development to provide affordable housing. The City shall contact affordable housing builders annually and provide information about sites to facilitate development of affordable rental housing.
- Notify developers of interest in including some options for larger (3+ bedroom) units in residential development projects.
- Contact other public agencies such as the Contra Costa County Housing Authority or Contra Costa County Department of Conservation and Development at least once a year for funding and partnering opportunities.

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- Contact faith-based organizations in Pinole to discuss opportunities for housing at their facilities and provide information on recent legislation regarding religious-institution affiliated housing projects.

Implementing Agency: Community Development Department

Supporting Agency: Contra Costa Housing Agency

Timeline: Technical assistance provided as needed. Develop comprehensive coordinated review procedures with all city departments within one year of Housing Element adoption. Create developer interest list within 6 months of Housing Element adoption and contact affordable housing builders annually with information about sites to facilitate development of affordable rental housing. Annual outreach to public agencies and community and faith-based organizations for funding and partnership opportunities.

Funding Source: General Fund

Quantified Objective: Technical assistance to all affordable housing applicants. Make the comprehensive coordinated review with all city departments standard operating procedure for all residential developments. Annual review of available funding sources and contact to other agencies and developers.

Geographic Targeting: Faith-based organizations and facilities across Pinole

Program 4. Facilitate ADU Production

To encourage and increase ADU production in the City, a number of efforts are included. The programs are intended to help the City meet its target projection of three ADUs per year. This program works in conjunction with Program 22, ADU, JADU, and SB 9 Education. If annual production and affordability rates do not match the estimates included in the Housing Resources Section, the City will update the ADU strategy to ensure that the City continues to maintain adequate capacity for all income levels. In the event of an ADU shortfall that results in a net loss of units below the RHNA, the City will revisit ADU promotion strategies and resources within six months to facilitate additional ADU production.

- **Updated ADU Ordinance.** The City has submitted its ADU ordinance to the State and the State acknowledge that the ordinance was received. Should the State require revisions to the ordinance, it will be modified to reflect the requested revisions within one year upon receipt of the comments.
- **ADU Tracking.** The City will track and monitor its ADU production to ensure that annual production achieves the RHNA projections (3 ADUs/year). The City will begin to request information about ADU rents from applicants to better track the affordability of proposed ADUs. As a part of ADU tracking, the City will analyze geographic distribution of ADUs biennially to understand which neighborhoods are building ADUs.

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- **ADU Fast Track Program.** The City will develop a process to fast track ADU applications through plan check by moving them to the top of the queue and reducing plan check turnaround times.
- **ADU Amnesty Program.** To ensure safe and adequate housing, the City will develop an ADU amnesty program for existing, unpermitted ADUs to receive inspections and bring units into compliance with code and permits without risk of code enforcement action, significant fee reductions and assistance in determining necessary improvements.
- **Fee Waivers for Affordable ADUs.** Current successor funds require an affordability covenant length of 55 years. The City will modify Zoning Ordinance Section 17.70.060 to shorten the required ADU covenant length (for example, for 10 – 15 years) pending alternate funding to offset the fee waivers for ADUs over 750 square feet that are made available to lower or moderate income households for a shorter period of time. The City will pursue funding sources, such as PLHA funds for this effort.

Implementing Agency: Community Development Department

Supporting Agency: Finance Department

Timeline: Track ADU permits as they are submitted. Review ADU strategies annually as part of the Annual Progress Report process. Adopted amnesty program and developed fast track program within 2 years of Housing Element adoption. Review geographic distributions of ADUs biennially.

Funding Source: General Fund, Housing Successor Low and Moderate Income Housing Asset Fund; Contra Costa County, State and Federal funding programs as available.

Quantified Objective: Increased production of ADUs from 3 to 5 per year.

Geographic Targeting: Targeted promotion of ADUs in east Pinole. Targeted promotion of ADUs in neighborhoods where geographic review identifies fewer ADUs were built.

Program 5. Incentives for Mixed-Use Developments

The City will develop incentives to encourage residential mixed-use development in areas consistent with the Three Corridors Specific Plan Land Use Plans, and in particular along portions of the San Pablo Avenue, Pinole Valley Road, and Appian Way. Specific incentives for mixed-used development include:

- A waiver of park development impact fees for deed-restricted affordable units beyond the inclusionary requirement in a development in coordination with the development of a Housing Successor's Low and Moderate Income Housing Asset Fund Policy (Program 6).
- Prepare, update, or revise EIR as appropriate to provide CEQA clearances for projects that comply with existing zoning.

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- Priority development project review and processing.

Additional incentives the City shall explore include but are not limited to:

- Increased densities.
- Providing flexibility in parking requirements.

Implementing Agency: Community Development Department

Supporting Agencies: Community Services Department, Finance Department

Timeline: Adopted incentives within three years of Housing Element adoption.

Funding Source: General Fund, Housing Successor Low and Moderate Income Housing Asset Fund, SB 2 Grant, Contra Costa County, State and Federal funding programs as available.

Quantified Objective: Amended zoning ordinance with adopted incentives. Entitlement of three mixed-use projects using one or more of the available incentives.

Geographic Targeting: Mixed-use zones allowing for residential in the Three Corridors Specific Plan.

Housing to Meet the Needs of All Income Levels and Special Needs Groups

Program 6. Development of Housing Successor's Low and Moderate Income Housing Asset Fund Policy

The City will develop a Housing Successor's Low and Moderate Income Housing Asset Fund Policy. The policy will set priorities and goals for the use of affordable housing funds in the City as well as investigate the creation of an in-lieu fee as an alternative to the inclusionary housing requirement. The policy guide will ensure efficient and productive use of the resources. The policy guide will consider RHNA requirements, local housing needs and demographics, and fair housing objectives, among other factors. To encourage housing mobility and choice across Pinole, the City will prioritize use of limited affordable funding to create affordable housing developments in higher opportunity areas of the City, including those with healthy environment, access to transportation and resources, and higher education scores, more common in eastern Pinole. The City is also including a waiver of park impact fees for affordable units beyond the inclusionary housing requirement (per Program 7).

The City will continue to require 15 percent of the units located in new residential developments of four or more to be affordable, and of those units, 40 percent must be affordable to very low income households with the construction of units off-site as an alternative. The City will pursue creation of an in-lieu fee alternative for the inclusionary housing requirement to provide flexibility for smaller projects and to create a new funding source for affordable housing projects.

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Implementing Agency: Community Development Department

Supporting Agency: Finance Department

Timeline: Three years after Housing Element adoption

Funding Source: Housing Successor Low and Moderate Income Housing Asset Fund; Contra Costa County, State and Federal funding programs as available.

Quantified Objective: Create a housing fund policy guide, create in-lieu fee alternative and funding source. For applicable development projects, maintain a minimum requirement of 15 percent inclusionary units, and of those 40 percent of units affordable to very low income households.

Geographic Targeting: Target 50 percent of affordable housing funding towards development of affordable housing in higher opportunity areas.

Program 7. Affordable Housing Incentives

Create and adopt a set of incentives for projects that provide a minimum of 15 percent of total units affordable to low and moderate income households, and provide additional affordable housing beyond the City's 15 percent inclusionary requirement. Specific incentives include:

- Priority and expedited review for affordable housing developments. The City will create and adopt a process for expedited and priority review which may include, for example, completion of initial review within 20 days following the intake of a new application and providing subsequent review comments back to applicants at a targeted expedited review rate 50 percent faster than the regular review process. The expedited review process would apply to projects that include affordable housing beyond the City's inclusionary requirement and would include factors such as affordability level, location in City, and developments targeting special needs population.
- Waiver of park impact fees for all deed-restricted affordable units above the 15 percent inclusionary units required.

The City will continue to provide incentives for lot consolidation requests made to facilitate low-income housing through strategies that may include, but are not limited to:

- Flexibility in development standards.
- Ministerial approval of lot consolidation requests made in order to facilitate development of affordable housing.

Additional incentives the City shall investigate include but are not limited to:

- Standard planning application fee waivers based on the affordability level proposed.

Implementing Agency: Community Development Department

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Supporting Agency: Community Services and Finance Departments

Timeline: Adopt expedited review process and incentives for affordable housing within two years of Housing Element adoption.

Funding Source: General Fund; Housing Successor's Low and Moderate Income Housing Asset Fund; Contra Costa County, State and Federal funding programs as available.

Quantified Objective: Adoption of priority review process. Completion of initial review of affordable housing developments within prescribed timeline. Expedited review of projects to take 50% less time than the normal City review process.

Program 8. Housing for Extremely Low Income Households and Persons with Disabilities

To encourage and facilitate the development of housing for ELI households and housing for persons with disabilities, the City will:

- Develop a Housing Successor's Low and Moderate Income Housing Asset Fund Policy that prioritizes affordable housing developments for extremely-low income households and households with persons with disabilities (see Program 6).
- Develop a fee waiver program that would provide low or no-cost building permits to age-qualified, ELI households, and disabled households to make improvements to their home for universal design.
- Reduce parking standards for ELI household developments.
- Contact housing service providers within Contra Costa County to determine the best way to facilitate development of housing for extremely low-income households and persons with disabilities.
- Based on funding availability, explore, at least once a year, development assistance for multifamily and supportive housing to meet the needs of extremely low-income households and persons with disabilities (including persons with developmental disabilities).
- Annually contact developers to assist in development where feasible by:
 - Assisting and supporting new applications.
 - Providing priority processing, in coordination with Program 7.
 - Evaluate fee deferrals or subsidies and design modifications.
 - Facilitating site acquisition.
 - Hosting an annual workshop for developers to provide information on the City's regulations regarding housing development, opportunities and sites available for development, and the City's development incentives.

Implementing Agency: Community Development Department

HOUSING ELEMENT UPDATE

Supporting Agencies: Community Services Department, Finance Department

Timeline: Annual review of funding opportunities, collaboration with services providers, and contact of developers. Annual developer workshop. Use of one or more incentives for ELI and/or households with persons with disability housing development in one project throughout the planning period. Development of fee waiver program within 18 months of Housing Element adoption. Zoning Ordinance amendments for ELI parking reduction within two years of Housing Element adoption.

Funding Source: General Fund, Housing Successor's Low and Moderate Income Housing Asset Fund; Contra Costa County, State and Federal funding programs as available.

Quantified Objective: Annual contact of developers.

Program 9. Senior Housing Incentives

The needs analysis identified a special need for the development of housing for seniors in Pinole. In response to this need, the City will develop a set of incentives to encourage the development of housing for seniors. Specific incentives include:

- Reducing parking requirements for senior housing development.
- Permit fee waivers for elderly residents for adaptation and modifications of households to accommodate universal design and aging in place (per Program 8).
- Enhanced rebate incentives for homeowners to make it financially feasible to undertake energy efficient and weatherization projects (per Program 18).
- Promote home match shared housing programs (per Program 10), such as Front Porch's Home Match, for homeowners to turn an available room into an opportunity to earn income, save money, age-in place, provide affordable housing and create new social connections.
- Participation in regional programs to provide assistance to seniors.

Additional incentives the City shall investigate include but are not limited to:

- Investigate Density Bonus beyond state law.
- Allow smaller senior units via an equivalent density unit factor that would count one senior unit as a fraction of a regular dwelling unit.

Implementing Agency: Community Development Department

Supporting Agency: Public Works Department

Timeline: Within two years of Housing Element adoption.

Funding Source: General Fund

Quantified Objective: Use of one or more incentives for senior housing development in one project throughout the planning period.

HOUSING ELEMENT UPDATE

Program 10. Home Sharing and Tenant Matching

The increasing number of elderly persons in the population is creating more demand for affordable, accessible, and low-maintenance housing. As residents age, they may desire alternatives to single-family units, opting for smaller multifamily units or assisted care living, or home sharing options. Home-sharing programs match lower income home seekers with homeowners with excess space who are interested in sharing their homes. Sharing a home promotes independent living, provides additional income for the provider, an affordable rent for the seeker, and the potential for deeper relationships for both. Shared housing promotes the efficient use of the housing stock and can help address the housing needs of seniors in the community.

The Home Sharing and Tenant Matching program will work in tandem with educating residents and facilitating additional ADU and JADU developments across the City. The pamphlets developed in Program 22 will include detailed the Pinole home sharing program, once developed, and references to other educational and financial resources for homeowners incorporating an ADU and/or JADU on their properties, or seeking housemates to live in their JADU.

A Home Sharing and Tenant Matching program can also assist in helping those who work in Pinole, including teachers, find housing options in the City.

Specific program components include:

- Partnership with support organizations that facilitate house sharing, such as Front Porch's Home Match, to turn an available room into an opportunity to earn income, save money, age-in place, provide affordable housing, and create new social connections.
- Work with the Community Services Commission to explore establishing a local shared housing program, which may include a process for matching home seekers and home providers.
- Develop detailed how-to guides that promote development ADUs and JADUs and the shared housing program to be displayed at City Hall, the Senior Center and the City's website (in coordination with Program 22).
- Active promotion of the shared housing program through senior citizen organizations such as the Pinole Senior Center and educational institutions in the City.

Implementing Agency: Community Development Department

Supporting Agencies: Community Services Department, Non-Profit Home Sharing Organizations

Timeline: Develop program components, outreach strategies and compile resources within three years of Housing Element adoption.

Funding Source: General Fund

HOUSING ELEMENT UPDATE

Quantified Objective: 10 tenant matches completed throughout the planning period.

Removal of Governmental Constraints

Program 11. Zoning Amendments

The City is including a number of zoning amendments as identified in the constraints section to ensure compliance with state law and remove constraints to development. Amendments to the zoning ordinance are as follows.

- Amend the Emergency Shelter ordinance to comply with AB 139 and to ensure that standards for emergency shelters are subject to the same standards as other uses in the same zone and parking requirements are based on staffing levels only.
- Amend the zoning ordinance pursuant to Government Code Section 65583 to allow for Low Barrier Navigation Centers by right in areas zoned for mixed uses and nonresidential zones that permit multifamily uses.
- Amend the zoning ordinance in RMU to permit manufactured homes on permanent foundations as if they were single-family homes.
- Amend the zoning ordinance to comply with SB 9 standards (California Government Code section 65852.21).
- Amend the zoning ordinance to comply with state density bonus law (California Government Code section 65915).

Implementing Agency: Community Development Department

Supporting Agency: N/A

Timeline: Within two years of Housing Element adoption.

Funding Source: General Fund

Quantified Objective: Not Applicable

Program 12. Objective Design Standards and SB 35 Streamlining

Pursuant to SB 330, the City will review and amend the Zoning Ordinance and Design Review Guidelines to ensure development standards, design guidelines, and findings are objective, and promote certainty in the planning and approval process. The City has begun the process and is currently cataloging existing objective and subjective standards.

The City will review its approval processes to accommodate SB 35 streamlined applications and by-right applications for permanent supportive housing and navigation centers. The City will provide information regarding the SB 35 process on its website.

Implementing Agency: Community Development Department

Supporting Agency: Public Works Department

HOUSING ELEMENT UPDATE

Timeline: Within two years of Housing Element adoption.

Funding Source: General Fund, SB 2 Grant

Quantified Objective: Adopted zoning amendments.

Program 13. Fee Evaluation and Publicization

The City updated its fee schedule based on the results of a completed fee review on September 1, 2022. Fees were adjusted to be more equitable and comparable to surrounding jurisdictions. To monitor the new fee schedule, the City will periodically review development impact fees to ensure that new development contributes its fair share of the costs for the provision of services and facilities. The first review of the adopted fee schedule will occur within one year of Housing Element adoption. The City will also review its Development Impact Fees (last updated in 2008) by the end of 2023.

Pursuant to AB 1483, the City will compile all development standards, plans, fees, and nexus studies in an easily accessible online location. The City will continue to provide a high-quality, parcel-specific zoning map and general plan map online.

Implementing Agency: Community Development Department

Supporting Agencies: Finance Department, City Manager Department

Timeline: Complete review of updated fees within one year of Housing Element adoption. Subsequent fee evaluations and modifications not less than every 5 years. Review of Development Impact Fees by the end of 2023.

Funding Source: General Fund

Quantified Objective: Reviewed and amended fee schedule as appropriate.

Program 14. Permit Streamlining

The City is including multiple efforts to expedite the permitting and review process through reducing the necessary levels of approval. This is a response to public outreach, constraints, and needs analyses.

Specifically, the City will:

- Lower the approval authority of entitlements for all Density Bonus projects from City Council to Planning Commission.
- Process lot consolidations ministerially.
- Adopt a priority permitting process for developments with affordable units beyond the inclusionary requirement (Program 7)

Implementing Agency: Community Development Department

Supporting Agency: Public Works Department

HOUSING ELEMENT UPDATE

Timeline: Within two years of Housing Element adoption.

Funding Source: General Fund

Quantified Objective: Amended zoning ordinance.

Conserve, Preserve, and Improve the Housing Stock

Program 15. Rehabilitation Assistance

The City will improve public awareness of rehabilitation loan subsidy programs and energy efficiency rebate and financing programs offered by the County and other agencies. Specific actions include:

- Pamphlets on the programs available at City Hall, the Senior Center and the Library.
- Providing public information through articles in the local newspaper, social media, the City's biweekly Administrative Report, postings on the City website, and cable TV public service announcements.

In addition, the City will annually explore funding availability at the local, State, and federal levels and pursue funding programs as appropriate with the goal of reinstating the City's Rehabilitation Program.

Implementing Agency: Community Development Department

Supporting Agency: Contra Costa County Housing Agency

Timeline: Ongoing, with annual assessment of funding opportunities to reinstate the City's Rehabilitation Program.

Funding Source: Housing Successor Low and Moderate Income Housing Asset Fund; Contra Costa County, State and Federal funding programs as available.

Quantified Objective: Provide information about County and other rehabilitation programs to 40 households, landlords, or developers annually. Rehabilitation of 20 units throughout the planning period, 5 extremely low, 5 very low, 5 low, and 5 moderate).

Geographic Targeting: Rehabilitation of 5 units (25% of the quantified objective above) in lower opportunity areas of the City per the most recent TCAC opportunity area maps (west Pinole).

Program 16. Acquisition/Rehabilitation of Properties

The City will continue to pursue opportunities to partner with nonprofit housing developers to acquire and rehabilitate blighted or distressed properties, with the objective of making these units available to low-income households as affordable housing.

The City will continue to use its Successor Housing Funds to partner with organizations to provide support for low-income developments as applicable. The City has currently reserved \$2 million in funding for development of the 33-unit SAHA affordable housing project.

HOUSING ELEMENT UPDATE

Implementing Agency: Community Development Department

Supporting Agencies: Finance Department and City Manager Department

Timeline: Ongoing, as funding is available.

Funding Source: Housing Successor Low and Moderate Income Housing Asset Fund; Contra Costa County, State and Federal funding programs as available.

Quantified Objective: Provide information about County and other rehabilitation programs to 40 households annually. Development of 50 units, including the 33-unit SAHA project, during the planning period.

Program 17. Below Market Rate Regulations and Conversions

The City will take appropriate steps to ensure that the units with covenants for below-market rate units that are close to expiration are conserved or replaced and will remain affordable to moderate and lower income households.

Specifically, the City will:

- Contact the property owners to assess their interest in extending the affordability covenant for the at-risk units.
- Work with property owners to notify tenants of potential conversion to market rate, pursuant to State law.
- Contact affordable housing developers/providers to solicit their interest and financial capacity in acquiring the at-risk units.

Additionally, the City will continue to, either by itself or through a third-party contractor, implement and monitor rental and resale restrictions for low- and moderate-income units assisted or constructed by the former Redevelopment Agency to assure that these units remain at an affordable price level as they are occupied and transferred. The City conducts annual compliance monitoring on over 300 affordable units to ensure property owners and management are complying with affordable income and rent restrictions required by City agreements. The City expects to monitor over 400 affordable units as new affordable units are constructed over the next five years. The majority of affordable units are at rental properties. The City monitors two ownership units to ensure the property owners continue living at their properties as their primary residence or sell their units to income qualified buyers.

Implementing Agency: Community Development Department

Supporting Agency: N/A

Timeline: Notification processes as covenants for below-market rate units are set to expire. Contact of property owners and affordable housing developers/providers at least twice throughout the planning period. Monitor rental and resale restrictions annually.

HOUSING ELEMENT UPDATE

Funding Source: Housing Successor Low and Moderate Income Housing Asset Fund; Contra Costa County, State and Federal funding programs as available.

Quantified Objective: Contact of property owners and affordable housing developers/providers at least twice throughout the planning period to pursue preservation or extension of at-risk units that are set to expire in the next 10 years. Ensure that 100% of housing for low- and moderate-income units assisted or constructed by the former Redevelopment Agency remains in compliance with rental and resale restrictions. Annual compliance monitoring of all affordable units (anticipated over 400).

Affirmatively Further Fair Housing

Program 18. Place-Based Improvements

The City is currently drafting and will adopt an Environmental Justice (EJ) Element. As a part of the EJ Element, the City will pursue programs to increase environmental health and quality of life across Pinole. Goals in the draft EJ Element are organized and grouped into the following topic areas:

- Equity in Access: healthy food, public facilities, public transit, key employment centers, government services, medical/health services, quality schools, and childcare.
- Equity in Environment: air quality, water quality, health risks associated with climate change and climate vulnerability, safe and sanitary housing.
- Equity in Civic Engagement Opportunities: access to civic engagement opportunities, access to voting/polling places
- Equity in Generations: preserving the right of future generations to live, work, and enjoy Pinole.

The City is working with County develop a contractual arrangement to develop an enhanced BayREN Home+ rebate incentive structure for Pinole homeowners and multifamily property owners to undertake needed energy efficiency projects. The City is partnering with BayREN in the 2022-23 fiscal year to provide \$250k in funding for weatherization and energy efficiency projects in Pinole and to reduce the barrier to home electrification. The program will assist with achieving financially feasible for energy efficient and weatherization projects to move forward in Pinole. As a part of the program, lower resource areas in west Pinole will be targeted first.

Additionally, the City has multiple projects in its Capital Improvements Plan identified to improve mobility and active transportation opportunities in the western part of the City. Projects in the west side of Pinole include:

- **Appian Way Complete Streets.** This project includes preliminary engineering and design to provide continuous sidewalks and bike lanes along Appian Way, from unincorporated El Sobrante to about 1500 feet north of the City limit.

HOUSING ELEMENT UPDATE

- **Pedestrian Improvements at Tennent Ave.** Improvements to Tennent Avenue at the Railroad Crossing will facilitate safe movement of bicycles and pedestrians and connect the gap from Bayfront Park to Railroad Avenue that exists on the trail.
- **Safety Improvements at Appian Way and Marlesta Road:** Safety improvements to improve crossing conditions for pedestrians and bicyclists.
- **Active Transportation Plan:** Development of an Active Transportation Plan will act as a guide for active mobility within and around Pinole. The plan will identify an integrated network of walkways and bikeways that connect Pinole neighborhoods and communities to employment, education, commercial, recreational, and tourist destinations. The plan will prioritize a set of connected projects, that when fully implemented, will increase active transportation opportunities and make it safe and more convenient for people to walk, bike, and use non-auto forms of travel.

Implementing Agency: Community Development Department

Supporting Agencies: Public Works Department and Finance Department

Timeline: As identified in CIP Schedule; Environmental Justice Element adopted by the end of 2023. BayREN rebates in the 2022-23 fiscal year.

Funding Source: Capital Improvement Fund; General Fund; Contra Costa County, State and Federal funding programs as available.

Quantified Objective: Completed Capital Improvement Projects and Adopted Environmental Justice Element

Geographic Targeting: Targeted roll out of program to Western Pinole/EJ Element Impacted Community first

Program 19. Fair Housing Resources and Services

The City will advertise the services of and collaborate with the County's contracted fair housing provider, currently ECHO Housing. ECHO housing holds monthly Regional Fair Housing Trainings for tenants, landlords, service providers, and staff of local governments. The City will hold an annual workshop with the County's fair housing service provider or another qualified fair housing service provider in the City of Pinole.

To assist in the enforcement of fair housing laws, the City will make educational and training resources available to tenants, landowners, homeowners, and any other residents who may be affected by fair housing policy. These materials will include information on fair housing testing, arbitration, reporting health risks and discrimination, best rental practices, and more. The services will include fair housing presentations, mass media communications, and multilingual literature distribution. The programs will use alternative formats for fair housing education workshops such as pre-taped videos and/ or recordings. Staff will distribute fair housing pamphlets provided by fair housing organizations at the public information counter at City Hall, Pinole Library, and at the Pinole Senior Center, as well as on the City's website.

HOUSING ELEMENT UPDATE

Staff will continue to refer all fair housing complaints to ECHO Housing, a local fair housing advocacy firm, or other groups that provide comparable service.

The City will continue to encourage improved community participation and representation in all official city business, events, and communications. The City will contract with a translation service as needed for meetings, putting a standard note on all hearing notices and communications in Tagalog, Spanish and Chinese indicating that interpretation and translation services are available upon request. The City will contract with a translation service for direct on the spot translation/interpretation needs at the front counter.

The City will review demographic changes in the City to determine if translation should be provided for new or additional languages every four years. Translation to additional languages added as determined by demographic analysis.

The City will also participate in the Regional Analysis of Impediments to Fair Housing Choice, which is updated every five years. The City will work with the County to publicize the outreach program for the update.

Implementing Agency: Community Development Department

Supporting Agency: ECHO Housing

Timeline: Biennial fair housing workshops. Ongoing provision of resources and referrals to fair housing service providers. Review of demographics to determine appropriate translation and interpretation languages every 4 years.

Funding Source: General Fund

Quantified Objective: Provide annual workshops or information fairs with the County fair housing provider or another qualified fair housing provider. Provide fair housing resources or referrals to 50 households annually.

Geographic Targeting: Hold at least 50% of in person workshops for fair housing in west Pinole, or other areas with low access to opportunities per the most recent TCAC opportunity area map.

Program 20. Displacement Prevention/Housing Mobility

Within one year, coordinate with a qualified fair housing service provider to conduct a meeting/workshop to inform residents and landlords of sources of income protection and state rent control laws such as AB 1482. This may be done in coordination with the workshop in Program 19.

Coordinate outreach efforts to inform landlords and tenants of recent changes to state law that prevent source of income discrimination, including allowance of housing choice vouchers (HCVs) to establish a renter's financial eligibility.

Pursuant to SB 330, ensure that when existing housing is demolished, at least an equivalent number of units at the same affordability are created as replacements.

HOUSING ELEMENT UPDATE

Implementing Agency: Community Development Department

Supporting Agency: ECHO Housing

Timeline: Revise zoning ordinance to require affordable unit replacement within two years of Housing Element adoption; create and distribute informational materials by within 18 - 24 months of Housing Element adoption, with annual outreach to tenants and relevant organizations. Conducted workshop within one year of adoption.

Funding Source: General Fund

Quantified Objective: Conducted workshop within one year of adoption. Provide resources on source of income discrimination and housing choice vouchers to 35 households annually.

Geographic Targeting: Conduct the source of income protection/tenant's rights workshop in west Pinole.

Housing Education and Community Outreach

Program 21. Housing Resources Education

The City will promote and advertise available housing resources to residents through a variety of mediums. The City will continue to promote homebuyer assistance programs available through the County and State, such as the Mortgage Credit Certificate (MCC) program and California Housing Finance Agency's down payment assistance programs.

Specific actions shall include:

- Providing information regarding housing resources on the City website.
- Pamphlets on the programs available at City Hall and other community locations such as the Senior Center and Library.
- Providing public information through articles in the local newspaper and with cable TV public service announcements.
- Advertising housing resources through social media.
- Presence at a booth in community events at least once per year.
- Provision of materials in multiple languages, in coordination with Program 19.

Promotion of housing resources and education efforts will be done in accordance with the recently adopted Communication and Engagement Plan that was created to help strengthen the City's communication efforts and effectively reach and engage residents. The Plan includes steps to develop a defined process for translation services and include bilingual communication in social media posts.

Implementing Agency: Community Development Department

Supporting Agency: Community Services Department, City Manager's Department, Pinole Community Television

HOUSING ELEMENT UPDATE

Timeline: Provision of information within 18 months of Housing Element adoption. Presence at community events at least once per year.

Funding Source: General Fund

Quantified Objective: Provision of housing information to approximately 75 residents annually.

Program 22. ADU, JADU, and SB 9 Education and Promotion

To encourage development of second dwelling units including ADUs, JADUs, and SB 9 opportunities, the City is developing a comprehensive education program to promote the development of second dwelling units in the City. The program will contain information for residents who may be unaware of the ability to build or incorporate an ADU and/or JADU on their properties, as well as detailed guidance on how to go through the ADU and JADU process and what financial resources are available. The City will provide pamphlets on the City website and at City Hall with detailed information on the ADU and JADU processes.

The City will also provide a pamphlet with detailed information on SB 9 opportunities in the City. This will include a FAQ and detailed guidance on how to utilize SB 9 in the City.

Educating residents and providing new guidance are expected to work in tandem and facilitate additional ADU developments across the City. The pamphlets will be provided in both English and Spanish, and other languages as determined necessary by Program 19. The pamphlets will include detailed information on the ADU process, basic responsibilities and legal requirements of being a landlord, a "fair housing fact sheet," and references to other educational and financial resources for homeowners building or incorporating ADUs on their

This program will work in conjunction with Program 10. Pamphlets created for both ADUs and JADUs will include detailed information on the Pinole home sharing program and references to other educational and financial resources for homeowners seeking housemates to live in their ADU or JADU. Pamphlets will be provided at the Pinole senior center.

Implementing Agency: Community Development Department

Supporting Agency: Public Works Department, Community Services Department, City Manager's Department, Pinole Community Television

Timeline: Develop outreach strategies and compile resources within two years of Housing Element adoption. Promotion of Home Sharing and Tenant Matching (Program 10) six months after program development.

Funding Source: General Fund

Quantified Objective: Increased development of ADUs from 3 to 5 annually. Development of 1 JADU annually.

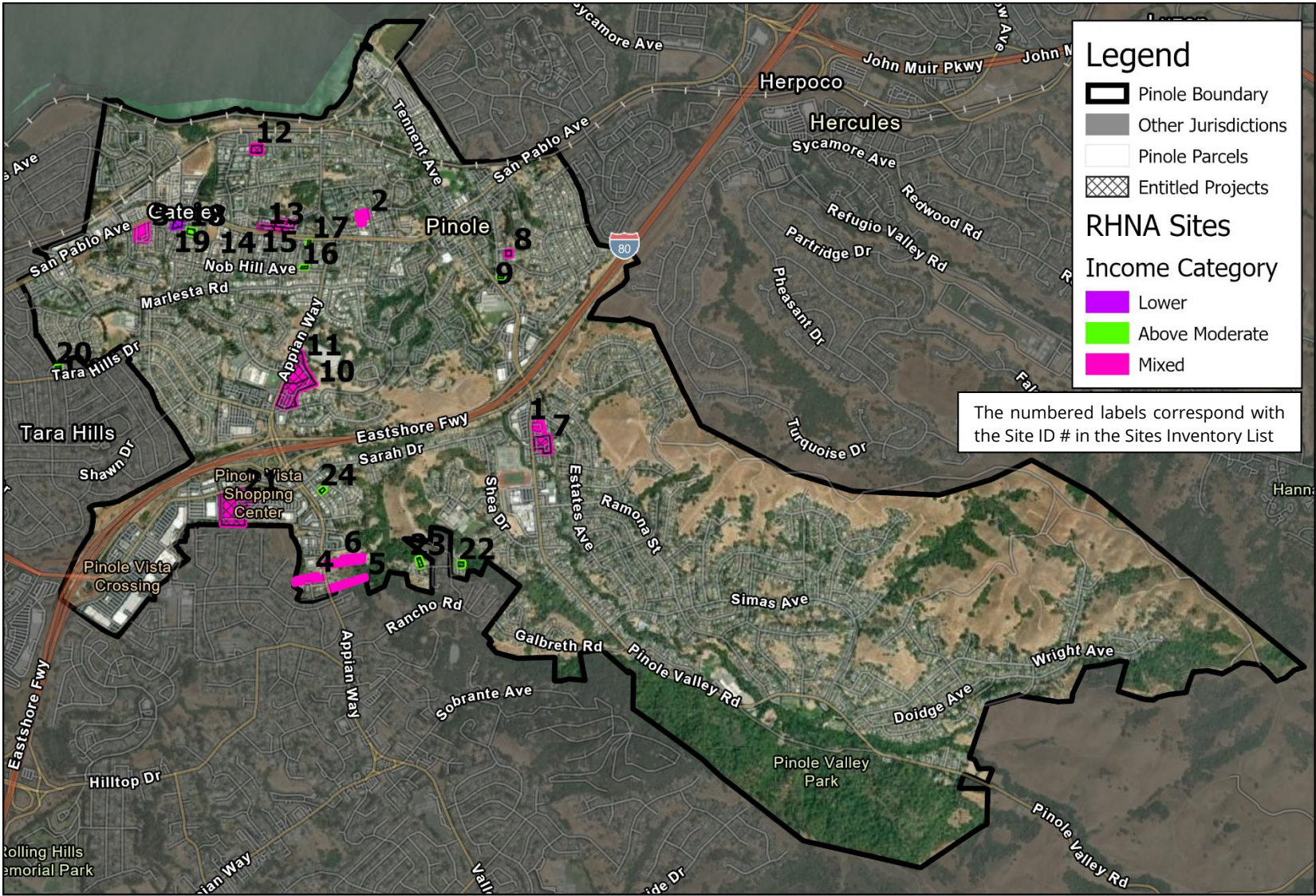
HOUSING ELEMENT UPDATE

Geographic Targeting: Increased promotion of ADUs, JADUs, and SB 9 potential in higher opportunity areas of the City as determined by TCAC opportunity area maps.

APPENDIX A: SITES INVENTORY MAP



HOUSING ELEMENT UPDATE



HOUSING ELEMENT UPDATE

APPENDIX B: SITES INVENTORY LIST

HOUSING ELEMENT UPDATE

Opportunity Site Inventory

Site ID # (on map)	Address	Zip Code	Assessor Parcel Number	Existing General Plan	Existing Zone	Maximum Density	Size (Acres)	Lower Income Capacity	Moderate Income Capacity	Above Moderate	Total Capacity	Infrastructure	City Owned	Existing Use	4 th Cycle	5 th Cycle
1	2727 PINOLE VALLEY RD	94564	360010031	Service Sub-Area	CMU	30	0.67	11	3	0	14	Yes	-	Commercial	-	-
2	LAUREL AVE, north of 580 Laurel Ave*	94564	401350015	Medium Density Residential	R2	20	0.78	8	3	0	11	Yes	-	Vacant	-	-
3	725 SAN PABLO AVE	94564	403051012	Mixed Use Sub Area	RMU	35	1.56	29	9	0	38	Yes	-	Commercial	-	-
4	APPIAN WAY, south of 2672 Appian Way*	94564	426020027	Mixed Use Sub Area	RMU	35	1.03	19	6	0	25	Yes	-	Vacant	-	-
5	2693 APPIAN WAY	94564	430290006	Mixed Use Sub Area/Rural	RMU	35	1.04	9	3	0	12	Yes	-	Vacant	-	-
6	APPIAN WAY, south of 2655 Appian Way*	94564	430290026	Mixed Use Sub Area/Rural	RMU/R	35	1.63	9	3	0	12	Yes	-	Vacant	-	-

* Parcels noted with an asterisk (*) in the address column do not have a current street address. For these sites, a description or the closest Google street address was provided. Google street addresses may not provide the exact location of the parcel. Using the APN is the most accurate way to identify the parcel.

Entitled Projects Inventory

Site ID # (On Map)	APN	Address	Zip Code	Zoning	Lower Income Units	Moderate Income Units	Above Moderate Income Units	Total Units
7	360010029	2801 Pinole Valley Road	94564	OPMU	4	0	25	29
8	401192015	2525 Brandt Court	94564	R-1	0	1	1	2

HOUSING ELEMENT UPDATE

Site ID # (On Map)	APN	Address	Zip Code	Zoning	Lower Income Units	Moderate Income Units	Above Moderate Income Units	Total Units
9	401193006	1169 Pinole Valley Road	94564	R-1	0	0	2	2
10	401240017	2151 Appian Way	94564	RMU/CMU	8	23	123	154
11	401240018		94564	RMU/CMU	*	*	*	*
12	402013060	1630 Hazel Street	94564	R-1	0	1	3	4
13	402023002	600 Roble Ave, 1109 San Pablo Ave, 1230 San Pablo Ave	94564	R-4	142	37	0	179
14	402023003	600 Roble Ave, 1109 San Pablo Ave, 1230 San Pablo Ave	94564	R-4	*	*	*	*
15	402023007	600 Roble Ave, 1109 San Pablo Ave, 1230 San Pablo Ave	94564	R-4	*	*	*	*
16	402050021	980 Second Ave	94564	R-1	0	0	1	1
17	402050023	1479 San Pablo Ave	94564	RMU	0	0	3	3
18	402161025	816 E Meadow	94564	R-2	0	0	5	5
19	402166030	811 San Pablo Ave	94564	CMU	33	0	0	33
20	403500020	472 Limerick Rd	94564	R-1	0	0	2	2
21	426391010	1500 Fitzgerald Drive	94564	CMU	27	0	196	223
22	430240025	8 N. Rancho Court	94564	R-1	0	0	2	2
23	430260013	209 N Rancho Pl	94564	R-1	0	0	1	1
24	430302012	2529 Lynn Dr	94564	R-1	0	0	1	1

APPENDIX C: PUBLIC PARTICIPATION

HOUSING ELEMENT UPDATE

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HOUSING ELEMENT UPDATE

PUBLIC PARTICIPATION

California Government Code Section 65583 requires that each local government shall make diligent efforts to solicit public participation from all economic segments of the community in the development of the General Plan Housing Element. During the preparation of the City of Pinole's 6th Cycle Housing Element Update, public input was sought in a variety of ways. It should be noted that public meeting summaries, including questions and staff responses, have been summarized and edited for clarity.

EFFORTS TO ACHIEVE CITIZEN PARTICIPATION

Public participation efforts during the 6th Cycle Housing Element Update included:

- Publication and maintenance of a dedicated Housing Element Update webpage at LandUsePlanningForPinole.com
- Online public outreach survey (provided in English, Tagalog, Cantonese, and Spanish)
- Two virtual Community Workshops (recordings translated into Tagalog, Cantonese and Spanish and posted to City website)
- Two stakeholder interviews and surveys
- Three focus group interviews and surveys
- Public updates to the Planning Commission and City Council:
 - City Council Study Session, March 22, 2022
 - Planning Commission and City Council Study Session, July 13, 2022
 - City Council Study Session, November 15, 2022
- Social media postings on the City of Pinole's Facebook and Instagram pages
- Email notifications to interested parties contact list
- Notifications in the City's biweekly administrative report
- Postcard mailed to postal customers citywide
- Flyers printed and distributed around the City
- 11 banners of various sizes, ranging from 58 square feet to eight square feet hung at key locations in the City, including community facilities (such as the senior center, swim center, tennis court, and the library), neighborhood parks, over major throughfares and key pedestrian pathways
- QR codes were printed on all postcards and flyers linking the recipient to the project website, which contained an option to participate in the survey, meeting dates, and notification that translation services are available printed in four languages (English, Tagalog, Cantonese, and Spanish)

Due to office/business closures related to the COVID-19 pandemic, the City of Pinole took a new approach to hosting public meetings and elected to host two Community Workshops (public outreach meetings) online using the Zoom platform.

HOUSING ELEMENT UPDATE

Notices for the Community Workshops were printed on postcards and mailed to addressees in the City of Pinole. Flyers were distributed for posting at community locations and local businesses, and 12 banners were hung at community facilities and in Pinole’s Old Town area.

The City contacted business groups, service providers, community groups, religious organizations, affordable housing developers, and major employers (53 in all) by either phone or email to participate in the focus groups or to elicit feedback. A full list of the groups that were contacted by the City of Pinole is shown in the table below.

Meeting links and announcements were regularly updated on the City’s Housing Element website and social media accounts, including Instagram and Facebook. survey was conducted to obtain “local knowledge” about housing, health and safety, and environmental justice. A total of 149 people participated in the online survey, which was offered in English, Spanish, Cantonese, and Tagalog. The results of the housing portion of the survey are reported below. Some survey questions presented the option to select “other” and include written responses. Those write-in responses are reported following the original survey question.

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Group Category	Name
Business Groups	Bayfront Chamber of Commerce
	Contra Costa College Economic & Workforce Development Department
	San Pablo Economic Development Corporation
Real Estate and Construction Groups	Coldwell Banker Real Estate (Pinole Branch)
	Security Pacific Real Estate Brokerage (Richmond Branch)
	DeNova Homes
	BGAM - Property Management
	Sequoia Real Estate
	Contra Costa Association of Realtors
Service Providers	Eden Council for Hope and Opportunity
	ECHO Housing (Fair Housing)
	Disabled People's Recreation Center
	Cole Vocational Services
	Pinole Senior Center
	EAH Housing
	Housing Authority of Contra Costa County
	Bay Area Rescue Mission
	Contra Costa Health Services
	The Salvation Army
	Meals on Wheels Contra Costa County
	Pinole Rotary Club
	Contra Costa County Aging & Adult Services
	HOPE Solutions
	Pathway to Choices
	East Bay Housing Organizations
	Pinole Library
Community and Environmental Justice Groups	Communities for a Better Environment
	Environmental Justice League
	Friends of the Library
	Richmond Pinole Lions Club
	Friends of Pinole Creek Watershed
	Pinole Garden Club
	Pinole Seals Swim Club

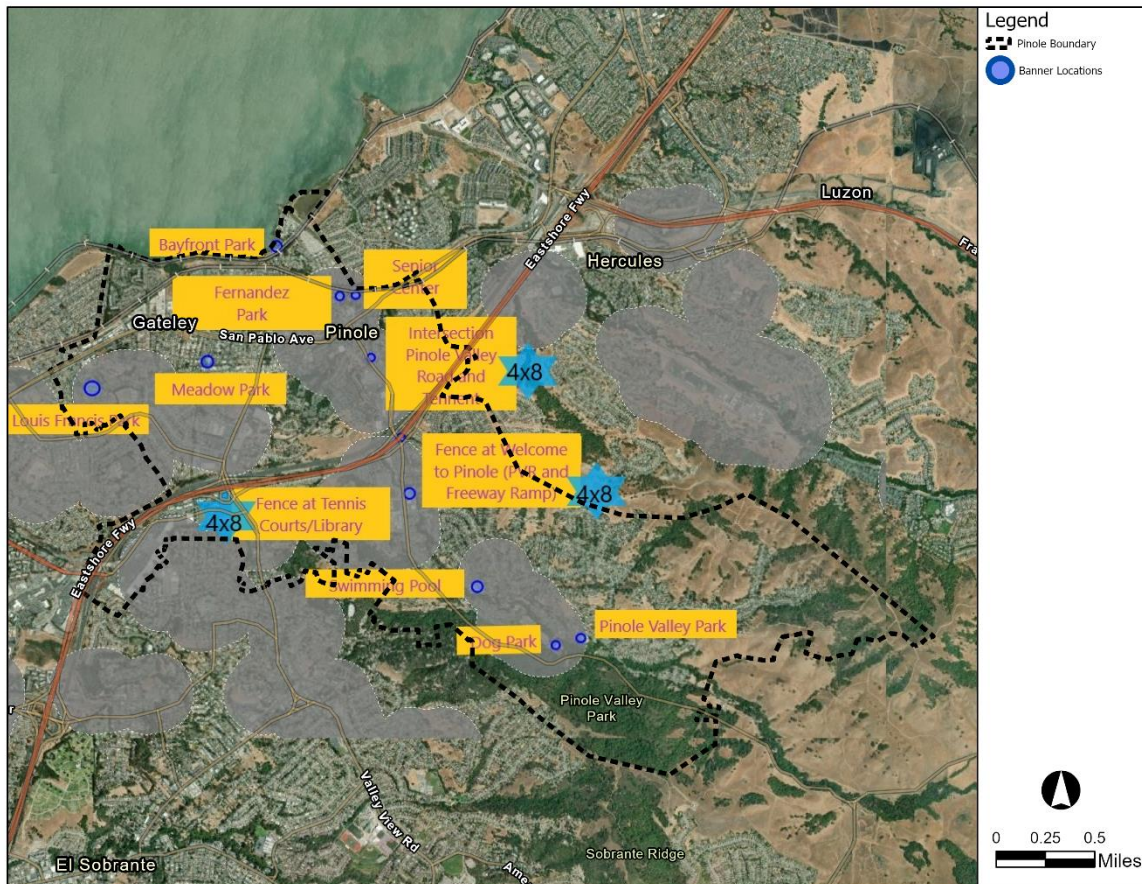
HOUSING ELEMENT UPDATE

	Pinole for Fair Government
	West County League of Women Voters
	Contra Costa Builders Exchange (CCBE)
	Building Industry Association of the Bay Area
	Pinole Historical Society
	Their Club (youth group)
	The Quinan Street Project
Religious Organizations	Church of Christ
	Church of Jesus Christ of Latter-day Saints
	Nichiren Shoshu Myoshinji Temple
	Our Savior Lutheran Church
	Pinole United Methodist Church
	Pinole Valley Community Church
	St. Joseph's Church
	Valley Bible Church
	Christ the Lord Church
	Sunset Evangelistic Center
Affordable Housing Developers	SAHA (Satellite Affordable Housing Associates)
	MRK
	BRIDGE Housing
	Community Housing Development Corporation
Major Employers	Kaiser Permanente
	Target
	West Contra Costa Unified School District

HOUSING ELEMENT UPDATE

BANNERS LOCATIONS AND PHOTOS

A map of the locations of the eleven banners posted across the City and photos of the banners are shown below.



Banner Locations

HOUSING ELEMENT UPDATE



Banner at Pinole Swimming Pool



Banner at Pinole Senior Center



Banner at San Pablo Avenue and Oak Ridge

HOUSING ELEMENT UPDATE



Banner at PVR Park



Banner at PVR Park and Tennent



Banner at Lou Francis Park

HOUSING ELEMENT UPDATE



Banner at Pinole Valley Road and Freeway Entrance



Banner at Meadow Park

HOUSING ELEMENT UPDATE



Banner at Fernandez Park



Banner at Bayside Park



Banner at Pinole Valley Dog Park

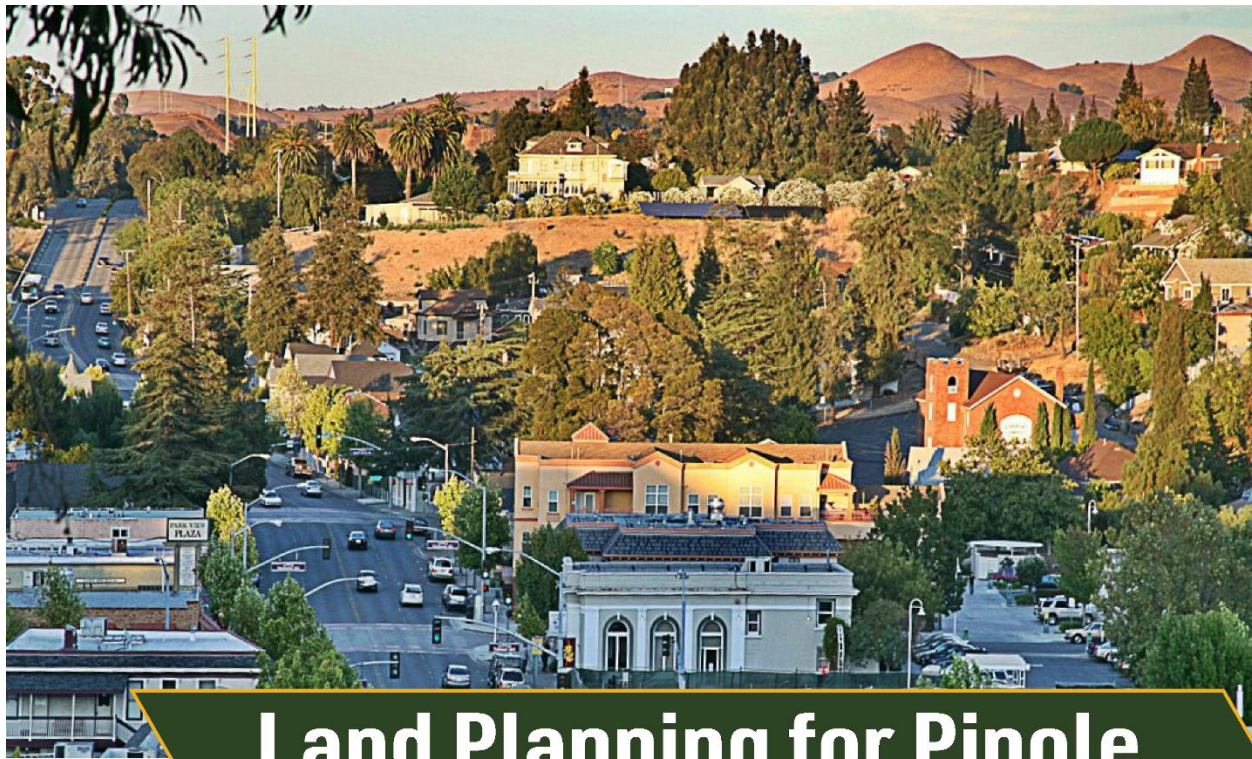
HOUSING ELEMENT UPDATE

SOCIAL MEDIA POSTS

The social media posts that were posted on various social media sites including Instagram, Facebook, and Nextdoor and fliers used are shown below. Provided are the social media posts and flier for the October 24th Planning Commission meeting and November 15th City Council meeting, flier advertising the survey, informational screen shown on Pinole TV Channels, and postcard advertising the survey and community meeting on May 11th and June 9th.



HOUSING ELEMENT UPDATE



Land Planning for Pinole

City Council Meeting

Mark your calendars for a discussion on the Housing Element draft and update on Safety, and Health & Environmental Justice Elements.

TUESDAY, NOVEMBER 15th at 6:00 PM

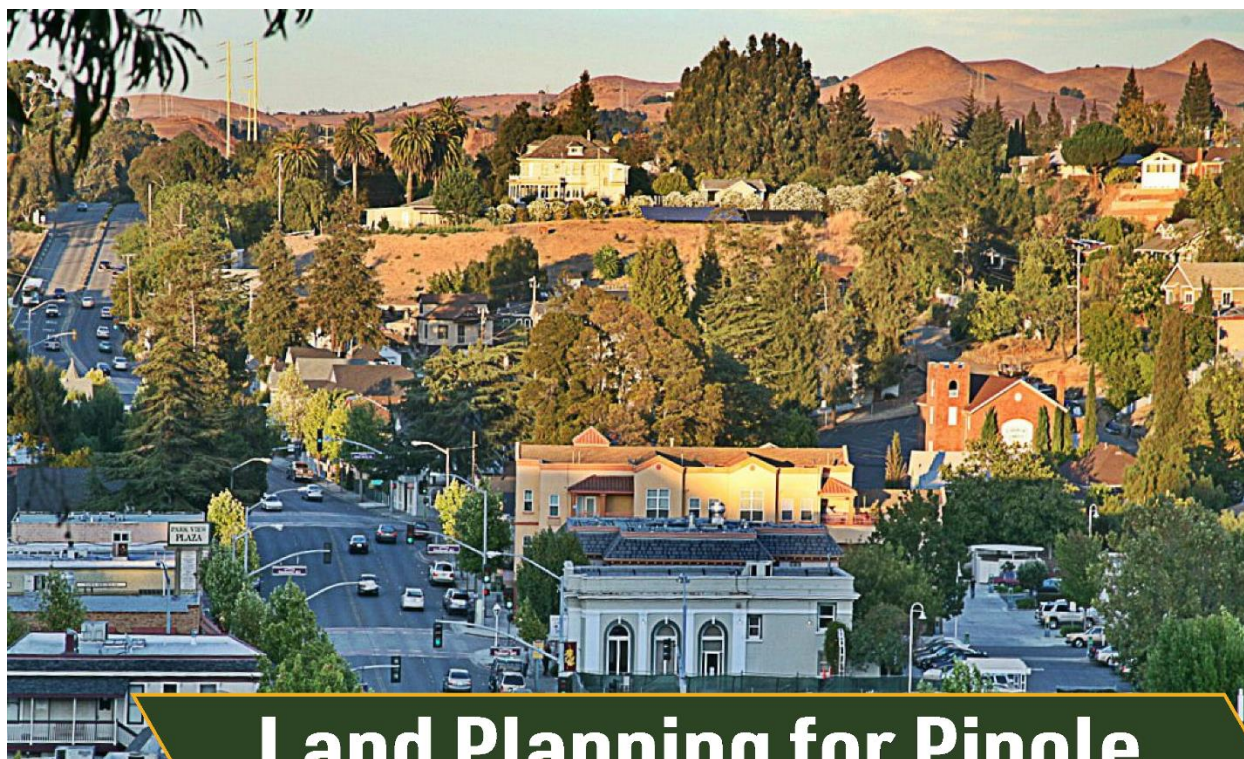
Participate In-person - 2131 Pear Street, Pinole CA 94564

Participate Virtually- <https://us02web.zoom.us/j/89335000272>



LANDUSEPLANNINGFORPINOLE.COM
ContactUs@LandUsePlanningForPinole.com

HOUSING ELEMENT UPDATE



Land Planning for Pinole

Planning Commission Meeting

An informational update on Housing Element will be provided at the Planning Commission meeting on:

MONDAY, OCTOBER 24th at 7:00 PM

2131 Pear Street, Pinole CA 94564



LANDUSEPLANNINGFORPINOLE.COM
ContactUs@LandUsePlanningForPinole.com

HOUSING ELEMENT UPDATE

LAND PLANNING FOR PINOLE

An update and discussion on the Housing, Safety, and Health & Environmental Justice Elements will be held on:

TUESDAY, NOVEMBER 15th at 6:00 PM
2131 Pear Street, Pinole CA 94564

Participate Virtually- <https://us02web.zoom.us/j/89335000272>

LANDUSEPLANNINGFORPINOLE.COM

ContactUs@LandUsePlanningForPinole.com

HOUSING ELEMENT UPDATE



Land Planning for Pinole

Housing, Safety, Health & Environmental Justice Elements

The City of Pinole is updating its General Plan to create a more resilient future. The update will focus on:

Housing

The Housing Element analyzes the City's demographics, economics and housing supply, analyzes housing constraints and resources, evaluates appropriate sites for potential housing, and develops housing goals, objectives, policies, and programs for the next eight years.

Safety

The Safety Element aims to reduce potential short and long-term risk of death, injuries, property damage, and economic and social dislocation resulting from fires, floods, droughts, earthquakes, landslides, climate change, and other hazards.

Health and Environmental Justice

The Health and Environmental Justice Element evaluates areas of the City which face higher environmental, economic, and social challenges. This Element ensures all parts of the City have the same degree of protection from environmental and health hazards and equal access to the decision-making process.

The public review draft of the Housing Element Update will be available starting October 17th, at:

LANDUSEPLANNINGFORPINOLE.COM

Public comments on the draft Housing Element Update will be accepted from October 17th through November 17th via e-mail:

ContactUs@LandUsePlanningForPinole.com

Comments can also be provided in-person or virtually at the City Council meeting on November 15th.

Planning Commission Meeting

An informational update on Housing Element will be provided at the Planning Commission meeting on **October 24, 2022**.

City Council Meeting

Mark your calendars for a discussion on the Housing Element draft and update on Safety, and Health & Environmental Justice Elements.

TUESDAY, NOVEMBER 15th at 6:00 PM

Participate In-person - 2131 Pear Street, Pinole CA 94564

Participate Virtually- <https://us02web.zoom.us/j/89335000272>

HOUSING ELEMENT UPDATE

Land Use Planning for Pinole

***Environmental
Justice***

Housing

Health

Safety

JOIN US FOR A VIRTUAL INTERACTIVE COMMUNITY
WORKSHOP ON

June 9th, 7:00 PM

on Zoom

**Community Survey and meeting
link at:**

LandUsePlanningForPinole.com

HOUSING ELEMENT UPDATE

City of Pinole

General Plan Updates

*Environmental
Justice*

Housing

Safety

Health



YOU ARE INVITED TO PARTICIPATE IN LAND USE PLANNING ACTIVITIES FOR PINOLE

The City of Pinole is in the process of updating portions of the City's General Plan, which is a long-range vision for the future of the community. The City will be updating its plans for both housing, health and safety and adopting a plan for environmental justice. It's a great time to get involved in land use planning in Pinole! Please see the back of this card for information on upcoming community outreach meetings and to take the survey about housing, health, safety and environmental justice issues in Pinole.

We Need Your Input!

Who in our community has the greatest need for housing and related services? How concerned are you about evacuating in the event of a disaster? Are you worried about health risks associated with climate vulnerability (such as wildfire, flood, sea level rise)? Does everyone in Pinole have access to affordable and healthy food?

Take the survey (see reverse) today!

酒店提供翻譯服務。昇我哋發電子郵件，昇我哋知您的需求。

Translation services are available. Email us to let us know about your needs.

Los servicios de traducción están disponibles. Envíenos un correo electrónico para informarnos acerca de sus necesidades.

Available ang mga serbisyo sa pagsasalin. Mag-email sa amin upang ipaalam sa amin ang tungkol sa iyong mga pangangailangan.

ContactUs@LandUsePlanningForPinole.com

Community Meetings

MEETING ONE
May 11, 7:00 PM

MEETING TWO
June 9, 7:00 PM



Zoom link to meetings:
<https://us06web.zoom.us/j/81837284958>

Community Survey

SCAN FOR SURVEY.
AVAILABLE IN ENGLISH,
TAGALOG, CANTONESE
AND SPANISH

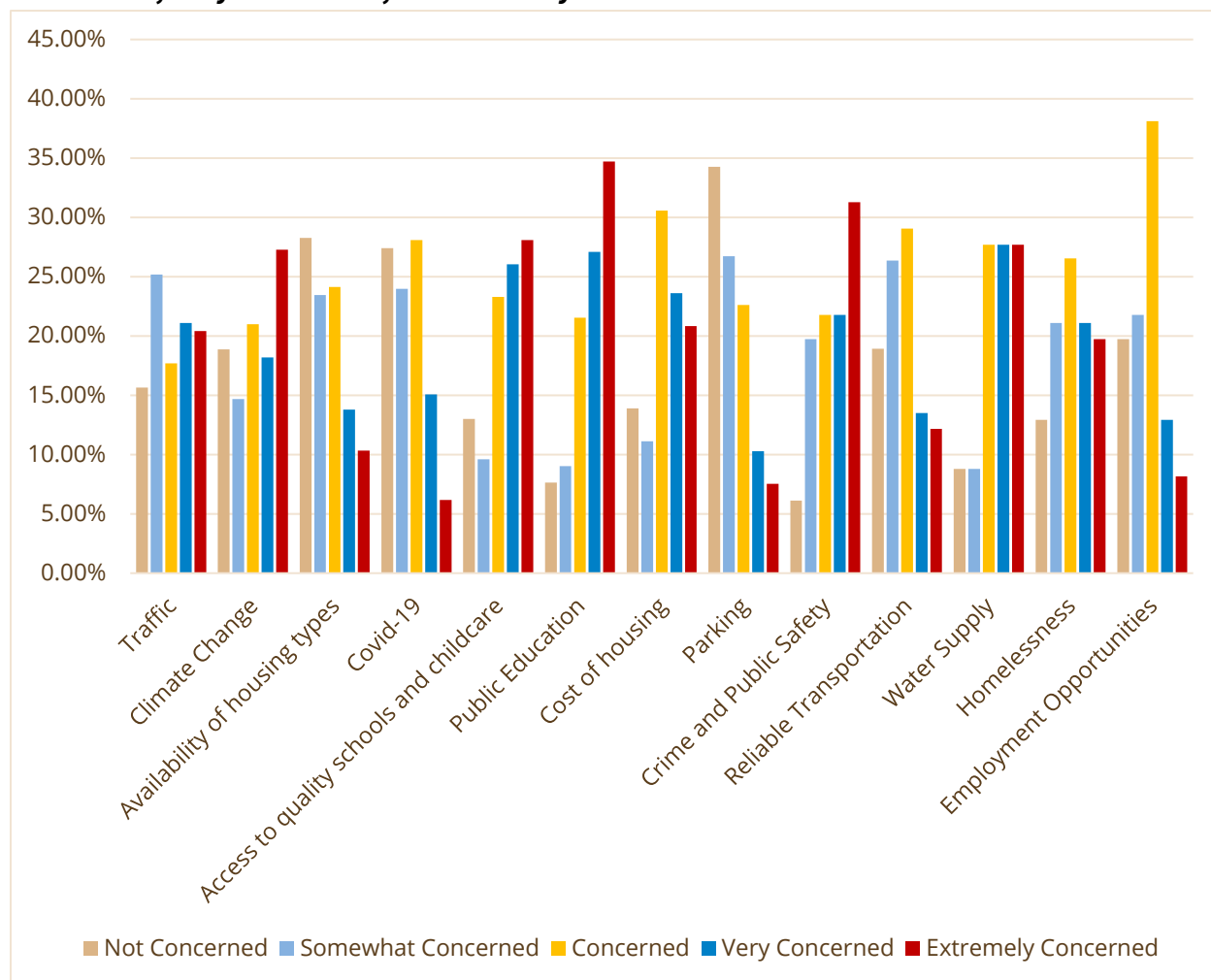


LandUsePlanningforPinole.com

HOUSING ELEMENT UPDATE

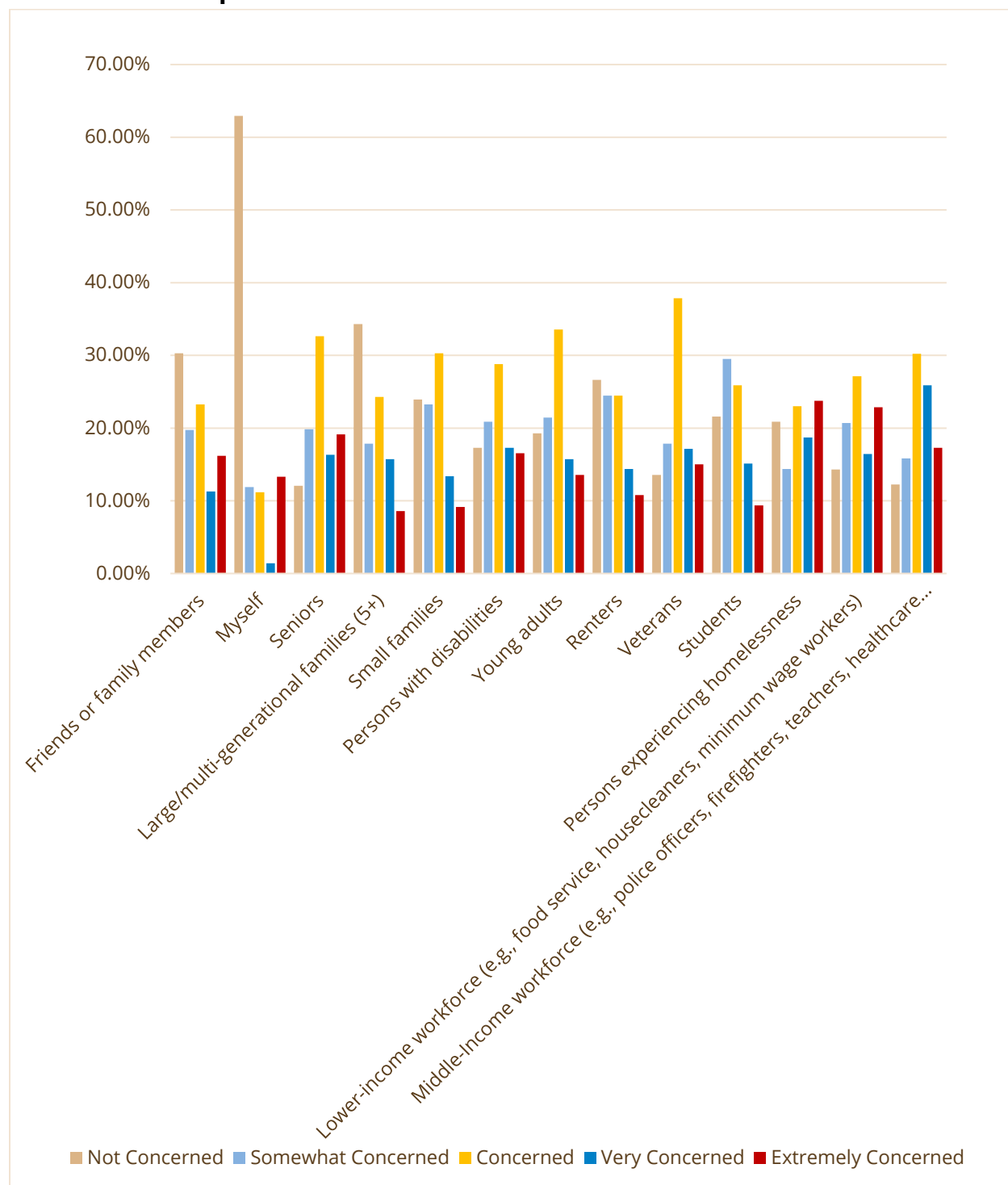
ONLINE SURVEY RESULTS

Q1. The following is a list of issues facing Pinole. Please indicate how concerned you are about each of the following items using a scale of not concerned, somewhat concerned, concerned, very concerned, or extremely concerned.

