



PINOLE CITY COUNCIL AGENDA

TUESDAY
DECEMBER 17, 2019

6:00 P.M.

2131 Pear Street, Pinole, California

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

Public Comment: The public is encouraged to address the City Council on any matter listed on the agenda or on any other matter within its jurisdiction subject to the rules of decorum described in Council Resolution 2019-03. If you wish to address the City Council, please complete the gold card that is provided at the rear entrance to the Council Chambers and hand the card to the City Clerk. City Council will hear public comment on items listed on the agenda during discussion of the matter and prior to a vote. City Council will hear public comment on matters **not** listed on the agenda during Citizens to be Heard, Agenda Item 5.

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

Note: Staff reports are available for inspection at the Office of the City Clerk, City Hall, 2131 Pear Street during regular business hours, 8:00 a.m. to 4:30 p.m. Monday – Thursday, and on the City Website at www.ci.pinole.ca.us. You may also contact the City Clerk via e-mail at hiopu@ci.pinole.ca.us

COUNCIL MEETINGS ARE TELEVISED LIVE ON CHANNEL 26. They are retelecast the following Thursday at 6:00 p.m. The Community TV Channel 26 schedule is published on the city's website at www.ci.pinole.ca.us. City Council meetings are video-streamed live on the City's website, and remain archived on the site for five (5) years.

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

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

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

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

3. CONVENE TO A CLOSED SESSION

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

A. CONFERENCE WITH LABOR NEGOTIATORS

Gov. Code § 54957.6

Agency designated representatives: Assistant Manager De La Rosa, Chief

Negotiators Bruce Heid and Gregory Ramirez

Employee organizations: Jim Bickert (PPEA) and Larry Menth (IAFF)

OPEN SESSION WILL COMMENCE UPON COMPLETION OF CLOSED SESSION DISCUSSIONS, WHICH MAY OCCUR BEFORE 7:00 PM

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

5. CITIZENS TO BE HEARD (Public Comments)

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

6. RECOGNITIONS / PRESENTATIONS / COMMUNITY EVENTS

A. Proclamations

B. Presentations / Recognitions

1. Introduction of New Fire Chief Chris Wynkoop

2. East Bay Municipal Utility District (EBMUD) Presentation by Board Trustee
Lesa McIntosh

7. CONSENT CALENDAR

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

A. Approve the Minutes of the Meeting of November 5 and December 3, 2019

- B. Receive the November 30, 2019 – December 6, 2019 List of Warrants in the Amount of \$142,157.85.
- C. Approve the 2020 Council Committee Assignment List **[Action: Adopt Resolution per Staff Recommendation (Iopu)]**
- D. Update On The Pinole Seals Operation Of The Pinole Swim Center For The 2019 Season **[Action: Receive and File Report (De La Rosa)]**
- E. Adopt Cost Allocation Plan **[Action: Adopt Resolution per Staff Recommendation (A. Miller)]**
- F. Approving The Pinole Salary Schedule For All Represented And Unrepresented Employee Classifications In Conformance With California Code Of Regulations, Title 2, Section 570.5 **[Action: Adopt Resolution per Staff Recommendation (De La Rosa)]**

8. PUBLIC HEARINGS

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

- A. Resolution Adopting A Revised Fire Prevention Fee Schedule For Permits, Plan-Checking, And Other Services, And Amending The Fire Department Master Fee Schedule **[Action: Conduct Public Hearing and Adopt Ordinance per Staff Recommendation (Kouns)]**

9. OLD BUSINESS

- A. Appointment Of City Treasurer To Fill The Term Expiring In December 2020 **[Action: Adopt Resolution per Staff Recommendation (Iopu)]**
- B. Receive An Update On 2020 Garbage Collection Rates **[Action: Receive and File Report (T. Miller)]**
- C. Rescinding Resolution No. 2019-104 And Approving A Three-Year Contract With Precision IT Consulting For Administration Of The City's Information Technology System In An Amount Not To Exceed \$522,000 And Appropriating \$9,000 From The General Fund Fund Balance For FY 2019/20 **[Action: Adopt Resolution per Staff Recommendation (De La Rosa)]**

10. NEW BUSINESS

11. REPORTS & COMMUNICATIONS

- A. Mayor Report
 - 1. Announcements
- B. Mayoral & Council Appointments
- C. City Council Committee Reports & Communications

- D. Council Requests For Future Agenda Items
- E. City Manager Report / Department Staff
- F. City Attorney Report

12. ADJOURNMENT to the Regular City Council Meeting of January 21, 2020 In Remembrance of Amber Swartz.

Note: The Regular Meeting of January 7, 2020 is canceled

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

POSTED: December 10, 2019 at 4:00 P.M.

Heather Iopu, CMC
City Clerk

**CITY COUNCIL MEETING
MINUTES
November 5, 2019**

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

The City Council Meeting was held in the Pinole Council Chambers, 2131 Pear Street, Pinole, California. Mayor Murray called the Regular Meeting of the City Council to order 6:08 p.m. and led the Pledge of Allegiance.

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

A. COUNCILMEMBERS PRESENT

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

B. STAFF PRESENT

Michelle Fitzer, City Manager
Hector De La Rosa, Assistant City Manager
Heather Iopu, City Clerk
Eric Casher, City Attorney
Tamara Miller, Development Services Director/City Engineer
Neil Gang, Police Chief
Scott Kouns, Fire Chief

City Clerk Iopu announced the agenda was posted on October 31, 2019 at 4:00 p.m. All legally required notice was provided.

City Clerk Iopu announced that additional materials pertaining to Items 6B4, 8A, 9A on the Agenda were provided at the dais for the Council and copies were placed at the rear of the Chamber for the public.

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

3. CONVENE TO A CLOSED SESSION

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

No closed session.

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

No closed session.

5. CITIZENS TO BE HEARD (Public Comments)

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

The following speakers addressed the City Council:

Ivette Ricco, resident of Pinole, expressed concern regarding a message she received regarding a survey related to Pinole and asked whether it was issued by the City.

Jeff Rubin, President of the Pinole History Museum, gave details of a successful fundraising dinner event; thanked attendees and supporters of the event. Announced Veteran's Memorial event at Fernandez Park on November 11th.

Maureen Toms, resident of Pinole, thanked Public Safety staff for their work during the Public Safety Power Shutoff events. Stated that the City staff set up a charging center and provided timely information for the public. Made comments regarding lack of air monitoring sensors in Pinole and asked the City to consider opportunities to acquire sensors in the future.

Mayor Murray responded to public comments.

Rafael Menis, resident of Pinole, thanked Police and Fire departments for their efforts in recent fire and power shut off events. Encouraged citizens of Pinole to take caution when leaving their cars unattended and to put personal belongings away to minimize the chance of break in. Announced community clean-up event on November 10th.

James Tillman, resident of Pinole, stated that there is an unfair advantage that Hercules has with regard to rates residents pay for service. Asked the Council to consider the issue at a future meeting. Asked if the Planning Commission can be staffed by an attorney.

City Attorney Casher responded to the public question.

Alex Amenu, resident of Pinole, thanked public safety staff for keeping residents informed regarding fire and power shut off events. Stated that there are options for privately owned air quality monitoring sensors for residents. Made statements regarding how implementing public sensors could provide assurance for residents that the data they receive from the City is accurate.

6. RECOGNITIONS / PRESENTATIONS / COMMUNITY EVENTS

A. Proclamations/Recognitions

1. Shelter in Place Day – November 6, 2019

Mayor Murray read the proclamation.

B. Presentations/Recognitions

1. Certificate of Recognition for Dina Rosales, City Treasurer

Mayor Murray made comments in recognition of Dina Rosales for her service. Dina Rosales made comments thanking the Council, staff and citizens of Pinole for the experience she has had living and serving the community.

2. Wastewater Pollution Control Plant Update by Mike Warriner and Tamara Miller

Mike Warriner presented the update. Council members asked questions. Staff responded to questions.

The following speakers addressed the City Council:

Debbie Long, resident of Pinole, complimented staff for their good work on the project. Asked questions regarding details of the report.

Staff responded to questions.

James Tilman, resident of Pinole, spoke regarding the costs of the project and whether the modifications had been included in the numbers. Asked questions regarding details of the report.

Staff responded to public questions.

3. Fire Department Update by Chief Kouns and Battalion Chief Wynkoop

Battalian Chief Wynkoop and Chief Kouns presented an update regarding the Fire department.

The following speaker addressed the City Council:

Vincent Wells, made comments in response to the staff report. Spoke regarding the reasons for fire truck medical response in addition to ambulance services. Spoke regarding medical response times, details of mutual aid agreement and the interaction with neighboring cities.

4. Quarterly Code Enforcement Update by Tamara Miller

Development Services Director/City Engineer gave an update on the City's Code Enforcement Activities. Presented PowerPoint report of the most recent statistics.

7. **CONSENT CALENDAR**

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

- A. Approve the Minutes of the Meetings of October 22 and October 26, 2019
- B. Receive the October 12, 2019 – November 1, 2019 List of Warrants in the Amount of \$959,246.36; the October 18, 2019 Payroll in the Amount of \$419,936.98; and the November 1, 2019 Payroll in the Amount of \$434,028.69.

- C. Authorizing An Application For SB 2 Planning Grant Program Funds **[Action: Adopt Resolution per Staff Recommendation (T.Miller)]**
- D. Authoring Submittal Of An Application For Per Capita Grant Funds **[Action: Adopt Resolution per Staff Recommendation (T. Miller)]**
- E. Approve An Amendment To The Contract And Issue A Task Order For 4Leaf For Staff Augmentation For An Amount Not To Exceed \$211,285 **[Action: Adopt Resolution per Staff Recommendation (T. Miller)]**
- F. Approve An Amendment To The Contract For A Task Order For M Group For Staff Augmentation For An Amount Not To Exceed \$87,000 **[Action: Adopt Resolution per Staff Recommendation (T. Miller)]**
- G. Placement Of Liens For Delinquent Unpaid Waste Collection Charges Falling Delinquent Between May & August 2019, Considered At An Administrative Hearing On October 3, 2019 **[Action: Adopt Resolution Per Staff Recommendation (Iopu)]**
- H. Update To The Measure S 2014 Five-Year Funding Plan **[Action: Adopt Resolution Per Staff Recommendation (Fitzer)]**

ACTION: Motion by Councilmembers Swearingen/Martinez-Rubin to approve Consent Calendar Items 7A-7H.

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

Item 7I was pulled for further discussion by Councilmember Tave.

- I. Approve An Amendment To The Professional Services Agreement With Emergency Services Consulting International (ESCI) In An Amount Not To Exceed \$10,500 To Perform Additional Analysis In The Fire Service Delivery Study **[Action: Adopt resolution per Staff Recommendation (Fitzer)]**

Council members asked questions regarding the details of the report.

City Manager Fitzer provided clarifying comments in response to the Council members questions.

The following speakers addressed the City Council:

Rafael Menis, spoke regarding the details of the staff report. Asked question regarding the poll questions and whether or not they included the update to assumptions.

City Manager Fitzer responded to public comment.

Vincent Wells, spoke regarding history of similar research that has been done in the past for the City. Asked for a careful review by Council before proceeding with a contract amendment.

ACTION: Motion by Councilmembers Tave/Martinez-Rubin to approve Consent Calendar Items 71

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

8. PUBLIC HEARINGS

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

- A. Ordinance Adding Chapter 10.78 to the Pinole Municipal Code Restricting Oversized Vehicle Parking on City Streets **[Action: Conduct Public Hearing and Approve First Reading (Casher)]**

City Attorney Casher introduced the item and highlighted the changes in language of the ordinance.

Council members asked questions of staff.

Community Development Services Director Miller responded to questions.

The following speakers addressed the City Council:

Henry Clemes, asked for clarification on ordinance language with regard to Oversized Vehicles. Expressed concerns that there may be confusion based on the current citations regarding oversized vehicles.

Pat Rei, resident of Pinole, thanked staff for making the addition to the ordinance language since the first reading. Spoke regarding his own experience with a past code enforcement action related to oversized vehicles and expressed the need to be careful with the specifics of the ordinance.

Lance Smith, resident of Pinole, spoke in favor of the item and encouraged the City to continue to take action in response to Got Junk trucks that are parked in his neighborhood.

City Attorney Casher responded to questions posed during the public comment.

ACTION: Motion by Councilmembers Salimi/Tave to approve Ordinance Adding Chapter 10.78 to the Pinole Municipal Code Restricting Oversized Vehicle Parking on City Streets

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

9. OLD BUSINESS

- A. Provide Direction On Process And Activities Related To Becoming A Charter City [Action: Discuss and Provide Direction (Mog)]

Assistant City Attorney Mog gave report and outlined the options for the Council.

Council members asked questions and made comments.

ACTION: Motion by Councilmembers Salimi/Tave to direct staff to move forward with a Council developed Charter which will be presented to the public for input.

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

Rafael Menis, resident of Pinole, spoke regarding the details of the staff report. Encouraged the Council to include the community in the process of writing the charter. Stated that any public committee formed should not have restrictions placed on it by the Council.

Lance Smith, spoke in favor of the Charter going forward. Encouraged town hall meetings in order to get more support from the community for the ballot measure.

10. NEW BUSINESS

None.

11. REPORTS & COMMUNICATIONS

- A. Mayor Report
1. Announcements

Mayor Murray announced Mayor's Conference in El Cerrito. Discussion will be regarding BART.

Mayor Murray stated that a selection has been made for the new Executive Director of the Integrated Waste Management Board and that there will be an announcement made soon.

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

Council member Martinez-Rubin reported her attendance at a CalPers Workshop and shared useful points that were discussed. Highlighted the importance of giving these issues attention in order to mitigate future risks to the City.

Council member Tave reported successful local Halloween event.

- D. Council Requests For Future Agenda Items

Council member Martinez-Rubin requested future informational item employer funding programs to mitigate possibility of unfunded liabilities.

Council member Salimi requested item to reconsider benches on Galbreath road. Consensus given.

Council member Salimi requested a presentation by PG&E regarding power shut-off events. Consensus given.

Council member Salimi requested a future item to consider use of City logo by Council members. Consensus given.

E. City Manager Report / Department Staff

None.

F. City Attorney Report

None.

12. ADJOURNMENT to the Special City Council Meeting of November 6, 2019 in Remembrance of Amber Swartz.

At 11:48 p.m., Mayor Murray adjourned the meeting to the Regular City Council Meeting of November 19, 2019 In Remembrance of Amber Swartz.

Submitted by:

Heather Iopu, CMC
City Clerk

Approved by City Council:

**CITY COUNCIL SPECIAL MEETING
MINUTES
December 3, 2019**

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

The City Council Meeting was held in the Pinole Council Chambers, 2131 Pear Street, Pinole, California. Mayor Murray called the Regular Meeting of the City Council to order 5:05 p.m. and led the Pledge of Allegiance.

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

A. COUNCILMEMBERS PRESENT

Peter Murray, Mayor
Roy Swearingen, Mayor Pro Tem
Norma Martinez-Rubin, Councilmember
Vincent Salimi, Councilmember, arrived at 5:02 p.m.

B. STAFF PRESENT

Heather Iopu, City Clerk
Eric Casher, City Attorney

City Clerk Iopu announced the agenda was posted on November 27, 2019 at 4:00 p.m. All legally required notice was provided.

City Clerk Iopu announced that additional materials pertaining to Item 3A on the Agenda were provided at the dais for the Council and copies were placed at the rear of the Chamber for the public.

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

3. BUSINESS ITEM

Public Comments will be taken prior to the interview portion of the meeting. No comments or questions will be taken after the interview portion of the meeting.

A. City Treasurer Interviews [Action: Conduct Interviews; Agendize Consideration of the Appointment of the Treasurer at the December 17, 2019 Regular Meeting]

Public Copies of Applications and Accompanying Information Will Be Available At the Meeting.

Mayor Murray made introductory comments outlining the process. The City Council conducted an interview of the candidate, Debbie Long.

Consensus given by the City Council to agendize the consideration of the appointment of the Treasurer at the December 17, 2019 Regular Meeting.

4. **ADJOURNMENT** to the Regular City Council Meeting of December 17, 2019 In Remembrance of Amber Swartz.

At 5:13 p.m. Mayor Murray adjourned the meeting to the Regular City Council Meeting of December 17, 2019 In Remembrance of Amber Swartz.

Submitted by:

Heather Iopu, CMC
City Clerk

**CITY COUNCIL MEETING
MINUTES
December 3, 2019**

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

The City Council Meeting was held in the Pinole Council Chambers, 2131 Pear Street, Pinole, California. Mayor Murray called the Regular Meeting of the City Council to order 6:01 p.m. and led the Pledge of Allegiance.

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

A. COUNCILMEMBERS PRESENT

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

B. STAFF PRESENT

Hector De La Rosa, Assistant City Manager
Heather Iopu, City Clerk
Eric Casher, City Attorney
Tamara Miller, Development Services Director/City Engineer
Scott Kouns, Fire Chief
Andrea Miller, Finance Director

City Clerk Iopu announced the agenda was posted on November 27, 2019 at 4:00 p.m. All legally required notice was provided.

City Clerk Iopu announced that additional materials pertaining to Item 6B2 on the Agenda were provided at the dais for the Council and copies were placed at the rear of the Chamber for the public.

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

3. CONVENE TO A CLOSED SESSION

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

No closed session.

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

No closed session.

5. CITIZENS TO BE HEARD (Public Comments)

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

The following speakers addressed the City Council:

Ann Moriarty, resident of Pinole, spoke in response to the immigration issues discussed at the last Council meeting. Spoke in favor of SB54 and Sanctuary Cities. Encouraged the Council to take action.

Ivette Ricco, resident of Pinole, spoke regarding the last meeting and HdL presentation. Stated the importance of small businesses in Old Town Pinole and made comments regarding the details of the report.

Rafael Menis, resident of Pinole, spoke in opposition of the Making Waves Charter school application, and stated that an opposing group in the community is collecting petition signatures. Spoke regarding dredging of Pinole Ridge to allow for heavier traffic and encouraged the City to be part of that process.

Jack Meehan, resident of Pinole, spoke regarding traffic lights on Pinole Valley Road. Stated concerns regarding public safety and encouraged the City to give this attention. Spoke regarding PG&E planned power outages.

Tammy Campbell, resident of Pinole, spoke regarding the Pinole, submitted letter for the record and discussed the WCCUSD losses due to the opening of Making Waves Charter School. Spoke in opposition of the application.

Jeff Rubin, announced the Tree Lighting on Saturday, December 7th and holiday festival. Stated that Pinole History Museum is a sponsor. Gave details of the event and encouraged the community to come.

Bob Kopp, resident of Pinole, spoke regarding the Pinole Valley Road traffic safety concerns that were voiced earlier in Citizens to be Heard by Jack Meehan. Gave details of how the traffic lights operate.

Mayor Murray announced details the Pinole Tree Lighting event on Saturday, December 7th.

Mayor Murray thanked the Pinole Ace Hardware in Pinole for its donation of holiday flowers for the Council Chambers.

6. RECOGNITIONS / PRESENTATIONS / COMMUNITY EVENTS

A. Proclamations

1. Proclamation in Recognition of City Manager, Michelle Fitzer

Mayor Murray presented the proclamation to Michelle Fitzer in the event of her retirement from the City of Pinole.

Michelle Fitzer made comments. Council members made comments thanking Mrs. Fitzer for her service.

B. Presentations / Recognitions

1. Introduction of New Planning Manager David Hanham by Development Services Director/City Engineer Tamara Miller

Development Services Director/City Engineer Tamara Miller introduced the New Planning Manager, David Hanham.

2. Administration & Recreation Department Updates by Assistant City Manager De La Rosa and Finance Director Andrea Miller

Assistant City Manager De La Rosa presented a report providing updates to the Council on the Administration and Recreation Departments.

Finance Director Miller presented an overview of the Finance Department, reviewed the functions of the department and provided some details of the major areas of work.

Council members asked questions of staff. Staff responded to questions.

The following speaker addressed the City Council:

Jack Meehan, resident of Pinole, spoke regarding staff's references to "Pinole Shores" during the report. Wanted to clarify that it should be called "Pinole Shores Business Park" in the future.

7. CONSENT CALENDAR

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

City Clerk Iopu asked that the Minutes from November 5 be removed from consideration of Item 7A and advised that they would be resubmitted for approval at the December 17 meeting.

- A. Approve the Minutes of the Meetings of ~~November 5~~ and ~~November 19~~, 2019
- B. ~~Receive the November 16, 2019 – November 29, 2019 List of Warrants in the Amount of \$562,975.48 and the November 29, 2019 Payroll in the Amount of \$409,049.70~~

ACTION: Motion by Councilmembers Martinez-Rubin/Swearingen to approve Consent Calendar Items 7A and 7B.

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

8. COUNCIL REORGANIZATION

A. Presentations to Mayor Murray

Mayor Pro Tem Swearingen made comments to Mayor Murray and presented him with a gift from the City.

B. Council Comments to Outgoing Mayor

Mayor Murray made comments regarding his term as Mayor. Spoke regarding different roles he has had on various committees, thanked his family and made closing comments.

Council members made comments to the Mayor Murray thanking him and recognizing his service while serving as Mayor.

C. Reorganization of the City Council In Accordance with Council Resolution 2010-87 and Appointment of Mayor and Mayor Pro Tem [Action: Council Discretion to Nominate Officers and Adopt A Resolution of Appointment (H. Iopu)]

ACTION: Motion by Councilmembers Murray/Salimi to Adopt a Resolution Approving the Reorganization of the City Council

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

D. Administer Oath to Mayor and Mayor Pro Tem by City Clerk

Honorable Judge Benjamin Reyes issued the Oath of Office to the incoming Mayor Roy Swearingen and the incoming Mayor Pro Tem, Norma Martinez-Rubin.

E. Transfer of the Gavel & Comments by the New Mayor

Mayor Swearingen made comments regarding his vision for the City of Pinole.

FIFTEEN MINUTE RECESS – RECEPTION IN CITY HALL FOYER

Mayor Swearingen called a recess of the Council at 7:58 p.m.

Mayor Swearingen called the meeting to order at 8:32 p.m.

9. PUBLIC HEARINGS

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

- A. Public Hearing And Second Reading Of An Ordinance To Adopt, With Local Modifications, The 2019 California Green Code, Building Code, Fire Code and Related Construction Codes Code [Action: Conduct Public Hearing and Approve Ordinance per Staff Recommendation (T. Miller)]

Mayor Swearingen introduced the item.

At 8:33, Mayor Swearingen opened and closed the Public Hearing.

There were no speakers.

ACTION: Motion by Councilmembers Salimi/Tave To Approve Ordinance To Adopt With Local Modifications, The 2019 California Green Code, Building Code, Fire Code and Related Construction Codes Code

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

10. OLD BUSINESS

- A. Receive A Report On The Fire Ballot Polling Results [Action: Receive and File Report (Fitzer)]

Emily Goodman, Senior Vice President of EMC Research presented a report to the City Council.

Council members asked questions. Ms. Goodman responded to questions.

The following speaker addressed the City Council:

Rafael Menis, resident of Pinole, asked questions regarding the details of the report.

Ms. Goodman responded to the public questions.

Council members made comments and requested additional information.

11. NEW BUSINESS

- A. Approve And Authorize The Mayor To Execute The Employment Agreement For Andrew Murray To Become The City Manager [Adopt Resolution per Staff Recommendation (Fitzer)]

City Manager Fitzer introduced the item.

Andrew Murray introduced himself and made comments thanking the Council for the opportunity.

Mayor Swearingen made comments welcoming Mr. Murray to the City.

ACTION: Motion by Councilmembers Tave/Murray To Approve And Authorize The Mayor To Execute The Employment Agreement For Andrew Murray To Become The City Manager

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

B. Review, Discuss And Appoint To The 2020 Council Committee Assignments List
[Action: Discuss and Provide Direction (Iopu)]

Mayor Swearingen introduced the item and led discussion of assignments. Council members gave its consensus on proposed changes and the item will come back for approval at the next Council meeting.

12. REPORTS & COMMUNICATIONS

A. Mayor Report
 1. Announcements

Mayor Swearingen announced that he will attend WCCTAC meeting in a couple of weeks.

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

Council member Tave reported being contacted by the San Jose Mayor regarding a committee to address the PG&E planned power outages. Announced that Bill Whitney invited the Council to look at Trade School training centers in Martinez.

Mayor Pro Tem Martinez-Rubin announced “Stuff-A-Bus” holiday donation drive hosted by WestCAT. Announced the Pinole Police Department’s “Shop With A Cop” event on December 5th.

Council member Salimi announced his work with MCE and desire to get Council input on upcoming issues.

Council member Murray announced details of the Pinole Tree lighting on Saturday, December 7th. Reported details of discussion he held with the County Superintendent of schools regarding the budget deficit.

D. Council Requests For Future Agenda Items

Council member Tave requested a future agenda item to discuss letter received by the San Jose Mayor regarding a strategy to address PG&E issues. No consensus given.

E. City Manager Report / Department Staff

No report.

F. City Attorney Report

No report.

13. ADJOURNMENT to the Regular City Council Meeting of December 17, 2019 In Remembrance of Amber Swartz.

At 9:50 p.m. Mayor Swearingen adjourned to the Regular City Council Meeting of December 17, 2019 In Remembrance of Amber Swartz.

Submitted by:

Heather Iopu, CMC
City Clerk



City of Pinole, CA

7B WARRANT LISTING By Vendor Name

Payment Dates 11/30/2019 - 12/06/2019

Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
Vendor: 4LE00 - 4LEAF, INC.					
J1909-01C	92665	12/06/2019	212-20340	PINOLE SQUARE PLANNING OCT 1-31, 2019	10,470.00
J1909-02C	92665	12/06/2019	212-20330	MAKING WAVES 1-31, 2019	6,840.00
J1909A18	92665	12/06/2019	100-465-42101	ON-CALL BUILDING DEPT SERVICES OCT 1-31, 2019	15,470.00
J1909A18	92665	12/06/2019	212-462-42101	ON-CALL BUILDING DEPT SERVICES OCT 1-31, 2019	4,350.00
J3681L	92665	12/06/2019	100-231-42101	FIRE INSPECTIONS OCT 1-31, 2019- FD	18,480.00
Vendor 4LE00 - 4LEAF, INC. Total:					55,610.00
Vendor: ABB03 - ABBEY CARPET OF EL CERRITO					
19-09-128	92666	12/06/2019	105-231-47201	VYNIL INSTALLATION FIRE DEPT	8,386.00
Vendor ABB03 - ABBEY CARPET OF EL CERRITO Total:					8,386.00
Vendor: AIR07 - AIR EXCHANGE, INC.					
91600879	92667	12/06/2019	100-231-42107	MAINTENANCE- FD	941.01
Vendor AIR07 - AIR EXCHANGE, INC. Total:					941.01
Vendor: 1742 - AMERICAN WALL BED CO.					
D820	92668	12/06/2019	105-231-47103	MURPHY BEDS FOR FIRE DEPARTMENT	6,168.00
Vendor 1742 - AMERICAN WALL BED CO. Total:					6,168.00
Vendor: MOR17 - ANA AVILA					
120219	92669	12/06/2019	100-341-42302	REIMBURSEMENT TRAINING SACRAMENTO	89.52
120219	92669	12/06/2019	100-341-42303	REIMBURSEMENT TRAINING SACRAMENTO	12.00
Vendor MOR17 - ANA AVILA Total:					101.52
Vendor: ROD01 - ANNETTE RODRIGUEZ					
112719	92670	12/06/2019	209-552-43802	EXERCISE 9 CLASSES- SC	405.00
Vendor ROD01 - ANNETTE RODRIGUEZ Total:					405.00
Vendor: ARM04 - ARMOR LOCKSMITH SERVICES					
53852	92671	12/06/2019	500-641-42107	TRIP CHARGE/CHECK PANIC BAR AND LEVER LOCKS	165.00
70779	92671	12/06/2019	100-343-42108	KEY DUPLICATE	32.67
70842	92671	12/06/2019	500-641-42107	REKEY LOCK	190.40
70875	92671	12/06/2019	100-343-42108	KEY DUPLICATE	13.07
70901	92671	12/06/2019	100-343-42108	KEY DUPLICATE	35.98
Vendor ARM04 - ARMOR LOCKSMITH SERVICES Total:					437.12
Vendor: ATT01 - AT&T					
000013870858	92672	12/06/2019	525-118-43101	1099BAN CABLE SERVICES- IT 10/10-11/09/19	1,111.05
000013874278	92672	12/06/2019	525-118-43101	9347BAN CABLE SERVICES- IT 10/11-11/10/19	666.67
000013874284	92672	12/06/2019	525-118-43101	9349BAN CABLE SERVICES- IT 10/11-11/10/19	1,413.78
000013874285	92672	12/06/2019	525-118-43101	9346BAN CABLE SERVICES- IT 10/11-11/10/19	1,789.07
000013874286	92672	12/06/2019	525-118-43101	9348BAN CABLE SERVICES- IT 10/11-11/10/19	723.13
000013874287	92672	12/06/2019	525-118-43101	9351BAN CABLE SERVICES- IT 10/11-11/10/19	249.53
000013874289	92672	12/06/2019	525-118-43101	9345BAN CABLE SERVICES- IT 10/11-11/10/19	160.59

WARRANT LISTING

Payment Dates: 11/30/2019 - 12/06/2019

Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
000013874812	92672	12/06/2019	525-118-43101	9017BAN CABLE SERVICES- IT 10/11-11/10/19	208.77
000013931824	92672	12/06/2019	525-118-43101	9350BAN CABLE SERVICES- IT 10/20-11/19/19 (w Oct)	3,880.45
NOV 08 19-2820	92673	12/06/2019	525-118-43101	TINY TOTS SOLAR 11/09- 12/08/19	62.75
Vendor ATT01 - AT&T Total:					10,265.79
Vendor: BAR28 - BARTEL ASSOCIATES, LLC					
19-948	92674	12/06/2019	100-115-42101	ACTUARIAL CONSULTING SERVICES	1,965.00
Vendor BAR28 - BARTEL ASSOCIATES, LLC Total:					1,965.00
Vendor: BAY01 - BAY AREA AIR QUALITY					
T108099	92675	12/06/2019	500-641-44304	PERMITS TO OPERATE 1/01/2020- 1/01/2021	239.00
Vendor BAY01 - BAY AREA AIR QUALITY Total:					239.00
Vendor: CAL04 - CALCON SYSTEMS, INC.					
45567	92676	12/06/2019	500-641-42107	SERVICE CALLS- TP	1,300.00
Vendor CAL04 - CALCON SYSTEMS, INC. Total:					1,300.00
Vendor: CAL20 - CALIFORNIA ASSOCIATION OF PROFESSIONAL FIREFIGHTERS					
DEC 2019	92677	12/06/2019	100-231-41008	LONG TERM DISABILITY PLAN	295.00
Vendor CAL20 - CALIFORNIA ASSOCIATION OF PROFESSIONAL FIREFIGHTERS Total:					295.00
Vendor: CAL69 - CALIFORNIA BUILDING OFFICIALS (CALBO)					
11666	92678	12/06/2019	212-462-42401	CLASS I MEMBERSHIP DUES- WINSTON RHODES	215.00
Vendor CAL69 - CALIFORNIA BUILDING OFFICIALS (CALBO) Total:					215.00
Vendor: PER03 - CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTM					
100000015876958	92679	12/06/2019	100-117-41004	Annual Unf Acc Liab as of June 30, 2017 ID 674	86,881.75
100000015876969	92679	12/06/2019	100-117-41004	Annual Unf Acc Liab as of June 30, 2017 ID 675	94,233.76
100000015876976	92679	12/06/2019	100-117-41004	Annual Unf Acc Liab as of June 30, 2017 ID 25716	153.20
100000015876991	92679	12/06/2019	100-117-41004	Annual Unf Acc Liab as of June 30, 2017 ID 25717	267.55
100000015877000	92679	12/06/2019	100-117-41004	Annual Unf Acc Liab as of June 30, 2017 ID 27205	194.74
Vendor PER03 - CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTM Total:					181,731.00
Vendor: CON16 - CITY OF CONCORD					
81565	92680	12/06/2019	505-119-42514	PRINTING SERVICES- CTV	73.44
81571	92680	12/06/2019	209-552-43809	DEC 2019 NEWSLETTER- SC	316.53
Vendor CON16 - CITY OF CONCORD Total:					389.97
Vendor: COL02 - COLE-PARMER INSTRUMENT CO					
2047771	92681	12/06/2019	500-641-42107	SUPPLIES- TP	3,516.66
Vendor COL02 - COLE-PARMER INSTRUMENT CO Total:					3,516.66
Vendor: COM20 - COMCAST					
NOV 14 19-8658	92682	12/06/2019	100-231-43105	COMCAST BUSINESS CABLE 11/19-12/18/19- FD	54.44
Vendor COM20 - COMCAST Total:					54.44
Vendor: CON56 - CONCENTRA MEDICAL CENTERS					
66109201	92683	12/06/2019	100-116-42101	PHYS-LVL NON REG USD HR FOR REC- IT	94.50
Vendor CON56 - CONCENTRA MEDICAL CENTERS Total:					94.50
Vendor: COR12 - CORELOGIC SOLUTIONS LLC					
81988861	92684	12/06/2019	525-118-42510	REALQUEST FOR OCT 2019	746.41
Vendor COR12 - CORELOGIC SOLUTIONS LLC Total:					746.41
Vendor: DEP01 - DEPARTMENT OF JUSTICE/ACCOUNTING OFFICE					
413399	92685	12/06/2019	100-116-42110	FINGERPRINT SERVICES	96.00

WARRANT LISTING

Payment Dates: 11/30/2019 - 12/06/2019

Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
413399	92685	12/06/2019	100-221-42110	FINGERPRINT SERVICES	187.00
Vendor DEP01 - DEPARTMENT OF JUSTICE/ACCOUNTING OFFICE Total:					283.00
Vendor: 1443 - DIESEL DIRECT WEST, INC.					
83354485	92686	12/06/2019	100-10601	GASOLINE FOR CORP YARD	3,256.39
83364847	92686	12/06/2019	100-10601	GASOLINE FOR CORP YARD	1,008.65
83371542	92686	12/06/2019	100-10601	GASOLINE FOR CORP YARD	1,580.89
Vendor 1443 - DIESEL DIRECT WEST, INC. Total:					5,845.93
Vendor: DOL01 - DOLAN'S LUMBER					
NOV 30 19	92687	12/06/2019	100-343-42108	MONTHLY STMT FULL PAYMENT	51.27
NOV 30 19	92687	12/06/2019	209-552-42108	MONTHLY STMT FULL PAYMENT	99.53
Vendor DOL01 - DOLAN'S LUMBER Total:					150.80
Vendor: EBM01 - EBMUD					
20575-112119	92688	12/06/2019	100-345-43102	2690 BOX CANYON RD- IRRIGATION USE ONLY	146.22
31773-112119	92688	12/06/2019	100-343-43102	2887 SIMAS AVE-IRRIGATION USE ONLY	146.22
56324-112019	92688	12/06/2019	100-345-43102	3790 PINOLE VALLEY RD- IRRIGATION USE ONLY	2,478.54
Vendor EBM01 - EBMUD Total:					2,770.98
Vendor: EDD01 - EDD- EMPLOYMENT DEVELOPMENT DEPT.					
L1207496032	92689	12/06/2019	100-221-40101	TAX PERIOD ENDING 30-SEP- 2019	5,400.00
L1207496032	92689	12/06/2019	100-231-40102	TAX PERIOD ENDING 30-SEP- 2019	3,489.00
L1207496032	92689	12/06/2019	105-231-40101	TAX PERIOD ENDING 30-SEP- 2019	79.00
L1207496032	92689	12/06/2019	998-20113	TAX PERIOD ENDING 30-SEP- 2019	-860.90
L1207496032	92689	12/06/2019	998-20113	TAX PERIOD ENDING 30-SEP- 2019	-100.80
L1207496032	92689	12/06/2019	998-20116	TAX PERIOD ENDING 30-SEP- 2019	-48.96
Vendor EDD01 - EDD- EMPLOYMENT DEVELOPMENT DEPT. Total:					7,957.34
Vendor: 1607 - EMC RESEARCH, INC.					
13886	92690	12/06/2019	105-231-42101	FIRE SERVICE DELIVERY STUDY 6/29-11/27/19	14,960.00
Vendor 1607 - EMC RESEARCH, INC. Total:					14,960.00
Vendor: FOS01 - FOSTER FLOW CONTROL					
19-3269	92691	12/06/2019	500-641-42107	PARTS- TP	1,725.36
Vendor FOS01 - FOSTER FLOW CONTROL Total:					1,725.36
Vendor: 1191 - GERALDINE A. PORTER					
112719	92692	12/06/2019	209-20015	GIFT SHOP SENIOR CENTER	24.00
Vendor 1191 - GERALDINE A. PORTER Total:					24.00
Vendor: GLO08 - GLOBALSTAR					
1000000010807097	92693	12/06/2019	525-118-43101	MONTHLY CHARGES- IT	116.91
Vendor GLO08 - GLOBALSTAR Total:					116.91
Vendor: 1112 - GRAY-BOWEN-SCOTT					
9163	92694	12/06/2019	215-342-47205	PEDESTRIAN IMPROVEMENTS @ BNSF RAILROAD	2,654.69
Vendor 1112 - GRAY-BOWEN-SCOTT Total:					2,654.69
Vendor: VER02 - GTE MOBILNET OF CALIFORNIA LIMITED PARTNERSHIP					
9842228298	92695	12/06/2019	525-118-43101	PHONE/MONITORS PD/FD 10/16-11/15/19	4,578.71
Vendor VER02 - GTE MOBILNET OF CALIFORNIA LIMITED PARTNERSHIP Total:					4,578.71
Vendor: HAC01 - HACH COMPANY					
11700983	92696	12/06/2019	500-641-44303	LAB SUPPLIES- TP	219.17

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Payment Dates: 11/30/2019 - 12/06/2019

Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
11721952	92696	12/06/2019	500-641-44305	LAB SUPPLIES- TP	158.31
11739400	92696	12/06/2019	500-641-44305	LAB SUPPLIES- TP	565.52
Vendor HAC01 - HACH COMPANY Total:					943.00
Vendor: HAR01 - HARRINGTON INDUSTRIAL PLASTIC, LLC					
006L4544	92697	12/06/2019	500-641-42107	PARTS- TP	275.31
Vendor HAR01 - HARRINGTON INDUSTRIAL PLASTIC, LLC Total:					275.31
Vendor: IED02 - IEDA, INC.					
22815	92698	12/06/2019	100-116-42101	LABOR RELATIONS CONSULTING 12/01-12/31/19	2,197.00
Vendor IED02 - IEDA, INC. Total:					2,197.00
Vendor: CUL03 - ISING'S CULLIGAN-LIVERMORE					
379X02529506	92699	12/06/2019	500-641-44305	DEIONIZATION/PORTABLE EXCHANGE SERVICE- TP	444.55
Vendor CUL03 - ISING'S CULLIGAN-LIVERMORE Total:					444.55
Vendor: MOO14 - ISSAC MOORE					
112719	92700	12/06/2019	209-552-43802	EXERCISE 1 CLASS- SC	45.00
Vendor MOO14 - ISSAC MOORE Total:					45.00
Vendor: COR15 - JACQUELINE L CORL-SEIDEL					
112719	92701	12/06/2019	209-552-43802	BALANCE/YOGA CLASSES- SC	406.35
Vendor COR15 - JACQUELINE L CORL-SEIDEL Total:					406.35
Vendor: 1611 - JANICE M. BYER					
112719	92702	12/06/2019	209-552-43802	EXERCISE 6 CLASSES- SC	270.00
Vendor 1611 - JANICE M. BYER Total:					270.00
Vendor: 1682 - KAY SHEN					
112719	92703	12/06/2019	209-552-43802	EVENING/ DAY TAI CHI CLASSES- SC	286.65
Vendor 1682 - KAY SHEN Total:					286.65
Vendor: KEL09 - KELLER CANYON LANDFILL					
4212-000028654	92704	12/06/2019	500-641-44302	SLUDGE TO LANDFILL- TP	5,488.62
Vendor KEL09 - KELLER CANYON LANDFILL Total:					5,488.62
Vendor: KUB00 - KUBWATER RESOURCES, INC.					
09129	92705	12/06/2019	500-641-44303	ZETAG TOTE- TP	11,464.71
Vendor KUB00 - KUBWATER RESOURCES, INC. Total:					11,464.71
Vendor: LAN01 - LANER ELECTRIC SUPPLY, INC					
899672	92706	12/06/2019	100-343-42108	MAINTENANCE- PW	20.57
Vendor LAN01 - LANER ELECTRIC SUPPLY, INC Total:					20.57
Vendor: HAR34 - LORRAINE HARTNETT					
120419	92707	12/06/2019	100-110-42514	REIMBURSEMENT FOR CAKE FOR MAYORAL ROTATION	75.00
Vendor HAR34 - LORRAINE HARTNETT Total:					75.00
Vendor: IRV03 - MARGARET M IRVIN					
112719	92708	12/06/2019	209-552-43802	WRITING CLASS- SC	29.40
Vendor IRV03 - MARGARET M IRVIN Total:					29.40
Vendor: MAX02 - MAXIMUM SECURITY ALARMS					
NOV 25 19	92709	12/06/2019	100-231-42108	ANNUAL MONITORING JAN TO DEC 2020	372.00
Vendor MAX02 - MAXIMUM SECURITY ALARMS Total:					372.00
Vendor: MCM05 - MCMASTER-CARR SUPPLY CO.					
21357063	92710	12/06/2019	500-641-42107	SUPPLIES/PARTS- TP	772.01
Vendor MCM05 - MCMASTER-CARR SUPPLY CO. Total:					772.01
Vendor: MOO12 - MOORE K-9 SERVICES, INC.					
10-2019	92711	12/06/2019	100-221-42514	POLICE SERVICE DOG MAINTENANCE- PD	800.00
Vendor MOO12 - MOORE K-9 SERVICES, INC. Total:					800.00

WARRANT LISTING

Payment Dates: 11/30/2019 - 12/06/2019

Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
Vendor: MUN07 - MUNICIPAL POOLING AUTH.					
T1Q2012	92712	12/06/2019	100-116-42101	DRUG & ALCOHOL TESTING	200.58
Vendor MUN07 - MUNICIPAL POOLING AUTH. Total:					200.58
Vendor: MYE01 - MYERS STEVENS & TOOHEY CO					
1334243	92713	12/06/2019	100-221-41008	DISABILITY INSURANCE PREMIUMS	534.60
1334243	92713	12/06/2019	100-223-41008	DISABILITY INSURANCE PREMIUMS	258.00
1334243	92713	12/06/2019	105-221-41008	DISABILITY INSURANCE PREMIUMS	148.50
1334243	92713	12/06/2019	204-227-41008	DISABILITY INSURANCE PREMIUMS	59.40
Vendor MYE01 - MYERS STEVENS & TOOHEY CO Total:					1,000.50
Vendor: MEJ04 - NORMA MEJIA					
112719	92714	12/06/2019	209-552-43802	ZUMBA CLASSES- SC	847.35
Vendor MEJ04 - NORMA MEJIA Total:					847.35
Vendor: OTI01 - OTIS ELEVATOR COMPANY					
SK65465NC19	92715	12/06/2019	100-343-42108	MAINTENANCE CITY HALL	109.55
SK65542NC19	92715	12/06/2019	100-343-42108	MAINTENANCE CITY OF PINOLE	113.10
SK05793NC19	92715	12/06/2019	209-554-42108	MANITENANCE YOUTH CENTER	185.66
Vendor OTI01 - OTIS ELEVATOR COMPANY Total:					408.31
Vendor: 1555 - OWEN EQUIPMENT					
00047576	92716	12/06/2019	207-344-42107	EQUIPMENT/PARTS- PW	135.02
00047647	92716	12/06/2019	207-344-42107	EQUIPMENT/PARTS- PW	1,145.94
Vendor 1555 - OWEN EQUIPMENT Total:					1,280.96
Vendor: PAC41 - PACIFIC ECORISK					
15951	92717	12/06/2019	500-641-44305	NPDES TOXICITY TESTING- TP	1,046.00
15963	92717	12/06/2019	500-641-44305	NPDES TOXICITY TESTING- TP	3,410.00
Vendor PAC41 - PACIFIC ECORISK Total:					4,456.00
Vendor: LON02 - PATRICIA LONG					
112719	92718	12/06/2019	209-552-43802	CWLD CLASS- SC	182.00
Vendor LON02 - PATRICIA LONG Total:					182.00
Vendor: PGE01 - PG&E					
NOV 25 19-8511	92719	12/06/2019	100-345-43103	W/S PINOLE SHORES DR- SPRINKLER CONTROLLER	11.12
NOV 25 19-9929	92719	12/06/2019	201-343-43103	790 PINOLE SHORES DR-NEW METAL BUILDING	58.85
NOV 26 19-4256	92719	12/06/2019	500-641-43103	11 TENNANT AVE	48,026.27
NOV 26 19-4430	92719	12/06/2019	100-345-43103	S/O MARLESTA 1ST POLE- SPRINKLER CONTROLLER	10.20
NOV 26 19-9961	92719	12/06/2019	209-552-43103	2500 CHARLES ST-SENIOR CENTER	2,737.73
Vendor PGE01 - PG&E Total:					50,844.17
Vendor: 1009 - PRECISION IT CONSULTING					
10391	92720	12/06/2019	525-118-42101	SWITCHES FOR CITY HALL & PUBLIC SAFETY BLDG	3,060.00
10393	92720	12/06/2019	525-118-42101	PROJECT #613/2 WORKSTATIONS PD	2,596.51
10401	92720	12/06/2019	525-118-42101	AGREEMENT BILLABLE TIME PRECISION 360 GOLD	3,000.00
10402	92720	12/06/2019	525-118-42101	OFFICE 365 MIGRATION NOVEMBER	5,520.00
10429	92720	12/06/2019	525-118-42101	WINDOWS 7 COMPUTER UPGRADES	2,080.00
Vendor 1009 - PRECISION IT CONSULTING Total:					16,256.51
Vendor: REG06 - REGIONAL MONITORING PROG.					
3020171	92721	12/06/2019	500-641-44304	Annual Participant Fee for the RMP 2020 Budget Mun	21,705.00
Vendor REG06 - REGIONAL MONITORING PROG. Total:					21,705.00

WARRANT LISTING

Payment Dates: 11/30/2019 - 12/06/2019

Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
Vendor: SWE00 - ROY SWEARINGEN					
120419	92722	12/06/2019	100-110-42302	REIMBURSEMENT FOR MILEAGE AND PARKING	310.64
Vendor SWE00 - ROY SWEARINGEN Total:					310.64
Vendor: SPA04 - S.P. AUTOMOTIVE					
NOV 30 19	92723	12/06/2019	500-641-42107	MONTHLY STMT FULL PAYMENT	224.91
Vendor SPA04 - S.P. AUTOMOTIVE Total:					224.91
Vendor: 1679 - SAFEUILT, LLC					
PIN-191130	92724	12/06/2019	212-462-42101	PLAN CHECK SERVICES NOV 1-30, 2019	2,206.37
Vendor 1679 - SAFEUILT, LLC Total:					2,206.37
Vendor: WEB10 - SHEILA WEBB					
112719	92725	12/06/2019	209-20015	GIFT SHOP SENIOR CENTER	11.50
Vendor WEB10 - SHEILA WEBB Total:					11.50
Vendor: DOD02 - SUSAN BOYLE DODGE					
112719	92726	12/06/2019	209-552-43806	LINE DANCE ENTERTAINMENT-SC	180.00
Vendor DOD02 - SUSAN BOYLE DODGE Total:					180.00
Vendor: SYA01 - SYAR INDUSTRIES, INC.					
755956	92727	12/06/2019	200-342-42514	HOT ASPHALT 3 TONS- PW	344.91
757851	92727	12/06/2019	200-342-42514	HOT ASPHALT- PW	59.06
758080	92727	12/06/2019	200-342-42514	HOT ASPHALT- PW	735.26
Vendor SYA01 - SYAR INDUSTRIES, INC. Total:					1,139.23
Vendor: TRA20 - TRANSUNION RISK AND ALTERNATIVE DATA					
263397-201911-1	92728	12/06/2019	525-118-42510	TLO SUBSCRIPTION PERIOD 10/01-11/30/19	161.60
Vendor TRA20 - TRANSUNION RISK AND ALTERNATIVE DATA Total:					161.60
Vendor: UNI38 - UNIVAR USA INC					
5J972997	92729	12/06/2019	500-641-44303	CHEMICALS- TP	6,004.01
5J973910	92729	12/06/2019	500-641-44303	CHEMICALS- TP	3,537.24
Vendor UNI38 - UNIVAR USA INC Total:					9,541.25
Vendor: USB06 - US BANK CORPORATE PMN'T.SYSTEM					
NOV 22 19	92730	12/06/2019	100-20018	MONTHLY STMT FULL PAYMENT	15,878.74
Vendor USB06 - US BANK CORPORATE PMN'T.SYSTEM Total:					15,878.74
Vendor: UTI01 - UTILITY AERIAL, INC.					
50482	92731	12/06/2019	100-343-42107	MAINTENANCE SERVICE- PW	1,917.00
Vendor UTI01 - UTILITY AERIAL, INC. Total:					1,917.00
Vendor: VIS01 - VISION SERVICE PLAN					
DEC 2019	92732	12/06/2019	100-110-41003	VISION PREMIUMS FOR DEC 2019	74.44
DEC 2019	92732	12/06/2019	100-111-41003	VISION PREMIUMS FOR DEC 2019	18.61
DEC 2019	92732	12/06/2019	100-112-41003	VISION PREMIUMS FOR DEC 2019	18.61
DEC 2019	92732	12/06/2019	100-113-41003	VISION PREMIUMS FOR DEC 2019	-18.61
DEC 2019	92732	12/06/2019	100-115-41003	VISION PREMIUMS FOR DEC 2019	55.83
DEC 2019	92732	12/06/2019	100-116-41003	VISION PREMIUMS FOR DEC 2019	37.22
DEC 2019	92732	12/06/2019	100-117-41003	VISION PREMIUMS FOR DEC 2019	18.61
DEC 2019	92732	12/06/2019	100-221-41003	VISION PREMIUMS FOR DEC 2019	334.98
DEC 2019	92732	12/06/2019	100-222-41003	VISION PREMIUMS FOR DEC 2019	55.83

