

RESOLUTION NO. 2026-16

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PINOLE, COUNTY OF CONTRA COSTA, STATE OF CALIFORNIA, APPROVING AN ADDITIONAL 1.0 FULL-TIME EQUIVALENT (FTE) TO HIRE A SENIOR PROJECT MANAGER TO SERVE AS RESIDENTIAL HEALTH AND SAFETY INSPECTOR

WHEREAS, pursuant to the City of Pinole Personnel Rule No. 3.4, Allocation of Positions, approval of full-time equivalent (FTE) positions is delegated to the City Council; and

WHEREAS, the City has established a Residential Health and Safety Rental Inspection Program ("Program") to ensure safe and habitable rental housing and to comply with the requirements of Assembly Bill 548 and Senate Bill 1415, including inspection and enforcement related to substandard housing conditions; and

WHEREAS, successful implementation and ongoing administration of the Program requires dedicated staffing to manage program operations, coordinate inspections, conduct inspections of substandard housing, and ensure compliance with applicable state and local laws; and

WHEREAS, staff has recommended the addition of one (1.0) permanent full-time Senior Project Manager position to serve as the Residential Health and Safety Inspector; and

WHEREAS, a fiscal analysis was completed for this position under the City's existing Senior Project Manager classification, including fully burdened salary and City overhead costs; and

WHEREAS, the total estimated annual cost of the Program is \$282,535, consisting of \$242,535 for the 1.0 FTE position (including an annual top salary of \$123,443) and \$40,000 for the required software platform; and

WHEREAS, with adoption of companion Resolution No. 2026-17, Program fees have been structured to achieve full cost recovery, ensuring that staffing and administrative costs associated with the Program are funded through inspection fees rather than the City's General Fund; and

WHEREAS, there is no direct fiscal impact to the Fiscal Year 2025-26 budget due to the availability of reserves in the Housing Inspection Fund and the adoption of fees set to fully recover the annual cost of the position and associated program expenses;

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Pinole hereby approves the addition of one (1.0) Full-Time Equivalent (FTE) Senior Project Manager position to serve as the Residential Health and Safety Inspector for purposes of administering and enforcing the Residential Health and Safety Rental Inspection Program; and

BE IT FURTHER RESOLVED, that the position shall be funded through Program fees and Housing Inspection Fund revenues.

PASSED AND ADOPTED at a regular meeting of the Pinole City Council held on the 3rd day of March, 2026 by the following vote:

AYES: COUNCILMEMBERS: **Martínez-Rubin, Murphy, Sasai, Tave, Toms**
NOES: COUNCILMEMBERS: **None**
ABSENT: COUNCILMEMBERS: **None**
ABSTAIN: COUNCILMEMBERS: **None**

I hereby certify that the foregoing resolution was regularly introduced, passed, and adopted on this 3rd day of March, 2026.



Heather Bell-Spears, CMC
City Clerk

