



**CITY OF PITTSBURG
AGENDA**

MARCH 18, 2019

**CITY HALL COUNCIL CHAMBER
65 CIVIC AVENUE, PITTSBURG, CA**

**CLOSED SESSION
6:30 P.M.**

**REGULAR MEETINGS
7:00 P.M.**

**CITY COUNCIL
HOUSING AUTHORITY
PITTSBURG ARTS AND COMMUNITY FOUNDATION
PITTSBURG POWER COMPANY
SOUTHWEST PITTSBURG GEOLOGIC HAZARD ABATEMENT DISTRICT II
SUCCESSOR AGENCY**

PRESIDING

**Juan Antonio Banales, Mayor/Chair
Jelani Killings, Vice-Mayor/Chair
Marilyn “Merl” Craft, Council Member/Board Member
Holland Barrett White, Council Member/Board Member
Shanelle Scales-Preston, Council Member/Board Member**

**FOR HOUSING AUTHORITY:
S.L. Floyd, Housing Authority Member
Annie Hill Herring, Housing Authority Member**

Pittsburg City Council meetings are held the first and third Mondays of each month at 7:00 p.m. The Housing Authority meets in conjunction with the City Council on the third Monday of each month. The Pittsburg City Council meets regularly in the Council Chamber at 65 Civic Avenue, unless otherwise noted above. The City Council also sits as the Board of Directors of several other City agencies. The stipends for all agency members conform to state statutes governing compensation amounts. All other Agencies meet on an as needed basis and will be listed above if applicable. Copies of the open session agenda packets, which are distributed to the City Council, are on file in the office of the City Clerk, 65 Civic Avenue, Pittsburg, California, and are available for public inspection, beginning 72 hours in advance, during normal business hours (8:00 a.m. – 5:00 p.m., Monday through Friday, except from noon to 1:00 p.m. and City holidays). The agenda and reports are also located on the City’s website at www.ci.pittsburg.ca.us. Additionally, if any reports or documents, which are public records, are distributed to the City Council less than 72 hours before the meeting, those reports and documents will also be available for public inspection in the City Clerk’s Office and on the day of the meeting in the Council Chamber at the public counter area below the dais.

AUDIENCE REMARKS

The Audience Remarks period is for the public to comment on any items scheduled to be heard during the Closed Session portion of the meeting, if applicable.

6:30 P.M. - CONVENE IN CLOSED SESSION

1. CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION FOR THE SUCCESSOR AGENCY; Initiation of potential litigation pursuant to paragraph (4) of subdivision (d) of Section 54956.9:

One (1) case

2. CONFERENCE WITH REAL PROPERTY NEGOTIATIONS (Pursuant to Section 54956.8):

Property: 2101 Railroad Avenue (APN 088-171-035); Negotiators for City: Garrett Evans, Maria Aliotti; Negotiating Parties: Rose Winter; Under Negotiation: both price and terms of payment

7:00 P.M. - CONVENE IN OPEN SESSION FOR REGULAR MEETING

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

CITY MANAGER REPORTS/REMARKS

The City Manager may make brief announcements or informal comments at this time and brief the Council on items of interest. (No Action Required)

CITIZEN REMARKS

HOUSING AUTHORITY

CONSIDERATION

3. Adoption of a Housing Authority Resolution to Authorize Necessary Budget Adjustments based on Year-End Projections

Staff has completed a Mid-Year Review of the Fiscal Year 2018-19 budget and has determined that operating budget adjustments are necessary based on year-end projections.

CONSENT CALENDAR

4. Minutes of February 19, 2019
5. Disbursement List of February 28, 2019

6. Adoption of Minute Order Approving an Annual Report Pursuant to SB 341

The Housing Authority of the City of Pittsburg (the "Housing Authority") has reviewed and considered the Housing Successor Agency's annual report regarding housing activities through June 30, 2018 (the "Report").

HOUSING AUTHORITY MEMBER REMARKS

ADJOURNMENT OF THE HOUSING AUTHORITY to April 15, 2019

CITY COUNCIL MEETING

PUBLIC HEARING

7. Introduction and Waive First Reading of an Ordinance Adding Construction Demolition Debris Recycling and Polychlorinated Biphenyls Assessment to the Pittsburg Municipal Code

The State of California has passed various bills mandating cities to reduce waste to landfills. Senate Bill (SB) 1374, required the diversion of construction and demolition (C&D) material by following CalRecycle's model ordinance or establishing its own. The City is adopting its own Ordinance as allowed and in accordance with California Green Building Standards Code also adopted by the City. In addition, the City's Municipal Regional Stormwater Permit (MRP) requires the management of construction demolition debris from structures be assessed for polychlorinated biphenyls (PCBs) at certain concentrations. The City Council will consider the adoption of this Ordinance to divert C&D material from landfills and assess PCBs to meet state standards.

CONSIDERATION

8. Adoption of a City Council Resolution to Grant Property Owner at 218 Pelican Loop a Docking Easement

On February 23, 1988 Ridgeview Builders filed Subdivision Map 6785, creating 96 single family lots, including docking easements for all parcels except for three lots. The current property owner of one of the three lots requested a docking easement from the City for personal use.

CONFLICT OF INTEREST STATEMENT

City Council/Agency Members may make any conflict of interest declarations pertaining to Consent Calendar items at this time.

COMBINED CITY COUNCIL, PITTSBURG ARTS AND COMMUNITY FOUNDATION,
PITTSBURG POWER COMPANY AND SOUTHWEST PITTSBURG GHAD II
CONSENT CALENDAR

9. Minutes of February 19, 2019 and February 25, 2019

10. Adoption of City Council Resolution Amending the Contract for Janitorial Services with Impec Group

The existing Janitorial Services Agreement with Impec, Inc. expires March 1, 2019. Staff is requesting an amendment that will extend the existing agreement two years with the same annual compensation.

11. Adoption of City Council Resolution Awarding the Police Vehicle Equipment Contract

The Police Vehicle Equipment Contract includes the specialized parts and installation for City Police Vehicles. Five (5) new SUV vehicles and other Police Vehicles will be outfitted through this contract.

12. Adoption of a City Council Resolution to Approve a Reclassification

The City Manager, upon recommendation from the Director of Human Resources, recommends the reclassification of one Planning Technician to Assistant Planner.

13. Adoption of a City Council Resolution to Amend Staffing Allocation in the City Manager's Office

The City Manager recommends changing the staffing allocation plan by adding one (1) Assistant to the City Manager.

14. Adoption of a City Council Resolution to Approve an Amendment of the Teamsters Local 856 Memorandum of Understanding

The City Manager, upon recommendation from the Director of Human Resources and Assistant City Manager, recommends amending the Teamsters Local 856 Memorandum of Understanding (MOU) to provide certification incentive pay eligibility for the Electrician Apprentice classification.

COUNCIL MEMBER REPORTS/REMARKS

Council Members may make brief announcements or informal comments at this time. Council members may ask questions for clarification from City staff, and make a report on their activities, including reports on committee assignments (see attached list of ad hoc committees and other public agencies in which Council members participate). (No Action Required)

ADJOURNMENT to April 2, 2019

NOTICE TO PUBLIC

GENERAL INFORMATION

Copies of the open session agenda packets, which are distributed to the City Council, are on file in the office of the City Clerk, 65 Civic Avenue, Pittsburg, California, and are available for public inspection, beginning 72 hours in advance, during normal business hours (8:00 a.m. – 5:00 p.m., Monday through Friday, except City holidays). The full packets are also located on the City's website at www.ci.pittsburg.ca.us. If any reports or documents, which are public records, are distributed to the City Council less than 72 hours before the meeting, those reports or documents will be available for public inspection in the City Clerk's Office and on the day of the meeting in the Council Chamber at the public counter area below the dais.

SPEAKER'S CARD

Members of the audience who wish to address the City Council on issues that are not scheduled for the agenda and on any items listed as part of the agenda should complete a Speaker's Card available at the dais. Please read the card carefully in order to fill out the card properly. Submit the completed card to the City Clerk before the item is called, preferably before the meeting begins. Individuals will be given three minutes to address the Council unless additional time is allowed as provided for spokespersons. Speakers are not permitted to yield their time to another speaker. Prior to speaking, each member of the public shall state their name and business and City of residence in a clear and audible tone of voice. Pursuant to the Brown Act, no action may be taken by the City Council on items not already scheduled on the agenda; however, the City Council may refer your comments/concerns to staff or request that the item be placed on a future agenda.

PUBLIC HEARINGS

Persons who wish to speak on Public Hearings listed on the agenda will be heard when the Public Hearing is opened, except on Public Hearing items previously heard and closed to public comment. After the public has commented, the item is closed to public comment and brought to the Council/Agency level for discussion and action. Further comment from the audience will not be received unless requested by the Council/Agency.

There is a 90-day limit for the filing of a challenge in the Superior Court to certain City administrative decisions and orders which require a hearing by law, the receipt of evidence, and the exercise of discretion. The 90-day limit begins on the date the decision is final (Code of Civil Procedure Section 1094.6). Further, if you challenge an action taken by the City Council in court, you may be limited, by California law, including but not limited to Government Code Section 65009, to raising only those issues you or someone else raised in the public hearing, or in written correspondence delivered to the City Council prior to or at the public hearing. The City Council may be requested to reconsider a decision if the request is made prior to the next City Council meeting, regardless of whether it is a regular or special meeting.

NOTICE TO THE DISABLED AND VISUALLY OR HEARING IMPAIRED

In compliance with the Americans with Disabilities Act, the City of Pittsburg will provide special assistance for disabled citizens. Upon request, an agenda for any meeting shall be made available in appropriate alternative formats. The Council Chamber is equipped with sound amplifier units for use by the hearing impaired. The units operate in conjunction with the Chamber's sound system. You may request the sound amplifier from the City Clerk for personal use during Council meetings. If you need special assistance to participate in this meeting, or are requesting a specially formatted agenda, please contact the City Clerk at 925-252-4850. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting or provide the requested agenda format. (28 CFR 35.102-35.104 ADA Title II)

DISRUPTIVE CONDUCT

The Council requests that you observe the order and decorum of our Council Chamber by turning off or setting to vibrate all cellular telephones, and that you refrain from making personal, impertinent, or slanderous remarks. Boisterous and disruptive behavior while the Council is in session, and the display of signs in a manner which violates the rights of others or prevents others from watching or fully participating in the Council meeting, is a violation of our Municipal Code and any person who engages in such conduct can be ordered to leave the Council Chamber by the Mayor.

LIVE MEDIA BROADCASTING ADVISEMENT

City Council meetings are webcast live on the City's website at www.ci.pittsburg.ca.us on the Streaming Media page. Past meetings are also archived on that webpage. City Council meetings are also broadcast live on CCTV, Channel 24 also re-run at a later date. For more information, please contact the City Clerk's office at 252-4850.

City Council Outside Agency / Liaison / Sub-Committees Assignments - 2019

Updated February 4, 2019

<u>OUTSIDE AGENCY BOARDS</u>	<u>COUNCIL MEMBER(S)</u>	<u>TYPE</u>	<u>MEETS</u>	<u>STAFF</u>
ABAG	Jelani Killings / Merl Craft Alternate	Standing	Annual	G. Evans
Delta Diablo**	Juan Banales / Shanelle Scales-Preston Alt.	Standing	2 nd Wednesday	F. McKinley
East Co. Co. County Habitat Conservancy	Juan Banales / Holland White Alternate	Standing	Monthly	K. Pollot
East County Water Management	Merl Craft / Holland White Alternate	Standing	Annual	F. McKinley
MCE Clean Energy Board	Shanelle Scales-Preston / Juan Banales Alt.	Standing	4 Per Year	D. Buchanan
TRANSPLAN / ECCRFFA	Juan Banales / Holland White Alternate	Standing	2 nd Thursday	J. Hecht
Tri-Delta Transit (2 reps)***	S. Scales-Preston & Merl Craft / Jelani Killings Alt.	Standing	Last Wednesday	J. Hecht
<u>LIAISON TO</u>	<u>COUNCIL MEMBER(S)</u>	<u>TYPE</u>	<u>MEETS</u>	<u>STAFF</u>
East Bay League of Calif. Cities	Jelani Killings / Juan Banales Alt.	Standing	3 rd Thursday	*Rotational
Mayor's Conference	Juan Banales / Jelani Killings Alt.	Standing	1 st Thursday	G. Evans
School Districts Committee (2x2)	Holland White & Jelani Killings / Merl Craft Alt.	Standing	4 th Thursday even months	G. Evans
<u>SUBCOMMITTEES</u>	<u>COUNCIL MEMBER(S)</u>	<u>TYPE</u>	<u>MEETS</u>	<u>STAFF</u>
CAC CDBG Subcommittee	S. Scales-Preston & Jelani Killings / Holland White Alt.	Standing	As needed	M. Aliotti
Camp Stoneman Anniversary Celebration	Merl Craft & Shanelle Scales-Preston	Ad Hoc	As needed	Evans/Simonton
CIP	Juan Banales & Jelani Killings	Ad Hoc	As needed	G. Evans
Community Services Subcommittee	Juan Banales & Holland White	Ad Hoc	As needed	G. Evans/M. Aliotti
Hills Committee	Juan Banales & Holland White / Merl Craft Alt.	Ad Hoc	As needed	G. Evans
Pittsburg Recognition Committee	Merl Craft / Juan Banales Alt.	Ad Hoc	As needed	J. Hecht
Economic Develop/Waterfront Subcommittee	Jelani Killings & Holland White / Juan Banales Alt.	Standing	Quarterly	K. Simonton
Finance Subcommittee	Jelani Killings & Juan Banales / Merl Craft Alt.	Standing	As needed	B. Farmer
Land Use Subcommittee	Juan Banales & Holland White / Merl Craft Alt.	Ad Hoc	As needed	K. Pollot
Pittsburg Arts & Community Foundation	Merl Craft & S. Scales-Preston / Jelani Killings Alt.	Standing	As needed	G. Evans
Pittsburg Police Activities League (PAL)	S. Scales-Preston & Holland White / Juan Banales Alt.	Standing	Monthly	B. Addington
Power Company Advisory	S. Scales-Preston & Holland White / Merl Craft Alt.	Standing	As needed	D. Buchanan
Sister City Committee	Holland White & Merl Craft / Jelani Killings Alt.	Ad Hoc	As needed	K. Simonton
Successor Agency Subcommittee	Merl Craft & Jelani Killings / S. Scales-Preston Alt.	Standing	As needed	M. Aliotti

*Rotational Staff as assigned by City Manager

**Stipend of \$209 per month

***Stipend of \$100 per month

COMMISSION/SUBCOMMITTEE MEETING SCHEDULE

Following is a tentative list of currently scheduled Commission meetings for the upcoming month. For further information, please visit our website at www.ci.pittsburg.ca.us and click on the CALENDAR link for meetings, dates, times and locations.

Commission	Tentative Meeting Dates
Planning Commission	2 nd and 4 th Tuesdays
Community Advisory Commission	1 st Wednesday

Planning Commission meetings are regularly held the second and fourth Tuesdays of the month in the Pittsburg City Hall Council Chambers.

Community Advisory Commission meetings are regularly held the first Wednesday of the month in the Pittsburg City Hall Council Chambers.

In addition to the Commission Meetings listed above, there are several Council Member Subcommittees that meet on an “as needed basis”. For a list of subcommittees that Council Members and staff are assigned to, please see the “Council Committee List” attached to the agenda.

Subcommittee Meetings that are anticipated to occur in the coming month vary. The meeting dates, times and locations for these meetings are yet to be determined. This information will be posted on the City’s website, www.ci.pittsburg.ca.us, as soon as it is determined. Please check the Calendar on the City’s website for information.

For further information, contact the City staff member assigned to that Commission or Subcommittee.



**OFFICE OF THE CITY MANAGER/EXECUTIVE DIRECTOR
65 Civic Avenue
Pittsburg, CA 94565**

TO: Chair and Agency Members

FROM: Garrett Evans, Executive Director

SUBJECT: Adoption of a Housing Authority Resolution to Authorize Necessary Budget Adjustments based on Year-End Projections

MEETING DATE: March 18, 2019

EXECUTIVE SUMMARY

Staff has completed a Mid-Year Review of the Fiscal Year 2018-19 budget and has determined that operating budget adjustments are necessary based on year-end projections.

FISCAL IMPACT

An \$103,832 increase in revenues and an \$19,311 increase in expenditures results in \$84,521 reduction in usage of fund balance.

RECOMMENDATION

Housing Authority approves the Operating Budget for Fiscal Year 2018-19 and adopt the budget for the City of Pittsburg Housing Authority, for the Fiscal Year 2018-19.

BACKGROUND

The Housing Authority Fund is expecting additional HUD funding and rental income of \$103,832 with a \$19,311 salary-related increase to expenditures, resulting in \$84,521 reduction in usage of fund balance.

SUBCOMMITTEE FINDINGS

This item was not presented to a subcommittee.

STAFF ANALYSIS

Staff recommends increasing budgeted expenditures and increasing budgeted revenues as necessary to reflect FY2018-19 year-end estimates.

ATTACHMENTS: Housing Authority Resolution

Report Prepared By: Krista Nuxoll, Financial Analyst
Report Reviewed By: Brad Farmer, Finance Director

BEFORE THE HOUSING AUTHORITY OF THE CITY OF PITTSBURG

In the Matter of:

A Resolution Authorizing Necessary Budget)
Adjustments Based on Year-End Projections)

RESOLUTION NO. 19-

The Pittsburgh Housing Authority DOES RESOLVE as follows:

WHEREAS, the City prepares and adopts the City of Pittsburgh Housing Authority Budget with the intent of providing a planned program for services and a financial system to carry out the planned program of services; and

WHEREAS, staff has completed the mid-year review of the Fiscal Year 2018-19 budget; and

WHEREAS, it has been determined that budget adjustments are necessary to fund certain operating expenditures; and

WHEREAS, staff recommends a revenue budget increase in the Housing Authority Fund in the amount of \$103,832 and an operating expenditure budget increase in the amount of \$19,311 resulting in a \$84,521 reduction in usage of fund balance.

NOW, THEREFORE, the City of Pittsburgh Housing Authority finds and determines as follows:

Section 1. Findings

- A. The recitals set forth above are true and correct statements and are hereby incorporated in conjunction with the respective staff report.
- B. The Finance Director or his/her designee is hereby authorized to approve payment of goods and services received by the Housing Authority in accordance with the Housing Authority's approved budget, programs and policies.
- C. Those funds shall be appropriated in additional revenue amount of \$103,832 and additional expenditure amount of \$19,311 for the Housing Authority fund.

Section 2. Authorization

The Pittsburgh Housing Authority authorizes budget adjustments for a \$103,832 revenue budget increase and \$19,311 expenditure budget increase in the Housing Authority Fund.

Section 3. Effective Date

This Resolution shall be effective immediately upon adoption.

PASSED AND ADOPTED by the City Council of the City of Pittsburg at a regular meeting on the 18th Day of March, 2019, by the following vote:

AYES:

NOES:

ABSTAINED:

ABSENT:

Juan Antonio Banales, Mayor

ATTEST:

Alice E. Evenson, City Clerk

**CITY OF PITTSBURG
HOUSING AUTHORITY MEETING MINUTES**

DATE: February 19, 2019

LOCATION: Council Chamber, City Hall, 65 Civic Avenue, Pittsburg, CA 94565

CITY COUNCIL/AGENCY MEMBERS

Juan Antonio Banales, Mayor/Chair
Jelani Killings, Vice-Mayor/Chair Council/Agency Member
Marilyn Craft, Council/Agency Member
Holland Barrett White, Council/Agency Member
Shanelle Scales-Preston, Council/Agency Member
S.L. Floyd, Agency Member
Annie Hill Herring, Agency Member

APPOINTED OFFICIALS

Garrett Evans, Acting City Manager/Executive Director
Donna Mooney, City Attorney/Legal Counsel
Alice E. Evenson, City Clerk/Agency Secretary (elected)
Nancy Parent, City Treasurer (elected)

CALL TO ORDER

Chair Banales called the meeting of the Housing Authority to order at 7:11 P.M. in the City Council Chamber at City Hall, 65 Civic Avenue, Pittsburg, California.

ROLL CALL

All Members were present.

CONSENT CALENDAR

On motion by Member Killings, seconded by Member Herring to adopt and carried unanimously.

3. Minutes of January 22, 2019
4. Disbursement List of January 31, 2019
5. Adoption of a Housing Authority Resolution to Appoint Garrett Evans as Executive Director.
6. Adoption of a Housing Authority Resolution Authorizing Staff to Participate in an Auction and to Use Housing Successor Agency Fund Balance to Acquire Contra Costa County Tax Defaulted Properties.
7. Adoption of a Housing Authority Resolution Approving the 2019 Utility Allowance Schedule

HOUSING AUTHORITY MEMBER REMARKS

There were no Housing Authority Member remarks.

ADJOURNMENT

The Housing Authority was adjourned at 7:22 P.M. to March 18, 2019.

Respectfully submitted,

Alice E. Evenson, Secretary

PITTSBURG HOUSING AUTHORITY

Disbursement List Summary

For the month of February 2019

VOUCHERS	Ck#	Amount	HAP ¹	VASH ²	UR ³	Portability	Admin. Fee	TOTAL
	148531-148646 20119001-20119491	1,511,167.14	1,190,189.27	154,711.00	9,308.41	151,610.00	5,348.46	1,511,167.14
	148647-148657 21519001-21519013	56,741.58	16,829.33	21,774.00	394.00	16,600.00	1,144.25	56,741.58
	TOTAL	1,567,908.72	1,207,018.60	176,485.00	9,702.41	168,210.00	6,492.71	\$ 1,567,908.72

¹Housing Assistance Payment ²Veterans Affairs Supportive Housing ³Utility Reimbursement

ADMINISTRATIVE EXPENSES	Amount	Description	TOTAL
Paid to	\$ 38,912.91	Full Time salaries	\$ 38,912.91
City of Pittsburgh	\$ -	Stipend	-
(2/19 Operating	-	Part Time salaries	-
		Overtime salaries	-
	2,677.76	Retirement	2,677.76
	7,220.58	Retirement-Pension bonds	7,220.58
	9,979.74	Health Insurance	9,979.74
	-	CalPERS Unfunded Liability - Non Sworn	-
	378.02	Additional CalPERS Pension Contribution	378.02
	117.24	Life Insurance	117.24
	976.74	Dental Insurance	976.74
	2,533.32	Workers Comp	2,533.32
	262.35	Unemployment Insurance	262.35
	152.73	Disability Ins.	152.73
	3,014.05	FICA	3,014.05
	831.26	Deferred Compensation	831.26
	974.25	Allocated Retiree/Med/Vac Buy-Bk/Empl Term	974.25
	600.00	Pension 115 Trust	600.00
	2,590.91	Retiree OPEB Costs	2,590.91
	620.25	Office Supplies	620.25
	-	Computer Software	-
	-	Textbooks	-
	10.50	Postage	10.50
	-	Misc Equip & Furniture < \$5,000	-
	-	Other Special Departmental Supplies	-
	884.10	Utilities (Gas, Electric & Water)	884.10
	199.69	Telephone - Regular	199.69
	-	Telephone - Other	-
	-	Membership Dues & Subscriptions	-
	225.00	Travel, Training, & Conference	225.00
	2,153.16	Insurance - Alloc Chgs	2,153.16
	-	Legal Fees	-
	-	Auditing Expense	-
	-	Settlement Hearing	-
	-	Other Contractual & Professional Service	-
	-	Advertising & Promotion	-
	-	Maintenance Agreements	-
	-	Maintenance & Repairs	-
	155.90	Equipment Rental	155.90
	2,375.00	Building Rental	2,375.00
	546.16	Fleet Maintenance Alloc Chgs	546.16
	1,429.16	Building Maintenance Alloc Chgs	1,429.16
	1,963.66	Information Systems Alloc Chgs	1,963.66
	-	Bad Debt Expense	-
	4,642.75	Admin overhead paid to city	4,642.75
	-	Legal - Non Retainer/Non Reimbursable	-
	-	Capital Equipment & Furniture	-
	-	Misc Equip & Furniture < \$5,000	-
	-	Other Special Departmental Supplies - Rental	-
	-	Utilities (Gas, Electric, & Water) - Rental	-
	-	Advertising & Promotion - Rental	-
	-	Other Contractual & Professional Service - Rental	-
	448.18	Maintenance & Repairs - Rental	448.18
	-	Property Tax payment - Rental	-
	205.66	Other fees - Rental	205.66
	-	Lighting & Landscape Assessment - Rental	-
	-	CCCERA Interfund Loan Payback	-
	1,548.83	Transfer-Out to OPEB (Unfunded Liabilities)	1,548.83
TOTAL	88,629.86		88,629.86

VOIDED CHECKS & ADJUSTMENTS	Ck#	Amount	Reason	TOTAL
	148417	(240.00)	Lost check - reissued on 3/1/19	(240.00)
				-
				-
				-
				-
	TOTAL	(240.00)		\$ (240.00)

NET of Issued and Voided \$ 1,656,298.58

Laum 3/7/19 3/5/19

Check Summary

February 1, 2019

Check Number	Check Date	Payee Tax ID	Payee	Amount
Housing Choice Voucher				
* 148531	2/1/19	*****2494	Amana K Cornish	27.00
148532	2/1/19	*****1508	Angela N Taylor	125.00
148533	2/1/19	*****4690	Anita S Crayton	67.00
148535	2/1/19	*****2188	Antoine D Jackson	191.00
148536	2/1/19	*****6117	Athena A Ruiz	108.00
148537	2/1/19	*****0898	Burhan Nawabi	65.00
148538	2/1/19	*****5232	Danielle M Thomas	91.00
148539	2/1/19	*****2319	Delfonse A Lewis	149.00
148540	2/1/19	*****2940	Donnette L Terrell	215.00
148541	2/1/19	*****0037	Eboni R Booth	124.00
148542	2/1/19		Franchise Tax Board	206.25
148543	2/1/19	*****4959	Hamayoon Kakar	215.00
148545	2/1/19	*****6519	Krystal M Williams	22.00
148546	2/1/19	*****7253	Laneava S Blanks	217.00
148547	2/1/19	*****5201	Laquita Dillon	122.00
148548	2/1/19	*****6488	Luz S Edington	32.00
148549	2/1/19	*****3960	Lyniece N Eddins	148.00
148550	2/1/19	*****6385	Marcia Price	117.00
148551	2/1/19	*****7280	Mareece M Harrison	19.00
148552	2/1/19	*****5133	Mary P Grigsby	13.00
148554	2/1/19	*****2674	Monika Smith	8.00
148555	2/1/19	*****3829	Nicole N Hodge	89.00
148556	2/1/19	*****8665	Nieza M Burrus	133.00
148557	2/1/19	*****7200	Nikol E Wynne	168.00
148558	2/1/19	*****4119	Pashenia D Sanders	168.00
148559	2/1/19	*****8278	Patrice Johnson	82.00
148561	2/1/19	*****7218	Rayna Madison	64.00
148562	2/1/19	*****6935	Samaiyah A Warren	140.00
148563	2/1/19	*****1512	Shawn A Prince	37.00
148565	2/1/19	*****3542	Starr C Bronson	13.00
148567	2/1/19	*****4760	Totiona B Richardson	9.00
148569	2/1/19	*****8651	Zaoxin Rong	2,266.00
148571	2/1/19	*****2890	Raquel E Miller	35.00
148572	2/1/19	*****8623	Kimberly A Limas	164.00

148573	2/1/19	*****4208	Ono c Rothschild	266.00
148574	2/1/19	*****2184	Evelyn Smith	14.00
148575	2/1/19	*****8612	Regina D Tucker	68.00
148576	2/1/19	*****8889	Rosemarie Fagundes	35.00
148577	2/1/19	*****0261	Verline Mason	18.00
148578	2/1/19	*****5753	Kevin j Hernandez	231.00
148579	2/1/19	*****6015	Sherron A Camp	194.00
148580	2/1/19	*****6241	Felisha L Lee	161.00
148581	2/1/19	*****2941	Sadrina Sims	120.00
148582	2/1/19	*****5492	Michelle m Williams	2.00
148583	2/1/19	*****0046	Letta D Christian	83.00
148584	2/1/19	*****1955	Marilyn M Walker	35.00
148585	2/1/19	*****7135	Michele N Nichols	57.00
148586	2/1/19	*****9585	Angel L Jefferson	278.00
148587	2/1/19	*****2879	Tieshia S Jones	168.00
148588	2/1/19	*****5626	Lashawn P Fields	66.00
148589	2/1/19	*****3113	Mannah S Parrott	215.00
148590	2/1/19	*****4702	Tracey S Russell	19.00
148591	2/1/19	*****0248	Abdul A Wardak	51.00
148592	2/1/19	*****1715	Chantal L Bolden	16.00
148593	2/1/19	*****1015	Jessica D Parker	126.00
148594	2/1/19	*****5844	Daarina a Bey	38.00
148595	2/1/19	*****5298	Gloria F Nelson	19.00
148596	2/1/19	*****0903	Virgie r Gray	141.00
148597	2/1/19	*****6507	Melissa R Griffin	19.00
148598	2/1/19	*****3869	Charlene M Best	95.00
148599	2/1/19	*****1062	Lateefah S Camacho	203.00
148600	2/1/19	*****4721	Ebony N Manning	58.00
148601	2/1/19	*****2217	Camille A Lascano	203.00
148602	2/1/19	*****6571	Tasha S Sargent	175.00
148603	2/1/19	*****9229	Sonia M Guevara	125.00
148604	2/1/19	*****8078	Lisa E Gordon	17.00
148605	2/1/19	*****2808	Ramona P Jimenez	148.00
148606	2/1/19	*****5288	Nicole m Magnus	19.00
148607	2/1/19	*****8511	Tantasha Y Dutye	178.00
148608	2/1/19	*****5083	Crystal j Houston	195.00
148609	2/1/19	*****1696	Angela M Lenzi	30.00
148610	2/1/19	*****3183	Sonja I Campos	40.00
148611	2/1/19	*****8818	Lisa n Macpheators	136.00
148612	2/1/19	*****8765	Antoinette D Durrett	45.00
148613	2/1/19	*****3349	Iris S Randall	29.00

148614	2/1/19	*****9996	Crystal A Wyrick		74.00
148615	2/1/19	*****0840	Dalisha L Bernstine		103.00
148616	2/1/19	*****6953	Nathan Banks JR		25.00
148617	2/1/19	*****1238	Ramonda A Carlos		36.00
148618	2/1/19	*****2730	Jolene L Carlos		182.00
148619	2/1/19	*****6995	Graciela Arroyo		23.00
148620	2/1/19	*****0195	Shanoria s Sasser		130.00
148621	2/1/19	*****7390	Masuda Nawabi		35.00
148622	2/1/19	*****1951	Vinisha D Thornton		227.00
148623	2/1/19	*****6483	Alicia C Guevara		29.00
148624	2/1/19	*****7822	Daudi K Edmond		41.00
148625	2/1/19	*****5758	Monique c Chaves		119.00
148626	2/1/19	*****7134	Gwendolyn T Banks		51.00
148627	2/1/19	*****1164	Michelle M Balestrieri		155.00
148629	2/1/19	*****9524	Ahmed H Abushgarah		18.00
148630	2/1/19	*****9326	Western Addition Apartments, LLC		1,821.00
148631	2/1/19	*****8574	Alamo Square Apartments LLC		2,252.00
148632	2/1/19	*****9810	Housing Authority of the County of Alameda		1,465.59
148633	2/1/19	*****5951	Stoneman Apartments		21,248.00
148634	2/1/19	*****0339	Shanda Arnold		1,798.00
148636	2/1/19	*****0348	Hartz Property Management		1,471.00
148637	2/1/19	*****0051	Dan Ho		2,110.00
148638	2/1/19	*****0978	King County Housing Authority		867.42
148639	2/1/19	*****3848	Leticia Carasi Malasig		679.00
148640	2/1/19	*****3124	Dante McDonald		1,012.00
148641	2/1/19	*****2593	Ba Nguyen Thu Thi Ngo		3,420.00
148642	2/1/19	*****9182	Lorene Paysinger		1,793.00
148643	2/1/19	*****7243	Linda Phon		961.00
148644	2/1/19	*****4614	Vincenzo Signorino		1,466.00
148645	2/1/19	*****0700	Crystal Situ		1,505.00
148646	2/1/19	*****8191	Albert S Tam		1,376.00
* 20119001	2/1/19	*****3853	Lakesha Michelle Smith Lionel R Smith	DD - ES	1,975.00
20119002	2/1/19	*****2626	9th Street Associates, LP	DD - ES	2,842.00
20119003	2/1/19	*****0229	Meerwais Abdiani	DD - ES	867.00
20119004	2/1/19	*****8167	ABJ Enterprises, Inc. dba Blue Line Property Management	DD - ES	4,325.00
20119005	2/1/19	*****6825	A Classey Corp. DBA: ACL Property Management	DD - ES	2,071.00
20119006	2/1/19	*****6232	Rosario Aguilar	DD - ES	828.00

20119007	2/1/19	*****5759	Rosa Aguirre	DD - ES	2,349.00
20119008	2/1/19	*****9530	Demetrius Alexander	DD - ES	1,761.00
20119009	2/1/19	*****9681	Dale Alvarez	DD - ES	1,180.00
20119011	2/1/19	*****0104	Cecilia Anderson	DD - ES	2,643.00
20119012	2/1/19	*****0387	James or Brenda Anderson	DD - ES	1,196.00
20119013	2/1/19	*****5255	Linda S Anderson	DD - ES	2,741.00
20119014	2/1/19	*****9111	Shawn Anderson	DD - ES	1,731.00
20119015	2/1/19	*****8701	Mariteresa Arenson c/o Select 1 Realty	DD - ES	1,747.00
20119016	2/1/19	*****0707	Sergeant or Sima Austin	DD - ES	1,371.00
20119017	2/1/19	*****4941	Shruti Motilal Ba-Harani	DD - ES	2,320.00
20119018	2/1/19	*****2764	Mel L. Banagan	DD - ES	1,719.00
20119019	2/1/19	*****4138	Carlos G. Barraza	DD - ES	831.00
20119020	2/1/19	*****3909	Ken Bartlett	DD - ES	3,462.00
20119021	2/1/19	*****5979	John Bedford	DD - ES	520.00
20119022	2/1/19	*****9093	Holly Beech	DD - ES	3,482.00
20119024	2/1/19	*****8614	Charles Bell and Camino Johnson-Bell	DD - ES	1,662.00
20119025	2/1/19	*****2521	Belmont Apartments	DD - ES	29,777.00
20119026	2/1/19	*****2521	Belmont Apartments	DD - ES	29,308.00
20119027	2/1/19	*****2521	Belmont Apartments	DD - ES	28,424.00
20119028	2/1/19	*****2521	Belmont Apartments	DD - ES	22,562.00
20119029	2/1/19	*****5996	Alex Benjamen	DD - ES	1,490.00
20119030	2/1/19	*****8634	Bethel Global Development LLC	DD - ES	1,590.00
20119031	2/1/19	*****7075	Som N Bhatia	DD - ES	1,926.00
20119032	2/1/19	*****0602	Pinakin Bhatt	DD - ES	2,386.00
20119033	2/1/19	*****8470	Joseph B. Bachir	DD - ES	1,301.00
20119034	2/1/19	*****3502	Black Diamond Management	DD - ES	1,153.00
20119035	2/1/19	*****5924	Steven Booras	DD - ES	1,912.00
20119036	2/1/19	*****3037	Kelly Ann Bradford	DD - ES	1,449.00
20119037	2/1/19	*****5829	Brian Carter	DD - ES	1,310.00
20119038	2/1/19	*****7855	Mariya Briggs	DD - ES	2,822.00
20119039	2/1/19	*****6215	Janet Brown	DD - ES	1,389.00
20119040	2/1/19	*****7469	Jessica G. Platt	DD - ES	1,775.00
20119041	2/1/19	*****9783	Lauren H Brown	DD - ES	896.00
20119042	2/1/19	*****9954	Blue Sapphire Homes, Inc.	DD - ES	2,173.00
20119043	2/1/19	*****2142	Huong T. Bui	DD - ES	3,566.00
20119044	2/1/19	*****3187	Burga Family California Trust	DD - ES	1,952.00
20119047	2/1/19	*****3026	Jerome Busby	DD - ES	1,806.00
20119048	2/1/19	*****7349	Xuelong Cao	DD - ES	497.00
20119050	2/1/19	*****4042	Donnell I. Carson	DD - ES	1,875.00