WARRANT LISTING

Payment Dates: 11/30/2019 - 12/06/2019

Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
DEC 2019	92732	12/06/2019	100-223-41003	VISION PREMIUMS FOR DEC 2019	241.93
DEC 2019	92732	12/06/2019	100-231-41003	VISION PREMIUMS FOR DEC 2019	223.32
DEC 2019	92732	12/06/2019	100-341-41003	VISION PREMIUMS FOR DEC 2019	55.83
DEC 2019	92732	12/06/2019	100-343-41003	VISION PREMIUMS FOR DEC 2019	130.27
DEC 2019	92732	12/06/2019	105-221-41003	VISION PREMIUMS FOR DEC 2019	111.66
DEC 2019	92732	12/06/2019	105-231-40101	VISION PREMIUMS FOR DEC 2019	37.22
DEC 2019	92732	12/06/2019	106-222-41003	VISION PREMIUMS FOR DEC 2019	18.61
DEC 2019	92732	12/06/2019	106-231-41003	VISION PREMIUMS FOR DEC 2019	18.61
DEC 2019	92732	12/06/2019	204-227-41003	VISION PREMIUMS FOR DEC 2019	37.22
DEC 2019	92732	12/06/2019	209-551-41003	VISION PREMIUMS FOR DEC 2019	18.61
DEC 2019	92732	12/06/2019	209-552-41003	VISION PREMIUMS FOR DEC 2019	37.22
DEC 2019	92732	12/06/2019	209-554-41003	VISION PREMIUMS FOR DEC 2019	18.61
DEC 2019	92732	12/06/2019	212-462-41003	VISION PREMIUMS FOR DEC 2019	55.83
DEC 2019	92732	12/06/2019	500-641-41003	VISION PREMIUMS FOR DEC 2019	167.49
DEC 2019	92732	12/06/2019	500-642-41003	VISION PREMIUMS FOR DEC 2019	55.83
DEC 2019	92732	12/06/2019	505-119-41003	VISION PREMIUMS FOR DEC 2019	37.22
DEC 2019	92732	12/06/2019	998-20106	VISION PREMIUMS FOR DEC 2019	93.05
Vendor VIS01 - VISION SERVICE PLAN Total:					1,954.05
Vendor: LUK00 - VIVienne F. KEARSLEY-LUKE					
112719	92733	12/06/2019	209-552-43802	GENTLE YOGA CLASS- SC	74.20
Vendor LUK00 - VIVienne F. KEARSLEY-LUKE Total:					74.20
Vendor: VWR01 - VWR INTERNATIONAL, LLC.					
8088176155	92734	12/06/2019	500-641-44305	SUPPLIES- TP	47.63
8088178625	92734	12/06/2019	500-641-44305	SUPPLIES- TP	308.74
Vendor VWR01 - VWR INTERNATIONAL, LLC. Total:					356.37
Vendor: ZAS01 - ZASIO ENTERPRISES, INC.					
20097255	92735	12/06/2019	525-118-42106	VERSATILE EXPRESS ANNUAL SUPPORT FEE	3,201.30
Vendor ZAS01 - ZASIO ENTERPRISES, INC. Total:					3,201.30
Grand Total:					472,157.85

Report Summary

Fund Summary

Fund	Payment Amount
100 - General Fund	261,109.34
105 - Measure S -2006	29,890.38
106 - MEASURE S-2014	37.22
200 - Gas Tax Fund	1,139.23
201 - Restricted Real Estate Maintenance Fund	58.85
204 - Police Grants	96.62
207 - NPDES Storm Water Fund	1,280.96
209 - Recreation Fund	6,175.34
212 - Building & Planning	24,137.20
215 - Measure C and J Fund	2,654.69
500 - Sewer Enterprise Fund	111,057.74
505 - Cable Access TV	110.66
525 - Information Systems	35,327.23
998 - Payroll Clearing	-917.61
Grand Total:	472,157.85

Account Summary

Account Number	Account Name	Payment Amount
100-10601	Gas Tanks/Corp Yard	5,845.93
100-110-41003	Emp Benefits/Vision Care	74.44
100-110-42302	Travel & Training/Mileage...	310.64
100-110-42514	Admin Exp/Special Depart	75.00
100-111-41003	Emp Benefits/Vision Care	18.61
100-112-41003	Emp Benefits/Vision Care	18.61
100-113-41003	Emp Benefits/Vision Care	-18.61
100-115-41003	Emp Benefits/Vision Care	55.83
100-115-42101	Prof Svcs/Professional Ser...	1,965.00
100-116-41003	Emp Benefits/Vision Care	37.22
100-116-42101	Prof Svcs/Professional Ser...	2,492.08
100-116-42110	Prof Svcs/Fingerprinting	96.00
100-117-41003	Emp Benefits/Vision Care	18.61
100-117-41004	Emp Benefits/PERS Retir...	181,731.00
100-20018	Accounts Payable/CalCard	15,878.74
100-221-40101	Salary & Wages/Full Time	5,400.00
100-221-41003	Emp Benefits/Vision Care	334.98
100-221-41008	Emp Benefits/Long Term ...	534.60
100-221-42110	Prof Svcs/Fingerprinting	187.00
100-221-42514	Admin Exp/Special Depart	800.00
100-222-41003	Emp Benefits/Vision Care	55.83
100-223-41003	Emp Benefits/Vision Care	241.93
100-223-41008	Emp Benefits/Long Term ...	258.00
100-231-40102	FLSA Overtime	3,489.00
100-231-41003	Emp Benefits/Vision Care	223.32
100-231-41008	Emp Benefits/Long Term ...	295.00
100-231-42101	Prof Svcs/Professional Ser...	18,480.00
100-231-42107	Prof Svcs/Equipment Mai...	941.01
100-231-42108	Prof Svcs/Building-Structu...	372.00
100-231-43105	Utilities/Cable	54.44
100-341-41003	Emp Benefits/Vision Care	55.83
100-341-42302	Travel & Training/Mileage...	89.52
100-341-42303	Travel & Training/Meal Al...	12.00
100-343-41003	Emp Benefits/Vision Care	130.27
100-343-42107	Prof Svcs/Equipment Mai...	1,917.00
100-343-42108	Prof Svcs/Building-Structu...	376.21
100-343-43102	Utilities/Water	146.22
100-345-43102	Utilities/Water	2,624.76
100-345-43103	Utilities/Electricity & Pow...	21.32

Account Summary

Account Number	Account Name	Payment Amount
100-465-42101	Prof Svcs/Professional Ser...	15,470.00
105-221-41003	Emp Benefits/Vision Care	111.66
105-221-41008	Emp Benefits/Long Term ...	148.50
105-231-40101	Salary & Wages/Full Time	116.22
105-231-42101	Prof Svcs/Professional Ser...	14,960.00
105-231-47103	FF&E/Furniture	6,168.00
105-231-47201	Improvements/Building	8,386.00
106-222-41003	Emp Benefits/Vision Care	18.61
106-231-41003	Emp Benefits/Vision Care	18.61
200-342-42514	Admin Exp/Special Depart	1,139.23
201-343-43103	Utilities/Electricity & Pow...	58.85
204-227-41003	Emp Benefits/Vision Care	37.22
204-227-41008	Emp Benefits/Long Term ...	59.40
207-344-42107	Prof Svcs/Equipment Mal...	1,280.96
209-20015	Accounts Payable/Vendor...	35.50
209-551-41003	Emp Benefits/Vision Care	18.61
209-552-41003	Emp Benefits/Vision Care	37.22
209-552-42108	Prof Svcs/Building Structu...	99.53
209-552-43103	Utilities/Electricity & Pow...	2,737.73
209-552-43802	Program Cost/Class Fees	2,545.95
209-552-43806	Program Cost/Dance Prog...	180.00
209-552-43809	Program Cost/Newsletter	316.53
209-554-41003	Emp Benefits/Vision Care	18.61
209-554-42108	Prof Svcs/Building Structu...	185.66
212-20330	Developer Deposit/Miscel...	6,840.00
212-20340	Developer Deposit/Appian...	10,470.00
212-462-41003	Emp Benefits/Vision Care	55.83
212-462-42101	Prof Svcs/Professional Ser...	6,556.37
212-462-42401	Dues & Pub/Memberships	215.00
215-342-47205	Improvements/Streets	2,654.69
500-641-41003	Emp Benefits/Vision Care	167.49
500-641-42107	Prof Svcs/Equipment Mal...	8,169.65
500-641-43103	Utilities/Electricity & Pow...	48,026.27
500-641-44302	Other Materials Supp/Slu...	5,488.62
500-641-44303	Other Materials Supp/Ch...	21,225.13
500-641-44304	Other Materials Supp/Pe...	21,944.00
500-641-44305	Other Materials Supp/Lab...	5,980.75
500-642-41003	Emp Benefits/Vision Care	55.83
505-119-41003	Emp Benefits/Vision Care	37.22
505-119-42514	Admin Exp/Special Depart	73.44
525-118-42101	Prof Svcs/Professional Ser...	16,256.51
525-118-42106	Prof Svcs/Software Maint...	3,201.30
525-118-42510	Admin Exp/Software Purch	908.01
525-118-43101	Utilities/Telephone	14,961.41
998-20106	Sal & Ben Payable/Vision ...	93.05
998-20113	Sal & Ben Payable/SIT Wit...	-961.70
998-20116	Sal & Ben Payable/SDI Wi...	-48.96
	Grand Total:	472,157.85

Project Account Summary

Project Account Key	Payment Amount
None	472,157.85
Grand Total:	472,157.85

Approved By:  Date: 12/2/19



CITY COUNCIL REPORT

7C

DATE: DECEMBER 17, 2019

TO: MAYOR AND COUNCIL MEMBERS

FROM: HEATHER IOPU, CITY CLERK

SUBJECT: APPROVE THE 2020 COUNCIL COMMITTEE ASSIGNMENT LIST

RECOMMENDATION

It is recommended that the City Council approve the Council Committee Assignment List for 2020.

BACKGROUND

At the December 3, 2019 Regular Council meeting, Council reviewed and amended the Council Committee Assignment list.

REVIEW AND ANALYSIS

Attached is the 2020 Council Assignments list, based on the discussion and action of the Council on December 3rd.

All amendments to this list are subject to Council discretion, including appointments to Ad-hoc committees that have been approved during the year. Staff will make any further changes as provided at the meeting and disseminate the 2020 list to the Council and to the respective Boards and outside agencies, regarding any changes affecting their Board composition. Council assignments are also uploaded on the City Council webpage.

FISCAL IMPACT

There are no fiscal impacts associated with this action.

ATTACHMENTS:

- A Resolution
- B 2020 Council Assignments

RESOLUTION 2019 - XX

**RESOLUTION OF THE CITY COUNCIL OF PINOLE, CALIFORNIA,
APPROVING THE 2020 PINOLE CITY COUNCIL COMMITTEE APPOINTMENT LIST**

WHEREAS, the City Council of the City of Pinole has established various Ad-Hoc Committees designed to aid the City Council in the conduct of the public's business; and

WHEREAS, in addition, the City of Pinole has representation on various county, local, regional Boards and Committees as a means of furthering the City's interests; and

WHEREAS, representation on various regional board and committees require attendance by the Mayor and Mayor Pro Tem; and

WHEREAS, designated City Council representatives appointed to the various boards, commissions and committees serve for one-year terms expiring in December of each year (except as otherwise noted below) following the reorganization of the new City Council; and

WHEREAS, on December 3, 2019, the City Council reviewed and recommended changes to the Committee Appointment list and directed staff to bring the item back on December 17, 2019 for approval.

NOW THEREFORE BE IT RESOLVED, that the City Council of the City of Pinole does hereby approve the 2020 Council Committee Appointment List, hereunto attached as Exhibit A.

PASSED AND ADOPTED this 17th day of **December 2019**, by the following vote:

AYES:	COUNCILMEMBERS:
NOES:	COUNCILMEMBERS: None
ABSENT:	COUNCILMEMBERS: None
ABSTAIN:	COUNCILMEMBERS: None

I hereby certify that the foregoing resolution was introduced, passed and adopted on this 17th day of **December 2019**.

Heather Iopu, CMC
City Clerk



2020 COUNCIL ASSIGNMENTS

Revised & Approved: December 17, 2019

1. **WEST CONTRA COSTA INTEGRATED WASTE MGMT. AUTHORITY (WCCIWMA)**
Meetings: Meets monthly – 2nd Thursday at 7:00 p.m.
Location: San Pablo City Hall Council Chambers, One Alvarado Square, San Pablo
Contact: 510-215-3125 Executive Director: Peter Holtzclaw
Delegate: Murray Alternate: Salimi
2. **WEST COUNTY TRANSPORTATION ADVISORY COMMITTEE (WCCTAC)**
Meetings: Meets monthly - Last Friday of every month from 8 a.m. to 10 a.m.
Location: El Cerrito City Hall
Contact: Staff Person: 510-210-5933, 510-210-5931
Delegate: Swearingen Alternate: Salimi
3. **WEST CONTRA COSTA MAYORS & SUPERVISORS CONFERENCE**
Meetings: 4th Thursday, monthly at 8:30 a.m.
Location: Rotational: Jan – June (Hercules) July – December (Richmond)
Delegate: (Mayor) Swearingen Alternate: (Mayor Pro Tem) Martinez-Rubin
4. **CONTRA COSTA MAYORS' CONFERENCE**
Meetings: First Thursday of each month at 6:30 p.m.
Location: Rotational locations
Delegate: (Mayor) Swearingen Alternate: (Mayor Pro Tem) Martinez-Rubin
5. **EAST BAY DIVISION, LEAGUE OF CALIFORNIA CITIES**
Meetings: 4th Thursday of every other month, except August & December
Board Meeting 6:30 p.m. / General Membership: 7:00 p.m.
Location: Rotational locations
Contact: Dawn Abrahamson, (925) 989-5674
Delegate: Swearingen Alternate: Martinez-Rubin
6. **WESTCAT**
Meetings: 2nd Thursday monthly at 6:30 p.m. (*amended 5/6/09*)
Location: Pinole Council Chambers, 2131 Pear Street
Contact: Staff: Mica McFadden - 724-3331 ex. 113
Delegate: Tave/Martinez-Rubin Alternate: None
7. **ABAG**
Meetings: Spring General Assembly, / Fall General Assembly Dates TBD
Delegate Attendance Mandatory at the 2 Annual Assembly Meetings
Ex. Board meets 3rd Thursdays @ 7 p.m. in Jan., Mar., July, Sept. & Nov.
Contact: Clerk of the Board: Fred Castro (415) 820-7913
Delegate: Martinez-Rubin Alternate: Tave
NOTE: Membership Reinstated in FY 2015- Approved September 2015

8. **MCE Clean Energy Board**
Meetings: 3rd Thursday of every month at 7:00 p.m.
Location: Rotational locations
Contact: Darlene Jackson, Board Clerk and Executive Assistant (415) 464-6032
Delegate: Salimi Alternate: Tave
9. **PINOLE / HERCULES WASTEWATER TREATMENT PLANT SUBCOMMITTEE**
Meetings: Quarterly meetings required by the original agreement - currently conduct monthly meetings on 1st Thursday at 8:30 a.m.
Location: Location alternates between cities
Delegates: Murray/Tave Alternate: Swearingen
10. **PINOLE ASSISTED LIVING BOARD (PALC)**
Meetings: 4th Wednesday, monthly at 5 p.m.
Location: Pinole Senior Village
Delegate: Murray (appointee of the former Pinole Redevelopment Agency)
Salimi (Council appointee)
11. **2020 FINANCE AD-HOC SUBCOMMITTEE:**
Meetings: Meet Quarterly/As Needed
Delegates: Mayor Swearingen, Mayor Pro Tem Martinez-Rubin & City Treasurer
Contact: City Manager, Assistant City Manager, Finance Director, & City Clerk
Created: (Res. 2005-15)
12. **2020 FOWLER HOUSE RE-USE COMMITTEE**
(limited duration / specific focus)
Meetings: TBD
Attendees: Swearingen/Murray
13. **2020 HONORING/PLAQUES NAMING AD-HOC COMMITTEE**
(limited duration / specific focus)
Meetings: TBD
Attendees: Swearingen/Tave
Created: November 1, 2016
14. **2020 MUNICIPAL CODE AD-HOC COMMITTEE**
(limited duration / specific focus)
Meetings: TBD
Attendees: Murray/Martinez-Rubin
15. **2020 PLANNING COMMISSION INTERVIEW AD-HOC SUBCOMMITTEE**
(limited duration / specific focus)
Attendees: Martinez-Rubin / Tave
16. **STRATEGIC PLAN AD HOC SUBCOMMITTEE**
(limited duration / specific focus)
Attendees: Murray / Tave
Created: August 20, 2019
17. **AD HOC COMMITTEE FOR RECYCLING/BEAUTIFICATION PROJECTS**
Attendees: Martinez-Rubin/Salimi
Created: October 1, 2019



CITY COUNCIL REPORT

7D

DATE: DECEMBER 17, 2019

TO: MAYOR AND COUNCIL MEMBERS

FROM: HECTOR DE LA ROSA, ASSISTANT CITY MANAGER

**SUBJECT: UPDATE ON THE PINOLE SEALS OPERATION OF THE PINOLE
SWIM CENTER FOR THE 2019 SEASON**

RECOMMENDATION

Staff recommends that the City Council received an update of the Pinole Seals operation of the Pinole Swim Center for the 2019 Season.

BACKGROUND

Following the close of the 2018 Swim Season in which the Seals managed and operated the City of Pinole's Swim Center, the Seals expressed interest in continuing to operate the Swim Center in 2019.

On January 29, 2019, staff emailed the two representatives of the Pinole Seals requesting their proposal for the 2019 swim season. Staff reviewed the Seals proposal, received on March 21, 2019, for management and operations of the Pinole Pool. The Seals proposal was very similar to their 2018 proposal; however the only difference is that the Seals had requested a two year agreement.

The proposal not only detailed the time period in which the pool would be operational to the community but also projected the number of attendees per day and the associated revenues and expenditures.

Below is an overview of the projections:

- Pool would be open from April 6th through October 13th.
- Estimated revenues of \$33,320 and expenditures at \$56,078 for a net loss of \$22,758.
- Revenues were projected based on attendance of 68 users during the weekends from April through June and from August through October and during the week/weekend from June through August.
- The Seals would offer swim lessons, water aerobics and/or Zumba classes during the weekend and generate some additional revenues.
- Pool use/access is \$5 regardless of age, Lap Swim \$3 and multiple day passes would be discounted by 10%.

On April 2, 2019, the City Council approved a two year contract with the Pinole Seals to operate the Swimming Pool for the 2019 and 2020 Summer Season. Within the contract, the City Council also approved contributing up to \$15,000 as reimbursement to the Seals should the swim season expenditures exceed revenues.

REVIEW AND ANALYSIS

Below is a recap of the 2019 Swim Season:

Revenues and Expenditures - See Attachment for Details

- Pool was in operations for 98 days
- Revenues include Lap Swim, Party, Public Use and Lessons
- Revenues: \$49,977.00
- Expenditures: \$60,652.72
- Net Difference (\$10,675.72) - City agreed to pay up to \$15,000

Projected Attendance VS Actual Attendance

Attendees		Projected	Actual
April 7 - June 17	(20 days)	1360	1185
June 18 - Aug 19	(60 days)	4080	4199
Aug 25 - Sept 29	(14 days)	952	817
Oct 5 - Oct 13	(4 days)	272	78
Total Attendees		6392	6279

- Pinole Residents: 4,228 or 67.33% Non-Pinole: 2,051 or 32.66%
- Category of Attendees:
 - Swimmers 5,268 84.05%
 - Non-Swimmers 281 4.48%
 - Lap Swimmers 335 5.34%
 - Punch Card (variety swimmers) 383 6.10%

FISCAL IMPACT

Per the agreement, all revenues generated during the Summer Swim Season are to be deposited into the City account. The Seals are to pay all expenditures, provide the City with documentation and request reimbursement for expenses related to the pool operations. The City has advanced/reimbursed the Pinole Seals a total of \$33,956.92, to date. The remainder of the \$26,695.80 balance due to the Seals will be paid upon Council acceptance of this report.

Based on the Seals management of the Swimming Pool operations for the summer of 2019, expenditures exceeded revenues by \$10,675.72. This cost is exclusive of any other operational costs related to the time frame in which the Pool was operational such as chemicals, supplies, janitorial, which are estimated at \$65,149.

An estimate of the overall Pool cost for Fiscal Year 2019-20 will be reflected during the mid-year budget review. The cost is exclusive of the Seals annual payment to the City of \$7,500 for use of the Pool for their training.

ATTACHMENTS

A Budget vs Actual Summary

Pinole Seals

2019 Budget vs. Actual

Summer Swim Center Revenue

	Budget	Actual
Public Swim	\$ 33,320.00	\$ 26,297.00
Lap Swim		\$ 1,005.00
Non-Swim		\$ 1,405.00
Punch Card		\$ 1,417.00
Un-reconciled		\$ 16,908.00
Rentals/Events		\$ 2,945.00
Seal Contribution	\$ -	\$ -
Total Revenues	\$ 33,320.00	\$ 49,977.00

Expenses

Staff (Lifeguards, Supervisor)	\$ 47,968.16	\$ 52,783.52
Supplies	\$ 600.00	\$ 74.57
Professional Services	\$ 500.00	\$ 862.84
Workers Compensation Insur	\$ 1,320.00	\$ 1,4998.88
Liability Insurance	\$ 5,590.00	\$ 5,394.00
Misc. Expenses	\$ 100.00	\$ 38.91
Total Expenses	\$ 56,076.16	\$ 60,652.72
Net/(deficit) Income	\$ (22,758.16)	\$ (10,675.72)

Attendees

	Projected	Actual
April 7 - June 17	1360	1185
June 19 - Aug 18	4080	4199
Aug 25 - Sept. 29	952	817
Oct. 5 - Oct 13	272	78
Total Attendees	6392	6279



CITY COUNCIL REPORT

7E

DATE: DECEMBER 17, 2019

TO: MAYOR AND COUNCIL MEMBERS

FROM: ANDREA MILLER, FINANCE DIRECTOR

SUBJECT: ADOPT COST ALLOCATION PLAN

RECOMMENDATION

It is recommended that the City Council adopt the City of Pinole Cost Allocation Plan.

BACKGROUND

The National Advisory Council on State and Local Budgeting (NACSLB) and the Government Finance Officers Association (GFOA) acknowledge the importance of measuring the cost of government services. GFOA recommends that governments calculate the full cost of the different services they provide, and encourages governments to allocate their indirect costs to departments and programs receiving support services.

Indirect costs are costs incurred that are not directly accountable to a particular department, function or project such as, technology, accounting, legal services, personnel administration, and building maintenance. Direct costs are cost incurred in order to enable the operation of a program or service such as, police and fire protection, recreation, street maintenance, and sewer services.

A Cost Allocation Plan is an internal analytical tool through which the City can apportion costs which have either broad or specific benefits to individual departments and programs within its organization.

REVIEW AND ANALYSIS

By identifying full program costs, the Cost Allocation Plan can be used as a basic analytical tool in a wide range of financial decision making situations, including:

Enterprise Fund Accounting - The cost allocation plan can be used to identify the costs incurred by the General Fund in providing administrative support services to the City's enterprise operations. For example, although the City's legislative, legal,

accounting, human resources, and building maintenance programs are budgeted in the General Fund, these programs also provide support services to the Sewer Enterprise Fund. In order for enterprise funds to fully recover their operating costs, it is essential that the support costs be allocated to the enterprise funds.

User Fees - User fee services are those performed by a governmental agency on behalf of a private citizen or group. Examples of City's user fees include service charges, building plan check and permit fees, and recreation fees. The assumption underlying most fee recommendations is that the costs of services benefiting individuals, and not the city as a whole, should be borne by the individual receiving the benefit. Setting user fees, therefore, is essentially equivalent to establishing prices for services.

The Cost Allocation Plan establishes a baseline for allocating costs to other departments and funding sources. The Cost Allocation Plan was reviewed by the Finance Subcommittee at its May 1, 2019 meeting. Staff has incorporated additional bases for allocating costs per the Subcommittee recommendations.

FISCAL IMPACT

There is no fiscal impact in adopting the City of Pinole Cost Allocation Plan. Adopting a cost allocation plan provides the City a defensible basis to allocate costs from central service departments to grants and other special revenue funding sources.

ATTACHMENTS

A – City of Pinole Full Cost Allocation Plan

B – Resolution Adopting City of Pinole Cost Allocation Plan



FULL COST ALLOCATION PLAN

Fiscal Year 2018-19 For Use

Beginning FY 2019-20

INTRODUCTION

CITY OF PINOLE
COST ALLOCATION PLAN
FY 2019-20

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OVERVIEW

Background

The City of Pinole is empowered to recapture, through fees, up to the full cost of providing specific services. Regular and consistent review of all fees is necessary to ensure that the costs associated with delivery of individual services have been appropriately identified, and that the City is fully recovering those costs. It is the City's policy to set user fees at full cost recovery levels, except where a greater community benefit is demonstrated to the satisfaction of the City Council, or when it is not cost effective to do so. The City will recover the costs of new facilities and infrastructure necessitated by the development consistent with state law. The first step of making such determination is to calculate the total cost (also known as full cost) of providing City's services. Total cost includes two components: direct costs and indirect costs. While direct costs are easy to identify because they are the operation costs associated with providing a particular service, indirect costs are typically allocated through a Cost Allocation Plan.

It is intended that the City's fees and charges be reviewed each fiscal year in conjunction with the adoption of the operating budget. If warranted, staff will recommend fee adjustments at that time.

Purpose of the Plan

The purpose of the City's cost allocation plan is to identify the full cost of providing specific City services. It also provides the basis for adjustment of City fees and charges. The cost of delivering City services can be classified into two basic categories: direct and indirect costs.

Direct costs are those that can be specifically identified with a particular cost objective or program, such as street maintenance, police and fire protection, recreation, and sewer services. Indirect costs are not readily identifiable with a direct operating program, but rather, are incurred in order to enable the operation of a program or service.

Common examples of indirect costs include technology, accounting, purchasing, legal services, personnel administration and building maintenance. Although indirect costs are generally not readily identifiable with direct cost programs, their costs should be reflected as an integral part of the total cost of providing specific goods or services.

In order to determine the total cost of delivering specific services, some methodology for determining and allocating indirect costs must be developed, and that is the purpose of cost allocation plans: to identify indirect costs and to allocate them to benefiting direct cost programs in a logical and uniform manner.

INTRODUCTION

DETERMINING DIRECT AND INDIRECT COSTS

The first step in preparing the City's cost allocation plan is to determine direct and indirect costs. Program costs that primarily provide service to the public are identified as direct costs, whereas the cost of programs that primarily provide services to the organization are identified as indirect costs.

Within the City's organization, the majority of the services performed by the City Council, City Manager, City Clerk, City Treasurer, City Attorney, Finance, Human Resources, Information Systems, General Government, and Facility Maintenance are internal and are considered indirect costs. These costs are distributed to various direct services or programs to determine the total cost of each program or service.

Other City's organizational units such as Police, Fire, Public Works, Community Development, Recreation, and Pinole Cable TV provide services to the public and are considered direct cost programs. Additionally, costs directly related to utility services such as gas, electric, and water utilities are also considered direct cost programs. Once the direct cost programs are identified, the indirect costs of program administration, building occupancy, facility and equipment maintenance are then allocated to each direct cost program using some logical and commonly accepted allocation factors.

It should be noted that in accordance with generally accepted accounting principles, only operating costs are considered in preparing the cost allocation plan. As such, capital outlay and debt service costs are excluded from the calculations. However, the depreciation cost for the use of certain City facilities is included. In addition, certain costs that are one-time in nature and costs funded by special assessments such as Light and Landscape Maintenance Districts are also excluded.

BASIS OF ALLOCATION

Allocating indirect costs via the citywide indirect cost rate assumes that all indirect costs are incurred proportionately to the direct cost of the program. However, this may not be a reasonable assumption in all cases, as the benefit received from certain types of support service programs may be more closely related to an indicator of activity other than cost.

For example, if a program service is primarily delivered through contract and does not have any City staffing directly associated with it, distributing personnel administration and payroll preparation costs to it may result in an inequitable allocation of costs. Because of this, the cost allocation plan prepared for City of Pinole establishes separate basis of allocation for each major indirect cost category. With this approach, indirect costs can be allocated to each direct cost program in a fair, equitable, and most importantly, consistent manner. Provided on page 4 is a summary of the primary methods of allocation used in distributing indirect costs to direct cost programs.

Some of the indirect costs lend themselves to an easily justified, rational approach of distribution. For example, human resources administration is related to the number of employees serviced. Other cost allocation factors such as size of the program budget, work load analysis, square footage of the occupied space, or number of equipment assigned are also directly proportionate to the benefits provided to each

INTRODUCTION

direct cost program.

USES OF THE PLAN

By identifying the total program costs, the Cost Allocation Plan can be used as a basic analytical tool in a wide range of financial decision-making situations, including:

- **Enterprise Fund Accounting.** The cost allocation plan can be used to identify the costs incurred by the General Fund in providing administrative support services to the City's enterprise operations. For example, although the City's legislative, legal, accounting, human resources, and building maintenance programs are budgeted in the General Fund, these programs also provide support services to the sewer enterprise fund. In order for enterprise funds to fully recover their operating costs, it is essential that the support costs be allocated to the enterprise funds.
- **User Fees.** User fee services are those performed by a governmental agency on behalf of a private citizen or group. Examples of City's user fees include service charges, building plan check and permit fees, and recreation fees. The assumption underlying most fee recommendations is that the costs of services benefiting individuals, and not city as a whole, should be borne by the individual receiving the benefit. Setting user fees, therefore, is essentially equivalent to establishing prices for services.

The City has adjusted some of its user fees in the past but the fees have not been consistently reviewed or adjusted annually. The cost allocation plan can be used to determine the appropriate user fees for various City services and achieve cost recovery of providing such services.

SUMMARY

The cost allocation plan makes determining total program costs possible by establishing a rational and consistent methodology for identifying and allocating indirect costs to direct cost programs. Because of this, the cost allocation plan can be a valuable analytical tool in a number of situations, including allocating organizational resources, performing expense analyses, and evaluating the costs of performing services. It also provides the basis for administration and overhead cost reimbursements from various funds including Wastewater Sewer Enterprise Fund to ensure that the General Fund tax revenues are not used to subsidize utility service charges. Additionally, it provides transparency on how the hourly rates are determined for each direct service staff position and consequently the full costs of providing programs or services. The Plan can be used by the City to review and update City fees and charges on an annual basis to establish fee structures that are designed for full cost recovery.

Fiscal Year 2018-19 For Use Beginning 2019-20 Budget

City of Pinole
Full Cost Allocation Plan

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Fiscal Year 2018-19 For Use Beginning 2019-20 Budget

City of Pinole Full Cost Allocation Plan

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Fiscal Year 2018-19 For Use Beginning 2019-20 Budget

City of Pinole
Full Cost Allocation Plan

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Fiscal Year 2018-19 For Use Beginning 2019-20 Budget

**City of Pinole
Full Cost Allocation Plan**

Summary of Allocated Costs

Schedule 10.6

Cost Plan Expenditure Distribution Index

SAL- Spread Based on Labor Distribution Percentage

PROP- Manually Spread Percentage Distribution

DISA- Not Further Allocated

Fiscal Year 2018-19 For Use Beginning 2019-20

City of Pinole
Full Cost Allocation Plan

Exhibit A

Cost Exhibit

Department	Totals	19-119-Cable Access TV	22-221-Police Operations	22-222-Police Support Services	22-223-Dispatch WBCC	22-227-Police Grants	23-231-Fire
10-110-City Council	\$163,371	\$1,548	\$8,196	\$1,109	\$1,543	\$379	\$6,088
11-111-City Manager	\$186,195	\$4,809	\$45,752	\$8,978	\$17,724	\$4,092	\$28,029
12-112-City Clerk	\$194,470	\$1,621	\$4,862	-	-	-	\$3,241
13-113-City Treasurer	\$41,175	\$629	\$7,338	\$1,702	\$2,368	\$581	\$5,849
14-114-City Attorney	\$451,602	-	\$23,858	\$1,177	-	-	\$10,201
15-115-Finance Department	\$630,921	\$15,026	\$103,300	\$27,513	\$38,854	\$10,686	\$71,182
16-116-Human Resources	\$302,373	\$9,352	\$84,166	\$15,586	\$34,290	\$7,793	\$46,759
17-117-General Government	\$3,145,104	\$69,153	\$1,043,692	\$115,256	\$286,824	\$57,628	\$523,161
18-118-Information Systems	\$670,226	\$18,238	\$159,049	\$59,699	\$85,101	\$29,115	\$107,662
34-343-Facility Maintenance	\$632,692	\$19,568	\$176,110	\$32,613	\$71,749	\$16,306	\$97,839
Total Claimable Costs	\$6,418,130	\$139,943	\$1,656,322	\$263,632	\$538,451	\$126,580	\$900,011

Fiscal Year 2018-19 For Use Beginning 2019-20

City of Pinole
Full Cost Allocation Plan

Exhibit A

Cost Exhibit (continued)

Department	Totals	34-341- Administration/Engi neering	34-342-Road Maintenance	34-344-NPDES Storm Water	34-345-Park Maintenance	34-346-Waste Reduction	34-347-Landscape & Lighting-PVR North
10-110-City Council	\$163,371	\$56,040	\$3,440	\$811	\$759	\$113	\$30
11-111-City Manager	\$186,195	\$5,834	\$7,774	\$1,834	\$1,714	\$254	\$68
12-112-City Clerk	\$194,470	\$79,409	-	-	-	-	-
13-113-City Treasurer	\$41,175	\$446	\$5,277	\$1,245	\$1,164	\$173	\$46
14-114-City Attorney	\$451,602	\$32,654	-	\$14,079	-	\$9,916	\$1,730
15-115-Finance Department	\$630,921	\$25,789	\$17,877	\$7,029	\$13,046	\$1,347	\$1,774
16-116-Human Resources	\$302,373	\$12,469	-	-	-	-	-
17-117-General Government	\$3,145,104	\$125,466	\$11,087	\$11,087	\$22,174	-	-
18-118-Information Systems	\$670,226	\$27,553	-	\$1,812	-	-	-
34-343-Facility Maintenance	\$632,692	\$26,090	-	-	-	-	-
Total Claimable Costs	\$6,418,130	\$391,749	\$45,454	\$37,898	\$38,857	\$11,802	\$3,647



Reports Generated by Allocate System.
 Inputs provided by Agency.

Fiscal Year 2018-19 For Use Beginning 2019-20

City of Pinole
Full Cost Allocation Plan

Exhibit A

Cost Exhibit (continued)

Department	Totals	34-348-Landscape & Lighting-PVR South	46-461-Planning	46-462-Building Inspection	46-463-Successor Agency to RDA	46-464-Housing Administration	46-465-Code Enforcement
10-110-City Council	\$163,371	\$25	\$15,143	\$661	\$241	\$38,879	\$70
11-111-City Manager	\$186,195	\$56	\$2,091	\$4,730	\$546	\$441	\$1,453
12-112-City Clerk	\$194,470	-	\$21,068	-	-	\$55,100	-
13-113-City Treasurer	\$41,175	\$38	\$541	\$1,015	\$370	\$299	\$108
14-114-City Attorney	\$451,602	\$1,730	\$73,517	\$32,200	\$41,284	\$194,532	-
15-115-Finance Department	\$630,921	\$1,748	\$13,635	\$31,972	\$4,377	\$4,626	\$2,480
16-116-Human Resources	\$302,373	-	\$3,117	\$7,793	-	-	\$3,117
17-117-General Government	\$3,145,104	-	\$34,138	\$68,715	-	\$44,349	\$23,051
18-118-Information Systems	\$670,226	-	\$9,111	\$18,623	-	-	\$5,589
34-343-Facility Maintenance	\$632,692	-	\$6,523	\$16,306	-	-	\$6,523
Total Claimable Costs	\$6,418,130	\$3,597	\$178,883	\$182,017	\$46,819	\$338,226	\$42,391

Fiscal Year 2018-19 For Use Beginning 2019-20

**City of Pinole
Full Cost Allocation Plan**

Exhibit A

Cost Exhibit (continued)

Department	Totals	55-551-Recreation Administration	55-552-Senior Center	55-553-Tiny Tots	55-554-Youth Center	55-555-Day Camp	55-556-Performing Arts
10-110-City Council	\$163,371	\$20,666	\$454	\$115	\$196	\$36	\$42
11-111-City Manager	\$186,195	\$1,715	\$6,851	\$2,848	\$5,619	\$82	\$96
12-112-City Clerk	\$194,470	\$29,171	-	-	-	-	-
13-113-City Treasurer	\$41,175	\$286	\$697	\$176	\$301	\$56	\$65
14-114-City Attorney	\$451,602	\$2,682	\$778	-	\$294	-	-
15-115-Finance Department	\$630,921	\$11,257	\$84,454	\$12,884	\$24,058	\$2,694	\$3,909
16-116-Human Resources	\$302,373	\$3,117	\$14,028	\$6,235	\$12,469	-	-
17-117-General Government	\$3,145,104	\$23,051	\$103,730	\$57,189	\$92,204	-	-
18-118-Information Systems	\$670,226	\$6,717	\$11,222	\$12,991	\$29,744	-	-
34-343-Facility Maintenance	\$632,692	\$6,523	\$29,352	\$13,045	\$26,090	-	-
Total Claimable Costs	\$6,418,130	\$105,184	\$251,565	\$105,484	\$190,976	\$2,868	\$4,113

Fiscal Year 2018-19 For Use Beginning 2019-20

City of Pinole
Full Cost Allocation Plan

Exhibit A

Cost Exhibit (continued)

Department	Totals	55-557-Swim Center	55-558-Memorial Hall	55-559-Tennis	64-641-Sewer Treatment Plant/Shared	64-642-Sewer Collections	64-643-Sewer Projects/Shared
10-110-City Council	\$163,371	\$78	\$5	\$3	\$4,000	\$2,700	-
11-111-City Manager	\$186,195	\$176	\$11	\$7	\$22,628	\$9,984	-
12-112-City Clerk	\$194,470	-	-	-	-	-	-
13-113-City Treasurer	\$41,175	\$120	\$7	\$5	\$6,135	\$4,141	-
14-114-City Attorney	\$451,602	-	-	-	\$3,262	\$7,709	-
15-115-Finance Department	\$630,921	\$3,778	\$1,023	\$793	\$65,395	\$28,415	-
16-116-Human Resources	\$302,373	-	-	-	\$32,731	\$9,352	-
17-117-General Government	\$3,145,104	-	-	-	\$341,821	\$91,328	-
18-118-Information Systems	\$670,226	-	-	-	\$71,233	\$16,768	-
34-343-Facility Maintenance	\$632,692	-	-	-	\$68,487	\$19,568	-
Total Claimable Costs	\$6,418,130	\$4,152	\$1,046	\$808	\$615,691	\$189,964	-

Fiscal Year 2018-19 For Use Beginning 2019-20

**City of Pinole
Full Cost Allocation Plan**

Exhibit A

Cost Exhibit (continued)

Department	Totals	2nd Alloc Remains
10-110-City Council	\$163,371	\$0
11-111-City Manager	\$186,195	-
12-112-City Clerk	\$194,470	(\$0)
13-113-City Treasurer	\$41,175	-
14-114-City Attorney	\$451,602	-
15-115-Finance Department	\$630,921	\$0
16-116-Human Resources	\$302,373	-
17-117-General Government	\$3,145,104	(\$0)
18-118-Information Systems	\$670,226	(\$0)
34-343-Facility Maintenance	\$632,692	-
Total Claimable Costs	\$6,418,130	(\$0)



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Fiscal Year 2018-19 For Use Beginning 2019-20

**City of Pinole
Full Cost Allocation Plan**

Exhibit B

Service to Service Allocations

Department	Total CSD Allocated	10-110-City Council	11-111-City Manager	12-112-City Clerk	13-113-City Treasurer	14-114-City Attorney	15-115-Finance Department
10-110-City Council	\$171,632	\$50	\$6,971	\$42,338	\$11	\$30,846	\$36,890
11-111-City Manager	\$40,857	\$4,466	\$1,074	\$2,486	\$1,319	\$288	\$5,619
12-112-City Clerk	\$208,773	-	\$6,066	\$37,407	-	\$43,756	\$51,859
13-113-City Treasurer	\$9,722	\$46	\$53	\$88	\$4	\$195	\$739
14-114-City Attorney	\$274,407	-	-	-	-	\$242,954	\$2,941
15-115-Finance Department	\$138,553	\$10,568	\$4,605	\$7,016	\$2,840	\$5,150	\$10,538
16-116-Human Resources	\$57,726	\$11,710	\$2,342	\$3,513	\$2,342	-	\$8,197
17-117-General Government	\$737,926	\$118,834	\$42,447	\$42,915	\$21,691	-	\$117,431
18-118-Information Systems	\$139,019	\$28,635	\$7,890	\$9,300	\$5,524	-	\$21,025
34-343-Facility Maintenance	\$126,091	\$28,657	\$5,731	\$8,597	\$5,731	-	\$20,060
Totals	\$1,904,704	\$202,966	\$77,181	\$153,660	\$39,463	\$323,189	\$275,299



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Inputs provided by Agency.

Fiscal Year 2018-19 For Use Beginning 2019-20

**City of Pinole
Full Cost Allocation Plan**

Exhibit B

Service to Service Allocations (continued)

Department	Total CSD Allocated	16-116-Human Resources	17-117-General Government	18-118-Information Systems	34-343-Facility Maintenance
10-110-City Council	\$171,632	\$28,839	\$21,843	\$2,396	\$1,448
11-111-City Manager	\$40,857	\$3,481	\$9,520	\$273	\$12,331
12-112-City Clerk	\$208,773	\$40,515	\$25,929	\$3,241	-
13-113-City Treasurer	\$9,722	\$606	\$5,583	\$185	\$2,221
14-114-City Attorney	\$274,407	\$28,512	-	-	-
15-115-Finance Department	\$138,553	\$12,110	\$33,103	\$10,483	\$42,141
16-116-Human Resources	\$57,726	\$4,684	\$3,117	-	\$21,821
17-117-General Government	\$737,926	\$53,760	\$146,228	\$11,087	\$183,532
18-118-Information Systems	\$139,019	\$12,063	\$8,566	\$1,352	\$44,663
34-343-Facility Maintenance	\$126,091	\$11,463	\$5,731	-	\$40,120
Totals	\$1,904,704	\$196,032	\$259,621	\$29,017	\$348,276



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Fiscal Year 2018-19 For Use Beginning 2019-20

**City of Pinole
Full Cost Allocation Plan**

Exhibit C

Significant Changes from Prior Year

New Plan.

Fiscal Year 2018-19 For Use Beginning 2019-20

**City of Pinole
Full Cost Allocation Plan****City Council
Schedule 1.1****Narrative**

Establish comprehensive goals and objectives for the City; provide leadership in establishing policies for the conduct of municipal affairs; formulate priorities for allocation of City resources; support special legislative bodies; represent the City at local, regional, and State organizations; and hold regularly scheduled meetings, hearings, and study sessions to receive citizen's input and conduct the City's business in a public forum.

City Council- A portion of the City Council budget is allocated based on number of agenda items per department.

Fiscal Administration- A portion of the City Council budget for fiscal administration is allocated based on a percentage of expenditure budget per department.

Fiscal Year 2018-19 For Use Beginning 2019-20

**City of Pinole
Full Cost Allocation Plan**

**City Council
Schedule 1.2**

Labor Distribution Summary

Staff Name	Salary	General Admin	City Council	Fiscal Administration
Council Members - 5	\$95,820	-	\$86,238	\$9,582
Total	\$95,820		\$86,238	\$9,582
Total Percentage	100.000%		90.000%	10.000%



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Inputs provided by Agency.

Fiscal Year 2018-19 For Use Beginning 2019-20

**City of Pinole
Full Cost Allocation Plan**

**City Council
Schedule 1.3**

Schedule of costs to be allocated

		Amount	General & Admin	City Council	Fiscal Administration
<i>Total %</i>				<i>90.000%</i>	<i>10.000%</i>
Wages and Benefits					
Salaries		\$60,638	-	\$54,574	\$6,064
Benefits		\$35,182	-	\$31,664	\$3,518
Wages and Benefits Subtotal		\$95,820	-	\$86,238	\$9,582
Service And Supplies					
	DIST				
Professional & Technical Services	SAL	\$500	-	\$450	\$50
Office Expenses	SAL	\$1,400	-	\$1,260	\$140
Travel & Training	SAL	\$6,000	-	\$5,400	\$600
Dues, Pub & Advertising	SAL	\$2,000	-	\$1,800	\$200
Admin Exp	SAL	\$48,360	-	\$43,524	\$4,836
Utilities	SAL	\$1,030	-	\$927	\$103
Indirect Cost Allocations	SAL	(\$24,249)	-	(\$21,824)	(\$2,425)
Insurance	SAL	\$1,175	-	\$1,058	\$118
Services and Supplies Subtotal		\$36,216	-	\$32,594	\$3,622
Cost Adjustments					
Cost Adjustments Subtotal		-	-	-	-
Reallocate Admin					
Functional Costs		\$132,036	-	\$118,832	\$13,204



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Inputs provided by Agency.

Fiscal Year 2018-19 For Use Beginning 2019-20

City of Pinole
Full Cost Allocation Plan



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Inputs provided by Agency.

Fiscal Year 2018-19 For Use Beginning 2019-20

**City of Pinole
Full Cost Allocation Plan**

**City Council
Schedule 1.4**

Service to Service Costs

Department	First Incoming	Second Incoming	Fiscal	
			City Council	Administration
10-110-City Council	-	\$50	\$45	\$5
11-111-City Manager	-	\$4,466	\$4,020	\$447
13-113-City Treasurer	-	\$46	\$42	\$5
15-115-Finance Department	-	\$10,568	\$9,511	\$1,057
16-116-Human Resources	-	\$11,710	\$10,539	\$1,171
17-117-General Government	-	\$118,834	\$106,951	\$11,883
18-118-Information Systems	-	\$28,635	\$25,772	\$2,864
34-343-Facility Maintenance	-	\$28,657	\$25,791	\$2,866
Subtotals	-	\$202,966	\$182,670	\$20,297
Functional Costs	\$132,036		\$118,832	\$13,204
Total Allocated Costs	\$335,002		\$301,502	\$33,500



Fiscal Year 2018-19 For Use Beginning 2019-20

City of Pinole
Full Cost Allocation Plan

City Council
Schedule 1.5.1

Detail Allocations - City Council

Department	Allocation Units	Allocation Percent	1st Allocation	Direct Billed	Department Allocation	2nd Allocation	Total
11-111-City Manager	6.0	2.264%	\$2,691	-	\$2,691	\$4,136	\$6,826
12-112-City Clerk	37.0	13.962%	\$16,592	-	\$16,592	\$25,505	\$42,097
14-114-City Attorney	27.0	10.189%	\$12,107	-	\$12,107	\$18,612	\$30,719
15-115-Finance Department	32.0	12.075%	\$14,350	-	\$14,350	\$22,058	\$36,408
16-116-Human Resources	25.0	9.434%	\$11,211	-	\$11,211	\$17,233	\$28,444
17-117-General Government	16.0	6.038%	\$7,175	-	\$7,175	\$11,029	\$18,204
18-118-Information Systems	2.0	0.755%	\$897	-	\$897	\$1,379	\$2,275
19-119-Cable Access TV	1.0	0.377%	\$448	-	\$448	\$689	\$1,138
22-221-Police Operations	3.0	1.132%	\$1,345	-	\$1,345	\$2,068	\$3,413
23-231-Fire	2.0	0.755%	\$897	-	\$897	\$1,379	\$2,275
34-341-Administration/Engineering	49.0	18.491%	\$21,973	-	\$21,973	\$33,777	\$55,749
46-461-Planning	13.0	4.906%	\$5,830	-	\$5,830	\$8,961	\$14,791
46-464-Housing Administration	34.0	12.830%	\$15,246	-	\$15,246	\$23,437	\$38,683
55-551-Recreation Administration	18.0	6.792%	\$8,072	-	\$8,072	\$12,408	\$20,479
Subtotals	265.0	100.000%	\$118,832	-	\$118,832	\$182,670	\$301,502
Direct Billed						-	-
Total Full Functional Cost					\$118,832		\$301,502

Allocation Basis: # of agenda items per department



Reports Generated by Allocate System.
 Inputs provided by Agency.

Fiscal Year 2018-19 For Use Beginning 2019-20

**City of Pinole
Full Cost Allocation Plan**

**City Council
Schedule 1.5.2**

Detail Allocations - Fiscal Administration

Department	Allocation Units	Allocation Percent	1st Allocation	Direct Billed	Department Allocation	2nd Allocation	Total
10-110-City Council	130,636.0	0.376%	\$50	-	\$50	-	\$50
11-111-City Manager	149,871.0	0.431%	\$57	-	\$57	\$88	\$145
12-112-City Clerk	249,583.0	0.718%	\$95	-	\$95	\$146	\$241
13-113-City Treasurer	11,434.0	0.033%	\$4	-	\$4	\$7	\$11
14-114-City Attorney	131,820.0	0.379%	\$50	-	\$50	\$77	\$127
15-115-Finance Department	499,040.0	1.435%	\$190	-	\$190	\$292	\$482
16-116-Human Resources	409,020.0	1.176%	\$155	-	\$155	\$240	\$395
17-117-General Government	3,768,408.3	10.839%	\$1,431	-	\$1,431	\$2,208	\$3,640
18-118-Information Systems	125,000.0	0.360%	\$47	-	\$47	\$73	\$121
34-343-Facility Maintenance	1,499,001.0	4.312%	\$569	-	\$569	\$878	\$1,448
19-119-Cable Access TV	424,546.0	1.221%	\$161	-	\$161	\$249	\$410
22-221-Police Operations	4,952,618.0	14.246%	\$1,881	-	\$1,881	\$2,902	\$4,783
22-222-Police Support Services	1,148,504.61	3.304%	\$436	-	\$436	\$673	\$1,109
22-223-Dispatch WBCC	1,598,023.56	4.597%	\$607	-	\$607	\$936	\$1,543
22-227-Police Grants	392,461.0	1.129%	\$149	-	\$149	\$230	\$379
23-231-Fire	3,947,870.2	11.356%	\$1,499	-	\$1,499	\$2,313	\$3,813
34-341-Administration/Engineering	301,126.67	0.866%	\$114	-	\$114	\$176	\$291
34-342-Road Maintenance	3,561,540.0	10.244%	\$1,353	-	\$1,353	\$2,087	\$3,440
34-344-NPDES Storm Water	840,172.38	2.417%	\$319	-	\$319	\$492	\$811
34-345-Park Maintenance	785,406.0	2.259%	\$298	-	\$298	\$460	\$759
34-346-Waste Reduction	116,508.0	0.335%	\$44	-	\$44	\$68	\$113



Reports Generated by Allocate System.
Inputs provided by Agency.

Fiscal Year 2018-19 For Use Beginning 2019-20

**City of Pinole
Full Cost Allocation Plan**

34-347-Landscape & Lighting-PVR North	30,976.0	0.089%	\$12	-	\$12	\$18	\$30
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Reports Generated by Allocate System.
Inputs provided by Agency.

Fiscal Year 2018-19 For Use Beginning 2019-20

**City of Pinole
Full Cost Allocation Plan**

**City Council
Schedule 1.5.2**

**Detail Allocations - Fiscal Administration
(continued)**

Department	Allocation Units	Allocation Percent	1st Allocation	Direct Billed	Department Allocation	2nd Allocation	Total
34-348-Landscape & Lighting-PVR South	25,661.0	0.074%	\$10	-	\$10	\$15	\$25
46-461-Planning	364,907.0	1.050%	\$139	-	\$139	\$214	\$352
46-462-Building Inspection	684,838.67	1.970%	\$260	-	\$260	\$401	\$661
46-463-Successor Agency to RDA	250,000.0	0.719%	\$95	-	\$95	\$147	\$241
46-464-Housing Administration	202,136.0	0.581%	\$77	-	\$77	\$118	\$195
46-465-Code Enforcement	72,694.0	0.209%	\$28	-	\$28	\$43	\$70
55-551-Recreation Administration	192,843.87	0.555%	\$73	-	\$73	\$113	\$186
55-552-Senior Center	470,458.0	1.353%	\$179	-	\$179	\$276	\$454
55-553-Tiny Tots	119,030.0	0.342%	\$45	-	\$45	\$70	\$115
55-554-Youth Center	202,913.0	0.584%	\$77	-	\$77	\$119	\$196
55-555-Day Camp	37,572.0	0.108%	\$14	-	\$14	\$22	\$36
55-556-Performing Arts	43,950.0	0.126%	\$17	-	\$17	\$26	\$42
55-557-Swim Center	80,811.0	0.232%	\$31	-	\$31	\$47	\$78
55-558-Memorial Hall	4,838.0	0.014%	\$2	-	\$2	\$3	\$5
55-559-Tennis	3,250.0	0.009%	\$1	-	\$1	\$2	\$3
64-641-Sewer Treatment Plant/Shared	4,141,168.0	11.912%	\$1,573	-	\$1,573	\$2,427	\$4,000
64-642-Sewer Collections	2,795,251.0	8.040%	\$1,062	-	\$1,062	\$1,638	\$2,700
2nd Alloc Remains	-	0.000%	-	-	-	\$0	\$0
Subtotals	34,765,887.26	100.000%	\$13,204	-	\$13,204	\$20,297	\$33,500
Direct Billed				-			-
Total Full Functional Cost					\$13,204		\$33,500



Reports Generated by Allocate System.
Inputs provided by Agency.

