

**CORONAVIRUS ADVISORY
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CITY COUNCIL

Roy Swearingen, Mayor
Norma Martinez-Rubin, Mayor Pro Tem
Peter Murray, Council Member
Vincent Salimi, Council Member
Anthony Tave, Council Member

**PINOLE CITY COUNCIL
1st AMENDED MEETING AGENDA**

**TUESDAY
JULY 21, 2020**

VIA ZOOM TELECONFERENCE

5:00 P.M.

***Please note the early start time.**

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

SUBMIT PUBLIC COMMENTS TO CITY CLERK BEFORE OR DURING THE MEETING VIA EMAIL

hiopu@ci.pinole.ca.us

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

WAYS TO WATCH THE MEETING

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

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

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

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

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

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

1 of 207

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

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

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

3. CONVENE TO A CLOSED SESSION

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

A. PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Gov. Code § 54957

Title: City Clerk

B. PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Gov. Code § 54957

Title: City Manager

***OPEN SESSION WILL COMMENCE UPON CONCLUSION OF THE
CLOSED SESSION WHICH MAY OCCUR BEFORE 6:00 P.M.***

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

5. CITIZENS TO BE HEARD (Public Comments)

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

6. RECOGNITIONS / PRESENTATIONS / COMMUNITY EVENTS

A. Proclamations

1. Proclamation Recognizing Finance Director Andrea Miller for Her Service to the City of Pinole

B. Presentations / Recognitions

1. Bay Area Rapid Transit Presentation by Board President, Lateefah Simon
2. West Contra Costa County Unified School District Update on Reopening of Schools and District Budget by Associate Superintendent of Business Services Dr. Tony Wolde

7. CONSENT CALENDAR

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

- A. Approve the Minutes of the Meeting of May 19, 2020.
- B. Receive the July 4, 2020 – July 17, 2020 List of Warrants in the Amount of \$1,738,731.89 and the July 10, 2020 Payroll in the Amount of \$410,184.27
- C. Resolution Confirming Continued Existence Of Local Emergency **[Action: Adopt Resolution per Staff Recommendation (Casher)]**
- D. Placement of Liens for Delinquent Unpaid Waste Collection Charges Falling Delinquent Between January and April 2020, Considered at an Administrative Hearing on June 4, 2020 **[Action: Adopt Resolution per Staff Recommendation (Iopu)]**
- E. Review and Approve the Master Fee Schedule **[Adopt Resolution per Staff Resolution (Miller)]**
- F. Receive the Quarterly Investment Report for the Quarter Ending June 30, 2020 **[Receive and File Report (A. Miller)]**
- G. Authorize Response to Grand Jury Report: “Police Department Staffing” (Report 2004) **[Action: Approve and Authorize Mayor to Sign Response Letter (Gang)]**
- H. Approve the Pinole Salary Schedule for all Represented and Unrepresented Employee Classifications in Conformance with California Code of Regulations, Title 2, Section 570.5 **[Action: Adopt Resolution per Staff Recommendation (De La Rosa)]**

8. PUBLIC HEARINGS

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

- A. Amendment to Section 17.70 Accessory Dwelling Unit Ordinance of the Pinole Municipal Code **[Action: Conduct Public Hearing on First Reading (T. Miller)]**

9. OLD BUSINESS

- A. Update On City Staff Activities Related To Preparing For A Potential November 2020 Ballot Measure and Special Parcel Tax for Fire Service **[Action: Discuss and Provide Direction (Murray)]**
- B. Adopt a Resolution Accepting the Final Recommendations from the Fowler House Re-Use Committee **[Action: Adopt Resolution per Staff Recommendation (T. Miller)]**
- C. Approve The Memorial Policy, Previously Named The Plaques, Monument, And Memorial Dedication And Acceptance Of Donated Equipment Or Material Policy **[Action: Adopt Resolution per Staff Recommendation (De La Rosa)]**
- D. Approve an Amendment to the Operating Agreement for Aquatic Program Coordination and Facility Use With the Pinole Seals for Use of the Swimming Pool From June 27 – July 31, 2020 and Authorize the City Manager to Execute

the Agreement [Action: Adopt Resolution per Staff Recommendation (De La Rosa)]

10. NEW BUSINESS

- A. Resolution Naming the Basketball Court at Fernandez Park After David Patrick Underwood and Authorizing City Staff to Collaborate with Community Partners to Repave and Repaint the Court [Action: Adopt Resolution per Staff Recommendation (Murray)]

11. REPORTS & COMMUNICATIONS

- A. Mayor Report
 - 1. Announcements
- B. Mayoral & Council Appointments
- C. City Council Committee Reports & Communications
- D. Council Requests For Future Agenda Items
- E. City Manager Report / Department Staff
- F. City Attorney Report

12. ADJOURNMENT to the Regular City Council Meeting of August 18, 2020 In Remembrance of Amber Swartz.

Note: The Regular meeting of August 4, 2020 is canceled

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

POSTED: July 16, 2020 at 4:00 P.M.

Heather Iopu, CMC
City Clerk

**CITY COUNCIL MEETING
MINUTES
May 19, 2020**

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

The City Council Meeting was held in the Pinole Council Chambers, 2131 Pear Street, Pinole, California. Mayor Swearingen called the Regular Meeting of the City Council to order **5:31** p.m. and led the Pledge of Allegiance.

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

A. COUNCILMEMBERS PRESENT

Roy Swearingen, Mayor
Norma Martinez-Rubin, Mayor Pro Tem
Peter Murray, Councilmember
Vincent Salimi, Councilmember
Anthony Tave, Councilmember

B. STAFF PRESENT

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

City Clerk Iopu announced the agenda was posted on May 14, 2020 at 4:00 p.m. All legally required notice was provided.

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

3. CONVENE TO A CLOSED SESSION

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

A. CONFERENCE WITH LABOR NEGOTIATORS

Gov. Code § 54957.6

Agency designated representatives: City Manager Andrew Murray, Assistant City Manager De La Rosa, Greg Ramirez
Employee organizations: IAFF

B. CONFERENCE WITH LABOR NEGOTIATORS

Gov. Code § 54957.6

Agency designated representatives: City Manager Andrew Murray, Assistant City Manager De La Rosa, Greg Ramirez
Employee organizations: PPEA

C. CONFERENCE WITH LABOR NEGOTIATORS

Gov. Code § 54957.6

Agency designated representatives: City Manager Andrew Murray, Greg Ramirez

Employee organizations: Unrepresented positions- Assistant City Manager, Development Services Director, City Engineer, Finance Director, Fire Chief, Police Chief, Fire Battalion Chief, Human Resources Specialist, Planning Manager, Police Lieutenant, Public Works Manager, Recreation Manager, WWTP Manager

At 5:34 p.m., Mayor Swearingen convened the meeting to closed session.

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

At 6:35 p.m., Mayor Swearingen reconvened the meeting to open session and announced that there was no reportable action.

5. CITIZENS TO BE HEARD (Public Comments)

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

The following speakers submitted written comments that were read aloud and will be filed with the agenda packet for this meeting: **Francisco Flores, David Rupert, Rafael Menis, Kevin Pacotti, Ivette Ricco**

Mayor Swearingen presented his report to the community with information regarding the COVID-19 health crisis.

6. RECOGNITIONS / PRESENTATIONS / COMMUNITY EVENTS

A. Proclamations

1. Recognizing May 17-23, 2020 as Public Works Week

The following speaker submitted written comments that were read aloud and will be filed with the agenda packet for this meeting: **Devin Murphy**

Mayor Swearingen read the proclamation and presented it to Community Development Services Director/City Engineer Miller.

- B. Presentations / Recognitions
 - 1. Update on COVID-19 Crisis by Supervisor John Gioia

Supervisor Gioia provided a district update on the response to the COVID 19 crisis. Detailed current status of testing availability. Spoke regarding potential reopening of certain businesses as conditions improve. Encouraged the public to take all possible precautions to stay healthy.

Council members asked questions.

The following speakers submitted written comments that were read aloud and will be filed with the agenda packet for this meeting: **Rafael Menis, Jim, Neighbors and Friends**

7. CONSENT CALENDAR

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

The following speakers submitted written comments for Item 7D that were read aloud and will be filed with the agenda packet for this meeting: **Devin Murphy, Ivette Ricco, David Rupert**

- A. Approve the Minutes of the Meeting of April 21, 2020
- B. Receive the May 2, 2020 – May 15, 2020 List of Warrants in the Amount of \$639,510.79 and the May 15, 2020 Payroll in the Amount of \$384,860.48
- C. Resolution Confirming Continued Existence Of Local Emergency [**Action: Adopt Resolution per Staff Recommendation (Casher)**]
- D. Extend Terms Of Planning Commissioners [**Action: Adopt Resolution per Staff Recommendation (Iopu)**]
- E. Approve And Authorize The City Manager To Execute An Amendment For Two Years To The Existing Agreement With Rosenow, Spevacek Group Inc (RSG) In The Total Amount Of \$112,550 For Affordable Housing Monitoring Services And Preparation Of The Housing Successor Agency Annual Report For Fiscal Year 2019-20 And Approve A Budget Appropriation From The Housing Successor Fund [**Action: Adopt Resolution per Staff Recommendation (De La Rosa)**]
- G. Adoption Of Sewer System Management Plan 2020 [**Action: Adopt Resolution per Staff Recommendation (T. Miller)**]
- H. Adopt A Resolution Approving The City Of Pinole's Title Vi Program [**Action: Adopt Resolution per Staff Recommendation (T. Miller)**]

ACTION: Motion by Councilmembers Murray/Tave to Approve Consent Calendar Items A, B, C, D, E, G and H.

Vote: Passed 5-0
Ayes: Swearingen, Murray, Martinez-Rubin, Salimi, Tave

Noes: None
Abstain: None
Absent: None

Item 7F was pulled by Council member Salimi for further discussion.

- F. Authorizing The City Manager To Execute A Task Order With RSG, Inc. In The Amount Not To Exceed \$65,000 To Procure Commercial Real Estate Broker Services For The Sale Of Several Former Redevelopment And Housing Assets
[Action: Adopt Resolution per Staff Recommendation (De La Rosa)]

City Manager Murray made comments regarding the history and recommended action for this item.

Council members asked questions of staff and made comments. Staff responded to questions.

ACTION: Motion by Councilmembers Murray/Tave to Approve Consent Calendar Items 7 F

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

8. PUBLIC HEARINGS

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

NONE

9. OLD BUSINESS

- A. Consider A Resolution Directing Staff To Fly The Rainbow Flag During The Month Of June **[Action: Discuss and Provide Direction (Murray)]**

City Manager Murray introduced the item and provided background information.

The following speakers submitted written comments that were read aloud and will be filed with the agenda packet record for this meeting: **Devin Murphy, Ivette Ricco, Kristen Pursley, Michael Ashburne, Rafael Menis, David Rupert, Maureen Toms, Sarah Flashman**

ACTION: Motion by Councilmembers Tave/Martinez-Rubin to Approve A Resolution Directing Staff To Fly The Rainbow Flag During The Month Of June

Vote: Passed 3-1-1
Ayes: Martinez-Rubin, Salimi, Tave

Noes: Swearingen
Abstain: Murray
Absent: None

10. NEW BUSINESS

- A. Discussion And Direction Regarding Having City Staff Add A Graphic Promoting Census 2020 To Staff's Email Signature Block **[Action: Discuss and provide Direction (Murray)]**

The following speakers submitted written comments that were read aloud and will be filed with the agenda packet record for this meeting: **Ivette Ricco, Maureen Toms**

City Manager Murray introduced the item. Council members made comments and asked questions.

ACTION: Motion by Councilmembers Swearingen/Tave Directing Staff To Add A Graphic Promoting Census 2020 To All Staff's Email Signature Blocks Through August 2020

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

11. REPORTS & COMMUNICATIONS

- A. Mayor Report
1. Announcements

Mayor Swearingen announced a request from the Pinole Valley High School principal to put up banners along Pinole Valley Road to celebrate the graduating class of 2020.

- B. Mayoral & Council Appointments
- C. City Council Committee Reports & Communications

Council member Murray announced that drive-up graduation ceremonies are being allowed for Contra Costa County in lieu of in-person celebrations.

Mayor Pro Tem Martinez-Rubin announced recent WESTCAT meeting topics. Service levels are reduced due to the COVID-19 health crisis. Thanked transportation staff for maintaining positive morale given challenging conditions. Announced the Beautification Ad-Hoc Committee met and is working on an update to bring back to Council. Announced the most recent Census 2020 response rate data for Pinole. Congratulated all the high school and college graduates for the Class of 2020. Thanked the City staff and called on the safety Chiefs to thank their staff for their work during the pandemic.

Council member Tave gave highlights of the recent WESTCAT meeting including detailing the efforts taken to keep the staff safe. Announced attendance at Congressman Thompson's town hall and summarized discussion regarding small business concerns amidst COVID-19

conditions. Congratulated 2020 graduates and highlighted the importance of education and lifelong learning.

Council member Salimi announced information regarding federal relief applications that were just released for small businesses.

D. Council Requests For Future Agenda Items

Mayor Pro Tem Martinez-Rubin requested a future agenda item extending the ordinance on the eviction moratorium which currently expires at the end of May. Consensus given.

Mayor Pro-Tem Martinez asked for a future agenda item for a report from the Beautification Committee. Consensus given.

Mayor Swearingen requested a future agenda item to discuss evaluating City policies and regulations related to outdoor dining for local restaurants during the COVID-19 emergency. Consensus given.

E. City Manager Report / Department Staff

No report.

F. City Attorney Report

No report.

12. ADJOURNMENT to the Regular City Council Meeting of June 2, 2020 In Remembrance of Amber Swartz.

At 9:08 p.m., Mayor Swearingen adjourned to the Regular City Council Meeting of June 2, 2020 In Remembrance of Amber Swartz.

Submitted by:



Heather Iopu, CMC
City Clerk



City of Pinole, CA

7B

WARRANT LISTING

By Vendor Name

Payment Dates 07/03/2020 - 07/17/2020

Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
Vendor: 4LE00 - 4LEAF, INC.					
J1909-01H	94372	07/10/2020	212-20340	PLANNING ASSOCIATE PLANNER SERVICE AMALIA MERINO	7,860.00
J1909A23	94372	07/10/2020	212-461-42101	PLANNING ASSOCIATE PLANNER SERVICE AMALIA MERINO	1,260.00
J3681S	94432	07/17/2020	100-231-42101	FIRE PROFESSIONAL SERVICE FOR REBECCA LAURICELLA	15,435.00
Vendor 4LE00 - 4LEAF, INC. Total:					24,555.00
Vendor: AIR10 - AIRGAS USA, LLC					
9972187031	94433	07/17/2020	100-231-42107	FIRE RENT CYL MED LARGE AIR	74.42
Vendor AIR10 - AIRGAS USA, LLC Total:					74.42
Vendor: ALH01 - ALHAMBRA & SIERRA SPRINGS					
19593757	94434	07/17/2020	100-222-42201	PD DRINKING WATER FOR JUNE	206.48
Vendor ALH01 - ALHAMBRA & SIERRA SPRINGS Total:					206.48
Vendor: AME41 - AMERICAN LEGAL PUBLISHING					
937	94317	07/03/2020	100-112-42101	CITY CLERK ORDINANCE UPDATES	14.91
994	94317	07/03/2020	100-112-42101	CITY CLERK ORDINANCE UPDATES	150.11
Vendor AME41 - AMERICAN LEGAL PUBLISHING Total:					165.02
Vendor: AME52 - AMERICAN MESSAGING SERVICE, LLC					
W4102378UG	94435	07/17/2020	100-231-43101	FIRE MESSAGING SYSTEM	43.52
Vendor AME52 - AMERICAN MESSAGING SERVICE, LLC Total:					43.52
Vendor: 2005 - ANIMAL DAMAGE MANAGEMENT, INC					
3167C	94436	07/17/2020	100-345-42108	CY SERVICE TO FERNANDEZ BASEBALL FIELD	500.00
Vendor 2005 - ANIMAL DAMAGE MANAGEMENT, INC Total:					500.00
Vendor: ARA01 - ARAMARK UNIFORM SERVICES					
000704869384	94373	07/10/2020	100-343-44410	MONTHLY STATEMENT-VEHICLE MAINTENANCE	269.93
000704894126	94373	07/10/2020	100-343-44410	CY LAUNDRY SERVICES	269.93
000704902158	94373	07/10/2020	100-343-44410	CY LAUNDRY SERVICE	269.93
000704902159	94373	07/10/2020	100-343-44410	MONTHLY STATEMENT-VEHICLE MAINTENANCE	13.27
000704927402	94373	07/10/2020	209-552-43804	PSC KITCHEN LAUNDRY SERVICE	238.12
000704927403	94373	07/10/2020	100-343-44410	CY LAUNDRY SERVICE	272.66
000704927404	94373	07/10/2020	100-343-44410	CY LAUNDRY SERVICE CHARGE	15.27
000704935512	94373	07/10/2020	100-343-44410	CY LAUNDRY SERVICE CHARGE	15.27
000704952215	94373	07/10/2020	100-343-44410	PD LAUNDRY SERVICE CHARGE	15.27
000704952217	94373	07/10/2020	100-231-42108	FIRE LAUNDRY SERVICE	114.86
000704969660	94373	07/10/2020	100-231-42108	FIRE LAUNDRY SERVICE	114.86
704878031	94373	07/10/2020	100-343-44410	CY LAUNDRY SERVICE	269.93
704886224	94373	07/10/2020	100-343-44410	CY LAUNDRY SERVICE	269.93
704910732	94373	07/10/2020	100-343-44410	CY LAUNDRY SERVICE	269.93
704919186	94373	07/10/2020	100-343-44410	CY LAUNDRY SERVICE	279.20
704935511	94373	07/10/2020	100-343-44410	CY LAUNDRY SERVICE	272.66
704935513	94373	07/10/2020	500-641-44410	WPCP LAUNDRY SERVICE	331.08
704935514	94373	07/10/2020	100-231-42108	FIRE LAUNDRY SERVICE	114.86
704943791	94373	07/10/2020	100-343-44410	CY LAUNDRY SERVICE	272.66
704943792	94373	07/10/2020	100-343-44410	CY LAUNDRY SERVICE CHARGE	15.27
704943793	94373	07/10/2020	500-641-44410	WPCP LAUNDRY SERVICE	331.08

WARRANT LISTING

Payment Dates: 07/03/2020 - 07/17/2020

Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
704952213	94373	07/10/2020	209-552-43804	PSC LAUNDRY SERVICE	200.63
704952214	94373	07/10/2020	100-343-44410	CY LAUNDRY SERVICE	272.66
704952216	94373	07/10/2020	500-641-44410	WPCP LAUNDRY SERVICE	331.08
704960792	94373	07/10/2020	100-343-44410	CY LAUNDRY SERVICE	272.66
704960793	94373	07/10/2020	100-343-44410	CY LAUNDRY SERVICE CHARGE	15.27
704960794	94373	07/10/2020	500-641-44410	WPCP LAUNDRY SERVICE	331.08
704960795	94373	07/10/2020	100-221-44410	PD - LAUNDRY SERVICE LINDA SEGUNDO	5.23
704969656	94373	07/10/2020	100-343-44410	CY LAUNDRY SERVICE	295.55
704969657	94373	07/10/2020	100-343-44410	CY LAUNDRY SERVICE CHARGE	15.27
704969658	94373	07/10/2020	500-641-44410	WPCP LAUNDRY SERVICE	433.42
704969661	94318	07/03/2020	100-221-44410	PD LINDA SEGUNDO UNIFORM LAUNDRY SERVICE	5.23
Vendor ARA01 - ARAMARK UNIFORM SERVICES Total:					6,214.05
Vendor: ATT01 - AT&T					
000014866930	94377	07/10/2020	525-118-43101	IT ATT PHONE BILL MIS	964.95
000014868681	94377	07/10/2020	525-118-43101	IT ATT PHONE BILL FIRE	661.56
000014868687	94377	07/10/2020	525-118-43101	IT ATT PHONE BILL PW	808.39
000014868688	94377	07/10/2020	525-118-43101	IT ATT PHONE ADMIN	1,509.54
000014868689	94377	07/10/2020	525-118-43101	IT ATT PHONE BILL REC	709.07
000014868690	94377	07/10/2020	525-118-43101	IT ATT PHONE BILL CDD	222.95
000014868692	94377	07/10/2020	525-118-43101	IT ATT PHONE BILL EOC	155.55
000014869215	94377	07/10/2020	525-118-43101	IT ATT PHONE BILL ACCT PAYABLE	208.77
000014926439	94377	07/10/2020	525-118-43101	IT ATT PHONE BILL PD	1,984.39
060820	94376	07/10/2020	525-118-43101	IT ATT PHONE BILL TINY TOTS	28.20
Vendor ATT01 - AT&T Total:					7,253.37
Vendor: BAY34 - BAY AREA NEWS GROUP- EAST BAY					
0006489041	94378	07/10/2020	212-461-42514	CITY CLERK LEGAL PUB APPAIN 80 SHOPS CENTER	146.70
0006489817	94378	07/10/2020	100-112-42514	CITY CLERK LEGAL PUB UTILITY USER'S TAX EXEMPT HEA	116.10
0006489970	94378	07/10/2020	212-461-42514	CITY CLERK LEGAL PUB ORDINANCE 2020-03	872.10
0006491038	94378	07/10/2020	212-461-42514	CITY CLERK LEGAL PUB HEARING 062220	247.50
0006494628	94378	07/10/2020	212-461-42514	CITY CLERK LEGAL PUB HEARING ACCESSORY DWELLING	138.60
Vendor BAY34 - BAY AREA NEWS GROUP- EAST BAY Total:					1,521.00
Vendor: ESP01 - BELINDA ESPINOSA					
070120	94319	07/03/2020	100-117-41101	2020 RETIREE MEDICAL REIMB JULY	92.93
Vendor ESP01 - BELINDA ESPINOSA Total:					92.93
Vendor: BLU03 - BLUE LAGOON POOL SERVICE					
15282	94437	07/17/2020	209-557-42108	SWIM CENTER POOL SERVICE	220.00
Vendor BLU03 - BLUE LAGOON POOL SERVICE Total:					220.00
Vendor: BOU01 - BOUND TREE MEDICAL, LLC					
83672488	94320	07/03/2020	100-231-42104	FIRE DEPT. AMIODARONE VIAL CALCIUM CHLORIDE	52.50
Vendor BOU01 - BOUND TREE MEDICAL, LLC Total:					52.50
Vendor: DEN09 - BRIAN DENIS					
070220	94379	07/10/2020	500-642-42514	CY BRIAN DENIS DOT REIMBURSEMENT	79.50
Vendor DEN09 - BRIAN DENIS Total:					79.50
Vendor: LOW01 - BRIAN LOWRY					
070120	94321	07/03/2020	100-117-41101	2020 RETIREE MEDICAL REIMB JULY	1.49
Vendor LOW01 - BRIAN LOWRY Total:					1.49

WARRANT LISTING

Payment Dates: 07/03/2020 - 07/17/2020

Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
Vendor: CAL20 - CALIFORNIA ASSOCIATION OF PROFESSIONAL FIREFIGHTERS					
061820	94322	07/03/2020	100-231-41008	FIREFIGHTERS LONG TERM DISABILITY PLAN	324.50
Vendor CAL20 - CALIFORNIA ASSOCIATION OF PROFESSIONAL FIREFIGHTERS Total:					324.50
Vendor: 2004 - CALIFORNIA BOILER WORKS, INC.					
5103	94438	07/17/2020	500-641-42107	WPCP PERFORMED ANNUAL SERVICE	7,040.00
Vendor 2004 - CALIFORNIA BOILER WORKS, INC. Total:					7,040.00
Vendor: CAL97 - CALIFORNIA BUILDING STANDARDS COMMISSION					
063020	94439	07/17/2020	212-462-34211	BLDG - BUILDING STANDARD ADMIN 4/1-6/30/20	142.20
Vendor CAL97 - CALIFORNIA BUILDING STANDARDS COMMISSION Total:					142.20
Vendor: PER03 - CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTM					
100000016091634	94380	07/10/2020	100-117-41004	CALPERS UNFUNDED ACCRUED LIABILITY	96,163.89
100000016091641	94380	07/10/2020	100-117-41004	CALPERS UNFUNDED ACCRUED LIABILITY	108,287.08
100000016091649	94380	07/10/2020	100-117-41004	CALPERS UNFUNDED ACCRUED LIABILITY	184.47
100000016091659	94380	07/10/2020	100-117-41004	CALPERS UNFUNDED LIABILITY	445.96
100000016091667	94380	07/10/2020	100-117-41004	CALPERS UNFUNDED LIABILITY	294.19
Vendor PER03 - CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTM Total:					205,375.59
Vendor: CAL01 - CALTEST ANALYTICAL LAB					
611714	94381	07/10/2020	500-641-44305	WPCP ROUTINE MONITORING	842.40
Vendor CAL01 - CALTEST ANALYTICAL LAB Total:					842.40
Vendor: CCP03 - CCP INDUSTRIES					
IN02553967	94382	07/10/2020	500-641-42107	WPCP 3PLY PLEATED NON- MEDICAL MASK	50.74
IN02556408	94382	07/10/2020	500-641-42107	WPCP CARTRIDGE FILTER	79.43
Vendor CCP03 - CCP INDUSTRIES Total:					130.17
Vendor: CIT08 - CITY MECHANICAL, INC					
65398	94383	07/10/2020	100-231-42108	FIRE STATION 74 MISCELLANEOUS SERVICE	1,965.00
Vendor CIT08 - CITY MECHANICAL, INC Total:					1,965.00
Vendor: CON56 - CONCENTRA MEDICAL CENTERS					
68201559	94323	07/03/2020	100-221-42101	HR PRE PLACEMENT PHYSICAL TEST MSALAZAR	75.00
68334337	94384	07/10/2020	100-116-42101	HR DOT CERT TONY WILSON	79.50
Vendor CON56 - CONCENTRA MEDICAL CENTERS Total:					154.50
Vendor: CON35 - CONTRA COSTA COUNTY FIRE CHIEFS ASSOCIATION					
070220	94440	07/17/2020	100-231-42401	FIRE - 2020/21 MEMBERSHIP DUES	200.00
Vendor CON35 - CONTRA COSTA COUNTY FIRE CHIEFS ASSOCIATION Total:					200.00
Vendor: 1727 - CONTRA COSTA COUNTY LIBRARY					
Q2-MAINTENANCE	94324	07/03/2020	100-117-42101	PINOLE LIBRARY MAINTENANCE	41,722.04
Q3-MAINTENANCE	94324	07/03/2020	100-117-42101	PINOLE LIBRARY MAINTENANCE	24,794.55
Vendor 1727 - CONTRA COSTA COUNTY LIBRARY Total:					66,516.59
Vendor: CON26 - CONTRA COSTA HEALTH SERVICES					
040120	94442	07/17/2020	100-222-42101	PD SART EXAM BILLING APRIL 2020	1,700.00
IN0238888	94441	07/17/2020	100-231-42101	FIRE HAZMAT CUPA OPERATING PERMIT	402.00
Vendor CON26 - CONTRA COSTA HEALTH SERVICES Total:					2,102.00
Vendor: 1539 - CORDICO PSYCHOLOGICAL CORPORATION					
4239	94325	07/03/2020	225-221-42514	PD WELLNESS APP	15,000.00

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Payment Dates: 07/03/2020 - 07/17/2020

Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
4250	94385	07/10/2020	105-231-42510	FIRE DEPARTMENT WELLNESS APP	10,000.00
Vendor 1539 - CORDICO PSYCHOLOGICAL CORPORATION Total:					25,000.00
Vendor: COR12 - CORELOGIC SOLUTIONS LLC					
82024669	94386	07/10/2020	525-118-42510	IT REALQUEST SERVICES	674.41
Vendor COR12 - CORELOGIC SOLUTIONS LLC Total:					674.41
Vendor: COO13 - DANA COOK					
070120	94326	07/03/2020	100-117-41101	2020 RETIREE MEDICAL REIMB JULY	353.28
Vendor COO13 - DANA COOK Total:					353.28
Vendor: HUG01 - DANNY HUGHES					
070120	94327	07/03/2020	100-117-41101	2020 RETIREE MEDICAL REIMB JULY	0.48
Vendor HUG01 - DANNY HUGHES Total:					0.48
Vendor: DAS02 - DASH MEDICAL GLOVES, INC.					
INV1202495	94328	07/03/2020	100-222-42514	PD EXAM GLOVES BK	170.21
Vendor DAS02 - DASH MEDICAL GLOVES, INC. Total:					170.21
Vendor: 1999 - DELIJAH MCCULLOUGH					
062920	94329	07/03/2020	209-20309	REC - REFUND RENTAL FACILITY DUE TO COVID19	250.00
062920	94329	07/03/2020	209-554-38112	REC - REFUND RENTAL FACILITY DUE TO COVID19	50.00
Vendor 1999 - DELIJAH MCCULLOUGH Total:					300.00
Vendor: DEP02 - DEPARTMENT OF CONSERVATION					
063020	94443	07/17/2020	212-462-33215	BLDG SEISMIC HAZARD MAPPING FEE 4/1-6/30/20	669.94
Vendor DEP02 - DEPARTMENT OF CONSERVATION Total:					669.94
Vendor: DEP01 - DEPARTMENT OF JUSTICE/ACCOUNTING OFFICE					
456404	94387	07/10/2020	100-221-42101	HR FINGERPRINT SERVICES	66.00
456404	94387	07/10/2020	100-221-42110	HR FINGERPRINT SERVICES	138.00
Vendor DEP01 - DEPARTMENT OF JUSTICE/ACCOUNTING OFFICE Total:					204.00
Vendor: 1443 - DIESEL DIRECT WEST, INC.					
83628241	94388	07/10/2020	100-10601	CY DIESEL GASOLINE	1,942.39
Vendor 1443 - DIESEL DIRECT WEST, INC. Total:					1,942.39
Vendor: DIV06 - DIVISION OF THE STATE ARCHITECT					
063020	94330	07/03/2020	226-000-34223	Q2 2020 DISABILITY ACCESS & EDUCATION FEE	44.00
Vendor DIV06 - DIVISION OF THE STATE ARCHITECT Total:					44.00
Vendor: 1779 - D-TAC K9 LLC					
1967	94389	07/10/2020	100-221-42514	PD POLICE DOG TRAINING JUNE	700.00
Vendor 1779 - D-TAC K9 LLC Total:					700.00
Vendor: 1997 - EAST BAY SOLDIERS					
062420	94331	07/03/2020	209-20307	YC REC GYM DEPOSIT NO LONGER RENTS	250.00
Vendor 1997 - EAST BAY SOLDIERS Total:					250.00
Vendor: WES39 - EAST BAY TIMES					
061820	94390	07/10/2020	100-117-42401	NEWSPAPER SUBSCRIPTION PAID THROUGH 071120	481.47
Vendor WES39 - EAST BAY TIMES Total:					481.47
Vendor: EBM01 - EBMUD					
062220	94391	07/10/2020	100-345-43102	2501 Pfeiffer Way--Irrigation Use Only	146.22
13648062620	94391	07/10/2020	100-343-43102	2161 Plum St--Parking Lot Irrigation	79.24
24589063020	94391	07/10/2020	100-345-43102	592 Marlesta Rd--Irrigation Use Only	1,328.52
29821063020	94391	07/10/2020	209-552-43102	2500 Charles St--Senior Center	844.32

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Payment Dates: 07/03/2020 - 07/17/2020

Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
29852063020	94391	07/10/2020	209-552-43102	2500 Charles St--Senior Center	1,000.88
31771062920	94391	07/10/2020	100-343-43102	2691 APPALOOSA TRAIL- IRRIGATION USE ONLY	146.22
31772062920	94391	07/10/2020	100-343-43102	2785 SIMAS AVE--IRRIGATION USE ONLY	146.22
31774062920	94391	07/10/2020	100-343-43102	3001 Simas Ave--Irrigation Use Only	79.24
31775062920	94391	07/10/2020	100-343-43102	3061 Simas Ave--Irrigation Use Only	79.24
32000063020	94391	07/10/2020	201-343-43102	2361 San Pablo Ave--Offices--Old Bank Building	532.32
32187062620	94391	07/10/2020	100-343-43102	2601 Charles St--Irrigation Use Only	52.46
35474062320	94391	07/10/2020	209-559-43102	2937 Pinole Valley Rd--Tennis Court Restrooms	1,381.14
40499062620	94391	07/10/2020	100-343-43102	1230 Pinole Valley Rd--Irrigation Use Only	52.46
40787062620	94391	07/10/2020	201-343-43102	2361 San Pablo Ave--Irrigation Use Only	52.46
41397063020	94391	07/10/2020	100-343-43102	1601 Marlesta Rd--Irrigation Use Only	52.46
4446106263020	94391	07/10/2020	100-110-43102	2131 Pear St--Offices--City Hall	2.32
4446106263020	94391	07/10/2020	100-111-43102	2131 Pear St--Offices--City Hall	5.57
4446106263020	94391	07/10/2020	100-112-43102	2131 Pear St--Offices--City Hall	5.10
4446106263020	94391	07/10/2020	100-115-43102	2131 Pear St--Offices--City Hall	15.13
4446106263020	94391	07/10/2020	100-116-43102	2131 Pear St--Offices--City Hall	5.10
4446106263020	94391	07/10/2020	100-117-43102	2131 Pear St--Offices--City Hall	40.84
4446106263020	94391	07/10/2020	100-343-43102	2131 Pear St--Offices--City Hall	72.77
4446106263020	94391	07/10/2020	200-342-43102	2131 Pear St--Offices--City Hall	12.99
4446106263020	94391	07/10/2020	212-461-43102	2131 Pear St--Offices--City Hall	4.92
4446106263020	94391	07/10/2020	212-462-43102	2131 Pear St--Offices--City Hall	13.09
4446106263020	94391	07/10/2020	285-464-43102	2131 Pear St--Offices--City Hall	3.90
4446106263020	94391	07/10/2020	505-119-43102	2131 Pear St--Offices--City Hall	3.90
45474063020	94391	07/10/2020	100-110-43102	2131 Pear St--Offices--City Hall	6.65
45474063020	94391	07/10/2020	100-111-43102	2131 Pear St--Offices--City Hall	15.97
45474063020	94391	07/10/2020	100-112-43102	2131 Pear St--Offices--City Hall	14.64
45474063020	94391	07/10/2020	100-115-43102	2131 Pear St--Offices--City Hall	43.38
45474063020	94391	07/10/2020	100-116-43102	2131 Pear St--Offices--City Hall	14.64
45474063020	94391	07/10/2020	100-117-43102	2131 Pear St--Offices--City Hall	117.11
45474063020	94391	07/10/2020	100-343-43102	2131 Pear St--Offices--City Hall	208.67
45474063020	94391	07/10/2020	200-342-43102	2131 Pear St--Offices--City Hall	37.26
45474063020	94391	07/10/2020	212-461-43102	2131 Pear St--Offices--City Hall	14.11
45474063020	94391	07/10/2020	212-462-43102	2131 Pear St--Offices--City Hall	37.53
45474063020	94391	07/10/2020	285-464-43102	2131 Pear St--Offices--City Hall	11.18
45474063020	94391	07/10/2020	505-119-43102	2131 Pear St--Offices--City Hall	11.18
53826062220	94391	07/10/2020	310-348-43102	2677 Pinole Valley Rd--Irrigation Use Only	407.15
54167062620	94391	07/10/2020	100-345-43102	1600 Primrose Lane--Irrigation Use Only	664.76
54625063020	94391	07/10/2020	209-558-43102	601 Tennent Ave--Memorial Hall	272.32
64589062620	94391	07/10/2020	100-345-43102	659 Tennent Ave--Parks & Gardens--Blackies Storage	52.46
64595063020	94391	07/10/2020	209-554-43102	635 Tennent Ave--Pinole Youth Center/CTV	48.75
64595063020	94391	07/10/2020	505-119-43102	635 Tennent Ave--Pinole Youth Center/CTV	48.75
64596062620	94391	07/10/2020	100-345-43102	2310 Park St--Fernandez Park Baseball Field	5,563.78
65167063020	94391	07/10/2020	201-343-43102	2100 San Pablo Ave--Offices-- Faria House	328.33
65168062620	94391	07/10/2020	201-343-43102	2100 San Pablo Ave--Irrigation Use Only	153.80

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Payment Dates: 07/03/2020 - 07/17/2020

Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
65169063020	94391	07/10/2020	201-343-43102	2100 San Pablo Ave--Offices-- Faria House	95.50
65183063020	94391	07/10/2020	201-343-43102	2361 San Pablo Ave--Old Bank Building	52.46
65190062620	94391	07/10/2020	201-343-43102	813 Fernandez Ave--Irrigation Use Only	52.46
65395063020	94391	07/10/2020	100-345-43102	1095 Nob Hill Ave--Parks & Gardens--Meadow Park	1,870.50
65422063020	94391	07/10/2020	500-641-43102	80 TENNENT AVE--WASTE WATER TREATMENT PLANT	581.23
65553062620	94391	07/10/2020	100-343-43102	2301 1/2 San Pablo Ave-- Irrigation Use Only	79.24
65569062620	94391	07/10/2020	209-558-43102	601 Tennent Ave--Memorial Hall	79.24
65922062620	94391	07/10/2020	100-343-43102	636 Tennent Ave--Irrigation Use Only	52.46
65923063020	94391	07/10/2020	100-231-43102	880 Tennent Ave--Public Safety Facility/Building	532.32
65940063020	94391	07/10/2020	100-222-43102	880 Tennent Ave--Public Safety Facility/Building	828.75
65940063020	94391	07/10/2020	100-223-43102	880 Tennent Ave--Public Safety Facility/Building	184.17
65940063020	94391	07/10/2020	100-231-43102	880 Tennent Ave--Public Safety Facility/Building	828.74
66363062620	94391	07/10/2020	100-345-43102	1818 Canyon Dr--Irrigation Use Only	735.10
66529062620	94391	07/10/2020	100-345-43102	656 Pinole Shores Dr--Irrigation Use Only	79.24
66531062620	94391	07/10/2020	100-343-43102	800 PINOLE SHORES DR- IRRIGATION USE ONLY	146.22
66532062620	94391	07/10/2020	100-343-43102	901 Pinole Shores Dr--Irrigation Use Only	79.24
66535062620	94391	07/10/2020	100-343-43102	1001 Pinole Shores Dr--Irrigation Use Only	79.24
66536063020	94391	07/10/2020	100-343-43102	2401 Del Monte Way--Irrigation Use Only	52.46
66640062620	94391	07/10/2020	100-343-43102	726 San Pablo Ave--Irrigation Use Only	79.24
66641062620	94391	07/10/2020	100-343-43102	880 San Pablo Ave--Irrigation Use Only	208.73
66642062620	94391	07/10/2020	100-343-43102	1400 San Pablo Ave--Irrigation Use Only	79.24
66643062620	94391	07/10/2020	100-343-43102	2000 San Pablo Ave--Irrigation Use Only	79.24
70108063020	94391	07/10/2020	310-347-43102	1303 Pinole Valley Rd--Irrigation Use Only	829.40
71919062620	94391	07/10/2020	100-343-43102	2329 Orleans Dr--Irrigation Use Only	52.46
88057062220	94391	07/10/2020	100-343-43102	1960 Sarah Dr--Irrigation Use Only	226.54
				Vendor EBM01 - EBMUD Total:	22,194.87
Vendor: ELE01 - ELECTRONIC INNOVATIONS, INC.					
40890	94395	07/10/2020	100-343-42108	CH CARD READER EMPLOYEE ENTRANCE REPLACED	611.04
				Vendor ELE01 - ELECTRONIC INNOVATIONS, INC. Total:	611.04
Vendor: 2003 - FIRSTDUE 122, LLC					
2020PPD002	94396	07/10/2020	100-221-42514	PD WELCH TACTICAL DECON SYSTEM	3,138.00
				Vendor 2003 - FIRSTDUE 122, LLC Total:	3,138.00
Vendor: FIS01 - FISHER SCIENTIFIC					
2441174	94444	07/17/2020	500-641-44305	WPCP ISOPROPYL ALCOHOL	336.09
				Vendor FIS01 - FISHER SCIENTIFIC Total:	336.09

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Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
Vendor: 1979 - GALAXY PRESS					
33371	94397	07/10/2020	100-110-42201	CITY COUNCIL BUSINESS CARDS AND ENVELOPES WITH NOT	1,450.68
Vendor 1979 - GALAXY PRESS Total:					1,450.68
Vendor: GAL02 - GALLS, LLC					
015838316	94332	07/03/2020	100-231-42514	FIRE COTTON RIPSTOP SUPPLIES	73.06
015978552	94445	07/17/2020	100-231-44410	FIRE COTTON UNIFORM PANTS	219.18
Vendor GAL02 - GALLS, LLC Total:					292.24
Vendor: GAT07 - GATEWAY PINOLE VISTA, LLC					
070120	94333	07/03/2020	201-343-42513	1340 FITZGERALD DRIVE LEASE JULY	100.00
Vendor GAT07 - GATEWAY PINOLE VISTA, LLC Total:					100.00
Vendor: 2002 - GINA TOLENTINO					
070620	94398	07/10/2020	209-20308	REC CANCELLATION FOR RENTAL EVENT DUE TO COVID 19	500.00
070620	94398	07/10/2020	209-552-38112	REC CANCELLATION FOR RENTAL EVENT DUE TO COVID 19	50.00
Vendor 2002 - GINA TOLENTINO Total:					550.00
Vendor: GLO08 - GLOBALSTAR					
000000002654029	94399	07/10/2020	525-118-43101	IT PROFESSIONAL SERVICES	213.96
Vendor GLO08 - GLOBALSTAR Total:					213.96
Vendor: 1547 - GOLDEN OAK CONSTRUCTION					
20-0706	94446	07/17/2020	105-231-47201	FIRE STATION DORMITORY FINAL PMT	4,685.87
Vendor 1547 - GOLDEN OAK CONSTRUCTION Total:					4,685.87
Vendor: GRA03 - GRAINGER					
9565562445	94400	07/10/2020	500-641-42107	WPCP MOBIL DTE HEAVY MEDIUM ISO 68	82.30
9567063731	94400	07/10/2020	500-641-42107	WPCP PEGBRD PANEL / ROD/ MISC SUPPLIES	207.42
Vendor GRA03 - GRAINGER Total:					289.72
Vendor: HAC01 - HACH COMPANY					
12001570	94401	07/10/2020	500-641-44303	WPCP IODINE STED SOLN 0.0282N 1000ML	60.02
12011041	94401	07/10/2020	500-641-44305	WPCP LBOD PROBE W/1M CABLE	1,327.29
Vendor HAC01 - HACH COMPANY Total:					1,387.31
Vendor: HAR01 - HARRINGTON INDUSTRIAL PLASTIC, LLC					
006L8489	94402	07/10/2020	500-641-42107	WPCP MISC SUPPLIES ADAPTER, CLAMPS, PVC	84.65
Vendor HAR01 - HARRINGTON INDUSTRIAL PLASTIC, LLC Total:					84.65
Vendor: HEAD1 - HEALTH CARE DENTAL TRUST					
062320	94334	07/03/2020	100-110-41002	HEALTH CARE EE ER DENTAL TRUST	552.64
062320	94334	07/03/2020	100-111-41002	HEALTH CARE EE ER DENTAL TRUST	596.76
062320	94334	07/03/2020	100-112-41002	HEALTH CARE EE ER DENTAL TRUST	149.19
062320	94334	07/03/2020	100-113-41002	HEALTH CARE EE ER DENTAL TRUST	127.13
062320	94334	07/03/2020	100-115-41002	HEALTH CARE EE ER DENTAL TRUST	447.57
062320	94334	07/03/2020	100-116-41002	HEALTH CARE EE ER DENTAL TRUST	59.17
062320	94334	07/03/2020	100-221-41002	HEALTH CARE EE ER DENTAL TRUST	1,861.97

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Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
062320	94334	07/03/2020	100-221-41002	HEALTH CARE EE ER DENTAL TRUST	208.36
062320	94334	07/03/2020	100-222-41002	HEALTH CARE EE ER DENTAL TRUST	335.49
062320	94334	07/03/2020	100-222-41002	HEALTH CARE EE ER DENTAL TRUST	59.17
062320	94334	07/03/2020	100-223-41002	HEALTH CARE EE ER DENTAL TRUST	1,462.83
062320	94334	07/03/2020	100-231-41002	HEALTH CARE EE ER DENTAL TRUST	1,395.93
062320	94334	07/03/2020	100-341-41002	HEALTH CARE EE ER DENTAL TRUST	335.49
062320	94334	07/03/2020	100-343-41002	HEALTH CARE EE ER DENTAL TRUST	1,022.27
062320	94334	07/03/2020	100-465-41002	HEALTH CARE EE ER DENTAL TRUST	127.13
062320	94334	07/03/2020	105-221-41002	HEALTH CARE EE ER DENTAL TRUST	761.00
062320	94334	07/03/2020	105-231-41002	HEALTH CARE EE ER DENTAL TRUST	59.17
062320	94334	07/03/2020	106-222-41002	HEALTH CARE EE ER DENTAL TRUST	127.13
062320	94334	07/03/2020	106-231-41002	HEALTH CARE EE ER DENTAL TRUST	127.13
062320	94334	07/03/2020	204-227-41002	HEALTH CARE EE ER DENTAL TRUST	149.19
062320	94334	07/03/2020	209-551-41002	HEALTH CARE EE ER DENTAL TRUST	149.19
062320	94334	07/03/2020	209-552-41002	HEALTH CARE EE ER DENTAL TRUST	97.63
062320	94334	07/03/2020	209-554-41002	HEALTH CARE EE ER DENTAL TRUST	134.27
062320	94334	07/03/2020	212-461-41002	HEALTH CARE EE ER DENTAL TRUST	149.19
062320	94334	07/03/2020	212-462-41002	HEALTH CARE EE ER DENTAL TRUST	186.30
062320	94334	07/03/2020	500-641-41002	HEALTH CARE EE ER DENTAL TRUST	1,015.26
062320	94334	07/03/2020	500-642-41002	HEALTH CARE EE ER DENTAL TRUST	267.53
062320	94334	07/03/2020	505-119-41002	HEALTH CARE EE ER DENTAL TRUST	298.38
062320	94334	07/03/2020	998-20105	HEALTH CARE EE ER DENTAL TRUST	149.19
062320	94334	07/03/2020	998-20105	HEALTH CARE EE ER DENTAL TRUST	243.99
Vendor HEA01 - HEALTH CARE DENTAL TRUST Total:					12,655.65
Vendor: HIL03 - HILLTOP FORD					
FOCS333829	94335	07/03/2020	100-221-42107	PD FORD TRUCK MAINTENANCE	450.56
Vendor HIL03 - HILLTOP FORD Total:					450.56
Vendor: HOM01 - HOME DEPOT CREDIT SERVICE					
JUNE 2020	94403	07/10/2020	100-343-42107	JUNE 2020 STATEMENT	15.73
JUNE 2020	94403	07/10/2020	100-343-42108	JUNE 2020 STATEMENT	54.14
JUNE 2020	94403	07/10/2020	100-343-42108	JUNE 2020 STATEMENT	5.13
JUNE 2020	94403	07/10/2020	100-343-42108	JUNE 2020 STATEMENT	16.82
JUNE 2020	94403	07/10/2020	100-343-42108	JUNE 2020 STATEMENT	141.19
JUNE 2020	94403	07/10/2020	100-343-42108	JUNE 2020 STATEMENT	230.33
JUNE 2020	94403	07/10/2020	100-343-42108	JUNE 2020 STATEMENT	58.66
JUNE 2020	94403	07/10/2020	100-345-42108	JUNE 2020 STATEMENT	66.19
JUNE 2020	94403	07/10/2020	100-345-42108	JUNE 2020 STATEMENT	10.40
JUNE 2020	94403	07/10/2020	100-345-42108	JUNE 2020 STATEMENT	3.73
JUNE 2020	94403	07/10/2020	209-557-42108	JUNE 2020 STATEMENT	235.99