20119051	2/1/19	*****5079	Castle Creek Company, Inc.	DD - ES	1,457.00
			Trust Account		
20119052	2/1/19	*****6869	Cora Ann Chambers	DD - ES	1,527.00
20119053	2/1/19	*****6228	Gayle Chamberlain	DD - ES	862.00
20119054	2/1/19	*****0398	Kan Chuen Chan	DD - ES	2,062.00
20119055	2/1/19	*****5571	P. M. Chaobal	DD - ES	2,600.00
20119056	2/1/19	*****9661	Chao Chen	DD - ES	1,702.00
20119057	2/1/19	*****1853	Hong Chen	DD - ES	4,525.00
20119058	2/1/19	*****8946	Jienlin Chen	DD - ES	1,866.00
20119059	2/1/19	*****0128	Ping Chen	DD - ES	2,059.00
20119060	2/1/19	*****2680	Sherry Chen	DD - ES	1,355.00
20119061	2/1/19	*****4714	Wenhua Chen	DD - ES	2,413.00
20119062	2/1/19	*****5473	Hwa-Yoong Chiu	DD - ES	1,421.00
20119063	2/1/19	*****3211	Ada Choi	DD - ES	2,201.00
20119064	2/1/19	*****2454	Chun Ok Choi	DD - ES	3,407.00
20119065	2/1/19	*****0310	City of Pittsburg Housing Authority	DD - ES	3,926.00
20119066	2/1/19	*****3591	Juan F. Clara	DD - ES	1,046.00
20119067	2/1/19	*****7054	Ping Cao	DD - ES	1,394.00
20119068	2/1/19	*****1362	College Park Housing Authority	DD - ES	805.80
20119069	2/1/19	*****9873	Angel Contreras	DD - ES	2,834.00
20119070	2/1/19	*****8060	Betty Conner	DD - ES	1,136.00
20119071	2/1/19	*****1814	Tonette Sharice Cooper	DD - ES	2,670.00
20119072	2/1/19	*****3394	Kim Cortesi	DD - ES	1,875.00
20119077	2/1/19	*****0746	Contra Costa County Housing Authority	DD - ES	1,884.42
20119079	2/1/19	*****0746	Contra Costa County Housing Authority	DD - ES	2,634.00
20119080	2/1/19	*****7194	Maria G. Costa	DD - ES	845.00
20119081	2/1/19	*****1944	Melonie C. Miles - Trustee	DD - ES	1,998.00
			Phillip Cotton and Freddie Cotton 2005 Trust		
20119082	2/1/19	*****3772	Creekside Apartment Investors LLC	DD - ES	13,135.00
			DBA Creekside Village		
20119083	2/1/19	*****3772	Creekside Apartment Investors LLC	DD - ES	26,424.00
			DBA Creekside Village		
20119084	2/1/19	*****3772	Creekside Apartment Investors LLC	DD - ES	20,827.00
			DBA Creekside Village		
20119085	2/1/19	*****3772	Creekside Apartment Investors LLC	DD - ES	12,530.00
			DBA Creekside Village		
20119086	2/1/19	*****6569	Jeannette D. Crespo	DD - ES	2,222.00
20119087	2/1/19	*****7900	Patricia Crosby	DD - ES	1,400.00
20119088	2/1/19	*****3327	Jorge Robert Dagys Delevan	DD - ES	1,899.00
			Catty Leticia Pajoluk		
20119089	2/1/19	*****6248	Justin Dailey	DD - ES	1,529.00
20119090	2/1/19	*****1622	Dam Quang To	DD - ES	19.00

20119091	2/1/19	*****8853	Antoinette Davis	DD - ES	1,700.00
20119092	2/1/19	*****2963	Audrey Davis	DD - ES	953.00
20119093	2/1/19	*****0396	Kesha E. Davis	DD - ES	1,277.00
20119094	2/1/19	*****8929	Kevin Davidson	DD - ES	1,017.00
20119095	2/1/19	*****4961	Paulette Davis	DD - ES	1,724.00
20119096	2/1/19	*****6115	Roshan M. Davis	DD - ES	1,448.00
20119097	2/1/19	*****9068	Jagdeep or Shashi Dayal	DD - ES	1,592.00
20119098	2/1/19	*****8370	Charles Dellamore	DD - ES	1,328.00
20119099	2/1/19	*****3537	Estate of Junie Crosby Evelyn Delaney	DD - ES	1,904.00
20119100	2/1/19	*****5882	David De La Torre	DD - ES	1,353.00
20119102	2/1/19	*****1004	Brigitte P. Doan	DD - ES	7,607.00
20119103	2/1/19	*****3531	Anna Phuongnam Thi Do	DD - ES	2,050.00
20119104	2/1/19	*****9716	JoAnn or Larry Domina	DD - ES	1,134.00
20119105	2/1/19	*****5043	Alex Dongallo	DD - ES	2,115.00
20119106	2/1/19	*****6538	Linda Duong	DD - ES	937.00
20119107	2/1/19	*****3406	Mercy Housing California XXXVIII East Leland Court Apartments	DD - ES	4,838.00
20119108	2/1/19	*****0372	Doris Engle Family Ltd Partnership c/o Select 1 Realty	DD - ES	1,318.00
20119109	2/1/19	*****3757	Alma B Espiritu	DD - ES	1,705.00
20119110	2/1/19	*****6095	Rosario Espejo	DD - ES	1,380.00
20119111	2/1/19	*****8122	Gerardo M. Esquivel	DD - ES	1,142.00
20119112	2/1/19	*****6027	Jianxin Fang Jia Liu	DD - ES	4,209.00
20119113	2/1/19	*****3835	Michael Mao C/O Jing Feng	DD - ES	2,531.00
20119114	2/1/19	*****8236	Anthony Ferrell	DD - ES	1,709.00
20119115	2/1/19	*****2790	Barbara J. Fierner	DD - ES	1,490.00
20119116	2/1/19	*****9447	Joseph Field	DD - ES	1,140.00
20119117	2/1/19	*****7691	Hernan Roberto Figueroa	DD - ES	1,314.00
20119119	2/1/19	*****0962	Tochia D. Brewster Fleeton	DD - ES	1,437.00
20119120	2/1/19	*****5773	Alexander Flowers	DD - ES	1,342.00
20119121	2/1/19	*****1547	HomeForward (Housing Authority of Portland)	DD - ES	1,697.39
20119122	2/1/19	*****4032	Fox Creek Apartments	DD - ES	22,342.00
20119123	2/1/19	*****4032	Fox Creek Apartments	DD - ES	10,923.00
20119124	2/1/19	*****0284	Monica Fraga	DD - ES	846.00
20119125	2/1/19	*****6894	Rejois O. Frazier or Leroy Myers	DD - ES	1,722.00
20119126	2/1/19	*****6265	Mr. Darren Fuller	DD - ES	1,381.00
20119127	2/1/19	*****8997	Fan Fuller	DD - ES	450.00
20119128	2/1/19	*****9634	Gialene Gaines	DD - ES	1,750.00
20119129	2/1/19	*****8306	Bao Wen Gao	DD - ES	2,426.00
20119130	2/1/19	*****6981	Adraine Gardner	DD - ES	1,701.00

20119131	2/1/19	*****4278	Antoinette L Garcia	DD - ES	1,345.00
20119132	2/1/19	*****7036	David Gardner	DD - ES	2,789.00
20119133	2/1/19	*****0785	Rupesh Garg Samantha Garg	DD - ES	2,091.00
20119134	2/1/19	*****2931	William H. Gardiner	DD - ES	2,051.00
20119135	2/1/19	*****5111	Gateway Apartments	DD - ES	3,979.00
20119136	2/1/19	*****5298	Parvindokht Ghaboulidashti	DD - ES	1,086.00
20119137	2/1/19	*****2770	Eva Gholson	DD - ES	2,636.00
20119138	2/1/19	*****1145	Vernon or Eva Gholson	DD - ES	2,506.00
20119139	2/1/19	*****5958	Jacqueline Gill	DD - ES	1,671.00
20119140	2/1/19	*****8187	Sukpran Gill	DD - ES	1,493.00
20119141	2/1/19	*****6084	Gold A and S LLC	DD - ES	2,220.00
20119142	2/1/19	*****3032	Jesse Gonzaga	DD - ES	2,184.00
20119143	2/1/19	*****2367	Ting Gong	DD - ES	2,251.00
20119144	2/1/19	*****6940	Frances Greene	DD - ES	2,800.00
20119145	2/1/19	*****4872	Rodney Green	DD - ES	1,176.00
20119146	2/1/19	*****3361	Rupinder Grewal	DD - ES	1,382.00
20119147	2/1/19	*****7325	Patricia Gridley	DD - ES	618.75
20119148	2/1/19	*****6305	Italo Grossi	DD - ES	1,572.00
20119149	2/1/19	*****6721	Amparo Guardado Cesar Q. Guardado	DD - ES	930.00
20119150	2/1/19	*****0940	Krystle Guan	DD - ES	4,480.00
20119151	2/1/19	*****5987	Bob Gunson Real Estate C/O Julie Hang	DD - ES	1,620.68
20119152	2/1/19	*****5267	Abhilash Gupta	DD - ES	6,475.00
20119153	2/1/19	*****7930	Donald R. Watson, Sr.	DD - ES	544.00
20119154	2/1/19	*****2314	Nicole Hackett	DD - ES	1,401.00
20119155	2/1/19	*****6176	Asharfun Nisha Hafiz	DD - ES	1,522.00
20119156	2/1/19	*****0457	Jeffrey Paul Hagler	DD - ES	3,766.00
20119157	2/1/19	*****9827	Delores Jane Hall	DD - ES	1,519.00
20119158	2/1/19	*****6228	David L Hart	DD - ES	1,803.00
20119159	2/1/19	*****1769	Lawrence Harrold	DD - ES	4,866.00
20119160	2/1/19	*****7423	Delta Hawaii Garden Apartments LLC	DD - ES	3,728.00
20119161	2/1/19	*****5859	Chuanhu He	DD - ES	1,810.00
20119162	2/1/19	*****6728	David T. Hennigan	DD - ES	14,788.00
20119163	2/1/19	*****3097	Silvester C. Henderson	DD - ES	3,819.00
20119164	2/1/19	*****5221	Anna Hernandez	DD - ES	1,441.00
20119165	2/1/19	*****2157	Elias Herrera	DD - ES	1,779.00
20119166	2/1/19	*****1603	Marva Hill	DD - ES	507.00
20119167	2/1/19	*****6255	Carl E. Hoard II	DD - ES	1,777.00
20119168	2/1/19	*****7386	Hanh Huu Hoang	DD - ES	1,553.00
20119169	2/1/19	*****5654	Havy S Hoag	DD - ES	2,585.00

20119170	2/1/19	*****4106	Albert Ho	DD - ES	1,784.00
20119171	2/1/19	*****2084	Annie Ho	DD - ES	1,352.00
			The Annie Ho Living Trust		
20119172	2/1/19	*****8576	Joyce Ann Hoffman	DD - ES	1,460.00
20119173	2/1/19	*****7451	Gloria H. Holbrook	DD - ES	1,521.00
20119174	2/1/19	*****4543	Ronald G. Holmes	DD - ES	1,134.00
20119175	2/1/19	*****2768	Invitation Homes	DD - ES	2,099.00
20119176	2/1/19	*****5700	Tony Ho	DD - ES	1,004.00
20119177	2/1/19	*****9956	Cheng Huang	DD - ES	2,922.00
20119178	2/1/19	*****1535	Fanny Kao Huang	DD - ES	2,223.00
20119179	2/1/19	*****8816	Ming Zin Huang	DD - ES	2,453.00
20119180	2/1/19	*****7984	Tao Huang	DD - ES	6,384.00
20119181	2/1/19	*****9084	Nancy Xiu Zhen Hu	DD - ES	2,353.00
20119182	2/1/19	*****6229	Thinh Trieu Huynh	DD - ES	2,000.00
20119183	2/1/19	*****0778	IGreen House Inc.	DD - ES	1,360.00
20119184	2/1/19	*****8007	2015-1 IH2 Borrower LP	DD - ES	2,085.00
20119185	2/1/19	*****4320	IH2 Property West, L.P.	DD - ES	1,133.00
20119186	2/1/19	*****7951	IH5 Property West LP	DD - ES	2,640.00
20119187	2/1/19	*****7013	Eugene G. Imperato	DD - ES	1,468.00
20119188	2/1/19	*****8323	Keyee Investment LLC	DD - ES	531.00
20119189	2/1/19	*****1017	LaShon D Irving	DD - ES	1,951.00
20119190	2/1/19	*****0911	Mario Isidro	DD - ES	1,879.00
20119191	2/1/19	*****6821	Michael or Kay Isola	DD - ES	1,059.00
20119192	2/1/19	*****4913	Jabbarr Love	DD - ES	1,025.00
20119193	2/1/19	*****2036	Brandi Jackson	DD - ES	2,120.00
			C/O Perry Realty Team		
20119194	2/1/19	*****5120	Deepika Sameer Jain	DD - ES	1,603.00
20119195	2/1/19	*****4910	Sameer Jain	DD - ES	4,384.00
20119196	2/1/19	*****3307	Vishal S. Jain	DD - ES	1,682.00
20119197	2/1/19	*****1349	Jason Le	DD - ES	2,429.00
20119198	2/1/19	*****6917	Jian Xing Zhang	DD - ES	1,499.00
20119199	2/1/19	*****5506	Jason K. Johnson	DD - ES	2,951.00
20119200	2/1/19	*****8569	Ronita Johnson	DD - ES	1,431.00
20119201	2/1/19	*****8867	James Jones	DD - ES	1,967.00
20119202	2/1/19	*****2434	Sharon Jones	DD - ES	1,787.00
20119203	2/1/19	*****9670	Cheryl D Joseph	DD - ES	2,131.00
20119204	2/1/19	*****4905	Mostaeen B Jouya	DD - ES	2,148.00
20119205	2/1/19	*****3526	JPH Investment Trust	DD - ES	2,493.00
20119206	2/1/19	*****5704	Jayne Walton Separate Property Trust	DD - ES	1,196.00
20119207	2/1/19	*****5647	Om Parkash Kalra	DD - ES	3,183.00
20119208	2/1/19	*****8425	Wei Kang	DD - ES	4,121.00

20119209	2/1/19	*****1731	Deepinder Kaur	DD - ES	2,351.00
20119210	2/1/19	*****7429	Navkirandeep Kaur	DD - ES	2,428.00
20119211	2/1/19	*****6180	K. E. M. Group LLC	DD - ES	1,936.00
20119212	2/1/19	*****9411	Anthony Keslinke	DD - ES	1,493.00
20119213	2/1/19	*****2578	Faraz Ali Khan	DD - ES	1,740.00
20119214	2/1/19	*****0839	Alan T. Kilpatrick	DD - ES	1,410.00
20119215	2/1/19	*****0888	KW Kirker Creek, LLC	DD - ES	2,910.00
20119216	2/1/19	*****7475	Qi Yun Kuang	DD - ES	4,434.00
20119217	2/1/19	*****8506	Simon Kailiang Kuang	DD - ES	1,707.00
20119218	2/1/19	*****9316	Zdzislaw Kujawa	DD - ES	2,286.00
20119219	2/1/19	*****2585	Daniel Kwan	DD - ES	3,334.00
20119220	2/1/19	*****6229	Simon Chuen-Sang Kwong	DD - ES	980.00
20119221	2/1/19	*****8326	Thomas LaFleur	DD - ES	1,946.00
20119222	2/1/19	*****7845	Chow Kang Lam	DD - ES	1,607.00
20119223	2/1/19	*****6520	Shirley Manly-Lampkin	DD - ES	1,032.00
20119224	2/1/19	*****6102	Maria Lara	DD - ES	1,608.00
20119225	2/1/19	*****7975	Peter C. Larsen	DD - ES	937.00
20119226	2/1/19	*****2401	Kevin Lassair Terrilyn Lassair	DD - ES	1,828.00
20119227	2/1/19	*****4732	Latif, LLC	DD - ES	2,869.00
20119228	2/1/19	*****0938	Ingrid Lau	DD - ES	1,853.00
20119229	2/1/19	*****9373	Delphia M. or Clarence Lawson	DD - ES	1,093.00
20119230	2/1/19	*****2293	LCSTAR, LLC	DD - ES	6,290.00
20119231	2/1/19	*****0984	Dao Tran Le	DD - ES	970.00
20119232	2/1/19	*****8548	Jack Wai Lee	DD - ES	2,036.00
20119233	2/1/19	*****1755	Siu Wan Windytiti Lee	DD - ES	1,745.00
20119234	2/1/19	*****2527	Steven Lee	DD - ES	1,120.00
20119235	2/1/19	*****5289	Yuhjen Juang Lee	DD - ES	1,752.00
20119236	2/1/19	*****1860	Lena Le	DD - ES	989.00
20119237	2/1/19	*****3782	Joseph C. Lerma	DD - ES	811.00
20119238	2/1/19	*****3555	Yiping I. and Frederic Leroudier	DD - ES	1,785.00
20119239	2/1/19	*****3410	John M. Leung	DD - ES	5,966.00
20119240	2/1/19	*****3743	May Leung or Rodney Chen	DD - ES	3,326.00
20119241	2/1/19	*****2110	Peter Leung	DD - ES	2,153.00
20119242	2/1/19	*****5185	Fortunee Lichaa	DD - ES	935.00
20119243	2/1/19	*****3386	James J. Busby and Irvin Deutcher a Partnership DBA Crestview Apartments	DD - ES	631.00
20119244	2/1/19	*****0416	Faqiang Li	DD - ES	1,069.00
20119245	2/1/19	*****8871	Jie Li	DD - ES	2,066.00
20119246	2/1/19	*****7827	Jinhuan Li	DD - ES	1,478.00
20119247	2/1/19	*****9346	Joshua Li	DD - ES	1,486.00

20119248	2/1/19	*****5495	Jian S Lin	DD - ES	1,665.00
20119249	2/1/19	*****2649	Tim Lindstrom c/o AAA Property Management	DD - ES	1,154.00
20119250	2/1/19	*****3881	Vivian Y Li	DD - ES	1,647.00
20119251	2/1/19	*****1547	Paul Livson	DD - ES	1,517.00
20119252	2/1/19	*****0050	Wei Min Li	DD - ES	1,712.00
20119253	2/1/19	*****9003	Ying Hong Li	DD - ES	630.00
20119254	2/1/19	*****0198	Belkis Zhong Li	DD - ES	2,894.00
20119255	2/1/19	*****1646	Paul Long	DD - ES	2,580.00
20119256	2/1/19	*****1474	Los Medanos Village Apartments	DD - ES	23,224.00
20119257	2/1/19	*****7531	Tony or Yvonne Louie	DD - ES	1,393.00
20119258	2/1/19	*****1790	Valerie Love	DD - ES	1,330.00
20119259	2/1/19	*****5602	Marshall & Sonya Lowe	DD - ES	1,105.00
20119260	2/1/19	*****0153	Ariston Laurito Loyola	DD - ES	1,074.00
20119261	2/1/19	*****7720	Jose Loza	DD - ES	709.00
20119262	2/1/19	*****2354	Andrew Kin Lui	DD - ES	5,701.00
20119263	2/1/19	*****4658	Wei Liu Guangxin Frank Liu	DD - ES	1,937.00
20119264	2/1/19	*****7843	The Entrust Group, Inc. FBO Theodore Lum IRA (acct #34892)	DD - ES	1,951.00
20119265	2/1/19	*****1821	Curtis H. Lundberg	DD - ES	546.00
20119266	2/1/19	*****1596	Kenneth Luong	DD - ES	1,583.00
20119267	2/1/19	*****1494	Xiangwen Lu	DD - ES	2,730.00
20119268	2/1/19	*****5430	Kiet A. Ly	DD - ES	1,805.00
20119269	2/1/19	*****4009	Yolanda McDonald	DD - ES	712.00
20119270	2/1/19	*****6525	Madelyn Ann Massey Trustee of the 2017 Massey Family Trust	DD - ES	1,639.00
20119271	2/1/19	*****5865	Rakesh Madra	DD - ES	4,343.00
20119272	2/1/19	*****5605	Robert Madson Lisa Swafford	DD - ES	1,855.00
20119273	2/1/19	*****2191	Radha Mahesram	DD - ES	1,939.00
20119274	2/1/19	*****7358	Mahnor Tariq	DD - ES	2,276.00
20119275	2/1/19	*****4372	Jennifer Leung Ma	DD - ES	3,650.00
20119276	2/1/19	*****1989	Jeff Mann	DD - ES	6,440.00
20119277	2/1/19	*****5378	Glenn Marshall	DD - ES	2,500.00
20119278	2/1/19	*****2875	Marla Y Harrison	DD - ES	302.00
20119279	2/1/19	*****3389	Steadfast Marina Heights, L.P.	DD - ES	18,539.00
20119280	2/1/19	*****3389	Steadfast Marina Heights, L.P.	DD - ES	16,905.00
20119281	2/1/19	*****3389	Steadfast Marina Heights, L.P.	DD - ES	16,928.00
20119282	2/1/19	*****3065	Tanya Martha	DD - ES	1,872.00
20119283	2/1/19	*****9206	Demetria d Mason	DD - ES	2,411.00
20119284	2/1/19	*****6768	Matrixone Realty	DD - ES	1,032.00

20119285	2/1/19	*****5255	Helen McCarthy	DD - ES	1,946.00
20119286	2/1/19	*****3048	Rita J. McCrystle	DD - ES	1,284.00
20119287	2/1/19	*****7174	Samuel McCree	DD - ES	1,975.00
20119288	2/1/19	*****6494	Dorothy McDonald	DD - ES	2,043.00
20119290	2/1/19	*****1152	Janice K McLean	DD - ES	1,498.00
20119291	2/1/19	*****4675	Meadow Glen Apartments	DD - ES	2,968.00
20119292	2/1/19	*****9866	Tatung Mei	DD - ES	3,314.00
20119293	2/1/19	*****4316	Joel Mejia	DD - ES	664.00
20119294	2/1/19	*****5245	Jinyu Meng	DD - ES	2,089.00
20119295	2/1/19	*****4885	Sabine Menzel	DD - ES	4,121.00
20119296	2/1/19	*****0133	Mercedes P. Johnson	DD - ES	614.00
20119297	2/1/19	*****7793	Dennis Meyer	DD - ES	1,946.00
			Kinetic Real Estate/ Marelise Navaroo		
20119298	2/1/19	*****8272	Hector Meza	DD - ES	1,376.00
20119299	2/1/19	*****9885	Andrew S Miloslavich	DD - ES	1,681.00
20119300	2/1/19	*****7437	Perchak Properties for Carol Miller	DD - ES	1,946.00
20119301	2/1/19	*****9782	Maryann Miller	DD - ES	1,194.00
20119302	2/1/19	*****2618	Carlos J Miranda	DD - ES	764.00
20119303	2/1/19	*****0772	Hassan Mirabedi	DD - ES	7,613.00
20119304	2/1/19	*****6741	Gwendolyn Mitchell	DD - ES	1,840.00
20119305	2/1/19	*****7083	Ronnie Eric Moffett Estate	DD - ES	2,066.00
20119306	2/1/19	*****6340	Moe Mojaddidi	DD - ES	3,000.00
20119307	2/1/19	*****0985	Rodney Montgomery or Sharon Montgomery	DD - ES	1,631.00
20119308	2/1/19	*****4676	Erik L Morris	DD - ES	1,640.00
20119309	2/1/19	*****3624	Diane Morin	DD - ES	1,790.00
20119310	2/1/19	*****3642	Eva Munn	DD - ES	1,173.00
20119311	2/1/19	*****8820	Brien Brothers, LLC C/O Mynd Management, IC.	DD - ES	1,609.00
20119312	2/1/19	*****0105	Ehsan Nabkel	DD - ES	3,094.00
20119313	2/1/19	*****9276	Fariba Naji	DD - ES	1,900.00
20119314	2/1/19	*****6234	Shinder Paul Narabut	DD - ES	6,818.00
20119315	2/1/19	*****0054	NC Associates, Inc.	DD - ES	11,308.00
20119316	2/1/19	*****6959	Joy Neal	DD - ES	1,840.00
20119317	2/1/19	*****9180	Michael Nelson	DD - ES	2,600.00
20119318	2/1/19	*****5257	Guy Nesbeth	DD - ES	2,656.00
20119319	2/1/19	*****1072	Dominic Y Ng	DD - ES	2,559.00
20119320	2/1/19	*****3604	Knowland Ging Ng	DD - ES	2,475.00
20119321	2/1/19	*****8594	Patrick Ng	DD - ES	1,716.00
			Mike Perry, Property Manager		
20119322	2/1/19	*****0738	Hieu Nguyen	DD - ES	2,169.00
20119323	2/1/19	*****7154	Huy Quang Nguyen	DD - ES	2,418.00

20119324	2/1/19	****4366	Quyen Nguyen	DD - ES	1,900.00
20119325	2/1/19	****8241	Tieu Nguyen	DD - ES	1,629.00
20119326	2/1/19	****7265	Ernest Nichols III	DD - ES	3,027.00
20119327	2/1/19	****6497	Peter Niloufari	DD - ES	5,105.00
20119328	2/1/19	****9886	Northstar Financial Group, LLC	DD - ES	749.00
20119329	2/1/19	****8129	Kevin Nord Nord Investment Real Estate	DD - ES	1,350.00
20119330	2/1/19	****0056	Richard A Norte	DD - ES	2,611.00
20119331	2/1/19	****2286	North State Financial, Inc.	DD - ES	1,382.00
20119332	2/1/19	****7171	New Way Management Services, Inc.	DD - ES	13,718.00
20119333	2/1/19	****1194	Jennifer Odei	DD - ES	1,448.00
20119334	2/1/19	****5572	Dwight J Owens	DD - ES	433.00
20119335	2/1/19	****7606	Juanita Olayo	DD - ES	1,556.00
20119336	2/1/19	****4543	Esosa A. Omokaro	DD - ES	1,707.00
20119337	2/1/19	****0588	Orange County Housing Authority	DD - ES	2,307.42
20119338	2/1/19	****3741	Sandra L Ortiz	DD - ES	1,840.00
20119339	2/1/19	****1081	Chinenye Osuagwu	DD - ES	2,328.00
20119340	2/1/19	****9139	Olubukola Amoke Oyebade	DD - ES	2,450.00
20119341	2/1/19	****3324	Mutlu Ozer	DD - ES	1,807.00
20119342	2/1/19	****4083	Pacific Living, LLC	DD - ES	1,877.00
20119343	2/1/19	****7811	Hemangini & Vijendra Patel	DD - ES	1,687.00
20119344	2/1/19	****0885	Kokila Patel	DD - ES	852.00
20119345	2/1/19	****8684	Virendra M. Patel	DD - ES	2,001.00
20119346	2/1/19	****8047	Jason Pauline	DD - ES	1,357.00
20119347	2/1/19	****1939	Paula D. Williams	DD - ES	2,420.00
20119348	2/1/19	****3189	Loycell Peacock	DD - ES	1,015.00
20119349	2/1/19	****5165	Scott Pease	DD - ES	1,334.00
20119350	2/1/19	****3278	Maria Del Carmen Perez	DD - ES	263.00
20119351	2/1/19	****6784	Lowde Y. Perkins	DD - ES	901.00
20119352	2/1/19	****0130	Rosie Perkins	DD - ES	1,955.00
20119353	2/1/19	****4893	Cong Thi Pham	DD - ES	1,839.00
20119354	2/1/19	****0958	Pittsburg Park Apartments	DD - ES	3,481.00
20119355	2/1/19	****1097	Bay Point Orphans Fund, LLC	DD - ES	1,803.00
20119356	2/1/19	****7605	Portofino Apartments	DD - ES	9,603.00
20119357	2/1/19	****8826	Prime Metropolis Properties, Inc.	DD - ES	3,614.00
20119358	2/1/19	****2849	IH5 Property West, LP	DD - ES	3,514.00
20119359	2/1/19	****3398	Marples Property Management	DD - ES	3,191.00
20119360	2/1/19	****4650	A. Meadows Property Management	DD - ES	1,209.00
20119361	2/1/19	****6551	Parks Properties	DD - ES	1,765.00
20119362	2/1/19	****7789	Stokley Properties LLC Harbor	DD - ES	2,264.00
20119363	2/1/19	****8055	Property Upsurge, Inc.	DD - ES	10,747.00

20119364	2/1/19	*****0782	Amjad Qaqish	DD - ES	1,180.00
20119365	2/1/19	*****9542	Sam or Sonia Quinones	DD - ES	1,798.00
20119366	2/1/19	*****4029	Amos Radford	DD - ES	1,451.00
20119367	2/1/19	*****1034	Kuljit P Raju	DD - ES	1,277.00
20119368	2/1/19	*****2261	Paramjit K. Raju	DD - ES	2,630.00
20119369	2/1/19	*****3452	Christopher Ramirez	DD - ES	1,846.00
20119370	2/1/19	*****8489	Enrique or Stacy Ramirez	DD - ES	612.00
20119371	2/1/19	*****2162	Erika Ramirez	DD - ES	1,918.00
20119373	2/1/19	*****2283	Rohini Ram	DD - ES	2,146.00
20119374	2/1/19	*****6068	David Raughton	DD - ES	1,712.00
20119376	2/1/19	*****8337	RayCaro Inc.	DD - ES	3,019.00
20119377	2/1/19	*****8227	Croskey Real Estate, Inc.	DD - ES	3,508.00
20119378	2/1/19	*****6703	Amerasia Real Estate Fund LLC	DD - ES	3,819.00
20119379	2/1/19	*****7083	Reliant - Woods Grove, LP	DD - ES	12,276.00
20119380	2/1/19	*****7349	Eric Franklin Remson	DD - ES	1,057.00
20119382	2/1/19	*****9321	Roger Riley	DD - ES	1,901.00
20119383	2/1/19	*****6917	Ronald D. Shelly or Julie Crowder	DD - ES	1,080.00
20119384	2/1/19	*****0694	Jason Ruffin	DD - ES	2,333.00
20119385	2/1/19	*****4579	Elvira Ruiz	DD - ES	1,336.00
20119386	2/1/19	*****5248	Constance Russell	DD - ES	1,079.00
20119387	2/1/19	*****3871	Maridel P Santos	DD - ES	1,294.00
20119388	2/1/19	*****3011	Alicia Saucedo	DD - ES	1,205.00
20119389	2/1/19	*****7615	Gregory Paul Schulz	DD - ES	1,405.00
20119390	2/1/19	*****9954	Richard M. Sciortino	DD - ES	926.00
20119391	2/1/19	*****7031	Jacqueline Selinger	DD - ES	687.00
20119392	2/1/19	*****5346	Young Sook Seroy	DD - ES	1,596.00
20119393	2/1/19	*****1446	Mohinder Sharma	DD - ES	999.00
20119394	2/1/19	*****7239	Shailesh & Bela Patel	DD - ES	2,832.00
20119395	2/1/19	*****4900	Paul Shatswell	DD - ES	1,493.00
20119396	2/1/19	*****1370	James Shipe, c/o Richard Grijalva, East Cty Brokers	DD - ES	2,599.00
20119397	2/1/19	*****5981	Yihui Shi	DD - ES	1,718.00
20119398	2/1/19	*****7789	Siena Court Apartments	DD - ES	8,712.00
20119399	2/1/19	*****7396	Sierra Pacific Properties Peppertree Apartments	DD - ES	4,319.00
20119400	2/1/19	*****7396	Sierra Pacific Properties Woodland Hills Apartments	DD - ES	9,597.00
20119401	2/1/19	*****6650	Frank M. Siino	DD - ES	610.00
20119402	2/1/19	*****8035	Joseph Michael Siino	DD - ES	1,425.00
20119403	2/1/19	*****5399	Gloria Silva	DD - ES	734.00
20119404	2/1/19	*****8407	Marc J. Simpson	DD - ES	973.00

20119405	2/1/19	*****3639	Raman Singh	DD - ES	2,125.00
20119406	2/1/19	*****6058	Son Singh	DD - ES	1,525.00
20119407	2/1/19	*****4970	Molly Smith	DD - ES	1,977.00
20119408	2/1/19	*****9092	Sherritta M Smith	DD - ES	1,096.00
20119409	2/1/19	*****2032	Cinthia Sosa	DD - ES	1,649.00
20119410	2/1/19	*****2985	Gloria Spahn	DD - ES	1,010.00
20119411	2/1/19	*****6977	Angela E. Robinson-Spencer	DD - ES	2,000.00
20119413	2/1/19	*****5343	Deborah Steppe	DD - ES	1,812.00
20119414	2/1/19	*****1601	George W. Stephens	DD - ES	1,674.00
20119415	2/1/19	*****5308	R R Rentals	DD - ES	1,639.00
20119417	2/1/19	*****7479	Ms. Li Su	DD - ES	2,599.00
20119418	2/1/19	*****6318	Mr. Shahzad Sultan	DD - ES	2,508.00
20119419	2/1/19	*****8534	Suma Aryaei	DD - ES	2,265.00
20119420	2/1/19	*****1235	Summit Venture Group, LLC	DD - ES	2,418.00
20119421	2/1/19	*****6168	Kamaljeet Surila	DD - ES	1,457.00
20119422	2/1/19	*****0399	Joyce Hui Sy	DD - ES	5,986.00
20119423	2/1/19	*****1242	Hamed Tafaghodi Alexis Tafaghodi	DD - ES	1,367.00
20119424	2/1/19	*****6765	TAH 2018-1 Borrower, LLC	DD - ES	3,189.00
20119425	2/1/19	*****9558	Edward C Tan	DD - ES	460.00
20119426	2/1/19	*****5832	Mohammad Tapus	DD - ES	2,743.00
20119427	2/1/19	*****6283	Yun Teng Weijie Zhang	DD - ES	1,813.00
20119428	2/1/19	*****2164	Quyen Minh Thai	DD - ES	1,800.00
20119429	2/1/19	*****9314	Silvia Thein and Ada Choi	DD - ES	1,175.00
20119430	2/1/19	*****4049	ChingJen Tong	DD - ES	4,119.00
20119431	2/1/19	*****1405	Lourdes or Raymond Tovar	DD - ES	1,787.00
20119432	2/1/19	*****2094	Raphael Minhtuyen Tran	DD - ES	2,825.00
20119433	2/1/19	*****6035	Tam Van Tran	DD - ES	1,918.00
20119434	2/1/19	*****1327	Thuy Tran	DD - ES	1,245.00
20119435	2/1/19	*****6165	Thanh Van Trinh	DD - ES	1,506.00
20119436	2/1/19	*****3572	Nhan Chi Truong	DD - ES	949.00
20119437	2/1/19	*****5313	Sean Thuyet Truong	DD - ES	1,233.00
20119438	2/1/19	*****9321	Van Truong	DD - ES	1,493.00
20119439	2/1/19	*****8392	Xavier Van Truong	DD - ES	5,910.00
20119440	2/1/19	*****5553	David Tseng	DD - ES	1,107.00
20119441	2/1/19	*****4582	Lidia Valladares	DD - ES	2,165.00
20119442	2/1/19	*****0250	Victor D Valenzuela	DD - ES	1,570.00
20119443	2/1/19	*****5853	Tu Van	DD - ES	1,804.00
20119444	2/1/19	*****3371	Gary D. Vasconcellos	DD - ES	1,209.00
20119445	2/1/19	*****8457	Sareena Lata Velu	DD - ES	1,612.00

