



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

PINOLE CITY COUNCIL MEETING AGENDA

March 4, 2025

5:00 PM

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

Attend VIA ZOOM TELECONFERENCE – Details provided below

How to Submit Public Comments:

In Person:

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

Via Zoom:

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

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

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

Webinar ID: 893 3500 0272

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

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

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

Written Comments:

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

OTHER WAYS TO WATCH THE MEETING

LIVE ON CHANNEL 26. They are retelecast the following week. The Community TV Channel 26 schedule is published on the city's website at www.pinoles.gov.

VIDEO-STREAMED LIVE ON THE CITY'S WEBSITE, www.pinoles.gov 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 hbelle@pinoles.gov.

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

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

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

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

2. LAND ACKNOWLEDGMENT

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

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

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

4. CONVENE TO A CLOSED SESSION

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

A. CONFERENCE WITH LABOR NEGOTIATORS

Gov. Code § 54957.6

Agency designated representatives: City Manager, Kelcey Young, City Attorney, Eric Casher, and Human Resources Director, Stacy Shell, Gregory Ramirez, IEDA

Employee organizations: AFSCME Local 1, AFSCME Local 512, and the Pinole Police Employees Association (PPEA)

B. CONFERENCE WITH REAL PROPERTY NEGOTIATORS

Gov. Code § 54956.8

Property: 2100 San Pablo Ave.

Agency negotiators: Kelcey Young, City Manager and Eric Casher, City Attorney

Negotiating party: Art Pakpour

Under negotiation: Price and Terms

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. International Women's History Day and Women's History Month

B. Presentations

- 1. Introduction of Police Chief, Melissa Klawuhn
- 2. Introduction and Swearing In of Public Works Director, Heba El-Guindy
- 3. Northern California College Promise Coalition (NCCPC) 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 Regular City Council Meeting on February 4, 2025 and February 18, 2025.
- B. Receive the February 15, 2025 – February 28, 2025, List of Warrants in the Amount of \$910,956.04, and the February 28, 2025, Payroll in the amount of \$517,097.55.
- C. FY 2024/25 Second Quarter Investment Report **Action: Receive a Report (Markisha Guillory)**
- D. Fiscal Year (FY) 2024/25 Second Quarter CIP Status Report **Action: Receive Report (Faby Guillen)**
- E. Fiscal Year (FY) 2024/25 Second Quarter Strategic Plan Status Report **Action: Receive Report (Kelcey Young)**
- F. FY 2025/26 Budget Development Process and Timeline **Action: Receive Report (Markisha Guillory)**
- G. Authorize the City Manager to Sign a Non-Binding Letter of Intent to Purchase **Action: Authorize the City Manager to sign the non-binding Letter of Intent to Purchase to explore negotiations with Palm Plaza Development on 2100 San Pablo Avenue (Kelcey Young)**

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. First Read of a Pinole Municipal Code Amendment related to (A) Housing Element Programs No. 4, 5, 12, and 13, focusing on accessory dwelling units (ADUs), junior accessory dwelling units (JADUs), and unit and lot split projects proposed under Senate Bill 9 (SB 9) and Regulatory Consistency; (B) Housing Element Program No. 4, to establish an Accessory Dwelling Unit Amnesty Program; and (C) Housing Element Programs No. 5-9, 10, 12, and 15, focusing on parking standards, affordable housing requirements, and administrative review processes. **Action: Conduct Public Hearing and Waive First Reading of Ordinance (David Hanham, Justin Shiu)**

11. OLD BUSINESS

None

12. NEW BUSINESS

- A. FY 2024/25 Mid-Year Budget Review (Second Quarter Financial Report) **Action: Adopt a Resolution (Markisha 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 March 18, 2025 in Remembrance of Amber Swartz.

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

Heather Bell, CMC

City Clerk

POSTED: Thursday, February 27, 2025 at 4:00pm



Proclamation

INTERNATIONAL WOMEN'S HISTORY DAY

MARCH 8, 2025

WOMEN'S HISTORY MONTH

MARCH 2025

WHEREAS, International Women's Day is celebrated globally on March 8th by those who believe in gender equality and who seek to improve the lives of all women, through cultural, legal, economic, and social change; and

WHEREAS, women of every race, class, nationality, and ethnic background have made historic contributions to the growth and strength of our world in countless recorded and unrecorded ways; and

WHEREAS, women have played and continue to play critical economic, cultural, and social role in every sphere of the life of the world by constituting a significant portion of the labor force working inside and outside of the home; and

WHEREAS, American women have been leaders, not only in securing their own rights of suffrage and equal opportunity, but also in the abolitionist movement, the emancipation movement, the industrial labor movement, the civil rights movement, and other movements, especially the peace movement, which create a more fair and just society for all; and

WHEREAS, Women continue to lead as advocates for reproductive rights, champions of racial justice, and LGBTQI+ equality; and

WHEREAS, women have served our country courageously in the military; and

WHEREAS, the theme for Women's History Month in 2025 is "Moving Forward Together! Women Educating & Inspiring Generations; and

WHEREAS, locally, women have played a key role in the City of Pinole's history as leaders in the community, in our schools and universities, as appointees and elected officials, and as staff at City Hall; and

WHEREAS, with the city of Pinole's recent hiring of Chief Melissa Klawuhn as its first female Police Chief and Heba El-Guindy as its Public works Director the City now has an all-female Department Head team, also including, Kelcey Young (City Manager), Heather Bell (City Clerk), Markisha Guillory (Finance Director), Lilly Whalen (Community Development Director), Stacy Shell (Human Resources Director), and Andrea Dwyer (Community Services Director; and

WHEREAS, despite these contributions, the role of American women in history has been consistently overlooked and undervalued, in the literature, teaching and study of American history; and

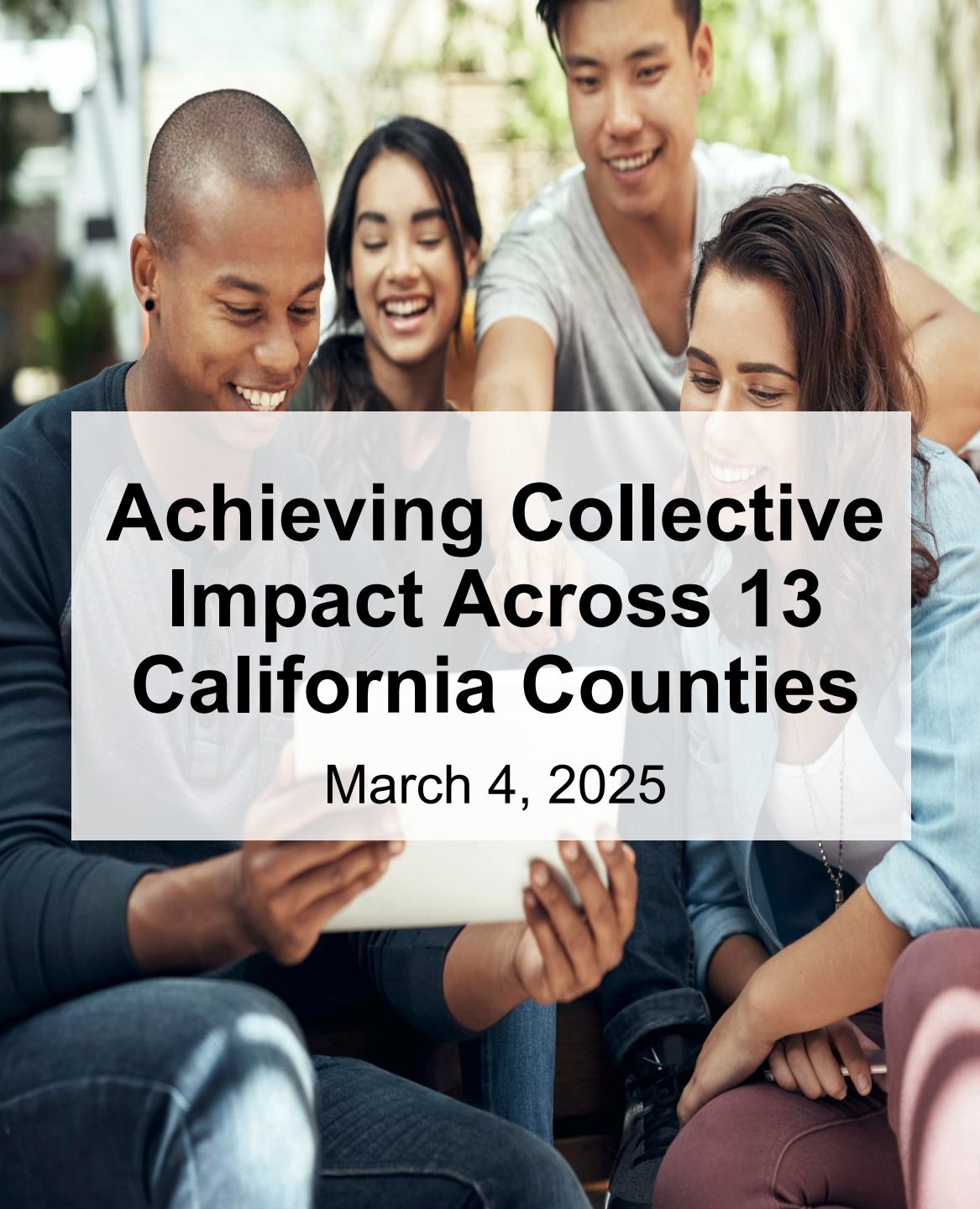
WHEREAS, the City supports further sustainable change in women's and girls' well-being and advancement.

NOW, THEREFORE, I, CAMERON SASAI, Mayor of the City of Pinole, County of Contra Costa, State of California, on behalf of the City Council and the City of Pinole, proudly recognize **MARCH 8, 2025**, as **INTERNATIONAL WOMEN'S HISTORY DAY** and **MARCH 2025** as **"WOMEN'S HISTORY MONTH"** and call on all citizens to observe this month with appropriate programs, ceremonies, and activities.

CAMERON SASAI
MAYOR of the City of Pinole



Dated: March 4, 2025

A photograph of four young adults (two men and two women) of diverse backgrounds, smiling and looking at a tablet held by one of the men. They are outdoors, with greenery in the background.

Achieving Collective Impact Across 13 California Counties

March 4, 2025



NCCPC TEAM

Fiscally
sponsored by [The](#)
[West Contra](#)
[Costa Public](#)
[Education Fund](#)
[\(EdFundWest\)](#)



Mer Curry Nuñez

Executive Director



Janae Aptaker

*Interim Director, Member
Engagement & Strategy*



Justher Gutierrez

Program Coordinator

Why We Exist A Collective Impact Coalition



A Diverse Membership (does not include all members)

LOCALLY Recognized College Access



Advocacy Organization



Charter School/K-12 Organizations



CITIES/MAYORS

City of Hayward

City & County of San Francisco

City of Rancho Cordova

City of Sacramento

City of San Jose

NATIONALLY Recognized College Access Programs



College and Neighborhood Promise Programs



Education Technology



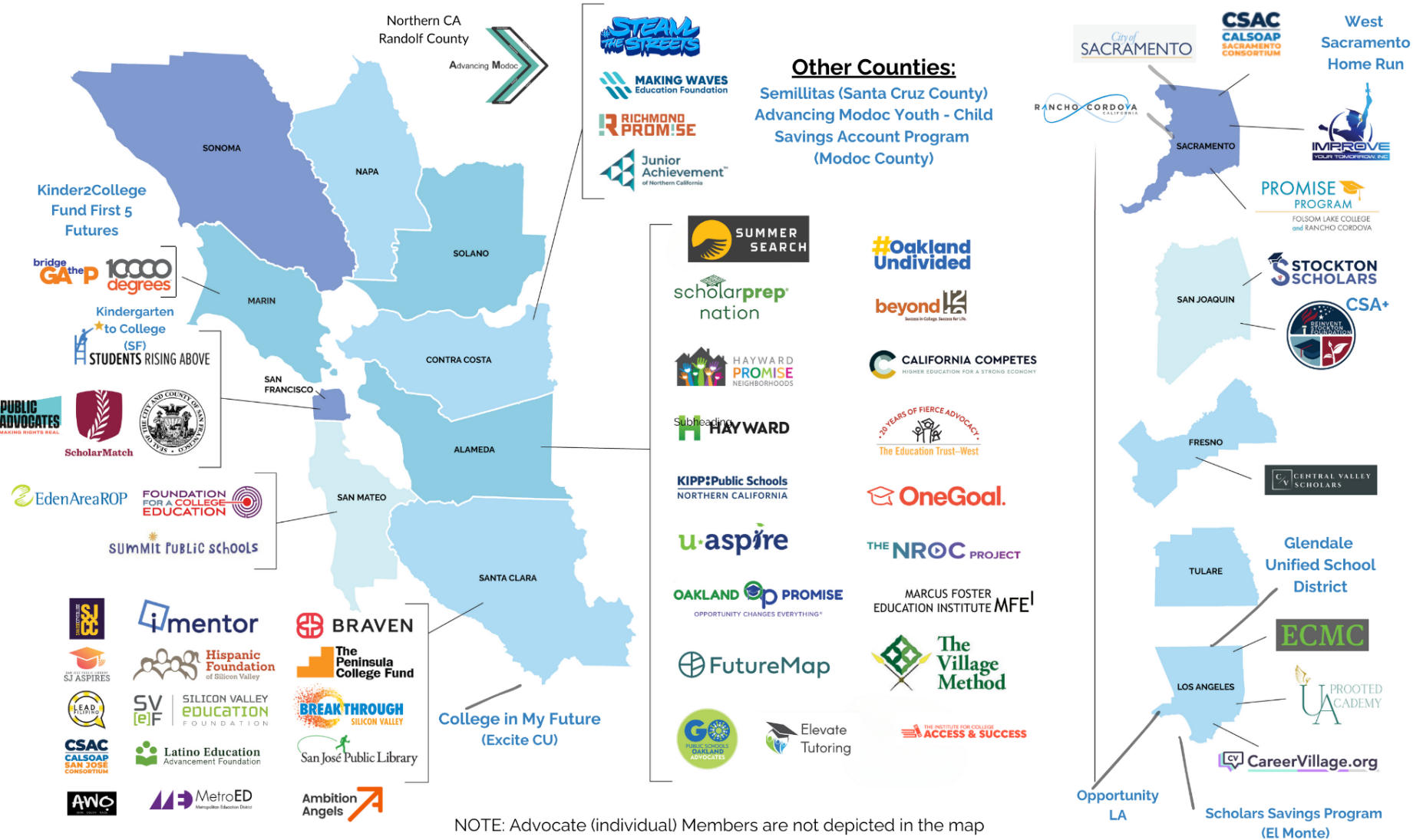
NCCPC: A Cradle to Career Coalition

From Sacramento to the Central Valley

norcalpromisecoalition.org

74 members as of 12/6/2024

CA CSA Coalition members joined 10/1/2023



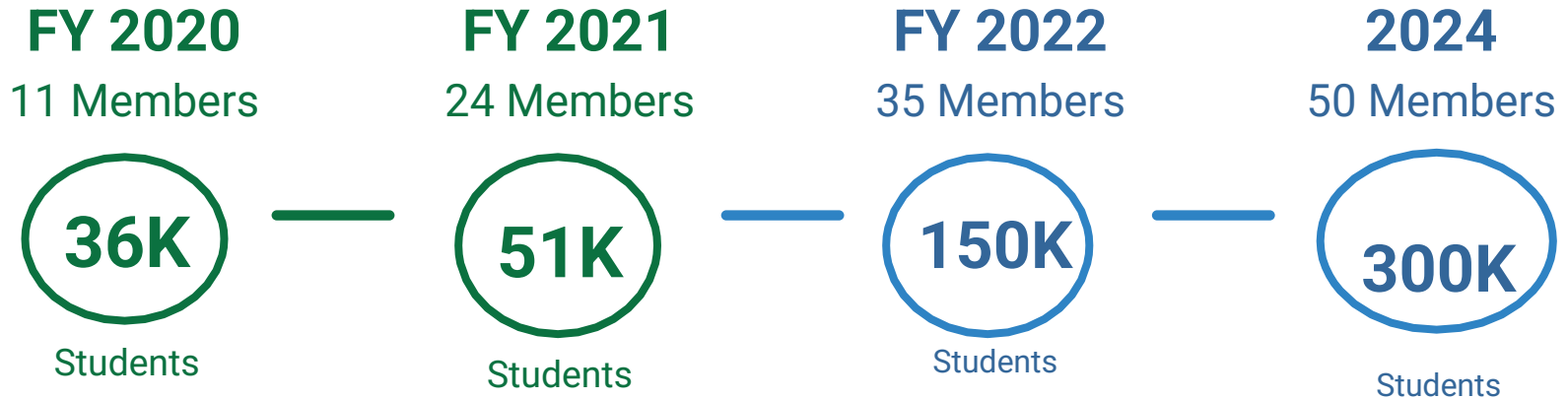
NOTE: Advocate (individual) Members are not depicted in the map

What We Do

Policy, Partnerships, Practice



NCCPC Growth: The First Five Years



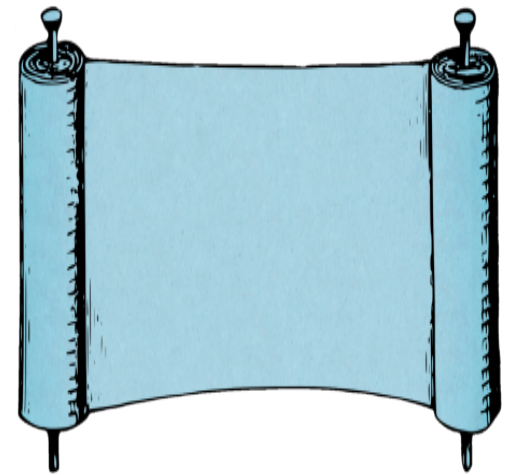
6X
Growth in 4
years

City of Sacramento Joins NCCPC

Dec 6, 2023

On Tuesday, November 14, 2023, the Sacramento City Council Tuesday voted unanimously to join the NCCPC to promote and explore college savings and college readiness options in Sacramento.

Education Cities Initiative



Explore NCCPC's Resources

Embedding the value of education in local governments and elevating partnerships to eliminate poverty and enhance quality of life.

- Universal Access and Affordability
- Career Pathways
- Comprehensive and Coordinated Care



EDUCATION CITY RESOLUTION

bit.ly/nccpc-edcity-resolution

- Resolution template to adapt
- Informed by elected officials and city leaders in Hayward, San Jose, and San Fernando
- Builds off of Career Education Executive Order N-11-23
- Launched at NCCPC 3rd Mayors' Circle on November 2, 2023



IMPLEMENTATION GUIDE

bit.ly/nccpc-edcity-guide

- Initiative implementation guide template to adapt
- Informed by city, public, and private leaders from across California and the country
- Includes Objective, Purpose, Policy, Programming, Operations, City Policy Alignment, and Collaboratives

CSA Coalition & CAL KIDS



CalKIDS Data for Contra Costa County

	DEC 30, 2024
Funds Dedicated	\$42,803,075
Funds CLAIMED	\$ 4,256,125 (9.94%)
Funds UNClaimed	\$38,546,950 (90.06%)
Eligible Student Accounts	104,402
Accounts CLAIMED	10,395 (9.96%)
Accounts UNClaimed	94,007 (90.04%)



Top Participating Counties

Newborns

1. San Mateo
2. San Francisco
3. Alameda
4. Santa Clara
5. Contra Costa
6. Marin
7. Orange
8. Glenn
9. Humboldt
10. Inyo

Students

1. Riverside
2. Colusa
3. Fresno
4. Alameda
5. San Benito
6. Los Angeles
7. Monterey
8. Orange
9. Santa Clara
10. Napa

*Top participating counties based on percentage of claims

Explore NCCPC's Resources

Scholarship Displacement Toolkits, go to

bit.ly/nccpc-ab288-knowyourrights2023

#BetterFAFSA Toolkit, go to [bit.ly/nccpc-ncan-](https://bit.ly/nccpc-ncan-betterfafsa2023)

[betterfafsa2023](https://bit.ly/nccpc-ncan-betterfafsa2023)

Education City Initiative Toolkit, go to [bit.ly/nccpc-](https://bit.ly/nccpc-edcity-toolkit)

[edcity-toolkit](https://bit.ly/nccpc-edcity-toolkit)

Policy activities, go to

norcalpromisecoalition.org/policy

Announcements, go to

norcalpromisecoalition.org/announcements

Student Resources, go to

norcalpromisecoalition.org/students



Data Enrollment		
Institutions and policies ensure that multiply marginalized and underserved (MUE) students can access postsecondary institutions, especially those that offer the highest economic return.		
Performance indicator(s)	Data sources and data collection agreements	Analysis approach
1. Increased postsecondary enrollment for high school graduates of targeted countries and increase in enrollment based on race/ethnicity, gender, English learner status, and for students with disabilities	1. California Department of Education publicly available data (to be currently updated)	1. Trend monitoring for targeted countries and descriptive comparison to matched cohorts
2. Increased postsecondary enrollment among MUE students at institutions for institutional characteristics such as College Promise, distance, institution type	2. California Department of Education publicly available data (to be currently updated)	2. Trend monitoring for targeted countries and descriptive comparison to matched cohorts
3. Increased enrollment among MUE students at institutions with higher economic return	3. California Department of Education publicly available data (to be currently updated)	3. Trend monitoring for targeted countries and descriptive comparison to matched cohorts



Thank YOU!

TOGETHER,
we can change the trajectory
for Hundreds of Thousands
of BIPOC, low-income, first-
generation students across
Northern California



**CITY COUNCIL MEETING
MINUTES
February 4, 2025**

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 Sasai called the Regular Meeting of the City Council to order at 5:07 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

Cameron Sasai, Mayor
Anthony Tave, Mayor Pro Tem
Norma Martinez-Rubin, Council Member
Devin Murphy, Council Member*
Maureen Toms, Council Member
*Arrived after Roll Call

B. STAFF PRESENT

Kelcey Young, City Manager
Roxane Stone, Deputy City Clerk
Eric Casher, City Attorney
Fiona Epps, Assistant to the City Manager

Deputy City Clerk Roxane Stone announced the agenda had been posted on January 31, 2025 at 10:30 a.m. with all legally required written notices. No comments had been received in advance of the meeting. A correction to the draft resolution for Item 12A had been distributed to staff, the City Council, posted on the City website and made available to the public in 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

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.

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

There was no 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.

Rafael Menis asked the City Council to exercise its power under Section §54956.5 of the California Government Code to declare a State of Emergency in response to Elon Musk's attempted coup to gain control of the United States Government, through taking control of the Treasury Department, taking control of the systems for the Office of Professional Management and for attempting to violate the Constitution by destroying congressionally mandated departments without authority of law. Since this was a power beyond what the City could take on alone, he also asked the City in its declaration of a State of Emergency to invoke Government Code Sections §8680.9 and §8625, to request the aid of Governor Newsom in declaring a State of Emergency at the state level to address this issue. The ordinary systems of checks and balances that were supposed to mitigate the possibility of a coup were at the present time not functioning, with the Executive Branch defying judicial orders and with the legislative branch having decided to abdicate its responsibility to act as a check on the Executive Branch.

Therefore, Mr. Menis suggested due to the eminent threat to the health and safety of everyone in the City of Pinole, due to a rogue agent like Elon Musk taking control of the Department of Treasury and with the personal information of every person who had entered the federal government's Human Resources systems, the City of Pinole was currently in a State of Emergency and the City should pass a resolution to recognize this effect and call on the Governor to assist in the matter, which was beyond the ability of the City of Pinole to address on its own. He suggested the City had the power per Section §54956.0 of the California Government Code to declare a State of Emergency, as defined by this section which he read into the record.

Cheri Johansen agreed with Mr. Menis' request for the City to consider declaring a State of Emergency. She expressed concern with members of the community who were comprised of different ethnicities. She attended Mayor Sasai's celebration of his swearing-in as Mayor, was aware Pinole was culturally diverse, and based on what she had gathered on what was occurring on the national level, citizens were in grave danger of having their rights taken away. She hoped the City Council would consider Mr. Menis' request.

Mayor Sasai modified the meeting agenda with the City Council to consider Item 8. Recognitions/ Presentations/Community Events, B.1 Presentations at this time.

8. RECOGNITIONS / PRESENTATIONS / COMMUNITY EVENTS

B. Presentations

1. Presentation from the Contra Costa County Community Awareness Emergency Response Organization (CAER)

Assistant to the City Manager Fiona Epps introduced members of the Contra Costa County Community Awareness Emergency Response Organization (CAER) that included Executive Director Tony Semenza and Executive Assistant Lori McDonald, who provided a PowerPoint presentation on CAER. CAER had been organized in 1987 and was comprised of safety and emergency response professionals who worked with the Contra Costa County Health Services Department and formed a Community Notification Committee to provide recommendations on a county-wide Community Warning System (CWS).

An overview of CAER's efforts and activities was highlighted including the formation of a number of CAER Action Teams that supported people operating in the fields of public affairs, safety, communications, industrial hygiene, emergency management, fire, security and outreach. The teams shared and learned from each other and created opportunities to support and work with agencies and communities. CAER's core objectives, Mission Statement, and major accomplishments were highlighted.

In response to questions from the City Council, Mr. Semenza and Ms. McDonald clarified the following:

- CAER was funded as a non-profit with its membership from industry, agency and different cities who paid dues to belong to the CAER organization. Dues were used to fund the Action Teams, a full-time Executive Assistant and part-time Executive Director. (Toms)
- CAER grant opportunities included applications from schools, senior centers, cities and different companies/organizations, not just non-profits. CAER provided funds for emergency equipment, different types of drills or the stock pile of emergency equipment. Additional information on grant opportunities could be provided to the City Council via email. Over the past several years, CAER provided over a quarter million in funds to different organizations. (Murphy)
- Some cities in Contra Costa County had direct membership with CAER. Cities were charged less than \$1,000 to be a member of CAER. Benefits of membership included attending safety summits, working with a city or organization on emergency preparedness, training staff on the CWS and its use and what to do in the event of an emergency, as examples. (Murphy)
- CAER's Mentorship Program involved younger people looking for a career in fire services or emergency preparedness, as examples. Those individuals were invited in, worked with CAER, and the program worked well.

When the individual graduated high school or college, they could move forward to available fire service or emergency services programs. (Murphy)

- Acknowledged interest in finding ways to partner with CAER. (Mayor Pro Tem Tave)
- Clarified again the CAER grant opportunities where CAER allotted anywhere from \$10,000 to \$15,000 for grants each year, and if only a few members applied, the grants may be increased but the highest range for an individual grant so far was \$2,000. (Martinez-Rubin)
- The CWS was currently an opt-in system with CAER recommending an opt-out system where everyone was included and had the option to opt-out, but the only way to get the information at this time was to opt-in and register one's phone number with the CWS. Information would be provided either over the telephone or via text. (Martinez-Rubin)
- Between 50 to 60 percent of residents in Contra Costa County had opted-in to the CWS. CAER would like to see a much higher number but it was difficult to get people to opt-in. Information on the percentage of Pinole residents who opted-in to the CWS could be provided to the City Council at a later date. (Martinez-Rubin)

PUBLIC COMMENTS OPENED

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

PUBLIC COMMENTS CLOSED

Mayor Sasai thanked CAER for the presentation. He looked forward to additional information in the future.

The City Council moved to Item 8A.1 at this time.

A. Proclamations

1. Black History Month

The City Council read into the record a proclamation recognizing the month of February as Black History Month with the proclamation presented to James Andrew Harris II, who thanked the City Council for the proclamation. He suggested his late father Pinole resident James Andrew Harris, a groundbreaking nuclear chemist who helped to discover two previously unknown elements while working at Lawrence Berkeley National Lab, would be thrilled to see this proclamation since he was an advocate for diversity, education, inclusiveness and bringing everyone together. He too was thrilled with the proclamation and shared his history when he moved to Pinole in 1971 when the City had been predominantly white as compared to its current diversity. What he loved about Pinole was that it diversified naturally and everyone got along. He also shared some history of his father's career at Lawrence Berkeley National Lab, a high-level quasi-government entity doing heavy research on all sorts of topics, his work as an advocate for diversity in science and who had traveled to motivate young people from different races who were interested in science.

Mr. Harris also provided the background of his mother Helen Harris a former long-time instructor at Contra Costa College. He added that additional information about his father was available on the Internet.

PUBLIC COMMENTS OPENED

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

PUBLIC COMMENTS CLOSED

The City Council returned to Item 7. Reports & Communications.

7. REPORTS & COMMUNICATIONS

A. Mayor Report

1. Announcements

Mayor Sasai hoped everyone had a great January and he wished everyone a Happy Lunar New Year and Black History Month. He reported he had attended the West County Mayors' and Supervisors' Association meeting, which included an update of the Countywide Transportation Plan from the Contra Costa Transportation Authority (CCTA), and reported he could make copies of the presentation available via email. He had also attended the West Contra Costa Transportation Commission (WCCTC) meeting, which included the election of officers. He also took the opportunity to express his appreciation to the City Manager and City staff for the productive Council Retreat held on February 1 and 2, 2025, and he looked forward to holding an annual Council Retreat.

Mayor Sasai added the City had been notified this date that Safeway intended to close its store in the Appian-80 complex, with staff gathering additional information and communication with the property owner. An update would be provided to residents once more information was available. He was cautiously optimistic this closure would open the door to new possibilities and reported the property owner had indicated they still planned to have a grocery store at the site. He understood this was a sensitive topic for some and the City would provide assistance by pointing employees to available resources. He reminded everyone the City had a variety of amazing grocery stores including small businesses and he recognized the work of staff to retain existing businesses and welcome new businesses to Pinole. He also referenced the adoption of the Economic Development Strategy in 2022 and the goals of that plan. Residents were encouraged to contact staff and the City Council with any questions.

Mayor Sasai invited everyone to the Pinole Valley Park Soccer Field Grand Re-Opening on February 2, 2025 from 9:00 a.m. to 12:00 p.m.

B. Mayoral & Council Appointments: None

C. City Council Committee Reports & Communications

Council member Martinez-Rubin reported she had attended the League of California Cities Revenue and Taxation Policy Committee meeting and briefed the City Council on the discussions. She also wished everyone a Happy Valentine's/Friendship Day.

Mayor Pro Tem Tave reported he had attended the Council Retreat and thanked his colleagues for considering all ideas and vision for the City of Pinole. He acknowledged that roads had been at the forefront of the discussions. He had also attended a meeting of RecycleMore and provided the background of Senate Bill (SB) 244, the Right to Repair Act, and announced that RecycleMore along with other agencies would host a Repair Workshop. The next no-cost workshop was scheduled for March 22, 2025 at 7007 Moeser Lane, El Cerrito, and he highlighted the items that could be brought to the workshop. He encouraged everyone to participate.

Council member Murphy thanked the City Manager and City staff for the Council Retreat. He appreciated the discussions on sustainability, resilience, the condition of City roads and issues that were pertinent to City residents. He also provided an update on Marin Clean Energy's (MCE's) focus in 2025 on its Strategic Plan as it related to energy services, affordability for residents and more grant funding. He briefed the City Council on MCE's latest Executive Board meeting with a discussion of MCE's budget. Residents were encouraged to remain involved, with more information on the MCE website.

Council member Murphy also looked forward to celebrating Black History Month including attending the Pinole Valley High School African-American Student Union Black History Jubilee scheduled for February 15, 2025. The event would be open to the public, attendees were asked to purchase tickets, which helped to continue the tradition of the event each year.

Council member Toms reported she had attended the League of California Cities Housing, Community and Economic Development Policy Committee meeting and briefed the City Council on the presentations; attended the Council Retreat also thanking City staff for all of the hard work putting the retreat together, and appreciated the City Council discussions on priorities. She had also attended the Crab Feed sponsored by the Rotary Club who honored Police Officer of the Year Amy Eubanks.

D. Council Requests for Future Agenda Items

PUBLIC COMMENTS OPENED

Rafael Menis requested the City Council consider declaring a State of Emergency for the reasons outlined during public comment. He asked whether the request could be considered at this meeting or as a future agenda item. He asked the City Attorney to provide direction on the City declaring a State of Emergency pursuant to State law.

PUBLIC COMMENTS CLOSED

Mayor Sasai reported the request would be followed-up with Mr. Menis after the meeting.

E. City Manager Report / Department Staff

City Manager Kelcey Young reported the new Chief of Police Melissa Klawuhn would start employment with the City starting March 3, 2025, and would be introduced to the City Council on March 4, 2025 with a formal swearing-in ceremony. The new Public Works Director/City Engineer had tentatively been scheduled to start employment with the City on March 3, 2025. She planned to attend the California ICMA City Manager's Conference from February 5-7, 2025 and she would be available via email and text but not available for office hours this week.

City Manager Young also reported her office hours would be extended the week of February 10-14, 2025 from 3:00 to 5:00 p.m., and she invited any community members with questions to email her or contact her office. She thanked the Public Works Department for its hard work to prevent flooding in the City and the Public Works Department and Community Services Director for ensuring that all the trees at Fitzgerald Park had been maintained.

City Manager Young also thanked City staff for all of their hard work to prepare for the Council Retreat and the City Council for its hard work and transparency. She looked forward to seeing those efforts move forward into the budget season.

PUBLIC COMMENTS OPENED

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

PUBLIC COMMENTS CLOSED

F. City Attorney Report: None

PUBLIC COMMENTS OPENED (Items 7D through 7F)

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

PUBLIC COMMENTS CLOSED

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 Regular City Council Meeting on January 21, 2025.
- B. Receive the January 18, 2025 – January 31, 2025 – List of Warrants in the Amount of \$855,476.31 and the January 31, 2025 Payroll in the Amount of \$506,241.03
- C. Adopt a Resolution Approving Side Letter Agreement to the Memorandum of Understanding Between the City and AFSCME Local 1 to Amend Article II – Recognition and Attachment A – Salary Schedule. **Action: Adopt Resolution per Staff Recommendation (Stacy Shell, Charlene Davis)**

- D. Resolution Designating Hinderliter de Llamas & Associates as Consultant Authorized to Examine Transaction and Use Tax Records. **Action: Adopt a Resolution per Staff Recommendation (Eric Casher, Markisha Guillory)**
- E. Approve the 2025 Council Committee Assignment List **Action: Approve the 2025 Council Committee Assignment List (Heather Bell)**

PUBLIC COMMENTS OPENED

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

PUBLIC COMMENTS CLOSED

ACTION: Motion by Mayor Pro Tem Tave/Council member Murphy to adopt Consent Calendar Items 9A through 9E, as shown.

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

10. PUBLIC HEARINGS: None

11. OLD BUSINESS: None

12. NEW BUSINESS

- A.** Increase City Council Training and Travel Budget by \$38,750. **Action: Discuss and Provide Direction (Heather Bell)**

City Manager Young presented the staff report dated February 4, 2025, and recommended the City Council consider the request to increase the City Council Training and Travel Budget.

Responding to questions from the City Council, City Manager Young clarified:

- Just over \$35,000 had previously been cut from the staff training budget. (Toms)
- The current City Council Training and Travel Budget had been shown in the staff report. Funds not used would roll back into the General Fund. Increasing this budget, as requested and as detailed in the staff report would allow for City Council travel and training and did not have to be just for the attendance at the National League of Cities (NLC) and Civic Well Conferences, as outlined in the staff report. (Murphy, Mayor Sasai)

PUBLIC COMMENTS OPENED

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

PUBLIC COMMENTS CLOSED

Council member Martinez-Rubin noted the Mayor and Council member Murphy offered and seconded the motion for discussion and given they were most interested in further enhancing the City Council Training and Travel Budget, she asked how travel to other conferences would support the City of Pinole, how the conference content in which they were interested in attending; i.e. Civic Well and NLC Conferences, would inform policy development and decision making on the City Council. She commented that one of the benefits of attending state, regional, local or national conferences was the networking aspect with the presumption that could lead to something that could be readily used. In this case, and speaking of this fiscal year, she would like to know how attendance at these conferences would readily apply to the planning and discussions about the activities and initiatives that were currently needing to be completed in this fiscal year and for Pinole residents.

Mayor Pro Tem Tave spoke in response to the questions raised by Council member Martinez-Rubin and noted that networking, understanding policy and what was happening in other cities would be unknown unless someone was sitting in a Council seat. The League of California Cities Conferences were used to bounce off ideas with Council members and others, and he offered examples on how good feedback was provided on certain topics that could be brought back to the Council. It was important for Council members to utilize those conferences as a networking opportunity and learning experience, similar to the City Manager attending the upcoming ICMA Conference. He suggested the current conversation was about expanding that network and bringing more information into the City. On a national level, it may be more difficult since different states and counties had different rules, but creativity would come from that and he encouraged his colleagues to consider those benefits, particularly for those Council members who may not have had that experience.

Mayor Sasai commented the different committees and policy institutes offered value in balancing off ideas from regional partners, such as the League of California Cities where many were dealing with the same issues as the City of Pinole. Cities of similar size as Pinole also offered opportunities to ask questions about what was done in those communities and he offered examples, such as how to generate revenue and deal with structural deficits. The increase in the budget would allow a Council member to get more into the policy issues the City of Pinole could learn from, and the different training opportunities were an investment in the City Council in terms of how each member could better himself/herself to be the best elected representative to serve the City of Pinole.

Mayor Sasai also suggested it would also set up success for future Councils. From an equity lens, he wanted to ensure all members of the Council had the opportunity to travel, have training and have that access. Having spoken to some past Council members, oftentimes the cost of attendance for some conferences had come out of pocket of the Council member, which would impact those with a lower income or those who may be a single parent, as examples, and suggested it was not right for them to pay out of pocket for travel and training that would enrich that Council member as a public servant and policy maker. He supported the request to amend the budget, as shown.

Council member Murphy thanked staff for prioritizing the item on the agenda.

Council member Murphy commented in the past he had requested presentations about the NLC and Civic Well and staff had produced those presentations and there had been a number of services and benefits staff members from those organizations had produced. He encouraged any Council member who had questions about the benefits of the organizations or their conferences to check on those presentations. He noted that he and Council member Toms had attended Civil Well conferences and he urged his fellow Council members to take advantage of those opportunities.

Council member Toms explained that she had voted no to bring the item forward as a future agenda item because she was troubled by having this brought in out of sequence, without a discussion of the total budget. The City Council reviewed the total budget with quarterly updates, and she suggested this request should be reviewed in context of the total budget. She had clarified to others in the past that future agenda items diverted staff from doing their regular work and they had to prepare something new. For this current fiscal year, the City Council had gone into the reserves and made cuts across the board to other City Departments, including reducing the training budgets for employees who did not have the ability to attend training staff needed to implement the work the City Council was directing be done. She was bothered by that since not only had the Council travel expenses been cut, an increase almost three times the original budget was being requested in a year where the City had a structural deficit and when the City Council should not be increasing its expenses. The budget currently allowed attendance at League of California Cities Policy Committee meetings and East Bay Cal Cities meetings.

Council member Toms commented that most of her attendance at Civic Well conferences had been covered with some out-of-pocket expense but that was not something she would do each year. She noted there were plenty of webinars available through the League of California Cities and there were free legislative updates. She also suggested they did not have the issue where someone had to arrange for childcare or other issues on the current City Council. In a fiscal year where the City Council had gone into the reserves, she found it reckless for the City Council to increase its budget.

Mayor Sasai appreciated the mindfulness of the fiscal year, where they were in the budget process and reductions in the travel and training budget for City staff; however, he had tried to register for the NLC for this year, but the budget would not cut it and he did not have any personal capacity to attend the conference at this time, which he thought was the reason for the increase. He commented that if Council members did not fully use their portion of the travel and training budget, they did not have to, which was the same policy for the Council stipend, with those funds to return to the General Fund.

Mayor Pro Tem Tave understood the increase would be shared amongst the Council and if for whatever reason he did not attend a particular conference, his portion of the budget would be able to be transferrable to others, but City Manager Young stated the program was not currently set up that way.

Mayor Pro Tem Tave asked when the funds would go back to the General Fund, to which City Manager Young explained the unused funds would go back to the General Fund at the end of the fiscal year.

Council member Martinez-Rubin appreciated the gained perspective when she attended conferences and she loved to support something but Councils should keep top of mind fiscal prudence and stewardship of the public's funds. She suggested that fiscal discipline applied to Council members since the Council served as role models in a way to how well they managed the City's limited funds at the beginning of the year, which were not allotted willy nilly, and there was a process to get to an adoptable budget.

Council member Martinez-Rubin pointed out at the beginning of fiscal year 2024/25, the City Council adopted a budget with each Council member to have \$4,200 for travel and training and Council members were mindful and responsible to recognize that was what was available to each member in the fiscal year. While budget adjustments could be made, she could not support the requested increase in budget and rather would like to see the City Council keep the allotment it had at the beginning of the fiscal year. She noted that not only the Council was limited in its funding to attend conferences but staff did not have the professional development and training since the City Council cut those funds to allow a structurally balanced budget in Fiscal Year 2024/25.

Council member Martinez-Rubin suggested if the budget increase was approved, it would be an increase of \$38,750, as estimated by staff and 32 percent of the Council budget, which would be a consideration when planning for the next fiscal year. That amount could be used for activities currently in process that remained to be completed. She was aware the Mayor thought differently about the funds and attendance at the conferences but suggested the Mayor was smart enough to recognize what it meant when a Council was requesting an increase in its budget when there had been cuts in other areas in the same fiscal year, which did not sit right with her and other members of the public.

Council member Martinez-Rubin suggested that if not able to attend a conference there were other ways to get that information, much of it available online about organizations that could be brought back to the entire City Council for discussion. She asked the Mayor to consider the comments and how his desire to attend unfunded conferences would reflect overall on the City Council and the impacts of requesting additional funds for a training budget for the City Council when the training budget for staff had been diminished in the same fiscal year and she asked that the impact on staff morale be taken into account.

Mayor Sasai appreciated the passion on the subject and hoped the comments were heard on the Council, staff and the public. He reiterated if members of the Council did not want to use the increased amount of the budget it would go back directly into the General Fund.

Mayor Pro Tem Tave commented the City Council had considered budget cuts for a structurally balanced budget but there was a benefit to this request and this City Council, in his opinion, valued training. He suggested when moving forward to consider mid-year adjustments, the City Council should consider whether to reinstate funds for staff training, and he encouraged staff to look at its training budget and bring that back for Council consideration.

Mayor Sasai agreed and noted this was a training budget, an opportunity for the elected representatives to learn, network and come back as a better elected representative for the City of Pinole.

Deputy City Clerk Stone reported public comment had come in after the public comment period had been closed.

Mayor Sasai allowed the public comment at this time.

Anthony Vossbrink, speaking on behalf of himself and other seniors, suggested this rogue move by certain City Council members who had collaborated on this request was at this point in time wrong given the fiscal budget situation, state of the economy and the unknowns moving forward with the new Presidential Administration. He found an increase of 300 percent and up to \$39,000 per year was fiscally irresponsible and there were other projects on the drawing board that had not moved forward. He stated the community was concerned for streets, street light outages, pot hole repair, traffic calming signs, recyclable trash bins and the like, and he echoed the concerns expressed by other members of the City Council. He asked whether the City Manager had provided any feedback and suggested a 50 percent increase would feel better than a 300 percent increase and some of that increase should go to staff, Directors, Managers and associates for their training and travel. He asked about the percentage going to travel versus training and asked whether the Council would be held accountable. He also asked what the City of Hercules provided for Council training and travel as part of its budget.

Mayor Sasai closed public comment.

Mayor Sasai recognized costs had increased for both travel and training.

Council member Murphy offered a motion, seconded by Mayor Pro Tem Tave to approve a resolution to increase the City Council Training and Travel Budget by \$38,750.

On the motion, Mayor Sasai acknowledged there was disagreement on this issue but if a Council member did not feel comfortable using the increase in the budget, the funds would go back to the General Fund. He looked forward to having more discussions about this topic during the budget season as well.

Council member Martinez-Rubin commented on the differences between want and need and wondered if the vote reflected a want or a need on the part of the Council members.

ACTION: Motion by Council members Murphy/Mayor Pro Tem Tave to approve a resolution to increase the City Council Training and Travel Budget by \$38,750.

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

Council member Toms asked how other expenses were coming out of the City's General Fund to pay for Council expenses. As an example, if a Council member wanted to attend Cal Cities meetings or the Mayors' Conference or Crab Feed, she offered a motion that those incidental items also come out of the budget since it would come out of the General Fund.

Council member Toms explained there had been plenty of times she had attended the Mayors' Conference and saw a name tag for someone to attend but that person did not show up. The same thing where the City paid for Crab Feeds and some people did not show up and she had seen it time and time again. She suggested that would be one small way they could tighten up what had just been adopted.

Mayor Sasai asked whether that fit under the scope of the agenda item.

City Attorney Eric Casher understood the motion was a clarification on the use of the newly-allocated funds and Council member Toms commented the allocated funds included all other items that were paid for such as Cal Cities, Mayors' Conference, Crab Feeds and other events that Council members attended, which would come out of that fund. She suggested people would be more mindful about confirming attendance if it came out of their personal allotment.

City Attorney Casher thanked Council member Toms for the clarification, however the agenda item was for an increase to the travel and training budget and a discussion about the budget more broadly and the language in the resolution talked about the use of the funds for travel and training, and if there was an interest in having further clarification, that motion could be entertained.

Council member Toms restated her motion that other expenses including, but not limited to, Mayors' Conference, Cal Cities events and dinners, and special events for Council members also come out of the City Council Training and Travel Budget.

On the motion, Council member Martinez-Rubin commented the language "out of the individual allotment" of the Council members should be included since the increase at this point would not all be used. She noted any travel or events associated with the Council members representation as a Council member of the City of Pinole should come out of their individual allotment.

Mayor Toms accepted the amendment to her motion.

Further discussing the motion, Mayor Pro Tem Tave commented that Crab Feeds, as an example, benefitted the Pinole Rotary Club and the community at-large and he asked if the intent was for an accounting of that budget.

Council member Toms sought more thought in confirming attendance at various events.

Mayor Pro Tem Tave understood events such as the Mayors' Conference and Cal Cities meetings could be slotted in but he was troubled including non-profits.

Council member Toms commented that several community members had commented on empty seats. She reiterated since the vote to increase the budget, the ticket for that event should come out of the allotment for each Council member. She again suggested that Council members would be more mindful of reserving attendance at an event if it came out of that member's allotment.

Mayor Pro Tem Tave understood the accounting but did not want the Council to get into a name and shame type of environment and while he understood the reason for the accounting for budget purposes, he noted the number may go down if there was that accounting.

City Manager Young clarified the events currently came out of the General Fund. There were a few line items for events. If the motion moved forward, she suggested there would be an accounting exercise but it would be a particular set amount having to do with the Council budget and viewed from that perspective as opposed to other events.

Council member Murphy did not support the motion. While he acknowledged Council members had a responsibility to show up for events and there were absences on occasion from some events because of overbooking or the need to attend as many events as possible in the community, he stated there were usually excused absences. He encouraged the City Council to continue to do what it was doing and suggested they were doing it right, and the original item was an opportunity for the Council to continue its work.

Council member Martinez-Rubin suggested the motion would not only be an accounting exercise but an accountability practice and not address the matter of an absence so much as the cost incurred due to an absence. She recognized part of the role of the Council was to be out there amongst the community but at the same time Council members had to recognize the limitations of available funding. She suggested the recommended motion would help in that regard.

Mayor Pro Tem Tave recognized the accountability portion and recognized the expectation for the entire Council to attend some community events, and asked if there was a way to look back and have an idea of what that could be, which could be provided in a memorandum form, particularly as they planned out the rest of the fiscal year.

City Manager Young advised that would be challenging since staff was not always at those events and taking attendance; however, staff could pull together what had been spent and what not participating would have cost the City. She clarified that for the Mayors' Conference, as an example, staff was not always in attendance. Council members were asked to R.S.V.P. with the expectation the Council member would attend the events. Oftentimes, staff declined to attend certain events if that budget had already been allocated for Council members, and staff may not have awareness of the Council attendance at some of those types of events where it would be aware at City of Pinole events. She stated it was up to Council members to be good stewards of the tax dollars and keep track of attendance.

ACTION: Motion by Council members Toms/Martinez-Rubin that other expenses, including but not limited to, Mayors' Conference, Cal Cities events and dinners, special events for Council members, come out of the individual allotment of the Council members in the City Council Training and Travel Budget.

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

Deputy City Clerk Stone reported there was additional public comment on this item.

Mayor Sasai allowed for additional public comment at this time.

Rafael Menis commented he would have liked to have made his comments prior to the vote on the item. He suggested in the future and during the budget cycle, the Council should reconsider this idea since it would be worthwhile to not just have funds for events to come from the General Fund as a whole, but have the funds be allocated to a particular Council member, which would be clearer. In the future, as an accountability measure and as part of the budget cycle, he again suggested it would be worthwhile to revisit the proposed motion even though it did not pass at this time.

The City Council returned to Item 7.C to allow Council member Murphy to provide additional City Council Committee Reports & Communications.

Council member Murphy reported he had been contacted by the Senior Field Representative for Congressman John Garamendi, who announced a Telephone Town Hall would be held on February 5, 2025 at 6:00 p.m. to address some of the work Congressman Garamendi was doing to support his constituents, with every resident of the 8th Congressional District invited to participate, with additional information at www.garamendi.house.gov.

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.*

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

14. ADJOURNMENT to the Regular Meeting of February 18, 2025 in Remembrance of Amber Swartz.

At 6:56 p.m., Mayor Sasai adjourned the meeting to the Regular City Council Meeting of February 18, 2025 in Remembrance of Amber Swartz.

Submitted by:

Heather Bell, CMC
City Clerk

Approved by City Council:

**CITY COUNCIL MEETING
MINUTES
February 18, 2025**

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 Sasai called the Regular Meeting of the City Council to order at 5:00 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

Cameron Sasai, Mayor
Anthony Tave, Mayor Pro Tem
Norma Martinez-Rubin, Council Member*
Devin Murphy, Council Member
Maureen Toms, Council Member
* Arrived after Roll Call

B. STAFF PRESENT

Kelcey Young, City Manager
Heather Bell, City Clerk
Eric Casher, City Attorney
Roxane Stone, Deputy City Clerk
Fiona Epps, Assistant to the City Manager
Kapil Amin, Sustainability Fellow
Lilly Whalen, Community Development Director
Keith Marks, Chief Building Official

City Clerk Heather Bell announced the agenda had been posted on February 13, 2025 at 4:00 p.m. with all legally required written notices. Written comments had been received in advance of the meeting, distributed to the City Council and staff, posted on the City website and made available in the Council Chambers. A memorandum with suggested revisions had been received for Item 9D, also made available online and in the Council Chambers for public viewing.

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

4. CONVENE TO A CLOSED SESSION:

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

A. CONFERENCE WITH LABOR NEGOTIATORS

Gov. Code § 54957.6

Agency designated representatives: City Manager Kelcey Young, City Attorney Eric Casher, Human Resources Director Stacy Shell and Gregory Ramirez, IEDA
Employee Organizations: AFSCME Local 1, AFSCME Local 512 and the management Compensation Plan (MCP)

B. CONFERENCE WITH REAL PROPERTY NEGOTIATORS

Gov. Code § 54956.8

Property: 2100 San Pablo Ave.

Agency negotiators: City Manager Kelcey Young and City Attorney Eric Casher

Negotiating party: Art Pakpour

Under negotiation: Price and Terms

PUBLIC COMMENTS OPENED

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

PUBLIC COMMENTS CLOSED

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

At 7:13 p.m., Mayor Sasai reconvened the meeting into open session. There was no reportable action from the 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.

Rafael Menis, reported on the rate of COVID-19 in the community per the Centers for Disease Control and Prevention (CDC) website, with the community having stabilized at a somewhat higher level and he urged continued precautions. He also asked the City Council to consider declaring a Local State of Emergency pursuant to Section §85580 of the California Government Code, which he read into the record, as it related to the continued actions of the Department of Government Efficiency (DOGE) and the allocation of funds from the federal government to infrastructure projects. As noted in written comments he had provided to the City Council, the federal government continued not to release previously allocated funds. He asked the City of Pinole to declare a State of Emergency in order to invoke Section §35754 of the Vehicle Code to set a lower weight limit for the San Pablo Avenue Bridge due to the fundamental uncertainty of whether or not the City would be able to receive state or federal grants, or whether those grants would actually be funded due to the federal government's current policy of being able to decide whether or not to fund grants based on the President's whims.

Irma Ruport, referenced an article in the local newspaper dated February 14, 2025, regarding the new Chief of the Environmental Protection Agency (EPA), who called for the return of monies that had been earmarked for clean energy climate projects and the potential for rescinding grants awarded by the Biden Administration. She recognized the City had hired a Grant Writer in the past year and she wanted to caution the City regarding those grants. Having worked in a government grant funding program when grants were awarded, grants were to be spent and utilized as soon as possible or they could be lost, and given the current instability she suggested things may turn for the worse. The City also recently passed Measure I, with some of the funding to go towards potholes and streets. She expressed concern as potholes became worse they could cause an accident. She reported that one accident had recently occurred in the City. She asked whether the City would be liable and asked that more priority be given to the repair of potholes as soon as possible.

Ms. Ruport also commented that Coffee with the City had in the past been Coffee with a Cop, but the former Police Chief and current City Manager changed it to Coffee with the City, held two hours on a weekday once a month. She suggested those two hours could be better spent at the Farmers Market or the Senior Center on a Saturday when people would have a greater opportunity to participate rather than during a weekday. She wanted to see a Roll Call of attendance for this event. In addition, she commented on the City's partnership with the Contra Costa County Fire Protection District (CCCFPD), and suggested an invitation be extended to the CCCFPD to all community events including Coffee with the City. She asked for a response from staff to those concerns either via telephone call or an email.

7. REPORTS & COMMUNICATIONS

A. Mayor Report

1. Announcements

Mayor Sasai reported that he had attended the Mayors' Conference hosted by the Town of Moraga with a presentation about development in the City of San Francisco, appointments to the Local Agency Formation Commission (LAFCO) and East Bay Regional Communications System Agency (EBRCSA) Board. He had also met with staff for State Senator Jesse Arreguin to discuss the legislative package for this year and shared the City of Pinole's priorities.

Mayor Sasai had also met personally with Contra Costa County Supervisor John Gioia to discuss shared vision and priorities for this year and he planned to attend the West Contra Costa Transportation Commission (WCCTA) meeting scheduled for February 28, 2025 in the City of El Cerrito. He had also attended the Black History Month Jubilee at Pinole Valley High School and commended the educators, student leaders and families associated with the event, particularly the efforts of Michele Lamons-Raiford. He also invited the public to the reopening of the Pinole Valley Park Soccer Field on February 22, 2025, from 9:00 a.m. to 12:00 p.m.

B. Mayoral & Council Appointments

1. Appointment of Council Subcommittee – Republic Services Agreement Review

City Manager Kelcey Young reported the City's Franchise Agreement with Republic Services would end June 30, 2025. Upon Council approval, two potential Council Subcommittee members were asked to review the contract with Republic Services while the City continued its negotiations and provided insight and input. The Subcommittee was intended to work with staff quickly over the next couple of weeks.

Council member Toms explained that she and then Council member Tave had previously been designated by the City Council to serve on a Council Subcommittee and she remained interested and available.

Mayor Pro Tem Tave was also interested in remaining on the Subcommittee, which had been formed when Council member Toms had served as Mayor. At that time, two meetings had been held with engineering staff in the early stages of the negotiations of the contract with Republic Services and those discussions were more informative in nature. Given the impending deadline, he recognized a lot of work was needed to be done quickly and he remained interested in remaining on the Subcommittee.

Mayor Sasai asked about the frequency and scope of the Subcommittee meetings, to which City Manager Young deferred to the City Attorney but understood and expected there would be a couple of meetings, more if needed.

City Attorney Casher clarified this would be an Ad-Hoc Subcommittee. The City already had a draft agreement in place that would be brought to the Subcommittee for review, possibly every two weeks, depending on the need, with the agreement ultimately to be presented to the full City Council for consideration with recommendations from the Subcommittee.

PUBLIC COMMENTS OPENED

Irma Ruport, asked the City Council to consider a member of each of the City's Commissions/Committees to serve on the Ad-Hoc Subcommittee. She had been a long-time resident of Pinole and the City had been through a lot of contracts with Republic Services and she had a lot of ideas. She would appreciate allowing a member of the community to be a part of the process at the beginning to review the contract and offer any insight.

PUBLIC COMMENTS CLOSED

ACTION: Motion by Council member Murphy/Mayor Sasai to approve the appointment of Mayor Pro Tem Tave and Council member Toms to serve on the Republic Services Agreement Review Ad-Hoc Subcommittee.

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

C. City Council Committee Reports & Communications

Council member Martinez-Rubin reported she had attended a WestCAT Board of Directors meeting and briefed the City Council on the approved agenda items.

Council member Toms reported she had attended the Black History Month Jubilee and expressed her appreciation to the students under the leadership of Ms. Lamons-Raiford. She also reported she planned to attend an upcoming meeting with new Senator Jesse Arreguín to discuss Pinole issues.

D. Council Requests for Future Agenda Items: None

There were no requests for Future Agenda Items.

E. City Manager Report / Department Staff

City Manager Young reported the City had to conduct an emergency procurement for the Senior Center due to severe leaks on the roof as well as having challenges with the HVAC system. Staff was currently working with City Mechanical for the HVAC work and Central Roofing for the roofing project. The HVAC work involved a not-to-exceed-amount of \$155,502. For the roofing project staff was still finalizing negotiations but the approximate project cost was \$100,000. Those projects would stop the leaks, repair the heating and cooling system and make the Senior Center far more comfortable for seniors and the community.

City Manager Young reminded everyone of the Pinole Valley Park Soccer Field Reopening on February 22, 2025, with food trucks, games and a variety of activities planned. The Mayor would also provide the first kick and everyone was asked to cheer him on.

City Manager Young also announced the City would hold a Measure I Town Hall on March 1, 2025 from 9:00 to 11:00 a.m. at the Senior Center, which would offer an opportunity for the community to ask questions and discuss projects. A survey would also be provided to the community by the end of the week and residents were encouraged to participate with input on the types of projects the community would be interested in seeing moving forward. In addition, new Police Chief Melissa Klawuhn would be introduced at the City Council meeting on March 4, 2025 along with new Public Works Director Heba El-Guindy.

F. City Attorney Report: None

PUBLIC COMMENTS OPENED (Items 7D through 7F)

City Clerk Bell reported there were no comments from the public.

PUBLIC COMMENTS CLOSED

8. RECOGNITIONS / PRESENTATIONS / COMMUNITY EVENTS

A. Proclamations

1. Japanese Day of Remembrance

The City Council read into the record a proclamation recognizing February 19, 2025, as Japanese Day of Remembrance with the proclamation to be presented by the Mayor to the Japanese American Civil Liberties League (JACL) at the Rosie the Riveter World War II National Historic Park in the City of Richmond on February 22, 2025, at 11:00 a.m. The proclamation would also be presented to those impacted by the internment camps.

PUBLIC COMMENTS OPENED

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

PUBLIC COMMENTS CLOSED

B. Presentations

1. Plant Powered Pinole (Anna Smith, Pinole Resident and Business Owner)

Sustainability Fellow Kapil Amin introduced Anna Smith, Pinole resident and business owner, for Plant Powered Pinole (PPP), a citizen-led coalition for a more peaceful and sustainable Pinole, who provided a PowerPoint presentation to highlight the advocacy for more accessible plant-based options through this initiative that would provide more accessible and healthy food options to local families. The presentation also identified what vegans did and did not eat and data that supported more vegetarian options in local restaurants; what a compassionate City may look like with vegetarian options, which may increase food access across the board; and samples of menus from a few local restaurants where vegan options could be considered. The City Council was encouraged to continue to support and work collaboratively with PPP to make Pinole more compassionate, sustainable and accessible for all residents and visitors.

Ms. Smith responded to questions from the City Council and clarified the majority of the restaurant options in Pinole involved food chains. PPP would help with the visibility in offering vegan food options. She again highlighted what a "Compassionate City" would look like, with parts of Pinole qualifying for "low food access." She acknowledged a request for the data to accurately reflect in future presentations where low food access was located in Pinole. PPP intended to provide affordable, healthy options readily available in the community including vegetarian and vegan foods, work with local small businesses to name their existing vegan options and begin to expand accessibility for healthy foods for all citizens and encourage restaurants with vegan options to gain visibility on apps that would save money in the long run.

Ms. Smith clarified, when asked, that she had only spoken to two restaurants in Old Town, the Bear Claw and East Bay Coffee about expanding their menu options, and she was in the process of preparing lists of how vegan options may be considered. She reiterated how Pinole could help in this effort and provided the details for PPP's contact and website information. She also highlighted how she had modeled the PPP initiative after the Vegan Society in the United Kingdom, with one of the approaches a postcard program where one could leave a postcard asking a business to consider adding more vegan options to a menu and an opportunity to leave any comments. Information was available on the PPP website that could be downloaded and shared with others.

The City Council thanked Ms. Smith for her presentation, useful information and consideration of the PPP initiative.

PUBLIC COMMENTS OPENED

Rafael Menis, thanked Ms. Smith for the presentation. He detailed the items vegans did and did not eat, as reflected in the PowerPoint presentation and asked about the dividing line between the use of bees for honey since gathering honey did not kill the bees and bees were used for pollen and crops like almonds. He understood there was a 60 percent death rate for hives used to pollinate almonds. He asked for clarification about the dividing line between honey and almonds.

Ms. Smith explained that while she was not a dietician, climate scientist or medical doctor, in her experience and in the vegan circles in which she was involved, this was a big issue that was worth discussing. Another part of the vegan conversation she would encourage people interesting in learning more about was human labor and human harm. She cited the Human Empowerment Project, which included an ethical chocolate list and commented that gelatin comes from hooves, an animal has to die, and oftentimes bees needed their honey to survive, and sometimes their wax or comb was taken, which harmed the hive. Almond crops have large sustainability issues in terms of water and bees and many vegans did not consume almond milk for that reason and more.

Anthony Vossbrink, asked about the definition and difference between a true vegan versus a vegetarian and whether that had anything to do with the type of nutrition one gets in or out of a restaurant. He also asked for a better explanation of what was occurring at different levels of the community, such as grade schools, which involved Contra Costa County in terms of education up to Senior Centers. He understood the Pinole Senior Center diet and menu was not really that healthy compared to what was dictated by the County. He also wanted to learn more about what other cities enjoyed. As an example, the City of Berkeley's Senior Center had two separate menus; a regular lunch menu five days a week and a vegetarian lunch menu five days a week, for only \$3 each, whereas Pinole's Senior Center had two days of regular menu, a hot meal Wednesdays and Thursdays only and Fridays an ala carte menu consisting of a cold, frozen to go menu, none of which were vegetarian other than possibly one day a month where a vegetable or vegetable soup may be offered. He suggested Fridays be designated for a full vegetarian menu for seniors as well as making educational materials available. He otherwise asked why the Senior Center only offered hot meals two days a week and why it had become difficult to make a reservation for a vegetarian menu.

Ms. Smith explained the differences between a vegetarian and a vegan was that vegetarians did not eat meat, the flesh of animals, whereas vegans did not eat anything that was made of or came from an animal. In terms of getting a well-rounded nutritional meal, a well-rounded cook learned tricks and she recommended little things that could make a meal well-rounded including the use of plant proteins such as beans; nuts, anything in the legume family; mushrooms, things made of beans like tofu and tempeh; things made of peas like lima beans, dark leafy greens and cooked in a cast iron pan where one could get iron back in the body; or use of an iron fish in pots of soups as examples. She noted, however, that if one wanted to go vegan they must take vitamin B-12 daily for immunity. In response to the issue with systematic meals, she could see the City or activists taking on this issue in the future and commented that subsidies, which included how animal products tended to be what was provided was a larger shift for a lot of people, particularly financially and from a planning perspective. She agreed with the comments from the public.

PUBLIC COMMENTS CLOSED

Mr. Amin reported PPP would be incorporated into the City's Single-Use Plastics outreach effort.

2. Clean California Community Designation (Cecile Carson, EdD Keep California Beautiful Executive Team Leader and Gabi Polo, Keep America Beautiful, Western Region and Strategic Partnership Sr. Director)

Mr. Amin introduced Cecile Carson, EdD Keep California Beautiful Executive Team Leader and Gabi Polo, Keep America Beautiful, Western Region and Strategic Partnership Sr. Director who provided a PowerPoint presentation on the Clean California Community Designation, which recognized communities committed to environmental stewardship, beautification and sustainable waste management and which presentation included an overview of the power of Clean and Beautiful Communities, the Community Designation Checklist, designation benefits, steps to community designation and the resources for pledged communities. The City Council was encouraged to join and take the pledge to become designated as a Clean California Community as had other communities in the State of California.

Responding to questions from the City Council, Ms. Carson and Ms. Polo clarified the following:

- Keep America Beautiful was a national non-profit with a mission to inspire and educate people to take action daily to beautify and improve the community and community environment with different grant programs offered to a network of affiliates across the nation and other cities and communities. One of the grant opportunities involved a grant to eliminate and reduce waste, with grants ranging from \$5,000 to \$20,000 to tackle that issue along with grants involving beautification and recycling. The grant cycle was currently open and by pledging to pursue the designation program, priority review of a grant application was provided with a greater chance of obtaining grant funding if the City were to apply. (Mayor Sasai)
- Highlighted again the criteria required to be met to become designated, the eight to nine criteria points the City may have already met or was in the process of meeting and how the City could meet the remaining criteria. (Mayor Sasai)

- Once the City received its Clean California Community Designation, a large or smaller sign promoting the designation would be provided that could be added to existing signs or infrastructure in the community. Additional signage may be procured directly from the vendor if the City desired more signs to post. (Mayor Sasai)
- Confirmed the Clean California Community Designation initiative was led by Caltrans. Acknowledged longtime concerns with litter on freeway on- and off-ramps and the need for Caltrans to address this issue. (Martinez-Rubin)
- The signage to be provided as part of the designation as a Clean California Community would be provided by Keep California Beautiful along with installation instructions, with the City to decide placement. Keep California Beautiful may facilitate an introduction to the Caltrans District staff regarding whether signage could be placed on the freeway on- or off-ramps, although their main communication and contact was with Caltrans staff in a specific department and headquarters. There would need to be identification of whether the property was Caltrans-maintained or not in terms of where placement may occur. (Murphy)

PUBLIC COMMENTS OPENED

Anthony Vossbrink, asked whether Keep California Beautiful could assist the City of Pinole directly or indirectly to obtain new green recyclable trash bins given the continued need for replacement. The desire was that these recyclable trash bins be placed in those areas of the City that had been neglected and ignored on an ongoing basis. While new recyclable trash bins had been promised in the past, that had not occurred and while some businesses had complied with recycling requirements, the City must comply 100 percent. He challenged the presenters and Caltrans to assist the City in taking care of recyclable litter in the community and he offered examples of problem areas in the community including: the dog park, barbeque grove, the tiny tot's playground, Pinole Valley and other parts of the City. He urged that all recyclable bins be upgraded and suggested it would take little staff time and cost to do so.

PUBLIC COMMENTS CLOSED

Mayor Sasai thanked the presenters for the presentation. He looked forward to continued conversations.

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 Regular City Council Meeting on February 4, 2025.

- B. Receive the February 1, 2025 – February 14, 2025 – List of Warrants in the Amount of \$1,046,685.77 and the February 14, 2025, Payroll in the Amount of \$526,206.10.
- C. Receive and File an Update on Climate Action and Adaptation Plan Building Energy Ordinances and Reach Codes. **Action: Receive and File an Update (Lilly Whalen, Kapil Amin)**
- D. Approve Letter to State Legislators Urging Caltrans to Address Litter Along I-80. **Action: Approve Letter per Staff recommendation (Kelcey Young)**
- E. First Amendment to the Consulting Services Agreement with West Yost for Additional Services Associated with Storm Drain Master Plan. **Action: Adopt Resolution per Staff Recommendation (Faby Guillen)**
- F. Placement of Liens for Delinquent Unpaid Waste Collection Charges Falling Delinquent Between September and December 2024, Considered at an Administrative Hearing on February 6, 2025. **Action: Adopt Resolution per Staff Recommendation (Roxane Stone)**
- G. Precision IT Contract Amendment. **Action: Adopt Resolution per Staff Recommendation (Fiona Epps)**
- H. Approve Draft Pipeline License Agreement with BNSF Railway Company. **Action: Adopt Resolution per Staff Recommendation (Faby Guillen)**

PUBLIC COMMENTS OPENED

Rafael Menis provided the following comments on the Consent Calendar:

- Item 9C, Page 57 of 137 of the agenda packet, Review and Analysis, For New Construction, BE-1a, Adopt a single margin source energy score or more stringent ordinance in 2024 to avoid new natural gas construction, referencing the last sentence of the paragraph which read: *Furthermore, after consultation with the Planning department it was determined that no new residential and non-residential new construction projects are in the pipeline through 2025, deeming efforts for a new construction reach code futile*, and commented on his understanding the Kmart project was in the pipeline by that point and he asked for clarification.
- Item 9E, asked whether the funds allocated to West Yost were the funds that were assigned for the on-call supervisor or whether they were from a separate pot of funds.
- Item 9G, asked whether the fiscal impact was \$34,000 per month or \$30,100 per month, since both numbers were referenced in different places in the staff report and the resolution and should be clarified.
- Item 9H, asked whether \$89,000 was a typical cost for just getting access rights to the railroad right-of-way (ROW); Page 107 of 137 of the agenda packet, 4. Use of Premises, which read: *Licensee shall use the Premises solely for construction, maintenance, and*

use of the Pipeline in accordance with the Drawings and Specifications. The Pipeline shall carry sanitary sewer, and Licensee shall not use the Pipeline to carry any other material or use the Premises for any other purpose.

Licensee is expressly prohibited from using or allowing any telecommunication facilities or equipment within the Premises, or using or allowing the use of the Premises for any other purpose, and asked whether it was typical to include telecommunication and sewage lines, why it had been structured that way and whether the City had received any answers to those questions.

PUBLIC COMMENTS CLOSED

Mayor Sasai asked the City Manager to have the appropriate staff get back to Mr. Menis with responses to his questions in writing. He added that staff could be contacted prior to a meeting as well to ask any questions about any agenda item.

City Manager Young asked that Mr. Menis reach out to staff on those specific questions to allow staff to get back to him.

City Clerk Bell reported that staff's contact information had been included with each staff report to allow members of the public to reach out to staff in advance to respond to questions.

Speaking to Consent Calendar Item 9G, Assistant to the City Manager Fiona Epps, reported she had prepared Item 9G and identified an error on the resolution for the dollar amount that was included, and which should be amended to read: *\$34,000*. If the City Council approved the resolution, the resolution would be updated to match the amount of the contract in the staff report.

Mayor Sasai spoke to Item 9D, and thanked Council member Toms for taking the initiative regarding the letter to State legislators urging Caltrans to address litter along I-80. He found it was a great letter and he hoped the representatives at the state level would be able to secure the K-rails for the City.

City Clerk Bell reported Item 9A would be removed from the Consent Calendar for additional review to be added to the March 4, 2025 City Council meeting agenda.

ACTION: Motion by Council members Toms/Murphy to adopt Consent Calendar Items 9B through 9H, subject to modifications to the letter on the dais for Item 9D, corrections to Item 9G, as identified by staff, and with Item 9A to be added to the March 4, 2025 City Council meeting agenda.

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

10. PUBLIC HEARINGS: None

11. OLD BUSINESS: None

12. NEW BUSINESS

- A. Approval of the Pinole Accessible Living Program, or “PAL Program” Which Will Provide Educational Workshops and Permit Fee Waivers for Qualifying Home Modifications that Improve Accessibility, Safety, and Comfort for Extremely Low, Very Low, Low and Moderate-Income Households, As Well As for Seniors and Individuals with Disabilities (Implementation of Program 9 of the Housing Element).
Action: Adopt Resolution per Staff Recommendation (David Hanham, Keith Marks, Lilly Whalen)

Community Development Director Lilly Whalen provided a PowerPoint presentation on the Pinole Accessible Living Program, or “PAL Program,” designed to help homeowners improve accessibility, safety, and energy efficiency, with a focus on Extremely Low to Moderate Income households, seniors, and individuals with disabilities, and which implemented Housing Element Program 9, ensuring Pinole’s housing remained accessible and livable. Program 9 of the Pinole Housing Element; why the program was necessary; the program components; permit fee waiver: eligibility and application; example fee waiver: accessibility – focused home remodel and educational workshops were all highlighted.

Community Development Director Whalen recommended the City Council adopt the resolution in Attachment A to the February 18, 2025 staff report, approving the establishment of the Pinole Accessible Living Program or “PAL Program.” She identified the launch time, budget and funding and ongoing monitoring and adjustments to the funding and program scope, as needed.

Responding to questions from the City Council, Community Development Director Whalen and Chief Building Official Keith Marks clarified the following:

- One of the workshops could explain the process of getting a licensed contractor for particular work. Self-certification for the PAL Program was for eligible persons in the PAL Program and could be seniors or those with disabilities who required modification and who would do self-certification to ensure they qualified for the program. One of the workshop topics could be how to hire contractors and go through the permitting process. Participants must meet at least one of the three criteria to participate in the PAL Program, with self-certification having been modeled after the Pinole Perks program where participants must certify their qualification as a Moderate Income, Low Income or Very Low-Income household for the purposes of eligibility in the program. (Martinez-Rubin)
- Contractors would not be involved with the eligibility income. (Martinez-Rubin)

The City Council thanked staff for their work and for filling this need in the community.

PUBLIC COMMENTS OPENED

Rafael Menis, commented that under the fiscal impact for this item, staff had recommended the establishment of an initial fund amount of \$20,000, with waivers granted on a first-come-first-serve basis and with a maximum limit of \$2,500 per household per year, which was sufficient to fund nine and a bit of households. Based on the uptick of the Peers Program, he asked whether the City was of the opinion that would allow sufficient funds to meet expected demand, and whether

there would be enough people aware of the program to potentially reach ten or more people given the City's extended outreach to one of its other grant programs linked to the Peers Program.

Mr. Menis referenced the permitting requirements for some energy efficiency upgrades, as reflected on Page 136 of 137 of the agenda packet. He asked the level of modification that would trigger the permit requirement and whether there was some way to make the permit requirements more broadly known to the community given that the replacement of a water heater, a window, or a door for example may require a permit, and more clarity around what energy efficiency upgrades required a permit and the cost of those permits would be helpful.

Mayor Sasai encouraged Mr. Menis to reach out to staff for a response.

PUBLIC COMMENTS CLOSED

ACTION: Motion by Council members Murphy/Toms to approve a resolution approving the Pinole Accessible Living (PAL) Program to provide educational workshops and permit fee waivers for qualifying home modifications that improve accessibility, safety and comfort for Extremely Low, Very Low, Low, and Moderate-Income households, seniors and individuals with disabilities.

Vote:	Passed	5-0
	Ayes:	Sasai, Tave, Martinez-Rubin, Murphy, Toms
	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.*

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

14. ADJOURNMENT to the Regular Meeting of March 4, 2025 in Remembrance of Amber Swartz.

At 8:53 p.m., Mayor Sasai adjourned the meeting to the Regular City Council Meeting of March 4, 2025 in Remembrance of Amber Swartz.