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Payment Dates: 07/03/2020 - 07/17/2020

Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
JUNE 2020	94403	07/10/2020	209-558-42108	JUNE 2020 STATEMENT	31.73
JUNE 2020	94403	07/10/2020	500-641-42107	JUNE 2020 STATEMENT	176.08
JUNE 2020	94403	07/10/2020	500-641-42107	JUNE 2020 STATEMENT	82.22
JUNE 2020	94403	07/10/2020	500-641-42108	JUNE 2020 STATEMENT	17.93
Vendor HOM01 - HOME DEPOT CREDIT SERVICE Total:					1,146.27
Vendor: 1998 - IFGFGISI EASTBAY CHURCH					
062420	94336	07/03/2020	209-20307	REC YC DEPOSIT FOR ALEX CLARK RENTAL	140.00
Vendor 1998 - IFGFGISI EASTBAY CHURCH Total:					140.00
Vendor: CUL03 - ISING'S CULLIGAN-LIVERMORE					
379X04135906	94404	07/10/2020	500-641-44305	WPCP DEIONIZATION SERVICE	442.55
Vendor CUL03 - ISING'S CULLIGAN-LIVERMORE Total:					442.55
Vendor: JWE01 - J. W. ENTERPRISES - NORTH					
223880	94337	07/03/2020	100-117-42511	FARMER'S MARKET PORTABLE SERVICE	137.70
Vendor JWE01 - J. W. ENTERPRISES - NORTH Total:					137.70
Vendor: MELO5 - JAMES MELVIN					
070120	94338	07/03/2020	100-117-41101	2020 RETIREE MEDICAL REIMB JULY	138.60
Vendor MELO5 - JAMES MELVIN Total:					138.60
Vendor: PAR01 - JAMES PARROTT					
070120	94339	07/03/2020	100-117-41101	2020 RETIREE MEDICAL REIMB JULY	0.24
Vendor PAR01 - JAMES PARROTT Total:					0.24
Vendor: 2006 - JAMIE ALDRED					
071620	94447	07/17/2020	212-462-34214	BLDG. PRINTED PLANS FOR MCDONALDS TI BP19-0449	882.57
Vendor 2006 - JAMIE ALDRED Total:					882.57
Vendor: JAN92 - JAN-PRO OF THE GREATER BAY AREA					
1088	94448	07/17/2020	209-554-42108	YC JANITORIAL SERVICE JULY 2020	167.36
1089	94448	07/17/2020	209-552-42108	PSC JANITORIAL SERVICE JULY 2020	155.21
1090	94448	07/17/2020	209-552-43810	PSC JANITORIAL SERVICE KITCHEN	144.64
1091	94448	07/17/2020	209-553-42108	TINY TOTS JANITORIAL SERVICES JULY 2020	212.55
96191-1	94340	07/03/2020	209-554-42108	YC JANITORIAL SERVICE	69.08
96192-1	94340	07/03/2020	209-552-42108	SC JANITORIAL SERVICE	63.85
96193-1	94340	07/03/2020	209-552-43810	SC JANITORIAL SERVICE	62.30
97610	94448	07/17/2020	209-553-42108	TINY TOTS JANITORIAL SERVICE APRIL 2020	150.88
97612	94340	07/03/2020	209-554-42108	YC JANITORIAL SERVICE APRIL	145.15
97613	94340	07/03/2020	209-554-42108	YC JANITORIAL SERVICE MAY	145.15
97635	94340	07/03/2020	209-552-42108	SC JANITORIAL SERVICE APRIL	134.69
97636	94340	07/03/2020	209-552-43810	SC JANITORIAL SERVICE APRIL	124.62
97637	94340	07/03/2020	209-552-42108	SC JANITORIAL SERVICE	134.69
97638	94340	07/03/2020	209-552-43810	SC JANITORIAL SERVICE MAY	124.62
97740	94448	07/17/2020	209-554-42108	PYC JANITORIAL SERVICE JUNE 2020	179.69
97742	94448	07/17/2020	209-552-43810	PSC JANITORIAL SERVICE KITCHEN	155.77
97743	94448	07/17/2020	209-553-42108	TINY TOTS JANITORIAL SERVICES JUNE 2020	212.55
Vendor JAN92 - JAN-PRO OF THE GREATER BAY AREA Total:					2,382.80
Vendor: 2001 - JASON HAGIN					
063020	94341	07/03/2020	212-461-34110	PLANNING - OVERPAYMENT FEES PL20-0016	2,130.00
Vendor 2001 - JASON HAGIN Total:					2,130.00

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Payment Dates: 07/03/2020 - 07/17/2020

Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
Vendor: 1091 - JOE CARRANZA					
063020	94449	07/17/2020	100-221-42514	PD PURCHASE OF PAINT FOR OFFICES AT SAFETY BLDG	156.78
Vendor 1091 - JOE CARRANZA Total:					156.78
Vendor: AND04 - JOHN ANDERSON					
062520	94405	07/10/2020	100-343-42101	PHYSICAL DOT REIMBURSEMENT	79.50
INV0005267	94460	07/16/2020	100-343-42101	DOT PHYSICAL REFUND	79.50
Vendor AND04 - JOHN ANDERSON Total:					159.00
Vendor: HAR29 - JOHN HARDESTER					
070120	94342	07/03/2020	100-117-41101	2020 RETIREE MEDICAL REIMB JULY	0.48
Vendor HAR29 - JOHN HARDESTER Total:					0.48
Vendor: MIS01 - JULIAN MISRA					
070120	94343	07/03/2020	100-117-41101	2020 RETIREE MEDICAL REIMB JULY	376.00
Vendor MIS01 - JULIAN MISRA Total:					376.00
Vendor: KEL09 - KELLER CANYON LANDFILL					
4212-000029218	94406	07/10/2020	500-641-44302	WPCP SLUDGE REMOVAL	5,976.78
Vendor KEL09 - KELLER CANYON LANDFILL Total:					5,976.78
Vendor: 1567 - KEN GRADY CO INC					
4289	94450	07/17/2020	500-641-42107	WPCP ATI S03 SENSOR	670.19
Vendor 1567 - KEN GRADY CO INC Total:					670.19
Vendor: TAM04 - KEN TAMPLEN					
107370	94344	07/03/2020	100-231-42512	FIRE WEED ABATEMENT	11,999.75
Vendor TAM04 - KEN TAMPLEN Total:					11,999.75
Vendor: COP02 - KENETH COPPO					
070120	94345	07/03/2020	100-117-41101	2020 RETIREE MEDICAL REIMB JULY	1,204.19
Vendor COP02 - KENETH COPPO Total:					1,204.19
Vendor: KEN09 - KENNEDY AND ASSOCIATES, INC.					
20-107	94346	07/03/2020	207-344-42101	PW NPDES PROFESSIONAL SERVICES	1,783.25
20-108	94346	07/03/2020	212-462-42101	BLDG PVR BP20-0071	58.25
20-109	94346	07/03/2020	212-462-42101	BLDG APPIAN 7-11 STORM WATER PLAN CHECK	2,274.75
Vendor KEN09 - KENNEDY AND ASSOCIATES, INC. Total:					4,116.25
Vendor: 2000 - LANDIA, INC					
13309	94347	07/03/2020	500-641-42107	WPCP RECI PUMP AXP 1	155.00
Vendor 2000 - LANDIA, INC Total:					155.00
Vendor: LAR04 - LARRY WALKER ASSOCIATES					
00243.10-31	94407	07/10/2020	500-641-42101	WPCP NPDES PERMIT REISSUANCE ASSISTANCE	431.50
Vendor LAR04 - LARRY WALKER ASSOCIATES Total:					431.50
Vendor: BRU10 - LINDA BRUNS					
070120	94348	07/03/2020	100-117-41101	2020 RETIREE MEDICAL REIMBURSEMENT JULY 2020	102.17
Vendor BRU10 - LINDA BRUNS Total:					102.17
Vendor: CUR03 - LN CURTIS & SONS					
INV400026	94349	07/03/2020	100-231-44410	FIRE BK DOZER RADIO CHEST HARNESS	74.61
Vendor CUR03 - LN CURTIS & SONS Total:					74.61
Vendor: DRA01 - MARY DRAZBA					
070120	94350	07/03/2020	100-117-41101	2020 RETIREE MEDICAL REIMB JULY	201.46
Vendor DRA01 - MARY DRAZBA Total:					201.46

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Payment Dates: 07/03/2020 - 07/17/2020

Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
Vendor: ROB21 - MARY ROBERTS					
070120	94351	07/03/2020	100-117-41101	2020 RETIREE MEDICARE REIMB JULY	320.70
Vendor ROB21 - MARY ROBERTS Total:					320.70
Vendor: MCM05 - MCMASTER-CARR SUPPLY CO.					
41063914	94408	07/10/2020	500-641-42107	WPCP SELF PRIMING CIRCULATION PUMP	622.72
41074422	94408	07/10/2020	500-641-42107	WPCP WASHDOWN BUZZER SURFACE MNT	324.88
41281336	94451	07/17/2020	500-641-42107	WPCP QUICK ATTACH DUCT HOSE WITH WEAR STRIP	218.82
Vendor MCM05 - MCMASTER-CARR SUPPLY CO. Total:					1,166.42
Vendor: MEY01 - MEYERS,NAVE,RIBACK,SILVER					
2020050245	94409	07/10/2020	100-114-42102	CITY ATTORNEY SERVICES	21,993.87
2020050246	94409	07/10/2020	100-114-42102	CITY COUNCIL MEETINGS	1,425.00
2020050247	94409	07/10/2020	100-114-42102	CITY ATTORNEY SERVICES PUBLIC RECORDS REQUESTS	203.00
2020050248	94409	07/10/2020	100-114-42102	CITY ATTORNEY SERVICES RISK MANAGEMENT	3,248.00
2020050249	94409	07/10/2020	100-114-42102	CITY ATTORNEY SALE OF PINOLE SENIOR VILLAGE	618.50
2020050250	94409	07/10/2020	100-114-42102	CITY ATTORNEY PINOLE SQUARE SHOPPING CNT	6,379.50
2020050251	94409	07/10/2020	100-114-42102	CITY ATTORNEY PINOLE SHORES II	1,580.00
2020050252	94409	07/10/2020	100-114-42102	CITY ATTORNEY GENERAL SERVICES FINANCE	2,030.00
2020050253	94409	07/10/2020	100-114-42102	CITY ATTORNEY GENERAL SERVICES PW	6,236.00
2020050254	94409	07/10/2020	100-114-42102	CITY ATTORNEY PG&E DELAYS IN PROJECT	659.50
2020050255	94409	07/10/2020	100-114-42102	CITY ATTORNEY GENERAL SERVICES CITY CLERK	2,860.00
2020050256	94409	07/10/2020	100-114-42102	CITY ATTORNEY GENERAL SERVICES	948.00
2020050257	94409	07/10/2020	100-114-42102	CITY ATTORNEY PHWPCP UPGRADE PROJECT	158.00
2020050258	94409	07/10/2020	100-114-42102	CITY ATTORNEY GENERAL SERV. LABOR AND EMPLOY	16,238.00
2020050259	94409	07/10/2020	100-114-42102	CITY ATTORNEY GENERAL SERVICES CODE ENFOR	878.00
2020050260	94409	07/10/2020	100-114-42102	CITY ATTORNEY GENERAL SERVICES COMMUNITY DEVELOPME	4,149.00
2020050261	94409	07/10/2020	100-114-42102	CITY ATTORNEY SUCCESSOR AGENCY ADMIN MATT	3,962.50
Vendor MEY01 - MEYERS,NAVE,RIBACK,SILVER Total:					73,566.87
Vendor: 1311 - M-GROUP					
2001910	94411	07/10/2020	212-20340	PLANNING ON CALL SERVICES	4,255.00
2001910	94411	07/10/2020	212-461-42101	PLANNING ON CALL SERVICES	5,520.00
Vendor 1311 - M-GROUP Total:					9,775.00
Vendor: 1115 - MICHELLE FITZER					
070101-1	94352	07/03/2020	100-117-41101	2020 RETIREE MEDICARE REIMB JULY	202.40
070120	94352	07/03/2020	100-117-41101	2020 RETIREE MEDICARE RX DRUG COVERAGE JULY	12.20
070120-2	94352	07/03/2020	100-117-41101	2020 RETIREE MEDICAL REIMB JULY	36.49
Vendor 1115 - MICHELLE FITZER Total:					251.09

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Vendor: ROG02 - MILES ROGERS					
070120	94353	07/03/2020	100-117-41101	2020 RETIRE MEDICAL REIMB JULY	204.34
Vendor ROG02 - MILES ROGERS Total:					204.34
Vendor: MOT01 - MOTOROLA SOLUTIONS, INC.					
8280969977	94412	07/10/2020	100-231-42101	FIRE COMMUNICATION / OPERATIONS	7,849.24
8280973688	94412	07/10/2020	100-231-42101	FIRE COMMUNICATION / OPERATIONS	3,304.94
Vendor MOT01 - MOTOROLA SOLUTIONS, INC. Total:					11,154.18
Vendor: MUN07 - MUNICIPAL POOLING AUTH.					
INV001178	94354	07/03/2020	100-221-46201	PD & PW UNMET LIABILITY DEDUCTIBLE	704.27
INV001178	94354	07/03/2020	100-343-46201	PD & PW UNMET LIABILITY DEDUCTIBLE	5,393.40
INV001228	94413	07/10/2020	100-110-41009	INSURANCE PREMIUMS FY 20-21 070120-063021	1,043.14
INV001228	94413	07/10/2020	100-110-46201	INSURANCE PREMIUMS FY 20-21 070120-063021	1,175.84
INV001228	94413	07/10/2020	100-111-41009	INSURANCE PREMIUMS FY 20-21 070120-063021	19,830.72
INV001228	94413	07/10/2020	100-111-46201	INSURANCE PREMIUMS FY 20-21 070120-063021	22,353.45
INV001228	94413	07/10/2020	100-112-41009	INSURANCE PREMIUMS FY 20-21 070120-063021	4,898.96
INV001228	94413	07/10/2020	100-112-46201	INSURANCE PREMIUMS FY 20-21 070120-063021	5,522.18
INV001228	94413	07/10/2020	100-113-41009	INSURANCE PREMIUMS FY 20-21 070120-063021	92.72
INV001228	94413	07/10/2020	100-113-46201	INSURANCE PREMIUMS FY 20-21 070120-063021	104.52
INV001228	94413	07/10/2020	100-115-41009	INSURANCE PREMIUMS FY 20-21 070120-063021	12,475.04
INV001228	94413	07/10/2020	100-115-46201	INSURANCE PREMIUMS FY 20-21 070120-063021	14,062.03
INV001228	94413	07/10/2020	100-116-41009	INSURANCE PREMIUMS FY 20-21 070120-063021	2,675.97
INV001228	94413	07/10/2020	100-116-46201	INSURANCE PREMIUMS FY 20-21 070120-063021	3,016.39
INV001228	94413	07/10/2020	100-221-41009	INSURANCE PREMIUMS FY 20-21 070120-063021	85,296.11
INV001228	94413	07/10/2020	100-221-46201	INSURANCE PREMIUMS FY 20-21 070120-063021	96,146.89
INV001228	94413	07/10/2020	100-222-41009	INSURANCE PREMIUMS FY 20-21 070120-063021	8,938.22
INV001228	94413	07/10/2020	100-222-46201	INSURANCE PREMIUMS FY 20-21 070120-063021	10,075.28
INV001228	94413	07/10/2020	100-223-41009	INSURANCE PREMIUMS FY 20-21 070120-063021	34,614.89
INV001228	94413	07/10/2020	100-223-46201	INSURANCE PREMIUMS FY 20-21 070120-063021	39,018.36
INV001228	94413	07/10/2020	100-231-41009	INSURANCE PREMIUMS FY 20-21 070120-063021	47,942.22
INV001228	94413	07/10/2020	100-231-46201	INSURANCE PREMIUMS FY 20-21 070120-063021	54,041.10
INV001228	94413	07/10/2020	100-341-41009	INSURANCE PREMIUMS FY 20-21 070120-063021	12,199.44
INV001228	94413	07/10/2020	100-341-46201	INSURANCE PREMIUMS FY 20-21 070120-063021	13,751.37
INV001228	94413	07/10/2020	100-343-41009	INSURANCE PREMIUMS FY 20-21 070120-063021	16,828.45
INV001228	94413	07/10/2020	100-343-46201	INSURANCE PREMIUMS FY 20-21 070120-063021	18,969.25

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Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
INV001228	94413	07/10/2020	100-465-41009	INSURANCE PREMIUMS FY 20-21 070120-063021	2,450.07
INV001228	94413	07/10/2020	100-465-46201	INSURANCE PREMIUMS FY 20-21 070120-063021	2,761.75
INV001228	94413	07/10/2020	105-221-41009	INSURANCE PREMIUMS FY 20-21 070120-063021	25,169.98
INV001228	94413	07/10/2020	105-221-46201	INSURANCE PREMIUMS FY 20-21 070120-063021	28,371.88
INV001228	94413	07/10/2020	105-231-41009	INSURANCE PREMIUMS FY 20-21 070120-063021	11,644.24
INV001228	94413	07/10/2020	105-231-46201	INSURANCE PREMIUMS FY 20-21 070120-063021	13,125.54
INV001228	94413	07/10/2020	106-222-41009	INSURANCE PREMIUMS FY 20-21 070120-063021	1,968.68
INV001228	94413	07/10/2020	106-222-46201	INSURANCE PREMIUMS FY 20-21 070120-063021	2,219.12
INV001228	94413	07/10/2020	106-231-41009	INSURANCE PREMIUMS FY 20-21 070120-063021	6,008.49
INV001228	94413	07/10/2020	106-231-46201	INSURANCE PREMIUMS FY 20-21 070120-063021	6,772.85
INV001228	94413	07/10/2020	204-227-41009	INSURANCE PREMIUMS FY 20-21 070120-063021	3,503.44
INV001228	94413	07/10/2020	204-227-46201	INSURANCE PREMIUMS FY 20-21 070120-063021	3,949.12
INV001228	94413	07/10/2020	205-227-41009	INSURANCE PREMIUMS FY 20-21 070120-063021	208.94
INV001228	94413	07/10/2020	205-227-46201	INSURANCE PREMIUMS FY 20-21 070120-063021	235.52
INV001228	94413	07/10/2020	209-551-41009	INSURANCE PREMIUMS FY 20-21 070120-063021	2,367.70
INV001228	94413	07/10/2020	209-551-46201	INSURANCE PREMIUMS FY 20-21 070120-063021	2,668.90
INV001228	94413	07/10/2020	209-552-41009	INSURANCE PREMIUMS FY 20-21 070120-063021	4,968.07
INV001228	94413	07/10/2020	209-552-46201	INSURANCE PREMIUMS FY 20-21 070120-063021	5,600.08
INV001228	94413	07/10/2020	209-553-41009	INSURANCE PREMIUMS FY 20-21 070120-063021	2,456.59
INV001228	94413	07/10/2020	209-553-46201	INSURANCE PREMIUMS FY 20-21 070120-063021	2,769.10
INV001228	94413	07/10/2020	209-554-41009	INSURANCE PREMIUMS FY 20-21 070120-063021	4,921.28
INV001228	94413	07/10/2020	209-554-46201	INSURANCE PREMIUMS FY 20-21 070120-063021	5,547.33
INV001228	94413	07/10/2020	212-461-41009	INSURANCE PREMIUMS FY 20-21 070120-063021	4,483.41
INV001228	94413	07/10/2020	212-461-46201	INSURANCE PREMIUMS FY 20-21 070120-063021	5,053.75
INV001228	94413	07/10/2020	212-462-41009	INSURANCE PREMIUMS FY 20-21 070120-063021	9,066.77
INV001228	94413	07/10/2020	212-462-46201	INSURANCE PREMIUMS FY 20-21 070120-063021	10,220.18
INV001228	94413	07/10/2020	317-345-41009	INSURANCE PREMIUMS FY 20-21 070120-063021	369.66
INV001228	94413	07/10/2020	317-345-46201	INSURANCE PREMIUMS FY 20-21 070120-063021	416.68
INV001228	94413	07/10/2020	500-641-41009	INSURANCE PREMIUMS FY 20-21 070120-063021	28,298.71
INV001228	94413	07/10/2020	500-641-46201	INSURANCE PREMIUMS FY 20-21 070120-063021	31,898.68
INV001228	94413	07/10/2020	500-642-41009	INSURANCE PREMIUMS FY 20-21 070120-063021	7,439.00
INV001228	94413	07/10/2020	500-642-46201	INSURANCE PREMIUMS FY 20-21 070120-063021	8,385.34

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Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
INV001228	94413	07/10/2020	505-119-41009	INSURANCE PREMIUMS FY 20-21 070120-063021	6,551.11
INV001228	94413	07/10/2020	505-119-46201	INSURANCE PREMIUMS FY 20-21 070120-063021	7,384.50
Vendor MUN07 - MUNICIPAL POOLING AUTH. Total:					790,426.67
Vendor: MYE01 - MYERS STEVENS & TOOHEY CO					
1343778	94355	07/03/2020	100-221-41008	PD INSURANCE PREMIUMS	475.20
1343778	94355	07/03/2020	100-223-41008	PD INSURANCE PREMIUMS	236.50
1343778	94355	07/03/2020	105-221-41008	PD INSURANCE PREMIUMS	148.50
1343778	94355	07/03/2020	204-227-41008	PD INSURANCE PREMIUMS	29.70
Vendor MYE01 - MYERS STEVENS & TOOHEY CO Total:					889.90
Vendor: 1388 - ODIN SYSTEMS, INC.					
1610	94356	07/03/2020	100-222-42101	PD ELECTRICAL WORK	4,737.51
1613	94414	07/10/2020	100-222-47101	PD OUTDOOR BOX CAMERA	24,654.80
Vendor 1388 - ODIN SYSTEMS, INC. Total:					29,392.31
Vendor: OTI01 - OTIS ELEVATOR COMPANY					
100400019145	94415	07/10/2020	209-554-42108	PY ELEVATOR MAINTENANCE	191.76
100400019781	94415	07/10/2020	100-343-42108	CH MONTHLY ELEVATOR MAINTENANCE	113.15
10040019822	94415	07/10/2020	100-222-42108	PD SAFETY BLDG. ELEVATOR MAINTENANCE	56.55
10040019822	94415	07/10/2020	100-223-42108	PD SAFETY BLDG. ELEVATOR MAINTENANCE	11.31
10040019822	94415	07/10/2020	100-231-42108	PD SAFETY BLDG. ELEVATOR MAINTENANCE	45.24
Vendor OTI01 - OTIS ELEVATOR COMPANY Total:					418.01
Vendor: CBA00 - PACIFIC CREDIT SERVICES					
862800000098	94452	07/17/2020	100-000-31510	FINANCE COLLECTION FEES	45.87
Vendor CBA00 - PACIFIC CREDIT SERVICES Total:					45.87
Vendor: PAC55 - PACIFIC SITE MANAGEMENT					
59545	94416	07/10/2020	100-222-42108	MONTHLY LANDSCAPE MAINTENANCE	122.50
59545	94416	07/10/2020	100-231-42108	MONTHLY LANDSCAPE MAINTENANCE	327.50
59545	94416	07/10/2020	100-343-42108	MONTHLY LANDSCAPE MAINTENANCE	174.40
59545	94416	07/10/2020	100-345-42108	MONTHLY LANDSCAPE MAINTENANCE	5,619.33
59545	94416	07/10/2020	200-342-42108	MONTHLY LANDSCAPE MAINTENANCE	326.00
59545	94416	07/10/2020	201-343-42108	MONTHLY LANDSCAPE MAINTENANCE	532.60
59545	94416	07/10/2020	209-552-42108	MONTHLY LANDSCAPE MAINTENANCE	198.00
59545	94416	07/10/2020	209-553-42108	MONTHLY LANDSCAPE MAINTENANCE	206.00
59545	94416	07/10/2020	209-557-42108	MONTHLY LANDSCAPE MAINTENANCE	206.00
59545	94416	07/10/2020	310-347-42108	MONTHLY LANDSCAPE MAINTENANCE	60.00
59545	94416	07/10/2020	310-348-42108	MONTHLY LANDSCAPE MAINTENANCE	65.00
Vendor PAC55 - PACIFIC SITE MANAGEMENT Total:					7,837.33
Vendor: ATH02 - PATRICIA ATHENOUR					
070120	94357	07/03/2020	100-117-41101	2020 RETIREE MEDICARE REIMB JULY	144.60
Vendor ATH02 - PATRICIA ATHENOUR Total:					144.60

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Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
Vendor: CLA17 - PAUL CLANCY					
070120	94358	07/03/2020	100-117-41101	2020 RETIREE MEDICAL REIMB JULY	401.13
Vendor CLA17 - PAUL CLANCY Total:					401.13
Vendor: PGE01 - PG&E					
00923061720	94417	07/10/2020	100-110-43103	2131 PEAR ST	112.42
00923061720	94417	07/10/2020	100-111-43103	2131 PEAR ST	147.92
00923061720	94417	07/10/2020	100-112-43103	2131 PEAR ST	162.70
00923061720	94417	07/10/2020	100-115-43103	2131 PEAR ST	405.31
00923061720	94417	07/10/2020	100-116-43103	2131 PEAR ST	118.34
00923061720	94417	07/10/2020	100-117-43103	2131 PEAR ST	1,316.51
00923061720	94417	07/10/2020	100-343-43103	2131 PEAR ST	2,452.56
00923061720	94417	07/10/2020	200-342-43103	2131 PEAR ST	428.98
00923061720	94417	07/10/2020	212-461-43103	2131 PEAR ST	177.51
00923061720	94417	07/10/2020	212-462-43103	2131 PEAR ST	446.73
00923061720	94417	07/10/2020	285-464-43103	2131 PEAR ST	147.92
13850061720	94417	07/10/2020	100-345-43103	601 TENNENT AVE CARETAKER'S SHED	135.19
13914061720	94417	07/10/2020	100-345-43103	FERNANDEZ PARK BALLPARK LIGHTING	80.60
14368061720	94417	07/10/2020	200-342-43103	APPIAN WAY & TARA HILLS TRAFFIC SIGNAL	109.70
15274061720	94417	07/10/2020	201-343-43103	2361 SAN PABLO AVE OLD BANK BUILDING	47.30
23537061720	94417	07/10/2020	100-343-43103	659 TENNENT AVE PARKING LOT LIGHTS	71.53
25127061820	94417	07/10/2020	500-642-43103	893 1/2 SAN PABLO AVE PUMP STATION	117.63
30466061920	94417	07/10/2020	209-554-43103	635 TENNENT AVE YOUTH CTR/CATV	78.41
30466061920	94417	07/10/2020	505-119-43103	635 TENNENT AVE YOUTH CTR/CATV	117.62
31121061820	94417	07/10/2020	200-342-43103	DEL MONTE & SAN PABLO TRAFFIC CONTROL LIGHT	67.04
34065061720	94417	07/10/2020	209-559-43103	2937 PINOLE VALLEY RD TENNIS CT LIGHTS	330.97
34193061820	94417	07/10/2020	200-342-43103	HWY 80 PINOLE VALLEY RD TRAFFIC CONTROLLER	53.67
39929062520	94417	07/10/2020	201-343-43103	790 PINOLE SHORES DR-NEW METAL BUILDING	69.67
39961062620	94417	07/10/2020	209-552-43103	2500 CHARLES ST-SENIOR CENTER	2,416.52
39985061720	94417	07/10/2020	201-343-43103	NEAR 795 FERNANDEZ PARKING LOT LIGHTS	143.78
40081061820	94417	07/10/2020	200-342-43103	2501 SAN PABLO AVE TRAFFIC CONTROLLER	73.81
44256062620	94417	07/10/2020	500-641-43103	11 TENNANT AVE	64,395.54
44612061720	94417	07/10/2020	201-343-43103	2100 SAN PABLO AVE FARIA HOUSE	41.19
45137061720	94417	07/10/2020	209-557-43103	2450 SIMAS AVE SWIM CTR	86.80
47114061820	94417	07/10/2020	200-342-43103	2429 SAN PABLO AVE	55.26
51093070120	94417	07/10/2020	500-642-43103	W END/HAZEL AVE SEWAGE PLANT	615.76
52506061720	94417	07/10/2020	215-341-43103	701 Pinon/2489 San Pablo- Electric CHGS	42.37
52793061820	94417	07/10/2020	200-342-43103	1451 FITZGERALD DR TRAFFIC SIGNAL	76.21
55374061820	94417	07/10/2020	200-342-43103	1220 PINOLE VALLEY RD TRAFFIC SIGNAL	85.39
56521062920	94417	07/10/2020	200-342-43103	IFO 971 SAN PABLO AVE- TRAFFIC SIGNAL CONTROL	101.95
56897062920	94417	07/10/2020	200-342-43103	PINOLE VALLEY RD & ESTATES AVE-TRAFFIC LIGHT CTRL	62.65

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Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
56969061720	94417	07/10/2020	201-343-43103	2361 SAN PABLO AVE PARKING LOT LIGHTS	76.81
57509061720	94417	07/10/2020	200-342-43103	TARA HILLS DR 500 FT APPIAN WAY TRAFFIC SIGNAL	52.27
58511062520	94417	07/10/2020	100-345-43103	W/S PINOLE SHORES DR-SPRINKLER CONTROLLER	11.84
58687061820	94417	07/10/2020	200-342-43103	FITZGERALD DR IFO LONG JOHN SILVERS TRAFFIC SIGNAL	83.21
59824061820	94417	07/10/2020	310-347-43103	1303 PINOLE VALLEY RD TRAFFIC CONTROL SVC	99.12
62222062220	94417	07/10/2020	100-345-43103	STREET AND HIGHWAY LIGHTING	49.39
62222062220	94417	07/10/2020	200-342-43103	STREET AND HIGHWAY LIGHTING	15,174.47
62222062220	94417	07/10/2020	310-347-43103	STREET AND HIGHWAY LIGHTING	280.00
62222062220	94417	07/10/2020	310-348-43103	STREET AND HIGHWAY LIGHTING	400.00
62615061820	94417	07/10/2020	100-345-43103	S/E CORNER OF ROGERS & NOB HILL SPRINKLER SYSTEM	9.86
62969061720	94417	07/10/2020	201-343-43103	600 TENNENT AVE BLACKIES STORAGE	19.72
63311061820	94417	07/10/2020	200-342-43103	PINOLE VALLEY RD & HENRY TRAFFIC CONTROLLER	95.16
64430062620	94417	07/10/2020	100-345-43103	S/O MARLESTA 1ST POLE-SPRINKLER CONTROLLER	11.36
67547062620	94417	07/10/2020	100-222-43103	880 Tennent Ave-Public Safety Facility	4,436.83
67547062620	94417	07/10/2020	100-223-43103	880 Tennent Ave-Public Safety Facility	887.37
67547062620	94417	07/10/2020	100-231-43103	880 Tennent Ave-Public Safety Facility	3,549.46
67964061720	94417	07/10/2020	310-348-43103	2680 PINOLE VALLEY RD MEDIAN IRRIGATION SHOPPING C	10.65
68086061820	94417	07/10/2020	200-342-43103	N/S BORDER CITY OF PINOLE	98.56
75387061820	94417	07/10/2020	200-342-43103	1451 FITZGERALD DR TRAFFIC SIGNAL	34.44
81233061820	94417	07/10/2020	200-342-43103	SAN PABLO AVE TRAFFIC SIGNAL	89.16
82620061820	94417	07/10/2020	200-342-43103	N/W CORNER APPIAN WAY & FITZGERALD DR TRAFFIC SIG	92.37
90209061820	94417	07/10/2020	200-342-43103	S/E CORNER SAN PABLO AVE & TENNENT TRAFFIC SIGNAL	71.44
90217061720	94417	07/10/2020	100-345-43103	TENNENT & PARK ST CLUB HOUSE	16.14
90813061720	94417	07/10/2020	200-342-43103	2149 1/2 APPIAN WAY TRAFFIC SIGNAL	34.12
Vendor PGE01 - PG&E Total:					101,077.21
Vendor: PIT06 - PITNEY BOWES					
061820	94359	07/03/2020	100-117-42203	POSTAGE FOR MAIL	1,694.85
Vendor PIT06 - PITNEY BOWES Total:					1,694.85
Vendor: 1009 - PRECISION IT CONSULTING					
10850	94453	07/17/2020	525-118-42101	IT PROFESSIONAL SERVICES	2,100.00
10857	94360	07/03/2020	525-118-42101	IT PROFESSIONAL SERVICES	2,540.00
10898	94360	07/03/2020	525-118-42101	IT PROFESSIONAL SERVICES	307.69
10905	94360	07/03/2020	106-118-47102	BLDG. SURFACE TABLET	1,180.81
10917	94453	07/17/2020	525-118-47102	IT PROFESSIONAL SERVICES	1,129.60
10918	94453	07/17/2020	525-118-47102	IT PROFESSIONAL SERVICES	2,765.13
10939	94453	07/17/2020	525-118-42101	IT PROFESSIONAL SERVICES	12,500.00
10939	94453	07/17/2020	525-118-42105	IT PROFESSIONAL SERVICES	820.00
10939	94453	07/17/2020	525-118-42105	IT PROFESSIONAL SERVICES	276.90
10939	94453	07/17/2020	525-118-42105	IT PROFESSIONAL SERVICES	995.00

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10939	94453	07/17/2020	525-118-42106	IT PROFESSIONAL SERVICES	80.30
10949	94453	07/17/2020	525-118-42510	IT PROFESSIONAL SERVICES	2,848.00
Vendor 1009 - PRECISION IT CONSULTING Total:					27,543.43
Vendor: R&S01 - R & S ERECTION OF RICHMOND, INC.					
98805C	94454	07/17/2020	100-231-42108	FIRE STATION 74 TORSION SPRING REPLACED	1,477.79
Vendor R&S01 - R & S ERECTION OF RICHMOND, INC. Total:					1,477.79
Vendor: RAN06 - RANEY PLANNING & MANAGEMENT, INC.					
1937E-12	94420	07/10/2020	212-20340	PLANNING PROJECT MANAGER AND SENIOR ASSOCIATE SERV	3,590.16
Vendor RAN06 - RANEY PLANNING & MANAGEMENT, INC. Total:					3,590.16
Vendor: MIL06 - ROBERT MILLER					
062520	94421	07/10/2020	317-345-42108	LUMBER & SUPPLIES TO REBUILD RETAIN WALL	307.23
Vendor MIL06 - ROBERT MILLER Total:					307.23
Vendor: ROD05 - RODEO SANITARY DISTRICT					
4066	94455	07/17/2020	500-641-47201	WPCP MAINTENANCE SERVICE 7/01-5/30/20	172,458.93
Vendor ROD05 - RODEO SANITARY DISTRICT Total:					172,458.93
Vendor: J&O01 - RUBBER DUST INC.					
132483	94361	07/03/2020	100-231-42107	FIRE TRUCK TIRES	3,020.78
Vendor J&O01 - RUBBER DUST INC. Total:					3,020.78
Vendor: 1204 - S & L BODY AND FRAME					
396	94422	07/10/2020	100-221-42107	PD PATROLS CAR WASH FEB/MARCH	850.00
399	94422	07/10/2020	100-221-42107	PD MAY/JUN PATROL CAR WASHES	850.00
Vendor 1204 - S & L BODY AND FRAME Total:					1,700.00
Vendor: SCO07 - SCOTT'S PPE RECON, INC.					
36297	94423	07/10/2020	100-231-44410	FIRE SANITIZE DISINFECT GEAR COVID 19	3,136.22
Vendor SCO07 - SCOTT'S PPE RECON, INC. Total:					3,136.22
Vendor: 1714 - SHERRI D. LEWIS					
PC06PINOLE	94424	07/10/2020	212-461-42514	PLANNING PC MINUTES	900.00
PC07PINOLE	94424	07/10/2020	212-461-42514	PLANNING PC MINUTES	562.50
Vendor 1714 - SHERRI D. LEWIS Total:					1,462.50
Vendor: SHRO2 - SHRED DEFENSE INC					
34765	94362	07/03/2020	100-222-42101	PD SHREDDING	161.20
Vendor SHRO2 - SHRED DEFENSE INC Total:					161.20
Vendor: 1390 - SMARTGEOTECH, INC.					
1359	94363	07/03/2020	100-222-42101	PD SMART GUARDINA ANNUAL LICENSE FEES	11,000.00
Vendor 1390 - SMARTGEOTECH, INC. Total:					11,000.00
Vendor: SQU00 - SQUARE DEAL GARAGE					
31813	94364	07/03/2020	100-221-42107	PD VEHICLE MAINTENANCE	995.33
31917	94364	07/03/2020	100-221-42107	PD CAR MAINTENANCE	91.35
Vendor SQU00 - SQUARE DEAL GARAGE Total:					1,086.68
Vendor: STA56 - STAILING S&S RV REPAIRS					
6386	94365	07/03/2020	100-221-42107	PD STRIP OUT POLICE EQUIP	500.00
6387	94365	07/03/2020	100-221-42107	PD CAR EQUIP MAINTENANCE	1,500.00
Vendor STA56 - STAILING S&S RV REPAIRS Total:					2,000.00
Vendor: STA42 - STAPLES BUSINESS CREDIT					
062520	94456	07/17/2020	100-111-42201	STAPLES STATEMENT FOR VARIOUS DPT. OFFICE SUPPLIES	64.45
062520	94456	07/17/2020	100-117-42201	STAPLES STATEMENT FOR VARIOUS DPT. OFFICE SUPPLIES	23.84

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Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
062520	94456	07/17/2020	100-117-42201	STAPLES STATEMENT FOR VARIOUS DPT. OFFICE SUPPLIES	22.38
062520	94456	07/17/2020	100-117-42201	STAPLES STATEMENT FOR VARIOUS DPT. OFFICE SUPPLIES	79.27
062520	94456	07/17/2020	100-117-42201	STAPLES STATEMENT FOR VARIOUS DPT. OFFICE SUPPLIES	4.09
062520	94456	07/17/2020	100-117-42201	STAPLES STATEMENT FOR VARIOUS DPT. OFFICE SUPPLIES	3.27
062520	94456	07/17/2020	100-117-42201	STAPLES STATEMENT FOR VARIOUS DPT. OFFICE SUPPLIES	32.22
062520	94456	07/17/2020	100-117-42201	STAPLES STATEMENT FOR VARIOUS DPT. OFFICE SUPPLIES	32.22
062520	94456	07/17/2020	100-117-42201	STAPLES STATEMENT FOR VARIOUS DPT. OFFICE SUPPLIES	80.15
062520	94456	07/17/2020	100-117-42201	STAPLES STATEMENT FOR VARIOUS DPT. OFFICE SUPPLIES	110.38
062520	94456	07/17/2020	100-222-42201	STAPLES STATEMENT FOR VARIOUS DPT. OFFICE SUPPLIES	1,228.49
062520	94456	07/17/2020	100-231-42201	STAPLES STATEMENT FOR VARIOUS DPT. OFFICE SUPPLIES	177.87
062520	94456	07/17/2020	100-341-42201	STAPLES STATEMENT FOR VARIOUS DPT. OFFICE SUPPLIES	14.19
062520	94456	07/17/2020	100-341-42201	STAPLES STATEMENT FOR VARIOUS DPT. OFFICE SUPPLIES	25.81
062520	94456	07/17/2020	209-553-42201	STAPLES STATEMENT FOR VARIOUS DPT. OFFICE SUPPLIES	236.95
062520	94456	07/17/2020	212-462-42201	STAPLES STATEMENT FOR VARIOUS DPT. OFFICE SUPPLIES	66.33
062520	94456	07/17/2020	212-462-42201	STAPLES STATEMENT FOR VARIOUS DPT. OFFICE SUPPLIES	25.81
062520	94456	07/17/2020	212-462-42201	STAPLES STATEMENT FOR VARIOUS DPT. OFFICE SUPPLIES	31.78
062520	94456	07/17/2020	212-462-42201	STAPLES STATEMENT FOR VARIOUS DPT. OFFICE SUPPLIES	10.37
062520	94456	07/17/2020	212-462-42201	STAPLES STATEMENT FOR VARIOUS DPT. OFFICE SUPPLIES	57.54
Vendor STA42 - STAPLES BUSINESS CREDIT Total:					2,327.41
Vendor: STE20 - STERICYCLE, INC.					
3005157418	94366	07/03/2020	100-222-42101	PD MEDICAL WASTE SERVICE	55.44
Vendor STE20 - STERICYCLE, INC. Total:					55.44
Vendor: KRI01 - TERRI KRIEGER					
070120	94367	07/03/2020	100-117-41101	2020 RETIREE MEDICAL REIMB JULY	0.24
Vendor KRI01 - TERRI KRIEGER Total:					0.24
Vendor: OFF11 - THE OFFICE CITY					
IN1643078	94368	07/03/2020	100-117-42201	OFFICE SUPPLIES SANIZER PUMP COVID 19	98.33
IN1645531	94368	07/03/2020	100-117-42201	SUPPLIES FOR CLEANING FOR COVID 19	70.51
IN1645723	94368	07/03/2020	100-117-42201	SUPPLIES CLEANER DESINFECTANT COVID 19	51.65
Vendor OFF11 - THE OFFICE CITY Total:					220.49
Vendor: TRA20 - TRANSUNION RISK AND ALTERNATIVE DATA					
263397-202006-1	94425	07/10/2020	525-118-42510	IT- PD PROFESSIONAL DATA SERVICE	136.60
Vendor TRA20 - TRANSUNION RISK AND ALTERNATIVE DATA Total:					136.60
Vendor: 1809 - TRITON HYDROTOOLS					
INV-00892	94426	07/10/2020	207-344-42514	SEWER NPDES SKID, CONCAVE ROOT CUTTER SHAFT	624.98
INV-00906	94426	07/10/2020	207-344-42514	SEWER SAW 12" CONCAVE SHARK TOOTH	407.63
Vendor 1809 - TRITON HYDROTOOLS Total:					1,032.61

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Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
Vendor: UNI38 - UNIVAR USA INC					
48636289	94427	07/10/2020	500-641-44303	WPCP SOD BISULFITE	6,009.14
48643142	94457	07/17/2020	500-641-44303	WPCP SOD HYPO 12.5%	3,498.34
Vendor UNI38 - UNIVAR USA INC Total:					9,507.48
Vendor: UNI07 - UNIVERSAL BUILDING SVCS.					
254873-2	94369	07/03/2020	100-231-42108	FIRE LAUNDRY SANITIZER TOWEL CLEANING	111.94
477920	94428	07/10/2020	100-343-42108	CH JANITORIAL SERVICE	1,070.00
477921	94428	07/10/2020	100-222-42108	PD AND FIRE JANITORIAL SERVICES	1,176.00
477921	94428	07/10/2020	100-223-42108	PD AND FIRE JANITORIAL SERVICES	1,176.00
477922	94428	07/10/2020	209-557-42108	SWIM CENTER JANITORIAL SERVICES	274.00
477926	94458	07/17/2020	500-641-42108	WPCP JUNE JANITORIAL SERVICES	508.00
Vendor UNI07 - UNIVERSAL BUILDING SVCS. Total:					4,315.94
Vendor: USB06 - US BANK					
062220	94370	07/03/2020	100-20018	US BANK CREDIT CARDS VARIOUS DEPT.	7,428.41
417771318	94429	07/10/2020	525-118-42107	IT COPIER SERVICES	2,424.25
Vendor USB06 - US BANK Total:					9,852.66
Vendor: VER02 - VERIZON WIRELESS					
9856721538	94430	07/10/2020	525-118-43101	IT WIRELESS PHONE BILL	4,785.13
Vendor VER02 - VERIZON WIRELESS Total:					4,785.13
Vendor: VIS01 - VISION SERVICE PLAN					
809680934	94371	07/03/2020	100-110-41003	VSP VISION BILLING	74.44
809680934	94371	07/03/2020	100-111-41003	VSP VISION BILLING	74.44
809680934	94371	07/03/2020	100-112-41003	VSP VISION BILLING	18.61
809680934	94371	07/03/2020	100-113-41003	VSP VISION BILLING	18.61
809680934	94371	07/03/2020	100-115-41003	VSP VISION BILLING	55.83
809680934	94371	07/03/2020	100-116-41003	VSP VISION BILLING	18.61
809680934	94371	07/03/2020	100-221-41003	VSP VISION BILLING	353.59
809680934	94371	07/03/2020	100-222-41003	VSP VISION BILLING	55.83
809680934	94371	07/03/2020	100-223-41003	VSP VISION BILLING	223.32
809680934	94371	07/03/2020	100-231-41003	VSP VISION BILLING	204.71
809680934	94371	07/03/2020	100-341-41003	VSP VISION BILLING	55.83
809680934	94371	07/03/2020	100-343-41003	VSP VISION BILLING	130.27
809680934	94371	07/03/2020	100-465-41003	VSP VISION BILLING	18.61
809680934	94371	07/03/2020	105-221-41003	VSP VISION BILLING	111.66
809680934	94371	07/03/2020	105-231-41003	VSP VISION BILLING	18.61
809680934	94371	07/03/2020	106-222-41003	VSP VISION BILLING	18.61
809680934	94371	07/03/2020	106-231-41003	VSP VISION BILLING	18.61
809680934	94371	07/03/2020	204-227-41003	VSP VISION BILLING	18.61
809680934	94371	07/03/2020	209-551-41003	VSP VISION BILLING	18.61
809680934	94371	07/03/2020	209-552-41003	VSP VISION BILLING	37.22
809680934	94371	07/03/2020	209-554-41003	VSP VISION BILLING	18.61
809680934	94371	07/03/2020	212-461-41003	VSP VISION BILLING	18.61
809680934	94371	07/03/2020	212-462-41003	VSP VISION BILLING	37.22
809680934	94371	07/03/2020	500-641-41003	VSP VISION BILLING	167.49
809680934	94371	07/03/2020	500-642-41003	VSP VISION BILLING	55.83
809680934	94371	07/03/2020	505-119-41003	VSP VISION BILLING	37.22
809680934	94371	07/03/2020	998-20106	VSP VISION BILLING	18.61
Vendor VIS01 - VISION SERVICE PLAN Total:					1,898.22
Vendor: WCC01 - WCCTAC					
063020	94459	07/17/2020	212-462-34211	BLDG. STMP FEE APRIL 1 - JUNE 30, 2020	8,037.00
Vendor WCC01 - WCCTAC Total:					8,037.00

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Vendor: XER01 - XEROX CORPORATION					
010485960	94431	07/10/2020	525-118-42107	IT XEROX COPIER CY	24.83
010485961	94431	07/10/2020	525-118-42107	IT COPIER CY	19.09
010485962	94431	07/10/2020	525-118-42107	IT COPIER CY	18.99
010520688	94431	07/10/2020	525-118-42107	IT COPIER CY	90.02
010555841	94431	07/10/2020	525-118-42107	IT COPIER CY	254.03
010578838	94431	07/10/2020	525-118-42107	IT COPIER CH 1ST FLOOR	422.64
010578839	94431	07/10/2020	525-118-42107	IT COPIER PSC SENIOR CENTER	213.68
010578841	94431	07/10/2020	525-118-42107	IT COPIER PYC	197.77
CM0000549	94431	07/10/2020	525-118-42107	PD RECORDS CREDIT MEMO COPIER	-417.72
Vendor XER01 - XEROX CORPORATION Total:					823.33
Grand Total:					1,738,731.89