20119446	2/1/19	*****9682	Nuno G Vieira	DD - ES	4,156.00
20119447	2/1/19	*****2720	Stephen Cordell Wafer	DD - ES	1,071.00
20119448	2/1/19	*****2768	Huan Rong Wang	DD - ES	1,401.00
20119449	2/1/19	*****6924	Lining Wan	DD - ES	1,827.00
20119450	2/1/19	*****6945	Wei Wang	DD - ES	2,115.00
20119451	2/1/19	*****1634	Yu Ruo Wang	DD - ES	1,849.00
20119452	2/1/19	*****5502	Mildred Lucille Washington	DD - ES	1,996.00
20119454	2/1/19	*****4384	Wenying Chang	DD - ES	2,162.00
20119455	2/1/19	*****5295	Holly Wen	DD - ES	1,569.00
20119456	2/1/19	*****4908	Lewis White & Ruth White Elma Ruth White	DD - ES	4,651.00
20119458	2/1/19	*****2737	Jessica R Wiebe	DD - ES	2,231.00
20119459	2/1/19	*****7867	Ms Adrienne Wilson C/O Gabe Essoe	DD - ES	1,765.00
20119460	2/1/19	*****5057	Kathleen and John Wilson	DD - ES	1,275.00
20119461	2/1/19	*****8702	Kathy D. Williams	DD - ES	2,600.00
20119462	2/1/19	*****5480	Tasia La Vonda Williams	DD - ES	1,877.00
20119463	2/1/19	*****5026	Windeler Development Group, Inc.	DD - ES	1,322.00
20119464	2/1/19	*****1769	Alan York Lun Wong Alan York Lun Wong	DD - ES	1,233.00
20119465	2/1/19	*****1862	Danny Ching-Yam Wong	DD - ES	1,979.00
20119466	2/1/19	*****1157	Har Pan Wong	DD - ES	7,593.00
20119467	2/1/19	*****6356	Joanne Wong	DD - ES	1,825.00
20119468	2/1/19	*****1060	Kinney Ming Wong	DD - ES	1,300.00
20119469	2/1/19	*****5451	Mei-Yuk Yu Wong Vincent Wong	DD - ES	2,600.00
20119470	2/1/19	*****1853	WR Properties, Inc.	DD - ES	5,628.00
20119471	2/1/19	*****3962	Hong Wu	DD - ES	4,598.00
20119472	2/1/19	*****3698	Zhang Jin Wu	DD - ES	3,240.00
20119474	2/1/19	*****2651	Sheree Wynn	DD - ES	2,094.00
20119475	2/1/19	*****5388	Jian Ai Xuan	DD - ES	1,946.00
20119476	2/1/19	*****3880	Ping Ping Xu Keming Wang	DD - ES	3,585.00
20119477	2/1/19	*****2366	Karl Yick C/O Teresita D. Pereira	DD - ES	597.00
20119478	2/1/19	*****6779	Sally Yip	DD - ES	1,813.00
20119479	2/1/19	*****6210	Yong Qiang Lu	DD - ES	1,777.00
20119480	2/1/19	*****6178	Chris Kui You	DD - ES	2,394.00
20119481	2/1/19	*****7622	Yee Yue Cheung	DD - ES	1,230.00
20119482	2/1/19	*****7029	Ming Yu	DD - ES	1,772.00
20119483	2/1/19	*****8664	Mohammad Zalmaiyyar	DD - ES	2,664.00
20119484	2/1/19	*****7638	Jielu Zhao	DD - ES	2,200.00

20119485	2/1/19	*****2940	Wei Bin Zhang or Gao Wei	DD - ES	1,731.00
20119486	2/1/19	*****3259	Xirong Zhao	DD - ES	1,604.00
20119487	2/1/19	*****4367	Xiang Yang Zheng	DD - ES	2,400.00
20119488	2/1/19	*****3830	Joy Yi Zhou	DD - ES	2,456.00
20119489	2/1/19	*****7805	Shengguo Zhu	DD - ES	4,943.00
20119490	2/1/19	*****6132	Ying Zhu	DD - ES	4,996.00
20119491	2/1/19	*****4651	Weijie Zhang	DD - ES	1,155.00

Housing Choice Voucher	HAP	1,341,799.27
	UR	8,947.41
	Damage Claim	0.00
	Vacancy Claim	0.00
	Administrative Fee	484.04
	FSS Escrow Account	0.00
	Shelter Plus Security Deposit	0.00
	Other	0.00
	All Payments	\$1,351,230.72

Check Summary

February 1, 2019

Check Number	Check Date	Payee Tax ID	Payee	Amount
VASH				
148534	2/1/19	*****6041	Anthony L Johnson	20.00
148544	2/1/19	*****0297	Kelly Barr	37.00
148553	2/1/19	*****5735	Michael Wimmer	147.00
148560	2/1/19	*****7726	Quamie Golliday	23.00
148564	2/1/19	*****2665	Stacy Smith	14.00
148566	2/1/19	*****2982	Timothy P Harrington	1.00
148568	2/1/19	*****7845	Troy Mills	31.00
148570	2/1/19	*****3447	David S Loesch	88.00
148628	2/1/19	*****9325	JOW & AAW, LLC	1,116.00
148635	2/1/19	*****0331	Fairfield Housing Authority	126.80
20119010	2/1/19	*****4636	Felipe Amarante	DD - ES 1,487.00
20119020	2/1/19	*****3909	Ken Bartlett	DD - ES 383.00
20119023	2/1/19	*****7492	Adrienne Kelly Belton	DD - ES 906.00
20119045	2/1/19	*****8860	Joe Burns	DD - ES 1,200.00
20119046	2/1/19	*****8764	William Joseph Burgoyne	DD - ES 1,652.00
20119049	2/1/19	*****2513	Clara Beatriz Cardenas	DD - ES 1,550.00
20119073	2/1/19	*****0746	Contra Costa County Housing Authority	DD - ES 13,229.86

20119074	2/1/19	*****0746	Contra Costa County Housing Authority	DD - ES	12,561.48
20119075	2/1/19	*****0746	Contra Costa County Housing Authority	DD - ES	11,120.10
20119076	2/1/19	*****0746	Contra Costa County Housing Authority	DD - ES	11,583.04
20119077	2/1/19	*****0746	Contra Costa County Housing Authority	DD - ES	9,817.46
20119078	2/1/19	*****0746	Contra Costa County Housing Authority	DD - ES	12,422.88
20119079	2/1/19	*****0746	Contra Costa County Housing Authority	DD - ES	4,095.26
20119082	2/1/19	*****3772	Creekside Apartment Investors LLC DBA Creekside Village	DD - ES	6,147.00
20119083	2/1/19	*****3772	Creekside Apartment Investors LLC DBA Creekside Village	DD - ES	2,642.00
20119084	2/1/19	*****3772	Creekside Apartment Investors LLC DBA Creekside Village	DD - ES	7,448.00
20119085	2/1/19	*****3772	Creekside Apartment Investors LLC DBA Creekside Village	DD - ES	4,089.00
20119101	2/1/19	*****9507	Olga M. Disney	DD - ES	1,135.00
20119107	2/1/19	*****3406	Mercy Housing California XXXVIII East Leland Court Apartments	DD - ES	603.00
20119118	2/1/19	*****8096	Robert Fitzstephens Rob Fitzstephens	DD - ES	1,432.00
20119123	2/1/19	*****4032	Fox Creek Apartments	DD - ES	445.00
20119135	2/1/19	*****5111	Gateway Apartments	DD - ES	3,314.00
20119152	2/1/19	*****5267	Abhilash Gupta	DD - ES	1,730.00
20119162	2/1/19	*****6728	David T. Hennigan	DD - ES	1,895.00
20119251	2/1/19	*****1547	Paul Livson	DD - ES	1,700.00
20119279	2/1/19	*****3389	Steadfast Marina Heights, L.P.	DD - ES	792.00
20119280	2/1/19	*****3389	Steadfast Marina Heights, L.P.	DD - ES	2,139.00
20119281	2/1/19	*****3389	Steadfast Marina Heights, L.P.	DD - ES	1,821.00
20119289	2/1/19	*****6342	James & Diana Gail McDonald c/o Yolanda McDonald	DD - ES	1,500.00
20119328	2/1/19	*****9886	Northstar Financial Group, LLC	DD - ES	6,061.00
20119360	2/1/19	*****4650	A. Meadows Property Management	DD - ES	446.00
20119372	2/1/19	*****7228	Ramsey Horton	DD - ES	1,542.00
20119375	2/1/19	*****2414	Tanya Nicole Ray	DD - ES	1,938.00
20119377	2/1/19	*****8227	Croskey Real Estate, Inc.	DD - ES	1,789.00
20119378	2/1/19	*****6703	Amerasia Real Estate Fund LLC	DD - ES	4,946.00
20119379	2/1/19	*****7083	Reliant - Woods Grove, LP	DD - ES	2,646.00
20119381	2/1/19	*****2935	RICHMOND HOUSING AUTHORITY	DD - ES	5,376.12
20119398	2/1/19	*****7789	Siena Court Apartments	DD - ES	824.00
20119412	2/1/19	*****3465	Ramzi D Srouji	DD - ES	1,891.00
20119416	2/1/19	*****0437	Suisun City Housing Authority	DD - ES	867.42
20119453	2/1/19	*****4563	Isidoro Weitzman	DD - ES	2,060.00
20119456	2/1/19	*****4908	Lewis White & Ruth White Elma Ruth White	DD - ES	2,169.00

20119457	2/1/19	*****9380	Tracy J. Whitehead	DD - ES	1,990.00
20119470	2/1/19	*****1853	WR Properties, Inc.	DD - ES	1,700.00
20119473	2/1/19	*****2556	Drewcillia Wyatt	DD - ES	1,247.00

VASH

HAP	154,711.00
UR	361.00
Damage Claim	0.00
Vacancy Claim	0.00
Administrative Fee	4,864.42
FSS Escrow Account	0.00
Shelter Plus Security Deposit	0.00
Other	0.00
All Payments	\$159,936.42

Grand Total

HAP	1,496,510.27
UR	9,308.41
Damage Claim	0.00
Vacancy Claim	0.00
Administrative Fee	5,348.46
FSS Escrow Account	0.00
Shelter Plus Security Deposit	0.00
Other	0.00
All Payments	\$1,511,167.14

2/1/19 Check Run

DD 1,453,285.08+
 Cks 57,882.06+
 1,511,167.14**

HAP (Regular)	\$ 1,190,189.27
HAP (VASH)	154,711.00✓
HAP (Port-In)	140,432.00✓
HAP (Port-Out)	11,178.00✓
Utility Reimbursement	9,308.41✓
Admin Fee	5,348.46✓
- Total	<u>\$ 1,511,167.14</u>

ym 1/30/19

pwo 1/30/19

Check Summary

February 15, 2019

Check Number	Check Date	Payee Tax ID	Payee	Amount
Housing Choice Voucher				
* 148647	2/15/19	*****2017	Ashley Davis	149.00
148648	2/15/19	*****4091	Joshua C Perez	52.00
148649	2/15/19	*****8275	Mildred G Botello	99.00
148650	2/15/19	*****0864	Rochelle Scurlock	22.00
148651	2/15/19	*****5175	Mary C Johnson	41.00
148652	2/15/19	*****1903	Ebony D Loud	31.00
148654	2/15/19	*****9810	Housing Authority of the County of Alameda	7,570.47
148655	2/15/19	*****5951	Stoneman Apartments	1,834.00
148656	2/15/19	*****2209	Gina Bhatia	1,349.00
148657	2/15/19	*****9166	Ms. Natasha Terry	2,282.00
* 21519001	2/15/19	*****8167	ABJ Enterprises, Inc. dba Blue Line Property Management	DD - ES 2,221.00
21519002	2/15/19	*****2521	Belmont Apartments	DD - ES 2,551.33
21519003	2/15/19	*****5924	Steven Booras	DD - ES 353.00
21519004	2/15/19	*****0746	Contra Costa County Housing Authority	DD - ES 3,764.84
21519005	2/15/19	*****3772	Creekside Apartment Investors LLC DBA Creekside Village	DD - ES 1,412.00
21519006	2/15/19	*****7423	Delta Hawaii Garden Apartments LLC	DD - ES 359.00
21519007	2/15/19	*****3743	May Leung or Rodney Chen	DD - ES 268.00
21519008	2/15/19	*****0054	NC Associates, Inc.	DD - ES 427.00
21519009	2/15/19	*****3604	Knowland Ging Ng	DD - ES 2,251.00
21519010	2/15/19	*****7171	New Way Management Services, Inc.	DD - ES 685.00
21519011	2/15/19	*****7789	Siena Court Apartments	DD - ES 2,705.00
21519012	2/15/19	*****7396	Sierra Pacific Properties Woodland Hills Apartments	DD - ES 1,493.00
21519013	2/15/19	*****8702	Kathy D. Williams	DD - ES 2,197.00

Housing Choice Voucher

HAP	33,429.33
UR	394.00
Damage Claim	0.00
Vacancy Claim	0.00
Administrative Fee	293.31
FSS Escrow Account	0.00
Shelter Plus Security Deposit	0.00
Other	0.00
All Payments	\$34,116.64

Check Summary

February 15, 2019

Check Number	Check Date	Payee Tax ID	Payee	Amount
VASH				
148653	2/15/19	*****9810	Housing Authority of the County of Alameda	20,728.50
148654	2/15/19	*****9810	Housing Authority of the County of Alameda	275.20
21519004	2/15/19	*****0746	Contra Costa County Housing Authority DD - ES	1,621.24

VASH

2/15/18 Check Run

HAP (Regular)	\$ 16,829.33
HAP (VASH)	21,774.00✓
HAP (Port-In)	5,558.00✓
HAP (Port-Out)	11,042.00✓
Utility Reimbursement	394.00✓
Admin Fee	1,144.25✓
Total	\$ 56,741.58✓

HAP	21,774.00
UR	0.00
Damage Claim	0.00
Vacancy Claim	0.00
Administrative Fee	850.94
FSS Escrow Account	0.00
Shelter Plus Security Deposit	0.00
Other	0.00
All Payments	\$22,624.94

Grand Total

DD-22,308.41+

CKS-34,433.17+

56,741.58*+

pro 2/11/19
for 2/19/19

HAP	55,203.33
UR	394.00
Damage Claim	0.00
Vacancy Claim	0.00
Administrative Fee	1,144.25
FSS Escrow Account	0.00
Shelter Plus Security Deposit	0.00
Other	0.00
All Payments	\$56,741.58

Payment History List

February 25, 2019

Check Date	Check #	Payee Account #	Payee	Tenant	Type	VMS Date	Amount	Voided	Cleared
01/01/2019	148417	***-**-2319	Delfonse A Lewis	Lewis, Delfonse	UR	12/13/2018	\$91.00	☐	☐
01/01/2019	148417	***-**-2319	Delfonse A Lewis	Lewis, Delfonse	UR	01/01/2019	\$149.00	☐	☐
01/01/2019	148417	***-**-2319	Delfonse A Lewis	Lewis, Delfonse	UR	12/13/2018	-\$91.00	☐	☐
01/01/2019	148417	***-**-2319	Delfonse A Lewis	Lewis, Delfonse	UR	01/01/2019	-\$149.00	☐	☐

\$0.00

lost UR ck - reissue @

3/1/19 ck run



**OFFICE OF THE CITY MANAGER/EXECUTIVE DIRECTOR
65 Civic Avenue
Pittsburg, CA 94565**

TO: Chair and Agency Members

FROM: Garrett Evans, Executive Director

SUBJECT: A Housing Authority Minute Order Approving an Annual Report
Pursuant to SB 341

MEETING DATE: March 18, 2019

EXECUTIVE SUMMARY

The Housing Authority of the City of Pittsburg (the "Housing Authority") has reviewed and considered the Housing Successor Agency's annual report regarding housing activities through June 30, 2018 (the "Report").

FISCAL IMPACT

There is no fiscal impact in approving the Report. The Report provides a snapshot of housing activities that have occurred during a specified period.

RECOMMENDATION

Staff recommends that the Housing Authority approve the Report.

BACKGROUND

The Redevelopment Agency of the City of Pittsburg (the "Agency") is a redevelopment agency formed, existing, and exercising its powers pursuant to California Community Redevelopment Law Health and Safety Code Section 33000 et seq. (the "CRL"). Pursuant to authority granted under the CRL, the Agency has the responsibility to implement the redevelopment plan established by the Community Development Plan for the Los Medanos Community Development Project by Ordinance No. 93-1063, adopted by the City Council on June 7, 1993 (as subsequently amended and restated by Resolution 07-1221 and as may be further amended from time to time).

On June 29, 2011, the Governor signed into law ABX1 26 ("AB 26"), also referred to as the "Dissolution Act" which automatically suspended redevelopment activities and on December 29, 2011, the California State Supreme Court upheld the provisions of AB 26, thereby dissolving all redevelopment agencies on February 1, 2012 (the "Dissolution Date"). AB 26 provides that prior to the Dissolution Date, the City of Pittsburg (the "City") may elect to

assume the assets and responsibilities for the housing functions previously performed by the Agency or by default the housing functions will be transferred to the local housing authority.

On January 17, 2012, by City Resolution 12-11753 and Housing Authority Resolution 12-261, the City elected to transfer, and the Housing Authority elected to assume all the rights, responsibilities, and functions related to housing previously performed by the Agency to the Housing Authority.

On October 13, 2013, SB 341 was approved by the Governor and filed with the Secretary of State. SB 341 amended Health and Safety Code 34176 and changed the former annual report due from the Agency to both the State Controller and Department of Housing and Community Development ("HCD").

SUBCOMMITTEE FINDINGS

The Report was not discussed in a subcommittee.

STAFF ANALYSIS

Under the current statute, the Housing Authority will file the Report and its supporting document as an addendum to the City's Annual Progress Report (APR) filed by the Planning Department. Upon receiving Housing Authority approval, the Report and its supporting documents will be submitted to HCD on or before April 1, 2019.

ATTACHMENTS: Report

Report Prepared By: Maria M. Aliotti, Director of Community Services

THE SUCCESSOR AGENCY FOR THE REDEVELOPMENT AGENCY OF THE CITY OF PITTSBURG
ANNUAL REPORT ON LMIHAF PURSUANT TO SB 341
FOR FISCAL YEAR: July 1, 2017-June 30, 2018

1 Amount deposited into LMIHAF: \$ 401,379.91

Amount deposited listed on ROPS: \$ -

Description of the Deposit

--

2 Balance of LMIHAF: \$ 1,545,872.78

Balance listed on ROPS: \$ -

Description of the Balance

--

3 Description of expenditures by category for:

Monitoring and preserving the long-term affordability of units subject to affordability restrictions or covenants entered into by the redevelopment agency, housing successor agency, and activities described in paragraphs (2) and (3) of subdivision (a).

\$ -

Homeless prevention and rapid rehousing services for the development of housing described in paragraph (2) of subdivision (a).

\$ 10,000.00

Development of housing pursuant to paragraph (3) of subdivision (a).

\$ -

4 As described in paragraph 1 of subdivision (a):

Statutory value of real property owned by the housing successor.

done \$ 1,975,021.46

Value of loans and grants receivables.

done \$ 32,510,675.53

Total

\$ 34,485,696.99

Description of any transfers made pursuant to paragraph (2) of subdivision (c) in the previous fiscal year and, if still unencumbered, in earlier fiscal years and a description of and status update of any project for which transferred funds have been or will be expended if that project has not yet been placed in services.

5

Name and Description	Address	Transferred To	Value

Description of any project for which the housing successor receives or holds property tax revenue pursuant to the ROPS and status of that project.

6

Project Name and Description	Address	Amount Received
NA		

For interests in real property acquired by the former redevelopment agency prior to February 1, 2012, a status update on compliance with Section 33334.16. For interests in real property acquired on or after February 1, 2012, a status update on the project.

7

Address	Status
NA	

Description of any outstanding obligations pursuant to 33413 that remained to transfer to the housing successor on February 1, 2012, of the housing successor's progress in meeting those obligations, and of the housing successor's plans to meet unmet obligations. In addition, the housing successor shall include in the report posted on its Internet Web site the implementation plans of the former redevelopment agency.

8

Outstanding Obligation	Status
NA	

9 The information required by subparagraph (B) of paragraph (3) of subdivision (a):

Targeting Requirements	Status
NA	

Percentage of units of deed-restricted rental housing restricted to seniors and assisted individually or jointly by the housing successor, its former redevelopment agency, and its host jurisdiction within the previous 10 years in relation to the aggregate number of units of deed restricted rental housing assisted individually or jointly by the housing successor, its former redevelopment agency, and its host jurisdiction within the same time period.

10

Low Income Senior Housing	# of Units
Presidio Village	103
Delta Hawaii	5
Siena Court	110
Total	218
Deed Restricted Total	864
Percentage of Senior Housing	25%

11 Amount of any excess surplus.

NA

Amount of time that the successor agency has had excess surplus.

NA

Housing successor's plan for eliminating surplus.

FY 2018-19 - If the developer moves forward with the project, \$400,000 has been identified for the Veterans Square project; a very low income housing project for veterans. \$10,000 for housing counseling services. \$5,000 for homeless efforts. \$250,000 for acquisition of residential unit(s) for the HCV program. \$100,000 for the First Time Home Buyer Program.



**OFFICE OF THE CITY MANAGER/EXECUTIVE DIRECTOR
65 Civic Avenue
Pittsburg, CA 94565**

TO: Mayor and Council Members

FROM: Garrett Evans, City Manager

SUBJECT: Introduction and Waive First Reading of an Ordinance Amending Chapter 8 of the Pittsburg Municipal Code to Add Construction Demolition Debris Recycling and Polychlorinated Biphenyls Assessment

MEETING DATE: March 18, 2019

EXECUTIVE SUMMARY

Staff recommends adoption of a City ordinance to require construction and demolition material to be diverted from landfills, in accordance with the California Green Building Standards Code. In addition, staff recommends the ordinance include a requirement for construction demolition debris to be assessed for polychlorinated biphenyls (PCBs) to meet requirements of the City's Municipal Regional Stormwater Permit.

FISCAL IMPACT

None from this action. The City's current Master Fee Schedule includes a demolition permit fee to recover the City's cost for staff time to review and issue permits. Staff has designed an efficient permit program and expects the current fee will be sufficient to recover the costs for implementing the new state requirements. No new or increased permit fee is requested.

RECOMMENDATION

City Council open the public hearing, take public comment, close the public hearing and introduce, waive further reading and pass to second reading the attached Ordinance adding Chapter 8.10 to the Pittsburg Municipal Code, "Construction Debris Recycling and Polychlorinated Biphenyls Assessment."

BACKGROUND

Debris is generated every time all or part of a building, road, or bridge is constructed, remodeled, or demolished. This type of material is commonly referred to as construction and demolition (C&D) debris. These projects often contain bulky, heavy materials, including concrete, wood, asphalt (from roads and roofing shingles), gypsum (a component of

drywall), metals, bricks, and plastics. This debris also includes salvaged building components such as doors, windows, and plumbing fixtures.

In 1989, the State legislature passed Assembly Bill (AB) 939, mandating that cities and counties reduce the amount of waste being sent to landfills by 50% by the year 2000 or face fines of up to \$10,000 per day. In 2002, Senate Bill (SB) 1374 was signed into law requiring cities to adopt an ordinance requiring the diversion of C&D waste material from landfills or follow CalRecycle's 'model' ordinance. The City opted to follow the state's model ordinance.

The passage of SB 1016 in 2008 established new disposal reporting measurements and baselines based on a per capita rate for waste disposal. According to the 2014 Disposal Facility-Based Characterization of Solid Waste in California, C&D materials account for 21.7 to 25.5 percent of the disposed waste stream. Previous study estimates have ranged from 24 percent in 2004 to 29 percent in 2008. The reduction in C&D disposal to landfills will help meet diversion goals and compliance with the requirements of SB 1016.

On November 19, 2015 the San Francisco Regional Water Quality Control Board adopted a Municipal Regional Permit (MRP) which includes a requirement for permittees to reduce the discharge of PCBs from urban runoff. One of the mitigation measures is development of an effective protocol for managing demolition debris from structures found to contain PCBs with concentrations of 50 milligrams per kilogram (mg/kg) or greater. The protocol is intended to prevent PCBs from entering stormwater through vehicle track out, airborne releases, soil erosion, or stormwater runoff during or after building demolition.

The protocol would apply to non-residential structures constructed or remodeled between 1950 and 1980 with building materials such as caulking and thermal insulation containing PCBs concentrations of 50 mg/kg or greater.

SUBCOMMITTEE FINDINGS

At the January 29, 2019 meeting of the Land Use Subcommittee, staff presented the proposed ordinance for discussion. The Subcommittee recommended that staff bring the Construction Debris Recycling ordinance to the City Council for consideration.

STAFF ANALYSIS

CalRecycle is requiring all jurisdictions to adopt and enforce ordinances for owners/builders of construction projects to divert from landfills 65 percent of the construction waste materials generated during the project, effective January 1, 2017 under the state's CalGreen standards. The City has adopted the 2016 California Green Building Standards Code (CalGreen) Building Standard Code. City staff has been following CalGreen standards and has been using a Waste Management Plan to monitor the diversion requirements

The adoption of this Ordinance would formalize this program in the City's Annual Report to CalRecycle and demonstrate the City's efforts to meet the diversion requirements.

The City's MRP also requires applicants to report whether their project meets the parameters of the PCB assessment criteria, and whether it is appropriate to complete an assessment screening or analytical testing. An assessment screening may apply to building materials such as caulking, thermal/fiberglass insulation, adhesive mastic, and rubber window gaskets.

City sponsored projects involving construction demolition are subject to the conditions as outlined in the Ordinance. The inclusion of both these requirements for the issuance of demolition permits is necessary for the City to be in compliance with current State legislation for recycling debris and current stormwater MRP.

Report Prepared By: Jolan Longway, Clean Water Program Coordinator
Laura Wright, Environmental Affairs Manager

ATTACHMENTS: Ordinance
Application Package

BEFORE THE CITY COUNCIL OF THE CITY OF PITTSBURG

In the Matter of:

Introduction and Waive First Reading of an	)	
Ordinance Adding Chapter 8.10 Entitled	)	ORDINANCE NO. 19-1461
"Construction and Demolition Debris Recycling	)	
And Polychlorinated Biphenyls Assessment."	)	
<u>to Title 8 of the Pittsburgh Municipal Code</u>	)	

The City Council of the City of Pittsburgh DOES ORDAIN as follows:

SECTION 1. Recitals

In 1989, the State of California passed Assembly Bill (AB) 939, mandating that cities and counties reduce the amount of waste being landfilled by 50% by the year 2000 or face fines of up to \$10,000 per day. In order to achieve this goal, the City has implemented various programs to help meet this goal. These programs, outlined in the City's Source Reduction and Recycling Element (SRRE), include curbside recycling, composting programs, hazardous waste collection, etc. However, the California Integrated Waste Management Board (now CalRecycle) identified in a 1999 statewide disposal characterization study that construction and demolition (C&D) waste accounted for nearly 12% of the State's overall waste stream. In jurisdictions with high growth, the percentage is much higher.

C&D debris is generated every time a building, road, or bridge is constructed, remodeled, renovated, or demolished. These projects often contain bulky, heavy materials, including concrete, wood, asphalt (from roads and roofing shingles), gypsum (the main component of drywall), metals, bricks, and plastics. C&D debris also includes salvaged building components such as doors, windows, and plumbing fixtures. Reducing C&D debris conserves landfill space, reduces the environmental impact of producing new materials, and can reduce overall building project expenses through avoided purchase/disposal costs.

Senate Bill (SB) 1374, which deals with the establishment of an ordinance requiring the diversion of this C&D waste material, was signed into law in 2002. As directed in the bill, the City is mandated to either create its own ordinance or be required to follow CalRecycle's 'model' ordinance by March 1, 2004. In addition, the passage of SB 1016 in 2008, established new disposal reporting measurements and baselines based on a per capita disposal rate. The reduction in C&D disposal to landfills will be necessary to help with compliance under the new requirements of SB 1016 and to meet diversion goals.

CalRecycle is requiring in all jurisdictions, including those without a C&D ordinance requiring the diversion of 65 percent of construction waste, that owners/builders of construction projects within the covered occupancies be required to divert 65 percent of the construction waste materials generated during the project, effective January 1, 2017 as per the CalGreen standards. The City has adopted the 2016 California Green Building Standards Code (CalGreen) Building Standard Code.

On November 19, 2015 the San Francisco Regional Water Quality Control Board adopted a Municipal Regional Permit (MRP) that requires permittees to reduce the discharge of PCBs to San Francisco Bay from urban runoff. One of the control measures to mitigate for the discharge of PCBs requires the development and implementation of an effective protocol for managing the demolition debris from applicable structures found to contain PCBs with concentrations of 50 milligrams per kilogram (mg/kg) or greater. The protocol is required to prevent the deposition of PCBs containing material debris from entering stormwater runoff with vehicle track out, airborne releases, soil erosion, or stormwater runoff during or after demolition.

Applicable structures include, at a minimum, non-residential structures constructed or remodeled between the years 1950 and 1980 with building materials such as caulking and thermal insulation with PCBs concentrations of 50 mg/kg or greater. The protocol consists of an evaluation methodology and data collection program to quantify PCBs reduced through the implementation of the protocol for controlling PCBs during demolition of applicable structures.

Applicants conducting building demolition for applicable structures are required to complete the self-certification assessment and if PCBs containing materials are found with their project, abate the PCBs containing materials in accordance with current acceptable EPA practices. The assessment must be conducted prior to issuance of a Building Permit for demolition and renovation.

SECTION 2. Adding Pittsburg Municipal Code Chapter 8.10, "Construction and Demolition Debris Recycling and Polychlorinated Biphenyls Assessment."

Chapter 8.10 entitled "Construction and Demolition Debris Recycling and Polychlorinated Biphenyls" is hereby added to Title 8 of the Pittsburg Municipal Code to read as follows:

"Chapter 8.10 Construction and Demolition Debris Recycling and Polychlorinated Biphenyls Assessment"

Sections:

Article I. General Provisions

- 8.10.010 Purpose
- 8.10.020 Application Fee
- 8.10.030 Enforcement
- 8.10.040 Definitions

Article II. Construction and Demolition Debris Recycling

- 8.10.050 CalGreen Requirements
- 8.10.060 Threshold for Covered Projects
- 8.10.070 Submission of Waste Management Plan
- 8.10.080 Franchise Hauler Agreement
- 8.10.090 Review of Waste Management Plan

- 8.10.100 On-site Management of Debris
- 8.10.110 Infeasibility Exemption
- 8.10.120 Appeal
- 8.10.130 Submittal of Completed Waste Management Plan

Article II. Polychlorinated Biphenyls (PCBs) Screening Assessment

- 8.10.140 Applicability
- 8.10.150 PCBs in Priority Building Materials Screening Assessment
- 8.10.160 Agency Notification, Abatement, and Disposal for Identified PCBs
- 8.10.170 Compliance with California and Federal PCBs Laws and Regulations
- 8.10.180 Information Submission and Application Certification
- 8.10.190 Recordkeeping
- 8.10.200 Obligation to Notify the City of Changes
- 8.10.210 Liability
- 8.10.220 Projects Sponsored by the City

Article I. General Provisions

8.10.010 Purpose

The purpose of this chapter is to recycle or reuse debris commonly referred to as construction and demolition (C&D) debris which consists of materials generated during construction, renovation, and demolition projects in order to meet CalRecycle requirements for recycling utilizing the California Green Building Standards Code. In addition, U.S. Environmental Protection Agency (EPA), the San Francisco Bay Regional Water Quality Control Board (Regional Water Board), and the California Department of Toxic Substances Control (DTSC) requires these materials be screened and assessed for polychlorinated biphenyls (PCBs) prior to demolition, renovation or construction to prevent contamination in local waterways.

8.10.020 Application Fee

All applicants subject to this Chapter shall pay the Building Demolition Permit Fee and/or fees applicable to the project set forth in the Master Fee Schedule established by the City Council. The intent of this Application Fee is to defray the costs to the City for the program established by this ordinance. Applicants for all City-owned or City-sponsored projects shall be exempt from paying an Application Fee.

8.10.030 Enforcement

A. Criminal Penalties. Any person who violates any provision of this Chapter, including but not limited to noncompliance with a Waste Management Plan (WMP) or Screening Assessment, shall be guilty of a misdemeanor. The penalty upon conviction of such person shall be a fine as set forth in Section 1.12.030 of this Code.

B. Civil Penalties. Any person who violates any provision of this Chapter, including but not limited to noncompliance with a WMP or Screening Assessment, shall be liable to the City for a civil penalty of \$1,000 or 1% of the total cost of the project, whichever is greater

C. Cumulative Remedies. The foregoing remedies shall be deemed non-exclusive, cumulative and in addition to any other remedy the City may have at law or in equity, including but not limited to injunctive relief to prevent violations of this Chapter.

D. Withholding of Permit. Failure to submit the information required in Article II or submittal of false information will result in enforcement under Chapter 15.72 Withholding of Permit – Code Violations, as may be amended from time to time.

8.10.040 Definitions

In addition to the general definitions applicable to this Code, whenever used in this Article, the following terms have the meanings set forth below:

“Applicable Structure” means buildings constructed or remodeled from January 1, 1950 to December 31, 1980. Remodeling, partial building, wood framed structure, and single-family residence demolition projects are exempt.

“Applicant” means any individual, firm, limited liability company, association, partnership, political subdivision, government agency, municipality, industry, public or private corporation, or any other entity whatsoever who applies to the City for the applicable permits to undertake construction, demolition, or renovation project within the City.

“Building” means a structure with a roof and walls standing more or less permanently in one place. Buildings are intended for human habitation or occupancy.

“Community Development Director” means the Director of the Community Development Department.

“Construction” means the building of any facility or structure or any portion thereof including tenant improvements to an existing facility or structure.

“Construction and Demolition Debris” or “C&D Debris” means used or discarded materials removed from premises during construction or renovation of a structure resulting from construction, remodeling, repair, or demolition operations on any pavement, house, commercial building, or other structure.

“Conversion Rate” means the rate set forth in the standardized Conversion Rate Table approved by the City pursuant to this Chapter for use in estimating the volume or weight of materials identified in a Waste Management Plan.

“Covered Project” shall have the meaning set forth in Section 8.10.060 (A) of this Chapter.

“Deconstruction” means the process of carefully dismantling a building or structure in order to salvage components for reuse or recycling.

“Demolition” means the decimating, razing, ruining, tearing down or wrecking of any facility, structure, pavement (concrete, asphalt, base, etc) or building, whether in whole or in part, whether interior or exterior.

“Divert” means to use material for any purpose other than disposal in a landfill or transformation facility.

“Diversion Requirement” means the redirection from the waste stream of at least 50 percent of the total Construction and Demolition Debris generated by a Project via reuse or recycling, unless the Applicant has been granted an Infeasibility Exemption pursuant to Section 8.10.120, in which case the Diversion Requirement shall be the maximum feasible diversion rate established by the WMP Compliance Official for the Project.

“DTSC” means the State of California Department of Toxic Substance Control.

“EPA” means the United States Environmental Protection Agency.

“Exempt Project” shall have the meaning set forth in Section 8.10.060 (B) of this Chapter.

“PCBs” means polychlorinated biphenyls.

“PCBs” in Priority Building Materials Screening Assessment means the two-step process used to 1) determine whether the building proposed for demolition is high priority for PCBs-containing building materials based on the structure age, use, and construction; and if so 2) determine the concentrations (if any) of PCBs in Priority Building Materials revealed through existing information or representative sampling and chemical analysis of the Priority Building Materials in the building. Directions for this process are provided in the Priority Building Materials Screening Assessment Applicant Package.

“Priority Building Materials” means the following:

- a. Caulking: e.g., around windows and doors, at structure/walkway interfaces, and in expansion joints;
- b. Thermal/Fiberglass Insulation: e.g., around HVAC systems, around heaters, around boilers, around heated transfer piping, and inside walls or crawls spaces;
- c. Adhesive/Mastic: e.g., below carpet and floor tiles, under roofing materials, and under flashing; and
- d. Rubber Window Gaskets: e.g., used in lieu of caulking to seal around windows in steel-framed buildings.

