CITY OF PITTSBURG
AGENDA

September 18, 2017

CITY HALL COUNCIL CHAMBER
65 CIVIC AVENUE, PITTSBURG, CA

CLOSED SESSION
6:00 P.M.

REGULAR MEETINGS
7:00 P.M.

CITY COUNCIL
HOUSING AUTHORITY
PITTSBURG POWER COMPANY
SUCCESSOR AGENCY

PRESIDING

Marilyn "Merl" Craft, Mayor/Chair
Dwaine "Pete" Longmire, Vice-Mayor/Chair
Sal Evola, Council Member/Board Member
Juan Antonio Banales, Council Member/Board Member
Jelani Killings, Council Member/Board Member

FOR HOUSING AUTHORITY:
Michelle King, 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.

NOTICE TO PUBLIC (Attached)

COUNCIL COMMITTEES LIST (Attached)

COMMISSIONS/COMMITTEES MEETING SCHEDULE (Attached)

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.

6:00 P.M.

CONVENE IN CLOSED SESSION

1. CONFERENCE WITH REAL PROPERTY NEGOTIATORS (Pursuant to Section 54956.8):

   Property: Frontage Road (APN 087-277-001); Successor Agency Negotiators: Joe Sbranti and Maria Aliotti; Negotiating Parties: Fritz McKinley, City of Pittsburg; Under negotiation: both price and terms of payment

   Property: 610-690 Railroad Avenue (085-390-077); Successor Agency Negotiators: Joe Sbranti and Maria Aliotti; Negotiating Parties: Tu Nguyen (represented by Wolfgang Croskey); Under negotiation: Both price and terms of payment

2. CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION FOR THE CITY OF PITTSBURG (Paragraph (1) of subdivision (d) of Section 54956.9):

   Genon Energy, Inc. Chapter 11, US Bankruptcy Court for the Southern District of Texas, Houston Division, Case No. 17-33695(DRJ)

   Wade Derby v. City of Pittsburg, et al; United States District Court, Northern District of California, Case No. 3:16-cv-05469-SI

   Michael Sibbitt, Jr. v. City of Pittsburg et al.; United States District Court Northern District of California Case No. 3:16-cv-04377-SK

   Elisabeth Anne Terwilliger v. City of Pittsburg et al.; United States District Court Northern District of California Case No. 3:16-cv-04373-MEJ

3. CONFERENCE WITH LEGAL COUNSEL – ANITICIPATED LITIGATION FOR THE CITY OF PITTSBURG; Significant exposure to litigation pursuant to paragraph (4) of subdivision (d) of Section 54956.9:

   One (1) case

4. CONFERENCE WITH LABOR NEGOTIATORS (Section 54957.6):

   Agency designated representatives: Joe Sbranti, Garrett Evans; Employee organizations: Police Managers' Group (PMG)

7:00 P.M.

CONVENE IN OPEN SESSION FOR REGULAR MEETING

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

PROCLAMATION

USS-POSCO Industries

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)

CITIZENS REMARKS

Members of the audience who wish to address the City Council or Agency Boards on issues that are not scheduled for the agenda and on any items listed as part of the Consent Calendar 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. 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. (No Action Required)

HOUSING AUTHORITY

CONSENT CALENDAR

5. Minutes

   Minutes of August 21, 2017

6. Disbursement Lists

   Disbursement List of August 31, 2017

ADJOURNMENT OF THE HOUSING AUTHORITY to October 16, 2017

CITY COUNCIL MEETING

PUBLIC HEARING

7. Adoption of a City Council Resolution Approving the Amended Community Development Block Grant Citizen Participation Plan

   The Housing and Community Development Act of 1974, as amended, requires all Community Development Block Grant (CDBG) entitlement jurisdictions to have a Citizen Participation Plan (CPP). The CPP sets forth the City's policies and procedures for citizen participation for the CDBG program. The CPP provides an

opportunity for the community to work in partnership with the City to identify needs and discuss how the proposed allocation of federal funds can address those needs. The CPP is amended periodically to reflect changes in programs and/or regulations.

8. Adoption of a City Council Resolution Approving the 2016-2017 Community Development Block Grant Consolidated Annual Performance and Evaluation Report

The Housing and Community Development Act of 1974, as amended, requires all Community Development Block Grant (CDBG) entitlement jurisdictions to prepare and submit a Consolidated Annual Performance and Evaluation Report (CAPER) to the U.S. Department of Housing and Urban Development (HUD) by September 30th of each year. The CAPER is a "report card" that documents how well the City met its goals during the period of July 1, 2016 through June 30, 2017 (Program Year) in helping lower income residents of Pittsburg with a variety of services and improvements utilizing Federal CDBG funds.

CONFLICT OF INTEREST STATEMENT

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

CONSENT CALENDAR

COMBINED CITY COUNCIL AND PITTSBURG POWER COMPANY CONSENT CALENDAR

9. Minutes

Minutes of August 21, 2017
Minutes of September 6, 2017 Special Meeting

10. Adoption of a Pittsburg Power Company Resolution to Re-Evaluate Energy Storage System Targets for Island Energy

Assembly Bill 2514 requires the governing board of each publicly owned utility (POU) to determine appropriate targets, if any, for the utility to procure viable and cost-effective energy storage systems. POU governing boards were required to adopt separate targets to be achieved by December 31, 2016 and December 31, 2020 by October 1, 2014. Assembly Bill 2514 also requires these energy storage targets be re-valuated no less than every 3 years, on or before October 1, 2017.

11. Adoption of a Pittsburg Power Company Resolution to Enter into a Contract with Contra Costa County Workforce Development Board for the Future Build's Cohort 12

The Pittsburg Power Company (PPC) entered into a contract (Contract 18-380-3) with Contra Costa County Workforce Development Board (WDB) for Future Build's Cohort 12 for July 1, 2017 through December 31, 2017 for $99,000.

12. Adoption of a City Council Resolution Appointing a Director and an Alternate Director to the Marin Clean Energy Board of Directors

The City of Pittsburg (City) is considering the appointment of a Director and an

Alternate Director from the City Council to represent the City on the Marin Clean Energy (MCE) Board of Directors.

13. Adoption of a City Council Resolution to Establish a Salary Range for Community Outreach Coordinator, Amend AFSCME-Miscellaneous A MOU, and Staffing Allocation

The City Manager, upon recommendation from the Chief of Police, and Human Resources, has added the classification of Community Outreach Coordinator. In accordance with the City's Personnel Rules, the City Council is asked to establish the salary range and allocate the position by adding one full-time regular Community Outreach Coordinator.

14. Adoption of a City Council Resolution to Accept Contract 2017-03, West 4th Street Sidewalk Gap Closure as Complete and Authorize the City Engineer to File a Notice of Completion

Contract 2017-03, West 4th Street Sidewalk Gap Closure Project (the "Project"), is for the construction of a sidewalk along the south side of West 4th Street next to the Saint Peter Martyr School. This Resolution will accept the construction contract as complete and authorize the City Engineer to file a Notice of Completion.

15. Adoption of a City Council Resolution Approving the Amended Language Assistance Plan and the Residential Anti-Displacement and Relocation Assistance Plan

The City receives federal funding for various programs from the U.S. Department of Housing and Urban Development (HUD). HUD requires that the City have a Language Assistance Plan (LAP) to ensure that limited English proficient (LEP) persons have meaningful access to HUD funded programs and activities. HUD also requires the City to have a Residential Anti-Displacement and Relocation Assistance Plan (RADRAP) to state its compliance with the Uniform Relocation Act (URA) for HUD funded projects.

16. Adoption of a Minute Order to Request Initiation of a Zoning Study Related to the CP District

This is a City-initiated proposal to consider potential amendments to Title 18 of the Pittsburg Municipal Code (PMC) to consolidate the CP-1 and CP-2 Districts in order to provide more flexibility related to the allowable uses within the CP (Pedestrian Commercial) District.

17. Adoption of an Ordinance Amending the Pittsburg Municipal Code, Title 15, Buildings and Construction, By Adding Section 15.16.070 Electrical Permit – Electric Vehicle Charging Stations

This is the second reading and adoption of an ordinance to add Section 15.16.070 Electrical Permit – Electric Vehicle Charging Stations to comply with recently adopted policies of the State of California.

18. Adoption of a City Council Resolution to Authorize Implementation of the Early Retirement Incentive Plan for Fiscal Year 2017/2018 and Establish a Trust-Based Health Reimbursement Arrangement

In response to the City's current fiscal constraints, an Early Retirement Incentive Plan (ERIP) and Health Reimbursement Arrangement (HRA) have been developed to seek voluntary employment separations from eligible employees to achieve a reduction in salary/wage and benefit costs and provide a tax-free method of reimbursement for qualified medical expenses and premiums.

19. Adoption of a Resolution to Approve a Memorandum of Understanding between the City of Pittsburg and the Pittsburg Fifty Plus Club

The Park and Recreation Department has prepared a Memorandum of Understanding between the City of Pittsburg and the 50 Plus Club, a 501(c) (3) non-profit corporation, ("Club"), stipulating the terms and conditions of the Club's operations at the Pittsburg Senior Center.

20. Receive and File Response to the Contra Costa County Civil Grand Jury FY 2016-2017 Report

The Contra Costa County Civil Grand Jury issued one report for Fiscal Year 2016-2017 that required the City of Pittsburg's response. The report and response is attached herewith. It is: Report No. 1707, "Homelessness in the Cities."

21. By Minute Order, Authorize Placement of Bust Honoring Guillermo "Bill" Muniz in Guillermo Muniz Plaza, a Public Park

The City Council has been approached by residents in support of the installation of a bust to honor Guillermo "Bill" Muniz, a longtime local restaurant owner and supporter of many local organizations and sports teams, within a public park downtown. The application was reviewed and has been recommended for approval by the City Council's ad hoc Pittsburg Recognition Committee.

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 October 2, 2017

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 take 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 - 2017

Updated February 7, 2017

OUTSIDE AGENCY BOARDS	COUNCIL MEMBER(S)	TYPE	MEETS	STAFF
ABAG	Merl Craft / Pete Longmire Alternate	Standing	Annual	J. Sbranti
SF Bay Regional Water Quality Board	Merl Craft / Pete Longmire Alternate	Standing	As needed	J. Sbranti
Contra Costa County Fire Dist.	Pete Longmire / Jelani Killings Alternate	Standing	2nd Monday	J. Sbranti
Delta Diablo**	Pete Longmire / Juan Banales Alternate	Standing	2nd Wednesday	F. McKinley
East Co.Co.County Habitat Conservancy	Sal Evola / Pete Longmire Alternate	Standing	Monthly	F. McKinley
East County Water Management	Merl Craft / Pete Longmire Alternate	Standing	Annual	F. McKinley
TRANSPLAN / ECCRFFA	Sal Evola / Juan Banales Alternate	Standing	2nd Thursday	F. McKinley
Tri-Delta Transit (2 reps)***	Pete Longmire&Merl Craft / Jelani Killings Alt.	Standing	Last Wednesday	F. McKinley

LIAISON TO	COUNCIL MEMBER(S)	TYPE	MEETS	STAFF
East Bay League of Calif. Cities	Sal Evola / Merl Craft Alternate	Standing	3rd Thursday	*Rotational
Mayor's Conference	Merl Craft / Pete Longmire Alternate	Standing	1st Thursday	J. Sbranti/G. Evans
School Districts Committee (2 reps)	Merl Craft &Jelani Killings / Juan Banales Alt.	Standing	4th Thursday even months	J. Sbranti

SUBCOMMITTEES (2 reps)	COUNCIL MEMBER(S)	TYPE	MEETS	STAFF
CAC/CDBG	Juan Banales & Jelani Killings / Pete Longmire Alt.	Standing	As needed	M. Aliotti
Pittsburg Recognition Committee	Merl Craft / Pete Longmire Alt.	Ad Hoc	As needed	J. Hecht
Economic Develop/Waterfront Subcommittee	Pete Longmire &Juan Banales / Sal Evola Alt.	Standing	Quarterly	G. Evans
Finance Subcommittee	Sal Evola & Pete Longmire / Merl Craft Alt.	Standing	As needed	B. Farmer
Land Use Subcommittee	Sal Evola &Juan Banales / Merl Craft Alt.	Ad Hoc	As needed	F. McKinley
Local Contracting & Preference Policy	Merl Craft & Sal Evola	Ad Hoc	As needed	F. McKinley/B.Farmer
Pittsburg Arts & Community Foundation	Merl Craft& Jelani Killings / Pete Longmire Alt.	Standing	As needed	J. Sbranti
Pittsburg Police Activities League (PAL)	Banales / Killings Alt.	Standing	Monthly	B. Addington
Power Company Advisory	Pete Longmire & Juan Banales / Merl Craft Alt.	Standing	As needed	G. Evans
Sister City Committee	Sal Evola&Merl Craft/ Pete Longmire Alt.	Ad Hoc	As needed	G. Evans
Successor Agency Subcommittee	Merl Craft &Jelani Killings / Pete Longmire Alt.	Standing	As needed	G. Evans

*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	2nd and 4th Tuesdays
Community Advisory Commission	1st 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 monthin 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.

CITY OF PITTSBURG
HOUSING AUTHORITY MEETING MINUTES

DATE: August 21, 2017

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

CITY COUNCIL/AGENCY MEMBERS
Marilyn Craft, Mayor/Chair
Dwaine "Pete" Longmire, Vice-Mayor/Chair Member
Sal Evola, Council/Agency Member
Juan Antonio Banales, Council/Agency Member
Jelani Killings, Council/Agency Member
Michelle King, Agency Member
Annie Hill Herring, Agency Member

APPOINTED OFFICIALS
Joe Sbranti, City Manager/Executive Director
Ruthann Ziegler, City Attorney/Legal Counsel
Alice E. Evenson, City Clerk/Agency Secretary (elected)
Nancy Parent, City Treasurer (elected)

CALL TO ORDER

Chair Craft called the meeting of the Housing Authority to order at 7:45 P.M. in the City Council Chamber at City Hall, 65 Civic Avenue, Pittsburg, California.

ROLL CALL

Members Evola and Longmire were absent and excused.

CONSENT CALENDAR

On motion by Member Banales, seconded by Member Killings, to adopt and carried by the following vote:

AYES: Banales, Herring, Killings, King, Craft
ABSENT: Evola, Longmire

3. Minutes of July 17, 2017

4. Disbursement List of July 31, 2017

5. Adoption of a Housing Authority Resolution to Approve the Section 8 Management Assessment Program (SEMAP) Certification for Fiscal Year End June 30, 2017

ADJOURNMENT

The Housing Authority was adjourned at 7:46 P.M. to September 18, 2017.

Respectfully submitted,

Alice E. Evenson, Secretary

PITTSBURG HOUSING AUTHORITY

Disbursement List Summary

For the month of August 2017

VOUCHERS	Ck#	Amount	HAP[1]	VASH[2]	UR[3]	Portability	Admin. Fee	TOTAL
	146283 -146410	1,340,627.45	1,126,126.50	134,280.00	10,199.01	63,801.00	6,220.94	1,340,627.45
	80117001- 80117489							-
								-
	146411-146413	23,090.32	13,161.00	5,656.00	339.00	3,728.00	206.32	23,090.32
	81517001-81517022							-
								-
	TOTAL	1,363,717.77	1,139,287.50	139,936.00	10,538.01	67,529.00	6,427.26	$ 1,363,717.77

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

ADMINISTRATIVE EXPENSES		Amount	Description	TOTAL
	Paid to	$ 36,914.00	Full Time salaries	$ 36,914.00
	City of Pittsburg	$ -	Stipend	-
	(8/17 Operating	-	Part Time salaries	-
	Expenses)	-	Overtime salaries	-
		2,793.68	Retirement	2,793.68
		8,219.67	Retirement-Pension bonds	8,219.67
		5,692.41	Health Insurance	5,692.41
		-	CalPERS Unfunded Liability - Non Sworn	-
		117.24	Life Insurance	117.24
		484.17	Dental Insurance	484.17
		2,322.26	Workers Comp	2,322.26
		248.13	Unemployment Insurance	248.13
		146.58	Disability Ins.	146.58
		2,814.12	FICA	2,814.12
		332.50	Deferred Compensation	332.50
		842.08	Allocated Retiree/Med/Vac Buy-Bk/Empl Term	842.08
		3,543.67	Retiree OPEB Costs	3,543.67
		484.22	Office Supplies	484.22
		-	Textbooks	-
		62.56	Postage	62.56
		-	Misc Equip & Furniture < $5,000	-
		-	Other Special Departmental Supplies	-
		1,733.44	Utilities (Gas, Electric & Water)	1,733.44
		-	Telephone - Regular	-
		81.52	Telephone - Other	81.52
		-	Membership Dues & Subscriptions	-
		-	Travel, Training, & Conference	-
		1,652.75	Insurance - Alloc Chgs	1,652.75
		-	Legal Fees	-
		-	Auditing Expense	-
		-	Settlement Hearing	-
		4,435.87	Other Contractual & Professional Service	4,435.87
		-	Advertising & Promotion	-
		-	Maintenance Agreements	-
		-	Maintenance & Repairs	-
		155.13	Equipment Rental	155.13
		2,375.00	Building Rental	2,375.00
		545.50	Fleet Maintenance Alloc Chgs	545.50
		1,289.17	Building Maintenance Alloc Chgs	1,289.17
		2,201.58	Information Systems Alloc Chgs	2,201.58
		-	Bad Debt Expense	-
		4,551.75	Admin overhead paid to city	4,551.75
		-	Legal - Non Retainer/Non Reimbursable	-
		292.30	Utilities (Gas, Electric, & Water) - Rental	292.30
		-	Advertising & Promotion	-
		145.00	Maintenance & Repairs - Rental	145.00
		-	Property Tax payment - Rental	-
		205.66	Other fees - Rental	205.66
			Lighting & Landscape Assessment - Rental	-
		-	CCCERA Interfund Loan Payback	-
		1,410.67	Transfer-Out to OPEB (Unfunded Liabilities)	1,410.67
	TOTAL	86,092.63		86,092.63

VOIDED CHECKS & ADJUSTMENTS	Ck#	Amount	Reason	TOTAL
	80117419	(1,150.00)	ACH return - reissued on 8/15/17	(1,150.00)
	81517002	(2,094.00)	ACH return - reissued on 9/15/17	(2,094.00)
				-
				-
				-
				-
				-
	TOTAL	(3,244.00)		$ (3,244.00)

Laura Martin 9/7/17

NET of Issued and Voided $ 1,446,566.40

9-7-17

I:\Departments\Finance\Divisions\Housing\Housing\Council's Disbursement List\Disbursement List Summary for Council

Check Summary

August 1, 2017

Check Number	Check Date	Payee Tax ID	Payee	Amount
Choice Voucher				
* 146283	8/1/17	*****2494	Amana K Cornish	89.00
146284	8/1/17	*****1508	Angela N Taylor	76.00
146286	8/1/17	*****6117	Athena A Ruiz	136.00
146287	8/1/17	*****6193	Chanel J Brown	96.00
146288	8/1/17	*****8598	Cheryl A Edwards	43.00
146289	8/1/17	*****5232	Danielle M Thomas	83.00
146290	8/1/17	*****6094	Devon D Cravanas	5.00
146291	8/1/17	*****2940	Donnette L Terrell	103.00
146292	8/1/17	*****1073	Ebony M Kennedy	19.00
146293	8/1/17	*****2521	Erica W Kelley	179.00
146294	8/1/17	*****7375	Johnnie B Hayes	1.00
146295	8/1/17	*****6990	Kaylah J Ward	19.00
146296	8/1/17	*****6519	Krystal M Williams	82.00
146297	8/1/17	*****6385	Marcia Price	85.00
146298	8/1/17	*****7280	Mareece M Harrison	19.00
146299	8/1/17	*****5133	Mary P Grigsby	16.00
146301	8/1/17	*****2866	Monique D Rollins	807.00
146302	8/1/17	*****8665	Nieza M Burrus	117.00
146303	8/1/17	*****4119	Pashenia D Sanders	158.00
146304	8/1/17	*****7218	Rayna Madison	296.00
146305	8/1/17	*****6216	Ricolya N Tiger	14.00
146306	8/1/17	*****7128	Rolinna M Williams	18.00
146307	8/1/17	*****6935	Samaiyah A Warren	131.00
146309	8/1/17	*****1512	Shawn A Prince	4.00
146310	8/1/17	*****3058	Sherlina R Reed	75.00
146311	8/1/17	*****3542	Starr C Bronson	11.00
146313	8/1/17	*****5605	Tomicka M Brumfield	66.00
146315	8/1/17	*****7435	Mary L Parker	204.00
146316	8/1/17	*****1418	Patricia A Blocker	51.00
146317	8/1/17	*****8240	Vanna L Warga	172.00
146319	8/1/17	*****2890	Raquel E Miller	30.00
146320	8/1/17	*****0864	Rochelle Scurlock	88.00
146321	8/1/17	*****8623	Kimberly A Limas	144.00
146322	8/1/17	*****7724	Carla R Fortenberry	5.00

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146323	8/1/17	*****4208	Ono c Rothschild	**171.00**
146324	8/1/17	*****2184	Evelyn Smith	**295.00**
146325	8/1/17	*****1433	Tamiesha S Smith	**83.00**
146326	8/1/17	*****8774	Natalie T Bessard	**102.00**
146327	8/1/17	*****2077	Samantha L Reed	**5.00**
146328	8/1/17	*****6624	Cyndie I Bliss	**62.00**
146329	8/1/17	*****8683	Angel M Gulley	**81.00**
146330	8/1/17	*****4785	Kanya D Ridley	**214.00**
146331	8/1/17	*****6527	Brandi N Davis	**176.00**
146332	8/1/17	*****5753	Kevin j Hernandez	**228.00**
146333	8/1/17	*****6015	Sherron A Camp	**218.00**
146334	8/1/17	*****7911	Jackie I Haywood	**172.00**
146335	8/1/17	*****2405	Christina M Torres-Turner	**179.00**
146336	8/1/17	*****6241	Felisha L Lee	**145.00**
146337	8/1/17	*****2941	Sadrina Sims	**214.00**
146338	8/1/17	*****4353	Linda S Killion	**11.00**
146339	8/1/17	*****3256	Melanie M Brooks	**14.00**
146340	8/1/17	*****5492	Michelle m Williams	**89.00**
146341	8/1/17	*****3136	Sheree M Nessler	**27.00**
146342	8/1/17	*****0046	Letta D Christian	**27.00**
146343	8/1/17	*****7135	Michele N Nichols	**55.00**
146344	8/1/17	*****5626	Lashawn P Fields	**42.00**
146345	8/1/17	*****4702	Tracey S Russell	**14.00**
146346	8/1/17	*****4331	Mildred L Edwards	**151.00**
146347	8/1/17	*****4559	Julie A Young	**44.00**
146348	8/1/17	*****4831	Valencia M Griffin	**51.00**
146349	8/1/17	*****0248	Abdul A Wardak	**64.00**
146350	8/1/17	*****1715	Chantal L Bolden	**122.00**
146351	8/1/17	*****1015	Jessica D Parker	**214.00**
146352	8/1/17	*****2695	Monique Thompson	**32.00**
146353	8/1/17	*****1686	Jasmine J Jackson	**46.00**
146354	8/1/17	*****6704	Trisha M Cervantez	**172.00**
146355	8/1/17	*****5298	Gloria F Nelson	**19.00**
146356	8/1/17	*****6507	Melissa R Griffin	**14.00**
146357	8/1/17	*****3869	Charlene M Best	**87.00**
146358	8/1/17	*****4721	Ebony N Manning	**66.00**
146359	8/1/17	*****2217	Camille A Lascano	**1.00**
146360	8/1/17	*****8078	Lisa E Gordon	**12.00**
146362	8/1/17	*****7191	Marcelene Brooks	**68.00**
146363	8/1/17	*****3065	Amber S Beshears	**11.00**
146364	8/1/17	*****5113	Michelle A King	**183.28**

146365	8/1/17	*****1391	Cynthia L Walters	**151.00**
146366	8/1/17	*****1606	Tamika Brown	**39.00**
146367	8/1/17	*****3905	Avisha c Augustus	**106.00**
146368	8/1/17	*****5083	Crystal j Houston	**131.00**
146369	8/1/17	*****1696	Angela M Lenzi	**29.00**
146370	8/1/17	*****3183	Sonja I Campos	**40.00**
146371	8/1/17	*****2060	Venus L Phillips	**14.00**
146372	8/1/17	*****5072	Chawnette D Sneed	**47.00**
146373	8/1/17	*****3490	Tameca L Reese	**155.00**
146374	8/1/17	*****8818	Lisa n Macpheators	**129.00**
146375	8/1/17	*****3882	JohnElla Mayo	**79.00**
146376	8/1/17	*****8566	Twyla M Lumsey	**29.00**
146377	8/1/17	*****3277	Stacie J Hogan	**41.00**
146378	8/1/17	*****6969	Judy J Nelum	**9.00**
146379	8/1/17	*****3349	Iris S Randall	**37.00**
146380	8/1/17	*****0840	Dalisha L Bernstine	**101.00**
146381	8/1/17	*****7242	Johnisha K Downs	**100.00**
146382	8/1/17	*****1238	Ramonda A Carlos	**141.00**
146383	8/1/17	*****6995	Graciela Arroyo	**63.00**
146384	8/1/17	*****7390	Masuda Nawabi	**28.00**
146385	8/1/17	*****1951	Vinisha D Thornton	**214.00**
146386	8/1/17	*****0849	Briana I Edwards	**82.00**
146387	8/1/17	*****5549	Jessica L Williams	**9.00**
146388	8/1/17	*****7822	Daudi K Edmond	**41.00**
146389	8/1/17	*****5758	Monique c Chaves	**113.00**
146390	8/1/17	*****1164	Michelle M Balestrieri	**144.00**
146391	8/1/17	*****6095	Leilani S Gomez	**39.00**
146392	8/1/17	*****7882	Deja L Horton	**158.00**
146393	8/1/17	*****8167	ABJ Enterprises, Inc. dba Blue Line Property Management	**2,000.00**
146394	8/1/17	*****9326	Western Addition Apartments, LLC	**1,463.00**
146395	8/1/17	*****8574	Alamo Square Apartments LLC	**2,014.00**
146396	8/1/17	*****9810	Housing Authority of the County of Alameda	**1,872.16**
146398	8/1/17		Los Angeles County Housing Authority	**1,892.58**
146399	8/1/17	*****3423	Sally Lea Hickman	**1,458.00**
146400	8/1/17	*****2578	Faraz Ali Khan	**2,550.00**
146401	8/1/17	*****0978	King County Housing Authority	**1,414.58**
146402	8/1/17	*****6908	Haiyan Lan	**2,076.00**
146403	8/1/17	*****1494	Xiangwen Lu	**1,437.00**
146404	8/1/17	*****3848	Leticia Carasi Malasig	**2,276.00**
146405	8/1/17	*****3124	Dante McDonald	**1,036.00**

146406	8/1/17	*****2593	Ba Nguyen Thu Thi Ngo		**1,741.00**
146407	8/1/17	*****6230	Effie R. Page		**1,673.00**
146408	8/1/17	*****9182	Lorene Paysinger		**1,790.00**
146409	8/1/17	*****7243	Linda Phon		**932.00**
146410	8/1/17	*****4614	Vincenzo Signorino		**1,341.00**
* 80117001	8/1/17	*****2626	9th Street Associates, LP	DD - ES	**3,671.00**
80117002	8/1/17	*****0229	Meerwais Abdiani	DD - ES	**877.00**
80117003	8/1/17	*****6825	A Classey Corp. DBA: ACL Property Management	DD - ES	**5,700.00**
80117004	8/1/17	*****3963	Rohit V Aggarwal	DD - ES	**1,100.00**
80117005	8/1/17	*****6232	Rosario Aguilar	DD - ES	**885.00**
80117006	8/1/17	*****5759	Rosa Aguirre	DD - ES	**2,120.00**
80117007	8/1/17	*****9530	Demetrius Alexander	DD - ES	**1,365.00**
80117008	8/1/17	*****2539	Ida Alfaro	DD - ES	**368.00**
80117009	8/1/17	*****3510	Altisource Residential Corporation	DD - ES	**1,023.00**
80117010	8/1/17	*****9681	Dale Alvarez	DD - ES	**1,489.00**
80117011	8/1/17	*****0104	Cecilia Anderson	DD - ES	**1,910.00**
80117012	8/1/17	*****0387	James or Brenda Anderson	DD - ES	**2,183.00**
80117013	8/1/17	*****5255	Linda S Anderson	DD - ES	**2,734.00**
80117014	8/1/17	*****9111	Shawn Anderson	DD - ES	**1,294.00**
80117015	8/1/17	*****8701	Mariteresa Arenson c/o Select 1 Realty	DD - ES	**1,955.00**
80117016	8/1/17	*****0707	Sergeant or Sima Austin	DD - ES	**1,329.00**
80117017	8/1/17	*****3967	Ajay Banga	DD - ES	**2,800.00**
80117018	8/1/17	*****2764	Mel L. Banagan	DD - ES	**1,369.00**
80117019	8/1/17	*****4138	Carlos G. Barraza	DD - ES	**820.00**
80117020	8/1/17	*****3909	Ken Bartlett	DD - ES	**2,391.00**
80117021	8/1/17	*****7446	Bay Burg Property, LLC	DD - ES	**1,031.00**
80117022	8/1/17	*****5979	John Bedford	DD - ES	**376.00**
80117023	8/1/17	*****9093	Holly Beech	DD - ES	**3,844.00**
80117025	8/1/17	*****8439	Frank Belleci	DD - ES	**1,379.00**
80117026	8/1/17	*****8614	Charles Bell and Camino Johnson-Bell	DD - ES	**1,668.00**
80117027	8/1/17	*****2521	Belmont Apartments	DD - ES	**16,727.00**
80117028	8/1/17	*****2521	Belmont Apartments	DD - ES	**19,699.00**
80117029	8/1/17	*****2521	Belmont Apartments	DD - ES	**18,918.00**
80117030	8/1/17	*****2521	Belmont Apartments	DD - ES	**18,422.00**
80117031	8/1/17	*****2521	Belmont Apartments	DD - ES	**5,734.00**
80117032	8/1/17	*****5996	Alex Benjamen	DD - ES	**1,567.00**
80117033	8/1/17	*****7889	Tennyson Berry	DD - ES	**2,483.00**

80117034	8/1/17	*****0044	Teresita R. Berdiago	DD - ES	**783.00**
80117035	8/1/17	*****8634	Bethel Global Development LLC	DD - ES	**1,339.00**
80117036	8/1/17	*****7075	Som N Bhatia	DD - ES	**1,743.00**
80117037	8/1/17	*****0602	Pinakin Bhatt	DD - ES	**2,103.00**
80117038	8/1/17	*****8470	Joseph B. Bachir	DD - ES	**1,064.00**
80117039	8/1/17	*****3895	Anthony L. Blackburn	DD - ES	**1,425.00**
80117040	8/1/17	*****3502	Black Diamond Management	DD - ES	**1,384.00**
80117041	8/1/17	*****7357	Shanxia Yang Bolton	DD - ES	**440.00**
80117042	8/1/17	*****5924	Steven Booras	DD - ES	**1,477.00**
80117043	8/1/17	*****3037	Kelly Ann Bradford	DD - ES	**1,545.00**
80117044	8/1/17	*****3015	Michael Brady	DD - ES	**499.00**
80117045	8/1/17	*****5829	Brian Carter	DD - ES	**1,078.00**
80117046	8/1/17	*****0658	Earlean Brown	DD - ES	**2,331.00**
80117047	8/1/17	*****6215	Janet Brown	DD - ES	**715.00**
80117048	8/1/17	*****7469	Jessica G. or Sean Brophy	DD - ES	**1,188.00**
80117049	8/1/17	*****9783	Lauren H Brown	DD - ES	**1,324.00**
80117050	8/1/17	*****9954	Blue Sapphire Homes, Inc.	DD - ES	**2,171.00**
80117051	8/1/17	*****2142	Huong T. Bui	DD - ES	**2,699.00**
80117052	8/1/17	*****3080	Vu Manh Bui	DD - ES	**1,422.00**
80117053	8/1/17	*****3187	Burga Family California Trust	DD - ES	**1,975.00**
80117055	8/1/17	*****5586	John R. Burk or Carla Burk	DD - ES	**1,434.00**
80117057	8/1/17	*****3026	Jerome Busby	DD - ES	**2,021.00**
80117058	8/1/17	*****7349	Xuelong Cao	DD - ES	**774.00**
80117060	8/1/17	*****4042	Donnell I. Carson	DD - ES	**1,715.00**
80117061	8/1/17	*****5079	Castle Creek Company, Inc.	DD - ES	**1,207.00**
			Trust Account		
80117062	8/1/17	*****8164	Ricardo C. Cayabyab	DD - ES	**1,387.00**
80117063	8/1/17	*****6869	Cora Ann Chambers	DD - ES	**1,542.00**
80117064	8/1/17	*****6228	Gayle Chamberlain	DD - ES	**858.00**
80117065	8/1/17	*****0398	Kan Chuen Chan	DD - ES	**2,020.00**
80117066	8/1/17	*****5571	P. M. Chaobal	DD - ES	**2,600.00**
80117067	8/1/17	*****1853	Hong Chen	DD - ES	**2,304.00**
80117068	8/1/17	*****8946	Jienlin Chen	DD - ES	**2,017.00**
80117069	8/1/17	*****0128	Ping Chen	DD - ES	**1,359.00**
80117070	8/1/17	*****2680	Sherry Chen	DD - ES	**569.00**
80117071	8/1/17	*****5473	Hwa-Yoong Chiu	DD - ES	**1,704.00**
80117072	8/1/17	*****3211	Ada Choi	DD - ES	**1,851.00**
80117073	8/1/17	*****2454	Chun Ok Choi	DD - ES	**1,502.00**
80117074	8/1/17	*****0310	City of Pittsburg Housing Authority	DD - ES	**6,362.00**
80117075	8/1/17	*****3591	Juan F. Clara	DD - ES	**1,523.00**

80117076	8/1/17	*****7054	Ping Cao	DD - ES	**1,427.00**
80117077	8/1/17	*****1362	College Park Housing Authority	DD - ES	**1,140.58**
80117078	8/1/17	*****9873	Angel Contreras	DD - ES	**2,394.00**
80117079	8/1/17	*****8060	Betty Conner	DD - ES	**958.00**
80117080	8/1/17	*****3394	Kim Cortesi	DD - ES	**1,700.00**
80117088	8/1/17	*****7194	Maria G. Costa	DD - ES	**739.00**
80117089	8/1/17	*****1944	Melonie C. Miles - Trustee Phillip Cotton and Freddie Cotton 2005 Trust	DD - ES	**1,681.00**
80117090	8/1/17	*****9808	Yolo County Housing Authority	DD - ES	**445.58**
80117091	8/1/17	*****3772	Creekside Apartment Investors LLC DBA Creekside Village	DD - ES	**19,798.00**
80117092	8/1/17	*****3772	Creekside Apartment Investors LLC DBA Creekside Village	DD - ES	**21,133.00**
80117093	8/1/17	*****3772	Creekside Apartment Investors LLC DBA Creekside Village	DD - ES	**16,213.00**
80117094	8/1/17	*****6569	Jeannette D. Crespo	DD - ES	**2,190.00**
80117095	8/1/17	*****4259	Junie Varela Crosby	DD - ES	**1,230.00**
80117096	8/1/17	*****7900	Patricia Crosby	DD - ES	**1,225.00**
80117097	8/1/17	*****3327	Jorge Robert Dagys Delevan Catty Leticia Pajoluk	DD - ES	**1,365.00**
80117098	8/1/17	*****2942	Mary F Dahlquist	DD - ES	**2,542.00**
80117099	8/1/17	*****6248	Justin Dailey	DD - ES	**1,255.00**
80117100	8/1/17	*****1622	Dam Quang To	DD - ES	**3,126.00**
80117101	8/1/17	*****8853	Antoinette Davis	DD - ES	**2,388.00**
80117102	8/1/17	*****2963	Audrey Davis	DD - ES	**911.00**
80117103	8/1/17	*****0396	Kesha E. Davis	DD - ES	**1,257.00**
80117104	8/1/17	*****8929	Kevin Davidson	DD - ES	**847.00**
80117105	8/1/17	*****4961	Paulette Davis	DD - ES	**1,319.00**
80117106	8/1/17	*****6115	Roshan M. Davis	DD - ES	**1,415.00**
80117107	8/1/17	*****9068	Jagdeep or Shashi Dayal	DD - ES	**2,250.00**
80117108	8/1/17	*****8370	Charles Dellamore	DD - ES	**1,634.00**
80117109	8/1/17	*****5882	David De La Torre	DD - ES	**1,231.00**
80117111	8/1/17	*****1004	Brigitte P. Doan	DD - ES	**6,882.00**
80117112	8/1/17	*****9716	JoAnn or Larry Domina	DD - ES	**1,141.00**
80117113	8/1/17	*****5043	Alex Dongallo	DD - ES	**1,055.00**
80117114	8/1/17	*****4930	Tuan Do	DD - ES	**4,100.00**
80117115	8/1/17	*****3109	Doniki Dudley	DD - ES	**1,733.00**
80117116	8/1/17	*****6538	Linda Duong	DD - ES	**607.00**
80117117	8/1/17	*****3406	Mercy Housing California XXXVIII East Leland Court Apartments	DD - ES	**7,366.00**
80117118	8/1/17	*****0372	Doris Engle Family Ltd Partnership c/o Select 1 Realty	DD - ES	**1,114.00**
80117119	8/1/17	*****3757	Alma B Espiritu	DD - ES	**1,702.00**

80117120	8/1/17	*****6095	Rosario Espejo	DD - ES	**939.00**
80117121	8/1/17	*****0055	Gabe Essoe	DD - ES	**1,689.00**
80117122	8/1/17	*****0484	Pedro Amaya Estrada	DD - ES	**1,528.00**
80117123	8/1/17	*****7154	Elham Falahat	DD - ES	**1,875.00**
80117124	8/1/17	*****6027	Jianxin Fang Jia Liu	DD - ES	**3,761.00**
80117125	8/1/17	*****8236	Anthony Ferrell	DD - ES	**1,506.00**
80117126	8/1/17	*****2790	Barbara J. Fierner	DD - ES	**1,097.00**
80117127	8/1/17	*****9447	Joseph Field	DD - ES	**1,005.00**
80117128	8/1/17	*****7691	Hernan Roberto Figueroa	DD - ES	**1,474.00**
80117129	8/1/17	*****0962	Tochia D. Brewster Fleeton	DD - ES	**937.00**
80117130	8/1/17	*****5773	Alexander Flowers	DD - ES	**1,478.00**
80117131	8/1/17	*****1547	HomeForward (Housing Authority of Portland)	DD - ES	**1,351.16**
80117132	8/1/17	*****4032	Fox Creek Apartments	DD - ES	**20,718.00**
80117133	8/1/17	*****4032	Fox Creek Apartments	DD - ES	**9,875.00**
80117134	8/1/17	*****0284	Monica Fraga	DD - ES	**1,775.00**
80117135	8/1/17	*****6894	Rejois O. Frazier or Leroy Myers	DD - ES	**1,807.00**
80117136	8/1/17	*****8997	Fan Fuller	DD - ES	**908.00**
80117137	8/1/17	*****9634	Gialene Gaines	DD - ES	**1,450.00**
80117138	8/1/17	*****8306	Bao Wen Gao	DD - ES	**1,809.00**
80117139	8/1/17	*****6981	Adraine Gardner	DD - ES	**1,834.00**
80117140	8/1/17	*****4278	Antoinette L Garcia	DD - ES	**1,226.00**
80117141	8/1/17	*****7036	David Gardner	DD - ES	**3,174.00**
80117142	8/1/17	*****0785	Rupesh Garg Samantha Garg	DD - ES	**2,218.00**
80117143	8/1/17	*****2931	William H. Gardiner	DD - ES	**1,996.00**
80117144	8/1/17	*****5111	Gateway Apartments	DD - ES	**5,280.00**
80117145	8/1/17	*****5298	Parvindokht Ghaboulidashti	DD - ES	**840.00**
80117146	8/1/17	*****2770	Eva Gholson	DD - ES	**2,666.00**
80117147	8/1/17	*****1145	Vernon or Eva Gholson	DD - ES	**2,315.00**
80117148	8/1/17	*****5958	Jacqueline Gill	DD - ES	**1,049.00**
80117149	8/1/17	*****8187	Sukpran Gill	DD - ES	**1,626.00**
80117150	8/1/17	*****3032	Jesse Gonzaga	DD - ES	**923.00**
80117151	8/1/17	*****6940	Frances Greene	DD - ES	**509.00**
80117152	8/1/17	*****4872	Rodney Green	DD - ES	**1,177.00**
80117153	8/1/17	*****3361	Rupinder Grewal	DD - ES	**1,925.00**
80117154	8/1/17	*****7325	Patricia Gridley	DD - ES	**835.00**
80117155	8/1/17	*****6305	Italo Grossi	DD - ES	**1,581.00**
80117156	8/1/17	*****6721	Amparo Guardado Cesar Q. Guardado	DD - ES	**1,370.00**
80117157	8/1/17	*****0940	Krystle Guan	DD - ES	**6,701.00**

