



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

PINOLE CITY COUNCIL MEETING AGENDA

**April 16, 2024
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@ci.pinole.ca.us** 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.ci.pinoles.ca.us.

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

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

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

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

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

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

2. LAND ACKNOWLEDGMENT

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

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

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

4. CONVENE TO A CLOSED SESSION

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

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. RECOGNITIONS / PRESENTATIONS / COMMUNITY EVENTS

A. Proclamations

1. Parkinson's Awareness Month
2. Arbor Day
3. Earth Day
4. Celebrating Dr. Nicole Barnett's Retirement

B. Presentations

1. County Presentation of Pinole's Energy Enhancement Rebate Program and County Sustainability Initiatives
2. Update on the Pride and Juneteenth Event

8. 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

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 April 2, 2024.
- B. Receive the March 30, 2024 – April 12, 2024 – List of Warrants in the Amount of \$850,230.05 and the April 12, 2024 Payroll in the Amount of \$508,972.30.
- C. Quarterly Update on the Economic Development Strategy (covering July 2023-March 2024)
Action: Receive Report (Lilly Whalen)
- D. Approval of Financial and Investment Policies for FY 2024/25 **Action: Adopt Resolution per Staff Recommendation (Markisha Guillory)**
- E. Dissolution of the City of Pinole Successor Agency to the Redevelopment Agency **Action: Adopt Resolution per Staff Recommendation (Markisha Guillory, Stephanie Downs)**

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. Approval of the Updated User and Regulatory Fees and the Master Fee Schedule **Action: Adopt Resolution per Staff Recommendation (Markisha Guillory)**
- B. Conduct First Reading Of An Ordinance Amending Section 1.02.010 Of The Pinole Municipal Code To Adopt A New City Seal **Action: Conduct First Reading and Public Hearing (Eric Casher)**

11. OLD BUSINESS

- A. Receive Update on Status of Development of Parklet/Outdoor Dining Regulations in Pinole and Provide Direction **Action: Receive Update and Provide Direction (David Hanham)**

12. NEW BUSINESS

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 Special Meeting of April 30, 2024 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: April 11, 2024 at 4:00 pm



Proclamation

PARKINSON'S AWARENESS MONTH APRIL 2024

WHEREAS, Parkinson's disease is a chronic, progressive, neurological disease and is the second most common neurodegenerative disease in the United States; and

WHEREAS, Parkinson's disease is estimated to affect approximately one million people in the United States and the prevalence will rise to 1.2 million by 2030; and

WHEREAS, Parkinson's disease is the 14th leading cause of death in the United States according to the Centers for Disease Control and Prevention; and

WHEREAS, it is estimated that the economic burden of Parkinson's disease is at least \$52 billion annually, including direct and indirect costs, including treatment, social security payments and lost income, to patients and family members; and

WHEREAS, research suggests the cause of Parkinson's disease is a combination of genetic and environmental factors, but the exact cause and progression of the disease is still unknown; and

WHEREAS, there is no objective test or biomarker for Parkinson's disease, and there is no cure or drug to slow or halt the progression of the disease; and

WHEREAS, the symptoms of Parkinson's disease vary from person to person and can include tremors; slowness of movement and rigidity; difficulty with balance, swallowing, chewing, and speaking; cognitive impairment and dementia; mood disorders; and a variety of other non-motor symptoms; and

WHEREAS, the 2024 theme for Parkinson's Awareness Month is #ABCsOfPD which allows us to increase awareness of all of the intricacies of Parkinson's disease as well as promote valuable resources; and

WHEREAS, increased research, education, and community support services such as those provided by the Parkinson's Foundation and other organizations are needed to find more effective treatments and to provide access to quality care to those living with the disease today.

NOW, THEREFORE, I, MAUREEN TOMS, Mayor of the City of Pinole, County of Contra Costa, State of California, on behalf of the City Council and the entire City of Pinole, do hereby proclaim **APRIL 2024 AS PARKINSON'S AWARENESS MONTH** in the City of Pinole and I urge all citizens to increase their understanding of the disease and support all people living with the Parkinson's.


MAUREEN TOMS
MAYOR of the City of Pinole



Dated: this 16th day of April 2024



Proclamation

ARBOR DAY APRIL 26, 2024

***WHEREAS**, in 1872, the Nebraska Board of Agriculture established a special day to be set aside for the planting of trees; and*

***WHEREAS**, this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska; and*

***WHEREAS**, Arbor Day is now observed throughout the nation and the world; and*

***WHEREAS**, trees can be a solution to combating climate change by reducing the erosion of our precious topsoil by wind and water, cutting heating and cooling costs, moderating the temperature, cleaning the air, producing life-giving oxygen, and providing habitat for wildlife; and*

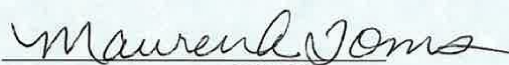
***WHEREAS**, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires, and countless other wood products; and*

***WHEREAS**, trees in our city increase property values, enhance the economic vitality of business areas, and beautify our community; and*

***WHEREAS**, trees — wherever they are planted — are a source of joy and spiritual renewal; and*

***WHEREAS**, while most holidays celebrate something that has already happened and is worth remembering, Arbor Day represents a hope for the future. The simple act of planting a tree represents a belief that the tree will grow to provide us with clean air, water, cooling shade, habitat for wildlife, healthier communities, and endless natural beauty- all for a better tomorrow.*

***NOW, THEREFORE, I, MAUREEN TOMS**, Mayor of the City of Pinole, County of Contra Costa, State of California, on behalf of the City Council and the entire City of Pinole, do hereby proclaim **APRIL 26, 2024 AS ARBOR DAY** in the City of Pinole and I urge all citizens to celebrate Arbor Day and to support efforts to protect our trees and woodlands.*


MAUREEN TOMS
MAYOR of the City of Pinole

Dated: this 16th day of April 2024





Proclamation

EARTH DAY APRIL 22, 2024

WHEREAS, even the smallest of organisms, such as microscopic bacteria in soil, contribute to systems that feed and sustain life that should not be taken for granted; a reminder that we should be one with nature and not above it; and

WHEREAS, this giving Planet is abundant with shared resources for all people and life when respectfully harnessed and nurtured and should not be exploited and depleted, but rather sustained, protected, and conserved for present and future generations by working with Nature and not against it; and

WHEREAS, it is a human right to have access to healthy food, opportunity, clean air and water and putting profit over the health and happiness of people and all life is unjust; and

WHEREAS, the natural, circular systems of Earth can offer lessons and solutions to rethink and reevaluate our current, unsustainable systems and transition to ones that revere and mirror natural systems while creating an economy and job market that is cleaner and greener; and

WHEREAS, the breathtaking beauty of this planet offers peace, solace, and a reminder of the need for more open and green spaces; and

WHEREAS, the impacts of climate change and increasing extreme weather events are a direct result of environmental exploitation by human beings, yet human beings also possess the knowledge, power, and resources to reverse damage and heal the planet and protect its existence for generations to come; and

WHEREAS, the 2024 theme for Earth Day is Planet vs. Plastic. This theme seeks to unite everyone-students, businesses, governments, and individuals in an unshakeable commitment to ending plastic pollution for the sake of human and planetary health, demanding a 60% reduction in the production of plastics by 2024 and an ultimate goal of building a plastic-free future.

NOW, THEREFORE, I, MAUREEN TOMS, Mayor of the City of Pinole, County of Contra Costa, State of California, on behalf of the City Council and the entire City of Pinole hereby proclaim **APRIL 22, 2024 AS EARTH DAY** in the City of Pinole and encourage all residents and businesses to pay gratitude to this shared Planet and reflect on what actions we can all take as a community to sustain and protect it.

MAUREEN TOMS
MAYOR of the City of Pinole

Dated this 16th day of April 2024





Proclamation

HONORING DR. NICOLE BARNETT ON HER RETIREMENT

WHEREAS, after an amazing 28-year career with Kaiser Permanente, Dr. Nicole Barnett DHSC, MBA, RN, CNL, NEA-BC has decided to retire from her position as Richmond Medical Center KFH/HP Chief Operating Officer/Chief Nurse Executive; and

WHEREAS, starting in 1996 as an on-call Staff Nurse II, Nicole began her KP career at the bedside; and

WHEREAS, she quickly ascended through various TPMG operational and leadership roles in the Napa Solano and East Bay Service Areas as well as at the NCAL Regional Offices; and

WHEREAS, Nicole was an integral part of the opening of Kaiser Permanente's Pinole Medical Offices. As a leader in Pinole, she worked with the City of Pinole, businesses and community members to ensure that the historical integrity and values of the City of Pinole were honored and as the doors of Kaiser Permanente were opened the organization became a good neighbor; and

WHEREAS, Nicole's passion for nursing excellence was first shaped by her mom, Patricia Boyer-Jones, who served as a Kaiser East Bay nurse for five years and another eighteen years in the former Kaiser Permanente Ohio region; and

WHEREAS, this inspiration led to her own nursing career, with a particular focus on education, mentoring and opening educational pathways for underrepresented individuals to have access to nursing and healthcare careers; and

WHEREAS, her passion has remained strong throughout her career, leading to roles as Adjunct Professor and Clinical Instructor at the College of Marin, Touro University, Dominican University, Chabot College, Contra Costa College, Samuel Merritt University, and CSU East Bay; and

WHEREAS, she has served as a mentor to many, from front line staff to organizational leaders and physicians, and is most enriched when she can pour into the lives and career paths of others; and

WHEREAS, Nicole is a proud lifelong resident of Richmond with Melvin, and their two children Daniel and Victoria; and

WHEREAS, in retirement, Nicole intends to expand her commitment to service in meaningful ways. She serves on the boards of the East Bay Center for the Performing Arts and the Richmond Promise scholarship program; and

WHEREAS, Nicole will be joining the executive team at Planned Parenthood Northern California, where she will provide strategic operational and clinical leadership to 17 health centers from San Francisco to the Oregon border.

NOW, THEREFORE, I, MAUREEN TOMS, Mayor of the City of Pinole, County of Contra Costa, State of California, on behalf of the City Council and the entire City of Pinole, do hereby congratulate **DR. NICOLE BARNETT** on her retirement and encourage all citizens to join me in celebrating Nicole's contributions during her tenure at Kaiser Permanente.


MAUREEN TOMS
MAYOR of the City of Pinole



Dated: this 16th day of April 2024

**CITY COUNCIL MEETING
MINUTES
April 2, 2024**

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 Toms called the Regular Meeting of the City Council to order at 5:01 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

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

B. STAFF PRESENT

Neil Gang, Interim City Manager/Police Chief
Heather Bell, City Clerk
Eric Casher, City Attorney
Lilly Whalen, Community Development Director
Sanjay Mishra, Public Works Director
Markisha Guillory, Finance Director

City Clerk Heather Bell announced the agenda had been posted on March 28, 2024 at 4:30 p.m. with all legally required written notices. A written comment had been received in advance of the meeting, distributed to the City Council and staff and posted to 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:

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: Interim City Manager, Neil Gang, Human Resources Director Stacy Shell, and Gregory Ramirez, IEDA

Employee organization: Management Compensation Plan (MCP)

PUBLIC COMMENTS OPENED

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

PUBLIC COMMENTS CLOSED

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

At 6:15 p.m., Mayor Toms reconvened the meeting into open session and reported there was no reportable action from the Closed Session.

6. CITIZENS TO BE HEARD (Public Comments)

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Rafael Menis, Pinole, reported on the current rate of COVID-19 in the City of Pinole and in Contra Costa County pursuant to the latest data from the Centers for Disease Control and Prevention (CDC). While wastewater tracking charts continued to show an overall decline in COVID levels, he recommended masking while in crowded areas and for sensitive populations. He also commented on the idea of equity as opposed to equality and defined each term. As an example, he suggested it would be equal to charge 100,000 people \$1 dollar each to build a road, but not equitable since the majority may never have traveled over or used the road but were still charged for the use of the road. It would be equitable to charge certain groups more for different reasons since it was an equal charge across the board, but it may disproportionately affect populations that could not pay since certain groups may benefit more than others, which was why there were user fees for recreation, as an example, rather than a flat charge. He suggested it was not about treating everyone the same but balancing factors so that ultimately everyone reached the same point in the end.

Debbie Long, Pinole, commented on the significant increases in day-to-day living expenses including gas costs noting the local Safeway had seen a significant increase in gas prices over the past month, with the increase for the summer blend yet to be seen.

Ms. Long explained that there had also been increases in PG&E, homeowner's insurance with many homeowners' insurance policies in Pinole Valley having been canceled with a homeowner having no remedy but to sign up for the California Fair Plan Homeowners' Insurance at great expense. Increases in rates had also occurred for automobile insurance, home repairs, costs of materials, groceries and veterinary expenses leaving some having no choice but to relinquish their pets. She raised those concerns since she was of the opinion the City of Pinole should reduce its budget before coming to taxpayers to bail them out due to poor planning and she offered a number of examples of what she suggested had been poor budget decisions. Before the City Council asked residents for more money, she urged the City Council to make a good faith effort to see what could be cut from the City's budget.

7. RECOGNITIONS / PRESENTATIONS / COMMUNITY EVENTS

A. Proclamations

1. Autism Acceptance Awareness Month

The City Council read into the record the proclamation recognizing Autism Acceptance Awareness Month.

PUBLIC COMMENTS OPENED

Rafael Menis, Pinole, thanked the City Council for the proclamation. He emphasized the importance to note it was Autism Acceptance, not Autism Awareness Month, in that there was value not being aware that autism existed or people had autism, but that there was acceptance. Those with autism had different perspectives on things and had value and there should be acceptance of the differences and challenges those with autism had to face, which made the community stronger and better able to work together to accomplish everything the community wanted to do.

PUBLIC COMMENTS CLOSED

2. Arab American Heritage Month

The City Council read into the record a proclamation recognizing the month of April as Arab American Heritage Month.

PUBLIC COMMENTS OPENED

Hanin Ebrahim, a resident of Egypt, and an exchange student in the AFS Exchange Program, a cultural program for students to live in the United States for a 10-month period with a host family, explained that she attended Pinole Valley High School and she had provided a presentation about her culture to students. She also detailed a recent visit to Washington D.C. She appreciated the welcome and kindness from the community, her host family, neighbors and students and thanked the City Council for the proclamation.

PUBLIC COMMENTS CLOSED

3. National Pet Day

The City Council read into the record a proclamation recognizing April 11, 2024 as National Pet Day and those members of the Council who had pets highlighted their personal pets.

PUBLIC COMMENTS OPENED

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

PUBLIC COMMENTS CLOSED

B. Presentations

1. Marin Clean Energy's (MCE) Application to the Department of Energy's GRIP Grant for the Virtual Power Plant Expansion in MCE Communities

Community Development Director Lilly Whalen introduced Alexandra McGee, Director of Strategic Initiatives, Marin Clean Energy (MCE), who provided a PowerPoint presentation on MCE's Virtual Power Plant for the People, which included an overview of MCE's application to the Department of Energy's (DOE) GRIP Grant for the Virtual Power Plant Expansion in MCE Communities, which would ensure that the benefits of electrification and energy efficiency was available to all community members. She highlighted the market challenges and impacts of solar energy on the grid and the fact the Virtual Power Plant would tap into existing distributed energy resources (heat pump, water heaters, small thermostats, batteries and electric vehicles) and send them to digital signals to charge up or release power to the grid at strategic times, and which quietly and invisibly would create pockets of power to support and decarbonize the grid.

The DOE GRIP Application would expand MCE's Virtual Power Plant pilot to all MCE communities. Community members would be able to engage at various levels to optimize value through controllable devices and behavior change and the application included a request for \$50 million in funds from the DOE with a \$50 million match over eight years of partnership and community benefits of the Virtual Power Plant Expansion.

Ms. McGee asked that the City Council consider approval of a resolution directing the Interim City Manager/Police Chief to sign a Memorandum of Understanding (MOU) in support of MCE's application to the DOE Grid Resilience and Innovation Partnerships (GRIP) Grant Program. She also highlighted the key points of the MOU.

Responding to questions from the City Council, Ms. McGee clarified the number of eligible devices that could be installed and how the program would communicate to the device. She offered examples of how the devices would shift the energy load and the grid benefits. A proposal with low to no-cost solutions would be offered to customers, to be leveraged against MCE's existing programs and other sources that could bring down customer costs. The \$50 million ask of the DOE was again clarified along with the federal program, Justice40 Initiative, where the White House had made it a goal that 40 percent of the overall benefits of certain federal climate, clean energy, affordable and sustainable housing and other investments would flow to disadvantaged communities that were marginalized by underinvestment and overburdened by pollution.

Ms. McGee clarified that all MCE communities would be eligible for the program and all Pinole residents would be eligible if MCE was awarded the funding from the DOE. The strategy for enrollment was in-flux and may be done in phases.

Ms. McGee also provided an overview of the invitation-only pilot program in the City of Richmond with the findings from the program able to be provided, when available, and she also provided the background of the Richmond Community Foundation, a partner in Richmond's pilot program. She clarified that if a customer needed an electrical panel upgrade due to an older home stock that had been built directly into the proposal with grant funds used to reduce costs. She provided additional overview of the federal funds that could be used specifically for the types of electrical panel upgrades that would be needed for the older home stock and the programs and resources available for low-income select customers.

Ms. McGee also detailed how devices would become more efficient and the shift of energy costs to different times of the day, which were less expensive and how that would be displayed on statements for MCE customers. She also clarified the \$50 million ask from the DOE and match of \$50 million budget was still being prepared in terms of details of how many households the funds would cover. She also described the timing for the GRIP Application, with signatures being requested before April 10, 2024 and with the absolute final deadline of April 17, 2024.

In response to the Mayor as to whether staff or the City Council may sign the MOU request from MCE, Community Development Director Whalen advised that Consent Item 9F, Memorandum of Understanding (MOU) with Marin Clean Energy (MCE) for Department of Energy (DOE) Grid Resilience and Innovation Partnerships (GRIP) Grant Application, had been added to the Consent Calendar for City Council consideration for approval.

PUBLIC COMMENTS OPENED

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

PUBLIC COMMENTS CLOSED

Council member Murphy was excited about the levels of partnership, was glad to have the program and was supportive and excited to learn more about partners the City of Pinole could work with across the industry who may support this type of program.

Mayor Toms thanked Ms. McGee for the presentation and looked forward to the successful DOE grant application and future programs.

Mayor Toms reported for the benefit of the public that staff had asked that Item 11A be continued to a future meeting.

8. REPORTS & COMMUNICATIONS

A. Mayor Report

1. Announcements

Mayor Toms reported she had attended the League of California Cities Housing, Community and Economic Development Policy and Legislative Update Committee meetings with a discussion on a number of bills including Assembly Bill (AB) 2085 and AB 2632, which she highlighted. She had also participated in an initial meeting with staff and representatives from Republic Services to discuss the City's Franchise Agreement.

B. Mayoral & Council Appointments: None

C. City Council Committee Reports & Communications

Mayor Pro Tem Sasai reported he had attended the League of California Cities Policy Committee meetings and represented the Asian & Pacific Islander (API) Caucus in the Public Safety Policy Committee. He briefed the City Council on a presentation from the Los Angeles Police Department (LAPD) Commercial Crimes Division on retail theft and a number of bills including AB 1725, AB 2034, AB 2225 and AB 2309. He expressed the willingness to email the agenda packet from the meeting to anyone interested in receiving more information. He had also met with the Mayor, the City Attorney and Council Interns for a meeting of the Municipal Code Ad-Hoc Subcommittee to discuss the development of a Safe Storage of Firearms Ordinance and to provide direction on a new ordinance related to the new City Seal and Logo.

Council member Murphy reported he had attended the East Bay Economic Development Alliance (EBEDA) Innovation Awards and thanked the EBEDA for awarding the Contra Costa Transportation Authority (CCTA) the 2024 Legacy Award for Pioneering Efforts in Transportation. He had also joined Partnership for the Bay's Future luncheon as part of its collaboration to produce and preserve affordable homes so the Bay Area remained a diverse place where everyone thrived, and he briefed the City Council on the conversations. He also briefed the City Council on discussions and actions from the latest MCE Board meeting and he looked forward to the City's activities planned for Earth Month.

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 of AB 2854, Senate Bill (SB) 1494 and a presentation on alternatives to fuel taxes, with more information on that topic available at www.carroadcharge.com.

D. Council Requests for Future Agenda Items

ACTION: Motion by Council member Murphy/Mayor Toms to direct staff to prepare a proclamation honoring Dr. Nicole Barnett, Chief Operating Officer and Chief Nurse Executive, Kaiser Permanente Richmond Medical Center on the event of her retirement on April 12, 2024.

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

Council member Murphy offered a motion, seconded by Mayor Pro Tem Sasai to review proposed City Banner Program to utilize light poles to beautify travel corridors and promote City-sponsored events and programs, to be considered around the budget discussions.

On the motion, and in response to Council member Martinez-Rubin as to whether the City already had a Banner Program in place, Mayor Toms understood that had fallen away years ago during the time when the Redevelopment Agency had been in place, when former banners had worn out and had not been replaced.

ACTION: Motion by Council member Murphy/Mayor Pro Tem Sasai to review proposed City Banner Program to utilize light poles to beautify travel corridors and promote City-sponsored events and programs to be considered around the budget discussions.

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

ACTION: Motion by Mayor Toms/Council member Martinez-Rubin to invite City of Berkeley Mayor Jesse Arreguin to a future City Council meeting to discuss the impacts from the closure of Alta Bates Hospital.

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

E. City Manager Report / Department Staff

Interim City Manager/Police Chief Neil Gang reported the City Manager Recruitment process was ongoing with 22 online applications received and with the application process to run through April 28, 2024; the Pinole Police Department would hold a Helping Others through Positive Encounters (HOPE) Event on April 25, 2024; the Bike Rodeo would be held at Collins Elementary on April 27, 2024 from 11:00 a.m. to 2:00 p.m.; and Pinole Earth/Walk/Day would be held on April 20, 2024 from 9:00 a.m. to 12:00 Noon at Fernandez Park, with a two-mile walk and refreshments, finish line activities and vendors to be provided. Also, Community Service Day would be held on May 18, 2024 from 9:00 a.m. to 12:00 Noon, with registration at 8:00 a.m. at the Youth Center and lunch at the end of the event. In addition, the 2024 Community Event postcards would arrive in residents' mailboxes the second week of April and the Acting Community Services Director was working to install new park signs to update the rules in all City parks.

Interim City Manager/Police Chief Gang also provided an overview of the tentative agenda items for the City Council meeting of April 16, 2024, and reported an offer had been made for a new Community Services Director who would start employment with the City on April 22, 2024.

F. City Attorney Report

City Attorney Eric Casher reported the Municipal Code Ad-Hoc Subcommittee had met as the Mayor Pro Tem had reported. The next Municipal Code Ad-Hoc Subcommittee meeting had been scheduled for April 22, 2024, to discuss an ordinance to allow the City to impose a use fee for electric vehicle (EV) charging stations.

PUBLIC COMMENTS OPENED (Items 7E through 7F)

Christy Lam-Julian, Pinole, asked that the City Council direct staff to provide a harassment training refresher so that staff and public officials understood rights and responsibilities.

In response to Council member Martinez-Rubin, Interim City Manager/Police Chief Gang clarified the park rules currently posted at City parks were antiquated and would be updated on existing signs in all City parks.

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 March 19, 2024.
- B. Receive the March 16, 2024 – March 29, 2024 List of Warrants in the Amount of \$230,954.20 and the March 29, 2024 Payroll in the Amount of \$497,529.78.
- C. Award a Contract for Landscape Maintenance Services (RFP No. Pw-2024-02) to Pacific Site Management for an Amount Not to Exceed \$420,545. **Action: Adopt Resolution per Staff Recommendation (Sanjay Mishra)**
- D. Pinole Perks Program Update and Budget Allocation for FY 2023/24 and FY 2024/25. **Action: Approve restructuring of Pinole Perks Program for FY 2023/24 and FY 2024/25 (Lilly Whalen)**
- E. City Clerk Contract Amendment. **Action: Adopt a Resolution per Staff Recommendation (Stacy Shell)**
- F. Memorandum of Understanding (MOU) with Marin Clean Energy (MCE) for Department of Energy (DOE) Grid Resilience and Innovation Partnerships (GRIP) Grant Application. **Action: Adopt a Resolution per Staff Recommendation (Lilly Whalen)**

Mayor Toms reported there had been a request to remove Item 9A from the Consent Calendar and continue the item to the next meeting of the City Council. She added pursuant to Government Code Section 54953(c)(3), Item 9E would provide the City Clerk with a four percent merit increase and a one percent longevity pay in accordance with the amendment to the Employment Agreement, which would have no fiscal impact to the General Fund as the merit increase and longevity pay had already been incorporated into the Fiscal Year 2023/24 budget.

Council member Martinez-Rubin requested that Item 9D be removed from the Consent Calendar for discussion.

Council member Murphy requested Item 9F be removed from the Consent Calendar for discussion.

PUBLIC COMMENTS OPENED

Irma Ruport, Pinole, referenced Item 9C and commented on her understanding the City's existing Landscape Maintenance Services Contractor had been hired in the last couple of years. She detailed the maintenance services the contractor would provide as part of the contract but noted some of the contract documents had not been included in the agenda packet. She reported on an incident with the contractor last year at the Senior Center, which had an adjacent site that had been full of weeds and was a fire hazard. She had approached the contractor to ask why the area was not being maintained and had been informed the contractor had not been asked to perform any maintenance services. She pointed out the proposed contract for landscape maintenance services did not include the location where services would be performed, and suggested the contractor should be supervised and monitored. She expressed concern with the City wasting funds.

Ms. Ruport added as a member of the Community Services Commission, work was being done to set activities for Community Services Day but there were challenges with scheduling activities due to existing contracts. She expressed concern contractors were not doing their job, a lot of things were not being maintained, and she asked that the contractor be supervised, monitored and a report on the status of work performed in the last year be provided for transparency.

PUBLIC COMMENTS CLOSED

Speaking to Item 9F, Council member Murphy stated he supported the item, but asked for clarification about the nominal staff time that would be involved in the preparation of the MOU.

Community Development Director Whalen explained that she had not looked at the staff time in terms of hours but she had been in communication with Ms. McGee with MCE about the expectations and had been informed it would be fairly minimal, such as helping to streamline the permitting process where staff would partner and where little staff time was expected.

Council member Murphy understood most federal and state grants had requested tracking of the staff time. He asked that staff return with some options for City Council consideration as to how to track the staff time, which would be helpful in terms of safeguarding the resources being expended and which would be helpful as the City applied for future grants.

Community Development Director Whalen acknowledged that conversation had not occurred holistically as yet.

As to whether staff could be directed to return with options for tracking staff time and in response to Council member Murphy, City Attorney Casher explained that discussion was different from Item 9F. He suggested that could be a request for a future agenda item or through the Mayor there could be a conversation with the Interim City Manager/Police Chief around that objective.

Council member Murphy suggested that direction would be acceptable.

Council member Tave also expressed concern with the impacts to staff.

Community Development Director Whalen reiterated that in discussions with Ms. McGee, she understood that the help MCE would need from local communities was getting the word out to constituents, getting the word out on the City website or direct interested parties to the MCE website.

Community Development Director Whalen commented that the intent was to ensure the City's permitting process was as streamlined as possible, which the City's new permitting process software would provide. She was confident in speaking with Ms. McGee that staff could support this project.

Council member Tave asked that staff report back if the work became problematic.

Council member Martinez-Rubin spoke to Item 9D, and expressed her appreciation to staff for the way information had been requested and obtained from participating businesses in the Pinole Perks Program. She asked whether staff had reached out to those businesses that had not provided input from the survey and while she recognized that businesses such as eateries likely were too busy to respond to a survey, she wanted to know about the efforts to obtain as much input as possible and feasible from staff's end, which she recognized involved staff time. She also appreciated the survey questions that had been asked of the businesses, which had informed how to proceed into the future.

Community Development Director Whalen explained that her ability to reach out to each merchant individually had been limited. She had relied on SurveyMonkey and had made some calls but had been unable to meet personally with each business. She had sent reminders via SurveyMonkey and her City email, and suggested there had been a good representation from the respondents. Even though some businesses had not responded, she suggested there had been a good balance from the feedback received and she had provided a fair amount of time for people to respond.

Council member Martinez-Rubin found the Pinole Perks Program overall was something that should be retained, and she hoped to see it develop even more over the initial pilot period.

Mayor Toms asked the Public Works Director to respond to the public comments on Item 9C.

Public Works Director Sanjay Mishra clarified that Pacific Site Management, the City's existing landscape contractor, had been working for the City of Pinole for the past eight years absent a contract. A Request for Proposal (RFP) had been issued to solicit more landscaping contractors to participate, as detailed in the April 2, 2024 staff report. In response to comments about an area adjacent to the Senior Center that had not been maintained, he stated that area had not been in the original contract, was part of the Senior Center Auxiliary Parking Lot Project, was not required to be mowed and was maintained by City staff, as required. If anyone had questions about City contracts, they may contact the Public Works Director or Public Works Manager. He added as part of the current RFP, all facilities, medians and locations where work was to be done had been listed and while some documents may have been missed from being added to the staff report/agenda packet they could be provided.

Community Development Director Whalen reported that Ms. McGee had emailed her to inform her the anticipated staff time per year for Item 9F would be five to ten hours per year.

ACTION: Motion by Council member Murphy/Mayor Pro Tem Sasai to adopt Items 9B through 9F, as shown.

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

10. PUBLIC HEARINGS

- A. Urgency Ordinance Enacting a Temporary Moratorium on the Establishment of New Service Stations or Expansion of Existing Service Stations. Action: Adopt Urgency Ordinance per Staff Recommendation (Eric Casher, Lilly Whalen)**

Community Development Director Whalen provided a PowerPoint presentation on an Urgency Ordinance Enacting a Temporary Moratorium on the Establishment of New Service Stations or Expansion of Existing Service Stations, which included an overview of the background of the request; climate change and government regulations; gas/service station regulations in other communities; where the service stations in Pinole were allowed; existing service stations in Pinole and the purpose of the moratorium, which would prohibit service stations as part of the City's efforts to facilitate the transition of zero-emissions vehicles and combat the effects of climate change, while also allowing the City time to study and enact permanent changes to the Zoning Code and consider more nuanced and comprehensive regulations.

Community Development Director Whalen highlighted the proposed Urgency Ordinance, consistency with the General Plan, applicability of the Urgency Ordinance on other public agencies and the process and timeline for the Urgency Ordinance and a Permanent Ordinance along with the fiscal impacts.

The City Council was asked to adopt an Urgency Ordinance enacting a temporary moratorium on the establishment of new service stations or expansion of existing service stations.

Council member Martinez-Rubin clarified with Community Development Director Whalen the Urgency Ordinance would involve a temporary moratorium on the establishment of new service stations or expansion of existing service stations. This was a temporary measure, as outlined in the PowerPoint presentation. Once a permanent ordinance had been approved, the moratorium would be permanent.

Mayor Pro Tem Sasai clarified that if adopted, the Urgency Ordinance would go into effect immediately but extended before the 45-day window. Since the final Climate and Adaptation Action Plan (CAAP) was due to come back to the City Council in May or June, he asked when this item would return to the City Council for an extension of the Urgency Ordinance.

Community Development Director Whalen stated the item would likely return to the City Council at its first meeting of May 2024. She understood there were milestones and points where the Urgency Ordinance may be extended for a year or renew for another year, but the City Attorney should provide clarification.

City Attorney Casher explained that if the Urgency Ordinance was approved by the City Council, the moratorium would go into effect and the action to extend it could be on the Consent Calendar, and it would be brought forward before the 45-day period expired and could be done up to two years before permanent action was taken and the moratorium would go away.

Mayor Pro Tem Sasai referenced Page 117 of 146 of the agenda packet, Attachment A, Urgency Ordinance Service Station Ban, Section 3. Modifications to Service Stations, Generally, the second paragraph under this section which read: *This Section shall not prohibit repair, maintenance, or modification of existing service stations, as long as such repair, maintenance, or modification does not result in an expansion of the use and is completed in compliance with the applicable requirement of Pinole Municipal Code Chapter 17.14.* He asked for examples.

Community Development Director Whalen advised that hypothetically, if a convenience store at an existing gas station requested a permit to tear down and rebuild it would not be allowed. Some routine maintenance would be allowed. Another example was an existing gas station on Appian Way, which had already been entitled and had received building permits and would be allowed to continue with renovations. If the Urgency Ordinance were adopted, no existing gas station would be allowed to tear down and rebuild.

Council member Murphy asked for clarification as to how other transit agencies would be impacted by the Urgency Ordinance, to which Community Development Director Whalen explained that generally other agencies would be subject to the City's Zoning Ordinance but Contra Costa County and WestCAT would be exempt from the Urgency Ordinance.

City Attorney Casher added that due to the laws around such Urgency Ordinances and moratoriums, it did not allow the City to impose this moratorium on Contra Costa County per state law.

Council member Murphy thanked staff for the work on the ordinance, understood other cities outside of Contra Costa County had enacted similar ordinances and looked forward to its promoting public health as intended.

PUBLIC HEARING OPENED

John Bender, Pinole, speaking as a private citizen, supported the temporary moratorium. He had spoken about the item when the City Council last discussed it, had read the staff report and continued to support a moratorium. He found this was all about public health and suggested the number of existing gas stations in Pinole was sufficient.

Rafael Menis, Pinole, speaking as a private citizen, supported the moratorium given the environmental impacts of gasoline and fossil fuels. He asked whether the prohibition of the expansion of accessory uses, such as convenience stores, was required as part of the state requirement for the way Urgency Ordinances were laid out.

Mr. Menis highlighted and read into the record, Goal SE7, as shown on Page 419 and Goal SE3 as shown on Page 411 of the General Plan Sustainability Element. He found that most of the elements discussed in the Urgency Ordinance were a good idea but was unsure how the expansion of accessory buildings tied into the Urgency Ordinance.

Peter Murray, Pinole, explained that he had anticipated speaking on this issue when Safeway remodeled its site since Safeway initially had plans for a major service station and he was of the opinion a larger service station would provide cheaper gas in Pinole. He suggested it was a unique opportunity for a service station to provide not only gas services but EV and hydrogen fuel services, which may be the fuel of the future, although at this time the closest location to fuel a hydrogen vehicle was in the City of Berkeley. He suggested the moratorium not be considered completely if someone met certain criteria for EV or hydrogen fuel services since those transportation sources were anticipated and they could also influence existing service stations to offer those services in the future benefitting the community and citizens of Pinole.

Gabriel Sandoval, Pinole, thanked the Mayor Pro Tem for introducing the item to the City Council. He supported the moratorium and found the issue was about health and the effort to keep Pinole as clean as possible. He suggested Pinole had enough gas stations, the community did not need more or larger gas stations and EV and hydrogen fueling stations could be addressed in the future. He suggested the moratorium should also include remodeling some gas stations that may be older and this could be a moratorium on existing fueling sites from increasing the number of pumps while allowing EV or renewable fuel sources.

George Pursley, Pinole, favored the adoption of the Urgency Ordinance and moratorium, as he had when he last addressed the City Council on the same topic. He too commented on the number of gas stations in the community and suggested people would not be inconvenienced if the moratorium was approved. He also commented on the number of EV charging stations near Sprouts and suggested the City of Pinole had the largest concentration of EV charging stations and service stations and he looked forward to more EV charging stations in the community. He asked the City Council to adopt the Urgency Ordinance, as proposed.

PUBLIC HEARING CLOSED

Council member Martinez-Rubin asked for clarification about the ability of existing gas stations transitioning to alternative resources and whether the moratorium would allow existing gas stations to make the modifications necessary to reduce the number of pumps for fuel in the same location and transfer to EV and hydrogen fuel if possible.

Community Development Director Whalen reported the moratorium had considered that possibility. The Pinole Municipal Code (PMC) already allowed for the expansion of an existing service station to incorporate EV charging stations or alternative fuels and the Urgency Ordinance had carved out that language to incentivize service stations to make that transition.

Mayor Pro Tem Sasai thanked staff for the carve out language in the Urgency Ordinance. He emphasized there was a climate emergency in Pinole, the City had to take bold action and he was excited should the Urgency Ordinance be adopted that it could be a model for other cities in the region to follow suit.

Mayor Toms reported she and the Mayor Pro Tem had worked on the Urgency Ordinance and had discussed transitioning to hydrogen fuel and what that would look like with current technology. The transition to EV charging could take place at a service station, shopping center or elsewhere. When considering a permanent ordinance, she suggested the City Council consider accessory buildings and get more information on what was necessary for hydrogen refueling stations. She reported the City Council had previously been advised that hydrogen refueling stations would take place in a different stand-alone area as opposed to retrofitting an existing service station.

ACTION: Motion by Mayor Pro Tem Sasai/Mayor Toms to adopt an Urgency Ordinance, and making the findings to enact a temporary moratorium on the establishment of new service stations or expansion of existing service stations.

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

11. OLD BUSINESS:

- A.** Receive Update on Status of Development of Parklet/Outdoor Dining Regulations in Pinole and Provide Direction. **Action: Receive Update and Provide Direction (David Hanham)**

Item continued to a future meeting.

- B.** Real Property Transfer Tax/Charter City Measure for November 2024 Ballot. **Action: Receive Report and Provide Direction (Markisha Guillory)**

Finance Director Markisha Guillory provided a PowerPoint presentation on the Real Property Transfer Tax (RPTT)/Charter City Measure for the November 2024 ballot, which included the background of the City Council's direction to staff to explore five potential revenue measures and direction to staff to retain a polling firm to conduct research related to a potential November 2024 ballot measure. Staff had selected The Lew Edwards Group to conduct the poll. The potential revenue measures included RPTT/Charter City, Half-Cent Sales and Use Tax, Parcel Tax, Utility User's Tax (UUT) Expansion and excise tax on sugar sweetened beverages (Soda Tax), and feedback had been provided from the consultant on each of the potential revenue measures, as outlined in the April 2, 2024 staff report. The excise tax option had been eliminated since the State passed legislation in 2018 banning any local government without an existing soda tax from establishing this tax for twelve years.

If the City Council directed staff to moved forward with an RPTT/Charter City measure on the November ballot, a number of steps would be required including voter approval to amend the City Charter and only then could an RPTT be enacted. If the charter included the RPTT, a 4/5 vote of the City Council would be required. Additional steps would be required to place the measure on the ballot including two public hearings to be held 30 days apart. The first public hearing would be held during the May 7, 2024 City Council meeting. The potential revenue to be generated would be approximately \$1.5 million at the median of \$12 dollars per \$1,000 of sales value or a 1.2 percent rate.

The City Council was asked to decide whether to pursue an RPTT/Charter City measure and/or another measure.

Mayor Toms clarified with City Attorney Casher that a majority vote of the Council may direct staff to bring back an item for the public hearing, with the 4/5th vote required after the second public hearing to advance a measure to the ballot.

Mayor Toms also clarified with Finance Director Guillory the polling from The Lew Edwards Group was due to be completed at the end of April 2024.

PUBLIC COMMENTS OPENED

Peter Murray, Pinole, stated he had been a member of the City Council when he had spoken against the RPTT option, which he found to be unfair, repressive and an unequal tax, taking away opportunities for first-time homebuyers and low-income persons, penalizing property owners who may leave the community and who would receive no benefit of the transfer tax in direct conflict with the intent of taxation. As to the Charter City measure, he found the City of Pinole was better served by being part of the theology of a General Law City with oversight by the State, which kept everyone in-line with respect to how cities operated. He suggested a City Manager form of government was best for the community, with a professional manager managing the City as opposed to a Strong Mayor who could be of any political bent. He hoped to have the opportunity to explain to voters his opinion in more depth if the item were to go to the ballot.

Rafael Menis, Pinole, commented that the items in the presentation seemed to be an overall discussion of which tax measures, if any, should move forward rather than the agenda item, as described, a discussion about the RPTT/Charter City. He asked staff to provide clarification.

City Attorney Casher explained that the item to be discussed was as described on the meeting agenda, including the other tax measure options staff had listed as potential ballot measures and for which staff did not need direction at this time. The RPTT/Charter City measure would require additional steps, as outlined in the PowerPoint presentation.

Mr. Menis expressed his support for the RPTT option. Of the options available and as outlined in the PowerPoint presentation, the RPTT measure would be the most equitable, could be drafted to target certain levels and could be shaped to only apply to purchases above a certain level, was a percentage-based tax with a larger impact on larger purchases and a smaller impact on smaller purchases, and would not disproportionately impact everyone like a parcel tax. Also, at any given year only, a small portion of property owners would be affected and over time it would affect everyone, which was the general nexus needed to make it meritorious.

Tyra Wright, President, Contra Costa Association of Realtors (CCAR), opposed the RPTT since by adding additional costs, roughly \$9,000 to a transaction, could push first-time homebuyers and low-income families out of the market. She explained that buyers had many costs to keep in mind including insurance and fees for coverage, and due to the recent pending commission settlement, buyers could be faced paying additional fees not part of the original equation when looking to purchase a home. She asked the City Council to consider those impacts when looking to add even more of a burden to a potential homebuyer.

Debbie Long, Pinole, understood the City Council was looking at new forms of new taxation, although she was surprised the City Council was now considering an RPTT/Charter City when less than two years ago the City Council did not have the votes to move the item forward. She asked what had changed since that time.

Ms. Long commented that if the item came back for a public hearing, she planned to provide more viewpoints on her opposition but at this time noted a Charter City would allow for a Strong Mayor form of government giving the Mayor a larger and costlier role than just being part of the City Council in that Charter City Mayors may hire and fire a Police Chief without City Council oversight. And, if the transfer tax were increased it would be based on the sales price of a home and not the net profits to the seller resulting in possible double taxation whereas the federal government only taxed on net profits. She emphasized that issue had not been discussed, many people were selling their homes since they could no longer afford to live in the Bay Area and needed to take their equity to live affordably elsewhere. By increasing the transfer tax, the City would be taking away money the property owner needed to live on.

Ms. Long pointed out that Pinole was a bedroom community comprised of middle-income families and not wealthy families and the City was not taking on the risk homeowners had. She questioned why the City could be taking a piece of the pie with the homeowner supporting the City through sales and property taxes and having to anticipate the costs of homeownership and save for maintenance and upgrades to their homes, which she suggested the City should do as well. If the City Council did not try to save money within its budget for ongoing maintenance, why should it be trusted to spend any more taxpayers' dollars wisely. She opposed the City of Pinole trying to become a Charter City for the purpose of increasing the RPTT, and encouraged the City Council not to spend any more money pursuing this venture and instead review equitable ways to increase revenue starting with reducing the City's budget.

George Pursley, Pinole, stated he had spoken to residents of Richmond and El Cerrito who were Charter Cities when the topic had come up last year. He supported the City's efforts to increase revenue and did not find the RPTT to be a regressive tax and rather suggested it was a progressive tax. He noted the City of Richmond limited its RPTT to extremely high-end properties and unless a home was worth \$250,000 to \$1 million, the homeowner did not pay an RPTT. In that case, since the RPTT was limited to high-end properties, most of the time Realtors would pick it up and make more in commissions, and while he understood this may be a hard sell suggested the voters should have the ability to explore the options and make a judgment for themselves.

Irma Rupert, Pinole, also questioned the fact the agenda description for this item had not mentioned the other possible tax measures. She suggested the current City Council had inherited a mess, the City was going into a deficit, the City was losing money and sales receipts were down. She understood the City must do something but would like to see all ballot measures be discussed and taken out to the public with no prior politician with self-interest allowed to speak out on what they wanted. She urged the City Council to be inclusive with the community, bring the community together, place the item on the November ballot or not. Again, she did not want to see old politicians return and push for something that had not been supported in the past. She emphasized taxpayers had to pay for whatever measure was proposed.

Kellie Taylor, Pinole, commented she did not have some of the information the City Council was discussing, and was informed by the City Clerk a copy of the agenda packet and PowerPoint presentation were available in the Council Chambers and posted online. She expressed concern with the idea of making a decision absent citizens' being aware since some residents did not have WiFi or email access. She hoped there would be an effort to reach everyone in the community. She opposed the agenda item.

Mayor Toms reported the City Council had been provided email communications that had been provided to the City Council prior to the meeting.

PUBLIC COMMENTS CLOSED

Council member Murphy asked of the projected estimated sales taxes, and Finance Director Guillory advised the information had been part of the January 16, 2024 City Council agenda packet, but approximately \$2.5 million would be generated with the half-cent/sales tax measure and would align with the existing half-cent/sale tax measure already in place. The parcel tax measure would be \$100 annually per residential parcel generating approximately \$600,000 per year. She would have to get back to the City Council on the number of commercial properties in Pinole and the revenue that could be generated from those properties.

Council member Murphy understood the City was dealing with a number of plans to improve the quality of life for Pinole residents, including the recently adopted Parks Master Plan, as an example, and to fund that plan additional revenue was needed. Improvements were also needed for streets and roads. When he had come into office in 2021, the City had been faced with a \$100 million deficit for deferred maintenance. He understood that anything that was on the ballot must be approved by Pinole voters and no Council member individually or collectively could increase taxes in the City of Pinole. The City Council had been asked to provide direction on solutions that would increase revenue for the City. He noted that any tax measure to be placed on the ballot required a 4/5th vote of the City Council.

Council member Murphy also acknowledged this topic had been discussed previously by the City Council. He asked how the item had been agendized in this particular way since he recalled the City Council had wanted to assess all revenue options at the same time.

Finance Director Guillory clarified a full menu of options had initially been presented to the City Council at a prior meeting, at which time the consultant firm Baker Tilly had also been present. At that time a number of revenue enhancement options, tax measures and expenditure reduction options had been presented. From that menu of options, staff had been directed to go back and look at the five options as outlined in the PowerPoint presentation and staff report, which staff had analyzed and brought back as part of this presentation. She reiterated that no action would be taken at this time to place an item on the ballot, more discussion was required including a public hearing, and there would be more community input. If the City Council decided to move forward with the RPTT/Charter City measure, a polling firm would do the polling over the next few weeks and bring the results back to the City Council at a future meeting. While polling had been done around two years ago on the same topic, this was the normal course of action when looking at ballot measures and perceptions and opinions may have changed since the last polling had been done. It would be helpful to see where the public stands now and gauge interest. That public engagement piece would not require a 4/5ths vote of the City Council.

Mayor Pro Tem Sasai asked whether there was any real evidence that an RPTT would hurt the real estate market in those communities where an RPTT had been enacted.

Finance Director Guillory was unaware of any evidence other than impacts to the real estate market from a recession in the general economy not from a city imposing an RPTT, which was based on information that was publicly available.

Mayor Pro Tem Sasai asked how rebates had been incorporated into an RPTT to help buyers and sellers to recover a portion of the tax, to which Finance Director Guillory understood the City of El Cerrito offered a rebate for seismic upgrades. The City of Pinole could also craft a rebate program if so inclined.

Mayor Pro Tem Sasai asked whether there was any data to prove if a city decided to become a Charter City whether that would increase the chance the city may become bankrupt, and Finance Director Guillory was unaware of any such data.

City Attorney Casher acknowledged that some Charter Cities had challenges but there was no correlation to the fact that a Charter City was the reason in that there were some General Law cities that had financial challenges as well.