“Priority Building Materials Screening Assessment Applicant Package” (Applicant Package) means a document package that includes an overview of the screening process, Applicant instructions, a process flow chart, a screening assessment form, and the Protocol for Evaluating Priority PCBs-Containing Materials before Building Demolition (BASMAA 2018, prepared for the Bay Area Stormwater Management Agencies Association, August 2018).

“Project” means any activity, which requires an application for a building or demolition permit, or any similar permit from the City.

“Recycling” means the process of collecting, sorting, cleansing, treating, and reconstituting materials that would otherwise become solid waste, and returning them to the economic

mainstream in the form of raw material for new, reused, or reconstituted products which meet the quality standards necessary to be used in the marketplace.

“Regional Water Board” means the California Regional Water Quality Control Board, San Francisco Bay Region.

“Remodel” means to make significant finish and/or structural changes that increase utility and appeal through complete replacement and/or expansion. A removed area reflects fundamental changes that include multiple alterations. These alterations may include some or all of the following: replacement of a major component (cabinet(s), bathtub, or bathroom tile), relocation of plumbing/gas fixtures/appliances, significant structural alterations (relocating walls, and/or the addition of square footage).

“Renovation” means any change, addition, or modification in an existing structure.

“Reuse” means further or repeated use of materials in their original form.

“Salvage” means the controlled removal of Construction or Demolition Debris from a permitted building or demolition site for the purpose of recycling, reuse, or storage for later recycling or reuse.

“Tenant improvements” means a Project involving structural or other modifications of an existing property resulting in the generation of C&D Debris.

“Total costs” means the total construction value of the project using standard commercial and residential valuation formulas.

“Waste Management Plan” means a completed WMP form, approved by the City for the purpose of compliance with this Chapter, submitted by the Applicant for any Covered Project. Prior to project start, the WMP shall identify the types of C&D Debris materials that will be generated for disposal and recycling. A completed WMP contains actual weight or volume of the material disposed recycled receipts.

“WMP Compliance Official” means the City Manager, Assistant City Manager or his or her designee, Chief Building Official or his or her designee or Environmental Affairs Manager or his or her designee.

Article II. Construction and Demolition Debris Recycling

8.10.050 CalGreen Requirements

The City will apply California Green Building Standards Code (CalGreen) standards that requires a percentage by weight of job site debris generated by most types of building project types be recycled, reused, or otherwise diverted from landfill disposal. This requirement applies to demolition projects and most new construction, as well as the majority of building additions or alterations. The recycled, reused, or otherwise diverted materials and requirements will comply with adopted CalGreen standards. CalGreen requires submission of plans and reports with verifiable post-project documentation to demonstrate that at least 65% of the nonhazardous construction and demolition (C&D) debris generated on the job site are salvaged for reuse, recycled or otherwise diverted.

8.10.060 Threshold for Covered Projects

- A. Covered Projects.** All construction and renovation, residential and non-residential, projects within the City, the total costs of which are, or are projected to be, greater than or equal to \$100,000, or which involve the construction of projects 2,500 sf. or larger ("Covered Projects") shall comply with this Section 8.10.060 (A). All demolition projects regardless of value shall comply with this section. All roofing or re-roofing projects valued at \$10,000 or greater or a project where 50% or more of the roof areas is re-roofed, or where a project requires five (5) squares or more of roofing material regardless of permit value shall comply with this section. For the purposes of determining whether a project meets the foregoing thresholds, all phases of a project and all related projects taking place on a single or adjoining parcel, as determined by the WMP Compliance Official, shall be deemed a single project.
- B. Exempt Projects.** Applicants for construction and renovation projects within the City which are not Covered Projects ("Exempt Projects") shall divert as much project-related construction and demolition debris as possible as set forth in Chapter 8.06.040, Mandatory duty to recycle – Penalties. Immediate or emergency demolition required to protect the public health, safety or welfare, as determined by a public safety official or code compliance officer shall also be considered an exempt project.
- C. Building and Demolition Permits.** No building, site development or demolition permit shall be issued for a Covered Project unless and until the WMP Compliance Official has approved a WMP for the project. Compliance with the provisions of this Chapter shall be listed as a condition of approval on any building, site development or demolition permit issued for a Covered Project.
- D. Projects sponsored by the City or Successor Agency.** All Construction, Demolition and Renovation projects sponsored by the City or Successor Agency shall be considered Covered Projects for the purposes of this chapter. The Project sponsor shall submit a WPM to the WPM Compliance Official prior to beginning any or activities and shall be subject to all applicable provisions of this chapter.

8.10.070 Submission of Waste Management Plan

- A. WMP Forms.** Applicants for building, demolition, or site development permits involving any Covered Project shall complete and submit a Waste Management Plan ("WMP"), on a WMP form approved by the City for this purpose as part of the application packet for the building, demolition, or site development permit. The completed WMP shall indicate all of the following:
1. The estimated volume or weight of project debris, by materials type, to be generated;
 2. The maximum volume or weight of such materials that can feasibly be diverted via reuse or recycling;
 3. The vendor or facility that the Applicant proposes to use to collect or receive the materials; and

4. The estimated volume or weight of materials that will be landfilled.

B. Calculating Volume and Weight of Debris: In estimating the volume or weight of materials identified in the WMP, the Applicant shall use the standardized Conversion Rates approved by the City for this purpose.

C. Acknowledgement of Responsibility. The WMP shall be signed by both the contractor and owner indicating 1) acknowledging of consequences of not meeting the 65% diversion requirement including being subject to fines and 2) they are responsible for the actions and in actions of their subcontractors with regard to this diversion requirement.

D. Deconstruction. In preparing the WMP, Applicants for building, demolition, or site development permits involving the removal of all or part of an existing structure shall consider deconstruction, to the maximum extent feasible, and shall make the materials generated thereby available for salvage prior to landfilling. Materials generated in this process shall be considered divertable C&D debris and included in the amount of waste generated.

8.10.080 Franchise Hauler Agreement

The City grants the right and privilege for refuse and recycling services. The City has an exclusive Franchise Agreement for the collection of Residential and Multi-family Dwelling Solid Waste Collection Service and Commercial and Industrial Solid Waste Collection Service. All applicants and entities shall use this service unless the project size requires alternative management of moving debris materials.

8.10.090 Review of Waste Management Plan

A. Approval. Notwithstanding any other provision of this Code, no building, demolition, or site development permits shall be issued for any Covered Project, nor shall any demolition, construction or renovation take place on any Covered Project, unless and until the WMP Compliance Official has approved the WMP. The WMP Compliance Official shall only approve a WMP if he or she first determines that all of the following conditions have been met:

1. The WMP provides all of the information set forth in Section 8.10.070 of this Chapter;
2. The WMP indicates that at least 65 percent of all C&D debris generated by the Project shall be diverted.

If the WMP Compliance Official determines that these two conditions have been met, he or she shall mark the WMP "Approved" and return a copy of the WMP to the Applicant.

B. Non-approval. If the WMP Compliance Official determines that the WMP fails to 1) list all C&D materials to be generated, 2) indicate that at least 65 percent of all C&D debris generated by the Project will be reused or recycled, or 3) to have both the contractor's and owner's signatures, he or she shall either:

1. Return the WMP to the Applicant marked "Denied," including a statement of reasons, or
2. Return the WMP to the Applicant marked "Further Explanation Required"

8.10.100 On-site Management of Debris

All Applicants shall maintain all C&D Debris and other solid waste in a visually pleasing manner. These materials shall be contained in debris boxes or other type devices. These materials shall not be piled anywhere or discarded throughout the jobsite.

8.10.110 Infeasibility Exemption

A. Application. If an Applicant for a Covered Project experiences unique circumstances that the Applicant believes make it infeasible to comply with the Diversion Requirement, the Applicant may apply for an exemption at the time that he or she submits the WMP required under Section 8.10.070 above. Increased costs to the Applicant generally will not be a sufficient basis for an exemption unless such costs are extraordinary. The Applicant shall indicate on the WMP the maximum amount of diversion he or she believes is feasible for each material and the specific circumstances that he or she believes make it infeasible to comply with the Diversion Requirement.

B. Meeting with WMP Compliance Official. The WMP Compliance Official shall review the information supplied by the Applicant and may meet with the Applicant to discuss possible ways of meeting the Diversion Requirement. Upon request of the City, the WMP Compliance Official may request staff attend this meeting or may require the Applicant to request a separate meeting with staff. Based on the information supplied by the Applicant and, if applicable, staff and the WMP Compliance Official shall determine whether it is feasible for the Applicant to meet the Diversion Requirement.

C. Granting of Exemption. If the WMP Compliance Official determines that it is infeasible for the Applicant to meet the Diversion Requirement due to unique circumstances, he or she shall establish a minimum feasible diversion rate for each material and shall indicate this rate on the WMP submitted by the Applicant. The WMP Compliance Official shall return a copy of the WMP to the Applicant marked "Approved for Infeasible Exemption."

D. Denial of Exemption. If the WMP Compliance Official determines that it is possible for the Applicant to meet the Diversion Requirement, he or she shall so inform the Applicant in writing. The Applicant shall have 30 days to resubmit a WMP form in full compliance with Section 8.10.070 above. If the Applicant fails to resubmit the WMP, or if the resubmitted WMP does not comply with Section 8.10.070, the WMP Compliance Official shall deny the WMP.

8.10.120 Appeal

The applicant may appeal the denial of Application for Infeasibility Exemption or denial of WMP decision to the City pursuant to this Chapter in accordance with Section 1.08 et seq. of the Pittsburgh Municipal Code. The matter shall be heard by a Hearing Officer and shall be limited to 1) the granting or denial of an exemption or 2) whether the applicant has made a good faith effort to comply with the WPM. Notice of any appeal from the Applicant from the ruling of the WMP Compliance Official must be filed with the Community Services Department Director within ten (10) days of the date that such ruling is made. The

decision of the Hearing Officer upon such appeal, relative to any matter within the jurisdiction of the WMP Compliance Official, shall be final and shall not be appealable to the City Council or to any other City body or official.

8.10.130 Submittal of Completed Waste Management Plan

A. Documentation. No permit or approvals related to the project site shall be issued by the City until the Applicant complies with the provisions of this section. The completed WMP must be approved prior to final occupancy.

The Applicant shall submit documentation to the WMP Compliance Official along with a completed WMP that documents the Diversion requirement for the Project has been met in order to receive final occupancy approval or final of demolition permits. This documentation shall include the following:

1. The completed WMP submitted for approval shall list for each construction and demolition material type generated, the actual material by weight the Project generated, and receipts from both the disposal and recycling facilities and/or licensed haulers that received each material showing clearly whether the material was disposed or recycled;
2. Any additional information the Applicant deems is relevant to determining its efforts to comply in good faith with this Chapter.

B. Weighing of Wastes.

Applicants shall make reasonable efforts to ensure that all C&D debris diverted or landfilled are measured and recorded using the most accurate method of measurement available. To the extent practical, all Construction and Demolition Debris shall be weighed by measurement on scales. Such scales shall follow all regulatory requirements for accuracy and maintenance. For Construction and Demolition Debris for which weighing is not practical due to small size or other considerations, a volumetric measurement shall be used. For conversion of volumetric measurements to weight, the Applicant shall use the standardized Conversion Rates approved by the City for this purpose.

C. Determination of Compliance and Release of Permit.

The WMP Compliance Official shall review the information submitted under subsection (A) of this Section and determine whether the Applicant has complied with the Diversion Requirement, as follows:

1. **Full Compliance**. If the WMP Compliance Officer determines that the Applicant has fully complied with the Diversion Requirement applicable to the Project, he or she shall indicate such compliance on the WMP.
2. **Good Faith Effort to Comply**. If the WMP Compliance Official determines that the Diversion Requirement has not been achieved, he or she shall determine on a case-by-case basis whether the Applicant has made a good faith effort to comply with this Chapter. In making this determination, the WMP Compliance Official shall consider the availability of markets for the C&D debris landfilled, the size of the Project, and the documented efforts of the Applicant to divert C&D debris. If the

WMP Compliance Official determines that the Applicant has made a good faith effort to comply with this Chapter, he or she shall so indicate on the WMP.

3. **Noncompliance**. If the WMP Compliance Official determines that the Applicant has not made a good faith effort to comply with this Chapter, or if the Applicant fails to submit the documentation required by subsection (A) of this Section within the required time period, then the Applicant shall be in violation of this Chapter and be liable for a civil penalty, and may be subject to any other remedy provided by this Chapter. No certificates of occupancy or other permits or approvals relating to the Project site shall be issued by the City until the civil penalty has been paid in full.

Article III. PCBs Screening Assessment

8.10.140. Applicability

This Article applies to Applicants seeking to demolish or significantly renovate buildings constructed or remodeled between January 1, 1950 to December 31, 1980. Applications for projects remodeling a portion of building, wood framed structure, or single-family residence are exempt.

8.10.150. PCBs in Priority Building Materials Screening Assessment

A. Every building permit applicant for demolition work shall conduct a PCBs in Priority Building Materials Screening Assessment, a two-step process used to:

1. determine whether the building proposed for demolition is high priority for PCBs-containing building materials based on the structure age, use, and construction (i.e., whether the building is an Applicable Structure); and if so
2. demonstrate the presence or absence and concentration of PCBs in Priority Building Materials through existing information or representative sampling and chemical analysis of the Priority Building Materials in the building.

Applicants shall follow the directions provided in the PCBs in Priority Building Materials Screening Assessment Applicant Package (Applicant Package), which includes an overview of the process, Applicant instructions, a process flow chart, a screening assessment form, and the Protocol for Assessing Priority PCBs-Containing Materials before Building Demolition. Pursuant to the Applicant Package, for certain types of buildings built within a specified date range, the Applicant must conduct further assessment to determine whether or not PCBs are present at concentrations ≥ 50 ppm. This determination is made via existing data on specific product formulations (if available), or more likely, via conducting representative sampling of the priority building materials and analyzing the samples for PCBs at a certified analytical laboratory. Any representative sampling and analysis must be conducted in accordance with the Protocol for Assessing Priority PCBs-Containing Materials before Building Demolition. The Applicant Package provides additional details.

8.10.160 Agency Notification, Abatement, and Disposal for Identified PCBs

When the PCBs in Priority Building Materials Screening Assessment identifies one or more Priority Building Materials with PCBs, the Applicant must comply with all related applicable federal and state laws, including potential notification of the appropriate regulatory agencies, including EPA, the Regional Water Board, and/or the DTSC. Agency contacts

are provided in the Applicant Package. Additional sampling for and abatement of PCBs may be required.

Depending on the approach for sampling and removing building materials containing PCBs, the Applicant may need to notify or seek advance approval from EPA before building demolition. Even in circumstances where advance notification to or approval from EPA is not required before the demolition activity, the disposal of PCBs waste shall comply with the Toxic Substances Control Act (TSCA). Additionally, the disposal of PCBs waste shall comply with California Code of Regulations Section 66262. Additional information is provided in the Applicant Package.

8.10.170 Compliance with California and Federal PCBs Laws and Regulations

Applicants must comply with all Federal and California laws and regulations, including but not limited to health, safety, and environmental laws and regulations, that relate to management and cleanup of any and all PCBs, including but not limited to PCBs in Priority Building Materials, other PCBs-contaminated materials, PCBs-contaminated liquids, and PCBs waste.

8.10.180 Information Submission and Applicant Certification

- A.** The Applicant shall conduct a PCBs in Priority Building Materials Screening Assessment as set forth in the Applicant Package and submit the associated information and results as part of the building permit application for demolition, including the following (see Applicant Package for more details):
1. Owner and project information, including location, year building was built, description of building construction type, and anticipated demolition date.
 2. Determination of whether the building proposed for demolition is high priority for PCBs-containing building materials based on the structure age, use, and construction.
 3. If high priority for PCBs-containing building materials based on the structure age, use, and construction, the concentration of PCBs in each Priority Building Material present. If PCBs concentrations are determined via representative sampling and analysis, include a contractor's report documenting the assessment which includes the completed QA/QC checklist from the *Protocol for Assessing Priority PCBs- Containing Materials before Building Demolition* and the analytical laboratory reports.
 4. For each Priority Building Material present with a PCBs concentration equal to or greater than 50 ppm, the approximate amount (linear feet or square feet) of that material in the building (see Applicant Package for more details).
 5. Applicant's certification of the accuracy of the information submitted.
- B.** The Community Development Director may specify a format or guidance for the submission of the information.

8.10.190 Recordkeeping

Those Applicants conducting a building demolition Project must maintain documentation of the results of the PCBs in Priority Building Materials Screening Assessment for a minimum of five years after submittal.

8.10.200 Obligation to Notify the City of Changes

When a change to Project conditions affects the information submitted by the Applicant, the Applicant shall promptly notify the Community Development Director in writing.

8.10.210 Liability

The Applicant is responsible for safely complying with the requirements of this Article. Neither the issuance of a permit under the requirements of Title 15 nor the compliance with the requirements of this Article or with any condition imposed by the City, shall relieve the Applicant from responsibility for damage to persons or property resulting there from, or as otherwise imposed by law, nor impose any liability upon the City of Pittsburgh.

8.10.220 Projects Sponsored by the City

All Demolition and Renovation projects sponsored by the City shall comply with this Article except the City shall not be required to obtain permits and approvals under this Article for work performed within City-owned properties and areas, such as rights-of-way.

SECTION 3. Effective Date

This Ordinance shall be in full force and effective thirty (30) days after its adoption.

SECTION 4. Grace Period.

The provisions of this Ordinance are voluntary until July 1, 2019. The City is authorized to begin enforcement on and after such date without further notice.

SECTION 5. Publication.

The City Clerk shall either (a) have this ordinance published once within 15 days after adoption in a newspaper of general circulation or (b) have a summary of the ordinance published twice in a newspaper of general circulation, once 5 days before its adoption and again 20 days after adoption.

The foregoing Ordinance was introduced at a meeting of the City Council of the City of Pittsburgh held on March 18, 2019, and was adopted and ordered published at a meeting of the City Council held on April 2, 2019 by the following vote:

AYES:

NOES:

ABSTAINED:

ABSENT:

Juan Antonio Banales, Mayor

ATTEST:

Alice E. Evenson, City Clerk



CITY OF PITTSBURG BUILDING DEMOLITION PERMIT APPLICATION

Applicants proposing to demolish buildings must complete a Construction and Debris Waste Management Plan and conduct a PCBs Screening Assessment in accordance with PMC Chapter 8.10.

APPLICATION SECTIONS

- | | |
|----------|---|
| 1 | Building Permit Application |
| 2 | Construction and Demolition Debris Waste Management Plan |
| 3 | PCBs in Priority Building Materials Screening Assessment Application |
| 4 | Protocol for Evaluating Priority PCBs-Containing Materials before Building Demolition |
| 5 | Fees |

**City of Pittsburgh**

65 Civic Avenue, Pittsburgh, CA 94565 Ph: (925) 252-4910 Fax: (925) 252-4814

Building Permit Application

Date _____

Project Address _____**Project Description** (if not provided below): _____**Project Valuation** \$ _____**Project Contact** _____ (Ph) _____ (Fax) _____ Email _____☐ Owner☐ Contractor**Contractor Business Name**

/Applicant: _____

Address: _____**City/St/Zip:** _____**(Ph):** _____ **Fax** _____**Contractor's License #** _____ **Exp. Date:** ____ / ____ / ____☐ Architect☐ Engineer☐ Designer**License/Registration#** _____**Name:** _____**Company Name:** _____**Mailing Address:** _____**City/St/Zip:** _____**(Ph):** _____ **Fax** _____**Email:** _____**Homeowner's Association Contact Info:** _____**Property Owner's Info.:** _____**Address:** _____**(Ph):** _____ **Fax:** _____**RESIDENTIAL**

- ☐ Single Family ☐ Duplex
- ☐ Alteration ☐ New Work ☐ Repair ☐ Dry rot/Termite
- ☐ Addition _____ sq. ft.
- ☐ Remodel ☐ Kitchen ☐ Bathroom
- ☐ Garage Conversion _____ sq. ft.
- ☐ Accessory Structure/Shed _____ sq. ft.
- ☐ Patio Cover / Enclosure _____ sq. ft.
- ☐ Re-roof
- ☐ Siding
- ☐ Window / Doors: #____, ☐ Like for Like ☐ New
- ☐ Code Compliance CV# _____

COMMERCIAL

- ☐ New ☐ Alteration
- ☐ Apartment / 3+ Units
- ☐ Addition _____ sq. ft.
- ☐ Demolition
- ☐ Code Compliance CV # _____
- ☐ Sign: ☐ Channel ☐ Neon ☐ Pylon ☐ Awning
- ☐ Tenant Improvement _____ sq. ft. (area of work)
- ☐ Fire Pre-Inspection

ELECTRICAL

- ☐ New Construction
- ☐ Service Upgrade _____ Amp
- ☐ Service Change out
- ☐ Add Circuits
- ☐ Add Devices / Receptacles / Switches
- ☐ Other _____

PLUMBING

- ☐ New Construction
- ☐ Water Heater
- ☐ Repair / Replace Interior Supply
- ☐ Repair / Replace Main Supply
- ☐ Repair / Replace Gas Piping
- ☐ New Gas Line / Lines
- ☐ New Water Line / Lines
- ☐ Sewer Repair / Replacement
- ☐ Other _____

MECHANICAL

- ☐ New Construction
- ☐ Furnace – A/C Replacement
- ☐ Furnace Replacement
- ☐ A/C Replacement
- ☐ Type 1 or Type II Exhaust Hood
- ☐ Other _____

Construction and Demolition Recycling Form YES ☐ NO ☐PCBs ASSESSMENT SCREENING FORM YES ☐ NO ☐



CITY OF PITTSBURG
65 Civic Avenue
Pittsburg, CA 94565

CONSTRUCTION AND DEMOLITION DEBRIS WASTE MANAGEMENT PLAN (WMP)

For City Use Only

Project No. _____

Date _____ Fee \$ _____

Deposit Amount \$ _____

- ☐ Approved WMP
☐ Approved Infeasibility Exemption
☐ Denied _____
☐ Further information required _____

Staff Initials _____

The City of Pittsburg C&D Recycling and Waste Management requirement states that at least 65% diversion of job-site waste materials from the landfill. In order to process the application request, the following form must be completed, signed and submitted with an application fee.

☐ WMP Application Approval Request

☐ WMP Infeasibility Exemption Request

Property Owner Name/Ph.# _____

Job-site Address: _____

Contractor/Project Manager: _____

Address: _____

Phone Number: _____

Cellular Phone Number: _____

Fax Number: _____

Property Owner's Signature / Date

Contractor/Project Manager's Signature / Date

1. Briefly state how materials will be sorted for recycling and/or salvage on the job site. See *Waste Assessment Table on back page*. Attach additional pages if necessary. *If no materials are targeted for recycling or salvage, please state why.

2. Will this project require the use of sub-contractors? ☐ Yes ☐ No If yes, briefly state how you plan to inform and ensure participation by the sub-contractors of your job-site recycling and waste management responsibility.

WASTE ASSESSMENT TABLE

- I. BEFORE START OF PROJECT: Identify the type of materials to be recycled, salvaged or disposed from the job-site in **Section I** of the Waste Assessment table. Identify the handling procedure, hauler and/or destination of each material type.
- II. UPON COMPLETION OF PROJECT: **Section II** is to be filled out with supporting documentation upon completion of project. Indicate the material **types and quantities** recycled, salvaged or disposed from this job-site. Official weight tags must be submitted with this completed report identifying 1) job site address, 2) weight of load(s), 3) material type(s) and 4) if materials were recycled, salvaged or disposed.

Material Type ↓	Section I Identify materials (✓)			Handling procedure, hauler or final destination of materials* (See #1)	Section II Quantity of each material (lbs)			City Use Only Acceptable weight tag(s) (staff initials)
	Recycle	Salvage	Landfill		Recycled	Salvaged	Landfilled	
Asphalt & Concrete								
Brick, Tile								
Building materials-doors, windows, fixtures, cabinets								
Cardboard								
Dirt/Clean Fill								
Drywall								
Carpet padding/ Foam								
Plate/window Glass								
Scrap Metals (steel, aluminum, brass, copper, etc.)								
Unpainted Wood & Pallets								
Yard Trimmings (brush, trees, stumps, etc.)								
Other: (Hazardous Materials)								
Garbage								
TOTALS								% Recycled

FOR CITY USE ONLY – PROJECT COMPLETION (version 11-08)

☐ Full Compliance
 ☐ Good Faith Effort to Comply
 ☐ Non-Compliance

Staff Signature _____ / _____ Date



CITY OF PITTSBURG
65 Civic Avenue
Pittsburg, CA 94565

PCBs in Priority Building Materials Screening Assessment Applicant Package

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Applicant Instructions for Completing the PCBs Screening Assessment Form

Applicants for demolition permits or other permits that involve the complete demolition of a building must conduct an assessment to screen for PCBs in priority building materials. Use the *PCBs Screening Assessment Form*, to summarize and certify the information needed by the municipality to issue a demolition permit. A Flow Chart illustrating the process is provided in **Attachment A**. The Screening and Assessment form is provided in **Attachment B**. If the project includes the demolition of multiple buildings complete one form for each building to be demolished.

Part 1. Owner and project information

Complete the owner and consultant information and the project location information.

For the Type of Construction select one of the following options:

- **Wood Frame** (Buildings constructed with lumber or timbers, which make up the studs, plates, joists, and rafters.)
- **Masonry Construction** (Buildings constructed with concrete blocks or bricks as the load bearing walls typically with the floors and ceilings constructed with wooden joists.)
- **Steel Frame Construction** (Buildings constructed with steel studs or steel columns and steel joists or trusses to support floors and roofs. Includes light gauge steel construction and high-rise steel construction.)
- **Concrete Frame** (Buildings constructed with reinforced concrete columns, concrete beams, and concrete slabs.)
- **Pre-Engineered** (Buildings constructed with pre-engineered parts bolted together.)

Part 2. Is building subject to the screening requirement based on type, use, and age of the building?

Part 2 documents the determination of whether the proposed demolition will affect an applicable structure. If the demolition does not affect an applicable structure, then the assessment is complete, and the form can be certified.

This determination screens out buildings that are a lower priority with regard PCBs-containing materials and provides an off-ramp from the rest of the screening process.

Key Definitions

Demolition means the wrecking, razing, or tearing down of any building. The definition is intended to be consistent with the demolition activities undertaken by contractors with a C-21 Building Moving/Demolition Contractor's License.

Priority Building Materials are:

1. Caulk;
2. Thermal insulation;
3. Fiberglass insulation;
4. Adhesive mastics; and
5. Rubber window gaskets.

Buildings are structures with a roof and walls standing more or less permanently in one place. Buildings are intended for human habitation or occupancy.

Applicable Structures are defined as buildings constructed or remodeled between January 1, 1950 and December 31, 1980. Wood framed buildings and single-family residential buildings are not applicable structure regardless of the age of the building.

Question 2.a: Is the building to be demolished wood framed and/or single family residential?

- If YES the PCBs Screening Assessment is complete, skip to the certification in Part 4.
- If NO, continue to Question 2.b.

Question 2.b: Was the building to be demolished constructed or remodeled between January 1, 1950 and December 31, 1980?

- If YES continue to Question 2.c.
- If NO, the PCBs Screening Assessment is complete, skip to the certification in Part 4.

Question 2.c: Is the proposed demolition a complete demolition of the building (as defined in key definitions of this document)?

- If YES continue to Part 3.
- If NO, the PCBs Screening Assessment is complete, skip to the certification in Part 4.

Studies have found the highest concentrations of PCBs in building materials in buildings that were built or remodeled from 1950 to 1980.

For this process, the date that the building permit was issued will be used to determine applicability.

Part 3. Report concentrations of PCBs in priority building materials

Part 3 documents the results of the assessment of PCBs concentrations in priority building materials. Part 3 is only required for proposed demolition of an applicable structure, as determined in Part 2. Check the option used.

- **Option 1** Conduct representative sampling and analysis of the priority building materials per the *Protocol for Evaluating Priority PCBs-Containing Materials before Building Demolition* (August 2018) provided in **Attachment C**.
- **Option 2** Use existing sampling results of the priority building materials. Applicants who have conducted sampling prior to the publication of the protocol may use that data provided it is consistent with the protocol (e.g., analytical methods, sample collection frequency, QA/QC). It is anticipated that prior sampling results will rarely be available and that most Applicants will need to use Option 1.

3.a Option 1 – Conduct representative sampling

Check this box if you conducted representative sampling and analysis of the priority building materials per the *Protocol for Evaluating Priority PCBs-Containing Materials before Building Demolition* (August 2018) (**Attachment C**).

- Complete the applicable tables for each priority building material.
- Attach the contractor's report² documenting the evaluation results.
- Attach (or include in the contractor's report) the QA/QC checklist (see **Attachment C**, Section 3.2.4).
- Attach copies of the analytical data reports.

² The contractor's report of the findings of the PCBs building material evaluation. See section 3 of Protocol for Evaluating Priority PCBs-Containing Materials before Building Demolition (Attachment C).

3.a Option 2 – Use existing sampling records

In some cases, a property owner may have conducted sampling of the priority building materials for PCBS. If such data exist, you may use these data to demonstrate the concentration of PCBs in the priority building materials for the PCBs screening. However, if the sampling must be consistent with the *Protocol for Evaluating Priority PCBs-Containing Materials before Building Demolition*.

- Complete the applicable tables for each priority building material.
- Attach the contractor's report/statement that the results are consistent with the *Protocol for Evaluating Priority PCBs-Containing Materials before Building Demolition*.
- Attach copies of the analytical data reports.

Part 3 Tables Summarize concentrations of PCBs in priority building materials

Use these tables to summarize the concentrations of PCBs in the priority building materials.

- Each page of the table is for a different material. Duplicate the pages as needed to report all concentration data.
- A blank page is provided. Applicants have the option of submitting PCBs concentration data on other materials in addition to the priority building materials.

Column 1: required for all priority building material PCBs concentrations

- Use column 1 to report all PCBs concentrations in the priority building materials. Provide short description of the sample location, concentration.

Column 2: only required for PCBs concentrations ≥ 50 ppm

- Use column 2 to estimate the amount of material associated with each sample.

Part 4. Certification

- Complete the certification. The certification must be signed by the property owner or the owner's agent or legal representatives and the consultant who complete the application form.

Notices to Applicants Regarding Federal and State PCBs Regulations

Applicants that determine PCBs exist in priority building materials must follow applicable federal and state laws. This may include reporting to U.S. Environmental Protection Agency (USEPA), the San Francisco Bay Regional Water Quality Control Board, and the California Department of Toxic Substances Control (DTSC). These agencies may require additional sampling and abatement of PCBs.

Depending on the approach for sampling and removing building materials containing PCBs, you may need to notify or seek advance approval from USEPA before building demolition. Even in circumstances where advance notification to or approval from USEPA is not required before the demolition activity, the disposal of PCBs waste is regulated under Toxic Substances Control Act (TSCA).

Additionally, the disposal of PCBs waste is subject to California Code of Regulations (CCR) California Code of Regulations (CCR) Title 22, Section Division 4.5, Chapter 12, Standards Applicable to Hazardous Waste Generators.

Building owners and employers need to consider worker and public safety during work involving hazardous materials and wastes including PCBs.

Federal and State Regulations

Building materials containing PCBs at or above 50 ppm that were manufactured with PCBs (e.g., caulk, joint sealants, paint) fall under the category of PCBs bulk product wastes. See 40 Code of Federal Regulations (CFR) 761.3 for a definition of PCBs bulk product wastes.

Building materials such as concrete, brick, metal contaminated with PCBs are PCBs remediation wastes (e.g., concrete contaminated with PCBs from caulk that contains PCBs). 40 CFR 761.3 defines PCBs remediation wastes.

Disposal of PCBs wastes are subject to TSCA requirements such as manifesting of the waste for transportation and disposal. See 40 CFR 761 and 40 CFR 761, Subpart K.

TSCA-regulated does not equate solely to materials containing PCBs at or above 50 ppm. There are circumstances in which materials containing PCBs below 50 ppm are subject to regulation under TSCA. See 40 CFR 761.61(a)(5)(i)(B)(2)(ii).

Disposal of PCBs wastes are subject to California Code of Regulations (CCR) Title 22, Section Division 4.5, Chapter 12, Standards Applicable to Hazardous Waste Generators.

California hazardous waste regulatory levels for PCBs are 5 ppm based on the Soluble Threshold Limit Concentration test and 50 ppm based on the Total Threshold Limit Concentration test, see CCR, Title 22, Section 66261.24, Table III.

Agency Contacts

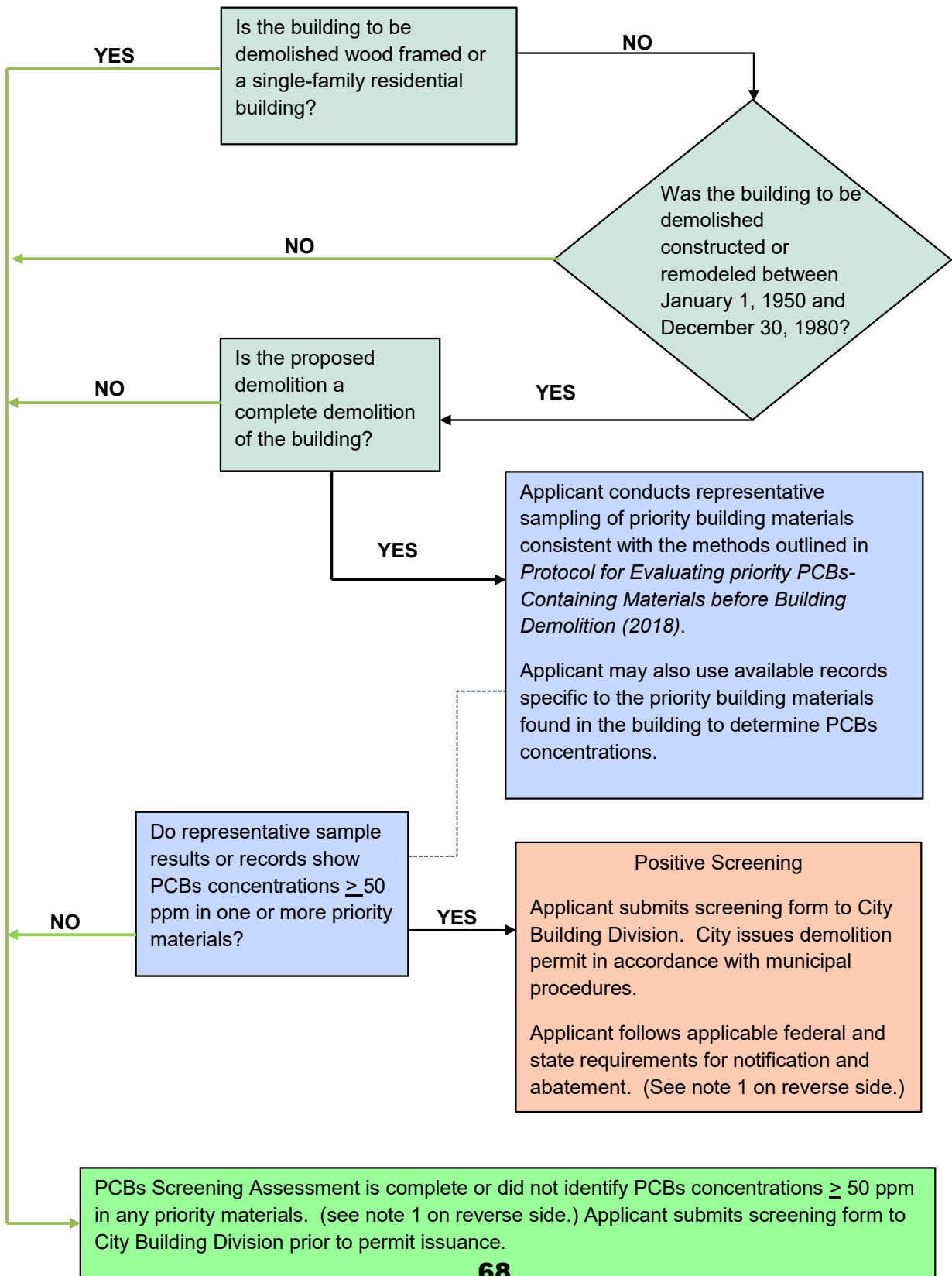
Applicants should contact the appropriate agencies and review the relevant guidance and information about PCBs in building materials. Municipal staff are not able to advise you on the requirements of the applicable federal and state laws.