80117158	8/1/17	*****1575	Bob Gunson Real Estate C/O Julie Hang	DD - ES	**1,357.00**
80117159	8/1/17	*****5267	Abhilash Gupta	DD - ES	**6,612.00**
80117160	8/1/17	*****7930	Donald R. Watson, Sr.	DD - ES	**600.00**
80117161	8/1/17	*****2314	Nicole Hackett	DD - ES	**1,407.00**
80117162	8/1/17	*****6176	Asharfun Nisha Hafiz	DD - ES	**1,224.00**
80117163	8/1/17	*****0457	Jeffrey Paul Hagler	DD - ES	**1,311.00**
80117164	8/1/17	*****9827	Delores Jane Hall	DD - ES	**1,371.00**
80117165	8/1/17	*****1584	Christian L. Hanson	DD - ES	**1,325.00**
80117166	8/1/17	*****1769	Lawrence Harrold	DD - ES	**4,654.00**
80117167	8/1/17	*****7423	Delta Hawaii Garden Apartments LLC	DD - ES	**4,136.00**
80117168	8/1/17	*****5859	Chuanhu He	DD - ES	**1,598.00**
80117169	8/1/17	*****6728	David T. Hennigan	DD - ES	**6,777.00**
80117170	8/1/17	*****3097	Silvester C. Henderson	DD - ES	**3,061.00**
80117171	8/1/17	*****5221	Anna Hernandez	DD - ES	**3,790.00**
80117172	8/1/17	*****7408	Serene Herrmann	DD - ES	**2,725.00**
80117173	8/1/17	*****1057	Diamond Hillside Apartments	DD - ES	**1,005.00**
80117174	8/1/17	*****1603	Marva Hill	DD - ES	**455.00**
80117175	8/1/17	*****6255	Carl E. Hoard II	DD - ES	**1,651.00**
80117176	8/1/17	*****7386	Hanh Huu Hoang	DD - ES	**1,744.00**
80117177	8/1/17	*****4106	Albert Ho	DD - ES	**1,848.00**
80117178	8/1/17	*****2084	Annie Ho The Annie Ho Living Trust	DD - ES	**1,307.00**
80117179	8/1/17	*****0051	Dan Ho	DD - ES	**4,660.00**
80117180	8/1/17	*****8576	Joyce Ann Hoffman	DD - ES	**1,304.00**
80117181	8/1/17	*****7451	Gloria H. Holbrook	DD - ES	**1,750.00**
80117182	8/1/17	*****4543	Ronald G. Holmes	DD - ES	**1,267.00**
80117183	8/1/17	*****5700	Tony Ho	DD - ES	**1,322.00**
80117184	8/1/17	*****3787	Howard County Housing Commission	DD - ES	**1,187.58**
80117185	8/1/17	*****1535	Fanny Kao Huang	DD - ES	**1,984.00**
80117186	8/1/17	*****8816	Ming Zin Huang	DD - ES	**2,691.00**
80117187	8/1/17	*****7984	Tao Huang	DD - ES	**8,019.00**
80117188	8/1/17	*****7179	Ya Jing Huang	DD - ES	**2,386.00**
80117189	8/1/17	*****9084	Nancy Xiu Zhen Hu	DD - ES	**1,986.00**
80117190	8/1/17	*****6229	Thinh Trieu Huynh	DD - ES	**1,720.00**
80117191	8/1/17	*****0778	IGreen House Inc.	DD - ES	**1,069.00**
80117192	8/1/17	*****8007	2015-1 IH2 Borrower LP	DD - ES	**3,187.00**
80117193	8/1/17	*****4320	IH2 Property West, L.P.	DD - ES	**3,780.00**
80117194	8/1/17	*****7951	IH5 Property West LP	DD - ES	**2,400.00**
80117195	8/1/17	*****7013	Eugene G. Imperato	DD - ES	**1,173.00**
80117196	8/1/17	*****2726	IH4 Property West LP	DD - ES	**1,979.00**

80117197	8/1/17	*****8323	Keyee Investment LLC	DD - ES	**577.00**
80117198	8/1/17	*****1017	LaShon D Irving	DD - ES	**2,176.00**
80117199	8/1/17	*****0911	Mario Isidro	DD - ES	**1,735.00**
80117200	8/1/17	*****6821	Michael or Kay Isola	DD - ES	**1,413.00**
80117201	8/1/17	*****2036	Brandi Jackson C/O Perry Realty Team	DD - ES	**1,820.00**
80117202	8/1/17	*****4910	Sameer Jain	DD - ES	**1,800.00**
80117203	8/1/17	*****1349	Jason Le	DD - ES	**1,694.00**
80117204	8/1/17	*****0833	Alonzo D. Johnson	DD - ES	**946.00**
80117205	8/1/17	*****8569	Ronita Johnson	DD - ES	**1,195.00**
80117206	8/1/17	*****8867	James Jones	DD - ES	**1,941.00**
80117207	8/1/17	*****2434	Sharon Jones	DD - ES	**1,709.00**
80117208	8/1/17	*****9670	Cheryl D Joseph	DD - ES	**1,797.00**
80117209	8/1/17	*****4905	Mostaeen B Jouya	DD - ES	**1,862.00**
80117210	8/1/17	*****5704	Jaynee Walton Separate Property Trust	DD - ES	**1,479.00**
80117211	8/1/17	*****5647	Om Parkash Kalra	DD - ES	**2,585.00**
80117212	8/1/17	*****8425	Wei Kang	DD - ES	**1,673.00**
80117213	8/1/17	*****1731	Deepinder Kaur	DD - ES	**2,355.00**
80117214	8/1/17	*****7429	Navkirandeep Kaur	DD - ES	**1,038.00**
80117215	8/1/17	*****6180	K. E. M. Group LLC	DD - ES	**1,934.00**
80117216	8/1/17	*****9411	Anthony Keslinke	DD - ES	**2,406.00**
80117217	8/1/17	*****4095	Nadeem Khan	DD - ES	**4,101.00**
80117218	8/1/17	*****0839	Alan T. Kilpatrick	DD - ES	**1,591.00**
80117219	8/1/17	*****5113	Michelle King	DD - ES	**2,946.72**
80117220	8/1/17	*****0888	KW Kirker Creek, LLC	DD - ES	**2,899.00**
80117221	8/1/17	*****7475	Qi Yun Kuang	DD - ES	**1,950.00**
80117222	8/1/17	*****8506	Simon Kailiang Kuang	DD - ES	**1,331.00**
80117223	8/1/17	*****9316	Zdzislaw Kujawa	DD - ES	**780.00**
80117224	8/1/17	*****2585	Daniel Kwan	DD - ES	**1,644.00**
80117225	8/1/17	*****6229	Simon Chuen-Sang Kwong	DD - ES	**1,533.00**
80117226	8/1/17	*****8326	Thomas LaFleur	DD - ES	**1,888.00**
80117227	8/1/17	*****7845	Chow Kang Lam	DD - ES	**1,833.00**
80117228	8/1/17	*****6520	Shirley Manly-Lampkin	DD - ES	**1,029.00**
80117229	8/1/17	*****6102	Maria Lara	DD - ES	**1,608.00**
80117230	8/1/17	*****7975	Peter C. Larsen	DD - ES	**941.00**
80117231	8/1/17	*****2401	Kevin Lassair	DD - ES	**1,828.51**
80117232	8/1/17	*****4732	Latif, LLC	DD - ES	**2,095.00**
80117233	8/1/17	*****0938	Ingrid Lau	DD - ES	**1,392.00**
80117234	8/1/17	*****8224	Kai Man Lau	DD - ES	**1,299.00**
80117235	8/1/17	*****9373	Delphia M. or Clarence Lawson	DD - ES	**1,093.00**
80117236	8/1/17	*****2293	LCSTAR, LLC	DD - ES	**5,844.00**

80117237	8/1/17	*****0984	Dao Tran Le	DD - ES	**743.00**
80117238	8/1/17	*****8548	Jack Wai Lee	DD - ES	**1,862.00**
80117239	8/1/17	*****1755	Siu Wan Windytiti Lee	DD - ES	**1,415.00**
80117240	8/1/17	*****2527	Steven Lee	DD - ES	**1,125.00**
80117241	8/1/17	*****5289	Yuhjen Juang Lee	DD - ES	**1,714.00**
80117242	8/1/17	*****1860	Lena Le	DD - ES	**1,072.00**
80117243	8/1/17	*****9382	Luigi Leoncio, LLC	DD - ES	**1,654.00**
80117244	8/1/17	*****3782	Joseph C. Lerma	DD - ES	**1,076.00**
80117245	8/1/17	*****3555	Yiping I. and Frederic Leroudier	DD - ES	**3,360.00**
80117246	8/1/17	*****3410	John M. Leung	DD - ES	**5,804.00**
80117247	8/1/17	*****8951	Kin or Siu F. Leung	DD - ES	**1,464.00**
80117248	8/1/17	*****3743	May Leung or Rodney Chen	DD - ES	**3,319.00**
80117249	8/1/17	*****2110	Peter Leung	DD - ES	**1,994.00**
80117250	8/1/17	*****5185	Fortunee Lichaa	DD - ES	**1,654.00**
80117251	8/1/17	*****3386	James J. Busby and Irvin Deutcher a Partnership DBA Crestview Apartments	DD - ES	**280.00**
80117252	8/1/17	*****0416	Faqiang Li	DD - ES	**642.00**
80117253	8/1/17	*****7827	Jinhuan Li	DD - ES	**1,044.00**
80117254	8/1/17	*****5495	Jian S Lin	DD - ES	**1,474.00**
80117255	8/1/17	*****2649	Tim Lindstrom c/o AAA Property Management	DD - ES	**975.00**
80117256	8/1/17	*****6076	Chingyao J Liu Wei Chen	DD - ES	**1,578.00**
80117257	8/1/17	*****3881	Vivian Y Li	DD - ES	**2,445.00**
80117258	8/1/17	*****1547	Paul Livson	DD - ES	**1,402.00**
80117259	8/1/17	*****0050	Wei Min Li	DD - ES	**1,570.00**
80117260	8/1/17	*****9003	Ying Hong Li	DD - ES	**1,799.00**
80117261	8/1/17	*****1646	Paul Long	DD - ES	**2,497.00**
80117262	8/1/17	*****1474	Los Medanos Village Apartments	DD - ES	**21,559.00**
80117263	8/1/17	*****7531	Tony or Yvonne Louie	DD - ES	**1,393.00**
80117264	8/1/17	*****4218	Lorenzo Love	DD - ES	**1,356.00**
80117265	8/1/17	*****1790	Valerie Love	DD - ES	**1,829.00**
80117266	8/1/17	*****5602	Marshall & Sonya Lowe	DD - ES	**1,112.00**
80117267	8/1/17	*****0153	Ariston Laurito Loyola	DD - ES	**829.00**
80117268	8/1/17	*****7720	Jose Loza	DD - ES	**1,913.00**
80117269	8/1/17	*****2354	Andrew Kin Lui	DD - ES	**4,925.00**
80117270	8/1/17	*****4658	Wei Liu Guangxin Frank Liu	DD - ES	**1,544.00**
80117271	8/1/17	*****7843	The Entrust Group, Inc. FBO Theodore Lum IRA (acct #34892)	DD - ES	**1,257.00**
80117272	8/1/17	*****1821	Curtis H. Lundberg	DD - ES	**542.00**
80117273	8/1/17	*****3474	Edward Luna	DD - ES	**731.00**

80117274	8/1/17	*****1596	Kenneth Luong	DD - ES	**1,595.00**
80117275	8/1/17	*****5430	Kiet A. Ly	DD - ES	**1,767.00**
80117276	8/1/17	*****4009	Yolanda McDonald	DD - ES	**2,785.00**
80117277	8/1/17	*****5865	Rakesh Madra	DD - ES	**2,403.00**
80117278	8/1/17	*****5605	Robert Madson Lisa Swafford	DD - ES	**3,767.00**
80117279	8/1/17	*****2191	Radha Mahesram	DD - ES	**1,170.00**
80117280	8/1/17	*****4372	Jennifer Leung Ma	DD - ES	**7,092.00**
80117281	8/1/17	*****1989	Jeff Mann	DD - ES	**6,220.00**
80117282	8/1/17	*****5378	Glenn Marshall	DD - ES	**1,341.00**
80117283	8/1/17	*****2875	Marla Y Harrison	DD - ES	**478.00**
80117284	8/1/17	*****3389	Steadfast Marina Heights, L.P.	DD - ES	**13,675.00**
80117285	8/1/17	*****3389	Steadfast Marina Heights, L.P.	DD - ES	**14,586.00**
80117286	8/1/17	*****3389	Steadfast Marina Heights, L.P.	DD - ES	**15,111.00**
80117287	8/1/17	*****3389	Steadfast Marina Heights, L.P.	DD - ES	**10,063.00**
80117288	8/1/17	*****5287	Louie W. Maruri El Dorado Apartments	DD - ES	**877.00**
80117289	8/1/17	*****3065	Tanya Martha	DD - ES	**1,837.00**
80117290	8/1/17	*****6768	Matrixone Realty	DD - ES	**1,132.00**
80117291	8/1/17	*****3048	Rita J. McCrystle	DD - ES	**1,146.00**
80117292	8/1/17	*****7174	Samuel McCree	DD - ES	**1,166.00**
80117293	8/1/17	*****6494	Dorothy McDonald	DD - ES	**1,841.00**
80117294	8/1/17	*****6342	James & Diana Gail McDonald c/o Yolanda McDonald	DD - ES	**1,097.00**
80117295	8/1/17	*****1925	Veronica R. McElroy	DD - ES	**1,885.00**
80117296	8/1/17	*****1152	Janice K McLean	DD - ES	**1,022.00**
80117297	8/1/17	*****4675	Meadow Glen Apartments	DD - ES	**2,720.00**
80117298	8/1/17	*****9866	Tatung Mei	DD - ES	**3,314.00**
80117299	8/1/17	*****4316	Joel Mejia	DD - ES	**428.00**
80117300	8/1/17	*****5245	Jinyu Meng	DD - ES	**1,769.00**
80117301	8/1/17	*****4885	Sabine Menzel	DD - ES	**4,441.00**
80117302	8/1/17	*****0133	Mercedes P. Johnson	DD - ES	**653.00**
80117303	8/1/17	*****8272	Hector Meza	DD - ES	**785.00**
80117304	8/1/17	*****7437	Perchak Properties for Carol Miller	DD - ES	**1,864.00**
80117305	8/1/17	*****9782	Maryann Miller	DD - ES	**1,142.00**
80117306	8/1/17	*****2618	Carlos J Miranda	DD - ES	**793.00**
80117307	8/1/17	*****0772	Hassan Mirabedi	DD - ES	**5,281.00**
80117308	8/1/17	*****6741	Gwendolyn Mitchell	DD - ES	**1,655.00**
80117309	8/1/17	*****7083	Ronnie Eric Moffett Estate	DD - ES	**1,735.00**
80117310	8/1/17	*****6340	Moe Mojaddidi	DD - ES	**4,833.00**
80117311	8/1/17	*****0985	Rodney Montgomery or Sharon Montgomery	DD - ES	**1,059.00**

80117312	8/1/17	*****6975	Joseph Nelson Morin	DD - ES	**1,660.00**
80117313	8/1/17	*****7725	Ricardo Moran Gonzalez	DD - ES	**1,110.00**
80117314	8/1/17	*****4997	Saleem Rashid Muhammad	DD - ES	**1,859.00**
80117315	8/1/17	*****3642	Eva Munn	DD - ES	**489.00**
80117316	8/1/17	*****8820	Brien Brothers, LLC C/O Mynd Management, IC.	DD - ES	**1,423.00**
80117317	8/1/17	*****0105	Ehsan Nabkel	DD - ES	**2,657.00**
80117318	8/1/17	*****9276	Fariba Naji	DD - ES	**1,800.00**
80117319	8/1/17	*****6234	Shinder Paul Narabut	DD - ES	**5,144.00**
80117320	8/1/17	*****9518	Farida Nawabi	DD - ES	**2,098.00**
80117321	8/1/17	*****0054	NC Associates, Inc.	DD - ES	**5,853.00**
80117322	8/1/17	*****6959	Joy Neal	DD - ES	**1,562.00**
80117323	8/1/17	*****5257	Guy Nesbeth	DD - ES	**2,793.00**
80117324	8/1/17	*****4114	James or Margaret Nevis	DD - ES	**1,162.00**
80117325	8/1/17	*****3516	New Way Management Services	DD - ES	**8,967.00**
80117326	8/1/17	*****6613	Ivy Kit Fan Ngan	DD - ES	**2,052.00**
80117327	8/1/17	*****1072	Dominic Y Ng	DD - ES	**2,248.00**
80117328	8/1/17	*****3604	Knowland Ging Ng	DD - ES	**4,176.00**
80117329	8/1/17	*****8594	Patrick Ng Mike Perry, Property Manager	DD - ES	**2,045.00**
80117330	8/1/17	*****9319	Sunny S Ng	DD - ES	**1,674.00**
80117331	8/1/17	*****0738	Hieu Nguyen	DD - ES	**1,495.00**
80117332	8/1/17	*****7154	Huy Quang Nguyen	DD - ES	**2,161.00**
80117333	8/1/17	*****4366	Quyen Nguyen	DD - ES	**1,710.00**
80117334	8/1/17	*****8241	Tieu Nguyen	DD - ES	**1,875.00**
80117335	8/1/17	*****7265	Ernest Nichols III	DD - ES	**3,101.00**
80117336	8/1/17	*****9886	Northstar Financial Group, LLC	DD - ES	**763.00**
80117337	8/1/17	*****8129	Kevin Nord Nord Investment Real Estate	DD - ES	**900.00**
80117338	8/1/17	*****2286	North State Financial, Inc.	DD - ES	**1,535.00**
80117340	8/1/17	*****5572	Dwight J Owens	DD - ES	**713.00**
80117341	8/1/17	*****7606	Juanita Olayo	DD - ES	**1,514.00**
80117342	8/1/17	*****4543	Esosa A. Omokaro	DD - ES	**2,386.00**
80117343	8/1/17	*****0588	Orange County Housing Authority	DD - ES	**2,083.58**
80117344	8/1/17	*****3741	Sandra L Ortiz	DD - ES	**1,827.00**
80117345	8/1/17	*****2915	Tony Jose Ortiz	DD - ES	**1,440.00**
80117346	8/1/17	*****1081	Chinenye Osuagwu	DD - ES	**1,907.00**
80117347	8/1/17	*****3324	Mutlu Ozer	DD - ES	**1,884.00**
80117348	8/1/17	*****4083	Pacific Living, LLC	DD - ES	**2,212.00**
80117349	8/1/17	*****1176	John Mario Pascuzzi	DD - ES	**1,403.00**
80117350	8/1/17	*****7811	Hemangini & Vijendra Patel	DD - ES	**2,100.00**

80117351	8/1/17	*****0885	Kokila Patel	DD - ES	**1,102.00**
80117352	8/1/17	*****8684	Virendra M. Patel	DD - ES	**1,785.00**
80117353	8/1/17	*****8047	Jason Pauline	DD - ES	**1,707.00**
80117354	8/1/17	*****3189	Loycell Peacock	DD - ES	**1,021.00**
80117355	8/1/17	*****5165	Scott Pease	DD - ES	**1,011.00**
80117356	8/1/17	*****2788	Jade Penarelli	DD - ES	**1,534.00**
80117357	8/1/17	*****5889	Douglas B Perry	DD - ES	**994.00**
80117358	8/1/17	*****3278	Maria Del Carmen Perez	DD - ES	**264.00**
80117359	8/1/17	*****6784	Lowde Y. Perkins	DD - ES	**901.00**
80117360	8/1/17	*****8225	Shiv Pertab	DD - ES	**1,401.00**
80117361	8/1/17	*****0958	Pittsburg Park Apartments	DD - ES	**5,537.00**
80117362	8/1/17	*****7605	Portofino Apartments	DD - ES	**8,568.00**
80117363	8/1/17	*****8826	Prime Metropolis Properties, Inc.	DD - ES	**4,193.00**
80117364	8/1/17	*****2849	IH5 Property West, LP	DD - ES	**1,837.00**
80117365	8/1/17	*****3398	Marples Property Management	DD - ES	**2,671.00**
80117366	8/1/17	*****4650	A. Meadows Property Management	DD - ES	**2,395.00**
80117367	8/1/17	*****7789	Stokley Properties LLC Harbor	DD - ES	**2,392.00**
80117368	8/1/17	*****8055	Property Upsurge, Inc.	DD - ES	**11,580.00**
80117369	8/1/17	*****0782	Amjad Qaqish	DD - ES	**921.00**
80117370	8/1/17	*****9542	Sam or Sonia Quinones	DD - ES	**1,796.00**
80117371	8/1/17	*****4029	Amos Radford	DD - ES	**1,400.00**
80117372	8/1/17	*****1034	Kuljit P Raju	DD - ES	**1,437.00**
80117373	8/1/17	*****2261	Paramjit K. Raju	DD - ES	**3,178.00**
80117374	8/1/17	*****3452	Christopher Ramirez	DD - ES	**1,928.00**
80117375	8/1/17	*****8489	Enrique or Stacy Ramirez	DD - ES	**600.00**
80117376	8/1/17	*****2162	Erika Ramirez	DD - ES	**1,856.00**
80117378	8/1/17	*****5276	Rizal Ramos, Jr.	DD - ES	**1,161.00**
80117379	8/1/17	*****2283	Rohini Ram	DD - ES	**1,075.00**
80117380	8/1/17	*****6068	David Raughton	DD - ES	**1,359.00**
80117381	8/1/17	*****8337	RayCaro Inc.	DD - ES	**3,024.00**
80117382	8/1/17	*****8227	Croskey Real Estate, Inc.	DD - ES	**1,870.00**
80117384	8/1/17	*****7349	Eric Franklin Remson	DD - ES	**1,102.00**
80117385	8/1/17	*****1078	Cora Lee Rice Anderson Rice	DD - ES	**905.00**
80117387	8/1/17	*****9321	Roger Riley	DD - ES	**1,735.00**
80117388	8/1/17	*****6917	Ronald D. Shelly or Julie Crowder	DD - ES	**1,080.00**
80117389	8/1/17	*****0694	Jason Ruffin	DD - ES	**4,079.00**
80117390	8/1/17	*****4579	Elvira Ruiz	DD - ES	**1,140.00**
80117391	8/1/17	*****5248	Constance Russell	DD - ES	**1,968.00**
80117392	8/1/17	*****0759	Sacramento Housing And Redevelopment Agency	DD - ES	**2,526.74**

80117393	8/1/17	*****3011	Alicia Saucedo	DD - ES	**1,387.00**
80117394	8/1/17	*****7615	Gregory Paul Schulz	DD - ES	**1,443.00**
80117395	8/1/17	*****9954	Richard M. Sciortino	DD - ES	**1,054.00**
80117396	8/1/17	*****7031	Jacqueline Selinger	DD - ES	**1,658.00**
80117397	8/1/17	*****5346	Young Sook Seroy	DD - ES	**1,898.00**
80117399	8/1/17	*****1446	Mohinder Sharma	DD - ES	**1,001.00**
80117400	8/1/17	*****7239	Shailesh & Bela Patel	DD - ES	**3,755.00**
80117401	8/1/17	*****4900	Paul Shatswell	DD - ES	**1,460.00**
80117402	8/1/17	*****1370	James Shipe, c/o Richard Grijalva, East Cty Brokers	DD - ES	**1,837.00**
80117403	8/1/17	*****5981	Yihui Shi	DD - ES	**1,618.00**
80117404	8/1/17	*****7789	Siena Court Apartments	DD - ES	**9,458.00**
80117405	8/1/17	*****7396	Sierra Pacific Properties Peppertree Apartments	DD - ES	**3,805.00**
80117406	8/1/17	*****7396	Sierra Pacific Properties Woodland Hills Apartments	DD - ES	**11,406.00**
80117407	8/1/17	*****6650	Frank M. Siino	DD - ES	**1,200.00**
80117408	8/1/17	*****8035	Joseph Michael Siino	DD - ES	**1,135.00**
80117409	8/1/17	*****5399	Gloria Silva	DD - ES	**853.00**
80117410	8/1/17	*****7250	2012-C Property Holdings LLC	DD - ES	**4,699.00**
80117411	8/1/17	*****8407	Marc J. Simpson	DD - ES	**1,212.00**
80117412	8/1/17	*****3639	Raman Singh	DD - ES	**1,925.00**
80117413	8/1/17	*****6058	Son Singh	DD - ES	**1,338.00**
80117414	8/1/17	*****4970	Molly Smith	DD - ES	**2,000.00**
80117415	8/1/17	*****9092	Sherritta M Smith	DD - ES	**1,033.00**
80117416	8/1/17	*****0670	Southern Nevada Regional Housing Authority	DD - ES	**564.58**
80117417	8/1/17	*****2032	Cinthia Sosa	DD - ES	**1,576.00**
80117418	8/1/17	*****2985	Gloria Spahn	DD - ES	**1,250.00**
80117419	8/1/17	*****6977	Angela E. Robinson-Spencer	DD - ES	**1,150.00**
80117420	8/1/17	*****3465	Ramzi D Srouji	DD - ES	**1,810.00**
80117421	8/1/17	*****5343	Deborah Steppe	DD - ES	**1,656.00**
80117422	8/1/17	*****1601	George W. Stephens	DD - ES	**1,641.00**
80117423	8/1/17	*****5308	R R Rentals	DD - ES	**1,527.00**
80117425	8/1/17	*****6314	Amad Sultan	DD - ES	**2,511.00**
80117426	8/1/17	*****8534	Suma Aryaei	DD - ES	**2,212.00**
80117427	8/1/17	*****1235	Summit Venture Group, LLC	DD - ES	**1,819.00**
80117428	8/1/17	*****6168	Kamaljeet Surila	DD - ES	**1,364.00**
80117429	8/1/17	*****0399	Joyce Hui Sy	DD - ES	**6,136.00**
80117430	8/1/17	*****1242	Hamed Tafaghodi Alexis Tafaghodi	DD - ES	**1,525.00**
80117431	8/1/17	*****9558	Edward C Tan	DD - ES	**532.00**
80117432	8/1/17	*****5832	Mohammad Tapus	DD - ES	**2,743.00**

80117433	8/1/17	*****5480	Tasia La Vonda Johnson	DD - ES	**1,991.00**
80117434	8/1/17	*****6283	Yun Teng Weijie Zhang	DD - ES	**1,680.00**
80117435	8/1/17	*****2164	Quyen Minh Thai	DD - ES	**1,431.00**
80117436	8/1/17	*****9314	Silvia Thein and Ada Choi	DD - ES	**2,014.00**
80117437	8/1/17	*****4049	ChingJen Tong	DD - ES	**3,507.00**
80117438	8/1/17	*****1405	Lourdes or Raymond Tovar	DD - ES	**1,598.00**
80117439	8/1/17	*****2094	Raphael Minhtuyen Tran	DD - ES	**4,948.00**
80117440	8/1/17	*****6035	Tam Van Tran	DD - ES	**1,918.00**
80117441	8/1/17	*****1327	Thuy Tran	DD - ES	**1,234.00**
80117442	8/1/17	*****6165	Thanh Van Trinh	DD - ES	**1,466.00**
80117443	8/1/17	*****3572	Nhan Chi Truong	DD - ES	**961.00**
80117444	8/1/17	*****5313	Sean Thuyet Truong	DD - ES	**1,423.00**
80117445	8/1/17	*****9321	Van Truong	DD - ES	**1,748.00**
80117446	8/1/17	*****8392	Xavier Van Truong	DD - ES	**7,635.00**
80117447	8/1/17	*****5553	David Tseng	DD - ES	**1,572.00**
80117449	8/1/17	*****4582	Lidia Valladares	DD - ES	**1,818.00**
80117450	8/1/17	*****0250	Victor D Valenzuela	DD - ES	**1,416.00**
80117451	8/1/17	*****5853	Tu Van	DD - ES	**1,772.00**
80117452	8/1/17	*****3371	Gary D. Vasconcellos	DD - ES	**1,091.00**
80117453	8/1/17	*****8457	Sareena Lata Velu	DD - ES	**1,640.00**
80117454	8/1/17	*****9682	Nuno G Vieira	DD - ES	**1,475.00**
80117455	8/1/17	*****2720	Stephen Cordell Wafer	DD - ES	**876.00**
80117456	8/1/17	*****2768	Huan Rong Wang	DD - ES	**1,456.00**
80117457	8/1/17	*****6924	Lining Wan	DD - ES	**2,580.00**
80117458	8/1/17	*****6945	Wei Wang	DD - ES	**2,122.00**
80117459	8/1/17	*****1634	Yu Ruo Wang	DD - ES	**1,410.00**
80117460	8/1/17	*****5502	Mildred Lucille Washington	DD - ES	**1,996.00**
80117462	8/1/17	*****4384	Wenying Chang	DD - ES	**1,535.00**
80117463	8/1/17	*****0126	Marina West 10 LLC	DD - ES	**1,450.00**
80117464	8/1/17	*****4908	Lewis White & Ruth White Elma Ruth White	DD - ES	**4,535.00**
80117466	8/1/17	*****5057	Kathleen and John Wilson	DD - ES	**874.00**
80117467	8/1/17	*****8702	Kathy D. Williams	DD - ES	**1,953.00**
80117468	8/1/17	*****5026	Windeler Development Group, Inc.	DD - ES	**1,357.00**
80117469	8/1/17	*****1769	Alan York Lun Wong Alan York Lun Wong	DD - ES	**116.00**
80117470	8/1/17	*****1157	Har Pan Wong	DD - ES	**6,263.00**
80117471	8/1/17	*****6356	Joanne Wong	DD - ES	**1,425.00**
80117472	8/1/17	*****1060	Kinney Ming Wong	DD - ES	**1,399.00**

80117473	8/1/17	*****5451	Mei-Yuk Yu Wong Vincent Wong	DD - ES	**1,581.00**
80117474	8/1/17	*****7094	Bridge-Regional Partners Inc	DD - ES	**7,258.00**
80117475	8/1/17	*****5565	Yuk Lin Woo	DD - ES	**678.00**
80117476	8/1/17	*****1853	WR Properties, Inc.	DD - ES	**7,429.00**
80117477	8/1/17	*****3962	Hong Wu	DD - ES	**1,608.00**
80117478	8/1/17	*****5388	Jian Ai Xuan	DD - ES	**1,807.00**
80117479	8/1/17	*****3880	Ping Ping Xu Keming Wang	DD - ES	**4,103.00**
80117480	8/1/17	*****2366	Karl Yick C/O Teresita D. Pereira	DD - ES	**1,056.00**
80117481	8/1/17	*****6779	Sally Yip	DD - ES	**461.00**
80117482	8/1/17	*****6178	Chris Kui You	DD - ES	**1,876.00**
80117483	8/1/17	*****7622	Yee Yue Cheung	DD - ES	**759.00**
80117484	8/1/17	*****8664	Mohammad Zalmaiyar	DD - ES	**2,323.00**
80117485	8/1/17	*****2940	Wei Bin Zhang or Gao Wei	DD - ES	**1,500.00**
80117486	8/1/17	*****3259	Xirong Zhao	DD - ES	**1,387.00**
80117487	8/1/17	*****4367	Xiang Yang Zheng	DD - ES	**1,809.00**
80117488	8/1/17	*****7805	Shengguo Zhu	DD - ES	**4,710.00**
80117489	8/1/17	*****6132	Ying Zhu	DD - ES	**2,500.00**

Choice Voucher		
	HAP	1,189,927.50
	UR	9,812.01
	Damage Claim	0.00
	Vacancy Claim	0.00
	Administrative Fee	946.12
	FSS Escrow Account	0.00
	Shelter Plus Security Deposit	0.00
	Other	0.00
	All Payments	**$1,200,685.63**

Check Summary

August 1, 2017

Check Number	Check Date	Payee Tax ID	Payee	Amount
VASH				
146285	8/1/17	*****6041	Anthony L Johnson	**33.00**
146300	8/1/17	*****0147	Matthew Matusick	**45.00**
146308	8/1/17	*****1136	Shannon O Murphy	**30.00**
146312	8/1/17	*****2982	Timothy P Harrington	**23.00**
146314	8/1/17	*****7845	Troy Mills	**81.00**

146318	8/1/17	*****3447	David S Loesch		**80.00**
146361	8/1/17	*****7574	Joseph A Newman		**73.00**
146396	8/1/17	*****9810	Housing Authority of the County of Alameda		**4,455.74**
146397	8/1/17	*****0331	Fairfield Housing Authority		**1,166.16**
80117020	8/1/17	*****3909	Ken Bartlett	DD - ES	**1,283.00**
80117024	8/1/17	*****7492	Adrienne Kelly Belton	DD - ES	**1,160.00**
80117027	8/1/17	*****2521	Belmont Apartments	DD - ES	**1,238.00**
80117036	8/1/17	*****7075	Som N Bhatia	DD - ES	**1,586.00**
80117054	8/1/17	*****8860	Joe Burns	DD - ES	**1,200.00**
80117056	8/1/17	*****8764	William Joseph Burgoyne	DD - ES	**1,298.00**
80117059	8/1/17	*****2513	Clara Beatriz Cardenas	DD - ES	**1,080.00**
80117081	8/1/17	*****0746	Contra Costa County Housing Authority	DD - ES	**10,340.64**
80117082	8/1/17	*****0746	Contra Costa County Housing Authority	DD - ES	**8,140.38**
80117083	8/1/17	*****0746	Contra Costa County Housing Authority	DD - ES	**9,493.22**
80117084	8/1/17	*****0746	Contra Costa County Housing Authority	DD - ES	**9,038.22**
80117085	8/1/17	*****0746	Contra Costa County Housing Authority	DD - ES	**10,064.80**
80117086	8/1/17	*****0746	Contra Costa County Housing Authority	DD - ES	**9,201.80**
80117087	8/1/17	*****0746	Contra Costa County Housing Authority	DD - ES	**6,673.64**
80117091	8/1/17	*****3772	Creekside Apartment Investors LLC DBA Creekside Village	DD - ES	**6,024.00**
80117092	8/1/17	*****3772	Creekside Apartment Investors LLC DBA Creekside Village	DD - ES	**4,802.00**
80117093	8/1/17	*****3772	Creekside Apartment Investors LLC DBA Creekside Village	DD - ES	**5,939.00**
80117110	8/1/17	*****9507	Olga M. Disney	DD - ES	**1,149.00**
80117117	8/1/17	*****3406	Mercy Housing California XXXVIII East Leland Court Apartments	DD - ES	**604.00**
80117133	8/1/17	*****4032	Fox Creek Apartments	DD - ES	**499.00**
80117144	8/1/17	*****5111	Gateway Apartments	DD - ES	**3,054.00**
80117159	8/1/17	*****5267	Abhilash Gupta	DD - ES	**1,650.00**
80117169	8/1/17	*****6728	David T. Hennigan	DD - ES	**1,774.00**
80117258	8/1/17	*****1547	Paul Livson	DD - ES	**1,338.00**
80117284	8/1/17	*****3389	Steadfast Marina Heights, L.P.	DD - ES	**667.00**
80117285	8/1/17	*****3389	Steadfast Marina Heights, L.P.	DD - ES	**951.00**
80117286	8/1/17	*****3389	Steadfast Marina Heights, L.P.	DD - ES	**1,860.00**
80117287	8/1/17	*****3389	Steadfast Marina Heights, L.P.	DD - ES	**873.00**
80117336	8/1/17	*****9886	Northstar Financial Group, LLC	DD - ES	**3,939.00**
80117339	8/1/17	*****0758	Oakland Housing Authority	DD - ES	**1,465.58**
80117366	8/1/17	*****4650	A. Meadows Property Management	DD - ES	**407.00**
80117377	8/1/17	*****6230	Leonardo Christopher Ramirez	DD - ES	**1,979.00**
80117382	8/1/17	*****8227	Croskey Real Estate, Inc.	DD - ES	**1,626.00**
80117383	8/1/17	*****6703	Amerasia Real Estate Fund LLC	DD - ES	**4,626.00**

80117386	8/1/17	*****2935	RICHMOND HOUSING AUTHORITY	DD - ES	**3,476.32**
80117398	8/1/17	*****6840	Christopher Sha	DD - ES	**1,243.00**
80117404	8/1/17	*****7789	Siena Court Apartments	DD - ES	**776.00**
80117424	8/1/17	*****0437	Suisun City Housing Authority	DD - ES	**782.58**
80117448	8/1/17	*****0447	Solano County Housing Authority	DD - ES	**2,099.74**
80117461	8/1/17	*****4563	Isidoro Weitzman	DD - ES	**1,929.00**
80117464	8/1/17	*****4908	Lewis White & Ruth White Elma Ruth White	DD - ES	**3,227.00**
80117465	8/1/17	*****9380	Tracy J. Whitehead	DD - ES	**2,002.00**
80117476	8/1/17	*****1853	WR Properties, Inc.	DD - ES	**1,395.00**

VASH

HAP	134,280.00
UR	387.00
Damage Claim	0.00
Vacancy Claim	0.00
Administrative Fee	5,274.82
FSS Escrow Account	0.00
Shelter Plus Security Deposit	0.00
Other	0.00
All Payments	**$139,941.82**

Grand Total

HAP	1,324,207.50
UR	10,199.01
Damage Claim	0.00
Vacancy Claim	0.00
Administrative Fee	6,220.94
FSS Escrow Account	0.00
Shelter Plus Security Deposit	0.00
Other	0.00
All Payments	**$1,340,627.45**

HAP (Regular)	$ 1,126,126.50
HAP (VASH)	134,280.00
HAP (Port-In)	46,490.00
HAP (Port-Out)	17,311.00
Utility Reimbursement	10,199.01
Admin Fee	6,220.94
Total	$ 1,340,627.45

65,801

DD 1,295,981.95+
UKS 44,645.50+
1,340,627.45*

PRSO 7/27/17
7/27/17

Check Summary

August 15, 2017

Check Number	Check Date	Payee Tax ID	Payee		Amount
Choice Voucher					
146412	8/15/17	*****8612	Regina D Tucker		**236.00**
146413	8/15/17	*****0195	Shanoria s Sasser		**81.00**
* 81517001	8/15/17	*****0387	James or Brenda Anderson	DD - ES	**400.00**
81517002	8/15/17	*****0339	Shanda Arnold	DD - ES	**2,094.00**
81517003	8/15/17	*****6735	Li Ying Chen	DD - ES	**294.00**
81517004	8/15/17	*****9873	Angel Contreras	DD - ES	**83.00**
81517007	8/15/17	*****3406	Mercy Housing California XXXVIII East Leland Court Apartments	DD - ES	**48.00**
81517008	8/15/17	*****3835	Michael Mao C/O Jing Feng	DD - ES	**2,549.00**
81517009	8/15/17	*****8236	Anthony Ferrell	DD - ES	**164.00**
81517010	8/15/17	*****4032	Fox Creek Apartments	DD - ES	**482.00**
81517011	8/15/17	*****5111	Gateway Apartments	DD - ES	**22.00**
81517012	8/15/17	*****2191	Radha Mahesram	DD - ES	**624.00**
81517013	8/15/17	*****0772	Hassan Mirabedi	DD - ES	**1,176.00**
81517015	8/15/17	*****6068	David Raughton	DD - ES	**1,440.00**
81517016	8/15/17	*****9321	Roger Riley	DD - ES	**134.00**
81517017	8/15/17	*****7789	Siena Court Apartments	DD - ES	**194.00**
81517018	8/15/17	*****7396	Sierra Pacific Properties Woodland Hills Apartments	DD - ES	**310.00**
81517019	8/15/17	*****6977	Angela E. Robinson-Spencer	DD - ES	**1,150.00**
81517020	8/15/17	*****6074	Fazal U. Wafadar	DD - ES	**1,591.00**
81517021	8/15/17	*****3962	Hong Wu	DD - ES	**2,312.00**
81517022	8/15/17	*****2655	Alfonso E. Yasonia	DD - ES	**1,822.00**

Choice Voucher		
	HAP	16,889.00
	UR	317.00
	Damage Claim	0.00
	Vacancy Claim	0.00
	Administrative Fee	0.00
	FSS Escrow Account	0.00
	Shelter Plus Security Deposit	0.00
	Other	0.00
	All Payments	**$17,206.00**

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Check Summary

August 15, 2017

Check Number	Check Date	Payee Tax ID	Payee		Amount
VASH					
* 146411	8/15/17		Vacaville Housing Authority		**1,005.58**
81517005	8/15/17	*****0746	Contra Costa County Housing Authority	DD - ES	**4,456.74**
81517006	8/15/17	*****0746	Contra Costa County Housing Authority	DD - ES	**0.00**
81517014	8/15/17	*****9886	Northstar Financial Group, LLC	DD - ES	**422.00**

VASH	
HAP	5,656.00
UR	22.00
Damage Claim	0.00
Vacancy Claim	0.00
Administrative Fee	206.32
FSS Escrow Account	0.00
Shelter Plus Security Deposit	0.00
Other	0.00
All Payments	**$5,884.32**

Grand Total	
HAP	22,545.00
UR	339.00
Damage Claim	0.00
Vacancy Claim	0.00
Administrative Fee	206.32
FSS Escrow Account	0.00
Shelter Plus Security Deposit	0.00
Other	0.00
All Payments	**$23,090.32** ✓

HAP (Regular)	$	13,161.00
HAP (VASH)		5,656.00
HAP (Port-In)		3,728.00
HAP (Port-Out)		-
Utility Reimbursement		339.00
Admin Fee		206.32
Total	$	23,090.32

U • *

DD — 21,767.74 +
Checks — 1,322.58 +
23,090.32 ✓

PWO 8/10/17
RAGan 8-10-17

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Voided Payment Report From Payment History

September 6, 2017

Check #	Check Date	VMS Date	Payee Name		Amount
81517002	8/15/2017	7/27/2017	Shanda Arnold	Voided	$291.00
81517002	8/15/2017	8/1/2017	Shanda Arnold	Voided	$1803.00
81517002	8/15/2017	7/27/2017	Shanda Arnold	Voided Payment Offsetting Entry	-$291.00
81517002	8/15/2017	8/1/2017	Shanda Arnold	Voided Payment Offsetting Entry	-$1803.00
				Total Voided Payments	**$2,094.00**
				Total Offsetting Entries	**-$2,094.00**

8/15/17 ACH RTN

but voided @ 9/6/17

will re-Issue @ 9/15/17 Ck Run

Voided Payment Report From Payment History

August 10, 2017

Check #	Check Date	VMS Date	Payee Name		Amount
80117419	8/1/2017	8/1/2017	Angela E. Robinson-Spencer	Voided	$1150.00
80117419	8/1/2017	8/1/2017	Angela E. Robinson-Spencer	Voided Payment Offsetting Entry	-$1150.00
				Total Voided Payments	**$1,150.00**
				Total Offsetting Entries	**-$1,150.00**

8/1 HAP ACH RTN

Re-Issue @ 8/15 CK Run

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

DATE: 8/31/2017

TO: Mayor and Council Members

FROM: Joe Sbranti, City Manager

SUBJECT: Adoption of a City Council Resolution Approving the Amended Community Development Block Grant Citizen Participation Plan

MEETING DATE: 9/18/2017

EXECUTIVE SUMMARY

The Housing and Community Development Act of 1974, as amended, requires all Community Development Block Grant (CDBG) entitlement jurisdictions to have a Citizen Participation Plan (CPP). The CPP sets forth the City's policies and procedures for citizen participation for the CDBG program. The CPP provides an opportunity for the community to work in partnership with the City to identify needs and discuss how the proposed allocation of federal funds can address those needs. The CPP is amended periodically to reflect changes in programs and/or regulations.

FISCAL IMPACT

The CDBG program is a federally funded program. Activities and staffing expenses associated with the program are paid by the Department of Housing and Urban Development (HUD).

RECOMMENDATION

City Council open the public hearing which considers the amended CPP, receive testimony, close the public hearing, consider the public comments, and adopt the Resolution approving the amended CPP.

BACKGROUND

On May 7, 2012, City Council adopted Resolution 12-11809, approving the CPP. The five goals of the CPP are as follows:

1. To provide citizens with adequate and timely information about the range of activities that may be undertaken through its CDBG program, the kinds of activities previously funded

in the city, the level of funding available to carry out these activities, and the estimated amount of funds that will benefit very low- and low-income persons;

2. To provide and encourage an appropriate means to ensure public participation, especially the involvement of very low and low-income residents most likely to be affected by the CDBG program and to provide reasonable efforts to ensure continuity of involvement of citizens or citizen organizations throughout all stages of the program;

3. To provide citizens with an adequate opportunity to articulate needs, express preferences about proposed activities, assist in the selection of priorities, and the development the Assessment of Fair Housing (AFH), the Five-year Consolidated Plan (Con Plan), the Annual Action Plan, and the Consolidated Annual Performance and Evaluation Report (CAPER);

4. To provide citizens with the opportunity to assess and submit comments on all aspects of program performance; and

5. To conduct meetings and respond to information requests in a manner consistent with the CPP.

SUBCOMMITTEE FINDINGS

Not applicable.