Mayor Pro Tem Sasai understood that if the voters approved Pinole as a Charter City that would not allow the City Council to make decisions whether to shift to independent police oversight or a shift in the direction of a Strong Mayor format.

City Attorney Casher explained the proposal would be to adopt a City Charter and the charter would be very narrow and only adjust the City's ability to increase the RPTT. The charter would include language that any other provision under the PMC and all other state laws would apply to the City of Pinole. The City could adopt other measures available to it under a charter, such as a Strong Mayor, but any change to the charter must be approved by the voters via a separate ballot initiative.

Mayor Pro Tem Sasai referenced the Safeway property which had a change of ownership over the past few years and was a substantial amount of property. Had the City imposed an RPTT, he asked how much revenue would have been generated from that property.

Finance Director Guillory was uncertain of the amount the property had been sold but it could have involved \$12,000 per \$1 million of the property value, as an example.

Council member Martinez-Rubin again clarified with Finance Director Guillory the amount of revenue that could be generated to the City if an RPTT were to be adopted.

Council member Martinez-Rubin read into the record the definitions for progressive, regressive and proportional taxes per the Internal Revenue Service (IRS) and offered examples of each. She commented how cities were increasingly relying on e-commerce and online taxes with statewide discussions now occurring on how e-commerce sales taxes could be more equitably distributed amongst cities, a larger level discussion that had not been discussed by the City Council and may help or hinder the types of revenue generation by the City. She also commented on discussions about the difficulties of the current generation's challenges in acquiring new property or ability to move out of a parent's home, which also had to be considered with an RPTT.

Council member Martinez-Rubin understood that if the City were to agree to have a narrow Charter City, it could change with a newly composed City Council in 2026, which may include experienced or inexperienced Council members in governance or taxation. With respect to polling, she also commented on the challenges with questions, return and response rates, and suggested more than two Council sessions would be needed to educate and inform the public on the underlying circumstances to consider with a Charter City versus a General Law City and potential RPTT, which would require significant engagement, more than what had been proposed. She suggested those kinds of conversations required workshops with the public. She emphasized those were the kinds of conversations that were needed for voters to realize what would happen if the City were to potentially become a Charter City, possible consequences into the future, what it meant to the potential pool of would-be homeowners and impacts of the RPTT on the purchasing power of new homebuyers.

Council member Martinez-Rubin found that an RPTT was not a proportionate but a selective tax, and underlying the desire to have thousands, if not \$1.5 million into the City, was because the City was very close to having a deficit in the budget given that the City's expenses were increasingly above revenues. She added that the discussion was related to revenue generation but there were different tax options that would represent more of a proportionate tax than an RPTT.

Council member Tave acknowledged the discussion about the looming deficit but found the City had shown a lot of progress over the years and the prior and current City Councils had shown what City services could be provided, such as the Parks Master Plan, CAAP, work with MCE and things that had been done where the community had participated. Council members were elected to assess all information with staff assistance to ensure all options had been presented to the public. He emphasized the decision and power sat with the public who had the right to decide whether to move forward with an RPTT/Charter City measure. If the voters approved an RPTT/Charter City measure, he asked whether that could be reversed by voters at any point.

City Attorney Casher confirmed that voters could return to a General Law City.

Council member Tave clarified that the City Council was only discussing an RPTT and narrow Charter City as neighboring cities had done for years, and Pinole had to consider all options. He questioned why only the RPTT/Charter City measure had been pulled out while the remaining options had not been presented in the same way on the agenda description.

Finance Director Guillory again explained that the RPTT/Charter City measure required additional steps, which was why it had been pulled out separately, as outlined in the PowerPoint presentation and April 2, 2024 staff report. The City Council had considered the other options that staff had been directed to research, which had been included in the RFP to the consultants, as detailed in the PowerPoint presentation and staff report.

Finance Director Guillory cautioned the City had to be mindful about the number of questions to be asked in the polling due to survey fatigue, and it would be better to focus on a couple of options similar to a polling effort that had been conducted in 2022. Based on the consultant's experience, the consultant had recommended the RPTT/Charter City and half-cent sales tax measure options, but it was up to the City Council whether or not to include the other options.

Council member Tave recalled a past poll had returned with split results and he suggested the same would occur. He emphasized due diligence was needed to weigh all options, to ensure the City continued to provide the services it was providing, increase the vitality of the City and again explore all options. He asked about the timeline for the RPTT/Charter City measure and how the community could ensure that it had been heard.

City Attorney Casher reiterated that as part of the RPTT/Charter City measure, the first public hearing would have to occur at the first City Council meeting in May 2024, the second public hearing no earlier than 30 days later at the first meeting in June, and then the ballot measure would need to be placed on the ballot in August 2024. There would be opportunities for community engagement between and throughout that process. Results from the polling would be available at the end of April and would be presented to the City Council in some form in May to help inform further discussions of the options. The time sensitive issue was the RPTT/Charter City measure.

Council member Murphy understood there could not be an RPTT without a Charter City. He commented that the City Council had previously discussed the opportunities of an elected Mayor and he had requested a future agenda item on that topic. He asked how the City Council could incorporate that conversation, and asked whether staff had reached out to those jurisdictions that were Charter Cities similar in size to Pinole to address some of the concerns raised by Pinole residents.

Finance Director Guillory advised she had not done such research, had not reached out to other Charter Cities, but reiterated that as far as she was aware there was no correlation between a Charter City and financial distress, as an example.

Council member Murphy commented that if the City Council were to move forward with the RPTT/Charter City measure, he would like to see whether there were other forms of charters from cities of similar size to Pinole and how that educational piece could be implemented in future public hearings, which could include charters that were in financial distress, and Finance Director Guillory confirmed that examples of charters from cities of similar size could be provided.

Mayor Toms expressed concern with the RPTT piece of the RPTT/Charter City measure. She worked on housing for all income levels as part of her career, and expressed concern with an RPTT imposing a fee on a certain segment of the population, which she found to be inequitable with no nexus for someone who was selling their home, such as a senior citizen who may be saddled with a tax for improvements they could no longer enjoy, or a buyer paying the tax that was not proportional, as examples. Also, due to Proposition 13, new home buyers would be paying hefty property taxes already and having to pay those taxes along with an RPTT may push people out of the market.

Mayor Toms stated she had advocated for taxpayers to consider a sales tax or expand the UUT. Having worked on several tax measures in the City of Pinole, she was aware what was saleable to Pinole voters. She suggested an RPTT was not saleable and she would hate to miss the 2024 election focusing on the big number of an RPTT and miss the opportunity of being successful on a moderate tax more evenly split amongst residents or among the people who shopped in Pinole. She looked forward to the staff report and polling data on the other proposed tax measures and depending on the vote for this agenda item, there may be polling required for the RPTT as well. She reiterated she did not support the RPTT/Charter City measure.

Council member Tave suggested there was another option that could be split, it did not have to be seller or buyer, but a seller/buyer rebate as some cities had offered as part of other strategies. He understood the concerns for an RPTT could be an additional burden but an RPTT had been imposed in the cities of El Cerrito and Richmond, was a cost of doing business within the region, and the question was how the cost would benefit the City of Pinole. He questioned what the funds from the RPTT could be used for, whether rebate programs or other options. He looked forward to future discussions and suggested the RPTT/Charter City measure would be more flexible than people realized.

Mayor Toms reiterated her concerns with the RPTT/Charter City measure regardless of who paid the RPTT, buyer or seller, since it was still the cost of the transaction and would fly in the face of some of the goals the City was trying to promote by having housing be more affordable.

Council member Murphy understood the sales tax option would hit one's income more and was a regressive tax. He asked how Council members saw a vision of what had the most flexibility in the recommended tax measures including the RPTT/Charter City measure, Parcel Tax and Half-Cent Sales Tax Measures. He suggested all of the options would be regressive in that they would impact different people with different incomes, with those with a lower income to be hit more than those with higher incomes based on each tax option.

Mayor Toms noted the tax option was not based on one's income but based on the cost of the transaction and someone with a higher income may be doing more transactions.

Council member Martinez-Rubin reiterated the definitions for progressive, regressive and proportional taxes she had read into the record had come directly from the IRS. She reiterated her concerns and opinion about the RPTT/Charter City measure. She was uncertain whether the City Council wanted staff to spend the time to meet with the consultant and come up with questions on a poll pertaining to the RPTT/Charter City measure only where the questions needed to be framed in such a way to be comprehended by the would-be voter, which was a challenge. None of the other taxing measures required a Charter City as did the RPTT/Charter City measure. She preferred that more priority be given to the taxing measures that were more proportional and the same amount for everyone, such as the half-cent sales tax and expansion of the UUT.

Council member Tave noted all three of those tax options regardless of the level of income one would pay as part of a transaction, whereas the RPTT could be tailored and somewhat address equity across the housing market. As an example, he suggested the Pinole Perks Program offered the same concept and was equivalent to the RPTT. He wanted to address equity in the RPTT and asked if that should be included in the polling. He did not favor taking the RPTT/Charter City measure off the table.

Mayor Pro Tem Sasai understood equity was a priority for the City Council. He suggested sales taxes were proportional taxes and inequitable by nature, and the RPTT/Charter City measure offered the opportunity and flexibility for an equitable option for people to want to be residents of Pinole. He asked about language that could be considered in the tax measure to lift up low-income homeowners.

Finance Director Guillory clarified there were no standards but some cities had a tiered system such as the City of Richmond's RPTT, which had a tiered structure.

Finance Director Guillory stated the RPTT could be crafted in any way the City Council desired, with the 1.2 percent rate that had been included, the median for the comparative cities to Pinole and that percentage could be higher or lower.

Mayor Pro Tem Sasai emphasized that equity was a priority for him and the decisions around tax measures. He found proportional tax measures to be inequitable while the RPTT/Charter City measure was equitable.

Council member Martinez-Rubin again referenced the IRS definitions for progressive, regressive and proportional taxes and suggested the discussion was mixing some of the definitions, although the Mayor Pro Tem disagreed and found the concepts to be interconnected.

Council member Murphy emphasized the importance of having a conversation about all of the options at one time, which was important when considering framing future agenda items. He recommended if the City Council moved forward with a public hearing for the first meeting of May for the RPTT/Charter City measure, it also include a public hearing for each one of the tax measure options identified.

Council member Murphy offered a motion to move forward with a public hearing around the RPTT/Charter City measure for the November 2024 ballot and a public hearing for the sales tax and parcel tax measures on the same agenda.

As to whether the items could be included within the same agenda item, City Attorney Casher stated he would look into it and if needed the items may have to be separated. A standalone public hearing would be required for the RPTT/Charter City measure.

Council member Murphy clarified he would like the items to be separate items because he wanted to be sensitive to the legal requirements for a public hearing for the RPTT/Charter City measure but suggested the same standard could apply to the idea of the parcel tax and sales tax options. It did not need to be one item but different items on the meeting agenda. He wanted to continue the conversations as part of a public hearing.

Mayor Toms suggested it was important to have the items be part of one item to allow a discussion of all items together.

Council member Tave understood the RPTT/Charter City measure had different strings attached and must be its own agenda item, voted on, and then have a discussion on the other tax measures. He asked whether staff could put that together in one month to allow a discussion of the full picture and a conversation on all three tax measures, to then vote on them separately.

Council member Murphy explained that was his intent with the motion but understood the RPTT/Charter City measure required its own legal process.

Finance Director Guillory was uncertain where this discussion fell in with the polling results.

Council member Murphy understood the polling would ask about the options (RPTT/Charter City, Parcel Tax, Half-Cent Sales Tax and UUT) with the exception of the excise tax option that had been taken off of the table, with the public to be asked what option was best for the community.

Finance Director Guillory noted that ideally for polling purposes two options would be preferred but she could work with the consultant on four options if that was the direction from the City Council.

Mayor Toms suggested if they wanted fewer options on the poll, her preference was not to include the RPTT/Charter City measure and Parcel Tax, but understood her fellow Council members did not agree. She understood a Parcel Tax had a higher passage rate requirement and possibly that option could be dropped.

Council member Martinez-Rubin commented on the time challenges to promote and inform the public of all information before the first City Council meeting in May and she wanted the public to have the time to plan and have the opportunity to discuss issues that may affect them. She was uncertain that was feasible for the first meeting in May.

Council member Tave pointed out this discussion was not new, the discussion had been ongoing for four years, but he understood the need to re-engage the community. If he had to choose, he suggested the RPTT/Charter City and Half-Cent sales tax measures should be the options to consider, should be the top priorities and were the most reasonable given the time constraints.

Mayor Toms suggested the three tax options under consideration should be RPTT/Charter City measure, Half-Cent Sales Tax and UUT. A 4/5ths vote was required to place an item on the ballot, and she pointed out when the RPTT/Charter City measure had previously been discussed there had not been majority support from the City Council at that time. She recommended the options should be left open for the Half-Cent Sales Tax and UUT.

Finance Director Guillory understood the options to be considered would be the RPTT/Charter City measure, Half-Cent Sales Tax and UUT.

Council member Murphy restated his motion, seconded by Council member Tave for staff to move forward with three different public hearings for the first City Council meeting of May 2024, with the three taxing measures to include 1) RPTT/Charter City measure, 2) Half-Cent Sales Tax, and 3) UUT.

ACTION: Motion by Council members Murphy/Tave for staff to move forward with three different public hearings for the first City Council meeting of May 2024, with the three taxing measures to include 1) Real Property Transfer Tax/Charter City measure, 2) Half-Cent Sales Tax, and 3) Utility User's Tax.

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

12. NEW BUSINESS

- A. Purchase of General Use Vehicles to Replace Aging City Fleet Vehicles. Action: Receive Report and Provide Direction (Joseph Bingaman, Sanjay Mishra)**

Public Works Director Mishra provided a PowerPoint presentation on the Purchase of General Use Vehicles to Replace Aging City Fleet Vehicles, which included an overview of the purpose of the General Use Vehicles. The City currently had a fleet of five sedans that were used by the Public Works, Community Development and Community Services Departments that were more than 20 years of age and due to age should be replaced. He highlighted the pros and cons of transitioning to electric vehicles, the limited purchasing options for electric vehicles with staff required to purchase from existing retail inventory along with the details for the plug-in, hybrid and electric vehicle options and costs. The City Council was asked to receive the report and provide direction.

Council member Murphy noted the City Council had recently approved the City's Procurement Policy and asked whether staff had a recommendation at this time based on the options provided.

Public Works Director Mishra suggested the Chevy Models were the only models that would be prioritized pursuant to the Procurement Policy, but cautioned the models had been discontinued although some remained on the market.

In response to Mayor Pro Tem Sasai, Public Works Director Mishra clarified that staff was recommending that two vehicles be replaced this year and two more would be recommended for replacement in the next year. One of the vehicles would be used for the Pinole-Hercules Wastewater Treatment Plant and the other for the Public Works Department. The Public Works Inspection Team fleet vehicle must have the ability to be a hybrid and be all-wheel drive. Most of the options provided were not all-wheel drive models. He also clarified the costs for the EV charging stations with one for the Pinole-Hercules Wastewater Treatment Plant to cost more, between \$3,000 and \$8,000, as outlined in the April 2, 2024 staff report. He also clarified the models that were on the list of United Auto Workers (UAW) vehicles, detailed the differences between the models as shown in the PowerPoint presentation and staff report, noted the costs were almost the same depending on the features, and suggested no more than four staff persons would likely need to be in the vehicle at the same time, which vehicle would be used for the Pinole-Hercules Wastewater Treatment Plant.

If the City Council preferred the 2023 EUV Chevy Bolt model for the two vehicles, two residential EV charging stations would be required. The two vehicles would cost between \$65,000 and \$70,000 plus taxes in addition to possible extra accessories, with the EV chargers to cost \$16,000. The costs for the 2023 Chevy Bolt EV model were again detailed as well, would include similar costs, and he recommended the compact Chevy Bolt EUV model as the preferred option.

Public Works Director Mishra again walked through the cost of each vehicle model as shown in the PowerPoint presentation and staff report.

Council member Martinez-Rubin understood the existing City vehicles that were 20 years old had a lot of maintenance costs due to age but had low mileage. She asked about the lifespan for the vehicles, and Public Works Director Mishra explained that the vehicles were typically auctioned off and recovery was not great with the City getting anywhere from \$2,000 to \$3,000 per vehicle.

Council member Martinez-Rubin recalled the Bay Area Air Quality Management District (BAAQMD) had at one time offered a program with funds to cities for EV charging stations. She asked about the status of that program.

Public Works Director Mishra confirmed the BAAQMD provided such a program which required application for each vehicle and other criteria that had to be met. Staff was working with Contra Costa County to be part of a Charging and Fueling Infrastructure (CFI) Grant, specifically for local agency fleet chargers somewhere in nearby County facilities.

Council member Martinez-Rubin asked when a vehicle model was discontinued if there was a risk because parts may not be available, and Public Works Director Mishra confirmed that was a risk and maintenance could be difficult or delayed if parts were unavailable.

Council member Martinez-Rubin again asked of the staff preference of vehicle models given the staff needs, costs, amount of use, life of the vehicle and fuel efficiency, including electrical fuel efficiency.

Public Works Director Mishra explained that this item had previously been discussed by the City Council, the item had been pulled and the staff recommendation had not changed. Staff recommended at least one plug-in hybrid vehicle which could be used in any circumstance and one full EV vehicle, which the Pinole-Hercules Wastewater Treatment Plant staff could use and which staff was of the opinion the Tesla Model 3 would be adequate since the model was continuing, had been tested, had the best cost based on life expectancy, had parts available and the model had been procured by other public agencies using public funds.

Council member Tave again referenced the recent adoption of the City's Procurement Policy and asked whether staff had explored the lease buy-back model to help curb costs and which would offer maintenance services. He had no preference other than to follow the policy the City Council had approved.

Public Works Director Mishra stated he had not investigated the costs of a lease buy-back model but if that was the desire of the City Council he would research those costs.

Mayor Toms suggested the Chevy Bolt, whether the EV or EUV model, would be the best option but would depend on what was available. She suggested those models were good pool vehicles for public agencies and while the models had been discontinued since the manufacturer was changing the batteries, she understood they would pick up again in 2025 or 2026. She had a Chevy Bolt model with over 65,000 miles and the only maintenance required was the rotation of tires. She suggested the cost of installing the chargers, when installing the conduit, would be the same price for two as it was for one, and that was the direction the City should follow since it fit into the CAAP for the City to move towards more green energy. The Chevy Bolts were also more consistent with more union made vehicles.

PUBLIC COMMENTS OPENED

Rafael Menis, Pinole, suggested it would be a benefit to the City to purchase electric vehicles rather than hybrids, both in terms of the CAAP and the Sustainability Element and shift away from relying on gas powered vehicles given the City Council action to approve a moratorium on the establishment of new service stations or expansion of existing service stations. While he agreed with many of the points made by the Mayor about the ultimate availability of the Chevy Bolt models, he asked whether it would be possible for the City to obtain a four-wheel drive electric vehicle along with the Chevy Bolt to ensure the City had one vehicle with all-terrain capability and the other vehicles could be more standard.

Mr. Menis added in terms of the conduit and EV charging station costs, depending on how the City structured its fees, there could be potential cost savings by having those EV charging stations open to the public during the time when not used to charge City vehicles. He suggested it would be beneficial to the City on net to install more EV charging stations for more infrastructure than it needed now since over time it would be a broader benefit to the City and the public and purchasing electric vehicles was justification for those additional charging stations.

PUBLIC COMMENTS CLOSED

ACTION: Motion by Mayor Toms/Mayor Pro Tem Sasai to provide direction to staff to purchase two of the Chevy Bolts and leave it to staff to be flexible whether the EV or EUV model, based on availability.

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

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

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

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

Kellie Taylor, Pinole, stated she had been born and raised in the City of Pinole. She highlighted her attendance and education at Pinole schools and commented on her understanding a decision had been made to change the City's official Seal and Logo. Referencing the history of the City of Pinole, the Ellerhorst Family, Native American Tribes and settlers in the area, she questioned the decision to change the City Seal and Logo and asked that the original Seal and Logo be preserved.

Christy Lam-Julian, Pinole, stated as a Contra Costa Developmental Disabilities Boardmember, and a parent, she appreciated the City Council's proclamation recognizing Autism Acceptance Awareness Month. She emphasized the importance of shedding light on the diverse experiences and perspectives of the developmental disabilities community by fostering greater awareness, understanding and inclusion. She looked forward to working with the City of Pinole on a more inclusive society because kindness, compassion and respect spoke volumes.

Anthony Vossbrink, Pinole, commented on the increase in crime in the City and suggested the City Council, Mayor and Interim City Manager/Police Chief prioritize this issue. He reported a strong-arm robbery had occurred in the last week and similar incidents prior to that which had been centered in and around the Fitzgerald Drive Corridor and Appian Way. He asked whether the City had a crime reduction strategy.

Mr. Vossbrink urged the City Council to spend taxpayer dollars better than on drone shows, and consider funding another beat cop or public works maintenance worker. He also expressed concern with the City Council considering asking residents to pay more in taxes while street lights remained inoperable up and down Pinole Valley Road, there continued to be basic infrastructure problems and street lights were out on San Pablo Avenue, which should all be addressed prior to future tax initiatives. In addition, waste recycling cans remained missing as well as toilet seat covers in the restrooms near the dog park.

Mayor Toms reported a meet and greet with Pinole Police Officers had been scheduled for April 20, 2024 at 5:00 p.m. at Fernandez Park, which would offer a good opportunity for the public to speak with those Police Officers serving the City of Pinole.

14. ADJOURNMENT to the Regular City Council Meeting of April 16, 2024 in Remembrance of Amber Swartz.

At 10:28 p.m., Mayor Toms adjourned the meeting to the Regular City Council Meeting of April 16, 2024 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 3/30/2024 - 4/12/2024

Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
Vendor: 4LE00 - 4LEAF, INC.					
J0605-24A	104489	04/05/2024	212-462-42101	PLAN REVIEW JANUARY 2024	1,023.63
				Vendor 4LE00 - 4LEAF, INC. Total:	1,023.63
Vendor: 2698 - ALAMEDA ELECTRICAL DISTRIBUTORS INC.					
S5697685.005	104490	04/05/2024	500-641-44306	SQD PADLOCK ATTACH WPCP	636.91
S5697685.006	104490	04/05/2024	500-641-44306	SQD BUTTON KIT WPCP	997.70
				Vendor 2698 - ALAMEDA ELECTRICAL DISTRIBUTORS INC. Total:	1,634.61
Vendor: ALB01 - ALBANY STEEL INC.					
217118	104491	04/05/2024	500-642-44306	CHANNEL 2 X 1	84.00
				Vendor ALB01 - ALBANY STEEL INC. Total:	84.00
Vendor: 2819 - ALL-BAY REFRIGERATION					
1142	104492	04/05/2024	100-222-42107	REPAIRS ON DOOR GLASS COOLER PD	573.38
				Vendor 2819 - ALL-BAY REFRIGERATION Total:	573.38
Vendor: 2063 - ALLIANT INSURANCE SERVICES, INC.					
2353653	104493	04/05/2024	100-116-42101	CONSULTING FEE JULY 2023	2,083.33
				Vendor 2063 - ALLIANT INSURANCE SERVICES, INC. Total:	2,083.33
Vendor: 2454 - AMY EUBANKS					
03252024	104494	04/05/2024	100-221-42303	MEAL ALLOTMENT BASIC COLLISION TRAINING	90.00
				Vendor 2454 - AMY EUBANKS Total:	90.00
Vendor: 2759 - ANABELLE YUMI FRIAS					
MARCH 2024	104495	04/05/2024	209-551-42514	YOUTH ANTI-TOBACCO PROGRAM MARCH 2024	224.75
				Vendor 2759 - ANABELLE YUMI FRIAS Total:	224.75
Vendor: 2170 - ANDRITZ SEPARATION, INC.					
8480125561	104496	04/05/2024	500-641-42107	FIELD SERVICE CENTRIFUGE WPCP	4,913.00
				Vendor 2170 - ANDRITZ SEPARATION, INC. Total:	4,913.00
Vendor: 2005 - ANIMAL DAMAGE MANAGEMENT, INC					
7818C	104497	04/05/2024	100-345-42108	PEST CONTROL FERNANDEZ AND PINOLE VALLEY PARK	250.00
				Vendor 2005 - ANIMAL DAMAGE MANAGEMENT, INC Total:	250.00
Vendor: ATT01 - AT&T					
000021442710	104498	04/05/2024	525-118-43101	PHONE PD	4,110.12
				Vendor ATT01 - AT&T Total:	4,110.12
Vendor: BAY01 - BAY AREA AIR QUALITY					
T167568	104499	04/05/2024	500-641-44304	RENEWAL ANNUAL PERMIT WPCP	22,326.00
				Vendor BAY01 - BAY AREA AIR QUALITY Total:	22,326.00
Vendor: BIR05 - BIRITE FOODSERVICE DISTRIBUTORS					
6730794	104500	04/05/2024	209-552-43804	FOOD PROGRAM PSC	1,279.97
6730795	104500	04/05/2024	209-552-43804	FOOD PROGRAM PSC	142.49
6730796	104500	04/05/2024	209-552-43811	JANITORIAL SUPPLIES PSC	483.75
				Vendor BIR05 - BIRITE FOODSERVICE DISTRIBUTORS Total:	1,906.21
Vendor: 2765 - BKF ENGINEERS					
24020045	104501	04/05/2024	106-341-42101	STORM DAMAGE REPAIR SERVICES	1,553.50
				Vendor 2765 - BKF ENGINEERS Total:	1,553.50

WARRANT LISTING

Payment Dates: 3/30/2024 - 4/12/2024

Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
Vendor: 2401 - C3 INTELLIGENCE, INC.					
33580	104502	04/05/2024	100-116-42101	PROFESSIONAL SERVICES BACKGROUND	211.00
Vendor 2401 - C3 INTELLIGENCE, INC. Total:					211.00
Vendor: 2814 - CAMERON SASAI					
04012024	104503	04/05/2024	100-110-42302	MEAL ALOTMENT AND TRAVEL EXPENSES	157.79
04012024	104503	04/05/2024	100-110-42303	MEAL ALOTMENT AND TRAVEL EXPENSES	36.00
Vendor 2814 - CAMERON SASAI Total:					193.79
Vendor: 2757 - CAMILA AGUILAR					
MARCH 2024	104504	04/05/2024	209-551-42514	YOUTH ANTI-TOBACCO PROGRAM MARCH 2024	286.75
Vendor 2757 - CAMILA AGUILAR Total:					286.75
Vendor: 2060 - CENTRAL CONCRETE SUPPLY CO., INC.					
2403-041831	104505	04/05/2024	100-343-44306	BROWN MINI BARK	92.19
2403-042922	104505	04/05/2024	100-343-44306	PERF PIPE	508.12
Vendor 2060 - CENTRAL CONCRETE SUPPLY CO., INC. Total:					600.31
Vendor: DAV04 - CHARLENE DAVIS					
04012024	104506	04/05/2024	100-116-42302	PARKING AND MILEAGE TO JOB FAIR	57.84
Vendor DAV04 - CHARLENE DAVIS Total:					57.84
Vendor: CIT08 - CITY MECHANICAL, INC					
102333	104507	04/05/2024	100-222-42108	HVAC SAFETY BLDG.	1,138.73
102547	104507	04/05/2024	100-343-42108	HVAC MAINTENANCE CH	740.66
Vendor CIT08 - CITY MECHANICAL, INC Total:					1,879.39
Vendor: CIT10 - CITY OF SAN PABLO					
0034186	104508	04/05/2024	100-223-42105	ANNAUAL TRI-CITY COST FY23-24 JAN.-MARCH 2024	9,347.69
Vendor CIT10 - CITY OF SAN PABLO Total:					9,347.69
Vendor: 2405 - CLIENTFIRST CONSULTING GROUP, LLC.					
16017	104509	04/05/2024	525-118-42101	SOLAR PERMITS ASSISTANCE	19,038.75
16161	104509	04/05/2024	525-118-42101	SOLAR PERMITS ASSISTANCE	25,083.75
Vendor 2405 - CLIENTFIRST CONSULTING GROUP, LLC. Total:					44,122.50
Vendor: COM20 - COMCAST					
0050875-03182024	104510	04/05/2024	525-118-43105	CH CABLE	29.87
0210511-03162024	104510	04/05/2024	100-222-43105	CABLE PD	248.85
0413784-03182024	104510	04/05/2024	525-118-43106	INTERNET TINY TOTS	160.18
196423803	104511	04/05/2024	525-118-43106	INTERNET FOR PD	888.41
Vendor COM20 - COMCAST Total:					1,327.31
Vendor: CON45 - CONCORD GARDEN EQUIPMENT					
631039	104512	04/05/2024	100-345-44306	REPAIR TO HEDGE TRIMMER HEAD	55.00
631214	104512	04/05/2024	100-345-44306	BIKE TRIM, LOOP BLOWER	6,674.64
Vendor CON45 - CONCORD GARDEN EQUIPMENT Total:					6,729.64
Vendor: CON09 - CONTRA COSTA COUNTY FIRE PROTECTION DISTRICT					
FY2324-APR	104513	04/05/2024	100-231-42101	FIRE PROTECTION SERVICES	295,030.73
FY2324-APR	104513	04/05/2024	105-231-42101	FIRE PROTECTION SERVICES	62,914.11
FY2324-APR	104513	04/05/2024	106-231-42101	FIRE PROTECTION SERVICES	76,395.74
Vendor CON09 - CONTRA COSTA COUNTY FIRE PROTECTION DISTRICT Total:					434,340.58
Vendor: CCC16 - CONTRA COSTA COUNTY SHERIFF'S OFFICE					
24-20	104514	04/05/2024	100-222-42101	EXTRADITION PD	485.00
Vendor CCC16 - CONTRA COSTA COUNTY SHERIFF'S OFFICE Total:					485.00

WARRANT LISTING

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Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
Vendor: CON95 - CONTRA COSTA COUNTY TREASURER					
R24-002126	104515	04/05/2024	100-551-42101	4TH QUARTER ANIMAL CONTRO SERVICES 04- 06/30/2024	42,425.00
Vendor CON95 - CONTRA COSTA COUNTY TREASURER Total:					42,425.00
Vendor: 1310 - CONTRA COSTA TRANSPORTATION AUTHORITY					
2024-00000014	104516	04/05/2024	200-342-42514	MEMBER CONTRIBUTION FY2023-23 CMA	4,489.00
Vendor 1310 - CONTRA COSTA TRANSPORTATION AUTHORITY Total:					4,489.00
Vendor: 1445 - CORTEZ TIRES AND AUTO REPAIR					
23614	104517	04/05/2024	100-221-42107	OIL PRESSURE SWITCH AND TORQUE STRUT MOUNT	718.75
23615	104517	04/05/2024	100-221-42107	NEW TIRE PACKAGE ALTIMAX RT45	720.19
Vendor 1445 - CORTEZ TIRES AND AUTO REPAIR Total:					1,438.94
Vendor: 1278 - CRISTINA AHLSTRAND					
03252024	104518	04/05/2024	209-554-42302	HOTEL, MILEAGE AND MEALS CPRS CONFERENCE 2024	1,214.77
03252024	104518	04/05/2024	209-554-42303	HOTEL, MILEAGE AND MEALS CPRS CONFERENCE 2024	275.00
03282024	104518	04/05/2024	209-551-42515	BOUNCY HOUSE FOR EGG HUNT	560.75
Vendor 1278 - CRISTINA AHLSTRAND Total:					2,050.52
Vendor: 1443 - DIESEL DIRECT WEST, INC.					
85730138	104519	04/05/2024	100-10601	GASOLINE UNL	3,021.72
85742020	104519	04/05/2024	100-10601	GASOLINE UNL	2,375.90
Vendor 1443 - DIESEL DIRECT WEST, INC. Total:					5,397.62
Vendor: DOL01 - DOLAN'S LUMBER					
MARCH 2024	104520	04/05/2024	100-345-44306	CITYWIDE PURCHASES	449.65
MARCH 2024	104520	04/05/2024	100-345-44306	CITYWIDE PURCHASES	57.80
Vendor DOL01 - DOLAN'S LUMBER Total:					507.45
Vendor: 2480 - DTS LANGUAGE SERVICES, INC.					
I-0015362	104521	04/05/2024	100-465-42101	TRANSLATION FOR CODE ENFORCEMENT	47.76
Vendor 2480 - DTS LANGUAGE SERVICES, INC. Total:					47.76
Vendor: EBM01 - EBMUD					
231773-03282024	104522	04/05/2024	100-343-43102	2887 SIMAS AVE IRRIGATION USE ONLY	182.32
520575-03212024	104522	04/05/2024	100-345-43102	2690 BOX CANYON RD- IRRIGATION USE ONLY	182.32
524589-03222024	104522	04/05/2024	100-345-43102	592 Marlesta Rd--Irrigation Use Only	182.32
556324-03262024	104522	04/05/2024	100-345-43102	3790 PINOLE VALLEY ROAD IRRIGATION USE ONLY	303.52
Vendor EBM01 - EBMUD Total:					850.48
Vendor: GRA03 - GRAINGER					
9060728079	104523	04/05/2024	100-343-44306	PARTS TO MAKE RESTROOMS SINKS WORK	355.86
9065211204	104523	04/05/2024	500-641-44410	ABSORBENT PAD UNIVERSAL	248.29
Vendor GRA03 - GRAINGER Total:					604.15
Vendor: GRA15 - GRANICUS INC.					
180177	104524	04/05/2024	525-118-42510	GOV QA SOFTWARE	7,601.96
Vendor GRA15 - GRANICUS INC. Total:					7,601.96
Vendor: 1112 - GRAY-BOWEN-SCOTT					
22234	104525	04/05/2024	325-342-47205	PM SERVICES: DESIGN PHASE OF SPA BRIDGE REPLACMNT	6,022.00
Vendor 1112 - GRAY-BOWEN-SCOTT Total:					6,022.00

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Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
Vendor: HAR01 - HARRINGTON INDUSTRIAL PLASTIC, LLC					
00602656	104526	04/05/2024	500-641-44306	SUPPLIES FOR WPCP	2,088.81
Vendor HAR01 - HARRINGTON INDUSTRIAL PLASTIC, LLC Total:					2,088.81
Vendor: 2758 - HELLUDAH KIBROM HADGU					
MARCH 2024	104527	04/05/2024	209-551-42514	YOUTH ANTI-TOBACCO PROGRAM MARCH 2024	201.50
Vendor 2758 - HELLUDAH KIBROM HADGU Total:					201.50
Vendor: HOM01 - HOME DEPOT CREDIT SERVICE					
MARCH 2024	104528	04/05/2024	100-222-42108	CITYWIDE PURCHASES	35.82
MARCH 2024	104528	04/05/2024	100-222-42108	CITYWIDE PURCHASES	38.01
MARCH 2024	104528	04/05/2024	100-231-42108	CITYWIDE PURCHASES	21.83
MARCH 2024	104528	04/05/2024	100-231-42108	CITYWIDE PURCHASES	309.99
MARCH 2024	104528	04/05/2024	100-342-42514	CITYWIDE PURCHASES	134.76
MARCH 2024	104528	04/05/2024	100-343-44306	CITYWIDE PURCHASES	41.42
MARCH 2024	104528	04/05/2024	100-343-44306	CITYWIDE PURCHASES	87.31
MARCH 2024	104528	04/05/2024	100-343-44306	CITYWIDE PURCHASES	72.74
MARCH 2024	104528	04/05/2024	100-343-44306	CITYWIDE PURCHASES	51.13
MARCH 2024	104528	04/05/2024	100-343-44306	CITYWIDE PURCHASES	44.98
MARCH 2024	104528	04/05/2024	100-343-44306	CITYWIDE PURCHASES	30.98
MARCH 2024	104528	04/05/2024	100-343-44306	CITYWIDE PURCHASES	30.30
MARCH 2024	104528	04/05/2024	100-343-44306	CITYWIDE PURCHASES	19.60
MARCH 2024	104528	04/05/2024	100-343-44306	CITYWIDE PURCHASES	1.46
MARCH 2024	104528	04/05/2024	100-345-44306	CITYWIDE PURCHASES	156.89
MARCH 2024	104528	04/05/2024	100-345-44306	CITYWIDE PURCHASES	21.99
MARCH 2024	104528	04/05/2024	209-553-44306	CITYWIDE PURCHASES	16.35
MARCH 2024	104528	04/05/2024	209-557-42514	CITYWIDE PURCHASES	97.77
MARCH 2024	104528	04/05/2024	500-641-44306	CITYWIDE PURCHASES	154.24
MARCH 2024	104528	04/05/2024	500-641-44306	CITYWIDE PURCHASES	45.04
MARCH 2024	104528	04/05/2024	500-641-44306	CITYWIDE PURCHASES	31.45
MARCH 2024	104528	04/05/2024	500-642-42514	CITYWIDE PURCHASES	21.02
MARCH 2024	104528	04/05/2024	500-642-42514	CITYWIDE PURCHASES	30.45
Vendor HOM01 - HOME DEPOT CREDIT SERVICE Total:					1,495.53
Vendor: CUL03 - ISING'S CULLIGAN-LIVERMORE					
379X10420805	104529	04/05/2024	500-641-44305	DEIONIZATION SERVICE WPCP	548.00
Vendor CUL03 - ISING'S CULLIGAN-LIVERMORE Total:					548.00
Vendor: JAN92 - JAN-PRO OF THE GREATER BAY AREA					
22613	104530	04/05/2024	209-554-42108	JANITORIAL PROGRAM APRIL 2024 PYC	469.47
22614	104530	04/05/2024	209-552-42108	JANITORIAL SERVICES APRIL 2024 PSC	434.45
22615	104530	04/05/2024	209-552-42108	JANITORIAL SERVICES DAY PORTER APRIL 2024 PSC	2,257.00
22616	104530	04/05/2024	209-552-43810	JANITORIAL SERVICES KITCHEN APRIL 2024 PSC	417.15
22617	104530	04/05/2024	209-553-42108	JANITORIAL SERVICES APRIL 2024 TINY TOTS	501.40
Vendor JAN92 - JAN-PRO OF THE GREATER BAY AREA Total:					4,079.47
Vendor: 2761 - JORDAN SALAK					
MARCH 2024	104531	04/05/2024	209-551-42514	YOUTH ANTI-TOBACCO PROGRAM MARCH 2024	290.63
Vendor 2761 - JORDAN SALAK Total:					290.63
Vendor: 2810 - KARSTE CONSULTING, INC.					
2024-02	104532	04/05/2024	100-221-42101	PROFESSIONAL SERVICES PD	3,000.00
Vendor 2810 - KARSTE CONSULTING, INC. Total:					3,000.00
Vendor: KEN09 - KENNEDY AND ASSOCIATES, INC.					
23-279	104533	04/05/2024	100-341-42101	FINAL MAP AND PLAN REVIEW	1,177.00
24-002	104533	04/05/2024	100-341-42101	PLAN REVIEW PW22-0421	76.89
Vendor KEN09 - KENNEDY AND ASSOCIATES, INC. Total:					1,253.89

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Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
Vendor: 2756 - LELE NAOMI TOO					
MARCH 2024	104534	04/05/2024	209-551-42514	YOUTH ANTI-TOBACCO PROGRAM MARCH 2024	217.00
Vendor 2756 - LELE NAOMI TOO Total:					217.00
Vendor: 1311 - M-GROUP					
2004191	104535	04/05/2024	212-461-42101	ON CALL PLANNING SERVICES THROUGH 11/30/2023	11,335.00
2004234	104535	04/05/2024	212-461-42101	ON CALL PLANNING THROUGH 12/31/2023	11,725.00
Vendor 1311 - M-GROUP Total:					23,060.00
Vendor: 2213 - MII TRAINING INNOVATIONS, LLC					
8	104536	04/05/2024	100-222-42301	INTERMEDIATE TRAFFIC COLLISION INVESTIGATION	475.00
Vendor 2213 - MII TRAINING INNOVATIONS, LLC Total:					475.00
Vendor: 2378 - MTS TRAINING ACADEMY, INC.					
4873-CT	104537	04/05/2024	500-642-42301	CLASS B LICENSE STRAIGHT TRUCK BEHIND THE WHEEL	6,900.00
Vendor 2378 - MTS TRAINING ACADEMY, INC. Total:					6,900.00
Vendor: 2755 - NATALIE ANNE SZUMLAS					
MARCH 2024	104538	04/05/2024	209-551-42514	YOUTH ANTI-TOBACCO PROGRAM MARCH 2024	282.88
Vendor 2755 - NATALIE ANNE SZUMLAS Total:					282.88
Vendor: OLI01 - OLIVERS TOWING INC					
03222024	104540	04/05/2024	100-000-31510	REFUND OVERPAYMENT OF LICENSE 23-00968	168.00
21-10765-25	104539	04/05/2024	100-222-42514	STORAGE FEE CASE#21-1462	310.00
24-19907	104539	04/05/2024	100-222-42514	STORAGE TOWING FEES	469.34
24-19971	104539	04/05/2024	100-222-42514	STORAGE FEE	336.00
Vendor OLI01 - OLIVERS TOWING INC Total:					1,283.34
Vendor: 2760 - OLIVIA KATE LIM BERNAL					
MARCH 2024	104541	04/05/2024	209-551-42514	YOUTH ANTI-TOBACCO PROGRAM MARCH 2024	290.63
Vendor 2760 - OLIVIA KATE LIM BERNAL Total:					290.63
Vendor: O'R01 - O'REILLY AUTOMOTIVE, INC					
MARCH 2024	104542	04/05/2024	100-221-42107	CITYWIDE PURCHASES	32.91
MARCH 2024	104542	04/05/2024	100-343-44306	CITYWIDE PURCHASES	-19.76
MARCH 2024	104542	04/05/2024	100-343-44306	CITYWIDE PURCHASES	31.03
MARCH 2024	104542	04/05/2024	100-343-44306	CITYWIDE PURCHASES	37.55
MARCH 2024	104542	04/05/2024	100-343-44306	CITYWIDE PURCHASES	19.73
MARCH 2024	104542	04/05/2024	100-343-44306	CITYWIDE PURCHASES	19.76
MARCH 2024	104542	04/05/2024	207-344-42108	CITYWIDE PURCHASES	37.29
Vendor O'R01 - O'REILLY AUTOMOTIVE, INC Total:					158.51
Vendor: 1555 - OWEN EQUIPMENT					
00062946	104543	04/05/2024	207-344-42107	EXTENSION BROOM	517.90
00062952	104543	04/05/2024	207-344-42107	GASKET INSPCTN	109.87
Vendor 1555 - OWEN EQUIPMENT Total:					627.77
Vendor: PAC55 - PACIFIC SITE MANAGEMENT					
4212299	104544	04/05/2024	100-222-42108	MONTHLY LANDSCAPE SERVICES	125.93
4212299	104544	04/05/2024	100-231-42108	MONTHLY LANDSCAPE SERVICES	337.43
4212299	104544	04/05/2024	100-343-42108	MONTHLY LANDSCAPE SERVICES	180.02
4212299	104544	04/05/2024	100-345-42108	MONTHLY LANDSCAPE SERVICES	5,787.95
4212299	104544	04/05/2024	200-342-42108	MONTHLY LANDSCAPE SERVICES	335.81
4212299	104544	04/05/2024	201-343-42108	MONTHLY LANDSCAPE SERVICES	548.93

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Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
4212299	104544	04/05/2024	209-552-42108	MONTHLY LANDSCAPE SERVICES	204.23
4212299	104544	04/05/2024	209-553-42108	MONTHLY LANDSCAPE SERVICES	212.31
4212299	104544	04/05/2024	209-557-42108	MONTHLY LANDSCAPE SERVICES	212.31
4212299	104544	04/05/2024	310-347-42108	MONTHLY LANDSCAPE SERVICES	62.16
4212299	104544	04/05/2024	310-348-42108	MONTHLY LANDSCAPE SERVICES	65.37
Vendor PAC55 - PACIFIC SITE MANAGEMENT Total:					8,072.45
Vendor: PET08 - PET FOOD EXPRESS CORP					
80-2403PN	104545	04/05/2024	100-221-42514	FOOD FOR MILO PD	71.60
Vendor PET08 - PET FOOD EXPRESS CORP Total:					71.60
Vendor: PGE01 - PG&E					
0081-03192024	104546	04/05/2024	200-342-43103	2501 SAN PABLO AVE TRAFFIC CONTROLLER	115.11
0209-03192024	104546	04/05/2024	200-342-43103	S/E CORNER SAN PABLO AVE & TENNENT TRAFFIC SIGNAL	136.79
0217-03182024	104546	04/05/2024	100-345-43103	TENNENT & PARK ST CLUB HOUSE	28.61
0466-03192024	104546	04/05/2024	209-554-43103	635 TENNENT AVE YOUTH CTR/CATV	160.78
0466-03192024	104546	04/05/2024	505-119-43103	635 TENNENT AVE YOUTH CTR/CATV	241.16
0813-03182024	104546	04/05/2024	200-342-43103	2149 1/2 APPIAN WAY TRAFFIC SIGNAL	81.51
0923-03182024	104546	04/05/2024	100-110-43103	2131 PEAR ST	119.12
0923-03182024	104546	04/05/2024	100-111-43103	2131 PEAR ST	156.73
0923-03182024	104546	04/05/2024	100-112-43103	2131 PEAR ST	172.41
0923-03182024	104546	04/05/2024	100-115-43103	2131 PEAR ST	429.44
0923-03182024	104546	04/05/2024	100-116-43103	2131 PEAR ST	125.38
0923-03182024	104546	04/05/2024	100-117-43103	2131 PEAR ST	1,394.91
0923-03182024	104546	04/05/2024	100-343-43103	2131 PEAR ST	2,598.60
0923-03182024	104546	04/05/2024	200-342-43103	2131 PEAR ST	454.52
0923-03182024	104546	04/05/2024	212-461-43103	2131 PEAR ST	188.08
0923-03182024	104546	04/05/2024	212-462-43103	2131 PEAR ST	473.33
0923-03182024	104546	04/05/2024	285-464-43103	2131 PEAR ST	156.73
1121-03202024	104546	04/05/2024	200-342-43103	DEL MONTE & SAN PABLO TRAFFIC CONTROL LIGHT	104.40
1233-03202024	104546	04/05/2024	200-342-43103	SAN PABLO AVE TRAFFIC SIGNAL	119.22
2506-03182024	104546	04/05/2024	215-341-43103	701 Pinon/2489 San Pablo- Electric CHGS	32.28
2615-03192024	104546	04/05/2024	100-345-43103	S/E CORNER OF ROGERS & NOB HILL SPRINKLER SYSTEM	9.85
2620-03202024	104546	04/05/2024	200-342-43103	N/W CORNER APPIAN WAY & FITZGERALD DR TRAFFIC SIG	156.81
2793-03192024	104546	04/05/2024	200-342-43103	1451 FITZGERALD DR TRAFFIC SIGNAL	112.90
2969-03182024	104546	04/05/2024	201-343-43103	600 TENNENT AVE BLACKIES STORAGE	40.92
3311-03192024	104546	04/05/2024	200-342-43103	PINOLE VALLEY RD & HENRY TRAFFIC CONTROLLER	165.68
3537-03182024	104546	04/05/2024	100-343-43103	659 TENNENT AVE PARKING LOT LIGHTS	123.74
3850-03182024	104546	04/05/2024	100-345-43103	601 TENNENT AVE CARETAKER'S SHED	139.35
3914-03182024	104546	04/05/2024	100-345-43103	FERNANDEZ PARK BALLPARK LIGHTING	387.02
4065-03182024	104546	04/05/2024	209-559-43103	2937 PINOLE VALLEY RD TENNIS CT LIGHTS	444.85