Agency	Contact	Useful Links
US Environmental Protection Agency	Steve Armann (415) 972-3352 armann.steve@epa.gov	https://www.epa.gov/pcbs (EPA PCB website) https://www.epa.gov/pcbs/questions-and-answers-about-polychlorinated-biphenyls-pcbs-building-materials (PCBs in Building Materials Fact Sheet and Q/A Document) https://www.epa.gov/pcbs/pcb-facility-approval-streamlining-toolbox-fast-streamlining-cleanup-approval-process (USEPA PCB Facility Approval Streamlining Toolbox (PCB FAST)) https://www.epa.gov/pcbs/polychlorinated-biphenyls-pcbs-building-materials#Test-Methods (See Information for Contractors Working in Older Buildings that May Contain PCBs)
San Francisco Bay Regional Water Quality Control Board	Jan O'Hara (510) 622-5681 Janet.O'Hara@waterboards.ca.gov Cheryl Prowell (510) 622-2408 Cheryl.Prowell@waterboards.ca.gov	https://www.waterboards.ca.gov/sanfranciscobay/water_issues/programs/TMDLs/sfbaypcbstmtl.shtml https://www.waterboards.ca.gov/sanfranciscobay/water_issues/programs/sitecleanupprogram.html
Department of Toxic Substances Control	Regulatory Assistance Office 1-800-72TOXIC RAO@dtsc.ca.gov	http://www.dtsc.ca.gov/SiteCleanup/Brownfields/upload/PU_B_SMP_Guide-to-Selecting-a-Consultant.pdf
California Division of Occupational Safety and Health (known as Cal/OSHA)	CalOSHA Consultations Services 1-800-963-9424	https://www.dir.ca.gov/dosh/consultation.html

Attachment A Process Flow Chart

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PCBs in Priority Building Materials Screening Assessment Process



Note 1

- ❖ Building materials containing PCBs at or above 50 ppm that were manufactured with PCBs (e.g., caulk, joint sealants, paint) fall under the category of PCBs bulk product wastes. See 40 Code of Federal Regulations (CFR) 761.3 for a definition of PCBs bulk product wastes.
- ❖ Building materials such as concrete, brick or metal contaminated with PCBs are PCBs remediation wastes (e.g., concrete contaminated with PCBs from caulk that contains PCBs). 40 CFR 761.3 defines PCBs remediation wastes.
- ❖ Disposal of PCBs wastes are subject to the Toxic Substances Control Act (TSCA) requirements such as manifesting of the waste for transportation and disposal. See 40 CFR 761 and 40 CFR 761, Subpart K.
- ❖ TSCA-regulated does not equate solely to “materials containing PCBs at or above “50 mg/kg.” There are circumstances in which materials containing PCBs below 50 mg/kg are subject to regulation under TSCA. See 40 CFR 761.61(a)(5)(i)(B)(2)(ii).
- ❖ Disposal of PCBs wastes are subject to California Code of Regulations (CCR) Title 22, Section Division 4.5, Chapter 12, Standards Applicable to Hazardous Waste Generators.
- ❖ California hazardous waste regulatory levels for PCBs are 5 ppm based on the Soluble Threshold Limit Concentration test and 50 ppm based on the Total Threshold Limit Concentration test, see CCR, Title 22, Section 66261.24, Table III.
- ❖ Note that fluorescent light ballasts, polyurethane foam furniture, and Askarel fluid used in transformers, all of which may contain PCBs, are typically managed during pre-demolition activities under current regulations and programs that require removal of universal waste and outdated transformers. For this process it is assumed that those materials will be evaluated and managed under those existing programs.

Attachment B
PCBs in Priority Building Materials Screening
Assessment Form

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PCBs Screening Assessment Form

For Municipality Use Only

Date Received

File #

This screening process is part of a program for water quality protection and was designed in accordance with requirements in the Bay Area regional municipal stormwater NPDES permit (referred to as the Municipal Regional Permit). This process **does not** address other environmental programs or regulations (e.g., PCBs regulations under the Toxic Substances Control Act (TSCA); federal, state, or local regulations for hazardous material handling and hazardous waste disposal; health and safety practices to mitigate human exposure to PCBs or other hazardous materials; recycling mandates; or abatement at sites with PCBs or other contaminants). **The applicant is responsible for knowing and complying with all relevant laws and regulations. See Notices to Applicants section in the Applicant Instructions and at the end of this form.**

Complete all applicable parts of the PCBs Screening Assessment Form and submit with your demolition permit application.

All Applicants must complete Part 1 and Part 2.

Part 1. Owner/Consultant and project information				
Owner Information				
Name				
Address				
City	State	Zip		
Contact (Agent)				
Phone	Email			
Consultant Information				
Firm Name				
Address				
City	State	Zip		
Contact Person				
Phone	Email			
Project Location				
Address				
City	State CA	Zip		
APN (s)				
Year Building was Built	Type of Construction			
Estimated Demolition Date				

Part 2. Is building subject to the PCBs screening requirement based on type, use, and age of the building?

2.a Is the building to be demolished wood framed and/or single family residential? ☐ Yes ☐ No

If the answer to question 2.a is **Yes**, the PCBs Screening Assessment is complete, skip to Part 4. If the answer is **No**, continue to Question 2.b.

2.b Was the building to be demolished constructed or remodeled between January 1, 1950 and December 31, 1980? ☐ Yes ☐ No

- If the answer to Question 2.b is **No** the PCBs Screening Assessment is complete, skip to Part 4. If the answer is **Yes**, continue to Question 2.c.

2.c Is the proposed demolition a complete demolition of the building? ☐ Yes ☐ No

- If the answer to Question 2.c is **No** the PCBs Screening Assessment is complete, skip to Part 4. If the answer is **Yes**, complete Part 3.

All applications affecting applicable structures and demolitions must complete Part 3 and the Part 3 Tables.

Part 3. Report concentrations of PCBs in priority building materials

Option 1. Applicants conducted representative sampling and analysis of the priority building materials per the Protocol for Evaluating Priority PCBs-Containing Materials before Building Demolition (2018) (Attachment C).

Option 2. Applicants possess existing sample results that are that are consistent with the Protocol for Evaluating Priority PCBs-Containing Materials before Building Demolition (2018) (Attachment C).

3.a Select option and report PCBs concentrations in the priority building materials and the source of data for each of the priority building materials. Provide the required supporting information

☐ Option 1 Conduct Representative Sampling

- Summarize results on Part 3 Tables; and
- Provide the following supporting information:
 - ☐ Contractor's report documenting the assessment results;
 - ☐ QA/QC checklist (see Attachment C, section 3.2.4); and
 - ☐ Copies of the analytical data reports.

☐ Option 2 Use Existing Sampling Records

- Summarize results on Part 3 Tables; and
- Provide the following supporting information:
 - ☐ Contractor's report/statement that the results are consistent with the Protocol for Evaluating Priority PCBs-Containing Materials before Building Demolition.
 - ☐ Copies of the analytical data reports.

All Applicants must complete Part 4.

Part 4. Certification

I certify that the information provided in this form is, to the best of my knowledge and belief, true, accurate, and complete. I further certify that I understand my responsibility for knowing and complying with all relevant laws and regulations related to reporting, abating, and handling and disposing of PCBs materials and wastes. I understand there are significant penalties for submitting false information. I will retain a copy of this form and the supporting documentation for at least 5 years.

Signature: _____ Date: _____
(Property Owner//Agent/Legal Representative)

Print/Type: _____
(Property Owner/Agent/Legal Representative Name)

Signature: _____ Date: _____
(Consultant Completing Application Form)

Print/Type: _____
(Consultant Completing Application Form)

Notices to Applicants Regarding Federal and State PCBs Regulations

Applicants that determine PCBs exist in building materials must follow applicable federal and state laws. This may include reporting to U.S. Environmental Protection Agency (USEPA), the San Francisco Bay Regional Water Quality Control Board, and the California Department of Toxic Substances Control (DTSC). These agencies may require additional sampling and abatement of PCBs. Depending on the approach for sampling and removing building materials containing PCBs, you may need to notify or seek advance approval from USEPA before building demolition. Even in circumstances where advance notification to or approval from USEPA is not required before the demolition activity, the disposal of PCBs waste is regulated under TSCA and the California Code of Regulations. (See Note 1)

Note 1 - Federal and State Regulations

Building materials containing PCBs at or above 50 ppm that were manufactured with PCBs (e.g., caulk, joint sealants, paint) fall under the category of PCBs bulk product wastes. See 40 Code of Federal Regulations (CFR) 761.3 for a definition of PCBs bulk product wastes.

Building materials such as concrete, brick, metal contaminated with PCBs are PCBs remediation wastes (e.g., concrete contaminated with PCBs from caulk that contains PCBs). 40 CFR 761.3 defines PCBs remediation wastes.

Disposal of PCBs wastes are subject to TSCA requirements such as manifesting of the waste for transportation and disposal. See 40 CFR 761 and 40 CFR 761, Subpart K.

TSCA-regulated does not equate solely to materials containing PCBs at or above 50 ppm. There are circumstances in which materials containing PCBs below 50 ppm are subject to regulation under TSCA. See 40 CFR 761.61(a)(5)(i)(B)(2)(ii).

Disposal of PCBs wastes are subject to California Code of Regulations (CCR) Title 22, Section Division 4.5, Chapter 12, Standards Applicable to Hazardous Waste Generators.

California hazardous waste regulatory levels for PCBs are 5 ppm based on the Soluble Threshold Limit Concentration test and 50 ppm based on the Total Threshold Limit Concentration test, see CCR, Title 22, Section 66261.24, Table III.

Agency	Contact	Useful Links
US Environmental Protection Agency	Steve Armann (415) 972-3352 armann.steve@epa.gov	https://www.epa.gov/pcbs (EPA PCBs website) https://www.epa.gov/pcbs/questions-and-answers-about-polychlorinated-biphenyls-pcbs-building-materials (PCBs in Building Materials Fact Sheet and Q/A Document) https://www.epa.gov/pcbs/pcb-facility-approval-streamlining-toolbox-fast-streamlining-cleanup-approval-process (USEPA PCB Facility Approval Streamlining Toolbox (PCB FAST)) https://www.epa.gov/pcbs/polychlorinated-biphenyls-pcbs-building-materials#Test-Methods (See Information for Contractors Working in Older Buildings that May Contain PCBs)
San Francisco Bay Regional Water Quality Control Board	Jan O'Hara (510) 622-5681 Janet.O'Hara@waterboards.ca.gov Cheryl Prowell (510) 622-2408 Cheryl.Prowell@waterboards.ca.gov	https://www.waterboards.ca.gov/sanfranciscobay/water_issues/programs/TMDLs/sfbaypcbstdml.shtml https://www.waterboards.ca.gov/sanfranciscobay/water_issues/programs/sitecleanupprogram.html
Department of Toxic Substances Control	Regulatory Assistance Office 1-800-72TOXIC RAO@dtsc.ca.gov	http://www.dtsc.ca.gov/SiteCleanup/Brownfields/upload/PUB_SMP_Guide-to-Selecting-a-Consultant.pdf
California Division of Occupational Safety and Health (Cal/OSHA)	CalOSHA Consultations Services 1-800-963-9424	https://www.dir.ca.gov/dosh/consultation.html

Part 3 Caulk Applications Table

Column 1. Report all PCBs concentrations for each homogenous area of caulking area (see Attachment C, Section 3.2.2). Use sample designators/descriptions from laboratory report.

Column 2. Complete for each concentration ≥ 50 ppm

<u>Caulk Application Sample Description</u>	<u>Concentration (mg/kg)</u>	<u>Estimate Amount of Material</u>	<u>Units</u>
<i>Example:</i> Caulk Sample 1	320	48	Linear Feet
1. _____	_____	_____	Linear Feet
2. _____	_____	_____	Linear Feet
3. _____	_____	_____	Linear Feet
4. _____	_____	_____	Linear Feet
5. _____	_____	_____	Linear Feet
6. _____	_____	_____	Linear Feet
7. _____	_____	_____	Linear Feet
8. _____	_____	_____	Linear Feet
9. _____	_____	_____	Linear Feet
10. _____	_____	_____	Linear Feet

Duplicate page if additional space is needed.

Part 3 Fiberglass Insulation Applications Table

Column 1. Report all PCBs concentrations for each homogenous area of fiberglass insulation (see Attachment C, Section 3.2.2). Use sample designators/descriptions from laboratory report.

Column 2. Complete for each concentration ≥ 50 mg/kg

<u>Fiberglass Insulation Application Sample Description</u>	<u>Concentration (mg/kg)</u>	<u>Estimate Amount of Material</u>	<u>Units</u>
<i>Example:</i> Fiberglass Insulation Sample 1	78	86	Square Feet
1. _____	_____	_____	Square Feet
2. _____	_____	_____	Square Feet
3. _____	_____	_____	Square Feet
4. _____	_____	_____	Square Feet
5. _____	_____	_____	Square Feet
6. _____	_____	_____	Square Feet
7. _____	_____	_____	Square Feet
8. _____	_____	_____	Square Feet
9. _____	_____	_____	Square Feet
10. _____	_____	_____	Square Feet

The area of insulation wrapped around a pipe may be estimated using the following formula:
 Area (square feet) = $2\pi rh$; where r is the pipe radius (feet) and h is the pipe length (feet).

Duplicate page if additional space is needed.

Part 3 Thermal Insulation Applications Table

Column 1. Report all PCBs concentrations for each homogenous area of thermal insulation (see Attachment C, Section 3.2.2). Use sample designators/descriptions from laboratory report.

Column 2. Complete for each concentration ≥ 50 mg/kg.

<u>Thermal Insulation Application Sample Description</u>	<u>Concentration (mg/kg)</u>	<u>Estimate Amount of Material</u>	<u>Unit</u>
<i>Example: Fiberglass Insulation Sample 1</i>	<i>20</i>		Square Feet
1. _____	_____	_____	Square Feet
2. _____	_____	_____	Square Feet
3. _____	_____	_____	Square Feet
4. _____	_____	_____	Square Feet
5. _____	_____	_____	Square Feet
6. _____	_____	_____	Square Feet
7. _____	_____	_____	Square Feet
8. _____	_____	_____	Square Feet
9. _____	_____	_____	Square Feet
10. _____	_____	_____	Square Feet

The area of insulation wrapped around a pipe may be estimated using the following formula:

Area (square feet) = $2\pi rh$, where r is the pipe radius (feet) and h is the pipe length (feet).

Duplicate page if additional space is needed.

Part 3 Adhesive Mastic Applications Table

Column 1. Report PCBs concentrations for each homogenous area of mastic (see Attachment C, Section 3.2.2. Use sample designators/descriptions from laboratory report.)

Column 2. Complete for each concentration ≥ 50 mg/kg

<u>Adhesive Mastic Application Sample Description</u>	<u>Concentration (mg/kg)</u>	<u>Estimate Amount of Material</u>	<u>Units</u>
Example: Adhesive Mastic Sample 1	87.4	800	Square Feet
1. _____	_____	_____	Square Feet
2. _____	_____	_____	Square Feet
3. _____	_____	_____	Square Feet
4. _____	_____	_____	Square Feet
5. _____	_____	_____	Square Feet
6. _____	_____	_____	Square Feet
7. _____	_____	_____	Square Feet
8. _____	_____	_____	Square Feet
9. _____	_____	_____	Square Feet
10. _____	_____	_____	Square Feet

Duplicate page if additional space is needed.

Part 3 Rubber Window Gasket Applications Table

Column 1. Report PCBs concentrations for each gasket (see Attachment C, Section 3.2.2).
Use sample designators/descriptions from laboratory report.

Column 2. Complete for
each concentration ≥ 50
mg/kg

<u>Rubber Window Gasket Application Sample Description</u>	<u>Concentration (mg/kg)</u>	<u>Estimate Amount of Material</u>	<u>Units</u>
<i>Example:</i> <i>Window Gasket Sample 1</i>	<i>70</i>	<i>75</i>	<i>Linear Feet</i>
1. _____	_____	_____	Linear Feet
2. _____	_____	_____	Linear Feet
3. _____	_____	_____	Linear Feet
4. _____	_____	_____	Linear Feet
5. _____	_____	_____	Linear Feet
6. _____	_____	_____	Linear Feet
7. _____	_____	_____	Linear Feet
8. _____	_____	_____	Linear Feet
9. _____	_____	_____	Linear Feet
10. _____	_____	_____	Linear Feet

Duplicate page if additional space is needed.

Part 3 Other Materials Table

Column 1. Optional: Use this form to report PCBs concentration data from materials other than priority building materials. Report PCBs concentrations for each material and homogeneous area. Use sample designators/descriptions from laboratory report.

Column 2. Complete for each concentration ≥ 50 mg/kg

<u>Material Sample Description</u>	<u>Concentration (mg/kg)</u>	<u>Estimate Amount of Material</u>	<u>Units</u>
Example: Wall paint Sample 1	228	1500	Square Feet
1. _____	_____		
2. _____	_____		
3. _____	_____		
4. _____	_____		
5. _____	_____		
6. _____	_____		
7. _____	_____		
8. _____	_____		
9. _____	_____		
10. _____	_____	_____	_____

Duplicate page if additional space is needed.

Attachment C
Protocol for Evaluating Priority PCBs-Containing
Materials before Building Demolition

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LIST OF APPENDICES

Appendix A: PCBs Building Material Prioritization Worksheet

Appendix B: Priority Building Materials Photographic Log

1. INTRODUCTION

The San Francisco Bay Region Municipal Regional Stormwater NPDES permit, referred to as the Municipal Regional Permit (MRP)¹, includes provisions that implement stormwater-related aspects of the Total Maximum Daily Load (TMDL) for polychlorinated biphenyls (PCBs) in the Bay. Provision C.12.f. requires that Permittees develop and implement or cause to be developed and implemented an effective protocol for managing materials with PCBs concentrations of 50 milligrams per kilogram (mg/kg) (equivalent to parts-per-million, or ppm), the target management level, or greater in applicable structures at the time such structures undergo demolition², so that PCBs do not enter municipal storm drain systems. Applicable structures include, at a minimum, non-residential structures constructed or remodeled between the years 1950 and 1980 with building materials such as caulking and thermal insulation with PCBs concentrations of 50 ppm or greater. Single-family residential and wood frame structures are exempt.

On behalf of MRP Permittees, the Bay Area Stormwater Management Agencies Association (BASMAA) developed these guidance materials, tools, and protocols to help local programs develop consistent standardized Bay Area-Wide processes to address the management of PCBs Materials during Building Demolition.

If materials are found or known to contain PCBs, those materials must be managed appropriately and according to all applicable local, state, and federal requirements. Management of PCBs-containing materials is beyond the scope of this document.

To establish the PCBs protocol, current established protocols were evaluated that are widely accepted in the building demolition industry for other Federal- and State-regulated constituents of concern. This document provides applicable examples of sampling and evaluation procedures for building materials potentially contaminated with asbestos-containing material (ACM)³ and lead-based paint (LBP)⁴, which are summarized and referenced to provide the foundation for the PCBs protocol. These components include guidance on sampling frequencies, laboratory sample analysis, quality assurance and quality control procedures, and reporting.

¹ The Municipal Regional Stormwater Permit, Order No. R2-2015-0049, was adopted November 19, 2015.

² Demolition means the wrecking or taking out of any load-supporting structural member of a facility together with any related handling operations (40 CFR., Part 61, Subpart M).

³ Asbestos-containing material (ACM) means any material or product which contains more than one percent asbestos.

⁴ Lead-based paint (LBP) is any paint, varnish, shellac, or other coating that contains lead equal to or greater than 1.0 mg/cm² as measured by XRF device or laboratory analysis, or 0.5 percent by weight (5,000 ppm or 5,000 mg/kg) as measured by laboratory analysis.

2. CURRENTLY ESTABLISHED BUILDING MATERIAL EVALUATION PROTOCOLS

This section presents evaluation protocols for ACM and LBP, which provide a foundation for the PCBs protocol summarized in Section 3. This section includes guidance on sampling frequencies, laboratory sample analysis, quality assurance and quality control procedures derived from regulatory procedures for ACM and LBP.

2.1 Asbestos Containing Material Evaluation Procedures

Asbestos bulk sampling procedures are specified in several Federal regulations, implemented primarily by the United States Environmental Protection Agency (EPA) as well as the Occupational Safety and Health Administration (OSHA). The Consumer Product Safety Commission (CPSC) and the Mine Safety and Health Administration (MSHA) specify additional regulations and procedures, but these are generally less applicable to evaluation procedures.

The foundational regulations pertaining to asbestos sampling in buildings are the Asbestos Hazard Emergency Response Act (AHERA; Toxic Substances Control Act [TSCA] Title II) (15 U.S.C. § 2641-2656) as well as the Asbestos School Hazard Abatement Reauthorization Act (ASHARA). EPA promulgated regulations under AHERA to require inspection of schools for asbestos-containing building materials, and to perform resultant corrective actions. Furthermore, AHERA tasked the EPA with developing a plan for accreditation of asbestos inspectors. ASHARA extended funding for asbestos programs at schools and expanded accreditation requirements to cover asbestos abatement at commercial buildings other than schools.

Pursuant to AHERA, the Asbestos-Containing Materials in Schools rule (40 CFR Part 763, Subpart E) details specific requirements for building material inspections at schools, preparation of asbestos management plans, and implementation of response actions. EPA regulation on asbestos related to structure demolition is specified in subpart M of the National Emission Standards for Hazardous Air Pollutants (NESHAP) regulations (40 CFR Part 61, Subpart M).

The following sections summarize the evaluation procedures specified in the Asbestos-Containing Materials in Schools rule as well as the Asbestos NESHAP regulations. Both OSHA and EPA worker protection requirements are also discussed.

2.1.1 Asbestos-Containing Materials in Schools Rule

The following sections summarize the inspection, re-inspection, sampling, analysis, and evaluation procedures specified in the Asbestos-Containing Materials in Schools rule (40 CFR Part 763, Subpart E).

Evaluation

For each inspection and re-inspection of asbestos-containing building material (ACBM)⁶, the local education agency shall have an accredited inspector provide a written evaluation of all friable known or assumed ACBM. The evaluation shall consider the following:

- Location and amount of material, both in total quantity and as a percentage of the functional space;
- Condition of the material, specifying:
 - Type of damage or significant damage (e.g., flaking, blistering, water damage, or other signs of physical damage);
 - Severity of damage (e.g., major flaking, severely torn protective jackets, as opposed to occasional flaking, minor tears to jackets);
 - Extent or spread of damage over large areas or large percentages of the homogeneous⁷ area;
- Whether the material is accessible;
- The material's potential for disturbance;
- Known or suspected causes of damage or significant damage (e.g., air erosion, vandalism, vibration, water); and
- Preventive measures that could potentially eliminate the reasonable likelihood of undamaged ACBM from becoming significantly damaged.

The inspector shall classify and give reasons in the written evaluation for classifying the ACBM and suspected ACBM assumed to be ACM into one of the following categories:

1. Damaged or significantly damaged thermal system insulation ACM;
2. Damaged friable surfacing ACM;
3. Significantly damaged friable surfacing ACM;
4. Damaged or significantly damaged friable miscellaneous ACM;
5. ACBM with potential for damage;
6. ACBM with potential for significant damage; and
7. Any remaining friable ACBM or friable suspected ACBM.

⁵ Asbestos-containing building material (ACBM) means surfacing ACM, thermal system insulation ACM, or miscellaneous ACM that is found in or on interior structural members or other parts of a building.

⁶ Homogenous refers to a substance or area that is uniform in texture, color, and general physical appearance and properties

Inspection and Re-inspection

Inspect any building that is to be used as a school, prior to such use, by an accredited inspector. In emergency situations, inspect the building within 30 days of commencement of such use.

For each area of the building, complete the following inspection procedure:

- Visually inspect the area to identify suspected ACBM;
- Touch suspected ACBM to determine friability (Friable material is material that may be crumbled or pulverized by hand pressure alone. Note that thermal system insulation that has retained its structural integrity and that has an undamaged protective jacket or wrap that prevents fiber release shall be treated as non-friable.);
- Categorize all areas into homogenous areas of friable suspected ACBM and non-friable suspected ACBM;
- Assume that some or all the homogeneous areas are ACBM, and for each homogeneous area that is not assumed to be ACBM, collect and submit samples for bulk analysis. Do not sample areas that an accredited inspector assumes to contain ACBM. For uncertain areas, collect and bulk samples and submit for analysis (see Sampling below);
- Assess friable material in areas where samples are collected, in areas where samples are not collected but ACBM is assumed to be present, and in areas identified in previous inspections;
- Record the following information and submit a copy for inclusion in an asbestos management plan, within 30 days of the inspection:
 - An inspection report including the signature, state of accreditation, and accreditation number of each inspector, as well as the date of the inspection;
 - A comprehensive inspection inventory, including the date and locations of samples, locations of areas assumed to contain friable ACBM, and locations of areas assumed to contain non-friable ACBM;
 - A description of the manner used to determine sampling locations;
 - A list of all categorized and identified homogenous areas into surfacing material, thermal system insulation, or miscellaneous material; and
 - Evaluations made of friable material.

Repeat this process as a re-inspection at least once every 3 years after a management plan is in effect. Reassess the condition of friable known or assumed ACBM previously identified. Identify any homogenous areas with material that has become friable since the last inspection or re- inspection and collect and submit samples of the material.

Sampling

Collect samples in a statistically random manner that is representative of each homogeneous area.

- For surfacing material, the number of samples to be collected is as follows:
 - Collect at least three samples from each homogenous area less than 1,000 square feet;
 - Collect at least five samples from each homogenous area between 1,000 and 5,000 square feet; and
 - Collect at least seven samples from each homogenous area greater than 5,000 square feet.
- For thermal system insulation:
 - Collect at least one bulk sample from each homogeneous area that is not assumed to be ACM;
 - Collect at least one bulk sample from each homogeneous area of patched insulation that is not assumed to be ACM, if the patched section is less than six linear or square feet;
 - Where cement or plaster is used on fittings such as tees, elbows or valves, collect samples to determine if material is ACM or not;
 - If the accredited inspector determines that the thermal system insulation is fiberglass, foam glass, rubber, or other non-ACBM, samples are not required to be collected;
- For miscellaneous material, collect bulk samples from each homogeneous area of friable material that is not assumed to be ACM.

Analysis

Samples should be analyzed by laboratories accredited by the National Bureau of Standards (NBS). The laboratories must have received interim accreditation for polarized light microscopy (PLM) analysis under the EPA Interim Asbestos Bulk Sample Analysis Quality Assurance Program until the NBS PLM laboratory accreditation program for PLM is operational.

Samples should be analyzed for asbestos content by PLM using the “Interim Method for the Bulk Determination of Asbestos in Bulk Insulation Samples”, found at Appendix E to Subpart E of 40 CFR Part 763. Samples should not be composited.

A homogenous area is considered not to contain ACM only if the results of all samples from that area show asbestos in concentrations of 1 percent or less. An area is considered to contain ACM if at least one sample from the area shows asbestos in concentrations greater than 1 percent.

Submit the name and address of each laboratory performing the analysis, the date of the analysis, and the person performing the analysis for inclusion into the management plan within 30 days of the analysis.

2.2 Lead-Based Paint (LBP) Evaluation Procedures

Lead-Based Paint (LBP) evaluation procedures are codified in various federal and state regulations.

Title IV of the Toxic Substances Control Act (TSCA) as well as other authorities in the Residential Lead-Based Paint Hazard Reduction Act of 1992 directs the EPA to regulate lead-based paint hazards. The primary Federal regulations and guidelines related to LBP evaluation procedures include:

- The Lead Renovation, Repair and Painting Program (RRP) Rule (40 CFR 745, Subpart E);
- The National Lead Laboratory Accreditation Program (TSCA Section 405(b)); and
- The Housing and Urban Development (HUD) Guidelines for the Evaluation and Control of Lead-Based Paint Hazards in Housing (2012 Edition) (pursuant to Section 1017 of the Residential Lead-Based Paint Hazard Reduction Act of 1992, A.K.A. "Title X")

Furthermore, the California Department of Public Health (CDPH) Title 17, California Code of Regulations, Division 1, Chapter 8 "Accreditation, Certification, and Work Practices for Lead- Based Paint and Lead Hazards," specifies some LBP evaluation procedures as part of the accreditation program.

The HUD Guidelines provide the most comprehensive procedures for LBP evaluations and are referenced by many other regulations.

There are three primary methods of performing LBP evaluation: test kits, X-ray Fluorescence (XRF) devices, and laboratory testing of paint chips. Sampling procedures for each method are detailed in the following sections.

Under CDPH Title 17, certified Lead Inspector/Assessors are required to use XRF devices or laboratory analysis, and not test kits.

2.2.1 LBP Sampling Procedures: Test Kits

In 2008, the EPA published the RRP rule, which, among other things, established criteria for lead test kits for use in LBP evaluation. Lead test kits recognized by EPA before

September 1, 2010, must meet only the negative response criterion outlined in 40 CFR 745.88(c)(1):

For paint containing lead at or above the regulated level, 1.0 mg/cm² or 0.5% by weight, a demonstrated probability (with 95% confidence) of a negative response less than or equal to 5% of the time must be met.

Lead test kits recognized after September 1, 2010, must meet both the negative response and positive response criteria outlined in 40 CFR 745.88(c)(1) and (2). The positive-response criterion states:

For paint containing lead below the regulated level, 1.0 mg/cm² or 0.5% by weight, a demonstrated probability (with 95% confidence) of a positive response less than or equal to 10% of the time must be met.

To date, no lead test kit has met both criteria⁸. However, three lead test kits recognized before September 1, 2010, exist and are recognized by EPA:

- 3M™ LeadCheck™, manufactured by the 3M Company, for use on wood, ferrous metal, drywall, and plaster surfaces;
- D-Lead®, manufactured by ESCA Tech, Inc., for use on wood, ferrous metal, drywall, and plaster surfaces; and
- The Commonwealth of Massachusetts lead test kit, for use only on drywall and plaster surfaces.

Test kits cannot determine the concentration of lead, only presence or absence at best. For this reason, test kits are best used by homeowners or other non-professionals as a preliminary evaluation before using an XRF device or laboratory analysis of paint chips.

There are currently no detailed sampling procedures for test kits that would be applicable to PCBs evaluation. However, test kit technology may be a useful paradigm for PCBs evaluation if a kit can be developed to test PCBs at an acceptable concentration that uses a repeatable methodology to meet the data quality objectives.

2.2.2 LBP Sampling Procedures: XRF Devices

The following sections summarize LBP evaluation procedures for XRF devices, including description of sampling equipment, collection techniques and frequency, sample analysis, and quality assurance.

⁸ US EPA, Lead Test Kits, <https://www.epa.gov/lead/lead-test-kits>, accessed September 19, 2017.

LBP Analyzers

According to the HUD Guidelines, portable XRF devices are the most common primary analytical method for inspections in housing because of their versatility in analyzing a wide variety of surface types, non-destructive measurement, high speed, and low cost per sample. Each XRF device must have a HUD-issued XRF Performance Characteristic Sheet (PCS), which contains information about XRF readings taken on specific surface types, calibration check tolerances, and interpretation of XRF readings.

Collection Techniques and Frequency

HUD Guidelines provide separate sampling techniques for single- and multi-family housing. However, the general approach to sampling is the following seven-step procedure:

- List all testing combinations of building components and substrates (e.g., wood doors, metal doors, plaster walls, concrete walls);
- Select testing combinations. A numbering system, floor plan, sketch or other system may be used to document which testing combinations were tested;
- Perform XRF testing, including calibration;
- Collect and analyze paint-chip samples as needed;
- Classify XRF and paint-chip results;
- Evaluate the work and results to ensure the quality of the inspection; and
- Document the findings in a summary and in a complete technical report.

Because of the large surfaces and quantities of paint involved, and the potential for spatial variation, HUD Guidelines recommend taking at least four readings per room, with special attention paid to surfaces that clearly have different painting history. The selection of test locations should be representative of locations most likely to be coated with old paint or other lead-based coatings, such as areas with thick paint; areas with worn or scraped off paint should be avoided.

For large buildings with many similar units, HUD Guidelines recommend testing a designated sample of units to provide 95% confidence that most units are below the lead standard. The sample size should be carefully chosen using statistical techniques (see HUD Guidelines, Table 7.3).

Sample Analysis

Portable XRF devices expose a surface to X-ray or gamma radiation and measure the emission of characteristic X-rays from each element in the analyzed surface. The XRF reading is compared with a range specified in the PCS for the specific XRF device being

used and the specific substrate beneath the painted surface.

When discrepancies exist between the PCS, HUD Guidelines, and the XRF device's manufacturer's instructions, the most stringent guideline should be followed.

Quality Assurance

HUD Guidelines provide several techniques for evaluation of inspection quality.

A knowledgeable observer independent of the inspection firm should be present for as much XRF testing as possible, especially if they have knowledge of LBP evaluation and/or the paint history of the facility.

The client should ask the inspector to provide copies of the results as soon as possible, or daily, allowing for immediate review.

Data from HUD's private housing lead-based paint hazard control program show that it is possible to successfully retest painted surfaces without knowing the exact spot which was tested. Therefore, the client may consider selecting 10 testing combinations for retesting at random from the already compiled list of all testing combinations, using the XRF device used for the original measurements, if possible. The average of the 10 repeat XRF results should not differ from the 10 original XRF results by more than the retest tolerance limit. The procedure for calculating the retest tolerance limit is specified in the PCS. If the limit is exceeded, the procedure should be repeated using 10 different testing combinations. If the retest tolerance limit is exceeded again, the original inspection is considered deficient.

Currently XRF technology and methods are not applicable to PCBs building material evaluation, as the precision is not adequate to provide a concentration that could be relied upon for this program.

2.2.3 LBP Sampling Procedures: Laboratory Testing of Paint Chips

The following sections summarize LBP evaluation procedures for XRF devices, including the description of sampling equipment, collection techniques and frequency, sample analysis, and quality assurance.

Laboratory analysis of paint chip samples is only recommended by HUD for inaccessible areas or building components with irregular (non-flat) surfaces that cannot be tested using XRF devices, for confirmation of inconclusive XRF results, or for additional confirmation of conclusive XRF results.

Unlike XRF analysis, paint chip collection techniques may be more directly applicable to potential PCBs collection techniques.

Sampling Equipment

Common hand tools can be used to scrape paint chips from a surface; specialized equipment is not necessary. However, HUD Guidelines recommend that samples should be collected in sealable rigid containers rather than plastic bags, which generate static electricity and make laboratory transfer difficult.

Collection Techniques

HUD Guidelines, which are consistent with ASTM E1729, Standard Practice for Field Collection of Dried Paint Samples for Subsequent Lead Determination, recommend that only one paint chip needs to be taken for each testing combination, although additional samples are recommended for quality control.

The paint chip sample should be taken from a representative area that is at least 4 square inches in size. The dimensions of the surface area must be accurately measured to the nearest 1/16th of an inch so that laboratory results can be reported in units of mg/cm². Paint chip collection should include collection of all the paint layers from the substrate, but collection of actual substrate should be minimized. Any amount of substrate included in the sample may cause imprecise results.

Sample Analysis

A laboratory used for LBP analysis must be recognized under EPA's National Lead Laboratory Accreditation Program (NLLAP) for the analysis of lead paint; however, States or Tribes may operate an EPA-authorized lead-based paint inspection certification program with different requirements.