STAFF ANALYSIS

The CPP sets forth the City's policies and procedures for citizen participation for the CDBG program including the development of required documents by HUD such as the Con Plan, the Annual Action Plan, the CAPER and the Assessment of Fair Housing (AFH) which replaces the Analysis of Impediments to Fair Housing Choice document in 2019. The CPP provides an opportunity for the community to work in partnership with the City to identify needs and discuss how the proposed allocation of federal funds can address those needs. The CPP is revised periodically to reflect changes in programs and/or regulations. Following is a summary of the amendments:

- The CPP is amended to incorporate a citizen participation process for the development of the AFH document, per the Affirmatively Furthering Fair Housing Final Rule;
- The Con Plan, Annual Action Plan, and CAPER citizen participation sections are amended to provide a more detailed process for citizen participation for the development of those documents.

As required, the public comment period commenced on September 2, 2017 and ended on September 16, 2017. Copies of the amended CPP were made available for review during normal business hours in the City Clerk's office, at the Pittsburg Public Library, and on the City's website. Interested parties were encouraged to send comments on the amended CPP during the comment period or attend the public hearing.

ATTACHMENTS: Resolution
Amended Citizen Participation Plan

Report Prepared By: Melaine Venenciano, Administrative Analyst II

BEFORE THE CITY COUNCIL OF THE CITY OF PITTSBURG

In the Matter of:

A Resolution of the City Council of the City of Pittsburg, California, Authorizing the Adoption of the Amended Citizen Participation Plan	))))	RESOLUTION NO. 17-

The Pittsburg City Council DOES RESOLVE as follows:

WHEREAS, the Housing and Community Development Act of 1974, as amended, requires all Community Development Block Grant (CDBG) entitlement jurisdictions to have a Citizen Participation Plan (CPP); and

WHEREAS, the CPP sets forth the City's policies and procedures for citizen participation for the CDBG program; and

WHEREAS, the CPP provides an opportunity for the community to work in partnership with the City to identify needs and discuss how the proposed allocation of federal funds can address those needs; and

WHEREAS, the CPP is amended periodically to reflect changes in programs and/or regulations; and

WHEREAS, the amended CPP incorporates a citizen participation process for the development of the Assessment of Fair Housing, per the Affirmative Furthering Fair Housing Rule and provides a more detailed process for the development of the Five-Year Consolidated Plan, Annual Action Plan and the Consolidated Annual Performance and Evaluation Report; and

WHEREAS; the City complied with public participation requirements by soliciting comments and holding a public hearing on September 18, 2017.

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

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

Section 2.
The City Council hereby approves and adopts the amended Citizen Participation Plan.

Section 3.
The City Manager and/or his designee is hereby authorized to take such further actions as may be necessary or appropriate to carry out the City Council's obligations pursuant to this Resolution.

Section 4.
The City Clerk shall certify to the adoption of this Resolution.

Section 5.
This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED by the City Council of the City of Pittsburg at a regular Meeting on the 18th day of September, 2017 by the following vote:

AYES:
NOES:
ABSTAINED:
ABSENT:

_____
Marilyn Craft, Mayor

ATTEST:

_____
Alice E. Evenson, City Clerk

Community Development Block Grant

Citizen Participation Plan

City of Pittsburg
65 Civic Avenue
Pittsburg, CA 94565
Duns Number: 1979275128

Revised September 2017

CITY OF PITTSBURG
Community Development Block Grant Program

Citizen Participation Plan

Consistent with the U.S. Department of Housing and Urban Development (HUD) Consolidated Plan requirements, the City of Pittsburg (the "City") has revised its Citizen Participation Plan (CPP). The CPP provides an opportunity for the community to work in partnership with the City to identify needs and discuss how the proposed allocation of federal funds can address those needs.

Through the CPP, the City hopes to obtain a broad perspective of housing and community development needs from citizens and organizations involved in affordable housing and community development activities. It is intended to provide for and encourage citizen participation with particular emphasis on participation by persons of low- and very low-income who reside in the city.

The City has the responsibility for administration of the Fair Housing Planning process and the Consolidated Plan process, which includes all activities related to development and dissemination of Assessments of Fair Housing (AFH), Five-Year Consolidated Plans (Con Plan), Annual Action Plans, and Consolidated Annual Performance Evaluation Reports (CAPER).

I. Goals

The five major goals of the City citizen participation process are as follows:

1. To provide citizens with adequate and timely information about the range of activities that may be undertaken through its Community Development Block Grant (CDBG) program, the types of activities previously funded in the city, the level of funding available to carry out these activities, and the estimated amount of funds that will benefit low- and very low-income persons;

2. To provide and encourage an appropriate means to ensure public participation, especially the involvement of low and very low-income residents most likely to be affected by the CDBG program and to provide reasonable efforts to ensure continuity of involvement of citizens or citizen organizations throughout all stages of the program;

3. To provide citizens with an adequate opportunity to articulate needs, express preferences about proposed activities, assist in the selection of priorities, and the development the AFH, the Con Plan, the Annual Action Plan, and the CAPER;

4. To provide citizens with the opportunity to assess and submit comments on all aspects of program performance; and

5. To conduct meetings and respond to information requests in a manner consistent with the CPP.

II. Process

The City, in its citizen participation process, has instituted a variety of activities to accomplish the above-stated goals:

A. Assessment of Fair Housing

The City will present a proposed five-year AFH in a public hearing held by the City Council. This AFH will assist the City through incorporation of the purpose and policies of the Fair Housing Act in its planning processes. The Fair Housing Act prohibits discrimination and mandates that HUD funded programs and participants "take significant actions to overcome historic patterns of segregation, achieve truly balanced and integrated living patterns, promote fair housing choice and foster inclusive communities that are free from discrimination," per Affirmatively Furthering Fair Housing rules and regulations.

The following general steps will be followed in developing the AFH:

1. At least three citizen/community and/or focus group meetings will be held. The citizen/community/focus group meetings may be held in conjunction with the Con Plan process described below in Section II.B.

   At these citizen/community/focus group meetings, citizens are encouraged to participate in the development and any revisions to the AFH. Particularly, participation by moderate- and low- income persons and by residents of predominately low- and very-low income neighborhoods, as may be defined by HUD and/or the City. The City shall take appropriate action to encourage all its citizens, including minorities and non-English speaking persons, as well as persons with disabilities, to participate.

2. The City shall encourage the participation of local and regional institutions, Continuums of Care, and other organizations (including businesses, developers, nonprofits, philanthropic organizations and community-based and faith-based organizations) during the development and implementation of the AFH.

3. The City shall encourage participation with public housing agencies (PHA) and residents of public housing and assisted housing developments, resident advisory boards, resident councils and resident management corporations, along with other low-income residents of targeted revitalization areas in which the developments are located, during the development of the AFH. The City

shall make an effort to provide information regarding the AFH, Affirmatively Furthering Fair Housing strategy activities related to its developments and any surrounding communities so that the PHA may make this information available at the annual public hearing(s) for the PHA Plan.

4. The City shall take reasonable steps to provide language assistance to ensure meaningful access to participation by non-English speaking residents of the community. The City assesses language needs through its Language Access Plan (LAP) and its four-factor analysis, which considers: a) the number of or proportion of Limited-English Proficient (LEP) persons served or encountered in the eligible service population; b) the frequency with which LEP persons come into contact with the program; c) the nature and importance of the program; and d) the resources available and costs to the City.

5. As soon as feasible following the start of the public participation process, the City shall make the HUD-provided data available and any other supplemental information the City plans to incorporate into its AFH available to its residents, public agencies and other interested parties. The City may make the HUD-provided data available to the public by cross-referencing to the data on HUD's web site.

6. A notice of the draft AFH and summary of the contents shall be published in a newspaper of general circulation and posted to the City's website at least thirty (30) days prior to the date of the public hearing at the City Council meeting. The notice will also announce the date of the public hearing; the date, time and address to send written public comments on the draft AFH; and the locations where a reasonable number of free copies of the proposed AFH may be reviewed. The summary shall describe the content and purpose of AFH.

7. After a 30-day public comment period, City staff will consider any comments received in writing, or orally at the public hearing, and if necessary, make appropriate changes to the draft AFH. A summary of these comments or views and a summary of any comments or views not accepted and the reasons why, shall be attached to the final AFH.

8. The final AFH is sent to HUD. Copies of the final AFH are published on the City's website and a reasonable number of free copies are available to the public and in a form accessible to persons with disabilities, upon request.

B. Five-Year Consolidated Plan

The City will present a draft Con Plan for the allocation of CDBG program resources at a public hearing at a City Council Meeting. The Con Plan must be completed in a timely manner for submission to HUD. The Con Plan is considered by the City

Council for approval. The following steps will be followed in developing the Con Plan:

1. The first stage of Con Plan development is the analysis of the AFH and the determination of needs based upon input from the general public, neighborhood associations, and other interested parties. City staff will set a timetable with benchmarks to ensure that work on the Con Plan is accomplished in a timely manner.

2. During this process at least three citizen/community and/or focus group meetings will be held. Citizens are encouraged to discuss community needs in various areas such as affordable housing, economic development, infrastructure/public facilities, and public services. The discussions are structured to identify unmet needs of low- and very low-income households that can be addressed through CDBG, and to identify appropriate projects and programs to meet those needs.

    a. Citizens are encouraged to participate in the development and any Substantial Amendments to the Con Plan. Particularly, participation by moderate- and low-income persons, especially those persons living in predominately low- and very low-income neighborhoods, as may be defined by HUD and/or the City. The City shall take appropriate action to encourage all its citizens, including minorities and non-English speaking persons, as well as persons with disabilities, to participate.

    b. The City shall encourage the participation of local and regional institutions, Continuum of Care, and other organizations (including businesses, developers, nonprofits, philanthropic organizations and community-based and faith-based organizations) during the development and implementation of the Con Plan.

    c. The City shall encourage participation with PHAs and residents of public housing and assisted housing developments, resident advisory boards, resident councils and resident management corporations, along with other low-income residents of targeted revitalization areas in which the developments are located, during the development of the Con Plan. The City shall make an effort to provide information regarding the Con Plan activities related to its developments and any surrounding communities so that the PHA may make this information available at the annual public hearing(s) for the PHA Plan.

3. The second stage of Con Plan development is the review of all input. City staff will conduct a preliminary review to assess feasibility and eligibility. City staff shall then prepare a listing of the priority needs based on all input. City staff will use this listing to recommend a broad range of strategies by category based upon identified needs and input at public meetings, hearing(s) and other forums.

4. During the third stage of Con Plan development, the CDBG subcommittee recommends the range of programs and the appropriate percentage of the estimated total funds to be allocated to each eligible subprogram (for example, public facilities and improvements, housing, public services, and economic development). This document becomes the draft Con Plan. A notice announcing the availability of the draft Con Plan for public review and comment will be posted in a newspaper of general circulation at least thirty (30) days prior to the proposed City Council public hearing to consider the draft Con Plan for approval.

5. Staff will consider any written comments received during the comment period or oral comments received during the public hearing, and if necessary, make appropriate changes to the draft Con Plan.

6. The final Con Plan is sent to HUD for approval. Copies of the final Con Plan are published on the City's website and a reasonable number of free copies are available to the public and in a form accessible to persons with disabilities, upon request.

C. Annual Action Plan

1. The Annual Action Plan process begins with a Notice of Funding Availability (NOFA) for CDBG. The NOFA is posted on the City's website, distributed to the City's interested parties list, and published in the non-legal section of a newspaper of general circulation. The NOFA announces an annual public "kickoff" meeting for the CDBG funds. This meeting is designed to encourage low- and very low-income persons, members of minority groups, members of non-English speaking groups, and other residents to express their views and ideas of what they perceive as the community development and housing needs are in the city. The public meeting is held to advise the audience of program requirements, describe the range of activities that may be undertaken, and the application review and approval process.

2. To facilitate the involvement of low- and very low-income persons, non-English speaking persons, and residents in areas most likely to be affected by the programs, staff provides technical assistance in developing project proposals to residents, agencies and community organizations upon request.

3. Additional public meetings may be held at various stages of the Annual Action Plan process, if necessary. Meetings are scheduled at times and locations that permit broad participation by very low and low-income persons. When needed or upon request, translators are made available for non-English speaking attendees and the hearing-impaired.

4. The City has a formal proposal and evaluation process to guide the evaluation, prioritization and selection of project proposals for funding. This process is used

by staff to evaluate each proposal according to the following criteria: (1) eligibility, (2) ability to meet one of the national objectives, (3) target population and demonstrated need, (4) financial analysis, (5) experience and capacity, (6) project readiness and timeliness, (7) past performance, and (8) environmental, historical preservation, relocation, and prevailing wage issues. Upon the posting of the City Council meeting agenda, staff reports are made available to all applicants prior to consideration of the CDBG Subcommittee's funding recommendations.

5. A notice for the draft Annual Action Plan and summary of the available funding for each program will be published in a newspaper of general circulation and posted to the City's website at least thirty (30) days prior to the City Council public hearing date to consider the draft Annual Action Plan. The notice will also announce the dates of the public comment period; the date, time and address of the public hearing; and the location where a reasonable number of free copies may be reviewed.

6. Staff will consider any written comments received during the comment period or oral comments received during the public hearing, and if necessary, make appropriate changes to the draft Annual Action Plan.

7. The adopted Annual Action Plan is sent to HUD for approval. Copies of the adopted Annual Action Plan are published on the City's website and a reasonable number of free copies are available to the public and in a form accessible to persons with disabilities, upon request.

D. Consolidated Annual Performance and Evaluation Report

Every year, the City must submit the CAPER to HUD within 90 days of the close of the program year; by September 30th. In general, the CAPER describes how funds were actually spent and the extent to which these funds were used for activities that benefited low and very low-income people. The purpose of the CAPER is to account for CDBG funded activity in each program year, until the project is "closed-out" in accordance with program requirements.

1. The CAPER shall be made available for review and comment. Notice, public review, and public comments will be made in accordance with the following procedures:

    a. The City shall provide at least fifteen (15) days advanced notice and availability of a draft CAPER before there is a public hearing. The CAPER notice will be published in the non-legal section of an area newspaper of general circulation in addition to being posted on the City's website.

b. The notice will also announce the dates of the public comment period; the date, time and address of the public hearing; and the location where a reasonable number of free copies of the draft CAPER may be reviewed.

c. A City Council public hearing will be held to consider accepting the draft CAPER. Public comments will be accepted during a fifteen (15) day comment period prior to the public hearing as described in the public notice.

d. Staff will consider any written comments received during the comment period or oral comments received during the public hearing and include them in the "public comment" section of the CAPER.

e. The adopted CAPER is submitted to HUD for approval.

III. Accessibility of Information

The following information will be available to the public at City Hall during normal working hours:

a. All mailing and promotional materials.
b. Records of public meetings.
c. All key documents, including applications, letters of approval, performance reports, and any other reports required by HUD.
d. Copies of the regulations and issuances governing the Programs.
e. Explanation of important program requirements, such as contracting and operations procedures, environmental policies, fair housing, and other equal opportunity requirements, and relocation provisions.
f. A copy of the CPP.
g. Copies of each written comment or complaint about the program's performance and a description of any actions taken and/or written response.

Copies of the AFH, Con Plan, Annual Action Plan, Substantial Amendments to the Annual Action Plan and CAPER shall also be made available at the Pittsburg library. A summary of the public meetings, noticing, and publishing schedule is attached in Appendix A. A sample calendar is attached in Appendix B.

VI. Substantial Amendments to the AFH, Con Plan or Annual Action Plan

If after the AFH, Con Plan, or Annual Action Plan has been submitted and approved by HUD, changes are proposed in the use of program funds (provided the proposed change in funding is greater than $25,000 from one eligible activity to another, this shall constitute a Substantial Amendment. A change in project/program scope, location and/or beneficiaries will be considered a change in eligible activity. Citizens will be given reasonable notice and an opportunity to comment on Substantial Amendments made to the AFH, Con Plan, or Annual Action Plan.

There will be a public review period of thirty (30) days during which written or verbal comments on the Substantial Amendment may be made before the City Council takes action. A public notice will be published in the non-legal section of at least one local newspaper and posted at City Hall thirty (30) days prior to the meeting. The notice shall describe the proposed amendment and provide the date for the public hearing. Any comments received will be presented to the City Council for consideration. A summary of the comments will be attached to the Substantial Amendment upon submission to HUD.

Examples of actions that are *not* considered by the City to meet the threshold of "substantial" include:

- An increase or decrease in the number of persons to be served;
- Changes in the program/project scope;
- Changes in how the beneficiaries are viewed (presumed benefit populations or low/mod clientele that require different documentation standards);
- A less than $25,000 increase or decreases in the amount of funds allocated to an approved project or activity to achieve the original purpose of the activity;
- Changes in the agency performing the work due to merger with another agency if the new agency is already being funded by the Contra Costa Consortium and is performing in a satisfactory manner.

Examples of action that *are* considered to meet the threshold of "substantial" include:

- Any deletion or addition of an activity, or change in the use of CDBG funds from one eligible activity to another;
- Changes in an agency performing the work due to merger if the new agency is not currently being funded by the Consortium with CDBG funds; and/or
- A greater than $25,000 increase or decrease to an activity or the movement of over $25,000 (singularly or in aggregate) from one activity to another.

VII. Eligible Activities within Con Plan

The Con Plan established the following goals for programs and projects funded with CDBG.

Non-housing Community Development

(a) CD-1: General Public Services: Ensure that opportunities and services are provided to improve the quality of life and independence for lower-income persons, and ensure access to programs that promote prevention and early intervention related to a variety of social concerns such as substance abuse, hunger and other issues.

(b) CD-2: Non-Homeless Special Needs Population: Ensure that opportunities and services are provided to improve the quality of life and independence for persons with special needs, such as elderly/frail elderly, persons with disabilities, battered spouses, abused children, persons with HIV/AIDS, illiterate adults, and migrant farmworkers.

(c) CD-3: Youth: Increase opportunities for children/youth to be healthy, succeed in school, and prepare for productive adulthood.

(d) CD-4: Fair Housing: Continue to promote fair housing activities and affirmatively further fair housing.

(e) CD-5: Tenant/Landlord Counseling: Support the investigation and resolution of disagreements between tenants and landlords and to educate both their rights and responsibilities, so as to help prevent people from becoming homeless and to ensure fair housing opportunity.

(f) CD-6: Economic Development: Reduce the number of persons with incomes below the poverty level, expand economic opportunities for low- and very low- income residents and increase the viability of neighborhood commercial areas.

(g) CD-7: Infrastructure and Accessibility: Maintain quality public facilities and adequate infrastructure, and ensure access for the mobility-impaired by addressing physical access barriers to public facilities.

(h) CD-8: Administration/Planning: Support development of viable urban communities through extending and strengthening partnership among all levels of government and the private sector and administer federal grant programs in a fiscally prudent manner.

Affordable Housing

(a) AH-1: Maintain and Preserve Affordable Housing. Maintain and preserve the existing affordable housing stock, including single family units, multi-family units at risk of loss to the market and housing in deteriorated lower income neighborhoods.

(b) AH-2: Increase Affordable Rental Housing Supply. Expand housing opportunities for low-income to extremely low-income households by increasing the supply of decent, safe, and affordable rental housing.

(c) AH-3: Increase Affordable Supportive Housing Supply. Expand housing opportunities for persons with special needs, including seniors, persons with disabilities, persons with HIV/AIDS, veterans and the homeless by increasing appropriate and supportive housing.

(d) AH-4: Increase homeownership opportunities for moderate- to low- income households. Increase homeownership opportunities via the construction, acquisition, and/or rehabilitation of housing units; and/or direct financial assistance.

Homelessness

(a) H-1: Permanent Housing for Homeless. Assist the homeless and those at risk of becoming homeless by providing emergency, transitional, and permanent affordable housing with appropriate supportive services.

(b) H-2: Prevention of Homelessness. Expand existing prevention services including emergency rental assistance, case management, housing search assistance, legal assistance, landlord mediation, money management and credit counseling.

VIII. Residential Anti-displacement and Relocation Assistance Plan

The City has established the **Residential Anti-displacement and Relocation Assistance Plan** to minimize displacement of persons or businesses as a result of projects funded with CDBG funds.

IX. Complaint Process

Citizens have an opportunity to register complaints by letter, telephone, email or in person directly to the City at the following address: City of Pittsburg, CDBG Program, 65 Civic Avenue, Pittsburg, CA California, 94565; by calling (925) 252-4155; or emailing **mvenenciano@ci.pittsburg.ca.us**.

All written complaints will be answered in writing within 15 working days. Citizens are encouraged to initially register complaints by telephone, directly to the program staff involved in the relevant program, since oftentimes complaints can be resolved satisfactorily at this level. Staff will investigate complaints and respond as quickly as possible.

Citizens not satisfied by the response of the City staff may request further review of their complaint by the Community Services Director. The Community Services Director will

respond in writing to all written complaints within thirty (30) working days of their receipt, where practicable.

Citizens may also file complaints directly to HUD. Per HUD procedures, HUD will forward the complaint to the City Manager's Office. A copy of the letter accompanying the complaint will be sent to complainant. The City Manager's Office has fifteen (15) working days from the date of the HUD letter to respond directly to the complainant and must forward a copy of the response to HUD for its review.

All documentation including final disposition of the complaint will be retained by the City for a period of no less than three years from the date of disposition.

APPENDIX A

Summary of Public Meetings, Noticing, and Publishing

1. Five-Year Con Plan
   (a) At least three citizen/community and/or focus group meetings
   Noticing: By invitation and published in non-legal section of at least one local newspaper of general circulation at least thirty (30) days prior to the first meeting. The notice is also posted on the City's website.

   (b) At least two public meetings
   i. During development
   Noticing: Letters (regular U.S. mail and/or email) are sent to interested party mailing list and posted on the City's website and at City of Pittsburg, 65 Civic Avenue, Pittsburg, CA 94565 at least ninety-six (96) hours prior to the date of the meeting.

   ii. City Council Meeting to consider Con Plan
   Noticing: Published in the non-legal section of at least one local newspaper at least thirty (30) days prior to the date of the meeting. The notice posted on the City's website and at City Hall located at 65 Civic Avenue, Pittsburg, CA 94565. The notice includes a summary of the proposed Con Plan.

   (c) Publishing: A copy of the Con Plan will be made available at the Pittsburg library, at the City Clerk's Office at City Hall and on the City's website.

2. Annual Action Plan – 1st Year of Two-Year and Three-Year Funding Cycles ("Non-housing" and "Housing" Community Development priorities)

   (a) Notice of funding availability (NOFA)
   Noticing: Letters (regular U.S mail and/or email) are sent to interested party mailing list and published in non-legal section of at least one local newspaper at least thirty (30) days prior to application due date.

   (b) At least two public meetings
   i. During development
   Noticing: Letters (regular U.S mail and/or email) are sent to all CDBG applicants and meeting notice posted on the City's website and at City Hall, 65 Civic Avenue, Pittsburg, CA 94565 at least ninety-six (96) hours prior to the date of the meeting.

   ii. City Council Meeting to consider Annual Action Plan
   Noticing: A notice is published in the non-legal section of at least one local newspaper at least thirty (30) days prior to the date of

the meeting, and the notice is posted on the City's website and at City Hall, 65 Civic Avenue, Pittsburg, CA 94565.

(c) Publishing: A copy of the Annual Action Plan will be made available at the Pittsburg library, at the City Clerk's Office at City Hall and on the City's website.

3. Annual Action Plan – Renewal Years of the Two-Year and Three-Year Funding Cycles

No new grant proposals are solicited or accepted for the renewal years of the Two-year and Three-Year funding cycles, unless necessary. Instead, numerous factors are considered that might lead to changes in the level of funding for existing subrecipients. These may include changes in the economic conditions, changes in demographics, program performance, compliance issues, or results of a grant monitoring. Public input is sought on these and any other issues pertaining to the CDBG program that may be of interest to the public.

If new grant proposals are necessary during the renewal years, the process includes:

(a) Notice of funding availability (NOFA)
Noticing: Letters (regular U.S mail and/or email) are sent to interested party mailing list and published in non-legal section of at least one local newspaper at least thirty (30) days prior to application due date.

(b) At least two public meetings

i. During development
Noticing: Letters (regular U.S mail and/or email) are sent to all CDBG applicants and meeting notice posted on the City's website and at City Hall, 65 Civic Avenue, Pittsburg, CA 94565 at least ninety-six (96) hours prior to the date of the meeting.

ii. City Council Meeting to approve Annual Action Plan
Noticing: A notice is published in the non-legal section of at least one local newspaper at least thirty (30) days prior to the date of the meeting and the notice is posted on the City's website and at City Hall, 65 Civic Avenue, Pittsburg, CA 94565.

(c) Publishing: A copy of the Annual Action Plan will be made available at the Pittsburg library, at the City Clerk's Office at City Hall and on the City's website.

4. Substantial Amendment

(a) At least one public meeting

i. City Council Meeting to approve the Substantial Amendment
Noticing: Published in the non-legal section of at least one local newspaper, posted on the City's website and at City Hall, 65 Civic Avenue, Pittsburg, CA 94565 at least thirty (30) days prior to the date of the meeting.

(b) Publishing: A copy of the Substantial Amendment will be made available at the Pittsburg library, at the City Clerk's Office at City Hal, and on the City's website.

5. CAPER

(a) City Council Meeting to approve CAPER
Noticing: Published in non-legal section of at least one local newspaper at least fifteen (15) days prior to the date of the meeting. The notice will be posted on the City's website and at City Hall, 65 Civic Avenue, Pittsburg, CA 94565 at least ninety-six (96) hours prior to the date of the meeting.

(b) Publishing: A copy of the CAPER will be made available at the Pittsburg library, at the City Clerk's Office at City Hall and on the City's website.

APPENDIX B

Sample Calendar

September	Issue Notice of Funding Availability (NOFA)
October/November	Conduct Funding Kickoff Meeting
December	Applications due
January/February	Applicant Interviews
March/April	Applications / Staff Recommendations considered by Committees
May	City Council review and approval of Annual Action Plan Submit Annual Action Plan to HUD before May 30th
June	Subrecipient Meeting, and Contract Negotiations
July	Start of new Fiscal Year
August	Program monitoring (ongoing through May) CAPER Public Notice
September	CAPER submitted to HUD by September 30th
October	Semi-annual labor standards report MBE/WBE Report

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

DATE: 9/5/2017

TO: Mayor and Council Members

FROM: Joe Sbranti, City Manager

SUBJECT: Adoption of a City Council Resolution Approving the 2016-2017 Community Development Block Grant Consolidated Annual Performance and Evaluation Report

MEETING DATE: 9/18/2017

EXECUTIVE SUMMARY

The Housing and Community Development Act of 1974, as amended, requires all Community Development Block Grant (CDBG) entitlement jurisdictions to prepare and submit a Consolidated Annual Performance and Evaluation Report (CAPER) to the U.S. Department of Housing and Urban Development (HUD) by September 30th of each year. The CAPER is a "report card" that documents how well the City met its goals during the period of July 1, 2016 through June 30, 2017 (Program Year) in helping lower income residents of Pittsburg with a variety of services and improvements utilizing Federal CDBG funds.

FISCAL IMPACT

The CDBG program is a federally funded program. Activities and staffing expenses associated with the program are paid by HUD.

RECOMMENDATION

City Council open the public hearing which considers the 2016-2017 CAPER, receive testimony, close the public hearing, consider the public comments, and adopt the Resolution approving the 2016-2017 CAPER for submission to HUD.

BACKGROUND

HUD regulations require the City to submit the CAPER to report on the CDBG activities and programs undertaken during the Program Year. These activities were previously approved on April 18, 2016, by Resolution 16-13175 in the 2016-2017 Annual Action Plan.

The CAPER provides a concise summary of the federal CDBG funding available and expended in the Program Year. These monies funded activities and programs that address the priority needs and specific objectives identified in the Contra Costa Consortium 2015-2020 Consolidated Plan (2015-2020 Consolidated Plan) and those that met the national community development goals and objectives.

As required, the CAPER consists of specific program narratives, an assessment of annual performance, and an assessment of progress toward meeting goals and objectives contained in the 2015-2020 Consolidated Plan. In addition, the CAPER provides the number of people assisted with CDBG funding in the Program Year, amount of funds budgeted and used for approved activities and programs, and actions by the City to affirmatively further local and Contra Costa County Consortium objectives.

SUBCOMMITTEE FINDINGS

Not applicable.

STAFF ANALYSIS

The preparation of the CAPER consists of an analysis of the year-end reports submitted by the subrecipients. These reports provide a summary of each subrecipient's program goals accomplished, problems encountered, and success stories.

Activities undertaken during the Program Year consist of the following:

- $101,529 was expended by eight (8) agencies funded under the Public Services category. The Public Service activities funded included programs catering to seniors, youth, homeless, battered women and their children, and people without medical insurance to improve accessibility to services for Pittsburg residents. A total of 2,404 low income residents were served.

- $150,000 was expended towards Code Enforcement to help improve declining neighborhoods by addressing property conditions that contribute to blight. A total of 647 housing units were addressed.

- $74,575 was expended towards Economic Development activities that provide job training and placement along with programs that assist micro-enterprises. A total of 59 low income residents were served.

- $145,225 was expended towards Infrastructure and Public Facilities improvements that included sidewalk replacement and installation of curb ramps in target areas to improve access.

- $79,785 was expended under the Housing Rehabilitation program and assisted three (3) Pittsburg residents with the renovation of their homes including new roof, sewer line replacement and energy efficient upgrades.

- $129,814 was expended for Program Administration and Planning.

The targeted total persons or households to be served were three thousand one hundred ten (3,110) during the Program Year. The year-end total number of persons or household served was three thousand one hundred eleven (3,111) and of those served, three

thousand one hundred ten (3,110) or 100 percent (100%) were considered lower income. CDBG funds allow the City to create a more livable, better functioning, and attractive community for its residents.

As required, the public comment period commenced on September 2, 2017 and ended on September 16, 2017. Copies of the draft 2016-2017 CAPER were made available for review during normal business hours in the City Clerk's office, at the Pittsburg Public Library, and on the City's website. Interested parties were encouraged to send comments on the draft 2016-2017 CAPER during the comment period or attend the public hearing.

ATTACHMENTS: Resolution
Draft 2016-2017 CAPER

Report Prepared By: Melaine Venenciano, Administrative Analyst II

BEFORE THE CITY COUNCIL OF THE CITY OF PITTSBURG

In the Matter of:

Adoption of a City Council Resolution to	)	
Approve the Community Development	)	RESOLUTION NO. 17-
Block Grant 2017-2017 Consolidated Annual	)	
Performance and Evaluation Report	)	

The Pittsburg City Council DOES RESOLVE as follows:

WHEREAS, the Housing and Community Development Act of 1974, as amended, requires all Community Development Block Grant (CDBG) entitlement jurisdictions to prepare and submit a Consolidated Annual Performance and Evaluation Report (CAPER) to the U.S. Department of Housing and Urban Development (HUD) by September 30th of each year; and

WHEREAS, the CAPER is a “report card” that documents how well the City met its goals during the period of July 1, 2016 through June 30, 2017 (Program Year) in helping lower income residents of Pittsburg with a variety of services and improvements utilizing Federal CDBG funds; and

WHEREAS, the CAPER provides a concise summary of the Federal CDBG funding available and expended in the Program Year; and

WHEREAS, these monies funded activities and programs that address the priority needs and specific objectives identified in the Contra Costa Consortium 2015-2020 Consolidated Plan (2015-2020 Consolidated Plan) and those that met the national community development goals and objectives; and

WHEREAS, the CAPER consists of specific program narratives, an assessment of annual performance, and an assessment of progress toward meeting goals and objectives contained in the 2015-2020 Consolidated Plan; and

WHEREAS, the CAPER provides the number of people assisted with CDBG funding in the Program Year, amount of funds budgeted and used for approved activities and programs, and actions by the City to affirmatively further local and Contra Costa County Consortium objectives; and

WHEREAS, the City complied with public participation requirements by soliciting comments and holding a public hearing on September 18, 2017; and

WHEREAS, the City will submit a final version of the CAPER, incorporating all public comments received to HUD on or before September 30, 2017.

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

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

Section 2.
The public comment period on the draft CAPER is hereby closed.

Section 3
The City Council hereby approves the CAPER.

Section 4.
The City Manager and/or his designee is hereby authorized to take such further actions as may be necessary or appropriate to carry out the City Council's obligations pursuant to this Resolution.

Section 5.
The City Clerk shall certify to the adoption of this Resolution.

Section 6.
This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED by the City Council of the City of Pittsburg at a regular meeting on the 18th day of September, 2017 by the following vote:

AYES:

NOES:

ABSTAINED:

ABSENT:

_____
Marilyn Craft, Mayor

ATTEST:

_____
Alice E. Evenson, City Clerk

2016-2017

Community Development

Block Grant

Consolidated

Annual Performance

and Evaluation Report

City of Pittsburg
65 Civic Avenue
Pittsburg, CA 94565
Duns Number: 1979275128

SUBMITTED TO HUD ON

Public Review and Comment Period:
September 2, 2017 – September 16, 2017

OMB Control No: 2506-0117 (exp. 07/31/2015)

CR-05 - Goals and Outcomes

Progress the jurisdiction has made in carrying out its strategic plan and its action plan. 91.520(a)
This could be an overview that includes major initiatives and highlights that were proposed and executed throughout the program year.

This Consildated Annual Performance and Evaluation Report CAPER) represents the second year of the 2015-2020 Consolidated Plan and covers the accomplishments under the Community Development Block Grant (CDBG) program for the period of July 1, 2016 to June 30, 2017 (Program Year). It is the City's goal to utilize CDBG funds to improve the quality of life for Pittsburg residents; especially the low and moderate income population.

Activities undertaken during the Program Year consist of the following:

- $101,529 was expended by eight (8) agencies funded under the Public Services category. The Public Service activities funded included programs catering to seniors, youth, homeless, battered women and their children, and people without medical insurance to improve accessibility to services for Pittsburg residents.

- $150,000 was expended towards Code Enforcement to help improve declining neighborhoods by addressing property conditions that contribute to blight.

- $74,575 was expended towards Economic Development activities that provide job training and placement along with programs that assist micro-enterprises.

- $145,225 was expended towards Infrastructure and Public Facilities improvements that included sidewalk replacement and installation of curb ramps in target areas to improve access.

- $79,785 was expended under the Housing Rehabilitation program and assisted three (3) Pittsburg residents with the renovation of their homes including new roof, sewer line replacement and energy efficient upgrades.

- $105,139 was expended for Program Administration and Planning.

CDBG funds allow the City to create a more livable, better functioning, and attractive community for its residents.

OMB Control No: 2506-0117 (exp. 07/31/2015)

Comparison of the proposed versus actual outcomes for each outcome measure submitted with the consolidated plan and explain, if applicable, why progress was not made toward meeting goals and objectives. 91.520(g)

Categories, priority levels, funding sources and amounts, outcomes/objectives, goal outcome indicators, units of measure, targets, actual outcomes/outputs, and percentage completed for each of the grantee's program year goals.

Goal	Category	Source / Amount	Indicator	Unit of Measure	Expected – Strategic Plan	Actual – Strategic Plan	Percent Complete	Expected – Program Year	Actual – Program Year	Percent Complete
AH 1 - Housing Rehabilitation	Affordable Housing	CDBG: $500,000	Homeowner Housing Rehabilitated	Household Housing Unit	15	5	33.33%	3	3	100.00%
AH 2 - Code Enforcement	Affordable Housing	CDBG: $735,000	Housing Code Enforcement/Foreclosed Property Care	Household Housing Unit	5000	1530	31.00%	1000	647	64.70%
CD-1 General Public Services	Non-Housing Community Development	CDBG: $86,190	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	13305	3131	25.53%	1300	1698	130.62%
CD-2 Non-Homeless Special Needs Population	Non-Homeless Special Needs	CDBG: $54,500	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	6813	32	0.47%	10	18	180.00%
CD-3 Youth	Non-Housing Community Development	CDBG: $86,190	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	1900	1368	72.00%	620	609	98.23%
CD-6 Economic Development	Non-Housing Community Development	CDBG: $450,000	Businesses assisted	Businesses Assisted	200	46	23.00%	22	26	118.18%
			Other – Training and Work Experience	Other	150	35	23.33%	6	6	100.00%

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CD-7 Infrastructure/Public Facilities	Infrastructure/Public Facilities	CDBG: $660,000	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	25000	14491	57.96%	7251	7240	99.85%
H 1 - Shelter for Homeless Population	Homeless	CDBG: $86,190	Homeless Person Overnight Shelter	Persons Assisted	165	0	0	0	0	0
H2 - Services for Homeless (Non-Shelter Related)	Homeless	CDBG: $86,190	Tenant-based rental assistance / Rapid Rehousing	Households Assisted	650	245	37.69%	130	83	124.62%
			Homelessness Prevention	Persons Assisted	500	245	49.00%			

Table 1 - Accomplishments – Program Year & Strategic Plan to Date

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Assess how the jurisdiction's use of funds, particularly CDBG, addresses the priorities and specific objectives identified in the plan, giving special attention to the highest priority activities identified.

The 2015-2020 Consolidated Plan identifies a list of housing and community development needs. A Strategic Plan was produced to establish the priority of needs and objectives specific to Pittsburg. The objectives are intended to meet the identified priority needs. There were three priority needs category identified in the 2015-2020 Consolidated Plan:

1. **Affordable Housing –** It is a priority to maintain and preserve the existing affordable housing stock, including single family residences owned and occupied by lower-income households, multi-family units at risk of loss to the market, and housing in deteriorating or deteriorated lower income neighborhoods.

   During the Program Year, $100,000 was allocated to the Housing Rehabilitation Program which was administered by the Contra Costa County Neighborhood Preservation Department (County) on behalf of the City. The maximum loan amount available per household is $30,000. Loan funds may be used for various improvements, but are required to fall under the category of health and safety, property maintenance, functional obsolescence, engery efficienty, or removal of architectural barriers for the disabled. Common repairs permitted under this loan program include but are not limited to: new roof and gutters; electrical and plumbing upgrades; and installation of ramps and grab bars. Three Pittsburg residents received a loan during the Program Year.

   The Code Enforcement Program was funded $150,000 by CDBG. This program assist in home and neighborhood preservation of deteriorating, lower income areas through the comprehensive inspection and enforcement of all State and municipal statutes and regulations related to the reduction and removal of substandard and dangerous housing as well as property conditions, which contribute to slum and blight and disruptive criminal behavior and activity. During the Program Year, Code Enforcement staff worked closely with the Successor Agency for the Redevelopment Agency of the City of Pittsburg (Successor Agency) to ensure that the landscaping of the properties it owned that are listed for sale are maintained to prevent them from becoming blighted and a fire hazard.

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2. **Non - Housing Community Development** - Non-housing community development needs are those public service, infrastructure, economic development, and other development needs in the community that have an important impact on the living conditions of Pittsburg residents.

   A total of $321,329 was expended towards the public service, economic development, and infrastructure categories. The purpose of addressing a community's non-housing needs, in addition to its housing needs, is to help create more livable, better functioning, and more attractive communities by integrating economic, physical, environmental, community, and human development programs in a comprehensive and coordinated fashion so that families and communities can thrive while working together.

3. **Homeless Strategy -** Homelessness is a result from a combination of factors related to the socioeconomic systems and personal and family issues. The City is committed to working with the County Continuum of Care (CoC) in its effort to reduce homelessness throughout the county.

   The City understands that homelessness is a regional issue and alongside the County Homeless Program and the other entitlement jurisdictions in the Contra Costa County Consortium, tackles it together through the CoC written plan which was adopted as part of the 2015-2020 Consolidation Plan. Sharing pooled resources provides a more effective method in addressing a regional issue.

   A total of $12,795 of CDBG funds were expended towards programs for homeless prevention administered by Shelter Inc. This program prevents homelessness for households at-risk of homelessness or rapidly re-houses households who are homeless. This is accomplished by providing these low-income households with short-term (typically one-month) financial assistance for move-in costs or past due rent. A case manager screens potential recipients, provides counseling and recommends eligible households for financial assistance.

   In addition, the Housing Successor Agency also funded $10,000 towards the Contra Costa County Health Services - Health, Housing and Homeless Services Division's Coordinated Outreach Referral and Engagement (CORE) program .The focus of the CORE program is to target high-risk, hard-to-reach chronically homeless individuals, transition-aged youth, and families living outside who typically do not access services. CORE uses a client-centered, "whatever it takes" approach to build rapport and engage persons into services that aims to get them off the streets and stabilized. CORE teams consist of two outreach workers, two outreach team leads, and an outreach coordinator. Outreach staff are trained in core principles and practices of trauma informed care, motivational interviewing and espouse a housing first philosophy. Knowing that those who live outside are resistant to engaging, outreach teams take this client-centered perspective with the understanding that trust must come before services are delivered, and trust

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and relationship building takes patience and time.

Three CORE teams operate over an 18 hour period during the day and evening. Two or three person outreach teams go out in a systematic pattern within an established service area (East, Central, and West County) to contact chronically homeless individuals living on the streets, provide face-to-face outreach and engagement, and information necessary to address behavior contributing to their homelessness.

Services and support include but is not limited to delivering basic needs supplies such as socks, hygiene kits, and emergency food. CORE teams will complete housing and service assessments in the field (VI-SPDAT), facilitate the completion and submission of Medi-Cal, CalFresh, and/or SSI applications and related documentation for eligible persons; link persons to shelter and Coordinated Assessment Referral and Engagment (CARE) centers; and assist local law enforcement, communities, and businesses in non-enforcement types of responses where appropriate, and connect individuals to the Mental Health Transitions Team for mental health needs and non-psychiatric emergencies. Additionally, CORE teams will work in close collaboration with Health Care for the Homeless outreach medical staff to identify and engage homeless individuals in need of medical care. The evening outreach team will be able to assess and initiate referrals for direct shelter placement at night and refer and transport individuals to the warming centers for respite from the cold and to receive food, light meals, do laundry and phone access.

The City also works with the CoC by having one Pittsburg Police Officer assigned on the Mental Health Evaluations Team (MHET) and by supporting the Health Care for the Homeless Team. MHET assists persons who recently had a mental health crisis by linking them to services to diminish the likelihood of another crisis.