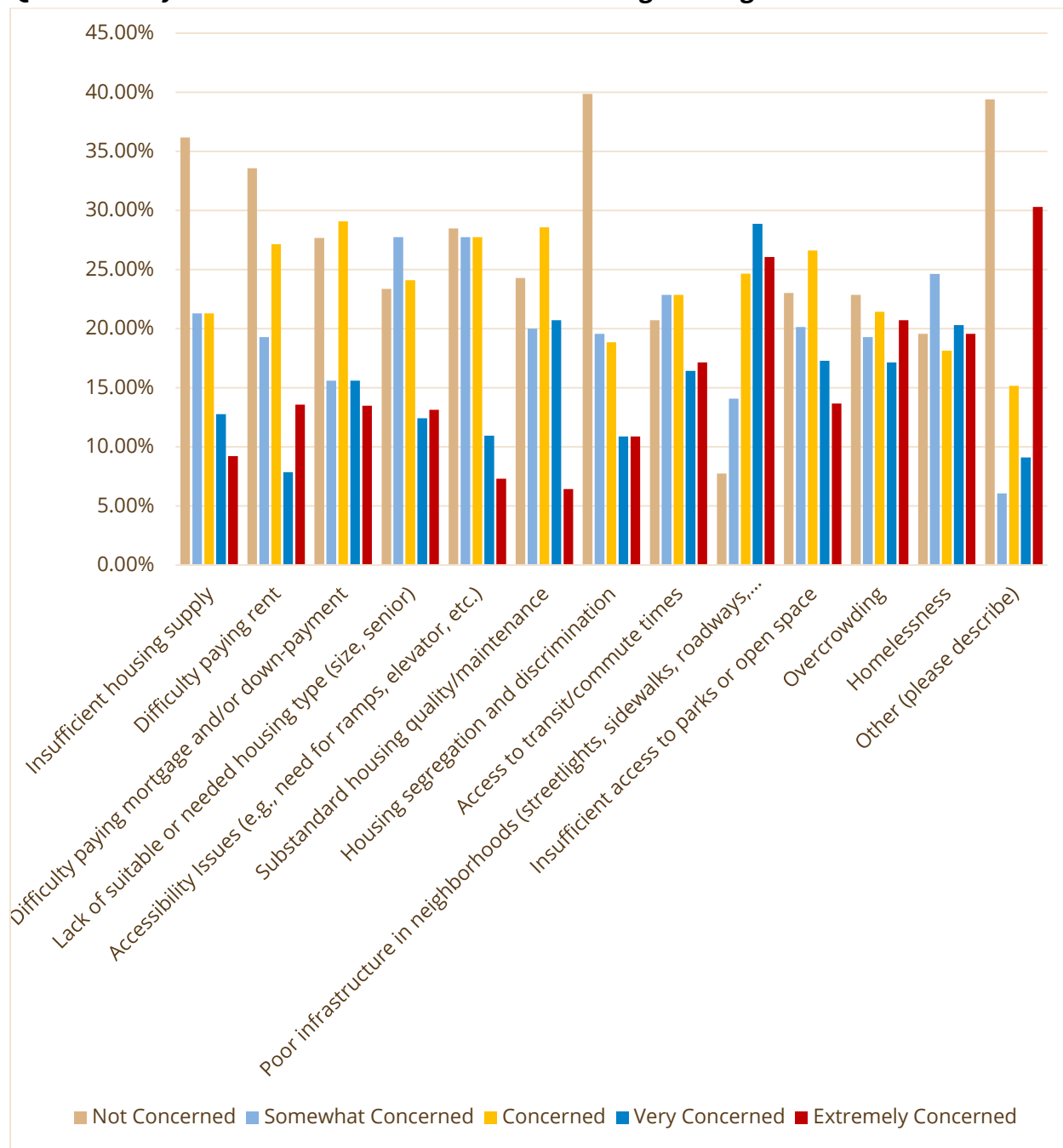


HOUSING ELEMENT UPDATE

Q2. Please indicate your level of concern about the following groups and their ability to find an affordable place to live in Pinole:



HOUSING ELEMENT UPDATE

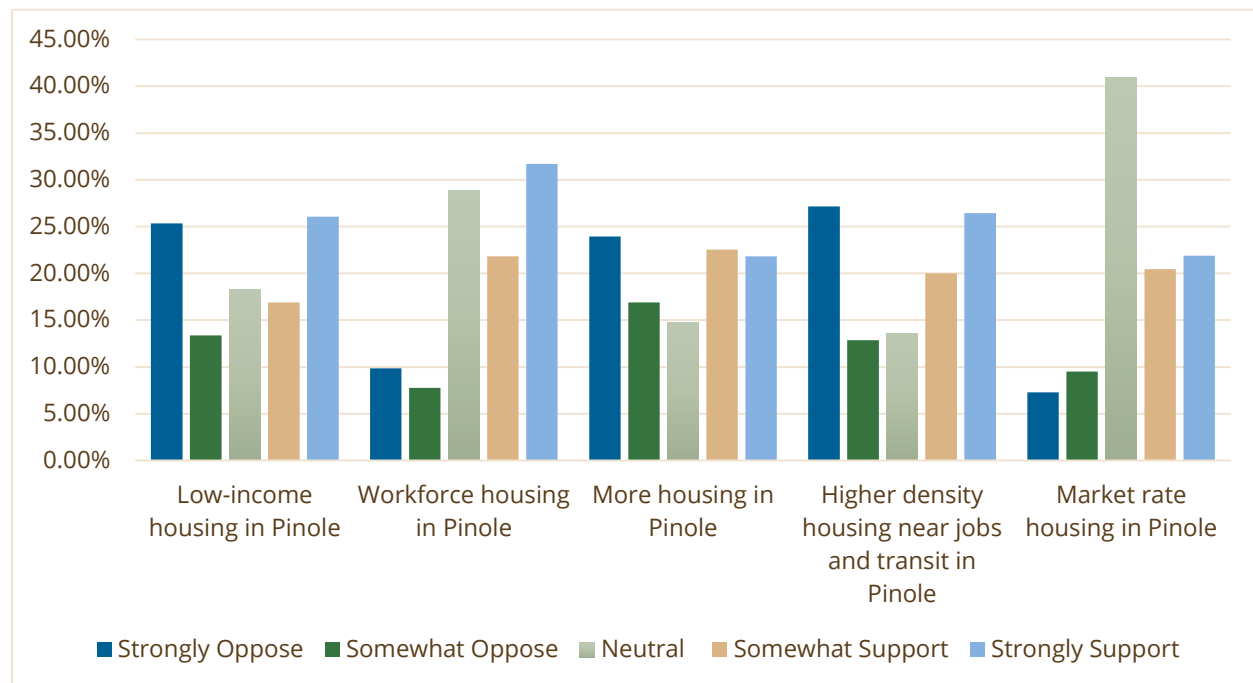
Q3. Indicate your level of concern about the following housing issues in Pinole.

HOUSING ELEMENT UPDATE

Q3. “Other” responses.

#	OTHER (PLEASE SPECIFY)	DATE
1	maintenance of existing facilities	8/2/2022 8:00 AM
2	I'm not sure how I feel about ADU's there are pros and cons. Predesigned plans will make Pinole look like a cookie cutter community (it already is to some degree) Rent control only for multiple units if that.	8/2/2022 12:37 AM
3	Roads and Infrastructure	7/26/2022 5:53 PM
4	housing sustainability - zoning should encourage smaller units and lots, solar/efficiency incentives	7/23/2022 11:52 AM
5	Roads need maintenance - poor condition	7/13/2022 6:25 PM
6	Our streets need turnabouts to stop all of the people doing donuts in the intersections; especially on Tara Hills Drive	7/10/2022 11:27 AM
7	Code enforcement lacking	7/7/2022 1:28 PM
8	City tearing down green spaces to make way for commercial/ housing properties: very concerned	6/18/2022 6:48 AM
9	Destroying open space (nature) for commercial development	6/17/2022 9:02 AM
10	Crime	6/15/2022 7:47 PM
11	Pedestrian safety, especially on Pinole Valley Road by Ellerhorst Elementary.	6/14/2022 11:25 AM
12	Crime, shootings, vandalism, speeders, traffic backups on Pinole valley road; poor deplorable condition of dog park n lack of walking n hiking trail in Pinole valley	6/9/2022 7:23 PM

Q4. Using the scale of 1 = Strongly Oppose and 5 = Strongly Support, please indicate your level of support for each of the following in Pinole:



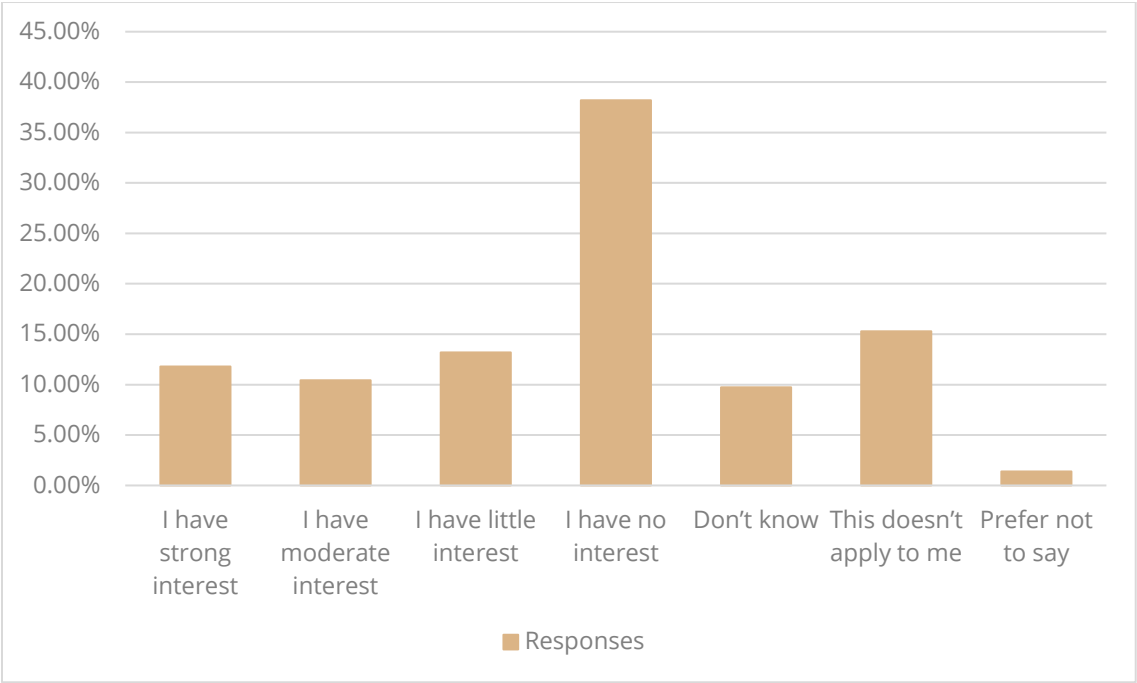
HOUSING ELEMENT UPDATE

Q5. Next you will read a list of potential proposals around housing policy in Pinole. Using the scale of 1 = Strongly Oppose and 5 = Strongly Support, please indicate your level of support.

	STRONGLY OPPOSE	SOMEWHAT OPPOSE	NEUTRAL	SOMEWHAT SUPPORT	STRONGLY SUPPORT	TOTAL	WEIGHTED AVERAGE
Changing the zoning in single family home neighborhoods to allow duplexes, triplexes, and fourplexes	42.36% 61	19.44% 28	9.72% 14	11.81% 17	16.67% 24	144	2.41
Making sure that current affordable housing continues to stay affordable to those who need it	9.79% 14	9.79% 14	16.78% 24	23.08% 33	40.56% 58	143	3.75
Building housing in areas that are already zoned for commercial office development	18.88% 27	16.78% 24	23.08% 33	16.78% 24	24.48% 35	143	3.11
Building housing in areas that are already zoned for retail development	23.57% 33	15.71% 22	21.43% 30	15.00% 21	24.29% 34	140	3.01
Protecting tenants and low-income communities from unjust evictions and limiting annual rent increases	16.78% 24	11.89% 17	19.58% 28	19.58% 28	32.17% 46	143	3.38
Creating more housing by streamlining the approval process, making it faster and easier to build more housing at all income levels	18.44% 26	14.89% 21	13.48% 19	22.70% 32	30.50% 43	141	3.32
Requiring a greater percentage of affordable housing units in new market-rate developments	21.99% 31	14.18% 20	17.02% 24	18.44% 26	28.37% 40	141	3.17
Providing access to low-cost pre-designed plans for Accessory Dwelling Units	19.72% 28	10.56% 15	23.94% 34	19.72% 28	26.06% 37	142	3.22
Helping existing residents find housing that better fits their needs so they can stay in Pinole	7.80% 11	4.26% 6	24.11% 34	33.33% 47	30.50% 43	141	3.74
Support the expansion of transitional, supportive, or other emergency housing types for people experiencing homelessness	15.49% 22	16.90% 24	20.42% 29	23.24% 33	23.94% 34	142	3.23
Require community amenities in new housing developments (e.g., on-site child-care, community meeting rooms, open space)	12.06% 17	9.93% 14	19.86% 28	26.24% 37	31.91% 45	141	3.56

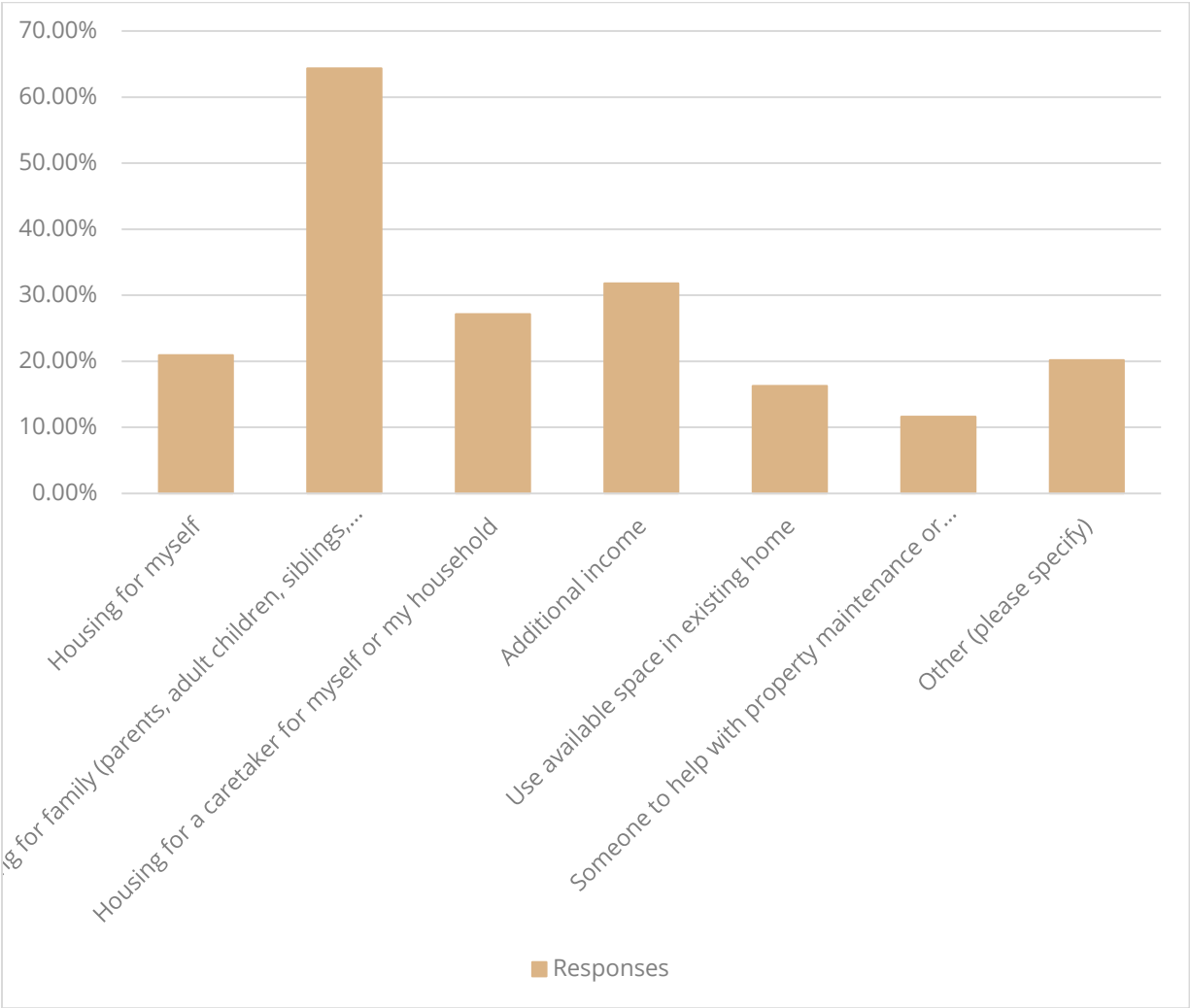
HOUSING ELEMENT UPDATE

Q6. New California State Law (Senate Bill 9) requires cities to permit a lot split and/or the addition of a second primary dwelling unit on a lot via an over-the-counter approval. How likely or interested are you to add a primary or secondary dwelling unit on your property within the next 8 years?



HOUSING ELEMENT UPDATE

Q7. Accessory dwelling units (ADUs) are small living spaces on single-family home lots that can be rented. They can be a room in or a new addition to an existing home, or separate building on the same lot. They can provide additional income to homeowners, housing for parents, adult children, single persons and small families. Please select all the reasons you would consider owning or constructing an ADU:



Q7. “Other” responses.

#	OTHER (PLEASE SPECIFY)	DATE
1	I live in a condo and this does not apply to me	8/2/2022 8:00 AM
2	I can see these turning into urban blight (I date myself w certain terms I refer to); pre approved	8/2/2022 12:37 AM

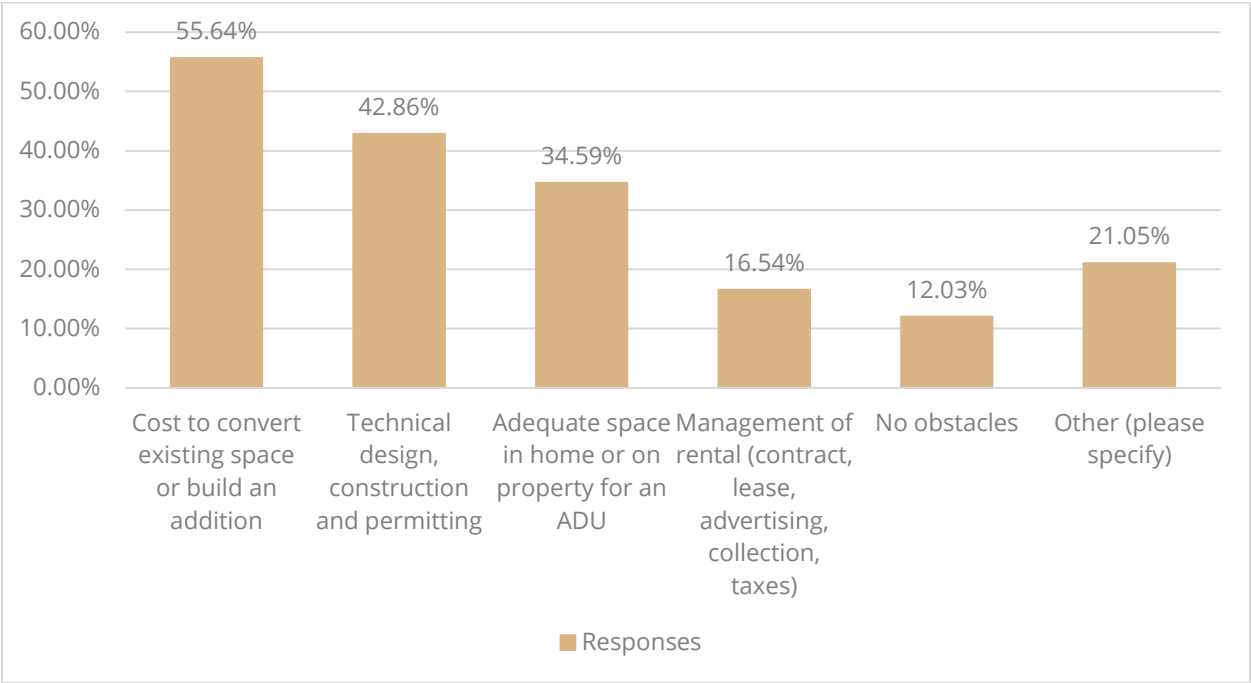
HOUSING ELEMENT UPDATE

low cost plans means owners will be forced to use someone else's idea of an ADU but not be afforded the low cost option if they have a different plan/idea.

3	n/a	7/26/2022 5:53 PM
4	None	7/22/2022 2:28 PM
5	Not a consideration	7/22/2022 2:13 PM
6	No interest	7/13/2022 6:25 PM
7	Not interested	6/26/2022 10:52 AM
8	Guest room	6/18/2022 6:48 AM
9	Don't want this in my neighborhood	6/15/2022 7:47 PM
10	None, it's too crowded here already.	6/15/2022 3:20 AM
11	None	6/14/2022 11:25 AM
12	Not interested	6/13/2022 11:35 AM
13	Not interested	6/10/2022 2:49 PM
14	Xxc	6/9/2022 8:48 PM
15	I would not consider constructing an ADU	6/8/2022 12:13 PM
16	not interested	6/4/2022 10:00 AM
17	None	5/31/2022 2:26 PM
18	No interest	5/20/2022 4:19 PM
19	I strongly oppose ADUs	5/20/2022 1:58 PM
20	I do not support ADU units on property zone for single family home lots.	5/17/2022 5:24 PM
21	None of the above	5/16/2022 9:46 AM
22	Not interested in this, PERIOD!	5/16/2022 7:30 AM
23	N/a	5/11/2022 12:57 PM
24	N/A	5/9/2022 9:59 AM
25	not interested in an ADU at this time	5/7/2022 11:42 AM
26	Wouldn't consider it.	5/6/2022 2:19 PM

HOUSING ELEMENT UPDATE

Q8. Please choose what obstacles may prevent you from building an ADU on your property. (Please select all that apply.)



HOUSING ELEMENT UPDATE

Q8. “Other” responses.

#	OTHER (PLEASE SPECIFY)	DATE
1	memeber of an HOA and don't have the authority to build	8/2/2022 8:00 AM
2	ADU's most likely will be rentals; It will cost the city a lot of money to keep an oversight of these rental units; who gets and ADU and who does not if on a block there are 10 people owners wanting to put on in? How easily could Pinole become predominantlly rental population.	8/2/2022 12:37 AM
3	No interest	7/13/2022 6:25 PM
4	I own a Townhouse, no room for such a unit	7/10/2022 11:27 AM
5	Not interested	6/26/2022 10:52 AM
6	Concerned renters will stop paying rent and I woun't be allowed to evict them	6/19/2022 9:27 AM
7	Don't want this in my neighborhood	6/15/2022 7:47 PM
8	Not interested	6/13/2022 11:35 AM
9	No need	6/13/2022 7:48 AM
10	Not interested	6/10/2022 2:49 PM
11	PG&E easement	5/31/2022 3:09 PM
12	Existing Association's Board of Directors Make-up	5/23/2022 12:32 PM
13	It's the cost and the process I can't afford to build a unit that costs 200,000 dollars	5/20/2022 5:59 PM
14	No interest	5/20/2022 4:19 PM
15	I strongly oppose ADUs	5/20/2022 1:58 PM
16	I do not support ADU units on property zone for single family home lots.	5/17/2022 5:24 PM
17	Working with the city of Pinole is time-consuming and aggravating. Plus, it's very expensive.	5/16/2022 5:46 PM
18	Do not want to	5/16/2022 9:46 AM
19	I don't own a home	5/11/2022 7:38 PM
20	NA	5/11/2022 12:57 PM
21	the permit is outrageous!	5/10/2022 7:16 PM
22	In a townhome association	5/9/2022 9:59 AM
23	Time it takes to receive a permit	5/7/2022 2:57 PM
24	Building permit costs	5/7/2022 1:49 PM
25	HOA restrictions	5/7/2022 7:09 AM
26	Not allowed by HOA	5/6/2022 5:07 PM
27	Would never do this.	5/6/2022 2:19 PM
28	Do not own	5/6/2022 12:32 PM

HOUSING ELEMENT UPDATE

Q9. Please describe any other considerations, policies, or programs the City should consider here:

#	RESPONSES	DATE
1	With the growth of housing the city should keep a budget that allows for the support of all the services the growth requires: water, parking, sewer, traffic, etc.	8/2/2022 8:00 AM
2	I am concerned about the use of eminent domain and closing up of open areas with the rush to build, build, build. I would like to see some control over corporations (Zillow, Chase, Summer, etc. buying up land and housing in Pinole.	8/2/2022 12:37 AM
3	Traffic enforcement for speeders, stop sign runners in residential neighborhoods, where certain intersections are regularly affected. Helping us to get a regular(non-Kaiser) hospital back which is desperately needed since Doctors Medical Center closed	8/1/2022 8:05 PM
4	I would like to see the city have more events for local small business gatherings and marketplaces.	7/27/2022 5:39 PM
5	Improve our infrastructure and roads.	7/26/2022 5:53 PM
6	Park maintenance and improvements; increased funding for more police; improve schools; graffiti removal and weed abatement - this City looks awful especially near freeways	7/22/2022 2:28 PM
7	Park maintenance, city beautification (e.g., graffiti removal and weed abatement), increase in Police funding for more officers, pothole/road repair.	7/22/2022 2:13 PM
8	I underscore the need for a higher percentage of affordable units in new developments, i.e. a higher inclusionary housing policy	7/22/2022 11:29 AM
9	N/a	7/13/2022 6:25 PM
10	Safe places/shelter for women with children and LBTQIA, better open green spaces, better access (walkable) to wholesome food	7/12/2022 4:20 PM
11	City needs to appoint a daily cleaning crew to drive around Pinole streets and clean the debris. Pinole once was a clean and beautiful small city, it's not so much now	7/10/2022 11:27 AM
12	Docks open for boats	7/10/2022 6:19 AM
13	Stricter code enforcement on existing, or new, homes/residences to maintain quality community	7/7/2022 1:28 PM
14	Rent control!	7/1/2022 1:28 AM
15	Please incorporate solar panels on any new housing built in Pinole, especially if public funds are somehow used for such housing.	6/30/2022 4:09 PM
16	We need a hospital more than any more housing.	6/26/2022 11:31 AM
17	Make sure pinole is not only area to accommodate affordable housing. Would like to see it in affluent zip codes, too	6/19/2022 9:27 AM
18	Avoid reducing green space near Pinole Park	6/18/2022 6:48 AM
19	Expand the parks and open spaces/nature/hills that surround Pinole. This is the best of our little city, supports and nourishes our environment, addresses climate change and makes Pinole a very special place to live.	6/17/2022 9:02 AM
20	Crime crime crime. More police. More firefighters.	6/15/2022 7:47 PM
21	Pinole is too crowded here already, there's constant noise and traffic and a bunch of new apartments are already being planned that will make it much, much worse.	6/15/2022 3:20 AM

HOUSING ELEMENT UPDATE

22	Pinole should prioritize creating a functional self-contained city with employment and plenty of amenities and small businesses instead of building excessive housing to subsidize the workforces of other larger, richer communities that refuse to build their own housing to support their own workers. We don't want to be just a commuter/bedroom community and 80 is already an absolute nightmare during commute times without a huge influx of new residents. The only housing I am in favor of is Senior housing because that would allow older folks to sell their big homes to new families without needing to leave our community.	6/14/2022 11:25 AM
23	Slow down the population growth! The roadways are packed now. We don't need more population to bring in more cars!	6/10/2022 2:49 PM
24	Xxx	6/9/2022 8:48 PM
25	Cleaning up Bay Front Park by removing broken sidewalks and replacing with boulders like most bay towns use.	6/8/2022 8:55 PM
26	I think Pinole is getting crowded and doesn't need anymore people. Also the roads are terrible and the gas taxes too high.	6/8/2022 8:04 AM
27	consider the traffic problems if housing is built on the old Doctor's Hospital site	5/31/2022 6:00 PM
28	There should be fewer obstacles to walking and commuting in Pinole, not more. I really don't like to see developers block off public streets (like Jones Ave. and Alvarez Ave.) without even so much as a gate for pedestrian traffic. It also makes little sense to me to go to the effort and expense of installing and maintaining fences that prevent pedestrians from moving from one public area to another (such as the fence separating the sidewalk along Woodfield from the walking path along the east side of Pinole Creek). We should be making our neighborhoods more walkable and more livable, not less so. I really like the SF Bay Trail and the ways it is overcoming obstacles to walkability like railroads and freeways, and I'd like to see a lot more efforts like that.	5/31/2022 3:09 PM
29	Traffic and street improvements to support the efficient flow of vehicles while protecting bicyclists and walkers.	5/31/2022 2:26 PM
30	Pinole is an above average exceptional place to live. Pinole's elected and assigned government personnel must keep Pinole a uniquely positioned city above all other cities in the Bay Area. Above all else, maintain the credo "Pride in Pinole".	5/31/2022 11:08 AM
31	The city looks dilapidated. The signs are old, there's weeds and trash on the off ramps. Let's get it together and beautify Pinole. Also, no one wants low income residents that bring crime and problems here.	5/27/2022 12:53 PM
32	None	5/23/2022 12:32 PM
33	Keep Pinole the a gem of suburban living, by focusing on safety (not allowing criminals a handhold), services (keep lights, water, sewage, garbage for demand), and do not let the city get greedy and promote doing what ethical (not sell out).	5/20/2022 8:19 PM
34	I would like to see more housing in pinole and more higher paying jobs. I am concerned about what would happen if one of the refineries catches fire.	5/20/2022 8:18 PM
35	1. Walkability -Pinole has no bike lanes, dangerous roads, and sidewalks that are unmanaged. This makes the city hard to walk around in. 2. Lack of local businesses- there is a lack of diverse businesses in Pinole, how many hair salons, insurance companies, and real estate businesses do we need in one town? Also we need support for mom and pop businesses not big box chain stores it gives these kind of businesses would give the town character and also support locals. 3. Beautification -Too many empty lots down town and strange abandoned places. There literally a car/boat storage place that takes up a lot of space down town that could be a park or something for the community.	5/20/2022 5:59 PM
36	Open the valley fire station to provide support to the valley residences to eliminate an Oakland Hills or Loma Preto event. In any major disaster our neighboring cities are gonna be too busy with their own to help us. If the freeway overpasses go down how will the downtown station get to the other side of the freeway to save the residence of the Valley?	5/20/2022 3:45 PM
37	Public safety, street cleanliness, maintenance of road and sidewalks. So far I feel Pinole has done an amazing job in these areas	5/20/2022 1:58 PM
38	Homeless people have to be somewhere. Can't just kick them out of places. Put dumpsters in	5/20/2022 10:35 AM

HOUSING ELEMENT UPDATE

	encampments. Find transitional housing in unused warehouses.	
39	Making the permitting process easier for ADU's and adding extra rooms to an existing house	5/17/2022 1:20 PM
40	We desperately need a hospital in our area!!	5/16/2022 5:46 PM
41	Pinole needs urgent care facilities or a hospital. I have to travel to Berkeley or Concord for a hospital or emergency care.	5/16/2022 4:26 PM
42	Life safety! Fire Department is woefully understaffed, only 1 station & inadequate staffing! Below ISO safety standards!	5/16/2022 7:30 AM
43	More retail stores to increase sales tax revenues	5/14/2022 3:13 PM
44	If housing were to be built, I think aesthetics should be a significant focus as well to cost. we the people know when things are obviously being gentrified, pinole has a small-town aesthetic that feels lively and comfortable and housing should resemble the vibe of our community, we are not city dwellers. Keep a bit of the victorian style in housing, people who always visit Pinole comment how cute our city is so why not embrace it, let's not be a major city but we have a lot of just empty office spaces taking up space that could be apartments. Another concern I have is losing a lot of just plain open space, a healthy balance of just having a small plain of grass with no buildings on it. What I like about pinole is that there are nice hidden spots where you can relax outdoors and not run into anyone, let's also focus on keeping open areas. Sincerely, just a young adult who has lived here and attended school here.	5/11/2022 7:38 PM
45	Reducing crime in shopping areas (car break in)	5/11/2022 12:57 PM
46	A Town Plaza/square to replace the Community Corner.	5/10/2022 5:15 PM
47	Safety from fire. The whole area across from the ellerhorst school is a fire trap waiting to happen.	5/9/2022 7:28 PM
48	Please do not approve more housing near Pinole Valley High School. It's already congested and parking already difficult for homeowners and renters, especially during school hours. Drivers are reckless.	5/9/2022 7:24 PM
49	Parking issues	5/9/2022 4:44 PM
50	Community meetings to discuss the government overreach and how to share individual research/awareness about the lack of mainstream media to give both sides to giant issues. The people deserve learning from those who are open to discuss and offer factual data. I don't mean political, for example; sharing by the very group of scientists/doctors/nurses/activists who are not in it for the money. The American people in every city, state deserve the truth. We also need truth about climate change. I am in favor of taking care of mother earth as much as any person in this country. I am very aware of how a certain agenda is affecting what we hear and limiting what we are able to listen to. You did not include	5/9/2022 2:34 PM
51	There aren't condos/cottages that seniors can move in to. IE Sell our larger home and purchase condo/cottage and stay in the area live in now. Senior apartments are being built but we don't want to rent we want to own.	5/9/2022 9:59 AM
52	Safety and crime rate in our area.	5/8/2022 9:38 PM
53	lack of adequate parking in congested neighborhoods, HOA rules preventing garage conversions	5/8/2022 8:40 PM
54	More retail opportunities would certainly be welcome. Traffic congestion and speeding have both been issues.	5/7/2022 6:16 PM
55	I understand the city wants to build housing where the old Doctors Hospital and the old Kmart use to be and I'm concern with the amount of traffic that's going to come with the hundreds of units that plan to be build there since the traffic affects the same streets and freeway entrances on Appian Way.	5/7/2022 5:43 PM
56	Put a red light runner at Fitzgerald/Appian/Sarah. It's horrible! Mainly people coming from Fitzgerald making a left. It's horrible. And you really need to think about the traffic implications with housing where a hospital to exist.	5/7/2022 2:40 PM
57	Do not change any zoning without providing funds to the current owners to make those changes or re-zone commercial property to something unreasonable that devalues their	5/7/2022 1:49 PM

HOUSING ELEMENT UPDATE

	investment so that they are trapped	
58	No additional apartments on Pinole Valley road or in the valley.	5/6/2022 6:36 PM
59	The City needs to make downtown more inviting to INTERESTING BUSINESSES that are NOT NAIL SALONS!! Let's see some better restaurants/pizzerias/taprooms!! Look to Martinez! They have a "Public Market" (with an oyster bar, tap room, bakery and pasta maker) of sorts that would be very popular here. PLEASE make it more inviting to these kinds of businesses. Pinole is kinda ghetto with it's 25 nail salons and facial places. Also, maybe close off downtown to through traffic and make it a pedestrian zone. Finally, close that ugly eyesore of RV storage park by Bay Front park. Thank you	5/6/2022 6:01 PM
60	Parking of inoperable vehicles on private and public property including streets and yards!	5/6/2022 5:43 PM
61	Access to Hospital Emergency Room is a huge issue for Seniors	5/6/2022 5:07 PM
62	Please cover the sharp metal edges on slabs on the pinole valley road northbound lane between Ellerhorst and Downer streets. One has to risk tire damage or cross into head on traffic every time they pass. Also please extend the no parking red curb at pinole valley road and Rafaela so those turning south on Rafaela don't have to turn into a blind curve and oncoming traffic. This would allow visibility of oncoming traffic.	5/6/2022 4:25 PM
63	Non highway public transit. Let's make Pinole a streetcar suburb	5/6/2022 3:58 PM
64	Crime, Traffic, more police officers, more firefighters, overgrown vegetation that is a fire hazard.	5/6/2022 2:19 PM
65	Pinole needs more locally owned businesses that could be destination points for the surrounding communities (example: pear street bistro + east bay coffee). Less salons (all for locally owned salons but we have a lot of em), real estate and insurance brokers and more restaurants, bar/breweries, and coffee shops. No more strip mall and chain development commercial spaces. New large scale residential projects should include small commercial spaces as well and the city should promote and subsidize local small businesses to create more of a local community feel downtown. Finally the square downtown is a gross mess, we should plant a community California native garden in that space and develop the vacant space next to the bank to help beautify and bring ppl to the historic downtown area.	5/6/2022 12:53 PM

HOUSING ELEMENT UPDATE

Q10. Illegal housing discrimination is when one or more of the following occurs based on a person's race, national origin, color, age, familial status, religion, sex, or if they have children or a disability:

Refusing, discouraging, or charging more to rent an apartment or buy a home.

Discouraging a person from living where he or she wants to live, often by steering him or her to another property, neighborhood, or city.

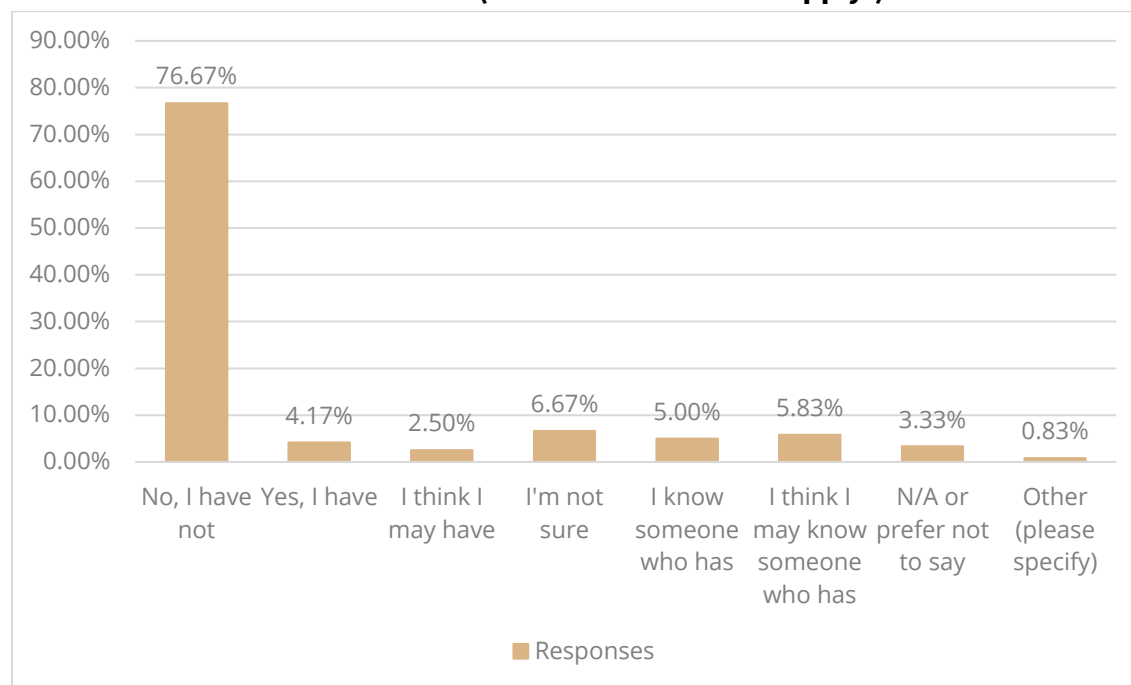
Refusing or discouraging the acquisition of a loan to buy, refinance, or access home equity through tactics that include charging more or providing less favorable terms than the market would otherwise dictate.

Refusing, discouraging, or charging more for home insurance.

Refusing to make a reasonable accommodation or refusing to allow a modification to make an apartment more accessible for a person with a disability.

Predatory lending: unfair, misleading, deceptive, or fraudulent loan practices.

Have you or someone you know ever encountered any of the forms of housing discrimination described above? (Please select all that apply.)

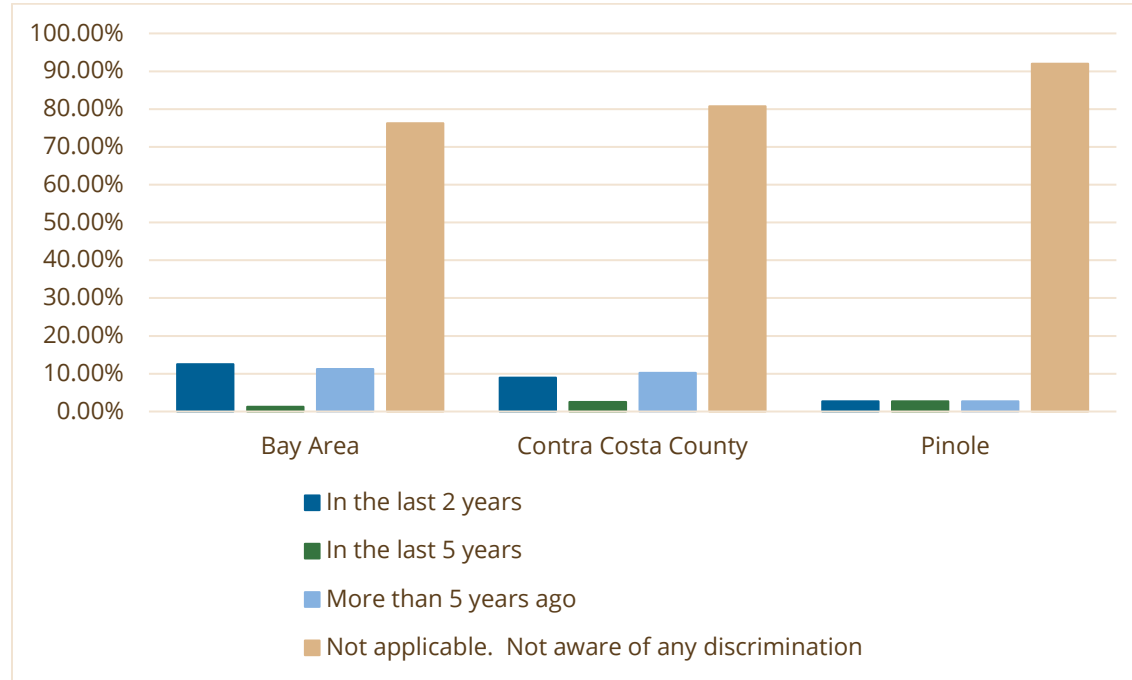


Q10. "Other" responses.

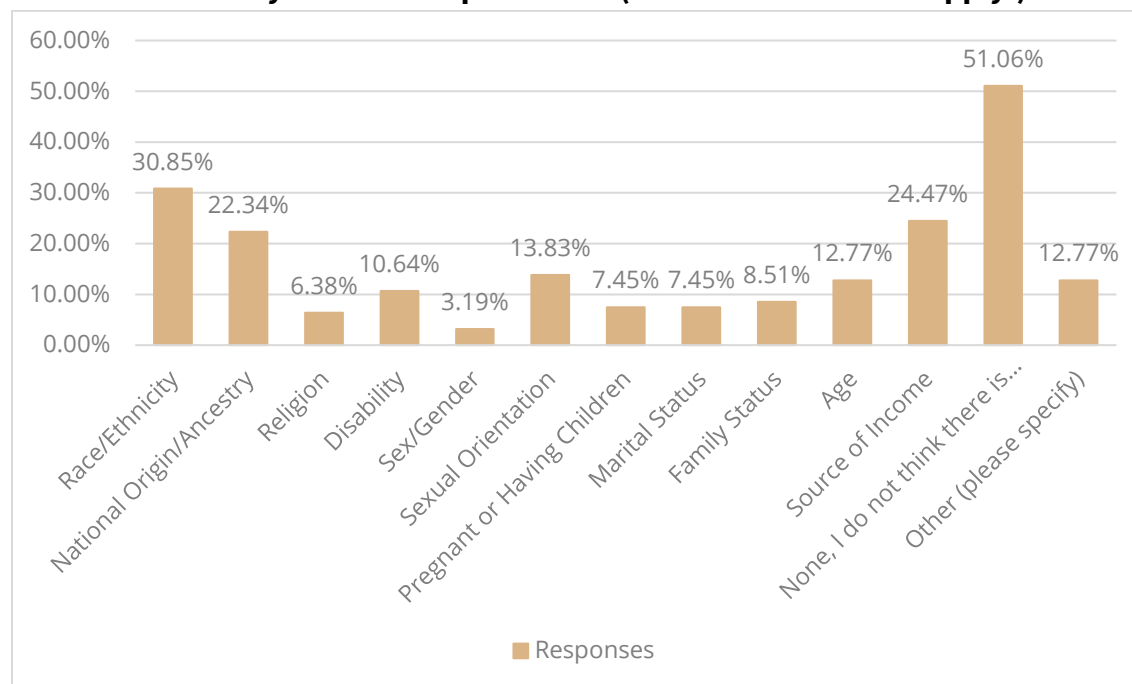
#	OTHER (PLEASE SPECIFY)	DATE
1	Not me personally, but I'm an able, white guy. I'm pretty sure discrimination is happening to others.	5/20/2022 10:39 AM

HOUSING ELEMENT UPDATE

Q11. If you believe that you or someone you know encountered housing discrimination, please identify the location and time period when it occurred. (Please select all that apply.)



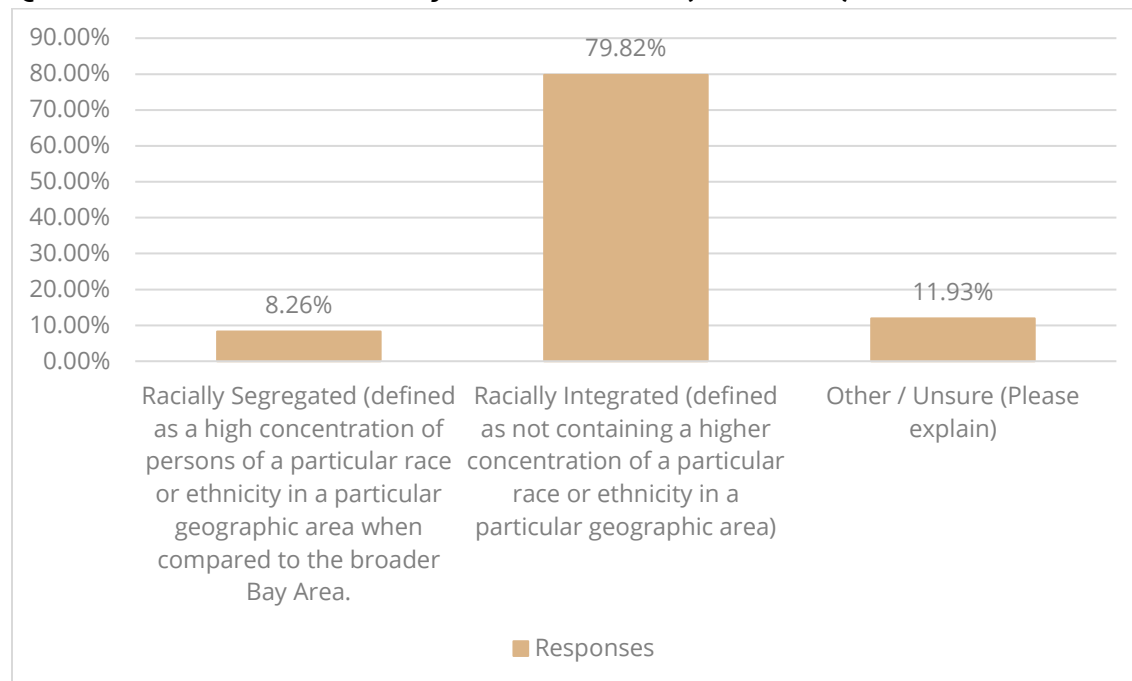
Q12. If you think housing discrimination is occurring in Pinole, what types of discrimination do you think are prevalent? (Please select all that apply.)



HOUSING ELEMENT UPDATE

Q12. “Other” responses.

#	OTHER (PLEASE SPECIFY)	DATE
1	As long as you have a diverse population there is going to be discrimination of every type. The thing is to be vigilant and apply the law where it is found	8/2/2022 12:44 AM
2	New resident and not aware of any local discrimination	7/22/2022 11:30 AM
3	I have no knowledge whether this statement is true or false	6/15/2022 1:13 PM
4	Dont know any stories of discrimination, but I dont deny the possible existence of housing discrimination	6/9/2022 4:42 PM
5	I believe there may be housing discrimination; I have just been lucky to have not witnessed it myself.	5/31/2022 3:13 PM
6	None that I know of.	5/31/2022 2:27 PM
7	I don't have enough information to answer this question correctly.	5/20/2022 6:04 PM
8	I do not know if this is occurring	5/20/2022 4:22 PM
9	Don't know	5/20/2022 3:48 PM
10	single parent	5/14/2022 6:35 PM
11	Not aware	5/9/2022 10:02 AM
12	not personally aware of it in Pinole	5/8/2022 8:44 PM

Q13. Please indicate whether you feel Pinole is: (Select one)

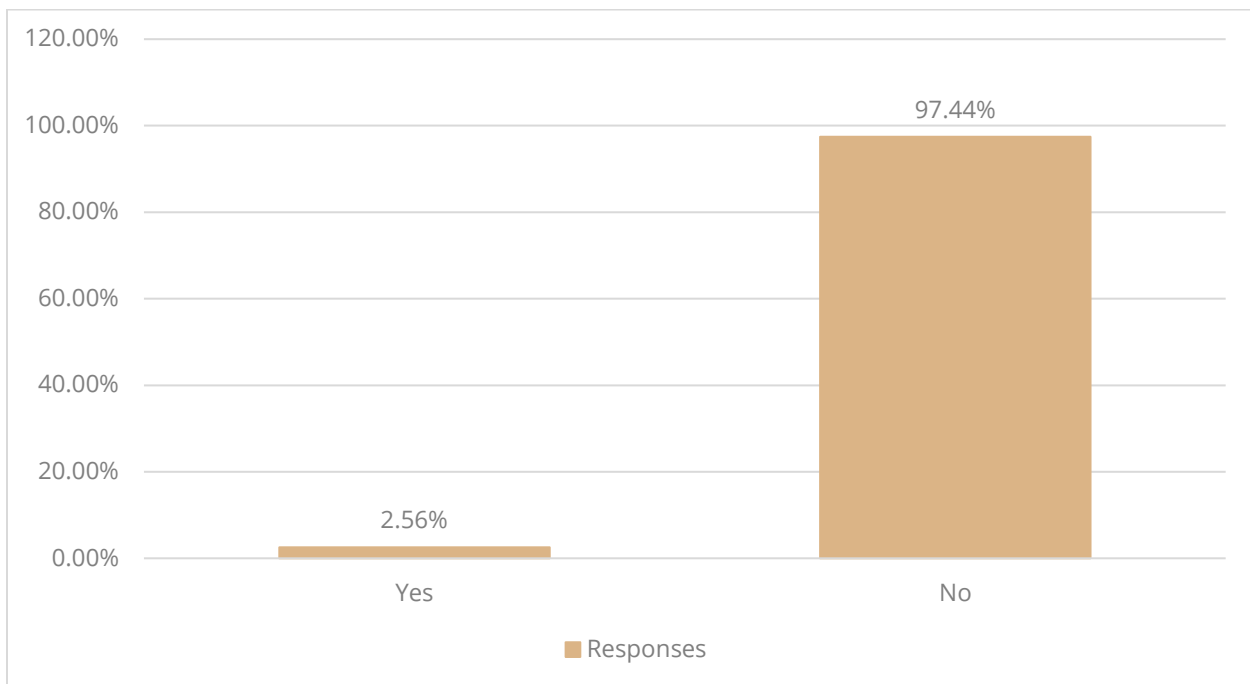
HOUSING ELEMENT UPDATE

Q13. “Other” responses.

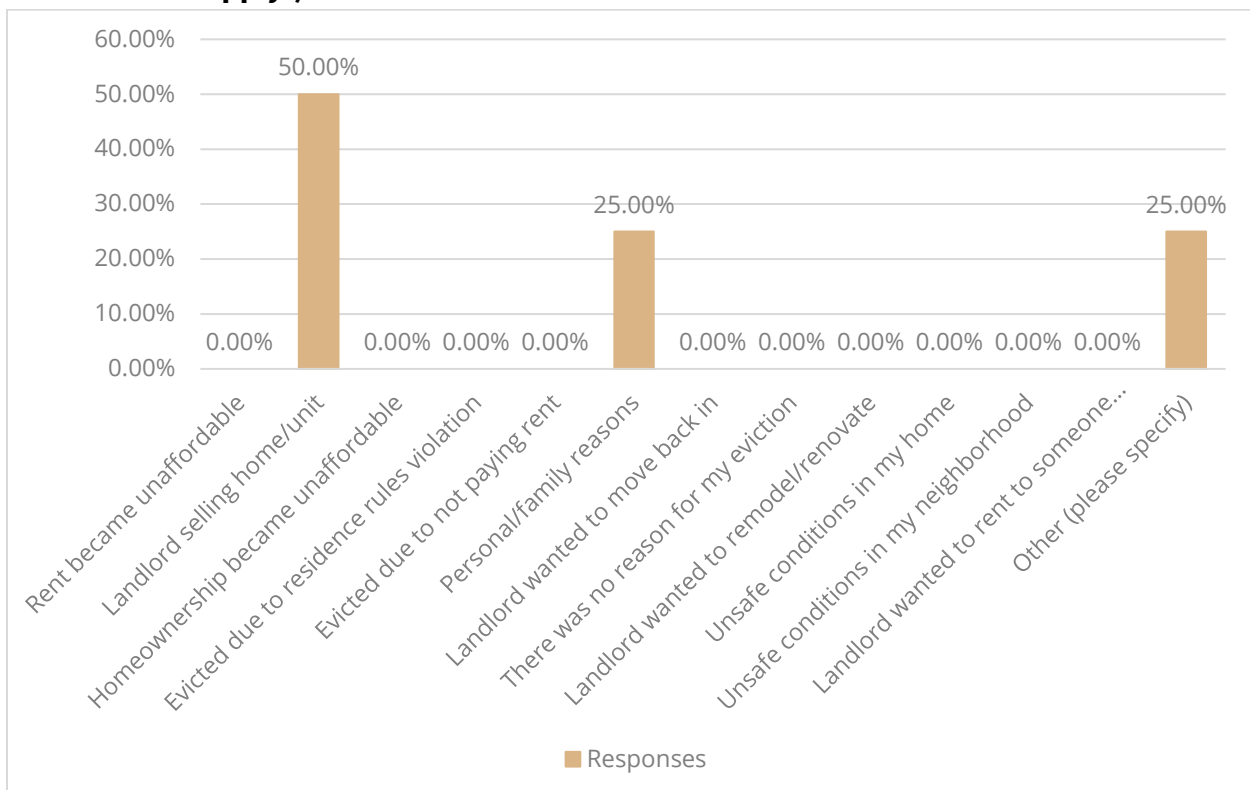
#	OTHER / UNSURE (PLEASE EXPLAIN)	DATE
1	It has been a traditionally middle class white area, but that has changed a lot in the past decade or so	8/1/2022 8:08 PM
2	I don't believe any of your questions apply to Pinole.	7/26/2022 11:59 AM
3	Just moved here	7/22/2022 11:30 AM
4	Predominately white with other races integrated	6/18/2022 6:50 AM
5	I think Pinole is fine just the way it is.	6/8/2022 8:07 AM
6	It feels more diverse than where I moved from (San Francisco) and I feel like it was segregated at some point but now it feels like a new group of people are moving in and they are less segregated.	5/20/2022 6:04 PM
7	New to area	5/16/2022 7:54 AM
8	Unsure	5/14/2022 2:32 PM
9	Lacks diversity. Have encountered racist white people.	5/9/2022 7:27 PM
10	it is becoming more diverse with each passing year from where it was decades ago	5/8/2022 8:44 PM
11	There are more white people in Pinole, but my neighborhood has a variety of colors,	5/7/2022 3:18 PM
12	Socioeconomically homogeneous.	5/6/2022 4:01 PM
13	The newer residents appear to be much more racially integrated than the older residents. Areas that once were an all white neighborhood the newer home buyers appear much more mixed racially and ethnically. Thus overall Pinole feels more integrated than most other place in the Bay Area, opinion of a long time SF resident.	5/6/2022 1:00 PM

HOUSING ELEMENT UPDATE

Q14. Since 2015, have you had to move out of your residence in Pinole when you did not want to move?

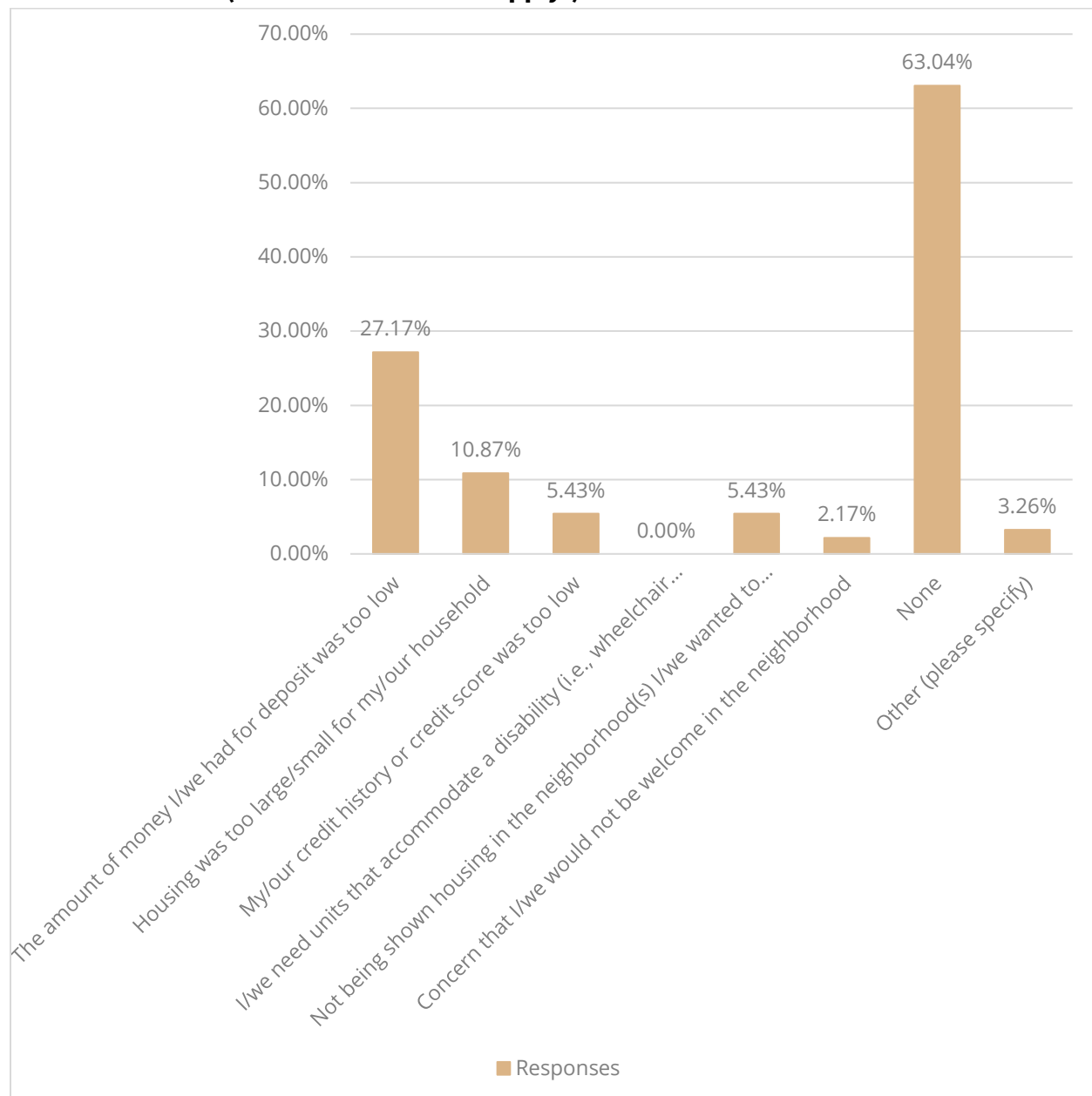


Q15. If you answered yes to the previous question, why did you have to move? (Please select all that apply.)



HOUSING ELEMENT UPDATE

Q16. Which of the following issues, if any, have restricted the housing options you were able to consider? (Please select all that apply.)

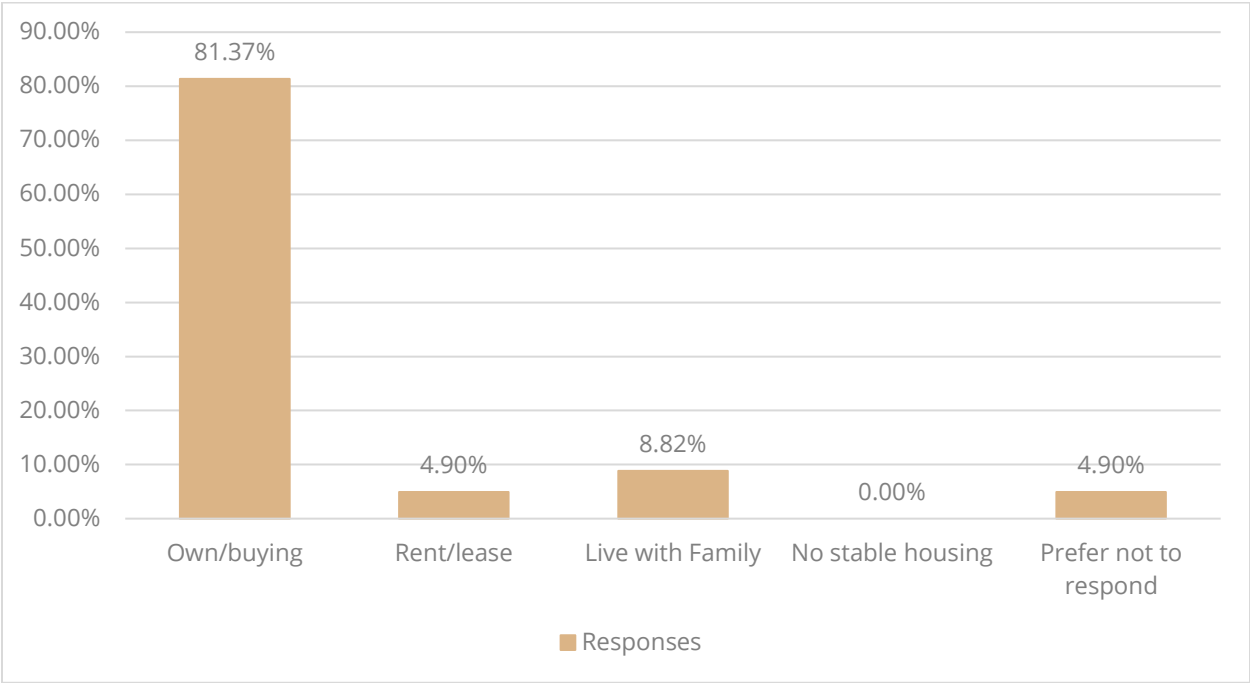


Q16. "Other" responses.

#	OTHER (PLEASE SPECIFY)	DATE
1	The overall cost/the size of a mortgage loan required was not feasible	6/2/2022 9:19 AM
2	I couldn't afford a house anywhere else in the Bay Area, Pinole is affordable	5/20/2022 6:04 PM
3	No small senior condos to buy	5/9/2022 10:02 AM

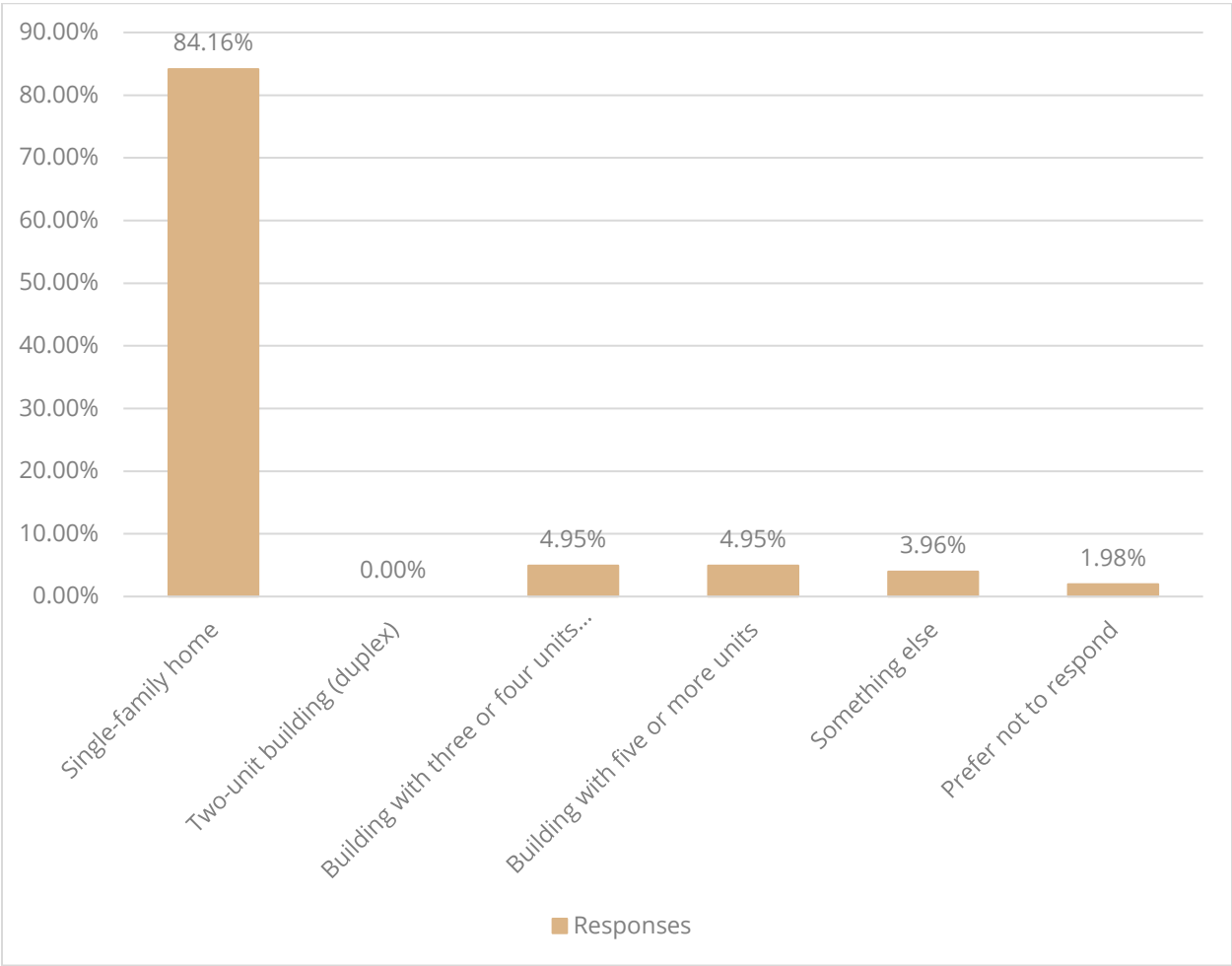
HOUSING ELEMENT UPDATE

Q17. Do you currently own the home or apartment where you live, do you rent, do you live with family, or do you not have stable housing?