Submitted by:

Heather Bell, CMC

City Clerk

Approved by City Council:

WARRANT LISTING

By Vendor Name



City of Pinole, CA

Payment Dates 2/15/2025 - 2/28/2025

Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
Vendor: ADA03 - ADAMSON POLICE PRODUCTS					
INV429415	106750	02/28/2025	100-221-44410	GALINDO'S UNIFORM FOR THE ACADEMY	937.03
Vendor ADA03 - ADAMSON POLICE PRODUCTS Total:					937.03
Vendor: ALH01 - ALHAMBRA & SIERRA SPRINGS					
5025519 020625	106751	02/28/2025	500-641-42201	WATER FOR WPCP	145.89
5025531 020625	106751	02/28/2025	100-343-44306	WATER FOR CY	245.40
Vendor ALH01 - ALHAMBRA & SIERRA SPRINGS Total:					391.29
Vendor: 2063 - ALLIANT INSURANCE SERVICES, INC.					
2722295	106691	02/21/2025	100-116-42101	INSURANCE SERVICE CONSULTING FEES	2,083.33
Vendor 2063 - ALLIANT INSURANCE SERVICES, INC. Total:					2,083.33
Vendor: 2978 - AMECY AS INC					
02182025	106752	02/28/2025	100-000-31510	OVERPAYMENT OF BL BUS25-0058	87.00
Vendor 2978 - AMECY AS INC Total:					87.00
Vendor: ARM04 - ARMOR LOCKSMITH SERVICES					
104551	106753	02/28/2025	100-343-44306	KEYS DUPLICATES	19.72
104571	106753	02/28/2025	100-343-44306	QUICK RELEASE FOR CHPPER	59.21
104577	106753	02/28/2025	100-343-44306	KEYHS WORK TRUCK KEYS FIRE GATESS KEYS	28.03
Vendor ARM04 - ARMOR LOCKSMITH SERVICES Total:					106.96
Vendor: ATT01 - AT&T					
000023005047	106692	02/21/2025	525-118-43101	MIS PHONE	834.37
Vendor ATT01 - AT&T Total:					834.37
Vendor: 2976 - AUTUMN PRESS, INC.					
847035-1	106693	02/21/2025	209-551-42514	CITY PROGRAM POSTCARDS	1,870.25
847038-1	106693	02/21/2025	209-551-42514	CITY PROGRAMS POSTCARDS	259.09
847052-1	106693	02/21/2025	209-551-42514	CITY PROGRAM POSTCARD DELIVERY	330.85
Vendor 2976 - AUTUMN PRESS, INC. Total:					2,460.19
Vendor: BAY34 - BAY AREA NEWS GROUP- EAST BAY					
0001436265	106694	02/21/2025	100-112-42514	CLASSIFIED ADVERTISING CITY CLERK AND PLANNING	68.87
0001436265	106694	02/21/2025	212-461-42514	CLASSIFIED ADVERTISING CITY CLERK AND PLANNING	266.75
0001436265	106694	02/21/2025	212-461-42514	CLASSIFIED ADVERTISING CITY CLERK AND PLANNING	453.48
Vendor BAY34 - BAY AREA NEWS GROUP- EAST BAY Total:					789.10
Vendor: 2835 - BENEFIT COORDINATORS CORPORATION					
16087	106754	02/28/2025	100-110-41007	LIFE INSURANCE BENEFITS	4.59
16087	106754	02/28/2025	100-110-41007	LIFE INSURANCE BENEFITS	1.52
16087	106754	02/28/2025	100-111-41007	LIFE INSURANCE BENEFITS	23.70
16087	106754	02/28/2025	100-111-41007	LIFE INSURANCE BENEFITS	22.02
16087	106754	02/28/2025	100-111-41007	LIFE INSURANCE BENEFITS	66.54
16087	106754	02/28/2025	100-112-41007	LIFE INSURANCE BENEFITS	23.70
16087	106754	02/28/2025	100-112-41007	LIFE INSURANCE BENEFITS	16.68
16087	106754	02/28/2025	100-112-41007	LIFE INSURANCE BENEFITS	50.41
16087	106754	02/28/2025	100-113-41007	LIFE INSURANCE BENEFITS	0.41
16087	106754	02/28/2025	100-113-41007	LIFE INSURANCE BENEFITS	0.14
16087	106754	02/28/2025	100-115-41007	LIFE INSURANCE BENEFITS	58.36
16087	106754	02/28/2025	100-115-41007	LIFE INSURANCE BENEFITS	47.40
16087	106754	02/28/2025	100-115-41007	LIFE INSURANCE BENEFITS	19.31

WARRANT LISTING

Payment Dates: 2/15/2025 - 2/28/2025

Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
16087	106754	02/28/2025	100-116-41007	LIFE INSURANCE BENEFITS	55.26
16087	106754	02/28/2025	100-116-41007	LIFE INSURANCE BENEFITS	18.29
16087	106754	02/28/2025	100-221-41007	LIFE INSURANCE BENEFITS	373.48
16087	106754	02/28/2025	100-221-41007	LIFE INSURANCE BENEFITS	123.58
16087	106754	02/28/2025	100-222-41007	LIFE INSURANCE BENEFITS	114.95
16087	106754	02/28/2025	100-222-41007	LIFE INSURANCE BENEFITS	63.44
16087	106754	02/28/2025	100-222-41007	LIFE INSURANCE BENEFITS	20.99
16087	106754	02/28/2025	100-223-41007	LIFE INSURANCE BENEFITS	127.65
16087	106754	02/28/2025	100-223-41007	LIFE INSURANCE BENEFITS	42.24
16087	106754	02/28/2025	100-341-41007	LIFE INSURANCE BENEFITS	92.94
16087	106754	02/28/2025	100-341-41007	LIFE INSURANCE BENEFITS	71.02
16087	106754	02/28/2025	100-341-41007	LIFE INSURANCE BENEFITS	23.50
16087	106754	02/28/2025	100-342-41007	LIFE INSURANCE BENEFITS	23.70
16087	106754	02/28/2025	100-342-41007	LIFE INSURANCE BENEFITS	14.64
16087	106754	02/28/2025	100-342-41007	LIFE INSURANCE BENEFITS	4.85
16087	106754	02/28/2025	100-343-41007	LIFE INSURANCE BENEFITS	133.45
16087	106754	02/28/2025	100-343-41007	LIFE INSURANCE BENEFITS	28.07
16087	106754	02/28/2025	100-343-41007	LIFE INSURANCE BENEFITS	84.83
16087	106754	02/28/2025	100-465-41007	LIFE INSURANCE BENEFITS	12.57
16087	106754	02/28/2025	100-465-41007	LIFE INSURANCE BENEFITS	23.70
16087	106754	02/28/2025	100-465-41007	LIFE INSURANCE BENEFITS	4.16
16087	106754	02/28/2025	105-221-41007	LIFE INSURANCE BENEFITS	5.48
16087	106754	02/28/2025	105-221-41007	LIFE INSURANCE BENEFITS	16.55
16087	106754	02/28/2025	106-222-41007	LIFE INSURANCE BENEFITS	237.00
16087	106754	02/28/2025	106-222-41007	LIFE INSURANCE BENEFITS	3.80
16087	106754	02/28/2025	106-222-41007	LIFE INSURANCE BENEFITS	11.48
16087	106754	02/28/2025	209-551-41007	LIFE INSURANCE BENEFITS	21.78
16087	106754	02/28/2025	209-551-41007	LIFE INSURANCE BENEFITS	16.75
16087	106754	02/28/2025	209-551-41007	LIFE INSURANCE BENEFITS	50.61
16087	106754	02/28/2025	209-552-41007	LIFE INSURANCE BENEFITS	-121.16
16087	106754	02/28/2025	209-552-41007	LIFE INSURANCE BENEFITS	2.05
16087	106754	02/28/2025	209-552-41007	LIFE INSURANCE BENEFITS	6.18
16087	106754	02/28/2025	209-553-41007	LIFE INSURANCE BENEFITS	17.93
16087	106754	02/28/2025	209-553-41007	LIFE INSURANCE BENEFITS	2.45
16087	106754	02/28/2025	209-553-41007	LIFE INSURANCE BENEFITS	7.41
16087	106754	02/28/2025	209-554-41007	LIFE INSURANCE BENEFITS	22.69
16087	106754	02/28/2025	209-554-41007	LIFE INSURANCE BENEFITS	9.37
16087	106754	02/28/2025	209-554-41007	LIFE INSURANCE BENEFITS	3.10
16087	106754	02/28/2025	212-461-41007	LIFE INSURANCE BENEFITS	17.43
16087	106754	02/28/2025	212-461-41007	LIFE INSURANCE BENEFITS	52.67
16087	106754	02/28/2025	212-462-41007	LIFE INSURANCE BENEFITS	71.10
16087	106754	02/28/2025	212-462-41007	LIFE INSURANCE BENEFITS	61.55
16087	106754	02/28/2025	212-462-41007	LIFE INSURANCE BENEFITS	20.37
16087	106754	02/28/2025	500-641-41007	LIFE INSURANCE BENEFITS	179.44
16087	106754	02/28/2025	500-641-41007	LIFE INSURANCE BENEFITS	59.37
16087	106754	02/28/2025	500-641-41007	LIFE INSURANCE BENEFITS	237.00
16087	106754	02/28/2025	500-642-41007	LIFE INSURANCE BENEFITS	47.40
16087	106754	02/28/2025	500-642-41007	LIFE INSURANCE BENEFITS	26.59
16087	106754	02/28/2025	500-642-41007	LIFE INSURANCE BENEFITS	8.80
16087	106754	02/28/2025	505-119-41007	LIFE INSURANCE BENEFITS	47.40
16087	106754	02/28/2025	505-119-41007	LIFE INSURANCE BENEFITS	8.80
16087	106754	02/28/2025	505-119-41007	LIFE INSURANCE BENEFITS	26.75
16087	106754	02/28/2025	998-20107	LIFE INSURANCE BENEFITS	6.30
16087	106754	02/28/2025	998-20107	LIFE INSURANCE BENEFITS	12.00
16087	106754	02/28/2025	998-20107	LIFE INSURANCE BENEFITS	126.00
16087	106754	02/28/2025	998-20118	LIFE INSURANCE BENEFITS	433.50
Vendor 2835 - BENEFIT COORDINATORS CORPORATION Total:					3,548.03
Vendor: BIR05 - BIRITE FOODSERVICE DISTRIBUTORS					
6940557	106695	02/21/2025	209-554-42108	FOOD PROGRAM PSC	45.91
6940558	106695	02/21/2025	209-552-42108	FOOD PROGRAM PSC	229.73

WARRANT LISTING

Payment Dates: 2/15/2025 - 2/28/2025

Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
6940559	106695	02/21/2025	209-552-43804	FOOD PROGRAM PSC	1,010.49
6941936	106695	02/21/2025	209-552-43804	FOOD PROGRAM PSC	70.01
6944824	106695	02/21/2025	209-552-43804	FOOD PROGRAM PSC	1,481.80
6946659	106755	02/28/2025	209-552-43804	FOOD PROGRAM PSC	225.74
Vendor BIR05 - BIRITE FOODSERVICE DISTRIBUTORS Total:					3,063.68
Vendor: 2946 - BOB HALL & ASSOCIATES					
1290	106696	02/21/2025	100-116-42101	RECRUITMENT SERVICES FOR PW DIRECTOR	7,040.00
Vendor 2946 - BOB HALL & ASSOCIATES Total:					7,040.00
Vendor: BOR02 - BORGES & MAHONEY CO.					
145799	106697	02/21/2025	500-641-44303	BUFFER SOLUTION IODATE CONCENTRATE WPCP	554.02
Vendor BOR02 - BORGES & MAHONEY CO. Total:					554.02
Vendor: PER03 - CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTM					
100000017782751	106756	02/28/2025	100-117-41004	INTEREST	173.81
100000017814415	106698	02/21/2025	100-117-41004	ANNUAL UNFUNDED LIAB MISC PEPPA	858.58
100000017814471	106698	02/21/2025	100-117-41004	ANNUAL UNFUNDED MISC CLASSIC	133,129.58
100000017814479	106698	02/21/2025	100-117-41004	ANNUAL UNFUNDED LIAB SAFETY CLASSIC	172,035.42
100000017814495	106698	02/21/2025	100-117-41004	ANNUAL UNFUNDED LIAB SAFETY PEPPA POLICE	1,165.08
10000017782760	106756	02/28/2025	100-117-41004	INTEREST	224.61
10000017814486	106698	02/21/2025	100-231-41004	ANNUAL UNFUNDED LIAB PEPPA FIRE	299.33
Vendor PER03 - CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTM Total:					307,886.41
Vendor: CAL01 - CALTEST ANALYTICAL LAB					
726937	106699	02/21/2025	500-641-44305	MERCURY PERCENT SOLIDS METAL SUITE WPCP	552.90
726945	106699	02/21/2025	500-641-44305	CHEMICALS FOR LAB WPCP	1,127.65
Vendor CAL01 - CALTEST ANALYTICAL LAB Total:					1,680.55
Vendor: CCP03 - CCP INDUSTRIES					
IN05259663	106700	02/21/2025	100-343-44410	MECHANIC GLOVE SPANDEX	26.86
IN05259753	106757	02/28/2025	500-641-44306	EXAM GOVES WPCP	176.98
IN05264062	106757	02/28/2025	100-343-44410	EXAM GOLVES AND EAR PLUGS CY	245.51
Vendor CCP03 - CCP INDUSTRIES Total:					449.35
Vendor: 2060 - CENTRAL CONCRETE SUPPLY CO., INC.					
2502-218077	106701	02/21/2025	100-345-44306	GALV SPIKES	80.55
Vendor 2060 - CENTRAL CONCRETE SUPPLY CO., INC. Total:					80.55
Vendor: CIT08 - CITY MECHANICAL, INC					
111497	106702	02/21/2025	100-343-42108	HVAC CORP YARD	2,984.00
Vendor CIT08 - CITY MECHANICAL, INC Total:					2,984.00
Vendor: 1234 - COASTLAND CIVIL ENGINEERING, INC.					
60774	106703	02/21/2025	500-642-47201	SANITARY SEWER REHAB PROFESSIONAL SERVICES	32,502.50
60928	106703	02/21/2025	500-642-47201	SANITARY SEWER REHAB PROFESSIONAL SERVICES	41,457.50
Vendor 1234 - COASTLAND CIVIL ENGINEERING, INC. Total:					73,960.00
Vendor: COM20 - COMCAST					
0419492-02022025	106704	02/21/2025	525-118-43106	SWIM CENTER INTERNET	181.32
0433782-01192025	106704	02/21/2025	505-119-43105	INTERNET PCTV	189.52
Vendor COM20 - COMCAST Total:					370.84
Vendor: CON44 - CONTINENTAL ELECTRIC					
CEI 13181	106758	02/28/2025	100-342-42107	SPA LIGHTING REPAIRS	1,239.36
CEI 13182	106758	02/28/2025	100-342-42107	HUTCHINSON CT STREET LIGHT REPAIRS	826.24

WARRANT LISTING

Payment Dates: 2/15/2025 - 2/28/2025

Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
CEI 13262	106758	02/28/2025	100-345-42108	LIGHTING AT FERNANDEZ PARK REPAIRS	3,359.96
CEI 13263	106758	02/28/2025	100-345-42108	BASEBALL FIELD LIGHTING AT FERNANDEZ	477.50
Vendor CON44 - CONTINENTAL ELECTRIC Total:					5,903.06
Vendor: 1727 - CONTRA COSTA COUNTY LIBRARY					
PNLQ2 24-25 MTCE	106705	02/21/2025	100-560-42101	FACILITIES MAINTENANCE Q2 OCT 1, 2024 - DEC. 2024	59,132.38
Vendor 1727 - CONTRA COSTA COUNTY LIBRARY Total:					59,132.38
Vendor: CON18 - CONTRA COSTA COUNTY MAYORS CONFERENCE					
02042025	106706	02/21/2025	100-110-42301	ANNUAL ASSESSMENT JAN-DEC 2025 MAYOR...	1,680.00
02042025	106706	02/21/2025	100-110-42401	ANNUAL ASSESSMENT JAN-DEC 2025 MAYOR...	676.00
Vendor CON18 - CONTRA COSTA COUNTY MAYORS CONFERENCE Total:					2,356.00
Vendor: CON26 - CONTRA COSTA HEALTH SERVICES					
IN0303818	106759	02/28/2025	209-552-44304	HEALTH PERMIT KITCHEN AT PSC	1,711.00
Vendor CON26 - CONTRA COSTA HEALTH SERVICES Total:					1,711.00
Vendor: COR12 - CORELOGIC SOLUTIONS LLC					
82235412	106707	02/21/2025	525-118-42510	REALQUEST SOFTWARE CITYWIDE	662.41
Vendor COR12 - CORELOGIC SOLUTIONS LLC Total:					662.41
Vendor: 1445 - CORTEZ TIRES AND AUTO REPAIR					
27298	106708	02/21/2025	100-221-42107	OILCHANGE PD	63.59
27366	106760	02/28/2025	100-221-42107	CAR #882 OIL CHANGE TIRE ROTATION AND AIR FILTER	102.91
Vendor 1445 - CORTEZ TIRES AND AUTO REPAIR Total:					166.50
Vendor: COU10 - COUNTY CLERK					
2547	106709	02/21/2025	100-112-42514	NOV. 5 2024 GENERAL ELECTION SERVICES	48,091.33
Vendor COU10 - COUNTY CLERK Total:					48,091.33
Vendor: CPS01 - CPS- HR CONSULTING					
TR-INV005526	106710	02/21/2025	100-116-42504	MAINTENANCE WORKER TEST REMOTE	2,562.00
TR-INV005528	106710	02/21/2025	100-116-42504	ENTRY LEVEL LAW ENFORCEMENT REMOTE	768.00
Vendor CPS01 - CPS- HR CONSULTING Total:					3,330.00
Vendor: 2220 - CRESCO EQUIPMENT RENTALS					
5981038-0019	106711	02/21/2025	100-345-42511	BRUSH CHIPPER CY	3,740.07
6320597-0001	106711	02/21/2025	106-345-42511	TELESCOPIC BOOMLIFT BASEBALL FIELD	2,979.38
Vendor 2220 - CRESCO EQUIPMENT RENTALS Total:					6,719.45
Vendor: OJE04 - DEBBIE OJEDA					
02182025	106712	02/21/2025	209-20308	REFUND RENTAL ON 2/15 EL SOBRANTE FELLOWSHIP	282.00
Vendor OJE04 - DEBBIE OJEDA Total:					282.00
Vendor: 1443 - DIESEL DIRECT WEST, INC.					
86349121	106713	02/21/2025	100-10601	GASOLINE UNL CY	46.69
86365630	106713	02/21/2025	100-10601	GASOLINE UNL CY	1,532.52
86365641	106713	02/21/2025	500-10601	DIESEL FUEL WPCP	4,680.77
86373003	106761	02/28/2025	100-10601	GASOLINE UNL CY	2,460.56
86376816	106761	02/28/2025	100-10601	GASOLINE UNL CY	1,977.92
Vendor 1443 - DIESEL DIRECT WEST, INC. Total:					10,698.46
Vendor: EBM01 - EBMUD					
520575-02112025	106762	02/28/2025	100-345-43102	2690 BOX CANYON RD-IRRIGATION USE ONLY	197.82
Vendor EBM01 - EBMUD Total:					197.82

WARRANT LISTING

Payment Dates: 2/15/2025 - 2/28/2025

Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
Vendor: 2853 - EVERON, LLC					
157923366	106763	02/28/2025	100-343-42108	ALARM MONITORING SERVICES CH	870.00
157960934	106714	02/21/2025	209-552-42108	MONITORING SERVICES PSC	158.85
FEBRUARY 2025	106763	02/28/2025	100-343-42108	TINY TOS ALARM 022425-032325	110.73
Vendor 2853 - EVERON, LLC Total:					1,139.58
Vendor: 2921 - FORD PRO					
INV30163909	106764	02/28/2025	100-221-42107	TELEMATICS LAW ENFORCEMENT PD	71.33
INV30974887	106764	02/28/2025	100-221-42107	TELMATICS LAW ENFORCEMENT	80.00
INV31784809	106764	02/28/2025	100-221-42107	TELEMATICS LAW ENFORCEMENT	81.07
Vendor 2921 - FORD PRO Total:					232.40
Vendor: 2457 - GEOLINKS					
BD0230693	106715	02/21/2025	525-118-43101	CLEAR FIBER	499.00
Vendor 2457 - GEOLINKS Total:					499.00
Vendor: GRA03 - GRAINGER					
9408601442	106716	02/21/2025	500-641-44306	PAINTER'S TAPE MASKING TAPE WPCP	39.24
9408601459	106716	02/21/2025	500-641-44306	FOLDING STEP WPCP	238.16
9416560663	106765	02/28/2025	500-641-44306	CORDLESS SPRAYER WPCP	255.82
Vendor GRA03 - GRAINGER Total:					533.22
Vendor: HAC01 - HACH COMPANY					
14370812	106766	02/28/2025	500-641-44305	LAB SUPPLIES WPCP	497.86
14371160	106766	02/28/2025	500-641-44305	CHEMICALS FOR LABS WPCP	504.89
Vendor HAC01 - HACH COMPANY Total:					1,002.75
Vendor: 2955 - HARRELL'S, LLC					
INV01974026	106717	02/21/2025	100-345-44306	BURROWRX COMMERCIAL DEVICE AND SMOKE OIL CY	3,291.40
Vendor 2955 - HARRELL'S, LLC Total:					3,291.40
Vendor: IED02 - IEDA, INC.					
24858	106718	02/21/2025	100-116-42101	LABOR RELATIONS FEES FEB. 2025	2,609.92
Vendor IED02 - IEDA, INC. Total:					2,609.92
Vendor: JWE01 - J. W. ENTERPRISES - NORTH					
264167	106719	02/21/2025	100-551-42511	PORTALBE TOILETS RENTAL	144.77
Vendor JWE01 - J. W. ENTERPRISES - NORTH Total:					144.77
Vendor: COR15 - JACQUELINE L CORL-SEIDEL					
02112025	106720	02/21/2025	209-552-43802	JANUARY 2025 INSTRUCTOR FEE SILVER FIT	402.15
02132025	106720	02/21/2025	209-552-43802	JANUARY INSTRUCTOR FEE FOR STRETCH YOGA BALANCE	274.75
Vendor COR15 - JACQUELINE L CORL-SEIDEL Total:					676.90
Vendor: JAN92 - JAN-PRO OF THE GREATER BAY AREA					
27348	106721	02/21/2025	209-554-42108	JANITORIAL SERVICES FEBRUARY 2025 PYC	483.34
27349	106721	02/21/2025	209-552-42108	JANITORIAL SERVICES FEBRUARY 2025 PSC	447.27
27351	106721	02/21/2025	209-552-43810	JANITORIAL SERVICES FEBRUARY 2025 PSC KITCHEN	429.67
27352	106721	02/21/2025	209-553-42108	JANITORIAL SERVICES TINY TOTS	516.23
Vendor JAN92 - JAN-PRO OF THE GREATER BAY AREA Total:					1,876.51
Vendor: 2364 - JEFFREY TEEL					
02102025	106722	02/21/2025	100-221-42302	BATON INSTRUCTOR SCHOOL REIMBURSEMENT	131.37

WARRANT LISTING

Payment Dates: 2/15/2025 - 2/28/2025

Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
02102025	106722	02/21/2025	100-221-42303	BATON INSTRUCTOR SCHOOL REIMBURSEMENT	254.91
Vendor 2364 - JEFFREY TEEL Total:					386.28
Vendor: 1630 - JOHN AND CLAIRE INVESTIGATIONS					
1686	106767	02/28/2025	100-223-42101	BACKGROUND CHECK INVESTIGATION	670.00
1689	106767	02/28/2025	100-223-42101	BACKGROUND INVESTIGATION	1,917.00
1690	106767	02/28/2025	100-221-42101	POLICE OFFICER BACKGROUND	405.00
Vendor 1630 - JOHN AND CLAIRE INVESTIGATIONS Total:					2,992.00
Vendor: 2977 - JOSE A. VARGAS					
02112025	106723	02/21/2025	209-20012	SECURITY SERVICES PSC EVENT ON 2/15/25	600.00
Vendor 2977 - JOSE A. VARGAS Total:					600.00
Vendor: ROG06 - JUSTIN ROGERS					
02192025	106768	02/28/2025	100-221-44301	REIMBURSEMENT FUEL FOR BAKERSFIELD INVESTIGATION	116.67
Vendor ROG06 - JUSTIN ROGERS Total:					116.67
Vendor: 1253 - LIL' FROG CREATIONS					
1174	106769	02/28/2025	209-551-42515	POSTER PRINTING	149.29
Vendor 1253 - LIL' FROG CREATIONS Total:					149.29
Vendor: 2427 - MARK GRAHAM					
25-01	106770	02/28/2025	100-221-42101	POLYGRAPH EXAMINATION	350.00
Vendor 2427 - MARK GRAHAM Total:					350.00
Vendor: MCM05 - MCMASTER-CARR SUPPLY CO.					
39978640	106724	02/21/2025	500-641-44306	SINGLE SNAP GRIP CLAMP WPCP	58.44
Vendor MCM05 - MCMASTER-CARR SUPPLY CO. Total:					58.44
Vendor: 1311 - M-GROUP					
2004863	106771	02/28/2025	212-461-42101	ON CALL PLANNING DECEMBER 2024	12,337.50
2004902	106771	02/28/2025	212-461-42101	ON CALL PLANNING SERVICES JANUARY 2025	18,450.00
Vendor 1311 - M-GROUP Total:					30,787.50
Vendor: MUN07 - MUNICIPAL POOLING AUTH.					
INV004256	106772	02/28/2025	100-110-41005	EAP 10/24-12/24	64.40
INV004256	106772	02/28/2025	100-111-41005	EAP 10/24-12/24	38.64
INV004256	106772	02/28/2025	100-112-41005	EAP 10/24-12/24	38.64
INV004256	106772	02/28/2025	100-113-41005	EAP 10/24-12/24	12.88
INV004256	106772	02/28/2025	100-115-41005	EAP 10/24-12/24	38.64
INV004256	106772	02/28/2025	100-116-41005	EAP 10/24-12/24	38.64
INV004256	106772	02/28/2025	100-221-41005	EAP 10/24-12/24	283.34
INV004256	106772	02/28/2025	100-222-41005	EAP 10/24-12/24	77.27
INV004256	106772	02/28/2025	100-223-41005	EAP 10/24-12/24	128.79
INV004256	106772	02/28/2025	100-341-41005	EAP 10/24-12/24	25.76
INV004256	106772	02/28/2025	100-343-41005	EAP 10/24-12/24	103.03
INV004256	106772	02/28/2025	100-465-41005	EAP 10/24-12/24	12.88
INV004256	106772	02/28/2025	105-221-41005	EAP 10/24-12/24	25.76
INV004256	106772	02/28/2025	105-231-41005	EAP 10/24-12/24	12.88
INV004256	106772	02/28/2025	106-222-41005	EAP 10/24-12/24	12.88
INV004256	106772	02/28/2025	209-551-41005	EAP 10/24-12/24	25.76
INV004256	106772	02/28/2025	209-552-41005	EAP 10/24-12/24	25.76
INV004256	106772	02/28/2025	209-553-41005	EAP 10/24-12/24	12.88
INV004256	106772	02/28/2025	209-554-41005	EAP 10/24-12/24	25.76
INV004256	106772	02/28/2025	212-461-41005	EAP 10/24-12/24	25.76
INV004256	106772	02/28/2025	212-462-41005	EAP 10/24-12/24	51.52
INV004256	106772	02/28/2025	500-641-41005	EAP 10/24-12/24	141.67
INV004256	106772	02/28/2025	500-642-41005	EAP 10/24-12/24	38.64
INV004256	106772	02/28/2025	505-119-41005	EAP 10/24-12/24	25.72

WARRANT LISTING

Payment Dates: 2/15/2025 - 2/28/2025

Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
INV004257	106772	02/28/2025	100-110-41005	EAP 07/24 - 09/24	63.13
INV004257	106772	02/28/2025	100-111-41005	EAP 07/24 - 09/24	37.88
INV004257	106772	02/28/2025	100-112-41005	EAP 07/24 - 09/24	37.88
INV004257	106772	02/28/2025	100-113-41005	EAP 07/24 - 09/24	12.63
INV004257	106772	02/28/2025	100-115-41005	EAP 07/24 - 09/24	37.88
INV004257	106772	02/28/2025	100-116-41005	EAP 07/24 - 09/24	37.88
INV004257	106772	02/28/2025	100-221-41005	EAP 07/24 - 09/24	290.41
INV004257	106772	02/28/2025	100-222-41005	EAP 07/24 - 09/24	75.76
INV004257	106772	02/28/2025	100-223-41005	EAP 07/24 - 09/24	126.27
INV004257	106772	02/28/2025	100-341-41005	EAP 07/24 - 09/24	37.88
INV004257	106772	02/28/2025	100-343-41005	EAP 07/24 - 09/24	101.01
INV004257	106772	02/28/2025	100-465-41003	EAP 07/24 - 09/24	12.63
INV004257	106772	02/28/2025	105-221-41005	EAP 07/24 - 09/24	25.25
INV004257	106772	02/28/2025	105-231-41005	EAP 07/24 - 09/24	12.63
INV004257	106772	02/28/2025	106-222-41005	EAP 07/24 - 09/24	12.63
INV004257	106772	02/28/2025	209-551-41005	EAP 07/24 - 09/24	25.25
INV004257	106772	02/28/2025	209-552-41005	EAP 07/24 - 09/24	25.25
INV004257	106772	02/28/2025	209-553-41005	EAP 07/24 - 09/24	12.63
INV004257	106772	02/28/2025	209-554-41005	EAP 07/24 - 09/24	25.25
INV004257	106772	02/28/2025	212-461-41005	EAP 07/24 - 09/24	25.25
INV004257	106772	02/28/2025	212-462-41005	EAP 07/24 - 09/24	50.51
INV004257	106772	02/28/2025	500-641-41005	EAP 07/24 - 09/24	138.89
INV004257	106772	02/28/2025	500-642-41005	EAP 07/24 - 09/24	37.88
INV004257	106772	02/28/2025	505-119-41005	EAP 07/24 - 09/24	25.24
Vendor MUN07 - MUNICIPAL POOLING AUTH. Total:					2,575.80
Vendor: 2466 - MUNICIPAL RESOURCE GROUP, LLC.					
250172	106773	02/28/2025	100-112-42101	GOVERNANCE HANDBOOK JANUARY 2025	2,547.80
Vendor 2466 - MUNICIPAL RESOURCE GROUP, LLC. Total:					2,547.80
Vendor: 2896 - NINYO & MOORE GEOTECHNICAL & ENVIRONMENTAL SCIENCES CONSILTANTS					
299034	106725	02/21/2025	500-642-47201	SANITARY SEWER REHAB PROFESSIONAL SERVICES	6,436.75
Vendor 2896 - NINYO & MOORE GEOTECHNICAL & ENVIRONMENTAL SCIENCES CONSILTANTS Total:					6,436.75
Vendor: 1333 - NORMA MARTINEZ-RUBIN					
02102025	106726	02/21/2025	100-110-42302	TRAVEL EXPENSES REIMB	128.12
Vendor 1333 - NORMA MARTINEZ-RUBIN Total:					128.12
Vendor: OLI01 - OLIVERS TOWING INC					
21-10765-28	106774	02/28/2025	100-221-42107	STORAGE FEES EVIDENCE	2,940.00
24-19907-3	106774	02/28/2025	100-221-42107	STORAE EVIDENCE	11,040.00
24-22853	106774	02/28/2025	100-221-42107	STORAGE FEES EVIDENCE	230.00
24-23340	106774	02/28/2025	100-221-42107	TOWING FEES	110.00
Vendor OLI01 - OLIVERS TOWING INC Total:					14,320.00
Vendor: 2922 - OPPENHEIMER INVESTIGATIONS GROUP, LLP.					
7346	106775	02/28/2025	100-116-42102	INVESTIGATIVE SERVICES HR	10,484.00
Vendor 2922 - OPPENHEIMER INVESTIGATIONS GROUP, LLP. Total:					10,484.00
Vendor: OTI01 - OTIS ELEVATOR COMPANY					
100401850352	106776	02/28/2025	100-343-44306	MAINTENANCE SERVICE MARCH 2025	133.68
Vendor OTI01 - OTIS ELEVATOR COMPANY Total:					133.68
Vendor: 1555 - OWEN EQUIPMENT					
00066335	106777	02/28/2025	207-344-42107	EXTENSION BROOM	517.90
Vendor 1555 - OWEN EQUIPMENT Total:					517.90
Vendor: 2470 - P&A GROUP					
400412141	106727	02/21/2025	100-116-42101	ANNUAL FEE FOR FSA JAN. - DEC. 2025	1,000.00

WARRANT LISTING

Payment Dates: 2/15/2025 - 2/28/2025

Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
400412142	106727	02/21/2025	100-116-42101	ANNUAL FEE FOR PARKING/TRANSIT JAN.-DEC. 2025	1,000.00
Vendor 2470 - P&A GROUP Total:					2,000.00
Vendor: PAC55 - PACIFIC SITE MANAGEMENT					
4213196	106728	02/21/2025	100-222-42108	MONTHLY LANDSCAPE SERVICES	157.66
4213196	106728	02/21/2025	100-231-42108	MONTHLY LANDSCAPE SERVICES	422.44
4213196	106728	02/21/2025	100-343-42108	MONTHLY LANDSCAPE SERVICES	225.37
4213196	106728	02/21/2025	100-345-42108	MONTHLY LANDSCAPE SERVICES	7,246.19
4213196	106728	02/21/2025	200-342-42108	MONTHLY LANDSCAPE SERVICES	420.42
4213196	106728	02/21/2025	201-343-42108	MONTHLY LANDSCAPE SERVICES	687.22
4213196	106728	02/21/2025	209-552-42108	MONTHLY LANDSCAPE SERVICES	255.69
4213196	106728	02/21/2025	209-553-42108	MONTHLY LANDSCAPE SERVICES	265.79
4213196	106728	02/21/2025	209-557-42108	MONTHLY LANDSCAPE SERVICES	265.79
4213196	106728	02/21/2025	310-347-42108	MONTHLY LANDSCAPE SERVICES	77.82
4213196	106728	02/21/2025	310-348-42108	MONTHLY LANDSCAPE SERVICES	81.86
Vendor PAC55 - PACIFIC SITE MANAGEMENT Total:					10,106.25
Vendor: 1469 - PAN-PACIFIC SUPPLY COMPANY					
29617525	106729	02/21/2025	500-641-44306	SUPPLIES FOR REPAIRS WPCP	1,618.10
Vendor 1469 - PAN-PACIFIC SUPPLY COMPANY Total:					1,618.10
Vendor: PGE01 - PG&E					
0498-02072025	106778	02/28/2025	100-231-43103	3790 PINOLE VALLEY RD FIRESTATION	1,111.63
0883-02092025	106778	02/28/2025	100-222-43103	800 TENNENT AVE PUBLI C SAFETY FACILITY	4,132.51
0883-02092025	106778	02/28/2025	100-223-43103	800 TENNENT AVE PUBLI C SAFETY FACILITY	826.50
0883-02092025	106778	02/28/2025	100-231-43103	800 TENNENT AVE PUBLI C SAFETY FACILITY	3,306.01
0887-01302025	106730	02/21/2025	200-342-43103	PINON AVE & SAN PABLO AVE TRAFFIC SIGNAL	151.85
1093-01292025	106730	02/21/2025	500-642-43103	W END/HAZEL AVE SEWAGE PLANT	822.36
1156-02092025	106778	02/28/2025	209-554-43103	635 TENNENT AVE YOUTH CTR/CATV	37.76
1156-02092025	106778	02/28/2025	505-119-43103	635 TENNENT AVE YOUTH CTR/CATV	56.65
1462-02092025	106778	02/28/2025	209-552-43103	2500 CHARLES ST SENIOR CENTER	1,672.21
1801-02062025	106730	02/21/2025	209-553-43103	2454 SIMAS AVE REC CTR & POOL	455.18
2182-01302025	106730	02/21/2025	200-342-43103	OAKRIDGE/SAN PABLO AVE TRAFFIC SIGNAL	107.22
2222-01232025	106730	02/21/2025	100-345-43103	STREET AND HIGHWAY LIGHTING	49.39
2222-01232025	106730	02/21/2025	200-342-43103	STREET AND HIGHWAY LIGHTING	17,044.57
2222-01232025	106730	02/21/2025	310-347-43103	STREET AND HIGHWAY LIGHTING	280.00
2222-01232025	106730	02/21/2025	310-348-43103	STREET AND HIGHWAY LIGHTING	400.00

WARRANT LISTING

Payment Dates: 2/15/2025 - 2/28/2025

Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
3029-02102025	106778	02/28/2025	100-345-43103	1270 ADOBE RD @ OUTSIDE BATHROOMS	103.43
3834-02042025	106730	02/21/2025	100-231-43103	3790 PINOLE VALLEY RD FIRESTATION	572.66
4157-02072025	106778	02/28/2025	100-222-43103	809 CITY HALL	17.68
4256-01292025	106730	02/21/2025	500-641-43103	11 TENNANT AVE	62,880.43
5137-02122025	106778	02/28/2025	209-557-43103	2450 SIMAS AVE SWIM CTR	648.45
6043-02072025	106778	02/28/2025	100-231-43103	3790 PINOLE VALLEY RD	30.59
7186-02092025	106778	02/28/2025	100-343-43103	601 TENNENT AVE PUBLIC MEETING HALL	200.93
8716-02092025	106778	02/28/2025	500-641-43103	SEWAGE PLNT-FT OF TENNENT	8,171.80
9900-02122025	106778	02/28/2025	200-342-43103	2303 GRANADA CT TRAFFIC CONTROL SERVICE	192.56
				Vendor PGE01 - PG&E Total:	103,272.37
Vendor: PIT01 - PITNEY BOWES GLOBAL FINANCIAL SERVICES LLC					
1026915455	106732	02/21/2025	525-118-42203	MAILING POSTGAE SUPPLIES INK AND LABELS	291.46
3106783546	106733	02/21/2025	525-118-42203	PITNEY MAIL MACHINE RENTAL JUN 30, 2024- SEP 2024	502.09
3107080849	106731	02/21/2025	525-118-42203	PITNEY MAILING RENTAL DEC. 2024-MARCH 2025	502.09
				Vendor PIT01 - PITNEY BOWES GLOBAL FINANCIAL SERVICES LLC Total:	1,295.64
Vendor: R&S01 - R & S ERECTION OF RICHMOND, INC.					
2258034	106734	02/21/2025	100-231-42108	SERVICE ROLL UP DOOR AT FIRE STATION 73	1,034.50
2258036	106734	02/21/2025	100-231-42108	SERVICE FOR ROLL UP DOOR AT FIRE STATION 74	788.15
				Vendor R&S01 - R & S ERECTION OF RICHMOND, INC. Total:	1,822.65
Vendor: 1536 - RAIN FOR RENT					
2107116	106735	02/21/2025	500-642-42101	STORMWATER STORAGE	8,696.52
				Vendor 1536 - RAIN FOR RENT Total:	8,696.52
Vendor: 2783 - READYFRESH					
0586708050237	106736	02/21/2025	100-111-42201	WATER FOR CH	80.27
1586708050237	106736	02/21/2025	100-111-42201	EMERGENCY DELIVERY WATER CH	78.42
				Vendor 2783 - READYFRESH Total:	158.69
Vendor: 2817 - REDWOOD PUBLIC LAW, LLP					
12771	106737	02/21/2025	100-20011	2024 SALES TAX MESASURE	960.00
12772	106737	02/21/2025	100-20011	APPIAN VILLAGE	210.00
12773	106737	02/21/2025	100-20011	CITY ATTORNEY SERVICES	15,833.48
12774	106737	02/21/2025	100-20011	CITY COUNCIL MEETINGS	1,421.00
12775	106737	02/21/2025	100-20011	FINANCE ANNUAL AUDIT LETTERS	172.50
12776	106737	02/21/2025	100-20011	FIRE	207.00
12777	106737	02/21/2025	100-20011	GENERAL SERVICES CITY CLERK	103.50
12778	106737	02/21/2025	100-20011	GENERAL SERVICES CODE ENFORCEMENT	1,752.00
12779	106737	02/21/2025	100-20011	GENERAL SERVICES COMMUNITY DEVELOPMENT	2,494.50
12780	106737	02/21/2025	100-20011	GENERAL SERVICES FINANCE	799.50
12781	106737	02/21/2025	100-20011	GENERAL SERVICES LABOR AND EMPLOYMENT	1,947.00
12782	106737	02/21/2025	100-20011	GENERAL SERVICES POLICE	3,028.00
12783	106737	02/21/2025	100-20011	GENERAL SERVICES PUBLIC WORKS	3,726.00
12784	106737	02/21/2025	100-20011	GENERAL SERVICES RECREATION	699.00
12785	106737	02/21/2025	100-20011	PINOLE PD SINGH COMPLAINT	219.00
12786	106737	02/21/2025	100-20011	PINOLE SHORES II	1,886.00
12787	106737	02/21/2025	100-20011	SUCCESSOR AGENCY	1,018.50

WARRANT LISTING

Payment Dates: 2/15/2025 - 2/28/2025

Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
12788	106737	02/21/2025	100-20011	VISTA WOODS PROJECT	3,363.00
Vendor 2817 - REDWOOD PUBLIC LAW, LLP Total:					39,839.98
Vendor: RIC19 - RICHMOND ELKS LODGE #1251					
02142025	106779	02/28/2025	100-110-42301	3 TICKETS LAW ENFORCEMENT NIGHT AWARDS	80.00
02142025	106779	02/28/2025	100-111-42301	3 TICKETS LAW ENFORCEMENT NIGHT AWARDS	40.00
Vendor RIC19 - RICHMOND ELKS LODGE #1251 Total:					120.00
Vendor: 2646 - ROADS SAFE TRAFFIC SYSTEMS, INC.					
230507	106780	02/28/2025	100-342-42514	WHITE ALUMINUM SIGNS	241.46
Vendor 2646 - ROADS SAFE TRAFFIC SYSTEMS, INC. Total:					241.46
Vendor: ROT02 - ROTARY CLUB OF PINOLE					
01232025	106781	02/28/2025	100-110-42301	CRAB FEED TICKETS FEB.1, 2025	450.00
01232025	106781	02/28/2025	100-111-42301	CRAB FEED TICKETS FEB.1, 2025	150.00
Vendor ROT02 - ROTARY CLUB OF PINOLE Total:					600.00
Vendor: 2979 - SCHOOL OUTFITTERS LLC.					
ORD11676820	106782	02/28/2025	106-551-47107	26 HEAVY-DUTY PLASTIC STACKING CHAIRS	8,834.20
Vendor 2979 - SCHOOL OUTFITTERS LLC. Total:					8,834.20
Vendor: 1714 - SHERRI D. LEWIS					
CC013PINOLE-FY2024/25	106739	02/21/2025	100-112-42101	PREPARE MINUTES FOR CC MTG 02042025	450.00
CC014PINOLE-FY2024/25	106783	02/28/2025	100-112-42101	PREPARE MINUTES FOR CC MTG 02182025	450.00
Vendor 1714 - SHERRI D. LEWIS Total:					900.00
Vendor: 2632 - SHIPLEY POOL SERVICE					
11197	106740	02/21/2025	209-557-42108	MONTHLY SERVICES OCTOBER 2024	4,501.51
Vendor 2632 - SHIPLEY POOL SERVICE Total:					4,501.51
Vendor: SQU00 - SQUARE DEAL GARAGE					
50582	106741	02/21/2025	209-554-42107	PYC CAR OIL CHANGE BRAKES AND WINDOW FIX	1,121.41
50597	106741	02/21/2025	100-343-42107	OILC CHANGE CAR 52	85.47
50623	106741	02/21/2025	100-343-42107	OIL CHANGE WORK TRUCK 35	85.47
Vendor SQU00 - SQUARE DEAL GARAGE Total:					1,292.35
Vendor: STA42 - STAPLES BUSINESS CREDIT					
JANUARY 2025	106784	02/28/2025	100-111-42201	CITYWIDFE PURCHASES OFFICE SUPPLIES	32.69
JANUARY 2025	106784	02/28/2025	100-111-42201	CITYWIDFE PURCHASES OFFICE SUPPLIES	146.74
JANUARY 2025	106784	02/28/2025	100-111-42201	CITYWIDFE PURCHASES OFFICE SUPPLIES	631.32
JANUARY 2025	106784	02/28/2025	100-111-42201	CITYWIDFE PURCHASES OFFICE SUPPLIES	31.82
JANUARY 2025	106784	02/28/2025	100-112-42201	CITYWIDFE PURCHASES OFFICE SUPPLIES	76.81
JANUARY 2025	106784	02/28/2025	100-112-42201	CITYWIDFE PURCHASES OFFICE SUPPLIES	77.63
JANUARY 2025	106784	02/28/2025	100-112-42201	CITYWIDFE PURCHASES OFFICE SUPPLIES	43.03
JANUARY 2025	106784	02/28/2025	100-222-42201	CITYWIDFE PURCHASES OFFICE SUPPLIES	-37.74
JANUARY 2025	106784	02/28/2025	100-465-42201	CITYWIDFE PURCHASES OFFICE SUPPLIES	82.76
JANUARY 2025	106784	02/28/2025	100-465-42201	CITYWIDFE PURCHASES OFFICE SUPPLIES	15.19
Vendor STA42 - STAPLES BUSINESS CREDIT Total:					1,100.25

WARRANT LISTING

Payment Dates: 2/15/2025 - 2/28/2025

Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
Vendor: 1246 - STARCHASE, LLC					
20134138	106742	02/21/2025	100-221-42106	ANNUAL SUBSCRIPTION RENEWAL PD	13,500.00
Vendor 1246 - STARCHASE, LLC Total:					13,500.00
Vendor: 2296 - SWENSONS MOBILE FLEET REPAIR					
INV-2226	106743	02/21/2025	500-642-42107	PERFORM VEHICLE /EQUIPMENT INPS AND REPAIRS	1,308.40
INV-2336	106785	02/28/2025	500-642-42107	CLEAN TRUCK AND REPAIRS CHASSIS	125.00
Vendor 2296 - SWENSONS MOBILE FLEET REPAIR Total:					1,433.40
Vendor: SYA01 - SYAR INDUSTRIES, LLC.					
2697542	106786	02/28/2025	100-342-42514	POWER PATCH TON	931.38
Vendor SYA01 - SYAR INDUSTRIES, LLC. Total:					931.38
Vendor: SIE04 - THATCHER COMPANY, INC					
2025250100763	106744	02/21/2025	500-641-44303	SODIUM BISULFITE WPCP	8,630.89
Vendor SIE04 - THATCHER COMPANY, INC Total:					8,630.89
Vendor: EDJ01 - THE ED JONES CO., INC.					
57842	106787	02/28/2025	100-221-42514	CHIEF'S AVERY RETIREMENT BADGE	487.67
Vendor EDJ01 - THE ED JONES CO., INC. Total:					487.67
Vendor: 2737 - THE PUN GROUP, LLP					
115107	106788	02/28/2025	100-115-42101	CITY AUDIT ACFR AND PINOLE SUCCESSOR AGENCY	14,162.50
115152	106788	02/28/2025	100-115-42101	AUDIT FOR YEAR ENDED JUNE 30, 2024	23,782.50
Vendor 2737 - THE PUN GROUP, LLP Total:					37,945.00
Vendor: 2668 - UBEO BUSINESS SERVICES					
4790005	106745	02/21/2025	525-118-42107	COPIERS EQUIPMENT AND SUPPLIES	1,507.51
Vendor 2668 - UBEO BUSINESS SERVICES Total:					1,507.51
Vendor: USP02 - UNITED STATES POSTAL SVC					
02182025	106690	02/19/2025	100-111-42514	POSTAGE FOR MEASURE I MAILER	1,486.74
650828633	106789	02/28/2025	209-552-43809	POSTAGE FOR MARCH NEWSLETTER PSC	189.81
Vendor USP02 - UNITED STATES POSTAL SVC Total:					1,676.55
Vendor: UNI38 - UNIVAR USA INC					
52768484	106746	02/21/2025	500-641-44303	SOD HYPO LIQUICHLOR WPCP	17,278.51
Vendor UNI38 - UNIVAR USA INC Total:					17,278.51
Vendor: UNI07 - UNIVERSAL BUILDING SVCS.					
18299	106747	02/21/2025	100-343-42108	JANITORIAL SUPPLIES CY	183.51
533014	106747	02/21/2025	100-343-42108	JANITORIAL SERVICES JANUARY 2025 CH	1,354.00
533015	106747	02/21/2025	100-222-42108	JANITORIAL SERVICES JANUARY 2025 SAFETY BDLG	2,768.00
533016	106747	02/21/2025	209-557-42108	JANITORIAL SERVICES JANUARY 2025 SWIM CENTER	436.00
Vendor UNI07 - UNIVERSAL BUILDING SVCS. Total:					4,741.51
Vendor: USB06 - US BANK					
547681262	106748	02/21/2025	525-118-42107	COPIER EQUIPMENT RENTAL CITYWIDE	2,501.86
Vendor USB06 - US BANK Total:					2,501.86
Vendor: 2975 - WILLIAM MCMASTER					
02112025	106749	02/21/2025	212-462-34215	REFUND RENTAL INSPECTION R23-09999	387.00

WARRANT LISTING

Payment Dates: 2/15/2025 - 2/28/2025

Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
02112025-1	106749	02/21/2025	212-462-34215	REFUND RENTAL INSPECTION R23-09998	387.00
Vendor 2975 - WILLIAM MCMASTER Total:					774.00
Grand Total:					910,956.04

Report Summary

Fund Summary

Fund	Payment Amount
100 - General Fund	616,984.04
105 - Measure S -2006	98.55
106 - MEASURE S-2014	12,091.37
200 - Gas Tax Fund	17,916.62
201 - Restricted Real Estate Maintenance Fund	687.22
207 - NPDES Storm Water Fund	517.90
209 - Recreation Fund	21,045.72
212 - Building & Planning	32,657.89
310 - Lighting & Landscape Districts	839.68
500 - Sewer Enterprise Fund	199,677.06
505 - Cable Access TV	380.08
525 - Information Systems	7,482.11
998 - Payroll Clearing	577.80
Grand Total:	910,956.04

Account Summary

Account Number	Account Name	Payment Amount
100-000-31510	Other Tax/Business Lice...	87.00
100-10601	Gas Tanks/Corp Yard	6,017.69
100-110-41005	Emp Benefits/Employee...	127.53
100-110-41007	Emp Benefits/Life-ADD	6.11
100-110-42301	Travel & Training/Conf-R...	2,210.00
100-110-42302	Travel & Training/Milea...	128.12
100-110-42401	Dues & Pub/Membershi...	676.00
100-111-41005	Emp Benefits/Employee...	76.52
100-111-41007	Emp Benefits/Life-ADD	112.26
100-111-42201	Office Expense	1,001.26
100-111-42301	Travel & Training/Conf-R...	190.00
100-111-42514	Admin Exp/Special Depa...	1,486.74
100-112-41005	Emp Benefits/Employee...	76.52
100-112-41007	Emp Benefits/Life-ADD	90.79
100-112-42101	Prof Svcs/Professional Se..	3,447.80
100-112-42201	Office Expense	197.47
100-112-42514	Admin Exp/Special Depa...	48,160.20
100-113-41005	Emp Benefits/Employee...	25.51
100-113-41007	Emp Benefits/Life-ADD	0.55
100-115-41005	Emp Benefits/Employee...	76.52
100-115-41007	Emp Benefits/Life-ADD	125.07
100-115-42101	Prof Svcs/Professional Se..	37,945.00
100-116-41005	Emp Benefits/Employee...	76.52
100-116-41007	Emp Benefits/Life-ADD	73.55
100-116-42101	Prof Svcs/Professional Se..	13,733.25
100-116-42102	Prof Svcs/Attorney Servi...	10,484.00
100-116-42504	Admin Exp/Recruitment ...	3,330.00
100-117-41004	Emp Benefits/PERS Retir...	307,587.08
100-20011	Accounts Payable/Miscel...	39,839.98
100-221-41005	Emp Benefits/Employee...	573.75
100-221-41007	Emp Benefits/Life-ADD	497.06
100-221-42101	Prof Svcs/Professional Se..	755.00
100-221-42106	Prof Svcs/Software Main...	13,500.00
100-221-42107	Prof Svcs/Equipment Ma...	14,718.90
100-221-42302	Travel & Training/Milea...	131.37
100-221-42303	Travel & Training/Meal A...	254.91
100-221-42514	Admin Exp/Special Depa...	487.67
100-221-44301	Other Materials Supp/F...	116.67
100-221-44410	Safety Clothing	937.03
100-222-41005	Emp Benefits/Employee...	153.03

Account Summary

Account Number	Account Name	Payment Amount
100-222-41007	Emp Benefits/Life-ADD	199.38
100-222-42108	Prof Svcs/Building-Struc...	2,925.66
100-222-42201	Office Expense	-37.74
100-222-43103	Utilities/Electricity & Po...	4,150.19
100-223-41005	Emp Benefits/Employee...	255.06
100-223-41007	Emp Benefits/Life-ADD	169.89
100-223-42101	Prof Svcs/Professional Se..	2,587.00
100-223-43103	Utilities/Electricity & Po...	826.50
100-231-41004	Emp Benefits/PERS Retir...	299.33
100-231-42108	Prof Svcs/Building-Struc...	2,245.09
100-231-43103	Utilities/Electricity & Po...	5,020.89
100-341-41005	Emp Benefits/Employee...	63.64
100-341-41007	Emp Benefits/Life-ADD	187.46
100-342-41007	Emp Benefits/Life-ADD	43.19
100-342-42107	Prof Svcs/Equipment Ma...	2,065.60
100-342-42514	Admin Exp/Special Depa...	1,172.84
100-343-41005	Emp Benefits/Employee...	204.04
100-343-41007	Emp Benefits/Life-ADD	246.35
100-343-42107	Prof Svcs/Equipment Ma...	170.94
100-343-42108	Prof Svcs/Building-Struc...	5,727.61
100-343-43103	Utilities/Electricity & Po...	200.93
100-343-44306	Other Materials Supp/M...	486.04
100-343-44410	Safety Clothing	272.37
100-345-42108	Prof Svcs/Building-Struc...	11,083.65
100-345-42511	Admin Exp/Equipment R...	3,740.07
100-345-43102	Utilities/Water	197.82
100-345-43103	Utilities/Electricity & Po...	152.82
100-345-44306	Other Materials Supp/M...	3,371.95
100-465-41003	Emp Benefits/Vision Care	12.63
100-465-41005	Emp Benefits/Employee...	12.88
100-465-41007	Emp Benefits/Life-ADD	40.43
100-465-42201	Office Expense	97.95
100-551-42511	Admin Exp/Equipment R...	144.77
100-560-42101	Prof Svcs/Professional Se..	59,132.38
105-221-41005	Emp Benefits/Employee...	51.01
105-221-41007	Emp Benefits/Life-ADD	22.03
105-231-41005	Emp Benefits/Employee...	25.51
106-222-41005	Emp Benefits/Employee...	25.51
106-222-41007	Emp Benefits/Life-ADD	252.28
106-345-42511	Admin Exp/Equipment R...	2,979.38
106-551-47107	FF&E/Furniture & Applia...	8,834.20
200-342-42108	Prof Svcs/Building-Struc...	420.42
200-342-43103	Utilities/Electricity & Po...	17,496.20
201-343-42108	Prof Svcs/Building-Struc...	687.22
207-344-42107	Prof Svcs/Equipment Ma...	517.90
209-20012	Accounts Payable/Contr...	600.00
209-20308	Deposits Payable/Recrea...	282.00
209-551-41005	Emp Benefits/Employee...	51.01
209-551-41007	Emp Benefits/Life-ADD	89.14
209-551-42514	Admin Exp/Special Depa...	2,460.19
209-551-42515	Admin Exp/Special Events	149.29
209-552-41005	Emp Benefits/Employee...	51.01
209-552-41007	Emp Benefits/Life-ADD	-112.93
209-552-42108	Prof Svcs/Building-Struc...	1,091.54
209-552-43103	Utilities/Electricity & Po...	1,672.21
209-552-43802	Program Cost/Class Fees	676.90
209-552-43804	Program Cost/Food Prog...	2,788.04
209-552-43809	Program Cost/Newsletter	189.81

Account Summary

Account Number	Account Name	Payment Amount
209-552-43810	Program Cost/Center Ma..	429.67
209-552-44304	Other Materials Supp/Pe...	1,711.00
209-553-41005	Emp Benefits/Employee...	25.51
209-553-41007	Emp Benefits/Life-ADD	27.79
209-553-42108	Prof Svcs/Building-Struc...	782.02
209-553-43103	Utilities/Electricity & Po...	455.18
209-554-41005	Emp Benefits/Employee...	51.01
209-554-41007	Emp Benefits/Life-ADD	35.16
209-554-42107	Prof Svcs/Equipment Ma...	1,121.41
209-554-42108	Prof Svcs/Building-Struc...	529.25
209-554-43103	Utilities/Electricity & Po...	37.76
209-557-42108	Prof Svcs/Building-Struc...	5,203.30
209-557-43103	Utilities/Electricity & Po...	648.45
212-461-41005	Emp Benefits/Employee...	51.01
212-461-41007	Emp Benefits/Life-ADD	70.10
212-461-42101	Prof Svcs/Professional Se..	30,787.50
212-461-42514	Admin Exp/Special Depa...	720.23
212-462-34215	Fees/Inspection Fee	774.00
212-462-41005	Emp Benefits/Employee...	102.03
212-462-41007	Emp Benefits/Life-ADD	153.02
310-347-42108	Prof Svcs/Building-Struc...	77.82
310-347-43103	Utilities/Electricity & Po...	280.00
310-348-42108	Prof Svcs/Building-Struc...	81.86
310-348-43103	Utilities/Electricity & Po...	400.00
500-10601	Gas Tanks/Corp Yard	4,680.77
500-641-41005	Emp Benefits/Employee...	280.56
500-641-41007	Emp Benefits/Life-ADD	475.81
500-641-42201	Office Expense	145.89
500-641-43103	Utilities/Electricity & Po...	71,052.23
500-641-44303	Other Materials Supp/C...	26,463.42
500-641-44305	Other Materials Supp/La...	2,683.30
500-641-44306	Other Materials Supp/M...	2,386.74
500-642-41005	Emp Benefits/Employee...	76.52
500-642-41007	Emp Benefits/Life-ADD	82.79
500-642-42101	Prof Svcs/Professional Se..	8,696.52
500-642-42107	Prof Svcs/Equipment Ma...	1,433.40
500-642-43103	Utilities/Electricity & Po...	822.36
500-642-47201	Improvements/Building	80,396.75
505-119-41005	Emp Benefits/Employee...	50.96
505-119-41007	Emp Benefits/Life-ADD	82.95
505-119-43103	Utilities/Electricity & Po...	56.65
505-119-43105	Utilities/Cable	189.52
525-118-42107	Prof Svcs/Equipment Ma...	4,009.37
525-118-42203	Office Exp/Shipping & M...	1,295.64
525-118-42510	Admin Exp/Software Pur...	662.41
525-118-43101	Utilities/Telephone	1,333.37
525-118-43106	Utilities/Internet	181.32
998-20107	Sal & Ben Payable/Life In...	144.30
998-20118	Sal & Ben Payable / LTD ...	433.50
Grand Total:		<u>910,956.04</u>

Project Account Summary

Project Account Key	Payment Amount
None	830,559.29
50064247201SS2201	73,960.00
50064247201SS2401	6,436.75
Grand Total:	<u>910,956.04</u>



CITY COUNCIL REPORT

9.C.

DATE: MARCH 4, 2025
TO: MAYOR AND COUNCIL MEMBERS
FROM: Markisha Guillory, Finance Director, 510-724-9823, MGuillory@pinole.gov
SUBJECT: FY 2024/25 SECOND QUARTER INVESTMENT REPORT

RECOMMENDATION

Staff recommends that the City Council receive the Quarterly Investment Report for the second quarter (ending December 31, 2024).

BACKGROUND

The City of Pinole Investment Policy requires that a Quarterly Investment Report be submitted to the City Council. The City's investments, as shown in the attached Investment Report for the quarter ending December 31, 2024, conform to the City's Investment Policy as well as all applicable State and federal requirements, including California Government Code Section 53646.

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

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

REVIEW AND ANALYSIS

Investment Policy

All investments held at December 31, 2024 conform to the City's Investment Policy and all applicable State and federal requirements. The City's investment objectives, in order of priority, are safety, which is investing in the highest quality securities; liquidity, which is the ability to convert the investment to cash as necessary to meet cash flow requirements; and yield, which is earning a higher return.

Investment Strategy

The City utilizes a passive investment management approach by buying and holding securities until maturity. Earnings on investments held until maturity typically fluctuate with market conditions and are considered “unrealized” prior to maturity. The City expects to yield a gain on all investments at maturity. A “laddered maturity” investment strategy is applied to the long-term portion of the City’s investment portfolio. A laddered portfolio is structured with securities that have different maturity dates. As securities are called or mature, proceeds are reinvested in a new security with another long term at the end of the ladder. Laddering helps to minimize interest-rate risk, increase liquidity, and diversify credit risk.

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

Second Quarter Investment Summary

As of December 31, 2024, total cash and investments increased by \$2,246,533 from the previous quarter, from \$48,773,693 to \$51,020,226. Typically, the City experiences swings in cash inflow and outflow due to the seasonality of large receipts, such as property taxes, and large disbursements, like debt service that is paid semiannually. The City will have sufficient cash flow to meet the next six months of estimated expenditures.

Investment Instruments

The Finance Director, in consultation with the City Treasurer, selects the instruments in which to invest the City’s funds, in order to best meet the objectives laid out in the City’s Investment Policy. The balances held in different investment instruments at December 31, 2024 are noted in Attachment A. The bulk of the City’s investment funds are invested in the State of California’s Local Agency Investment Fund (LAIF), because of the safety and liquidity of that investment.

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

Investment Yield and Duration

The weighted average yield of the City’s investment portfolio for the quarter ended December 31, 2024 is summarized in Attachment A. The total investment portfolio yielded 4.304% for the second quarter (October through December 2024), slightly down from the 4.36% yielded in the previous quarter (July through September 2024).

For the second quarter, LAIF earned an average annual yield of 4.434%, down from an average annual yield of 4.575% for the third quarter.

The General Reserve, which holds the longer-term investments, earned an average annual yield of 3.719%, slightly down from the 3.811% average annual yield in the first quarter. No new investment instruments were purchased during the second quarter. Additionally, two certificates of deposit matured, Bank of Princeton and Southern Bankcorp Bank, and were

redeemed for cash.

Section 115 Trust

The Section 115 Trust is comprised of a diversified portfolio of investments consistent with the Trust's objectives and liquidity requirements. The funds are invested on behalf of the City by Public Agency Retirement Services (PARS). The portfolio summary for the quarter ending December 31, 2024 is included in Attachment B to this report.

FISCAL IMPACT

There is no fiscal impact as a result of receiving the Second Quarter Investment Report.

ATTACHMENTS

- A. Investment Report -Quarter Ending December 31 2024
- B. Section 115 Investment Report -Quarter Ending December 31 2024

CITY OF PINOLE
INVESTMENT REPORT DECEMBER 2024
PORTFOLIO SUMMARY

Investments	Par Value	Market Value	Book Value	% of Portfolio	Days to Maturity	Yield	Weighted Average Maturity
Investment Pool - LAIF	23,437,980	23,429,120	23,429,120	48.83%	1	4.434	0
Investment Pool - CalTrust	3,522,742	3,522,742	3,522,742	7.34%	1	4.315	0
Money Market Savings	10,495,016	10,495,016	10,495,016	21.87%	1	4.622	0
Mutual Funds	7,093,701	7,093,701	7,093,701	14.79%	1	4.070	0
Certificates of Deposit	1,982,000	1,984,089	1,984,089	4.14%	273	3.988	1
Medium-Term Corporate Notes	1,000,000	961,910	961,910	2.00%	619	2.130	12
Federal Agency Securities	500,000	491,890	491,890	1.03%	161	0.690	2
Subtotal Investments	\$ 48,031,439	\$ 47,978,467	\$ 47,978,467	100.00%	176	4.304	3

Average Years to Maturity:

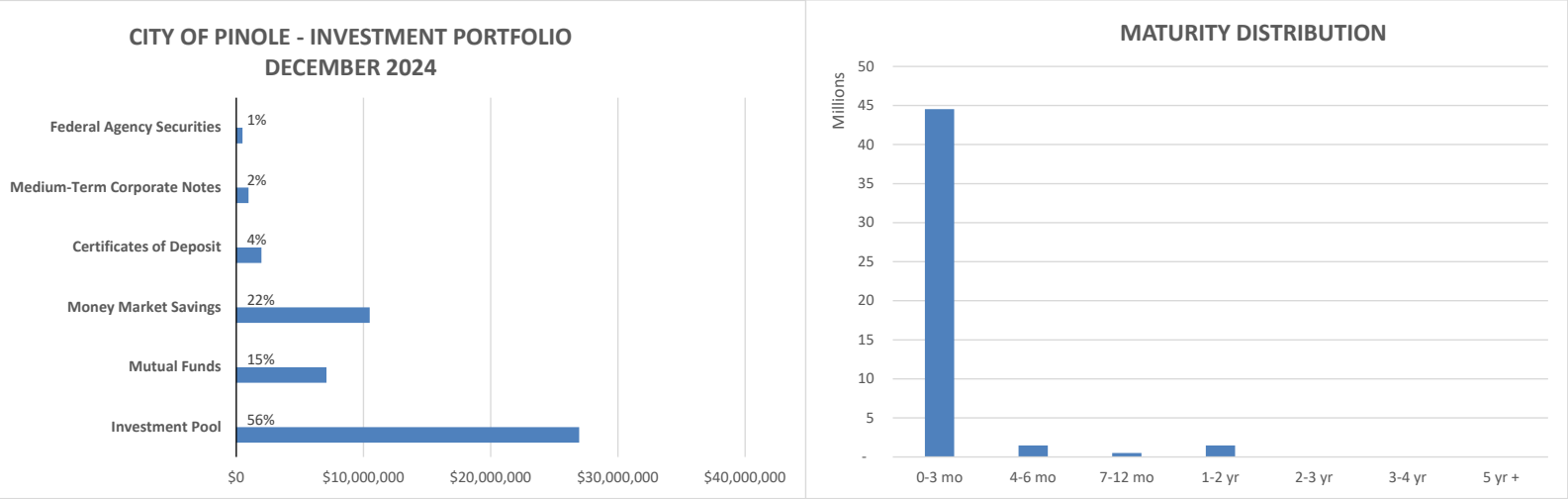
0.5

Cash							
Mechanics Bank - Vendor Checking *	1,467,774	1,467,774	1,467,774		1		
BMO - Payroll Checking *	914,847	914,847	914,847		1		
BMO - Checking (Credit Card Clearing) *	659,138	659,138	659,138		1		
Subtotal Cash	3,041,759	3,041,759	3,041,759		1		

Total Cash and Investments	\$ 51,073,197	\$ 51,020,226	\$ 51,020,226				
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*Not included in yield calculations

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

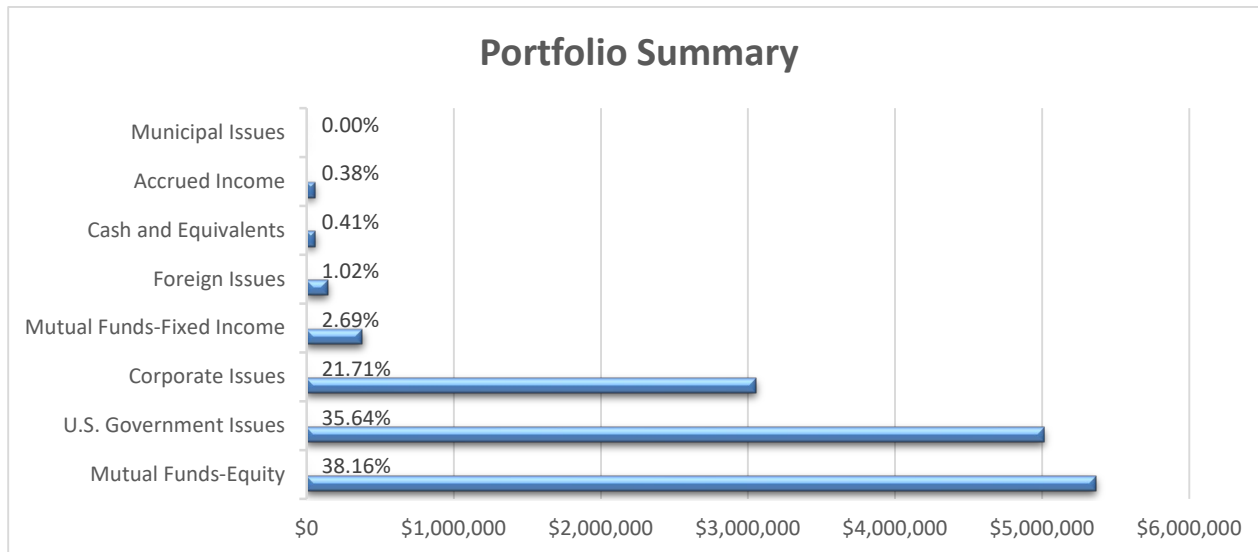


CITY OF PINOLE
INVESTMENT REPORT DECEMBER 2024 DETAIL
PORTFOLIO DETAILS

Type / Account Number	CUSIP	Issuer	Manager	GL Acct #	Par Value	Market Value	Book Value	Rate	Yield	Days to Maturity	S&P Rating	Maturity Date	Weighted Average Maturity
Investment Pool													
		Local Agency Investment Fund (LAIF)	LAIF	999-10201	23,437,980	23,429,120	23,429,120	4.434	4.434	1	N/A		0
		CalTrust - Short Term Fund (City)	CalTrust	999-10202	27,260	27,260	27,260	4.390	4.390	1	N/A		0
		CalTrust - Medium Term Fund (City)	CalTrust	999-10203	3,495,482	3,495,482	3,495,482	4.240	4.240	1	N/A		0
					26,960,722	26,951,862	26,951,862	4.355	4.409	1			0
Money Market Savings													
		Mechanics Bank	City	999-10102	9,288,397	9,288,397	9,288,397	4.670	4.670	1	N/A		0
		Mechanics Bank	City	500-10311	1,098,816	1,098,816	1,098,816	4.670	4.670	1	N/A		0
		BMO	City	999-10104	107,804	107,804	107,804	0.010	0.010	1	N/A		0
					10,495,016	10,495,016	10,495,016	3.117	4.622	1			0
Mutual Funds													
19-516680		U.S. Bank	US Bank	150-10110	34,257	34,257	34,257	1.980	1.980	1	N/A		0
19-516680	31846V203	1st American Government Obligation Fund	US Bank	150-10110	7,059,444	7,059,444	7,059,444	4.080	4.080	1	N/A		0
					7,093,701	7,093,701	7,093,701	3.030	4.070	1			0
Certificates of Deposit													
19-516680	01025RAG4	Alabama Cr Un	US Bank	150-10110	248,000	251,306	251,306	5.000	4.930	538	N/A	6/22/2026	3
19-516680	05580A2H6	Bmw Bk North Amer	US Bank	150-10110	244,000	244,720	244,720	4.900	4.890	167	N/A	6/16/2025	1
19-516680	30960QAP2	Farmers Insurance Group Fed	US Bank	150-10110	248,000	249,453	249,453	5.250	5.220	202	N/A	7/21/2025	1
19-516680	33715LFX1	First Technology Federal Credi	US Bank	150-10110	248,000	248,994	248,994	5.100	5.080	167	N/A	6/16/2025	1
19-516680	53052LAW9	Liberty Fed Cr Un Evansville	US Bank	150-10110	248,000	249,476	249,476	5.300	5.270	195	N/A	7/14/2025	1
19-516680	70212VAB4	Partners Bk helena Ark	US Bank	150-10110	247,000	242,640	242,640	0.600	0.610	181	N/A	6/30/2025	1
19-516680	856283N51	State Bk Indiana Chicago Ill	US Bank	150-10110	250,000	245,795	245,795	1.000	1.020	177	N/A	6/26/2025	1
19-516680	910286GR8	United Fid Bk FSB Evansville I	US Bank	150-10110	249,000	251,704	251,704	4.800	4.750	560	N/A	7/14/2026	3
					1,982,000	1,984,089	1,984,089	3.994	3.988	273			1
Medium-Term Corporate Notes													
19-516679	037833DN7	Apple Inc.	US Bank	150-10110	1,000,000	961,910	961,910	2.050	2.130	619	AA+	9/11/2026	12
					1,000,000	961,910	961,910	2.050	2.130	619			12
Federal Agency Securities													
19-516680	3133ELH80	Federal Farm Credit Bks	US Bank	150-10110	500,000	491,890	491,890	0.680	0.690	161	AA+	6/10/2025	2
					500,000	491,890	491,890	0.680	0.690	161			2
					\$ 48,031,439	\$ 47,978,467	\$ 47,978,467	2.871	4.304	176			
													Average Years : 0.5

CITY OF PINOLE
INVESTMENT REPORT DECEMBER 2024
SECTION 115 TRUST PORTFOLIO SUMMARY

Investments	Market Value	Book Value	% of Market	Yield
Cash and Equivalents	57,428	57,428	0.41%	4.330
U.S. Government Issues	5,008,294	5,335,329	35.64%	4.070
Corporate Issues	3,051,686	3,102,702	21.71%	5.060
Foreign Issues	143,172	148,875	1.02%	4.900
Municipal Issues	-	-	0.00%	-
Mutual Funds-Equity	5,362,329	5,222,629	38.16%	1.490
Mutual Funds-Fixed Income	377,660	374,188	2.69%	6.310
Total Assets	14,000,568	14,241,150	99.62%	3.370
Accrued Income	53,279	53,279	0.38%	
Grand Total	\$ 14,053,847	\$ 14,294,429	100%	





CITY COUNCIL REPORT

9.D.

DATE: MARCH 4, 2025
TO: MAYOR AND COUNCIL MEMBERS
FROM: Faby Guillen, Capital Improvement/Environmental Program Manager ,
fguillen@pinole.gov
SUBJECT: FISCAL YEAR (FY) 2024/25 SECOND QUARTER CIP STATUS REPORT

RECOMMENDATION

Staff recommends that the City Council receive the Fiscal Year (FY) 2024/25 second quarter status report of Capital Improvement Plan (CIP) Projects.

BACKGROUND

The CIP is a multi-year plan/forecast of the City's capital improvement projects. The first year of the CIP sets forth the proposed capital project plan and capital budget for that fiscal year.

The City creates an updated CIP each year based on the condition of the City's current capital assets, the desire for new capital assets, and available funding. Projects in the CIP address the City's major types of capital assets such as facilities, parks, sanitary sewer collection and treatment infrastructure, stormwater infrastructure, and roads. The City owns considerable capital assets in other classes as well, including streetlights, traffic control devices, sidewalks, street trees, trash capture devices, waste bins and enclosures, traffic/way finding signage, benches, bike racks, monument signs, fleet, and fiber optic conduit.

The CIP serves as a tool for staff to plan, implement, and manage improvements and ongoing upgrades to the City's infrastructure. The Administration and Engineering Division in the Public Works Department is responsible for identifying and completing capital projects in the CIP.

REVIEW AND ANALYSIS

The City's adopted CIP (Attachment C) includes construction projects and infrastructure assessments. The infrastructure assessments included in the CIP will aid the City in identifying and prioritizing construction projects and will identify funding opportunities for future projects.

Attachment A includes the FY 2024/25 Second Quarter Report - CIP Project Highlights as of the end of the quarter.

Attachment B includes the CIP Gantt Chart_Q2_FY2024_25

Attachment C includes the Adopted CIP Plan for FY 2024/25 through FY 2028/29

FISCAL IMPACT

There is no fiscal impact associated with accepting this status update. Projects have budgeted sources of funds which have been previously approved by City Council.

ATTACHMENTS

- A. CIP Q2 March 4-2025
- B. CIP Gantt Chart Q2 FY2024/25
- C. CIP FY 2024-25 to 2028-29

ATTACHMENT A

FY 2024/25 SECOND QUARTER REPORT – CIP PROJECT HIGHLIGHTS

(Through December 31, 2024)

FACILITIES

Public Safety Building Modernization (FA2301)

This multi-year project is intended to extend the life of the Public Safety Building through replacement of the Heating, Ventilation, and Air Conditioning (HVAC) system, carpet, flooring, water heaters, light fixtures, fans, etc., painting (interior and exterior), and renovation of the locker rooms. City staff are in the planning phase for this project, and developed the scope, schedule, and budget for the first phase of the renovations, and received price proposals for the painting and flooring.

Staff conducted additional cost and pricing analysis. As a result of these costing studies, it became evident that the cost to renovate the entire building would be cost prohibitive. Instead of halting the entire renovation project, staff recommended a phasing approach. A first phase project was identified. The first phase scope of work includes new flooring and painting of the first-floor lobby, classroom, and second floor lobby. The first phase renovation of the Public Safety Building is estimated to complete in the spring of 2025.

Senior Center Modernization (FA2202)

This project encompasses a comprehensive facilities condition assessment, followed by the design and construction of modernization improvements to the existing Senior Center building at 2500 Charles Avenue. The scope of work includes significant upgrades to the energy system, roof replacement, and extensive interior renovations. Notable improvements to date include the painting of the main hall, replacement of the kitchen's grease trap, and installation of roller shades. Additionally, the roof and HVAC system are being replaced to enhance functionality and ensure the Senior Center continues to serve the community with optimal efficiency and comfort.

City Hall Modernization (FA1703)

This project includes interior improvements and exterior painting to extend the life of the City Hall building and improve its functionality for staff and the public. City staff are in the planning phase for exterior painting in the project. A Request for Proposals (RFP) for architectural services including the interior improvements was issued on April 24, 2024. Six (6) proposals were received May 21, 2024. Proposals were evaluated in accordance with the RFP. After the proposals were reviewed, staff reassessed the needs of the renovation and determined that the cost to implement all the necessary upgrades would require additional funding.

A renovation project is being facilitated to improve staff safety, including installation of clear glass barrier at the first and second floor counters, and full height doors at both levels.

Citywide Roof Repairs and Replacement (FA1702)

This project includes replacement of the roofs at City Hall, Public Safety Building, Senior Center, and Water Pollution Control Plant. City staff are in the planning phase for the Water Pollution Control Plant roof replacement in the project. A Request for Proposals (RFP) for architectural services including roof repairs and replacements at three (3) facilities, City Hall, Public Safety Building, and Senior Center, was issued on April 24, 2024. Six (6) proposals were received May 21, 2024. Proposals were evaluated in accordance with the RFP. However, due to changing needs, the City did not award this architectural contract.

PARKS

Pinole Valley Park – East (PA1901)

Staff are pleased to announce the reopening of its newly rehabilitated soccer field on February 22nd. This upgraded facility is now available for new reservations throughout the year, providing an excellent space for the community to come together and enjoy. The revitalization of the soccer field enhances recreational opportunities and fosters community engagement, ensuring a vibrant and active environment for all.

Fernandez Park (PA2401)

The field lights at Fernandez Park have been fully repaired, enabling the facility to accommodate reservations after dark. This improvement opens new opportunities for the city to host softball leagues and other community programs, providing enhanced recreational options and greater flexibility for residents to enjoy the park.

Fernandez Park Tree Mitigation (PA2401)

The trees at Fernandez Park have been carefully trimmed and cut back to ensure public health and safety while promoting the long-term vitality of the trees. This proactive maintenance helps protect both residents and nearby buildings from potential hazards associated with overgrowth, ensuring a safer and more sustainable environment for the community.

SANITARY SEWER

Effluent Outfall (SS2203)

This project includes Effluent Outfall Vault and Effluent Force Main Improvements to improve the reliability and increase the discharge capacity of the Pinole-Hercules Water Pollution Control Plant (WPCP). A Request for Proposals (RFP) for engineering services was issued on March 27, 2024. No proposals were received on the due date of April 30, 2024. City staff will work to procure the services in early FY 2024/25 as an Exempt Procurement in accordance with the Procurement Policy as no proposal was received in response to our solicitation for competitive proposals. No further update.

Sanitary Sewer Rehabilitation (SS2201) and Pinon Trunk Sewer Capacity Phase 2 Project (SS2401)

This multi-year project involves various improvements to the sanitary sewer collection system, including the Pinon-1 capacity improvement project identified in the Sanitary Sewer Collection System Master Plan (Pinon-1 Project).

Project Description. The Pinon-1 Project includes replacement of a total of approximately 4,970 linear feet (LF) of existing pipeline. The purpose of the Pinon-1 Project is to increase the capacity of existing sanitary sewer pipeline in order to transport peak wet weather flows (PWWF) and reduce the occurrence and risk of sanitary sewer overflows (SSOs). The Pinon-1 Project includes replacement of a total of approximately 1,050 feet of 8-inch diameter pipeline along San Pablo Avenue, approximately 740 feet of 8-inch diameter pipeline along Roble Avenue, approximately 1,500 feet of 8-inch to 10-inch diameter pipeline along Pinon Avenue, approximately 520 feet of 12-inch diameter pipeline between Pinon Avenue and Orleans Avenue and approximately 1,160 feet of 8-inch to 15-inch diameter pipeline along Orleans Avenue into Tennent Avenue.

Design. On January 17, 2023, City Council awarded a contract to West Valley Construction Company, Inc. to provide engineering design services for Pinon-Phase 1 Sanitary Sewer Project. During design, the project was split into two (2) bid packages for construction: Phase 1 for the work from Tennent Ave. along Orleans Ave., and Phase 2 for work from the end of Orleans Ave. across the railroad, along Roble Ave., Pinon Ave., and San Pablo Ave. Design of Phase 1 was completed in October 2023. Design of Phase 2 is in progress.

Phase 1 Construction. In October 2023, the SS-2201 Sanitary Sewer Rehabilitation Project (Phase 1) bid was released and advertised in accordance with the Public Contract Code. On November 8, 2023, bids were received. On December 5, 2023, City Council awarded a construction contract for Phase 1 to the lowest responsive and responsible bidder, APB General Engineering. During design of Phase 2 of the Pinon-1 Project it was recommended to change the scope of Phase 1 to move a portion of the work from Phase 1 to Phase 2, delaying the start of the construction. In May 2024, a change order was executed to revise and reduce the scope of work and construction contract total amount, terminating Phase 1 construction at the intersection of Orleans Drive and Zoe Court. Completion of construction of the SS2201 is anticipated in July 2024.

Phase 2 Construction. In May 2024, the Pinon Trunk Sewer Capacity Phase 2 Project (CIP Project No.: SS2401, "Phase 2") bid was released and advertised in accordance with the Public Contract Code. On June 4, 2024, bids were received. On June 25, 2024, City Council awarded a construction contract for Phase 2 to the lowest responsive and responsible bidder, K.J. Woods Construction, Inc. The Notice to Proceed was issued on October 14, 2024. The work is well underway, and a significant portion of the project has been completed. The winter rains have had an impact on the schedule, but the construction team continues to make progress. The work on San Pablo Avenue is anticipated to be completed by the end of February. Project completion is anticipated for late summer/early fall, 2025.

STORMWATER

Roble Ave. Storm Drain Improvement Project (SW2001)

Roble Avenue connects San Pablo Avenue and Pinon Road. The City of Pinole is responsible for maintaining the road, sidewalk and storm drain infrastructure on Roble Avenue. An approximately 450 linear foot portion of Roble Avenue has not been improved with underground storm drain facilities. The road experiences minor flooding during significant wet weather events. Additionally, the expansion of the road width and enhanced sidewalks within the City's right of way can provide more efficient vehicular traffic flow and enhance pedestrian safety.

The City is required to comply with NPDES Order No. R2-2022-0018 for the City of Pinole Green Infrastructure requirements by 2027. The Roble Ave. Drain Improvement Project will not only fulfill but also exceed the retrofit requirements of the Municipal Regional Storm Water of 1.16 acres.

Staff issued a request for proposals on November 27, 2024. Proposals were due on January 9, 2025. Due to the timing, firms requested an extension which the City Granted. The revised proposal due date was January 23, 2025. 7 proposals were received and are being evaluated. A designer selection is expected by Spring of 2025.

STREETS AND ROADS

Pinole Smart Signals (RO2303)

The Smart Signals project is a Contra Costa Transportation Agency (CCTA) led countywide project to upgrade traffic signal system and communication systems. The project will develop, manage, and implement Intelligent Transportation System (ITS) initiatives to improve the safety and efficiency of multimodal mobility, maximize highway and arterial system throughput, and improve operational efficiency, safety, and reduce environmental impact throughout Contra Costa County. City staff are coordinating with CCTA to finalize operations and maintenance (O&M) and funding agreements. Negotiations ongoing.

Safety Improvements on Arterial Roadways (RO2302)

On November 17, 2023, City staff released a Request for Proposals (RFP) for Engineering Services for the RO2302 Safety Improvements on Arterial Roadways project. On December 13, 2023, proposals were received. The project will install pedestrian crossing enhancements at three non-signalized intersections on two arterial roadways:

1. On San Pablo Avenue at the Third Avenue intersection
2. On San Pablo Avenue at the Quinan Street intersection
3. On Pinole Valley Road at the Savage Avenue intersection

The enhancements include continental markings, median refuge islands, advanced stop bars and Rectangular Rapid Flash Beacons (RRFB). City Council awarded the f the contract for engineering services on January 16, 2024 to CSW/Struber-Stroeh Engineering Group. CSW has been developing the design while staff continues to pursue

additional grant funding for a High-Intensity Activated Crosswalk (HAWK) signal. The estimated project completion is by the end of December 2025.

Arterial Rehabilitation (RO2101)

On February 2, 2021, City Council awarded a contract for preliminary engineering and design services to CSW/Stueber-Stroeh Engineering Group, Inc. (CSW|ST2), which included Project # RO2101 – Arterial Rehabilitation. The project includes roadway work beginning at the southern city limit of Pinole Valley Road to the bridge west of Savage Ave. The project will include replacement, modification, or installation of ADA-compliant curb ramps, road rehabilitation, and striping. Design of this project by CSW|ST2 is in its final stages. This project will be split into two phases for construction as the engineers cost estimate for the entire section is \$2.4million and the current available funding is \$1.6 million. Design is at 98%.

Pedestrian Improvements at Tennent Ave. near RxR (RO1902)

On February 2, 2021, City Council awarded a contract for preliminary engineering and design services to CSW/Stueber-Stroeh Engineering Group, Inc. (CSW|ST2), which included Project # RO1902 – Pedestrian Improvements at Tennent Avenue. The project includes improvements to Tennent Ave. at the railroad crossing to facilitate safe movement of bicycles and pedestrians using the multi-use San Pablo Bay Regional Shoreline Trail, and to maximize parking on Railroad Avenue for park users. Design of this project by CSW|ST2 is ongoing, and final design is anticipated by the end of March 2024. In December 2023, plans were submitted to Union Pacific Railroad (UPRR) and the project entered their estimating phase. Due to their volume of projects, UPRR provided City staff an estimated timeline of 18 months before the City's construction work on the project could be performed in the railroad right of way. Staff has continued negotiating with UPRR. Once the City reaches a final agreement with UPRR, the project will be scheduled.

Safety Improvements at Appian Way & Marlesta Rd. (RO1714)

On October 10, 2022, City Council awarded a construction contract to Gruendl Inc. DBA Ray's Electric for construction of Safety Improvements at Appian Way and Marlesta Road (CIP Project # RO1714). The project includes installation of a traffic signal at the Appian Way and Marlesta Road intersection, new high visibility crosswalk striping on all legs of the intersection, green bicycle lane treatment on Appian Way within the project limits, and a slurry seal of the intersection. The Contractor satisfied the insurance, business license, and bonding requirements, and was issued a Notice to Proceed (NTP) on November 1, 2022. A pre-construction meeting was held on January 4, 2023. Due to conflicts in the supply chain, the traffic signal poles and controller had a delivery delay of up to six (6) months, and work on the project was suspended from the date these materials were ordered (January 23, 2023) until the Contractor mobilized to the site on September 5, 2023. The traffic signal poles were installed in November 2023 and energized by PG&E in late December 2023. The intersection is operational and all field work for the project is completed. Staff is continuing to work on project closeout and grant reimbursements.