CR-10 - Racial and Ethnic composition of families assisted

Describe the families assisted (including the racial and ethnic status of families assisted). 91.520(a)

	CDBG
White	727
Black or African American	146
Asian	58
American Indian or American Native	0
Native Hawaiian or Other Pacific Islander	46
Total	**977**
Hispanic	529
Not Hispanic	448

Table 2 – Table of assistance to racial and ethnic populations by source of funds

Narrative

The 2009-13 American Community Survey (ACS) data derived from HUD's Community Planning Development tool shows the current total population of Pittsburg is 63,663, with a total of 18,897 households, and a 60% homeownership rate.

Information regarding race is important because it is a statistic used to guide funding decisions in programs that support equal opportunity in education, assess fairness of employment practices under the Civil Rights Act, and help ensure everyone has equal access to health care.

The table below shows Pittsburg's racial make up.

Race and Ethnic Composition	Number	Percentage
White alone (not Hispanic)	12,114	19.03%
Black or African American alone (not Hispanic)	11,542	18.13%
American Indian and Alaskan Native alone (not Hispanic)	17	0.03%
Asian alone (not Hispanic)	9,890	15.53%
Native Hawaiian or Other Pacific Islander alone (not Hispanic)	948	1.49%
Some other race alone (not Hispanic)	341	0.54%
Two or More Races (not Hispanic)	2,625	4.12%
Persons of Hispanic Origin	26,186	41.13%
Data from 2009-13 ACS		

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CR-15 - Resources and Investments 91.520(a)

Identify the resources made available

Source of Funds	Source	Resources Made Available	Amount Expended During Program Year
CDBG	Public – Federal	$708,789	$656,253

Table 3 – Resources Made Available

Identify the geographic distribution and location of investments

Target Area	Planned Percentage of Allocation	Actual Percentage of Allocation	Narrative Description
City of Pittsburg	100	100	Citywide

Table 4 – Identify the geographic distribution and location of investments

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Leveraging

Explain how Federal funds leveraged additional resources (private, State and local funds), including a description of how matching requirements were satisfied, as well as how any publicly owned land or property located within the jurisdiction that were used to address the needs identified in the plan.

The City leverages Federal, State, and local resources to the greatest extent feasible to assists with the needs identified in the 2015-2020 Consolidated Plan.

The City's Police Department received the following grants which enabled the City to provide the support in various areas, such as Code Enforcement.

Department of Justice Pass-Through Program	$136,851
State of Ca Office of Traffic Safety – Selective Traffic Engagement Program	$84,540
State of Ca of Traffic Safety – Alcohol Beverage Control	$16,458
University of Berkeley – Alcohol Beverage Control	$41,720
Supplemental Law Enforcement Program	$211,277
Bullet Vest Grant	$5,750

The City also has a 5-year Capital Improvement Program (CIP) that serves as a planning instrument for construction of new facilities and infrastructure, expansion, rehabilitation, or replacement of existing City and Successor Agency owned assets. For the Program Year, the City received 14 grants from various Federal, State, and local resources totalling $2,512,500 towards 7 capital improvement projects.

Rossmoor Well Replacement	$430,000
Seismic Retrofit Bridge No. 28C-0165, Willow Pass Road	$660,000
San Marco Boulevard Class I Trail	$132,500
Frontage Road Class I Bike Path	$52,000
Multimodal Transfer Facility	$1,300,000
4th Street Sidewalk (St. Peter Martyr School)	$100,000
HSIP – Cycle 7 Projects (W. Leland Road)	$1,190,000

CR-20 - Affordable Housing 91.520(b)

Evaluation of the jurisdiction's progress in providing affordable housing, including the number and types of families served, the number of extremely low-income, low-income, moderate-income, and middle-income persons served.

	One-Year Goal	Actual
Number of homeless households to be provided affordable housing units	No goal identified in the Program Year.	Not applicable.
Number of non-homeless households to be provided affordable housing units	No goal identified in the Program Year.	Not applicable.
Number of special-needs households to be provided affordable housing units	No goal identified in the Program Year.	Not applicable.
Total		

Table 5- Number of Households

	One-Year Goal	Actual
Number of households supported through The Production of New Units	0	0
Total	**0**	**0**

Table 6 - Number of Households Supported

Discuss the difference between goals and outcomes and problems encountered in meeting these goals.

A major obstacle with affordable housing production in Pittsburg is the inability to provide assistance in the form of financial incentives or land which in past were used to encourage the construction of affordable housing developments. Due to the dissolution of the former Redevelopment Agency of the City of Pittsburg and with the heavy competition for State and Federal funding, affordable housing projects in Pittsburg have been reduced tremendously.

The number of affordable housing units have changed due to foreclosures. The current number of affordable housing units in Pittsburg under each income category are as follows:

Moderate – 575, Low – 28, Very Low – 224, and Extremely Low – 35 = 860 total units

These numbers do not reflect affordable housing units that are not deed restricted. For example, there are residential units participating in the Section 8 program that are not accounted for because they are not deed restricted but are leasing to low income families.

There are currently 1,039 units participating in the Section 8 program; only four of which are deed restricted.

In an effort to produce affordable housing, Pittsburg is part of the HOME Consortium with Contra Costa County. Based on the expected HOME grant over the 2015-2020 planning period, the Contra Costa County Consortium anticipates providing 80 units of affordabe housing. Unless additional subsidies are identified, the housing will be affordable to very-low and low income households. Providing permanent supportive housing for the homeless and other extremely-low income households is a priority but may not be achievable with the current funding sources.

Discuss how these outcomes will impact future annual action plans.

Pittsburg has grown accustomed to leveraging resources to continue to make an impact on meeting its goals. For 2017-2018, approximately $101,000 of CDBG funds will be allocated towards land acquisition for the Veterans Square project. Veterans Square is an affordable rental housing project which will consist of 28 one-bedroom units and 2 two-bedroom units. It will be 100% affordable for veterans with the exception of one unrestricted manager's unit. Rents will range from 30% Area Median Income (AMI) to 50% AMI. The ground floor will contain an on-site management office, 30 parking spaces, 18 bicycle parking spaces, a landscaped courtyard, and a community room for residents.

Include the number of extremely low-income, low-income, and moderate-income persons served by each activity where information on income by family size is required to determine the eligibility of the activity.

Number of Persons Served	CDBG Actual	HOME Actual
Extremely Low-income	1077	Not applicable.
Low-income	615	Not applicable.
Moderate-income	68	Not applicable.
Low Mod Area Benefit	1757	Not applicable.
Total	**3110**	**Not applicable.**

Table 7 – Number of Persons Served

Narrative Information

In addition to the table above of number of persons served, 1353 was included under Low Mod Area benefit making the total served 3,110.

Increase Affordable Rental Housing Supply. Expand housing opportunities for extremely low-income, very low-income, and low-income households by increasing the supply of decent, safe, and affordable rental housing.

Stoneman Apartments, a 230 unit multi-family housing complex that will be affordable to low and very-low income households has an Affordable Housing Regulartory Agreement and Declaration of Restrictive Covenants and is currently under construction with an

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estimated completion of the first building in Spring 2018 and project a completion date of Fall 2018.

Increase Affordable Supportive Housing Supply. Expand housing opportunities for persons with special needs, including seniors, persons with disabilities, persons with HIV/AIDS, veterans, and the homeless, by increasing appropriate and supportive housing.

The City strives to meet the community's housing needs in various way. A mix of housing opportunities that accommodates a demographically diverse population helps to create a sustainable community, a community with income and age diversity. The City understands the importance of partnerships when it comes to expanding the housing opportunities for the residents of Pittsburg. The Housing Authority of the City of Pittsburg (Housing Authority) administers 160 Veteran Affairs Supportive Housing (VASH) vouchers and has agreed to provide a loan for up to $947,000 for the financing of the Veterans Square housing project. In addition, as previously stated, approximately $101,000 of CDBG funds will be allocated towards land acquisition for the Veterans Square project. The developer is also receiving an award of over $3 Million in State Veterans Housing and Homeless Prevention Program funds along with funds from the the State Affordable Housing and Sustainable Communities Program and $1.9 Million from the Contra Costa County HOME Consortium.

Veterans Square will have onsite services for residents managed by Shelter, Inc., an established supportive services provider in the region. Veterans Square is well located in an established neighborhood and will promote active transportation, such as biking and walking, as well as encourage public transportation ridership; thereby reducing vehicle miles traveled (VMT). Veterans Square is located within a half-mile of amenities such as public parks, a marina with public recreational facilities, and two bus stops. Below is a matrix of the unit breakdown:

11 – 1-bedroom units at 50% AMI
6 – 1-bedroom units at 40% AMI
11 – 1-bedroom units at 30% AMI
1 – 2-bedroom units at 50% AMI
1 – Managers unit – unrestricted

CR-25 - Homeless and Other Special Needs 91.220(d, e); 91.320(d, e); 91.520(c)

Evaluate the jurisdiction's progress in meeting its specific objectives for reducing and ending homelessness through:

Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

The City continues to participate in the countywide effort to assist the homeless population by funding services that take proactive steps to implement the CoC strategy for the homeless. Due to limited CDBG funding, the City utilized Housing Successor Agency monies to fund the CORE program. CORE teams served as an entry point into the coordinated entry system for unsheltered persons and work to identify, engage, stabilize and house chronically homeless individuals and families. They provide basic needs supplies, counseling, benefits assistance, linkages to healthcare, shelter placement, and referrals and transportation to CARE Centers. CORE served a total of 74 Pittsburg homeless persons since they launched in January 2017.

Addressing the emergency shelter and transitional housing needs of homeless persons

The City used CDBG funds for STAND! For Families Free of Violence (STAND!). STAND!'s emergency shelter can accommodate up to 24 women and their children fleeing life-threatening violent relationships at no cost for up to 3 months. As part of a continuum of care at STAND!, the shelter provides clients with access to comprehensive supportive services, including food, clothing, social and legal advocacy, vocational assistance, child care, housing referrals, and evidence-based counseling – transitioning clients toward independence. The program provided services to 14 Pittsburg residents.

CDBG funds were also used for the St. Vincent De Paul Rotacare clinic that is operated at the St. Vincent De Paul facility in Pittsburg. This program not only offers free medical care but also serves as a day time shelter for homeless families. A feeding program is also within walking distance from the facility and offers hot meals for these families.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: likely to become homeless after being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); and, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs

The Housing Authority in collaboration with the Department of Veteran Affairs is working to eliminate homelessness among the veteran population by combining the housing choice voucher rental assistance with clinical case management services through the VASH program. A total of 160 veterans were housed through the VASH program during this Program Year.

CDBG funded the Workforce Development program at St. Vincent de Paul. This program provides training and work experience for those who are new to or have been out of the workforce due to incarceration, addiction, homelessness or chronic unemployment. The program consists of 24-week, part-time paid jobs at St. Vincent de Paul and weekly classes including job search and life skills training necessary for finding and maintaining successful employment. Participants are matched with mentors who assist participants with individual issues that have been challenges to successful employment. On-the-Job Training gives participants experience in word processing, cashier and store operations, warehouse operations, truck driving, and navigation (if participating in the truck driving program). A total of 6 clients were provided job training and job placement during this Program Year.

The St. Vincent de Paul's RotaCare is a free medical clinic and received $16,000 of CDBG funds. This free medical clinic is staffed with a team of volunteer medical professionals including physicians, pharmacists, pharmacy technicians, nurses, health educators, bi-lingual translators, social workers, receptionists and administrative assistant. They provide medical care and preventative services to uninsured and low income residents of Pittsburg. They directly improved availability and access to health services and reduced health disparities for low income and underserved residents. A total of 762 people were assisted during this Program Year.

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again

The City also uses CDBG funds for Shelter Inc.'s Homeless Prevention Program. The Homeless Prevention Program prevents homelessness for at-risk homelessness or rapidly re-houses households who are homeless. This is accomplished by providing low-income households with one-time financial assistance typically for move-in costs or past due rent. A case manager screens potential recipients, provides counseling and recommends eligible households for financial assistance. A total of 83 people were served.

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CR-30 - Public Housing 91.220(h); 91.320(j)

Actions taken to address the needs of public housing

The Housing Authority provides rental subsidy to the maximum extent allowable. Funding is awarded by the Federal government to subsidize low-income families with their rent and utilities. The number of families the Housing Authority can assist is determined by the annual contract contribution awarded. Factors in determining the number of units available to assist eligible families are based on average housing assistance payments, fair market rents established by HUD, and administrative costs. With this in mind, for calendar year 2017, the Housing Authority received $13,035,148. These funds were used to subsidize 948 Section 8 recipients and 160 VASH vouchers.

Actions taken to encourage public housing residents to become more involved in management and participate in homeownership

The Housing Authority counsels clients who are interested in becoming homeowners by sharing information on the Homeownership Voucher Program. Eligible candidates are provided monthly mortgage subsidy upon the purchase their first home. The Housing Authority uses its normal voucher program payment standard schedule to determine the amount of subsidy. The housing assistance payment (HAP) is the lesser of either the payment standard minus the total tenant payment or the family's monthly homeownership expenses minus the total tenant payment. The Housing Authority may make the HAP payment directly to the family or to the lender.

During the Program Year, several Section 8 tenants contacted the City requesting information on the First Time Homebuyer Program. The City is committed to increasing homeownership opportunities for itsresidents. Therefore, these inquiries lead to the City re-establishing its First Time Homebuyer Program effective July 1, 2017 using other funding sources such as loan repayments from Cal-Home and Housing Successor Agency loans.

Actions taken to provide assistance to troubled PHAs

The Housing Authority, operating the rental subsidy program, was a high performer during the Program Year. Therefore, no actions were taken.

CR-35 - Other Actions 91.220(j)-(k); 91.320(i)-(j)

Actions taken to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment. 91.220 (j); 91.320 (i)

The provision of adequate and affordable housing is an important goal of the City. As a result, the City has proactively implemented a variety of programs, incentives, and development standards to encourage the development, maintenance, and improvement of affordable housing.The City offers incentives for on-site compliance as outlined in City's Municipal Code Section 18.86.060. Incentives include:

- Allowing affordable units to be at most 10 percent smaller in square footage than market rate units.
- Allowing ownership units to be constructed on smaller lots.
- Allowing affordable units to have a fewer number of bathrooms and have different interior design, finishes, and features than market rate units in the same residential development.
- A reduction in off-street parking requirements for affordable units provided that the development is located downtown or within walking distance, generally ½-mile of transit facilities.
- Deferment of parkland, traffic mitigation, and other City fees.
- Provides for a density bonus for affordable housing projects.

In addition, to provide an incentive for the development of larger family units (four or more bedrooms), developers are offered credit toward the inclusionary requirement of one and one-quarter per larger family unit. On November 15, 2004, the City Council adopted Ordinance No. 04-1229 adding Chapter 18.86, Inclusionary Housing, to the Municipal Code. The Inclusionary Housing Ordinance contains minimum requirements for provision of affordable units within developments. The purpose of the City's Inclusionary Housing Ordinance is to establish minimum requirements, incentives, and alternative measures by which to ensure the provision of safe, decent, and affordable housing for all segments of the City's population, regardless of household income. This ordinance is only enforced on for sale units and not on rental housing.

The Successor Agency owns properties that are developable for housing projects. The City works with interested Developers by providing the following incentives:

- Providing incentives to developers who assist the City in meeting affordable housing needs, including units to accommodate special needs households:

female-headed households, seniors, disabled, developmentally disabled, large families, emancipated youth, seasonal and temporary workers, and the homeless

- Utilizing public funds to increase the supply of housing affordable to extremely low-, very low-, low-, and moderate-income large family households
- Prioritizing public funds for the development of housing affordable to extremely low income households for identified special needs groups
- Providing fee waivers and allow fee deferrals until issuance of a Certificate of Occupancy for developers constructing affordable housing developments and/or developers providing housing and programming serving identified special needs populations
- Assisting non-profit developers in seeking fee credits when redeveloping sites for affordable housing and/or housing developments serving an identified special needs population
- Giving priority in processing project applications with an affordable housing component and/or serving an identified special needs population

Actions taken to address obstacles to meeting underserved needs. 91.220(k); 91.320(j)

The City is committed to taking action to address obstacles to meeting underserved needs. Special needs groups such as elderly/frail elderly, persons with disabilities, and persons who are victims of domestic violence live throughout the city. Given that these special needs populations have various obstacles to accessing housing and services, Pittsburg will continue to provide CDBG funds for housing rehabilitation activities, public facility/infrastructure improvements, and public service activities that improve the quality of life for special needs groups.

CDBG funds the Legal Services for Older Americans administered by Contra Costa Senior Legal Services (CCLS). CCLS provides free legal counseling, advice, representation and litigation services to seniors in connection with their housing, income maintenance, consumer and individual rights and other elder law issues. During the Program Year, CCLS served 127 Pittsburg seniors. CCSLS is a participant in the county-wide initiative on preventing elder abuse and will have a full-time attorney devoted to the issue during 2017-2018. If the City could increase our funding to support agencies that undertake these activities that enhance accessibility for the underserved, it would greatly help in addressing the obstacles. However, due to the cap for Public Services, community needs outweigh the City's ability to meet all the needs.

Actions taken to reduce lead-based paint hazards. 91.220(k); 91.320(j)

As identified in the 2015-2020 Consolidated Plan, the State Health Department states that children in California are at risk for lead poisoning. Children are especially vulnerable

to this toxin found in old (pre – 1978) paint, which can cause brain damage, retardation, neurological problems, kidney damage, and a host of other serious consequences. Lead Hazard is especially a concern for the City, given that lead hazard is estimated to be 90 percent in pre-1940 housing units. The City will continue to protect residents from lead-based paint hazards in housing funded with CDBG funds by conforming to HUD regulations 24 CFR Part 35. This regulation addresses the need to reduce or eliminate lead-based paint hazards in federally owned housing and housing receiving Federal funds. The City requires its subrecipients to agree to include requirements for compliance with this regulation. The City requires that recipients of homeowner rehabilitation funds sign HUD's Notification for Lead Based Paint and that any abatement required be included in the home's repairs.

Actions taken to reduce the number of poverty-level families. 91.220(k); 91.320(j)

Pittsburg will employ a variety of strategies to help alleviate poverty in the city, including efforts to stimulate economic growth and job opportunities, and to provide residents with the skills and abilities required to take advantage of those opportunities. Pittsburg uses a portion of its CDBG funds to provide grants to non-profit agencies to operate the Public Service programs that serve the low- income population including the homeless in the community.

One of the most significant efforts taken by the City to reduce persons living below the poverty level is funding several agencies that provide economic development programs and services for persons within the community who are extremely- or very low- income. In particular, the City believes by funding economic development programs, such as Contra Costa Child Care Council, Opportunity Junction's Job Training and Placement, St. Vincent De Paul's Workforce Development Program, Open Opportunities Future Build Program, and Workforce Development Board's Small Business Development Center, it plays a role in reducing the number of persons below the poverty line by providing them the avenue and resources to obtain the skills and training needed to be competitive in the job market or become qualified business owners.

In addition, Opportunity Junction's Technology Center provides low-income workers, job-seekers, and seniors with accessible training in computer applications, English as a Second Language, typing, and Spanish. The Technology Center, operates Monday through Thursday from 6 pm to 9 pm and also offers free access to computers and the Internet.

Actions taken to develop institutional structure. 91.220(k); 91.320(j)

The Contra Costa County Consortium was formed by the County of Contra Costa and the

cities of Antioch, Concord, Pittsburg and Walnut Creek to develop a collaborative approach to administering and implementing the goals and objectives of the respective CDBG programs. The Contra Costa County Consortium members coordinate consolidated Planning efforts and have developed a streamlined process for applying for CDBG/HOME/ESG funds that allow applicants to complete one application for multiple jurisdictions and, once funded, complete one periodic performance report for all funding jurisdictions. This joint effort has eased the administrative burden for subrecipients and allows jurisdictions to easily share information. Furthermore, the Contra Costa County Consortium established a multiple-year funding cycle that has greatly reduced the time spent on completing and reviewing applications for both subrecipients and CDBG/HOME staff respectively.

Each entitlement jurisdiction in the Contra Costa County Consortium completes its own annual planning and allocation process, including preparation and completion of its Annual Action Plan and CAPER. These planning efforts have a high degree of coordination with the Contra Costa County Consortium members working together to closely align CDBG allocations, helping to maximize funding and to ensure collaboration between agencies.

Actions taken to enhance coordination between public and private housing and social service agencies. 91.220(k); 91.320(j)

The Contra Costa County Consortium jurisdictions work on strategies and actions designed to overcome identified impediments and eliminate problems of housing discrimination. The Contra Costa Interagency Council on Homelessness (CCICH) works with local jurisdictions, public and private agencies, the interfaith community, homeless advocacy groups, and other community organizations to implement the CoC to alleviate homelessness. The majority of the City's goals and objectives within the 2015-2020 Consolidated Plan and Annual Action Plan are met through activities that are carried out by subrecipients that are primarily public and private agencies within the County, including non-profit organizations. There is ongoing concern about the long-term capacity of the non-profit community during these severe budgetary times and their ability to comply with often complex Federal regulations and requirements in implementing federally funded programs. Pittsburg will continue to support these agencies by providing technical assistance, helping to establish collaboration between agencies and with funding, when possible.

Pittsburg works closely with public and private affordable housing providers as well as with Contra Costa County’s Public Health, Behavioral Health and Homeless Services departments, and various agencies to coordinate the allocation of funds to best meet the needs of the City’s low to moderate income residents and the special needs population.

This coordination leverages CDBG funds to maximize their impact.

Identify actions taken to overcome the effects of any impediments identified in the jurisdictions analysis of impediments to fair housing choice. 91.520(a)

The Contra Costa County Consortium is required to conduct an Analysis of Impediments to Fair Housing Choice (AI) and to periodically review that analysis and update it as necessary. Each AI is reassessed and reevaluated with each consolidated plan. Together, the members of the Contra Costa County Consortium have collaborated to jointly plan for the housing and community development needs of the County as a whole.

The purpose of an AI is to review conditions in the jurisdictions that may impact the ability of households to freely choose housing and to be treated without regard to race, ethnicity, religion, gender, national origin, source of income, age, disability, or other protected status. The AI reviews the general state of fair housing, the enforcement of fair housing law, efforts to promote fair housing, access to credit for the purpose of housing, and general constraints to the availability of a full range of housing types. An AI also examines the affordability of housing in the jurisdiction with an emphasis on housing affordable to households with annual incomes classified as low income and less. Low income is defined as equal to or less than 80 percent of the adjusted Area Median Income as most recently published by HUD.

The AI not only identifies impediments to fair housing choice, but also makes recommendations to overcome the effects of those impediments and will serve as the basis for fair housing planning, providing essential information to staff, policy makers, housing providers, lenders, and fair housing advocates, and assisting with garnering community support for fair housing efforts.

Impediments

1. Education and public perception. Inadequate information on fair housing issues and a lack of understanding about the potential extent of housing discrimination exists.

2. Housing affordability. The high cost of housing and the extreme burden of those costs, particularly for renters, present a barrier to fair housing choice. Also, low vacancies and lack of affordable housing options contribute to these issues. Concentration of the limited affordable housing supply is also a fair housing concern.

3. Home purchase loan denials. Significant disparity between races and ethnicities in loan denial rates exists. Minorities are more likely to be denied loans than whites, even in high income categories.

4. Disability and elder care issues. Availability and access to housing for individuals with physical and mental disabilities is a rapidly emerging impediment to fair housing. Further, insufficient education and enforcement around issues of reasonable accommodations results in discrimination against individuals with disabilities.

5. Local Building Approvals. Lengthy, complex and extensive local review and approval processes discourage construction of affordable housing. Local governments sometimes require separate approvals for every aspect of the development process and sometimes stipulate public hearings that invite community opposition, which can have the same effect as exclusionary zoning.

Recommendations

To address impediments identified in the study, the report offers a set of recommendations for consideration.

1. Increase public awareness of Fair Housing rights. The Contra Costa County Consortium could strengthen efforts to make the public aware of fair housing rights and further emphasize how reporting fair housing violations can have positive outcomes. This would include providing communities information on fair housing laws and policies, model zoning ordinances, and advice from other communities that have succeeded in overcoming regulatory impediments to fair housing choice.

2. Improve financial assistance for high housing costs and cost burden to both buyers and renters through direct and indirect financial assistance programs. There are a variety and volume of programs available to low-/moderate-income people. Real estate professionals, lenders and rental property owners often do not know what is available and what qualifications are for the various programs. All could benefit from more information on the availability of home financing and rental subsidy programs (including both tenant-based and project-based subsidies). In order to increase the number of households who are served by these programs, there needs to be additional funding and increased efficiencies in program delivery. Members of the Contra Costa County Consortium could support efforts to increase funding through local, State and Federal initiatives; lower development costs of new affordable housing; and allow for innovative housing options such as tiny homes and accessory dwelling units.

3. Review Home Purchase Loan Denial Figures with Local Lenders Significant disparity between races and ethnicities in loan denial rates exists. Minorities are more likely to be denied loans than Whites, even in high income categories. The Contra Costa County

Consortium should further research the extent of these issues and review this information with Fair Housing Organizations and local lenders. Both members of the Contra Costa County Consortium and the Fair Housing Organizations should report the disparate impact to lenders, encourage lenders to examine loan approval policies and procedures within that context, identify causes of denial, and indicate what affirmative steps, as appropriate, that lenders might take to address this apparent issue. Members of the Contra Costa County Consortium have some established networks such as the Home Equity Preservation Alliance and lists of preferred lenders that may be able to serve as a base for growing outreach on these issues.

4. Increase Access to Special Needs Housing. The Contra Costa County Consortium should gather more information of this emerging impediment and determine the extent to which the available supply of supportive housing is limited particularly for individuals with physical and mental disabilities. Members of the Contra Costa County Consortium should examine and develop more formal policies and procedures regarding reasonable accommodation and better inform landlords, especially small rental property owners. Promoting best practices for alternative types of special needs/elderly housing and considering policy changes may be in order. Shaping community attitudes as described in the first recommendation may also be necessary to confront this barrier.

5. Review municipalities planning code and offer incentives. The Contra Costa County Consortium should encourage local governments to examine the review and approval processes that discourage construction of affordable housing with respect to elements that have the unintended consequence of impeding such development. As observed in the findings, local governments sometimes require separate approvals for every aspect of the development process and sometimes stipulate public hearings that result in community opposition, which can have the same effect as exclusionary zoning. Local building and zoning codes could be modified to simplify local processes for building approvals and more effectively encourage construction of affordable housing as well as special needs housing

CR-40 - Monitoring 91.220 and 91.230

Describe the standards and procedures used to monitor activities carried out in furtherance of the plan and used to ensure long-term compliance with requirements of the programs involved, including minority business outreach and the comprehensive planning requirements

The City continues its monitoring of subrecipients and projects to ensure compliance with program and comprehensive planning requirements. The City performs on-site monitoring of CDBG subrecipients. Monitoring efforts are coordinated for subrecipients that are jointly funded by other jurisdictions within the Contra Costa County Consortium. The City works directly with the other jurisdictions to analyze which subrecipients need to be monitored and the Contra Costa County Consortium takes a tag team approach in conducting the on-site monitoring to minimize duplicative efforts. The purpose of the monitoring is to ensure the activities and programs achieve their approved objectives in a manner which is consistent with Federal regulations. If there is a lack of performance or the subrecipient does not meet goals, the City will continue site visits and investigate further until a resolution is reached.

There were 3 successful monitoring visit performed by the Contra Costa County Consortium for the following agencies:

1. Open Opportunities – Future Build Program
2. Opportunity Junction – Job Training and Placement Program
3. Contra Costa Senior Legal Services – Legal Services for Older Americans Program

Citizen Participation Plan 91.105(d); 91.115(d)

Describe the efforts to provide citizens with reasonable notice and an opportunity to comment on performance reports.

Consistent with Federal requirements, a draft of the CAPER document was prepared and made available to the public. A notice informing the public of the availability of the draft CAPER was published in the Contra Costa Times on September 2, 2017. The notice was also displayed on the City's website during the public review period. A copy of the notice is attached to this report. Copies of the draft 2016-2017 CAPER was made available for review during normal business hours in the City Clerk's office, at the Pittsburg Public Library, and on the City's website.

The City complied with public participation requirements by holding a public hearing to receive public comments on September 18, 2017 at 7 p.m. at the City Council Meeting. The City Council received a copy of the final CAPER for review prior to the City Council Meeting.

CR-45 - CDBG 91.520(c)

Specify the nature of, and reasons for, any changes in the jurisdiction's program objectives and indications of how the jurisdiction would change its programs as a result of its experiences.

There were no changes to Pittsburg's program objectives.

Does this Jurisdiction have any open Brownfields Economic Development Initiative (BEDI) grants?

No.

[BEDI grantees] Describe accomplishments and program outcomes during the last year.

Not applicable.

CITY OF PITTSBURG
CITY COUNCIL/AGENCY CONCURRENT MEETING MINUTES

DATE: August 21, 2017

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

CITY COUNCIL/AGENCY MEMBERS
Marilyn Craft, Mayor/Chair
Dwaine "Pete" Longmire, Vice-Mayor/Chair
Sal Evola, Council/Agency Member
Juan Antonio Banales, Council/Agency Member
Jelani Killings, Council/Agency Member
Michelle King, Agency Member
Annie Hill Herring, Agency Member

APPOINTED OFFICIALS
Joe Sbranti, City Manager/Executive Director
Ruthann Ziegler, City Attorney/Legal Counsel
Alice E. Evenson, City Clerk/Agency Secretary (elected)
Nancy Parent, City Treasurer (elected)

Mayor Craft 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 6:00 P.M. in Closed Session for the following items:

1. CONFERENCE WITH LABOR NEGOTIATORS (Section 54957.6):

Agency designated representatives: Joe Sbranti, Garrett Evans; Employee organizations: Police Managers' Group (PMG)

2. CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION FOR THE CITY OF PITTSBURG (Paragraph (1) of subdivision (d) of Section 54956.9):

Genon Energy, Inc. Chapter 11, US Bankruptcy Court for the Southern District of Texas, Houston Division, Case No. 17-33695(DRJ)

Wade Derby v. City of Pittsburg, et al; United States District Court, Northern District of California, Case No. 3:16-cv-05469-SI

Michael Sibbitt, Jr. v. City of Pittsburg et al.; United States District Court Northern District of California Case No. 3:16-cv-04377-SK

Elisabeth Anne Terwilliger v. City of Pittsburg et al.; United States District Court Northern District of California Case No. 3:16-cv-04373-MEJ

Humberto Martinez, Deceased, through his co-successors in interest v. City of Pittsburg; United States District Court Northern District of California Civil Action No. 17-4246 EDL

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

ROLL CALL

Members Evola and Longmire were absent and excused.

PLEDGE OF ALLEGIANCE

Chief Addington led the Pledge of Allegiance.

PRESENTATIONS

Contra Costa Water District Updates

Bette Boatmun, Division 4 Director, gave an update on the water district's activities and future plans.

Business Improvement District

Joshua Samuel, representing the Pittsburg Chamber of Commerce, gave a report on the City's Business Improvement District.

Update on Police Crime Data

Chief Brian Addington presented the results of the study recently conducted regarding crime data statistics.

CITY MANAGER REPORTS/REMARKS

Assistant City Manager Evans announced upcoming events throughout the City.

CITIZENS REMARKS

Judy Cast, Pittsburg, spoke concerning the poorly kept landscaping and sidewalks in the downtown area.

PUBLIC HEARING

6. Introduction and Waive First Reading of an Ordinance Amending the Pittsburg Municipal Code, Title 15, Buildings and Construction, By Adding Section 15.16.070 Electrical Permit – Electric Vehicle Charging Stations

Mayor Craft opened the public hearing. There being no one to speak to the item, Mayor Craft closed the public hearing.

On motion by Member Killings, seconded by Member Banales, to introduce and waive first reading and carried by the following vote:

AYES: Banales, Killings, Craft

ABSENT: Evola, Longmire

CONSIDERATION

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

On motion by Member Killings, seconded by Member Banales, to adopt and carried by the following vote:

AYES: Banales, Killings, Craft
ABSENT: Evola, Longmire

8. Adoption of a City Council Resolution Accepting Plans and Specifications, Awarding Contract 2012-15, Citywide Water and Sewer Rehabilitation Project to A-S Pipelines, Inc., and Authorizing Consultant Agreement Amendment Number 3

On motion by Member Banales, seconded by Member Killings, to adopt and carried by the following vote:

AYES: Banales, Killings, Craft
ABSENT: Evola, Longmire

CONFLICT OF INTEREST STATEMENT

There were no conflict of interest statements.

COMBINED CITY COUNCIL AND SUCCESSOR AGENCY CONSENT CALENDAR

Mayor Craft removed Item 12 for discussion and audience comment.

On motion by Member Killings, seconded by Member Banales, to adopt without Item 12 and carried by the following vote:

AYES: Banales, Killings, Craft
ABSENT: Evola, Longmire

9. Minutes of August 7, 2017

10. Adoption of Memorandum of Understanding between the City of Pittsburg and the Pittsburg Jr. Pirates Football And Cheer Organization

11. Receive and File the Treasurer's Report for the Quarter Ending June 30, 2017

The following item was considered separately:

12. Adoption of a City Council Resolution Approving the Third Amendment to the Exclusive Negotiating Rights Agreement (ENRA) with Discovery Builders, Inc., for a Single-Family Residential Detached Development at Delta View Golf Course/Stoneman

Park

Bruce Ohlson, Pittsburg, was against the proposed project due to the terrain and the popularity of the current park.

On motion by Member Killings, seconded by Member Banales, to adopt and carried by the following vote:

AYES: Banales, Killings, Craft
ABSENT: Evola, Longmire

COUNCIL MEMBER REPORTS/REMARKS

Mayor Craft stated she attended the Police Department's promotion and awards ceremony.

ADJOURNMENT

The City Council meeting was adjourned at 8:01 P.M. to September 18, 2017 ***in memory of Louis Jones.***

Respectfully submitted,

Alice E. Evenson, City Clerk

CITY OF PITTSBURG
SPECIAL CITY COUNCIL MEETING MINUTES

DATE: September 6, 2017

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

CITY COUNCIL/AGENCY MEMBERS

Marilyn Craft, Mayor/Chair
Dwaine "Pete" Longmire, Vice-Mayor/Chair
Sal Evola, Council/Agency Member
Juan Antonio Banales, Council/Agency Member
Jelani Killings, Council/Agency Member
Michelle King, Agency Member
Annie Hill Herring, Agency Member

APPOINTED OFFICIALS

Joe Sbranti, City Manager/Executive Director
Ruthann Ziegler, City Attorney/Legal Counsel
Alice E. Evenson, City Clerk/Agency Secretary (elected)
Nancy Parent, City Treasurer (elected)

Mayor Craft called the special meeting of the City Council to order at 5:17 P.M. in the City Council Chamber at City Hall, 65 Civic Avenue, Pittsburg, CA.

ROLL CALL

Member Evola was absent and excused.

PLEDGE OF ALLEGIANCE

Captain Albanese led the Pledge of Allegiance.

PRESENTATIONS

Welcome to Sister City of Isola delle Femmine Delegation

Members of the delegation from Isola delle Femmine were welcomed and proclamations were exchanged acknowledging the 25th year of the Sister City relationship.

ADJOURNMENT

The City Council meeting was adjourned at 6:04 P.M. to September 18, 2017

Respectfully submitted,

Alice E. Evenson, City Clerk

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

DATE: 8/22/2017

TO: Chair and Agency Members

FROM: Joe Sbranti, Executive Director

SUBJECT: Adoption of a Pittsburg Power Company Resolution to Re-Evaluate Energy Storage System Targets for Island Energy

MEETING DATE: 9/18/2017

EXECUTIVE SUMMARY

Assembly Bill 2514 requires the governing board of each publicly owned utility (POU) to determine appropriate targets, if any, for the utility to procure viable and cost-effective energy storage systems. POU governing boards were required to adopt separate targets to be achieved by December 31, 2016 and December 31, 2020 by October 1, 2014. Assembly Bill 2514 also requires these energy storage targets be re-valuated no less than every 3 years, on or before October 1, 2017.

FISCAL IMPACT

No financial impact to the Island Energy Enterprise Fund from this action.

RECOMMENDATION

Pittsburg Power Company (PPC) Board adopt this Resolution to not adopt energy storage system targets for Island Energy at this time. Staff is directed to review its research on an annual basis and recommend appropriate targets when energy storage systems become cost-effective to Island Energy.

BACKGROUND

On March 18, 2013, PPC Resolution 13-278 directed staff to research and evaluate the benefits and potential rate impacts from utilization of energy storage systems for Island Energy located on Mare Island, Vallejo. After research and evaluation, staff recommended that the Board adopt no energy storage targets for December 31, 2016 and December 31, 2020 since energy storage systems are not viable or cost-effective for Island Energy's current operation.

On September 15, 2014, PPC adopted Resolution 14-302 to not adopt energy storage targets for the December 31, 2016 and December 31, 2020 timelines since energy storage systems are not viable or cost-effective to Island Energy's current operation.

SUBCOMMITTEE FINDINGS

During the PPC Subcommittee meeting on August 16, 2017, the PPC Subcommittee was informed of the recommendation of maintaining its view on no change to the energy storage target for December 31, 2020. No objections to the recommendation were raised.

STAFF ANALYSIS

As an electricity distribution company, Island Energy purchases wholesale electricity from the Western Area Power Administration (WAPA) under a Full Load Service Contract through 2024. Island Energy has no ability to employ energy storage systems at the generation or transmission level of the power grid. Island Energy does not own any on-site renewable energy generations, which greatly reduce the benefits from utilizing energy storage systems to store energy when it is abundant on the grid. Currently, Island Energy does not have time-of-use electric rates and demand charges; therefore, the benefits of peak load shaving and energy management provided by energy storage systems would not extend to Island Energy's customers.

Staff monitors battery storage technology developments closely. Currently there are many competing battery storage technologies and mostly in the price range from $1,000-$2,000 per kilowatt-hour.

Staff has fully evaluated the benefits and the cost of implementing energy storage systems, and has concluded that energy storage systems are not a feasible or cost-effective option for Island Energy's current operation. Therefore, staff recommends the Board retain its decision not to establish an energy storage target of December 31, 2020.

Should Island Energy's energy supplies network changes in the future, staff will re-evaluate the feasibility of implementing an energy storage target for Island Energy.

ATTACHMENTS: Resolution

Report Prepared By: Vanessa Xie, Senior Financial Analyst

BEFORE THE PITTSBURG POWER COMPANY OF THE CITY OF PITTSBURG

In the Matter of:

Adoption of a Pittsburg Power Company Resolution to Re-Evaluate Energy Storage System Targets for Island Energy	)))	RESOLUTION NO. 17-

The Pittsburg Power Company DOES RESOLVE as follows:

WHEREAS, Assembly Bill 2514 requires the governing board of each publicly owned utility (POU) to determine appropriate targets, if any, for the utility to procure viable and cost-effective energy storage systems; and

WHEREAS, the POU governing boards were required to adopt separate energy storage targets to be achieved by December 31, 2016 and December 31, 2020 by October 1, 2014, and that these targets shall be re-valuated no less than every 3 years, on or before October 1, 2017; and

WHEREAS, on September 15, 2014, PPC adopted Resolution 14-302 to adopt no energy storage system targets for December 31, 2016 and December 31, 2020 since energy storage systems are not viable or cost-effective for Island Energy's current operation; and

WHEREAS, energy storage systems usually are used to store electricity during the times when production from generating units exceeds consumption and the stored energy is used during times that consumption exceeds production or during times that energy is more expensive; and

WHEREAS, Island Energy does not own any on-site renewable energy generation or employ demand charge and time-of-use rates. Therefore, most benefits offered by energy storage systems do not apply to Island Energy's current operation; and

WHEREAS, should Island Energy's energy supplies network change in the future, staff will re-evaluate the feasibility of implementing an energy storage target for Island Energy.

NOW, THEREFORE, the Board of Directors finds and determines as follows:

Section 1
The above recitals are true and correct and have served as the basis, in part, for the findings and actions of the Board set forth below.

Section 2
The PPC Board adopts no energy storage system targets for Island Energy at this time and directs staff to review its research on an annual basis and recommend appropriate targets when energy storage systems are cost-effective for Island Energy.

Section 3
This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED by the Pittsburg Power Company Board of Directors at a regular meeting on the 18th day of September 2017, by the following vote:

AYES:

NOES:

ABSTAINED:

ABSENT:

_____
Marilyn Craft, Chair

ATTEST:

_____
Joe Sbranti, Executive Secretary

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

DATE: 8/23/2017

TO: Chair and Agency Members

FROM: Joe Sbranti, Executive Director

SUBJECT: Adoption of a Pittsburg Power Company Resolution to Enter into a Contract with Contra Costa County Workforce Development Board for the Future Build's Cohort 12

MEETING DATE: 9/18/2017

EXECUTIVE SUMMARY

The Pittsburg Power Company (PPC) entered into a contract (Contract 18-380-3) with Contra Costa County Workforce Development Board (WDB) for Future Build's Cohort 12 for July 1, 2017 through December 31, 2017 for $99,000.

FISCAL IMPACT

PPC was awarded a six month $99,000 contract from WDB which will be used to reimburse PPC for payments made for efforts associated with the Future Build Program, Project No. 5903-2199 for Cohort 12. No City general funds are used to operate Future Build.

The approved Future Build budget for fiscal year 2017-2018 is $393,103 which includes the $99,000 from WDB along with other various grants received and revenue from services provided.

RECOMMENDATION

PPC Board adopt the Resolution for Contract 18-380-3 for Cohort 12 for July 1, 2017 through December 31, 2017. It is recommended that the Executive Director be authorized to take any and all administrative actions to ensure that the funds are utilized appropriately by Future Build.

BACKGROUND

Future Build is a partnership of the PPC, WDB, Pittsburg Adult Education Center (PAEC), Contra Costa Building and Construction Trades Council, GRID Alternatives, Northern

California Laborers Training, and Open Opportunities, Inc. (OOI) to provide East County residents with 16+ weeks of pre-apprenticeship training in the building trades and solar theory, construction, and installation. Each training session is referred to as a cohort.

Future Build's managing partner and fiscal agent is the PPC. OOI provides case management and day to day program supervision and administration of the skill-based instructional staff. PAEC provides the general academic and life skills instruction. Northern California Laborers provide the solar and safety training. The Contra Costa Building and Construction Trades Council provides tools and instruction from its member trade unions as well as general orientations into the construction related trades.

In 2012, PPC and WDB executed contract number 18-290-0 (Contract 18-290-0) for Cohorts 1 and 2 for April 16, 2012 through January 31, 2013. Contract 18-290-0 was subsequently amended, extending and allocating additional funding; Cohort 3 – January 31, 2013 through June 30, 2013, Cohorts 4 and 5 – July 1, 2013 through June 30, 2014, Cohorts 6 and 7 – July 1, 2014 through June 30, 2015, Cohort 8 – July 1, 2015 through December 31, 2015, and Cohort 9 – January 1, 2016 through June 30, 2016. Contract No. 18-380-1 allocated funding to Cohort 10 for July 1, 2016 through December 31, 2016. Contract No. 18-380-2 allocated funding to Cohort 11 for January 1, 2017 through June 30, 2017.