Fiscal Year 2018-19 For Use Beginning 2019-20

**City of Pinole
Full Cost Allocation Plan**

Allocation Basis: % of expense budget

Fiscal Year 2018-19 For Use Beginning 2019-20

**City of Pinole
Full Cost Allocation Plan**

**City Council
Schedule 1.6**

Summary of Allocated Costs

Department	Total	Fiscal	
		City Council	Administration
10-110-City Council	\$50	-	\$50
11-111-City Manager	\$6,971	\$6,826	\$145
12-112-City Clerk	\$42,338	\$42,097	\$241
13-113-City Treasurer	\$11	-	\$11
14-114-City Attorney	\$30,846	\$30,719	\$127
15-115-Finance Department	\$36,890	\$36,408	\$482
16-116-Human Resources	\$28,839	\$28,444	\$395
17-117-General Government	\$21,843	\$18,204	\$3,640
18-118-Information Systems	\$2,396	\$2,275	\$121
34-343-Facility Maintenance	\$1,448	-	\$1,448
Subtotal for CSD	\$171,632	\$164,973	\$6,659
19-119-Cable Access TV	\$1,548	\$1,138	\$410
22-221-Police Operations	\$8,196	\$3,413	\$4,783
22-222-Police Support Services	\$1,109	-	\$1,109
22-223-Dispatch WBCC	\$1,543	-	\$1,543
22-227-Police Grants	\$379	-	\$379
23-231-Fire	\$6,088	\$2,275	\$3,813
34-341-Administration/Engineering	\$56,040	\$55,749	\$291
34-342-Road Maintenance	\$3,440	-	\$3,440
34-344-NPDES Storm Water	\$811	-	\$811
34-345-Park Maintenance	\$759	-	\$759



Reports Generated by Allocate System.
Inputs provided by Agency.

Fiscal Year 2018-19 For Use Beginning 2019-20

City of Pinole
Full Cost Allocation Plan

34-346-Waste Reduction	\$113	-	\$113
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Fiscal Year 2018-19 For Use Beginning 2019-20

**City of Pinole
Full Cost Allocation Plan**

**City Council
Schedule 1.6**

Summary of Allocated Costs (continued)

Department	Total	City Council	Fiscal Administration
34-347-Landscape & Lighting-PVR North	\$30	-	\$30
34-348-Landscape & Lighting-PVR South	\$25	-	\$25
46-461-Planning	\$15,143	\$14,791	\$352
46-462-Building Inspection	\$661	-	\$661
46-463-Successor Agency to RDA	\$241	-	\$241
46-464-Housing Administration	\$38,879	\$38,683	\$195
46-465-Code Enforcement	\$70	-	\$70
55-551-Recreation Administration	\$20,666	\$20,479	\$186
55-552-Senior Center	\$454	-	\$454
55-553-Tiny Tots	\$115	-	\$115
55-554-Youth Center	\$196	-	\$196
55-555-Day Camp	\$36	-	\$36
55-556-Performing Arts	\$42	-	\$42
55-557-Swim Center	\$78	-	\$78
55-558-Memorial Hall	\$5	-	\$5
55-559-Tennis	\$3	-	\$3
64-641-Sewer Treatment Plant/Shared	\$4,000	-	\$4,000
64-642-Sewer Collections	\$2,700	-	\$2,700
2nd Alloc Remains	\$0	-	\$0
Totals	\$335,002	\$301,502	\$33,500
Direct Billed	-	-	-
Total Full Functional Cost	\$335,002	\$301,502	\$33,500



Reports Generated by Allocate System.
Inputs provided by Agency.

Fiscal Year 2018-19 For Use Beginning 2019-20

City of Pinole
Full Cost Allocation Plan

Less Direct Billed	-	-	-
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Fiscal Year 2018-19 For Use Beginning 2019-20

**City of Pinole
Full Cost Allocation Plan**

**City Council
Schedule 1.6**

Summary of Allocated Costs (continued)

Department	Total	Fiscal	
		City Council	Administration
Less CSD Amounts	(\$171,632)	(\$164,973)	(\$6,659)
Total Receiving Department Allocation	\$163,371	\$136,529	\$26,842



Reports Generated by Allocate System.
Inputs provided by Agency.

Fiscal Year 2018-19 For Use Beginning 2019-20

**City of Pinole
Full Cost Allocation Plan**

**City Manager
Schedule 2.1**

Narrative

Support the City Council's goals and objectives and to efficiently and effectively carry out the City Council's directives in the provision of services to the community.

City Manager- A portion of the City Manager's budget is allocated based on the number of full time equivalent employee's per department.

Fiscal Administration- A portion of the City Manager's budget is allocated based on a percentage of each departments expenditure budget.

Fiscal Year 2018-19 For Use Beginning 2019-20

**City of Pinole
Full Cost Allocation Plan**

**City Manager
Schedule 2.2**

Labor Distribution Summary

Staff Name	Salary	General Admin	City Manager	Fiscal Administration
City Manager	\$346,944	\$138,778	\$138,778	\$69,389
Total	\$346,944	\$138,778	\$138,778	\$69,389
Total Percentage	100.000%	40.000%	40.000%	20.000%

Fiscal Year 2018-19 For Use Beginning 2019-20

**City of Pinole
Full Cost Allocation Plan**

**City Manager
Schedule 2.3**

Schedule of costs to be allocated

		Amount	General & Admin	City Manager	Fiscal Administration
<i>Total %</i>			40.000%	40.000%	20.000%
Wages and Benefits					
Salaries		\$248,380	\$99,352	\$99,352	\$49,676
Benefits		\$98,564	\$39,426	\$39,426	\$19,713
Wages and Benefits Subtotal		\$346,944	\$138,778	\$138,778	\$69,389
Service And Supplies					
	DIST				
Office Expenses	SAL	\$800	\$320	\$320	\$160
Travel & Training	SAL	\$4,900	\$1,960	\$1,960	\$980
Dues, Pub & Advertising	SAL	\$600	\$240	\$240	\$120
Admin Expenses	SAL	\$175	\$70	\$70	\$35
Utilities	SAL	\$1,425	\$570	\$570	\$285
Indirect Cost Allocations	SAL	(\$212,946)	(\$85,178)	(\$85,178)	(\$42,589)
Insurance	SAL	\$7,973	\$3,189	\$3,189	\$1,595
Services and Supplies Subtotal		(\$197,073)	(\$78,829)	(\$78,829)	(\$39,415)
Cost Adjustments					
Cost Adjustments Subtotal		-	-	-	-
Reallocate Admin			(\$59,948)	\$39,966	\$19,983
Functional Costs		\$149,871	(\$59,948)	\$99,914	\$49,957

Fiscal Year 2018-19 For Use Beginning 2019-20

City of Pinole
Full Cost Allocation Plan



Reports Generated by Allocate System.
Inputs provided by Agency.

Fiscal Year 2018-19 For Use Beginning 2019-20

**City of Pinole
Full Cost Allocation Plan**

**City Manager
Schedule 2.4**

Service to Service Costs

Department	First Incoming	Second Incoming	City Manager	Fiscal Administration
10-110-City Council	\$2,747	\$4,224	\$4,647	\$2,324
11-111-City Manager	-	\$1,074	\$716	\$358
12-112-City Clerk	-	\$6,066	\$4,044	\$2,022
13-113-City Treasurer	-	\$53	\$35	\$18
15-115-Finance Department	-	\$4,605	\$3,070	\$1,535
16-116-Human Resources	-	\$2,342	\$1,561	\$781
17-117-General Government	-	\$42,447	\$28,298	\$14,149
18-118-Information Systems	-	\$7,890	\$5,260	\$2,630
34-343-Facility Maintenance	-	\$5,731	\$3,821	\$1,910
Subtotals	\$2,747	\$74,433	\$51,454	\$25,727
Functional Costs	\$149,871		\$99,914	\$49,957
Total Allocated Costs	\$227,052		\$217,977	\$108,989



Reports Generated by Allocate System.
Inputs provided by Agency.

Fiscal Year 2018-19 For Use Beginning 2019-20

**City of Pinole
Full Cost Allocation Plan**

**City Manager
Schedule 2.5.1**

Detail Allocations - City Manager

Department	Allocation Units	Allocation Percent	1st Allocation	Direct Billed	Department Allocation	2nd Allocation	Total
10-110-City Council	5.0	4.202%	\$4,275	-	\$4,275	-	\$4,275
11-111-City Manager	1.0	0.840%	\$855	-	\$855	-	\$855
12-112-City Clerk	1.5	1.261%	\$1,283	-	\$1,283	\$659	\$1,941
13-113-City Treasurer	1.0	0.840%	\$855	-	\$855	\$439	\$1,294
15-115-Finance Department	3.5	2.941%	\$2,993	-	\$2,993	\$1,537	\$4,529
16-116-Human Resources	2.0	1.681%	\$1,710	-	\$1,710	\$878	\$2,588
17-117-General Government	1.0	0.840%	\$855	-	\$855	\$439	\$1,294
34-343-Facility Maintenance	7.0	5.882%	\$5,985	-	\$5,985	\$3,074	\$9,059
19-119-Cable Access TV	3.0	2.521%	\$2,565	-	\$2,565	\$1,317	\$3,882
22-221-Police Operations	27.0	22.689%	\$23,085	-	\$23,085	\$11,857	\$34,942
22-222-Police Support Services	5.0	4.202%	\$4,275	-	\$4,275	\$2,196	\$6,471
22-223-Dispatch WBCC	11.0	9.244%	\$9,405	-	\$9,405	\$4,830	\$14,236
22-227-Police Grants	2.5	2.101%	\$2,138	-	\$2,138	\$1,098	\$3,235
23-231-Fire	15.0	12.605%	\$12,825	-	\$12,825	\$6,587	\$19,412
34-341-Administration/Engineering	4.0	3.361%	\$3,420	-	\$3,420	\$1,757	\$5,177
46-461-Planning	1.0	0.840%	\$855	-	\$855	\$439	\$1,294
46-462-Building Inspection	2.5	2.101%	\$2,138	-	\$2,138	\$1,098	\$3,235
46-465-Code Enforcement	1.0	0.840%	\$855	-	\$855	\$439	\$1,294
55-551-Recreation Administration	1.0	0.840%	\$855	-	\$855	\$439	\$1,294
55-552-Senior Center	4.5	3.782%	\$3,848	-	\$3,848	\$1,976	\$5,824
55-553-Tiny Tots	2.0	1.681%	\$1,710	-	\$1,710	\$878	\$2,588
55-554-Youth Center	4.0	3.361%	\$3,420	-	\$3,420	\$1,757	\$5,177



Reports Generated by Allocate System.
Inputs provided by Agency.

Fiscal Year 2018-19 For Use Beginning 2019-20

**City of Pinole
Full Cost Allocation Plan**

**City Manager
Schedule 2.5.1**

Detail Allocations - City Manager (continued)

Department	Allocation Units	Allocation Percent	1st Allocation	Direct Billed	Department Allocation	2nd Allocation	Total
64-641-Sewer Treatment Plant/Shared	10.5	8.824%	\$8,978	-	\$8,978	\$4,611	\$13,588
64-642-Sewer Collections	3.0	2.521%	\$2,565	-	\$2,565	\$1,317	\$3,882
2nd Alloc Remains	-	0.000%	-	-	-	(\$0)	(\$0)
Subtotals	119.0	100.000%	\$101,746	-	\$101,746	\$49,622	\$151,368
Direct Billed						-	-
Total Full Functional Cost					\$101,746		\$151,368

Allocation Basis: # of FTEs per Department

Fiscal Year 2018-19 For Use Beginning 2019-20

**City of Pinole
Full Cost Allocation Plan**

**City Manager
Schedule 2.5.2**

Detail Allocations - Fiscal Administration

Department	Allocation Units	Allocation Percent	1st Allocation	Direct Billed	Department Allocation	2nd Allocation	Total
10-110-City Council	130,636.0	0.376%	\$191	-	\$191	-	\$191
11-111-City Manager	149,871.0	0.431%	\$219	-	\$219	-	\$219
12-112-City Clerk	249,583.0	0.718%	\$365	-	\$365	\$180	\$545
13-113-City Treasurer	11,434.0	0.033%	\$17	-	\$17	\$8	\$25
14-114-City Attorney	131,820.0	0.379%	\$193	-	\$193	\$95	\$288
15-115-Finance Department	499,040.0	1.435%	\$730	-	\$730	\$359	\$1,089
16-116-Human Resources	409,020.0	1.176%	\$599	-	\$599	\$294	\$893
17-117-General Government	3,768,408.3	10.839%	\$5,514	-	\$5,514	\$2,711	\$8,226
18-118-Information Systems	125,000.0	0.360%	\$183	-	\$183	\$90	\$273
34-343-Facility Maintenance	1,499,001.0	4.312%	\$2,193	-	\$2,193	\$1,078	\$3,272
19-119-Cable Access TV	424,546.0	1.221%	\$621	-	\$621	\$305	\$927
22-221-Police Operations	4,952,618.0	14.246%	\$7,247	-	\$7,247	\$3,563	\$10,810
22-222-Police Support Services	1,148,504.61	3.304%	\$1,681	-	\$1,681	\$826	\$2,507
22-223-Dispatch WBCC	1,598,023.56	4.597%	\$2,338	-	\$2,338	\$1,150	\$3,488
22-227-Police Grants	392,461.0	1.129%	\$574	-	\$574	\$282	\$857
23-231-Fire	3,947,870.2	11.356%	\$5,777	-	\$5,777	\$2,840	\$8,617
34-341-Administration/Engineering	301,126.67	0.866%	\$441	-	\$441	\$217	\$657
34-342-Road Maintenance	3,561,540.0	10.244%	\$5,212	-	\$5,212	\$2,562	\$7,774
34-344-NPDES Storm Water	840,172.38	2.417%	\$1,229	-	\$1,229	\$604	\$1,834
34-345-Park Maintenance	785,406.0	2.259%	\$1,149	-	\$1,149	\$565	\$1,714
34-346-Waste Reduction	116,508.0	0.335%	\$170	-	\$170	\$84	\$254



Reports Generated by Allocate System.
Inputs provided by Agency.

Fiscal Year 2018-19 For Use Beginning 2019-20

City of Pinole
Full Cost Allocation Plan

34-347-Landscape & Lighting-PVR North	30,976.0	0.089%	\$45	-	\$45	\$22	\$68
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Fiscal Year 2018-19 For Use Beginning 2019-20

**City of Pinole
Full Cost Allocation Plan**

**City Manager
Schedule 2.5.2**

**Detail Allocations - Fiscal Administration
(continued)**

Department	Allocation Units	Allocation Percent	1st Allocation	Direct Billed	Department Allocation	2nd Allocation	Total
34-348-Landscape & Lighting-PVR South	25,661.0	0.074%	\$38	-	\$38	\$18	\$56
46-461-Planning	364,907.0	1.050%	\$534	-	\$534	\$263	\$797
46-462-Building Inspection	684,838.67	1.970%	\$1,002	-	\$1,002	\$493	\$1,495
46-463-Successor Agency to RDA	250,000.0	0.719%	\$366	-	\$366	\$180	\$546
46-464-Housing Administration	202,136.0	0.581%	\$296	-	\$296	\$145	\$441
46-465-Code Enforcement	72,694.0	0.209%	\$106	-	\$106	\$52	\$159
55-551-Recreation Administration	192,843.87	0.555%	\$282	-	\$282	\$139	\$421
55-552-Senior Center	470,458.0	1.353%	\$688	-	\$688	\$338	\$1,027
55-553-Tiny Tots	119,030.0	0.342%	\$174	-	\$174	\$86	\$260
55-554-Youth Center	202,913.0	0.584%	\$297	-	\$297	\$146	\$443
55-555-Day Camp	37,572.0	0.108%	\$55	-	\$55	\$27	\$82
55-556-Performing Arts	43,950.0	0.126%	\$64	-	\$64	\$32	\$96
55-557-Swim Center	80,811.0	0.232%	\$118	-	\$118	\$58	\$176
55-558-Memorial Hall	4,838.0	0.014%	\$7	-	\$7	\$3	\$11
55-559-Tennis	3,250.0	0.009%	\$5	-	\$5	\$2	\$7
64-641-Sewer Treatment Plant/Shared	4,141,168.0	11.912%	\$6,060	-	\$6,060	\$2,979	\$9,039
64-642-Sewer Collections	2,795,251.0	8.040%	\$4,090	-	\$4,090	\$2,011	\$6,101
2nd Alloc Remains	-	0.000%	-	-	-	\$0	\$0
Subtotals	34,765,887.26	100.000%	\$50,873	-	\$50,873	\$24,811	\$75,684
Direct Billed				-			-
Total Full Functional Cost					\$50,873		\$75,684



Reports Generated by Allocate System.
Inputs provided by Agency.

Fiscal Year 2018-19 For Use Beginning 2019-20

**City of Pinole
Full Cost Allocation Plan**

Allocation Basis: % of expense budget

Fiscal Year 2018-19 For Use Beginning 2019-20

City of Pinole
Full Cost Allocation Plan

City Manager
Schedule 2.6

Summary of Allocated Costs

Department	Total	Fiscal	
		City Manager	Administration
10-110-City Council	\$4,466	\$4,275	\$191
11-111-City Manager	\$1,074	\$855	\$219
12-112-City Clerk	\$2,486	\$1,941	\$545
13-113-City Treasurer	\$1,319	\$1,294	\$25
14-114-City Attorney	\$288	-	\$288
15-115-Finance Department	\$5,619	\$4,529	\$1,089
16-116-Human Resources	\$3,481	\$2,588	\$893
17-117-General Government	\$9,520	\$1,294	\$8,226
18-118-Information Systems	\$273	-	\$273
34-343-Facility Maintenance	\$12,331	\$9,059	\$3,272
Subtotal for CSD	\$40,857	\$25,836	\$15,020
19-119-Cable Access TV	\$4,809	\$3,882	\$927
22-221-Police Operations	\$45,752	\$34,942	\$10,810
22-222-Police Support Services	\$8,978	\$6,471	\$2,507
22-223-Dispatch WBCC	\$17,724	\$14,236	\$3,488
22-227-Police Grants	\$4,092	\$3,235	\$857
23-231-Fire	\$28,029	\$19,412	\$8,617
34-341-Administration/Engineering	\$5,834	\$5,177	\$657
34-342-Road Maintenance	\$7,774	-	\$7,774
34-344-NPDES Storm Water	\$1,834	-	\$1,834
34-345-Park Maintenance	\$1,714	-	\$1,714



Reports Generated by Allocate System.
 Inputs provided by Agency.

Fiscal Year 2018-19 For Use Beginning 2019-20

**City of Pinole
Full Cost Allocation Plan**

34-346-Waste Reduction	\$254	-	\$254
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Reports Generated by Allocate System.
Inputs provided by Agency.

Fiscal Year 2018-19 For Use Beginning 2019-20

**City of Pinole
Full Cost Allocation Plan**

**City Manager
Schedule 2.6**

Summary of Allocated Costs (continued)

Department	Total	City Manager	Fiscal Administration
34-347-Landscape & Lighting-PVR North	\$68	-	\$68
34-348-Landscape & Lighting-PVR South	\$56	-	\$56
46-461-Planning	\$2,091	\$1,294	\$797
46-462-Building Inspection	\$4,730	\$3,235	\$1,495
46-463-Successor Agency to RDA	\$546	-	\$546
46-464-Housing Administration	\$441	-	\$441
46-465-Code Enforcement	\$1,453	\$1,294	\$159
55-551-Recreation Administration	\$1,715	\$1,294	\$421
55-552-Senior Center	\$6,851	\$5,824	\$1,027
55-553-Tiny Tots	\$2,848	\$2,588	\$260
55-554-Youth Center	\$5,619	\$5,177	\$443
55-555-Day Camp	\$82	-	\$82
55-556-Performing Arts	\$96	-	\$96
55-557-Swim Center	\$176	-	\$176
55-558-Memorial Hall	\$11	-	\$11
55-559-Tennis	\$7	-	\$7
64-641-Sewer Treatment Plant/Shared	\$22,628	\$13,588	\$9,039
64-642-Sewer Collections	\$9,984	\$3,882	\$6,101
Totals	\$227,052	\$151,368	\$75,684
Direct Billed	-	-	-
Total Full Functional Cost	\$227,052	\$151,368	\$75,684
Less Direct Billed	-	-	-



Reports Generated by Allocate System.
Inputs provided by Agency.

Fiscal Year 2018-19 For Use Beginning 2019-20

**City of Pinole
Full Cost Allocation Plan**

Less CSD Amounts	(\$40,857)	(\$25,836)	(\$15,020)
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Fiscal Year 2018-19 For Use Beginning 2019-20

**City of Pinole
Full Cost Allocation Plan**

**City Manager
Schedule 2.6**

Summary of Allocated Costs (continued)

Department	Total	Fiscal	
		City Manager	Administration
Total Receiving Department Allocation	\$186,195	\$125,532	\$60,664

Fiscal Year 2018-19 For Use Beginning 2019-20

**City of Pinole
Full Cost Allocation Plan**

**City Clerk
Schedule 3.1**

Narrative

Responsible for conducting City elections, scheduling and preparing for City Council meetings, producing the official records of Council decisions, maximizing public access to municipal government and is the official custodian of the records of the City.

City Clerk- Cost are allocated based on the number of agenda items per department.

Fiscal Year 2018-19 For Use Beginning 2019-20

**City of Pinole
Full Cost Allocation Plan**

**City Clerk
Schedule 3.2**

Labor Distribution Summary

Staff Name	Salary	General Admin	City Clerk
City Clerk	\$195,034	\$48,759	\$146,276
Administrative Secretary	\$30,033	\$7,508	\$22,525
Total	\$225,067	\$56,267	\$168,800
Total Percentage	100.000%	25.000%	75.000%



Reports Generated by Allocate System.
Inputs provided by Agency.

Fiscal Year 2018-19 For Use Beginning 2019-20

**City of Pinole
Full Cost Allocation Plan**

**City Clerk
Schedule 3.3**

Schedule of costs to be allocated

		Amount	General & Admin	City Clerk
<i>Total %</i>			<i>25.000%</i>	<i>75.000%</i>
Wages and Benefits				
Salaries		\$153,053	\$38,263	\$114,790
Benefits		\$72,014	\$18,004	\$54,011
Wages and Benefits Subtotal		\$225,067	\$56,267	\$168,800
Service And Supplies				
Professional Services	SAL	\$27,400	\$6,850	\$20,550
Office Expenses	SAL	\$1,600	\$400	\$1,200
Travel, Training & Meeting Costs	SAL	\$4,000	\$1,000	\$3,000
Dues, Publications and Advertising	SAL	\$650	\$163	\$488
Administrative Expenses	SAL	\$25,175	\$6,294	\$18,881
Utilities	SAL	\$1,600	\$400	\$1,200
Indirect cost allocations	SAL	(\$40,957)	(\$10,239)	(\$30,718)
Insurance	SAL	\$5,048	\$1,262	\$3,786
Services and Supplies Subtotal		\$24,516	\$6,129	\$18,387
Cost Adjustments				
Cost Adjustments Subtotal		-	-	-
Reallocate Admin			(\$62,396)	\$62,396
Functional Costs		\$249,583	(\$62,396)	\$249,583

Fiscal Year 2018-19 For Use Beginning 2019-20

City of Pinole
Full Cost Allocation Plan



Reports Generated by Allocate System.
Inputs provided by Agency.

Fiscal Year 2018-19 For Use Beginning 2019-20

**City of Pinole
Full Cost Allocation Plan**

**City Clerk
Schedule 3.4**

Service to Service Costs

Department	First Incoming	Second Incoming	City Clerk
10-110-City Council	\$16,686	\$25,651	\$42,338
11-111-City Manager	\$1,648	\$838	\$2,486
12-112-City Clerk	-	\$37,407	\$37,407
13-113-City Treasurer	-	\$88	\$88
15-115-Finance Department	-	\$7,016	\$7,016
16-116-Human Resources	-	\$3,513	\$3,513
17-117-General Government	-	\$42,915	\$42,915
18-118-Information Systems	-	\$9,300	\$9,300
34-343-Facility Maintenance	-	\$8,597	\$8,597
Subtotals	\$18,334	\$135,326	\$153,660
Functional Costs	\$249,583		\$249,583
Total Allocated Costs	\$403,243		\$486,438



Reports Generated by Allocate System.
Inputs provided by Agency.

Fiscal Year 2018-19 For Use Beginning 2019-20

City of Pinole
Full Cost Allocation Plan

City Clerk
Schedule 3.5.1

Detail Allocations - City Clerk

Department	Allocation Units	Allocation Percent	1st Allocation	Direct Billed	Department Allocation	2nd Allocation	Total
11-111-City Manager	6.0	2.264%	\$6,066	-	\$6,066	-	\$6,066
12-112-City Clerk	37.0	13.962%	\$37,407	-	\$37,407	-	\$37,407
14-114-City Attorney	27.0	10.189%	\$27,297	-	\$27,297	\$16,459	\$43,756
15-115-Finance Department	32.0	12.075%	\$32,352	-	\$32,352	\$19,506	\$51,859
16-116-Human Resources	25.0	9.434%	\$25,275	-	\$25,275	\$15,239	\$40,515
17-117-General Government	16.0	6.038%	\$16,176	-	\$16,176	\$9,753	\$25,929
18-118-Information Systems	2.0	0.755%	\$2,022	-	\$2,022	\$1,219	\$3,241
19-119-Cable Access TV	1.0	0.377%	\$1,011	-	\$1,011	\$610	\$1,621
22-221-Police Operations	3.0	1.132%	\$3,033	-	\$3,033	\$1,829	\$4,862
23-231-Fire	2.0	0.755%	\$2,022	-	\$2,022	\$1,219	\$3,241
34-341-Administration/Engineering	49.0	18.491%	\$49,539	-	\$49,539	\$29,869	\$79,409
46-461-Planning	13.0	4.906%	\$13,143	-	\$13,143	\$7,925	\$21,068
46-464-Housing Administration	34.0	12.830%	\$34,374	-	\$34,374	\$20,726	\$55,100
55-551-Recreation Administration	18.0	6.792%	\$18,198	-	\$18,198	\$10,972	\$29,171
2nd Alloc Remains	-	0.000%	-	-	-	(\$0)	(\$0)
Subtotals	265.0	100.000%	\$267,917	-	\$267,917	\$135,326	\$403,243
Direct Billed						-	-
Total Full Functional Cost					\$267,917		\$403,243

Allocation Basis: # of agenda items per department



Reports Generated by Allocate System.
 Inputs provided by Agency.

Fiscal Year 2018-19 For Use Beginning 2019-20

**City of Pinole
Full Cost Allocation Plan**

**City Clerk
Schedule 3.6**

Summary of Allocated Costs

Department	Total	City Clerk
11-111-City Manager	\$6,066	\$6,066
12-112-City Clerk	\$37,407	\$37,407
14-114-City Attorney	\$43,756	\$43,756
15-115-Finance Department	\$51,859	\$51,859
16-116-Human Resources	\$40,515	\$40,515
17-117-General Government	\$25,929	\$25,929
18-118-Information Systems	\$3,241	\$3,241
Subtotal for CSD	\$208,773	\$208,773
19-119-Cable Access TV	\$1,621	\$1,621
22-221-Police Operations	\$4,862	\$4,862
23-231-Fire	\$3,241	\$3,241
34-341-Administration/Engineering	\$79,409	\$79,409
46-461-Planning	\$21,068	\$21,068
46-464-Housing Administration	\$55,100	\$55,100
55-551-Recreation Administration	\$29,171	\$29,171
2nd Alloc Remains	(\$0)	(\$0)
Totals	\$403,243	\$403,243
Direct Billed	-	-
Total Full Functional Cost	\$403,243	\$403,243
Less Direct Billed	-	-
Less CSD Amounts	(\$208,773)	(\$208,773)



Reports Generated by Allocate System.
Inputs provided by Agency.

Fiscal Year 2018-19 For Use Beginning 2019-20

**City of Pinole
Full Cost Allocation Plan**

Total Receiving Department Allocation	\$194,470	\$194,470
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Fiscal Year 2018-19 For Use Beginning 2019-20

City of Pinole
Full Cost Allocation Plan

City Clerk
Schedule 3.6

Summary of Allocated Costs (continued)

Department	Total	City Clerk
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Fiscal Year 2018-19 For Use Beginning 2019-20

**City of Pinole
Full Cost Allocation Plan**

**City Treasurer
Schedule 4.1**

Narrative

Ensures all funds of the City are received, disbursed, deposited and invested in accordance with the City's Investment Policy and Generally Accepted Accounting Principles (GAAP). The primary mission of the City Treasurer is the safekeeping of City funds.

Fiscal Administration- City Treasurer budget is allocated based on a percentage of each departments expenditure budget.

Fiscal Year 2018-19 For Use Beginning 2019-20

**City of Pinole
Full Cost Allocation Plan**

**City Treasurer
Schedule 4.2**

Labor Distribution Summary

Staff Name	Salary	General Admin	Fiscal Administration
City Treasurer	\$14,215	-	\$14,215
Total	\$14,215		\$14,215
Total Percentage	100.000%		100.000%

Fiscal Year 2018-19 For Use Beginning 2019-20

**City of Pinole
Full Cost Allocation Plan**

**City Treasurer
Schedule 4.3**

Schedule of costs to be allocated

		Amount	General & Admin	Fiscal Administration
<i>Total %</i>				<i>100.000%</i>
Wages and Benefits				
Salaries		\$3,000	-	\$3,000
Benefits		\$11,215	-	\$11,215
Wages and Benefits Subtotal		\$14,215	-	\$14,215
Service And Supplies				
	DIST			
Travel & Training	SAL	\$400	-	\$400
Dues, Pub & Advertising	SAL	\$110	-	\$110
Admin Expenses	SAL	\$250	-	\$250
Indirect Cost Allocations	SAL	(\$3,641)	-	(\$3,641)
Insurance	SAL	\$100	-	\$100
Services and Supplies Subtotal		(\$2,781)	-	(\$2,781)
Cost Adjustments				
Cost Adjustments Subtotal		-	-	-
Reallocate Admin				
Functional Costs		\$11,434	-	\$11,434

Fiscal Year 2018-19 For Use Beginning 2019-20

**City of Pinole
Full Cost Allocation Plan**

**City Treasurer
Schedule 4.4**

Service to Service Costs

Department	First Incoming	Second Incoming	Fiscal Administration
10-110-City Council	\$4	\$7	\$11
11-111-City Manager	\$872	\$447	\$1,319
13-113-City Treasurer	-	\$4	\$4
15-115-Finance Department	-	\$2,840	\$2,840
16-116-Human Resources	-	\$2,342	\$2,342
17-117-General Government	-	\$21,691	\$21,691
18-118-Information Systems	-	\$5,524	\$5,524
34-343-Facility Maintenance	-	\$5,731	\$5,731
Subtotals	\$876	\$38,587	\$39,463
Functional Costs	\$11,434		\$11,434
Total Allocated Costs	\$50,897		\$50,897



Reports Generated by Allocate System.
Inputs provided by Agency.

Fiscal Year 2018-19 For Use Beginning 2019-20

**City of Pinole
Full Cost Allocation Plan**

**City Treasurer
Schedule 4.5.1**

Detail Allocations - Fiscal Administration

Department	Allocation Units	Allocation Percent	1st Allocation	Direct Billed	Department Allocation	2nd Allocation	Total
10-110-City Council	130,636.0	0.376%	\$46	-	\$46	-	\$46
11-111-City Manager	149,871.0	0.431%	\$53	-	\$53	-	\$53
12-112-City Clerk	249,583.0	0.718%	\$88	-	\$88	-	\$88
13-113-City Treasurer	11,434.0	0.033%	\$4	-	\$4	-	\$4
14-114-City Attorney	131,820.0	0.379%	\$47	-	\$47	\$149	\$195
15-115-Finance Department	499,040.0	1.435%	\$177	-	\$177	\$563	\$739
16-116-Human Resources	409,020.0	1.176%	\$145	-	\$145	\$461	\$606
17-117-General Government	3,768,408.3	10.839%	\$1,334	-	\$1,334	\$4,249	\$5,583
18-118-Information Systems	125,000.0	0.360%	\$44	-	\$44	\$141	\$185
34-343-Facility Maintenance	1,499,001.0	4.312%	\$531	-	\$531	\$1,690	\$2,221
19-119-Cable Access TV	424,546.0	1.221%	\$150	-	\$150	\$479	\$629
22-221-Police Operations	4,952,618.0	14.246%	\$1,754	-	\$1,754	\$5,584	\$7,338
22-222-Police Support Services	1,148,504.61	3.304%	\$407	-	\$407	\$1,295	\$1,702
22-223-Dispatch WBCC	1,598,023.56	4.597%	\$566	-	\$566	\$1,802	\$2,368
22-227-Police Grants	392,461.0	1.129%	\$139	-	\$139	\$442	\$581
23-231-Fire	3,947,870.2	11.356%	\$1,398	-	\$1,398	\$4,451	\$5,849
34-341-Administration/Engineering	301,126.67	0.866%	\$107	-	\$107	\$340	\$446
34-342-Road Maintenance	3,561,540.0	10.244%	\$1,261	-	\$1,261	\$4,016	\$5,277
34-344-NPDES Storm Water	840,172.38	2.417%	\$297	-	\$297	\$947	\$1,245
34-345-Park Maintenance	785,406.0	2.259%	\$278	-	\$278	\$886	\$1,164
34-346-Waste Reduction	116,508.0	0.335%	\$41	-	\$41	\$131	\$173



Reports Generated by Allocate System.
Inputs provided by Agency.

Fiscal Year 2018-19 For Use Beginning 2019-20

City of Pinole
Full Cost Allocation Plan

34-347-Landscape & Lighting-PVR North	30,976.0	0.089%	\$11	-	\$11	\$35	\$46
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Fiscal Year 2018-19 For Use Beginning 2019-20

**City of Pinole
Full Cost Allocation Plan**

**City Treasurer
Schedule 4.5.1**

**Detail Allocations - Fiscal Administration
(continued)**

Department	Allocation Units	Allocation Percent	1st Allocation	Direct Billed	Department Allocation	2nd Allocation	Total
34-348-Landscape & Lighting-PVR South	25,661.0	0.074%	\$9	-	\$9	\$29	\$38
46-461-Planning	364,907.0	1.050%	\$129	-	\$129	\$411	\$541
46-462-Building Inspection	684,838.67	1.970%	\$242	-	\$242	\$772	\$1,015
46-463-Successor Agency to RDA	250,000.0	0.719%	\$89	-	\$89	\$282	\$370
46-464-Housing Administration	202,136.0	0.581%	\$72	-	\$72	\$228	\$299
46-465-Code Enforcement	72,694.0	0.209%	\$26	-	\$26	\$82	\$108
55-551-Recreation Administration	192,843.87	0.555%	\$68	-	\$68	\$217	\$286
55-552-Senior Center	470,458.0	1.353%	\$167	-	\$167	\$530	\$697
55-553-Tiny Tots	119,030.0	0.342%	\$42	-	\$42	\$134	\$176
55-554-Youth Center	202,913.0	0.584%	\$72	-	\$72	\$229	\$301
55-555-Day Camp	37,572.0	0.108%	\$13	-	\$13	\$42	\$56
55-556-Performing Arts	43,950.0	0.126%	\$16	-	\$16	\$50	\$65
55-557-Swim Center	80,811.0	0.232%	\$29	-	\$29	\$91	\$120
55-558-Memorial Hall	4,838.0	0.014%	\$2	-	\$2	\$5	\$7
55-559-Tennis	3,250.0	0.009%	\$1	-	\$1	\$4	\$5
64-641-Sewer Treatment Plant/Shared	4,141,168.0	11.912%	\$1,466	-	\$1,466	\$4,669	\$6,135
64-642-Sewer Collections	2,795,251.0	8.040%	\$990	-	\$990	\$3,152	\$4,141
Subtotals	34,765,887.26	100.000%	\$12,310	-	\$12,310	\$38,587	\$50,897
Direct Billed				-			-
Total Full Functional Cost					\$12,310		\$50,897

Allocation Basis: % of expense budget



Reports Generated by Allocate System.
Inputs provided by Agency.

Fiscal Year 2018-19 For Use Beginning 2019-20

**City of Pinole
Full Cost Allocation Plan**

**City Treasurer
Schedule 4.6**

Summary of Allocated Costs

Department	Total	Fiscal Administration
10-110-City Council	\$46	\$46
11-111-City Manager	\$53	\$53
12-112-City Clerk	\$88	\$88
13-113-City Treasurer	\$4	\$4
14-114-City Attorney	\$195	\$195
15-115-Finance Department	\$739	\$739
16-116-Human Resources	\$606	\$606
17-117-General Government	\$5,583	\$5,583
18-118-Information Systems	\$185	\$185
34-343-Facility Maintenance	\$2,221	\$2,221
Subtotal for CSD	\$9,722	\$9,722
19-119-Cable Access TV	\$629	\$629
22-221-Police Operations	\$7,338	\$7,338
22-222-Police Support Services	\$1,702	\$1,702
22-223-Dispatch WBCC	\$2,368	\$2,368
22-227-Police Grants	\$581	\$581
23-231-Fire	\$5,849	\$5,849
34-341-Administration/Engineering	\$446	\$446
34-342-Road Maintenance	\$5,277	\$5,277
34-344-NPDES Storm Water	\$1,245	\$1,245
34-345-Park Maintenance	\$1,164	\$1,164



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Inputs provided by Agency.

Fiscal Year 2018-19 For Use Beginning 2019-20

**City of Pinole
Full Cost Allocation Plan**

34-346-Waste Reduction

\$173

\$173



Reports Generated by Allocate System.
Inputs provided by Agency.

Fiscal Year 2018-19 For Use Beginning 2019-20

**City of Pinole
Full Cost Allocation Plan**

**City Treasurer
Schedule 4.6**

Summary of Allocated Costs (continued)

Department	Total	Fiscal Administration
34-347-Landscape & Lighting-PVR North	\$46	\$46
34-348-Landscape & Lighting-PVR South	\$38	\$38
46-461-Planning	\$541	\$541
46-462-Building Inspection	\$1,015	\$1,015
46-463-Successor Agency to RDA	\$370	\$370
46-464-Housing Administration	\$299	\$299
46-465-Code Enforcement	\$108	\$108
55-551-Recreation Administration	\$286	\$286
55-552-Senior Center	\$697	\$697
55-553-Tiny Tots	\$176	\$176
55-554-Youth Center	\$301	\$301
55-555-Day Camp	\$56	\$56
55-556-Performing Arts	\$65	\$65
55-557-Swim Center	\$120	\$120
55-558-Memorial Hall	\$7	\$7
55-559-Tennis	\$5	\$5
64-641-Sewer Treatment Plant/Shared	\$6,135	\$6,135
64-642-Sewer Collections	\$4,141	\$4,141
Totals	\$50,897	\$50,897
Direct Billed	-	-
Total Full Functional Cost	\$50,897	\$50,897
Less Direct Billed	-	-



Reports Generated by Allocate System.
Inputs provided by Agency.

Fiscal Year 2018-19 For Use Beginning 2019-20

**City of Pinole
Full Cost Allocation Plan**

Less CSD Amounts	(\$9,722)		(\$9,722)
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Fiscal Year 2018-19 For Use Beginning 2019-20

**City of Pinole
Full Cost Allocation Plan****City Treasurer
Schedule 4.6****Summary of Allocated Costs (continued)**

Department	Total	Fiscal Administration
Total Receiving Department Allocation	\$41,175	\$41,175

Fiscal Year 2018-19 For Use Beginning 2019-20

**City of Pinole
Full Cost Allocation Plan****City Attorney
Schedule 5.1****Narrative**

Provides legal advice to the City Council and City officials. At the direction of the City Council, and by Resolution, the City Attorney prepares and reviews all ordinances, resolutions and contracts for City Council consideration, represents the City in legal actions and serves as general counsel for the Pinole Successor Agency and Housing Successor. The City Attorney also serves as the Risk Manager for the City of Pinole. The City Attorney prepares opinions at the request of the Council and staff as needed.

Legal expense- Attorney costs are allocated based on a percentage of legal expenditures per department.

Fiscal Year 2018-19 For Use Beginning 2019-20

**City of Pinole
Full Cost Allocation Plan**

**City Attorney
Schedule 5.2**

Labor Distribution Summary

No Labor Distribution



Reports Generated by Allocate System.
Inputs provided by Agency.

Fiscal Year 2018-19 For Use Beginning 2019-20

**City of Pinole
Full Cost Allocation Plan**

**City Attorney
Schedule 5.3**

Schedule of costs to be allocated

	Amount	General & Admin	Legal expense
<i>Total %</i>			<i>0.000%</i>
Wages and Benefits			
Salaries	-	-	-
Benefits	-	-	-
Wages and Benefits Subtotal	-	-	-
Service And Supplies			
Professional Services	\$402,820	\$80,564	\$322,256
Services and Supplies Subtotal	\$402,820	\$80,564	\$322,256
Cost Adjustments			
Cost Adjustments Subtotal	-	-	-
Reallocate Admin		(\$80,564)	\$80,564
Functional Costs	\$402,820	(\$80,564)	\$402,820

Fiscal Year 2018-19 For Use Beginning 2019-20

**City of Pinole
Full Cost Allocation Plan**

**City Attorney
Schedule 5.4**

Service to Service Costs

Department	First Incoming	Second Incoming	Legal expense
10-110-City Council	\$12,158	\$18,689	\$30,846
11-111-City Manager	\$193	\$95	\$288
12-112-City Clerk	\$27,297	\$16,459	\$43,756
13-113-City Treasurer	\$47	\$149	\$195
14-114-City Attorney	-	\$242,954	\$242,954
15-115-Finance Department	-	\$5,150	\$5,150
Subtotals	\$39,694	\$283,495	\$323,189
Functional Costs	\$402,820		\$402,820
Total Allocated Costs	\$726,009		\$826,714



Reports Generated by Allocate System.
Inputs provided by Agency.

Fiscal Year 2018-19 For Use Beginning 2019-20

**City of Pinole
Full Cost Allocation Plan**

**City Attorney
Schedule 5.5.1**

Detail Allocations - Legal expense

Department	Allocation Units	Allocation Percent	1st Allocation	Direct Billed	Department Allocation	2nd Allocation	Total
14-114-City Attorney	269,917.0	54.903%	\$242,954	-	\$242,954	-	\$242,954
15-115-Finance Department	1,350.0	0.275%	\$1,215	-	\$1,215	\$1,726	\$2,941
16-116-Human Resources	13,086.0	2.662%	\$11,779	-	\$11,779	\$16,733	\$28,512
22-221-Police Operations	10,950.0	2.227%	\$9,856	-	\$9,856	\$14,002	\$23,858
22-222-Police Support Services	540.0	0.110%	\$486	-	\$486	\$690	\$1,177
23-231-Fire	4,682.0	0.952%	\$4,214	-	\$4,214	\$5,987	\$10,201
34-341-Administration/Engineering	14,987.0	3.048%	\$13,490	-	\$13,490	\$19,164	\$32,654
34-344-NPDES Storm Water	6,462.0	1.314%	\$5,816	-	\$5,816	\$8,263	\$14,079
34-346-Waste Reduction	4,551.0	0.926%	\$4,096	-	\$4,096	\$5,819	\$9,916
34-347-Landscape & Lighting-PVR North	794.0	0.162%	\$715	-	\$715	\$1,015	\$1,730
34-348-Landscape & Lighting-PVR South	794.0	0.162%	\$715	-	\$715	\$1,015	\$1,730
46-461-Planning	33,742.0	6.863%	\$30,371	-	\$30,371	\$43,146	\$73,517
46-462-Building Inspection	14,779.0	3.006%	\$13,303	-	\$13,303	\$18,898	\$32,200
46-463-Successor Agency to RDA	18,948.0	3.854%	\$17,055	-	\$17,055	\$24,229	\$41,284
46-464-Housing Administration	89,284.0	18.161%	\$80,365	-	\$80,365	\$114,167	\$194,532
55-551-Recreation Administration	1,231.0	0.250%	\$1,108	-	\$1,108	\$1,574	\$2,682
55-552-Senior Center	357.0	0.073%	\$321	-	\$321	\$456	\$778
55-554-Youth Center	135.0	0.027%	\$122	-	\$122	\$173	\$294
64-641-Sewer Treatment Plant/Shared	1,497.0	0.305%	\$1,347	-	\$1,347	\$1,914	\$3,262
64-642-Sewer Collections	3,538.0	0.720%	\$3,185	-	\$3,185	\$4,524	\$7,709



Reports Generated by Allocate System.
Inputs provided by Agency.

Fiscal Year 2018-19 For Use Beginning 2019-20

**City of Pinole
Full Cost Allocation Plan**

**City Attorney
Schedule 5.5.1**

Detail Allocations - Legal expense (continued)

Department	Allocation Units	Allocation Percent	1st Allocation	Direct Billed	Department Allocation	2nd Allocation	Total
<i>Subtotals</i>	491,624.0	100.000%	\$442,514	-	\$442,514	\$283,495	\$726,009
<i>Direct Billed</i>						-	-
<i>Total Full Functional Cost</i>					\$442,514		\$726,009

Allocation Basis: % of legal expense

Fiscal Year 2018-19 For Use Beginning 2019-20

**City of Pinole
Full Cost Allocation Plan**

**City Attorney
Schedule 5.6**

Summary of Allocated Costs

Department	Total	Legal expense
14-114-City Attorney	\$242,954	\$242,954
15-115-Finance Department	\$2,941	\$2,941
16-116-Human Resources	\$28,512	\$28,512
Subtotal for CSD	\$274,407	\$274,407
22-221-Police Operations	\$23,858	\$23,858
22-222-Police Support Services	\$1,177	\$1,177
23-231-Fire	\$10,201	\$10,201
34-341-Administration/Engineering	\$32,654	\$32,654
34-344-NPDES Storm Water	\$14,079	\$14,079
34-346-Waste Reduction	\$9,916	\$9,916
34-347-Landscape & Lighting-PVR North	\$1,730	\$1,730
34-348-Landscape & Lighting-PVR South	\$1,730	\$1,730
46-461-Planning	\$73,517	\$73,517
46-462-Building Inspection	\$32,200	\$32,200
46-463-Successor Agency to RDA	\$41,284	\$41,284
46-464-Housing Administration	\$194,532	\$194,532
55-551-Recreation Administration	\$2,682	\$2,682
55-552-Senior Center	\$778	\$778
55-554-Youth Center	\$294	\$294
64-641-Sewer Treatment Plant/Shared	\$3,262	\$3,262
64-642-Sewer Collections	\$7,709	\$7,709



Reports Generated by Allocate System.
Inputs provided by Agency.

Fiscal Year 2018-19 For Use Beginning 2019-20

City of Pinole
Full Cost Allocation Plan

Totals	\$726,009	\$726,009
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Fiscal Year 2018-19 For Use Beginning 2019-20

**City of Pinole
Full Cost Allocation Plan**

**City Attorney
Schedule 5.6**

Summary of Allocated Costs (continued)

Department	Total	Legal expense
Direct Billed	-	-
Total Full Functional Cost	\$726,009	\$726,009
Less Direct Billed	-	-
Less CSD Amounts	(\$274,407)	(\$274,407)
Total Receiving Department Allocation	\$451,602	\$451,602

Fiscal Year 2018-19 For Use Beginning 2019-20

**City of Pinole
Full Cost Allocation Plan**

**Finance Department
Schedule 6.1**

Narrative

Provides the City Council and City Management with financial information necessary to ensure sound and prudent financial management and protection of assets.

Account Payable- Allocates the costs of Accounts Payable by number of invoices processed by Division City Wide.

Payroll- Allocates Payroll by number of FTE's per Division.

General Accounting- Allocates General Accounting by number of journal entries by Division.

Budget- Allocates Budget by percentage of expense budget by Division.

Fiscal Year 2018-19 For Use Beginning 2019-20

**City of Pinole
Full Cost Allocation Plan**

**Finance Department
Schedule 6.2**

Labor Distribution Summary

Staff Name	Salary	General Admin	Account Payable	Payroll	General Accounting	Budget
Finance Director	\$270,707	\$63,696	\$47,772	\$47,772	\$47,772	\$63,696
Accountant	\$123,352	-	\$37,006	\$37,006	\$24,670	\$24,670
Accounting Specialist	\$104,358	-	\$10,436	\$62,615	\$20,872	\$10,436
Accounting Technician	\$26,820	-	\$18,774	-	\$8,046	-
Total	\$525,237	\$63,696	\$113,987	\$147,392	\$101,360	\$98,802
Total Percentage	100.000%	12.127%	21.702%	28.062%	19.298%	18.811%

Fiscal Year 2018-19 For Use Beginning 2019-20

City of Pinole
Full Cost Allocation Plan

Finance Department
Schedule 6.3

Schedule of costs to be allocated

		Amount	General & Admin	Account Payable	Payroll	General Accounting	Budget
<i>Total %</i>			12.127%	21.702%	28.062%	19.298%	18.811%
Wages and Benefits							
Salaries		\$380,971	\$46,201	\$82,679	\$106,908	\$73,519	\$71,664
Benefits		\$131,801	\$15,984	\$28,604	\$36,986	\$25,435	\$24,793
Wages and Benefits Subtotal		\$512,772	\$62,184	\$111,282	\$143,894	\$98,954	\$96,457
Service And Supplies							
Professional Services	SAL	\$102,500	\$12,430	\$22,245	\$28,764	\$19,780	\$19,281
Office Expenses	SAL	\$5,700	\$691	\$1,237	\$1,600	\$1,100	\$1,072
Travel & Training	SAL	\$1,800	\$218	\$391	\$505	\$347	\$339
Dues, Publications & Advertising	SAL	\$400	\$49	\$87	\$112	\$77	\$75
Administrative Expenses	SAL	\$3,905	\$474	\$847	\$1,096	\$754	\$735
Utilities	SAL	\$3,300	\$400	\$716	\$926	\$637	\$621
Indirect Cost Allocations	SAL	(\$148,420)	(\$17,999)	(\$32,210)	(\$41,650)	(\$28,642)	(\$27,919)
Insurance	SAL	\$12,218	\$1,482	\$2,652	\$3,429	\$2,358	\$2,298
Services and Supplies Subtotal		(\$18,597)	(\$2,255)	(\$4,036)	(\$5,219)	(\$3,589)	(\$3,498)
Cost Adjustments							
Cost Adjustments Subtotal		-	-	-	-	-	-
Reallocate Admin			(\$59,929)	\$14,801	\$19,138	\$13,161	\$12,829
Functional Costs		\$494,175	(\$59,929)	\$122,047	\$157,814	\$108,527	\$105,788



Reports Generated by Allocate System.
 Inputs provided by Agency.

Fiscal Year 2018-19 For Use Beginning 2019-20

City of Pinole
Full Cost Allocation Plan



Reports Generated by Allocate System.
Inputs provided by Agency.