There are several standard laboratory techniques to quantify lead in paint chip samples, including Atomic Absorption Spectroscopy, Inductively Coupled Plasma-Atomic Emission Spectroscopy (ICP-AES), Anodic Stripping Voltammetry, and Potentiometric Stripping Analysis.

For analytical methods that require sample digestion, samples should be pulverized so there is adequate surface area to dissolve the sample before laboratory instrument measurement. In some cases, the amount of paint collected from a 4-square-inch area may exceed the amount of paint that can be analyzed successfully. It is important that the actual sample mass analyzed not exceed the maximum mass the laboratory has successfully tested using the specified method. If subsampling is required to meet analytical method specifications, the laboratory must homogenize the paint chip sample (unless the entire sample will eventually be analyzed, and the results of the subsamples combined). Without homogenization, subsampling would likely result in biased, inaccurate lead results. If the sample is properly homogenized and substrate inclusion is negligible, the result can be reported as a loading, in milligrams per square centimeter (mg/cm²), the preferred unit, or as percent by weight, or both.

Quality Assurance

Laboratory reference materials processed with the paint chip samples for quality assurance purposes should have close to the same mass as those used for paint-chip samples (refer to ASTM methods E1645, E1613, E2051, and E1775).

Reporting

The laboratory report for analysis of paint chip samples should include at a minimum, the information outlined in the EPA National Lead Laboratory Accreditation Program Laboratory Quality System Requirements, Revision 3.0, section 5.10.2, Test Reports⁹. In addition to those minimum requirements, test reports containing the results of sampling must include specified sampling information, if available.

⁹ National Lead Laboratory Accreditation Program: Laboratory Quality System Requirements <https://www.epa.gov/sites/production/files/documents/lqsr3.pdf>, accessed September 20, 2017.

3. PCBS BUILDING MATERIAL EVALUATION PROTOCOL

This section presents the evaluation protocol for identifying building materials in structures constructed or remodeled between the years 1950 and 1980¹⁰ that may contain a significant mass of PCBs. Once identified as containing PCBs at concentrations exceeding 50 ppm, these materials should be properly managed prior to building demolition, to ensure PCBs are not discharged to the municipal storm drain system.

This protocol is not intended to address all PCBs-containing materials that may be disturbed during building demolition. Additional sampling is likely to be required to comply with EPA and Cal/OSHA regulations pertaining to the management, removal and disposal of PCBs-containing materials.

For this program, it is assumed that organizations and staff qualified to sample, test, remediate, and dispose of PCBs at the building site will coordinate processes for other hazardous building materials at the building site, to ensure proper sampling, testing, remediation, and disposal or all statutorily-required hazardous materials handling.

3.1 **Priority Building Materials to be Tested**

A prioritized list of PCBs-containing materials is provided in Appendix A. Building materials were evaluated based upon the following criteria:

- **Source Material** – Does the building material contain PCBs through the original product manufacturing process or was the building material contaminated (impregnated) with PCBs from an adjacent building material that already contained PCBs? For the evaluation, building materials originally manufactured with PCBs at or above 50 mg/kg were prioritized.
- **Concentration** – Building materials were evaluated based on readily available existing data regarding ranges of PCBs concentrations identified in the materials.
- **Prevalence** – A prevalence factor was assigned based upon best professional judgement of the prevalence of occurrence of the PCBs-containing materials in buildings, which ranged from highly prevalent to low prevalence.
- **Ease of Removal** – Building materials were evaluated based on their attachment to the building, which ranged from “very easily removed” to “difficult to remove,” under the assumption that higher ease of removal results in higher feasibility and lower costs for removing a material before demolition.

¹⁰ Single-family residential and wood frame structures are exempt.

- **Flaking/Crumbling** – Building materials were evaluated based on their tendency to flake or crumble during disturbance or demolition, which could lead to a higher likelihood of entering stormwater as a result of building demolition.
- **PCBs Removed by Other Waste Program** – This factor addresses materials that are removed from buildings because of other waste management programs (e.g., Universal Waste Rule). Fluorescent light ballasts¹¹, polyurethane foam furniture, and Askarel fluid used in transformers, all of which may contain PCBs, are typically managed during pre- demolition activities under current regulations and programs that require removal of universal waste and outdated transformers. For this program it is assumed that those materials will be evaluated and managed under those existing programs.

Material prioritization was conducted by assigning a score on a scale of 1 to 5 (low to high) for each criterion. The final score for each material type was calculated as the average of the scores assigned to the six criteria. The materials given the highest scores through the prioritization analysis are shown below, along with their typical locations in a building. For this evaluation, thermal insulation and fiberglass insulation were grouped together as they tend to be co-located and are typically managed together. The materials listed below (along with typical locations where they are found) are the materials that should be sampled using the protocols described in Section 3.2.

1. Caulks and Sealants:
 - a. Around windows or window frames;
 - b. Around door frames; and
 - c. Expansion joints between concrete sections (e.g., floor segments).
2. Thermal/Fiberglass Insulation and Other Insulating Materials:
3. Around HVAC systems,
 - a. Around heaters,
 - b. Around boilers,
 - c. Around heated transfer piping, and
 - d. Inside walls or crawls spaces.
4. Adhesive/Mastic:
 - a. Below carpet and floor tiles;

¹¹ Fluorescent light ballasts that contain PCBs are not required to be managed under the Universal Waste Rule Program but are recommended by the EPA to be identified in a pre-demolition survey of a structure and to be managed with the removal of other required wastes in the abatement process.

- b. On, under, or between roofing materials and flashing.
- 5. Rubber Window Seals/Gaskets:
 - a. Around windows or window frames.

Examples of the prioritized PCBs-containing building materials and what they may look like in a building planned for demolition are provided in Appendix B.

3.2 PCBs Sampling Procedures

Many building materials may contain PCBs. The building owner is responsible for identifying and handling all hazardous materials in accordance with all applicable laws, including all materials with 50 ppm or more PCBs. For purposes of obtaining a demolition permit, the City requires a building owner to sample the limited number of materials shown below:

- 1. Caulks and Sealants:
 - a. Around windows or window frames;
 - b. Around door frames; and
 - c. Expansion joints between concrete sections (e.g., floor segments).
- 2. Thermal/Fiberglass Insulation and Other Insulating Materials:
 - a. Around HVAC systems,
 - b. Around heaters,
 - c. Around boilers,
 - d. Around heated transfer piping, and
 - e. Inside walls or crawls spaces.
- 3. Adhesive/Mastic:
 - a. Below carpet and floor tiles;
 - b. On, under, or between roofing materials and flashing.
- 4. Rubber Window Seals/Gaskets:
 - a. Around windows or window frames.

It should be noted that some materials that are being evaluated for PCBs in this protocol may also be associated with asbestos, lead, or other hazardous substances. Since this protocol follows pre- established asbestos management program guidelines and procedures, the sampling frequency, types of building materials, and surveying

techniques overlap with the PCBs survey protocol. If a material has been determined to contain asbestos, lead or other hazardous substances and will be abated under an associated waste program, that material need not be sampled for PCBs under this program.

3.2.1 Sampling Equipment

Building materials that are planned to be collected for laboratory analysis should be placed in laboratory-supplied glass jars with Teflon-sealed lids. Samples should be collected with either factory-sealed or decontaminated equipment that will be used to remove a representative building material sample (i.e., scissors, tweezers, pliers, spoons, or putty knife).

For sampling equipment (i.e., scissors, tweezers, pliers, spoons, putty knife, etc.) that will be decontaminated, the following three bucket wash procedure should be performed, which is in general accordance with standard decontamination procedures defined in SESDPROC-205-R3 (EPA, 2015):

- In the first bucket, mix a residue free cleaning detergent (e.g., Alconox®), with distilled water to generate the recommended detergent concentration specified in the product directions;
- Fill the second bucket with distilled water;
- Fill the third bucket with distilled water;
- Clean the equipment in the first bucket with the cleaning detergent, then rinse in the second and then the third bucket. If the second bucket becomes slightly discolored during the rinse, change the contents of the second bucket with distilled water. Change the third bucket, if any dirt or material is observed in the water, since the third bucket needs to stay clean as it is the final rinse; and
- At the end of cleaning, let the equipment air dry in a clean area before use in sample collection. The rinse water should then be drummed and sampled for disposal. The planned disposal facility should be contacted to determine the required sample analysis for the rinse water characterization and profiling and that the disposal procedures comply with state and federal regulations.

If disposable sampling tools are used, the above decontamination procedures do not apply.

3.2.2 Sample Collection Frequency

For the four prioritized building materials, the following collection techniques and frequency should be followed.

Caulking

Three different types of caulking should be evaluated:

1. Window caulking;
2. Door frame caulking; and
3. Floor and expansion joint caulking.

For each type of caulking material identified, the following number of samples should be collected:

- Collect at least one sample from each homogenous area that contains less than 50 linear feet of caulking;
- Collect at least three samples from each homogenous area that contains between 50 and 250 linear feet of caulking;
- Collect at least five samples from each homogenous area that contains between 250 and 1,000 linear feet of caulking;
- Collect at least seven samples from each homogenous area that contains between 1,000 and 2,500 linear feet of caulking; and
- Collect at least nine samples from each homogenous area that contains greater than 2,500 linear feet of caulking.

If homogenous caulking material is found throughout the building, samples should be spatially distributed so as to not collect the required number of samples from one area. In addition, the width or cross-sectional area of the caulking bead is not relevant for determining the linear footage to be sampled. It is also recommended that the sampler performing the evaluation inspect the entire building prior to sample collection to insure proper distribution is performed.

Thermal/Fiberglass Insulation

For thermal/fiberglass insulation:

- Collect at least one bulk sample from each homogeneous area.

Adhesive/Mastic

For each type of adhesive/mastic material identified, the following number of samples should be collected:

- Collect at least three samples from each homogenous area less than 1,000 square feet;
- Collect at least five samples from each homogenous area between 1,000 and 5,000 square feet; and
- Collect at least seven samples from each homogenous area greater than 5,000 square feet.

If homogenous adhesive/mastic material is found throughout the building, samples should be spatially distributed so as to not collect the required number of samples from one area. It is recommended that the sampler performing the evaluation inspect the entire building prior to sample collection to insure proper distribution is performed.

Rubber Window Seals/Gaskets

For rubber window seals/gaskets identified, the following number of samples should be collected:

- Collect at least one sample from each homogenous area that contains less than 50 linear feet of caulking (of any width or cross-sectional area of bead);
- Collect at least three samples from each homogenous area that contains between 50 and 250 linear feet of caulking;
- Collect at least five samples from each homogenous area that contains between 250 and 1,000 linear feet of caulking;
- Collect at least seven samples from each homogenous area that contains between 1,000 and 2,500 linear feet of caulking; and
- Collect at least nine samples from each homogenous area that contains greater than 2,500 linear feet of caulking.

If homogenous rubber window seals/gaskets are found throughout the building, samples should be spatially distributed so as to not collect the required number of samples from one area. It is also recommended that the sampler performing the evaluation inspect the entire building prior to sample collection to insure proper distribution is performed.

3.2.3 Sample Analysis and Preservation

Samples collected to evaluate building materials for PCBs should be analyzed for Aroclors by EPA Method 8082/8082A¹² by an accredited analytical laboratory. The minimum reporting limit should be 50 micrograms per kilogram ($\mu\text{g/kg}$) and the laboratory should be contacted before sampling to confirm minimum material volume required to meet the reporting limit objectives. A sample reporting limit of 50 $\mu\text{g/kg}$ is well below the target management level of 50 mg/kg.

Samples should immediately be chilled in an ice cooler and then kept at 4 degrees Celsius (39.2 degrees Fahrenheit) or colder during storage and transportation to the laboratory.

¹² Provision C.12.f. requires that Permittees develop and implement or cause to be developed and implemented an effective protocol for managing materials with PCBs concentrations of 50 ppm. EPA Method 8082/8082A is an acceptable method to quantify PCBs. Analysis of PCBs congeners is not required to meet the permit requirement.

Proper chain-of- custody¹³ procedures should be followed from the time the samples are collected until they are delivered to the laboratory for analysis. Holding times for EPA Method 8082/8082A are sample extraction within 14 days of sample collection and analysis of the extract within 40 days of extraction. However, PCBs are very stable in a variety of matrices and holding times may be extended to as long as one year. Once extracted, analysis of the extract should take place within 40 days.

3.2.4 Quality Assurance and Quality Control

For this program, general quality assurance and quality control (QA/QC) procedures will be utilized. The following checklist should be used by the contractor performing the evaluation:

- QA/QC Checklist:
 - Proper specified sampling equipment was used (pre-cleaned or other, stainless steel);
 - Proper decontamination procedures were followed;
 - Sampling collection spatial frequency was met;
 - A National Environmental Laboratory Accreditation Program (NELAP) laboratory was utilized;
 - Samples were received by the laboratory within proper temperature range;
 - Samples were extracted and analyzed within the method holding time for EPA Method 8082/8082A; and
 - Sample reporting limit met data quality objectives.

¹³ Chain-of-custody is the procedure to document, label, store, and transfer samples to personnel and laboratories. For a detailed list of procedures, refer to the *Sample and Evidence Management*, Operating Procedure (SESDPROC-005- R2), January 29, 2013

3.3 Reporting and Notifications

The following considerations are applicable to reporting and notification:

- Assessment results must be submitted to the applicable Permitting Authority by the project applicant;
- Applicants that determine PCBs exist in priority building materials must follow applicable federal and state laws. This may include reporting to USEPA, the San Francisco Bay Regional Water Quality Control Board, and the California Department of Toxic Substances Control (DTSC). These agencies may require additional sampling and abatement of PCBs.
- Depending on the approach for sampling and removing building materials containing PCBs, applicants may need to notify or seek advance approval from USEPA before building demolition. Even in circumstances where advance notification to or approval from USEPA is not required before the demolition activity, the disposal of PCBs waste is regulated under TSCA.
- The disposal of PCBs waste is subject to California Code of Regulations (CCR) Title 22, Section Division 4.5, Chapter 12, Standards Applicable to Hazardous Waste Generators.
- Building owners and employers need to consider worker and public safety during work involving hazardous materials and wastes including PCBs.

For further information, applicants should refer to the *PCBs in Priority Building Materials Screening Assessment Applicant Package*, BASMAA, July 2018.

4. REFERENCES

Guidelines for Asbestos Sampling:

- [https://www.epa.gov/asbestos/asbestos-laws-and-](https://www.epa.gov/asbestos/asbestos-laws-and-regulations)

regulations Guidelines for Lead-Based Paint Evaluations:

- Environmental Protection Agency (EPA) - Created the Renovation, Repair, and Painting (RRP) Rule which requires training and certification for anyone working for compensation in pre-1978 residential structures, day care centers, and schools where known or assumed lead-based paint is impacted. The EPA website with complete information on this regulation is <https://www.epa.gov/lead/renovation-repair-and-painting-program>.
- California Department of Public Health (CDPH) - Created "Title 17" which includes lead testing and abatement provisions in residential and public structures in California. Several important definitions are contained in Title 17 including Abatement, Clearance Inspection, Containment, Lead-Based Paint.
- Lead Contaminated Dust and Soil, Lead Hazard, and Lead Hazard Evaluation. Title 17 establishes that lead testing be performed using XRF equipment or by paint chip sample analysis in California. Lead test kits are not accepted. It also establishes testing in California be performed by a State certified lead inspector/assessor if the testing is related to a project involving compensation.
- Department of Housing and Urban Development (HUD) - Created the HUD Guidelines which contain protocols for lead testing and abatement.

EPA Method 8082A – Polychlorinated Biphenyls (PCBs) by Gas Chromatography

- <https://www.epa.gov/sites/production/files/2015-07/documents/8082a.pdf>

SESDPROC-205-R3, *Field Equipment Cleaning and Decontamination*, replaces
SESDPROC- 205-R2. December 18, 2015

- [https://www.epa.gov/sites/production/files/2016-01/documents/field equipment cleaning and decontamination205 af .r3.pdf](https://www.epa.gov/sites/production/files/2016-01/documents/field_equipment_cleaning_and_decontamination205_af_r3.pdf)

SESDPROC-005-R2, *Sample and Evidence Management*, Operating Procedure, January 29, 2013

- [https://www.epa.gov/sites/production/files/2015-06/documents/Sample-and-Evidence- Management.pdf](https://www.epa.gov/sites/production/files/2015-06/documents/Sample-and-Evidence-Management.pdf)

APPENDIX A

PCBs Building Material Prioritization Worksheet

Appendix A -PCBs Building Materials Prioritization

Material	Material Class	Median/Average/Single Reported Concentration (ppm)	Minimum (ppm)	Maximum (ppm)	PCBs Source Material? (Rating values: source = 5, or not source = 1)	Concentration (Rating values: 1 to 5, higher value means higher concentration)	Prevalence of PCBs Containing Material in Buildings (Rating values: high = 5, medium = 3, or low = 1)	Ease of Removal (Rating values: 1 to 5, higher value means easier to remove)	Flaking/ Crumbling (Rating values: 1to 5, higher value means more likely to flake/crumble)	PCBs Removed by Other Waste Program? (Ratingvalues: not removed by other = 5, or removed = 1)	Prioritization Score
Caulking (sealant, plaster)	Caulk/sealant/tape/glue		0.001	752,000	5	5	5	3	5	5	4.67
Thermal insulation	Insulation			73,000	5	5	5	4	4	5	4.67
Fiberglass insulation	Insulation			39,158	5	4	5	4	4	5	4.50
Adhesives/mastic	Caulk/sealant/tape/glue			3,100	5	3	5	3	5	5	4.33
Rubber gaskets	Gaskets/Rubber			84,000	5	5	3	3	4	5	4.17
Wool felt gaskets	Gaskets/Rubber			688,498	5	5	3	3	4	5	4.17
Cloth/paper insulating material	Insulation			12,000	5	4	3	4	4	5	4.17
Foam rubber insulation	Insulation			13,100	5	4	3	4	4	5	4.17
Ceiling tiles coated w/flame resistant sealant	Internal nonstructural surface		53	110,000	5	5	5	3	2	5	4.17
Backer rod	Caulk/sealant/tape/glue			99,000	1	5	5	3	5	5	4.00
Roofing/siding material	External nonstructural surface		0	30,000	5	4	5	3	2	5	4.00
Paint (complete removal)	Paint/pigment/coatings		0.001	97,000	5	5	5	1	3	5	4.00
Insulating materials in electric cable	Electrical		0	280,000	5	5	3	4	1	5	3.83
Adhesive tape	Caulk/sealant/tape/glue			1,400	5	3	1	3	5	5	3.67
Surface coating	Paint/pigment/coatings			255	5	3	5	1	3	5	3.67
Coal-tar enamel coatings	Paint/pigment/coatings			1,264	5	3	5	1	3	5	3.67
Grout	Caulk/sealant/tape/glue			9,100	5	4	1	2	5	5	3.67
Cove base	Internal nonstructural surface			170	5	3	3	4	2	5	3.67
Plastics/plasticizers	Electrical			13,000	5	4	3	3	1	5	3.50
GE silicones	Caulk/sealant/tape/glue	<1.9	0	1.8	5	1	3	2	5	5	3.50
Glazing	Caulk/sealant/tape/glue	Up to 100% liquid PCBs		51	5	2	3	3	3	5	3.50
Flooring and floor wax/sealant	Internal nonstructural surface	Maximum likely >50		51	5	2	3	3	2	5	3.33
Light ballast	Light ballasts	Minimum likely <50	49	1,200,000	5	5	3	5	1	1	3.33
Anti-fouling compounds	Paint/pigment/coatings			59,000	5	4	1	1	3	5	3.17
Polyurethane foam (furniture)	Caulk/sealant/tape/glue			50	5	2	1	5	5	1	3.17
Askarel fluid/cutting oils/hydraulic fluid	Oils/dielectric fluids			450,000	5	5	1	5	2	1	3.17
Fire retardant coatings	Paint/pigment/coatings			59,000	5	4	1	1	3	5	3.17
Waterproofing compounds	Paint/pigment/coatings			59,000	5	4	1	1	3	5	3.17
Electrical wiring	Electrical			14	5	1	3	4	1	5	3.17
Concrete	Concrete/stone	2.5	0.001	17,000	1	4	3	1	4	5	3.00
Foam rubber	Gaskets/Rubber			1,092	1	3	1	3	4	5	2.83
Soil/sediment/sand	Soil/dust	0.15	0.001	581	1	3	1	2	5	5	2.83
Brick/mortar/cinder block	Concrete/stone			1,100	1	3	3	1	4	5	2.83
Wood	Wood			380	1	3	3	3	2	5	2.83
Door frame	Internal nonstructural surface			102	1	2	3	4	2	5	2.83
Metals surfaces in contact with caulk/sealant	Metal surfaces	448	51	448	1	3	1	2	4	5	2.67

Appendix A - PCBs Building Materials Prioritization

Material	Material Class	Median/Average/Single Reported Concentration (ppm)	Minimum (ppm)	Maximum (ppm)	PCBs Source Material? (Rating values: source = 5, or not source = 1)	Concentration (Rating values: 1 to 5, higher value means higher concentration)	Prevalence of PCBs Containing Material in Buildings (Rating values: high = 5, medium = 3, or low = 1)	Ease of Removal (Rating values: 1 to 5, higher value means easier to remove)	Flaking/ Crumbling (Rating values: 1to 5, higher value means more likely to flake/crumble)	PCBs Removed by Other Waste Program? (Ratingvalues: not removed by other = 5, or removed = 1)	Prioritization Score
Asphalt	Concrete/stone			140	1	2	1	2	4	5	2.50
Carpet	Internal nonstructural surface		0.46	9.7	1	1	1	5	2	5	2.50
Stone (granite, limestone, marble, etc.)	Concrete/stone			130	1	2	1	1	4	5	2.33
Air handling system	Air system		0.46	9.7	1	1	1	3	1	5	2.00

APPENDIX B

Priority Building

Materials Photographic

Log

Appendix B

Priority Building Materials to be Tested for PCBs

Photograph 1

Window Caulking:

Damaged
caulking around
a window.



Photograph 2

Window Caulking:

Worn and
potentially
friable caulking
around a
window.



Appendix B

Priority Building Materials to be Tested for PCBs

Photograph 3

Door Frame Caulking:

Damaged, friable caulking on an interior door frame.



Photograph 4

Floor and Expansion Joint Caulking:

Joint compound between flooring segments.



Appendix B

Priority Building Materials to be Tested for PCBs

Photograph 5

Thermal Insulation:

Foam insulation material in an attic.



Photograph 6

Thermal Insulation:

Damaged floor foam insulation.



Appendix B

Priority Building Materials to be Tested for PCBs

Photograph 7

Thermal Insulation:

Damaged pipe
foam insulation.



Photograph 8

Thermal Insulation:

Exposed/damaged
pipe insulation.



Appendix B

Priority Building Materials to be Tested for PCBs

Photograph 9

Thermal Insulation:

**Damaged
pipe
insulation.**



Photograph 10

Thermal Insulation:

**Exposed
pipe
insulation.**



Appendix B

Priority Building Materials to be Tested for PCBs

Photograph 11

Adhesive / Mastic:

**Friable adhesive
on a cement
surface.**



Photograph 12

Adhesive / Mastic:

**Adhesive
beneath a carpet.**



Appendix B

Priority Building Materials to be Tested for PCBs

Photograph 13

Adhesive / Mastic:

Adhesive remnants
on flooring.



Photograph 14

Adhesive / Mastic:

Exposed adhesive
on roofing.



Appendix B

Priority Building Materials to be Tested for PCBs

Photograph 15

**Rubber
Window
Seal/Gasket:**

Grey rubber window seal/gasket in a wood type frame.



Photograph 16

**Rubber
Window
Seal/Gasket:**

Off white rubber window seal/gasket in an aluminum type frame.





**OFFICE OF THE CITY MANAGER/EXECUTIVE DIRECTOR
65 Civic Avenue
Pittsburg, CA 94565**

TO: Mayor and Council Members

FROM: Garrett Evans, City Manager

SUBJECT: Adoption of a City Council Resolution to Grant Property Owner at 218 Pelican Loop a Docking Easement

MEETING DATE: March 18, 2019

EXECUTIVE SUMMARY

On February 23, 1988, Ridgeview Builders filed Subdivision Map 6785, creating 96 single family lots, including docking easements for all parcels except for three lots. The current property owner of one of the three lots requested a docking easement from the City for personal use.

FISCAL IMPACT

There is no fiscal impact with the grant of easement. The dock area and surrounding sloped area are maintained by the property owner and the homeowner's association for the Marina Park subdivision.

RECOMMENDATION

City Council adopt the attached resolution authorizing the City Engineer to execute an easement deed to convey the docking easement to the current property owner.

BACKGROUND

On December 7, 1987, the City Council approved Resolution 87-7245 approving the final map, improvement plans, and subdivision improvement agreement for Subdivision 6785 Marina Park Unit 1. On March 15, 1989 the engineer of record filed a certificate of correction to provide a docking easement previously omitted, for lots 50 and 51 of subdivision 6785, but did not to include a docking easement for lot 52, currently addressed as 218 Pelican Loop.

SUBCOMMITTEE FINDINGS

This item was not presented to a subcommittee.

STAFF ANALYSIS

The property owner of lot 52, addressed as 218 Pelican Loop has asked for a docking easement for their personal use. The requested dock easement is 2,072 square feet, which extends approximately 50 feet from the edge of the existing slope and rip rap maintenance easement dedicated to the homeowner's association. The property owner will maintain the floating dock system, and the homeowner's association will continue to maintain the rip rap area and surrounding waterway in accordance with the subdivision's covenants, conditions, and restrictions.

ATTACHMENTS: Resolution
 Grant of Easement Deed

Report Prepared By: Jolan Longway, Clean Water Program Coordinator

BEFORE THE CITY COUNCIL OF THE CITY OF PITTSBURG

In the Matter of:

Adoption of a City Council Resolution)
Granting Property Owner at 218)
Pelican Loop a Docking Easement)

RESOLUTION NO. 19-

The Pittsburgh City Council DOES RESOLVE as follows:

WHEREAS, on December 7, 1987 the City Council approved Resolution 87-7245 approving the final map, improvement plans, and subdivision improvement agreement for Subdivision 6785 Marina Park Unit 1; and

WHEREAS, on March 15, 1989 the engineer of record filed a certificate of correction to provide a docking easement previously omitted, for lots 50 and 51 of Subdivision 6785, but did not include a docking easement for lot 52, currently addressed as 218 Pelican Loop; and

WHEREAS, the current property owner for lot 52, addressed as 218 Pelican Loop requested that the City grant them a 2,017 square foot docking easement.

NOW, THEREFORE, the City Council finds and determines as follows:

Section 1. The above recitals are true and correct and are incorporated herein.

Section 2. The City Council consents to the grant of easement to the property owner of lot 52, 218 Pelican Loop.

Section 3. The City Engineer is authorized to execute an Easement Deed on behalf of the City.

Section 4. This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED by the City Council of the City of Pittsburgh at a regular meeting on the 18th day of March 2019 by the following vote:

AYES:

NOES:

ABSTAINED:

ABSENT:

Juan Antonio Banales, Mayor

ATTEST:

Alice E. Evenson, City Clerk

RECORDING REQUESTED BY

WHEN RECORDED RETURN DEED
AND MAIL TAX STATEMENTS TO:

Jean M. Foglizzo and Theresa Foglizzo
Trustees of the Foglizzo Family Trust
296 Payne Avenue
Brentwood, CA 94513

SPACE ABOVE THIS LINE FOR RECORDER'S USE

Grant of Easement

DOCUMENT TRANSFER TAX TO BE BY SEPARATE STATEMENT PURSUANT TO CALIFORNIA REVENUE AND TAXATION CODE SECTION 11932

Property Address: 218 Pelican Loop
Pittsburg, CA 94565

FOR A VALUABLE CONSIDERATION, receipt of which is hereby acknowledged, the **CITY OF PITTSBURG**, a municipal corporation hereby ("**GRANTOR**"), **GRANTS** to **JEAN M. FOGLIZZO AND THERESA FOGLIZZO**, Trustees of the Foglizzo Family Trust created on September 11, 2013, ("**GRANTEE**"), for the benefit of Lot 52 as said lot is shown on that certain map entitled "Amendment to Subdivision 6785, Marina Park Unit 1", filed August 2, 1988, in Book 323 of Maps at Pages 47 through 56, inclusive (323 M 47), in the Office of the Recorder of Contra Costa County, State of California, the following described exclusive easement for docking purposes:

SITUATE in the City of Pittsburg, County of Contra Costa, State of California, and described as follows:

An exclusive easement, appurtenant to said Lot 52, for the purposes, and subject to those limitations, described as follows:

An exclusive easement for the purposes of installing, maintaining, repairing, replacing and using gangways, pilings, headwalks, docks and related improvements, and the berthing of boats, in, over and across that portion of Parcel 'A' as said parcel is shown on said map entitled "Amendment to Subdivision 6785, Marina Park Unit 1" (323 M 47), said easement being described in Exhibit "A" attached hereto and made a part hereof by this reference.

The interest granted by said easement is to run with the land.

GRANTOR:

CITY OF PITTSBURG,
a municipal corporation

Date: _____

Printed Name: _____

Title: _____

ACKNOWLEDGMENT:

A notary public or other officer completing this certificate verifies on the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

STATE OF _____)
) S.S.
COUNTY OF _____)

On _____, 2019, before me, _____, a Notary Public, personally appeared _____ who proved to me on the basis of satisfactory evidence to be the persons(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies) and by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature _____

Name (typed or printed), Notary Public in
and for said County and State

(seal)



January 9, 2019
BKF Job No. 20190012-50

EXHIBIT "A"
EASEMENT DESCRIPTION
DOCKING EASEMENT

The land referred to herein below is situate in the City of Pittsburg, County of Contra Costa, State of California, and is described as follows:

BEING a portion of Parcel 'A' as said parcel is shown on that certain map entitled "Amendment to Subdivision 6785, Marina Park Unit 1", filed August 2, 1988, in Book 323 of Maps at Pages 47 through 56, inclusive (323 M 47), in the Office of the Recorder of Contra Costa County, said portion being more particularly described as follows:

BEGINNING at the most northerly corner of Lot 52 as said lot is shown on said map (323 M 47) on the northwesterly line thereof, said corner being also a point on a curve, concave southeasterly, having a radius of 160.00 feet, from which the center bears South 59°47'36" East; **THENCE** southwesterly along said northwesterly line and said curve through a central angle of 13°45'36", an arc distance of 38.43 feet to the northeasterly line of a Docking Easement designated as "D.E. 50/51" as said easement is shown in the Certificate of Correction recorded March 15, 1989, in Book 14938 at Page 113 (14938 O.R. 113), Contra Costa County Records; **THENCE** leaving said northwesterly line along said northeasterly line of said Docking Easement (14938 O.R. 113) North 68°23'17" West 50.20 feet; **THENCE** leaving the last said line North 24°00'13" East 45.83 feet; **THENCE** South 59°47'36" East 50.00 feet to the **POINT OF BEGINNING**.

Containing an area of 2,071 square feet, more or less.

A plat showing the above described easement is attached hereto and made a part hereof as Exhibit "B".

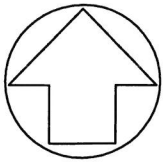
This description has been prepared from record data for BKF Engineers by me, or under my direction, in conformance with the requirements of the Professional Land Surveyors' Act.

By: 
Barry T. Williams, P.L.S. No. 6711

Dated: 2-20-19



K:\2019\190012_Pelican-Loop\DOCS\Legal Descriptions\PL-DOCK-ESMT-DESC.doc



GRAPHIC SCALE



CITY OF PITTSBURG
PARCEL 'A'
MARINA PARK
UNIT 1
323 M 47

PARCEL 'T'
SUBD 7447
MARINA PARK
UNIT 5
352 M 10

DOCKING
EASEMENT
2,071 SF±

POINT OF
BEGINNING

$\Delta = 13^{\circ}45'36''$
 $R = 160.00'$
 $L = 38.43'$

6' SLOPE &
RIP RAP
MAINTENANCE
EASEMENT
323 M 47

LOT 52
SUBD 6785
MARINA PARK
UNIT 1
323 M 47

DOCKING
EASEMENT
14938 O.R. 113

LOT 51
SUBD 6785
MARINA PARK
UNIT 1
323 M 47

LOT 50
SUBD 6785
MARINA PARK
UNIT 1
323 M 47

DOCKING
EASEMENT
323 M 47

LOT 49
323 M 47

EXHIBIT "B"
CITY OF PITTSBURG
CONTRA COSTA COUNTY
CALIFORNIA

**CITY OF PITTSBURG
CITY COUNCIL/AGENCY CONCURRENT MEETING MINUTES**

DATE: February 25, 2019

LOCATION: Council Chamber, City Hall, 65 Civic Avenue, Pittsburg, CA 94565

CITY COUNCIL/AGENCY MEMBERS

Juan Antonio Banales, Mayor/Chair
Jelani Killings, Vice-Mayor/Chair Council/Agency Member
Marilyn Craft, Council/Agency Member
Holland Barrett White, Council/Agency Member
Shanelle Scales-Preston, Council/Agency Member
S.L. Floyd, Agency Member
Annie Hill Herring, Agency Member

APPOINTED OFFICIALS

Garrett Evans, City Manager/Executive Director
Donna Mooney, City Attorney/Legal Counsel
Alice E. Evenson, City Clerk/Agency Secretary (elected)
Nancy Parent, City Treasurer (elected)

ROLL CALL

Member Craft was absent and excused.

Mayor Banales called the meeting of the City Council to order at 5:15 P.M. in the City Council Chamber at City Hall, 65 Civic Avenue, Pittsburg, CA for the following Closed Session:

1. CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION FOR THE CITY OF PITTSBURG; Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Section 54956.9:

One (1) Case

Prior to Closed Session, City Attorney Mooney made the following statement:

“The Brown Act requires that when meeting to discuss significant exposure to litigation, when the facts and circumstances that might result in litigation against the agency are known to a potential plaintiff, the facts and circumstances shall be publicly stated on the agenda or announced (Gov’t Code Section 54956.9(e)(2). Consistent with that, the announcement is: In connection with a development application for affordable housing at 901 Los Medanos Street and parking at 295 E. 10th Street, which seeks ministerial approval and on a deadline as specified by state law known as SB35, the applicant partner Related California LLC has indicated that litigation may ensue should the City find the application does not meet the requirements of SB 35.”

Mayor Banales stated there was no reportable action taken in Closed Session.

ADJOURNMENT

The City Council meeting was adjourned at 6:02 P.M.

Respectfully submitted,

Alice E. Evenson, City Clerk

**CITY OF PITTSBURG
CITY COUNCIL/AGENCY CONCURRENT MEETING MINUTES**

DATE: March 4, 2019

LOCATION: Council Chamber, City Hall, 65 Civic Avenue, Pittsburg, CA 94565

CITY COUNCIL/AGENCY MEMBERS

Juan Antonio Banales, Mayor/Chair
Jelani Killings, Vice-Mayor/Chair Council/Agency Member
Marilyn Craft, Council/Agency Member
Holland Barrett White, Council/Agency Member
Shanelle Scales-Preston, Council/Agency Member
S.L. Floyd, Agency Member
Annie Hill Herring, Agency Member

APPOINTED OFFICIALS

Garrett Evans, City Manager/Executive Director
Donna Mooney, City Attorney/Legal Counsel
Alice E. Evenson, City Clerk/Agency Secretary (elected)
Nancy Parent, City Treasurer (elected)

Mayor Banales called the meeting of the City Council to order at 7:00 P.M. in the City Council Chamber at City Hall, 65 Civic Avenue, Pittsburg, CA after convening at 5:00 P.M. continuation of the February 19, 2019 Goals Session for the following departments:

Human Resources
City Attorney
Police Department

ROLL CALL

All Members were present.

PLEDGE OF ALLEGIANCE

Chief Addington led the Pledge of Allegiance.