SUBCOMMITTEE FINDINGS

Not Applicable.

STAFF ANALYSIS

Future Build provides a life changing experience for the trainees that leads to re-engagement in the workforce and post-secondary educational opportunities. Pre-apprenticeship training, classroom and laboratory are combined in practical applications in the field. The practical applications can also be referred to as "community benefit projects". Community benefit projects are where the trainees exercise what they have learned by improving facilities in public housing projects, rehabilitation of homes for low income residents, schools, and public recreational facilities such as parks. Some of Future Build's efforts may be seen at Small World Park, Delta View Golf Course, and Highlands Ranch Park.

PPC entered into Contract Number 18-380-3 for Cohort 12 for July 1, 2017 through December 31, 2017, whereby WDB will reimburse PPC up to $99,000 for Future Build's program. Funding from outside sources such as WDB and Rubicon enable PPC to continue Future Build's program and help those individuals interested in a career in the construction and solar industries.

ATTACHMENTS: Resolution

Report Prepared By: Melaine Venenciano, Administrative Analyst II

BEFORE THE PITTSBURG POWER COMPANY OF THE CITY OF PITTSBURG

In the Matter of:

Adoption of a Pittsburg Power Company)
Resolution toEnter into a Contract with)
Contra CostaCountyWorkforce Development) RESOLUTION NO. 17-
Board forFuture Build's for Cohort 12)

The Pittsburg Power Company DOES RESOLVE as follows:

WHEREAS,the Future Build Program (Future Build) is a partnership of the Pittsburg Power Company (PPC), Contra Costa WorkforceDevelopment Board (WDB), Pittsburg Adult Education Center, ContraCosta Building and Construction Trades Council, GRID Alternatives, Northern California Laborers Training, and Open Opportunities, Inc. to provide East County residents with 16+ weeks of pre-apprenticeship training in the building trades and solar theory, construction, and installation; and

WHEREAS, Future Build's managing partner and fiscal agent is the PPC; and

WHEREAS, in 2012, PPC and WDB executed contract number 18-290-0 (Contract 18-290-0)for Cohorts 1 and 2 for April 16, 2012 through January 31, 2013. Contract 18-290-0 was subsequently amended, extending and allocating additional funding; Cohort 3 – January 31, 2013 through June 30, 2013, Cohorts 4 and 5 – July 1, 2013 through June 30, 2014, and Cohorts 6 and 7 – July 1, 2014 through June 30, 2015; Cohort 8 – July 1, 2015 through December 31, 2015; and Cohort 9 – January 1, 2016 through June 30, 2016. Contract No. 18-380-1 allocated funding to Cohort 10 for July 1, 2016 through December 31, 2016; Contract 18-380-2 allocated funding to Cohort 11 for January 1, 2017 through June 30, 2017; and

WHEREAS, PPC entered into a new contract(Contract 18-380-3)with WDB for Future Build's Cohort 12 for July 1, 2017 through December 31, 2017 to include an allocation of $99,000which will be used to reimburse PPC for payments made for efforts associated with the Future Build Program; and

WHEREAS, the approved Future Build budget for fiscal year 2017-2018 is $393,103 which includes the $99,000 from WDB along with other various grants received and revenue from services provided.

NOW, THEREFORE, the Pittsburg Power Company Board of Directors finds and determines as follows:

Section 1.
The Board hereby finds and determines that the above recitals are true and correct and have served as the basis, in part, for the findings and actions of the PPCset forth below.

Section 2.
The Board hereby approves the Resolution for Contract 18-380-3forFuture Build's Cohort 12 for July 1, 2017 through December 31, 2017and accepts a grant of $99,000 from WDB.

Section 3.
The Executive Director or his designee is hereby authorized to take such further actions as may be necessary or appropriate to carry out PPC's obligations pursuant to this Resolution and to allocate anyadditional unanticipated revenue dedicated to Future Build and to execute any future contracts between the County's WDB, or other external funding sources related to PPC's Future Build and its subcontractors.

Section 4.
The BoardSecretary shall certify to the adoption of this Resolution.

Section 5.
This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED by the Pittsburg Power Company Board of Directors at a regular meeting on the 18thdayof September 2017, by the following vote:

AYES:

NOES:

ABSTAINED:

ABSENT:

_____
Marilyn Craft, Chair

ATTEST:

_____
Joe Sbranti, Executive Secretary

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

DATE: 8/22/2017

TO: Mayor and Council Members

FROM: Joe Sbranti, City Manager

SUBJECT: Adoption of a City Council Resolution Appointing a Director and an Alternate Director to the Marin Clean Energy Board of Directors

MEETING DATE: 9/18/2017

EXECUTIVE SUMMARY

The City of Pittsburg (City) is considering the appointment of a Director and an Alternate Director from the City Council to represent the City on the Marin Clean Energy (MCE) Board of Directors.

FISCAL IMPACT

This action has no impact to the City's General Fund.

RECOMMENDATION

The City Council adopt this Resolution appointing Vice Mayor Pete Longmire as Director and Council Member Juan Banales as Alternate Director to represent the City on the MCE Board of Directors.

At the discretion of the City Council, the appointed Director and Alternate Director may be changed and that staff will take the necessary actions to notify MCE of any changes.

BACKGROUND

On September 24, 2002, the Governor signed into law Assembly Bill 117 (Stat. 2002, Ch. 838; see California Public Utilities Code section 366.2; hereinafter referred to as the "Act"), which authorizes any California city or county, whose governing body so elects, to combine the electricity load of its residents and businesses in a community-wide electricity aggregation program known as Community Choice Aggregation (CCA).

The City has been actively investigating options to provide residents and business with more electric service options with the intent of achieving greater local involvement over the provision of electric services and promoting competitive and renewable energy. On May 15, 2017, the City Council held a duly noticed public hearing to consider adoption of an ordinance authorizing the implementation of the CCA Program by and through MCE. In addition to adopting the ordinance, the MCE Joint Power Agreement requires the City Council to individually adopt a resolution requesting membership to MCE.

On June 5, 2017, the City Council adopted Resolution 17-13321, requesting membership to MCE and authorizing the City Manager to execute a memorandum of understanding with MCE. On the same date, the City Council adopted Ordinance 17-1430, authorizing the implementation of a CCA Program and approving the MCE Joint Powers Agreement.

The MCE Board of Directors voted unanimously on July 20, 2017 to accept the City as a member.

SUBCOMMITTEE FINDINGS

On August 16, 2017, the Pittsburg Power Company Subcommittee recommended that Vice Mayor Pete Longmire be appointed as Director and Council Member Juan Banales as Alternate Director to represent the City on the MCE Board of Directors.

STAFF ANALYSIS

As a new member of the MCE, the City has the option of appointing elected officials from the City Council to be the Director and the Alternate Director to represent the City on the MCE Board or using a designated party from Contra Costa County to serve in that capacity. If the City Council prefers an individual representation, the City Council shall internally select among themselves, appoint and designate such individuals to represent the City's membership and interests on the MCE Board of Directors.

Since each MCE Board member has a vote proportional to its community's electricity demand within MCE 's energy portfolio, staff recommends the City Council elect the individual representation option.

The MCE Board of Directors consists of one Director from each city or county member. The City Council shall appoint and designate in writing one Director who shall be authorized to act for and on behalf of the City on matters within the powers of the authority. The City Council shall appoint and designate in writing one Alternate Director who may vote on matters when the Director is absent from a Board meeting. The individuals appointed and designated as the Director and Alternate Director shall be a member of the City Council.

ATTACHMENTS: Resolution
MCE Revised Joint Powers Agreement

Report Prepared By: Vanessa Xie, Senior Financial Analyst

BEFORE THE CITY COUNCIL OF THE CITY OF PITTSBURG

In the Matter of:

Adoption of a City Council Resolution Appointing	)	
A Director and an Alternate Director to the Marin	)	RESOLUTION NO.17-
Clean Energy Board of Directors	)	

The Pittsburg City Council DOES RESOLVE as follows:

WHEREAS, on September 24, 2002, the Governor signed into law Assembly Bill 117 (Stat. 2002, Ch. 838; see California Public Utilities Code section 366.2; hereinafter referred to as the "Act"), which authorizes any California city or county, whose governing body so elects, to combine the electricity load of its residents and businesses in a community-wide electricity aggregation program known as Community Choice Aggregation (CCA); and

WHEREAS, the City of Pittsburg (City) has been actively investigating options to provide residents and business with more electric service options with the intent of achieving greater local involvement over the provision of electric services and promoting competitive and renewable energy; and

WHEREAS, on May 15, 2017, the City Council held a duly noticed public hearing to consider adoption of an ordinance authorizing the implementation of the CCA Program by and through Marin Clean Energy (MCE); and

WHEREAS, on June 5, 2017, the City Council adopted Resolution 17-13321 requesting membership in MCE and authorizing participation in a CCA Program through MCE; and

WHEREAS, also on June 5, 2017, the City Council adopted Ordinance 17-1430, authorizing the implementation of a CCA Program and approving the MCE Joint Powers Agreement; and

WHEREAS, the MCE Board of Directors voted unanimously on July 20, 2017 to accept the City as a member of the MCE; and

WHEREAS, since each MCE Board member has a vote proportional to its community's electricity demand within MCE 's energy portfolio, staff recommends the City Council elect an individual representation option; and

WHEREAS, the City is considering the appointment of a Director and an Alternate Director from the City Council to represent the City on the MCE Board of Directors; and

WHEREAS, on August 16, 2017, the Pittsburg Power Company Subcommittee recommended that Vice Mayor Pete Longmire be appointed as Director and Council Member Juan Banales as Alternate Director to represent the City on the MCE Board of Directors.

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

Section 1.
The above recitals are true and correct and have served as the basis, in part, for the findings and actions of the Board set forth below.

Section 2.
The City Council appoints and designates Vice Mayor Pete Longmire as Director and Council Member Juan Banales as Alternate Director to represent the City on the MCE Board of Directors.

Section 3.
At the discretion of the City Council, the appointed Director and Alternate Director may be changed and that staff will take the necessary actions to notify MCE of any changes.

Section 4.
The Director and Alternate Director are hereby authorized to act for and on behalf of the City on matters within the powers of the authority of the JPA Agreement between the City and MCE.

Section 5.
The City Manager is hereby authorized to execute other documents and take further actions as may be necessary or appropriate to carry out the City Council's obligations pursuant to this Resolution.

Section 6.
The City Clerk shall certify to the adoption of this Resolution.

Section 7.
This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED by the City Council of the City of Pittsburg at a regular meeting on the 18th day of September 2017, by the following vote:

AYES:

NOES:

ABSTAINED:

ABSENT:

_____
Marilyn Craft, Mayor

ATTEST:

_____
Alice E. Evenson, Secretary

Marin Energy Authority
- Joint Powers Agreement -

Effective December 19, 2008
As amended by Amendment No. 1 dated December 3, 2009
As further amended by Amendment No. 2 dated March 4, 2010
As further amended by Amendment No. 3 dated May 6, 2010
As further amended by Amendment No. 4 dated December 1, 2011
As further amended by Amendment No. 5 dated July 5, 2012
As further amended by Amendment No. 6 dated September 5, 2013
As further amended by Amendment No. 7 dated December 5, 2013
As further amended by Amendment No. 8 dated September 4, 2014
As further amended by Amendment No. 9 dated December 4, 2014
As further amended by Amendment No. 10 dated April 21, 2016

Among The Following Parties:
City of American Canyon
City of Belvedere
City of Benicia
City of Calistoga
Town of Corte Madera
City of El Cerrito
Town of Fairfax
City of Lafayette
City of Larkspur
City of Mill Valley
City of Napa
City of Novato
City of Richmond
Town of Ross
Town of San Anselmo
City of San Pablo
City of San Rafael
City of Sausalito
City of St. Helena
Town of Tiburon
City of Walnut Creek
Town of Yountville
County of Marin
County of Napa

MARIN ENERGY AUTHORITY
JOINT POWERS AGREEMENT

This **Joint Powers Agreement** ("Agreement"), effective as of December 19, 2008, is made and entered into pursuant to the provisions of Title 1, Division 7, Chapter 5, Article 1 (Section 6500 et seq.) of the California Government Code relating to the joint exercise of powers among the parties set forth in Exhibit B ("Parties"). The term "Parties" shall also include an incorporated municipality or county added to this Agreement in accordance with Section 3.1.

RECITALS

1. The Parties are either incorporated municipalities or counties sharing various powers under California law, including but not limited to the power to purchase, supply, and aggregate electricity for themselves and their inhabitants.

2. In 2006, the State Legislature adopted AB 32, the Global Warming Solutions Act, which mandates a reduction in greenhouse gas emissions in 2020 to 1990 levels. The California Air Resources Board is promulgating regulations to implement AB 32 which will require local government to develop programs to reduce greenhouse emissions.

3. The purposes for the Initial Participants (as such term is defined in Section 2.2 below) entering into this Agreement include addressing climate change by reducing energy related greenhouse gas emissions and securing energy supply and price stability, energy efficiencies and local economic benefits. It is the intent of this Agreement to promote the development and use of a wide range of renewable energy sources and energy efficiency programs, including but not limited to solar and wind energy production.

4. The Parties desire to establish a separate public agency, known as the Marin Energy Authority ("Authority"), under the provisions of the Joint Exercise of Powers Act of the State of California (Government Code Section 6500 et seq.) ("Act") in order to collectively study, promote, develop, conduct, operate, and manage energy programs.

5. The Initial Participants have each adopted an ordinance electing to implement through the Authority Community Choice Aggregation, an electric service enterprise agency available to cities and counties pursuant to California Public Utilities Code Section 366.2 ("CCA Program"). The first priority of the Authority will be the consideration of those actions necessary to implement the CCA Program. Regardless of whether or not Program Agreement 1 is approved and the CCA Program becomes operational, the parties intend for the Authority to continue to study, promote, develop, conduct, operate and manage other energy programs.

AGREEMENT

NOW, THEREFORE, in consideration of the mutual promises, covenants, and conditions hereinafter set forth, it is agreed by and among the Parties as follows:

ARTICLE 1
CONTRACT DOCUMENTS

1.1 **Definitions**. Capitalized terms used in the Agreement shall have the meanings specified in Exhibit A, unless the context requires otherwise.

1.2 **Documents Included**. This Agreement consists of this document and the following exhibits, all of which are hereby incorporated into this Agreement.

Exhibit A:	Definitions
Exhibit B:	List of the Parties
Exhibit C:	Annual Energy Use
Exhibit D:	Voting Shares

1.3 **Revision of Exhibits**. The Parties agree that Exhibits B, C and D to this Agreement describe certain administrative matters that may be revised upon the approval of the Board, without such revision constituting an amendment to this Agreement, as described in Section 8.4. The Authority shall provide written notice to the Parties of the revision of any such exhibit.

ARTICLE 2
FORMATION OF MARIN ENERGY AUTHORITY

2.1 **Effective Date and Term**. This Agreement shall become effective and Marin Energy Authority shall exist as a separate public agency on the date this Agreement is executed by at least two Initial Participants after the adoption of the ordinances required by Public Utilities Code Section 366.2(c)(10). The Authority shall provide notice to the Parties of the Effective Date. The Authority shall continue to exist, and this Agreement shall be effective, until this Agreement is terminated in accordance with Section 7.4, subject to the rights of the Parties to withdraw from the Authority.

2.2 **Initial Participants**. During the first 180 days after the Effective Date, all other Initial Participants may become a Party by executing this Agreement and delivering an executed copy of this Agreement and a copy of the adopted ordinance required by Public Utilities Code Section 366.2(c)(10) to the Authority. Additional conditions, described in Section 3.1, may apply (i) to either an incorporated municipality or county desiring to become a Party and is not an Initial Participant and (ii) to Initial Participants that have not executed and delivered this Agreement within the time period described above.

2.3 **Formation**. There is formed as of the Effective Date a public agency named the Marin Energy Authority. Pursuant to Sections 6506 and 6507 of the Act, the Authority is a public agency separate from the Parties. The debts, liabilities or obligations of the Authority shall not be debts, liabilities or obligations of the individual Parties unless the governing board of a Party agrees in writing to assume any of the debts, liabilities or obligations of the Authority. A Party who has not agreed to assume an Authority debt, liability or obligation shall not be responsible in any way for such debt, liability or obligation even if a majority of the Parties agree to assume the debt, liability or obligation of the Authority. Notwithstanding Section 8.4 of this Agreement, this Section 2.3 may not be amended unless such amendment is approved by the governing board of each Party.

2.4 **Purpose**. The purpose of this Agreement is to establish an independent public agency in order to exercise powers common to each Party to study, promote, develop, conduct, operate, and manage energy and energy-related climate change programs, and to exercise all other powers necessary and incidental to accomplishing this purpose. Without limiting the generality of the foregoing, the Parties intend for this Agreement to be used as a contractual mechanism by which the Parties are authorized to participate as a group in the CCA Program, as further described in Section 5.1. The Parties intend that subsequent agreements shall define the terms and conditions associated with the actual implementation of the CCA Program and any other energy programs approved by the Authority.

2.5 **Powers**. The Authority shall have all powers common to the Parties and such additional powers accorded to it by law. The Authority is authorized, in its own name, to exercise all powers and do all acts necessary and proper to carry out the provisions of this Agreement and fulfill its purposes, including, but not limited to, each of the following:

2.5.1 make and enter into contracts;
2.5.2 employ agents and employees, including but not limited to an Executive Director;
2.5.3 acquire, contract, manage, maintain, and operate any buildings, works or improvements;
2.5.4 acquire by eminent domain, or otherwise, except as limited under Section 6508 of the Act, and to hold or dispose of any property;
2.5.5 lease any property;
2.5.6 sue and be sued in its own name;
2.5.7 incur debts, liabilities, and obligations, including but not limited to loans from private lending sources pursuant to its temporary borrowing powers such as Government Code Section 53850 et seq. and authority under the Act;
2.5.8 issue revenue bonds and other forms of indebtedness;
2.5.9 apply for, accept, and receive all licenses, permits, grants, loans or other aids from any federal, state or local public agency;

2.5.10 submit documentation and notices, register, and comply with orders, tariffs and agreements for the establishment and implementation of the CCA Program and other energy programs;

2.5.11 adopt rules, regulations, policies, bylaws and procedures governing the operation of the Authority ("Operating Rules and Regulations"); and

2.5.12 make and enter into service agreements relating to the provision of services necessary to plan, implement, operate and administer the CCA Program and other energy programs, including the acquisition of electric power supply and the provision of retail and regulatory support services.

2.6 **Limitation on Powers.** As required by Government Code Section 6509, the power of the Authority is subject to the restrictions upon the manner of exercising power possessed by the County of Marin.

2.7 **Compliance with Local Zoning and Building Laws.** Notwithstanding any other provisions of this Agreement or state law, any facilities, buildings or structures located, constructed or caused to be constructed by the Authority within the territory of the Authority shall comply with the General Plan, zoning and building laws of the local jurisdiction within which the facilities, buildings or structures are constructed.

ARTICLE 3
AUTHORITY PARTICIPATION

3.1 **Addition of Parties**. Subject to Section 2.2, relating to certain rights of Initial Participants, other incorporated municipalities and counties may become Parties upon (a) the adoption of a resolution by the governing body of such incorporated municipality or such county requesting that the incorporated municipality or county, as the case may be, become a member of the Authority, (b) the adoption, by an affirmative vote of the Board satisfying the requirements described in Section 4.9.1, of a resolution authorizing membership of the additional incorporated municipality or county, specifying the membership payment, if any, to be made by the additional incorporated municipality or county to reflect its pro rata share of organizational, planning and other pre-existing expenditures, and describing additional conditions, if any, associated with membership, (c) the adoption of an ordinance required by Public Utilities Code Section 366.2(c)(10) and execution of this Agreement and other necessary program agreements by the incorporated municipality or county, (d) payment of the membership payment, if any, and (e) satisfaction of any conditions established by the Board. Notwithstanding the foregoing, in the event the Authority decides to not implement a CCA Program, the requirement that an additional party adopt the ordinance required by Public Utilities Code Section 366.2(c)(10) shall not apply. Under such circumstance, the Board resolution authorizing membership of an additional incorporated municipality or county shall be adopted in accordance with the voting requirements of Section 4.10.

3.2 **Continuing Participation**. The Parties acknowledge that membership in the Authority may change by the addition and/or withdrawal or termination of Parties. The Parties agree to participate with such other Parties as may later be added, as described in Section 3.1. The Parties also agree that the withdrawal or termination of a Party shall not affect this Agreement or the remaining Parties' continuing obligations under this Agreement.

ARTICLE 4
GOVERNANCE AND INTERNAL ORGANIZATION

4.1 **Board of Directors**. The governing body of the Authority shall be a Board of Directors ("Board") consisting of one director for each Party appointed in accordance with Section 4.2.

4.2 **Appointment and Removal of Directors**. The Directors shall be appointed and may be removed as follows:

4.2.1 The governing body of each Party shall appoint and designate in writing one regular Director who shall be authorized to act for and on behalf of the Party on matters within the powers of the Authority. The governing body of each Party also shall appoint and designate in writing one alternate Director who may vote on matters when the regular Director is absent from a Board meeting. The person appointed and designated as the Director or the alternate Director shall be a member of the governing body of the Party.

4.2.2 The Operating Rules and Regulations, to be developed and approved by the Board in accordance with Section 2.5.11, shall specify the reasons for and process associated with the removal of an individual Director for cause. Notwithstanding the foregoing, no Party shall be deprived of its right to seat a Director on the Board and any such Party for which its Director and/or alternate Director has been removed may appoint a replacement.

4.3 **Terms of Office**. Each Director shall serve at the pleasure of the governing body of the Party that the Director represents, and may be removed as Director by such governing body at any time. If at any time a vacancy occurs on the Board, a replacement shall be appointed to fill the position of the previous Director in accordance with the provisions of Section 4.2 within 90 days of the date that such position becomes vacant.

4.4 **Quorum**. A majority of the Directors shall constitute a quorum, except that less than a quorum may adjourn from time to time in accordance with law.

4.5 **Powers and Function of the Board**. The Board shall conduct or authorize to be conducted all business and activities of the Authority, consistent with this Agreement, the Authority Documents, the Operating Rules and Regulations, and applicable law.

4.6 **Executive Committee**. The Board may establish an executive committee consisting of a smaller number of Directors. The Board may delegate to the executive committee such authority as the Board might otherwise exercise, subject to limitations placed on the Board's authority to delegate certain essential functions, as described in the Operating Rules and Regulations. The Board may not delegate to the Executive Committee or any other committee its authority under Section 2.5.11 to adopt and amend the Operating Rules and Regulations.

4.7 **Commissions, Boards and Committees**. The Board may establish any advisory commissions, boards and committees as the Board deems appropriate to assist the Board in carrying out its functions and implementing the CCA Program, other energy programs and the provisions of this Agreement.

4.8 **Director Compensation**. Compensation for work performed by Directors on behalf of the Authority shall be borne by the Party that appointed the Director. The Board, however, may adopt by resolution a policy relating to the reimbursement of expenses incurred by Directors.

4.9 **Board Voting Related to the CCA Program.**

4.9.1. To be effective, on all matters specifically related to the CCA Program, a vote of the Board shall consist of the following: (1) a majority of all Directors shall vote in the affirmative or such higher voting percentage expressly set forth in Sections 7.2 and 8.4 (the "percentage vote") and (2) the corresponding voting shares (as described in Section 4.9.2 and Exhibit D) of all such Directors voting in the affirmative shall exceed 50%, or such other higher voting shares percentage expressly set forth in Sections 7.2 and 8.4 (the "percentage voting shares"), provided that, in instances in which such other higher voting share percentage would result in any one Director having a voting share that equals or exceeds that which is necessary to disapprove the matter being voted on by the Board, at least one other Director shall be required to vote in the negative in order to disapprove such matter.

4.9.2. Unless otherwise stated herein, voting shares of the Directors shall be determined by combining the following: (1) an equal voting share for each Director determined in accordance with the formula detailed in Section 4.9.2.1, below; and (2) an additional voting share determined in accordance with the formula detailed in Section 4.9.2.2, below.

4.9.2.1 Pro Rata Voting Share. Each Director shall have an equal voting share as determined by the following formula: (1/total number of

Directors) multiplied by 50, and

4.9.2.2 Annual Energy Use Voting Share. Each Director shall have an additional voting share as determined by the following formula: (Annual Energy Use/Total Annual Energy) multiplied by 50, where (a) "Annual Energy Use" means, (i) with respect to the first 5 years following the Effective Date, the annual electricity usage, expressed in kilowatt hours ("kWhs"), within the Party's respective jurisdiction and (ii) with respect to the period after the fifth anniversary of the Effective Date, the annual electricity usage, expressed in kWhs, of accounts within a Party's respective jurisdiction that are served by the Authority and (b) "Total Annual Energy" means the sum of all Parties' Annual Energy Use. The initial values for Annual Energy use are designated in Exhibit C, and shall be adjusted annually as soon as reasonably practicable after January 1, but no later than March 1 of each year

4.9.2.3 The voting shares are set forth in Exhibit D. Exhibit D may be updated to reflect revised annual energy use amounts and any changes in the parties to the Agreement without amending the Agreement provided that the Board is provided a copy of the updated Exhibit D.

4.10 **Board Voting on General Administrative Matters and Programs Not Involving CCA.** Except as otherwise provided by this Agreement or the Operating Rules and Regulations, each member shall have one vote on general administrative matters, including but not limited to the adoption and amendment of the Operating Rules and Regulations, and energy programs not involving CCA. Action on these items shall be determined by a majority vote of the quorum present and voting on the item or such higher voting percentage expressly set forth in Sections 7.2 and 8.4.

4.11 **Board Voting on CCA Programs Not Involving CCA That Require Financial Contributions.** The approval of any program or other activity not involving CCA that requires financial contributions by individual Parties shall be approved only by a majority vote of the full membership of the Board subject to the right of any Party who votes against the program or activity to opt-out of such program or activity pursuant to this section. The Board shall provide at least 45 days prior written notice to each Party before it considers the program or activity for adoption at a Board meeting. Such notice shall be provided to the governing body and the chief administrative officer, city manager or town manager of each Party. The Board also shall provide written notice of such program or activity adoption to the above-described officials of each Party within 5 days after the Board adopts the program or activity. Any Party voting against the approval of a program or other activity of the Authority requiring financial contributions by individual Parties may elect to opt-out of participation in such program or activity by

providing written notice of this election to the Board within 30 days after the program or activity is approved by the Board. Upon timely exercising its opt-out election, a Party shall not have any financial obligation or any liability whatsoever for the conduct or operation of such program or activity.

4.12 **Meetings and Special Meetings of the Board**. The Board shall hold at least four regular meetings per year, but the Board may provide for the holding of regular meetings at more frequent intervals. The date, hour and place of each regular meeting shall be fixed by resolution or ordinance of the Board. Regular meetings may be adjourned to another meeting time. Special meetings of the Board may be called in accordance with the provisions of California Government Code Section 54956. Directors may participate in meetings telephonically, with full voting rights, only to the extent permitted by law. All meetings of the Board shall be conducted in accordance with the provisions of the Ralph M. Brown Act (California Government Code Section 54950 et seq.).

4.13 **Selection of Board Officers.**

4.13.1 **Chair and Vice Chair**. The Directors shall select, from among themselves, a Chair, who shall be the presiding officer of all Board meetings, and a Vice Chair, who shall serve in the absence of the Chair. The term of office of the Chair and Vice Chair shall continue for one year, but there shall be no limit on the number of terms held by either the Chair or Vice Chair. The office of either the Chair or Vice Chair shall be declared vacant and a new selection shall be made if: (a) the person serving dies, resigns, or the Party that the person represents removes the person as its representative on the Board or (b) the Party that he or she represents withdraws form the Authority pursuant to the provisions of this Agreement.

4.13.2 **Secretary**. The Board shall appoint a Secretary, who need not be a member of the Board, who shall be responsible for keeping the minutes of all meetings of the Board and all other official records of the Authority.

4.13.3 **Treasurer and Auditor**. The Board shall appoint a qualified person to act as the Treasurer and a qualified person to act as the Auditor, neither of whom needs to be a member of the Board. If the Board so designates, and in accordance with the provisions of applicable law, a qualified person may hold both the office of Treasurer and the office of Auditor of the Authority. Unless otherwise exempted from such requirement, the Authority shall cause an independent audit to be made by a certified public accountant, or public accountant, in compliance with Section 6505 of the Act. The Treasurer shall act as the depositary of the Authority and have custody of all the money of the Authority, from whatever source, and as such, shall have all of the duties and responsibilities specified in Section 6505.5 of the Act. The Board may require the Treasurer and/or Auditor to

file with the Authority an official bond in an amount to be fixed by the Board, and if so requested the Authority shall pay the cost of premiums associated with the bond. The Treasurer shall report directly to the Board and shall comply with the requirements of treasurers of incorporated municipalities. The Board may transfer the responsibilities of Treasurer to any person or entity as the law may provide at the time. The duties and obligations of the Treasurer are further specified in Article 6.

4.14 **Administrative Services Provider.** The Board may appoint one or more administrative services providers to serve as the Authority's agent for planning, implementing, operating and administering the CCA Program, and any other program approved by the Board, in accordance with the provisions of a written agreement between the Authority and the appointed administrative services provider or providers that will be known as an Administrative Services Agreement. The Administrative Services Agreement shall set forth the terms and conditions by which the appointed administrative services provider shall perform or cause to be performed all tasks necessary for planning, implementing, operating and administering the CCA Program and other approved programs. The Administrative Services Agreement shall set forth the term of the Agreement and the circumstances under which the Administrative Services Agreement may be terminated by the Authority. This section shall not in any way be construed to limit the discretion of the Authority to hire its own employees to administer the CCA Program or any other program.

ARTICLE 5
IMPLEMENTATION ACTION AND AUTHORITY DOCUMENTS

5.1 **Preliminary Implementation of the CCA Program.**

5.1.1 **Enabling Ordinance**. Except as otherwise provided by Section 3.1, prior to the execution of this Agreement, each Party shall adopt an ordinance in accordance with Public Utilities Code Section 366.2(c)(10) for the purpose of specifying that the Party intends to implement a CCA Program by and through its participation in the Authority.

5.1.2 **Implementation Plan**. The Authority shall cause to be prepared an Implementation Plan meeting the requirements of Public Utilities Code Section 366.2 and any applicable Public Utilities Commission regulations as soon after the Effective Date as reasonably practicable. The Implementation Plan shall not be filed with the Public Utilities Commission until it is approved by the Board in the manner provided by Section 4.9.

5.1.3 Effect of Vote On Required Implementation Action. In the event that two or more Parties vote to approve Program Agreement 1 or any earlier action required for the implementation of the CCA Program ("Required Implementation Action"), but such vote is insufficient to approve the Required Implementation Action under Section 4.9, the following will occur:

5.1.3.1 The Parties voting against the Required Implementation Action shall no longer be a Party to this Agreement and this Agreement shall be terminated, without further notice, with respect to each of the Parties voting against the Required Implementation Action at the time this vote is final. The Board may take a provisional vote on a Required Implementation Action in order to initially determine the position of the Parties on the Required Implementation Action. A vote, specifically stated in the record of the Board meeting to be a provisional vote, shall not be considered a final vote with the consequences stated above. A Party who is terminated from this Agreement pursuant to this section shall be considered the same as a Party that voluntarily withdrew from the Agreement under Section 7.1.1.1.

5.1.3.2 After the termination of any Parties pursuant to Section 5.1.3.1, the remaining Parties to this Agreement shall be only the Parties who voted in favor of the Required Implementation Action.

5.1.4 Termination of CCA Program. Nothing contained in this Article or this Agreement shall be construed to limit the discretion of the Authority to terminate the implementation or operation of the CCA Program at any time in accordance with any applicable requirements of state law.

5.2 **Authority Documents**. The Parties acknowledge and agree that the affairs of the Authority will be implemented through various documents duly adopted by the Board through Board resolution, including but not necessarily limited to the Operating Rules and Regulations, the annual budget, and specified plans and policies defined as the Authority Documents by this Agreement. The Parties agree to abide by and comply with the terms and conditions of all such Authority Documents that may be adopted by the Board, subject to the Parties' right to withdraw from the Authority as described in Article 7.

ARTICLE 6
FINANCIAL PROVISIONS

6.1 **Fiscal Year**. The Authority's fiscal year shall be 12 months commencing July 1 and ending June 30. The fiscal year may be changed by Board resolution.

6.2 **Depository**.

6.2.1 All funds of the Authority shall be held in separate accounts in the name of the Authority and not commingled with funds of any Party or any other person or entity.

6.2.2 All funds of the Authority shall be strictly and separately accounted for, and regular reports shall be rendered of all receipts and disbursements, at least quarterly during the fiscal year. The books and records of the Authority shall be open to inspection by the Parties at all reasonable times. The Board shall contract with a certified public accountant or public accountant to make an annual audit of the accounts and records of the Authority, which shall be conducted in accordance with the requirements of Section 6505 of the Act.

6.2.3 All expenditures shall be made in accordance with the approved budget and upon the approval of any officer so authorized by the Board in accordance with its Operating Rules and Regulations. The Treasurer shall draw checks or warrants or make payments by other means for claims or disbursements not within an applicable budget only upon the prior approval of the Board.

6.3 **Budget and Recovery Costs**.

6.3.1 **Budget**. The initial budget shall be approved by the Board. The Board may revise the budget from time to time through an Authority Document as may be reasonably necessary to address contingencies and unexpected expenses. All subsequent budgets of the Authority shall be prepared and approved by the Board in accordance with the Operating Rules and Regulations.

6.3.2 **County Funding of Initial Costs**. The County of Marin shall fund the Initial Costs of the Authority in implementing the CCA Program in an amount not to exceed $500,000 unless a larger amount of funding is approved by the Board of Supervisors of the County. This funding shall be paid by the County at the times and in the amounts required by the Authority. In the event that the CCA Program becomes operational, these Initial Costs paid by the County of Marin shall be included in the customer charges for electric services as provided by Section 6.3.4 to the extent permitted by law, and the County of Marin shall be reimbursed from the

payment of such charges by customers of the Authority. The Authority may establish a reasonable time period over which such costs are recovered. In the event that the CCA Program does not become operational, the County of Marin shall not be entitled to any reimbursement of the Initial Costs it has paid from the Authority or any Party.

6.3.3 **CCA Program Costs**. The Parties desire that, to the extent reasonably practicable, all costs incurred by the Authority that are directly or indirectly attributable to the provision of electric services under the CCA Program, including the establishment and maintenance of various reserve and performance funds, shall be recovered through charges to CCA customers receiving such electric services.

6.3.4 **General Costs**. Costs that are not directly or indirectly attributable to the provision of electric services under the CCA Program, as determined by the Board, shall be defined as general costs. General costs shall be shared among the Parties on such basis as the Board shall determine pursuant to an Authority Document.

6.3.5 **Other Energy Program Costs**. Costs that are directly or indirectly attributable to energy programs approved by the Authority other than the CCA Program shall be shared among the Parties on such basis as the Board shall determine pursuant to an Authority Document.

ARTICLE 7
WITHDRAWAL AND TERMINATION

7.1 **Withdrawal**.

7.1.1 General.

7.1.1.1 Prior to the Authority's execution of Program Agreement 1, any Party may withdraw its membership in the Authority by giving no less than 30 days advance written notice of its election to do so, which notice shall be given to the Authority and each Party. To permit consideration by the governing body of each Party, the Authority shall provide a copy of the proposed Program Agreement 1 to each Party at least 90 days prior to the consideration of such agreement by the Board.

7.1.1.2 Subsequent to the Authority's execution of Program Agreement 1, a Party may withdraw its membership in the Authority, effective as of the beginning of the Authority's fiscal year, by giving no less than 6

months advance written notice of its election to do so, which notice shall be given to the Authority and each Party, and upon such other conditions as may be prescribed in Program Agreement 1.

7.1.2 **Amendment**. Notwithstanding Section 7.1.1, a Party may withdraw its membership in the Authority following an amendment to this Agreement in the manner provided by Section 8.4.

7.1.3 **Continuing Liability; Further Assurances**. A Party that withdraws its membership in the Authority may be subject to certain continuing liabilities, as described in Section 7.3. The withdrawing Party and the Authority shall execute and deliver all further instruments and documents, and take any further action that may be reasonably necessary, as determined by the Board, to effectuate the orderly withdrawal of such Party from membership in the Authority. The Operating Rules and Regulations shall prescribe the rights if any of a withdrawn Party to continue to participate in those Board discussions and decisions affecting customers of the CCA Program that reside or do business within the jurisdiction of the Party.

7.2 **Involuntary Termination of a Party**. This Agreement may be terminated with respect to a Party for material non-compliance with provisions of this Agreement or the Authority Documents upon an affirmative vote of the Board in which the minimum percentage vote and percentage voting shares, as described in Section 4.9.1, shall be no less than 67%, excluding the vote and voting shares of the Party subject to possible termination. Prior to any vote to terminate this Agreement with respect to a Party, written notice of the proposed termination and the reason(s) for such termination shall be delivered to the Party whose termination is proposed at least 30 days prior to the regular Board meeting at which such matter shall first be discussed as an agenda item. The written notice of proposed termination shall specify the particular provisions of this Agreement or the Authority Documents that the Party has allegedly violated. The Party subject to possible termination shall have the opportunity at the next regular Board meeting to respond to any reasons and allegations that may be cited as a basis for termination prior to a vote regarding termination. A Party that has had its membership in the Authority terminated may be subject to certain continuing liabilities, as described in Section 7.3. In the event that the Authority decides to not implement the CCA Program, the minimum percentage vote of 67% shall be conducted in accordance with Section 4.10 rather than Section 4.9.1.

7.3 **Continuing Liability; Refund**. Upon a withdrawal or involuntary termination of a Party, the Party shall remain responsible for any claims, demands, damages, or liabilities arising from the Party's membership in the Authority through the date of its withdrawal or involuntary termination, it being agreed that the Party shall not be responsible for any claims, demands, damages, or liabilities arising after the date of the Party's withdrawal or involuntary termination. In addition, such

Party also shall be responsible for any costs or obligations associated with the Party's participation in any program in accordance with the provisions of any agreements relating to such program provided such costs or obligations were incurred prior to the withdrawal of the Party. The Authority may withhold funds otherwise owing to the Party or may require the Party to deposit sufficient funds with the Authority, as reasonably determined by the Authority, to cover the Party's liability for the costs described above. Any amount of the Party's funds held on deposit with the Authority above that which is required to pay any liabilities or obligations shall be returned to the Party.

7.4 **Mutual Termination**. This Agreement may be terminated by mutual agreement of all the Parties; provided, however, the foregoing shall not be construed as limiting the rights of a Party to withdraw its membership in the Authority, and thus terminate this Agreement with respect to such withdrawing Party, as described in Section 7.1.

7.5 **Disposition of Property upon Termination of Authority**. Upon termination of this Agreement as to all Parties, any surplus money or assets in possession of the Authority for use under this Agreement, after payment of all liabilities, costs, expenses, and charges incurred under this Agreement and under any program documents, shall be returned to the then-existing Parties in proportion to the contributions made by each.

ARTICLE 8
MISCELLANEOUS PROVISIONS

8.1 **Dispute Resolution**. The Parties and the Authority shall make reasonable efforts to settle all disputes arising out of or in connection with this Agreement. Should such efforts to settle a dispute, after reasonable efforts, fail, the dispute shall be settled by binding arbitration in accordance with policies and procedures established by the Board.

8.2 **Liability of Directors, Officers, and Employees**. The Directors, officers, and employees of the Authority shall use ordinary care and reasonable diligence in the exercise of their powers and in the performance of their duties pursuant to this Agreement. No current or former Director, officer, or employee will be responsible for any act or omission by another Director, officer, or employee. The Authority shall defend, indemnify and hold harmless the individual current and former Directors, officers, and employees for any acts or omissions in the scope of their employment or duties in the manner provided by Government Code Section 995 et seq. Nothing in this section shall be construed to limit the defenses

available under the law, to the Parties, the Authority, or its Directors, officers, or employees.

8.3 **Indemnification of Parties.** The Authority shall acquire such insurance coverage as is necessary to protect the interests of the Authority, the Parties and the public. The Authority shall defend, indemnify and hold harmless the Parties and each of their respective Board or Council members, officers, agents and employees, from any and all claims, losses, damages, costs, injuries and liabilities of every kind arising directly or indirectly from the conduct, activities, operations, acts, and omissions of the Authority under this Agreement.

8.4 **Amendment of this Agreement**. This Agreement may be amended by an affirmative vote of the Board in which the minimum percentage vote and percentage voting shares, as described in Section 4.9.1, shall be no less than 67%. The Authority shall provide written notice to all Parties of amendments to this Agreement, including the effective date of such amendments. A Party shall be deemed to have withdrawn its membership in the Authority effective immediately upon the vote of the Board approving an amendment to this Agreement if the Director representing such Party has provided notice to the other Directors immediately preceding the Board's vote of the Party's intention to withdraw its membership in the Authority should the amendment be approved by the Board. As described in Section 7.3, a Party that withdraws its membership in the Authority in accordance with the above-described procedure may be subject to continuing liabilities incurred prior to the Party's withdrawal. In the event that the Authority decides to not implement the CCA Program, the minimum percentage vote of 67% shall be conducted in accordance with Section 4.10 rather than Section 4.9.1.

8.5 **Assignment**. Except as otherwise expressly provided in this Agreement, the rights and duties of the Parties may not be assigned or delegated without the advance written consent of all of the other Parties, and any attempt to assign or delegate such rights or duties in contravention of this Section 8.5 shall be null and void. This Agreement shall inure to the benefit of, and be binding upon, the successors and assigns of the Parties. This Section 8.5 does not prohibit a Party from entering into an independent agreement with another agency, person, or entity regarding the financing of that Party's contributions to the Authority, or the disposition of proceeds which that Party receives under this Agreement, so long as such independent agreement does not affect, or purport to affect, the rights and duties of the Authority or the Parties under this Agreement.

8.6 **Severability**. If one or more clauses, sentences, paragraphs or provisions of this Agreement shall be held to be unlawful, invalid or unenforceable, it is hereby agreed by the Parties, that the remainder of the Agreement shall not be affected thereby. Such clauses, sentences, paragraphs or provision shall be deemed reformed so as to be lawful, valid and enforced to the maximum extent possible.

8.7 **Further Assurances**. Each Party agrees to execute and deliver all further instruments and documents, and take any further action that may be reasonably necessary, to effectuate the purposes and intent of this Agreement.

8.8 **Execution by Counterparts**. This Agreement may be executed in any number of counterparts, and upon execution by all Parties, each executed counterpart shall have the same force and effect as an original instrument and as if all Parties had signed the same instrument. Any signature page of this Agreement may be detached from any counterpart of this Agreement without impairing the legal effect of any signatures thereon, and may be attached to another counterpart of this Agreement identical in form hereto but having attached to it one or more signature pages.