Report Summary

Fund Summary

Fund	Payment Amount
100 - General Fund	1,059,053.75
105 - Measure S -2006	94,096.45
106 - MEASURE S-2014	18,441.43
200 - Gas Tax Fund	17,316.11
201 - Restricted Real Estate Maintenance Fund	2,298.40
204 - Police Grants	7,650.06
205 - Traffic Safety Fund	444.46
207 - NPDES Storm Water Fund	2,815.86
209 - Recreation Fund	44,155.91
212 - Building & Planning	69,648.42
215 - Measure C and J Fund	42.37
225 - Asset Seizure-Adjudicated Fund	15,000.00
226 - CASp Certification and Training Fund	44.00
285 - Housing Land Held for Resale	163.00
310 - Lighting & Landscape Districts	2,151.32
317 - Pinole Valley Caretaker Fund	1,093.57
500 - Sewer Enterprise Fund	346,778.66
505 - Cable Access TV	14,452.66
525 - Information Systems	42,673.67
998 - Payroll Clearing	411.79
Grand Total:	1,738,731.89

Account Summary

Account Number	Account Name	Payment Amount
100-000-31510	Other Tax/Business License	45.87
100-10601	Gas Tanks/Corp Yard	1,942.39
100-110-41002	Emp Benefits/Dental	552.64
100-110-41003	Emp Benefits/Vision Care	74.44
100-110-41009	Emp Benefits/Workers C...	1,043.14
100-110-42201	Office Expense	1,450.68
100-110-43102	Utilities/Water	8.97
100-110-43103	Utilities/Electricity & Pow...	112.42
100-110-46201	Insurance/General Liability	1,175.84
100-111-41002	Emp Benefits/Dental	596.76
100-111-41003	Emp Benefits/Vision Care	74.44
100-111-41009	Emp Benefits/Workers C...	19,830.72
100-111-42201	Office Expense	64.45
100-111-43102	Utilities/Water	21.54
100-111-43103	Utilities/Electricity & Pow...	147.92
100-111-46201	Insurance/General Liability	22,353.45
100-112-41002	Emp Benefits/Dental	149.19
100-112-41003	Emp Benefits/Vision Care	18.61
100-112-41009	Emp Benefits/Workers C...	4,898.96
100-112-42101	Prof Svcs/Professional Ser...	165.02
100-112-42514	Admin Exp/Special Depart	116.10
100-112-43102	Utilities/Water	19.74
100-112-43103	Utilities/Electricity & Pow...	162.70
100-112-46201	Insurance/General Liability	5,522.18
100-113-41002	Emp Benefits/Dental	127.13
100-113-41003	Emp Benefits/Vision Care	18.61
100-113-41009	Emp Benefits/Workers C...	92.72
100-113-46201	Insurance/General Liability	104.52
100-114-42102	Prof Svcs/Attorney Servic...	73,566.87
100-115-41002	Emp Benefits/Dental	447.57
100-115-41003	Emp Benefits/Vision Care	55.83
100-115-41009	Emp Benefits/Workers C...	12,475.04
100-115-43102	Utilities/Water	58.51

Account Summary

Account Number	Account Name	Payment Amount
100-115-43103	Utilities/Electricity & Pow...	405.31
100-115-46201	Insurance/General Liability	14,062.03
100-116-41002	Emp Benefits/Dental	59.17
100-116-41003	Emp Benefits/Vision Care	18.61
100-116-41009	Emp Benefits/Workers C...	2,675.97
100-116-42101	Prof Svcs/Professional Ser...	79.50
100-116-43102	Utilities/Water	19.74
100-116-43103	Utilities/Electricity & Pow...	118.34
100-116-46201	Insurance/General Liability	3,016.39
100-117-41004	Emp Benefits/PERS Retir...	205,375.59
100-117-41101	Retiree Benefits/Medical...	3,793.42
100-117-42101	Prof Svcs/Professional Ser...	66,516.59
100-117-42201	Office Expense	608.31
100-117-42203	Office Exp/Shipping & Mai...	1,694.85
100-117-42401	Dues & Pub/Memberships	481.47
100-117-42511	Admin Exp/Equipment Re...	137.70
100-117-43102	Utilities/Water	157.95
100-117-43103	Utilities/Electricity & Pow...	1,316.51
100-20018	Accounts Payable/CalCard	7,428.41
100-221-41002	Emp Benefits/Dental	2,070.33
100-221-41003	Emp Benefits/Vision Care	353.59
100-221-41008	Emp Benefits/Long Term ...	475.20
100-221-41009	Emp Benefits/Workers C...	85,296.11
100-221-42101	Prof Svcs/Professional Ser...	141.00
100-221-42107	Prof Svcs/Equipment Mai...	5,237.24
100-221-42110	Prof Svcs/Fingerprinting	138.00
100-221-42514	Admin Exp/Special Depart	3,994.78
100-221-44410	Safety Clothing	10.46
100-221-46201	Insurance/General Liability	96,851.16
100-222-41002	Emp Benefits/Dental	394.66
100-222-41003	Emp Benefits/Vision Care	55.83
100-222-41009	Emp Benefits/Workers C...	8,938.22
100-222-42101	Prof Svcs/Professional Ser...	17,654.15
100-222-42108	Prof Svcs/Building-Structu...	1,355.05
100-222-42201	Office Expense	1,434.97
100-222-42514	Admin Exp/Special Depart	170.21
100-222-43102	Utilities/Water	828.75
100-222-43103	Utilities/Electricity & Pow...	4,436.83
100-222-46201	Insurance/General Liability	10,075.28
100-222-47101	FF&E/Equipment	24,654.80
100-223-41002	Emp Benefits/Dental	1,462.83
100-223-41003	Emp Benefits/Vision Care	223.32
100-223-41008	Emp Benefits/Long Term ...	236.50
100-223-41009	Emp Benefits/Workers C...	34,614.89
100-223-42108	Prof Svcs/Building-Structu...	1,187.31
100-223-43102	Utilities/Water	184.17
100-223-43103	Utilities/Electricity & Pow...	887.37
100-223-46201	Insurance/General Liability	39,018.36
100-231-41002	Emp Benefits/Dental	1,395.93
100-231-41003	Emp Benefits/Vision Care	204.71
100-231-41008	Emp Benefits/Long Term ...	324.50
100-231-41009	Emp Benefits/Workers C...	47,942.22
100-231-42101	Prof Svcs/Professional Ser...	26,991.18
100-231-42104	Prof Svcs/Paramedic Servi...	52.50
100-231-42107	Prof Svcs/Equipment Mai...	3,095.20
100-231-42108	Prof Svcs/Building-Structu...	4,272.05
100-231-42201	Office Expense	177.87
100-231-42401	Dues & Pub/Memberships	200.00

Account Summary

Account Number	Account Name	Payment Amount
100-231-42512	Admin Exp/Abatement	11,999.75
100-231-42514	Admin Exp/Special Depart	73.06
100-231-43101	Utilities/Telephone	43.52
100-231-43102	Utilities/Water	1,361.06
100-231-43103	Utilities/Electricity & Pow...	3,549.46
100-231-44410	Safety Clothing	3,430.01
100-231-46201	Insurance/General Liability	54,041.10
100-341-41002	Emp Benefits/Dental	335.49
100-341-41003	Emp Benefits/Vision Care	55.83
100-341-41009	Emp Benefits/Workers C...	12,199.44
100-341-42201	Office Expense	40.00
100-341-46201	Insurance/General Liability	13,751.37
100-343-41002	Emp Benefits/Dental	1,022.27
100-343-41003	Emp Benefits/Vision Care	130.27
100-343-41009	Emp Benefits/Workers C...	16,828.45
100-343-42101	Prof Svcs/Professional Ser...	159.00
100-343-42107	Prof Svcs/Equipment Mai...	15.73
100-343-42108	Prof Svcs/Building-Structu...	2,474.86
100-343-43102	Utilities/Water	2,183.29
100-343-43103	Utilities/Electricity & Pow...	2,524.09
100-343-44410	Safety Clothing	3,662.52
100-343-46201	Insurance/General Liability	24,362.65
100-345-42108	Prof Svcs/Building-Structu...	6,199.65
100-345-43102	Utilities/Water	10,440.58
100-345-43103	Utilities/Electricity & Pow...	314.38
100-465-41002	Emp Benefits/Dental	127.13
100-465-41003	Emp Benefits/Vision Care	18.61
100-465-41009	Emp Benefits/Workers C...	2,450.07
100-465-46201	Insurance/General Liability	2,761.75
105-221-41002	Emp Benefits/Dental	761.00
105-221-41003	Emp Benefits/Vision Care	111.66
105-221-41008	Emp Benefits/Long Term ...	148.50
105-221-41009	Emp Benefits/Workers C...	25,169.98
105-221-46201	Insurance/General Liability	28,371.88
105-231-41002	Emp Benefits/Dental	59.17
105-231-41003	Emp Benefits/Vision Care	18.61
105-231-41009	Emp Benefits/Workers C...	11,644.24
105-231-42510	Admin Exp/Software Purch	10,000.00
105-231-46201	Insurance/General Liability	13,125.54
105-231-47201	Improvements/Building	4,685.87
106-118-47102	FF&E/Computer Equipme...	1,180.81
106-222-41002	Emp Benefits/Dental	127.13
106-222-41003	Emp Benefits/Vision Care	18.61
106-222-41009	Emp Benefits/Workers C...	1,968.68
106-222-46201	Insurance/General Liability	2,219.12
106-231-41002	Emp Benefits/Dental	127.13
106-231-41003	Emp Benefits/Vision Care	18.61
106-231-41009	Emp Benefits/Workers C...	6,008.49
106-231-46201	Insurance/General Liability	6,772.85
200-342-42108	Prof Svcs/Building-Structu...	326.00
200-342-43102	Utilities/Water	50.25
200-342-43103	Utilities/Electricity & Pow...	16,939.86
201-343-42108	Prof Svcs/Building-Structu...	532.60
201-343-42513	Admin Exp/Rent	100.00
201-343-43102	Utilities/Water	1,267.33
201-343-43103	Utilities/Electricity & Pow...	398.47
204-227-41002	Emp Benefits/Dental	149.19
204-227-41003	Emp Benefits/Vision Care	18.61

Account Summary

Account Number	Account Name	Payment Amount
204-227-41008	Emp Benefits/Long Term ...	29.70
204-227-41009	Emp Benefits/Workers C...	3,503.44
204-227-46201	Insurance/General Liability	3,949.12
205-227-41009	Emp Benefits/Workers C...	208.94
205-227-46201	Insurance/General Liability	235.52
207-344-42101	Prof Svcs/Professional Ser...	1,783.25
207-344-42514	Admin Exp/Special Depart	1,032.61
209-20307	Deposits Payable/Recreat...	390.00
209-20308	Deposits Payable/Recreat...	500.00
209-20309	Deposits Payable/Recreat...	250.00
209-551-41002	Emp Benefits/Dental	149.19
209-551-41003	Emp Benefits/Vision Care	18.61
209-551-41009	Emp Benefits/Workers C...	2,367.70
209-551-46201	Insurance/General Liability	2,668.90
209-552-38112	Rental Income/Facility Re...	50.00
209-552-41002	Emp Benefits/Dental	97.63
209-552-41003	Emp Benefits/Vision Care	37.22
209-552-41009	Emp Benefits/Workers C...	4,968.07
209-552-42108	Prof Svcs/Building-Structu...	686.44
209-552-43102	Utilities/Water	1,845.20
209-552-43103	Utilities/Electricity & Pow...	2,416.52
209-552-43804	Program Cost/Food Progr...	438.75
209-552-43810	Program Cost/Center Mai...	611.95
209-552-46201	Insurance/General Liability	5,600.08
209-553-41009	Emp Benefits/Workers C...	2,456.59
209-553-42108	Prof Svcs/Building-Structu...	781.98
209-553-42201	Office Expense	236.95
209-553-46201	Insurance/General Liability	2,769.10
209-554-38112	Rental Income/Facility Re...	50.00
209-554-41002	Emp Benefits/Dental	134.27
209-554-41003	Emp Benefits/Vision Care	18.61
209-554-41009	Emp Benefits/Workers C...	4,921.28
209-554-42108	Prof Svcs/Building-Structu...	898.19
209-554-43102	Utilities/Water	48.75
209-554-43103	Utilities/Electricity & Pow...	78.41
209-554-46201	Insurance/General Liability	5,547.33
209-557-42108	Prof Svcs/Building-Structu...	935.99
209-557-43103	Utilities/Electricity & Pow...	86.80
209-558-42108	Prof Svcs/Building-Structu...	31.73
209-558-43102	Utilities/Water	351.56
209-559-43102	Utilities/Water	1,381.14
209-559-43103	Utilities/Electricity & Pow...	330.97
212-20340	Developer Deposit/Appian...	15,705.16
212-461-34110	Review Fees/Design Revi...	2,130.00
212-461-41002	Emp Benefits/Dental	149.19
212-461-41003	Emp Benefits/Vision Care	18.61
212-461-41009	Emp Benefits/Workers C...	4,483.41
212-461-42101	Prof Svcs/Professional Ser...	6,780.00
212-461-42514	Admin Exp/Special Depart	2,867.40
212-461-43102	Utilities/Water	19.03
212-461-43103	Utilities/Electricity & Pow...	177.51
212-461-46201	Insurance/General Liability	5,053.75
212-462-33215	Permit/Seismic (Strong M...	669.94
212-462-34211	Fees/CA State Building Fee	8,179.20
212-462-34214	Fees/Photocopy Fee	882.57
212-462-41002	Emp Benefits/Dental	186.30
212-462-41003	Emp Benefits/Vision Care	37.22
212-462-41009	Emp Benefits/Workers C...	9,066.77

Account Summary

Account Number	Account Name	Payment Amount
212-462-42101	Prof Svcs/Professional Ser...	2,333.00
212-462-42201	Office Expense	191.83
212-462-43102	Utilities/Water	50.62
212-462-43103	Utilities/Electricity & Pow...	446.73
212-462-46201	Insurance/General Liability	10,220.18
215-341-43103	Utilities/Electricity & Pow...	42.37
225-221-42514	Admin Exp/Special Depart	15,000.00
226-000-34223	Fees/CASp Fee	44.00
285-464-43102	Utilities/Water	15.08
285-464-43103	Utilities/Electricity & Pow...	147.92
310-347-42108	Prof Svcs/Building-Structu...	60.00
310-347-43102	Utilities/Water	829.40
310-347-43103	Utilities/Electricity & Pow...	379.12
310-348-42108	Prof Svcs/Building-Structu...	65.00
310-348-43102	Utilities/Water	407.15
310-348-43103	Utilities/Electricity & Pow...	410.65
317-345-41009	Emp Benefits/Workers C...	369.66
317-345-42108	Prof Svcs/Building-Structu...	307.23
317-345-46201	Insurance/General Liability	416.68
500-641-41002	Emp Benefits/Dental	1,015.26
500-641-41003	Emp Benefits/Vision Care	167.49
500-641-41009	Emp Benefits/Workers C...	28,298.71
500-641-42101	Prof Svcs/Professional Ser...	431.50
500-641-42107	Prof Svcs/Equipment Mai...	9,794.45
500-641-42108	Prof Svcs/Building-Structu...	525.93
500-641-43102	Utilities/Water	581.23
500-641-43103	Utilities/Electricity & Pow...	64,395.54
500-641-44302	Other Materials Supp/Slu...	5,976.78
500-641-44303	Other Materials Supp/Ch...	9,567.50
500-641-44305	Other Materials Supp/Lab...	2,948.33
500-641-44410	Safety Clothing	1,757.74
500-641-46201	Insurance/General Liability	31,898.68
500-641-47201	Improvements/Building	172,458.93
500-642-41002	Emp Benefits/Dental	267.53
500-642-41003	Emp Benefits/Vision Care	55.83
500-642-41009	Emp Benefits/Workers C...	7,439.00
500-642-42514	Admin Exp/Special Depart	79.50
500-642-43103	Utilities/Electricity & Pow...	733.39
500-642-46201	Insurance/General Liability	8,385.34
505-119-41002	Emp Benefits/Dental	298.38
505-119-41003	Emp Benefits/Vision Care	37.22
505-119-41009	Emp Benefits/Workers C...	6,551.11
505-119-43102	Utilities/Water	63.83
505-119-43103	Utilities/Electricity & Pow...	117.62
505-119-46201	Insurance/General Liability	7,384.50
525-118-42101	Prof Svcs/Professional Ser...	17,447.69
525-118-42105	Prof Svcs/Network Maint...	2,091.90
525-118-42106	Prof Svcs/Software Maint...	80.30
525-118-42107	Prof Svcs/Equipment Mai...	3,247.58
525-118-42510	Admin Exp/Software Purch	3,659.01
525-118-43101	Utilities/Telephone	12,252.46
525-118-47102	FF&E/Computer Equipme...	3,894.73
998-20105	Sal & Ben Payable/Dental ...	393.18
998-20106	Sal & Ben Payable/Vision ...	18.61
Grand Total:		1,738,731.89

Project Account Summary

Project Account Key
None

Payment Amount
1,738,731.89
1,738,731.89

Grand Total:

Approved by:  Date: 7/14/2020



CITY COUNCIL REPORT

7C

DATE: JULY 21, 2020

TO: HONORABLE MAYOR AND COUNCIL MEMBERS

FROM: ERIC CASHER, CITY ATTORNEY

BY: ALEX MOG, ASSISTANT CITY ATTORNEY

SUBJECT: RESOLUTION CONFIRMING CONTINUED EXISTENCE OF LOCAL EMERGENCY

RECOMMENDATION

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

BACKGROUND & DISCUSSION

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

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

The Contra Costa Health Officer issued a revised shelter-in-place order on June 16, 2020 that continue to restrict many activities, while relaxing some restrictions. That order was amended on July 11, 2020 in response to a significant increase in community transmission and illness from COVID-19. The Contra Costa Health Officer reported that the rate of occurrence of new cases per day and hospitalization rates have been steadily rising over the last month, as has the positive test rate. For this reason, the Contra Costa Health Officer, as well as the State Department of Public Health, have re-imposed restrictions on certain businesses and activities that

were previously relaxed. There are now over 5,000 cases within the County. Public health and safety concerns for persons and property within the City as a consequence of the global spread of novel coronavirus 2019 continue to exist.

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

FISCAL IMPACT

There is no direct fiscal impact from the adoption of the resolution ratifying a local emergency. However, the City will consider all options available to seek reimbursement for indirect expenses and fiscal impacts through the appropriate authorities.

ATTACHMENTS

- A. Resolution Confirming Continued Existence of Local Emergency

RESOLUTION NO. 2020-XX

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

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

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

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

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

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

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

WHEREAS, the Contra Costa Health Officer issued an amended shelter-in-place order on July 11, 2020 in response to a significant increase in community transmission of COVID-19; and

WHEREAS, the Contra Costa Health Officer has reported that the rate of occurrence of new cases per day and hospitalization rates have been steadily rising over the last month; and

WHEREAS, there are now over 5,000 cases within the County. Public health and safety concerns for persons and property within the City as a consequence of the global spread of novel coronavirus 2019 continue to exist.

WHEREAS, the number of cases within Contra Costa County has continued to

rise, and there are now over 5,000 confirmed cases of COVID-19 within the County; and

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

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

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

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

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

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

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

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

1. The local emergency declared by Resolution No. 2020-13 due to the COVID-19 Pandemic continues to exist within the City of Pinole.
2. During the existence of the declared local emergency, the powers, functions, and duties of the City Manager, acting as Director of Emergency Services, and the emergency organization of this City shall be those prescribed by State law and by ordinances and resolutions of the City of Pinole.
3. The declaration of local emergency shall remain in effect until such time that the Council determines that the emergency conditions have been abated.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Pinole held on the 21st day of July 2020 by the following vote:

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

I hereby certify that the foregoing resolution was introduced, passed and adopted on this 21st day of July, 2020.

Heather Iopu, CMC
City Clerk



CITY COUNCIL REPORT

7D

DATE: JULY 21, 2020

TO: MAYOR AND COUNCIL MEMBERS

FROM: HEATHER IOPU, CITY CLERK

**SUBJECT: PLACEMENT OF LIENS FOR DELINQUENT UNPAID WASTE
COLLECTION CHARGES FALLING DELINQUENT BETWEEN
JANUARY AND APRIL 2020, CONSIDERED AT AN
ADMINISTRATIVE HEARING ON JUNE 4, 2020**

RECOMMENDATION

It is recommended that the City Council adopt a resolution authorizing the placement of liens for the purpose of collecting outstanding payments for garbage collection services pursuant to PMC Section 8.08.110 (b) and (c).

BACKGROUND

Pursuant to Section 8.08 of the Pinole Municipal Code, an administrative hearing was held on June 4, 2020, regarding unpaid garbage collection services that fell delinquent between January and April 2020. No parties attended the hearing to protest the charges. The administrative hearing was the final step in the process to collect the delinquencies, prior to Council approval to place the liens on the subject properties to recover the full amount owed, including delinquent charges and administrative fees.

FISCAL IMPACT

The City of Pinole receives an administrative recovery charge for each lien at the time of tax settlement or payment of the lien. There are 98 properties on which liens are being imposed, representing a total of \$36,609.83 in delinquent service charges. The total administrative recovery fee is \$60 per lien; a portion of which is remitted to Contra Costa County. The administrative recovery fees are \$5,880.00; the total lien amount including recovery fees are \$42,489.83.

Following approval by Council, a revised list will be provided to the City Clerk for recording, removing properties where accounts have been brought current since the publication of this report.

ATTACHMENT

A: Resolution

RESOLUTION NO. 2020-____

**RESOLUTION OF THE CITY COUNCIL OF PINOLE, CALIFORNIA, PLACING LIENS
ON PROPERTIES SITUATED IN THE CITY OF PINOLE, COUNTY OF CONTRA
COSTA, STATE OF CALIFORNIA, MORE PARTICULARLY DESCRIBED AS
UNPAID WASTE COLLECTION CHARGES FROM AN ADMINISTRATIVE HEARING
CONDUCTED JUNE 4, 2020**

WHEREAS, pursuant to the Municipal Code of the City of Pinole, Chapter 8.08, Section 8.08.090, subscription to garbage collection service is required for all premises in the City of Pinole, and the premises described in Exhibit "A" located in the City of Pinole, County of Contra Costa, State of California, were provided with garbage collection services as required by PMC, Chapter 8.08; and

WHEREAS, pursuant to the provisions of Section 8.08.110, the owners of said premises were notified in writing of their requirement to subscribe to and make payment for garbage collection services as provided in said Code Section; and

WHEREAS, the owners of the premises failed to make payment for garbage collection services as required (collection charges fell delinquent between January and April 2020); and

WHEREAS, pursuant to the provisions of Section 8.08.110, a hearing was held on June 4, 2020; and

WHEREAS, as a result thereof, the City of Pinole has incurred expenses for delinquent collection charges and administrative costs as enumerated in Exhibit "A"*, which amounts remain unpaid.

NOW THEREFORE BE IT RESOLVED that pursuant to Section 8.08.110 of the Municipal Code of the City of Pinole, the City Council of the City of Pinole does hereby place a lien against said premises for the amounts as described above and as applicable to each specific premise identified as Exhibit "A" attached hereto and, by this reference, incorporated herein; and

BE IT FURTHER RESOLVED that the City Clerk is hereby directed to record this resolution with the Office of the Recorder of Contra Costa County, California.

PASSED AND ADOPTED this 21st day of July, **2020**, by the following vote:

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

I, hereby certify that the foregoing resolution was regularly introduced, passed, and adopted on this 21th day of July 2020.

Heather Iopu, CMC
City Clerk

* Exhibit A is not included as an attachment to this resolution that is posted on the City website or disseminated as part of the City Council Agenda Packet. The names of the individuals are confidential until the liens are recorded and become public record.



CITY COUNCIL REPORT

7E

DATE: JULY 21, 2020

TO: MAYOR AND COUNCIL MEMBERS

FROM: ANDREA MILLER, FINANCE DIRECTOR

SUBJECT: REVIEW AND APPROVE THE MASTER FEE SCHEDULE

RECOMMENDATION

Adopt a resolution updating the City of Pinole Master Fee Schedule (Attachment B) for service fees collected by departments.

BACKGROUND

In November of 1992 the City Council hired a consulting firm, David M. Griffith & Associates (DMG), to conduct a comprehensive fee study. The purpose of the study was to calculate the total cost to the City for providing services in our community, and determine the direct and indirect costs for which cost recovery was deemed appropriate. On July 6, 1993, the City Council adopted a Master Fee Schedule. At that time, existing fees were increased to recover between 60% and 88% of the full cost to provide the service, with the exception of the Building Permit fees, which were set at 100% (full) cost recovery.

REVIEW AND ANALYSIS

The Government Finance Officers Association (GFOA) recommends state and local governments review and update charges and fees periodically based on factors such as the impact of inflation, other cost increases, adequacy of cost recovery, use of services, and the competitiveness of current rates.

The current Master Fee Schedule was last updated April 4, 2017. Sections of the City's Master Fee Schedule have been updated over time based on recommendations of City staff in accordance with the Pinole Municipal Code.

The following sections have been updated in the attached draft Master Fee Schedule:

- Business License Tax– updated effective 1-1-2019 based on 5% Consumer Price Index (CPI). Noticed in accordance with PMC Section 5.24.020 on November 5, 2018. There was no increase for 2020.

- Fire Department Engineering/Plan Review services – Increased effective 7-1-2020 approximately 2%
- Fire Department Code Enforcement Permit activities – Decreased effective 7-1-2020 approximately 9%
- Development Services Building and Planning Services – Increased effective 4-4-2017
- Wastewater Development Impact Fees – Increased effective 4-3-2018
- Recreation Tiny Tots and Youth Center fees – Increased effective 9-3-2019
- Wastewater (Sewer) Utility fees – Increased effective 7-1-2018

The above adjustments are based on an internal review of current associated costs for these services.

Michael Baker Inc. completed a review of the Pinole Fire Department's operational and plan review fee schedules. Based on their findings, the operational rates have decreased approximately 9% from those in 2012, while the plan check hourly rates have increased by an average of 2%.

FISCAL IMPACT

Anticipated fee revenue is based on the number of transactions processed during the fiscal year. Projected revenue increases as a result of adopting the updated Master Fee Schedule are currently reflected in the fiscal year 2020-21 operating budget adopted on June 16, 2020. This is largely because many of the fee updates have been previously approved and are currently in effect prior to the update.

ATTACHMENTS

Attachment A -- Resolution
Attachment B -- Master Fee Schedule

RESOLUTION NO. 2020-____

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PINOLE, COUNTY OF
CONTRA COSTA, STATE OF CALIFORNIA, UPDATING THE CITY OF PINOLE
MASTER FEE SCHEDULE**

WHEREAS, the City Council of the City of Pinole has adopted a Master Fee Schedule on July 6, 1993; and

WHEREAS, the current Master Fee Schedule was last revised April 4, 2017; and

WHEREAS, subsections of the Master Fee Schedule have been updated at various times since April 4, 2017;

NOW THEREFORE, BE IT RESOLVED that the City Council of the City of Pinole does hereby adopt the modifications to the Master Fee Schedule as noted in Attachment B to the staff report, to become effective immediately following the adoption of the Resolution in accordance with State law.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Pinole held on the 21st day of July, 2020 by the following vote:

AYES: COUNCILMEMBERS:

NOES: COUNCILMEMBERS:

ABSENT: COUNCILMEMBERS:

ABSTAIN: COUNCILMEMBERS:

I hereby certify that the foregoing resolution was regularly introduced, passed, and adopted on this 21st day of July, 2020.

Heather Iopu, CMC
City Clerk



**City of Pinole
Master Fee Schedule**

GENERAL ADMINISTRATIVE FEES	
Photocopies--per page	\$0.20
Not Sufficient Funds Check Charge--each returned check	\$20.00
Oversize documents--per page	\$3.00
City Clerk certification of documents/transcripts--each	\$10.00
Voters Registration Transcripts--each document	\$5.00
Campaign Disclosure Reports, Statements of Economic Interest, and any other reports and statements subject to the provisions of GV81008--per page	\$0.10
Council & Board Meeting DVDs	\$30.00 \$10 additional charge for special requests
Garbage Service Exemption (Resolution No. 2005-39)	\$48.00
Administrative Fee for Waste Collection Lien (PMC 8.08.110(G)/Resolution No.	\$55.00
Appeal Fee for Business License Revocations, Massage Establishment /Operator Permits & Code Enforcement Actions (Resolution 2009-122/11-19-2009)	\$575.00
Agendas & Minutes	
Council Agendas Only--per year	\$50 + \$8 per year for mailing costs
Council Agenda Information Packet Subscription	\$250 per year plus postage costs
Council Agendas and Minutes	\$125 per year plus postage costs
Verbatim Transcripts of Meetings	Actual Cost--based on hourly rate for individual transcribing
Filing Fee-- Notice of Intent to Circulate Initiative Petition	\$200.00
Finance Documents	
Budget--Preliminary	\$25.00
Budget-Final	\$15.00
CAFR Report	\$15.00
List of Businesses in Pinole	\$35.00



City of Pinole
Master Fee Schedule

BUSINESS LICENSES (Pinole Municipal Code Section 5.24.020 / effective Calendar Year 2019)	
Fixed Place of Business in Pinole (Includes Home Business and Pinole Contractors) Includes owner and one employee	\$145.00
Additional Employees (per employee--2-20)	\$22.00
All Other Employees (per employee--21 or more)	\$17.00
Rental Property	
Basic fee for each rental property (P.M.C. 8.30.055)	\$145.00
Two (2) to four (4) units (per unit)	\$17.00
Over five (5) units (per unit)	\$9.00
Hotels and Motels	
Basic Fee	\$145.00
Each Unit (per unit)	\$9.00
Bowling Alley	
Basic Fee (includes 2 lanes)	\$145.00
Each additional Lane	\$49.00
Outside Personal/Professional Service	\$145.00
Outside Contractor/Subcontractor	
Annual	\$223.00
Semi-annual	\$121.00
Quarterly	\$70.00
Delivery Vehicles--per year	\$145.00
Public Amusements	
Rides and Shows-per day	\$122.00
Carnival-per day	\$1,237.00
Circus-per day	\$1,237.00, plus \$247 per day, per show
Dance Hall--per year	\$740.00
Motion Picture Theatre--per year	\$296.00
Playhouse--per year	\$296.00
Pool Hall	\$145.00 plus \$72 per table over two
Advertising Vehicle per vehicle, per day	\$11.00 per vehicle per day (minimum tax \$79.00)
Billboard--per year	\$145.00
Auctioneer	\$122.00/day or \$1,014.00/year
Pawnbroker--per year	\$740.00
Astrology, etc.--per day	\$492.00
Peddlers, solicitors--per year	\$145.00
Itinerant vendor--per month	\$360.00



City of Pinole Master Fee Schedule

Photographers	
Door-to-door solicitation for taking photographs, for enlargements, frames, etc.-- per day	\$24.00
Door-to-door solicitation for taking photographs, for enlargements, frames, etc.--per quarter	\$72.00
Fire Sale--per day	\$247.00
Distribution of Advertising Matter	
Per Year (includes one employee)	\$145.00
Additional Employees (2-19, per employee)	\$22.00
Additional Employees (over 20, per employee)	\$17.00
Less than 40 weeks a year, \$17 per employee, per day	\$17.00 / day
Exemption Certificate	\$27.00
Transfer of Ownership Application Fee	\$6.00

**FIRE DEPARTMENT
ENGINEERING/PLAN REVIEW
R-2019-114; approved 12-17-19; effective 7-1-2020**

Review Number	PLAN REVIEW	Fee
Preliminary Plan Review - Consultations - Meetings		
1.1	In office design review/preliminary plan consultation meetings. Per half hour.	\$ 109.50
1.2	Out of office design and/or consultation meetings. (\$ 219.00 Per hour, two-hour minimum)	\$ 438.00
Subdivisions: Major and Minor		
2.1	Major Subdivision Plan Review (5 or More Lots/Parcels) Review of subdivision for access, hydrant placement. Fees include two (2) hours plan review and one (1) visual inspection.	\$ 657.00
2.1b	Each additional site inspection per hour.	\$ 219.00
2.1c	Resubmittals or revisions.	\$ 219.00
2.1d	Additional plan review time, per half hour.	\$ 109.50
2.2	Minor Subdivision Plan Review (1 to 4 Lots/Parcels) Review of subdivision for access, hydrant placement. Fees include half hour plan review and one (1) visual inspection.	\$ 329.00
2.2b	Each additional inspection.	\$ 219.00
2.2c	Resubmittals or revisions.	\$ 219.00
2.2d	Additional plan review time, per half hour.	\$ 109.50
2.3	Single Family Home Review (Access & water supply) Review of plans for access and water supply. Fees include half hour plan review and one (1) visual inspection. (*Does not include review of fire sprinkler systems- see Sec. 5.4)	\$ 329.00
2.3b	Each additional inspection.	\$ 219.00
2.3c	Resubmittals or revisions.	\$ 219.00
2.3d	Additional plan review time, per half hour.	\$ 109.50



**City of Pinole
Master Fee Schedule**

Water Supply – Fire Service Mains – Fire Hydrants		
3.1	Fire Service (Emergency Repair) Review of underground piping, placement, and size. Fees include one (1) hour plan review and one (1) visual inspection.	\$ 438.00
3.1a	Each additional inspection.	\$ 219.00
3.1b	Additional plan review time, per half hour	\$ 109.50
3.2	Private Fire Service Mains Minimum plan review base fee of system. Fees include one (1) hour plan review and one (1) visual inspection.	\$ 438.00
3.2a	Each additional inspection, per hour.	\$ 219.00
3.2b	Resubmittals or revisions.	\$ 219.00
3.2c	Additional plan review time, per half hour	\$ 109.50
	Fire service main installation also requires hydro and flush. See 3.3 & 3.4	
3.3	Flush (Private Fire Service System) Minimum inspection base fee. Fee includes one (1) hour onsite inspection time.	\$ 219.00
3.3a	Each additional inspection, per hour.	\$ 219.00
3.4	Hydrostatic Test (Private Fire Service System) Minimum inspection/test base fee. Fee includes one (1) hour onsite test time.	\$ 219.00
3.4a	Each additional inspection, per hour.	\$ 219.00
3.5	Water Flow Information (office only, no field test required) Fee for water flow information. (Fire District information must be current within 6 months)	\$ 109.50
3.6	Water Flow Information Field Test Minimum field test base fee. (Fee includes field testing for available fire flow for hydrant and fire sprinkler systems)	\$ 438.00
3.6a	Additional or multiple flow tests, per half hour.	\$ 109.50
3.7	Rural Water Supply Minimum plan review base fee of tank & underground piping. Fees include one (1) hour plan review and one (1) visual inspection.	\$ 438.00
3.7a	Each additional inspection, per hour.	\$ 219.00
3.7b	Resubmittals or revisions.	\$ 219.00
3.7c	Additional plan review time, per half hour.	\$ 109.50
3.7d	Rural water supply flush.	\$ 219.00
Building Construction – New Buildings and Tenant Improvement		
4.1	New Construction or Building Additions Plan Review Minimum plan review base fee. Fee includes two (2) hours plan review and one (1) field inspection.	\$ 657.00
4.1a	Plus, \$.08 per square foot in excess of 2000 sq. ft.	\$ 0.08 sq. ft.
4.1b	Additional inspections, per hour.	\$ 219.00
4.1c	Resubmittals or revisions.	\$ 219.00
4.1d	Additional plan review time, per half hour.	\$ 109.50
4.2	Tenant Improvement Plan Review (for building additions see 4.1) Minimum plan review base fee. Fee includes one (1) hour plan review and one (1) field inspection.	\$ 438.00
4.2a	Plus \$.08 per square foot in excess of 2000 sq. ft.	\$ 0.08 sq. ft.
4.2b	Additional inspections, per hour.	\$ 219.00
4.2c	Resubmittals or revisions.	\$ 219.00
4.2d	Additional plan review time, per half hour.	\$ 109.50



**City of Pinole
Master Fee Schedule**

Fire Protection Systems: Fire Sprinklers – Standpipes – Pumps		
5.1	Tenant Improvement Fire Sprinklers (without calculations) Minimum plan review base fee.	\$ 438.00
5.1a	Fee includes one (1) hour of plan review and one (1) field inspection.	
5.1b	Plus, \$.50 per head in excess of 10 heads.	\$0.50
5.1c	Each additional inspection (e.g., weld-o-let, hydro, visual), per hour.	\$ 219.00
5.1d	Resubmittals or revisions.	\$ 219.00
	Additional plan review time, per half hour.	\$ 109.50
5.2	Tenant Improvement Fire Sprinklers (with calculations) Minimum plan review base fee.	\$ 548.00
5.2a	Fee includes 1.5 hours of plan review and one (1) field inspection.	
5.2b	Plus, \$.50 per head in excess of 10 heads.	\$ 0.50
5.2c	Each additional inspection (e.g., weld-o-let, hydro, visual), per hour.	\$ 219.00
5.2d	Resubmittals or revisions.	\$ 219.00
	Additional plan review time, per half hour.	\$ 109.50
5.3	New Commercial Fire Sprinkler System (13 & 13R systems) Minimum plan review base fee per riser.	\$ 876.00
5.3a	Fee includes two (2) hours plan review and two (2) field inspections.	
5.3b	Plus, \$.50 per sprinkler head.	\$ 0.50
5.3c	Each additional inspection (e.g., weld-o-let, hydro, visual), per hour.	\$ 219.00
5.3d	Resubmittals or revisions.	\$ 219.00
	Additional plan review time, per half hour.	\$ 109.50
5.4	Residential Fire Sprinkler System (single family home) Minimum plan review base fee.	\$ 548.00
5.4a	Fee includes one (1) hour of plan review, one (1) overhead hydro, and one (1) final inspection.	
5.4b	Each additional inspection per hour.	\$ 219.00
5.4c	Resubmittals or revisions.	\$ 219.00
	Additional plan review time, per half hour.	\$ 109.50
5.5	Residential Fire Sprinkler System (multiple homes) Minimum plan review base fee per model. For model only - fee includes one (1) hour plan review, 1 overhead hydro, and 1 final inspection.	\$ 548.00
5.5a	Each additional lot (hydrostatic test and final inspection).	\$ 329.00
5.5b	Each Additional inspection (i.e. models, individual homes), per hour.	\$ 219.00
5.5c	Resubmittals or revisions.	\$ 219.00
5.5d	Additional plan review time, per half hour.	\$ 109.50
5.6	Standpipe System Minimum plan review base fee.	\$ 657.00
5.6a	Fee includes plan review and one (1) field inspection.	
5.6b	Each additional inspection (e.g., hydro, flush, flow test), per hour.	\$ 219.00
5.6c	Resubmittals or revisions.	\$ 219.00
	Additional plan review time, per half hour.	\$ 109.50
5.7	Spray Booth (includes booth and fire extinguishing system) Minimum plan review base fee.	\$ 657.00
5.7a	Fee includes two (2) hours plan review and one (1) field inspection.	
5.7b	Each additional inspection, per hour.	\$ 219.00
5.7c	Resubmittals or revisions.	\$ 219.00
	Additional plan review time, per half hour.	\$ 109.50



**City of Pinole
Master Fee Schedule**

5.8	Pre-Action Fire Suppression System Minimum plan review base fee. Fee includes one (1) hours plan review and two (2) field inspections. *(Does not include fire alarm review- see Sec. 6.1)	\$ 657.00
5.8a	Each additional inspection, per hour.	\$ 219.00
5.8b	Resubmittals or revisions.	\$ 219.00
5.8c	Additional plan review time, per half hour.	\$ 109.50
5.9	Fixed Fire Suppression System – (wet/dry chem., water mist, etc...) Minimum plan review base fee.	\$ 438.00
5.9a	Each additional separate system at same location. Fee Includes plan review and one (1) field inspection.	\$ 219.00
5.9b	Each additional inspection, per hour.	\$ 219.00
5.9c	Resubmittals or revisions.	\$ 219.00
5.9d	Additional plan review time, per half hour.	\$ 109.50
5.10	Clean Agent Fire Suppression System Minimum plan review base fee. Fee includes one (1) hour plan review and up to 3 hours of inspection time. *(Does not include fire alarm review – see Sec. 6.1)	\$ 876.00
5.10a	Each additional inspection, per hour.	\$ 219.00
5.10b	Resubmittals or revisions.	\$ 219.00
5.10c	Additional plan review time, per half hour.	\$ 109.50
5.11	Fire Pump Installation Minimum plan review base fee. Fee includes two (2) hours plan review and up to five (5) hrs field inspection time. *(Does not include review of generator or separate fuel storage tank)	\$1,533.00
5.11a	Each additional inspection, per hour.	\$ 219.00
5.11b	Resubmittals or revisions.	\$ 219.00
5.11c	Additional plan review time, per half hour.	\$ 109.50
5.12	Commercial Cooking (Hood and Duct) Fire Suppression System Minimum plan review base fee.	\$ 438.00
5.12a	Each additional system review. Fee includes one (1) hour plan review and one (1) hour of inspection time.	\$ 219.00
5.12b	Each additional inspection, per hour.	\$ 219.00
5.12c	Resubmittals or revisions.	\$ 219.00
5.12d	Additional plan review time, per half hour.	\$ 109.50
5.13	Smoke & Heat Vents Minimum plan review base fee. Fee includes one (1) hour plan review and one (1) hour of inspection time.	\$ 438.00
5.13a	Each additional inspection, per hour.	\$ 219.00
5.13b	Resubmittals or revisions.	\$ 219.00
5.13c	Additional plan review time, per half hour.	\$ 109.50
5.14	Smoke Management/Control System Minimum plan review base fee. Fee includes three (3) hours plan review and up to four (4) hours of field inspection time.	\$1,533.00
5.14a	Each additional inspection, per hour.	\$ 219.00
5.14b	Resubmittals or revisions.	\$ 219.00
5.14c	Additional plan review time, per half hour.	\$ 109.50
5.15	Explosion Control (includes vents, dust collection, etc.) Minimum plan review base fee. Fee includes two (2) hours plan review and up to two (2) hours field inspection time.	\$ 876.00
5.15a	Each additional inspection, per hour.	\$ 219.00
5.15b	Resubmittals or revisions.	\$ 219.00
5.15c	Additional plan review time, per half hour.	\$ 109.50



**City of Pinole
Master Fee Schedule**

Fire Alarm Systems		
6.1	Fire Alarm System Minimum plan review base fee. Fee includes two (2) hours plan review and up to one (1) hour field inspection time.	\$ 548.00
6.1a	Plus \$ 11.00 per initiating & notification device.	\$11.00
6.1b	Each additional inspection, per hour.	\$ 219.00
6.1c	Resubmittals or revisions.	\$ 219.00
6.1d	Additional plan review time, per half hour.	\$ 109.50
6.1e	Pre-wire inspections, per hour.	\$ 219.00
6.2	Dedicated Function Fire Alarm System (e.g., sprinkler monitoring, elevator recall) Minimum plan review base fee.	\$ 438.00
	Fee includes one (1) hour plan review and one (1) hour of field inspection time.	
	Plus, \$11 per initiating and notification device in excess of 4 devices.	\$ 11.00
6.2a	Each additional inspection, per hour.	\$ 219.00
6.2b	Resubmittals or revisions.	\$ 219.00
6.2c	Additional plan review time, per half hour.	\$ 109.50
6.3	Fire Alarm Panel Replacement Only Minimum plan review base fee.	\$ 438.00
	Fee includes one (1) hour plan review and up to one (1) hour field inspection time.	
	Plus \$11.00 per initiating and notification device, if altered.	\$ 11.00
6.3a	Each additional inspection, per hour.	\$ 219.00
6.3b	Resubmittals or revisions.	\$ 219.00
6.3c	Additional plan review time, per half hour.	\$ 109.50
6.4	High-Rise Fire Alarm (new and/or system upgrade) Minimum plan review base fee. Fee includes four (4) hours plan review and up to four (4) hours field inspection time.	\$ 1,752.00
6.4a	Plus \$ 10.25 per initiating and notification devise.	\$ 10.25
6.4b	Each additional inspection, per hour.	\$ 219.00
6.4c	Resubmittals or revisions.	\$ 219.00
6.4d	Additional plan review time, per half hour.	\$ 109.50
6.4e	Each pre-wire inspection, where required.	\$ 219.00
Flammable and Combustible Liquids Under/Aboveground Tanks-Piping-Dispensing		
7.1	Install Underground Tanks Minimum plan review base fee.	\$ 438.00
	Fee includes one (1) hour plan review and one (1) hour of site inspection time.	
7.1a	Resubmittals or revisions.	\$ 219.00
7.1b	Additional plan review time, per half hour.	\$ 109.50
7.2	Remove Underground/Aboveground Tank Minimum plan review base fee.	\$ 657.00
	Fee includes one (1) hour plan review and two (2) hours of inspection/site time.	
7.2a	Each additional inspection/stand-by time per hour.	\$ 219.00
7.3	Install Aboveground Tank Minimum plan review base fee.	\$ 438.00
7.3a	Each additional tank.	\$ 219.00
	Fee includes one (1) hour plan review and one (1) hour of inspection/site time.	
7.3b	Each additional inspection.	\$ 219.00
7.3c	Resubmittals or revisions.	\$ 219.00
7.3d	Additional plan review time, per half hour.	\$ 109.50
7.4	Abandon Underground/Above-ground Tank in Place Minimum plan review base fee.	\$ 657.00
	Fee includes one (1) hour plan review and two (2) hours of inspection/site time.	
7.4a	Each additional inspection/stand-by time, per hour.	\$ 219.00



**City of Pinole
Master Fee Schedule**

7.5	Fuel Dispensing Modification (EVR, dispenser changeout, other component changeout and environmental upgrade (vapor recovery and processing systems, spill control, secondary containment, and environmental agency requirements. Minimum plan review base fee.	\$ 438.00
7.5a	Fee includes one (1) hour plan review and one (1) hour of inspection time.	\$ 219.00
7.5b	Each additional inspection, per hour.	\$ 219.00
7.5c	Resubmittals or revisions. Additional plan review time, per half hour.	\$ 110.00
7.6	Apply Interior Coating to Flammable Liquid Tanks Minimum plan review base fee.	\$ 657.00
7.6a	Fee includes one (1) hour plan review and two (2) hours of inspection/site time. Each additional inspection/stand-by time, per hour.	\$ 219.00
Compressed Gas Systems: LPG – CNG - Medical – Cryogenics		
8.1	LPG Tank Installation: Without Dispensing - Container Exchange Minimum plan review fee.	\$ 438.00
8.1a	Fee includes one (1) hour of plan review and one (1) site inspection time.	\$ 219.00
8.1b	Each additional inspection, per hour.	\$ 219.00
8.1c	Resubmittals or revisions. Additional plan review time, per half hour.	\$ 109.50
8.2	LPG– CNG – Hydrogen (Tank Install and/or Dispensing) Minimum plan review base fee.	\$ 767.00
8.2a	Fee includes 1.5 hours of plan review and two (2) hours site inspection time.	\$ 219.00
8.2b	Each additional inspection, per hour.	\$ 219.00
8.2c	Resubmittals or revisions. Additional plan review time, per half hour.	\$ 109.50
8.3	Medical or Compressed Gas Systems Minimum plan review base fee.	\$ 767.00
8.3a	Fee includes one (1) hour plan review and two (2) site inspections.	\$ 219.00
8.3b	Each additional inspection, per hour.	\$ 219.00
8.3c	Resubmittals or revisions. Additional plan review time, per half hour.	\$ 109.50
8.4	Cryogenics Fixed Installation Minimum plan review base fee.	\$ 767.00
8.4a	Fee includes one (1) hour of plan review and two (2) site inspections.	\$ 219.00
8.4b	Each additional inspection, per hour.	\$ 219.00
8.4c	Resubmittals or revisions. Additional plan review time, per half hour.	\$ 109.50
8.5	Compressed Gas Storage Minimum plan review base fee.	\$ 438.00
8.5a	Fee includes one (1) hour of plan review and one (1) field inspection.	\$ 219.00
8.5b	Each additional inspection, per hour.	\$ 219.00
8.5c	Resubmittals or revisions. Additional plan review time, per half hour.	\$ 109.50
Special Hazards - Hazardous Materials, Mechanical Systems, etc.		
9.1	Battery Systems Minimum plan review base fee.	\$ 438.00
9.1a	Fee includes one (1) hour of plan review and one (1) field inspection.	\$ 219.00
9.1b	Each additional inspection, per hour.	\$ 219.00
9.1c	Resubmittals or revisions. Additional plan review time, per half hour.	\$ 109.50