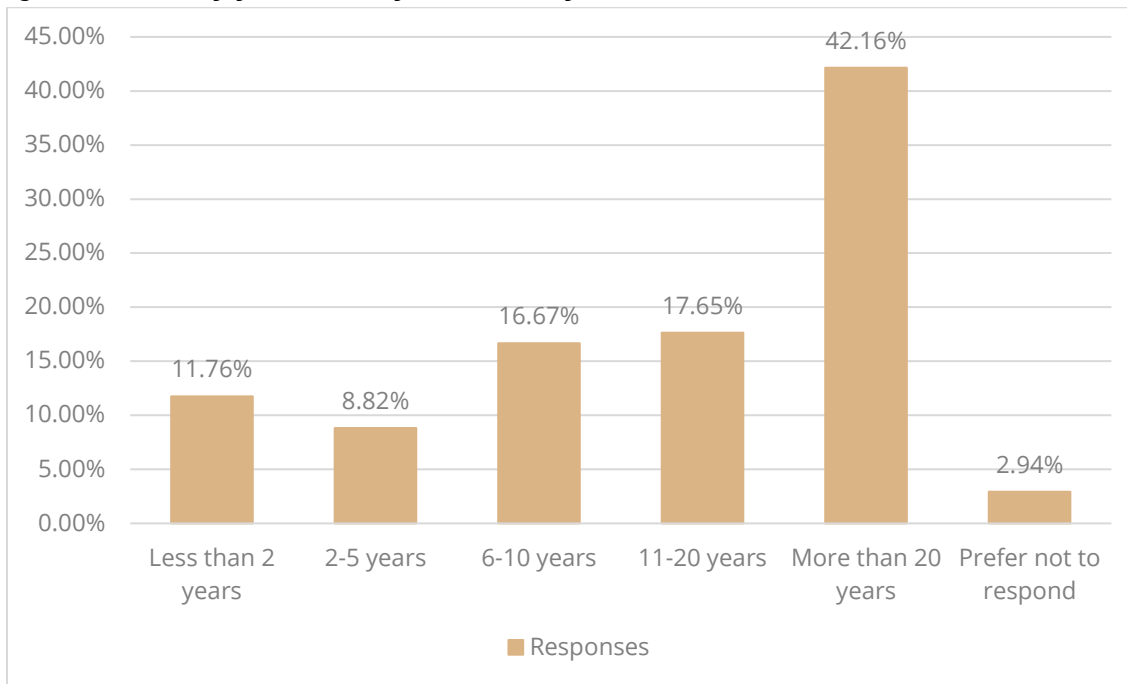
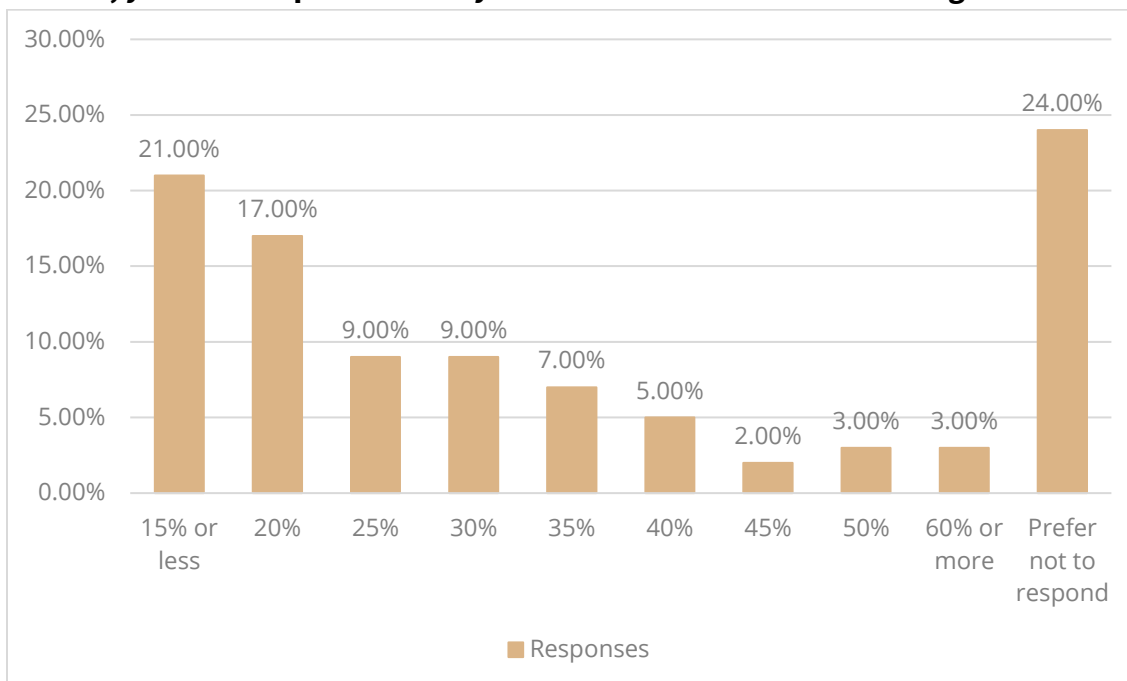


HOUSING ELEMENT UPDATE

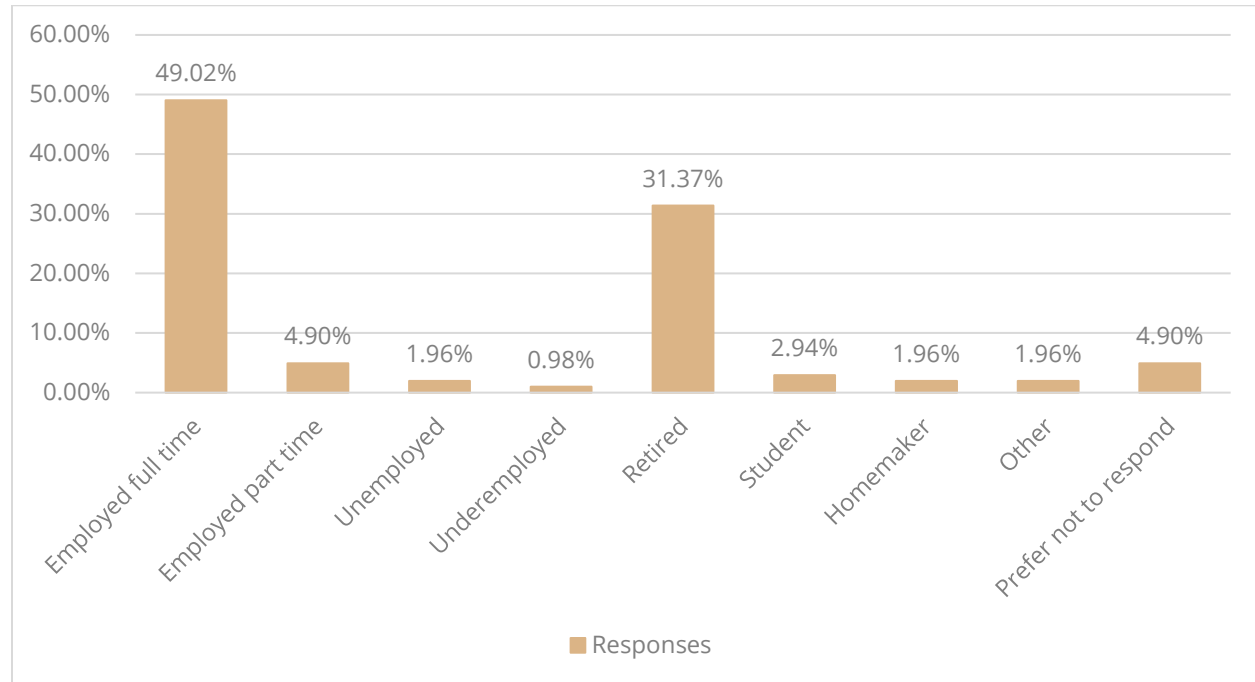
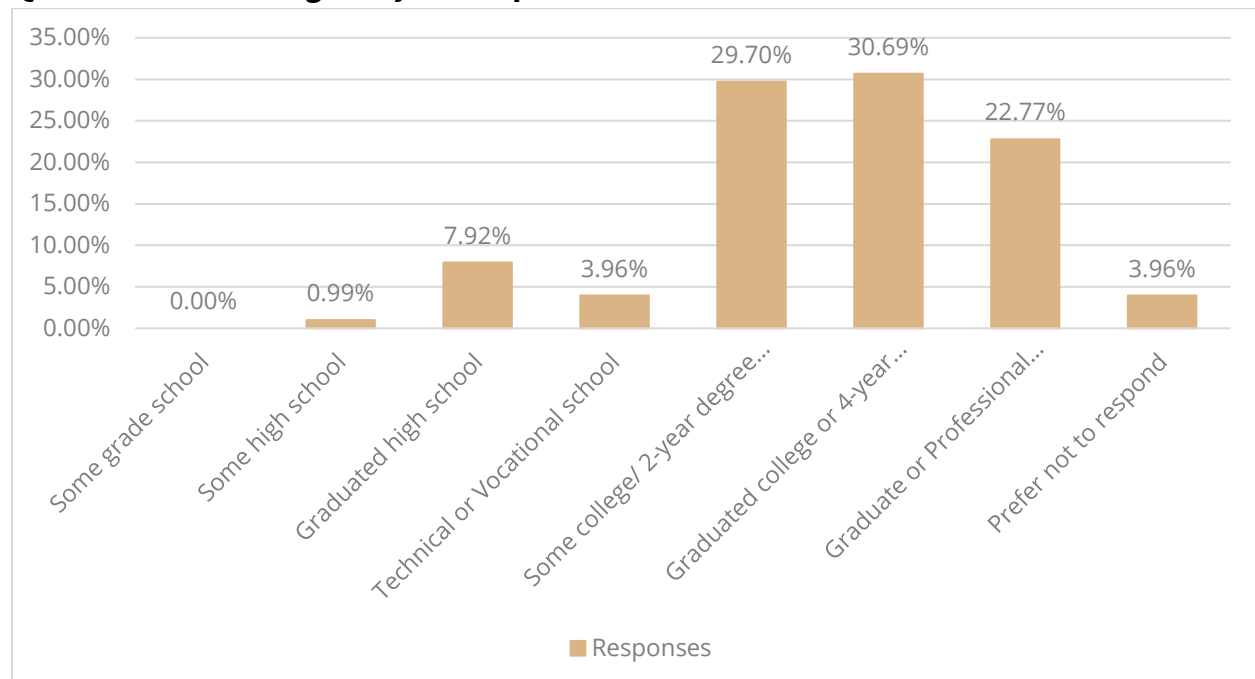
Q18. Do you live in a:



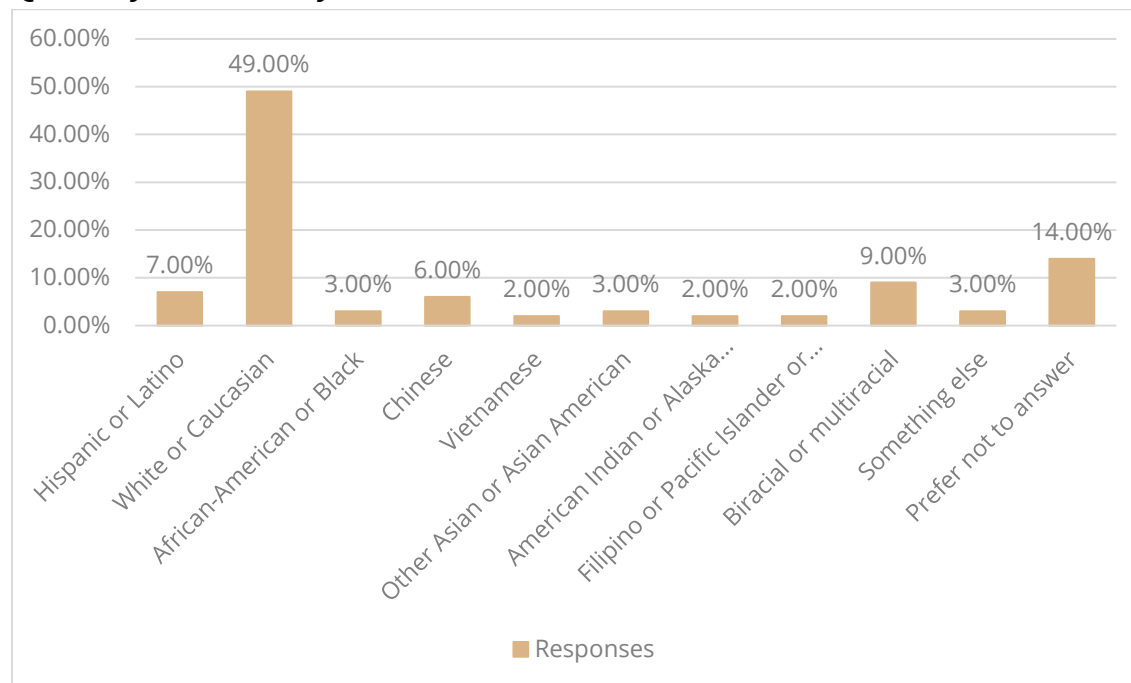
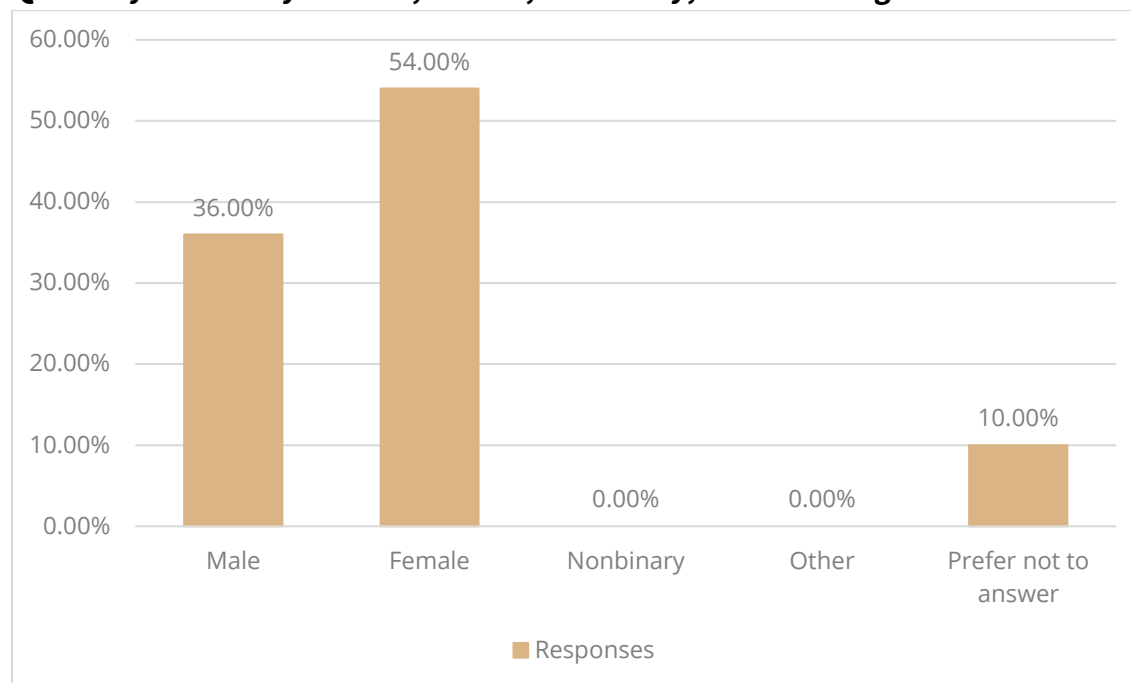
HOUSING ELEMENT UPDATE

Q19. How many years have you lived at your current address?**Q20. Approximately what percentage of your gross household income do you spend on housing? Example: If your monthly gross income is \$4,000 and you spend \$1,500/month on rent, you would spend 37% of your household income on housing.**

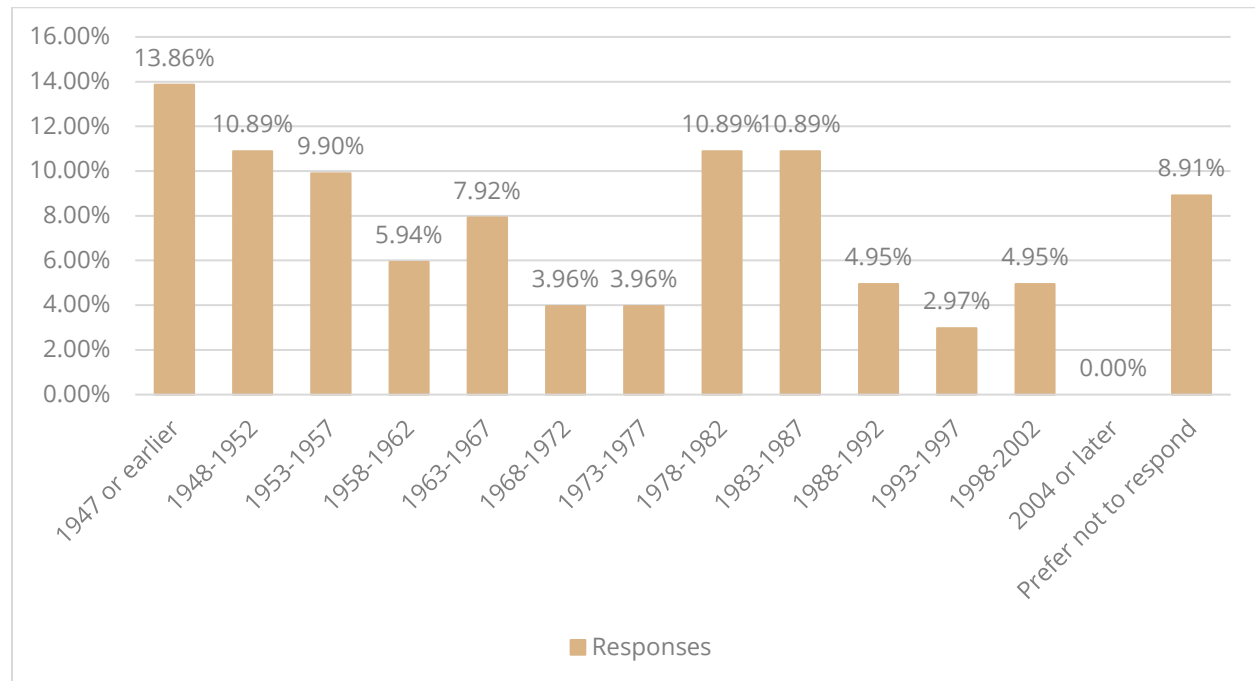
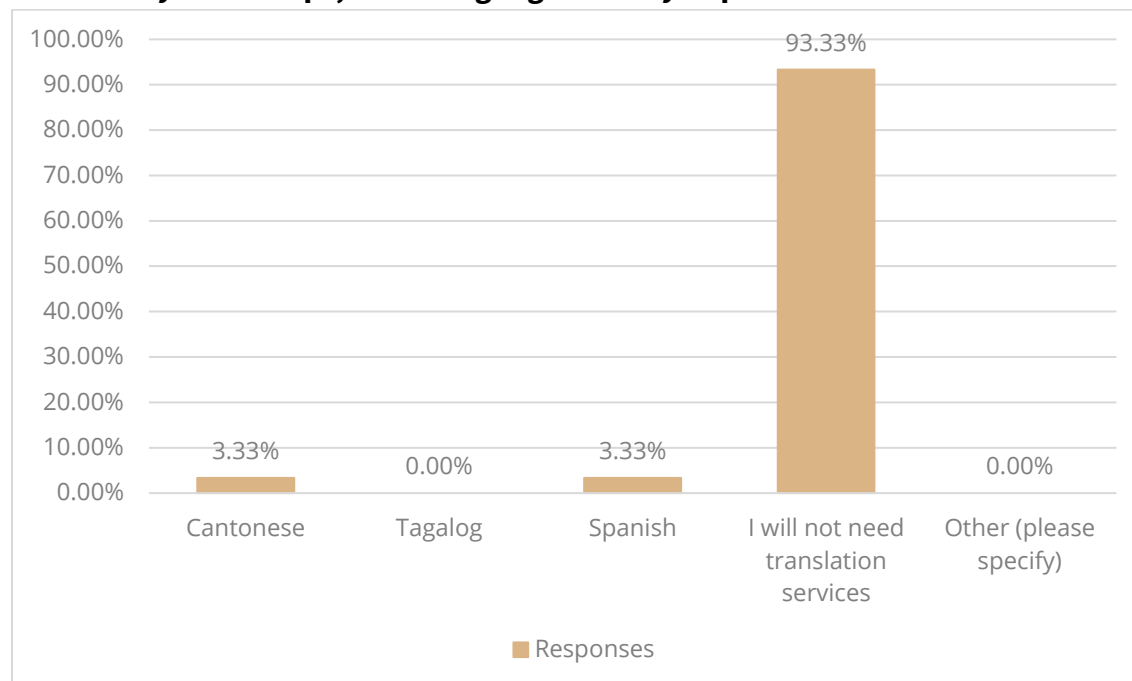
HOUSING ELEMENT UPDATE

Q21. In terms of your job status, are you:**Q22. What is the last grade you completed in school?**

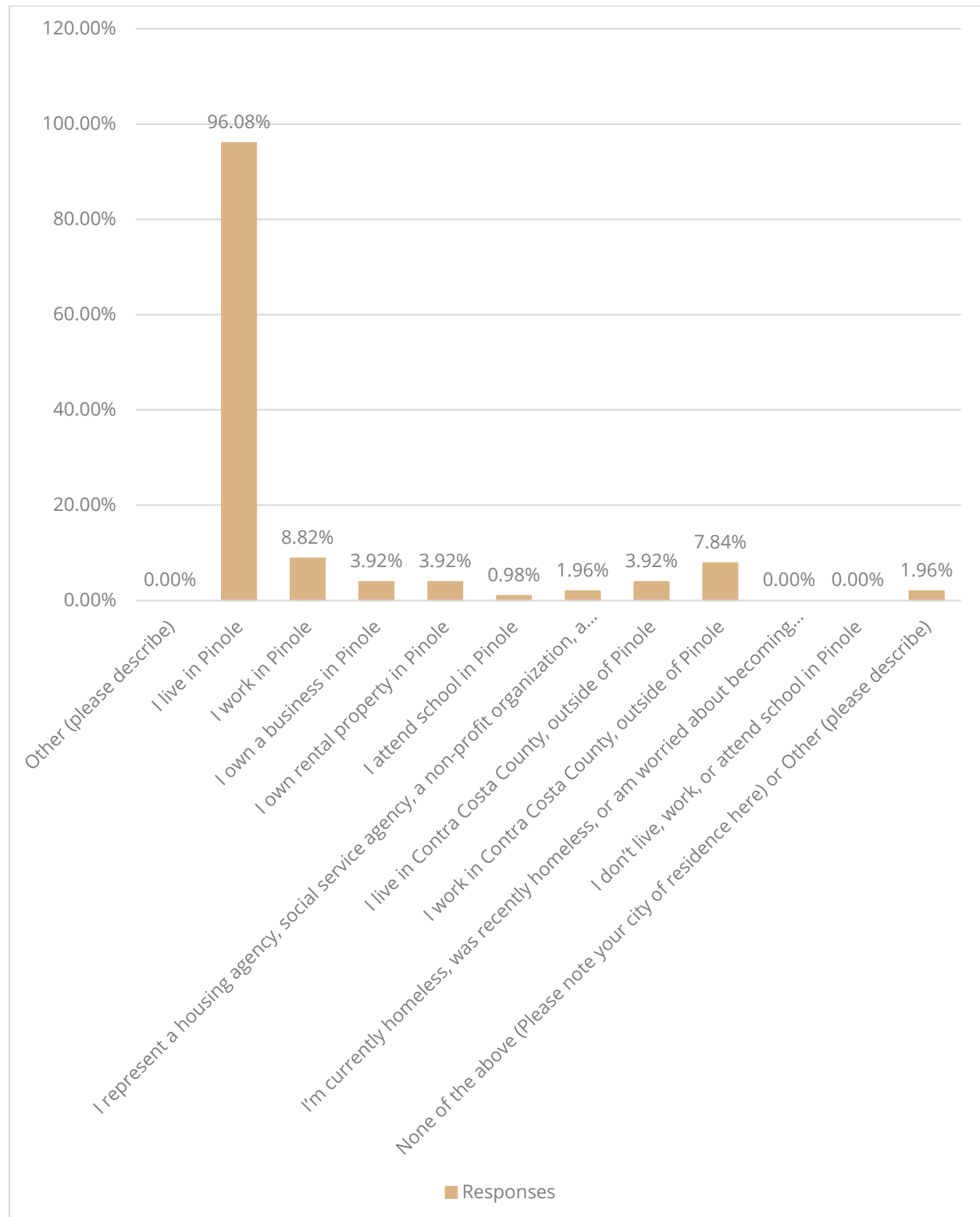
HOUSING ELEMENT UPDATE

Q23. Do you consider yourself to be:**Q24. Do you identify as male, female, nonbinary, or something else?**

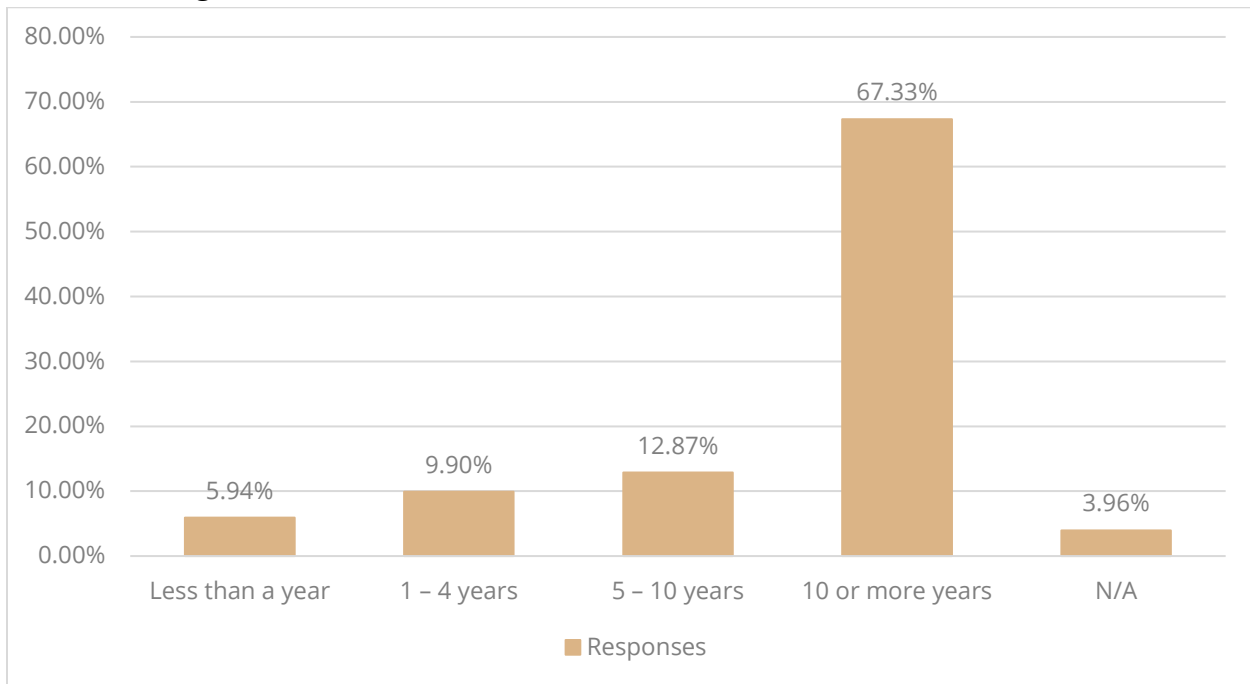
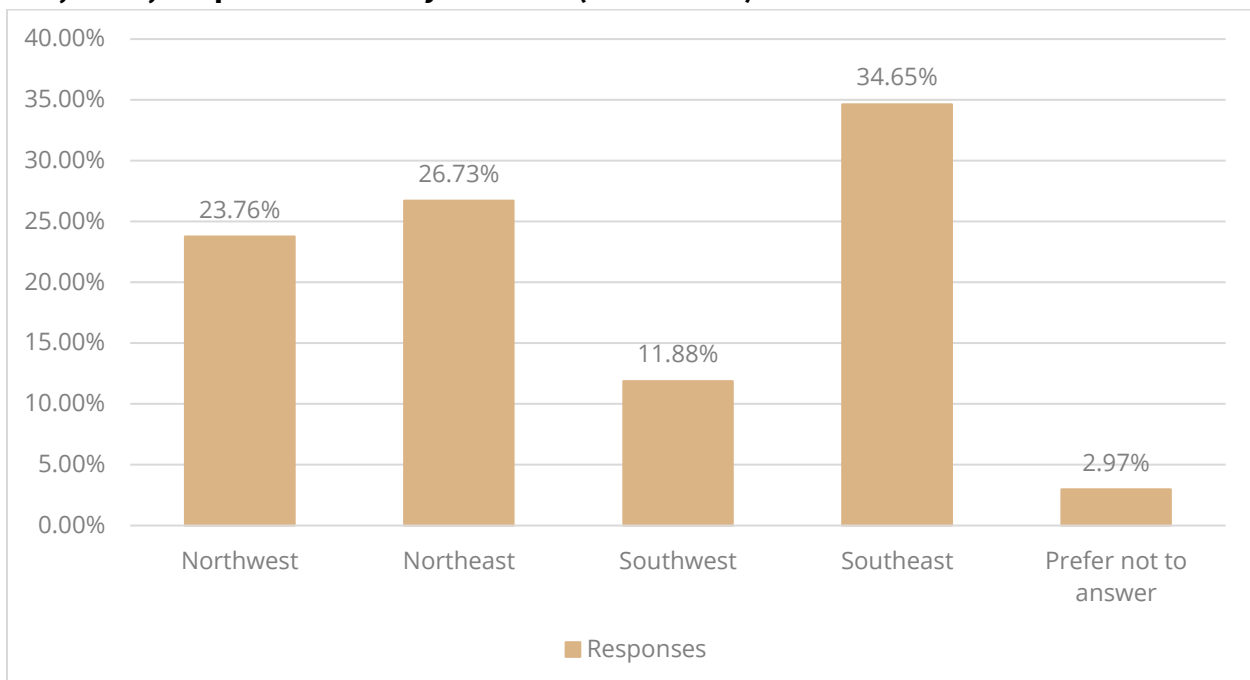
HOUSING ELEMENT UPDATE

Q25. In what year were you born?**Q26. We want to ensure everyone can participate in this process. Community workshops will be held in English. If a live translator would be helpful for you to participate in community workshops, what language would you prefer?**

HOUSING ELEMENT UPDATE

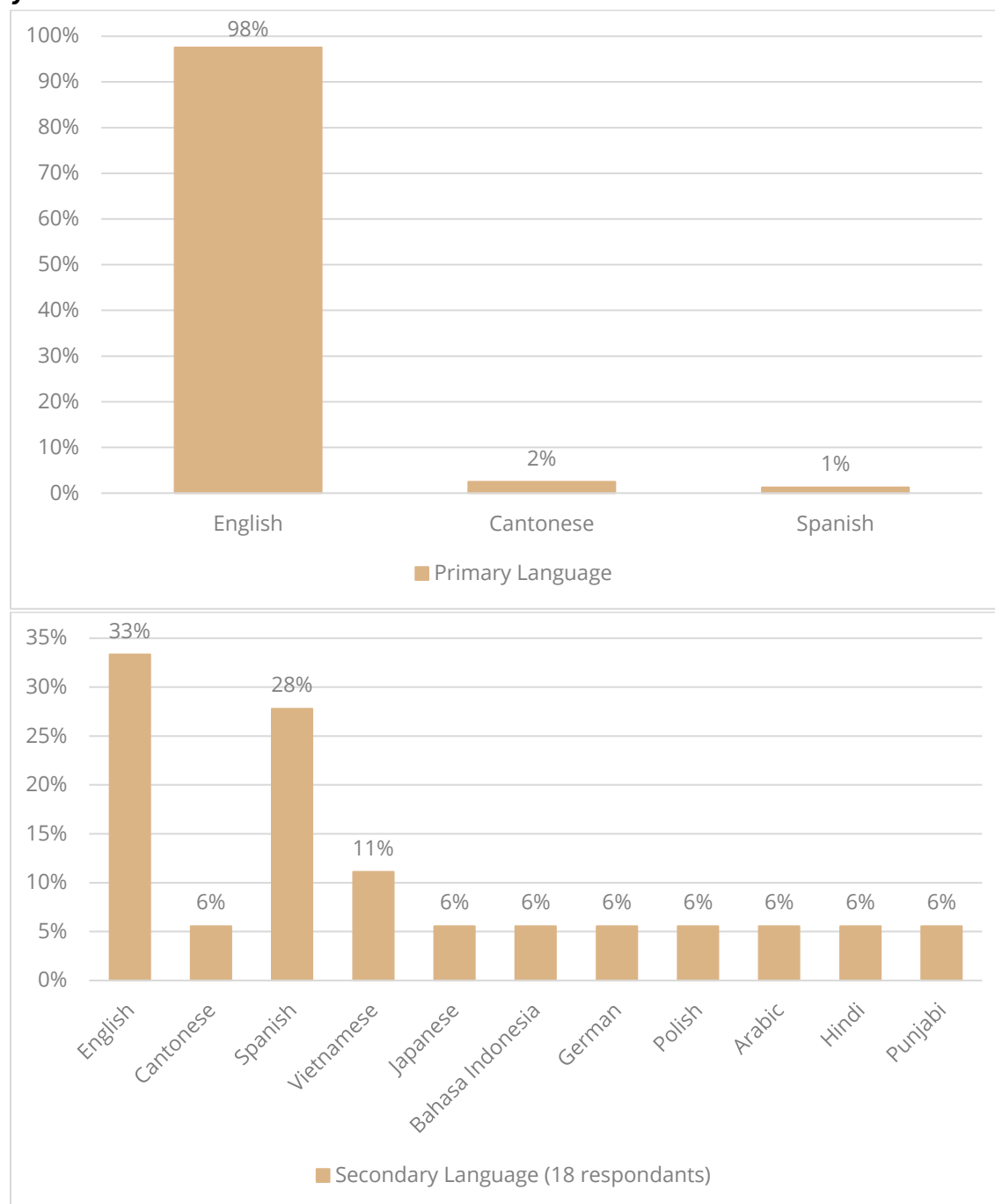
Q27. Please note your connection to the City of Pinole. (Please select all that apply.)

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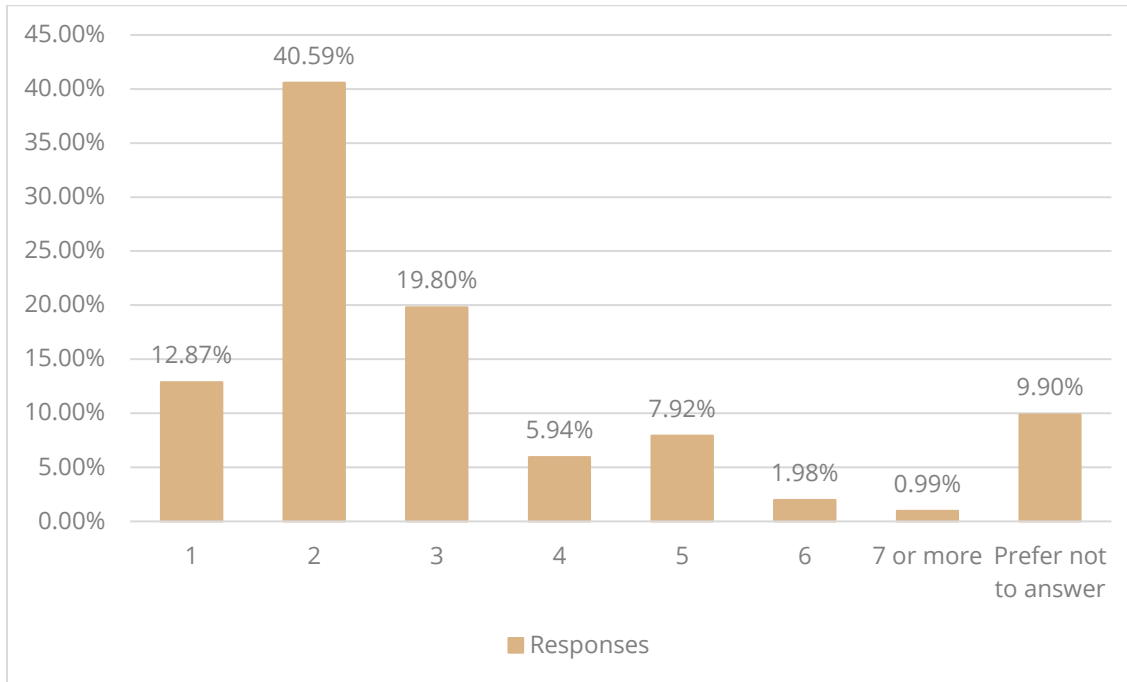
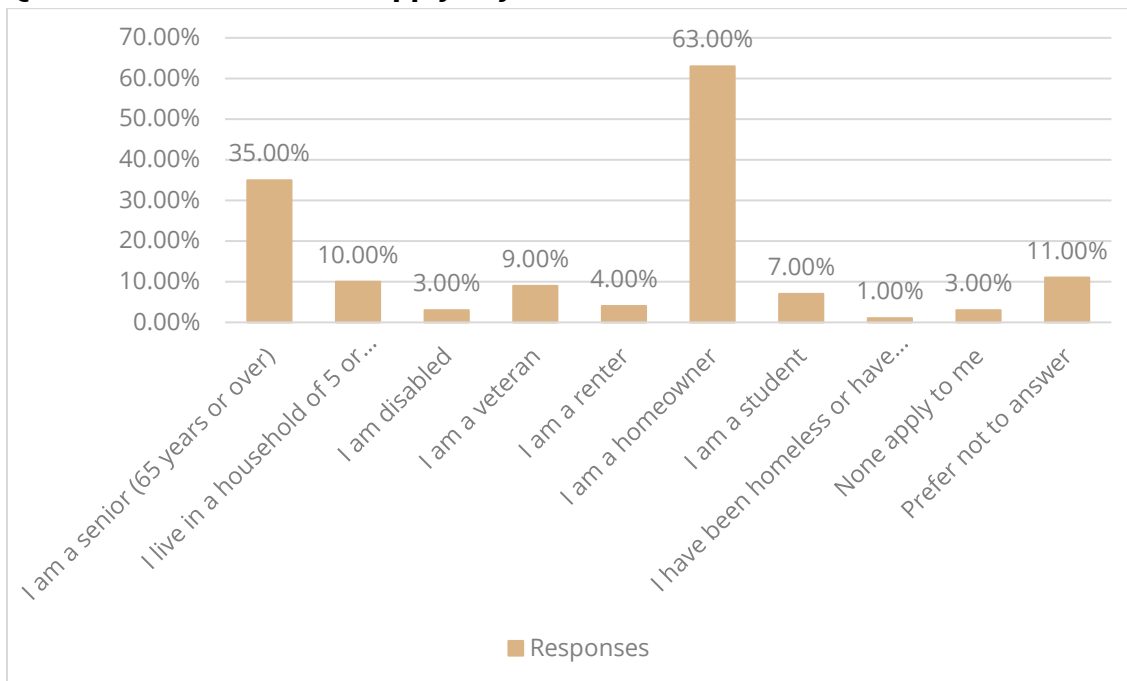
Q28. How long have you had this connection in Pinole?**Q29. Using the map of Pinole's census tracts, please indicate in which part of Pinole you live, work, or spend the most your time. (Select one.)**

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Q30. Please specify the primary language and any other secondary languages spoken in your household:

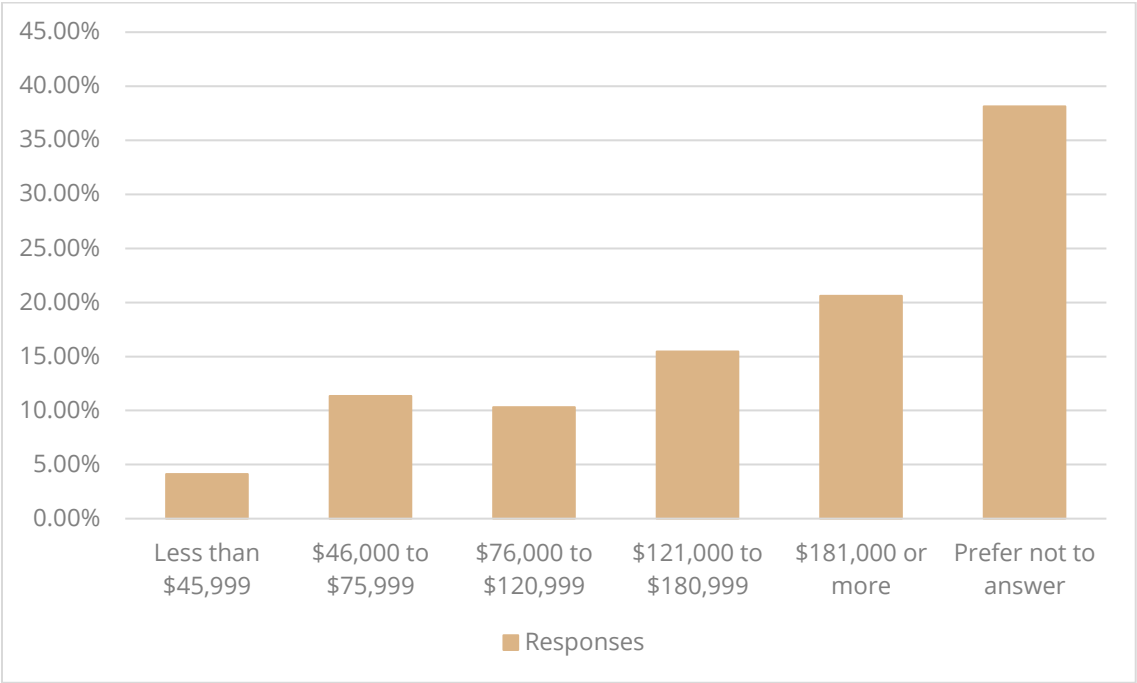


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Q31. How many people including yourself live in your household?**Q32. Please select all that apply to you:**

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Q33. Please share the total (gross) annual household income for all adults in your household.



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STAKEHOLDER INPUT

To gain additional insight from stakeholders, the City held consultations with a number of stakeholder groups. Two virtual stakeholder focus groups were held via Zoom. They were held at different times and days of the week to accommodate different schedules. The first was held on Monday, June 27, 2022, at 12:00 p.m. and the second was on Thursday, June 30, 2022, at 4:00 p.m.

The first focus group experienced technical difficulties, so registered attendees were invited to participate in one-on-one interviews at a time of their choosing. Neither of the two registered participants chose to participate at a later date.

The second focus group had five attendees representing three different organizations: the Friends of Pinole Creek Watershed, Pinole Valley Community Church, and BGAM Property Management. A summary of the focus group feedback is provided below.

In addition to the two focus groups, stakeholders were offered an opportunity to provide their individual responses to the stakeholder interview questions in writing or via a one-on-one scheduled phone call or video conference. Two individuals provided one-on-one input.

In the focus groups and interviews, the stakeholders were asked the following questions:

1. Please describe your agency or role in the City.
2. What would you say are your agency's top priorities in the next 2-3 years?
3. What do you think is the best strategy to build more housing to meet the City of Pinole's Regional Housing Needs Allocation (RHNA) goals?
4. What segment of the City's population do you think is most vulnerable in terms of having affordable housing?
5. How do you think the City can assist that population segment?
6. What do you think the greatest challenge may be in terms of housing needs for the City?
7. Do you have any other thoughts or comments that you would like to share?

The following stakeholder groups were represented at the second focus group:

- Friends of Pinole Creek Watershed (June 30, 2022)
- Pinole Valley Community Church (June 30, 2022)
- BGAM Property Management (June 30, 2022)

The following stakeholders were interviewed in a one-on-one format:

- Pinole Rotary Club (July 25, 2022)
- Contra Costa Association of Realtors (July 26, 2022)

Below is a summary of stakeholder feedback:

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A. Stakeholder Focus Group #2 (June 30, 2022)

The key themes that were important to Pinole stakeholders were as follows:

- Grow awareness of the specialness of Pinole
- Educate people to “do their part” and not litter
- Habitat restoration and protection needs to be considered when locating housing sites
- Housing is too expensive
- There is not enough housing located within a reasonable distance to parks and open spaces
- Commercial retail has suffered due to COVID-19 – can we reuse this land for housing?
- Incentivize developers to including housing in their nonresidential retail projects
- Concern for low income and the young and old – populations on low or fixed incomes, people living on the fringes
- Impact fees are a constraint on development
- Place new housing near transportation
- Schools in Pinole do not have a strong reputation
- Pinole is a commercial “black hole”
- Running out of real estate
- Pinole needs to meet housing objectives while keeping it a nice place to live – enforcing standards
- Put an emphasis on community events for community building

B. Pinole Rotary Club (July 25, 2022)

In the stakeholder interviews, participants were asked to describe their agency’s role in the City and what their top priorities are in the next few years. The Pinole Rotary Club is a community service organization that is currently prioritizing developing new events to revive in-person community engagement post-pandemic and increasing growth of the organization. Opportunities for community engagement include a crab feed, community cleanup, and creek cleanup.

The Pinole Rotary Club believes that there is evidence of effort being made to increase housing in the community, but it’s taking a long time. The City hasn’t had a lot of housing development. One suggested strategy to develop more affordable housing would be to consider such development on vacant land along San Pablo Avenue, which is currently mostly industrial. There is misinformation about what affordable housing represents. More

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education is needed about what affordable housing means. There is a lack of housing for first-time homebuyers and lower-income earners (retail clerks, public service employees such as police and teachers, etc.)

The two most vulnerable segments of the population are seniors who want to downsize to a small apartment because they don't want to take care of large property and want to stay in the City and lower-income earners as mentioned above.

The Rotary Club stated that the City could assist these segments of the population by analyzing the area's needs and prioritizing the needs of those individuals. Some seniors want to move but are not able to move anywhere else in the City. The City should also incentivize accessible dwelling units, make sure fees are studied, and reduce restrictions to make this type of housing more available.

The greatest challenge the City faces with regard to housing needs is a lack of information and clarification about what affordable housing projects are and how they benefit the community. The Rotary Club believes that education on this topic will allow citizens to take a more active role in supporting affordable housing efforts in the City. There is a lot of misinformation being circulated on social media by individuals in the community. More town hall events where residents can hear from experts in the field and get factual information would be helpful. The pandemic has led to disconnection in the community, and efforts should be taken to rebuild that in-person sense of community. Town hall events would also help with that.

C. Contra Costa Association of Realtors (July 26, 2022)

When asked about their agency's role in the City and their top priorities over the next few years, the Contra Costa Association of Realtors (CCAR) stated they are a trade organization representing over 4,000 members, including 500 in West County of Contra Costa County. The organization's primary role is to work to protect homeowners' property rights and protect members' ability to conduct business.

Strategies recommended for building more housing in Pinole include incentivizing accessory dwelling units and looking at case studies to see what others are doing outside California to come up with creative housing solutions. Some examples include conversion of abandoned industrial buildings and shopping malls and construction of apartments using shipping containers.

CCAR sees the middle class as the most vulnerable in terms of having affordable housing. The low-income population is always a concern, but there are also not enough options for middle-income earners who don't qualify for low-income income limits (both rental and homeownership).

CCAR recommends that the City advocate for housing solutions that specifically use the term "work-force housing." There is too much stigma with the term "affordable housing," and many people associate affordable housing only with Section 8 rentals. More education is

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needed about what work-force housing is. The City should encourage new development and programs that help the middle class get into homes. Work-force housing should be included in low-income properties, so there are move-up opportunities when residents no longer qualify for the low-income units.

CCAR recommended a couple programs for those with limited incomes. [Richmond Community Foundation Connects has a program called the Black Wealth Builder's Fund](#)¹⁸, which helps Black potential homebuyers with down payment assistance through a zero-percent-interest loan, to be paid back only when the home is refinanced or sold. [California Association of Realtors Housing Affordability Fund](#)¹⁹ is another similar program, which is a closing cost assistance grant program that helps first-time homebuyers who are members of an "underserved community" (especially black and Latino individuals).

The greatest challenges CCAR sees with housing needs in the City is cost and timing of housing development. There is limited housing supply and availability of land. Costs of real estate, land, labor, and construction are all high in this area and make building new housing difficult.

CCAR has observed that there is a misconception that younger generations want apartments; many still want the opportunity for small, traditional single-family homes in which they can start families.

¹⁸ <https://give.richmondcf.org/campaigns/17536-black-wealth-builder-s-fund>

¹⁹ <https://www.car.org/difference/haf/hafclosingcostgrantprogram>

HOUSING ELEMENT UPDATE

COMMUNITY WORKSHOPS (PUBLIC OUTREACH MEETINGS)

Due to office/business closures related to the COVID-19 pandemic, the City of Pinole hosted two Community Workshops (public outreach meetings) online using the Zoom platform.

- The first Community Workshop was held via Zoom on Wednesday, May 11, 2022, and had seven community member attendees. This meeting provided an overview of the three major components of the project: Update the Housing Element, Update the Health and Safety Element, and Creation of a new Environmental Justice Element.
- The second Community Workshop was held via Zoom on Thursday, June 9, 2022, and had 18 community members attendees. The meeting provided an overview of key housing policies that could be incorporated into the updated Housing Element.

A question-and-answer period was held during both Community Workshops. During this time, questions/comments received were answered verbally and written in the text box on the Zoom meeting platform. An electronic poll was also conducted during each Community Workshop. The results of each Community Workshop are provided below.

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COMMUNITY WORKSHOP #1 (MAY 11, 2022)

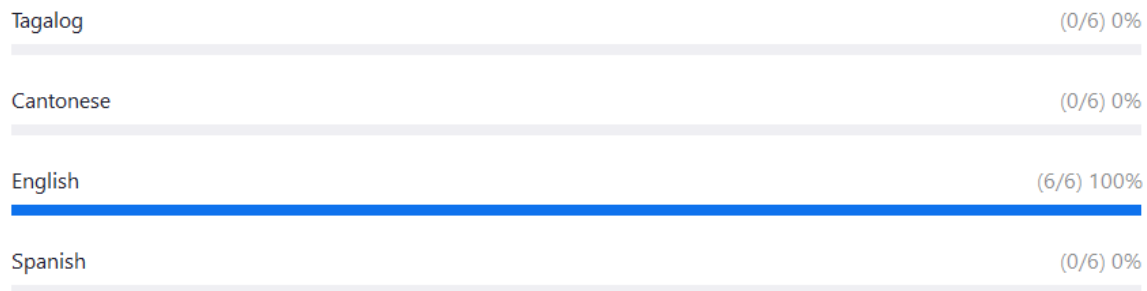
Live Poll Results

Question 1

Poll | 1 question | 6 of 7 (85%) participated

1. Are you listening in Tagalog, Cantonese, English, or Spanish? (Single Choice) *

6/6 (100%) answered



Question 2

Poll | 1 question | 8 of 8 (100%) participated

1. How long have you lived/worked in the City? (Single Choice) *

8/8 (100%) answered



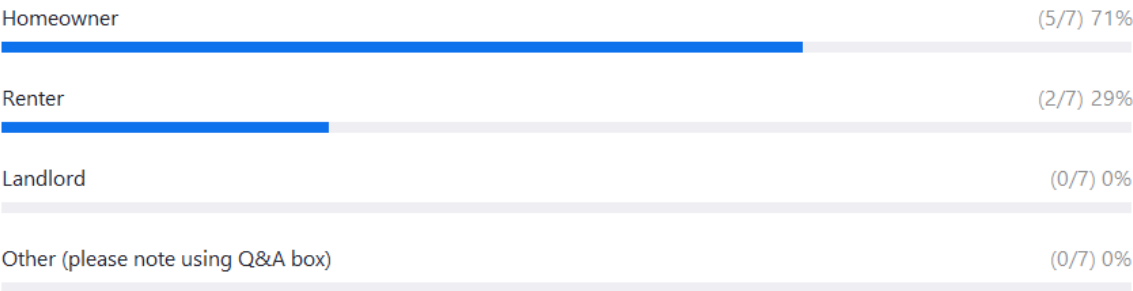
HOUSING ELEMENT UPDATE

Question 3

Poll | 1 question | 7 of 9 (77%) participated

1. Please select those that apply to you: (Multiple Choice) *

7/7 (100%) answered

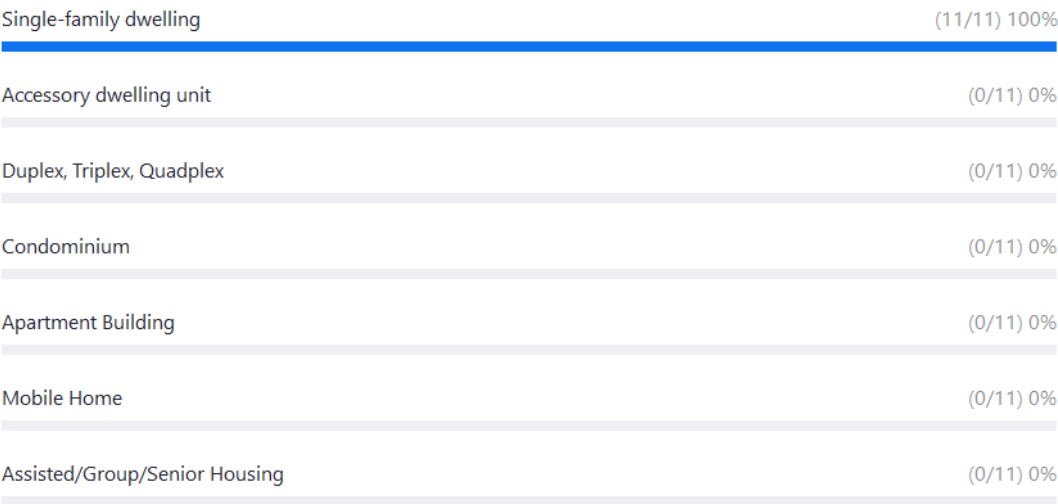


Question 4

Poll | 1 question | 11 of 11 (100%) participated

1. What type of housing do you live in? (Single Choice) *

11/11 (100%) answered



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Question 5

Poll | 1 question | 8 of 11 (72%) participated

1. Please choose the appropriate area where you live/work (Single Choice) *

8/8 (100%) answered

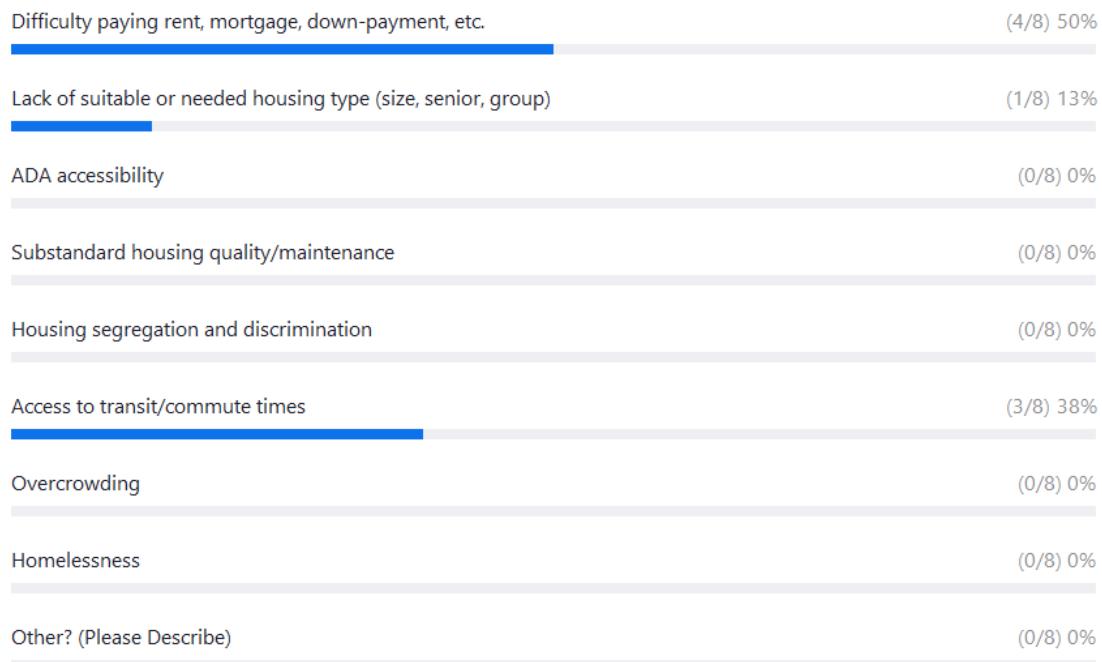


Question 6

Poll | 1 question | 8 of 12 (66%) participated

1. What are the top housing issues facing people in Pinole? (Single Choice) *

8/8 (100%) answered



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Question 7

Poll | 1 question | 7 of 12 (58%) participated

1. Please provide your top three (3) programs to improve housing access in Pinole? (Multiple Choice) *

7/7 (100%) answered

Extend price control period on existing affordable units	(3/7) 43%
Provide incentives to developers that restrict a portion of units to be affordable	(3/7) 43%
Require affordable units in new developments	(4/7) 57%
Allow more higher-density (multi-family) housing	(3/7) 43%
Simplify the process to approve projects	(0/7) 0%
Provide access to low-cost pre-designed plans for Accessory Dwelling Units (ADU)	(4/7) 57%
Other (please specify)	(0/7) 0%

Question 8

Poll | 1 question | 7 of 10 (70%) participated

1. Which of the following areas would you like the EJ Element to focus on? (Multiple Choice) *

7/7 (100%) answered

Access to healthy food, facilities, nature, transit, etc.	(5/7) 71%
Access to medical care	(3/7) 43%
Access to healthy air quality, water quality, reduced pollution	(3/7) 43%
Preserving future generation's right to live, work, and enjoy Pinole	(2/7) 29%

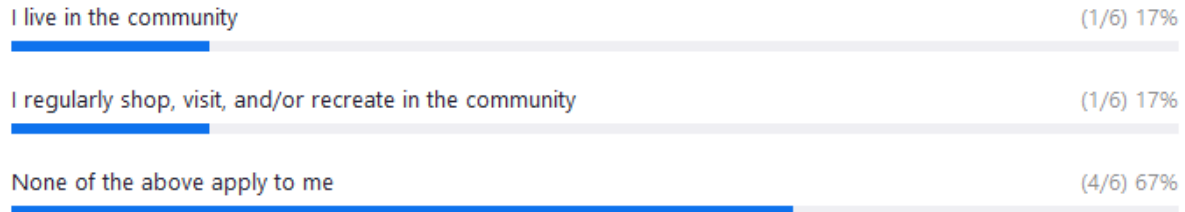
HOUSING ELEMENT UPDATE

Question 9

Poll | 1 question | 6 of 10 (60%) participated

1. What is your relationship with the identified Impact Community for the EJ Element? (select all that apply)
(Multiple Choice) *

6/6 (100%) answered



QUESTION-AND-ANSWER SESSION

Question 1: We have mostly watershed land left and traffic is horrible. A RHNA of 500 is a lot for a 5-square-mile town. We should appeal for less because we only have bus transportation. We don't have a ferry terminal or Amtrak station.

Answer 1: Thank you, Annmarie. The RHNA allocations are firmly set by the State and ABAG [Association of Bay Area Governments]. Pinole has a relatively smaller increase than many other cities.

Question 2: ADUs are gross and smelly.

Answer 2: The condition of ADUs are not inherently different than any other form of housing. Maintenance is up to the owner. Many cities are preparing preapproved designs to encourage attractive and affordable ADU construction.

Question 3: Too fast on survey please.

Answer 3: Thank you. We will have time for Q&A. You can type any time and we will address at the end.

Question 4: Covid/pandemic precautions

Answer 4: Thank you. Yes, we have included Health Crises as a topic in the Safety Element.

Question 5: Reduction of flammable vegetation needs to be addressed in the city, many property owners do not comply.

Answer 5: Thank you. We will include fuel modification and fire safe design policies as well as enforcement in the Health and Safety Element.

HOUSING ELEMENT UPDATE

Question 6: I would like to see the City of Pinole address code enforcement better. Many property owners do not take care of their front yards. Junk stacked up, weeds. We need to take pride in our neighborhoods.

Answer 6: Thank you for your comment. Enforcement is often one of the programs of the Housing Element.

Question 7: Hospitals are gone. We have to go to John Muir or the county hospital or Kaiser if you have it.

Answer 7: Thank you. We understand the concern and will address distance to quality medical care in the Environmental Justice Element.

Question 8: Was civic engagement supposed to be an option on that poll?

Answer 8: Feel free to use the Q&A tool to comment if we missed your poll answer.

Question 9: I was able to select an option for question 8, but it seems as though it only had 4 out of the 5 options to choose from. I was curious if Civic Engagement was supposed to be part of question 8 or the question was meant to emphasize the other options?

Answer 9: Apologies - we can note your preference to highlight civic engagement in our response. Thank you!

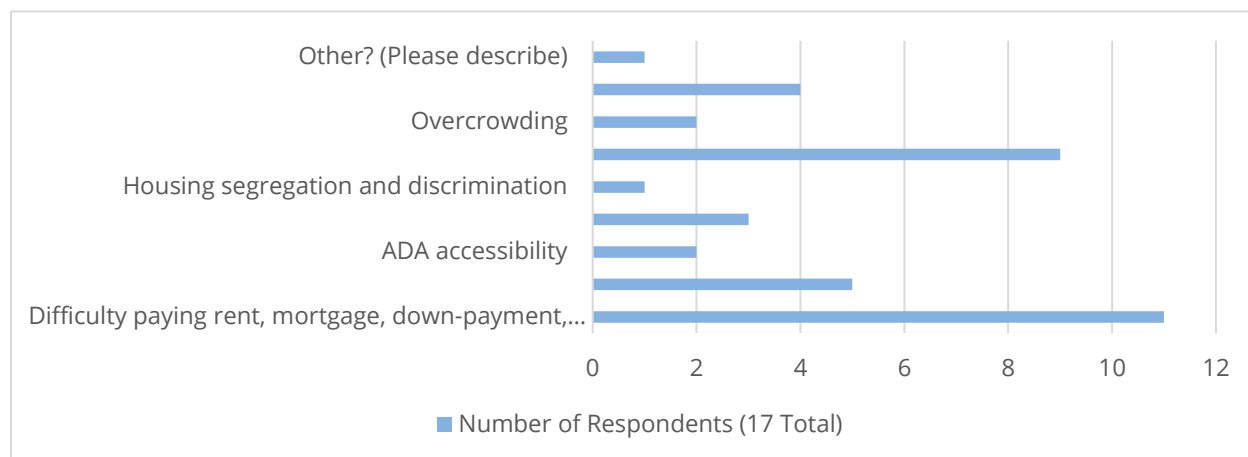
Question 10: I noticed that all the respondents (at least at the start of the meeting) were using the English room. Is there a way the city could do more targeted outreach to Spanish/Cantonese/Tagalog-speaking communities in Pinole?

Answer 10: Great question! We are recording this session in all three languages, and these will be available on the project website. The surveys are also available in all four languages. The project team and City sent postcards to all households in Pinole with QR codes to the survey and Zoom meeting. The postcards included information in the four selected languages that translation services are available. The team is also contacting stakeholders, including religious institutions and service organizations, who can help us reach their constituents.

HOUSING ELEMENT UPDATE

COMMUNITY WORKSHOP #2 (JUNE 9, 2022)**Live Poll Results**

Poll Question 1: What are the top housing issues facing people in Pinole?

**Question-and-Answer Session****Question 1: Can you define climate health risks?**

Answer 1: From the CDC: "Climate change, together with other natural and human-made health stressors, influences human health and disease in numerous ways. Some existing health threats will intensify, and new health threats will emerge. Not everyone is equally at risk. Important considerations include age, economic resources, and location.

In the U.S., public health can be affected by disruptions of physical, biological, and ecological systems, including disturbances originating here and elsewhere. The health effects of these disruptions include increased respiratory and cardiovascular disease, injuries and premature deaths related to extreme weather events, changes in the prevalence and geographical distribution of food- and water-borne illnesses and other infectious diseases, and threats to mental health."

Question 2: May I please get a copy for this and the previous slide deck?

Answer 2: Yes. Recordings will be uploaded on the website: LandUsePlanningForPinole.com. Also, if you send an email to contactus@landuseplanningforpinole.com, we can reply with a PDF copy.

Question 3: What is the median income for the area?

Answer 3: The California Department of Housing and Community Development has a 2021 median income for Contra Costa County of \$125,600 for a family of four. The 2021 values have served as the basis of our data assessment.

HOUSING ELEMENT UPDATE

Question 4: Clarification of blue on previous slide?

Answer 4: The blue indicates projects in the pipeline that are counted toward the City's RHNA (Regional Housing Needs Allocation).

Question 5: Are you sure about the income levels in the earlier slide? Looking at the 2021 Contra Costa CDBG, it looks like low income for a household of four is capped at \$109,600 which you have as the floor of above moderate, when it should be floor of moderate.

Answer 5: Noted. Low income is between \$68,500 and \$109,600. Moderate income is between \$109,500 and \$150,700, with the median income of \$125,600.

Question 6: Does senior housing fall under low-income housing?

Answer 6: Senior housing can fall under multiple income levels. For a senior housing development to be considered low-income housing, an affordability covenant would need to be included for those units that would count toward low-income housing.

Question 7: For the Affirmatively Furthering Fair Housing, how is a commitment to meaningful actions measured? Is there a metric that will be reported or any other reporting requirement?

Answer 7: The City will need to determine metrics unique to each specific program/action. For instance, for neighborhood connectivity improvements, the metric could be a number of specific sidewalk segments. Or for housing preservation, the City could commit to issuing X number of grants, or a certain service for a specific period of time, to maintain homes.

The City reports its progress on Housing Element implementation to the State annually in the Housing Element Annual Progress Report. This report is also filed with the City Council.

Question 8: What is the demographic breakdown of Pinole compared to Contra Costa County?

Answer 8: The Housing Element includes an assessment on the demographics of Pinole and Contra Costa County, including age, race, ethnicity, employment, household trends, tenure, income, vacancy, and housing costs, among other factors. This analysis will be released with the Draft Element.

Question 9: In the poll, is suitable housing the same as affordable housing?

Answer 9: For the Housing Element, suitable housing refers to housing that is safe, accessible, and habitable.

HOUSING ELEMENT UPDATE

Question 10: Require affordable housing in developments.

Answer 10: Noted. This would fall under an Inclusionary Housing Ordinance.

Question 11: How can we require developers to mitigate transportation impacts?

Answer 11: Transportation impacts are addressed by the California Environmental Quality Act (CEQA). Projects subject to CEQA are required to assess transportation impacts and mitigate any impacts that exceed the City's thresholds.

Question 12: Greener buildings. White roads, plants on the roof, grey water, more solar panels, plant more trees and CA Native pollinator plants.

Answer 12: This is great feedback! Especially for the Environmental Justice and Housing Elements.

EXHIBIT B
NOTICE OF EXEMPTION

Notice of Exemption

Appendix E

To: Office of Planning and Research
P.O. Box 3044, Room 113
Sacramento, CA 95812-3044

County Clerk

County of: Contra Costa

555 Escobar Street

Martinez, CA 94553

From: (Public Agency): City of Pinole

2131 Pear Street, Pinole, CA 94564

(Address)

Project Title: 2023-2031 (6th Cycle) Housing Element Update

Project Applicant: City of Pinole

Project Location - Specific:

The entire incorporated city limits of the City of Pinole.

Project Location - City: Pinole

Project Location - County: Contra Costa

Description of Nature, Purpose and Beneficiaries of Project:

The project is an update to the City of Pinole Housing Element as required by State law. The 6th Cycle update analyzes the projected housing needs of residents and plans for housing to meet the City's RHNA during the 2023-2031 planning period by identifying adequate sites and adopting goals, policies, and programs.

Name of Public Agency Approving Project: City of Pinole

Name of Person or Agency Carrying Out Project: Planning Division

Exempt Status: **(check one):**

- ☐ Ministerial (Sec. 21080(b)(1); 15268);
- ☐ Declared Emergency (Sec. 21080(b)(3); 15269(a));
- ☐ Emergency Project (Sec. 21080(b)(4); 15269(b)(c));
- ☐ Categorical Exemption. State type and section number: _____
- ☒ Statutory Exemptions. State code number: 15061(b)(3)

Reasons why project is exempt:

The project does not have the potential to cause a significant effect on the environment. See attachment.

Lead Agency

Contact Person: Lilly Whalen

Area Code/Telephone/Extension: (510) 724-9832

If filed by applicant:

1. Attach certified document of exemption finding.
2. Has a Notice of Exemption been filed by the public agency approving the project? ☒ Yes ☐ No

Signature: _____ Date: _____ Title: Community Dev. Director

☒ Signed by Lead Agency ☐ Signed by Applicant

Authority cited: Sections 21083 and 21110, Public Resources Code.
Reference: Sections 21108, 21152, and 21152.1, Public Resources Code.

Date Received for filing at OPR: _____

California Environmental Quality Act (CEQA) Statutory Exemption 15061(b)(3) Findings City of Pinole 2023-2031 (6th Cycle) Housing Element

Introduction and Project Overview

The proposed project is an update to the City of Pinole Housing Element, as required by State Law. The 6th Cycle update analyzes the projected housing needs of residents during the 2023-2031 planning period and plans for housing to meet the City's Regional Housing Needs Allocation (RHNA) by identifying adequate sites and adopting goals, policies, and programs. These findings demonstrate the eligibility of the City's 6th Cycle Housing Element update to be exempt from the provisions of the California Environmental Quality Act (CEQA).