INFRASTRUCTURE ASSESSMENTS

Municipal Broadband Feasibility (IN2102)

On June 20, 2023, City Council awarded a contract to CSW|ST2 to complete a Broadband Opportunities assessment. This project is intended to understand the high-speed connectivity available to community residents, businesses, and other organizations in terms of speed, coverage, and cost. The study will also evaluate whether there are gaps relative to modern standards, and if so, the study will identify and assess potential City interventions including public-private partnerships. On July 13, 2023, the Kickoff Meeting was held. Work on this project was completed by the end of the Fiscal Year and the final report was presented to City Council in August 2024.

Recycled Water Feasibility (IN2103)

On June 20, 2023, City Council awarded a contract to West Yost Associates (West Yost) to complete a Water Reuse Opportunities Assessment. This project involves reviewing current and projected future trends in water reuse in Norther California and includes a condition assessment and opportunities analysis. On July 2, 2023, the Kickoff Meeting was held. West Yost is coordinating their work on this project with East Bay Municipal Utility District's (EBMUD) Recycled Water Strategic Plan Update 2024. Progress on this project is pending completion of EBMUD's plan. No further updates as EBMUD efforts could take up to one year to complete.

Active Transportation Plan (RO2106)

On March 7, 2023, City Council awarded a contract to GHD, Inc. to complete the development of an Active Transportation Plan (ATP) for the City of Pinole. The City recognizes the importance of promoting active transportation modes, such as walking, cycling, and public transit, to improve public health and safety, reduce greenhouse gas emissions, and enhance the livability of our community. GHD has produce a draft Active Transportation Plan. On January 8, 2025, staff has presented the draft to the Traffic and Pedestrian Safety Committee and requested comments. GHD is reviewing and incorporating comments before finalizing the ATP in the upcoming months.

Storm Drain Master Plan (IN1703)

On August 15, 2023, City Council awarded a contract to West Yost Associates (West Yost) to complete development of a Storm Drain Master Plan. This project is intended to identify, analyze, and prioritize the capital improvement needs of the City's storm water management system to reduce flood risks, enhance public safety, and protect City assets. On September 29, 2023, the Kickoff Meeting was held. Findings and recommendations developed during preparation of the Storm Drain Master Plan will be used by staff to develop or update CIP projects, and the final plan will be presented to City Council. This project has been delayed due to several unforeseen staffing shortages. One critical task to complete this study is the site inspections of the drain inlets throughout the City. SKL was originally assigned to provide these services. However, SKL was unable to perform

the work. Since then, staff strategized and identified that the best way to approach this challenge was to reassign this work to West Yost, who was the original designer of record. Staff as been negotiating a proposal with West Yost. The negotiated proposal will go to Council for approval in February 2025. After the additional funds are approved, West Yost will resume the study. Anticipated completion of this work, including design and construction, is spring of 2026.

Energy Conservation, Generation, & Storage Assessment (IN2201)

On September 5, 2023, City Council awarded a contract to Tetra Tech to complete an Energy Conservation, Generation and Storage Assessment. This project will identify steps that the City could take to conserve, generate, and store energy at City facilities. This project involves an assessment of the City's energy usage in its facilities and infrastructure, and identification of cost effective and environmentally responsible investments in energy conservation, generation, and storage. This project also included identification of investments that will make the City more resilient during power outages, natural disasters and impacts of climate change. Work on this project was completed by the end of the Fiscal Year and the final report was presented to City Council in August 2024.

CITY OF PINOLE CAPITAL IMPROVEMENT PLAN

STATUS OF SCHEDULED PROJECTS FOR FY 2024/25 THRU June 30, 2025

[illegible]

					SCHEDULED		FY 2020-21					FY 2021-22					FY 2022-23					FY 2023-24					FY 2024-25					STATUS AS OF 06/30/2025																							
PRJ. #	NAME OF PROJECT		PROGRESS	START	END	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	PHASE	ESTIMATED COMPLETION
STORMWATER																																																							
SW2001	Roble Ave. Storm Drain Improvement			15%	7/1/22	6/30/27																																													P	6/30/27			
STREETS AND ROADS																																																							
RO2303	Pinole Smart Signals			40%	7/1/23	6/30/24																																														P	6/30/26		
RO2302	Safety Improvements on Arterial Roadways			30%	7/1/23	12/31/25																																														P	12/31/25		
RO2101	Arterial Rehabilitation Design Phase			98%	7/1/20	6/30/25																																														E	6/30/25		
RO1902	Pedestrian Improvements at Tennent Ave. Near R X R Design			80%	7/1/20	6/30/25																																													E	6/30/25			
RO1714	Safety Improvements at Appian Way & Marlesta Rd.			99%	7/1/20	6/30/24																																													E	3/31/25			
RO1710	San Pablo Ave. Bridge Over BNSF Railroad			28%	7/1/17	6/30/26																																													E	6/30/28			
INFRASTRUCTURE ASSESSMENTS																																																							
IN2101	Emergency Power for Critical Facilities			10%	7/1/21	6/30/25																																															D		
IN2102	Municipal Broadband Feasibility			99%	7/1/21	6/30/24																																														C	6/30/24		
IN2103	Recycled Water Feasibility			40%	7/1/22	6/30/26																																													E	6/30/26			
IN2105	Appian Way Complete Streets			10%	7/1/21	6/30/24																																														D			
IN2106	Active Transportation Plan (RO2106)			95%	7/1/21	6/1/25																																														E	6/30/25		
IN1703	Storm Drainage Master Plan			50%	7/1/17	6/30/26																																													E	6/30/26			
IN2201	Energy Conservation, Generation, & Storage Assessment			100%	7/1/22	6/30/24																																														C	6/30/24		



CITY OF PINOLE

CAPITAL IMPROVEMENT PLAN

FY 2024/25 – 2028/29

FINAL PROPOSED JUNE 18, 2024



CAPITAL IMPROVEMENT PLAN FY 2024/25 – 2028/29

CITY COUNCIL

Maureen Toms, Mayor

Cameron N. Sasai, Mayor Pro Tem

Devin T. Murphy, Council Member

Anthony L. Tave, Council Member

Norma Martínez-Rubin, Council Member

INTERIM CITY MANAGER

Neil Gang

PUBLIC WORKS DIRECTOR

Sanjay Mishra, PE, TE

CAPITAL IMPROVEMENT & ENVIRONMENTAL PROGRAM MANAGER

Vacant

CONSULTANT PROGRAM MANAGER

Katherine Hayden, PE



CAPITAL IMPROVEMENT PLAN: FY 2024/25 THROUGH FY 2028/29
TABLE OF CONTENTS

Introduction	1
Capital Projects Prioritization Matrix	3
Next Steps in Capital Planning	6
Project Funding.....	6
Funding Sources.....	6
Grants	7
Overview of Recommended Capital Budget	9
Funding Summary	10
Project Description Sheets – Facilities	12
Project Description Sheets – Parks	19
Project Description Sheets – Sanitary Sewer	23
Project Description Sheets – Stormwater	35
Project Description Sheets – Roads	37
Project Description Sheets – Infrastructure Assessments.....	51
Unfunded Project List.....	56
Unfunded Project Descriptions	57
APPENDIX I: Capital Improvement Plan Consistency with General Plan	
APPENDIX II: Prioritization Matrix Category Scoring Guidelines	

Introduction

The Capital Improvement Plan (CIP) is a multi-year tool used to identify the City's capital needs and schedule capital improvement projects over the upcoming five-year period. Capital improvements include the design, purchase, construction, maintenance, or improvement of public capital assets (i.e., streets, parks, buildings, etc.).

The projects in the CIP fall into the following broad categories:

- Facility maintenance;
- Parks;
- Sewer collection and treatment;
- Stormwater;
- Streets and roads; and
- Infrastructure assessments.

The FY 2024/25 – 2028/29 CIP contains 35 capital improvement projects and 5 infrastructure assessments that are scheduled to be undertaken over the five-year timeframe and are fully or partially funded. The CIP also includes information for 36 unfunded projects. A funded project is one that has identified specific funding, including on-going existing resources to fully implement the project. A partially funded project has funding to accomplish various phases of the project but lacks sufficient funding to complete the project. An unfunded project is one that has been identified in the CIP as a need but no funding secured to implement the project. Should funding become available through grant or other sources, the unfunded list can be reviewed to determine if it is suitable to seek such funding.

Each project is assigned a project number and described in detail in the project sheets. The nomenclature for the project number is derived as follows:

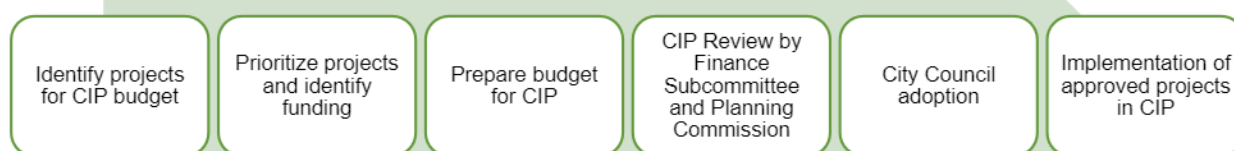
- Project numbers begin with the abbreviation of the project category, followed by the year the project was first programmed, and then a unique sequence number. For example, FA2001 refers to a facilities project which was first programmed in 2020 with a unique sequence number of 01. Unfunded projects begin with UF and are followed by a unique sequence number.

Category	Abbreviation
Facilities	FA
Parks	PA
Sewer	SS
Stormwater	SW
Streets & Roads	RO
Infrastructure Assessments	IN
Unfunded	UF

The CIP is reviewed and updated annually. In recent years, the City has increased its focus on assessing the state of the City's infrastructure by inventorying all the assets, assessing their contributions to a safe and vibrant Pinole, assessing their current conditions, and creating a disciplined investment approach resulting in a strong and purpose driven Capital Investment Plan.

The preparation and adoption of the CIP is an important part of Pinole's financial planning and budgeting process. Proposed projects are reviewed by the Planning Commission for consistency with the General Plan. The project description sheet provides information on the General Plan goal or policy that the project aligns with. Appendix I describes the applicable General Plan goals and policies. The Finance Subcommittee also reviews the CIP and makes recommendations.

The process for developing the CIP involves the following steps:



Development of the FY 2024/25 through FY 2028/29 CIP

Most of the projects in the FY 2024/25 through FY 2028/29 CIP are the continuation of multi-year projects that have already been initiated or are projects that were included in the prior year's CIP but have not yet been initiated. The FY 2024/25 through FY 2028/29 CIP was developed by taking the adopted FY 2023/24 thru FY 2027/28 CIP, then deleting projects that have been completed or no longer seem necessary and adding new projects. Below is a summary of the changes during FY 2023/24.

Projects added to the CIP by the City Council during FY 2023/24

- PA2402 – Mural Preservation
- RO2404 – Crosswalk Tennent Ave at Prune St
- RO2403 – Old Town Traffic Calming

Projects removed from the CIP by the City Council during FY 2023/24

- PA2201 – Pocket Parks - Galbreth Rd.

Projects removed from the CIP by the Staff during FY 2023/24

- FA1902 – Energy Upgrades
- RO1802 – Hazel Street Gap Closure (Sunnyview)

Projects expected to be complete during FY 2023/24

- PA2301 – Tree Mitigation
- PA2101 – Installation of High-Capacity Trash Bins
- SS2102 – Air Release Valve Replacements
- SW1901 – Hazel Street Storm Drain Improvements
- RO2304 – Safety Improvements at Tennent Ave./Pear & Plum
- RO1714 – Safety Improvements at Appian Way & Marlesta Rd.
(formerly known as HAWK at Appian Way and Marlesta)
- IN2201 – Energy Conservation, Generation, & Storage Assessment
(formerly known as Energy Audit)
- IN2106 – Active Transportation Plan
- IN2102 – Municipal Broadband Feasibility
- IN1704 – Parks Master Plan

The City's capital projects have historically been prioritized based on a number of factors, including regulatory compliance, health/safety, grant funding availability, sustainability and conservation, and others. In FY 2022/23, City staff created a more structured, quantitative methodology for prioritizing capital projects. The prioritization matrix is a planning and evaluation tool to optimize available resources. Staff ranks capital projects which have not been initiated based on the following methodology.

CATEGORY	SCORE (1-5)		CATEGORY WEIGHT	WEIGHTED SCORE
Regulatory Compliance			4	
Health/Safety			3	
Project Dependency/Bundling			3	
Long-Term Planning			2	
State of Infrastructure			2	
Operating Budget Impact			2	
Quality of Life			2	
Grant Funding			1	
Sustainability and Conservation			1	
TOTAL SCORE (100 Points Maximum)				

The methodology scores each potential capital project on nine weighted criteria. This results in a score between 0 and 100 for each project. Staff used this new methodology for the first time in creating the FY 2023/24 through 2027/28 Five-Year CIP.

Staff ranked all projects in the CIP including unfunded projects. The scores are listed on each project sheet and serve as the basis for selecting which capital projects staff initiates based on available resources. Note, this matrix does not consider infrastructure assessments. Project sheets contain the weighted score. Additional information on category scoring guidelines are described in Appendix II. Staff rated the projects in the current CIP that have not yet been initiated. The ranking of these not-yet-initiated projects was used by staff to propose, in the FY 2024/25 through 2028/29 Five-Year CIP, which projects to schedule for FY 2024/25 and which to schedule for later years.

Projects from the adopted FY 2023/24 through 2027/28 Five-Year CIP that have not yet been started and staff recommends for deferral

- IN2301 – Facilities & Real Estate Master Plan

New projects that staff recommended for addition because they are high priority, allocate available funds from Growth Impact Fee, or have a substantial outside funding contribution

- FA 2401 – Tiny Tots Flooring and Painting
- PA2401 – Fernandez Park Improvements
- SS-2407 – Private Sewer Lateral Program
- SS-2406 – WPCP Solar and Battery
- SS2405 – Lower Tennent Trunk Sewer Capacity
- SS2404 – WPCP Boiler Replacement
- SS2403 – WPCP Centrifuge Replacement

- SS2402 – Pinon-2 Capacity
- SS2401 – Pinon Trunk Sewer Capacity Phase 2 (Phase 2 of SS2201)
- SW2401 – Storm Drain Creek Discharge Improvements
- RO2402 – Sidewalk Rehabilitation Program
- RO2401 – Road Maintenance Repairs

Below are the list of capital improvement projects and infrastructure assessments included in the FY 2024/25 – 2028/29 CIP:

FACILITIES	
Project #	Project Name
FA2401	Tiny Tots Flooring and Painting
FA2302	Plum St. Parking Lot Improvements
FA2301	Public Safety Building Modernization
FA2202	Senior Center Modernization
FA1901	Senior Center Auxiliary Parking Lot
FA1703	City Hall Modernization
FA1702	Citywide Roof Repairs and Replacement
PARKS	
Project #	Project Name
PA2402	Mural Preservation
PA2401	Fernandez Park Improvements
PA2202	Skatepark Rehabilitation
PA1901	Pinole Valley Park Soccer Field Rehabilitation
SANITARY SEWER	
Project #	Project Name
SS2407	Private Sewer Lateral Program
SS2406	WPCP Solar and Battery
SS2405	Lower Tennent Trunk Sewer Capacity
SS2404	WPCP Boiler Replacement
SS2403	WPCP Centrifuge Replacement
SS2402	Pinon-2 Capacity
SS2401	Pinon Trunk Sewer Capacity Phase 2
SS2203	Effluent Outfall
SS2201	Sanitary Sewer Rehabilitation
SS2101	Secondary Clarifier Rehabilitation
SS2002	Water Pollution Control Plan Lab Remodel
SS1702	Sewer Pump Station Rehabilitation
STORMWATER	
Project #	Project Name
SW2401	Storm Drain Creek Discharge Improvements
SW2001	Roble Road Storm Drainage Improvements

STREETS & ROADS	
Project #	Project Name
RO2404	Crosswalk Tennent Ave at Prune St
RO2403	Old Town Traffic Calming
RO2402	Sidewalk Rehabilitation Program
RO2401	Road Maintenance Repairs
RO2303	Pinole Smart Signals
RO2302	Safety Improvements on Arterial Roadways
RO2301	Road Rehabilitation
RO2107	Brandt St. Improvements
RO2102	Tennent Ave Rehabilitation
RO2101	Arterial Rehabilitation
RO1902	Pedestrian Improvements at Tennent Ave. Near RXR
RO1710	San Pablo Avenue Bridge Over BNSF Railroad
RO1708	Pinole Valley Road Improvements
INFRASTRUCTURE ASSESSMENTS	
Project #	Project Name
IN2301	Facilities & Real Estate Master Plan
IN2105	Appian Way Complete Streets
IN2103	Recycled Water Feasibility
IN2101	Emergency Power for Critical Facilities
IN1703	Storm Drain Master Plan

The FY 2024/25 – 2028/29 CIP contains a list of 36 unfunded projects.

The following projects were added as a result of recommendations from recently completed master planning and infrastructure assessment efforts:

- UF032 City Hall Energy Upgrades
- UF033 Public Safety Building Energy Upgrades
- UF034 WPCP Energy Upgrades
- UF035 Youth Center Upgrades
- UF036 Park Energy Upgrades

The following projects were added as a result of Council requests:

- UF031 – Old Town Traffic Calming (This project is within the limits of UF023 - San Pablo Avenue Complete Streets project and may partially or completely replace it.)

The following projects were removed from the list of unfunded projects:

- Fernandez Park Improvements (funded in this CIP)
- Pinon-1 (funded in this CIP)
- Pinon-2 (funded in this CIP)
- Tennent-1 (funded in this CIP)
- Faria House Improvements

Next Steps in City Capital Planning

The City is in the process of completing a condition assessment of all of the City's capital assets to identify the funding levels required to maintain these assets. The City will continue to integrate capital planning information into the Long-Term Financial Plan, so City decision makers are aware of the City's capital needs when they consider allocation of the City's limited financial resources and consider possibly pursuing additional sources of City revenue.

Project Funding

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

The CIP is funded primarily with funds restricted for specific purposes. The next section describes various funding sources and their restrictions. Some projects are entirely or partially funded by grants and reimbursements from state and federal government and other agencies.

Funding Sources

Fund #	Fund Name (restriction)	Description
100	General Fund (unrestricted)	The General Fund is the main operating fund for the City. It accounts for sources and uses of resources that (primarily) are discretionary to the City Council in the provision of activities, programs and services deemed necessary and desirable by the community.
106	Measure S 2014 (unrestricted)	Accounts for 2014 voter-approved half-cent Local Use Tax which levies 0.5% each on all merchandise. Although these are unrestricted General Fund revenues, the 2014 Use Taxes have been allocated by the City Council to fund Infrastructure Projects as their highest funding priority.
200	Gas Tax - RMRA (roads and right-of-way)	Accounts for the Highway Users Tax (HUTA) State imposed excise taxes on gasoline and diesel fuel sales within the City limits. Gas Tax funds are restricted for use in the construction, improvement and maintenance of public streets. The taxes are allocated to Pinole through the Road Maintenance and Rehabilitation Account (RMRA) established by the Road Repair and Accountability Act of 2017.
214	Solid Waste	Accounts for special revenue received from Republic Services from a surcharge assessed on customer rates for solid waste services. These funds are set aside for future solid waste capital and for a rate stabilization fund.
276	Growth Impact Fees (nexus identified needs)	Accounts for development fees collected to mitigate the impact of new development. Provides funds for nexus identified needs only.

325	City Street Improvements (roads only)	Accounts for funds set aside by the City of Pinole to fund street improvement projects. The Measure S 2014 funding plan allocates \$250k annually to this fund.
500	Sewer Enterprise (sewer only)	Accounts for fees charged to residents and businesses for sewer utilities. Fees are used to operate the Pinole-Hercules Water Pollution Control Plant which services the Pinole and Hercules areas.

Grants

Certain projects are eligible to receive grant funds from state, federal, or other agencies. City staff actively pursues outside funding sources to support projects that are programmed in the CIP. Grants differ based on scope of work, funding source, requirements, and timelines. A grant's scope is determined by the policy goals of the grantor, and the grantee is obligated to provide deliverables based on the terms and conditions set forth in the grant funding agreement.

Before responding to a grant opportunity, staff reviews the grant solicitation to evaluate the:

- eligibility requirements to ensure the City can apply for funds;
- alignment of scope with the City's adopted CIP;
- feasibility of undertaking the responsibility of grant deliverables;
- short term revenue vs. long term costs of the opportunity to ensure that the grant revenue does not result into a fiscal burden of unprecedented permanent or long term expenditures such as the need to hire additional staff, ongoing operations and maintenance;
- required resources vs. available resources such as staff support and grant match;
- indirect costs related to administration of the grant such as legal fees; and
- cost benefit analysis to confirm that the grant is in the City's best interests.

Once a viable grant opportunity is identified, staff follows the grantors' determined application process to develop application materials and submit the grant. After notification of grant award, staff is responsible for grant implementation which includes project execution, oversight, reporting/reimbursement requests, record keeping, and project closeout. Effective management of the grant funds limits the City's exposure to grant-related legal liability and improves the efficiency and impacts of projects which are funded through grants.

Road projects listed in the CIP receive grant funding from a variety of sources such as:

- California Department of Transportation (Caltrans)
 - Highway Bridge Program (HBP) – funds to improve bridge structural safety.
 - Project: RO1710
 - Highway Safety Improvement Program (HSIP) – funds projects that significantly reduce fatalities and injuries on all public roads.
 - Project: RO2302

- West Contra Costa Transportation Advisory Committee (WCCTAC)
 - Subregional Transportation Mitigation Program (STMP) – funds projects that provide congestion relief and mitigate traffic impacts on regional routes through capacity improvements on those routes, improved transit services for subregional and regional travel, and improved facilities that allow West County residents to more efficiently access regional routes and transit service.
 - Projects: IN2105, RO1902, and RO1710
- Metropolitan Transportation Commission (MTC)
 - One Bay Area Grant (OBAG) – policy framework for MTC’s distribution of federal State Transportation Program and Congestion Mitigation and Air Quality Improvement Program funds. The OBAG program provides funding for local street and road maintenance, streetscape enhancements, bicycle and pedestrian improvements, Safe Route to School projects, Priority Conservation Areas, and Transportation planning.
 - Projects: RO2303 (County funding), RO1902
 - Transportation Development Act (TDA) Article 3 – funds construction and/or engineering of bicycle or pedestrian capital or quick build projects, maintenance of Class I or Class IV separated bikeways, bicycle and/or pedestrian safety education projects, development of a comprehensive bicycle or pedestrian facilities plans, and restriping Class II bicycle lanes and buffered bicycle lanes.
 - Project: None
- Transportation for Livable Communities (TLC) program

TLC program to finance pedestrian, bicycle and streetscape improvements near public transit in cities around the Bay Area. The purpose of TLC is to support community-based transportation projects that bring new vibrancy to downtown areas, commercial cores, neighborhoods and transit corridors, making them places where people want to live, work and visit. Pedestrian- and transit-friendly developments are hallmarks of the program.

 - Project: RO1710

CITY OF PINOLE
CAPITAL IMPROVEMENT PLAN: FY 2024/25 THROUGH FY 2028/29
FUNDING SUMMARY

SOURCES BY FUND	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	5-Year Total
100 - General Fund	\$ 90,000	\$ 340,000	\$ -	\$ -	\$ -	\$ 430,000
105 - Measure S 2006	\$ 1,410,000	\$ 820,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 3,280,000
106 - Measure S 2014	\$ 2,287,692	\$ 1,670,000	\$ 195,000	\$ 120,000	\$ 120,000	\$ 4,392,692
200 - Gas Tax	\$ 1,195,000	\$ 381,082	\$ -	\$ -	\$ -	\$ 1,576,082
215 - Grant: TLC	\$ 133,579	\$ -	\$ -	\$ -	\$ -	\$ 133,579
215 - Grant: HSIP	\$ 239,040	\$ -	\$ -	\$ -	\$ -	\$ 239,040
215 - Grant: OBAG	\$ 464,000	\$ 556,000	\$ -	\$ -	\$ -	\$ 1,020,000
276 - Growth Impact Fees	\$ 1,060,000	\$ 550,000	\$ 400,000	\$ -	\$ -	\$ 2,010,000
325 - City Street Improvements	\$ 750,000	\$ 1,071,507	\$ -	\$ -	\$ -	\$ 1,821,507
325 - Grant: TDA Article 3	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
325 - Grant: STMP Fees	\$ 1,650,189	\$ 99,000	\$ -	\$ -	\$ -	\$ 1,749,189
325 - Grant: HBP	\$ 41,394	\$ -	\$ -	\$ -	\$ -	\$ 41,394
377 - Arterial Streets Rehabilitation	\$ 895,000	\$ -	\$ -	\$ -	\$ -	\$ 895,000
500 - Sewer Enterprise Fund	\$ 7,915,000	\$ 3,847,411	\$ 7,445,000	\$ 4,995,000	\$ 2,835,000	\$ 27,037,411
Sources Total	\$ 18,130,894	\$ 9,335,000	\$ 8,390,000	\$ 5,465,000	\$ 3,305,000	\$ 44,625,894
Unfunded Total	\$ -	\$ 29,315,000	\$ -	\$ -	\$ -	\$ 29,315,000
Total Sources Required	\$ 18,130,894	\$ 38,650,000	\$ 8,390,000	\$ 5,465,000	\$ 3,305,000	\$ 73,940,894



CITY OF PINOLE
CAPITAL IMPROVEMENT PLAN: FY 2024-25 THROUGH FY 2028-29
FUNDING SUMMARY

SOURCES BY FUND	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	5-Year Total
100 - General Fund	\$ 90,000	\$ 340,000	\$ -	\$ -	\$ -	\$ 430,000
105 - Measure S 2006	\$ 1,410,000	\$ 820,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 3,280,000
106 - Measure S 2014	\$ 2,287,692	\$ 1,670,000	\$ 195,000	\$ 120,000	\$ 120,000	\$ 4,392,692
200 - Gas Tax	\$ 1,195,000	\$ 381,082	\$ -	\$ -	\$ -	\$ 1,576,082
215 - Grant: TLC	\$ 133,579	\$ -	\$ -	\$ -	\$ -	\$ 133,579
215 - Grant: HSIP	\$ 239,040	\$ -	\$ -	\$ -	\$ -	\$ 239,040
215 - Grant: OBAG	\$ 464,000	\$ 556,000	\$ -	\$ -	\$ -	\$ 1,020,000
276 - Growth Impact Fees	\$ 1,060,000	\$ 550,000	\$ 400,000	\$ -	\$ -	\$ 2,010,000
325 - City Street Improvements	\$ 750,000	\$ 1,071,507	\$ -	\$ -	\$ -	\$ 1,821,507
325 - Grant: TDA Article 3	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
325 - Grant: STMP Fees	\$ 1,650,189	\$ 99,000	\$ -	\$ -	\$ -	\$ 1,749,189
325 - Grant: HBP	\$ 41,394	\$ -	\$ -	\$ -	\$ -	\$ 41,394
377 - Arterial Streets Rehabilitation	\$ 895,000	\$ -	\$ -	\$ -	\$ -	\$ 895,000
500 - Sewer Enterprise Fund	\$ 7,915,000	\$ 3,847,411	\$ 7,445,000	\$ 4,995,000	\$ 2,835,000	\$ 27,037,411
Sources Total	\$ 18,130,894	\$ 9,335,000	\$ 8,390,000	\$ 5,465,000	\$ 3,305,000	\$ 44,625,894
Unfunded Total	\$ -	\$ 29,315,000	\$ -	\$ -	\$ -	\$ 29,315,000
Total Sources Required	\$ 18,130,894	\$ 38,650,000	\$ 8,390,000	\$ 5,465,000	\$ 3,305,000	\$ 73,940,894

FACILITIES							
PRJ #	PROJECT	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	5-Year Total
FA2401	Tiny Tots Flooring and Painting	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ 50,000
FA2302	Plum St. Parking Lot Improvements	\$ -	\$ 80,000	\$ -	\$ -	\$ -	\$ 80,000
FA2301	Public Safety Building Modernization	\$ 300,000	\$ 350,000	\$ -	\$ -	\$ -	\$ 650,000
FA2202	Senior Center Modernization	\$ 250,000	\$ 100,000	\$ -	\$ -	\$ -	\$ 350,000
FA1901	Senior Center Auxiliary Parking Lot	\$ 1,060,000	\$ 470,000	\$ -	\$ -	\$ -	\$ 1,530,000
FA1703	City Hall Modernization	\$ 400,000	\$ 300,000	\$ -	\$ -	\$ -	\$ 700,000
FA1702	Citywide Roof Repairs and Replacement	\$ 600,000	\$ 300,000	\$ -	\$ -	\$ -	\$ 900,000
PARKS							
PRJ #	PROJECT	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	5-Year Total
PA2402	Mural Preservation	\$ -	\$ 70,000	\$ -	\$ -	\$ -	\$ 70,000
PA2401	Fernandez Park Improvements	\$ 100,000	\$ 400,000	\$ 400,000	\$ -	\$ -	\$ 900,000
PA2202	Skatepark Rehabilitation	\$ -	\$ 150,000	\$ -	\$ -	\$ -	\$ 150,000
PA1901	Pinole Valley Park Soccer Field Rehabilitation	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ 200,000
SANITARY SEWER							
PRJ #	PROJECT	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	5-Year Total
SS2407	Private Sewer Lateral Program	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ 150,000
SS2406 *	WPCP Solar and Battery	\$ -	\$ -	\$ 175,000	\$ -	\$ -	\$ 175,000
SS2405	Lower Tennent Trunk Sewer Capacity	\$ -	\$ -	\$ 170,000	\$ 3,880,000	\$ -	\$ 4,050,000
SS2404 *	WPCP Boiler Replacement	\$ -	\$ -	\$ 660,000	\$ -	\$ -	\$ 660,000
SS2403 *	WPCP Centrifuge Replacement	\$ -	\$ -	\$ -	\$ 990,000	\$ -	\$ 990,000
SS2402	Pinon-2 Sewer Capacity	\$ -	\$ -	\$ -	\$ 125,000	\$ 2,835,000	\$ 2,960,000
SS2401	Pinon Trunk Sewer Capacity Phase 2	\$ 6,810,000	\$ -	\$ -	\$ -	\$ -	\$ 6,810,000
SS2203 *	Effluent Outfall	\$ 150,000	\$ 1,000,000	\$ 2,000,000	\$ -	\$ -	\$ 3,150,000
SS2201	Sanitary Sewer Rehabilitation	\$ 160,000	\$ -	\$ -	\$ -	\$ -	\$ 160,000
SS2101 *	Secondary Clarifier Rehabilitation	\$ 425,000	\$ -	\$ -	\$ -	\$ -	\$ 425,000
SS2002 *	Water Pollution Control Plan Lab Remodel	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000
SS1702	Sewer Pump Station Rehabilitation	\$ 100,000	\$ 2,760,000	\$ 4,440,000	\$ -	\$ -	\$ 7,300,000
STORMWATER							
PRJ #	PROJECT	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	5-Year Total
SW2401	Storm Drain Creek Discharge Improvements	\$ 120,000	\$ 120,000	\$ 120,000	\$ 120,000	\$ 120,000	\$ 600,000
SW2001	Roble Road Storm Drainage Improvements	\$ 700,000	\$ -	\$ -	\$ -	\$ -	\$ 700,000
STREETS & ROADS							
PRJ #	PROJECT	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	5-Year Total
RO2404	Crosswalk Tennent Ave at Prune St	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ 50,000
RO2403	Old Town Traffic Calming	\$ -	\$ 570,000	\$ -	\$ -	\$ -	\$ 570,000
RO2402	Sidewalk Rehabilitation Program	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ 150,000
RO2401	Road Maintenance Repairs	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 1,750,000
RO2303	Pinole Smart Signals	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000
RO2302	Safety Improvements on Arterial Roadways	\$ 275,000	\$ -	\$ -	\$ -	\$ -	\$ 275,000
RO2301	Road Rehabilitation	\$ 750,000	\$ 750,000	\$ -	\$ -	\$ -	\$ 1,500,000
RO2107	Brandt St. Improvements	\$ -	\$ 170,000	\$ -	\$ -	\$ -	\$ 170,000
RO2102	Tennent Ave Rehabilitation	\$ 20,000	\$ 735,000	\$ -	\$ -	\$ -	\$ 755,000
RO2101	Arterial Rehabilitation	\$ 1,990,000	\$ -	\$ -	\$ -	\$ -	\$ 1,990,000
RO1902	Pedestrian Improvements at Tennent Ave. Near RXR	\$ 515,000	\$ 905,000	\$ -	\$ -	\$ -	\$ 1,420,000
RO1710	San Pablo Avenue Bridge Over BNSF Railroad	\$ 1,915,894	\$ 28,800,000	\$ -	\$ -	\$ -	\$ 30,715,894
RO1708	Pinole Valley Road Improvements	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000
INFRASTRUCTURE ASSESSMENTS							
PRJ #	ASSESSMENT	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	5-Year Total
IN2301	Facilities & Real Estate Master Plan	\$ -	\$ -	\$ 75,000	\$ -	\$ -	\$ 75,000
IN2105	Applan Way Complete Streets	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000
IN2103	Recycled Water Feasibility	\$ 60,000	\$ -	\$ -	\$ -	\$ -	\$ 60,000
IN2101	Emergency Power for Critical Facilities	\$ 30,000	\$ 170,000	\$ -	\$ -	\$ -	\$ 200,000
IN1703	Storm Drain Master Plan	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ 150,000
	Uses by Project Total	\$18,130,894	\$38,650,000	\$8,390,000	\$5,465,000	\$3,305,000	\$73,940,894

LEGEND:

• Project numbers: **FA** = Facilities; **PA** = Parks; **SS** = Sanitary Sewer; **SW** = Storm Water; **RO** = Streets & Roads; **IN** = Infrastructure Assessments
 * Project cost to be split 50% with the City of Hercules

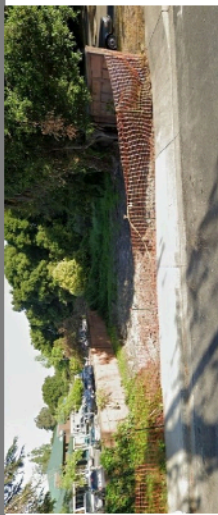
PROJECT DESCRIPTION SHEETS

FA2401 - TINY TOTS FLOORING AND PAINTING										42
Functional Area: Facilities			Project Origin: Staff Recommendation				Priority Score:			
Type of CIP			Unappropriated Subsequent Years							
New	Replacement	Expansion Renovation	Budget Year 1 FY 2024-25	Year 2 FY 2025-26	Year 3 FY 2026-27	Year 4 FY 2027-28	Year 5 FY 2028-29	Project Estimate FY 2024 - 2029		
X		Rehabilitation								
Estimated										
Expenditures	\$	-	\$	50,000	\$	-	\$	-	\$	50,000
to-date										
Project Start	7/1/2025						Estimated Completion 6/30/2026			
Description										
Pinole Tiny Tots interior and exterior facility maintenance including flooring and painting. Replacement of existing carpeted areas in the main room with new carpet or carpet tiles and replacement of existing vinyl linoleum with a waterproof plank vinyl in the snack area and craft/play areas. Exterior siding, eaves, and trim repairs and painting. Interior office, main room, kitchen, and restrooms painting. 										
History, Status, or Impact if Delayed										
The current carpeting and vinyl linoleum flooring are in need of replacement. The carpeted areas are worn and also contain many raised areas that create a tripping hazard. The current exterior and interior paint is from approximately 20 years ago and shows discoloration, fading, chipping, and weathering.										
General Plan Goals/Policies										
Goal CS.1, Policy CS.1.1; Goal CS.3, Policy CS.3.1										
Summary of Capital Cost										
USE(S)			Budget FY 2024-25	Projected Budget FY 2026-27 FY 2027-28 FY 2028-29			Project Estimate FY 2024 - 2029			
Planning										
Design										
Construction				\$ 50,000					\$	50,000
Contingency										
TOTAL USES			\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$	50,000
SOURCE(S)										
106 - Measure S 2014				\$ 50,000					\$	50,000
TOTAL FUNDS			\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$	50,000

FA2302 - PLUM ST. PARKING LOT IMPROVEMENTS									
Functional Area : Facilities			Project Origin : Staff Recommendation				Priority Score :		12
Type of CIP			Budget		Unappropriated Subsequent Years				Project Estimate FY 2024 - 2029
New	Replacement	Expansion X Renovation	Year 1 FY 2024-25	Year 2 FY 2025-26	Year 3 FY 2026-27	Year 4 FY 2027-28	Year 5 FY 2028-29		
			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 80,000
Estimated Expenditures to-date	\$ -								
Project Start			7/1/2024		Estimated Completion 6/30/2025				
Description									
To provide a secure parking area for Police vehicles in the Plum St. parking lot. The parking lot will remain open for the public. A portion of the parking lot, approximately 25 spaces will be secured with a chain-link fence with security gates for Police vehicles. The layout of the parking lot is in the preliminary design phase.									
									
History, Status, or Impact if Delayed									
General Plan Goals/Policies									
Goal CS.2, Policy CS.2.6; Goal CE.5									
Summary of Capital Cost									
USE(S)	Budget		Projected Budget				Project Estimate		
	FY 2024-25		FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	FY 2024 - 2029		
Planning									
Design			\$ 7,950					\$ 7,950	
Construction			\$ 65,500					\$ 65,500	
Contingency			\$ 6,550					\$ 6,550	
TOTAL USES			\$ -	\$ 80,000	\$ -	\$ -	\$ -	\$ 80,000	
SOURCE(S)									
276 - Growth Impact Fees			\$ 80,000					\$ 80,000	
TOTAL FUNDS			\$ -	\$ 80,000	\$ -	\$ -	\$ -	\$ 80,000	

FA2301 - PUBLIC SAFETY BUILDING MODERNIZATION									
Functional Area : Facilities			Project Origin : Staff Recommendation				Priority Score :		34
Type of CIP			Unappropriated Subsequent Years						
New	Replacement	Expansion X Renovation	Year 1 FY 2024-25	Year 2 FY 2025-26	Year 3 FY 2026-27	Year 4 FY 2027-28	Year 5 FY 2028-29	Project Estimate FY 2024 - 2029	
Land/Row Acq.	Required								
Rehabilitation									
Estimated Expenditures to-date	\$	-	\$	300,000.00	\$	-	\$	-	\$ 650,000
Project Start	7/1/2024		Estimated Completion 6/30/2025						
Description									
To extend the useful life of the Public Safety building, there are several items that require attention including but not limited to replacement of the HVAC system, carpet, flooring, water heaters, light fixtures, fans, etc. In addition, the building requires painting (interior and exterior), and the locker rooms also require renovation.									
									
History, Status, or Impact if Delayed									
General Plan Goals/Policies									
Goal CS.2, Policy CS.2.6, Goal CS.1, Policy CS.1.1, Policy SE.1.3									
Summary of Capital Cost									
USE(S)	Budget		Projected Budget				Project Estimate		
	FY 2024-25		FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	FY 2024 - 2029		
			\$ 50,000				\$ 50,000		
			\$ 270,000				\$ 540,000		
			\$ 30,000				\$ 60,000		
TOTAL USES			\$ 300,000	\$	-	\$	-	\$	650,000
SOURCE(S)									
			\$ 85,000				\$ 435,000		
			\$ 215,000				\$ 215,000		
TOTAL FUNDS			\$ 300,000	\$	-	\$	-	\$	650,000

FA2202 - SENIOR CENTER MODERNIZATION									
Functional Area : Facilities			Project Origin : Staff Recommendation				Priority Score :		37
Type of CIP			Unappropriated Subsequent Years						
New	Replacement	Expansion X Renovation	Year 1 FY 2024-25	Year 2 FY 2025-26	Year 3 FY 2026-27	Year 4 FY 2027-28	Year 5 FY 2028-29	Project Estimate FY 2024 - 2029	
Land/Row Acq. Required	Rehabilitation								
Estimated Expenditures to-date	\$ 7,895.96	\$	250,000.00	\$ 100,000	\$ -	\$ -	\$ -	\$	357,896
Project Start	7/1/2024							Estimated Completion 6/30/2025	
Description									
The project includes a facilities condition assessment and design and construction of improvements to modernize the existing Senior Center building located at 2525 Charles Avenue. Work will include upgrades to energy system, and interior renovations.									
									
History, Status, or Impact if Delayed									
General Plan Goals/Policies									
Policy CS.2.6, Goal CS.1, Policy CS.1.1, Policy SE.1.3									
Summary of Capital Cost									
USE(S)			Budget	Projected Budget			Project Estimate		
Planning			FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	FY 2024 - 2029	
Design									
Construction			\$ 230,000	\$ 90,000				\$	320,000
Contingency			\$ 20,000	\$ 10,000				\$	30,000
TOTAL USES			\$ 250,000	\$ 100,000	\$ -	\$ -	\$ -	\$	350,000
SOURCE(S)									
106 - Measure S 2014			\$ 105,000	\$ 100,000				\$	205,000
276 - Growth Impact Fees			\$ 145,000					\$	145,000
TOTAL FUNDS			\$ 250,000	\$ 100,000	\$ -	\$ -	\$ -	\$	350,000

FA1901 - SENIOR CENTER AUXILIARY PARKING LOT									
Functional Area : Facilities			Project Origin : Fowler Lot Re-Use Committee				Priority Score :		
Type of CIP			Unappropriated Subsequent Years						
New	Replacement	Expansion	Year 1 FY 2024-25	Year 2 FY 2025-26	Year 3 FY 2026-27	Year 4 FY 2027-28	Year 5 FY 2028-29	Project Estimate FY 2024 - 2029	
Land/Row Acq. Required	Rehabilitation								
Estimated Expenditures to-date	\$	126,655.00	\$ 1,060,000.00	\$ 470,000	\$ -	\$ -	\$ -	\$ -	\$ 1,656,655
Project Start	7/1/2024		Estimated Completion 6/30/2025						
Description									
On February 2, 2021 City Council adopted Resolution 2021-07 and awarded a contract to a consultant for the preliminary engineering and design for the parking lot. The parking lot will be designed to be a multi-benefit project that includes pavement structural section, striping, lighting, bicycle parking, electric vehicle charging stations, stormwater capture and retention, and drought tolerant landscaping. The final design will offer the maximum number of parking spaces while allowing access for both vehicles and pedestrians and include aesthetic design components. On June 7, 2022, City Council directed staff to incorporate the installation of a solar canopy and backup battery system at the site. 									
History, Status, or Impact if Delayed									
On April 16, 1990 City Council adopted Resolution 2380 authorizing the purchase of 2548 Charles Street. At the time of purchase, City Council determined that construction of a Senior Center was necessary, and that this property was needed to provide sufficient parking for the Center. The parcel is surrounded by municipal parking lots which serve the Senior Center and Old Town Pinole. The Fowler House tenants remained in the property till 2010 and many discussions took place to determine the best use of the property. It was determined that the house had asbestos and lead paint. On July 17, 2018, City Council adopted Resolution 2018-67 to create the Fowler Lot Re-use Committee to evaluate the reuse and redevelopment of the property. The Committee evaluated uses for the lot and determined the best use of the property is a parking lot. On October 16, 2018, the City Council adopted Resolution No. 2018-93 to approve a contract with a construction company to abate and demolish the Fowler house. The property demolition was completed on March 11, 2019. On July 21, 2020, City Council adopted Resolution 2020-68 to accept the final recommendation of the Committee.									
General Plan Goals/Policies									
Goal CE.5, Goal CS.1, Policy GM.4.1									
Summary of Capital Cost									
Budget			Projected Budget				Project Estimate		
USE(S)	FY 2024-25		FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	FY 2024 - 2029		
Planning									
Design	\$ 100,000						\$ 100,000		
Construction	\$ 870,000		\$ 430,000				\$ 1,300,000		
Contingency	\$ 90,000		\$ 40,000				\$ 130,000		
TOTAL USES	\$ 1,060,000		\$ 470,000	\$ -	\$ -	\$ -	\$ 1,530,000		
SOURCE(S)									
105 - Measure S 2006	\$ 1,060,000		\$ 470,000				\$ 1,530,000		
TOTAL FUNDS	\$ 1,060,000		\$ 470,000	\$ -	\$ -	\$ -	\$ 1,530,000		

FA1703 - CITY HALL MODERNIZATION										35
Functional Area : Facilities			Project Origin : Staff Recommendation				Priority Score :			
Type of CIP			Unappropriated Subsequent Years							
New	Replacement	Expansion Renovation Land/Row Acq. Required Rehabilitation	Year 1 FY 2024-25	Year 2 FY 2025-26	Year 3 FY 2026-27	Year 4 FY 2027-28	Year 5 FY 2028-29	Project Estimate FY 2024 - 2029		
Estimated										
Expenditures	\$	-	\$	300,000	\$	-	\$	-	\$	
to-date									700,000	
Project Start			7/1/2024		Estimated Completion 6/30/2025					
Description										
Interior improvements and exterior painting to extend the life of the City Hall building and improve its functionality for staff and the public. Several items that require attention include but are not limited to the configuration of rooms on the first floor, carpet, flooring, window coverings, light fixtures, and addition of a lactation room. Interior and exterior surfaces require repainting as the paint system has reached the end of its useful life with fading, chipping paint, along with water and mildew damage. Exterior improvements will include replacement of the City seal and addition of a wall-mounted flagpole and multi-color lighting.										
History, Status, or Impact if Delayed										
Exterior painting is necessary to maintain external protection from the environment.										
General Plan Goals/Policies										
Policy CS.2.6, Goal CS.1, Policy CS.1.1, Policy SE.1.3										
Summary of Capital Cost										
Budget			Projected Budget				Project Estimate			
FY 2024-25			FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	FY 2024 - 2029			
USE(S)										
Planning			\$	80,000	\$	-		\$	80,000	
Design			\$	290,000	\$	270,000		\$	560,000	
Construction			\$	30,000	\$	30,000		\$	60,000	
Contingency			\$	400,000	\$	300,000	\$	-	700,000	
TOTAL USES			\$	400,000	\$	-	\$	-	700,000	
SOURCE(S)										
276 - Growth Impact Fees			\$	400,000				\$	400,000	
106 - Measure S 2014					\$	300,000		\$	300,000	
TOTAL FUNDS			\$	400,000	\$	-	\$	-	700,000	

FA1702 - CITYWIDE ROOF REPAIRS AND REPLACEMENT									
Functional Area : Facilities			Project Origin : End of Life Cycle			Priority Score :		43	
Type of CIP			Budget		Unappropriated Subsequent Years				
New	Expansion	Renovation	Year 1 FY 2024-25	Year 2 FY 2025-26	Year 3 FY 2026-27	Year 4 FY 2027-28	Year 5 FY 2028-29	Project Estimate FY 2024 - 2029	
X									
	Land/Row Acq. Required								
	Rehabilitation								
Estimated Expenditures to-date	\$ -		\$ 600,000.00	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ 900,000
Project Start	7/1/2024						Estimated Completion 6/30/2025		
Description									
Roof repairs and replacement at four (4) City facilities, the Public Safety Building, City Hall, Senior Center, and Water Pollution Control Plant. In October 2022, City staff received quotes for the rehabilitation of the roofs; it was determined that the Public Safety building roof needs immediate replacement.									
									
History, Status, or Impact if Delayed									
In 2015, comprehensive visual roof inspections were completed by a contractor on various City owned facilities. The purpose of the inspection was to identify the extent, if any, of moisture intrusion into the existing roof assemblies, document observed roof system deficiencies, determine the overall condition of the existing roof systems and to estimate the service life of the in-place roof assemblies.									
General Plan Goals/Policies									
Policy GM.4.1, Goal CS.1, Goal CS.9, Policy CS.9.1									
Summary of Capital Cost									
USE(S)	Budget		Projected Budget				Project Estimate		
	FY 2024-25		FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	FY 2024 - 2029		
Planning									
Design	\$ 60,000		\$ -					\$ 60,000	
Construction	\$ 490,000		\$ 270,000					\$ 760,000	
Contingency	\$ 50,000		\$ 30,000					\$ 80,000	
TOTAL USES	\$ 600,000		\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ 900,000	
SOURCE(S)									
106 - Measure S 2014	\$ 600,000		\$ 300,000					\$ 900,000	
TOTAL FUNDS	\$ 600,000		\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ 900,000	

PA2402 - MURAL PRESERVATION									
Functional Area: Parks		Project Origin: Council Request			Priority Score:			27	
Type of CIP		Unappropriated Subsequent Years							
		Year 1 FY 2024-25	Year 2 FY 2025-26	Year 3 FY 2026-27	Year 4 FY 2027-28	Year 5 FY 2028-29	Project Estimate FY 2024 - 2029		
☒ New	☐ Expansion								
☐ Replacement	☐ Renovation								
☐ Land/Row Acq. Required									
☒ Rehabilitation									
Estimated Expenditures To-Date	\$ -	\$ -	\$ 70,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 70,000
Project Start		7/1/2025		Estimated Completion 6/30/2026					
Description									
Preservation and enhancement of murals in the City									
									
History, Status, or Impact if Delayed									
General Plan Goals/Policies									
Goal CC.1, Policy CC.1.3; Goal CC.5, Policy CC.5.1									
Summary of Capital Cost									
USE(S)	Budget	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	Project Estimate FY 2024 - 2029			
Planning									
Design									
Construction		\$ 70,000				\$ 70,000			
Contingency									
TOTAL USES	\$ -	\$ 70,000	\$ -	\$ -	\$ -	\$ 70,000			
SOURCE(S)									
276 - Growth Impact Fees		\$ 70,000				\$ 70,000			
TOTAL FUNDS	\$ -	\$ 70,000	\$ -	\$ -	\$ -	\$ 70,000			

PA2401 - FERNANDEZ PARK IMPROVEMENTS									
Functional Area : Parks		Project Origin : Staff Recommendation				Priority Score :		24	
Type of CIP		Unappropriated Subsequent Years							
New	Replacement	Expansion	Year 1 FY 2024-25	Year 2 FY 2025-26	Year 3 FY 2026-27	Year 4 FY 2027-28	Year 5 FY 2028-29	Project Estimate FY 2024 - 2029	
Land/Row Acq. Required	Rehabilitation	X							
Estimated Expenditures To-Date	\$ -	\$	100,000	400,000	400,000	\$	-	\$	900,000
Project Start	7/1/2024								Estimated Completion 6/30/2026
Description 									
History, Status, or Impact if Delayed									
General Plan Goals/Policies									
Goal CS.1, Policy CS.1.1, Policy CS.1.3; Goal CS.3, Policy CS.3.1; Goal CS.9, Policy CS.9.1, Goal SE.4, Policy SE.4.2									
Summary of Capital Cost									
USE(S)		Budget FY 2024-25	FY 2025-26		FY 2026-27		FY 2027-28		Project Estimate FY 2024 - 2029
Planning									
Design		\$ 70,000	\$ 5,000						\$ 75,000
Construction		\$ 30,000	\$ 360,000	\$ 360,000					\$ 750,000
Contingency			\$ 35,000	\$ 40,000					\$ 75,000
TOTAL USES		\$ 100,000	\$ 400,000	\$ 400,000	\$ 400,000	\$ -	\$ -	\$ -	\$ 900,000
SOURCE(S)									
276 - Growth Impact Fees		\$ 100,000	\$ 400,000	\$ 400,000					\$ 900,000
TOTAL FUNDS		\$ 100,000	\$ 400,000	\$ 400,000	\$ 400,000	\$ -	\$ -	\$ -	\$ 900,000

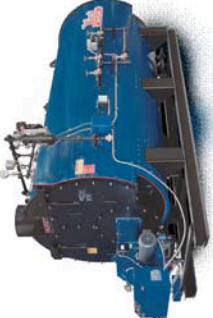
PA2202 - SKATEPARK REHABILITATION										34
Functional Area : Parks			Project Origin : Council Request			Priority Score :				
Type of CIP			Unappropriated Subsequent Years							
New	Replacement	Expansion Renovation	Budget Year 1 FY 2024-25	Year 2 FY 2025-26	Year 3 FY 2026-27	Year 4 FY 2027-28	Year 5 FY 2028-29	Project Estimate FY 2024 - 2029		
Land/Row Acq. Required										
Rehabilitation										
Estimated Expenditures to-date	\$	-	\$	\$	\$	\$	\$	\$	\$ 150,000	
Project Start	7/1/2024							Estimated Completion 6/30/2025		
Description										
The ramps at the skatepark have settled and need to be replaced.										
										
History, Status, or Impact if Delayed										
General Plan Goals/Policies										
Goal CS.2, Goal CS.3, Policy CS 2.6 & 3.1, Policy GM.4.1										
Summary of Capital Cost										
USE(S)	Budget FY 2024-25	Projected Budget FY 2025-26			FY 2026-27	FY 2027-28	FY 2028-29	Project Estimate FY 2024 - 2029		
Planning										
Design										
Construction	\$	-	\$	135,000				\$	135,000	
Contingency	\$	-	\$	15,000				\$	15,000	
TOTAL USES	\$	-	\$	150,000	\$	-	\$	-	\$ 150,000	
SOURCE(S)										
106 - Measure S 2014	\$	-	\$	150,000				\$	150,000	
TOTAL FUNDS	\$	-	\$	150,000	\$	-	\$	-	\$ 150,000	

PA1901 - PINOLE VALLEY PARK SOCCER FIELD REHABILITATION									
Functional Area : Parks			Project Origin : Council Request			Priority Score :		33	
Type of CIP			Unappropriated Subsequent Years						
New	Replacement	Expansion ☒ Renovation	Budget Year 1 FY 2024-25	Year 2 FY 2025-26	Year 3 FY 2026-27	Year 4 FY 2027-28	Year 5 FY 2028-29	Project Estimate FY 2024 - 2029	

SS2407 - PRIVATE SEWER LATERAL PROGRAM									
Functional Area : Sanitary Sewer			Project Origin : Staff Recommendation			Priority Score :			
Type of CIP			Budget			Unappropriated Subsequent Years			
New	Replacement	Expansion Renovation	Year 1 FY 2024-25	Year 2 FY 2025-26	Year 3 FY 2026-27	Year 4 FY 2027-28	Year 5 FY 2028-29	Project Estimate FY 2024 - 2029	
☐	☒	☐							
Estimated Expenditures To-Date	\$ -	\$ -	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 150,000
Project Start			7/1/2024			Estimated Completion 6/30/2029			
Description									
Revolving fund to complete private sewer lateral improvements under a reimbursement agreement with residents.									
									
History, Status, or Impact if Delayed									
This program will support the City's sewer collection system and treatment plant regulatory compliance through a reduction in flows from infiltration and inflow (I&I). I&I reduction will reduce treatment costs and may reduce the scope of or need for future capacity improvements.									
General Plan Goals/Policies									
Goals HS.2, Policy HS.2.5; Goal HS.7, Policy HS.7.6; Goal CC.2, Policy CC.2.2									
Summary of Capital Cost									
USE(S)	Budget		Projected Budget				Project Estimate		
Planning	FY 2024-25		FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	FY 2024 - 2029		
Design									
Construction	\$ 150,000						\$ 150,000		
Contingency									
TOTAL USES	\$ 150,000		\$ -	\$ -	\$ -	\$ -	\$ 150,000		
SOURCE(S)									
500 - Sewer Enterprise Fund	\$ 150,000						\$ 150,000		
TOTAL FUNDS	\$ 150,000		\$ -	\$ -	\$ -	\$ -	\$ 150,000		

SS2406 - WPCP SOLAR AND BATTERY										
Functional Area : Sanitary Sewer			Project Origin : Master Plan			Priority Score:		56		
Type of CIP			Budget		Unappropriated Subsequent Years				Project Estimate	
X	New	Expansion	Year 1 FY 2024-25	Year 2 FY 2025-26	Year 3 FY 2026-27	Year 4 FY 2027-28	Year 5 FY 2028-29	Project Estimate FY 2024 - 2029		
	Replacement	Renovation								
	Land/Row Acq. Required									
	Rehabilitation									
Estimated Expenditures to-date			\$ -	\$ -	\$ 175,000	\$ -	\$ -	\$ -	\$ 175,000	
Project Start		7/1/2026	Estimated Completion 6/30/2028							
Description										
Planning and design for renewable solar energy generation and battery storage project at the Water Pollution Control Plant (WPCP). Install three (3) photovoltaic (PV) arrays with a total PV capacity of 496 kW: a carport array (50-kW), a ground-mount PV array in the public park area to the southwest of the WPCP (175-kW), and a ground-mount PV array along the northeast perimeter of the WPCP, adjacent to the public pathway that runs along the canal (271-kW). Install a 575 kWh capacity battery energy storage system (BESS), controls, and a 450-kW diesel generator.										
										
History, Status, or Impact if Delayed										
In 2024, Tetra Tech prepared an Energy Conservation, Generation, and Storage Assessment study for City facilities which included: 1) evaluation of energy conservation, energy generation, energy storage, and electric vehicle measures and 2) a renewable microgrid analysis to determine the technical and economic feasibility of installing new renewable energy generation systems and battery storage at the Water Pollution Control Plant (WPCP). Recommendations included addition of photovoltaic (PV) panel arrays at three different locations, a battery energy storage system (BESS) and generator. Construction would be completed outside of the 5-year budget window.										
General Plan Goals/Policies										
Goal CS.6, Policy CS.6.1; Goal SE.3, Policy SE.1.3; Goal CS.7, Policy CS.7.1; Goal GM.4, Policy GM.4.1										
Summary of Capital Cost										
USE(S)		Budget	Projected Budget				Project Estimate			
		FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	FY 2024 - 2029			
Planning				\$ 10,000			\$	\$	10,000	
Design				\$ 165,000			\$	\$	165,000	
Construction										
Contingency										
TOTAL USES		\$ -	\$ -	\$ 175,000	\$ -	\$ -	\$	\$	175,000	
SOURCE(S)										
500 - Sewer Enterprise Fund				\$ 175,000	\$ -		\$	\$	175,000	
TOTAL FUNDS		\$ -	\$ -	\$ 175,000	\$ -	\$ -	\$	\$	175,000	

SS2405 - LOWER TENNENT TRUNK SEWER CAPACITY									
Functional Area : Sanitary Sewer			Project Origin : Master Plan		Priority Score :		59		
Type of CIP			Budget		Unappropriated Subsequent Years				
New	Replacement	Expansion	Year 1 FY 2024-25	Year 2 FY 2025-26	Year 3 FY 2026-27	Year 4 FY 2027-28	Year 5 FY 2028-29	Project Estimate FY 2024 - 2029	
X		X							

SS2404 - WPCP BOILER REPLACEMENT										
Functional Area : Sanitary Sewer			Project Origin : End of Life Cycle		Priority Score:		57			
Type of CIP			Budget		Unappropriated Subsequent Years				Project Estimate FY 2024 - 2029	
New	Replacement	Expansion Renovation	Year 1 FY 2024-25	Year 2 FY 2025-26	Year 3 FY 2026-27	Year 4 FY 2027-28	Year 5 FY 2028-29			
☒	☐	☐								
☐	☐	☐								
☐	☐	☐								
Estimated Expenditures to-date			\$ -	\$ -	\$ 660,000	\$ -	\$ -	\$ -	\$ 660,000	
Project Start 7/1/2024			Estimated Completion 6/30/2025							
Description										
This project includes replacement of the anaerobic digester process boilers at the WPCP.										
										
History, Status, or Impact if Delayed										
The anaerobic digestion process at the WPCP includes hot water boilers to heat water for use in the digester sludge heat exchanger. Two 40 HP Natural Gas Scotch Boilers, manufactured by Hurst Boiler & Welding Co., Inc. were installed in 2006 during the Anaerobic Digester Improvements project.										
General Plan Goals/Policies										
Goal CS.1, Goal CS.6, Policy CS.6.1										
Summary of Capital Cost										
USE(S) Planning Design Construction Contingency	Budget FY 2024-25		FY 2025-26		FY 2026-27		FY 2027-28		FY 2028-29	Project Estimate FY 2024 - 2029
TOTAL USES		\$ -	\$ -	\$ -	\$ 660,000	\$ -	\$ -	\$ -	\$ 660,000	
SOURCE(S) 500 - Sewer Enterprise Fund										
									\$ 660,000	
									\$ 60,000	
									\$ -	
TOTAL FUNDS		\$ -	\$ -	\$ -	\$ 660,000	\$ -	\$ -	\$ -	\$ 660,000	

SS2403 - WPCP CENTRIFUGE REPLACEMENT									
Functional Area : Sanitary Sewer			Project Origin : End of Life Cycle			Priority Score :		57	
Type of CIP			Budget		Unappropriated Subsequent Years				
New	Replacement	Expansion	Year 1 FY 2024-25	Year 2 FY 2025-26	Year 3 FY 2026-27	Year 4 FY 2027-28	Year 5 FY 2028-29	Project Estimate FY 2024 - 2029	
Land/Row Acq. Required	Rehabilitation								
Estimated Expenditures to-date			\$ -	\$ -	\$ -	\$ 990,000.00	\$ -	\$ -	\$ 990,000
Project Start			7/1/2024		Estimated Completion 6/30/2025				
Description									
This project includes replacement of a dewatering centrifuge at the WPCP.									
									
History, Status, or Impact if Delayed									
The solids handling process at the WPCP includes solids dewatering using centrifuges. One of two centrifuges at the WPCP was originally installed in 2006 and reused and relocated to the Solids Handling Building during the plant upgrades completed in 2019. The centrifuge is an Alfa Laval, Aldec G2-95 unit.									
General Plan Goals/Policies									
Goal CS.1, Goal CS.6, Policy CS.6.1									
Summary of Capital Cost									
USE(S)	Budget		Projected Budget					Project Estimate	
Planning	FY 2024-25		FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	FY 2024 - 2029		
Design									
Construction					\$ 900,000		\$ 900,000	\$ 900,000	
Contingency					\$ 90,000		\$ 90,000	\$ 90,000	
TOTAL USES	\$ -		\$ -	\$ -	\$ -	\$ 990,000	\$ -	\$ 990,000	
SOURCE(S)									
500 - Sewer Enterprise Fund					\$ 990,000		\$ 990,000	\$ 990,000	
TOTAL FUNDS	\$ -		\$ -	\$ -	\$ -	\$ 990,000	\$ -	\$ 990,000	

SS2402 - PINON-2 SEWER CAPACITY												
Functional Area : Sanitary Sewer			Project Origin : Master Plan		Priority Score :			59				
Type of CIP			Unappropriated Subsequent Years									
New	Replacement	Expansion	Year 1 FY 2024-25	Year 2 FY 2025-26	Year 3 FY 2026-27	Year 4 FY 2027-28	Year 5 FY 2028-29	Project Estimate FY 2024 - 2029				
X		X										
Estimated Expenditures to-date	\$	-	\$	-	-	\$	125,000.00	\$	2,835,000.00			
Project Start	7/1/2024		Estimated Completion					6/30/2025				
Description												
Pinon-2 improvements as identified in the Sanitary Sewer Collection System Master Plan. This project includes the replacement of approximately 820 feet of 6-inch to 10-inch diameter pipeline along San Pablo Avenue, 680 feet of 8-inch to 10-inch diameter pipeline along Pinon Avenue, 890 feet of 6-inch to 8-inch diameter pipeline along Appian Way, 290 feet of 6-inch diameter pipeline along Meadow Avenue, and 290 feet of 6-inch diameter pipeline between Meadow Avenue and San Pablo Avenue with 2,970 feet of 10-inch to 15-inch diameter pipelines.												
History, Status, or Impact if Delayed												
The Sanitary Sewer Collection System Master plan identified capacity deficiencies which result in surcharging of the gravity sewer and cause sanitary sewer overflows (SSO's) during modeled peak wet weather flow (PWWF) conditions.												
General Plan Goals/Policies												
Goal CS.6, Policy CS.6.1; Goal GM.4, Policy GM.4.1												
Summary of Capital Cost												
Budget			Projected Budget				Project Estimate					
FY 2024-25			FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	FY 2024 - 2029					
					\$	125,000	\$	125,000	\$	250,000		
							\$	2,460,000	\$	2,460,000		
							\$	250,000	\$	250,000		
TOTAL USES			\$	-	\$	-	\$	125,000	\$	2,835,000		
SOURCE(S)												
500 - Sewer Enterprise Fund						\$	125,000	\$	2,835,000	\$	2,960,000	
TOTAL FUNDS			\$	-	\$	-	\$	125,000	\$	2,835,000	\$	2,960,000

SS2401 - PINON TRUNK SEWER CAPACITY PHASE 2										59
Functional Area : Sanitary Sewer			Project Origin : Regulatory Requirement				Priority Score :			
Type of CIP			Unappropriated Subsequent Years							
New	Replacement	Expansion ☒ Expansion ☐ Renovation	Year 1 FY 2024-25	Year 2 FY 2025-26	Year 3 FY 2026-27	Year 4 FY 2027-28	Year 5 FY 2028-29	Project Estimate FY 2024 - 2029		
Land/Row Acq. Required										
Rehabilitation										
Estimated Expenditures to-date			\$ 6,810,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,810,000	
Project Start	7/1/2024		Estimated Completion 6/30/2025							
Description										
Phase 2 (from Orleans to San Pablo) of the Pinon-1 improvements to the Sanitary Sewer Collection System, as identified in the Sanitary Sewer Collection System Master Plan.										
										
History, Status, or Impact if Delayed										
Construction of Phase 2 of the work. Phase 1 construction under SS2201.										
General Plan Goals/Policies										
Goal CS.6, Policy CS.6.1; Goal GM.4, Policy GM.4.1										
2										
USE(S)	Budget		Projected Budget				Project Estimate			
	FY 2024-25		FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	FY 2024 - 2029			
Planning										
Design	\$ 20,000							\$ 20,000		
Construction	\$ 6,170,000							\$ 6,170,000		
Contingency	\$ 620,000							\$ 620,000		
TOTAL USES	\$ 6,810,000		\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,810,000		
SOURCE(S)										
500 - Sewer Enterprise Fund	\$ 6,810,000		\$ -					\$ 6,810,000		
TOTAL FUNDS	\$ 6,810,000		\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,810,000		

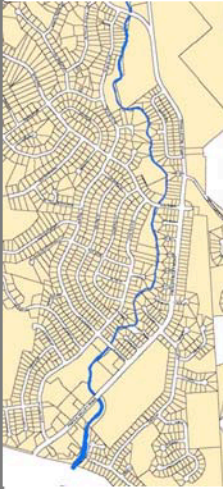
SS2203 - EFFLUENT OUTFALL									
Functional Area : Sanitary Sewer			Project Origin : Regulatory Requirement			Priority Score :		52	
Type of CIP			Unappropriated Subsequent Years						
New	Replacement	Expansion	Year 1 FY 2024-25	Year 2 FY 2025-26	Year 3 FY 2026-27	Year 4 FY 2027-28	Year 5 FY 2028-29	Project Estimate FY 2024 - 2029	
☒	☐	☒							
Estimated									
Expenditures to-date	\$	-	\$ 150,000.00	\$ 1,000,000	\$ 2,000,000	\$ -	\$ -	\$	3,150,000
Project Start	7/1/2024						Estimated Completion 6/30/2025		
Description									
The Effluent Outfall project is intended to reduce pressure in the effluent pipe during extreme storm events. Effluent pumping capacity of the treatment plant is limited by the capacity of the pipe size at the effluent outfall in Rodeo. Increasing the pipe size at the Effluent Outfall Educator Station will increase the wet weather effluent pumping capacity and increase the lifespan of the effluent pipe by reducing the pressure in the line during storm events. This project requires coordination with Rodeo.									
									
History, Status, or Impact if Delayed									
General Plan Goals/Policies									
Goal CS.6, Policy CS.6.1; Goal HS.2, Policy HS.2.5; Goal OS.1, Policy OS.1.2									
Summary of Capital Cost									
USE(S)	Budget		Projected Budget				Project Estimate		
	FY 2024-25		FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	FY 2024 - 2029		
Planning									
Design	\$ 135,000						\$ 135,000		
Construction			\$ 900,000	\$ 1,800,000			\$ 2,700,000		
Contingency	\$ 15,000		\$ 100,000	\$ 200,000			\$ 315,000		
TOTAL USES	\$ 150,000		\$ 1,000,000	\$ 2,000,000	\$ -	\$ -	\$ 3,150,000		
SOURCE(S)									
500 - Sewer Enterprise Fund	\$ 150,000		\$ 1,000,000	\$ 2,000,000			\$ 3,150,000		
TOTAL FUNDS	\$ 150,000		\$ 1,000,000	\$ 2,000,000	\$ -	\$ -	\$ 3,150,000		

SS2201 - SANITARY SEWER REHABILITATION									
Functional Area : Sanitary Sewer			Project Origin : Regulatory Requirement			Priority Score :		57	
Type of CIP			Unappropriated Subsequent Years						
New	Replacement	Expansion Renovation	Year 1 FY 2024-25	Year 2 FY 2025-26	Year 3 FY 2026-27	Year 4 FY 2027-28	Year 5 FY 2028-29	Project Estimate FY 2024 - 2029	
☒	☐	☐							
Estimated									
Expenditures	\$	975,882.60	\$	160,000.00	\$	-	\$	-	\$
to-date									
Project Start	7/1/2022		Estimated Completion 6/30/2025						
Description									
Phase 1 (Tennent to Orleans) and Phase 2 (Orleans to San Pablo) of the Pinon-1 improvements to the Sanitary Sewer collection system, as identified in the Sanitary Sewer Collection System Master Plan.									
									
History, Status, or Impact if Delayed									
On October 4, 2022, City staff released an RFP for preliminary engineering design services for phase 1 of the Pinon project described in the City's recently adopted Sanitary Sewer Master Plan.									
On January 18, 2023, a one-year contract was executed with West Valley Construction Company, Inc. for the work.									
General Plan Goals/Policies									
Policy GM.4.1, Goal CS.6, Policy CS.6.1									
Summary of Capital Cost									
USE(S)	Budget		Projected Budget				Project Estimate		
	FY 2024-25		FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	FY 2024 - 2029		
Planning									
Design	\$	20,000						\$	20,000
Construction	\$	71,283						\$	71,283
Contingency	\$	68,717						\$	68,717
TOTAL USES	\$	160,000	\$	-	\$	-	\$	-	160,000
SOURCE(S)									
500 - Sewer Enterprise Fund	\$	160,000	\$	-				\$	160,000
276 - Growth Impact Fees	\$	-							
TOTAL FUNDS	\$	160,000	\$	-	\$	-	\$	-	160,000

SS2101 - SECONDARY CLARIFIER REHABILITATION									
Functional Area : Sanitary Sewer			Project Origin : End of Life Cycle			Priority Score :		46	
Type of CIP			Budget		Unappropriated Subsequent Years				
☐ New	☒ Expansion	☐ Renovation	Year 1 FY 2024-25	Year 2 FY 2025-26	Year 3 FY 2026-27	Year 4 FY 2027-28	Year 5 FY 2028-29	Project Estimate FY 2024 - 2029	
☒ Replacement	☐ Land/Row Acq. Required	☐ Rehabilitation							
Estimated Expenditures to-date	\$ -	\$ -	\$ 425,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 425,000
Project Start	7/1/2024		Estimated Completion 6/30/2025						
Description									
The Water Pollution Control Plant (WPCP) has five secondary clarifiers which slow the flow to allow the microorganisms and other solids to settle to the bottom of the clarifier where they can be returned to aeration tanks to continue treating waste.									
									
History, Status, or Impact if Delayed									
Secondary Clarifiers 1 and 2 (SC1 and SC 2) were constructed in the early 1970s and are peripheral feed clarifiers. Secondary Clarifiers 3 and 4 (SC 3 and SC 4) were constructed in the early 1980s and are center feed clarifiers. Secondary Clarifier 5 (SC 5) was constructed in early 2000 and is a center feed, flocculator clarifier. In the first quarter of FY 2022-23, a preliminary inspection of the center column of the SC 5 was completed to examine the current condition and determine the scope of work for rehabilitation. In the second quarter of FY 2022-23, it was determined that SC 3 & SC 4 also require rehabilitation. Previously, this project was titled, "Secondary Clarifier - Center Column Rehabilitation" which only focused on the rehabilitation work required for SC 5.									
General Plan Goals/Policies									
Goal CS.1, Goal CS.6, Policy CS.6.1									
Summary of Capital Cost									
USE(S)	Budget		Projected Budget				Project Estimate		
Design	FY 2024-25		FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	FY 2024 - 2029		
Construction SC 5	\$ 315,000						\$	\$	315,000
Construction SC 3, SC 4	\$ 67,500						\$	\$	67,500
Contingency	\$ 42,500						\$	\$	42,500
TOTAL USES	\$ 425,000		\$ -	\$ -	\$ -	\$ -	\$	\$	425,000
SOURCE(S)									
500 - Sewer Enterprise Fund	\$ 425,000						\$	\$	425,000
TOTAL FUNDS	\$ 425,000		\$ -	\$ -	\$ -	\$ -	\$	\$	425,000

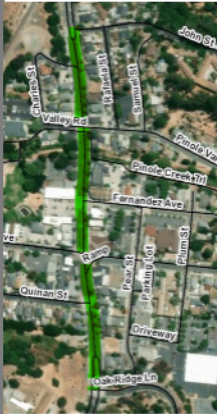
SS2002 - WATER POLLUTION CONTROL PLAN LAB REMODEL									
Functional Area : Sanitary Sewer			Project Origin : Regulatory Requirement			Priority Score :		49	
Type of CIP			Unappropriated Subsequent Years						
New	Replacement	Expansion ☒ Renovation	Year 1 FY 2024-25	Year 2 FY 2025-26	Year 3 FY 2026-27	Year 4 FY 2027-28	Year 5 FY 2028-29	Project Estimate FY 2024 - 2029	
Estimated Expenditures to-date			\$ 100,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100,000
Project Start	7/1/2024		Estimated Completion 6/30/2025						
Description									
The California Environmental Laboratory Accreditation Program (ELAP) is responsible for accrediting environmental testing labs including the Pinole - Hercules WPCP. The 2019 ELAP inspection results indicated the lab apparatus, countertops, and the fume hood are past their useful life and recommended replacement.									
									
History, Status, or Impact if Delayed									
General Plan Goals/Policies									
Policy GM.4.1, Goal CS.1, Policy CS.2.6									
Summary of Capital Cost									
USE(S)	Budget		Projected Budget				Project Estimate		
	FY 2024-25		FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	FY 2024 - 2029		
Planning									
Design	\$ 6,000							\$ 6,000	
Construction	\$ 85,000							\$ 85,000	
Contingency	\$ 9,000							\$ 9,000	
TOTAL USES	\$ 100,000		\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100,000	
SOURCE(S)									
500 - Sewer Enterprise Fund	\$ 100,000							\$ 100,000	
TOTAL FUNDS	\$ 100,000		\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100,000	

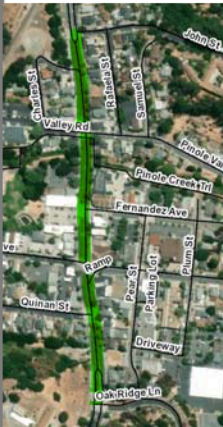
SS1702 - SEWER PUMP STATION REHABILITATION									
Functional Area : Sanitary Sewer			Project Origin : End of Life Cycle			Priority Score :		50	
Type of CIP			Budget		Unappropriated Subsequent Years				
New	Replacement	Expansion	Year 1 FY 2024-25	Year 2 FY 2025-26	Year 3 FY 2026-27	Year 4 FY 2027-28	Year 5 FY 2028-29	Project Estimate FY 2024 - 2029	
	X								
		Land/Row Acq. Required							
		Rehabilitation							
Estimated Expenditures to-date		\$ -	\$ 100,000.00	\$ 2,760,000	\$ 4,440,000	\$ -	\$ -	\$ -	7,300,000
Project Start	7/1/2024		Estimated Completion 6/30/2025						
Description									
The City owns and operates two lift stations to convey flow from low lying areas to high elevations where the flow continues by gravity to the wastewater treatment plant. Both pump stations have reached the end of their useful life and need to be rehabilitated. The two pump stations are located on San Pablo Ave. and Hazel St. In FY 2019/20, this project was renamed to include both pump stations. Previously, this project was titled, "Hazel Street Sewer Pump Rehabilitation." This project also includes the San Pablo Lift Station Force Main, approximately 640 feet of existing 6-inch will be replaced with 8-inch diameter force main.									
									
History, Status, or Impact if Delayed									
The City recently completed a Sanitary Sewer Master Plan. In the first fiscal year of construction, the Hazel Street Lift Station will be replaced, followed by the replacement of the San Pablo Ave. Lift Station. The Hazel Street Lift Station will be replaced in coordination with RO2301.									
General Plan Goals/Policies									
Policy GM.4.1, Goal CS.6, Policy CS.6.1									
Summary of Capital Cost									
USE(S)	Budget		Projected Budget				Project Estimate		
	FY 2024-25		FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	FY 2024 - 2029		
Planning	\$	100,000						\$	100,000
Design			\$ 230,000	\$ 370,000				\$	600,000
Construction			\$ 2,300,000	\$ 3,700,000				\$	6,000,000
Contingency			\$ 230,000	\$ 370,000				\$	600,000
TOTAL USES	\$	100,000	\$ 2,760,000	\$ 4,440,000	\$ -	\$ -	\$ -	\$	7,300,000
SOURCE(S)									
500 - Sewer Enterprise Fund	\$	100,000	\$ 2,760,000	\$ 4,440,000				\$	7,300,000
TOTAL FUNDS	\$	100,000	\$ 2,760,000	\$ 4,440,000	\$ -	\$ -	\$ -	\$	7,300,000

SW2401 - STORM DRAIN CREEK DISCHARGE IMPROVEMENTS										
Functional Area : Stormwater			Project Origin : End of Life Cycle		Priority Score :					
Type of CIP			Budget		Unappropriated Subsequent Years				Project Estimate	
New	Replacement	Expansion	Year 1 FY 2024-25	Year 2 FY 2025-26	Year 3 FY 2026-27	Year 4 FY 2027-28	Year 5 FY 2028-29	Project Estimate FY 2024 - 2029		
Land/Row Acq. Required		Renovation								
X	Rehabilitation									
Estimated Expenditures to-date	\$ -		\$ 120,000.00	\$ 120,000	\$ 120,000	\$ 120,000.00	\$ 120,000.00	\$ 600,000		
Project Start	7/1/2024	Estimated Completion 6/30/2025								
Description										
Condition assessments have identified a number of storm drain pipelines that are structurally deteriorated and failing where they discharge into Pinole Creek. A systematic rehabilitation or replacement of failing storm drain infrastructure will be prioritized as part of the Storm Drain Master Plan.										
										
History, Status, or Impact if Delayed										
General Plan Goals/Policies										
Goal CS.7, Policy CS.7.1; Goals OS.1, Policy OS.1.2; Goal CC.2, Policy CC.2.2										
Summary of Capital Cost										
USE(S)	Budget		Projected Budget				Project Estimate			
	FY 2024-25		FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	FY 2024 - 2029			
Planning										
Design		\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 100,000		
Construction		\$ 90,000	\$ 90,000	\$ 90,000	\$ 90,000	\$ 90,000	\$ 90,000	\$ 450,000		
Contingency		\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 50,000		
TOTAL USES		\$ 120,000	\$ 120,000	\$ 120,000	\$ 120,000	\$ 120,000	\$ 120,000	\$ 600,000		
SOURCE(S)										
106 - Measure S 2014		\$ 120,000	\$ 120,000	\$ 120,000	\$ 120,000	\$ 120,000	\$ 120,000	\$ 600,000		
TOTAL FUNDS		\$ 120,000	\$ 120,000	\$ 120,000	\$ 120,000	\$ 120,000	\$ 120,000	\$ 600,000		

SW2001 - ROBLE ROAD STORM DRAINAGE IMPROVEMENTS									
Functional Area : Stormwater			Project Origin : Staff Recommendation			Priority Score : 33			
Type of CIP			Unappropriated Subsequent Years					Project Estimate FY 2024 - 2029	
New Replacement Land/Row Acq. Required Rehabilitation	X Expansion Renovation	Budget Year 1 FY 2024-25	Year 2 FY 2025-26	Year 3 FY 2026-27	Year 4 FY 2027-28	Year 5 FY 2028-29			
Estimated Expenditures to-date	\$ -	\$ 700,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 700,000
Project Start	7/1/2024		Estimated Completion 6/30/2025						
Description									
The existing system appears to have capacity issues at Roble Ave. and Encina Ave. that warrant review and upgrade. This project will assess the collection system for capacity and hydraulic profile and upgrade the system as necessary.									
History, Status, or Impact if Delayed									
General Plan Goals/Policies									
Policy GM.4.1, Goal CS.7, Policy CS.7.1									
Summary of Capital Cost									
USE(S)	Budget	Projected Budget					Project Estimate		
	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	FY 2024 - 2029			
Planning									
Design	\$ 135,000							\$ 135,000	
Construction	\$ 500,000							\$ 500,000	
Contingency	\$ 65,000							\$ 65,000	
TOTAL USES	\$ 700,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 700,000	
SOURCE(S)									
106 - Measure S 2014	\$ 700,000							\$ 700,000	
TOTAL FUNDS	\$ 700,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 700,000	

RO2404 - CROSSWALK TENNENT AVE AT PRUNE ST									
Functional Area : Streets & Roads			Project Origin : Council Request			Priority Score :		65	
Type of CIP			Budget		Unappropriated Subsequent Years				Project Estimate FY 2024 - 2029
X	New Replacement	Expansion Renovation	Year 1 FY 2024-25	Year 2 FY 2025-26	Year 3 FY 2026-27	Year 4 FY 2027-28	Year 5 FY 2028-29		
Estimated Expenditures To-Date	\$	-	\$	\$	\$	\$	\$	\$	\$ 50,000
Project Start	7/1/2025						Estimated Completion 6/30/2025		
Description									
High visibility crosswalks Tennent Ave at Prune St									
									
History, Status, or Impact if Delayed									
General Plan Goals/Policies									
Goal CS.10, Policy CS.10.2; Goal SE.8, Policy SE.8.8; Goal HS.6, Policy HS.6.1; Goal CE.4; Goal CS.2, Policy CS.2.6									
Summary of Capital Cost									
USE(S)	Budget	Projected Budget				Project Estimate			
	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	FY 2024 - 2029			
Planning									\$ 5,000
Design		\$ 5,000							\$
Construction		\$ 45,000							\$ 45,000
Contingency									
TOTAL USES	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000
SOURCE(S)									
106 - Measure S 2014		\$ 50,000							\$ 50,000
TOTAL FUNDS	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000

RO2403 - OLD TOWN TRAFFIC CALMING									
Functional Area : Streets & Roads				Project Origin : Council Request		Priority Score :		58	
Type of CIP				Unappropriated Subsequent Years					
X	New	Replacement	Expansion	Year 1 FY 2024-25	Year 2 FY 2025-26	Year 3 FY 2026-27	Year 4 FY 2027-28	Year 5 FY 2028-29	Project Estimate FY 2024 - 2029
		Land/Row Acq. Required	Renovation						
		Rehabilitation							
Estimated Expenditures To-Date	\$	-	\$	-	\$	570,000	\$	-	\$
Project Start	7/1/2025			Estimated Completion 6/30/2026					
Description									
Assess feasibility of and alternatives for, and design and construct traffic calming measures on San Pablo Avenue between John St and Oak Ridge Rd. Consider addition of overhead decorative lighting on San Pablo Ave in the Old Town Area.									
									