**City of Pinole
Master Fee Schedule**

9.2	Dust Collection Systems Minimum plan review base fee. Fee includes one (1) hour plan review and two (2) site inspections Each additional inspection, per hour. Resubmittals or revisions.	\$ 548.00 \$ 219.00 \$ 219.00
9.3	Explosives Storage Minimum plan review base fee. Fee includes two (2) hours of plan review and two (2) site inspections.	\$ 876.00
9.3a	Each additional inspection, per hour.	\$ 219.00
9.3b	Resubmittals or revisions.	\$ 219.00
9.3c	Additional plan review time, per half hour.	\$ 109.50
9.4	Hazardous Materials Compliance Review Minimum review of MSDS, HMMP and/or HMIS submittals. Fees include one (1) hour of review time.	\$ 219.00
9.4a	Additional plan review time, per half hour.	\$ 109.50
9.5	Hazardous Materials – Storage – Dispensing – Open/Closed Systems Minimum plan review base fee. Fee includes two (2) hours of plan review and two (2) site inspections.	\$ 876.00
9.5a	Each additional system plan review, minimum two (2) hours.	\$ 438.00
9.5b	Each additional inspection, per hour.	\$ 219.00
9.5c	Resubmittals or revisions.	\$ 219.00
9.5d	Additional plan review time, per half hour.	\$ 109.50
9.6	Mechanical Refrigeration Systems Minimum plan review base fee. Fee includes one (1) hour of plan review and two (2) site inspections.	\$ 657.00
9.6a	Each additional inspection, per hour.	\$ 219.00
9.6b	Resubmittals or revisions.	\$ 219.00
9.6c	Additional plan review time, per half hour.	\$ 109.50
High-Pile Rack Storage Systems		
10.1	High-Pile or Rack Storage Minimum plan review base fee. Fee includes 1.5 hours of plan review and 1.5 hours of site inspection.	\$ 657.00
10.1a	Additional field inspection time, per hour.	\$ 219.00
10.1b	Resubmittals or revisions.	\$ 219.00
10.1c	Additional plan review time, per half hour.	\$ 109.50
11.1	Install a Temporary Access Road – Residential and Commercial Minimum plan review base fee for one and two homes.	\$ 219.00
11.1a	Minimum plan review for large developments and commercial projects. Fee includes one (1) hour of plan review and one (1) field inspection.	\$ 438.00
11.1b	Each additional inspection, per hour.	\$ 219.00
11.1c	Resubmittals or revisions.	\$ 219.00
11.1d	Additional plan review time, per half hour.	\$ 109.50
12.1	Install a Temporary Water Supply System Minimum plan review base fee. Fee includes one (1) hour plan review and one (1) hour field inspection.	\$ 438.00
12.1a	Each additional inspection, per hour.	\$ 219.00
12.3b	Resubmittals or revisions.	\$ 219.00
12.3c	Additional plan review time, per half hour.	\$ 109.50
Miscellaneous Submittals - Alternative Means and Methods		



City of Pinole Master Fee Schedule

13.1	Miscellaneous Submittals or Plans Review	
	Plans or submittals not described elsewhere	
	Minimum plan review base fees. Fee includes one (1) hour plan review and one (1) field inspection.	\$ 438.00
	Additional plan review time will be charged on hourly basis.	\$ 219.00
	Fee includes one (1) hour of plan review and one (1) field inspection.	
13.1a	Each additional inspection, per hour.	\$ 219.00
13.1b	Resubmittals or revisions.	\$ 219.00
13.1c	Additional plan review time, per half hour.	\$ 109.50
13.1d		
13.2	Alternative Means and Methods Requests or Code Interpretation Review	
	Minimum review base fee.	\$ 329.00
13.2a	Fee includes 1½ hours of review/consultation time.	
	Additional plan review time, per half hour	\$ 109.50
13.3	Expedite Plan Review Requests & Reviews Expedited as a Result of Working without Approved Plans	
	Working without approved plans - Minimum plan review fees (overtime) two (2) hours minimum- <u>plus applicable plan review fees.</u>	\$ 438.00
	Additional plan review time, per hour.	\$ 219.00
	Expedited Plans – Minimum plan review fees (reviewed after normal business hours), two (2) hour minimum-plus applicable plan review fees.	\$ 438.00
	Additional Plan review time, per hour.	\$ 219.00
	All revisions will be performed on an expedited/overtime basis at \$ 219.00 per hour with a two-hour minimum.	\$ 438.00
	<u>Total fees will include all applicable plan review fees plus expedite/overtime fees.</u>	
Copies, Microfilm, Instructional		
14.1	Photocopies	
	Minimum fee per page, letter or legal size.	\$ 0.25
14.2	Microfilm, Laser Fiche Retrieval	
	Minimum fee per ¼ hour per review.	\$ 7.00
14.2a	Plus \$.25 per page.	\$ 0.25
14.3	Copies of Photos	
	\$7.00 per ¼ hour.	\$ 7.00
14.3a	Plus, the actual cost of photos.	At Cost
14.4	Instructional Services	
	Minimum instructional fee.	\$ 438.00
14.4a	Fees include two (2) hours of instruction service during normal working hours.	
	Each additional hour.	\$ 219.00
Additional Charges and Inspection Time During and After Normal Business Hours and Penalties.		
15.1	Additional inspection time during normal business hours, per half hour.	\$ 109.50
15.2	Additional inspection time after normal business hours, per hour.	\$ 219.00
15.3	Overtime and weekend inspections, two-hour minimum.	\$ 438.00
15.4	Resubmittals or revisions.	\$ 219.00
15.5	Additional plan review time, per half hour.	\$ 109.50
16	Plan Archival	
	Fee to archive plans electronically, per page.	\$ 2.00



City of Pinole Master Fee Schedule

- Minimum review and inspection fees are based on \$ 219.00 per hour during normal business hours, unless otherwise noted.
- All overtime fees are assessed at \$ 219.00 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 resubmittal and/or client-generated changes, will be assessed at \$219.00 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 \$109.50 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: § 6103.7, 6253(b)

Fire District Ordinance: No. 2007-47

Title 19, CCR: § 1.12(a) & 3.28

California Fire Code: § 101.1, 101.2, 101.10, 103.3.3.2.3, 105.1, 105.4, 901.2.2

FIRE DEPARTMENT CODE ENFORCEMENT R-2019-114; approved 12-17-19; effective 7-1-2020

Permit Code	Permit/Activity	Fee
MISCELLANEOUS PERMITS		
MS - 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.	\$ 169.00
MS - 2	Asbestos Removal Permit to conduct asbestos removal operations.	\$ 169.00
MS - 3	Automobile Wrecking or Dismantling Yard Permit to operate an automobile wrecking or dismantling yard.	\$ 338.00
MS - 4	Battery Systems Permit to operate stationary lead-acid battery systems having a liquid capacity of more than 50 gallons.	\$ 169.00
MS - 5	Cellulose Nitrate Permit to store, use, or handle cellulose nitrate film in a public assembly.	\$ 253.50
MS - 6	Change of Occupancy/Site Inspection/Miscellaneous Inspection. Site, miscellaneous, or requested inspection for the change of occupancy, including, but not limited to, inspections conducted when required by Building Official, Planning, or another Governmental agency, and where not elsewhere listed. <i>Provides 1.25 hour of inspection time.</i>	\$ 211.00
MS - 7	Christmas Tree Sales Permit to operate a Christmas Tree lot.	\$ 338.00
MS - 8 MS - 8a	Combustible Dust Production Permit to operate facility with operations producing combustible dust (e.g., grain elevator, flower starch mill, feed mill, or a plant pulverizing aluminum, coal, cocoa, magnesium, spices or sugar). Up to 2500 sq. ft. More than 2500 sq. ft.	\$169.00 \$338.00



City of Pinole Master Fee Schedule

MS - 9	Combustible Fibers Permit to store or handle combustible fibers in excess of 100 cubic feet.	\$ 338.00
MS - 10	Compressed Gas Permit to store, use, or handle compressed gases at normal temperature and pressure in excess of the amounts listed in Table 105.6.8. of the CFC.	\$ 211.25
MS - 11	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.	\$ 211.25
MS - 12	Cryogenic Fluids Permit to produce, store, transport on site, use, handle, or dispense cryogenic fluids in excess of the amounts listed in Table 105.6.10 of the CFC.	\$ 211.25
MS - 13	Cutting or Welding Permit to conduct cutting or welding operations.	\$ 211.25
MS - 14	Dry Cleaning Permit to engage in dry cleaning operations or to change to a more hazardous cleaning solvent in existing dry-cleaning equipment.	\$ 211.25
MS - 15	Fire Hydrant. Private permit to remove from service or the operation of a private fire hydrant. A change to existing hydrant systems requires plan review and approval. (Refer to Engineering fee schedule for appropriate fees.)	\$ 196.00
MS - 15a	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.	\$ 169.00
MS - 16	Floor Finishing Permit to use Class I or Class II liquids for the refinishing of floorings in excess of 350 square feet.	\$ 212.00
MS -17a	Fruit and crop Ripening Permit to operate a fruit or crop ripening facility or conduct a fruit-ripening process using ethylene gas.	\$ 169.00
MS - 17b	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.	\$ 211.25
MS - 17c	Organic Coatings Permit to manufacture any organic coating in excess of 1 gallon in one day.	\$ 169.00
MS - 18 MS - 18a	High-piled Storage Permit to use a building or portion thereof for high-pile storage in excess of 500 square feet. Up to 5,000 square feet. More than 5,000 square feet.	\$ 338.00 \$ 521.00
MS - 19	Industrial Oven Permit to operate an industrial oven.	\$ 338.00
MS - 20	Lumber Yards and Woodworking Plants Permit for the storage or processing of lumber exceeding 100,000 board feet.	\$ 338.00
MS - 21	Magnesium Permit to melt, cast, heat, or grind more than 10 lbs.	\$ 253.00



City of Pinole Master Fee Schedule

MS - 22	Miscellaneous Combustible Storage Permit to store in any building or upon any premises in excess of 2,500 cubic feet gross volume of combustible empty packing cases, boxes, barrels or similar containers, rubber tires, rubber, cork, wood or plastic pallets, or similar combustible materials.	\$ 391.00
MS - 23	Emergency Responder Radio Coverage Permit to operate a facility with emergency responder radio coverage systems.	\$ 84.50
MS - 24	Pyroxylin Plastics Permit to store or handle more than 25 lbs. of cellulose nitrate (pyroxylin) plastics, or to assemble or manufacture articles involving pyroxylin plastics.	\$ 169.00
MS - 25	Refrigeration Equipment Permit to operate a mechanical refrigeration unit or system.	\$ 253.50
MS - 26	Rooftop Heliport Permit to operate a rooftop heliport.	\$ 169.00
MS - 27	Spraying or Dipping Permit to conduct spraying or dipping operations utilizing flammable or combustible liquids or the application of combustible powder.	\$ 211.25
MS - 28	Smoke-Control Systems Test To conduct smoke-control testing for atriums, malls or other enclosed occupancies, per hour.	\$ 169.00
MS - 28a	Each additional half hour	\$ 84.50
MS - 29	Tire Storage Permit to store tires in excess of 1,000 cubic feet inside buildings (per Chapter 25).	\$ 212.00
MS - 30	Storage of Scrap Tires and Tire Byproducts Permit to establish, conduct, or maintain storage of scrap tires and tire by-products in excess of 2,500 cubic feet of total volume. See FC – 58 for indoor tire storage.	\$ 338.00
MS - 31	Tire Rebuilding Plant Permit to operate and maintain a tire rebuilding plant.	\$ 295.75
MS - 32	Waste Handling Facility Permit to operate a wrecking yard, junkyard, or waste handling facility.	\$ 338.00
MS - 33	Wood Products Permit to store chips, hogged material, lumber, or plywood in excess of 200 cu. ft.	\$ 338.00
MS - 34	Third or Non-Compliant Inspections Inspection for third and/or non-compliant inspections, per inspection.	\$ 169.00
MS - 35	Oil Extraction Process Permit to extract oil from organic material by a process that uses a volatile solvent or liquid carbon dioxide.	\$ 169.00
MS - 36	Indoor Growing Operation Permit to conduct an indoor growing operation, except agricultural greenhouses in an agricultural zone.	\$ 169.00
MS - 37	Group B/M Occupancy Inspection of Group B/M Occupancy. Provides half hour of inspection time.	\$ 84.50
MS - 37a	Additional inspection time, per half hour.	\$ 84.50
MS - 38	Demolition Permit pursuant to Chapter 14, CFC	\$ 219.00



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X-1	Carbon Dioxide Systems Used in Beverage Dispensing Application Permit to operate a carbon dioxide system used for beverage dispensing having More than 100 pounds of carbon dioxide.	\$ 169.00
LIQUID PETROLEUM GAS (LPG)		
LG - 1	Liquid Petroleum Gas (LPG) Permit to exchange cylinders only – no refilling	\$ 169.00
LG - 2	Permit to dispense, store and use LPG	\$ 211.00
LG - 3	To operate a plant/facility, 5,000 sq. ft. or less	\$ 434.00
LG - 3a	Each additional 10,000 sq. ft. or fraction thereof.	\$ 211.25
LG - 4	Liquid- or Gas-Fueled Vehicles or Equipment in Assembly Buildings Permit to operate, display, or demonstrate liquid- or gas-fueled equipment in assembly buildings.	\$ 169.00
OUTSIDE EVENTS		
OE - 1	Carnival Permit to operate a carnival Plan Review and permit issuance	\$ 91.00
OE - 1a	Inspection time during normal work hours – per 1.25 hours	\$ 211.00
OE - 1b	Additional inspection time after normal business hours – per hour	\$ 169.00
OE - 1c	Overtime and weekend inspections: Two-hour minimum fee	\$ 338.00
OE - 1d	Additional inspection time during normal business hours, per half hour.	\$ 84.50
OE - 2	Fair, Festival, Exhibition Permit to operate a Fair, Street Fair, Festival or Exhibition. Plan review and permit issuance	\$ 91.00
OE - 2a	Inspection time during normal work hours – per 1.25 hours	\$ 211.00
OE - 2b	Additional inspection time after normal business hours – per hour	\$ 169.00
OE - 2c	Overtime and weekend inspections: Two-hour minimum fee	\$ 338.00
OE - 2d	Additional inspection time during normal business hours, per half hour.	\$ 84.50
TENTS, BOOTHS and CANOPIES		
TN - 1	Temporary Membrane Structures and Tents Permit to operate an air-supported or temporary membrane structure, including tents and canopies, having an area in excess of 200 sq. ft. (inspections during normal work hours only). Plan review and permit issuance – 201 sq/ft to 499 sq/ft	\$ 87.00
TN - 2	500 sq/ft. to 5,000 sq/ft	\$ 169.00
TN - 3	More than 5,000 sq/ft	\$ 253.50
TN - 1a	Additional inspection time during normal business hours, per hour.	\$ 169.00
TN - 1b	Additional inspection time after normal business hours, per hour.	\$ 169.00
TN - 1c	Overtime and weekend inspections: Two-hour minimum fee.	\$ 338.00
TN - 4	Extended Period of Use, Permit to extend the use of a tent, canopy, or air-supported structure for an additional 180 days. (1 Extension of use per structure)	\$ 169.00
EXPLOSIVES		
EX - 1	Explosives Permit to manufacture, store, handle, sell or the use of any quantity of explosives or explosive materials. See FC – 38 for permits regarding fireworks or pyrotechnic special effects. Up to 100 lbs.	\$ 338.00
EX - 1a	Over 100 lbs.	\$ 507.00



**City of Pinole
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EX - 2 EX - 2a EX - 2b	Gunpowder Sales Permit for the resale of gunpowder (does not include inspection fees required in FC-15b.3) Up to 100 lbs. More than 100 lbs. Inspection time, per half hour.	\$ 2.40 \$ 12.00 \$ 87.00
EX - 3	Model Rockets Motor Sales Permit for the retail sales of model rockets.	\$ 87.00
EX - 3a	Model Rockets 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.	\$ 169.00
FIREWORKS		
FW - 1 FW - 1a FW - 1b FW - 1c	Pyrotechnic Special Effects Material Permit to use or handle fireworks or pyrotechnics inside. Inspections during normal work hours – (2 hrs) Additional inspection time during normal business hours, per half hour Additional inspection time after normal business hours, per hour Overtime and weekend inspections: Two-hour minimum fee.	\$ 338.00 \$ 84.50 \$ 169.00 \$ 338.00
FW - 2 FW - 2a FW - 2b FW - 2c	Fireworks Aerial Display Permit to use or handle fireworks or pyrotechnics inside, including fireworks aerial displays. - Inspections during normal work hours – (2.5 hrs) Additional inspection time during normal business hours, per half hour Additional inspection time after normal business hours, per hour Overtime and weekend inspections: Two-hour minimum fee.	\$ 434.00 \$ 84.50 \$ 169.00 \$ 507.00
FLAMMABLE & COMBUSTIBLE LIQUIDS		
FL FL - 1 FL - 2 FL - 1a FL - 2a	Flammable/Combustible Liquids Permit to use or operate a pipeline for the transportation within facilities of flammable or combustible liquids. Permit to store, handle or the use of: Class I liquids in excess of 5 gallons – <u>Inside</u> Class I liquids in excess of 10 gallons – <u>Outside</u> Class II or Class III liquids in excess of 25 gallons - <u>Inside</u> Class II or Class III liquids in excess of 60 gallons – <u>Outside</u>	\$ 211.25 \$ 211.25 \$ 338.00 \$ 211.25 \$ 295.75
FL - 3a	Flammable/Combustible Liquids 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.	\$ 211.00
FL - 3b	Flammable/Combustible Liquids – (removal) 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.	\$ 211.25
FL - 4	Flammable/Combustible Liquids/Plants Permit to operate tank vehicles, wells, fuel-dispensing stations, refineries, distilleries and similar facilities where flammable and combustible liquids are produced, processed, transported, stored, or used.	\$ 295.75
FL - 5	Flammable/Combustible Liquids – Out of Service Tank Permit to place temporarily out of service (for more than 90 days) an underground, protected aboveground or aboveground flammable or combustible liquid tank.	\$ 507.00



**City of Pinole
Master Fee Schedule**

FL - 6	Flammable/Combustible Liquids – Change of Contents 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.	\$ 211.25
FL - 7	Flammable/Combustible Liquids - Manufacture Permit to manufacture, process, blend, or refine flammable or combustible liquids.	\$ 295.75
HAZARDOUS MATERIALS		
HZ - 1a HZ - 1b HZ - 1c	Hazardous Materials Permit to store, transport on site, dispense, use, or handle hazardous materials in excess of the amounts listed in Table 105.6.20 CFC. 1-5 Products 6-10 Products 11 or more Products	\$ 169.00 \$ 507.00 \$ 845.00
HZ - 2 HZ - 2a	HPM Facilities Permit to store, handle or use hazardous production materials. 1-10 Products 11 or more products.	\$ 434.00 \$ 781.00
ENGINE or MOTOR VEHICLE REPAIR FACILITIES		
EN - 1	Aviation Facilities Permit to use Group-H or Group-S occupancies for aircraft servicing or the repair of aircraft, including aircraft fuel-servicing vehicles. <u>Does not include permits for hot works, flammable/combustible spraying operations, or hazardous materials.</u>	\$ 338.00
EN - 2 EN - 2a EN - 2b	Repair Garages Permit to operate an engine or motor vehicle repair garage, including automotive, marine and similar fueled apparatus. 1 - 4 repair bays 5 – 8 repair bays More than 8 repair bays	\$ 211.25 \$ 253.50 \$ 338.00
EN - 3	Motor Fuel-Dispensing Facilities. Permit to operate automotive, marine, and fleet motor fuel-dispensing facilities.	\$ 338.00
EN - 4	Tank Vehicle Dispensing 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).	\$ 169.00
PUBLIC ASSEMBLY		
A - 1	Amusement Buildings Permit to operate a special amusement building.	\$ 169.00
PA - 1 PA - 1a PA - 1b PA - 1c	Public Assemblies Permit to operate place of assembly. Occupancy load 50-100 Occupancy load 101-200 Occupancy load 201-299 Occupancy load 300 +	\$ 211.25 \$ 338.00 \$ 338.00 \$ 507.00
PA - 2a	Open Flames and Candles Permit to use open flames or candles in connection with restaurants, public assemblies, or drinking establishments.	\$ 169.00
PA - 2b	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.	\$ 169.00



**City of Pinole
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LICENSED CARE FACILITY		
LC - 1 LC - 1a	24 HOUR CARE 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 Occupant load other than Infant Care (up to 6 non-ambulatory). Base Fee Plus \$ 4.75 per unit/occupant	\$ 169.00 \$ 4.75
LC - 2 LC - 2a	Inspection of a 24-hour Infant Care Facility for children 2 ½ years of age and younger. Base Fee Plus \$ 4.75 per unit/occupant	\$ 169.00 \$ 4.75
LC - 3 LC - 3.1a LC - 4 LC - 4.1a LC - 5 LC - 5.1a LC - 6	LESS THAN 24 HOUR CARE 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. Adult or Day Care Facility (non-ambulatory) Plus \$ 2.40 per unit/occupant Adult or Child Large Family Day Care Plus \$ 2.40 per unit/occupant Adult or Child Day Care Center Plus \$ 2.40 per unit/occupant Inspection of a Licensed Clinic	\$ 169.00 \$ 2.40 \$ 235.00 \$ 2.40 \$ 169.00 \$ 2.40 \$ 169.00
SCHOOLS		
SC - 1 SC - 1a SC - 1b SC - 1c	School (E occupancy) Permit to operate and maintain a school: Occupant load less than 50 Occupant load 50-149 Occupant load 150-499 Occupant load 500 or greater.	\$ 211.25 \$ 338.00 \$ 338.00 \$ 507.00
HIGH-RISE, MID-RISE - FIRE & LIFE SYSTEM SAFETY INSPECTION		
HR - 1	High Rise Inspection of a Hi-Rise building (State certification inspection) - Pre 1974	\$ 1,352.00
HR - 2 HR - 2a	High Rise Inspection of a Hi-Rise building (State certification inspection) - Post 1974 Plus, (\$.006 per sq ft)	\$ 338.00 \$.006 sq. ft.
HR - 3 HR - 3a	Mid-Rise 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. Life safety system test Plus, (\$.006 per sq. ft.)	\$ 338.00 \$.006 sq. ft.



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HOSPITALS – INSTITUTION/JAILS		
IN - 1	Inspection of Hospitals (medical, surgical & psychiatric) and Nursing Homes	\$ 338.00
IN - 1.1a	Plus \$ 4.75 per patient/bed	\$ 4.75
IN - 2	Inspection of Out-Patient Clinics with more than 5 patients.	\$ 169.00
IN - 2.1a	Plus \$ 4.75 per unit/occupant	\$ 4.75
	Inspection of Police Services Facilities (holding cells) & DOJ Review. <i>(Includes the approval of Evacuation & Life Safety Procedures).</i>	
IN - 3	Base Fee	\$ 169.00
IN - 4	Inspection of adult and/or juvenile detention facilities. Base fee	\$ 507.00
MULTI-RESIDENTIAL (Hotel, motel, apartments, condominiums)		
	Motel/Hotel	
MR - 1	Inspection of a hotel or motel.	
MR - 1.1a	Base fee	\$ 253.50
	Plus \$ 4.75 per unit	\$ 4.75
	Apartments/Condominiums	
	Inspection of apartments or condominiums, three stories or more.	
	-Three (3) Stories or more.	
MR - 2	Base Fee	\$ 169.00
MR - 2.1a	Plus \$ 4.75 Per Unit	\$ 4.75
	- Less Than three (3) Stories	
MR - 3	<u>3 – 12 Units, base fee</u>	\$ 66.00
MR - 4	<u>13 - 30 Units, base fee</u>	\$ 84.50
MR - 4.1a	Plus \$ 3.50 per unit	\$ 3.50
MR - 5	<u>31 or more units, base fee</u>	\$ 84.50
MR - 5.1a	Plus \$ 4.75 per unit	\$ 4.75
BURNING PERMIT		
	Agricultural Burn Permit - BAAQMD 5-401.11	
BP- 1a	Range Management	\$ 84.50
BP -1b	Open Burning: Recreational-Bonfire Permit	\$ 169.00
BP -1c	Religious Service Burn Permit	N/C
FALSE ALARMS		
FA - 1	Nuisance (Repeated) False Alarms 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).	\$ 322.00
HOURLY INSPECTION – OVERTIME - INSTRUCTIONAL RATES		
IT - 1	Additional inspection or instructional time during normal business hours , per half hour.	\$ 84.50
OT - 1	Additional inspection time or instructional time after normal business hours , per hour.	\$ 169.00
OT - 2	Overtime and weekend inspections: Two-hour minimum fee.	\$ 338.00
COPIES / INSTRUCTION		
CO - 1	Photocopies Letter or legal size, per page.	\$ 0.25
CO - 2	Microfilm Retrieval Minimum fee (provides .25 hour.)	\$ 7.00
CO - 2a	Additional time, per .25 hour.	\$ 7.00
CO - 2b	Plus \$.25 per page	\$ 0.25
CO - 3	Copies of Photos: fee per .25 hour	\$ 7.00
CO - 3a	Plus, Actual Cost of Photos.	



City of Pinole Master Fee Schedule

CO - 4	Instructional Services (2 Hour Min. @ \$ 338.00-during normal working hours)	\$ 338.00
CO - 4.1a	Each additional hour, after two hours	\$ 169.00

- **Inspection fees are based on \$169.00 per hour during normal business hours.**
- **Normal business hours are between 0800hrs and 1700hrs, Monday-Friday.**
- **Inspection and/or permit fees will be assessed at the time of the primary inspection.**
- **All inspection/permit fees include one primary and one reinspection, unless otherwise noted.**
- **Occupancies requiring three or more inspections for compliance will be assessed an additional \$195.00 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, 17951, 17962

Government Code: §§ 6103.7, 6253(b)

California Fire Code: §§ 101.1, 101.2, 101.10, 103.3.3.2.3, 105.1, 105.4, 901.2.2

Title 19, CCR: §§ 1.12, 3.28, 982, 1565.1, 1033, 1034, and 1035.

Fire District Ordinance: No. 2007-47



City of Pinole Master Fee Schedule

DEVELOPMENT SERVICES DEPARTMENT (Resolution No. 2017-12, approved 4-04-2017) BUILDING SERVICES

Hourly Rate*

Building- For Building services / applications that require additional staff time and resources, or are complex in nature, the City may charge fees on a deposit basis. The deposit amount shall be determined by either using the fully allocated staff hourly rate or a consultant hourly rate plus 15% as determined by the Planning Manager.

\$109.25 per hour*

Permits & Plan Check

Building Permit	Construction Valuation x 0.0238 or \$125 for projects not requiring plan check and with a valuation under \$5,000**
Building Plan Check	65% of Building Permit Fee
Electrical Plan Check	25% of Building Permit Plan Check Fee
Plumbing Plan Check	25% of Building Permit Plan Check Fee
Mechanical Plan Check	25% of Building Permit Plan Check Fee
Title 24	10% of BP Fee
Rental Inspection	\$250 per Single Family unit, duplex or triplex unit and \$132 per Multi-Family unit including hotels/motel units and <u>if applicable</u> 20% of initial fee at 2 nd re-inspection, 40% of initial fee at 3 rd re-inspection, and 50% of initial fee at 4 th re-inspection.
Strong Motion (Seismic)	Residential (+3 units) = .00021 x valuation SF Residential (1-2units) = .0001 x valuation Non-residential \$0 to \$2,381 = .50 cents Non-residential over \$2,381 = job value * .00028 Residential \$0 to \$5,000 = .50 cents Residential over \$5,000 = job value * .0001 or as set by the State
Business License Inspection – Building	\$50 Residential Home Occupation \$125 Non-Residential
Inspection outside of normal business hours by City Building Inspector	\$109.25/hour (3 hour minimum) or consultant hourly rate
Re-inspection Fee after Second inspection	\$54.63 minimum or actual cost at \$109.25 per hour
For use of outside consultant for plan checking or inspections or both	Actual costs plus 15%
Permit Automation / Technology	\$8/ Building Permit for valuation under \$10,000 and 0.2% of total Building Valuation for valuations of \$10,000 or greater**
General Plan Update	0.5% of Total Building Valuation**
Solar Building Permit--Solar Panels and Solar Pool Heaters	\$250 for private solar projects generating 7kV or less. \$350 for private solar projects generating more than 7kV and less than 10kV. \$500 for private solar projects generating 10kV or greater



City of Pinole Master Fee Schedule

Copying & Imaging	
Photocopies	\$1 per page
Microfilm retrieval	\$2 per page
Imaging Fee	\$3 per page

Development Impact Fees (Resolution No. 2018-29/4-3-2018)						
Facility Category	Single Family	Multi-Family	Office	Commercial	Industrial	Institutional
Fee per Dwelling Unit			Fee per 1,000 Building Square Feet			
Police	\$1,148.95	\$870.42	\$435.21	\$139.27	\$348.17	\$34.82
Fire Protection	\$1,468.25	\$1,112.31	\$556.16	\$177.97	\$444.92	\$44.49
Public Facilities & Equipment	\$1,981.29	\$1,500.98	\$750.49	\$240.16	\$600.39	\$60.04
Wastewater	\$4,943.00	\$3,707.00	\$2,296.00	\$2,296.00	\$1,879.00	\$1,252.00
Transportation	\$414.83	\$294.53	\$555.87	\$1,389.68	\$365.05	\$1,053.67
Drainage	\$1,104.82	\$66.29	\$162.32	\$162.32	\$321.27	\$380.45
Growth Impact Total	\$11,061.14	\$7,551.53	\$4,756.05	\$4,405.40	\$3,958.80	\$2,825.47
Parks and Recreation	\$8,013.78	\$6,071.05	N/A	N/A	N/A	N/A
Subtotal	\$19,074.92	\$13,622.58	\$4,756.05	\$4,405.40	\$3,958.80	\$2,825.47
Administration 3%	\$572.25	\$408.68	\$142.68	\$132.16	\$118.76	\$84.76
Total	\$19,647.17	\$14,031.26	\$4,898.73	\$4,537.56	\$4,077.56	\$2,910.23
<p>* Note: Hourly fee is the burdened building inspector labor rate plus 35% for budgeted operational expenses (e.g. administrative support, utilities, training, equipment etc.) plus on call building consulting services.</p> <p>**Note: 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 as printed and published by R.S Means Building Construction Cost Data, or as shown on the "Building Valuation Supplement" for items not covered in the International Code Council Building Valuation Data.</p>						



**City of Pinole
Master Fee Schedule**

PLANNING & ENGINEERING SERVICES			
Hourly Rate*	Planning Fee	Engineering Fee	Total Fees
Planning - For Planning services / applications that require additional staff time and resources, or are complex in nature, the City may charge fees on a deposit basis. The deposit amount shall be determined by either using the fully allocated hourly rate or a consultant cost plus 15% as determined by the Planning Manager.	\$121.27 per hour (if required by the Planning Manager)		
Engineering – For Engineering services / applications that require additional staff time and resources, or are complex in nature, the City may charge fees on a deposit basis. The deposit amount shall be determined by either using the fully allocated hourly rate or a consultant cost plus 15% as determined by the City Engineer.		\$175.60 per hour (if required by the City Engineer)	
Design Review	Planning Fee	Engineering Fee	Total Fees
Administrative Design Review: SF/MF/Commercial projects less than 500 sq. ft., or new SF that conforms to City's Residential Guidelines.	\$549	N/A	\$549
Comprehensive Design Review – Small Project: Projects 500 sq. ft. or greater but <5,000 sq. ft.	\$2,679	N/A	\$2,679
Comprehensive Design Review – Large Project: ≥5,000 sq. ft.	\$5,114	N/A	\$5,114
Sign Permit: New Sign/Approved Program, replace old sign as previously approved, etc.	\$244	N/A	\$244
Creative Sign Program: Encourage signs of unique design	\$500	N/A	\$500
Sign Program: 5 or more signs or greater than 200 sq. ft. of total aggregate sign area or building with 3 or more tenants.	\$1,218	N/A	\$1,218
Use Permits			
Similar Use Determination	\$244	N/A	\$244
Administrative Use Permits (AUP): Second Units, Similar Use determination, Reasonable Accommodation	\$731	N/A	\$731
Temporary Use Permits (TUP) – Short Duration: Events of 5 days or less	\$244	N/A	\$244 and \$0 for non-profit entities at discretion of City Manager
Temporary Use Permits (TUP) – Long Duration: Events lasting more than 5 days	\$488	N/A	\$488 and \$0 for non-profit entities at discretion of City Manager



City of Pinole Master Fee Schedule

Use Permits			
New Use Permits Commercial (CUP)	\$2,679	N/A	\$2,679
Home Occupation Permit	\$121.27	N/A	\$121.27
Condo Conversion Permit	\$2,500 Deposit** Planning Fee	\$2,500 Deposit** Planning Fee	\$5,000 Deposit** Total Fee
Tree Removal Permit	\$201	N/A	\$201
Amendments	½ Original fee	N/A	½ Original fee
Combined with other permits	½ Original fee	N/A	½ Original fee
Variances			
Minor Deviation	\$488	N/A	\$488
Single Family Variance	\$1,218	N/A	\$1,218
All other Variance requests	\$2,679	N/A	\$2,679
Policy/Plan Amendments	Planning Fee	Engineering Fee	Total Fees
Pre-zoning/Annexation	\$10,000 Deposit**	\$2,500 Deposit**	\$12,500**
Rezoning/Zoning Code Amendment (Includes Map and Text)	\$6,025	\$10,000**	\$16,025**
Minor Plan Development Amendment	\$216	\$10,000**	\$10,216**
General Plan Amendment	\$5,000 + \$100/acre Deposit** + \$1,000 General Plan maintenance fee	N/A	\$5,000 + \$100/acre Deposit** + \$1,000 General Plan maintenance fee
Specific Plan Amendment	\$5,000 Deposit** + \$1,000 Specific Plan maintenance fee	N/A	\$5,000 Deposit** + \$1,000 Specific Plan maintenance fee
Minor Subdivision (4 lots or less)	\$1,500 Deposit**	\$1,500 Deposit**	\$3,000 Deposit**
Major Subdivision* (5 or more lots)	\$3,000 Deposit**	\$2,500 Deposit**	\$5,500 Deposit**
Lot Line Adjustments/Mergers	\$500 Deposit**	\$500 Deposit**	\$1,000 Deposit**
Final Map Fee	\$3,000 Deposit**	\$2,000 Deposit **	\$5,000 Deposit**
Environmental Review	Planning Fee	Engineering Fee	Total Fees
Categorical Exemption	\$244	N/A	\$244
Initial Study	\$2,500 or consultant cost +15%	N/A	\$2,500 or consultant cost +15%
Negative Declaration	\$2,500 Deposit**	N/A	\$2,500 Deposit**
Mitigated Negative Declaration	\$10,000 Deposit**	N/A	\$10,000 Deposit**
Environmental Impact Report	Consultant cost + 15%	N/A	Consultant cost + 15%



**City of Pinole
Master Fee Schedule**

Dept. of Fish & Game Filing Fee (ND/Mitigated ND) (Proposed fee reflects 2012 State Filing Fee + 15% City Administrative fee)	\$2,606.19 or as set by the State	N/A	\$2,606.19 or as set by the State
Dept. of Fish & Game Filing Fee (EIR) (Proposed fee reflects 2012 State Filing Fee + 15% City Administrative fee)	\$3,597.49 or as set by the State	N/A	\$3,597.49 or as set by the State
Dept. of Fish & Game Certified Regulatory Program (Proposed fee reflects 2012 State Filing Fee + 15% City Administrative fee)	\$1260.98 or as set by the State	N/A	\$1260.98 or as set by the State
Plan Check, Reviews, Inspections	Planning Fee	Engineering Fee	Total Fees
Plan Check	\$121.27/hour*	\$175.60/hour*	
Document Fees			
California Environmental Quality Act Documents	\$1 per page + postage or \$10 per disk +postage for electronic copies		\$1 per page + postage or \$10 per disk +postage for electronic copies
General Plan, Three Corridors Specific Plan, Design Guidelines, Municipal Code Excerpts	\$1 per page + postage or \$10 per disk +postage for electronic copies		\$1.00 per page + postage or \$10 per disk +postage for electronic
Planning Agenda Information Packet per year	\$150 per year + postage		\$150 per year + postage
Verbatim Planning Minutes	Actual Cost –based on hourly rate for individual transcribing or \$20 for DVD + postage		Actual Cost – based on hourly rate for individual transcribing or \$20 for DVD + postage
Photocopies		\$1 per page	
Imaging Fee		\$3 per page	
Agreements			
Development Agreement	\$2,500 Deposit **	\$2,500 Deposit**	\$5,000 Deposit**
Affordable Housing Agreement	\$5,000 Deposit**	N/A	\$5,000 Deposit**
Review of CC&R's	\$250 Deposit**	N/A	\$250 Deposit**
Other Development Services			
Extensions	½ Original Fee	N/A	½ Original Fee
Appeals of Department, Administrative and Planning Commission Actions	\$500*** + \$2,500 Deposit **	N/A	\$500*** + \$2,500 Deposit **
Zoning Administrator Hearing (Each required hearing)	\$328	N/A	\$328
Planning Commission/City Council Hearing (Each required hearing)	\$449	N/A	\$449
Records Research	\$50 per half hour after first hour	\$68 per half hour after first hour	
Address Assignment (Three (3) hour minimum)	\$368		\$368

**City of Pinole
Master Fee Schedule**

Maintenance time (damage replacement: i.e. signs, barricades & other public improvements)		Material and Equipment Cost+ \$60 per hour	Material and Equipment Cost+ \$60 per hour
Project Notification Sign \$150 per sign (as needed)	\$150 per sign (as needed)		\$150 per sign (as needed)
* Note: Hourly fee is the burdened labor rate plus 35% for budgeted operational expenses (e.g. administrative support, utilities, training, equipment etc.).			
**Note: Fees listed as "Deposits" represent the minimum amount due at application submittal. Deposited funds are charged against time and materials. When consultants are required, the fee amount is the consultant cost plus 15%. Deposit amounts for planning services are determined by the Planning Manager to ensure 100% cost recovery. Engineering service deposit amounts are determined by the City Engineer to ensure 100% cost recovery.			
***Note: Planning Commission Appeal requests initiated by 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 Council member is upheld by the majority of the City Council members that hear the appeal request.			

REDEVELOPMENT (SUCCESSOR AGENCY)

Loan Extension Application Fee (Commercial/Residential) (Resolution No. 50-2009/August 4, 2009)	\$325.00
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**City of Pinole
Master Fee Schedule**

POLICE DEPARTMENT (Resolution No. 2011-89/ 12-6-2011)	
Vehicle Release (flat fee for all releases)	\$120.00
Victim (stolen car, etc.) Reduction	No Charge
Fingerprinting fee	Live Scan, clearance + DOJ fee
Live Scan-Residents (Service Fee)	\$40.00
Live Scan- Non-Residents (Service Fee)	\$50.00
Live Scan FBI Clearance	\$19.00 (Set by FBI)
Live Scan DOJ Clearance	\$32.00(Set by DOJ)
Clearance Letter: Local Criminal History Check	
Resident (30 min. \$25)	\$25.00
Report Copies—(No charge for domestic violence victims 530.5 PC(Identity Theft) and Face Page of Traffic Collision)	\$1 per each five pages
Citation sign-offs (Residents) per citation	Free
(Non-Residents) per citation	\$10.00
VIN Verification (per verification)	\$30.00
Weapons Seizure, Storage & Return (each)	\$125.00
Non-civil Subpoenas	Actual Cost*
Sealing of Records	Action Cost*
Audio/Video Tape Copies	Actual Cost* + cassette cost
Photographic prints	Actual Cost* + film and development
Restitution & Cost Recovery	Actual Cost*
Statistical Report (datatrieve)	Actual Cost*
Military Records Checks	\$15.00
Inspection of Records	No Fee (per GC 6253(a))
Booking Fingerprinting	\$44.00
Criminalistics Analysis and Investigative Services	Actual Cost*
Statutory Fees (Authorized by State Law)	
Booking Fees Reimbursement (passed through to County)	Actual Costs
Civil Subpoena	\$6 per 1/4 hour per person plus reproduction
Civil Subpoena appearance	Actual Costs (\$150 deposit) (Per GC 68096.1)
Repossession Reimbursement	\$15.00 (Per GC 41612)



City of Pinole Master Fee Schedule

Police Permits		
Firearms Dealer's Licensing (initial fee)	\$325.00	
Firearms Dealer's Licensing (annual fee)	\$200.00	
Penalty for Late Application of Firearms Dealer's License	50% of License fee + License fee	
Carry Concealed Weapon Permit		
Renewal & Amendments	Actual Cost*	
Initial Application	\$200.00	
Psychological Testing Initial Application	\$150.00	
Rotation Tow Franchise Fee	\$300.00	
New driver (annual)	\$25.00	
Renewal driver (annual)	\$10.00	
Miscellaneous Permits		
Taxi Permit Processing Fee (each) PMC 5.16.030	\$104.00	
Parade Permit	\$30.00	
Special Event Permit	\$30.00	
Alcohol Beverage Fee (per event)	\$75.00	
Solicitor License PMC 5.16.130	\$104.00	
Massage Operator Permit-Resident	\$675.00	
Massage Operator Permit-Non-Resident	\$680.00	
PARKING VIOLATION FINES (Resolution No. 2009-54/June 2, 2009)		
Stop/Stand/Park within any Parkway	\$40.00	PMC 10.40.020
Parking in violation of curb markings	\$40.00	PMC 10.40.030B
Unlawful Parking—Div. Island	\$40.00	PMC 10.40.040A
Parking in Red Zone	\$40.00	PMC10.40.040B
Red Zone	\$40.00	PMC 10.40.040C
No Parking Zone	\$40.00	PMC 10.40.040D
Parking-Traffic Hazard	\$60.00	PMC 10.40.040F
Temporary No Parking	\$40.00	PMC 10.40.040G
Red Zone	\$40.00	PMC 10.40.040H
Storage of Vehicles Prohibited	\$60.00	PMC 10.40.050
Parking for Demonstration	\$40.00	PMC 10.40.060
Repairing/Greasing Vehicles on the Street	\$60.00	PMC 10.40.070
Washing/Polishing Vehicles	\$40.00	PMC 10.40.080



City of Pinole Master Fee Schedule

Parking Adjacent to Schools	\$40.00	PMC 10.40.090
Parking Prohibited on Narrow Streets	\$40.00	PMC 10.40.100
Parking on Grades	\$60.00	PMC 10.40.110
Unlawful Parking on Grade	\$60.00	PMC 10.40.110
Vending on Streets-Permit Required	\$60.00	PMC 10.40.120
Emergency Parking-Signs	\$40.00	PMC 10.40.130
Twenty-Four (24) Minute Parking	\$40.00	PMC 10.40.140
Forty (40) Minute Parking	\$40.00	PMC 10.40.150
One Hour Parking	\$40.00	PMC 10.40.160
Two Hour Parking	\$40.00	PMC 10.40.170
Parallel Parking—One-way Street	\$40.00	PMC 10.40.180
18 Inches from Curb	\$40.00	PMC 10.40.180A
Posted No Parking Zone	\$40.00	PMC 10.40.180B
Diagonal Parking	\$40.00	PMC 10.40.190
Parking Outside of Line	\$70.00	PMC 10.40.190A
Parking Space Markings	\$40.00	PMC 10.40.200
Parking Space Markings	\$40.00	PMC 10.40.200B
No Stopping Zones	\$40.00	PMC 10.40.210B
Commercial Vehicle—Parking Restrictions	\$120.00	PMC 10.40.220
Off Truck Route	\$120.00	PMC 10.40.220B
Commercial Vehicle—Curb Parking	\$120.00	PMC 10.40.230
Private Parking Facilities	\$40.00	PMC 10.40.240
Vehicle Longer 20'—Parking Restrictions	\$40.00	PMC 10.40.250
Preferred—Local Authority Designation	\$40.00	PMC 10.40.260
Disabled Parking	\$300.00	PMC 10.40.270
Unlawful Parking—Off Roadway	\$40.00	PMC 10.40.280
Unlawful Parking—Off Road	\$40.00	PMC 10.40.280A
Unlawful Parking—Private Property	\$40.00	PMC 10.40.280B
Curb Markings	\$40.00	PMC 10.44.020
Red Zone	\$40.00	PMC 10.44.020A
Yellow Zone	\$40.00	PMC 10.44.020B
White Zone	\$40.00	PMC 10.44.020C
Blue Zone	\$300.00	PMC 10.44.020D
Green Zone	\$40.00	PMC 10.44.020E
Adherence to Curb Markings	\$40.00	PMC 10.44.020F
Loading and Unloading	\$22.00	PMC 10.44.030
Parking in Passenger Loading Zone	\$40.00	PMC 10.44.040
Parked in Bus Zone	\$250.00	PMC 10.44.050E
Parked Off Truck Route	\$120.00	PMC 10.48.040B



City of Pinole Master Fee Schedule

RECREATION DEPARTMENT		
12-6-2011, R-2011-88/Amended 4-3-2012, R-2012-29/ 2-5-2013, R-2013-04/ 3-18-2014, R-2014-12/ 9-3-2019, R-2019-77		
Tiny Tots		
M/W/F a.m.	Resident Monthly	\$252.00
	Non-resident Monthly	\$293.00
M/W/F p.m.	Resident Monthly	\$209.00
	Non-resident Monthly	\$244.00
T/Th	Resident Monthly	\$141.00
	Non-resident Monthly	\$162.00
Summer M/W/F	Resident (per 4 week session)	\$277.00
	Non-Resident (per 4 week session)	\$322.00
Summer T/Th	Resident (per 4 week session)	\$230.00
	Non-Resident (per 4 week session)	\$268.00
Late Pick Up	Within 15 minutes After Grace Period	\$19.00
	Every 10 Minutes Thereafter	\$19.00
Late Payment	After the 7 th of the Month	\$12.00
	After the 15 th of the Month	\$36.00
Administrative	Membership Fee	\$45.00/per session
Athletic Fields (Amended 9-3-2019, R-2019-77)		
Youth and Adult Leagues	Resident/Pinole Organizations-Hourly	\$14.00
	Non-Resident/Non-Pinole Org.- Hourly	\$21.00
Restroom Key Deposit-refundable		\$50.00
Lighting Fee at Fernandez Park		\$11.00
Tennis Courts		
Weekdays	Resident	\$5.00/hr/court
	Non-Resident	\$7.00/hr/court
Weekends and Holidays	Resident	\$7.00/hr/court
	Non-Resident	\$10.00/hr/court
Commercial Use—Instructor Fee		\$10.00/hr/court
Park Rentals		
Fernandez Park BBQ Area-per day	Resident	\$110.00
	Non-Resident	\$138.00
Gazebo-per day	Resident	\$250.00
	Non-resident	\$313.00
Inflatable Jumper Fee	Resident	\$50.00
	Non-resident	\$75.00
Pinole Valley Park BBQ Area-per day-per area	Resident	\$55.00
	Non-resident	\$83.00
Restroom Key Deposit- refundable		\$50.00