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Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
4193-03192024	104546	04/05/2024	200-342-43103	HWY 80 PINOLE VALLEY RD TRAFFIC CONTROLLER	91.65
4368-03182024	104546	04/05/2024	200-342-43103	APPIAN WAY & TARA HILLS TRAFFIC SIGNAL	208.30
4612-03182024	104546	04/05/2024	201-343-43103	2100 SAN PABLO AVE FARIA HOUSE	35.15
5127-03192024	104546	04/05/2024	500-642-43103	893 1/2 SAN PABLO AVE PUMP STATION	255.36
5374-03192024	104546	04/05/2024	200-342-43103	1220 PINOLE VALLEY RD TRAFFIC SIGNAL	149.42
5387-03192024	104546	04/05/2024	100-345-43103	588 MARLESTA RD LOUIS FRANCIS PARK	60.73
6969-03182024	104546	04/05/2024	201-343-43103	2361 SAN PABLO AVE PARKING LOT LIGHTS	172.74
7114-03192024	104546	04/05/2024	200-342-43103	2429 SAN PABLO AVE	130.66
7509-03182024	104546	04/05/2024	200-342-43103	TARA HILLS DR 500 FT APPIAN WAY TRAFFIC SIGNAL	84.41
7964-03182024	104546	04/05/2024	310-348-43103	2680 PINOLE VALLEY RD MEDIAN IRRIGATION SHOPPING C	11.35
8086-03192024	104546	04/05/2024	200-342-43103	N/S BORDER CITY OF PINOLE	106.45
8687-03202024	104546	04/05/2024	200-342-43103	FITZGERALD DR IFO LONG JOHN SILVERS TRAFFIC SIGNAL	143.80
9824-03192024	104546	04/05/2024	310-347-43103	1303 PINOLE VALLEY RD TRAFFIC CONTROL SVC	151.25
9985-03182024	104546	04/05/2024	201-343-43103	NEAR 795 FERNANDEZ PARKING LOT LIGHTS	169.30
Vendor PGE01 - PG&E Total:					10,640.80
Vendor: PIN51 - PINOLE VALLEY HIGH SCHOOL					
03272024	104549	04/05/2024	100-110-42514	DONATION TO AAPI PER RESOLUTION 2024-26	3,200.00
Vendor PIN51 - PINOLE VALLEY HIGH SCHOOL Total:					3,200.00
Vendor: PON07 - PONDER ENVIRONMENTAL SERVICES, INC.					
48644	104550	04/05/2024	500-642-42101	VACUUM TANK SERVICE	77,563.70
Vendor PON07 - PONDER ENVIRONMENTAL SERVICES, INC. Total:					77,563.70
Vendor: 2297 - POWERDMS, INC.					
INV-47713	104551	04/05/2024	100-221-42106	POWER ENGAGE LE SUBSCRIPTION	1,757.25
Vendor 2297 - POWERDMS, INC. Total:					1,757.25
Vendor: 2388 - PRESTIGE PRINTING AND GRAPHICS					
91993	104552	04/05/2024	100-222-42201	BUSINESS CARDS GALIND- PEREZ	112.17
Vendor 2388 - PRESTIGE PRINTING AND GRAPHICS Total:					112.17
Vendor: 1536 - RAIN FOR RENT					
1987679	104553	04/05/2024	500-642-42101	STORMWATER STORAGE	7,400.33
Vendor 1536 - RAIN FOR RENT Total:					7,400.33
Vendor: 2646 - ROADS SAFE TRAFFIC SYSTEMS, INC.					
199657	104554	04/05/2024	100-342-42514	FLOURESCENT PAIT ASSORTED COLORS	339.63
Vendor 2646 - ROADS SAFE TRAFFIC SYSTEMS, INC. Total:					339.63
Vendor: 1450 - RUBENSTEIN SUPPLY COMPANY					
S2578282.001	104555	04/05/2024	209-554-42108	PLUMBING SUPPLIES CY	190.34
S2578282.002	104555	04/05/2024	209-554-42108	FLUSHMATE SUPPLIES FOR REPAIR PYC	190.34
Vendor 1450 - RUBENSTEIN SUPPLY COMPANY Total:					380.68
Vendor: 1714 - SHERRI D. LEWIS					
CC015PINOLE-FY2023/24	104556	04/05/2024	100-112-42101	PREPARE MINUTES CC MTG. 4/14/24	300.00

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CC016PINOLE-FY2023/24	104556	04/05/2024	100-112-42101	PREPARE MINUTES CC MTG 03192024	1,087.50
Vendor 1714 - SHERRI D. LEWIS Total:					1,387.50
Vendor: 2816 - SHONA LUSTER 043272024	104557	04/05/2024	723-20302	ORDER BY THE COURT TO RELEASE PROP CASE 21001509	1,250.00
Vendor 2816 - SHONA LUSTER Total:					1,250.00
Vendor: 2688 - SHUMS CODA ASSOCIATES, INC. 9358	104558	04/05/2024	212-462-42101	PLAN REVIEW SERVICES BP23- 0384	1,417.20
Vendor 2688 - SHUMS CODA ASSOCIATES, INC. Total:					1,417.20
Vendor: 1253 - TARAH ORNELAS 1052	104559	04/05/2024	209-552-43809	NEWSLETTER PRINTING APRIL 2024	305.90
Vendor 1253 - TARAH ORNELAS Total:					305.90
Vendor: 2775 - TOWNSEND PUBLIC AFFAIRS, INC. 21481	104560	04/05/2024	100-111-42101	PROFESSIONAL SERVICES MARCH 2024	4,000.00
Vendor 2775 - TOWNSEND PUBLIC AFFAIRS, INC. Total:					4,000.00
Vendor: 2633 - TRB AND ASSOCIATES, INC. 5221R	104561	04/05/2024	212-462-42101	PLAN REVIEW & INSPECTION DECEMBER 2023	1,964.78
Vendor 2633 - TRB AND ASSOCIATES, INC. Total:					1,964.78
Vendor: 2365 - TRIPEPI, SMITH AND ASSOCIATES, INC. 11987	104562	04/05/2024	100-111-42101	BRANDING	3,275.00
11988	104562	04/05/2024	100-111-42101	BRANDING	2,200.00
Vendor 2365 - TRIPEPI, SMITH AND ASSOCIATES, INC. Total:					5,475.00
Vendor: UNI38 - UNIVAR USA INC 51773605	104563	04/05/2024	500-641-44303	SOD BISULFITE 25% BULK WPCP	9,675.44
Vendor UNI38 - UNIVAR USA INC Total:					9,675.44
Vendor: UNI07 - UNIVERSAL BUILDING SVCS. 13336	104564	04/05/2024	100-343-42108	JANITORIAL SUPPLIES CY	577.94
524112	104564	04/05/2024	100-343-42108	JANITORIAL SERVICES CH MARCH 2024	1,354.00
524113	104564	04/05/2024	100-222-42108	JANITORIAL SERVICES SAFETY BLDG. MARCH 2024	2,768.00
524114	104564	04/05/2024	209-557-42108	JANITORIAL SERVICES SWIM CENTER MARCH 2024	758.00
524115	104564	04/05/2024	500-641-42108	JANITORIAL SERVICE MARCH 2024 WPCP	559.00
Vendor UNI07 - UNIVERSAL BUILDING SVCS. Total:					6,016.94
Vendor: USB06 - US BANK MARCH 2024	104565	04/05/2024	100-20018	CITYWIDE CREDIT CARDS MARCH 2024	39,950.90
Vendor USB06 - US BANK Total:					39,950.90
Vendor: VER02 - VERIZON WIRELESS 9959235123	104566	04/05/2024	525-118-43101	CITYWIDE CELL PHONES	4,680.66
Vendor VER02 - VERIZON WIRELESS Total:					4,680.66
Vendor: 2261 - VIGILANT SOLUTIONS 56332 RI	104567	04/05/2024	100-221-42106	VS ESA BASIC RNWL ANNUAL SUBSCRIPTION	4,914.00
Vendor 2261 - VIGILANT SOLUTIONS Total:					4,914.00
Vendor: VWR01 - VWR INTERNATIONAL, LLC. 8815585699	104568	04/05/2024	500-641-44305	DIPPER POLY SUPPLIES FOR LAB WPCP	171.35
Vendor VWR01 - VWR INTERNATIONAL, LLC. Total:					171.35

WARRANT LISTING

Payment Dates: 3/30/2024 - 4/12/2024

Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
Vendor: WIL26 - WILLDAN 00627326	104569	04/05/2024	106-341-42101	SPEED STUDY	1,439.60
				Vendor WIL26 - WILLDAN Total:	1,439.60
				Grand Total:	850,230.05

Report Summary

Fund Summary

Fund	Payment Amount
100 - General Fund	454,121.93
105 - Measure S -2006	62,914.11
106 - MEASURE S-2014	79,388.84
200 - Gas Tax Fund	7,186.44
201 - Restricted Real Estate Maintenance Fund	967.04
207 - NPDES Storm Water Fund	665.06
209 - Recreation Fund	12,623.52
212 - Building & Planning	28,127.02
215 - Measure C and J Fund	32.28
285 - Housing Land Held for Resale	156.73
310 - Lighting & Landscape Districts	290.13
325 - City Street Improvements	6,022.00
500 - Sewer Enterprise Fund	134,650.09
505 - Cable Access TV	241.16
525 - Information Systems	61,593.70
723 - Police Evidence Trust	1,250.00
Grand Total:	850,230.05

Account Summary

Account Number	Account Name	Payment Amount
100-000-31510	Other Tax/Business Lice...	168.00
100-10601	Gas Tanks/Corp Yard	5,397.62
100-110-42302	Travel & Training/Milea...	157.79
100-110-42303	Travel & Training/Meal A...	36.00
100-110-42514	Admin Exp/Special Depa...	3,200.00
100-110-43103	Utilities/Electricity & Po...	119.12
100-111-42101	Prof Svcs/Professional Se...	9,475.00
100-111-43103	Utilities/Electricity & Po...	156.73
100-112-42101	Prof Svcs/Professional Se...	1,387.50
100-112-43103	Utilities/Electricity & Po...	172.41
100-115-43103	Utilities/Electricity & Po...	429.44
100-116-42101	Prof Svcs/Professional Se...	2,294.33
100-116-42302	Travel & Training/Milea...	57.84
100-116-43103	Utilities/Electricity & Po...	125.38
100-117-43103	Utilities/Electricity & Po...	1,394.91
100-20018	Accounts Payable/CalCa...	39,950.90
100-221-42101	Prof Svcs/Professional Se...	3,000.00
100-221-42106	Prof Svcs/Software Main...	6,671.25
100-221-42107	Prof Svcs/Equipment Ma...	1,471.85
100-221-42303	Travel & Training/Meal A...	90.00
100-221-42514	Admin Exp/Special Depa...	71.60
100-222-42101	Prof Svcs/Professional Se...	485.00
100-222-42107	Prof Svcs/Equipment Ma...	573.38
100-222-42108	Prof Svcs/Building-Struc...	4,106.49
100-222-42201	Office Expense	112.17
100-222-42301	Travel & Training/Conf-R...	475.00
100-222-42514	Admin Exp/Special Depa...	1,115.34
100-222-43105	Utilities/Cable	248.85
100-223-42105	Prof Svcs/Network Main...	9,347.69
100-231-42101	Prof Svcs/Professional Se...	295,030.73
100-231-42108	Prof Svcs/Building-Struc...	669.25
100-341-42101	Prof Svcs/Professional Se...	1,253.89
100-342-42514	Admin Exp/Special Depa...	474.39
100-343-42108	Prof Svcs/Building-Struc...	2,852.62
100-343-43102	Utilities/Water	182.32
100-343-43103	Utilities/Electricity & Po...	2,722.34
100-343-44306	Other Materials Supp/M...	1,424.40

Account Summary

Account Number	Account Name	Payment Amount
100-345-42108	Prof Svcs/Building-Struc...	6,037.95
100-345-43102	Utilities/Water	668.16
100-345-43103	Utilities/Electricity & Po...	625.56
100-345-44306	Other Materials Supp/M...	7,415.97
100-465-42101	Prof Svcs/Professional Se...	47.76
100-551-42101	Prof Svcs/Professional Se...	42,425.00
105-231-42101	Prof Svcs/Professional Se...	62,914.11
106-231-42101	Prof Svcs/Professional Se...	76,395.74
106-341-42101	Prof Svcs/Professional Se...	2,993.10
200-342-42108	Prof Svcs/Building-Struc...	335.81
200-342-42514	Admin Exp/Special Depa...	4,489.00
200-342-43103	Utilities/Electricity & Po...	2,361.63
201-343-42108	Prof Svcs/Building-Struc...	548.93
201-343-43103	Utilities/Electricity & Po...	418.11
207-344-42107	Prof Svcs/Equipment Ma...	627.77
207-344-42108	Prof Svcs/Building-Struc...	37.29
209-551-42514	Admin Exp/Special Depa...	1,794.14
209-551-42515	Admin Exp/Special Events	560.75
209-552-42108	Prof Svcs/Building-Struc...	2,895.68
209-552-43804	Program Cost/Food Prog...	1,422.46
209-552-43809	Program Cost/Newsletter	305.90
209-552-43810	Program Cost/Center Ma...	417.15
209-552-43811	Program Cost/Supplies	483.75
209-553-42108	Prof Svcs/Building-Struc...	713.71
209-553-44306	Other Materials Supp/M...	16.35
209-554-42108	Prof Svcs/Building-Struc...	850.15
209-554-42302	Travel & Training/Milea...	1,214.77
209-554-42303	Travel & Training/Meal A...	275.00
209-554-43103	Utilities/Electricity & Po...	160.78
209-557-42108	Prof Svcs/Building-Struc...	970.31
209-557-42514	Admin Exp/Special Depa...	97.77
209-559-43103	Utilities/Electricity & Po...	444.85
212-461-42101	Prof Svcs/Professional Se...	23,060.00
212-461-43103	Utilities/Electricity & Po...	188.08
212-462-42101	Prof Svcs/Professional Se...	4,405.61
212-462-43103	Utilities/Electricity & Po...	473.33
215-341-43103	Utilities/Electricity & Po...	32.28
285-464-43103	Utilities/Electricity & Po...	156.73
310-347-42108	Prof Svcs/Building-Struc...	62.16
310-347-43103	Utilities/Electricity & Po...	151.25
310-348-42108	Prof Svcs/Building-Struc...	65.37
310-348-43103	Utilities/Electricity & Po...	11.35
325-342-47205	Improvements/Streets	6,022.00
500-641-42107	Prof Svcs/Equipment Ma...	4,913.00
500-641-42108	Prof Svcs/Building-Struc...	559.00
500-641-44303	Other Materials Supp/C...	9,675.44
500-641-44304	Other Materials Supp/Pe...	22,326.00
500-641-44305	Other Materials Supp/La...	719.35
500-641-44306	Other Materials Supp/M...	3,954.15
500-641-44410	Safety Clothing	248.29
500-642-42101	Prof Svcs/Professional Se...	84,964.03
500-642-42301	Travel & Training/Conf-R...	6,900.00
500-642-42514	Admin Exp/Special Depa...	51.47
500-642-43103	Utilities/Electricity & Po...	255.36
500-642-44306	Other Materials Supp/M...	84.00
505-119-43103	Utilities/Electricity & Po...	241.16
525-118-42101	Prof Svcs/Professional Se...	44,122.50
525-118-42510	Admin Exp/Software Pur...	7,601.96

Account Summary

Account Number	Account Name	Payment Amount
525-118-43101	Utilities/Telephone	8,790.78
525-118-43105	Utilities/Cable	29.87
525-118-43106	Utilities/Internet	1,048.59
723-20302	Deposits Payable/Police ...	<u>1,250.00</u>
	Grand Total:	850,230.05

Project Account Summary

Project Account Key	Payment Amount
None	842,413.91
20955142514GR2303	1,794.14
32534247205RO1710	<u>6,022.00</u>
	Grand Total:
	850,230.05

Approved By: Date: 4/11/2024



CITY COUNCIL REPORT

9.C.

DATE: APRIL 16, 2024
TO: MAYOR AND COUNCIL MEMBERS
FROM: LILLY WHALEN, COMMUNITY DEVELOPMENT DIRECTOR
SUBJECT: QUARTERLY UPDATE ON THE ECONOMIC DEVELOPMENT STRATEGY (COVERING JULY 2023-MARCH 2024)

RECOMMENDATION

City Staff recommends that the City Council receive and file report.

BACKGROUND

The City of Pinole ("City") adopted an [Economic Development Strategy](#) ("Strategy") in October 2022. The Strategy has six major initiatives to pursue over three years:

1. Economic Development branding and marketing
2. Business retention, expansion, and attraction around target industry clusters
3. Regional partnerships to expand resources for entrepreneurial development
4. Review and strengthen Pinole's business/development friendliness
5. Expand development capacity and pursue placemaking projects
6. Enhance interface with education/workforce development partners

This report provides an update on Year 1 activities per quarter to date (July 2023 through March 2024) undertaken by City staff and its consultant, RSG Inc. It also summarizes action steps to come in Year 2 (2024-25). Future updates will be provided on a quarterly basis.

REVIEW AND ANALYSIS

Q1 Accomplishments (July to September 2023)

Business Visitations and Stakeholder Outreach (Initiatives 1-4)

In July 2023, RSG met with 12 Pinole business owners and stakeholders to introduce the Strategy and collect feedback on what the City could do to support the business community. The main recommendations were:

Make Old Town Pinole a Destination for people in and outside of Pinole. The community craves a central location to gather, especially young families who move for the affordability but miss the amenities of more urban areas. Take advantage of Pinole's unique historic architecture to create a vibrant downtown.

- **Define the Old Town Pinole area** (signage, banners, lighting).
- **Market Old Town Pinole** and local businesses on social media. Pinole needs

a central, coordinated social media marketing efforts.

- **Host special and pop-up events** to increase foot traffic (live music, food, public art showcases, etc.). Take care of event permit processing, fees, and alcohol licenses. Market to public and inform local businesses.
- **Take advantage of open spaces** (Community Corner, Fernandez Park) to create gathering spaces and build community.
- **Increase lighting (Trees and street), outdoor seating, and walkability.** Nights are too dark and the streets are empty.
- **Diversify businesses** by attracting more sit down restaurants and boutique retail (small grocery store, bookstore, apothecary, etc.). Embrace local small businesses and artisans.

Pinole needs someone to take leadership on coordinated business improvement and economic development efforts and someone to be the face for these efforts. Business owners are too busy to coordinate joint events, marketing, or improvements (street, façade, lighting, etc.). A new City **Economic Development staff member** could fill this role to act as a champion for local businesses. If a critical mass of businesses participate, others will follow and the City can activate volunteers in the business community.

Keeping a pulse on the community and building rapport. Businesses will be more willing to contribute their time and money on joint business improvement efforts, like a Business Improvement District or business association, if they have confidence in the City and see value in what they are doing. A City Economic Development staff member could **conduct business visitations on a regular basis to gain the business community's insight and support their success**. Bilingual efforts could help build trust with immigrant entrepreneurs.

Promote Pinole as a business friendly City. Assist with permit processing and fees. Coordinate permitting efforts between departments. New and old entrepreneurs are overwhelmed by the length and cost of the permitting process to open a business and obtain special licenses. Dealing with multiple agencies, such as the Health Department or Fire, can create a bottleneck. A **Business Concierge and Quick Response Team** could help relieve some of this pressure by walking customers through the permitting process and assisting along the way. The City can communicate when it is implementing a third-party or legal requirement that is out of its hands, but is doing what it can do help. An in-house Economic Development staff person is necessary to lead this effort, which is why this initiative has been shifted from Year 1 to Year 2.

Assist with façade improvements. The City could consider providing financial and permitting assistance to businesses to conform with signage requirements and refurbish properties in disrepair. Since the City is a General Law City, how this is structured is critical to not trigger prevailing wage on small businesses who would receive a grant.

Connect businesses to hiring resources, like the workforce development board or SBDC at Contra Costa College. Employers are having a hard time finding employees, especially when paying closer to minimum wage (\$15-\$18/hour). Some businesses cannot afford to go higher without pricing their goods and services out of the market.

Consider cross-jurisdictional promotion by partnering with the East Bay Economic Development Alliance (EDA) and neighboring cities to promote businesses in the area on a regional basis (e.g. create an “East Bay Made” or “Pinole Made marketing program where local jurisdictions and business can take a template to cater locally).

Activate the Community Corner or other public spaces with a special events. Many business owners commented the City only hosts a few special events, but it the City hosts several per year. There is a gap in marketing or communication here. Other types of events to generate foot traffic for businesses could include [pop-up artisan markets](#), craft beer fairs, [food truck pods](#), street fairs, and [festivals](#). One Old Town business mentioned their evening sales doubled during special events at Fernandez Park. This could be done by City staff or a volunteer effort to start. Finding a volunteer or volunteers who are downtown stakeholders to take the lead on this could test out if there is sufficient interest from these parties to invest in their own promotional efforts, and in turn, a more organized effort such as a business improvement district. If this is done on a volunteer basis, the City could consider permit expediting, barrier staging support, trash can placement, and site clean-up.

Out of all the suggestions we heard, one suggestion stands out amongst the rest. That is hiring an economic development staff person. Staff has found with RSG’s economic development program implementation support, having someone on board to facilitate these business-related conversations is critical to understanding and supporting our vital business community.

Market Research (Initiative 1D)

CoStar market reports demonstrate strong occupancy rates overall, despite some shopping centers with lower vacancy rates. An evaluation of sales tax data (which is confidential) reveals the importance of building relationships to retain valued businesses that are high sales tax generators. A Smith Travel Research market report shows little demand for new hotels, however the City can focus on improving existing hotel sites and talking to hoteliers and others. We have started these efforts and will continue these conversations at the International Council of Shopping Centers (“ICSC”) conference in May 2024 to market the City.

Target Industry Clusters (Initiative 2A)

Based on market research and feedback from stakeholders, City staff identified eight target clusters to focus business retention and attraction efforts:

1. Retail/Restaurant (entertainment and placemaking uses)
2. Health Services
3. Information Technology and Analytical Instruments
4. Medical Devices
5. Communications Equipment and Services
6. Business/Professional Services
7. Insurance Services
8. Video Production and Distribution (motion picture production and related industries such as a film tech school or equipment rental and catering could complement new WB soundstage in Vallejo)

Hospitality and Tourism was not selected as a target cluster because there is little demand for new hotel, however City staff and RSG are talking to hotel owners about potential for

improvements.

RSG reviewed business license data and compiled a list of Pinole business that are within these target clusters.

Identified Opportunity Sites (Initiative 5C)

City staff identified over 20 sites in the City that offer potential for new development or improvements. The sites will be marketed to retailers, and developers at the ICSC conference in May 2024.

Reviewed Available Funding Resources (Initiative 5C)

City staff determined there are no remaining American Rescue Plan Act (ARPA) dollars available for economic development efforts. As an alternative, City staff is considering the use of City funds already budgeted for complementary efforts (e.g. Capital Improvement Projects for lighting or road improvements) and exploring grants or other public agency assistance. The City would need to be cautious about whether any direct assistance to businesses could trigger prevailing wage, in which case it could be beneficial to contract with a third party to administer funds.

Q2 Accomplishments (October to December 2023)

Broker/Developer Outreach (Initiative 1)

RSG has spoken with local brokers at Lee and Associates and Colliers who are interested in cultivating an ongoing relationship. Colliers offered to connect the City to their research team to identify trends in Pinole and the larger region and share the types of economic incentives their brokers are seeing around the State. Broker outreach will be an ongoing long-term effort. RSG has also spoken with several developers active in the city to connect them with the appropriate City departments and has support the Department's conversations with them.

Economic Development Branding (Initiative 1A)

City staff worked with Golden Shovel to develop temporary economic development branding guidelines and a tagline that will be used in marketing materials at ICSC and to refresh the City's Economic Development webpage.

Summit Meeting (Initiative 1E)

RSG and City staff planned for the Summit Meeting described under the Q3 accomplishments, coordinating event logistics and inviting speakers.

Target Industry Clusters (Initiative 2A)

RSG reviewed business license data and compiled a list of Pinole business that are within the target industry clusters identified in Q1 to inform business retention efforts.

Explored Partnership with California Main Street (Initiative 2C)

[California Main Street](#) (CAMS), a division of [Main Street America](#), was established by the National Trust for Historic Preservation to address issues facing older and historic downtowns. The City explored whether CAMS could engage with business owners to coordinate marketing, retention, and attraction efforts. The average cost is \$375,000 per year with a recommended minimum of \$150,000 per year. A City staff member would devote 10-25% of their time to assist as needed (special event planning and permitting, talking to Council members, etc.).

The program takes about one to two years to implement after conducting initial business outreach to create a Board, strategy, and business volunteer committees.

After exploring this option, RSG recommends hiring an in-house Economic Development staff person as intended by the Strategy (ideally, full-time). Main Street does not provide direct staffing, and instead coordinates with business owners to volunteer their services. The City needs in-house staff to serve as the face of the City as a Business Concierge, to gain valuable business community insight, assist in aligning City efforts and messaging with the business community, and cultivate a trusted ongoing relationship with business owners.

Bayfront Chamber Meeting (Initiative 2C)

City staff and RSG met with the Bayfront Chamber, who supports the Pinole small business community through marketing, advising on improvements, and business visits. The Chamber was instrumental in helping the City implement its Pinole Perks program last year. The Chamber offered suggestions to implement the Strategy, including:

- *Help Old Town Businesses* with marketing, improving lighting, bringing in foot traffic, and slowing down the street.
- *Promote Business Outside Major Shopping Areas*, such as the Trader Joes shopping Center.
- *Expand Pinole Perks* to revive the program around short-term events, such as Small Business Saturday, Small Business Week, and the holiday season.

Chamber staff attended the Economic Development Summit and offered to promote the meeting to its members.

Customer Relationship Management (Initiative 2)

City staff explored different options for a Customer Relationship Management (CRM) system to help manage economic development outreach efforts by populating with business license data, identifying key stakeholder contacts, tracking business type, number of employees, ownership/rental status, lease terms, important dates, log dates and topics of contact, and set reminders to follow up as needed. It is possible this could be built into the City's new permit application system; however other options will be explored.

New Permit Application System (Initiative 4)

City staff expect the new permitting system, a two-year implementation project, will be released to the public in May of 2024. This comprehensive and centralized web-based system will enable citizens, business owners, contractors, architects, and engineers to view project, permit and license status, submit applications, and request inspections 24/7 from the comfort of their own homes. The system will increase efficiencies for the City, access to the public and improve turnaround times significantly.

Identified Potential Grant / State Funding Needs (Initiative 5C)

City staff brainstormed economic development projects that could be promoted by Townsend Public Affairs, who helps the City obtain grants and State funding, which includes many of the improvements suggested by business owners (e.g. lighting, façade, and street improvements, public art, small business support).

Q3 Accomplishments (January to March 2024)

Summit Meeting (Initiative 1E)

The City hosted an Economic Development Summit on February 15, 2024 to update stakeholders on the Strategy and make a call to action. Six regional partners (Small Business Development Center, East Bay, Contra Costa County, East Bay Renaissance Entrepreneurship Center, San Pablo Economic Development Corporation, Bayfront Chamber of Commerce and the East Bay Economic Development Alliance) presented the services they offer to local businesses. The Summit was attended by 37 stakeholders who were invited to stay informed, be involved, invest their time and resources, and ignite positive change. Nine stakeholders provided their contact information and expressed interest in assisting the City with its efforts. More information about the Summit, including the slides and an abbreviated recording of the slide presentation, can be found on the [City's Economic Development page](#).

Business Visitations (Initiatives 1-4)

City staff and RSG met with a local family interested in transforming their property into a new special event space. City staff visited the property to advise on improvements necessary for the entitlement and building permit process and connected the family to related resources such as the Small Business Development Center and County Health Department. RSG had spoken with this family since July 2023 about what they envision for their property, which prompted the meeting.

RSG met with three other businesses to offer the City's assistance to achieve future goals for their properties. The efforts here are focusing on how to help them owners achieve a greater use for their properties/businesses while aligning the development with the City's goals. This will be an ongoing discussion.

Shopping Center Outreach (Initiative 5A)

RSG has contacted over 10 shopping center owners to offer the City's help recruiting new tenants at the ICSC conference in May 2024 and offer ongoing assistance to recruit new businesses when they have vacancies. Two shopping center owners provided information about vacancies and desired tenants. Two additional shopping center owners/property managers will meet with City staff and RSG at ICSC.

ICSC Preparation and Marketing Materials (Initiative 1)

City staff and RSG are developing a brochure to market the City to retailers at ICSC, which will highlight Pinole's strengths and include a link to a map with Opportunity Sites, including information about available vacancies shared by shopping center owners (see **Attachment A** for draft brochure, noting that the links/QR codes are still in draft form).

EIFD Memo (Initiative 5A)

RSG provided a memo (**Attachment B**) giving an overview of what Enhanced Infrastructure Financing Districts can do as a tax increment financing tool, including eligible projects. If directed by City Council, City staff can pursue an EIFD feasibility study to explore if this is a viable tool for Pinole.

Upcoming Actions

The remainder of Year 1 will focus on:

- Shopping center and business owner outreach. Staff and RSG will continue to contact key business and shopping center owners to let them know they are valued in Pinole, understand their future plans, learn of current or upcoming vacancies, and offer the City's assistance to advance any revitalization goals.
- Business Recruitment. City staff will attend the national International Council of Shopping Centers ("ICSC") conference in May 2024 to meet with retailers that the City may be interested in recruiting, and existing Pinole retailers that are valued tenants. Staff will talk to exhibitors to market Pinole and provide a map of potential opportunity sites in the City.
- Economic Development Webpage Improvements. City staff and RSG will suggest improvements. It will include hiring and entrepreneurial resources such as the Workforce Development Board of Contra Costa County, Small Business Development Center, and East Bay Renaissance Entrepreneurship Center. Employers are having a hard time finding employees, especially when paying closer to minimum wage. Some businesses cannot afford to go higher without pricing their goods and services out of the market. These resources can help employers strategize to find employees and develop business plans.
- Recruit a leader to coordinate business improvement efforts and act as a liaison between businesses and the City. This person would partner with businesses to coordinate special events, undertake regional marketing, and advocate for improvements important to local businesses (such as outdoor seating, façade improvements, increased lighting, etc.). This step is essential groundwork for establishing a Pinole business concierge and quick response team. RSG recommends hiring a full-time Economic Development Manager to fulfil this role given the volume of work involved. Aging this is a critical component to help support and understand the business community while supporting City goals and programs.
- Keep a pulse on the community and build rapport. Businesses will be more willing to contribute their time and money on joint efforts, like a Business Improvement District ("BID"), if they have confidence in the City and see value in what we are doing. Exploring the potential of a BID is a Year 2 action item; establishing a BID is typically a 2-3 year process that requires significant business outreach to build trust.

A summary of Year 1 and upcoming Year 2 action steps are provided in the following Table 1.

<i>Initiative</i>	<i>Year 1 Essential Actions</i>	<i>Status</i>	<i>Year 2 Actions</i>
1. Branding/Marketing	1. ED website / new brand 2. Launch retail/restaurant tenant recruitment effort 3. Civic organization	1. Branding complete, Website design Q4 / Year 2 2. Underway (Business visitations, broker	1. Implement targeted advertising campaign for retail recruitment 2. Establish and implement annual calendar for attendance at

	summit 4. Plan marketing services	outreach, ICSC) 3. Held February 2024 4. Developing marketing materials for ICSC that can be used in the future	selected industry events 3. Host industrial broker luncheon/site tour to establish Pinole as a viable location for targeted office/industrial tenant types (continue on annual basis)
2. Business Retention/Expansion/Attraction	1. Define partner roles (MOU) for business attraction 2. In-house plan for existing business outreach	1. Underway. Recommended full-time Economic Development staff person to serve as point person and implement Strategy 2. Business and shopping center owner outreach is underway through business visitations, phone calls, and e-mail outreach	1. Conduct needs assessment of firms receptive to business retention/expansion assistance and develop customized responses to address specific needs 2. Implement marketing effort for identified business attraction targets 3. Customize entrepreneurial development resources to maximize startup potentials in targeted industry clusters 4. Customize workforce development resources to ensure competitive pipeline of workers to meeting staffing

			needs of targeted industry clusters
3. Entrepreneurial Development	1. Inventory regional/partner programs and resources 2. Webpage (partner links) 3. Plan “startup network” workshop (with partners)	1. Met with regional partners who spoke at Summit Meeting about their services and responded to Pinole’s “call to action” 2. ED branding guidelines and tagline is complete. Website partner links in Q4 / Year 2 3. Q4 / Year 2 activity	4. In conjunction with regional partners, organize a local annual “startup network” workshop featuring presentations from partner organizations and providing networking opportunities for prospective startups
4. Business/Development Friendliness	1. Organize “Business Concierge” and “Quick Response Team” programs 2. Set up annual survey of competing cities’ fees	1. Cannot complete until ED staff person is hired (full-time recommended); push to Year 2 activity. 2. City staff effort underway	3. Fund and publicize small business financial assistance programs (i.e., small loans and/or grants for specific business improvement purposes) 4. Establish and publicize branded program(s) for streamlined business permitting and development entitlements

			5. Host annual broker/developer appreciation event (include a “customer satisfaction survey” to obtain ongoing feedback on ways City can improve business/development friendliness)
5. Development Capacity/Placemaking	1. Launch “reposition retail” 2. Investigate options/costs for EIFD formation 3. Internal game plan (scope, etc.) for revising Three Corridors Specific Plan (if needed)	1. Business and shopping center owner outreach and retail recruitment is underway (ICSC May 2024) 2. EIFD memo drafted; RSG provided estimated cost. Investigated potential for ARPA (\$0); reviewing City budget to identify complementary activities 3. To occur after current zoning/specific plan amendments are	4. Investigate potential for establishing one or more business improvement districts (BID's) to fund revitalization and placemaking activities within special focus areas (e.g., Downtown) 5. Prepare Broadband Master Plan (this is already a funded City project, separate from the EDS) 6. Conduct focus group meeting with development community to identify market demand prospects for various reuse approaches/concepts 7. If initial investigations

		concluded	indicate feasibility of the EIFD concept, retain consultant team to prepare necessary studies, etc. to establish EIFD
6. Workforce Interface	1. Establish Pinole Workforce Development Consortium (PWDC) 2. Webpage listing workforce development resources 3. Strategy to connect firms with training resources	1. Many regional partners attended the ED Summit meeting and responded to the “call to action”. An Economic Development staff person must be hired to lead efforts to establish a PWDC 2. Webpage in Q4 / Year 2 3. Summit meeting introduced stakeholders to several resources; add to webpage in Q4 / Year 2 and connect firms to resources on an ongoing basis	4. Conduct survey of Pinole’s resident workforce to identify characteristics (commute distances, occupations, skills, adaptability to remote work, etc.) of Pinole residents who work in other communities 5. Based on workforce survey, define strategy for leveraging work-from-home trends as part of Pinole’s marketing, business attraction and entrepreneurial development strategies

FISCAL IMPACT

There is no fiscal impact to receiving this report. Fiscal impact of an Economic Development Coordinator/Manager will be evaluated in the budgeting process for FY24/25.

ATTACHMENTS

- A. Draft Brochure for ICSC
- B. EIFD Considerations Memo
- C. Exhibit A- CC County EIFD Policy

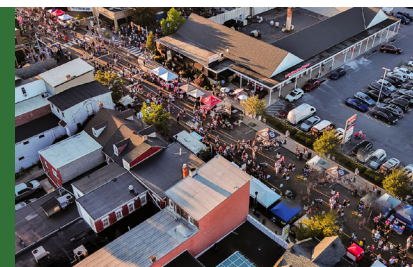


If you are considering planting and growing your business in the Bay Area, imagine:

- A diverse and vibrant community that fosters innovation
- A city where families thrive, supported by a wealth of recreational, educational, and workforce opportunities
- An ecosystem primed for business success
- Breathtaking rolling hills, captivating waterfront views, tranquil creeks, and a charming historic downtown

www.pinole/business.com

Explore opportunities.



Business MINDED:

A flourishing community with strong, existing retail centers. The nearest trade area is just a ten-minute drive with a population of 190,000, prioritizing the empowerment of new businesses.



People CENTERED:

An established city that prioritizes family, health, and overall quality of life. Renowned as one of the most diverse and racially integrated cities in the Bay Area, Pinole stands as a beacon of inclusivity and well-being.



Amenity DRIVEN:

Pinole is characterized by top schools, vibrant neighboring cities, distinctive shopping centers, and a robust workforce. Bayfront access and scenic views are just the beginning of its offerings.



Wellness FOCUSED:

Active, outdoor lifestyles are embedded into Pinole's very core, with accessible amenities tailored for residents, workers, and visitors alike, fostering a vibrant community where well-being thrives.



Pinole: A thriving Bay Area oasis, rooted in community:

- Near San Francisco, Oakland and Berkeley
- 15,000 daytime population
- Business centered city
- Inviting climate with mild temperatures
- Supportive city government

COMMUNITY, GROWTH, OPPORTUNITY

PINOLE
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WHERE Opportunity LIVES



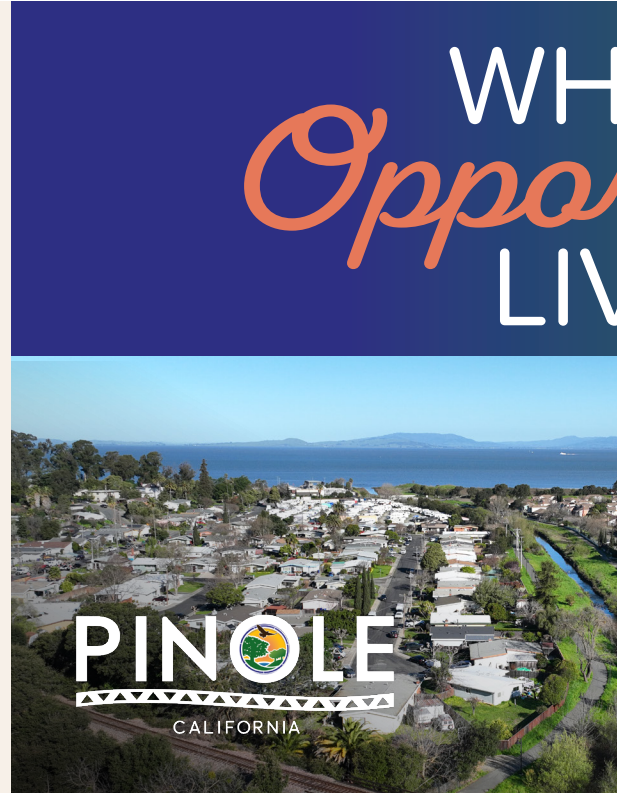
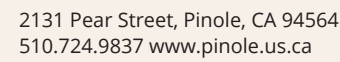
PINOLE

RICHMOND

BERKELEY

OAKLAND

SAN FRANCISCO



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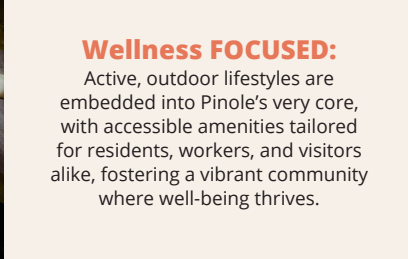
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COMMUNITY, GROWTH, OPPORTUNITY

PINOLE

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- ## COMMUNITY, GROWTH, OPPORTUNITY



City of Pinole
Community Development Department
MEMORANDUM

DATE: APRIL 15, 2024

TO: MAYOR AND COUNCILMEMBERS

FROM: LILLY WHALEN, COMMUNITY DEVELOPMENT DIRECTOR

SUBJECT: ENHANCED INFRASTRUCTURE FINANCING DISTRICT CONSIDERATIONS

The information in this Memorandum was prepared by the City's Economic Development Consultant, RSG, Inc.

BACKGROUND

Enhanced Infrastructure Financing Districts ("EIFD") are a financing tool to fund infrastructure improvements in targeted areas using tax increment financing. The City of Pinole's ("City") 2022 Economic Development Strategy ("Strategy") set a goal to explore the feasibility of an EIFD in Pinole and understand potential City costs.

This memo presents background information on how EIFDs work and general considerations for the City to inform the process. The largest takeaways are:

- EIFDs are a long-term strategy to finance projects of community-wide significance. They do not generate immediate revenues and cannot be used for operating costs and services.
- With an EIFD, the City would commit a portion of property tax revenues that otherwise go to the General Fund to invest in eligible projects.
- EIFDs would enable the City to issue bonds to fund projects that serve the community and that may catalyze new development.
- An EIFD could have more impact if other taxing agencies agree to contribute a share of property tax to fund mutually beneficial projects. For example, the City could contribute a proposal to the County to jointly fund projects that generate jobs or develop affordable housing.

REVIEW AND ANALYSIS

What are EIFDs?

EIFDs are special districts that collect a portion of property tax revenues in a defined area to fund public infrastructure, economic development, and affordable housing projects of community-wide significance.

What can an EIFD fund?

EIFDs may fund infrastructure projects that provide a **community-wide benefit** and **have a useful life of at least 15 years**. Examples include, but are not limited to:

- Road, highways, streets, parking facilities, and transit facilities
- Transit priority facilities
- Sewer, reclamation, and water facilities
- Solid waste facilities
- Public safety facilities
- Flood control levees and dams, retention basins, and drainage facilities
- Libraries
- Parks, open space, and recreational facilities
- Childcare facilities
- Improvements related to fighting climate change
- Brownfield restoration and other environmental mitigation
- Affordable housing

EIFDs may fund the purchase, expansion, improvement, or rehabilitation of property related to such projects. They may fund planning and design work and ongoing or capitalized maintenance costs directly related to eligible projects. **EIFDs may not finance the costs of an ongoing operation or providing services** of any kind.

How are EIFDs formed and governed?

An EIFD can be formed by a single entity, like a city, or by multiple taxing agencies like a city, county, and/or special district. Each participating agency commits a share of property tax revenues they receive from the district boundary to fund eligible projects. School districts may not participate.

The founding parties form a Public Financing Authority (“PFA”) that authorizes, develops, and eventually implements an Infrastructure Financing Plan that makes budget projections and creates an investment plan. The PFA oversees EIFD finances and activities.

Contra Costa County has a policy that outlines how cities can request their partnership on an EIFD for specific projects requiring a regional funding approach.

Priority policy areas are workforce development/job creation, transportation, homeless prevention, and sustainability. Residential development funded with tax increment must be at least 50% affordable. The County will only commit funding up to 25 years; any longer requires special Board approval. As noted below, EIFDs last 45 years.

How are EIFDs funded?

EIFDs use tax increment financing. When a district is formed, it established a “base year” value for properties within its boundaries. Participating agencies commit a share of property tax revenues generated from growth above the base year value for a 45-year period.

Rather than depositing all property tax revenues from the district into the City’s General Fund, a portion would be diverted to the EIFD to fund eligible projects. EIFDs can bond against projected revenues to fund projects.

EIFDs do not create a new tax, nor do they result in any additional taxes or fees to the property owners.

What are important considerations when forming an EIFD?

- EIFDs are not a new revenue source like a tax or fee. It is a commitment of property tax revenues to fund eligible projects.
- The City must commit a share of property tax revenues to an EIFD that would otherwise go to the General Fund.
- EIFDs are more financially feasible when multiple taxing agencies contribute to fund mutually beneficial projects.
- EIFD boundaries should include areas that are projected to have large growth in property values, such as vacant land with development potential.
- An EIFD can invest in projects that generate new economic growth for the district and have a community-wide benefit.

What are the City’s initial next steps to explore an EIFD?

An EIFD feasibility study is necessary to:

1. Identify goals and desired projects that are eligible to be funded by an EIFD. Estimate project costs.
 - a. Of those projects, identify which ones could interest the County or special districts who receive property tax revenues from Pinole.

2. Identify potential district boundaries. Ideally the boundaries will have high potential for new development to generate sufficient tax increment for the district.
3. Create “rough cut” financial projections to estimate how much revenue a district could generate over 45 years. Determine the capacity to issue bonds to fund desired projects. Determine what share of property tax revenues the City would need to commit for financial feasibility.
4. If the rough cut projections show an EIFD feasible, refine boundaries and prepare more detailed financial projections.
5. If desired projects are of regional significance, have discussions with the County and/or special districts about a potential partnership and negotiate their potential property tax share to refine the financial projections.
6. Report results of feasibility study to City Council and potential partners to determine if moving forward with the EIFD formation process, which can take 12-18 months.

EXHIBITS

A- Contra Costa County EIFD Policy



CONTRA COSTA COUNTY

POLICY ON PARTICIPATION IN ENHANCED INFRASTRUCTURE FINANCING DISTRICTS

Contra Costa County supports economic development projects benefiting the residents of the County and will review proposals from cities seeking financial partnership with the County through an Enhanced Infrastructure Financing Districts (EIFD), pursuant to this Policy. The County will prioritize Commercial and Industrial development that promotes creation of above minimum wage jobs within the region. In addition, projects that offer private investment to complement investment of public funds will be viewed favorably by the County.

Proposals shall be submitted to the Department of Conservation and Development and include the following components for County review:

1. Contribution of Tax Increment

- a. Minimum City Contribution. The City shall contribute at least the same percentage share of tax increment that the County, excluding Affected Taxing Entities as defined by Government Code section 53398.51(a) governed by the County Board of Supervisors.
- b. Maximum County Contribution. The County will contribute no more than 50% of the County share of future *ad valorem* property tax increment generated in the proposed geographic area of the EIFD, as defined further in Section 1(d) below.
- c. Correlation of Contributions. In the case that the actual dollar amount share of the percent contributions outlined in Section 1 (a) and (b) above result in the City contributing a lower dollar amount than the County, then the City will increase its dollar amount contribution to be at least equal the County dollar amount contribution.
- d. Limitations on Tax increment. The County tax increment contribution to the EIFD will only be composed of future *ad valorem* property tax increment growth within the proposed geographic area of the EIFD (the "Future Increment"), excluding the base tax increment of the area (the "Base Increment"). The Base Increment is equal to the *ad valorem* property tax increment of the EIFD area for the fiscal year property tax assessment roll in which the EIFD was created.

2. Term of County Participation in EIFD

- a. Maximum term. The County will participate in joint EIFDs for a period not longer than 25 years. This allows consistency with County policy on the issuance of municipal securities for

As of September 22, 2021

a period not longer than 20 years, but also includes an additional five-years for project development and closeout over the life of the EIFD.

b. Procedures for Extension.

- i. The County plans to enter into partnerships with cities for specific projects requiring a regional funding approach best suited for an EIFD model with a duration consistent with Section 2(a) above with the assumption that future extensions will be unnecessary.
- ii. The County will review scenarios for extending its participation in an existing EIFD, at the discretion of the Board of Supervisors, upon receipt of an updated proposal from a City as outlined in Section 3 below and may decide to extend its participation in the EIFD for a period longer than the term in Section 2(a) on a case-by-case basis.

c. Termination Prior to End of Term.