Statutory Authority

California Code of Regulations, Title 14 (CEQA Guidelines) Section 15061, Review for Exemption, sets forth certain types of projects that are exempt from expanded environmental review pursuant to CEQA. CEQA Guidelines Section 15061(a) states that once a lead agency has determined that an activity is a project subject to CEQA, a lead agency shall determine whether the project is exempt from CEQA. Section 15061(b) states that a project is exempt from CEQA if:

1. The project is exempt by statute (see, e.g. Article 18, commencing with Section 15260).
2. The project is exempt pursuant to a categorical exemption (see Article 19, commencing with Section 15300) and the application of that categorical exemption is not barred by one of the exceptions set forth in Section 15300.2.
3. The activity is covered by the common sense exemption that CEQA applies only to projects which have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA.
4. The project will be rejected or disapproved by a public agency. (See Section 15270[b]).
5. The project is exempt pursuant to the provisions of Article 12.5 of this Chapter.

Based on the nature of the project, and as further described below, the 6th Cycle update to the City of Pinole Housing Element qualifies for a "common sense exemption," as provided by CEQA Guidelines Section 15061(b)(3).

Applicability of Statutory Exemption 15061(b)(3)

Updates to the City of Pinole Housing Element include identification of sites and the adoption of goals, policies, and programs to meet the City's RHNA and provide opportunities for affordable housing within the City. The project does not provide entitlements to land use development projects, nor does it propose development of the identified RHNA sites that could have an effect on the environment. Future development proposals for RHNA sites identified during this planning cycle would be subject to environmental review pursuant to the provisions of CEQA, as appropriate.

Finding

As described above, the City of Pinole 6th Cycle Housing Element update does not have the potential to cause a significant effect on the environment. Therefore, the project is exempt from further environmental review pursuant to CEQA Statutory Exemption 15061(b)(3).

DRAFT

MINUTES OF THE REGULAR MEETING
PINOLE PLANNING COMMISSION

December 12, 2022

THIS MEETING WAS HELD IN A HYBRID FORMAT
BOTH IN-PERSON AND ZOOM TELECONFERENCEA. CALL TO ORDER: 7:20 p.m.B1. PLEDGE OF ALLEGIANCE

B2. LAND ACKNOWLEDGEMENT: *Before we begin, we would like to acknowledge the Ohlone people, who are the traditional custodians of this land. We pay our respects to the Ohlone elders, past, present and future, who call this place, Ohlone Land, the land that Pinole sits upon, their home. We are proud to continue their tradition of coming together and growing as a community. We thank the Ohlone community for their stewardship and support, and we look forward to strengthening our ties as we continue our relationship of mutual respect and understanding.*

B3. ROLL CALL

Commissioners Present: Banuelos, Benzuly, Menis, Acting Chairperson Kurrent

Commissioners Absent: Vice Chairperson Martinez, Chairperson Moriarty

Staff Present: David Hanham, Planning Manager
Lilly Whalen, Community Development Director
Alex Mog, Assistant City Attorney
Justin Shiu, Contract Planner

C. CITIZENS TO BE HEARD

Anthony Vossbrink, Pinole, inquired of the status of the caretaker's home on Adobe Road, which property had been vacant for over a year. While the City Manager had informed him a status report would be provided to the City Council that had not occurred. He expressed concern with rumors in the community regarding the use of the property and suggested its use as a community garden and historical site would be preferred given that the City was losing revenue not leasing the property and since the vacant property was in disrepair and in need of maintenance. An adjoining fire trail on Adobe Road also required some retrofitting to provide ingress/egress access to the back half of Pinole Valley Road, specifically the 3900 block of Pinole Valley Road, which had been blocked with debris and fallen trees. Years ago a prior Fire Chief and Mayor had promised the breach in the fire trail would be repaired.

Mr. Vossbrink also asked the status of the Galbreth Road fire trail crossbar closure located at the end of Galbreth Road where a new barn gate had been installed, although the locks had been removed from the fire trail cross bar. He questioned why some fire trail cross bars had been locked and others had not, and asked whether the City had gone on record that Galbreth Road cross traffic and Rancho Road into the City of El Sobrante would be addressed.

Planning Manager David Hanham explained that staff would have to speak with the Fire Chief to address concerns with the fire breaks/trails and staff would also have to look into the status of the caretaker's home. He reported there had been no applications submitted for the use of that structure.

Commissioner Menis reported he had ex parte communications with Mr. Vossbrink about some of the items he had raised prior to the meeting. He had also sent a notice to members of the public about the single agenda item to be discussed by the Planning Commission.

D. MEETING MINUTES

1. Planning Commission Meeting Minutes from October 24, 2022

MOTION with a Roll Call vote to approve the Planning Commission Meeting Minutes from October 24, 2022, as shown.

MOTION: Banuelos

SECONDED: Benzuly

APPROVED: 4-0-2

ABSENT: Martinez, Moriarty

E. PUBLIC HEARINGS

1. **2023-2031 Housing Element Update –Recommendation on Adoption**

The Planning Commission is requested to consider making a recommendation to the City Council for a General Plan Amendment to adopt the 2023-2031 Housing Element. As an Element of the Pinole General Plan, and in accordance with the California Government Code, the Housing Element presents a comprehensive set of housing policies and programs to address identified housing needs for the City of Pinole for the 2023 through 2031 planning period. The project is exempt from the California Environmental Quality Act (CEQA) pursuant to Section 15061(b)(3) of the State CEQA guidelines (Common Sense Exemption) because (1) it can be seen with certainty that there is no possibility that the proposed 2023-2031 Housing Element would have a significant effect on the environment, (2) no property re-zoning is needed to accommodate the City's Regional Housing Needs Allocation, and (3) potential residential development densities have already been analyzed and mitigated in an earlier Environmental Impact Report. The full Public Review Draft Housing Element (issue date: October 14, 2022) can be accessed online (www.landuseplanningforpinole.com) or at the Community Development Department at Pinole City Hall (2131 Pear Street).

1 Planning Manager Hanham presented the staff reported dated December 12, 2022. He
2 introduced Dan Wery, Housing Element Specialist and Shannon Liska, Planner with
3 Michael Baker International (MBI), the firm hired to complete the City of Pinole's Housing
4 Element Update as well as the Social Justice Element and updates to the Safety Element.
5

6 Mr. Hanham recommended the Planning Commission take the following actions: 1) adopt
7 Resolution 22-07 recommending: a) The City Council adopt an amendment to the General
8 Plan to incorporate the revised Draft Housing Element 2023-2031 Update and the
9 California Environmental Quality Act (CEQA) exemption; b) the City Council authorize the
10 City Manager to make technical modifications, refinements, and clarifications (including
11 but not limited to implementation details of the proposed housing plan programs) to the
12 Housing Element Update without requiring a subsequent hearing and re-adoption; new
13 goals, policies or programs would require re-adoption; and 2) consider and provide
14 recommendations on the opportunities for future program development and additional
15 implementation measures independent of, and subsequent to, the adoption of the Housing
16 Element.
17

18 Dan Wery, Housing Element Specialist, MBI, provided a PowerPoint presentation which
19 included an overview of the purpose of the discussion to review changes to the Housing
20 Element since the Planning Commission had last met on October 24, 2022, and since the
21 City Council meeting of November 15, 2022 when changes had been made to the Draft
22 Housing Element. He reported that the document had been submitted on December 2,
23 2022 to the State Department of Housing and Community Development (HCD) for its 90-
24 day review.
25

26 Some changes recommended by the Planning Commission had been incorporated by the
27 City Council, some had already been addressed, some required additional revisions and
28 some could be considered independent of the Housing Element Update. The Planning
29 Commission was asked to make a recommendation to the City Council on the adoption of
30 the Draft Housing Element that would be considered by the City Council at its January 17,
31 2023 meeting.
32

33 Mr. Wery summarized the Housing Element Revision Summary which included the
34 addition of the 223-unit Kmart/Pinole Vista site; Revised Site Maps and List, and
35 Affirmatively Furthering Fair Housing (AFFH) and Sites Chapter, and the addition of No
36 Net Loss Backup Inventory. Also added to the Housing Element was a glossary of terms,
37 a translation notice page, updated cost valuation data, more details on community
38 engagement, documented compliance of the public review process, teacher eligibility for
39 an owner-tenant matching program and the recently adopted Pinole Communication and
40 Engagement Plan.
41

42 Mr. Wery highlighted a table of the Planning Commission's recommendations, which
43 included how the recommendations would be addressed in the Housing Element contents
44 and/or required zoning amendments and which recommendations would provide
45 opportunities for future consideration as shown on Pages 8 through 11 of the December
46 12, 2022 staff report. He also highlighted maps as part of Future Considerations, including
47 Religious Institutions and Educational Sites.
48
49
50

1 Mr. Wery identified the project schedule and next steps. He reiterated the Housing
2 Element had been submitted to HCD on December 2 for the 90-day review period. The
3 City Council would hold a public hearing on the adoption of the Draft Housing Element on
4 January 17, 2023. HCD certification or, if necessary, revisions and recirculation of the
5 Draft Housing Element and resubmittal to HCD had been scheduled for March 2023.
6 Planning Commission review and recommendation to the City Council for review and re-
7 adoption had been scheduled for April 2023, and the submittal of the re-adopted and
8 revised Housing Element to HCD had been scheduled for May 2023.

9
10 Mr. Wery suggested the City's Draft Housing Element was substantially complete with
11 State Housing Law and the City of Pinole was far ahead of most cities since the City had
12 already met much of its Regional Housing Needs Allocation (RHNA) for the next eight
13 years and only needed another 83 +/- units over that time. The City also had a great Sites
14 Inventory and Replacement Sites Inventory identified. He hoped that HCD would respond
15 within the 90-day review period and confirm the City's Draft Housing Element was
16 substantially compliant with State Housing Law, which would allow the City to start
17 implementing the programs and policies contained therein. In the event the state found
18 that the Draft Housing Element was not substantially complete with State Housing Law,
19 HCD would submit a letter to the City and the City would have to respond hopefully to
20 minor comments and resubmit a revised draft to HCD for a 60-day review pursuant to the
21 project schedule.

22
23 Mr. Wery welcomed comments from the Planning Commission at this time.

24
25 Acting Chairperson Kurrent was impressed with the work done on the Draft Housing
26 Element thus far. He had experience with General Plans and Housing Elements and
27 thanked MBI for its work. He asked for clarification from staff whether the Planning
28 Commission comments made during its October 24 meeting had been included in the
29 Draft Housing Element.

30
31 Mr. Hanham identified a redline version of the Planning Commission comments included
32 in Table 1, as shown on Pages 4 through 7 of the December 12 staff report that reflected
33 what had been included in the Draft Housing Element and what had been submitted to
34 HCD. The redline revisions also occurred after the November 15 City Council meeting
35 and reflected any changes the City Council had asked to be made. Table 2, as shown on
36 Pages 8 through 22 of the staff report, included the Planning Commission
37 Recommendations and Opportunities for Implementation.

38
39 Acting Chairperson Kurrent commented that it appeared some verbiage was missing
40 between the Draft Housing Element and the information in the staff report as it related to
41 the Planning Commission's recommendations.

42
43 Mr. Hanham explained that any additional Planning Commission future consideration
44 recommendations would be part of future policies and programs to be added to the
45 Housing Element.

46
47 Acting Chairperson Kurrent asked what would happen if the City did not meet the HCD
48 required deadline of January 31, 2023 for the adoption of the Housing Element.
49

Assistant City Attorney Alex Mog explained that the City Council was scheduled to adopt the Draft Housing Element on January 17, 2023 prior to the January 31 deadline. In the event HCD determined the City was not in compliance with State Housing Law, it may impact the City by the loss of funding from various grants and the “builders remedy” may come into play. If the City did not have a compliant Housing Element, the City could not use the Housing Accountability Act (HAA) as the basis to deny a project and there could be a risk to the City. Staff hoped the Draft Housing Element would be approved even if the City had to respond to potential revisions to prevent a non-compliant Housing Element and to prevent the potential for the “builders remedy.” He emphasized it would be the City’s position when the City Council adopted the Draft Housing Element on January 17, 2023 that it would be adopting a compliant Housing Element and if there were any issues from HCD they would be addressed as quickly as possible.

Acting Chairperson Kurrent recognized it would be prudent for the City to adopt a generally compliant Housing Element that complied with the state as soon as possible. While there were things the Planning Commission would like to have as part of future considerations, he urged the Planning Commission to not modify or recommend any new programs at this time but review what was before the Commission.

Commissioner Menis referenced the staff recommendation as outlined on Page 14 of the staff report and asked if that meant the Draft Housing Element would include any revisions the Planning Commission may make at this time, or whether the Commission was being asked to recommend City Council approval of the document submitted to HCD on December 2, 2022.

Mr. Hanham and Mr. Wery clarified the staff recommendation was to approve the Draft Housing Element as submitted to HCD on December 2, 2022. Any revisions made would restart the HCD review clock and delay the process.

Commissioner Menis again referenced the staff recommendation as shown on Page 14 of the staff report, specifically subparagraph (b) which read: *The City Council authorize the City Manager to make technical modifications, refinements, and clarifications (including but not limited to implementation details of the proposed housing plan programs) to the Housing Element Update without requiring a subsequent hearing and re-adoption; new goals, policies or programs would require re-adoption.* He asked if that meant any changes made in the future that would lead to a new goal, policy or program would lead to a new Housing Element or amendment to the Housing Element.

Mr. Wery clarified that additional programs may be considered outside of the Housing Element as part of future considerations. If the Planning Commission wanted to amend the Draft Housing Element formally to include those things, that would involve a re-review from HCD as described.

Again referencing the staff recommendation, specifically subparagraph (a) which read: *The City Council adopt an Amendment to the General Plan to incorporate the revised draft Housing Element 2023-2031 Update and the CEQA exemption,* Commissioner Menis stated the CEQA exemptions as outlined on Page 13 of the staff report had stated no changes were being made to the General Plan whereas, in fact, changes had been proposed to the General Plan as part of the Draft Housing Element. He asked staff to provide clarification.

Assistant City Attorney Mog explained that no changes had been proposed to the land use designations in the General Plan. He clarified the Housing Element would amend the General Plan as an element of the General Plan but was not changing any of the permitted uses in the General Plan. To address the concerns, he suggested the third full whereas clause as shown on Page 2 of Resolution 22-07, and as shown in Attachment A to the staff report, could be amended to read:

WHEREAS, the Housing Element update qualifies for an exemption in the California Environmental Quality Act ("CEQA") under CEQA Guidelines Section 15061(b)(3), as the project does not provide entitlements to land use development projects, nor does it propose development of the identified RHNA sites that could have an effect on the environment, and no changes to land uses within the City or changes to the City's General Plan outside of the Housing Element are proposed;

Assistant City Attorney Mog also detailed Senate Bill (SB) 9 that allowed two units by right, which would also be exempt from CEQA, and if someone submitted an SB 9 application to the City it must be approved.

Commissioner Banuelos commented on the building of Accessory Dwelling Units (ADUs) where parking had been an issue in the community, particularly in his neighborhood and which had not been taken into account as part of SB 9. While he could accept building on religious institution properties or vacant shopping center sites, he was not okay with over-densifying existing neighborhoods and was so concerned with the impacts he stated he may vote against this agenda item.

Assistant City Attorney Mog acknowledged the concerns but again stated that SB 9 was a state law and the City was stuck with it, but the City had some flexibility to adopt regulations related to ADUs.

The Planning Commission discussed at length concerns related to ADUs, SB 9 and that if the City did not have a certified Housing Element it could be placed at greater risk.

Assistant City Attorney Mog suggested as the policies, programs and implementation steps came before the Planning Commission that was the time to provide feedback on the specifics.

Mr. Hanham added no changes were being proposed to densities, intensities or zoning but something could be amended in the future.

Commissioner Menis again referenced the staff recommendation and his understanding based on the verbiage that the implementation of the Housing Element programs would skip the Planning Commission process, although Assistant City Attorney Mog explained the implementation details had shown how the program would be implemented. As an example, if the City were to adopt a Just Cause Eviction Ordinance, it was an ordinance that would require City Council approval. As another example, the implementation details could include changing the timeline of implementation of a program from three to two years. The actual implementation would still need to go through the appropriate legislative body and any ordinance required City Council approval.

Commissioner Menis referenced Page 22 of the Housing Element Update and the 5th Cycle Program for Accessible Units for the Physically Disabled, Program H.4.8 and the Continued Appropriateness recommendation to *remove completed reasonable accommodation procedure*. He recalled that was due to the accommodations being integrated into the State Building Code the City had recently adopted and he asked staff to provide clarification, and Mr. Hanham explained the requirements for Program H.4.8 were in the State Building Code.

Commissioner Menis referenced Page 17, Housing Construction Program H.4.2, and asked whether there were any 6th Cycle Programs that could be referenced and was informed by Mr. Hanham the program was not tied to anything in particular.

Commissioner Menis referenced Page 16, Rehabilitation Assistance Program H.2.3, with the Continued Appropriateness to: *Retain/Modify. Increase program specificity, language, and metrics, including setting a geographic target for assistance*. He asked whether the City had existing metrics and if so whether that information was available to the public.

Shannon Liska, Planner, MBI explained that the same table had shown the program from the 5th Cycle Housing Element with the new program to go off of the previous metrics and which targeted the number of units.

Commissioner Menis asked whether the City had met those goals in the current 5th cycle Housing Element, to which Mr. Wery stated he was unsure but the goals were still good goals that could be retained and carried forward.

Community Development Director Lilly Whalen stated she would look into whether or not there were any records of existing goals being met.

Commissioner Menis added the document also mentioned in multiple locations the City's recently adopted Communication and Engagement Plan. He requested that a hyperlink be included in the digital documents as well as any associated documents.

Acting Chairperson Kurrent referenced Table 63, Planning Related Fees, as shown on Page 99 of the document, particularly the last entry for Variance, Single Family Variance, and with the fee shown to be incorrect and which should be corrected.

Mr. Wery explained that was a good example of a technical change that could be made absent a public hearing and that entry would be corrected to read \$1,650.

Contract Planner Justin Shiu reported that Chairperson Moriarty had provided written comments which he read into the record at this time. Chairperson Moriarty had no major issues, was pleased with the additions and inclusion of the Environmental Justice Element language, but noted that Page 8 regarding the new public review period contained repeated sentences in paragraphs two and three. The Chair also appreciated the references throughout the document to the Communication and Engagement Plan, found Table 73, as shown on Page 165 to be helpful but the Appendix A Map was different from the original, and she assumed the update had been reflected in Appendix B since the original map was missing Sites 30 through 44, which apparently did not exist.

PUBLIC HEARING OPENED

1 There were no comments from the public.

2
3 PUBLIC HEARING CLOSED

4
5 Acting Chairperson Kurrent recognized there were many issues that needed to be
6 addressed in the future but he wanted the Planning Commission to focus on obtaining
7 HCD approval and focus on the December 2 Draft of the Housing Element as submitted
8 to HCD.

9
10 Commissioner Banuelos stated he was okay with most of the information conceptually,
11 but hoped that tweaking would be allowed in the future. He remained distrustful given the
12 last General Plan and Zoning Ordinance Update ten years ago when the forecast was that
13 Pinole would grow about 5 percent, although the RHNA had suggested the City would
14 grow almost 7 percent leading him to the opinion that the people calculating the RHNA did
15 not know what they were talking about. He noted the City had quit the Association of Bay
16 Area Governments (ABAG) for around a year and a half at that time, with the knowledge
17 the City would lose money from available grants, and his mistrust of the state and the
18 entire system was that the RHNA numbers were bogus. He was aware they had to start
19 somewhere and he would likely vote for the item although he really did not support it.

20
21 Acting Chairperson Kurrent understood the concerns about the ABAG numbers that were
22 shared by many cities.

23
24 Commissioner Banuelos commented that he could support some of the ideas in the
25 document. He recognized that people who had nowhere to go needed help. He cited a
26 former redevelopment project for three small homes on Buena Vista where one of the
27 homes had been purchased by a teacher. He urged caution when moving forward to be
28 careful with what they were doing.

29
30 Commissioner Benzuly was generally okay with the Housing Element as submitted and
31 found that everything looked okay. He understood there was a timing element that
32 required the City to have something approved by January 31, 2023. While not perfect,
33 the City had to have something given the risks and potential exposure.

34
35 Commissioner Menis referenced Exhibit B, Notice of Exemption, and suggested the
36 Applicability of Statutory Exemption Section 15061 (b)(3) of the State CEQA Guidelines,
37 as shown on the CEQA Statutory Exemption 15061 (b)(3) Findings, be amended, with the
38 second to last sentence under this section to be eliminated, and which currently read: *No*
39 *changes to land uses within the City or changes to the City's General Plan are proposed,*
40 *since changes were being made to the City's General Plan.*

41
42 Commissioner Menis was pleased with Table 1 and the memorandum included on Page
43 4 in the Housing Element, which had shown the City would have sufficient backup sites to
44 meet the Low Income housing obligations. As to the Place Based Improvements as shown
45 on Page 6, he appreciated flagging the highlighted points in the future Environmental
46 Justice Element, as shown. With respect to Page 11 and the discussion of the Just Cause
47 Eviction Ordinance, he suggested it would be interesting to look at that in the future.

Commissioner Menis appreciated the note of translation services on the back of the first page, which was important to have prior to the table of contents and he applauded staff for having that information at the beginning of the document. He stated most of his comments had been made at the prior Planning Commission meeting.

Acting Chairperson Kurrent was hesitant to communicate to HCD there were other potential sites in the City for potential housing development because if they were not developed within two cycles of the Housing Element they would not be eligible for inclusion in the next update. He stated it was good to have the knowledge of those sites in reserve but he would rather not communicate that information to HCD.

Commissioner Menis understood the point was not to have those sites be included in the sites inventory but if there was an issue with the sites inventory the backup was there.

Mr. Hanham explained that additional sites had not been mentioned but if needed could be identified as additional sites if a site was undevelopable for one reason or another when the City would have the ability to bring in additional sites.

Acting Chairperson Kurrent acknowledged that affordable housing had a stigma for many but affordable housing was vital for people in the community, was more like workforce housing, and he understood some cities had been adamant about not allowing affordable housing in their communities. He wished the state would do a better job enforcing the rules for all.

Acting Chairperson Kurrent suggested that when new Planning Commissioners were appointed to the Planning Commission would be the perfect time to consider the Planning Commission recommendations and consider a Just Cause Eviction Ordinance. Had there been more time, he would have liked to have had those Planning Commission recommendations incorporated into the Housing Element, but given the timeline the City had to meet to have a certified Housing Element made that impossible.

Commissioner Menis offered a motion to approve the staff recommendation, subject to:

- Revise the third full whereas clause as shown on Page 2 of Resolution 22-07 to read:

WHEREAS, the Housing Element update qualifies for an exemption in the California Environmental Quality Act ("CEQA") under CEQA Guidelines Section 15061(b)(3), as the project does not provide entitlements to land use development projects, nor does it propose development of the identified RHNA sites that could have an effect on the environment, and no changes to land uses within the City are proposed; and

- Exhibit B, Notice of Exemption, Applicability of Statutory Exemption Section 15061 (b)(3) of the State CEQA Guidelines, as shown on the California Environmental Quality Act (CEQA) Statutory Exemption 15061 (b)(3) Findings, to be amended, with the second to last sentence under this section to be eliminated and which currently read:

No changes to land uses within the City or changes to the City's General Plan are proposed since changes were being made to the City's General Plan.

On the motion, Commissioner Banuelos asked if the changes proposed were made to the resolution whether the City would be open to requiring more changes.

Assistant City Attorney Mog suggested nothing was proposed to change the General Plan outside of the Housing Element. As an alternative, he reiterated his recommendation to amend the third full whereas clause as shown on Page 2 of Resolution 22-07, to read:

WHEREAS, the Housing Element update qualifies for an exemption in the California Environmental Quality Act ("**CEQA**") under CEQA Guidelines Section 15061(b)(3), as the project does not provide entitlements to land use development projects, nor does it propose development of the identified RHNA sites that could have an effect on the environment, and no changes to land uses within the City or changes to the City's General Plan outside of the Housing Element are proposed;

Assistant City Attorney Mog added the City Council may decide to change the General Plan in the future but that would require CEQA review.

MOTION with a Roll Call vote to adopt Resolution 22-07, A Resolution of the Planning Commission of the City of Pinole, Recommending to the City Council the Approval of General Plan Amendment 22-02 for Adoption of the 2023-2031 Housing Element and Approval of the CEQA Exemption Pursuant to CEQA Guidelines Section 15061(b)(3) for the 2023-2031 Housing Element Update, with Exhibit A: 2023-2031 Housing Element and Exhibit B: Notice of Exemption, subject to:

- Revise the third full whereas clause as shown on Page 2 of Resolution 22-07 to read:

WHEREAS, the Housing Element update qualifies for an exemption in the California Environmental Quality Act ("**CEQA**") under CEQA Guidelines Section 15061(b)(3), as the project does not provide entitlements to land use development projects, nor does it propose development of the identified RHNA sites that could have an effect on the environment, and no changes to land uses within the City are proposed; and

- Exhibit B, Notice of Exemption, Applicability of Statutory Exemption Section 15061(b)(3) of the State CEQA Guidelines, as shown on the California Environmental Quality Act (CEQA) Statutory Exemption 15061 (b)(3) Findings, to be amended, with the second to last sentence under this section to be eliminated and which currently read: *No changes to land uses within the City or changes to the City's General Plan are proposed since changes were being made to the City's General Plan.*

MOTION: Menis

SECONDED: Banuelos

APPROVED: 4-0-2

ABSENT: Martinez, Moriarty

Mr. Shiu described the 10-day appeal process of a decision of the Planning Commission in writing to the City Clerk subject to applicable fees.

1 Acting Chairperson Kurrent again expressed his appreciation to the consultants and staff
2 for their work on the Housing Element and urged residents to read the document.

3
4 Commissioner Menis also expressed his gratitude for the work of the consultants and City
5 staff and the feedback from the community.

6
7 **F. OLD BUSINESS:** None

8
9 **G. NEW BUSINESS**

10
11 **1. Planning Commission Regular Meeting Schedule 2023**

12 Reviewing and Adopting the Planning Commission Regular Meeting Schedule
13 dates in 2023

14
15 The Planning Commission reviewed the proposed Planning Commission Regular Meeting
16 Schedule for 2023 and made no changes.

17
18 Mr. Hanham advised that a two-meeting format had been proposed to allow for flexibility
19 of time and any meeting could be canceled, if needed.

20
21 **MOTION** with a Roll Call vote to adopt the Planning Commission Regular Meeting Schedule
22 Dates for 2023, as shown.

23
24 **MOTION:** Banuelos

SECONDED: Menis

APPROVED: 4-0-2

ABSENT: Martinez, Moriarty

25
26
27 **H. CITY PLANNER'S / COMMISSIONERS' REPORT**

28
29 Mr. Hanham reported that staff continued to process the Pinole Shores II project; the building
30 on the Doctor's Hospital site had been demolished; staff was working on the objective
31 standards program and staff would be bringing forward parklet regulations in the New Year.

32
33 Commissioner Benzuly inquired of the status of the Satellite Affordable Housing Associates
34 (SAHA) project, and Mr. Hanham reported the applicant had some funding fallout but had
35 ultimately been able to secure additional funding and staff was reviewing the plan sets with
36 the project to move forward.

37
38 Commissioner Menis referenced an article in the San Francisco Chronicle dated October 30,
39 2022 about rain gardens implemented in the City of San Francisco. He requested a future
40 agenda item to discuss the idea.

41
42 Commissioner Menis also reported he had ex parte communications with Tony Vossbrink
43 who had requested the following as future agenda items: Pinole Community Television
44 (PCTV) to have the public information to access Zoom meetings be identified on the banner
45 for televised meetings for City Council and Planning Commission meetings; asked of the
46 costs to the City incurred by ADUs and tenants/renters if not reported to the City, and asked
47 whether the City had enough code enforcement officers to meet current and future demands,
48 which Commissioner Menis recognized may not necessarily be future agenda items but were
49 items staff should evaluate.

1 Mr. Hanham advised the PCTV banner could easily be modified. He would discuss the other
2 matters with the Community Development Director to see what could be done and the
3 Planning Commission would be updated.

4
5 Acting Chairperson Kurrent also commented that the City's Tree Ordinance was not fully
6 understood by residents and was an area where better enforcement was needed. He
7 suggested that rain gardens may be something the Pinole Garden Club may be interested in
8 considering.

9
10 Commissioner Banuelos asked the status of the Historic Overlay District, and was informed
11 by Assistant City Attorney Mog the City Council had decided not to move forward.

12
13 Commissioner Menis explained that two Council members had to recuse themselves from
14 discussing the item due to the proximity of their residences leaving three Council members
15 to move the item forward, although there had not been three votes to do that and the item
16 died.

17
18 Commissioner Banuelos was disappointed the item had fallen through given the staff time
19 spent to prepare the item.

20
21 In response to Commissioner Menis, Assistant City Attorney Mog acknowledged that if the
22 new City Council wanted to consider the item as a future agenda item and move forward that
23 could be a consideration but at this point the City Council had decided not to move forward.
24 He added if more than three Council members had to recuse themselves on an item, there
25 was a process to bring back a third Council member to achieve a quorum. He confirmed the
26 City Council had heard the concerns about not moving the item forward.

27
28 Acting Chairperson Kurrent commented on the parklet regulations, his understanding few
29 businesses would be affected, and questioned whether the regulations were needed, but Mr.
30 Hanham explained that some existing businesses wanted to retain the parklets on their
31 property. Staff was considering parklet/outdoor dining regulations and maintenance
32 considerations, which would all come back to the Planning Commission at the time the item
33 was presented.

34
35 I. **COMMUNICATIONS:** None

36
37 J. **NEXT MEETING**

38
39 The next meeting of the Planning Commission to be a Regular Meeting scheduled for
40 January 9, 2023 at 7:00 p.m.

41
42 K. **ADJOURNMENT:** 9:20 p.m.

43
44 Transcribed by:

45
46
47 Sherri D. Lewis
48 Transcriber

**CITY COUNCIL
REPORT**

DATE: NOVEMBER 15, 2022

TO: MAYOR AND COUNCIL MEMBERS

FROM: LILLY WHALEN, COMMUNITY DEVELOPMENT DIRECTOR

SUBJECT: REVIEW AND FEEDBACK ON DRAFT 2023-2031 HOUSING ELEMENT
AND AUTHORIZE SUBMITTAL TO STATE

RECOMMENDATION

Staff recommends that the City Council provide feedback on the draft Housing Element for 2023-2031 and authorize submittal of the draft to the State Department of Housing and Community Development (HCD) for an initial 90-day review.

BACKGROUND AND OVERVIEW

The Housing Element is one of eight mandatory elements of a General Plan and is required by California State Law to be updated every eight years. The City last updated its Housing Element in 2015. The City's Housing Element was certified by the State Department of Housing and Community Development (HCD) as being in compliance with State law.

The City of Pinole, in coordination with consultants Michael Baker International (MBI), have been preparing an update to the City's Housing Element as required by State law. The updated Housing Element must address what land use planning steps the City will take such that it will be possible for the City to meet its Regional Housing Needs Allocation (RHNA) share of units assigned by HCD and Association of Bay Area Governments (ABAG).

The following provides a brief overview of the process followed to update the Housing Element to date:

- On March 22, 2022¹ the City Council received an introduction to the Land Use Planning for Pinole process, which includes an update to the Housing Element as well as the existing Health and Safety Element and a new Environmental Justice Element.

¹ https://cdn5-hosted.civiclive.com/UserFiles/Servers/Server_10946972/File/City%20Government/City%20Clerk/Agenda%202022/03-22-2022%20Sp%20Mtg/03.22.2022%20FINAL%20HYBRID%20SPECIAL%20AGENDA%20PACKET.pdf

- A multilingual (English, Tagalog, Cantonese, and Spanish) online community survey was released and heavily promoted through email list notification, project website, flyers, postcards, social media posts, banners, stakeholder interviews, and community workshops. 149 community members took the survey.
- On May 11, 2022, the first community workshop was held².
- On June 9, 2022, the second community workshop was held³.
- On June 30, 2022, a focus group interview was held with Friends of the Pinole Creek Watershed, Pinole Valley Community Church and a property management company.
- On July 13, 2022⁴, the City Council and Planning Commission held a special joint meeting to receive a comprehensive status update of the project.
- On July 25 and 26, 2022, stakeholder interviews with the Pinole Rotary Club and the Contra Costa Association of Realtors were held to gather input regarding issues the community faces and recommendations to alleviate the identified housing issues.
- On October 17, 2022, the first draft of the Housing Element was released for public review and comment (see Attachment A). A copy of the draft can be found through the City's webpage⁵, which links to the dedicated General Plan Update page⁶, and a public review hardcopy is available at City Hall. The draft is also accessible at: [landuseplanningforpinole.com/assets/Pinole_HousingElement_PublicReviewDraft%20\(2\).pdf](https://landuseplanningforpinole.com/assets/Pinole_HousingElement_PublicReviewDraft%20(2).pdf)
- On October 24, 2022, the Planning Commission reviewed the draft Housing Element, with a focus on the programs and policies in addition to the opportunity sites, and provided feedback and recommendations to the City Council, which are discussed further in this report.

Staff is seeking feedback from City Council on the draft Housing Element, particularly on policies/programs and the opportunity sites inventory.

Feedback from the City Council will be evaluated by the City's consultant and the draft Housing Element will be updated as appropriate. The City will then submit the updated draft Housing Element to HCD, which is a standard part of the Housing Element update process. HCD is allowed a maximum 90-day review period to provide comments. As discussed later in this report, Staff plans on bringing the draft Housing Element to the City Council for adoption in late January in order to meet the statutory deadline of January 31, 2023. A subsequent amendment to the Housing Element may be necessary based on feedback from HCD.

² Recording of meeting is on the project website: <https://www.landuseplanningforpinole.com/>

³ Ibid

⁴ https://cdn5-hosted.civiclive.com/UserFiles/Servers/Server_10946972/File/City%20Government/City%20Clerk/Agenda%202022/07132022%20Sp%20Mtg/FINAL%202022-07-13%20Hybrid%20Special%20Agenda%20Packet.pdf

⁵ https://www.ci.pinole.ca.us/city_government/planning/general_plan_updates

⁶ <http://landuseplanningforpinole.com/>

REVIEW & ANALYSIS

Housing Element

As a component of the City of Pinole's General Plan, the Housing Element contains a comprehensive set of housing policies and actions intended to provide a sufficient number of housing units for people of all income levels. The current Housing Element update effort presents the strategic plan for accommodating the RHNA and meeting the needs of the Pinole community at all income levels for the current planning period of eight years, from 2023 through 2031. This period of time is referred to as the "6th Cycle." The update builds on an assessment of the housing needs and evaluates housing programs, available land, and constraints on housing production during the 5th Cycle Housing Element (period which covered 2015-2022). Significant revisions have been made to the Housing Needs Assessment, which contains updated statistics and analyses based on data from the 2020 US Census and the American Community Survey as well as other agencies and organizations. A revised sites inventory has been prepared to meet the RHNA. New additions for the 6th Cycle include analysis pertaining to compliance with AB 686, which requires the City to take meaningful steps to promote and affirmatively furthering fair housing.

The consultant team and City staff have prepared the draft Housing Element which was released for 30-day public review on October 17, 2022. The draft Housing Element, as well as the updates to the Health & Safety Element and a new Environmental Justice Element⁷, is available on the City's website dedicated to the Housing Element update. To solicit feedback on the draft, a notification email was sent to parties on the City's contact and stakeholder list, and announcements have been made on the City's social media accounts. The Planning Commission also reviewed the draft at a public meeting on October 24, 2022. The discussion on the November 15, 2022 City Council agenda is to provide an update to the City Council regarding the status of the Housing Element and the contents of the draft, particularly on the topics of housing resources and programs (see Attachment B for PowerPoint slides).

Public Engagement

Outreach for the Housing Element update began in March 2022. This involved engaging community members, stakeholders, and the City Council in identification of housing, health, safety and environmental justice issues in Pinole. Translation of the community survey, community workshops and outreach materials was provided in Spanish, Tagalog, and Cantonese. To spread the word of the project, the City posted banners around the community, mailed postcards to residents, and placed notices and announcements on Pinole Community Television and social media accounts. These outreach materials contained QR codes to the project website and community surveys. The project website hosts information about the project, the schedule, survey, and recordings of past engagement activities. Interested parties may contact the consultant team for additional

⁷ www.LandUsePlanningForPinole.com

information or to request placement on the project notification list by emailing ContactUs@LandUsePlanningForPinole.com.

The public participation program to date has included:

- An online community survey
- Notifications and announcements on Pinole TV and social media accounts
- Stakeholder focus groups and interviews
- Two virtual community workshops
- One study session with the City Council
- One joint study session with the City Council and Planning Commission
- One Planning Commission workshop on the public review draft

Members of the community have shared comments ranging from concerns over affordability, burdens on developers, homelessness, access to parks, preservation of open space, and hazards of drought, fire, and earthquakes. Many of the programs and policies being considered for the Housing Element reflect these topics. The full summary of community engagement activities and outcomes of outreach and survey results are included as Appendix C of the 2023-2031 draft Housing Element.

RHNA

The RHNA is a critical component to updating local housing elements and is also mandated by State Law. RHNA quantifies the need for housing within each jurisdiction during the respective planning period. The intent of the RHNA is to ensure that the local jurisdictions not only address the needs of their immediate areas but also address their share of housing needs for the entire region. Future housing need is based on population and employment growth projections over the 2023-2031 period. Based on these projections, HCD assigns each region an allocation of future housing units in a variety of income levels in an effort to address projected and existing housing needs (California Government Code Section 65584). The local council of governments then determines the share of the regional housing need for each local jurisdiction.

The RHNA allocation for the City of Pinole was developed by the Association of Bay Area Governments (ABAG). ABAG serves as the local council of government for the Bay Area region. ABAG allocates each jurisdiction's "fair share" of the projected housing need based on household income groupings over the eight-year planning period. Table 1 presents the City's allocation of the region's housing needs by income group as determined by ABAG.

Buffer

Recent changes to State law (Senate Bill 166 – 2017) have required cities to continually maintain adequate capacity in their sites inventories to meet their RHNA for all income levels. In the event that a site is developed below the density projected in the Housing Element, or at a different income than projected, the City must have adequate sites

available to accommodate the remaining balance of the RHNA. If the City does not have any additional capacity within the existing zoning, it must identify and rezone for new sites that can accommodate the remaining need. For these reasons, the City is including an additional buffer of at least 20 percent above the RHNA in each category. Table 1 identifies the City of Pinole's RHNA and Buffer units for the 2023-2031 planning period.

Table 1: City of Pinole 2023-2031 RHNA Allocation

Income Group	Pinole Number of Units	
	RHNA	Buffer
Very Low (<50% Area Median Income, "AMI")	121	24
Low (50-80% AMI)	69	14
Moderate (>80-120% AMI)	87	17
Above Moderate (>120% AMI)	223	45
Total	500	600

The various income categories are based on the County's Area Median Income (AMI), which is adjusted annually. To provide some context, Table 2 shows the income categories for Contra Costa County in 2021, and the maximum household income for a family of four in each income category along with the associated maximum monthly rent.

Table 2: 2021 Income Categories for a Household of Four

Household of Four	Very-Low Income (up to 50% AMI)	Low Income (up to 80% AMI)	Moderate Income (up to 120% AMI)	Above Moderate Income (over 120% AMI)
Maximum Gross Income	Up to \$68,500	Up to \$109,600	Up to \$150,700	Over \$150,700
Maximum Monthly Rent	\$1,713	\$2,740	\$3,768	>\$3,768

Sites Inventory

State Law requires local governments to prepare a site inventory of land suitable for residential development, including vacant sites and sites having the potential for redevelopment. This inventory is then used to identify sites that can be developed for housing within the respective planning period. The City prioritized identifying sites that meet the RHNA requirements without necessitating a rezoning process. These include sites that are recently approved, pending approval, vacant and zoned to allow residential at the densities that satisfy the RHNA requirements for lower- and moderate-income households, and then other vacant and underdeveloped lands with suitable existing zoning.

The RHNA sites are dispersed throughout the City to avoid the overconcentration of housing in a particular area and to ensure housing is distributed in an equitable fashion when considering the availability and proximity of resources and services.

Pinole has had excellent housing production in all income levels over the last few years. The recently approved and current pending projects are projected to meet approximately 82% of the RHNA for the next 8-year period, as shown in Table 3. The entitled and pending projects meet the entirety of the low and above moderate-income categories.

Table 3: Entitled and Pending Projects⁸

Entitled and Pending Projects	Very Low	Low	Moderate	Above Moderate	Total
Single Family Homes, ADUs, triplex, and lot subdivisions	-	-	1	16	17
Appian Village	-	8	23	123	154
SAHA Affordable Veteran's Housing	27	6		-	33
BCRE Mixed-Use Office and Residential	2	2	-	25	29
Vista Woods Affordable Senior Housing	7	135	37	-	179
Pinole Vista	13	14		196	223
Total	49	165	61	360	635

Table 4, Housing Capacity, shows that the capacity of the sites inventory in the draft Housing Element can meet and exceed the RHNA and the 20% buffer based on the existing zoning and General Plan land use designations. The table now includes the recently approved Pinole Vista project in the pending projects. It also includes revisions to the inventory made in response to the approval. As a result, the City is including additional buffer to meet the very low- and moderate-income categories. Rezoning to meet the RHNA for this eight-year period is not necessary.

Table 4: Housing Capacity

Category	Very Low	Low	Moderate	Above Moderate	Total
RHNA Requirement	121	69	87	223	500

⁸ The recently approved Pinole Vista Point project was not included in the Public Review Draft of the Housing Element, but will be included in a revision to the draft, including it in the list of entitled projects for which the City can take credit toward the RHNA.

Category	Very Low	Low	Moderate	Above Moderate	Total
Total Requirements (RHNA + 20% Buffer)	145	83	104	268	600
Pending Projects	49	165	62	359	635
ADUs	7	7	7	3	24
Vacant Site Capacity	61	-	25	-	86
Non-Vacant Site Capacity	41	-	19	-	60
Total	158	172	113	139	805
Surplus/(Deficit) of RHNA Plus 20% buffer	13	89	9	94	205

Housing Plan

This section of the Housing Element outlines the City of Pinole's goals, policies, and implementation programs for the preservation, conservation, improvement, and production of housing for the 2023 – 2031 planning period. The goals, policies, programs, and quantified objectives are designed to help ensure housing opportunities for all existing and future residents of the community. As appropriate, programs also include a geographic targeting.

The Housing Plan consists of three main components:

- **Goals** – broad objectives and desires/outcomes
- **Policies** – general commitments, strategies, approaches
- **Actions** – measurable outcomes, metric, timelines, responsible parties, and funding

This 6th Cycle Housing Element updates the Goals, Policies, and Actions based on the findings of the Housing Element's analysis of Needs, Constraints, Resources, Fair Housing, and a review of the performance of the prior 5th Cycle Housing Element.

The City's housing programs are organized into six categories:

- Housing Production
- Constraint Removal
- Housing Preservation
- Housing Assistance
- Special Housing Needs
- Fair Housing Programs

During the meeting on November 15, 2022, the consultant team will lead the City Council through a discussion on program specifics for each category. The intent of the discussion is to provide an understanding of the range of existing, required, and proposed programs, to share with the Council the outcome of prior feedback and public comment on the creation of the draft programs, and to solicit any feedback. Highlighted programs are as follows:

Program 4: Facilitate ADU Production

To encourage and increase ADU production in the City, a number of new efforts are included. The programs are intended to help the City meet its target projection of three ADUs per year. This program works in conjunction with Program 22, ADU, JADU, and SB 9 Education. If annual production and affordability rates do not match the estimates included in the Housing Resources Section, the City will update the ADU strategy to ensure that the City continues to maintain adequate capacity for all income levels. In the event of an ADU shortfall that results in a net loss of units below the RHNA, the City will adopt another ADU program within six months to facilitate additional ADU production. The program includes the following pieces:

- Updated ADU Ordinance
- ADU Tracking
- ADU Fast Track
- ADU Amnesty Program
- Fee Waivers for Affordable ADUs

Program 8: Housing for Extremely Low Income Households and Persons with Disabilities

To support the production of housing for extremely low income (less than 30% AMI) households and persons with disabilities, the City will develop a Housing Asset Fund Policy that prioritizes affordable housing developments for extremely-low income households and households with persons with disabilities, develop a fee waiver program that would provide low or no-cost building permits to age-qualified, ELI households and disabled households to make improvements to their home for universal design, reduce parking standards for ELI household developments and partner with housing service providers within Contra Costa County to determine the best way to facilitate development of housing for extremely low-income households and persons with disabilities.

Program 9: Senior Housing Incentives

The needs analysis identified a special need for the development of housing for seniors in Pinole. In response to this need, the City will develop a set of incentives to encourage the development of housing for seniors. Specific incentives include:

- Reducing parking requirements for senior housing development.
- Permit fee waivers for elderly residents for adaptation and modifications of households to accommodate universal design and aging in place (per Program 8).

- Enhanced rebate incentives for homeowners to make it financially feasible to undertake energy efficient and weatherization projects (per Program 18).
- Promote home match shared housing programs (per Program 10), such as Front Porch's Home Match, for homeowners to turn an available room into an opportunity to earn income, save money, age-in place, provide affordable housing and create new social connections.
- Participation in regional programs to provide assistance to seniors.

Program 11: Zoning Amendments

The City is including a number of zoning amendments as identified in the constraints section to ensure compliance with State law and remove constraints to development. Amendments to the zoning ordinance are as follows:

- Amend the Emergency Shelter ordinance to comply with AB 139
- Amend zoning ordinance to allow for Low Barrier Navigation Centers by right in mixed-use and nonresidential zones that allow multi-family uses
- Update zoning ordinance to permit manufactured homes on permanent foundations in RMU
- Amend zoning ordinance to comply with SB 9 standards
- Update zoning ordinance to comply with State density bonus law

Program 19: Fair Housing Resources and Services

To promote fair housing resources and services, the City will:

- Advertise services and collaborate with the County's fair housing provider
- Provide education resources to tenants, landlords, and homeowners
- Make fair housing resources available online, at the public information counter, at the library, and Senior Center
- Refer fair housing complaints to a qualified fair housing provider
- Provide translation services as needed at City events and at the front counter

Program 21: Housing Resource and Education

The City will promote and advertise available housing resources to residents through a variety of mediums. The City will continue to promote homebuyer assistance programs available through the County and State, such as the Mortgage Credit Certificate (MCC) program and California Housing Finance Agency's down payment assistance programs. Specific actions will include:

- Information regarding housing resources on City website
- Pamphlets at City Hall and other community locations such as the Senior Center and Library

- Information through articles in local newspaper and with cable TV public service announcement
- Advertising housing resources through social media
- Presence at a booth in community events at least once a year
- Provision of materials in multiple languages, in coordination with Program 19

Other Updates to the General Plan

City staff and the consultant team are also preparing other updates to the General Plan, specifically an update to the Safety Element (formerly Health and Safety Element) and a new Health and Environmental Justice Element. These Elements are still in draft production and have not yet been released for public review. This section provides a status update of those efforts.

Safety Element Update

The Safety Element identifies and establishes a policy framework and action program for the City and community members to prepare for, respond to, and/or recover from either a natural or man-made disaster. Natural Hazards refer to seismic events (surface rupture, ground shaking, ground failure, tsunami, seiche, dam failure, and subsidence); flooding (heavy rain events, dam failure); slope instability (landslide, liquefaction); fire (wildland fires and urban fires); and climate change (adaptation and resilience from severe weather incidents such as drought, severe winds or heavy rains). Man-Made Hazards refer to hazardous materials (use, storage, transport), utility-related incidents (power failure, natural gas leaks, drought/water shortages), and crime, terrorism, and active shooters.

Pinole currently has an adopted Health and Safety Element which also includes a Noise Element. Since many of the topics of discussion and goals and policies of the Health Element overlaps with the Environmental Justice Element, the Health Element has been integrated with the Environmental Justice Element. The Safety Element is now a standalone Element which will include the existing (unmodified) Noise Element. The Safety Element has been revised to update information and incorporate new topics of discussion including climate resiliency, evacuation, drought, dam inundation, impact of tsunami, emergency preparedness, etc. The Goals and Policies are also updated accordingly. The Safety Element also establishes nexus to the existing Sustainability Element (Climate Resiliency), Community and Public Services Element (Police and Fire), Emergency Operations Plan, the Pinole Creek Watershed Vision Plan, and other existing planning documents.

In addition to updating the Safety Element, a Vulnerability Assessment study was also conducted. California Senate Bill (SB) 379 requires local jurisdictions to incorporate climate change and resilience strategies into General Plan Safety Elements. Because the City is updating the existing Safety Element and has not adopted a Local Hazard Mitigation Plan (LHMP), the City is required to address climate change and resilience strategies through the following process:

1. Prepare a vulnerability assessment that identifies risks climate change poses to the local jurisdiction and the geographic areas at risk from climate change.
2. Prepare a set of adaptation and resilience goals, policies, and objectives based on the findings in the vulnerability assessment.
3. Prepare a set of feasible implementation measures designed to carry out the goals, policies and objectives identified.

An Evacuation Routes study has also been prepared to comply with the Assembly Bill 747. Per AB 747, the City's Safety Element needs to address evacuation planning for any emergency scenarios that would warrant an evacuation of populations within the affected areas. The evacuation planning is a component of the LHMP. Because the City is updating the existing Safety Element and has not adopted a LHMP, the City is required to address the capacity, safety, and viability of the evacuation routes under a range of emergency scenarios applicable to the local jurisdiction. It was determined that the City will evaluate two scenarios:

1. Wildfire- Potential fire hazard approaching from the southeast burning towards the City limits
2. Dam Inundation- Potential failure at the Maloney Reservoir

Staff anticipates that the Safety Element will be published for public review in February 2023, and scheduled for City Council adoption in May 2023.

Health and Environmental Justice Element

The Environmental Justice Element is a new regulatory component to California General Plans, with the purpose of identifying neighborhoods with disproportionate environmental/pollution burden and establishing policies that advance environmental justice. Environmental Justice is defined by California Government Code Section 65040.12[e] as "the fair treatment of people of all races, cultures, and incomes with respect to the development, adoption, implementation, and enforcement of environmental laws, regulations, and policies." Using the May 2022 California Environmental Protection Agency (CalEPA) definition to identify Impacted Communities, census tracts in Pinole were evaluated against categories identified by CalEPA. Findings are reported below in Table 5.

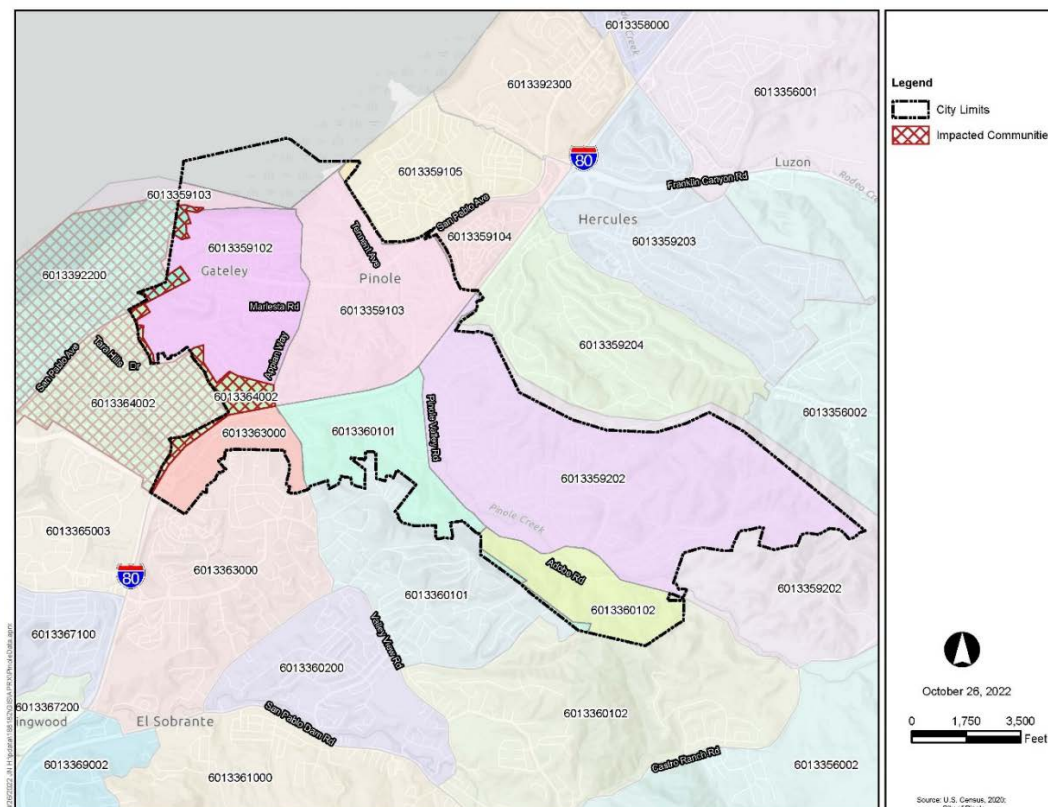
Table 5: Disadvantaged Community Designation Criteria Applicability to Pinole

DAC Designation Criteria	Applicability to Pinole	Notes
1. Census tracts receiving the highest 25 percent of overall scores in CalEnviroScreen 4.0.	Applicable	One census tract in Pinole has a CalEnviroScreen score of 75 or higher: <i>Census Tract 3922.02;</i> CalEnviroScreen Composite Score 85

2. Census tracts lacking overall scores in CalEnviroScreen 4.0 due to data gaps but receiving the highest 5 percent of CalEnviroScreen 4.0 cumulative pollution burden scores.	Not applicable	Census tracts in Pinole are not reported by CalEnviroScreen with data gaps.
3. Census tracts identified in the SB 535 2017 DAC designation as disadvantaged, regardless of their scores in CalEnviroScreen 4.0.	Applicable	Two census tracts in Pinole were identified as SB 535 Disadvantaged Communities: <i>Census Tract 3922.02</i> ; and <i>Census Tract 3640.02</i> .

As recommended by the California Office of Planning and Research (OPR) guidance, CalEnviroScreen 4.0 data is utilized to investigate unique pollution burdens or socioeconomic factors affecting Census Tract 3922.02 and Census Tract 3640.02. One census tract within the City of Pinole meets Criteria 2 and 3 (Census Tract 3922.02) and one census tract within the City meets Criteria 3 (Census Tract 3640.02). See Figure 1 for a map of impacted communities in Pinole.

Figure 1: Map of City of Pinole Impacted Communities



The Health and Environmental Justice Element will include an existing conditions section, evaluating the CalEnviroScreen data, other relevant data sources, including the Healthy Places Index, USDA Food Access Research Atlas, WalkScore, and historical discriminatory land use decisions. Based on the findings, goals, policies and actions will address equity on the following topical areas:

1. Equity in Access (access to healthy food, public facilities, public transit, key employment centers, government services and quality schools/childcare)
2. Equity in Environment (access to healthy air and water quality, pollution reduction, health risks associated with climate vulnerability, health risks to sensitive receptors)
3. Equity in Civic Engagement (access and availability to information and resources, opportunities to participate, access to ballot box/polling place)
4. Equity in Generations (preserving the right for future generations to live, work and enjoy Pinole)

This structure meets the OPR requirements and expands into topical areas that are unique to Pinole. Policies address disproportionate burdens in Impacted Communities, and also address equity across the City. Additionally, Health policies previously located within the Safety Element are being evaluated and adapted into the Environmental Justice Element, where appropriate. This will reduce redundancy within the City General Plan and ensure a comprehensive Health and Environmental Justice Element.

The Health and Environmental Justice Element is under internal staff review as of November 1, 2022. Staff anticipates that the Health and Environmental Justice Element will be published for public review in published for public review in February 2023, and scheduled for City Council adoption in May 2023.

Planning Commission Recommendation

The Planning Commission held a workshop on the public review draft of the Housing Element on October 24, 2022. The commissioners had reviewed the draft Housing Element in great detail. The meeting included a page-by-page discussion of specific questions and recommendations by each of the commissioners organized by the proposed housing plan programs, RHNA opportunity sites, and general comments. Overall, the commissioners were very complimentary of the draft Housing Element document for the quality of its content and the ease of use and readability, as well as the online community survey. The workshop concluded with a recommendation of the Planning Commission to advance the project by submitting a revised draft to HCD for its review and comment. Specific recommendations from the Planning Commission are included in Table 5 below, along with staff recommendations on how to address the comment:

Table 5: 10/24/22 Planning Commission Recommendations and Opportunities for Enhancement of Draft Housing Element

Planning Commission Recommendations	Housing Element Update Response / Opportunities for Enhancement
Adjust the sites inventory to include the recently approved redevelopment of the Kmart site for 223 units (including 27 lower-income units)	Update sites maps, inventory, and sites chapter to reflect addition of Kmart site
Allow and encourage single and small unit room rentals	- ADUs and JADUs promotion programs - Tenant - Owner Matching Program - Implement recently adopted state laws (AB 352 Efficiency Units) - SROs allowed in five zones
Promote and incentivize affordable housing on religious facility sites	- Implement recently adopted state laws (AB 1851, AB 2244 - parking) Consider: <i>Allowing multifamily housing on religious institution sites (where not currently allowed)</i>
Promote and incentivize affordable housing for teachers	Consider: <i>Adding teachers to funding priority policy with ELI and Disabled (P-8)</i> <i>Adding teachers to the Owner - Tenant Matching program for seniors (P-10)</i> <i>Adding allowing employee, faculty housing on school sites</i>
Consider more protections for renters to prevent and minimize displacement	Consider: <i>Adding 1st right of refusal/option to purchase</i> <i>Advance notification, relocation assistance</i> <i>Just cause eviction ordinance</i>
Encourage additional efforts to obtain more input from Pinole's diverse population	- Pinole recently adopted its new Communication & Engagement Plan - Consider: <i>Specifically include CBOs with all HEU program education and engagement efforts, goals for increased participation among diverse communities, monitoring & adjustment</i>

Staff requests City Council direction and guidance on incorporation of any of the opportunities for enhancement of the draft Housing Element that will be sent to the State.

Builder's Remedy

The Housing Accountability Act, Government Code section 65589.5, limits the land use authority of local agencies that do not timely adopt a compliant housing element. Specifically, if the City does not have a compliant housing element, the City may not deny a residential or qualifying mixed-use project with at least 20% of the units reserved for low-income households, or 100% of the units reserved for moderate income households, on the basis of that project being inconsistent with the City's Zoning Code and General Plan Land use designation. This is commonly known as the "Builder's Remedy".

The deadline for the City to adopt a compliant Housing Element is January 31, 2023. During previously Housing Element cycles, there was an 180 day grace period during which Housing Element were not considered non-compliant. However, there is no similar grace period during the 6th cycle. Although the Builder's Remedy has been part of state law for many years, it has not been invoked until this 6th Housing Element cycle. Accordingly, there are many unknowns about the scope of the Builder's Remedy and how it would apply. Staff plans on bringing the draft Housing Element to the City Council for adoption in late January in order to meet the statutory deadline. A subsequent amendment to the Housing Element may be necessary based on feedback from HCD.

Environmental Review

Pursuant to the California Environmental Quality Act, the City of Pinole will be conducting an environmental review of the proposed draft Housing Element and intends to adopt an addendum to the Initial Study/Mitigated Negative Declaration (IS/MND) prepared for the City's 5th Cycle Housing Element. The 6th Cycle Housing Element does not change the environmental conclusions of the previously adopted IS/MND, nor does the draft Housing Element result in new impacts/mitigation measures.

FISCAL IMPACT

There is no fiscal impact associated with the recommended actions in this report.

ATTACHMENT

- A- Draft Housing Element, released for public review October 17, 2022
- B- PowerPoint Slides for November 15, 2022 Presentation to City Council



CITY COUNCIL REPORT

12A

DATE: JANUARY 17, 2023

TO: HONORABLE MAYOR & CITY COUNCIL

FROM: HEATHER BELL, CITY CLERK

SUBJECT: COUNCIL MEETING FORMAT

RECOMMENDATION

Staff recommends that the City Council direct staff to do the following by minute order:

- 1) Continue using a hybrid meeting model to enhance public participation and access to City Council meetings
- 2) Discontinue spaced seating protocol in the Council Chambers for Council Meetings

BACKGROUND

The City Council has been conducting its meetings in a hybrid format since March 15, 2022. The intent of a hybrid model is to allow for the continued safe participation by the public, staff and Council during the COVID-19 pandemic. In a hybrid model, meeting attendees can participate in person or remotely, by teleconference.

The current legislation that provides the authority for local legislative bodies to conduct meetings with remote attendees, is AB 361. The City Council adopted a resolution on October 19, 2021 which authorized virtual, hybrid meetings under AB361 (See Attachment A) and reaffirmed the required conditions every 30 days by adopting a resolution. There are certain requirements that must be met in order to rely on AB361, including existence of a state of emergency.

The CA Governor has announced that the COVID-19 State of Emergency will expire on February 28, 2023, which would in turn, end our ability to utilize AB 361 and hold hybrid virtual meetings.

A new law, AB 2449 has been enacted, as of January 1, 2023 and provides a new alternative to traditional Brown Act Requirements. The details of the requirements are outlined in more detail in the staff report for Item 9D of this agenda packet.

REVIEW & ANALYSIS

Although the risk of transmission of COVID-19 has improved significantly since the onset of the pandemic nearly three years ago, providing the option of remote participation by the City Council members, under the prescribed guidelines of AB 2449, and continuing a hybrid model for increased public participation would benefit the Pinole community.

Additionally, transmission rates have decreased drastically and County-wide safety protocols related to the COVID-19 pandemic have eased significantly since the implementation of safety protocols in the Council Chambers and hybrid meetings on March 15, 2022.

Staff recommends that Council direct staff to discontinue spaced seating protocol for all attendees and return to the former seating arrangement.

FISCAL IMPACT

None.

ATTACHMENTS

A – Staff Report - October 19, 2021

**CITY COUNCIL
REPORT****8D****DATE: OCTOBER 19, 2021****TO: HONORABLE MAYOR AND COUNCIL MEMBERS****FROM: ERIC CASHER, CITY ATTORNEY****SUBJECT: RESOLUTION AUTHORIZING REMOTE TELECONFERENCE
MEETINGS PURSUANT TO AB 361**

RECOMMENDATION

Staff recommends that the City Council adopt a resolution authorizing remote teleconference meetings pursuant to AB 361.

BACKGROUND

On March 4, 2020, Governor Newsom declared a State of Emergency to make additional resources available, formalize emergency actions already underway across multiple state agencies and departments, and help the State prepare for the anticipated broader spread of the novel coronavirus disease 2019 ("COVID-19"). On March 18, 2020, the City Manager, acting as Director of Emergency Services, proclaimed a local emergency due to COVID-19 pursuant to California Government Code Section 8630 and Pinole Municipal Code Chapter 2.32. Both the State and local emergency declaration remain in effect.

All meetings of the City Council and the City's other legislative bodies, such as the Planning Commission, are open and public, as required by the Ralph M. Brown Act (Government Code section 54950 *et seq.*). Any member of the public may attend, participate, and watch the City's legislative bodies conduct their business. On March 17, 2020, in response to the COVID-19 pandemic, Governor Newsom issued Executive Order N-29-20 suspending certain provisions of the Ralph M. Brown Act in order to allow local legislative bodies to conduct meetings telephonically or by other means in order to slow the spread of COVID-19. As a result of Executive Order N-29-20, staff set up virtual meetings for all City Council meetings and other City legislative bodies. On June 11, 2021, Governor Newsom issued Executive Order N-08-21, which, effective September 30, 2021, repealed the provisions of Executive Order N-29-20 that allowed local legislative bodies to conduct meetings telephonically or by other means.

DISCUSSION

On September 16, 2021, the Governor signed AB 361 (2021) which allows for local legislative bodies to continue to conduct meetings via teleconferencing under

specified conditions and includes a requirement that the City Council make specified findings. AB 361 (2021) took effect immediately. Pursuant to AB 361, legislative bodies are allowed to continue to meet remotely during a declared state of emergency. In addition, remote meetings are only allowed when state or local health officials have imposed or recommended measures to promote social distancing, or when the legislative body finds that meeting in person would present imminent risks to the health or safety of attendees.

In order to continue to hold remote meetings, the City Council must declare every thirty (30) days that either (i) the State of Emergency continues to directly impact the ability of the members to meet safely in person, or (ii) State or local officials continue to impose or recommend measures to promote social distancing. Since issuing Executive Order N-08-21, the highly contagious Delta variant of COVID-19 has emerged, causing an increase in COVID-19 cases throughout the State and Contra Costa County. As a result, the State of Emergency as declared by the Governor and City Council continue in existence. The City Council will consider a resolution confirming the continued existence of the local emergency at the same meeting this resolution is considered.

Health officials continue to recommend measures to slow the spread of COVID-19. Specifically, the Centers for Disease Control and Prevention ("CDC") continues to recommend physical distancing of at least 6 feet from others outside of the household. On August 2, 2021, in response to the Delta variant of COVID-19, the Contra Costa County Health Officer issued an order for nearly all individuals to wear masks when inside public spaces and on September 14, 2021, issued an order requiring operators of specified dining establishments, entertainment venues and fitness facilities to restrict entry based on COVID-19 vaccination status or testing. On September 20, 2021, the Contra Costa County Health Officer issued Recommendations for Safely Holding Public Meetings. This document noted that online meetings (teleconferencing meetings) are strongly recommended as those meetings present the lowest risk of transmission of SARS-CoV-2, the virus that causes COVID-19. COVID-19 would present imminent risks to the health or safety of attendees, including the legislative bodies and staff, should the City's legislative bodies hold in person meetings.

The proposed resolution includes the necessary findings in order for the City Council, and all of the City's other legislative bodies, to continue to hold remote teleconference meetings pursuant to AB 361. Staff is not, at this point, recommending any specific timeframe for moving from teleconference meetings to hybrid in-person meetings, in which a majority of the City Council would participate in person and staff and members of the public could participate in person or remotely. The City has the technological capability to hold hybrid in-person meetings as soon as the City Council determines that it is prudent to transition to that format.

FISCAL IMPACT

There is no direct fiscal impact from the adoption of the resolution.