History, Status, or Impact if Delayed									
General Plan Goals/Policies									
Goal GM.2, Policy GM.3.3, Policy GM.3.7; Goal SE.8, Policy SE.8.7; Goal CE.1, Policy CE.1.4; Goal CE.3, Policy CE.3.2; Goal CE.4, Policy CE.4.5; Goal CE.5; Goal CS.10, Policy CS.10.2									
Summary of Capital Cost									
Budget				Projected Budget				Project Estimate	
FY 2024-25				FY 2025-26		FY 2026-27		FY 2027-28	
				\$ 20,000				\$ 20,000	
				\$ 35,000				\$ 35,000	
				\$ 465,000				\$ 465,000	
				\$ 50,000				\$ 50,000	
TOTAL USES				\$ -		\$ -		\$ -	
				\$ 570,000				\$ 570,000	
SOURCE(S)									
325 - City Street Improvements				\$ 55,000				\$ 55,000	
Unfunded				\$ 515,000				\$ 515,000	
TOTAL FUNDS				\$ -		\$ -		\$ -	
				\$ 570,000				\$ 570,000	

RO2403 - OLD TOWN TRAFFIC CALMING										
Functional Area : Streets & Roads			Project Origin : Council Request			Priority Score :		58		
Type of CIP			Budget		Unappropriated Subsequent Years				Project Estimate	
X	New	Expansion	Year 1 FY 2024-25	Year 2 FY 2025-26	Year 3 FY 2026-27	Year 4 FY 2027-28	Year 5 FY 2028-29	Project Estimate FY 2024 - 2029		
	Replacement	Renovation								
	Land/Row Acq. Required									
	Rehabilitation									
Estimated Expenditures To-Date			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Project Start			7/1/2024			Estimated Completion 6/30/2026				
Description										
Assess feasibility of and alternatives for, and design and construct traffic calming measures on San Pablo Avenue between John St and Oak Ridge Rd. Consider addition of overhead decorative lighting on San Pablo Ave in the Old Town Area.										
										
History, Status, or Impact if Delayed										
General Plan Goals/Policies										
Goal GM.2, Policy GM.3.3, Policy GM.3.7; Goal SE.8, Policy SE.8.7; Goal CE.1, Policy CE.1.4; Goal CE.3, Policy CE.3.2; Goal CE.4, Policy CE.4.5; Goal CE.5; Goal CS.10, Policy CS.10.2										
Summary of Capital Cost										
USE(S)			Budget		Projected Budget			Project Estimate		
			FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	FY 2024 - 2029		
Planning			\$ 20,000					\$ 20,000		
Design				\$ 35,000				\$ 35,000		
Construction				\$ 465,000				\$ 465,000		
Contingency				\$ 50,000				\$ 50,000		
TOTAL USES			\$ 20,000	\$ 550,000	\$ -	\$ -	\$ -	\$ 570,000		
SOURCE(S)										
325 - City Street Improvements			\$ 20,000	\$ 35,000				\$ 55,000		
Unfunded				\$ 515,000				\$ 515,000		
TOTAL FUNDS			\$ 20,000	\$ 550,000	\$ -	\$ -	\$ -	\$ 570,000		

RO2402 - SIDEWALK REHABILITATION PROGRAM										49
Functional Area : Streets & Roads			Project Origin : Staff Recommendation			Priority Score :				
Type of CIP			Budget			Unappropriated Subsequent Years				
New	Expansion		Year 1 FY 2024-25	Year 2 FY 2025-26	Year 3 FY 2026-27	Year 4 FY 2027-28	Year 5 FY 2028-29	Project Estimate FY 2024 - 2029		
Replacement	X	Renovation								
Land/Row Acq. Required										
Rehabilitation										
Estimated Expenditures to-date			\$ 150,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	150,000	
Project Start	7/1/2024		Estimated Completion 6/30/2025							
Description										
This project involves removing barriers to accessibility for persons using wheelchairs or other personal assistance devices and improving pedestrian accessibility and safety by reconstructing or upgrading curb ramps at various locations throughout the City.										
History, Status, or Impact if Delayed										
General Plan Goals/Policies										
Goal CE.4, Policy CE.4.5; Goal SE.8, Policy SE.8.7; Goal CE.1, Policy CE.1.4; Goal CE.3, Policy CE.3.2; Goal CS.2, Policy CS.2.6; Goal CS.10, Policy CS.10.2; Goal H.3.1, Policy H.3.1; Goal GM.3, Policy GM.3.7; Goal HS.6, Policy HS.6.1										
Summary of Capital Cost										
USE(S)	Budget		Projected Budget				Project Estimate			
	FY 2024-25		FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	FY 2024 - 2029			
Planning										
Design										
Construction	\$	135,000						\$	135,000	
Contingency	\$	15,000						\$	15,000	
TOTAL USES	\$	150,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$	150,000	
SOURCE(S)										
106 - Measure S 2014	\$	150,000						\$	150,000	
TOTAL FUNDS	\$	150,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$	150,000	

RO2401 - ROAD MAINTENANCE REPAIRS										
Functional Area : Streets & Roads			Project Origin : Staff Recommendation			Priority Score :		69		
Type of CIP			Budget		Unappropriated Subsequent Years				Project Estimate	
New	Replacement	Expansion	Year 1 FY 2024-25	Year 2 FY 2025-26	Year 3 FY 2026-27	Year 4 FY 2027-28	Year 5 FY 2028-29	Project Estimate FY 2024 - 2029		
Land/Row Acq. Required										
X	Rehabilitation									
Estimated Expenditures to-date	\$ -		\$ 350,000.00	\$ 350,000	\$ 350,000	\$ 350,000.00	\$ 350,000.00	\$ 1,750,000		
Project Start	7/1/2024	Estimated Completion 6/30/2025								
Description										
Road repair and rehabilitation at various locations. The primary focus of this project is dig out repairs on major arterials and collectors.										
										
History, Status, or Impact if Delayed										
General Plan Goals/Policies										
Goal CE.3, Policy CE.3.2; Policy GM.3.3, Goal CS.10, Policy CS 10.2; Goal CE.7; Goal SE.8, Policy SE.8.7										
Summary of Capital Cost										
USE(S)	Budget		Projected Budget				Project Estimate			
	FY 2024-25		FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	FY 2024 - 2029			
Planning										
Design	\$ -									
Construction	\$ 320,000		\$ 320,000	\$ 320,000	\$ 320,000	\$ 320,000	\$ 1,600,000			
Contingency	\$ 30,000		\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 150,000			
TOTAL USES	\$ 350,000		\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 1,750,000			
SOURCE(S)										
105 - Measure S 2006	\$ 350,000		\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 1,750,000			
TOTAL FUNDS	\$ 350,000		\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 1,750,000			

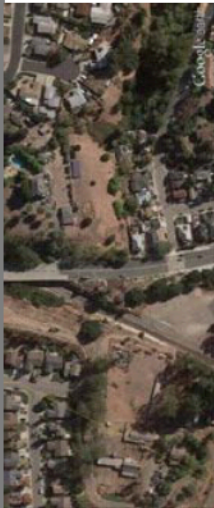
RO2303 - PINOLE SMART SIGNALS									
Functional Area : Streets & Roads			Project Origin : Staff Recommendation			Priority Score :			33
Type of CIP		Budget		Unappropriated Subsequent Years					
X New	Replacement	Expansion	Renovation	Year 1 FY 2024-25	Year 2 FY 2025-26	Year 3 FY 2026-27	Year 4 FY 2027-28	Year 5 FY 2028-29	Project Estimate FY 2024 - 2029
	Land/Row Acq. Required								
	Rehabilitation								
Estimated									
Expenditures	\$ -	\$		\$ 100,000.00	\$ -	\$ -	\$ -	\$ -	\$ 100,000
to-date									
Project Start	7/1/2024								Estimated Completion 6/30/2025
Description The Smart Signals project will develop, manage, and implement ITS initiatives that improve the safety and efficiency of multimodal mobility, maximize highway and arterial system throughput, and improve operational efficiency, safety, and reduce environmental impact throughout Contra Costa County. Contra Costa Transportation Authority is the project lead and will coordinate the project throughout the county. Twelve traffic signals have been identified as candidates for the Smart Signals project. These signals are located on Pinole arterial roadways (Appian Way & San Pablo Avenue).  History, Status, or Impact if Delayed Deployment of the Smart Signals Project is expected to result in operational and safety improvements for all modes of transportation, such as decrease in travel time and total delay, reduction in number of stops and secondary accidents, reduction of fuel consumption and greenhouse gas emissions, and reduction of response time for emergency vehicles. The initial cost estimate of construction is \$1,499,829 of which CCTA will receive \$1,345,527 in OBAG funds. The City's match requirement of \$154,302 was paid in FY 2023/24. A contingency is budgeted for potential obligations for changes in construction that may be requested by the City.									
General Plan Goals/Policies									
Goal CS.10, Policy CS 10.2									
Summary of Capital Cost									
USE(S)	Budget	Projected Budget				Project Estimate			
		FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29
Planning									
Design									
Construction	\$ 100,000								\$ 100,000
Contingency	\$ 100,000								\$ 100,000
TOTAL USES	\$	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
SOURCE(S)									
106 - Measure S 2014	\$ 100,000								\$ 100,000
TOTAL FUNDS	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100,000

RO2301 - ROAD REHABILITATION										34
Functional Area : Streets & Roads			Project Origin : Pavement Management Program				Priority Score :			
Type of CIP			Unappropriated Subsequent Years							
New	Expansion		Year 1 FY 2024-25	Year 2 FY 2025-26	Year 3 FY 2026-27	Year 4 FY 2027-28	Year 5 FY 2028-29	Project Estimate FY 2024 - 2029		
Replacement	Renovation									
Land/Row Acq. Required										
X	Rehabilitation									
Estimated Expenditures to-date	\$ -	\$	750,000.00	\$ 750,000	\$ -	\$ -	\$ -	\$	1,500,000	
Project Start	7/1/2024					Estimated Completion 6/30/2025				
Description										
Based on the most current P-TAP report and field inspections, various segments will be recommended annually for rehabilitation. Recommended treatment include patch paving, slurry seal, cape seal, mill and fill.										
										
History, Status, or Impact if Delayed										
General Plan Goals/Policies										
Policy GM.3.3, Goal CE.3, Goal CS.10, Policy CS 10.2										
Summary of Capital Cost										
USE(S)	Budget		Projected Budget				Project Estimate			
	FY 2024-25		FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	FY 2024 - 2029			
Planning										
Design	\$ 65,000		\$ 60,000				\$	\$	125,000	
Construction	\$ 620,000		\$ 630,000				\$	\$	1,250,000	
Contingency	\$ 65,000		\$ 60,000				\$	\$	125,000	
TOTAL USES	\$ 750,000		\$ 750,000	\$ -	\$ -	\$ -	\$	\$	1,500,000	
SOURCE(S)										
325 - City Street Improvements	\$ 750,000		\$ 750,000				\$	\$	1,500,000	
TOTAL FUNDS	\$ 750,000		\$ 750,000	\$ -	\$ -	\$ -	\$	\$	1,500,000	

RO2107 - BRANDT ST. IMPROVEMENTS									
Functional Area : Streets & Roads			Project Origin : Council Request			Priority Score :		27	
Type of CIP			Budget			Unappropriated Subsequent Years			Project Estimate FY 2024 - 2029
New ☐	Replacement ☐	Expansion Renovation Land/Row Acq. Required ☒	Year 1 FY 2024-25	Year 2 FY 2025-26	Year 3 FY 2026-27	Year 4 FY 2027-28	Year 5 FY 2028-29		
Estimated Expenditures to-date	\$	-	\$	170,000	\$	-	\$	-	\$ 170,000
Project Start			7/1/2024			Estimated Completion			6/30/2025
Description Provide improvements on Brandt St. including application of pavement treatments based on type and severity of distresses on existing pavement.									
History, Status, or Impact if Delayed									
General Plan Goals/Policies									
Goal CE.4, Goal CS.10, Policy CS.10.2, Policy GM.3.3, Goal CS.10									
Summary of Capital Cost									
USE(S)	Budget		Projected Budget			Project Estimate			
Planning	FY 2024-25		FY 2025-26			FY 2026-27			FY 2027-28
Design			\$ 30,000						\$ 30,000
Construction			\$ 120,000						\$ 120,000
Contingency			\$ 20,000						\$ 20,000
TOTAL USES	\$		\$ 170,000			\$			\$ 170,000
SOURCE(S)									
100 - General Fund			\$ 170,000						\$ 170,000
TOTAL FUNDS	\$		\$ 170,000			\$			\$ 170,000

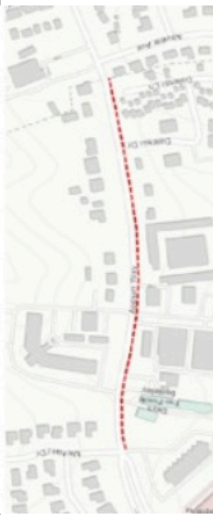
RO2102 - TENNENT AVE REHABILITATION									
Functional Area: Streets & Roads			Project Origin: Pavement Management Program				Priority Score:		43
Type of CIP			Budget		Unappropriated Subsequent Years				Project Estimate FY 2024 - 2029
New ☐	Replacement ☐	Expansion Renovation ☒	Year 1 FY 2024-25	Year 2 FY 2025-26	Year 3 FY 2026-27	Year 4 FY 2027-28	Year 5 FY 2028-29		
Land/Row Acq. Required ☐									
Rehabilitation ☒									
Estimated Expenditures to-date	\$	37,805.00	\$ 20,000.00	\$ 735,000	\$ -	\$ -	\$ -	\$ -	\$ 792,805
Project Start	7/1/2024		Estimated Completion 6/30/2025						
Description									
The construction impacts from the WPCP upgrade project resulted in pavement deterioration. This project will rehabilitate Tennent Ave. from San Pablo Ave. to WPCP. In February 2021, the City selected a consultant to complete the preliminary engineering for this project.									
									
History, Status, or Impact if Delayed									
In preparation of this project, the City retained a consultant to perform internal CCTV on this section of roadway. The inspection was completed in early 2021. Coordinating collection system improvements with street resurfacing projects ensures that sewer improvements are made prior to the resurfacing so that manholes and valve covers may be properly realigned, and repairs and replacements are made in a cost-effective manner. This also avoids cutting and patching recently paved streets. The City of Hercules will reimburse \$86,430 for this project. In addition, this project is being coordinated with RO1902 for efficient implementation.									
General Plan Goals/Policies									
Policy CE.1.4, Policy CS.2.6, Policy CS.3.3, Policy H.3.1, Policy GM.3.3, Goal CE.3, Goal CS.10, Policy CS 10.2									
Summary of Capital Cost									
USE(S)			Budget	Projected Budget				Project Estimate	
			FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	FY 2024 - 2029	
Planning									
Design			\$ 20,000	\$ 80,000				\$ 100,000	
Construction				\$ 623,000				\$ 623,000	
Contingency				\$ 32,000				\$ 32,000	
TOTAL USES			\$ 20,000	\$ 735,000	\$ -	\$ -	\$ -	\$ 755,000	
SOURCE(S)									
200 - Gas Tax				\$ 381,082				\$ 381,082	
500 - Sewer Enterprise Fund			\$ 20,000	\$ 87,411				\$ 107,411	
325 - City Street Improvements				\$ 266,507				\$ 266,507	
TOTAL FUNDS			\$ 20,000	\$ 735,000	\$ -	\$ -	\$ -	\$ 755,000	

RO2101 - ARTERIAL REHABILITATION										37
Functional Area : Streets & Roads			Project Origin : Pavement Management Program				Priority Score :			
Type of CIP			Unappropriated Subsequent Years							
New	Expansion		Year 1 FY 2024-25	Year 2 FY 2025-26	Year 3 FY 2026-27	Year 4 FY 2027-28	Year 5 FY 2028-29	Project Estimate FY 2024 - 2029		
Replacement	Renovation									
Land/Row Acq. Required										
X	Rehabilitation									
Estimated Expenditures to-date	\$ 58,480.00	\$ 1,990,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	2,048,480	
Project Start	7/1/2024						Estimated Completion 6/30/2025			
Description										
The project is currently in the design phase and aims to maximize the funding available to complete rehabilitation work beginning at the southern city limit on Pinole Valley Road to the bridge west of Savage Ave. The project will include replacement, modification, or installation of a ADA compliant curb ramps, road rehabilitation, and striping.										
										
History, Status, or Impact if Delayed										
Based on the 2019 P-TAP report, various segments were recommended for treatment by StreetSaver®. The recommendations were further validated through a comparative pavement analysis and coring samples to explore additional treatment options which are not discussed in the P-TAP report. This will allow the City to optimize the available funding. The section of roadway selected based on the analysis was Pinole Valley Road from the southern city limits.										
General Plan Goals/Policies										
Policy GM.3.3, Goal CE.3, Goal CS.10, Policy CS 10.2										
Summary of Capital Cost										
USE(S)	Budget		Projected Budget				Project Estimate			
	FY 2024-25		FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	FY 2024 - 2029			
Planning										
Design	\$ 10,000							\$	10,000	
Construction	\$ 1,800,000							\$	1,800,000	
Contingency	\$ 180,000							\$	180,000	
TOTAL USES	\$ 1,990,000		\$ -	\$ -	\$ -	\$ -	\$ -	\$	1,990,000	
SOURCE(S)										
200 - Gas Tax	\$ 1,095,000							\$	1,095,000	
377 - Arterial Streets Rehabilitation	\$ 895,000							\$	895,000	
TOTAL FUNDS	\$ 1,990,000		\$ -	\$ -	\$ -	\$ -	\$ -	\$	1,990,000	

RO1710 - SAN PABLO AVENUE BRIDE OVER BNSF RAILROAD										55
Functional Area : Streets & Roads			Project Origin : End of Life Cycle			Priority Score :				
Type of CIP			Unappropriated Subsequent Years							
New	Expansion	Budget	Year 1	Year 2	Year 3	Year 4	Year 5	Project Estimate		
X	Replacement		FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	FY 2024 - 2029		
	Land/Row Acq. Required									
	Rehabilitation									
Estimated										
Expenditures	\$ 1,169,005.00	\$ 1,915,894.00	\$	28,800,000	\$ -	\$	-	\$	31,884,899	
to-date										
Project Start	7/1/2024							Estimated Completion	6/30/2025	
Description										
The San Pablo Avenue bridge over the Burlington Northern Santa Fe Railroad is an integral part of the area's transportation network. The age and condition assessment of the bridge supports replacement. The City was approved for initial funding from the Caltrans Highway Bridge Program (HBP). In February 2020, the City awarded a contract to a consultant for preliminary engineering (PE) to advance the project. The PE will be completed in two phases due to funding limitations. Completion of preliminary design is necessary to develop a final cost estimate for the project. Unfunded portions of this project appear in the Unfunded list. 										
History, Status, or Impact if Delayed										
The total budget identified to complete the PE exceeds the amount of funding Caltrans committed to the project of the State's share in the current HBP. In October 2022, a draft type selection report was submitted to Caltrans for review. This report is the first step to request additional funding allocations from the Caltrans HBP to complete the PS&E phase and construction phase of the project.										
General Plan Goals/Policies										
Policy CS.3.3, Goal H.3, Policy H.3.1, Goal CE.3, Goal CE. 7, Policy CE.7.3, Goal CS.10.										
Summary of Capital Cost										
USE(S)		Budget	Projected Budget				Project Estimate			
		FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	FY 2024 - 2029			
Project Management		\$ 133,579	\$ 4,150,000				\$ 4,283,579			
Planning & Design		\$ 1,782,315					\$ 1,782,315			
Construction		-	\$ 24,650,000				\$ 24,650,000			
Contingency		-								
TOTAL USES		\$ 1,915,894	\$ 28,800,000	\$ -	\$ -	\$ -	\$ 30,715,894			
SOURCE(S)										
325 - Grant: HBP		\$ 41,394					\$ 41,394			
325 - Grant: STMP Fees		\$ 1,499,189					\$ 1,499,189			
215 - Grant: TLC		\$ 133,579					\$ 133,579			
106 - Measure S 2014		\$ 241,732					\$ 241,732			
Unfunded			\$ 28,800,000				\$ 28,800,000			
TOTAL FUNDS		\$ 1,915,894	\$ 28,800,000	\$ -	\$ -	\$ -	\$ 30,715,894			

RO1708 - PINOLE VALLEY ROAD IMPROVEMENTS									
Functional Area : Streets & Roads			Project Origin : Council Request			Priority Score :		33	
Type of CIP			Budget			Unappropriated Subsequent Years			
☐ New	☐ Expansion	☐ Land/Row Acq. Required ☒ Rehabilitation	Year 1 FY 2024-25	Year 2 FY 2025-26	Year 3 FY 2026-27	Year 4 FY 2027-28	Year 5 FY 2028-29	Project Estimate FY 2024 - 2029	
☐ Replacement	☐ Renovation								
☐									
☐									
Estimated Expenditures to-date	\$ -		\$ 100,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100,000
Project Start	7/1/2024		Estimated Completion 6/30/2025						
Description									
As part of the high school construction project WCCUSD provided road improvements along the school frontage. Improvements to Pinole Valley Road - from Shea Dr. to Helena Ct. will extend the useful life of the pavement. The existing pavement score is high in this area, so a slurry seal may be the recommended treatment.									
									
History, Status, or Impact if Delayed									
General Plan Goals/Policies									
Policy GM.3.3, Goal CE.3, Goal CS.10, Policy CS 10.2									
Summary of Capital Cost									
USE(S)	Budget		Projected Budget				Project Estimate		
	FY 2024-25		FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	FY 2024 - 2029		
Planning									
Design	\$ 10,000							\$ 10,000	
Construction	\$ 80,000							\$ 80,000	
Contingency	\$ 10,000							\$ 10,000	
TOTAL USES	\$ 100,000		\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100,000	
SOURCE(S)									
200 - Gas Tax	\$ 100,000							\$ 100,000	
TOTAL FUNDS	\$ 100,000		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100,000

IN2301 - FACILITIES & REAL ESTATE MASTER PLAN									
Functional Area : Infrastructure Assessment			Project Origin : Staff Recommendation			Priority Score :			
Type of CIP			Budget		Unappropriated Subsequent Years				Project Estimate FY 2024 - 2029
New Replacement Land/Row Acq. Required Rehabilitation	Expansion Renovation		Year 1 FY 2024-25	Year 2 FY 2025-26	Year 3 FY 2026-27	Year 4 FY 2027-28	Year 5 FY 2028-29		
Estimated Expenditures to-date	\$ -	\$ -	\$ -	\$ -	\$ 75,000	\$ -	\$ -	\$ -	\$ 75,000
Project Start	7/1/2024						Estimated Completion 6/30/2025		
Description									
The facilities master plan will serve as a roadmap for achieving identified strategic objectives to improve service delivery and utilization of real estate and facility assets. The masterplan will serve to aid decision-making on capital improvements for a defined list of City owned facilities and provide information on potential major maintenance needs (e.g., repairs vs. replace) as applicable.									
									
History, Status, or Impact if Delayed									
General Plan Goals/Policies									
Summary of Capital Cost									
USE(S)			Budget	Projected Budget				Project Estimate	
			FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	FY 2024 - 2029	
Planning					\$ 75,000			\$ 75,000	
Design									
Construction									
Contingency									
TOTAL USES			\$ -	\$ -	\$ 75,000	\$ -	\$ -	\$ 75,000	
SOURCE(S)									
106 - Measure S 2014				\$ 75,000			\$ 75,000		
TOTAL FUNDS			\$ -	\$ -	\$ 75,000	\$ -	\$ -	\$ 75,000	

IN2105 - APPIAN WAY COMPLETE STREETS										
Functional Area : Infrastructure Assessment			Project Origin : Staff Recommendation			Priority Score :				
Type of CIP			Unappropriated Subsequent Years							
New	Expansion	Budget	Year 1	Year 2	Year 3	Year 4				Year 5
Replacement	Renovation		FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28				FY 2028-29
Land/Row Acq. Required										
Rehabilitation										
Estimated Expenditures to-date										
		\$ -	\$ 100,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	Project Estimate FY 2024 - 2029 \$ 100,000	
Project Start 7/1/2024			Estimated Completion 6/30/2025							
Description										
Completion of preliminary engineering and design to provide continuous sidewalks and bike lanes along Appian Way beginning from unincorporated El Sobrante to about 1500 lineal feet north of the City limit within Pinole. In December 2021, City Council approved a Cooperative Funding Agreement with WCCTAC to receive STMP funds to complete preliminary design for this project.										
										
History, Status, or Impact if Delayed										
This project will connect with the Contra Costa County's project to provide continuous sidewalks and bike lanes along Appian Way from San Pablo Dam Rd. in unincorporated El Sobrante. This project will involve coordination with Contra Costa County. The construction phase of this project is unfunded and appears in the Unfunded and Unprogrammed list.										
General Plan Goals/Policies										
Policy CE.1.4, Policy CS.2.6, Policy CS.3.3, Policy H.3.1, Policy GM.3.3, Goal CE.3, Goal CS.10, Policy CS 10.2										
Summary of Capital Cost										
USE(S)	Budget		Projected Budget				Project Estimate			
	FY 2024-25		FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	FY 2024 - 2029			
Planning										
Design	\$	100,000					\$	100,000		
Construction										
Contingency										
TOTAL USES		\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100,000	
SOURCE(S)										
325 - Grant: STMP Fees	\$	100,000					\$	100,000		
TOTAL FUNDS		\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100,000	

IN2103 - RECYCLED WATER FEASIBILITY									
Functional Area : Infrastructure Assessment			Project Origin : Council Request			Priority Score :			
Type of CIP			Budget		Unappropriated Subsequent Years				
New	Expansion		Year 1 FY 2024-25	Year 2 FY 2025-26	Year 3 FY 2026-27	Year 4 FY 2027-28	Year 5 FY 2028-29	Project Estimate FY 2024 - 2029	
Replacement	Renovation								
Land/Row Acq. Required									
Rehabilitation									
Estimated Expenditures to-date	\$ 15,152.25	\$	60,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 75,152
Project Start	7/1/2024		Estimated Completion 6/30/2025						
Description									
A feasibility study will allow the City to plan and phase the construction of future recycled water distribution system infrastructure. The study will identify potential recycled water customers, evaluate the quantity, quality, and recycled water distribution system options to address the needs of potential users in surrounding areas, seek opportunities to phase the construction of a recycled water delivery system, and develop planning-level cost options for the phased system. 									
History, Status, or Impact if Delayed									
Recycled water delays or eliminates the need to construct more potable water facilities, sustains the economy with increased water supply reliability, protects the environment, safeguards investments in parks and landscaping with drought proof or drought resistant water supply, and contributes to a green and healthy environment. In 2019, East Bay Municipal Utility District (EBMUD) prepared an Updated Recycled Waster Plan which considered the potential for potable reuse in EBMUD's water service area. The development of a new recycled water supply for the Phillips 66 refinery in Rodeo using effluent from the Pinole-Hercules and Rodeo wastewater treatment plants was among the recommended non-potable reuse projects. This project is estimated to deliver up to 3.67 MGD of recycled water to the refinery for use in their boilers and cooling towers. The combined final disinfected effluent from both plants would be pumped at the Rodeo Pump Station to the refinery for treatment a new advanced recycled water treatment plan. This project was recommended by EBMUD because it would deliver a large amount of									
General Plan Goals/Policies									
Policy OS.8.1, Policy OS.8.7, Goal SE.9, Policy SE.9.1, Policy SE.9.4									
Summary of Capital Cost									
USE(S)		Budget		Projected Budget				Project Estimate	
		FY 2024-25		FY 2025-26		FY 2026-27		FY 2027-28	
Planning		\$ 60,000						FY 2028-29	
Design								\$ 60,000	
Construction									
Contingency									
TOTAL USES		\$ 60,000		\$ -		\$ -		\$ -	
SOURCE(S)								\$ 60,000	
100 - General Fund		\$ 60,000						\$ 60,000	
TOTAL FUNDS		\$ 60,000		\$ -		\$ -		\$ 60,000	

IN2101 - EMERGENCY POWER FOR CRITICAL FACILITIES										
Functional Area : Infrastructure Assessment			Project Origin : Council Request			Priority Score :				
Type of CIP			Unappropriated Subsequent Years							
New	Replacement	Expansion	Year 1 FY 2024-25	Year 2 FY 2025-26	Year 3 FY 2026-27	Year 4 FY 2027-28	Year 5 FY 2028-29	Project Estimate FY 2024 - 2029		
Land/Row Acq. Required	Rehabilitation									
Estimated Expenditures to-date	\$	-	\$	30,000.00	\$	170,000	\$	-	\$	200,000
Project Start	7/1/2024		Estimated Completion 6/30/2025							
Description										
During severe natural hazard events, it is highly likely that utility power will not be available for an extended period of time. Critical facilities will need reliable sources of sustained electrical power to continue operations. This project will: 1) identify critical facilities in need of back-up power in coordination with an Emergency Operations Plan (EOP) , 2) assess power loads in each critical facility that requires back-up power, 3) determine the costs and technology options including solar battery storage, and 4) make any additional recommendations to Council before advancing to construction.										
History, Status, or Impact if Delayed										
The Public Safety Building, Fire Station 74, and the Water Pollution Control Plant have stand by generators.										
General Plan Goals/Policies										
Policy GM4.4.1, Policy CS.2.6, Goal CS.9, Goal HS.4										
Summary of Capital Cost										
USE(S)	Budget		Projected Budget				Project Estimate			
Planning	FY 2024-25		FY 2025-26		FY 2026-27		FY 2027-28		FY 2028-29	
Design	\$ 30,000								\$ 30,000	
Construction										
Contingency			\$ 170,000						\$ 170,000	
TOTAL USES	\$ 30,000		\$ 170,000		\$ -		\$ -		\$ 200,000	
SOURCE(S)										
100 - General Fund	\$ 30,000		\$ 170,000						\$ 200,000	
TOTAL FUNDS	\$ 30,000		\$ 170,000		\$ -		\$ -		\$ 200,000	

IN1703 - STORM DRAIN MASTER PLAN									
Functional Area : Infrastructure Assessment			Project Origin : Staff Recommendation			Priority Score :			
Type of CIP			Budget			Unappropriated Subsequent Years			
New	Expansion	Year 1	Year 2	Year 3	Year 4	Year 5	Project Estimate		
Replacement	Renovation	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	FY 2024 - 2029		
Land/Row Acq. Required									
Rehabilitation									
Estimated									
Expenditures	\$ 100,000.00	\$ 150,000.00	\$ -	\$ -	\$ -	\$ -	\$ 250,000		
to-date									
Project Start	7/1/2024					Estimated Completion 6/30/2025			
Description									
Preparation of a storm drain master plan will provide an analysis of the existing collection system. The plan will identify system deficiencies related to capacity, functionality, and permit compliance. The plan can serve to guide future budget allocations for improvements to the system.									
History, Status, or Impact if Delayed									
General Plan Goals/Policies									
Policy GM.4.1, Policy CS.7.1									
Summary of Capital Cost									
USE(S)		Budget		Projected Budget			Project Estimate		
		FY 2024-25		FY 2025-26		FY 2026-27		FY 2027-28	
Planning		\$ 150,000						FY 2028-29	
Design								\$ 150,000	
Construction									
Contingency									
TOTAL USES		\$ 150,000		\$ -		\$ -		\$ -	
SOURCE(S)									
106 - Measure S 2014		\$ 150,000						\$ 150,000	
TOTAL FUNDS		\$ 150,000		\$ -		\$ -		\$ -	
								\$ 150,000	

Storm Drain Master Plan

Providing a physical assessment and GIS Map-book of the existing system

Developing a long-term plan for the storm drain system to function as intended, be maintained and improved over time

A policy for how decisions regarding the implementation of the storm drain system should occur during the proposed time period

Coordination of storm drain projects with existing construction, replacement or maintenance of existing storm drain system components, and the addition of water quality improvements

A framework that serves as a reference guide outlining storm drain issues

Preparation of a physical assessment and GIS Map-book of the existing system

Developing a long-term plan for the storm drain system to function as intended, be maintained and improved over time

A policy for how decisions regarding the implementation of the storm drain system should occur during the proposed time period

Coordination of storm drain projects with existing construction, replacement or maintenance of existing storm drain system components, and the addition of water quality improvements

A framework that serves as a reference guide outlining storm drain issues

**CAPITAL IMPROVEMENT PLAN: FY 2024/25 THROUGH FY 2028/29
UNFUNDED PROJECTS LIST**

#	Unfunded Projects
UF001	Railroad Avenue Bridge Removal and Replacement
UF002	Electric Vehicle Charging Stations in City Lots
UF003	Parking Lot Resurfacing
UF004	LLAD Landscape Restoration and Improvement
UF005	Dog Park Restroom Replacement
UF006	Dog Park Resurfacing and Fencing Improvements
UF007	Eucalyptus Grove Restoration
UF008	Fernandez Park Baseball Grandstand Improvement
UF009	Repave Trails
UF010	ADA Ramps
UF011	Appian Complete Streets
UF012	Pedestrian Bridge Maintenance (formerly known as Bridge Maintenance)
UF013	Pavement Maintenance
UF014	I-80/Pinole Valley Rd. Interchange Improvements
UF015	Shale Hill Retaining Wall and Sidewalk Gap
UF016	Sidewalks Gaps
UF017	Signal System Upgrades
UF018	Tennent-2
UF019	Tree Master Plan
UF020	San Pablo Avenue Bridge over BNSF Railroad
UF021	Installation of Solar at City Facilities
UF022	All Access Weather Roads
UF023	San Pablo Avenue Complete Streets
UF024	Signalized Intersections
UF025	Pedestrian Safety at Signalized Intersections
UF026	Safety at Unsignalized Intersections
UF027	Roadway Segments #1
UF028	Roadway Segments #2
UF029	Roadway Segments #3
UF030	Vehicular Bridge Maintenance
UF031	Old Town Traffic Calming
UF032	City Hall Energy Upgrades
UF033	Public Safety Building Energy Upgrades
UF034	WPCP Energy Upgrades
UF035	Youth Center Upgrades
UF036	Park Energy Upgrades

Legend:

New unfunded projects added

UNFUNDED PROJECT DESCRIPTIONS

UF001 - Railroad Avenue Bridge Removal and Replacement

Project Information

The Contra Costa County Flood Control and Water Conservation District has advised removal of the Railroad Avenue Bridge. The bridge is a flood barrier. The first step is to determine if the City of Pinole is the responsible agency for this project.

Project Origin: Staff Recommendation

Functional Area: Streets & Roads
Sanitary Sewer
Stormwater

Cost Estimate: \$ -

Potential Funding Sources:

Priority Score: 11

UF002 - Electric Vehicle Charging Stations in City Lots

Project Information

The City desires to promote and encourage the use of electric vehicles. With increased adoption of alternative fuel vehicles, the need for charging infrastructure is growing. The City wishes to install charging stations in city owned parking lots. The first step is to complete a load study at City owned parking lots to determine the electrical capacity at each site. There may be significant electrical upgrades necessary to install charging stations. Electrical capacity and siting determine ultimately determine the cost of each project. There are incentives available for the charging equipment.

Project Origin: Council Request

Functional Area: Facilities

Cost Estimate: \$ -

Potential Funding Sources:

Bay Area Air Quality Management District, West Contra Costa Transportation Authority, Marin Clean Energy

Priority Score: 43

UF003 - Parking Lot Resurfacing

Project Information

This project is to maintain and enhance existing City owned parking facilities and infrastructure, to increase parking supply, and to support ongoing multi-modal and streetscape improvements. Improvements include saw cutting and demolition, pavement removal, earthwork, pavement installation, curb and gutter, striping, and signage.

Project Origin: Staff Recommendation

Functional Area: Facilities

Cost Estimate: \$ -

Potential Funding Sources:

Priority Score: 32

UF004 - LLAD Landscape Restoration and Improvement

Project Information

The Pinole Valley Road Landscape and Lighting Assessment District was formed in 2008. The City installed various improvements on Pinole Valley Road between Henry Avenue and Ramona Street. The district provides maintenance to traffic signals, streetlights, median landscaping, irrigation for landscaping, electricity to traffic signals and streetlights, and graffiti removal. This project will maintain and restore turf, shrubs, plants and trees within the District. In FY 2022/23, this work was completed for Zone A (between I-80 and Henry Ave.)

Project Origin: LLAD Report

Functional Area: LLAD

Cost Estimate: \$ -

Potential Funding Sources:
Fund 345 & 348

Priority Score: 27

UF005 - Dog Park Restroom Replacement

Project Information

The existing restroom located at the Dog Park is beyond its useful life and requires replacement.

Project Origin: Staff Recommendation

Functional Area: Parks

Cost Estimate: \$ 200,000

Potential Funding Sources:

Priority Score: 36

UF006 - Dog Park Resurfacing and Fencing Improvements

Project Information

Resurfacing and fencing improvements

Project Origin: Staff Recommendation

Functional Area: Parks

Cost Estimate: \$ 75,000

Potential Funding Sources:

Priority Score: 36

UF007 - Eucalyptus Grove Restoration

Project Information

The open space located between the Old Town area between John St. and Pinole Valley Road is forested with Eucalyptus trees. In 2014, a Safety Inspection was conducted by a consultant. A total of 8 trees were recommended for removal, and root crown excavation was recommended for 3 trees. 2 trees were determined to be hollow and recommended for further investigation to evaluate the level of internal decay. In 2018, the City hired a company to remove 20 Eucalyptus trees in the area. There are still many trees left and many of the prior trees were felled with the trunks remaining on site. This

Project Origin: Council Request

Functional Area: Parks

Cost Estimate: \$ 150,000

Potential Funding Sources:

Priority Score: 22

UF008 - Fernandez Park Baseball Grandstand Improvement

Project Information

The current grandstand is aging and requires increased maintenance to maintain its serviceability.

Project Origin: End of Life Cycle

Functional Area: Parks

Cost Estimate: \$ 250,000

Potential Funding Sources:

Priority Score: 27

UF009 - Repave Trails

Project Information

The City's goal is to develop safe, connected, and comfortable bicycle and pedestrian facilities for people of all ages and abilities. Repaving trails will enhance trail access from the City's roadway network to encourage alternative modes of transportation. The Active Transportation Plan is underway and will identify a trail network and recommend improvements.

Project Origin: Staff Recommendation

Functional Area: Parks

Cost Estimate: \$ -

Potential Funding Sources:

Priority Score: 25

UF010 - ADA Ramps

Project Information

This project involves removing barriers to accessibility for persons using wheelchairs or other personal assistance devices and improving pedestrian accessibility and safety by reconstructing or upgrading curb ramps at various locations throughout the City.

Project Origin: Staff Recommendation

Functional Area: Streets & Roads

Cost Estimate: \$ -

Potential Funding Sources:

Priority Score: 49

UF011 - Appian Complete Streets

Project Information

This project will provide continuous sidewalks and bike lanes along Appian Way from San Pablo Dam Rd. in unincorporated El Sobrante to about 1500 lineal feet north of the city limit within the City of Pinole. The City received STMP funds from West Contra Costa Transportation Authority for preliminary design. The construction phase remains unfunded.

Project Origin: Staff Recommendation

Functional Area: Streets & Roads

Cost Estimate: \$ 970,000

Potential Funding Sources:

Priority Score: 30

UF012 - Pedestrian Bridge Maintenance

Project Information

Maintenance of pedestrian bridges as identified in the Pedestrian Bridge Inspection Reports completed by Quincy Engineering, Inc. In FY 2023/24 there is \$50,000 budgeted in the operating budget for maintenance activities.

Project Origin: Staff Recommendation

Functional Area: Streets & Roads

Cost Estimate: \$ 224,700

Potential Funding Sources:

Priority Score: 22

UF013 - Pavement Maintenance

Project Information

The City uses a pavement management software known as StreetSaver to strategize the most cost effective method to extend the pavement life. Pavement Maintenance is necessary to maintain the City's pavement network. Deferred maintenance results in increased costs over time.

Project Origin: Staff Recommendation

Functional Area: Streets & Roads

Cost Estimate: \$ 42,000,000

Potential Funding Sources:
Fund 200 and Fund 106

Priority Score: 25

UF014 - I-80 / Pinole Valley Rd Interchange Improvements

Project Information

This project will widen Pinole Valley Road ramp terminal intersections at I-80 to provide a dedicated right turn lane to the eastbound and westbound I-80 on ramps. This project will also provide crossing enhancements at the Pinole Valley Road and I-80 intersection.

Project Origin: Staff Recommendation

Functional Area: Streets & Roads

Cost Estimate: \$ 10,959,000

Potential Funding Sources:

Priority Score: 9

UF015 - Shale Hill Retaining Wall and Sidewalk Gap

Project Information

Shale Hill is located on San Pablo Ave. near Oak Ridge Road. The cut slope above the pavement is comprised of shale which is loose and sloughs onto the road. There is no sidewalk in this area because the toe of the embankment is uncontrolled and there is inadequate space to accommodate a sidewalk. Staff has not been successful in securing grant funds for this project.

Project Origin: Staff Recommendation

Functional Area: Streets & Roads

Cost Estimate: \$ -

Potential Funding Sources:

Priority Score: 9

UF016 - Sidewalk Gaps

Project Information

This project will address sidewalk gaps by installing public sidewalks where sidewalks are missing on one or both sides of the street. This work will be coordinated with other construction projects. Sidewalk gaps often exist in places with site constraints (i.e. right of way, grade/slopes, or utility conflicts) or are adjacent to properties that have been required to provide sidewalks in the past due to land uses or ownerships. Locations for repair will be selected based on site conditions, pedestrian safety, and adjacent property attributes.

Project Origin: Staff Recommendation

Functional Area: Streets & Roads

Cost Estimate: \$ -

Potential Funding Sources:

Priority Score: 16

UF017 - Signal System Upgrades

Project Information

This project will upgrade various aspects of the City's traffic signal system including: traffic signal controller equipment, vehicle detection, traffic signal arms and heads, battery backup systems, and communications systems to reduce congestion and improve safety for the Pinole community.

Project Origin: Staff Recommendation

Functional Area: Streets & Roads

Cost Estimate: \$ -

Potential Funding Sources:

Priority Score: 16

UF018 - Tennent-2 Sewer Capacity Improvements

Project Information

This project involves replacement of the approximately pipeline along Tennent Avenue.

Project Origin: Master Plan

Functional Area:

Cost Estimate: \$ 4,239,000

Potential Funding Sources:

Priority Score: 59

UF019 - Tree Master Plan

Project Information

In 2019, the City Council established a Beautification Ad Hoc Committee to analyze options for, and to make recommendations to Council regarding clean-up and beautification projects in Pinole. Among other projects, the Committee recommended the development of a Tree Master Plan to inventory the existing trees, and to develop a plan for managing the tree inventory, including finding tree planting opportunities.

Project Origin: Beautification Adhoc Committee

Functional Area: Infrastructure Assessment

Cost Estimate: \$ 375,000

Potential Funding Sources:
Cal Fire Urban and Community Forestry Grant Program

Priority Score: 11

UF020 - San Pablo Avenue Bridge over BNSF Railroad

Project Information

This project will replace the existing thirteen span reinforced concrete span structure over the Burlington Northern Santa Fe Railroad adjacent to San Pablo Avenue at the easterly limits of the City. On 02/18/20, Council awarded a contract to a Consultant to begin the preliminary engineering (PE) for this project (CIP Project RO1710). The PE will be completed in two phases due to funding limitations. The first phase was necessary to develop a final cost estimate to facilitate pursuing additional funding required to complete all phases including construction.

Project Origin: End of Life Cycle

Functional Area: Streets & Roads

Cost Estimate: \$ 28,800,000

Potential Funding Sources:
Fund 213, Fund 214, Economic Stimulus Funds

Priority Score: 58

UF021 - Installation of Solar at City Facilities

Project Information

This project involves procurement and installation of solar panels at City owned facilities to offset the City's electricity consumption and reduce the greenhouse gas impacts.

Project Origin: Council Request

Functional Area: Facilities

Cost Estimate: \$ -

Potential Funding Sources:

Priority Score: 37

UF022 - All-Weather Access Roads

Project Information

The General Plan, Chapter 8 discusses improvement of open space management to reduce wildfire risks. There is a desire to have improved, all-weather access roads through open space to improve access to and from Hercules and El Sobrante to shorten response times and improve mutual aid.

Project Origin: General Plan

Functional Area: Streets & Roads

Cost Estimate: \$ -

Potential Funding Sources:

Priority Score: 20

UF023 - San Pablo Avenue Complete Streets

Project Information

A complete streets plan would create a new vision for San Pablo Avenue, to transform it into a place where people of all ages and abilities can travel safely and comfortably whether walking, bicycling, riding transit, or driving . The UF031 - Old Town Traffic Calming project is within the limits of this project which may partially or completely replace it.

Project Origin: Council Request

Functional Area: Infrastructure Assessment

Cost Estimate: \$ 200,000

Potential Funding Sources:

Subregional Transportation Mitigation Program (STMP) funds

Priority Score: 15

UF024 - Signalized Intersections

Project Information

Improvement to signal hardware, signal timing, or protected left turn phases at:

- Appian Way & Fitzgerald Dr
- San Pablo Ave & Tennent Ave
- Appian Way & Canyon Dr/Tara Hills
- Pinole Valley Rd/Tennent Ave/Ellerhorst St
- San Pablo Ave & Pinole Valley Rd
- San Pablo Ave & Pinon Ave/Appian Way
- Pinole Valley Rd & Estates Ave

Refer to the Local Road Safety Plan (LRSP) document for detailed recommendations.

Project Origin: LRSP

Functional Area: Streets & Roads

Cost Estimate: \$ 183,792

Potential Funding Sources:

Highway Safety Improvement Program (HSIP)

Priority Score: 46

UF025 - Pedestrian Safety at Signalized Intersections

Project Information

Installation of advance stop bars before crosswalk, raised median on approaches, raised pavement markers and striping through intersection at:

- Appian Way & Fitzgerald Dr
- San Pablo Ave & Tennent Ave
- Appian Way & Canyon Dr/Tara Hills
- Pinole Valley Rd/Tennent Ave/Ellerhorst St
- San Pablo Ave & Pinole Valley Rd
- Fitzgerald Dr and Best Buy Parking Lot
- Pinole Valley Rd & Estates Ave

Refer to the Local Road Safety Plan (LRSP) document for detailed recommendations.

Project Origin: LRSP

Functional Area: Streets & Roads

Cost Estimate: \$ 514,548

Potential Funding Sources:
Highway Safety Improvement Program (HSIP)

Priority Score: 46

UF026 - Safety at Unsignalized Intersections

Project Information

Install intersection lighting, install/upgrade larger or additional stop signs or other intersection warning/regulatory signs, or install RRFB:

- Walter Ave & San Pablo Ave
- Pinole Valley Rd & Simas Ave
- Pinole Valley Rd & Wright Ave
- Pinole Valley Rd & Rafaela St
- Wright Ave & Carol St
- Simas Ave & Moraga Dr

Refer to the Local Road Safety Plan (LRSP) document for detailed recommendations.

Project Origin: LRSP

Functional Area: Streets & Roads

Cost Estimate: \$ 879,830

Potential Funding Sources:
Highway Safety Improvement Program (HSIP)

Priority Score: 46

UF027 - Roadway Segments # 1

Project Information

Install segment lighting, or install/upgrade signs with new fluorescent sheeting, or install delineators, reflectors/object markers.

- Pinole Valley Rd: San Pablo Ave to Collins Ave
- San Pablo Ave: Oak Ridge Rd to Pinole Valley Rd
- San Pablo Ave: Golden Gate to Del Monte Dr
- Tara Hills: Kilkenny Way to Appian Way
- Walter Ave: North Terminus to San Pablo Ave
- Fitzgerald Dr: Jovita Ln to Appian Way
- Appian Way: San Pablo Ave to Michael Dr
- Tennent Ave: San Pablo Ave to Pinole Valley Rd

Refer to the Local Road Safety Plan (LRSP) document for detailed recommendations.

Project Origin: LRSP

Functional Area: Streets & Roads

Cost Estimate: \$ 1,469,474

Potential Funding Sources:
Highway Safety Improvement Program (HSIP)

Priority Score: 46

UF028 - Roadway Segments # 2

Project Information

Install centerline rumble strips/stripes, or install edge-lines and centerlines, or install RRFB:

- Pinole Valley Rd: San Pablo Ave to Collins Ave
- San Pablo Ave: Oak Ridge Rd to Pinole Valley Rd
- San Pablo Ave: Golden Gate to Del Monte Dr
- Tara Hills: Kilkenny Way to Appian Way
- Walter Ave: North Terminus to San Pablo Ave
- Tennent Ave: San Pablo Ave to Pinole Valley Rd

Refer to the Local Road Safety Plan (LRSP) document for detailed recommendations.

Project Origin: LRSP

Functional Area: Streets & Roads

Cost Estimate: \$ 914,375

Potential Funding Sources:
Highway Safety Improvement Program (HSIP)

Priority Score: 46

UF029 - Roadway Segments # 3

Project Information

Implement road diet, or install dynamic/variable speed warning signs, or install/upgrade pedestrian crossing:

- Pinole Valley Rd: San Pablo Ave to Collins Ave
- San Pablo Ave: Oak Ridge Rd to Pinole Valley Rd
- Tara Hills: Kilkenny Way to Appian Way
- Fitzgerald Dr: Jovita Ln to Appian Way
- Appian Way: San Pablo Ave to Michael Dr

Refer to the Local Road Safety Plan (LRSP) document for detailed recommendations.

Project Origin: LRSP

Functional Area: Streets & Roads

Cost Estimate: \$ 1,483,510

Potential Funding Sources:
Highway Safety Improvement Program (HSIP)

Priority Score: 46

UF030 - Vehicular Bridge Maintenance

Project Information

Maintenance of vehicular bridges as identified in the Caltrans Bridge Inspection Reports. The latest bridge inspection issued in May 2023, contains recommendations for three bridges near:

- PVHS High School on Pinole Valley Rd
- Wright Ave on Pinole Valley Rd
- On Simas Ave near Pinole Valley Rd

Project Origin: Caltrans Bridge Inspection

Functional Area: Streets & Roads

Cost Estimate: \$ -

Potential Funding Sources:

Priority Score: 22

UF031 - Old Town Traffic Calming

Project Information

Assess feasibility of and alternatives for, and design and construct traffic calming measures on San Pablo Avenue between John St and Oak Ridge Rd. This project is within the limits of UF023 - San Pablo Avenue Complete Streets project and may partially or completely replace it.

Project Origin: Council Request

Functional Area: Streets & Roads

Cost Estimate: \$ 570,000

Potential Funding Sources:

Priority Score: 58

UF032 - City Hall Energy Upgrades

Project Information

Energy conservation measures recommended in the Energy Conservation, Generation, and Storage Assessment.

Project Origin: Assessment

Functional Area: Facilities

Cost Estimate: \$ 189,000

Potential Funding Sources:

Priority Score: 57

UF033 - Public Safety Building Energy Upgrades

Project Information

Energy conservation measures recommended in the Energy Conservation, Generation, and Storage Assessment.

Project Origin: Assessment

Functional Area: Facilities

Cost Estimate: \$ 160,000

Potential Funding Sources:

Priority Score: 58

UF034 - WPCP Energy Upgrades

Project Information

Energy conservation measures recommended in the Energy Conservation, Generation, and Storage Assessment.

Project Origin: Assessment

Functional Area: Sanitary Sewer

Cost Estimate: \$ 1,686,000

Potential Funding Sources:
Self-Generation Incentive Program (SGIP)

Priority Score: 59

UF035 - Youth Center Energy Upgrades

Project Information

Energy conservation measures recommended in the Energy Conservation, Generation, and Storage Assessment.

Project Origin: Assessment

Functional Area: Facilities

Cost Estimate: \$ 17,000

Potential Funding Sources:

Priority Score: 58

UF036 - Park Energy Upgrades

Project Information

Energy conservation measures recommended in the Energy Conservation, Generation, and Storage Assessment.

Project Origin: Assessment

Functional Area: Parks

Cost Estimate: \$ 30,000

Potential Funding Sources:

Priority Score: 62

APPENDIX I

APPENDIX I: Capital Improvement Plan Consistency with General Plan

Funding is estimated for specific projects or asset plans in the FY 2024/25 – 2028/29 Capital Improvement Plan (CIP) which support the goals and policies of following elements of the General Plan:

- Community Character (CC)
- Growth Management (GM)
- Land Use & Economic Development (LU)
- Housing (H)
- Circulation Element (CE)
- Community Services and Facilities (CS)
- Health and Safety (HS)
- Natural Resources and Open Space (OS)
- Sustainability Element (SE)

The acroynms and associated General Plan goals/policies are listed on individual project sheets.

The FY 2024/25 – 2028/29 CIP includes funding for projects over the next five (5) fiscal years that support General Plan policies and enhance public infrastructure, amenities, and services in Pinole. The CIP is consistent with and helps implement the following General Plan goals and policies:

Community Character Element

GOAL CC.1 Maintain Pinole's unique qualities and sense of place to preserve the established historic and small-town character of the city.

POLICY CC.1.2 Require all new development to incorporate high-quality site design, architecture and planning to enhance the overall quality of the built environment in Pinole and create a visually interesting and aesthetically pleasing town environment.

POLICY CC.1.3 To enhance a sense of arrival and create a strong appealing image that promotes community identity, the City shall develop community entry features at key gateways or city entries along Interstate 80. Entryways shall incorporate landscaping, trees, structural architectural elements, signage and public art.

POLICY CC.1.5 Encourage project compatibility, interdependence and support with neighboring uses, especially between commercial and mixed-use centers and the surrounding residential neighborhoods. Uses should relate to one another with pedestrian connections, transit options, shared parking, landscaping, public spaces, and the orientation and design of buildings.

GOAL CC.2 Emphasize and enhance the visual and physical connection between the city's natural environment and the community's quality of life.

POLICY CC.2.1 Provide visual and physical connections between the natural environment and the built environment through careful site design, building placement, architectural features that allow views of Pinole's unique environment such as ridgelines or the San Pablo Bay shoreline, public access to open space such as via the Bay Trail, and the use of native vegetation in the urban environment such as for landscape buffers for sidewalk areas and street trees.

POLICY CC.2.2 Preserve natural resources within the built environment, including trees, marshes, creeks and hillsides.

GOAL CC.5 Enhance the quality of life in Pinole by acknowledging the cultural diversity and by promoting, preserving and sustaining the cultural and performing arts.

POLICY CC.5.1 Celebrate the city's cultural diversity through public art, cultural centers and community events for the benefit and enjoyment of all residents.

POLICY CC.5.2 Develop programs and facilities that promote the cultural and performing arts in Pinole.

Growth Management Element

GOAL GM.1 Regional Planning. Support cooperative transportation, land use and public service planning in Contra Costa County.

POLICY GM.1.1 West Contra Costa County Planning Activities. Achieve efficient public service delivery by coordinating with affected jurisdictions and agencies concerning public and private developments.

GOAL GM.3 Efficient Transportation. Support land use patterns that make efficient use of the transportation system and enhance public safety.

POLICY GM.3.1 Transportation Management. Make more efficient use of the regional and subregional transportation system.

POLICY GM.3.3 Provide Adequate Transportation Facilities and Services. Provide adequate transportation facilities while maintaining neighborhood integrity.

POLICY GM.3.7 Mobility-Impaired. Support efforts to provide safe and convenient transportation systems for all citizens of Pinole, particularly mobility-impaired individuals.

GOAL GM.4 Compact Development and Service Areas. Encourage infill and redevelopment in areas that are already served by utilities, infrastructure and public services.

POLICY GM.4.1 Planning for Present and Future Community Needs. Plan for, provide and maintain a level of public infrastructure facilities and services that adequately serves the present and future needs of the community.

Land Use & Economic Development Element

GOAL LU.1 Preserve and enhance the natural resources, high-quality residential neighborhoods and commercial areas, and small-town (semi-rural) character of Pinole.

POLICY LU.1.3 Establish and implement a continuing program of civic beautification, gateway or entryway enhancement, tree planting, maintenance of homes and streets, and other measures which will promote an aesthetically desirable environment and attractive neighborhood areas.

GOAL LU.4 Preserve and strengthen the identity and quality of life of Pinole's residential neighborhoods.

POLICY LU.4.1 Ensure all new development, renovation or remodeling preserves and strengthens Pinole's residential neighborhoods by requiring projects to be harmoniously designed and integrated with the existing neighborhood.

GOAL LU.6 Protect and enhance the natural resources of the San Pablo Bay waterfront for the enjoyment of Pinole residents.

POLICY LU.6.3 Provide waterfront parks, pedestrian pathways and recreation areas that are safe, accessible, and attractive for public use.

Housing Element

GOAL H.2 Protect Existing Character and Heritage. Protect and enhance the integrity and distinctive character and heritage of Pinole encouraging the development of high quality, well-designed housing and conserving existing housing.

POLICY H.2.4 Maintain Existing Housing and Neighborhood Amenities. Maintain Pinole's lifestyle characteristics by encouraging the maintenance of existing housing stock, and in particular housing with historic value, and preserving the amenities of existing neighborhoods.

GOAL H.3 Provide Adequate Services and Facilities. Provide adequate services and facilities to meet the needs of the city's current and future population.

POLICY H.3.1 Plan For Public Facility and Services Needs. Future development shall be planned based on public facility and service capacity, community-wide needs, sound citywide and neighborhood planning and public improvement programming.

POLICY H.3.4 Encourage new pedestrian-oriented development. Encourage new development and redevelopment that places residences in close proximity to a variety of services and facilities.

Circulation Element

GOAL CE.1 Reduce vehicle miles traveled and encourage the use of public transit.

POLICY CE.1.1 Encourage strategic growth that concentrates future development along Pinole's three primary transit corridors (San Pablo Avenue, Appian Way and Pinole Valley Road).

POLICY CE.1.3 Encourage development that is sensitive to both local and regional transit measures and that promotes the use of alternative modes of transportation.

POLICY CE.1.4 Encourage maximum utilization of the existing public transit system and alternate modes of transportation in Pinole.

GOAL CE.3 Provide timely input and effective means (as appropriate) of programming street and highway improvements to maintain the objective peak hour level of service without detrimentally impacting community character or commercial activity.

POLICY CE.3.2. Maintain roadway network at or above established LOS thresholds.

GOAL CE.4 Establish programs to support sidewalk, trail and street enhancements, where feasible.

POLICY CE.4.5 Inventory sidewalk conditions to identify opportunities for enhancements to the circulation system and to help prioritize repair and maintenance activities as funding becomes available.

GOAL CE.5 Provide adequate parking and loading facilities while encouraging alternative means of transportation.

GOAL CE.7 Support bicycle use as a mode of transportation by enhancing infrastructure to accommodate bicycle and rides.

POLICY CE.7.1 Enhance the City's Bikeway network through the use of Class I, II, and III bikeways.

POLICY CE.7.3 Establish a network of multi-use paths to facilitate safe and direct off-street bicycle and pedestrian travel.

Community Services and Facilities Element

GOAL CS.1 Provide safe, attractive and efficiently designed infrastructure and sustainable facilities to serve the public.

POLICY CS.1.1 The City will strive to provide safe, attractive and efficiently designed facilities for public and quasi-public organizations.

POLICY CS.1.3 The City will endeavor to provide convenient access to community facilities and services to all areas of the community.

GOAL CS.2 Ensure and maintain a high level of public safety in the community.

POLICY CS.2.6 The City will continue to fund the repair, maintenance and expansion of facilities to respond to evolving service needs.

GOAL CS.3 Provide adequate and high-quality recreational opportunities and programs for the community.

POLICY CS.3.1 Continue to provide a variety of recreational opportunities that serve and represent all aspects of the community.

POLICY CS.3.3 Expand and organize a multi-use trail system.

GOAL CS.6 Provide adequate, economical and dependable wastewater collection service and treatment.

POLICY CS.6.1 The City shall continue to make capital improvements to the wastewater collection and treatment system to maintain system capability and reliability.

GOAL CS.7 Minimize flooding.

POLICY CS.7.1 The City will ensure that the storm drain system has adequate capacity to minimize street flooding and, where feasible, shall expand the capacity of the system to control storm flows.

GOAL CS.9 Provide economical and dependable community services while conserving energy resources.

POLICY CS.9.1 The City will seek opportunities to improve the energy efficiency of facilities and operations.

GOAL CS.10 Provide safe, efficient roadway infrastructure to support multiple modes of transportation and to meet existing and future circulation needs.

POLICY CS.10.2 The City will update, where possible, the existing roadway network to enhance pedestrian, bicycle and transit circulation while maintaining safe vehicular circulation.

Health and Safety Element

GOAL HS.1 Minimize the potential for loss of life, injury, damage to property, economic and social dislocation, and unusual public expense due to natural and man-made hazards.

GOAL HS.2 Protect the community from the risk of flood damage and improve surface water quality.

POLICY HS.2.4 Continue to monitor studies that identify anticipated changes in sea level and create appropriate standards and improvements to minimize flood risks.

POLICY HS.2.5 Establish appropriate capital improvements and management programs to reduce wet weather sewer treatment demand and avoid discharge to the shallow water outfall.

GOAL HS.3 Minimize hazards of soil erosion, weak and expansive soils, potentially hazardous soils materials, other hazardous materials, geologic instability and seismic activity.

POLICY HS.3.5 Require proper handling, storage, disposal and cleanup of hazardous materials to prevent leakage, potential explosions, fires or the escape of harmful gases and to prevent individually innocuous materials from combining to form hazardous substances, especially at the time of disposal.

GOAL HS.4 Ensure that government agencies, citizens and businesses are prepared for an effective response and recovery in the event of emergencies or disasters.

POLICY HS.4.1 Continue to provide essential emergency public services during natural catastrophes

POLICY HS.4.3 Incorporate technological enhancements in new and substantially remodeled structures and facilities to support and improve emergency services.

GOAL HS.6 Support multiple forms of transportation and a circulation system design that reduces vehicle trips and emissions.

POLICY HS.6.1 Promote and encourage walking and bicycling as viable forms of transportation to services, shopping and employment.

GOAL HS.7 Ensure that all new development meets or exceeds state and federal water quality standards.

POLICY HS.7.1 Support Regional, state and federal clean water programs.

POLICY HS.7.3 Reduce the transport of runoff and surface pollutants.

POLICY HS.7.6 Establish appropriate capital improvements and management programs to reduce wet weather sewer treatment demand and avoid discharge to the shallow water outfall.

Natural Resources and Open Space Element

GOAL OS.1 Ensure the preservation of natural resources by determining appropriate land use and compatibility with natural resources and open space.

POLICY OS.1.2 Agency Cooperation. Work with Federal, State and local regulatory and trustee agencies to promote the long-term sustainability of local natural resources.

Sustainability Element

GOAL SE.3 The City will reduce its contribution to climate change and mitigate and adapt to the effects of climate change as appropriate.

POLICY SE.3.1 Reduce greenhouse gas emissions from City operations and community sources by a minimum of 15 percent below current or baseline levels by the year 2020.

POLICY SE.3.4 Reduce GHG emissions by reducing vehicle miles traveled and by increasing or encouraging the use of alternative fuels and transportation technologies.

POLICY SE.1.3 Enhance the energy efficiency of all City facilities.

GOAL SE.4 Optimize energy efficiency and renewable energy.

POLICY SE.4.2 Explore opportunities for City-wide expansion of Programs and Facilities related to energy efficiency and conservation.

GOAL SE.5 Achieve a solid waste diversion of 75% of the waste stream by 2020.

GOAL SE.7 Air quality will be maintained and improved for the City of Pinole and the Bay Area as a region and not decline below levels measured in early 1990's.

POLICY SE 7.3 Support efforts to comprehensively address air quality issues through education, regulation, and innovation.

GOAL SE.8 Utilize transit options and reduce vehicle miles traveled and single-occupancy vehicle use.

POLICY SE.8.7 Work to improve Pinole's pedestrian and bicycle infrastructure and to meet the needs of all pedestrians and bicyclists.

POLICY SE.8.10 Support and promote the use of low- and zero-emissions vehicles, alternative fuels, and other measures to directly reduce emissions from motor vehicles.

Community Character Element

GOAL CC.1 Maintain Pinole's unique qualities and sense of place to preserve the established historic and small-town character of the city.

POLICY CC.1.2 Require all new development to incorporate high-quality site design, architecture and planning to enhance the overall quality of the built environment in Pinole and create a visually interesting and aesthetically pleasing town environment.

POLICY CC.1.3 To enhance a sense of arrival and create a strong appealing image that promotes community identity, the City shall develop community entry features at key gateways or city entries along Interstate 80. Entryways shall incorporate landscaping, trees, structural architectural elements, signage, and public art.

APPENDIX II

APPENDIX II: Prioritization Matrix Category Scoring Guidelines

1. **Regulatory Compliance** – Compliance with regulatory mandates issued by agencies like California State Water Resources Control Board, California Department of Resources, Recycling and Recovery, Department of Fish and Wildlife, the San Francisco Bay Conservation and Development Commission, or other County, State and federal laws. This also includes the Americans with Disabilities Act, the Manual of Uniform Traffic Control Devices, and self-imposed City ordinances. The score should be based on the answers to the following example questions:
 - a. Does the proposed project address a current regulatory mandate?
 - b. Will the proposed project proactively address a foreseeable (within the next 5 years) regulatory mandate?

Scoring scale:

0	2-3	5
The project does not address a regulatory compliance issue	The project provides a short-term fix for an existing regulatory compliance issue or for one anticipated in the near future	The project resolves a pressing or long-term regulatory compliance issue

2. **Health/Safety** – Projects that improve the overall health and safety of the community such as multi-purpose trails, transportation safety improvements, new recreation facilities, address safety issues at City facilities, enhancements to police, fire, and emergency medical services. The score should be based on answers to the following example questions:
 - a. Does the proposed project impact the health and wellbeing or safety of Pinole residents and/or employees?
 - b. Does the project mitigate a serious risk or liability health/safety issue and to what degree?
 - c. Does the project help assist the City to respond more effectively and efficiently to emergencies throughout the community?

Scoring scale:

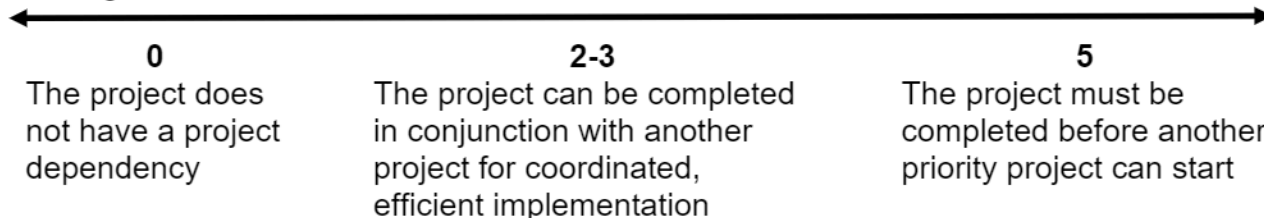
0	2-3	5
The project does not impact the health and/or safety of the community	The project addresses a serious health and/or safety issue that has a limited impact or addresses a less-serious issue but serves the health and or safety of the broader community	The project directly addresses a serious health and/or safety issue that has a widespread impact and/or improves the health of the community

3. **Project Dependency/Bundling**– The completion of the proposed project is complementary to the completion of a precursor capital project/master plan or the proposed project would be implemented efficiently if it was coordinated with another capital project. A project that is not

needed for many years would score lower than a project that needs to be completed before another project can start. The score should be based on answers to the following example questions:

- a. When is the proposed project needed?
- b. Do any other projects require the proposed project to be completed first?
- c. Does the proposed project require other projects to be completed first?
- d. Can the proposed project be completed in conjunction with another project for coordinated, efficient implementation?

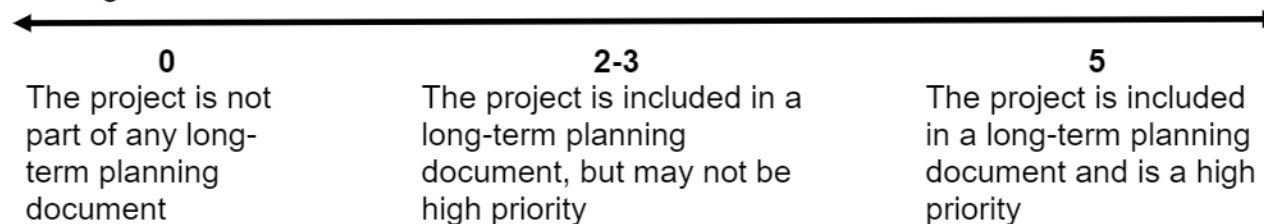
Scoring scale:



4. **Long-Term Planning** – General Plan, Three-Corridor Specific Plan, 2020-2025 Strategic Plan, Long-Term Financial Plan, Pinole Economic Development Strategy, Master Plans, Emergency Operations Plan, Communication and Engagement Plan, Climate Action Plan, Local Road Safety Plan, Active Transportation Plan, Parks Master Plan, and departmental strategic plans which serve as a resource for the City to meet goals set forth by City departments, advisory boards and commissions, and the community at-large. Plans include documents that have been prepared internally to assure consistent adherence to industry best practices, as well as those documents that are created with the assistance of outside consultants. A component of long-term planning includes public discussion and/or public engagement. The score should be based on the answers to the following example questions:

- a. Is the proposed project contained in one or more of the City's long-term planning documents?
- b. Is the proposed project listed as a high priority?

Scoring scale:



5. **State of Infrastructure** – Projects that address failing infrastructure (i.e., sidewalks, streets, lighting, municipal buildings, recreation facilities) or facilities that have exceeded their useful life. The score should be based on answers to the following example questions:

- a. Does the proposed project maintain the condition or value of existing infrastructure?
- b. Does the proposed project avoid potential failure due to substandard conditions?

- c. Will the proposed project address a facility that is outdated or exceeded its useful life?
- d. Is the proposed project supported by a life cycle analysis of repair versus replacement and a master plan for that type of asset?

Scoring scale:

←		→
0	2-3	5
The project maintains existing infrastructure at current service levels	The project extends the service life of an existing asset or adds new infrastructure to support growth	The project addresses existing infrastructure which has reached the end of its useful life and is supported by a life cycle analysis of repair vs. replacement

6. **Operating Budget Impact** – Some proposed projects may impact the operating budget for the next few years or for the life of the facility. Some proposed projects can offer cost savings or revenue generation opportunities. The score should be based on answers to the following questions:

- a. Will the proposed project require additional personnel to operate?
- b. Will the proposed project require additional annual maintenance?
- c. Will the proposed project require additional equipment not included in the project budget?
- d. Will the proposed project reduce staff time and City resources thereby resulting in a positive impact on the operational budget?
- e. Are there cost savings or revenue generation opportunities as a result of the efficiency of the proposed project?

Scoring scale:

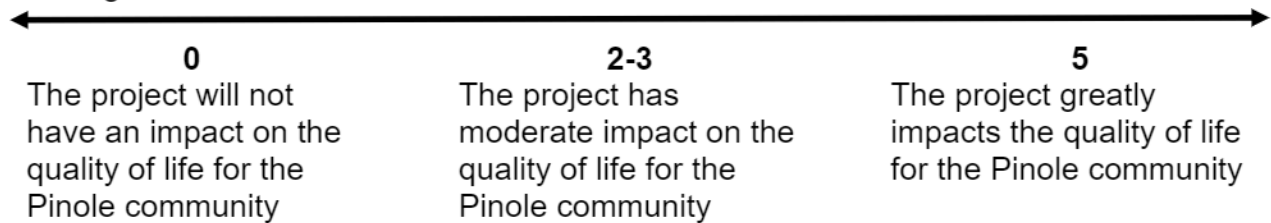
←		→
0	2-3	5
The project will have a negative impact on the budget. It will require additional money to operate	The project will not impact the operating budget as it is cost/revenue neutral	The project will have a positive impact on the budget. It will result in significant savings in staff time, materials, or offer revenue generation

7. **Quality of Life** – Projects that provide widespread economic prosperity, recreational and cultural activities, environmental benefits, beautify Pinole, and attract new residents and visitors. The score should be based on answers to the following example questions:

- a. Does the proposed project help to create a beautiful and clean community?
- b. Does the proposed project encourage participation in recreational and cultural activities?
- c. Does the proposed project attract new residents, businesses, or visitors?
- d. Does the proposed project increase environmental stewardship?

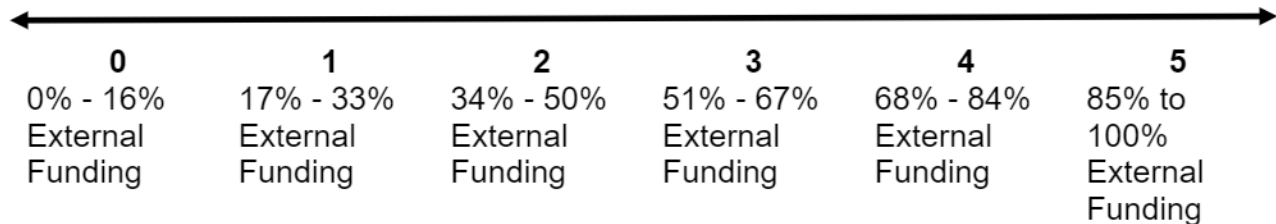
- e. Does the proposed project contribute towards economic development and revitalization efforts?

Scoring scale:



8. **Grant Funding** – The proposed project is partially or fully supported by grants from State or Federal funds. The percentage of total cost funded by an external source will determine the score in this category.

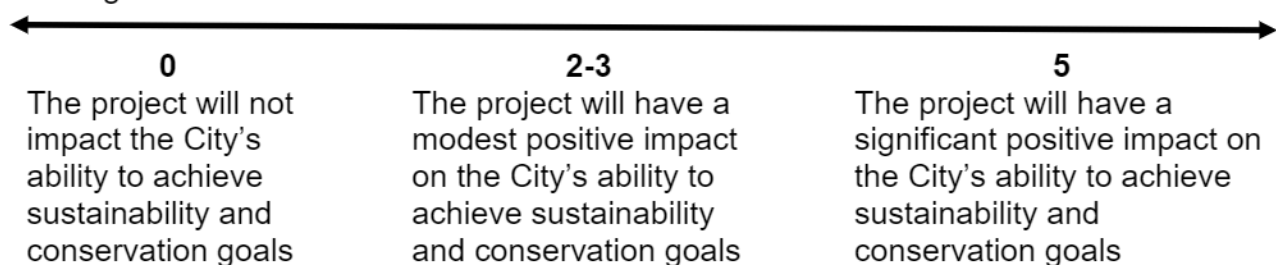
Scoring scale:



9. **Sustainability and Conservation** – The proposed project furthers the City's sustainability and conservation goals. The score should be based on answers to the following example questions:

- Does the proposed project improve the health of the community and natural environment through sustainable designs with improved air quality and reduce greenhouse gas emissions that contribute to climate change?
- Does the proposed project increase use of active modes of transportation and reduces the need for auto-dependency?
- Does the proposed project incorporate design that meets or exceeds federal and State standards in the field of energy efficiency, such as State of California Title 24 Energy Efficiency Standards, LEED building standards, etc.?

Scoring scale:





CITY COUNCIL REPORT

9.E.

DATE: MARCH 4, 2025
TO: MAYOR AND COUNCIL MEMBERS
FROM: Kelcey Young, City Manager, 5107248933, kelcey.young@pinole.gov
SUBJECT: FISCAL YEAR (FY) 2024/25 SECOND QUARTER STRATEGIC PLAN
STATUS REPORT

RECOMMENDATION

City staff recommends that the City Council receive the quarterly report on implementation of the Strategic Plan.

BACKGROUND

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

In August 2020, the City created the Strategic Plan Implementation Action Plan (IAP), which identified the timeframe on which each Strategic Plan strategy would be implemented. The City Council revisited the IAP in January 2021 and approved an updated version, which specified completion dates for each of the strategies. During the January 2021 discussion of the IAP, staff recommended a quarterly report on the status of the implementation of the Strategic Plan strategies, akin to the quarterly reports that staff provides to the Council on the City budget and City investments. Council agreed to this recommendation. The City Council updated two Strategic Plan strategies and added a new strategy in April 2023, as part of a special strategic planning Council meeting.

REVIEW AND ANALYSIS

You will find a table, as an attachment, listing the four goals and 23 strategies contained within the Strategic Plan, along with the start and completion dates for each agreed upon in the January 2021 IAP. Each strategy has been coded with a green, yellow, or red dot to indicate whether the City is on track to achieve the beginning and completion dates specified in the January 2021 IAP. Green indicates that the City is on track to achieve both the beginning and completion dates; yellow indicates that the City is on track to achieve either the beginning or completion date; and red indicates that the City is not on track to achieve either the beginning or completion date. Note that “Year 1” is FY 2020-21. Those strategies that have been completed are shaded gray. The City has completed fourteen of the strategies and is currently on track to achieve the beginning and completion dates of many of the remaining strategies.

FISCAL IMPACT

No fiscal impact

ATTACHMENTS

A. SR Strategic Plan FY 25-26 Q2 Final 2

Strategic Plan Update

Goal and Strategy	Year to Begin Strategy (January 2021 IAP)	Year to Complete Strategy (January 2021 IAP)	Current Status	Notes on Status
Goal 1: Safe and Resilient Pinole				
Strategy 1. Conduct a citywide asset condition assessment.	Year 1	Year 5		The City is in the midst of multiple asset condition assessments and master plans, which are reflected in the Capital Improvement Plan (CIP). At the end of Year 5, the City will have current assessments for all major capital assets.
Strategy 2. Update the emergency preparedness and response plan (including results of the facilities and equipment assessment).	Year 1	Year 1		Staff presented a draft updated Emergency Operations Plan (EOP) to the City Council in August 2022. Given the new arrangement with Con Fire, the Pinole Police Department is now responsible for emergency planning, including the EOP. A consultant provided some framework, but additional work still needs to be completed. This is expected to be completed once the new Police Chief is on board by the end of FY25.
Strategy 3. Explore restoring the community emergency response team (CERT) program and conducting annual tabletop exercises and community drills.	Year 3	Year 3	 Complete	CCCFPD began providing emergency medical and fire response service in Pinole in March 2023. CCCFPD does not operate CERT programs. The Pinole Police Department intends to re-start the CERT program in FY 2023-24. PD has allocated funding for materials and training but need to authorize incentive pay (require MOU update) for Community Service

Goal and Strategy	Year to Begin Strategy (January 2021 IAP)	Year to Complete Strategy (January 2021 IAP)	Current Status	Notes on Status
				Specialist to head up program
Strategy 4. Review, prioritize, and implement as appropriate the 2019 fire service study recommendations.	Year 1	Year 2	● Complete	City staff presented its assessment of the fire study and its recommendations regarding next steps to bolster fire service in April 2021. City Council approved staff's recommendations, which staff is now implementing.
Goal 2: Financially Stable Pinole				
Strategy 1. Develop a long-term financial plan (LTFP) and use it to guide budget and financial decisions (including policies regarding reserves and management of liabilities).	Year 1	Year 1	● Complete	The City adopted its inaugural LTFP in June 2021 and updated it in subsequent years. The City also maintains a 20-year financial forecast that is updated at least annually.
Strategy 2. Conduct a comprehensive fee study to ensure cost recovery of current and potential service fees. (Evaluate implementing an online payment platform.)	Year 1	Year 2	● Complete	The City completed a comprehensive fee study and cost allocation plan in June 2022, which Council approved. Staff completed a fee study and recommended updates to development impact fees in January 2025. City staff has implemented options for online payments for certain services, including building permits and business licenses.
Strategy 3. Establish a program to evaluate grant opportunities and capacity.	Year 2	Year 2	●	City staff has hired Townsend, a grant research, writing, and management consulting firm which has provided a framework to evaluate and pursue appropriate grant opportunities.
Strategy 4. Explore an array of revenue	Year 2	Year 3	● Complete	Staff has supported the City Council in exploring various revenue

Goal and Strategy	Year to Begin Strategy (January 2021 IAP)	Year to Complete Strategy (January 2021 IAP)	Current Status	Notes on Status
generation opportunities to recover costs.				generation opportunities, most significantly when the City Council received the strategic financial planning report, which provided several revenue-generating options for Council's consideration. The City decided to place an additional half-cent sales tax measure on the ballot for the November 2024 municipal election. The voters passed Measure I, which is expected to generate an additional \$2.5 million in the City's General Fund. Staff continues to explore additional revenue-generating options.
Strategy 5. Develop a disciplined approach to funding infrastructure maintenance and improvements.	Year 1	Year 5		This is an ongoing effort in which staff is currently engaged, and which involves the asset condition assessments, master plans, and annual capital planning process.
Goal 3: Vibrant and Beautiful Pinole				
Strategy 1. Update the General Plan and Three Corridors Specific Plan.	Year 1	Year 4		Updates to the General Plan Housing and Health & Safety Elements in addition to a new Environmental Justice Element are underway, Staff will consider the need to update other aspects of the General Plan and the Three Corridors Specific Plan Environmental Impact Report so that high-density residential projects could utilize the EIR for project-specific environmental clearances, which would encourage streamlining the rehabilitation and re-

Goal and Strategy	Year to Begin Strategy (January 2021 IAP)	Year to Complete Strategy (January 2021 IAP)	Current Status	Notes on Status
				use of undeveloped or under-developed properties.
Strategy 2. Develop/create a comprehensive strategy to encourage streamlining the rehabilitation and re-use of undeveloped or under-developed properties.	Year 4	Year 4		This process is currently underway and is an ongoing process.
Strategy 3. Partner with regional for- and non-profit housing organizations to provide an array of housing options consistent with community income levels.	Year 1	Year 1	 Complete	The City has partnered with nonprofit housing organizations to explore and develop affordable housing projects, particularly the non-profit Satellite Affordable Housing Associates (SAHA) project at 811 San Pablo Avenue, which is providing 33 units of very-low and low income housing for veterans. Staff also collaborated with a for-profit housing developer to quickly entitle and permit a 179-unit, 100% affordable senior housing project at 600 Roble Avenue called Vista Woods. Lastly, the City negotiated a suite of community benefits with a for-profit housing developer building 154 condominiums that included a set-aside for eight deed-restricted low income for-sale units. Although this is an ongoing effort, it was scheduled as a one-year project in the IAP, and is therefore marked as complete.