- i. Non-Performance. If project construction has not commenced within two-years following creation of a joint EIFD, then the County, City and EIFD Governing Board shall identify whether the project is likely to commence within one-year. If project construction has not commenced within three-years following creation of a joint EIFD, then the County, City and EIFD Governing Board shall immediately begin proceedings to dissolve the EIFD.
- ii. Change in Project Feasibility. If following creation of an EIFD and prior to the timeline established in Section 2(c)(i) above the County and the City determine that the project is no longer feasible, then the County, City and EIFD Governing Board shall immediately begin proceedings to dissolve the EIFD.
- iii. Mandatory Acknowledgement. The City agrees to the terms set forth in Section 2(c)(i-ii) above as a condition of submitting its project proposal to the County for review.

3. Required Elements for City Proposals

- a. Executive Summary. This section should provide an overview of the City's proposal in a summary form easily understood by members of the public outlining the proposed project, including financial impacts and social benefits to the community, as outlined further below.
- b. Project Description. This section should provide details related to the proposed project, including at least the following aspects:
 - i. Proposed Project Details.
 - 1. Discuss Commercial, Industrial and Residential aspects of the project

2. Related metrics, including number of permanent jobs above the minimum wage, access points to public transit, number and type of housing units (affordable and market rate), business park square footage, etc.
3. Stage of current planning efforts (status of approved entitlements or Disposition and Development Agreements (DDAs) with developers, actions taken by the City Council, etc.)

ii. Demonstration of Social Benefits.

1. Qualitative analysis of why a joint EIFD model is the best approach to implement the City's proposed project within the City limits, such as:
 - a. Why City and developer finances alone are insufficient to finance the project
 - b. Why the County is best suited to partner with the City on the proposed project
 2. How are the project goals of the City consistent with the stated goals of the County Board of Supervisors in one or more policy areas, such as:
 - a. Workforce development/job creation
 - b. Transportation improvements
 - c. Homeless Prevention
 - d. Sustainability
 3. To be considered favorably relative to workforce development / job creation benefits, proposed projects should generate new permanent jobs that cover a range of job types and industries, serve the workforce characteristics of County residents (ideally residents local to the immediate sub-region of the project), and require skills and knowledge at a variety of levels. Permanent jobs generated by proposed projects should be career-track and pay above minimum wage. Furthermore, to be favorably considered in this category, proposed projects should contribute significantly toward addressing the County's overall jobs-housing balance, which as of 2021 has far more homes than jobs for its residents. Job generation in areas of the County with the fewest employment opportunities for local residents is particularly important.
 4. Projects including a Residential development component should include an affordable housing commitment of 50%; however, a lower percentage may be considered for units made available to households with an Area Median Income (AMI) of 50% or lower, in which case the commitment shall be no less than 20%.
- c. Financial Analysis. This section should provide a comprehensive analysis of the project economics, including financial impacts to the County and the City over the course of the project life and beyond, including at least the following aspects:

As of September 22, 2021

i. Financial Details Related to Project

1. Summary of assumptions, including backup context for selecting those assumptions
2. Anticipated net growth in *ad valorem* property tax in the EIFD area, both with and without development of the proposed project
3. Proposed tax increment contributions from each jurisdiction (as percentage and dollar amount)
4. Plan of finance for any municipal securities to be used for the project
5. Assessment of other one-time revenue sources being used to finance the project
6. Related Transient Occupancy Tax (TOT), Sales Tax or other revenues to be generated from proposed project
7. Estimated new ongoing expenditures related to the project area for the provision of municipal services, including a sustainable plan of finance
8. Sensitivity analysis illustrating how market forces may change the above analyses
 - a. Impacts of cost escalation
 - b. Impacts of other assumptions of project feasibility that may not materialize over the term of the EIFD project and beyond

ii. Ongoing Administrative Responsibilities

1. Proposed budget to staff the EIFD over the life of the District
2. Continuing disclosure responsibilities related to the issuance of municipal securities or other loan instruments
3. Ongoing grant reporting responsibilities

iii. Positive Net Impact to the County. The project proposal must determine that there is a positive net financial impact to County finances.

4. County Analysis of City Proposal. In the course of evaluating the City's proposal, it may be necessary for the County to hire consultants to assist in the evaluation. The City shall compensate the County for reasonable costs of outside consultants assisting the County with its evaluation of the City's proposal.

5. Miscellaneous Provisions.

- a. The County shall not participate in any EIFD that uses eminent domain on inhabited residential properties.
- b. For projects with an affordable housing component, the County will be interested to explore crediting some of the new housing toward the County's Regional Housing Needs Allocation.



CITY COUNCIL REPORT

9.D.

DATE: APRIL 16, 2024
TO: MAYOR AND COUNCIL MEMBERS
FROM: MARKISHA GUILLORY, FINANCE DIRECTOR
SUBJECT: APPROVAL OF FINANCIAL AND INVESTMENT POLICIES FOR FY 2024/25

RECOMMENDATION

City staff recommends that the City Council adopt a resolution approving the Financial and Investment Policies for Fiscal Year (FY) 2024/25.

BACKGROUND

It is best practice in public finance and the recommendation of the National Advisory Council on State and Local Budgeting (NACSLB) and the Government Finance Officers Association (GFOA) that public agencies regularly review and update their financial policies as appropriate. Consistent with best practices, the City either reconfirms or updates its financial and investment policies as part of the annual budget process.

The financial policies are intended to set guidelines on how the City will manage its financial resources as well as to provide direction for financial decision-making.

Financial policies are central to a strategic, long-term approach to financial management. Adopting formal written financial policies includes their ability to help government agencies:

- Institutionalize good financial management policies;
- Clarify strategic intent for financial management;
- Define boundaries;
- Support credit ratings;
- Promote long-term and strategic planning;
- Manage risks to financial condition; and
- Comply with established public management best practices.

City staff presented the proposed Financial and Investment Policies for FY 2024/25 to the Finance Subcommittee at its meeting on March 27, 2024. The proposed Financial and Investment Policies for FY 2024/25 contain only minor updates to the FY 2023/24 policies. The Subcommittee accepted staff's recommendation to present the proposed policies to the City Council for adoption.

REVIEW AND ANALYSIS

Staff is presenting the proposed Financial and Investment Policies for FY 2024/25 for

City Council consideration and adoption. The policies are consistent with municipal finance best practices and align with standard financial policies recommended by the Government Finance Officers Association (GFOA) and those implemented by other local government agencies. Therefore, staff is not recommending any substantial changes to any of the policies other than minor changes to two of the policies. Clean and redlined copies of the policies have been provided for review (Attachments A and B). The following section provides a summary of each policy.

Structurally Balanced Budget

The City will aspire to create a proposed General Fund operating budget that is structurally balanced whereby current expenditures will be funded by current year revenue. If the proposed operating budget is structurally imbalanced, the City will develop a plan to create a proposed General Fund operating budget for the subsequent fiscal year that is structurally balanced.

Staff recommended change: none.

Reserve Policy

The City will establish and maintain reserves to meet certain anticipated future obligations as well as to ensure that the City maintains adequate financial resources to continue to provide basic municipal services in the event of a significant unanticipated revenue decrease or expenditure increase.

Staff recommended change: update the fund balance designation of the reserve from “assigned” to “committed.” Per the Governmental Standards Board (GASB) Statement No. 54, committed fund balance includes amounts that can only be used for specific purposes determined by a formal action of the government’s highest level of decision-making authority. Staff recommends this change as use of committed fund balance requires City Council approval by resolution.

Revenue Policy – One-Time (Non-Recurring) Resources

The City will strive to maintain a diversified and stable revenue base that is not overly dependent on any individual revenue type, land use, or major taxpayer. One-time resources (also referred to as “non-recurring”) should be used for one-time (non-recurring) expenditures, including but not limited to establishing and rebuilding reserves, early retirement of debt, capital expenditures, and reducing unfunded pension liabilities (California Employee Retirement System (CalPERS) and Other Post-Employment Benefits (OPEB)).

Staff recommended change: none.

Revenue Policy – User Fees and Charges

The City of Pinole is empowered to recapture, through fees, up to the full cost of providing specific services. Regular and consistent review of all fees is necessary to ensure that the costs associated with delivery of individual services have been appropriately identified, and that the City is fully recovering those costs. It is the City’s policy to set user fees at full cost recovery levels, except where a greater community benefit is demonstrated to the satisfaction of the City Council, or when it is not cost effective to do so. The City will recover costs of new facilities and infrastructure

necessitated through development impact fees consistent with state law.

Staff recommended change: none.

Expenditure and Budget Policy

The City will deliver service in the most efficient and cost-effective manner. This includes utilizing the services of volunteers in areas where operationally and economically viable. The budget will state the objectives of the operating programs, and identify the resources being provided to accomplish the specified objectives.

Staff recommended change: none.

Debt Policy

The City will limit the use of debt so as not to place a burden on the fiscal resources of the City and its taxpayers. Long-term borrowing will be limited to capital improvements or projects that cannot be financed from current revenues. When capital projects are financed, the City will amortize the debt within a period not to exceed the expected useful life of the project. The City will limit the total debt ratio (debt guaranteed by the General Fund) to 10% or as required by bond coverage ratios. The debt ratio is calculated by the relationship between the debt and the General Fund revenue.

Staff recommended change: none.

Receivables Policy

The City will ensure the timely invoicing, monitoring, and collection of outstanding obligations owed to the City.

Staff recommended change: none.

Grants Management Policy and Procedures

City departments actively pursue federal, state and other grant opportunities when deemed appropriate. Grant funding allows the City to leverage local public funds by extending and enhancing the services it offers to the community, and to introduce new initiatives.

Staff recommended change: none.

Capital Assets Policy and Procedures

Purchased and donated assets meeting the City's capitalization definition and threshold will be classified and recorded in the City's financial records as capital assets. The value of the asset must meet the City's capitalization threshold of \$5,000 to be recorded as a capital asset.

Staff recommended change: none.

Unclaimed Funds/Outstanding Checks Policy and Procedures

The City of Pinole will account for unclaimed funds in a manner which follows Government Code Sections 50050 through 50056. Funds that remain unclaimed for at least three (3) years will become the property of the City of Pinole after the procedures

identified herein have been followed.

Staff recommended change: none.

Investment Policy

The purpose of this Policy is to define the parameters within which funds are to be managed. In methods, procedures, and practices, the policy formalizes the framework for the City of Pinole's investment activities that must be exercised to ensure effective and judicious fiscal and investment management of the City's funds.

Staff recommended change: update the policy to change the reporting frequency from quarterly to monthly and incorporate the monthly transactions report. In addition to the reporting requirement set forth by Government Code Section 53646, under Section 53607, the City Treasurer or designee who has been delegated authority to invest or reinvest City funds must submit a monthly report to the City Council accounting for transactions made during the month. For efficiency, the investment report and transactions report will be merged and submitted to the City Council on a monthly basis.

Pension Investment Policy

The City has established the City of Pinole Employee Benefit Pension Plan (the "Plan"), a Section 115 Trust. The goal of the Plan's investment program is to provide a reasonable level of growth which will result in sufficient assets to offset a portion of the present and future obligations of retirement benefits provided by the California Public Employees Retirement System ("CalPERS") for those eligible employees who meet the specified age and service requirements.

Staff recommended change: none.

FISCAL IMPACT

There is no fiscal impact.

ATTACHMENTS

- A. Proposed Financial and Investment Policies (Clean)
- B. Proposed Financial and Investment Policies (Redlined)
- C. RESO Financial and Investment Policies FY24-25



City of Pinole

Financial and Investment Policies

Updated March 2024

Financial Policies

Structurally Balanced Budget	1
Reserve Policy	3
Revenue Policy – One-Time (Non-Recurring) Resources	4
Revenue Policy – User Fees and Charges	5
Expenditure and Budget Policy	6
Debt Policy	7
Receivables Policy	8
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Capital Assets Policy and Procedures	14
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Investment Policies

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Pension Investment Policy	27

Structurally Balanced Budget

Policy

The City will aspire to create a proposed General Fund operating budget that is structurally balanced whereby current expenditures will be funded by current year revenue. If the proposed operating budget is structurally imbalanced, the City will develop a plan to create a proposed General Fund operating budget for the subsequent fiscal year that is structurally balanced.

Purpose

To ensure the sustainability of service and expenditure levels by requiring that ongoing General Fund operating expenditures be funded by ongoing revenues.

Definitions and Details

1. This policy applies to General Fund operating budgets.
2. Structural balance is defined as recurring (ongoing) revenues equaling or exceeding ongoing expenditures.
3. Under this policy, City staff will analyze whether the proposed General Fund operating budget is structurally balanced.
4. If City staff determines that the proposed budget is imbalanced, City staff will develop a plan to create a proposed General Fund operating budget for the following fiscal year that is structurally balanced, including possible revenue enhancements or expenditure decreases.
5. Internal service funds are intended to operate on a break-even basis.
6. To implement this policy, staff will identify General Fund operating revenue that is recurring and non-recurring. Recurring revenues are those that the City can reasonably expect to continue to receive on an annual basis over the next 5 to 10 years. Recurring revenues include, but may not be limited to, property taxes, sales and use taxes, utility user taxes, franchise taxes, business license taxes, transient occupancy taxes, other taxes, fines and forfeitures, interest on investments, use of money and property, motor vehicle in-lieu, city interfund transfers, licenses and permits, resources from other governmental agencies, charges to other City funds, and other reimbursements and charges for services. Non-recurring revenues are monies that the City cannot reasonably expect to continue to receive over the next 10 to 15 years. Non-recurring revenues include, but may not be limited to, fund balance, grant funds, financing proceeds, and sale of property and equipment. Revenue from recurring sources that is significantly above normal levels will be considered non-recurring revenues.
7. Staff will also identify General Fund operating expenditures that are recurring and non-recurring. A recurring expenditure is an ongoing cost that relates to an ongoing City service or activity. Examples of recurring expenditures are salaries, benefits, utilities, debt service, maintenance, normal capital outlays, and other mandated costs. Non-recurring expenditures are costs that are incurred for one-time activities,

or services that are scheduled to "sunset". Typical non-recurring expenditures include those for grant-funded activities, special initiatives, and one-time capital expenditures.

8. A structurally balanced General Fund operating budget is a best practice. It is, however, appropriate and consistent with best practice to adopt a structurally imbalanced budget for a given fiscal year under certain circumstances. For example, it is appropriate and consistent with best practice to use designated reserves as a non-recurring revenue to cover recurring expenditures during times of fiscal duress. If a budget is proposed with this characteristic, the Structurally Balanced Budget Policy provides appropriate direction, which is that staff should develop a plan to create a structurally balanced budget for the subsequent fiscal year.

Reserve Policy

Policy

The City will establish and maintain reserves to meet certain anticipated future obligations as well as to ensure that the City maintains adequate financial resources to continue to provide basic municipal services in the event of a significant unanticipated revenue decrease or expenditure increase.

Purpose

To ensure that the City maintains adequate financial resources to continue to provide basic municipal services in the event of a significant unanticipated revenue decrease or expenditure increase.

Definitions and Details

1. The City shall establish a separate account in the financial system to reserve funds intended to ensure that the City maintains adequate financial resources to continue to provide basic municipal services in the event of a significant unanticipated revenue decrease or expenditure increase. This account and the funds contained therein shall be referred to as the General Reserve. It shall be budgeted to contain an amount equivalent to 50% of the City's annual General Fund ongoing operating expenditures. Resources in the General Reserve account will be considered committed¹ for the purpose of financial reporting per the standards of Generally Accepted Accounting Principles (GAAP) set forth by the Governmental Accounting Standards Board (GASB) Statement No. 54.
2. The City shall establish other separate accounts in the financial system to reserve funds for other appropriate purposes, such as for replacement of vehicles and major equipment; maintenance and replacement of capital assets; and long-term liabilities.
3. Funds held in the General Reserve can only be appropriated by a majority vote of the Council to address exceptional circumstances specifically related to a significant revenue shortfall, unanticipated expenditure, or other budget stabilization issue.
4. If the General Reserve funds are appropriated and expended, the City Council will endeavor to replenish them to the full amount noted above as part of the adoption of the subsequent budget, if not sooner.
5. This Policy shall be reviewed by the City Council periodically to ensure its consistency with current law and the City's current needs.

¹ Per the Governmental Accounting Standards Board (GASB) Statement No. 54, "committed" includes amounts that can be used only for specific purposes determined by a formal action of the government's highest level of decision-making authority. Commitments may be changed or lifted only by the government taking the same formal action that originally imposed the constraint..

Revenue Policy – One-Time (Non-Recurring) Resources

Policy

The City will strive to maintain a diversified and stable revenue base that is not overly dependent on any individual revenue type, land use, or major taxpayer. One-time resources (also referred to as “non-recurring”) should be used for one-time (non-recurring) expenditures, including but not limited to establishing and rebuilding reserves, early retirement of debt, capital expenditures, and reducing unfunded pension liabilities (California Employee Retirement System (CalPERS) and Other Post Employment Benefits (OPEB)).

Purpose

To ensure that the City appropriately uses one-time resources, including not using one-time resources on ongoing expenditures, which can contribute to a structurally imbalanced budget.

Definitions and Details

1. Non-recurring revenues are monies that the City cannot reasonably expect to continue to receive over the next 10 to 15 years. Non-recurring revenues include, but may not be limited to, fund balance, grant funds, financing proceeds, and sale of property and equipment. Revenue from recurring sources that is significantly above normal levels will be considered non-recurring revenues.

Revenue Policy – User Fees and Charges

Policy

The City of Pinole is empowered to recapture, through fees, up to the full cost of providing specific services. Regular and consistent review of all fees is necessary to ensure that the costs associated with delivery of individual services have been appropriately identified, and that the City is fully recovering those costs. It is the City's policy to set user fees at full cost recovery levels, except where a greater community benefit is demonstrated to the satisfaction of the City Council, or when it is not cost effective to do so. The City will recover costs of new facilities and infrastructure necessitated through development impact fees consistent with state law.

Purpose

To determine the full costs of providing specific services so that the City Council can make informed decisions as to the appropriate levels of fees for services that may be imposed to avoid providing unwanted subsidies. The City Council may decide against full cost recovery in cases where greater community benefit is demonstrated.

Definitions and Details

1. Every service supported by user fees or charges will be analyzed bi-annually, or as required by statute or directed by City Council to determine the net cost of providing the service.
2. Net cost will be determined by identifying all revenues generated or attributed to the service and subtracting all cost elements (direct and indirect expenses, capital outlays and other one-time expenses). The resulting figure will be the level of subsidy, which the City Council will use as a basis for determining user fee increases or decreases.
3. If it is determined that there is a net cost to providing the service, the City Council will raise user fees to achieve full cost recovery, unless it is decided that the subsidy should be maintained.
4. Additional information may be necessary to aid in the decision as to whether or not a service should be subsidized (community benefit, cost-effectiveness, etc.)

Expenditure and Budget Policy

Policy

The City will deliver service in the most efficient and cost-effective manner. This includes utilizing the services of volunteers in areas where operationally and economically viable. The budget will state the objectives of the operating programs, and identify the resources being provided to accomplish the specified objectives.

Purpose

To provide guidance to staff in developing spending plans that address the City's priorities and policy objectives while ensuring benefit to the City.

Definitions and Details

1. Department expenditures are limited to:
 - a. Budgeted expenditures approved by the City Council as appropriated by major category:
 - i. Salary and Benefits;
 - ii. Services and Supplies: Travel and Training, Office Expenses, Repairs and Maintenance, Materials, Professional Services, etc.; and Capital Outlay.
2. The operating budget will be prepared to fund current year expenditures with current year revenue. However, surplus fund balances may be used to increase reserves, fund Capital Improvement Projects, reduce unfunded pension liability (California Employee Retirement System (CalPERS) and Other Post Employment Benefits (OPEB)), or carried forward to fund future years' operating budgets when necessary to stabilize services and fund capital outlay.
3. Budget transfers require the approval of the City Manager or designee except those affecting personnel and capital projects which must be approved by the City Council.
4. Budget transfers required to hire additional permanent personnel require the City Council's approval.
5. The City will periodically update replacement and maintenance financing plans, and incorporate them into the Budget.
6. The City will monitor and review methods of operation to ensure that services continue to be delivered in the most cost-effective manner possible. This review process encompasses a wide range of productivity issues, including:
 - a. Analyzing systems and procedures to ensure efficient delivery of services.
 - b. Evaluating the ability of new technologies and related capital investments to improve productivity.
 - c. Developing the skills and abilities of all City employees.
 - d. Developing and implementing appropriate methods of recognizing and rewarding exceptional employee performance.
 - e. Evaluating the ability of the private sector to perform the same level of service at a lower cost.

Debt Policy

Policy

The City will limit the use of debt so as not to place a burden on the fiscal resources of the City and its taxpayers. Long-term borrowing will be limited to capital improvements or projects that cannot be financed from current revenues. When capital projects are financed, the City will amortize the debt within a period not to exceed the expected useful life of the project. The City will limit the total debt ratio (debt guaranteed by the General Fund) to 10% or as required by bond coverage ratios. The debt ratio is calculated by the relationship between the debt and the General Fund revenue.

Purpose

To maintain fiscal viability by not encumbering the General Fund with excessive debt payments or using debt to support operating expenses.

Definitions and Details

1. For purposes of computing the percentage of debt payments the proposed budget expenditures will be used.
2. The ratio of debt payments to operating expenditures will be presented in the annual budget.
3. The City will investigate the use of special assessment, revenue or other self-supporting bonds to limit the General Fund obligation for debt service payments.
4. The City will not use long-term debt for current operations.
5. The City will not use short-term borrowing to support routine operations, provided however, that it may be used to meet temporary cash flow needs.
6. The City will maintain strong communications with bond rating agencies about the City's financial condition and will follow a policy of full disclosure on financial reports and bond prospectus.
7. The City will strive to maintain or improve the City's bond rating.
8. The City will utilize inter-fund loans when possible to reduce the cost of financing capital improvements.
9. The City is required to enter into an agreement for inter-fund loans beyond the current fiscal year.

Receivables Policy

Policy

The City will ensure the timely invoicing, monitoring, and collection of outstanding obligations owed to the City.

Purpose

To maintain appropriate oversight of all receivables and maintain sound fiscal management and accounting practices related to all receivables.

Definitions and Details

1. For the purpose of this policy, receivables are defined to include outstanding obligations owed to the City for services or goods supplied.
2. All receivables shall be recorded in accordance with Generally Accepted Accounting Principles (GAAP).
3. Accounts receivable will be administered by the Finance Department.
4. Accounts receivable shall be established for services or goods provided in advance of a payment and should include terms for collection. Invoices should be prepared in a timely manner but not less than on a monthly basis. Invoices should include a description of the goods or services provided, payment terms and remittance address.
5. All accounts receivable should be recorded in a manner that allows for aging analysis. Reconciliation of accounts receivable may be performed on a monthly, quarterly or annual basis depending on the type of receivable.
6. Collection options should be evaluated and pursued to maximize collections. The use of collection agencies and programs such as the State Interagency Intercept Collection Program or the County Tax lien process may be used based on the type of receivable.
7. An allowance for doubtful accounts should be recorded after a bad debt expense is estimated. Write-off of bad debt should be performed on an annual basis to ensure that accounts receivable and allowance balances are not overstated.
8. The City will establish written procedures to document the accounts receivable process and bad debt write-off process for adequate internal controls and proper management oversight. These procedures should be reviewed annually as part of the year end audit process.

Grants Management Policy and Procedures

Policy

City departments actively pursue federal, state and other grant opportunities when deemed appropriate. Grant funding allows the City to leverage local public funds by extending and enhancing the services it offers to the community, and to introduce new initiatives.

Purpose

The purpose of this policy is to specify circumstances when grant funding is appropriate and to establish a standardized set of procedures for the fiscal administration, management, and monitoring of public and private grants. This policy is intended to ensure compliance with all applicable administrative, financial, reporting, and monitoring requirements established by the funding agency as well as all applicable administrative and fiscal directives and guidelines established by the City of Pinole. The policy and procedures established herein shall apply to all Federal, State, County and private grants administered by the City.

Definitions and Details

1. Staff Responsibilities

- a. City Department seeking and managing grant funding is responsible for:
 - i. Preparation of grant application materials;
 - ii. Providing sufficient data to allow City Management to evaluate the costs and benefits of the proposed grant;
 - iii. Obtaining appropriate approvals for submission of grant, if necessary;
 - iv. Obtaining City Council approval for acceptance of grant;
 - v. Understanding the operational and budgetary impact the grant has on the City;
 - vi. Accumulating the appropriate accounting detail and supporting documentation;
 - vii. Preparation of reports required by the grantor;
 - viii. Providing the Finance Department with the following:
 1. Grant Award Letter;
 2. Grant Contract;
 3. City Council minutes of action or Council Resolution approving the grant;
 4. An administrative manual (this includes program guidelines and accounting procedures). This will allow Finance to maintain grant files which are accurate and complete.

- ix. Providing Finance copies of all grant amendments, program reporting, reimbursement requests and other communications to all agents involved in the grant administration process for review prior to submission.
- a. The Finance Department (Finance Director) is responsible for:
 - i. Reviewing all financial reports to the grantor prior to submission to ensure its accuracy;
 - ii. Assisting departments with any problems or questions regarding the grant submission process;
 - iii. Scheduling audit of grant programs when requested by Grantee Agency. City staff will aid in the auditing process providing available source documents as requested by the auditing agency;
 - iv. Coordinating the accounting for all receipts and disbursements related to the grant. Finance Department will determine setup and maintain the most appropriate method (s) of accounting for the grant in the financial system.

2. Pre-Application

Prior to submitting an application for any grant award, the applicant department shall thoroughly review the grant requirements outlined in the solicitation to ensure that the department is aware of and has the capacity to meet all administrative, fiscal, programmatic, reporting and monitoring requirements.

3. Post-Award

a. Set-Up

All new grants should be reviewed by the Finance Director to ensure that all grant details are accurate and grant budget is established in the financial system in accordance with any special conditions required by the funder.

- i. Acceptance of all grants must be approved by action of the City Council. Said approval shall include authorization to appropriate funding to revenue and expenditure accounts.
- ii. For grants that were not included in the annual adopted budget, the applicant department will submit a request to appropriate revenue and expenditures to the City Council for review and approval. Once the grant budget has been approved by the City Council, department staff should submit a request to the Finance Department to establish the approved budget in the financial system.
- iii. The term of grant-funded positions must be clearly identified and disclosed to the City Council prior to approval. If the expiration of a grant requires the application of General Fund revenue for continued funding, this stipulation must also be disclosed.

- iv. One-time or fluctuating grant sources should not be used for ongoing programs.
- v. The awarded department assumes the lead role in grant management in collaboration with the Finance Department.

b. Cash Handling

Grant funds are received from various funding agencies via checks and electronic wire/ACH transfers only and should be sent to the Finance Department. Hard copy checks are deposited weekly and promptly recorded in the City's financial system.

4. Grant Monitoring and Quarterly Reporting

a. Grant Award Monitoring

Award monitoring shall be the responsibility of the applicant department to ensure that grant funds are expended for eligible activities in accordance with the guidelines established by the funder, including, but not limited to:

The applicant department shall obtain all documentation necessary to fully and accurately support all grant expenditures, including expenditures incurred by sub- recipients. Examples of supporting documentation may include, but not be limited to:

- i. Employee timesheets
- ii. Personnel Activity Reports
- iii. Personnel Action Forms
- iv. Payroll reports
- v. Invoices and proof of payment
- vi. Purchase receipts
- vii. Workshop/Training itineraries
- viii. Travel documents

b. Quarterly Reporting

Finance Department staff should review grant expenditures and cash position as needed to ensure proper oversight and fiscal administration of the grant. Claims for reimbursement based grants should be sent to the funder timely to ensure prompt reimbursement. If grant reimbursements are not received within the timeframe prescribed by the funder - generally 60 to 90 days - the appropriate applicant department staff should follow up to check on the status of the reimbursement request.

Grants are required to be reconciled at least quarterly as part of the Finance

Department's grant reconciliation process. Grant reconciliation should include review of all of the following:

- i. Grant expenditure to revenue balance
- ii. Grant budget to actual balance
- iii. Status of reimbursement requests submitted to the funder for purpose of reversing revenue accruals
- iv. Grant advances and whether or not funds should be recognized
- v. Grant end dates, closeouts
- vi. Review grant information against the general ledger to ensure accuracy of information listed

5. Record Retention

The City is committed to ensuring that all necessary grant records and documents are adequately retained as required by federal, state, and private funding agencies. The below Record Retention Schedule is approved as the retention schedule for grant records and documents maintained by the applicant department. The schedule is applicable to all physical and electronic grant records maintained by the department as part of the administration and management of federal, state, and private grant funds.

Record Retention Schedule: Grant Records	
Record Type*	Retention Period
Original grant proposal Grant-specific policies and procedures Grant award letter Grant agreement and subsequent modifications, if applicable Grant budget and subsequent modifications, if applicable All pertinent funder correspondence, including emails, phone log notes, letters, site visit/monitoring/corrective action/audit reports, etc... All pertinent sub-recipient/sub-grantee correspondence including emails, phone	At least 5 years following official notification by the awarding agency that the grant has been fiscally and programmatically closed OR at least 5 years following the closure of its audit report covering the entire award period, whichever is later.

log notes, letters, site visit/monitoring/corrective action/audit reports, etc... Fiscal and program/performance reports submitted to the funder including explanation of data collection/reporting methodology, if not evident Wire transfers and/or copies of reimbursement checks received Documentation of required matching funds All documentation relating to grantee compliance with the grant agreement All evidence of returned grant funds All supporting documentation necessary to fully and adequately justify grant expenditures including timesheets, payroll reports, Personnel Activity Reports, receipts, invoices, etc. Other documents deemed necessary and important by grant program/fiscal staff and/or documents required to be maintained by the funder	
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* All grant documents and records should be organized and maintained in designated grant files or other systematic organizational structure.

Capital Assets Policy and Procedures

Policy

Purchased and donated assets meeting the City's capitalization definition and threshold will be classified and recorded in the City's financial records as capital assets. The value of the asset must meet the City's capitalization threshold of \$5,000 to be recorded as a capital asset.

Purpose

To define costs eligible and establish thresholds for capitalization in conformity with Governmental Accounting Standards Board Statement No. 34 Basic Financial Statements and Management's Discussion and Analysis for State and Local Governments and Statement No. 51 Accounting and Financial Reporting for Intangible Capital Assets.

Definitions and Details

1. Definition of a Capital Asset

A capital asset is any tangible or intangible asset purchased for use in the day-to-day operations of the City with a useful life greater than one year and has an acquisition cost of \$5,000 or more. Donations with an estimated appraised value of \$5,000 or more and have a useful life greater than one year is also considered a capital asset. Capital assets include items such as land, sewer lines, buildings, vehicles, equipment, and furniture.

2. Major Asset Classes

- a. (100) Land – includes land under infrastructure and preparation costs. Costs can include acquisition prices and cost of initially preparing land for its intended use (basic site improvements, removal, excavation, relocation, reconstruction). Usually has an indefinite useful life and is not depreciated.
- b. (200) Improvements other than buildings - permanent improvements (non-moveable), other than buildings that add value to land, but do not have an indefinite useful life. Examples include fences, retaining walls, parking lots, and landscaping.
- c. (300) Buildings - permanent structures. Costs can include purchase of new building or cost of an improvement to an existing building. An entire building can be classified as one asset or be reported as separate capital assets if discrete portions of the building have significantly different useful lives (e.g. roof separate from building).
- d. (400) Infrastructure - capital assets that normally are stationary in nature and normally can be preserved for a significantly greater number of years than most capital assets. Examples include roads, bridges, tunnels, drainage

- systems, water and sewer systems, and lighting systems.
- e. (600) Furnishings and Equipment - moveable assets that includes all costs to place equipment into service (freight, installation, warranties, and sales tax). Each piece of equipment must meet the minimum capitalization threshold and is not recorded in bulk. Examples include vehicles, furnishings, machinery, servers, and appliances.
 - f. (700) Other Capital Assets – capital assets that do not fit into any of the major asset classes. This can include:
 - i. Intangibles – assets that are not physical in nature. Generally, this includes software and easements (can also include water rights, trademarks).
 - ii. Easements - intangibles with an indefinite useful life and are not depreciated.
 - iii. Software - both internally generated and off-the-shelf.
 - g. (900) Construction in Progress - construction projects in progress at the conclusion of the fiscal year. These costs are not depreciable until the project is completed and booked into the correct category of improvements, buildings, or infrastructure.

3. Capital Asset Useful Life

The capital asset useful life is the determining factor for the number of accounting periods over which the asset is to be depreciated. The City can determine the useful life of an asset by using historical information or by seeking guidance from other external resources to determine the proper useful life of the asset. Depreciation is recorded on a straight-line basis over the estimated useful life of the asset as follows:

Class	Useful Life
Bridges	75 years
Buildings	50 years
Equipment	5-10 years
Parks	70 years
Street drainage	100 years
Streets and roads	50 years
Vehicles	5-10 years
Wastewater infrastructure	50 years

4. Capital Asset Review

The City relies on a decentralized method to verify the accuracy of capital assets. Departments are responsible for evaluating the condition and functionality of existing capital assets assigned to their department to determine if the asset is still providing the most appropriate method to deliver services. Capital assets should be assessed on an annual basis.

5. Disposal of Capital Assets/Surplus Property

When an asset will no longer be used in operations, voluntarily or involuntarily, the asset shall be removed from the City's financial records and removed from service. Disposal of equipment, material, or inventory will be in accordance with the City's surplus property guidelines.

"Surplus Property" is used generically to describe any City property that is no longer needed or useable by the holding department. The City Council shall declare item(s) surplus prior to disposal.

6. Methods of Disposition

- a. The department head or designee in consultation with the Finance Director shall determine or approve one of the following methods of disposition that is most appropriate and in the best interests of the City.
- b. All surplus property is for sale "as is" and "where is", with no warranty, guarantee, or representation of any kind, expressed or implied, as to the condition, utility or usability or the property offered for sale. Appropriate methods of sale are as follows:
 - i. Public Auction - Surplus property may be sold at public auction. City staff may conduct public Auctions, or the City may contract with a professional auctioneer including professional auction services.
 - ii. Bids - Bids may be solicited for the sale of surplus property. Surplus property disposed of in this manner shall be sold to the highest responsible bidder.
 - iii. Selling for Scrap - Surplus property may be sold as scrap if the department head or designee in consultation with the Finance Director deems that the value of the raw material exceeds the value of the property as a whole.
 - iv. Negotiated Sale - Surplus property may be sold outright if the department head or designee in consultation with the Finance Director determines that only one known buyer is available or interested in acquiring the property.
 - v. No Value Item – Where the department head or designee in consultation with the Finance Director determines that specific supplies or equipment are surplus and of minimal value to the City due to spoilage, obsolescence or other cause, or where the Finance Director, serving as the Purchasing Officer, determines that the cost of disposal of such supplies or equipment would exceed the recovery value, the department head or designee in consultation with the Finance Director shall dispose of the same in such a manner as he or she deems appropriate and in the best interest of the City.
- c. Surplus property that remains unsold will be donated to a non-profit organization or transferred to an appropriate recycle center.
- d. Proceeds from the sale or trade-in of surplus property shall be submitted to Finance for returning to the appropriate fund.

Unclaimed Funds/Outstanding Checks Policy and Procedures

Policy

The City of Pinole will account for unclaimed funds in a manner which follows Government Code Sections 50050 through 50056. Funds that remain unclaimed for at least three (3) years will become the property of the City of Pinole after the procedures identified herein have been followed.

Purpose

The purpose of this policy is to establish guidelines for the proper disposition of unclaimed funds and outstanding checks in accordance with government statutes.

Definitions and Details

1. Definitions

- a. Unclaimed Funds - Consists of funds which are not the property of the City but remain in the City Treasury for three (3) or more years without a claim being filed by the legal owner(s). Unclaimed funds do not include individual items of less than \$15.00, any amounts in which the depositor's name is unknown, or restitution to victims.
- b. Warrant – Instrument issued to pay for goods and/or services rendered, issue refunds, etc. (i.e. a check).
- c. Stale Dated – A check that is older than six (6) months.
- d. Escheat – refers to state escheat laws that require agencies to transfer unclaimed property or funds to the state after three years and reasonable efforts locate the property owner.

2. Guidelines

The City of Pinole has established the policy to hold unclaimed payroll and accounts payable checks rather than escheating the unclaimed funds to the State of California.

This unclaimed funds policy applies to all outstanding payroll and accounts payable checks abandoned three years after the issue date.

3. Procedures: Items over \$15.00

- a. Quarterly during the bank reconciliation process, the outstanding warrant register will be reviewed for items six (6) months and older. For the warrants six months and older, a letter and unclaimed property claim form will be mailed to the address on record for the issued warrant. See Exhibit 1 and 2 for examples.
- b. Every June 30th and December 31st, (final evaluation dates) all remaining

outstanding warrants will be evaluated. Any warrants issued more than 12 months prior to evaluation date will receive a second letter and affidavit form. If no response is received within 30 days for the warrants 12 months or greater, the warrant will be identified as stale dated. Stale dated warrants shall be cancelled and voided in the system. A journal entry shall be prepared to record the total amount of stale dated checks in a hold account called "Aged Unclaimed Warrants".

- c. A list of stale date warrants containing the warrant number, issue date, amount, and payee shall be maintained by the Finance Department. If a cancelled warrant is presented, or the payee files a claim after cancellation, the warrant shall be reissued by debiting the "Aged Unclaimed Warrants" account, and the original warrant shall be removed from the stale dated list.
- d. Also, on June 30th and December 31st, the stale dated list shall be evaluated to determine which warrants are more than 3 years old from the date of issue. Warrants that are more than 3 years old will be handled as follows:
 - i. A notice must be published once a week for two consecutive weeks in a newspaper of general circulation in the City of Pinole stating the payee, the amount, the fund in which the money is held, and that it is proposed that the money will become the property of the City of Pinole on a specific date (not less than 45 nor more than 60 days after the first publication). See Exhibit 3 for example.
 - ii. Upon or prior to publication, a party of interest may file a claim (Exhibit 2) for the funds with the Finance Director. The claim must contain the claimant's name, address, amount, tax identification number, and grounds for claim prior to the date the funds become property of the City of Pinole. The Finance Director can require additional information to help substantiate the claim.
 - iii. On the day identified in the notice, the total dollar amount (on which no claims were filed) becomes the property of the City. A journal entry will be prepared to recognize the revenue. The money will be moved from "Aged Unclaimed Warrants" to the fund the warrant was originally issued from.

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

- a. Quarterly during the bank reconciliation process, the outstanding warrant register will be reviewed for items six (6) months and older. For the warrants six months and older, a letter and unclaimed property claim form will be mailed to the address on record for the issued warrant. See Exhibit 1 and 2 for examples.
- b. Every June 30th and December 31st, (final evaluation dates) all remaining outstanding warrants will be evaluated. Any warrants issued more than 12 months prior to evaluation date will receive a second letter and affidavit form. If no response is received within 30 days for the warrants 12 months or greater, it becomes the property of the City of Pinole. Stale dated warrants shall be cancelled and voided in the system. A journal entry will

be used to record the total amount of these warrants as revenue.

- c. Any individual check of less than fifteen (\$15) dollars, or any amount if the depositor's name is unknown, which remain unclaimed for a period of one (1) year may be transferred from the funds which the money was originally drawn from by the City Council to the General Fund without the necessity of publication of notice in a newspaper. (Gov. Code Section 50055)

City of Pinole INVESTMENT POLICY

I. Introduction

The purpose of this Policy is to define the parameters within which funds are to be managed. In methods, procedures, and practices, the policy formalizes the framework for the City of Pinole's investment activities that must be exercised to ensure effective and judicious fiscal and investment management of the City's funds.

II. Governing Authority

The investment program of the City of Pinole ("the City") shall be operated in conformance with federal, state, and other legal requirements. All funds will be invested in accordance with the City's Investment Policy, and California Government Code Sections 5360I, 5360I.1, 5360I.5, 5360I.6, 53635, 53646, 53635.5, and 16481.2.

III. Scope

It is intended that this policy cover all funds (except retirement funds) and investment activities under the direction of the City. The investment of bond proceeds will be in accordance with the provisions of relevant bond documents.

IV. Objectives

The primary objectives, in priority order, of the investment activities of the City shall be:

1. Safety

Safety of principal is the foremost objective of the investment program. Investments of the City shall be undertaken in a manner that seeks to ensure preservation of capital in the portfolio.

2. Liquidity

The investment portfolio of the City will remain sufficiently liquid to enable the City to meet its cash flow requirements.

3. Return

The investment portfolio of the City shall be designed with the objective of attaining a market rate of return on its investments consistent with the constraints imposed by its safety objective and cash flow considerations.

V. **Standards of Care**

1. Prudence

The standard of prudence to be used by investment officials shall be the “prudent person” standard and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and the investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security’s credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse development.

The “prudent person” standard states that,

“Investments shall be made with judgment and care under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.”

2. Ethics and Conflict of Interest

Officers and employees involved in the investment process shall refrain from personal business activities that could conflict with proper execution of the investment program, or which could impair their ability to make impartial decisions.

3. Delegation of Authority

The management responsibility for the investment program is hereby delegated to the City Treasurer or designee who shall monitor and review all investments for consistency with this investment policy. No person may engage in an investment transaction except as provided under the limits of this policy. The City Council may delegate its investment decision making and execution authority to an investment advisor. The advisor shall follow the policy and such other written instructions as are provided.

VI. Permitted Investment Instruments

1. U.S. Treasury and other government notes, bonds, bills, or obligations that carry the full faith and credit guarantee of the United States for the payment of principal and interest. Maturities shall not exceed five years in length. No more than fifty (50) percent of the City's investment portfolio may be invested in instruments defined under this section.
2. Federal Agency or U.S. government sponsored enterprises (GSE) bonds and note obligations, participations or other instruments. This includes but is not limited to obligations issued by Banks for Cooperatives, Federal Land Banks, Federal Intermediate Credit Banks, Federal Farm Credit Banks, Federal Home Loan Banks, the Federal Home Loan Bank Board, the Federal Home Loan Mortgage Corporation or in obligations, participations, or other instruments of, or issued by, or fully guaranteed as to principal and interest by, the Federal National Mortgage Association; or in guaranteed portions of Small Business Administration notes. Maturities shall not exceed five years in length, unless the funds to be invested are moneys generated from the proceeds of the sale of real estate assets restricted to a reserve account, and the investment security is "AA" rated by at least two of three nationally recognized rating agencies (Standard & Poor's, Moody's or Fitch) in which case maturities shall not exceed ten years in length. No more than 40 (forty) percent of the City's investment portfolio may be invested in instruments defined under this section.
3. Certificates of Deposit (CDs) which are Federal Deposit Insurance Company (FDIC) insured or fully collateralized time CD's in financial institutions in California. No more than 10 percent of the City's portfolio shall be invested in FDIC insured or fully collateralized time certificates of deposit. Maturities shall not exceed five years in length.
4. Negotiable FDIC insured Certificates of Deposit or deposit notes issued by a nationally or state-chartered bank or a state or federal savings and loan association or by a state-licensed branch of a foreign bank. Purchase of negotiable CD's may not exceed 30 percent of the City's investment portfolio. Maturities shall not exceed five years in length, and must have an IDC number greater than 165 (excellent rated).

5. Bankers' Acceptances issued by domestic or foreign banks, which are eligible for purchase by the Federal Reserve System, the short-term paper of which is rated in the highest category by Moody's Investors Services or by Standard & Poor's Corporation. Purchases of Bankers' Acceptances may not exceed 180 days maturity or 40 percent of the City's investment portfolio. No more than 10 percent of the City's investment portfolio may be invested in the Banker's Acceptances of any one commercial bank.
6. Medium-term corporate notes issued by corporations organized and operating within the United States or by depository institutions licensed by the U.S. or any state and operating within the U.S. Medium-term corporate notes shall be rated in a Double-AA rating category "AA" or its equivalent or better by a nationally recognized rating service. Additionally, corporate notes shall be widely diversified across all market sectors. Purchase of medium-term corporate notes may not exceed fifteen (15) percent of the City's investment portfolio. No more than five (5) percent of the City's investment portfolio may be invested in a medium-term note of any one corporation. Maturities shall not exceed five years in length.
7. Commercial paper rated in the highest tier of "prime quality" as provided by Moody's Investors Service, Inc., or Standard & Poor's Corporation, provided that the issuing corporation is organized and operating within the United States, has total assets in excess of \$500 million and has an "A" or higher rating for its long-term debt, if any, as provided by Moody's or Standard & Poor's. Purchases of eligible commercial paper may not exceed 180 day's maturity nor represent more than 10 percent of the outstanding paper of an issuing corporation. Purchases of commercial paper may not exceed 15 percent of the City's investment portfolio. An additional 15 percent or a total of 30 percent of the City's investment portfolio may be invested only if the dollar weighted average of the entire amount does not exceed 31 days.
8. Repurchase Agreements used solely as short-term investments not to exceed 30 days. The following collateral restrictions will be observed: Only U.S. Treasury securities or Federal Agency securities, as described in VI.1 and 2, will be acceptable collateral. All securities underlying Repurchase Agreements must be delivered to the City's custodian bank versus payment or be handled under a tri-party repurchase agreement. The total of all collateral for each Repurchase Agreement must equal or exceed, on the basis of market value plus accrued interest, 103 percent of the total dollar value of the money invested by the City for the term of the investment unless the term of the investment is overnight, in which case the total of all collateral for the Repurchase Agreement must equal or exceed, on the basis of market value plus accrued interest, 100 percent of the total dollar value of the

investment. For any Repurchase Agreement with a term of more than one day, the value of the underlying securities must be reviewed on a regular basis. Market value must be calculated each time there is a substitution of collateral. The City or its trustee shall have a perfected first security interest under the Uniform Commercial Code in all securities subject to Repurchase Agreement.

The City may enter into Repurchase Agreements with (1) primary dealers in U.S. Government securities who are eligible to transact business with, and who report to, the Federal Reserve Bank of New York, and (2) California and non-California banking institutions having assets in excess of \$1 billion and in the highest short-term rating category as provided by Moody's Investors Service, Inc. or Standard & Poor's Corporation. The City will have specific written agreements with each firm with which it enters into Repurchase Agreements. No more than 10 percent of the City's investment portfolio may be invested in Repurchase Agreements.

9. State of California's Local Agency Investment Fund (LAIF). Up to 100 percent of the City's portfolio may be invested in LAIF or up to the maximum permitted by California State Law. The LAIF portfolio should be reviewed periodically.
10. Securities and Exchange Commission (SEC) registered Money Market Mutual Funds as authorized by Government Code Sections 53601 and/or 53635. To be eligible for investment pursuant to this subdivision these companies shall either:
 - a. Attain the highest ranking letter or numerical rating provided by not less than two of the three largest nationally recognized rating services;
 - b. Have an investment advisor registered with the Securities and Exchange Commission with not less than five years experience investing in securities and obligations authorized by Government Code Section 53601;
 - c. Assets under management in excess of \$500,000,000;
 - d. The purchase price of the share of beneficial interest shall not include any commission charged by these companies; and,
 - e. Purchases shall not exceed 15 percent of the investment portfolio of the City.