ATTACHMENTS

- A. Resolution Authorizing Remote Teleconference Meetings Pursuant to AB 361
3888343.1

RESOLUTION NO. 2021-XX

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PINOLE
AUTHORIZING REMOTE TELECONFERENCE MEETINGS PURSUANT TO AB 361**

WHEREAS, all City of Pinole (“City”) meetings are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code 54950 – 54963), so that any member of the public may attend, participate, and watch the City’s legislative bodies conduct their business; and

WHEREAS, on March 4, 2020, Governor Newsom declared a State of Emergency to make additional resources available, formalize emergency actions already underway across multiple state agencies and departments, and help the State prepare for an anticipated broader spread of the novel coronavirus disease 2019 (“COVID-19”); and

WHEREAS, on March 18, 2020, the City Manager, acting as Director of Emergency Services, proclaimed a local emergency due to COVID-19 pursuant to California Government Code Section 8630 and Pinole Municipal Code Chapter 2.32, and the City Council has continued to confirm the continued existence of the local emergency; and

WHEREAS, On March 17, 2020, in response to the COVID-19 pandemic, Governor Newsom issued Executive Order N-29-20 suspending certain provisions of the Ralph M. Brown Act in order to allow local legislative bodies to conduct meetings telephonically or by other means; and

WHEREAS, as a result of Executive Order N-29-20, staff set up virtual meetings for all City Council meetings and meetings of all City legislative bodies, such as the Planning Commission; and

WHEREAS, on June 11, 2021, Governor Newsom issued Executive Order N-08-21, which, effective September 30, 2021, repealed the provisions of Executive Order N-29-20 that allowed local legislative bodies to conduct meetings telephonically or by other means; and

WHEREAS, on September 16, 2021, Governor Newsom signed AB 361 (2021) which allows for local legislative bodies and advisory bodies to continue to conduct meetings via teleconferencing under specified conditions and includes a requirement that the City Council make specified findings. AB 361 (2021) took effect immediately; and

WHEREAS, in order for legislative bodies to continue to conduct meetings via teleconferencing pursuant to AB 361 (2021), a proclaimed State of Emergency must exist; and

WHEREAS, AB 361 (2021) further requires that State or local officials have imposed or recommended measures to promote social distancing, or, requires that the legislative body determines that meeting in person would present imminent risks to the health and safety of attendees; and

ATTACHMENT A

WHEREAS, such conditions now exist in the City of Pinole, specifically, Governor Newsom has declared a State of Emergency due to COVID-19 and the City Council has confirmed the continued existence of the local emergency due to COVID-19; and

WHEREAS, since issuing Executive Order N-08-21, the highly contagious Delta variant of COVID-19 has emerged, causing an increase in COVID-19 cases throughout the State and Contra Costa County; and

WHEREAS, on August 2, 2021, in response to the Delta variant of COVID-19, the Contra Costa County Health Officer issued an order for nearly all individuals to wear masks when inside public spaces and on September 14, 2021, issued an order requiring operators of specified dining establishments, entertainment venues and fitness facilities to restrict entry based on COVID-19 vaccination status or testing; and

WHEREAS, the Centers for Disease Control and Prevention (“CDC”) continues to recommend physical distancing of at least six (6) feet from others outside of the household; and

WHEREAS, because of the rise in cases due to the Delta variant of COVID-19, the City Council is concerned about the health and safety of all individuals who intend to attend City Council meetings and meetings of the City’s other legislative bodies; and

WHEREAS, the City Council desires to provide a way for the Council, staff, and members of the public to participate in meetings remotely, without having to attend meetings in person; and

WHEREAS, the City Council hereby finds that the presence of COVID-19 and the increase of cases due to the Delta variant would present imminent risks to the health or safety of attendees, including the legislative bodies and staff, should the City’s legislative bodies hold in person meetings; and

WHEREAS, the City shall ensure that it’s meetings comply with the provisions required by AB 361 (2021) for holding teleconferenced meetings.

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 into this Resolution.
2. In compliance with AB 361 (2021), and in order to continue to conduct teleconference meetings without complying with the usual teleconference meeting requirements of the Brown Act, the City Council makes the following findings:
 - a) The City Council has considered the circumstances of the State of Emergency; and

ATTACHMENT A

- b) The State of Emergency, as declared by the Governor and the City, continues to directly impact the ability of the City Council and the City's legislative bodies, as well as staff and members of the public, from meeting safely in person; and
- c) The CDC continues to recommend physical distancing of at least six (6) feet due to COVID-19 and as a result of the presence of COVID-19 and the increase of cases due to the Delta variant, meeting in person would present imminent risks to the health or safety of attendees, the legislative bodies and staff.

3. The City Council and all of the City's other legislative bodies may continue to meet remotely in compliance with AB 361, in order to better ensure the health and safety of the public.

4. The City Council will revisit the need to conduct meetings remotely within thirty (30) days of the adoption of this resolution.

PASSED AND ADOPTED at a regular meeting of the Pinole City Council held on the 19th day of October, 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 19th day of October, 2021.

Heather Iopu, CMC
City Clerk



CITY COUNCIL REPORT

DATE: JANUARY 17, 2023

TO: MAYOR AND COUNCIL MEMBERS

FROM: MARKISHA GUILLORY, FINANCE DIRECTOR

**SUBJECT: RECEIVE AND ACCEPT THE ANNUAL COMPREHENSIVE
FINANCIAL REPORT (ACFR) FOR THE FISCAL YEAR (FY) ENDED
JUNE 30, 2022**

RECOMMENDATION

Staff recommends that the City Council receive and accept the Annual Comprehensive Financial Report (ACFR) for the fiscal year (FY) ended June 30, 2022.

BACKGROUND

Each year, the City publishes the ACFR, which contains the City of Pinole's basic financial statements, auditor's report, and important supplemental information regarding that fiscal year. The ACFR is intended to present the reader with a comprehensive view of the City's financial position and activities.

The City's Finance Department is responsible for preparing the ACFR and assumes responsibility for its accuracy, completeness, and fairness. Badawi & Associates Certified Public Accountants, the City's auditors, audited the basic financial statements included in the ACFR to provide reasonable assurance that the financial statements are free of material misstatement and are fairly presented in accordance with generally accepted accounting principles (GAAP). Badawi & Associates issued an unmodified opinion, the highest possible rating. This means that the financial statements are presented, in all material respects, in accordance with applicable financial reporting guidelines.

Consistent with sound fiscal management practices and prudent public policy, City staff is presenting the ACFR to the City Council. A copy of the ACFR is available for public inspection at City Hall, 2131 Pear Street, and has been posted on the City's website at:
https://www.ci.pinoles.ca.us/city_government/finance/annual_comprehensive_financial_report.

REVIEW AND ANALYSIS

The ACFR (Attachment A) is organized into five sections:

- An introduction, which includes the Transmittal Letter and the Independent Auditor's Report;
- Management's Discussion and Analysis (MD&A);
- Basic Financial Statements and Notes;
- Supplemental Information; and
- Statistical Information.

The MD&A section (pages 5-18) of the ACFR presents an overview and analysis of the City's financial activities for the fiscal year ended June 30, 2022. Staff encourages readers to consider the information presented in this section in conjunction with additional information provided in the Transmittal Letter (pages i-v), the City's basic financial statements (pages 19-41), and the notes to the financial statements (pages 43-87). Additionally, the ACFR is supplemented by several auditors' reports on the matters of internal controls, compliance, and governance (Attachments B-F).

Financial Highlights

Following is a summary of financial highlights from the MD&A section of the ACFR for the year ended June 30, 2022.

- The assets and deferred outflows of resources of the City exceeded its liabilities and deferred inflows of resources at the close of FY 2021/22 by \$37.7 million; this represents the City's net position. Of this amount, \$34.1 million is restricted for specific purposes (restricted net position), \$44.6 million is the net investment in capital assets, and \$41.2 million is the unrestricted net position.
- The City's total net position decreased by \$5.9 million, a 14% decrease at the close of FY 2021/22 as compared to FY 2020/21. Total net position measures governmental activities which are generally financed through taxes, intergovernmental revenues, and other nonexchange revenues, and business-type activities which are financed in whole or in part by fees charged to external parties for goods and services. Overall, governmental activities net position decreased by \$6.2 million while business-type activities increased by \$0.3 million.
- The General Fund balance at the close of FY 2021/22 was \$35.3 million, which has various levels of restrictions. The General Fund as presented in the financial statements is comprised of the main General Fund, Measure S 2006 Fund, Measure S 2014 Fund, General Reserve Fund, Equipment Reserve Fund, and Section 115 Trust Fund. Of the \$35.3 million fund balance, \$9.4 million is unassigned. The unassigned fund balance represents the portion that is not restricted, committed, or assigned for specific purposes.

This ACFR meets all of the requirements to achieve the highest standard in government accounting and financial reporting for an ACFR, the *Certificate of Achievement for Excellence in Financial Reporting* issued by the Government Finance Officers Association of the United States and Canada (GFOA). The City has received this certificate annually for the last twenty-four consecutive fiscal years, and expects to receive this certificate for the FY 2021/22 ACFR.

FISCAL IMPACT

There is no fiscal impact from receiving the FY 2021/22 ACFR.

ATTACHMENTS

- A – City of Pinole Annual Comprehensive Financial Report for the year ended June 30, 2022.
- B – Auditors' Report on Measure S 2006 Agreed-Upon Procedures for the year ended June 30, 2022.
- C – Auditors' Report on Measure S 2014 Agreed-Upon Procedures for the year ended June 30, 2022.

CITY OF PINOLE, CALIFORNIA

Annual Comprehensive Financial Report



For the Fiscal Year Ended
June 30, 2022



CITY OF PINOLE, CALIFORNIA

**ANNUAL COMPREHENSIVE FINANCIAL REPORT
FOR THE YEAR ENDED JUNE 30, 2022**

PREPARED BY THE
FINANCE DEPARTMENT

City of Pinole

Annual Comprehensive Financial Report

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City of Pinole

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City of Pinole

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CITY OF PINOLE

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December 30, 2022

Members of the City Council
Residents of the City of Pinole

We are pleased to present the Annual Comprehensive Financial Report (ACFR) of the City of Pinole, California for the fiscal year (FY) ended June 30, 2022.

Introduction

The City issues a complete set of financial statements each year that conform to generally accepted accounting principles (GAAP) and are audited by an independent, certified public accounting firm. To meet this requirement, the City creates the ACFR, which contains the required audited financial statements as well as other useful supplemental information.

The City, not the auditor, is responsible for the content of the ACFR. City management assumes full responsibility for the completeness and reliability of all the information presented in the ACFR.

To protect the government's assets from loss, theft, or misuse and to compile sufficient reliable information for the preparation of the City's financial statements in conformity with GAAP, the City has established a comprehensive internal control framework. The City's framework of internal controls has been designed to provide reasonable, rather than absolute, assurance that the financial statements will be free from material misstatement, because it would be inefficient if the cost of internal controls outweighed their benefits. As management, we assert that, to the best of our knowledge and belief, this financial report is complete and reliable in all material respects.

Badawi and Associates, an independent, certified public accounting firm, has audited the City of Pinole's financial statements for the fiscal year ended June 30, 2022. The objective of the audit was to provide reasonable assurance that the financial statements of the City are free of material misstatement. The audit involved examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; assessing the accounting principles used and significant estimates made by management; and evaluating overall financial management presentation. Badawi and Associates concluded, based upon the audit, that there was a reasonable basis for rendering an unmodified opinion that the City of Pinole's financial statements for the year ended June 30, 2022 are fairly presented in conformity with GAAP. Their independent auditor's report is the first component presented in the Financial section of the ACFR.

Public agencies that receive federal funding above a certain monetary threshold are required to undergo an annual "Single Audit" that incorporates the audit of financial statements mentioned above as well as an auditor's assessment of the City's internal controls and compliance with legal requirements, particularly internal controls and compliance regarding administration of federal awards. The Single Audit Report is published as a separate document from the ACFR. A Single Audit Report is required for the City for the fiscal year

ended June 30, 2022 because the City's expenditure of federal funds exceeded the \$750,000 threshold for the year.

GAAP requires that the ACFR include a narrative introduction, overview, and analysis of the City's financial condition, provided by management in the form of the Management's Discussion and Analysis (MD&A), to accompany the basic financial statements. This letter of transmittal is designed to complement the MD&A and should be read in conjunction with it. The City's MD&A can be found immediately following the independent auditors report in the Financial section of the ACFR.

Profile of the Government

The City of Pinole was incorporated on June 25, 1903. Pinole is primarily a residential community located in West Contra Costa County, approximately 30 miles northeast of San Francisco and 20 miles north of Oakland along Interstate 80. The City currently has a land area of 5 square miles and a population of 18,628.

The City operates under the Council-Manager form of operation, with five Council Members elected citywide on a non-partisan basis. Council Members are elected to four-year staggered terms with three Council Members alternating election with two Council Members at two-year intervals. Each year, the Council appoints one of its members to serve as Mayor. The Council appoints the City Manager, City Attorney, and City Clerk. Policymaking and legislative authorities are vested in the City Council, which, among other things, passes ordinances, adopts the budget, and appoints committees. The City Manager is responsible for carrying out the policies and ordinances of the City Council, for overseeing the day-to-day operations of the City, and for appointing the department directors.

Pinole is a full-service city, with 132.6 full-time equivalent authorized personnel in FY 2022/23. The City provides public safety (police and fire), public works (maintenance of streets and facilities), community development (land use and building regulation), recreation programs and parks, wastewater utilities, administration, and fiscal services.

The financial statements included in the ACFR cover the City (the primary government) and its component units if applicable. Component units are legally separate entities for which the primary government is financially accountable. Blended component units, although legally separate entities, are, in substance, part of the City's operations, and data from these units are combined with data from the City. The City's component unit, the City of Pinole Joint Powers Financing Authority, is a separate government entity whose purpose is to assist with the financing or refinancing of public capital facilities within the City and is all blended. Discrete component units are reported in a separate column in the basic financial statements to emphasize their separateness from the City. The Successor Agency to the Pinole Redevelopment Agency is not a component unit of the City but is accounted for in a Private Purpose Trust Fund in the Fiduciary Funds segment of the financial report. The former Redevelopment Agency was considered a component unit of the City.

The City's Economic Condition

Since March 2020, Pinole's economy has been impacted by COVID-19 and the related Shelter in Place (SIP) orders. The budgetary impact to the City has primarily involved slightly decreased revenues, primarily in the user fee category. While the City experienced a slight decline in sales tax revenue from the initial SIP, the City did not experience a pronounced or prolonged loss of

sales tax due to SIPs. In fact, sales tax rebounded quicker than industry experts initially predicted. The upward trend was most attributable to the rise in online sales. The long-term trend of the City's economy is a strengthening local tax base in both retail sales and real property values. The region has a varied manufacturing, industrial, and commercial economic base. The City's principal businesses are engaged in merchandising and retail sales. The local unemployment rate in 2022 was 3.2%, down from 7.0% in 2021. Contra Costa County, which includes Pinole, had an unemployment rate of 2.9% in 2022, which is less than the state's average rate of 3.8%.

Real property values continue to rise. The median price of a detached single-family home in Pinole increased by 9% from June 2021 to June 2022.

Long-Term Financial Planning and Major Initiatives

In February 2020, the City Council adopted the City of Pinole Strategic Plan 2020 – 2025. The Strategic Plan expressed the City's vision, mission, and goals. The Strategic Plan also identified 22 individual strategies (special projects) for staff to complete over a five-year timeframe to position the City to achieve the vision, mission, and goals.

The adoption of the Strategic Plan was momentous. It reaffirmed the City's commitment to and focus on creating a safe and vibrant community and providing efficient and effective City services. It will take some time for staff to complete all 22 strategies and for the resulting changes in the community and City services to be fully realized. Despite needing to devote a significant amount of time to COVID-19 during the current fiscal year, City staff has nonetheless been able to make progress on several of the strategies, including strategies to develop a cost allocation plan, conduct a comprehensive user fee study, and update the master fee schedule.

As one of the strategies, the City developed its first Long-Term Financial Plan (LTFP) in 2021. The LTFP covers a five-year timeframe and identifies the major economic and demographic trends that might impact future demands for City services and future City revenues. It includes a five-year forecast of all City funds based on the City's current services and revenue sources and assumptions about the future. The LTFP identifies the major challenges and opportunities that the City will likely face over the planning horizon to help make future financial and operational decisions.

The City maintains a Capital Improvement Plan (CIP), which 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 capital improvement needs with appropriate funding, scheduling, and implementation. The plan is working blueprint for building and sustaining publicly funded physical infrastructure.

Despite needing to devote a significant amount of time to COVID-19 and advancing the Strategic Plan strategies, City staff was able to implement a limited number of new programs and services during the fiscal year, such as a re-opening plan to resume in-person programs at the Senior Center, Youth Center, and Tiny Tots, expanded park restroom hours, and small business assistance grants.

Following are some major initiatives that were completed in FY 2021/22:

- Implemented the City's new organizational structure to improve capacity and coordination, based on the organizational assessment. The new structure created separate Community Development and Public Works Departments, as well as a new Community Services Department, which consolidates recreation and various other community-oriented

services. It also created some new departmental divisions and subdivisions to provide a clear home for some important functions, such as economic development and communication and engagement, that did not have a clear home in the former organizational structure.

- Conducted a comprehensive user and regulatory fee study that provided an analysis of the City's current cost of providing fee-related services, and recommended changes to the various fees to recover costs. The City updated its master fee schedule based on the results of the study and the changes went into effect on September 1, 2022.

Relevant Financial Policies

The annual budget serves as the foundation of the City's financial planning and control. The budget process begins in February when each department receives a preliminary proposed baseline budget for the upcoming fiscal year. The City Manager and Finance Director meet with each department director to discuss their budget requests and to make adjustments where necessary. The City Council Finance Subcommittee meets in May to review the draft proposed budget for the upcoming year. The City Council then reviews the revised proposed budget and final proposed budget, and then adopts a final budget prior to July 1. The operating budget includes proposed expenditures and the financing sources. Public meetings are conducted in June to obtain public comments. The budget is legally adopted through passage of a Council resolution no later than June 30. A budget review, which includes recommended additions or changes, is presented to the City Council on a quarterly basis. Any changes as a result of these reviews are legally adopted through Council resolution.

The Council exercises budgetary control at the functional department level. Formal budgetary integration is employed as a management control device during the fiscal year for the General Fund, Special Revenue Funds, Capital Project Funds, Enterprise Funds, and Internal Services Funds. The budgeted funds are adopted on a basis consistent with GAAP in the United States. Expenditures may not legally exceed budgeted appropriations at the fund level. Management does not have the authority to amend the budget without approval of the City Council.

In accordance with its Reserve Policy, the City maintains cash reserves to meet certain anticipated future obligations as well as to ensure that the City maintains adequate financial resources to continue to provide basic municipal services in the event of a significant unanticipated revenue decrease or expenditure increase. The reserves are held in a separate fund referred to as the General Reserve. The General Reserve maintains an amount equivalent to 50% of the City's annual General Fund ongoing operating expenditures per the Reserve Policy.

Public funds held by the City treasury were invested in accordance with the City's Investment Policy, which conforms to California Government Code Section 53601. The permitted investments include U.S. treasury notes, bonds, or bills; instruments issued by a U.S. federal agency or a U.S. government sponsored enterprise; negotiable certificates of deposit (with certain restrictions); medium term corporate notes with a rating category of "AA" or better; commercial paper of "prime quality"; bankers acceptances; repurchase agreements not to exceed 30 days; money market mutual funds; and the State of California Local Agency Investment Fund. The objectives of the City's Investment Policy are to invest up to 100% of temporarily idle funds while maintaining safety, liquidity, and yield. The Investment Policy is reviewed annually.

The City is a member of the Municipal Pooling Authority (MPA). This Joint Powers Authority (JPA) was formed to allow member agencies to pool together to provide cost effective risk management services and programs to member agencies. The MPA provides for general liability, workers

compensation, auto-physical damage, all risk fire and property, including earthquake, and boiler and machinery coverage. The City also purchases some employee benefit coverage through this pool, which includes dental and orthodontic, life and long-term disability coverage.

Awards

The Government Finance Officers Association of the United States and Canada (GFOA) awarded the Certificate of Achievement for Excellence in Financial Reporting to the City of Pinole for its ACFR for the fiscal year ended June 30, 2021. This was the twenty-fourth consecutive year that the City has received the prestigious award. In order to be awarded a Certificate of Achievement, a government must publish an easy to read and efficiently organized comprehensive annual financial report. This report must satisfy both generally accepted accounting principles and applicable legal requirements. A Certificate of Achievement is valid for a period of one year. We believe that our current comprehensive annual financial report continues to meet the Certificate of Achievement Program's requirements and we are submitting it to the GFOA to determine its continued eligibility for a certificate.

Acknowledgements

The preparation of the ACFR was made possible through the dedicated work of the Finance Department staff and with the cooperation of all City departments. Special thanks and acknowledgement are due to Maria Mata, Accountant and Anthony Colden, Accounting Specialist for their commitment and effectiveness in the maintenance of the City's financial records.

I wish to acknowledge and thank the City Council for its leadership and commitment to ensuring the long-term fiscal health of the City.

Respectfully submitted,



Andrew Murray
City Manager



Markisha Guillory
Finance Director



Government Finance Officers Association

Certificate of
Achievement
for Excellence
in Financial
Reporting

Presented to

**City of Pinole
California**

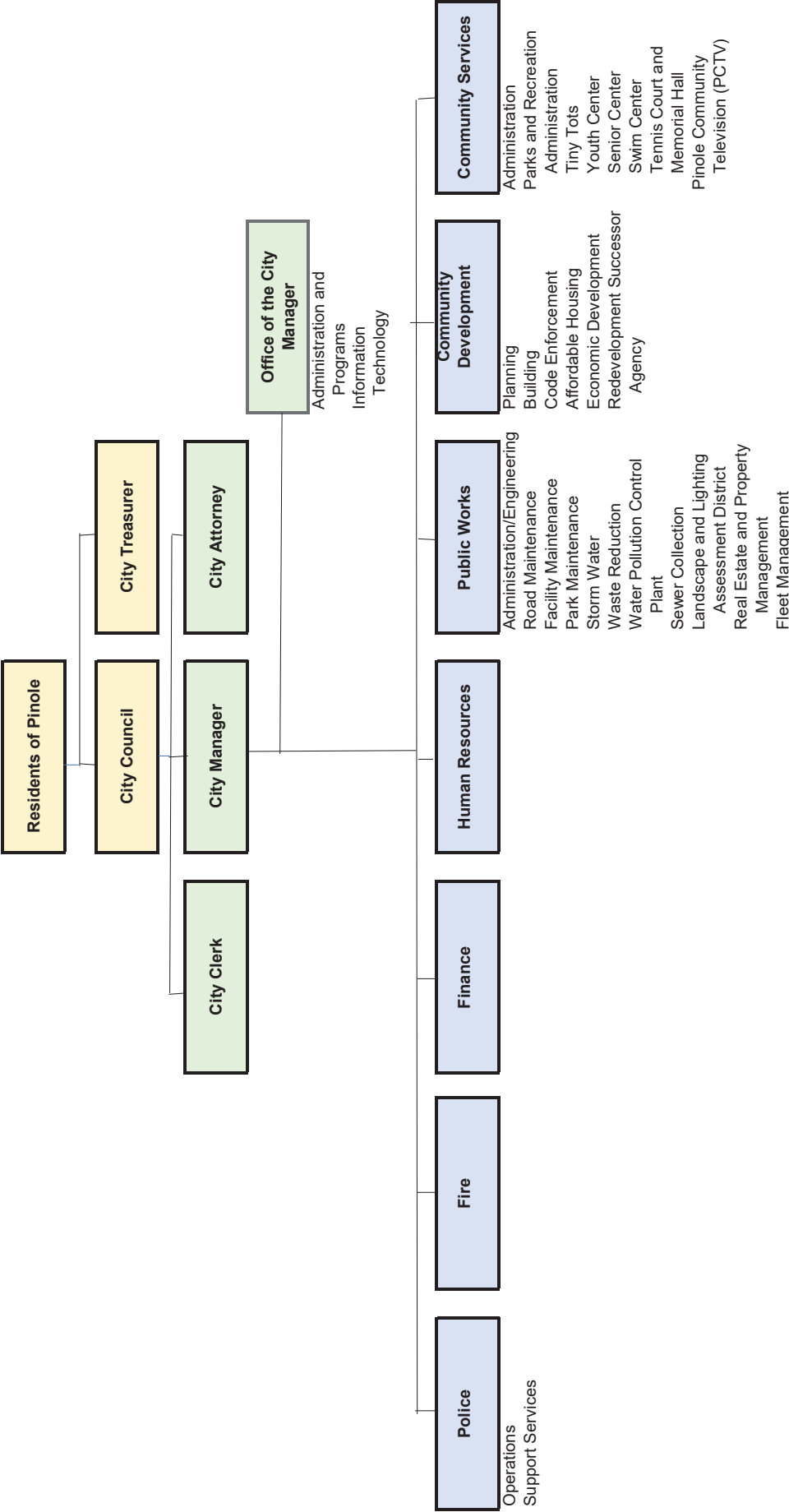
For its Annual Comprehensive
Financial Report
For the Fiscal Year Ended

June 30, 2021

Christopher P. Morrell

Executive Director/CEO

CITY OF PINOLE
ORGANIZATIONAL CHART
FY 2021/22



**CITY OF PINOLE
ELECTED OFFICIALS AND
DEPARTMENT HEADS**

JUNE 30, 2022

ELECTED OFFICIALS



Vincent Salimi
Mayor



Devin Murphy
Mayor Pro Tempore



Anthony Tave
Council Member



Maureen Toms
Council Member



Norma Martínez-Rubin
Council Member



Roy Swearingen
City Treasurer

DEPARTMENT HEADS

City Manager	Andrew Murray
City Attorney (Contract)	Eric Casher
City Clerk	Heather Bell
Community Development Director	Lilly Whalen
Community Services Director	<i>Vacant</i>
Finance Director	Markisha Guillory
Fire Chief	Chris Wynkoop
Human Resources Director	Stacy Shell
Police Chief	Neil Gang
Public Works Director	Sanjay Mishra





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INDEPENDENT AUDITOR'S REPORT

To the Honorable Mayor and Members of the City Council
of the City of Pinole
Pinole, California

Report on the Audit of the Financial Statements

Opinions

We have audited the accompanying financial statements of the governmental activities, the business type activities, each major fund, and the aggregate remaining fund information of the City of Pinole (City), as of and for the year ended June 30, 2022, and the related notes to the financial statements, which collectively comprise the City's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund and the aggregate remaining fund information of the City as of June 30, 2022, and the respective changes in financial position thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the City of Pinole and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Responsibility of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the City's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter

Auditor's Responsibility for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore

To the Honorable Mayor and Members of the City Council
of the City of Pinole

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is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements

In performing an audit in accordance with GAAS, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the City's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis, budgetary comparison information, defined benefit pension plan information, and OPEB plan information on pages 5-18 and 91-95 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

To the Honorable Mayor and Members of the City Council
of the City of Pinole
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Supplementary Information

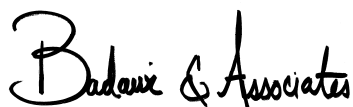
Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the City's basic financial statements. The combining and individual nonmajor fund financial statements, budgetary comparison schedules, and the schedule of section 115 pension fund on pages 98 to 123 are presented for purposes of additional analysis and are not a required part of the basic financial statements. The combining and individual nonmajor fund financial statements, budgetary comparison schedules are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, combining and individual nonmajor fund financial statements, the budgetary comparison schedules, and the schedule of section 115 pension fund on pages 98 to 123 are fairly stated in all material respects in relation to the basic financial statements as a whole.

Other Information

Management is responsible for the other information included in the ACFR. The other information comprises the introductory section and the statistical section but does not include the financial statements and our auditor's report thereon. Our opinions on the financial statements do not cover the other information, and we do not express an opinion or any form of assurance thereon. In connection with our audit of the financial statements, our responsibility is to read the other information and consider whether a material inconsistency exists between the other information and the financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated December 30, 2022 on our consideration of the City's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the City's internal control over financial reporting and compliance.



Badawi & Associates, CPAs
Berkeley, California
December 30, 2022

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MANAGEMENT'S DISCUSSION AND ANALYSIS

This section of the City of Pinole's (City) Annual Comprehensive Financial Report presents a narrative overview and analysis of the City's financial activities for the fiscal year (FY) ended June 30, 2022 (FY 2021/22). We encourage readers to consider the information presented here in conjunction with additional information that we have furnished in our letter of transmittal and the City's basic financial statements which follow this section.

FINANCIAL HIGHLIGHTS

- The assets and deferred outflows of resources of the City exceeded its liabilities and deferred inflows of resources at the close of FY 2021/22 by \$37.7 million (net position). Of this amount, \$34.1 million is restricted for specific purposes (restricted net position), \$44.6 million is the net investment in capital assets and \$41.2 million represents a deficit in unrestricted net position.
- The City's net position decreased by \$5.9 million, a 14% decrease at the close of FY 2021/22 as compared to FY 2020/21. This decrease is primarily the result of a substantial increase in deferred inflow of resources for pension related amounts. Overall, governmental activities net position decreased by \$6.2 million while business-type activities increased by \$0.3 million.
- Governmental funds reported ending balances of \$54.3 million, a decrease of \$2.3 million in comparison to the prior FY 2020/21.
- The General Fund balance closed at \$35.3 million, of which \$9.4 million is unassigned.

GENERAL FUND BUDGETARY HIGHLIGHTS

- Actual General Fund revenues totaling \$19.1 million were \$2.0 million, or 9% lower than the final total revenue budget of \$21.0 million. Actual revenues were lower primarily attributable to significant interest income loss.
- Actual General Fund expenditures totaling \$21.9 million were \$4.2 million, or 16% less than the total final expenditure budget of \$26.1 million. The savings primarily resulted from lower actual expenditures in capital outlay due to deferred capital improvements.

OVERVIEW OF THE FINANCIAL STATEMENTS

This discussion and analysis is intended to serve as an introduction to the City's basic financial statements. The City's basic financial statements are comprised of three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the financial statements. This report also contains other required supplementary information and related notes, combining statements for non-major governmental funds, and individual fund financial statements and schedules.

Government-wide Financial Statements

Government-wide Financial Statements are designed to provide readers with a broad overview of City finances, in a manner similar to a private-sector business. The government-wide financial statements include the City (primary government); the City does not have any component units.

The Statement of Net Position presents information on all of the City's assets, deferred outflows of resources, liabilities, and deferred inflows of resources with the difference between the two reported as *net position*. Over time, increases or decreases in net position may serve as an indicator of whether the financial position of the City is improving or deteriorating.

The Statement of Activities presents information showing how the City's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows (accrual basis of accounting). Thus, revenues and expenses are reported in this statement for some items that will result in cash flows in future fiscal periods, such as revenues pertaining to uncollected taxes and expenses pertaining to interest on long-term debt.

Both of these government-wide financial statements distinguish functions of the City that are principally supported by taxes and intergovernmental revenues (*governmental activities*) from other functions that are intended to recover all or a substantial portion of their costs through user fees and charges (*business-type activities*). The governmental activities of the City include general government, public safety, public services, recreation, and community development. The business-type activities of the City include wastewater utility. As of February 1, 2012, the activity of the Successor Agency to Pinole Redevelopment Agency (Successor Agency) is reported with the City's fiduciary funds, which is not included in the government-wide statements since the resources of those funds are not available to support the City's own programs. The Successor Agency is included as a fiduciary fund as the activities are under the control of an Oversight Board. The City provides administrative services to the Successor Agency to wind down the affairs of the former Redevelopment Agency.

Fund Financial Statements

Fund Financial Statements use fund accounting to segregate accounts for specific activities or objectives, including demonstrating finance-related legal compliance. All of the funds of the City can be divided into three categories: *governmental funds*, *proprietary funds*, and *fiduciary funds*, as described below.

Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental funds financial statements focus on *near-term inflows* and *outflows of spendable resources*, as well as on *balances of spendable resources* available at the end of the fiscal year.

The governmental funds focus is narrower than that of the government-wide financial statements. It is useful to compare the information presented for *governmental funds* with similar information presented for *governmental activities* in the government-wide financial statements. This comparison facilitates a better understanding of the long-term impact associated with the government's near-term financing decisions. The governmental funds balance sheet and the governmental funds statement of revenues, expenditures and changes in fund balances provide a reconciliation to facilitate this comparison between *governmental funds* and *governmental activities*.

The City maintains several individual governmental funds organized according to their type (general, special revenue, debt service, and capital projects). Information is presented separately in the governmental funds balance sheet and in the governmental funds statement of revenues, expenditures and changes in fund balances for the *major funds* (see *Notes to Basic Financial Statements*).

Data from the remaining non-major governmental funds are combined into a single, aggregated presentation. Individual fund data for each of these non-major governmental funds is provided as supplementary information in the form of *combining statements*.

Proprietary funds are generally used to account for services for which the City charges customers – either outside customers or internal units of departments in the City. Proprietary funds provide the same type of information as shown in the government-wide financial statements, only in more detail. The City maintains two types of proprietary funds, *enterprise funds* and *internal service funds*, as described below.

- *Enterprise funds* are used to report the same functions presented as *business-type activities* in the government-wide financial statements. The City uses enterprise funds to account for the wastewater utility.
- *Internal service funds* are used by the City to establish reserves and account for employee benefits, equipment replacement, liability insurance, and retiree medical benefits. These funds serve both governmental and business-type functions and so they are allocated accordingly in the government-wide financial statements. The internal service funds are combined into a single, aggregated presentation in the proprietary fund financial statements. Individual fund data for the internal service funds is provided as supplementary information in the form of *combining statements*.

Fiduciary funds are used to account for resources held for the benefit of parties outside the City. Since the resources of these funds are not available to support the City's own programs, they are not reflected in the government-wide financial statements. The fiduciary funds for the City consist of the Successor Agency to the Pinole Redevelopment Agency Private-Purpose Trust Fund.

Notes to Basic Financial Statements

Notes to Basic Financial Statements provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements.

Required Supplementary Information

Required Supplementary Information includes budgetary comparison schedules that have been provided for the major governmental funds to demonstrate compliance with the budget. Required supplementary information also includes schedules showing the City's progress towards funding its pension plan and other post-employment benefits (OPEB). The City participates in California's Public Employees Retirement System (CalPERS) for its pension plan and provides its employees with post-retirement health care benefits (OPEB).

Supplementary Information

Supplementary Information includes information for non-major governmental, non-major enterprise, internal service, and agency funds, and is presented immediately following the required supplementary information.

GOVERNMENT-WIDE FINANCIAL ANALYSIS

The following section provides a comparative analysis of government-wide data for FY 2021/22 and FY 2020/21. The Statement of Net Position will be discussed first, followed by a discussion of the Changes in Net Position.

The following table is a summary of the Statement of Net Position as of June 30, 2022 (2022) and June 30, 2021 (2021).

Summary of Net Position (in millions)							
	Governmental Activities		Business-type Activities		Totals		Total %
	2022	2021	2022	2021	2022	2021	Change
Assets:							
Current and other assets	\$ 59.0	\$ 58.9	\$ 19.5	\$ 18.8	\$ 78.5	\$ 77.7	1.00%
Capital assets	31.8	31.0	43.3	44.2	75.1	75.2	-0.10%
Total assets	90.8	89.9	62.8	63.0	153.6	152.9	0.50%
Deferred outflows of resources	14.3	15.7	1.6	1.7	15.9	17.4	-8.60%
Liabilities:							
Current liabilities	4.1	2.3	0.7	0.8	4.8	3.1	54.80%
Long-term liabilities	64.6	78.6	37.4	39.8	102.0	118.4	-13.90%
Total liabilities	68.7	80.9	38.1	40.6	106.8	121.5	12.10%
Deferred inflows of resources	22.6	4.7	2.4	0.5	25.0	5.2	380.80%
Net position:							
Net Investment in capital assets	31.7	31.0	12.9	12.8	44.6	43.8	1.80%
Restricted	34.1	33.5			34.1	33.5	1.80%
Unrestricted	(52.2)	(44.5)	11.0	10.8	(41.2)	(33.7)	22.20%
Total net position	\$ 13.8	\$ 20.1	\$ 23.9	\$ 23.6	\$ 37.7	\$ 43.6	-13.50%

Analysis of Net Position

Net position may serve as a useful indicator of a government's financial position. The City's assets and deferred outflows of resources exceeded its liabilities and deferred inflows by \$37.7 million at the close of FY 2021/22. The City's combined net position decreased 13.5%, or \$5.9 million from the prior fiscal year. This is primarily a result of changes in business activities due to a substantial increase in deferred inflow of resources for pension related amounts. CalPERS reported a large return on plan assets during measurement period 2021; and most of this gain is deferred to be amortized for future years.

- *Net investment in capital assets* (e.g. infrastructure, land, buildings, improvements other than buildings, construction in progress, and equipment), less any related debt used to acquire assets still outstanding, is \$44.6 million (118% of the total). The City uses these capital assets to provide services to the community; consequently, these assets are not available for future spending. Although the City's investment in its capital assets is reported net of related debt, it should be noted that the resources needed to repay this debt must be provided from other sources, since generally capital assets are not used to liquidate these liabilities. The City's net investment in capital assets increased by \$0.8 million (Note 6).
- *Restricted net position* of \$34.1 million (91% of the total) represents resources that are subject to external restrictions on how they may be used. Of this amount, \$7.7 million represents housing net position with \$1.2 million of that amount representing properties held for housing resale or redevelopment (Note 5).

- *Unrestricted net position*, the part of net position that can be used to finance day-to-day operations without constraints established by debt covenants, enabling legislation, or other legal requirements, increased by \$7.4 million to negative \$41.2 million. Governmental activities unrestricted net position was a negative \$52.1 million (primarily as a result of implementing GASB Statement Nos. 45, 68, 71 and 75 related to pension and OPEB liabilities), and business-type activities net position was a positive \$11.0 million.

Analysis of Activities

The following table reflects the summary of changes in net position for governmental and business-type activities as of June 30, 2022 (2022) and June 30, 2021 (2021).

	Governmental Activities		Business-type Activities		Totals		Total %
	2022	2021	2022	2021	2022	2021	Change
Revenues:							
Program revenues:							
Charges for services	\$ 6,054,032	\$ 2,877,798	\$ 7,770,772	\$ 7,527,056	\$ 13,824,804	\$ 10,404,854	32.90%
Operating grants and contributions	2,020,534	1,795,055	-	-	2,020,534	1,795,055	12.60%
Capital grants and contributions	712,728	-	-	-	712,728	-	0.00%
Total program revenue	8,787,294	4,672,853	7,770,772	7,527,056	16,558,066	12,199,909	35.70%
General revenues:							
Taxes:							
Property tax	4,211,331	4,001,411	-	-	4,211,331	4,001,411	5.20%
Sales tax	9,879,126	9,114,809	-	-	9,879,126	9,114,809	8.40%
Franchise tax	788,146	751,598	-	-	788,146	751,598	4.90%
Utility tax	2,495,570	2,329,873	-	-	2,495,570	2,329,873	7.10%
Transient occupancy tax	487,687	446,105	-	-	487,687	446,105	9.30%
Other taxes	566,726	468,987	-	-	566,726	468,987	20.80%
Motor Vehicle in Lieu	2,079,739	2,004,884	-	-	2,079,739	2,004,884	3.70%
Gain on disposal of asset	275,759	83,209	-	-	275,759	83,209	231.40%
Investment Earnings	(2,657,045)	3,020,587	(196,758)	44,259	(2,853,803)	3,064,846	-193.10%
Miscellaneous	127,813	270,712	-	-	127,813	270,712	-52.80%
Total general revenues	18,254,852	22,492,175	(196,758)	44,259	18,058,094	22,536,434	-19.90%
Total revenues	27,042,146	27,165,028	7,574,014	7,571,315	22,025,731	34,736,343	-36.60%
Expenses:							
General government	5,539,414	4,957,477	-	-	5,539,414	4,957,477	11.70%
Public safety	19,255,147	15,895,381	-	-	19,255,147	15,895,381	21.10%
Public services	3,943,251	4,541,157	-	-	3,943,251	4,541,157	-13.20%
Recreation	1,878,342	949,734	-	-	1,878,342	949,734	97.80%
Community development	2,271,609	1,275,333	-	-	2,271,609	1,275,333	78.10%
Interest and fiscal charges	388,876	331,218	-	-	388,876	331,218	17.40%
Wastewater utility			7,266,212	6,688,530	7,266,212	6,688,530	8.60%
Total expenses	33,276,639	27,950,300	7,266,212	6,688,530	40,542,851	34,638,830	17.00%
Revenues over (under) expenses	(6,234,493)	(785,272)	307,802	882,785	(5,926,691)	97,513	-6177.80%
Changes in Net Position	(6,234,493)	(785,272)	307,802	882,782	(5,926,691)	97,513	-6177.80%
Net position, beginning of year, restated	20,050,263	20,835,535	23,578,719	22,695,934	43,628,982	43,531,469	0.20%
Net position, end of year	\$ 13,815,770	\$ 20,050,263	\$ 23,886,521	\$ 23,578,719	\$ 37,702,291	\$ 43,628,982	-13.60%

Governmental Activities

Governmental activities net position decreased by \$6.2 million. Key elements of the change in net position are as follows:

- Program revenue and charges for services reflected an increase of \$4.1 million (88.0%) over FY 2020/21.
- General revenue reflected a decrease of \$4.2 million (18.8%) over FY 2020/21. This is largely attributable to a decrease in interest income of \$2.7 million due to investment losses mainly in the Section 115 Pension Trust investment portfolio.
- Expenses increased by \$5.3 million (19.1%) over FY 2020/21. The most significant changes were in public safety with an increase of \$3.4 million (21.1%), recreation with an increase of \$0.9 million (97.8%), and community development with an increase of \$0.9 million (78.1%).

Business-type Activities

Business-type activities net position increased by \$0.3 million. Key elements of the change in net position are as follows:

- The City's sole business-type activity is the operation of its Water Pollution Control Plant (WPCP) Wastewater Utility, which is accounted for in a proprietary-type enterprise fund. The WPCP accounts for the collection, treatment and disposal of wastewater generated by city residents and businesses. The operation and maintenance of the City's Wastewater Utility should be a self-supporting enterprise that is paid for by monthly service charges to all residential and commercial users. The City's business-type activities provide the same type of information as the proprietary fund financial statements, but are presented in a more summarized format.
- Program revenues increased \$0.2 million (3.2%) over the prior fiscal year.
- There was an increase in expenses over the prior fiscal year of \$0.6 million (8.6%). Depreciation expense is considered a cost of service in proprietary funds, which accounted for \$1.2 million in FY 2021/22 (Note 6).
- The City of Pinole is financing its share of the Water Pollution Control Plant Upgrade project through a low interest loan from the State Revolving Loan Fund. The City was approved for a loan in the amount of \$26.7 million by the State Water Resources Control Board. In order to repay the loan, the City Council approved Resolution Number 2013-47 with scheduled rate increases over a five-year period, beginning July 1, 2013. The rate plan was amended July 17, 2018 by Resolution Number 2018-66. The 2021 monthly rate for single family residents was \$71.44 and \$60.72 for multi-family residents.

Fund Financial Analysis

The City uses ***fund accounting*** to segregate accounts for specific activities or objectives, including demonstrating finance-related legal compliance.

Governmental Funds

The following table presents the Governmental Funds' balances as of June 30, 2022:

Governmental Fund Balances

	General Fund	Other Governmental Funds	Total Governmental Funds
Nonspendable	\$ 45,296	\$ 315,552	\$ 360,848
Restricted	17,271,818	17,236,034	34,507,852
Assigned	8,533,768	2,069,680	10,603,448
Unassigned	9,405,968	(600,971)	8,804,997
Total Fund Balances	\$ 35,256,850	\$ 19,020,295	\$ 54,277,145

The City implemented GASB Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions* in fiscal year 2010-11 (Note 12). This Statement provides more clearly defined fund balance categories to make the nature and extent of the constraints placed on a government's fund balances more transparent.

At June 30, 2022, the City's governmental funds reported combined fund balances of \$54.3 million, which is a decrease of \$2.3 million (4.1%) when compared to the prior fiscal year, FY 2020/21. This largely results from a net decrease in the restricted fund balance due to interest income loss mostly in the pension fund. Also, the unassigned fund balance decreased due to the funding of new positions, special projects, and normal cost escalation.

Nonspendable fund balances constitute \$0.4 million, (0.7%) of the combined governmental fund balance and cannot be spent either because the underlying resources are not in a spendable form or because the government is legally or contractually required to maintain the resources intact.

Restricted fund balances constitute \$34.5 million, (63.6%) of the combined governmental fund balance and are constrained for a specific purpose by external parties, constitutional provision, or enabling legislation.

Assigned fund balances constitute \$10.6 million (19.5%) of the combined governmental fund balance and are constrained by City Council for reserves for economic uncertainty as well as certain capital projects. *Assigned fund balances* are intended to be used for specific purposes and have been identified as such by the City Council or the City Manager who has been delegated authority by the City Council to assign amounts.

Unassigned fund balances constitute \$8.8 million (16.2%) of the combined governmental fund balance and consist of amounts that have not been classified as *nonspendable*, *restricted*, or *assigned*.

Analysis of Governmental Funds

General Fund

The designated major Governmental funds in FY 2021/22 are the General Fund and the Housing Fund. A **major fund** is defined as those funds whose revenues, expenditures/expenses, assets or liabilities are at least 10 percent of the total for their fund category (governmental or enterprise) and 5 percent of the aggregate of all governmental and enterprise funds in total.

The **General Fund** is the primary operating fund of the City. The General Fund is used to report the financial results of the daily operations of the City. The major revenue sources are Property Tax, Sales Tax, and Utility Users' Tax. The major expenditures are salaries and administrative expenses.

The fund balance for the General Fund decreased by \$4.7 million (11.8%), as a net result of expenditures in excess of revenues in the current fiscal year of \$2.8 million, and other financing uses in the amount of \$1.9 million resulting from operating contributions to other operating funds.

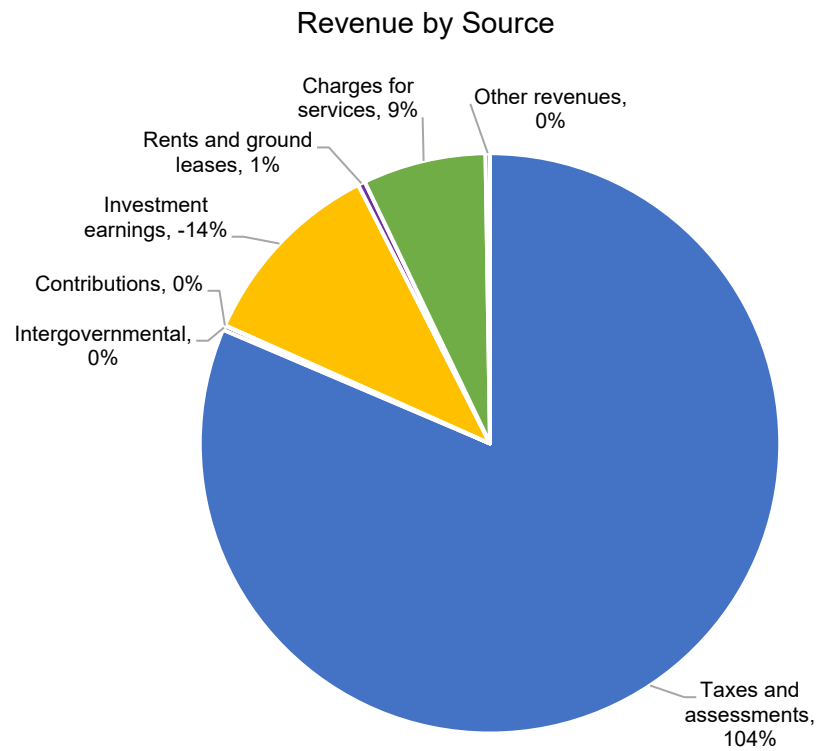
General Fund revenue decreased by \$4.5 million (19%) this fiscal year as compared to FY 2020/21. The largest component of this decrease was the loss of interest income resulting from negative returns on investments.

General Fund expenditures increased \$2.0 million this fiscal year (9.9%) this fiscal year compared to FY 2020/21. This is primarily attributed to increases in public safety for salary and benefits costs including overtime and new hires; and payouts for a FLSA settlement agreement.

Revenue

The following table highlights the General Fund revenue by source as of June 30, 2022.

Revenue by Source	% of Total	FY 2021/22
Taxes and assessments	104%	\$ 19,811,026
Intergovernmental	0%	60,784
Contributions	0%	5,000
Investment earnings	-14%	(2,632,879)
Rents and ground leases	1%	97,103
Charges for services	9%	1,669,964
Other revenues	0%	60,058
Total	100%	<u>\$ 19,071,056</u>



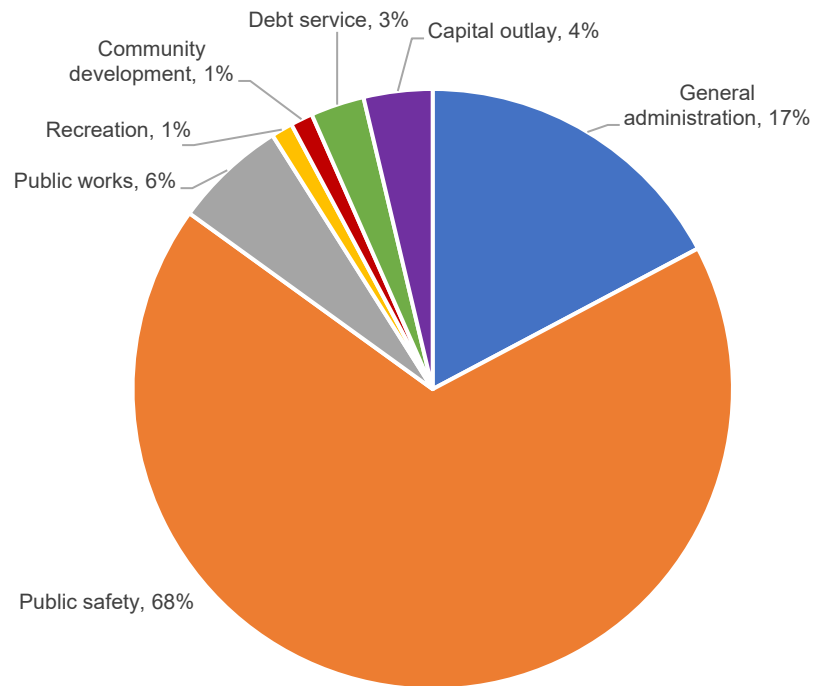
Expenditures

The following table highlights the General Fund expenditures by function as of June 30, 2022.

Expenditures by Function

	% of Total	FY 2021/22
General administration	17%	\$ 3,777,341
Public safety	68%	14,837,394
Public services	6%	1,330,703
Recreation	1%	253,414
Community development	1%	263,181
Debt service	3%	633,696
Capital outlay	4%	813,040
Total	100%	\$ 21,908,769

Expenditures by Function



Other Governmental Funds

These funds are not presented separately in the Basic Financial statements, but are presented individually as Supplemental Information.

Other governmental funds revenue increased by \$4.2 million this fiscal year as compared to FY 2020/21. This is largely the result of increases in the collection of development impact fees due to a major multi-unit housing development, and the first installment of the City's allocation of the American Rescue Plan Act (ARPA) funds.

Other governmental funds expenditures increased by \$2.1 million this fiscal year as compared to FY 2020/21. This is largely due to net increases in the capital outlay category as a result of infrastructure projects completed this fiscal year, recreation personnel expenditures due to reorganization, and allowable expenditures funded by ARPA funds including small business assistance programs.

Proprietary Fund

Wastewater Utility

The Wastewater Utility Funds net position increased by \$0.3 million, 1.3% over the prior fiscal year to a total of \$23.9 million. Operating income for FY 2021/22 was \$1.0 million, as revenues increased \$0.2 million, while expenses increased \$0.7 million.

The Fund's Net Position is comprised of \$12.9 million net investment in capital assets and \$11.0 million in unrestricted net assets at June 30, 2022. The increased rates for the sewage collection and treatment fees have successfully restored positive cash flows to the City's Business-type Activities, stabilizing the fiscal condition of this enterprise activity.

Fiduciary Fund

The Successor Agency to the Pinole Redevelopment Agency Private Purpose Trust Fund

On December 29, 2011, the California Supreme Court upheld Assembly Bill 1x-26 ("the Bill") that provides for the dissolution of all redevelopment agencies in the State of California. In accordance with the timeline set forth in the bill, all redevelopment agencies in the State of California were dissolved and ceased to operate as legal entity as of February 1, 2012.

The Successor Agency is a separate legal entity which was formed to hold the assets of the former Redevelopment Agency pursuant to City Council action. The activity of the Successor Agency is overseen by an Oversight Board comprised of individuals appointed by various government agencies (Note 1).

Recognizing the need for short-term borrowing to finance the General Fund cash flow (Working Capital) needs following the fiscal distress resulting from the Economic Recession of 2008, internal borrowing between the City and its former Redevelopment Agency was authorized in April of 2008. The amounts advanced (\$2.5 million) by the Redevelopment Agency was to be repaid with interest over a period of no more than fifteen years commencing the 2013/14 fiscal year. The initial repayment of \$263,300 was made in 2014. The City repaid the remaining balance of the Note Payable during fiscal year 2019/20, and the balance remaining at June 30, 2021 is \$0 (Note 7).

An advance of \$4.3 million from the Housing Program Fund was to assist the Successor Agency with administrative, operation, program cost, repay SERAF payments (2009-10 and 2010-11) to the State of California funded by Housing Set Aside Fund. At June 30, 2022, the balance outstanding on the advance was \$862,883.

CAPITAL ASSETS AND DEBT ADMINISTRATION

Capital Assets:

The City's net investment in capital assets for its governmental and business-type activities as of June 30, 2022 was \$44.6 million. This investment in capital assets includes: infrastructure, land, construction-in-progress, buildings, and improvements, equipment, vehicles, streets and roads, storm drains, bridges, parks, and sewer lines. Infrastructure assets are items that are normally immovable and of value to the City such as roads, bridges, streets and sidewalks, drainage systems, lighting systems, and similar items (Note 6).

Capital assets for the governmental and business-type activities are presented below to illustrate changes from the prior year:

Capital Assets at Year-end

	2022	2021	Net Change
Governmental Activities			
Land (and Construction-in-progress)	\$ 7,492,981	\$ 6,908,335	\$ 418,521
Buildings & Improvements	16,048,771	15,959,889	88,882
Equipment	5,994,835	5,929,753	65,082
Vehicles	4,745,213	4,636,944	108,269
Streets & Roads	52,526,060	51,462,868	1,063,192
Storm Drains	2,880,999	2,880,999	-
Bridges	3,117,473	3,117,473	-
Parks	2,502,680	2,502,680	-
Leased Equipment	95,874	-	95,874
Less accumulated depreciation	(63,636,295)	(62,390,133)	(1,246,162)
Totals	31,768,591	31,008,808	759,783
Business-type activities			
Sewer Lines	7,650,185	7,650,185	-
Buildings & Improvements	51,766,267	51,765,446	821
Vehicles	1,013,454	1,008,306	5,148
Equipment	3,293,203	3,259,400	33,803
Less accumulated depreciation	(20,432,481)	(19,475,768)	(956,713)
Totals	\$ 43,290,628	\$ 44,207,569	\$ (916,941)

Debt Administration:

Each of the City's debt issues is discussed in detail in Note 8 to the financial statements. At June 30, 2022 the City's remaining long-term debt related to governmental activities is comprised of a Pension Obligation Bond, as follows:

Outstanding Debt

	Balance	Balance	
	June 30, 2022	June 30, 2021	Net Change
Governmental Activity Debt:			
Pension Obligation bonds	\$ 2,512,885	\$ 2,734,450	\$ (221,565)
Total Debt	\$ 2,512,885	\$ 2,734,450	\$ (221,565)

Other long-term liabilities related to governmental activities include accrued payroll obligations (vested compensated absences accrued).

Other Long-term Liabilities

	Balance	Balance	
	June 30, 2022	June 30, 2021	Net Change
Other Long-term Liabilities:			
Compensated Absences	\$ 943,925	\$ 945,597	\$ (1,672)
Total Other Long-term Liabilities	\$ 943,925	\$ 945,597	\$ (1,672)

ECONOMIC OUTLOOK AND MAJOR INITIATIVES

The economy of the City and its major initiatives for the coming year are discussed in detail in the accompanying Transmittal Letter (page i-v). The most significant financial initiatives facing the City are, as follows:

- **Fiscal Year (FY) 2022/23 Operating and Capital Budget** was adopted by the City Council on June 21, 2022. The Adopted FY 2022/23 Operating and Capital Budget is not structurally balanced. Staff strongly believes that the budget is nonetheless prudent and responsible because the additional expenditures that it contains beyond the current year revenues are critical to achieving the City's vision, mission, and goals; the City has substantial unassigned General Fund fund balance; and the City's Long-Term Financial Plan forecasts that City revenues will notably increase in the near future due to the retirement of some significant debt. Per the City's Structurally Balanced Budget Policy, if the final proposed budget is structurally imbalanced, staff should develop a plan to create a structurally balanced budget for the subsequent fiscal year. Staff intends to do so. The Adopted FY 2022/23 Operating and Capital Budget does not include any use of the City's General Reserve.
- **COVID-19 impacts** to the community and the region continue to be monitored. City management is continuing to evaluate the financial effect it may potentially have on the revenues and city programs.

- **American Rescue Plan Act (ARPA)** enacted in March 2021 provides relief funding to governments in response to the negative economic impacts of the COVID-19 pandemic. The City's total allocation was \$4.6 million. The City Council approved the use of a portion of the ARPA funds for a small business assistance grant program and a community gift card program. A portion of the funds was also used to support mandatory weekly COVID testing for public safety staff. The City Council allocated the remaining funds to the General Fund in the FY 2022/23 budget to recapture revenue loss resulting from the economic impact of the pandemic.
- **City's Strategic Plan 2020-2025** adopted in February 2020 identifies 22 individual strategies (special projects) for staff to complete over a five-year timeframe to position the City to achieve the vision, mission, and goals. Under Goal 2 – Financially Stable Pinole, several initiatives are underway or have been completed.
- **Long-Term Financial Plan for Fiscal Year (FY) 2022/23 – FY 2026/27** was adopted in June 2022. It provides a five-year outlook and forecast of revenue and expenditures for all City funds. The LTFP identifies future potential opportunities and challenges that the City may proactively address through the annual budget and capital improvement planning processes. The financial forecast will be extended from a five-year to a ten-year horizon.
- **Capital Facility and Public Infrastructure projects** are progressing according to construction scheduling, with primary focus on repairs to City streets/roadways and facilities. The City adopted a Five-Year Capital Improvement Plan on June 21, 2022 which identifies capital needs and funding for the next five years.
- **Successor Agency Dissolution** activities are winding down as the former Redevelopment Agency's outstanding debt service will be paid off in FY 2023/24. Dissolution is expected to occur sometime after the final debt service payment.

REQUESTS FOR INFORMATION

This financial report is designed to provide our residential and business community, taxpayers, customers, investors, and creditors with a general overview of the City's finances. Questions concerning any information provided in this report or requests for additional information should be addressed to the City of Pinole, Finance Department, 2131 Pear Street, Pinole, CA 94564. Alternatively, you may send your inquiries via email to Finance@ci.pinole.ca.us.

BASIC FINANCIAL STATEMENTS

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GOVERNMENT-WIDE FINANCIAL STATEMENTS

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City of Pinole
Statement of Net Position
June 30, 2022

	Primary Government		
	Governmental Activities	Business-Type Activities	Total
ASSETS			
Cash and investments	\$ 35,484,793	\$ 18,072,768	\$ 53,557,561
Accounts receivable	3,308,577	339,808	3,648,385
Prepaid items	328,883	1,089,184	1,418,067
Inventory	31,965	3,446	35,411
Lease receivable	722,639	-	722,639
Land held for resale	1,222,070	-	1,222,070
Due from private-purpose trust fund	862,883	-	862,883
Restricted cash - pension	17,106,937	-	17,106,937
Capital assets:			
Land and construction in progress	7,492,981	-	7,492,981
Capital assets being depreciated, net	24,275,610	43,290,628	67,566,238
Total assets	90,837,338	62,795,834	153,633,172
DEFERRED OUTFLOWS OF RESOURCES			
Pension related amounts	7,256,054	806,323	8,062,377
OPEB related amounts	7,048,785	783,199	7,831,984
Total deferred outflows of resources	14,304,839	1,589,522	15,894,361
LIABILITIES			
Accounts Payable	2,062,986	705,848	2,768,834
Unearned revenue	1,815,138	-	1,815,138
Deposits payable	199,977	-	199,977
Long-term liabilities:			
Due within one year	336,095	1,036,400	1,372,495
Due in more than one year	3,193,334	29,533,786	32,727,120
Other postemployment benefits:			
Due in more than one year	39,814,616	4,423,846	44,238,462
Net pension liability:			
Due in more than one year	21,271,573	2,363,487	23,635,060
Total liabilities	68,693,719	38,063,367	106,757,086
DEFERRED INFLOWS OF RESOURCES			
Lease receivable	713,501	-	713,501
Pension related amounts	16,898,923	1,877,661	18,776,584
OPEB related amounts	5,020,263	557,807	5,578,070
Total deferred inflows of resources	22,632,687	2,435,468	25,068,155
NET POSITION			
Net investment in capital assets	31,695,972	12,863,679	44,559,651
Restricted for:			
Streets & roads	2,739,200	-	2,739,200
Capital projects & others	5,483,165	-	5,483,165
Public safety	1,267,536	-	1,267,536
Housing activities	7,746,133	-	7,746,133
Pension	17,106,937	-	17,106,937
Unrestricted	(52,223,172)	11,022,842	(41,200,330)
Total net position	\$ 13,815,771	\$ 23,886,521	\$ 37,702,292

City of Pinole
Statement of Activities
For the year ended June 30, 2022

Functions/Programs	Expenses	Program Revenues		
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions
Primary Government:				
Governmental activities:				
General government	\$ 5,539,414	\$ 2,106,826	\$ 605,308	\$ 28,327
Public safety	19,255,147	1,925,962	288,894	-
Public services	3,943,251	739,693	1,126,332	684,401
Recreation	1,878,342	379,374	-	-
Community development	2,271,609	902,764	-	-
Interest and fiscal charges	388,876	-	-	-
Total governmental activities	33,276,639	6,054,619	2,020,534	712,728
Business-type activities:				
Wastewater utility	7,266,212	7,770,772	-	-
Total business-type activities	7,266,212	7,770,772	-	-
Total primary government	\$ 40,542,851	\$ 13,825,391	\$ 2,020,534	\$ 712,728
General Revenues:				
Taxes:				
Property taxes				
Sales taxes				
Franchise taxes				
Utility taxes				
Transient occupancy taxes				
Other taxes				
Unrestricted motor vehicle in lieu				
Gain on disposal of assets				
Investment earnings				
Miscellaneous				
Total general revenues				
Change in net position				
Net position - beginning of year				
Net position - end of year				

Primary Government			
Net (Expense) Revenue and Changes in Net Position			
Total	Governmental Activities	Business-Type Activities	Total
\$ 2,740,461	\$ (2,798,953)	\$ -	\$ (2,798,953)
2,214,856	(17,040,291)	-	(17,040,291)
2,550,426	(1,392,825)	-	(1,392,825)
379,374	(1,498,968)	-	(1,498,968)
902,764	(1,368,845)	-	(1,368,845)
-	(388,876)	-	(388,876)
8,787,881	(24,488,758)	-	(24,488,758)
7,770,772	-	504,560	504,560
7,770,772	-	504,560	504,560
\$ 16,558,653	(24,488,758)	504,560	(23,984,198)
	4,211,331	-	4,211,331
	9,879,126	-	9,879,126
	788,146	-	788,146
	2,495,570	-	2,495,570
	487,687	-	487,687
	566,726	-	566,726
	2,079,739	-	2,079,739
	275,759	-	275,759
	(2,657,632)	(196,758)	(2,854,390)
	127,814	-	127,814
	18,254,266	(196,758)	18,057,508
	(6,234,492)	307,802	(5,926,690)
	20,050,263	23,578,719	43,628,982
\$ 13,815,771	\$ 23,886,521	\$ 37,702,292	

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FUND FINANCIAL STATEMENTS

Governmental Fund Financial Statements

Proprietary Fund Financial Statements

Fiduciary Funds Financial Statements

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GOVERNMENTAL FUND FINANCIAL STATEMENTS

General Fund is used for all the general revenues of the City not specifically levied or collected for other City funds, and the related expenditures. The major revenue sources for this fund are property taxes, sales taxes, utility users tax, franchise fees, business licenses, unrestricted revenues from the State, fines and forfeitures and interest income. Expenditures are made for public safety, recreation, and the other services described above.

Housing Programs Fund receives tax increment funds through Redevelopment Property Tax Trust Funds, representing 20% set-aside for housing activities. Funds are expended for approved housing activities.

City of Pinole
Balance Sheet
Governmental Funds
June 30, 2022

	Major Funds			
	General	Housing Programs Special Revenue	Non-Major Governmental	Totals
	Fund	Fund	Funds	
ASSETS				
Cash and investments	\$ 16,347,650	\$ 5,662,041	\$ 13,475,102	\$ 35,484,793
Accounts receivable	2,596,110	516	711,951	3,308,577
Due from other funds	724,358	-	-	724,358
Due from private-purpose trust	-	862,883	-	862,883
Prepaid items and supplies	13,331	-	315,552	328,883
Inventory	31,965	-	-	31,965
Lease receivable	711,253	-	11,386	722,639
Land held for redevelopment	-	1,222,070	-	1,222,070
Restricted cash - Pension	17,106,937	-	-	17,106,937
Total assets	\$ 37,531,604	\$ 7,747,510	\$ 14,513,991	\$ 59,793,105
LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND FUND BALANCES				
Liabilities:				
Accounts payable and accrued liabilities	\$ 1,453,165	\$ 1,377	\$ 608,444	\$ 2,062,986
Unearned revenue	39,715	-	1,775,423	1,815,138
Deposits payable	79,172	-	120,805	199,977
Due to other funds	-	-	724,358	724,358
Total liabilities	1,572,052	1,377	3,229,030	4,802,459
Deferred inflows of resources:				
Lease receivable	702,702	-	10,799	713,501
Total deferred inflows of resources	702,702	-	10,799	713,501
Fund Balances:				
Nonspendable	45,296	-	315,552	360,848
Restricted	17,271,818	7,746,133	9,489,901	34,507,852
Assigned	8,533,768	-	2,069,680	10,603,448
Unassigned	9,405,968	-	(600,971)	8,804,997
Total fund balances	35,256,850	7,746,133	11,274,162	54,277,145
Total liabilities, deferred inflows of resources, and fund balances	\$ 37,531,604	\$ 7,747,510	\$ 14,513,991	\$ 59,793,105

City of Pinole

Reconciliation of the Governmental Funds Balance Sheet to the Government-Wide Statement of Net Position June 30, 2022

Total Fund Balances - Total Governmental Funds	\$ 54,277,145
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Amounts reported for governmental activities in the Statement of Net Position are different from those reported in the governmental funds above because of the following:

Capital assets used in governmental activities are not financial resources and therefore are not reported in the governmental funds, net of accumulated depreciation of \$63,624,878	31,768,591
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The assets, deferred outflows of resources, liabilities and deferred inflows of resources below are not due and payable in the current period and therefore are not reported in the Funds:

Long-term debt	(3,529,429)
Deferred outflows related to pension	7,256,054
Deferred outflows related to OPEB	7,048,785
Total OPEB liability	(39,814,616)
Net pension liability	(21,271,573)
Deferred inflows related to pension	(16,898,923)
Deferred inflows related to OPEB	(5,020,263)

Net Position of Governmental Activities	\$ 13,815,771
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City of Pinole

Statement of Revenues, Expenditures and Changes in Fund Balances

Governmental Funds

For the year ended June 30, 2022

	Major Funds			
	General Fund	Housing Programs Special Revenue Fund	Non-Major Governmental Funds	Totals
REVENUES:				
Taxes and assessments	\$ 19,811,026	\$ -	\$ 592,611	\$ 20,403,637
Intergovernmental revenues	60,784	-	2,777,167	2,837,951
Loan repayments	-	11,658	-	11,658
Contributions	5,000	-	5,574	10,574
Investment earnings	(2,632,879)	(44,948)	(76,327)	(2,754,154)
Rents and ground leases	96,516	-	24,625	121,141
Charges for services	1,669,964	-	3,911,050	5,581,014
Fines, forfeitures and penalties	10,411	-	28,981	39,392
Other revenues	49,648	41,492	424,035	515,175
Total revenues	19,070,470	8,202	7,687,716	26,766,388
EXPENDITURES:				
Current:				
General government	3,777,341	-	997,908	4,775,249
Public safety	14,837,394	-	306,565	15,143,959
Public services	1,330,703	-	1,117,948	2,448,651
Recreation	253,414	-	1,319,669	1,573,083
Community development	263,181	97,581	1,782,386	2,143,148
Capital outlay	813,040	-	1,814,467	2,627,507
Debt service:				
Principal	244,820	-	-	244,820
Interest and fiscal charges	388,876	-	-	388,876
Total expenditures	21,908,769	97,581	7,338,943	29,345,293
REVENUES OVER (UNDER)				
EXPENDITURES	(2,838,299)	(89,379)	348,773	(2,578,905)
OTHER FINANCING SOURCES (USES):				
Proceeds from sale of asset	257,182	-	22,172	279,354
Transfers in	-	-	2,129,233	2,129,233
Transfers out	(2,129,233)	-	-	(2,129,233)
Total other financing sources (uses)	(1,872,051)	-	2,151,405	279,354
Net change in fund balances	(4,710,350)	(89,379)	2,500,178	(2,299,551)
FUND BALANCES:				
Beginning of year	39,967,200	7,835,512	8,773,984	56,576,696
End of year	\$ 35,256,850	\$ 7,746,133	\$ 11,274,162	\$ 54,277,145

City of Pinole

Reconciliation of the Governmental Funds Statement of Revenues, Expenditures, and Changes in Fund Balances to the Government-Wide Statement of Activities For the year ended June 30, 2022

Net Change in Fund Balances - Total Governmental Funds	\$ (2,299,551)
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Amounts reported for governmental activities in the Statement of Activities are different because of the following:

Governmental funds report capital outlays as expenditures while governmental activities report depreciation expense to allocate those expenditures over the life of the assets:

Capital outlay	\$ 2,337,867	
Gain on disposal of assets	275,759	
Proceed from sale of assets	(279,354)	
Depreciation/amortization expense	<u>(1,670,364)</u>	
Total capital assets	<u>\$ 663,908</u>	663,908

Debt proceeds are reported as financing sources in governmental funds and thus contribute to the liabilities and not affect the statement of activities. Similarly, repayment of principal is an expenditure in the governmental funds, but reduces the liability in the statement of net position

Repayment of debt and lease principal	<u>\$ 244,820</u>	
Total	<u>\$ 244,820</u>	244,820

Some expenses reported in the Statement of Activities do not require the use of current financial resources and therefore are not reported as expenditures in governmental funds:

Accrued compensated absences	\$ 1,671	
Net difference between OPEB expense and contributions subsequent to the measurement date	(1,349,828)	
Net difference between pension expense and contributions subsequent to the measurement date	<u>(3,495,512)</u>	
Total	<u>\$ (4,843,669)</u>	(4,843,669)

Change in Net Position of Governmental Activities	\$ (6,234,492)
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PROPRIETARY FUND FINANCIAL STATEMENTS

Wastewater Utility fund this fund accounts for wastewater utility services provided by the City and it is the City's intent that the cost of providing these services be financed primarily through user charges.