Goal and Strategy	Year to Begin Strategy (January 2021 IAP)	Year to Complete Strategy (January 2021 IAP)	Current Status	Notes on Status
Strategy 4. Develop a comprehensive economic development strategy that includes a focus on downtown redevelopment to activate the core of the community as a destination for the region (including gateway and wayfinding signage as well as branding).	Year 1	Year 2	 Complete	The City Council adopted the Pinole Economic Development Strategy (EDS) in October 2022.
Strategy 5. Partner regionally to improve and enhance transportation circulation, including public transit, cars, bikes, and pedestrians, guided by the downtown Pedestrian Safety Plan, Active Transportation Plan, and other adopted plans.	Year 2	Year 4		The City is engaged in several collaborations with other jurisdictions and agencies to enhance transportation. The City Council appropriated funding to create an Active Transportation Plan; the City received funding to collaborate with the County on an Appian Way complete streets project; and the City is requesting that new development projects have facilities to promote transit.
Strategy 6. Conduct a review and update of the City's code enforcement and property maintenance programs with a focus on increased beautification efforts and investment in community ecological and cultural amenities, business districts, and nuisance abatement.	Year 1	Year 1		This is an ongoing effort. City staff is continually updating code enforcement policies and procedures.
Goal 4. High Performance Pinole				

Goal and Strategy	Year to Begin Strategy (January 2021 IAP)	Year to Complete Strategy (January 2021 IAP)	Current Status	Notes on Status
Strategy 1. Develop an employee attraction, retention, and development plan. a. Analyze the City's classification and compensation system and update as needed.	Year 1	Year 2	 Complete	Staff completed an employee attraction, retention, and development plan (Talent Management Plan) in June 2022. City staff continuously updates the classification system and seeks Council approval of appropriate compensation changes.
Strategy 2. Conduct a citywide organization review to optimize efficiencies.	Year 1	Year 1	 Complete	The City completed a citywide organizational review (assessment) in March 2021.
Strategy 3. Review citywide implementation of best practices and improve processes.	Year 2	Year 5		This is an ongoing effort in which staff is currently engaged. City staff have made many process improvements since the adoption of the Strategic Plan. Among the many process improvements, the City has launched a 24/7 permitting system, a new website, a Pinole-specific app for event and news alerts, and new e-newsletters.
Strategy 4. Develop a strategic communication plan (i.e., public information officer, messaging, marketing, technical implementation).	Year 1	Year 2	 Complete	The City Council adopted the City of Pinole Communication and Engagement Plan in October 2022.
Strategy 5. Develop a public engagement plan. a. Develop policies and practices that provide a framework for diverse community members to connect, interact, and proactively participate. b. Explore opportunities for meaningful youth participation in city and community life. c. Develop a robust	Year 1	Year 2		The City Council adopted the City of Pinole Communication and Engagement Plan, which addresses public engagement, in October 2022. The City has implemented practices which have increased community engagement. The City has finalized Volunteer policies and procedures, implemented a new volunteer program,

Goal and Strategy	Year to Begin Strategy (January 2021 IAP)	Year to Complete Strategy (January 2021 IAP)	Current Status	Notes on Status
volunteer and internship program.				and started two youth internship programs.
Strategy 6. Develop a comprehensive information technology Strategic Plan.	Year 1	Year 1	 Complete	City staff completed a comprehensive IT Plan in June 2022.
Strategy 7. Develop an interagency legislative advocacy program.	Year 2	Year 2		City staff expects complete this project in FY 2025-26. City staff is reviewing sample Legislative Platforms, and will bring potential frameworks to Council in the near future
Strategy 8. Explore the use of the Government Access Channel/PCTV to implement the strategic communication plan.	Year 4	Year 4		PCTV has contributed to many new City communication and engagement efforts, including producing The Beat of Pinole monthly mayor's video; producing other informational videos for the public; and producing videos of numerous community events.



CITY COUNCIL REPORT

9.F.

DATE: MARCH 4, 2025
TO: MAYOR AND COUNCIL MEMBERS
FROM: Markisha Guillory, Finance Director, 510-724-9823, MGuillory@pinole.gov
SUBJECT: FY 2025/26 BUDGET DEVELOPMENT PROCESS AND TIMELINE

RECOMMENDATION

Staff recommends that the City Council receive a report on the Fiscal Year (FY) 2025/26 Operating and Capital Budget development process and timeline.

BACKGROUND

The City goes through an annual process of developing a budget for the upcoming fiscal year that covers July 1st through June 30th. The City's budget development process is considered an "incremental" budget process, meaning that the budget for the upcoming year is developed based on the current year's budget.

In preparation for the upcoming fiscal year, staff prepares a budget development schedule of key dates and activities that is used to guide the budget and long-term financial planning process.

City staff takes the following steps to ultimately create the Final Proposed budget:

- Finance Department uses the current budget, which incorporates any baseline mid-year changes approved by the City Council, as the starting point;
- Finance Department creates a "baseline" budget by taking the ongoing revenues and expenditures included in the current budget and factoring in known or assumed changes to revenues and expenditures (i.e., forecasted changes to different revenue streams, general inflation, known changes to debt service, etc.);
- Departments review and confirm the known and assumed changes incorporated into the baseline budget;
- Departments submit requests for changes to the baseline budget to address proposed special projects or increased service levels;
- Finance Department and City Manager consider department requests for changes to the baseline budget and prepare a Preliminary Proposed budget for the Finance Subcommittee's consideration before presenting it to the full City Council for its consideration;
- Finance Department incorporates changes and prepares the Revised Proposed budget for the City Council's consideration; and
- Finance Department and City Manager incorporate changes and submit the Final

Proposed Budget to the City Council for adoption.

The City also updates its Five-Year Capital Improvement Plan (CIP) in tandem with the budget. Staff takes similar steps above to create the Final Proposed CIP.

REVIEW AND ANALYSIS

Staff has prepared the following schedule of key dates and actions for the development of the FY 2025/26 Operating and Capital Budget and the FY 2025/26 – FY 2029/30 Five-Year Capital Improvement Plan.

DATE	ACTION/ACTIVITY
February 20, 2025	FY 2025/26 Budget Kick-Off Meeting and Distribution of Budget Preparation Instructions
February 24 - March 17, 2025	Department FY 2025/26 Budget Preparation <u>Deliverables Due to Finance by March 17, 2025:</u> • Budget Entry in ERP Pro 10 system • Position Listing • Department Narrative • Request Forms • Capital Improvement Budget
March 1, 2025	Public Engagement Workshop • Measure I Workshop
March 4, 2025	City Council Meeting (Regular) • Adopt: FY 2024/25 Mid-Year Budget (Second Quarter Financial Report) including Proposed Amendments • Receive a Report: FY 2024/25 Second Quarter Investment Report • Receive a Report: FY 2025/26 Budget Development Process and Timeline
March 13, 2025	Finance Subcommittee Meeting • Review and Direct: Updated Financial Policies
March - April 2025	FY 2025/26 Department Budget Review Meetings
April 15, 2025	City Council Meeting (Regular) • Adopt: Master Fee Schedule • Adopt: Financial Policies

April 22, 2025	Finance Subcommittee Meeting • Review and Direct: Preliminary Proposed FY 2025/26 Operating and Capital Budget; Presentation of Highlights of Baseline Budget Items and Council Member Requests for Staff Analysis of Potential Additions/Deletions • Review and Direct: Preliminary Proposed FY 2025/26 Five-Year Capital Improvement Plan (CIP)
May 2025	Pinole/Hercules Wastewater Subcommittee Meeting • Review: Wastewater Enterprise FY 2025/26 Proposed Budget
May 2025	Planning Commission Meeting Review: Proposed FY 2025/26 Five-Year CIP
May 6, 2025	City Council Meeting (Regular) • Review and Direct: Preliminary Proposed FY 2025/26 Operating and Capital Budget • Review and Direct: Preliminary Proposed FY 2025/26 Five-Year CIP
May 20, 2025	City Council Meeting (Regular) • Receive a Report: FY 2024/25 Third Quarter Financial Report • Receive a Report: FY 2024/25 Third Quarter Investment Report
June 3, 2025	City Council Meeting (Regular) • Review and Direct: Revised Proposed FY 2025/26 Operating and Capital Budget • Review and Direct: Revised Proposed FY 2025/26 Five-Year CIP
June 17, 2025	City Council Meeting (Regular) Adopt: • Final Proposed FY 2025/26 Operating and Capital Budget • Final Proposed FY 2025/26 Five-Year CIP • FY 2025/26 Appropriations Limit
June 24, 2025	City Council Meeting (Special, if necessary) Adopt: • Revised Final Proposed FY 2025/26 Operating and Capital Budget • Revised Final Proposed FY 2025/26 Five-Year Capital Improvement Plan (CIP) • FY 2025/26 Appropriations Limit
July 1, 2025	FY 2025/26 Operating and Capital Budget available

FISCAL IMPACT

There is no fiscal impact as a result of receiving this report.

ATTACHMENTS

None



CITY COUNCIL REPORT

9.G.

DATE: MARCH 4, 2025
TO: MAYOR AND COUNCIL MEMBERS
FROM: Kelcey Young, City Manager, 5107248933, kelcey.young@pinole.gov
SUBJECT: AUTHORIZE THE CITY MANAGER TO SIGN A NON-BINDING LETTER OF INTENT TO PURCHASE

RECOMMENDATION

Authorize the City Manager to sign a non-binding Letter of Intent to Purchase (LOI) in order to have to opportunity to negotiate a potential agreement that would come back to Council at a future date for approval.

BACKGROUND

The City Council previously instructed staff to put 2100 San Pablo Avenue on the market for potential sales. In 2024 the mandatory Surplus Lands Act process was completed with no formal interest to purchase the property. In February, after work by staff to develop interest in the property, Art Pakpour from Palm Plaza Development reached out to the City Manager and offered a non-binding LOI to open potential negotiations on the property.

REVIEW AND ANALYSIS

By signing the non-binding LOI, this allows staff and the developer an opportunity to continue negotiations and explore additional details regarding the proposed purchase and possible development of the site. Further negotiations will be conducted through the City Manager and brought back to the City Council in future closed sessions for discussion. Any further agreements related to the property will be discussed and approved in open session at future City Council meetings.

FISCAL IMPACT

No Fiscal Impact at this time

ATTACHMENTS

None



CITY COUNCIL REPORT

10.A.

DATE: MARCH 4, 2025

TO: MAYOR AND COUNCIL MEMBERS

FROM: David Hanham, Planning Manager, 510-724-9842, dhanham@pinole.gov
Justin Shiu, Consultant Planner, 510-724-9035, jshiu@pinole.gov

SUBJECT: FIRST READ OF A PINOLE MUNICIPAL CODE AMENDMENT RELATED TO (A) HOUSING ELEMENT PROGRAMS NO. 4, 5, 12, AND 13, FOCUSING ON ACCESSORY DWELLING UNITS (ADUS), JUNIOR ACCESSORY DWELLING UNITS (JADUS), AND UNIT AND LOT SPLIT PROJECTS PROPOSED UNDER SENATE BILL 9 (SB 9) AND REGULATORY CONSISTENCY; (B) HOUSING ELEMENT PROGRAM NO. 4, TO ESTABLISH AN ACCESSORY DWELLING UNIT AMNESTY PROGRAM; AND (C) HOUSING ELEMENT PROGRAMS NO. 5-9, 10, 12, AND 15, FOCUSING ON PARKING STANDARDS, AFFORDABLE HOUSING REQUIREMENTS, AND ADMINISTRATIVE REVIEW PROCESSES.

RECOMMENDATION

Conduct a first read and consider adoption of an ordinance (Attachment A) consisting of the Municipal Code Amendments (Attachment B) related to Housing Element Programs and schedule second read and adoption for March 18, 2025.

BACKGROUND

The 2023-2031 Housing Element contains programs identifying amendments to the Municipal Code to implement the Housing Element. The Housing Element identifies certain provisions in the existing zoning ordinance that need to be updated to be consistent with current text and regulatory procedures in State law related to housing legislation. Although the City abides by requirements under State and federal law where there are inconsistencies and provides information about current regulations when inquiries are received, proposed revisions to the municipal code and City policy documents would minimize potential confusion and provide greater clarity on requirements. Additionally, the adoption of proposed revisions would further the implementation of the Housing Element programs.

The City Council previously reviewed the first set of Municipal Code Amendments related to Housing Element Program Implementation on November 19, 2024. The Municipal Code Amendments presented under this item contain the final sets of amendments (listed below as Amendment Sets "A," "B," and "C"), which include the following and implement various programs from the City of Pinole 2023-2031 Housing Element:

Amendment Set A: Accessory dwelling units (ADUs), junior accessory dwelling units (JADUs), and unit and lot split projects proposed under Senate Bill 9 (SB 9) (Housing Element Programs 4, 5, 12, and 13)

Amendment Set B: Accessory Dwelling Unit Amnesty Program (Housing Element Program 4)

Amendment Set C: Parking standards, affordable housing requirements, and administrative review processes (Housing Element Program 5-9, 10, 12 and 15)

General zoning regulations are found in Title 17, Zoning of the Pinole Municipal Code (i.e., Zoning Code), where most regulations related to land use and zoning standards are contained. Most revisions identified in the Housing Element programs relate to this portion of the Municipal Code.

Amendment Set A: Accessory dwelling units (ADUs), junior accessory dwelling units (JADUs), and unit and lot split projects proposed under Senate Bill 9 (SB 9) (Housing Element Programs 4, 5, 12, and 13)

This set of proposed amendments, reviewed by the Planning Commission on December 9, 2024, consists of amendments to sections of the Municipal Code regarding ADUs and JADUs, SB 9 projects and the design guidelines for single-family residential development.

ADU and JADU Projects

The Zoning Code sets standards and requirements for ADUs and JADUs under Chapter 17.70. Local ADU and JADU regulations must comply with California Government Code Sections 66310 to 66342, which establish State standards for these units. Recent State updates have prioritized increasing ADU and JADU production. The proposed amendments to Chapter 17.70 align local ADU requirements with current State law and implement Housing Element Program 4: Facilitate ADU Production.

SB 9 Projects

SB 9, adopted in 2021 and later amended by SB 450 in 2024, established ministerial approval processes for lot splits and unit development in single-family residential zoning districts. These changes, codified under California Government Code Sections 65852.21 and 66411.7, enable the creation of up to two primary dwelling units on a single-family residential parcel and/or the division of one lot into two. State law standards supersede local zoning where conflicts arise, enhancing feasibility for these projects.

Ministerial review limits evaluation to objective standards, excluding subjective guidelines or discretionary decisions. Currently, the City lacks a dedicated Zoning Code chapter for SB 9 projects, relying instead on direct implementation of State law. The proposed amendments will establish a new Zoning Code chapter specifically addressing SB 9 standards and processes, providing greater clarity and consistency for local implementation.

Design Guidelines for Single-Family Residential Development

The City of Pinole Residential Design Criteria and Guidelines, adopted in 2007, contains

subjective guidelines for evaluating single-family residential development. However, SB 9 projects must be reviewed solely against objective standards, rendering subjective design guidelines inapplicable for these proposals. The proposed amendments ensure alignment with this requirement.

Planning Commission Review

The Planning Commission held a public hearing on December 9, 2024 to consider the proposed amendments and recommended that the City Council consider the adoption of the amendments (Attachment E).

Further Revisions

The amendments in Set A were originally scheduled and noticed for City Council review at the January 21, 2025 meeting. On January 21, prior to the scheduled meeting, staff received a letter from the California Housing Defense Fund (CalHDF) expressing concerns that the proposed Accessory Dwelling Unit (ADU) ordinance (Chapter 17.70) may not fully comply with state law in certain aspects. The letter further recommended that the City address these issues before moving forward with adoption (Attachment D). In response, the item was removed from the January 21 agenda to allow additional time for a thorough evaluation of the comments and consideration of potential revisions.

Staff has made additional revisions to the proposed Chapter 17.70, with changes highlighted in Attachment B. These revisions include incorporating references to Government Code Section 66323 to clarify categories of ADU/JADUs established by state law that qualify for ministerial approval, provided they meet specified criteria. Additionally, language stating that detached ADUs must 'appear secondary in nature' has been removed, as it could be interpreted as a subjective restriction on ADU development.

On February 24, 2025, staff shared the draft revisions with the California Housing Defense Fund (CalHDF), which expressed appreciation for the updates related to Section 66323. CalHDF also recommended clarifying that Section 66323 applies to both ADUs and JADUs and suggested removing deed restriction requirements. The deed restrictions in question—(1) prohibiting the separate sale of an ADU or JADU from the primary residential unit, (2) requiring that ADUs be rented for terms longer than 30 days, and (3) mandating that an owner occupy either the primary residence or JADU if a JADU exists on the property—are already codified in state law and local ordinance. Requiring homeowners to go through a separate deed restriction process would therefore be redundant.

Staff found these recommendations reasonable and has incorporated them into the proposed municipal code amendments, as detailed in the Review and Analysis section. The revised ordinance reflects all recommended changes from CalHDF (Attachment B).

Amendment Set B: Accessory Dwelling Unit Amnesty Program (Housing Element Program 4)

The second set of amendments, reviewed by the Planning Commission on February 24, 2025, concerns the ADU/JADU Amnesty Program as described in Housing Element Program 4. The program is an essential strategy to ensure safe and adequate housing in Pinole by allowing unpermitted ADUs and JADUs to be recognized as legal housing without the risk of code enforcement actions. It includes significant fee reductions and provides assistance to property owners in determining necessary improvements to achieve compliance.

Adoption of the Amnesty Program reinforces the City's commitment to addressing housing needs and improving safety. The Program aligns with California Assembly Bill (AB) 2533 and supports the City's Housing Element Program 4: ADU Amnesty Program. This initiative is a vital component of the City's strategy to ensure safe and adequate housing by providing a pathway for legalizing unpermitted Accessory Dwelling Units (ADUs) and Junior Accessory Dwelling Units (JADUs).

Key Provisions of AB 2533:

1. Eligibility Extension: Applies to units constructed before January 1, 2020.
2. Health and Safety Focus: Limits enforcement to violations that pose risks under Health and Safety Code §17920.3.
3. Amnesty Pathway: Requires local jurisdictions to offer programs that include public notification, optional third-party inspections, and reduced penalties.
4. Enforcement Delay Option: Grants up to five years for property owners to address code violations for eligible units.

Planning Commission Review

The Planning Commission held a public hearing on February 24, 2025 to consider the proposed amendments and recommended that the City Council consider the adoption of the amendments (Attachment E).

Amendment Set C. Parking standards, affordable housing requirements, and administrative review processes. (Housing Element Program 5-9, 10, 12 and 15)

The final set of proposed amendments, reviewed by the Planning Commission on January 27, 2025, addresses several outstanding Housing Element program items. These include the reduction of minimum parking requirements, modifications to parking standards, enhancements to affordable housing incentives, and streamlining the review process for certain permits, such as lot consolidation and parking reductions/shared parking. Additionally, revisions have been incorporated into modified chapters to clarify requirements, reduce ambiguities, and improve the internal consistency of the Zoning Code

Planning Commission

The Planning Commission held a public hearing on January 27, 2025, to consider the proposed amendments and recommended that the City Council consider the adoption of the amendments (Attachment E).

REVIEW AND ANALYSIS

The proposed revisions in the Zoning Code and Specific Plan are provided in Attachment B. These revisions address Housing Element Programs 4, 5-9, 10, 12, 13, and 15, with the relevant program text and portions impacted by the revisions highlighted in Attachment C.

The target timeline for completing all revisions is within two years of the Housing Element's adoption, by April 2025.

Proposed revisions are summarized below:

Amendment Set A: Accessory dwelling units (ADUs), junior accessory dwelling units (JADUs), and unit and lot split projects proposed under Senate Bill 9 (SB 9) (Housing Element Programs 4, 5, 12, and 13)

Chapter 17.70 Accessory Dwelling Units and Junior Accessory Dwelling Units [Revisions to Existing Chapter]

1. Updates to the existing chapter to align with recent changes in State law.
2. Throughout the chapter, revised text to incorporate recent State law updates for ADUs and to provide greater clarity.
3. In 17.70.040(H), established an "Operations" section to consolidate requirements for ADU use, previously located in the Declaration of Restrictions section.
4. In 17.70.040(H), clarified details on mandated allowances for separate sales and conveyances of ADUs developed by qualified nonprofit corporation, as permitted under State law. Jurisdictions may adopt a local ordinance allowing separate sales and conveyances more generally through new provisions in Government Code 66342, but this is not a requirement and has not been included as a part of these update.
5. In 17.70.040(D), updated primary building setback distance numbers to align with standards for accessory structures.
6. In 17.70.040(D), revised exterior stair visibility requirements for improved clarity.
7. In 17.70.040(D), replacement of subjective design language with objective standards, specifying colors and materials for attached ADUs.
8. In 17.70.040, added reference to Government Code Section 66323 for categories of ADUs and JADUs under State law that require building permit issuance where certain criteria and requirements under State law are met. Removed language about detached ADUs appearing "secondary in nature".
9. Removed existing 17.70.050 Declaration of Restrictions.

Chapter 17.71 SB 9 Urban Lot Split and Unit Development [Addition of a New Chapter]

1. Introduction of a new chapter to incorporate SB 9 provisions based on State law.
2. Explanation of the permit process for SB 9 projects.
3. Clarification of "single-family residential zoning" as LDR and R-1 zones in Pinole, referencing their classification under Chapter 17.18.020, allowance for single-family residential

in Chapter 17.20.020, and exclusion of multifamily residential.

4. Addition of front and structural setback distance requirements, drawing from existing standards in the Zoning Code for LDR and R-1 zones. A qualifier specifies these standards apply unless they physically preclude the units, consistent with SB 9.
5. Specification of a ministerial-only tree removal permit process for SB 9 projects.
6. Inclusion of references to new objective design standards, proposed for addition to Chapter 17.24.

Section 17.12.150 Comprehensive Design Review [Revisions to Existing Chapter]

1. In 17.12.150(C), clarified JADUs, like ADUs, are exempt from Comprehensive Design Review.
2. In 17.12.150(C), removed square footage text in the addition exception, as Administrative Design Review under 17.12.080 applies to all single-family additions regardless of size (e.g., less than or greater than 500 square feet). This edit reduces ambiguity and enhances consistency within the Zoning Code.
3. In 17.12.150(B) and (C), included references to SB 9 units to ensure alignment with updated standards.

Section 17.24.040 Objective Design Standards for Single Family Districts [Revisions to Existing Chapter]

1. In new section 17.24.040, incorporated objective design standards based on existing subjective Residential Design Criteria and Guidelines for single-family residential districts. Since subjective guidelines can no longer be applied to ministerial reviews under SB 9, guidelines that could be converted to objective standards are proposed to maintain the intent of the original guidelines. Objective standards for SB 9 projects must be uniformly applicable to the underlying zoning district. To address this, a section for objective design standards for single-family residential districts was added to Chapter 17.24: Development Standards by Zoning District.
2. Presentation of objective design standards for consideration. While establishing these standards based on Residential Design Criteria and Guidelines is not mandatory, their inclusion would ensure alignment with existing design principles. If these standards are not adopted, SB 9 unit development would rely solely on the objective standards outlined in the new Chapter 17.71 and other applicable sections of the Zoning Code.

Amendment Set B: Accessory Dwelling Unit Amnesty Program (Housing Element Program 4)

The draft ordinance in Attachment B, to establish an Amnesty program for ADUs and JADUs, complies with state law, provides a structured framework for the legalization of unpermitted ADUs and JADUs in Pinole and aligns with both state law and Pinole's housing goals by limiting amnesty eligibility to units built and occupied before January 1, 2020. Under the revised state law, the City cannot deny a permit for an unpermitted ADU or JADU constructed before January 1, 2020, based upon a determination that the ADU or JADU is in violation of state or local building standards that apply to ADUs and/or JADUs, unless the City makes a finding that correcting the violation is necessary to comply with conditions that would otherwise deem a building substandard as defined by Health and Safety Code Section 17920.3.

To prioritize public safety, enforcement delays are only granted when a violation does not pose

a risk to public health and safety, as defined under Health and Safety Code §17920.3. For example, a ceiling height slightly below the local building code requirement (e.g., 7 feet instead of 7 feet 6 inches) may not necessitate immediate correction if it does not affect structural integrity, habitability, or safety. In contrast, violations such as faulty wiring, inadequate fire egress, or unsafe plumbing require immediate correction, as they present direct threats to health and safety.

To assist homeowners, the program provides support, including a self-assessment checklist, online resources, confidential consultations, and notification of optional third-party inspections to help property owners address potential issues before submitting an application. By doing so, it also advances the City's Housing Element goals of promoting safe, legal, and affordable housing options. A draft checklist is being prepared and will be maintained by the Building Official, with an example provided in Attachment G. The Building Official will have the discretion to amend the checklist as needed. Additionally, in alignment with standard Public Works requirements, property owners applying for ADU Amnesty must demonstrate compliance with the City's sewer lateral inspection program, as outlined in Pinole Municipal Code Chapter 13.30.

The ordinance introduces specific features designed to simplify and encourage participation. The Amnesty Permit includes two City inspections to assess compliance with health and safety standards. If corrections are needed, owners will receive clear guidance on the required improvements and must file permits (if required) to complete these upgrades. Additionally, enforcement delays of up to five years will be offered to allow non-compliant units time to meet standards without facing immediate penalties or displacement, although delays will be revoked if additional violations occur. To further support compliance, the City will provide free consultations, online tools, and a detailed checklist to guide property owners through the process.

The program's implementation is structured to ensure broad accessibility and understanding. Public outreach will inform residents of their rights and program benefits, including the availability of pre-application third-party inspections and enforcement delay options. To participate, property owners must provide documentation proving construction and occupancy, such as utility bills or rental agreements, along with site and floor plans. Applications will be accepted until January 1, 2030, and all enforcement delays will conclude by January 1, 2035. New state housing laws concerning ADU amnesty (AB 2533) took effect on January 1, 2025. Any application submitted before the effective date of this proposed ordinance update will be processed in compliance with the effective date of State law.

By legalizing unpermitted units, the program brings substantial benefits to the City and its residents. It increases the availability of affordable housing by incorporating previously unpermitted units into the City's housing inventory. It enhances safety by ensuring compliance with health and safety standards, reducing risks to occupants and neighbors. Furthermore, it encourages voluntary compliance, minimizing the need for costly enforcement actions and fostering collaboration between the City and property owners.

ADU/JADU Amnesty Program Process

The following provides a step-by-step guide to the draft Ordinance's requirements.

Step 1: Owner Determines Eligibility

- Verify Construction Date: The unpermitted ADU/JADU must have been constructed before January 1, 2020.
- Confirm Use and Safety Standards: The unit must currently function as a dwelling (e.g., includes a kitchen, bathroom, and sleeping area) and must not pose a risk to public health or safety as defined by Health and Safety Code §17920.3.

Step 2: Owner conducts Self-Assessment

- Complete the Self-Assessment Checklist to evaluate eligibility and identify potential health and safety concerns. The checklist helps owners determine whether the unit meets program criteria before submitting an application to the City.

Step 3: Optional Third-Party Inspection

- Property owners may independently hire a licensed contractor or inspector to perform a confidential, third-party inspection of the unit. The report can help address potential issues before submitting an application.

Step 4: Request a Free Consultation

- Schedule a confidential meeting with City staff in the Planning Division to review eligibility, gather program information, and receive guidance on the application process.

Step 5: Submit an Application

- Complete the Amnesty Permit Application and provide required documentation, including:
 - o Proof of construction and occupancy (e.g., utility bills, rental contracts, or notarized affidavits).
 - o Site plan showing the unit's location on the property.
 - o Floor plan of the unit with dimensions, entrances, and windows.
- Pay the administrative fees as established by the City Council.

Step 6: City Inspections

- The Amnesty Permit includes two inspections by a City Building Inspector:
 - o Inspection 1: An initial review of the unit to identify health and safety violations.
 - o Inspection 2: A follow-up inspection after corrections have been completed, if necessary.
 - o Additional inspections are available at the City's hourly inspection rate.

Step 7: Address Violations (If Applicable)

- If corrections are needed to meet health and safety standards:
 - o File appropriate building permits with the City.
 - o Complete required improvements under the guidance of City staff.

Step 8: Enforcement Delay (If Requested)

- If additional time is needed to complete corrections:
 - o Submit a Request for Enforcement Delay for up to five years.
 - o The City will grant delays only if violations do not pose immediate health or safety risks.

Step 9: Final Approval

- Once all requirements are met, the unit will be granted amnesty and deemed compliant with applicable City and state standards.

Step 10: Program Deadlines

- Applications must be submitted by January 1, 2030.
- All enforcement delays will end by January 1, 2035.

In conclusion, the draft ADU/JADU Amnesty Program is a vital initiative that aligns with state law and the City's Housing Element Program 4. It ensures safe, legal housing while supporting the City's broader goals of affordability and community well-being.

Amendment Set C. Parking standards, affordable housing requirements, and administrative review processes (Housing Element Program 5-9, 10, 12 and 15)

Chapter 17.10. General Application Processing Procedure [Revisions to Existing Chapter]

1. In Table 17.10.060-1, added the lot consolidation permit type and set approval at the Community Development Director level for ministerial review. Codifies and clarifies existing procedure for lot consolidation, and addresses Housing Element programs (Programs 8 and 15).
2. In Table 17.10.060-1, added ADU/JADU and SB9 project review bodies as a clarification in this table reflecting existing procedures described in other Zoning Code chapters.
3. In Table 17.10.060-1, corrected Community Development Director approval role in Administrative Design Review and Temporary Use Permit by striking out “ZA” (Zoning Administrator). The Zoning Administrator is not required for these types and the Community Development Director may provide final approval, as described in the more detailed review procedures for the respective permit types in Chapter 17.12 Entitlements.

Chapter 17.32. Affordable Housing Requirements [Revisions to Existing Chapter]

1. In 17.32.020(A), revised wording to provide clarification and additional detail explaining the existing affordable housing requirements.
2. In 17.32.020(B), added language clarifying that the applicability of affordable housing to residential subdivisions resulting in the eventual development of four units does not necessarily apply to SB9 projects. An exemption is added for SB 9 projects as the original text assumed four lot residential subdivisions.
3. In 17.32.020(B), added the option for an agreement to develop affordable housing as another method to provide alternative methods of compliance.
4. In 17.32.020(E), added reference to relevant definitions contained in state law.
5. In Table 17.32.020-1, revised wording to clarify existing affordability requirements.
6. In 17.32.040(B), revised the granting of design modification incentives from “City Council” to the “approval authority of the project”. Added reference to Chapter 17.38 Density Bonus and State Density Bonus Law for density bonus projects. In general, density bonus projects are lowered from City Council to Planning Commission per Housing Element programs and modification of approval authority language to be “approval authority of the project” minimizes potential for inconsistencies (Program 15).
7. In 17.32.040(B), added a waiver of park impact fees for additional affordable units provided above and beyond the minimum 15% inclusionary requirement as specified in Housing Element programs (Programs 6, 8, and 9).
8. In 17.32.050, added new language to create objective standards for ensuring affordable units are the same size and quality as market rate units.
9. In 17.32.050, changed the approval of affordable housing agreements from City Council to City Manager. Approval of an affordable housing project would have been considered by the approval authority of the project, and the preparation and signing of the affordable housing agreement can be processed as an administrative task. The modification is consistent with the Housing Element program to expedite the permitting and review process through reducing the necessary levels of approval (Program 15).

10. In 17.32.060(B) and 17.32.090, changed the approval authority for “Alternative Methods of Compliance” and “Adjustments” from Planning Commission (or City Council) to the “approving authority of the project.” This minimizes potential inconsistencies with review processes described in other Zoning Code chapters.
11. In 17.32.070(C), added language to require a preference be given to households that live or work in Pinole when selecting tenants for affordable units.

Chapter 17.48. Parking and Loading Requirements [Revisions to Existing Chapter]

1. In 17.48.040(B), revised the loading berth standards text so that the text instead references the existing Zoning Code section, which contains more detailed requirements and standards.
2. In 17.48.040(B), resolved ambiguity in parking space and aisle dimension requirements between the standards in the existing figure and the text description by removing the brief text description and referencing the figure, which contains more details.
3. In 17.48.040(B), added a provision to clarify how proposed modifications to aisle width requirements can be considered. The City Engineer and Fire Department will evaluate and consider applicable standards and requirements related to maintaining safety and access.
4. In Table 17.48.050-1, modified multifamily residential minimum parking requirements to line up with general parking requirements otherwise applicable to multifamily residential density bonus projects under State Density Bonus Law (Government Code Section 65915(p)(1)). Reduction of parking standards addresses Housing Element programs (Program 12).
5. Multifamily residential parking per Studio unit stays the same at 1 space but guest parking requirements are removed (Program 12).
6. Multifamily residential parking per 1-bedroom unit reduced from 1.5 spaces to 1 space per unit. The guest parking requirement is removed (Program 12).
7. Multifamily residential parking per 2-3 bedroom unit reduced from 2 spaces to 1.5 spaces. The guest parking requirement is removed (Program 12).
8. Multifamily residential parking per 4+ bedroom unit stays the same as the minimum spaces would be less restrictive State Law, which is 2.5 units per dwelling. The guest parking requirement is removed (Program 12).
9. Removed covered parking requirement, which implements an option to remove parking constraints per Housing Element programs (Program 12).
10. Removed guest parking requirement, which implements an option to remove parking constraints per Housing Element programs (Program 12).
11. In Table 17.48.050-1, revised minimum senior unit parking requirement to 1 space per unit regardless of bedrooms (previously 1 space or 2 spaces depending on the number of bedrooms). The revision is based on minimum parking standards for senior units under State Density Bonus standards when providing affordable units. Included a parking waiver derived from State Density Bonus standards for senior housing (GC 65915(p)(3)(b)), which addresses the Housing Element program to reduce parking for senior housing (Program 10).
12. In Table 17.48.050-1, updated formatting and text for single family dwelling units.
13. In Table 17.48.050-1, added reference to Chapter 17.71 (proposed in the second set of Zoning Code amendments) for parking standards specific to SB 9 projects (Program 12).
14. In 17.48.060(A) and (B), changed the permit type of shared parking and reduced parking applications from Conditional Use Permits to Administrative Use Permits, as specified in Housing Element programs (Program 12).

FISCAL IMPACT

There is no fiscal impact associated with adopting these municipal code amendments.

ATTACHMENTS

- A. Ordinance
- B. Municipal Code Amendments - Compiled
- C. Housing Element Programs Associated with Revisions
- D. CalHDF letter 1.21.25
- E. PC Staff Report and Resolutions
- F. ADU Amnesty Checklist Example

ORDINANCE NO. XXXX-XX

AN ORDINANCE OF THE CITY OF PINOLE AMENDING CHAPTERS 17.10, 17.12, 17.24, 17.32, 17.48, AND 17.70 OF THE PINOLE MUNICIPAL CODE AND ADDING CHAPTER 17.71 TO THE PINOLE MUNICIPAL CODE

WHEREAS, Pinole Municipal Code (“PMC”) Title 17 Zoning Code establishes general regulations on land uses and development standards within the City; and

WHEREAS, the City of Pinole 2023-2031 Housing Element contains programs identifying various zoning ordinance amendments; and

WHEREAS, implementation of Housing Element programs requires amendments revising text in the PMC; and

WHEREAS, amendments to the municipal code are required for accessory dwelling unit and junior accessory dwelling unit regulations to reflect current State Law for these units under California Government Code Sections 66310 to 66342; and

WHEREAS, amendments to the municipal code are required to incorporate regulations and procedures for urban lot splits and unit development proposed under Senate Bill 9 (SB9) and reflect the provisions of California Government Code Sections Section 65852.21 and 66411.7; and

WHEREAS, the City of Pinole Residential Design Criteria and Guidelines, adopted November 20, 2007, contains subjective guidelines for review of single family residential development; and

WHEREAS, a ministerial review process is required for the review of unit development proposed under SB 9 and subjective guidelines cannot be used to approve projects; and

WHEREAS, it is desirable to maintain aspects of the Residential Design Criteria and Guidelines by creating objective design standards based on subjective guidelines where possible; and

WHEREAS, objective standards would apply uniformly to the underlying single family residential districts, which include R-1 and LDR, and thereby would be applicable to SB 9 unit development projects; and

WHEREAS, amendments related to ADUs, JADUs, SB 9 projects, and objective design standards, including regulatory consistency and clarifications, are made to Chapters 17.12, 17.24, and 17.70 and Chapter 17.71 is created as a new chapter; and

WHEREAS, amendments to the municipal code are made to PMC Chapters 17.10, 17.32, and 17.48 regarding parking, affordable housing, general application processing to implement Housing

Element programs and to clarify requirements, reduce ambiguities, and improve internal consistency of the Zoning Code; and

WHEREAS, the proposed revisions to amend the Zoning Code are attached hereto as Attachment B; and

WHEREAS, the State laws concerning ADU amnesty (AB 2533) took effect on January 1, 2025; and

WHEREAS, the City proposed the establishment of an ADU Amnesty Program and amendments to Chapter 17.70 to implement the requirements under State law to provide a path to legalize previously unpermitted ADUs pursuant to State law requirements; and

WHEREAS, the Planning Commission held duly noticed public hearings related to the proposed Zoning Code amendment on December 9, 2024, January 27, 2025, and February 24, 2025; and

WHEREAS, the Planning Commission recommended adoption of the proposed amendments; and

WHEREAS, the City Council held a duly noticed public hearing related to the proposed Zoning Code amendment on March 4, 2025; and

WHEREAS, after close of the public hearing, the City Council considered all public comments received both before and during the public hearing, the presentation by city staff, the staff report, and all other pertinent documents regarding the proposed amendments; and

NOW THEREFORE, BE IT RESOLVED, pursuant to the findings stated herein, that the City Council of the City of Pinole does ordain as follows:

Section 1. Recitals. The above recitals are true and correct and made a part of this Ordinance.

Section 2. Amendment of Municipal Code and Specific Plan. The Pinole Municipal Code is hereby amended with amendments to Chapters 17.10, 17.12, 17.24, 17.32, 17.48, and 17.70 of the Pinole Municipal Code and addition of Chapter 17.71, as set forth in Attachment B, attached hereto and incorporated herein.

Section 3. CEQA. Pursuant to Title 14 of the California Administrative Code, the City Council finds that this Ordinance is exempt from the requirements of the California Environmental Quality Act (CEQA) for the following reasons under Section 15061 (b)(3), it is not a project which has the potential for causing a significant effect on the environment;

Section 4. Severability. If any section, subsection, sentence, clause or phrase of this ordinance is for any reason held to be invalid or unconstitutional by a decision of any court of competent jurisdiction, such decision will not affect the validity of the remaining portions of this ordinance. The City Council hereby

declares that it would have passed this ordinance and each of every section, subsection, sentence, clause, or phrase not declared invalid or unconstitutional without regard to whether any portion of the ordinance would be subsequently declared invalid or unconstitutional.

Section 5. Effective Date and Duration. This ordinance shall take effect thirty (30) days after its final adoption.

Section 6. 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 March 4, 2025, 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 March 4, 2025.

Cameron Sasai, Mayor

ATTEST:

Heather Bell, City Clerk

APPROVED AS TO FORM:

Eric S. Casher, City Attorney

ATTACHMENT B. MUNICIPAL CODE AMENDMENTS

SET A. Accessory dwelling units (ADUs), junior accessory dwelling units (JADUs), and unit and lot split projects proposed under Senate Bill 9 (SB 9)

- 1. Pinole Municipal Code Section 17.12.150 Comprehensive Design Review** [Amendment]
- 2. Pinole Municipal Code Chapter 17.24 Development Standards by Zoning District** [Amendment]
- 3. Pinole Municipal Code Chapter 17.70 Accessory Dwelling Units and Junior Accessory Dwelling Units** [Amendment]
- 4. Pinole Municipal Code Chapter 17.71 SB9 Urban Lot Split and Unit Development** [New Chapter]

SET B. Accessory Dwelling Unit Amnesty Program

- 5. Pinole Municipal Code Chapter 17.70 Accessory Dwelling Units and Junior Accessory Dwelling Units** [Amendment]

SET C. Parking standards, affordable housing requirements, and administrative review processes.

- 6. Pinole Municipal Code Chapter 17.10 General Application Processing Procedure** [Amendment]
- 7. Pinole Municipal Code Chapter 17.32 Affordable Housing Requirements** [Amendment]
- 8. Pinole Municipal Code Chapter 17.48 Parking and Loading Requirements** [Amendment]

1. Pinole Municipal Code Section 17.12.150 Comprehensive Design Review [Amendment]

Section 17.12.150 included (excerpt of Chapter 17.12 Entitlements).

Text to be removed shown in ~~strikeout text~~.

Text to be added shown in **bold and underline**.

17.12.150 COMPREHENSIVE DESIGN REVIEW.

A. Purpose. The purpose of comprehensive design review is to provide a process for promoting the orderly and harmonious growth of the city, to encourage development in keeping with the desired character of the city, and to ensure physical and functional compatibility between uses. This comprehensive design review is intended to provide a process for consideration of development proposals to ensure that the design and layout of commercial, retail, industrial or institutional uses, or multi-family residential development will constitute suitable development and will not result in a detriment to the City of Pinole or to the environment.

B. Applicability. A comprehensive design review permit is required for the following items:

1. New single-family and multi-family residential development, **except for unit development under Government Code section 65852.21, as amended and renumbered from time to time (also known as SB 9)**;
2. New non-residential development (e.g., commercial, office, industrial, public/quasi-public);
3. Additions to existing multi-family and non-residential structures equal to or greater than 500 square feet; and
4. Any item not listed in Section 17.12.150.C, for which the Community Development Director determines that a comprehensive design review permit is required.

C. Exemptions. The following structures and activities are exempt from comprehensive design review. However, such structures may require additional permits, such as a building permit, and plan check to ensure compliance with adopted Building Code and related construction code standards and applicable Zoning Code provisions and public works encroachment permits.

1. Accessory dwelling units **and junior accessory dwelling units**, ~~regardless of size.~~
2. Additions to a single-family home ~~of less than 500 square feet~~ when consistent with the City of Pinole Residential Design Criteria and Guidelines.
3. Additions to multi-family and non-residential structures less than five hundred (500) square feet in size.
4. Accessory structures consistent with the provisions of this title.
5. Installation of signs.
6. Repairs and maintenance to the site or existing structures that do not add to, enlarge, or expand the area occupied by the structure or the gross floor area of the structure.
7. Interior alterations that do not increase the gross floor area within the structure or change/expand the permitted use of the structure (e.g., tenant improvements).
8. Construction, alteration, or maintenance by a public utility or public agency of underground or overhead utilities intended to service existing or nearby approved developments (e.g., water, gas, electric or telecommunication supply or disposal systems, including wires, mains, drains, sewers, pipes, conduits, cables, fire-alarm boxes, police call boxes, traffic signals, hydrants, and similar facilities and equipment).
9. Alteration or maintenance of public park and recreation facilities.

10. Unit development under SB 9 (Government Code section 65852.21).

D. Approving Authority. The designated approving authority for comprehensive design review is the Planning Commission. Comprehensive design review approval is required prior to issuance of any ministerial building permits or site improvement plans and prior to or in conjunction with discretionary action of corresponding development applications (e.g., conditional use permit, variance). Comprehensive actions include, but are not limited to, new construction and wholesale redevelopment of existing sites.

E. Application Content. The application for a comprehensive design review shall be on a form prepared as prescribed by the Community Development Director.

F. Public Hearing/Notice. The city shall provide notice and a public hearing for continuation of the approval, modification, revocation or appeal of an application for a comprehensive design review in accordance with Section 17.10.050 (Public Hearing and Public Notice).

G. Approval Findings. A comprehensive design review permit or any modification thereto shall be granted only when the designated approving authority makes all of the following findings:

1. The proposed project is consistent with the objectives of the general plan and complies with applicable zoning regulations, planned development, master plan or specific plan provisions, improvement standards, and other applicable standards and regulations adopted by the city;
2. The proposed project will not create conflicts with vehicular, bicycle, or pedestrian transportation modes of circulation;
3. The site layout (orientation and placement of buildings and parking areas), as well as the landscaping, lighting, and other development features, are compatible with and complement the existing surrounding environment and ultimate character of the area under the general plan and applicable specific plans; and

4. Qualifying single-family residential, multi-family residential, and residential mixed-use projects shall comply with all relevant standards and guidelines in the city's currently adopted design guidelines for residential development.

A. Considerations. In conducting comprehensive design review, the designated approving authority shall consider the following:

1. Considerations relating to site layout, the orientation and location of building, signs, other structures, open spaces, landscaping, and other development features in relation to the physical characteristics, zoning, and land use of the site and surrounding properties.

2. Considerations relating to traffic, safety, and traffic congestion, including the effect of the development plan on traffic conditions on abutting streets, the layout of the site with respect to locations and dimensions of vehicular and pedestrian entrances, exits, driveways, and walkways, the adequacy of off-street parking facilities to prevent traffic congestion, and the circulation patterns within the boundaries of the development.

3. Considerations necessary to ensure that the proposed development is consistent with the general plan and all applicable specific plans or other city plans, including, but not limited to, the density of residential units.

4. Considerations relating to the availability of city services, including, but not limited to, water, sewer, drainage, police and fire, and whether such services are adequate based upon city standards.

B. Conditions/Guarantees. The approving authority may impose conditions and/or require guarantees for comprehensive design review to ensure compliance with this section and other applicable provisions of this title and to prevent adverse or detrimental impact to the surrounding neighborhood.

C. Permit Issuance. The final action on comprehensive design review by the approving authority shall constitute approval of the permit. Such permit shall only become valid after the designated appeal period has been completed, per the provisions as set forth in Section 17.10.080 (Effective Date).

D. Appeals. Appeal of the approving authority's action on the request for a comprehensive design review permit shall be made in accordance with the procedures specified in Section 17.10.070 (Appeals).

E. Expiration. All approved comprehensive design review permits are subject to the provisions set forth in Section 17.10.100 (Permit Time Limits, Extensions and Expiration).

(Ord. 2020-01, § 3, 2020: Ord. 2012-07, § 3, 2012: Ord. 2010-02 § 1 (part), 2010)

2. Pinole Municipal Code Chapter 17.24 Development Standards by Zoning District [Amendment]

Full Chapter included.

Text to be removed shown in ~~strikeout text~~.

Text to be added shown in **bold and underline**.

CHAPTER 17.24

DEVELOPMENT STANDARDS BY ZONING DISTRICT

Sections:

- 17.24.010 Purpose.
- 17.24.020 Development standards.
- 17.24.030 Additional standards for multi-family zoning districts.
- 17.24.040 Objective design standards for single family zoning districts.**

17.24.010 PURPOSE.

The purpose of this chapter is to establish development standards for lot area, allowed density, building setbacks, height, and lot coverage as appropriate for each of the city's base zoning districts as listed in Table 17.18.020-1 (Zoning Districts). These standards, along with other development standards (e.g., fences and walls, parking, sign standards) listed in Article III (Site Planning Standards) are intended to assist property owners and project designers in understanding the city's minimum requirements and expectations for high quality development. (Ord. 2010-02 § 1 (part), 2010)

17.24.020 DEVELOPMENT STANDARDS.

Table 17.24.020-1 (Development Standards for City of Pinole Base Zoning Districts) includes lot area, allowed density, building setbacks, height, and lot coverage requirements for each of the city's base zoning districts. Additional site planning requirements (e.g., landscaping, lighting) are listed in Article III (Site Planning Standards). Development within the city is also subject to compliance with all adopted Uniform Building and Fire Codes. Qualifying single family residential, multi-family residential, and residential mixed-use projects shall comply with all relevant standards and guidelines in the city's currently adopted design guidelines. Zoning district names for the zoning district symbols used in the table are as follows:

- LDR = Low Density Residential Zoning District
- R-1 = Suburban Residential Zoning District
- R-2 = Medium Density Zoning District
- R-3 = High Density Zoning District
- R-4 = Very High Density Zoning District
- R = Rural Zoning District
- RC = Regional Commercial Zoning District
- RMU = Residential Mixed Use Zoning District
- CMU = Commercial Mixed Use Zoning District
- OPMU = Office Professional Mixed Use Zoning District
- OIMU = Office Industrial Mixed Use Zoning District
- OS = Open Space Zoning District
- PR = Parks and Recreation Zoning District
- PQI = Public Quasi-Public Institutional Zoning District
- SPBCA = San Pablo Bay Conservation Zoning District

TABLE 17.24.020-1:

DEVELOPMENT STANDARDS FOR CITY OF PINOLE BASE ZONING DISTRICTS

Development Standard\Zoning District	LDR	R-1	R-2	R-3	R-4	R	RC	RMU	CMU	OPMU	OIMU	OS	PR	PQI	SPBCA
Lot Area (minimum square footage/unit)	43,560	6,000	3,000	1,500	N/A	5 ac. (1)	5,000	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Allowed Density (units per acre)															
Minimum Density	0.21	1.1	10.1	20.1	35.1	N/A	N/A	20.1	20.1	20.1	N/A	N/A	N/A	N/A	N/A
Maximum Density	1.0	10.0	20.0	35.0	50.0	0.2	N/A	35.0	30.0	30.0	N/A	N/A	N/A	N/A	N/A
Setback (minimum distance between structure and property line in feet)															
Front Yard	20	20	0	0	0	30	0	0	0	0	0	0	10	0	10
Side Yard	10 (2)	5 (3)	5	5	5	15	0	0	0	10	10	0	10	10	10
Side Yard for Second Story	15	12	10	5	5	15	0	0	0	10	10	0	10	10	10

Street Side Yard	15 (4)	10 (4)	10	10	10	20	0	10	10	10	10	0	10	0	10
Rear Yard	20 (4)	20 (4)	15	15 (5)	15 (5)	30	0	15 (5)	15 (5)	15 (5)	15 (5)	0	10	10	10
Distance Between Buildings (minimum feet)															
For Dwelling Purposes	6	6	6	6	0	6	0	0	0	0	0	N/A	N/A	N/A	N/A
Accessory Buildings (6)	6	6	3	3	3	6	6	6	6	6	6	6	6	6	6
Building Height (maximum feet)															
Primary Buildings	35	35	35	35	50	35	50	50	50	50	50	35	35	40	35
Accessory Buildings	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15
Floor Area Ratio (maximum ratio of building to lot square footage)	N/A	N/A	N/A	N/A	N/A	N/A	0.40	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

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.
- (6) See additional development standards for accessory structures in Chapter 17.30.

(Ord. 2010-02 § 1 (part), 2010)

17.24.030 ADDITIONAL STANDARDS FOR MULTI-FAMILY ZONING DISTRICTS.

In addition to the development standards listed in Table 17.24.020-1, the following development standards apply to multi-family residential development in the Medium Density Residential (R-2), High Density Residential (R-3), Very High Density Residential (R-4), and mixed use zoning districts including residential uses.

A. Open Space Requirements for Multi-Family Residential.

1. Multi-family, attached dwelling units that are all or partially located at ground level shall have not less than eighty (80) square feet of private open space.
2. Not less than twenty percent (20%) of the total lot area of multiple-family residential projects shall be provided as improved, private or semi-private useable open space and not less than three hundred (300) square feet of improved useable open space per dwelling unit shall be provided in each multi-family development project.
3. Not less than thirty percent (30%) of the total lot area of multiple-family residential projects shall be provided as improved, landscaped open space.

B. Screening and Vegetation for Multi-Family Residential. Projects within multi-family residential zoning districts shall include vegetative screening at the project perimeter to ensure the privacy of existing and future homeowners. The city shall determine the location and extent of vegetative screening required based on site conditions and surrounding existing and planned land uses. Where required, such vegetative screening shall be maintained in a healthy and vigorous condition. Areas used as vegetative screening shall not be counted as open space. (Ord. 2010-02 § 1 (part), 2010)

17.24.040 OBJECTIVE DESIGN STANDARDS FOR SINGLE FAMILY ZONING DISTRICTS.

In addition to the development standards listed in Table 17.24.020-1, the following objective development standards apply to applicable residential development in single family residential zoning districts.

A. Applicability

- 1. The project consists of constructing a primary dwelling unit, such as single family residence or a duplex, or modifying an existing structure to create a primary dwelling unit; and**
- 2. The project is located in the Low Density Residential (LDR) or Single Family Residential (R-1) zoning district.**

B. Design Standards

- 1. Units shall be designed with an entry feature or outdoor living area, such as a porch or courtyard, when located on a lot adjacent to the street, and include a path to the sidewalk/street.**

2. Projects resulting in the creation of a two-story dwelling shall step back the second floor wall plane at least five (5) feet from the first floor wall plane on at least two sides. On corner lots, the second floor wall plane shall be stepped back at least five (5) feet from the first floor wall plane along street frontages.

3. Two-story designs shall provide visual separation between the two stories by incorporating projections, reliefs, accents, roof forms, decks, balconies, and/or variation in materials between the two stories.

4. Unit design shall minimize the appearance of long blank walls by including design features on each building face at intervals of no less than fifteen (15) feet. Such features may include changes in the wall plane, inclusion of different materials, windows, doors, openings, and/or architectural detailing.

5. Consistent materials and colors shall be applied for each type of architectural detail, including door trim, window trim, window sills, shutters, and fascia, when such architectural details are located in more than one location on the building facade. For example, when white, wood window trim is used at one location on the building, any window trim used at other locations shall be white, wood window trim.

6. Windows shall be offset so that they are not lined up with windows of adjoining structures, or windows shall include non-transparent glazing to obscure direct views into adjoining structures.

3. Pinole Municipal Code Chapter 17.70 Accessory Dwelling Units and Junior Accessory Dwelling Units [Amendment]

Full Chapter included.

Text to be removed shown in ~~strikeout text~~.

Text to be added shown in **bold and underline**.

Text updates following Planning Commission in **highlight**.

CHAPTER 17.70

ACCESSORY DWELLING UNITS AND JUNIOR ACCESSORY DWELLING UNITS

Sections:

- 17.70.010 Purpose.
- 17.70.020 Applicability.
- 17.70.030 Permit requirements.
- 17.70.040 Performance standards.
- 17.70.050 Declaration of restrictions**
- 17.70.0600 Affordable housing incentive.**
50

17.70.010 PURPOSE.

The purpose of this chapter is to establish procedures for reviewing the placement of accessory dwelling units and junior accessory dwelling units in residential and mixed-use zoning districts, address the state's accessory dwelling unit (ADU) and junior accessory dwelling unit (JADU) requirements, as set forth in California Government Code § ~~66310 to 66342~~ **65852.2** and ~~65852.22~~ and implement the general plan policies which encourage more affordable rental housing, while maintaining the quality of existing residential neighborhoods.

(Ord. 2020-04 § 2, 2020; Ord. 2017-08 § 2 (part), 2017; Ord. 2010-02 § 1 (part), 2010)

17.70.020 APPLICABILITY.

The regulations and standards contained in this chapter shall apply to all new accessory dwelling units (ADU) and junior accessory dwelling units (JADU) in the city, including previously unpermitted ADUs that are legalized, and shall be in addition to any other development standards and regulations contained elsewhere within Title 17 Zoning Code that apply to primary dwelling units (e.g., lighting). ADUs are permitted on all lots zoned to allow single-family and multi-family residences that have an existing or proposed single-family or multi-family residence. JADUs are permitted on lots with an existing or proposed single-family residence. For the purposes of this title, ADUs and JADUs are not considered accessory structures as otherwise regulated in Chapter 17.30.

(Ord. 2020-04 § 2, 2020; Ord. 2017-08 § 2 (part), 2017; Ord. 2010-02 § 1 (part), 2010)

17.70.30 PERMIT REQUIREMENTS.

A. Application Review

1. All accessory dwelling units (ADU) and junior accessory dwelling units (JADU) require review and approval through the plan check process, pursuant to the requirements of Section 17.12.030 (Plan Check).

a. Applications for ADUs and JADUs shall be ministerially reviewed by the City within sixty (60) days from the date a **completed application is received if there is an existing single-family or multifamily dwelling on the lot** ~~complete-application is submitted.~~

b. If the permit application to create an ADU or JADU is submitted with a permit application to create a new single-family dwelling on the lot, the City may delay acting on the application for the ADU or JADU until the City acts on the permit application to create the new single-family dwelling. The application to create the ADU or JADU shall still be considered ministerially without discretionary review or a hearing.

B. All ~~plan check~~ applications for ADUs and JADUs shall include, but are not limited to, the following:

1. A completed building permit application;
2. Proof of ownership of the property or permission from the property owner;
3. ~~Site plan~~ **Site plan** showing the location of any and all easements, structures, parking for both the primary and accessory dwelling units, other improvements, and trees over four (4) inches in diameter;
4. Floor plan showing the square footage of the structure, the floor area, the lot, and the percentage of the lot area covered by the foundations of the accessory and primary dwelling units;
5. Elevations showing all sides of the ADU or changes being made to the single-family home in order to add an ADU or JADU;
6. Colors and materials board, or aesthetic details noted in plan sets;
7. Such other information which the Community Development Director determines is necessary to evaluate the proposed project.

8. Completed declaration of restrictions, including a notarized property owner signature on the form as

required in Section 17.70.050, signed and ready for recordation.

89. Address assignment application for the proposed unit.

910. Permit applications required by the Public Works Department to serve the proposed unit, which may include but is not limited to sewer lateral and encroachment permits.

(Ord. 2020-04 § 2, 2020; Ord. 2017-08 § 2 (part), 2017; Ord. 2010-02 § 1 (part), 2010)

17.70.040 PERFORMANCE STANDARDS.

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

Notwithstanding the following performance standards for ADUs and JADUs, and the requirements of the underlying zoning districts, the City shall ministerially approve an application for a building permit within a residential or mixed-use zone to create any of the class of ADUs and JADUs specified under Government Code Section 66323 and in accordance with the criteria and requirements provided therein.

A. Unit Types and Facilities Definitions.

1. Accessory Dwelling Unit (ADU)

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

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

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

~~B. ADUs and JADUs may not be sold separately from the primary residential dwelling on the lot.~~

C. Maximum Number of ADUs and JADUs. Any of the following shall be permitted in a residential or mixed-use zone:

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

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

23. Within existing multi-family dwelling structures, **a number of ADUs based on at least one (1) ADU and not more than twenty-five percent (25%) of the number of existing multi-family dwelling units, with a minimum of one (1) ADU allowed,** if all of the following apply:

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

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

~~34. Not more than two (2) ADUs~~ **Multiple ADUs, not to exceed either of the numbers established below,** that are located on a lot that has an existing multi-family dwelling, but are detached from that multi-family dwelling and are subject to a height limits **and** ~~of sixteen (16) feet and four (4) foot rear and side yard setbacks~~ **under this Chapter.**

a. On a lot with an existing multifamily dwelling, not more than eight detached accessory dwelling units. However, the number of accessory dwelling units allowable pursuant to this clause shall not exceed the number of existing units on the lot; or

b. On a lot with a proposed multifamily dwelling, not more than two detached accessory dwelling units.

D. Development Standards and Requirements for Accessory Dwelling Units.

1. Maximum floor area for attached or detached ADUs.

a. Fifty percent (50%) of the existing living area of the primary dwelling unit, with a limit of eight hundred fifty (850) square feet for an ADU with one or fewer bedrooms or one thousand (1,000) square feet for an ADU with two (2) or more bedrooms.

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

2. Setbacks.

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

b3. No setback shall be required for an existing legal structure that is converted to an ADU;

c4. Detached ADUs shall not be less than ~~six (6)~~^{eight (8)} feet from the primary dwelling unit, except if this would prohibit the construction of an eight hundred (800) square foot ADU with four (4) foot rear and side setbacks;

d. No setback shall be required for an ADU constructed within an existing legal structure, or in the same location and to the dimensions of an existing legal structure. Such ADUs may include an expansion of not more than one hundred fifty (150) square feet beyond the same physical dimensions as the existing accessory structure. An expansion beyond the physical dimensions of the existing accessory structure shall be limited to accommodating ingress and egress.

3. Height

a. Detach ADUs shall not exceed sixteen (16) feet in height, unless the ADU is located within an existing structure.

i. The maximum allowable height shall be eighteen (18) feet if the lot is within a half-mile walking distance of a transit stop or high quality transit corridor, as defined in Section 21155 of the Public Resources Code;

ii. The maximum allowable height shall be eighteen (18) feet if the detached ADU is located on a lot with a multistory, multifamily building.

b. Attached ADUs shall not exceed the maximum allowable height of the zoning district;

4. Exterior Access and Design.

a. The ADU shall have its own exterior access, ~~and no~~.

b. Any exterior stairs to a second story attached ADU shall be located behind the residence. If location behind the residence is not possible due to site constraints, the project shall include at least one of the following features to obscure visibility shall be visible from the public right-of-way: incorporate screening into the architectural design; addition of trees or landscaping as screening; and/or use of colors on the stairway that match those used on the structure where the stairs are attached to minimize contrasts.

c. Attached ADUs shall use exterior colors, materials, and architectural details that match the appearance of existing corresponding features on the residence.

d. No passageway shall be required in conjunction with the construction of an ADU. A passageway means a pathway that is unobstructed clear to the sky and extends from a street to one entrance of the ADU.

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

~~6. The ADU should be compatible with the primary dwelling unit, and should use similar style, materials, and colors;~~

~~7. No passageway shall be required in conjunction with the construction of an ADU;~~

~~8. If ADUs are rented, rental must be for terms longer than thirty (30) days; and~~

~~9. No setback shall be required for an ADU constructed within an existing legal structure, or in the same location and to the dimensions of an existing legal structure. Such ADUs may include an expansion of not more than one hundred fifty (150) square feet beyond the same physical dimensions as the existing accessory structure. An expansion beyond the physical dimensions of the existing accessory structure shall be limited to accommodating ingress and egress.~~

6. Rentals. Any rental of ADUs must be for terms longer than thirty (30) days.

E. Development Standards and Requirements for Junior Accessory Dwelling Units.

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

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

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

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

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

a. A cooking facility with appliances.

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

6. Modifications to the exterior of the residence in order accommodate a proposed JADU shall use exterior colors, materials, and architectural details that match the appearance of existing corresponding features on the

residence.

F. Parking and Vehicle Access.

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

- a. Part of the existing or proposed primary residence or an existing accessory structure;
- b. Located within one-half mile of a public transit stop;
- c. Located within an architecturally and historically significant historic district;
- d. Is located within one (1) block of a car share vehicle; or
- e. In a location where on-street parking permits are required, but not provided to the occupant of the ADU.

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

a. A demolition permit for a detached garage that is to be replaced with an ADU shall be reviewed with the application for the ADU and issued at the same time. An applicant shall not be required to post any written notice or placards for demolition of a detached garage that is to be replaced with an ADU, where posting of such written notice or placard may otherwise be required.

3. The parking spaces required for the accessory dwelling unit can be in tandem to the required parking of the primary dwelling unit, as tandem parking on a driveway, may be uncovered, and or can be located within the front setback if it can be demonstrated that no other option exists. Such parking is allowed unless specific findings that are made that parking in setback areas or tandem parking is not feasible based upon specific site or regional topographical or fire and life safety conditions.

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

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

G. Construction, ~~and~~ Utilities, Connections, and Impact Fees.

1. The ADU shall meet all applicable building and construction requirements as adopted by the city that apply to the construction of single-family detached dwellings, ~~as appropriate~~, including but not limited to sewer and utility services, as appropriate and unless otherwise exempt by State law.

2. An ADU shall be served by public water and sewer and shall have access to an improved street.

3. An ADU is not considered a new residential use for purposes of calculating connection fees or capacity charges for utilities, including water and sewer service, unless the ADU was constructed with a new single-family dwelling.

4. An ADU is not required to provide fire sprinklers if they are not required for the primary residence. The construction of an ADU shall not trigger a requirement for fire sprinklers to be installed in the existing primary dwelling.

5.2a. An ADU within a primary dwelling unit or an existing accessory structure, ~~or a JADU~~, is not required to install a new or separate utility connection directly between the ADU and the utility or impose a related connection fee or capacity charge, unless the ADU was constructed with a new single-family home or upon separate conveyance of the ADU.

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

~~4. The ADU shall be served by public water and sewer and shall have access to an improved street.~~

6. JADU Regulations Related to the Primary Residence

a. For the purposes of providing service for water, sewer, or power, including a connection fee, a JADU is not considered a separate or new dwelling unit from the single-family residence. Service or connection fees for water, sewer, or power established by ordinances and regulations that uniformly apply to all single-family residences shall apply to a single-family residence that contains a JADU.

b. A JADU is not considered a separate or new dwelling unit for the purposes of fire and life protection ordinances. Fire and life protection ordinances and regulations that uniformly apply to all single-family residences shall apply to a single-family residence that contains a JADU.

c. A permit to create a JADU shall not be denied due to the correction of nonconforming zoning conditions, building code violations, or unpermitted structures that do not present a threat to public health and safety and that are not affected by the construction of the JADU.

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

H. Operations

1. Separate Sales

a. A JADU shall not be sold or conveyed separately from the primary dwelling unit.

b. An ADU shall not be sold or conveyed separately from the primary dwelling unit, except:

i. The ADU or the primary dwelling was built or developed by a qualified nonprofit corporation, and the proposal meets the requirements of Government Code Section 66340 to 66341.

ii. As otherwise mandated by the California Government Code, or as otherwise allowed if a local ordinance is adopted to provide for the separate conveyance of the primary dwelling unit and accessory dwelling unit or units as condominiums beyond what is described in subsection (i).

2. Rental Term. An ADU shall only be rented for rental terms longer than thirty (30) days.

3. Occupancy. If a project proposes a JADU, the owner of the property shall live in either the primary residence or JADU.

(Ord. 2020-04 § 2, 2020; Ord. 2017-08 § 2 (part), 2017; Ord. 2010-02 § 1 (part), 2010)

17.70.050 DECLARATION OF RESTRICTION.

~~Prior to issuance of a building permit final, all property owners of record shall sign and record a Declaration of Restrictions with the County Recorder in a form satisfactory to the Zoning Administrator consenting to the operations and requirements described in this chapter and as otherwise permitted by State law stating, as applicable, that 1) the ADU or JADU shall not be sold separately from the primary residential unit on the lot, 2) the ADU shall only be rented for rental terms longer than thirty (30) days, and 3) an owner of the property shall live in either the primary residence or JADU, if there is a JADU on the property. The ADU or JADU shall be found to be in non-compliance with the Zoning Code if the City finds the Declaration of Restrictions has been breached.~~

~~(Ord. 2020-04 § 2, 2020; Ord. 2017-08 § 2 (part), 2017; Ord. 2010-02 § 1 (part), 2010)~~

17.70.060 AFFORDABLE HOUSING INCENTIVE.

The city may, subject to the availability of funds and approval of the City Council, allow any applicable city development impact fees for accessory dwelling units to be paid from the city's available affordable housing fund for any new accessory dwelling unit rented to eligible very low and low income households after recording a Housing Affordability Control Agreement, subject to the review and approval of the City Attorney that shall run with the property for fifty five (55) years. Owners of accessory dwelling units affordable to very low income households shall be eligible for complete reimbursement of city development impact fees upon recordation of the Affordability Control Agreement. Owners of accessory dwelling units affordable to low income households shall be eligible for reimbursement of seventy-five percent (75%) of the city development impact fees based on the available balance of the city's affordable housing fund established by the City Council for this purpose. Maximum annual rents, adjusted for accessory dwelling unit household size, shall be calculated by the City Manager or his/her designee annually based on published Contra Costa County income limits provided by the State Department of Housing and Community Development. Any reimbursement payment shall be repaid, along with five percent (5%) monthly interest charge, as well as the city's housing affordability monitoring expenses if an affordability control agreement is violated during the affordability period.

(Ord. 2020-04 § 2, 2020; Ord. 2017-08 § 2, 2017)

4. Pinole Municipal Code Chapter 17.71 SB9 Urban Lot Split and Unit Development [New Chapter]

Full Chapter included.

All text is new text, shown in **bold and underline**.

CHAPTER 17.71

SB9 URBAN LOT SPLIT AND UNIT DEVELOPMENT

Sections:

- 17.71.010 Purpose.
- 17.71.020 Applicability.
- 17.71.030 Definitions.
- 17.71.040 Eligibility.
- 17.71.050 Application Review Process.
- 17.71.060 Standards and Requirements for Urban Lot Splits.
- 17.71.070 Standards and Requirements for Unit Development.
- 17.71.080 Declaration of Restriction.

17.71.010 PURPOSE

The purpose of this chapter is to establish procedures and standards for reviewing urban lot split and unit development projects proposed under the provisions of Senate Bill 9 (SB 9), as set forth in California Government Code § 65852.21 and 66411.7.

17.71.020 APPLICABILITY

The regulations and standards contained in this chapter shall apply to projects proposing to use the provisions of SB 9 to create a unit, urban lot split, or both, and shall be in addition to any other applicable development standards and regulations contained elsewhere within Title 17 Zoning Code. Projects proposed under SB 9 shall meet eligibility criteria established in this Chapter, consistent with California Government Code § 65852.21 and 66411.7. This Chapter does not apply to construction of accessory dwelling units and junior accessory dwelling units under Chapter 17.70.

17.71.030 DEFINITIONS

For the purposes of this Chapter, the following definitions apply to projects proposing an urban lot split or unit development under the provisions of SB 9.

A. Single Family Residential Zoning District. Single family residential zoning districts, for the purposes of this Chapter, include Low Density Residential (LDR) and Suburban Residential (R-1).

B. Unit Development. The development of a primary dwelling unit, subject to the standards and requirements of this Chapter.

C. Urban Lot Split. A subdivision of one parcel located in a single family residential zoning district into two parcels, subject to the standards and requirements of this Chapter.

D. High-quality Transit Corridor. As defined in subdivision (b) of Section 21155 of the Public Resources Code, a high-quality transit corridor means a corridor with fixed route bus service with service intervals no longer than 15 minutes during peak commute hours.

E. Major Transit Stop. As defined in Section 21064.3 of the Public Resources Code, a major transit stop means a site that contains any of the following: (a) An existing rail or bus rapid transit station, (b) A ferry terminal served by either a bus or rail transit service, or (c) The intersection of two or more major bus routes with a frequency of service interval of 15 minutes or less during the morning and afternoon peak commute periods.

F. Specific, Adverse Impact. As defined in Section 65589.5(d)(2), specific, adverse impact means a significant, quantifiable, direct, and unavoidable impact, based on objective, identified written public health or safety standards, policies, or conditions as they existed on the date the application was deemed complete. The following shall not constitute a specific, adverse impact upon the public health or safety:

1. Inconsistency with the zoning ordinance or general plan land use designation.
2. The eligibility to claim a welfare exemption under subdivision (g) of Section 214 of the Revenue and Taxation Code.

17.71.040 ELIGIBILITY

A. General Criteria. Projects for a proposed urban lot split or unit development are required to meet the general eligibility criteria provided below:

1. Single Family Residential Zoning District. The parcel must be located in a single family residential zoning district.

2. Not Withdrawn from Rental. The property is not a parcel where the owner had withdrawn accommodations

from rent or lease (as a residential hotel), under Chapter 12.75 (commencing with Section 7060) of Division 7 of Title 1, within the last fifteen (15) years.

3. Not Historic. The property is not listed as a historic property or in a historic district under local or State register of historic resources.

B. Urban Lot Split Criteria. Projects for a proposed urban lot split are required to meet additional eligibility criteria provided below:

1. Previous Urban Lot Split Limitations. An urban lot split may be conducted only where all of the following applies:

a. The parcel has not been established through a prior SB9 urban lot split.

b. Neither the owner nor any person acting in concert with the owner has subdivided an adjacent parcel through a prior SB9 urban lot split.

2. Limitations on demolition or alteration of certain existing housing:

a. No demolition or alteration of housing with a recorded affordability restriction.

b. No demolition or alteration of housing under rent or price control.

c. No demolition or alteration of housing that has been occupied by a tenant in the last three (3) years.

C. Unit Development Criteria. Projects for a proposed unit development are required to meet additional eligibility criteria provided below:

1. Floor Area. Units shall be consistent with maximum unit sizes established under this Chapter.

2. Limitations on demolition or alteration of certain existing housing:

a. No demolition or alteration of housing that is subject to a recorded covenant, ordinance, or law that restricts rents to levels affordable to persons and families of moderate, low, or very low income.

b. No demolition or alteration of housing under rent or price control.

c. No demolition or alteration of housing that has been occupied by a tenant in the last three (3) years.

D. Locational Limitation Criteria. Projects shall not be located on a site that is any of the following, consistent with California Government Code Section 65913.4(a)(6)(B) to 65913.4(a)(6)(K):

1. Prime Farmland or Farmland of Statewide Importance. Prime farmland or farmland of statewide importance, as defined pursuant to United States Department of Agriculture land inventory and monitoring criteria, as modified for California, and designated on the maps prepared by the Farmland Mapping and Monitoring Program of the Department of Conservation, or land zoned or designated for agricultural protection or preservation by a local ballot measure that was approved by the voters of that jurisdiction.

2. Wetlands. Wetlands, as defined in the United States Fish and Wildlife Service Manual, Part 660 FW 2 (June 21, 1993).

3. Very High Fire Hazard Severity Zone. Within a very high fire hazard severity zone, as determined by the Department of Forestry and Fire Protection pursuant to Section 51178, or within the state responsibility area, as defined in Section 4102 of the Public Resources Code.

a. This does not apply to sites that have adopted fire hazard mitigation measures pursuant to existing building standards or state fire mitigation measures applicable to the development, including, but not limited to, standards established under all of the following or their successor provisions: (i) Section 4291 of the Public Resources Code or Section 51182, as applicable; (ii) Section 4290 of the Public Resources Code; (iii) Chapter 7A of the California Building Code (Title 24 of the California Code of Regulations).

4. Hazardous Waste Site. A hazardous waste site that is listed pursuant to Section 65962.5 or a hazardous waste site designated by the Department of Toxic Substances Control pursuant to Section 25356 of the Health and Safety Code, unless either of the following apply:

a. The site is an underground storage tank site that received a uniform closure letter issued pursuant to subdivision (g) of Section 25296.10 of the Health and Safety Code based on closure criteria established by the State Water Resources Control Board for residential use or residential mixed uses. This section does not alter or change the conditions to remove a site from the list of hazardous waste sites listed pursuant to Section 65962.5.

b. The State Department of Public Health, State Water Resources Control Board, Department of Toxic Substances Control, or a local agency making a determination pursuant to subdivision (c) of Section 25296.10 of the Health and Safety Code, has otherwise determined that the site is suitable for residential use or residential mixed uses.

5. Earthquake Fault Zone. Within a delineated earthquake fault zone as determined by the State Geologist in any official maps published by the State Geologist, unless the development complies with applicable seismic protection building code standards adopted by the California Building Standards Commission under the California Building Standards Law (Part 2.5 (commencing with Section 18901) of Division 13 of the Health and Safety Code), and by any local building department under Chapter 12.2 (commencing with Section 8875) of Division 1 of Title 2.

6. Flood Hazard Zone. Within a special flood hazard area subject to inundation by the 1 percent annual chance flood (100-year flood) as determined by the Federal Emergency Management Agency in any official maps published by the Federal Emergency Management Agency. If a development proponent is able to satisfy all applicable federal qualifying criteria in order to provide that the site satisfies this subparagraph and is otherwise eligible for streamlined approval under this section, a local government shall not deny the application on the basis that the development proponent did not comply with any additional permit requirement, standard, or action adopted by that local government that is applicable to that site. A development may be located on a site described in this subparagraph if either of the following are met:

a. The site has been subject to a Letter of Map Revision prepared by the Federal Emergency Management Agency and issued to the local jurisdiction.

b. The site meets Federal Emergency Management Agency requirements necessary to meet minimum flood plain management criteria of the National Flood Insurance Program pursuant to Part 59 (commencing with Section 59.1) and Part 60 (commencing with Section 60.1) of Subchapter B of Chapter I of Title 44 of the Code of Federal Regulations.

7. Floodway. Within a regulatory floodway as determined by the Federal Emergency Management Agency in any official maps published by the Federal Emergency Management Agency, unless the development has received a no-rise certification in accordance with Section 60.3(d)(3) of Title 44 of the Code of Federal Regulations. If a development proponent is able to satisfy all applicable federal qualifying criteria in order to provide that the site satisfies this subparagraph and is otherwise eligible for streamlined approval under this section, a local government shall not deny the application on the basis that the development proponent did not comply with any additional permit requirement, standard, or action adopted by that local government that is applicable to that site.

8. Conservation Land. Lands identified for conservation in an adopted natural community conservation plan pursuant to the Natural Community Conservation Planning Act (Chapter 10 (commencing with Section 2800) of Division 3 of the Fish and Game Code), habitat conservation plan pursuant to the federal Endangered Species Act of 1973 (16 U.S.C. Sec. 1531 et seq.), or other adopted natural resource protection plan.

9. Habitat for Protected Species. Habitat for protected species identified as candidate, sensitive, or species of special status by state or federal agencies, fully protected species, or species protected by the federal Endangered Species Act of 1973 (16 U.S.C. Sec. 1531 et seq.), the California Endangered Species Act (Chapter 1.5 (commencing with Section 2050) of Division 3 of the Fish and Game Code), or the Native Plant Protection Act (Chapter 10 (commencing with Section 1900) of Division 2 of the Fish and Game Code).

10. Conservation Easement. Lands under a conservation easement.

17.71.050 APPLICATION REVIEW PROCESS

A. Application Approval Consideration.

1. Applications for urban lot splits and unit development meeting the standards and requirements of this Chapter shall be ministerially approved without public hearings or discretionary review.

2. Applications under this Chapter shall be approved or denied within 60 days from the date the Planning Division receives a completed application, consistent with the provisions of California Government Code Section 65852.21 and 66411.7.

a. If an application is denied, the Planning Division shall provide the applicant a full set of written comments with a list of items that are defective or deficient and a description of how the application can be remedied by the applicant.

B. Urban Lot Split Application. The applicant shall submit an application for a proposed urban lot split to the Planning Division for ministerial review to verify consistency with eligibility criteria under SB 9, required application checklist items, and compliance with standards and requirements under this Chapter and the Subdivision Map Act (commencing with Government Code Section 66410). An application that meets the standards and requirements under this Chapter and all applicable objective requirements of the Subdivision Map Act shall be approved ministerially. Notwithstanding anything in this Code to the contrary, such approval shall be granted by the City Engineer, and shall not require approval from the Planning Commission or City Council.

C. Unit Development Application. The applicant shall submit an application for the design of a proposed unit to the Planning Division for ministerial review to verify consistency with eligibility criteria under SB 9, required application checklist items, and compliance with standards and requirements under this Chapter. An application that meets the standards and requirements under this chapter shall be approved ministerially by the Zoning Administrator.

D. Tree Removal in Conjunction with Applications. The removal of any protected tree in conjunction with construction proposed under the provisions of this Chapter shall require a tree removal permit. Notwithstanding the requirements of Chapter 17.96 Tree Removal, a tree removal permit application shall be processed ministerially at the staff level and concurrently with an application proposed under this Chapter.

17.71.060 STANDARDS AND REQUIREMENTS FOR URBAN LOT SPLITS

A. General Development Standards. The project shall be consistent with the standards of the zoning district applicable to the site, except as provided under this Chapter. Except for the standards set forth in this chapter, no development standards shall apply if they would have the effect of physically precluding the construction of two units of at least 800 square feet on the parcel(s).

B. Total Lots. An urban lot split conducted under the provision of this chapter shall result in no more than two (2) lots.

C. Total Units per Lot. No more than two (2) total units, inclusive of primary dwelling units, accessory dwelling units, and junior accessory dwelling units, may be located on each parcel created through the urban lot split.

D. Lot Sizes.

1. Each parcel shall be a minimum of one thousand two hundred (1,200) square feet.

2. A parcel may be no smaller than forty percent (40%) of the original parcel size and no larger than sixty percent (60%) of the original parcel size.

E. Setbacks

1. Each parcel shall allow for minimum side and rear setbacks that are minimum four (4) feet. Parcels with a front lot line shall provide for a front setback that is a minimum of twenty (20) feet, except as otherwise allowed per Chapter 17.56 Yard and Setback Regulations.

2. No setback required for an existing structure or a structure constructed in the same location with the same dimensions.

F. Access to Streets and Services

1. Parcels created through the urban lot split shall have access to, provide access to, or adjoin the public right-of-way.

a. Access shall meet objective design standards for circulation, pedestrian and vehicular access, or driveways, as may be applicable.

2. Project may be required to establish easements if required by the City for the provision of public services and facilities, as provided under Government Code Section 66411.7(e).

G. Parking.

1. A minimum of one off-street parking space shall be required per unit, except for the following:

a. The parcel is located within a half mile of a high-quality transit corridor or major transit stop; or

b. The parcel is located within one block of a car share vehicle.