City of Pinole
Master Fee Schedule

Youth Center (Amended 4-12-2012, R-2012-29 & 2-5-13/R-2013-04, R-2014-12, 3-18-2014 (9-3-2019, R2019-77)		
Enrichment Sessions at Schools	Resident	Varies based on enrichment sessions and provider
	Non-Resident	Add 10% to resident
Enrichment Sessions at PYC	Resident	Varies based on enrichment sessions and provider
	Non-Resident	Add 10% to resident
Summer Camp-Weekly	Resident	\$200.00
	Non-Resident	\$233.00
Camp Extended Hours (camp Participants Only)	Resident	\$ 38.00
	Non-Resident	\$ 43.00
Leader In Training Program-	Resident	\$100.00
	Non-Resident	\$120.00
Contract Camps		20% to 40% markup
School Break Camps	Resident	\$200.00
	Non-Resident	\$233.00
Drop-In Activities		Varies based on
Late Payment		\$14.00/week & increases \$10.00 each subsequent
Late Pick Up		\$1.00/minute after 5-minute grace period
Days Off Care	Hours 8:30am – 6:00pm	
	Members/Resident	\$48 day
	Non-Members/Resident	\$64 day
	Member/Non-Resident	\$53 day
	Non-Member/Non-Resident	\$80 day
Extended Care (7:00-8:30 am)		\$30 day
Senior Center (Amended 12-19-2017, R-2017-73 (11-13-2018, 2018-105)		
Drop-In Classes	Member	\$1.00 to \$7.00 per class
	Non-Member	\$2.00 to \$7.00 per class
Lunch		\$.50-\$7.00
Special Activities		\$3.00 to \$9.00
Special Luncheons		\$9.00
Salon Services		\$10.00 to \$50.00
	Shampoo/Set/Blow Dry	\$20.00
	Hair Cut and Blow Dry	\$20.00
	Hair Cut	\$10.00
	Shampoo and Set	\$10.00
	Color	\$30.00
	Perm	\$50.00
	Highlights	\$40.00 & up
Fundraiser Events		\$5.00 to \$55.00
	Monthly Social Dance	\$12.00
	Alcoholic Drinks	\$3.00
	Monthly Pancake Breakfast Adult Price	\$8.00
	Monthly Pancake Breakfast Child Price	\$4.00
Annual Membership		\$30.00
Travel		Varies based on trip cost



City of Pinole Master Fee Schedule

Classes		
Adult and Youth Classes	Resident	40% of Instructor Fee plus \$6.00 Processing fee
	Non-Resident	Add 10% to Resident fee
Community Events		
Booth Fees	For Profit Pinole Business	\$75.00
	For Profit-Non-Pinole Business	\$100.00
	Non-Profit	\$30.00
Senior Center Craft Faire		\$20.00-\$50.00



City of Pinole Master Fee Schedule

Facility Rental		
Non-Profit Rates Apply to 501(c)3 Nonprofits, Faith Organizations and Schools only		
Alcohol Permit		\$50.00
Certificate of Insurance Purchase		\$160.00
<i>Certificate required but may be provided by renter's insurance company at no cost</i>		
Certificate of Insurance Purchase (for Quinceaneras only/per Diversified Risk Mgmt)		\$525.00
Alcohol Use Insurance		\$35.00
<i>Must be purchased in conjunction with Certificate of Insurance or provided by renter's insurance at no cost</i>		
City Holiday Rental Fee		10% Rental Fee
Senior Center Main Hall	Booking	\$50.00
100-250 Capacity	Deposit without alcohol permit	\$500.00
	Deposit with Alcohol Permit	\$750.00
	Table and Chair Setup	\$50.00
	Decoration/Clean Up Time (up to 2 hrs)	\$45.00
	Resident (5 hours)	\$625.00
	Non-resident (5 hours)	\$775.00
	Resident for each add'l hour	\$90.00
	Non-resident for each add'l hour	\$120.00
	Change of Date Fee	\$200.00
	Change of Date Fee (Less than 75 Days)	\$300.00
Senior Center Main Hall		
Non-Profit Rates (Weekends)	Booking	\$50.00
	Deposit	\$250.00
	Table and Chair Setup	\$50.00
	Decoration/Clean Up Time (up to 2 hrs)	\$45.00
	Pinole Organization (5 hours)	\$400.00
	Non-Pinole Organization (5 hours)	\$500.00
	Pinole Org. each add'l hour	\$50.00
	Non-Pinole Org. each add'l hour	\$70.00
Senior Center	Computer, Arts/Crafts, & Board Room – M-F 8:30am– 4:30pm	
	Non-Profit Organizations	\$35/rental Includes 2 hours \$15/hr after
	Private or Commercial Organizations	\$50/rental Includes 2 hours \$25/hr after
Senior Center	Computer, Arts/Crafts, & Board Room – M-F 4:30pm– 7:30pm	
	Non-Profit Organizations	\$55/rental Includes 2 hours \$20/hr after
	Private or Commercial Organizations	\$75/rental Includes 2 hours \$35/hr after
Deposit	Non-Profit Only (Weekday only)	\$40.00
Youth Center Main Area	Booking	\$50.00



City of Pinole Master Fee Schedule

120 Person Capacity	Deposit without alcohol permit	\$250.00
	Deposit with alcohol permit	\$500.00
	Resident (4 Hours)	\$250.00
	Non-Resident (4 Hours)	\$325.00
	Resident for Each Add'l hour	\$65.00
	Non-Resident for Each Add'l Hour	\$85.00
	Decoration Time (up to 2 hours)	\$45.00/hr
	Change of Date/Late Fee	\$75.00
Youth Center Workshop Room	Booking	\$50.00
40 Person Capacity	Deposit without alcohol permit	\$250.00
	Deposit with alcohol permit	\$500.00
	Resident (2 hours)	\$70.00
	Non-resident (2 hours)	\$100.00
	Resident for each add'l hour	\$35.00
	Non-resident for each add'l hour	\$50.00
	Decoration Time (up to 2 hours)	\$25.00/hr
	Change of Date/Late Fee	\$50.00
Babysitting Service for Youth	1-10 children	
	Per Child-Min of 6 and Max of 20	\$5.00
Youth Center Main Area	Booking	\$50.00
Non-Profit Rates (Weekends)	Deposit	\$250.00
	Pinole Organization (4 hours)	\$180.00
	Non-Pinole Organization (4 hours)	\$260.00
	Pinole Organization each add'l hour	\$40.00
	Non-Pinole Organization each add'l hour	\$60.00
	Decoration Time (up to 2 hours)	\$40.00/hr
Alex Clark Room	Security Deposit	\$150.00
50 Capacity	Pinole Organization	\$10.00/2 hr. mtg
Nonprofit meetings only	Non-Pinole Organization	\$25.00/2 hr. mtg
	Key Replacement Fee	\$50.00



City of Pinole Master Fee Schedule

Pinole Sports and Fitness Center Facility Rental		
Main Gym	Booking	\$50.00
600 person room capacity	Deposit	\$250.00
	Resident (2 Hours)	\$120.00
	Non-Resident (2 Hours)	\$160.00
	Resident for each additional hour	\$60.00
	Non-Resident for each additional hour	\$80.00
Dance or Weight Room	Resident (2 hours)	\$70.00
35 person room capacity	Non-Resident (2 hours)	\$100.00
	Resident for each additional hour	\$35.00
	Non-Resident for each additional hour	\$50.00
Entire Facility	Resident (2 hours)	\$230.00
	Non-Resident (2 hours)	\$290.00
	Resident for each additional hour	\$115.00
	Non-Resident for each additional hour	\$145.00
Main Gym-Non-Profit Rate	Pinole Organization-Hourly	\$45.00
	Non-Pinole Organization-Hourly	\$50.00
	Deposit	\$250.00
Memorial Hall/Pinole Community Playhouse--User Groups		
Pinole Community Players	Annual Fee	\$5,000.00
PUBLIC, EDUCATIONAL, AND GOVERNMENTAL (PEG) ACCESS PROGRAMMING FEE		
Resolution No. 2006-41		\$0.88 per subscriber per



**City of Pinole
Master Fee Schedule**

WASTEWATER (SEWER) UTILITY FEES
Pinole Municipal Code Section 13.05.420
Resolution No. 2018-66 / 7-17-2018

Residential Users – Per Dwelling Unit

	July 1, 2018	July 1, 2019	July1, 2020	July 1, 2021	July 1, 2022
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"	\$75.00	\$77.25	\$79.50	\$82.00	\$84.50
2.0"	\$120.00	\$123.60	\$127.20	\$131.20	\$135.20
3.0"	\$240.00	\$247.20	\$254.40	\$262.40	\$270.40
4.0"	\$375.00	\$386.25	\$397.50	\$410.00	\$422.50
6.0"	\$750.00	\$772.50	\$795.00	\$820.00	\$845.00
8.0"	\$1,200.00	\$1,236.00	\$1,272.00	\$1,312.00	\$1,352.00
10.0"	\$1,875.00	\$1,931.25	\$1,987.50	\$2,050.00	\$2,112.50

Non-Residential Volumetric Rates are per 100 cubic feet (CCF) of water consumed, as provided by East Bay Municipal Utility District

All Non-Residential	\$6.30	\$6.49	\$6.68	\$6.88	\$7.09
Sewer Lateral Video Inspection			\$85.00		

[1] Includes Accessory Dwelling Units



CITY COUNCIL REPORT

7F

DATE: JULY 21, 2020

TO: MAYOR AND COUNCIL MEMBERS

FROM: ANDREA MILLER, FINANCE DIRECTOR
DEBBIE LONG, CITY TREASURER

**SUBJECT: RECEIVE THE QUARTERLY INVESTMENT REPORT FOR THE
QUARTER ENDING JUNE 30, 2020**

RECOMMENDATION

Receive the Quarterly Investment Report for the quarter ending June 30, 2020.

BACKGROUND

The City of Pinole Investment Policy requires that a Quarterly Investment Report be submitted to the City Council. The enclosed Investment Report for the reporting period ended June 30, 2020 conforms to the reporting guidelines for California public agencies set forth in Section 53646 of the Government Code which requires a quarterly report submitted to the legislative body, summarizes securities held, and the ability to meet expenditure requirements for the next six months.

REVIEW AND ANALYSIS

All investments held at June 30, 2020 conform to the City's Investment Policy and State regulations. A summary of the balances held in the investment portfolio (Attachment A), at June 30, 2020, follows.

Investments	Market Value	% of Portfolio
Investment Pool - LAIF	27,212,639	54.92%
Investment Pool - CalTrust	3,354,428	6.77%
Money Market Savings	11,529,711	23.27%
Mutual Funds	296,661	0.60%
Certificates of Deposit	4,330,789	8.74%
Medium-Term Corporate Notes	2,321,475	4.69%
Federal Agency Securities	500,095	1.01%
Investment Total	\$ 49,545,798	100.00%

Investment Yield and Duration

The current aggregate yield of the City's investment portfolio is 1.106%. This investment yield is lower than the current yield of 1.200% for the State of California's Local Agency Investment Fund (LAIF). LAIF yields have decreased over the past year but remain higher than long-term investment yields in some cases, which have caused our aggregate yield to be less than the LAIF yield. In addition, 23.27% of our portfolio is in money market savings accounts which earn 0.040% interest. LAIF and other pooled funds make up 85.56% of our investment portfolio.

Long-term investments (those with maturities greater than a year, such as Certificates of Deposit, Medium-Term Corporate Notes, and Federal Agency Securities) make up 14.44% of our portfolio, and currently yield 1.602% average; which is slightly more than LAIF. Earnings on investments held until maturity typically fluctuate with market conditions and are considered "unrealized" prior to maturity. The City expects to yield a gain on all investments at maturity.

Investments	Q4-2020 Yield	Q4-2019 Yield
Investment Pool - LAIF	1.200	2.570
Investment Pool - CalTrust	0.590	2.375
Money Market Savings	0.040	0.063
Mutual Funds	0.995	2.010
Certificates of Deposit	1.621	2.164
Medium-Term Corporate Notes	2.505	2.713
Federal Agency Securities	0.680	2.015
Average Yield	1.106	1.901

Cash Flows

Sufficient cash inflows were available from July 2019 through June 2020 to meet all City expenditures. In addition, the City has sufficient cash flow at June 30, 2020 to cover anticipated expenditures through the next six months.

Investment Strategy

The City utilizes a passive investment management approach by buying and holding securities until maturity. A "laddered maturity" investment strategy is applied to the long-term portion of our investment portfolio, currently 14.44%. A laddered portfolio is structured with securities that have different maturity dates. As securities are called or mature, proceeds are reinvested in a new security with another long-term at the end of the ladder. Laddering helps to minimize interest-rate risk, increase liquidity, and diversify credit risk.

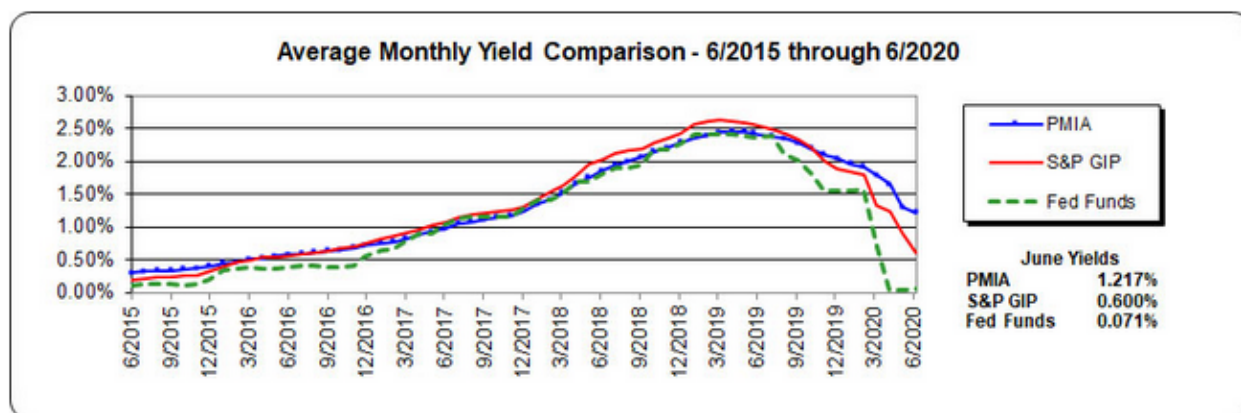
Of the total investment portfolio, 84.97% is held in investment pools and money market accounts. Of this amount, LAIF currently represents 54.92% of the City's investment

portfolio. Interest earnings of \$88,563 were generated in LAIF for the quarter ended June 30, 2020, 43% less than the prior year's fourth quarter earnings of \$156,652. The Investment Policy allows for up to 100% of the City's investment portfolio to be placed in LAIF, which is currently at 1.200% yield.

General Reserve Safekeeping Investment Account

The City continues to maintain a safekeeping account to augment the City's participation in the State's Local Agency Investment Fund (LAIF) and the County's CalTrust Pools. This provides the Finance Director with the ability to implement a directed investment plan with longer investment duration thereby yielding greater investment earnings on federal agency securities of comparable credit risk. The safekeeping account allows for investments to be settled on a delivery-versus-payment (DVP) basis, wherein a secure delivery and payment occur simultaneously.

The Federal Reserve has cut interest rates five times since July 1, 2019: by 0.25% on July 31, 2019, by 0.25% on September 18, 2019, by 0.25% on October 30, 2019, by 0.50% on March 2, 2020, and by 1.00% on March 15, 2020. The Federal Funds yield has historically compared to LAIF (PMIA, Pooled Money Investment Account) yields (see chart below). Currently the Federal Funds yield is below LAIF.



Staff continues to monitor rates of return on City funds invested and make recommendations as needed to complement our participation in LAIF and to maintain steady investment yields. All City investments held are in accordance with the City's Investment Policy.

FISCAL IMPACT

All City cash and investments are pooled and interest is allocated to funds quarterly based on the average balance of each fund during the quarter ending.

ATTACHMENTS

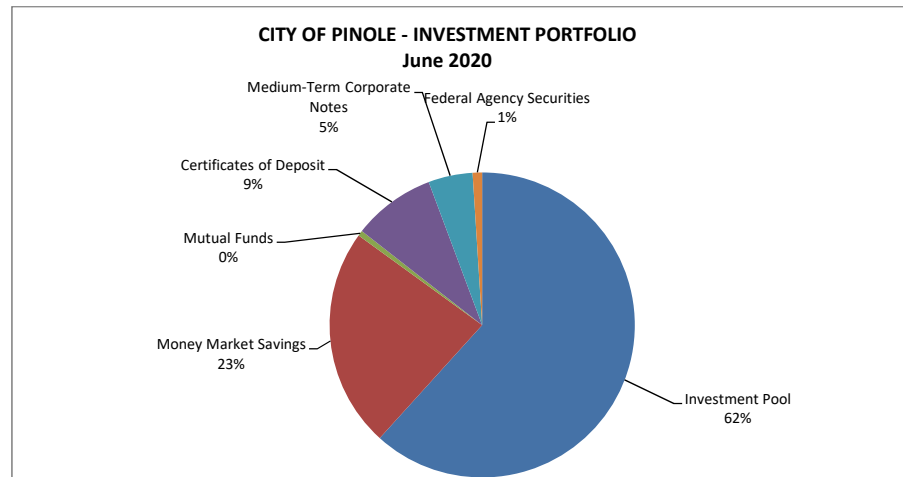
A –Investment Report - Quarter Ending June 30, 2020

**CITY OF PINOLE
INVESTMENT REPORT JUNE 2020
PORTFOLIO SUMMARY**

Investments	Par Value	Market Value	Book Value	% of Portfolio	Days to Maturity	Yield	Weighted Average Maturity
Investment Pool - LAIF	27,212,639	27,212,639	27,212,639	54.92%	1	1.200	1
Investment Pool - CalTrust	3,354,428	3,354,428	3,354,428	6.77%	1	0.590	0
Money Market Savings	11,529,711	11,529,711	11,529,711	23.27%	1	0.040	0
Mutual Funds	296,661	296,661	296,661	0.60%	1	0.995	0
Certificates of Deposit	4,215,000	4,330,789	4,330,789	8.74%	964	1.621	5
Medium-Term Corporate Notes	2,250,000	2,321,475	2,321,475	4.69%	569	2.505	7
Federal Agency Securities	500,000	500,095	500,095	1.01%	1,806	0.680	18
Subtotal Investments	\$ 49,358,439	\$ 49,545,798	49,545,798	100.00%	286	1.106	5
Average Years:							1.5
Cash							
Mechanics Bank - Vendor Checking *	1,222,464	1,222,464	1,222,464		1		
Bank of the West - Payroll Checking *	972,006	972,006	972,006		1		
Bank of the West - Checking (Credit Card Clearing) *	464,734	464,734	464,734		1		
Subtotal Cash	2,659,205	2,659,205	2,659,205		1		
Total Cash and Investments	\$ 52,017,644	\$ 52,205,003	\$ 52,205,003				

*Not included in yield calculations

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



CITY OF PINOLE
INVESTMENT REPORT JUNE 2020
PORTFOLIO DETAILS

Type / Account Number	CUSIP	Issuer	Investment Description	Manager	GL Acct #	Par Value	Market Value	Book Value	Rate	Yield	Days to Maturity	S&P Rating	Maturity Date	Weighted Average Maturity
Investment Pool														
		Local Agency Investment Fund (LAIF)	Pooled Treasury - State of California	LAIF	999-10201	27,212,639	27,212,639	27,212,639	1.200	1.200	1	N/A		1
		CalTrust - Short Term Fund (City)	Pooled Treasury - Joint Power Financing Authority	CalTrust	999-10202	24,464	24,464	24,464	0.660	0.660	1	N/A		0
		CalTrust - Medium Term Fund (City)	Pooled Treasury - Joint Power Financing Authority	CalTrust	999-10203	3,329,964	3,329,964	3,329,964	0.520	0.520	1	N/A		0
			Subtotal and Average			30,567,067	30,567,067	30,567,067	0.793	0.793	1			0
Money Market Savings														
		Mechanics Bank	Money Market Savings (City)	City	999-10102	7,809,128	7,809,128	7,809,128	0.080	0.080	1	N/A		0
		Bank of the West	Money Market Savings - Police Evidence Trust	City	999-10104	107,755	107,755	107,755	0.010	0.010	1	N/A		0
84501100	999491905	Wells Fargo Bank	Money Market - WPCP Escrow	Wells Fargo	503-10302	3,612,828	3,612,828	3,612,828	0.030	0.030	1	N/A		0
			Subtotal and Average			11,529,711	11,529,711	11,529,711	0.040	0.040	1			0
Mutual Funds														
19-516680		U.S. Bank	Accrued Income - City Reserve	US Bank	150-10110	24,901	24,901	24,901	1.980	1.980	1	N/A		0
19-516680	31846V203	1st American Government Obligation Fund	Mutual Fund Shares - Class "D" - City Reserve	US Bank	150-10110	271,760	271,760	271,760	0.010	0.010	1	N/A		0
			Subtotal and Average			296,661	296,661	296,661	0.995	0.995	1			0
Certificates of Deposit														
19-516680	02007GLR2	Ally Bank	Certificates of Deposit - City Reserves	US Bank	150-10110	247,000	255,489	255,489	1.800	1.740	804	N/A	9/12/2022	4
19-516680	02587DJ90	American Express Centurion	Certificates of Deposit - City Reserves	US Bank	150-10110	247,000	249,305	249,305	2.250	2.230	162	N/A	12/9/2020	1
19-516680	064520BG3	Bank of Princeton	Certificates of Deposit - City Reserves	US Bank	150-10110	250,000	249,228	249,228	0.500	0.500	1,644	N/A	12/30/2024	8
19-516680	05580ATL8	Bmw Bank North America	Certificates of Deposit - City Reserves	US Bank	150-10110	247,000	256,295	256,295	1.800	1.730	896	N/A	12/13/2022	5
19-516680	140420A59	Capital One Bank	Certificates of Deposit - City Reserves	US Bank	150-10110	248,000	251,477	251,477	1.600	1.580	399	N/A	8/3/2021	2
19-516680	29976DQ86	Everbank Jacksonville FL	Certificates of Deposit - City Reserves	US Bank	150-10110	125,000	126,863	126,863	1.500	1.480	408	N/A	8/12/2021	1
19-516680	38149MAY9	Goldman Sachs BK USA New York	Certificates of Deposit - City Reserves	US Bank	150-10110	246,000	262,406	262,406	2.600	2.440	1,070	N/A	6/5/2023	6
19-516680	58404DFE6	Medallion Bk Salt Lake City	Certificates of Deposit - City Reserves	US Bank	150-10110	249,000	257,053	257,053	1.700	1.650	811	N/A	9/19/2022	4
19-516680	59013KCZ7	Merrick Bank	Certificates of Deposit - City Reserves	US Bank	150-10110	249,000	259,386	259,386	1.650	1.580	1,186	N/A	9/29/2023	6
19-516680	61690UGW4	Morgan Stanley Bank Na	Certificates of Deposit - City Reserves	US Bank	150-10110	246,000	262,418	262,418	2.600	2.440	1,071	N/A	6/6/2023	6
19-516680	61760AF46	Morgan Stanley Private Bk Natlassn	Certificates of Deposit - City Reserves	US Bank	150-10110	246,000	262,418	262,418	2.600	2.440	1,071	N/A	6/6/2023	6
19-516680	70212VAB4	Partners Bk helena Ark	Certificates of Deposit - City Reserves	US Bank	150-10110	247,000	246,017	246,017	0.600	0.600	1,826	N/A	6/30/2025	9
19-516680	795450XM2	Sallie Mae Bank	Certificates of Deposit - City Reserves	US Bank	150-10110	125,000	126,218	126,218	2.200	2.180	169	N/A	12/16/2020	0
19-516680	84223QAN7	Southern Bankcorp Bank	Certificates of Deposit - City Reserves	US Bank	150-10110	250,000	249,688	249,688	0.500	0.500	1,578	N/A	10/25/2024	8
19-516680	856285QG9	State Bk Indiana New York N Y	Certificates of Deposit - City Reserves	US Bank	150-10110	250,000	250,115	250,115	1.000	1.000	1,822	N/A	6/26/2025	9
19-516680	85916VDN2	Sterling Bank of Poplar Bluff	Certificates of Deposit - City Reserves	US Bank	150-10110	247,000	257,238	257,238	1.650	1.580	1,175	N/A	9/18/2023	6
19-516680	9497485W3	Wells Fargo Bank	Certificates of Deposit - City Reserves	US Bank	150-10110	249,000	252,456	252,456	1.750	1.730	352	N/A	6/17/2021	2
19-516680	949495AF2	Wells Fargo Bank Natl Bk West	Certificates of Deposit - City Reserves	US Bank	150-10110	247,000	256,722	256,722	1.850	1.780	913	N/A	12/30/2022	5
			Subtotal and Average			4,215,000	4,330,789	4,330,789	1.675	1.621	964			5
Medium-Term Corporate Notes														
19-516680	037833BS8	Apple Inc.	2.25% Corporate MTN 02/23/2021 - City Reserves	US Bank	150-10110	500,000	505,490	505,490	2.250	2.230	238	AA+	2/23/2021	2
19-516680	478160BT0	Johnson Johnson	2.05% Corporate MTN 3/1/23 - City Reserves	US Bank	150-10110	750,000	781,110	781,110	2.050	1.970	974	AAA	3/1/2023	15
19-516680	594918BW3	Microsoft Corp	2.40 % Corporate MTN 02/06/22- City Reserves	US Bank	150-10110	500,000	515,955	515,955	2.400	2.330	586	AAA	2/6/2022	6
19-516680	94988J5T0	Wells Fargo Bank Na	3.625 % Corporate MTN 10/22/21- City Reserves	US Bank	150-10110	500,000	518,920	518,920	3.625	3.490	479	A+	10/22/2021	5
			Subtotal and Average			2,250,000	2,321,475	2,321,475	2.581	2.505	569			7
Federal Agency Securities														
19-516680	3133ELH80	Federal Farm Credit Bks	.680% Agency Bond 6/10/25	US Bank	150-10110	500,000	500,095	500,095	0.680	0.68000	1,806	AA+	6/10/2025	18
			Subtotal and Average			500,000	500,095	500,095	0.680	0.680	1,806			18
Investment Portfolio Total and Average						\$ 49,358,439	\$ 49,545,798	\$ 49,545,798	1.127	1.106	557			5

Average Years :	1.5
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CITY COUNCIL REPORT

7G

DATE: JULY 21, 2020

TO: MAYOR AND CITY COUNCIL MEMBERS

FROM: NEIL H. GANG, POLICE CHIEF

**SUBJECT: AUTHORIZE RESPONSE TO GRAND JURY REPORT: "POLICE
DEPARTMENT STAFFING" (REPORT 2004)**

RECOMMENDATION

It is recommended that the City Council approve and authorize the Mayor to sign the attached response to the Grand Jury report: "Police Department Staffing."

BACKGROUND

Early in California's history, the California Constitution established grand juries in each county. The California Penal Code includes provisions on the formation of grand juries and the powers and duties of grand juries. With respect to public agencies, grand juries are authorized to "investigate and report upon the operations, accounts, and records of the officers, departments, functions, and the method or systems of performing the duties of any such city or joint powers agency and make such recommendations as it may deem proper and fit." (Cal. Penal Code section 925a) Within 90 days after the grand jury submits a report regarding the operations of any public agency, the "governing body of the public agency shall comment to the presiding judge of the superior court on the findings and recommendations pertaining to matters under the control of the governing body" (Cal. Penal Code section 933(c))

In June, Pinole and other public agencies in the County received the attached Grand Jury report: "Police Department Staffing" (Attachment A). This report was not just addressed to Pinole but was countywide.

Accordingly, the attached draft response (Attachment B) is presented for the City Council's consideration to transmit to the presiding judge.

FISCAL IMPACT

Responding to the Grand Jury reports took staff time. Fiscal impacts of implementing recommendations in the report are not yet identified.

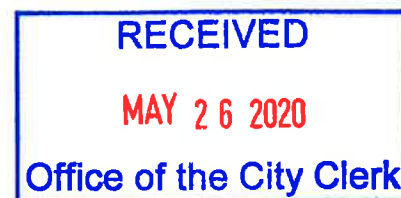
OPTIONS

No options are presented as state law requires the City Council to respond to the Grand Jury reports. The City Council may propose alternative language to those responses.

ATTACHMENTS

- A. Grand Jury Report No. 2004: "Police Department Staffing"
- B. Pinole's response to Grand Jury Report No. 2004: "Police Department Staffing"

May 20, 2020



City of Pinole
2131 Pear Street
Pinole, CA 94564

Dear City of Pinole:

Attached is a copy of Grand Jury Report No. 2004, "Police Department Staffing" by the 2019-2020 Contra Costa Civil Grand Jury.

In accordance with California Penal Code Section 933 et seq., we are submitting this report to you as the officer, agency or department responsible for responding to the report. As the responding person or person responding on behalf of an entity, you shall report one of the following actions in respect to each finding:

- (1) You agree with the finding.
- (2) You disagree with the finding.
- (3) You partially disagree with the finding.

(Pen. Code, § 933.05(a).) In the cases of both (2) and (3) above, you shall specify the portion of the finding that is disputed, and shall include an explanation of the reasons thereof.

In addition, Section 933.05(b) requires you to reply to each recommendation by stating one of the following actions:

1. The recommendation has been implemented, with a summary describing the implemented action.
2. The recommendation has not yet been implemented, but will be implemented in the future, with a time frame for implementation.
3. The recommendation requires further analysis. This response should explain the scope and parameters of the analysis or study, and a time frame for the matter to be prepared for discussion. This time frame shall not exceed six months from the date of the publication of the Grand Jury Report.
4. The recommendation will not be implemented because it is not warranted or is not reasonable, with an explanation thereof.

After reviewing your response to ensure that it includes the above-noted mandated items, please send (1) a hard copy of the response to the Grand Jury at P.O. Box 431, Martinez, CA 94553; and (2) a copy in Word by e-mail to ctadmin@contracosta.courts.ca.gov. Your response must be submitted to the Grand Jury, in the form described by the above-quoted Government Code, no later than **August 21, 2020**.

Finally, please note that this report is being provided to you at least two working days before it is released publicly. Section 933.05 specifies that no officer, agency, department or governing body of a public agency shall disclose any contents of the report prior to its public release.

Please immediately confirm receipt of this letter and the attached report by responding via e-mail to ctadmin@contracosta.courts.ca.gov.

Sincerely,



Anne N. Granlund, Foreperson
2019-2020 Contra Costa County Civil Grand Jury

cc: Andrew Murray, City Manager

**A REPORT BY
THE 2019-2020 CONTRA COSTA COUNTY CIVIL GRAND JURY**

725 Court Street
Martinez, California 94553

Report 2004

Police Department Staffing

Impact on Community Policing Services and Personnel

APPROVED BY THE GRAND JURY

Date May 15, 2020

Anne N. Granlund
ANNE N. GRANLUND

GRAND JURY FOREPERSON

ACCEPTED FOR FILING

Date MAY 15 2020

Anita Santos
ANITA SANTOS
JUDGE OF THE SUPERIOR COURT

Contact: Anne Granlund

Foreperson

(925) 608-2621

Contra Costa County Civil Grand Jury Report 2004

Police Department Staffing

Impact on Community Policing Services and Personnel

**TO: Contra Costa County Board of Supervisors
Contra Costa County Office of the Sheriff
City/Town Councils of: Antioch, Brentwood, Clayton, Concord,
Danville, El Cerrito, Hercules, Lafayette, Martinez, Moraga,
Oakley, Orinda, Pinole, Pittsburg, Pleasant Hill, Richmond,
San Pablo, San Ramon, Walnut Creek**

SUMMARY

Local government provides police services for the safety and protection of all residents. Community law enforcement in Contra Costa County (the County) is performed by the police department in each city and by the Contra Costa County Office of the Sheriff (the Sheriff) in unincorporated areas of the County. The Grand Jury investigated factors affecting police staffing in the County and the resulting impact on police services and personnel.

The Grand Jury compared staffing levels of sworn officers in each department to County and California state averages. The Grand Jury found that relatively low authorized sworn officer levels and ongoing unfilled officer positions contribute to mandatory officer overtime, reduced level of police services such as traffic enforcement and school resource officers, and longer response times.

The Grand Jury also investigated the challenges of recruiting, hiring, and retaining officers. Fewer applicants than in the past are applying to law enforcement due to different career expectations, the availability of less dangerous jobs, and negative perceptions of policing. Police agencies in the County compete for applicants and each agency conducts its own recruiting program. The process of hiring and training new officers is costly, time-consuming, and replicated by police departments in the County. A few cities with smaller police departments contract with the Sheriff for police services and do not need to manage the hiring and training process. These contract cities are often able to fill open positions faster than non-contract cities.

The Grand Jury recommends cities and towns in the County consider identifying funds to increase the number of authorized sworn officers to fill currently understaffed units. Cities and towns should also consider identifying funds that would allow their police departments to over-hire officer positions as a strategy for keeping departments fully staffed. Cities and towns should consider identifying funds to study the feasibility of a countywide screening process for police officer positions. Cities, towns, and the Sheriff should consider directing their police departments to apply for the Department of Justice Community Oriented Policing Services (COPS) grants to help fund additional officer positions. The Grand Jury also recommends the County consider identifying funds to develop a countywide outreach program to attract more applicants to police agencies in Contra Costa County.

METHODOLOGY

The Grand Jury used the following investigative methods:

- Interviewed city and County law enforcement personnel
- Reviewed staffing data from city and County law enforcement agencies
- Reviewed police staffing levels outside of Contra Costa County
- Reviewed response times from representative city and County law enforcement agencies
- Examined police officer hiring, recruiting, and retention for representative city and County law enforcement agencies

CONFLICT OF INTEREST DISCLAIMER

One or more jurors recused themselves from this investigation due to possible conflict of interest and did not participate in the investigation, preparation, or approval of this report.

BACKGROUND

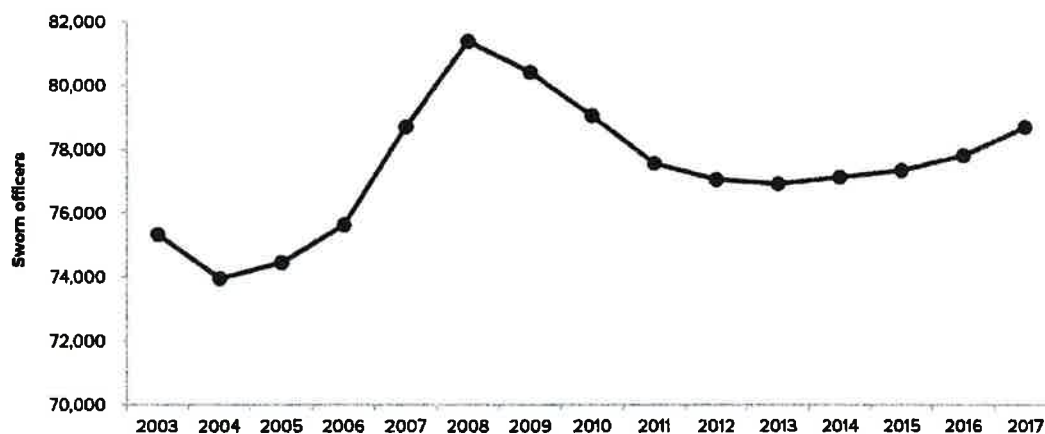
Police staffing has been a well-documented challenge for communities across the United States over the past decade. In the years following the start of the Great Recession of 2008, cities and counties laid off or retired law enforcement personnel. Figure 1 shows the effect of the recession on California law enforcement staffing.

Figure 1. California Law Enforcement Staffing

LAW ENFORCEMENT STAFFING IN CALIFORNIA

OCTOBER 2018

California's law enforcement officer staffing has not fully rebounded since the Great Recession



Source: California Department of Justice's Criminal Justice Profiles 2003–2012 and Crime in California 2013–2017, Criminal Justice Full-Time Personnel.

As the economy improved, cities and counties resumed hiring law enforcement personnel; however, many city and county police agencies have not returned to their pre-recession staffing levels. Police staffing continues to be reported as an issue in the Bay Area.

This investigation examined issues affecting police staffing in Contra Costa County, including hiring, recruiting, and retention, and the resulting impact on community policing services and law enforcement personnel.

DISCUSSION

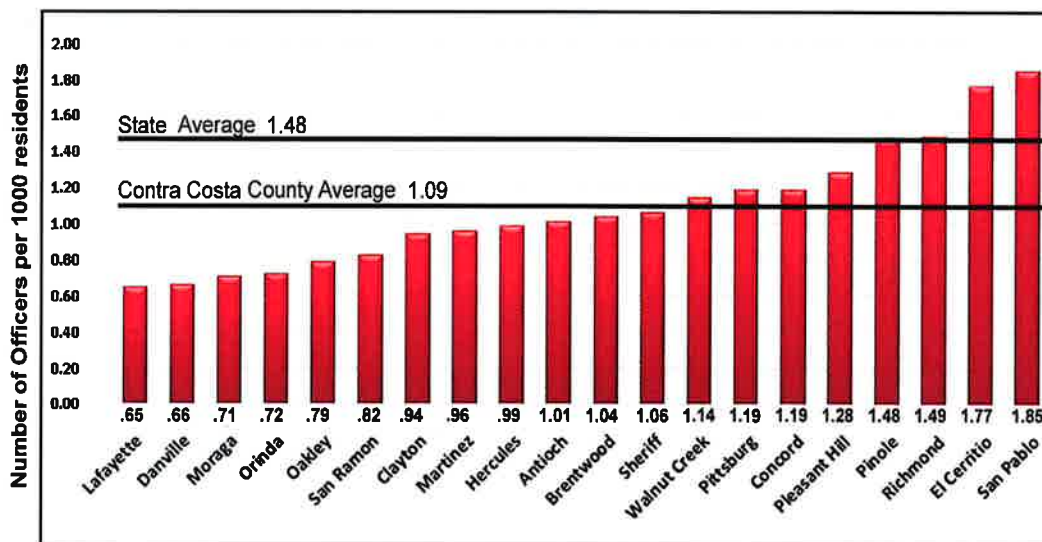
Contra Costa County residents rely on the police to ensure public safety, solve crime, and enforce the law. Police staffing in Contra Costa County affects community police services and the ability of police agencies to fulfill this mission. In analyzing staffing levels, the Grand Jury considered:

- The ratio of authorized sworn officers per 1,000 residents for every city police department in Contra Costa County
- Current number of unfilled sworn officer positions
- Time required to fill these vacancies
- Challenges in hiring and retention of qualified applicants

Staffing

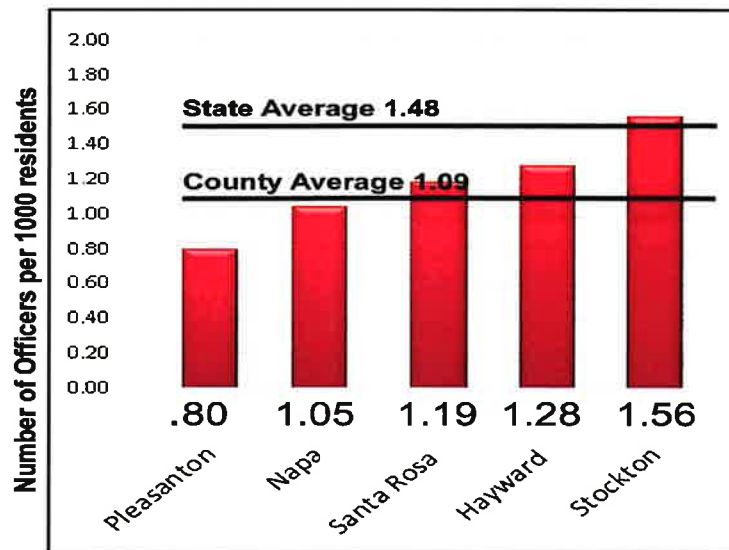
One method of assessing staffing levels is to compare staffing ratios, defined as the number of officers per 1,000 residents. Staffing ratios are useful in identifying cities that may be understaffed on a per capita basis. The ratios of authorized sworn officers per 1,000 residents for police agencies in Contra Costa County range from 0.65 to 1.85, with a County average (mean) of 1.09, as shown in Figure 2. The staffing ratio for the Sheriff reflects only patrol deputies serving the population in the unincorporated part of the County and omits those working in County jails. The Grand Jury compared these ratios to the estimated California state average ratio. According to one estimate from 2018, California had approximately 67,200 patrol officers in 2017; this number excludes officers working in county jails. About 87% of these officers were municipal police officers or county sheriff patrol officers. Using a 2017 estimated state population of 39.4 million, the average California staffing ratio was roughly 1.48 patrol officers per 1,000 residents. As shown in Figure 2, 15 cities and the Sheriff's Office are below the state average, one city is at the average, and 3 cities are above the average.

Figure 2. Authorized Police Staffing Ratios
(based on 2019 – 2020 data)



For comparison, Figure 3 shows the authorized staffing ratios of other cities in Northern California.

Figure 3. Authorized Staffing Ratios for Surrounding Cities
(based on FY 2019 – 2020 city budget data)



State and county staffing ratios are guidelines, but local factors, such as the number of service calls, crime level, and available budget, often determine staffing needs. Each city council approves an annual budget that funds, or authorizes, a certain number of officers. This funding includes wages, benefits, and other expenses. A police chief or the Sheriff must justify requests for additional positions to their governing authorities.

During the Great Recession of 2008, Contra Costa police departments reduced staffing, and some have not regained these positions as of 2019. State and Federal grants are available to supplement department funding. For example, local law enforcement agencies can apply to the U.S. Department of Justice Community Oriented Policing Services (COPS) Hiring Program, which offers funding for hiring additional officers.

Response Times

Police staffing levels can be assessed by examining response times - the time it takes an officer to respond when called. Response time is calculated from the first ring at the dispatch center to the time of the officer's arrival on the scene. This includes the time to answer the call, obtain necessary information, assess the priority of the call, dispatch the officer, and travel to the scene. For the selected representative cities surveyed, average response times varied from 4 minutes 25 seconds to 8 minutes 32 seconds for Priority 1 (emergency) calls. For these calls, a common goal for city police departments is a response time of 5 minutes or less. The response times for property crimes and

other nonviolent crimes can be longer, sometimes hours, depending on the number of available officers and the number of Priority 1 calls. Lower staffing levels are contributing to longer response times for Priority 1 calls for some police agencies. Response times also depend on the officer's location and distance from the scene when dispatched.

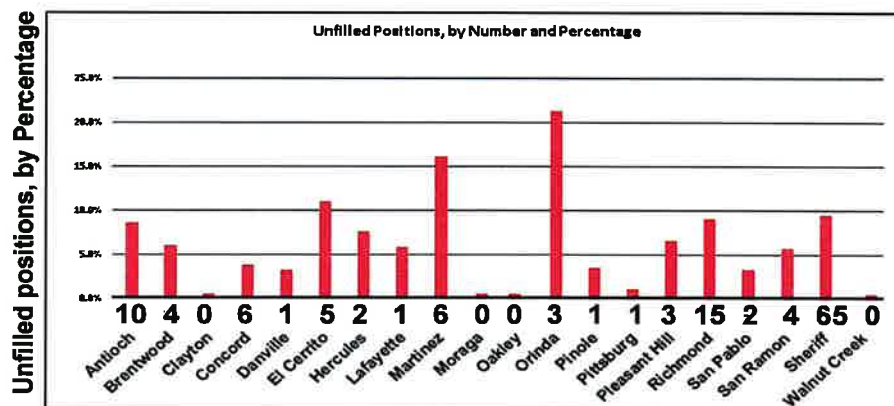
Unfilled Positions

Every police department except Clayton, Moraga, Oakley, and Walnut Creek had unfilled positions when surveyed. These vacancies are primarily a result of retirements, officers on leave, lateral transfers out of the department, and resignations. When authorized positions are not filled, departments reduce services and/or require officers to work overtime. Departments prioritize staffing for emergency response over less critical functions. The Grand Jury found that understaffed police agencies in the County have reduced or eliminated services in the following areas:

- School resource officers
- Traffic enforcement
- Resources allocated to property and nonviolent crimes
- Community outreach activities

Officers realize that overtime is sometimes a necessary part of the job. Some overtime is voluntary, which provides officers with an opportunity to earn extra pay, and some overtime is mandatory. Ongoing mandatory overtime can be a cause of stress for officers. Some police departments in the County have the approval to hire more positions than authorized as a strategy for addressing anticipated vacancies. This practice allows police departments to maintain authorized staffing levels and reduce mandatory overtime. Figure 4 shows both the number and percentage of unfilled authorized positions for police agencies in Contra Costa County.

**Figure 4. Unfilled Sworn Officer Positions, by Number and Percentage
(based on 2019 – 2020 data)**



Recruiting

Officer recruiting is an ongoing effort for police departments as there are not enough qualified applicants to replace retiring officers. Police departments face several challenges in recruiting applicants. Police incidents shared on social media have led to negative perceptions of policing. In recent times, the strength of the Bay Area economy and low unemployment rate offered less dangerous job opportunities at salaries competitive with law enforcement careers. Also, work/life balance is more important to applicants today than in the past and can be difficult to achieve with the long shifts and irregular hours often involved in police work.

Police departments use the following strategies for recruiting:

- Attending career fairs at high schools and junior colleges
- Posting on websites and social media
- Participating in community events
- Referrals from current staff

Police departments are recruiting from the same pool of applicants across the County and the greater Bay Area. Candidates apply to multiple agencies and often have individual preferences such as the size of the department, type of work schedule available, level of police action in the jurisdiction, and commute distance, which is often a disadvantage for police departments in areas with high housing costs.

Hiring Procedures

Most departments accept applications on an ongoing basis and begin the hiring process when they have an opening, although some agencies have specific application deadlines. The basic qualifications for hiring a sworn police officer or deputy sheriff include: a high school diploma (some college preferred), a California driver's license, United States citizenship or permanent residence, 21 years of age by the end of police academy training, no felony convictions, and successful completion of a Commission on Peace Officer Standards and Training (POST) authorized police academy.

After application, the screening process includes:

- Written exam
- Physical agility test
- Oral interview
- Completion of a POST personal history statement
- Polygraph
- Background investigation

- Conditional job offer
- Medical examination
- Psychological examination

After completing these steps, the applicant will enroll in a police academy and upon successful completion become a probationary police officer. The hiring standards are rigorous and up to 100 applicants may be screened to fill one vacant position. Despite this challenge, departments would rather have a shortage of officers than lower their hiring standards. The hiring process takes six to twelve months from application through completion of the academy. The long lead time for hiring contributes to the challenge of filling open officer positions. In addition, the process of recruiting, hiring, and training an officer incurs many costs, including application screening, interviews, background check, academy cost, salary during training, and equipment. The process is costly, extensive, and time-consuming for each department.

Danville, Lafayette, and Orinda contract with the Contra Costa County Office of the Sheriff for their police services. In these cities, the Sheriff's deputies serve as police officers according to the County's contract with each city. These cities rely on the resources of the Sheriff for their specialized needs such as Investigations, Special Weapons and Tactics, Canine Unit, Human Resources, and administrative overhead. They also rely on the Sheriff for recruiting, evaluation, and training.