City of Pinole
Statement of Net Position
Proprietary Funds
June 30, 2022

	Business-type Activities Wastewater Utility Enterprise Fund
ASSETS	
Current assets:	
Cash and investments	\$ 18,072,768
Accounts receivable	339,808
Prepaid items	1,089,184
Inventory	3,446
Total current assets	<u>19,505,206</u>
Noncurrent assets:	
Capital assets being depreciated, net	<u>43,290,628</u>
Total assets	<u>62,795,834</u>
DEFERRED OUTFLOWS OF RESOURCES	
Pension and OPEB related amounts	<u>1,589,522</u>
Total deferred inflows of resources	<u>1,589,522</u>
LIABILITIES	
Current liabilities:	
Accounts Payable	705,848
Compensated absences - current	16,017
Bonds payable - current	341,000
Notes payable - current	679,383
Total current liabilities	<u>1,742,248</u>
Noncurrent liabilities:	
Compensated absences - noncurrent	127,220
Net OPEB liability	4,423,846
Bonds payable - noncurrent	5,980,000
Notes payable - noncurrent	23,426,566
Net Pension liability	2,363,487
Total noncurrent liabilities	<u>36,321,119</u>
Total liabilities	<u>38,063,367</u>
DEFERRED INFLOWS OF RESOURCES	
Pension and OPEB related amounts	<u>2,435,468</u>
Total deferred inflows of resources	<u>2,435,468</u>
NET POSITION	
Net investment in capital assets	12,863,679
Unrestricted	<u>11,022,842</u>
Total net position	<u>\$ 23,886,521</u>

City of Pinole

Statement of Revenues, Expenses and Changes in Fund Net Position

Proprietary Funds

For the year ended June 30, 2022

	Business-type Activities Wastewater Utility Enterprise Fund
OPERATING REVENUES:	
Charges for services	\$ 7,770,772
Total operating revenues	7,770,772
OPERATING EXPENSES:	
Sewer treatment plant	4,381,607
Sewer maintenance	1,158,652
Depreciation	1,196,496
Total operating expenses	6,736,755
OPERATING INCOME (LOSS):	1,034,017
NONOPERATING REVENUES (EXPENSES):	
Gain on disposal of assets	67,262
Interest revenue	(196,758)
Interest expense	(596,719)
Total nonoperating revenues (expenses)	(726,215)
Change in net position	307,802
NET POSITION:	
Beginning of year	23,578,719
End of year	\$ 23,886,521

City of Pinole
Statement of Cash Flows
Proprietary Funds
For the year ended June 30, 2022

	Business-type Activities Wastewater Utility Enterprise Fund
CASH FLOWS FROM OPERATING ACTIVITIES:	
Cash received from customers	\$ 7,993,270
Cash paid to suppliers	(5,612,470)
Cash paid to employees	571,278
Net cash provided by operating activities	2,952,078
CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES:	
Proceeds from sale of assets	67,262
Acquisition and construction of capital assets	(279,555)
Principal paid on capital debt	(997,027)
Interest paid on capital debt	(596,719)
Net cash used in capital and related financing activities	(1,806,039)
CASH FLOWS FROM INVESTING ACTIVITIES:	
Interest and dividends	(196,758)
Net cash provided by investing activities	(196,758)
NET INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS	949,281
CASH AND CASH EQUIVALENTS:	
Beginning of year	17,123,487
End of year	\$ 18,072,768
RECONCILIATION OF OPERATING INCOME (LOSS) TO NET CASH PROVIDED BY (USED IN) OPERATING ACTIVITIES:	
Operating income (loss)	\$ 1,034,017
Adjustments to reconcile operating income (loss) to net cash provided by operating activities:	
Depreciation	1,196,496
(Increase) decrease in assets:	
Accounts receivables	222,498
Inventory	140
Deferred outflows of resources	149,717
Increase (decrease) in liabilities:	
Accounts payable	(72,351)
Compensated absences	32,910
Net OPEB liability	(227,378)
Net Pension Liability	(1,306,230)
Deferred inflows of resources	1,922,259
Net cash provided by (used in) operating activities	\$ 2,952,078

FIDUCIARY FUND FINANCIAL STATEMENTS

Private Purpose Trust Fund - this fund accounts for the successor Agency's activities

Custodial Funds - this fund accounts for assets held on behalf of other governments

City of Pinole
Statement of Fiduciary Net Position
Fiduciary Funds
June 30, 2022

	Private-Purpose Trust Fund	Custodial Funds
ASSETS		
Cash and cash equivalents	\$ 6,340,748	\$ 159,690
Notes receivable, net of allowance	10,054	-
Land held for redevelopment	2,469,715	-
Capital assets not being depreciated	2,429,793	-
Capital assets being depreciated, net	7,474,516	-
Total assets	18,724,826	159,690
LIABILITIES		
Accounts payable	4,734	11,589
Deposits payable	56,238	128,144
Due to City	862,883	-
Due to County	18	-
Interest Payable	73,386	-
Bonds payable:		
Due within one year	4,220,000	-
Due in more than one year	3,570,000	-
Total liabilities	8,787,259	139,733
NET POSITION		
Held in trust for dissolution of RDA	9,937,567	-
Held for other government	-	19,957
Total net position	\$ 9,937,567	\$ 19,957

City of Pinole
Statement of Changes in Fiduciary Net Position
Fiduciary Funds
For the year ended June 30, 2022

	Private-Purpose Trust Fund	Custodial Funds
ADDITIONS:		
Property taxes	\$ 6,220,857	\$ -
Investment income	(27,548)	(287)
Other revenues	5,131	-
Gain on disposal of assets	40,169	-
Total additions	6,238,609	(287)
DEDUCTIONS:		
Operating cost	261,330	-
Depreciation	260,282	-
Debt interest	184,787	-
Land sale proceeds transfer to Contra Costa County	839,901	-
Total Deductions	1,546,300	-
Change in fiduciary net position	4,692,309	(287)
NET POSITION:		
Beginning of year	5,245,258	20,244
End of year	<u>\$ 9,937,567</u>	<u>\$ 19,957</u>

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NOTES TO BASIC FINANCIAL STATEMENTS

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City of Pinole

Notes to Basic Financial Statements

For the year ended June 30, 2022

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The City of Pinole was incorporated June 25, 1903. The City is primarily a residential community located in Contra Costa County, twenty-four miles east of San Francisco on Interstate 80. The City provides the following services: public safety (police and fire), parks, streets and highways, sanitation and health services, culture-recreation, public improvements, planning and zoning, and general administration services. The City's population has remained relatively stable for some years; population at June 30, 2022 was 18,628.

The City operates under the Council-Manager form of government, with five elected Council members served by a full-time City Manager and staff. At June 30, 2022, the City's staff comprised 97 full-time and 27 part-time employees who are responsible for the following City-provided services:

Public Safety - The City employs 21 sworn and 21 non-sworn police personnel to provide round-the-clock police services from a central station, and 16 personnel to provide round-the-clock fire services from one fire station.

Sanitation and Health Service - The City maintains a sewage treatment plant with 9 employees, the plant provides wastewater treatment services to the residents of the City of Pinole and the City of Hercules.

Parks, Streets and Highways - The City builds and maintains its streets, curbs, gutters, parks and related public property with a force of 12 employees. Major projects may be contracted out to reduce costs.

Recreation, Public Improvements, Planning, Zoning, Administration - Recreation, Public Improvements, Planning, Zoning, Administration and other services are provided by a total of 45 employees.

The financial statements and accounting policies of the City conform with generally accepted accounting principles applicable to governments. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. Significant accounting policies are summarized below:

A. *The Reporting Entity*

The accompanying basic financial statements present the financial activities of the City along with the financial activities of its blended component unit, which is an entity for which the City is financially accountable. Together these entities comprise the primary government for reporting purposes. Although they are separate legal entities, a blended component unit is in substance part of the City's operations and is reported as an integral part of the City's financial statements. The City's component unit, which is described below, is all blended.

City of Pinole Joint Powers Financing Authority

The Pinole Joint Powers Financing Authority (Authority) is a separate government entity whose purpose is to assist with the financing or refinancing of public capital facilities within the City. The Authority has the power to purchase bonds issued by any local agency and may sell such bonds to public or private purchasers. The Authority is controlled by the City and has the same governing body as the City, which also performs all accounting and administrative functions for the Authority. The financial activities of the Authority are included in the Wastewater Utility Fund and the Private-Purpose Trust Fund.

City of Pinole

Notes to Basic Financial Statements

For the year ended June 30, 2022

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, Continued

B. Basis of Presentation

The City's basic financial statements are prepared in conformity with accounting principles generally accepted in the United States of America. The Government Accounting Standards Board is the acknowledged standard setting body for establishing accounting and financial reporting standards followed by governmental entities in the United States of America.

These statements require that the financial statements described below be presented.

Government-wide Financial Statements:

The Statement of Net Position and Statement of Activities display information about the reporting government as a whole. They include the activities of the overall City government except for fiduciary activities. Eliminations have been made to minimize the double counting of internal activities. All internal balances in the Statement of Net Position have been eliminated except those representing balances between the governmental activities and the business-type activities, which are presented as internal balances and eliminated in the total primary government column. In the Statement of Activities, internal fund transactions have been eliminated; however, those transactions between governmental and business-type activities have not been eliminated. The statements distinguish between governmental and business-type activities of the City. The City's net position is reported in three parts - net investment in capital assets; restricted net position; and unrestricted net position. The City first utilizes restricted resources to finance qualifying activities. Governmental activities generally are financed through taxes, intergovernmental revenues, and other nonexchange revenues. Business-type activities are financed in whole or in part by fees charged to external parties for goods or services.

The Statement of Activities presents a comparison between direct expenses and program revenues for each segment of the business-type activities of the City and for each function of the City's governmental activities. Direct expenses are those that are specifically associated with a program or function and, therefore, are clearly identifiable to a particular function. Program revenues include (a) charges paid by the recipients for goods or services offered by the programs, (b) grants and contributions that are restricted to meeting the operational needs of a particular program and (c) fees, grants and contributions that are restricted to financing the acquisition or construction of capital assets. Revenues that are not classified as program revenues, including all taxes, are presented as general revenues.

Fund Financial Statements:

The fund financial statements provide information about the City's funds, including fiduciary funds and its blended component unit. Each fund is accounted for by providing a separate set of self-balancing accounts that constitute its assets, deferred outflows of resources, liabilities, deferred inflows of resources, fund equity, revenues and expenditure/expenses. Funds are organized into three major categories: governmental, proprietary, and fiduciary. An emphasis is placed on major funds within the governmental and proprietary categories with each major fund displayed in a separate column. A fund is considered major if it is the primary operating fund of the City or meets the criteria described on the following page:

City of Pinole

Notes to Basic Financial Statements

For the year ended June 30, 2022

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, Continued

B. Basis of Presentation, Continued

- a. Total assets and deferred outflows of resources, liabilities and deferred inflows of resources, revenues, or expenditures/expenses of that individual governmental or enterprise fund are at least 10 percent of the corresponding total for all funds of that category or type; and
- b. Total assets and deferred outflows of resources, liabilities and deferred inflows of resources, revenues, or expenditures/expenses of the individual governmental fund or enterprise fund are at least 5 percent of the corresponding total for all governmental and enterprise funds combined.

All remaining governmental funds are aggregated and reported as nonmajor funds in a single column, regardless of their fund type.

The funds of the financial reporting entity are described below:

Governmental Funds:

General Fund - The general fund is the general operating fund of the City and is always classified as a major fund. It is used to account for all activities except those legally or administratively required to be accounted for in other funds.

Special Revenue Funds - Special revenue funds are used to account for the proceeds of specific revenue sources that are restricted or committed to expenditure for specified purpose other than debt service or capital projects.

Debt Service Fund - Debt service funds are used to account for financial resources that are restricted, committed, or assigned to expenditure for principal and interest.

Capital Project Funds - Capital project funds are used to account for financial resources that are restricted, committed, or assigned to expenditure for capital outlays, including the acquisition or construction of capital facilities and other capital assets.

Proprietary Funds:

Enterprise Funds - Enterprise funds are used to account for business-like activities provided to the general public. These activities are financed primarily by user charges and the measurement of financial activity focuses on net income measurement similar to the private sector.

Fiduciary Funds (not included in government-wide statements):

Fiduciary fund financial statements consist of a Statement of Fiduciary Net Position and a Statement of Changes in Fiduciary Net Position. Fiduciary funds are accounted for using the full accrual basis of accounting. The City reports the following fiduciary funds:

Custodial Funds - Custodial Funds are clearing type funds for the collection of taxes or deposits held in trust, on behalf of individuals, private organizations, and other governments for which the City has a custodial responsibility.

Private-Purpose Trust Funds - Private purpose trust funds are used to report all other trust arrangements under which principal and income benefit individuals, private organizations, or other governments.

City of Pinole
Notes to Basic Financial Statements
For the year ended June 30, 2022

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, Continued

B. Basis of Presentation, Continued

Major Funds

The City reports the following major governmental funds in the accompanying financial statements:

General Fund - This is the City's primary operating fund. It accounts for all financial resources of the general government, except those required to be accounted for in another fund.

Housing Programs Fund - This fund receives tax increment funds from the Successor Agency representing 20% set-aside restricted for housing activities; funds are expended for approved housing activities.

Wastewater Utility Fund - The City has one enterprise fund, which is a major fund. This fund is used to account for the collection of sewer service fees and the related cost of maintenance and repair of the sewer treatment plant.

The City also reports the following fund types:

Custodial Funds - This fund is used to account for funds collected from asset seizure, funds held in the police evidence trust, and private donations received for the community assistance program.

Private Purpose Trust Fund - This fund was created as a result of the State order to dissolve California Redevelopment Agencies. As a Successor Agency, this fund is used to track the activity by the Oversight Board and the State Department of Finance to dissolve the Agency. Separate audited financial statements for the Successor Agency may be obtained from the City.

C. Basis of Accounting and Measurement Focus

Measurement focus is a term used to describe "which" transactions are recorded within the various financial statements. Basis of accounting refers to "when" revenues and expenditures or expenses are recognized in the accounts and reported in the financial statements regardless of the measurement focus applied.

Measurement Focus

On the government-wide Statement of Net Position and the Statement of Activities, both governmental and business-type activities are presented using the economic resources measurement focus as defined in item "b" below.

In the fund financial statements, the "current financial resources" measurement focus or the "economic resources" measurement focus is used as appropriate.

City of Pinole
Notes to Basic Financial Statements
For the year ended June 30, 2022

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, Continued

C. Basis of Accounting and Measurement Focus, Continued

- a. All governmental funds are accounted for using a "current financial resources" measurement focus. With this measurement focus, only current assets and current liabilities generally are included on their balance sheets. Their operating statements present sources and uses of available spendable financial resources during a given period. These funds use fund balance as their measure of available spendable financial resources at the end of the period.
- b. The government-wide financial statements utilize an "economic resources" measurement focus and the accrual basis of accounting. Accordingly, all of the City's assets and deferred outflows of resources and liabilities and deferred inflows of resources (whether current or noncurrent) are included in the accompanying Statement of Net Position. The Statement of Activities presents changes in net position. Under the accrual basis of accounting, revenues are recognized in the period in which they are earned, while expenses are recognized in the period in which the liability is incurred.
- c. All Fiduciary funds are accounted for using the "economic resources" measurement focus and the accrual basis of accounting.

Basis of Accounting

In the government-wide Statement of Net Position and Statement of Activities, both governmental and business-type activities are presented using the accrual basis of accounting. In addition, all fiduciary funds use the accrual basis of accounting. Under the accrual basis of accounting, revenues are recognized when earned and expenses are recorded when the liability is incurred or economic asset is used. Revenues, expenses, gains, losses, assets and liabilities resulting from exchange and exchange-like transactions are recognized when the exchange takes place.

In the fund financial statements, governmental funds are presented on the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recognized when "measurable and available". Measurable means knowing or being able to reasonably estimate the amount. Available means collectible within the current period or soon enough thereafter to pay current liabilities. The City defines available to be within 60 days of year-end. Expenditures (including capital outlay) are recorded when the related fund liability is incurred, except for general obligation bond principal and interest which are reported when due. Governmental capital asset acquisitions are reported as expenditures in governmental funds. Proceeds for governmental long-term debt and acquisitions under capital leases are reported as other financing sources.

Those revenues susceptible to accrual include taxes, intergovernmental revenues, interest and charges for services. Certain indirect costs are included in program expenses reported for individual functions and activities.

City of Pinole

Notes to Basic Financial Statements

For the year ended June 30, 2022

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, Continued

C. *Basis of Accounting and Measurement Focus, Continued*

Basis of Accounting, Continued

Grant revenues are recognized in the fiscal year in which all eligibility requirements are met. Under the terms of grant agreements, the City may fund certain programs with a combination of cost-reimbursement grants, categorical block grants, and general revenues. Thus, both restricted and unrestricted net position are available to finance program expenditures. The City's policy is to first apply restricted grant resources to such programs, followed by general revenues if necessary.

All proprietary funds utilize the accrual basis of accounting. Under the accrual basis of accounting, revenues are recognized when earned and expenses are recorded when the liability is incurred or economic asset is used. Proprietary funds distinguish operating revenues and expenses from Nonoperating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary funds' principal operations. The principal operating revenues of the sewer and enterprise funds are charges to customers for sales and services. Operating expenses for enterprise funds include the cost of sales and services, administrative expenses, and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as Nonoperating revenues and expenses. When both restricted and unrestricted resources are available for use, it is the City's policy to use restricted resources first, then unrestricted resources as they are needed.

D. *Property Taxes*

California Constitution Article XIII A, limits the combined property tax rate to one percent of a property's assessed valuation. Additional taxes may be imposed with voter approval. Assessed value is calculated at one hundred percent of a property's fair value, as defined by Article XIII A, and may be increased no more than two percent per year unless a change in ownership occurs. The state legislature has determined the method of distributing the one percent tax levy among the various taxing jurisdictions.

Property tax revenues are recognized in the fiscal year for which taxes and assessments are levied. The County of Contra Costa levies, bills and collects property taxes and special assessments for the City under the County's "Teeter Plan." The County remits the entire amount levied and handles all delinquencies, retaining interest and penalties.

Tax collections are the responsibility of the County Tax Collector. Taxes and assessments on secured and utility rolls which constitute a lien against the property, may be paid in two installments; the first is due November 1 of the fiscal year and is delinquent if not paid by December 10; and the second is due on February 1 of the fiscal year and is delinquent if not paid by April 10. Unsecured personal property taxes do not constitute a lien against real property unless the tax becomes delinquent. Payment must be made in one installment, which is delinquent if not paid by August 31 of the fiscal year. Significant penalties are imposed by the County for late payment.

Tax levy dates are attached annually on January 1 preceding the fiscal year for which the taxes are levied. The fiscal year begins July 1 and ends June 30 of the following year. Taxes are levied on both real and unsecured and personal property, as it exists at that time. Liens against real estate, as well as the tax on personal property, are not relieved by subsequent renewal or change in ownership.

City of Pinole

Notes to Basic Financial Statements

For the year ended June 30, 2022

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, Continued

E. Cash and Investments

The City pools the cash of all funds, except for monies deposited with fiscal agents in accordance with related bond indentures. The cash and investments balance in each fund represents that fund's equity share of the City's cash and investment pool. As the City places no restrictions on the deposit or withdrawal of a particular fund's equity in the pool, the pool operates like a demand deposit account for the participating funds.

Interest income earned on pooled cash and investments is allocated quarterly to the various funds based on month-end balances and is adjusted at fiscal year-end. Interest income on restricted cash and investments with fiscal agents is credited directly to the related funds.

The City's investments are carried at fair value. The fair value of equity and debt securities is determined based on sales prices or bid-and-asked quotations from SEC-registered securities exchanges or NASDAQ dealers. LAIF determines the fair value of their portfolio quarterly and reports a factor to the City; the City applies that factor to convert its share of LAIF from amortized cost to fair value. This amount is included in cash and cash equivalents in the balance sheet of the governmental funds. Changes in fair value are allocated to each participating fund.

For purposes of the statement of cash flows, the City has defined cash and cash equivalents to be change and petty cash funds, equity in the City's cash and investment pool, and restricted non-pooled investments with initial maturities of three months or less.

F. Accounts and Interest Receivable

In the government-wide statements, receivables consist of all revenues earned at year-end and not yet received. Receivables are recorded in the financial statements net of any allowance for doubtful accounts if applicable, and estimated refunds due. Major receivable balances for the governmental activities include sales and use taxes, franchise taxes, grants, police fines and other fees. Federal and state grants are considered receivable and accrue as revenue when reimbursable costs are incurred. Business-type activities report utilities and interest earnings as their major receivables.

In the fund financial statements, material receivables in governmental funds include revenue accruals such as sales tax, franchise tax, and grants and other similar intergovernmental revenues since they are usually both measurable and available. Nonexchange transactions collectible but not available are recorded as deferred inflows of resources in the fund financial statements in accordance with modified accrual, but not in the government-wide financial statements in accordance with the accrual basis. Interest and investment earnings are recorded when earned only if paid within 60 days since they would be considered both measurable and available. Long-term loans in governmental funds are treated as expenditures in the year advanced and as revenues in the year repayment is measurable and available. Proprietary fund material receivables consist of all revenues earned at year-end and not yet received. Utility accounts receivable and interest earnings compose the majority of proprietary fund receivables.

City of Pinole

Notes to Basic Financial Statements

For the year ended June 30, 2022

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, Continued

G. *Prepaid Expenses and Inventory*

Inventories are stated at cost (average cost per unit) for governmental and proprietary funds. Supplies of the General Fund consist of expendable supplies held for consumption. The cost is recorded as an expenditure/expense in the General Fund at the time individual items are consumed, rather than purchased. Inventories of governmental funds are offset by nonspendable fund balance to indicate they do not constitute resources available for future appropriation. Enterprise Fund supplies consist primarily of items held for internal use.

Prepaid items are also recognized under the consumption method. Payments to vendors that reflect costs applicable to future accounting periods are recorded as prepaid items in both government-wide and fund financial statements.

H. *Leases Receivable*

The City's leases receivable are measured at the present value of lease payments expected to be received during the lease terms. Deferred inflows of resources are recorded for the leases. The deferred inflow of resources is recorded at the initiation of the lease in an amount equal to the initial recording of the lease receivable.

I. *Capital Assets*

The accounting treatment over property, plant and equipment depends on whether the assets are used in governmental fund operations or proprietary fund operations and whether they are reported in the government-wide or fund financial statements.

Government-wide Statements:

In the government-wide financial statements, capital assets with a historical cost over \$5,000 are accounted for as capital assets. All capital assets are valued at historical cost, or estimated historical cost if actual is unavailable. Contributed capital assets are valued at their estimated fair market value on the date contributed. Donated capital assets, donated works of art and similar items, and capital assets received in a service concession arrangement are reported at acquisition value on the date donated.

Depreciation is provided using the straight-line method which means the cost of the asset is divided by its expected useful life in years and the result is charged to expense each year until the asset is fully depreciated. The purpose of depreciation is to spread the cost of capital assets equitably among all users over the life of these assets. The amount charged to depreciation expense each year represents that year's pro rata share of the cost of capital assets. Depreciation of all exhaustible capital assets is recorded as an allocated expense in the Statement of Activities, while accumulated depreciation is reflected in the Statement of Net Position. The City has assigned the useful lives listed below to capital assets:

Buildings	50 years
Equipment	5-10 years
Vehicles	5-10 years
Streets and roads	50 years
Bridges	75 years
Street drainage	100 years
Parks	70 years
Wastewater infrastructure	50 years

City of Pinole

Notes to Basic Financial Statements

For the year ended June 30, 2022

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, Continued

I. *Capital Assets, Continued*

Fund Financial Statements

In the fund financial statements, capital assets used in governmental fund operations are accounted for as capital outlay expenditures of the governmental fund upon acquisition. Capital assets used in proprietary fund operations are accounted for the same as in the government-wide statements.

J. *Long Term Liabilities*

In the government-wide financial statements and the proprietary fund types in the fund financial statements, long-term liabilities, and other long term obligations are reported as liabilities in the applicable governmental activities, business-type activities, or proprietary fund type statement of net position. Initial issue bond premiums and discounts are deferred and amortized over the life of the bonds using the straight-line method. The difference between the reacquisition price of refunding bonds and the net carrying amount of refunded debt (deferred amount on refunding) is amortized over the shorter of the lives of the refunding debt or remaining life of the refunded debt. Bond issuance costs, except for insurance, are expensed in the period incurred. Amortization of bond premiums or discounts, insurance costs, and deferred amounts on refunding is included in interest expense.

In the fund financial statements, governmental fund types recognize bond premiums, discounts, and issuance costs during the period issued. The face amount of debt issued is reported as other financing sources. Premiums received are reported as other financing sources, while discounts are reported as other financing uses. Issuance costs, whether or not withheld from the actual debt proceeds received, are reported as debt service expenditures.

K. *Compensated Absences*

Compensated absences comprise unused vacation leave and compensatory time off, which are accrued as earned. The City's liability for compensated absences is recorded in the government-wide Statement of Net Position for governmental funds and the Statement of Net Position for proprietary funds as appropriate. A liability is calculated for all the costs of compensated absences based upon benefits earned by employees in the current period for which there is a probability of payment at termination. The salary and related payroll costs are those in effect at June 30, 2022. The amount of accrued sick pay is not due upon termination and therefore is not recorded as a liability for the City. The liability for compensated absences is determined annually.

L. *Deferred Outflows/Inflows of Resources*

In addition to assets, the Statement of Net Position or balance sheet will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, deferred outflows of resources, represents a consumption of net assets or fund balance that applies to future period(s) and so will not be recognized as an outflow of resources (expense/expenditure) until then.

City of Pinole

Notes to Basic Financial Statements

For the year ended June 30, 2022

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, Continued

L. Deferred Outflows/Inflows of Resources, Continued

In addition to liabilities, the Statement of Net Position or balance sheet will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, deferred inflows of resources, represents an acquisition of net assets or fund balance that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time.

M. Pension

For purposes of measuring the net pension liability and deferred outflows/inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the City's California Public Employees' Retirement System (CalPERS) plan (the Plan) and additions to/deductions from the Plan's fiduciary net position have been determined on the same basis as they are reported by CalPERS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

N. Other Postemployment Benefits (OPEB)

For purposes of measuring the net OPEB liability, deferred outflows of resources and deferred inflows of resources related to OPEB, and OPEB expense have been determined on the same basis. For this purpose, benefit payments are recognized when currently due and payable in accordance with the benefit terms. Generally accepted accounting principles require that the reported results must pertain to liability and asset information within certain defined timeframes. For this report, the following timeframes are used:

Valuation Date	June 30, 2021
Measurement Date	June 30, 2021
Measurement Period	July 1, 2020 to June 30, 2021

O. Interfund Transactions

Interfund transactions are reflected as either loans, services provided, reimbursements, or transfers. Loans are reported as receivables and payables as appropriate and are subject to elimination upon consolidation and are referred to as either "due to/from other funds" (i.e., the current portion of interfund loans) or "advances to/from other funds" (i.e., the noncurrent portion of interfund loans). Any residual balances outstanding between the governmental activities and the business-type activities are reported in the government-wide financial statements as "internal balances". Advances between funds, as reported in the fund financial statements, are offset by a nonspendable fund balance account in applicable governmental funds to indicate that they are not available for appropriation and are not available financial resources.

Services provided, deemed to be at market or near market rates, are treated as revenues and expenditures/expenses. Reimbursements are when one fund incurs a cost, charges the appropriate benefiting fund, and reduces its related cost as a reimbursement. All other interfund transactions are treated as transfers. Transfers between governmental or proprietary funds are netted as part of the reconciliation to the government-wide presentation.

City of Pinole

Notes to Basic Financial Statements

For the year ended June 30, 2022

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, Continued

P. Net Position and Fund Equity

Government-wide Statements

Net position is the excess of all the City's assets and deferred outflows of resources over all its liabilities and deferred inflows of resources, regardless of fund. Net position is divided into three categories. These categories apply only to net position, which is determined at the government-wide level, and are described below:

- a. Net investment in capital assets - Consists of capital assets including restricted capital assets, net of accumulated depreciation and reduced by the outstanding balances of any bonds, mortgages, notes or other borrowings that are attributable to the acquisition, construction, or improvement of those assets.
- b. Restricted net position - Consists of net position with constraints placed on the use either by (1) external groups such as creditors, grantors, contributors, or laws or regulations of other governments; or (2) law through constitutional provisions or enabling legislation.
- c. Unrestricted net position - All other net position that do not meet the definition of "restricted" or "net investment in capital assets".

Fund Statements

The governmental fund financial statements present fund balances based on classifications that comprise a hierarchy that is based primarily on the extent to which the City is bound to honor constraints on the specific purposes for which amounts in the respective governmental funds can be spent. The classifications used in the governmental fund financial statements are as follows:

- a. Nonspendable - Amounts that cannot be spent because they are either (a) not in spendable form or (b) legally or contractually required to be maintained intact.
- b. Restricted - Amounts that are restricted for specific purposes when constraints placed on the use of resources are either (a) externally imposed by creditors, grantors, contributors, laws, or regulations of other governments; or (b) imposed by law through constitutional provisions or enabling legislation.
- c. Committed - Amounts that can only be used for specific purposes pursuant to constraints imposed by formal action (Resolution) of the government's highest level of decision-making authority (City Council).
- d. Assigned - Amounts that are constrained by the government's intent to be used for specific purposes but are neither restricted nor committed. Pursuant to City Council Resolution 2011-71, the designation of assignments of fund balance is determined by the City Manager.
- e. Unassigned - Amounts representing the residual classification for the general fund and residual negative fund balance of special revenue and capital project funds.

Further detail about the City's fund balance classification is described in Note 11.

City of Pinole
Notes to Basic Financial Statements
For the year ended June 30, 2022

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, Continued

Q. *Grant Funding*

Under the terms of grant agreements, the City funds certain programs by a combination of specific cost-reimbursement grants, categorical block grants, and general revenues. Thus, when program expenses are incurred, there are both restricted and unrestricted net position available to finance the program. The City's policy is to first apply cost-reimbursement grant resources to such programs, followed by general revenues.

R. *Revenues for Enterprise Activities*

Operating revenues for proprietary funds are those that result from providing services and producing and delivering goods and/or services. It also includes all revenue not related to capital and related financing, noncapital financing or investing activities.

S. *Deferred Compensation*

City employees may defer a portion of their compensation under a City sponsored Deferred Compensation Plan created in accordance with Internal Revenue Code Section 457. Under these Plans, participants are not taxed on the deferred portion of their compensation until distributed to them; distributions may be made only at termination, retirement, death or in an emergency as defined by the Plan.

The laws governing deferred compensation plan assets require plan assets to be held by a trust for the exclusive benefit of plan participants and their beneficiaries. Since the assets held under these plans are not the City's property and are not subject to City control, they have been excluded from these financial statements.

T. *Use of Estimates*

The preparation of financial statements in accordance with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from these estimates.

U. *Implementation of Governmental Accounting Standards Board (GASB) Pronouncements*

In 2022, the City adopted new accounting standards in order to conform to the following Governmental Accounting Standards Board Statements:

GASB Statement No. 87 - Leases - The objective of this statement is to recognize in the financial statements certain lease assets and liabilities for leases that previously were classified as operating leases and recognized as inflows of resources or outflows of resources based on the payment provisions of the contract. The requirements of this statement have been implemented during the current fiscal year.

City of Pinole

Notes to Basic Financial Statements

For the year ended June 30, 2022

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, Continued

U. Implementation of Governmental Accounting Standards Board (GASB) Pronouncements, Continued

GASB Statement No. 89 – Construction-Period Interest – The objectives of this Statement are (1) to enhance the relevance and comparability of information about capital assets and the cost of borrowing for a reporting period and (2) to simplify accounting for interest cost incurred before the end of a construction period. The requirements of this Statement did not apply to the City for the current fiscal year.

GASB Statement No. 92 – Omnibus 2020 – The objectives of this Statement are to enhance comparability in accounting and financial reporting and to improve the consistency of authoritative literature by addressing practice issues that have been identified during implementation and application of certain GASB Statements. The requirements of this Statement did not apply to the City for the current fiscal year.

GASB Statement No. 97 - Certain Component Unit Criteria, And Accounting And Financial Reporting For Internal Revenue Code Section 457 Deferred Compensation Plans—an Amendment Of GASB Statements No. 14 And No. 84, And A Supersession Of GASB Statement No. 32 - The primary objectives of this Statement are to (1) increase consistency and comparability related to the reporting of fiduciary component units in circumstances in which a potential component unit does not have a governing board and the primary government performs the duties that a governing board typically would perform; (2) mitigate costs associated with the reporting of certain defined contribution pension plans, defined contribution other postemployment benefit (OPEB) plans, and employee benefit plans other than pension plans or OPEB plans (other employee benefit plans) as fiduciary component units in fiduciary fund financial statements; and (3) enhance the relevance, consistency, and comparability of the accounting and financial reporting for Internal Revenue Code (IRC) Section 457 deferred compensation plans (Section 457 plans) that meet the definition of a pension plan and for benefits provided through those plans. The requirements of this statement have been implemented during the current fiscal year.

GASB Statement No. 98 – The Annual Comprehensive Financial Report – This statement establishes the term annual comprehensive financial report and its acronym ACFR. That new term and acronym replace instances of comprehensive annual financial report and its acronym in the generally accepted accounting principles for state and local governments. The City has elected to early implement the provisions of this Statement during the last fiscal year.

GASB Statement No. 99 – Omnibus - 2022 – The primary objectives of this Statement are to enhance comparability in accounting and financial reporting and to improve the consistency of authoritative literature by addressing (1) practice issues that have been identified during implementation and application of certain GASB Statements and (2) accounting and financial reporting for financial guarantees. The requirements of this Statement did not apply to the City for the current fiscal year.

2. CASH AND INVESTMENTS

The City maintains a cash and investment pool for all funds. Certain restricted funds that are held and invested by independent outside custodians through contractual agreements are not pooled. These restricted funds include cash and investment held by trustees.

City of Pinole
Notes to Basic Financial Statements
For the year ended June 30, 2022

2. CASH AND INVESTMENTS, Continued

A. Summary of Cash and Investments

Cash and investments as of June 30, 2022 were classified in the accompanying financial statements as follows:

	Cash & Investments	Restricted cash & Investments	Total
Governmental activities	\$ 35,484,793	\$ 17,106,937	\$ 52,591,730
Business-type activities	18,072,768	-	18,072,768
Total government-wide cash and investments	53,557,561	17,106,937	70,664,498
Fiduciary activities	6,500,438	-	6,500,438
Total cash and investments	\$ 60,057,999	\$ 17,106,937	\$ 77,164,936

Cash and investments were carried at fair value as of June 30, 2022 and consisted of the following:

Cash on hand	\$ 1,920
Deposits with financial institution	2,074,631
Total cash on hand and deposits	2,076,551
Money Market	11,973,449
Local Agency Investment Funds	34,573,283
CalTrust	3,250,212
Investments held by custodian	8,184,503
Restricted cash and investment with PARS	17,106,937
Total investments	75,088,384
Total cash and investments	\$ 77,164,935

B. Deposits

The carrying amount of the City's cash deposit was \$2,074,632 at June 30, 2022. Balance before reconciling amounts were a positive amount of \$2,279,244 at June 30, 2022. The City has waived collateral requirements for cash deposits, which are fully insured up to \$250,000 by the Federal Deposit Insurance Corporation. The remaining amount was collateralized with securities pledged by the pledging financial institution in the City's name.

The California Government Code (Code) requires California banks and savings and loan associations to secure the City's cash deposits by pledging securities as collateral. The Code states that collateral pledged in this manner shall have the effect of perfecting a security interest in such collateral superior to those of a general creditor. Thus, collateral for cash deposits is considered to be held in the City's name.

The market value of pledged securities must equal at least 110% of the City's cash deposits. California law also allows institutions to secure City deposits by pledging first trust deed mortgage notes having a value of 150% of the City's total cash deposits.

City of Pinole
Notes to Basic Financial Statements
For the year ended June 30, 2022

2. CASH AND INVESTMENTS, Continued

B. Deposits, Continued

The City follows the practice of pooling cash and investments of all funds, except for funds required to be held by fiscal agents under the provisions of bond indentures. Interest income earned on pooled cash and investments is allocated to the various funds based on the period-end cash and investment balances. Interest income from cash and investments with fiscal agents is credited directly to the related fund.

C. Investments Authorized by the California Government Code and the City's Investment Policy

Investments are reported at fair value. California statutes authorize Cities to invest idle or surplus funds in a variety of credit instruments as provided for in the California Government Code, Section 53600, Chapter 4 – Financial Affairs. The table below identifies the investment types that are authorized for the City by the California Government Code (or the City's investment policy, where more restricted) that address interest rate risk, credit risk, and concentration of credit risk. The table does not address investments of debt proceeds held by the bond trustee that are governed by the provisions of debt agreements of the City, rather than the general provisions of the California Government Code or the City's investment policy. The City's permissible investments are described below.

Authorized Investment Type	Maximum Maturity	Maximum Percentage of Portfolio	Maximum Investment in One Issuer
U.S. Treasury Obligations	5 years	None	None
U.S. Agency Securities	5 years	40%	None
Repurchases Agreements	30 days	10%	None
Banker's Acceptances	180 days	40%	10%
Commercial Paper (Minimum rating of "A" or higher)	180 days	15%	None
Medium Term corporate Notes (Minimum rating of "AA" or higher)	5 years	15%	5%
Negotiable Certificates of Deposit issued in California	5 years	10%	None
Negotiable Certificates of Deposit	5 years	30%	None
Local Agency Investment Fund (LAIF)	N/A	None	None
Insured savings account or money market account	N/A	None	None
Mutual Funds	N/A	15%	None
Restricted Real Estate Asset Sale rated "AAA" or higher	10 years	15%	None

City of Pinole

Notes to Basic Financial Statements

For the year ended June 30, 2022

2. CASH AND INVESTMENTS, Continued

D. Investments Authorized by Debt Agreements

Investment of debt issuances held by bond trustee are governed by provisions of the debt agreements, rather than the general provisions of the California Government Code or the City's investment policy. The table below identifies the investment types that are authorized by bond trustees. The table also identifies certain provisions of these debt agreements that address interest rate risk, credit risk, and concentration of credit risk.

Authorized Investment Type	Maximum Maturity	Maximum Percentage of Portfolio	Maximum Investment in One Issuer
U.S. Treasury Obligations	None	None	None
U.S. Agency Securities	None	None	None
State of Municipal Bonds or Notes rated "AA" or better	None	None	None
Repurchase Agreements rated "A" or better	30 days	None	None
Investment Agreements and Contracts	None	None	None
Money Market Funds rated "AA-m" or better	N/A	None	None
Certificates of Deposit	None	None	None
Commercial Paper rated "A-1" or better	None	None	None
Federal Funds or Bankers Acceptances	1 year	None	None
Local Agency Investment fund (LAIF)	None	None	None

City of Pinole
Notes to Basic Financial Statements
For the year ended June 30, 2022

2. CASH AND INVESTMENTS, Continued

E. Investment Valuation

Investments (except money market accounts that are included as part of restricted cash and investments) are measured at fair value on a recurring basis. Recurring fair value measurements are those that GASB Statements require or permit in the statement of net position at the end of each reporting period. Fair value measurements are categorized based on the valuation inputs used to measure an asset's fair value. Level 1 inputs are quoted prices in active markets for identical assets; Level 2 inputs are significant other observable inputs; Level 3 inputs are significant unobservable inputs. Investments' fair value measurements are as follows at June 30, 2022:

Investments	Total Fair Value	Fair Value Measurements Using		
		Level 1 Inputs	Level 2 Inputs	Level 3 Inputs
Federal agency securities	\$ 466,210	\$ -	\$ 466,210	\$ -
Corporate notes	1,687,595	-	1,687,595	-
Negotiable certificates of deposits	3,374,469	-	3,374,469	-
Restricted Cash & investment with PARS	17,106,937	-	17,106,937	-
Total subject to levelling	22,635,211	\$ -	\$ 22,635,211	\$ -
<i>Investments not subject to levelling</i>				
Money Market	11,973,449			
Mutual Funds	2,656,229			
Local Agency Investment Fund	34,573,283			
Caltrust	3,250,212			
Total	\$ 75,088,384			

Level 2 inputs are valued based on matrix pricing which use observable market inputs such as yield curves and market indices that are derived principally from or corroborated by observable market data by correlation to other means.

F. Disclosure Relating to Interest Rate Risk

Interest rate risk is the risk that changes in market interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment, the greater the sensitivity of its fair value to changes in market interest rates. One of the ways that the City's interest rate risk is mitigated is by purchasing a combination of shorter term and longer term investments and by timing cash flows from maturities so that a portion of the portfolio is maturing or coming close to maturity evenly over time as necessary to provide the cash flow and liquidity needed for operations.

City of Pinole

Notes to Basic Financial Statements

For the year ended June 30, 2022

2. CASH AND INVESTMENTS, Continued

F. Disclosure Relating to Interest Rate Risk, Continued

The sensitivity of the fair values of the City's investments (including investments held by bond trustees) to market rate fluctuations is provided by the following table that shows the distribution of the City's investments by maturity as of June 30, 2022:

	Remaining Maturity		Total Fair Value
	12 Months or less	1-5 years	
Money Market	\$ 11,973,449	\$ -	\$ 11,973,449
Local Agency Investment Fund	34,573,283	-	34,573,283
Caltrust	3,250,212	-	3,250,212
Securities of U.S. Government:			
Federal agency securities	-	466,210	466,210
Corporate notes	746,085	941,510	1,687,595
Negotiable certificates of deposits	1,726,334	1,648,135	3,374,469
Mutual Funds	2,656,229	-	2,656,229
Restricted cash & investment with PARS	17,106,937	-	17,106,937
Total	<u>\$ 72,032,529</u>	<u>\$ 3,055,855</u>	<u>\$ 75,088,384</u>

G. Disclosures Relating to Credit Risk

Generally, credit risk is the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. This is measured by the assignment of a rating by a nationally recognized statistical rating organization. Presented below is the minimum rating required by (where applicable) the California Government Code or debt agreements, and the actual rating as of the fiscal year for each investment type.

		Rating as of Fiscal Year End		
		S&P	Moody's	N/A
Money Market	\$ 11,973,449			Not rated
Local Agency Investment Fund	34,573,283			Not rated
Caltrust	3,250,212	Aaf	N/A	
Securities of U.S. Government				
Federal Agency Securities	466,210	AA+	Aaa	
Corporate Notes	941,510	AA+	Aaa	
Corporate Notes	746,085	AAA	Aaa	
Negotiable certificates of deposits	3,374,469			Not rated
Mutual Funds	2,656,229			Not rated
Restricted cash - PARS	17,106,937			Not rated
Total	<u>\$ 75,088,384</u>			

City of Pinole

Notes to Basic Financial Statements

For the year ended June 30, 2022

2. CASH AND INVESTMENTS, Continued

H. Disclosures Relating to Credit Risk

Concentration of Credit Risk - The City complies with the limitations on the amount that can be invested in any one issuer as stipulated by the California Government Code. There were no investments in any one issuer (other than U.S. Treasury securities, mutual funds, and external investment pools) that represent 5% or more of total City investments at June 30, 2022.

Custodial Credit Risk - Custodial credit risk for deposits is the risk that, in the event of the failure of a depository financial institution, a government will not be able to recover its deposits or will not be able to recover collateral securities that are in the possession of an outside party. The custodial credit risk for investments is the risk that, in the event of the failure of the counterparty (e.g. broker-dealer) to a transaction, a government will not be able to recover the value for its investment or collateral securities that are in the possession of another party.

I. Investment in State and County Investment Pools

The City is a voluntary participant in the Local Agency Investment Fund (LAIF) that is regulated by California Government Code Section 16429 under the oversight of the Treasurer of the State of California. The City's investments with LAIF at June 30, 2022 and 2021, include a portion of the pool funds invested in Structured Notes and Asset-Backed Securities. These investments include the following:

Structured Notes - are debt securities (other than asset-backed securities) whose cash flow characteristics (coupon rate, redemption amount, or stated maturity) depend upon one or more indices and/or have embedded forwards or options.

Asset-Backed Securities - the bulk of which are mortgage-backed securities, entitle their purchasers to receive a share of the cash flows from a pool of assets such as principal and interest repayments from a pool of mortgages (such as Collateralized Mortgage Obligations) or credit card receivables.

As of June 30, 2022, the City had \$34,573,283 invested in LAIF, which had invested 1.88% of the pool investment funds in Structured Notes and Asset-Backed Securities as compared to 2.31% in the previous year. The LAIF fair value factor of 0.987125414 was used to calculate the fair value of the investments in LAIF.

Interest income from pooled investments is allocated to those funds which are required by law or administrative action to receive interest. Interest is allocated quarterly based on the average ending cash balances for the previous three months in each fund receiving interest.

3. NOTES AND LOANS RECEIVABLE

The City engages in programs designed to encourage construction or improvement in low-to-moderate income housing or other projects. Under these programs, grants or loans are provided under favorable terms to businesses, homeowners or developers who agree to spend these funds in accordance with the City's terms.

City of Pinole
Notes to Basic Financial Statements
For the year ended June 30, 2022

3. NOTES AND LOANS RECEIVABLE, Continued

These notes and loans receivable, including interest, comprised of the following at June 30, 2022 and are explained in detail below:

	Notes Receivable	Less: Allowance for Doubtful Notes
Housing Rehabilitation	\$ 30,685	\$ (30,685)
First Time Home-Buyer	240,075	(240,075)
Bridge Housing Loan	1,039,904	(1,039,904)
Alvarez Court	1,812,498	(1,812,498)
Eastbuff Apartment Loan	1,120,505	(1,120,505)
Total	<u>\$ 4,243,667</u>	<u>\$ (4,243,667)</u>

A. Housing Rehabilitation

The City has provided loans to various homeowners for rehabilitation of property. These loans are secured by second deeds of trust on the property and have a range of interest rates from 2% to 6% with a maximum fifteen-year term. The balance of these notes receivable totaled \$30,685 at June 30, 2022.

B. First Time Home-Buyer

In 1995, the City implemented a first time homebuyer program designed to encourage home ownership among low-income persons by providing down payment assistance. Under this program, loans are provided at no interest and are due upon sale or transfer of the property, refinance or payoff of the first mortgage, recordation of a third mortgage or default of the first mortgage. At the time of the loan repayment, the City shares in equity appreciation based on the City's loan share of the original purchase price. The balance of the notes receivable arising from this program at June 30, 2022 was \$240,075.

C. Bridge Housing

The Agency assisted Bridge Housing Corporation with its acquisition and development of the Pinole Grove Senior Housing Project by providing \$900,000 in the form of land and cash in return for a note bearing simple interest at a rate of 3% per year, secured by a deed of trust on the Project.

Principal and interest are due annually but are payable only from surplus cash flow as defined in the note. The Project is not expected to generate a surplus cash flow and under the terms of the note, any unpaid principal and interest remaining at the expiration of the note in the year 2024 will be forgiven if Bridge Housing maintains the affordability of the project for an additional nineteen years. As of June 30, 2022, the outstanding balance was \$1,039,904.

D. Alvarez Court

In August 2000, the City approved a loan of up to \$609,000 to assist the Resources for Community Development with the development of a housing project for persons with disabilities. In August 2002 the City amended the loan agreement, increasing the loan amount to \$988,000. The term of the loan is 40 years from the date of final closing by Housing and Urban Development, bearing a simple interest at a rate of 4% and is secured by first deed of trust. As of June 30, 2022, the total outstanding balance was \$1,812,498.

City of Pinole
Notes to Basic Financial Statements
For the year ended June 30, 2022

3. NOTES AND LOANS RECEIVABLE, Continued

E. Eastbluff Apartments

In 1996, the Pinole Redevelopment Agency assisted Eastbluff Associates with its development of the Eastbluff Apartments by providing \$975,000 in exchange for a note. The note was renegotiated in April 2016 and is secured by a deed of trust. The note bears an annual compound interest rate of 2.25% for a term of 55 years or until full repayment of the principal balance of the loan. Payments are the greater of \$63,375 per year or 50% of the surplus cash flow as defined in the terms of the Note. As of June 30, 2022, the outstanding balance was \$1,120,505.

F. Allowance for Doubtful Notes

The City has several programs under which it extends loans to qualifying individuals or groups for the purpose of improving the City's housing stock and/or its supply of low-and-moderate income housing. Some of these loans provide for the eventual forgiveness of the loan balance if the borrower complies with all the terms of the loan over its full term. The City has provided a 100% allowance for all notes receivable subject to long-term deferral and/or payment from future refinancing as well as all notes receivable having subordination provisions, except for those accounts that have current payment activity and are not delinquent at June 30, 2022.

4. LEASES RECEIVABLE

A. Community Playhouse Lease

In June 2019, the City entered into a lease agreement with Pinole Community Players. Under the lease, the lessee pays the City \$5,000 per year (with a 5% increase every year) for a period of 5 years. The lease receivable is measured as the present value of the future minimum rent payments expected to be received during the lease term at a discount rate of 2.00%. For the year ended June 30, 2022, the City recognized \$5,119 of lease revenue and \$292 of interest revenue under the lease.

B. Post Office Building Lease

In September 2015, the City entered into office building lease agreement with United States Postal Services (USPS), with two renewal options of 5 years each. Under the first renewal option, the lessee pays the city \$87,966 per year (with an 8.00% increase after five years). for a period of 5 years. It is reasonably certain that the second renewal option will be exercised. The lease receivable is measured as the present value of the future minimum rent payments expected to be received during the lease term at a discount rate of 1.390%, which is USPS weighted average discount rate on operating leases. For the year ended June 30, 2022, the City recognized \$77,495 of lease revenue and \$10,471 of interest revenue under the lease.

City of Pinole
Notes to Basic Financial Statements
For the year ended June 30, 2022

4. LEASES RECEIVABLE, Continued

B. Post Office Building Lease, Continued

The future payments on the leases as of June 30, 2022 were as follows:

Year Ending June 30,	Community Playhouse Lease		Post Office Building Lease		Total	
	Principal	Interest	Principal	Interest	Principal	Interest
2023	\$ 5,494	\$ 187	\$ 78,579	\$ 9,387	\$ 84,073	\$ 9,574
2024	5,892	74	79,678	8,288	85,570	9,574
2025	-	-	80,793	7,173	80,793	7,173
2026	-	-	87,818	6,012	87,818	6,012
2027	-	-	90,234	4,769	90,234	4,769
2028-2032	-	-	294,151	6,690	294,151	6,690
Total	<u>\$ 11,386</u>	<u>\$ 261</u>	<u>\$ 711,253</u>	<u>\$ 42,319</u>	<u>\$ 722,639</u>	<u>\$ 43,792</u>

5. LAND HELD FOR RESALE

At June 30, 2022, the City held the following properties for resale or redevelopment with a total value of \$1,222,070:

811	San Pablo Avenue
612	Tennent Avenue
2100/2150	San Pablo Avenue

City of Pinole
Notes to Basic Financial Statements
For the year ended June 30, 2022

6. CAPITAL ASSETS

Capital asset activity for the fiscal year ended June 30, 2022 was as follows:

	Balance June 30, 2021 (restated)	Additions	Retirements	Transfers	Balance June 30, 2022
<i>Governmental activities:</i>					
Nondepreciable assets:					
Land	\$ 6,313,621	\$ -	\$ -	\$ -	\$ 6,313,621
Construction in progress	594,714	686,082	-	(101,436)	1,179,360
Total nondepreciable assets	6,908,335	686,082	-	(101,436)	7,492,981
Capital assets being depreciated					
Buildings and improvements	15,959,889	-	(12,554)	101,436	16,048,771
Equipment	5,929,753	65,082	-	-	5,994,835
Vehicles	4,636,944	523,512	(415,243)	-	4,745,213
Streets and roads	51,462,868	1,063,192	-	-	52,526,060
Storm drains	2,880,999	-	-	-	2,880,999
Bridges	3,117,473	-	-	-	3,117,473
Parks	2,502,680	-	-	-	2,502,680
Leased equipment	95,874	-	-	-	95,874
Total capital assets being depreciated	86,586,480	1,651,786	(427,797)	101,436	87,911,905
Accumulated depreciation					
Buildings and improvements	11,132,958	254,090	(12,554)	-	11,374,494
Equipment	4,827,810	253,020	-	-	5,080,830
Vehicles	2,970,277	390,508	(411,648)	-	2,949,137
Streets and roads	38,988,423	683,359	-	-	39,671,782
Storm drains	1,415,875	23,066	-	-	1,438,941
Bridges	1,955,746	36,783	-	-	1,992,529
Parks	1,099,044	5,570	-	-	1,104,614
Accumulated amortization					
Leased assets	-	23,968	-	-	23,968
Total accumulated depreciation & amortization	62,390,133	1,670,364	(424,202)	-	63,636,295
Net depreciable assets	24,196,347	(18,578)	(3,595)	101,436	24,275,610
Total net capital assets	\$31,104,682	\$ 667,504	\$ (3,595)	\$ -	\$31,768,591

Depreciation/amortization expense for capital assets was charged to functions as follows:

General administration	\$ 123,189
Public safety	480,521
Public services	973,839
Recreation	85,941
Community development	6,874
Total depreciation/amortization expense	\$ 1,670,364

City of Pinole
Notes to Basic Financial Statements
For the year ended June 30, 2022

6. CAPITAL ASSETS, Continued

	Balance June 30, 2021	Additions	Retirements	Transfers	Balance June 30, 2022
<u>Business-type activities</u>					
Depreciable assets:					
Buildings and improvements	\$ 51,765,446	\$ 821	\$ -	\$ -	\$ 51,766,267
Sewer lines	7,650,185	-	-	-	7,650,185
Equipment	3,259,400	33,803	-	-	3,293,203
Vehicles	1,008,306	244,930	(239,782)	-	1,013,454
Total depreciable assets	63,683,337	279,554	(239,782)	-	63,723,109
Accumulated depreciation					
Buildings and improvements	8,871,622	945,969	-	-	9,817,591
Sewer lines	8,101,763	83,699	-	-	8,185,462
Equipment	1,923,732	40,075	-	-	1,963,807
Vehicles	578,651	126,753	(239,782)	-	465,622
Total accumulated depreciation	19,475,768	1,196,496	(239,782)	-	20,432,481
Net depreciable assets	44,207,569	(916,942)	-	-	43,290,628
Total net capital assets	\$ 44,207,569	\$ (916,942)	\$ -	\$ -	\$ 43,290,628

Depreciation expense for capital assets was charged to functions as follows:

Wastewater Utility	\$ 1,196,496
	<u>\$ 1,196,496</u>

Intangible Right-to-Use Assets:

In FY 2022, the City implemented the guidance in GASB No. 87, leases and recognized the value of equipment leased under long-term contract. The leased intangible assets and related amortization have been reported on the governmental activity capital assets schedule.

As of June 30, 2022, the City had 9 photocopiers leased from Ray Morgan Company. The intangible right-to-use asset is being amortized over 5 years, the term of the lease. Terms of the lease are described in Note 8A

City of Pinole

Notes to Basic Financial Statements

For the year ended June 30, 2022

7. ADVANCES TO/ADVANCES FROM PRIVATE-PURPOSE TRUST FUND

On May 6, 2008 the City Council and former Pinole Redevelopment Agency approved a resolution for the former Pinole Redevelopment Agency to advance the City \$2,500,000 to provide sufficient working capital to address the structural deficit in the City's General Fund. The terms of the advance, as amended in April of 2011, provide for the payment of interest at the rate of 3.8% over 15 years and additional one-year deferral of commencement of payments to fiscal year 2014. The agreement terms allow for a capitalized interest payment deferral period of three years followed by amortization of the principal and interest in equal annual payments of \$263,300 for the succeeding twelve years. As of June 30, 2022 the balance outstanding on the advance was \$0.

An advance of \$2,541,575 from the Housing Program Fund was to assist the Successor Agency with administrative, operation, program cost, repay SERAF payments (2009-10 and 2010-11) to the State of California funded by Housing Set Aside Fund. At June 30, 2022, the balance outstanding on the advance was \$862,883.

8. LONG-TERM LIABILITIES

A. Governmental Activities

The following is a summary of changes in the City's long-term liabilities related to governmental activities for the fiscal year ended June 30, 2022:

	Balance July 1, 2021 (restated)	Addition	Retirements	Balance June 30, 2022	Current Portion
Governmental Activity Debt:					
2006 Pension Obligation Bond	\$ 2,734,450	\$ -	\$ (221,565)	\$ 2,512,885	\$ 215,586
Lease Liability	95,874	-	(23,255)	72,619	24,960
Compensated Absences	945,597	765,859	(767,531)	943,925	96,785
Total Governmental Activity Debt	\$ 3,775,921	\$ 765,859	\$ (1,012,351)	\$ 3,529,429	\$ 337,331

A description of the long-term liabilities related to governmental activities at June 30, 2022 follows:

Pension Obligation Bonds

In June 2006 the City authorized the issuance of \$16,800,000 of 2006 Series A-1 and A-2 Bonds. The Taxable Pension Obligation Bonds in the aggregate principal of \$6,214,630 were issued to finance the City's unfunded accrued actuarial liability with CalPERS. Repayment on the Bonds will be from General Fund revenues Non-voter-approved debt. Principal payments are due annually in June until 2036.

Lease Liabilities

In FY 2022, the City implemented the guidance in GASB No. 87, Leases, for accounting and reporting leases.

On May 6, 2020, the City leased copiers from Ray Morgan Company to acquire the right to use 9 copiers in the amount of \$95,874 for a period of 60 months. The lease requires a monthly lease payment of 2,079.99 starting 2021 through 2025. For the purpose of discounting future payments on the lease, the City used an interest rate of 2%.

City of Pinole
Notes to Basic Financial Statements
For the year ended June 30, 2022

8. LONG-TERM LIABILITIES, Continued

A. Governmental Activities, Continued

Future debt service payments for governmental activities are as follows:

Year Ending June 30,	2006 Pension Obligation Bond		Lease Liability	
	Principal	Interest	Principal	Interest
2023	\$ 215,586	\$ 379,414	\$ 24,960	\$ 1,236
2024	207,790	402,210	24,203	757
2025	203,321	431,679	23,456	268
2026	195,585	454,415	-	-
2027	191,228	483,773	-	-
2028-2032	879,366	2,840,634	-	-
2033-2036	620,009	2,819,990	-	-
Total	\$ 2,512,885	\$ 7,812,115	\$ 72,619	\$ 2,261
Due within one year	\$ 215,586	\$ 379,414	\$ 24,960	\$ 1,236
Due after one year	2,297,299	7,432,701	47,659	1,025
Total	\$ 2,512,885	\$ 7,812,115	\$ 72,619	\$ 2,261

Compensated Absences

Compensated absences comprise unused vacation leave and compensatory time off, which are accrued as earned. No compensation is payable for sick leave. The City's liability for compensated absences is recorded in various governmental funds as appropriate. The liability for compensated absences is determined annually.

The net changes of the long-term portion of accrued vacation and sick leave liabilities are allocated among departments on the statement of activities as follows:

	Balance July 1, 2021	Additions	Retirements	Balance June 30, 2022	Current Portion	
General Administration	\$ 68,816	\$ 80,145	\$ (68,476)	\$ 80,485	\$ 7,581	A
Public Safety	562,698	510,778	(474,464)	599,012	64,753	A
Public Services	158,368	129,609	(88,169)	199,808	16,383	B
Recreation	149,683	36,578	(127,080)	59,181	6,062	B
Community Development	6,032	8,749	(9,342)	5,439	2,006	B
Total	\$ 945,597	\$ 765,859	\$ (767,531)	\$ 943,925	\$ 96,785	

The following funds have been used to liquidate compensated absences:

A - General Fund B - Non-Major Funds

City of Pinole
Notes to Basic Financial Statements
For the year ended June 30, 2022

8. LONG-TERM LIABILITIES, Continued

B. Business-type Activities

The following is a summary of changes in the City's long-term liabilities related to business-type activities for the fiscal year ended June 30, 2022.

	Balance June 30, 2021	Addition	Retirements	Balance June 30, 2022	Current Portion
Business-type Activity Debt:					
2016 Wastewater Revenue Refunding Bond	\$ 6,650,000	\$ -	\$ (329,000)	\$ 6,321,000	\$ 341,000
2016 Clean Water State Revolving Fund	24,773,976	-	(668,027)	24,105,949	679,383
Compensated Absences	110,327	152,302	(119,392)	143,237	16,017
Total Business-Type Activity Debt	\$31,534,303	\$ 152,302	\$ (1,116,419)	\$30,570,186	\$ 1,036,400

A description of the long-term liabilities related to business-type activities at June 30, 2022 is as follows:

2016 Wastewater Revenue Refunding Bonds

On June 30, 2016, the City of Pinole issued an \$8,251,000 2016 Wastewater Revenue Refunding Bond (Bank Qualified) to redeem its 2006 Wastewater Revenue Bonds. The bonds bear annual interest at 2.95% which is payable semi-annually on March 1 and September 1 of each year through 2036. Principal payments are due annually beginning on September 1, 2016 through 2036. The bond is secured with pledged net wastewater revenues. Future debt service payments are as follows:

Year Ending June 30,	2016 Wastewater Revenue	
	Principal	Interest
2023	\$ 341,000	\$ 181,440
2024	347,000	171,292
2025	362,000	160,834
2026	372,000	150,008
2027	381,000	138,901
2028-2032	2,089,000	516,029
2033-2037	2,429,000	183,564
Total	<u>\$ 6,321,000</u>	<u>\$ 1,502,068</u>
Due within one year	\$ 341,000	\$ 181,440
Due after one year	5,980,000	1,320,628
Total	<u>\$ 6,321,000</u>	<u>\$ 1,502,068</u>

City of Pinole

Notes to Basic Financial Statements

For the year ended June 30, 2022

8. LONG-TERM LIABILITIES, Continued

B. Business-type Activities, Continued

2016 Clean Water State Revolving Fund

In May 2016, the City entered into a loan agreement with the State of California Water Resources Control Board to provide funding for its 50% share of upgrades to the Pinole-Hercules Wastewater Pollution Control Plant to achieve compliance with Regional Water Quality Board NPDES. Funds are drawn on the agreement as work is completed up to a maximum amount of \$26.7 million plus any construction period interest. The loan accrues interest at a rate of 1.7 percent annually. Annual principal payments are due each July 1, commencing July 1, 2020. Final payment is due July 2049. Net revenues, defined as all sewer enterprise fund revenues less operations and maintenance costs (excluding depreciation and amortization expenses), is pledged for future debt service. As of June 30, 2022, the total debt outstanding on the loan is \$24,105,949. The table below includes future debt service requirements related to this amount.

Year Ending June 30,	2016 Clean Water State Revolving	
	Principal	Interest
2023	\$ 679,383	\$ 409,801
2024	690,932	398,252
2025	702,678	386,506
2026	714,624	374,560
2027	726,772	362,412
2028-2032	3,823,443	1,622,477
2033-2037	4,159,675	1,286,245
2038-2042	4,525,475	920,445
2043-2047	4,923,443	522,477
2048-2050	3,159,524	108,027
Total	<u>\$ 24,105,949</u>	<u>\$ 6,391,202</u>
Due within one year	\$ 679,383	\$ 409,801
Due after one year	23,426,566	5,981,401
Total	<u>\$ 24,105,949</u>	<u>\$ 6,391,202</u>

Compensated Absences

Compensated absences comprise unused vacation leave and compensatory time off, which are accrued as earned. No compensation is payable for sick leave. The City's liability for compensated absences is recorded in various governmental funds and proprietary funds as appropriate. The liability for compensated absences is determined annually.

Compensated absences for proprietary fund will be paid by the respective fund in which the expense was accrued. The activities for the year ended June 30, 2022 are as follows:

	Balance July 1, 2021	Additions	Retirements	Balance June 30, 2022	Current Portion
Wastewater Utility Fund	\$ 110,327	\$ 152,302	\$ (119,392)	\$ 143,237	\$ 16,017
Total	<u>\$ 110,327</u>	<u>\$ 152,302</u>	<u>\$ (119,392)</u>	<u>\$ 143,237</u>	<u>\$ 16,017</u>

City of Pinole
Notes to Basic Financial Statements
For the year ended June 30, 2022

9. INTERFUND TRANSACTIONS

A. Interfund Transfers to/from Other Funds

Transfers between funds during the fiscal year ended June 30, 2022 were as follows:

Transfer From	Transfer To	Description of Transfer	Amount
General Fund	Cable Television Fund	Cable TV contributions	\$ 197,184
General Fund	Capital Projects Fund	Funding for projects	500,000
General Fund	Recreation Fund	Recreation operating contributions	950,998
General Fund	Building & Planning Fund	Building fund operating contributions	481,051
		Total	\$ 2,129,233

Inter-fund transfers are not presented on the Statement of Revenues, Expenditures, and Changes in Fund Balance for the governmental funds as they are presented on a net basis.