2. Parking may be provided in any configuration on the parcel, including in the driveway, provided the project complies with the following requirements:

a. Parking design and dimensions are consistent with the standards under Chapter 17.48 Parking and Loading Requirements.

b. Parking does not obstruct pedestrian or vehicular access to other units and parking spaces.

H. Ongoing Requirements.

1. Residential Use. Primary uses on lots created through an urban lot split under this Chapter are limited to residential uses.

2. Occupancy. The property owner must intend to occupy one of the units as their principal residence for a minimum of three (3) years from the date of urban lot split approval. Except, such occupancy is not required for community land trusts or qualified nonprofit corporations, as provided by Government Code Section 66411.7.

a. As part of the application, the owner shall submit a signed affidavit stating that they intend to occupy one of the housing units on the site as their principal residence for a minimum of three (3) years from the date of the approval of the urban lot split.

3. No Short-Term Rentals. Rental of any units created through SB 9 are required to be for terms longer than thirty (30) days.

17.71.070 STANDARDS AND REQUIREMENTS FOR UNIT DEVELOPMENT

A. General Development Standards. The project shall be consistent with the standards of the zoning district applicable to the site, except as provided under this Chapter.

B. Total Units.

1. Up to two (2) primary units per parcel may be created through the provisions of this Chapter. Additionally, a project may not result in more than two (2) primary units per parcel.

C. Setbacks.

1. Front setback. On a parcel with a front lot line separating the lot from a street, the front setback shall be a minimum of twenty (20) feet or as otherwise allowed per Chapter 17.56 Yard and Setback Regulations, unless such setbacks would physically preclude the construction of the unit(s) or preclude the unit(s) from being at least eight hundred (800) square feet.

2. Side setback. The side setback shall be a minimum of four (4) feet.

3. Rear setback. The rear setback shall be a minimum of four (4) feet.

4. Setbacks from Other Structures. The minimum distance between structures on the same parcel shall be six (6) feet, unless this would physically preclude the construction of the unit(s) or preclude the unit(s) from being at least eight hundred (800) square feet.

5. Existing Structure Setback Exceptions. No setback shall be required for an existing structure or a structure constructed in the same location and to the same dimensions as an existing structure.

E. Parking.

1. A minimum of one off-street parking space shall be required per unit, except no minimum parking shall be required for the following:

a. The parcel is located within one-half mile walking distance of a high-quality transit corridor or major transit stop; or

b. The parcel is located within one block of a car share vehicle.

2. Parking may be provided in any configuration on the parcel, including in the driveway, provided the project complies with the following requirements:

a. Parking design and dimensions are consistent with the standards under Chapter 17.48 Parking and Loading Requirements.

b. Parking does not obstruct pedestrian or vehicular access to other units and parking spaces.

F. Ongoing Requirements.

1. No Short-Term Rentals. Rental of units created through SB 9 are required to be for terms longer than thirty (30) days.

G. Objective Design Standards. Projects shall be consistent with the development standards of the zoning district applicable to the site, except as provided under this Chapter. Except for the standards set forth in this chapter, no development standards shall apply if they would have the effect of physically precluding the construction of two units of at least 800 square feet on the parcel(s).

17.71.080 DECLARATION OF RESTRICTION

Prior to building permit final, all property owners of record shall sign and record a Declaration of Restrictions with the County Recorder in a form satisfactory to the Zoning Administrator consenting to the operations and requirements described in this chapter and as otherwise permitted by State law. An urban lot split or unit development shall be found to be in non-compliance with the Zoning Code if the City finds the Declaration of Restrictions has been breached.

17.71.090 INTERPRETATION

If any portion of this Chapter conflicts with applicable State law, State law shall supersede this Section. Any ambiguities in this Section shall be interpreted to be consistent with State law.

5. (Accessory Dwelling Unit Amnesty Program) Pinole Municipal Code Chapter 17.70 Accessory Dwelling Units and Junior Accessory Dwelling Units [Amendment]

Section 17.70.010, Section 17.70.020, and New Section 17.70.070 are included (excerpt of Chapter 17.70 Accessory Dwelling Units and Junior Accessory Dwelling Units).

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CHAPTER 17.70

ACCESSORY DWELLING UNITS AND JUNIOR ACCESSORY DWELLING UNITS

Sections:

17.70.010 Purpose.

17.70.020 Applicability.

17.70.030 Permit requirements.

17.70.040 Performance standards.

~~17.70.050 Declaration of restrictions~~

~~17.70.060 Affordable housing incentive.~~

~~50~~

17.70.060 Amnesty and Enforcement Delay Ordinance for Unpermitted ADUs and JADUs

17.70.010 PURPOSE.

The purpose of this chapter is to establish procedures for reviewing the placement of accessory dwelling units and junior accessory dwelling units in residential and mixed-use zoning districts, address the state's accessory dwelling unit (ADU) and junior accessory dwelling unit (JADU) requirements, as set forth in California Government Code § ~~66310 to 66342~~~~65852.2- and 65852.22~~, **provide a pathway for amnesty for unpermitted JADUs and ADUs**, and implement the general plan policies which encourage more affordable rental housing, while maintaining the quality of existing residential neighborhoods.

(Ord. 2020-04 § 2, 2020; Ord. 2017-08 § 2 (part), 2017; Ord. 2010-02 § 1 (part), 2010)

17.70.020 APPLICABILITY.

The regulations and standards contained in this chapter shall apply to all new accessory dwelling units (ADU) and junior accessory dwelling units (JADU) in the city, including previously unpermitted ADUs **and junior accessory dwelling units (JADU)) in the city, including previously unpermitted ADUs and JADUs constructed prior to January 1, 2020**, that are legalized, and shall be in addition to any other development standards and regulations contained elsewhere within Title 17 Zoning Code that apply to primary dwelling units (e.g., lighting). ADUs are permitted on all lots zoned to allow single-family and multi-family residences that have an existing or proposed single-family or multi-family residence. JADUs are permitted on lots with an existing or proposed single-family residence. For the purposes of this title, ADUs and JADUs are not considered accessory structures as otherwise regulated in Chapter 17.30.

(Ord. 2020-04 § 2, 2020; Ord. 2017-08 § 2 (part), 2017; Ord. 2010-02 § 1 (part), 2010)

17.70.060 AMNESTY AND ENFORCEMENT DELAY ORDINANCE FOR UNPERMITTED ADUS AND JADUS

A. Definitions. For the purposes of this Section, "Unpermitted Junior/Accessory Dwelling Units" shall mean JADUs and ADUs built without prior approval pursuant to the requirements of Section 17.12.030 (Plan Check).

B. Eligibility and Owner Rights. The owner of an Unpermitted Junior/Accessory Dwelling Unit has a right to request:

1. Amnesty from any violation of a performance standard in PMC Section 17.70.40 if the Unpermitted Junior/Accessory Dwelling Unit was constructed prior to January 1, 2020; and

2. Delay in enforcement of the Building Code, and local amendments thereof, as adopted under PMC Title 15 if the Unpermitted Junior/Accessory Dwelling Unit was built prior to the effective date of this Section.

To qualify for amnesty or enforcement delay, owners must submit an application as prescribed by the Community Development Director or their designee.

C. Application Process.

1. Amnesty JADU/ADU. The owner of an Unpermitted Junior/Accessory Dwelling Unit that can provide suitable proof that said unit was constructed prior to January 1, 2020, may submit an Amnesty JADU/ADU Permit application in the form and manner prescribed by the Community Development Director or their designee. Suitable proof includes but is not limited to:

a. Assessor's records;

b. Rental contracts and/or receipts;

c. Income tax records;

d. Utility bills;

e. Contractor's bills; and/or

f. Written affidavits from former owners, tenants, or neighbors, signed and notarized under penalty of perjury.

2. Enforcement Delay. Owners may request a delay in enforcement for Building Code violations for units built prior to the effective date of this Section in the form and manner prescribed by the Community Development Director or their designee. The Building Code enforcement delay shall be for a period of no more than five (5) years on the basis that correcting the violation is not necessary to protect the public health and safety. The Community Development Director or their designee shall grant the owner's Building Code enforcement delay request unless the Community Development Director or their designee makes a finding that correcting the violation is necessary to comply with conditions that would otherwise deem a building "substandard" housing as defined by Health and Safety Code Section 17920.3. Any future violations by owners or tenants will result in revocation of the delay.

3. Sewer Lateral Compliance. Owners applying for ADU Amnesty shall demonstrate compliance with the City's sewer lateral inspection program.

D. Fees and Administrative Costs. Applicants shall pay administrative fees, established by City Council resolution, to process Amnesty JADU/ADU Permit applications and enforcement delay requests.

E. City Support and Resources. To support a pathway to amnesty and increase program participation, the City shall provide:

1. Accessible public information regarding:

a. The conditions that constitute substandard housing under Health and Safety Code §17920.3; and

b. The right of property owners to obtain a confidential, third-party inspection from a licensed contractor before submitting an Amnesty ADU/JADU Permit application.

2. An online self-assessment checklist for owners of Unpermitted Junior/Accessory Dwelling Units interested in pursuing an Amnesty JADU/ADU Permit.

3. Free and confidential staff consultations to discuss amnesty options.

F. Enforcement Actions.

1. Notice and Compliance Requirements. When issuing notices of violation for Unpermitted Junior/Accessory Dwelling Units built before the effective date of this Section, the City shall, until January 1, 2030, include a statement of the owner's rights to:

a. Request amnesty for performance standard violations in PMC Section 17.70.40 for units established and occupied before January 1, 2020;

b. Request a delay in enforcement of the Building Code and related local amendments for units built before the effective date of this Section.

c. Hire a licensed contractor to conduct a confidential third-party inspection before submitting an Amnesty JADU/ADU Permit application to the City.

2. Penalties. Penalties related to zoning or building violations shall be waived during the amnesty and enforcement delay periods. The burden of proof lies with the applicant to demonstrate the date of establishment and occupancy or construction of the unit.

G. Sunset Provisions

1. Applications for Amnesty JADU/ADU Permits and enforcement delays will not be approved after January 1, 2030.

2. No enforcement delays shall extend beyond January 1, 2035, at which point this Section shall be repealed.

6. Pinole Municipal Code Chapter 17.10 General Application Processing Procedure [Amendment]

Full Chapter included.

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CHAPTER 17.10

GENERAL APPLICATION PROCESSING PROCEDURES

Sections:

- 17.10.010 Purpose.
- 17.10.020 Application and fee.
- 17.10.030 Determination of completeness.
- 17.10.040 Application review and report.
- 17.10.050 Public hearing and public notice.
- 17.10.060 Approving authority.
- 17.10.070 Appeals.
- 17.10.080 Effective date.
- 17.10.090 Permit to run with land.
- 17.10.100 Permit time limits, extensions, and expiration.
- 17.10.110 Modification.
- 17.10.120 Revocation.
- 17.10.130 Reapplications.

17.10.010 PURPOSE.

The purpose of this chapter is to establish procedures necessary for the efficient processing of planning and development applications and requests. (Ord. 2010-02 § 1 (part), 2010)

17.10.020 APPLICATION AND FEE.

Applications pertaining to this title shall be submitted in writing to the Community Development Director on a completed city application form designated for the particular request. Every application shall include applicant and property owner signature(s), agent authorization as appropriate, and the fee prescribed by City Council resolution to cover the cost of investigation and processing. Applications shall be submitted together with all plans, maps, and data about the proposed project development or land use entitlements requested, project site, and vicinity deemed necessary by the Community Development Director to provide the approving authority with adequate information on which to base decisions. Each permit application form lists the minimum necessary submittal materials for that particular type of permit. (Ord. 2010-02 § 1 (part), 2010)

17.10.030 DETERMINATION OF COMPLETENESS.

A. Application Completeness. Within thirty (30) days of application submittal, the Community Development Director shall determine whether or not the application is complete. The Community Development Director shall notify the applicant of the determination that either:

1. All the submittal requirements have been satisfied and the application has been accepted as complete.
2. Specific information is still necessary to complete the application. The letter may also identify preliminary information regarding the areas in which the submitted plans are not in compliance with city standards and requirements.

B. Application Completeness without Notification. If the written determination is not made within thirty (30) days after receipt, the application shall be deemed complete for purposes of this chapter.

C. Resubmittal. Upon receipt and resubmittal of any incomplete application, a new thirty (30)-day period shall begin during which the Community Development Director shall determine the completeness of the application. Application completeness shall be determined as specified in division A. of this section (Application Completeness).

D. Incomplete Application. If additional information or submittals are required and the application is not made complete within six (6) months of the completeness determination letter, the application shall be deemed by the city to have been withdrawn and no action will be taken on the application. Unexpended fees, as determined by the Community Development Director, will be returned to the applicant. If the applicant subsequently wishes to pursue the project, a new application, including fees, plans, exhibits, and other materials, must then be filed in compliance with this article.

E. Right to Appeal. The applicant may appeal the determination in accordance with Section 17.10.070 (Appeals) and the Permit Streamlining Act (California Government Code Section 65943). (Ord. 2010-02 § 1 (part), 2010)

17.10.040 APPLICATION REVIEW AND REPORT.

After acceptance of a complete application, the project shall be reviewed in accordance with the environmental review procedures of the California Environmental Quality Act (CEQA). The Community Development Director will consult with other departments as appropriate to ensure compliance with all provisions of the Municipal Code and other adopted policies and plans. The Community Development Director will prepare a report (the staff report) to the designated approving authority describing the project, along with a recommendation to approve, conditionally approve, or deny the application. The report shall be provided to the applicant prior to consideration of the entitlement request. The report may be amended as necessary or supplemented with additional information at any time prior to the hearing to address issues or information not reasonably known at the time the report is prepared. (Ord. 2010-02 § 1 (part), 2010)

17.10.050 PUBLIC HEARING AND PUBLIC NOTICE.

A. Public Hearing Required. The following procedures shall govern the notice and public hearing, where required pursuant to this title. A public hearing shall be held for the consideration of all sign programs, variances, conditional use permits, comprehensive design reviews, development agreements, specific plans and subsequent specific plan amendments, Prezonings, zoning code amendments (text and map), and general plan amendments considered by the Planning Commission or City Council. The hearing shall be held before the designated approving authority as identified in this title.

B. Notice of Hearing. Pursuant to California Government Code Section 65090 to 65094, not less than ten (10) days before the scheduled date of a hearing, public notice shall be given of such hearing in the manner listed below. The notice shall state the date, time, and place of hearing, identify the hearing body, and provide a general explanation of the matter to be considered and a general description of the real property (text or diagram), if any, which is the subject of the hearing.

1. Notice of public hearing shall be published in at least one (1) newspaper of general circulation in the city.
2. Except as otherwise provided herein, notice of the public hearing shall be mailed, postage prepaid, to the owners of property within a radius of three hundred (300) feet of the exterior boundaries of the property involved in the application, using for this purpose the last known name and address of such owners as shown upon the current tax assessors records. If the number of owners exceeds one thousand (1,000), the city may, in lieu of mailed notice, provide notice by placing notice of at least one eighth (1/8) page in one (1) newspaper of general circulation within the city.
3. Notice of the public hearing shall be mailed, postage prepaid, to the owner of the subject real property or the owner's authorized agent and to each local agency expected to provide water, sewerage, streets, roads, schools, or other essential facilities or services to the proposed project.
4. Notice of the public hearing shall be posted at City Hall.
5. Notice of the public hearing shall be mailed to any person who has filed a written request for notice.
6. In addition to the notice required by this section, the city may give notice of the hearing in any other manner it deems necessary or desirable.

C. Requests for Notification. Any person who requests to be on a mailing list for notice of hearing shall submit such request in writing to the City Clerk. The city may impose a reasonable fee for the purpose of recovering the cost of such notification.

D. Receipt of Notice. Failure of any person or entity to receive any properly issued notice required by law for any hearing required by this title shall not constitute grounds for any court to invalidate the actions of a designated approving authority for which the notice was given.

E. Hearing Procedure. Hearings as provided for in this chapter shall be held at the date, time, and place for which notice has been given as required in this chapter. The approving authority shall conduct the public hearing and hear testimony from interested persons. The summary minutes shall be prepared and made part of the permanent file of the case. Any hearing may be continued to a date certain. If the hearing is not continued to a specific date/time, then the hearing shall be re-noticed. (Ord. 2010-02 § 1 (part), 2010)

17.10.060 APPROVING AUTHORITY.

A. Approving Authority. The approving authority as designated in Table 17.10.060-1 (Approving Authority for Land Use Entitlements) shall approve, conditionally approve, or deny the proposed land use or development permit in accordance with the requirements of this title. Table 17.10.060-1 (Approving Authority for Land Use Entitlements) identifies both recommending (R) and final (F) authorities for each permit. In acting on a permit, the approving authority shall make the applicable findings as established in Chapter 17.12 (Entitlements) and as may be required by other laws and regulations. An action of the approving authority may be appealed pursuant to procedures set forth in Section 17.10.070 (Appeals).

1. Multiple entitlements. When a proposed project requires more than one (1) permit with more than one (1) approving authority, all project permits shall be processed concurrently and final action shall be taken by the highest-level designated approving authority for all such requested permits.

TABLE 17.10.060-1

APPROVING AUTHORITY FOR LAND USE ENTITLEMENTS

Type of Permit or Decision	Designated Approving Authority “R” symbolizes the “Recommending Body” “F” symbolizes the “Final Decision-Making Body”		
	Community Development Director	Planning Commission	City Council
Plan Check	F		
Similar Use Determination	F		
Reasonable Accommodations	F		
Administrative Use Permit ⁽¹⁾	ZA/F		
Temporary Use Permit (1)	ZA/F		
Administrative Design Review (1)	ZA/F		
Sign Permit	F		
Creative Sign Program	F		
Sign Program	R	F	
Minor Deviation	F		
Variance	R	F	
Conditional Use Permit	R	F	
Comprehensive Design Review	R	F	
Development Agreement	R	R	F
Specific Plan or Specific Plan Amendment	R	R	F
Prezoning	R	R	F
Zoning Amendment (Text and Map)	R	R	F
General Plan Amendment	R	R	F
Small Cell Attachment Permit ⁽²⁾	ZA/F		
<u>Accessory Dwelling Unit and Junior Accessory Dwelling Unit</u>	F		
<u>SB 9 Urban Lot Split and Unit Development</u>	F		
<u>Lot Consolidation, Lot Merger, Lot Line Adjustment</u>	F		

Notes:

(1) As specified in Chapter 17.12, the Zoning Administrator is the final decision maker for these permit applications.

(2) As specified in Chapter 17.77, the Zoning Administrator is the final decision maker for these permit applications.

B. Referral.

1. Referral to Planning Commission. At any point in the application review process, the Community Development Director or Zoning Administrator may transfer decision making authority to the Planning Commission at his or her discretion because of policy implications, unique or unusual circumstances, or the magnitude of the project.

2. Public hearing. A referred application shall be considered at a noticed public hearing.

3. Referral is not an appeal. A referral to another decision-maker is not an appeal and requires no appeal application or fee.

4. Subsequent applications. The decision-maker on the referral may consider subsequent amendments, time extensions or revocations of the referred application. (Ord. 2019-03 § 2, 2019; Ord. 2010-02 § 1 (part), 2010)

17.10.070 APPEALS.

A. Purpose and Applicability. The purpose of these provisions is to prescribe the procedure through which an appeal may be made in case an interested person is dissatisfied with any order, requirement, permit, decision, determination, approval or disapproval, made in the administration, interpretation or enforcement of this title.

B. Appeal Authority. Any person dissatisfied with a determination or action of the Community Development Director, Zoning Administrator, or Planning Commission made pursuant to this Article may appeal such action to the designated,

Appeal Authority listed in Table 17.10.070-1 (Appeal Authority) below, within ten (10) days from the date of the action. Actions by the City Council are final and no further administrative appeals are available.

TABLE 17.10.070-1

APPEAL AUTHORITY

Approving Authority for Action Being Appealed	Appeal Authority	
	Planning Commission	City Council
Community Development Director	X	
Zoning Administrator	X	
Planning Commission		X

C. Filing an Appeal. All appeals shall be submitted in writing, identifying the determination or action being appealed and specifically stating the grounds or legal basis for the appeal. Appeals shall be filed within ten (10) days following the date of determination or action for which an appeal is made, accompanied by a filing fee established by City Council resolution, and submitted to the City Clerk. Any staff, City Attorney, or other appeals process costs beyond the filing fee shall be paid by the project applicant or developer as specified in the City's Master Fee Schedule.

D. City Councilmember Appeal. A City Councilmember may appeal an action of the Planning Commission as specified in Section 17.10.070C. A City Councilmember appeal shall be processed in the same manner as an individual appeal from a member of the public.

E. Notice and Schedule of Appeal Hearings. Unless otherwise agreed upon by the person filing the appeal and the applicant, appeal hearings should be conducted within forty-five (45) days from the date of appeal submittal. Notice of hearing for the appeal shall be provided pursuant to noticing requirements of Section 17.10.050 (Public Hearing and Public Notice).

F. Appeal Hearing and Action. Each appeal shall be considered a *de novo* (new) hearing. In taking its action on an appeal, the Appeal Authority shall state the basis for its action. The appeal authority may act to confirm, modify, reverse the action of the approving authority, in whole or in part, or add or amend such conditions as it deems necessary. The action of the appeal authority is final on the date of decision and, unless expressly provided by this chapter, may not be further appealed. (Ord. 2017-01 § 2, 2017; Ord. 2010-02 § 1 (part), 2010)

17.10.080 EFFECTIVE DATE.

Generally, the action to approve, conditionally approve, or deny a permit or entitlement authorized by this title shall be effective on the eleventh (11th) day after the date of action, immediately following expiration of the ten (10)-day appeal period. Legislative actions by the City Council (e.g., Zoning Amendment, General Plan Amendment, Specific Plans, and Development Agreements) become effective thirty (30) days from the date of final action and may not be appealed. In accordance with Section 17.06.030 (Rules of Interpretation), where the last of the specified number of days falls on a weekend or city holiday, the time limit of the appeal shall extend to the end of the next working day. Permit(s) shall not be issued until the effective date of required permit. (Ord. 2010-02 § 1 (part), 2010)

17.10.090 PERMIT TO RUN WITH LAND.

Unless otherwise conditioned, land use and development permits and approvals granted pursuant to the provisions of this chapter shall run with the land through any change of ownership of the site, business, service, use, or structures, provided that such use is compliant with this title or as specified in the permit or approval, and the permit or approval does not expire. All applicable conditions of approval shall continue to apply after a change in property ownership. (Ord. 2010-02 § 1 (part), 2010)

17.10.100 PERMIT TIME LIMITS, EXTENSIONS, AND EXPIRATION.

A. Time Limits. Unless a condition of approval or other provision of this title establishes a different time limit, any permit not exercised within one (1) year of approval shall expire and become void, except where an extension of time is approved in compliance with division C. below.

B. Exercising Permits. The exercise of a permit occurs when the property owner has performed substantial work and incurred substantial liabilities in good faith reliance upon such permit(s). A permit may be otherwise exercised pursuant to a condition of the permit or corresponding legal agreement that specifies that other substantial efforts or expenditures constitutes exercise of the permit. Unless otherwise provided, permits that have not been exercised prior to a zoning amendment, which would make the permitted use or structure nonconforming, shall automatically be deemed invalid on the effective date of the zoning amendment.

C. Permit Extensions. The approval of an extension extends the expiration date for two (2) years from the original permit date. After this initial permit extension, a final one (1)-year extension of time may be granted pursuant to the same process as set forth in this section.

1. Process. The same approving authority that granted the original permit may extend the period within which the exercise of a permit must occur. Notice and/or public hearing shall be provided in the same manner as for the original permit. An application for extension shall be filed not less than thirty (30) days prior to the expiration date of the permit, along with appropriate fees and application submittal materials.

2. Conditions. The permit, as extended, may be conditioned to comply with any development standards that may have been enacted since the permit was initially approved.

3. Permit extension findings. The extension may be granted only when the designated approving authority finds that the original permit findings can be made and there are no changed circumstances or there has been diligent pursuit to exercise the permit that warrants such extension.

D. Expiration. If the time limits are reached with no extension requested, or a requested extension is denied or expires, the permit expires. (Ord. 2010-02 § 1 (part), 2010)

17.10.110 MODIFICATION.

A. Any person holding a permit granted under this title may request a modification or amendment to that permit. For the purpose of this section, the modification of a permit may include modification of the terms of the permit itself, project design, or the waiver or alteration of conditions imposed in the granting of the permit.

B. If the Community Development Director determines that a proposed project action is not in substantial conformance with the original approval, the Community Development Director shall notify the property owner of the requirement to submit a permit modification application for consideration and action by the same approving authority as the original permit. A permit modification may be granted only when the approving authority makes all findings required for the original approval and the additional finding that there are changed circumstances sufficient to justify the modification of the approval. (Ord. 2010-02 § 1 (part), 2010)

17.10.120 REVOCATION.

This section provides procedures for the revocation previously approved land use entitlements or permit.

A. Consideration. The approving authority for the original entitlement or permit shall consider the revocation of same entitlement or permit.

B. Noticed Public Hearing. The decision to revoke an entitlement or permit granted pursuant to the provisions of this title shall be considered at a noticed public hearing. Public notice shall be provided and public hearing conducted pursuant to Section 17.10.050 (Public Hearing and Public Notice).

C. Findings. A decision to revoke an entitlement or permit may be made if any one (1) of the following findings can be made:

1. Circumstances under which the entitlement or permit was granted have been changed by the applicant to a degree that one (1) or more of the findings contained in the original entitlement or permit can no longer be met.

2. The entitlement or permit was issued, in whole or in part, on the basis of a misrepresentation or omission of a material statement in the application, or in the applicant's testimony presented during the public hearing, for the entitlement or permit.

3. One (1) or more of the conditions of the entitlement or permit have not been substantially fulfilled or have been violated.

4. The use or structure for which the entitlement or permit was granted has ceased to exist or has lost its legal nonconforming use status.

5. The improvement authorized in compliance with the entitlement or permit is in violation of any code, law, ordinance, regulation, or statute.

6. The improvement/use allowed by the entitlement or permit has become detrimental to the public health, safety, or welfare or the manner of operation constitutes or is creating a public nuisance. (Ord. 2010-02 § 1 (part), 2010)

17.10.130 REAPPLICATIONS.

An application shall not be accepted or acted upon if within the past twelve (12) months an application, which covers substantially the same real property and requests approval of substantially the same project, has been made and denied by the city unless the review authority allows the reapplication because of an express finding that one (1) or more of the following factors applies:

A. New evidence. New evidence potentially material to a revised decision is presented which was unavailable or unknown to the applicant at the previous hearing and which could not have been discovered in the exercise of reasonable diligence by the applicant.

B. Substantial and permanent change of circumstances. There has been a substantial and permanent change of circumstances since the previous hearing which materially affects the applicant's real property.

C. Mistake made at the previous hearing. A mistake was made at the previous hearing which was a material factor in the denial of the previous application. (Ord. 2010-02 § 1 (part), 2010)

7. Pinole Municipal Code Chapter 17.32 Affordable Housing Requirements [Amendment]

Full Chapter included.

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CHAPTER 17.32

AFFORDABLE HOUSING REQUIREMENTS

Sections:

- 17.32.010 Purpose.
- 17.32.020 General requirements for affordable housing.
- 17.32.030 Exemptions.
- 17.32.040 Incentives for on-site housing.
- 17.32.050 Affordable housing development requirements.
- 17.32.060 Alternative methods of compliance.
- 17.32.070 Affordable housing plan processing.
- 17.32.080 Eligibility.
- 17.32.090 Adjustments.
- 17.32.100 Severability.

17.32.010 PURPOSE.

This chapter establishes policies, incentives, design standards, and alternative methods of compliance for meeting the city's affordable housing needs. The purpose of this chapter is to promote achievement of the city's general plan housing element goals for affordable housing. The policies outlined in this chapter regulate the method of determining the minimum requirements. Further, this chapter identifies the administrative procedures related to affordable housing requests. (Ord. 2010-02 § 1 (part), 2010)

17.32.020 GENERAL REQUIREMENTS FOR AFFORDABLE HOUSING.

Consistent with the City of Pinole general plan housing element, the city requires the designation of land for affordable housing to meet the city's future housing needs. The requirements of this chapter shall be governed by the requirements of the Community Redevelopment Law (California Health & Safety Code Section 33000 *et seq.*), as that statute is amended from time-to-time. Where conflict occurs between the requirements of this chapter and state law, state law shall govern. General requirements are listed below:

A. General Requirement. For all rental or ownership residential developments of four (4) or more primary dwelling units located in the City, at least fifteen percent (15%) of the total units must be constructed and offered for sale or rent as an affordable housing unit. For projects proposing rental units, a minimum of 40 percent of the 15 percent of total units (i.e., at least 6% of total units excluding density bonus units) must be affordable to households at or below the very low income level. The remaining affordable rental units must be affordable to households at or below the low income level. For projects proposing ownership units, 100 percent of the affordable units must be affordable to households at or below the moderate income level. ~~Of those units, forty percent (40%) must be affordable to very low income households.~~ For example, a proposed rental residential development for twenty (20) single-family homes must provide three (3) affordable housing units, two (2) of which are affordable to very low income households and one (1) of which is affordable to low income households. Existing units that are to be retained shall be included in the number of units in the residential development for purpose of calculating the number of affordable housing units required by this chapter.

B. Residential Parcel Maps and Subdivisions. For all residential subdivisions except for SB 9 projects under Chapter 17.71 (SB9 Urban Lot Split and Unit Development) ~~within or outside of the city's redevelopment area~~ where the lots to be approved would permit the eventual development of four (4) or more dwelling units, the applicant shall either agree to future development of affordable units under an affordable housing plan, or shall propose an alternative method of compliance to meet the affordable housing requirements, pursuant to the requirements as established in Section 17.32.060 (Alternative Methods of Compliance).

C. Density Bonus Units. Any additional units approved as a density bonus under Chapter 17.38 (Density Bonus) will not be counted in determining the required number of affordable housing units. For example, a proposed project with twenty (20) units that receives a twenty-five percent (25%) density bonus of five (5) units will calculate the affordable housing requirements based on twenty (20) units and must provide three (3) affordable housing units, two (2) of which are affordable to very low income households.

D. Rounding. In determining the number of affordable housing units required by this chapter, any decimal fraction shall be rounded up to the nearest whole number.

E. Moderate income, low-income, and very-low income shall have the meanings set forth in Health and Safety Code section 50050 et seq. A unit shall be "affordable" if it is rented at an "affordable rent" or sold at an "affordable housing cost" as defined in Health and Safety Code section 50050 et seq.

F. E. Price Limits for Affordable Housing Units. Affordable housing units must be restricted for sale or rental at affordable

prices as identified in Table 17.32.020-1 below:

TABLE 17.32.020-1

PRICE LIMITS FOR AFFORDABLE HOUSING UNITS

<u>15% of the units in any residential development must be affordable housing units and reserved for:</u>	<u>Affordability Proportion Affordable Housing Units (%)</u>	<u>Affordability Level Percentage of Area Median Income Used to Determine Housing Costs</u>	<u>Income Used to Determine Affordable Housing Costs (%)</u>
Rental Developments			
Very Low Income <u>Units</u> Occupants	40% <u>of affordable units</u> ¹	<u>Very low income level based on State Income Limits (approximately 50% of Area Median Income)</u> below 50%	30%
Low Income <u>Units</u> Occupants	60% <u>of affordable units</u> ¹	<u>Low income level based on State Income Limits (approximately 80% of Area Median Income)</u> below 80%	30%
Ownership Developments			
Moderate Income <u>Units</u> Households	100% <u>of affordable units</u> ¹	<u>Moderate income level based on State Income Limits (approximately 120% of Area Median Income)</u> below 120%	30%

¹ Affordable units are at least 15 percent of total units, excluding density bonus units, as described in Section 17.32.020(A).

(Ord. 2010-02 § 1 (part), 2010)

17.32.030 EXEMPTIONS.

The requirements of this chapter shall not apply to the following types of development projects:

- A. Manufactured Homes.
- B. Pending Complete Applications. A project which has submitted an application for approval, which application was deemed complete by the Community Development Director prior to the effective date of this title.
- C. Casualty Reconstruction Projects. The reconstruction of any residential units or structures which have been destroyed by fire, flood, earthquake, or other act of nature, which are being reconstructed in a manner consistent with the requirements of Chapter 17.14 (Nonconforming Uses and Structures). (Ord. 2010-02 § 1 (part), 2010)

17.32.040 INCENTIVES FOR ON-SITE HOUSING.

A. In the Affordable Housing Plan that is prepared and approved in accordance with Section 17.32.070 (Affordable Housing Plan Processing), the applicant shall identify the incentives or modifications requested and describe the exceptional circumstances that necessitate assistance from the city, as well as provide documentation of how such incentives increase the feasibility of providing affordable housing. Incentives will be offered only to the extent resources for this purpose are available and approved for such use by the City Council, as defined below, and to the extent that the project, with the use of incentives, assists in achieving the city's housing goals. Nothing in this chapter establishes, directly or through implication, a right of an applicant to receive any incentive from the city.

B. The following incentives may be approved for applicants who construct affordable housing units on-site:

1. Density Bonus. Consistent with California Government Code Sections 65915 through 65918, qualifying projects can receive a density bonus by right. Density bonus requirements are outlined in Chapter 17.38 (Density Bonus) of this code.
2. Fee Subsidy or Deferral. The City Council, by resolution, 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 be the approving authority of the project. Projects qualifying for a density bonus shall be consistent with the applicable provisions under Chapter 17.38 Density Bonus and Government Code Sections 65915 through 65918, and shall require approval of the City Council and shall meet all applicable zoning requirements of the city. Modifications to typical development standards may include, but are not limited to,** 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 (e.g., reduced minimum street widths);
- 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.
- 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. (Ord. 2010-02 § 1 (part), 2010)

4. Park Fee Waivers for Additional Affordable Units. Additional deed-restricted affordable units beyond the minimum fifteen (15) percent inclusionary unit requirement, as described under Section 17.32.020, are eligible for waiver of park impact fees.

17.32.050 AFFORDABLE HOUSING DEVELOPMENT REQUIREMENTS.

Affordable housing units constructed pursuant to this chapter must conform to the following requirements:

~~A. Design.~~ Except as otherwise provided in this chapter, affordable housing units shall be integrated within and reasonably dispersed throughout the project and shall be comparable in infrastructure (including sewer, water, and other utilities), construction quality, exterior design, and materials to the market-rate units. Affordable housing units may have different interior finishes and features than market-rate units so long as the interior features are durable, of good quality, and consistent with contemporary standards for new housing as determined by the Community Development Director.

~~B. Size.~~ All affordable housing units shall reflect the range and numbers of bedrooms provided in the project as a whole, except that affordable housing units need not provide more than four (4) bedrooms.

A. Affordable units shall have the same exterior appearance and quality of construction as the market-rate units. Appliances and finishes in the affordable units shall be the same as in the market rate units with the same number of bedrooms.

B. Size. The size of affordable units shall be the same size as the market rate units in the development. For the purposes of this section, "same size" shall mean that the affordable units shall satisfy all of the following requirements:

1. The number of bedrooms in an affordable units shall be the same as the number of bedrooms in the market rate units. If the market rate units have varied numbers of bedrooms, the distribution of the number of bedrooms in the affordable units shall be the same percentages as in the market rate units.

2. The square footage of an affordable unit shall be no less than ninety percent (90%) of the median square footage of the market rate units with the same number of bedrooms.

3. If the affordable unit is alienable separate from the title to any other dwelling unit, the parcel on which the affordable unit is located shall be no less than ninety percent (90%) of the median square footage of the parcels on which market rate units with the same number of bedrooms are located.

C. Distribution. In a mixed-income development, affordable units shall be dispersed throughout the development. Without limiting the foregoing, in no event shall an affordable unit be adjacent to more than one other affordable unit (unless the adjacent affordable unit is located on a different floor in a multi-floor building). Residents of affordable units shall be entitled to use all of the same amenities and facilities of the residential development as residents of market rate units within the residential development.

~~D. Availability.~~ All affordable housing units shall be constructed concurrently with and be made available for qualified occupants at the same time as ~~or prior to~~, the market-rate units within the same project unless the city and developer agree in the Affordable Housing Agreement to an alternative schedule for development.

~~E. Affordable Housing Agreement.~~ An Affordable Housing Agreement shall be made a condition of the discretionary planning entitlements for all qualifying projects granted a density bonus, fee subsidy, fee deferral, or design modifications. The Affordable Housing Agreement shall include an affordable housing plan and shall be reviewed and approved by the **City Manager** ~~City Council~~.

~~F. Duration of Affordability Requirement.~~ Affordable housing units produced under this chapter must be legally restricted to occupancy by households of the income levels for which the units were designated pursuant to and in conformance with

the requirements of this title, any other applicable city regulation, and state law. (Ord. 2010-02 § 1 (part), 2010)

17.32.060 ALTERNATIVE METHODS OF COMPLIANCE.

A. Applicant Proposals. If it is not practical to construct on-site affordable housing units, the city will consider alternatives of equal value. Accordingly, the applicant may propose an alternative means of compliance with this chapter by submitting to the city an affordable housing plan. One (1) alternative the applicant may consider is the construction of affordable housing units, subject to the requirements listed below:

1. Off-site construction. All or some of the required affordable housing units may be constructed off-site if the Planning Commission (or City Council on appeal) finds that the combination of location, unit size, unit type, pricing, and timing of availability of the proposed off-site affordable housing units would provide equivalent or greater benefit than would result from providing those affordable housing units on-site as might otherwise be required by this chapter. Prior to the recordation of the final subdivision map for the proposed residential development, the applicant shall post a bond, bank letter of credit, or other security acceptable to the Community Development Director, in the amount equivalent to the cost of land and improvements for the affordable housing units, as determined by the Community Development Director, to be used by the city to meet the goals of providing affordable housing in the city in the event that the off-site affordable housing units are not completed (as evidenced by the issuance of a certificate of occupancy for such units) according to the schedule stated in the affordable housing plan submitted by the applicant.

B. Discretion and Required Finding. ~~The approving authority for the project~~ ~~The Planning Commission (or City Council on appeal)~~ may approve, conditionally approve, or reject any alternative proposed by an applicant as part of an affordable housing plan. Any approval or conditional approval must be based on a finding that the purpose of this chapter would be better served by implementation of the proposed alternative, in which the ~~approving authority for the project~~ ~~Planning Commission or City Council~~ should consider the extent to which other factors affect the feasibility of prompt construction of the affordable housing units, such as site design, zoning, infrastructure, clear title, grading, and environmental review. (Ord. 2010-02 § 1 (part), 2010)

17.32.070 AFFORDABLE HOUSING PLAN PROCESSING.

A. General. The submittal of an affordable housing plan and recordation of an approved city affordable control covenant shall be a precondition on the city approval of any Final Subdivision Map, and no building permit shall be issued for any development to which this chapter applies without full compliance with the requirement of this section. This section shall not apply to exempt projects.

B. Affordable Housing Plan. Every residential development to which this chapter applies shall include an affordable housing plan as part of the application submittal for either development plan approval or subdivision approval. No application for a tentative map, subdivision map, or building permit for a development to which this chapter applies may be deemed completed until an affordable housing plan is submitted to and approved by the Community Development Director as being complete. At any time during the formal development review process, the Community Development Director may require from the applicant additional information reasonably necessary to clarify and supplement the application or determine the consistency of the project's proposed affordable housing plan with the requirements of this chapter.

C. Required Plan Elements. An affordable housing plan must include the following elements or submittal requirements:

1. The number, location, structure (attached, semi-attached, or detached), and size (bedrooms, bathrooms, and square footage) of the proposed market-rate and affordable housing units and the basis for calculating the number of affordable housing units.

2. A floor or site plan depicting the location of the affordable housing units and the market-rate units.

3. The income levels to which each affordable housing unit will be made affordable.

4. The term of affordability for the affordable housing units.

5. The methods to be used to advertise the availability of the affordable housing units and the procedures for qualifying and selecting the eligible purchasers and/or tenants, including preference to be given, if any, to applicants who live or work in the city.

6. A schedule for completion and occupancy of the affordable housing units. For phased development, a phasing plan that provides for the timely development of the number of affordable housing units proportionate to each proposed phase of development.

7. A description of any incentives or modifications as listed in Section 17.32.040 (Incentives for On-Site Housing) including a description of exceptional circumstances that necessitate assistance from the city, as well as documentation of how such incentives increase the feasibility of providing affordable housing.

8. Any alternative means, as designated in Section 17.32.060.A, proposed for the development along with information necessary to support the findings required by Section 17.32.060.B for approval of such alternatives.

9. Except when prohibited by state or federal law, the plan shall require that preference shall be given to households that live or work in Pinole when selling or leasing affordable units within a development.

~~10.9-~~ Any other information reasonably requested by the Community Development Director to assist with evaluation of the affordable housing plan under the requirements of this chapter.

D. Affordability Control Covenants. Prior to issuance of a grading permit or building permit, whichever is requested first, a standard City affordability control covenant must be approved and executed by the Community Development Director, executed by the applicant/owners, and recorded against the title of each affordable housing unit. If subdivision into individual property parcels has not been finalized at the time of issuance of a grading permit or building permit, an overall interim affordability control covenant shall be recorded against the residential development and shall be replaced by separate recorded affordability control covenants for each unit prior to issuance of a certificate of occupancy by the city for such units. The affordability control covenants must identify any incentives, modifications, or terms of any fee waiver, as permitted pursuant to Chapter 17.38 (Density Bonus), approved by the city. (Ord. 2010-02 § 1 (part), 2010)

17.32.080 ELIGIBILITY.

A. General Eligibility for Affordable Housing Units. No household may purchase, rent, or occupy an affordable housing unit unless the city has approved the household's eligibility, and the household and city have executed and recorded an affordability control covenant in the chain of title of the affordable housing unit. Such affordability control covenant is in addition to the covenant required in Section 17.32.070.D.

B. Owner Occupancy. A household which purchases an affordable housing unit must occupy that unit as a principal residence, as that term is defined for federal tax purposes by the United States Internal Revenue Code. (Ord. 2010-02 § 1 (part), 2010)

17.32.090 ADJUSTMENTS.

A. Adjustments. The requirements of this chapter may be adjusted to propose an alternative method of compliance with the chapter in accordance with Section 17.32.060 (Alternative Methods of Compliance) by the city if the applicant demonstrates to the **approving authority of the project** ~~Planning Commission (or the City Council on appeal)~~ that applying the requirement of this chapter would be contrary to the requirements of the laws or the constitutions of the United States or California.

B. Timing of Waiver Request. To receive an adjustment or waiver, the applicant must make an initial request of the **approving authority of the project** ~~Planning Commission~~ for such an adjustment or waiver and provide an appropriate demonstration of the appropriateness of the adjustment or waiver **required for when first applying to the Planning Commission for the review and approval of the proposed development plan or subdivision review as such review and approval is required by the City of Pinole Municipal Code.**

C. Waiver and Adjustment Considerations. In making a determination on an application to adjust or waive the requirements of this chapter, the **approving authority of the project** ~~Planning Commission (or City Council on appeal)~~ may assume each of the following when applicable:

1. That the applicant is subject to the affordable housing requirements of Chapter 17.32 (Affordable Housing Requirements);
2. The extent to which the applicant will benefit from affordable housing incentives under Section 17.32.040 (Incentives for On-Site Housing); and
3. That the applicant will be obligated to provide the most economical affordable housing units feasible in terms of construction, design, location, and tenure, and subject to the requirements of Chapter 17.32 (Affordable Housing Requirements). (Ord. 2010-02 § 1 (part), 2010)

17.32.100 SEVERABILITY.

If any provision of this section or its application to any property is held to be invalid by any court of competent jurisdiction, invalidity shall not affect other provisions in this section that may be implemented without the invalid sections. To this end, the provisions and clauses of this section are declared severable. (Ord. 2010-02 § 1 (part), 2010)

8. Pinole Municipal Code Chapter 17.48 Parking and Loading Requirements [Amendment]

Full Chapter included.

Text to be removed shown in ~~strikeout text~~.

Text to be added shown in **bold and underline**.

CHAPTER 17.48

PARKING AND LOADING REQUIREMENTS

Sections:

- 17.48.010 Purpose.
- 17.48.020 Applicability.
- 17.48.030 Permit and plan check requirements and exemptions.
- 17.48.040 General parking and loading berth requirements.
- 17.48.050 Number of parking spaces required.
- 17.48.060 Reductions in parking requirements.
- 17.48.070 Special parking standards for Old Town.
- 17.48.080 Parking requirements for the disabled.
- 17.48.090 Compact car requirements.
- 17.48.100 Parking and driveway design and development requirements.
- 17.48.110 Loading area requirements.
- 17.48.120 Bicycle parking requirements.
- 17.48.130 Maintenance.

17.48.010 PURPOSE.

This chapter establishes parking, loading and bicycle parking regulations in order to provide for safe, attractive, and convenient parking and ensure that parking areas are compatible with surrounding land uses. (Ord. 2010-02 § 1 (part), 2010)

17.48.020 APPLICABILITY.

A. The regulations contained in this chapter shall apply to the construction, change or expansion of a use or structure, and shall require that adequate parking spaces, loading areas, and bicycle parking areas are permanently provided and maintained for the benefit of residents, employees, customers, and visitors, within or outside of buildings or in a combination of both, in accordance with the requirements listed in this chapter. These requirements shall be in addition to any other development requirements contained elsewhere within the Zoning Code (e.g., landscaping).

B. Off-street parking and loading requirements of this chapter shall be recalculated as listed below.

1. New Uses and Structures. For all buildings or structures erected and all uses of land established after the effective date of this title, parking for vehicles and bicycles, and loading facilities shall be provided as required by this chapter.

2. Change in Use. When the use of any building, structure, or premises is changed, resulting in the required number of parking spaces to increase more than ten percent (10%), additional parking shall be provided consistent with Section 17.48.050 (Number of Parking Spaces Required). Previous parking modifications granted by the approving authority shall be null and void.

3. Change of Occupancy. Where a new business license is required, additional parking spaces shall be provided if the new occupancy would result in an increase of more than ten percent (10%) in the required number of parking spaces.

4. Modification to Existing Structures. Whenever an existing building or structure is modified such that it creates an increase of more than ten percent (10%) in the number of parking spaces required, additional parking spaces shall be provided in accordance with the requirements of this chapter. (Ord. 2010-02 § 1 (part), 2010)

17.48.030 PERMIT AND PLAN CHECK REQUIREMENTS AND EXEMPTIONS.

New parking lots and modifications or expansions to existing parking lots require the following entitlements:

A. Building Permit. New parking lot design and modifications to existing parking lots in conjunction with a substantial change in use to an existing structure shall be reviewed in conjunction with the building permit and any other land use or development permit.

B. Plan Check. Modification or improvements to an existing parking lot that impact the parking space layout, configuration, vehicular or pedestrian circulation, number of stalls or landscape planters shall require a site plan, drawn to scale, to authorize the change as consistent with the Zoning Code.

C. Exempt Activities. Parking lot improvements listed below shall be considered minor in nature if they do not alter the

number or configuration of parking stalls and therefore exempt from plan check requirements located in Section 17.12.030 (Plan Check). However, exempt activities listed herein may require other ministerial permits (e.g., building permit, grading permit).

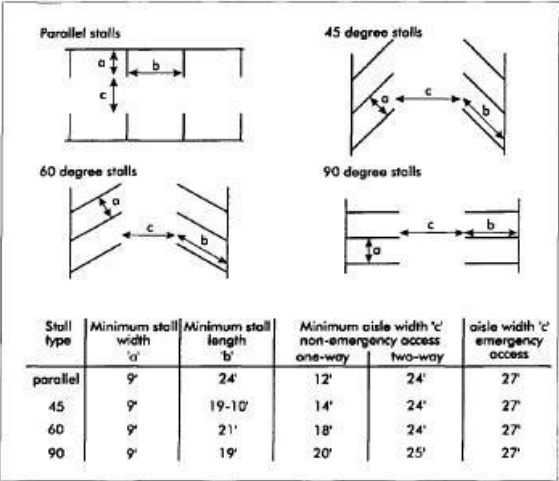
1. Repair of any defects in the surface of the parking area, including repairs of holes and cracks;
2. Resurfacing, slurry coating, and restriping of a parking area with identical delineation of parking spaces;
3. Repair or replacement in the same location of damaged planters and curbs; and
4. Work in landscape areas, including sprinkler line repair, or replacement of landscape materials. (Ord. 2010-02 § 1 (part), 2010)

17.48.040 GENERAL PARKING AND LOADING BERTH REQUIREMENTS.

The layout of parking spaces, loading berths, and parking aisles shall comply with all the requirements listed below. These parking requirements apply to both on-street and off-street parking spaces, unless specifically stated otherwise.

- A. The required parking spaces, loading berths, and parking aisles may not be located on any street right-of-way.
- B. Parking Space and Drive Aisle Dimensions. Each parking space shall have a minimum size of nine (9) feet by eighteen (18) feet when outdoors and shall be free of obstructions such as columns or walls. Each parking space shall be ten (10) feet by twenty (20) feet when indoors or where columns or walls are located within the parking area. Loading space requirements and standards shall be as provided under Section 17.48.110. General parking space and drive aisle dimensions for parking lots are shown in Figure 17.48.040-1 (Parking Space and Drive Aisle Dimensions) below. Proposed modifications to minimum aisle width may be granted upon demonstration that modifications meet applicable standards and requirements for safety and access to the satisfaction of the City Engineer and Fire Department Each loading berth shall be a minimum size of twelve (12) feet by thirty (30) feet whether indoors or outdoors. Parking aisles shall have a minimum width of twelve (12) feet when spaces are parallel to the aisle or up to an angle of forty (40) degrees, seventeen (17) feet when spaces are at an angle of between forty (40) degrees and seventy (70) degrees, and twenty three (23) feet when spaces are at an angle between seventy (70) degrees and ninety (90) degrees. See Figure 17.48.040-1 (Parking Space and Drive Aisle Dimensions) below for additional requirements.

FIGURE 17.48.040-1
PARKING SPACE AND DRIVE AISLE DIMENSIONS



- C. Parking spaces and aisles shall have a maximum grade of seven percent (7%).
- D. Each parking space and aisle shall have a minimum eight (8)-foot vertical clearance.
- E. Each loading berth and access thereto shall have a minimum fifteen (15)-foot vertical clearance.
- F. Each parking space and loading berth shall have vehicular access to the street, without passing over other parking spaces, unless as specifically allowed as tandem parking spaces.
- G. Neither a required side yard abutting a street nor a front yard shall be used for to meet minimum off-street parking requirements. (Ord. 2010-02 § 1 (part), 2010)

17.48.050 NUMBER OF PARKING SPACES REQUIRED.

- A. The following number of parking spaces shall be required to serve the uses or buildings listed, as established in Table 17.48.050-1 (Parking Requirements by Land Use). Multiple property owners may apply for an Administrative Use Permit ~~use permit~~ for shared parking pursuant to Section 17.48.060 (Reductions in Parking Requirements); otherwise all uses must provide the sum of the requirements for each individual use. Where the requirements result in a fractional space, the next larger whole number shall be the number of spaces required. In addition, the requirements listed below shall apply.
1. "Square feet" means "gross square feet" and refers to the sum gross square feet of the floor area of a building and its accessory buildings unless otherwise specified.

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

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

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

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

TABLE 17.48.050-1

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 units Dwelling, Single-Family — studio	1 space per dwelling unit (garage enclosed or covered)
One-bedroom units Dwelling, Single-Family — one bedroom	2 spaces per dwelling unit (garage enclosed or covered), tandem parking spaces permitted
Two- to four- bedroom units 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
Five or more bedroom units 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)
<u>SB 9 unit development</u>	<u>See Chapter 17.71 (SB9 Urban Lot Split and Unit Development)</u>
Dwelling, Multiple-Family	
Studio units	1 space per dwelling unit (garage enclosed or covered) plus 0.3 spaces per dwelling unit for visitor parking
Dwelling, Multiple-Family	
One-bedroom units	1 space 1.5 spaces per dwelling unit (1 space must be garage enclosed or covered) plus 0.3 spaces per dwelling unit for visitor parking
Dwelling, Multiple-Family	
<u>Two- to three- bedroom units</u>	<u>1.5 spaces per dwelling unit</u>
Four or more 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
<u>SB 9 unit development</u>	<u>See Chapter 17.71 (SB9 Urban Lot Split and Unit Development)</u>
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 <u>(Age 55 and Over)</u>	1 space per dwelling unit. <u>The minimum parking requirement may be waived if affordable housing units are provided consistent with Chapter 17.32 and the</u>

	proposed development has either paratransit service or unobstructed access, within one-half mile, to fixed bus route service that operates at least eight times per day.
Senior units, three + bedroom units	1 space per dwelling unit plus 1 additional off-street space
Mobile Home Park	2 parking spaces per home site
Recreation, Education, and Public Assembly Uses	
Arena, Auditorium, Theater, Assembly Hall, and Religious Institutions with Fixed Seats	Lesser of the following calculations: 1 space per 4 seats of maximum seating capacity; or 1 space per 300 sq. ft. of gross floor area
Dancehall, Assembly Halls without Fixed Seats, Exhibition Halls	1 space per 50 sq. ft. of gross floor area used for dancing or assembly
Retail, Service, Medical and Office Uses	
Grocery Store, Food Market	1 space per 250 sf. ft. of gross floor area
Retail Sales, Banks	1 space per 300 sq. ft. of gross floor area
Retail (furniture, appliances)	1 space per 500 sq. ft. of gross floor area
Retail (building materials, autos, boats, RVs)	1 space per 200 sq. ft. of gross floor area used for offices and 1 space per 300 sq. ft. of gross floor area for sales and sales display; plus 1 space per 600 sq. ft. of gross floor area used for repair or service; plus 1 space per 2,000 sq. ft. of outdoor sales, sales displays and storage areas
Restaurants, Bars, and Night Clubs	1 space per 100 sq. ft. of gross floor area, excluding kitchen and other non-public areas
Veterinary Hospitals	1 space per 250 sq. ft. of gross floor area
Animal Boarding and Grooming	1 space per 500 sq. ft. of gross floor area
Offices, Business and Professional, including medical	1 space per 250 sq. ft. of gross floor area
Hotels and Lodging Places	1 space per unit plus 1 space/full-time resident staff and 1 space/employee during the peak employment shift
Nursing Homes	1 space per 3.5 beds
Hospitals and Sanitariums	Parking study required to determine parking needs
Auto-Related Services	
Automobile/Vehicle Service and Repair, Minor	1 space per 300 sq. ft. of any convenience store and/or office space plus 1 space per service bay if repair occurs on-site (in addition to spaces at pumps, queuing areas for pumps, and self-service water and air areas)
Automobile/Vehicle Service and Repair, Major	1 space per service bay (not including areas for auto service or auto storage), plus parking for any towing vehicles used in the operation, and 1 space per 300 sq. ft. of office area
Auto Washing	1 space per 300 sq. ft. of any indoor sales, office, or lounge areas
Schools, Private	
Business, trade and other schools or colleges	1 space per 2 full-time equivalent students enrolled plus 1 space per employee during the peak employment shift
Elementary Schools	1.2 spaces per employee during the peak employment shift
Small Family Daycare	No additional spaces required (besides the required spaces for the residential dwelling)
Large Family Daycare	1 space per employee, with a minimum of 3 spaces provided
High Schools	1 space per 4 daytime students plus 1 space for each employee during the peak employment shift

Industrial, Manufacturing, and Processing Uses	
Warehousing, Wholesaling, Research, and Other Industrial	1 space per 1000 sq. ft. of gross floor area plus 1 space per four employees

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

(Ord. 2020-04 § 2, 2020; Ord. 2010-02 § 1 (part), 2010)

17.48.060 REDUCTIONS IN PARKING REQUIREMENTS.

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

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

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

- a. The peak hours of parking demand from all uses do not coincide so that peak demand will not be greater than the parking provided;
- b. The efficiency of parking provided will equal or exceed the level that can be expected if parking for each use were provided separately.

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

- a. A guarantee that there will be no substantial alteration in the uses that will create a greater demand for parking without application for approval of an amended use permit;
- b. A reciprocal grant of nonexclusive license among the business operator(s) and the landowner(s) for access to and use of the shared parking facilities; and
- c. Evidence that the agreement has been recorded in the County Recorder's office.

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

1. Criteria for approval. An Administrative Use Permit ~~The Planning Commission will only grant a conditional use permit for reduced parking~~ may be approved ~~if it finds that~~ the project meets all of the findings for an Administrative Use Permit in Section 17.12.060 (Administrative Use Permit) and ~~conditional use permit criteria in Section 17.12.140 (Conditional Use Permits) and that~~ three (3) or more of the circumstances listed below are true.

- a. The use will be adequately served by the proposed parking due to the nature of the proposed operation; proximity to frequent transit service; transportation characteristics of persons residing, working, or visiting the site; or because the applicant has undertaken a travel demand management program that will reduce parking demand at the site.
- b. Parking demand generated by the project will not exceed the capacity of or have a detrimental impact on the supply of on-street parking in the surrounding area.
- c. The site plan is consistent with the objectives of the zoning district and incorporates features such as unobtrusive off-street parking placed below the ground level of the project with commercial uses above or enclosed parking on the ground floor.
- d. The applicant has provided on-site parking for car share vehicles via a recorded written agreement between the landowner and the city that runs with the land. Agreement shall provide for proof of a perpetual agreement with a car share agency to provide at least one (1) car share vehicle on-site.

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

(Ord. 2020-04 § 2, 2020; Ord. 2010-02 § 1 (part), 2010)

17.48.070 SPECIAL PARKING STANDARDS FOR OLD TOWN.

A. Purpose. Special parking standards are established for the Old Town area for the following primary purposes:

1. Spur growth in the core of old town by not requiring uses to provide more parking spaces than presently exist in the core;

2. Manage the growth of old town by limiting the number of businesses, offices, lodges, clubs and associations in the core of old town which may generate traffic or parking demands in excess of commercial, office and public assembly parking availability, causing the overflow of traffic and parking to spill over onto adjacent residential streets;

3. Manage traffic circulation and parking capacity by periodically assessing parking capacity in the core of old town;

4. Manage traffic circulation and parking by requiring reciprocal easement agreements between new parking lots and adjacent properties zoned for public facility, commercial, office or mixed use on which new parking lots can potentially be developed. The provision of reciprocal easements is intended to reduce street traffic and the number of on-street parking spaces used by allowing customers to find a space in an adjacent parking lot which may not be full.

B. Applicability. For the purposes of these zoning regulations, the Old Town boundaries are defined by the northern side of Park Street, the eastern side of John Street, the southern side of Plum Street, and the western side of Oak Ridge Road.

C. Special Parking Requirements for Non-Residential Uses. Generally, non-residential uses in the designated Old Town area are exempt from the parking requirements outlined in Table 17.48.050-1 (Parking Requirements by Land Use). However, new non-residential uses and non-residential uses that propose to expand by fifty percent (50%) or more, which would result in a parking demand of thirty (30%) or more spaces, may be subject to parking requirements if required criteria are met through a subsequent parking capacity assessment outlined herein.

D. Parking Capacity Assessment. In order to provide development opportunity and adequate parking in Old Town, the redevelopment agency has assembled property for shared parking and reduced standards as outlined herein to rely on this shared parking rather than compelling each business to satisfy parking demand on-site. To ensure that adequate parking remains available, the Planning Commission will periodically evaluate parking conditions in the Old Town in the form of a parking capacity assessment. Through analysis of that assessment, the Planning Commission will determine whether the then current parking supply is adequate to meet the corresponding parking demand. The following standards and criteria apply to the parking assessment and determination:

1. Assessment Frequency. The city will evaluate and monitor parking supply and demand on a regular basis. A parking capacity assessment shall be conducted the sooner of every two (2) years or after every fifth new use, that would require ten (10) or more parking spaces as outlined in Table 17.48.050-1 (Parking Requirements by Land Use).

2. Responsibility and Content. City staff shall prepare the parking capacity assessment for Planning Commission consideration. The assessment shall include average and peak parking capacity in the designated Old Town area.

3. Determination of Parking Adequacy. The Planning Commission shall find that parking is adequate if parking demand does not exceed eighty-five percent (85%) of the available capacity within a two (2)-block radius of a project.

4. Parking Controls. The Planning Commission will implement parking controls (e.g., time limits, metered parking, and remotely located employee parking) before seeking to expand parking capacity.

5. Shared Parking. The Planning Commission will consider expanding available shared public parking (e.g., a parking garage) in order to relieve individual projects of the obligation to provide parking on-site as determined by a parking management study.

E. Reciprocal Easement Agreements. Property owners of new parking lots are required to provide reciprocal easements to adjacent properties zoned for public facility, commercial, office or mixed use on which new parking lots could potentially be developed as determined by the city engineer or Community Development Director. Placement of reciprocal easements will be determined by the city engineer and/or Community Development Director. (Ord. 2010-02 § 1 (part), 2010)

17.48.080 PARKING REQUIREMENTS FOR THE DISABLED.

A. Number of Spaces, Design Standards. Parking spaces for the disabled shall be provided in compliance with the Building Code and state and federal law.

B. Reservation of Spaces Required. The number of disabled accessible parking spaces required by this chapter shall be reserved by the property owner/tenant for use by the disabled throughout the life of the approved land use.

C. Upgrading of Markings Required. If amendments to state or federal law change standards for the marking, striping, and signing of disabled access parking spaces, disabled accessible spaces shall be upgraded in the time and manner required by law. (Ord. 2010-02 § 1 (part), 2010)

17.48.090 COMPACT CAR REQUIREMENTS.

The following requirements apply to parking provided for all uses or buildings except one (1) -family and two (2)-family dwellings:

A. Up to twenty-five percent (25%) of the required number of parking spaces may be sized for compact cars.

B. Compact car parking spaces shall be at least eight (8) feet in width and sixteen (16) feet in length, and shall be clearly marked, "COMPACT CARS ONLY," "COMPACT," or "C."

C. Compact car spaces shall be distributed throughout the parking lot.

D. Where a section of the parking lot is restricted to compact parking with an angle of 90 degrees, the aisle width may be reduced from the standard twenty-three (23) feet to twenty- one (21) feet. Such compact sections should be located so as to minimize the distance from the section to the appropriate building or activity. (Ord. 2010-02 § 1 (part), 2010)

17.48.100 PARKING AND DRIVEWAY DESIGN AND DEVELOPMENT REQUIREMENTS.

A. Surface Parking Area. All surface parking areas shall have the following improvements:

1. Each parking space and aisle, except those accessory to one (1)-family and two (2) -family dwellings, shall be graded, drained, and surfaced so as to prevent dust, mud, or standing water, and shall be identified by pavement markings, wheel stops, entrance and exit signing, and directional signs, to the satisfaction of the City Engineer.
2. Lighting, giving a ground-level illumination of one (1) to five (5) foot-candles, shall be provided in the parking area during the time it is accessible to the public after daylight. Lighting shall be shielded to prevent glare on contiguous residential properties.
3. Where such parking area abuts a street, it shall be separated by an ornamental fence, wall, or compact evergreen hedge having a height of not less than two (2) feet and maintained at a height of not more than four (4) feet. Such fence, wall, or hedge shall be maintained in good condition.
4. Parking spaces shall be marked and access lanes clearly defined. Bumpers and wheel stops shall be installed as necessary.
5. Landscape materials are permitted to overhang the curb/wheel stop creating a reduction in impervious surface material.

B. Driveway Location Standards. Development projects located at intersections shall be accessed as follows:

1. Driveways to access parcels located at the intersection of two (2) streets shall be gained through driveways from the lesser street. Determination of which street is lesser shall be made based on total paving width, amount of traffic, adjacent traffic controls, and likely destinations along each street in question.
2. Driveways serving parcels located at the intersection of two (2) streets shall be situated at the maximum practical distance from the intersection.
3. Where a proposed driveway is located at least seventy-five (75) feet from the nearest cross street, the requirements of subsection 17.48.090.B.1 and 17.48.090.B.2 may be waived.

C. Driveway Size and Composition. All residential driveways shall be a minimum of twenty (20) feet in length and shall be constructed with a lasting, durable surface (i.e., concrete, asphalt, grasscrete, or similar material) and shall be constructed to appropriate requirements as determined by the city. (Ord. 2010-02 § 1 (part), 2010)

17.48.110 LOADING AREA REQUIREMENTS.

A. Required Loading Spaces for Delivery and Distribution. A building, or part thereof, having a floor area of ten thousand (10,000) square feet or more that is to be occupied by any use requiring the receipt or distribution by vehicles or trucks of material or merchandise must provide at least one (1) off-street loading space, plus one (1) additional such loading space for each additional forty thousand (40,000) square feet of floor area. The off-street loading space(s) must be maintained during the existence of the building or use it is required to serve. Truck-maneuvering areas must not encroach into required parking areas, travel ways, or street rights-of-way.

B. Required Loading Spaces for Customers. Customer loading spaces allow bulky merchandise to be loaded into customers' vehicles. Each home improvement sales and service use shall provide at least two (2) customer loading spaces per business establishment or one (1) customer loading space per forty thousand (40,000) square feet of floor area, whichever is greater. Customer loading spaces shall be located adjacent to the building or to an outdoor sales area where bulky merchandise is stored and shall be clearly visible from the main building entry or through directional signage visible from the main entry. Customer loading spaces shall be not be located in such a way that they impede on-site traffic circulation, as determined by the Director of Public Works.

C. Requirements for Off-street Loading Spaces.

1. Minimum size. Each off-street loading space required by this section must be not less than twelve (12) feet wide, thirty (30) feet long, and fifteen (15) feet high, exclusive of driveways for ingress and egress and maneuvering areas. Loading spaces for customers may be twelve (12) feet wide, twenty-six (26) feet long and twelve (12) feet high.
2. Driveways for ingress and egress and maneuvering areas. Each off-street loading space required by this section must be provided with driveways for ingress and egress and maneuvering space adequate for trucks, per city standards.
3. Location of loading areas. An off-street loading space (excluding loading spaces for customers) required by this section must not be located closer than thirty (30) feet to any lot or parcel of land in a residential district, unless such off-street loading space is wholly enclosed within a building or on all sides by a wall not less than eight (8) feet in height. Except in industrial zoning districts, a loading door or loading dock that is visible from a public street must be screened with an eight (8)-foot-high, solid masonry or other sound-absorbing wall, with landscaping planted between the wall and the right-of-way. (Ord. 2010-02 § 1 (part), 2010)

17.48.120 BICYCLE PARKING REQUIREMENTS.

A. Applicability. Bicycle parking shall be provided for all new construction, additions of ten percent (10%) or more floor area to existing buildings, and changes in land use classification. Single-family homes, duplexes, and multi-family dwellings of less than four (4) units are exempt.

B. Number of Required Bicycle Parking Spaces. The required minimum number of bicycle parking spaces for each use

category is shown on Table 17.48.120-1. Uses that are not listed in the table are not required to provide bicycle parking. Required bicycle parking may be provided in floor, wall, or ceiling racks.

TABLE 17.48.120-1

REQUIRED BICYCLE PARKING

<i>Use Classification</i>	<i>Bicycle Parking Spaces</i>
Residential	
Multiple-Family Residential, Group Housing, or Transitional Housing	1 space per 4 units
Public, Semipublic, and Service	
Community Center, Religious Facility, or Cultural Institution	1 space per 40 seats or 1 space per 500 sq. ft. of assembly area, whichever is greater
Government Offices	1 space per 10,000 sq. ft.
Hospitals and Clinics	
Hospitals	1 space per 50 beds
Clinics	1 space per 3,000 sq. ft.
Park and Recreation Facilities	To be determined by the Zoning Administrator
Parking Facilities, Public	1 space per 20 auto spaces
Schools, Public or Private	
Elementary	2 spaces per classroom
Junior High, High School	4 spaces per classroom
Commercial and Entertainment	
Animal Sales and Services (except Kennels)	1 space per 10,000 sq. ft., minimum of 2 spaces per establishment
Banks and Other Financial Institutions	1 space per 10,000 sq. ft., minimum of 2 spaces per establishment
Business Services	1 space per 10,000 sq. ft., minimum of 2 spaces per establishment
Commercial Recreation	To be determined by the Zoning Administrator
Eating and Drinking Establishments	1 space per 10,000 sq. ft., minimum of 2 spaces per establishment
Food and Beverage Sales Offices	1 space per 10,000 sq. ft., minimum of 2 spaces per establishment
Live/Work Unit	1 space per 4 units
Retail Sales	1 space per 10,000 sq. ft., minimum of 2 spaces per establishment
Theaters	1 space per 40 seats
Business and Professional Offices	
Medical and Dental	1 space per 10,000 sq. ft., minimum of 2 spaces per establishment
Personal Service	1 space per 10,000 sq. ft., minimum of 2 spaces per establishment

C. Location. Bicycle parking must be located on the site of the use it serves, generally within fifty (50) feet of an entrance to the building it serves unless otherwise approved. In the case of a multi-tenant shopping center, bike parking must be located within fifty (50) feet of an entrance to each use it serves.

D. Bicycle Lockers. Where required bicycle parking is provided in lockers, the lockers must be securely anchored.

E. Bicycle Racks. Required bicycle parking may be provided in floor, wall, or ceiling racks. Where required bicycle parking is provided in racks, the racks must meet the following requirements:

1. The bicycle frame and one (1) wheel can be locked to the rack with a high-security U-shaped shackle lock if both wheels are left on the bicycle;
2. A bicycle six (6) feet long can be securely held with its frame supported so that the bicycle cannot be pushed or fall in a manner that will damage the wheels or components; and
3. The rack must be securely anchored.

F. Special Requirements for Long Term Bicycle Parking. Mixed-use and high-density residential development have,

special long-term bicycle parking needs. As such, required spaces for such uses shall be designed and located to maximize security in one (1) or more of the following locations/ways:

1. In a locked room.
2. In an area that is enclosed by a fence with a locked gate. The fence must be either eight (8) feet high or be floor to ceiling.
3. Within view of an attendant, security guard or employee work area.
4. In an area that is monitored by a security camera.
5. Within a dwelling unit, dormitory, or other group housing unit, live/work unit, or artists' studio. If provided within a unit, racks or lockers are not required.

G. **Parking and Maneuvering Areas.** Each required bicycle parking space must be accessible without moving another bicycle. There must be an aisle at least five (5) feet wide adjacent to all required bicycle parking to allow room for bicycle maneuvering. Where the bicycle parking is adjacent to a sidewalk, the maneuvering area may extend into the right-of-way. The area devoted to bicycle parking must be hard surfaced.

H. **Visibility.** If required bicycle parking is not visible from the street or main building entrance, a sign must be posted at the main building entrance indicating the location of the bicycle parking. (Ord. 2010-02 § 1 (part), 2010)

17.48.130 MAINTENANCE.

The minimum number of parking spaces required in this chapter shall be provided and continuously maintained. A parking, loading or bicycle parking area provided for the purpose of complying with the requirements of this chapter shall not be eliminated, reduced or converted unless equivalent facilities approved by the approving authority are provided elsewhere in compliance with this chapter. (Ord. 2010-02 § 1 (part), 2010)

Attachment C. Housing Element Programs Associated with Revisions

Yellow highlighted text was addressed in set A (ADU, JADU, SB9)

Green highlighted text was addressed in set B (ADU Amnesty)

Blue highlighted text was addressed in set C (Parking, Affordable Housing, Review Process)

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 23, 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.

- **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.

- **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 5 – 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 or in-lieu fees, funds for this effort.

Program 5. SB 9 Technical Assistance and Facilitation

The City is in the process of creating informational materials to assist applicants and property owners in submitting applications for the development of SB 9 projects, which would

highlight permit requirements and development standards to promote greater clarity in preparing submittals. Materials are anticipated to be completed in 2023. In the interim, City staff provides guidance to applicants and owners through correspondences by phone, email, and counter meetings to help applicants understand State standards and provisions under SB 9, discuss preliminary design concepts, and explain permit procedures. Additionally, the City is in the process of establishing objective design standards. Objective design standards would provide greater predictability and clarity regarding design attributes for new residential development and support ministerial review and are anticipated to be completed within two years of Housing Element adoption.

The City has recently received its first SB 9 application. In an effort to encourage and facilitate development in single family zone, the City will pursue a number of technical assistance and facilitation efforts including:

- Updating the zoning code. This will include a review of developmental standards that could constrain SB 9 development and updating the zoning code to remove such constraints.
- Creating a simplified lot split form to process SB 9 projects and provide the form online
- Ensure objective design standards for SB 9 units (Program 13)
- Provide enhanced technical assistance through Program 4, which includes implementing new software to provide residents and developers with tools to determine if an ADU or SB 9 unit can be put on their property. The software will provide information regarding zoning, rebate opportunities, opportunities for fee waivers available for affordable ADU and SB 9 development, and the ADU amnesty program. The objective design standards and simplified lot form for SB 9 units will be made available through the software.

This program works in conjunction with Program 23, ADU, JADU, and SB 9 Education, which provide a variety resources and outreach to homeowners regarding SB 9.

Program 6. 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 7).
- Prepare, update, or revise EIR as appropriate to provide CEQA clearances for projects that comply with existing zoning . The City will review and update as necessary the EIR prepared for the GP and Specific Plan so that individual projects can utilize opportunities for tiering from environmental documentation and streamlining provided under CEQA, where applicable, which can reduce duplicative analyses and

streamline environmental review. The City will begin the review within 3 years of Housing Element adoption and complete it within 6 years of adoption.

- 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.

Program 7. 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 and provide ownership of housing for moderate and lower-income households 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 8).

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.

Program 8. 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 in excess of the 15 percent inclusionary units requirement.

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.

Program 9. Housing for Extremely Low, Very Low, Low, and Moderate Income Households and Special Needs Households, Including Persons with Disabilities

To encourage and facilitate the development of housing for lower income households, especially extremely low income households and special needs households, including housing for persons with disabilities, the City is pursuing a number of efforts identified in this program and in coordination with other programs in the Housing Element. As identified in the needs analysis of this Housing Element, special needs households with the greatest identified need in Pinole include the elderly and persons with disabilities. Specific actions and timelines to assist in the development of housing for extremely low-, very low-, low-, and moderate-income households, as well as housing for persons with special needs are as follows:

- Develop a Housing Successor's Low and Moderate Income Housing Asset Fund Policy that prioritizes affordable housing developments for extremely-low income households, households with special needs and households with persons with disabilities. The policy guide will consider RHNA requirements, local housing needs, such as the needs of special needs households, demographics, and fair housing objectives, among other factors and will be completed within 3 years of Housing Element adoption. (see Program 7).
- Develop a fee waiver program that would provide low or no-cost building permits to age-qualified, lower income households, and qualified special needs households to make improvements to their home for universal design. The fee waiver program will help reduce costs for qualifying special needs households to improve their homes. The City will develop a list of qualifying households and qualifying upgrades for the program. Eligible improvements may include plumbing, roofing, water damage, accessibility/mobility modifications, and improvements to make moving around inside and outside the home easier, such as stair lifts and hand rails. The Program will be completed with 18 months of Housing Element adoption.
- Reduce parking standards for lower-income household developments. Zoning Ordinance amendments for will be completed within two years of Housing Element adoption.
- Contact housing service providers within Contra Costa County to determine the best

way to facilitate development of housing for extremely low-income households and special needs households, including persons with disabilities within one year of Housing Element adoption

- 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), and other special needs households.
- Implement a waiver of park impact fees for all deed-restricted affordable units in excess of the 15 percent inclusionary units requirement within two years of Housing Element adoption (see Program 8.)
- A suite of actions to encourage development of housing for seniors as outlined Program 10. Actions include reducing parking for senior housing developments, a home sharing and tenant matching program, enhanced rebate options for energy efficient home improvements, and participation in regional programs.
- Annually contact developers of special needs and lower income housing to assist in development where feasible by:
 - Assisting and supporting new applications.
 - Providing priority processing, in coordination with Program 8.
 - 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.

Program 10. 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 9).
- Enhanced rebate incentives for homeowners to make it financially feasible to undertake energy efficient and weatherization projects (per Program 19).
- Promote home match shared housing programs (per Program 11), 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. Continue the partnership with the Contra Costa and Solano Food Bank to provide food resources to the community and 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.

Program 12. 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).
- Review and revise standards and definitions for both group homes and residential care facilities to ensure that they are fully compliant with all appropriate state laws and that there are no constraints on group homes in the Zoning Code. This includes an amendment to allow group homes in the R zone as a permitted use by right as is allowed in all other residential zones and adding a definition of group residential to the Zoning Code.
- Review the definition of family and revise as appropriate to ensure that the definition does not require, or imply that it requires a single lease or rental agreement.
- Amend the zoning ordinance to comply with state density bonus law (California Government Code section 65915). Specifically the update will increase the maximum density bonus from 35 to 50 percent, add student housing as a housing type that is eligible for density bonus incentives, reduce parking from 2 to 1.5 spaces for two and three bedroom units and from 2.5 to 2 spaces for four or more bedroom units. The City is complying with state density bonus law though the code is not yet updated.
- The City will reduce the level of approval for a parking reduction or shared parking agreement from a conditional use permit to an administrative use permit, which is approved by the Zoning Administrator. The City will review the four criteria for a parking reduction to evaluate additional criteria or/and reduce the minimum number of required criteria.
- The City will further study parking requirements and reduce them so they do not post a constraint on development. Specifically, the City will do one or more of the following: remove or reduce guest parking, remove covered parking requirements, allow tandem parking, or reduce minimum parking requirements. The City is pursuing assistance with parking evaluation and reduction through MTC-ABAG's parking policy technical assistance.

Program 13. SB 330 Objective Design Standards and SB 35 Streamlining Compliance

SB 330 enacts changes to local development policies, permitting, and processes that will be in effect through January 1, 2025. SB 330 places new criteria on the application requirements and processing times for housing developments; prevents localities from decreasing the housing capacity of any site, such as through downzoning or increasing open space requirements, if such a decrease would preclude the jurisdiction from meeting its RHNA housing targets; prevents localities from establishing non-objective standards; and requires that any proposed demolition of housing units be accompanied by a project that would replace or exceed the total number of units demolished. Additionally, any demolished units that were occupied by lower-income households must be replaced with new units affordable to households with those same income levels.

The City will ensure compliance with SB 330, by requiring any demolished units that were occupied by lower-income households to be replaced with new units affordable to households with those same income levels and establishing objective design standards.

Pursuant to SB 330, the City will review and amend the Zoning Ordinance and Design Review Guidelines to ensure that all development standards, design guidelines, and findings are objective, and promote certainty in the planning and approval process. The objective standards will also include standards for SB 9 projects. The City has begun the process and is currently cataloging existing objective and subjective standards. Through implementing objective design standards, the City is aiming to reduce the time it takes to complete the comprehensive design review process.

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.

Program 15. 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 8)

The City is in the process of implementing an electronic permitting application and tracking system. The online permitting process will help to expedite permitting procedures and will make permitting submittals and subsequent reviews easier for applicants, including allowing applicants to review items needed for submittals, check current project status, and digitally submit materials.



Jan 21, 2025

City of Pinole
2131 Pear Street
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Re: Proposed amendments to the City's Accessory Dwelling Unit and Junior Accessory Dwelling Unit Regulations

Dear Pinole City Council,

The California Housing Defense Fund ("CalHDF") submits this letter as a public comment concerning item 10B on the agenda for the City Council meeting scheduled for January 21, 2025, an amendment to the City's regulations for ADUs and JADUs. This proposed ordinance fails to comply with state law in several ways, and the City should address these problems before approving the ordinance.

Background

The law gives local governments authority to enact zoning ordinances that implement a variety of development standards on ADUs. (Gov. Code, § 66314.) The standards in these local ordinances are limited by state law so as not to overly restrict ADU development. (See *id.*) Separately from local ADU ordinances, Government Code section 66323 establishes a narrower set of ADU types that local governments have a ministerial duty to approve. "Notwithstanding Sections 66314 to 66322 ... a local agency shall ministerially approve" these types of ADUs. (*Id.* at subd. (a).) This means that ADUs that satisfy the minimal requirements of section 66323 must be approved regardless of any contrary provisions of the local ADU ordinance. (*Ibid.*) Local governments may not impose their own standards on such ADUs. (Gov. Code, § 66323, subd. (b) ["A local agency shall not impose any objective development or design standard that is not authorized by this section upon any accessory dwelling unit that meets the requirements of any of paragraphs (1) to (4), inclusive, of subdivision (a)."].)

In addition, ADUs that qualify for the protections of Government Code section 66323, like other ADUs, must be processed by local governments within 60 days of a complete permit application submittal. (Gov. Code, § 66317, subd. (a).)

State law also prohibits creating regulations on ADU development not explicitly allowed by state law. Government Code Section 66315 states, “No additional standards, other than those provided in Section 66314, shall be used or imposed, including an owner-occupant requirement, except that a local agency may require that the property may be used for rentals of terms 30 days or longer.”

Impermissible Underlying Standards

City code section 1770.040 imposes all underlying city zoning standards on ADUs, except as modified by that section. However, as discussed *supra*, Government Code section 66323 mandates that the City approve a specific class of ADUs subject only to specified height and setback requirements, notwithstanding any local code requirements to the contrary. This means, for example, that the City cannot impose landscaping regulations, floor area ratio regulations, parking requirements, front setbacks, etc. on ADUs that qualify for the protections of Government Code section 66323.

Impermissible Location Regulations

City code section 1770.040(D)(5) mandates that new detached ADUs “shall be constructed at the rear or side of an existing single-family residence, and otherwise appear secondary in nature, and not be constructed in front of the primary dwelling unit.”

However, Government Code section 66323, subdivision (a) does not permit any requirement for ADUs to be located to the side or rear of the primary dwelling, if the ADUs qualify for the protections of that section of law. There are many policy reasons for this. For instance, a homeowner may prefer to preserve a private backyard space while redeveloping the less useful front yard. While children may play in the backyard, the front yard is closer to the street and less safe for a variety of activities. The City therefore must allow front yard ADUs that comply with the standards in Government Code section 66323, subdivision (a) both on single family and on multifamily properties.