Under no circumstances shall any funds of the City be invested in inverse floaters, range notes, or interest-only strips that are derived from a pool of mortgages. Nor

shall any of the City's funds be invested in any security that could result in zero interest accrual if held to maturity.

VII. Reporting Requirements

Quarterly investment reports shall be submitted by the City's Treasurer or designee to the City Council. The reports shall include, at a minimum, the following information for each individual investment:

- Type investment instrument;
- Institution/Issuer;
- Maturity date;
- Cost of security (par value) and dollar amount in all securities;
- Description of the funds and investments;
- Maturity distribution and of the portfolio;
- Current market value of all securities;
- Rate of return for the portfolio;
- A statement of compliance of the portfolio with the City's Investment Policy, and its ability to meet expenditure requirements for the next six months.

Pursuant to Government Code Section 53646 (e), the Treasurer may supply to the governing body, chief executive office and the external auditor a copy of the most recent statement received by the City on those investments in the State Local Agency Investment Fund in lieu of the above required statement.

In addition to the reporting requirement set forth by Section 53646, under Section 53607, the Treasurer or designee who has been delegated authority to invest or reinvest City funds must submit a monthly report to the City Council accounting for transactions made during the month. For efficiency, the investment report and transactions report will be merged and submitted to the City Council on a monthly basis.

VIII. Safekeeping and Custody

The assets of the City shall be secured through the third-party custody and safekeeping procedures. Bearer instruments shall be held only through third-party institutions. Collateralized securities such as repurchase agreements shall be purchased using the delivery vs. payment (DVP) procedure.

City of Pinole

PENSION INVESTMENT POLICY

I. Introduction

The City of Pinole (the “City”) has established the City of Pinole Employee Benefit Pension Plan (the “Plan”), a Section 115 Trust. The goal of the Plan’s investment program is to provide a reasonable level of growth which will result in sufficient assets to offset a portion of the present and future obligations of retirement benefits provided by the California Public Employees Retirement System (“CalPERS”) for those eligible employees who meet the specified age and service requirements.

II. Statement of Purpose

The purpose of this Pension Investment Policy is to establish a comprehensive strategy for assets invested under the Plan, and outline prudent and acceptable parameters in which pension funds are to be managed.

The primary objectives of this policy are to:

- Facilitate the process of ongoing communication between the Plan Sponsor and its plan fiduciaries;
- Confirm the Plan’s investment goals and objectives and management policies applicable to the investment portfolio;
- Provide a framework to construct a well-diversified asset mix that can potentially be expected to meet the account’s short and long-term needs that is consistent with the account’s investment objectives, liquidity considerations and risk tolerance;
- Identify any unique considerations that may restrict or limit the investment discretion of its designated investment managers;
- Help maintain a long-term perspective when market volatility is caused by short-term market movements.

III. Roles and Responsibilities

Governing Authority

The pension investment program of the City of Pinole (“the City”) shall be operated in conformance with federal, state, and other legal requirements. All funds will be invested in accordance with the City’s Pension Investment Policy, and applicable California Government Code Sections.

Delegation of Authority

The management responsibility for the pension investment program is hereby delegated to the City Manager and/or Assistant City Manager or designee as Plan Administrator who shall monitor and review all investments for consistency with this investment policy. No person may engage in an investment transaction except as provided under the limits of this policy. The City Council may delegate its investment decision making and execution authority to an investment advisor. The advisor shall follow the policy and such other written instructions as are provided.

Duties and Responsibilities (Refer to Appendix for who serves in these roles)

Plan Administrator

The Plan Administrator for the City of Pinole is responsible for:

- Confirming the accuracy of this Investment Guidelines Document, in writing.
- Advising Trustee and Investment Manager of any change in the plan/account's financial situation, funding status, or cash flows, which could possibly necessitate a change to the account's overall risk tolerance, time horizon or liquidity requirements; and thus would dictate a change to the overall investment objective and goals for the account.
- Monitoring and supervising all service vendors and investment options, including investment managers.
- Avoiding prohibited transactions and conflicts of interest.

Trustee

The plan Trustee is responsible for:

- Valuing the holdings.
- Collecting all income and dividends owed to the Plan.
- Settling all transactions (buy-sell orders).

Investment Manager

The Investment Manager is responsible for:

- Assisting the Plan Administrator with the development and maintenance of this Investment Policy document.
- Meeting with the Plan Administrator to review portfolio structure, holdings, and performance.
- Designing, recommending and implementing an appropriate asset allocation consistent with the investment objectives, time horizon, risk profile, guidelines and constraints outlined in this Policy.
- Researching and monitoring investment advisers and investment vehicles.

- Purchasing, selling, and reinvesting in securities held in the account.
- Monitoring the performance of all selected assets.
- Voting proxies, if applicable.
- Recommending changes to any of the above.
- Periodically reviewing the suitability of the investments, and being available at such other times within reason at your request.
- Preparing and presenting appropriate reports.
- Informing the Plan Administrator if changes occur in personnel that are responsible for portfolio management or research.

Standards of Care

Prudence

The standard of prudence to be used by investment officers shall be the “prudent person” standard and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and the investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security’s credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse development.

The “prudent person” standard states that,

“Investments shall be made with judgment and care under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.”

Ethics and Conflict of Interest

Officers and employees involved in the investment process shall refrain from personal business activities that could conflict with proper execution of the investment program, or which could impair their ability to make impartial decisions.

IV. Asset Allocation

The goal of the Plan’s investment program is to provide a reasonable level of growth, which will result in sufficient assets to pay a portion of the present and future obligations of the Plan. The following objectives are intended to assist in

achieving this goal:

- The Plan should seek to earn a return in excess of its policy benchmark over the life of the Plan.
- The Plan's assets will be managed on a total return basis which takes into consideration both investment income and capital appreciation. While the Plan Sponsor recognizes the importance of preservation of capital, it also adheres to the principle that varying degrees of investment risk are generally rewarded with compensating returns. To achieve these objectives, the Plan Sponsor allocates its assets (asset allocation) with a strategic perspective of the capital markets.

<i>Investment Time Horizon:</i>	Intermediate-term
<i>Anticipated Cash Flows:</i>	Assets in the Plan will seek to mitigate the impact of future rate increases from CalPERS. Typically, increases in rates come with a one-year advance warning; however the Plan Administrator may request disbursement of assets at any time.
<i>Investment Objective:</i>	The primary objective is to generate a reasonable level of growth over time. The assets in this Plan will eventually be used to fund Pension Plan obligations for assets managed in the CalPERS Trust.
<i>Risk Tolerance:</i>	<i>Custom</i> – The account's risk tolerance has been rated moderate, which demonstrates that the account can accept price fluctuations to pursue its investment objectives.

Strategic Asset Allocation

As of the date of this Pension Investment Policy adoption, the asset allocation ranges for the City of Pinole Employee Benefit Pension Plan is as follows:

<i>Strategic Asset Allocation Ranges</i>		
Cash	Fixed Income	Equity
0-20%	45%-75%	25%-45%
Policy: 4%	Policy: 60%	Policy: 36%

Market conditions may cause the account's asset allocation to vary from the stated range from time to time. The Investment Manager will rebalance the portfolio no less than quarterly and/or when the actual weighting differs substantially from the strategic range, if appropriate and consistent with the Plan's objectives.

V. Investment Guidelines

Security Guidelines

Equities

With the exception of limitations and constraints described above, the Investment Manager may allocate assets of the equity portion of the account among various market capitalizations (large, mid, small) and investment styles (value, growth). Further, the Investment Manager may allocate assets among domestic, international developed and emerging market equity securities.

Total Equities	25%-45%
<i>Equity Style</i>	<i>Range</i>
Domestic Large Cap Equity	12%-35%
Domestic Mid Cap Equity	0%-10%
Domestic Small Cap Equity	0%-15%
International Equity (incl. Emerging Markets)	0%-15%
Real Estate Investment Trust (REIT)	0%-8%

Fixed Income

In the fixed income portion of the account, the Investment Manager may allocate assets among various sectors and industries, as well as varying maturities and credit quality that are consistent with the overall goals and objectives of the portfolio.

Total Fixed Income	45%-75%
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*High Yield securities may be purchased, but they will be held using a diversified exchange traded fund, or mutual fund vehicle.

If individual fixed income securities are purchased for the Plan, the following guidelines will be adhered to in the management of the fixed income segment:

Eligible Investments

- Debt obligations of the U.S. Government, its agencies, and Government Sponsored Enterprises
- Mortgage-Backed Securities (MBS)
- Asset Backed Securities (ABS)
- Collateralized Mortgage Obligations (CMO)
- Commercial Mortgage-Backed Securities (CMBS)
- Corporate debt securities issued by U.S. or foreign entities including, but not limited to, limited partnerships, equipment trust certificates and enhanced equipment trust certificates
- Eligible instruments issued pursuant to SEC Rule 144(a)
- Municipal Bonds

With the exception of Debt obligations of the U.S. Government, its agencies, Government Sponsored Enterprises and US TIPS, the total investment in any fixed income security issuer shall not exceed 3% of total plan assets. These restrictions do not apply to fixed income funds or exchange-traded funds (ETFs).

Quality

The portfolio will maintain a minimum weighted average quality of A- at all times. Individual securities shall have a minimum quality rating of Baa3 by Moody's or BBB- by Standard & Poor's (S&P).

Duration

The Investment Manager will maintain the portfolio duration within +/- 25% of the benchmark duration at all times.

Diversification

- No more than 5% of the portfolio assets may be invested in any individual issuer, with the exception of securities issued or guaranteed by the U.S. Government, its agencies, and Government Sponsored Enterprises.
- No more than 10% of the portfolio may be invested in securities issued under Rule 144A.

Performance Benchmarks

The performance of the total Plan shall be measured over a three and five-year periods. These periods are considered sufficient to accommodate the market cycles experienced with investments. The performance shall be compared to the return of the total portfolio blended benchmark shown below.

Total Portfolio Blended Benchmark

19.00%	S&P 500 Index
3.50%	Russell Mid Cap Index
5.50%	Russell 2000 Index
2.50%	MSCI Emerging Market Index
4.50%	MSCI EAFE Index
1.00%	Wilshire REIT Index
45.50%	Bloomberg Barclays Capital Aggregate Bond Index
13.00%	ML 1-3 Year US Corp/Gov't Index
1.50%	US High Yield Master II
4.00%	Citi 1Mth T-Bill

Asset Class/Style Benchmarks

Over a market cycle, the long-term objective for each investment strategy is to add value to a market benchmark. The following are the benchmarks used to monitor each investment strategy:

Large Cap Equity	S&P 500 Index
Growth	S&P 500 Growth Index
Value	S&P 500 Value Index
Mid Cap Equity	Russell Mid Cap Index
Growth	Russell Mid Cap Growth Index
Value	Russell Mid Cap Value Index
Small Cap Equity	Russell 2000 Index
Growth	Russell 2000 Growth Index
Value	Russell 2000 Value Index
REITs	Wilshire REIT Index
International Equity	MSCI EAFE Index
Investment Grade Bonds	Bloomberg Barclays Capital Aggregate Bond Index
High Yield	US High Yield Master II

Security Selection

The Investment Manager may utilize a full range of investment vehicles when constructing the investment portfolio, including but not limited to individual securities, mutual funds, and exchange-traded funds. In addition, to the extent permissible, the Investment Manager is authorized to invest in shares of mutual funds in which the Investment Manager serves as advisor or sub-adviser.

Investment Limitations

The following investment transactions are prohibited:

- Direct investments in precious metals (precious metals mutual funds and exchange-traded funds are permissible).
- Venture Capital
- Short sales*
- Purchases of Letter Stock, Private Placements, or direct payments
- Leveraged Transactions*
- Commodities Transactions Puts, calls, straddles, or other option strategies*
- Purchases of real estate, with the exception of REITs
- Derivatives, with exception of ETFs*

**Permissible in diversified mutual funds and exchange-traded funds*

VI. Reporting Requirements

Quarterly reports shall be submitted by the Investment Manager to the Plan Administrator of the City of Pinole. These reports will be submitted by the City's Treasurer or designee to the City Council.

APPENDIX

Plan Sponsor Account Information as of the date this pension investment policy is adopted:

Plan Sponsor:	City of Pinole
Plan Administrator:	City Manager and/or Assistant City Manager or designee
Governance:	Pinole City Council
Plan Name ("Plan")	City of Pinole Employee Benefits Pension Plan
Trustee:	US Bank
Type of Account	Pension Plan
ERISA Status:	Not subject to ERISA
Investment Manager:	US Bank, as discretionary trustee, has delegated investment management responsibilities to HighMark Capital Management, Inc. ("Investment Manager"), an SEC-registered investment adviser
Investment Authority:	Except as otherwise noted, the Trustee, US Bank, has delegated investment authority to HighMark Capital Management, an SEC-registered investment adviser. Investment Manager has full investment discretion over the managed assets in the account. Investment Manager is authorized to purchase, sell, exchange, invest, reinvest and manage the designated assets held in the account, all in accordance with account's investment objectives, without prior approval or subsequent approval of any other party(ies).



City of Pinole

Financial and Investment Policies

Updated March 2024

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Structurally Balanced Budget

Policy

The City will aspire to create a proposed General Fund operating budget that is structurally balanced whereby current expenditures will be funded by current year revenue. If the proposed operating budget is structurally imbalanced, the City will develop a plan to create a proposed General Fund operating budget for the subsequent fiscal year that is structurally balanced.

Purpose

To ensure the sustainability of service and expenditure levels by requiring that ongoing General Fund operating expenditures be funded by ongoing revenues.

Definitions and Details

1. This policy applies to General Fund operating budgets.
2. Structural balance is defined as recurring (ongoing) revenues equaling or exceeding ongoing expenditures.
3. Under this policy, City staff will analyze whether the proposed General Fund operating budget is structurally balanced.
4. If City staff determines that the proposed budget is imbalanced, City staff will develop a plan to create a proposed General Fund operating budget for the following fiscal year that is structurally balanced, including possible revenue enhancements or expenditure decreases.
5. Internal service funds are intended to operate on a break-even basis.
6. To implement this policy, staff will identify General Fund operating revenue that is recurring and non-recurring. Recurring revenues are those that the City can reasonably expect to continue to receive on an annual basis over the next 5 to 10 years. Recurring revenues include, but may not be limited to, property taxes, sales and use taxes, utility user taxes, franchise taxes, business license taxes, transient occupancy taxes, other taxes, fines and forfeitures, interest on investments, use of money and property, motor vehicle in-lieu, city interfund transfers, licenses and permits, resources from other governmental agencies, charges to other City funds, and other reimbursements and charges for services. Non-recurring revenues are monies that the City cannot reasonably expect to continue to receive over the next 10 to 15 years. Non-recurring revenues include, but may not be limited to, fund balance, grant funds, financing proceeds, and sale of property and equipment. Revenue from recurring sources that is significantly above normal levels will be considered non-recurring revenues.
7. Staff will also identify General Fund operating expenditures that are recurring and non-recurring. A recurring expenditure is an ongoing cost that relates to an ongoing City service or activity. Examples of recurring expenditures are salaries, benefits, utilities, debt service, maintenance, normal capital outlays, and other mandated costs. Non-recurring expenditures are costs that are incurred for one-time activities,

or services that are scheduled to "sunset". Typical non-recurring expenditures include those for grant-funded activities, special initiatives, and one-time capital expenditures.

8. A structurally balanced General Fund operating budget is a best practice. It is, however, appropriate and consistent with best practice to adopt a structurally imbalanced budget for a given fiscal year under certain circumstances. For example, it is appropriate and consistent with best practice to use designated reserves as a non-recurring revenue to cover recurring expenditures during times of fiscal duress. If a budget is proposed with this characteristic, the Structurally Balanced Budget Policy provides appropriate direction, which is that staff should develop a plan to create a structurally balanced budget for the subsequent fiscal year.

Reserve Policy

Policy

The City will establish and maintain reserves to meet certain anticipated future obligations as well as to ensure that the City maintains adequate financial resources to continue to provide basic municipal services in the event of a significant unanticipated revenue decrease or expenditure increase.

Purpose

To ensure that the City maintains adequate financial resources to continue to provide basic municipal services in the event of a significant unanticipated revenue decrease or expenditure increase.

Definitions and Details

1. The City shall establish a separate account in the financial system to reserve funds intended to ensure that the City maintains adequate financial resources to continue to provide basic municipal services in the event of a significant unanticipated revenue decrease or expenditure increase. This account and the funds contained therein shall be referred to as the General Reserve. It shall be budgeted to contain an amount equivalent to 50% of the City's annual General Fund ongoing operating expenditures. Resources in the General Reserve account will be considered ~~committed~~¹ for the purpose of financial reporting per the standards of Generally Accepted Accounting Principles (GAAP) set forth by the Governmental Accounting Standards Board (GASB) Statement No. 54.
2. The City shall establish other separate accounts in the financial system to reserve funds for other appropriate purposes, such as for replacement of vehicles and major equipment; maintenance and replacement of capital assets; and long-term liabilities.
3. Funds held in the General Reserve can only be appropriated by a majority vote of the Council to address exceptional circumstances specifically related to a significant revenue shortfall, unanticipated expenditure, or other budget stabilization issue.
4. If the General Reserve funds are appropriated and expended, the City Council will endeavor to replenish them to the full amount noted above as part of the adoption of the subsequent budget, if not sooner.
5. This Policy shall be reviewed by the City Council periodically to ensure its consistency with current law and the City's current needs.

Deleted: assigned

¹ Per the Governmental Accounting Standards Board (GASB) Statement No. 54, "~~committed~~" includes amounts that can be used only for specific purposes determined by a formal action of the government's highest level of decision-making authority. Commitments may be changed or lifted only by the government taking the same formal action that originally imposed the constraint.

Deleted: assigned

Deleted: fund balance is comprised of amounts that are constrained by the government's intent to be used for specific purposes but are neither restricted nor committed

Revenue Policy – One-Time (Non-Recurring) Resources

Policy

The City will strive to maintain a diversified and stable revenue base that is not overly dependent on any individual revenue type, land use, or major taxpayer. One-time resources (also referred to as “non-recurring”) should be used for one-time (non-recurring) expenditures, including but not limited to establishing and rebuilding reserves, early retirement of debt, capital expenditures, and reducing unfunded pension liabilities (California Employee Retirement System (CalPERS) and Other Post Employment Benefits (OPEB)).

Purpose

To ensure that the City appropriately uses one-time resources, including not using one-time resources on ongoing expenditures, which can contribute to a structurally imbalanced budget.

Definitions and Details

1. Non-recurring revenues are monies that the City cannot reasonably expect to continue to receive over the next 10 to 15 years. Non-recurring revenues include, but may not be limited to, fund balance, grant funds, financing proceeds, and sale of property and equipment. Revenue from recurring sources that is significantly above normal levels will be considered non-recurring revenues.

Revenue Policy – User Fees and Charges

Policy

The City of Pinole is empowered to recapture, through fees, up to the full cost of providing specific services. Regular and consistent review of all fees is necessary to ensure that the costs associated with delivery of individual services have been appropriately identified, and that the City is fully recovering those costs. It is the City's policy to set user fees at full cost recovery levels, except where a greater community benefit is demonstrated to the satisfaction of the City Council, or when it is not cost effective to do so. The City will recover costs of new facilities and infrastructure necessitated through development impact fees consistent with state law.

Purpose

To determine the full costs of providing specific services so that the City Council can make informed decisions as to the appropriate levels of fees for services that may be imposed to avoid providing unwanted subsidies. The City Council may decide against full cost recovery in cases where greater community benefit is demonstrated.

Definitions and Details

1. Every service supported by user fees or charges will be analyzed bi-annually, or as required by statute or directed by City Council to determine the net cost of providing the service.
2. Net cost will be determined by identifying all revenues generated or attributed to the service and subtracting all cost elements (direct and indirect expenses, capital outlays and other one-time expenses). The resulting figure will be the level of subsidy, which the City Council will use as a basis for determining user fee increases or decreases.
3. If it is determined that there is a net cost to providing the service, the City Council will raise user fees to achieve full cost recovery, unless it is decided that the subsidy should be maintained.
4. Additional information may be necessary to aid in the decision as to whether or not a service should be subsidized (community benefit, cost-effectiveness, etc.)

Expenditure and Budget Policy

Policy

The City will deliver service in the most efficient and cost-effective manner. This includes utilizing the services of volunteers in areas where operationally and economically viable. The budget will state the objectives of the operating programs, and identify the resources being provided to accomplish the specified objectives.

Purpose

To provide guidance to staff in developing spending plans that address the City's priorities and policy objectives while ensuring benefit to the City.

Definitions and Details

1. Department expenditures are limited to:
 - a. Budgeted expenditures approved by the City Council as appropriated by major category:
 - i. Salary and Benefits;
 - ii. Services and Supplies: Travel and Training, Office Expenses, Repairs and Maintenance, Materials, Professional Services, etc.; and Capital Outlay.
2. The operating budget will be prepared to fund current year expenditures with current year revenue. However, surplus fund balances may be used to increase reserves, fund Capital Improvement Projects, reduce unfunded pension liability (California Employee Retirement System (CalPERS) and Other Post Employment Benefits (OPEB)), or carried forward to fund future years' operating budgets when necessary to stabilize services and fund capital outlay.
3. Budget transfers require the approval of the City Manager or designee except those affecting personnel and capital projects which must be approved by the City Council.
4. Budget transfers required to hire additional permanent personnel require the City Council's approval.
5. The City will periodically update replacement and maintenance financing plans, and incorporate them into the Budget.
6. The City will monitor and review methods of operation to ensure that services continue to be delivered in the most cost-effective manner possible. This review process encompasses a wide range of productivity issues, including:
 - a. Analyzing systems and procedures to ensure efficient delivery of services.
 - b. Evaluating the ability of new technologies and related capital investments to improve productivity.
 - c. Developing the skills and abilities of all City employees.
 - d. Developing and implementing appropriate methods of recognizing and rewarding exceptional employee performance.
 - e. Evaluating the ability of the private sector to perform the same level of service at a lower cost.

Debt Policy

Policy

The City will limit the use of debt so as not to place a burden on the fiscal resources of the City and its taxpayers. Long-term borrowing will be limited to capital improvements or projects that cannot be financed from current revenues. When capital projects are financed, the City will amortize the debt within a period not to exceed the expected useful life of the project. The City will limit the total debt ratio (debt guaranteed by the General Fund) to 10% or as required by bond coverage ratios. The debt ratio is calculated by the relationship between the debt and the General Fund revenue.

Purpose

To maintain fiscal viability by not encumbering the General Fund with excessive debt payments or using debt to support operating expenses.

Definitions and Details

1. For purposes of computing the percentage of debt payments the proposed budget expenditures will be used.
2. The ratio of debt payments to operating expenditures will be presented in the annual budget.
3. The City will investigate the use of special assessment, revenue or other self-supporting bonds to limit the General Fund obligation for debt service payments.
4. The City will not use long-term debt for current operations.
5. The City will not use short-term borrowing to support routine operations, provided however, that it may be used to meet temporary cash flow needs.
6. The City will maintain strong communications with bond rating agencies about the City's financial condition and will follow a policy of full disclosure on financial reports and bond prospectus.
7. The City will strive to maintain or improve the City's bond rating.
8. The City will utilize inter-fund loans when possible to reduce the cost of financing capital improvements.
9. The City is required to enter into an agreement for inter-fund loans beyond the current fiscal year.

Receivables Policy

Policy

The City will ensure the timely invoicing, monitoring, and collection of outstanding obligations owed to the City.

Purpose

To maintain appropriate oversight of all receivables and maintain sound fiscal management and accounting practices related to all receivables.

Definitions and Details

1. For the purpose of this policy, receivables are defined to include outstanding obligations owed to the City for services or goods supplied.
2. All receivables shall be recorded in accordance with Generally Accepted Accounting Principles (GAAP).
3. Accounts receivable will be administered by the Finance Department.
4. Accounts receivable shall be established for services or goods provided in advance of a payment and should include terms for collection. Invoices should be prepared in a timely manner but not less than on a monthly basis. Invoices should include a description of the goods or services provided, payment terms and remittance address.
5. All accounts receivable should be recorded in a manner that allows for aging analysis. Reconciliation of accounts receivable may be performed on a monthly, quarterly or annual basis depending on the type of receivable.
6. Collection options should be evaluated and pursued to maximize collections. The use of collection agencies and programs such as the State Interagency Intercept Collection Program or the County Tax lien process may be used based on the type of receivable.
7. An allowance for doubtful accounts should be recorded after a bad debt expense is estimated. Write-off of bad debt should be performed on an annual basis to ensure that accounts receivable and allowance balances are not overstated.
8. The City will establish written procedures to document the accounts receivable process and bad debt write-off process for adequate internal controls and proper management oversight. These procedures should be reviewed annually as part of the year end audit process.

Grants Management Policy and Procedures

Policy

City departments actively pursue federal, state and other grant opportunities when deemed appropriate. Grant funding allows the City to leverage local public funds by extending and enhancing the services it offers to the community, and to introduce new initiatives.

Purpose

The purpose of this policy is to specify circumstances when grant funding is appropriate and to establish a standardized set of procedures for the fiscal administration, management, and monitoring of public and private grants. This policy is intended to ensure compliance with all applicable administrative, financial, reporting, and monitoring requirements established by the funding agency as well as all applicable administrative and fiscal directives and guidelines established by the City of Pinole. The policy and procedures established herein shall apply to all Federal, State, County and private grants administered by the City.

Definitions and Details

1. Staff Responsibilities

- a. City Department seeking and managing grant funding is responsible for:
 - i. Preparation of grant application materials;
 - ii. Providing sufficient data to allow City Management to evaluate the costs and benefits of the proposed grant;
 - iii. Obtaining appropriate approvals for submission of grant, if necessary;
 - iv. Obtaining City Council approval for acceptance of grant;
 - v. Understanding the operational and budgetary impact the grant has on the City;
 - vi. Accumulating the appropriate accounting detail and supporting documentation;
 - vii. Preparation of reports required by the grantor;
 - viii. Providing the Finance Department with the following:
 1. Grant Award Letter;
 2. Grant Contract;
 3. City Council minutes of action or Council Resolution approving the grant;
 4. An administrative manual (this includes program guidelines and accounting procedures). This will allow Finance to maintain grant files which are accurate and complete.

- ix. Providing Finance copies of all grant amendments, program reporting, reimbursement requests and other communications to all agents involved in the grant administration process for review prior to submission.
- a. The Finance Department (Finance Director) is responsible for:
 - i. Reviewing all financial reports to the grantor prior to submission to ensure its accuracy;
 - ii. Assisting departments with any problems or questions regarding the grant submission process;
 - iii. Scheduling audit of grant programs when requested by Grantee Agency. City staff will aid in the auditing process providing available source documents as requested by the auditing agency;
 - iv. Coordinating the accounting for all receipts and disbursements related to the grant. Finance Department will determine setup and maintain the most appropriate method (s) of accounting for the grant in the financial system.

2. Pre-Application

Prior to submitting an application for any grant award, the applicant department shall thoroughly review the grant requirements outlined in the solicitation to ensure that the department is aware of and has the capacity to meet all administrative, fiscal, programmatic, reporting and monitoring requirements.

3. Post-Award

a. Set-Up

All new grants should be reviewed by the Finance Director to ensure that all grant details are accurate and grant budget is established in the financial system in accordance with any special conditions required by the funder.

- i. Acceptance of all grants must be approved by action of the City Council. Said approval shall include authorization to appropriate funding to revenue and expenditure accounts.
- ii. For grants that were not included in the annual adopted budget, the applicant department will submit a request to appropriate revenue and expenditures to the City Council for review and approval. Once the grant budget has been approved by the City Council, department staff should submit a request to the Finance Department to establish the approved budget in the financial system.
- iii. The term of grant-funded positions must be clearly identified and disclosed to the City Council prior to approval. If the expiration of a grant requires the application of General Fund revenue for continued funding, this stipulation must also be disclosed.

- iv. One-time or fluctuating grant sources should not be used for ongoing programs.
- v. The awarded department assumes the lead role in grant management in collaboration with the Finance Department.

b. Cash Handling

Grant funds are received from various funding agencies via checks and electronic wire/ACH transfers only and should be sent to the Finance Department. Hard copy checks are deposited weekly and promptly recorded in the City's financial system.

4. Grant Monitoring and Quarterly Reporting

a. Grant Award Monitoring

Award monitoring shall be the responsibility of the applicant department to ensure that grant funds are expended for eligible activities in accordance with the guidelines established by the funder, including, but not limited to:

The applicant department shall obtain all documentation necessary to fully and accurately support all grant expenditures, including expenditures incurred by sub- recipients. Examples of supporting documentation may include, but not be limited to:

- i. Employee timesheets
- ii. Personnel Activity Reports
- iii. Personnel Action Forms
- iv. Payroll reports
- v. Invoices and proof of payment
- vi. Purchase receipts
- vii. Workshop/Training itineraries
- viii. Travel documents

b. Quarterly Reporting

Finance Department staff should review grant expenditures and cash position as needed to ensure proper oversight and fiscal administration of the grant. Claims for reimbursement based grants should be sent to the funder timely to ensure prompt reimbursement. If grant reimbursements are not received within the timeframe prescribed by the funder - generally 60 to 90 days - the appropriate applicant department staff should follow up to check on the status of the reimbursement request.

Grants are required to be reconciled at least quarterly as part of the Finance

Department's grant reconciliation process. Grant reconciliation should include review of all of the following:

- i. Grant expenditure to revenue balance
- ii. Grant budget to actual balance
- iii. Status of reimbursement requests submitted to the funder for purpose of reversing revenue accruals
- iv. Grant advances and whether or not funds should be recognized
- v. Grant end dates, closeouts
- vi. Review grant information against the general ledger to ensure accuracy of information listed

5. Record Retention

The City is committed to ensuring that all necessary grant records and documents are adequately retained as required by federal, state, and private funding agencies. The below Record Retention Schedule is approved as the retention schedule for grant records and documents maintained by the applicant department. The schedule is applicable to all physical and electronic grant records maintained by the department as part of the administration and management of federal, state, and private grant funds.

Record Retention Schedule: Grant Records	
Record Type*	Retention Period
Original grant proposal Grant-specific policies and procedures Grant award letter Grant agreement and subsequent modifications, if applicable Grant budget and subsequent modifications, if applicable All pertinent funder correspondence, including emails, phone log notes, letters, site visit/monitoring/corrective action/audit reports, etc... All pertinent sub-recipient/sub-grantee correspondence including emails, phone	At least 5 years following official notification by the awarding agency that the grant has been fiscally and programmatically closed OR at least 5 years following the closure of its audit report covering the entire award period, whichever is later.

log notes, letters, site visit/monitoring/corrective action/audit reports, etc... Fiscal and program/performance reports submitted to the funder including explanation of data collection/reporting methodology, if not evident Wire transfers and/or copies of reimbursement checks received Documentation of required matching funds All documentation relating to grantee compliance with the grant agreement All evidence of returned grant funds All supporting documentation necessary to fully and adequately justify grant expenditures including timesheets, payroll reports, Personnel Activity Reports, receipts, invoices, etc. Other documents deemed necessary and important by grant program/fiscal staff and/or documents required to be maintained by the funder	
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* All grant documents and records should be organized and maintained in designated grant files or other systematic organizational structure.

Capital Assets Policy and Procedures

Policy

Purchased and donated assets meeting the City's capitalization definition and threshold will be classified and recorded in the City's financial records as capital assets. The value of the asset must meet the City's capitalization threshold of \$5,000 to be recorded as a capital asset.

Purpose

To define costs eligible and establish thresholds for capitalization in conformity with Governmental Accounting Standards Board Statement No. 34 Basic Financial Statements and Management's Discussion and Analysis for State and Local Governments and Statement No. 51 Accounting and Financial Reporting for Intangible Capital Assets.

Definitions and Details

1. Definition of a Capital Asset

A capital asset is any tangible or intangible asset purchased for use in the day-to-day operations of the City with a useful life greater than one year and has an acquisition cost of \$5,000 or more. Donations with an estimated appraised value of \$5,000 or more and have a useful life greater than one year is also considered a capital asset. Capital assets include items such as land, sewer lines, buildings, vehicles, equipment, and furniture.

2. Major Asset Classes

- a. (100) Land – includes land under infrastructure and preparation costs. Costs can include acquisition prices and cost of initially preparing land for its intended use (basic site improvements, removal, excavation, relocation, reconstruction). Usually has an indefinite useful life and is not depreciated.
- b. (200) Improvements other than buildings - permanent improvements (non-moveable), other than buildings that add value to land, but do not have an indefinite useful life. Examples include fences, retaining walls, parking lots, and landscaping.
- c. (300) Buildings - permanent structures. Costs can include purchase of new building or cost of an improvement to an existing building. An entire building can be classified as one asset or be reported as separate capital assets if discrete portions of the building have significantly different useful lives (e.g. roof separate from building).
- d. (400) Infrastructure - capital assets that normally are stationary in nature and normally can be preserved for a significantly greater number of years than most capital assets. Examples include roads, bridges, tunnels, drainage

systems, water and sewer systems, and lighting systems.

- e. (600) Furnishings and Equipment - moveable assets that includes all costs to place equipment into service (freight, installation, warranties, and sales tax). Each piece of equipment must meet the minimum capitalization threshold and is not recorded in bulk. Examples include vehicles, furnishings, machinery, servers, and appliances.
- f. (700) Other Capital Assets – capital assets that do not fit into any of the major asset classes. This can include:
 - i. Intangibles – assets that are not physical in nature. Generally, this includes software and easements (can also include water rights, trademarks).
 - ii. Easements - intangibles with an indefinite useful life and are not depreciated.
 - iii. Software - both internally generated and off-the-shelf.
- g. (900) Construction in Progress - construction projects in progress at the conclusion of the fiscal year. These costs are not depreciable until the project is completed and booked into the correct category of improvements, buildings, or infrastructure.

3. Capital Asset Useful Life

The capital asset useful life is the determining factor for the number of accounting periods over which the asset is to be depreciated. The City can determine the useful life of an asset by using historical information or by seeking guidance from other external resources to determine the proper useful life of the asset. Depreciation is recorded on a straight-line basis over the estimated useful life of the asset as follows:

Class	Useful Life
Bridges	75 years
Buildings	50 years
Equipment	5-10 years
Parks	70 years
Street drainage	100 years
Streets and roads	50 years
Vehicles	5-10 years
Wastewater infrastructure	50 years

4. Capital Asset Review

The City relies on a decentralized method to verify the accuracy of capital assets. Departments are responsible for evaluating the condition and functionality of existing capital assets assigned to their department to determine if the asset is still providing the most appropriate method to deliver services. Capital assets should be assessed on an annual basis.

5. Disposal of Capital Assets/Surplus Property

When an asset will no longer be used in operations, voluntarily or involuntarily, the asset shall be removed from the City's financial records and removed from service. Disposal of equipment, material, or inventory will be in accordance with the City's surplus property guidelines.

"Surplus Property" is used generically to describe any City property that is no longer needed or useable by the holding department. The City Council shall declare item(s) surplus prior to disposal.

6. Methods of Disposition

- a. The department head or designee in consultation with the Finance Director shall determine or approve one of the following methods of disposition that is most appropriate and in the best interests of the City.
- b. All surplus property is for sale "as is" and "where is", with no warranty, guarantee, or representation of any kind, expressed or implied, as to the condition, utility or usability or the property offered for sale. Appropriate methods of sale are as follows:
 - i. Public Auction - Surplus property may be sold at public auction. City staff may conduct public Auctions, or the City may contract with a professional auctioneer including professional auction services.
 - ii. Bids - Bids may be solicited for the sale of surplus property. Surplus property disposed of in this manner shall be sold to the highest responsible bidder.
 - iii. Selling for Scrap - Surplus property may be sold as scrap if the department head or designee in consultation with the Finance Director deems that the value of the raw material exceeds the value of the property as a whole.
 - iv. Negotiated Sale - Surplus property may be sold outright if the department head or designee in consultation with the Finance Director determines that only one known buyer is available or interested in acquiring the property.
 - v. No Value Item – Where the department head or designee in consultation with the Finance Director determines that specific supplies or equipment are surplus and of minimal value to the City due to spoilage, obsolescence or other cause, or where the Finance Director, serving as the Purchasing Officer, determines that the cost of disposal of such supplies or equipment would exceed the recovery value, the department head or designee in consultation with the Finance Director shall dispose of the same in such a manner as he or she deems appropriate and in the best interest of the City.
- c. Surplus property that remains unsold will be donated to a non-profit organization or transferred to an appropriate recycle center.
- d. Proceeds from the sale or trade-in of surplus property shall be submitted to Finance for returning to the appropriate fund.

Unclaimed Funds/Outstanding Checks Policy and Procedures

Policy

The City of Pinole will account for unclaimed funds in a manner which follows Government Code Sections 50050 through 50056. Funds that remain unclaimed for at least three (3) years will become the property of the City of Pinole after the procedures identified herein have been followed.

Purpose

The purpose of this policy is to establish guidelines for the proper disposition of unclaimed funds and outstanding checks in accordance with government statutes.

Definitions and Details

1. Definitions

- a. Unclaimed Funds - Consists of funds which are not the property of the City but remain in the City Treasury for three (3) or more years without a claim being filed by the legal owner(s). Unclaimed funds do not include individual items of less than \$15.00, any amounts in which the depositor's name is unknown, or restitution to victims.
- b. Warrant – Instrument issued to pay for goods and/or services rendered, issue refunds, etc. (i.e. a check).
- c. Stale Dated – A check that is older than six (6) months.
- d. Escheat – refers to state escheat laws that require agencies to transfer unclaimed property or funds to the state after three years and reasonable efforts locate the property owner.

2. Guidelines

The City of Pinole has established the policy to hold unclaimed payroll and accounts payable checks rather than escheating the unclaimed funds to the State of California.

This unclaimed funds policy applies to all outstanding payroll and accounts payable checks abandoned three years after the issue date.

3. Procedures: Items over \$15.00

- a. Quarterly during the bank reconciliation process, the outstanding warrant register will be reviewed for items six (6) months and older. For the warrants six months and older, a letter and unclaimed property claim form will be mailed to the address on record for the issued warrant. See Exhibit 1 and 2 for examples.
- b. Every June 30th and December 31st, (final evaluation dates) all remaining

outstanding warrants will be evaluated. Any warrants issued more than 12 months prior to evaluation date will receive a second letter and affidavit form. If no response is received within 30 days for the warrants 12 months or greater, the warrant will be identified as stale dated. Stale dated warrants shall be cancelled and voided in the system. A journal entry shall be prepared to record the total amount of stale dated checks in a hold account called "Aged Unclaimed Warrants".

- c. A list of stale date warrants containing the warrant number, issue date, amount, and payee shall be maintained by the Finance Department. If a cancelled warrant is presented, or the payee files a claim after cancellation, the warrant shall be reissued by debiting the "Aged Unclaimed Warrants" account, and the original warrant shall be removed from the stale dated list.
- d. Also, on June 30th and December 31st, the stale dated list shall be evaluated to determine which warrants are more than 3 years old from the date of issue. Warrants that are more than 3 years old will be handled as follows:
 - i. A notice must be published once a week for two consecutive weeks in a newspaper of general circulation in the City of Pinole stating the payee, the amount, the fund in which the money is held, and that it is proposed that the money will become the property of the City of Pinole on a specific date (not less than 45 nor more than 60 days after the first publication). See Exhibit 3 for example.
 - ii. Upon or prior to publication, a party of interest may file a claim (Exhibit 2) for the funds with the Finance Director. The claim must contain the claimant's name, address, amount, tax identification number, and grounds for claim prior to the date the funds become property of the City of Pinole. The Finance Director can require additional information to help substantiate the claim.
 - iii. On the day identified in the notice, the total dollar amount (on which no claims were filed) becomes the property of the City. A journal entry will be prepared to recognize the revenue. The money will be moved from "Aged Unclaimed Warrants" to the fund the warrant was originally issued from.

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

- a. Quarterly during the bank reconciliation process, the outstanding warrant register will be reviewed for items six (6) months and older. For the warrants six months and older, a letter and unclaimed property claim form will be mailed to the address on record for the issued warrant. See Exhibit 1 and 2 for examples.
- b. Every June 30th and December 31st, (final evaluation dates) all remaining outstanding warrants will be evaluated. Any warrants issued more than 12 months prior to evaluation date will receive a second letter and affidavit form. If no response is received within 30 days for the warrants 12 months or greater, it becomes the property of the City of Pinole. Stale dated warrants shall be cancelled and voided in the system. A journal entry will

- be used to record the total amount of these warrants as revenue.
- c. Any individual check of less than fifteen (\$15) dollars, or any amount if the depositor's name is unknown, which remain unclaimed for a period of one (1) year may be transferred from the funds which the money was originally drawn from by the City Council to the General Fund without the necessity of publication of notice in a newspaper. (Gov. Code Section 50055)

City of Pinole INVESTMENT POLICY

I. Introduction

The purpose of this Policy is to define the parameters within which funds are to be managed. In methods, procedures, and practices, the policy formalizes the framework for the City of Pinole's investment activities that must be exercised to ensure effective and judicious fiscal and investment management of the City's funds.

II. Governing Authority

The investment program of the City of Pinole ("the City") shall be operated in conformance with federal, state, and other legal requirements. All funds will be invested in accordance with the City's Investment Policy, and California Government Code Sections 5360I, 5360I.1, 5360I.5, 5360I.6, 53635, 53646, 53635.5, and I648I.2.

III. Scope

It is intended that this policy cover all funds (except retirement funds) and investment activities under the direction of the City. The investment of bond proceeds will be in accordance with the provisions of relevant bond documents.

IV. Objectives

The primary objectives, in priority order, of the investment activities of the City shall be:

1. Safety

Safety of principal is the foremost objective of the investment program. Investments of the City shall be undertaken in a manner that seeks to ensure preservation of capital in the portfolio.

2. Liquidity

The investment portfolio of the City will remain sufficiently liquid to enable the City to meet its cash flow requirements.

3. Return

The investment portfolio of the City shall be designed with the objective of attaining a market rate of return on its investments consistent with the constraints imposed by its safety objective and cash flow considerations.

V. Standards of Care

1. Prudence

The standard of prudence to be used by investment officials shall be the “prudent person” standard and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and the investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security’s credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse development.

The “prudent person” standard states that,

“Investments shall be made with judgment and care under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.”

2. Ethics and Conflict of Interest

Officers and employees involved in the investment process shall refrain from personal business activities that could conflict with proper execution of the investment program, or which could impair their ability to make impartial decisions.

3. Delegation of Authority

The management responsibility for the investment program is hereby delegated to the City Treasurer or designee who shall monitor and review all investments for consistency with this investment policy. No person may engage in an investment transaction except as provided under the limits of this policy. The City Council may delegate its investment decision making and execution authority to an investment advisor. The advisor shall follow the policy and such other written instructions as are provided.

VI. Permitted Investment Instruments

1. U.S. Treasury and other government notes, bonds, bills, or obligations that carry the full faith and credit guarantee of the United States for the payment of principal and interest. Maturities shall not exceed five years in length. No more than fifty (50) percent of the City's investment portfolio may be invested in instruments defined under this section.
2. Federal Agency or U.S. government sponsored enterprises (GSE) bonds and note obligations, participations or other instruments. This includes but is not limited to obligations issued by Banks for Cooperatives, Federal Land Banks, Federal Intermediate Credit Banks, Federal Farm Credit Banks, Federal Home Loan Banks, the Federal Home Loan Bank Board, the Federal Home Loan Mortgage Corporation or in obligations, participations, or other instruments of, or issued by, or fully guaranteed as to principal and interest by, the Federal National Mortgage Association; or in guaranteed portions of Small Business Administration notes. Maturities shall not exceed five years in length, unless the funds to be invested are moneys generated from the proceeds of the sale of real estate assets restricted to a reserve account, and the investment security is "AA" rated by at least two of three nationally recognized rating agencies (Standard & Poor's, Moody's or Fitch) in which case maturities shall not exceed ten years in length. No more than 40 (forty) percent of the City's investment portfolio may be invested in instruments defined under this section.
3. Certificates of Deposit (CDs) which are Federal Deposit Insurance Company (FDIC) insured or fully collateralized time CD's in financial institutions in California. No more than 10 percent of the City's portfolio shall be invested in FDIC insured or fully collateralized time certificates of deposit. Maturities shall not exceed five years in length.
4. Negotiable FDIC insured Certificates of Deposit or deposit notes issued by a nationally or state-chartered bank or a state or federal savings and loan association or by a state-licensed branch of a foreign bank. Purchase of negotiable CD's may not exceed 30 percent of the City's investment portfolio. Maturities shall not exceed five years in length, and must have an IDC number greater than 165 (excellent rated).

5. Bankers' Acceptances issued by domestic or foreign banks, which are eligible for purchase by the Federal Reserve System, the short-term paper of which is rated in the highest category by Moody's Investors Services or by Standard & Poor's Corporation. Purchases of Bankers' Acceptances may not exceed 180 days maturity or 40 percent of the City's investment portfolio. No more than 10 percent of the City's investment portfolio may be invested in the Banker's Acceptances of any one commercial bank.
6. Medium-term corporate notes issued by corporations organized and operating within the United States or by depository institutions licensed by the U.S. or any state and operating within the U.S. Medium-term corporate notes shall be rated in a Double-AA rating category "AA" or its equivalent or better by a nationally recognized rating service. Additionally, corporate notes shall be widely diversified across all market sectors. Purchase of medium-term corporate notes may not exceed fifteen (15) percent of the City's investment portfolio. No more than five (5) percent of the City's investment portfolio may be invested in a medium-term note of any one corporation. Maturities shall not exceed five years in length.
7. Commercial paper rated in the highest tier of "prime quality" as provided by Moody's Investors Service, Inc., or Standard & Poor's Corporation, provided that the issuing corporation is organized and operating within the United States, has total assets in excess of \$500 million and has an "A" or higher rating for its long-term debt, if any, as provided by Moody's or Standard & Poor's. Purchases of eligible commercial paper may not exceed 180 day's maturity nor represent more than 10 percent of the outstanding paper of an issuing corporation. Purchases of commercial paper may not exceed 15 percent of the City's investment portfolio. An additional 15 percent or a total of 30 percent of the City's investment portfolio may be invested only if the dollar weighted average of the entire amount does not exceed 31 days.
8. Repurchase Agreements used solely as short-term investments not to exceed 30 days. The following collateral restrictions will be observed: Only U.S. Treasury securities or Federal Agency securities, as described in VI.1 and 2, will be acceptable collateral. All securities underlying Repurchase Agreements must be delivered to the City's custodian bank versus payment or be handled under a tri-party repurchase agreement. The total of all collateral for each Repurchase Agreement must equal or exceed, on the basis of market value plus accrued interest, 103 percent of the total dollar value of the money invested by the City for the term of the investment unless the term of the investment is overnight, in which case the total of all collateral for the Repurchase Agreement must equal or exceed, on the basis of market value plus accrued interest, 100 percent of the total dollar value of the

investment. For any Repurchase Agreement with a term of more than one day, the value of the underlying securities must be reviewed on a regular basis. Market value must be calculated each time there is a substitution of collateral. The City or its trustee shall have a perfected first security interest under the Uniform Commercial Code in all securities subject to Repurchase Agreement.