Fiscal Year 2018-19 For Use Beginning 2019-20

**City of Pinole
Full Cost Allocation Plan**

**Finance Department
Schedule 6.4**

Service to Service Costs

Department	First Incoming	Second Incoming	Account Payable	Payroll	General Accounting	Budget
10-110-City Council	\$14,539	\$22,351	\$9,111	\$11,781	\$8,101	\$7,897
11-111-City Manager	\$3,723	\$1,896	\$1,388	\$1,794	\$1,234	\$1,203
12-112-City Clerk	\$32,352	\$19,506	\$12,808	\$16,561	\$11,389	\$11,101
13-113-City Treasurer	\$177	\$563	\$183	\$236	\$162	\$158
14-114-City Attorney	\$1,215	\$1,726	\$726	\$939	\$646	\$630
15-115-Finance Department	-	\$10,538	\$2,603	\$3,365	\$2,314	\$2,256
16-116-Human Resources	-	\$8,197	\$2,024	\$2,618	\$1,800	\$1,755
17-117-General Government	-	\$117,431	\$29,002	\$37,501	\$25,789	\$25,138
18-118-Information Systems	-	\$21,025	\$5,193	\$6,714	\$4,617	\$4,501
34-343-Facility Maintenance	-	\$20,060	\$4,954	\$6,406	\$4,405	\$4,294
Subtotals	\$52,006	\$223,293	\$67,991	\$87,916	\$60,459	\$58,933
Functional Costs	\$494,175		\$122,047	\$157,814	\$108,527	\$105,788
Total Allocated Costs	\$769,474		\$206,881	\$267,509	\$183,963	\$179,320

Fiscal Year 2018-19 For Use Beginning 2019-20

**City of Pinole
Full Cost Allocation Plan**

**Finance Department
Schedule 6.5.1**

Detail Allocations - Account Payable

Department	Allocation Units	Allocation Percent	1st Allocation	Direct Billed	Department Allocation	2nd Allocation	Total
10-110-City Council	95.0	1.263%	\$1,703	-	\$1,703	-	\$1,703
11-111-City Manager	88.0	1.170%	\$1,578	-	\$1,578	-	\$1,578
12-112-City Clerk	129.0	1.715%	\$2,313	-	\$2,313	-	\$2,313
13-113-City Treasurer	45.0	0.598%	\$807	-	\$807	-	\$807
14-114-City Attorney	245.0	3.257%	\$4,393	-	\$4,393	-	\$4,393
15-115-Finance Department	137.0	1.821%	\$2,456	-	\$2,456	-	\$2,456
16-116-Human Resources	155.0	2.060%	\$2,779	-	\$2,779	\$1,260	\$4,039
17-117-General Government	333.0	4.426%	\$5,971	-	\$5,971	\$2,707	\$8,678
18-118-Information Systems	375.0	4.985%	\$6,724	-	\$6,724	\$3,048	\$9,772
34-343-Facility Maintenance	682.0	9.066%	\$12,229	-	\$12,229	\$5,544	\$17,773
19-119-Cable Access TV	136.0	1.808%	\$2,439	-	\$2,439	\$1,106	\$3,544
22-221-Police Operations	482.0	6.407%	\$8,642	-	\$8,642	\$3,918	\$12,561
22-222-Police Support Services	353.0	4.692%	\$6,329	-	\$6,329	\$2,870	\$9,199
22-223-Dispatch WBCC	219.0	2.911%	\$3,927	-	\$3,927	\$1,780	\$5,707
22-227-Police Grants	70.0	0.930%	\$1,255	-	\$1,255	\$569	\$1,824
23-231-Fire	504.0	6.699%	\$9,037	-	\$9,037	\$4,097	\$13,134
34-341-Administration/Engineering	420.0	5.583%	\$7,531	-	\$7,531	\$3,414	\$10,945
34-342-Road Maintenance	19.0	0.253%	\$341	-	\$341	\$154	\$495
34-344-NPDES Storm Water	66.0	0.877%	\$1,183	-	\$1,183	\$537	\$1,720
34-345-Park Maintenance	322.0	4.280%	\$5,774	-	\$5,774	\$2,618	\$8,391
34-346-Waste Reduction	12.0	0.160%	\$215	-	\$215	\$98	\$313
34-347-Landscape & Lighting-PVR North	57.0	0.758%	\$1,022	-	\$1,022	\$463	\$1,485



Reports Generated by Allocate System.
Inputs provided by Agency.

Fiscal Year 2018-19 For Use Beginning 2019-20

City of Pinole
Full Cost Allocation Plan

Finance Department
Schedule 6.5.1

Detail Allocations - Account Payable
(continued)

Department	Allocation Units	Allocation Percent	1st Allocation	Direct Billed	Department Allocation	2nd Allocation	Total
34-348-Landscape & Lighting-PVR South	57.0	0.758%	\$1,022	-	\$1,022	\$463	\$1,485
46-461-Planning	125.0	1.662%	\$2,241	-	\$2,241	\$1,016	\$3,257
46-462-Building Inspection	185.0	2.459%	\$3,317	-	\$3,317	\$1,504	\$4,821
46-463-Successor Agency to RDA	35.0	0.465%	\$628	-	\$628	\$285	\$912
46-464-Housing Administration	63.0	0.837%	\$1,130	-	\$1,130	\$512	\$1,642
55-551-Recreation Administration	60.0	0.798%	\$1,076	-	\$1,076	\$488	\$1,564
55-552-Senior Center	644.0	8.560%	\$11,547	-	\$11,547	\$5,235	\$16,782
55-553-Tiny Tots	109.0	1.449%	\$1,954	-	\$1,954	\$886	\$2,840
55-554-Youth Center	176.0	2.339%	\$3,156	-	\$3,156	\$1,431	\$4,586
55-555-Day Camp	18.0	0.239%	\$323	-	\$323	\$146	\$469
55-556-Performing Arts	71.0	0.944%	\$1,273	-	\$1,273	\$577	\$1,850
55-557-Swim Center	85.0	1.130%	\$1,524	-	\$1,524	\$691	\$2,215
55-558-Memorial Hall	33.0	0.439%	\$592	-	\$592	\$268	\$860
55-559-Tennis	18.0	0.239%	\$323	-	\$323	\$146	\$469
64-641-Sewer Treatment Plant/Shared	706.0	9.385%	\$12,659	-	\$12,659	\$5,739	\$18,398
64-642-Sewer Collections	194.0	2.579%	\$3,479	-	\$3,479	\$1,577	\$5,056
2nd Alloc Remains	-	0.000%	-	-	-	(\$0)	(\$0)
Subtotals	7,523.0	100.000%	\$134,891	-	\$134,891	\$55,147	\$190,038
Direct Billed				-			-
Total Full Functional Cost					\$134,891		\$190,038

Allocation Basis: # of invoices processed



Reports Generated by Allocate System.
Inputs provided by Agency.

Fiscal Year 2018-19 For Use Beginning 2019-20

**City of Pinole
Full Cost Allocation Plan**

**Finance Department
Schedule 6.5.2**

Detail Allocations - Payroll

Department	Allocation Units	Allocation Percent	1st Allocation	Direct Billed	Department Allocation	2nd Allocation	Total
10-110-City Council	5.0	4.202%	\$7,329	-	\$7,329	-	\$7,329
11-111-City Manager	1.0	0.840%	\$1,466	-	\$1,466	-	\$1,466
12-112-City Clerk	1.5	1.261%	\$2,199	-	\$2,199	-	\$2,199
13-113-City Treasurer	1.0	0.840%	\$1,466	-	\$1,466	-	\$1,466
15-115-Finance Department	3.5	2.941%	\$5,130	-	\$5,130	-	\$5,130
16-116-Human Resources	2.0	1.681%	\$2,931	-	\$2,931	\$1,333	\$4,264
17-117-General Government	1.0	0.840%	\$1,466	-	\$1,466	\$666	\$2,132
34-343-Facility Maintenance	7.0	5.882%	\$10,260	-	\$10,260	\$4,665	\$14,925
19-119-Cable Access TV	3.0	2.521%	\$4,397	-	\$4,397	\$1,999	\$6,396
22-221-Police Operations	27.0	22.689%	\$39,575	-	\$39,575	\$17,994	\$57,568
22-222-Police Support Services	5.0	4.202%	\$7,329	-	\$7,329	\$3,332	\$10,661
22-223-Dispatch WBCC	11.0	9.244%	\$16,123	-	\$16,123	\$7,331	\$23,454
22-227-Police Grants	2.5	2.101%	\$3,664	-	\$3,664	\$1,666	\$5,330
23-231-Fire	15.0	12.605%	\$21,986	-	\$21,986	\$9,996	\$31,982
34-341-Administration/Engineering	4.0	3.361%	\$5,863	-	\$5,863	\$2,666	\$8,529
46-461-Planning	1.0	0.840%	\$1,466	-	\$1,466	\$666	\$2,132
46-462-Building Inspection	2.5	2.101%	\$3,664	-	\$3,664	\$1,666	\$5,330
46-465-Code Enforcement	1.0	0.840%	\$1,466	-	\$1,466	\$666	\$2,132
55-551-Recreation Administration	1.0	0.840%	\$1,466	-	\$1,466	\$666	\$2,132
55-552-Senior Center	4.5	3.782%	\$6,596	-	\$6,596	\$2,999	\$9,595
55-553-Tiny Tots	2.0	1.681%	\$2,931	-	\$2,931	\$1,333	\$4,264
55-554-Youth Center	4.0	3.361%	\$5,863	-	\$5,863	\$2,666	\$8,529



Reports Generated by Allocate System.
Inputs provided by Agency.

Fiscal Year 2018-19 For Use Beginning 2019-20

**City of Pinole
Full Cost Allocation Plan**

**Finance Department
Schedule 6.5.2**

Detail Allocations - Payroll (continued)

Department	Allocation Units	Allocation Percent	1st Allocation	Direct Billed	Department Allocation	2nd Allocation	Total
64-641-Sewer Treatment Plant/Shared	10.5	8.824%	\$15,390	-	\$15,390	\$6,998	\$22,388
64-642-Sewer Collections	3.0	2.521%	\$4,397	-	\$4,397	\$1,999	\$6,396
Subtotals	119.0	100.000%	\$174,422	-	\$174,422	\$71,308	\$245,730
Direct Billed						-	-
Total Full Functional Cost					\$174,422		\$245,730

Allocation Basis: # of FTEs per Department

Fiscal Year 2018-19 For Use Beginning 2019-20

**City of Pinole
Full Cost Allocation Plan**

**Finance Department
Schedule 6.5.3**

Detail Allocations - General Accounting

Department	Allocation Units	Allocation Percent	1st Allocation	Direct Billed	Department Allocation	2nd Allocation	Total
10-110-City Council	56.0	0.914%	\$1,097	-	\$1,097	-	\$1,097
11-111-City Manager	54.0	0.882%	\$1,058	-	\$1,058	-	\$1,058
12-112-City Clerk	85.0	1.388%	\$1,665	-	\$1,665	-	\$1,665
13-113-City Treasurer	27.0	0.441%	\$529	-	\$529	-	\$529
14-114-City Attorney	16.0	0.261%	\$313	-	\$313	-	\$313
15-115-Finance Department	65.0	1.061%	\$1,273	-	\$1,273	-	\$1,273
16-116-Human Resources	66.0	1.078%	\$1,293	-	\$1,293	\$556	\$1,849
17-117-General Government	152.0	2.482%	\$2,977	-	\$2,977	\$1,280	\$4,258
18-118-Information Systems	4.0	0.065%	\$78	-	\$78	\$34	\$112
34-343-Facility Maintenance	81.0	1.323%	\$1,587	-	\$1,587	\$682	\$2,269
19-119-Cable Access TV	109.0	1.780%	\$2,135	-	\$2,135	\$918	\$3,053
22-221-Police Operations	338.0	5.519%	\$6,620	-	\$6,620	\$2,847	\$9,468
22-222-Police Support Services	77.0	1.257%	\$1,508	-	\$1,508	\$649	\$2,157
22-223-Dispatch WBCC	73.0	1.192%	\$1,430	-	\$1,430	\$615	\$2,045
22-227-Police Grants	59.0	0.963%	\$1,156	-	\$1,156	\$497	\$1,653
23-231-Fire	256.0	4.180%	\$5,014	-	\$5,014	\$2,157	\$7,171
34-341-Administration/Engineering	174.0	2.841%	\$3,408	-	\$3,408	\$1,466	\$4,874
34-342-Road Maintenance	12.0	0.196%	\$235	-	\$235	\$101	\$336
34-344-NPDES Storm Water	46.0	0.751%	\$901	-	\$901	\$388	\$1,288
34-345-Park Maintenance	32.0	0.523%	\$627	-	\$627	\$270	\$896
34-346-Waste Reduction	17.0	0.278%	\$333	-	\$333	\$143	\$476
34-347-Landscape & Lighting-PVR North	5.0	0.082%	\$98	-	\$98	\$42	\$140



Reports Generated by Allocate System.
Inputs provided by Agency.

Fiscal Year 2018-19 For Use Beginning 2019-20

City of Pinole
Full Cost Allocation Plan

Finance Department
Schedule 6.5.3

Detail Allocations - General Accounting
(continued)

Department	Allocation Units	Allocation Percent	1st Allocation	Direct Billed	Department Allocation	2nd Allocation	Total
34-348-Landscape & Lighting-PVR South	5.0	0.082%	\$98	-	\$98	\$42	\$140
46-461-Planning	232.0	3.788%	\$4,544	-	\$4,544	\$1,954	\$6,499
46-462-Building Inspection	662.0	10.810%	\$12,966	-	\$12,966	\$5,577	\$18,543
46-463-Successor Agency to RDA	81.0	1.323%	\$1,587	-	\$1,587	\$682	\$2,269
46-464-Housing Administration	72.0	1.176%	\$1,410	-	\$1,410	\$607	\$2,017
55-551-Recreation Administration	237.0	3.870%	\$4,642	-	\$4,642	\$1,997	\$6,639
55-552-Senior Center	1,993.0	32.544%	\$39,036	-	\$39,036	\$16,790	\$55,825
55-553-Tiny Tots	186.0	3.037%	\$3,643	-	\$3,643	\$1,567	\$5,210
55-554-Youth Center	356.0	5.813%	\$6,973	-	\$6,973	\$2,999	\$9,972
55-555-Day Camp	73.0	1.192%	\$1,430	-	\$1,430	\$615	\$2,045
55-556-Performing Arts	66.0	1.078%	\$1,293	-	\$1,293	\$556	\$1,849
55-557-Swim Center	42.0	0.686%	\$823	-	\$823	\$354	\$1,176
55-558-Memorial Hall	5.0	0.082%	\$98	-	\$98	\$42	\$140
55-559-Tennis	11.0	0.180%	\$215	-	\$215	\$93	\$308
64-641-Sewer Treatment Plant/Shared	171.0	2.792%	\$3,349	-	\$3,349	\$1,441	\$4,790
64-642-Sewer Collections	128.0	2.090%	\$2,507	-	\$2,507	\$1,078	\$3,585
Subtotals	6,124.0	100.000%	\$119,948	-	\$119,948	\$49,038	\$168,985
Direct Billed						-	-
Total Full Functional Cost					\$119,948		\$168,985

Allocation Basis: # of journal entries processed



Reports Generated by Allocate System.
Inputs provided by Agency.

Fiscal Year 2018-19 For Use Beginning 2019-20

**City of Pinole
Full Cost Allocation Plan**

**Finance Department
Schedule 6.5.4**

Detail Allocations - Budget

Department	Allocation Units	Allocation Percent	1st Allocation	Direct Billed	Department Allocation	2nd Allocation	Total
10-110-City Council	130,636.0	0.376%	\$439	-	\$439	-	\$439
11-111-City Manager	149,871.0	0.431%	\$504	-	\$504	-	\$504
12-112-City Clerk	249,583.0	0.718%	\$839	-	\$839	-	\$839
13-113-City Treasurer	11,434.0	0.033%	\$38	-	\$38	-	\$38
14-114-City Attorney	131,820.0	0.379%	\$443	-	\$443	-	\$443
15-115-Finance Department	499,040.0	1.435%	\$1,678	-	\$1,678	-	\$1,678
16-116-Human Resources	409,020.0	1.176%	\$1,376	-	\$1,376	\$582	\$1,958
17-117-General Government	3,768,408.3	10.839%	\$12,673	-	\$12,673	\$5,362	\$18,036
18-118-Information Systems	125,000.0	0.360%	\$420	-	\$420	\$178	\$598
34-343-Facility Maintenance	1,499,001.0	4.312%	\$5,041	-	\$5,041	\$2,133	\$7,174
19-119-Cable Access TV	424,546.0	1.221%	\$1,428	-	\$1,428	\$604	\$2,032
22-221-Police Operations	4,952,618.0	14.246%	\$16,656	-	\$16,656	\$7,047	\$23,703
22-222-Police Support Services	1,148,504.61	3.304%	\$3,863	-	\$3,863	\$1,634	\$5,497
22-223-Dispatch WBCC	1,598,023.56	4.597%	\$5,374	-	\$5,374	\$2,274	\$7,648
22-227-Police Grants	392,461.0	1.129%	\$1,320	-	\$1,320	\$558	\$1,878
23-231-Fire	3,947,870.2	11.356%	\$13,277	-	\$13,277	\$5,617	\$18,894
34-341-Administration/Engineering	301,126.67	0.866%	\$1,013	-	\$1,013	\$428	\$1,441
34-342-Road Maintenance	3,561,540.0	10.244%	\$11,978	-	\$11,978	\$5,068	\$17,045
34-344-NPDES Storm Water	840,172.38	2.417%	\$2,826	-	\$2,826	\$1,195	\$4,021
34-345-Park Maintenance	785,406.0	2.259%	\$2,641	-	\$2,641	\$1,118	\$3,759
34-346-Waste Reduction	116,508.0	0.335%	\$392	-	\$392	\$166	\$558
34-347-Landscape & Lighting-PVR North	30,976.0	0.089%	\$104	-	\$104	\$44	\$148



Reports Generated by Allocate System.
Inputs provided by Agency.

Fiscal Year 2018-19 For Use Beginning 2019-20

City of Pinole
Full Cost Allocation Plan

Finance Department
Schedule 6.5.4

Detail Allocations - Budget (continued)

Department	Allocation Units	Allocation Percent	1st Allocation	Direct Billed	Department Allocation	2nd Allocation	Total
34-348-Landscape & Lighting-PVR South	25,661.0	0.074%	\$86	-	\$86	\$37	\$123
46-461-Planning	364,907.0	1.050%	\$1,227	-	\$1,227	\$519	\$1,746
46-462-Building Inspection	684,838.67	1.970%	\$2,303	-	\$2,303	\$974	\$3,278
46-463-Successor Agency to RDA	250,000.0	0.719%	\$841	-	\$841	\$356	\$1,196
46-464-Housing Administration	202,136.0	0.581%	\$680	-	\$680	\$288	\$967
46-465-Code Enforcement	72,694.0	0.209%	\$244	-	\$244	\$103	\$348
55-551-Recreation Administration	192,843.87	0.555%	\$649	-	\$649	\$274	\$923
55-552-Senior Center	470,458.0	1.353%	\$1,582	-	\$1,582	\$669	\$2,252
55-553-Tiny Tots	119,030.0	0.342%	\$400	-	\$400	\$169	\$570
55-554-Youth Center	202,913.0	0.584%	\$682	-	\$682	\$289	\$971
55-555-Day Camp	37,572.0	0.108%	\$126	-	\$126	\$53	\$180
55-556-Performing Arts	43,950.0	0.126%	\$148	-	\$148	\$63	\$210
55-557-Swim Center	80,811.0	0.232%	\$272	-	\$272	\$115	\$387
55-558-Memorial Hall	4,838.0	0.014%	\$16	-	\$16	\$7	\$23
55-559-Tennis	3,250.0	0.009%	\$11	-	\$11	\$5	\$16
64-641-Sewer Treatment Plant/Shared	4,141,168.0	11.912%	\$13,927	-	\$13,927	\$5,892	\$19,820
64-642-Sewer Collections	2,795,251.0	8.040%	\$9,401	-	\$9,401	\$3,977	\$13,378
2nd Alloc Remains	-	0.000%	-	-	-	\$0	\$0
Subtotals	34,765,887.26	100.000%	\$116,921	-	\$116,921	\$47,800	\$164,721
Direct Billed				-			-
Total Full Functional Cost					\$116,921		\$164,721

Allocation Basis: % of expense budget



Reports Generated by Allocate System.
 Inputs provided by Agency.

Fiscal Year 2018-19 For Use Beginning 2019-20

**City of Pinole
Full Cost Allocation Plan**

**Finance Department
Schedule 6.6**

Summary of Allocated Costs

Department	Total	Account Payable	Payroll	General Accounting	Budget
10-110-City Council	\$10,568	\$1,703	\$7,329	\$1,097	\$439
11-111-City Manager	\$4,605	\$1,578	\$1,466	\$1,058	\$504
12-112-City Clerk	\$7,016	\$2,313	\$2,199	\$1,665	\$839
13-113-City Treasurer	\$2,840	\$807	\$1,466	\$529	\$38
14-114-City Attorney	\$5,150	\$4,393	-	\$313	\$443
15-115-Finance Department	\$10,538	\$2,456	\$5,130	\$1,273	\$1,678
16-116-Human Resources	\$12,110	\$4,039	\$4,264	\$1,849	\$1,958
17-117-General Government	\$33,103	\$8,678	\$2,132	\$4,258	\$18,036
18-118-Information Systems	\$10,483	\$9,772	-	\$112	\$598
34-343-Facility Maintenance	\$42,141	\$17,773	\$14,925	\$2,269	\$7,174
Subtotal for CSD	\$138,553	\$53,512	\$38,910	\$14,422	\$31,708
19-119-Cable Access TV	\$15,026	\$3,544	\$6,396	\$3,053	\$2,032
22-221-Police Operations	\$103,300	\$12,561	\$57,568	\$9,468	\$23,703
22-222-Police Support Services	\$27,513	\$9,199	\$10,661	\$2,157	\$5,497
22-223-Dispatch WBCC	\$38,854	\$5,707	\$23,454	\$2,045	\$7,648
22-227-Police Grants	\$10,686	\$1,824	\$5,330	\$1,653	\$1,878
23-231-Fire	\$71,182	\$13,134	\$31,982	\$7,171	\$18,894
34-341-Administration/Engineering	\$25,789	\$10,945	\$8,529	\$4,874	\$1,441
34-342-Road Maintenance	\$17,877	\$495	-	\$336	\$17,045
34-344-NPDES Storm Water	\$7,029	\$1,720	-	\$1,288	\$4,021
34-345-Park Maintenance	\$13,046	\$8,391	-	\$896	\$3,759



Reports Generated by Allocate System.
Inputs provided by Agency.

Fiscal Year 2018-19 For Use Beginning 2019-20

**City of Pinole
Full Cost Allocation Plan**

34-346-Waste Reduction	\$1,347	\$313	-	\$476	\$558
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Fiscal Year 2018-19 For Use Beginning 2019-20

**City of Pinole
Full Cost Allocation Plan**

**Finance Department
Schedule 6.6**

Summary of Allocated Costs (continued)

Department	Total	Account Payable	Payroll	General Accounting	Budget
34-347-Landscape & Lighting-PVR North	\$1,774	\$1,485	-	\$140	\$148
34-348-Landscape & Lighting-PVR South	\$1,748	\$1,485	-	\$140	\$123
46-461-Planning	\$13,635	\$3,257	\$2,132	\$6,499	\$1,746
46-462-Building Inspection	\$31,972	\$4,821	\$5,330	\$18,543	\$3,278
46-463-Successor Agency to RDA	\$4,377	\$912	-	\$2,269	\$1,196
46-464-Housing Administration	\$4,626	\$1,642	-	\$2,017	\$967
46-465-Code Enforcement	\$2,480	-	\$2,132	-	\$348
55-551-Recreation Administration	\$11,257	\$1,564	\$2,132	\$6,639	\$923
55-552-Senior Center	\$84,454	\$16,782	\$9,595	\$55,825	\$2,252
55-553-Tiny Tots	\$12,884	\$2,840	\$4,264	\$5,210	\$570
55-554-Youth Center	\$24,058	\$4,586	\$8,529	\$9,972	\$971
55-555-Day Camp	\$2,694	\$469	-	\$2,045	\$180
55-556-Performing Arts	\$3,909	\$1,850	-	\$1,849	\$210
55-557-Swim Center	\$3,778	\$2,215	-	\$1,176	\$387
55-558-Memorial Hall	\$1,023	\$860	-	\$140	\$23
55-559-Tennis	\$793	\$469	-	\$308	\$16
64-641-Sewer Treatment Plant/Shared	\$65,395	\$18,398	\$22,388	\$4,790	\$19,820
64-642-Sewer Collections	\$28,415	\$5,056	\$6,396	\$3,585	\$13,378
2nd Alloc Remains	\$0	(\$0)	-	-	\$0
Totals	\$769,474	\$190,038	\$245,730	\$168,985	\$164,721
Direct Billed	-	-	-	-	-
Total Full Functional Cost	\$769,474	\$190,038	\$245,730	\$168,985	\$164,721



Reports Generated by Allocate System.
Inputs provided by Agency.

Fiscal Year 2018-19 For Use Beginning 2019-20

**City of Pinole
Full Cost Allocation Plan**

Less Direct Billed	-	-	-	-
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Fiscal Year 2018-19 For Use Beginning 2019-20

**City of Pinole
Full Cost Allocation Plan**

**Finance Department
Schedule 6.6**

Summary of Allocated Costs (continued)

Department	Total	Account Payable	Payroll	General Accounting	Budget
Less CSD Amounts	(\$138,553)	(\$53,512)	(\$38,910)	(\$14,422)	(\$31,708)
Total Receiving Department Allocation	\$630,921	\$136,525	\$206,820	\$154,563	\$133,013

Fiscal Year 2018-19 For Use Beginning 2019-20

**City of Pinole
Full Cost Allocation Plan**

**Human Resources
Schedule 7.1**

Narrative

Ensure accurate, fair and equitable management of the City's personnel functions which include recruitment and selection, employee and labor relations, classification and compensation administration, performance evaluation, employee training, and the City's workers' compensation and safety programs.

Labor Relations- Labor Relations cost is allocated based on # of FTEs per department.

Fiscal Year 2018-19 For Use Beginning 2019-20

**City of Pinole
Full Cost Allocation Plan**

**Human Resources
Schedule 7.2**

Labor Distribution Summary

Staff Name	Salary	General Admin	Labor Relations	Recruiting
Assistant City Manager	\$301,676	\$75,419	\$150,838	\$75,419
Human Resources Specialist	\$102,998	\$41,199	\$20,600	\$41,199
Total	\$404,674	\$116,618	\$171,438	\$116,618
Total Percentage	100.000%	28.818%	42.364%	28.818%



Reports Generated by Allocate System.
Inputs provided by Agency.

Fiscal Year 2018-19 For Use Beginning 2019-20

City of Pinole
Full Cost Allocation Plan

Human Resources
Schedule 7.3

Schedule of costs to be allocated

		Amount	General & Admin	Labor Relations	Recruiting
<i>Total %</i>			28.818%	42.364%	28.818%
Wages and Benefits					
Salaries		\$300,750	\$86,670	\$127,411	\$86,670
Benefits		\$95,002	\$27,377	\$40,247	\$27,377
Wages and Benefits Subtotal		\$395,752	\$114,047	\$167,658	\$114,047
Service And Supplies					
	DIST				
Professional Services	SAL	\$101,521	\$29,256	\$43,009	\$29,256
Office Expenses	SAL	\$500	\$144	\$212	\$144
Travel & Training	SAL	\$9,294	\$2,678	\$3,937	\$2,678
Dues, Publications & Advertising	SAL	\$1,615	\$465	\$684	\$465
Administrative Expenses	SAL	\$12,975	\$3,739	\$5,497	\$3,739
Utilities	SAL	\$1,195	\$344	\$506	\$344
Indirect Cost Allocation	SAL	(\$123,868)	(\$35,696)	(\$52,476)	(\$35,696)
Insurance	SAL	\$9,736	\$2,806	\$4,125	\$2,806
Furniture, Fixtures & Equipment	SAL	\$300	\$86	\$127	\$86
Services and Supplies Subtotal		\$13,268	\$3,824	\$5,621	\$3,824
Cost Adjustments					
Cost Adjustments Subtotal		-	-	-	-
Reallocate Admin			(\$117,871)	\$70,151	\$47,719
Functional Costs		\$409,020	(\$117,871)	\$243,430	\$165,590

Fiscal Year 2018-19 For Use Beginning 2019-20

City of Pinole
Full Cost Allocation Plan



Reports Generated by Allocate System.
Inputs provided by Agency.

Fiscal Year 2018-19 For Use Beginning 2019-20

**City of Pinole
Full Cost Allocation Plan**

**Human Resources
Schedule 7.4**

Service to Service Costs

Department	First Incoming	Second Incoming	Labor Relations	Recruiting
10-110-City Council	\$11,366	\$17,473	\$17,163	\$11,675
11-111-City Manager	\$2,309	\$1,173	\$2,072	\$1,409
12-112-City Clerk	\$25,275	\$15,239	\$24,112	\$16,402
13-113-City Treasurer	\$145	\$461	\$361	\$245
14-114-City Attorney	\$11,779	\$16,733	\$16,969	\$11,543
15-115-Finance Department	\$8,379	\$3,731	\$7,207	\$4,903
16-116-Human Resources	-	\$4,684	\$2,788	\$1,896
17-117-General Government	-	\$53,760	\$31,996	\$21,765
18-118-Information Systems	-	\$12,063	\$7,179	\$4,883
34-343-Facility Maintenance	-	\$11,463	\$6,822	\$4,641
Subtotals	\$59,252	\$136,779	\$116,669	\$79,363
Functional Costs	\$409,020		\$243,430	\$165,590
Total Allocated Costs	\$605,052		\$458,651	\$311,991



Reports Generated by Allocate System.
Inputs provided by Agency.

Fiscal Year 2018-19 For Use Beginning 2019-20

City of Pinole
Full Cost Allocation Plan

Human Resources
Schedule 7.5.1

Detail Allocations - Labor Relations

Department	Allocation Units	Allocation Percent	1st Allocation	Direct Billed	Department Allocation	2nd Allocation	Total
10-110-City Council	5.0	4.202%	\$11,710	-	\$11,710	-	\$11,710
11-111-City Manager	1.0	0.840%	\$2,342	-	\$2,342	-	\$2,342
12-112-City Clerk	1.5	1.261%	\$3,513	-	\$3,513	-	\$3,513
13-113-City Treasurer	1.0	0.840%	\$2,342	-	\$2,342	-	\$2,342
15-115-Finance Department	3.5	2.941%	\$8,197	-	\$8,197	-	\$8,197
16-116-Human Resources	2.0	1.681%	\$4,684	-	\$4,684	-	\$4,684
17-117-General Government	1.0	0.840%	\$2,342	-	\$2,342	\$775	\$3,117
34-343-Facility Maintenance	7.0	5.882%	\$16,394	-	\$16,394	\$5,427	\$21,821
19-119-Cable Access TV	3.0	2.521%	\$7,026	-	\$7,026	\$2,326	\$9,352
22-221-Police Operations	27.0	22.689%	\$63,233	-	\$63,233	\$20,933	\$84,166
22-222-Police Support Services	5.0	4.202%	\$11,710	-	\$11,710	\$3,876	\$15,586
22-223-Dispatch WBCC	11.0	9.244%	\$25,762	-	\$25,762	\$8,528	\$34,290
22-227-Police Grants	2.5	2.101%	\$5,855	-	\$5,855	\$1,938	\$7,793
23-231-Fire	15.0	12.605%	\$35,130	-	\$35,130	\$11,629	\$46,759
34-341-Administration/Engineering	4.0	3.361%	\$9,368	-	\$9,368	\$3,101	\$12,469
46-461-Planning	1.0	0.840%	\$2,342	-	\$2,342	\$775	\$3,117
46-462-Building Inspection	2.5	2.101%	\$5,855	-	\$5,855	\$1,938	\$7,793
46-465-Code Enforcement	1.0	0.840%	\$2,342	-	\$2,342	\$775	\$3,117
55-551-Recreation Administration	1.0	0.840%	\$2,342	-	\$2,342	\$775	\$3,117
55-552-Senior Center	4.5	3.782%	\$10,539	-	\$10,539	\$3,489	\$14,028
55-553-Tiny Tots	2.0	1.681%	\$4,684	-	\$4,684	\$1,551	\$6,235
55-554-Youth Center	4.0	3.361%	\$9,368	-	\$9,368	\$3,101	\$12,469



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 Inputs provided by Agency.

Fiscal Year 2018-19 For Use Beginning 2019-20

**City of Pinole
Full Cost Allocation Plan**

**Human Resources
Schedule 7.5.1**

**Detail Allocations - Labor Relations
(continued)**

Department	Allocation Units	Allocation Percent	1st Allocation	Direct Billed	Department Allocation	2nd Allocation	Total
64-641-Sewer Treatment Plant/Shared	10.5	8.824%	\$24,591	-	\$24,591	\$8,140	\$32,731
64-642-Sewer Collections	3.0	2.521%	\$7,026	-	\$7,026	\$2,326	\$9,352
Subtotals	119.0	100.000%	\$278,694	-	\$278,694	\$81,405	\$360,099
Direct Billed					-		-
Total Full Functional Cost					\$278,694		\$360,099

Allocation Basis: # of FTEs per Department

Fiscal Year 2018-19 For Use Beginning 2019-20

**City of Pinole
Full Cost Allocation Plan**

**Human Resources
Schedule 7.6**

Summary of Allocated Costs

Department	Total	Labor Relations
10-110-City Council	\$11,710	\$11,710
11-111-City Manager	\$2,342	\$2,342
12-112-City Clerk	\$3,513	\$3,513
13-113-City Treasurer	\$2,342	\$2,342
15-115-Finance Department	\$8,197	\$8,197
16-116-Human Resources	\$4,684	\$4,684
17-117-General Government	\$3,117	\$3,117
34-343-Facility Maintenance	\$21,821	\$21,821
Subtotal for CSD	\$57,726	\$57,726
19-119-Cable Access TV	\$9,352	\$9,352
22-221-Police Operations	\$84,166	\$84,166
22-222-Police Support Services	\$15,586	\$15,586
22-223-Dispatch WBCC	\$34,290	\$34,290
22-227-Police Grants	\$7,793	\$7,793
23-231-Fire	\$46,759	\$46,759
34-341-Administration/Engineering	\$12,469	\$12,469
46-461-Planning	\$3,117	\$3,117
46-462-Building Inspection	\$7,793	\$7,793
46-465-Code Enforcement	\$3,117	\$3,117
55-551-Recreation Administration	\$3,117	\$3,117
55-552-Senior Center	\$14,028	\$14,028



Reports Generated by Allocate System.
Inputs provided by Agency.

Fiscal Year 2018-19 For Use Beginning 2019-20

**City of Pinole
Full Cost Allocation Plan**

55-553-Tiny Tots

\$6,235

\$6,235



Reports Generated by Allocate System.
Inputs provided by Agency.

Fiscal Year 2018-19 For Use Beginning 2019-20

**City of Pinole
Full Cost Allocation Plan**

**Human Resources
Schedule 7.6**

Summary of Allocated Costs (continued)

Department	Total	Labor Relations
55-554-Youth Center	\$12,469	\$12,469
64-641-Sewer Treatment Plant/Shared	\$32,731	\$32,731
64-642-Sewer Collections	\$9,352	\$9,352
Totals	\$360,099	\$360,099
Direct Billed	-	-
Total Full Functional Cost	\$360,099	\$360,099
Less Direct Billed	-	-
Less CSD Amounts	(\$57,726)	(\$57,726)
Total Receiving Department Allocation	\$302,373	\$302,373

Fiscal Year 2018-19 For Use Beginning 2019-20

**City of Pinole
Full Cost Allocation Plan****General Government
Schedule 8.1****Narrative**

Provide various services to the citizens of Pinole through the combined efforts of multiple agencies, and to appropriate funds for general City administrative overhead costs.

Retiree Medical- Retiree Medical allocated based on # of retirees per department.

Pension Obligation Bond- Pension Obligation Bond debt is allocated based on # of FTEs per department.

Property Insurance- Property insurance is allocated based on square footage occupied.

Liability Insurance- Liability Insurance is allocated based on a percentage of payroll.

Fiscal Year 2018-19 For Use Beginning 2019-20

**City of Pinole
Full Cost Allocation Plan**

**General Government
Schedule 8.2**

Labor Distribution Summary

Staff Name	Salary	General Admin	Retiree Medical	Pension Obligation Bond	Property Insurance	Liability Insurance
Management Analyst	\$132,555	\$21,209	\$33,139	\$78,207	-	-
Total	\$132,555	\$21,209	\$33,139	\$78,207	-	-
Total Percentage	100.000%	16.000%	25.000%	59.000%	0.000%	0.000%

Fiscal Year 2018-19 For Use Beginning 2019-20

City of Pinole
Full Cost Allocation Plan

General Government
Schedule 8.3

Schedule of costs to be allocated

Amount			General & Admin	Retiree Medical	Pension Obligation Bond	Property Insurance	Liability Insurance
<i>Total %</i>			16.000%	25.000%	59.000%	0.000%	0.000%
Wages and Benefits							
Salaries		\$78,670	\$12,587	\$19,668	\$46,415	-	-
Benefits		\$53,885	\$8,622	\$13,471	\$31,792	-	-
Wages and Benefits Subtotal		\$132,555	\$21,209	\$33,139	\$78,207	-	-
Service And Supplies							
DIST							
Retiree Benefits	PROP	\$901,000	-	\$901,000	-	-	-
Professional Services	SAL	\$180,137	\$28,822	\$45,034	\$106,281	-	-
Office Expenses	SAL	\$19,200	\$3,072	\$4,800	\$11,328	-	-
Travel & Training	SAL	\$1,500	\$240	\$375	\$885	-	-
Dues, Publications & Advertising	SAL	\$18,075	\$2,892	\$4,519	\$10,664	-	-
Administrative Expenses	SAL	\$83,000	\$13,280	\$20,750	\$48,970	-	-
Utilities	SAL	\$12,400	\$1,984	\$3,100	\$7,316	-	-
Indirect Cost Allocations	SAL	\$160,861	\$25,738	\$40,215	\$94,908	-	-
Insurance	SAL	\$2,609	\$417	\$652	\$1,539	-	-
Debt Service	PROP	\$2,112,071	-	-	\$2,112,071	-	-
Services and Supplies Subtotal		\$3,490,853	\$76,445	\$1,020,446	\$2,393,963	-	-
Cost Adjustments							
Cost Adjustments Subtotal		-	-	-	-	-	-
Reallocate Admin							
			(\$97,654)	\$29,181	\$68,472		
Functional Costs		\$3,623,408	(\$97,654)	\$1,082,766	\$2,540,643	-	-



Reports Generated by Allocate System.
 Inputs provided by Agency.

Fiscal Year 2018-19 For Use Beginning 2019-20

City of Pinole
Full Cost Allocation Plan



Reports Generated by Allocate System.
Inputs provided by Agency.

Fiscal Year 2018-19 For Use Beginning 2019-20

City of Pinole
Full Cost Allocation Plan

General Government
Schedule 8.4

Service to Service Costs

Department	First Incoming	Second Incoming	Retiree Medical	Pension Obligation Bond	Property Insurance	Liability Insurance
10-110-City Council	\$8,606	\$13,237	\$6,527	\$15,316	-	-
11-111-City Manager	\$6,369	\$3,150	\$2,845	\$6,675	-	-
12-112-City Clerk	\$16,176	\$9,753	\$7,748	\$18,181	-	-
13-113-City Treasurer	\$1,334	\$4,249	\$1,668	\$3,915	-	-
15-115-Finance Department	\$23,087	\$10,016	\$9,892	\$23,211	-	-
16-116-Human Resources	\$2,342	\$775	\$932	\$2,186	-	-
17-117-General Government	-	\$146,228	\$43,697	\$102,531	-	-
18-118-Information Systems	-	\$8,566	\$2,560	\$6,006	-	-
34-343-Facility Maintenance	-	\$5,731	\$1,713	\$4,019	-	-
Subtotals	\$57,915	\$201,706	\$77,581	\$182,040	-	-
Functional Costs	\$3,623,408		\$1,082,766	\$2,540,643		
Total Allocated Costs	\$3,883,029		\$1,190,337	\$2,793,051	-	-

Fiscal Year 2018-19 For Use Beginning 2019-20

**City of Pinole
Full Cost Allocation Plan**

**General Government
Schedule 8.5.1**

Detail Allocations - Retiree Medical

Department	Allocation Units	Allocation Percent	1st Allocation	Direct Billed	Department Allocation	2nd Allocation	Total
10-110-City Council	1.0	0.943%	\$10,378	-	\$10,378	-	\$10,378
11-111-City Manager	2.0	1.887%	\$20,756	-	\$20,756	-	\$20,756
12-112-City Clerk	1.0	0.943%	\$10,378	-	\$10,378	-	\$10,378
15-115-Finance Department	4.0	3.774%	\$41,512	-	\$41,512	-	\$41,512
16-116-Human Resources	1.0	0.943%	\$10,378	-	\$10,378	-	\$10,378
17-117-General Government	12.0	11.321%	\$124,536	-	\$124,536	-	\$124,536
18-118-Information Systems	1.0	0.943%	\$10,378	-	\$10,378	\$709	\$11,087
34-343-Facility Maintenance	2.0	1.887%	\$20,756	-	\$20,756	\$1,418	\$22,174
22-221-Police Operations	38.0	35.849%	\$394,366	-	\$394,366	\$26,946	\$421,312
22-223-Dispatch WBCC	3.0	2.830%	\$31,134	-	\$31,134	\$2,127	\$33,261
23-231-Fire	16.0	15.094%	\$166,049	-	\$166,049	\$11,346	\$177,395
34-341-Administration/Engineering	3.0	2.830%	\$31,134	-	\$31,134	\$2,127	\$33,261
34-342-Road Maintenance	1.0	0.943%	\$10,378	-	\$10,378	\$709	\$11,087
34-344-NPDES Storm Water	1.0	0.943%	\$10,378	-	\$10,378	\$709	\$11,087
34-345-Park Maintenance	2.0	1.887%	\$20,756	-	\$20,756	\$1,418	\$22,174
46-461-Planning	1.0	0.943%	\$10,378	-	\$10,378	\$709	\$11,087
46-462-Building Inspection	1.0	0.943%	\$10,378	-	\$10,378	\$709	\$11,087
46-464-Housing Administration	4.0	3.774%	\$41,512	-	\$41,512	\$2,836	\$44,349
55-553-Tiny Tots	1.0	0.943%	\$10,378	-	\$10,378	\$709	\$11,087
64-641-Sewer Treatment Plant/Shared	9.0	8.491%	\$93,402	-	\$93,402	\$6,382	\$99,784
64-642-Sewer Collections	2.0	1.887%	\$20,756	-	\$20,756	\$1,418	\$22,174
2nd Alloc Remains	-	0.000%	-	-	-	(\$0)	(\$0)



Reports Generated by Allocate System.
Inputs provided by Agency.

Fiscal Year 2018-19 For Use Beginning 2019-20

**City of Pinole
Full Cost Allocation Plan**

**General Government
Schedule 8.5.1**

**Detail Allocations - Retiree Medical
(continued)**

Department	Allocation Units	Allocation Percent	1st Allocation	Direct Billed	Department Allocation	2nd Allocation	Total
<i>Subtotals</i>	106.0	100.000%	\$1,100,072	-	\$1,100,072	\$60,275	\$1,160,347
<i>Direct Billed</i>						-	-
<i>Total Full Functional Cost</i>					\$1,100,072		\$1,160,347

Allocation Basis: # of retirees per department

Fiscal Year 2018-19 For Use Beginning 2019-20

**City of Pinole
Full Cost Allocation Plan**

**General Government
Schedule 8.5.2**

Detail Allocations - Pension Obligation Bond

Department	Allocation Units	Allocation Percent	1st Allocation	Direct Billed	Department Allocation	2nd Allocation	Total
10-110-City Council	5.0	4.202%	\$108,456	-	\$108,456	-	\$108,456
11-111-City Manager	1.0	0.840%	\$21,691	-	\$21,691	-	\$21,691
12-112-City Clerk	1.5	1.261%	\$32,537	-	\$32,537	-	\$32,537
13-113-City Treasurer	1.0	0.840%	\$21,691	-	\$21,691	-	\$21,691
15-115-Finance Department	3.5	2.941%	\$75,919	-	\$75,919	-	\$75,919
16-116-Human Resources	2.0	1.681%	\$43,382	-	\$43,382	-	\$43,382
17-117-General Government	1.0	0.840%	\$21,691	-	\$21,691	-	\$21,691
34-343-Facility Maintenance	7.0	5.882%	\$151,838	-	\$151,838	\$9,519	\$161,358
19-119-Cable Access TV	3.0	2.521%	\$65,074	-	\$65,074	\$4,080	\$69,153
22-221-Police Operations	27.0	22.689%	\$585,662	-	\$585,662	\$36,718	\$622,380
22-222-Police Support Services	5.0	4.202%	\$108,456	-	\$108,456	\$6,800	\$115,256
22-223-Dispatch WBCC	11.0	9.244%	\$238,603	-	\$238,603	\$14,959	\$253,562
22-227-Police Grants	2.5	2.101%	\$54,228	-	\$54,228	\$3,400	\$57,628
23-231-Fire	15.0	12.605%	\$325,368	-	\$325,368	\$20,399	\$345,767
34-341-Administration/Engineering	4.0	3.361%	\$86,765	-	\$86,765	\$5,440	\$92,204
46-461-Planning	1.0	0.840%	\$21,691	-	\$21,691	\$1,360	\$23,051
46-462-Building Inspection	2.5	2.101%	\$54,228	-	\$54,228	\$3,400	\$57,628
46-465-Code Enforcement	1.0	0.840%	\$21,691	-	\$21,691	\$1,360	\$23,051
55-551-Recreation Administration	1.0	0.840%	\$21,691	-	\$21,691	\$1,360	\$23,051
55-552-Senior Center	4.5	3.782%	\$97,610	-	\$97,610	\$6,120	\$103,730
55-553-Tiny Tots	2.0	1.681%	\$43,382	-	\$43,382	\$2,720	\$46,102



Reports Generated by Allocate System.
Inputs provided by Agency.

Fiscal Year 2018-19 For Use Beginning 2019-20

**City of Pinole
Full Cost Allocation Plan**

55-554-Youth Center	4.0	3.361%	\$86,765	-	\$86,765	\$5,440	\$92,204
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Fiscal Year 2018-19 For Use Beginning 2019-20

**City of Pinole
Full Cost Allocation Plan**

**General Government
Schedule 8.5.2**

**Detail Allocations - Pension Obligation Bond
(continued)**

Department	Allocation Units	Allocation Percent	1st Allocation	Direct Billed	Department Allocation	2nd Allocation	Total
64-641-Sewer Treatment Plant/Shared	10.5	8.824%	\$227,757	-	\$227,757	\$14,279	\$242,037
64-642-Sewer Collections	3.0	2.521%	\$65,074	-	\$65,074	\$4,080	\$69,153
Subtotals	119.0	100.000%	\$2,581,251	-	\$2,581,251	\$141,431	\$2,722,682
Direct Billed					-		-
Total Full Functional Cost					\$2,581,251		\$2,722,682

Allocation Basis: # of FTEs budgeted

Fiscal Year 2018-19 For Use Beginning 2019-20

City of Pinole
Full Cost Allocation Plan

General Government
Schedule 8.5.3

Detail Allocations - Property Insurance

Department	Allocation Units	Allocation Percent	1st Allocation	Direct Billed	Department Allocation	2nd Allocation	Total
10-110-City Council	3,374.0	9.079%	-	-	-	-	-
11-111-City Manager	301.0	0.810%	-	-	-	-	-
12-112-City Clerk	583.0	1.569%	-	-	-	-	-
15-115-Finance Department	898.0	2.416%	-	-	-	-	-
16-116-Human Resources	583.0	1.569%	-	-	-	-	-
17-117-General Government	7,151.0	19.242%	-	-	-	-	-
18-118-Information Systems	813.0	2.188%	-	-	-	-	-
19-119-Cable Access TV	3,149.0	8.473%	-	-	-	-	-
22-221-Police Operations	1,981.0	5.331%	-	-	-	-	-
22-222-Police Support Services	1,981.0	5.331%	-	-	-	-	-
22-223-Dispatch WBCC	1,981.0	5.331%	-	-	-	-	-
22-227-Police Grants	1,981.0	5.331%	-	-	-	-	-
23-231-Fire	5,620.0	15.123%	-	-	-	-	-
55-554-Youth Center	2,862.0	7.701%	-	-	-	-	-
55-556-Performing Arts	3,905.0	10.508%	-	-	-	-	-
Subtotals	37,163.0	100.000%	-	-	-	-	-
Direct Billed						-	-
Total Full Functional Cost						-	-

Allocation Basis: % of square footage occupied



Reports Generated by Allocate System.
 Inputs provided by Agency.

Fiscal Year 2018-19 For Use Beginning 2019-20

City of Pinole
Full Cost Allocation Plan

General Government
Schedule 8.6

Summary of Allocated Costs

Department	Total	Retiree Medical	Pension Obligation Bond	Property Insurance	Liability Insurance
10-110-City Council	\$118,834	\$10,378	\$108,456	-	-
11-111-City Manager	\$42,447	\$20,756	\$21,691	-	-
12-112-City Clerk	\$42,915	\$10,378	\$32,537	-	-
13-113-City Treasurer	\$21,691	-	\$21,691	-	-
15-115-Finance Department	\$117,431	\$41,512	\$75,919	-	-
16-116-Human Resources	\$53,760	\$10,378	\$43,382	-	-
17-117-General Government	\$146,228	\$124,536	\$21,691	-	-
18-118-Information Systems	\$11,087	\$11,087	-	-	-
34-343-Facility Maintenance	\$183,532	\$22,174	\$161,358	-	-
Subtotal for CSD	\$737,926	\$251,200	\$486,725	-	-
19-119-Cable Access TV	\$69,153	-	\$69,153	-	-
22-221-Police Operations	\$1,043,692	\$421,312	\$622,380	-	-
22-222-Police Support Services	\$115,256	-	\$115,256	-	-
22-223-Dispatch WBCC	\$286,824	\$33,261	\$253,562	-	-
22-227-Police Grants	\$57,628	-	\$57,628	-	-
23-231-Fire	\$523,161	\$177,395	\$345,767	-	-
34-341-Administration/Engineering	\$125,466	\$33,261	\$92,204	-	-
34-342-Road Maintenance	\$11,087	\$11,087	-	-	-
34-344-NPDES Storm Water	\$11,087	\$11,087	-	-	-
34-345-Park Maintenance	\$22,174	\$22,174	-	-	-
46-461-Planning	\$34,138	\$11,087	\$23,051	-	-



Reports Generated by Allocate System.
 Inputs provided by Agency.

Fiscal Year 2018-19 For Use Beginning 2019-20

**City of Pinole
Full Cost Allocation Plan**

46-462-Building Inspection	\$68,715	\$11,087	\$57,628	-	-
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Fiscal Year 2018-19 For Use Beginning 2019-20

City of Pinole
Full Cost Allocation Plan

General Government
Schedule 8.6

Summary of Allocated Costs (continued)

Department	Total	Retiree Medical	Pension Obligation Bond	Property Insurance	Liability Insurance
46-464-Housing Administration	\$44,349	\$44,349	-	-	-
46-465-Code Enforcement	\$23,051	-	\$23,051	-	-
55-551-Recreation Administration	\$23,051	-	\$23,051	-	-
55-552-Senior Center	\$103,730	-	\$103,730	-	-
55-553-Tiny Tots	\$57,189	\$11,087	\$46,102	-	-
55-554-Youth Center	\$92,204	-	\$92,204	-	-
64-641-Sewer Treatment Plant/Shared	\$341,821	\$99,784	\$242,037	-	-
64-642-Sewer Collections	\$91,328	\$22,174	\$69,153	-	-
2nd Alloc Remains	(\$0)	(\$0)	-	-	-
Totals	\$3,883,029	\$1,160,347	\$2,722,682	-	-
Direct Billed	-	-	-	-	-
Total Full Functional Cost	\$3,883,029	\$1,160,347	\$2,722,682	-	-
Less Direct Billed	-	-	-	-	-
Less CSD Amounts	(\$737,926)	(\$251,200)	(\$486,725)	-	-
Total Receiving Department Allocation	\$3,145,104	\$909,147	\$2,235,957	-	-

Fiscal Year 2018-19 For Use Beginning 2019-20

**City of Pinole
Full Cost Allocation Plan****Information Systems
Schedule 9.1****Narrative**

Manage, evaluate, and implement technologies across the organization that will increase employee productivity. To provide project management services on technology projects. To provide technology support services to operating departments and agencies of the City of Pinole.