HCD has issued guidance (the January 2025 HCD ADU [Handbook](#), page 18) affirming the duty of local agencies to allow ADUs protected by Government Code section 66323 in the front setback under all circumstances.

Additionally, this is not an objective standard, as it is impossible for an applicant to know, *ex ante*, what a reviewing official will consider to “appear secondary in nature.” Government Code section 66314, subdivision(b)(1) permits the imposition of objective standards, and

Government Code section 66315 prohibits the imposition of standards beyond what is provided for in § 66314. The City may therefore not impose this non-objective standard.

Additionally, City Code section 1770.040(D)(2)(C) imposes a requirement that “detached ADUs shall not be less than six (6) feet from the primary dwelling unit, except if this would prohibit the construction of an eight hundred (800) square foot ADU with four (4) foot rear and side setbacks.”

As discussed *supra*, Government Code section 66323, subdivision (a) does not permit any locational requirements for detached ADUs other than that they be four feet from side and rear property lines (if newly constructed) or have setbacks sufficient for fire and safety (if converted from existing structures). As an example, this section of law would illegally prohibit the conversion of a garage to an ADU, if that garage were less than six feet from the primary dwelling. The City therefore may not impose this six-foot requirement on ADUs protected by Government Code section 66323.

Impermissible Design Standard

City code section 1770.040(E)(6) requires “Modifications to the exterior of the residence in order accommodate [sic] a proposed JADU shall use exterior colors, materials, and architectural details that match the appearance of existing corresponding features on the residence.” However, as discussed *supra*, if the JADU qualifies for the protections of Government Code section 66323, subd. (a)(1), then the city must approve it ministerially, via building permit only, and cannot impose any such design regulations, as this section of state law only permits specified height and setback regulations, as discussed *supra*.

Impermissible Parking Requirements

City code section 1770.040(F) requires parking for each new ADU, less certain exceptions. However, as discussed *supra*, Government Code section 66323 mandates that the City approve a specific class of ADUs subject only to specified height and setback requirements, notwithstanding any local code requirements to the contrary. This means that the City cannot subject such ADUs to parking requirements.



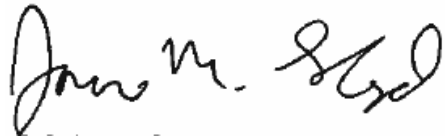
CalHDF appreciates the City’s effort to implement state law governing ADU construction. However, the City should amend its ordinance to ensure that it complies with state law.

CalHDF is a 501(c)3 non-profit corporation whose mission includes advocating for increased access to housing for Californians at all income levels, including low-income households. You may learn more about CalHDF at www.calhdf.org.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Dylan Casey', with a stylized, looping flourish extending to the right.

Dylan Casey
CalHDF Executive Director

A handwritten signature in black ink, appearing to read 'James M. Lloyd', with a stylized, looping flourish extending to the right.

James M. Lloyd
CalHDF Director of Planning and Investigations

Attachment E. Planning Commission Staff Report and Resolutions

Planning Commission – December 9, 2024

Accessory dwelling units (ADUs), junior accessory dwelling units (JADUs), and unit and lot split projects proposed under Senate Bill 9 (SB 9)

Item H.3.

<https://pinoleca.portal.civicclerk.com/event/123/files/agenda/740>

Planning Commission – January 27, 2025

Parking standards, affordable housing requirements, and administrative review processes.

Item G.1.

<https://pinoleca.portal.civicclerk.com/event/124/files/agenda/775>

Planning Commission – February 24, 2025

ADU Amnesty Program

Item G.1.

<https://pinoleca.portal.civicclerk.com/event/125/files>

Attachment F. Example Pre-Submittal ADU Amnesty Checklist



Building & Safety Division
Planning & Development

Amnesty Program for Unpermitted Dwelling Units

OWNER'S PRE-SUBMITTAL QUESTIONNAIRE AND CHECKLIST

This pre-submittal checklist is provided to you, the owner of an unpermitted dwelling unit, for self-assessment of your property. It will assist you in exploring the possibility of legalization of your unit under the Amnesty Program for Unpermitted Dwelling Units. Please complete this checklist to identify possible code issues and to assess the possibility of pursuing legalization of your unit. Once completed, you may choose to schedule a free and confidential consultation with program staff to discuss possible pathways to legalization of your unit.

Note: The City of Berkeley cannot ignore any conditions that present an immediate danger to life safety. Applicants must be aware of this risk before submitting an Amnesty Program Application and having your unpermitted unit inspected by a City Inspector. Any fire and/or life safety violations observed during the initial Housing Inspection must be corrected within 30 calendar days. Violations determined to be an immediate danger that are not corrected may be subject to code enforcement proceedings including assessment of fees.

Your Unit's Information

Estimated Date of Construction/Conversion: Unit Square Feet:

Zoning District: Fire Zone: 1 2 3

Types of Unpermitted Dwelling Units

- ☐ **Attached ADU:** An attached secondary unit with independent access, permanent spaces for living and sleeping, and a complete kitchen and bathroom. This includes converted ADUs from existing garages, basements, attics or other existing habitable or non-habitable spaces.
- ☐ **Detached ADU:** A detached secondary unit with independent access, permanent spaces for living and sleeping, and a complete kitchen and bathroom. This includes converted ADUs from existing garages or other detached accessory structures serving the primary dwelling.
- ☐ **Converted JADU:** A JADU that is contained entirely within the floor area of a Single Family Dwelling with a separate exterior entrance. JADUs may be converted garage or attic spaces with separate sanitation facilities or may share sanitary facilities with the Single Family Dwelling. JADUs may also have efficiency kitchens as their permanent cooking facility.
- ☐ **Other:**

1947 Center St. 3rd Floor, Berkeley, CA 94704
(510) 981-5444 TTY 6903
buildingandsafety@berkeleyca.gov

Eligibility Criteria Checklist

Y N

- ☐ ☐ Was the existing unpermitted dwelling unit constructed/converted prior to January 1, 2020?
Property owners will be required to provide documentation for construction/conversion date.
See Program Rules for acceptable documentation types.
- ☐ ☐ Does the owner occupy the primary dwelling or the secondary unit if the unpermitted unit is a Junior ADU (JADU)?
- ☐ ☐ Is the unpermitted dwelling unit located in an area zoned for residential use?
Unpermitted dwelling units located in an area other than what is zoned for residential use are not eligible for the amnesty program.
- ☐ ☐ Does the number of dwelling units to be legalized exceed the allowances for the Single-Family Dwelling maximum per lot, which is 1 ADU and 1 JADU?

Pathways to Legalization:

The City of Berkeley's Amnesty Program for Unpermitted Dwelling Units provides 2 pathways to legalization:

Path 1: Legalization through the standard building permit process and issuance of a Certificate of Occupancy

Path 2: Legalization through issuance of a Housing Certificate of Compliance.

See the Amnesty Program for Unpermitted Dwelling Units Program Rules for more information on pathways to legalization and compliance.

Construction/Conversion Date:

Only unpermitted dwelling units constructed or converted prior to January 1, 2020 are eligible for participation under the Amnesty Program for Unpermitted Dwelling Units.

Applicants seeking legalization under the Amnesty Program for Unpermitted Dwelling Units may request their construction documents and plans be reviewed under the building codes that were in effect at the time when the unit was first constructed or converted by providing documentation to verify the construction or conversion date of the unpermitted dwelling unit. All documentation is subject to review and approval by program staff. California Building Standards applied to the unit are subject to review and approval at the discretion of the Building Official.

Please indicate which type/types of documentation will be used to confirm the construction/conversion date of the unit:

- ☐ A signed/stamped letter from a licensed professional
- ☐ The County Assessor's initial date recognizing the unpermitted dwelling unit
- ☐ Escrow documents identifying the unit and the year of construction
- ☐ Prior Official Building, Planning, or Code Enforcement records of the unpermitted dwelling unit
- ☐ Real estate transfer disclosure forms for unpermitted dwelling unit

If the above information is not available, then a combination of the following can be utilized to establish the construction/conversion date:

- ☐ Insurance documents
- ☐ Notarized letters from previous owners or tenants
- ☐ Photos (if available) Dated, showing approximate time of construction
- ☐ Other documents will be considered on a case-by-case basis

Construction of the Unpermitted Dwelling Unit:

Fill in as much information as available.

Construction Performed by:

- ☐ Contractor
- ☐ Owner
- ☐ Other:

Structural:
Check all that apply

- ☐ Concrete Slab
- ☐ Raised: 2x floor joists at " o.c.
- ☐ Unknown
- ☐ Other:

Wall Type:

- ☐ 2 x 4 studs at 16" o.c.
- ☐ 2 x 4 studs at 24" o.c.
- ☐ Other:

Roof Type:

- ☐ 2 x at " o.c. roof rafters
- ☐ 2 x at " o.c. ceiling joists
- ☐ Other:

Attic:

- ☐ Vented
- ☐ Not Vented

Roofing:

- ☐ Asphalt Shingle
- ☐ Tile ☐ Metal ☐ Flat
- ☐ Other:

Electrical Wiring:

Check all that apply

Y N
☐ ☐

Is all of the existing electrical wiring serving the unpermitted dwelling unit from the original primary building?

If not, please describe the unpermitted alterations:

Plumbing and Mechanical Amenities:

Check all that apply

Y N
☐ ☐

Are all of the fixtures and plumbing systems serving the unpermitted dwelling from the original primary building?

If not, please describe the unpermitted alterations:

For the following plumbing fixtures and/or mechanical elements, please indicate which were added, altered or replaced without an approved building permit:

☐ Plumbing - Hot and cold water piping, sanitary piping	☐ Clothes Washer Infrastructure
☐ Toilet	☐ Clothes Dryer Infrastructure
☐ Lavatory - including faucets	☐ Kitchen Sink
☐ Tub - including controls, spout, and drain	☐ Water Heater
☐ Shower - including shower faucets, head, and drain	☐ Heating System
☐ Dishwasher	

Fire and Life Safety Criteria Questionnaire

Amnesty Program for Unpermitted Dwelling Units applicants will be required to address, at a minimum, all of the fire and life safety requirements listed below in order to be considered for legalization. If your unit does not meet one or more of these requirements, they will be considered violations. Applicants who do not address minimum life safety violations will be subject to code enforcement. Under no circumstances can a 5-year delay of code enforcement proceedings be requested for abatement of fire, life, and health safety violations. For each question, a "No" answer may indicate that a remediation, repair, or a degree of reconstruction is needed.

On the following questions, please select **Yes**, **No** or **N/A** (not applicable) for each question. If **N/A** is not listed after a question, then you must select **Yes** or **No**.

If there is an * before the question and your answer to the question is **No**, then the item must be corrected before you can request a reprieve from code enforcement proceedings and continue to Certificate of Occupancy or Certificate of Compliance. A building permit may be required.

Answering "No" to questions with an ** will require the unit to be legalized through the standard building permit process (Path 1) and not through the issuance of a Housing Certificate of Compliance (Path 2).

Structure related

Overall condition

Y	N	
☐	☐	
☐	☐	
☐	☐	

- ** Is the unit free of significant structural damage or defects due to deterioration, such as tilting walls or sagging roofs that present hazards?
- Is the unit free of any tripping hazards such as loose carpets, buckling and loose floor boards, delaminated floor finishing, or nails popping up?
- ** Is the ceiling height inside the unit at least 7 feet clear?

Interior walls

Y	N	N/A
☐	☐	
☐	☐	
☐	☐	☐
☐	☐	☐

- * Are all interior walls straight and sound?
- Are all interior walls finished with paint or with materials having protective qualities?
- Are all interior walls free from loose plaster?
- Do bathroom walls, including shower enclosures, have the required seal to prevent moisture intrusion into the building elements?

Interior walls (continued)

Y N N/A

☐	☐	
☐	☐	
☐	☐	☐
☐	☐	
☐	☐	☐
☐	☐	☐

- e. Are all interior walls free from holes allowing air or rodent intrusion?
- f. Are all interior walls free from visible mold?
- g. Are all interior walls free of peeling paint? (See lead based paint notation)
- h. Does the ADU have common walls, ceilings and/or floors with the primary unit?
- i. * To your knowledge, is there an existing 1-hour firewall separation at all common walls and ceilings?
- j. If existing, are the fire separation walls and ceiling between dwelling units free of damage, holes and leaks?

Exterior walls (walls not common with the primary dwelling)

Y N N/A

☐	☐	
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☐	☐	☐
☐	☐	☐
☐	☐	
☐	☐	
☐	☐	
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☐	☐	☐
☐	☐	
☐	☐	

- a. * Are all exterior walls straight and sound?
- b. Are all walls finished with paint or with materials having weather-resistant protective qualities on the exterior?
- c. Are all wooden trims and sidings protected or have natural protective qualities?
- d. Are all walls free from loose stucco?
- e. Are all walls free from holes or other damage allowing air or rodent intrusion?
- f. Are all walls free from peeling paint hazards?
- g. ** If the ADU is detached from the primary dwelling or if the ADU was added to the primary dwelling increasing the ground footprint, are the ADU exterior walls within 3 feet of property lines?
- h. ** Are there existing windows along the exterior walls that are located less than 36" from the property line?
- i. * Does the exterior wall facing the property line have the required 1-hour fire wall separation?
- j. If the ADU is detached from the primary dwelling, is the ADU less than 10 feet apart from the primary dwelling building?
- k. * If less than 10 feet apart from the primary dwelling, does the ADU exterior wall facing the primary dwelling have the required 1-hour fire wall separation?

Stairways, Landings and Balconies

Y N N/A

☐	☐	☐
☐	☐	

- a. * Are stairs accessing the unit, decks serving the unit and balconies serving the unit in good working condition? *Please note ship's ladders, alternating tread stairs or other types of elevation change components are not considered stairs. If answer is N/A skip questions b through h below and continue with Exterior Elevated Elements.*
- What is the current width of the stairs?
 - Does the measurement from the stair nosing (leading edge of the stair tread) to the ceiling directly above provide at least 6'8" headroom?
 - What is the current height of the stair risers?
 - What is the current width of the stair treads?

Stairways, Landings and Balconies (continued)

Y	N	N/A
☐	☐	☐
☐	☐	☐
☐	☐	☐
☐	☐	☐
☐	☐	☐
☐	☐	☐
☐	☐	☐

- b. Are all handrails and guardrails in good condition?
- c. * Are all handrails and guardrails secure in their attachments?
- d. Do all balusters and guard openings serving stairways, decks and balconies meet the minimum approved max openings which would not allow a sphere of 4" diameter?
- e. * Are all treads or steps in good condition free of tripping hazards?
- f. Are all structural supports of the stairways, decks and balconies in good condition?
- g. Are all materials protected from weathering and damage or have natural protective features?
- h. Is any point of the standing surface of the deck, balcony, and/or stair landing more than 30" above the adjacent ground level?

Exterior Elevated Elements [E3]

Y	N	N/A
☐	☐	☐

- a. * Is the dwelling served by any Exterior Elevated Elements such as exterior stairs, balconies or decks more than 6 feet above the adjacent ground surface as described in BMC Section 19.40.040?

Doors and Windows

Entry Doors

Y	N	N/A
☐	☐	☐
☐	☐	☐
☐	☐	☐
☐	☐	☐
☐	☐	☐
☐	☐	☐

- a. Do all entry doors meet the following minimum required safety requirements:
 - 1. Is the entry door in good working condition?
 - 2. Does the entry door(s) have a locking latch keyed from the outside with the ability to unlock from the inside without the use of a key or special knowledge?
 - 3. Does the entry door(s) have a dead bolt keyed from the outside with ability to unlock from the inside without the use of a key or special knowledge?
 - 4. Are the hardware/hinges in good working condition and operate without difficulty?
 - 5. Is the door frame and body in good condition without delamination, damaged or peeling paint?
 - 6. On a door leading to and from a garage into the unit, does it have a self-closing/latching device?

Interior Doors

Y	N	N/A
☐	☐	☐
☐	☐	☐

- a. Do all interior doors meet the following minimum required safety requirements:
 - 1. Are all the interior doors in good working condition?
 - 2. Privacy Locks – if the interior door is equipped with a privacy lock, is the locking mechanism working properly?

Interior Doors (continued)

Y	N	N/A
☐	☐	☐
☐	☐	☐

3. Are the hardware/hinges in good working condition and operate without difficulty?

4. Is the door frame and body in good condition without delamination, damaged or peeling paint?

Sliding Doors

Y	N	N/A
☐	☐	☐
☐	☐	☐
☐	☐	☐
☐	☐	☐

a. Do all sliding doors meet the following ?

1. Are all the slider doors in good working condition?

2. Locks – are the locks in good operating condition?

3. Are the rollers and slides of the sliding door in good working condition and able to operate without difficulty?

4. Is the door frame and body in good condition without delamination, damaged or peeling paint?

Windows

Y	N	N/A
☐	☐	
☐	☐	☐

a. ** Do all sleeping rooms have an emergency egress window or an exterior door that opens to a yard or other exterior space that is accessible to the public right of way?

b. * Do the emergency egress windows serving sleeping room(s) meet the minimum clear opening requirements of 24 inches in height, 20 inches in width, and a minimum clear opening area of 5.7 square feet (5.0 square feet for ground level windows)?

Safety/Tempered Glass Requirement Other Than Windows

Y	N	N/A
☐	☐	☐
☐	☐	☐
☐	☐	☐
☐	☐	☐
☐	☐	☐
☐	☐	☐
☐	☐	☐

a. Is the glass in any swinging, sliding or bifold doors tempered glass?

b. Is the glass in any walls along stairways and ramps tempered glass?

c. Is any glass within 24 inches of a doors edge and less than 60 inches above the walking surface tempered glass?

d. Is the exposed area of any pane of glass larger than 9 square feet, bottom edge of the glass less than 18 inches above the floor, the top edge of the glass higher than 36 inches above the floor and located less than 36" measured horizontally from a walking surface tempered glass?

e. If your property is in Fire Zone 2 or 3, do all of the windows have at least one pane of tempered glass?

f. In bathrooms, is there glass located in or within 60 inches of a tub and/or shower and within 60 inches of the walking or standing surface?

g. Is any glass in wall enclosures containing bathtubs, showers saunas, steam rooms or spas tempered glass?

Alarm and Fire Protection Systems

Fire Safety and Access:

Y	N	N/A
☐	☐	☐

- a. ** Is the ADU located within 150 ft of the Public Right of Way curb?

Smoke Detectors

Y	N	N/A
☐	☐	☐
☐	☐	☐
☐	☐	☐
☐	☐	☐

- a. * Are smoke detectors installed in the following required locations:
1. In hallways or spaces outside each sleeping area, in the immediate vicinity of the bedrooms?
 2. In each bedroom?
 3. On every level/floor including basement?
 4. Is a detector located within 3 feet of a bathroom door, forced air registers, or the tip of a ceiling fan blade? (if yes, then that detector must be moved)

Carbon Monoxide

(carbon monoxide alarms are required when the dwelling has natural gas service, has a wood burning or natural gas fireplace or is directly connected to a garage or carport)

Y	N	N/A
☐	☐	☐
☐	☐	☐
☐	☐	☐
☐	☐	☐

- a. * Does the dwelling have natural gas appliances, a wood or natural gas fireplace or is it connected to a garage or carport?
- b. If the answer above is Yes, are carbon monoxide alarms installed in the following required locations:
1. On every level/floor in the immediate vicinity of each sleeping area?
 2. In every sleeping room where a fuel-burning appliance is located within a bedroom or in an attached bathroom.
 3. In basements?

Fire Alarm System *(for properties located in Fire Zone 3 only)*

Y	N	N/A
☐	☐	☐

- a. Is an audible exterior alarm installed as required and approved by the Fire Marshal?

Electrical, Mechanical and Plumbing systems serving the ADU/JADU

Electrical

Y	N	N/A
☐	☐	☐
☐	☐	☐
☐	☐	☐

- a. Is the unit free of any exposed electrical wiring?
- b. Do all the outlets and switches have cover-plates?
- c. Are the existing coverplates in good condition that are not cracked or deteriorated?

Electrical (continued)

Y	N	N/A
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☐	☐	☐
☐	☐	☐

d. Are all electrical receptacles in the following locations GFCI (ground fault circuit interrupters) protected?

1. In the kitchen?

2. In the bathroom(s)?

3. In the basement?

4. At the exterior outlet locations?

5. In the attic?

6. In the garage?

e. Are all three-prong receptacles grounded?

f. Is the electrical service panel readily accessible and in safe operating condition?

g. Does the panel have a required dead front cover allowing only the exposure of circuit breaker handles?

h. Are any open slots in the dead front cover covered with a proper device?

i. Are all circuit breakers in good and operating condition?

j. Are all circuit breakers labeled with proper amperage?

k. Are all circuit breakers identified and labeled to their corresponding location or equipment?

l. Is there a dedicated and separate electrical shut off for the dwelling unit?

m. Is all metal piping serving the unit properly bonded?

The following pipes shall be properly bonded if they are metal:

i. Gas Pipe,

ii. Hot and Cold water pipes

iii. Piping adjacent to the water heater

iv. Fire Sprinkler pipes

Heating and Ventilating Mechanical Systems

Y	N	N/A
---	---	-----

☐	☐	
☐	☐	☐
☐	☐	☐

a. * Does the unit have its own heating system with a thermostat or is the unit connected to a heating system that is capable of maintaining a minimum of 68 degrees Fahrenheit within any and all portions of the unit?

b. Does the unit have a thermostat in good working condition?

(Exceptions: For units that do not have a thermostat or controlling devices, the temperature inside the habitable spaces shall be maintained at 68 degrees Fahrenheit)

c. Do all supply and return air vents have a vent cover?

Heating and Ventilating Mechanical Systems (continued)

Y	N	N/A
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☐	☐	☐
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d. Does the bathroom(s) have an exhaust fan in good working condition?
(Exceptions: In dwelling units built/converted prior to 2010, bathrooms with an operable window are not required to have an exhaust fan)

☐	☐	
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e. Does the Kitchen have an exhaust fan in good working condition?

☐	☐	☐
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f. Are the connections of the ducts free of screws? Yes No N/A (In other words, no screws are used to connect sections of duct together)

☐	☐	☐
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g. Are the exhaust ducts equipped with an approved termination with a damper in good working order?

☐	☐	☐
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h. Is the kitchen exhaust duct a smooth-wall type (not corrugated or flex-type)?

Built-In Appliances

Y	N	N/A
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☐	☐	☐
--------------------------	--------------------------	--------------------------

a. Are the built-in appliances such as ranges, ovens, refrigerators, etc in good operating condition with no missing knobs and handles?

Plumbing System

Piping

Y	N	
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☐	☐	
--------------------------	--------------------------	--

a. Is all existing water piping free from leaks?

Cold Water System

Y	N	N/A
---	---	-----

☐	☐	☐
--------------------------	--------------------------	--------------------------

a. Are all plumbing fixtures able to deliver adequate amount of cold water?

Hot Water System

Y	N	N/A
---	---	-----

☐	☐	☐
--------------------------	--------------------------	--------------------------

a. Are all plumbing fixtures required to deliver hot water able to deliver adequate amount of hot water with a minimum temperature of 110 degrees?

Sanitary System

Y	N	N/A
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☐	☐	
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a. * Overall, is the sanitary system in good working order?

☐	☐	
--------------------------	--------------------------	--

b. Is all sanitary drainage piping free from leaks and properly installed?

☐	☐	☐
--------------------------	--------------------------	--------------------------

c. Does the sanitary drainage piping have the correct minimum slope of ¼ inch per foot towards the public sewer main?

☐	☐	
--------------------------	--------------------------	--

d. Are there proper clean-outs installed at the following required locations:

☐	☐	☐
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1. Within 24 inches from exterior of building?

☐	☐	☐
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2. At every straight run of pipe exceeding 100 feet?

☐	☐	☐
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3. Is there a cleanout at each aggregate horizontal change in direction exceeding 135 degrees?

Plumbing Fixtures

Y N N/A

☐	☐	☐
☐	☐	☐
☐	☐	☐
☐	☐	☐
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- a. Are the toilets in good working order?
- b. Are the toilet anchor screws tight?
- c. Does the toilet's flush valve completely shut off the flow of water into the tank?
- d. Are the bathroom lavatory(s) in good working order, free of leaks and rust?
- e. Are the lavatory faucets free of leaks and the valves and handles in good working order?
- f. Is the lavatory properly set, caulked and sealed at the countertop to prevent water intrusion into walls and/or cabinets below?
- g. Are bathtub and/or shower faucets and handles in good working order free of leaks and rust?
- h. Is the kitchen sink in good working order, free of leaks and rust?
- i. Is the kitchen sink faucet free of leaks and the valves and handles in good working order?
- j. Is the kitchen sink properly set, caulked and sealed at the countertop to prevent water intrusion into walls and/or cabinets below?

Water Heater

Y N N/A

☐	☐	
☐	☐	☐
☐	☐	☐
☐	☐	☐
☐	☐	☐
☐	☐	☐
☐	☐	☐

- a. * Is there a dedicated water heater serving the dwelling unit?
- b. What type of water heater is it? I.e. gas, electric, tank, tankless, heat pump, etc.
- c. To your knowledge, when was current water heater installed?
- d. If the water heater is a tank type water heater, does the water heater have state approved seismic straps installed?
 1. If seismic straps are installed, is there a strap installed on the upper and lower 1/3 of the water heater and a minimum of 4" above the water heater controls?
- e. Is there a drain pan under the water heater with the drain piping daylighting to the outside of the unit or garage? *(A drain pan is required where damaged can occur in the event of a leak or malfunction. An Overflow Sensor may be installed in lieu of the drain piping.)*
- f. Is there a temperature/pressure relief valve (TPRV) for the water heater?
- g. Does the drainage piping from the TPRV terminate outside the unit or garage between 6 and 24 inches from grade? *(Please note: The termination cannot be threaded or capped.)*

Water Heater (continued)

Y	N	N/A
☐	☐	☐
☐	☐	☐
☐	☐	☐
☐	☐	☐
☐	☐	☐

- e. Regarding the Water Heater Venting:
- 1. Is the Water Heater properly vented?
 - 2. Is the venting properly secured and fastened in place?
 - 3. Is any horizontal vent pipe sloping upwards with a minimum of ¼ inch per foot?
 - 4. Is there a minimum of three screws connecting the vent flue to the vent hood?
 - 5. Does the vent terminate properly above the roof? (24 inches above any object within 10 feet horizontally.)

Any additional information regarding the unpermitted dwelling unit you may want to provide?

Once you have completed this checklist, assess whether you want to proceed. You may contact our offices for an additional confidential meeting to discuss what you have assessed and to answer any questions you may have. If you decide not to continue, please be aware of the fire and life safety issues you have discovered and it is our hope that you address these items in the near future for the safety of the occupants of the unpermitted dwelling unit. As the property owner, it is your responsibility to ensure your property meets habitability standards adopted by the City of Berkeley. By completing this form and contacting our offices in regards to your findings of unpermitted conditions you agree to defend, indemnify and hold harmless the City of Berkeley and it's officers and employees from any and all claims arising from discovery of safety violations.

Path 1: Certificate of Occupancy - Site Plan Requirements

For applicants seeking the full legalization of an unpermitted dwelling unit, a building permit and construction documents must be submitted. Site plans, floor plans and other drawings are required during the permit process, as if the project were new construction. After a permit is issued, an approved final inspection is required to obtain a Certificate of Occupancy and to fully legalize the unit.

It is recommended that you retain an experienced consultant to draft plans for your unpermitted unit. The consultant does not have to be a licensed professional as long as the structure is not structurally unusual. The plans must include the following drawings at a minimum:

1. Site Plan
2. Existing floor plan before the unpermitted unit was constructed if the unit is attached or converted.
3. New floor plan with the unpermitted unit addition, including electrical, plumbing, and mechanical systems in the same floor plan drawing or as a separate plan.
4. Reflected Ceiling Plan
5. Roof Plan
6. Building Section(s)
7. Building Elevations
8. Window and door schedules
9. Building details such as an eave details, wall details, floor details, etc.
10. Structural notes and specifications
11. Foundation Plan
12. Floor Framing Plan
13. Ceiling-Roof Framing Plan
14. Structural Details
15. Structural Calculations (by a licensed professional)
16. Setback dimensions to property lines and/or other structures on the same property.

Fire Separation Wall Construction Assemblies

For examples of fire separation wall construction assemblies, see the GA-600 Fire Resistance and Sound Control Design Manual.

- For 1-hour exterior walls see GA File No. WP 8105.
- For 1-hour interior walls see GA File No. WP 3242, GA File No. WP 3243, GA File No. WP 3244, GA File No. WP 3245, GA File No. WP 3430, GA File No. WP 3510, Ga File No. WP 3520, FA File No. WP 3605, or GA File No. WP 3614.
- For 1-hour ceiling assemblies see GA File No. FC 5241, GA File No. FC 5242, GA File No. FC 5250, GA File No. FC 5300, GA File No. FC 5410, GA File No. FC 5420, or GA File No. FC 5503.

A hard copy of the GA-600 Fire Resistance and Sound Control Design Manual is available for reference at the City of Berkeley Permit Service Center.



CITY COUNCIL REPORT

12.A.

DATE: MARCH 4, 2025
TO: MAYOR AND COUNCIL MEMBERS
FROM: Markisha Guillory, Finance Director, 510-724-9823, MGuillory@pinole.gov
SUBJECT: FY 2024/25 MID-YEAR BUDGET REVIEW (SECOND QUARTER FINANCIAL REPORT)

RECOMMENDATION

Staff recommends that the City Council receive the Fiscal Year (FY) 2024/25 Second Quarter Financial Report.

BACKGROUND

The quarterly financial report is intended to provide the City Council, City staff and management, and the community a general update on the financial activities and condition of the City.

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

The Second Quarter Financial Report (Attachments A and B) covers financial activity through the second quarter of FY 2024/25, ending December 31, 2024. It provides preliminary year-end results.

REVIEW AND ANALYSIS

At its meeting on June 25, 2024, the City Council adopted the FY 2024/25 Operating and Capital Budget. The FY 2024/25 budget is a status quo budget, meaning that the revenue sources and service and staffing levels included in the budget are similar to those included in the prior year's budget. The City remains in a stable financial position and is able to fund its operating and capital expenditures through annual, recurring funding sources. The budget does include the use of unassigned fund balance (residual, unrestricted funds) primarily for several one-time, Council-directed initiatives, which is an acceptable use of unrestricted funds.

An important part of managing the City's budget performance is through the mid-year budget review which includes a projection through the end of the fiscal year. The mid-year budget, excluding any one-time adjustments, serves as the baseline budget for the subsequent fiscal year and for the long-term financial forecast. The mid-year budget review involves a detailed analysis of budget-to-actuals from July 1 to December 31 and helps us determine if adjustments to anticipated revenue and planned expenditures are necessary. At the mid-point

of the fiscal year most revenues and expenditures are expected to be at 50% of budget, although this may vary based on the timing of certain receipts and spending trends.

Overall, revenues and expenditures are mostly on target with budgeted amounts as expected at this point in the fiscal year. However, staff is recommending several revenue and expenditure adjustments to better align some areas of the budget with current projections and operating needs. The Second Quarter (Mid-Year) Financial Report (Attachment A) outlines this information.

The FY 2024/25 budget and actual revenue, expenditures, and estimated beginning and ending fund balance for each City fund is listed in the Financial Summary (Attachment B).

FISCAL IMPACT

The fiscal impact of the proposed budget adjustments is as follows:

	Total Proposed Adjustments (Increase/(Decrease))
General Fund (Fund 100)	
Revenues	\$ (93,319)
Expenditures	(261,840)
Measure S 2006 Fund (Fund 105)	
Revenues	(31,000)
Measure S 2014 Fund (Fund 106)	
Revenues	(31,000)
Expenditures	150,000
Measure I 2024 Fund (Fund 107)	
Revenues	600,000
Equipment Reserve Fund (Fund 160)	
Expenditures	92,891
Recreation Fund (Fund 209)	
Revenues	177,050
Expenditures	231,050
Building and Planning Fund (Fund 212)	
Revenues	(34,500)
Expenditures	(76,400)
Growth Impact Fund (Fund 276)	
Revenues	(1,039,594)

Cable Access TV Fund (Fund 505)	
Expenditures	(85,000)
Information Systems Fund (Fund 525)	
Indirect Cost Allocations	(34,230)
Expenditures	\$ (34,230)

ATTACHMENTS

- A. FY 2024-25 Q2 Financial Report
- B. FY 2024-25 Q2 Financial Summary by Fund
- C. Resolution - FY 2024-25 Mid-Year Budget Adjustments

City of Pinole

FY 2024/25 Second Quarter (Mid-Year) Financial Report



Prepared by Finance Department

March 4, 2025

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Table of Contents

Introduction.....	3
General Fund Overview	4
General Fund Revenue	6
Sales Tax	7
Property Tax.....	9
Utility Users' Tax	10
Intergovernmental Tax.....	11
Franchise Tax.....	12
Transient Occupancy Tax (TOT)	13
Business License Tax	14
Public Safety Charges	15
Other Revenue.....	16
Transfers In.....	16
General Fund Expenditures	17
Salaries and Wages.....	19
Employee Benefits	20
Professional and Administrative Services.....	21
Other Operating Expenses.....	22
Materials and Supplies.....	22
Interdepartmental Charges	22
Asset/Capital Outlay.....	22
Debt Service	22
Transfers Out.....	22
Non-General Funds.....	23
Special Revenue Funds	23
Gas Tax Fund (Fund 200)	23
Public Safety Augmentation Fund (Fund 203)	23
Supplemental Law Enforcement Services Fund (Fund 206).....	24
NPDES Storm Water Fund (Fund 207)	24
Recreation Fund (Fund 209)	24
Building and Planning Fund (Fund 212)	25
Refuse Management Fund (Fund 213).....	25

Solid Waste Fund (Fund 214)26

Measure J Fund (Fund 215)26

Development Growth Impact Fund (Fund 276)27

Housing Assets for Resale Fund (Fund 285).....27

Lighting and Landscape District Fund (Fund 310)27

Capital Project Funds28

 City Street Improvement Fund (Fund 325)28

 Arterial Streets Rehabilitation Fund (Fund 377)28

Enterprise Funds28

 Sewer Enterprise Fund (Fund 500)28

 Cable Access TV Fund (Fund 505).....29

 Information Systems Fund (Fund 525).....29

Financial Summary by Fund30

Introduction

The quarterly financial report is intended to provide the City Council, City staff and management, and the community a general update on the financial activities and condition of the City.

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

The First Quarter Financial Report covers financial activity through the first quarter of the FY 2024/25, July 1, 2024 through December 31, 2024. It also provides projected year-end results.

The City's full budget document, FY 2024/25 Operating and Capital Budget, and other financial reports, can be found on the City's website at <https://www.pinoles.gov/financial-reports/>.

General Fund Overview

The FY 2024/25 budget is a status quo budget, meaning that the revenue sources and service and staffing levels included in the budget are similar to those included in the prior year's budget. The City remains in a stable financial position and is able to fund its operating and capital expenditures through annual, recurring funding sources. The budget does include the use of unassigned fund balance (residual, unrestricted funds) primarily for several one-time, Council-directed initiatives, which is an acceptable use of unrestricted funds. Additionally, the City maintains a separate General Reserve Fund, which is required by the City's Cash Reserve Policy to maintain a reserve balance equal to 50% of total on-going General Fund expenditures. To close the budget gap for FY 2024/25, the City Council approved a one-time transfer of \$843,790 from the General Reserve to balance the budget. The General Reserve fund balance will be approximately \$9.7 million after the transfer is processed, which is approximately 42% of total on-going General Fund expenditures.

At its meeting on June 25, 2024, the City Council adopted the FY 2024/25 budget, which included the use of the General Fund's unassigned fund balance to fund several Council-directed initiatives as well as several capital improvement projects. The FY 2024/25 adopted budget includes the use of General Fund (including Measure S 2006 and 2014) unassigned fund balance for a net deficit of \$9 million.

The majority of the use of fund balance is for several large, multi-year capital improvement projects. It is important to note that the total estimated costs of capital projects are budgeted in year one (FY 2024/25) of the Capital Improvement Plan (CIP) although some projects may take several years to complete. The total costs are budgeted up front to earmark the full amount of funding needed to complete the CIP projects. An itemized list of the capital projects funded by the General Fund unassigned fund balance can be found on page 7 of the FY 2024/25 Operating and Capital Budget: <https://www.pinole.gov/wp-content/uploads/2024/08/Budget-for-FY2024-2025.pdf>.

The City is projecting to end FY 2024/25 with a net deficit of \$9 million, with total revenues projected at \$28.7 million and expenditures at \$33.9 million, and an estimated ending fund balance of \$2.4 million, if all one-time initiatives and capital projects were to be completed within FY 2024/25. The table below summarizes the General Fund budget to actuals through the second quarter.

General Fund (including Measure S 2006 and 2014)	FY 2024/25 Original Budget	FY 2024/25 Revised Budget	Proposed Adjustments	FY 2024/25 Amended Budget	FY 2024/25 YTD Actuals w/ Encumb.	% of Amended Budget	Projected Year-End
Revenues	\$ 28,219,433	\$ 28,219,433	\$ 444,681	\$ 28,664,114	\$ 11,558,900	40%	\$ 28,664,114
Expenditures	37,215,683	37,282,733	(121,840)	37,160,893	16,100,945	43%	34,280,893
Net surplus/deficit	(8,996,250)	(9,063,300)	566,521	(8,496,779)	\$ (4,542,044)		(5,616,779)
Beginning Fund Balance	7,978,729	7,978,729		7,978,729			7,978,729
Ending Fund Balance	\$ (1,017,521)	\$ (1,084,571)		\$ (518,050)			\$ 2,361,950

Since the second quarter represents 50% of the fiscal year, it is expected that actual revenues and actual expenditures will be around 50% of budget. However, this may vary depending on the timing of certain receipts (e.g., property tax) and disbursements (e.g., debt payments).

General Fund Revenue

The City Council authorized revenues in the amount of \$28,219,433 in the original FY 2024/25 General Fund budget, including Measure S 2006 and 2014. General Fund actual revenues through the second quarter of FY 2024/25 totaled \$11,558,900, which is 40% of the budget. This is consistent with actual revenue received in the second quarter of prior fiscal years. The table below summarizes General Fund revenue activity through the second quarter.

Category	FY 2024/25 Original Budget	FY 2024/25 Revised Budget	Proposed Adjustments	FY 2024/25 Amended Budget	FY 2024/25 YTD Actuals	% of Amended Budget	Projected Year-End
Property Taxes	\$ 6,168,067	\$ 6,168,067	\$ -	\$ 6,168,067	\$ 3,267,490	53%	\$ 6,168,067
Sales and Use Taxes	4,536,436	4,536,436	(77,280)	4,459,156	1,657,166	37%	4,459,156
Sales and Use Taxes - Measure S 2006	2,581,000	2,581,000	(31,000)	2,550,000	969,991	38%	2,550,000
Sales and Use Taxes - Measure S 2014	2,581,000	2,581,000	(31,000)	2,550,000	963,511	38%	2,550,000
Sales and Use Taxes - Measure I 2024	-	-	600,000	600,000	-	0%	600,000
Utility Users Tax	2,285,000	2,285,000	-	2,285,000	1,282,245	56%	2,285,000
Franchise Taxes	850,000	850,000	-	850,000	336,185	40%	850,000
Other Taxes: TOT	460,000	460,000	(60,000)	400,000	159,558	40%	400,000
Other Taxes: Business License	464,599	464,599	-	464,599	164,343	35%	464,599
Intergovernmental Taxes	2,402,673	2,402,673	-	2,402,673	1,187,655	49%	2,402,673
Public Safety Charges	1,774,307	1,774,307	-	1,774,307	1,045,496	59%	1,774,307
Total Other Revenue	847,561	847,561	43,961	891,522	525,260	59%	891,522
Revenue Total:	24,950,643	24,950,643	444,681	25,395,324	11,558,900	46%	25,395,324
Transfer In from Section 115 Trust	2,425,000	2,425,000		2,425,000	-	0%	2,425,000
Transfer In from General Reserve	843,790	843,790		843,790	-	0%	843,790
Revenue/Sources Total:	\$ 28,219,433	\$ 28,219,433	\$ 444,681	\$ 28,664,114	\$ 11,558,900	40%	\$ 28,664,114

Although actuals are mostly in line with budget, staff is recommending several adjustments, as outlined in the table above, resulting in a net increase of \$444,681 in the General Fund revenue budget. See the Second Quarter Financial Summary by Fund on page 30 for detailed explanations of the proposed budget adjustments.

The following section describes each revenue category and provides historical trend information as well as financial activity for the second quarter of FY 2024/25.

Sales Tax

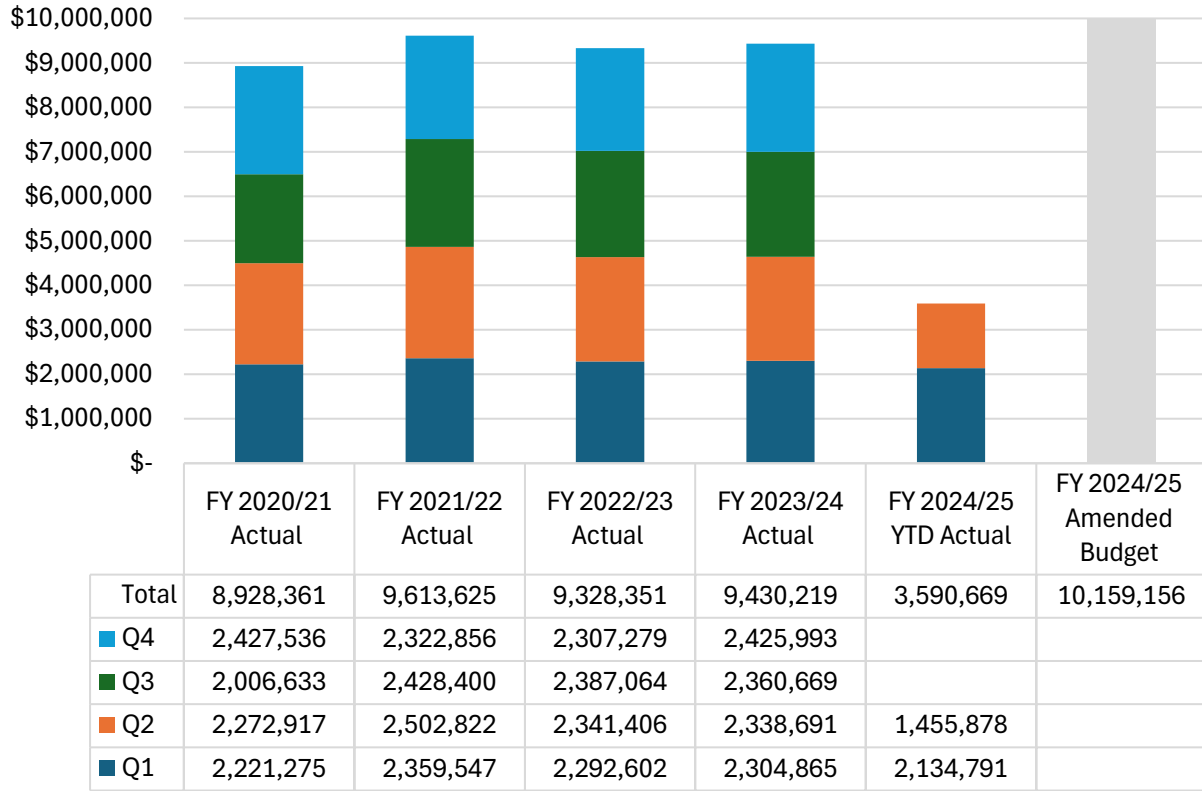
Sales tax is the City's largest general revenue stream at 34% of total General Fund revenues. Through the second quarter, sales tax revenue collected through November, was \$3,590,669, 38% of the budget. There is a typically a two-month delay in the timing of sales tax receipts. The receipts are consistent with revenue received for the same time period in previous fiscal years.

City staff meets with the sales tax consultant, HdL, quarterly to get updates on the previous quarter's sales tax performance. Highlights from the last quarterly sales tax update for the period July through September 2024 were:

- Overall sales tax receipts were down 0.7% compared to the same period in 2023;
- A relatively new business in town boosted general consumer goods revenues, offsetting decreases in other sectors such as electronics/appliances and specialty stores;
- The City's allocation from the countywide use tax pool jumped 2.3% as the City's pool share increased;
- Casual dining revenues were lower, but partially offset by growth in quick-service and fast-casual restaurants;
- The price of crude oil fell during the period and directly affected fuel-service station receipts—with revenues falling 19%.

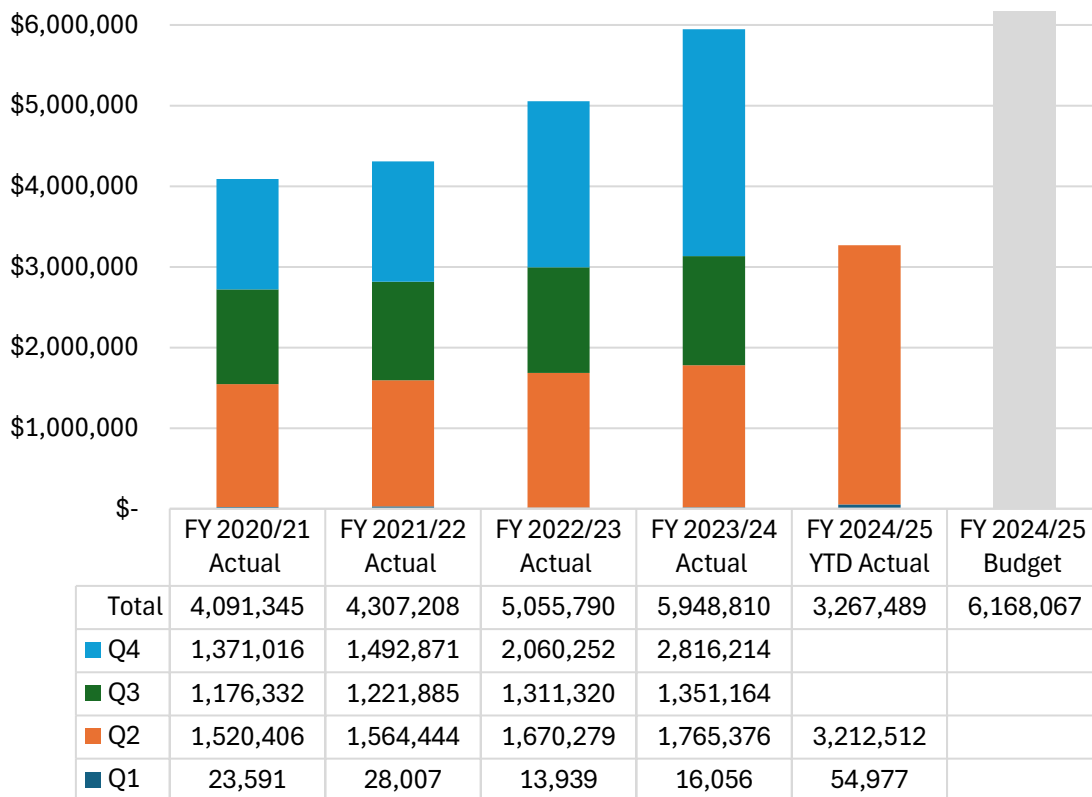
HdL provided updated sales tax projections for FY 2024/25. We expect to receive \$139,280 less than originally budgeted. Therefore, staff is recommending an adjustment to reduce the revenue budget by \$139,280 (General Fund and the Measure Ss). However, the reduction will be partially offset by an additional \$600,000 that we expect to receive from new local sales tax (Measure I), which was passed by voters in the November 2024 election. The \$600,000 represents one quarter of the new revenue since Measure I goes into effect on April 1, 2025. The net increase to the sales tax revenue budget is \$460,720.

FY 2024/25 Second Quarter Financial Report
General Fund Revenue



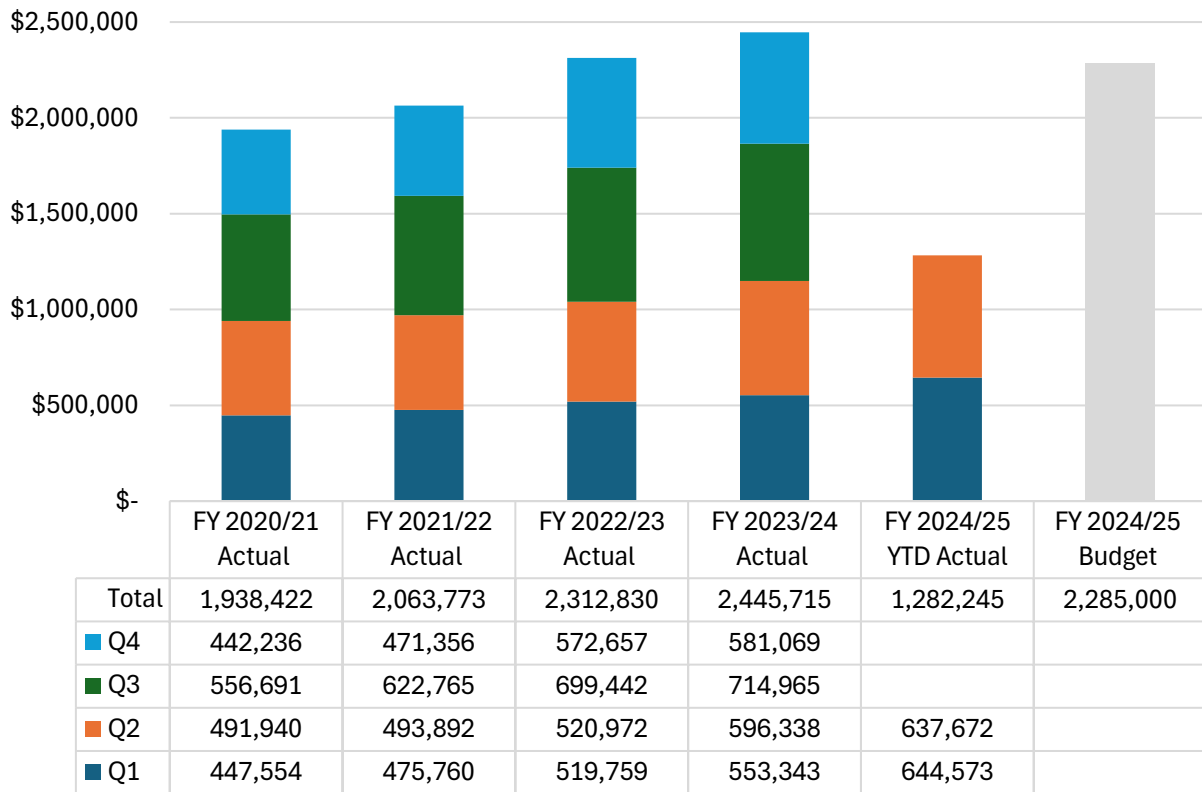
Property Tax

Property tax is the City’s second largest revenue stream at 22% of total General Fund revenues. It is comprised of four segments – secured, unsecured, supplemental, and transfer tax. The largest segment is secured property tax. It is received in three installments in December (55%), April (40%), and June of each year (5%). Secured property tax revenue includes the basic 1% property tax and the Redevelopment Property Tax Trust Fund (RPTTF). This is revenue that has resulted from the dissolution of the former Pinole Redevelopment Agency and represents the shift from the Agency receiving tax increment revenue to the various taxing entities receiving the tax revenue. The RPTTF revenue will convert to “normal” property tax revenue this fiscal year as all of the former Agency’s outstanding debt is paid off and the Successor Agency is formally dissolved.



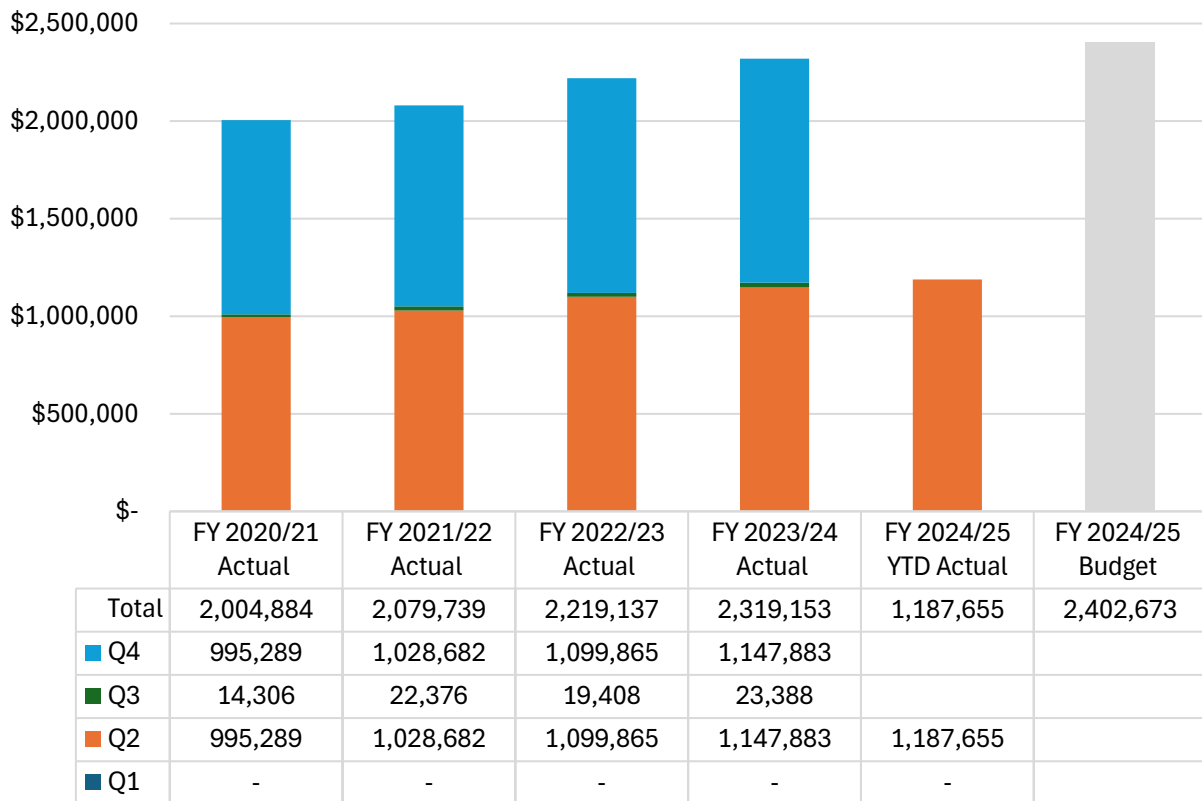
Utility Users' Tax

Utility Users' Tax (UUT) of 8% is levied on telecommunication, electricity, gas, and mobile telephones. Through the second quarter, UUT revenue collected was \$1,282,245, 56% of the budget. The amount collected is consistent with the timing of receipts.



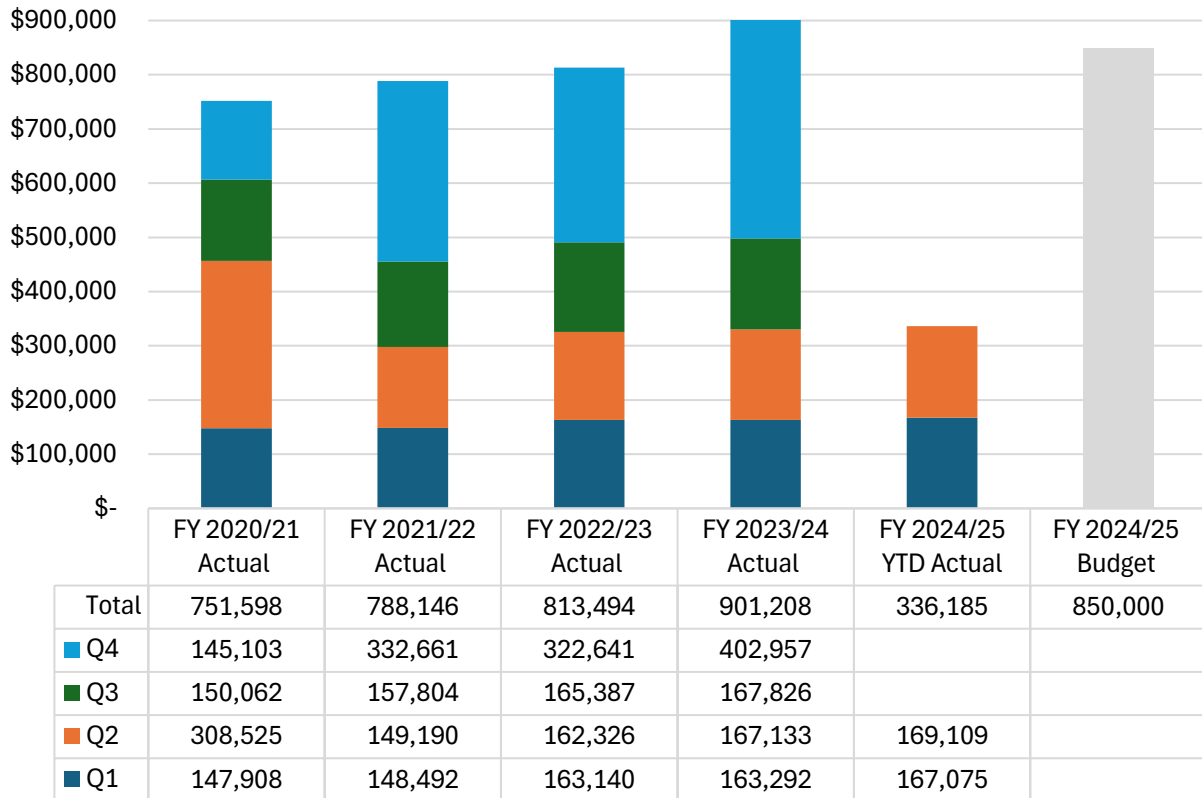
Intergovernmental Tax

Intergovernmental Tax is comprised of the Motor Vehicle License Fee (VLF), which is the City's share of motor vehicle license fees levied, collected, and apportioned by the State. This category also includes the Homeowners Property Tax Relief, which is a reimbursement from the State to offset loss of property tax for the state-imposed homeowner exemption. Through the second quarter, the first half of the allocation was received in the amount of \$1,187,655. The second half will be received in June.



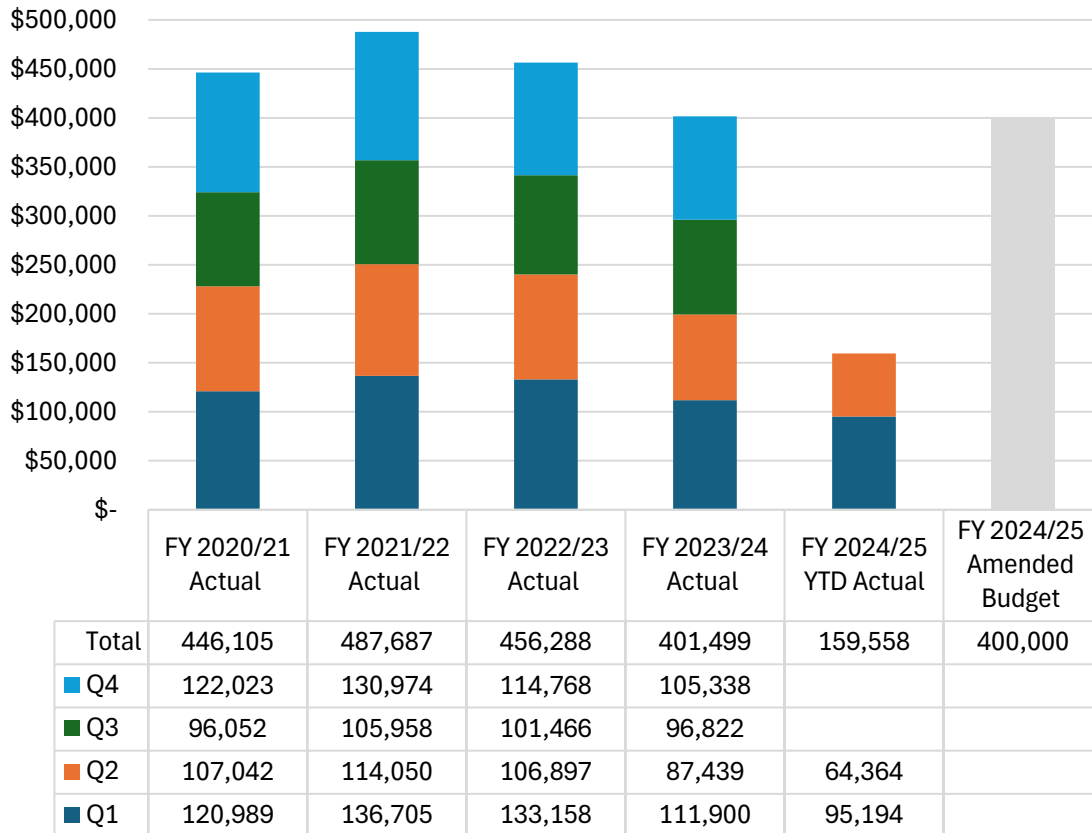
Franchise Tax

Franchise Tax is levied on gas (1%), electricity (2%), cable (5%), and refuse (10%). Through the second quarter, revenue collected was \$336,185, 40% of the budget. The amount collected is consistent with the timing of receipts.



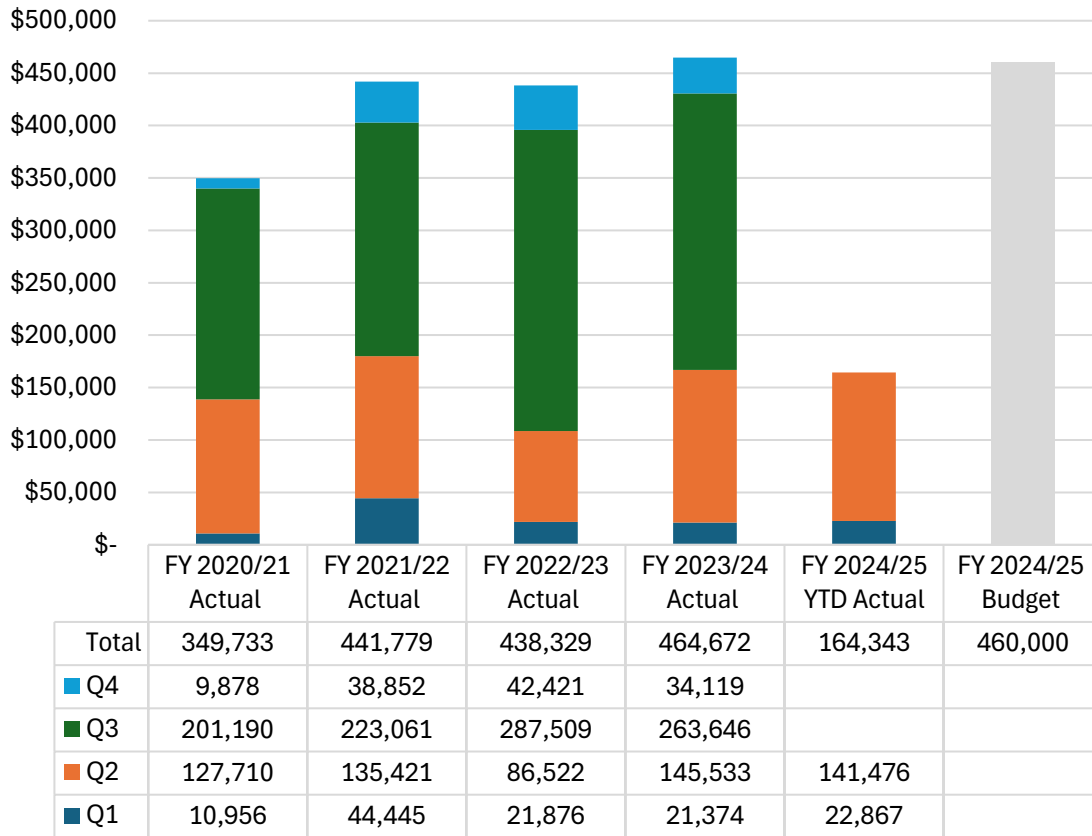
Transient Occupancy Tax (TOT)

Transient Occupancy Tax (TOT), also known as the “hotel tax,” is levied at 10% on persons staying 30 days or less in a motel or lodging facility within City limits. Through the second quarter, revenue collected was 159,558, 40% of the amended budget. Due to the downward trend in short-term lodging in the City, staff is recommending an adjustment to reduce the revenue budget by \$60,000.



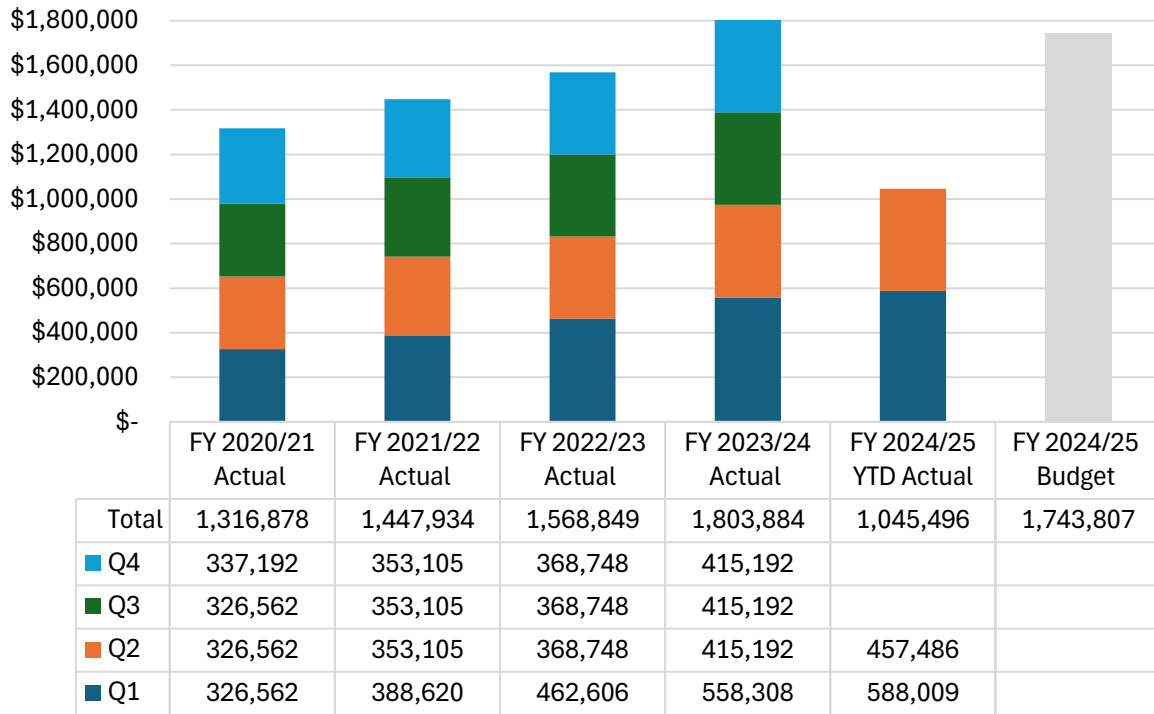
Business License Tax

Business License Tax is assessed on all businesses doing business within City limits. Through the second quarter, revenue collected was \$164,343, 35% of the budget. The bulk of this revenue is typically received in December and January during the annual business license renewal.



Public Safety Charges

Public safety charges are received for dispatch services provided to the cities of Hercules and San Pablo under an Intergovernmental Service Sharing agreement. The revenue is received on a quarterly basis. Through the second quarter, \$1,045,496, or 59% of the budget, was collected.



Other Revenue

Other revenue includes permits, fees, fines and forfeitures, rental income, proceeds from the sale of property, investment income, and grants. All revenues in this category totaled \$525,260, 59% of the budget. Some revenue sources within this category are trending significantly higher than originally budgeted; therefore, staff is recommending adjustments to increase the grants and fines and forfeitures revenue budgets totaling \$43,961.

Transfers In

The transfer in comes from the Section 115 Trust to offset the increase in pension costs in the General Fund. For FY 2024/25, \$2,425,000 is budgeted, but the actual amount of the transfer will be based on total expenditures at year-end.

Also, the City Council approved a one-time transfer of \$843,790 to the General Fund from the General Reserve to balance the budget for FY 2024/25. The transfer will be made later in the fiscal year.

General Fund Expenditures

The City Council authorized expenditures in the amount of \$37,215,683 in the original FY 2024/25 General Fund budget. During the first quarter the General Fund expenditures budget was revised to \$37,282,733. General Fund actual expenditures plus encumbrances through the second quarter totaled \$16,100,945, 43% of the amended budget. The tables below summarize General Fund expenditure activity through the second quarter.

Department	FY 2024/25 Original Budget	FY 2024/25 Revised Budget	Proposed Adjustments	FY 2024/25 Amended Budget	FY 2024/25 YTD Actuals w/ Encumb.	% of Amended Budget	Projected Year- End
City Council	\$ 202,339	\$ 202,339	\$ -	\$ 202,339	\$ 67,037	33%	\$ 202,339
City Manager	683,857	683,857	-	683,857	273,010	40%	683,857
City Clerk	717,294	717,294	13,930	731,224	338,058	46%	731,224
City Treasurer	10,148	10,148	-	10,148	5,167	51%	10,148
City Attorney	297,031	297,031	-	297,031	154,856	52%	297,031
Finance Department	971,117	971,117	3,000	974,117	526,305	54%	974,117
Human Resources	888,867	888,867	-	888,867	452,836	51%	888,867
Non-Departmental	3,257,051	3,257,051	-	3,257,051	2,930,034	90%	3,257,051
Police Department	12,358,037	12,358,037	19,230	12,377,267	6,070,778	49%	12,377,267
Fire Department	6,433,461	6,433,461	-	6,433,461	3,037,077	47%	6,433,461
Public Works	10,368,528	10,368,528	(95,500)	10,273,028	1,841,783	18%	7,393,028
Community Development	585,788	652,838	(52,500)	600,338	266,694	44%	600,338
Community Services	442,165	442,165	-	442,165	137,311	31%	442,165
Expenditure Total:	\$ 37,215,683	\$ 37,282,733	\$ (111,840)	\$ 37,170,893	\$ 16,100,945	43%	\$ 34,290,893

Actual expenditures in most departments were at or below 50%. Those that were above 50% are discussed below.

- Several departments, including City Treasurer, Finance, and Human Resources were slightly over 50% due to the workers compensation and general liability annual premiums being paid in full at the beginning of the fiscal year.
- City Attorney expenditures were at 52% of budget due the time lag in reimbursements (credits) from other City departments for legal services. Reimbursements are processed in the month following the end of each quarter.
- Non-Departmental expenditures were at 90% due to the annual debt payment for 2006 pension obligation bonds which was paid in full at the beginning of the fiscal year, operating subsidies being transferred to Recreation and PCTV, and contributions to the Equipment Replacement Fund, and the City Street Improvement and Arterial Streets Rehabilitation Funds.

FY 2024/25 Second Quarter Financial Report
General Fund Expenditures

Category	FY 2024/25 Original Budget	FY 2024/25 Revised Budget	Proposed Adjustments	FY 2024/25 Amended Budget	FY 2024/25 YTD Actuals w/ Encumb.	% of Amended Budget	Projected Year-End
Salaries & Wages	\$ 10,343,285	\$ 10,343,285		\$ 10,343,285	\$ 4,805,374	46%	\$ 10,343,285
Benefits	7,399,988	7,399,988		7,399,988	3,972,929	54%	\$ 7,399,988
Professional/Admin Services	9,482,105	9,549,155	108,930	9,658,085	4,385,302	45%	\$ 9,658,085
Other Operating	322,711	322,711		322,711	184,985	57%	\$ 322,711
Materials and Supplies	185,033	185,033		185,033	55,944	30%	\$ 185,033
Interdepartmental Charges	(719,548)	(719,548)	29,230	(690,318)	239,916	-35%	\$ (690,318)
Asset/Capital Outlay	8,004,702	8,004,702	(250,000)	7,754,702	439,302	6%	\$ 4,874,702
Debt Service	636,107	636,107		636,107	636,015	100%	\$ 636,107
Transfers Out	1,561,300	1,561,300		1,561,300	1,381,177	88%	\$ 1,561,300
Expenditure Total:	\$ 37,215,683	\$ 37,282,733	\$ (111,840)	\$ 37,170,893	\$ 16,100,945	43%	\$ 34,290,893

Actuals in most of the expenditure categories were at or below 50%. Those that were above 50% are discussed below.

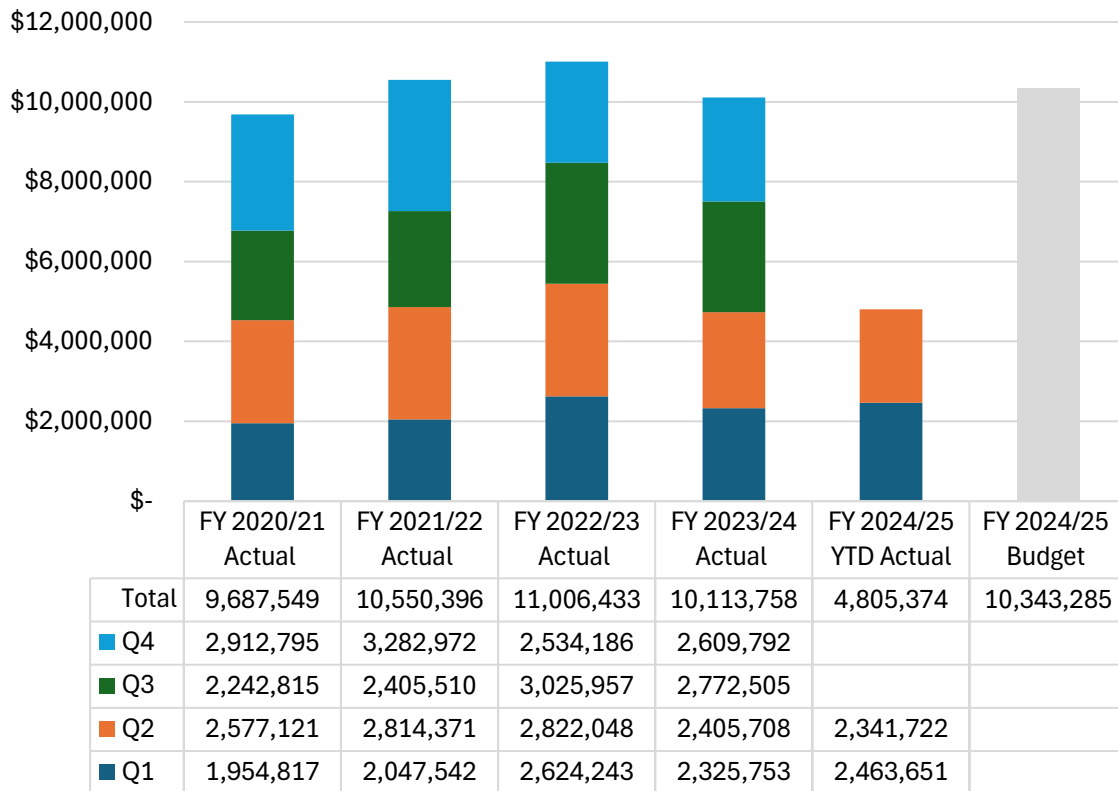
- Benefits were at 54% of budget primarily due to the workers' compensation annual premium being paid in full at the beginning of the fiscal year.
- Other operating, mostly comprised of utilities, was at 57% but fluctuates throughout the fiscal year.
- Debt service was at 100% due to the annual payment being paid in full at the beginning of the fiscal year.

Although actuals are mostly in line with budget, staff is recommending several adjustments, as outlined in the tables above, resulting in a net savings of \$111,840 in the General Fund expenditure budget. See the Second Quarter Financial Summary by Fund on page 30 for detailed explanations of the proposed budget adjustments.

The following section describes each expenditure category and provides historical trend information as well as financial activity through the second quarter of FY 2024/25.

Salaries and Wages

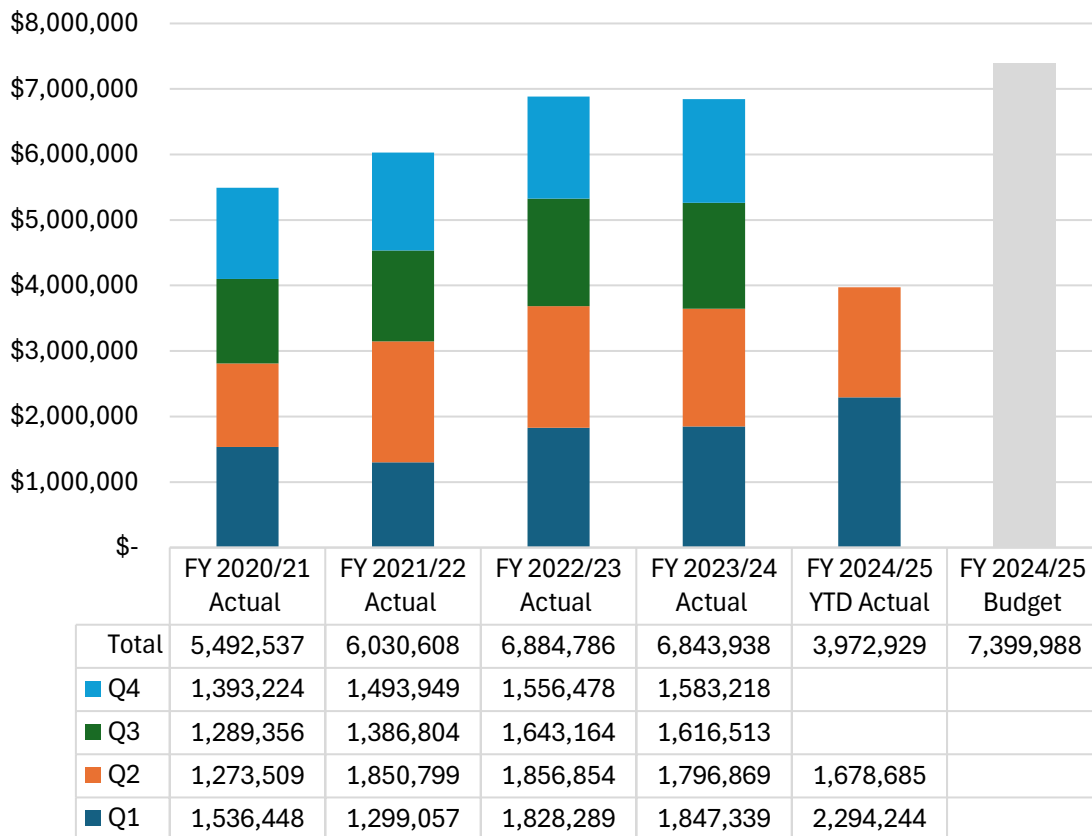
The FY 2024/25 budget includes salaries and wages based on the City's staffing level of 113.14 full-time equivalents (FTEs), salary increases for different classifications already agreed upon in the City's current labor memorandums of understanding (MOUs). The budget includes a savings factor equal to 3% of total annual salary and benefits expenditures to account for savings resulting from position vacancies. Through the second quarter, salaries and wages were \$4,805,374, 46% of budget.



Employee Benefits

The cost of retirement benefits is the City's annual required contribution for employees' pension to the California Public Employees' Retirement System (CalPERS). The City's annual required contribution is determined by an annual actuarial valuation report, the most recent of which is as of July 2023. The budget reflects the net cost to the City (the required total contribution minus the employee contributions). All classic employees currently contribute the required employee contribution plus a portion of the employer's contribution for a total of 15%.

Other benefits include employee medical/dental/vision care, workers' compensation, and others. The benefits cost in the forecast is based primarily trends and information provided by service providers. Through the second quarter, benefits were \$3,972,929, 54% of the budget. As previously stated, the overage is primarily attributable to the workers' compensation and general liability annual premiums being paid in full at the beginning of the fiscal year.

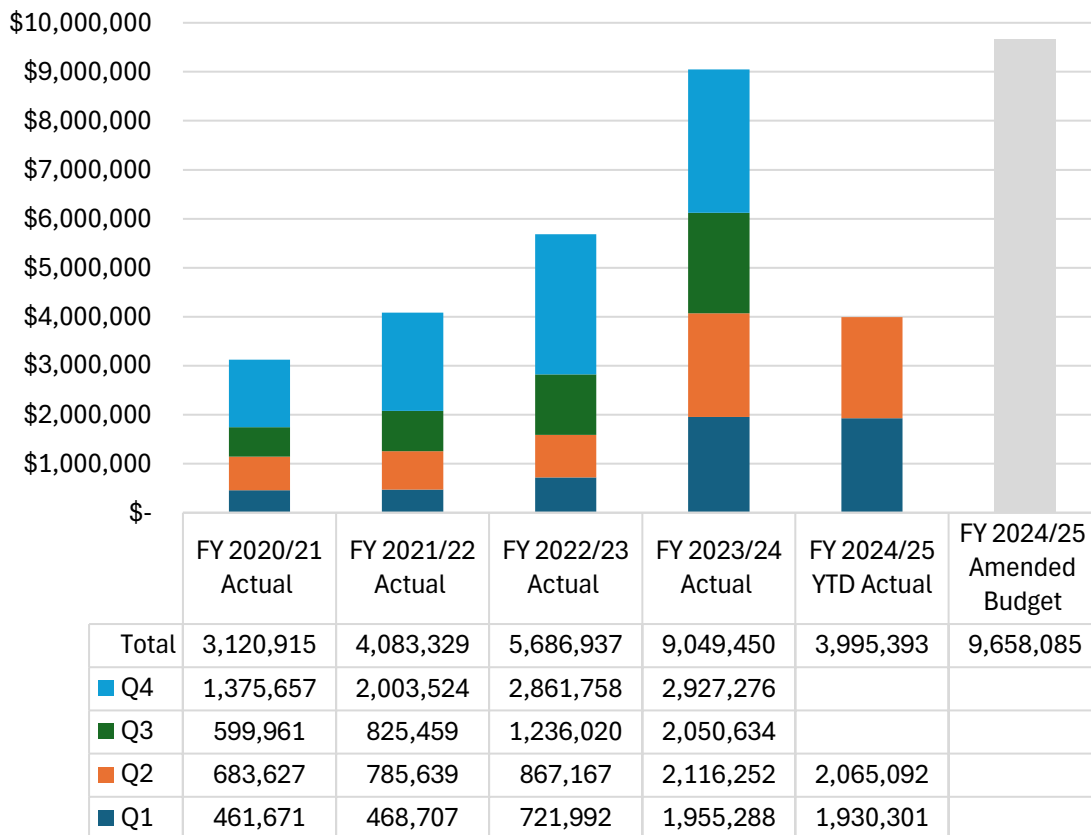


Professional and Administrative Services

Professional and administrative services include consulting services, legal services, temporary services, network and software maintenance, and equipment and building maintenance. Contract services with other government agencies, such as the County animal services and library services, are also included in professional services. This category is primarily projected based on contractual obligations and historical trends. Through the second quarter, professional and administrative services were \$3,995,393, 41% of the budget.