CITIZENS REMARKS

Willadean Wong, Pittsburg, stated homeless persons started a fire which burned her house down and she lost everything. She stated another house in the same area that was empty also burned down. She asked for help with the homeless issue.

Azell Vickers, Antioch, President of New Hope Transitional Housing Inc. asked for assistance in leasing a building to start transitional housing for the homeless.

Lawanda Johnson, Pittsburg, stated she received a vehicle citation while parked at a fire hydrant with was no red curb or signs. She asked for dismissal of the citation.

Mark Foley, newly elected BART Board of Director, introduced himself to the

Council.

Durie Foster, Pittsburg, spoke to the Council appointments to the Planning Commission. He outlined his idea of the basic requirements for appointment.

Willie Mims, Pittsburg, voiced concerned about the street maintenance and street naming in the Carpino corridor. He felt there was a lack of commitment by the City to that area's street maintenance and also stated that street naming should be a community effort, not done by the police department.

Siu Ling Kobata, Pittsburg, asked for help regarding a homeless encampment at Buchanan Park.

CITY MANAGER'S REMARKS

Assistant City Manager McKinley reported on upcoming events throughout the city.

CONSIDERATION

4. Adoption of City Council, Pittsburg Arts and Community Foundation, Pittsburg Power Company, Southwest Pittsburg GHAD II Resolutions to Authorize Necessary Budget Adjustments based on Year-End Projections

Willie Mims questioned the amount in the CalHome Loan grant and the cost of expenditures for the closed golf course.

On Motion by Vice Mayor Killings, seconded by Member Craft to adopt and carried unanimously.

CONFLICT OF INTEREST STATEMENT

Member Scales-Preston announced she would recuse herself from Consent Calendar Items 10 and 11 due to her employer.

COMBINED CITY COUNCIL, PITTSBURG ARTS AND COMMUNITY FOUNDATION, AND PITTSBURG POWER COMPANY CONSENT CALENDAR

On motion by Vice Mayor/Chair Killings, seconded by Member Craft to adopt the Consent Calendar and carried unanimously.

5. Minutes of February 19, 2019

6. Adoption of an Ordinance Amending Title 2 of the Pittsburg Municipal Code to Approve Adding Chapter 2.13 Relating to City Attorney

7. Adoption of a City Council Resolution to Amend the Master Pay Schedule as Required by California Public Employees' Retirement System

8. Adoption of a City Council Resolution Approving a Consultant Agreement for Design of Contract 2017-02, Stoneman Avenue Intersection Improvements Project

9. Request for Approval by Minute Order of Support for Pittsburg Unified School District's Pursuit of K12 Strong Workforce Program Grant Funding
10. Request for Approval by Minute Order of Support for H.R. 432 – Contra Costa Canal Transfer Act
11. Request for Approval by Minute Order of Support for H.R. 530 – The Accelerating Wireless Broadband Development by Empowering Local Communities Act of 2019
12. Adoption of a City Council Resolution Accepting Contract 2017-06, Downtown Sidewalk Replacement Project as Complete and Authorizing the City Engineer to File a Notice of Completion

COUNCIL MEMBER REPORTS/REMARKS

Member Scales-Preston attended a Martin Luther King Celebration, and the anniversary celebration of RotaCare at St. Vincent DePaul.

Member Craft attended Pittsburg High School's accreditation event and the Historical Society's celebration of Merrill's Marauders who shipped out from Camp Stoneman during World War II. She noted there is a committee meeting tomorrow evening to discuss the Camp Stoneman anniversary events in August. She also attended the Women In Local Politics And Community event at the Pittsburg Museum yesterday with panelists Curlie Jackson, Nancy Parent and Shanelle Scales-Preston.

Member Killings attended the economic development subcommittee, the Cease Fire gathering and the 2x2 subcommittee meeting with Pittsburg Unified School District Board Members and Member White. He also attended the Read Across America event at Highlands Elementary, the Chamber of Commerce Board Installation and Awards Ceremony and the finance subcommittee meeting.

Mayor Banales noted that this meeting will be closed in memory of Betty Connor.

ADJOURNMENT

The City Council meeting was adjourned at 8:11 P.M. to March 18, 2019, *in memory of Betty Connor*.

Respectfully submitted,

Alice E. Evenson, City Clerk



**OFFICE OF THE CITY MANAGER/EXECUTIVE DIRECTOR
65 Civic Avenue
Pittsburg, CA 94565**

TO: Mayor and Council Members

FROM: Garrett Evans, City Manager

SUBJECT: Adoption of City Council Resolution Amending the Contract for Janitorial Services with Impec Group

MEETING DATE: March 18, 2019

EXECUTIVE SUMMARY

The existing Contract for Janitorial Services with the Impec Group (Impec) expired February 28, 2019. Staff is requesting an amendment that will extend the existing contract for two years with the same annual compensation.

FISCAL IMPACT

The Contract for Janitorial Services with Impec is funded in the Buildings Maintenance Operations Account.

RECOMMENDATION

City Council adopt the attached Resolution and amend the Contract for Janitorial Services with Impec; to extend the contract for two years and change the total compensation to \$389,246.61 (\$129,748.87 annually); and authorize the City Manager to approve any additional services not to exceed \$12,500 annually for unforeseen or additional Janitorial Services.

BACKGROUND

The City seeks proposals for Janitorial Services every two or three years to ensure costs are competitive and quality of service meet expectations. Impec has been selected the last three proposal periods because of their competitive pricing and quality of service.

On March 1, 2018, the City and Impec entered into an annual contract for Janitorial Services for 4 City buildings (City Hall, Library, Senior Center and the Housing Authority) with the possibility of at a minimum, one year extension. The City continues to be pleased with the service Impec provides and would like to extend the current contract until February 28, 2021.

SUBCOMMITTEE FINDINGS

This item was not brought to a subcommittee for review.

STAFF ANALYSIS

Staff is seeking to amend the existing Contract for Janitorial Services by extending the service term by two years. Pursuant to Section II B of the March 1, 2018 Contract for Janitorial Services, the term may be extended by a minimum of at least one year. Due to the performance and competitive nature of the janitorial services provided, staff strongly recommends the continuation of the Contract for Janitorial Services.

ATTACHMENTS:

- Staff Report
- Resolution
- Amended Contract
- Original Contract

Report Prepared By: Hilario Mata, Assistant Director of Public Works

BEFORE THE CITY COUNCIL OF THE CITY OF PITTSBURG

In the Matter Of:

Adoption of City Council Resolution)
Amending the Contract for Janitorial)
Services with Impec Group)

RESOLUTION NO. 19 - _____

The Pittsburgh City Council DOES RESOLVE as follows:

WHEREAS, the Public Works Department is responsible for the care and maintenance of all City buildings; and,

WHEREAS, the City of Pittsburgh entered into an annual Contract for Janitorial Services with Impec Group (Impec), March 1, 2018, and

WHEREAS the total compensation annually for the Contract for Janitorial Services is \$129,748.87, with the option to extend for at least one year; and

WHEREAS, the City would like to extend the existing contract an additional two years until February 28, 2021 with no change to the annual compensation; and

WHEREAS, additional Janitorial Services can also be requested and authorized by the City Manager.

NOW, THEREFORE, the City Council finds and determines as follows:

Section 1. Findings

- A. The recitals set forth above are true and correct statements and are hereby incorporated.
- B. The Contract for Janitorial Services is hereby amended by extending the contract until February 28, 2021 with a total compensation not to exceed \$389,246.61, without written approval by City Manager.
- C. The City Manager has the authority to approve up to \$12,500 annually in additional work if required or requested by the Public Works Department.

Section 2. Authorization

- A. The Finance Director is hereby authorized and directed to execute the purchase order on behalf of the City of Pittsburgh.
- B. The City Manager is hereby authorized and directed to execute contract documents on behalf of the City of Pittsburgh.

Section 3. Effective Date

This Resolution shall be effective upon adoption.

PASSED AND ADOPTED by the City Council of the City of Pittsburgh at a regular meeting on the 18th day of March 2019, by the following vote:

AYES:

NOES:

ABSTAINED:

ABSENT:

Juan Antonio Banales, Mayor

ATTEST:

Alice E. Evenson, City Clerk

**FIRST AMENDMENT TO THE CONTRACT FOR JANITORIAL SERVICES
BETWEEN THE CITY OF PITTSBURG AND IMPEC GROUP**

This First Amendment to the CONTRACT for JANITORIAL SERVICES ("First Amendment") is made on this 1st day of March, 2019, ("First Amendment Effective Date") by and between the City of Pittsburgh ("City") and Impec Group ("Service Provider") (together referred to as the "Parties"), with respect to the matters hereinafter stated.

RECITALS

WHEREAS, on March 1, 2018, the City and the Service Provider entered into a Contract for Janitorial Services in the amount of \$129,748.87, for a period of one year; and

WHEREAS, the City seeks to amend the existing contract to extend an additional two years and revise the total compensation.

NOW THEREFORE, the City and the Service Provider, for the consideration hereinafter named, agree as follows:

1. The recitals to this First Amendment are by this reference incorporated herein as though set out in full.
2. Paragraph B of Section II, "TIME OF PERFORMANCE", of the Agreement is hereby amended to read as follows:
 - B. The Agreement shall expire February 28, 2021 with no extension.
3. Paragraph A of Section III, "COMPENSATION", of the Agreement is hereby amended to read as follows:
 - A. "The Service Provider shall be paid for the actual fees, costs, and expenses for all time and materials required and expended, pursuant to the schedule of rates incorporated herein as Exhibit "A" but in no event shall total compensation exceed \$389,246.61 (Three Hundred Eighty Nine Thousand Two Hundred Forty Six dollars and Sixty One Cents), without approval of the City Manager. The City Manager is authorized to approve an additional \$12,500 annually for additional services or unforeseen costs if required."
4. Exhibit A of the Agreement is hereby amended to add this First Amendment.
5. Except as otherwise expressly amended or modified herein, the terms and conditions of the Agreement shall remain in full force and effect. Should the validity of this First Amendment be called in question in litigation or otherwise and determined to be invalid for any reason, such determination shall in no way affect the validity of the Agreement which shall remain in full force and effect in accordance with its original terms.

IN WITNESS WHEREOF, the parties hereto have executed the First Amendment to the Agreement effective on the day and year first identified above.

CITY OF PITTSBURG:

By: _____

Garrett Evans, City Manager

CONSULTANT:

By: _____

Name:

Title:

APPROVED AS TO FORM:

By: _____

Donna Mooney, City Attorney

ATTEST:

By: _____

Alice E. Evenson, City Clerk

CONTRACT FOR JANITORIAL SERVICES

THIS CONTRACT is made on March 1, 2018, between the City of Pittsburg ("the City"), and Impec Group ("Service Provider").

WITNESSETH:

WHEREAS, the City proposes to contract for Janitorial Services; and

WHEREAS, the Service Provider has presented a proposal for such services to the City, (attached hereto and incorporated herein as Exhibit A) and is duly licensed, qualified and experienced to perform those services;

NOW, THEREFORE, the parties hereto mutually agree as follows:

I. SCOPE OF SERVICES:

A. The Service Provider shall do all work, attend all meetings, produce all reports and carry out all activities necessary to completion of the services described in the Work Program, attached hereto and incorporated herein by this reference as Exhibit "A". This Contract and its exhibits shall be known as the "Contract Documents." Terms set forth in any Contract Document shall be deemed to be incorporated in all Contract Documents as if set forth in full therein. In the event of conflict between terms contained in these Contract Documents, the more specific term shall control. If any portion of the Contract Documents shall be in conflict with any other portion, provisions contained in the Contract shall govern over conflicting provisions contained in the exhibits to the Contract.

B. Service Provider enters into this Contract as an independent contractor and not as an employee of the City. Service Provider shall have no power or authority by this Contract to bind the City in any respect. Nothing in this Contract shall be construed to be inconsistent with this relationship or status. All employees, agents, contractors or subcontractors hired or retained by Service Provider are employees, agents, contractors or subcontractors of Service Provider and not of the City. The City shall not be obligated in any way to pay any wage claims or other claims made against Service Provider by any such employees, agents, contractors or subcontractors, or any other person resulting from performance of this Contract.

C. Service Provider agrees it has satisfied itself by its own investigation and research regarding the conditions affecting the work to be done and labor and materials needed, and that its decision to execute this Contract is based on such independent investigation and research.

II. TIME OF PERFORMANCE:

The following time schedule shall be followed:

A. The services of the Service Provider to commence upon execution of this Contract by, and receipt of written notice to proceed from, City, and shall be undertaken

and completed in a prompt and timely manner, in accordance with the Schedule of Performance attached hereto and incorporated herein by this reference as Exhibit "A" .

The following time schedule shall be followed:

B. The City Manager or his or her designee may, by written instrument signed by the Parties, extend the duration of this Contract for an additional period not to exceed the lesser of one year or the original term of this Contract, provided that the extension does not require the payment of compensation in excess of the maximum compensation set forth in Section III, Compensation.

III. COMPENSATION:

A. The Service Provider shall be paid for the actual fees, costs and expenses for all time and materials required and expended, pursuant to the schedule of rates incorporated herein as Exhibit "A" but in no event shall total compensation exceed \$129,748.87 (One Hundred Twenty Nine Thousand Seven Hundred Forty Eight dollars and Eighty Seven cents), without City's prior written approval.

B. Said amount shall be paid upon submittal of a billing in accordance with the Payment Plan incorporated herein as Exhibit "A" showing completion of the tasks that month.

C. If work is halted at the request of the City, compensation shall be based upon the proportion that the work performed bears to the total work required by this Contract.

IV. TERMINATION:

This Contract may be terminated, without cause, at any time by the City upon thirty (30) days' written notice. Upon receipt of such notice, Service Provider shall cease all work under this Contract. In the event of any such termination, Service Provider shall be compensated as provided for in this Contract. Upon such termination, the City shall be entitled to all work, including but not limited to, appraisals, inventories, studies, analyses, drawings and data estimates performed to that date in accordance with Section VII hereof. The obligations of paragraph/section XV of this Contract relating to Service Provider's obligations to defend and indemnify the City shall survive any termination of this Contract.

Notwithstanding any provisions of this Contract, Service Provider shall not be relieved of liability to the City for damages sustained by the City by virtue of any breach of this Contract by Service Provider, and the City may withhold any payments due to Service Provider until such time as the exact amount of damages, if any, due the City from Service Provider is determined.

V. CHANGES:

The City may, from time to time, request changes in the scope of the services of Service Provider to be performed hereunder. Such changes, including any increase or decrease in the amount of Service Provider's compensation and/or changes in the schedule must be authorized in advance by the City in writing. Mutually agreed changes shall be incorporated in written amendments to this Contract, or the attached work program.

VI. EXTENSIONS OF TIME:

Service Provider may, for good cause, request extensions of time to perform the services required hereunder. Such extensions shall be authorized in advance by the City in writing and shall be incorporated in written amendments to this Contract or the attached work program.

VII. PROPERTY OF CITY:

It is mutually agreed that all materials prepared by Service Provider under this Contract shall become the property of the City, and Service Provider shall have no property right therein whatsoever. Immediately upon termination, the City shall be entitled to, and Service Provider shall deliver to the City, all data, drawings, specifications, reports, estimates, summaries and other such materials and commission as may have been prepared or accumulated to date by Service Provider in performing this Contract which is not Service Provider's privileged information, as defined by law, or Service Provider's personnel information.

VIII. COMPLIANCE WITH LOCAL LAW:

Service Provider shall comply with all applicable laws, ordinances, and codes of federal, state and local governments, and shall commit no trespass on any public or private property in performing any of the work authorized by this Contract.

IX. WARRANTY:

Service Provider agrees and represents that it is qualified to properly provide the services set forth in Exhibit "A" in a manner which is consistent with the generally accepted standards of Service Provider's profession. Service Provider further represents and agrees that it will perform said services in a legally adequate manner in conformance with applicable federal, state and local laws and guidelines.

X. SUBCONTRACTING:

Except as set forth in Exhibit "A" for work to be performed, no other services covered by this Contract shall be subcontracted without the prior written consent of the City, which will not be unreasonably withheld. Service Provider shall be as fully responsible to the City for the negligent acts and omissions of its contractors and subcontractors, and of persons either directly or indirectly employed by them, as it is for the negligent acts and omissions of persons directly employed by Service Provider.

XI. ASSIGNABILITY:

Service Provider shall not assign or transfer any interest in this Contract whether by assignment or novation, without the prior written consent of the City which will not be unreasonably withheld. However, claims for money due or to become due Service Provider from the City under this Contract may be assigned to a financial institution or to a trustee in bankruptcy, without such approval. Service Provider shall promptly furnish notice of any assignment or transfer, whether voluntary or involuntary, in writing to the City.

XII. INTEREST IN CONTRACT:

Service Provider covenants that neither it, nor any of its employees, agents, contractors, and subcontractors has any interest, nor shall they acquire any interest, direct or indirect, in the subject of the Contract, nor any other interest which would conflict in any manner or degree with the performance of its services hereunder.

Service Provider shall make all disclosures required by the City's conflict of interest code in accordance with the category designated by the City, unless the City Manager determines in writing that Service Provider's duties are more limited in scope than is warranted by the category designated by the City code and that a narrower disclosure category should apply. Service Provider also agrees to make disclosure in compliance with the City conflict of interest code if, at any time after the execution of this agreement, City determines and notifies Service Provider in writing that Service Provider's duties under this agreement warrant greater disclosure by Service Provider than was originally contemplated. Service Provider shall make disclosures in the time, place and manner set forth in the conflict of interest code and as directed by the City.

XIII. CONFIDENTIAL MATERIALS:

All of the materials prepared or assembled by Service Provider pursuant to performance of this Contract are confidential and Service Provider agrees that they shall not be made available to any individual or organization without the prior written approval of the City, except by court order.

XIV. LIABILITY OF SERVICE PROVIDER-NEGLIGENCE:

Service Provider shall be responsible for performing the work under this Contract in a manner which is consistent with the generally accepted standards of the Service Provider's profession and shall be liable for its own negligence and the negligent acts of its employees, agents, contractors and subcontractors. The City shall have no right of control over the manner in which the work is to be done but only as to its outcome, and shall not be charged with the responsibility of preventing risk to Service Provider or its employees, agents, contractors or subcontractors.

XV. INDEMNITY AND LITIGATION COSTS:

Service Provider shall indemnify, defend, and hold harmless the City, its officers, officials, agents, and employees from and against any and all claims, damages, demands, liability, costs, losses and expenses, including without limitation court costs and reasonable attorneys' fees arising out of or in connection with Service Provider's negligent performance of work hereunder or its negligent failure to comply with any of its obligations contained in the Contract Documents, except such loss or damage which was caused by the sole negligence, or willful misconduct of the City.

XVI. SERVICE PROVIDER TO PROVIDE INSURANCE:

A. Service Provider shall not commence any work before obtaining, and shall maintain in force at all times during the duration and performance of this Contract the policies of insurance specified in this Section. Such insurance must have the approval of

the City as to limit, form, and amount, and shall be placed with insurers with a current A.M. Best's rating of no less than A:VII.

B. Prior to execution of this agreement and prior to commencement of any work, the Service Provider shall furnish the City with original endorsements effecting coverage for all policies required by the Contract. The endorsements shall be signed by a person authorized by the insurer to bind coverage on its behalf. The endorsements are to be on forms acceptable to the City. At the City's discretion, the City may require complete, certified copies of all required insurance policies, including endorsements affecting the coverage required by this Section. If the City requests, the Service Provider will furnish one copy of each required policy to the City, and additional copies if requested in writing, certified by an authorized representative of the insurer. Approval of the insurance by the City shall not relieve or decrease any liability of Service Provider.

~~C.~~ In the case of the professional liability insurance required by this Section, the Service Provider's insurer will provide a complete, certified copy of the policy if so requested by the City.

D. In addition to any other remedy the City may have, if Service Provider fails to maintain the insurance coverage as required in this Section, the City may obtain such insurance coverage as is not being maintained, in form and amount substantially the same as is required herein, and the City may deduct the cost of such insurance from any amounts due or which may become due Service Provider under this Contract.

E. Each insurance policy required by this Contract shall be endorsed to state that coverage shall not be suspended, voided, canceled, terminated by either party, reduced in coverage or in limits except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to the City.

F. Any deductibles must be declared to, and approved by, the City.

G. The requirement as to types, limits, and the City's approval of insurance coverage to be maintained by Service Provider are not intended to, and shall not in any manner, limit or qualify the liabilities and obligations assumed by Service Provider under the Contract.

H. The Service Provider and its contractors and subcontractors shall, at their expense, maintain in effect at all times during the performance or work under the Contract not less than the following coverage and limits of insurance, which shall be maintained with insurers and under forms of policy satisfactory to the City. The maintenance by Service Provider and its contractors and subcontractors of the following coverage and limits of insurance is a material element of this Contract. The failure of Service Provider or of any of its contractors or subcontractors to maintain or renew coverage or to provide evidence of renewal may be treated by the City as a material breach of this Contract.

1. Workers' Compensation and Employer's Liability Insurance.

a. Workers' Compensation - Insurance to protect the Service Provider, its contractors and subcontractors from all claims under Worker's Compensation and Employer's Liability Acts, including Longshoremen's and Harbor Worker's Act ("Acts"), if applicable. Such coverage shall be maintained, in type and amount, in strict compliance

with all applicable state and federal statutes and regulations. The Service Provider shall execute a certificate in compliance with Labor Code Section 1861, on the form provided in the Contract Documents.

b. Claims Against City - If an injury occurs to any employee of the Service Provider for which the employee or his/her dependents, in the event of his/her death, may be entitled to compensation from the City under the provisions of said Acts, for which compensation is claimed from the City, there will be retained out of the sums due the Service Provider under this Contract, an amount sufficient to cover such compensation as fixed by said Acts, until such compensation is paid or it is determined that no compensation is due. If the City is required to pay such compensation, the amount so paid will be deducted and retained from such sums due, or to become due to the Service Provider.

2. Comprehensive General and Automobile Liability Insurance.

The insurance shall include, but shall not be limited to, protection against claims arising from death, bodily or personal injury, or damage to property resulting from actions, failures to act, or operations of the insured, or by its employees or agents, or by anyone directly or indirectly employed by the insured. The amount of insurance coverage shall not be less than \$1,000,000.00 or more per occurrence.

The comprehensive general and automobile liability insurance coverage shall also include, or be endorsed to include, the following:

a. Provision or endorsement naming the City and each of its officers, officials, employees, agents, and volunteers, as additional insureds in regards to: liability arising out of the performance of any work under the Contract; liability arising out of activities performed by or on behalf of the Service Provider; premises owned, occupied or used by the Service Provider; or automobiles owned, leased, hired or borrowed by the Service Provider. The coverage shall contain no special limitations on the scope of protection afforded to the City, its officers, officials, employees, agents, or volunteers.

b. Provision or endorsement stating that for any claims related to this project, the Service Provider's insurance coverage shall be primary insurance as respects the City, its officers, officials, employees, agents, and volunteers to the extent the City is an additional insured. Any insurance or self insurance maintained by the City, its officers, officials, employees, agents, or volunteers shall be in excess of the Service Provider's insurance and shall not contribute with it.

c. Provision or endorsement stating that any failure to comply with reporting or other provisions of the policies including breaches of representations shall not affect coverage provided to the City, its officers, officials, employees, agents, or volunteers.

d. Provision or endorsement stating that the Service Provider's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

e. Provision or endorsement stating that such insurance, subject to all of its other terms and conditions, applies to the liability assumed by the Service

Provider under the Contract, including, without limitation, that set forth in Section XV, Indemnity and Litigation Costs.

3. Professional Liability.

The Service Provider and its contractors and subcontractors shall secure and maintain in full force, during the term of this Contract professional liability insurance policies appropriate to the respective professions and the work to be performed as specified in this Contract. The limits of such professional liability insurance coverage shall not be less than \$1,000,000 or more per claim.

XVII. MISCELLANEOUS PROVISIONS:

A. The Service Provider shall designate a project manager who at all times shall represent the Service Provider before the City on all matters relating to this Contract. The project manager shall continue in such capacity unless and until he or she is removed at the request of the City, is no longer employed by Service Provider, or replaced with the written approval of the City, which approval shall not be unreasonably withheld.

B. The Service Provider shall keep itself fully informed of, shall observe and comply with, and shall cause any and all persons, firms or corporations employed by it or under its control to observe and comply with, applicable federal, state, county and municipal laws, ordinances, regulations, orders and decrees which in any manner affect those engaged or employed on the work described by this Contract or the materials used or which in any way affect the conduct of the work.

C. Service Provider shall not engage in unlawful employment discrimination. Such unlawful employment discrimination includes, but is not limited to, employment discrimination based upon a person's race, religious creed, color, national origin, ancestry, physical handicap, medical condition, marital status, gender, citizenship or sexual orientation.

D. The Service Provider shall maintain and make available for inspection by the City and its auditors accurate records of all of its costs, disbursements and receipts with respect to any work under this Contract. Such inspections may be made during regular office hours at any time until six (6) months after the final payments under this Contract are made to the Service Provider.

E. This Contract constitutes the entire agreement between the parties relative to the services specified herein and no modification hereof shall be effective unless and until such modification is evidenced by a writing signed by both parties to this Contract. There are no understandings, agreements, conditions, representations, warranties or promises, with respect to this Contract, except those contained in or referred to in the writing.

F. All notices that are required to be given by one party to the other under this Contract shall be in writing and shall be deemed to have been given if delivered personally or enclosed in a properly addressed envelope and deposited in a United States Post Office for delivery by registered or certified mail addressed to the parties at the following addresses:

City:

City of Pittsburg
65 Civic Avenue
Pittsburg, CA 94565
ATTN: Hilario J. Mata, Asst. Director of Public Works

Service Provider:

Impec Group
3350 Scott Blvd, Building #8
Santa Clara, CA 95054

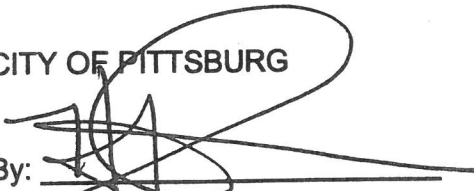
G. This Contract shall be interpreted and governed by the laws of the State of California.

H. Any action arising out of this Contract shall be brought in Contra Costa County, California, regardless of where else venue may lie.

I. In any action brought by either party to enforce the terms of this Contract, the prevailing party shall be entitled to recover its reasonable attorney's fees.

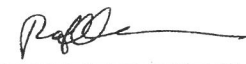
Executed the day and year first above written, by the parties as follows.

CITY OF PITTSBURG

By: 

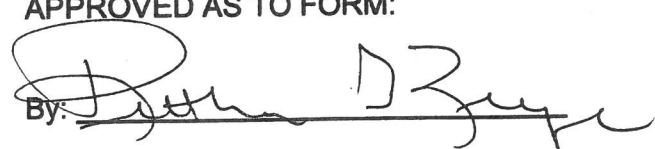
Title: Asst. Dir. of Public Works

SERVICE PROVIDER

By: Raffy Espiritu 

Title: CEO and President

APPROVED AS TO FORM:

By: 

Title: City Attorney

ATTEST:

By: Alice E. Geronzo

Title: City Clerk

EXHIBIT A



PROPOSAL Janitorial Service for City of Pittsburgh January 29, 2018

Impec Group
3350 Scott Blvd.
Bldg. 8
Santa Clara, CA 95054

Tel: 408-330-9350
Fax: 408-330-9356
www.impecgroup.com

Sunny Tian, Contract Administrator
408-330-9350,
stian@impecgroup.com

Client's Contact Information

Name of Contact:	Bryan Ballardo bballardo@ci.pittsburg.ca.us City of Pittsburg, Public Works Dept. 65 Civic Avenue Pittsburg, CA 94565
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© Impec Group
3350 Scott Boulevard, Building #8
Santa Clara, California 95054
Telephone: 408-330-9350
Fax: 408-330-9356
www.impecgroup.com

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Impec Group
3350 Scott Blvd. Santa Clara, CA 95054
P: 408-330-9350
F: 408-330-9356
E: info@impecgroup.com

Cover Letter

Dear Bryan,

Impec Group is pleased to submit this proposal for custodial services for the City of Pittsburg.

Being the incumbent, we affirm our continued commitment to provide high quality professional services to the City.

Please take note that with the increased cost of living and cost of labor, benefits, supplies and overhead support, we will upgrade the wages of the employees to keep them motivated in staying in this account.

Our Account Manager for this account will continue to be Joe Cigolini, while our contract Administrator will be Sunny Tian.

We are prepared any questions or concerns that you may have about this proposal.

I affirm that we have read, understood and will comply with all the terms and conditions set forth in these contract documents.

I am signatory to this proposal as CEO and President of Impec Group and my full contact information is found below.

Sincerely,


Raffy Espiritu

CEO and President of Impec Group

3350 Scott Blvd Bldg. 8, Santa Clara, CA 95054

Email: respirtu@impecgroup.com

Phone: 408-330-9350

Fax: 408-330-9356

II. Executive Summary

Our commitment to quality supported by 27 years of experience servicing the custodial needs of multiple Cities in the South Bay and the county of Contra Costa, we have the technical and proven record of performance that makes Impec Group a perfect for the City of Pittsburg.

With over 300 employees under our direct payroll and the solid financial foundation of Impec Group, we have adequate resources, equipment and ability to service the needs of the City.

A. Company Qualifications

Impec Group is a full-service city services firm with a solid track record of providing janitorial services to government and the private sector spanning 27 years. We employ 300 direct employees servicing our accounts in the Greater Bay Area and surrounding jurisdictions. We are located at the heart of Silicon Valley with HQ in Santa Clara with a building that we own. We have site managers in major accounts that we have in ServiceNow, Atlassian, Fujitsu, the City of Walnut Creek, Mills College in Oakland, BART Rapid Transit in Oakland and San Francisco, City of Pittsburg, City of Cupertino and the City of Santa Cruz. In all of these sites, our team has delivered similar superior services. We will self-perform all the services and will not be using any subcontractor.

Impec Group is a green certified company.

Our company culture is summarized below:

- *Customer centric*: act in clients' best interest
- *Performance driven*: act with quality and efficiency in mind
- *Team focused*: act as one
- *Effective communication*: act quickly and communicate clearly
- *Pro-active*: act decisively without waiting to be told per agreed upon procedures

Impec's philosophy on account management is to treat our clients as an active partnership and to provide "the three I's":

- *Integration*: provide integrated solutions to streamline operations and enhance efficiency.
- *Innovation*: create innovative solutions to build environment needs.
- *Integrity*: provide everything possible to maintain 100% customer satisfaction.

B. Financial Qualifications

Impec Group has been in business for 27 years with a very solid financial position. We have an excellent record as reported through Dun and Bradstreet.

C. Technical Ability and Specialized Expertise

Having services multiple City contracts as shown above, Impec Group has the expertise in managing City contracts. Every City that we have serviced is a reference account and we urge the City to contact each one of them for validation of this claim.

D. Experience

Impec Group has strong presence in comparable contract work with similar scope. The following accounts are listed for reference.

- City of Walnut Creek
- City of Cupertino
- City of Santa Cruz
- City of Los Altos
- Town of Moraga
- BART Rapid Transport

With our more than two decades of experience servicing similar contracts, we are more than capable of meeting the city's schedule, SOW and other requested services.

E. Impec's Advantage

Experience matters when servicing an Account like the City of Pittsburg. City buildings are different from typical corporate facilities. Impec Group has extensive experience and proven track record in this regard as you can see in the number of City Contracts that we currently manage.

We have adequate resources and capable operations people that can ensure continuous performance of work and adequate provision of equipment and supplies to be able to maintain high quality services for the City.

Added value to the City will be our ability to support other needs of the City in the areas of Project Management and FM Software solutions.

F. Insurance

Impec Group will comply with the insurance requirements of City of Pittsburg.

III. Janitorial Team

Impec Group is the current incumbent service provider. Impec aims to find qualified employees with professional knowledge, skill sets and experience for City of Pittsburg. All employees assigned to this account have been through background check and have been cleared. Please refer to the list below for their experience.

- Laura Ortiz. She been with Impec since 2012. She is a hard worker, very responsible and takes care of the City Hall, City side, Library and Com Housing.
- Victoria Saucedo. With Impec since 2016. She takes care of City Hall, PD side and also, she covers the weekend schedule.
- Jaime Pahua. Jaime has been working for Impec since 2014. He started in the City of Walnut Creek and then transferred to the City of Pittsburg in 2017. Very responsible and proactive.
- Guadalupe Pahua. She has been working with Impec since 2014, starting in Walnut Creek, then she was transferred to Pittsburg in 2017. She has a lot of experience working in City buildings. Very responsible and trustworthy.

In the case of emergency, please contact **Joe Cigolini**, the account manager assigned to this account. Impec is capable of deploying an Emergency Support Team for any emergency. 24 hours a day, 7 days a week.

- Joe has over 30 years of Account and Operations Management experience in the building maintenance industry.
- Joe graduated with AB Philosophy. Joe has a passion for high quality work and customer relations. He has demonstrated an excellent track record in exceeding clients' expectations.
- Joe oversees the custodial and utility teams. He will be responsible for account management of this Program for the City.
- Joe manages and trains all site supervisors and site support, making sure they have the appropriate labor, materials, and equipment to accomplish their facility's cleaning goals.
- Joe reports to and works closely with the client's contact to guarantee that customer requests are met quickly and satisfactorily.

IV. Training Curriculum

Our service plan follows a very methodical process that begins with setting into motion the transition plan as soon as the Notice of Award is received. Every member of the team will be provided with training on basic cleaning techniques (cleaning procedures and equipment use), quality control, communications, safety and security. In addition, employees undergo yearlong training covering different topics, where a clear set of tasks to be fully discussed with them. Checklists and detailed schedules will be developed and clearly explained to everyone.

The SOW of work developed by the city will be adhered to religiously. The operations team composed of the Account Manager and the Site Supervisor will be responsible for the faithful compliance with the scope of work. Working relationships with our city contacts shall be clearly established and strengthened so that the client is well served in a very pro-active way.

A. Initial Training

All employees go through a strict training which includes safety training process prior to the work start which covers the following topics:

- Basic Custodial Service Skills
- Safety Training
- Waste Management Basics
- Green Cleaning
- Skills for Specialized Assignments
- Continuous Improvement Process
- Continuous Improvement Tools
- Problem Solving Techniques
- Checklists/Event log
- Corrective/Preventive Action (CPA) Matrix
- Quality Improvement Work Team Dynamic



- Introduction to ISO 9000 Quality Assurance Goals

B. Ongoing Safety Training

Monthly safety training will be scheduled to strengthen our service process. We will track the potential safety hazard embedded in the daily SOW, and make sure our on-site team has enough exposure on how to operate in the safest method. Impec is very proud of our excellent safety record with a mod rate of 75 which is better than the industry average.

Safety training program will be introduced in details in Section VII.

C. Background Check and Security

On security, we will facilitate our employees to pass security clearance; including completing the paperwork, recording fingerprints, and attending the city's orientations if there are any. Our employees will be directed to wear identification badges at work. We will also conduct training on after-hour entrance and checking out protocol. All employees are to carry a professional, well-groomed appearance when working at city's sites. We will provide our employees with uniforms and Identification Badges for easier identification and increased security.

D. Emergency service and contingency plan

Impec will provide open communication 24/7 with City of Pittsburgh in case of emergencies. Trained and experienced staffs at Impec compose an Emergency Support Team, and they are on-call to give quick response to unexpected situations. The team makes sure that cleaning supplies are kept at an adequate level and always available for emergencies. In the case of contingency, back up personnel who has enough exposure of the City sites through the entire training program will fill in the positions to cover the SOW in good quality.

V. Quality Assurance program

A. Understanding the SOW and purpose of RFP

We have read and understood fully the scope and purpose of services as described by City of Pittsburgh in the RFP shared with Impec Group and the site visits that were made by the Impec Team. We also affirm that we have understood the high emphasis on team work and good work ethic of everyone who become part of the city team in addition to the high-quality assurance standards that need to guide the Program.