When an opening for a police officer position becomes available, the city police chief notifies the Sheriff and the opening is posted. The Sheriff's Human Resources department handles the request, and the opening is filled within a few months with a fully qualified and trained officer. This process is one of the advantages of contracting with the Sheriff for police services. All the application and evaluation steps are handled by the Sheriff and not directly by the contracting city. Another advantage is that the Sheriff will replace an officer if a deputy is unable to work for an extended period due to disability, injury, medical leave, or family leave. The disadvantages for cities contracting with the Sheriff include some loss of local control over the management of their police department and officers' lack of continuity with the city due to the rotation of deputies. Contracting with the Sheriff may not be economically beneficial for larger police departments since economies of scale allow larger departments to spread the costs of administration and overhead.

Retention

There are two main challenges to retaining qualified officers. The first is losing officers to other police departments. Reasons officers leave a department include:

- Working closer to home
- Variety of assignments offered at a larger department
- Promotion opportunities at another department

- Amount of crime and policing activity in the jurisdiction
- Higher pay and/or better benefits at another department
- Signing bonus offered by another department
- Mandatory overtime and job stress
- Dissatisfaction with management or other organizational issues

The second challenge for retention is officer wellness, including physical, emotional, and financial health. Unhappy and stressed officers take extended time off, perform poorly on the job, and leave the job either voluntarily or involuntarily. In the past, officers were expected to hide their emotions and often buried their stress. Departments have responded with Employee Assistance Programs (EAPs), including confidential counseling with outside vendors, peer support, and programs to promote family wellness and healthy living. Typical EAPs provide emotional, mental, and physical health support services to employees and their families, and may include substance abuse treatment, relationship counseling, and financial advice. Officers are using these services and departments consider them a positive contribution to retaining qualified officers.

FINDINGS

- F1. Low officer staffing ratios and/or unfilled officer positions present challenges in maintaining police services.
- F2. Low officer staffing ratios and/or unfilled officer positions have resulted in reducing or eliminating staffing of traffic units, school resource officers, community outreach, or other police services.
- F3. Due to low officer staffing ratios and/or unfilled officer positions, officers are often required to put in mandatory overtime to cover critical services.
- F4. Mandatory overtime can lead to officer stress, which creates retention challenges.
- F5. Low officer staffing ratios and/or unfilled officer positions may contribute to increased average response times for Priority 1 (emergency) calls.
- F6. Recruiting officers is challenging due to fewer applicants who meet the required hiring standards and complete the rigorous testing process.
- F7. Negative perceptions of policing and the availability of less dangerous job opportunities contribute to fewer applicants for law enforcement positions.
- F8. Each Contra Costa police agency (except those that contract with the Sheriff's Office) conducts its own recruiting program to attract potential applicants.
- F9. The process of hiring and training new officers takes an extensive amount of time and resources to complete.

- F10. Each Contra Costa police agency (except those that contract with the Sheriff's Office) manages its own screening process for police officer positions, resulting in a replication of efforts across the County.
- F11. Contra Costa cities that contract with the Sheriff for police services are generally able to fill vacancies faster than non-contract cities.
- F12. Recruits and young officers have different expectations than in the past regarding work/life balance.
- F13. Recruits and young officers' expectations about work/life balance contribute to the challenges of officer recruiting and retention.
- F14. Wellness and Employee Assistance Programs offered by Contra Costa police agencies aid retention of police officers.

RECOMMENDATIONS

Note: The Grand Jury conducted the majority of its investigation before Contra Costa County and the State of California issued shelter-in-place orders. The Jury recognizes that County departments, agencies, and cities are currently addressing COVID-19 related matters and the Jury has adjusted implementation dates in the recommendations accordingly.

- R1. The Board of Supervisors should consider identifying funds to develop a countywide outreach program to attract more applicants to police agencies in Contra Costa County, by June 30, 2021.
- R2. The City/Town Councils of Antioch, Brentwood, Clayton, Concord, El Cerrito, Hercules, Martinez, Moraga, Oakley, Pinole, Pittsburg, Pleasant Hill, Richmond, San Pablo, San Ramon, and Walnut Creek should consider identifying funds to study the cost/benefit of a countywide screening process for police officer positions, to avoid replication of these steps while allowing each city police department to select and evaluate candidates, by June 30, 2021.
- R3. The Sheriff, and the City/Town Councils of Antioch, Brentwood, Clayton, Concord, Danville, El Cerrito, Hercules, Lafayette, Martinez, Moraga, Oakley, Orinda, Pinole, Pittsburg, Pleasant Hill, Richmond, San Pablo, San Ramon, and Walnut Creek should consider directing their police departments to apply annually, or when offered in 2021, to the Department of Justice COPS Hiring Program, which provides funding for hiring additional officers, by June 30, 2021.

- R4. The City/Town Councils of Antioch, Brentwood, Clayton, Concord, Danville, El Cerrito, Hercules, Lafayette, Martinez, Moraga, Oakley, Orinda, Pinole, Pittsburg, Pleasant Hill, Richmond, San Pablo, San Ramon, and Walnut Creek should consider identifying funds to increase the number of authorized sworn officers to fill understaffed units, such as traffic patrol and school resource officers, by June 30, 2021.
- R5. The City/Town Councils of Antioch, Brentwood, Clayton, Concord, Danville, El Cerrito, Hercules, Lafayette, Martinez, Moraga, Oakley, Orinda, Pinole, Pittsburg, Pleasant Hill, Richmond, San Pablo, San Ramon, and Walnut Creek should consider identifying funds that would permit their police departments to over-hire officer positions as a strategy for keeping departments fully staffed, by June 30, 2021.

REQUIRED RESPONSES

	Findings	Recommendations
Contra Costa County Board of Supervisors	F6,F7,F8	R1
Contra Costa County Sheriff	F1,F2,F3,F4,F5,F6 F7,F8,F9,F10,F11, F12,F13,F14	R3
City of Antioch	F1,F2,F3,F4,F5,F6 F7,F8,F9,F10,F12, F13,F14	R2,R3,R4,R5
City of Brentwood	F1,F2,F3,F4,F5,F6 F7,F8,F9,F10,F12, F13,F14	R2,R3,R4,R5
City of Clayton	F1,F2,F3,F4,F5,F6 F7,F8,F9,F10,F12, F13,F14	R2,R3,R4,R5
City of Concord	F1,F2,F3,F4,F5,F6 F7,F8,F9,F10,F12, F13,F14	R2,R3,R4,R5
Town of Danville	F1,F2,F3,F4,F5,F6 F7,F9,F11,F12, F13, F14	R3,R4,R5
City of El Cerrito	F1,F2,F3,F4,F5,F6 F7,F8,F9,F10,F12, F13,F14	R2,R3,R4,R5
City of Hercules	F1,F2,F3,F4,F5,F6 F7,F8,F9,F10,F12, F13,F14	R2,R3,R4,R5
City of Lafayette	F1,F2,F3,F4,F5,F6 F7,F9,F11,F12, F13, F14	R3,R4,R5
City of Martinez	F1,F2,F3,F4,F5,F6 F7,F8,F9,F10,F12, F13,F14	R2,R3,R4,R5
Town of Moraga	F1,F2,F3,F4,F5,F6 F7,F8,F9,F10,F12, F13,F14	R2,R3,R4,R5
City of Oakley	F1,F2,F3,F4,F5,F6 F7,F8,F9,F10,F12, F13,F14	R2,R3,R4,R5

City of Orinda	F1,F2,F3,F4,F5,F6 F7,F9,F11,F12, F13, F14	R3,R4,R5
City of Pinole	F1,F2,F3,F4,F5,F6 F7,F8,F9,F10,F12, F13,F14	R2,R3,R4,R5
City of Pittsburg	F1,F2,F3,F4,F5,F6 F7,F8,F9,F10,F12, F13,F14	R2,R3,R4,R5
City of Pleasant Hill	F1,F2,F3,F4,F5,F6 F7,F8,F9,F10,F12, F13,F14	R2,R3,R4,R5
City of Richmond	F1,F2,F3,F4,F5,F6 F7,F8,F9,F10,F12, F13,F14	R2,R3,R4,R5
City of San Pablo	F1,F2,F3,F4,F5,F6 F7,F8,F9,F10,F12, F13,F14	R2,R3,R4,R5
City of San Ramon	F1,F2,F3,F4,F5,F6 F7,F8,F9,F10,F12, F13,F14	R2,R3,R4,R5
City of Walnut Creek	F1,F2,F3,F4,F5,F6 F7,F8,F9,F10,F12, F13,F14	R2,R3,R4,R5

These responses must be provided in the format and by the date set forth in the cover letter that accompanies this report. An electronic copy of these responses in the form of a Word document should be sent by e-mail to ctadmin@contracosta.courts.ca.gov and a hard (paper) copy should be sent to:

Civil Grand Jury – Foreperson
725 Court Street
P.O. Box 431
Martinez, CA 94553-0091



CITY OF PINOLE

2131 Pear Street
Pinole, CA 94564

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July 21, 2020

Honorable Anita Santos
Judge of the Superior Court
Contra Costa County Civil Grand Jury
725 Court Street
P.O. Box 431
Martinez, CA 94553-0091

Re: Contra Costa County Grand Jury Report No. 2004 "Police Department Staffing"

Dear Judge Santos:

Pursuant to California Penal Code Section 933.05, this letter responds to Contra Costa County Grand Jury Report No. 2004 "Police Department Staffing." This response was reviewed and authorized by the City Council at a duly noticed City Council meeting on July 21, 2020.

Grand Jury Findings

Finding #1: Low officer staffing ratios and/or unfilled officer positions present challenges in maintaining police services.

Response: Pinole agrees with finding #1. Low officer staffing ratios and/or unfilled officer positions present challenges to maintaining police services.

Finding #2. Low officer staffing ratios and/or unfilled officer positions have resulted in reducing or eliminating staffing of traffic units, school resource officers, community outreach, or other police services.

Response: Pinole agrees with Finding #2. Low officer staffing ratios and/or unfilled officer positions have resulted in reducing or eliminating staffing of traffic units, school resource officers, community outreach, and other police services.

Finding #3: Officers are often required to put in mandatory overtime to cover critical services due to low officer staffing ratios and/or unfilled officer positions.

Response: Pinole agrees with Finding #3. Officers are often required to work mandatory overtime due to low officer staffing ratios and/or unfilled officer positions.

Finding #4: Mandatory overtime can lead to officer stress, which creates retention challenges.



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Response: Pinole agrees with Finding #4. Mandatory overtime can lead to stress on officers, which creates retention challenges.

Finding #5: Low officer staffing ratios and/or unfilled officer positions may contribute to increased average response times for Priority 1 (emergency) calls.

Response: Pinole agrees with Finding #5. Low officer staffing ratios and/or unfilled officer positions may contribute to increased average response times for Priority 1 (emergency) calls.

Finding #6: Recruiting officers is challenging due to fewer applicants who meet the required hiring standards and complete the rigorous testing process.

Response: Pinole agrees with Finding #6. Fewer applicants who meet the required hiring standards and complete the rigorous testing process create challenges to recruiting officers.

Finding #7: Negative perceptions of policing and the availability of less dangerous job opportunities contribute to fewer applicants for law enforcement positions.

Response: Pinole agrees with Finding #7. Negative perceptions of policing and the availability of less dangerous job opportunities contribute to fewer applicants for law enforcement positions.

Finding #8: Each Contra Costa police agency (except those that contract with the Sheriff's Office) conducts its own recruiting program to attract potential applicants.

Response: Pinole agrees with Finding #8. Contra Costa police agencies that do not contract with the Sheriff's Office conduct their own recruiting program to attract potential applicants.

Finding #9: The process of hiring and training new officers takes an extensive amount of time and resources to complete.

Response: Pinole agrees with Finding #9. It takes an extensive amount of time and resources to complete the process of hiring and training new officers.

Finding #10: Each Contra Costa police agency (except those that contract with the Sheriff's Office) manages its own screening process for police officer positions, resulting in a replication of efforts across the County.

Response: Pinole agrees with Finding #10. Contra Costa police agencies that do not contract with the Sheriff's Office manage their own screening process for police officer positions, resulting in a replication of efforts across the County.

Finding #11: Contra Costa cities that contract with the Sheriff for police services are generally able to fill vacancies faster than non-contract cities.



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Response: Pinole partially disagrees with Finding #11. Pinole does not have any data as to how fast Contra Costa cities that contract with the Sheriff are able to fill vacancies compared non-contract cities.

Finding #12: Recruits and young officers have different expectations than in the past regarding work/life balance.

Response: Pinole agrees with Finding #12. Recruits and young officers have different expectations regarding work-life balance compared to the past.

Finding #13: Recruits and young officers' expectations about work/life balance contribute to the challenges of officer recruiting and retention.

Response: Pinole agrees with Finding #13. Recruits and young officers' expectations about work-life balance contribute to the challenges of officer recruitment and retention.

Finding #14: Wellness and Employee Assistance Programs offered by Contra Costa police agencies aid retention of police officers.

Response: Pinole agrees with Findings #14. Wellness and Employee Assistance Programs offered by Contra Costa police agencies aid in the retention of police officers.

Grand Jury Recommendations

Recommendation #2: The City/Town Councils of Antioch, Brentwood, Clayton, Concord, El Cerrito, Hercules, Martinez, Moraga, Oakley, Pinole, Pittsburg, Pleasant Hill, Richmond, San Pablo, San Ramon, and Walnut Creek should consider identifying funds to study the cost/benefit of a countywide screening process for police officer positions, to avoid replication of these steps while allowing each city police department to select and evaluate candidates, by June 30, 2021.

Response: This recommendation has not yet been implemented, but will be implemented in the future, by June 30, 2021.

Recommendation #3: The Sheriff, and the City/Town Councils of Antioch, Brentwood, Clayton, Concord, Danville, El Cerrito, Hercules, Lafayette, Martinez, Moraga, Oakley, Orinda, Pinole, Pittsburg, Pleasant Hill, Richmond, San Pablo, San Ramon, and Walnut Creek should consider directing their police departments to apply annually, or when offered in 2021, to the Department of Justice COPS Hiring Program, which provides funding for hiring additional officers, by June 30, 2021.

Response: This recommendation requires further analysis. The scope and parameters of the analysis will include a review of the details in the COPS Hiring Program, and the grant application and submittal process, which will be completed by November 20, 2020.



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Recommendation #4: The City/Town Councils of Antioch, Brentwood, Clayton, Concord, Danville, El Cerrito, Hercules, Lafayette, Martinez, Moraga, Oakley, Orinda, Pinole, Pittsburg, Pleasant Hill, Richmond, San Pablo, San Ramon, and Walnut Creek should consider identifying funds to increase the number of authorized sworn officers to fill understaffed units, such as traffic patrol and school resource officers, by June 30, 2021.

Response: This recommendation has not yet been implemented, but will be implemented in the future, by June 30, 2021.

Recommendation #5: The City/Town Councils of Antioch, Brentwood, Clayton, Concord, Danville, El Cerrito, Hercules, Lafayette, Martinez, Moraga, Oakley, Orinda, Pinole, Pittsburg, Pleasant Hill, Richmond, San Pablo, San Ramon, and Walnut Creek should consider identifying funds that would permit their police departments to over-hire officer positions as a strategy for keeping departments fully staffed, by June 30, 2021.

Response: This recommendation has not yet been implemented, but will be implemented in the future, by June 30, 2021.

The City appreciates the time and effort spent by Her Honor and the Grand Jury in consideration of these matters.

Sincerely,

CITY OF PINOLE

Roy Swearingen
Mayor



CITY COUNCIL REPORT

7H

DATE: JULY 21, 2020

TO: MAYOR AND COUNCILMEMBERS

FROM: HECTOR DE LA ROSA, ASSISTANT CITY MANAGER

**SUBJECT: APPROVING THE PINOLE SALARY SCHEDULE FOR ALL
REPRESENTED AND UNREPRESENTED EMPLOYEE
CLASSIFICATIONS IN CONFORMANCE WITH CALIFORNIA CODE OF
REGULATIONS, TITLE 2, SECTION 570.5**

RECOMMENDATION

It is recommended that the City Council adopt a resolution approving the Pinole Salary Schedule for all represented and unrepresented employee classifications in conformance with California Code of Regulations, Title 2, Section 570.5.

BACKGROUND

The California Public Employees' Retirement System (CalPERS), pursuant to their interpretation of California Code of Regulations section 570.5, recommends that all CalPERS employers maintain a single, publicly available document (i.e. Salary Schedule), approved by the governing body, showing all employee salaries.

REVIEW AND ANALYSIS

The attached salary schedules for 6-18-2020, 6-29-2020, and 7-6-2020, reflect changes to the compensation for employees with individual employment agreements as well as a citywide 3% cost of living increase. Staff is presenting the salary schedules to the City Council (quarterly or semi-annually) for approval to assure compliance with the CalPERS requirement.

A copy of the City's current salary schedule is posted on the City's website

FISCAL IMPACT

None.

ATTACHMENTS

- A Resolution
- B Salary Schedules

RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PINOLE, APPROVING THE CITY'S SALARY SCHEDULE FOR ALL REPRESENTED AND UNREPRESENTED EMPLOYEE CLASSIFICATIONS IN CONFORMANCE WITH CALIFORNIA CODE OF REGULATIONS, TITLE 2, SECTION 570.5

WHEREAS, the California Public Employees' Retirement System (CalPERS) has requested that all CalPERS employers list their compensation levels on one document, approved and adopted by the governing body, in accordance with California Code of Regulations section 570.5; and

WHEREAS, the City of Pinole desires to comply with the CalPERS reporting requirement through adoption and approval of the Pinole Salary Schedule reflecting compensation levels for all represented and unrepresented employee classifications; and

WHEREAS, any changes to the City's salary schedule will be presented to the City Council for approval; and

WHEREAS, the updated salary schedules for 6-18-2020, 6-29-2020, and 7-6-2020, are attached; and

WHEREAS, a copy of the current City salary schedules is posted on the City's website.

NOW, THEREFORE BE IT RESOLVED, that the City Council of the City of Pinole does hereby approve the salary schedules attached as Exhibit A.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Pinole held on the 21th day of July, 2020 by the following vote:

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

I hereby certify that the foregoing resolution was regularly introduced, passed, and adopted on this 21th day of July, 2020.

Heather Iopu CMC
City Clerk

City of Pinole Salary Ranking

FY 2020-21	1.000	1.000	1.000	1.000	1.000	1.000	1.000			
Bargaining Unit	A	A	B	B	C	C	D	D	E	E
	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly
ELECTED @ 07/01/16 budget										
City Treasurer	3,000 ANNUALLY									
Councilmember	6,750 ANNUALLY as of 01/2017									
MANAGEMENT* @ 07/08/19 (unless otherwise noted)										
Assistant City Manager	18,377.73	106.0254	as of 02/11/20							
City Clerk	9,870.82	56.9470								
City Manager	18,750.00	108.1731	as of 01/06/20							
Development Services Director/ City Engineer	16,432.92	94.8053	as of 03/01/2020							
Finance Director	15,821.71	91.2791	as of 08/05/19							
Fire Chief	15,000.00	86.5385	as of 12/21/2019							
Police Chief	17,030.73	98.2542	as of 08/19/19							
UNREPRESENTED/CONFIDENTIAL* @ 07/08/19 (unless otherwise noted)										
Fire Battalion Chief	13,123.42	54.0800								
Human Resources Specialist	5,443.32	31.4038	5,715.49	32.9740	6,001.27	34.6227	6,301.34	36.3539	6,616.42	38.1716
Planning Manager	11,192.66	64.5731								
Police Lieutenant	12,047.32	69.5038	as of 12/18/2019							
Public Works Manager	9,012.50	51.9952	as of 10/29/2019							
Recreation Manager	5,621.55	32.4320	5,902.63	34.0537	6,197.77	35.7564	6,507.67	37.5442	6,833.06	39.4215
WWTP Manager	11,101.25	64.0457	as of 01/20/2020							
LOCAL 1230 @ 07/08/19										
Firefighter	5,968.54	24.5956	6,266.97	25.8254	6,580.32	27.1167	6,909.35	28.4726	7,254.82	29.8962
Firefighter/Paramedic	6,565.39	27.0552	6,893.67	28.4080	7,238.36	29.8284	7,600.28	31.3198	7,980.30	32.8859
Fire Engineer	6,852.12	28.2368	7,194.74	29.6486	7,554.48	31.1311	7,932.21	32.6877	8,328.83	34.3221
Fire Captain	7,582.42	31.2463	7,961.55	32.8086	8,359.64	34.4491	8,777.63	36.1716	9,216.52	37.9802
PPEA @ 07/08/19										
Community Safety Specialist	4,541.94	26.2035	4,769.04	27.5137	5,007.49	28.8894	5,257.87	30.3339	5,520.77	31.8506
Dispatcher	5,165.27	29.7997	5,423.54	31.2897	5,694.73	32.8542	5,979.47	34.4969	6,278.45	36.2218
Lead Dispatcher	5,529.18	31.8991	5,805.64	33.4941	6,095.93	35.1688	6,400.74	36.9273	6,720.78	38.7737
Police Officer	6,547.27	37.7727	6,874.64	39.6614	7,218.37	41.6445	7,579.30	43.7267	7,958.27	45.9131
Police Sergeant	7,669.31	44.2460	8,052.79	46.4584	8,455.43	48.7813	8,878.21	51.2205	9,322.13	53.7815

City of Pinole Salary Ranking

Bargaining Unit	A Monthly	A Hourly	B Monthly	B Hourly	C Monthly	C Hourly	D Monthly	D Hourly	E Monthly	E Hourly
AFSCME @ 07/08/19										
Accountant	6,564.11	37.8698	6,892.32	39.7634	7,236.94	41.7516	7,598.80	43.8392	7,978.74	46.0312
Accounting Specialist	5,606.61	32.3458	5,886.95	33.9632	6,181.30	35.6614	6,490.38	37.4445	6,814.90	39.3167
Associate Civil Engineer	7,791.14	44.9489	8,180.71	47.1964	8,589.75	49.5563	9,019.25	52.0341	9,470.22	54.6359
Associate Planner	6,564.10	37.8698	6,892.31	39.7634	7,236.94	41.7516	7,598.79	43.8392	7,978.74	46.0312
Building Inspector	5,802.45	33.4757	6,092.58	35.1495	6,397.21	36.9070	6,717.08	38.7524	7,052.94	40.6900
Sr. Building Inspector	6,016.27	34.7093	6,317.09	36.4448	6,632.95	38.2670	6,964.61	40.1804	7,312.85	42.1895
Cable Access Coordinator	6,192.73	35.7273	6,502.38	37.5137	6,827.50	39.3894	7,168.89	41.3590	7,527.34	43.4269
Code Enforcement Officer	5,802.45	33.4757	6,092.58	35.1495	6,397.21	36.9070	6,717.08	38.7524	7,052.94	40.6900
Environmental Analyst	5,802.45	33.4757	6,092.58	35.1495	6,397.21	36.9070	6,717.08	38.7524	7,052.94	40.6900
Information Systems Administrator	6,192.75	35.7274	6,502.39	37.5138	6,827.52	39.3895	7,168.90	41.3591	7,527.36	43.4271
Information Systems Specialist	5,930.95	34.2170	6,227.50	35.9279	6,538.88	37.7243	6,865.83	39.6106	7,209.13	41.5911
Management Analyst	5,833.11	33.6526	6,124.77	35.3352	6,431.02	37.1020	6,752.58	38.9572	7,090.21	40.9051
Public Works Specialist	5,833.12	33.6526	6,124.78	35.3353	6,431.02	37.1021	6,752.58	38.9572	7,090.22	40.9051
Recreation Coordinator	4,207.49	24.2740	4,417.87	25.4877	4,638.77	26.7621	4,870.71	28.1003	5,114.26	29.5053
Rental Inspector	5,802.46	33.4757	6,092.59	35.1496	6,397.23	36.9071	6,717.09	38.7525	7,052.96	40.6901
Project Manager	5,670.30	32.7132	5,953.82	34.3489	6,251.51	36.0664	6,564.10	37.8698	6,892.31	39.7633
Senior Project Manager	6,564.10	37.8698	6,892.32	39.7634	7,236.94	41.7516	7,598.79	43.8392	7,978.74	46.0312
WWTP Operations Supervisor	6,823.85	39.3683	7,165.05	41.3368	7,523.31	43.4037	7,899.48	45.5739	8,294.46	47.8527
WPCP Supervisor	6,382.71	36.8233	6,701.85	38.6645	7,036.95	40.5978	7,388.80	42.6277	7,758.25	44.7591

City of Pinole Salary Ranking

Bargaining Unit	A Monthly	A Hourly	B Monthly	B Hourly	C Monthly	C Hourly	D Monthly	D Hourly	E Monthly	E Hourly
LOCAL ONE @ 07/08/19										
Accounting Technician	4,163.63	24.0209	4,371.81	25.2220	4,590.41	26.4831	4,819.93	27.8073	5,060.94	29.1977
Administrative Assistant	4,612.55	26.6109	4,843.18	27.9415	5,085.35	29.3386	5,339.62	30.8055	5,606.61	32.3458
Cable Access Technician	5,011.23	28.9110	5,261.80	30.3565	5,524.90	31.8744	5,801.15	33.4682	6,091.21	35.1416
Cook		16.8169		17.6577		18.5406		19.4677		
Community Service Officer	4,162.50	24.0144	4,370.63	25.2152	4,589.16	26.4759	4,818.63	27.7998	5,059.56	29.1898
Environmental Assistant	2,983.04	17.209819	2,715.00	18.0703	2,850.00	18.9739	2,993.00	19.9226	3,143.00	20.9187
Permit Technician	4,645.97	26.8037	4,878.28	28.1439	5,122.20	29.5511	5,378.31	31.0287	5,647.23	32.5802
PW Maintenance Worker	4,375.91	25.2456	4,594.71	26.5079	4,824.45	27.8334	5,065.68	29.2251	5,318.97	30.6864
PW Senior Maintenance Worker	4,751.66	27.4134	4,989.25	28.7841	5,238.71	30.2234	5,500.66	31.7345	5,775.69	33.3213
PW Maintenance Supervisor	5,944.28	34.2939	6,241.50	36.0086	6,553.58	37.8091	6,881.26	39.6996	7,225.33	41.6846
Police Property Specialist	4,162.50	24.0144	4,370.63	25.2152	4,589.16	26.4759	4,818.63	27.7998	5,059.56	29.1898
Police Records Specialist	4,163.63	24.0209	4,371.81	25.2220	4,590.41	26.4831	4,819.93	27.8073	5,060.94	29.1977
WWTP Operator	5,329.84	30.7491	5,596.33	32.2865	5,876.16	33.9009	6,169.97	35.5960	6,478.47	37.3758
WWTP Senior Operator	5,884.26	33.9476	6,178.48	35.6451	6,487.41	37.4273	6,811.78	39.2988	7,152.38	41.2637
WWTP Maintenance Mechanic	4,750.27	27.4054	4,987.79	28.7757	5,237.18	30.2145	5,499.05	31.7253	5,774.00	33.3116
WWTP Senior Maint. Mechanic	5,884.26	33.9476	6,178.48	35.6451	6,487.41	37.4273	6,811.78	39.2988	7,152.38	41.2637
WWTP Operator in Training	4,368.46	25.2026	4,586.89	26.4628						

City of Pinole Salary Ranking

Bargaining Unit	A Monthly	A Hourly	B Monthly	B Hourly	C Monthly	C Hourly	D Monthly	D Hourly	E Monthly	E Hourly
TRAINEE - BENEFITTED @ 07/08/19										
PART-TIME										
Police Officer Trainee		29.1898								
Fire Academy Recruit (EMT-1)		26.6104								
Fire Academy Recruit (EMT-P)		30.9905								
Interns @ 01/01/2020										
Intern		13.0000		14.0000		15.0000		16.0000		17.0000
Police @ 01/01/2020										
Crossing Guard		13.0000								
Recreation @ 07/08/19 (unless otherwise noted)										
Cable Equipment Operator I	as of 01/01/20	13.0000		13.6500		14.3325		15.0491		15.8016
Cable Equipment Operator II		15.7749		16.5636		17.3918		18.2614		19.1745
Recreation Leader		13.0529		13.7056		14.3909		15.1104		15.8660
Rental Facility Custodian		13.0851		13.7394		14.4263				
Rental Facility Senior Custodian		15.1476		15.9050		16.7003				
Senior Recreation Leader		15.8552		16.6479		17.4804		18.3544		19.2721
Administration - 05/03/17										
Records Management Administrator		60.0000								
CONTRACT-Part Time										
Public Works @ 07/01/05										
Park Caretaker		20.7000								

City of Pinole Salary Ranking

FY 2020-21	1.000	1.000	1.000	1.000	1.000	1.000	1.000			
Bargaining Unit	A Monthly	A Hourly	B Monthly	B Hourly	C Monthly	C Hourly	D Monthly	D Hourly	E Monthly	E Hourly
<u>ELECTED @ 07/01/16 budget</u>										
City Treasurer	3,000 ANNUALLY									
Councilmember	6,750 ANNUALLY as of 01/2017									
<u>MANAGEMENT* @ 07/08/19 (unless otherwise noted)</u>										
Assistant City Manager	18,377.73	106.0254	as of 02/11/20							
City Clerk	9,870.82	56.9470								
City Manager	18,750.00	108.1731	as of 01/06/20							
Development Services Director/ City Engineer	16,432.92	94.8053	as of 03/01/2020							
Finance Director	15,821.71	91.2791	as of 08/05/19							
Fire Chief	15,750.00	90.8654	as of 06/21/2020							
Police Chief	17,030.73	98.2542	as of 08/19/19							
<u>UNREPRESENTED/CONFIDENTIAL* @ 07/08/19 (unless otherwise noted)</u>										
Fire Battalion Chief	13,123.42	54.0800								
Human Resources Specialist	5,443.32	31.4038	5,715.49	32.9740	6,001.27	34.6227	6,301.34	36.3539	6,616.42	38.1716
Planning Manager	11,192.66	64.5731								
Police Lieutenant	12,047.32	69.5038	as of 12/18/2019							
Public Works Manager	9,012.50	51.9952	as of 10/29/2019							
Recreation Manager	5,621.55	32.4320	5,902.63	34.0537	6,197.77	35.7564	6,507.67	37.5442	6,833.06	39.4215
WWTP Manager	11,101.25	64.0457	as of 01/20/2020							
<u>LOCAL 1230 @ 07/08/19</u>										
Firefighter	5,968.54	24.5956	6,266.97	25.8254	6,580.32	27.1167	6,909.35	28.4726	7,254.82	29.8962
Firefighter/Paramedic	6,565.39	27.0552	6,893.67	28.4080	7,238.36	29.8284	7,600.28	31.3198	7,980.30	32.8859
Fire Engineer	6,852.12	28.2368	7,194.74	29.6486	7,554.48	31.1311	7,932.21	32.6877	8,328.83	34.3221
Fire Captain	7,582.42	31.2463	7,961.55	32.8086	8,359.64	34.4491	8,777.63	36.1716	9,216.52	37.9802
<u>PPEA @ 07/08/19</u>										
Community Safety Specialist	4,541.94	26.2035	4,769.04	27.5137	5,007.49	28.8894	5,257.87	30.3339	5,520.77	31.8506
Dispatcher	5,165.27	29.7997	5,423.54	31.2897	5,694.73	32.8542	5,979.47	34.4969	6,278.45	36.2218
Lead Dispatcher	5,529.18	31.8991	5,805.64	33.4941	6,095.93	35.1688	6,400.74	36.9273	6,720.78	38.7737
Police Officer	6,547.27	37.7727	6,874.64	39.6614	7,218.37	41.6445	7,579.30	43.7267	7,958.27	45.9131
Police Sergeant	7,669.31	44.2460	8,052.79	46.4584	8,455.43	48.7813	8,878.21	51.2205	9,322.13	53.7815

City of Pinole Salary Ranking

Bargaining Unit	A Monthly	A Hourly	B Monthly	B Hourly	C Monthly	C Hourly	D Monthly	D Hourly	E Monthly	E Hourly
<u>AFSCME @ 07/08/19</u>										
Accountant	6,564.11	37.8698	6,892.32	39.7634	7,236.94	41.7516	7,598.80	43.8392	7,978.74	46.0312
Accounting Specialist	5,606.61	32.3458	5,886.95	33.9632	6,181.30	35.6614	6,490.38	37.4445	6,814.90	39.3167
Associate Civil Engineer	7,791.14	44.9489	8,180.71	47.1964	8,589.75	49.5563	9,019.25	52.0341	9,470.22	54.6359
Associate Planner	6,564.10	37.8698	6,892.31	39.7634	7,236.94	41.7516	7,598.79	43.8392	7,978.74	46.0312
Building Inspector	5,802.45	33.4757	6,092.58	35.1495	6,397.21	36.9070	6,717.08	38.7524	7,052.94	40.6900
Sr. Building Inspector	6,016.27	34.7093	6,317.09	36.4448	6,632.95	38.2670	6,964.61	40.1804	7,312.85	42.1895
Cable Access Coordinator	6,192.73	35.7273	6,502.38	37.5137	6,827.50	39.3894	7,168.89	41.3590	7,527.34	43.4269
Code Enforcement Officer	5,802.45	33.4757	6,092.58	35.1495	6,397.21	36.9070	6,717.08	38.7524	7,052.94	40.6900
Environmental Analyst	5,802.45	33.4757	6,092.58	35.1495	6,397.21	36.9070	6,717.08	38.7524	7,052.94	40.6900
Information Systems Administrator	6,192.75	35.7274	6,502.39	37.5138	6,827.52	39.3895	7,168.90	41.3591	7,527.36	43.4271
Information Systems Specialist	5,930.95	34.2170	6,227.50	35.9279	6,538.88	37.7243	6,865.83	39.6106	7,209.13	41.5911
Management Analyst	5,833.11	33.6526	6,124.77	35.3352	6,431.02	37.1020	6,752.58	38.9572	7,090.21	40.9051
Public Works Specialist	5,833.12	33.6526	6,124.78	35.3353	6,431.02	37.1021	6,752.58	38.9572	7,090.22	40.9051
Recreation Coordinator	4,207.49	24.2740	4,417.87	25.4877	4,638.77	26.7621	4,870.71	28.1003	5,114.26	29.5053
Rental Inspector	5,802.46	33.4757	6,092.59	35.1496	6,397.23	36.9071	6,717.09	38.7525	7,052.96	40.6901
Project Manager	5,670.30	32.7132	5,953.82	34.3489	6,251.51	36.0664	6,564.10	37.8698	6,892.31	39.7633
Senior Project Manager	6,564.10	37.8698	6,892.32	39.7634	7,236.94	41.7516	7,598.79	43.8392	7,978.74	46.0312
WWTP Operations Supervisor	6,823.85	39.3683	7,165.05	41.3368	7,523.31	43.4037	7,899.48	45.5739	8,294.46	47.8527
WPCP Supervisor	6,382.71	36.8233	6,701.85	38.6645	7,036.95	40.5978	7,388.80	42.6277	7,758.25	44.7591

City of Pinole Salary Ranking

Bargaining Unit	A Monthly	A Hourly	B Monthly	B Hourly	C Monthly	C Hourly	D Monthly	D Hourly	E Monthly	E Hourly
<u>LOCAL ONE @ 07/08/19</u>										
Accounting Technician	4,163.63	24.0209	4,371.81	25.2220	4,590.41	26.4831	4,819.93	27.8073	5,060.94	29.1977
Administrative Assistant	4,612.55	26.6109	4,843.18	27.9415	5,085.35	29.3386	5,339.62	30.8055	5,606.61	32.3458
Cable Access Technician	5,011.23	28.9110	5,261.80	30.3565	5,524.90	31.8744	5,801.15	33.4682	6,091.21	35.1416
Cook		16.8169		17.6577		18.5406		19.4677		
Community Service Officer	4,162.50	24.0144	4,370.63	25.2152	4,589.16	26.4759	4,818.63	27.7998	5,059.56	29.1898
Environmental Assistant	2,983.04	17.209819	2,715.00	18.0703	2,850.00	18.9739	2,993.00	19.9226	3,143.00	20.9187
Permit Technician	4,645.97	26.8037	4,878.28	28.1439	5,122.20	29.5511	5,378.31	31.0287	5,647.23	32.5802
PW Maintenance Worker	4,375.91	25.2456	4,594.71	26.5079	4,824.45	27.8334	5,065.68	29.2251	5,318.97	30.6864
PW Senior Maintenance Worker	4,751.66	27.4134	4,989.25	28.7841	5,238.71	30.2234	5,500.66	31.7345	5,775.69	33.3213
PW Maintenance Supervisor	5,944.28	34.2939	6,241.50	36.0086	6,553.58	37.8091	6,881.26	39.6996	7,225.33	41.6846
Police Property Specialist	4,162.50	24.0144	4,370.63	25.2152	4,589.16	26.4759	4,818.63	27.7998	5,059.56	29.1898
Police Records Specialist	4,163.63	24.0209	4,371.81	25.2220	4,590.41	26.4831	4,819.93	27.8073	5,060.94	29.1977
WWTP Operator	5,329.84	30.7491	5,596.33	32.2865	5,876.16	33.9009	6,169.97	35.5960	6,478.47	37.3758
WWTP Senior Operator	5,884.26	33.9476	6,178.48	35.6451	6,487.41	37.4273	6,811.78	39.2988	7,152.38	41.2637
WWTP Maintenance Mechanic	4,750.27	27.4054	4,987.79	28.7757	5,237.18	30.2145	5,499.05	31.7253	5,774.00	33.3116
WWTP Senior Maint. Mechanic	5,884.26	33.9476	6,178.48	35.6451	6,487.41	37.4273	6,811.78	39.2988	7,152.38	41.2637
WWTP Operator in Training	4,368.46	25.2026	4,586.89	26.4628						

City of Pinole Salary Ranking

Bargaining Unit	A Monthly	A Hourly	B Monthly	B Hourly	C Monthly	C Hourly	D Monthly	D Hourly	E Monthly	E Hourly
<u>TRAINEE - BENEFITTED @ 07/08/19</u>										
<u>PART-TIME</u>										
Police Officer Trainee		29.1898								
Fire Academy Recruit (EMT-1)		26.6104								
Fire Academy Recruit (EMT-P)		30.9905								
<u>Interns @ 01/01/2020</u>										
Intern		13.0000		14.0000		15.0000		16.0000		17.0000
<u>Police @ 01/01/2020</u>										
Crossing Guard		13.0000								
<u>Recreation @ 07/08/19 (unless otherwise noted)</u>										
Cable Equipment Operator I	as of 01/01/20	13.0000		13.6500		14.3325		15.0491		15.8016
Cable Equipment Operator II		15.7749		16.5636		17.3918		18.2614		19.1745
Recreation Leader		13.0529		13.7056		14.3909		15.1104		15.8660
Rental Facility Custodian		13.0851		13.7394		14.4263				
Rental Facility Senior Custodian		15.1476		15.9050		16.7003				
Senior Recreation Leader		15.8552		16.6479		17.4804		18.3544		19.2721
<u>Administration - 05/03/17</u>										
Records Management Administrator		60.0000								
<u>CONTRACT-Part Time</u>										
<u>Public Works @ 07/01/05</u>										
Park Caretaker		20.7000								

City of Pinole Salary Ranking

Bargaining Unit	A Monthly	A Hourly	B Monthly	B Hourly	C Monthly	C Hourly	D Monthly	D Hourly	E Monthly	E Hourly
ELECTED @ 07/01/16 budget										
City Treasurer	3,000 ANNUALLY									
Councilmember	6,750 ANNUALLY as of 01/2017									
MANAGEMENT* @ 07/06/2020 (unless otherwise noted)										
Assistant City Manager	18,929.06	109.2061								
City Clerk	10,166.95	58.6555								
City Manager	19,312.50	111.4183								
Development Services Director/ City Engineer	16,925.91	97.6495								
Finance Director	16,296.37	94.0175								
Fire Chief	16,222.50	93.5913								
Police Chief	17,541.65	101.2018								
UNREPRESENTED/CONFIDENTIAL* @ 07/06/2020 (unless otherwise noted)										
Fire Battalion Chief	13,517.12	55.7024								
Human Resources Specialist	5,606.62	32.3459	5,886.96	33.9632	6,181.31	35.6614	6,490.38	37.4445	6,814.91	39.3168
Planning Manager	11,528.44	66.5102								
Police Lieutenant	12,408.74	71.5889								
Public Works Manager	9,282.88	53.5551								
Recreation Manager	5,790.20	33.4050	6,079.71	35.0753	6,383.71	36.8291	6,702.90	38.6706	7,038.05	40.6041
WWTP Manager	11,434.29	65.9671								
LOCAL 1230 @ 07/06/2020										
Firefighter	6,326.65	26.0714	6,642.99	27.3749	6,975.14	28.7437	7,323.91	30.1809	7,690.11	31.6900
Firefighter/Paramedic	6,959.31	28.6785	7,307.29	30.1124	7,672.66	31.6181	8,056.30	33.1990	8,459.12	34.8590
Fire Engineer	7,263.25	29.9310	7,626.42	31.4276	8,007.75	32.9990	8,408.14	34.6489	8,828.56	36.3814
Fire Captain	8,037.37	33.1210	8,439.25	34.7771	8,861.22	36.5160	9,304.29	38.3418	9,769.51	40.2590
PPEA @ 07/06/2020										
Community Safety Specialist	4,814.45	27.7757	5,055.18	29.1645	5,307.94	30.6227	5,573.35	32.1539	5,852.02	33.7616
Dispatcher	5,475.19	31.5876	5,748.96	33.1671	6,036.41	34.8254	6,338.24	36.5667	6,655.15	38.3951
Lead Dispatcher	5,860.93	33.8131	6,153.98	35.5037	6,461.69	37.2790	6,784.78	39.1430	7,124.03	41.1001
Police Officer	6,940.10	40.0390	7,287.11	42.0410	7,651.48	44.1431	8,034.06	46.3503	8,435.77	48.6679
Police Sergeant	8,129.47	46.9008	8,535.95	49.2459	8,962.76	51.7082	9,410.91	54.2937	9,881.46	57.0084

City of Pinole Salary Ranking

Bargaining Unit	A Monthly	A Hourly	B Monthly	B Hourly	C Monthly	C Hourly	D Monthly	D Hourly	E Monthly	E Hourly
AFSCME @ 07/06/2020										
Accountant	6,761.03	39.0059	7,099.09	40.9563	7,454.05	43.0041	7,826.76	45.1544	8,218.11	47.4122
Accounting Specialist	5,774.81	33.3162	6,063.56	34.9821	6,366.74	36.7312	6,685.09	38.5678	7,019.35	40.4962
Associate Civil Engineer	8,024.88	46.2974	8,426.13	48.6123	8,847.45	51.0430	9,289.83	53.5952	9,754.33	56.2750
Associate Planner	6,761.03	39.0059	7,099.08	40.9563	7,454.05	43.0041	7,826.76	45.1544	8,218.10	47.4121
Building Inspector	5,976.52	34.4799	6,275.35	36.2040	6,589.13	38.0142	6,918.59	39.9149	7,264.53	41.9107
Sr. Building Inspector	6,016.27	34.7093	6,317.09	36.4448	6,632.95	38.2670	6,964.61	40.1804	7,312.85	42.1895
Cable Access Coordinator	6,378.52	36.7991	6,697.45	38.6391	7,032.33	40.5711	7,383.95	42.5997	7,753.16	44.7298
Code Enforcement Officer	5,976.52	34.4799	6,275.35	36.2040	6,589.13	38.0142	6,918.59	39.9149	7,264.53	41.9107
Environmental Analyst	5,976.52	34.4799	6,275.35	36.2040	6,589.13	38.0142	6,918.59	39.9149	7,264.53	41.9107
Information Systems Administrator	6,378.53	36.7992	6,697.47	38.6392	7,032.35	40.5712	7,383.97	42.5998	7,753.18	44.7299
Information Systems Specialist	6,108.88	35.2435	6,414.33	37.0057	6,735.05	38.8561	7,071.81	40.7989	7,425.41	42.8389
Management Analyst	6,008.11	34.6621	6,308.52	36.3953	6,623.95	38.2151	6,955.15	40.1259	7,302.92	42.1322
Public Works Specialist	6,008.11	34.6622	6,308.52	36.3953	6,623.95	38.2151	6,955.16	40.1259	7,302.92	42.1323
Recreation Coordinator	4,333.72	25.0022	4,550.41	26.2524	4,777.93	27.5650	5,016.84	28.9433	5,267.68	30.3905
Rental Inspector	5,976.53	34.4800	6,275.37	36.2040	6,589.14	38.0143	6,918.61	39.9150	7,264.54	41.9108
Project Manager	5,840.40	33.6946	6,132.43	35.3794	6,439.06	37.1484	6,761.02	39.0059	7,099.08	40.9562
Senior Project Manager	6,761.03	39.0059	7,099.09	40.9563	7,454.05	43.0041	7,826.76	45.1544	8,218.10	47.4121
WWTP Operations Supervisor	7,028.56	40.5494	7,380.00	42.5769	7,749.00	44.7058	8,136.46	46.9411	8,543.29	49.2882
WPCP Supervisor	6,574.19	37.9280	6,902.90	39.8244	7,248.06	41.8157	7,610.47	43.9065	7,991.00	46.1019

City of Pinole Salary Ranking

Bargaining Unit	A Monthly	A Hourly	B Monthly	B Hourly	C Monthly	C Hourly	D Monthly	D Hourly	E Monthly	E Hourly
LOCAL ONE @ 07/06/2020										
Accounting Technician	4,288.54	24.7416	4,502.97	25.9787	4,728.12	27.2776	4,964.53	28.6415	5,212.76	30.0736
Administrative Assistant	4,750.93	27.4092	4,988.48	28.7797	5,237.91	30.2187	5,499.81	31.7297	5,774.81	33.3162
Cable Access Technician	5,161.57	29.7783	5,419.65	31.2672	5,690.64	32.8306	5,975.18	34.4722	6,273.95	36.1958
Cook		17.3214		18.1874		19.0968		20.0517		
Community Service Officer	4,287.37	24.7348	4,501.75	25.9716	4,726.84	27.2702	4,963.19	28.6338	5,211.35	30.0655
Environmental Assistant	3,072.53	17.726114	2,715.00	18.6124	2,850.00	19.5431	2,993.00	20.5203	3,143.00	21.5463
Permit Technician	4,785.35	27.6078	5,024.63	28.9882	5,275.86	30.4377	5,539.66	31.9596	5,816.65	33.5576
PW Maintenance Worker	4,507.19	26.0030	4,732.55	27.3032	4,969.18	28.6684	5,217.65	30.1018	5,478.54	31.6069
PW Senior Maintenance Worker	4,894.21	28.2358	5,138.92	29.6476	5,395.88	31.1301	5,665.67	32.6866	5,948.96	34.3209
PW Maintenance Supervisor	6,122.60	35.3227	6,428.74	37.0889	6,750.18	38.9434	7,087.70	40.8906	7,442.09	42.9352
Police Property Specialist	4,287.37	24.7348	4,501.75	25.9716	4,726.84	27.2702	4,963.19	28.6338	5,211.35	30.0655
Police Records Specialist	4,288.54	24.7416	4,502.97	25.9787	4,728.12	27.2776	4,964.53	28.6415	5,212.76	30.0736
WWTP Operator	5,489.73	31.6715	5,764.22	33.2551	6,052.44	34.9179	6,355.07	36.6639	6,672.83	38.4971
WWTP Senior Operator	6,060.79	34.9661	6,363.83	36.7144	6,682.03	38.5502	7,016.14	40.4777	7,366.95	42.5016
WWTP Maintenance Mechanic	4,892.78	28.2276	5,137.42	29.6390	5,394.30	31.1209	5,664.02	32.6770	5,947.23	34.3109
WWTP Senior Maint. Mechanic	6,060.79	34.9661	6,363.83	36.7144	6,682.03	38.5502	7,016.14	40.4777	7,366.95	42.5016
WWTP Operator in Training	4,499.51	25.9587	4,724.49	27.2567						

City of Pinole Salary Ranking

Bargaining Unit	A Monthly	A Hourly	B Monthly	B Hourly	C Monthly	C Hourly	D Monthly	D Hourly	E Monthly	E Hourly
TRAINEE - BENEFITTED @ 07/06/2020										
PART-TIME										
Police Officer Trainee		30.0655								
Fire Academy Recruit (EMT-1)		28.2070								
Fire Academy Recruit (EMT-P)		32.8499								
Interns @ 01/01/2020										
Intern		13.0000		14.0000		15.0000		16.0000		17.0000
Police @ 01/01/2020										
Crossing Guard		13.0000								
Recreation @ 07/06/2020 (unless otherwise noted)										
Cable Equipment Operator I		13.3900		14.0595		14.7625		15.5006		16.2757
Cable Equipment Operator II		16.2481		17.0605		17.9136		18.8093		19.7498
Recreation Leader		13.4445		14.1168		14.8226		15.5638		16.3420
Rental Facility Custodian		13.4777		14.1515		14.8591				
Rental Facility Senior Custodian		15.6021		16.3822		17.2013				
Senior Recreation Leader		16.3308		17.1474		18.0048		18.9050		19.8503
Administration - 05/03/17										
Records Management Administrator		60.0000								
CONTRACT-Part Time										
Public Works @ 07/01/05										
Park Caretaker		20.7000								



CITY COUNCIL REPORT

8A

DATE: JULY 21, 2020

TO: MAYOR AND COUNCIL MEMBERS

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

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

RECOMMENDATION

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

BACKGROUND

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

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

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

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

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

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

REVIEW & ANALYSIS

General Plan Goals and Policies

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

Goal H.4 Housing Need.