Citywide Systems Support- Cost for citywide systems support is allocated based on # of FTEs budgeted.

Telephones- Telephone cost is allocated based on assigned number of phones.

Cell Phones- Cell phone cost is allocated based on assigned number of cell phones.

Fiscal Year 2018-19 For Use Beginning 2019-20

**City of Pinole
Full Cost Allocation Plan**

**Information Systems
Schedule 9.2**

Labor Distribution Summary

No Labor Distribution



Reports Generated by Allocate System.
Inputs provided by Agency.

Fiscal Year 2018-19 For Use Beginning 2019-20

**City of Pinole
Full Cost Allocation Plan**

**Information Systems
Schedule 9.3**

Schedule of costs to be allocated

		Amount	General & Admin	Citywide Systems Support	Telephones	Cell Phones
<i>Total %</i>				<i>0.000%</i>	<i>0.000%</i>	<i>0.000%</i>
Wages and Benefits						
Salaries		-	-	-	-	-
Benefits		-	-	-	-	-
Wages and Benefits Subtotal		-	-	-	-	-
Service And Supplies						
	DIST					
Professional Services	PROP	\$492,678	-	\$394,142	\$49,268	\$49,268
Office Expense	PROP	\$1,500	-	\$1,200	\$150	\$150
Administrative Expenses	PROP	\$61,390	-	\$49,112	\$6,139	\$6,139
Utilities	PROP	\$145,160	-	\$116,128	\$14,516	\$14,516
Furniture, Fixtures & Equipment	PROP	\$79,500	-	\$63,600	\$7,950	\$7,950
Services and Supplies Subtotal		\$780,228	-	\$624,182	\$78,023	\$78,023
Cost Adjustments						
Cost Adjustments Subtotal		-	-	-	-	-
Reallocate Admin						
Functional Costs		\$780,228	-	\$624,182	\$78,023	\$78,023

Fiscal Year 2018-19 For Use Beginning 2019-20

**City of Pinole
Full Cost Allocation Plan**

**Information Systems
Schedule 9.4**

Service to Service Costs

Department	First Incoming	Second Incoming	Citywide Systems		
			Support	Telephones	Cell Phones
10-110-City Council	\$944	\$1,452	\$1,917	\$240	\$240
11-111-City Manager	\$183	\$90	\$218	\$27	\$27
12-112-City Clerk	\$2,022	\$1,219	\$2,593	\$324	\$324
13-113-City Treasurer	\$44	\$141	\$148	\$19	\$19
15-115-Finance Department	\$7,223	\$3,260	\$8,386	\$1,048	\$1,048
17-117-General Government	\$10,378	\$709	\$8,870	\$1,109	\$1,109
18-118-Information Systems	-	\$1,352	\$1,082	\$135	\$135
Subtotals	\$20,794	\$8,223	\$23,214	\$2,902	\$2,902
Functional Costs	\$780,228		\$624,182	\$78,023	\$78,023
Total Allocated Costs	\$809,245		\$647,396	\$80,925	\$80,925

Fiscal Year 2018-19 For Use Beginning 2019-20

**City of Pinole
Full Cost Allocation Plan**

**Information Systems
Schedule 9.5.1**

Detail Allocations - Citywide Systems Support

Department	Allocation Units	Allocation Percent	1st Allocation	Direct Billed	Department Allocation	2nd Allocation	Total
10-110-City Council	5.0	4.310%	\$27,621	-	\$27,621	-	\$27,621
11-111-City Manager	1.0	0.862%	\$5,524	-	\$5,524	-	\$5,524
12-112-City Clerk	1.5	1.293%	\$8,286	-	\$8,286	-	\$8,286
13-113-City Treasurer	1.0	0.862%	\$5,524	-	\$5,524	-	\$5,524
15-115-Finance Department	3.5	3.017%	\$19,335	-	\$19,335	-	\$19,335
16-116-Human Resources	2.0	1.724%	\$11,049	-	\$11,049	-	\$11,049
17-117-General Government	1.0	0.862%	\$5,524	-	\$5,524	-	\$5,524
34-343-Facility Maintenance	7.0	6.034%	\$38,670	-	\$38,670	\$456	\$39,126
19-119-Cable Access TV	3.0	2.586%	\$16,573	-	\$16,573	\$195	\$16,768
22-221-Police Operations	27.0	23.276%	\$149,156	-	\$149,156	\$1,759	\$150,914
22-222-Police Support Services	5.0	4.310%	\$27,621	-	\$27,621	\$326	\$27,947
22-223-Dispatch WBCC	11.0	9.483%	\$60,767	-	\$60,767	\$716	\$61,484
22-227-Police Grants	2.5	2.155%	\$13,811	-	\$13,811	\$163	\$13,974
23-231-Fire	15.0	12.931%	\$82,864	-	\$82,864	\$977	\$83,841
34-341-Administration/Engineering	4.0	3.448%	\$22,097	-	\$22,097	\$261	\$22,358
46-461-Planning	1.0	0.862%	\$5,524	-	\$5,524	\$65	\$5,589
46-462-Building Inspection	2.5	2.155%	\$13,811	-	\$13,811	\$163	\$13,974
46-465-Code Enforcement	1.0	0.862%	\$5,524	-	\$5,524	\$65	\$5,589
55-551-Recreation Administration	1.0	0.862%	\$5,524	-	\$5,524	\$65	\$5,589
55-552-Senior Center	1.5	1.293%	\$8,286	-	\$8,286	\$98	\$8,384
55-553-Tiny Tots	2.0	1.724%	\$11,049	-	\$11,049	\$130	\$11,179



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Inputs provided by Agency.

Fiscal Year 2018-19 For Use Beginning 2019-20

**City of Pinole
Full Cost Allocation Plan**

55-554-Youth Center	4.0	3.448%	\$22,097	-	\$22,097	\$261	\$22,358
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Fiscal Year 2018-19 For Use Beginning 2019-20

**City of Pinole
Full Cost Allocation Plan**

**Information Systems
Schedule 9.5.1**

**Detail Allocations - Citywide Systems Support
(continued)**

Department	Allocation Units	Allocation Percent	1st Allocation	Direct Billed	Department Allocation	2nd Allocation	Total
64-641-Sewer Treatment Plant/Shared	10.5	9.052%	\$58,005	-	\$58,005	\$684	\$58,689
64-642-Sewer Collections	3.0	2.586%	\$16,573	-	\$16,573	\$195	\$16,768
2nd Alloc Remains	-	0.000%	-	-	-	(\$0)	(\$0)
Subtotals	116.0	100.000%	\$640,818	-	\$640,818	\$6,578	\$647,396
Direct Billed						-	-
Total Full Functional Cost					\$640,818		\$647,396

Allocation Basis: # of FTEs budgeted

Fiscal Year 2018-19 For Use Beginning 2019-20

**City of Pinole
Full Cost Allocation Plan**

**Information Systems
Schedule 9.5.2**

Detail Allocations - Telephones

Department	Allocation Units	Allocation Percent	1st Allocation	Direct Billed	Department Allocation	2nd Allocation	Total
10-110-City Council	3.0	1.266%	\$1,014	-	\$1,014	-	\$1,014
11-111-City Manager	7.0	2.954%	\$2,366	-	\$2,366	-	\$2,366
12-112-City Clerk	3.0	1.266%	\$1,014	-	\$1,014	-	\$1,014
15-115-Finance Department	5.0	2.110%	\$1,690	-	\$1,690	-	\$1,690
16-116-Human Resources	3.0	1.266%	\$1,014	-	\$1,014	-	\$1,014
17-117-General Government	9.0	3.797%	\$3,042	-	\$3,042	-	\$3,042
18-118-Information Systems	4.0	1.688%	\$1,352	-	\$1,352	-	\$1,352
34-343-Facility Maintenance	7.0	2.954%	\$2,366	-	\$2,366	\$28	\$2,394
19-119-Cable Access TV	2.0	0.844%	\$676	-	\$676	\$8	\$684
22-221-Police Operations	10.0	4.219%	\$3,380	-	\$3,380	\$41	\$3,420
22-222-Police Support Services	40.0	16.878%	\$13,519	-	\$13,519	\$162	\$13,681
22-223-Dispatch WBCC	30.0	12.658%	\$10,140	-	\$10,140	\$122	\$10,261
22-227-Police Grants	19.0	8.017%	\$6,422	-	\$6,422	\$77	\$6,499
23-231-Fire	26.0	10.970%	\$8,788	-	\$8,788	\$105	\$8,893
34-341-Administration/Engineering	6.0	2.532%	\$2,028	-	\$2,028	\$24	\$2,052
34-344-NPDES Storm Water	3.0	1.266%	\$1,014	-	\$1,014	\$12	\$1,026
46-461-Planning	8.0	3.376%	\$2,704	-	\$2,704	\$32	\$2,736
46-462-Building Inspection	9.0	3.797%	\$3,042	-	\$3,042	\$36	\$3,078
55-551-Recreation Administration	1.0	0.422%	\$338	-	\$338	\$4	\$342
55-552-Senior Center	6.0	2.532%	\$2,028	-	\$2,028	\$24	\$2,052
55-553-Tiny Tots	3.0	1.266%	\$1,014	-	\$1,014	\$12	\$1,026
55-554-Youth Center	17.0	7.173%	\$5,746	-	\$5,746	\$69	\$5,815



Reports Generated by Allocate System.
Inputs provided by Agency.

Fiscal Year 2018-19 For Use Beginning 2019-20

**City of Pinole
Full Cost Allocation Plan**

**Information Systems
Schedule 9.5.2**

Detail Allocations - Telephones (continued)

Department	Allocation Units	Allocation Percent	1st Allocation	Direct Billed	Department Allocation	2nd Allocation	Total
64-641-Sewer Treatment Plant/Shared	16.0	6.751%	\$5,408	-	\$5,408	\$65	\$5,473
Subtotals	237.0	100.000%	\$80,102	-	\$80,102	\$822	\$80,925
Direct Billed					-		-
Total Full Functional Cost					\$80,102		\$80,925

Allocation Basis: # of phone lines assigned

Fiscal Year 2018-19 For Use Beginning 2019-20

City of Pinole
Full Cost Allocation Plan

Information Systems
Schedule 9.5.3

Detail Allocations - Cell Phones

Department	Allocation Units	Allocation Percent	1st Allocation	Direct Billed	Department Allocation	2nd Allocation	Total
34-343-Facility Maintenance	4.0	3.883%	\$3,111	-	\$3,111	\$32	\$3,143
19-119-Cable Access TV	1.0	0.971%	\$778	-	\$778	\$8	\$786
22-221-Police Operations	6.0	5.825%	\$4,666	-	\$4,666	\$48	\$4,714
22-222-Police Support Services	23.0	22.330%	\$17,887	-	\$17,887	\$184	\$18,071
22-223-Dispatch WBCC	17.0	16.505%	\$13,221	-	\$13,221	\$136	\$13,356
22-227-Police Grants	11.0	10.680%	\$8,555	-	\$8,555	\$88	\$8,642
23-231-Fire	19.0	18.447%	\$14,776	-	\$14,776	\$152	\$14,928
34-341-Administration/Engineering	4.0	3.883%	\$3,111	-	\$3,111	\$32	\$3,143
34-344-NPDES Storm Water	1.0	0.971%	\$778	-	\$778	\$8	\$786
46-461-Planning	1.0	0.971%	\$778	-	\$778	\$8	\$786
46-462-Building Inspection	2.0	1.942%	\$1,555	-	\$1,555	\$16	\$1,571
55-551-Recreation Administration	1.0	0.971%	\$778	-	\$778	\$8	\$786
55-552-Senior Center	1.0	0.971%	\$778	-	\$778	\$8	\$786
55-553-Tiny Tots	1.0	0.971%	\$778	-	\$778	\$8	\$786
55-554-Youth Center	2.0	1.942%	\$1,555	-	\$1,555	\$16	\$1,571
64-641-Sewer Treatment Plant/Shared	9.0	8.738%	\$6,999	-	\$6,999	\$72	\$7,071
2nd Alloc Remains	-	0.000%	-	-	-	\$0	\$0
Subtotals	103.0	100.000%	\$80,102	-	\$80,102	\$822	\$80,925
Direct Billed						-	-
Total Full Functional Cost					\$80,102		\$80,925

Allocation Basis: # of Cell Phones assigned

Reports Generated by Allocate System.
 Inputs provided by Agency.

Fiscal Year 2018-19 For Use Beginning 2019-20

**City of Pinole
Full Cost Allocation Plan**

**Information Systems
Schedule 9.6**

Summary of Allocated Costs

Department	Total	Citywide Systems		
		Support	Telephones	Cell Phones
10-110-City Council	\$28,635	\$27,621	\$1,014	-
11-111-City Manager	\$7,890	\$5,524	\$2,366	-
12-112-City Clerk	\$9,300	\$8,286	\$1,014	-
13-113-City Treasurer	\$5,524	\$5,524	-	-
15-115-Finance Department	\$21,025	\$19,335	\$1,690	-
16-116-Human Resources	\$12,063	\$11,049	\$1,014	-
17-117-General Government	\$8,566	\$5,524	\$3,042	-
18-118-Information Systems	\$1,352	-	\$1,352	-
34-343-Facility Maintenance	\$44,663	\$39,126	\$2,394	\$3,143
Subtotal for CSD	\$139,019	\$121,990	\$13,886	\$3,143
19-119-Cable Access TV	\$18,238	\$16,768	\$684	\$786
22-221-Police Operations	\$159,049	\$150,914	\$3,420	\$4,714
22-222-Police Support Services	\$59,699	\$27,947	\$13,681	\$18,071
22-223-Dispatch WBCC	\$85,101	\$61,484	\$10,261	\$13,356
22-227-Police Grants	\$29,115	\$13,974	\$6,499	\$8,642
23-231-Fire	\$107,662	\$83,841	\$8,893	\$14,928
34-341-Administration/Engineering	\$27,553	\$22,358	\$2,052	\$3,143
34-344-NPDES Storm Water	\$1,812	-	\$1,026	\$786
46-461-Planning	\$9,111	\$5,589	\$2,736	\$786
46-462-Building Inspection	\$18,623	\$13,974	\$3,078	\$1,571
46-465-Code Enforcement	\$5,589	\$5,589	-	-



Reports Generated by Allocate System.
Inputs provided by Agency.

Fiscal Year 2018-19 For Use Beginning 2019-20

**City of Pinole
Full Cost Allocation Plan**

55-551-Recreation Administration	\$6,717	\$5,589	\$342	\$786
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Reports Generated by Allocate System.
Inputs provided by Agency.

Fiscal Year 2018-19 For Use Beginning 2019-20

**City of Pinole
Full Cost Allocation Plan**

**Information Systems
Schedule 9.6**

Summary of Allocated Costs (continued)

Department	Total	Citywide Systems		
		Support	Telephones	Cell Phones
55-552-Senior Center	\$11,222	\$8,384	\$2,052	\$786
55-553-Tiny Tots	\$12,991	\$11,179	\$1,026	\$786
55-554-Youth Center	\$29,744	\$22,358	\$5,815	\$1,571
64-641-Sewer Treatment Plant/Shared	\$71,233	\$58,689	\$5,473	\$7,071
64-642-Sewer Collections	\$16,768	\$16,768	-	-
2nd Alloc Remains	(\$0)	(\$0)	-	\$0
Totals	\$809,245	\$647,396	\$80,925	\$80,925
Direct Billed	-	-	-	-
Total Full Functional Cost	\$809,245	\$647,396	\$80,925	\$80,925
Less Direct Billed	-	-	-	-
Less CSD Amounts	(\$139,019)	(\$121,990)	(\$13,886)	(\$3,143)
Total Receiving Department Allocation	\$670,226	\$525,406	\$67,039	\$77,782

Fiscal Year 2018-19 For Use Beginning 2019-20

**City of Pinole
Full Cost Allocation Plan**

**Facility Maintenance
Schedule 10.1**

Narrative

The Facility Maintenance Division maintains the City's various facilities.

Facility Maintenance- Facility Maintenance cost is allocated based on # of FTEs budgeted by department.

Utilities- Utilities are allocated directly to departments based on square footage occupied.

Fiscal Year 2018-19 For Use Beginning 2019-20

**City of Pinole
Full Cost Allocation Plan**

**Facility Maintenance
Schedule 10.2**

Labor Distribution Summary

Staff Name	Salary	General Admin	Facility Maintenance	Utilities	
Public Works Manager	\$171,365	\$19,041	\$152,324	-	-
Public Works Maintenance Supervisor	\$145,904	\$16,212	\$129,692	-	-
Maintenance Workers - 5	\$496,159	-	\$496,159	-	-
Total	\$813,428	\$35,252	\$778,176		-
Total Percentage	100.000%	4.334%	95.666%	0.000%	



Reports Generated by Allocate System.
Inputs provided by Agency.

Fiscal Year 2018-19 For Use Beginning 2019-20

City of Pinole
Full Cost Allocation Plan

Facility Maintenance
Schedule 10.3

Schedule of costs to be allocated

		Amount	General & Admin	Facility Maintenance	Utilities
<i>Total %</i>			4.334%	95.666%	0.000%
Wages and Benefits					
Salaries		\$508,731	\$22,047	\$486,684	-
Benefits		\$304,825	\$13,210	\$291,615	-
Wages and Benefits Subtotal		\$813,556	\$35,258	\$778,298	-
Service And Supplies					
	DIST				
Professional Services	SAL	\$143,312	\$6,211	\$137,101	-
Travel & Training	SAL	\$1,550	\$67	\$1,483	-
Dues, Publications & Advertising	SAL	\$315	\$14	\$301	-
Administrative Expenses	SAL	\$200	\$9	\$191	-
Utilities	SAL	\$37,000	\$1,603	\$35,397	-
Taxes	SAL	\$4,000	\$173	\$3,827	-
Other Materials & Supplies	SAL	\$8,200	\$355	\$7,845	-
Indirect Cost Allocations	SAL	(\$614,260)	(\$26,621)	(\$587,639)	-
Insurance	SAL	\$16,634	\$721	\$15,913	-
Services and Supplies Subtotal		(\$403,049)	(\$17,467)	(\$385,582)	-
Cost Adjustments					
Cost Adjustments Subtotal		-	-	-	-
Reallocate Admin			(\$17,790)	\$17,790	
Functional Costs		\$410,507	(\$17,790)	\$410,507	-



Reports Generated by Allocate System.
 Inputs provided by Agency.

Fiscal Year 2018-19 For Use Beginning 2019-20

City of Pinole
Full Cost Allocation Plan



Reports Generated by Allocate System.
Inputs provided by Agency.

Fiscal Year 2018-19 For Use Beginning 2019-20

**City of Pinole
Full Cost Allocation Plan**

**Facility Maintenance
Schedule 10.4**

Service to Service Costs

Department	First Incoming	Second Incoming	Facility Maintenance	Utilities
10-110-City Council	\$569	\$878	\$1,448	-
11-111-City Manager	\$8,179	\$4,152	\$12,331	-
13-113-City Treasurer	\$531	\$1,690	\$2,221	-
15-115-Finance Department	\$29,116	\$13,024	\$42,141	-
16-116-Human Resources	\$16,394	\$5,427	\$21,821	-
17-117-General Government	\$172,594	\$10,938	\$183,532	-
18-118-Information Systems	\$44,147	\$516	\$44,663	-
34-343-Facility Maintenance	-	\$40,120	\$40,120	-
Subtotals	\$271,530	\$76,746	\$348,276	-
Functional Costs	\$410,507		\$410,507	
Total Allocated Costs	\$758,783		\$777,379	-



Reports Generated by Allocate System.
Inputs provided by Agency.

Fiscal Year 2018-19 For Use Beginning 2019-20

**City of Pinole
Full Cost Allocation Plan**

**Facility Maintenance
Schedule 10.5.1**

Detail Allocations - Facility Maintenance

Department	Allocation Units	Allocation Percent	1st Allocation	Direct Billed	Department Allocation	2nd Allocation	Total
10-110-City Council	5.0	4.202%	\$28,657	-	\$28,657	-	\$28,657
11-111-City Manager	1.0	0.840%	\$5,731	-	\$5,731	-	\$5,731
12-112-City Clerk	1.5	1.261%	\$8,597	-	\$8,597	-	\$8,597
13-113-City Treasurer	1.0	0.840%	\$5,731	-	\$5,731	-	\$5,731
15-115-Finance Department	3.5	2.941%	\$20,060	-	\$20,060	-	\$20,060
16-116-Human Resources	2.0	1.681%	\$11,463	-	\$11,463	-	\$11,463
17-117-General Government	1.0	0.840%	\$5,731	-	\$5,731	-	\$5,731
34-343-Facility Maintenance	7.0	5.882%	\$40,120	-	\$40,120	-	\$40,120
19-119-Cable Access TV	3.0	2.521%	\$17,194	-	\$17,194	\$2,374	\$19,568
22-221-Police Operations	27.0	22.689%	\$154,748	-	\$154,748	\$21,362	\$176,110
22-222-Police Support Services	5.0	4.202%	\$28,657	-	\$28,657	\$3,956	\$32,613
22-223-Dispatch WBCC	11.0	9.244%	\$63,045	-	\$63,045	\$8,703	\$71,749
22-227-Police Grants	2.5	2.101%	\$14,329	-	\$14,329	\$1,978	\$16,306
23-231-Fire	15.0	12.605%	\$85,971	-	\$85,971	\$11,868	\$97,839
34-341-Administration/Engineering	4.0	3.361%	\$22,926	-	\$22,926	\$3,165	\$26,090
46-461-Planning	1.0	0.840%	\$5,731	-	\$5,731	\$791	\$6,523
46-462-Building Inspection	2.5	2.101%	\$14,329	-	\$14,329	\$1,978	\$16,306
46-465-Code Enforcement	1.0	0.840%	\$5,731	-	\$5,731	\$791	\$6,523
55-551-Recreation Administration	1.0	0.840%	\$5,731	-	\$5,731	\$791	\$6,523
55-552-Senior Center	4.5	3.782%	\$25,791	-	\$25,791	\$3,560	\$29,352
55-553-Tiny Tots	2.0	1.681%	\$11,463	-	\$11,463	\$1,582	\$13,045



Reports Generated by Allocate System.
Inputs provided by Agency.

Fiscal Year 2018-19 For Use Beginning 2019-20

**City of Pinole
Full Cost Allocation Plan**

55-554-Youth Center	4.0	3.361%	\$22,926	-	\$22,926	\$3,165	\$26,090
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Fiscal Year 2018-19 For Use Beginning 2019-20

City of Pinole
Full Cost Allocation Plan

Facility Maintenance
Schedule 10.5.1

Detail Allocations - Facility Maintenance
(continued)

Department	Allocation Units	Allocation Percent	1st Allocation	Direct Billed	Department Allocation	2nd Allocation	Total
64-641-Sewer Treatment Plant/Shared	10.5	8.824%	\$60,180	-	\$60,180	\$8,308	\$68,487
64-642-Sewer Collections	3.0	2.521%	\$17,194	-	\$17,194	\$2,374	\$19,568
Subtotals	119.0	100.000%	\$682,037	-	\$682,037	\$76,746	\$758,783
Direct Billed					-		-
Total Full Functional Cost					\$682,037		\$758,783

Allocation Basis: # of FTEs budgeted

Fiscal Year 2018-19 For Use Beginning 2019-20

**City of Pinole
Full Cost Allocation Plan**

**Facility Maintenance
Schedule 10.6**

Summary of Allocated Costs

Department	Total	Facility Maintenance	Utilities
10-110-City Council	\$28,657	\$28,657	-
11-111-City Manager	\$5,731	\$5,731	-
12-112-City Clerk	\$8,597	\$8,597	-
13-113-City Treasurer	\$5,731	\$5,731	-
15-115-Finance Department	\$20,060	\$20,060	-
16-116-Human Resources	\$11,463	\$11,463	-
17-117-General Government	\$5,731	\$5,731	-
34-343-Facility Maintenance	\$40,120	\$40,120	-
Subtotal for CSD	\$126,091	\$126,091	-
19-119-Cable Access TV	\$19,568	\$19,568	-
22-221-Police Operations	\$176,110	\$176,110	-
22-222-Police Support Services	\$32,613	\$32,613	-
22-223-Dispatch WBCC	\$71,749	\$71,749	-
22-227-Police Grants	\$16,306	\$16,306	-
23-231-Fire	\$97,839	\$97,839	-
34-341-Administration/Engineering	\$26,090	\$26,090	-
46-461-Planning	\$6,523	\$6,523	-
46-462-Building Inspection	\$16,306	\$16,306	-
46-465-Code Enforcement	\$6,523	\$6,523	-
55-551-Recreation Administration	\$6,523	\$6,523	-
55-552-Senior Center	\$29,352	\$29,352	-



Reports Generated by Allocate System.
Inputs provided by Agency.

Fiscal Year 2018-19 For Use Beginning 2019-20

**City of Pinole
Full Cost Allocation Plan**

55-553-Tiny Tots

\$13,045

\$13,045

-

Fiscal Year 2018-19 For Use Beginning 2019-20

**City of Pinole
Full Cost Allocation Plan**

**Facility Maintenance
Schedule 10.6**

Summary of Allocated Costs (continued)

Department	Total	Facility Maintenance	Utilities
55-554-Youth Center	\$26,090	\$26,090	-
64-641-Sewer Treatment Plant/Shared	\$68,487	\$68,487	-
64-642-Sewer Collections	\$19,568	\$19,568	-
Totals	\$758,783	\$758,783	-
Direct Billed	-	-	-
Total Full Functional Cost	\$758,783	\$758,783	-
Less Direct Billed	-	-	-
Less CSD Amounts	(\$126,091)	(\$126,091)	-
Total Receiving Department Allocation	\$632,692	\$632,692	-

RESOLUTION NO. 2019-__

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PINOLE
COUNTY OF CONTRA COSTA, STATE OF CALIFORNIA ADOPTING THE
CITY OF PINOLE COST ALLOCATION PLAN**

WHEREAS, the National Advisory Council on State and Local Budgeting (NACSLB) and the Government Finance Officers Association (GFOA) acknowledge the importance of measuring the cost of government services; and

WHEREAS, GFOA recommends that governments calculate the full cost of the different services they provide, and encourages governments to allocate their indirect costs to departments and programs receiving support services; and

WHEREAS, the Finance Director has developed a full cost allocation plan that establishes a baseline for allocating costs to other departments and funding sources; and

WHEREAS, the Finance Subcommittee did consider the contents of the proposed Cost Allocation Plan presented by the Finance Director at their May 1, 2019 meeting.

NOW, THEREFORE, BE IT HEREBY RESOLVED by the City Council of the City of Pinole, that the City of Pinole Cost Allocation Plan, as presented by the Finance Director in keeping with recommended guidelines of the National Advisory Council on State and Local Budgeting and the Government Finance Officers Association and attached hereto and made a part hereof, are adopted.

PASSED AND ADOPTED this 17th day of December 2019, by the following vote:

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

I hereby certify that the foregoing resolution was introduced, passed and adopted on this 17th day of **December, 2019**.

Heather Iopu, CMC
City Clerk



CITY COUNCIL REPORT

7F

DATE: DECEMBER 17, 2019

TO: MAYOR AND COUNCILMEMBERS

FROM: HECTOR DE LA ROSA, ASSISTANT CITY MANAGER

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

RECOMMENDATION

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

BACKGROUND

California Public Employees' Retirement System (CalPERS), pursuant to their interpretation of California Code of Regulations section 570.5, recommends all CalPERS employers maintain their compensation levels in one publicly available document (i.e. Salary Schedule), and approved and adopted by the governing body.

On June 19, 2019, the Council approved the salary schedule for the then current and prior periods. At that time, staff stated that as compensation for any classification changes outside their ranges, a new salary schedule will be presented to the City Council (quarterly or semi-annually) for approval as a formality to remain in compliance with the CalPERS requirement.

REVIEW AND ANALYSIS

A copy of the City's salary schedule is, has been and will be, posted on the City's website. Below are the salary schedules for the periods of 7-1-2019, 7-8-2019, 8-05-2019, 8-19-2019, 10-29-2019 and 12-18-2019, which reflect changes due to merit increases as well as the scheduled 3% cost of living for all employees.

FISCAL IMPACT

None.

ATTACHMENTS

A Resolution

B Salary Schedules

RESOLUTION NO.

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

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

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

WHEREAS, any changes to the attached salary schedule will be presented to the City Council for approval: and

WHEREAS, approval of the updated salary schedules for 7-1-2019, 7-8-2019, 8-05-2019, 8-19-2019, 10-29-2019 and 12-18-2019, are attached; and

WHEREAS, a copy of the updated City salary schedules have been with the most current posted on the City's website.

NOW, THEREFORE BE IT RESOLVED, that the City Council of the City of Pinole does hereby approved the attached City Salary Schedules thereto as Exhibit A.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Pinole held on the 17th day of December, 2019 by the following vote:

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

I hereby certify that the foregoing ordinance was regularly introduced, passed, and adopted on this 17th day of December, 2019.

Heather Iopu
City Clerk

City of Pinole Salary Ranking

Bargaining Unit	A Monthly	A Hourly	B Monthly	B Hourly	C Monthly	C Hourly	D Monthly	D Hourly	E Monthly	E Hourly
<u>ELECTED @ 07/01/16 budget</u>										
City Treasurer	3,000 ANNUALLY									
Councilmember	6,750 ANNUALLY as of 01/2017									
<u>MANAGEMENT* @ 07/08/19 (unless otherwise noted)</u>										
Assistant City Manager	17,842.45	102.9372								
City Clerk	9,870.82	56.9470								
City Manager	19,938.35	115.0289								
Development Services Director/ City Engineer	15,650.41	90.2908								
Finance Director	15,068.30	86.9325								
Fire Chief	16,141.00	93.1211								
Police Chief	16,534.69	95.3924								
<u>UNREPRESENTED/CONFIDENTIAL* @ 07/08/19 (unless otherwise noted)</u>										
Fire Battalion Chief	13,123.42	54.0800								
Human Resources Specialist	5,443.32	31.4038	5,715.49	32.9740	6,001.27	34.6227	6,301.34	36.3539	6,616.42	38.1716
Planning Manager	11,192.66	64.5731								
Police Lieutenant	11,473.64	66.1941								
Public Works Manager	8,583.33	49.5192								
Recreation Manager	5,621.55	32.4320	5,902.63	34.0537	6,197.77	35.7564	6,507.67	37.5442	6,833.06	39.4215
WWTP Manager	10,572.62	60.9959								
<u>LOCAL 1230 @ 07/08/19</u>										
Firefighter	5,968.54	24.5956	6,266.97	25.8254	6,580.32	27.1167	6,909.35	28.4726	7,254.82	29.8962
Firefighter/Paramedic	6,565.39	27.0552	6,893.67	28.4080	7,238.36	29.8284	7,600.28	31.3198	7,980.30	32.8859
Fire Engineer	6,852.12	28.2368	7,194.74	29.6486	7,554.48	31.1311	7,932.21	32.6877	8,328.83	34.3221
Fire Captain	7,582.42	31.2463	7,961.55	32.8086	8,359.64	34.4491	8,777.63	36.1716	9,216.52	37.9802
<u>PPEA @ 07/08/19</u>										
Community Safety Specialist	4,541.94	26.2035	4,769.04	27.5137	5,007.49	28.8894	5,257.87	30.3339	5,520.77	31.8506
Dispatcher	5,165.27	29.7997	5,423.54	31.2897	5,694.73	32.8542	5,979.47	34.4969	6,278.45	36.2218
Lead Dispatcher	5,529.18	31.8991	5,805.64	33.4941	6,095.93	35.1688	6,400.74	36.9273	6,720.78	38.7737
Police Officer	6,547.27	37.7727	6,874.64	39.6614	7,218.37	41.6445	7,579.30	43.7267	7,958.27	45.9131
Police Sergeant	7,669.31	44.2460	8,052.79	46.4584	8,455.43	48.7813	8,878.21	51.2205	9,322.13	53.7815

City of Pinole Salary Ranking

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

City of Pinole Salary Ranking

Bargaining Unit	A Monthly	A Hourly	B Monthly	B Hourly	C Monthly	C Hourly	D Monthly	D Hourly	E Monthly	E Hourly
<u>LOCAL ONE @ 07/08/19</u>										
Accounting Technician	4,163.63	24.0209	4,371.81	25.2220	4,590.41	26.4831	4,819.93	27.8073	5,060.94	29.1977
Administrative Assistant	4,612.55	26.6109	4,843.18	27.9415	5,085.35	29.3386	5,339.62	30.8055	5,606.61	32.3458
Cable Access Technician	5,011.23	28.9110	5,261.80	30.3565	5,524.90	31.8744	5,801.15	33.4682	6,091.21	35.1416
Cook		16.8169		17.6577		18.5406		19.4677		
Community Service Officer	4,162.50	24.0144	4,370.63	25.2152	4,589.16	26.4759	4,818.63	27.7998	5,059.56	29.1898
Custodian	2,605.53	15.0319	2,735.81	15.7835	2,872.60	16.5727	3,016.24	17.4014	3,167.05	18.2715
Environmental Assistant	2,983.04	17.209819	2,715.00	18.0703	2,850.00	18.9739	2,993.00	19.9226	3,143.00	20.9187
Field Maintenance Mechanic	4,750.27	27.4054	4,987.79	28.7757	5,237.18	30.2145	5,499.05	31.7253	5,774.00	33.3116
Permit Technician	4,645.97	26.8037	4,878.28	28.1439	5,122.20	29.5511	5,378.31	31.0287	5,647.23	32.5802
PW Maintenance Worker	4,375.91	25.2456	4,594.71	26.5079	4,824.45	27.8334	5,065.68	29.2251	5,318.97	30.6864
PW Senior Maintenance Worker	4,751.66	27.4134	4,989.25	28.7841	5,238.71	30.2234	5,500.66	31.7345	5,775.69	33.3213
PW Maintenance Supervisor	5,944.28	34.2939	6,241.50	36.0086	6,553.58	37.8091	6,881.26	39.6996	7,225.33	41.6846
Police Property Specialist	4,162.50	24.0144	4,370.63	25.2152	4,589.16	26.4759	4,818.63	27.7998	5,059.56	29.1898
Police Records Specialist	4,163.63	24.0209	4,371.81	25.2220	4,590.41	26.4831	4,819.93	27.8073	5,060.94	29.1977
WWTP Operator	5,329.84	30.7491	5,596.33	32.2865	5,876.16	33.9009	6,169.97	35.5960	6,478.47	37.3758
WWTP Senior Operator	5,884.26	33.9476	6,178.48	35.6451	6,487.41	37.4273	6,811.78	39.2988	7,152.38	41.2637
WWTP Maintenance Mechanic	4,750.27	27.4054	4,987.79	28.7757	5,237.18	30.2145	5,499.05	31.7253	5,774.00	33.3116
WWTP Senior Maint. Mechanic	5,884.26	33.9476	6,178.48	35.6451	6,487.41	37.4273	6,811.78	39.2988	7,152.38	41.2637
WWTP Operator in Training	4,368.46	25.2026	4,586.89	26.4628						

City of Pinole Salary Ranking

Bargaining Unit	A Monthly	A Hourly	B Monthly	B Hourly	C Monthly	C Hourly	D Monthly	D Hourly	E Monthly	E Hourly
<u>TRAINEE - BENEFITTED @ 07/08/19</u>										
<u>PART-TIME</u>										
Police Officer Trainee		29.1898								
Fire Academy Recruit (EMT-1)		26.6105								
Fire Academy Recruit (EMT-P)		30.9904								
<u>Interns</u>										
Intern		12.0000		13.0000		14.0000		15.0000		16.0000
<u>Police @ 01/01/2019</u>										
Crossing Guard		12.0000								
<u>Recreation @ 07/08/19</u>										
Cable Equipment Operator I		12.3600		12.9780		13.6269		14.3083		15.0237
Cable Equipment Operator II		15.7749		16.5636		17.3918		18.2614		19.1745
Recreation Leader		13.0529		13.7056		14.3909		15.1104		15.8660
Rental Facility Custodian		13.0851		13.7394		14.4263				
Rental Facility Senior Custodian		15.1476		15.9050		16.7003				
Senior Recreation Leader		15.8552		16.6479		17.4804		18.3544		19.2721
<u>Administration - 05/03/17</u>										
Records Management Administrator		60.0000								
<u>CONTRACT-Part Time</u>										
<u>Public Works @ 07/01/05</u>										
Park Caretaker		20.7000								

City of Pinole Salary Ranking

Bargaining Unit	A Monthly	A Hourly	B Monthly	B Hourly	C Monthly	C Hourly	D Monthly	D Hourly	E Monthly	E Hourly
<u>ELECTED @ 07/01/16 budget</u>										
City Treasurer	3,000 ANNUALLY									
Councilmember	6,750 ANNUALLY as of 01/2017									
<u>MANAGEMENT* @ 07/08/19 (unless otherwise noted)</u>										
Assistant City Manager	17,842.45	102.9372								
City Clerk	9,870.82	56.9470								
City Manager	19,938.35	115.0289								
Development Services Director/ City Engineer	15,650.41	90.2908								
Finance Director	15,821.71	91.2791	as of 08/05/19							
Fire Chief	16,141.00	93.1211								
Police Chief	16,534.69	95.3924								
<u>UNREPRESENTED/CONFIDENTIAL* @ 07/08/19 (unless otherwise noted)</u>										
Fire Battalion Chief	13,123.42	54.0800								
Human Resources Specialist	5,443.32	31.4038	5,715.49	32.9740	6,001.27	34.6227	6,301.34	36.3539	6,616.42	38.1716
Planning Manager	11,192.66	64.5731								
Police Lieutenant	11,473.64	66.1941								
Public Works Manager	8,583.33	49.5192								
Recreation Manager	5,621.55	32.4320	5,902.63	34.0537	6,197.77	35.7564	6,507.67	37.5442	6,833.06	39.4215
WWTP Manager	10,572.62	60.9959								
<u>LOCAL 1230 @ 07/08/19</u>										
Firefighter	5,968.54	24.5956	6,266.97	25.8254	6,580.32	27.1167	6,909.35	28.4726	7,254.82	29.8962
Firefighter/Paramedic	6,565.39	27.0552	6,893.67	28.4080	7,238.36	29.8284	7,600.28	31.3198	7,980.30	32.8859
Fire Engineer	6,852.12	28.2368	7,194.74	29.6486	7,554.48	31.1311	7,932.21	32.6877	8,328.83	34.3221
Fire Captain	7,582.42	31.2463	7,961.55	32.8086	8,359.64	34.4491	8,777.63	36.1716	9,216.52	37.9802
<u>PPEA @ 07/08/19</u>										
Community Safety Specialist	4,541.94	26.2035	4,769.04	27.5137	5,007.49	28.8894	5,257.87	30.3339	5,520.77	31.8506
Dispatcher	5,165.27	29.7997	5,423.54	31.2897	5,694.73	32.8542	5,979.47	34.4969	6,278.45	36.2218
Lead Dispatcher	5,529.18	31.8991	5,805.64	33.4941	6,095.93	35.1688	6,400.74	36.9273	6,720.78	38.7737
Police Officer	6,547.27	37.7727	6,874.64	39.6614	7,218.37	41.6445	7,579.30	43.7267	7,958.27	45.9131
Police Sergeant	7,669.31	44.2460	8,052.79	46.4584	8,455.43	48.7813	8,878.21	51.2205	9,322.13	53.7815

City of Pinole Salary Ranking

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

City of Pinole Salary Ranking

Bargaining Unit	A Monthly	A Hourly	B Monthly	B Hourly	C Monthly	C Hourly	D Monthly	D Hourly	E Monthly	E Hourly
<u>LOCAL ONE @ 07/08/19</u>										
Accounting Technician	4,163.63	24.0209	4,371.81	25.2220	4,590.41	26.4831	4,819.93	27.8073	5,060.94	29.1977
Administrative Assistant	4,612.55	26.6109	4,843.18	27.9415	5,085.35	29.3386	5,339.62	30.8055	5,606.61	32.3458
Cable Access Technician	5,011.23	28.9110	5,261.80	30.3565	5,524.90	31.8744	5,801.15	33.4682	6,091.21	35.1416
Cook		16.8169		17.6577		18.5406		19.4677		
Community Service Officer	4,162.50	24.0144	4,370.63	25.2152	4,589.16	26.4759	4,818.63	27.7998	5,059.56	29.1898
Custodian	2,605.53	15.0319	2,735.81	15.7835	2,872.60	16.5727	3,016.24	17.4014	3,167.05	18.2715
Environmental Assistant	2,983.04	17.209819	2,715.00	18.0703	2,850.00	18.9739	2,993.00	19.9226	3,143.00	20.9187
Field Maintenance Mechanic	4,750.27	27.4054	4,987.79	28.7757	5,237.18	30.2145	5,499.05	31.7253	5,774.00	33.3116
Permit Technician	4,645.97	26.8037	4,878.28	28.1439	5,122.20	29.5511	5,378.31	31.0287	5,647.23	32.5802
PW Maintenance Worker	4,375.91	25.2456	4,594.71	26.5079	4,824.45	27.8334	5,065.68	29.2251	5,318.97	30.6864
PW Senior Maintenance Worker	4,751.66	27.4134	4,989.25	28.7841	5,238.71	30.2234	5,500.66	31.7345	5,775.69	33.3213
PW Maintenance Supervisor	5,944.28	34.2939	6,241.50	36.0086	6,553.58	37.8091	6,881.26	39.6996	7,225.33	41.6846
Police Property Specialist	4,162.50	24.0144	4,370.63	25.2152	4,589.16	26.4759	4,818.63	27.7998	5,059.56	29.1898
Police Records Specialist	4,163.63	24.0209	4,371.81	25.2220	4,590.41	26.4831	4,819.93	27.8073	5,060.94	29.1977
WWTP Operator	5,329.84	30.7491	5,596.33	32.2865	5,876.16	33.9009	6,169.97	35.5960	6,478.47	37.3758
WWTP Senior Operator	5,884.26	33.9476	6,178.48	35.6451	6,487.41	37.4273	6,811.78	39.2988	7,152.38	41.2637
WWTP Maintenance Mechanic	4,750.27	27.4054	4,987.79	28.7757	5,237.18	30.2145	5,499.05	31.7253	5,774.00	33.3116
WWTP Senior Maint. Mechanic	5,884.26	33.9476	6,178.48	35.6451	6,487.41	37.4273	6,811.78	39.2988	7,152.38	41.2637
WWTP Operator in Training	4,368.46	25.2026	4,586.89	26.4628						

City of Pinole Salary Ranking

Bargaining Unit	A Monthly	A Hourly	B Monthly	B Hourly	C Monthly	C Hourly	D Monthly	D Hourly	E Monthly	E Hourly
<u>TRAINEE - BENEFITTED @ 07/08/19</u>										
<u>PART-TIME</u>										
Police Officer Trainee		29.1898								
Fire Academy Recruit (EMT-1)		26.6105								
Fire Academy Recruit (EMT-P)		30.9904								
<u>Interns</u>										
Intern		12.0000		13.0000		14.0000		15.0000		16.0000
<u>Police @ 01/01/2019</u>										
Crossing Guard		12.0000								
<u>Recreation @ 07/08/19</u>										
Cable Equipment Operator I		12.3600		12.9780		13.6269		14.3083		15.0237
Cable Equipment Operator II		15.7749		16.5636		17.3918		18.2614		19.1745
Recreation Leader		13.0529		13.7056		14.3909		15.1104		15.8660
Rental Facility Custodian		13.0851		13.7394		14.4263				
Rental Facility Senior Custodian		15.1476		15.9050		16.7003				
Senior Recreation Leader		15.8552		16.6479		17.4804		18.3544		19.2721
<u>Administration - 05/03/17</u>										
Records Management Administrator		60.0000								
<u>CONTRACT-Part Time</u>										
<u>Public Works @ 07/01/05</u>										
Park Caretaker		20.7000								

City of Pinole Salary Ranking

Bargaining Unit	A Monthly	A Hourly	B Monthly	B Hourly	C Monthly	C Hourly	D Monthly	D Hourly	E Monthly	E Hourly
<u>ELECTED @ 07/01/16 budget</u>										
City Treasurer	3,000 ANNUALLY									
Councilmember	6,750 ANNUALLY as of 01/2017									
<u>MANAGEMENT* @ 07/08/19 (unless otherwise noted)</u>										
Assistant City Manager	17,842.45	102.9372								
City Clerk	9,870.82	56.9470								
City Manager	19,938.35	115.0289								
Development Services Director/ City Engineer	15,650.41	90.2908								
Finance Director	15,821.71	91.2791	as of 08/05/19							
Fire Chief	16,141.00	93.1211								
Police Chief	17,030.73	98.2542	as of 08/19/19							
<u>UNREPRESENTED/CONFIDENTIAL* @ 07/08/19 (unless otherwise noted)</u>										
Fire Battalion Chief	13,123.42	54.0800								
Human Resources Specialist	5,443.32	31.4038	5,715.49	32.9740	6,001.27	34.6227	6,301.34	36.3539	6,616.42	38.1716
Planning Manager	11,192.66	64.5731								
Police Lieutenant	11,473.64	66.1941								
Public Works Manager	8,583.33	49.5192								
Recreation Manager	5,621.55	32.4320	5,902.63	34.0537	6,197.77	35.7564	6,507.67	37.5442	6,833.06	39.4215
WWTP Manager	10,572.62	60.9959								
<u>LOCAL 1230 @ 07/08/19</u>										
Firefighter	5,968.54	24.5956	6,266.97	25.8254	6,580.32	27.1167	6,909.35	28.4726	7,254.82	29.8962
Firefighter/Paramedic	6,565.39	27.0552	6,893.67	28.4080	7,238.36	29.8284	7,600.28	31.3198	7,980.30	32.8859
Fire Engineer	6,852.12	28.2368	7,194.74	29.6486	7,554.48	31.1311	7,932.21	32.6877	8,328.83	34.3221
Fire Captain	7,582.42	31.2463	7,961.55	32.8086	8,359.64	34.4491	8,777.63	36.1716	9,216.52	37.9802
<u>PPEA @ 07/08/19</u>										
Community Safety Specialist	4,541.94	26.2035	4,769.04	27.5137	5,007.49	28.8894	5,257.87	30.3339	5,520.77	31.8506
Dispatcher	5,165.27	29.7997	5,423.54	31.2897	5,694.73	32.8542	5,979.47	34.4969	6,278.45	36.2218
Lead Dispatcher	5,529.18	31.8991	5,805.64	33.4941	6,095.93	35.1688	6,400.74	36.9273	6,720.78	38.7737
Police Officer	6,547.27	37.7727	6,874.64	39.6614	7,218.37	41.6445	7,579.30	43.7267	7,958.27	45.9131
Police Sergeant	7,669.31	44.2460	8,052.79	46.4584	8,455.43	48.7813	8,878.21	51.2205	9,322.13	53.7815

City of Pinole Salary Ranking

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

City of Pinole Salary Ranking

Bargaining Unit	A Monthly	A Hourly	B Monthly	B Hourly	C Monthly	C Hourly	D Monthly	D Hourly	E Monthly	E Hourly
LOCAL ONE @ 07/08/19										
Accounting Technician	4,163.63	24.0209	4,371.81	25.2220	4,590.41	26.4831	4,819.93	27.8073	5,060.94	29.1977
Administrative Assistant	4,612.55	26.6109	4,843.18	27.9415	5,085.35	29.3386	5,339.62	30.8055	5,606.61	32.3458
Cable Access Technician	5,011.23	28.9110	5,261.80	30.3565	5,524.90	31.8744	5,801.15	33.4682	6,091.21	35.1416
Cook		16.8169		17.6577		18.5406		19.4677		
Community Service Officer	4,162.50	24.0144	4,370.63	25.2152	4,589.16	26.4759	4,818.63	27.7998	5,059.56	29.1898
Custodian	2,605.53	15.0319	2,735.81	15.7835	2,872.60	16.5727	3,016.24	17.4014	3,167.05	18.2715
Environmental Assistant	2,983.04	17.209819	2,715.00	18.0703	2,850.00	18.9739	2,993.00	19.9226	3,143.00	20.9187
Field Maintenance Mechanic	4,750.27	27.4054	4,987.79	28.7757	5,237.18	30.2145	5,499.05	31.7253	5,774.00	33.3116
Permit Technician	4,645.97	26.8037	4,878.28	28.1439	5,122.20	29.5511	5,378.31	31.0287	5,647.23	32.5802
PW Maintenance Worker	4,375.91	25.2456	4,594.71	26.5079	4,824.45	27.8334	5,065.68	29.2251	5,318.97	30.6864
PW Senior Maintenance Worker	4,751.66	27.4134	4,989.25	28.7841	5,238.71	30.2234	5,500.66	31.7345	5,775.69	33.3213
PW Maintenance Supervisor	5,944.28	34.2939	6,241.50	36.0086	6,553.58	37.8091	6,881.26	39.6996	7,225.33	41.6846
Police Property Specialist	4,162.50	24.0144	4,370.63	25.2152	4,589.16	26.4759	4,818.63	27.7998	5,059.56	29.1898
Police Records Specialist	4,163.63	24.0209	4,371.81	25.2220	4,590.41	26.4831	4,819.93	27.8073	5,060.94	29.1977
WWTP Operator	5,329.84	30.7491	5,596.33	32.2865	5,876.16	33.9009	6,169.97	35.5960	6,478.47	37.3758
WWTP Senior Operator	5,884.26	33.9476	6,178.48	35.6451	6,487.41	37.4273	6,811.78	39.2988	7,152.38	41.2637
WWTP Maintenance Mechanic	4,750.27	27.4054	4,987.79	28.7757	5,237.18	30.2145	5,499.05	31.7253	5,774.00	33.3116
WWTP Senior Maint. Mechanic	5,884.26	33.9476	6,178.48	35.6451	6,487.41	37.4273	6,811.78	39.2988	7,152.38	41.2637
WWTP Operator in Training	4,368.46	25.2026	4,586.89	26.4628						

City of Pinole Salary Ranking

Bargaining Unit	A Monthly	A Hourly	B Monthly	B Hourly	C Monthly	C Hourly	D Monthly	D Hourly	E Monthly	E Hourly
<u>TRAINEE - BENEFITTED @ 07/08/19</u>										
<u>PART-TIME</u>										
Police Officer Trainee		29.1898								
Fire Academy Recruit (EMT-1)		26.6105								
Fire Academy Recruit (EMT-P)		30.9904								
<u>Interns</u>										
Intern		12.0000		13.0000		14.0000		15.0000		16.0000
<u>Police @ 01/01/2019</u>										
Crossing Guard		12.0000								
<u>Recreation @ 07/08/19</u>										
Cable Equipment Operator I		12.3600		12.9780		13.6269		14.3083		15.0237
Cable Equipment Operator II		15.7749		16.5636		17.3918		18.2614		19.1745
Recreation Leader		13.0529		13.7056		14.3909		15.1104		15.8660
Rental Facility Custodian		13.0851		13.7394		14.4263				
Rental Facility Senior Custodian		15.1476		15.9050		16.7003				
Senior Recreation Leader		15.8552		16.6479		17.4804		18.3544		19.2721
<u>Administration - 05/03/17</u>										
Records Management Administrator		60.0000								
<u>CONTRACT-Part Time</u>										
<u>Public Works @ 07/01/05</u>										
Park Caretaker		20.7000								