B. Due to/from Other Funds

These balances represent short term loans between funds which are expected to be reimbursed within one year. The composition of due to/from balances at June 30, 2022 consisted of the following:

Fund	Due From Other Funds	Due to Other Funds
Governmental Activities		
General Fund	\$ 724,358	\$ -
Non-Major Funds	-	724,358
Total Governmental Funds	\$ 724,358	\$ 724,358

10. DEFINED BENEFIT PENSION PLAN

A. General Information about the Pension Plans

Plan Description - All qualified permanent and probationary employees are eligible to participate in the Public Agency Cost-Sharing Multiple-Employer Defined Benefit Pension Plan (Plan) administered by the California Public Employees' Retirement System (CalPERS.) The Plan consists of individual rate plans (benefit tiers) within a safety risk pool (police and fire) and a miscellaneous risk pool (all other). Plan assets may be used to pay benefits for any employer rate plan of the safety and miscellaneous pools. Accordingly, rate plans within the safety or miscellaneous pools are not separate plans under GASB Statement No. 68. Individual employers may sponsor more than one rate plan in the miscellaneous or safety risk pools. The City sponsors five rate plans (two miscellaneous and three safety).

Benefit provisions under the Plan are established by State statute and City resolution. CalPERS issues publicly available reports that include a full description of the pension plan regarding benefit provisions, assumptions and membership information that can be found on the CalPERS website.

City of Pinole

Notes to Basic Financial Statements

For the year ended June 30, 2022

10. DEFINED BENEFIT PENSION PLAN, Continued

A. General Information about the Pension Plans, Continued

Benefits Provided - CalPERS provides service retirement and disability benefits, annual cost of living adjustments and death benefits to plan members, who must be public employees and beneficiaries. Benefits are based on years of credited service, equal to one year of full time employment. Members with five years of total service are eligible to retire at age 50 (age 52 for Miscellaneous Plan members if membership date is on or after January 1, 2013) with statutorily reduced benefits. All members are eligible for non-duty disability benefits after 5 years of service. The death benefit is one of the following: the Special Death Benefit (Safety only), the Basic Death Benefit, the 1957 Survivor Benefit, or the Optional Settlement 2W Death Benefit. The cost of living adjustments for each plan are applied as specified by the Public Employees' Retirement Law.

The rate plan provisions and benefits in effect for the year ended June 30, 2022, are summarized as follows:

	Miscellaneous-Classic	Miscellaneous-PEPRA
Hire Date	Prior to July 1, 2013	On or after July 1, 2013
Benefit vesting schedule	5 years service	5 years service
Benefit payment	Monthly for life	Monthly for life
Retirement age	55	62
Monthly benefits, as a % of annual salary	2.5%	2.0%
Required employee contribution rates	7.96%	6.750%
Required employer contribution rates*	12.200%	7.590%
Required UAL payment	\$ 1,131,835	\$ 5,154
	Safety-Classic	Safety-PEPRA (Fire)
Hire Date	Prior to July 1, 2013	On or after January 1, 2013
Benefit vesting schedule	5 years service	5 years service
Benefit payments	Monthly for life	Monthly for life
Retirement age	55	57
Monthly benefits, as a % of annual salary	3.0%	2.7%
Required employee contribution rates	8.99%	13.00%
Required employer contribution rates	21.790%	13.130%
Required UAL payment (Police)	\$ 1,537,025	\$ 2,808
		Safety-PEPRA (Police)
Hire Date		On or after January 1, 2013
Benefit vesting schedule		5 years service
Benefit payments		Monthly for life
Retirement age		57
Monthly benefits, as a % of annual salary		2.7%
Required employee contribution rates		13.00%
Required employer contribution rates (Police)*		13.130%
Required UAL payment (Police)		\$ 8,296

* The employer contribution rate reflects the employer's normal cost rate and does not include unfunded

The City's Net Pension liability is generally liquidated by the general fund and wastewater fund.

City of Pinole
Notes to Basic Financial Statements
For the year ended June 30, 2022

10. DEFINED BENEFIT PENSION PLAN, Continued

A. General Information about the Pension Plans, Continued

Contributions - Section 20814(c) of the California Public Employees' Retirement Law requires that the employer contribution rates for all public employers be determined on an annual basis by the actuary and shall be effective on the July 1 following notice of a change in the rate. Funding contributions for the Plan are determined annually on an actuarial basis as of June 30 by CalPERS. The actuarially determined rate is the estimated amount necessary to finance the costs of benefits earned by employees during the year, with an additional amount to finance any unfunded accrued liability. The City is required to contribute the difference between the actuarially determined rate and the contribution rate of employees.

The City's contribution to the Plan for the measurement period ended June 30, 2021, were \$3,789,111

B. Pension Liabilities, Pension Expenses, and Deferred Outflows/Inflows of Resources Related to Pensions

As of June 30, 2022, the City reported net pension liability for its proportionate share of the net pension liability of the Plan of \$23,635,060.

The City's net pension liability for the Plan is measured as the proportionate share of the net pension liability. The net pension liability of the Plan is measured as of June 30, 2021, and the total pension liability for the Plan used to calculate the net pension liability was determined by an actuarial valuation as of June 30, 2020 rolled forward to June 30, 2021 using standard update procedures. The City's proportion of the net pension liability was based on a projection of the City's long-term share of contributions to the pension plan relative to the projected contributions of all participating employers, actuarially determined. The City's proportionate share of the net pension liability for the Plan as of measurement date June 30, 2020 and 2021 was as follows:

Proportion - June 30, 2020	0.33728 %
Proportion - June 30, 2021	<u>0.43702 %</u>
Change - Increase (Decrease)	0.09974 %

For the year ended June 30, 2022, the City recognized pension expense of \$8,159,509. At June 30, 2022, the City reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Pension contributions subsequent to measurement date	\$ 4,275,635	\$ -
Differences between actual and expected experience	3,396,878	-
Net differences between projected and actual earnings on plan investments	-	17,100,676
Change in employer's proportion	389,864	-
Differences between actual contributions and proportionate share of contributions	-	1,675,908
Total	<u>\$ 8,062,377</u>	<u>\$ 18,776,584</u>

City of Pinole
Notes to Basic Financial Statements
For the year ended June 30, 2022

10. DEFINED BENEFIT PENSION PLAN, Continued

B. Pension Liabilities, Pension Expenses, and Deferred Outflows/Inflows of Resources Related to Pensions, Continued

\$4,275,635 reported as deferred outflows of resources related to contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended June 30, 2023. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized as pension expense as follows:

Fiscal Year Ending June 30:	
2023	\$ (3,058,240)
2024	(3,340,338)
2025	(3,874,315)
2026	(4,716,949)

Actuarial Assumptions- The total pension liabilities for the measurement date June 30, 2021 were determined using the following actuarial assumptions:

Valuation Date	June 30, 2020
Measurement Date	June 30, 2021
Actuarial Cost Method	Entry-Age Normal Cost Method
Actuarial Assumptions:	
Discount Rate	7.15%
Inflation	2.50%
Salary Increases	Varies by Entry Age and Service
Investment Rate of Return (1)	7.15%
Mortality (2)	Derived using CalPERS' Membership Data for all Funds
Post Retirement Benefit Increase	Contract COLA up to 2.50% until Purchasing Power Protection Allowance Floor on Purchasing Power applies

(1) Net of pension plan investment expenses.

(2) The mortality table used was developed based on CalPERS' specific data. The table includes 15 years of mortality improvements using Society of Actuaries Scale 90% of scale MP 2016. For more details on this table, please refer to the December 2017 experience study report (based on CalPERS demographic data from 1997 to 2015) that can be found on the CalPERS website.

Changes in Assumptions - There were no changes of assumptions during the measurement period ended June 30, 2021.

City of Pinole

Notes to Basic Financial Statements

For the year ended June 30, 2022

10. DEFINED BENEFIT PENSION PLAN, Continued

B. Pension Liabilities, Pension Expenses, and Deferred Outflows/Inflows of Resources Related to Pensions, Continued

Discount Rate - The discount rate used to measure the total pension liability was 7.15 percent. To determine whether the municipal bond rate should be used in the calculation of a discount rate for each plan, CalPERS stress tested plans that would most likely result in a discount rate that would be different from the actuarially assumed discount rate. The tests revealed the assets would not run out. Therefore, the current 7.15 percent discount rate is appropriate, and the use of the municipal bond rate calculation is not deemed necessary. The long term expected discount rate of 7.15 percent will be applied to all plans in the Public Employees' Retirement Fund (PERF). The cash flows used in the testing were developed assuming that both members and employers will make their required contributions on time and as scheduled in all future years. The stress test results are presented in a detailed report called "GASB Crossover Testing Report" that can be obtained at CalPERS website under the GASB 68 section.

The long-term expected rate of return on pension plan investments was determined using a building-block method in which expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class.

In determining the long-term expected rate of return, staff took into account both short-term and long-term market return expectations as well as the expected pension fund (Public Employees' Retirement Fund) cash flows. Such cash flows were developed assuming that both members and employers will make their required contributions on time and as scheduled in all future years. Using historical returns of all the funds' asset classes, expected compound (geometric) returns were calculated over the short-term (first 10 years) and the long-term (11-60 years) using a building-block approach. Using the expected nominal returns for both short-term and long-term, the present value of benefits was calculated for each fund. The expected rate of return was set by calculating the single equivalent expected return that arrived at the same present value of benefits for cash flows as the one calculated using both short-term and long-term returns. The expected rate of return was then set equivalent to the single equivalent rate calculated above and rounded down to the nearest one quarter of one percent.

City of Pinole
Notes to Basic Financial Statements
For the year ended June 30, 2022

10. DEFINED BENEFIT PENSION PLAN, Continued

B. Pension Liabilities, Pension Expenses, and Deferred Outflows/Inflows of Resources Related to Pensions, Continued

The table on the next page reflects long-term expected real rate of return by asset class. The rate of return was calculated using the capital market assumptions applied to determine the discount rate and asset allocation. These rates of return are net of administrative expenses.

Asset Class ⁽¹⁾	Assumed Asset Allocation	Real Return Years 1 - 10 ⁽²⁾	Real Return Years 11+ ⁽³⁾
Global equity	50.00%	4.80%	5.98%
Fixed income	28.00%	1.00%	2.62%
Inflation assets	0.00%	77.00%	1.81%
Private equity	8.00%	6.30%	7.23%
Real assets	13.00%	3.75%	4.93%
Liquidity	1.00%	0.00%	(0.92)%
Total	100%		

⁽¹⁾ In the System's ACFR, Fixed Income is included in Global Debt Securities; Liquidity is included in Short-Term Investments; Inflation Assets are included in both Global Equity Securities and Global Debt Securities.

⁽²⁾ An expected inflation of 2.00% used for this period.

⁽³⁾ An expected inflation of 2.92% used for this period.

Sensitivity of the Proportionate Share of the Net Pension Liability to Changes in the Discount Rate - The following presents the City's proportionate share of the net pension liability for the Plan, calculated using the discount rate for the Plan, as well as what the City's proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1-percentage point lower or 1-percentage point higher than the current rate:

1% Decrease	6.15%
Net Pension Liability	\$ 41,158,063
Current Discount Rate	7.15%
Net Pension Liability	\$ 23,635,060
1% Increase	8.15%
Net Pension Liability	\$ 9,204,864

Pension Plan Fiduciary Net Position - Detailed information about the pension plan's fiduciary net position is available in the separately issued CalPERS financial reports.

Payables to the Pension Plan - At June 30, 2022, the City reported \$0 for outstanding amounts of contributions for the CalPERS Cost Sharing Multiple-Employer Plan.

City of Pinole
Notes to Basic Financial Statements
For the year ended June 30, 2022

11. OTHER POST EMPLOYMENT BENEFITS (OPEB)

A. Description of the Plan

The City sponsors and administers a single-employer health care plan for its employees. The plan includes healthcare coverage to long-service retirees. At retirement, City employees can elect Blue Shield, Kaiser, PERS Care, or PERS Choice medical coverage through the City at the City's expense. As the City's OPEB benefits are administered by City personnel, no separate financial statements are issued.

B. Employees Covered

The City currently pays health insurance premiums of \$2,028 per month per family. For the year ended June 30, 2022, the City had 112 retired employees. The City currently has 97 active employees who may become eligible to retire and receive benefits in the future. Eligibility requirements include retirement directly from the City under CalPERS at age 55 years CalPERS service or disability.

Inactive employees or beneficiaries currently receiving benefits	99
Inactive entitled to but not yet receiving benefits	13
Active employees	97
Total	<u>209</u>

C. Contributions

Employees hired before July 1, 2010 receive a City contribution toward their retiree health premium equal to that provided to current active employees. Employees shall be offered the option to opt into the vesting program as soon after the program implementation as allowed per CalPERS regulations.

Employees hired on or after July 1, 2010 receive a City contribution toward their retiree health premium in an amount as described by Government Code Section 22893 (the PERS vesting schedule). Government Code Section 22893 currently reads that the percentage of employer contribution payable for postretirement health benefits for an employee of a contracting agency subject to this section shall, except as provided in subdivision (b) be based on the member's completed years of credited state service at retirement as shown in the following table:

Credited Years of Service	Percentage of Employer Contributions
10	50
11	55
12	60
13	65
14	70
15	75
16	80
17	85
18	90
19	95
20 or more	100

City of Pinole
Notes to Basic Financial Statements
For the year ended June 30, 2022

11. OTHER POST EMPLOYMENT BENEFITS (OPEB), Continued

D. Total OPEB Liability

The City's total OPEB liability was measured as of June 30, 2021, and the total OPEB liability used to calculate the total OPEB liability was determined by an actuarial valuation as of June 30, 2021. The total OPEB liability in the June 30, 2021 actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement date.

Valuation Date	June 30, 2021
Measurement Date	June 30, 2021
Actuarial Cost Method	Entry-Age Normal Cost Method
Actuarial Assumptions:	
Discount Rate	2.16% - Bond Buyer 20-Bond Index
Inflation	2.5% annually
Salary Increases	2.8% - Aggregated
Mortality, Retirement, Disability, Termination	CalPERS 1997-2015 Experience Study
Mortality Improvement	Based on CalPERS Experience Study and Review of Actuarial Assumptions published in November 2021 for Public Agency Miscellaneous, Police, and Fire members.
Healthcare cost trend rates	Based on 2021 Getzen model that reflects actual premium increases from 2021 to 2022 followed by 5.75% non-Medicare / 5.40% Medicare in 2022, decreasing gradually to an ultimate rate of 4.04% by 2075

E. Discount Rate

The discount rate used to measure the total OPEB liability was 2.16%. The City's OPEB Plan is an unfunded plan, therefore the discount rate was set to the rate of tax-exempt, high quality 20-year municipal bonds, as of the valuation date.

F. Changes in the Total OPEB Liability

	Total OPEB Liability
Balance at June 30, 2021 (Measurement date June 30, 2020)	\$ 46,512,235
Changes in the year:	
Service cost	2,241,980
Interest on the total pension liability	1,063,633
Differences between actual and expected experience	(4,050,407)
Changes in assumptions	(270,144)
Benefit payments	(1,258,835)
Net changes	(2,273,773)
Balance at June 30, 2022 (Measurement date June 30, 2021)	\$ 44,238,462

City of Pinole
Notes to Basic Financial Statements
For the year ended June 30, 2022

11. OTHER POST EMPLOYMENT BENEFITS (OPEB), Continued

F. Changes in the Total OPEB Liability, Continued

Sensitivity of the Total OPEB liability to Changes in the Discount Rate – The following presents the total OPEB liability of the City for the Plan, calculated using the discount rate for the Plan, as well as what the City's total OPEB liability would be if it were calculated using a discount rate that is 1-percentage point lower or 1-percentage point higher than the current rate:

1% Decrease - 1.16%	
Total OPEB liability	\$ 53,330,094
Current Discount Rate - 2.16%	
Total OPEB liability	\$ 44,238,462
1% Increase - 3.16%	
Total OPEB liability	\$ 37,311,255

Sensitivity of the Total OPEB liability to Changes in the Healthcare Cost Trend Rate – The following presents the total OPEB liability of the City for the Plan, calculated using the healthcare cost trend rate for the Plan, as well as what the City's total OPEB liability would be if it were calculated using a healthcare cost trend rate that is 1-percentage point lower or 1-percentage point higher than the current rate:

1% Decrease	
Total OPEB liability	\$ 36,871,189
Current Healthcare Trend Rate	
Total OPEB liability	\$ 44,238,462
1% Increase	
Total OPEB liability	\$ 53,940,641

G. Recognition of Deferred Outflows and Deferred Inflows of Resources

Gains and losses related to changes in total OPEB liability are recognized in OPEB expense systematically over time. Amounts are first recognized in OPEB expense for the year the gain or loss occurs. The remaining amounts are categorized as deferred outflows and deferred inflows of resources related to OPEB and are to be recognized in future OPEB expense. The recognition period differs depending on the source of the gain or loss:

Net difference between projected and actual earnings on OPEB plan investments	5 years, straight line of amortization
All amounts	Expected average remaining service lifetime (EARSL) (6 years at June 30, 2021)

The City's total OPEB liability is generally liquidated by the general fund and wastewater fund.

City of Pinole
Notes to Basic Financial Statements
For the year ended June 30, 2022

11. OTHER POST EMPLOYMENT BENEFITS (OPEB), Continued

H. OPEB Expenses and Deferred Outflows/Inflows of Resources Related to OPEB

For the fiscal year ended June 30, 2022, the City recognized OPEB expense of \$2,783,583. For the fiscal year ended June 30, 2022, the City reported deferred outflows of resources related to OPEB from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
OPEB contributions subsequent to measurement date	\$ 1,283,772	\$ -
Changes in assumptions	6,548,212	1,097,613
Differences between expected and actual experience	-	4,480,457
Total	<u>\$ 7,831,984</u>	<u>\$ 5,578,070</u>

The \$1,283,772 reported as deferred outflows of resources related to contributions subsequent to the June 30, 2021 measurement date will be recognized as a reduction of the total OPEB liability during the fiscal year ending June 30, 2023. Other amounts reported as deferred inflows of resources related to OPEB will be recognized as expense as follows:

Fiscal Year Ending June 30:	Deferred Outflows/ (Inflows) of
2023	\$ (102,761)
2024	468,740
2025	639,035
2026	685,219
2027	(720,091)

12. FUND BALANCE

GASB Statement No. 54, Fund Balance Reporting and Governmental Fund Type Definitions provides more clearly defined fund balance categories to make the nature and extent of the constraints placed on a government's fund balances more transparent.

The City of Pinole has established the following fund balance policies:

Committed Fund Balance: Only the City Council may have the authority to create or change a fund balance commitment. Commitments may be changed or lifted only by the City Council taking the same formal action that imposed the constraint originally.

Assigned Fund Balance: Amounts that are constrained by the City's intent to be used for specific purposes, but are neither restricted nor committed, should be reported as assigned fund balance. The policy hereby delegates the authority to assign amounts to be used for specific purposes to the City Manager and the Finance Director for the purpose of reporting these amounts in the annual financial statements.

City of Pinole

Notes to Basic Financial Statements For the year ended June 30, 2022

12. FUND BALANCE, Continued

The accounting policies of the City consider restricted fund balance to have been spent first when an expenditure is incurred for purposes for which both restricted and unrestricted fund balance is available. Similarly, when an expenditure is incurred for purposes for which amounts in any of the unrestricted classifications of fund balance could be used, the City considers committed amounts to be reduced first, followed by assigned amounts, and unassigned amounts.

As of June 30, 2022, fund balances consisted of the following:

	General Fund	Housing Programs	Nonmajor Governmental Funds	Total
Fund Balances				
Nonspendable fund balance:				
Inventory	\$ 31,965	\$ -	\$ -	\$ 31,965
Prepaid items and supplies	13,331	-	315,552	328,883
Total Nonspendable	45,296	-	315,552	360,848
Restricted fund balance for:				
Housing Redevelopment	-	7,746,133	-	7,746,133
Real estate maintenance	164,881	-	-	164,881
Police	-	-	1,209,961	1,209,961
Growth impact	-	-	2,701,825	2,701,825
Gas Tax	-	-	729,304	729,304
Measure C	-	-	2,009,896	2,009,896
Refuse Management	-	-	150,843	150,843
Capital projects	-	-	331,724	331,724
Solid Waste	-	-	2,063,224	2,063,224
CASP Certification	-	-	35,590	35,590
Rate Stabilization	-	-	199,959	199,959
Adjudicated Asset Seizure	-	-	57,575	57,575
Pension Fund	17,106,937	-	-	17,106,937
Total Restricted	17,271,818	7,746,133	9,489,901	34,507,852
Assigned fund balance for:				
Capital projects	-	-	2,062,012	2,062,012
General reserve	8,192,602	-	-	8,192,602
Emergency reserve	100,000	-	-	100,000
Equipment reserve	241,166	-	-	241,166
Police	-	-	2,180	2,180
Recreation	-	-	5,488	5,488
Total Assigned fund balance	8,533,768	-	2,069,680	10,603,448
Unassigned fund balance				
Minimum fund balance reserve	9,405,968	-	(600,971)	8,804,997
	9,405,968	-	(600,971)	8,804,997
Total Fund Balances	\$ 35,256,850	\$ 7,746,133	\$ 11,274,162	\$ 54,277,145

City of Pinole
Notes to Basic Financial Statements
For the year ended June 30, 2022

13. RISK MANAGEMENT

The City manages risk of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters by participating in the public entity risk pools described below and by retaining certain risks.

Public entity risk pools are formally organized and separate entities established under the Joint Exercise of Powers Act of the State of California which exercise full powers and authorities within the scope of the related Joint Powers Agreements including the preparation of annual budgets, accountability for all funds, the power to make and execute contracts and the right to sue and be sued. Each risk pool is governed by a board consisting of representatives from member municipalities. Each board controls the operations of the respective risk pool, including selection of management and approval of operating budgets, independent of any influence by member municipalities beyond their representation on that board. Obligations and liabilities of these risk pools are not the member's responsibility.

Risk Coverage - The City is a member of the Municipal Pooling Authority of Northern California (MPA). MPA provides coverage against the following types of loss risks under terms of joint-powers agreement with the City and several other cities and governmental agencies as follows:

Type of Coverage (Deductible)	Coverage Limits
Liability (\$25,000) including errors and omissions for Public Officials	\$ 29,000,000
All Risk Fire and Property (\$5,000)	1,000,000,000
Workers' Compensation (no deductible)	50,000,000
Vehicle Physical Damage (\$3,000 for police, \$2,000 all others)	250,000

The MPA is governed by a Board consisting of representatives from member municipalities. The Board controls the operations of the MPA, including selection of management and approval of operating budgets, independent of any influence by member municipalities beyond their representation on the Board.

The City's deposits with the MPA are in accordance with formulas established by the MPA. Actual surpluses or losses are shared according to a formula developed from overall loss costs and spread to member entities on a percentage basis after a retrospective rating.

During the fiscal year ended June 30, 2022, the City contributed \$1,337,703 for coverage.

Financial statements may be obtained from Municipal Pooling Authority of Northern California, 1911 San Miguel Drive, Suite 200, Walnut Creek, CA 94596.

14. DEFICIT FUND BALANCES AND NET POSITION

As of June 30, 2022, the following funds had a fund deficit:

Fund	Deficit
Parkland dedication	\$ (22,653)
Storm water	\$ (38,938)
Cable TV	\$ (5,227)
Building and Planning	\$ (532,755)
Development Services	\$ (1,398)

City of Pinole

Notes to Basic Financial Statements

For the year ended June 30, 2022

15. SUCCESSOR AGENCY PRIVATE PURPOSE TRUST FOR ASSETS OF FORMER REDEVELOPMENT AGENCY

The Pinole Redevelopment Agency (the "former RDA") was formed in 1972 to finance redevelopment projects in the Agency of Pinole pursuant to the State of California Health and Safety Code, Section 3300. On December 29, 2011, the California Supreme Court upheld Assembly Bill 1X 26 that provided for the dissolution of all redevelopment agencies in the State of California as of February 1, 2012, at which time the City of Pinole elected to take over as the Successor Agency (the "Agency").

The asset and liabilities of the former RDA were transferred to the Successor Agency on February 1, 2012 as a result of the dissolution. The Successor Agency acts in a fiduciary capacity to wind down affairs of the former RDA which includes disposing of the assets and liabilities, and its activities are reported in the fiduciary private-purpose trust fund.

A. Capital Assets

Capital asset activity for the fiscal year ended June 30, 2022 was as follows:

	Balance June 30, 2021	Additions	Retirements	Balance June 30, 2022
Fiduciary Activities:				
Capital assets not being depreciated:				
Land	\$ 2,504,793	\$ -	\$ (75,000)	\$ 2,429,793
Total assets not being depreciated	<u>2,504,793</u>	<u>-</u>	<u>(75,000)</u>	<u>2,429,793</u>
Capital assets being depreciated:				
Buildings and improvements	9,478,371	-	(284,759)	9,193,612
Streets and roads	3,024,273	-	-	3,024,273
Bridges	433,276	-	-	433,276
Parks	159,935	-	-	159,935
Total capital assets being depreciated	<u>13,095,855</u>	<u>-</u>	<u>(284,759)</u>	<u>12,811,096</u>
Accumulated depreciation:				
Buildings and improvements	3,518,053	193,566	(191,755)	3,519,864
Streets and roads	1,500,084	57,438	-	1,557,522
Bridges	89,981	9,278	-	99,259
Parks	159,935	-	-	159,935
Total accumulated depreciation	<u>5,268,053</u>	<u>260,282</u>	<u>(191,755)</u>	<u>5,336,580</u>
Net depreciable assets	<u>7,827,802</u>	<u>(260,282)</u>	<u>(93,004)</u>	<u>7,474,516</u>
Total fiduciary activities capital assets, net	<u>\$ 10,332,595</u>	<u>\$ (260,282)</u>	<u>\$ (168,004)</u>	<u>\$ 9,904,309</u>

City of Pinole

Notes to Basic Financial Statements

For the year ended June 30, 2022

15. SUCCESSOR AGENCY PRIVATE PURPOSE TRUST FOR ASSETS OF FORMER REDEVELOPMENT AGENCY, Continued

B. Long-term Liabilities

The following is a summary of changes in the Agency's long-term liabilities related to governmental activities for the fiscal year ended June 30, 2022:

	Balance July 1, 2021	Addition	Retirements	Balance June 30, 2022	Current Portion
Tax Allocation Bonds:					
2015 Series A Bonds	\$ 11,915,000	\$ -	\$ (4,125,000)	\$ 7,790,000	\$ 4,220,000
Total long-term debt	\$ 14,950,000	\$ -	\$ (4,125,000)	\$ 7,790,000	\$ 4,220,000

A description of the long-term liabilities related to fiduciary activities at June 30, 2022 follows:

Bonds Payable

On August 6, 2015, the Successor Agency to the Pinole Redevelopment Agency issued \$29,735,000 of tax allocation refunding bonds to redeem bonds held by the former Pinole Redevelopment Agency (1998A, 1998B, 1999, 2003A, 2003B, 2004 (Housing), 2004B (2nd Subordinate), 2004A (2nd Subordinate), 2004A (3rd Subordinate). The 2015A Tax Allocation Refunding Bond (Tax-Exempt) in the amount of \$19,810,000 bears an interest rate of 2.270% which is payable semi-annually on February 1 and August 1 of each year through 2023. Principal payments are due annually on August 1 through 2023. The 2015B Tax Allocation Refunding Bond (Taxable) bears an interest rate of 2.340% which is payable semi-annually on February 1 and August 1 of each year through 2020. Principal payments are due annually on August 1 through 2020.

2015 Series A Tax Allocation Bond

Debt service requirements are shown below for bonds payable long-term debt:

	For the Year Ending June 30	Principal	Interest
2023	\$	4,220,000	\$ 128,936
2024		3,570,000	40,520
Total	\$	7,790,000	\$ 169,456

16. CONTINGENCIES AND COMMITMENTS

The City is subject to litigation arising in the normal course of business. In the opinion of the City Attorney there is no pending litigation which is likely to have a material adverse effect on the financial position of the City.

Grant Awards - The City participates in certain Federal and State assisted grant programs. These programs are subject to program compliance audits by the grantors or their representatives. Any liability for reimbursement which may arise as the result of these audits is not believed to be material.

City of Pinole
Notes to Basic Financial Statements
For the year ended June 30, 2022

17. PRIOR PERIOD ADJUSTMENTS

The City record period adjustments to correct impact fees collections that should have been accounted in Growth Impact Fund but were instead accounted in Parkland Dedication Fund.

		<u>Prior Period Adjustments</u>	
	<u>Fund Balance, as Previously Reported at June 30, 2021</u>	<u>Cash & Investment</u>	<u>Fund Balance, as Restated at June 30, 2021</u>
<i>Fund Financial Statements:</i>			
Non-Major Governmental Funds:			
Growth Impact Fund	\$ 141,492	118,507	\$ 259,999
Parkland Dedication Fund	104,448	(118,507)	(14,059)
Total Non-Major Governmental Funds	<u>\$ 245,940</u>	<u>\$ -</u>	<u>\$ 245,940</u>

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REQUIRED SUPPLEMENTARY INFORMATION

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City of Pinole

Schedule of Revenues, Expenditures and Changes in Fund Balances - Budget and Actual

General Fund

For the year ended June 30, 2022

	Budget Amounts		Actual	Variance with Final Budget Positive (Negative)
	Original	Final	Amounts	
REVENUES:				
Taxes and assessments	\$ 18,315,666	\$ 19,130,853	\$ 19,811,026	\$ 680,173
Intergovernmental revenues	87,026	87,026	60,784	(26,242)
Contributions	-	-	5,000	5,000
Investment earnings	150,000	150,000	(2,632,879)	(2,782,879)
Rents and ground leases	126,712	126,712	96,516	(30,196)
Charges for services	1,487,365	1,487,365	1,669,964	182,599
Fines, forfeitures and penalties	22,050	22,050	10,411	(11,639)
Other revenues	23,774	23,774	49,648	25,874
Total revenues	20,212,593	21,027,780	19,070,470	(1,957,310)
EXPENDITURES:				
Current:				
General administration	3,845,907	4,006,512	3,777,341	229,171
Public safety	14,604,316	14,689,107	14,837,394	(148,287)
Public works	1,937,649	1,964,928	1,330,703	634,225
Recreation	427,025	427,025	253,414	173,611
Community development	389,885	403,885	263,181	140,704
Capital outlay	3,308,039	4,080,481	813,040	3,267,441
Debt service:				
Principal	221,565	221,565	244,820	(23,255)
Interest and fiscal charges	354,542	354,542	388,876	(34,334)
Total expenditures	25,088,928	26,148,045	21,908,769	4,239,276
REVENUES OVER (UNDER) EXPENDITURES	(4,876,335)	(5,120,265)	(2,838,299)	2,281,966
OTHER FINANCING SOURCES (USES):				
Proceeds from sale of asset	601,000	601,000	257,182	(343,818)
Transfers out	(1,333,455)	(2,270,197)	(2,129,233)	140,964
Total other financing sources (uses)	121,231	538,423	(1,872,051)	(2,410,474)
Net change in fund balances	\$ (4,755,104)	\$ (4,581,842)	(4,710,350)	\$ (128,508)
FUND BALANCES:				
Beginning of year			39,967,200	
End of year			<u>\$ 35,256,850</u>	

City of Pinole

Schedule of Revenues, Expenditures and Changes in Fund Balances - Budget and Actual

Housing Programs Special Revenue Fund

For the year ended June 30, 2022

	Budget Amounts		Actual	Variance with
	Original	Final	Amounts	Final Budget
				Positive
				(Negative)
REVENUES:				
Loan Repayments	\$ 1,683,692	\$ 1,683,692	\$ 11,658	\$ (1,672,034)
Investment earnings	50,000	50,000	(44,948)	(94,948)
Other revenues	-	-	41,492	41,492
Total revenues	<u>1,733,692</u>	<u>1,733,692</u>	<u>8,202</u>	<u>(1,725,490)</u>
EXPENDITURES:				
Current:				
Community development	228,798	228,798	97,581	131,217
Total expenditures	<u>228,798</u>	<u>228,798</u>	<u>97,581</u>	<u>131,217</u>
Net change in fund balances	<u>\$ 1,504,894</u>	<u>\$ 1,504,894</u>	<u>(89,379)</u>	<u>\$ (1,594,273)</u>
FUND BALANCES:				
Beginning of year			7,835,512	
End of year			<u>\$ 7,746,133</u>	

City of Pinole

Notes to Required Supplementary

Information For the year ended June 30, 2022

1. BUDGETARY CONTROL AND BUDGETARY ACCOUNTING

A. *Budgetary Control and Budgetary Accounting*

Annually, the City Manager submits to the City Council a proposed operating budget for the following fiscal year. This budget includes proposed expenditures, by fund and department, and the revenues expected to finance them. Public hearings are conducted to obtain taxpayer comments and the budget is legally enacted through passage of a resolution. Any revisions which alter total expenditures of any fund must be approved by the City Council.

Budgets are adopted on a basis consistent with generally accepted accounting principles. Budget to actual comparisons in this report use this budgetary basis. Unexpended appropriations lapse at year-end and must be re-appropriated in the following year.

Budgeted amounts are as originally adopted, or as amended by the City Council.

City of Pinole

Notes to Required Supplementary

Information For the year ended June 30, 2022

2. DEFINED BENEFIT PENSION PLAN

A. Schedule of the City's Proportionate Share of the Net Pension Liability – Last 10 Years*

Fiscal year:	2022	2021	2020	2019	2018	2017	2016	2015
Measurement date:	6/30/2021	6/30/2020	6/30/2019	6/30/2018	6/30/2017	6/30/2016	6/30/2015	6/30/2014
Proportion of the net pension liability	0.43702%	0.33728%	0.33097%	0.32602%	0.31631%	0.31346%	0.30817%	0.30594%
Proportionate share of the net pension liability	\$ 23,635,060	\$ 36,697,363	\$ 33,914,595	\$ 31,416,057	\$ 31,369,644	\$ 27,123,752	\$ 21,152,634	\$ 18,565,336
Covered payroll	\$ 9,515,674	\$ 8,979,455	\$ 8,488,051	\$ 7,653,834	\$ 7,521,153	\$ 7,470,896	\$ 7,687,029	\$ 7,659,156
Proportionate Share of the net pension liability as percentage of covered payroll	248.38%	408.68%	399.56%	410.46%	417.09%	363.06%	275.17%	242.39%
Plan fiduciary net position as a percentage of the total pension liability	88.29%	75.10%	75.26%	75.26%	73.31%	74.06%	78.40%	79.82%

Notes to Schedule:

* Fiscal year 2015 was the 1st year of implementation.

Assumption changes: The CalPERS discount rate was increased from 7.5% to 7.65 in fiscal year 2016, and then decreased from 7.65 to 7.15 in fiscal year 2018. The Calpers mortality assumption were also adjusted in fiscal year 2019

B. Schedule of Contributions – Last 10 Years*

Fiscal year	2022	2021	2020	2019	2018	2017	2016	2015
Contractually required contribution (actuarially determined)	\$ 4,275,635	\$ 3,789,111	\$ 3,367,332	\$ 2,886,708	\$ 2,298,114	\$ 2,067,225	\$ 1,529,134	\$ 1,403,576
Contribution in relation to the actuarially determined contributions	\$ 4,275,635	\$ 3,789,111	3,367,332	2,886,708	2,298,114	2,067,225	1,529,134	1,470,096
Contribution deficiency (excess)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (66,520)
Covered payroll	\$ 10,540,843	\$ 9,515,674	\$ 8,979,455	\$ 8,488,051	\$ 7,653,834	\$ 7,521,153	\$ 7,470,896	\$ 7,687,029
Contributions as a percentage of covered payroll	40.56%	39.82%	37.50%	34.01%	30.03%	27.49%	20.47%	19.12%

Note to Schedule

Valuation date:** 6/30/2020 6/30/2019 6/30/2018 6/30/2017 6/30/2016 6/30/2015 6/30/2014 6/30/2013

* Fiscal year 2015 was the 1st year of implementation.

** Date of actuarial valuation used to determine the contractually required contribution.

Methods and assumptions used to determine contribution rates:

Valuation date	6/30/2019
Actuarial cost method	Entry Age
Amortization method	Level of percentage of payroll, closed
Assets valuation method	Market Value
Inflation	2.50%
Salary increases	Depending on age, service, and type of employment
Investment rate of return	7.00%
Retirement age	50 for all plans, with the exception of 52 for Miscellaneous PEPRA 2%@62
Mortality	Based on mortality rates resulting from the most recent CalPERS Experience Study adopted by the CalPERS Board.

City of Pinole

Notes to Required Supplementary

Information For the year ended June 30, 2022

3. OTHER POST EMPLOYMENT BENEFITS (OPEB)

A. *Schedule of the City's Net OPEB Liability and Related Ratios for the Measurement Periods Ended June 30* ⁽¹⁾

<i>Fiscal Year:</i>	2022	2021	2020	2019	2018
<i>Measurement Period</i>	6/30/2021	6/30/2020	6/30/2019	6/30/2018	6/30/2017
Total OPEB Liability					
Service Cost	\$ 2,241,980	\$ 1,615,428	\$ 1,227,488	\$ 1,274,335	\$ 1,472,000
Interest on the total OPEB liability	1,063,633	1,308,423	1,391,794	1,298,734	1,128,000
Differences between expected and actual experience	(4,050,407)	-	(2,333,030)	-	-
Changes of assumptions	(270,144)	8,431,861	1,956,937	(1,655,481)	(4,636,000)
Benefit payments, including refunds of employee contributions	(1,258,835)	(1,223,092)	(1,199,486)	(1,169,676)	(986,000)
Net change in total OPEB liability	(2,273,773)	10,132,620	1,043,703	(252,088)	(3,022,000)
Total OPEB liability - beginning	46,512,235	36,379,615	35,335,912	35,588,000	38,610,000
Total OPEB liability - ending	\$ 44,238,462	\$ 46,512,235	\$ 36,379,615	\$ 35,335,912	\$ 35,588,000
Covered-employee payroll	\$ 10,998,667	\$ 10,708,319	\$ 10,199,027	\$ 9,399,404	\$ 9,306,000
Total OPEB liability as a percentage of covered-employee payroll	402.22%	434.36%	356.70%	375.94%	382.42%

Notes to Schedule:

(1) Historical information is required only for measurement periods for which GASB 75 is applicable. Future years' information will be displayed up to 10 years as information becomes available.

Change of assumptions:

June 30, 2020, discount rate was updated based on municipal bond rate and ACA Excise Tax removed

June 30, 2021, discount rate has decreased from 2.21% to 2.16% based on updated municipal bond index

Changes of benefit terms: None

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SUPPLEMENTARY INFORMATION

City of Pinole
Combining Balance Sheet
Nonmajor Governmental Funds
June 30, 2022

	Capital Projects Fund	Special Revenue Funds	
	Public Works Capital Projects	Growth Impact	Gas Tax
ASSETS			
Cash and investments	\$ 2,591,806	\$ 2,706,768	\$ 673,885
Accounts receivables	41,275	-	101,516
Prepaid and supplies	-	-	-
Lease receivables	-	-	-
Total assets	\$ 2,633,081	\$ 2,706,768	\$ 775,401
LIABILITIES AND FUND BALANCES			
Liabilities:			
Accounts payable and accrued liabilities	\$ 156,830	\$ 4,943	\$ 46,097
Unearned revenue	-	-	-
Deposits payable	-	-	-
Due to other funds	82,515	-	-
Total liabilities	239,345	4,943	46,097
Deferred inflows of resources:			
Lease receivables	-	-	-
Fund Balances:			
Nonspendable	-	-	-
Restricted	331,724	2,701,825	729,304
Assigned	2,062,012	-	-
Unassigned	-	-	-
Total fund balances	2,393,736	2,701,825	729,304
Total liabilities, deferred inflows of resources, and fund balances	\$ 2,633,081	\$ 2,706,768	\$ 775,401

Special Revenue Funds					
Parkland Dedication	Measure C	Storm Water	Refuse Management	Adjudicated Asset Seizure	Police
\$ -	\$ 2,014,927	\$ -	\$ 140,811	\$ 60,459	\$ 1,146,114
-	-	91,417	10,032	-	66,027
-	315,552	-	-	-	-
-	-	-	-	-	-
<u>\$ -</u>	<u>\$ 2,330,479</u>	<u>\$ 91,417</u>	<u>\$ 150,843</u>	<u>\$ 60,459</u>	<u>\$ 1,212,141</u>
\$ -	\$ 5,031	\$ -	\$ -	\$ 2,884	\$ -
-	-	-	-	-	-
-	-	4,000	-	-	-
22,653	-	126,355	-	-	-
<u>22,653</u>	<u>5,031</u>	<u>130,355</u>	<u>-</u>	<u>2,884</u>	<u>-</u>
-	-	-	-	-	-
-	315,552	-	-	-	-
-	2,009,896	-	150,843	57,575	1,209,961
-	-	-	-	-	2,180
(22,653)	-	(38,938)	-	-	-
<u>(22,653)</u>	<u>2,325,448</u>	<u>(38,938)</u>	<u>150,843</u>	<u>57,575</u>	<u>1,212,141</u>
<u>\$ -</u>	<u>\$ 2,330,479</u>	<u>\$ 91,417</u>	<u>\$ 150,843</u>	<u>\$ 60,459</u>	<u>\$ 1,212,141</u>

City of Pinole
Combining Balance Sheet
Nonmajor Governmental Funds
June 30, 2022

	Special Revenue Funds		
	Cable TV	Recreation	Building & Planning
ASSETS			
Cash and investments	\$ -	\$ 46,915	\$ -
Accounts receivables	50,990	9,079	237,650
Prepaid and supplies	-	-	-
Due from other funds	-	11,386	-
Total assets	\$ 50,990	\$ 67,380	\$ 237,650
LIABILITIES AND FUND BALANCES			
Liabilities:			
Accounts payable and accrued liabilities	\$ 376	\$ 44,053	\$ 296,243
Unearned revenue	6,524	-	-
Deposits payable	-	7,040	30,644
Due to other funds	49,317	-	443,518
Total liabilities	56,217	51,093	770,405
Deferred inflows of resources:			
Lease receivables	-	10,799	-
Fund Balances:			
Nonspendable	-	-	-
Restricted	-	-	-
Assigned	-	5,488	-
Unassigned	(5,227)	-	(532,755)
Total fund balances	(5,227)	5,488	(532,755)
Total liabilities, deferred inflows of resources, and fund balances	\$ 50,990	\$ 67,380	\$ 237,650

Special Revenue Funds					Total
Development Services	Solid Waste Fund	CASP Certification & Training	Rate Stabilization	American Rescue Plan Act Fund	Nonmajor Governmental Funds
\$ 85,305	\$ 1,961,088	\$ 35,657	\$ 199,959	\$ 1,811,408	\$ 13,475,102
-	103,941	24	-	-	711,951
-	-	-	-	-	315,552
-	-	-	-	-	11,386
<u>\$ 85,305</u>	<u>\$ 2,065,029</u>	<u>\$ 35,681</u>	<u>\$ 199,959</u>	<u>\$ 1,811,408</u>	<u>\$ 14,513,991</u>
\$ 7,582	\$ 1,805	\$ 91	\$ -	\$ 42,509	\$ 608,444
-	-	-	-	1,768,899	1,775,423
79,121	-	-	-	-	120,805
-	-	-	-	-	724,358
<u>86,703</u>	<u>1,805</u>	<u>91</u>	<u>-</u>	<u>1,811,408</u>	<u>3,229,030</u>
-	-	-	-	-	10,799
-	-	-	-	-	315,552
-	2,063,224	35,590	199,959	-	9,489,901
-	-	-	-	-	2,069,680
(1,398)	-	-	-	-	(600,971)
<u>(1,398)</u>	<u>2,063,224</u>	<u>35,590</u>	<u>199,959</u>	<u>-</u>	<u>11,274,162</u>
<u>\$ 85,305</u>	<u>\$ 2,065,029</u>	<u>\$ 35,681</u>	<u>\$ 199,959</u>	<u>\$ 1,811,408</u>	<u>\$ 14,513,991</u>

City of Pinole

Statement of Revenues, Expenditures and Changes in Fund Balances

Nonmajor Governmental Funds

For the year ended June 30, 2022

	Capital Projects Fund	Special Revenue Funds	
	Public Works Capital Projects	Growth Impact	Gas Tax
REVENUES:			
Taxes and assessments	\$ 49,768	\$ -	\$ -
Intergovernmental revenues	666,243	-	850,633
Contributions	-	-	-
Investment earnings	(286)	(10,747)	(5,932)
Rents and ground leases	-	-	-
Charges for services	-	2,452,573	-
Fines, forfeitures and penalties	160	-	-
Other revenues	-	-	18,050
Total revenues	715,885	2,441,826	862,751
EXPENDITURES:			
Current:			
General administration	-	-	-
Public safety	-	-	-
Public works	43,267	-	470,394
Recreation	-	-	-
Community development	-	-	-
Capital outlay	1,598,963	-	19,570
Total expenditures	1,642,230	-	489,964
REVENUES OVER (UNDER) EXPENDITURES	(926,345)	2,441,826	372,787
OTHER FINANCING SOURCES (USES):			
Proceeds from sale of asset	-	-	-
Transfers in	500,000	-	-
Total other financing sources (uses)	500,000	-	-
Net change in fund balances	(426,345)	2,441,826	372,787
FUND BALANCES:			
Beginning of year, as restated	2,820,081	259,999	356,517
End of year	\$ 2,393,736	\$ 2,701,825	\$ 729,304

Special Revenue Funds					
Parkland Dedication	Measure C	Storm Water	Refuse Management	Adjudicated Asset Seizure	Police
\$ -	\$ -	\$ 255,408	\$ -	\$ -	\$ 265,501
-	470,247	-	66,826	-	161,285
-	-	-	-	-	-
(8,594)	(23,258)	883	(1,769)	(766)	(11,856)
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	28,821
-	-	-	-	-	-
(8,594)	446,989	256,291	65,057	(766)	443,751
-	49,664	-	-	-	-
-	-	-	-	29,000	277,565
-	128,654	297,082	106,591	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	406	-	-	-	-
-	178,724	297,082	106,591	29,000	277,565
(8,594)	268,265	(40,791)	(41,534)	(29,766)	166,186
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
(8,594)	268,265	(40,791)	(41,534)	(29,766)	166,186
(14,059)	2,057,183	1,853	192,377	87,341	1,045,955
\$ (22,653)	\$ 2,325,448	\$ (38,938)	\$ 150,843	\$ 57,575	\$ 1,212,141

City of Pinole

Statement of Revenues, Expenditures and Changes in Fund Balances

Nonmajor Governmental Funds

For the year ended June 30, 2022

	Special Revenue Funds		
	Cable TV	Recreation	Building & Planning
REVENUES:			
Taxes and assessments	\$ 21,934	\$ -	\$ -
Intergovernmental revenues	-	-	-
Contributions	-	5,574	-
Investment earnings	1,297	5,545	3,072
Rents and ground leases	-	24,625	-
Charges for services	216,836	330,704	902,764
Fines, forfeitures and penalties	-	-	-
Other revenues	-	1,972	-
Total revenues	240,067	368,420	905,836
EXPENDITURES:			
Current:			
General administration	414,638	-	-
Public safety	-	-	-
Public works	-	-	-
Recreation	-	1,319,669	-
Community development	-	-	1,782,386
Capital outlay	24,709	45,595	2,943
Total expenditures	439,347	1,365,264	1,785,329
REVENUES OVER (UNDER) EXPENDITURES	(199,280)	(996,844)	(879,493)
OTHER FINANCING SOURCES (USES):			
Proceeds from sale of asset	-	22,172	-
Transfers in	197,184	950,998	481,051
Total other financing sources (uses)	197,184	973,170	481,051
Net change in fund balances	(2,096)	(23,674)	(398,442)
FUND BALANCES:			
Beginning of year, as restated	(3,131)	29,162	(134,313)
End of year	\$ (5,227)	\$ 5,488	\$ (532,755)

Special Revenue Funds					Total
Development Services	Solid Waste Fund	CASP Certification & Training	Rate Stabilization	American Rescue Plan Act Fund	Nonmajor Funds Totals
\$ -	\$ -	\$ -	\$ -	\$ -	\$ 592,611
-	28,327	-	-	533,606	2,777,167
-	-	-	-	-	5,574
(962)	(20,738)	-	(2,216)	-	(76,327)
-	-	-	-	-	24,625
-	-	8,173	-	-	3,911,050
-	-	-	-	-	28,981
-	386,514	-	17,499	-	424,035
(962)	394,103	8,173	15,283	533,606	7,687,716
-	-	-	-	533,606	997,908
-	-	-	-	-	306,565
-	71,960	-	-	-	1,117,948
-	-	-	-	-	1,319,669
-	-	-	-	-	1,782,386
-	122,281	-	-	-	1,814,467
-	194,241	-	-	533,606	7,338,943
(962)	199,862	8,173	15,283	-	348,773
-	-	-	-	-	22,172
-	-	-	-	-	2,129,233
-	-	-	-	-	2,151,405
(962)	199,862	8,173	15,283	-	2,500,178
(436)	1,863,362	27,417	184,676	-	8,773,984
<u>\$ (1,398)</u>	<u>\$ 2,063,224</u>	<u>\$ 35,590</u>	<u>\$ 199,959</u>	<u>\$ -</u>	<u>\$ 11,274,162</u>

City of Pinole

Schedule of Revenues, Expenditures and Changes in Fund Balances - Budget and Actual

Public Works Capital Projects

For the year ended June 30, 2022

	Budget Amounts		Actual	Variance with
	Original	Final	Amounts	Final Budget
				Positive
				(Negative)
REVENUES:				
Taxes and assessments	\$ 54,768	\$ 54,768	\$ 49,768	\$ (5,000)
Intergovernmental revenues	-	289,594	666,243	376,649
Investment earnings	-	-	(286)	(286)
Rents and ground leases	15,000	15,000	-	(15,000)
Fines, forfeitures and penalties	-	-	160	160
Other revenues	7,500	7,500	-	(7,500)
Total revenues	77,268	366,862	715,885	349,023
EXPENDITURES:				
Current:				
Public works	71,160	71,160	43,267	27,893
Capital outlay	2,366,269	2,613,269	1,598,963	1,014,306
Total expenditures	2,437,429	2,684,429	1,642,230	1,042,199
REVENUES OVER (UNDER) EXPENDITURES	(2,360,161)	(2,317,567)	(926,345)	1,391,222
OTHER FINANCING SOURCES (USES):				
Transfers in	500,000	500,000	500,000	-
Total other financing sources (uses)	500,000	500,000	500,000	-
Net change in fund balances	\$ (1,860,161)	\$ (1,817,567)	(426,345)	\$ 1,391,222
FUND BALANCES:				
Beginning of year			2,820,081	
End of year			<u>\$ 2,393,736</u>	

City of Pinole

Schedule of Revenues, Expenditures and Changes in Fund Balances - Budget and Actual

Growth Impact Special Revenue Fund

For the year ended June 30, 2022

	Budget Amounts		Actual	Variance with Final Budget Positive (Negative)
	Original	Final	Amounts	
REVENUES:				
Investment earnings	\$ -	\$ -	\$ (10,747)	\$ (10,747)
Charges for services	229,834	229,834	2,452,573	2,222,739
Total revenues	229,834	229,834	2,441,826	2,211,992
EXPENDITURES:				
Capital outlay	258,000	243,070	-	243,070
Total expenditures	258,000	243,070	-	243,070
Net change in fund balances	\$ (28,166)	\$ (13,236)	2,441,826	\$ 2,455,062
FUND BALANCES:				
Beginning of year, as restated			259,999	
End of year			<u>\$ 2,701,825</u>	

City of Pinole

Schedule of Revenues, Expenditures and Changes in Fund Balances - Budget and Actual

Gas Tax Special Revenue Fund

For the year ended June 30, 2022

	Budget Amounts		Actual	Variance with
	Original	Final	Amounts	Final Budget Positive (Negative)
REVENUES:				
Intergovernmental revenues	\$ 906,667	\$ 906,667	\$ 850,633	\$ (56,034)
Investment earnings	5,000	5,000	(5,932)	(10,932)
Other revenues	7,636	7,636	18,050	10,414
Total revenues	919,303	919,303	862,751	(56,552)
EXPENDITURES:				
Current:				
Public works	510,283	510,283	470,394	39,889
Capital outlay	564,445	564,445	19,570	544,875
Total expenditures	1,074,728	1,074,728	489,964	584,764
Net change in fund balances	\$ (155,425)	\$ (155,425)	372,787	\$ 528,212
FUND BALANCES:				
Beginning of year			356,517	
End of year			\$ 729,304	

City of Pinole

Schedule of Revenues, Expenditures and Changes in Fund Balances - Budget and Actual

Parkland Dedication Special Revenue Fund

For the year ended June 30, 2022

	Budget Amounts		Actual	Variance with
	Original	Final	Amounts	Final Budget
				Positive
				(Negative)
REVENUES:				
Investment earnings	\$ -	\$ -	\$ (8,594)	\$ (8,594)
Total revenues	-	-	(8,594)	(8,594)
EXPENDITURES:				
Capital outlay	-	-	-	-
Total expenditures	-	-	-	-
Net change in fund balances	\$ -	\$ -	(8,594)	\$ (8,594)
FUND BALANCES:				
Beginning of year, as restated			(14,059)	
End of year			\$ (22,653)	

City of Pinole

Schedule of Revenues, Expenditures and Changes in Fund Balances - Budget and Actual

Measure C Special Revenue Fund

For the year ended June 30, 2022

	Budget Amounts		Actual	Variance with
	Original	Final	Amounts	Final Budget Positive (Negative)
REVENUES:				
Intergovernmental revenues	\$ 390,147	\$ 475,247	\$ 470,247	\$ (5,000)
Investment earnings	8,000	(3,152)	(23,258)	(20,106)
Total revenues	398,147	472,095	446,989	(25,106)
EXPENDITURES:				
Current:				
General administration	48,930	48,930	49,664	(734)
Public works	150,259	150,259	128,654	21,605
Capital outlay	738,000	738,000	406	737,594
Total expenditures	937,189	937,189	178,724	758,465
Net change in fund balances	\$ (539,042)	\$ (465,094)	268,265	\$ 733,359
FUND BALANCES:				
Beginning of year			2,057,183	
End of year			\$ 2,325,448	

City of Pinole

Schedule of Revenues, Expenditures and Changes in Fund Balances - Budget and Actual

Storm Water Special Revenue Fund

For the year ended June 30, 2022

	Budget Amounts		Actual	Variance with
	Original	Final	Amounts	Final Budget
				Positive
				(Negative)
REVENUES:				
Taxes and assessments	\$ 323,978	\$ 323,978	\$ 255,408	\$ (68,570)
Investment earnings	150	150	883	733
Total revenues	324,128	324,128	256,291	(67,837)
EXPENDITURES:				
Current:				
Public works	420,685	437,685	297,082	140,603
Total expenditures	420,685	437,685	297,082	140,603
Net change in fund balances	\$ (96,557)	\$ (113,557)	(40,791)	\$ 72,766
FUND BALANCES:				
Beginning of year			1,853	
End of year			\$ (38,938)	

City of Pinole

Schedule of Revenues, Expenditures and Changes in Fund Balances - Budget and Actual

Refuse Management Special Revenue Fund

For the year ended June 30, 2022

	Budget Amounts		Actual	Variance with
	Original	Final	Amounts	Final Budget
				Positive
				(Negative)
REVENUES:				
Intergovernmental revenues	\$ 60,060	\$ 60,060	\$ 66,826	\$ 6,766
Investment earnings	6,000	6,000	(1,769)	(7,769)
Total revenues	66,060	66,060	65,057	(1,003)
EXPENDITURES:				
Current:				
Public works	140,858	140,858	106,591	34,267
Total expenditures	140,858	140,858	106,591	34,267
Net change in fund balances	\$ (74,798)	\$ (74,798)	(41,534)	\$ 33,264
FUND BALANCES:				
Beginning of year			192,377	
End of year			<u>\$ 150,843</u>	

City of Pinole

Schedule of Revenues, Expenditures and Changes in Fund Balances - Budget and Actual

Adjudicated Asset Seizure Special Revenue Fund

For the year ended June 30, 2022

	Budget Amounts		Actual	Variance with
	Original	Final	Amounts	Final Budget Positive (Negative)
REVENUES:				
Investment earnings	\$ -	\$ -	\$ (766)	\$ (766)
Total revenues	-	-	(766)	(766)
EXPENDITURES:				
Current:				
Public safety	86,562	86,562	29,000	(57,562)
Total expenditures	86,562	86,562	29,000	57,562
Net change in fund balances	<u>\$ (86,562)</u>	<u>\$ (86,562)</u>	<u>(29,766)</u>	<u>\$ 56,796</u>
FUND BALANCES:				
Beginning of year			87,341	
End of year			<u>\$ 57,575</u>	

City of Pinole

Schedule of Revenues, Expenditures and Changes in Fund Balances - Budget and Actual

Police Special Revenue Fund

For the year ended June 30, 2022

	Budget Amounts		Actual	Variance with
	Original	Final	Amounts	Final Budget Positive (Negative)
REVENUES:				
Taxes and assessments	\$ 170,266	\$ 170,266	\$ 265,501	\$ 95,235
Intergovernmental revenues	156,727	156,727	161,285	4,558
Investment earnings	5,600	5,600	(11,856)	(17,456)
Fines, forfeitures and penalties	45,000	45,000	28,821	(16,179)
Total revenues	377,593	377,593	443,751	66,158
EXPENDITURES:				
Current:				
Public safety	321,523	321,523	277,565	43,958
Capital outlay	7,500	7,500	-	7,500
Total expenditures	329,023	329,023	277,565	51,458
Total other financing sources (uses)	-	-	-	-
Net change in fund balances	\$ 48,570	\$ 48,570	166,186	\$ 117,616
FUND BALANCES:				
Beginning of year			1,045,955	
End of year			<u>\$ 1,212,141</u>	

City of Pinole

Schedule of Revenues, Expenditures and Changes in Fund Balances - Budget and Actual

Cable TV Special Revenue Fund

For the year ended June 30, 2022

	Budget Amounts		Actual	Variance with
	Original	Final	Amounts	Final Budget
				Positive
				(Negative)
REVENUES:				
Taxes and assessments	\$ 52,972	\$ 52,972	\$ 21,934	\$ (31,038)
Contributions	5,000	5,000	-	(5,000)
Investment earnings	-	-	1,297	1,297
Charges for services	316,956	316,956	216,836	(100,120)
Total revenues	374,928	374,928	240,067	(134,861)
EXPENDITURES:				
Current:				
General administration	508,070	508,070	414,638	93,432
Capital outlay	62,696	62,696	24,709	37,987
Total expenditures	570,766	570,766	439,347	131,419
REVENUES OVER (UNDER) EXPENDITURES	(195,838)	(195,838)	(199,280)	(3,442)
OTHER FINANCING SOURCES (USES):				
Transfers in	160,124	197,184	197,184	-
Total other financing sources (uses)	160,124	197,184	197,184	-
Net change in fund balances	\$ (35,714)	\$ 1,346	(2,096)	\$ (3,442)
FUND BALANCES:				
Beginning of year			(3,131)	
End of year			<u>\$ (5,227)</u>	

City of Pinole

Schedule of Revenues, Expenditures and Changes in Fund Balances - Budget and Actual

Recreation Special Revenue Fund

For the year ended June 30, 2022

	Budget Amounts		Actual	Variance with
	Original	Final	Amounts	Final Budget
				Positive
				(Negative)
REVENUES:				
Contributions	\$ 62,050	\$ 6,000	\$ 5,574	\$ (426)
Investment earnings	-	-	5,545	5,545
Rents and ground leases	69,250	23,457	24,625	1,168
Charges for services	385,778	262,170	330,704	68,534
Other revenues	2,844	3,638	1,972	(1,666)
Total revenues	519,922	295,265	368,420	73,155
EXPENDITURES:				
Current:				
Recreation	1,529,462	1,373,900	1,319,669	54,231
Capital outlay	12,586	42,500	45,595	(3,095)
Total expenditures	1,542,048	1,416,400	1,365,264	51,136
REVENUES OVER (UNDER) EXPENDITURES	(1,022,126)	(1,121,135)	(996,844)	124,291
OTHER FINANCING SOURCES (USES):				
Proceeds from sale of asset	-	-	22,172	(22,172)
Transfers in	673,331	1,091,962	950,998	(140,964)
Total other financing sources (uses)	673,331	1,091,962	973,170	(118,792)
Net change in fund balances	\$ (348,795)	\$ (29,173)	(23,674)	\$ 5,499
FUND BALANCES:				
Beginning of year			29,162	
End of year			<u>\$ 5,488</u>	

City of Pinole

Schedule of Revenues, Expenditures and Changes in Fund Balances - Budget and Actual

Building and Planning Special Revenue Fund

For the year ended June 30, 2022

	Budget Amounts		Actual	Variance with
	Original	Final	Amounts	Final Budget
				Positive
				(Negative)
REVENUES:				
Intergovernmental revenues	\$ 205,000	\$ 205,000	\$ -	\$ (205,000)
Investment earnings	7,000	7,000	3,072	(3,928)
Charges for services	1,387,700	1,387,700	902,764	(484,936)
Other revenues	6,000	6,000	-	(6,000)
Total revenues	1,605,700	1,605,700	905,836	(699,864)
EXPENDITURES:				
Current:				
Community development	1,724,753	2,611,632	1,782,386	829,246
Capital outlay	3,000	3,000	2,943	57
Total expenditures	1,727,753	2,614,632	1,785,329	829,303
REVENUES OVER (UNDER) EXPENDITURES	(122,053)	(1,008,932)	(879,493)	129,439
OTHER FINANCING SOURCES (USES):				
Transfers in	-	481,051	481,051	-
Total other financing sources (uses)	-	481,051	481,051	-
Net change in fund balances	\$ (122,053)	\$ (527,881)	(398,442)	\$ 129,439
FUND BALANCES:				
Beginning of year			(134,313)	
End of year			<u>\$ (532,755)</u>	

City of Pinole

Schedule of Revenues, Expenditures and Changes in Fund Balances - Budget and Actual

Development Services Special Revenue Fund

For the year ended June 30, 2022

	Budget Amounts		Actual	Variance with
	Original	Final	Amounts	Final Budget
				Positive
				(Negative)
REVENUES:				
Investment earnings	\$ -	\$ -	\$ (962)	\$ (962)
Total revenues	-	-	(962)	(962)
Net change in fund balances	\$ -	\$ -	(962)	\$ (962)
FUND BALANCES:				
Beginning of year			(436)	
End of year			\$ (1,398)	

City of Pinole

Schedule of Revenues, Expenditures and Changes in Fund Balances - Budget and Actual

Solid Waste Special Revenue Fund

For the year ended June 30, 2022

	Budget Amounts		Actual	Variance with Final Budget Positive (Negative)
	Original	Final	Amounts	
REVENUES:				
Intergovernmental revenues	\$ -	\$ 28,327	\$ 28,327	\$ -
Investment earnings	8,000	8,000	(20,738)	(28,738)
Other revenues	360,000	360,000	386,514	26,514
Total revenues	368,000	396,327	394,103	(2,224)
EXPENDITURES:				
Current:				
Public works	118,645	121,645	71,960	(49,685)
Capital outlay	642,800	642,800	122,281	520,519
Total expenditures	761,445	764,445	194,241	570,204
Net change in fund balances	\$ (393,445)	\$ (368,118)	199,862	\$ 567,980
FUND BALANCES:				
Beginning of year			1,863,362	
End of year			<u>\$ 2,063,224</u>	

City of Pinole

Schedule of Revenues, Expenditures and Changes in Fund Balances - Budget and Actual

CASP Certification & Training Special Revenue Fund

For the year ended June 30, 2022

	Budget Amounts		Actual	Variance with
	Original	Final	Amounts	Final Budget
				Positive
				(Negative)
REVENUES:				
Charges for services	\$ -	\$ -	\$ 8,173	\$ 8,173
Total revenues	-	-	8,173	8,173
EXPENDITURES:				
Current:				
General administration	-	-	-	-
Total expenditures	-	-	-	-
Net change in fund balances	\$ -	\$ -	8,173	\$ 8,173
FUND BALANCES:				
Beginning of year			27,417	
End of year			\$ 35,590	

City of Pinole

Schedule of Revenues, Expenditures and Changes in Fund Balances - Budget and Actual

Rate Stabilization Fund

For the year ended June 30, 2022

	Budget Amounts		Actual	Variance with
	Original	Final	Amounts	Final Budget
				Positive
				(Negative)
REVENUES:				
Investment earnings	\$ -	\$ -	\$ (2,216)	\$ (2,216)
Other revenues	-	-	17,499	17,499
Total revenues	-	-	15,283	15,283
EXPENDITURES:				
Current:				
General administration	-	-	-	-
Total expenditures	-	-	-	-
Net change in fund balances	\$ -	\$ -	15,283	\$ 15,283
FUND BALANCES:				
Beginning of year			184,676	
End of year			\$ 199,959	

City of Pinole

Schedule of Revenues, Expenditures and Changes in Fund Balances - Budget and Actual

American Rescue Plan Act Fund

For the year ended June 30, 2022

	Budget Amounts		Actual	Variance with
	Original	Final	Amounts	Final Budget
				Positive
				(Negative)
REVENUES:				
Intergovernmental revenues	\$ -	\$ 2,302,505	\$ 533,606	\$ (1,768,899)
Total revenues	-	2,302,505	533,606	(1,768,899)
EXPENDITURES:				
Current:				
General administration	-	-	533,606	533,606
Total expenditures	-	-	533,606	(533,606)
Net change in fund balances	\$ -	\$ 2,302,505	-	\$ (2,302,505)
FUND BALANCES:				
Beginning of year			-	
End of year			\$ -	

City of Pinole
Section 115 Pension Fund Schedule
(General Fund)
June 30, 2022

	Section 115 *
	Pension
	Fund
ASSETS	
Restricted cash - Pension	\$ 17,106,978
Total assets	<u>\$ 17,106,978</u>
LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND FUND BALANCES	
Liabilities:	
Due to general fund	\$ 1,061,757
Total liabilities	<u>1,061,757</u>
FUND BALANCES	
Restricted	<u>16,045,221</u>
Total fund balances	<u>16,045,221</u>
Total liabilities, deferred inflows of resources, and fund balances	<u>\$ 17,106,978</u>

* The City's Section 115 Pension Fund is included as part of the General Fund and is being separately reported above on stand-alone basis for informational purposes only. Interfund activities between the Section 115 Pension Fund and other internal-use funds included in the General Fund have been eliminated for reporting in the Basic Financial Statements.