8.9 **Parties to be Served Notice**. Any notice authorized or required to be given pursuant to this Agreement shall be validly given if served in writing either personally, by deposit in the United States mail, first class postage prepaid with return receipt requested, or by a recognized courier service. Notices given (a) personally or by courier service shall be conclusively deemed received at the time of delivery and receipt and (b) by mail shall be conclusively deemed given 48 hours after the deposit thereof (excluding Saturdays, Sundays and holidays) if the sender receives the return receipt. All notices shall be addressed to the office of the clerk or secretary of the Authority or Party, as the case may be, or such other person designated in writing by the Authority or Party. Notices given to one Party shall be copied to all other Parties. Notices given to the Authority shall be copied to all Parties.

ARTICLE 9

SIGNATURE

IN WITNESS WHEREOF, the parties hereto have executed this Joint Powers Agreement establishing Marin Clean Energy (formerly, Marin Energy Authority)

By: Leon Garcia

Name: Leon Garcia

Title: Mayor

Date: 4.7.16

Party: City of American Canyon

ARTICLE 9
SIGNATURE

IN WITNESS WHEREOF, the Parties hereto have executed this Joint Powers Agreement establishing the Marin Energy Authority.

By: _____

Name: Thomas Cromwell

Title: Mayor

Date: December 8, 2008

Party: City of Belvedere

ARTICLE 9

SIGNATURE

IN WITNESS WHEREOF, the parties hereto have executed this Joint Powers Agreement establishing Marin Clean Energy (formerly, Marin Energy Authority)

By: _____

Name: Elizabeth Patterson

Title: Mayor

Date: 12.29.14

Party: City of Benicia

APPROVED AS TO FORM

_____

CITY ATTORNEY

ARTICLE 9

SIGNATURE

IN WITNESS WHEREOF, the parties hereto have executed this Joint Powers Agreement establishing Marin Clean Energy (formerly, Marin Energy Authority)

By: _____

Name: Dylan Feik

Title: City Manager

Date: April 7, 2016

Party: City of Calistoga

ARTICLE 9

SIGNATURE

IN WITNESS WHEREOF, the parties hereto have executed this Joint Powers Agreement establishing Marin Clean Energy (formerly, Marin Energy Authority)

By: _____

Name: Mike Parness

Title: City Manager

Date: 4-11-16

Party: City of Napa

ARTICLE 9
SIGNATURE

IN WITNESS WHEREOF, the Parties hereto have executed this Joint Powers Agreement establishing the Marin Energy Authority.

By: _____

Name: Alexandra Cock

Title: Mayor

Date: December 6, 2011

Party: Town of Corte Madera

ATTEST

_____
Christine Green, Town Clerk

ARTICLE 9
SIGNATURE

IN WITNESS WHEREOF, the Parties hereto have executed this Joint Powers Agreement establishing the Marin Energy Authority.

By: _____

Name: CHARLES F. McGLASHAN

Title: PRESIDENT, BD OF SUPERVISORS

Date: November 18 2008

Party: COUNTY OF MARIN

ARTICLE 9

Marin Clean Energy JPA Agreement

SIGNATURE

Amendment No. 8

IN WITNESS WHEREOF, the parties hereto have executed this Joint Powers Agreement establishing Marin Clean Energy (formerly, Marin Energy Authority)

By: _____

Name: Mark Luce,

Title: Chairman, Napa County Board of Supervisors

Date: 7/22/14

Party: Napa County

Approved as to form:

_____ Date 7/21/14

Minh Tran,

County Counsel

ARTICLE 9

SIGNATURE

IN WITNESS WHEREOF, the parties hereto have executed this Joint Powers Agreement establishing Marin Clean Energy (formerly, Marin Energy Authority)

By: _____

Name: Scott Hanin

Title: City Manager

Date: 1/8/14

Party: City of El Cerrito

ARTICLE 9
SIGNATURE

IN WITNESS WHEREOF, the Parties hereto have executed this Joint Powers Agreement establishing the Marin Energy Authority.

By: David Weinsoff

Name: David Weinsoff

Title: Mayor

Date: 2. 12. 09

Party: Town of Fairfax

ARTICLE 9

SIGNATURE

IN WITNESS WHEREOF, the parties hereto have executed this Joint Powers Agreement establishing Marin Clean Energy (formerly, Marin Energy Authority)

By: _____

Name: Mark Mitchell

Title: Mayor

Date: 3-14-16

Party: City of Lafayette

Attest:

_____

Joanne Robbins, City Clerk

ARTICLE 9
SIGNATURE

IN WITNESS WHEREOF, the Parties hereto have executed this Joint Powers Agreement establishing the Marin Energy Authority.

By: _____

Name: Larry Chu

Title: Mayor, Larkspur

Date: November 16, 2011

Party: CITY OF LARKSPUR

ARTICLE 9
SIGNATURE

IN WITNESS WHEREOF, the Parties hereto have executed this Joint Powers Agreement establishing the Marin Energy Authority.

By: SMarshall

Name: Shawn E. Marshall

Title: Mayor

Date: December 2, 2008

Party: City of Mill Valley

ARTICLE 9
SIGNATURE

IN WITNESS WHEREOF, the Parties hereto have executed this Joint Powers Agreement establishing the Marin Energy Authority.

By: Madeline R. Kellner

Name: Madeline R. Kellner

Title: Mayor

Date: October 7, 2011

Party: City of Novato

ARTICLE 9

SIGNATURE

IN WITNESS WHEREOF, the parties hereto have executed this Joint Powers Agreement establishing the Marin Energy Authority

By: Gayle McLaughlin

Name: Gayle McLaughlin

Title: Mayor

Date: 7/5/12

Party: City of Richmond

ARTICLE 9
SIGNATURE

IN WITNESS WHEREOF, the Parties hereto have executed this Joint Powers Agreement establishing the Marin Energy Authority.

By: _____

Name: Carla Small

Title: Mayor

Date: 11/16/11

Party: Town of Ross

ARTICLE 9
SIGNATURE

IN WITNESS WHEREOF, the Parties hereto have executed this Joint Powers Agreement establishing the Marin Energy Authority.

By: _____

Name: Peter Breen

Title: Mayor

Date: January 9, 2009

Party: Town of San Anselmo

ARTICLE 9

SIGNATURE

IN WITNESS WHEREOF, the parties hereto have executed this Joint Powers Agreement establishing Marin Clean Energy (formerly, Marin Energy Authority)

By: _____

Name: Paul V. Morris

Title: Mayor, City of San Pablo

Date: SEPT. 16, 2014

Party: City of San Pablo

ARTICLE 9
SIGNATURE

IN WITNESS WHEREOF, the Parties hereto have executed this Joint Powers Agreement establishing the Marin Energy Authority.

By: Cyr N. Miller

Name: Cyr N. Miller

Title: Vice Mayor

Date: DECEMBER 1, 2008

Party: CITY OF SAN RAFAEL

ARTICLE 9
SIGNATURE

IN WITNESS WHEREOF, the Parties hereto have executed this Joint Powers Agreement establishing the Marin Energy Authority.

By: Amy Belser

Name: Amy Belser

Title: Mayor

Date: November 18, 2008

Party: City of Sausalito

Attest:

Debbie Fudjioka
Deputy City Clerk

ARTICLE 9

SIGNATURE

IN WITNESS WHEREOF, the parties hereto have executed this Joint Powers Agreement establishing Marin Clean Energy (formerly, Marin Energy Authority)

By: Alan Galbraith

Name: Alan Galbraith

Title: Mayor

Date: 4/14/16

Party: City of St. Helena

ARTICLE 9
SIGNATURE

IN WITNESS WHEREOF, the Parties hereto have executed this Joint Powers Agreement establishing the Marin Energy Authority.

By: _____

Name: ALICE FREDERICKS

Title: MAYOR

Date: 2/10/09

Party: TOWN OF TIBURON

ARTICLE 9

SIGNATURE

IN WITNESS WHEREOF, the parties hereto have executed this Joint Powers Agreement establishing Marin Clean Energy (formerly, Marin Energy Authority)

By: Loella Haskew

Name: LOELLA HASKEW

Title: MAYOR

Date: 4/13/16

Party: City of Walnut Creek

ARTICLE 9

SIGNATURE

IN WITNESS WHEREOF, the parties hereto have executed this Joint Powers Agreement establishing Marin Clean Energy (formerly, Marin Energy Authority)

By: _____

Name: Steven R. Rogers

Title: Town Manager

Date: 4/12/16

Party: Town of Yountville

Exhibit A

To the
Joint Powers Agreement
Marin Energy Authority

-Definitions-

"AB 117" means Assembly Bill 117 (Stat. 2002, ch. 838, codified at Public Utilities Code Section 366.2), which created CCA.

"Act" means the Joint Exercise of Powers Act of the State of California (Government Code Section 6500 *et seq.*)

"Administrative Services Agreement" means an agreement or agreements entered into after the Effective Date by the Authority with an entity that will perform tasks necessary for planning, implementing, operating and administering the CCA Program or any other energy programs adopted by the Authority.

"Agreement" means this Joint Powers Agreement.

"Annual Energy Use" has the meaning given in Section 4.9.2.2.

"Authority" means the Marin Energy Authority.

"Authority Document(s)" means document(s) duly adopted by the Board by resolution or motion implementing the powers, functions and activities of the Authority, including but not limited to the Operating Rules and Regulations, the annual budget, and plans and policies.

"Board" means the Board of Directors of the Authority.

"CCA" or "Community Choice Aggregation" means an electric service option available to cities and counties pursuant to Public Utilities Code Section 366.2.

"CCA Program" means the Authority's program relating to CCA that is principally described in Sections 2.4 and 5.1.

"Director" means a member of the Board of Directors representing a Party.

"Effective Date" means the date on which this Agreement shall become effective and the Marin Energy Authority shall exist as a separate public agency, as further described in Section 2.1.

"Implementation Plan" means the plan generally described in Section 5.1.2 of this Agreement that is required under Public Utilities Code Section 366.2 to be filed with the

California Public Utilities Commission for the purpose of describing a proposed CCA Program.

"Initial Costs" means all costs incurred by the Authority relating to the establishment and initial operation of the Authority, such as the hiring of an Executive Director and any administrative staff, any required accounting, administrative, technical and legal services in support of the Authority's initial activities or in support of the negotiation, preparation and approval of one or more Administrative Services Provider Agreements and Program Agreement 1. Administrative and operational costs incurred after the approval of Program Agreement 1 shall not be considered Initial Costs.

"Initial Participants" means, for the purpose of this Agreement, the signatories to this JPA as of May 5, 2010 including City of Belvedere, Town of Fairfax, City of Mill Valley, Town of San Anselmo, City of San Rafael, City of Sausalito, Town of Tiburon and County of Marin.

"Operating Rules and Regulations" means the rules, regulations, policies, bylaws and procedures governing the operation of the Authority.

"Parties" means, collectively, the signatories to this Agreement that have satisfied the conditions in Sections 2.2 or 3.2 such that it is considered a member of the Authority.

"Party" means, singularly, a signatory to this Agreement that has satisfied the conditions in Sections 2.2 or 3.2 such that it is considered a member of the Authority.

"Program Agreement 1" means the agreement that the Authority will enter into with an energy service provider that will provide the electricity to be distributed to customers participating in the CCA Program.

"Total Annual Energy" has the meaning given in Section 4.9.2.2.

Exhibit B

To the
Joint Powers Agreement
Marin Energy Authority

-List of the Parties-

City of American Canyon
City of Belvedere
City of Benicia
City of Calistoga
Town of Corte Madera
City of El Cerrito
Town of Fairfax
City of Larkspur
City of Lafayette
City of Mill Valley
City of Napa
City of Novato
City of Richmond
Town of Ross
Town of San Anselmo
City of San Pablo
City of San Rafael
City of Sausalito
City of St. Helena
Town of Tiburon
City of Walnut Creek
Town of Yountville
County of Marin
County of Napa

EXHIBIT C

Marin Energy Authority

- Annual Energy Use -

This Exhibit C is effective as of January 1, 2017.

Party	kWh (2015*)
City of American Canyon	75,238,389
City of Belvedere	7,161,787
City of Benicia	112,631,790
City of Calistoga	26,619,985
Town of Corte Madera	46,023,153
City of El Cerrito	56,615,873
Town of Fairfax	17,786,905
City of Lafayette	113,958,395
City of Larkspur	36,481,157
City of Mill Valley	44,019,391
County of Marin	223,280,476
City of Napa	358,540,484
County of Napa	306,696,355
City of Novato	182,518,152
City of Richmond	369,368,162
Town of Ross	9,793,239
Town of San Anselmo	31,630,085
City of Saint Helena	51,846,619
City of San Pablo	69,813,169
City of San Rafael	226,213,075
City of Sausalito	31,778,338
Town of Tiburon	28,575,164
City of Walnut Creek	415,140,953
Town of Yountville	31,854,820
MCE Total Energy Use	2,873,585,917

*Data Provided by PG&E

Marin Clean Energy

- Voting Shares -

This Exhibit D is effective as of January 19, 2017.

Party	kWh (2015*)	Section 4.9.2.1	Section 4.9.2.2	Voting Share
City of American Canyon	75,238,389	2.08%	1.31%	***3.39%***
City of Belvedere	7,161,787	2.08%	0.12%	***2.21%***
City of Benicia	112,631,790	2.08%	1.96%	***4.04%***
City of Calistoga	26,619,985	2.08%	0.46%	***2.55%***
Town of Corte Madera	46,023,153	2.08%	0.80%	***2.88%***
City of El Cerrito	56,615,873	2.08%	0.99%	***3.07%***
Town of Fairfax	17,786,905	2.08%	0.31%	***2.39%***
City of Lafayette	113,958,395	2.08%	1.98%	***4.07%***
City of Larkspur	36,481,157	2.08%	0.63%	***2.72%***
City of Mill Valley	44,019,391	2.08%	0.77%	***2.85%***
County of Marin	223,280,476	2.08%	3.89%	***5.97%***
City of Napa	358,540,484	2.08%	6.24%	***8.32%***
County of Napa	306,696,355	2.08%	5.34%	***7.42%***
City of Novato	182,518,152	2.08%	3.18%	***5.26%***
City of Richmond	369,368,162	2.08%	6.43%	***8.51%***
Town of Ross	9,793,239	2.08%	0.17%	***2.25%***
Town of San Anselmo	31,630,085	2.08%	0.55%	***2.63%***
City of Saint Helena	51,846,619	2.08%	0.90%	***2.99%***
City of San Pablo	69,813,169	2.08%	1.21%	***3.30%***
City of San Rafael	226,213,075	2.08%	3.94%	***6.02%***
City of Sausalito	31,778,338	2.08%	0.55%	***2.64%***
Town of Tiburon	28,575,164	2.08%	0.50%	***2.58%***
City of Walnut Creek	415,140,953	2.08%	7.22%	***9.31%***
Town of Yountville	31,854,820	2.08%	0.55%	***2.64%***
MCE Total Energy Use	2,873,585,917	50.00%	50.00%	***100.00%***

*Data Provided by PG&E

AMENDMENT NO. 11 TO MARIN ENERGY AUTHORITY JOINT POWERS AUTHORITY AGREEMENT

1. Section 4.2 of the Marin Energy Authority Joint Powers Authority Agreement ("Agreement") referring to the "Appointment and Removal of Directors" is hereby amended to read:

"**4.2 Appointment and Removal of Directors**. The Directors shall be appointed and may be removed as follows:

> **4.2.1** The governing body of each Party shall appoint and designate in writing one regular Director who shall be authorized to act for and on behalf of the Party on matters within the powers of the Authority. The governing body of each Party also shall appoint and designate in writing one alternate Director who may vote on matters when the regular Director is absent from a Board meeting. The person appointed and designated as the Director or the alternate Director shall be a member of the governing body of the Party. As an alternative to appointing its own Director and alternate Director, the governing body of any Party may elect to designate another Party within the same county (the "designated Party") to represent it on the Board with the Director and alternate Director from the designated Party (the "consolidated Parties"). Notwithstanding any provision in this Agreement to the contrary, in the case of such an election by one or more Parties in the same county, the designated Party shall have the combined votes and voting shares of the consolidated Parties and shall vote on behalf of the consolidated Parties. The governing body of a Party may revoke its designation of another Party to vote on its behalf at any time. Neither an election by a Party to designate another Party to vote on its behalf or a revocation of this election shall be effective unless provided in a written notice to the Authority.
>
> **4.2.2** The Operating Rules and Regulations, to be developed and approved by the Board in accordance with Section 2.5.11, shall specify the reasons for and process associated with the removal of an individual Director for cause. Notwithstanding the foregoing, no Party shall be deprived of its right to seat a Director on the Board and any such Party for which its Director and/or alternate Director has been removed may appoint a replacement.

This Amendment No. 11 to the Marin Energy Authority Joint Powers Authority Agreement was duly adopted by the Board of Directors in accordance with Article 8.4 of this Agreement on May 19, 2016.

ARTICLE 9

SIGNATURE

IN WITNESS WHEREOF, the parties hereto have executed this Joint Powers Agreement establishing Marin Clean Energy (formerly, Marin Energy Authority)

By: _____

Name: Joe Sbranti

Title: City Manager

Date: 7/24/2017

Party: City of Pittsburg

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

DATE: 8/29/2017

TO: Mayor and Council Members

FROM: Joe Sbranti, City Manager

SUBJECT: Adoption of a City Council Resolution to Establish a Salary Range for Community Outreach Coordinator, Amend AFSCME-Miscellaneous A MOU, and Staffing Allocation

MEETING DATE: 9/18/2017

EXECUTIVE SUMMARY

The City Manager, upon recommendation from the Chief of Police, and Human Resources, has added the classification of Community Outreach Coordinator. In accordance with the City's Personnel Rules, the City Council is asked to establish the salary range and allocate the position by adding one full-time regular Community Outreach Coordinator.

FISCAL IMPACT

The total cost for the remainder of Fiscal Year 2017/18 for one Community Outreach Coordinator with fringe benefits is estimated to be $84,049. The position will be funded through anticipated savings in the current budget and increase in parking enforcement.

RECOMMENDATION

The City Council adopt a resolution to establish the salary range for Community Outreach Coordinator, amend the AFSCME Miscellaneous A bargaining agreement, and amend the authorized positions by adding one full-time regular Community Outreach Coordinator position.

BACKGROUND

The Police Department has a need for a Community Outreach Coordinator to coordinate and implement the department's community outreach, public information, and education functions to enhance community involvement, build relationships, and resolve issues within the community.

Staff conducted a salary survey of comparable Community Outreach Coordinator classification specifications. The average top step salary of agencies surveyed was $6,137 per month. Staff recommends aligning the salary range of the proposed Community Outreach Coordinator to the City's Business License Coordinator which is $5,238 – $6,367 per month.

Human Resources staff met and conferred with AFSCME Miscellaneous A representatives on the proposed Community Outreach Coordinator class specification and salary range. The union found both to be acceptable and signed the attached side letter to the bargaining agreement.

SUBCOMMITTEE FINDINGS

Not applicable

STAFF ANALYSIS

In accordance with the City's Personnel Rule 13.1, the City Council is asked to establish salary ranges. Salary ranges are set for each class by the City Council. In accordance with Personnel Rule 3.4, the City Council is asked to allocate one full-time regular Community Outreach Coordinator position.

Human Resources will be conducting a promotional, internal recruitment to fill the Community Outreach Coordinator position in September.

ATTACHMENTS: Community Outreach Coordinator classification specification, Resolution and AFSCME Side Letter of Agreement

Report Prepared By: Griselda Clift, Senior Human Resources Analyst

CITY OF PITTSBURG
Established: 8/2017

COMMUNITY OUTREACH COORDINATOR

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications ***may not include all*** *duties performed by individuals within a classification. In addition, specifications are intended to outline the* ***minimum*** *qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under general supervision, plans, organizes, develops, coordinates and implements the Police Department's community outreach, public information, education functions and programs to enhance community involvement, build relationships, and resolve issues within the community.

DISTINGUISHING CHARACTERISTICS

The **Community Outreach Coordinator** is a journey level classification responsible for coordinating various community programs to raise public awareness and strengthen community based crime prevention. This classification is distinguished from the Community Services Specialist by the performance of primarily community outreach focused activities.

SUPERVISION RECEIVED/EXERCISED:

The Community Outreach Coordinator receives general supervision from the assigned Police Captain or his/her designee.

TYPICAL TASKS: *(includes but are not limited to the following)*

- Establishes and maintains positive relationships with individuals, businesses, community organizations, school officials and local government staff to assess that the department's programs and activities are meeting the existing and changing needs of the community.

- Develops, updates, and monitors the police department's social media outlet contents and responds to inquiries or refers to appropriate department, division, or outside agency.

- Organizes, participates and attends community group activities, events, trainings and programs such as Citizen's Academy, Youth Academy and Neighborhood Improvement Team.

- Participates, presents, and drives discussions on various department, City and community, commissions, boards, or outside organizations; provides timely follow-up to committee assignments on outreach activities.

- Researches, develops, and recommends new programs and related contents to enhance the department's existing programs and social media outlets for community outreach.

- Develops and presents educational programs; provides information on safety and crime prevention to a variety of audiences in the community.

- Conducts Crime Prevention through Environmental Design (CPTED) security surveys for residential Crime Free Multi-Housing Program and provides appropriate recommendations for security-related enhancements.

- Coordinates, organizes, schedules, and manages the police department's Community Court cases including findings and dispositions.

- Prepares written drafts and program material; uses a variety of software to create visual graphics and marketing materials; arranges necessary materials, equipment, and personnel; set up for events and programs as necessary.

- Coordinates requests or provides assistance with department group/tour visits, and other community related activities.

MINIMUM QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification)*

Education and/or Experience:

A high school diploma or equivalent, supplemented by 30 semester units of college coursework in criminology, police sciences, communication, education or related field. Three years of experience in law enforcement, community outreach, public education or related work. Additional related experience may be substituted for the education on a year-for-year basis. Bilingual in Spanish is highly desirable.

License or Certificate:

Possession of and the ability to maintain a valid California Class C driver's license is required. Successful completion of a 40-hour Basic Crime Prevention Course and possession of Crime Prevention Through Environmental Design (CPTED) certification are required within 12 months of appointment.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform typical tasks of the position)*

Knowledge of:

Crime prevention principles and practices, problem solving techniques, working with various social media technologies; graphic design software and digital media tools, writing, editing and techniques of team building, conflict resolution techniques, processes used in collaborative decision making, consensus building, and meeting facilitation; communication principles and practices;

Skill to:

Planning, organizing, assigning, and monitoring community engagement activities; dealing tactfully and effectively with government officials, civic groups, private vendors, the public and City staff; maintaining sensitivity to social and cultural diversity and awareness; preparing clear, concise and accurate written proposals and reports; representing the City in meetings with the public, and government bodies to successfully promote program goals.

Ability to:

Understand and assess community needs for crime prevention program information; develop and implement crime prevention and safety awareness programs and special events; enhance community relations at the neighborhood and city-wide level; understand, interpret and explain department policies and procedures; operations and problem solve issues for the public and with staff; prepare and deliver effective oral presentations; use sound judgment in; operate and use modern office equipment including computers and applicable software; utilize appropriate safety procedures and practices for assigned duties; establish and maintain effective working relationships; work with various cultural and ethnic groups in a tactful and effective manner; communicate clearly and concisely, both orally and in writing. Ability to work a flexible schedule including working evenings and weekends.

BEFORE THE CITY COUNCIL OF THE CITY OF PITTSBURG

In the Matter of:

Adoption of a City Council Resolution to Establish a)
Salary Range for Community Outreach Coordinator) Resolution No. 17-
Allocate Position and Amend AFSCME Misc.-A MOU)

WHEREAS,the City Manager has established the class specification of Community Outreach Coordinator; and

WHEREAS,the City's Personnel Rules calls for the City Council to establish the salary ranges of classifications; and allocate positions to each classification; and

WHEREAS, the City Manager recommends the classification of Community Outreach Coordinatorbe placed in the AFSCME Miscellaneous-A Bargaining Agreement.

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 AFSCME Miscellaneous-A Bargaining Agreement, and Salary Schedule by adding the classification of Community Outreach Coordinatorwith the monthly salary range of $5,238 – $6,367 and amending the authorized staffing allocation adding one full-time regular Community Outreach Coordinator.

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

PASSED AND ADOPTED by the City Council of the City of Pittsburg on the18th day of September 2017, by the following vote:

AYES:

NOES:

ABSTAINED:

ABSENT:

ATTEST:

_____
Marilyn Craft, Mayor

_____

Alice E. Evenson, City Clerk

Amendment #2
To the Memorandum of Understanding
Between the City of Pittsburg and AFSCME Miscellaneous A Unit
July 1, 2015 through June 30, 2018

This will confirm an understanding reached between the City of Pittsburg and the American Federation of State, County and Municipal Employees (AFSCME), Miscellaneous A Unit effective August 15, 2017.

Appendix A, Classifications

The following classification is added:

Community Outreach Coordinator

Appendix B, Salary Ranges

The following salary range is added:

The monthly salary range for employees in the following classification is:

Classification	Step A	Step B	Step C	Step D	Step E
Community Outreach Coordinator	5238	5500	5775	6064	6367

FOR AFSCME

By _____
Larry Hendel
Business Agent 8/18/17

FOR CITY OF PITTSBURG

By _____
Joe Sbranti
City Manager

By _____
Stacy Shell
Director of Human Resources

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

DATE: 8/31/2017

TO: Mayor and Council Members

FROM: Joe Sbranti, City Manager

SUBJECT: Adoption of a City Council Resolution to Accept Contract 2017-03, West 4th Street Sidewalk Gap Closure as Complete and Authorize the City Engineer to File a Notice of Completion

MEETING DATE: 9/18/2017

EXECUTIVE SUMMARY

Contract 2017-03, West 4th Street Sidewalk Gap Closure Project (the "Project"), is for the construction of a sidewalk along the south side of West 4th Street next to the Saint Peter Martyr School. This Resolution will accept the construction contract as complete and authorize the City Engineer to file a Notice of Completion.

FISCAL IMPACT

The Project was originally funded from two sources as follows; $100,000 of Transportation Development Act (TDA) Grant, and $70,000 Gas Tax (Fund 203) for a total of $170,000. On June 19, 2017, the City Council approved the allocation of an additional $40,000 from the Community Capital Improvement Fund (Fund 322) to the project for a total project budget of $210,000.

After payment of all expenditures for design, construction, release of retention and project close out, staff estimates there will be no remaining balance and any unspent funds will be returned to the source fund. A Budget Summary is attached to this staff report.

RECOMMENDATION

City Council adopt the attached resolution accepting the Contract as complete, authorizing the City Engineer to execute a Notice of Completion for the Project, and returning unspent funds (if any) to the fund source.

BACKGROUND

The Project closed a gap in the sidewalk along the south side of West 4th Street in front of Saint Peter Martyr School. This route will be used by students and residents traveling to school, the nearby park, the Marina, Old Town and various transit stops.

On May 20, 2013, the City Council adopted Resolution 13-11968, adopting the City of Pittsburg Capital Improvement Program (CIP) for Fiscal Years 2013/14 through 2017/18. The approved CIP included Project ST-33, West 4th Street Sidewalk Gap Closure.

On July 18, 2016, the City Council adopted Resolution 16-13217, approving a request to the Metropolitan Transportation Commission (MTC) for the allocation of FY 2016/17 Transportation Development Act (TDA), Article 3 Pedestrian/Bicycle Project Funding and allocating $70,000 of Gas Tax to the Project. The grant application resulted in the award of a TDA grant in the amount of $100,000 for the Project.

Bids for the Project were opened on May 17, 2017. Victor Concrete Company of Riverside, California was the low bidder with a bid in the amount of $149,500.

On June 19, 2017, the City Council approved Resolution 17-13330, reallocating the unspent budget of $226,545 from the Railroad Avenue Pavement Rehabilitation Project (Project 3342) to the Community Capital Improvement Fund (Fund 322) and allocation of $40,000 from Community Capital Improvement Fund (Fund 322) to the Project (Project 2208) for a total Project budget of $210,000.

On June 19, 2017, the City Council approved Resolution 17-13330, accepting Plans and Specifications, allocating additional funds, and authorize the City Manager to execute the construction contract with the Victor Concrete Company of Riverside, California.

SUBCOMMITTEE FINDINGS

Not Applicable.

STAFF ANALYSIS

There was one contract change order with this Project in the amount of $14,480 for installation of additional fence, gate modification, road repair, additional striping and conformance of additional driveways.

The Contractor reached substantial completion on August 15, 2017. The one-year warranty period began on August 15, 2017.

The total anticipated expenditures for the Project are $210,000. After all expenditures are paid for design, construction, the release of retention and project closeout, there will be no remaining balance to the Project. Staff recommends that any unspent funds be returned to the original fund source.

ATTACHMENTS: Resolution
Project Budget Summary
Notice of Completion

Report Prepared By: SM Saklaen, Civil Engineer I

Contract 2017-03, West 4th Street Sidewalk Gap Closure
Project (2208)

Project Funding:

	Transportation Development Act (TDA) Grant	$100,000
	CCIF (Fund 322) New Allocation Request	$40,000
	Gas Tax (Fund 203)	$70,000
	Funding Total	**$210,000**

Project Expenditures:

Construction: (Code 2281)	Construction	$163,980
	Subtotal	$163,980
Staff Time: (Code 1101)	Staff Time During Design	$10,680
	Staff Time During Construction	$12,330
	Subtotal	$23,010
Admin: (Code 2372)	Staff Administrative Overhead During Design	$10,680
	Staff Administrative Overhead During Construction	$12,330
	Subtotal	$23,010
	Expenditures Total	**$210,000**
	Remaining Balance	$0

*Community Capital Improvement Fund (CCIF)

BEFORE THE CITY COUNCIL OF THE CITY OF PITTSBURG

In the Matter of:

A Resolution to Accept Contract 2017-03,)
West 4th Street Sidewalk Gap Closure) RESOLUTION NO 17-
Project as Completeand Authorize the)
City Engineer to File a Notice ofCompletion)

The Pittsburg City Council DOES RESOLVE as follows:

WHEREAS, Contract 2017-03, West 4thStreet Sidewalk Gap Closure Project (the "Project") (Project 2208), is for the construction of a sidewalk along the south side of West 4thStreet next to the Saint Peter Martyr School; and

WHEREAS, on May 20, 2013, the City Council adopted Resolution 13-11968, adopting the City of Pittsburg Capital Improvement Program (CIP) for Fiscal Years 2013/14 through 2017/18. The approved CIP included Project ST-33, West 4th Street Sidewalk Gap Closure; and

WHEREAS, on July 18, 2016, the City Council adopted Resolution 16-13217, approving a request to the Metropolitan Transportation Commission (MTC) for the allocation of FY 2016/17 Transportation Development Act (TDA), Article 3 Pedestrian/Bicycle Project Funding and allocating $70,000 of Gas Tax to the Project. The grant application resulted in the award of a TDA grant in the amount of $100,000 for the Project; and

WHEREAS, bids for construction of the Project were opened on May 17, 2017, and Victor Concrete Company of Riverside, California was the low bidder with a bid in the amount of $149,500; and

WHEREAS,On June 19, 2017, the City Council approved Resolution 17-13330, reallocating the unspent budget of $226,545 from the Railroad Avenue Pavement Rehabilitation Project (Project 3342) to the Community Capital Improvement Fund (Fund 322) and allocation of $40,000 from Community Capital Improvement Fund (Fund 322) to the Project (Project 2208) for a total Project budget of $210,000; and

WHEREAS,On June 19, 2017, the City Council approved Resolution 17-13330, accepting Plans and Specifications, allocating additional funds, and authorize the City Manager to execute the construction contract with the Victor Concrete Company of Riverside, California; and

WHEREAS, there wasone contract change order with this Project for a total amount of $14,480 due to the extra costs for conformance of additional driveways, installation of additional fence, gate modification, road repair, and additional striping; and

WHEREAS, the total contract amount, including one contract change order is $163,980;and

WHEREAS, the Contractor reached substantial completion on August 15, 2017 and the one-year warranty period began on August 15, 2017; and

WHEREAS, the total anticipated expenditures for the Project including design, construction, and staff costsare$210,000; and

WHEREAS, staff estimates there will be no remaining balance in the Project, and recommends any unspent budget will be returned to the source fund.

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

Section 1.
The City Council hereby finds and determines that the above recitals are true and correct and have served as the basis, in part, for the findings and actions of the City Council set forth below.

Section 2.
The Project is hereby accepted as complete.

Section 3.
The City Engineer is hereby authorized and directed to execute a Notice of Completion.

Section 4.
Any remaining balance from the Project budgetshall be returned to the source fund for use on other related projects.

Section 5.
The City Clerk shall attach a certified copy of this Resolution to the executed Notice of Completion.

Section 6.
The City Engineer is directed to file said document with the Office of the Recorder of the County of Contra Costa, State of California, within ten (10) days from the date hereof.

Section 7.
The City Clerk shall certify to the adoption of this Resolution.

Section 8.
This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED by the City Council of the City of Pittsburg at a regular meeting on the 18th day of September 2017, by the following vote:

AYES:
NOES:
ABSTAINED:
ABSENT:

_____
Marilyn Craft, Mayor

ATTEST:

_____
Alice E. Evenson, City Clerk

NOTICE OF COMPLETION

Upon Recording Return To:

City of Pittsburg
Engineering Records
65 Civic Avenue
Pittsburg, CA 94565-3814

NOTICE IS HEREBY GIVEN PURSUANT TO SECTION 3093 OF THE CALIFORNIA CIVIL CODE:

1. That on the 19th day of June 2017 the City of Pittsburg, State of California, did enter into a contract with:

Victor Concrete Inc.
6135 Barcelona Avenue
Riverside CA 92509

as Contractor for certain improvement work: To wit, Contract 2017-03, West 4th Street Sidewalk Gap Closure Project next to the Saint Peter Martyr School, in Pittsburg, CA of which the City of Pittsburg is the Owner.

2. That the surety upon the bond of the Contractor for said improvement work is:

American Contractors Indemnity Company
625 The City Drive South, Suite 205
Orange, CA 92868

3. That said improvement work was accepted by the City Council of the City of Pittsburg as complete on the 18th day of September 2017.

_____
Francis P. McKinley
City Engineer

State of California)
County of Contra Costa)

4. I, Francis P. McKinley, being first duly sworn, depose and say that: I am the City Engineer of the City of Pittsburg, a municipal corporation of the State of California, and I am authorized to make this verification for, and on behalf of, said City, that I have read the foregoing Notice of Completion and know the contents thereof; and the same is true to the best of my knowledge and belief.

_____
Francis P. McKinley
City Engineer

A notary public or other officer completing this certificate Verifies only 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.

Subscribed and sworn to (or affirmed) before me on this _____ day of _____, 2017 by Francis P. McKinley proved to me on the basis of satisfactory evidence to be the person who appeared before me. I certify under PENALTY OF PURJURY under the laws of the State of California that the foregoing paragraph is true and correct.

_____
Haidi Muro-Uribe, Notary Public

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

DATE: 8/29/2017

TO: Mayor and Council Members

FROM: Joe Sbranti, City Manager

SUBJECT: Adoption of a City Council Resolution Approving the Amended Language Assistance Plan and the Residential Anti-Displacement and Relocation Assistance Plan

MEETING DATE: 9/18/2017

EXECUTIVE SUMMARY

The City receives federal funding for various programs from the U.S. Department of Housing and Urban Development (HUD). HUD requires that the City have a Language Assistance Plan (LAP) to ensure that limited English proficient (LEP) persons have meaningful access to HUD funded programs and activities. HUD also requires the City to have a Residential Anti-Displacement and Relocation Assistance Plan (RADRAP) to state its compliance with the Uniform Relocation Act (URA) for HUD funded projects.

FISCAL IMPACT

There are no fiscal impacts with adopting the amended LAP and RADRAP.

RECOMMENDATION

City Council adopt the resolution approving the amended LAP and RADRAP.

BACKGROUND

Under Title VI of the Civil Rights Act of 1964 and its implementing regulations, recipients of federal funds have a responsibility to ensure meaningful access to programs and activities by LEP persons.

The URA passed by Congress in 1970, is a federal law that establishes minimum standards for federally funded programs and projects that require the acquisition of real property (real estate) or displacement persons from their homes, businesses, or farms. The URA's protections and assistance apply to the acquisition, rehabilitation, or demolition of real property for federally funded projects.

SUBCOMMITTEE FINDINGS

Not applicable.

STAFF ANALYSIS

Language for LEP persons can be a barrier to accessing important programs or activities, understanding and exercising important rights, complying with applicable responsibilities, or understanding other information provided by federally funded programs and activities. The City is committed to improving the accessibility of these programs and activities to eligible LEP persons. In order to better serve Pittsburg's LEP residents and to encourage involvement and participation in programs or activities that are HUD funded, the City developed a LAP. The LAP outlines free language assistance to persons who have difficulty speaking or understanding English. The LAP has been amended to:

- include the 2011-2015 American Community Survey (ACS) 5-year estimates of population and English speaking proficiency;
- reaffirm that the only language that is identified as "frequently encountered" is Spanish for the provision of oral and written translation services for critical programs.

The RADRAP states the City's compliance with the URA in HUD funded projects. It affirms the City's commitment to minimize displacement, provide relocation assistance, and provide one-for-one replacement for all low- and moderate- income dwelling units that are demolished or converted to another use. The City currently has no plans to utilize HUD funds for projects which require displacement or relocation assistance.

ATTACHMENTS: Resolution
Amended Language Assistance Plan
Residential Anti-Displacement and Relocation Assistance Plan

Report Prepared By: Melaine Venenciano, Administrative Analyst II

BEFORE THE CITY COUNCIL OF THE CITY OF PITTSBURG

In the Matter of:

A Resolution of the City Council of the City of Pittsburg, California, Authorizing the Adoption Of the Amended Language Assistance Plan And the Residential Anti-Displacement and Relocation Assistance Plan	)	RESOLUTION NO. 17-

The Pittsburg City Council DOES RESOLVE as follows:

WHEREAS, the City receives federal funding for various programs from the U.S. Department of Housing and Urban Development (HUD); and

WHEREAS, HUD requires that the City have a Language Assistance Plan (LAP) to ensure that limited English proficient (LEP) persons have meaningful access to HUD funded programs and activities; and

WHEREAS, the City is committed to improving the accessibility of these programs and activities to eligible LEP persons; and

WHEREAS, the LAP has been amended to include the 2011-2015 American Community Survey 5-year estimates of population and English speaking proficiency and reaffirm that the only language that is identified as "frequently encountered" is Spanish for the provision of oral and written translation services for critical programs; and

WHEREAS, HUD also requires the City to have a Residential Anti-Displacement and Relocation Assistance Plan (RADRAP) to state its compliance with the Uniform Relocation Act (URA) for HUD funded projects; and

WHEREAS, the RADRAP states the City's compliance with the URA in HUD funded projects and reaffirms the City's commitment to minimize displacement, provide relocation assistance, and provide one-for-one replacement for all low- and moderate- income dwelling units that are demolished or converted to another use. The City currently has no plans to utilize HUD funds for projects which require displacement or relocation assistance.

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

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

Section 2.
The City Council hereby approves and adopts the amended LAP and the RADRAP.

Section 3.
The City Manager and/or his designee is hereby authorized to take such further actions as may be necessary or appropriate to carry out the City Council’s obligations pursuant to this Resolution.

Section 4.
The City Clerk shall certify to the adoption of this Resolution.

Section 5.
This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED by the City Council of the City of Pittsburg at a regular Meeting on the 18th day of September, 2017 by the following vote:

AYES:
NOES:
ABSTAINED:
ABSENT:

_____
Marilyn Craft, Mayor

ATTEST:

_____
Alice E. Evenson, City Clerk

LANGUAGE ASSISTANCE PLAN

AND

RESIDENTIAL ANTI-DISPLACEMENT AND RELOCATION ASSISTANCE PLAN

City of Pittsburg
65 Civic Avenue
Pittsburg, CA 94565
Duns Number: 1979275128

Revised September 2017

LANGUAGE ASSISTANCE PLAN

In order to better serve Pittsburg's limited-English proficient (LEP) residents, the City of Pittsburg (City) has developed a Language Assistance Plan (LAP). The implementation of the LAP is consistent with the U.S. Department of Housing and Urban Development's (HUD) Final Guidance (Federal Register/ Vol. 72, No. 13, January 22, 2007) and Executive Order 13166 (August 11, 2000) to ensure that programs receiving federal financial assistance provide meaningful access to LEP persons. Failure to ensure that LEP persons can effectively participate in, or benefit from federally assisted programs may violate Title VI of the Civil Rights Act of 1964 that prohibits discrimination based on national origin.

Language for LEP persons can be a barrier to accessing important programs or activities, understanding and exercising important rights, complying with applicable responsibilities, or understanding other information provided by federally funded programs and activities. The City is committed to improving the accessibility of these programs and activities to eligible LEP persons. The LAP has been created to encourage involvement and participation by LEP persons in programs or activities that are HUD funded. The LAP outlines free language assistance to persons who have difficulty speaking or understanding English. Although Pittsburg may have limited resources at a given time, the LAP ensures that access to language assistance for LEP residents will be provided in some form. The LAP has been amended to:

- include the 2011-2015 American Community Survey (ACS) 5-year estimates of population and English speaking proficiency;
- reaffirm that the only language that is identified as "frequently encountered" is Spanish for the provision of oral and written translation services for critical programs.

GOALS OF THE LAP

The three major goals of the Pittsburg LAP are as follows:

1. To provide meaningful access for Pittsburg's LEP residents through the provision of free language assistance for the HUD assisted programs;
2. To provide an appropriate means to ensure the involvement of LEP residents that are most likely to be affected by the activities and programs to ensure the continuity of their involvement;
3. To ensure that the City's staff will assist the City's LEP population in obtaining the necessary services and/or assistance requested.

IDENTIFICATION OF LEP POPULATIONS

According to the 2011-2015 ACS' 5-Year estimates, 31,580 or 50.9% of Pittsburg's population age 5 and older speak English as their only language while 30,474 or 49.1% speak a language other than English. The major languages spoken by those who fall in the 49.1% are as follows:

Language	No. of Persons	Percentage
Spanish	20,372	32.8%
Asian and Pacific Island	7,320	11.8%
Other Indo-European	2,372	3.8%
Other	410	0.7%

For the purpose of this LAP, **the only language that will be labeled as "frequently encountered" is Spanish.** However, if necessary, the City can also provide access to language assistance for the LEP resident who is not part of the "frequently encountered" language group.

TYPES OF LANGUAGE ASSISTANCE

Pittsburg must provide access to language assistance at no charge to the LEP resident. Depending on the language and nature or importance of a program, service, or activity, the City shall provide access to oral interpretation, written translation, or in some cases, both. The City will ensure that access is provided but not limited to the following ways:

- Hiring or providing bilingual staff;
- Contracting with language assistance agencies;
- Accessing language assistance telephone lines; and
- Utilizing community volunteers from community-based organizations.