City of Pinole Salary Ranking

Bargaining Unit	A Monthly	A Hourly	B Monthly	B Hourly	C Monthly	C Hourly	D Monthly	D Hourly	E Monthly	E Hourly
<u>ELECTED @ 07/01/16 budget</u>										
City Treasurer	3,000 ANNUALLY									
Councilmember	6,750 ANNUALLY as of 01/2017									
<u>MANAGEMENT* @ 07/08/19 (unless otherwise noted)</u>										
Assistant City Manager	17,842.45	102.9372								
City Clerk	9,870.82	56.9470								
City Manager	19,938.35	115.0289								
Development Services Director/ City Engineer	15,650.41	90.2908								
Finance Director	15,821.71	91.2791	as of 08/05/19							
Fire Chief	16,141.00	93.1211								
Police Chief	17,030.73	98.2542	as of 08/19/19							
<u>UNREPRESENTED/CONFIDENTIAL* @ 07/08/19 (unless otherwise noted)</u>										
Fire Battalion Chief	13,123.42	54.0800								
Human Resources Specialist	5,443.32	31.4038	5,715.49	32.9740	6,001.27	34.6227	6,301.34	36.3539	6,616.42	38.1716
Planning Manager	11,192.66	64.5731								
Police Lieutenant	11,473.64	66.1941								
Public Works Manager	9,012.50	51.9952	as of 10/29/2019							
Recreation Manager	5,621.55	32.4320	5,902.63	34.0537	6,197.77	35.7564	6,507.67	37.5442	6,833.06	39.4215
WWTP Manager	10,572.62	60.9959								
<u>LOCAL 1230 @ 07/08/19</u>										
Firefighter	5,968.54	24.5956	6,266.97	25.8254	6,580.32	27.1167	6,909.35	28.4726	7,254.82	29.8962
Firefighter/Paramedic	6,565.39	27.0552	6,893.67	28.4080	7,238.36	29.8284	7,600.28	31.3198	7,980.30	32.8859
Fire Engineer	6,852.12	28.2368	7,194.74	29.6486	7,554.48	31.1311	7,932.21	32.6877	8,328.83	34.3221
Fire Captain	7,582.42	31.2463	7,961.55	32.8086	8,359.64	34.4491	8,777.63	36.1716	9,216.52	37.9802
<u>PPEA @ 07/08/19</u>										
Community Safety Specialist	4,541.94	26.2035	4,769.04	27.5137	5,007.49	28.8894	5,257.87	30.3339	5,520.77	31.8506
Dispatcher	5,165.27	29.7997	5,423.54	31.2897	5,694.73	32.8542	5,979.47	34.4969	6,278.45	36.2218
Lead Dispatcher	5,529.18	31.8991	5,805.64	33.4941	6,095.93	35.1688	6,400.74	36.9273	6,720.78	38.7737
Police Officer	6,547.27	37.7727	6,874.64	39.6614	7,218.37	41.6445	7,579.30	43.7267	7,958.27	45.9131
Police Sergeant	7,669.31	44.2460	8,052.79	46.4584	8,455.43	48.7813	8,878.21	51.2205	9,322.13	53.7815

City of Pinole Salary Ranking

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

City of Pinole Salary Ranking

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

City of Pinole Salary Ranking

Bargaining Unit	A Monthly	A Hourly	B Monthly	B Hourly	C Monthly	C Hourly	D Monthly	D Hourly	E Monthly	E Hourly
<u>TRAINEE - BENEFITTED @ 07/08/19</u>										
<u>PART-TIME</u>										
Police Officer Trainee		29.1898								
Fire Academy Recruit (EMT-1)		26.6105								
Fire Academy Recruit (EMT-P)		30.9904								
<u>Interns</u>										
Intern		12.0000		13.0000		14.0000		15.0000		16.0000
<u>Police @ 01/01/2019</u>										
Crossing Guard		12.0000								
<u>Recreation @ 07/08/19</u>										
Cable Equipment Operator I		12.3600		12.9780		13.6269		14.3083		15.0237
Cable Equipment Operator II		15.7749		16.5636		17.3918		18.2614		19.1745
Recreation Leader		13.0529		13.7056		14.3909		15.1104		15.8660
Rental Facility Custodian		13.0851		13.7394		14.4263				
Rental Facility Senior Custodian		15.1476		15.9050		16.7003				
Senior Recreation Leader		15.8552		16.6479		17.4804		18.3544		19.2721
<u>Administration - 05/03/17</u>										
Records Management Administrator		60.0000								
<u>CONTRACT-Part Time</u>										
<u>Public Works @ 07/01/05</u>										
Park Caretaker		20.7000								

City of Pinole Salary Ranking

	A	A	B	B	C	C	D	D	E	E
Bargaining Unit	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly
ELECTED @ 07/01/16 budget										
City Treasurer	3,000 ANNUALLY									
Councilmember	6,750 ANNUALLY as of 01/2017									
MANAGEMENT* @ 07/08/19 (unless otherwise noted)										
Assistant City Manager	17,842.45	102.9372								
City Clerk	9,870.82	56.9470								
City Manager	19,938.35	115.0289								
Development Services Director/ City Engineer	15,650.41	90.2908								
Finance Director	15,821.71	91.2791	as of 08/05/19							
Fire Chief	15,000.00	86.5385	as of 12/21/2019							
Police Chief	17,030.73	98.2542	as of 08/19/19							
UNREPRESENTED/CONFIDENTIAL* @ 07/08/19 (unless otherwise noted)										
Fire Battalion Chief	13,123.42	54.0800								
Human Resources Specialist	5,443.32	31.4038	5,715.49	32.9740	6,001.27	34.6227	6,301.34	36.3539	6,616.42	38.1716
Planning Manager	11,192.66	64.5731								
Police Lieutenant	12,047.32	69.5038	as of 12/18/2019							
Public Works Manager	9,012.50	51.9952	as of 10/29/2019							
Recreation Manager	5,621.55	32.4320	5,902.63	34.0537	6,197.77	35.7564	6,507.67	37.5442	6,833.06	39.4215
WWTP Manager	10,572.62	60.9959								
LOCAL 1230 @ 07/08/19										
Firefighter	5,968.54	24.5956	6,266.97	25.8254	6,580.32	27.1167	6,909.35	28.4726	7,254.82	29.8962
Firefighter/Paramedic	6,565.39	27.0552	6,893.67	28.4080	7,238.36	29.8284	7,600.28	31.3198	7,980.30	32.8859
Fire Engineer	6,852.12	28.2368	7,194.74	29.6486	7,554.48	31.1311	7,932.21	32.6877	8,328.83	34.3221
Fire Captain	7,582.42	31.2463	7,961.55	32.8086	8,359.64	34.4491	8,777.63	36.1716	9,216.52	37.9802
PPEA @ 07/08/19										
Community Safety Specialist	4,541.94	26.2035	4,769.04	27.5137	5,007.49	28.8894	5,257.87	30.3339	5,520.77	31.8506
Dispatcher	5,165.27	29.7997	5,423.54	31.2897	5,694.73	32.8542	5,979.47	34.4969	6,278.45	36.2218
Lead Dispatcher	5,529.18	31.8991	5,805.64	33.4941	6,095.93	35.1688	6,400.74	36.9273	6,720.78	38.7737
Police Officer	6,547.27	37.7727	6,874.64	39.6614	7,218.37	41.6445	7,579.30	43.7267	7,958.27	45.9131
Police Sergeant	7,669.31	44.2460	8,052.79	46.4584	8,455.43	48.7813	8,878.21	51.2205	9,322.13	53.7815

City of Pinole Salary Ranking

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

City of Pinole Salary Ranking

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

City of Pinole Salary Ranking

Bargaining Unit	A Monthly	A Hourly	B Monthly	B Hourly	C Monthly	C Hourly	D Monthly	D Hourly	E Monthly	E Hourly
TRAINEE - BENEFITTED @ 07/08/19										
PART-TIME										
Police Officer Trainee		29.1898								
Fire Academy Recruit (EMT-1)		26.6105								
Fire Academy Recruit (EMT-P)		30.9904								
Interns										
Intern		12.0000		13.0000		14.0000		15.0000		16.0000
Police @ 01/01/2019										
Crossing Guard		12.0000								
Recreation @ 07/08/19										
Cable Equipment Operator I		12.3600		12.9780		13.6269		14.3083		15.0237
Cable Equipment Operator II		15.7749		16.5636		17.3918		18.2614		19.1745
Recreation Leader		13.0529		13.7056		14.3909		15.1104		15.8660
Rental Facility Custodian		13.0851		13.7394		14.4263				
Rental Facility Senior Custodian		15.1476		15.9050		16.7003				
Senior Recreation Leader		15.8552		16.6479		17.4804		18.3544		19.2721
Administration - 05/03/17										
Records Management Administrator		60.0000								
CONTRACT-Part Time										
Public Works @ 07/01/05										
Park Caretaker		20.7000								



CITY COUNCIL REPORT

7G

DATE: DECEMBER 17, 2019

TO: MAYOR AND COUNCILMEMBERS

FROM: HECTOR DE LA ROSA, ASSISTANT CITY MANAGER

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

RECOMMENDATION

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

BACKGROUND

California Public Employees' Retirement System (CalPERS), pursuant to their interpretation of California Code of Regulations section 570.5, recommends all CalPERS employers maintain their compensation levels in one publicly available document (i.e. Salary Schedule), and approved and adopted by the governing body.

On June 19, 2019, the Council approved the salary schedule for the then current and prior periods. At that time, staff stated that as compensation for any classification changes outside their ranges, a new salary schedule will be presented to the City Council (quarterly or semi-annually) for approval as a formality to remain in compliance with the CalPERS requirement.

REVIEW AND ANALYSIS

A copy of the City's salary schedule is, has been and will be, posted on the City's website. Below are the salary schedules for the periods of 7-1-2019, 7-8-2019, 8-05-2019, 8-19-2019, 10-29-2019 and 12-18-2019, which reflect changes due to merit increases as well as the scheduled 3% cost of living for all employees.

FISCAL IMPACT

None.

ATTACHMENTS

A Resolution

B Salary Schedules

RESOLUTION NO.

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

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

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

WHEREAS, any changes to the attached salary schedule will be presented to the City Council for approval: and

WHEREAS, approval of the updated salary schedules for 7-1-2019, 7-8-2019, 8-05-2019, 8-19-2019, 10-29-2019 and 12-18-2019, are attached; and

WHEREAS, a copy of the updated City salary schedules have been with the most current posted on the City's website.

NOW, THEREFORE BE IT RESOLVED, that the City Council of the City of Pinole does hereby approved the attached City Salary Schedules thereto as Exhibit A.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Pinole held on the 17th day of December, 2019 by the following vote:

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

I hereby certify that the foregoing ordinance was regularly introduced, passed, and adopted on this 17th day of December, 2019.

Heather Iopu
City Clerk



CITY COUNCIL REPORT

8A

DATE: DECEMBER 17, 2019

TO: MAYOR AND COUNCIL MEMBERS

FROM: SCOTT KOUNS, FIRE CHIEF

**SUBJECT: RESOLUTION ADOPTING A REVISED FIRE PREVENTION FEE
SCHEDULE FOR PERMITS, PLAN-CHECKING, AND OTHER
SERVICES, AND AMENDING THE FIRE DEPARTMENT MASTER
FEE SCHEDULE**

RECOMMENDATION

It is recommended that the City Council conduct a public hearing, waive the second reading and adopt a resolution repealing and replacing Resolution 2012-131 of the City of Pinole's Master Fee Schedule Code relating to the collection of fees for permits, plan-checking, and other services for the Pinole Fire Department.

BACKGROUND

The City has a comprehensive Master Fee Schedule which regulates what fee can be charged for various City services and facilities. That schedule is reviewed periodically and updated, as needed, to reflect the current costs of providing services.

In 2012, Rodeo Hercules Fire District was providing fire inspection services to the City of Pinole through a shared service agreement, which included sharing administrative services, a Fire Chief, and fire inspections. At that time, inspection and permit fees were being charged and collected based on Rodeo Hercules Fire District fees rather than on the City of Pinole 2009 fee schedule. On December 18, 2012, the City approved the Rodeo Hercules Fire District's inspection and permit fees as its own since the Fire District was performing the services on the City's behalf. The Fire District's hourly billing rate for Operational Inspections and Plan Check services were \$215.00, and \$185.00 per hour, respectively.

Inspections and plan checking for the City of Pinole are being performed through outside contracted services. For fire inspections, services are billed at an hourly rate of \$105 with the City recovering fees based on services performed. With regards to plan check services, the services are billed at \$155 hour and are cost neutral. In other words, the contractor provides us the amount to be billed and the City collects the fee in advance along with a percentage of the fee to cover City costs.

Since 2012 was the last time the City adopted its Fire Fees, it is time to reevaluate our fees given a change in the hourly rate of billing.

REVIEW AND ANALYSIS

Michael Baker International was contracted to conduct an analysis of several current fees for the City, including the Fire Department fees. According to State Law, the City must prepare a nexus reflecting the actual cost of providing the associated service. As a public agency, the City cannot make a profit by charging fees in excess of the cost to provide its services.

The proposed fee is a component of two main factors, 1) the hours it takes to perform the service(s), and 2) the burdened hourly rate. To arrive at the burdened hourly rate, the City can consider the hourly rate of the person performing the services as well as any additional indirect costs such as but not limited to staff support, supplies, office costs, and administrative support.

Michael Baker Inc. has completed its review of the Pinole Fire Department's costs for the purpose of updating the Department's operational permit and plan review fee schedules. Based on their findings, the hourly Operational rate/fees have decreased from that of 2012, while the Plan Check hourly rate has slightly increased. The results, in general, are that Operational fees are decreasing by approximately 9%, while Plan Check fees are increasing by an average of 2%.

The attached memo (Attachment B) explains the methodology used to develop the fee schedules that are justifiable and is designed to cover the cost of providing the services.

As direct and indirect costs increase, staff will reevaluate the Operational and Plan Check fees and propose amendments to the Fire Department Master Fee Schedule. All future amendments to the fee schedule must be conducted under a Public Hearing.

FISCAL IMPACT

The impact, if any, is unknown at this time. The nexus study was conducted on the basis that operational and plan check fees are to be cost neutral based on our costs and the time to perform services.

ATTACHMENTS

- A Resolution
- B Michael Baker Inc. Memo and Master Fee Schedule

RESOLUTION NO. 2019-____

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PINOLE ADOPTING A REVISED
FIRE PREVENTION FEE SCHEDULE FOR PERMITS, PLAN-CHECKING AND
OTHER SERVICES, AND AMENDING THE FIRE DEPARTMENT
MASTER FEE SCHEULE**

WHEREAS, the Pinole Fire Department has not increased its Fire Services fees in several years; and

WHEREAS, according to State Law, the City must prepare a nexus reflecting the actual cost of provide the associated service; and

WHEREAS, Michael Baker International was contracted to conduct an analysis of several current fees for the City, including the Fire Department fees; and

WHEREAS, based on the report from Michael Baker Inc. operational rates will be decreasing by (9%), while Plan Check fees will be increasing by 2%.

NOW THEREFORE, BE IT RESOLVED that the City Council of the City of Pinole does hereby approve the amendment to the Master Fee Schedule specific to the Fire Department as reflected in the attached Exhibit A.

PASSED AND ADOPTED at a regular meeting of the Pinole City Council held on the **17th of December 2019** by the following vote:

AYES: COUNCILMEMBERS:

NOES: COUNCILMEMBERS:

ABSENT: COUNCILMEMBERS:

ABSTAIN: COUNCILMEMBERS:

I hereby certify that the foregoing resolution was regularly introduced, passed, and adopted on this **17th day of December 2019**.

Heather Iopu, CMC
City Clerk

MEMO

To: Scott Kouns
Pinole Fire Department

From: Dino Serafini

Cc: Rebecca Lauricella
Derek Wong, Michael Baker International

Date: November 13, 2019

Re: Updated Fire Fees

Michael Baker International has completed its review of the Pinole Fire Department's costs to review fire protection plans and issue permits for the purpose of updating the Department's operational permit and plan review fee schedules. The attached report explains the methodology we used to develop the fee schedules that is justifiable and is designed to recover the full cost of providing the services described in the schedules.

The Department believes that the current fees charged for the services described do not accurately reflect the costs associated with the processing of the fee-generated services. The City has not updated its fire fee schedules since 2012. Since the last updates, the direct and indirect costs associated with service delivery have risen with no corresponding increase in fees. To correct these deficiencies, the Department retained Michael Baker International to review the relevant cost factors and make recommendations for updated fire permit and plan review fees.

As more fiscal limitations are imposed on local governments in California, user fees have become an important source of revenue. A user fee, or service fee, is a payment made by an individual or business for a service that primarily benefits the individual or business. Public agencies can impose a service fee for a government service when (1) the decision to use the service is voluntary, and (2) the fee charged is reasonably related to the level of service rendered and the cost of providing that service.

User fees in California are required to conform to the statutory requirements of the California Constitution and the California Code of Regulations, including Government Code Sections 66014 through 66018.5. By law, user fees may not exceed the reasonable costs of the services for which they are collected unless the excess fees are approved by a two-thirds vote of the electorate. This report describes the methodology and process Michael Baker International used to determine the reasonable costs of the services provided by the Department and its contract staff, in compliance with state codes.

Policy Considerations

State law gives the City discretion to develop policies that may dictate which costs should be recovered and to what degree fees should offset costs from service users. It is the policy of the City of Pinole that, to the greatest extent practicable, user fees should be calibrated to collect 100 percent of the direct staff labor costs and related departmental expenses associated with the administration and processing of all user-requested services. An indirect cost rate is also derived and applied to the fees which capture a proportionate share of the City's central services department (CSD) costs; the CSD includes the City Council, City Manager, Finance, City Clerk, City Attorney, and Human Resources.

Spreading a portion of overhead costs to fees is common practice among government agencies, assuming the amount and the allocation method are fair and reasonable. Arguably, certain overhead costs are necessary for the support and function of the departments within the City. Without administrative support and supplies, these departments could not function effectively for the individuals they serve within the community.

Labor effort and costs associated with the provision of the services will fluctuate over time. Because of these inherent cost changes, it is important for the City to implement a fee schedule that can be updated with relative ease to reflect these changes. This is a critical feature of any user fee schedule. Flexibility and ease of use will assist the City in its efforts to ensure fees are based on current and reasonable costs to provide development-related services to potential and existing applicants.

Fee Study Approach and Work Plan

The study approach examined each unit of service and estimated the direct and indirect labor and overhead costs associated with providing a unit of service (the type of permit or plan review activity) to an individual applicant. The work plan for this fee study was guided by the City's objective of capturing 100 percent of the direct and indirect costs associated with providing fire protection plan review and issuing operational permits. The work plan consisted of a data collection task, the development of a fee model based on the study's objectives and the data collected, and finally, the calculation and development of the recommended fee schedules for the Department. This report is the product of the study and describes its process, analysis, and recommendations.

Cost Identification

There are two distinct philosophies regarding the degree of cost recovery for delivery of user fee-generating services. One philosophy assumes that user fees should be based only on the amount of direct service rendered for a specific service (i.e., direct labor and materials). The cost of general government to support those services should be recovered from an agency's general fund.

The other philosophy assumes that maintaining an "administrative infrastructure" to provide services is as much a part of the government infrastructure for which the requested services provided may be charged. In other words, the functions of the service providers could not occur without central overhead expenses to sustain the permitting, application, and inspecting services of the Department. These costs, such as City administration, legal counsel, and other CSD costs, are required for the provision of services, and their allocated share can be fully recoverable from applicants in the form of service fees.

Through the development of a cost allocation plan, conducted by the City Finance Department applicable to the 2018-2019 fiscal year, a percentage of CSD costs, or overhead, is allocated to the line departments, including the Fire Department, for which fee-for-service activities are employed.

Data Collection

This fee study identifies five cost layers that support the Fire Department. For the purpose of this study, the cost layers are defined as direct labor hours, Departmental expenses, Departmental administration, and indirect Departmental and CSD (overhead) costs. These layers are defined as follows:

- Direct Labor. Labor hours include staff hours spent directly on fee-generating permits, applications, plan review, and inspection services.
- Departmental Expenses. Includes additional items that benefit each department such as allocated office expenses and materials to support direct labor.¹
- Departmental Management. Includes the Fire Chief, Battalion Chief, and the Fire Department Management Analyst.
- Departmental Indirect Costs. Includes Information Services, legal services, insurance, and administrative debits.
- CSD Indirect Costs. Costs that are allocated in support of the line departments (Fire, Planning, Police, Public Works, etc.) using shared central government resources. These include:
 - ✓ City management and administration as related to the necessary operations of the line departments;²
 - City Council
 - City Manager
 - General Office (e.g., City Clerk, Treasurer)
 - ✓ Finance Department activities:³
 - accounts payable
 - accounts receivable for fee-generating services

Part of the data collection task included a thorough review of relevant City documentation, such as:

- 2019-2020 City budget;

¹ For this study the Fire Department expenses do not include the 4-Leaf contract services since the fee-generating services are currently provided directly by that contractor. The contract costs are included in the burdened labor hours for the 4-Leaf staff working for the Department.

² Services provided by the City Attorney and Information Services are included as an indirect Departmental expense and are not in the cost allocation plan.

³ The Fire Department's payroll cost allocation is not included in this study.

- 2018-2019 Cost Allocation Plan
- City staff compensation and benefits data; and,
- Current Fire Fee schedules.

Fee Model

Based on the objectives of the study and data collected from the City, a fee model was developed that reasonably spreads the City's costs associated with the provision of services to each fee-generating permit. The model has the following key features:

- Utilization of adopted budget inputs that form the basis of the model.
- Flexibility to account for all costs associated with providing services.
- Breakdown of various cost layers associated with each fee. Should the City decide to reduce or even eliminate one cost layer from the model, each remaining cost layer will not be affected.

The fee model consists of the following components:

- Direct staff labor compensation rates, including benefits.
- Department expenses such as services and supplies.
- Citywide overhead costs including allocation of services provided by CSD
- From the cost factors above, a fully-burdened labor rate is calculated and used to estimate the cost of providing the services.

Determination of Labor Hours

Each service unit (one permit, one application, one inspection service, etc.), requires a given number of direct labor hours to complete. For many service units, the current fee schedules indicate the hours directly. For others, the labor hours are implied and may be determined by dividing the fee by the applicable fully-burdened hourly labor rates. The labor hours used for Pinole are similar to the time indicated by Contra Costa County Fire Protection District. The activities involved in processing the permits are considered similar for both agencies. Where the current time is longer, that time was selected rather than County's. In all cases, the proposed fees represent a reasonable average of the labor costs required for each type of service.

Recommended Fee Schedule

The recommended updated fees in the schedules on Table 1: Operational Permitting and Table 2: Plan Review account for 100 percent cost recovery in accordance with the City's user fee policy. The proposed updated fees are shown in comparison with Pinole's current fees which were adopted in 2012. Note, the proposed Pinole updated fees are based on \$169 per hour for operational permits and \$219 for plan review (the labor rate in 2012 was \$185 for Operational Permits and \$215 for Plan Review). The determination of fully-burdened rates are unique to each agency and they depend on many factors including the salary and benefits provided to their employees and the overall management and administrative structure of the departments and the agencies.

TABLE 1: RECOMMENDED UPDATED FEES—Operational Permits

Pinole Code	Permit/Activity	Current Pinole Fee	Proposed Pinole Updated Fee
OPERATIONAL PERMITS			
MS - 1	Aerosol Products Permit to store, manufacture, or handle an aggregate quantity of Level 2 or Level 3 aerosol products in excess of 500 pounds net weight.	\$185.00	\$169.00
None	Amusement Buildings Permit to operate a special amusement building.	None	\$169.00
EN - 1	Aviation Facilities Permit to use Group-H or Group-S occupancies for aircraft servicing or the repair of aircraft, including aircraft fuel-servicing vehicles. <u>Does not include permits for hot works, flammable/combustible spraying operations, or hazardous materials.</u>	\$323.75	\$338.00
None	Carbon Dioxide Systems Used in Beverage Dispensing Applications Permit to operate a carbon dioxide system used for beverage dispensing having more than 100 pounds of carbon dioxide.	None	\$169.00
	Carnivals, Fairs, Festivals, and Exhibitions Permit to operate a carnival, fair, festival, or exhibition.		
OE - 1,2	Plan review and permit issuance	\$100.00	\$91.00
OE - 1a,2a	Inspections conducted during normal work hours – (1.25 hours).	\$231.00	\$211.00
None	Additional inspection time during normal business hours, per half hour.	None	\$84.50
OE - 1b,2b	Additional inspection time after normal business hours , per hour.	\$185.00	\$169.00
	Overtime and weekend inspections:		
OE - 1c,2c	<u>Two-hour minimum fee.</u>	\$370.00	\$338.00
MS - 5	Cellulose Nitrate Film Permit to store, use, or handle cellulose nitrate film in a public assembly.	\$277.50	\$253.50
	Combustible Dust Production		
	Permit to operate facility with operations producing combustible dust (e.g., grain elevator, flower starch mill, fee mill, or a plan pulverizing aluminum, coal, cocoa, magnesium, spices or sugar).		
	Up to 2500 sq. ft.	None	\$169.00
MS - 8	More than 2500 sq. ft.	\$323.75	\$338.00
MS - 9	Combustible Fibers Permit to store or handle combustible fibers in excess of 100 cu. ft.	\$323.75	\$338.00
MS - 10	Compressed Gas Permit to store, use, or handle compressed gases at normal temperature and pressure in excess of the amounts listed in Table 105.6.8 of the CFC.	\$231.25	\$211.25
MS - 11	Covered and Open Mall Buildings Permit for the placement of retail fixtures and displays, concession equipment, displays of highly combustible goods, liquid or gas-fired equipment, and the use of open flame or flame producing equipment in the mall.	\$231.25	\$211.25
MS - 12	Cryogenic Fluids Permit to produce, store, transport on site, use, handle, or dispense cryogenic fluids in excess of the amounts listed in Table 105.6.10 of the CFC.	\$231.25	\$211.25
MS - 13	Cutting and Welding Permit to conduct cutting or welding operations.	\$231.25	\$211.25

MS - 14	Dry Cleaning Permit to engage in dry cleaning operations or to change to a more hazardous cleaning solvent in existing dry-cleaning equipment.	\$231.25	\$211.25
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TABLE 1: RECOMMENDED UPDATED FEES—Operational Permits (continued)

Pinole Code	Permit/Activity	Current Pinole Fee	Proposed Pinole Updated Fee
OPERATIONAL PERMITS			
	Explosives		
	Permit to manufacture, store, handle, sell, or use any quantity of explosives or explosive materials.		
	See FC – 38 for permits regarding fireworks or pyrotechnic special effects.		
EX - 1	Up to 100 lbs.	\$323.75	\$338.00
EX - 1.1	Over 100 lbs.	\$427.50	\$507.00
	Gunpowder Sales		
	Permit for the resale of gunpowder (does not include inspection fees required in FC – 15b.3).		
EX - 2	Up to 100 lbs.	\$2.00	\$2.40
EX - 2.1	More than 100 lbs.	\$10.00	\$12.00
EX - 2.1a	Inspections time, per half hour	\$95.00	\$87.00
EX - 3	Model Rockets Motors Sales permit for the retail sales of model rockets	\$95.00	\$87.00
None	Fire Hydrants and Valves Permit to use or operate fire hydrants or valves intended for fire suppression. See Engineering Fee Schedule for temporary construction water supplies.	None	\$169.00
MS - 15	Fire Hydrant. Private permit to remove from service or the operation of a private fire hydrant A change to existing hydrant systems requires plan review and approval. (Refer to Engineering fee schedule for appropriate fees.)	\$215.00	\$196.00
	Flammable and Combustible Liquids		
	Permit to use or operate a pipeline for the transportation within facilities of flammable or combustible liquids.	None	\$211.25
	Permit to store, handle, or use Class I liquids.		
FL - 1	In excess of 5 gallons – Inside.	\$231.25	\$211.25
FL - 2	In excess of 10 gallons – Outside.	\$323.75	\$338.00
	Permit to store, handle, or use Class II or Class III liquids.		
FL - 1.1	In excess of 25 gallons – Inside.	\$231.25	\$211.25
FL - 2.1	In excess of 60 gallons – Outside.	\$323.75	\$295.75
None	Permit to store, handle, or use Class IIIB liquids in tanks or portable tanks for fueling motor vehicles at motor fuel dispensing facilities or where connected to fuel-burning equipment.	None	\$211.00
FL - 3	Permit to remove Class I or Class II liquids from an underground storage tank used for fueling motor vehicles by any means other than the approved, stationary on-site pumps normally used for dispensing purposes.	\$231.25	\$211.25
FL - 4	Flammable/Combustible Liquids/Plants Permit to operate tank vehicles, wells, fuel-dispensing stations, refineries, distilleries and similar facilities where flammable and combustible liquids are produced, processed, transported, stored, or used.	\$323.75	\$295.75
FL - 5	Permit to place temporarily out of service (for more than 90 days) an underground, protected aboveground, or aboveground flammable or combustible liquid tank.	\$427.50	\$507.00
FL - 6	Permit to change the type of contents stored in a flammable or combustible liquid tank to a material that poses a greater hazard than that for which the tank was designed and constructed.	\$231.25	\$211.25
FL - 7	Permit to manufacture, process, blend, or refine flammable or combustible liquids.	\$323.75	\$295.75
MS - 16	Floor Finishing Permit to use Class I or Class II liquids for the refinishing of floorings in excess of 350 sq. ft.	\$231.75	\$212.00
None	Fruit and Crop Ripening Permit to operate a fruit or crop ripening facility or conduct a fruit-ripening process using ethylene gas	None	\$169.00

MS - 17	Fumigation and Insecticidal Fogging Permit to operate a business of fumigation or insecticidal fogging and to maintain a room, vault, or chamber in which a toxic or flammable fumigant is used.	\$231.25	\$211.25
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TABLE 1: RECOMMENDED UPDATED FEES—Operational Permits (continued)

Pinole Code	Permit/Activity	Current Pinole Fee	Proposed Pinole Updated Fee
OPERATIONAL PERMITS			
	Hazardous Materials		
	Permit to store, transport on site, dispense, use, or handle hazardous materials in excess of the amounts listed in Table 105.6.20 of the CFC.		
HZ - 1	1-5 products.	\$475.00	\$169.00
	6-10 products.		\$507.00
HZ - 1.1	11 or more products	\$855.00	\$845.00
	HPM Facilities Permit to store, handle, or use hazardous production materials.		
HZ - 2	1-10 products	\$475.00	\$434.00
HZ - 2.1	11 or more products	\$855.00	\$781.00
	High-Piled Storage		
	Permit to use a building or portion thereof for high-pile storage in excess of 500 square feet.		
MS - 18	Up to 5,000 sq. ft.	\$323.75	\$338.00
MS - 18.1	More than 5,000 sq. ft.	\$570.00	\$521.00
MS - 13	Hot Work Permit to conduct hot work.	\$231.00	\$211.00
MS - 19	Industrial Oven Permit to operate an industrial oven.	\$323.75	\$338.00
MS - 20	Lumber Yards and Woodworking Plants Permit for the storage or processing of lumber exceeding 100,000 board feet.	\$370.00	\$338.00
None	Liquid- or Gas-Fueled Vehicles or Equipment in Assembly Buildings Permit to operate, display, or demonstrate liquid- or gas-fueled equipment in assembly buildings.	None	\$169.00
	Liquid Petroleum Gas (LPG)		
LG - 2	Permit to dispense, store, and use LPG.	\$231.50	\$211.00
LG - 3	Permit to operate a plant/facility, 5,000 sq. ft. or less	\$475.00	\$434.00
LG - 1	Permit to exchange cylinders only – no refilling.	\$185.00	\$169.00
LG - 3.1a	Each additional 10,000 sq. ft. or fraction thereof	\$231.25	\$211.25
MS - 21	Magnesium Permit to melt, cast, heat, cast, or grind more than 10 lbs.	\$277.50	\$253.00
MS - 22	Miscellaneous Combustible Storage Permit to store in any building or upon any premises in excess of 2,500 cu. ft. gross volume of combustible empty packing cases, boxes, barrels or similar containers, rubber tires, rubber, cork, wood or plastic pallets, or similar combustible materials.	\$427.50	\$391.00
	Motor Fuel-Dispensing Facilities		
EN - 3	Permit to operate automotive, marine, and fleet motor fuel-dispensing facilities.	\$323.75	\$338.00

EN - 4	Permit to dispense liquid fuels from tank vehicles into the fuel tanks of motor vehicles, marine craft, and other special equipment at approved locations. Also includes the limited or temporary fueling operations for special events (e.g., the fueling of watercraft from shore, piers, floats, or barges).	\$185.00	\$169.00
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TABLE 1: RECOMMENDED UPDATED FEES—Operational Permits (continued)

Pinole Code	Permit/Activity	Current Pinole Fee	Proposed Pinole Updated Fee
OPERATIONAL PERMITS			
None	Open Flames and Torches Permit to remove paint with a torch, or to use a torch or open flame device in a wildfire risk area.	None	\$169.00
PA - 2	Open Flames and Candles Permit to use open flames or candles in connection with restaurants, public assemblies, or drinking establishments.	N/C with Public Assembly inspection	\$169.00
None	Organic Coatings Permit to manufacture any organic coating in excess of 1 gallon in one day.	None	\$169.00
	Public Assemblies Permit to operate place of assembly.		
PA - 1	Occupancy load 50-100	\$231.25	\$211.25
PA - 1.1	Occupancy load 101-200	\$277.50	\$338.00
PA - 1.2	Occupancy load 201-299	\$323.75	\$338.00
PA - 1.3	Occupancy load 300 +	\$427.50	\$507.00
	Pyrotechnic Special Effects Material		
	Permit to use or handle fireworks or pyrotechnics inside.		
FW - 1	Inspections during normal work hours – (2 hours).	\$370.00	\$338.00
FW - 1a	Additional inspection time during normal business hours, per half hour	\$92.50	\$84.50
FW - 1b	Additional inspection time after normal business hours, per hour	\$185.00	\$169.00
FW - 1c	Overtime and weekend inspections: Two-hour minimum fee.	\$370.00	\$338.00
	Permit to use or handle fireworks or pyrotechnics inside, including fireworks aerial displays.		
FW - 2	Inspections during normal work hours – (2.5 hours).	\$475.00	\$434.00
FW - 2a	Additional inspection time during normal business hours, per half hour	\$92.50	\$84.50
FW - 2b	Additional inspection time after normal business hours, per hour	\$185.00	\$169.00
FW - 2c	Overtime and weekend inspections: 2-hour minimum	\$370.00	\$507.00
MS-24	Pyroxylin Plastics Permit to store or handle more than of 25 lbs. of cellulose nitrate (pyroxylin) plastics, or to assemble or manufacture articles involving pyroxylin plastics.	\$185.00	\$169.00
MS-25	Refrigeration Equipment Permit to operate a mechanical refrigeration unit or system.	\$277.50	\$253.50
	Repair Garages Permit to operate an engine or motor vehicle repair garage, including automotive, marine and similar fueled apparatus.		
EN-2	1 – 4 repair bays	\$231.25	\$211.25
EN - 2.1	5 – 8 repair bays	\$277.50	\$253.50
EN - 2.2	More than 8 repair bays	\$323.75	\$338.00
MS - 26	Rooftop Heliport Permit to operate a rooftop heliport.	\$185.00	\$169.00
MS - 27	Spraying or Dipping Permit to conduct spraying or dipping operations utilizing flammable or combustible liquids or the application of combustible	\$231.25	\$211.25

	powder.		
MS - 28	Smoke-Control Systems Test To conduct smoke-control testing for atriums, malls or other enclosed occupancies.	\$185.00	\$169.00
MS - 28a	- Each additional half hour \$95.00.	\$95.00	\$84.50

TABLE 1: RECOMMENDED UPDATED FEES—Operational Permits (continued)

Pinole Code	Permit/Activity	Current Pinole Fee	Proposed Pinole Updated Fee
OPERATIONAL PERMITS			
MS - 30	Storage of Scrap Tires and Tire Byproducts Permit to establish, conduct, or maintain storage of scrap tires and tire byproducts in excess of 2,500 cu. ft. of total volume. See FC – 58 for indoor tire storage.	\$323.75	\$338.00
	Temporary Membrane Structures and Tents Permit to operate an air-supported temporary membrane structure, including tents and canopies, having an area in excess of 200 sq. ft. (inspections during normal work hours only).		
TN - 1	201 sq. ft. to 499 sq. ft.	\$95.00	\$87.00
TN - 2	500 sq. ft. to 5,000 sq. ft.	\$185.00	\$169.00
TN - 3	More than 5,000 sq. ft.	\$277.50	\$253.50
TN - 1a	Additional inspection time during normal business hours, per hour.	\$185.00	\$169.00
TN - 1b	Additional inspection time after normal business hours, per hour.	\$185.00	\$169.00
TN - 1c	Overtime and weekend inspections: Two-hour minimum fee.	\$370.00	\$338.00
TN - 4	Permit to extend the use of a tent, canopy, or air-supported structure for an additional 180 days. (1 extension per structure)	\$185.00	\$169.00
MS - 31	Tire Rebuilding Plant Permit to operate and maintain a tire rebuilding plant.	\$323.75	\$295.75
MS - 32	Waste Handling Facility Permit to operate a wrecking yard, junkyard, or waste handling facility.	\$323.75	\$338.00
MS - 33	Wood Products Permit to store chips, hogged material, lumber, or plywood in excess of 200 cu. ft.	\$323.75	\$338.00
MS - 2	Asbestos Removal Permit to conduct asbestos removal operations.	\$185.00	\$169.00
MS - 3	Automobile Wrecking or Dismantling Yard Permit to operate an automobile wrecking or dismantling yard.	\$370.00	\$338.00
MS - 4	Battery Systems Permit to operate stationary lead-acid battery systems having a liquid capacity of more than 50 gallons.	\$185.00	\$169.00
MS - 7	Christmas Tree Sales Permit to operate a Christmas tree lot.	\$323.75	\$338.00
None	Emergency Responder Radio Coverage Permit to operate a facility with emergency responder radio coverage systems.	None	\$84.50
MS - 23	Model Rockets Permit to sell model rocket motors or launch model rockets in excess of three launches per event. Permits are per site and are effective as long as site conditions remain unchanged.	\$185.00	\$169.00
MS - 23a	Additional site inspection time, per half hour.	\$95.00	\$87.00
MS - 29	Tire Storage Permit to store tires in excess of 1,000 cu. ft. inside buildings per Chapter 25.	\$231.25	\$212.00

None	Oil Extraction Process Permit to extract oil from organic material by a process that uses a volatile solvent or liquid carbon dioxide.	None	\$169.00
None	Indoor Growing Operation Permit to conduct an indoor growing operation, except agricultural greenhouses in an agricultural zone.	None	\$169.00

TABLE 1: RECOMMENDED UPDATED FEES—Operational Permits (continued)

Pinole Code	Permit/Activity	Current Pinole Fee	Proposed Pinole Updated Fee
OPERATIONAL PERMITS			
LICENSED CARE FACILITY			
24 HOURS			
	Inspection of a 24-hour licensed care facility, including: Social Rehabilitation Facility, Residential Care Facility, Assisted Living, Residential Care Facility for the Elderly, Halfway Houses, Community Correction Centers, Re-entry Centers, Treatment Programs, Work Furlough, Alcoholism or Drug Abuse Recovery/Treatment Facility, Congregate Living, Health Facility, Group Homes, Immediate Care Facility, and Infant Care Facility		
	Occupant load other than Infant Care (up to 6 non-ambulatory)		
LC - 1	Base Fee.	\$185.00	\$169.00
LC - 1.1a	Plus \$4.00 per unit/occupant.	\$4.00	\$4.75
	Inspection of a 24-hour Infant Care Facility for children 2 ½ years of age and younger		
LC - 2	Base Fee.	\$185.00	\$169.00
LC - 2.1	Plus \$4.00 per unit/occupant.	\$2.00	\$4.75
LESS THAN 24 HOURS			
	Inspection of a non-24-hour license care facility with occupant load greater than 6, including: Adult Day Care, Adult Day Support Center, Child Day Care, Infant Day Care, and Large Family Day Care Home.		
LC - 3	Adult or Day Care Facility (non-ambulatory)	\$185.00	\$169.00
LC - 3.1a	Plus \$1.00 per unit/occupant	\$2.00	\$2.40
LC - 4	Adult or Child Large Family Day Care	\$185.00	\$235.00
LC - 4.1a	Plus \$1.00 per unit/occupant	\$2.00	\$2.40
LC - 5	Adult or Child Day Care Center	\$185.00	\$169.00
LC - 5.1a	Plus \$1.00 per unit/occupant	\$2.00	\$2.40
LC - 6	Inspection of a Licensed Clinic	\$185.00	\$169.00
SCHOOLS			
School (E Occupancy)			
	Permit to operate and maintain a school.		
SC - 1	Occupant load less than 50.	\$231.25	\$211.25
SC - 1.1	Occupant load 50-149.	\$277.50	\$338.00
SC - 1.2	Occupant load 150-499.	\$323.75	\$338.00
SC - 1.3	Occupant load 500 or greater.	\$370.00	\$507.00
HIGH-RISE/MID-RISE - FIRE & LIFE SYSTEM SAFETY INSPECTION			
HR - 1	High Rise Inspection of a Hi-Rise building (State certification inspection) - Pre 1974 .	\$1,235.00	\$1,352.00
HR - 2	Inspection of a Hi-Rise building (State certification inspection) - Post 1974 .	\$370.00	\$338.00
HR - 2.1a	Plus \$.006 per sq. ft.	\$0.005	\$0.006

HR - 3	Mid-Rise Inspection and test of life safety systems (e.g., smoke management), including where such systems are installed in lieu of fire department access or when required for the mitigation of other life safety issues or requirements.	\$370.00	\$338.00
HR - 3.1a	Plus \$.006 per sq. ft.	\$0.005	\$0.006

TABLE 1: RECOMMENDED UPDATED FEES—Operational Permits (continued)

Pinole Code	Permit/Activity	Current Pinole Fee	Proposed Pinole Updated Fee
OPERATIONAL PERMITS			
HOSPITALS – INSTITUTION/JAILS			
	Hospitals (medical, surgical, and psychiatric) and Nursing Homes		
IN - 1	Inspection of hospital or nursing home.	\$185.00	\$338.00
IN - 1.1a	Plus \$4.00 per patient/bed.	\$4.00	\$4.75
	Out-Patient Clinics		
IN - 2	Inspection of out-patient clinic with more than 5 patients.	\$185.00	\$169.00
IN - 2.1a	Plus \$4.00 per unit/occupant.	\$4.00	\$4.75
	Police Services Facilities (holding cells)		
IN - 3	Inspection of police services facilities and DOJ review (includes the approval of Evacuation & Life Safety Procedures).	\$185.00	\$169.00
	Adult/Juvenile Detention Facilities		
IN - 4	Inspection of adult and/or juvenile detention facilities.	\$555.00	\$507.00
MULTI-RESIDENTIAL (hotel, motel, apartments, condominiums)			
	Motel/Hotel		
MR - 1	Inspection of a hotel or motel.	\$185.00	\$253.50
MR - 1.1a	Plus \$4.00 per unit.	\$4.00	\$4.75
	Apartments/Condominiums		
MR - 2	Inspection of apartments or condominiums, three stories or more.	\$185.00	\$169.00
MR - 2.1a	Plus \$4.00 per unit.	\$4.00	\$4.75
	Inspection of apartments or condominiums, less than three stories.		
MR - 3	3 – 12 units, base fee.	\$72.00	\$66.00
MR - 4	13 - 30 units, base fee.	\$72.00	\$84.50
MR - 4.1a	Plus \$3.00 per unit.	\$3.00	\$3.50
MR - 5	31 or more units, base fee.	\$72.00	\$84.50
MR - 5.1a	Plus \$4.00 per unit.	\$4.00	\$4.75
BURNING PERMIT			
	Agricultural Burn Permit - BAAQMD 5-401.11		
BP - 1.11	Range Management.	\$47.50	\$84.50
BP - 1.12	Open Burning: Recreational-Bonfire Permit.	\$185.00	\$169.00
BP - 1.13	Religious Service Burn Permit.	N/C	N/C
FALSE ALARMS			
FA - 1	Nuisance (Repeated) False Alarms Engine company response, after three (3) reported false alarms within a 180- day period. <u>Includes alarm sounding, water-flow alarms, and smoke or heat detectors.</u>	\$353.00	\$322.00

TABLE 1: RECOMMENDED UPDATED FEES—Operational Permits (continued)

Pinole Code	Permit/Activity	Current Pinole Fee	Proposed Pinole Updated Fee
	MISCELLANEOUS INSPECTIONS		
MS - 6	Change of Occupancy/Site Inspection/Miscellaneous Inspection Site, miscellaneous, or requested inspection for a change of occupancy, including, but not limited to, inspections conducted when required by Building Official, Planning, or another governmental agency, and where not elsewhere listed. <u>Provides 1.25 hour of inspection time.</u>	\$231.25	\$211.00
MS - 34	Third or Non-Compliant Inspections Inspection for third and/or non-compliant inspections, per inspection.	\$185.00	\$169.00
	Group B/M Occupancy		
None	Inspection of Group B/M Occupancy. Provides half hour of inspection time.	None	\$84.50
None	Additional inspection time, per half hour.	None	\$84.50
	HOURLY INSPECTION – OVERTIME - INSTRUCTIONAL RATES		
IT - 1	Additional inspection or instructional time during normal business hours, per half hour.	\$92.50	\$84.50
OT - 2	Additional inspection time or instructional time after normal business hours, per hour.	\$185.00	\$169.00
OT - 3	Overtime and weekend inspections: Two-hour minimum fee.	\$370.00	\$338.00
CO - 1	Photocopies Letter or legal size, per page.	\$0.20	\$0.25
CO - 2	Microfilm Retrieval Minimum fee, provides .25 hour.	\$6.00	\$7.00
CO - 2.1a	Additional time, per .25 hour.	\$6.00	\$7.00
	Plus \$.20 per page	\$0.20	\$0.25
CO - 3, 3.1a	Copies of Photos Fee, per .25 hour, plus actual cost of photos.	\$6.00	\$7.00
CO - 4	Instructional Services Minimum instructional fee. Fees include two (2) hours of instruction service during normal working hours.	\$370.00	\$338.00
CO - 4.1a	Each additional hour.	\$185.00	\$169.00

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

TABLE 2: RECOMMENDED UPDATED FEES—Plan Review

Pinole Code		Current Pinole Fee	Proposed Pinole Updated Fee
	PLAN REVIEW		
	Preliminary Plan Review - Consultations - Meetings		
1.1	In office design review/preliminary plan consultation meetings, per half hour.	\$107.50	\$ 109.50
1.2	Out of office design and/or consultation meetings. \$220.00 per hour, two-hour minimum.	\$430.00	\$ 438.00
	Major Subdivision Plan Review (5 or More Lots/Parcels)		
2.1	Review of subdivision for access, hydrant placement. Fees include two (2) hours plan review and one (1) visual inspection. Each additional site inspection, per hour. Resubmittals or revisions.	\$645.00	\$ 657.00
2.1b		\$215.00	\$ 219.00
2.1c		\$107.50	\$ 219.00
2.1d	Additional plan review time, per half hour.	\$107.50	\$ 109.50
	Minor Subdivision Plan Review (1 to 4 Lots/Parcels)		
2.2	Review of subdivision for access, hydrant placement. Fees include half hour plan review and one (1) visual inspection.	\$322.50	\$ 329.00
2.2b	Each additional inspection.	\$215.00	\$ 219.00
2.2c	Resubmittals or revisions.	\$107.50	\$ 219.00
2.2d	Additional plan review time, per half hour.	\$107.50	\$ 109.50
	Single Family Home Review – access & water supply		
2.3	Review of plans for access and water supply. Fees include half hour plan review and one (1) visual inspection. *(Does not include review of fire sprinkler systems – see Sec. 5.4)	\$322.50	\$ 329.00
2.3b	Each additional inspection.	\$215.00	\$ 219.00
2.3c	Resubmittals or revisions.	\$107.50	\$ 219.00
2.3d	Additional plan review time, per half hour.	\$107.50	\$ 109.50

TABLE 2: RECOMMENDED UPDATED FEES—Plan Review (continued)

Pinole Code		Current Pinole Fee	Proposed Pinole Updated Fee
PLAN REVIEW			
Water Supply – Fire Service Mains – Fire Hydrants			
3.1	Review of underground piping, placement, and size. Fees include one (1) hour plan review and one (1) visual inspection.	\$430.00	\$ 438.00
3.1a	Each additional inspection.	\$215.00	\$ 219.00
3.1b	Additional plan review time, per half hour.	\$107.50	\$ 109.50
Private Fire Service Mains			
3.2	Minimum plan review base fee of system. Fees include one (1) hour plan review and one (1) visual inspection.	\$430.00	\$ 438.00
3.2a	Each additional inspection, per hour.	\$215.00	\$ 219.00
3.2b	Resubmittals or revisions.	\$215.00	\$ 219.00
3.2c	Additional plan review time, per half hour. Fire service main installation also requires hydro and flush. See 3.3 & 3.4	\$107.50	\$ 109.50
Flush - Private Fire Service System			
3.3	Minimum inspection base fee. Fee includes one (1) hour onsite inspection time.	\$215.00	\$ 219.00
3.3a	Each additional inspection, per hour.	\$215.00	\$ 219.00
Hydrostatic Test - Private Fire Service System			
3.4	Minimum inspection/test base fee. Fee includes one (1) hour onsite test time.	\$215.00	\$ 219.00
3.4a	Each additional inspection, per hour.	\$215.00	\$ 219.00
Water Flow Information (office only, no field test required)			
3.5	Fee for water flow information. (Fire District information must be current within 6 months)	\$107.50	\$ 109.50
Water Flow Information Field Test			
3.6	Minimum field test base fee. (Fee includes field testing for available fire flow for hydrant and fire sprinkler systems)	\$430.00	\$ 438.00
3.6a	Additional or multiple flow tests, per half hour.	\$107.50	\$ 109.50
Rural Water Supply			
3.7	Minimum plan review base fee of tank & underground piping. Fees include one (1) hour plan review and one (1) visual inspection.	\$430.00	\$ 438.00
3.7a	Each additional inspection, per hour.	\$215.00	\$ 219.00
3.7b	Resubmittals or revisions.	\$215.00	\$ 219.00
3.7c	Additional plan review time, per half hour.	\$107.50	\$ 109.50

3.7d	Rural water supply flush.	\$215.00	\$ 219.00
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TABLE 2: RECOMMENDED UPDATED FEES—Plan Review (continued)

Pinole Code		Current Pinole Fee	Proposed Pinole Updated Fee
PLAN REVIEW			
Building Construction – New Buildings and Tenant Improvements			
	New Construction or Building Additions Plan Review		
4.1	Minimum plan review base fee. Fee includes two (2) hours plan review and one (1) field inspection.	\$645.00	\$ 657.00
4.1a	Plus \$.07 per square foot in excess of 2000 sq. ft.	\$0.07	\$ 0.08
4.1b	Additional inspections, per hour.	\$215.00	\$ 219.00
4.1c	Resubmittals or revisions.	\$215.00	\$ 219.00
4.1d	Additional plan review time, per half hour.	\$107.50	\$ 109.50
	Tenant Improvement Plan Review (for building additions see 4.1)		
4.2	Minimum plan review base fee. Fee includes one (1) hour plan review and one (1) field inspection.	\$430.00	\$ 438.00
4.2a	Plus \$.07 per square foot in excess of 2,000 sq. ft.	\$0.07	\$ 0.08
4.2b	Additional inspections, per hour.	\$215.00	\$ 219.00
4.2c	Resubmittals or revisions.	\$215.00	\$ 219.00
4.2d	Additional plan review time, per half hour.	\$107.50	\$ 109.50