The City may enter into Repurchase Agreements with (1) primary dealers in U.S. Government securities who are eligible to transact business with, and who report to, the Federal Reserve Bank of New York, and (2) California and non-California banking institutions having assets in excess of \$1 billion and in the highest short-term rating category as provided by Moody's Investors Service, Inc. or Standard & Poor's Corporation. The City will have specific written agreements with each firm with which it enters into Repurchase Agreements. No more than 10 percent of the City's investment portfolio may be invested in Repurchase Agreements.

9. State of California's Local Agency Investment Fund (LAIF). Up to 100 percent of the City's portfolio may be invested in LAIF or up to the maximum permitted by California State Law. The LAIF portfolio should be reviewed periodically.
10. Securities and Exchange Commission (SEC) registered Money Market Mutual Funds as authorized by Government Code Sections 53601 and/or 53635. To be eligible for investment pursuant to this subdivision these companies shall either:
 - a. Attain the highest ranking letter or numerical rating provided by not less than two of the three largest nationally recognized rating services;
 - b. Have an investment advisor registered with the Securities and Exchange Commission with not less than five years experience investing in securities and obligations authorized by Government Code Section 53601;
 - c. Assets under management in excess of \$500,000,000;
 - d. The purchase price of the share of beneficial interest shall not include any commission charged by these companies; and,
 - e. Purchases shall not exceed 15 percent of the investment portfolio of the City.

Under no circumstances shall any funds of the City be invested in inverse floaters, range notes, or interest-only strips that are derived from a pool of mortgages. Nor

shall any of the City's funds be invested in any security that could result in zero interest accrual if held to maturity.

VII. Reporting Requirements

Quarterly investment reports shall be submitted by the City's Treasurer or designee to the City Council. The reports shall include, at a minimum, the following information for each individual investment:

- Type investment instrument;
- Institution/Issuer;
- Maturity date;
- Cost of security (par value) and dollar amount in all securities;
- Description of the funds and investments;
- Maturity distribution and of the portfolio;
- Current market value of all securities;
- Rate of return for the portfolio;
- A statement of compliance of the portfolio with the City's Investment Policy, and its ability to meet expenditure requirements for the next six months.

Pursuant to Government Code Section 53646 (e), the Treasurer may supply to the governing body, chief executive office and the external auditor a copy of the most recent statement received by the City on those investments in the State Local Agency Investment Fund in lieu of the above required statement.

In addition to the reporting requirement set forth by Section 53646, under Section 53607, the Treasurer or designee who has been delegated authority to invest or reinvest City funds must submit a monthly report to the City Council accounting for transactions made during the month. For efficiency, the investment report and transactions report will be merged and submitted to the City Council on a monthly basis.

VIII. Safekeeping and Custody

The assets of the City shall be secured through the third-party custody and safekeeping procedures. Bearer instruments shall be held only through third-party institutions. Collateralized securities such as repurchase agreements shall be purchased using the delivery vs. payment (DVP) procedure.

City of Pinole PENSION INVESTMENT POLICY

I. Introduction

The City of Pinole (the “City”) has established the City of Pinole Employee Benefit Pension Plan (the “Plan”), a Section 115 Trust. The goal of the Plan's investment program is to provide a reasonable level of growth which will result in sufficient assets to offset a portion of the present and future obligations of retirement benefits provided by the California Public Employees Retirement System (“CalPERS”) for those eligible employees who meet the specified age and service requirements.

II. Statement of Purpose

The purpose of this Pension Investment Policy is to establish a comprehensive strategy for assets invested under the Plan, and outline prudent and acceptable parameters in which pension funds are to be managed.

The primary objectives of this policy are to:

- Facilitate the process of ongoing communication between the Plan Sponsor and its plan fiduciaries;
- Confirm the Plan's investment goals and objectives and management policies applicable to the investment portfolio;
- Provide a framework to construct a well-diversified asset mix that can potentially be expected to meet the account's short and long-term needs that is consistent with the account's investment objectives, liquidity considerations and risk tolerance;
- Identify any unique considerations that may restrict or limit the investment discretion of its designated investment managers;
- Help maintain a long-term perspective when market volatility is caused by short-term market movements.

III. Roles and Responsibilities

Governing Authority

The pension investment program of the City of Pinole (“the City”) shall be operated in conformance with federal, state, and other legal requirements. All funds will be invested in accordance with the City's Pension Investment Policy, and applicable California Government Code Sections.

Delegation of Authority

The management responsibility for the pension investment program is hereby delegated to the City Manager and/or Assistant City Manager or designee as Plan Administrator who shall monitor and review all investments for consistency with this investment policy. No person may engage in an investment transaction except as provided under the limits of this policy. The City Council may delegate its investment decision making and execution authority to an investment advisor. The advisor shall follow the policy and such other written instructions as are provided.

Duties and Responsibilities (Refer to Appendix for who serves in these roles)

Plan Administrator

The Plan Administrator for the City of Pinole is responsible for:

- Confirming the accuracy of this Investment Guidelines Document, in writing.
- Advising Trustee and Investment Manager of any change in the plan/account's financial situation, funding status, or cash flows, which could possibly necessitate a change to the account's overall risk tolerance, time horizon or liquidity requirements; and thus would dictate a change to the overall investment objective and goals for the account.
- Monitoring and supervising all service vendors and investment options, including investment managers.
- Avoiding prohibited transactions and conflicts of interest.

Trustee

The plan Trustee is responsible for:

- Valuing the holdings.
- Collecting all income and dividends owed to the Plan.
- Settling all transactions (buy-sell orders).

Investment Manager

The Investment Manager is responsible for:

- Assisting the Plan Administrator with the development and maintenance of this Investment Policy document.
- Meeting with the Plan Administrator to review portfolio structure, holdings, and performance.
- Designing, recommending and implementing an appropriate asset allocation consistent with the investment objectives, time horizon, risk profile, guidelines and constraints outlined in this Policy.
- Researching and monitoring investment advisers and investment vehicles.

- Purchasing, selling, and reinvesting in securities held in the account.
- Monitoring the performance of all selected assets.
- Voting proxies, if applicable.
- Recommending changes to any of the above.
- Periodically reviewing the suitability of the investments, and being available at such other times within reason at your request.
- Preparing and presenting appropriate reports.
- Informing the Plan Administrator if changes occur in personnel that are responsible for portfolio management or research.

Standards of Care

Prudence

The standard of prudence to be used by investment officers shall be the “prudent person” standard and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and the investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security’s credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse development.

The “prudent person” standard states that,
 “Investments shall be made with judgment and care under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.”

Ethics and Conflict of Interest

Officers and employees involved in the investment process shall refrain from personal business activities that could conflict with proper execution of the investment program, or which could impair their ability to make impartial decisions.

IV. Asset Allocation

The goal of the Plan’s investment program is to provide a reasonable level of growth, which will result in sufficient assets to pay a portion of the present and future obligations of the Plan. The following objectives are intended to assist in

achieving this goal:

- The Plan should seek to earn a return in excess of its policy benchmark over the life of the Plan.
- The Plan's assets will be managed on a total return basis which takes into consideration both investment income and capital appreciation. While the Plan Sponsor recognizes the importance of preservation of capital, it also adheres to the principle that varying degrees of investment risk are generally rewarded with compensating returns. To achieve these objectives, the Plan Sponsor allocates its assets (asset allocation) with a strategic perspective of the capital markets.

Investment Time Horizon:	Intermediate-term
Anticipated Cash Flows:	Assets in the Plan will seek to mitigate the impact of future rate increases from CalPERS. Typically, increases in rates come with a one-year advance warning; however the Plan Administrator may request disbursement of assets at any time.
Investment Objective:	The primary objective is to generate a reasonable level of growth over time. The assets in this Plan will eventually be used to fund Pension Plan obligations for assets managed in the CalPERS Trust.
Risk Tolerance:	<i>Custom</i> – The account's risk tolerance has been rated moderate, which demonstrates that the account can accept price fluctuations to pursue its investment objectives.

Strategic Asset Allocation

As of the date of this Pension Investment Policy adoption, the asset allocation ranges for the City of Pinole Employee Benefit Pension Plan is as follows:

<i>Strategic Asset Allocation Ranges</i>		
Cash	Fixed Income	Equity
0-20%	45%-75%	25%-45%
Policy: 4%	Policy: 60%	Policy: 36%

Market conditions may cause the account's asset allocation to vary from the stated range from time to time. The Investment Manager will rebalance the portfolio no less than quarterly and/or when the actual weighting differs substantially from the strategic range, if appropriate and consistent with the Plan's objectives.

V. Investment Guidelines

Security Guidelines

Equities

With the exception of limitations and constraints described above, the Investment Manager may allocate assets of the equity portion of the account among various market capitalizations (large, mid, small) and investment styles (value, growth). Further, the Investment Manager may allocate assets among domestic, international developed and emerging market equity securities.

Total Equities	25%-45%
<i>Equity Style</i>	<i>Range</i>
Domestic Large Cap Equity	12%-35%
Domestic Mid Cap Equity	0%-10%
Domestic Small Cap Equity	0%-15%
International Equity (incl. Emerging Markets)	0%-15%
Real Estate Investment Trust (REIT)	0%-8%

Fixed Income

In the fixed income portion of the account, the Investment Manager may allocate assets among various sectors and industries, as well as varying maturities and credit quality that are consistent with the overall goals and objectives of the portfolio.

Total Fixed Income	45%-75%
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*High Yield securities may be purchased, but they will be held using a diversified exchange traded fund, or mutual fund vehicle.

If individual fixed income securities are purchased for the Plan, the following guidelines will be adhered to in the management of the fixed income segment:

Eligible Investments

- Debt obligations of the U.S. Government, its agencies, and Government Sponsored Enterprises
- Mortgage-Backed Securities (MBS)
- Asset Backed Securities (ABS)
- Collateralized Mortgage Obligations (CMO)
- Commercial Mortgage-Backed Securities (CMBS)
- Corporate debt securities issued by U.S. or foreign entities including, but not limited to, limited partnerships, equipment trust certificates and enhanced equipment trust certificates
- Eligible instruments issued pursuant to SEC Rule 144(a)
- Municipal Bonds

With the exception of Debt obligations of the U.S. Government, its agencies, Government Sponsored Enterprises and US TIPS, the total investment in any fixed income security issuer shall not exceed 3% of total plan assets. These restrictions do not apply to fixed income funds or exchange-traded funds (ETFs).

Quality

The portfolio will maintain a minimum weighted average quality of A- at all times. Individual securities shall have a minimum quality rating of Baa3 by Moody's or BBB- by Standard & Poor's (S&P).

Duration

The Investment Manager will maintain the portfolio duration within +/- 25% of the benchmark duration at all times.

Diversification

- No more than 5% of the portfolio assets may be invested in any individual issuer, with the exception of securities issued or guaranteed by the U.S. Government, its agencies, and Government Sponsored Enterprises.
- No more than 10% of the portfolio may be invested in securities issued under Rule 144A.

Performance Benchmarks

The performance of the total Plan shall be measured over a three and five-year periods. These periods are considered sufficient to accommodate the market cycles experienced with investments. The performance shall be compared to the return of the total portfolio blended benchmark shown below.

Total Portfolio Blended Benchmark

19.00%	S&P 500 Index
3.50%	Russell Mid Cap Index
5.50%	Russell 2000 Index
2.50%	MSCI Emerging Market Index
4.50%	MSCI EAFE Index
1.00%	Wilshire REIT Index
45.50%	Bloomberg Barclays Capital Aggregate Bond Index
13.00%	ML 1-3 Year US Corp/Gov't Index
1.50%	US High Yield Master II
4.00%	Citi 1Mth T-Bill

Asset Class/Style Benchmarks

Over a market cycle, the long-term objective for each investment strategy is to add value to a market benchmark. The following are the benchmarks used to monitor each investment strategy:

Large Cap Equity	S&P 500 Index
Growth	S&P 500 Growth Index
Value	S&P 500 Value Index
Mid Cap Equity	Russell Mid Cap Index
Growth	Russell Mid Cap Growth Index
Value	Russell Mid Cap Value Index
Small Cap Equity	Russell 2000 Index
Growth	Russell 2000 Growth Index
Value	Russell 2000 Value Index
REITs	Wilshire REIT Index
International Equity	MSCI EAFE Index
Investment Grade Bonds	Bloomberg Barclays Capital Aggregate Bond Index
High Yield	US High Yield Master II

Security Selection

The Investment Manager may utilize a full range of investment vehicles when constructing the investment portfolio, including but not limited to individual securities, mutual funds, and exchange-traded funds. In addition, to the extent permissible, the Investment Manager is authorized to invest in shares of mutual funds in which the Investment Manager serves as advisor or sub-adviser.

Investment Limitations

The following investment transactions are prohibited:

- Direct investments in precious metals (precious metals mutual funds and exchange-traded funds are permissible).
- Venture Capital
- Short sales*
- Purchases of Letter Stock, Private Placements, or direct payments
- Leveraged Transactions*
- Commodities Transactions Puts, calls, straddles, or other option strategies*
- Purchases of real estate, with the exception of REITs
- Derivatives, with exception of ETFs*

**Permissible in diversified mutual funds and exchange-traded funds*

VI. Reporting Requirements

Quarterly reports shall be submitted by the Investment Manager to the Plan Administrator of the City of Pinole. These reports will be submitted by the City's Treasurer or designee to the City Council.

APPENDIX

Plan Sponsor Account Information as of the date this pension investment policy is adopted:

Plan Sponsor:	City of Pinole
Plan Administrator:	City Manager and/or Assistant City Manager or designee
Governance:	Pinole City Council
Plan Name ("Plan")	City of Pinole Employee Benefits Pension Plan
Trustee:	US Bank
Type of Account	Pension Plan
ERISA Status:	Not subject to ERISA
Investment Manager:	US Bank, as discretionary trustee, has delegated investment management responsibilities to HighMark Capital Management, Inc. ("Investment Manager"), an SEC-registered investment adviser
Investment Authority:	Except as otherwise noted, the Trustee, US Bank, has delegated investment authority to HighMark Capital Management, an SEC-registered investment adviser. Investment Manager has full investment discretion over the managed assets in the account. Investment Manager is authorized to purchase, sell, exchange, invest, reinvest and manage the designated assets held in the account, all in accordance with account's investment objectives, without prior approval or subsequent approval of any other party(ies).

RESOLUTION NO 2024-

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PINOLE APPROVING
THE FINANCIAL AND INVESTMENT POLICIES FOR THE FISCAL YEAR 2024/25**

WHEREAS, the City of Pinole has financial policies, including investment policies, that were most recently updated and approved by the City Council in April 2023; and

WHEREAS, it is a best practice in public finance and a recommendation of the National Advisory Council on State and Local Budgeting (NACSLB) and the Government Finance Officers Association (GFOA) that cities regularly review and update as appropriate their financial policies; and

WHEREAS, State law recommends that California cities have investment policies that are adopted by their city council; and

WHEREAS, City staff presented the proposed financial and investment policies to the Finance Subcommittee on March 27, 2024 and received feedback from the Subcommittee; and

WHEREAS, City staff has addressed the feedback provided by the Subcommittee and is now seeking City Council's adoption of the proposed financial and investment policies; and

WHEREAS, City staff presented proposed financial and investment policies for fiscal year (FY) 2024/25 to the City Council for consideration at the Council meeting held on April 16, 2024.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Pinole hereby approves the City of Pinole Financial and Investment Policies Updated April 16, 2024, attached hereto as Exhibit 1.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Pinole held on the 16th day of April 2024 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 16th day of April 2024.

Heather Bell, CMC
City Clerk



CITY COUNCIL REPORT

9.E.

DATE: APRIL 16, 2024
TO: MAYOR AND COUNCIL MEMBERS
FROM: MARKISHA GUILLORY, FINANCE DIRECTOR
STEPHANIE DOWNS, LEGAL COUNSEL
SUBJECT: DISSOLUTION OF THE CITY OF PINOLE SUCCESSOR AGENCY TO THE
REDEVELOPMENT AGENCY

RECOMMENDATION

Staff recommend that the Pinole City Council adopt a resolution declaring that there is no need for the Successor Agency to the Redevelopment Agency to function in the community and requesting that the Contra Costa County Oversight Board approve the dissolution of the Successor Agency.

BACKGROUND

On November 22, 1972, the City Council declared a need to eliminate blight in the community and created the Redevelopment Agency of the City of Pinole (the "Agency") and recorded a map of the Pinole Vista Redevelopment Project Area (the "Project Area"). The map of the Project Area was subsequently amended to add territory to the Project Area.

In June 2011, the California Legislature passed AB x1 26 (as subsequently amended, the "Dissolution Law") which dissolved all redevelopment agencies in the State of California and created successor agencies to wind down the redevelopment activities of the former redevelopment agencies.

On January 17, 2012, the City Council passed a resolution electing to serve as the Successor Agency to the Redevelopment Agency of the City of Pinole (the "Successor Agency") and to assume the responsibilities, rights and powers of a successor agency to wind down the affairs of the Agency, as required under the Dissolution Law.

REVIEW AND ANALYSIS

The Successor Agency has now repaid all debt and has disposed of all real estate, as required under the Dissolution Law, and the City Council now desires to dissolve the Successor Agency. By adoption of this Resolution, the City Council is requesting that the Oversight Board of the County approve the dissolution of the Successor Agency and forward the request to the California Department of Finance.

Once the City has received final notice of dissolution of the Successor Agency from the Oversight Board, the City will record a notice terminating the Pinole Vista Redevelopment Project Area.

FISCAL IMPACT

Upon dissolution of the Successor Agency, all pass through payment agreements between the Agency and any taxing entities are automatically terminated, and no further property tax will be distributed to the Redevelopment Property Tax Trust Fund. Going forward, all property taxes will be distributed to the local taxing entities in their AB 8 percentage, including the City.

ATTACHMENTS

A. Resolution

RESOLUTION No. 2024-__

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PINOLE DECLARING
THAT THERE IS NO NEED FOR THE SUCCESSOR AGENCY TO THE
REDEVELOPMENT AGENCY TO FUNCTION IN THE COMMUNITY AND
REQUESTING THAT THE CONTRA COSTA COUNTY OVERSIGHT BOARD
APPROVE THE DISSOLUTION OF THE SUCCESSOR AGENCY**

WHEREAS, the City Council of the City of Pinole created the Redevelopment Agency of the City of Pinole (the “Agency”) by adoption of Ordinance No. 313 on November 22, 1972; and

WHEREAS, the California Legislature dissolved all redevelopment agencies in 2012 and created successor agencies by adoption of the Redevelopment Dissolution Law (Health and Safety Code Section 34170 et seq.) (the “Dissolution Law”); and

WHEREAS, pursuant to the Dissolution Law, the City Council adopted Resolution No. 2012-05 on January 17, 2012 electing to serve as the Successor Agency to the Agency (the “Successor Agency”); and

WHEREAS, pursuant to Section 34187(b) of the Dissolution Law, when all of the Successor Agency’s enforceable obligations have been repaid, all real property has been disposed of, and all outstanding litigation has been resolved, the successor agency shall, submit to the oversight board a request, with a copy of the request to the county auditor-controller, to formally dissolve the Successor Agency; and

WHEREAS, this City Council desires to request that the Contra Costa County Oversight Board approve the dissolution of the Successor Agency and submit the City Council’s request to the California Department of Finance.

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

Section 1. All of the recitals above are true and correct and incorporated herein.

Section 2. The City Council hereby requests that the Contra Costa County Oversight Board dissolve the Successor Agency and submit the request to the California Department of Finance in accordance with Health and Safety Code Section.

Section 3. The City Manager or his or her designee is hereby authorized to send this request to the Contra Costa County Oversight Board with a copy of the request to the county auditor controller.

Section 4. The City Manager or his or her designee is hereby authorized to execute all documents and take any other actions necessary to dissolve the Successor Agency and to meet any other requirements under this Resolution.

Section 5. This Resolution is effective on the date of its adoption.

APPROVED AND ADOPTED this 16th day of April 2024 by the following vote:

AYES: COUNCIL MEMBERS:

NOES: COUNCIL MEMBERS:

ABSENT: COUNCIL MEMBERS

ABSTAIN: COUNCIL MEMBERS:

Heather Bell, CMC
City Clerk



CITY COUNCIL REPORT

10.A.

DATE: APRIL 16, 2024
TO: MAYOR AND COUNCIL MEMBERS
FROM: MARKISHA GUILLORY, FINANCE DIRECTOR
SUBJECT: APPROVAL OF THE UPDATED USER AND REGULATORY FEES AND THE MASTER FEE SCHEDULE

RECOMMENDATION

Staff recommends the City Council hold a Public Hearing and adopt the Resolution (Attachment B) updating the City's user and regulatory fees and the updated Master Fee Schedule to be effective July 1, 2024.

BACKGROUND

Cities impose a user or regulatory fee for services related to an individual person or entity's request or action. In accordance with industry best practice and California statute, user and regulatory fees should be set according to the estimated reasonable cost of service and should bear a fair and reasonable relationship to the payer's burdens on, or benefits received from, the activities and/or services provided by the City.

The City's Revenue Policy – User Fees and Charges, a component of the Financial and Investment Policies, states that the City is empowered to recapture, through fees, up to the full cost of providing specific services. Regular and consistent review of all fees is necessary to ensure that the costs associated with delivery of individual services have been appropriately identified, and that the City is fully recovering those costs.

The City conducted a comprehensive user and regulatory fee study in 2022. The results of the study led to a number of changes to existing fees as well as established several new fees.

Each fiscal year, user and regulatory fees are reviewed and set at the direction of the City Council. Through a public hearing, any new fees or fee increases are considered for adoption. If the new fees proposed in the updated master fee schedule (Attachment A) are adopted by the City Council, staff recommends a July 1, 2024 effective date for fee changes.

REVIEW AND ANALYSIS

In order to keep pace with general cost inflation for services provided to the community, staff is recommending that most fees, as noted below, be increased by the growth in the Consumer Price Index (CPI) over the past year. The CPI for the San Francisco-Oakland-Hayward region increased by 2.4% over the past twelve months, from February 2023 through February 2024.

The following sections have been updated in the attached Master Fee Schedule (Attachment A):

- Building Fees - Most fees are increased by 2.4% based on CPI, except for fees limited to amounts outlined in the California Government Code.
- Planning Fees - Most fees are increased by 2.4% based on CPI, except for deposits and fees limited to amounts outlined in the California Government Code.
- Engineering and Encroachment Permit Fees – Most fees are increased by 2.4% based on CPI, except for deposits.
- Recreation Fees – The fees are increased by 2.4% based on CPI.
- Police Fees – The fees remain unchanged. Staff may recommend to Council at a later time that some fees be increased.
- Police Fines and Penalties – The fees remain unchanged as they are regulated by Pinole Municipal Code.
- Development Impact Fees – The fees remain unchanged. Staff is conducting a nexus study on the development impact fees and might recommend changes based on the results of the study.
- Wastewater Utility Fees – The fees are subject to different approval thresholds and are determined by a different process. The current rates were established in 2018, based on the rate study conducted at that time. The new rate study is in progress and anticipated to be presented to the City Council in June.
- Business Licenses Fees – The fees are determined by a different process. Pursuant to Pinole Municipal Code, they are reviewed at the end of each calendar year and only adjusted upward or downward by 5% with each

cumulative 5% change in the CPI.

- Fire Prevention Fees – The fees align with those collected by the Contra Costa County Fire Protection District.

FISCAL IMPACT

Any additional revenue expected from the Proposed Master Fee Schedule is intended to offset the cost of providing existing services associated with those fee-related regulatory functions and other programs.

ATTACHMENTS

- A. Master Fee Schedule effective 7-1-24
- B. RESO Master Fee Schedule



Master Schedule of User and Regulatory Fees

Proposed: April 16, 2024

Effective: July 1, 2024

City of Pinole

Master Schedule of User and Regulatory Fees

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City of Pinole

MASTER FEE SCHEDULE - CITY CLERK ADMINISTRATIVE FEES

Activity Description	Fee	Charge Basis	Note
1 Hardcopy Records Request	\$0.10	per single sided page	
2 Oversize documents	\$3	per page	
3 Document Imaging	\$3	per sheet	
4 Filing Fee - Notice of Intent to Circulate Initiative Petition	\$200		
5 Garbage Service Exemption (Resolution No. 2005-39)	\$48		
6 Administrative Fee for Waste Collection Lien (PMC 8.08.110(G)/Resolution No. 2008-165	\$55		
7 Appeal Fee for Business License Revocations, Massage Establishment /Operator Permits & Code Enforcement Actions (Resolution 2009-122/11-19-2009)	\$575	each	
8 Requests Requiring Special Programming or Formatting	Actual hourly rate plus cost of digital devices		[a]

[a] This fee applies to the creation of a new document or information not normally prepared, owned, used or retained by the City as part of the conduct of the Public's business. Fee also includes cost of any digital devices used to provide requested information.

City of Pinole
MASTER FEE SCHEDULE - FINANCE ADMINISTRATIVE FEES

Activity Description	Fee	Charge Basis	Note
1 Credit Card Transaction Processing Fee	pass-through of vendor charge	% of amount paid by credit card	[a]
2 Not Sufficient Funds Charge	\$25	each	
3 Hourly Rates and Fees for Services Not Listed in this Fee Schedule			
a) Finance Personnel	\$134	per hour	[b]

[a] Fee will only apply when credit card is used for payment of fees for development/fire-related fees, permits, plan review, etc. Fee is intended to serve as a pass-through based on vendor agreement.

[b] For services requested of City staff which have no fee listed in this Master Fee Schedule, the City Manager or the City Manager's designee shall determine the appropriate fee based on the following hourly rates for staff time involved in the service or activity.

City of Pinole

MASTER FEE SCHEDULE - BUSINESS LICENSES

Activity Description	Fee	Charge Basis	Note
1 Fixed Place of Business in Pinole (Includes Home Businesses & Pinole Contractors)			
Per Year (includes one employee)	\$160		
Additional Employees (2 to 19)	\$24	per employee	
Additional Employees (over 20)	\$19	per employee	
2 Rental Properties			
Basic Fee for one Property (1 unit)	\$160		
Each additional Unit (2-4 units)	\$19		
Additional Units (5 or more)	\$10		
3 Hotels and Motels			
Basic Fee	\$160		
Each Rental Unit	\$10		
4 Bowling Alley			
Basic Fee (includes 2 lanes)	\$160		
Additional Lanes	\$54	each	
5 Outside Licensed Contractors/Subcontractors			
Annual fee for current calendar year	\$249		
Semi-annual (6 consecutive months within the same calendar year)	\$137		
Quarterly (3 consecutive months within the same calendar year)	\$82		
6 Outside Personal/Professional Service	\$160	per year	
7 Delivery Vehicles	\$160	per year	
8 Public Amusements			
Rides and Shows	\$134	per day	
Carnival	\$1,364	per day	
Circus			
a) Base Fee	\$1,364	per day	
b) Per Day, Per Show	\$272		
9 Dance Hall	\$816	per year	
10 Motion Picture Theatre	\$326	per year	
11 Playhouse	\$326	per year	

City of Pinole

MASTER FEE SCHEDULE - BUSINESS LICENSES

Activity Description	Fee	Charge Basis	Note
12 Pool Hall			
Base Fee	\$160	per year	
Per Table Over Two	\$80	per year	
13 Advertising Vehicles			
Per Vehicle	\$12	per day	
Minimum Tax	\$87		
14 Billboard	\$160	per year	
15 Auctioneer			
Daily Fee	\$134		
Annual Fee	\$1,118		
16 Pawnbroker	\$816	per year	
17 Astrology, etc.	\$397	per month	
18 Peddlers, solicitors	\$160	per year	
19 Photographers			
Daily Fee	\$27		
Door-to-door solicitation for taking photographs, for enlargements, frames, etc. - per quarter	\$80	per quarter	
20 Fire Sale	\$272	per day	
21 Distribution of Advertising Matter			
Per Year (includes one employee)	\$160		
Additional Employees (2 to 19)	\$24	per employee	
Additional Employees (over 20)	\$19	per employee	
Less than 40 weeks a year	\$19	per employee, per day	
22 Transfer of Ownership Fee	\$7		
23 Exemption Certificate	\$30		
24 Penalty-Per Municipal Code 5.04.180 Sec. A (50% of license fee)	50%		[a]
25 State Mandated Fee (AB 1379) (applies to All Licenses)	\$4		

[a] Renewal must be postmarked, or hand delivered to City Hall by close of business on January 31 of calendar year for which business license applies to avoid penalty.

City of Pinole

MASTER FEE SCHEDULE - RENTAL & BALCONY INSPECTION PROGRAM FEES

Activity Description		Fee	Note
1	Rental Inspection Program Fee		
	a) Base Fee (Covers Initial Inspection and First Reinspection)		
	i) Single Family Unit, Duplex Unit, or Triplex Unit	\$387	
	ii) Multi-Family Unit Including Hotel/Motel Unit	\$242	
	b) Reinspection Fee (only applicable if required)		
	i) 2nd Reinspection	20% of initial fee	
	ii) 3rd Reinspection	30% of initial fee	
	iii) 4th Reinspection	40% of initial fee	
2	Balcony Inpection Program Fee	\$194	

City of Pinole

MASTER FEE SCHEDULE - BUILDING FEES

A. Fees for Commonly Requested and Minor Miscellaneous Building Permit Types. Fees shown in this section (Section A.) include all applicable inspection, and plan review fees. Additional permit processing fees apply. Additional fees may apply for services provided by other City Departments (e.g. Planning Review), Technology Enhancement Fees, and Fees Collected on Behalf of Other Agencies.

Fee Description	Fee	Note
1 HVAC Change-Out - Residential	\$194	
2 Water Heater Change-Out - Residential	\$145	
3 Residential Re-Roof		
a) Up to 2,000 SF (Roof Area)	\$290	
b) Each Add'l 1,000 SF or fraction thereof	\$97	
4 Service Panel Upgrade - Residential	\$194	
5 Battery Backup Storage - Residential	\$194	
6 Electric Vehicle Charger - Residential	\$194	
7 Generator - Residential	\$194	
8 Residential Solar Photovoltaic System - Solar Permit		
a) 15kW or less	\$225	[a]
b) Above 15kW	\$450 base fee, plus \$15 per kW for each kW above 15kW	[a]
9 Commercial Solar Photovoltaic System - Solar Permit		
a) 50kW or less	\$1,000	[a]
b) 50kW – 250kW	\$1,000 base fee, plus \$7 per kW for each kW above 50kW up to 250kW	[a]
c) Above 250kW	\$2,400 base fee, plus \$5 per kW for each kW above 250 kW	[a]
10 Solar Thermal - Residential	\$315	[a]
11 Ground-Mount Solar - Residential	\$360	[a]
12 Swimming Pool / Spa Equipment Change-out Only	\$194	
13 Swimming Pool Replaster - Residential	\$194	
14 Residential Voluntary Seismic Retrofit – Push Piers Only (10 and fewer)	\$290	
15 Retaining Wall		
a) Wall Under 4' in height	\$387	
b) Wall Over 4' in height		
i) Up to 100 LF	\$774	
ii) Each Additional 100 LF	\$48	
16 CMU Wall		
a) Wall Under 6' in height	\$387	
b) Wall Over 6' in height		
i) Up to 100 LF	\$774	
ii) Each Additional 100 LF	\$48	
17 Exterior Doors / Windows / Sliding Glass Doors - Retrofit / Repair		
a) Up to 5	\$194	
b) Over 5		
18 Fences Requiring a Building Permit	\$194	
19 Plumbing Permit	\$194	
20 Mechanical Permit	\$194	
21 Electrical Permit	\$194	
22 Rooftop Solar Panel Removal and Replacement	\$194	

[a] Total fees shall not exceed amounts outlined in California Government Code 66015(a)(1).

City of Pinole

MASTER FEE SCHEDULE - BUILDING FEES

Determination of Valuation for Fee-Setting Purposes

- Building Valuation shall be based on the higher of 1) the applicant’s estimated valuation or 2) the most current Building Valuation as printed and published by the International Code Council and adjusted using the most current City Cost Index printed and published by R. S. Means Building Construction Cost Data. CRC, R108.3 Building permit valuations. Building permit valuation shall include total value of the work for which a permit is being issued, such as electrical, gas, mechanical, plumbing equipment, and other permanent systems, including materials and labor. The final building permit valuation shall be set at an amount that allows the City to recover its costs of applicant plan check, permit and inspection activities.

Note: For construction projects with permit fees calculated using Section B, additional fees apply for permit issuance. Additional fees may apply for services provided by other City Departments (e.g. Planning Review), Technology Enhancement Fees, and Fees Collected on Behalf of Other Agencies (e.g. State of California). Additional fees apply for plan review, when applicable.

B. Base Permit Fee for New Buildings, Additions, Tenant Improvements, Residential Remodels, and Mechanical, Electrical, and/or Plumbing Permits Not Identified Elsewhere in This Fee Schedule

Total Valuation	Permit Fee			
\$1 to \$2,000	\$194			
\$2,001 to \$25,000	\$290	for the first \$2,000	plus	\$21 for each add'l \$1,000 or fraction thereof, to and including \$1,000
\$25,001 to \$50,000	\$774	for the first \$25,000	plus	\$27 for each add'l \$1,000 or fraction thereof, to and including \$1,000
\$50,001 to \$100,000	\$1,452	for the first \$50,000	plus	\$17 for each add'l \$1,000 or fraction thereof, to and including \$100,000
\$100,001 to \$500,000	\$2,322	for the first \$100,000	plus	\$13 for each add'l \$1,000 or fraction thereof, to and including \$500,000
\$500,001 to \$1,000,000	\$7,354	for the first \$500,000	plus	\$7 for each add'l \$1,000 or fraction thereof, to and including \$1,000,000
\$1,000,001 and up	\$10,838	for the first \$1,000,000	plus	\$5 for each additional \$1,000 or fraction thereof over \$1,000,000

For permits for new construction, additions, tenant improvements or residential remodels requiring plumbing, electric, or mechanical review, the following percentages shall be added to the base permit fee

- Plumbing inspection fee = Base permit fee x .10
- Electrical inspection fee = Base permit fee x .10
- Mechanical inspection fee = Base permit fee x .10

City of Pinole

MASTER FEE SCHEDULE - BUILDING FEES

C. Building Plan Review Fees

Activity Description	Fee	Charge Basis	Note
1 Building Plan Check Fees - Building			
a) Plan Review Fee, if applicable	75%	% of permit fee	[a]
b) Expedited Plan Check - At Application Submittal (when applicable)	1.5x standard plan check fee		
c) Over the Counter Plan Review Fee	\$194	Per Hour	[b];[c]
d) Revision Application Fee (per hour) (1-hour minimum)	\$194	Per Hour	
e) Tract Home / Master Plan Construction (Production Units)	20% of standard plan check		[d]
f) Alternate Materials and Materials Review (per hour)	\$194	Per Hour	
g) Excess Plan Review Fee (4th and subsequent) (per hour)	\$194	Per Hour	
h) Revisions (per hour)	\$194	Per Hour	
2 Building Plan Check Fees - Planning (Fees Only Applied to Projects Requiring Review)			
a) Zoning Clearance Verification	\$116		
b) Planning Plan Check			
i) Alterations/Additions - Residential	\$289		
ii) New Construction - Single Family Residential	\$520		
iii) New Construction - 2-4 Residential Units	\$982		
iv) New Construction - 5+ Residential Units	\$2,543		
v) New Construction - Non-Residential	\$982		
vi) Alterations/Additions - Non-Residential	\$520		
3 Building Plan Check Fees - Public Works Engineering (Fees Only Applied to Projects Requiring Review)			
a) Swimming Pool	\$215		
b) Block Wall	\$108		
c) Fence	\$108		
d) Sign	\$108		
e) Alterations/Additions - Residential	\$161		
f) New Construction - Single Family Residential	\$430		
g) New Construction - 2-4 Residential Units	\$645		
h) New Construction - 5+ Residential Units	\$1,290		
i) New Construction - Non-Residential	\$860		
j) Alterations/Additions - Non-Residential	\$215		
k) Trash Capture, SWPPP, and NPDES Review Fees	See Eng. Fee Schedule		
l) Permits / Plan checks not listed above	See footnote		[e]

City of Pinole

MASTER FEE SCHEDULE - BUILDING FEES

C. Building Plan Review Fees

Activity Description	Fee	Charge Basis	Note
When applicable, plan check fees shall be paid at the time of application for a building permit. The plan checking fee is in addition to the building permit fee. Plan check fee applies to base building permit fee and mechanical, electrical, and plumbing inspection fees, when applicable.			

- [a] Includes up to three plan checks. The City will bill hourly for additional plan review required.
- [b] For permits requiring only over the counter plan review, e.g. non-engineered plans.
- [c] Category added to fee schedule subsequent to initial adoption, allows for reduced plan check fee for over the counter / in-house plan check.
- [d] For identical buildings built by the same builder on the same lot or in the same tract and for which building permits are issued at the same time.
- [e] Engineer/technician to determine hours and applicable fee at time of application.

City of Pinole

MASTER FEE SCHEDULE - BUILDING FEES

D. Other Fees

Activity Description		Fee	Note
1	Permit Processing Fee	\$81	
2	Fire Permit Processing Fee	\$81	
3	Outside Contractor Business License Processing Fee	\$65	
4	Business License Inspection Fee		
	a) Residential Home Occupation	\$65	
	b) Non-Residential	\$145	
5	General Plan Maintenance Fee (% of base building permit fee)	10%	
6	Technology Fee (% of base building plan review and base building permit fee)	10%	
7	Strong Motion Instrumentation (SMI) Fee Calculation		
	a) Category 1 Construction (1 to 3 Story Residential)	Greater of \$0.50 or valuation x .00013	[a]
	b) Category 2 Construction (Over 3 story Residential and all Commercial)	Greater of \$0.50 or valuation x .00028	[b]
8	Building Standards (SB 1473) Fee Calculation (Valuation)		
	a) \$1 - \$25,000	\$1	
	b) \$25,001 - \$50,000	\$2	
	c) \$50,001 - \$75,000	\$3	
	d) \$75,001 - \$100,000	\$4	
	e) Each Add'l \$25,000 or fraction thereof	Add \$1	
9	Temporary Certificate of Occupancy (per 30 Days)	\$291	
10	Permit Extension	\$194	
11	Permit Reactivation Fee		
	a) Reactivation Fee if All Inspections Have Been Performed and Approved Up to But Not Including Final Inspection	\$194	[c]
	b) Reactivation Fee - All Other Scenarios		
	i) Permit Expired Up to One Year	50% of Original Base Building Permit Fee	
	ii) Permit Expired More than One Year	100% of Original Base Building Permit Fee	
12	Permit Reissuance Fee	\$97	[d]
13	Damaged Building Survey (Fire, Flood, Vehicle Damage, Etc.)	\$290	
14	AB 838 Violation Fees		
	a) Investigation resulting in Violations under AB 838 (per hour) (1-hour minimum)	\$194	
	b) Inspection Report Production for Violations under AB 838 (per hour) (1-hour minimum)	\$194	

City of Pinole

MASTER FEE SCHEDULE - BUILDING FEES

D. Other Fees

Activity Description		Fee	Note
Other Fees			
15	Phased Inspection Fee (per inspection)	\$97	
16	After Hours Inspection (per hour) (4-hour minimum)	\$232	
17	Re-inspection Fee (2nd Time or More) (each)	\$97	[e]
18	Missed Inspection Fee	\$97	
19	Duplicate Copy of Permit	\$65	
20	Duplicate Copy of Certificate of Occupancy	\$32	
21	Construction and Demolition Waste Management Review Fee	\$97	
22	Fees for Services Not Listed in this Fee Schedule (per 1/2 hour)	\$97	
Violation Fees			
23	Investigation Fee For Work Done Without Permits (In addition to applicable permit fees)	equal to permit fee	
Refunds			
24	Refunds		
	a) Fees Erroneously Paid or Collected by the City	100% refund	
	b) Refund of Plan Review Fees - Prior to Plan Review Commencing	up to 80% refund	
	c) Refund of Permit Fees - Prior to Inspection Commencing	up to 80% refund	
	d) 180 Days After Payment of Fees	no refund	
25	Hardcopy Records Request	\$0.10 per single side page	
26	Oversize documents	\$3 per page	

[a] Category 1 Construction includes residential buildings 1 to 3 stories in height, excluding hotels and motels. Single family houses, duplexes and quadruplexes are considered Category 1. Condominiums and apartment buildings which are 3 stories or less in height are considered Category 1.

[b] Category 2 Construction includes all buildings not considered Category 1 (i.e. residential buildings over 3 stories, all office buildings, warehouses, factories and other manufacturing or processing facilities, restaurants, and other non-residential buildings).

[c] For reactivation of expired building permits that are no longer valid.

[d] Example; change of contractor.

[e] Reinspection fee applies after the first re-inspection.

City of Pinole

MASTER FEE SCHEDULE - DEVELOPMENT IMPACT FEES^{1,2}

Activity Description		Single Family	Multi-Family	Office	Commercial	Industrial	Institutional
		<i>Fee per Dwelling Unit</i>		<i>Fee per 1,000 Building Square Feet</i>			
1	Police	\$1,321.29	\$1,000.98	\$500.49	\$160.16	\$400.40	\$40.04
2	Fire Protection	\$1,688.49	\$1,279.16	\$639.58	\$204.67	\$511.66	\$51.16
3	Public Facilities & Equipment	\$2,278.48	\$1,726.13	\$863.06	\$276.18	\$690.45	\$69.05
4	Wastewater	\$5,684.45	\$4,263.05	\$2,640.40	\$2,640.40	\$2,160.85	\$1,439.80
5	Transportation	\$477.05	\$338.71	\$639.25	\$1,598.13	\$419.81	\$1,211.72
6	Drainage	\$1,270.54	\$76.23	\$186.67	\$186.67	\$369.46	\$437.52
7	Parks and Recreation	\$9,215.85	\$6,981.71	n/a	n/a	n/a	n/a
8	Subtotal	\$21,936.16	\$15,665.97	\$5,469.46	\$5,066.21	\$4,552.62	\$3,249.29
9	Administration (3%)	\$658.08	\$469.98	\$164.08	\$151.99	\$136.58	\$97.48
10	Total	\$22,594.24	\$16,135.95	\$5,633.54	\$5,218.20	\$4,689.20	\$3,346.77

¹Adopted pursuant to Resolutions 2008-92, 2018-29 and 2022-55; fees last adjusted for the percentage change in the Engineering News-Record Construction Cost Index-San Francisco Bay Area for the preceding twelve-month period calculated from April 1st to March 31st.

²Additional impact Fees are required from other agencies, including the West Contra Costa Transportation Advisory Committee (WCCTAC) and the West Contra Costa Unified School District (WCCUSD). The WCCTAC's West County Subregional Transportation Mitigation Program (STMP) fees are collected by the City of Pinole and transmitted to the WCCTAC. The WCCUSD collects school facilities development fees for new residential, commercial and industrial construction resulting in new assessable area. The City requires proof of WCCUSD review, and when applicable, a certificate of payment issued by the District to confirm that required District development fees have been paid.

City of Pinole

MASTER FEE SCHEDULE - PLANNING FEES

Activity Description		Fee	Note
Design Review			
1	Administrative Design Review: Single family residential additions; additions of less than 500 sf for multifamily and nonresidential	\$780	
2	Comprehensive Design Review – Small New single family residence; new multifamily building with 2 to 4 units; multifamily and nonresidential additions 500 to 5,000sf	\$3,978	
3	Comprehensive Design Review – Medium New multifamily building with 5 to 10 units; multifamily and nonresidential additions 5,001 to 10,000sf	\$10,689	
4	Comprehensive Design Review – Large New multifamily building of 10 or more units; new nonresidential buildings; multifamily and nonresidential additions greater than 10,000sf	\$20,000 Deposit; \$14,000 Minimum Fee	
5	Sign Permit: New Sign/Approved Program, replace old sign as previously approved, etc.	\$462	
6	Creative Sign Program: Encourage signs of unique design	\$806	
7	Sign Program: 5 or more signs or greater than 200 sq. ft. of total aggregate sign area or building with 3 or more tenants.	\$2,312	
Use Permits			
8	Similar Use Determination	\$349	
9	Administrative Use Permits (AUP): Outdoor Dining	\$941	
10	Temporary Use Permits (TUP) – Small. Special one-day events, such as grand openings Outdoor sales and display. Seasonal sales (Christmas tree sales, pumpkin sales)	\$376	[a]
11	Temporary Use Permits (TUP) – Large. Construction yards and storage sheds Expositions, concerts, clinics, amusement rides, and flea markets.	\$833	[a]
12	Conditional Use Permits (CUP)	\$5,575	
13	Home Occupation Permit	\$151	
14	Condo Conversion Permit	\$7,500 Deposit; \$5,000 Minimum Fee	
15	Tree Removal Permit	\$231	
16	Use Permit Amendments	\$2,774	
17	Use Permit - Combined with Other Permits	100% of highest applicable permit fee, plus 50% of all other applicable permit fees	

City of Pinole

MASTER FEE SCHEDULE - PLANNING FEES

Activity Description	Fee	Note
Variances		
18 Minor Deviation	\$710	
19 Single Family Variance	\$1,774	
20 All Other Variance Requests	\$5,086	
Policy / Plan Amendments		
21 Rezoning / Annexation	\$20,000 Deposit; \$14,000 Minimum Fee	
22 Rezoning / Zoning Code Amendment (Includes Map and Text)	\$10,171	
23 Minor Development Plan Amendment	\$462	
24 General Plan Amendment	\$10,000 Deposit; \$7,000 Minimum Fee	
25 Specific Plan Amendment	\$10,000 Deposit; \$7,000 Minimum Fee	
Subdivision / Mapping		
26 Subdivision / Tentative Map		
a) Minor Subdivision / Parcel Map (4 Lots or Less)	\$5,000 Deposit; \$3,500 Minimum Fee	
b) Major Subdivision / Tract Map (5 or More Lots)	\$7,500 Deposit; \$5,000 Minimum Fee	
27 Lot Line Adjustment	\$2,000 Deposit; \$1,400 Minimum Fee	
28 Lot Merger	\$2,000 Deposit; \$1,400 Minimum Fee	
29 Easement / Street Vacation / Existing Utility Review	\$2,000 Deposit; \$1,400 Minimum Fee	
30 Final Map		
a) Parcel Map	\$5,000 Deposit; \$3,500 Minimum Fee	
b) Tract Map	\$7,500 Deposit; \$5,000 Minimum Fee	
Environmental Review		
31 Categorical Exemption	\$269	
32 Initial Study	\$3,500 or Consultant Cost + 15%	
33 Negative Declaration	\$5,000 Deposit; \$3,500 Minimum Fee	
34 Mitigated Negative Declaration	\$10,000 Deposit; \$7,000 Minimum Fee	
35 Environmental Impact Report	Consultant Cost + 15%; Deposit TBD	

City of Pinole

MASTER FEE SCHEDULE - PLANNING FEES

Activity Description	Fee	Note
Agreements		
36 Development Agreement	\$10,000 Deposit; \$7,000 Minimum Fee	
37 Affordable Housing Agreement	\$10,000 Deposit; \$7,000 Minimum Fee	
38 Review of CC&R's	\$2,500 Deposit; \$1,750 Minimum Fee	
Other Development Services		
39 Extensions	1/2 Original Fee	
40 Appeals of Department, Administrative and Planning Commission Actions (Per Appeal)	\$500 + \$2,500 Deposit	[b]
41 Zoning Administrator Hearing (Each Required Hearing)	\$521	
42 Planning Commission / City Council Hearing (Each Required Hearing)	\$694	
43 Records Research	\$100 per half hour after first hour	
44 Address Assignment	\$330	
Public Noticing		
45 Project Notification Sign	\$269 per sign (as needed)	
46 Public Noticing (Administrative)	\$484	
47 Public Noticing (Public Hearing Required)	\$753	
48 Public Noticing (Deposit-Based Project)	Deposit	
Small Cell Wireless		
49 Small Cell: Right of Way Pole Usage Fee	\$270 per pole annually	[c]
50 Small Cell Wireless Attachment Fee	\$500 for first five + \$100 for each additional	[c]
51 Small Cell Wireless New Pole	\$1,000	[c]
Affordable Housing Requests		
52 Equity-Share Payoff Demand	\$347	
53 Reconveyance	\$347	
54 Density Bonus Application	\$462	
Redevelopment (Successor Agency)		
55 Loan Extension Application Fee (Commercial/Residential)	\$349	

City of Pinole

MASTER FEE SCHEDULE - PLANNING FEES

Activity Description	Fee	Note
Technology Enhancement Fee		
56 Technology Fee (% of plan review and permit fee)	10%	
Violation Fees		
57 Penalty for Work Without Planning Approval	equal to permit fee	
Hourly Rates and Fees for Services Not Listed in this Fee Schedule		
58 Rates for Services Not Listed Above		
a) Planning Personnel (per hour)	\$231	
b) Contract Planning, Peer Review, Architecture Review, Etc.	Pass through of Actual Cost + 15%	
c) Specialized Attorney Services	Pass through of Actual Cost	
59 Hardcopy Records Request	\$0.10 per single side page	
60 Oversize documents	\$3 per page	

[a] Temporary use permit fee may be reduced to \$0 (no charge) for non-profit entities.