CRITICAL PROGRAMS: PROVISION OF ORAL INTERPRETATION AND WRITTEN TRANSLATION

Certain programs, services, or activities deemed "critical" warrant the need to provide **both** oral interpretation and written translation. In most cases, housing and housing related complementary services, including services to homeless populations are viewed as critical programs as they are essential to maintaining quality of life.

At the very least, subrecipients of non-housing related programs must provide access to language assistance in some form.

ORAL INTERPRETATION ASSISTANCE: FACE-TO-FACE AND TELEPHONE COMMUNICATION

Face-to-face contact or telephone contact is the most frequent method of contact with the public or beneficiaries of a program. In most of these cases oral interpretation will be the method most likely to take place to assist an LEP resident.

In face-to-face contact, staff should follow the following steps to ensure access to language assistance:

- Staff shall notify the LEP resident, to the best of their ability, that language assistance is available to them free of charge and can be arranged. A notice stating that free language assistance is available from the City will be posted in the lobby of City Hall, Community Development counter and at the Housing Authority in the most "frequently encountered" language of Spanish.

- If the LEP resident is not in any of the "frequently encountered" language groups, the provision of "I Speak" cards shall be presented to the LEP resident to determine what language is appropriate.

- Once the language is determined, staff will arrange language assistance for the LEP person with bilingual staff, language assistance telephone lines, language assistance agencies, or community staff, depending on the nature of assistance needed.

The assistance from a family member or friend is discouraged; however, if the LEP person has a family member or friend that they would like to utilize and they have been notified that there is free assistance available to them, staff must document that free language assistance was offered but the LEP resident elected to utilize a family member or friend.

In situations where precise, complete, and accurate translations of information are critical (i.e. lease agreements, loan documents, legal documents, etc.), the City reserves the right to use a professional interpreter, regardless of whether the LEP individual provides his/her interpreter.

To respond to LEP telephone calls, staff should follow these steps to ensure access to language assistance:

- Staff must, to the best of their ability, try to ascertain the language of the LEP caller. At the very least, staff must ask a "do you speak... " question. Staff should start with the most frequently encountered languages (e.g. "Do you speak Spanish?").

- If the language can be determined and there is bilingual staff available to assist the caller, staff must inform the LEP caller that there will be an attempt to transfer the call to the bilingual staff and also give the phone

number of the bilingual staff member to the LEP resident. If there is knowledge that the bilingual staff member is on leave/vacation, staff shall try to obtain the phone number of the LEP person for the bilingual staff member to call back, or get assistance from an outside interpreter (i.e. language assistance line, existing contract with a language assistance agency, etc.) to assist the LEP caller.

- If there is no bilingual person on staff that can assist the LEP person, staff shall contact an outside language assistance interpreter that the City may have available (i.e. language assistance phone line, interpreter from a language assistance agency on retainer, etc.) and work with the outside interpreter and assist the LEP caller.

ORAL INTERPRETATION ASSISTANCE: PUBLIC MEETINGS/HEARINGS

If a significant number of LEP residents are expected to attend a public meeting/hearing, the City shall provide oral interpretation assistance for the meeting. To determine if written translated materials are also required for the meeting, see section on "Safe Harbor" Threshold below.

WRITTEN TRANSLATION ASSISTANCE OF VITAL DOCUMENT

The City shall provide access to written translation of vital documents in programs that are HUD funded. A vital document is any document that is critical for ensuring meaningful access to the City's major activities and programs by beneficiaries generally and LEP persons specifically. Depending on the nature and importance of the document, it is encouraged that vital documents be translated by a highly competent professional translator as many vital documents contain legal and/or technical concepts. Vital documents include but not limited to:

- Legal or binding documents that participants must execute (i.e. loan documents for homeownership, housing applications, rental agreements);
- Information and outreach materials for housing and housing-related programs;
- Public notices of public meetings/hearings.*

* **Note:** Not all public notices may warrant written translation. The City's notice for the Community Development Block Grant (CDBG) Annual Action Plan or Consolidated Annual Performance and Evaluation Report (CAPER) hearings usually would not warrant written translation; however, a non-English notice for a substantial amendment to the Annual Action Plan may be warranted if the substantial amendment is regarding a specific program/project that has a large non-English speaking clientele. In addition, notices requesting resident input or participation (i.e. 5-year Consolidated Plan meetings) should be translated in the most frequently encountered languages, and the notice should also state that if a resident requires language assistance in the form of oral interpretation, the

resident shall notify the City within 72 hours of the meeting/hearing.

"SAFE HARBOR" THRESHOLD AND WRITTEN TRANSLATION ASSISTANCE

In any case in which a language population exceeds 5% of a target population for a program or exceeds 1,000 persons for one language involved in a program or activity, the City shall provide written translation of program materials regardless of the type or nature of the program. These materials also include public notices of public hearings/ meetings in regards to the specific program, service, or activity.

TRAINING STAFF TO PROVIDE ACCESS TO LEP RESIDENTS

City staff shall be trained and knowledgeable of the resources available to LEP residents of Pittsburg. As part of an orientation, new staff shall be instructed of all the necessary steps of providing meaningful access to LEP residents.

Staff shall be re-trained on the necessary steps at a minimum of every two years. If there are new requirements or new procedures, staff shall be informed and trained on the new requirements or procedures as soon as possible, but no later than 14 days of the receipt of the new requirements or procedures. All staff having contact with the public shall be trained effectively to work with in-person and/or telephone interpreters.

PROVIDING NOTICE TO LEP PERSONS

The City shall post signs stating that free language assistance is available. The signs shall be posted in common areas where the public is frequently encountered. The signs shall be translated in the most frequently encountered language of Spanish. All outreach materials and any notice or information televised on local access television shall also state that free language assistance is available in the frequently encountered languages of Spanish.

Depending on the nature and/or importance of the notice and the population of the target audience, notices in local non-English newspapers shall be posted. Not all public notices may warrant written translation. The City's notice for the CDBG Annual Action Plan or CAPER hearings usually would not warrant written translation. However, a non-English notice for a substantial amendment to the Annual Action Plan may be warranted if the substantial amendment is regarding a specific program/project that has a large non-English speaking clientele. In addition, notices requesting resident input or participation (i.e. 5-year Consolidated Plan meetings) should be translated in the most frequently encountered languages and the notice should also state that if a resident requires language assistance in the form of oral interpretation, the resident shall notify the City within 72 hours of the meeting/hearing.

MONITORING AND UPDATING THE LAP

Given that the demographics and the needs of Pittsburg residents are in constant flux, the City will periodically monitor and update the LAP. Consideration of changes to demographics, types of services, or other needs, the evaluation of the LAP shall be conducted when new census data is released, in conjunction with the adoption of the Housing Authority of the City of Pittsburg's (Housing Authority) Administrative Plan, or in conjunction with the development of the City's CDBG program reports such as the CAPER and the 5-year Consolidated Plan.

Areas that shall be considered during the evaluation and assessment of the LAP shall include the following:

- Current LEP populations in the jurisdiction geographic area or population affected or encountered;
- Frequency of encounters with LEP language groups;
- The nature and importance of activities/services/programs to LEP persons;
- The availability of resources, including technological advances and sources of additional resources, and the costs imposed;
- Whether existing assistance is meeting the needs of LEP persons;
- Whether staff knows and understands the LAP and how to implement it; and
- Whether identified sources for assistance are still available and viable.

RESIDENTIAL ANTI-DISPLACEMENT AND RELOCATION ASSISTANCE PLAN

All jurisdictions receiving funds from HUD are subject to the Uniform Relocation Act (URA) and must comply with its requirements. The purpose of the URA is to provide displaced persons with fair, equitable treatment and protection from disproportionate injury by projects designed to benefit the public as a whole. This includes displacement that result from acquisition, demolition, or rehabilitation for HUD-assisted projects and real property acquisition for HUD-assisted projects, whether publicly or privately undertaken. The URA protects all persons who are displaced by a federally assisted project, regardless of their income.

The City has developed a Residential Anti-displacement and Relocation Assistance Plan ("Plan") in Under Section 104(d) of the Housing and Community Development Act of 1974, as Amended, and in accordance 24 CFR part 42, subpart 8, to certify that the City is following a Plan that will minimize the displacement of persons as a result of assisted activities.

A COMMITMENT TO MINIMIZE DISPLACEMENT

Consistent with the goals and objectives of activities assisted under the URA, the City will minimize the displacement of persons from their homes by:

1. Evaluating projects submitted for HUD funding that might involve displacement of low/moderate-income households and advising the sponsor/developer of the relocation and replacement housing obligations.
2. Encouraging the funding of projects that will not involve the displacement of low/moderate-income households.
3. Encouraging sponsors/developers of projects that will involve the displacement of low/moderate-income households to seek alternative sites for development.
4. Requiring the sponsor/developer of low/moderate-income housing to give preference to displaced low/moderate-income households in the new projects, if the person or family qualifies for the project.

A COMMITMENT TO PROVIDE RELOCATION ASSISTANCE

The City shall provide relocation assistance as described in 24 CFR 570.606, to each low/moderate-income household displaced by the demolition of housing or by the conversion of a low/moderate-income dwelling to another use as a direct result of assisted activities. This includes the levels of assistance outlined in Section 104(d) of the Housing and Community

Development Act of 1974 and further defined in 24 CFR 42.350 which provide for rental assistance over a 60 month period.

The City shall provide each household with the option of receiving assistance as described in 49 CFR 24 which provides for rental assistance over a 42 month period if it is determined that such assistance is in the household's best interest.

Temporarily displaced households shall be provided with assistance to cover reasonable out-of-pocket expenses during displacement. This can include advisory assistance and monetary assistance for increased rent, moving costs, security deposits and increased utility costs. In rare cases, a per-diem may be provided for food costs if comparable housing is not available.

Displaced persons shall be relocated into comparable, decent, safe and sanitary dwellings that are adequate in size to accommodate the dwelling occupants.

Replacement dwellings shall be functionally equivalent to the acquired dwellings and shall not be subject to unreasonably adverse environmental conditions.

Displaced persons shall have the right to appeal a claim that is denied by the City or its grantee.

Distribution of relocation assistance payments shall be made on a timely basis in a minimum of two installments. A displaced household may elect to receive a lump-sum payment equal to the capitalized value of the relocation assistance payment to allow for the purchase of replacement housing in accordance with program restrictions.

A COMMITMENT TO PROVIDE ONE-FOR-ONE REPLACEMENT

The City shall replace all occupied and vacant occupiable low/moderate-income dwelling units demolished or converted to a use other than as low/moderate-income housing as a direct result of activities assisted with funds provided under the Housing and Community Development Act of 1974, as amended, as described in 24 CFR 570.606(b)(1) and 24 CFR 42.375. Dwellings shall be provided within Pittsburg and shall be designed to remain affordable to persons of low and moderate income for ten years from the date of initial occupancy.

All replacement housing will be provided within three years of the commencement of the demolition and rehabilitation relating to conversion. Before obligating or expending funds that will directly result in such demolition or conversion, the City will make public and submit to the HUD Field Office the

following information in writing:

1. A description of the proposed assisted activity;
2. The general location on a map and approximate number of dwelling units by size (number of bedrooms) that will be demolished or converted to a use other than as low/moderate-income dwelling units as a direct result of the assisted activity;
3. A time schedule for the commencement and completion of the demolition or conversion;
4. The general location on a map and approximate number of dwelling units by size (number of bedrooms) that will be provided as replacement dwelling units;
5. The source of funding and a time schedule for the provision of replacement dwelling units; and
6. The basis for concluding that each replacement dwelling unit will remain a low/moderate-income dwelling unit for at least 10 years from the date of the initial occupancy.

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

DATE: 8/30/2017

TO: Mayor and Council Members

FROM: Joe Sbranti, City Manager

SUBJECT: Adoption of a Minute Order to Request Initiation of a Zoning Study Related to the CP District

MEETING DATE: 9/18/2017

EXECUTIVE SUMMARY

This is a City-initiated proposal to consider potential amendments to Title 18 of the Pittsburg Municipal Code (PMC) to consolidate the CP-1 and CP-2 Districts in order to provide more flexibility related to the allowable uses within the CP (Pedestrian Commercial) District.

FISCAL IMPACT

There would be no negative fiscal impact on the City as a result of the proposed zoning study. The possible consolidation of the CP-1 and CP-2 Districts would potentially provide more flexibility for new businesses, which should help to fill vacant spaces and generate additional business license revenues for the City.

RECOMMENDATION

City Council move by minute order to initiate a zoning study related to potential consolidation of the CP-1 & CP-2 Districts.

BACKGROUND

The CP District was established to provide a vibrant, pedestrian-oriented destination area that caters to shoppers and visitors in the downtown commercial core by providing inviting, visually interesting, human-scale architecture, pedestrian-friendly storefronts, outdoor dining opportunities, and a limited number of (public) parking facilities (PMC section 18.52.005[B][7]). The vision for the CP District, which was originally created in 2006, was to have permitted uses on ground floor along the primary corridor (Railroad Avenue) consist primarily of pedestrian-oriented retail, entertainment, restaurants, and galleries, with office uses permitted above/behind the ground floor and beyond the primary corridor to increase the downtown population and employment/shopper base without detracting from the ground

floor pedestrian retail synergy desired along the primary corridor. As such, the CP-1 and CP-2 sub-districts were established; the CP-1 District generally includes ground floor tenant spaces of buildings within the downtown corridor that maintain frontage along Railroad Avenue, while the CP-2 District includes all other tenant spaces within the CP District.

On August 7, 2017, the City Council adopted Ordinance No. 17-1435, expanding the allowable uses within the CP-1 District to include personal improvement services and personal services, subject to a conditional use permit and an added finding that the use would support the goals of creating a vibrant, economically prosperous, visually interesting, and engaging pedestrian oriented atmosphere along the primary downtown corridor.

SUBCOMMITTEE FINDINGS

Since 2013, the Land Use Subcommittee has been discussing and reviewing potential options for modification of the CP District standards in order to help decrease commercial vacancies in the downtown.

On August 1, 2017, the subcommittee met and specifically discussed a request for rezoning of a ground floor tenant space within the CP-1 area (at 311 Railroad Avenue) in order to establish an insurance office which would not be an allowable use under the current zoning. The Subcommittee supported the potential use of the space, and further directed staff to explore a possible consolidation of the CP District in order to provide more flexibility for new uses that want to locate into the existing CP-1 zoned areas.

Pursuant to PMC section 18.48.020, amendments to zoning regulations must be initiated by motion of the City Council or the Planning Commission, or by application or petition of a resident, property owner or business owner in the city. According to the direction received from the Land Use Subcommittee, staff is requesting that the City Council initiate a zoning study as described above.

STAFF ANALYSIS

Since the zoning district was implemented in 2006, the City has seen positive growth of the restaurant industry in the downtown core, along with several recreational/entertainment amenities, including the construction of a new downtown park with flexible space for events and community gatherings. During this time, the City has also implemented a significant investment in infrastructure including improved roadways with raised intersections, angled parking, new street lighting, furniture and landscaping, as well as new sidewalks with an increased width in order to help facilitate better pedestrian flow and provide space for other ancillary amenities such as outdoor dining and/or retail displays. However, since these efforts were implemented, there still has been little to no successful retail growth, and there are a number of prime tenant spaces on Railroad Avenue that have been vacant for many years. For this reason, staff believes that it is now an appropriate time to revisit the CP District land use regulations, and as such, recommends a formal study be initiated.

ATTACHMENTS: None.

Report Prepared By: Jordan Davis, AICP, Associate Planner

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

DATE: 8/30/2017

TO: Mayor and Council Members

FROM: Joe Sbranti, City Manager

SUBJECT: Adoption of an Ordinance Amending the Pittsburg Municipal Code, Title 15, Buildings and Construction, By Adding Section 15.16.070 Electrical Permit – Electric Vehicle Charging Stations

MEETING DATE: 9/18/2017

EXECUTIVE SUMMARY

This is the second reading of an ordinance to add Section 15.16.070 Electrical Permit – Electric Vehicle Charging Stations to comply with recently adopted policies of the State of California.

FISCAL IMPACT

There is no anticipated fiscal impact as costs are recovered through existing building permit fees and the Building Division is currently providing expedited review and electronic submittal of applications for electric vehicle charging stations.

RECOMMENDATION

City Council adopt the attached ordinance and add Section 15.16.070 Electrical Permit – Electrical Vehicle Charging Stations, to the City of Pittsburg Municipal Code.

BACKGROUND

Assembly Bill 1236, which amended Government Code Section 65850.7 to require jurisdictions with a population less than 200,000 residents to establish procedures for expedited, streamlined processes for permitting of electric vehicle charging stations. The amendments to Section 65850.7 include the requirement for a jurisdiction to adopt an ordinance for the expedited, streamlined process on or before September 30, 2017. The ordinance shall include the requirement that a jurisdiction adopt a checklist of requirements with which a permit application for an electric vehicle charging station will be eligible for expedited review.

The City already expedites the review of such applications. The City can accept and approve such applications at the Building Division service counter and electronically through the City's website or fax. To comply fully with the state's policy, the City also needs to adopt the attached ordinance mandated by Section 65850.7. The ordinance codifies the requirements of Section 65850.7, such as directing the City's Building Official to develop a checklist of all requirements with which electric vehicle charging stations shall comply to be eligible for expedited review, and authorizing the Building Official to administratively approve such applications.

On August 21, 2017, the City Council held a public hearing on the ordinance and proposed code amendments. No comments were received from the public.

SUBCOMMITTEE FINDINGS

n/a

STAFF ANALYSIS

Adoption of this ordinance formalizes the City's participation in enforcing the building codes as adopted by the California State Building Standards Commission. This will provide necessary clarification regarding the adopted regulations governing property development, building construction and maintenance.

ATTACHMENTS: Ordinance
Checklist

Report Prepared By: Kent Kampton, Senior Combination Building Inspector

BEFORE THE CITY COUNCIL OF THE CITY OF PITTSBURG

In the Matter of:

Ordinance Adding Section 15.16.070	)	
Electrical Permit – Electric Vehicle	)	ORDINANCE NO. 17-1436
Charging Stations to the Pittsburg	)	
Municipal Code	)	

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

SECTION 1. This Ordinance shall be known as the City of Pittsburg Electric Vehicle Charging Station Permit Expediting Ordinance. The terms, phrases, and words used in this Ordinance shall be construed in compliance with the definitions set forth by California Government Code Section 65850.7.

SECTION 2. SECTION 15.16.070 OF THE CITY OF PITTSBURG MUNICIPAL IS HEREBY ADDED TO READ AS FOLLOWS:

Section 15.16.070Expedited Electric Vehicle Charging Station PermittingElectric Vehicle Charging Stations which qualify for expedited permit processing, pursuant to Government Code Section 65850.7, shall be subject to the administrative permitting procedures set forth in the City's Electric Vehicle Charging Station Permit Expediting Ordinance.

SECTION 3. EXPEDITED REVIEW PROCESS

Consistent with Government Code Section 65850.7, the Building Official shall implement an expedited administrative permit review process for electric vehicle charging stations, and adopt a checklist of all requirements with which electric vehicle charging stations shall comply with in order to be eligible for expedited review. The expedited administrative permit review process and checklist may refer to the recommendations in the checklist prescribed by the most current version of the "Plug-In Electric Vehicle Infrastructure Permitting Checklist" of the "Zero-Emission Vehicles in California: Community Readiness Guidebook" published by the Governor's Office of Planning and Research. The City's adopted checklist shall be published on the City's website.

SECTION 4. ELECTRONIC SUBMITTALS

Consistent with Government Code Section 65850.7, the Building Official shall allow for electronic submittal of permit applications covered by this Ordinance and associated supporting documentations. In accepting such permit applications, the Building Official shall also accept electronic signatures on all forms, applications, and other documentation in lieu of a wet signature by any applicant.

SECTION 5. ASSOCIATION APPROVAL

Consistent with Government Code Section 65850.7, the Building Official shall not condition the approval for any electric vehicle charging station permit on the approval of such a system by an association, as that term is defined by Civil Code Section 4080.

SECTION 6. PERMIT APPLICATION PROCESSING

A permit application that satisfies the information requirements in the City's adopted checklist shall be deemed complete and be promptly processed. Upon confirmation by the Building Official that the permit application and supporting documents meets the requirements of the City adopted checklist, and is consistent with all applicable laws, the Building Official shall, consistent with Government Code Section 65850.7, approve the application and issue all necessary permits. Such approval does not authorize an applicant to energize or utilize the electric vehicle charging station until approval is granted by the City. If the Building Official determines that the permit application is incomplete, he or she shall issue a written correction notice to the applicant, detailing all deficiencies in the application and any additional information required to be eligible for expedited permit issuance.

SECTION 7. TECHNICAL REVIEW

It is the intent of this Ordinance to encourage the installation of electric vehicle charging stations by removing obstacles to permitting for charging stations so long as the action does not supersede the Building Official's authority to address higher priority life-safety situations. If the Building Official makes a finding based on substantial evidence that the electric vehicle charging station could have a specific adverse impact upon the public health or safety, as defined in Government Code 65850.7, the City may require the applicant to apply for a use permit.

SECTION 8. Any provision of the City of Pittsburg Municipal Code or appendices thereto, inconsistent with the provisions of this Ordinance, to the extent of such inconsistencies and no further, are hereby repealed or modified to that extent necessary to effect the provisions of this Ordinance.

SECTION 9. If any section, subsection, sentence, clause, or phrase of this Ordinance is for any reason held to be invalid or unconstitutional by a decision of any court of any competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance. The City Council hereby declares that it would have passed this Ordinance, and each and every Section, subsection, sentence, clause, or phrase not declared invalid or unconstitutional without regard to whether any portion of the Ordinance would be subsequently declared invalid or unconstitutional.

SECTION 10.Publication.

The City Clerk shall have this ordinance published once within 15 days after adoption in a newspaper of general circulation.

The foregoing ordinance was introduced at a meeting of the City Council of the City of Pittsburg held on August 21, 2017, and was adopted and ordered published at a meeting of the City Council held on September 18, 2017, by the following vote:

AYES:
NOES:
ABSTAINED:
ABSENT:

_____
Marilyn Craft, Mayor

ATTEST:

_____
Alice E. Evenson, City Clerk

CITY OF PITTSBURG

RESIDENTIAL AND NON-RESIDENTIAL
CHECKLIST FOR PERMITTING ELECTRIC VEHICLES
AND ELECTRIC VEHICLE SERVICE EQUIPMENT (EVSE)

Please complete the following information related to permitting and installation of Electric Vehicle Service Equipment (EVSE) as a supplement to the application for a building permit. This checklist contains the technical aspects of EVSE installations and is intended to help expedite permitting and use for electric vehicle charging.

Upon this checklist being deemed complete, a permit shall be issued to the applicant. However, if it is determined that the installation might have a specific adverse impact on public health or safety, additional verification will be required before a permit can be issued.

This checklist substantially follows the *"Plug-In Electric Vehicle Infrastructure Permitting Checklist"* contained in the *Governor's Office of Planning and Research "Zero Emission Vehicles in California: Community ReadinessGuidebook"*and is purposed to augment the guidebook's checklist.

Job Address:	Permit No.
☐ Single-Family ☐Multi-Family (Apartment)☐Multi-Family (Condominium) ☐ Commercial (Single Business) ☐ Commercial (Multi-Businesses) ☐ Mixed-Use ☐Public Right-of-Way	
Location and Number of EVSE to be Installed: Garage _____ Parking Level(s) _____ Parking Lot _____ Street Curb _____	
Description of Work:	
Applicant Name:	

Applicant Phone & email:	
Contractor Name:	License Number & Type:
Contractor Phone & email:	
Owner Name:	
Owner Phone & email:	

EVSE Charging Level: ☐ Level 1 (120V) ☐Level 2 (240V) ☐Level 3 (480V)	
Maximum Rating (Nameplate) of EV Service Equipment = _____ kW	
Voltage EVSE = _____ V	Manufacturer of EVSE: _____
Mounting of EVSE: ☐ Wall Mount ☐Pole Pedestal Mount ☐Other _____	

System Voltage: ☐ 120/240V, 1□, 3W ☐120/208V, 3□, 4W☐120/240V, 3□, 4W ☐277/480V, 3□, 4W ☐Other _____
Rating of Existing Main Electrical Service Equipment = _____ Amperes
Rating of Panel Supplying EVSE (if not directly from Main Service) = _____ Amps
Rating of Circuit for EVSE: _____ Amps / _____ Poles
AIC Rating of EVSE Circuit Breaker (if not Single Family, 400A) = _____ A.I.C. *(or verify with Inspector in field)*

Specify Either Connected, Calculated or Documented Demand Load of Existing Panel:
• Connected Load of Existing Panel Supplying EVSE = _____ Amps

• Calculated Load of Existing Panel Supplying EVSE = _____ Amps
• Demand Load of Existing Panel or Service Supplying EVSE = _____ Amps *(Provide Demand Load Reading from Electric Utility)*
Total Load (Existing plus EVSE Load) = _____ Amps
For Single Family Dwellings, if Existing Load is not known by any of the above methods, then the Calculated Load may be estimated using the "Single-Family Residential Permitting Application Example" in the Governor's Office of Planning and Research "Zero Emission Vehicles in California: Community Readiness Guidebook" https://www.opr.ca.gov

EVSE Rating _____ Amps x 1.25 = _____ Amps = Minimum Ampacity of EVSE Conductor = # _____ AWG
For Single-Family: Size of Existing Service Conductors = # _____ AWG or kcmil or - : Size of Existing Feeder Conductor Supplying EVSE Panel = # _____ AWG or kcmil *(or Verify with Inspector in field)*

I hereby acknowledge that the information presented is a true and correct representation of existing conditions at the job site and that any causes for concern as to life-safety verifications may require further substantiation of information.

Signature of Permit Applicant: _____ Date: _____

09-30-2017

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

DATE: 8/30/2017

TO: Mayor and Council Members

FROM: Joe Sbranti, City Manager

SUBJECT: Adoption of a City Council Resolution to Authorize Implementation of the Early Retirement Incentive Plan for Fiscal Year 2017/2018 and Establish a Trust-Based Health Reimbursement Arrangement

MEETING DATE: 9/18/2017

EXECUTIVE SUMMARY

In response to the City's current fiscal constraints, an Early Retirement Incentive Plan (ERIP) and Health Reimbursement Arrangement (HRA) have been developed to seek voluntary employment separations from eligible employees to achieve a reduction in salary/wage and benefit costs and provide a tax-free method of reimbursement for qualified medical expenses and premiums.

FISCAL IMPACT

The ERIP has a maximum cost of $ 407,500, with expected participation costs to be less than $241,500 to the City over various funds. If approved, funding for the plan will come from the salary savings generated within each department and fund associated with the early retirement of personnel participating in the plan.

The HRA has an estimated cost of $10,000 per year in third-party administration fees. If approved, funds for the HRA plan will be allocated from the Other Post-Employment Benefits (OPEB) budget. There are sufficient funds in this source to accommodate the requested allocation.

RECOMMENDATION

The City Council adopt a resolution authorizing implementation of the ERIP for Fiscal Year 2017/2018 and establish a trust-based HRA.

BACKGROUND

The City of Pittsburg is confronted with serious fiscal constraints and is undertaking organizational reviews to optimize the efficiency of operational functions. One response to these challenges is the development of the ERIP for qualified employees. Voluntary separations under the ERIP are intended to achieve specific institutional objectives: 1) reduction in salary/wage and benefit costs and 2) redirecting positions to focus on higher priorities. Voluntary separations under the ERIP may also assist in avoiding or minimizing future involuntary terminations due to reductions in personnel.

The ERIP is a one-time opportunity for eligible employees to apply for separation and enter retirement at an earlier date than might otherwise have been planned. Following voluntary separation from the City of Pittsburg under the ERIP, plan participants will be provided an HRA account to reimburse future medical expenses within the meaning of Section 213(d) of the Internal Revenue Code through a third-party administrator. The City will credit an amount to an HRA account on behalf of the plan participant based on the employee's years of service on December 30, 2017. This amount shall be equal to $500.00 for each year of full-time regular service with the City of Pittsburg.

The HRA will also provide eligible retirees with a tax-free method of reimbursement for retiree medical insurance premiums as prescribed in the Memorandum of Understanding of the bargaining units or Salary and Benefits Schedule of the employee groups.

SUBCOMMITTEE FINDINGS

Not applicable.

STAFF ANALYSIS

The adoption of the resolution will allow staff to implement an Early Retirement Incentive Plan and establish a trust-based Health Reimbursement Arrangement to seek voluntary employment separations from eligible employees to achieve a reduction in salary/wage and benefit costs and provide a tax-free method of reimbursement for qualified medical expenses and premiums through the arrangement.

ATTACHMENTS: Resolution

Report Prepared By: Stacy R. Shell, Director of Human Resources

BEFORE THE CITY COUNCIL OF THE CITY OF PITTSBURG

In the Matter of:

Resolution to Authorize Implementation)
Of the Early Retirement Incentive Plan)
For Fiscal Year 2017/2018 and Establish)
A Trust-Based Health Reimbursement)
Arrangement) RESOLUTION NO. 17-

The Pittsburg City Council DOES RESOLVE as follows:

WHEREAS, the City is confronted with serious fiscal constraints and is undertaking organizational reviews to optimize the efficiency of operational functions; and,

WHEREAS, in response, an Early Retirement Incentive Plan for Fiscal Year 2017/2018 and Health Reimbursement Arrangement have been developed; and,

WHEREAS, plan participants will be provided a Health Reimbursement Arrangement account that the City will credit based upon an established vesting schedule; and,

WHEREAS, eligible retirees will be provided a Health Reimbursement Arrangement account that the City will reimburse for retiree medical insurance premiums in accordance with the applicable Memorandum of Understanding or Salary and Benefits Schedule; and,

WHEREAS, staff is requesting an estimated allocation of $10,000 from the Other Post-Employment Benefits budget for the Health Reimbursement Arrangement administration fees.

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.

Section 2. The Early Retirement Incentive Plan for Fiscal Year 2017/2018 and Trust-Based Health Reimbursement Arrangement are approved.

Section. 3. The estimated allocation of $10,000 from the Other Post-Employment Benefits budget is approved.

Section 4. This Resolution shall take effect immediately.

PASSED AND ADOPTED by the City Council of the City of Pittsburg at a regular meeting on the 18th day of September, 2017, by the following vote:

AYES:

NOES:

ABSTAINED:

ABSENT:

_____
Marilyn Craft, Mayor

ATTEST:

_____
Alice E. Evenson, City Clerk

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

DATE: 9/1/2017

TO: Mayor and Council Members

FROM: Joe Sbranti, City Manager

SUBJECT: Adoption of Memorandum of Understanding between the City of Pittsburg and the Pittsburg Fifty Plus Club

MEETING DATE: 9/18/2017

EXECUTIVE SUMMARY

The Park and Recreation Department has prepared a Memorandum of Understanding between the City of Pittsburg and the 50 Plus Club, a 501(c) (3) non-profit corporation, ("Club"), stipulating the terms and conditions of the Club's operations at the Pittsburg Senior Center.

FISCAL IMPACT

This Memorandum of Understanding formalizes the Club's fiscal obligation to the City of Pittsburg to help offset utility and staffing costs associated with the operation of the Pittsburg Senior Center, as well as provide support for the Club's membership services and City sponsored luncheons (7). Club will provide an annual payment to the City in the amount of Four Thousand Eight Hundred ($4,800) Dollars to the Recreation- Senior Center Fund (110-41780).

RECOMMENDATION

The City Council adopt the attached Memorandum of Understanding that shall extend for a period of three years through September 30, 2020.

BACKGROUND

The Pittsburg Fifty Plus Club has had a formal agreement with the City of Pittsburg for many years relative to the Club's fundraising operations (bingo), use of city assets, fiscal contributions, maintenance obligations, etc., as it relates to its use of the Pittsburg Senior Center. The attached Memorandum of Understanding specifies the Club's obligation to the City of Pittsburg in a manner that is mutually beneficial to both parties.

SUBCOMMITTEE FINDINGS

Not applicable.

STAFF ANALYSIS

This Memorandum of Understanding clarifies and formalizes the relationship between the City of Pittsburg and the Pittsburg Fifty Plus Club Corporation and establishes a fair and equitable condition for their Senior Center program operations.

ATTACHMENTS: Resolution
Memorandum of Understanding

Report Prepared By: Don Buchanan, Director of Recreation and Maintenance Services

BEFORE THE CITY COUNCIL OF THE CITY OF PITTSBURG

In the Matter of:

Adoption Of Memorandum Of	)	RESOLUTION NO. 17-
Understanding Between The	)	
City of Pittsburg And The	)	
Pittsburg Fifty Plus Club	)	

The Pittsburg City Council DOES RESOLVE as follows:

WHEREAS, the Park and Recreation Department has prepared a Memorandum of Understanding between the City of Pittsburg and the Pittsburg Fifty Plus Club, a 501(c)(3) non-profit corporation, ("Club"), stipulating the terms and conditions of the Club's operations at the Pittsburg Senior Center, and

WHEREAS, under the agreement, the 50 Plus Club will provide a $4,800 annual payment to the City and continue to provide programming and special event support to City staff, enhancing the social and physical experience of our senior citizens. This is a three (3) year agreement beginning October 1, 2017.

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

Section 1. Approves and accepts the adoption of the Memorandum of Understanding between the City of Pittsburg and the 50 Plus Club.

PASSED AND ADOPTED by the City Council of the City of Pittsburg at a regular meeting on the 18th day of September 2017, by the following vote:

AYES:
NOES:
ABSTAINED:
ABSENT:

_____
Marilyn Craft, Mayor

ATTEST:

_____
Alice E. Evenson, City Clerk

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding ("MOU") is made on August 10, 2017, by and between the City of Pittsburg, a California municipal corporation ("City"), and the Pittsburg Fifty Plus Club Corporation, a 501(c)(3) nonprofit corporation ("Club").

WHEREAS, Club provides services to seniors and residents in the Pittsburg community; and

WHEREAS, Club desires to utilize City's facility at 300 Presidio Lane, Pittsburg, California ("Senior Center") for certain Club meetings and activities; and

WHEREAS, City recognizes that Club provides important services to Pittsburg residents and this MOU serves the best interests of the citizens of Pittsburg.

NOW, THEREFORE, the parties hereto agree as follows:

1. Recitals

The foregoing Recitals are true and correct and made a part hereof.

2. Term

This MOU shall commence on October 1, 2017 ("Effective Date") and shall extend for a period of three (3) years through September 30, 2020. The MOU may be extended for two (2) additional one (1) year terms, upon mutual written consent of the parties, subject to any amendments to the terms and conditions agreed to in writing by the parties.

3. Use of Senior Center

(a) Specified Areas. City agrees to provide Club with access to and use of certain portions of the Senior Center, including the main hall, storage areas, restroom facilities and kitchen area, as identified on the attached Exhibit "A" and incorporated herein by this reference ("Specified Areas"). The Specified Areas shall be used at Club's own risk and for the sole purpose of providing senior services. Club may submit a written request to the Assistant Director of Economic Development and Recreation ("Director") for use of additional portions of the Senior Center for special events. Club's use of the Senior Center shall be limited to the Specified Areas unless additional use is approved in advance and in writing by the Director for specific Club events. Club is further authorized to utilize City's inventory of goods and equipment located at the Senior Center identified on the attached Exhibit "B" ("Inventory"). City makes no representations as to the quality or use of the items in the Inventory. The Inventory

shall be used at Club's own risk and for the sole purpose of providing senior services. City retains ownership of the Inventory, and Club is responsible at Club's sole expense for the replacement of any Inventory item that becomes lost, damaged or stolen while in use by Club. Club assumes no responsibility for any Inventory item used by any persons, entities or activities that are not sponsored by Club. Club is also not responsible for any Inventory items not used by the Club which become lost, damaged, or stolen outside the Specified Areas identified in this Section or the Use Schedule identified in Section 3(b).

(b) Time of Use. Club is authorized to use the Specified Areas for certain Club activities and events at the times and dates identified on the use schedule attached hereto as Exhibit "C" and incorporated herein by this reference ("Use Schedule"). Club may submit a written request to Director for use of the Senior Center at additional times for special events. Club's use of the Senior Center shall be limited to the times identified in the Use Schedule unless additional use is approved in advance and in writing by the Director for specific Club events.

(c) Rights Reserved. City reserves the right to deny any request submitted by Club for use of the Senior Center inconsistent with the Specified Areas identified in Section 3(a) or the Use Schedule identified in Section 3(b). In addition, City reserves the right to deny Club the use of any portion of the Senior Center at any time by providing Club with written notice at least thirty (30) days in advance of a previously scheduled Club activity. All efforts will be made by City to secure suitable space for Club to use in lieu of the area denied to Club through exercise of City's right under this Section. If suitable space in the Senior Center is available, albeit in an area not listed as part of the Specified Areas identified in Section 3(1) or the Use Schedule identified in Section 3(b), then Club agrees to move their pre-scheduled activity to the suitable space and time.

(d) Compensation for Displacement. Should Club lose the ability to generate income due to City's exercise of its rights reserved under Section 3(c), City shall compensate Club for this loss of income by paying Club the amount equivalent to the average of the daily income generated by the activity which Club would otherwise have been able to perform had City not displaced Club. Compensation shall not exceed the amount of Three Hundred Dollars ($300).

4. Facility Use Payment

Club shall pay City the amount of four thousand eight hundred dollars ($4,800) per year ("Facility Use Payment") for use of the Senior Center for the term of the MOU. Facility Use Payment shall be due and payable on annually on January 1.

5. Adjustment for Inflation

Club acknowledges the devaluation of the dollar due to inflation and agrees to adjust the Facility Use Payment and Annual Contribution as defined in Section 6(f), according to the following calculation. Club will increase the amount of the Annual Contribution by five percent (5%) annually, or at a percentage rate consistent with the January San Francisco – Oakland – San Jose Consumer Price Index for All Urban Consumers, whichever is less ("Adjustment"). The Adjustment shall occur on January 1 of each year under this MOU beginning January 1, 2018.

6. Additional Club Obligations

(a) 501(c)(3) Status. Club represents that it is currently organized as a 501(c)(3) nonprofit organization in the State of California. Club agrees that it will, at all times under this MOU, remain a valid 501(c)(3) in good standing with the State of California.

(b) Calendar of Events. On or before January 1st of each calendar year, Club shall provide Director with a proposed calendar of Club special events for the year. Club shall use its best efforts to promptly notify the Director of any changes to the calendar of events. This calendar requirement shall be in addition to the notification requirements related to use of the Senior Center in Section 3(b) of this MOU.

(c) Maintenance of Senior Center. After each use of the Senior Center, Club shall return the Senior Center to a clean and orderly condition to City's satisfaction. Club agrees to set up and put away tables, chairs and other items used by Club at Club events. Club shall also sweep the floor and clean any counters or tables used by Club after each Club event. Club agrees to notify the City immediately if any portion of the Senior Center is damaged and/or in need of repair. The City agrees to immediately acknowledge receipt of any notification of damage or need for repair and shall keep Club informed as to the status of repair or replacement so that Club may make appropriate arrangements for substitution.

(d) Utilities. The City agrees to pay for Club's reasonable use of water, electricity and refuse collection services at the Senior Center. Club may arrange for telephone or cable television service at the Senior Center at its sole cost and with City's written consent.

(e) Financial Statement. Club Financial Statements are public record. Monthly Financial Statements are presented for review during the monthly general membership meetings held every third Wednesday of each month at the Senior Center. City may attend any monthly general membership meeting to obtain a copy of the Club Financial Statement for that month.

7. Termination

(a) Termination. City may terminate this MOU, with or without cause, at any time by giving sixty (60) days written notice of termination to Club. Club may terminate this MOU, with or without cause, at any time by giving sixty (60) days written notice of termination to City.

(b) Breach. If Club fails to perform, or otherwise breaches, any material obligation under this MOU, then, in addition to any other remedies available under law, City may terminate this MOU by giving ten (10) days written notice to Club. This written notice shall specify the nature of the non-performance or breach of the material obligation and allow five (5) days in which the Club may cure the non-performance or breach. If City fails to perform, or otherwise breaches any material obligation under this MOU, then, in addition to any other remedies available under law, Club may terminate this MOU by giving ten (10) days written notice to City. This written notice shall specify the nature of the non-performance or breach of the material obligation and allow five (5) days in which the City may cure the non-performance breach.

(c) Disposition of Property. Upon termination of this MOU by either City or Club, all property belonging exclusively to City which is in Club's possession shall be returned to City within 15 days of termination. All property belonging exclusively to Club shall be removed from Senior Center by Club or its representatives immediately.

8. Insurance

Prior to the Effective Date of this MOU and throughout the MOU's term, Club shall obtain and maintain for benefit of the City, and keep in full force and effect the following insurance policies. 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. Club accepts no responsibility for any incidents that occur at Senior Center during any activities or events which are not hosted or sponsored by Club.

(a) Comprehensive General and Automobile Liability Insurance. Club shall obtain comprehensive general and automobile liability insurance in the amount of at least One Million Dollars ($1,000,000) or more per occurrence. The insurance shall include, but not be limited to, protection against claims arising from death, bodily or personal injury, or damage to property resulting from the actions, failures to act, or operations of Club, or by its employees, agents, volunteers, or anyone directly or indirectly employed by Club while in performance of any duties related to Club.

(b) Fire, Property and Casualty Insurance. Club shall obtain fire, property and casualty insurance in an amount of at least Three Million Six Hundred Thousand Dollars ($3,600,000) or more per occurrence for the replacement cost of the Senior Center and the Inventory utilized by Club under this MOU.

(c) Endorsement For Additional Insureds. Club shall obtain and provide to the City endorsements: (i) naming the City, its officers, its officials, its employees and agents as additional insureds; (ii) specifying that the City's insurance and/or risk management coverage is excess and non-contributing; (iii) stating that coverage shall not be suspended, voided, canceled, terminated, reduced in coverage or in limits except after thirty days' prior written notice by certified mail, return receipt requested, has been given to City; and (iv) stating that the insurance policies 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.

9. Indemnification

(a) Indemnification. Club 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 this MOU, including Club's use of the Senior Center, Club's performance of work arising out of this MOU and/or its failure to comply with any of its obligations contained in this MOU, except such loss or damage which was caused by the sole negligence or willful misconduct of City.

(b) Separate Agreement. This Section 9 shall constitute a separate agreement and shall survive the termination of this MOU.

10. Assignment

The parties agree that Club may not assign or otherwise delegate its rights, duties and obligations under this MOU without the prior written consent of the City. Any such assignment or delegation without such prior written approval of City shall be void, and shall, at the option of the City, terminate all duties and obligations of Club and City under this MOU.