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

Policy H.4.1 Provide a Choice of Housing.

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

Policy H.4.4 Support the development of affordable housing.

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

Action 4.4.4 Second Unit Ordinance.

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

ADU Development in the City

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

Proposed Changes to Accessory Dwelling Unit Regulations

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

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

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

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

Topic (Required or Recommended Change)	Existing	Proposed
	with other accessory structures.	
<u>Exterior Access</u> (Required)	N/A	ADU shall have its own exterior access
<u>Stairs</u> (Recommended)	N/A	Exterior stairs to second story ADU shall not be visible from the public right-of-way.
<u>Design Compatibility</u> (Recommended)	The ADU <u>shall</u> be compatible with the existing primary dwelling as to height, style, materials, and colors.	The ADU <u>should</u> be compatible with the primary residence and should use similar style, materials, and colors. (Since compatibility is not an objective standard, it cannot be required but can be recommended).
<u>Passageways</u> (Required)	N/A	No passageways shall be required.
<u>Short-term Rentals</u> (Recommended)	N/A (not in the ordinance but is in the required deed-restriction forms applicants eventually complete)	Rental must be for terms longer than 30 days.
<u>Extra Area for Ingress/Egress</u> (Required)	N/A	An ADU within an existing structure may include a 150 sf expansion for ingress/egress.
<u>Parking and Parking Replacement</u> (Required)	ADU is required one space per bedroom. If the property is outside ½ mile radius of transit stop. However, if within ½ mile radius of transit stop, ADU parking is not required	One parking space per ADU or bedroom whichever is less. If the property is outside ½ mile radius of transit stop. However, if within ½ mile radius of transit stop, ADU parking is not required. Parking replacement shall not be required for conversion of garage, carport, or covered parking.

Discussion on the Zoning Code Amendments

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

Chapter 17.70 Changes

New Requirements

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

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

Recommended Changes

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

- Maximum attached and detached ADU size may be 50% of the existing residence living area, not to exceed 850 square feet for a 0-1 bedroom ADU and 1,000 square feet for a 2+ bedroom ADU. This is based on State standards, however local jurisdictions may be more flexible.
 - For example, all ADUs may be 50% of the existing residence living area, not to exceed 1,000 square feet, regardless of the number of bedrooms. Or, all ADUs may be capped at 1,200 square feet.
- All ADUs would be reviewed through the Plan Check (i.e., Building Permit) process. The existing ordinance required ADUs between 600 and 999 square feet to go through an additional Administrative Use Permit process before going through the Building Permit process. This recommendation is provided so that the review process would be more in line with the ministerial-only review process in State Law and minimizes the potential for conflict with State standards that account for a ministerial process. Providing a ministerial-only review process also supports ADU projects as it reduces the time and cost for applicants.
- The height of a detached ADU can be reduced to 16 feet and ADUs attached to residences can match the height allowed for the primary residence in the zoning district. This is a standard to consider.
 - The existing ADU height standard is two stories or 35 feet but does not specify whether it is attached or detached, so two story detached ADUs may be permitted. This standard can remain if desired.
- Exterior stairs to a second story ADU shall not be visible from the public right-of-way. This is a design recommendation to consider.
- Design compatibility is subjective and has been changed to a guideline/recommendation rather than a requirement ("should" versus "shall"). For ministerial review (Building Permit/Plan Check) review of ADUs, requirements have to be objective. If certain design standards want to be applied, they would have to be objective requirements.
- Rentals may only be for terms longer than 30 days. State law allows cities to apply this regulation.

Chapter 17.20 Changes

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

Chapter 17.22 Changes

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

Chapter 17.30 Changes

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

Chapter 17.48 Changes

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

Chapter 17.98 Changes

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

FISCAL IMPACT

Approving this Ordinance will have a small direct impact to the City in the collection of building fees and a potential small bump in property tax.

ATTACHMENT(S)

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

CITY COUNCIL ORDINANCE NO.

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

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

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

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

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

WHEREAS, the Planning Commission held a duly noticed public hearing related to the proposed Zoning Code amendment on June 22, 2020; and

WHEREAS, after close of the public hearing, the Planning Commission considered all public comments received both before and during the public hearing, the presentation by city staff, the staff report, and all other pertinent documents regarding the proposed zoning code amendments, and recommended that the City Council adopt the proposed amendments to the Zoning Code; and

WHEREAS, the City Council held a duly noticed public hearing related to the proposed Zoning Code amendment on July 7, 2020, at which time all interested parties had the opportunity to be heard; and

WHEREAS, the proposed ordinance amendments are exempt from the California Environmental Quality Act (CEQA) pursuant to Public Resource Code section 21080.17, which exempts ordinances adopted to implement state laws regarding ADUs and JADUs from CEQA.

NOW THEREFORE, BE IT RESOLVED, that the Pinole City Council does here ordain as follows made a part of this Ordinance.

Section 1. Recitals

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

Section 2 -- Municipal Code Amendments

Chapters 17.20, 17.22, 17.30, 17.48, 17.70 and 17.98 of the Pinole Municipal Code are hereby amended to read as set forth in Exhibit A, which is attached hereto and incorporated herein.

Section 3. Severability.

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

Section 4. Effective Date.

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

Section 5. Publication.

Within fifteen (15) days after the passage of this Ordinance the City Clerk shall cause this Ordinance or a summary thereof to be published or to be posted in at least three public places in the City of Pinole in accordance with the requirements of California Government Code Section 36933.

PASSED AND ADOPTED by the City Council of the City of Pinole on this 18st day of August, 2020, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Roy Swearingen , Mayor 2019-2020

ATTEST:

Heather Ipou, City Clerk

Exhibit A

COUNCIL ORDINANCE No.20-XX

EXCERPT

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

CHAPTER 17.70

ACCESSORY DWELLING UNITS **AND JUNIOR ACCESSORY DWELLING UNITS**

Sections:

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

17.70.010 PURPOSE.

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

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

17.70.020 APPLICABILITY.

The regulations and standards contained in this chapter shall apply to all new accessory dwelling units **(ADU) and junior accessory dwelling units (JADU)** in the city, **including previously unpermitted ADUs that are legalized,** and shall be in addition to any other development standards and regulations contained elsewhere within ~~the~~ **Title 17** Zoning Code that apply to primary dwelling units (e.g., lighting). **ADUs are permitted on all lots zoned to allow single family and multifamily residences that have an existing or proposed single family or multifamily residence. JADUs are permitted on lots with an existing or proposed single family residence.** ~~Accessory dwelling units are permitted in single-family residential zoning districts as listed in Article II. (Zoning Districts, Allowed Uses, and Development Standards), subject to compliance with the standards of this chapter and other relevant requirements of this title or as otherwise provided by state law. For the~~

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

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

17.70.030 PERMIT REQUIREMENTS.

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

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

- A. A completed building permit application ~~that shall not be approved until plan check approval for the accessory dwelling unit;~~
- B. Proof of ownership of the property **or permission from the property owner;**
- C. A plot plan showing the location of any and all easements, structures, parking for both the primary and ~~accessory~~**secondary** dwelling units, other improvements, and trees over four (4) inches in diameter;
- D. Floor plan ~~of the accessory dwelling unit~~ showing the square footage of the structure, the floor area, the lot, and the percentage of the lot area covered by the foundations of the accessory and primary dwelling units;
- E. Elevations showing all sides of the ~~ADU accessory dwelling unit~~ or changes being made to the single-family home in order to add an **ADU or JADU** ~~accessory dwelling unit;~~
- F. Colors and materials board, **or aesthetic details noted in plan sets;**
- G. Such other information which the Community Development Director determines is necessary to evaluate the proposed project.
- H. Completed **declaration of restriction**~~owner occupancy agreement~~, as required in Section 17.70.050, signed and ready for recordation.

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

17.70.040 PERFORMANCE STANDARDS.

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

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

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

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

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

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

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

C. Maximum Number of ADUs and JADUs.

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

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

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

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

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

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

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

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

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

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

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

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

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

D. Development Standards and Requirements for Accessory Dwelling Units

1. Maximum floor area for attached or detached ADUs;

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

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

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

~~**3.1. Be eligible to receive a twenty percent (20%) setback reduction for the otherwise required rear, side, and street side setbacks for the residential district when not abutting a creek or other protected open space area. Furthermore, no**~~**No** ~~setback shall be required for an existing **legal structure** garage that is converted to an **ADU** accessory dwelling unit, and a setback of no more than five (5) feet from the side and rear lot lines shall be required for an accessory dwelling unit that is constructed above a garage;~~

~~**4.2. Detached ADUs shall not**~~**Not** ~~be less than eight (8) feet from the primary dwelling unit, except if this would prohibit the construction of an eight hundred (800) square foot ADU with four (4) foot rear and side setbacks;~~

~~**5.3. Detach ADUs shall not exceed sixteen (16) feet in height, unless the ADU is located within an existing structure. Attached ADUs shall not exceed the maximum allowable height of the zoning district**~~**Not exceed two (2) stories or thirty five (35) feet in height;**

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

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

~~**7.5. Detached ADUs shall be**~~**Be** ~~constructed at the rear or side of an existing single-family residence, and otherwise appear secondary in nature, and not be constructed in front of the primary dwelling unit;~~

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

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

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

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

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

E. Development Standards and Requirements for Junior Accessory Dwelling Units

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

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

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

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

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

a. A cooking facility with appliances.

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

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

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

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

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

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

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

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

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

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

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

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

G. Construction and Utilities

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

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

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

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

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

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

17.70.050 DECLARATION OF RESTRICTIONS OWNER OCCUPANCY COMPLIANCE.

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

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

17.70.060 AFFORDABLE HOUSING INCENTIVE.

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

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

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

EXCERPT

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

CHAPTER 17.20

ALLOWED LAND USES AND REQUIREMENTS

TABLE 17.20.030-1:

ALLOWED USES AND REQUIRED ENTITLEMENTS FOR CITY OF PINOLE BASE ZONING DISTRICTS

<i>Land Use \ Zoning District</i>	<i>LD R</i>	<i>R- 1</i>	<i>R- 2</i>	<i>R- 3</i>	<i>R-4</i>	<i>R</i>	<i>R C</i>	<i>R M U</i>	<i>C M U</i>	<i>OP MU</i>	<i>OIM U</i>	<i>O S</i>	<i>P R</i>	<i>P QI</i>	<i>SPB CA</i>
Residential Uses															
Adult Day Care Home	P	P	P	P	P	P	N	P	P	P	P	N	N	N	N
Caretaker Housing	N	N	N	N	N	N	P	N	N	N	N	N	N	N	N
Dwelling, Accessory/ <u>Junior Accessory Unit</u> ⁽¹⁾	P	P	P	P	P	P	N	P	<u>P</u> N	<u>P</u> N	<u>P</u> N	N	N	N	N
Dwelling, Multifamily	N	N	P	P	P	N	N	P	P	N	N	N	N	N	N
Dwelling, Single Family	P	P	P	P	N	P	N	P	N	N	N	N	N	N	N

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Notes:

- (1) See additional regulations for Accessory Dwelling Units and Junior Accessory Dwelling Units in Chapter 17.70.

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

EXCERPT

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

CHAPTER 17.22

ALLOWED USE DEFINITIONS

17.22.020 ALLOWED USE DEFINITIONS.

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

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

B. Residential Uses.

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

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

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

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

(A) An efficiency unit.

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

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

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

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

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

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

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

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

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

EXCERPT

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

CHAPTER 17.30 ACCESSORY STRUCTURES

17.30.020 APPLICABILITY.

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

EXCERPT

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

CHAPTER 17.48

PARKING AND LOADING REQUIREMENTS

17.48.050 NUMBER OF PARKING SPACES REQUIRED.

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

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

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

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

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

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

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

Arena, Auditorium, Theater, Assembly Hall, and Religious Institutions with Fixed Seats	Lesser of the following calculations: 1 space per 4 seats of maximum seating capacity; or 1 space per 300 sq. ft. of gross floor area
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B. Uses Not Listed. Other uses not specifically listed in this section shall furnish parking as required by the approving authority in determining the off-street parking requirements. The Planning Commission shall be guided by the requirements in this section generally and shall determine the minimum number of spaces required to avoid interference with public use of streets and alleys. (Ord. 2010-02 § 1 (part), 2010)

17.48.060 REDUCTIONS IN PARKING REQUIREMENTS.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

EXCERPT

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

ARTICLE VI
GLOSSARY
CHAPTER 17.98
GLOSSARY OF TERMS

17.98.020 GENERAL DEFINITIONS.

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

(A) An efficiency unit.

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

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

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

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

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

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

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

3550286.1

DRAFT

MINUTES OF THE REGULAR
PINOLE PLANNING COMMISSION

June 22, 2020

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

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

B. PLEDGE OF ALLEGIANCE AND ROLL CALL

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

Commissioner Absent: Wong

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

C. CITIZENS TO BE HEARD

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

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

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

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

D. CONSENT CALENDAR

1. Planning Commission Meeting Minutes from May 27, 2020

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

MOTION: Moriarty

SECONDED: Flashman

APPROVED: 5-0-1

ABSENT: Wong

E. PUBLIC HEARINGS:

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

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

Applicant: City of Pinole

Location: Citywide

Planner: Justin Shiu

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

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

- Parking was required for the ADU unless located within a half mile walking distance to a transit stop (i.e. bus stop).
- Multifamily residences were allowed to have two detached ADUs with some qualifications for ADUs located within the existing multifamily residence as outlined in the June 22, 2020 staff report.
- Garages may be converted into an ADU. Replacement parking was no longer required and if a space used by the single-family residence was removed it was not required to be placed elsewhere on-site.
- Cities may impose their own regulations and design standards provided they were objective standards in and of themselves and did not prevent the provision of an ADU on a property.
- Exterior stairs to a second story ADU shall not be visible from the public right-of-way (ROW), which had been proposed as a recommendation but which did not have to be implemented if the Planning Commission found it to be unnecessary.
- Rentals may only be for terms longer than 30 days. State law allowed cities to apply this regulation as a way to prevent ADUs from being used as a Short-Term Rental (STR) or an Airbnb. Although the standard had been included in deed restrictions for ADUs, it had not been codified in the PMC. If there was any Planning Commission opposition to this regulation it would be identified in a memorandum to the City Council.
- Staff was unaware of any existing parking issues with ADUs, with a wait-and-see attitude being taken at this time.
- The City's Housing Element would be updated in the next six months and there could be future policy discussions in terms of parking for ADUs.
- JADUs were not required to install solar panels on the main home, but were required to comply with existing building codes which does not require solar for new accessory structures. A brand new ADU would be required to comply with Title 24. Staff would not recommend imposing a requirement for solar given that the City could not require things that would make it more difficult than what would be required under State law.
- Detached ADUs must be a minimum of eight feet from the existing dwelling, which regulation had been based on current City standards to maintain separation from the ADU and the main residence for clearance purposes.
- Regulations for accessory structures were outlined.

- Most ADU applications received by staff had shown the ADUs as being units and not special rooms. The City had no way of knowing whether an ADU was being used as a game room or office, and its use would be difficult to enforce. Complaints related to an ADU could be investigated by the City although the City could not require entrance into the ADU or JADU to verify its use as housing. The Planning Commission could offer a recommendation to the City Council requiring the ADU or JADU to be used for housing but staff emphasized the challenges enforcing such a recommendation.
- ADUs and JADUs were prohibited from being used for commercial uses.
- Side and rear setbacks had been reduced to four feet for both attached and detached ADUs with no setback requirement for the street side.
- If, as an example, a property owner desired to convert a master bedroom suite to a JADU that could be done since it would not infringe upon neighbors given that existing space was being converted.
- If the existing residence maintained the existing parking spaces on the lot and if the ADU were required to provide parking (outside of the half mile distance from transit) it would be required to provide its own parking space separate from the main residence.
- Off-street parking would be exempt if the ADU was located within one block of a car share vehicle (zip car or ride share service).
- Owner-occupancy of the ADU or main residence was currently not required in an ADU project, to be re-evaluated by the State in five years.
- The City of Pinole would have limited control over the design of the ADU or JADU. A recommendation could be made that an ADU match the existing residence but it could not be a requirement. Objective standards could be enforced. The State had issued grants to cities as part of Senate Bill (SB) 2, with Pinole using its funds to hire a consultant to take subjective standards and make them objective for residential housing given the challenges for cities to regulate residential housing.
- Current ADU applications received during the COVID-19 pandemic were being processed and were in different stages of completeness consisting primarily of conversions of spaces or additions as ADUs.
- Any STRs in Pinole could be researched through Airbnb and any STR unit located in the City of Pinole should be paying a Transit Occupancy Tax (TOT) to the City. On the discussion, the Planning Commission was made aware of one STR in Pinole.

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

PUBLIC HEARING OPENED

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

PUBLIC HEARING CLOSED

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

- Looked forward to ensuring the City continued to remain beautiful, regulations were not too restrictive, and objective design standards for detached ADUs would be considered. Did not want to encroach on the environment and recognized that ADUs and JADUs may make the City of Pinole appear more urban than it was. Encouraged staff to research other jurisdictions and the League of California Cities to determine how they may have addressed the concern with loopholes in State law and respond to potential abuses to the ADU and JADU regulations. (Moriarty)
- Supported the ADU Ordinance but opposed the regulation whereby rentals may only be for terms longer than 30 days given the limitations and lack of flexibility allowing Airbnbs in Pinole. (Ojeda)
- Recognized the challenges with ADUs and JADUs and the fact they may make the community appear more urban than it was. Recognized this was a new ordinance, feedback was very important both during and after the ordinance had been enacted, and pointed out the ordinance could be modified in the future if it did not ultimately work out for the community. (Murphy)
- Echoed the comments, wanted the City to remain beautiful, but otherwise looked forward to more housing in Pinole. (Flashman)
- Recommended some refinement in the ordinance to ensure that the ADU and JADU regulations were not abused and suggested language to ensure the

1 intent of the ADU and JADU regulations were that the units be used as rental
2 units, with a requirement to follow the City's rental process subject to
3 applicable fees, albeit with an exception if the units were occupied by family
4 members. Also suggested a City inspection process be considered with a
5 penalty for any violations if the ADU or JADU was converted to a non-intended
6 use, such as a man cave, as an example. (Kurrent)
7

8 Mr. Mog explained that anyone renting out an Airbnb, as an example, was required
9 to obtain a business license and go through the rental inspection program. Someone
10 not renting out an ADU was not required to go through a rental inspection program.
11 Language could be added to reflect *the ADU could not be modified to remove the*
12 *kitchen or sanitary facilities*, but it would not prevent someone from using the ADU
13 as a man cave as an example.
14

15 Vice-Chair Kurrent suggested language to reflect that *Owner of the property is*
16 *required to register the ADU as a rental unless they could validate the ADU was being*
17 *used as a residence for a family member or friend*, and allow an annual inspection.
18

19 The Planning Commission discussed the issue at length with concern about
20 loopholes in State law which could allow abuses to the ADU and JADU process, how
21 to conduct enforcement, whether enforcement was even possible, and whether any
22 impact fees could be imposed, with Mr. Mog commenting that if an inspection
23 program was adopted, there would be no way for the inspector to determine what the
24 ADU was being used for, making enforcement difficult. He understood the concerns
25 that had been expressed but was uncertain of a solution that could close the
26 loophole.
27

28 Vice-Chair Kurrent asked Mr. Mog to provide some direction to the City Council to
29 address the concerns when the item was submitted to the City Council for
30 consideration.
31

32 Mr. Mog commented that the only restriction he could think of at this time was a deed
33 restriction to prohibit the removal of the kitchen or the bathroom from the ADU. He
34 would work with staff to craft language that could be presented to the City Council for
35 consideration.
36

37 **MOTION** to adopt Resolution 20-12, A Resolution of the Planning Commission,
38 the City of Pinole Recommending that the City Council Approve Zoning Code
39 Amendments Regulating Accessory Dwelling Units and Junior Accessory Dwelling
40 Units, Including Chapters 17.20, 17.22, 17.30, 17.48, 17.70 and 17.98, as
41 Proposed in Zoning Code Amendment 20-02 (ZCA 20-02), subject to Exhibit A:
42 Zoning Code Amendments for Chapters 17.20, 17.22, 17.30, 17.48, 17.70 and
43 17.98, subject to the comments discussed by the Planning Commission.
44

45 **MOTION: Murphy**

SECONDED: Ojeda

APPROVED: 5-0-1

ABSENT: Wong

F. OLD BUSINESS:

1. Planning Commission Reorganization

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

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

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

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

G. NEW BUSINESS:

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

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

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

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

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

- Information on household composition was provided by the U.S. Census based on the 2010 Census. The tables in the Housing Element had not been broken down but had been based on information from Contra Costa County, which updated its numbers annually.
- The 2019 figures for maximum household income levels was provided by the State Employment Development Department (EED), which information was available from the County.
- HCD published information annually on all of its housing programs for every county in the State, with the information able to be e-mailed to Planning Commissioners, and also available on the HCD website.
- The 2019 Area Median Income level for a family of four in Contra Costa County was currently \$111,700.
- Deed restricted units in the City involved constraints on the rental of the units for affordable Low and Moderate Incomes, with staff identifying some of the examples in Pinole and noting that some units were no longer bound by that restriction, such as 148 units at Bayside Apartments.

H. CITY PLANNER'S / COMMISSIONERS' REPORT

1. Verbal Updates of Projects

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

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

1 Once an agreement had been reached, Mr. Hanham would provide a status report
2 to both the City Council and Planning Commission.
3

4 Chair Kurrent reported for the record that he had not identified the City's appeal
5 period process as part of Agenda Item E1 since the Planning Commission's action
6 involved a recommendation only to the City Council.
7

8 Commissioner Moriarty reported the Ad Hoc Committee on Beautification had one
9 more meeting scheduled this week and would be making recommendations to the
10 City Council on four projects that had been identified for consideration including
11 Pinole Education and Awareness Campaign to keep Pinole clean, Litter Free is the
12 Way to Be, incorporating art with middle and high schoolers and the like, planting
13 trees along Pinole Creek, and clean up events facilitated by civic organizations.
14

15 Mr. Hanham reported he would be on vacation from July 1 through July 10, 2020.
16

17 [It was reported that Commissioner Ojeda was no longer participating in the
18 teleconferenced meeting, although his time of departure was not noted.]
19

20 **2. Planning Commissioner's Discussion Following the League of**
21 **California Cities Planning Commissioner's Academy**
22

23 The Planning Commission had been provided copies of a matrix of takeaways from
24 Commissioners Moriarty, Murphy and Ojeda, who had attended the League of
25 California Cities Planning Commissioner's Academy in March 2020.
26

27 Commissioners Moriarty and Murphy walked through the comments and provided
28 their perspective on their attendance at the academy.
29

30 Mr. Hanham confirmed he would work to provide the information requested and as
31 outlined in the matrix and would work with Commissioners Moriarty and Murphy
32 on the recommendations.
33

34 **I. COMMUNICATIONS:** None
35

36 **J. NEXT MEETING**
37

38 The next meeting of the Planning Commission to be a Regular Meeting to be held
39 on Monday, July 27, 2020 at 7:00 P.M.
40

41 **K. ADJOURNMENT:** 10:16 P.M.
42

43 Transcribed by:
44

45 Sherri D. Lewis
46 Transcriber



CITY COUNCIL REPORT

9A

DATE: JULY 21, 2020

TO: MAYOR AND COUNCIL MEMBERS

FROM: ANDREW MURRAY, CITY MANAGER

**SUBJECT: UPDATE ON CITY STAFF ACTIVITIES RELATED TO PREPARING
FOR A POTENTIAL NOVEMBER 2020 BALLOT MEASURE AND
SPECIAL PARCEL TAX FOR FIRE SERVICE**

RECOMMENDATION

City staff recommends that the City Council receive an update on City staff activities related to preparing for a potential November 2020 ballot measure and special parcel tax for fire service, and provide direction to staff on further activities.

BACKGROUND

At the City Council meeting on January 22, 2019, the City Council directed City staff to hire a consultant to perform a study of fire service options. The Council also directed staff to take the steps necessary to place a tax measure to fund additional fire service on the March 2020 ballot. Subsequently, on August 27, 2019, the City Council directed staff to take steps necessary to place a special parcel tax to fund fire service on the November 2020 ballot rather than the March 2020 ballot.

Pursuant to this Council direction, the City hired Emergency Services Consulting International (ESCI) to prepare a regional fire service delivery study. The City also hired a public opinion research firm, EMC Research, to assess voter support for a potential special parcel tax to fund fire service.

ESCI presented its initial draft of the study to Council in October 2019. The Council requested that ESCI conduct additional analysis, to be contained in an addendum to the study. ESCI was tentatively scheduled to present its final report, including the addendum, in February 2020. That was subsequently rescheduled to April 2020 because ESCI did not receive all of the data that it needed from various public agencies in time to complete and present its final report in February 2020.

EMC Research presented its findings to the City Council in November 2019, which indicated moderate support for a special tax for fire service.

While the City was researching fire service delivery options and a potential November 2020 ballot measure and special parcel tax to fund additional fire service, the City was also researching and considering a separate November 2020 ballot measure, to transition to a charter city and enact a real property transfer tax (RPTT). At the City Council meeting on February 25, 2020, the Council directed staff to retain a public opinion research firm to gather information regarding a potential charter city and RPTT ballot measure and directed staff to retain a communications consultant.

In March 2020, the federal government, State, and County took steps to attempt to contain the emerging COVID-19 pandemic. The City migrated City Council meetings from the traditional in-person format to a videoconference format that limited public participation to submitting written comments to be read aloud. The City decided to postpone the presentation of ESCI's final report from April 2020 until a time at which the Council had returned to in-person Council meetings, as it was believed that the in-person format would allow for much more full and robust public participation and dialog regarding the final report's findings and recommendations and the City's next steps. ESCI is now tentatively scheduled to present its final report to the City Council on September 1, 2020.

Immediately upon the onset of COVID-19, it was clear that the pandemic would have enormous health and financial impacts on individuals and communities. In April 2020, the Council directed staff to suspend all of its activities in pursuit of a November 2020 charter city and RPTT ballot measure. The City Council expressed that it was appropriate for the City to focus on addressing the immediate challenges presented by COVID-19 and that it did not seem like an appropriate time to request any new tax, due to the financial and other hardships imposed by COVID-19. It was clear from this discussion that the Council's sentiments applied to both a potential RPTT as well as a special parcel tax.

Beginning on March 16, 2020 and since, City staff has directed a significant amount of its attention to responding to the immediate impact of COVID-19. Staff has not taken any steps in pursuit of any November 2020 ballot measures.

The deadline for the City to submit a ballot measure to the County for inclusion in the November 2020 election is August 7, 2020.

REVIEW & ANALYSIS

Since the City Council provided direction to staff in August 2019 to place a special parcel tax for fire service on the November 2020 ballot, the City, State, and nation have been severely impacted by the onset of COVID-19. The epidemic has already had a significant impact on the health, activities, and livelihood of many Americans, and is expected to continue to do so for many months. The Council indicated at the April 2020 Council meeting that it did not seem like an appropriate time to request a

new tax, due to the financial and other hardships imposed by COVID-19. City staff seeks direction from the Council regarding whether to take any further action in pursuit of a November 2020 special parcel tax for fire service.

FISCAL IMPACT

Were the City to proceed with a special parcel tax for fire service on the November 2020 ballot, the City would need to pay the County some small amount for printing of arguments in the voter information guide. The City would also incur costs for staff time to prepare such a measure.

ATTACHMENT(S):

None



CITY COUNCIL REPORT

9B

DATE: JULY 21, 2020

TO: MAYOR AND COUNCIL MEMBERS

FROM: TAMARA MILLER, DEVELOPMENT SERVICES DIRECTOR / CITY ENGINEER
MISHA KAUR, SR. PROJECT MANAGER

SUBJECT: ADOPT A RESOLUTION ACCEPTING THE FINAL
RECOMMENDATIONS FROM THE FOWLER HOUSE RE-USE
COMMITTEE

RECOMMENDATION

Staff recommends that the City Council adopt a resolution accepting the final recommendations from the Fowler House Re-Use Committee.

BACKGROUND

On April 16, 1990, the City Council adopted Resolution No. 2380 to acquire the Fowler House located at 2548 Charles Avenue with the intention to demolish the structure and use the land to expand recreation facilities. The parcel is surrounded by municipal parking lots serving recreational uses as well as Old Town Pinole. On October 16, 2018, the City Council adopted Resolution No. 2018-93 to approve a contract with Eisen Environmental Construction Company to abate and demolish the Fowler house. A Notice of Completion was filed on March 11, 2019.

Over the past few years, there have been discussions related to the possible re-use of the property including as a parking lot or a bocce ball court. On July 17, 2018, the City Council adopted Resolution No. 2018-67 to establish the Fowler House Re-Use Committee (Committee), comprised of two City Council Members, the Development Services Director/City Engineer, two Senior Center Board members, a member of the Community Services Commission, and a public member, to evaluate the reuse and redevelopment of the Fowler property.

The Senior Center Board recommended Georgia Manassis and Margo Jorgensen to serve on the Committee. The Community Services Commission recommended Laurelle Martin to serve on the Committee. On October 2, 2018, the City Council accepted recommendations from both Boards and appointed the members to the Committee. On December 18, 2018, the City Council appointed Maureen Toms as the public member on

the Committee. The Committee was also comprised of two council members: Pete Murray and Roy Swearingen and the Development Services Director/City Engineer: Tamara Miller.

REVIEW & ANALYSIS

The Committee members participated in several meetings to discuss options. They concluded that although a bocce ball court was an attractive option, it would come with increased parking demand, and there is already limited parking in the area.

The Committee recommends that the parcel be used as a parking lot. The parking lot will address increased parking demand from the Senior Center.

The Committee also encouraged staff to seek other suitable locations for a bocce ball court.

FISCAL IMPACT

There is no direct fiscal impact from accepting the recommendation of the Committee. The City has adopted a Capital Improvement Plan (FY 2019-20 through 2023-24) which has \$200K programmed for the Fowler House Lot Reuse project (Project No. FA1901). These funds are adequate to create the parking lot.

ATTACHMENT(S)

A. Resolution

RESOLUTION NO. 2020-XX

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PINOLE, COUNY OF
CONTRA COSTA, STATE OF CALIFORNIA, ACCEPTING THE FINAL
RECOMMENDATIONS FROM THE FOWLER HOUSE RE-USE COMMITTEE**

WHEREAS, on April 16, 1990, the City Council determined it was necessary to acquire the Fowler House located at 2548 Charles Avenue with the intention to demolish the structure and use the land to expand recreation facilities; and

WHEREAS, the City awarded a contract to Eisen Environmental Construction Company to abate and demolish the Fowler House; and

WHEREAS, over the past few years, there have been discussions related to the possible re-use of the property including as a parking lot or a bocce ball court; and

WHEREAS, in 2018 the City Council established the Fowler House Re-Use Committee, comprised of two City Council Members, the Development Services Director/City Engineer, two Senior Center Board members, a member of the Community Services Commission, and a public member, to obtain suggestions on the reuse and redevelopment of the Fowler House; and

WHEREAS, the Fowler House Re-Use Committee recommends that the parcel be used as a parking lot to support various nearby facilities; and

WHEREAS, the adopted Capital Improvement Plan (FY2019-20 through 2023-24) identifies the Fowler House Lot Reuse (Project # FA1901) and has adequate programmed funds to create a new parking lot.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Pinole hereby adopts a resolution accepting the final recommendations from the Fowler House Re-Use Committee, which is to use the parcel as a parking lot.

PASSED AND ADOPTED at a regular meeting of the Pinole City Council held on the 21st day of July, 2020 by the following vote:

AYES: COUNCILMEMBERS:

NOES: COUNCILMEMBERS:

ABSENT: COUNCILMEMBERS:

ABSTAIN: COUNCILMEMBERS:

I, hereby certify that the foregoing resolution was regularly introduced, passed, and adopted on the 21st day of July, 2020

Heather Iopu, CMC
City Clerk



CITY COUNCIL REPORT

9C

DATE: JULY 21, 2020

TO: MAYOR AND COUNCILMEMBERS

FROM: HECTOR DE LA ROSA, ASSISTANT CITY MANAGER

SUBJECT: APPROVE THE MEMORIAL POLICY, PREVIOUSLY NAMED THE PLAQUES, MONUMENT, AND MEMORIAL DEDICATION AND ACCEPTANCE OF DONATED EQUIPMENT OR MATERIAL POLICY

RECOMMENDATION

It is recommended that the City Council approve the Memorial Policy, previously named the Plaques, Monument, and Memorial Dedication and Acceptance of Donated Equipment or Material Policy.

BACKGROUND

On November 7, 2017, the City Council approved the Plaques, Monument, and Memorial Dedication and Acceptance of Donated Equipment or Material Policy, which established the process and criteria to request placement of a plaque and/or memorial; established the type, maximum plaque/memorial size, and the minimum font size; and provided a procedure for acceptance of donated items recognizing a person, such as a tree, bench, table, gazebo, or playground equipment.

REVIEW AND ANALYSIS

Over the past months, the City has received requests to memorialize individuals through plaques, benches, and murals on City property. In addressing these requests, City staff believes that the Plaques, Monument, and Memorial Dedication and Acceptance of Donated Equipment or Material Policy would benefit from some clarification. As such, City staff has drafted a revised policy, renamed the Memorial Policy.

Staff is recommending approval of the Memorial Policy.

FISCAL IMPACT

There is no fiscal impact. Per the Policy, the cost of the plaques, markers, and/or signs will be borne by the requesting party.

ATTACHMENTS:

- A. Resolution
- B. Memorial Policy
- C. Plaques, Monument, and Memorial Dedication and Acceptance of Donated Equipment or Material Policy

RESOLUTION NO.

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PINOLE
APPROVING THE CITY OF PINOLE'S MEMORIAL POLICY, PREVIOUSLY NAMED
THE PLAQUES, MONUMENT, AND MEMORIAL DEDICATION AND ACCEPTANCE OF
DONATED EQUIPMENT OR MATERIAL POLICY**

WHEREAS, on November 7, 2017, the City Council approved the Plaques, Monument, and Memorial Dedication and Acceptance of Donated Equipment or Material Policy ("Policy") to establish a standard process to memorialize individuals, groups, or organizations that have had a significant, positive impact on the community by naming a portion of existing City property or a new enhancement to City property after the individual, group, or organization; and

WHEREAS, since the adoption of the Policy, the City has received requests for placement of memorials which require the Policy to be updated; and

WHEREAS, the Memorial Policy, previously named the Plaques, Monument, and Memorial Dedication and Acceptance of Donated Equipment or Material Policy, has been updated to clarify and improve the process to memorialize individuals, groups, or organizations;

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Pinole does hereby approve the Pinole Memorial Policy identified as Exhibit "A" attached hereto and, by this reference, incorporated herein;

PASSED AND ADOPTED this 21ST day of **July 2020**, by the following vote:

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

I, hereby certify that the foregoing resolution was regularly introduced, passed, and adopted on this 21st day of July 2020.

Heather Iopu, CMC
City Clerk



MEMORIAL POLICY

Adopted July 21, 2020

CITY OF PINOLE

MEMORIAL POLICY

POLICY PURPOSE

This policy establishes a process and criteria for the consideration by the City of requests by Council Members and members of the public to memorialize individuals, groups, or organizations that have had a significant, positive impact on the community by naming a portion of existing City property or a new enhancement to City property after the individual, group, or organization.

I. Definitions

- **City Property**

- Building: City Hall, police station, fire station, senior center, youth center, swim center, Tiny Tots building, wastewater treatment plant, corporation yard, and any other current or future buildings.
- Portion of City-owned building: Interior and exterior spaces and locations, such as entryway, wall, and room.
- Land and natural features: Open space, creeks and channels, trails, parks, groves, trees, and any new or future land for public use.
- Equipment: Benches, tables, gazebos, fountains, playgrounds, playground equipment, courts, murals, barbecue pits and picnic areas, and any equipment which is used/offered for the public's benefit. Street signs are expressly excluded.
- New enhancement to City property: The addition of or an enhancement to City property, such as a new natural feature or piece of equipment.

- **Other Definitions**

- Plaque: A flat tablet of metal, stone, or other appropriate material that includes text and/or images.
- Monument - A structure created to recognize something of significance.

II. Portions of Existing City Property or New Enhancements to City property that Can be Named

Any item of City property, as defined above, can be named to memorialize an individual, group, or organization. An entire building cannot, however, be named. Portions of City-owned buildings, as defined above, may be named.

The City Council desires to recognize individuals but reserves the right to limit the number of pieces of City property that are named.

Any piece of City property that has been approved to be named to memorialize an individual, group, or organization through the process outlined below will be identified through the placing of a plaque, inscription, or some other text indicating the name on or adjacent to the property.

III. Process for Requesting that an Individual, Group, or Organization be Memorialized by Naming Existing City Property or a New Enhancement to City Property after the Individual, Group, or Organization

1. Application. A request to name existing City property or a new enhancement to City property after an individual, group, or organization may be initiated by one or more Council Members or City residents, business owners, property owners, or City staff members using an Application. The Application shall be submitted to the City Manager's office.
2. Contents of Application. The Application shall state the individual, group, or organization proposed to be memorialized, the existing City property or new enhancement to City property proposed to be named, the proposed name, and the reasons for the proposed naming. The Application shall evince the significant, positive impact on the community created by the individual, group, or organization and broad-based community support for the naming.
3. Review of Application. The City Manager and City staff shall review the Application and determine if it is consistent with this Policy.
4. Incomplete or Inconsistent Applications. Applications that are determined by the City Manager to be incomplete, lacking sufficient support, or otherwise inconsistent with this Policy will be returned to the applicant together with a written explanation of the reason for the return. The applicant may resubmit the Application at any time with new or additional information to correct the insufficiencies identified by the City Manager.
5. Consideration by Ad-Hoc Committee on Memorials. If consistent with the Policy, the Application will be forwarded to a City Council Ad-Hoc Committee on Memorials for review and consideration. The Committee shall consist of two City Council Members appointed by vote of the Council. The Committee shall provide a recommendation to the City Council to approve or deny an Application.
6. Review by City Council. The City Council shall review Applications at a regular meeting. All decisions with respect to approving or not approving Applications will be at the sole discretion of the City Council.

IV. Renaming

In general, once a piece of property has been named, it cannot be renamed, except under exceptional circumstances as determined by 4/5th of the City Council.

V. Factors for Determining that an Individual, Group, or Organization has had a Significant, Positive Impact on the Community

In determining whether to approve an Application, the Ad-Hoc Committee on Memorials shall consider whether the individual, group, or organization on whose behalf an Application has been submitted met the following standards:

- Was of local, regional, or national significance, with special consideration given to Pinole's own history
- Enhanced the quality of life and well-being of City residents
- Contributed to the preservation of the City's history or culture
- Made exemplary or meritorious contributions to the City or its residents
- Contributed to the acquisition, development, donation, or conveyance of land, buildings, structures, or other amenities to the City or community

The Ad-Hoc Committee will generally not consider an Application on behalf of an individual within two years of that individual's death. Such a waiting period is to ensure that an individual's accomplishments or contributions will stand the test of time. The Ad-Hoc Committee may consider and recommend an Application to memorialize an individual within two years of the individual's death when the Ad-Hoc Committee determines that special circumstances make it appropriate to do so.

VI. Naming Criteria

The following names should be avoided:

- Cumbersome, profane, discriminatory, or derogatory names.
- Names that cause confusion due to duplication or that sound too similar to existing named locations within the City or surrounding areas.
- Names of companies and/or businesses.
- Names of appointed or elected local officials currently in office or current City employees.
- Names that would result in the overt commercialization of City owned buildings.
- Names should not be overly recognized, either within the City or the region.

VII. Donations and Dedications

It is the policy of the City to consider accepting monetary donations to fund enhancements to City property, such as equipment, trees, murals, and monuments. Anyone wishing to donate funding for a new enhancement to City property and further wishing to have said new enhancement memorialize an individual, group, or organization shall submit an Application per the process outlined above. The Ad-Hoc Committee on Memorials will give special consideration to Applications in which the applicant is offering to donate a new enhancement to City property.

Prior to submitting an Application involving the donation for the enhancement to City property, the prospective applicant shall contact the City Manager's office to provide a description of the enhancement to City property, such as a tree or bench, that the applicant is envisioning for memorialization. The City Manager's office will forward the description of the enhancement to the Public Works Department to determine the cost for the City to install the enhancement and maintain it throughout its lifecycle as well as to confirm that the enhancement would comply with all applicable City and other policies, rules, and regulations. The Public Works Department shall determine a suitable location and specifications for the enhancement. The City will provide the applicant with the amount that the applicant shall donate such that the City can install and maintain the enhancement pending approval of the Application by the City Council. The City reserves the right to reject any offer of donation if, upon review, acceptance of the donation is determined not to be in the best interest of the City.

VIII. Specifications for Plaque, Inscription, or Other Text

The plaque, inscription, or other text shall be rectangular or similar shape with only words and numbers allowed. Symbols, images, and artwork will not be accepted.

	<u>Size of Plaque</u>	<u>Font</u>	<u>Font size</u>
Indoor	Max. 12 x 10	New Times Roman/Arial	Min. 24
Outdoor	Max. 18 x 18	New Times Roman/Arial	Min. 24

Examples include:

In Memory of
Jane Doe
1940 - 2010

Jane Doe
1940 - 2010

In Recognition of
Boy Scout Troop
2017

Any requests outside the provisions of this Policy would require a 4/5th vote of the City Council.



**PLAQUES, MOMUMENT, AND MEMORIAL
DEDICATIONS AND ACCEPTANCE OF
DONATED EQUIPMENT OR MATERIALS POLICY**

Adopted

November 17, 2017

CITY OF PINOLE

POLICY ON PLAQUES, MOMUMENT, AND MEMORIAL DEDICATIONS AND ACCEPTANCE OF DONATED EQUIPMENT OR MATERIALS

POLICY PURPOSE

This policy establishes a process and criteria for the consideration of requests by City of Pinole resident(s), business owner(s), Councilmembers, Organizations, or property owner(s) for the placement of recognition plaques, monuments, and memorials at City facilities and acceptance of donation of equipment or materials.

POLICY STATEMENT

This policy covers all plaques and memorials proposed or being placed on land, buildings or property which the City owns or over which it has control. All such plaques and memorials will be required to conform to this policy.

I. Commemoratives Definitions:

- **Plaque** - a flat tablet of metal, stone or other appropriate material which includes text and/or images which commemorate a person or an event and/or provides historical text of information relevant to its location. To be affixed to an object, building or pavement.
- **Memorial** - an object established in memory of a person or event e.g. memorial wall.
- **Monument** - a structure created in memory of a person or event or which has become important to a social group as a part of their remembrance of past events.
- **Object** - is small in scale when compared to a structure or building. It is generally moveable. Examples include: sculptures, tables, benches and fountains.
- **Structure** - is a functional construction intended to be used for purposes other than sheltering human activity. Examples include gazebos.

II. City Property Definitions:

- a) **Building:** City Hall, Police Station, Fire Station, Senior Center, Youth Center, Swim Center, Tiny Tots building, and any new or future buildings. An entire building cannot be named. However, portions of City-owned buildings, such as conference rooms, may be named.

- b) **Portion of City-owned buildings:** Community Room, Conference Rooms, and Sports Fields.
- c) **Support Facilities:** Corporation Yard, Wastewater Plant, bridges and any new or future support facilities.
- d) **Land:** Open-space, creeks and channels, trails, parks and any new or future land for public use.
- e) **Equipment:** Benches, Tables, Playground Equipment, Trees, plaques, BBQ pits and any equipment which is used/offered for the public's benefit. Street signs are expressly excluded.

The following names should be avoided:

- Cumbersome, corrupted or modified names, profane, discriminatory or derogatory names relating to age, race, religion, creed, national origin, sex, color, marital status, disability, sexual orientation, political affiliation or other similar categories.
- Names that cause confusion due to duplication or that sound too similar to existing named locations within the City or surrounding areas.
- Names of companies and/or businesses.
- Names of appointed or elected local officials currently in office or current City employees.
- The re-use of former building names other than for a reconstruction of the same building in the same location.
- Names that would result in the overt commercialization of City owned buildings.

Names should not be overly recognized, either within the City or the region.

Commemorative plaques are limited to portions of City owned buildings. Entire City buildings shall be excluded from honors for an individual, group or organization.

III. Process for plaques, memorials and monuments on City lands or Portions of City owned buildings:

1. **Application.** A request to place a plaque or memorial on City land or a portion of a City owned building may be initiated by one (1) or more City resident(s), business owner(s), property owner(s), City Council member(s) or City staff using the Application, which shall be submitted to the City Manager's Office. The Application shall include letters of support, articles and other evidence demonstrating broad-based community support for the Application.
2. **Contents of Application.** The Application shall state the reason(s) for the proposed naming and specify the proposed name(s).
3. **Review of Application.** The City Manager and City staff shall review the Application and determine if it is consistent with this Policy. If consistent, the Application will be forwarded to the City Council Subcommittee for review and consideration.
4. **Incomplete or Inconsistent Applications.** Applications that are determined by the City Manager to be incomplete, without sufficient support, or that are otherwise inconsistent with this Policy will be returned to the applicant together with a written explanation for the return. The applicant may resubmit the Application at any time with new or additional information to correct the insufficiencies identified by the City Manager.
5. **Formation of a Subcommittee.** The City Council will create a City Council Ad Hoc Committee, which shall consist of two City Council Members appointed by vote of the Council, and the City Manager. The Ad Hoc Committee may bring forth screened, evaluated and prioritized naming applications to the full City Council for consideration.
6. **Review by City Council.** The City Council shall review applications at a regular meeting. All decisions with respect to the placement of plaques or memorials will be at the sole discretion of the City Council, which shall determine whether a portion of a City building should be named.

The City Council desires to recognize individuals but reserves the right to limit the number of plaques or memorials placed on portions of City owned buildings.

IV. Renaming of City Land or a Portion of City owned Buildings:

In general, once a plaque or memorial has been placed on City land or portion of a City owned building it cannot be renamed, except in exceptional circumstances as determined by 4/5th of the City Council.