B. Regular Inspection and Reporting

Our team will perform regular QA inspections to ensure faithful compliance with the scope of work and submit regular and on-going reports to city contacts. We will initiate a Quarterly Performance Assessment and Review of Services to highlight progress of work and areas of improvement as may be identified.

We will conduct regular inspections to ensure compliance with scope and safety procedure and policies. We will coordinate such inspections with our city contacts extending an open invitation for them to join the inspections as they deem desirable. Checklists will be used in documenting issues while noting areas for improvement. Corrective action will be monitored in order to avoid any recurring issue.

C. Communication System

Impec will provide open communication 24/7 with city contacts in case of emergencies. Trained and experienced staffs at Impec compose an Emergency Support Team who will be on-call to give quick response to unexpected situations. In the case of contingency, back up personnel who have enough exposure of the cities' facilities will fill in the positions to cover the SOW as to be expected.

D. Contract Administration

Our Contract Admin will oversee any movement in the contract avoiding any surprises. We will be as transparent as possible in managing the contract. A close relationship with the City Accounts Payable will be established so invoices and terms of payment are managed in the most professional and efficient manner.

E. Quality Control

As discussed above, our operation is heavy on quality control with emphasis on compliance with the scope of work and unique expectations of our clients.

VI. Unacceptable Performance

We have read and understood the provisions of the RFP regarding unacceptable performance. We will fully comply with these provisions.

VII. Safety Program

Impec Group has a designated Safety Coordinator for every account. Monthly safety training sessions will be scheduled based on SOW and clients' special requirements. The purpose of these training sessions is to make sure our on-site team has enough exposure on how to operate in the safest and most efficient method. Each session takes approximately an hour.

Here is an example of the topics covered and their schedule.

MONTH	TOPIC COVERED
1	Quality Assurance Goals
2	Personal Protective Equipment
3	Back Safety/Proper Lifting
4	Slip and Fall Prevention
5	Safety Work Rules
6	Injury Reporting
7	Blood borne Pathogens
8	Emergency Evacuation
9	Hazard Communications
10	Fire Prevention
11	Asbestos Awareness

Impec is committed to registered as Certified Green Business. Impec will be using consumables with high recycled content and manufactured using environmentally safe processes. Impec supports LEED standards and procedures and the District's Sustainable Corporate Program and its Environmentally Preferable Purchasing Policy.

A summary list of the cleaning products is found below.

PRODUCT	MANUFACTURER	GREEN CERTIFIED
Glass cleaner	SealedAir Diversey Care	Yes
General purpose cleaner	SealedAir Diversey Care	Yes
Bath room cleaner	SealedAir Diversey Care	Yes
Mopping solution	SealedAir Diversey Care	Yes
Stripping solution	Surtec	Yes
Floor finish	Surtec	Yes
Carpet cleaner	Ecolab	Yes

VIII. Appendix

APPENDIX A

CITY OF PITTSBURG APPROVED JANITORIAL CLEANING & FLOORCARE PRODUCTS

The Contractor will supply and use ONLY the approved GREEN cleaning and floor care products as listed. Any other products used must receive prior approval of a Public Works Supervisor or the Superintendent and be accompanied by a Material Safety Data Sheet (MSDS). The Contractor shall provide Material Safety Data Sheets for all products used, including those listed below in the performance of janitorial tasks. Contractor must use recycle paper products.

Manufacturer	Product Description
Crown	Multi-Fold Paper Towels, #24005
Scott or Preference	Multi-Fold Paper Towels, #0180460
Scott or Preference	Toilet Tissue, #0446030 (2-Ply, 5 Sheets)
Vendor Choice	Liners, 36X58, (Black) 1.5 MIL
Vendor Choice	Liners, 24X23, (Black) .4 MIL
Vendor Choice	Liners, 33X39, (Black) 1.5 MIL
Claire	Stainless Steel Cleaner (Elevator & Council Chambers)

APPENDIX B

PROFESSIONAL REFERENCES FOUR (4) REQUIRED

Proposals must include present and past janitorial service contracts performed within the last five (5) years indicating contract status. This information may include contracts that were cancelled, terminated, or not extended. A minimum of three (3) selected organizations will be contacted and/or visited to determine the quality of work performed and personnel assigned to contract. **Failure to provide an accurate work history will result in the rejection of the Proposer's bid.**

Company Name:	City of Walnut Creek	# of employees:	
Year service started:	2013	Year service ended:	Ongoing
# of janitors assigned:	17	# of supervisors assigned:	1
Company Contact:		Phone	
	Jeff Jolivette	:	925-943-5821
Address:	511 Lawrence Way	City/State:	Walnut Creek, CA
# of floors:	20+ Facilities	Sq. footage:	300,000+

Company Name:	City of Santa Cruz	# of employees:	
Year service started:	2015	Year service ended:	Ongoing
# of janitors assigned:	12	# of supervisors assigned:	1
Company Contact:		Phone	
	Dan Himan	:	831-420-5574
Address:	1125 River Str	City/State:	Santa Cruz, CA
# of floors:	28+ Facilities	Sq. footage:	300,000+

Company Name:	City of Cupertino	# of employees:	
Year service started:	2011	Year service ended:	Ongoing
# of janitors assigned:	12	# of supervisors assigned:	1
Company Contact:		Phone	
	Ken Tanase	:	408-777-3272
Address:	10555 Mary Ave	City/State:	Cupertino, CA
# of floors:	20+ Facilities	Sq. footage:	300,000+

Company Name:	City of Los Altos	# of employees:	
Year service started:	2017	Year service ended:	Ongoing
# of janitors assigned:	4	# of supervisors assigned:	1
Company Contact:		Phone	
	David Fanucchi	:	651-947-2805
Address:	707 Fremont Ave	City/State:	Los Altos, CA
# of floors:	30+ Facilities	Sq. footage:	200,000+

CITY OF PITTSBURG

CITY HALL/POLICE DEPARTMENT
65 CIVIC AVENUE

The cleaning and sanitation for the Civic Center (City Hall and Police Department) is housed in one (1) building. This building encompasses approximately 67,068 square feet (City Hall = 45,997 and Police Department = 21,071) and includes first, second and third levels. There are 6 wings, 3 lobbies, 7-lunch/break areas, Council Chambers, gym, police department men's and women's locker rooms, 3 jail cells, and sally port. All numbers are approximate and verification is the responsibility of the contractor.

Carpeted Areas (%)

1st Floor	65%
2nd Floor	90%
3rd Floor	95%

Restrooms (#)

Men	18
Women	18

Restroom (Fixtures)

Toilets	32
Urinals	7
Wash Basins	18

Miscellaneous (#)

Conference Room/Training Rooms	13
Coffee/Copy Rooms	11
Office Suites	44
Workstations	121
Elevators	2
Staircases	3

**BID WORKSHEET- COST PROPOSAL
CITY HALL/POLICE DEPARTMENT
65 CIVIC AVENUE
Janitorial Services, RFP #JS13018**

COMPANY NAME: Impec Group Inc.,

The failure of the Proposer to complete this Bid Worksheet-Cost Proposal in its entirety as provided will result in the rejection of the entire bid. Any bid received to the contrary will be considered as non-responsive and may be rejected in its entirety. If the Proposer is unable to provide a bid, a checkmark should be affixed as: () NO BID.

LABOR COST

a. Total number of janitorial hours	<u>42</u>	per week
b. Total number of supervision hours	<u>1</u>	per week
c. Janitor hourly rate	<u>17.01</u>	per hour
d. Janitor holiday and overtime rate	<u>25.52</u>	per hour
e. Supervision hourly rate	<u>55.00</u>	per hour
f. Supervisor holiday and overtime rate	<u>82.50</u>	per hour
g. Emergency Callout hourly rate	<u>45.00</u>	per hour
h. Additional Work hourly rate	<u>40.00</u>	per hour

BENEFIT COSTS

i. Vacation (cost per hour)	<u>17.01</u>	per hour
j. Health Care (cost per hour)	<u>1.73</u>	per hour
k. Holidays (cost per hour)	<u>17.01</u>	per hour

SUMMARY

l. Labor based on hourly rates	<u>769.42</u>	per week
m. Incidentals (e.g., workers comp. employee tax, etc.)	<u>293.89</u>	per week
n. TOTAL LABOR COST	<u>1,063.31</u>	per week
o. Supply Cost	<u>282.74</u>	per week
p. TOTAL MONTHLY COST (Total Labor Cost/week + Supply Cost/week) X (52 weeks) / 12 months)	<u>5,832.90</u>	per month
q. Corporate overhead and Profit	<u>699.95</u>	per month
r. TOTAL MONTHLY BID AMOUNT	<u>6,532.85</u>	per month
s. TOTAL BID AMOUNT FOR 12 MONTHS	<u>78,394.19</u>	per year
t. TOTAL BID AMOUNT FOR 24 MONTHS	<u>159,832.88</u>	(2 years)

() NO BID

Signed:  Title: President & CEO Date: 1/29/2018

NOTE: The City of Pittsburgh will reject any and all bid proposals received without this Bid Worksheet - Cost Proposal.

CITY OF PITTSBURG**LIBRARY
80 POWER AVENUE**

The cleaning and sanitation for the Pittsburg Library is housed in one (1) building. This building encompasses approximately 8,000 square feet separated by the main library and the Community Room. All numbers are approximate and verification is the responsibility of the contractor.

Carpeted Areas (%)

1st Floor	85%
------------------	------------

Restrooms (#)

Men	1
Women	1
Unisex	1

Restroom (Fixtures)

Toilets	3
Urinals	1
Wash Basins	3

Miscellaneous (#)

Conference Room/Training Rooms	1
Kitchen Area	1

BID WORKSHEET- COST PROPOSAL
LIBRARY
80 POWER AVENUE
Janitorial Services, RFP #JS13018

COMPANY NAME: Impec Group Inc.

The failure of the Proposer to complete this Bid Worksheet-Cost Proposal in its entirety as provided will result in the rejection of the entire bid. Any bid received to the contrary will be considered as non-responsive and may be rejected in its entirety. If the Proposer is unable to provide a bid, a checkmark should be affixed as: () NO BID.

LABOR COST

a. Total number of janitorial hours	<u>13</u>	per week
b. Total number of supervision hours	<u>0.5</u>	per week
c. Janitor hourly rate	<u>17.01</u>	per hour
d. Janitor holiday and overtime rate	<u>25.52</u>	per hour
e. Supervision hourly rate	<u>55.00</u>	per hour
f. Supervisor holiday and overtime rate	<u>82.50</u>	per hour
g. Emergency Callout hourly rate	<u>45.00</u>	per hour
h. Additional Work hourly rate	<u>40.00</u>	per hour

BENEFIT COSTS

i. Vacation (cost per hour)	<u>17.01</u>	per hour
j. Health Care (cost per hour)	<u>1.73</u>	per hour
k. Holidays (cost per hour)	<u>17.01</u>	per hour

SUMMARY

l. Labor based on hourly rates	<u>248.63</u>	per week
m. Incidentals (e.g., workers comp. employee tax, etc.)	<u>73.16</u>	per week
n. TOTAL LABOR COST	<u>321.79</u>	per week
o. Supply Cost	<u>76.80</u>	per week
p. TOTAL MONTHLY COST	<u>1,727.24</u>	per month
(Total Labor Cost/week + Supply Cost/week) X (52 weeks) / 12 months		
q. Corporate overhead and Profit	<u>207.27</u>	per month
r. TOTAL MONTHLY BID AMOUNT	<u>1,934.50</u>	per month
s. TOTAL BID AMOUNT FOR 12 MONTHS	<u>23,214.04</u>	per year
t. TOTAL BID AMOUNT FOR 24 MONTHS	<u>47,329.62</u>	(2 years)

() NO BID

Signed:  Title: President & CEO Date: 1/29/2018

NOTE: The City of Pittsburgh will reject any and all bid proposals received without this Bid Worksheet - Cost Proposal.

APPENDIX G

**CITY OF PITTSBURG
HOUSING AUTHORITY
(COMMUNITY ACCESS)
916 CUMBERLAND STREET**

The cleaning and sanitation for Housing Authority is housed in one (1) building with one (1) level for approximately (10) employees. This building encompasses approximately **2,900** square feet.

Carpeted Areas (45%)

Other Floor type: Ceramic Tile/VCT (55%) 65%

Restrooms (#)

Unisex 1

Restroom (Fixtures)

Toilets 1

Wash Basins 1

Miscellaneous (#)

Conference Room/Training Rooms 1

Coffee/Copy Rooms 2

Office Suites 4

Workstations 10

Intake Room 2

**BID WORKSHEET- COST PROPOSAL
HOUSING AUTHORITY
(COMMUNITY ACCESS)
916 CUMBERLAND STREET
Janitorial Services, RFP #JS13018**

COMPANY NAME: Impec Group Inc

The failure of the Proposer to complete this Bid Worksheet-Cost Proposal in its entirety as provided will result in the rejection of the entire bid. Any bid received to the contrary will be considered as non-responsive and may be rejected in its entirety. If the Proposer is unable to provide a bid, a checkmark should be affixed as: () NO BID.

LABOR COST

a. Total number of janitorial hours	<u>4</u>	per week
b. Total number of supervision hours	<u>0.5</u>	per week
c. Janitor hourly rate	<u>17.01</u>	per hour
d. Janitor holiday and overtime rate	<u>25.52</u>	per hour
e. Supervision hourly rate	<u>55.00</u>	per hour
f. Supervisor holiday and overtime rate	<u>82.50</u>	per hour
g. Emergency Callout hourly rate	<u>45.00</u>	per hour
h. Additional Work hourly rate	<u>40.00</u>	per hour

BENEFIT COSTS

i. Vacation (cost per hour)	<u>17.01</u>	per hour
j. Health Care (cost per hour)	<u>1.73</u>	per hour
k. Holidays (cost per hour)	<u>17.01</u>	per hour

SUMMARY

l. Labor based on hourly rates	<u>95.54</u>	per week
m. Incidentals (e.g., workers comp. employee tax, etc.)	<u>22.51</u>	per week
n. TOTAL LABOR COST	<u>118.05</u>	per week
o. Supply Cost	<u>23.63</u>	per week
p. TOTAL MONTHLY COST	<u>613.96</u>	per month
(Total Labor Cost/week + Supply Cost/week) X (52 weeks) / 12 months		
q. Corporate overhead and Profit	<u>73.67</u>	per month
r. TOTAL MONTHLY BID AMOUNT	<u>687.63</u>	per month
s. TOTAL BID AMOUNT FOR 12 MONTHS	<u>8,251.58</u>	per year
t. TOTAL BID AMOUNT FOR 24 MONTHS	<u>16,823.62</u>	(2 years)

() NO BID

Signed: [Signature] Title: President & CEO Date: 1/29/18

NOTE: The City of Pittsburg will reject any and all bid proposals received without this Bid Worksheet - Cost Proposal.

CITY OF PITTSBURG

SENIOR CENTER
300 PRESIDIO LANE

The cleaning and sanitation for The Senior Center is housed in one (1) building with one (1) level for approximately (4) employees. This building encompasses approximately 10,500 square feet.

Carpeted Areas (30%)

Other Floor type:	Ceramic Tile/VCT	(25%)
	Tile	(15%)
	Linoleum	(5%)
	Textured Sealed Cement	(5%)
	Manufactured Wood	(20%)

Restrooms (#)

Men	2
Women	2

Restroom (Fixtures)

Toilets	8
Wash Basins	8
Unisex	2

Miscellaneous (#)

Conference Room/Training Rooms	2
Coffee/Copy Rooms	1
Office Suites	2
Workstations	4
Water Fountains	1
Lobby	1
Kitchen	1

BID WORKSHEET- COST PROPOSAL
SENIOR CENTER
300 PRESIDIO LANE
Janitorial Services, RFP #JS13018

COMPANY NAME: Impec Group Inc.

The failure of the Proposer to complete this Bid Worksheet-Cost Proposal in its entirety as provided will result in the rejection of the entire bid. Any bid received to the contrary will be considered as non-responsive and may be rejected in its entirety. If the Proposer is unable to provide a bid, a checkmark should be affixed as: () NO BID.

LABOR COST

a. Total number of janitorial hours	<u>11</u>	per week
b. Total number of supervision hours	<u>0.5</u>	per week
c. Janitor hourly rate	<u>17.01</u>	per hour
d. Janitor holiday and overtime rate	<u>25.52</u>	per hour
e. Supervision hourly rate	<u>55.00</u>	per hour
f. Supervisor holiday and overtime rate	<u>82.50</u>	per hour
g. Emergency Callout hourly rate	<u>45.00</u>	per hour
h. Additional Work hourly rate	<u>40.00</u>	per hour

BENEFIT COSTS

i. Vacation (cost per hour)	<u>17.01</u>	per hour
j. Health Care (cost per hour)	<u>1.73</u>	per hour
k. Holidays (cost per hour)	<u>17.01</u>	per hour

SUMMARY

l. Labor based on hourly rates	<u>214.61</u>	per week
m. Incidentals (e.g., workers comp. employee tax, etc.)	<u>61.91</u>	per week
n. TOTAL LABOR COST	<u>276.52</u>	per week
o. Supply Cost	<u>64.99</u>	per week
p. TOTAL MONTHLY COST	<u>1,479.84</u>	per month
(Total Labor Cost/week + Supply Cost/week) X (52 weeks) / 12 months)		
q. Corporate overhead and Profit	<u>177.58</u>	per month
r. TOTAL MONTHLY BID AMOUNT	<u>1,657.42</u>	per month
s. TOTAL BID AMOUNT FOR 12 MONTHS	<u>19,889.05</u>	per year
t. TOTAL BID AMOUNT FOR 24 MONTHS	<u>40,550.51</u>	(2 years)

() NO BID

Signed:  Title: President & CEO Date: 1/29/18

NOTE: The City of Pittsburg will reject any and all bid proposals received without this Bid Worksheet - Cost Proposal.

Cost Summary Worksheet

The undersigned, as bidder, declares that the only person or parties interested in this RFP as principals are those named herein; that this bid is made without collusion with any other person, firm, or corporation; that he/she has carefully examined the location of the proposed work above described, that he/she has examined the plans, terms, and conditions and specifications and is therefore familiar with all requirements; that he/she has examined this form and the provisions incorporated by reference herein; and he/she hereby proposes, and agrees to the contract apparatus, and other means of construction, and to do all the work and furnish all the materials in accordance with the scope of work in the time stated herein for the price as follows (line s. from each worksheet):

TOTAL COST JANITORIAL: (CITY HALL/POLICE DEPARTMENT)

Seventy eight thousand three hundred ninety four dollars and nineteen cents (Written Bid Amount)	\$ 78,394 . 19 (Numerical Amount)
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TOTAL COST JANITORIAL: (LIBRARY)

Twenty three thousand two hundred fourteen dollars and four cents (Written Bid Amount)	\$ 23,214 . 04 (Numerical Amount)
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TOTAL COST JANITORIAL: (HOUSING AUTHORITY COMMUNITY ACCESS)

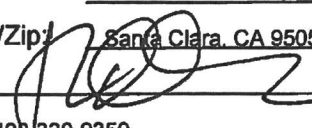
Eight thousand two hundred fifty one dollars and fifty eight cents (Written Bid Amount)	\$ 8,251 . 58 (Numerical Amount)
--	-------------------------------------

TOTAL COST JANITORIAL: (SENIOR CENTER)

Nineteen thousand eight hundred eighty nine dollars and five cents (Written Bid Amount)	\$ 19,889 . 05 (Numerical Amount)
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TOTAL BID: (Janitorial)

\$ 129,748.87

Vendor Name: Impec Group Inc.Address: 3350 Scott Blvd Bldg 8City/State/Zip: San Jose, CA 95054Signed:  Printed: Raffy EspirituPhone: 408-330-9350 email: respiritu@impecgroup.com



**OFFICE OF THE CITY MANAGER/EXECUTIVE DIRECTOR
65 Civic Avenue
Pittsburg, CA 94565**

TO: Mayor and Council Members

FROM: Garrett Evans, City Manager

SUBJECT: Adoption of City Council Resolution Authorizing negotiation and execution of the Police Vehicle Equipment Contract

MEETING DATE: March 18, 2019

EXECUTIVE SUMMARY

The Police Vehicle Equipment Contract includes the specialized parts and installation for City Police Vehicles. Five (5) new SUV vehicles and other Police Vehicles will be outfitted through this contract.

FISCAL IMPACT

The Police Vehicle Equipment Contract is funded in the Fleet Operations Budget.

RECOMMENDATION

City Council Adopt the attached Resolution and Authorize negotiation and execution of the Police Equipment Contract to LEHR Inc., in the amount of \$106,340 and with a total cost not to exceed \$110,000 and authorize the Finance Director to execute the Purchase Order on behalf of the City.

BACKGROUND

Every year, parts for Police Department (PD) vehicles are funded in the Fleet budget line item -1373 Auto Parts and Supplies. In the past, Fleet staff performed most installations in-house. However, as the complexity of the equipment has increased, this is no longer practical for fleet operations, and an outside company now performs most equipment installation.

The City recently purchased five new PD SUV vehicles to replace the old Crown Victoria sedans which are no longer made by Ford. Because of the elimination of the Crown Victorias, the City can no longer transfer or reuse parts from one vehicle to another. Instead, the five new vehicles must be completely outfitted with new parts where the cost increases from \$4,000 a vehicle to \$14,000 to \$18,000 a vehicle.

Each year, and periodically throughout the year, staff obtains a parts quote for a range of parts and equipment that is likely to be needed throughout the year. Staff checks these prices against other vendors in California and on the internet in an effort to get the best price and service for the City.

In FY 2018-19, as in recent years, staff has found competitive pricing from a local vendor on Garcia Avenue, LEHR Inc., which has given prices that match or are lower if the 1% to 3% local preference in the City's Purchasing Policy is applied. The company's location is also an advantage, saving vehicle transportation costs, time to receive parts, shorter turnaround on installations compared to companies further away, and overall service. For this reason, Lehr Inc. presents the best value to the City, in valuation of price in conjunction with quality of service.

SUBCOMMITTEE FINDINGS

This item was not brought to any Subcommittee for review.

STAFF ANALYSIS

Staff is seeking approval of a Purchase Order for Lehr Inc. in the amount of \$106,340 for parts and installation work (\$83,300 for parts and installations needed immediately (two(2) patrol SUV outfitting costs, three(3) K-9 unit outfitting costs and an outstanding \$5,300 invoice for work recently done to another vehicle)) and parts that may be needed over the remainder of the fiscal year (\$17,740).

ATTACHMENTS: Staff Report
 Resolution

Report Prepared By: Hilario Mata, Assistant Director of Public Works

BEFORE THE CITY COUNCIL OF THE CITY OF PITTSBURG

In the Matter Of:

Authorize negotiation and execution of the) RESO NO. 19-
Police Vehicle Equipment Contract)

The Pittsburgh City Council DOES RESOLVE as follows:

WHEREAS, the Public Works Department is responsible for the care and maintenance of the City's Fleet including Police Vehicles; and,

WHEREAS, the City of Pittsburg Public Works Department obtained a Quote from LEHR, Pittsburg, CA for Police Vehicle Parts Contract to outfit Police Vehicles; and,

WHEREAS, LEHR's quote of \$106,340 provides the best value overall for the outfitting of Police Vehicles

NOW, THEREFORE, the City Council finds and determines as follows:

Section 1. Findings

- A. The recitals set forth above are true and correct statements and are hereby incorporated.
- B. The Police Vehicle Equipment Contract shall not exceed a total cost of \$110,000.
- C. The Police Vehicle Equipment Contract is funded through the City's Fleet Operations Fund.

Section 2. Authorization

- A. The Finance Director is hereby authorized and directed to execute this purchase order on behalf of the City of Pittsburgh.
- B. The City Manager is hereby authorized and directed to execute contract documents on behalf of the City of Pittsburgh.

Section 3. Effective Date

- A. This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED by the City Council of the City of Pittsburgh at a regular meeting on the 18th day of March 2019, by the following vote:

AYES:

NOES:

ABSTAINED:

ABSENT:

Juan Antonio Banales, Mayor

ATTEST:

Alice E. Evenson, City Clerk



**OFFICE OF THE CITY MANAGER/EXECUTIVE DIRECTOR
65 Civic Avenue
Pittsburg, CA 94565**

TO: Mayor and Council Members
FROM: Garrett Evans, City Manager
SUBJECT: Adoption of a City Council Resolution to Approve a Reclassification
MEETING DATE: March 18, 2019

EXECUTIVE SUMMARY

The City Manager, upon recommendation from the Director of Human Resources, recommends the reclassification of one Planning Technician to Assistant Planner.

FISCAL IMPACT

The fiscal impact for the reclassification of a Planning Technician to Assistant Planner is \$1,720 and will be absorbed in the current adopted budget fiscal year 2018/19 budget.

RECOMMENDATION

The City Council adopt a resolution approving the reclassification of a Planning Technician to Assistant Planner effective the beginning of the pay period, March 24, 2019.

BACKGROUND

A request was received in Human Resources to review the duties performed by a Planning Technician. In evaluating the request, staff reviewed the Position Classification Questionnaire that details current duties and responsibilities, class specifications and Personnel Rule 3.5 - Reclassification. The respective supervisor and department head also reviewed the Position Classification Questionnaire for accuracy and recommended the incumbent be properly classified to reflect current duties and responsibilities. Staff concluded the classification study and found it was appropriate to reclassify the incumbent Planning Technician to Assistant Planner.

SUBCOMMITTEE FINDINGS

This item was not presented to a subcommittee.

STAFF ANALYSIS

Personnel Rule 3.5-Reclassifications permits the City Manager to reclassify some positions when the duties of a position necessitate a change. The City Manager's ability to reclassify employees is limited to those classifications within a "class series." Personnel Rule 3.5 calls for the City Council to reclassify positions not within a "class series" and, consequently, the reclassification of Planning Technician to Assistant Planner requires City Council approval.

ATTACHMENTS:

1. Resolution

Report Prepared By: Griselda Clift, Senior Human Resources Analyst

BEFORE THE CITY COUNCIL OF THE CITY OF PITTSBURG

In the Matter of:

Adoption of a City Council Resolution to)
Reclassify One Planning Technician to)
Assistant Planner)

RESOLUTION NO. 19-

The City Council of the City of Pittsburgh DOES RESOLVE:

WHEREAS, one Planning Technician has been performing duties of a higher classification; and

WHEREAS, a classification study recommends the reclassification of the Planning Technician to Assistant Planner; and

WHEREAS, the City's Personnel Rule 3.5 – Reclassification – provides the City Manager limited authority to enact reclassifications, and the proposed reclassification from Planning Technician to Assistant Planner requires City Council approval.

NOW, THEREFORE, the City Council finds and determines as follows:

Section 1. The recitals set forth above are true and correct statements and are hereby incorporated in conjunction with the staff report.

Section 2. The City Council adopt this Resolution approving the reclassification of one Planning Technician to Assistant Planner.

Section 3. This Resolution shall take effect immediately upon its adoption.

PASSED AND ADOPTED by the City Council of the City of Pittsburgh at a regular meeting on the 18th day of March 2019, by the following vote:

AYES:

NOES:

ABSTAINED:

ABSENT:

Juan Antonio Banales, Mayor

ATTEST:

Alice E. Evenson, City Clerk



**OFFICE OF THE CITY MANAGER/EXECUTIVE DIRECTOR
65 Civic Avenue
Pittsburg, CA 94565**

TO: Mayor and Council Members

FROM: Garrett Evans, City Manager

SUBJECT: Adoption of a City Council Resolution to Amend Staffing Allocation in the City Manager's Office

MEETING DATE: March 18, 2019

EXECUTIVE SUMMARY

The City Manager recommends changing the staffing allocation plan by adding one (1) Assistant to the City Manager.

FISCAL IMPACT

The cost for the balance of FY 2018-19 for one Assistant to the City Manager with benefits is estimated to be \$61,230. The costs for the position will be absorbed within the current budget savings from the Director of Public Works vacancy.

RECOMMENDATION

The City Council adopt a resolution to amend the authorized positions by adding one (1) Assistant to the City Manager.

BACKGROUND

The City Manager's Office has identified a need for complex analysis of the City's Economic Development programs. A comprehensive analysis to include economic development opportunities, resources, obstacles, options, and implementation strategies. The principal focus of this new position will be to conduct analysis, propose an action plan, and implement that action plan.

Additionally, the Assistant to the City Manager would perform complex, difficult or extremely sensitive administrative, systems, statistical and other management analyses in support of activities and functions in the City Manager's Office; make recommendations for action and assist in policy, procedure and city-wide budget development and implementation. There are presently no analyst positions assigned to the City Manager's Office.

SUBCOMMITTEE FINDINGS

This item was not presented to a subcommittee.

STAFF ANALYSIS

The City Council is asked to change the staffing allocation in the City Manager's Office to add one (1) regular full-time Assistant to the City Manager. Once approved by Council, Human Resources will work with the City Manager's Office to develop a promotional recruitment plan to fill the full-time regular Assistant to the City Manager position by mid-April 2019.

In accordance with Personnel Rule 3.4, the City Council is asked to allocate one full-time regular Assistant to the City Manager position.

ATTACHMENTS:

1. Resolution

Report Prepared By: Griselda Clift, Senior Human Resources Analyst

BEFORE THE CITY COUNCIL OF THE CITY OF PITTSBURG

In the Matter of:

Adoption of a City Council Resolution)
to Allocate One Assistant to the City)
Manager)

RESOLUTION NO. 19-

The Pittsburgh City Council DOES RESOLVE as follows:

WHEREAS, the City Manager recommends amending the staffing allocation plan due to staffing needs in the City Manager's Office; and

WHEREAS, the City's Personnel Rules calls for the City Council to allocate positions to each classification; and

NOW, THEREFORE, the City Council finds and determines as follows:

Section 1. The recitals set forth above are true and correct statements and are hereby incorporated in conjunction with the staff report.

Section 2. The City Council adopt this Resolution approving the amendment to the authorized staffing allocation by adding one full-time regular Assistant to the City Manager with a maximum salary of \$12,187 per month plus fringe benefits.

Section 3. This Resolution shall take effect immediately upon its adoption.

PASSED AND ADOPTED by the City Council of the City of Pittsburgh at a regular meeting on the 18th day of March 2019, by the following vote:

AYES:

NOES:

ABSTAINED:

ABSENT:

Juan Antonio Banales, Mayor

ATTEST:

Alice E. Evenson, City Clerk



**OFFICE OF THE CITY MANAGER/EXECUTIVE DIRECTOR
65 Civic Avenue
Pittsburg, CA 94565**

TO: Mayor and Council Members

FROM: Garrett Evans, City Manager

SUBJECT: Adoption of a City Council Resolution to Approve an Amendment of the Teamsters Local 856 Memorandum of Understanding

MEETING DATE: March 18, 2019

EXECUTIVE SUMMARY

The City Manager, upon recommendation from the Director of Human Resources and Assistant City Manager, recommends amending the Teamsters Local 856 Memorandum of Understanding (MOU) to provide certification incentive pay eligibility for the Electrician Apprentice classification.

FISCAL IMPACT

The fiscal impact is estimated to be a saving of approximately \$3,450 for the remainder of the 2018/2019 fiscal year as the Public Works Department will be underfilling one Electrician vacancy with one Electrician Apprentice through an internal promotional recruitment.

RECOMMENDATION

The City Council adopt a resolution approving an amendment of the Teamsters Local 856 MOU to provide eligibility of up to 8% certification incentive pay for a single certificate or license, or combined certificates not to exceed 5% for the Electrician Apprentice classification.

BACKGROUND

The City currently pays certificate incentives of up to 8% for other Teamsters classifications for licenses and/or certificates obtained from the State. Human Resources and Teamsters Local 856 met and conferred to amend the certificate pay language to include the Electrician Apprentice classification. A side letter of agreement was signed on February 21, 2019, by the City and Teamsters Local 856 to include the Electrician Apprentice as an eligible classification to receive certification incentive pay.

SUBCOMMITTEE FINDINGS

This item was not presented to a subcommittee.

STAFF ANALYSIS

In accordance with the City's Personnel Rule 13.1, Salary Plan, the City Council is asked to establish salary ranges. No person may be paid less than the minimum, nor more than the maximum without City Council approval.

Human Resources staff is in the process of recruiting for an Electrician Apprentice through an internal promotional recruitment. The amendment will allow existing employees represented by Teamsters to continue to receive certification incentive pay if selected to transfer to the Electrician Apprentice classification.

ATTACHMENTS: Resolution
 Teamsters Union Side Letter Agreement, signed February 21, 2019

Report Prepared By: Griselda Clift, Senior Human Resources Analyst

BEFORE THE CITY COUNCIL OF THE CITY OF PITTSBURG

In the Matter of:

Amendment of the Teamsters Local 856)
Memorandum of Understanding to)
Provide Eligibility of Up to 8%)
Certification Incentive Pay for the)
Electrician Apprentice Classification)

RESOLUTION NO. 19-

The Pittsburgh City Council DOES RESOLVE as follows:

WHEREAS, the City and Teamsters Local 856 Unit recommend amendment of the Memorandum of Understanding (MOU) to provide eligibility of up to 8% certification incentive pay for a single certificate or license or combined certificates not to exceed 5% for the Electrician Apprentice classification; and

WHEREAS, Personnel Rule 13.1, Salary Plan, states no person may be paid less than the minimum, nor more than the maximum salary range without the City Council's approval.

NOW, THEREFORE, the City Council finds and determines as follows:

Section 1. The recitals set forth above are true and correct statements and are hereby incorporated in conjunction with the staff report.

Section 2. The City Council adopt this Resolution to amend the Teamsters Local 856 MOU to provide eligibility of up to 8% certification incentive pay to the Electrician Apprentice for one certification or 5% for multiple certificates.

Section 3. This Resolution shall take effect immediately upon its adoption.

PASSED AND ADOPTED by the City Council of the City of Pittsburgh at a regular meeting on the 18th day of March 2019 by the following vote:

AYES:

NOES:

ABSTAINED:

ABSENT:

Juan Antonio Banales, Mayor

ATTEST:

Alice E. Evenson, City Clerk

**Side Letter of Agreement #1
Between the City of Pittsburg and Teamsters Local 856**

This will confirm that the representatives of the City of Pittsburg ("City") and the Teamsters Local 856 ("Teamsters") have met and conferred and have agreed to the following modification of their memorandum of understanding ("MOU") covering the term July 1, 2018 through June 30, 2020 as follows:

The parties agree add the Electrician Apprentice to following paragraphs under Section 6.7 – Certification Pay.

6.7 Certification Pay

- a. Maintenance Worker I, Electrician Apprentice and Utility Technician I/II shall receive two percent (2%) per month for possession of a California class A or California class B driver's license with air brake and tank endorsements;
- b. Maintenance Worker I shall receive two percent (2%) per month for possession of a California D-1 water distribution certificate or five percent (5%) per month for a California D-2 water distribution certificate.
- c. Maintenance Worker I shall receive two percent (2%) per month for possession of a California Water Environmental Association's Collection System Maintenance grade 1 certificate or five percent (5%) per month for a California Water Environmental Association's Collection System Maintenance grade 2 certificate.
- d. Maintenance Worker II and Electrician Apprentice shall receive two percent (2%) per month for possession of a D-1 water distribution certificate or five percent (5%) per month for a California D-2 water distribution certificate;
- e. Maintenance Worker II – Facilities & Utilities and Electrician Apprentice shall receive eight percent (8%) per month for possession of a D-3 water distribution certificate;
- f. Maintenance Worker II and Electrician Apprentice shall receive two percent (2%) per month for possession of a California Water Environmental Association's Collection System Maintenance grade 2 certificate or five percent (5%) per month for a California Water Environmental Association's Collection System Maintenance grade 3 certificate.

There shall be no change to any other portion of Section 6.7 – Certification Pay or to any section(s) of the existing agreement other than those identified in this Side Letter of Agreement.

Dated: 2-21-19

TEAMSTERS

By 
Richie Andazola
Business Representative

CITY OF PITTSBURG

By 
Garrett Evans
City Manager

By 
Stacy Shell
Director of Human Resources