This category also includes the City's fire services agreement with the Contra Costa County Fire Protection District (CCCYPD) to provide fire protection services to Pinole residents. For FY 2024/25, the cost is \$5.7 million per the approved five-year agreement. The monthly contract costs are included in the actuals shown below.

Staff is recommending adjustments to increase the professional services category by \$108,930 primarily for consulting services.



Other Operating Expenses

Other operating expenses include all other expenditure categories, such as travel/training, office expenses, and utilities. Through the second quarter, expenditures including encumbrances were \$184,985, 57% of the budget.

Materials and Supplies

Materials and supplies include fuel, supplies, and maintenance materials. Through the second quarter, expenditures were \$55,944, 30% of the budget.

Interdepartmental Charges

Interdepartmental charges include indirect costs for personnel costs allocated to other funds, information systems, legal charges, and general liability. Through the second quarter, expenditures were \$239,916. This was due to the general liability premium being paid in full at the beginning of the fiscal year. Staff is recommending adjustments to increase interdepartmental charges by \$29,230 primarily for various information technology services.

Asset/Capital Outlay

Asset/capital outlay includes non-major asset acquisition and improvements, such as computer equipment and furniture, as well as several major capital projects to be funded by the General Fund unassigned fund balance. Through the second quarter, asset/capital outlay expenditures were \$439,302, 6% of the budget. Staff is recommending adjustments to decrease asset/capital outlay by \$250,000 because the City budgeted funds for Pinole Energy Enhancement Rebate (PEER) but made the payment to the County at the end of the prior fiscal year.

Each fiscal year, capital needs are assessed and prioritized through the CIP planning process. Capital improvement projects are detailed in a separate Five-Year Capital Improvement Plan (CIP): <https://www.pinole.gov/wp-content/uploads/2024/08/Final-Proposed-FY-2024-45-through-2028-29-CIP-6-18-24.pdf>.

Debt Service

Debt service includes the payment of debt for the 2006 pension obligation bonds (POBs) that were issued to finance the City's unfunded accrued actuarial liability with CalPERS. This category was at 100% of the revised budget due to the debt payment being paid in full at the beginning of the fiscal year.

Transfers Out

Transfers out includes the transfers from the General Fund and Measure S to other funds to support Recreation programs, Pinole Community Television (PCTV), vehicle and equipment replacement. The transfers are processed later in the fiscal year

Non-General Funds

The following analysis provides explanations of the financial activity for select non-general funds.

Since the second quarter represents 50% of the fiscal year, it is expected that actual revenues and actual expenditures will be around 50% of budget. However, this may vary depending on the timing of certain receipts and disbursements. Also, these funds include capital improvement projects which may take several fiscal years to be completed.

Special Revenue Funds

Gas Tax Fund (Fund 200)

The Gas Tax Fund accounts for revenue from State excise taxes on gasoline and diesel fuel sales (referred to as the Highway Users Tax Account (HUTA)) as well as revenue from the Road Repair and Accountability Act of 2017 (SB1) (referred to as the Road Maintenance and Rehabilitation Account (RMRA)). Gas Tax Fund resources are restricted for use in the construction and maintenance of public streets. These funds support both annual operating and capital projects. Through the second quarter, revenues were \$534,063, 51% of the budget. Expenditures including encumbrances were \$211,331, 9% of the budget. Actual expenditures were low due to the timing of budgeted capital projects.

Gas Tax Fund	FY 2024/25 Original Budget	FY 2024/25 Revised Budget	Proposed Adjustments	FY 2024/25 Amended Budget	FY 2024/25 YTD Actuals w/ Encumb.	% of Amended Budget	Projected Year-End
Revenues	\$ 1,046,400	\$ 1,046,400		\$ 1,046,400	\$ 534,063	51%	\$ 1,046,400
Expenditures	2,203,189	2,203,189	-	2,203,189	211,331	9%	2,203,189
Net surplus/deficit	(1,156,789)	(1,156,789)	-	(1,156,789)	\$ 322,732		(1,156,789)
Beginning Fund Balance	1,589,060	1,589,060		1,589,060			1,589,060
Ending Fund Balance	\$ 432,271	\$ 432,271		\$ 432,271			\$ 432,271

Public Safety Augmentation Fund (Fund 203)

The Public Safety Augmentation Fund (PSAF) accounts for monies allocated by the County Auditor-Controller under Proposition 172 from the statewide 0.5% sales tax based on a share of statewide taxable sales. These funds are used for public safety personnel costs and safety equipment purchases. Through the second quarter, revenues were \$115,927, 46% of the budget. There is typically a one-month delay in receiving the funds for the previous month. Expenditures were \$250,725, 46% of the budget.

FY 2024/25 Second Quarter Financial Report
Non-General Funds

Public Safety Augmentation Fund	FY 2024/25 Original Budget	FY 2024/25 Revised Budget	Proposed Adjustments	FY 2024/25 Amended Budget	FY 2024/25 YTD Actuals w/ Encumb.	% of Amended Budget	Projected Year-End
Revenues	\$ 249,855	\$ 249,855		\$ 249,855	\$ 115,927	46%	\$ 249,855
Expenditures	546,413	546,413		546,413	250,725	46%	546,413
Net surplus/deficit	(296,558)	(296,558)	-	(296,558)	\$ (134,797)		(296,558)
Beginning Fund Balance	359,962	359,962		359,962			359,962
Ending Fund Balance	\$ 63,404	\$ 63,404		\$ 63,404			\$ 63,404

Supplemental Law Enforcement Services Fund (Fund 206)

The Supplemental Law Enforcement Services Fund (SLESF) accounts for funds received from the County under AB 3229, which enacted the Citizens Option for Public Safety (COPS) Program, through which the City receives \$100,000 annually. In addition to the \$100,000 annual payment, the City receives a Growth Allocation payment. The funds are used for officer personnel costs and safety equipment purchases. Through the second quarter, revenues were \$183,189, 105% of the budget. Expenditures were \$151,929, 52% of the budget. The overage was due to the purchase of a vehicle, which is budgeted.

Supplemental Law Enforcement Services Fund	FY 2024/25 Original Budget	FY 2024/25 Revised Budget	Proposed Adjustments	FY 2024/25 Amended Budget	FY 2024/25 YTD Actuals w/ Encumb.	% of Amended Budget	Projected Year-End
Revenues	\$ 175,000	\$ 175,000		\$ 175,000	\$ 183,189	105%	\$ 175,000
Expenditures	294,962	294,962	-	294,962	151,929	52%	294,962
Net surplus/deficit	(119,962)	(119,962)	-	(119,962)	\$ 31,260		(119,962)
Beginning Fund Balance	303,559	303,559		303,559			303,559
Ending Fund Balance	\$ 183,597	\$ 183,597		\$ 183,597			\$ 183,597

NPDES Storm Water Fund (Fund 207)

The NPDES Storm Water Fund accounts for assessments collected by the County via property tax bills and provided to the City for stormwater programs pursuant to the National Pollutant Discharge Elimination System (NPDES) regulations, a federally mandated program. Assessments are levied at \$35 per Equivalent Runoff Unit (ERU). Revenues are received in December, April, and June through property tax assessments. Through the second quarter, expenditures were \$271,262, 71% of the budget. The overage was attributable to one-time costs for the storm drain master plan and project management support.

NPDES Storm Water Fund	FY 2024/25 Original Budget	FY 2024/25 Revised Budget	Proposed Adjustments	FY 2024/25 Amended Budget	FY 2024/25 YTD Actuals w/ Encumb.	% of Amended Budget	Projected Year-End
Revenues	\$ 253,272	\$ 253,272		\$ 253,272	\$ 147	0%	253,272
Expenditures	379,829	379,829		379,829	271,262	71%	379,829
Net surplus/deficit	(126,557)	(126,557)	-	(126,557)	\$ (271,114)		(126,557)
Beginning Fund Balance	(123,627)	(123,627)		(123,627)			(123,627)
Ending Fund Balance	\$ (250,184)	\$ (250,184)		\$ (250,184)			\$ (250,184)

Recreation Fund (Fund 209)

The Recreation Department Fund accounts for funds received from fees for participation in recreational programs. While the recreation programs of the Community Services Department have operated on a limited basis in some areas, program participation and facility rentals are starting to increase. Through the second quarter, program revenues were

\$459,175, 91% of the budget. With the General Fund operating subsidy, revenues were \$1,030,352, 82% of the budget. Expenditures were \$1,019,722, 43% of the budget. Community Services received a \$167,050 contribution from the West Contra Costa Youth Soccer League to renovate the soccer field and a \$10,000 contribution to go toward youth programs. Therefore, staff is recommending adjustments to increase the revenue budget by \$167,050. Staff is also recommending increasing the expenditure budget by \$231,050 to appropriate the funds received from the contributions and to bring the recreation coordinators from part-time to full-time.

Recreation Fund	FY 2024/25 Original Budget	FY 2024/25 Revised Budget	Proposed Adjustments	FY 2024/25 Amended Budget	FY 2024/25 YTD Actuals w/ Encumb.	% of Amended Budget	Projected Year-End
Revenues							
Program Revenue	\$ 504,356	\$ 504,356	\$ 177,050	\$ 681,406	\$ 459,175	91%	\$ 681,406
Transfers In	751,300	751,300		751,300	571,177	76%	751,300
Total Revenues	1,255,656	1,255,656	177,050	1,432,706	1,030,352	82%	1,432,706
Expenditures	2,380,256	2,380,256	231,050	2,611,306	1,019,722	43%	2,611,306
Net surplus/deficit	(1,124,600)	(1,124,600)	(54,000)	(1,178,600)	\$ 10,630		(1,178,600)
Beginning Fund Balance	(13,804)	(13,804)		(13,804)			(13,804)
Ending Fund Balance	\$ (1,138,404)	\$ (1,138,404)		\$ (1,192,404)			\$ (1,192,404)

Building and Planning Fund (Fund 212)

The Building & Planning Fund accounts for funds received from fees and permits for building and planning services. Fees are collected to recover the cost primarily related to inspections and plan checks performed. Through the second quarter, revenues were \$604,259, 41% of the budget. Expenditures were \$1,031,891, 48% of the budget. Staff is recommending the adjustments to reduce the revenue budget by \$34,500 related to CEQA studies. Also, staff is recommending reducing the expenditure budget by \$76,400 as implementation of the Housing Element notifications/materials are anticipated to be less than projected, CEQA assistance will not be needed this fiscal year, and less backfill is anticipated for permit techs, inspections, and building official. Lastly, staff is recommending adding one full-time, permanent Associate Planner; there is no fiscal impact as funds will be reallocated from the outside contract.

Building and Planning Fund	FY 2024/25 Original Budget	FY 2024/25 Revised Budget	Proposed Adjustments	FY 2024/25 Amended Budget	FY 2024/25 YTD Actuals w/ Encumb.	% of Amended Budget	Projected Year-End
Revenues	\$ 1,415,526	\$ 1,415,526	\$ (34,500)	\$ 1,381,026	\$ 604,259	43%	\$ 1,381,026
Transfers In	67,000	67,000	-	67,000	-	0%	67,000
Total Revenues	\$ 1,482,526	\$ 1,482,526	\$ (34,500)	\$ 1,448,026	\$ 604,259	41%	1,448,026
Expenditures	2,039,558	2,219,558	(76,400)	2,143,158	1,031,891	48%	2,143,158
Net surplus/deficit	(557,032)	(737,032)	41,900	(695,132)	\$ (427,632)		(695,132)
Beginning Fund Balance	(2,226,679)	(2,226,679)		(2,226,679)			(2,226,679)
Ending Fund Balance	\$ (2,783,711)	\$ (2,963,711)		\$ (2,921,811)			\$ (2,921,811)

Refuse Management Fund (Fund 213)

The Refuse Management Fund accounts for resources received from the City's franchise waste hauler, Republic Services, from a monthly fee imposed under AB 939 on all residential customers in Pinole. These revenues are restricted to programs and activities that promote

recycling of solid waste and source reduction. Through the second quarter, revenues were \$31,097, 47% of the budget. Expenditures were \$70,764, 38% of the budget.

Refuse Management Fund	FY 2024/25 Original Budget	FY 2024/25 Revised Budget	Proposed Adjustments	FY 2024/25 Amended Budget	FY 2024/25 YTD Actuals w/ Encumb.	% of Amended Budget	Projected Year-End
Revenues	\$ 66,060	\$ 66,060		\$ 66,060	\$ 31,097	47%	\$ 66,060
Expenditures	187,102	187,102		187,102	70,764	38%	187,102
Net surplus/deficit	(121,042)	(121,042)	-	(121,042)	\$ (39,666)		(121,042)
Beginning Fund Balance	31,420	31,420		31,420			31,420
Ending Fund Balance	\$ (89,622)	\$ (89,622)		\$ (89,622)			\$ (89,622)

Solid Waste Fund (Fund 214)

The Solid Waste Fund accounts for funds received from Republic Services from a monthly fee it assesses on customer rates for solid waste services. These funds are set aside for future solid waste capital projects and for a rate stabilization fund. Revenues are received on a quarterly basis and the first installment is typically received in October. Through the second quarter, revenues were \$278,018, 76% of the budget. Expenditures were \$56,121, 32% of the budget.

Solid Waste Fund	FY 2024/25 Original Budget	FY 2024/25 Revised Budget	Proposed Adjustments	FY 2024/25 Amended Budget	FY 2024/25 YTD Actuals w/ Encumb.	% of Amended Budget	Projected Year-End
Revenues	\$ 368,000	\$ 368,000		\$ 368,000	\$ 278,018	76%	\$ 368,000
Expenditures	173,666	173,666		173,666	56,121	32%	173,666
Net surplus/deficit	194,334	194,334	-	194,334	\$ 221,897		194,334
Beginning Fund Balance	2,915,815	2,915,815		2,915,815			2,915,815
Ending Fund Balance	\$ 3,110,149	\$ 3,110,149		\$ 3,110,149			\$ 3,110,149

Measure J Fund (Fund 215)

The Measure J Fund accounts for special sales tax revenues collected by the Contra Costa Transportation Authority (CCTA) and reapportioned to the cities for local street projects. The City must submit a checklist each year to confirm compliance with a Growth Management Program in order to receive these funds. Estimates of annual funding are provided by the CCTA, and jurisdiction allocations are based on a formula that considers both population and road mileage. Additionally, the fund accounts for funds received from State grants, including the Transportation Land-Use Connections (TLC) grant, One Bay Area Grant (OBAG), and Highway Safety Improvement Program (HSIP) grant. Through the second quarter, revenues from partial grant reimbursements were \$145,982, 13% of the budget. Revenue from CCTA is expected to be received later in the fiscal year. Expenditures were \$218,090, 13% of the budget. Actual expenditures align with the timing of capital projects.

Measure J Fund	FY 2024/25 Original Budget	FY 2024/25 Revised Budget	Proposed Adjustments	FY 2024/25 Amended Budget	FY 2024/25 YTD Actuals w/ Encumb.	% of Amended Budget	Projected Year-End
Revenues	\$ 1,152,257	\$ 1,152,257		\$ 1,152,257	\$ 145,982	13%	\$ 1,152,257
Expenditures	1,705,126	1,705,126		1,705,126	218,090	13%	1,705,126
Net surplus/deficit	(552,869)	(552,869)	-	(552,869)	\$ (72,107)		(552,869)
Beginning Fund Balance	2,357,194	2,357,194		2,357,194			2,357,194
Ending Fund Balance	\$ 1,804,325	\$ 1,804,325		\$ 1,804,325			\$ 1,804,325

Development Growth Impact Fund (Fund 276)

The Growth Impact Fund accounts for development fees collected to mitigate the impact of new development. Specifically, it provides for the expansion, design, construction, or upgrade to facilities, roadways, and equipment. The City collects impact fees for police, fire protection, municipal, community, wastewater, roadways, and drainage. Through the second quarter, impact fee revenue from interest was \$49,810. Staff is recommending an adjustment to reduce the revenue budget as the amounts budgeted were carried forward from the prior fiscal year. The capital projects budgeted will be funded by the available fund balance.

Growth Impact Fund	FY 2024/25 Original Budget	FY 2024/25 Revised Budget	Proposed Adjustments	FY 2024/25 Amended Budget	FY 2024/25 YTD Actuals w/ Encumb.	% of Amended Budget	Projected Year-End
Revenues	\$ 1,039,594	\$ 1,039,594	\$ (1,039,594)	\$ 0	\$ 49,810	5%	\$ 0
Expenditures	1,623,000	1,623,000		1,623,000	-	0%	1,623,000
Net surplus/deficit	(583,406)	(583,406)	(1,039,594)	(1,623,000)	\$ 49,810		(1,623,000)
Beginning Fund Balance	3,503,560	3,503,560		3,503,560			3,503,560
Ending Fund Balance	\$ 2,920,155	\$ 2,920,155		\$ 1,880,561			\$ 1,880,561

Housing Assets for Resale Fund (Fund 285)

The Housing Assets for Resale Fund accounts for activities associated with administering housing programs of the former Pinole Redevelopment Agency, use of Housing Set Aside funds, and the provision of affordable housing within the community. Through the second quarter, revenue from interest was \$49,561, 90% of the budget. Expenditures were \$95,964, 30% of the budget.

Housing Assets for Resale Fund	FY 2024/25 Original Budget	FY 2024/25 Revised Budget	Proposed Adjustments	FY 2024/25 Amended Budget	FY 2024/25 YTD Actuals w/ Encumb.	% of Amended Budget	Projected Year-End
Revenues	\$ 55,000	\$ 55,000		\$ 55,000	\$ 49,561	90%	\$ 55,000
Expenditures	323,243	323,243		323,243	95,964	30%	323,243
Net surplus/deficit	(268,243)	(268,243)	-	(268,243)	\$ (46,403)		(268,243)
Beginning Fund Balance	8,267,770	8,267,770		8,267,770			8,267,770
Ending Fund Balance	\$ 7,999,527	\$ 7,999,527		\$ 7,999,527			\$ 7,999,527

Lighting and Landscape District Fund (Fund 310)

The Lighting and Landscape District Fund accounts for assessments to property owners to maintain median lighting and landscaping within the Pinole Valley Road North and South areas. Revenue is received in December, April, and June with property tax payments. Through the second quarter, revenue was \$32,758, 51% of the budget. Expenditures were \$8,575, 10% of the budget.

Landscaping and Lighting District Fund	FY 2024/25 Original Budget	FY 2024/25 Revised Budget	Proposed Adjustments	FY 2024/25 Amended Budget	FY 2024/25 YTD Actuals w/ Encumb.	% of Amended Budget	Projected Year-End
Revenues	\$ 63,911	\$ 63,911		\$ 63,911	\$ 32,758	51%	\$ 63,911
Expenditures	85,175	85,175		85,175	8,575	10%	85,175
Net surplus/deficit	(21,264)	(21,264)	-	(21,264)	\$ 24,184		(21,264)
Beginning Fund Balance	76,278	76,278		76,278			76,278
Ending Fund Balance	\$ 55,014	\$ 55,014		\$ 55,014			\$ 55,014

Capital Project Funds

City Street Improvement Fund (Fund 325)

The City Street Improvements Fund accounts for an annual \$250,000 transfer from Measure S 2014 for street improvement projects. Additionally, it accounts for funds received from various grants, including the Highway Bridge Program (HBP) grant, Strategic Management Planning Program (STMP) grant, and Transportation Development Act (TDA) grant. Grant revenue is received on a reimbursement basis, after expenditures are incurred. Through the second quarter, revenues were \$423,152 (including the General Fund transfer), 20% of the budget. Expenditures were \$161,511, 4% of the budget. Actual expenditures are low due to the timing of capital projects.

City Street Improvement Fund	FY 2024/25 Original Budget	FY 2024/25 Revised Budget	Proposed Adjustments	FY 2024/25 Amended Budget	FY 2024/25 YTD Actuals w/ Encumb.	% of Amended Budget	Projected Year-End
Revenues	\$ 2,064,683	\$ 2,064,683		\$ 2,064,683	\$ 423,152	20%	\$ 2,064,683
Expenditures	3,687,304	3,687,304		3,687,304	161,511	4%	3,687,304
Net surplus/deficit	(1,622,621)	(1,622,621)	-	(1,622,621)	\$ 261,640		(1,622,621)
Beginning Fund Balance	2,051,278	2,051,278		2,051,278			2,051,278
Ending Fund Balance	\$ 428,657	\$ 428,657		\$ 428,657			\$ 428,657

Arterial Streets Rehabilitation Fund (Fund 377)

The Arterial Streets Rehabilitation Fund accounts for an annual \$250,000 transfer from Measure S 2014 for street rehabilitation projects. Through the second quarter, revenue was \$250,000 which was the transfer in from the General Fund. There were no expenditures.

Arterial Streets Rehabilitation Fund	FY 2024/25 Original Budget	FY 2024/25 Revised Budget	Proposed Adjustments	FY 2024/25 Amended Budget	FY 2024/25 YTD Actuals w/ Encumb.	% of Amended Budget	Projected Year-End
Revenues	\$ 250,000	\$ 250,000		\$ 250,000	\$ 250,000	100%	\$ 250,000
Expenditures	895,000	895,000		895,000	-	0%	895,000
Net surplus/deficit	(645,000)	(645,000)		(645,000)	\$ 250,000		(645,000)
Beginning Fund Balance	1,003,071	1,003,071		1,003,071			1,003,071
Ending Fund Balance	\$ 358,071	\$ 358,071		\$ 358,071			\$ 358,071

Enterprise Funds

Sewer Enterprise Fund (Fund 500)

The Sewer Enterprise Fund accounts for fees charged to residents and businesses for sewer utilities. Fees are used to operate the Pinole-Hercules Wastewater Treatment Plant, which serves the Pinole and Hercules areas. Hercules remits payment for services to Pinole on a monthly basis. Revenue from charges for services are received with the property tax assessments in December, April, and June. Through the second quarter, revenues were \$4,925,877, 48% of the budget. Expenditures were \$4,804,447, 13% of the budget. Actual expenditures are low due to the timing of capital projects.

FY 2024/25 Second Quarter Financial Report
Non-General Funds

Sewer Enterprise Fund	FY 2024/25 Original Budget	FY 2024/25 Revised Budget	Proposed Adjustments	FY 2024/25 Amended Budget	FY 2024/25 YTD Actuals w/ Encumb.	% of Amended Budget	Projected Year-End
Revenues	\$ 10,364,403	\$ 10,364,403		\$ 10,364,403	\$ 4,925,877	48%	\$ 10,364,403
Expenditures	37,771,365	37,771,365	-	37,771,365	4,804,447	13%	37,771,365
Net surplus/deficit	(27,406,962)	(27,406,962)	-	(27,406,962)	\$ 121,430		(27,406,962)
Beginning Fund Balance	21,657,361	21,657,361		21,657,361			21,657,361
Ending Fund Balance	\$ (5,749,601)	\$ (5,749,601)		\$ (5,749,601)			\$ (5,749,601)

Cable Access TV Fund (Fund 505)

The Cable Access TV Fund accounts for revenue received from cable franchise fees, video production and broadcast charges, and Public, Educational, and Governmental (PEG) access fees. PEG access fees are designated for equipment purchases. Transfers from the General Fund also help support the operating costs. Revenues are generally received on a quarterly basis. Through the second quarter, revenues were \$240,230, 65% of the budget. Expenditures were \$301,330, 36% of the budget. Staff is recommending adjustments to reduce the expenditure budget by \$85,000 as staff will be completing the PCTV master plan (\$25,000) in house and the studio live truck cameras (\$60,000) will not be replaced this fiscal year.

Cable Access TV Fund	FY 2024/25 Original Budget	FY 2024/25 Revised Budget	Proposed Adjustments	FY 2024/25 Amended Budget	FY 2024/25 YTD Actuals w/ Encumb.	% of Amended Budget	Projected Year-End
Revenues	\$ 368,533	\$ 368,533	\$ -	\$ 368,533	\$ 240,230	65%	\$ 368,533
Expenditures	829,463	833,883	(85,000)	748,883	301,330	36%	748,883
Net surplus/deficit	(460,930)	(465,350)	(85,000)	(380,350)	\$ (61,100)		(380,350)
Beginning Fund Balance	2,120	2,120		2,120			2,120
Ending Fund Balance	\$ (458,809)	\$ (463,229)		\$ (378,229)			\$ (378,229)

Information Systems Fund (Fund 525)

The Information Systems Fund is an internal service fund used to account for activities that provide technology goods or services to other City funds and departments on a cost-reimbursement basis. Through the second quarter, expenditures and reimbursements were \$877,742, 56% of the budget. Staff is recommending adjustments to increase the expenditure and cost allocation (reimbursements) budgets by \$34,230 for the Stancil Multi Channel Voice Logging Recorder System used in the dispatch center (\$19,230) and for the increase in support services related to the online permitting system (\$15,000). Also, the City will be transitioning the Information Technology (IT) function from a contracted service to an internal department. Therefore, staff is recommending adding one full-time, permanent IT Manager. There is no fiscal impact as funds will be reallocated from the outside contract.

Information Technology Fund	FY 2024/25 Original Budget	FY 2024/25 Revised Budget	Proposed Adjustments	FY 2024/25 Amended Budget	FY 2024/25 YTD Actuals w/ Encumb.	% of Amended Budget	Projected Year-End
Expenditures	1,572,339	1,572,339	34,230	1,572,339	877,742	56%	1,606,569
Indirect Cost Allocations	(1,572,533)	(1,572,533)	(34,230)	(1,572,533)	(877,742)	56%	(1,606,763)
Net surplus/deficit	(194)	(194)	-	(194)	(0)		(194)
Beginning Fund Balance	(3,129)	(3,129)		(3,129)			(3,129)
Ending Fund Balance	\$ (3,323)	\$ (3,323)		\$ (3,323)			\$ (3,323)

Financial Summary by Fund

The Second Quarter Financial Summary by Fund (Attachment B) summarizes all City funds' revenues, expenditures, and estimated beginning and ending fund balances. It includes preliminary year-end financial results. Also, it contains explanations of all proposed mid-year budget adjustments.



Second Quarter Financial Summary by Fund

City of Pinole, CA

For FY2024/25 Period Ending: 12/31/24

	Original Budget	Revised Budget	Proposed Adjustments	Amended Budget	YTD Actual	Encumbrances	Total	Variance Favorable (Unfavorable)	Percent Used	Projected Year-End	Notes
General Fund (including Measure S 2006 and 2014)											
Revenue											
311- Property Taxes	6,168,067	6,168,067		6,168,067	3,267,490		3,267,490	(2,900,577)	53%	6,168,067	
312- Sales and Use Taxes	4,536,436	4,536,436	(77,280)	4,459,156	1,657,166		1,657,166	(2,801,990)	37%	4,459,156	[1]
312- Sales and Use Taxes-Meas S 2006	2,581,000	2,581,000	(31,000)	2,550,000	969,991		969,991	(1,580,009)	38%	2,550,000	[2]
312- Sales and Use Taxes-Meas S 2014	2,581,000	2,581,000	(31,000)	2,550,000	963,511		963,511	(1,586,489)	38%	2,550,000	[3]
312- Sales and Use Taxes-Meas I 2024	-	-	600,000	600,000	-		-	(600,000)	0%	600,000	[4]
313- Utility Users Tax (UUT)	2,285,000	2,285,000		2,285,000	1,282,245		1,282,245	(1,002,755)	56%	2,285,000	
314- Franchise Taxes	850,000	850,000		850,000	336,185		336,185	(513,815)	40%	850,000	
315- Other Taxes	924,599	924,599	(60,000)	864,599	323,901		323,901	(540,698)	37%	864,599	
Other Tax/Transient Occupancy Tax (TOT)	460,000	460,000	(60,000)	400,000	159,558		159,558	(240,442)	40%	400,000	[5]
Other Tax/Business License	464,599	464,599		464,599	164,343		164,343	(300,256)	35%	464,599	
321- Intergovernmental Taxes	2,402,673	2,402,673		2,402,673	1,187,655		1,187,655	(1,215,018)	49%	2,402,673	
322- Federal Grants	-	-	33,461	33,461	33,461		33,461	0	100%	33,461	[6]
323- State Grants	95,882	95,882		95,882	59,789		59,789	(36,093)	62%	95,882	
324- Other Grants	47,025	47,025		47,025	1,000		1,000	(46,025)	2%	47,025	
332- Permits	251,700	251,700		251,700	110,689		110,689	(141,011)	44%	251,700	
341- Review Fees	25,500	25,500		25,500	847		847	(24,653)	3%	25,500	
342- Other Fees	65,854	65,854		65,854	56,441		56,441	(9,413)	86%	65,854	
343- Abatement Fees	47,000	47,000		47,000	8,932		8,932	(38,068)	19%	47,000	
351- Fines and Forfeiture	15,550	15,550	10,500	26,050	23,388		23,388	(2,662)	90%	26,050	[7]
361- Public Safety Charges	1,774,307	1,774,307		1,774,307	1,045,496		1,045,496	(728,811)	59%	1,774,307	
370- Interest and Investment Income	200,000	200,000		200,000	(1,110)		(1,110)	(201,110)	-1%	200,000	
381- Rental Income	81,450	81,450		81,450	43,983		43,983	(37,467)	54%	81,450	
383- Reimbursements	11,500	11,500		11,500	182,535		182,535	171,035	1587%	11,500	
384- Other Revenue	5,100	5,100		5,100	4,139		4,139	(961)	81%	5,100	
392- Proceeds from Sale of Property	1,000	1,000		1,000	1,165		1,165	165	116%	1,000	
Revenue Total:	24,950,643	24,950,643	444,681	25,395,324	11,558,900	-	11,558,900	(13,836,424)	46%	25,395,324	
399- Pension Trust 115 Transfer	2,425,000	2,425,000	-	2,425,000	-		-	(2,425,000)	0%	2,425,000	
399-General Reserve Transfer	843,790	843,790	-	843,790	-		-	(843,790)	0%	843,790	
Sources Total:	28,219,433	28,219,433	444,681	28,664,114	11,558,900	-	11,558,900	(17,105,214)	40%	28,664,114	

NOTES:

- [1] Reduce the sales tax revenue budget based on updated projections provided by HdL, the City's sales tax consultant.
- [2] Reduce the Measure S 2006 sales tax revenue budget based on updated projections provided by HdL, the City's sales tax consultant.
- [3] Reduce the Measure S 2014 sales tax revenue budget based on updated projections provided by HdL, the City's sales tax consultant.
- [4] Establish the budget for Measure I 2024 sales tax revenue budget. The City will receive one quarter of the revenue since the measure is effective 4/1/2025.
- [5] Reduce the TOT revenue budget based on current trends in short-term lodging in the City.
- [6] Increase the federal grants revenue to account for a reimbursement received from FEMA from a prior year's fire incident.
- [7] Increase the fines and forfeitures revenue budget to account for upward trend in violation fees.



Second Quarter Financial Summary by Fund

City of Pinole, CA

For FY2024/25 Period Ending: 12/31/24

	Original Budget	Revised Budget	Proposed Adjustments	Amended Budget	YTD Actual	Encumbrances	Total	Variance Favorable (Unfavorable)	Percent Used	Projected Year-End	Notes
Fund: 100- General Fund											
Expenditures											
Division: 110- City Council Total:	202,339	202,339		202,339	67,037		67,037	135,302	33%	202,339	
Division: 111- City Manager Total:	683,857	683,857		683,857	273,010		273,010	410,847	40%	683,857	[8]
Division: 112- City Clerk Total:	717,294	717,294	13,930	731,224	338,058		338,058	393,166	46%	731,224	[9]
Division: 113- City Treasurer Total:	10,148	10,148		10,148	5,167		5,167	4,981	51%	10,148	
Division: 114- City Attorney Total:	297,031	297,031		297,031	154,856		154,856	142,175	52%	297,031	
City Attorney Services	581,131	581,131		581,131	226,982		226,982	354,149	39%	581,131	
City Attorney Indirect Cost Allocations	(284,100)	(284,100)		(284,100)	(72,127)		(72,127)	(211,973)	25%	(284,100)	
Division: 115- Finance Department Total:	966,217	966,217	3,000	969,217	525,885		525,885	443,332	54%	969,217	[10]
Division: 116- Human Resources Total:	888,867	888,867		888,867	452,836		452,836	436,031	51%	888,867	[11]
Division: 117- General Government Total:	1,059,644	1,059,644		1,059,644	912,842		912,842	146,802	86%	1,059,644	
Total Administrative:	4,825,397	4,825,397	16,930	4,842,327	2,729,691	-	2,729,691	2,112,635	56%	4,842,327	
Division: 221- Police Operations Total:	6,952,098	6,952,098		6,952,098	3,514,916		3,514,916	3,437,182	51%	6,952,098	
Division: 222- Police Support Services Total:	1,582,951	1,582,951		1,582,951	658,877		658,877	924,074	42%	1,582,951	
Division: 223- Dispatch WBCC Total:	2,548,869	2,548,869	19,230	2,568,099	1,342,922		1,342,922	1,225,177	52%	2,568,099	[12]
Division: 231- Fire Total:	3,582,500	3,582,500		3,582,500	1,658,042		1,658,042	1,924,458	46%	3,582,500	
Total Public Safety:	14,666,418	14,666,418	19,230	14,685,648	7,174,757	-	7,174,757	7,510,891	49%	14,685,648	
Division: 341- Administration/Engineering Total:	622,287	622,287	(245,500)	376,787	248,486		248,486	128,302	66%	376,787	[13]
Division: 342- Road Maintenance Total:	486,573	486,573		486,573	252,354	2,888	255,241	231,332	52%	486,573	
Division: 343- Facility Maintenance Total:	929,920	929,920		929,920	400,859	38,781	439,640	490,280	47%	929,920	
Division: 345- Park Maintenance Total:	356,460	356,460		356,460	197,330		197,330	159,130	55%	356,460	
Public Works Total:	2,395,240	2,395,240	(245,500)	2,149,740	1,099,029	41,668	1,140,697	1,009,043	53%	2,149,740	
Division: 461- Planning Total:	17,148	17,148		17,148	5,358		5,358	11,790	31%	17,148	
Division: 465- Code Enforcement Total:	399,687	399,687	(27,500)	372,187	192,832		192,832	179,355	52%	372,187	[14]
Division: 466- Economic Development Total:	148,953	148,953	(25,000)	123,953	35,934	22,876	58,811	65,142	47%	123,953	[15]
Community Development Total:	565,788	565,788	(52,500)	513,288	234,124	22,876	257,000	256,287	50%	513,288	
Division: 551- Recreation Administration Total:	3,500	3,500		3,500	869		869	2,631	25%	3,500	
Division: 560- Library Services Total:	202,430	202,430		202,430	36,830		36,830	165,600	18%	202,430	
Division: 561 Animal Control Services Total:	220,935	220,935		220,935	99,612		99,612	121,323	45%	220,935	
Community Services Total:	426,865	426,865	-	426,865	137,311	-	137,311	289,554	32%	426,865	
Debt Service:	636,107	636,107		636,107	636,015		636,015	92	100%	636,107	
Operating Transfer Out:	777,800	777,800		777,800	597,677		597,677	180,123	77%	777,800	
Expenditure Total:	24,293,615	24,293,615	(261,840)	24,031,775	12,608,603	64,545	12,673,148	(11,358,627)	53%	24,031,775	
Fund: 105 - Measure S -2006											
Expenditures											
Division: 115- Finance Department Total:	2,450	2,450		2,450	60		60	2,390	2%	2,450	
Division: 221- Police Operations Total:	1,147,981	1,147,981		1,147,981	489,165		489,165	658,816	43%	1,147,981	
Division: 231- Fire Total:	1,478,192	1,478,192		1,478,192	715,014		715,014	763,178	48%	1,478,192	
Division: 342- Road Maintenance Total:	1,750,000	1,750,000		1,750,000	-		-	1,750,000	0%	400,000	
Division: 343- Facility Maintenance Total:	1,530,000	1,530,000		1,530,000	-		-	1,530,000	0%	-	
Expenditures Total:	5,908,623	5,908,623	-	5,908,623	1,204,239	-	1,204,239	4,704,384	20%	3,028,623	

NOTES:

- [8] Reclassify the Assistant to the City Manager position to Communications Director and redirect funds from professional services to temporary staffing for a seasonal/limited term admin coordinator position. No fiscal impact as the increases can be offset by savings in the current budget
- [9] Increase the expenditure budget to account for higher than projected costs related to the November 2024 election.
- [10] Increase expenditure budget for continued support related to the online permitting system.
- [11] Reclassify the Human Resources Technician to Human Resources Specialist. No fiscal impact as the increase can be offset by savings in the current budget.
- [12] Increase expenditure budget for carry forward of Stancil Multi Channel Voice Logging Recorder System.
- [13] Reduce the expenditure budget as the one-time payment was made to the County for the Pinole Energy Enhancement Rebate (PEER) at the end of the prior fiscal year (FY 2023/24). Increase expenditure budget for continued support related to the online permitting system (\$4,500).
- [14] Reduce the expenditure budget for: printing related to the tobacco grant (\$10,000); abatement (\$20,000). Increase expenditure budget for continued support related to the online permitting system (\$2,500).
- [15] Reduce the expenditure budget for economic development final branding strategy as work has been stalled due to staffing.



Second Quarter Financial Summary by Fund

City of Pinole, CA

For FY2024/25 Period Ending: 12/31/24

	Original Budget	Revised Budget	Proposed Adjustments	Amended Budget	YTD Actual	Encumbrances	Total	Variance Favorable (Unfavorable)	Percent Used	Projected Year-End	Notes
Fund: 106 - Measure S-2014											
Expenditures											
Division: 110- City Council Total:	-	-		-	-		-	-	0%	-	
Division: 115- Finance Department Total:	2,450	2,450		2,450	360		360	2,090	15%	2,450	
Division: 118- Information Systems Total:	-	-		-	-		-	-	0%	-	
Total Administrative:	2,450	2,450	-	2,450	360	-	360	2,090	15%	2,450	
Division: 221- Police Operations Total:	-	-		-	-		-	-	0%	-	
Division: 222- Police Support Services Total:	126,138	126,138		126,138	64,898		64,898	61,240	51%	126,138	
Division: 231- Fire Total:	1,372,769	1,372,769		1,372,769	664,020		664,020	708,749	48%	1,372,769	
Total Public Safety:	1,498,907	1,498,907	-	1,498,907	728,918	-	728,918	769,989	49%	1,498,907	
Division: 341- Admin/Engineering Total:	229,895	229,895	150,000	379,895	36,444	161,261	197,706	182,189	52%	379,895	[16]
Division: 342- Road Maintenance Total:	854,730	854,730		854,730	61,209	73,744	134,953	719,777	16%	854,730	
Division: 343- Facility Maintenance Total:	1,898,663	1,898,663		1,898,663	78,398	128,931	207,329	1,691,334	11%	1,898,663	
Division: 344- NPDES Storm Drain Total:	1,450,000	1,450,000		1,450,000	27,899	133,199	161,098	1,288,902	11%	1,450,000	
Division: 345- Park Maintenance Total:	260,000	260,000		260,000	-		-	260,000	0%	260,000	
Public Works Total:	4,693,288	4,693,288	150,000	4,843,288	203,951	497,135	701,086	4,142,202	14%	4,843,288	
Division: 466- Economic Development Total:	20,000	87,050		87,050	9,694		9,694	77,356	11%	87,050	
Community Development Total:	20,000	87,050	-	87,050	9,694	-	9,694	77,356	11%	87,050	
Division: 552- Senior Center Total:	-	-		-	-		-	-	0%	-	
Division: 553- Tiny Tots Total:	15,300	15,300		15,300	-		-	15,300	0%	15,300	
Division: 554- Youth Center Total:	-	-		-	-		-	-	0%	-	
Community Services Total:	15,300	15,300	-	15,300	-	-	-	15,300	0%	15,300	
Sub-Total:	6,229,945	6,296,995	150,000	6,446,995	942,923	497,135	1,440,058	5,006,937	22%	6,446,995	
Operating Transfer Out:	783,500	783,500		783,500	783,500		783,500	-	100%	783,500	
Expenditure Total:	7,013,445	7,080,495	150,000	7,230,495	1,726,423	497,135	2,223,558	5,006,937	31%	7,230,495	
General Fund and Measure S Expenditure Total:	37,215,683	37,282,733	(111,840)	37,170,893	15,539,265	561,680	16,100,945	21,069,948	43%	34,290,893	
General Fund and Measure S Net Results:	(8,996,250)	(9,063,300)	556,521	(8,506,779)	(3,980,365)	(561,680)	(4,542,045)	(3,964,734)	53%	(5,626,779)	
Fund Balance July 1, 2024	7,978,729	7,978,729		7,978,729	7,978,729					7,978,729	
Estimated Fund Balance June 30, 2025	(1,017,521)	(1,084,571)		(528,050)	3,998,363					2,351,950	
Fund: 150 - General Reserve											
370- Interest and Investment Income	309,000	309,000		309,000	273,628		273,628	(35,372)	89%	309,000	
Revenue Total:	309,000	309,000	-	309,000	273,628	-	273,628	(35,372)	89%	309,000	
499- Transfer Out Total:	843,790	843,790		843,790	-		-	(843,790)	0%	843,790	
General Reserve Net Results:	(534,790)	(534,790)	-	(534,790)	273,628		273,628	808,418	-51%	(534,790)	
Fund Balance July 1, 2024	10,266,058	10,266,058		10,266,058	10,266,058					10,266,058	
Estimated Fund Balance June 30, 2025	9,731,268	9,731,268		9,731,268	10,539,687					9,731,268	

NOTES:

[16] Increase expenditure budget for increase to SKL Solutions contract for staff augmentation.



Second Quarter Financial Summary by Fund

City of Pinole, CA

For FY2024/25 Period Ending: 12/31/24

	Original Budget	Revised Budget	Proposed Adjustments	Amended Budget	YTD Actual	Encumbrances	Total	Variance Favorable (Unfavorable)	Percent Used	Projected Year-End	Notes
Fund: 160 - Equipment Reserve											
392- Sale of Property	-	-	-	-	-	-	-	-	0%	-	
Revenue Total:	-	-	-	-	-	-	-	-	0%	-	
399- Transfers In Total:	150,000	150,000	-	150,000	150,000	-	150,000	-	100%	150,000	
Sources Total:	150,000	150,000	-	150,000	150,000	-	150,000	-	100%	150,000	
Expenditures											
Division: 341- Admin and Engineering Total:	-	-	-	-	6,886	-	6,886	(6,886)	0%	-	
Division: 342- Road Maintenance Total:	120,000	120,000	21,275	141,275	-	110,783	110,783	30,492	78%	141,275	[17]
Division: 345- Park Maintenance Total:	80,000	80,000	-	80,000	1,277	68,673	69,950	10,050	87%	80,000	
Division: 461- Planning Total:	5,000	5,000	-	5,000	-	-	-	5,000	0%	5,000	
Division: 462- Building Total:	-	-	47,744	47,744	47,744	-	47,744	1	100%	47,744	[18]
Division: 551- Recreation Admin Total:	-	-	23,872	23,872	23,872	-	23,872	0	100%	23,872	[19]
Expenditures Total:	205,000	205,000	92,891	297,891	79,779	179,456	259,235	38,656	87%	297,891	
Equipment Reserve Net Results:	(55,000)	(55,000)	-	(55,000)	70,221	(179,456)	(109,235)	38,656	199%	(147,891)	
Fund Balance July 1, 2024	378,780	378,780	-	378,780	378,780	-	-	-	-	378,780	
Estimated Fund Balance June 30, 2025	323,780	323,780	-	323,780	449,002	-	-	-	-	230,889	
Fund: 200 - Gas Tax Fund											
321- Intergovernmental Taxes	1,033,764	1,033,764	-	1,033,764	511,702	-	511,702	(522,062)	49%	1,033,764	
370- Interest and Investment Income	5,000	5,000	-	5,000	22,361	-	22,361	17,361	447%	5,000	
383- Reimbursements	7,636	7,636	-	7,636	-	-	-	(7,636)	0%	7,636	
Revenue Total:	1,046,400	1,046,400	-	1,046,400	534,063	-	534,063	512,337	51%	1,046,400	
Expenditures											
Division: 341- Admin and Engineering Total:	-	-	-	-	-	-	-	-	0%	-	
Division: 342- Road Maintenance Total:	2,203,189	2,203,189	-	2,203,189	206,292	5,039	211,331	1,991,858	10%	2,203,189	
Expenditures Total:	2,203,189	2,203,189	-	2,203,189	206,292	5,039	211,331	1,991,858	10%	2,203,189	
Gas Tax Fund Net Results:	(1,156,789)	(1,156,789)	-	(1,156,789)	327,771	(5,039)	322,732	1,479,521	-28%	(1,156,789)	
Fund Balance July 1, 2024	1,589,060	1,589,060	-	1,589,060	1,589,060	-	-	-	-	1,589,060	
Estimated Fund Balance June 30, 2025	432,271	432,271	-	432,271	1,916,831	-	-	-	-	432,271	
Fund: 201 - Restricted Real Estate Maintenance Fund											
342- Other Fees	3,175	3,175	-	3,175	-	-	-	(3,175)	0%	3,175	
381- Rental Income	36,816	36,816	-	36,816	-	-	-	(36,816)	0%	36,816	
384- Other Revenue	-	-	-	-	-	-	-	-	0%	-	
Revenue Total:	39,991	39,991	-	39,991	-	-	-	39,991	0%	39,991	
Expenditures											
Division: 343- Facility Maintenance Total:	26,000	26,000	-	26,000	7,963	-	7,963	18,037	31%	26,000	
Expenditures Total:	26,000	26,000	-	26,000	7,963	-	7,963	18,037	31%	26,000	
Restricted Real Estate Maint Fund Net Results:	13,991	13,991	-	13,991	(7,963)	-	(7,963)	(21,954)	-57%	13,991	
Fund Balance July 1, 2024	133,438	133,438	-	133,438	133,438	-	-	-	-	133,438	
Estimated Fund Balance June 30, 2025	147,429	147,429	-	147,429	125,475	-	-	-	-	147,429	
Fund: 203 - Public Safety Augmentation Fund											
321- Intergovernmental Taxes	239,855	239,855	-	239,855	112,477	-	112,477	(127,378)	47%	239,855	
370- Interest and Investment Income	10,000	10,000	-	10,000	3,451	-	3,451	(6,549)	35%	10,000	
Revenue Total:	249,855	249,855	-	249,855	115,927	-	115,927	(133,928)	46%	249,855	
Expenditures											
Division: 221- Police Operations Total:	546,413	546,413	-	546,413	250,725	-	250,725	295,688	46%	546,413	
Expenditures Total:	546,413	546,413	-	546,413	250,725	-	250,725	295,688	46%	546,413	
Public Safety Augmentation Fund Net Results:	(296,558)	(296,558)	-	(296,558)	(134,797)	-	(134,797)	161,761	45%	(296,558)	
Fund Balance July 1, 2024	359,962	359,962	-	359,962	359,962	-	-	-	-	359,962	
Estimated Fund Balance June 30, 2025	63,404	63,404	-	63,404	225,165	-	-	-	-	63,404	

NOTES:

- [17] Increase expenditure budget to allocate funds for an asphalt spreader for the road maintenance division.
[18] Increase expenditure budget to allocate funds for a vehicle for the building division.
[19] Increase expenditure budget to allocate funds for a vehicle for recreation.



Second Quarter Financial Summary by Fund

City of Pinole, CA

For FY2024/25 Period Ending: 12/31/24

	Original Budget	Revised Budget	Proposed Adjustments	Amended Budget	YTD Actual	Encumbrances	Total	Variance Favorable (Unfavorable)	Percent Used	Projected Year-End	Notes
Fund: 205 - Traffic Safety Fund											
351- Fines and Forfeitures	45,000	45,000		45,000	10,082		10,082	(34,918)	22%	45,000	
370- Interest and Investment Income	1,500	1,500		1,500	4,134		4,134	2,634	276%	1,500	
384- Other Revenue	-	-		-	-		-	-	0%	-	
Revenue Total:	46,500	46,500	-	46,500	14,216	-	14,216	(32,284)	31%	46,500	
Expenditures											
Division: 227- Police Grants Total:	21,845	21,845		21,845	5,066		5,066	16,779	23%	21,845	
Division: 342- Road Maintenance Total:	35,000	35,000		35,000	-		-	35,000	0%	35,000	
Expenditures Total:	56,845	56,845	-	56,845	5,066	-	5,066	51,779	9%	56,845	
Traffic Safety Fund Net Results:	(10,345)	(10,345)		(10,345)	9,150		9,150	19,495	-88%	(10,345)	
Fund Balance July 1, 2024	290,591	290,591		290,591	290,591					290,591	
Estimated Fund Balance June 30, 2025	280,246	280,246		280,246	299,741					280,246	
Fund: 206 - Supplemental Law Enforcement Svc Fund											
323- State Grants	165,000	165,000		165,000	178,849		178,849	13,849	108%	165,000	
370- Interest and Investment Income	10,000	10,000		10,000	4,340		4,340	(5,660)	43%	10,000	
Revenue Total:	175,000	175,000	-	175,000	183,189	-	183,189	8,189	105%	175,000	
Expenditures											
Division: 227- Police Grants Total:	294,962	294,962		294,962	151,929	15,794	167,723	127,239	57%	294,962	
Expenditures Total:	294,962	294,962	-	294,962	151,929	15,794	167,723	127,239	57%	294,962	
Sup Law Enforce Svc Fund Net Results:	(119,962)	(119,962)		(119,962)	31,260	(15,794)	15,466	135,428	-13%	(119,962)	
Fund Balance July 1, 2024	303,559	303,559		303,559	303,559					303,559	
Estimated Fund Balance June 30, 2025	183,597	183,597		183,597	334,818					183,597	
Fund: 207 - NPDES Storm Water Fund											
321- Intergovernmental Taxes	253,272	253,272		253,272	-		-	(253,272)	0%	253,272	
332- Licenses and Permits	-	-		-	-		-	-	0%	-	
370- Interest and Investment Income	-	-		-	147		147	147	0%	-	
399- Operating Transfer In	-	-		-	-		-	-	0%	-	
Revenue Total:	253,272	253,272	-	253,272	147	-	147	(253,125)	0%	253,272	
Expenditures											
Division: 342- Road Maintenance Total:	7,974	7,974		7,974	3,575		3,575	4,399	45%	7,974	
Division: 344- NPDES Storm Drain Total:	371,855	371,855		371,855	267,687		267,687	104,168	72%	371,855	
Expenditures Total:	379,829	379,829	-	379,829	271,262	-	271,262	108,567	71%	379,829	
NPDES Storm Water Fund Net Results:	(126,557)	(126,557)		(126,557)	(271,114)		(271,114)	(144,557)	214%	(126,557)	
Fund Balance July 1, 2024	(123,627)	(123,627)		(123,627)	(123,627)					(123,627)	
Estimated Fund Balance June 30, 2025	(250,184)	(250,184)		(250,184)	(394,741)					(250,184)	



Second Quarter Financial Summary by Fund

City of Pinole, CA

For FY2024/25 Period Ending: 12/31/24

	Original Budget	Revised Budget	Proposed Adjustments	Amended Budget	YTD Actual	Encumbrances	Total	Variance Favorable (Unfavorable)	Percent Used	Projected Year-End	Notes
Fund: 209 - Recreation Fund											
Division: 551- Recreation Administration	109,246	109,246	167,050	276,296	220,150		220,150	(56,146)	80%	276,296	[20]
Division: 552- Senior Center	196,300	196,300		196,300	99,049		99,049	(97,251)	50%	196,300	
Division: 553- Tiny Tots	112,010	112,010		112,010	72,117		72,117	(39,893)	64%	112,010	
Division: 554- Youth Center	7,800	7,800	10,000	17,800	18,878		18,878	1,078	106%	17,800	[21]
Division: 555- Day Camp	-	-		-	-		-	-	-	-	
Division: 557- Swim Center	79,000	79,000		79,000	48,981		48,981	(30,019)	62%	79,000	
Division: 558- Memorial Hall	-	-		-	-		-	-	0%	-	
Division: 559- Tennis	-	-		-	-		-	-	0%	-	
Revenue Total:	504,356	504,356	177,050	681,406	459,175	-	459,175	(222,231)	67%	681,406	
Operating Transfers In:	751,300	751,300		751,300	571,177		571,177	(180,123)	76%	751,300	
Sources Total	1,255,656	1,255,656	177,050	1,432,706	1,030,352	-	1,030,352	(402,354)	72%	1,432,706	
Expenditures											
Division: 117- General Government Total:	7,500	7,500		7,500	3,915		3,915	3,585	52%	7,500	
Division: 551- Recreation Administration Total:	887,733	887,733	180,550	1,068,283	431,447		431,447	636,836	40%	1,068,283	[22]
Division: 552- Senior Center Total:	663,944	663,944	13,500	677,444	237,333		237,333	440,112	35%	677,444	[23]
Division: 553- Tiny Tots Total:	257,431	257,431	13,500	270,931	114,780		114,780	156,151	42%	270,931	[24]
Division: 554- Youth Center Total:	358,107	358,107	23,500	381,607	135,950		135,950	245,658	36%	381,607	[25]
Division: 557- Swim Center Total:	205,540	205,540		205,540	96,298		96,298	109,242	47%	205,540	
Expenditures Total:	2,380,256	2,380,256	231,050	2,611,306	1,019,722	-	1,019,722	1,591,584	39%	2,611,306	
Recreation Fund Net Results:	(1,124,600)	(1,124,600)	(54,000)	(1,178,600)	10,630	-	10,630	1,189,230	-1%	(1,178,600)	
Fund Balance July 1, 2024											
	(13,804)	(13,804)		(13,804)	(13,804)					(13,804)	
Estimated Fund Balance June 30, 2025											
	(1,138,404)	(1,138,404)		(1,192,404)	(3,174)					(1,192,404)	
Fund: 212 - Building & Planning											
323- State Grants	40,000	40,000		40,000	-		-	(40,000)	0%	40,000	
332- Permits	476,916	476,916		476,916	242,599		242,599	(234,317)	51%	476,916	
341- Review Fees	403,275	403,275	(34,500)	368,775	182,113		182,113	(186,662)	49%	368,775	[26]
342- Other Fees	433,117	433,117		433,117	156,595		156,595	(276,522)	36%	433,117	
343- Abatement Fees	-	-		-	-		-	-	0%	-	
344- Impact Fees	29,218	29,218		29,218	-		-	(29,218)	0%	29,218	
351- Fines and Forfeiture	20,000	20,000		20,000	22,952		22,952	2,952	115%	20,000	
370- Interest and Investment Income	7,000	7,000		7,000	-		-	(7,000)	0%	7,000	
383- Reimbursements	-	-		-	-		-	-	0%	-	
384- Other Revenue	6,000	6,000		6,000	-		-	(6,000)	0%	6,000	
Revenue Total:	1,415,526	1,415,526	(34,500)	1,381,026	604,259	-	604,259	(776,767)	44%	1,381,026	
Operating Transfers In:	67,000	67,000		67,000	-		-	(67,000)	0%	67,000	
Sources Total	1,482,526	1,482,526	(34,500)	1,448,026	604,259	-	604,259	(843,767)	42%	1,448,026	
Expenditures											
Division: 461- Planning Total:	683,669	863,669	(37,500)	826,169	350,514	50,000	400,514	425,654	48%	826,169	[27] [28]
Division: 462- Building Inspection Total:	1,355,889	1,355,889	(38,900)	1,316,989	581,377	50,000	631,377	685,612	48%	1,316,989	[29]
Expenditures Total:	2,039,558	2,219,558	(76,400)	2,143,158	931,891	100,000	1,031,891	1,111,266	48%	2,143,158	
Building & Planning Net Results:	(557,032)	(737,032)	41,900	(695,132)	(327,632)	(100,000)	(427,632)	267,500	62%	(695,132)	
Fund Balance July 1, 2024											
	(2,226,679)	(2,226,679)		(2,226,679)	115,802					(2,226,679)	
Estimated Fund Balance June 30, 2025											
	(2,783,711)	(2,963,711)		(2,921,811)	(211,831)					(2,921,811)	

NOTES:

- [20] Increase the revenue budget to account for donation from the West Contra Costa Youth Soccer League (WCCYSL) to renovate the soccer field.
- [21] Increase the revenue budget to account for a contribution for youth programs.
- [22] Increase the expenditure budget for: costs related the soccer field renovation (\$167,050); increase related to recreation coordinator going from part-time to full-time (\$13,500)
- [23] Increase the expenditure budget for increase related to recreation coordinator going from part-time to full-time (\$13,500)
- [24] Increase the expenditure budget for increase related to recreation coordinator going from part-time to full-time (\$13,500)
- [25] Increase the expenditure budget for: increase related to recreation coordinator going from part-time to full-time (\$13,500); instructor payments to be paid from youth program contribution (\$10,000).
- [26] Reduce review fees revenue budget related to CEQA studies.
- [27] Reduce expenditure budget for as implementation of the Housing Element notifications/materials anticipated to be less, and traffic studies and CEQA assistance which not needed this fiscal year.
Increase expenditure budget for continued support related to the online permitting system (\$2,500).
- [28] Add one full-time Associate Planner. No fiscal impact as funds will be reallocated from contract planning services.
- [29] Reduce expenditure budget as less backfill is anticipated for permit techs, inspections, and building official. Increase expenditure budget for continued support related to the online permitting system (\$2,500).



Second Quarter Financial Summary by Fund

City of Pinole, CA

For FY2024/25 Period Ending: 12/31/24

	Original Budget	Revised Budget	Proposed Adjustments	Amended Budget	YTD Actual	Encumbrances	Total	Variance Favorable (Unfavorable)	Percent Used	Projected Year-End	Notes
Fund: 213 - Refuse Management Fund											
323- State Grants	60,060	60,060		60,060	31,007		31,007	(29,053)	52%	60,060	
370- Interest and Investment Income	6,000	6,000		6,000	90		90	(5,910)	2%	6,000	
Revenue Total:	66,060	66,060	-	66,060	31,097	-	31,097	(34,963)	47%	66,060	
Expenditures											
Division: 346- Waste Reduction Total:	187,102	187,102		187,102	70,764		70,764	116,338	38%	187,102	
Expenditures Total:	187,102	187,102	-	187,102	70,764	-	70,764	116,338	38%	187,102	
Refuse Management Fund Net Results:	(121,042)	(121,042)	-	(121,042)	(39,666)		(39,666)	81,376	33%	(121,042)	
Fund Balance July 1, 2024	31,420	31,420		31,420	31,420					31,420	
Estimated Fund Balance June 30, 2025	(89,622)	(89,622)		(89,622)	(8,246)					(89,622)	
Fund: 214 - Solid Waste Fund											
323- State Grants	-	-		-	-		-	-	0%	-	
370- Interest and Investment Income	8,000	8,000		8,000	41,551		41,551	33,551	519%	8,000	
383- Reimbursements	360,000	360,000		360,000	236,467		236,467	(123,533)	66%	360,000	
Revenue Total:	368,000	368,000	-	368,000	278,018	-	278,018	(89,982)	76%	368,000	
Expenditures											
Division: 342- Road Maintenance Total:	173,666	173,666		173,666	56,121		56,121	117,545	32%	173,666	
Division: 345- Park Maintenance Total:	-	-		-	-		-	-	0%	-	
Expenditures Total:	173,666	173,666	-	173,666	56,121	-	56,121	117,545	32%	173,666	
Solid Waste Fund Net Results:	194,334	194,334	-	194,334	221,897	-	221,897	27,563	114%	194,334	
Fund Balance July 1, 2024	2,915,815	2,915,815		2,915,815	2,915,815					2,915,815	
Estimated Fund Balance June 30, 2025	3,110,149	3,110,149		3,110,149	3,137,712					3,110,149	
Fund: 215 - Measure C and J Fund											
322- Fed Grant/Misc	-	-		-	115,802		115,802	115,802	0%	-	
323- State Grant/Misc	722,619	722,619		722,619	-		-	(722,619)	0%	722,619	
324- Other Grants	421,638	421,638		421,638	-		-	(421,638)	0%	421,638	
370- Interest and Investment Income	8,000	8,000		8,000	30,180		30,180	22,180	377%	8,000	
Revenue Total:	1,152,257	1,152,257	-	1,152,257	145,982	-	145,982	(1,006,275)	13%	1,152,257	
Expenditures											
Division: 117- General Government Total:	-	-		-	-		-	-	0%	-	
Division: 341- Administration/Engineering Total:	201,919	201,919		201,919	66,609		66,609	135,310	33%	201,919	
Division: 342- Road Maintenance Total:	1,501,207	1,501,207		1,501,207	69,758	81,722	151,481	1,349,727	10%	1,501,207	
Division: 343- Facility Maintenance Total:	2,000	2,000		2,000	-		-	2,000	0%	2,000	
Expenditures Total:	1,705,126	1,705,126	-	1,705,126	136,368	81,722	218,090	1,487,036	13%	1,705,126	
Measure C and J Fund Net Results:	(552,869)	(552,869)	-	(552,869)	9,615	(81,722)	(72,107)	480,762	13%	(552,869)	
Fund Balance July 1, 2024	2,357,194	2,357,194		2,357,194	2,357,194					2,357,194	
Estimated Fund Balance June 30, 2025	1,804,325	1,804,325		1,804,325	2,366,809					1,804,325	
Fund: 216 - Rate Stabilization Fund											
370- Interest and Investment Income	-	-		-	3,072		3,072	3,072	0%	-	
383- Reimbursements	-	-		-	-		-	-	0%	-	
Revenue Total:	-	-	-	-	3,072	-	3,072	3,072	0%	-	
Expenditures Total:	-	-	-	-	-	-	-	-	0%	-	
Rate Stabilization Fund Net Results:	-	-	-	-	3,072	-	3,072	3,072	0%	-	
Fund Balance July 1, 2024	216,046	216,046		216,046	216,046					216,046	
Estimated Fund Balance June 30, 2025	216,046	216,046		216,046	219,118					216,046	
Fund: 225 - Asset Seizure-Adjudicated Fund											
351- Fines and Forfeiture	-	-		-	151		151	151	0%	-	
370- Interest and Investment Income	-	-		-	282		282	282	0%	-	
Revenue Total:	-	-	-	-	434	-	434	434	0%	-	
Expenditures											
Division: 221- Police Operations Total:	20,544	20,544		20,544	-		-	20,544	0%	20,544	
Expenditures Total:	20,544	20,544	-	20,544	-	-	-	20,544	0%	20,544	
Asset Seizure-Adjudicated Fund Net Results:	(20,544)	(20,544)	-	(20,544)	434		434	20,978	-2%	(20,544)	
Fund Balance July 1, 2024	18,835	18,835		18,835	18,835					18,835	
Estimated Fund Balance June 30, 2025	(1,709)	(1,709)		(1,709)	19,268					(1,709)	



Second Quarter Financial Summary by Fund

City of Pinole, CA

For FY2024/25 Period Ending: 12/31/24

	Original Budget	Revised Budget	Proposed Adjustments	Amended Budget	YTD Actual	Encumbrances	Total	Variance Favorable (Unfavorable)	Percent Used	Projected Year-End	Notes
Fund: 226 - CASp Certification and Training Fund											
342- Other Fees	-	-	-	-	3,608	-	3,608	3,608	0%	-	
Revenue Total:	-	-	-	-	3,608	-	3,608	3,608	0%	-	
Expenditures Total:	-	-	-	-	-	-	-	-	0%	-	
CASp Certification and Training Fund Net Results:	-	-	-	-	3,608	-	3,608	3,608	0%	-	
Fund Balance July 1, 2024	49,439	49,439	-	49,439	49,439	-	-	-	-	49,439	
Estimated Fund Balance June 30, 2025	49,439	49,439	-	49,439	53,047	-	-	-	-	49,439	
Fund: 276 - Growth Impact Fund											
344- Impact Fees	1,039,594	1,039,594	(1,039,594)	0	-	-	-	(0)	0%	0	[30]
370- Interest and Investment Income	-	-	-	-	49,810	-	49,810	49,810	0%	-	
Revenue Total:	1,039,594	1,039,594	(1,039,594)	0	49,810	-	49,810	49,810	12452582%	0	
Expenditures											
Division: 343- Facility Maintenance Total:	700,000	700,000	-	700,000	-	-	-	700,000	0%	700,000	
Division: 344- NPDES Storm Drain Total:	58,000	58,000	-	58,000	-	-	-	58,000	0%	58,000	
Division: 345- Park Maintenance Total:	265,000	265,000	-	265,000	-	-	-	265,000	0%	265,000	
Division: 642- Sewer Collections Total:	600,000	600,000	-	600,000	-	-	-	600,000	0%	600,000	
Expenditures Total:	1,623,000	1,623,000	-	1,623,000	-	-	-	1,623,000	0%	1,623,000	
Growth Impact Fund Net Results:	(583,406)	(583,406)	(1,039,594)	(1,623,000)	49,810	-	49,810	1,672,810	-3%	(1,623,000)	
Fund Balance July 1, 2024	3,503,560	3,503,560	-	3,503,560	3,503,560	-	-	-	-	3,503,560	
Estimated Fund Balance June 30, 2025	2,920,155	2,920,155	-	1,880,561	3,553,371	-	-	-	-	1,880,561	
Fund: 285 - Housing Land Held for Resale											
370- Interest and Investment Income	50,000	50,000	-	50,000	49,561	-	49,561	(439)	99%	50,000	
383- Reimbursements	-	-	-	-	-	-	-	-	0	-	
384- Other Revenue	-	-	-	-	-	-	-	-	0%	-	
392- Sale of Property	-	-	-	-	-	-	-	-	0%	-	
393- Loan/Bond Proceeds	5,000	5,000	-	5,000	-	-	-	(5,000)	0%	5,000	
Revenue Total:	55,000	55,000	-	55,000	49,561	-	49,561	(5,439)	90%	55,000	
Expenditures											
Division: 461- Planning Total:	47,376	47,376	-	47,376	26,005	-	26,005	21,371	55%	47,376	
Division: 464- Housing Administration Total:	275,867	275,867	-	275,867	69,959	-	69,959	205,908	25%	275,867	
Expenditures Total:	323,243	323,243	-	323,243	95,964	-	95,964	227,279	30%	323,243	
Housing Land Held for Resale Net Results:	(268,243)	(268,243)	-	(268,243)	(46,403)	-	(46,403)	221,840	17%	(268,243)	
Fund Balance July 1, 2024	8,267,770	8,267,770	-	8,267,770	8,267,770	-	-	-	-	8,267,770	
Estimated Fund Balance June 30, 2025	7,999,527	7,999,527	-	7,999,527	8,221,367	-	-	-	-	7,999,527	
Fund: 310 - Lighting & Landscape Districts											
321- Intergovernmental Taxes	56,411	56,411	-	56,411	32,758	-	32,758	(23,653)	58%	56,411	
383- Reimbursements	7,500	7,500	-	7,500	-	-	-	(7,500)	0%	7,500	
Revenue Total:	63,911	63,911	-	63,911	32,758	-	32,758	(31,153)	51%	63,911	
Expenditures											
Division: 347- Landscape & Lighting PVR North Total:	39,795	39,795	-	39,795	4,739	-	4,739	35,056	12%	39,795	
Division: 348- Landscape & Lighting PVR South Total:	45,380	45,380	-	45,380	3,835	-	3,835	41,545	8%	45,380	
Expenditures Total:	85,175	85,175	-	85,175	8,575	-	8,575	76,600	10%	85,175	
Lighting & Landscape Districts Net Results:	(21,264)	(21,264)	-	(21,264)	24,184	-	24,184	45,448	-114%	(21,264)	
Fund Balance July 1, 2024	76,278	76,278	-	76,278	76,278	-	-	-	-	76,278	
Estimated Fund Balance June 30, 2025	55,014	55,014	-	55,014	100,461	-	-	-	-	55,014	
Fund: 317 - Pinole Valley Caretaker Fund											
381- Rental Income	15,000	15,000	-	15,000	-	-	-	(15,000)	0%	15,000	
Revenue Total:	15,000	15,000	-	15,000	-	-	-	(15,000)	0%	15,000	
Expenditures											
Division: 345- Park Maintenance Total:	14,942	14,942	-	14,942	-	-	-	14,942	0%	14,942	
Expenditures Total:	14,942	14,942	-	14,942	-	-	-	14,942	0%	14,942	
Pinole Valley Caretaker Fund Net Results:	58	58	-	58	-	-	-	(58)	0%	58	
Fund Balance July 1, 2024	(983)	(983)	-	(983)	(983)	-	-	-	-	(983)	
Estimated Fund Balance June 30, 2025	(925)	(925)	-	(925)	(983)	-	-	-	-	(925)	

NOTES:

[29] Remove revenue budget as the budgeted amounts carried forward from the prior fiscal year.



Second Quarter Financial Summary by Fund

City of Pinole, CA

For FY2024/25 Period Ending: 12/31/24

	Original Budget	Revised Budget	Proposed Adjustments	Amended Budget	YTD Actual	Encumbrances	Total	Variance Favorable (Unfavorable)	Percent Used	Projected Year-End	Notes
Fund: 324 - Public Facilities Fund											
Expenditures											
Division: 343- Facility Maintenance Total:	60,000	60,000		60,000	-		-	60,000	0%	60,000	
Division: 345- Park Maintenance Total:	10,000	10,000		10,000	-		-	10,000	0%	10,000	
Expenditures Total:	70,000	70,000	-	70,000	-	-	-	70,000	0%	70,000	
Public Facilities Fund Net Results:	(70,000)	(70,000)	-	(70,000)	-		-	70,000	0%	(70,000)	
Fund Balance July 1, 2024	541,649	541,649		541,649	541,649					541,649	
Estimated Fund Balance June 30, 2025	471,649	471,649		471,649	541,649					471,649	
Fund: 325 - City Street Improvements											
322- Federal Grants	41,394	41,394		41,394	18,055		18,055	(23,339)	44%	41,394	
323- State Grants	-	-		-	-		-	-	0%	-	
324- Other Grants	1,773,289	1,773,289		1,773,289	154,817		154,817	(1,618,472)	9%	1,773,289	
332- Permits	-	-		-	279		279	279	0%	-	
383- Reimbursements	-	-		-	-		-	-	0%	-	
Revenue Total:	1,814,683	1,814,683	-	1,814,683	173,152	-	173,152	(1,641,531)	10%	1,814,683	
Operating transfers in Total:	250,000	250,000		250,000	250,000		250,000	-	100%	250,000	
Sources Total:	2,064,683	2,064,683	-	2,064,683	423,152		423,152	(1,641,531)	20%	2,064,683	
Expenditures											
Division: 342- Road Maintenance Total:	3,687,304	3,687,304		3,687,304	28,192	133,319	161,511	3,525,793	4%	3,687,304	
Expenditures Total:	3,687,304	3,687,304	-	3,687,304	28,192	133,319	161,511	3,525,793	4%	3,687,304	
City Street Improvements Net Results:	(1,622,621)	(1,622,621)	-	(1,622,621)	394,960	(133,319)	261,640	1,884,261	-16%	(1,622,621)	
Fund Balance July 1, 2024	2,051,278	2,051,278		2,051,278	2,051,278					2,051,278	
Estimated Fund Balance June 30, 2025	428,657	428,657		428,657	2,446,238					428,657	
Fund: 377 - Arterial Streets Rehabilitation Fund											
322- Federal Grants	-	-		-	-		-	-	0%	-	
Revenue Total:	-	-	-	-	-	-	-	-	0%	-	
Operating transfers in Total:	250,000	250,000		250,000	250,000		250,000	-	100%	250,000	
Sources Total:	250,000	250,000	-	250,000	250,000	-	250,000	-	100%	250,000	
Expenditures											
Division: 342- Road Maintenance Total:	895,000	895,000		895,000	-	618	618	894,382	0%	895,000	
Expenditures Total:	895,000	895,000	-	895,000	-	618	618	894,382	0%	895,000	
Arterial Streets Rehabilitation Fund Net Results:	(645,000)	(645,000)	-	(645,000)	250,000	(618)	249,382	894,382	-39%	(645,000)	
Fund Balance July 1, 2024	1,003,071	1,003,071		1,003,071	1,003,071					1,003,071	
Estimated Fund Balance June 30, 2025	358,071	358,071		358,071	1,253,071					358,071	
Fund: 500 - Sewer Enterprise Fund											
363- Sewer Enterprise Charges	10,164,403	10,164,403		10,164,403	4,650,317		4,650,317	(5,514,087)	46%	10,164,403	
370- Interest and Investment Income	200,000	200,000		200,000	259,019		259,019	59,019	130%	200,000	
383- Reimbursements	-	-		-	16,541		16,541	16,541	0%	-	
384- Other Revenue	-	-		-	-		-	-	0%	-	
392- Proceeds from Sale of Property	-	-		-	-		-	-	0%	-	
Revenue Total:	10,364,403	10,364,403	-	10,364,403	4,925,877	-	4,925,877	(5,438,526)	48%	10,364,403	
Expenditures											
Division: 117- General Government Total:	-	-		-	7,361		7,361	(7,361)	0%	-	
Division: 641- Sewer Treatment Plant/Shared Total	11,911,529	11,911,529		11,911,529	2,350,865	359,669	2,710,534	9,200,995	23%	11,911,529	
Division: 642- Sewer Collections Total:	24,163,267	24,163,267		24,163,267	546,487	1,094,978	1,641,465	22,521,802	7%	24,163,267	
Division: 643- Sewer Projects/Shared Total:	85,000	85,000		85,000	-		-	85,000	0%	85,000	
Division: 644- WPCP Equipment/Debt Service Total	1,611,568	1,611,568		1,611,568	445,087		445,087	1,166,481	28%	1,611,568	
Expenditures Total:	37,771,365	37,771,365	-	37,771,365	3,349,799	1,454,647	4,804,447	32,966,918	13%	37,771,365	
Sewer Enterprise Fund Net Results:	(27,406,962)	(27,406,962)	-	(27,406,962)	1,576,077	(1,454,647)	121,430	27,528,391	0%	(27,406,962)	
Fund Balance July 1, 2024	21,657,361	21,657,361		21,657,361	21,657,361					21,657,361	
Estimated Fund Balance June 30, 2025	(5,749,601)	(5,749,601)		(5,749,601)	23,233,438					(5,749,601)	



Second Quarter Financial Summary by Fund

City of Pinole, CA

For FY2024/25 Period Ending: 12/31/24

	Original Budget	Revised Budget	Proposed Adjustments	Amended Budget	YTD Actual	Encumbrances	Total	Variance Favorable (Unfavorable)	Percent Used	Projected Year-End	Notes
Fund: 505 - Cable Access TV											
314- Franchise Taxes	26,486	26,486		26,486	7,258		7,258	(19,228)	27%	26,486	
365- Cable TV Charges	179,047	179,047		179,047	72,972		72,972	(106,075)	41%	179,047	
370- Interest and Investment Income	-	-		-	-		-	-	0%	-	
384- Other Revenue	3,000	3,000		3,000	-		-	(3,000)	0%	3,000	
Revenue Total:	208,533	208,533	-	208,533	80,230	-	80,230	(128,303)	38%	208,533	
Operating transfers in Total:	160,000	160,000		160,000	160,000		160,000	-	100%	160,000	
Sources Total	368,533	368,533	-	368,533	240,230	-	240,230	(128,303)	65%	368,533	
Expenditures											
Division: 119- Cable Access TV Total:	829,463	833,883	(85,000)	748,883	301,330		301,330	447,553	40%	748,883	[31]
Expenditures Total:	829,463	833,883	(85,000)	748,883	301,330	-	301,330	447,553	40%	748,883	
Cable Access TV Net Results:	(460,930)	(465,350)	85,000	(380,350)	(61,100)	-	(61,100)	319,250	16%	(380,350)	
Fund Balance July 1, 2024	2,120	2,120		2,120	2,120					2,120	
Estimated Fund Balance June 30, 2025	(458,809)	(463,229)		(378,229)	(58,979)					(378,229)	
Fund: 525 - Information Systems											
399- Operating Transfers In	-	-	-	-	-		-	-	0%	-	
Sources Total:	-	-	-	-	-	-	-	-	0%	-	
Expenditures											
Division: 118- Information Systems Total:	1,572,339	1,572,339	34,230	1,606,569	735,595	142,147	877,742	728,827	55%	1,606,569	[32] [33]
Expenditures Total:	1,572,339	1,572,339	34,230	1,606,569	735,595	142,147	877,742	(728,827)	55%	1,606,569	
Indirect cost allocations Total:	(1,572,533)	(1,572,533)	(34,230)	(1,606,763)	(735,595)	(142,147)	(877,742)	729,021	55%	(1,606,763)	
Information Systems Net Results:	(194)	(194)	-	(194)	(0)	(0)	(0)	194	0%	(194)	
Fund Balance July 1, 2024	(3,129)	(3,129)		(3,129)	(3,129)					(3,129)	
Estimated Fund Balance June 30, 2025	(3,323)	(3,323)		(3,323)	(3,129)					(3,323)	
Fund: 700 - Pension Fund											
370- Interest and Investment Income	700,000	700,000		700,000	504,709		504,709	(195,291)	72%	700,000	
Revenue Total:	700,000	700,000	-	700,000	504,709	-	504,709	(195,291)	72%	700,000	
Expenditures											
Division: 115- Finance Total:	50,000	50,000		50,000	36,022		36,022	13,978	72%	50,000	
Transfers Out Total:	2,425,000	2,425,000		2,425,000	-		-	2,425,000	0%	2,425,000	
Expenditures Total:	2,475,000	2,475,000	-	2,475,000	36,022		36,022	(2,438,978)	1%	2,475,000	
Pension Fund Net Results:	(1,775,000)	(1,775,000)	-	(1,775,000)	468,687		468,687	2,243,687	-26%	(1,775,000)	
Fund Balance July 1, 2024	13,585,182	13,585,182		13,585,182	13,585,182					13,585,182	
Estimated Fund Balance June 30, 2025	11,810,182	11,810,182		11,810,182	14,053,869					11,810,182	

NOTES:

[30] Reduce revenue budget as the budgeted amounts carried forward from the prior fiscal year.

[31] Reduce expenditure budget as the PCTV master plan will be done in house (\$25,000) and studio live truck cameras will not be replaced (\$60,000) this fiscal year.

[32] Increase the budget to carry forward the Stencil Multi Channel Voice Logging Recorder System (\$19,230) and costs related to the online permitting system (\$15,000).

[33] Add one full-time IT Manager as part of the plan to bring the IT function in house. No fiscal impact as funds will be reallocated from contract IT services.

RESOLUTION NO. 2025-xx

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PINOLE
COUNTY OF CONTRA COSTA, STATE OF CALIFORNIA,
AMENDING THE CITY BUDGET FOR FISCAL YEAR 2024/25**

WHEREAS, the City Council did adopt a Budget for City Operations by Resolution number 2024-51 on June 25, 2024; and

WHEREAS, the Finance Director has presented proposed recommendations for amendment of the Adopted Fiscal Year 2024/25 Operating and Capital Budget as part of a Mid-Year Budget Review at the regular City Council Meeting held on March 4, 2025; and

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

WHEREAS, the City Council has solicited public input on the proposed amendments to the Fiscal Year 2024/25 Operating and Capital Budget.

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

Amendments to the budget and program of services for the City of Pinole for Fiscal Year 2024/25 commencing July 1, 2024 and ending June 30, 2025 are hereby approved and adopted, as set forth in Exhibit #1 (herein incorporated).

PASSED AND ADOPTED this 4th day of March 2025, by the following vote:

AYES: COUNCILMEMBERS:

NOES: COUNCILMEMBERS:

ABSENT: COUNCILMEMBERS:

ABSTAIN: COUNCILMEMBERS:

I hereby certify that the foregoing resolution was introduced, passed and adopted on this 4th day of **March, 2024**.

Heather Bell, CMC
City Clerk

Mid-Year Budget Adjustments

Exhibit 1

	Total Proposed Adjustments
General Fund (Fund 100)	
Revenues	\$ (93,319)
Expenditures	(261,840)
Measure S 2006 Fund (Fund 105)	
Revenues	(31,000)
Measure S 2014 Fund (Fund 106)	
Revenues	(31,000)
Expenditures	150,000
Measure I 2024 Fund (Fund 107)	
Revenues	600,000
Equipment Reserve Fund (Fund 160)	
Expenditures	92,891
Recreation Fund (Fund 209)	
Revenues	177,050
Expenditures	231,050
Building and Planning Fund (Fund 212)	
Revenues	(34,500)
Expenditures	(76,400)
Growth Impact Fund (Fund 276)	
Revenues	(1,039,594)
Cable Access TV Fund (Fund 505)	
Expenditures	(85,000)
Information Systems Fund (Fund 525)	
Indirect Cost Allocations	(34,230)
Expenditures	\$ (34,230)

Mid-Year Position Changes

Reclassify Human Resources Technician to Human Resources Specialist
Change Recreation Coordinators from part-time to full-time
Add Associate Planner
Reclassify Assistant to the City Manager to Communications Director
Add Information Technology Manager