V. Naming Criteria:

Priorities to be considered in placement of plaques or memorials on City land or portions of City owned buildings, in order of importance are as follows:

- A. Names of Individuals, Groups, or Organizations. Names of groups, organizations, or persons at the local, regional, or national level of major significance with special consideration given to Pinole's own history.

The following criteria will be used in evaluating the use of names of person(s) (whether living or deceased), groups, and organizations.

- a) Enhanced the quality of life and well-being of City residents;
- b) Contributed to the preservation of the City's history or culture;
- c) Made exemplary or meritorious contributions to the City or its residents;
or
- d) Contributed to the acquisition, development, or conveyance of land, buildings, structures, or other amenities to the City or community.

A two year waiting period shall be established before the City Council will accept requests for placement of a memorial plaque for a person who is deceased. Such a waiting period is to ensure that an individual's accomplishments or contributions will stand the test of time and that decisions shall not be made on an emotional basis immediately following a person's death.

B. Places and Feature Names.

- 1. **Recognizable area or neighborhood.** Names that aid in locating a facility are acceptable. If the facility is located in a park, the facility need not share the name of the park site.
- 2. **Assumed Names.** Assumed names should be used only if the area has been known by that assumed name for an extended period of time. The existing name of a facility should not be changed merely for the sake of change.
- 3. **Theme Names.** If a facility is located in an area with a specific theme, due consideration should be given to that theme.

VI. Donations and Dedications:

It is the further policy of the City to consider acceptance of donations and placement location of equipment and materials (benches, trees, scoreboards, etc.) and the dedication of property to the City in accordance with the process and criteria set forth.

When acknowledging such donation or dedication, the dedication language shall

conform to the naming criteria set forth above.

A. Donation Procedure.

1. The donor shall complete and submit an Application to the City Manager's Office. Applications shall be considered on a first-come, first-served basis.
2. The applicant will indicate its preference for a proposed name, together with the background information supporting such name.
3. The City Manager's Office will forward the Application to the appropriate City department.
4. The appropriate City Department Director will review the applicant's request and determine if the application complies with this Policy and any other City policies, rules, or regulations.
5. Once approved by the Director and the City Manager, the application will be final or, as otherwise required under this Policy, forwarded to the City Council for its review and consideration.

The City reserves the right to reject any offer of donation if, upon review, acceptance of the donation is determined not to be in the best interest of the City.

VII. Plaque, Memorial's, and Marker Sizes:

The type, size, font, and placement of plaques, memorials, or donated equipment placed on City property shall be at the sole discretion of the City. The plaque, memorial or marker shall be rectangular or similar shape with only words and numbers allowed. Symbols, images, artwork, commercial messages, obscenity, and libelous statement will not be accepted.

	<u>Size of Plaque</u>	<u>Font</u>	<u>Font size</u>
Indoor	Max. 12 x 10	New Times Roman/Arial	Min. 24
Outdoor	Max. 18 x 18	New Times Roman/Arial	Min. 24

Examples include:

Dedicated by _____
In Memory of
Jane Doe
1940 - 2010

Jane Doe
1940 - 2010

In Recognition of
Boy Scout Troop
2017

The costs of plaques, monuments, replacement of signs, installation, labor, and maintenance shall be borne by the individual, group, or organization. A City Council initiated request may be paid by the City.

Any requests outside the provisions of this Policy would require a 4/5th vote of the City Council.



CITY COUNCIL REPORT

9D

DATE: JULY 21, 2020

TO: MAYOR AND COUNCIL MEMBERS

FROM: HECTOR DE LA ROSA, ASSISTANT CITY MANAGER

**SUBJECT: APPROVE AN AMENDMENT TO THE OPERATING AGREEMENT FOR
AQUATIC PROGRAM COORDINATION AND FACILITY USE WITH THE
PINOLE SEALS FOR USE OF THE SWIMMING POOL FROM JUNE 27
– JULY 31, 2020 AND AUTHORIZE THE CITY MANAGER TO
EXECUTE THE AGREEMENT**

RECOMMENDATION

It is recommended that the City Council adopt a resolution approving an amendment to the Operating Agreement and Aquatic Program Coordination and Facility Use with the Pinole Seals for use of the swimming pool for June 27 – July 31, 2020 and authorize the City Manager to execute the Agreement.

BACKGROUND

Since 1996, the Pinole Seals Swim Club (“Seals”) have used the City’s pool for their recreational and competitive swimming activities through a facility use agreement with the City.

In 2019, the City entered into a two-year agreement with the Seals to manage and operate the pool for the Summer Swim Season. As a condition of the agreement, the Seals were to provide lifeguards, lap swim and public swim activities from April through October 30th.

The City also entered into a separate agreement with the Seals for use of the pool for their recreational and competitive swimming activities. The agreement obligated the Seals to pay the City a total of \$7,500 for the use of the pool from April 1 – October 30th.

REVIEW AND ANALYSIS

Due to the pandemic and Contra Costa County’s Health Department Orders to close all non-essential facilities, the pool remained closed from April through June 27. During the closure, not only was the pool closed to the community for public swim, but the Seals League cancelled all competitive activities for the remainder of the year.

Under the June 5th County Health Order, pools are allowed to reopen commencing June 5th under established guidelines to assure the health and safety of users. Although, we are two months into the typical swim season, the Seals would like to open the pool for the public from July 10 through October 30th or until financially feasible. During this period, activities would include lap swim, public swim and swim lessons.

Aside from opening the pool to the public, the Seals plan to use the pool, to practice and condition their members, for a modified period (June 27 – July 31). The reduced period in which the Seals plan to use the pool is due to the Seals League season being cancelled. Given the truncated period in which the Seals plan to use the pool, the Seals are requesting a reduction in the agreed upon use fee from \$7,500 to \$2,587.50. The Seals estimated that during a normal season they are charged \$17.25 an hour for use of the pool. They calculated the hourly rate by dividing \$7,500 by 435, which is the number of hours they have used the pool for practices and conditioning in the past. The Seals anticipate they will use the pool for 150 hours this swim season. Based on the hourly rate and projected hours of use, the total equates to \$2,587.50.

Attached is an amendment to the Operating Agreement for Aquatic Program Coordination and Facility Use reflecting a change to Section 3.5.2, changing the amount to be paid by the Pinole Seals Swim Club for use of the pool for the 2020 Swim Season, for City Council consideration and approval.

FISCAL IMPACT

A total of \$7,500 was budgeted in the FY 2020-21 Swim Center Budget. If approved, the City will experience a decrease in projected revenue of \$4,912.50. However, due to the closure of the pool in April and May, expenses will be reduced which could result in cost neutrality.

ATTACHMENTS

- A. Resolution
- B. Operating Agreement for Aquatic Program Coordination and Facility Use
- C. Amendment to the Aquatic Program Coordination and Facility Use

ATTACHMENT A

RESOLUTION NO 2020-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PINOLE APPROVING AN AMENDMENT TO THE OPERATING AGREEMENT FOR AQUATIC PROGRAM COORDINATION AND FACILITY USE WITH THE PINOLE SEALS FOR USE OF THE SWIMMING POOL FROM JUNE 27 – JULY 31, 2020 AND AUTHORIZING THE CITY MANAGER TO EXECUTE THE AGREEMENT

WHEREAS, the City is the owner of the Pinole Swimming Pool located at 2450 Simas Ave; and

WHEREAS, since 1996, the Pinole Seals Swim Club (Seals) have used the City's Pool from April 1 – October 30 for their recreational and competitive swimming activities through a facility use agreement with the City; and

WHEREAS, in 2019, the City entered into a two-year agreement with the Seals to use the pool for practices, conditioning and to host competitive events; and

WHEREAS, due to the pandemic, the County Health Orders directed the City to close all non-essential facilities which resulted in the cancellation of the Seals League events, and the Seals have not been able to use the pool for as many hours as they have in the past for their practice and competitive events as in prior years; and

WHEREAS, the Seals are requesting a reduction in the amount they agreed to pay in the 2020 season to the City due to the unanticipated events and truncated swim season; and

NOW, THEREFORE, BE IT RESOLVED that the Pinole City Council does hereby:

Section 1. Approve a reduction in the Seals fee for use of the pool from \$7,500 to \$2,587.50 for the 2020 swim season.

Section 2: Approve the Amendment to the Operating Agreement for Aquatic Program Coordination and Facility Use with the Pinole Seals for Use of the Swimming Pool from June 27 – July 31, 2020.

Section 3. Authorize the City Manager, or his designee, to execute the Amendment to the Operating Agreement for Aquatic Program Coordination and Facility Use and to take all actions to execute such documents as necessary to carry out the intent of this Resolution.

ATTACHMENT A

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Pinole held on the 21st day of July 2020 by the following vote:

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

I hereby certify that the foregoing resolution was introduced, passed and adopted on this 21st day of July, 2020.

Heather Iopu, CMC
City Clerk

OPERATING AGREEMENT FOR AQUATIC PROGRAM COORDINATION AND FACILITY USE AT THE PINOLE SWIM CENTER

This Operating Agreement for Aquatic Programs and Facility Management at the Pinole Swim Center (this "**Agreement**") is entered into this 1st day of April, 2019 ("**Effective Date**") by and between the City of Pinole, a California municipal corporation (the "**City**") and the Pinole Seals Swim Club, a California non-profit Corporation (the "**SEALS**"). The City and the SEALS are collectively referred to herein as the "**Parties**."

1. PURPOSE

The purpose of this Agreement is to provide for management, maintenance services and programs of the Pinole Swim Center, located at 2450 Simas Avenue, Pinole, CA 94564, hereinafter referred to as the "**Center**," and to ensure the public's safety, convenience and enjoyment thereof.

The Center includes the pool house, walkways, patios and deck area, parking lot, storage shed, exterior signs and landscaping. The SEALS are hereby granted a non-exclusive interest in the use of the Center. The use of the Center by the City, other public agencies and entities and the general public is subject to the terms and conditions of the interest provided to the SEALS herein. The City shall provide to the SEALS an unoccupied Center. The SEALS shall have the right to operate various programs at the Center for the benefit of the public.

The SEALS shall provide facility management and administration of the Center in order to maximize the beneficial use of the Center to the public.

2. TERM, HOURS OF OPERATION

The term of this Agreement (the "**Term**") shall commence on the Effective Date and continue through October 21, 2020. Any extension to the Term must be made in writing and signed by both Parties.

The swim season, during which the Center is available to the community, is defined as the beginning of April, through the last weekend of October, (the "**Swim Season**"). The operating hours for the Center are set forth in Exhibit A, which is incorporated in this Agreement by this reference.

The SEALS may not use the facility at any time outside of the Swim Season.

3. OPERATION, MANAGEMENT, AND USE OF CENTER.

3.1 Care and Maintenance of Center.

The SEALS expressly agrees at all times during the Term of this Agreement to maintain and operate the Center in a clean, safe, wholesome and sanitary condition, free of trash and garbage.

The SEALS are responsible for exercising reasonable care of all facilities and for repairing damage caused by the SEALS use and programs with the exception of damage to the Center caused by normal wear and tear and occurrences beyond the reasonable control of the Seals.

The SEALS expressly agrees at all times during the Term of this Agreement to comply, or to cause compliance with the Pinole Municipal Code, and any and all present and future laws, general rules or regulations of any governmental authority now, or at any time during the Term of this Agreement, in force relating to sanitation or public health, safety, or welfare; and The SEALS shall at all times faithfully obey and comply with all laws, rules and regulations applicable thereto, adopted by Federal, State, or other governmental bodies, departments or officers thereof. The City is responsible for maintaining the Center in such a way as to comply with all health code regulations and for responding to health inspections and inquiries.

The SEALS shall be responsible for care and maintenance of the following:

1. Office area, including snack bar, countertops and floor
2. Telephones and clocks
3. Deck area, including trash receptacles and recycling containers, including;
 - a. Removal of trash to dumpsters located in parking lot daily
 - b. Maintaining garbage and recycle container lids clean and free of debris
4. Placing recycle tote containers at curbside on garbage day
5. Providing garbage bags as needed
6. Tables and chairs
7. All program equipment currently owned by SEALS
8. The SEALS are responsible for daily installation of supplies.

3.2 Operation of Center

The Seals are responsible for opening and closing the Center, swim program design and all operations of the Center, including staffing and fee structure. The SEALS are responsible for hiring and paying all staff, including but not limited to lifeguards, during the Term. All admission fees shall be set by the SEALS but require written approval by the City of Pinole City Council. As of the Effective Date of this Agreement, the City Council has approved an admission fees as reflected in Exhibit A.

The SEALS shall retain sole title to the SEALS owned personal property. The SEALS shall have full use and access to existing program and office equipment.

3.3 Use of Center.

3.3.1 Permitted Uses. The SEALS shall use, and permit the Center to be used, for recreation, celebration, exhibition, and play.

3.3.2 Prohibited Uses. The SEALS shall not use or permit the Center to be used in whole or in part for any purpose, other than as herein set forth, without the prior written consent of the Recreation Manager or his/her designee.

3.3.3 Other Groups. If other groups (including but not limited to the West Contra Costa Unified School District) desires to rent the Center for any reason during the Term of this Agreement, each agreement shall be reviewed and approved by the Recreation Manager or his/her designee.

3.3.4 Disasters. The City reserves the right to preempt any other use, in the event of any emergency, calamity, or disaster, declared by the Pinole City Council, for the duration of such declared event.

3.4 Personnel.

The SEALS shall employ the services of a knowledgeable, experienced, and competent manager to oversee the Center and provide supervision of all operations under this Agreement. Additionally, The SEALS shall have a competent employee that is a certified lifeguard on the Center swim deck at all times while the Center is being used for recreational programs and services, in addition to a lifeguard present during any outside rental including, but not limited to, private party rentals, or rental of the Center by any other third party.

The SEALS must provide background checks on all personnel prior to employment by the SEALS and must ensure that all lifeguards have the necessary certifications for employment.

3.5 Operating Costs; Budget; Books and Records.

3.5.1 City Budget Responsibilities. The City shall provide a maximum of Fifteen Thousand Dollars (\$15,000) (the “**City Contribution**”) toward the reimbursement of all expenses incurred by the SEALS for the operations and management of the Center. A draft budget for the Swim Season is attached as Exhibit B (the “**Budget**”) to this Agreement and incorporated herein by this reference.

On the date that this Agreement is signed by both Parties, the City shall provide an advance to the SEALS in the amount of Nine Thousand Five Hundred Dollars (\$9,500) (the “**Advance**”) to cover the initial expenditures for operation of the Center.

Thereafter, the SEALS shall submit an invoice for reimbursement of expenses monthly, or bi-weekly (as agreed upon by the Parties) that details line item amounts expended and the items for which they were expended. The first invoice shall also include an accounting for funds expended out of the Advance.

The City shall pay the invoices within 30 days of receipt.

Operating expenses explicitly do not include the SEALS overhead cost or payments made to any regional, state, national or international association. Operating costs do include direct costs related to administration and payroll processing.

Deviation and adjustment from the adopted expenditures Budget shall not be made without the written consent of the Recreation Manager or his or her designee.

3.5.2 SEALS Budget Responsibilities. All revenues received from use of the pool shall be submitted to the City by the SEALS on a weekly basis. The SEALS shall submit a reconciliation of weekly attendance together with the weekly revenue receipts.

The SEALS agree to provide a contribution (the “**SEALS Contribution**”) to the City in the amount of Seven Thousand Five Hundred Dollars (\$7,500) as a contribution to the operating revenues of the Center during the Term of this Agreement. The Contribution is not a reimbursable expense under this Agreement.

3.5.3 Attendance, books, and records. The SEALS shall keep separate, true and accurate books and records showing all transactions under this Agreement related to the revenues and operational expenses of the Center. The City shall have the right at all reasonable times, to examine, and if necessary, audit such books and records. The SEALS should maintain daily attendance records in a manner that identifies the type of patron, residency of patron, and program utilized at the Center. The attendance shall be reconciled with the revenues and provided to the City in accordance with Section 3.5.2.

3.6 Rates and Charges.

With the execution of this Agreement, the City Council has accepted and approved the schedule of program fees and charges as reflected in Exhibit A. The SEALS shall cause the approved schedule of rates, fees, and charges to be printed and posted in a manner and location as designated by the Recreation Manager or his or her designee.

Any proposal by the SEALS to increase fees, rates, or rental rates must be presented to and approved by the City Council. The justification for any such increase shall be set out in writing and all City Council decisions in this regard shall be final.

3.7 Operating Rules and Procedures.

3.7.1 With the execution of this Agreement, the City Council has accepted and approved a draft of pool use rules, regulations, operating policies and procedures, a copy of which is attached as Exhibit C and incorporated herein by this reference. The rules must include, but are not limited to explicit requirements for insurance, supervision, security, alcoholic beverages, hold harmless provisions, cleaning deposits, hours of operation, maintenance and replacement schedules, scheduling, and reservation provisions and practices.

3.7.2 It is the responsibility of the SEALS to post Rules and Procedures in a clearly visible location for patron review.

3.7.3 Rules, regulations, operating policies and procedures may not be modified without the express written consent of the City. All such rules, regulations, operating policies and procedures shall be incorporated into this Agreement and made a part hereof.

3.8 Scheduling Requirements.

The SEALS shall schedule the use of the Center in order to maximize the public's use, enjoyment and convenience and to minimize conflicts between users. The SEALS shall keep records of all users and activities. The Recreation Manager or his/her designee shall have the right at all reasonable times, to examine the records and/or schedule...

3.9 Record of Complaints.

The SEALS shall record any and all complaints related to the Center including, but not limited to, the operation and maintenance of the center and issues related to public conduct of visitors to the Center. Such record of complaints shall be made available to the Recreation Manager or his or her designee upon request and at all reasonable times for review.

3.10 Concession Limitations.

The SEALS are subject to City's right to prohibit the sale or rental of any item which it deems objectionable, beyond the scope of merchandise deemed necessary for proper service to the public, or of inferior quality. The Seals will be responsible for all State taxes and licensing associated with selling of goods or products.

3.11 Security and Reporting.

All violations of law, abuse or damage to the Center, or injuries to the public or the SEALS employees, shall be reported immediately to the Recreation Manager or his or her designated representatives. The SEALS shall maintain a record of all known or reported violations of law, abuse or facility damage, or injuries to the public, which shall be available for inspection by the Recreation Manager or designated representative upon request.

3.13 Nuisance.

The SEALS shall not create or allow to be created a nuisance in the Center.

4. CITY'S OBLIGATIONS

4.1 Care and Maintenance.

The City is responsible for maintaining the Center in compliance with Contra Costa Environmental Health standards during the Swim Season.

The City is responsible for maintaining the Center in a good state of repair. The City is responsible for landscaping, pool maintenance and chemicals, and utilities. The City shall be responsible for care and maintenance of the following:

1. Cleaning and sanitizing bathrooms, exterior faucets and showers four (4) days per week during pool operations of 6 – 7 days a week.
2. Providing disposable bathroom supplies including toilet paper, soap, paper

- towels, sanitary supplies and bathroom trash bags
- 3. Pool chemistry, cleaning and water analysis
- 4. Parking lot, signs, walkways, landscaping, and irrigation
- 5. Heating, ventilation, and mechanical systems
- 6. Electrical system including interior and exterior lighting and telephones
- 7. All plumbing, drains and sewers
- 8. Fire extinguishers
- 9. Refrigerator
- 10. Window panes and glass
- 11. Pool Covers
- 12. Lane lines
- 13. Provide and maintain Automated External Defibrillator (AED)
- 14. Provide and maintain Umbrella's for shading for the SEALS staff and patron use
- 15. Any capital improvements or repairs exceeding \$2,000 approved by the City

4.2 Utilities and Services.

The City shall be responsible for payment of gas, water, electrical, and garbage collection charges.

5. OTHER FINANCIAL OBLIGATIONS

5.1 Distribution of Profit or Loss.

Net profit, if any, at the end of the Term shall be shared equally (50%/50%) between the City and the SEALS. As set forth in Section 3.5., the City shall be responsible for funding up to a maximum \$15,000 in total operational expenses during the Swim Season.

Any operating costs or any overall net loss after the City funds the \$15,000 City Contribution shall be the sole responsibility of the SEALS. The City reserves the right to terminate this Agreement early upon expenditure of the entire City Contribution.

5.2 Capital Maintenance Costs.

The City shall be responsible for all capital maintenance necessary for optimizing the life of the Center's amenities.

6. INSPECTION AND ENTRY

The City, through the City Manager or his or her designee, shall have the right to enter the Center for the purpose of any inspection, observation, preservation and maintenance. The SEALS will be given reasonable notice when such work may become necessary and shall adjust operations in such a manner that the City may proceed expeditiously.

7. TERMINATION

The City may terminate this Agreement upon the occurrence of a breach of agreement by the SEALS, as defined and in the manner established in Section 11 of this Agreement. Additionally, either Party may terminate this Agreement upon delivery and receipt of written notice ninety (90) calendar days prior to the proposed termination.

At, or prior to the expiration, of this Agreement the City and the SEALS shall meet to review contract performance. The SEALS will be responsible for removing/storing all the SEALS property from the Center within thirty (30) days after the latter of the conclusion of negotiations or expiration of this Agreement. After this time all personal property remaining upon the Center property shall be considered the property of the City.

8. INSURANCE AND INDEMNIFICATION

8.1 Insurance Requirements.

Before beginning any work under this Agreement, the SEALS, unless otherwise specified below, shall procure the types and amounts of insurance listed below against claims for injuries to persons or damages to property that may arise from or in connection with the performance of the work hereunder by the SEALS and its agents, representatives, employees, and subcontractors. The SEALS shall maintain the insurance policies required by this Section throughout the Term of this Agreement. Verification of the required insurance shall be submitted and made part of this Agreement prior to execution.

8.2 Workers' Compensation.

The SEALS shall, at its sole cost and expense, maintain statutory Workers' Compensation Insurance and Employer's Liability Insurance for any and all persons employed directly by SEALS, including subcontractors. The statutory Workers' Compensation Insurance and Employer's Liability Insurance shall be provided with limits of not less than TWO MILLION DOLLARS (\$2,000,000.00) per accident.

8.3 Commercial General and Automobile Liability Insurance.

8.3.1 General Requirements. SEALS, at its own cost and expense, shall maintain commercial general and automobile liability insurance for the Term of this Agreement in an amount not less than TWO MILLION DOLLARS (\$2,000,000.00) per occurrence, combined single limit coverage for risks associated with the work contemplated by this Agreement.

Such coverage shall include, but shall not be limited to, protection against claims arising from bodily and personal injury, including death resulting there from, and damage to property resulting from activities contemplated under this Agreement, including the use of owned and non-owned automobiles.

8.3.2 Minimum Scope of Coverage. Commercial general coverage shall be at least as broad as the commercial general liability policy CG 0001 covering comprehensive General Liability. Automobile coverage shall be at least as broad as Insurance Services Office Automobile Liability form CA 0001 (most recent edition) Code 1.

8.3.3 Professional Liability Insurance (Required for all licensed SEALS). SEALS, at its own cost and expense, shall maintain for the period covered by this Agreement professional liability insurance for licensed professionals performing work pursuant to this Agreement in an amount not less than TWO MILLION DOLLARS (\$2,000,000) covering the licensed professionals' errors and omissions. Any deductible or self-insured retention shall not exceed ONE HUNDRED FIFTY THOUSAND DOLLARS (\$150,000) per claim.

8.3.4 Additional Requirements. Each of the following shall be included in the insurance coverage or added as a certified endorsement to the policy:

- a. The insurance shall cover on an occurrence or an accident basis, and not on a claims-made basis (except professional liability insurance).
- b. All insurance required by this Section shall include a separation of insured's provision.

8.3.5 Notice of Reduction in or Cancellation of Coverage. The SEALS shall not suspend, void, cancel, or reduce in coverage or in limits, except after thirty (30) days' prior written notice by certified mail, return receipt requested, to the City. If such reduction or cancellation occurs by carrier, the SEALS shall also provide the City written notice by certified mail, return receipt requested, within thirty (30) days.

8.3.6 Additional Insured; Primary Insurance. An endorsement certified by the Insurance company shall be attached to all policies (excluding worker's compensation and professional liability) stating that the City and its officers, employees, agents, and volunteers shall be covered as additional insureds. A certified endorsement shall be attached to all policies stating that coverage is primary insurance with respect to the City and its officers, officials, employees and volunteers, and that no insurance or self-insurance maintained by the City shall be called upon to contribute to a loss under the coverage.

8.3.7 Indemnification. To the fullest extent allowed by law, the SEALS shall indemnify, defend and hold harmless the City and its officials, officers, employees, agents, and volunteers ("**Indemnitees**") from and against any and all losses, liability, claims, suits, actions, damages, and causes of action arising out of any personal injury, bodily injury, loss of life, or damage to property, or any violation of any federal, state, or municipal law or ordinance, to the extent caused, in whole or in part, by the willful misconduct or negligent acts or omissions of the SEALS or its employees, subcontractors, or agents, by acts for which they could be held strictly liable, or by the quality or character of their work. The foregoing obligation of the SEALS shall not apply when (1) the injury, loss of life, damage to property, or violation of law arises

wholly from the negligence or willful misconduct of the Indemnitees and (2) the actions of the SEALS or its employees, subcontractor, or agents have contributed in no part to the injury, loss of life, damage to property, or violation of law. This indemnification and hold harmless clause, in its entirety, shall apply to any damages or claims for damages whether or not such insurance policies shall have been determined to apply and shall survive the termination of this Agreement.

9. TAXES

This Agreement may create a possessory interest in public property, which is subject to property taxation. In the event that such possessory interest is created, the SEALS agree to be subject to the payment of and to pay property taxes levied on such interest. the SEALS agrees to pay the above and all other lawful taxes, assessments, or charges which at any time may be levied by the State, County, City or any tax assessment levying body upon any interest in this Agreement, or any possessory right which the SEALS may have in or to the Center covered hereby, or the improvements thereon by reason of SEALS's use or occupancy thereof, or otherwise, as well as all taxes, assessments, and charges on goods, merchandise, fixtures, appliances, equipment and property owned by the SEALS in or about the Center.

The SEALS shall comply with all laws, regulations, and ordinances regarding the collection of taxes due a local government agency and otherwise administer the same.

10. SIGNS AND ADVERTISING

No permanent signs, names, placards or advertising matter shall be inscribed, painted or affixed upon the Center without the prior written consent of the Recreation Manager or his/her designee. All signs must conform to the standards of the Pinole Municipal Code.

11. BREACH

A breach shall occur if, after ten (10) days written notice and failure to cure, the SEALS shall fail to perform according to the requirements of this Agreement. If a breach occurs or if a public nuisance or health and safety danger exists at the Center, the City may immediately terminate the Agreement upon written notice to SEALS, take possession of the Center, and the SEALS shall vacate the Center within thirty (30) days from termination unless the Center must be vacated earlier for the public health, safety and welfare. In such event, the SEALS agree to pay all costs incurred by the City in its taking possession of the Center.

A breach shall occur if, after thirty (30) days written notice and failure to cure, the City shall fail to perform according to the requirements of this Agreement. If a breach occurs or if continued operation of the Center is not possible due to the City's inaction, the SEALS may immediately terminate the Agreement upon written notice to the City, relinquish possession of the Center within thirty (30) days from termination. In such event, the SEALS and the City will enter into negotiations for the City to pay fair and reasonable costs and lost profits to the SEALS.

12. MISCELLANEOUS PROVISIONS

12.1 Acts of God.

Neither Party shall hold the other responsible for damages or delay in performance caused by acts of God, strikes, lockouts, accidents or other events or conditions beyond the Party's control

12.2 Unenforceable Provisions.

In the event any provisions of this Agreement shall be held to be invalid and unenforceable, the remaining provisions shall be valid and binding upon the parties. One or more waivers by either party of any provisions, term, condition, or covenant shall not be construed by the other party as a waiver of a subsequent breach of the same by the other Party.

12.3 Entire Agreement.

This Agreement constitutes the entire agreement between the parties and there are no conditions, agreements or representations between the parties except as expressed in said document. It is not the intent of the parties to this Agreement to form a partnership or joint venture.

12.4 Attachments.

Where the terms and conditions of this Agreement and any attachments or exhibits hereto conflict, the parties expressly agree that the terms and conditions of this Agreement shall prevail and preside.

12.5 Notices.

Any notices herein provided to be given, or which may be given by either party to the other, shall be deemed to have been fully given when made in writing and deposited in the United States mail, postage prepaid, and addressed as follows:

The Pinole Seals Club:

Phil Malgren & Rochelle Muffett
The Pinole Seals Swim Club
P.O. Box 516
Pinole, CA 94564

To the City:

City Manager
City of Pinole
2131 Pear Street
Pinole, CA 94564

The address to which notices shall or may be mailed as aforesaid by either party, shall or may be changed by written notice given by such party to the other as hereinbefore provided, but nothing herein contained shall preclude the giving of any notice by personal service.

The Recreation Manager or his/her designee shall be the Agreement Officer and shall receive communications from the SEALS and render decision, unless otherwise stated by this Agreement, on behalf of the City.

12.6 Nondiscrimination.

The SEALS employees and agents shall not segregate or discriminate because of race, religion, color, creed, ancestry, sex, sexual orientation, age, national origin, marital status or physical handicap against any person or group of persons by refusing to furnish such person any accommodation, facility, service or privilege offered to or enjoyed by the general public. SEALS, its employees and agents are also prohibited from establishing or permitting the establishment or any practice or policy involving segregation or discrimination with respect to the use of the Center.

12.7 Applicable Law.

This Agreement is made under and is subject to the laws of the State of California in all respects as to interpretation, construction, operation, effect and performance.

12.8 Approvals.

Approvals required by the City shall not be unreasonably withheld.

12.9 Modification and Amendment.

Notwithstanding any of the provisions of this Agreement, the City and the SEALS may hereafter, by mutual consent, agree in writing to any lawful modification, addition or deletion of the terms and conditions of this Agreement.

12.10 Transfer and Assignments.

No transfer or assignment by the SEALS that affects this Agreement, or of any part thereof or interest therein, directly or indirectly, voluntarily, or involuntary shall be made unless such transfer or assignment is first consented to in writing by the City.

12.11 Terms Binding on Successors.

All terms, covenants, and conditions of this Agreement shall inure to benefit of and be binding upon the successor and assigns of the Parties hereto. The provisions of this paragraph shall not be deemed as a waiver of any of the conditions against assignment hereinbefore set forth.

12.12 Time of the Essence.

Time shall be of the essence in the performance of this Agreement.

12.13 Attorney Fees.

In case the City shall bring suit for action resulting from breach of the terms of this Agreement, the SEALS shall pay to the City reasonable attorneys' fees, which shall be fixed by court.

12.14 Paragraph Titles.

The paragraph titles in this Agreement are inserted only as a matter of convenience and for reference, and in no way define, limit, or describe the scope or intent of this Agreement or in any way affect this document.

City of Pinole

THE SEALS

City Manager

Authorized Seal Officer

Date

Date

ATTEST:

Heather Iopu, City Clerk

Authorized Seal Officer

Date

Approved as to Form:

Eric S. Casher, City Attorney

EXHIBIT A

Operating Hours Pinole Swim Center Summer 2019

Public Operating Hours*:

See attached Brochure

2019 SCHEDULE

SPRING: April 6 – JUNE 9

Saturday-Sunday

12:00-1:00 Lap Swim

1:00-4:00 Rec. Swim

SUMMER: JUNE 11-AUG 18

Tuesday, Wednesday, Thursday

12:00-1:00pm Lap Swim

1:00-4:00pm Rec Swim

4:00-6:00 Lap Swim (Tues. & Thurs only)

Friday and Saturday

12:00-1:00pm Lap Swim

1:00pm-6:00pm Rec.Swim

Sunday hours

12:00-1:00pm Lap swim

1:00-4:00pm Rec swim

FALL: AUG 17-OCT 13

Saturday & Sunday

12:00-1:00pm Lap swim

1:00-4:00pm Rec swim

Aqua Zumba –

June 2-Oct 13 –

Sundays @ 11 a.m.

June 13- Aug 15

Thursday @6:30pm

Drop in fee \$10.0/class

SUMMERSWIMLESSONS

To register for swim lessons please fill out a form at the Swim Center during operating hours. We will be hosting an open house to register and evaluate your swimmers skill level. Open house dates April 6, 2019 – 11 AM -1 PM

June 1, 2019 – 11 AM- 1PM

Please bring Swim suit and Towel to evaluations for more info please call 510-724-9026 or email ziem@sbcglobal.net
TUES, WED, THURS, FRI 11:00AM-1:00PM
OR TUES, THURS 4:00PM-6:00PM
Schedule

Session 1 June 11-June 21

Session 2 June 25-July 5

Session 3 July 9-July 19

Session 4 July 23-August-2

Session 5 Aug. 6-Aug. 16

Each 2 week morning session is 8 lessons long, for \$110.00. Our Evening lessons will be 4 lessons, 2 per week for \$58.00

SWIM TEAM

April-August

Competitive swimming, and learn to swim program ages 4-18.

For information on joining the Seals Swim Team, please call 510-758-7566, or visit www.pinoleseals.org.

NO MEMBERSHIP REQUIRED

Drop in and use the pool. Easy and fun!

	1-Day Drop In	10-Visit Punch Card	25-Visit Punch Card
Swimmers*	\$5	\$48	\$115
Lap swim only	\$3	\$27	\$67
Non-Swimmer	\$5	N/A	N/A

***Punch cards are only valid in the year purchased**

RECREATIONAL SWIM

Rec Swim is open to anyone. Children under 14 must be accompanied by an adult 18 or older.

LAP SWIM

Adults only. Lap Swimmers and Water Walkers welcome. Tues. – Sun. - from 12-1 p.m. and Tues & Thursday 4-6 p.m. \$3.00 only

NO OUTSIDE FLOTATION DEVICES ARE ALLOWED

This includes swim suits with sewn-in flotation and all other outside flotation device, INCLUDING LIFE JACKETS.

Pinole Swim Center

2450 Simas Ave. Pinole,

510-724-925

Party rentals also available



EXHIBIT B – PROPOSED BUDGET

Operational Preview

Summer 2019

		Operational Hours	Staff Hours
Monday	Closed		
Tuesday	12pm - 4pm	4	5
Wednesday	12pm - 4pm	4	5
Thursday	12pm - 4pm	4	5
Friday	12pm - 6pm	6	7
Saturday	1pm - 6pm	5	6
Sunday	1pm - 6pm	3	4
Total			
Hours/Week		26	32

Staff to arrive 30 minutes prior to opening and stay 30 minutes after closing

Expenses by Category

April 7 - June 17, 2019 (weekend hrs)

	Rate	Hours/Week	Total
Manager	\$ 22.00	12	\$ 264.00
Supervisor	\$ 22.00	12	\$ 264.00
Front Office	\$ 12.08	12	\$ 144.96
Lifeguard #1	\$ 12.08	12	\$ 144.96
Lifeguard #2	\$ 12.08	12	\$ 144.96
Lifeguard #3	\$ 12.08	12	\$ 144.96
Subtotal Expense/Week			\$ 1,107.84
10 Weeks of Operation			\$ 11,078.40

June 11 - August 18, 2019 (Tuesday- Sunday)

	Rate	Hours/Week	Total
Manager	\$ 22.00	34	\$ 264.00
Supervisor	\$ 22.00	34	\$ 748.00
Front Office	\$ 12.08	19	\$ 229.52
Lifeguard #1	\$ 12.08	34	\$ 410.72
Lifeguard #2	\$ 12.08	34	\$ 410.72
Lifeguard #3	\$ 12.08	12	\$ 144.96
Subtotal Expense/Week			\$ 2,691.92
10 Weeks of Operation			\$ 26,919.20

Scheduled for F,
Sa, Su and on call

Scheduled for weekends
only - on call for the other
days of the week

EXHIBIT B – PROPOSED BUDGET

Operational Preview

Summer 2019

**Operational
Preview**

Modified Weekend Hours : **August 25 - October 21, 2019**

	Rate	Summer 2019	Total
Manager	\$ 22.00	12	\$ 264.00
Supervisor	\$ 22.00	12	\$ 264.00
Front Office	\$ 12.08	12	\$ 144.96
Lifeguard #1	\$ 12.08	12	\$ 144.96
Lifeguard #2	\$ 12.08	12	\$ 144.96
Lifeguard #3	\$ 12.08	12	\$ 144.96
Subtotal Expense/Week			\$ 1,107.84
9 Weekends of Operation			\$ 9,970.56

Total Staff Expenses \$ 47,968.16

June 19 – Oct 21	
Monday	CLOSED
Tuesday	68
Wednesday	68
Thursday	68
Friday	68
Saturday	68
Sunday	68
Weekly Patron Total	408
Admission Fee	\$5
Total Revenue for the Weeks	\$33,320
April 7 – June 17/Aug 25 - Oct 21	
Saturday	68
Sunday	68
Weekly Patron Total	136
Admission Fee	\$5
Total Revenue for the Week	\$680
1st 10 weeks of Operation	\$6,800
2nd 10 weeks of Operation	\$20,400
3rd 9 weeks of Operation	\$6,120
Model #1 Season Revenue	\$33,320

**Pinole Swim Center
Operational Overview
Summer 2019**

Incremental Expenses

EQUIPMENT	Work Comp Ins	\$ 1,320.00
	Life Guard Uniforms	\$ 300.00
	Advertisement	\$ 500.00
	Misc. Expense	\$ 100.00
	First Aid Supplies	\$ 300.00
OTHER	Insurance	<u>\$ 5,590.00</u>

Total Incremental Expenses	\$ 8,110.00
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Total Rec Swim Expense	<u>\$ 47,968.16</u>
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Total Pool Operations Expenses	\$ 41,873.08
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Total Public Swim Revenue	\$ 33,320.00
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Net Loss	(\$ 22,758.00)
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EXHIBIT C

POOL RULES AND REGULATIONS

Pool Rules

1. Children under the age of 8 must be directly supervised by an adult at all times.
2. No floatation devices allowed in the pool. This includes water wings, life jackets, and suits with floatation sewn into them.
3. NO running, pushing, shoving or dunking.
4. NO rough housing, excessive splashing or hanging on to shoulders and back.
5. Diving in from the diving well only on grass side and only head first. No back flips or other non-front jumps.
6. Lap swimmers must be a minimum of 18 years of age. (Junior lap swimmers may be authorized by SEALS Supervisor and must have card.)
7. Lap swimmers may use kick boards, pull buoys, hand paddles and fins. Adult lap swimmers may use mask and snorkel; otherwise equipment may not be used.
8. NO cut offs or denim. Swimsuits are preferred, shorts and t-shirts are okay. T-shirts can't be excessively large or hinder movement.
9. Swimmers must shower before entering pool.
10. Persons with open sores, wounds rashes or bandages are not allowed in the pool.
11. Food and drink permitted in the picnic and grass area only. All must be in plastic containers, NO glass or breakable objects allowed in the facility.
12. NO alcohol and NO smoking in the facility.
13. Lifeguard has complete and total authority.

Pool Closure

The management may close the facility without notice due to fecal accident, weather, low usage, or other unforeseen circumstances. If the pool is closed early, no refunds are given. Reopening of the pool following a fecal accident is in accordance with health department requirements and may require pool closure for the remainder of the day. If thunderstorms are present, pool users will be asked to exit the pool and will not be able to reenter until the thunder and lightning has been absent for ½ an hour. If at anytime pool use drops below 20, the pool may be subject to early closure at the direction of the Seals Supervisor.

Swim Lessons (Fee based programs)

The SELAS may offer swim lessons and other programs at an additional cost. Registration is required. Registration begins on a designated date and generally continues until the first day unless otherwise noted. Payment in full is required at the time of registration. Space is available on a first come first serve basis. Programs are non-refundable and non-transferable unless the program is cancelled or changed by the SEALS. There are no make-ups for missed classes.

Group Use/Facility Rental

Scheduled group use is offered during the weekend at a fixed rate. Hours and pool availability are defined and scheduled on a reservation basis. Payment must be presented upon reservation. Facility rental outside of these scheduled times must be approved by the SEALS Supervisor and will be charged on an hourly basis. Group must present SEALS Supervisor with a certificate of insurance listing the SEALS and the City of Pinole as additionally insured prior to date of reservation.

Scheduled groups using the facility during Rec Swim will be limited to 40 pool users at a time. Additional chaperones will be required. This is to maintain safety while still allowing the facility to be available to the public.

**AMENDMENT TO THE
OPERATING AGREEMENT FOR AQUATIC PROGRAM COORDINATION AND
FACILITY USE AT THE PINOLE SWIM CENTER BETWEEN THE CITY OF PINOLE
AND THE PINOLE SEALS SWIM CLUB**

This Amendment to the Service and Use Agreement dated April 1, 2019 (the "Agreement"), between the City of Pinole, a general law city and municipal corporation, ("City") and the Pinole Seals Swim Club ("Seals") (together sometimes referred to as "Parties") is approved as of the date executed below.

Effect of Amendment. The terms and conditions of this Amendment are intended by the Parties to modify the Agreement. To the extent there is any inconsistency between the terms of this Amendment and the terms of the Agreement and/or its Appendix, the terms of this Amendment shall control.

3. Operating Costs; Budget; Books and Records

3.5.2 SEALS Budget Responsibilities. All revenues received from use of the pool shall be submitted to the City by the Seals on a weekly basis. The Seals shall submit a reconciliation of weekly attendance together with the weekly revenue receipts.

The Seals agree to provide a contribution (the "**SEALS Contribution**") to the City in the amount of Seven Thousand Five Hundred Dollars (\$7,500) in the 2019 Swim Season and Two Thousand five Hundred Eight-Seven Dollars and Fifty cents (\$2,587.50) for the 2020 Swim Season as a contribution to the operating revenues of the Center during the Term of this Agreement. The Contribution is not a reimbursable expense under this Agreement.

With the exception of the foregoing, all other terms and conditions in the Services Agreement, dated April 1, 2019, remain in force and effect.

The Parties have executed this Amendment to the Agreement as of the date signed by the City

City of Pinole

Contractor

Andrew Murray, City Manager

Pinole Seals Swim Club

Dated: _____

Dated: _____

Approved as to Form

Attest:

Eric S. Casher, City Attorney

Heather Iopu, CMC, City Clerk

ATTACHMENT C

Dated: _____

Dated: _____



CITY COUNCIL REPORT

10A

DATE: JULY 21, 2020

TO: MAYOR AND COUNCIL MEMBERS

FROM: ANDREW MURRAY, CITY MANAGER

**SUBJECT: RESOLUTION NAMING THE BASKETBALL COURT AT
FERNANDEZ PARK AFTER DAVID PATRICK UNDERWOOD AND
AUTHORIZING CITY STAFF TO COLLABORATE WITH COMMUNITY
PARTNERS TO REPAVE AND REPAINT THE COURT**

RECOMMENDATION

City staff recommends that the City Council consider a resolution naming the basketball court at Fernandez Park after David Patrick Underwood and authorizing City staff to collaborate with community partners to repave and repaint the court.

BACKGROUND

At the City Council meeting of July 7, 2020, the Council approved as a future agenda item a resolution memorializing David Patrick Underwood through the renovation and repainting of the basketball court at Fernandez Park, to be performed through a collaboration between the City and community partners.

David Patrick Underwood was a well-respected Pinole resident and community member who was tragically killed in May 2020 while providing security for the federal court building in Oakland. Since his death, several community members have approached the City about the possibility of memorializing Mr. Underwood at a City park. Mr. Underwood spent much of his childhood at the basketball court in Fernandez Park. Some community members have requested that the City name the court after Mr. Underwood and collaborate with community partners to repave and repaint the court in his memory.

The basketball court at Fernandez Park needs repaving and repainting. The basketball court renovation work is not included in the City's current capital improvement plan. City staff has estimated that it would cost between \$30,000 and \$50,000 to repave and repaint the court. (Note that this is an order of magnitude estimate.) Community members have offered to seek financial contributions toward

this work as well as donations of free or reduced-cost labor and materials to conduct the repaving and repainting.

The City currently has a policy, adopted in November 2017, setting forth the process for memorializing individuals, groups, or organizations that have had a significant, positive impact on the community by naming a portion of City property after the individual, group, or organization. City staff are coincidentally presenting a proposed update to that policy at the City Council meeting on July 21, 2020. The current and proposed updated policy both include a substantial process through which the City considers applications for memorials.

REVIEW & ANALYSIS

Regarding potentially repaving and repainting the Fernandez Park basketball court in memory of Mr. Underwood, there seems to be significant interest and momentum now among community partners. Community partners have offered to secure free labor for painting, reduced-cost paving services, and financial contributions toward painting supplies and the paving. There is concern that if an application to memorialize Mr. Underwood went through the normal, lengthy process outlined in the current and proposed updated memorial policy, community partners might not be able to sustain their offers of assistance. As time might be of the essence in moving this project forward, the City Council can expedite the approval of this memorial by adopting a resolution approving the memorial now rather than engaging in the normal process set forth in the policy. City staff has prepared a resolution for City Council's consideration. If the Council were to approve of the memorial, City staff would perform the design review and construction administration of the repaving and repainting, as it would any City capital project. The proposed resolution would authorize the City Manager to approve the specific form of the memorial, such as a plaque or mural on the basketball court.

FISCAL IMPACT

There would be no cost to the City if the City Council were simply to approve memorializing David Patrick Underwood by naming the basketball court at Fernandez Park. The proposed resolution as written does not include any financial contribution from the City toward the repaving or repainting work. The City Council can amend the resolution to include a City financial contribution toward the work if desired. Alternatively, the City Council can consider a financial contribution toward the work at some time in the future, once more is known about the total project cost and the financial contributions that can be assembled by community partners.

ATTACHMENT(S):

- A. Resolution

RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PINOLE NAMING THE BASKETBALL COURT AT FERNANDEZ PARK AFTER DAVID PATRICK UNDERWOOD AND AUTHORIZING CITY STAFF TO COLLABORATE WITH COMMUNITY PARTNERS TO REPAVE AND REPAINT THE COURT

WHEREAS, on July 7, 2020, the City Council approved as a future agenda item to consider memorializing David Patrick Underwood through the renovation and repainting of the basketball court at Fernandez Park, to be performed through a collaboration between the City and community partners; and

WHEREAS, David Patrick Underwood was a well-respected Pinole resident and community member who was tragically killed in May 2020 while providing security for the federal court building in Oakland; and

WHEREAS, some community members have requested that the City name the court after Mr. Underwood and collaborate with community partners to repave and repaint the court in his memory; and

WHEREAS, the basketball court needs repaving and repainting, work that is not included in the City's current capital improvement plan, and City staff has estimated repaving and repainting of the basketball court would cost between \$30,000 and \$50,000; and

WHEREAS, community members have offered to seek financial contributions toward this work as well as donations of free or reduced-cost labor and materials to perform the repaving and repainting; and

WHEREAS, there seems to be significant interest and momentum now among community partners to repave and repaint the court in memory of David Patrick Underwood; and

WHEREAS, there is concern that if an application to memorialize Mr. Underwood went through the normal, lengthy process outlined in the current and proposed updated memorial policy, community partners might not be able to sustain their offers of assistance; and

WHEREAS, as time might be of the essence in moving this project forward, the City Council can expedite the approval of this memorial by adopting a resolution of approval now rather than engaging the normal process set forth in the memorial policy;

ATTACHMENT A

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Pinole does hereby approve naming the basketball court at Fernandez Park in memory of David Patrick Underwood, directs City staff to perform the design review and construction administration of the repaving and repainting, and authorizes the City Manager to approve the specific form of memorial plaque, inscription, or other text in consideration of the City's memorial policy.

PASSED AND ADOPTED this 21ST day of **July 2020**, by the following vote:

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

I, hereby certify that the foregoing resolution was regularly introduced, passed, and adopted on this 21st day of July 2020.

Heather Iopu, CMC
City Clerk