[b] Planning Commission Appeal requests initiated by the City Council members shall be accompanied by a \$250 rather than \$500 appellant fee. The \$250 may be refundable if the appeal initiated by a majority of the City Council members that hear the appeal request.

[c] Total fees shall not exceed amounts outlined in California Government Code 66015(a)(1).

Overview of Fee Structure

Fees may be either fixed fees, or Full Cost Recovery with Minimum Amount Due. When a fee is Full Cost Recovery with Minimum Amount Due, the minimum amount charged shall be the Minimum Fee. The City reserves the right to collect amounts in excess of the minimum fee when City costs or other review costs (e.g. consultant, County, attorney, etc.) exceed this amount.

Use of Full Cost Recovery with Minimum Amount Due

For fees collected using Full Cost Recovery with Minimum Amount Due, the City will provide an accounting of internal costs and other related costs (e.g. consultant, County, attorney, etc.), to support any amounts billed in excess of the minimum amount due.

Full Cost Deposits and Deposit Replenishment Policy

Applicants for full cost (deposit-based) submittals shall pay for all City staff and contract service provider time and materials required to process the application. A full cost reimbursement agreement shall be included with the project application submittal package. Projects outside the scope of this fee schedule will be subject to a full cost reimbursement agreement to be approved by the City Manager and/or City Council. This reimbursement agreement will include the identification of a work program and will include cost estimates for both City staff time and consultant services based on a defined scope of work.

Initial deposits will be collected and held by the City in a deposit account at the time the application is submitted. Project billing amounts will be drawn from the deposit account. If the deposit is reduced to below 20% of the initial deposit amount, the applicant will be notified and required to supplement the deposit account with an additional amount.

When more than one full cost application is submitted, the sum total of the initial full cost deposit amount may be reduced by up to 20% at the discretion of the Planning Director.

Funds expended for staff time shall not be dependent upon the City's approval or disapproval of the application request. Any deposit amounts remaining after final project close out will be returned to applicant (less bond amounts held by the City).

As may be required by the Planning Department or Public Works Department for project evaluation or environmental review, all payment for attorney and consultant work shall be the responsibility of the applicant.

City of Pinole

MASTER FEE SCHEDULE - CODE ENFORCEMENT FEES

Activity Description	Fee	Note
1 Courtesy Inspection		
a) First Inspection	No Charge	
b) Second Inspection to Verify Violation Corrected	No Charge	
c) Each Additional Inspection	\$83	
2 Re-Inspection Fee	\$83	
3 Abatement Warrant	\$331	
4 Serving Notice	\$41	
5 Lien Approval Fee	\$161	
6 Special Assessment Approval Fee	\$161	
7 Lien Release Fee	\$161	
8 Tobacco Retailer License		
a) New	\$225	
b) Renewal	\$225	
c) Late Renewal	Same as Business Lic.	
d) Suspension Appeal	\$225	
e) Citation Appeal		
9 Request for Extension of Time		
a) First Request	No Charge	
b) Second and Subsequent Requests (each)	\$38	
10 Oversized and Non-Motorized Vehicle Visitor Parking Permit	bill hourly; 1-hour min.	[a]
11 Appeals		
a) Notice and Order Appeal	\$618	
b) Notice of Violations Appeal	\$618	
c) Administrative Citation Appeal	\$27	
12 Technology Fee (% of Fee)	10%	
13 Late Payment Penalty	5% of unpaid amount	
14 Rates for Services Not Listed Above		
a) Code Enforcement Personnel (per hour)	\$166	
b) Specialized Services Including, but not limited to, Attorney and Abatement Services	Pass through of Actual Cost	
15 Hardcopy Records Request	\$0.10 per single side page	
16 Oversize documents	\$3 per page	

[a] Pinole Municipal Code Section 8.24.035.C.3

City of Pinole

MASTER FEE SCHEDULE - ENGINEERING AND ENCROACHMENT PERMIT FEES

Activity Description	Fee	Note
Encroachment Permit Fees		
1 Permit Issuance Fee (applies to all encroachment permits)	\$161	
2 Permit Renewal Fee / Time Extension	\$108	
3 Permit Fee		
a) Sewer Lateral		
i) Base Permit Fee	\$215	
ii) Video Inspection, If Required	\$108	
b) Concrete Flat Work or Under Sidewalk Drain		
i) Up to 500 SF	\$430	
ii) Add for Each Additional 500 SF	\$108	
c) Street Cut or Drainage Modifications		
i) < 10 CY excavated	\$645	
ii) Add for Each Additional 10 CY	\$323	
d) Utility Pole - Set, Relocate or Remove	\$430	
e) Utilities Structure Inspection	\$323	
f) Storage in Public Right-of-Way for Moving Pods	\$108	
g) Landscape Maintenance	\$108	
h) Temporary Staging for Items Not Listed Above	\$108	
i) Block Party Permit	Permit Issuance Fee	
j) Vendor Permit	Permit Issuance Fee	
k) Traffic Control Only	\$215	
l) Major Project		[a]
i) First Day	\$645	
ii) Each Additional Day	\$323	
m) Projects Greater than Two Weeks in Duration	\$4,000 Deposit	
n) Permit Types Not Listed	\$215	
4 Other Applicable Fees, if Required		
a) Traffic Control Plan Review	\$323	
b) Revocable Encroachment Permit / Hold Harmless Agreement	\$538	
5 Permit Bond / Deposit		
a) One-year maintenance bond for street cuts equal to the value of the work or as determined by Public Works Director / City Engineer.	Varies - See description	
b) Bond for concrete work, including curb, gutter and sidewalk drains. Deposit is equal to the value of the work or as determined by Public Works Director / City Engineer. Deposit is returned upon passing final inspection for concrete work.	Varies - See description	
c) One-year maintenance bond for storm drainage modifications equal to the value of the work or as determined by Public Works Director / City Engineer.	Varies - See description	

City of Pinole

MASTER FEE SCHEDULE - ENGINEERING AND ENCROACHMENT PERMIT FEES

Activity Description		Fee	Note
Grading Fees			
6	Grading Plan Review		
	a) 0 - 50 CY		
	b) 50 to 10,000 CY	\$968	
	c) 10,001 to 100,000 CY	\$1,398	
	d) Add for Each 10,000 CY above 100,000	\$323	
7	Grading Permit Issuance	\$215	
8	Grading Permit Bond (per CY)	\$5	
9	Grading Inspection		
	a) 0 - 50 CY		
	b) 50 to 10,000 CY	\$1,290	[b]
	c) 10,001 to 100,000 CY	\$2,580	[c]
	d) Add for Each 10,000 CY above 100,000	\$215	
Erosion and Clean Water (Including Full Trash Capture System)			
10	Stormwater Pollution Prevention Construction Permit: C.6 Inspections (Permits for Construction Projects that Require Stormwater Pollution Prevention, Includes Monthly Inspection)		
	a) Less than 1-Acre Hillside Site, Requiring an Erosion and Sediment Control Plan	\$645	[d]
	b) More than 1-Acre Requiring an Erosion and Sediment Control Plan	\$1,290	[d]
	c) Re-Inspections (Due to Fail in Maintaining BMP's)	\$215	[d]
11	C.3 Fees for Projects Which Create or Replace More than 10,000 SF of Impervious Surface		
	a) Stormwater Control Plan Review / Approval	\$968	[d]
	b) Operations and Maintenance Plan Review / Approval	\$538	[d]
	c) Annual Inspection Fee		
	i) Up to 25,000 SF	\$860	[d]
	ii) Greater than 25,000 SF	\$1,720	[d]
Oversize Load Permit Fee			
12	Oversize Load Permit Fee		
	a) Per Day	\$17	
	b) Annual	\$97	
Temporary Barricade Delivery / Pickup			
13	Temporary Barricade Delivery / Pickup		
	a) Temporary Barricade Delivery / Pickup	\$215	
	b) Refundable Security Deposit	TBD by Public Works Director / City Engineer	

City of Pinole

MASTER FEE SCHEDULE - ENGINEERING AND ENCROACHMENT PERMIT FEES

Activity Description		Fee	Note
Other			
14	After Hours Inspection (per hour) (4-hour minimum)	\$258	
15	Re-inspection Fee / Missed Inspection / Excessive Inspection Fee (2nd Time or More)	\$215	[e]
16	Excessive Resubmittals	\$215	[e]
17	Revisions	\$215	
Expedited Permit / Plan Review Fees			
18	Expedited Permit / Plan Review Fees	1.5x standard fee	
Technology Enhancement Fee			
19	Technology Fee (% of plan review and permit fee)	10%	
Violation Fees			
20	Investigation Fee For Work Done Without Permits (In addition to applicable permit fees)	equal to permit fee	
Hourly Rates and Fees for Services Not Listed in this Fee Schedule			
21	In-House Public Works Personnel	\$215	
22	Contract Service Providers	Pass through of Actual Cost + 15%	
23	Attorney Services	Pass through of Actual Cost	

[a] Major Projects include ground disturbing activities, projects lasting longer than three days, or projects that require permanent traffic control for the duration of the project (e.g. excavation, trenching, boring, etc.).

[b] Fee includes up to 8 inspections. Any additional inspections will be charged at hourly rate.

[c] Fee includes up to 16 inspections. Any additional inspections will be charged at hourly rate.

[d] If a contract service provider is used for these reviews, the City may pass through of actual cost, plus 15% to the applicant, rather than fixed fee amounts listed.

[e] All fees include up to three plan checks and inspection and re-inspection. The City will bill hourly for additional plan review and inspections required.

City of Pinole

MASTER FEE SCHEDULE - FIRE PREVENTION FEES

Activity Description	Fee *	Note
OPERATIONAL PERMITS		
1 Aerosol Products Permit to store, manufacture, or handle an aggregate quantity of Level 2 or Level 3 aerosol products in excess of 500 pounds net weight.	\$316	
2 Amusement Buildings Permit to operate a special amusement building.	\$316	
3 Aviation Facilities Permit to use Group-H or Group-S occupancies for aircraft servicing or the repair of aircraft, including aircraft fuel-servicing vehicles. Does not include permits for hot works, flammable/combustible spraying operations, or hazardous materials.	\$632	
4 Carbon Dioxide Systems used in Beverage Dispensing Applications Permit to operate a carbon dioxide system used for beverage dispensing having more than 100 pounds of carbon dioxide.	\$316	
5 Carnivals, Fairs, Festivals, and Exhibitions a) Permit to operate a carnival, fair, festival, or exhibition. Inspections conducted during normal work hours – (1.25 hours). b) Additional inspection time during normal business hours, per ½ hour. c) Additional inspection time after normal business hours, per hour. d) Overtime and Weekend Inspections: Two hour minimum fee.	\$395 \$158 \$316 \$632	
6 Cellulose Nitrate Film Permit to store, use, or handle cellulose nitrate film in a Group A occupancy.	\$474	
7 Combustible Dust Production Permit to operate facility with operations producing combustible dust (e.g., grain elevator, flower starch mill, fee mill, or a plan pulverizing aluminum, coal, cocoa, magnesium, spices or sugar, etc.). a) Up to 2500 sq. ft. b) More than 2500 sq. ft.	\$316 \$632	
8 Combustible Fibers Permit to store or handle combustible fibers in excess of 100 cu. ft.	\$632	
9 Compressed Gas Permit to store, use, or handle compressed gases at normal temperature and pressure in excess of the amounts listed in Table 105.6.9 of the CFC.	\$395	
10 Covered and Open Mall Buildings Permit for the placement of retail fixtures and displays, concession equipment, displays of highly combustible goods, liquid or gas-fired equipment, and the use of open flame or flame producing equipment in the mall.	\$395	
11 Cryogenic Fluids Permit to produce, store, transport on site, use, handle, or dispense cryogenic fluids in excess of the amounts listed in Table 105.6.11 of the CFC.	\$395	

City of Pinole

MASTER FEE SCHEDULE - FIRE PREVENTION FEES

Activity Description	Fee *	Note
12 Cutting and Welding Permit to conduct cutting or welding operations.	\$395	
13 Dry Cleaning Permit to engage in dry cleaning operations or to change to a more hazardous cleaning solvent in existing dry cleaning equipment.	\$395	
14 Explosives Permit to manufacture, store, handle, sell, or use any quantity of explosives or explosive materials. <u>See Pyrotechnic Special Effects Material section.</u>		
a) Up to 100 lbs.	\$632	
b) More than 100 lbs.	\$948	
15 Gunpowder Sales Permit for the resale of gunpowder (does not include inspection fees required in FC – 15b.3).		
a) Up to 100 lbs.	\$2	
b) More than 100 lbs.	\$10	
c) Inspection time, per ½ hour.	\$158	
16 Fire Hydrants and Valves Permit to use or operate fire hydrants or valves intended for fire suppression. See Engineering Fee Schedule for temporary construction water supplies.	\$316	
17 Flammable and Combustible Liquids		
a) Permit to use or operate a pipeline for the transportation within facilities of flammable or combustible liquids.	\$395	
b) Permit to store, handle, or use Class I liquids. In excess of 5 gallons – Inside.	\$395	
c) In excess of 10 gallons – Outside.	\$632	
d) Permit to store, handle, or use Class II or Class III liquids. In excess of 25 gallons – Inside.	\$395	
e) In excess of 60 gallons – Outside.	\$395	
f) Permit to store, handle, or use class IIIB liquids in tanks or portable tanks for fueling motor vehicles at motor fuel dispensing facilities or where connected to fuel-burning equipment.	\$395	
g) Permit to remove Class I or Class II liquids from an underground storage tank used for fueling motor vehicles by any means other than the approved, stationary on-site pumps normally used for dispensing purposes.	\$395	
h) Permit to place temporarily out of service (for more than 90 days) an underground, protected above-ground, or above-ground flammable or combustible liquid tank.	\$948	
i) Permit to change the type of contents stored in a flammable or combustible liquid tank to a material that poses a greater hazard than that for which the tank was designed and constructed.	\$395	
j) Permit to manufacture, process, blend, or refine flammable or combustible liquids.	\$632	
18 Floor Finishing Permit to use Class I or Class II liquids for the refinishing of floorings in excess of 350 sq. ft.	\$395	
19 Fruit and Crop Ripening Permit to operate a fruit or crop ripening facility or conduct a fruit-ripening process using ethylene gas.	\$316	

City of Pinole

MASTER FEE SCHEDULE - FIRE PREVENTION FEES

Activity Description	Fee *	Note
20 Fumigation and Insecticidal Fogging Permit to operate a business of fumigation or insecticidal fogging and to maintain a room, vault, or chamber in which a toxic or flammable fumigant is used.	N/C	
21 Hazardous Materials Permit to store, transport on site, dispense, use, or handle hazardous materials in excess of the amounts listed in Table 105.6.21 of the CFC. a) 1-5 products. \$316 b) 5-10 products. \$948 c) 11 or more products. \$1,580		
22 HPM Facilities Permit to store, handle, or use hazardous production materials.	\$1,580	
High-Piled Storage		
23 Permit to use a building or portion thereof for high-pile storage in excess of 500 square feet.	\$632	
24 Up to 5,000 sq. ft. More than 5,000 sq. ft.	\$948	
25 Hot Work Permit to conduct hot work.	\$158	
26 Industrial Oven Permit to operate an industrial oven.	\$632	
27 Lumber Yards and Woodworking Plants Permit for the storage or processing of lumber exceeding 100,000 board feet.	\$632	
28 Liquid- or Gas-Fueled Vehicles or Equipment in Assembly Buildings Permit to operate, display, or demonstrate liquid- or gas-fueled equipment in assembly buildings.	\$316	
29 LPG a) Permit to dispense, store, and use LPG. \$395 b) Permit to operate a plant/facility. \$632 c) Permit to exchange cylinders only – no refilling. \$316		
30 Magnesium Permit to melt, cast, heat, cast, or grind more than 10 lbs.	\$474	
31 Miscellaneous Combustible Storage Permit to store in any building or upon any premises in excess of 2,500 cu. ft. gross volume of combustible empty packing cases, boxes, barrels or similar containers, rubber tires, rubber, cork, wood or plastic pallets, or similar combustible materials.	\$632	
Motor Fuel-Dispensing Facilities		
32 Permit to operate automotive, marine, and fleet motor fuel-dispensing facilities.	\$632	
33 Permit to dispense liquid fuels from tank vehicles into the fuel tanks of motor vehicles, marine craft, and other special equipment at approved locations. Also includes the limited or temporary fueling operations for special events (e.g., the fueling of watercraft from shore, piers, floats, or barges).	\$316	

City of Pinole

MASTER FEE SCHEDULE - FIRE PREVENTION FEES

Activity Description	Fee *	Note
34 Open Flames and Torches Permit to remove paint with a torch, or to use a torch or open flame device in a wildfire risk area.	\$316	
35 Open Flames and Candles Permit to use open flames or candles in connection with restaurants, public assemblies, or drinking establishments.	\$316	
36 Organic Coatings Permit to manufacture any organic coating in excess of 1 gallon in one day.	\$316	
37 Public Assemblies Permit to operate place of assembly. a) Occupancy load 50-100 b) Occupancy load 101-200 c) Occupancy load 201-299 d) Occupancy load 300 +	\$395 \$632 \$632 \$948	
38 Pyrotechnic Special Effects Material Permit to use or handle fireworks or pyrotechnics. a) Inspections during normal work hours – (2 hours). b) Additional inspection time during normal business hours, per ½ hour c) Additional inspection time after normal business hours, per hour d) Overtime and weekend inspections: Two-hour minimum fee.	\$632 \$158 \$316 \$632	
39 Permit to use or handle fireworks or pyrotechnics, including fireworks aerial displays. a) Inspections during normal work hours – (2.5 hours). b) Additional inspection time during normal business hours, per ½ hour. c) Additional inspection time after normal business hours, per hour d) Overtime and weekend inspections: Three hour minimum fee.	\$790 \$158 \$316 \$948	
40 Pyroxylin Plastics Permit to store or handle more than of 25 lbs. of cellulose nitrate (pyroxylin) plastics, or to assemble or manufacture articles involving pyroxylin plastics.	\$316	
41 Refrigeration Equipment Permit to operate a mechanical refrigeration unit or system.	\$474	
42 Repair Garages Permit to operate an engine or motor vehicle repair garage, including automotive, marine and similar fueled apparatus. a) 1 – 4 repair bays b) 5 – 8 repair bays c) More than 8 repair bays	\$395 \$474 \$632	
43 Rooftop Heliport Permit to operate a rooftop heliport.	\$316	

City of Pinole

MASTER FEE SCHEDULE - FIRE PREVENTION FEES

Activity Description	Fee *	Note
44 Spraying or Dipping Permit to conduct spraying or dipping operations utilizing flammable or combustible liquids or the application of combustible powder.	\$395	
45 Storage of Scrap Tires and Tire Byproducts Permit to establish, conduct, or maintain storage of scrap tires and tire byproducts in excess of 2,500 cu. ft. of total volume. See Tire Storage section	\$632	
46 Temporary Membrane Structures and Tents Permit to operate an air-supported temporary membrane structure, including tents and canopies, having an area in excess of 400 sq. ft. (inspections during normal work hours only). a) 401 sq. ft. to 699 sq. ft. \$158 b) 700 sq. ft. to 5,000 sq. ft. \$316 c) More than 5,000 sq. ft. \$474 d) Additional inspection time during normal business hours, per ½ hour. \$158 e) Additional inspection time after normal business hours, per hour. \$316 f) Overtime and weekend inspections: Two-hour minimum fee. \$632 g) Permit to extend the use of a tent, canopy, or air-supported structure for an additional 180 days. (1 extension per structure) \$316		
47 Tire Rebuilding Plant Permit to operate and maintain a tire rebuilding plant.	\$632	
48 Waste Handling Facility Permit to operate a wrecking yard, junkyard, or waste handling facility.	\$632	
49 Wood Products Permit to store chips, hogged material, lumber, or plywood in excess of 200 cu. ft.	\$632	
50 Asbestos Removal Permit to conduct asbestos removal operations.	\$316	
51 Automobile Wrecking or Dismantling Yard Permit to operate an automobile wrecking or dismantling yard.	\$632	
52 Battery Systems Permit to operate stationary lead-acid battery systems having a liquid capacity of more than 50 gallons.	\$316	
53 Christmas Tree Sales Permit to operate a Christmas Tree lot.	\$632	
54 Emergency Responder Radio Coverage Permit to operate a facility with emergency responder radio coverage systems.	\$158	
55 Model Rockets a) Permit to sell model rocket motors or launch model rockets in excess of three launches per event. Permits are per site and are effective as long as site conditions remain unchanged. \$316 b) Additional site inspection time, per half hour. \$158		

City of Pinole

MASTER FEE SCHEDULE - FIRE PREVENTION FEES

Activity Description	Fee *	Note
56 Tire Storage Permit to store tires in excess of 1,000 cu. ft. inside buildings.	\$395	
57 Oil Extraction Process Permit to extract oil from organic material by a process that uses a volatile solvent or liquid carbon dioxide.	\$316	
58 Indoor Growing Operation Permit to conduct an indoor growing operation, except agricultural greenhouses in an agricultural zone.	\$316	
LICENSED CARE FACILITY - 24 HOURS		
59 Inspection of a 24-hour licensed care facility, including: Social Rehabilitation Facility, Residential Care Facility, Assisted Living, Residential Care Facility for the Elderly, Halfway Houses, Community Correction Centers, Re-entry Centers, Treatment Programs, Work Furlough, Alcoholism or Drug Abuse Recovery/Treatment Facility, Congregate Living Health Facility, Group Homes, Immediate Care Facility, and Infant Care Facility.		
a) Base Fee.	\$316	
b) Plus \$ 4.00 per unit/occupant.	\$4	
c) Inspection of a 24-hour Infant Care Facility for children 2 ½ years of age and younger.		
i)Base Fee.	\$316	
ii) Plus \$ 4.00 per unit/occupant.	\$4	
60 LICENSED CARE FACILITY - LESS THAN 24 HOURS		
Inspection of a non-24-hour license care facility with occupant load greater than 6, including: Adult Day Care, Adult Day Support Center, Child Day Care, Infant Day Care, and Large Family Day Care Home.		
a) Adult or Day Care Facility (non-ambulatory)	\$316	
b) Adult or Child Large Family Day Care	\$316	
c) Adult or Child Day Care Center	\$316	
d) Inspection of a Licensed Clinic	\$316	
61 SCHOOLS - (E Occupancy)		
Permit to operate and maintain a school.		
a) Occupant load less than 50.	\$395	
b) Occupant load 50-149.	\$632	
c) Occupant load 150-499.	\$632	
d) Occupant load 500 or greater.	\$948	
62 HIGH-RISE/MID-RISE - FIRE & LIFE SYSTEM SAFETY INSPECTION		
a) High Rise Inspection of a Hi-Rise building (State certification inspection) - Pre 1974.	\$2,528	
b) High Rise Inspection of a Hi-Rise building (State certification inspection) - Post 1974.	\$632	
c) Plus \$.006 per sq. ft.	.006 / sq. ft.	

City of Pinole

MASTER FEE SCHEDULE - FIRE PREVENTION FEES

Activity Description	Fee *	Note
63 Mid-Rise		
a) Inspection and test of life safety systems (e.g., smoke management), including where such systems are installed in lieu of fire department access or when required for the mitigation of other life safety issues or requirements.	\$632	
b) Plus \$.006 per sq. ft.	.006 / sq. ft.	
64 HOSPITALS – INSTITUTION / JAILS - Hospitals (medical, surgical, and psychiatric) and Nursing Homes		
a) Inspection of hospital or nursing home.	\$632	
b) Plus \$ 4.00 per patient/bed.	\$4	
65 Out-Patient Clinics		
a) Inspection of out-patient clinic with more than 5 patients.	\$316	
b) Plus \$ 4.00 per unit/occupant.	\$4	
66 Police Services Facilities (holding cells)	\$316	
Inspection of police services facilities and DOJ review (includes the approval of Evacuation & Life Safety Procedures).		
67 Adult/Juvenile Detention Facilities	\$948	
Inspection of adult and/or juvenile detention facilities.		
MULTI-RESIDENTIAL - (hotel, motel, apartments, condominiums)		
68 Motel/Hotel		
a) Inspection of a hotel or motel.	\$474	
b) Plus \$ 4.00 per unit.	\$4.00 / unit	
69 Apartments/Condominiums		
a) Inspection of apartments or condominiums, three stories or more.	\$474	
b) Plus \$ 4.00 per unit.	\$4.00 / unit	
c) Inspection of apartments or condominiums, less than three stories.		
i) 3 – 12 units, base fee.	\$115	
ii) 13 - 30 units, base fee.	\$158	
iii) Plus \$ 3.00 per unit.	\$3.00 / unit	
iv) 31 or more units, base fee.	\$158	
v) Plus \$ 4.00 per unit.	\$4.00 / unit	
70 BURNING PERMIT - Agricultural Burn Permit - BAAQMD 5-401.11		
a) Range Management.	\$158	
b) Open Burning: Recreational-Bonfire Permit. Religious	\$316	
c) Service Burn Permit.	N/C	
FALSE ALARMS		
71 Nuisance (Repeated) False Alarms	\$457	
Engine company response, after three (3) reported false alarms within a 180- day period. Includes: alarm sounding, water-flow alarms, and smoke or heat detectors.		

City of Pinole

MASTER FEE SCHEDULE - FIRE PREVENTION FEES

Activity Description	Fee *	Note
MISCELLANEOUS INSPECTIONS		
72 Change of Occupancy/Site Inspection/Miscellaneous Inspection Site, miscellaneous, or requested inspection for a change of occupancy, including, but not limited to, inspections conducted when required by Building Official, Planning, or other governmental agency, and where not elsewhere listed. Provides 1 hour of inspection time.	\$316	
73 Third or Non-Compliant Inspections Inspection for third and/or non-compliant inspections, per inspection.	\$316	
74 Group B/M Occupancy a) Inspection of Group B/M Occupancy. <u>Provides 1/2 hour of inspection time.</u> b) Additional inspection time, per 1/2 hour.	\$158 \$158	
75 HOURLY INSPECTION – OVERTIME - INSTRUCTIONAL RATES a) Additional inspection or instructional time during normal business hours, per half hour. b) Additional inspection time or instructional time after normal business hours, per hour.	\$158 \$316	
76 Overtime and weekend inspections: Two hour minimum fee.	\$632	
COPY SERVICES		
77 Photocopies Letter or legal size, per page.	\$.20 / page	
78 Laserfiche Retrieval a) Minimum fee, provides ¼ hour. Additional time, per ¼ hour. b) Plus \$.20 per page.	\$11 \$.20 / page	
79 Copies of Photos - Fee, per ¼ hour. Plus actual cost of photos.	\$11	
• Inspection fees are based on \$316.00 per hour during normal business hours. • Normal business hours are between 8am - 5pm, Monday – Friday. • Inspection and/or permit fees will be assessed at the time of the primary inspection. • All inspection/permit fees include one (1) primary and one (1) re-inspection, unless otherwise noted. • Occupancies requiring three (3) or more inspections for compliance will be assessed an additional \$316.00 fee for each inspection.		
Authority Health & Safety Code: §§ 12101, 12640, 13109, 13113, 13116, 13131.5, 13143.2 (b), (c), (d), (e), 13143.9, 13145, 13146(a)(1)(b), (c), (e), 13146.1, 13146.2 (a), (b), 13146.3, 13916, 13235, 13862, 13869, 13869.7, 13875, 13874, 17921, 17948, 17962; Government Code: §§ 6103.7, 6253(b); California Fire Code: §§ 101.1, 101.2, 103.1, 103.2, 103.3, 105.1, 105.4, 901.2; Title 19, CCR: §§ 1.12, 3.28, 982, 1565.1, 1033, 1034, and 1035; Fire District Ordinance No. 2019-37.		

City of Pinole

MASTER FEE SCHEDULE - FIRE PREVENTION FEES

Activity Description	Fee *	Note
FIRE ENGINEERING AND PLAN REVIEW FEES		
PLAN REVIEW		
Preliminary Plan Review - Consultations - Meetings		
1 In office design review/preliminary plan consultation meetings. Per half hour	\$158	
2 Out of office design and/or consultation meetings. \$316.00 per hour, two (2) hour minimum	\$632	
Land Development		
3 Major Subdivision Plan Review (5 or More Lots/Parcels)		
a) Review for access, hydrant placement	\$948	
Fee includes two (2) hours plan review and one (1) visual inspection		
b) Each additional site inspection, per hour	\$316	
c) Re-submittals or revision	\$316	
d) Additional plan review time, per half hour	\$158	
4 Minor Subdivision Plan Review (1 to 4 Lots/Parcels)		
a) Review for access, hydrant placement	\$474	
Fee includes 1/2 hour plan review and one (1) visual inspection		
b) Each additional site inspection, per hour	\$316	
c) Re-submittals or revisions	\$316	
d) Additional plan review time, per half hour	\$158	
5 Single Family Home Review - access and water supply		
a) Review for access, hydrant placement	\$158	
Fee includes 1/2 hour plan review and one (1) visual inspection		
*(Does not includes review of fire sprinkler systems - see Section 5.4)		
b) Each inspection, per hour	\$316	
c) Re-submittals or revisions	\$316	
d) Additional plan review time, per half hour	\$158	
6 Multi-Family Home Review - access and water supply		
a) Review for access, hydrant placement	\$948	
Fee includes two (2) hours plan review and one (1) visual inspection		
b) Each additional site inspection, per hour	\$316	
c) Re-submittals or revisions	\$316	
d) Additional plan review time, per half hour	\$158	
7 Commercial Facility review - access and water supply		
a) Review for access, hydrant placement	\$632	
Fee includes one (1) hour plan review and one (1) visual inspection		
b) Each additional site inspection, per hour	\$316	
c) Re-submittals or revisions	\$316	
d) Additional plan review time, per half hour	\$158	

City of Pinole

MASTER FEE SCHEDULE - FIRE PREVENTION FEES

Activity Description	Fee *	Note
Temporary Access Roads and Water Supply		
8 Install a Temporary Access Road - Residential and Commercial		
a) Minimum plan review base fee for one (1) and two (2) homes	\$316	
b) Minimum plan review for large developments and commercial projects	\$632	
Fee includes one (1) hour plan review and one (1) field inspection		
c) Each additional inspection, per hour	\$316	
d) Re-submittals or revisions	\$316	
e) Additional plan review time, per half hour	\$158	
9 Install a Temporary Water Supply System		
a) Minimum plan review base fee	\$632	
Fee includes one (1) hour plan review and one (1) field inspection		
b) Each additional inspection, per hour	\$316	
c) Re-submittals or revisions	\$316	
d) Additional plan review time, per half hour	\$158	
Water Supply - Fire Service Mains - Fire Hydrants		
10 Fire Service - Emergency Repair		
a) Review of underground piping, placement and size	\$632	
Fee includes one (1) hour plan review and one (1) visual inspection		
b) Each additional inspection, per hour	\$316	
c) Additional plan review time, per half hour	\$158	
11 Private Fire Service Mains		
a) Minimum plan review base fee of system	\$632	
Fee includes one (1) hour plan review and one (1) visual inspection		
b) Each additional inspection, per hour	\$316	
c) Re-submittals or revisions	\$316	
d) Additional plan review time, per half hour	\$158	
Fire service main installation also requires hydro and flush. See 12 and 13.		
12 Flush - Private Fire Service System		
a) Minimum inspection base fee	\$316	
Fee includes one (1) hour onsite inspection time		
b) Each additional inspection, per hour	\$316	
13 Hydrostatic Test - Private Fire Service System		
a) Minimum inspection base fee	\$316	
Fee includes one (1) hour onsite inspection time		
b) Each additional inspection, per hour	\$316	
14 Water Flow Information (office only, no field test required)		
a) Fee for water flow information	\$158	
(Fire District information must be current within 6 months)		
15 Water Flow Information Field Test		
a) Minimum field test base fee	\$632	
Fee includes field test for available fire flow for Hydrant and Fire Sprinkler Systems		
b) Additional or multiple flow tests, per half hour	\$158	

City of Pinole

MASTER FEE SCHEDULE - FIRE PREVENTION FEES

Activity Description	Fee *	Note
16 Rural Water Supply		
a) Minimum plan review base fee of tank and underground piping	\$632	
Fee includes one (1) hour plan review and one (1) visual inspection		
b) Each additional inspection, per hour	\$316	
c) Re-submittals or revisions	\$316	
d) Additional plan review time, per half hour	\$158	
e) Rural water supply flush	\$316	
Building Construction - New Buildings and Tenant Improvements		
17 New Construction or Building Additions Plan Review		
a) Minimum plan review base fee	\$948	
b) Plus \$.07 per square foot in excess of 2000 sq. ft.	\$.07 / sq ft	
Fee includes two (2) hours plan review and one (1) field inspection		
c) Additional inspections, per hour	\$316	
d) Re-submittals or revisions	\$316	
e) Additional plan review time, per half hour	\$158	
18 Tenant Improvement Plan review (for building additions see 17)		
a) Minimum plan review base fee \$632.00	\$632	
b) Plus \$.07 per square foot in excess of 2000 sq. ft.	\$.07 / sq ft	
Fee includes one (1) hour plan review and one (1) field inspection		
c) Additional inspections, per hour	\$316	
d) Re-submittals or revisions	\$316	
e) Additional plan review time, per half hour	\$158	
Fire Protection System		
19 Tenant Improvement Fire Sprinklers (without calculations)		
a) Minimum plan review base fee	\$632	
b) Plus \$.50 per head in excess of 10 heads	\$.50 / head	
Fee includes 1.5 hours plan review and one (1) field inspection		
c) Each additional inspection (e.g., weld-o-let, hydro, visual, etc.), per hour	\$316	
d) Re-submittals or revisions	\$316	
e) Additional plan review time, per half hour	\$158	
20 Tenant Improvement Fire Sprinklers (with calculations)		
a) Minimum plan review base fee	\$790	
b) Plus \$.50 per head in excess of 10 heads	\$.50 / head	
Fee includes 1.5 hours plan review and one (1) field inspection		
c) Each additional inspection (e.g., weld-o-let, hydro, visual, etc.), per hour	\$316	
d) Re-submittals or revisions	\$316	
e) Additional plan review time, per half hour	\$158	

City of Pinole

MASTER FEE SCHEDULE - FIRE PREVENTION FEES

Activity Description	Fee *	Note
21 New Commercial Fire Sprinkler System (13 and 13 R systems)		
a) Minimum plan review base fee per riser	\$1,264	
b) Plus \$.50 per sprinkler head	\$.50 / head	
Fee includes two (2) hours plan review and two (2) field inspections		
c) Each additional inspection (e.g., weld-o-let, hydro, visual, etc.), per hour	\$316	
d) Re-submittals or revisions	\$316	
e) Additional plan review time, per half hour	\$158	
22 Residential Fire Sprinkler System (single family home)		
a) Minimum plan review base fee	\$632	
Fee includes one (1) hour plan review, one (1) overhead hydro and one (1) final inspection		
b) Each additional inspection, per hour	\$316	
c) Re-submittals or revisions	\$316	
d) Additional plan review time, per half hour	\$158	
23 Residential Fire Sprinkler System (multiple homes)		
a) Minimum plan review base fee per model	\$790	
For model only - Fee includes one (1) hour plan review, one (1) overhead hydro and one (1) final inspection		
b) Each additional lot (hydrostatic test and final inspection)	\$474	
c) Each additional inspection (e.g., models, individual homes), per hour	\$316	
d) Re-submittals or revisions	\$316	
e) Additional plan review time, per half hour	\$158	
24 Standpipe System		
a) Minimum plan review base fee	\$948	
Fee includes two (2) hours plan review and one (1) field inspection		
b) Each additional inspection (e.g., hydro, flush, flow test, etc.), per hour	\$316	
c) Re-submittals or revisions	\$316	
d) Additional plan review time, per half hour	\$158	
25 Spray Booth		
a) Minimum plan review base fee	\$632	
Fee includes one (1) hour plan review and one (1) field inspection		
b) Each additional inspection, per hour	\$316	
c) Re-submittals or revisions	\$316	
d) Additional plan review time, per half hour	\$158	
26 Pre-Action Fire Suppression System		
a) Minimum plan review base fee	\$948	
Fee includes one (1) hour plan review and two (2) field inspections		
*(Does not include fire alarm review - see Section 6.1)		
b) Each additional inspection, per hour \$316.00	\$316	
c) Re-submittals or revisions \$316.00	\$316	
d) Additional plan review time, per half hour	\$158	

City of Pinole

MASTER FEE SCHEDULE - FIRE PREVENTION FEES

Activity Description	Fee *	Note
27 Fixed Fire Suppressions System - (wet/dry chem, water mist, etc.)		
a) Minimum plan review base fee	\$632	
b) Each additional separate system at same location	\$316	
Fee includes one (1) hour plan review and one (1) field inspection		
c) Each additional inspection, per hour	\$316	
d) Re-submittals or revisions	\$316	
e) Additional plan review time, per half hour	\$158	
28 Clean Agent Fire Suppression System		
a) Minimum plan review base fee	\$1,264	
Fee includes one (1) hour plan review and up to three (3) hours of inspection time		
*(Does not include fire alarm review - see Section 6.1)		
a) Each additional inspection, per hour	\$316	
c) Re-submittals or revisions	\$316	
d) Additional plan review time, per half hour	\$158	
29 Fire Pump Installation		
a) Minimum plan review base fee	\$2,212	
Fee includes two (2) hours plan review and up to (5) hours of field inspection time		
b) Each additional inspection, per hour	\$316	
c) Re-submittals or revisions	\$316	
d) Additional plan review time, per half hour	\$158	
30 Commercial Cooking (Hood and Duct) Fire Suppression System		
a) Minimum plan review base fee	\$632	
b) Each additional system review	\$316	
Fee includes one (1) hour plan review and one (1) hour of inspection time		
c) Each additional inspection, per hour	\$316	
d) Re-submittals or revisions	\$316	
e) Additional plan review time, per half hour	\$158	
31 Smoke and Heat Vents	\$632	
a) Minimum plan review base fee	\$316	
Fee includes one (1) hour plan review and one (1) hour of inspection time		
b) Each additional inspection, per hour	\$316	
c) Re-submittals or revisions	\$158	
d) Additional plan review time, per half hour		
32 Smoke Management/Control System		
a) Minimum plan review base feex	\$2,212	
Fee includes three (3) hours plan review and up to four (4) hours of field inspection time		
b) Each additional inspection, per hour	\$316	
c) Re-submittals or revisions	\$316	
d) Additional plan review time, per half hour	\$158	

City of Pinole

MASTER FEE SCHEDULE - FIRE PREVENTION FEES

Activity Description	Fee *	Note
33 Explosion Control (includes: vents, dust collection, etc.)		
a) Minimum plan review base fee	\$1,264	
Fee includes two (2) hours plan review and up to two (2) hours field inspection time		
b) Each additional inspection, per hour	\$316	
c) Re-submittals or revisions	\$316	
d) Additional plan review time, per half hour	\$158	
Fire Alarm System		
34 Fire Alarm System		
a) Minimum plan review base fee	\$790	
b) Plus \$10.00 per initiating and notification device	\$10.00 / device	
Fee includes two (2) hours plan review and up to one (1) hour of field inspection time		
c) Each additional inspection, per hour	\$316	
d) Re-submittals or revisions	\$316	
e) Additional plan review time, per half hour	\$158	
f) Pre-wire inspections, per hour	\$316	
35 Dedicated Function Fire Alarm System (i.e. sprinkler monitoring, elevator recall, etc.)		
a) Minimum plan review base fee	\$632	
b) Plus \$10.00 per initiating and notification device in excess of 4 devices	\$10.00 / device	
Fee includes one (1) hour plan review and one (1) hour field inspection time		
c) Each additional inspection, per hour	\$316	
d) Re-submittals or revisions	\$316	
e) Additional plan review time, per half hour	\$158	
36 Fire Alarm Panel Replacement Only		
a) Minimum plan review base fee	\$632	
b) Plus \$10.00 per initiating and notification device, if altered	\$10.00 / device	
Fee includes one (1) hour plan review and one (1) hour field inspection time		
c) Each additional inspection, per hour	\$316	
d) Re-submittals or revisions	\$316	
e) Additional plan review time, per half hour	\$158	
37 High-Rise Fire Alarm (new and/or system upgrade)		
a) Minimum plan review base fee	\$2,536	
b) Plus \$10.00 per initiating and notification device	\$10.00 / device	
Fee includes four (4) hours plan review and up to four (4) hours of field inspection time		
c) Each additional inspection, per hour	\$316	
d) Re-submittals or revisions	\$316	
e) Additional plan review time, per half hour	\$158	
f) Pre-wire inspections, per hour	\$316	

City of Pinole

MASTER FEE SCHEDULE - FIRE PREVENTION FEES

Activity Description	Fee *	Note
Flammable and Combustible Liquids Under/Aboveground Tanks-Piping-Dispensing		
38 Install Underground Tanks		
a) Minimum plan review base fee	\$632	
Fee includes one (1) hour plan review and one (1) hour of site inspection time		
b) Each additional tank	\$316	
c) Each additional inspection, per hour	\$316	
d) Re-submittals or revisions	\$316	
e) Additional plan review time, per half hour	\$158	
39 Remove Underground/Above-Ground Tank		
a) Minimum plan review base fee	\$948	
Fee includes one (1) hour plan review and two (2) hours of inspection/site time		
b) Each additional inspection, per hour	\$316	
40 Install Aboveground Tank		
a) Minimum plan review base fee	\$632	
Fee includes one (1) hour plan review and one (1) hour of site inspection time		
b) Each additional tank	\$316	
c) Each additional inspection, per hour	\$316	
d) Re-submittals or revisions	\$316	
e) Additional plan review time, per half hour	\$158	
41 Abandon Underground/Above-Ground Tank in Place		
a) Minimum plan review base fee	\$948	
Fee includes one (1) hour plan review and two (2) hours of inspection/site time		
b) Each additional inspection, per hour	\$316	
42 Fuel Dispensing Modification (EVR, Dispenser change out, other component change out, etc.)		
a) Minimum plan review base fee	\$632	
Fee includes one (1) hour plan review and one (1) hour of site inspection time		
b) Each additional inspection, per hour	\$316	
c) Re-submittals or revisions	\$316	
d) Additional plan review time, per half hour	\$158	
43 Apply Interior Coating to Flammable Liquid Tanks		
a) Minimum plan review base fee	\$948	
Fee includes one (1) hour plan review and two (2) hours of inspection/site time		
b) Each additional inspection, per hour	\$316	
44 Compressed Gas Systems: LPG-CNG - Medical-Cryogenics		
Container Exchange Programs; LPG Tank Installation Without Dispensing		
a) Minimum plan review base fee	\$632	
Fee includes one (1) hour plan review and one (1) hour of site inspection time		
b) Each additional inspection, per hour	\$316	
c) Re-submittals or revisions	\$316	
d) Additional plan review time, per half hour	\$158	

City of Pinole

MASTER FEE SCHEDULE - FIRE PREVENTION FEES

Activity Description	Fee *	Note
45 LPG-CNG-Hydrogen (Tank Install and/or Dispensing)		
a) Minimum plan review base fee	\$948	
Fee includes 1.5 hours of plan review and two (2) hours of site inspection time		
b) Each additional inspection, per hour	\$316	
c) Re-submittals or revisions	\$316	
d) Additional plan review time, per half hour	\$158	
46 Medical or Compressed Gas Systems		
a) Minimum plan review base fee	\$948	
Fee includes one (1) hour plan review and two (2) site inspections		
b) Each additional inspection, per hour	\$316	
c) Re-submittals or revisions	\$316	
d) Additional plan review time, per half hour	\$158	
47 Cryogenics Fixed Installation		
a) Minimum plan review base fee	\$948	
Fee includes one (1) hour plan review and two (2) site inspections		
b) Each additional inspection, per hour	\$316	
c) Re-submittals or revisions	\$316	
d) Additional plan review time, per half hour	\$158	
48 Compressed Gas Storage		
a) Minimum plan review base fee	\$632	
Fee includes one (1) hour plan review and one (1) field inspection		
b) Each additional inspection, per hour	\$316	
c) Re-submittals or revisions	\$316	
d) Additional plan review time, per half hour	\$158	
Energy Storage System		
49 Battery Systems/Energy Storage		
a) Minimum plan review base fee	\$632	
Fee includes one (1) hour plan review and one (1) field inspection		
b) Each additional inspection, per hour	\$316	
c) Re-submittals or revisions	\$316	
d) Additional plan review time, per half hour	\$158	
Special Hazards - Hazardous Materials, Mechanical System, etc.		
50 Dust Collection Systems		
a) Minimum plan review base fee	\$790	
Fee includes one (1) hour plan review and two (2) site inspections		
b) Each additional inspection, per hour	\$316	
c) Re-submittals or revisions	\$316	
d) Additional plan review time, per half hour	\$158	

City of Pinole

MASTER FEE SCHEDULE - FIRE PREVENTION FEES

Activity Description	Fee *	Note
51 Explosives Storage		
a) Minimum plan review base fee	\$1,264	
Fee includes two (2) hours plan review and two (2) site inspections		
b) Each additional inspection, per hour	\$316	
c) Re-submittals or revisions	\$316	
d) Additional plan review time, per half hour	\$158	
52 Hazardous Materials Compliance review		
a) Minimum review of MSDS, HMMP and/or HMIS submittals	\$316	
Fee includes one (1) hour of review time		
b) Additional plan review time, per half hour	\$158	
53 Hazardous Materials - Storage - Dispensing - Open/Closed Systems		
a) Minimum plan review base fee	\$1,264	
Fee includes two (2) hours plan review and two (2) site inspections		
b) Each additional system plan review, minimum two (2) hours	\$632	
c) Each additional inspection, per hour	\$316	
d) Re-submittals or revisions	\$316	
e) Additional plan review time, per half hour	\$158	
54 High-Pile or Rack Storage		
a) Minimum plan review base fee	\$948	
Fee includes 1.5 hours of plan review and 1.5 hours of site inspection time		
b) Additional field inspection time, per hour	\$316	
c) Re-submittals or revisions	\$316	
d) Additional plan review time, per half hour	\$158	
55 Mechanical Refrigeration System		
a) Minimum plan review base fee	\$948	
Fee includes one (1) hour plan review and two (2) site inspections		
b) Each additional inspection, per hour	\$316	
c) Re-submittals or revisions	\$316	
d) Additional plan review time, per half hour	\$158	
56 Plant Extraction System		
a) Minimum plan review base fee	\$948	
Fee includes two (2) hours plan review and one (1) site inspection		
b) Each additional inspection, per hour	\$316	
c) Re-submittals or revisions	\$316	
d) Additional plan review time, per half hour	\$158	

City of Pinole

MASTER FEE SCHEDULE - FIRE PREVENTION FEES

Activity Description	Fee *	Note
Miscellaneous Submittals - Alternative Means and Methods		
57 Miscellaneous Submittals or Plans Review		
Plans or submittals not described elsewhere		
a) Minimum plan review base fee	\$632	
Fee includes one (1) hour plan review and one (1) field inspection		
b) Additional plan review time will be charged on hourly basis	\$316	
c) Each additional inspection, per hour	\$316	
d) Re-submittals or revisions	\$316	
e) Additional plan review time, per half hour	\$158	
58 Alternative Means and Methods Requests or Code Interpretation Review		
a) Minimum review base fee	\$632	
Fee includes two (2) hours of plan review/consultation time		
b) Additional plan review time, per half hour	\$158	
59 Expedite Plan Review Requests and Reviews Expedited as a Result of Working <u>without</u>		
Approved Plans		
a) Working without approved plans		
i) Minimum plan review fees (overtime), two (2) hour minimum	\$632	
<u>plus applicable plan review fees</u>		
ii) Additional plan review time, per hour	\$316	
b) Expedited Plans		
i) Minimum plan review fees (reviewed after normal business hrs.), two (2) hours minimum	\$632	
<u>plus applicable plan review fees</u>		
ii) Additional plan review time, per hour	\$316	
All revisions will be performed on an expedited/overtime basis at \$316.00 per hour with a two hour minimum		
<u>Total fees will include all applicable plan review fees plus expedite/overtime fees</u>		
60 Demolition Permit Pursuant to Chapter 14, CFC	\$316	
Copies, Laserfiche Retrieval		
61 Photocopies - Minimum fee per page, letter or legal size	\$.20 / page	
62 Laserfiche Retrieval		
a) Minimum fee per 1/4 hour of review	\$11	
b) Minimum fee per page, letter or legal size	\$.20 / page	
63 Copies of Photos -\$11.00 per 1/4 hour	\$11	
Plus the actual cost of photos		
64 Instructional Services		
a) Minimum instructional fee	\$632	
Fee includes two (2) hours of instruction service during normal working hours		
b) Additional plan review time, per half hour	\$158	

City of Pinole

MASTER FEE SCHEDULE - FIRE PREVENTION FEES

Activity Description	Fee *	Note
Additional Charges and Inspection Time		
65 Additional inspection during normal business hours, per 1/2 hour	\$158	
66 Additional inspection time after normal business hours, per hour	\$316	
67 Overtime and weekend inspections, two (2) hour minimum	\$632	
68 Re-submittals or revisions	\$316	
69 Additional plan review time, per half hour	\$158	
Plan Archival		
70 Plan Archival - Fee to archive plans electronically, per page	\$2	

- Minimum review and inspection fees are based on \$316.00 per hour during normal business hours, unless otherwise noted.
- Normal business hours are between 8am - 5pm, Monday – Friday.
- All overtime fees are assessed at \$316.00 per hour for a two-hour minimum, unless otherwise noted.
- Overtime rates apply to weekends, holidays, and all times outside normal business hours.
- Expedited plan reviews are conducted after normal business hours.
- Total fees assessed will be the sum of all applicable plan review fees including expedite/overtime fees.
- Revisions to previously submitted plans, including plans requiring re-submittal and/or client generated changes, will be assessed \$316.00 for each hour of plan review. Reviews conducted and requiring more than one hour of plan review time during normal business hours will be assessed \$158.00 per half hour.