TABLE 2: RECOMMENDED UPDATED FEES—Plan Review (continued)

Pinole Code		Current Pinole Fee	Proposed Pinole Updated Fee
PLAN REVIEW			
Fire Protection Systems			
	Tenant Improvement Fire Sprinklers (without calculations)		
5.1	Minimum plan review base fee. Fee includes one (1) hour plan review and one (1) field inspection.	\$430.00	\$ 438.00
5.1a	Plus \$.50 per head in excess of 10 heads.	\$0.50	\$ 0.50
5.1b	Each additional inspection (e.g., weld-o-let, hydro, visual), per hour.	\$215.00	\$ 219.00
5.1c	Resubmittals or revisions.	\$215.00	\$ 219.00
5.1d	Additional plan review time, per half hour.	\$107.50	\$ 109.50
	Tenant Improvement Fire Sprinklers (with calculations)		
5.2	Minimum plan review base fee. Fee includes 1.5 hours plan review and one (1) field inspection.	\$537.50	\$ 548.00
5.2a	Plus \$.50 per head in excess of 10 heads.	\$0.50	\$ 0.50
5.2b	Each additional inspection (e.g., weld-o-let, hydro, visual), per hour.	\$215.00	\$ 219.00
5.2c	Resubmittals or revisions.	\$215.00	\$ 219.00
5.2d	Additional plan review time, per half hour.	\$107.50	\$ 109.50
	New Commercial Fire Sprinkler System (13 & 13R systems)		
5.3	Minimum plan review base fee per riser. Fee includes two (2) hours plan review and two (2) field inspections.	\$860.00	\$ 876.00
5.3a	Plus \$.50 per sprinkler head.	\$0.50	\$ 0.50
5.3b	Each additional inspection (e.g., weld-o-let, hydro, visual), per hour.	\$215.00	\$ 219.00
5.3c	Resubmittals or revisions.	\$215.00	\$ 219.00
5.3d	Additional plan review time, per half hour.	\$107.50	\$ 109.50
	Residential Fire Sprinkler System (single family home)		
5.4	Minimum plan review base fee. Fee includes one (1) hour plan review, one (1) overhead hydro, and one (1) final inspection.	\$537.50	\$ 548.00
5.4a	Each additional inspection per hour	\$215.00	\$ 219.00
5.4b	Resubmittals or revisions.	\$215.00	\$ 219.00
5.4c	Additional plan review time, per half hour.	\$107.50	\$ 109.50
	Residential Fire Sprinkler System (multiple homes)		
5.5	Minimum plan review base fee per model. For model only - fee includes one (1) hour plan review, 1 overhead hydro, and 1 final inspection.	\$537.50	\$ 548.00
5.5a	Each additional lot (hydrostatic test and final inspection).	\$322.50	\$ 329.00
5.5b	Each additional inspection (e.g., models, individual homes), per hour.	\$215.00	\$ 219.00
5.5c	Resubmittals or revisions.	\$215.00	\$ 219.00
5.5d	Additional plan review time, per half hour.	\$107.50	\$ 109.50
	Standpipe System		
5.6	Minimum plan review base fee. Fee includes plan review and one (1) field inspection.	\$645.00	\$ 657.00
5.6a	Each additional inspection (e.g., hydro, flush, flow test), per hour.	\$215.00	\$ 219.00
5.6b	Resubmittals or revisions.	\$215.00	\$ 219.00
5.6c	Additional plan review time, per half hour.	\$107.50	\$ 109.50

TABLE 2: RECOMMENDED UPDATED FEES—Plan Review (continued)

Pinole Code		Current Pinole Fee	Proposed Pinole Updated Fee
PLAN REVIEW			
Fire Protection Systems (continued)			
	Spray Booth (includes booth and fire extinguishing system)		
5.7	Minimum plan review base fee. Fee includes two (2) hours plan review and one (1) field inspection.	\$645.00	\$ 657.00
5.7a	Each additional inspection, per hour.	\$215.00	\$ 219.00
5.7b	Resubmittals or revisions.	\$215.00	\$ 219.00
5.7c	Additional plan review time, per half hour.	\$107.50	\$ 109.50
	Pre-Action Fire Suppression System		
5.8	Minimum plan review base fee. Fee includes one (1) hour plan review and two (2) field inspections. *(Does not include fire alarm review – see Sec. 6.1)	\$645.00	\$ 657.00
5.8a	Each additional inspection, per hour.	\$215.00	\$ 219.00
5.8b	Resubmittals or revisions.	\$215.00	\$ 219.00
5.8c	Additional plan review time, per half hour.	\$107.50	\$ 109.50
	Fixed Fire Suppression System – (wet/dry chem., water mist, etc.)		
5.9	Minimum plan review base fee.	\$430.00	\$ 438.00
5.9a	Each additional separate system at same location. Fee includes plan review and one (1) field inspection.	\$215.00	\$ 219.00
5.9b	Each additional inspection, per hour.	\$215.00	\$ 219.00
5.9c	Resubmittals or revisions.	\$215.00	\$ 219.00
5.9d	Additional plan review time, per half hour.	\$107.50	\$ 109.50
	Clean Agent Fire Suppression System		
5.10	Minimum plan review base fee. Fee includes one (1) hour plan review and up to three (3) hours of inspection time. *(Does not include fire alarm review – see Sec. 6.1)	\$860.00	\$ 876.00
5.10a	Each additional inspection, per hour.	\$215.00	\$ 219.00
5.10b	Resubmittals or revisions.	\$215.00	\$ 219.00
5.10c	Additional plan review time, per half hour.	\$107.50	\$ 109.50
	Fire Pump Installation		
5.11	Minimum plan review base fee. Fee includes two (2) hours plan review and up to five (5) hours field inspection time. *(Does not include review of generator or separate fuel storage tank)	\$1,505.00	\$1,533.00
5.11a	Each additional inspection, per hour.	\$215.00	\$ 219.00
5.11b	Resubmittals or revisions.	\$215.00	\$ 219.00
5.11c	Additional plan review time, per half hour.	\$107.50	\$ 109.50
	Commercial Cooking (Hood and Duct) Fire Suppression System		
5.12	Minimum plan review base fee.	\$430.00	\$ 438.00
5.12a	Each additional system review. Fee includes one (1) hour plan review and one (1) hour of inspection time.	\$215.00	\$ 219.00
5.12b	Each additional inspection, per hour.	\$215.00	\$ 219.00
5.12c	Resubmittals or revisions.	\$215.00	\$ 219.00
5.12d	Additional plan review time, per half hour.	\$107.50	\$ 109.50

TABLE 2: RECOMMENDED UPDATED FEES—Plan Review (continued)

Pinole Number		Current Pinole Fee	Proposed Pinole Updated Fee
PLAN REVIEW			
Fire Protection Systems (continued)			
	Smoke & Heat Vents		
5.13	Minimum plan review base fee. Fee includes one (1) hour plan review and one (1) hour of inspection time.	\$430.00	\$ 438.00
5.13a	Each additional inspection, per hour.	\$215.00	\$ 219.00
5.13b	Resubmittals or revisions.	\$215.00	\$ 219.00
5.13c	Additional plan review time, per half hour.	\$107.50	\$ 109.50
	Smoke Management/Control System		
5.14	Minimum plan review base fee. Fee includes three (3) hours plan review and up to four (4) hours field inspection time.	\$1,505.00	\$ 1,533.00
5.14a	Each additional inspection, per hour.	\$215.00	\$ 219.00
5.14b	Resubmittals or revisions.	\$215.00	\$ 219.00
5.14c	Additional plan review time, per half hour	\$107.50	\$ 109.50
	Explosion Control (includes vents, dust collection, etc.)		
5.15	Minimum plan review base fee. Fee includes two (2) hours plan review and up to two (2) hours field inspection time.	\$860.00	\$ 876.00
5.15a	Each additional inspection, per hour.	\$215.00	\$ 219.00
5.15b	Resubmittals or revisions.	\$215.00	\$ 219.00
5.15c	Additional plan review time, per half hour.	\$107.50	\$ 109.50
Fire Alarm Systems			
	Fire Alarm System		
6.1	Minimum plan review base fee. Fee includes two (2) hours plan review and up to one (1) hour field inspection time.	\$537.50	\$ 548.00
6.1a	Plus \$10.00 per initiating and notification device.	\$10.00	\$ 11.00
6.1b	Each additional inspection, per hour.	\$215.00	\$ 219.00
6.1c	Resubmittals or revisions.	\$215.00	\$ 219.00
6.1d	Additional plan review time, per half hour.	\$107.50	\$ 109.50
6.1e	Pre-wire inspections, per hour.	\$215.00	\$ 219.00
	Dedicated Function Fire Alarm System (e.g., sprinkler monitoring, elevator recall)		
6.2	Minimum plan review base fee. Fee includes one (1) hour plan review and one (1) hour of field inspection time.	\$430.00	\$ 438.00
	Plus \$10.00 per initiating and notification device in excess of 4 devices.	None	\$ 11.00
6.2a	Each additional inspection, per hour.	\$215.00	\$ 219.00
6.2b	Resubmittals or revisions.	\$215.00	\$ 219.00
6.2c	Additional plan review time, per half hour.	\$107.50	\$ 109.50
	Fire Alarm Panel Replacement Only		
6.3	Minimum plan review base fee. Fee includes one (1) hour plan review and up to one (1) hour field inspection time.	\$430.00	\$ 438.00
	Plus \$10.00 per initiating and notification device, if altered.	None	\$ 11.00
6.3a	Each additional inspection, per hour.	\$180.00	\$ 219.00
6.3b	Resubmittals or revisions.	\$215.00	\$ 219.00
6.3c	Additional plan review time, per half hour.	\$107.50	\$ 109.50

TABLE 2: RECOMMENDED UPDATED FEES—Plan Review (continued)

Pinole Number		Current Pinole Fee	Proposed Pinole Updated Fee
PLAN REVIEW			
Fire Alarm Systems (continued)			
	High-Rise Fire Alarm (new and/or system upgrade)		
6.4	Minimum plan review base fee. Fee includes four (4) hours plan review and up to four (4) hours field inspection time.	\$1,720.00	\$1,752.00
6.4a	Plus \$10.00 per initiating and notification device.	\$10.00	\$ 10.25
6.4b	Each additional inspection, per hour.	\$215.00	\$ 219.00
6.4c	Resubmittals or revisions.	\$215.00	\$ 219.00
6.4d	Additional plan review time, per half hour.	\$107.50	\$ 109.50
6.4e	Each pre-wire inspection, where required.	\$215.00	\$ 219.00
Flammable and Combustible Liquids Under/Aboveground Tanks - Piping – Dispensing			
	Install Underground Tanks		
7.1	Minimum plan review base fee. Fee includes one (1) hour plan review and one (1) hour of site inspection time.	\$430.00	\$ 438.00
7.1a	Resubmittals or revisions.	\$215.00	\$ 219.00
7.1b	Additional plan review time, per half hour.	\$107.50	\$ 109.50
	Remove Underground/Aboveground Tank		
7.2	Minimum plan review base fee. Fee includes one (1) hour plan review and two (2) hours of inspection/site time.	\$645.00	\$ 657.00
7.2a	Each additional inspection/stand-by time per hour	\$215.00	\$ 219.00
	Install Aboveground Tank		
7.3	Minimum plan review base fee.	\$430.00	\$ 438.00
7.3a	Each additional tank. Fee includes one (1) hour plan review and one (1) hour of inspection/site time.	\$215.00	\$ 219.00
7.3b	Each additional inspection.	\$215.00	\$ 219.00
7.3c	Resubmittals or revisions.	\$215.00	\$ 219.00
7.3d	Additional plan review time, per half hour.	\$107.50	\$ 109.50
	Abandon Underground/Above-Ground Tank in Place		
7.4	Minimum plan review base fee. Fee includes one (1) hour plan review and two (2) hours of inspection/site time.	\$645.00	\$ 657.00
7.4a	Each additional inspection/stand-by time, per hour.	\$215.00	\$ 219.00
	Fuel Dispensing Modification (EVR, Dispenser changeout, other component changeout and environmental upgrade (vapor recovery and processing systems, spill control, secondary containment and environmental agency requirements)		
7.5	Minimum plan review base fee. Fee includes one (1) hour plan review and one (1) hour of inspection time	\$430.00	\$ 438.00
7.5a	Each additional inspection, per hour.	\$215.00	\$ 219.00
7.5b	Resubmittals or revisions.	\$215.00	\$ 219.00
7.5c	Additional plan review time, per half hour.	\$107.50	\$ 110.00
	Apply Interior Coating to Flammable Liquid Tanks		
7.6	Minimum plan review base fee. Fee includes one (1) hour plan review and two (2) hours of inspection/site time.	\$645.00	\$ 657.00
7.6a	Each additional inspection/stand-by time, per hour.	\$215.00	\$ 219.00

TABLE 2: RECOMMENDED UPDATED FEES—Plan Review (continued)

Pinole Code		Current Pinole Fee	Proposed Pinole Updated Fee
PLAN REVIEW			
	Compressed Gas Systems: LPG – CNG - Medical – Cryogenics		
	Container Exchange Programs; LPG Tank Installation Without Dispensing		
8.1	Minimum plan review fee. Fee includes one (1) hour plan review and one (1) hour site inspection time	\$430.00	\$ 438.00
8.1a	Each additional inspection, per hour.	\$215.00	\$ 219.00
8.1b	Resubmittals or revisions.	\$215.00	\$ 219.00
8.1c	Additional plan review time, per half hour	\$107.50	\$ 109.50
	LPG – CNG – Hydrogen (Tank Install and/or Dispensing)		
8.2	Minimum plan review base fee. Fee includes 1.5 hours of plan review and two (2) hours site inspection time.	\$752.50	\$ 767.00
8.2a	Each additional inspection per hour.	\$215.00	\$ 219.00
8.2b	Resubmittals or revisions.	\$215.00	\$ 219.00
8.2c	Additional plan review time, per half hour.	\$107.50	\$ 109.50
	Medical or Compressed Gas Systems		
8.3	Minimum plan review base fee. Fee includes one (1) hour plan review and two (2) site inspections.	\$752.50	\$ 767.00
8.3a	Each additional inspection, per hour.	\$215.00	\$ 219.00
8.3b	Resubmittals or revisions.	\$215.00	\$ 219.00
8.3c	Additional plan review time, per half hour.	\$107.50	\$ 109.50
	Cryogenics Fixed Installation		
8.4	Minimum plan review base fee. Fee includes one (1) hour plan review and two (2) site inspections.	\$752.50	\$ 767.00
8.4a	Each additional inspection, per hour.	\$215.00	\$ 219.00
8.4b	Resubmittals or revisions.	\$215.00	\$ 219.00
8.4c	Additional plan review time, per half hour.	\$107.50	\$ 109.50
	Compressed Gas Storage		
8.5	Minimum plan review base fee. Fee includes one (1) hour plan review and one (1) field inspection.	\$430.00	\$ 438.00
8.5a	Each additional inspection, per hour.	\$215.00	\$ 219.00
8.5b	Resubmittals or revisions.	\$215.00	\$ 219.00
8.5c	Additional plan review time, per half hour.	\$107.50	\$ 109.50
	Special Hazards - Hazardous Materials, Mechanical Systems, etc.		
	Battery Systems		
9.1	Minimum plan review base fee. Fee includes one (1) hour plan review and one (1) field inspection.	\$430.00	\$ 438.00
9.1a	Each additional inspection per hour.	\$215.00	\$ 219.00
9.1b	Resubmittals or revisions.	\$215.00	\$ 219.00
9.1c	Additional plan review time, per half hour.	\$107.50	\$ 109.50
None	Dust Collection Systems		
None	Minimum plan review base fee. Fee includes one (1) hour plan review and two (2) site inspections.	None	\$ 548.00
None	Each additional inspection, per hour.	None	\$ 219.00
None	Resubmittals or revisions.	None	\$ 219.00
	Explosives Storage		
9.3	Minimum plan review base fee. Fee includes two (2) hours plan review and two (2) site inspections.	\$860.00	\$ 876.00
9.3a	Each additional inspection, per hour.	\$215.00	\$ 219.00
9.3b	Resubmittals or revisions.	\$215.00	\$ 219.00
9.3c	Additional plan review time, per half hour.	\$107.50	\$ 109.50

TABLE 2: RECOMMENDED UPDATED FEES—Plan Review (continued)

Pinole Code		Current Pinole Fee	Proposed Pinole Updated Fee
PLAN REVIEW			
	Special Hazards - Hazardous Materials, Mechanical Systems, etc. (continued)		
	Hazardous Materials Compliance Review		
9.4	Minimum review of MSDS, HMMP, and/or HMIS submittals.		
	Fee includes one (1) hour of review time	\$215.00	\$ 219.00
9.4a	Additional plan review time, per half hour.	\$107.50	\$ 109.50
	Hazardous Materials – Storage – Dispensing – Open/Closed Systems		
9.5	Minimum plan review base fee. Fee includes two (2) hours plan review and two (2) site inspections.	\$860.00	\$ 876.00
9.5a	Each additional system plan review, minimum two (2) hours.	\$430.00	\$ 438.00
9.5b	Each additional inspection, per hour.	\$215.00	\$ 219.00
9.5c	Resubmittals or revisions.	\$215.00	\$ 219.00
9.5d	Additional plan review time, per half hour.	\$107.50	\$ 109.50
	Mechanical Refrigeration Systems		
9.6	Minimum plan review base fee. Fee includes one (1) hour plan review and two (2) site inspections.	\$645.00	\$ 657.00
9.6a	Each additional inspection, per hour.	\$215.00	\$ 219.00
9.6b	Resubmittals or revisions.	\$215.00	\$ 219.00
9.6c	Additional plan review time, per half hour.	\$107.50	\$ 109.50
	High-Pile Rack Storage Systems		
	High-Pile or Rack Storage		
10.1	Minimum plan review base fee. Fee includes 1.5 hours plan review and 1.5 hours of site inspection.	\$645.00	\$ 657.00
10.1a	Additional field inspection time, per hour.	\$215.00	\$ 219.00
10.1b	Resubmittals or revisions.	\$215.00	\$ 219.00
10.1c	Additional plan review time, per half hour.	\$107.50	\$ 109.50
	Temporary Access Roads & Water Supply		
	Install a Temporary Access Road – Residential and Commercial		
11.1	Minimum plan review base fee for one and two homes.	\$215.00	\$ 219.00
11.1a	Minimum plan review for large developments and commercial projects. Fee includes one (1) hour plan review and one (1) field inspection.	\$430.00	\$ 438.00
11.1b	Each additional inspection, per hour.	\$215.00	\$ 219.00
11.1c	Resubmittals or revisions.	\$215.00	\$ 219.00
11.1d	Additional plan review time, per half hour.	\$107.50	\$ 109.50
	Install a Temporary Water Supply System		
12.1	Minimum plan review base fee. Fee includes one (1) hour plan review and one (1) hour of field inspection.	\$430.00	\$ 438.00
12.1a	Each additional inspection, per hour.	\$215.00	\$ 219.00
12.1b	Resubmittals or revisions.	\$215.00	\$ 219.00
12.1c	Additional plan review time, per half hour.	\$107.50	\$ 109.50
	Miscellaneous Submittals - Alternative Means and Methods		
	Miscellaneous Submittals or Plans Review		
	Plans or submittals not described elsewhere.		
13.1	Minimum plan review base fee. Fee includes one (1) hour plan review and one (1) field inspection.	\$430.00	\$ 438.00
13.1a	Additional plan review time will be charged on hourly basis.	\$215.00	\$ 219.00
13.1b	Each additional inspection, per hour.	\$215.00	\$ 219.00

13.1c	Resubmittals or revisions.	\$215.00	\$ 219.00
13.1d	Additional plan review time, per half hour.	\$107.50	\$ 109.50

TABLE 2: RECOMMENDED UPDATED FEES—Plan Review (continued)

Pinole Code		Current Pinole Fee	Proposed Pinole Updated Fee
PLAN REVIEW			
	Miscellaneous Submittals - Alternative Means and Methods		
	Alternative Means and Methods Requests or Code Interpretation Review		
13.2	Minimum review base fee. Fee includes 1-1/2 hours of plan review/consultation time.	\$322.50	\$ 329.00
13.2a	Additional plan review time, per half hour.	\$107.50	\$ 109.50
	Expedite Plan Review Requests and Reviews Expedited as a Result of Working Without Approved Plans		
13.3	Working without approved plans--Minimum plan review fees (overtime), two (2) hour minimum--plus applicable plan review fees.	\$370.00	\$ 438.00
13.3a	Additional plan review time, per hour	\$185.00	\$ 219.00
13.4	Expedited Plans--Minimum plan review fees (reviewed after normal business hours), two (2) hour minimum-plus applicable plan review fees	\$370.00	\$ 438.00
13.4a	Additional plan review time, per hour.	\$185.00	\$ 219.00
13.5	All revisions will be performed on an expedited/overtime basis at \$220.00 per hour with a two hour minimum. Total fees will include all applicable plan review fees plus expedite/overtime fees.	\$370.00	\$ 438.00
None	Demolition Permit pursuant to Chapter 14, CFC	None	\$ 219.00
14.1	Photocopies--Minimum fee per page, letter or legal size	\$0.20	\$ 0.25
14.2	Microfilm, Laser Fiche Retrieval--Minimum fee per 1/4 hour per review	\$6.00	\$ 7.00
14.2a	Plus \$0.20 per page	\$0.20	\$ 0.25
14.3	Copies of Photos-- \$6.00 per 1/4 hour	\$6.00	\$ 7.00
14.3a	Plus actual cost of photos	Cost	At Cost
14.4	Instructional Services Minimum instructional fee. Fees include two (2) hours of instruction service during normal working hours.	\$430.00	\$ 438.00
14.4a	Each additional hour.	\$215.00	\$ 219.00
	Additional Charges and Inspection Time		
15.1	Additional inspection time during normal business hours, per half hour.	\$107.50	\$ 109.50
15.2	Additional inspection time after normal business hours, per hour.	\$185.00	\$ 219.00
15.3	Overtime and weekend inspections, two (2) hour minimum.	\$370.00	\$ 438.00
None	Resubmittals or revisions.	None	\$ 219.00
None	Additional plan review time, \$110.00 per half hour.	None	\$ 109.50
	Plan Archival		
None	Plan Archival Fee to archive plans electronically, per page.	None	\$ 2.00

- Minimum review and inspection fees are based on \$219.00 per hour during normal business hours, unless otherwise noted.
- All overtime fees are assessed at \$219.00 per hour for a two-hour minimum, unless otherwise noted.
- Overtime rates apply to weekends, holidays, and all times outside normal business hours.
- Expedited plan reviews are conducted after normal business hours.
- Total fees assessed will be the sum of all applicable plan review fees including expedite/overtime fees.

- Revisions to previously submitted plans, including plans requiring resubmittal and/or client-generated changes, will be assessed \$220.00 for each hour of plan review. Reviews conducted and requiring more than one hour of plan review time during normal business hours will be assessed \$110.00 per half hour.

Cost of Service Analysis

This section describes the analysis of Pinole's cost of providing services to existing and potential applicants. These services are provided at the request of applicants to comply with fire code requirements for new or existing uses and/or occupancies.

Description of Services

The Fire Department provides a variety of services including operational permitting of the activities listed in Table 1, and in Table 2, which covers review of fire protection plans, fire suppression systems, review of applications for subdivision of property, and inspections of planned improvements. These services implement policies contained in the City's Fire Code. In addition, the Fire Department is responsible for reviewing applications for development activities occurring within City limits.

The services provided by the Department relates to the consideration of proposals by property owners and developers that would likely result in changes to existing land uses and/or changes in occupancy. The Department's services may include but are not limited to the following:

- Meetings between a potential project applicant and other City staff to evaluate consistency of the project with the City ordinances, and to review relevant application procedures.
- Physical site inspection before, during, and after construction or tenant improvements.
- Preparation of reports and issuance of use or occupancy permits.
- General assistance for potential applicants.

Staffing

Currently, the City contracts with a service provider that provides staff to conduct the day-to-day operational and plan review duties. Generally, the operational permitting duties are conducted by the contracted Deputy Fire Marshal/Fire Inspector whose time is currently charged to the City at \$105 per hour. The plan review activities are conducted by contractor-provided specialists currently charged at the rate of \$155 per hour. These contract labor rates are the basis of the fully-burdened rate calculations.

Fully Burdened Hourly Rates

To achieve the full cost recovery required by City policy, it is necessary to determine the City's cost of services that are added to either the basic compensated hourly labor rate in the case of a City employee or added to the hourly rate charged by the consultant. As stated above, these costs include Department direct expenses, Department management, indirect charges, and CSD overhead. Table 3 shows a summary of these costs.

Table 3: Departmental Costs Direct, Indirect and OverheadDepartmental Direct Costs

Department Services and Supplies ⁴	\$567,344
Department Management (fully compensated cost of Fire Chief, Battalion Chief and Management Analyst—see Appendix A for calculations)	<u>\$620,581</u>
Subtotal Direct Costs:	\$1,187,925

Indirect Departmental Charges

Information Services	\$91,312
General Fund Administrative Debits	\$178,471
Legal	\$10,000
Insurance	<u>\$61,790</u>
Subtotal Indirect Charges:	\$341,573

Central Service Departments

City Council	\$2,654
City Manager	\$26,518
City Clerk	\$3,072
City Treasurer	\$6,418
City Attorney ⁵	\$0
Finance	\$50,155
Human Resources	\$73,167
General Government	\$473,174
Information Systems	\$0
Facility Maintenance	\$96,466
Subtotal CSD Charges:	\$731,625
Less charges that are not applicable to contract staff	\$(575,279)
Subtotal Net CSD:	<u>\$156,346</u>
Grand Total:	\$1,685,844

Source: 2019-2020 City Budget and the City Cost Allocation Plan for use in 2019-2020

These costs are applied to the basic hourly compensation rates by dividing each number by the average annual working hours for a full-time employee (1,788), then by the number of full-time employees in the Department (15). The hours used to divide into the CSD net total is 1,475, which is an estimate of the time spent in fee-generating activities.

⁴ This amount does not include the 4 Leaf contract cost of \$160,000 indicated in the 2019-2020 Budget for Fire Operations.

⁵ City Attorney costs are included in the indirect Departmental category as "Legal."

⁶ Cost excluded are payroll (Finance), labor relations and recruitment (Human Resources), and retiree medical and pension bond debt service (General Government).

Table 4 Fully Burdened Hourly Rates

Cost Category	Cost	Annual Hours	FTE Positions	Distributed Cost Burden
Departmental Direct	\$1,187,925	1,788	15	\$44.29
Indirect Departmental	\$341,573	1,788	15	\$12.74
Central Service	\$156,346	1,475	15	\$7.07
Total				\$64.09

The total hourly burden is added to the hourly contract rates for the two positions: the Fire Inspector and the plan review specialist:

Fire Inspector: $\$105 + \$64.09 = \$169.09$, reflected in Table 1 as \$169 per hour

Plan Review Specialist: $\$155 + \$64.09 = \$219.09$, reflected in Table 2 as \$219 per hour

The above analysis pertains only to contract positions. If this analysis were conducted to determine the fully burdened hourly rate of City employees, all Departmental service costs would be included and the Human Resource (labor relations and recruitment), Finance (payroll) and General Government (retiree medical and pension bond) costs that cannot be applied to contract positions would apply to City employees.

Appendix A: Fire Department Management Full Compensation

	Salary @ E Step for bargaining managemen t analyst	Pers-City Paid	Medicar e-City Paid	Medical/In- lieu/Dental/ Vision, assuming Dual beneficiaries	Life Ins.	Work Comp	Long/Sho rt Term Disability	SUI	Sick Leave & Vacatio n Cash- out	Admin Leave Cash- out	Sum of Benefits	Total	Hourly Rate (total annual/1,788)(
Management Analyst													
Monthly	\$6,884	\$1,414	\$100	\$2,187	\$9	\$89	\$34	\$41			\$3,876	\$10,759	
Annual	\$82,604	\$16,973	\$1,198	\$26,249	\$110	\$1,074	\$409	\$496	\$2,224		\$46,508	\$129,112	\$72.21
Fire Chief													
Monthly	\$15,671	\$3,220	\$227	\$2,187	\$9	\$48	\$34	\$48			\$5,774	\$21,445	
Annual	\$188,050	\$38,639	\$2,727	\$26,249	\$110	\$580	\$409	\$580	\$5,063	\$5,786	\$80,143	\$268,193	\$150.00
Battalion Chief													
Monthly	\$12,741	\$2,618	\$185	\$2,187	\$9	\$48	\$34	\$48			\$5,130	\$17,871	
Annual	\$152,894	\$31,415	\$2,217	\$26,249	\$110	\$580	\$409	\$580	\$4,116	\$4,704	\$70,381	\$223,276	\$124.87

Source: City of Pinole Salary Ranking updated April 30, 2019 and Benefit Matrix January 1, 2019



CITY COUNCIL REPORT 2019

9A

DATE: DECEMBER 17, 2019

**TO: HONORABLE MAYOR AND COUNCIL MEMBERS
MICHELLE FITZER, CITY MANAGER**

**FROM: HEATHER IOPU, CITY CLERK
CC: ERIC CASHER, CITY ATTORNEY**

**SUBJECT: APPOINTMENT OF CITY TREASURER TO FILL THE TERM
EXPIRING IN DECEMBER 2020**

RECOMMENDATION

It is recommended that the City Council adopt a Resolution appointing a successor to fill the Office of the Treasurer vacated by Dina Rosales when she resigned from the position effective October 31, 2019.

BACKGROUND

City Treasurer Dina Rosales notified City staff of her intent to resign her position at the end of October 2019. Per the California Government Code, the resulting vacancy needed to be filled within 60 days, no later than December 31, 2019. The Council determined on October 15, 2019 that they would make an appointment rather than conduct an off-cycle special election to fill the vacancy.

The appointed treasurer will serve the remainder of the term, which expires upon the certification of the 2020 election (anticipated in early December, 2020).

The City advertised the position and one application was received by the filing deadline, November 21, 2019.

The City Council conducted an interview of the applicant, Debbie Long, in a noticed, televised Special Council meeting on December 3, 2019.

The City Clerk has verified that the candidate is a registered voter in the City of Pinole. The appointed official will be required to comply with the Political Reform Act, file Form 700- Statement of Economic Interests and attend Ethics Training, pursuant to AB 1234.

ATTACHMENT

A Resolution Appointing A City Treasurer

RESOLUTION NO. 2019-XX

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
PINOLE, COUNTY OF CONTRA COSTA, STATE OF
CALIFORNIA, CONFIRMING APPOINTMENT OF
_____ AS CITY TREASURER TO FILL THE
UNEXPIRED TERM ENDING IN DECEMBER 2020

WHEREAS, the City Council conducted an interview at a Special Meeting on December 3, 2019; and

WHEREAS, the City Council has reviewed the application submitted and come to an agreement as to the qualifications of the candidate.

NOW THEREFORE, BE IT RESOLVED by the City Council, that the appointment of _____ to the office of City Treasurer for the remainder of the term ending December 2020 (on the date of official certification of the November 3rd Municipal Election) is hereby approved.

PASSED AND ADOPTED at a regular meeting of the Pinole City Council held on the 17th day of **December, 2019**, by the following vote:

AYES: COUNCILMEMBERS:

NOES: COUNCILMEMBERS: None

ABSENT: COUNCILMEMBERS: None

ABSTAIN: COUNCILMEMBERS: None

Heather Iopu, CMC
City Clerk



CITY COUNCIL REPORT

9B

DATE: DECEMBER 17, 2019

TO: MAYOR AND COUNCIL MEMBERS

**FROM: TAMARA MILLER, DEVELOPEMENT SERVICES DIRECTOR/ CITY
ENGINEER**

SUBJECT: RECEIVE AN UPDATE ON 2020 GARBAGE COLLECTION RATES

RECOMMENDATION

It is recommended that the City Council receive an update on the garbage collection rates effective January 1, 2020.

BACKGROUND

Solid waste collection service in the City of Pinole is provided by Republic Services Inc. (Republic) under a collection franchise agreement managed by the City of Pinole.

The rates for services have four components:

1. Collection fee;
2. AB 939 fee;
3. Post collection fee;
4. Solid waste project fee.

The collection fee compensates Republic for curbside collection of waste and recyclables and hauling the waste to the post collection facilities. The AB 939 fee funds City activities related to recycling programs (Fund 213). The post collection fee funds West Contra Costa Integrated Waste Management Authority (WCCIWMA), also known as Recyclemore, and its efforts to make sure the members to the joint powers authority are in compliance with the State's diversion goals to sort and recycle materials. Finally, the city waste program also known as the solid waste project fee funds City projects related to waste, which in the past have included the purchase of trash capture devices and a street sweeper.

In accordance with the franchise agreement in place, Republic is allowed to increase its fees annually by the Consumer Price Index (CPI). Republic has informed the City of Pinole in a letter date November 20, 2019 that rates will by adjusted by the CPI for

the San Francisco-Oakland-San Jose Metropolitan Area published for October 2019, an increase of 3.03%.

To achieve diversion goals, WCCIWMA has a Post Collection Agreement with Republic. As part of the core services, WCCIWMA staff provides administration and oversight for the Post Collection Agreement. At the WCCIWMA Board meeting on November 14, 2019, WCCIWMA approved an increase in the post collection fee of 7.4% for residential customers, 27.6% for commercial customers, and 7.4% for industrial customers as shown in the following table:

Service Size	2019 rates Per month	2020 rates Per month	Increase \$	Increase %
20 gallon can	\$5.40	\$5.80	\$0.40	7.4%
35 gallon can	\$9.47	\$10.17	\$0.70	7.4%
60/65 gallon can	\$17.61	\$18.91	\$1.30	7.4%
95/100 gallon can	\$26.42	\$28.37	\$1.95	7.4%

The increase for commercial customers will be \$2.67 per cubic yard and for industrial or drop box customers the increase will be \$11.08 per ton.

REVIEW & ANALYSIS

It is recommended, that the City acknowledge the allowable CPI rate increase by Republic and the increase approved by WCCIWMA for post collection services. The impact to the overall garbage rate increase is shown in the following table:

Service	2019	2020	Monthly increase	% increase
20 gallon	\$ 29.99	\$ 31.11	\$ 1.12	3.74%
35 gallon	\$ 35.74	\$ 37.21	\$ 1.47	4.11%
65 gallon	\$ 63.63	\$ 66.28	\$ 2.65	4.16%
95 gallon	\$ 92.40	\$ 96.29	\$ 3.88	4.20%

FISCAL IMPACT

As detailed in the franchise agreement, Republic Services pays the City a franchise fee in the amount of 10% of the gross revenue for collection fees.

ATTACHMENTS

- A November 20, 2019 Letter from Republic Services
- B WCCIWMA agenda item


REPUBLIC SERVICES

3260 BLUME DRIVE • SUITE 115 • RICHMOND, CALIFORNIA 94806

November 20, 2019

Ms. Michelle Fitzer, City Manager
 City of Pinole
 2131 Pear Street
 Pinole, CA 94564

Re: Residential and Commercial Rate Adjustment effective January 1, 2020

Dear Ms. Fitzer:

Pursuant to the Franchise Agreement between the City and Richmond Sanitary Service, the collection service portion of the residential and commercial rates is being adjusted by the change in the Consumer Price Index (CPI) for All Urban Consumers for the San Francisco-Oakland-San Jose Metropolitan Area. The Franchise Agreement calls for the use of the CPI published on or before November 30th preceding the January 1 adjustment. The CPI published for October 2019 is the most currently published on or before November 30. The change from October 2018 to October 2019 reflects a 3.03% increase.

At its meeting of November 14, the West Contra Costa Integrated Waste Management Authority (WCCISWMA) established the 2020 Post-collection Processing and residue disposal services fee (IRRF Surcharge). Beginning January 1, 2020, Residential Service billings will reflect the following monthly rates covering weekly waste and recyclables collection, IRRF Surcharge and City Solid Waste Program and AB 939 fees.

City of Pinole WEEKLY RESIDENTIAL SERVICE RATES Effective January 1, 2020							
	2019 Collection Rate	CPI Rate Adj 3.03%	2020 Collection Rate	City Waste Program	2020 Post-Collec Charge	City AB 939 Fee	2020 Monthly TOTAL
35-gallon	22.79	0.69	23.48	2.73	10.17	0.83	37.21
65-gallon	39.69	1.20	40.89	4.97	18.91	1.51	66.28
95-gallon	56.66	1.72	58.38	7.35	28.37	2.19	96.29
20-gallon	21.92	0.66	22.58	1.90	5.80	0.83	31.11
Sr. 35-gal	20.21	0.61	20.82	2.63	10.17	0.83	34.45

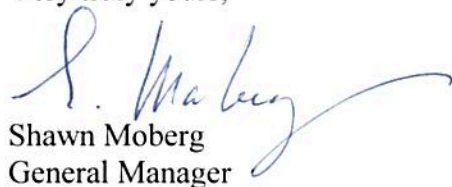
New rates for weekly Commercial Service will be as follows:

<p style="text-align: center;">City of Pinole 2020 COMMERCIAL SERVICE RATES * Effective January 1, 2020</p>							
Bin Size	Times per Week						
	1	2	3	4	5	6	7
1 Yard	285.04	506.30	727.45	948.77	1,169.88		
2 Yard	481.77	889.90	1,298.22	1,706.28	2,114.60		
3 Yard	668.00	1,253.68	1,839.38	2,425.06	3,010.76		
4 Yard	848.86	1,607.33	2,365.92	3,124.57	3,883.01	4,641.46	5,399.91
5 Yard	1,026.37	1,955.86	2,885.16	3,814.70	4,744.03		
6 Yard	1,202.64	2,302.05	3,401.60	4,501.33	5,600.72		
7 Yard	1,377.79	2,647.41	3,917.41	5,186.99	6,456.65		

*Includes \$53.52 per yard/per month/per pick-up per week (IRRF Surcharge)

If you have any questions or need additional information, please let us know. I can be reached at (510) 262-7143, or by e-mail at smobeert@republicservices.com, or e-mail Janna Coverston at jcoverston@republicservices.com, or telephone at (510) 262-7144.

Very truly yours,


Shawn Moberg
General Manager

cc: H. De La Rosa
A. Miller



Agenda Report

Date: November 14, 2019

To: West Contra Costa Integrated Waste Management Authority Board

From: Steve Duran, Interim Executive Director

Subject: Public Hearing to Consider Adoption of a Resolution to Approve of the Household Hazardous Waste Program Budget for Calendar Year 2020 and Approve the Calendar Year 2020 Post-Collection Rates

RECOMMENDED ACTIONS

Adopt Resolution 19-06, which includes Exhibits A, B, C, D, and E to:

1. Approve the Household Hazardous Waste Program Budget in the amount of \$1,178,572 for Calendar Year 2020 as set forth in Exhibit A to the Resolution; and
2. Approve the 2020 Post-Collection Rates for the Republic Services Collection Service Area as set forth in Exhibits C and D to the Resolution.

SUGGESTED FORMAT FOR THE HEARING:

1. Open the Public Hearing.
2. Receive oral report from Authority staff.
3. Questions and answers from the Board for Authority Staff, Consultant and/or Republic Services representative.
4. Receive any comments from the public.
5. Close the Public Hearing.
6. Board discussion and consideration of recommended actions.

BACKGROUND

Republic Services, and each of its affiliates, provides post collection services to RecycleMore through a Post Collection Agreement (PCA) between Republic and RecycleMore. This includes the services and facilities of Golden Bear Transfer Station, Keller Canyon Landfill, West Contra Costa Sanitary Landfill and West County Resource Recovery. Per Article 5 of the PCA, Republic's sole compensation for services provided to RecycleMore is via the blended per ton rate. The blended per ton rate is charged by Republic to the solid waste hauler, Richmond Sanitary Service (a Republic affiliate), providing solid waste collection services to RecycleMore's member agencies, except El Cerrito, which has its own post-

collection agreement and sets its own post-collection rates. Each Member City oversees the collection rates charged by their franchised haulers.

One of RecycleMore's responsibilities is to approve the maximum annual Post-Collection Rate which, when added to the collection rates established pursuant to each member agency's collection franchise agreement, equals the total amount charged to solid waste rate-payers. The Board is asked to adopt a rate schedule that approves the Post-Collection Rates to be included in the total amounts charged to the residential, commercial and industrial solid waste customers effective January 1, 2020. Residential Post-Collection Rates are a monthly amount for each service level (20, 35, 65, and 95-gallons), Commercial Post-Collection Rates are a flat amount per cubic yard, and Industrial Post-Collection Rates (for those customers using debris boxes and compactors) are on a per-ton basis.

ANALYSIS

2020 Household Hazardous Waste (HHW) Budget

The HHW Budget is a component of the Post-Collection Rate calculation and Republic budgets it's costs on a calendar year basis to track with annual rate setting. At the October 10, 2019 Board meeting, the Board reviewed the Republic submitted and staff proposed 2020 HHW Budget in the amount of \$1,178,572. The proposed 2020 HHW Budget included continued funding for the one day per week operation of a satellite HHW Facility in El Cerrito, continued funding for four day per week (Wednesday through Saturday) HHW Collection Service at the Republic/West County Resource Recovery (WCRR) HHW Facility in North Richmond, continued funding for door-to-door services for senior residents and persons with disabilities, collection kiosk services to collect medical sharps and pharmaceuticals and funding for three one day collection events in 2020. These funds will be used for one day HHW Collection events in Hercules and/or Pinole, one in Richmond and one in either San Pablo or El Sobrante. Board direction at the October meeting was to bring back the 2020 HHW Budget for consideration of Board approval.

Earlier this year the RecycleMore and West County Resource Recovery entered into a Side Letter to the Post Collection Agreement to address methodology for the HHW Budget and reconciliation to actual costs.

As required by the Side Letter, the RecycleMore recently completed a review of actual HHW program expenses for the years 2014-2018. The RecycleMore engaged Municipal Resources Group (MRG) to audit HHW Program expenses for these years. The audit resulted in findings that several cost allocations were inaccurate and recommended re-allocating costs more realistically based on actual expenses. While the overall costs were in line with budget estimates, several categories required significant adjustments versus the approved 2019 Budget. Most notably:

1. Wages and Benefits - 2020 Wages and Benefits are projected at \$132,085 versus the 2019 estimated actual figure of \$127,766, an increase of \$4,319 (3.38%). This is a \$39,651 (42.9%) increase over the 2019 Budget of \$92,434.
2. HHW Facility Outside Services - This category includes all of the costs for the operations and maintenance of the Republic WCRR (North Richmond location) HHW facility. This would include the main HHW subcontractor (Stericycle) labor and hazardous materials costs, motor oil recycling subcontractor, FAT (fat/oil/grease) subcontractor, e-waste

subcontractor, smoke alarm disposition subcontractor, and other specialized HHW subcontractors. The Budget request is \$408,351, which is a \$13,351 (3.38%) increase over the 2019 estimated actual figure of \$395,000, and a \$143,649 (26.02%) decrease versus the 2019 Budget of \$552,000. Part of this adjustment includes removing some miscellaneous costs from this category, including facility fire alarm/safety equipment costs, landscaping costs, exterminator costs, and permit fees for both the WCRR and El Cerrito facility. Some of these removed costs are included in the 2020 Budget request under Permit Fees, Site Maintenance, and Accounting Support.

3. Permit Fees, Site Maintenance, and Accounting Support – These three categories were not included in the 2019 HHW Budget. They were primarily included in the Budget under HHW Facility Outside Services as noted above. Together, they account for \$83,438 of the proposed 2020 HHW Budget.
4. El Cerrito HHW Facility – The Budget includes \$211,308 for the El Cerrito Satellite Facility. This is a \$6,022 (2.93%) increase over the 2019 estimated actual expenses of \$205,286 and a \$55,308 (35%) increase on last year's budget of \$156,000. This significant increase over the 2019 budget is attributable to findings in the MRG audit of HHW expenses that re-allocated several expense categories.

The proposed Calendar Year 2020 HHW Budget proposed by Republic is \$1,178,572, which is \$51,420 (4.56%) more than the 2019 Estimated Actual Expenses and \$40,410 (3.55%) more than the adopted Calendar Year 2019 HHW Budget of \$1,138,162.

The HHW Budget component of the Richmond Sanitary Service Post-Collection Rate would increase from \$6.78 to \$6.9 per ton. The HHW component of the El Cerrito Post-Collection Rate would increase from \$6.79 to \$6.97. This equates to an increase of \$0.02 per month on a typical (35-gallon trash container) monthly solid waste and recycling collection rate.

Basis for Annual Rate Setting

One of the Authority's responsibilities is to approve the maximum annual Post-Collection Rate which, when added to the collection rates established pursuant to each member agency's collection franchise agreement with Republic Services, equals the total amount charged to ratepayers served by Republic collection services. The Board is asked to adopt a rate schedule that approves the Post-Collection Rates to be included in the total amounts charged to the residential, commercial and industrial solid waste customers effective January 1, 2020. Each City and the County oversee the collection rates charged by their franchised haulers.

Funds for the revenue requirements provided for in the PCA are generated by charging an appropriate rate to the franchise collection customers. Only industrial customers (those using debris boxes and compactors) pay on a per-ton basis. Residential and commercial customers pay on either a per can (based on the size of their container) or per-bin (based on the cubic yards of weekly service) basis.

It should be noted that the preliminary rate analysis presented in this report is only for the Republic collection service area. Starting with the 2014 rates, the City of El Cerrito has had a separate PCA and approves its own Post Collection Rates. It should be noted, however, that El Cerrito relies upon the HHW Budget approved by the Authority.

Board Direction

On October 10, 2019, the Authority Board conducted a workshop on calendar year 2020 post-collection rates and provided the following guidance to staff:

- The Board is supportive of a \$10.00 government fee calculation.
- The Board directed that the calendar year 2019 cost for the Cascadia post-collection inspection contract of \$70,000 be paid to Republic Services from Authority reserves.
- The Board directed staff to adjust the Authority portion of the rate to collect \$1,253,497 in revenues to fully fund the Authority Operating Budget without use of reserves.
- The Board also directed staff to include \$300,000 in additional revenues to cover potential additional staffing requirements and additional regulatory compliance. \$75,000 is for the potential staffing increase and \$225,000 is to be designated for “Authority Regulatory Compliance” expense line item for State compliance activities (including AB 1826 and SB 1383), bringing total Authority post-collection rate revenues to \$1,553,497. The Board of Directors noted that these increases do not reflect Authority scope creep but have become necessary to fund additional State regulatory requirements being implemented under SB 1383. Many solid waste agencies throughout California have or are planning to adopt similar rate adjustments in order to fund these unfunded State mandates.

The net impact of these changes is an increase to the blended per ton, from a the initially calculated \$103.32 per ton to \$106.26 per ton. This change results in 2020 Post-Collection Rates for residential customers that are 7.4% higher than the 2019 Post-Collection Rates; Commercial Rates are 27.6% higher, and Industrial Rates are 7.4% higher than in 2019. At the \$103.32 blended per ton rate, the 2020 Post-Collection Rates would have been 4.4% higher for residential and industrial customers, and 24.0% higher for commercial customers.

If approved by the Board, the revised blended per ton rate of \$106.26 would yield monthly 2020 Post-Collection rates increases of \$0.40 per month for the smallest residential container, \$1.95 per month for the largest residential container, \$2.67 per yard per month for commercial customers, and \$11.08 per ton for industrial customers.

ANALYSIS

The rate adjustment request from Republic was received on time on August 31, 2019. The Republic rate adjustment request was slightly modified by Authority Board direction at the October 10, 2019 Board meeting workshop on the 2020 Post-Collection rates as noted above. The 2020 Post-Collection rates will include a 2020 Revenue Requirement of \$16,612,126 based on the calculation of the 2020 “blended per ton rate” of \$106.26, which was calculated in accordance with the PCA. RecycleMore staff, with assistance from R3 Consulting Group, completed a review and analysis of the blended rate per ton and the 2020 Post-Collection rates. RecycleMore staff then met with the Republic Services designated PCA Contract Manager. After review by all three parties, and in accordance with direction from the WCCIWMA Board at the October 10, 2019 Post-Collection Rate Workshop, here are the following findings:

1. The rate analysis was conducted in conformance with the requirements of the Post-Collection Agreement.
2. The CPI calculations were performed using the correct index, periods, and the agreed-upon 85% of the index.
3. The calculations are mathematically accurate.
4. The Governmental Fees used in the calculations were reviewed and found to be correct.
5. The Authority Operating Expenses of \$1,553,497 are consistent with WCCIWMA Board direction regarding the RecycleMore budget and have been allocated to the Republic collection area and El Cerrito on the basis of the total tons handled by Republic for each area.
6. The new "Authority Regulatory Compliance" portion of the blended per ton rate is set at \$225,000 to provide the Authority with revenues to be used on activities to achieve compliance with State laws AB 1826 and SAB 1383 (included in the Authority Operating Expenses item, above).
7. The HHW budget of \$1,178,572 is accurate and should provide sufficient funding to provide 2020 HHW services as described in the October 10, 2019 HHW Budget report to the Board.

The rate calculations have relied upon the representations of Republic Services with respect to the following:

- A. The tonnage handled by Republic during the prior 12 months in total, by material type, and by agency; and,
- B. The can counts and yardage of subscription collection within the service area.

FACTORS AFFECTING POST COLLECTION RATES

Materials Specific - Consistent with the Post-Collection Agreement (PCA), Post Collection rates would increase in the Materials Specific category based on 85% of the Consumer Price Index (CPI), but no more than 4%, for the San Francisco-Bay Area (All Urban Consumers category). The analysis shows this increase in Materials Specific costs increases the 2018 Post-Collection Rates by \$2.66 per ton.

HHW Program - The increase in HHW Budget would increase Post-Collection Rates by \$0.19 per ton.

Authority - As directed by the Board, the Authority portion of the rate is set to yield \$1,328,497 in revenues in 2020. This Authority portion will increase Post-Collection Rates by \$1.42 per ton.

Authority Regulatory Compliance - As directed by the Board, the Authority Regulatory Compliance portion of the rate is set to yield \$225,000 in revenues in 2020. This Authority portion will increase Post-Collection Rates by \$1.33 per ton.

Recycling Rebate - A decrease of \$1.73 per ton for the Recycling Rebate portion of the Post-Collection rates has been calculated. The Recycling Rebate is calculated using a formula in the PCA. The formula is tied to Official Board markets (OBM) mixed paper prices and there is a "lag time" to determine the "most recent" twelve-month period of these OBM mixed paper prices. The OBM mixed paper prices in the most recent "reporting period" were significantly lower than the previous twelve-month period. As a result, the 2020 Post-Collection rates will see a \$1.73 decrease in the recycling rebate. A decrease in Recycling Rebate acts in the same manner as an increase in other elements in that it raises the Post-Collection per ton rate and the Post-Collection rate allocation to residential, commercial and industrial customers.

Governmental Fees – Overall, the cost per ton for government fees is up slightly. The cost per ton for government fees is calculated at \$10.00 per ton, or a \$0.36 increase over the 2019 figure of \$9.64 per ton.

The total change in the blended per ton rate is \$7.69 per ton, from \$98.57 per ton in 2019 to \$106.26 per ton in 2020.

FISCAL IMPACT

The recommended actions would result in the following fiscal impacts:

\$70,000 will be paid by the Authority to Republic Services from reserves for 2019 post-collection inspections conducted by Cascadia.