City of Pinole**Section 115 Pension Fund Schedule****(General Fund)****For the year ended June 30, 2022**

	Section 115 * Pension Fund
REVENUES:	
Investment earnings	\$ (2,248,500)
Total revenues	<u>(2,248,500)</u>
EXPENDITURES:	
Current:	
General government	<u>87,037</u>
Total expenditures	<u>87,037</u>
REVENUES OVER (UNDER) EXPENDITURES	(2,335,537)
OTHER FINANCING SOURCES (USES):	
Transfers out	<u>(1,061,736)</u>
Total other financing sources (uses)	<u>(1,061,736)</u>
Net change in fund balances	(3,397,273)
FUND BALANCES:	
Beginning of year	<u>19,442,494</u>
End of year	<u><u>\$ 16,045,221</u></u>

* The City's Section 115 Pension Fund is included as part of the General Fund and is being separately reported above on stand-alone basis for informational purposes only. Interfund activities between the Section 115 Pension Fund and other internal-use funds included in the General Fund have been eliminated for reporting in the Basic Financial Statements.

STATISTICAL SECTION (UNAUDITED)

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City of Pinole, CA

Statistical Section

This part of the City of Pinole's Annual Comprehensive Financial Report presents detailed information as a context for understanding what the information in the financial statements, note disclosures, and required supplementary information says about the City's overall financial health.

Contents

Financial Trends

These schedules contain trend information to help the reader understand how the City's financial performance and well-being have changed over time.

Revenue Capacity

These schedules contain trend information to help the reader assess the factors affecting the City's ability to generate its most significant revenue sources, primarily tax revenues.

Debt Capacity

These schedules present information to help the reader assess the affordability of the City's current levels of outstanding debt and the City's ability to issue additional debt in the future.

Demographic and Economic Information

These schedules offer demographic and economic indicators to help the reader understand the environment within which the City's financial activities take place and to help make comparisons over time and with other governments.

Operating Information

These schedules contain information about the City's operations and resources to help the reader understand how the City's financial information relates to the services the City provides and the activities it performs.

Sources: *Unless otherwise noted, the information in these schedules is derived from the annual comprehensive financial reports for the relevant year. The City implemented GASB Statement 34 in 2004; schedules presenting government-wide information include information beginning in that year.*

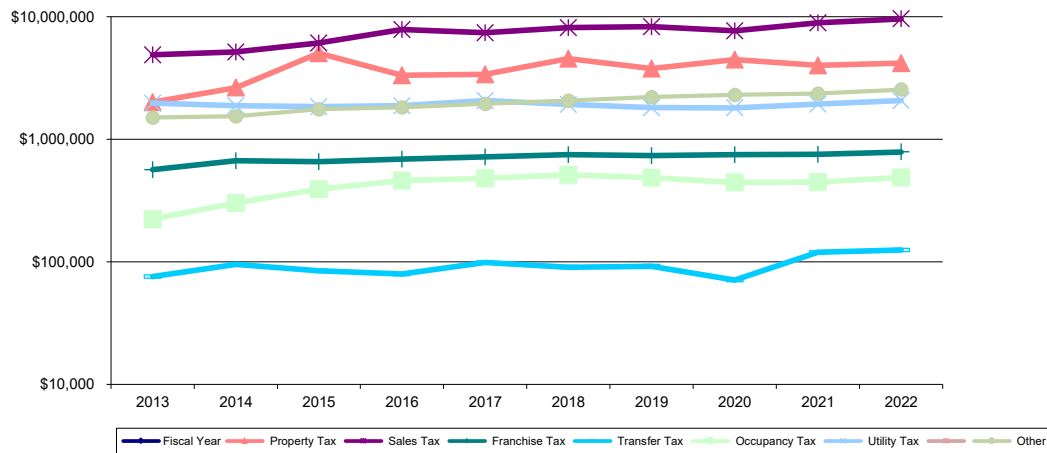
CITY OF PINOLE
NET POSITION BY COMPONENT, Last Ten Fiscal Years

	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
Governmental activities										
Net investment in capital assets	\$ 35,773,981	\$ 36,296,765	\$ 34,962,909	\$ 33,764,294	\$ 32,700,833	\$ 31,758,414	\$ 29,977,958	\$ 30,774,116	\$ 31,008,808	\$ 31,695,972
Restricted	11,530,930	2,591,393	2,591,393	2,591,393	17,755,625	17,938,328	31,048,458	32,045,457	33,528,931	34,342,971
Unrestricted	11,842,896	(2,498,114)	(21,819,095)	(17,014,950)	(31,148,654)	(34,044,994)	(41,104,957)	(41,984,038)	(44,487,476)	(52,223,172)
Total governmental activities net position	\$ 59,147,807	\$ 36,390,044	\$ 15,735,207	\$ 19,340,737	\$ 19,307,804	\$ 15,651,748	\$ 19,921,459	\$ 20,835,535	\$ 20,050,263	\$ 13,815,771
Business-type activities										
Net investment in capital assets	\$ 9,051,860	\$ 9,921,073	\$ 11,223,296	\$ 13,869,394	\$ 14,364,860	\$ 13,381,134	\$ 13,088,528	\$ 12,452,490	\$ 12,783,593	\$ 12,863,679
Unrestricted	4,546,425	5,205,241	4,984,154	4,584,135	5,649,110	6,241,700	7,883,837	10,243,444	10,795,126	11,022,842
Total business-type activities net position	\$ 13,598,285	\$ 15,126,314	\$ 16,207,450	\$ 18,453,529	\$ 20,013,970	\$ 19,622,834	\$ 20,972,365	\$ 22,695,934	\$ 23,578,719	\$ 23,886,521
Primary government										
Net investment in capital assets	\$ 44,825,841	\$ 46,217,838	\$ 46,186,205	\$ 47,633,688	\$ 47,065,693	\$ 45,139,548	\$ 43,066,486	\$ 43,226,606	\$ 43,792,401	\$ 44,559,651
Restricted	11,530,930	2,591,393	2,591,393	2,591,393	17,755,625	17,938,328	31,048,458	32,045,457	33,528,931	34,342,971
Unrestricted	16,389,321	2,707,127	(16,834,941)	(12,430,815)	(25,499,544)	(27,803,294)	(33,221,120)	(31,740,594)	(33,692,350)	(41,200,330)
Total primary government net position	\$ 72,746,092	\$ 51,516,358	\$ 31,942,657	\$ 37,794,266	\$ 39,321,774	\$ 35,274,582	\$ 40,893,824	\$ 43,531,469	\$ 43,628,982	\$ 37,702,292

CITY OF PINOLE
CHANGES IN NET POSITION, Last Ten Fiscal Years
(accrual basis of accounting)

	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
Expenses										
Governmental Activities:										
General government	\$ 5,996,378	\$ 4,718,160	\$ 4,373,166	\$ 4,368,671	\$ 5,952,688	\$ 3,482,534	\$ 4,931,705	\$ 4,596,909	\$ 4,957,477	\$ 5,539,414
Public safety	8,855,816	9,281,461	9,321,934	10,086,963	10,326,947	12,202,527	12,060,171	14,937,597	15,895,381	19,255,147
Public services	1,488,713	2,685,493	2,673,746	3,878,498	2,568,265	3,217,759	3,416,574	3,488,882	4,541,157	3,943,251
Recreation	1,467,915	1,074,585	1,150,267	1,151,760	1,067,952	1,145,227	1,069,375	1,146,587	949,734	1,878,342
Community development	654,535	779,147	833,061	1,184,385	1,065,848	1,642,031	2,338,177	1,365,580	1,275,333	2,271,609
Interest and fiscal changes	149,097	280,173	290,860	305,569	338,507	331,464	287,729	304,844	331,218	388,876
Total governmental activity expenses	18,612,454	18,819,019	18,643,034	20,892,038	21,404,015	22,021,542	24,103,731	25,840,399	27,950,300	33,276,639
Business-type activities:										
Wastewater utility	5,427,396	4,859,118	4,883,256	5,316,022	4,597,454	5,193,994	4,930,113	5,704,747	6,688,530	7,266,212
Total business-type activities expenses	5,427,396	4,859,118	4,883,256	5,316,022	4,597,454	5,193,994	4,930,113	5,704,747	6,688,530	7,266,212
Total primary government expenses	\$ 24,039,850	\$ 23,678,137	\$ 23,526,290	\$ 26,208,060	\$ 26,001,469	\$ 27,215,536	\$ 29,033,844	\$ 31,545,146	\$ 34,638,830	\$ 40,542,851
Program Revenues										
Governmental Activities:										
Charges for services:										
General government	\$ 286,722	\$ 502,094	\$ 590,359	\$ 236,512	\$ 354,357	\$ 648,409	\$ 643,524	\$ 678,065	\$ 686,519	\$ 2,106,826
Public safety	146,658	586,131	534,095	461,330	640,785	1,435,741	1,186,008	1,388,295	1,440,572	1,925,962
Public services	461,578	946,387	573,320	545,273	310,073	153,810	169,758	66,676	74,897	739,693
Recreation	927,758	1,195,728	998,792	871,497	783,783	846,822	770,397	501,860	172,486	379,374
Community development	1,083,517	527,441	668,863	244,449	162,634	1,153,907	2,368,209	736,346	503,324	902,764
Operating grants and contributions	948,062	1,026,339	1,203,058	1,464,456	227,184	11,483,081	2,136,212	1,790,729	1,795,055	2,020,534
Capital grants and contributions	755,433	640,884	1,068,087	1,094,371	1,262,813	-	-	-	-	712,728
Total governmental program revenues	4,609,728	5,425,004	5,634,574	4,917,888	3,741,629	15,721,770	7,274,108	5,161,971	4,672,853	8,787,881
Business-type activities:										
Charges for services:										
Wastewater utility	5,961,605	6,473,147	6,912,213	7,541,964	6,315,563	6,524,537	7,211,834	7,093,734	7,527,056	7,770,772
Capital grants and contributions	218,193	-	-	-	-	-	-	-	-	-
Total business-type program revenues	6,179,798	6,473,147	6,912,213	7,541,964	6,315,563	6,524,537	7,211,834	7,093,734	7,527,056	7,770,772
Total primary government program revenues	\$ 10,789,526	\$ 11,898,151	\$ 12,546,787	\$ 12,459,852	\$ 10,057,192	\$ 22,246,307	\$ 14,485,942	\$ 12,255,705	\$ 12,199,909	\$ 16,558,653
Net (Expense)/Revenue										
Net (Expense)/Revenue Governmental	\$ (14,002,726)	\$ (13,394,015)	\$ (13,008,460)	\$ (15,974,150)	\$ (17,662,386)	\$ (6,299,772)	\$ (16,829,623)	\$ (20,678,428)	\$ (23,277,447)	\$ (24,488,758)
Net (Expense)/Revenue Business-type	752,402	1,614,029	2,028,957	2,225,942	1,718,109	1,330,543	2,281,721	1,388,987	838,526	504,560
Total primary government net expense	\$ (13,250,324)	\$ (11,779,986)	\$ (10,979,503)	\$ (13,748,208)	\$ (15,944,277)	\$ (4,969,229)	\$ (14,547,902)	\$ (19,289,441)	\$ (22,438,921)	\$ (23,984,198)
Change in Net Position										
Governmental activities	\$ (1,887,090)	\$ (22,757,764)	\$ (4,193,825)	\$ (2,388,176)	\$ (32,933)	\$ 12,710,019	\$ 2,874,178	\$ (50,793)	\$ (785,272)	\$ (6,234,492)
Business-type activities	758,287	1,602,798	(2,037,223)	(2,246,079)	1,721,679	1,389,501	2,411,362	1,673,561	882,785	307,802
Total primary government	\$ (1,128,803)	\$ (21,154,966)	\$ (6,231,048)	\$ (4,634,255)	\$ 1,688,746	\$ 14,099,520	\$ 5,285,540	\$ 1,622,768	\$ 97,513	\$ (5,926,690)

CITY OF PINOLE
GENERAL FUND TAX REVENUE BY SOURCE
LAST TEN FISCAL YEARS



Fiscal Year	(b)				(a)		(c)	
	Property Tax	Sales Tax	Franchise Tax	Transfer Tax	Occupancy Tax	Utility Tax	Other	Total
2013	\$ 2,006,791	\$ 4,896,120	\$ 565,095	\$ 75,542	\$ 223,413	\$ 1,975,666	\$ 1,503,333	\$ 11,245,960
2014	2,637,749	5,164,841	667,030	94,992	302,329	1,880,224	1,542,483	12,289,648
2015	5,048,149	6,120,157	656,564	84,136	391,165	1,843,618	1,762,254	15,906,044
2016	3,333,712	7,859,195	687,737	79,181	459,393	1,876,318	1,826,513	16,122,050
2017	3,392,870	7,411,905	717,013	98,593	478,940	2,066,623	1,942,511	16,108,455
2018	4,555,300	8,162,816	747,625	90,328	513,368	1,926,796	2,068,842	18,065,075
2019	3,775,074	8,281,048	735,311	91,954	485,499	1,812,844	2,205,899	17,387,628
2020	4,473,828	7,689,917	750,002	70,764	444,453	1,809,832	2,304,932	17,543,727
2021	4,001,411	8,927,361	751,598	119,254	446,105	1,939,726	2,354,617	18,540,071
2022	4,182,262	9,613,625	788,146	124,946	487,687	2,063,773	2,550,587	19,811,026

(a) City of Pinole utility tax went into effect July 1991. This tax was repealed by the voters in November 1997 and reinstated in November 1998, and reaffirmed by voters in November 2004, November 2012, and November 2018.

(b) Voter ratification November 2006 of 1/2-cent local user tax applied to retail sales effective April 2007. Voter ratification November 2014 of additional 1/2-cent local user tax applied to retail sales effective April 2015.

(c) Includes Business License Taxes

Source: City of Pinole Finance

CITY OF PINOLE
FUND BALANCES, GOVERNMENTAL FUNDS, Last Ten Fiscal Years
(modified accrual basis of accounting)

	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
General Fund										
Nonspendable	\$ 8,950,035	\$ 11,157	\$ -	\$ 7,275	\$ 6,712	\$ 12,669	\$ 13,178	\$ 463,067	\$ 18,782	\$ 45,296
Restricted	-	-	-	-	-	133,586	17,346,090	18,255,487	19,623,678	17,271,818
Assigned	2,209,430	2,899,585	1,030,000	-	-	2,531,677	2,531,677	7,672,065	7,836,178	8,533,768
Committed	12,599,292	-	-	-	-	-	-	579,257	-	-
Unassigned	(3,464,498)	(2,914,406)	4,261,995	9,062,287	11,700,289	23,249,204	14,909,608	10,828,937	12,488,562	9,406,554
Total General Fund	\$ 20,294,259	\$ (3,664)	\$ 5,291,995	\$ 9,069,562	\$ 11,707,001	\$ 25,927,136	\$ 34,800,553	\$ 37,798,813	\$ 39,967,200	\$ 35,257,436
All Other Governmental Funds										
Nonspendable	\$ 7,023,664	\$ 2,591,393	\$ -	\$ 2,591,393	\$ 6,882,968	\$ -	\$ -	\$ 315,552	\$ 315,552	\$ 315,552
Restricted	6,787,458	15,103,453	14,074,122	11,665,834	10,872,657	18,250,952	14,306,945	13,756,009	13,905,253	17,236,034
Assigned	1,340,327	783,083	3,661,477	-	-	2,366,429	2,800,614	2,751,350	2,526,571	2,069,680
Committed	-	-	-	-	2,304,515	-	-	-	-	-
Unassigned reported in:										
Special revenue funds	-	-	(611,270)	4,248,108	(371,162)	(43,673)	(29,052)	(35,900)	(137,880)	(600,971)
Capital project funds	933,006	(24,842)	(265,778)	-	-	-	-	-	-	-
Debt service funds	-	(3,018,401)	-	-	-	-	-	-	-	-
Total all other governmental funds	\$ 16,084,455	\$ 15,434,686	\$ 16,858,551	\$ 18,505,335	\$ 19,688,978	\$ 20,573,708	\$ 17,078,507	\$ 16,787,011	\$ 16,609,496	\$ 19,020,295

[1]

Notes:

[1] Fund balance increased as a result of revenue in excess of expenditures at fiscal year-end. Sale of property in General Fund.

CITY OF PINOLE
CHANGES IN FUND BALANCES, GOVERNMENTAL FUNDS, Last Ten Fiscal Years
(modified accrual basis of accounting)

	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
Revenues										
Taxes	\$ 10,373,826	\$ 11,456,712	\$ 15,111,311	\$ 15,111,374	\$ 15,453,213	\$ 16,599,387	\$ 15,853,006	\$ 15,874,731	\$ 19,055,833	\$ 20,403,637
Intergovernmental	2,745,954	3,426,928	3,313,973	3,462,621	877,090	1,460,655	2,188,347	1,860,599	1,856,343	2,837,951
Loan repayments	48,464	108,021	45,666	85,849	145,457	15,023	1,656,645	544,892	107,912	11,658
Contributions	174,153	94,032	51,313	65,317	146,112	30,595	22,746	24,889	14,274	10,574
Investment earnings	113,723	595,808	311,168	188,790	16,188	88,092	1,529,630	1,790,740	2,888,309	(2,754,154)
Rents and ground leases	301,537	273,435	264,301	224,952	300,441	303,618	274,153	185,594	131,335	121,141
Charges for service	2,543,872	2,645,656	2,929,952	3,892,535	3,997,423	5,307,234	4,616,561	4,726,675	2,444,899	5,581,014
Fines, forfeitures and penalties	50,170	60,734	58,863	41,564	48,442	75,670	89,911	68,576	41,236	39,392
Other revenues	405,411	137,713	778,737	365,857	532,173	834,086	746,909	709,677	541,679	515,174
Total revenues	16,757,110	18,799,039	22,865,284	23,438,859	21,516,539	24,714,360	26,977,908	25,786,373	27,081,820	26,766,387
Expenditures										
General administration	2,903,879	2,506,878	2,411,271	3,007,506	3,035,822	3,257,220	3,802,406	4,029,981	4,319,504	4,775,249
Public safety	8,807,959	9,206,393	9,165,922	9,635,264	10,067,977	10,535,903	11,801,897	12,975,773	13,889,090	15,143,959
Public services	696,343	1,822,928	1,628,204	2,460,827	1,712,315	1,485,090	1,648,377	1,680,617	1,448,818	2,448,651
Recreation	1,439,933	1,038,572	1,107,168	906,302	1,042,006	960,325	1,069,375	1,000,400	820,918	1,573,083
Community development	1,520,667	742,413	818,580	945,646	935,276	1,596,240	1,237,892	1,333,476	1,205,200	2,143,148
Debt service - Principal	334,287	381,144	373,007	369,177	363,151	361,674	356,117	301,709	227,389	244,820
Debt service - Interest	149,097	280,173	290,860	305,569	338,507	331,464	287,729	304,844	331,218	388,876
Capital outlay	1,209,901	1,598,513	368,007	1,289,967	200,403	1,098,789	1,419,264	1,466,664	2,932,020	2,627,507
Total expenditures	17,062,066	17,577,014	16,163,019	18,920,258	17,695,457	19,626,705	21,623,057	23,093,464	25,174,157	29,345,293
Other financing sources (uses)										
Bond, note and loan proceeds	-	458,000	-	-	-	-	-	-	-	-
Gain (loss) on sale of property	6,064	6,559	17,259	1,909	-	10,017,210	3,140	13,855	83,209	279,354
Transfers in	-	-	447,050	446,000	671,364	826,926	7,135,205	1,170,058	1,681,841	2,129,233
Transfers out	-	-	(447,050)	(446,000)	(671,364)	(826,926)	(7,135,205)	(1,170,058)	(1,681,841)	(2,129,233)
Transfers from enterprise fund	-	-	-	-	-	-	-	-	-	-
Extraordinary item	-	(22,634,276)	-	-	-	-	-	-	-	-
Total other financing sources	6,064	(22,169,717)	17,259	1,909	-	10,017,210	3,140	13,855	83,209	279,354
Net change in fund balance	\$ (298,892)	\$ (20,947,692)	\$ 6,719,524	\$ 4,520,510	\$ 3,821,082	\$ 15,104,865	\$ 5,357,991	\$ 2,706,764	\$ 1,990,872	\$ (2,299,552)
Debt service as a % of noncapital expenditures	3.0%	4.1%	4.2%	3.8%	4.0%	3.7%	3.2%	2.8%	2.5%	2.4%

CITY OF PINOLE
ASSESSED AND ESTIMATED ACTUAL VALUE OF TAXABLE PROPERTY
LAST TEN FISCAL YEARS

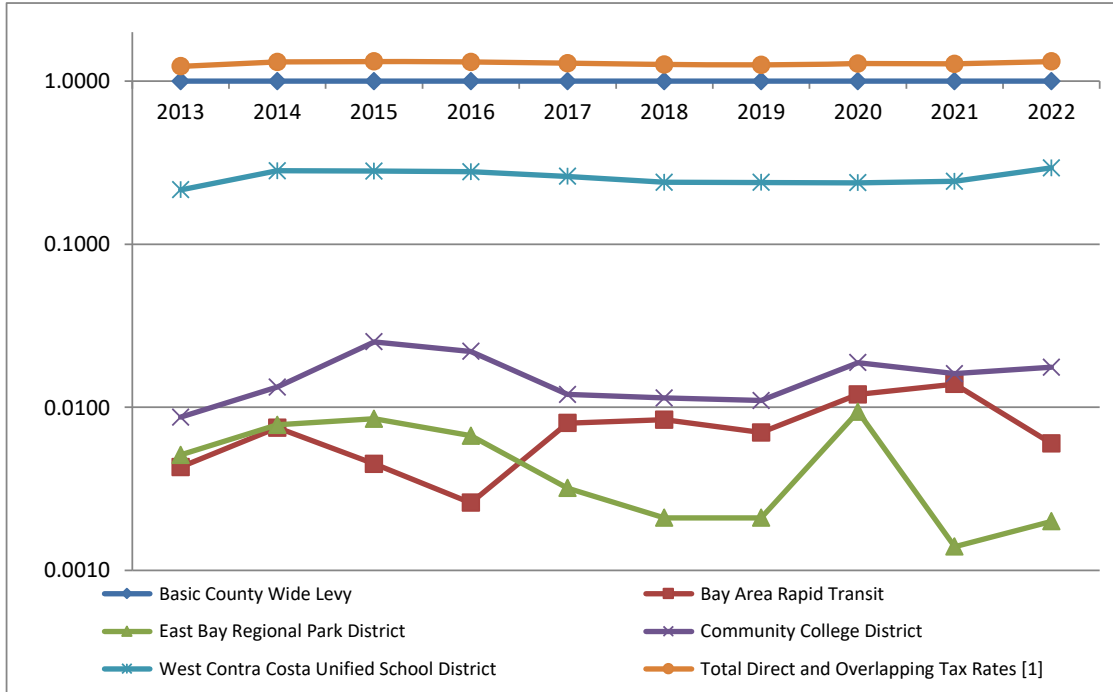
Fiscal Year	Real Property				Total Real Secured Property	Unsecured Property	Total Assessed (a)	Estimated Full Market (a)	Total Direct Tax Rate (b)
	Residential Property	Commercial Property	Industrial Property	Other					
2013	\$ 1,260,099,385	\$ 336,541,044	\$ 2,554,690	\$ 32,245,615	\$ 1,631,440,734	\$ 51,157,272	\$ 1,682,598,006	\$ 1,999,599,470	0.1884%
2014	1,322,470,290	326,179,820	2,605,779	53,249,619	1,704,505,508	55,296,246	1,759,801,754	2,091,348,404	0.1884%
2015	1,496,137,773	339,520,240	2,617,605	72,710,914	1,910,986,532	63,501,588	1,974,488,120	2,346,481,682	0.1884%
2016	1,607,057,208	373,896,531	2,669,901	71,708,925	2,055,332,565	57,423,148	2,112,755,713	2,510,798,889	0.1884%
2017	1,712,024,334	424,465,946	2,710,613	40,142,846	2,179,343,739	52,646,667	2,231,990,406	2,652,497,398	0.1884%
2018	1,815,946,452	437,410,538	2,764,822	52,717,127	2,308,838,939	50,669,026	2,359,507,965	2,804,039,266	0.1884%
2019	1,930,860,892	481,974,623	21,572,321	17,844,755	2,452,252,591	54,318,451	2,506,571,042	2,978,809,026	0.1884%
2020	2,054,262,264	510,162,994	22,004,780	17,718,345	2,604,148,383	55,881,828	2,660,030,211	3,161,179,903	0.1884%
2021	2,156,140,583	520,189,147	22,444,868	19,105,066	2,717,879,664	58,104,679	2,775,984,343	3,298,979,793	0.1884%
2022	2,243,018,566	523,349,776	25,857,496	20,790,834	2,813,016,672	56,076,525	2,869,093,197	3,409,630,355	0.1884%

Source: Contra Costa County Assessor Combined Tax Rolls-HdL Coren & Cone report.

[a] The State Constitution requires property to be assessed at one hundred percent of the most recent purchase price, plus an increment of no more than two percent annually, plus any local overrides. These values are considered to be full market values.

[b] California cities do not set their own direct tax rate. The State Constitution establishes the rate at 1% and allocates a portion of that amount, by an annual calculation, to all the taxing entities within a tax rate area.

CITY OF PINOLE
PROPERTY TAX RATES
DIRECT AND OVERLAPPING GOVERNMENTS
PER \$100 OF ASSESSED VALUE
LAST TEN FISCAL YEARS



Fiscal Year	Basic County Wide Levy	Bay Area Rapid Transit	East Bay Regional Park District	Community College District	West Contra Costa Unified School District	Total Direct and Overlapping Tax Rates [1]
2013	1.0000	0.0043	0.0051	0.0087	0.2157	1.2338
2014	1.0000	0.0075	0.0078	0.0133	0.2818	1.3104
2015	1.0000	0.0045	0.0085	0.0252	0.2803	1.3185
2016	1.0000	0.0026	0.0067	0.0220	0.2781	1.3094
2017	1.0000	0.0080	0.0032	0.0120	0.2604	1.2836
2018	1.0000	0.0084	0.0021	0.0114	0.2397	1.2616
2019	1.0000	0.0070	0.0021	0.0110	0.2390	1.2591
2020	1.0000	0.0120	0.0094	0.0188	0.2379	1.2781
2021	1.0000	0.0139	0.0014	0.0161	0.2432	1.2746
2022	1.0000	0.0060	0.0020	0.0176	0.2939	1.3195

Source : Contra Costa County Auditor-Controller Office

[1] Rates are per \$100 of assessed value.

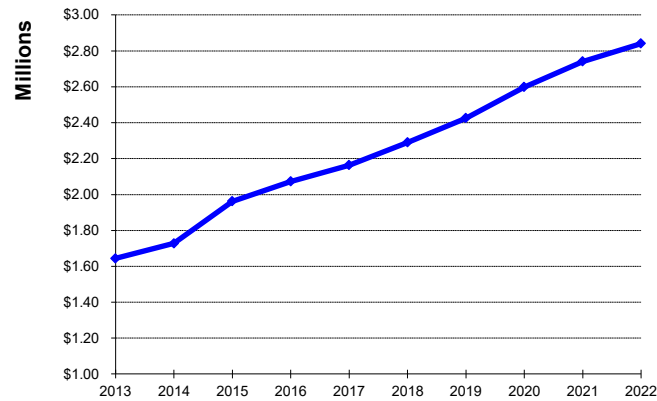
CITY OF PINOLE
PRINCIPAL PROPERTY TAXPAYERS
CURRENT AND NINE YEARS PRIOR

Taxpayer	2021-22		2012-13	
	Taxable Assessed Value	Percent of Total City Taxable Assessed Value	Taxable Assessed Value	Percent of Total City Taxable Assessed Value
Che Chen and Shu Fen Liu Trust	\$ 23,521,935	0.84%	\$ 20,270,500	1.24%
Gateway Pinole Vista LLC	\$ 73,232,443	2.60%		
Fairfield Bayside LLC	\$ 39,073,423	1.39%		
Kaiser Foundation Health Plan	\$ 38,423,265	1.37%	\$ 33,112,015	2.03%
NHI-Reit of Next House LLC	\$ 18,526,252	0.66%		
Pinole Ridge Mall LLC	\$ 20,531,851	0.73%	\$ 1,127,127,418	69.09%
ROIC Pinole Vista LLC	\$ 39,368,313	1.40%	\$ 21,201,954	1.30%
SCG Pinole Valley Shopping Center	\$ 43,187,292	1.54%		
Target Corporation	\$ 20,005,538	0.71%		
Appian Associates			\$ 15,105,240	0.93%
Dayton Hudson Corporation			\$ 17,240,171	1.06%
KW Pinole			\$ 21,214,297	1.30%
Peter L. Thingpen			\$ 18,229,967	1.12%
Thomas Fitzgerald Trust	\$ 17,134,028	0.61%	\$ 11,843,777	0.73%
TKG Pinole LLC			\$ 60,138,399	3.69%
	<u>\$ 333,004,340</u>	<u>11.84%</u>	<u>\$ 1,345,483,738</u>	<u>82.47%</u>
Total Net Assessed Valuation:				
Fiscal Year 2021-22	\$ 2,813,016,672			
Fiscal Year 2012-13	\$ 1,631,440,734			

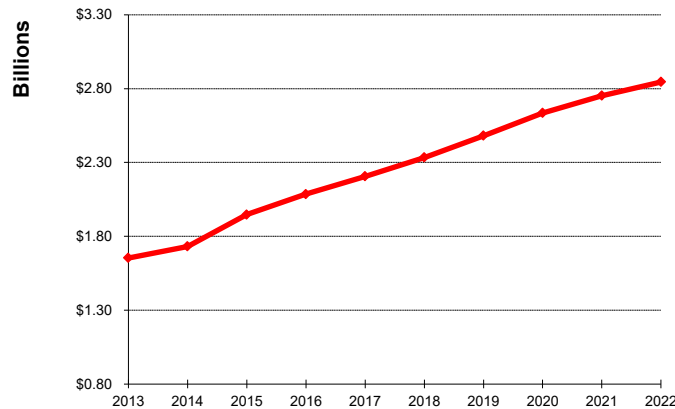
Source: Contra Costa County Assessor Combined Tax Rolls-HdL Coren & Cone reports.

Note: Information is shown in alphabetical order.

CITY OF PINOLE **PROPERTY TAX LEVIES AND COLLECTIONS** **LAST TEN FISCAL YEARS**



— Total Property Tax...



— Local Tax Rate Applied to...

Fiscal Year	City Property Tax Levied & Collected	Redevelopment/ Successor Agency Property Tax Levied & Collected	Total Property Tax Levied & Collected	Percent of Levy Collected [3]	Value of City Property Subject to Local Tax Rate	Value of Redevelopment Property Subject to Local Tax Rate	Local Tax Rate Applied to Assessed Value	Effective Taxrate for City Levy	Effective Taxrate for Redevelopment Agency Levy
2013	\$ 1,538,826	\$ 105,121 [2]	\$ 1,643,946	100%	\$ 824,577,292	\$ 829,059,723	\$ 1,653,637,015	0.19%	0.01%
2014	1,622,419	105,121 [2]	1,727,540	100%	868,918,982	862,888,372	1,731,807,354	0.19%	0.01%
2015	1,856,378	105,121 [2]	1,961,498	100%	990,967,092	956,240,628	1,947,207,720	0.19%	0.01%
2016	1,967,011	105,121 [2]	2,072,131	100%	1,048,130,045	1,037,786,268	2,085,916,313	0.19%	0.01%
2017	2,059,786	104,251 [2]	2,164,037	100%	1,105,435,408	1,100,258,798	2,205,694,206	0.19%	0.01%
2018	2,185,033	104,295 [2]	2,289,328	100%	1,170,940,384	1,162,783,781	2,333,724,165	0.19%	0.01%
2019	2,321,597	104,321 [2]	2,425,918	100%	1,242,741,110	1,238,557,132	2,481,298,242	0.19%	0.01%
2020	2,493,410	104,354 [2]	2,597,764	100%	1,332,924,560	1,302,307,451	2,635,232,011	0.19%	0.01%
2021	2,635,767	104,548 [2]	2,740,315	100%	1,404,588,081	1,346,717,824	2,751,305,905	0.19%	0.01%
2022	2,736,121	104,569 [2]	2,840,690	100%	1,456,806,850	1,387,850,611	2,844,657,461	0.19%	0.01%

Source: Contra Costa County

Notes:

- [1] Redevelopment Agency [Component Financial Unit] dissolved effective 02/01/2012 pursuant to State Law (ABx1-26)
- [2] The City of Pinole serves as the Successor Agency to the Pinole Redevelopment Agency which dissolved effective 02/01/2012 pursuant to State Law (ABx1-26)
- [3] Pursuant to Revenue & Taxation Code 4701 all property taxes levied are distributed by County Costa County to the City (reference Footnote 1)

CITY OF PINOLE
TAXABLE SALES BY CATEGORY
LAST TEN FISCAL YEARS

	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22
		[a]	[b]							
Major Business Groups										
Autos and Transportation	\$ 127,938	\$ 124,234	\$ 128,585	\$ 143,531	\$ 142,634	\$ 129,758	\$ 149,328	\$ 125,285	\$ 131,364	\$ 145,204
Building and Construction	194,806	205,843	228,851	235,399	256,743	252,433	248,668	240,333	287,086	253,926
Business and Industry	114,078	90,046	74,621	74,664	69,064	68,148	81,173	80,562	66,279	79,061
Food and Drugs	327,071	332,824	369,426	354,347	366,064	376,151	408,251	422,665	467,507	435,658
Fuel and Service Stations	428,169	426,327	431,453	393,583	355,390	362,450	482,117	370,686	412,186	596,460
General Consumer Goods	1,182,031	1,182,294	1,229,774	1,298,176	1,343,309	1,347,691	1,323,599	1,110,168	1,299,328	1,333,100
Restaurants and Hotels	576,500	618,795	660,763	711,659	715,966	715,885	813,411	724,290	741,032	936,053
Adjustments & Others	-	35,173	(50,925)	24,448	-	506	5,972	1,211	484	5,260
Point of Sale s/totals	2,950,593	3,015,536	3,072,548	3,235,807	3,249,170	3,253,022	3,512,519	3,075,200	3,405,266	3,784,722
County Pool Allocations	311,692	366,939	408,386	431,500	499,708	490,660	519,400	747,782	927,704	861,541
State Pool Allocations	1,571	2,064	2,129	2,400	2,637	1,903	1,829	1,710	2,650	343
Local Transaction Tax [a]	1,684,995	1,796,832	1,894,578	3,789,711	3,953,872	4,089,586	4,402,698	3,944,917	4,654,311	5,041,168
Administrative Cost - SBE	(49,811)	(54,106)	(58,890)	(82,268)	(95,537)	(90,183)	(87,797)	(79,691)	(62,570)	(74,149)
Fiscal Year Totals	\$ 4,899,040	\$ 5,127,265	\$ 5,318,751	\$ 7,377,150	\$ 7,609,850	\$ 7,744,988	\$ 8,348,649	\$ 7,689,918	\$ 8,927,361	\$ 9,613,625
City Direct Sales Tax Rate	1.25%	1.25%	1.25%	1.75%	1.75%	1.75%	1.75%	1.75%	1.75%	1.75%

Notes:

[a] "Adjustment" reflects "True-up" reconciliation payment for "Triple-Flip" Reimbursement for State Fiscal Recovery Bond Financing Program.

[b] Effective 04/01/15 additional 1/2% local transaction tax (Measure "S" 2014) authorized

Source: HdL Coren & Cone

CITY OF PINOLE
DIRECT AND OVERLAPPING SALES TAX RATES
LAST TEN FISCAL YEARS

Taxing Jurisdiction / Purpose	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2022-22
	[c]									
Overlapping Sales Taxes										
State General Fund	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%
State Fiscal Recovery Fund	0.25%	0.25%	0.25%	0.25%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
State Education Protection Account	0.25%	0.25%	0.25%	0.25%	0.25%	0.25%	0.25%	0.25%	0.25%	0.25%
County Health & Welfare Programs	0.50%	0.50%	0.50%	0.50%	0.50%	0.50%	0.50%	0.50%	0.50%	0.50%
[a] City/County Public Safety Programs	0.50%	0.50%	0.50%	0.50%	0.50%	0.50%	0.50%	0.50%	0.50%	0.50%
County of Contra Costa Transactions and Use Tax	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.50%	0.50%
Contra Costa Transportation Authority	0.50%	0.50%	0.50%	0.50%	0.50%	0.50%	0.50%	0.50%	0.50%	0.50%
Bay Area Rapid Transit	0.50%	0.50%	0.50%	0.50%	0.50%	0.50%	0.50%	0.50%	0.50%	0.50%
West County Transit Authority	0.25%	0.25%	0.25%	0.25%	0.25%	0.25%	0.25%	0.25%	0.25%	0.25%
Overlapping Sales Taxes	7.75%	7.75%	7.75%	7.75%	7.50%	7.50%	7.50%	7.50%	8.00%	8.00%
City Direct Sales Taxes										
Bradley Burns Authority	0.75%	0.75%	0.75%	0.75%	0.75%	0.75%	0.75%	0.75%	0.75%	0.75%
[b] Measure "S" Authority - 2006	0.50%	0.50%	0.50%	0.50%	0.50%	0.50%	0.50%	0.50%	0.50%	0.50%
[c] Measure "S" Authority - 2014	0.00%	0.00%	0.50%	0.50%	0.50%	0.50%	0.50%	0.50%	0.50%	0.50%
Direct Sales Taxes	1.25%	1.25%	1.75%	1.75%	1.75%	1.75%	1.75%	1.75%	1.75%	1.75%
[d] Total Sales Tax Levy - City of Pinole	9.00%	9.00%	9.50%	9.50%	9.25%	9.25%	9.25%	9.25%	9.75%	9.75%

Notes:

- [a] Effective 01/01/94 SCA-1 (Proposition-172) additional 1/2% statewide sales tax restricted to public safety programs
- [b] Effective 04/01/07 additional 1/2% local transaction tax (Measure "S" 2006) authorized
- [c] Effective 04/01/15 additional 1/2% local transaction tax (Measure "S" 2014) authorized
- [d] The City direct sales tax rate may only be changed with ratification by the electors of the City. The maximum levy permitted by the State Legislature for combined direct and overlapping sales tax is 10.25%

Source: California Department of Tax and Fee Administration

CITY OF PINOLE
TOP 25 SALES TAX PRODUCERS
YEAR ENDED JUNE 30, 2022

BUSINESS NAME	BUSINESS CATEGORY
7 ELEVEN	SERVICE STATIONS
APPIAN CHEVRON	SERVICE STATIONS
BEST BUY	ELECTRONICS/APPLIANCE STORES
BEVMO	CONVENIENCE STORES/LIQUOR
BURLINGTON COAT FACTORY	FAMILY APPAREL
CENTRAL CONCRETE SUPPLY	BUILDING MATERIALS
DOLAN'S PINOLE LUMBER	BUILDING MATERIALS
FOOD MAXX	GROCERY STORES
IN-N-OUT BURGER	QUICK-SERVICE RESTAURANTS
MCDONALDS	QUICK-SERVICE RESTAURANTS
MICHAELS ARTS & CRAFTS	ART/GIFT/NOVELTY STORES
O'REILLY AUTO PARTS	AUTOMOTIVE SUPPLY STORES
ORIGINAL MELS DINER	QUICK-SERVICE RESTAURANTS
PETSMART	SPECIALTY STORES
PINOLE CHEVRON	SERVICE STATIONS
PINOLE FLYERS	SERVICE STATIONS
PINOLE SHELL	SERVICE STATIONS
PINOLE VALLEY ARCO	SERVICE STATIONS
SAFEWAY	GROCERY STORES
SMART STOP	SERVICE STATIONS
TARGET	DISCOUNT DEPARTMENT STORES
TJ MAXX	FAMILY APPAREL
TRADER JOES	GROCERY STORES
ULTA BEAUTY	SPECIALTY STORES
WESTLAKE ACE HARDWARE	BUILDING MATERIALS

PERCENT OF FISCAL YEAR TOTAL PAID BY TOP 25 ACCOUNTS = 59.99%

Source: State Board of Equalization (HdL Companies)

Note: Information is shown in alphabetical order.

CITY OF PINOLE
RATIOS OF OUTSTANDING DEBT BY TYPE
LAST TEN FISCAL YEARS YEARS

Fiscal Year	Governmental Activities				Business-type Activities				Total Primary Government	Percentage of Personal Income	Per Capita
	Redevelopment Bonds	Pension Obligation Bonds	Notes and Mortgages	Capital Leases	Wastewater Revenue Bonds	Clean Water State Revolving Fund					
2013	[a]	4,750,189	[a]	259,630	9,220,000	-			14,229,819	1.7%	\$ 762
2014	[a]	4,478,467	[a]	608,209	9,005,000	-			14,091,676	1.7%	\$ 755
2015	[a]	4,206,695	[a]	506,973	8,775,000	-			13,488,668	1.4%	\$ 718
2016	[a]	3,941,977	[a]	402,514	8,251,000	-			12,595,491	1.3%	\$ 665
2017	[a]	3,686,615	[a]	294,724	7,866,000	6,786,599			18,633,938	1.7%	\$ 982
2018	[a]	3,436,175	[a]	183,490	7,576,000	15,164,357			26,360,022	2.3%	\$ 1,370
2019	[a]	3,194,853	[a]	68,695	7,278,000	21,741,571			32,283,119	2.6%	\$ 1,656
2020	[a]	2,961,839	[a]	-	6,968,000	25,456,833			35,386,672	2.5%	\$ 1,814
2021	[a]	2,734,450	[a]	-	6,650,000	24,773,976			34,158,426	2.2%	\$ 1,764
2022	[a]	2,512,885	[a]	-	6,321,000	24,105,950			32,939,835	2.3%	\$ 1,768

Notes: Details regarding the city's outstanding debt can be found in the notes to the financial statements.

[a] Due to the dissolution of Redevelopment Agencies effective February 1, 2012, these bonds and notes were transferred to the Successor Agency to the Pinole Redevelopment Agency.

Sources:

City of Pinole Finance Department
State of California Department of Finance
US Department of Commerce, Bureau of Economic Analysis

CITY OF PINOLE
RATIOS OF NET GENERAL BONDED DEBT OUTSTANDING,
LAST TEN FISCAL YEARS YEARS

General Bonded Debt Outstanding

Fiscal Year	Redevelopment Bonds	Pension Obligation Bonds	Bonds Paid with Restricted Redevelopment Tax Increments	Total - Net of Bonds Paid with Restricted Tax Levies	Percentage of Taxable Value of Property	Per Capita
2013	[b]	\$ 4,750,189	\$ -	\$ 4,750,189	0.58% [a]	\$ 254
2014	[b]	4,478,467	-	4,478,467	0.52% [a]	238
2015	[b]	4,206,695	-	4,206,695	0.42% [a]	222
2016	[b]	3,941,977	-	3,941,977	0.38% [a]	210
2017	[b]	3,986,615	-	3,986,615	0.36% [a]	210
2018	[b]	3,436,175	-	3,436,175	0.29% [a]	179
2019	[b]	3,194,853	-	3,194,853	0.26% [a]	164
2020	[b]	2,961,839	-	2,961,839	0.22% [a]	152
2021	[b]	2,734,450	-	2,734,450	0.19% [a]	141
2022	[b]	2,512,885	-	2,512,885	0.17% [a]	135

Notes: Details regarding the city's outstanding debt can be found in the notes to the financial statements.

[a] Based on Assessment Value net of restricted Redevelopment Tax Increment

[b] Due to the dissolution of Redevelopment Agencies effective February 1, 2012, these bonds and notes were transferred to the Successor Agency to the Pinole Redevelopment Agency.

Sources:

City Finance Department

Contra Costa County Office of the Auditor-Controller

CITY OF PINOLE
DIRECT AND OVERLAPPING GOVERNMENTAL ACTIVITIES DEBT
JUNE 30, 2022

2021-22 Assessed Valuation: \$ 2,869,093,197

	Total Debt 6/30/2022	[1] % Applicable	City's Share of Debt 6/30/22
<u>OVERLAPPING TAX AND ASSESSMENT DEBT:</u>			
Bay Area Rapid Transit District	\$ 2,521,570,000	0.322%	\$ 8,119,455
Contra Costa Community College District	598,780,000	1.230%	7,364,994
West Contra Costa Unified School District	1,244,985,065	7.939%	98,839,364
West Contra Costa Healthcare District Parcel Tax Obligations	44,580,000	7.488%	3,338,150
East Bay Regional Park District	184,590,000	0.515%	950,639
TOTAL OVERLAPPING TAX AND ASSESSMENT DEBT			118,612,602
<u>DIRECT AND OVERLAPPING GENERAL FUND DEBT:</u>			
Contra Costa County General Fund Obligations	\$ 224,500,000	1.226%	\$ 2,752,370
Contra Costa County Fire Protection Pension Obligations	10,900,000	0.011%	1,199
West Contra Costa Unified School District Certificates of Participation	6,005,000	7.939%	476,737
City of Pinole Pension Obligation Bonds	2,512,884	100.000%	2,512,884
Alameda-Contra Costa Transit District Certificates of Participation	11,655,000	0.033%	3,846
GROSS DIRECT AND OVERLAPPING GENERAL FUND DEBT			\$ 5,747,036
Less: Contra Costa County obligations supported from revenue funds			707,318
TOTAL NET DIRECT AND OVERLAPPING GENERAL FUND DEBT			\$ 5,039,718
<u>OVERLAPPING TAX INCREMENT DEBT (Successor Agency):</u>	\$ 7,790,000	100.000%	\$ 7,790,000
TOTAL DIRECT DEBT			\$ 2,512,884
TOTAL GROSS OVERLAPPING DEBT			\$ 129,636,754
TOTAL NET OVERLAPPING DEBT			\$ 128,929,436
 GROSS COMBINED TOTAL DEBT			 \$ 132,149,638 [2]
NET COMBINED TOTAL DEBT			\$ 131,442,320

Ratios to 2021-22 Assessed Valuation:

Total Overlapping Tax and Assessment Debt.....	4.13%
Total Direct Debt (\$2,512,884).....	0.09%
Gross Combined Total Debt.....	4.61%
Net Combined Total Debt	4.58%

Ratios to Redevelopment Successor Agency Incremental Valuation (\$1,387,850,611):

Total Overlapping Tax Increment Debt	0.56%
--	-------

Notes:

[1] The percentage of overlapping debt applicable to the city is estimated using taxable assessed property value. Applicable percentages were estimated by determining the portion of the overlapping district's assessed value that is within the boundaries of the city divided by the district's total taxable assessed value.

[2] Excludes tax and revenue anticipation notes, enterprise revenue, mortgage revenue and non-bonded capital lease obligations.

Source : California Municipal Statistics, Inc.

CITY OF PINOLE
COMPUTATION OF LEGAL DEBT MARGIN
LAST TEN FISCAL YEARS

ASSESSED VALUATION:

Secured property assessed value, net of exempt real property	\$ 2,844,657,461
--	------------------

BONDED DEBT LIMIT (3.75% OF ASSESSED VALUE) [a]	\$ 106,674,655
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AMOUNT OF DEBT SUBJECT TO LIMIT: 2,512,885

LEGAL BONDED DEBT MARGIN:	\$ 109,187,540
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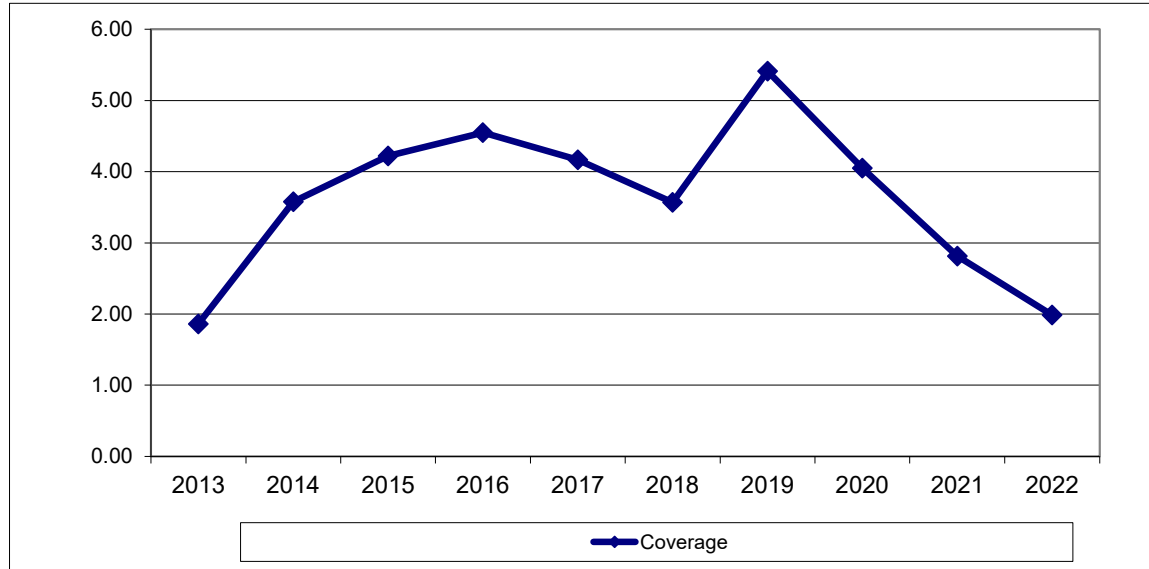
Fiscal Year	Total assessed value of all real and personal property	Debt Limit [a]	Total Net Debt Applicable to Limit	Legal Debt Margin	Total net Debt applicable to the limit as a percentage of debt limit
2013	\$ 1,653,637,015	\$ 62,011,388	\$ 4,750,189	\$ 57,261,199	7.66%
2014	1,731,807,354	64,942,776	4,478,467	60,464,309	6.90%
2015	1,947,207,720	73,020,290	4,206,695	68,813,595	5.76%
2016	2,085,916,313	78,221,862	3,941,977	74,279,885	5.04%
2017	2,205,694,206	82,713,533	3,686,615	79,026,918	4.46%
2018	2,333,724,165	87,514,656	3,436,176	84,078,480	3.93%
2019	2,481,298,242	93,048,684	3,194,854	89,853,830	3.43%
2020	2,635,232,011	98,821,200	2,961,839	95,859,361	3.00%
2021	2,751,305,905	103,173,971	2,734,450	100,439,521	2.65%
2022	2,844,657,461	106,674,655	2,512,885	104,161,770	2.36%

Note:

[a] California Government Code, Section 43605 sets the debt limit at 15%. The Code section was enacted prior to the change in basing assessed value to full market value when it was previously 25 % of market value. Thus, the limit shown as 3.75% is one-fourth the limit to account for the adjustment of showing assessed valuation at full cash value.

Source: City of Pinole Finance Department

**CITY OF PINOLE
REVENUE BOND COVERAGE
WASTEWATER REVENUE BONDS
LAST TEN FISCAL YEARS**



Fiscal Year	Gross Revenue [a]	Operating Expenses [b]	Net Revenue Available for Debt Service	Debt Service Requirements			Coverage
				Principal	Interest	Total	
2013	\$ 5,961,605	\$ 4,806,424	\$ 1,155,182	\$ 200,000	\$ 420,973	\$ 620,973	1.86
2014	6,473,147	4,232,789	2,240,358	215,000	411,329	626,329	3.58
2015	6,912,213	4,253,609	2,658,605	230,000	399,648	629,648	4.22
2016	7,541,964	4,688,712	2,853,252	240,000	387,310	627,310	4.55
2017	6,315,563	4,055,187	2,260,376	385,000	157,267	542,267	4.17
2018	6,524,537	4,676,225	1,848,313	290,000	227,770	517,770	3.57
2019	7,211,834	4,413,017	2,798,818	298,000	219,097	517,097	5.41
2020	7,093,734	4,986,437	2,107,297	310,000	210,129	520,129	4.05
2021	7,527,056	6,067,198	1,459,858	318,000	200,866	518,866	2.81
2022	7,770,772	6,736,755	1,034,017	329,000	191,322	520,322	1.99

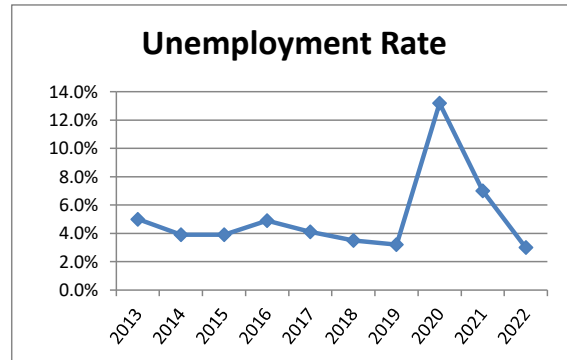
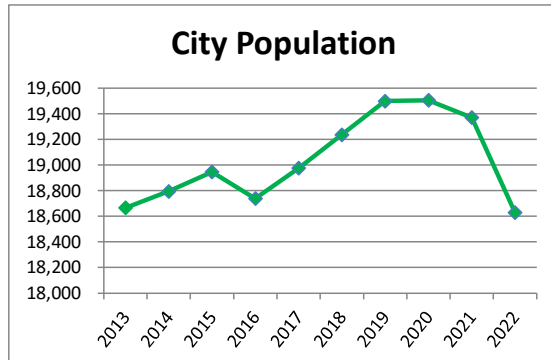
Notes:

[a] Includes all wastewater operating revenue, non-operating interest revenue, connection fees and other non-operating revenue.

[b] Includes all wastewater operating expenses less depreciation.

Source: City of Pinole Finance

**CITY OF PINOLE
DEMOGRAPHIC STATISTICS
LAST TEN FISCAL YEARS**



Fiscal Year	City Population [a]	Personal Income [b]	Median Household Income [c]	Per Capita Personal Income	School Enrollment [d]	Unemployment Rate [e]
2013	18,665	1,064,110,315	93,500	57,011	3,603	5.0%
2014	18,794	1,158,424,572	93,500	61,638	3,483	3.9%
2015	18,946	1,207,845,392	93,500	63,752	3,348	3.9%
2016	18,739	1,007,052,599	93,600	53,741	3,260	4.9%
2017	18,975	1,069,696,650	97,400	56,374	3,192	4.1%
2018	19,236	1,150,235,856	104,400	59,796	3,190	3.5%
2019	19,498	1,239,234,386	111,700	63,557	3,255	3.2%
2020	19,505	1,419,281,325	119,200	72,765	3,463	13.2%
2021	19,369	1,579,580,688	125,600	81,552	3,498	7.0%
2022	18,628	1,432,455,944	142,800	76,898	3,802	3.0%

Data Sources:

- (a) State of California Department of Finance, estimated population.
- (b) Bureau of Economic Analysis, U.S. Department of Commerce.
- (c) State of California, Department of Housing and Community Development, Division of Housing Policy Development.
- (d) State of California Department of Education.
- (e) State of California Employment Development Department

CITY OF PINOLE
PRINCIPAL EMPLOYERS
CURRENT AND NINE YEARS AGO

Employer	2022		Employer	2013	
	Employee Count	Percentage of City Total		Employee Count	Percentage of City Total
Target	237	2.42%	West Contra Costa USD	320	7.50%
West Contra Costa USD	185	1.89%	Lucky's / Food Max	169	3.96%
Kaiser Health Center	144	1.47%	Target	136	3.19%
City of Pinole	117	1.19%	Best Buy	108	2.53%
In-N-Out Burger	110	1.12%	K-Mart	107	2.51%
Sprouts Farmers Market	100	1.02%	City of Pinole	99	2.32%
Trader Joe's	98	1.00%	Safeway	78	1.83%
MV Public Transportation, Inc.	97	0.99%	Kaiser Health Center	75	1.76%
Pathway to Choices	85	0.87%	Trader Joe's	71	1.66%
Burlington Coat Factory	82	0.84%	Round Table Pizza	65	1.52%
Top 10 Employer Count	1,255			1,228	
Total Workforce	9,800	12.81%		4,265	28.79%

Data Sources:

City of Pinole (Business Licensing)
California Department of Education
Employment Development Department

CITY OF PINOLE
FULL-TIME EQUIVALENT CITY GOVERNMENT EMPLOYEES BY FUNCTION/PROGRAM
LAST TEN FISCAL YEARS

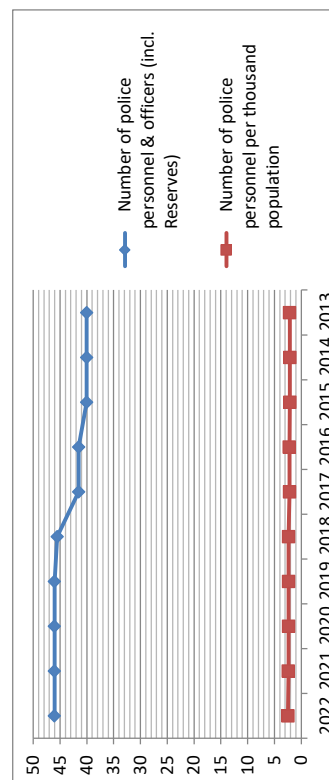
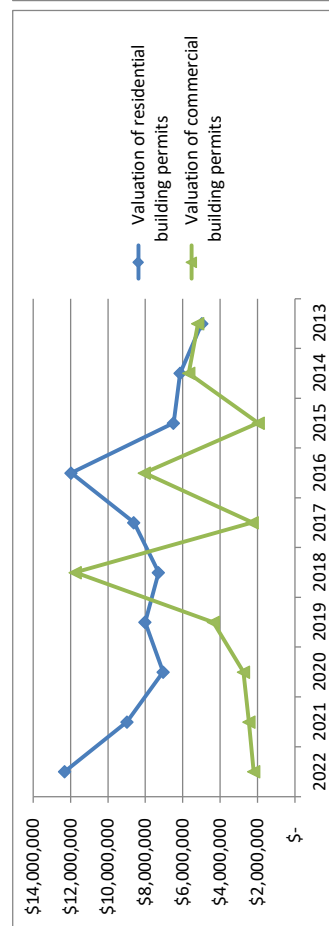
Function / Program [a]	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
General government										
Administration	5.0	5.0	5.0	5.0	5.0	5.0	5.5	5.5	6.5	7.5
Finance	3.5	3.5	3.5	3.5	3.5	3.5	3.5	3.5	3.5	3.5
Planning	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.5	2.0
Building	1.0	2.0	2.0	2.0	2.5	3.5	3.5	4.0	4.0	4.0
Other	4.0	4.0	4.0	3.0	3.0	3.0	3.0	2.8	3.8	3.8
Police										
Sworn	27.0	27.0	27.0	27.0	27.0	28.0	28.0	28.0	28.0	28.0
Non-sworn	13.0	13.0	13.0	14.5	14.5	17.5	18.0	18.5	18.2	19.3
Fire										
Sworn	15.0	15.0	15.0	15.0	14.0	14.0	14.0	14.0	14.0	16.0
Non-sworn	-	-	-	0.5	1.0	1.0	1.0	1.0	1.0	1.0
Public Works										
Engineering	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0	2.5	4.0
Maintenance	6.0	6.0	6.0	10.0	10.0	10.0	10.0	11.3	10.3	12.3
Redevelopment	-	-	-	-	-	-	-	-	-	-
Parks and recreation	8.0	11.0	11.0	13.0	13.0	13.0	13.0	11.5	11.5	12.5
Wastewater collection and treatment	13.0	13.0	13.0	10.5	10.5	10.5	10.5	10.5	10.5	11.5
Total	99.5	103.5	103.5	108.0	108.0	113.0	114.0	114.4	115.2	125.2

Notes:

[a] Paid employees only (excluding reserves and volunteers)

Source: City of Pinole Annual Budget Documents

Source: City of Pinole Finance



CITY OF PINOLE
CAPITAL ASSET STATISTICS BY FUNCTION/PROGRAM
LAST TEN FISCAL YEARS

City Streets:																			
Miles of streets	63																		
Number of street lights	373 (city owned)																		
	971 (electric & private utility)																		
Statistics by Fiscal Year		2022	2021	2020	2019	2018	2017	2016	2015	2014	2013								
Fire Protection :																			
Number of stations	1	1	1	1	1	1	1	1	1	1	1								
Police Protection :																			
Number of stations	1	1	1	1	1	1	1	1	1	1	1								
Number of patrol units	11	13	13	13	13	13	13	13	13	13	13								
Number of security units	2	2	2	2	2	2	2	2	2	2	2								
Recreation and culture :																			
Swim Center	1	1	1	1	1	1	1	1	1	1	1								
Community Theater	1	1	1	1	1	1	1	1	1	1	1								
Senior Center	1	1	1	1	1	1	1	1	1	1	1								
Youth Center	1	1	1	1	1	1	1	1	1	1	1								
Pre-school Center	1	1	1	1	1	1	1	1	1	1	1								
Number of parks & park acreage	15; 64 total acres	15; 64 total acres	15; 64 total acres	15; 64 total acres	15; 64 total acres	15; 64 total acres	15; 64 total acres	15; 64 total acres	15; 64 total acres	15; 64 total acres	15; 64 total acres								
Sewer System:																			
Sanitary sewers	50 miles	50 miles	50 miles	50 miles	50 miles	50 miles	50 miles	50 miles	50 miles	50 miles	50 miles								
Miles of storm drains	34 miles	34 miles	34 miles	34 miles	34 miles	34 miles	34 miles	34 miles	34 miles	34 miles	34 miles								
Number of treatment plants	1	1	1	1	1	1	1	1	1	1	1								
Number of service connections	5,416	5,416	5,416	5,416	5,416	5,416	5,416	5,416	5,416	5,414	5,414								
Schools:																			
Elementary-public	5	5	5	5	5	5	4	4	4	4	4								
Elementary-private	2	2	2	2	2	2	2	2	1	1	1								
Junior High School-public	1	1	1	1	1	1	1	1	1	1	1								
High School-public	1	1	1	1	1	1	1	1	1	1	1								

Source: City of Pinole Finance

City of Pinole

2014 Measure S Fund

Pinole, California

*Independent Accountants' Report on
Agreed-Upon Procedures Applied to
Schedule of Measure S Revenues and
Expenditures*

For the year ended June 30, 2022



INDEPENDENT ACCOUNTANT'S REPORT

To the Honorable Mayor and Members of the City Council
of the City of Pinole
Pinole, California

We have performed the procedures enumerated below on the attached schedule of 2014 Measure S revenues and expenditures (Schedule) for the year ended June 30, 2022. The City of Pinole (City)'s management is responsible for the Measure S revenue and expenditures.

The City has agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of assisting the City with respect to the Schedule for the year ended June 30, 2022. This report may not be suitable for any other purpose. The procedures performed may not address all the items of interest to a user of this report and may not meet the needs of all users of this report and, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes.

The procedures and the associated findings are as follows:

1. Verify that Measure S transactions were accounted for separately in the accounting records to allow for accountability.

Finding: No exceptions were noted as a result of our procedures.

2. Verify that Measure S tax revenue was deposited in total into the City's accounts by obtaining remittance advices from the State of California for amounts deposited into the Measure S Fund.

Finding: No exceptions were noted as a result of our procedures.

3. Review salary reports and expenditure details to verify that the Measure S Fund was charged for the purpose that was specified to the registered voters of the City through election materials and City resolutions distributed to the voters.

Finding: No exceptions were noted as a result of our procedures.

4. Compare actual revenues and expenses to budgeted amounts to determine that variances were appropriate.

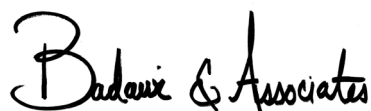
Finding: No exceptions were noted as a result of our procedures.

To the Honorable Mayor and Members of the City Council
of the City of Pinole
Pinole, California

We were engaged by the City to perform this agreed-upon procedures engagement and conducted our engagement in accordance with attestation standards established by the AICPA. We were not engaged to and did not conduct an examination or review, the objective of which would be the expression of an opinion or conclusion, respectively, on the Schedule for the year ended June 30, 2022. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

We are required to be independent of the City and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements related to our agreed-upon procedures engagement.

This report is intended solely for the information and use of the City Council and management of the City, and is not intended to be and should not be used by anyone other than these specified parties.

A handwritten signature in black ink that reads "Badawi & Associates". The signature is written in a cursive, flowing style.

Badawi & Associates, CPAs
Berkeley, California
January 11, 2023

City of Pinole 2014 Measure S Fund
Schedule of Revenues and Expenditures
For the year ended June 30, 2022

Sales and use taxes	\$ 2,498,944
Investment earnings	(54,761)
Other revenue	141,440
Total revenues	<u>2,585,623</u>
EXPENDITURES:	
Salary	351,159
Benefits	198,276
Improvements	1,217,488
Insurance	17,111
Professional Services	42,576
Admin expense	220,480
Travel and training	15,000
Total expenditures	<u>\$ 2,062,090</u>

*This schedule is prepared using the modified accrual basis of accounting.

City of Pinole

2006 Measure S Fund

Pinole, California

*Independent Accountants' Report on
Agreed-Upon Procedures Applied to
Schedule of Measure S Revenues and
Expenditures*

For the year ended June 30, 2022



INDEPENDENT ACCOUNTANT'S REPORT

To the Honorable Mayor and Members of the City Council
of the City of Pinole
Pinole, California

We have performed the procedures enumerated below on the attached schedule of 2006 Measure S revenues and expenditures (Schedule) for the year ended June 30, 2022. The City of Pinole (City)'s management is responsible for the Measure S revenue and expenditures.

The City has agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of assisting the City with respect to the Schedule for the year ended June 30, 2022. This report may not be suitable for any other purpose. The procedures performed may not address all the items of interest to a user of this report and may not meet the needs of all users of this report and, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes.

The procedures and the associated findings are as follows:

1. Verify that Measure S transactions were accounted for separately in the accounting records to allow for accountability.

Finding: No exceptions were noted as a result of our procedures.

2. Verify that Measure S tax revenue was deposited in total into the City's accounts by obtaining remittance advices from the State of California for amounts deposited into the Measure S Fund.

Finding: No exceptions were noted as a result of our procedures.

3. Review salary reports and expenditure details to verify that the Measure S Fund was charged for the purpose that was specified to the registered voters of the City through election materials and City resolutions distributed to the voters.

Finding: No exceptions were noted as a result of our procedures.

4. Compare actual revenues and expenses to budgeted amounts to determine that variances were appropriate.

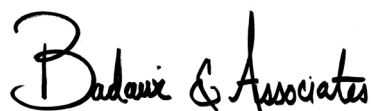
Finding: No exceptions were noted as a result of our procedures.

To the Honorable Mayor and Members of the City Council
of the City of Pinole
Pinole, California

We were engaged by the City to perform this agreed-upon procedures engagement and conducted our engagement in accordance with attestation standards established by the AICPA. We were not engaged to and did not conduct an examination or review, the objective of which would be the expression of an opinion or conclusion, respectively, on the Schedule for the year ended June 30, 2022. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

We are required to be independent of the City and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements related to our agreed-upon procedures engagement.

This report is intended solely for the information and use of the City Council and management of the City, and is not intended to be and should not be used by anyone other than these specified parties.

A handwritten signature in black ink that reads "Badawi & Associates". The signature is written in a cursive, flowing style.

Badawi & Associates, CPAs
Berkeley, California
January 11, 2023

City of Pinole 2006 Measure S Fund
Schedule of Revenues and Expenditures
For the year ended June 30, 2022

REVENUES:

Sales and use taxes	\$ 2,501,974
Investment earnings	(20,227)
Other revenue	409,557
Total revenues	<u>2,891,304</u>

EXPENDITURES:

Salary	1,293,889
Benefits	850,371
Equipment	31,842
Insurance	74,708
Professional Services	346,110
Admin expense	6,266
Total expenditures	<u>\$ 2,603,186</u>

*This schedule is prepared using the modified accrual basis of accounting.