Authority

Health & Safety: §§ 13114, 13131.5, 13143.2 (b, c, d, e), 13145, 13147, 13143.9, 13146 (a) (1) (b), (d), e), 13862, 13869, 13869.7, 13875, 13916, 17921, 17951, 17962

Government Code § 7303.7, 6253(b)

Fire District Ordinance: No. 2019-37

Title 19, CCR: § 1.12(a) & 3.28

California Fire Code: § 101.1, 101.2, 103.1, 103.2, 103.3, 105.1, 105.4, 901.2

* These fees are intended to mirror fees authorized by the Contra Costa County Fire Protection District. The District provides fire prevention services to the City of Pinole, under contract. If the District updates fees subsequent to the adoption of this schedule, this schedule shall be presumed to reflect updated amounts. In the case of discrepancies, fee amounts authorized by the District shall supersede the amounts listed above.

City of Pinole

MASTER FEE SCHEDULE - POLICE FEES

Activity Description	Fee	Charge Basis	Note
1 Vehicle Release			
a) Vehicle Release	\$120		
b) Victim (stolen car, etc.) Reduction	No Charge		
2 Fingerprinting fee			
a) Live Scan-Residents (Service Fee)	\$40		
b) Live Scan- Non-Residents (Service Fee)	\$50		
c) Live Scan FBI Clearance	\$19	set by FBI	
d) Live Scan DOJ Clearance	\$32	set by DOJ	
3 Clearance Letter: Local Criminal History Check - Resident	\$25		
4 Report Copies (<i>No charge for domestic violence victims 530.5 PC(Identity Theft) and Face Page of Traffic Collision</i>)	\$1	per each 5 pages	
5 Citation sign-offs			
a) Residents	Free	per citation	
b) Non-Residents (non-Pinole issued citation)	\$10	per citation	
6 VIN Verification	\$30	per verification	
7 Weapons Seizure, Storage & Return	\$125	each	
8 Non-civil Subpoenas	Actual Cost*		
9 Sealing of Records	Action Cost*		
10 Audio/Video Tape Copies	Actual Cost* + m'tls cost		
11 Photographic prints	Actual Cost* + m'tls cost		
12 Restitution & Cost Recovery	Actual Cost*		
13 Statistical Report (datatrieve)	Actual Cost*		
14 Military Records Checks	\$15		
15 Inspection of Records	No Fee (per GC 6253(a))		
16 Criminalistics Analysis and Investigative Services	Actual Cost*		
17 Civil Subpoena	\$6	per 1/4 hour per person plus reproduction costs	
18 Civil Subpoena appearance	Actual Costs (\$150 deposit) (Per GC 68096.1)		

City of Pinole

MASTER FEE SCHEDULE - POLICE FEES

Activity Description	Fee	Charge Basis	Note
19 Repossession Reimbursement	\$15.00 (Per GC 41612)		
Police Permits			
20 Firearms Dealer's Licensing			
a) Firearms Dealer's Licensing (initial fee)	\$325		
b) Firearms Dealer's Licensing (annual fee)	\$200		
c) Penalty for Late Application of Firearms Dealer's License	50% of License fee +		
	License fee		
21 Carry Concealed Weapon Permit			
a) Initial Application	\$200		
b) Renewal & Amendments	Actual Cost*		
c) Psychological Testing Initial Application	\$150		
22 Rotation Tow Franchise Fee	\$300		
a) New driver (annual)	\$25		
b) Renewal driver (annual)	\$10		
Miscellaneous Permits			
23 Taxi Permit Processing Fee (each) PMC 5.16.030	\$104		
24 Parade Permit	\$30		
25 Special Event Permit	\$30		
26 Alcohol Beverage Fee (per event)	\$75		
27 Solicitor License PMC 5.16.130	\$104		
28 Massage Operator Permit-Resident	\$675		
29 Massage Operator Permit-Non-Resident	\$680		
30 Special Requests for Police Services	Overtime Rate		

City of Pinole

MASTER FEE SCHEDULE - POLICE FINES

Activity Description	Fee	Code	Note
PARKING VIOLATION FINES			
1 Stop/Stand/Park within any Parkway	\$40	PMC 10.40.020	
2 Parking in violation of curb markings	\$40	PMC 10.40.030B	
3 Unlawful Parking—Div. Island	\$40	PMC 10.40.040A	
4 Parking in Red Zone	\$40	PMC10.40.040B	
5 Red Zone	\$40	PMC 10.40.040C	
6 No Parking Zone	\$40	PMC 10.40.040D	
7 Parking-Traffic Hazard	\$60	PMC 10.40.040F	
8 Temporary No Parking	\$40	PMC 10.40.040G	
9 Red Zone	\$40	PMC 10.40.040H	
10 Storage of Vehicles Prohibited	\$60	PMC 10.40.050	
11 Parking for Demonstration	\$40	PMC 10.40.060	
12 Repairing/Greasing Vehicles on the Street	\$60	PMC 10.40.070	
13 Washing/Polishing Vehicles	\$40	PMC 10.40.080	
14 Parking Adjacent to Schools	\$40	PMC 10.40.090	
15 Parking Prohibited on Narrow Streets	\$40	PMC 10.40.100	
16 Parking on Grades	\$60	PMC 10.40.110	
17 Unlawful Parking on Grade	\$60	PMC 10.40.110	
18 Vending on Streets-Permit Required	\$60	PMC 10.40.120	
19 Emergency Parking-Signs	\$40	PMC 10.40.130	
20 Twenty-Four (24) Minute Parking	\$40	PMC 10.40.140	
21 Forty (40) Minute Parking	\$40	PMC 10.40.150	
22 One Hour Parking	\$40	PMC 10.40.160	
23 Two Hour Parking	\$40	PMC 10.40.170	
24 Parallel Parking—One-way Street	\$40	PMC 10.40.180	
25 18 Inches from Curb	\$40	PMC 10.40.180A	
26 Posted No Parking Zone	\$40	PMC 10.40.180B	
27 Diagonal Parking	\$40	PMC 10.40.190	
28 Parking Outside of Line	\$70	PMC10.40.190A	
29 Parking Space Markings	\$40	PMC 10.40.200	
30 Parking Space Markings	\$40	PMC 10.40.200B	
31 No Stopping Zones	\$40	PMC 10.40.210B	
32 Commercial Vehicle—Parking Restrictions	\$120	PMC 10.40.220	
33 Off Truck Route	\$120	PMC 10.40.220B	

City of Pinole

MASTER FEE SCHEDULE - POLICE FINES

Activity Description	Fee	Code	Note
34 Commercial Vehicle—Curb Parking	\$120	PMC 10.40.230	
35 Private Parking Facilities	\$40	PMC 10.40.240	
36 Vehicle Longer 20'—Parking Restrictions	\$40	PMC 10.40.250	
37 Preferred—Local Authority Designation	\$40	PMC 10.40.260	
38 Disabled Parking	\$300	PMC 10.40.270	
39 Unlawful Parking—Off Roadway	\$40	PMC 10.40.280	
40 Unlawful Parking—Off Road	\$40	PMC 10.40.280A	
41 Unlawful Parking—Private Property	\$40	PMC 10.40.280B	
42 Curb Markings	\$40	PMC 10.44.020	
43 Red Zone	\$40	PMC 10.44.020A	
44 Yellow Zone	\$40	PMC 10.44.020B	
45 White Zone	\$40	PMC 10.44.020C	
46 Blue Zone	\$300	PMC 10.44.020D	
47 Green Zone	\$40	PMC 10.44.020E	
48 Adherence to Curb Markings	\$40	PMC 10.44.020F	
49 Loading and Unloading	\$22	PMC 10.44.030	
50 Parking in Passenger Loading Zone	\$40	PMC 10.44.040	
51 Parked in Bus Zone	\$250	PMC 10.44.050E	
52 Parked Off Truck Route	\$120	PMC 10.48.040B	

City of Pinole

MASTER FEE SCHEDULE - SPECIAL EVENT AND FILM PERMIT APPLICATION REVIEW FEES

Activity Description	Fee	Note
1 Special Event Permit		
a) Application Fee		
i) Event that requires limited site/plan review, no closures, etc. (i.e. park rentals/activities, misc. events, etc.)	\$162	[a]
ii) Event that requires, but not limited to, street/parking lot closures, site/plan review, etc. (i.e. fun runs, festivals, etc.)	\$323	[a]
b) Service Charges	actual costs	
c) Park/facility rental fee	varies by location	
2 Photography and Filming Permit		
a) Application Fee		
i) Cast and Crew Totaling One to Three Persons	\$162	[a],[b]
ii) Cast and Crew Totaling Four or More Persons; or with Street Closure	\$323	[a],[b]
b) Service Charges	actual costs	

[a] Application fees are non-refundable.

[b] Non-commercial photography and photography/film not requiring exclusivity does not need a permit. Film permit application fees may be waived for bona fide student film/photography projects and non-profit projects. The permitting process for filming/photography is still applicable for these projects (i.e. permit is required). Service charges are still applicable.

City of Pinole

MASTER FEE SCHEDULE - RECREATION DEPARTMENT FEES

Activity Description	Fee	Note
1 Tiny Tots		
a) M/W/F a.m.		
i) Resident Monthly	\$298	
ii) Non-resident Monthly	\$347	
b) M/W/F p.m.		
i) Resident Monthly	\$247	
ii) Non-resident Monthly	\$289	
c) T/Th		
i) Resident Monthly	\$167	
ii) Non-resident Monthly	\$192	
d) Summer M/W/F		
i) Resident (per 4 week session)	\$328	
ii) Non-Resident (per 4 week session)	\$381	
e) Summer T/Th		
i) Resident (per 4 week session)	\$272	
ii) Non-Resident (per 4 week session)	\$317	
f) Late Pick Up		
i) Within 15 minutes After Grace Period	\$22	
ii) Every 10 Minutes Thereafter	\$22	
g) Late Payment		
i) After the 7th of the Month	\$14	
ii) After the 15th of the Month	\$43	
h) Administrative		
i) Membership Fee	\$54/ per session	
2 Athletic Fields		
a) Youth and Adult Leagues		
i) Resident/Pinole Organizations-Hourly	\$17	
ii) Non-Resident/Non-Pinole Org.- Hourly	\$25	
b) Restroom Key Deposit-refundable	\$54	
c) Lighting Fee at Fernandez Park	\$13	
3 Tennis Courts		
a) Weekdays		
i) Resident	\$6.00 / hr / court	
ii) Non-Resident	\$8.00 / hr / court	
b) Weekends and Holidays		
i) Resident	\$8.00 / hr / court	
ii) Non-Resident	\$11.00 / hr / court	
c) Commercial Use—Instructor Fee	\$11.00 / hr / court	

City of Pinole

MASTER FEE SCHEDULE - RECREATION DEPARTMENT FEES

Activity Description		Fee	Note
Park Rentals			
1	Fernandez Park BBQ Area- per day		
	a) Resident	\$130	
	b) Non-Resident	\$163	
2	Gazebo-per day		
	a) Resident	\$296	
	b) Non-Resident	\$370	
3	Inflatable Jumper Fee		
	a) Resident	\$54	
	b) Non-Resident	\$81	
4	Pinole Valley Park BBQ Area-per day-per area		
	a) Resident	\$65	
	b) Non-Resident	\$98	
5	Restroom Key Deposit- refundable	\$54	
6	Cleaning / Damage Deposit - refundable	\$215	
Youth Center			
7	Enrichment Sessions at Schools		
	a) Resident	Varies based on enrichment sessions and provider	
	b) Non-Resident	Add 10% to resident	
8	Enrichment Sessions at PYC		
	a) Resident	Varies based on enrichment sessions and provider	
	b) Non-Resident	Add 10% to resident	
9	Summer Camp-Weekly		
	a) Resident	\$237	
	b) Non-Resident	\$276	
10	Camp Extended Hours (camp Participants Only)		
	a) Resident	\$45	
	b) Non-Resident	\$51	
11	Leader In Training Program-Summer		
	a) Resident	\$118	
	b) Non-Resident	\$142	
12	Contract Camps	20% to 40% markup	

City of Pinole

MASTER FEE SCHEDULE - RECREATION DEPARTMENT FEES

Activity Description		Fee	Note
13	School Break Camps		
	a) Resident	\$237	
	b) Non-Resident	\$276	
14	Drop-In Activities	Varies	
15	Late Payment	\$15/week & increases \$11 each subsequent week	
16	Late Pick Up	\$1.00/minute after 5-minute grace period	
17	Days Off Care (Hours 8:30am – 6:00pm)		
	a) Members/Resident	\$57 day	
	b) Non-Members/Resident	\$76 day	
	c) Member/Non-Resident	\$62 day	
	d) Non-Member/Non-Resident	\$94 day	
18	Extended Care (7:00-8:30 am)	\$36 day	
Senior Center			
19	Drop-In Classes		
	a) Member	\$2 - \$8 per class	
	b) Non-Member	\$3 - \$9 per class	
20	Daily Lunch Program		
	a) Member	\$8 - \$13	
	b) Non-Member	\$10 - \$15	
21	Special Activities/Food Items	\$1 - \$15	
22	Special/Themed Luncheons		
	a) Member	\$15 - \$20	
	b) Non-Member	\$17 - \$22	
23	Salon Services	\$15 - \$45	
	a) Shampoo/Set/Blow Dry	\$15	
	b) Hair Cut and Blow Dry	\$25	
	c) Hair Cut	\$15	
	d) Shampoo and Set	\$15	
	e) Color	\$35	
	f) Perm	\$60	
	g) Highlights	\$45 & up	
24	Fundraiser Events	\$5 - \$80	
25	Monthly Social Dance	\$12	
26	Alcoholic Drinks	\$3 - \$12	
27	Annual Pancake Breakfast	\$10 - \$12	
28	Annual Membership	\$30	
29	Travel	Varies based on trip cost	

City of Pinole

MASTER FEE SCHEDULE - RECREATION DEPARTMENT FEES

Activity Description		Fee	Note
Classes			
30	Adult and Youth Classes		
	a) Resident	40% of Instructor Fee plus \$7.00 Processing fee	
	b) Non-Resident	Add 10% to Resident fee	
Community Events			
31	Booth Fees		
	a) For Profit Pinole Business	\$89	
	b) For Profit-Non-Pinole Business	\$118	
	c) Non-Profit	\$35	
32	Senior Center Craft Fair	\$25 - \$55	
Facility Rental (Non-Profit Rates Apply to 501(c)3 Nonprofits, Faith Organizations and Schools only)			
33	Alcohol Permit	\$78	
34	Certificate of Insurance Purchase (for Quinceaneras only/per Diversified Risk Mgmt) (Certificate required but may be provided by renter's insurance company at no cost)	\$189	
35	Alcohol Use Insurance (Must be purchased in conjunction with Certificate of Insurance or provided by renter's)	\$621	
36	Senior Center Main Hall (100-250 Capacity)		
	a) Booking	\$56	
	b) Deposit		
	i) Deposit without alcohol permit	\$563	
	ii) Deposit with Alcohol Permit	\$845	
	c) Table and Chair Setup	\$59	
	d) Table and Chair Takedown	\$59	
	e) Decoration/Clean Up Time (up to 2 hrs)	\$51 per hour; 2-hr max.	
	f) Rental Rate		
	i) Resident (5 hours)	\$739	
	ii) Non-resident (5 hours)	\$917	
	iii) Resident for each add'l hour	\$106	
	iv) Non-resident for each add'l hour	\$142	
	g) Change of Date Fee		
	i) Change of Date Fee	\$237	
	ii) Change of Date Fee (Less than 75 Days)	\$355	

City of Pinole

MASTER FEE SCHEDULE - RECREATION DEPARTMENT FEES

Activity Description	Fee	Note
37 Senior Center Main Hall - Non-Profit Rates (Weekends)		
a) Booking	\$56	
b) Deposit	\$282	
c) Table and Chair Setup	\$56	
d) Table and Chair Takedown	\$56	
e) Decoration/Clean Up Time (up to 2 hrs)	\$51 per hour; 2-hr max.	
f) Rental Rate		
i) Pinole Organization (5 hours)	\$451	
ii) Non-Pinole Organization (5 hours)	\$563	
iii) Pinole Org. each add'l hour	\$56	
iv) Non-Pinole Org. each add'l hour	\$79	
38 Senior Center - Computer, Arts/Crafts, & Board Room – M-F 8:30am– 4:30pm		
a) Non-Profit Organizations	\$40/rental Includes 2 hours \$17/hr after	
b) Private or Commercial Organizations	\$56/rental Includes 2 hours \$29/hr after	
c) Deposit	\$45	
39 Senior Center - Computer, Arts/Crafts, & Board Room – M-F 4:30pm– 7:30pm		
a) Non-Profit Organizations	\$56/rental Includes 2 hours \$29/hr after	
b) Private or Commercial Organizations	\$85/rental Includes 2 hours \$40/hr after	
c) Deposit	\$45	
40 Youth Center Main Area (120 Person Capacity)		
a) Booking	\$56	
b) Deposit		
i) Deposit without alcohol permit	\$282	
ii) Deposit with alcohol permit	\$563	
c) Rental Rate		
i) Resident (4 Hours)	\$282	
ii) Non-Resident (4 Hours)	\$366	
iii) Resident for Each Add'l hour	\$73	
iv) Non-Resident for Each Add'l Hour	\$96	
d) Decoration Time (up to 2 hours)	\$51.00/hr	
e) Change of Date/Late Fee	\$84	

City of Pinole

MASTER FEE SCHEDULE - RECREATION DEPARTMENT FEES

Activity Description	Fee	Note
41 Youth Center Workshop Room (40 Person Capacity)		
a) Booking	\$56	
b) Deposit		
i) Deposit without alcohol permit	\$282	
ii) Deposit with alcohol permit	\$563	
c) Rental Rate		
i) Resident (2 hours)	\$83	
ii) Non-resident (2 hours)	\$118	
iii) Resident for each add'l hour	\$41	
iv) Non-resident for each add'l hour	\$59	
d) Decoration Time (up to 2 hours)	\$30.00/hr	
e) Change of Date/Late Fee	\$59	
42 Youth Center Main Area - Non-Profit Rates (Weekends)		
a) Booking	\$56	
b) Deposit	\$282	
c) Rental Rate		
i) Pinole Organization (4 hours)	\$213	
ii) Non-Pinole Organization (4 hours)	\$308	
iii) Pinole Organization each add'l hour	\$47	
iv) Non-Pinole Organization each add'l hour	\$71	
d) Decoration Time (up to 2 hours)	\$47.00/hr	
43 Alex Clark Room (50 Person Capacity) - Nonprofit meetings only		
a) Security Deposit	\$154	
b) Rental Rate		
i) Pinole Organization	\$12.00/2 hr. mtg	
ii) Non-Pinole Organization	\$30.00/2 hr. mtg	
c) Key Replacement Fee	\$54	

City of Pinole

MASTER FEE SCHEDULE - WASTEWATER (SEWER) UTILITY FEES

Activity Description	July 1, 2018	July 1, 2019	July 1, 2020	July 1, 2021	July 1, 2022
Residential Users – Per Dwelling Unit					
Single-Family	\$65.40	\$67.37	\$69.34	\$71.44	\$73.62
Multiple-Family [1]	\$55.59	\$57.26	\$58.94	\$60.72	\$62.58
Non-Residential Users, Minimum charge – based on water service size as provided by East Bay Municipal Utility District					
5/8"	\$15.00	\$15.45	\$15.92	\$16.40	\$16.90
3/4"	\$22.50	\$23.18	\$23.85	\$24.60	\$25.35
1.0"	\$37.50	\$38.63	\$39.75	\$41.00	\$42.25
1.5"	75	\$77.25	\$79.50	\$82.00	\$84.50
2.0"	\$120.00	\$123.60	\$127.20	\$131.20	\$135.20
3.0"	\$240.00	\$247.20	\$254.40	\$262.40	\$270.40
4.0"	\$375.00	\$386.25	\$397.50	\$410.00	\$422.50
6.0"	\$750.00	\$772.50	\$795.00	\$820.00	\$845.00
8.0"	\$1,200.00	\$1,236.00	\$1,272.00	\$1,312.00	\$1,352.00
10.0"	\$1,875.00	\$1,931.25	\$1,987.50	\$2,050.00	\$2,112.50
Non-Residential Volumetric Rates are per 100 cubic feet (CCF) of water consumed, as provided by East Bay Municipal Utility District					
All Non-Residential	\$6.30	\$6.49	\$6.68	\$6.88	\$7.09
Sewer Lateral Video Inspection			\$85.00		\$100.00

[1] Includes Accessory Dwelling Units

RESOLUTION NO. 2024-XX

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PINOLE, COUNTY OF CONTRA COSTA, STATE OF CALIFORNIA, UPDATING USER AND REGULATORY FEES AND THE MASTER FEE SCHEDULE

WHEREAS, user and regulatory fees are established by the City Council; and

WHEREAS, the City completed a study in June 2022 to identify the cost of providing various user and regulatory fee-related services; and

WHEREAS, the study examined fee-related services provided by the City, the costs reasonably borne by the City in providing those services, the beneficiaries of those services, and the revenues produced by those paying fees and charges for special services; and

WHEREAS, the City Council finds that providing these services is of special benefit to applicants both separate and apart from the general benefit to the public; and therefore, in the interests of fairness to the general public, the City desires to better recover the costs of providing these services from applicants who have sought or require the City's services by revising its schedule of fees; and

WHEREAS, the City Council desires that annually the City Manager may update the fees based on the annual percentage change in the all-urban Consumer Price Index (CPI) for San Francisco-Oakland-Hayward, CA. If the CPI does not change or goes down in a given year, no change shall be made to the fee schedule that year; and

WHEREAS, in adopting this Resolution, the City Council is taking action only on those fees for the services, programs or products set forth in Exhibit "A" which have been modified from prior resolutions of the City Council. The remaining fees that have not been modified from prior resolutions shall remain in full force and effect.

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

SECTION 1: That the foregoing recitals and findings are true and correct and are incorporated herein by reference.

SECTION 2: That the City Council hereby adopts the fees, charges, and rates as set forth in attached Exhibit "A" and incorporated by this reference.

SECTION 3: That any new or adjusted fees adopted by this Resolution shall go into effect July 1, 2024.

PASSED AND ADOPTED at a regular meeting of the Pinole City Council held on the 16th day of April 2024 by the following vote:

AYES: COUNCILMEMBERS

NOES: COUNCILMEMBERS

ABSENT: COUNCILMEMBERS

ABSTAIN: COUNCILMEMBERS

Heather Bell, CMC
City Clerk



CITY COUNCIL REPORT

10.B.

DATE: APRIL 16, 2024
TO: MAYOR AND COUNCIL MEMBERS
FROM: ERIC CASHER, CITY ATTORNEY
SUBJECT: CONDUCT FIRST READING OF AN ORDINANCE AMENDING SECTION 1.02.010 OF THE PINOLE MUNICIPAL CODE TO ADOPT A NEW CITY SEAL

RECOMMENDATION

Staff recommends the City Council conduct a first reading of an ordinance amending Section 1.02.010 of the Pinole Municipal Code to adopt a new City seal.

BACKGROUND

The City of Pinole first adopted its official seal on April 5, 1965. It portrayed a Native American man with arms crossed against a natural background containing water, mountains, birds, sun, and sky with a floral border frame and text: City of Pinole California 1903. In the 1990's, the seal design and color scheme was slightly modernized. In 2013, the City Council adopted Ordinance 2013-01 adding Chapter 1.02 "City Seal, Logo and City Name" to the Municipal Code. Section 1.02.010 "City Seal" provides:

The seal of the city of Pinole is the same as that heretofore used and depicted below: A die; the form of the die shall be two circles, one inside the other. Within the smaller circle shall be a depiction of a Native American crossing his arms with the rugged eastern foothills, San Pablo Bay, the sun and three flying birds behind him. Within the larger circle on the upper part of the circle shall be imprinted the words "City of Pinole, California." On the lower part of the circle shall be imprinted the date the city was incorporated, "1903".



In the 1990's, the seal design and color scheme was slightly modernized. The City of Pinole currently uses this modern version of the seal and it can be found throughout City facilities and is used in documents and media as the primary logo. Recently, the City of Pinole was prompted to examine its branding strategy as part of the Communication and Engagement Plan, adopted by City Council on October 18, 2022. A coherent brand identity represents a key piece of the City Council's 2020-2025 Strategic Plan goal of developing marketing and branding strategies congruent with the communication plan and economic development strategies.

The City hired Tripepi Smith to design a new logo and create branding guidelines as part of

the Communication & Engagement Plan. Logo design options were presented for discussion at a City Council meeting on March 21, 2023, however, none of the initial design concepts were adopted at that meeting. Instead, the City Council approved the formation of the City Seal Ad Hoc Subcommittee to further explore options for a new City seal and logo.

The City Seal Ad Hoc Subcommittee retained Tripepi Smith and worked with staff, community members, and members of the Confederated Nations of Lisjan (Ohlone) on an extensive process which included three (3) rounds of community outreach and over twenty (20) meetings and discussions to develop the City's new seal, logo, and branding guidelines, upon which City Council direction is now desired.

Staff gathered insights on the community's perceptions and values pertaining to the visual representation of Pinole using surveys. Survey results (Attachment B) revealed the community's desire to include representation of the area's Ohlone roots, and identified several natural symbols, colors, and feelings associated with Pinole. The City Seal Ad Hoc Subcommittee and staff agreed that it was important to incorporate the community's perceptions to ensure that final designs are a collective representation of the City's identity.

On March 19, 2024, the City Council adopted a resolution approving the City Logo and authorizing staff to bring forward an ordinance amending the Municipal Code to incorporate and formally adopt the new City Seal.

"The seal of the City of Pinole is depicted below: A die; the form of the die shall be two circles, one inside the other. Within the inner circle shall be a scene of a hawk flying into Pinole Valley. Depicted in the scene is Pinole Creek with cattails leading to San Pablo Bay, rolling fog, oak trees nestled in the foothills, and the sun behind the hawk's silhouette. The scene shall be bordered by an acorn pattern with a green and gold ring enveloping the outside of the inner circle. Within the outer circle on the upper part of the circle shall be imprinted the words "City of Pinole." On the lower part of the circle shall be imprinted "California" and on the right and left sides of the circle shall be the date the city was incorporated, "1903." Four stars shall separate the four worded sections in the outer circle. The outermost circle shall be a gold
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On March 19, 2024, the City Council adopted a resolution approving the City Logo and authorizing staff to bring forward an ordinance amending the Municipal Code to incorporate and formally adopt the new City Seal. The ordinance would amend Chapter 1.02.010 of the Municipal Code, as follows:

"The seal of the City of Pinole is depicted below: A die; the form of the die shall be two circles, one inside the other. Within the inner circle shall be a scene of a hawk flying into Pinole Valley. Depicted in the scene is Pinole Creek with cattails leading to San Pablo Bay, rolling fog, oak trees nestled in the foothills, and the sun behind the hawk's silhouette. The scene shall be bordered by an acorn pattern with a green and gold ring enveloping the outside of the inner circle. Within the outer circle on the upper part of the circle shall be imprinted the words "City of Pinole." On the lower part of the circle shall be imprinted "California" and on the right and left sides of the circle shall be the date the city was incorporated, "1903." Four stars shall separate the four worded sections in the outer circle. The outermost circle shall be a gold ring. The City seal can also be applied in monochromatic color schemes.



At its regular meeting on March 25, 2024, the Municipal Code Update Subcommittee unanimously approved the ordinance amending Section 1.02.010 of the Pinole Municipal Code with the updated image and description. The attached Ordinance (Exhibit A) reflects the amendment as approved by the subcommittee.

REVIEW AND ANALYSIS

The proposed ordinance reflects efforts to provide a coherent brand identity consistent with a key piece of the City Council's 2020-2025 Strategic Plan goal of developing marketing and branding strategies congruent with the communication plan and economic development strategies. The proposed logo and seal is the result of input from the community including the community's perceptions and values pertaining to the visual representation of Pinole using surveys and input and design from consultant Tripepi Smith.

The City logo design was drafted by Tripepi Smith. The City seal design was illustrated by Fiona Epps, Assistant to the City Manager and Pinole resident, and vectorized by Tripepi Smith. The updated seal, new logo and branding guidelines (Attachment C) revitalizes the City's visual identity while conveying an authentic brand for the City of Pinole. Moreover, the proposed new City seal and logo incorporate elements that align with the community's identity as discovered through the community survey results.

Upon approval of the proposed Ordinance, staff will begin rolling out the new brand across both digital assets (email, social media, videos, website, etc.) and physical assets (vehicles, business cards, signage, etc.). Staff will also develop resources to assist City departments, employees, Council, and others to properly deploy the new brand assets.

FISCAL IMPACT

Funding to implement the new seal, logo and branding guidelines will largely be covered within existing department budgets. Fiscal impact for the areas of deployments that fall outside of the adopted budgets, such as City vehicle decals, and wayfinding signage, will be included as part of supplemental budget requests reviewed with the Fiscal Year 2024/25 budget in June. Larger costs, such as seal replacements inside and on the City Hall and Public Safety buildings will be considered capital improvement projects and will also be reviewed with the FY 24/25 budget.

ATTACHMENTS

A. Pinole_Ordinance City Seal & Logo

ORDINANCE NO. 2024-XXXX

AN ORDINANCE OF THE CITY OF PINOLE AMENDING SECTION 1.02.010 OF THE PINOLE MUNICIPAL CODE TO ADOPT A NEW CITY SEAL AND LOGO

WHEREAS, the City Council of the City of Pinole has adopted Ordinance 2013-01 adding Chapter 1.02 “City Seal, Logo and City Name” to the Municipal Code, adopting an official seal, which is used in the authentication of the official documents and in the conduct of official City business; and

WHEREAS, Chapter 1.02 Section 1.02.010 “City Seal” provides a description and image of the approved City seal; and

WHEREAS, the City Council has determined that a coherent brand identity consistent with a key piece of the City Council’s Strategic Plan goal of developing marketing and branding strategies congruent with the communication plan and economic development strategies is needed; and

WHEREAS, the proposed revised logo and seal is the result of input from the community including the community's perceptions and values pertaining to the visual representation of Pinole using surveys and input and design from our consultant Tripepi Smith.

NOW THEREFORE, BE IT RESOLVED, the City Council of the City of Pinole does hereby ordain as follows:

Section 1. Recitals.

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

Section 2. Amendment.

Pinole Municipal Code Chapter 1.02 Section 1.02.010 “City Seal” is hereby repealed and replaced in its entirety follows:

“1.02.020 CITY LOGO.

The seal of the City of Pinole is depicted below: A die; the form of the die shall be two circles, one inside the other. Within the inner circle shall be a scene of a hawk flying into Pinole Valley. Depicted in the scene is Pinole Creek with cattails leading to San Pablo Bay, rolling fog, oak trees nestled in the foothills, and the sun behind the hawk’s silhouette. The scene shall be bordered by an acorn pattern with a green and gold ring enveloping the outside of the inner circle. Within the outer circle on the upper part of the circle shall be imprinted the words "City of Pinole." On the lower part of the circle shall be imprinted “California” and on the right and left sides of the circle shall be the date the city was incorporated, "1903.” Four stars shall separate the four worded sections in the outer circle. The outermost circle shall be a gold ring. The City seal can also be applied in monochromatic color schemes.



Section 3. 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 4. Effective Date and Duration.

This ordinance shall take effect thirty (30) days after its final adoption.

Section 5. Publication.

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

PASSED AND ADOPTED at a regular meeting of the Pinole City Council held on April 16, 2024, the City Council passed this urgency 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 April 16, 2024.

Heather Bell, CMC
City Clerk



CITY COUNCIL REPORT

11.A.

DATE: APRIL 16, 2024
TO: MAYOR AND COUNCIL MEMBERS
FROM: DAVID HANHAM, PLANNING MANAGER
SUBJECT: RECEIVE UPDATE ON STATUS OF DEVELOPMENT OF
PARKLET/OUTDOOR DINING REGULATIONS IN PINOLE AND PROVIDE
DIRECTION

RECOMMENDATION

Staff recommends that the City Council receive an update from Staff on findings from business interviews conducted in early 2024 and set a schedule for the development of permanent parklet regulations.

BACKGROUND

Outdoor dining extends eating establishments seating into the sidewalk, street and underutilized areas that can enliven the street, support economic development, and help reprioritize public space for human use. The City of Pinole's current regulations regarding outdoor dining were established in 2010 with a major Zoning Code Amendment in coordination with the adoption of the General Plan and Three Corridor Specific Plan. The regulations allow for outdoor dining in all zoning districts, except for residential zoning districts, with approval of an Administrative Use Permit and an Encroachment Permit (if City property is involved). An Administrative Design Review (staff-level approval) or Comprehensive Design Review (Planning Commission-level approval) may also be required depending on the size of the proposed structure.

During the COVID-19 pandemic, the City Council established an expedited, modified process through an Urgency Ordinance which allowed eating establishments the ability to utilize existing parking lots, street rights-of-way and open spaces between buildings to serve food to customers through Temporary Use Permits. On [April 4, 2023](#), staff provided an overview of the current regulations related to outdoor dining and sought direction from the Council on the development of a recommended framework for requirements applicable to outdoor seating areas on sidewalks, in street parking areas, and on public and private property. The framework that was reviewed and recommended by the Planning Commission included:

- Defining categories of outdoor dining
- Establishing the permitting process for outdoor dining
- Describing the locations and/or zoning districts where the use is allowed.
- Establishing standards of design, materials, size, and landscaping (etc.)
- Considering encouraging other elements such as public art and bicycle parking
- Establishing standards that address uses of the area.
- Addressing parking requirements
- Addressing the transition from temporary outdoor eating areas to permanent outdoor eating areas

At the April 2023 meeting the City Council reviewed the Planning Commission's recommendation, took comments, and provided the following directions:

1. Extended the active temporary use permits through the end of the year (2023).
2. Directed Staff to review the Old Town Pinole Parking and Pedestrian Safety Study and return with suggestions regarding the report including parklets, bulb outs, wayfinding, and other goals outlined in the study.
3. Directed Staff to conduct some outreach with the goal of finding out if there was interest in creating permanent parklets or outdoor dining eating facilities and identifying the constraints among businesses (businesses with business licenses that had a component of food service and that also had storefronts or dining in the City) that would keep them from having outdoor dining

The Council received an update and took the following actions at the [December 5, 2023](#) meeting:

1. Extended the Temporary Use Permits for outdoor dining at Tina's Place and Sue's place though June 30, 2024 to provide additional time to conduct outreach and develop permanent regulations if so desired by Council; and
2. Agendize as an Old Business item on the February 20, 2024 Council meeting an update from Staff on findings from the business interviews and setting a schedule for development for permanent regulations; and
3. Directed that the development of the Active Transportation Plan consider and incorporate recommendations from the Old Town Pinole Parking and Pedestrian Safety Study, as appropriate.

This item provides an update on findings from the business interviews and sets a schedule for the development of permanent regulations.

REVIEW AND ANALYSIS

Business Interviews

Following the December 5, 2023, Council direction, Staff met with 20 food service businesses. Businesses were organized into five categories by location, as shown below:

- Downtown/Old Town
- San Pablo Avenue
- Appian Way
- Fitzgerald Drive
- Pinole Valley Road

Table 1 below summarizes results from business interviews conducted between December 2023 and January 2024. The interviews were conducted either in-person or by phone, based on the respondent's schedules.

Table 1—Results of Business Interviews

Questions	<u>Downtown Corridor</u>	<u>San Pablo Avenue Corridor</u>	<u>Appian Way Corridor</u>	<u>Fitzgerald Drive Corridor</u>	<u>Pinole Valley Road Corridor</u>
	Respondents: Antlers, Tina's Place, East Bay Coffee Company, Bear Claw, Sabor	Respondents: Kimchi House, Tachikawa, Hunan Villa, La Famigila	Respondents: Boba Birds, Ristorante Due Rose, Tandoor Restaurant, Taqueria Morena	Respondents: Mel's Diner, The Cheese Steak Shop, Mountain Mikes, Pho Craze	Respondents: Pinole Valley Road -- Pho Hua,

Latino 17, Sue's Cafe					Five Guys, Ala Mode Donuts, the Original Red Onion
<i>What are your thoughts on parklets or outdoor dining areas in Pinole, in general? Do you have any concerns that come to mind related to parklets?</i>	Business owners think outdoor dining and parklets could increase downtown foot traffic, particularly on weekends with good weather. Businesses owners expressed concerns about the speed on San Pablo Avenue and advocate for wider sidewalks or traffic calming measures. Potential loss of parking areas and would need additional sidewalks.	Business owners in this area like the idea of parklets and outdoor dining, but based on the placement of the buildings, they felt that outdoor dining would be more appropriate. The main concern is the wideness of their sidewalks and the potential loss of parking areas.	The owners in this area like the idea of parklets and outdoor dining. All the eateries in this area would like outdoor dining. Their main concern is the need to expand their sidewalk areas and their loss of parking areas	Owners in this area prefer outdoor dining over parklets, citing feasibility concerns. They believe outdoor dining facilitates more enjoyment of good weather. Like other areas, their main concern is the potential loss of parking spaces and the need for additional sidewalks.	The owners like the concept of outdoor dining and parklets. The owners felt that in some areas they have enough room on the sidewalk but would not have the ability to use the parking areas in shopping centers.
<i>If the City developed a permanent/enhanced process for parklets and outdoor dining, what would you like to see in the process? For example, would you prefer the process to remain administrative if a business met a specified set of</i>	All owners favored a streamlined staff-level review process without a public hearing. They preferred a 30-day timeline and specified standards to expedite approvals, enabling them to simply check off approved standards.				

<i>standards, or should there be a discretionary process (public meetings)?</i>					
<i>Please specify any constraints (such as monetary cost, physical limitations, staffing limitations) that would hinder you from having outdoor dining at your business?</i>	All the businesses in the Downtown corridor had constraints. Most of the businesses had cost and staffing limitations. Other owners had monetary issues. All the businesses had areas they could use for either parklets or outdoor dining.	The owners in the San Pablo Corridor had staffing limitations and monetary issues. The businesses in this corridor that were in favor of outdoor dining did not have physical limitations.	The Appian Way corridor businesses had physical limitations for outdoor dining areas. They also had staffing limitations. Cost limitations are also an issue.	The Fitzgerald Drive corridor businesses consist of staff limitations and monetary costs.	The Pinole Valley businesses have physical limitations as well as staffing limitations for parklets and outdoor dining areas.
<i>Would you like to design and develop your own outdoor dining area or choose from the pre-approved option for parklets and outdoor dining area?</i>	The Downtown Corridor businesses would like to have pre-approved options for parklets with the ability to add a personal touch such as signage, or landscaping. However, they prefer to individually design outdoor dining areas.	The San Pablo Avenue corridor respondents didn't feel parklets would be feasible. The owners would like to design their own outdoor dining areas.	The Appian Way corridor businesses wanted to design their own outdoor dining areas. However, if they were to use a parklet design in the parking lots, they would want to have a pre-approved parklet design.	The Fitzgerald Drive businesses prefer to design their own outdoor dining areas. They would consider a pre-approved design only if it expedites the process significantly.	Pinole Valley Road businesses prefer the flexibility to design their own areas. Given their limited space, implementing parklets or outdoor dining in parking lots would pose challenges for Pinole Valley businesses.
<i>Would you prefer your area to be private or shared by others? If the area was for</i>	All respondents prefer private use of parklets and support an annual fee similar to an annual lease payment. They advocate for a minimal fee structure given their responsibility for maintaining their own areas.				

<i>exclusive use, would you or would you be willing to pay an annual use fee?</i>					
<i>Would you prefer to have outdoor dining area in the parking lot or a parklet on the street?</i>	The Downtown businesses were in favor of both parklets and outdoor dining. They indicated an interest in parklets on San Pablo only if the city implements traffic calming measures on San Pablo Avenue.	The San Pablo Avenue business respondents preferred outdoor dining in parking lots.	The Appian Way business respondents preferred outdoor dining in parking lots.	The Fitzgerald Drive business respondents preferred outdoor dining areas along the sidewalks of the shopping centers or in the parking lots.	The Pinole Valley Road business respondents preferred to have their outdoor dining areas either along the sidewalks of the shopping centers or in the parking lots.
<i>Ideally, how many table/chairs would you like to see in your outdoor eating area?</i>	In the Downtown corridor, business respondents prefer four to five tables allowed to seat 15–20 people.	In the San Pablo Avenue corridor, business respondents prefer three or four tables allowed to seat 12–16 people.	In the Appian Way corridor, business respondents prefer two to four tables allowed to seat 4–8 people.	In the Fitzgerald Drive corridor, business respondents prefer three to five tables allowed to seat 6–12 people.	In the Pinole Valley Road Corridor, business respondents prefer three to five tables allowed to seat 6–10 people.
<i>Would you willing to be responsible for maintenance of the area?</i>	All business respondents indicated that they would be willing to be responsible for maintenance of their own outdoor dining areas.				

Setting a Schedule for Adoption of Permanent Regulations

Based on the Council's previous direction in 2023 and the favorable feedback from business owner interviews, Staff recommends that the Council explore permanent parklet regulations and improved outdoor dining regulations. Considering the workload of the Community Development Department, the development schedule outlined in Table 2 could be considered.

Table 2: Schedule for Development/Adoption of Permanent Regulations

Month, 2024	Activity
April - May	Planning Ad-Hoc Subcommittee meetings to

	develop draft regulations
June	Municipal Code Subcommittee meeting to review draft regulations
July-August	Planning Commission meetings to review draft regulations
September	Municipal Code Subcommittee meeting to review revised draft regulations
October	City Council considers adoption of the regulations

Temporary Use Permits

The two active parklets/outdoor dining spots permitted under Temporary Use Permits remain at Tina's Place (2300 San Pablo Avenue) and Sue's Place (2265 Pear Street). Both business owners express interest in pursuing permanent alternatives while simultaneously being allowed to retain their outdoor dining. The Council extended the Temporary Use Permits for both establishments until June 30, 2024, to facilitate outreach and permanent regulation development. Pursuant to the schedule for the development of permanent regulations in **Table 2**, there would be a lapse in time between the expiration of the Temporary Use Permits and the development of permanent regulations. To bridge this gap, the Council could consider extending the Temporary Use Permits once more.

FISCAL IMPACT

There is no fiscal impact to receiving this report.

ATTACHMENTS

None