The RecycleMore FY 2019-2020 Budget Expenditures of \$1,253,497 would be increase by \$300,000 to \$1,553,497 and Revenues would increase by \$518,997 (\$218,997 to eliminate the use of reserves plus \$300,000 to fund AB 1826 and SB 1383 compliance) to \$1,553,497 in order to balance the Budget without the use of reserves. If approved, staff will return with a Budget Adjustment Resolution per Board direction in December.

This requires a post-collection rate increase of seven percent (7.4%) or \$0.40 per month for the smallest single-family container, \$1.95 per month for the largest single-family container, an increase of 27.6% for commercial (\$2.67 per cubic yard per month), and \$11.08 per ton for industrial.

Respectfully Submitted,

Steve Duran

Steve Duran
Interim Executive Director

Attachment 1: Resolution 19-06, including Exhibits A, B, C, D and E

RESOLUTION NO. 19-06

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE
WEST CONTRA COSTA INTEGRATED WASTE
MANAGEMENT AUTHORITY APPROVING THE
CALENDAR YEAR HOUSEHOLD HAZARDOUS WASTE
PROGRAM BUDGET AND THE POST-COLLECTION
RATES FOR CALENDAR YEAR 2020**

WHEREAS, the Joint Powers Agreement creating the West Contra Costa Integrated Waste Management Authority (“Authority”) provides that the Authority is to approve post-collection rates to be paid by ratepayers; and

WHEREAS, Republic Services, Inc. and each of its affiliates providing services to the Authority, collectively referred to as “Contractor” by means of the services and facilities of Golden Bear Transfer Station, Keller Canyon Landfill, West Contra Costa Sanitary Landfill and West County Resource Recovery, provides Post-Collection Services to the Authority through an agreement between Contractor and the Authority; and

WHEREAS, the Authority intends to approve and maintain reasonable rates for the Post-Collection services described in the Post-Collection Agreement; and

WHEREAS, a notice of a Public Hearing regarding the revenue requirements for Calendar Year 2020 under the Post-Collection Agreement with Republic Services, Inc. and associated rates to be charged for Calendar Year 2020 including rates for disposal and processing of solid waste, recyclables, and household hazardous waste was published in the West County Times on November 11th and 13th, 2019; and

WHEREAS, the Authority Board of Directors conducted a Public Hearing on the proposed Post-Collection Rates for 2020 on November 14, 2019, and considered all evidence presented regarding the proposed rates.

NOW, THEREFORE, the Board of Directors of the West Contra Costa Integrated Waste Management Authority resolves as follows:

Section 1. The Calendar Year 2020 Household Hazardous Waste (HHW) Budget set forth in Exhibit A attached hereto in the amount of \$1,178,572 is hereby approved.

Section 2. Post-Collection Rates set forth in Exhibits C and D attached hereto are hereby approved and said rates are effective January 1, 2020.

Section 3. This Resolution shall be immediately effective upon adoption by the Board of Directors.

Section 4. The Secretary shall certify passage of this Resolution and cause it to be distributed to all Directors and Alternates, Authority Members, Contra Costa County, Authority Officers, Richmond Sanitary Service, Inc., West County Resource Recovery, Inc., and other interested parties upon request.

ATTEST:

CHAIR OF THE BOARD

Christina Leard, Authority Secretary

Greg Lyman, Board Chair

Date

Attachments: Exhibit A - Calendar Year 2020 Post Collection Rates

I hereby certify that the foregoing resolution was adopted by the Board of Directors of the West Contra Costa Integrated Waste Management Authority at its Regular Meeting on November 14, 2019, by the following vote:

AYES: Directors: _____

NOES: Directors: _____

ABSTAIN: Directors: _____

ABSENT: Directors: _____

Christina Leard, Authority Secretary

Exhibit A
2020 HHW Budget Compared to 2019 HHW Budget

	2020 Requested Budget	\$ Change to 2019 Actual Estimated	% Change to 2019 Actual Estimated	2019 Adopted Budget	2019 Modified Budget	2019 Estimated Actual Expenses	
Wages & Benefits	\$ 132,085	\$ 4,319	3.38%	\$ 92,434	\$ 127,440	\$ 127,766	\$ 132,085
Maintenance Supplies, Spare Parts, Consumables & Outside Svcs.	\$ 38,121	\$ 1,862	5.14%	\$ 43,248	\$ 44,064	\$ 36,259	\$ 38,121
HHW Facility Outside Services	\$ 408,351	\$ 13,351	3.38%	\$ 552,000	\$ 390,000	\$ 395,000	\$ 408,351
	\$ -						\$ -
Fuel	\$ 4,635	\$ 152	3.39%	\$ 2,814	\$ 4,483	\$ 4,483	\$ 4,635
Utilities	\$ 16,945	\$ 554	3.38%	\$ 11,517	\$ 16,390	\$ 16,391	\$ 16,945
Property Taxes	\$ 19,540	\$ 639	3.38%	\$ 15,544	\$ 18,901	\$ 18,901	\$ 19,540
Insurance	\$ 9,594	\$ 314	3.38%	\$ 9,280	\$ 9,280	\$ 9,280	\$ 9,594
Other							\$ -
Permit Fees	\$ 10,472	\$ 342	3.38%	included above	\$ 10,130	\$ 10,130	\$ 10,472
Site Maintenance	\$ 40,320	\$ 1,318	3.38%	included above	\$ 39,002	\$ 39,002	\$ 40,320
Accounting Support	\$ 32,646	\$ 1,067	3.38%	included above	\$ 31,579	\$ 31,579	\$ 32,646
							\$ -
							\$ -
Satellite HHW Facility (El Cerrito Recycling Center)	\$ 211,308	\$ 6,022	2.93%	\$ 156,000	\$ 207,568	\$ 205,286	\$ 211,308
Sharps Containers/Sharps & Pharmaceutical Disposal	\$ 42,000	\$ 5,738	15.82%	\$ 32,000	\$ 23,000	\$ 36,262	\$ 42,000
Three Special One Day Collection Events	\$ 109,549	\$ 4,048	3.84%	\$ 114,000	\$ 107,000	\$ 105,501	\$ 109,549
Security & Safety Cameras for Illegal Dumping (IRRF & El Cerrito)	\$ -	\$ -		\$ -			\$ -
Subtotal	\$ 1,075,566	\$ 39,726	3.84%	\$ 1,028,837	\$ 1,028,837	\$ 1,035,840	
Balancing Account Credit Per MRG August 2019 Audit Report	\$ 5,801						
Operator Profit Margin 15%	\$ 162,205	\$ 6,829	4.40%	\$ 154,326	\$ 154,326	\$ 155,376	
HHW Revenue	\$ (65,000)	\$ (936)	1.46%	\$ (45,000)	\$ (45,000)	\$ (64,064)	
Total Operating Expense	\$ 1,178,572	\$ 51,420	4.56%	\$ 1,138,162	\$ 1,138,163	\$ 1,127,152	\$51,420.05

Total HHW Program Expenses \$ 1,178,572

RSS @ 92.5% \$ 1,090,179
Total Tons (RSS) 156,334
Rate per Ton \$ **6.97**

EL Cerrito @ 7.5% \$ 88,393
Total Tons (El Cerrito) 12,682
Rate per Ton \$ **6.97**

0.0456194 \$ 40,410
3.55%
1.03550421

**Exhibit B to Resolution No. 19-06
CALENDAR YEAR 2020
POST-COLLECTION RATES**

Republic Services Collection Service Area

Can Service (based on 59,570 equivalent standard 35-gallon cans)

20-gallon	\$ 5.80	per can per month
35-gallon	10.17	per can per month
60/65-gallon	18.91	per can per month
95/100-gallon	28.37	per can per month

Bin Service (377,178 cubic yards)	\$ 12.35	per uncompacted cubic yard
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Box Service (28,938 tons)	\$ 161.77	per ton
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Exhibit C
Calculated 2020 Blended Per Ton Rate and Components Compared to Prior Years

	\$ Change	2020	2019	2018	2017	2016	2015	2014
	2020 to 2019	Proposed	Actual	Actual	Actual	Actual	Actual	Initial
Material Specific	\$ 2.66	\$ 81.28	\$ 78.62	\$ 76.53	\$ 74.33	\$ 72.61	\$ 70.99	\$ 69.57
HHW	\$ 0.19	\$ 6.97	\$ 6.78	\$ 6.22	\$ 6.04	\$ 5.75	\$ 6.02	\$ 5.76
Authority Budget	\$ 1.42	\$ 7.86	\$ 6.44	\$ 6.16	\$ 6.12	\$ 5.43	\$ 5.37	\$ 7.28
Authority Regulatory Compliance	\$ 1.33	\$ 1.33	NA	NA	NA	NA	NA	NA
Recycling Rebate	\$ 1.73	\$ (1.18)	\$ (2.91)	\$ (6.15)	\$ (4.58)	\$ (4.56)	\$ (5.64)	\$ (5.71)
Governmental Fee	\$ 0.36	\$ 10.00	\$ 9.64	\$ 9.27	\$ 9.18	\$ 10.54	\$ 11.10	\$ 11.51
Total	\$ 7.69	\$ 106.26	\$ 98.57	\$ 92.03	\$ 91.08	\$ 89.77	\$ 87.84	\$ 88.41

Exhibit D
Proposed 2020 RecycleMore Post-Collection Rate Calculation

2020	\$ 106.26	Blended per ton	x	156,334	total tons	=	16,612,126	Annual Revenue
Option 1 - Adjust post-collection rates consistent with historical rate methodology								
	Residential				Commercial	Industrial		
	20- Gallon	35- Gallon	60/65- Gallon	95/100- Gallon	Per Cubic Yard	Per Ton		TOTAL
2019 Rates	\$ 5.40	\$ 9.47	\$ 17.61	\$ 26.42	\$ 9.68	\$ 150.69	\$	150.69
2019 Tonnage Basis	44,889				23,798	32,992		101,679
2019 % of Tons	44%				23%	32%		
2019 Unit Basis*	59,524				370,463	32,992		
2019 Revenue	\$ 6,764,350				\$ 3,586,127	\$ 4,971,638	\$	15,322,115
2020 Rates	\$ 5.80	\$ 10.17	\$ 18.91	\$ 28.37	\$ 12.35	\$ 161.77	\$	161.77
2020 Tonnage Basis	44,959				28,791	28,938		102,688
2020 % of Tons	44%				28%	28%		
2020 Unit Basis*	59,570				377,178	28,938		
2020 Revenue	\$ 7,273,118				\$ 4,657,638	\$ 4,681,370	\$	16,612,126
2019 Rate	\$ 5.40	\$ 9.47	\$ 17.61	\$ 26.42	\$ 9.68	\$ 150.69	\$	150.69
2020 Rate	\$ 5.80	\$ 10.17	\$ 18.91	\$ 28.37	\$ 12.35	\$ 161.77	\$	161.77
\$ Increase/(Decrease)	\$ 0.40	\$ 0.70	\$ 1.30	\$ 1.95	\$ 2.67	\$ 11.08	\$	11.08
% Increase/(Decrease)	7.4%	7.4%	7.4%	7.4%	27.6%	7.4%		7.4%

* The "unit basis" is: monthly service expressed in 35-gallon equivalents (Residential), annual cubic yards (Commercial), and annual tons (Industrial). Container counts are as of August 2019 and require updating to September 2019 prior to adoption.

Exhibit E
Tons and Can Counts Reported by Republic

08/01/2018 - 07/31/2019

	Solid Waste	Dry Waste	Organic	C&D	Recycling	Total
Richmond	51,508.36	5,208.24	14,191.67	3,551.39	13,095.81	87,555.47
San Pablo	12,597.80	719.36	3,414.85	175.84	3,233.73	20,141.58
Pinole	8,298.51	695.28	2,873.90	898.01	2,270.46	15,036.17
Hercules	7,137.67	543.95	2,617.61	1,040.18	2,696.72	14,036.13
County	9,760.63	481.32	5,192.39	71.18	4,059.09	19,564.62
RSS Total	89,302.97	7,648.15	28,290.42	5,736.60	25,355.83	156,333.97

	Solid Waste	Dry Waste	Organic	C&D	Recycling	Total
El Cerrito	7,925.38	100.51	4,352.58	303.20	-	12,681.67
WCCIWMA	156,333.97	0.9250	92.50%			
El Cerrito	12,681.67	0.0750	7.50%			
Total Tons	169,015.64					

Detailed Can Count and Cubic Yard Information

As of September 30, 2019

Richmond	Hercules	County	Pinole	San Pablo	Total
-----------------	-----------------	---------------	---------------	------------------	--------------

Can Size:

20 Gal	4,495	1,103	1,788	782	750	8,918
35 Gal	23,425	5,391	7,647	4,612	5,727	46,802
45 Gal	-	-	-	-	-	-
65 Gal	1,572	416	567	399	270	3,224
95/101 Gal	306	52	102	74	71	605
Total	29,798	6,962	10,104	5,867	6,818	59,549

# of IRRF Can Equivalent Per Month	29,765	6,939	10,005	6,006	6,855	59,570
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Commercial Cubic Yards

Per Month	17,298	2,091	2,511	4,101	5,430	31,431
Per Year	207,580	25,097	30,137	49,206	65,158	377,178



CITY COUNCIL REPORT

9C

DATE **DECEMBER 17, 2019**

TO: **MAYOR AND CITY COUNCIL MEMBERS**

FROM: **HECTOR DE LA ROSA, ASSISTANT CITY MANAGER**

SUBJECT: **RESCINDING RESOLUTION NO. 2019-104 AND APPROVING A
THREE YEAR CONTRACT WITH PRECISION IT CONSULTING FOR
ADMINISTRATION OF THE CITY'S INFORMATION TECHNOLOGY
SYSTEM IN AN AMOUNT NOT TO EXCEED \$522,000 AND
APPROPRIATING \$9,000 FROM THE GENERAL FUND FUND
BALANCE FOR FY 2019/20**

RECOMMENDATIONS

It is recommended that the City Council adopt a resolution:

1. Rescinding Resolution No. 2019-104; and
2. Approving a three-year contract with Precision IT Consulting for administration of the City's Information Technology System in an amount not to exceed \$522,000; and
3. Appropriating \$9,000 from the General Fund fund balance for FY 2019/20.

BACKGROUND

On November 19, 2019, staff presented the City Council with a continuation of a contract with Precision IT Consulting to perform its Information Technology services. The IT services include but is not limited to maintenance and repairs of the City's technology equipment, switches, routers, hubs, network based storage, wireless access points, servers, phones, internet, intranet, electronic mail services, as well as project management.

Subsequent to the Council meeting, staff was made aware of the provisions in the City's Purchasing Policy requiring that, at a minimum, informal proposals must be obtained for services contracts.

Although the Precision contract allows for an extension of the current agreement, in an effort to be completely transparent staff determined it would be best to follow the Policy. Therefore, since November 19, 2019, staff reached out to three companies requesting proposals for IT services. The three companies were YantraSoft, 42 Inc, and Apex Technologies. These companies had submitted proposals for IT services in 2016. YantraSoft declined to submit a proposal and staff has not heard back from the other two companies.

REVIEW AND ANALYSIS

As mentioned in the November 19, 2019 report, Staff has been satisfied with the performance of Precision IT Consulting services and is recommending approval of the three (3) year contract.

A copy of the contract between the City and Precision IT Consulting is attached (Attachment B) which includes the scope of service and cost proposal. Approval of the attached Resolution and contract will have an effective date of January 9, 2020 through January 8, 2023.

FISCAL IMPACT

The cost of the contract for each year of the three year agreement is \$14,500 a month or \$174,000 a year. A total of \$156,000 is included in the FY 2019-20 Budget for IT services. An appropriation of an additional \$9,000 from the General Fund fund balance will be required to carry the contract through June 30, 2020.

The three-year cost of the contract is \$522,000. IT services will be funded for the various City Departments utilizing the IT services.

In 2017, the IT Department consisted of one fulltime staff person and a part time contracted services. The total annual cost for the IT Department was \$207,000. Precision's proposal is well under the 2017 City IT Department costs.

ATTACHMENTS

- A Resolution
- B Contract with Precision IT Consulting

RESOLUTION NO. 2019-

RESOLUTION OF THE CITY OF PINOLE RESCINDING RESOLUTION NO. 2019-104 AND APPROVING A THREE YEAR CONTRACT WITH PRECISION IT CONSULTING FOR ADMINISTRATION OF THE CITY'S INFORMATION TECHNOLOGY SYSTEM IN THE AMOUNT NOT TO EXCEED \$522,000 AND APPROPRIATING \$9,000 FROM THE GENERAL FUND FUND BALANCE

WHEREAS, on January 17, 2017, the City Council approved a three (3) year contract with Precision IT Consulting for administration of the City Information Technology System; and

WHEREAS, the contract with Precision is set to expire on January 8, 2020 and the City is interested and Precision IT is agreeable to continuing to provide IT services to the City for an additional 3 years; and

WHEREAS, on October 23, 2019, Precision submitted a proposal for a three (3) year contract in an amount not to exceed \$522,000; and

WHEREAS, on November 19, 2019, the City Council approved a three year contract with Precision IT Consulting in an amount not to exceed \$522,000; and

WHEREAS, the City's Purchasing Policy requires that, at a minimum, informal bids are sought for Professional Service Agreements; and

WHEREAS, on November 21, 2019 staff reached out to three IT companies requesting proposals and as of this report no additional proposals have been submitted; and

WHEREAS, staff is recommending contracting with Precision IT for three (3) year contract in an amount not to exceed \$522,000; and

WHEREAS, the annual cost of the contract for FY 2019-20 will exceed the amount approved in the budget and therefore an appropriation of an additional \$9,000 from the General Fund fund balance will be required to carry the contract through June 30, 2020; and

WHEREAS, Staff has been satisfied with the performance of Precision IT Consulting services.

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

Section 1: Rescind Resolution No. 2019-104 approved on November 19, 2019; and

Section 2: Approve and authorize the City Manager to execute a three year contract with Precision IT Consulting, effective January 9, 2020, to administer the City's Information Technology System in an amount not to exceed \$522,000; and

ATTACHMENT A

Section 3: Approves a Budget Appropriation of \$9,000 from the General Fund fund balance.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Pinole held on the 17th day of December 2019 by the following vote:

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

I hereby certify that the foregoing ordinance was regularly introduced, passed, and adopted on this December 17, 2019.

Heather Iopu, CMC
City Clerk

ATTACHMENT B

CONSULTING SERVICES AGREEMENT WITH PRECISION IT CONSULTING FOR INFORMATION TECHNOLOGY SERVICES AND ADMINISTRATION

This Agreement is made and entered into this 9th day of January 2020, by and between the **CITY OF PINOLE**, a municipal corporation (hereinafter referred to as "CITY"), located at 2131 Pear Street, Pinole, CA 94564-1774; and **PRECISION IT CONSULTING**, a corporation, located at 2450 Stanwell Drive, Suite 280 Concord, CA 94520 (hereinafter referred to as "CONSULTANT").

1. SCOPE OF SERVICES

Subject to the terms and conditions set forth in this Agreement, Consultant shall perform the services described in the Scope of Work attached as Exhibit A at the time and place and in the manner specified therein.

2. RESPONSIBLE PERSONNEL AND DIRECTION

Precision IT Consulting will be charged with the completion of CONSULTANT'S responsibilities under this Agreement. CONSULTANT shall report to and receive direction from the City Manager and/or her designee.

3. COMPENSATION

CONSULTANT agrees to perform the Scope of Services delineated herein, and CITY agrees to make payments for work completed under the following terms:

1. **Fees and Invoices.** City hereby agrees to pay Consultant for the Scope of Services, pursuant to the fee schedule attached as Exhibit A, which is incorporated herein. Total compensation for work performed under this Agreement, **NOT TO EXCEED** Five Hundred and Twenty Two Thousand Dollars (\$522,000), One Hundred Seventy Four Thousand Dollars (\$174,000) in each Year of the Agreement, Fourteen Thousand Five Hundred Dollars (\$14,500) per month.

CONSULTANT shall submit invoices to CITY not more often than once per month during the term of this Agreement. Invoices shall contain: (i) the beginning and ending dates of the billing period; (ii) a description of the work performed during the billing period; and (iii) the total amount payable.

2. **Reimbursable Costs.** CITY agrees to pay only those reasonable reimbursable costs incurred in conjunction with this Agreement, without additional mark-up. There are no proposed reimbursable costs included in the contract. CONSULTANT shall submit copies of receipts for reimbursement. CITY has sole discretion to determine

which costs are reimbursable.

3. **Early Termination.** If CITY terminates this Agreement pursuant to Section 18 of this Agreement, CITY shall compensate CONSULTANT for work satisfactorily completed as of the date of written notice of termination and within 30 days of CITY'S receipt of CONSULTANT invoices in a form satisfactory to CITY.

5. TERM OF AGREEMENT

Unless otherwise agreed to in writing, the term of this Agreement shall be from January 9, 2020 through January 8, 2023.

6. BUSINESS LICENSE

CONSULTANT shall obtain a City of Pinole business license according to the terms of Title 5 of the City of Pinole Municipal Code and deliver to CITY proof of such business license prior to beginning work under this Agreement. Work under this Agreement cannot begin until CITY receives proof that CONSULTANT has obtained a City of Pinole business license. If the CONSULTANT does not show satisfactory proof of having obtained a business license from CITY, CITY may deduct the business license fee from CONSULTANT'S invoice and issue a business license to CONSULTANT.

7. AMENDMENT

This Agreement may be amended, modified or changed by the parties in writing and approved by the authorized representatives of the parties.

8. OWNER OF DOCUMENT/PROPRIETARY INTEREST

It is agreed that CITY has a proprietary interest in all material prepared by CONSULTANT under this Agreement, with the exception of promotional materials, and may retain, alter or use as it sees fit all portions of the material prepared for the completion of the project. City shall defend and hold CONSULTANT harmless for all claims, losses and damages related to CITY'S use of the material on any other project.

9. SUBCONTRACTORS

CONSULTANT may utilize professional subcontractors only as approved by CITY.

10. ADDITIONAL SERVICES

In the event CITY desires to retain CONSULTANT for the performance of additional services in connection with this Agreement, specification of such additional services and compensation therefore shall be made only by

amendment to this Agreement in accordance with compensation rates to be negotiated at that time. The City Manager may approve amendments to the agreement under his/her spending authority, if the additional services are budgeted.

11. INDEPENDENT CONTRACTOR

It is specifically understood and agreed that in the making and performance of this contract, CONSULTANT is an independent contractor and is not and shall not be an employee, agent, or servant of CITY.

12. NONDISCRIMINATION

There shall be no discrimination against any employee who is employed in the work covered by this contract, or against any applicant for such employment because of age, race, religion, sex or national origin.

13. CONSULTANT CONFLICT OF INTEREST

CONSULTANT will comply with all conflict of interest laws and regulations including, without limitation, CITY'S Conflict of Interest Code (on file in the City Clerk's Office). It is incumbent upon CONSULTANT or CONSULTANT'S firm to notify CITY of any staff changes relating to this Agreement.

- A. In accomplishing the scope of services of this Agreement, all officers, employees and/or agents of CONSULTANT(S), unless as indicated in Subsection B., will be performing a very limited and closely supervised function, and, therefore, are unlikely to have a conflict of interest arise. No disclosures are required for any officers, employees, and/or agents of CONSULTANT, except as indicated in Subsection B.

Initialed by City Attorney's Office

- B. In accomplishing the scope of services of this Agreement, CONSULTANT(S) will be performing a specialized or general service for CITY, and there is substantial likelihood that CONSULTANT'S work product will be presented, either written or orally, for the purpose of influencing a governmental decision. As a result, the following CONSULTANT(S) shall be subject to the Disclosure Categories "1-5" of CITY'S Conflict of Interest Code:

_____	_____
_____	_____

14. ASSIGNMENT

CONSULTANT shall not assign any interest in this contract, and shall not transfer any interest in the same without the prior written consent of CITY.

15. AGREEMENT BINDING

This Agreement is binding on the heirs, successors and assigns of the parties hereto.

16. APPLICABLE LAW AND ATTORNEY'S FEES

This Agreement shall be construed and enforced in accordance with the laws of the State of California. Should any legal action be brought by a party for breach of this Agreement or to enforce any provisions of this Agreement, the prevailing party in such action shall be entitled to reasonable attorney's fees, court costs or any other costs as may be fixed by the court. Any action arising out of this Agreement shall be venued in the Superior Court of the State of California in and for the County of Contra Costa.

17. SEVERABILITY

If any one of more of the covenants and agreements or portions thereof shall be held by a court of competent jurisdiction in a final judicial action to be void, voidable or unenforceable, such covenant, or covenants, such agreement or agreements, or such portions thereof shall be null and void and shall be deemed severable from the remaining covenants and agreements or portions thereof, and shall in no way affect the validity or enforceability of the remaining portions of this Agreement.

18. TERMINATION

- A. CITY may terminate this Agreement at any time, without cause, by giving CONSULTANT thirty (30) days written notice of discontinuance and termination of this Agreement. CONSULTANT shall be entitled to compensation for services satisfactorily rendered up to the written notice of termination of this Agreement. CITY may condition such payment upon CONSULTANT'S delivery of all material prepared by CONSULTANT under this Agreement.
- B. CITY may, at any time, at its discretion, abandon or suspend any portion of the work being done under the terms of this Agreement. In the event of abandonment or suspension of work for which professional services have been performed under this Agreement by CONSULTANT or in the event of the termination of this Agreement, CONSULTANT shall immediately stop work on the project required by this Agreement, or shall stop work at the stage directed by CITY.

19. INSURANCE AND INDEMNIFICATION

- A. **Insurance Requirements.** Before beginning any work under this Agreement, CONSULTANT, at its own cost and expense, unless otherwise specified below, shall procure the types and amounts of insurance listed below against claims for injuries to persons or damages to property that may arise from or in connection with the performance of the work hereunder by CONSULTANT and its agents, representatives, employees, and subcontractors. CONSULTANT shall maintain the insurance policies required by this section throughout the term of this Agreement. CONSULTANT shall furnish CITY with complete copies of all insurance policies prior to execution of this Agreement and upon CITY'S request.
- B. **Workers' Compensation.** CONSULTANT shall, at its sole cost and expense, maintain Statutory Workers' Compensation Insurance and Employer's Liability Insurance for any and all persons employed directly or indirectly by CONSULTANT. The Statutory Workers' Compensation Insurance and Employer's Liability Insurance shall be provided with limits of not less than ONE MILLION DOLLARS (\$1,000,000.00) per accident. In the alternative, CONSULTANT may rely on a self-insurance program to meet those requirements, but only if the program of self-insurance complies fully with the provisions of the California Labor Code.
- C. **Commercial General and Automobile Liability Insurance.**
1. **General Requirements.** CONSULTANT, at its own cost and expense, shall maintain commercial general and automobile liability insurance for the term of this Agreement in an amount not less than ONE MILLION DOLLARS (\$1,000,000.00) per occurrence, combined single limit coverage for risks associated with the work contemplated by this Agreement. Such coverage shall include but shall not be limited to, protection against claims arising from bodily and personal injury, including death resulting therefrom, and damage to property resulting from activities contemplated under this Agreement, including the use of owned and non-owned automobiles.
 2. **Minimum Scope of Coverage.** Commercial general coverage shall be at least as broad as Insurance Services Office Commercial General Liability occurrence form CG 0001 or GL 0002 (most recent editions) covering comprehensive General Liability and Insurance Services Office form number GL 0404 covering Broad Form Comprehensive General Liability. Automobile coverage shall be at least as broad as Insurance

Services Office Automobile Liability form CA 0001 (most recent edition) Code 1. No endorsement shall be attached limiting the coverage.

- D. **Professional Liability Insurance (Required for all licensed consultants).** CONSULTANT, at its own cost and expense, shall maintain for the period covered by this Agreement professional liability insurance for licensed professionals performing work pursuant to this Agreement in an amount not less than ONE MILLION DOLLARS (\$1,000,000) covering the licensed professionals' errors and omissions. Any deductible or self-insured retention shall not exceed \$250,000 per claim.
- E. **Additional Requirements.** Each of the following shall be included in the insurance coverage or added as a certified endorsement to the policy:
1. Other than Professional Liability, the insurance shall cover on an occurrence or an accident basis, and not on a claims-made basis.
 2. Any failure of CONSULTANT to comply with reporting provisions of the policy shall not affect coverage provided to CITY and its officers, employees, agents, and volunteers.
- F. **Notice of Reduction in or Cancellation of Coverage.** Coverage shall not be canceled by either party except after thirty (30) days' prior written notice has been given to CITY; ten (10) days if cancellation is due to non-payment of premium.
- G. **Additional Insured; Primary Insurance.** A certified endorsement at least as broad as Insurance Services Office form number CG 20 10 (11/85 ed.) shall be attached to all policies stating that CITY and its officers, employees, agents, and volunteers shall be covered as additional insureds. A certified endorsement shall be attached to all policies stating that coverage is primary insurance with respect to CITY and its officers, officials, employees and volunteers, and that no insurance or self-insurance maintained by CITY shall be called upon to contribute to a loss under the coverage.
- H. **Variation.** CITY, through its City Attorney, may approve a variation in the foregoing insurance requirements, upon a determination that the coverage, scope, limits, and forms of such insurance are either not commercially available, or that CITY'S interests are otherwise fully protected.

I. Indemnification.

CONSULTANT shall, to the fullest extent allowed by law, with respect to all services performed in connection with this Agreement, defend with counsel acceptable to CITY, indemnify, and hold CITY, its officers, employees, agents, and volunteers, harmless from and against any and all claims that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of CONSULTANT, ("Claims"). CONSULTANT will bear all losses, costs, damages, expense and liability of every kind, nature and description that arise out of, pertain to, or relate to such Claims, whether directly or indirectly ("Liability"). Such obligations to defend, hold harmless and indemnify CITY shall not apply to the extent that such Liability is caused by the sole negligence, active negligence, or willful misconduct of CITY.

With respect to third party claims against CONSULTANT, CONSULTANT waives any and all rights of any type of express or implied indemnity against the Indemnitees.

However, notwithstanding the foregoing, in accordance with California Civil Code Section 1668, nothing in this Agreement shall be construed to exempt CITY from its own fraud, willful injury to the person or property of another, or violation of law. In addition, and notwithstanding the foregoing, to the extent this Agreement is a "construction contract" as defined by California Civil Code section 2783, as may be amended from time to time, such duties of CONSULTANT to indemnify shall not apply when to do so would be prohibited by California Civil Code Section 2782.

20. NOTICES

All correspondences shall be sent by first-class mail and directed to the party at the addresses specified below, or to a substitute address as a party may designate by written notice to the other party:

CONSULTANT:

Precision IT Consulting
2450 Stanwell Drive, Suite 280
Concord, CA 94520
Attention: Kosta Pankos

CITY:

City of Pinole
2131 Pear Street
Pinole, CA 94564
Attention: City Manager

with a copy to:

City Attorney
2131 Pear Street
Pinole, CA 94564

21. MISCELLANEOUS PROVISIONS

- A. Neither party shall hold the other responsible for damages or delay in performance caused by acts of God, strikes, lockouts, accidents or other events or conditions beyond the party's control.
- B. In the event any provisions of this agreement shall be held to be invalid and unenforceable, the remaining provisions shall be valid and binding upon the parties. One or more waivers by either party of any provisions, term, condition, or covenant shall not be construed by the other party as a waiver of a subsequent breach of the same by the other party.
- C. This agreement constitutes the entire agreement between the parties and there are no conditions, agreements or representations between the parties except as expressed in said document. It is not the intent of the parties to this agreement to form a partnership or joint venture.
- D. Where the terms and conditions of this Agreement and any attachments or exhibits hereto conflict, the parties expressly agree that the terms and conditions of this Agreement shall prevail and preside.
- E. The Consultant and any subcontractors shall obtain and maintain during the term of this Agreement valid Business Licenses from the City of Pinole.
- F. Preparation and negotiation of this Agreement has been a joint effort of the parties and neither the Agreement nor any of its provisions shall be construed against either of the parties as the drafting party or otherwise
- G. Consultant shall comply with all applicable laws, statutes, City of Pinole ordinances, resolutions, policies and procedures in force and effect on the date this Agreement is executed by the City, including, but not limited to the California Environmental Quality Act and all relevant provisions of the Public Resources Code, the California Public Contract Code, the California Labor Code and the California Government Code.

22. ATTACHMENTS

Exhibit A - SCOPE OF SERVICES/FEE SCHEDULE

Certificates of Insurance

IN WITNESS WHEREOF, CITY AND CONSULTANT have caused their authorized representatives to execute this Agreement.

CITY OF PINOLE

CONSULTANT

By: _____
Michelle Fitzner, City Manager

By: _____

Consultant's City of Pinole Business
License #: _____

ATTEST:

By: _____
City Clerk

APPROVED AS TO FORM:

By: _____
Eric Casher, City Attorney

Managed IT Services Proposal for

City of Pinole

DELIVERED ON:
10/23/2019

SUBMITTED BY:
PRECISION IT CONSULTING

Overview & Goals

Dear Hector ,

Thank you for the opportunity to work with the City of Pinole (The City) over the past three years. We truly value our partnership, and our team enjoys the time we spend supporting the City and its end-users.

The following is a brief proposal re-iterating the services we are currently providing and our interest in continuing to work with the City for the next three years and beyond.

We are proud of the accomplishments we have made at the City, which include the following — improving the business continuity capabilities through the virtualization of all of the server infrastructure and the implementation of a backup system that will ensure continued access to data in the event of a disaster. We also installed security systems that significantly reduce the risk that the City will get hit by ransomware and or face any downtime and lousy publicity if ransomware does infect the City's technology infrastructure. We have also ensured that the City's Public Safety technology infrastructure is CJIS compliant and will continue to be as needed. We have also streamlined the process for how end-users submit service request's which has improved response times and end-user/customer satisfaction since we started supporting the City three years ago.

We are excited about the continuing opportunity to help modernize the City of Pinole's technology infrastructure through various projects we are currently working on and those that are scheduled. These projects include migrating the City of Pinole to Office 365, upgrading and migrating multiple lines of business applications to cloud-based systems, upgrading network infrastructure, and the upgrading of server and desktops to security compliant versions. We believe these projects will only help make the City's end-users more efficient and experience fewer technology issues on a day-to-day basis.

The following proposal outlines the new services we are currently providing and will continue to provide to the City moving forward.

We genuinely look forward to continuing our partnership and relationship with the City.

Sincerely,

Kosta Paskos
Precision IT Consulting



Precision 360 Advanced

The following are the services that are included in our Precision 360 Advanced Managed IT Services plan which we currently providing to the City.

STRATEGIC SERVICES

The key and starting point for our Managed IT Services plan are the strategic services we include and provide to each of our clients. Precision IT Consulting utilizes several platforms to deliver these vital services that help make sure our clients are aligned with best practices and prepare for future technology needs. These services allow us to be more proactive and reduces the amount of downtime our client's experience. For each of our clients, we assign a vCIO (Chief Information Officer) and a Technology Alignment Manager to deliver our Strategic Services.

Quarterly Technology Reviews

The first phase in our Strategic Services is our Technology Review audits. The Technology Review audits, which are powered by the "MyITProcess," are customized audits that take a look at every aspect of our client's infrastructure. These audits will look at every area of our client's IT environments and make sure they adhere to our library of IT standards. Below is a screenshot of this reporting tool.

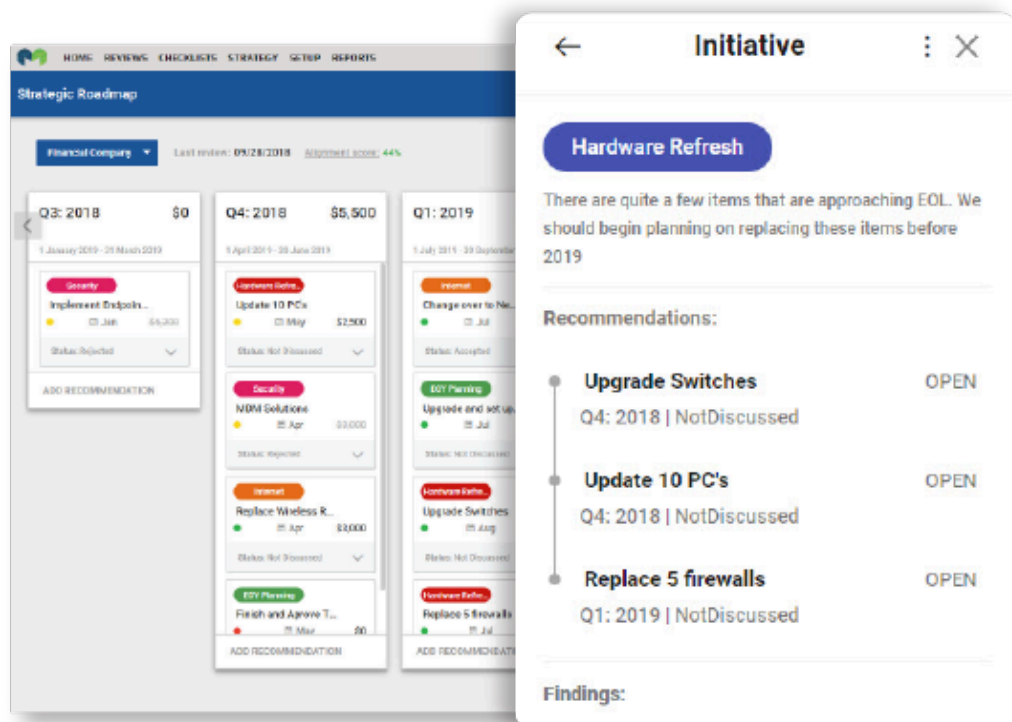
The screenshot displays the 'REPORT BUILDER' interface of the Precision 360 Advanced Managed IT Services reporting tool. The top navigation bar includes links for HOME, REVIEWS, CHECKLISTS, STRATEGY, SETUP, and REPORTS. The user is logged in as 'Welcome, Bob Danner'. The 'REPORT BUILDER' section allows users to select an IT Provider (Supernova IT), Client (Financial Company), and Show report as of (09/10/2018). The 'Categories' dropdown is set to 'Select categories'. The 'Answers' section shows a list of checkboxes: 'Aligned With Best Practice' (checked), 'Marginal' (checked), 'Highly Vulnerable' (checked), and 'N/A' (unchecked). The 'View Report' button is visible. The 'Show Why Are We Asking' section includes checkboxes for 'Show Why Are We Asking', 'Show Technical Analysis', 'Show Question Text', 'Include Internal Use', 'Include in progress data', 'Include Client Signoff', and 'Show Hidden Template Items'. The 'Technology Summary' section shows the Client: Financial Company and Summary Score: 73%. The 'TM- Core Infrastructure' section shows a table of results for the Local Area Network, dated 09/10/2018, with a score of 77.9% and a comparison to the previous score of 63.3% from 02/06/2018. The table lists three items: Gigabit Switches, Core Server Connectivity, and Configuration File Backup, each with a status icon, a question, a technical analysis, and a recommendation.

Impact	Question	Why Are We Asking	Technical Analysis	Recommendation
🔴🔴🔴	Gigabit Switches	It is highly recommended that gigabit switches be in production and any 10/100 switches be retired/replaced as soon as possible.	No they are much slower	We will address this as we implement the new switches in the environment
🟡🟡🟡	Core Server Connectivity	Modern throughput standards recommend gigabit (1000Mbps) interconnectivity. The 10/100 speed is not recommended.	No it doesn't seem as if this has been done	When we make the changes to the switches this will be addressed.
🟡🟡🟡	Configuration File Backup	A backup configuration file can be restored to a failed switch and return the environment to production in a matter of minutes.	Switch Config is 6 months old	We will handle this and save this for you



Strategic Roadmaps

One of the results of the Technology Review is the development of a Strategic Roadmap that helps our clients plan out their technology investments for budgeting purposes. This tool allows us to organize initiatives, recommendations, and budgets that are directly tied to findings from the Technology Review Audit. Below is a sample of what is included in this report.



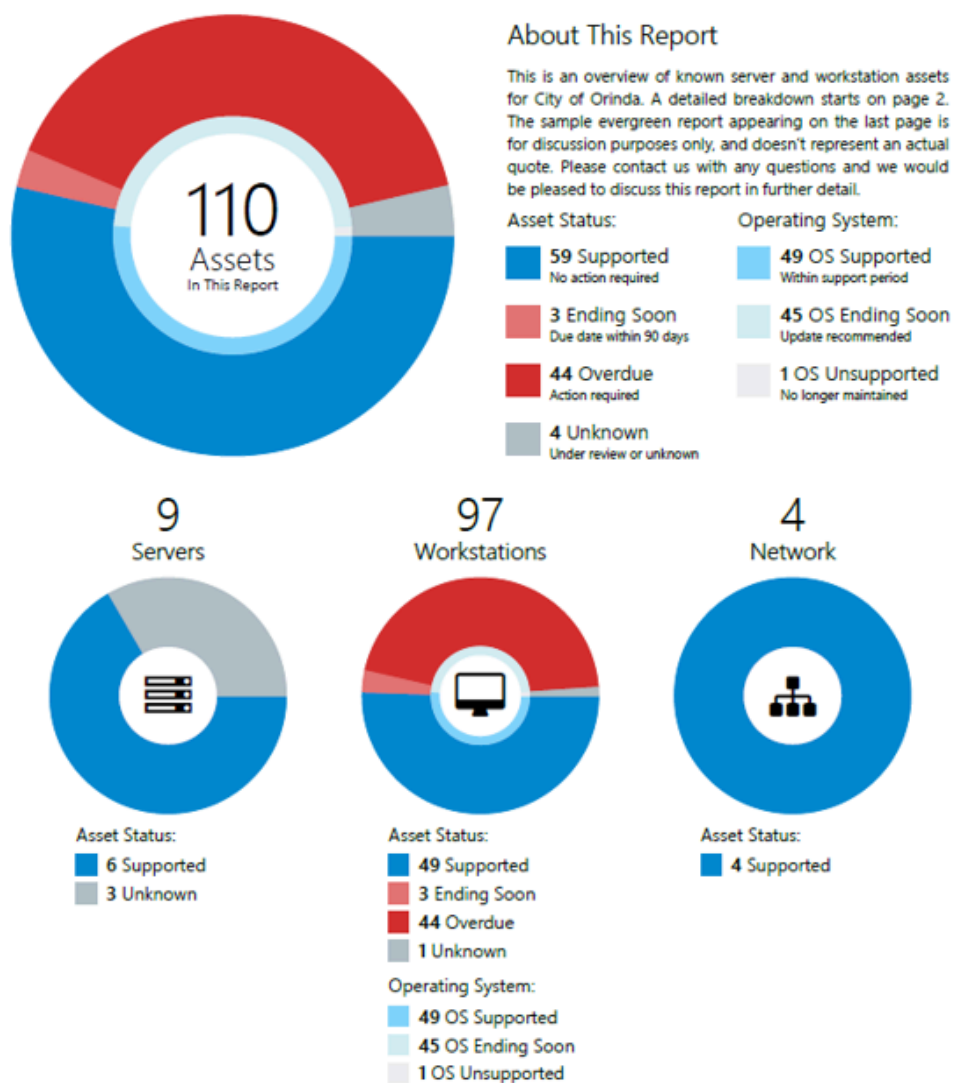
Monthly IT Update Meetings

We will continue to meet with the City's management on a monthly basis to go over the outstanding projects, updates on any escalated service issues, review any updates to the IT budget and discuss any other open items. During this time we will also go over any updates to our Technology Reviews audit and Strategic Roadmap as well mentioned above.

Technology Lifecycle Planning

For each of our clients, we also provide reporting on the age and warranty status for our client's networking, server, and workstation hardware. This reporting allows us to work with our clients to implement a technology lifecycle program that decreases the chance our clients face any downtime due to outdated technology. We will also keep track of any software licensing so your organization stays in compliance. Below is a sample of this reporting.

July 2019



ONSITE SUPPORT MONDAY - FRIDAY

Precision IT Consulting will continue to provide one Systems Technician Monday through Friday during normal business hours. The Systems Technician's sole duties are and will continue to be working on the day-to-day support requests from City of Pinole end-users and to work any proactive maintenance tickets generated from our systems management tools. The onsite Systems Technician will also make a best effort to complete any small projects like deploying a new desktop, setup of any new mobile phones, setup of any new wireless access points, Installation of Microsoft Office or other desktop applications on a computer, installation of a landline phone etc.. The Systems Technician will determine if they have the bandwidth and if they do not they will work with the vCIO and our Professionals Services Team to develop an estimate that will be provided to the City's management for approval.

UNLIMITED REMOTE SUPPORT

City of Pinole will have 24 x 7 access to unlimited remote support for the City Hall technology infrastructure from our Support Desk team for all of your end-users. We will provide a service request ticketing system to create and track all IT related issues and projects as well as provide any reporting metrics. End-users will be offered multiple ways to access the ticketing system. For any priority issues, we will provide end-users access to call our Support Desk team, so we can start working on their support requests right away.

PROACTIVE MONITORING

For all workstations, networking, and server hardware, we will deploy agents on your systems that will provide us with 24 x 7 monitoring, reporting, and alerting for any critical issues that may cause downtime.

SECURITY SERVICES

IT Security is extremely important part of the ongoing Managed IT Services we provide for our clients. It is a critical part of making sure we help reduce the amount of downtime our clients face. Below are the following security services and technologies we provide:

- Endpoint Protection Management: We will continue to manage the the City's security EndPoint solutions.
- Security Updates: Automated security patch management for applications
- Vulnerability Checks: Annual external network vulnerability scans
- Firewall Management: We will managed the City's firewalls
- Policies: Recommendations and management of security policies.



- Department of Justice (DOJ) Compliance: We will continue to ensure the Public Safety's technology infrastructure stays in compliance with DOJ security requirements.

GUARANTEED SERVICE LEVEL AGREEMENTS

We provide guaranteed responses with a Standard Service Level Agreement (SLA) based upon the urgency of the support request. Our goals for SLA are as follows:

Severity	Criteria	Response	Resolution Plan	Resolve**
1	*Entire Site is Down (Network, Server, ISP)	30 min	2 hrs.	24 hrs.
2	*Entire Group Affected (Area of a building is down, critical group app is down)	30 min	4 hrs.	24 hrs.
3	Affecting single user (I cannot work)	30 min	6 hrs.	24 hrs.
4	Affecting Single User (I can work around the issue)	30 min	12 hrs.	48 hrs.
5	Request/Question (User needs application installed; has question on how to perform a certain task, etc.)	30 min	24 hrs.	48 hrs.

Our goals for the for meeting these SLA's include:

- 100% of the time for Severity 1 related service tickets
- 100% of the time for Severity 2 related service tickets
- 90% of the time for Severity 3 related service tickets
- 80% of the time for Severity 4 and 5 related service tickets

VENDOR MANAGEMENT

We will help manage your other IT related vendors and act as the liaison between these vendors and your business. We will help avoid the finger pointing between vendors that can happen and focus on making sure you technology issues get resolved.

VOLUME DISCOUNTS ON HARDWARE & SOFTWARE

To ensure we provide solutions that are in the best interest of our clients first, we sell hardware and software to our clients at the cost we purchase from the manufacturers and instead include a 10% Procurement fee for each order. The Product Procurement Services Fee covers the cost of providing product procurement services which includes ongoing product training, product research, manufacturer partner management, order processing and after sales procurement support.



PROJECT SERVICES

For any needed hardware (Computers, servers, networking equipment) or software upgrades or migrations that the onsite System Technician does not have the bandwidth to complete, we have a dedicated team of Project Managers and project leads that will lead the planning, testing and implementation of our projects based upon detailed project plans and our proven experience. Quotes will be provided to the City's management for approval and for budgeting purposes for any projects we work on.



Your Investment

Precision IT Consulting provides the following rate to cover up to 150 end users for the next 3 years. This rate includes the anticipated costs associated with providing monthly support for the City over this period of service.

DESCRIPTION	TOTAL PER MONTH
Precision 360 Advanced Managed Services Rate	\$14,500 / month
TOTAL PER MONTH	\$14,500

Project Support

For projects (New hardware (Servers, networking equipment & desktops/laptops) and software implementations), the rate will be a discounted rate of \$140 (Normally \$175) per hour for any systems engineering (Servers and networking) support needed and \$100 (Normally \$125) per hour for any desktop related project support needed. All projects are billed as “not to exceed” and only actual hours will be billed.



About Precision IT Consulting?

At Precision IT Consulting, we appreciate the trust you put in us when you hand us the keys to your IT kingdom. We've earned that trust from hundreds of clients in different industries, and we will do our best to earn it from you as well.

Our team of strategic thinkers with years of experience in both IT and business will do our homework and make sure we understand your business goals before working with you to set technology goals.

Our specialty is providing strategic services for how you work, operate, and grow. We think this is important because IT is about people, not computers.

Precision IT Consulting was founded in 2008, and we currently have 15 full-time employees. We primarily work with clients that have no IT staff internally and have a team of 10-150 employees. We currently support 1,000 endpoints and can provide support for clients that have locations throughout the nation.

ABOUT OUR SERVICE DELIVERY MODEL

The following is an outline of how our service delivery team is organized.



- vCIO – Provides strategic guidance and is an escalation point for our clients.
- TAM – Helps implement standards and ensures standards are always in place for our clients
- Design Desk – Develops our solution proposals and manages our Product Procurement services.
- Support Desk – Front line of support for any reactionary IT support and provides onsite support for clients when needed.
- Professional Services – Lead on all projects implementing new hardware and software for our clients.
- Central Services – Implements all Systems Management tools that provide the proactive alerting and monitoring for our clients.



Our Team

Experienced IT Leadership Precision IT Consulting is staffed and guided by respected industry leaders—people with decades of experience in the networking, computing, and Internet industries. Meet Precision IT Consulting's leaders with the breadth and depth of experience and expertise you need to get the job done right.

Kosta Paskos – Chief Executive Officer

Kosta Paskos is the CEO of Precision IT Consulting, Inc., which was founded in 2006. Precision IT Consulting was founded with the idea of bringing enterprise-class information technology services to small and medium-sized businesses. He is responsible for setting the overall direction and strategy of the firm. Kosta has over 16 years of experience in technology and has held positions as a computer consultant, IT manager, IT director, and CEO. Before founding Precision IT Consulting, he was the IT director for a coalition of outdoor clothing companies including, The North Face, Vans, JanSport, Eastpak, and others. In this position, Kosta managed over 200 servers, 1000 PCs, 200 locations, and 20 support personnel. Kosta has a degree in computer technology and holds multiple industry certifications from Microsoft, Cisco, HP, VMware, CompTIA, and SonicWALL.

Michael Williams – Director of Technical Operations

Michael Williams is the Director of Technical Operations, directly manages Precision IT Consulting's Support Desk and Centralized services team, and helps with the company's service deliveries, technical standards, processes, and training programs. Michael Williams has been with Precision IT Consulting since 2009, and since joining, he has held a variety of help desk and field related positions. Michael has a degree in computer technology and holds multiple industry certifications from Microsoft, Cisco, HP, VMware, ConnectWise, LabTech, and CompTIA.

Cari Earl – Director of Financial Operations

Cari Earl is the Director of Financial Operations and directly manages Precision IT Consulting's Accounting, Administrative, and Procurement Teams and has overall responsibility for the company's financial and administrative services infrastructure. Cari Earl has been with Precision IT Consulting since 2016 and brings over ten years of finance and operations management experience with other Managed Service Providers.

Ron Graham - vCIO

Ron is our lead vCIO and brings over 23 years of experience of working within the information technology industry and has held various technical, management, and project positions with small and large companies. Ron is in charge of managing the Strategic services we provide our clients. Ron completed studies in Computer Science and has completed a multitude of technical, customer service, and business training courses from organizations such as Skillpath, Dale Carnegie, HDI (Professional Association for the Technical Service & Support Industry), Microsoft, CompTIA, HP, and Dell.