11. Compliance with Laws

Club shall comply with all applicable laws, ordinances, including without restriction Chapter 5.22 of the Municipal Code, and codes of federal, state and local

governments when providing Club services and/or conducting any activities at the Senior Center pursuant to this MOU.

12. Discrimination

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

13. Governing Law and Forum

This Agreement shall be construed in accordance with the laws and judicial decisions of the State of California and venue for any legal or equitable action shall be in the County of Contra Costa.

14. Notices

All notices that are required to be given by one party to the other under this Agreement 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
Joe Sbranti, City Manager
65 Civic Avenue
Pittsburg, CA 94565

Club:
Pittsburg Fifty Plus Senior Club, Corporation
Benjamin Z. Brisjar, President
300 Presidio Ln
Pittsburg, CA 94565

With a copy to:
Ruthann G. Ziegler, City Attorney
555 Capitol Mall
Suite 1200
Sacramento CA 95814

15. Severability

If any term, condition, or covenant of this MOU is declared or determined by any court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions of this MOU shall not be affected thereby and the MOU shall be read and construed without the invalid, void or unenforceable provision(s).

16. Entire Agreement

This MOU contains the entire agreement between the parties with respect to the subject matters contained herein and supersedes all prior understandings, whether written or oral, with respect thereto.

17. Relationship of Parties

The parties do not intend that this MOU constitute, and this MOU shall not be interpreted under any circumstances as, a partnership, joint venture or other business association. This MOU be interpreted as creating a licensor-licensee relationship. This MOU does not, and is not intended to create any rights for parties who are not signators hereto.

18. Interpretation of MOU

The headings within this MOU are for the purpose of reference only and shall not limit or otherwise affect any of the terms of this MOU. The parties have had an equal opportunity to participate in the drafting of this MOU; therefore the normal construction as against the drafting party shall not apply to this MOU.

19. Amendments to MOU

This MOU may be amended only by the mutual written consent of the parties.

WHEREFORE, the parties have executed this MOU as of the date set forth above.

CITY:

THE CITY OF PITTSBURG,
a municipal corporation

By:_____
Joe Sbranti
City Manager

CLUB:

THE PITTSBURG FIFTY PLUS CORPORATION,
a California Non-Profit Corporation

By:_____
Benjamin Z. Brisjar
President

ATTEST:

_____
Alice Evenson
City Clerk

APPROVED AS TO FORM:

By: _____
Ruthann G. Ziegler
City Attorney

1295403.3

Exhibit A – Specified Areas

A – main hall (Bingo, birthday potluck dinner, club membership meeting, executive board meeting)

B – reception area (posting club activities, sign-ups for club membership and excursions)

C – kitchen area (minimal space provided in a refrigerator and freezer)

D – storage areas (cabinet space for Bingo equipment and supplies, office area, outside storage building)

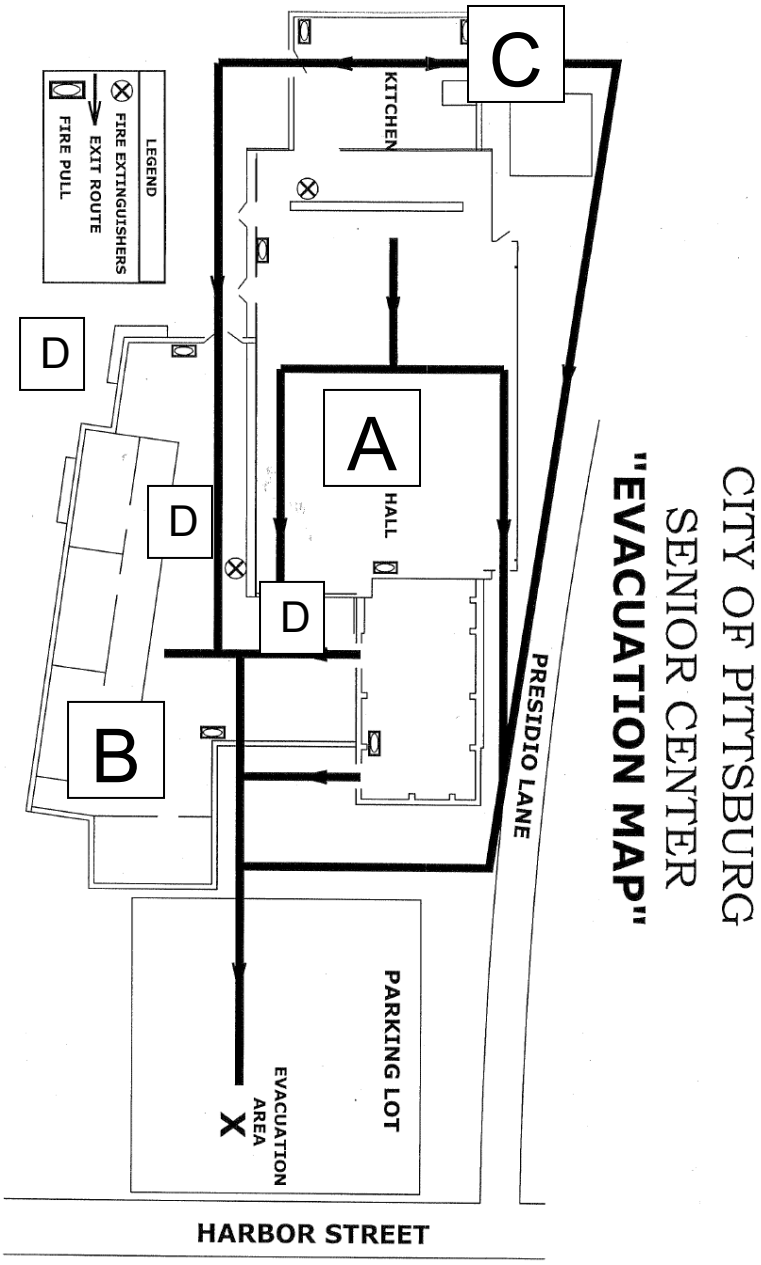

Exhibit B – Inventory

Club may use Senior Center photocopier up to five hundred (500) impressions per month; provided, however, that the Club provides the paper for each copy. One sided copying equals one impression per copy; two sided copying equals two impressions per copy; paper of eleven inches by seventeen inches doubles the impression counts.

Club may use Senior Center audio/visual equipment. Club will provide its own microphone which is to remain sole property of Club.

Club may use Senior Center tables and chairs.

Club may use Senior Center kitchen utensils and equipment. Club maintains sole ownership of a stainless steel, wire shelf, utility cart engraved with Club name.

Exhibit C – Use Schedule

Main Hall

- Bingo games on Fridays from 12:30 p.m. to 2:30 p.m.
- Bingo games on Sundays from 9:00 a.m. to 5:00 p.m.
- Birthday Potluck Dinner on the last Monday of each month from 5:00 p.m. to 7:30 p.m. (except for November/December, see below).
- November/December Birthday Potluck Dinner on first Monday in December, from 5:00 p.m. to 7:30 p.m.
- General Club Membership meeting on the third Wednesday of each month from 1:00 p.m. to 3:00 p.m.
- Club Executive Board meeting on a Monday, at least one week prior to General Meeting, of each month from 1:00 p.m. to 3:00 p.m.
- Tai Chi Chih classes: Mondays from 5:15 p.m. to 6:15 p.m.; Tuesdays and Thursdays from 9:15 a.m. to 10:15 a.m.
- Annual Luncheon, 3rd Saturday in May, all day
- Choir rehearsal, Thursdays, 2:00 – 4:00 p.m., Main Hall

Reception Area

- As needed and if available, a desk for sign-ups for membership activities and excursions.

Kitchen Area

- As needed for activities as described above, provided use is not already scheduled for another group or activity. Kitchen area must be in a clean orderly manner after use, consistent with use and clean-up prescribed to other patrons of the Senior Center.

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

DATE: 9/6/2017

TO: Mayor and Council Members

FROM: Joe Sbranti, City Manager

SUBJECT: Receive and File Response to the Contra Costa County Civil Grand Jury FY 2016-2017 Report

MEETING DATE: 9/18/2017

EXECUTIVE SUMMARY

The Contra Costa County Civil Grand Jury issued one report for Fiscal Year 2016-2017 that required the City of Pittsburg's response. The report and response is attached herewith. It is: Report No. 1707, "Homelessness in the Cities."

FISCAL IMPACT

There is no fiscal impact to receive and file the City's response to the FY 2016-2017 Grand Jury Report.

RECOMMENDATION

Staff recommends the City Council receive and file the attached responses to the Contra Costa County Civil Grand Jury FY 2016-2017 Report.

BACKGROUND

Contra Costa County's Grand Jury consists of 19 citizens. A new Grand Jury is impaneled each year. Grand Jurors are officers of the court, and function as an independent body under the guidance of a Superior Court judge.

Apart from the investigations mandated by the California Penal Code, each county's Grand Jury decides what it will investigate. Investigations may be initiated in response to letters from citizens, newspaper articles and personal knowledge.

The Grand Jury issues its findings and recommendations in written reports. At least 12 members of the Grand Jury must approve each report. Within 60 to 90 days following the

issuance of a report, officials responsible for matters addressed in the report must respond in writing to the supervising Judge.

SUBCOMMITTEE FINDINGS

No reports required Subcommittee review.

STAFF ANALYSIS

The Contra Costa County Civil Grand Jury prepares and issues reports throughout their tenure on a Fiscal Year basis. The reports often, but not always, require responses from the City. The Grand Jury issued 12 reports for Fiscal Year 2016-2017, one of which required a response from the City of Pittsburg.

ATTACHMENTS: Contra Costa County Civil Grand Jury Report No. 1707
Response to Report No. 1707

Report Prepared By: Alice E. Evenson, City Clerk

Grand Jury

Contra
Costa
County

725 Court Street
P.O. Box 431
Martinez, CA 94553-0091

CITY CLERK
JUN 12 2017

June 9, 2017

City of Pittsburg
65 Civic Ave
Pittsburg, CA 94565

Dear City of Pittsburg:

Attached is a copy of Grand Jury Report No. 1707, "Homelessness in the Cities" by the 2016-2017 Contra Costa Grand Jury.

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

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

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

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

1. The recommendation has been implemented, with a summary describing the implemented action.

2. The recommendation has not yet been implemented, but will be implemented in the future, with a time frame for implementation.

3. The recommendation requires further analysis. This response should explain the scope and parameters of the analysis or study, and a time frame for the matter to be prepared for discussion. This time frame shall not exceed six months from the date of the publication of the Grand Jury Report.

4. The recommendation will not be implemented because it is not warranted or is not reasonable, with an explanation thereof.

After reviewing your response to ensure that it includes the above-noted mandated items, please send (1) a hard copy of the response to the Grand Jury at P.O. Box 431, Martinez, CA 94553; and (2) a copy in Word by e-mail to ctadmin@contracosta.courts.ca.gov. Your response must be submitted to the Grand Jury, in the form described by the above-quoted Government Code, no later than **September 13, 2017**.

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

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

Sincerely,

Jim Mellander, Foreperson
2016-2017 Contra Costa County Civil Grand Jury

cc: Joe Sbranti, City Manager

A REPORT BY
THE 2016-2017 CONTRA COSTA COUNTY GRAND JURY
725 Court Street
Martinez, California 94553

Report 1707

Homelessness in the Cities

APPROVED BY THE GRAND JURY:

Date: 6/8/17

JIM MELLANDER
GRAND JURY FOREPERSON

ACCEPTED FOR FILING:

Date: 6/6/17

JOHN T. LAETTNER
JUDGE OF THE SUPERIOR COURT

Contact: Jim Mellander
Foreperson
925-608-2621

Contra Costa County Grand Jury Report 1707

Homelessness in the Cities

TO: The City Councils of the following cities: Antioch, Brentwood, Clayton, Concord, Danville, El Cerrito, Hercules, Lafayette, Martinez, Moraga, Oakley, Orinda, Pinole, Pittsburg, Pleasant Hill, Richmond, San Ramon, San Pablo, Walnut Creek

SUMMARY

On the night of January 27, 2016, Contra Costa County's Point-in Time (PIT) count identified 1,730 individuals who were homeless and another 1,770 individuals who were imminently at risk of becoming homeless.

Contra Costa County's Continuum of Care (CoC) and the Contra Costa County Health Department's Housing Program have developed a Homeless Coordinated Entry System. One point of entry for those who are homeless is the Coordinated Outreach, Referral, and Engagement (CORE) program. The County encourages cities and other jurisdictions to form their own CORE teams. To date, Martinez and Pleasant Hill have partnered to form and fund a team. Concord and Walnut Creek are also in the process of partnering to form and fund a team.

Contra Costa cities use various incentives and funding sources to assist in creating homeless shelters, transitional housing, and permanent housing for the extremely low and very low income and aging populations. Antioch has invested $3 million using Community Development Block Grant (CDBG), Neighborhood Stabilization Program (NSP), and Successor Agency funds to build an 85-unit apartment complex for seniors and homeless veterans. Walnut Creek has committed $5 million, most of which was collected from impact fees, to a housing complex for the homeless.

The Grand Jury concluded the CORE teams provide a very effective point of entry for homeless individuals and families to access services that may assist them in ending their homelessness. It recommended that the cities form their own CORE teams. The

Grand Jury concluded that cities fail to adequately promote shelter and permanent housing for homeless individuals in their communities. There are incentives that cities could put in place to encourage the construction of emergency, transitional and permanent housing for the homeless and near homeless people in their communities.

METHODOLOGY

The Grand Jury interviewed elected officials, staff members, or members of the police departments from the 19 Contra Costa cities, employees of the County Health Department, employees of other Contra Costa County Departments, non-governmental organization staff, and homeless persons.

The Grand Jury reviewed the responses to a Grand Jury Survey sent to all 19 cities. It also reviewed documents provided by the cities, by the County Health Department, and other published reports about homelessness.

BACKGROUND

Homeless individuals and families can be categorized into three broad groups: Sheltered, Unsheltered, or Other homeless. Unsheltered homeless persons are those who are living in encampments, cars, streets, or other locations not designed for human habitation. Sheltered homeless persons are those individuals who are in emergency or transitional housing, half-way houses, or youth foster program. Other homeless persons are those who are living on a short-term basis in jails, hospitals, treatment centers, or with family or friends. An individual with a disabling condition who has either been continuously homeless for a year or more or has had at least four episodes of homelessness in the past three years is classified as Chronically Homeless.

The most common reasons for homelessness are mental illness, chronic substance abuse, domestic violence, loss of employment and physical illness.

In 1997, the United States Department of Housing and Urban Development (HUD) required that all communities seeking homeless funding from HUD would need to apply as a Homeless Continuum of Care (CoC). The CoC is a group of organizations, comprised of representatives of the county, cities, and local nongovernmental organizations that work in partnership to find and provide stable housing and services for the homeless.

The Contra Costa CoC is governed by the Contra Costa Council on Homelessness (CCCH) and is the primary source of funding for homeless services. The CCCH is made up of 15 persons who have been appointed by the Board of Supervisors. The CCCH's responsibilities include the long-term planning and policy making for homelessness in Contra Costa County. HUD requires an annual count of homeless individuals (PIT) by

each CoC . In odd years, the count is required to include both the sheltered and the unsheltered homeless. In an even year, it is required to only have a count of the sheltered homeless. Every year during the last ten days of January, the data is collected over a three-day period.

A secondary source of funding for homeless services in Contra Costa County is the CDBG program, which is funded by HUD. The cities of Antioch, Concord, Pittsburg, and Walnut Creek each have their own CDBG program (the "CDBG Entitlement Cities"). The remaining cities and the unincorporated areas of Contra Costa participate in the CDBG program through the Urban County CDBG program.

The Contra Costa County Housing Authority, which is funded by HUD, provides vouchers for subsidized housing to homeless individuals and families through the Shelter Plus program. Many individuals who are homeless are veterans and/or senior citizens. Veterans can apply for a voucher through Veterans Affairs.

DISCUSSION

2016 Continuum of Care Point in Time

Contra Costa CoC conducted a PIT count of homeless families and individuals from January 27, 2016 through January 29, 2016. The count provided demographic data about the homeless population, including gender, age, ethnicity, and race. It also reported on the 2015-2016 unsheltered population changes by region and distribution by city.

Based on the 2016 PIT report, there were 1,730 individuals identified as homeless and 1,770 imminently at risk of being homeless. Among those identified as being homeless, 620 people were in shelters and 1,110 were sleeping on the streets or encampments.

The 2015 and 2016 Unsheltered PIT by City

East County	2015	2016	Central County	2015	2016	West County	2015	2016
Antioch	122	164	Clayton	10	2	El Cerrito	30	13
Brentwood	11	8	Concord	114	73	Hercules	12	1
Oakley	8	28	Danville	0	0	Pinole	11	5
Pittsburg	56	60	Lafayette	1	2	Richmond	356	160
Unincorporated	30	41	Martinez	72	63	San Pablo	23	37
			Moraga	0	0	Unincorporated	35	12
			Orinda	0	0			
			Pleasant Hill	63	11			
			San Ramon	1	0			
			Walnut Creek	33	39			
			Unincorporated	18	10			
Totals	**227**	**301**		**312**	**200**		**467**	**228**

The above table includes data only for those individuals who reported the city in which they slept on the night of the count. The 2016 PIT report reflects a decrease from the previous year of 351 unsheltered individuals (45%) in West and Central County. The number of unsheltered individuals in East County increased by 74 (33%).

Coordinated Entry System

HUD required that all CoCs establish a Coordinated Entry System. The goal is to ultimately place clients in permanent housing. An effective Coordinated Entry System ensures that people with the greatest needs receive priority for housing or housing services.

Contra Costa County's CoC developed a Coordinated Entry System that established the following three entry points:

1. Coordinated Assessment Resource (Care) Centers: These centers provide services for homeless individuals and families including, but not limited to, basic needs, case management, housing assessment, housing navigation, and health services. The centers also refer the homeless to emergency, transitional, and permanent housing, other social and legal services, rental assistance, and credit repair services.

2. 2-1-1 Crisis Call Centers: 2-1-1 refers the homeless to prevention and diversion services, and to the Care Centers.

3. Coordinated Outreach, Referral and Engagement (CORE): Outreach teams contact homeless individuals and families who are living on the streets or in encampments. They assist the homeless in receiving services from Care Centers and Health Services, finding emergency and transitional housing, and transporting them to shelters and services.

Permanent housing providers are encouraged to only receive referrals through the Coordinated Entry System.

Coordinated Outreach, Referral and Engagement

The CORE program is an entry point into Contra Costa County's coordinated entry system for unsheltered persons. The CORE program, managed by a full-time Outreach Coordinator, is comprised of teams of at least two outreach specialists. Other providers may join the teams, including peace officers, social workers, medical personnel, behaviorists and/or housing specialists.

The outreach teams identify and engage with people living on the streets or in encampments. They provide clothing and hygiene products, transportation, and

placements at shelter beds and warming centers, as well as enroll clients in benefit programs.

The Health, Housing, and Homeless Services Division of Contra Costa Health Services (CCHS) contracts with Public Health Foundation Enterprises (PHFE) for two CORE teams and a full-time Outreach Coordinator. It also contracts with Anka Behavior Health for one CORE team. PHFE trains and supervises all CORE teams. The CORE team specialists and Outreach Coordinator are the employees of PHFE and Anka Behavior Health.

The County encourages cities and other jurisdictions to invest in their own CORE teams. There are numerous advantages to a city or jurisdiction to having its own CORE team including having a team dedicated to its specific geographic boundary; shorter response times for calls and intervention; control over hours of operation and a means of transporting homeless persons to available shelter beds, warming centers, and medical care facilities.

The City of Martinez received a grant in 2016 from Tesoro Oil Company to hire an individual to provide outreach services to the homeless in Martinez. As a result, Martinez began its own outreach program and contracted for outreach services with an individual who had previous homeless outreach experience. Martinez subsequently terminated this program to work with the County's Homeless program.

The Martinez Police Chief and the Pleasant Hill Police Chief developed a plan to jointly form and invest in a CORE team. The initial plan called for Martinez to pay for its portion of the team by using the balance of the Tesoro Grant and supplementing it with money from its general fund, while Pleasant Hill would fund its portion from its general fund.

The Police Chiefs from Martinez and Pleasant Hill then learned that AB109 funds would be available for local police departments in the County to provide services for targeted populations, including the homeless. AB109 (2011) made changes to state law that diverted low-level offenders and parole violators to county jails instead of state prisons. The Police Chiefs approached the Contra Costa Police Chief's Association for money to fund the Martinez/Pleasant Hill CORE team as a pilot project. The Police Chief's Association agreed to fund the team from the AB 109 money at a cost of $110,000 for one year.

Martinez and Pleasant Hill signed a contract with CCHS, whereby they agreed to pay for a CORE team dedicated to their cities. The Martinez/Pleasant Hill CORE team specialists were selected and hired from a list of potential outreach specialist developed by the PHFE. The Martinez/ Pleasant Hill CORE staff will be employees of PHFE. The new outreach specialists will receive training from the County's Outreach Coordinator in CPR, motivational interviewing, non-violent crisis intervention, and the administration of Narcan, an opioid antagonist for reversal of opioid overdose.

PHFE will bill the County monthly for the cost of the CORE team. The County, after paying the PHFE demand, will invoice Martinez and Pleasant Hill for the portion of the demand associated with the cost of their CORE team. In turn, Martinez and Pleasant Hill will be reimbursed by the County Police Chief's Association from the AB 109 funds.

The Martinez/Pleasant Hill Core team will divide the time they spend in each city evenly. The team may also be accompanied by police officers, medical and mental health providers, social workers, and housing specialists on a regular basis. The County will pay for the cost of the Outreach Coordinator, professionals, and other expenses. The County estimates the total annual cost for three teams will be $650,000.

The cities of Concord and Walnut Creek are in the process of jointly establishing a CORE team. The details of how the team will be funded has not yet been put in place, but Concord and Walnut Creek plan to execute a contract with CCHS.

The Community Development Block Grant Program

The federal government funds the CDBG through HUD. The primary objective of this program is to provide decent housing, a suitable living environment, and economic opportunity to the most vulnerable in the community.

The jurisdictions that distribute CDBG funds in Contra Costa County are the cities of Antioch, Concord, Pittsburg, Walnut Creek and the Urban County that is made up of the remaining Contra Costa cities and the unincorporated areas of the county. The five jurisdictions have formed a consortium that developed a 2015-20 Consolidated Plan. A priority need identified in the Consolidated Plan was to reduce homelessness by:

1. Furthering the "Housing First" approach to ending homelessness by supporting homeless outreach services, emergency shelters, transitional and permanent housing with supportive services to help homeless persons achieve housing stability

2. Expanding prevention services including, but not limited to, emergency rental assistance, legal assistance, case management, and money management and credit counseling

Non-governmental organizations providing services to homeless individuals or families that receive grants from CDBG jurisdiction include Shelter Inc., STAND! Against Domestic Violence, Contra Costa Health Services Adult Interim Housing Program, Anka Behavior Health and Trinity Center.

Housing Incentives

Cities have a number of incentives available to them to encourage developers to construct housing for homeless, and extremely and very low income persons.

These incentives include the following:

- Density Bonuses
- Waiver or deferment of fees
- Application processing priority
- Assistance in applying for grants
- Zoning
- Transfer of city owned property to non-profit organization to build shelters or transitional housing

The following are examples of how some cities have used one or more of these incentives.

Antioch is interested in partnering with a non-profit to develop a 50-bed facility on a five-plus acre parcel that it owns, which is zoned for a homeless shelter. Walnut Creek's Density Bonus program will allow 14 units to be added St. Paul's Commons, a 45-unit affordable housing project for the homeless. Concord removed development standards and approved a density bonus when it approved the Argent Project, a housing development that include housing for low income people. The Concord Naval Weapons Station's Master Plan will include zoning for housing for the homeless, with supportive services.

Successor Agency and Other Available Funding

Cities can provide non-profit organizations and developers with funds, both local and federal, to reduce the cost of construction of permanent housing for the extremely and very low income, and homeless persons. The following is a partial list of funding sources:

- Successor Agency Funds
- Impact Fees
- City General Fund
- CDBG Funds
- Neighborhood Stabilization Program

Antioch partnered with Satellite Affordable Associates to construct Tabora Gardens, an apartment complex of 85-units for seniors and homeless senior veterans. Antioch invested $3 million in the project using CDBG, NSP funds, and Successor Agency funds.

San Pablo has $2.5 million in Successor Agency funds and Pinole has $1 million in Successor Agency funds. These monies can be used for extremely and very low income, and homeless housing. Pinole has committed the $1 million it already has in Successor Agency funds, plus the money it will receive from the Successor Agency, to

improving affordable housing, purchasing land for affordable housing, and rehabbing existing housing. Concord is collecting Successor Agency funds to potentially use to develop very low income affordable housing units.

Lafayette invested $38 million from its now defunct Redevelopment Agency to build Bella Terra Senior Apartments, 46-units for seniors at 20% to 50% of median income.

Walnut Creek partnered with St. Paul's Presbyterian Church to construct St. Paul's Commons, 45-units of affordable housing for homeless persons. Walnut Creek provided $2.7 million to fund this project. The funding came from impact fees and Housing Administrative Reserve fees.

In 2015-16, Walnut Creek gave $100,000 (part from Council Contingency and part from housing funds) to support a temporary winter night's shelter administered by Trinity Center. The shelter provided 29 beds for a total of 38 individuals that year.

In 2016-17, the city of Richmond granted the Richmond Rescue Mission, a non-governmental organization, $13,000 to help provide services to the homeless population.

Mental Health Emergency Teams

A Mental Health Emergency Team (MHET), which is comprised of a police officer and a County Mental Health professional, provides welfare checks after a psychiatric call to the police for service. There are currently three regional MHETs in Contra Costa County, which serve the western, central and eastern regions of the County. Pittsburg, Concord and Richmond operate and assign police officers to these MHETs. The participating cities pay for the MHET program from their respective police department's budgets. The team visits, evaluates, and refers individuals who have mental health issues, and who may be living on the street or in encampments, to mental health and outreach services.

Police Involvement

Some cities have their own homeless outreach teams, which are made up of police officers who are assigned to the teams. Concord has two officers who are partially dedicated to working with homeless persons.

Planning for Homelessness

None of the 19 Contra Costa County cities provided the Grand Jury with a written city plan for reducing or eliminating homelessness in their communities. The CDBG entitlement jurisdictions all are required to adopt the CoC plan to reduce or eliminate homelessness. None of the other Contra Costa cities have adopted a plan for the reduction or elimination homelessness.

Housing Elements

All 19 Contra Costa County City's General Plan Housing Elements include discussions about emergency (shelters), transitional, and affordable housing. All Housing Elements include the areas where shelters, transitional, and affordable housing are permitted uses.

The California Housing Accountability Act, Government Code § 65589.5, requires a local agency to show that its housing element identifies adequate sites with appropriate zoning and development standards to meet the needs of low and very low income Californians. This Act also includes requirements relating to emergency shelters, transitional housing, and low income housing.

FINDINGS

F1. CORE teams are most likely to be the first point of entry for the homeless into the County's Coordinated Entry System.

F2. CORE teams can successfully identify a homeless individual in need of physical or mental health services.

F3. CORE teams have the resources to identify if there are vacant shelter beds available in the County.

F4. CORE teams are equipped and have the authorization to transport homeless individuals to a medical facility or to a homeless shelter.

F5. CORE teams build trust between the homeless and police departments.

F6. The City found various and novel ways to fund its CORE teams.

F7. Walnut Creek packaged impact fees, other local fees, and density bonuses as incentives for a non-profit developer to build 45-units for the homeless in Walnut Creek.

F8. Walnut Creek's general fund contribution to a local non-profit organization helped the organization in successfully establishing a homeless shelter.

F9. The cities of Antioch, Concord, Pittsburg, and Walnut Creek, which are the CDBG Entitlement Cities, are the only cities in Contra Costa County that have an approved written homeless plan to end or reduce homelessness in their respective jurisdictions.

F10. The City appears to be in compliance with the California Housing Accountability Act

RECOMMENDATIONS

R1. The City should consider establishing CORE teams either by partnering with one or more cities in the region or by funding its own team.

R2. The City should consider providing incentives for developers to construct housing for the extremely low income, very low income, and homeless populations.

R3. The City should consider using Successor Agency funds, CDBG and other federal housing funds, impact fees, and city general funds to assist in funding housing for the extremely low income, very low income and homeless populations.

R4. The City should consider adopting a five-year comprehensive homeless plan, as soon as possible with a target date of January 1, 2019, to reduce the homeless population in the City.

REQUIRED RESPONSES

	Findings	Recommendations
City of Antioch	F1 to F5, F9, F10	R1 to R4
City of Brentwood	F1 to F5, F9, F10	R1 to R4
City of Clayton	F1 to F5, F9, F10	R1 to R4
City of Concord	F1 to F5, F9, F10	R1 to R4
Town of Danville	F1 to F5, F9, F10	R1 to R4
City of El Cerrito	F1 to F5, F9, F10	R1 to R4
City of Hercules	F1 to F5, F9, F10	R1 to R4
City of Lafayette	F1 to F5, F9, F10	R1 to R4
City of Martinez	F1 to F6, F9, F10	R1 to R4
Town of Moraga	F1 to F5, F9, F10	R1 to R4
City of Oakley	F1 to F5, F9, F10	R1 to R4
City of Orinda	F1 to F5, F9, F10	R1 to R4
City of Pinole	F1 to F5, F9, F10	R1 to R4
City of Pleasant Hill	F1 to F6, F9, F10	R1 to R4
City of Pittsburg	F1 to F5, F9, F10	R1 to R4
City of Richmond	F1 to F5, F9, F10	R1 to R4
City of San Pablo	F1 to F5, F9, F10	R1 to R4
City of San Ramon	F1 to F5, F9, F10	R1 to R4
City of Walnut Creek	F1 to F10	R1 to R4

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

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

ACRONYMS

CCCH – Contra Costa Council on Homelessness

CDBG – Community Development Block

CoC – Continuum of Care

CORE – Coordinated Outreach, Referral, and Engagement

HUD – United States Department of Housing and Urban Development

NSP - Neighborhood Stabilization Program

PIT – Point-in-Time

PHFE – Public Health Foundation Enterprises

MHET – Mental Health Emergency Team

GLOSSARY

1. **Bonus Density** – an increase in the number of lots or units that would normally be allowed, under specific zoning regulations, based on an agreement that the increase in density would be granted for a public good.

2. **Extremely Low and Very Low Income**- (based on HUD definitions) Extremely low incomes are incomes that don't exceed the higher of Federal Poverty Level or 30% of the area medium income. Very low income is 30% of the area medium income.

3. **Fee Waivers** – The intentional relinquishment of the right of a local government to collect fees.

4. **Impact Fees** – A fee imposed by a local government on a new or proposed development project to pay for all or a portion of costs that are related to the project.

5. **Neighborhood Stabilization Program (NSP)** – A program established by HUD to stabilize communities that have suffered from foreclosures and abandonment.

6. **Redevelopment Housing Successor** – Replaces the housing assets and functions previously performed by the Redevelopment Agency.

7. **Successor Agency** – When the dissolution of Redevelopment Agencies took place on in 2012, the Redevelopment Agencies were required to establish a Successor Agency. The Successor Agencies were charged with the handling of outstanding debts and winding down the activities of the former Redevelopment Agencies.

City of Pittsburg
65 Civic Avenue • Pittsburg, California 94565

September 1, 2017

Jim Mellander, Foreperson
Contra Costa County Grand Jury
725 Court Street
P.O. Box 431
Martinez, CA 94553

Re: Report 1707 Homelessness in the Cities

This is in response to your letter dated June 9, 2017 regarding the Grand Jury Report No. 1707 "Homelessness in the Cities" by the 2016-2017 Contra Costa Grand Jury.

As required, we are reporting the actions in respect to each finding and recommendation:

FINDINGS:

F1. CORE teams are most likely to be the first point of entry for the homeless into the County's Coordinated Entry System.

Answer – AGREE.

F2. CORE teams can successfully identify a homeless individual in need of physical or mental health services.

Answer - PARTIALLY AGREE.

CORE may have a better idea of identifying a homeless person in need of mental health services. However, a CORE member would need to engage in order to make that determination. A non-CORE member may reach the same conclusion if given the opportunity to engage. For example, a Pittsburg Police Officer that has been assigned to the Mental Health Evaluation Team (MHET) may reach the same conclusion. MHET East is comprised of one Pittsburg Police Officer paired with a clinician from Contra Costa County Behavioral Health, to conduct follow-up to persons who have recently had a mental health crisis in Eastern Contra Costa County (Pittsburg, Antioch, Oakley and Brentwood.) MHET links these people with mental health services to diminish the likelihood of another crisis.

F3. CORE teams have the resources to identify if there are vacant shelter beds available in the County.

Answer – Agree.

F4. CORE teams are equipped and have the authorization to transport homeless individuals to a medical facility or to a homeless shelter.

Answer – Agree.

F5. CORE teams build trust between the homeless and police departments.

Answer - Partially Agree.

CORE teams make an effort to build trust between itself and the homeless. Pittsburg Police Department also make an effort to build trust between itself and the homeless. We understand that it is CORE's goal to build trust with both homeless and Police Departments as they are equal partners in moving people off the streets.

F9. The cities of Antioch, Concord, Pittsburg, and Walnut Creek, which are the CDBG Entitlement Cities, are the only cities in Contra Costa County that have an approved written homeless plan to end or reduce homelessness in their respective jurisdictions.

Answer - Partially Agree.

The CDBG Entitlement Cities understand that homelessness is a regional issue and alongside the County Homeless Program, tackle it together through the Continuum of Care written plan which all CDBG Entitlement Cities adopted as part of its five-year CDBG consolidation plan. It is restated in each cities Annual Action Plan.

F10. The City appears to be in compliance with the California Housing Accountability Act.

Answer – Agree.

RECOMMENDATIONS:

R1. The City should consider establishing CORE teams either by partnering with one or more cities in the region or by funding its own team.

Answer - This has been implemented.

The City currently funds CORE. Successor Agency (SA) funds in the amount of $10,000 were allocated for fiscal year 2016-2017. CDBG funds in the amount of $12,000 were awarded to CORE for fiscal year 2017-2018.

R2. The City should consider providing incentives for developers to construct housing for the extremely low income, very low income, and homeless populations.

Answer - This has been implemented.

The City and SA through the Pittsburg Housing Authority is providing up to $947,000 in assistance for a veterans housing project. In addition, the City is providing up

to $114,000 in development related credits. To preserve owner occupied affordable housing, the City provides payment deferred housing rehabilitation loans.

R3. The City should consider using Successor Agency funds, CDBG and other federal housing funds, impact fees, and city general funds to assist in funding housing for extremely low income, very low income and homeless populations.

Answer - This is implemented.

The City, SA, and CDBG funds were allocated towards a veterans housing project. CDBG funds are allocated to the housing rehabilitation program to assist with preservation of affordable housing. CalHome and Housing Successor Agency loan repayments and interest earned are funding the First Time Homebuyer program (FTHB) in fiscal year 2017-2018. The FTHB program provides home ownership opportunities to those who may not have been able to purchase a home because of income limitations. These programs will strengthen the community by providing residents a long-term stake in their neighborhoods.

R4. The City should consider adopting a five-year comprehensive homeless plan, as soon as possible with a target date of January 1, 2019, to reduce the homeless population in the City.

Answer – The recommendation will not be implemented because it is not warranted or is not reasonable. Homelessness is a regional issue that cannot be addressed independently.

The CDBG Entitlement Cities collectively agreed that each city should not create its own plan as that would lead to incongruences in ideas, priorities, activities, and desired outcomes. Furthermore, individual plans would divide the resources and make each city ineffective. Sharing pooled resources provides a more effective method of addressing a regional issue.

If you have further questions about this matter, please contact me.

Sincerely,

Joe Sbranti
City Manager

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

DATE: 9/7/2017

TO: Mayor and Council Members

FROM: Joe Sbranti, City Manager

SUBJECT: By Minute Order, Authorize Placement of Bust Honoring Guillermo "Bill" Muniz in Guillermo Muniz Plaza, a Public Park

MEETING DATE: 9/18/2017

EXECUTIVE SUMMARY

The City Council has been approached by residents in support of the installation of a bust to honor Guillermo "Bill" Muniz, a longtime local restaurant owner and supporter of many local organizations and sports teams, within a public park downtown. The application was reviewed and has been recommended for approval by the City Council's ad hoc Pittsburg Recognition Committee.

FISCAL IMPACT

Minor. The applicant is conducting a fundraising campaign to pay the costs for production of a bust and plaque. The cost of modifications to the landscaping related to the installation will be paid from the City's FY 2017-18 budget for landscaping and park maintenance. No new funds are requested.

RECOMMENDATION

By Minute Order, authorize the installation of a bust and plaque honoring Guillermo "Bill" Muniz in Guillermo Muniz Plaza, in a location approved by the City.

BACKGROUND

On August 3, 2015, the City Council approved a minute order to create an ad hoc committee to advise the Council regarding procedures and policies for memorials and honors for people who have had a positive impact on the community.

The committee includes a representative of the Community Advisory Commission, Planning Commission, City Council, Pittsburg Historical Society and Pittsburg Unified School District.

On July 17, 2017, the City Council approved Resolution 17-13350 to adopt a new City policy for Commemorative Recognition in Public Areas, and continued the ad hoc Pittsburg Recognition Committee to implement the policy. Subsequently, staff received a written application for installation of a bust, pedestal and plaque to honor local business owner Guillermo "Bill" Muniz.

SUBCOMMITTEE FINDINGS

The ad hoc Pittsburg Recognition Committee met on September 5, 2017 and reviewed the application submitted by Michael Hernandez for installation of a bust to honor Guillermo "Bill" Muniz, longtime owner of the New Mecca Café and supporter of multiple community groups, schools and sports teams. After discussion, committee members unanimously approved a recommendation that the City Council approve the installation, provided the applicant agrees to work with City staff to identify an appropriate location within the park.

STAFF ANALYSIS

The Pittsburg Recognition Committee reviewed the proposed location for installation of the Guillermo "Bill" Muniz bust and plaque in Guillermo Muniz Plaza, a public park located on the west side of Railroad Avenue near Third Street.

The application was submitted by Michael Hernandez, a member of the group that raised funds for a bust honoring coach Jim "Smiley" Camitz that the City Council authorized to be placed in the public right of way adjacent to the Pittsburg Historical Museum at 515 Railroad Avenue. The current proposal requests a bust, pedestal and plaque similar to the Camitz statue. The application is attached to this report.

The proposed location is a park that is named in honor of Mr. Muniz. The applicant proposes to raise funds and provide the bust, pedestal and plaque in honor Mr. Muniz' many contributions to the community. The applicant is requesting the City install the monument in the public area adjacent to the New Mecca Café, which is owned and operated by Mr. Muniz and his family.

After discussion, committee members were unanimous in their recommendation that the City Council approve the installation, with a commitment from the applicant to work with City parks maintenance staff to identify an appropriate location within the park.

Staff will consider various factors, including visibility, lighting and the location of park irrigation and amenities in determining the best location.

Under the City's policy, inscriptions must be reviewed and approved by the City prior to casting. Costs of the statue and its installation are the responsibility of the requesting individual/organization. Installation is done by the City's Public Works Department. If the plaque or monument is damaged, stolen or vandalized, its replacement is the responsibility of the requesting party.

ATTACHMENTS: Application

Report Prepared By: Jill Hecht, Director of Community Development

MEMORIAL PLAQUE OR BENCH APPLICATION

NOMINATOR'S NAME: MICHAEL HERNANDEZ

ADDRESS: IN CARE OF NEW MECCA CAFE

CITY: _____ PHONE: 925-586-6959

A MEMORIAL PLAQUE or BENCH (circle one) IS REQUESTED FOR:

NOMINEE'S NAME: GUILLERMO MUNIZ

LAST KNOWN PITTSBURG ADDRESS: CARROLL DR PITTSBURG

PRESENT ADDRESS: DIAMOND RIDGE HEALTH CARE CENTER 2351 LOVERIDGE ROAD

TELEPHONE NUMBER: 925-427-4444 PITTSBURG

DETAIL: A COMMUNITY MOVEMENT IS BEING BROUGHT FORWARD TO HONOR AND RECOGNIZE GUILLERMO MUNIZ FOR HIS CONTRIBUTIONS AND SERVICE TO THE CITY OF PITTSBURG AND THE GREATER EAST BAY AREA. IT IS THE MISSION TO CREATE A BRONZE BUST AND PEDESTAL AND PLAQUE SIMILAR TO THE ONE DONE FOR COACH SMILEY CAMITZ, WHICH WILL MEMORIALIZE MR. MUNIZ

FLIP OVER →

DESCRIPTION OF ACTIVITY, CONTRIBUTION OR ACCOMPLISHMENTS:

GUILLERMO MUNIZ HAS BEEN

CONTRIBUTIONS AS THE LONG TERM AMBASSADOR TO THE CITY OF PITTSBURG. THIS MEMORIAL LOGICAL LOCATION WOULD BE AT THE ENTRANCE OF MUNIZ PLAZA, WE WOULD LIKE IT TO FACE RAILROAD AVE APPROXMATELY SEVEN FOOT FROM RIGHT TO LEFT OFF OF THE CATERING OFFICE AND EIGHTEEN TO TWENTY FOUR INCHES FROM THE SIDEWALK.

RECOGNIZED IN THE COMMUNITY AS A OUTSTANDING CITIZEN, BUSINESS OWNER AND A FOUNDING RESOURCE TO COMMUNITY ACTIVITIES, YOUTH ACTIVITIES AND A SPONSOR TO COMMUNITY MEMBERS IN THERE TIME OF NEED AND ASSISTANCE. HE IS A ADVOCATE OF ANTI-DRUG ACTIVITY FOR ALL YOUTH OF THE GREATER BAY AREA, ADVOCATE AND CONTRIBUTOR TO MAJOR SPORT LEAGUES WHICH HIGHLIGHTED THE CITY OF PITTSBURG. RECOGNIZED OVER THE YEARS TO BE THE CITY OF PITTSBURG AMBASSADOR OF GOOD WILL.

LIST OTHER NOMINATORS:

NAME: ADDRESS: PHONE:

FEDERAL GLOVER 4314 FOOTHILL WAY PITTSBURG 925-202-5001

MARY ERBEZ 163 REDONDO PITTSBURG 925-432-2029

NANCY PARENT 1000 BUCHANAN PITTSBURG 925-439-5760

NOMINATOR'S SIGNATURE: Michael Hernandez

If the application is approved, how would you or your group like to be involved? Circle as many as are appropriate:

- Help install the bench or plaque
- Notified after installation
- Be provided photograph of the bench or plaque
- Be provided a map of the park showing where bench or plaque is located
- Receive a donation receipt and certificate
- Other BECOME A CO-PARTNER RELATIVE TO MONUMENT INSTALLATION AND DEDICATION

Please send or bring this completed form and any attachments to:

City Manager's Office

65 Civic Avenue

Pittsburg CA 94565

City Contact person:

FAX:

Email: