



**CITY OF PITTSBURG
AGENDA**

January 16, 2018

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

**CLOSED SESSION
6:00 P.M.**

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

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

PRESIDING

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

**FOR HOUSING AUTHORITY:
Michelle Wood, Housing Authority Member
Annie Hill Herring, Housing Authority Member**

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

NOTICE TO PUBLIC (Attached)

COUNCIL COMMITTEES LIST (Attached)

COMMISSIONS/COMMITTEES MEETING SCHEDULE (Attached)

AUDIENCE REMARKS

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

6:00 P.M.

CONVENE IN CLOSED SESSION

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

Property: E. 10th Street (APN 085-205-011); Negotiators for the Successor Agency: Joe Sbranti and Maria Aliotti; Negotiating Parties: Nazar Aryei; Under negotiation: both price and terms of payment

Property: 1595 Railroad Avenue (APN 086-180-026); Negotiators for the Successor Agency: Joe Sbranti and Maria Aliotti; Negotiating Parties: Forecast Land LLC; Under negotiation: both price and terms of payment

Property: Railroad Avenue (APN 086-180-027); Negotiators for the Successor Agency: Joe Sbranti and Maria Aliotti; Negotiating Parties: Forecast Land LLC; Under negotiation: both price and terms of payment

Property: 2125 Abbott Ave., 3878 Alta Vista Cir., 16 Castlewood Dr., 203 Odessa Ave., 8 Industry Rd., 6 Industry Rd.; Negotiators for the Housing Authority/City of Pittsburg: Garrett Evans; Negotiating Parties: Contra Costa County; Under negotiation: both price and terms of payment

Property: 615 Railroad Avenue; Negotiators for the Pittsburg Power Company: Joe Sbranti; Negotiating Parties: Natalie Cooper, dba Lumpy's Pittsburg; Under negotiation: both price and terms of payment

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

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

7:00 P.M.

CONVENE IN OPEN SESSION FOR REGULAR MEETING

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

CITY MANAGER REPORTS/REMARKS

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

CITIZENS REMARKS

Members of the audience who wish to address the City Council or Agency Boards on issues that are not scheduled for the agenda and on any items listed as part of the Consent Calendar should complete a Speaker's Card available at the dais. Please read the card carefully in order to fill out the card properly. Submit the completed card to the City Clerk before the item is called, preferably before the meeting begins. Individuals will be given three minutes to address the Council unless additional time is allowed as provided for spokespersons. Prior to speaking, each member of the public shall state their name and business and City of residence in a clear and audible tone of voice. (No Action Required)

HOUSING AUTHORITY

CONSENT CALENDAR

3. Minutes

Minutes of December 18, 2017

4. Disbursement Lists

Disbursement List of December 31, 2017

5. Adoption of both a Housing Authority and City Council Resolution to Approve the Transfer of Unclaimed funds to the City's General Fund and Housing Authority Fund Pursuant to California Government Code Section 50053

Staff has identified outstanding City of Pittsburg and Housing Authority checks that remain unclaimed for more than three years. According to California Government Code Section 5003, these funds can now be considered the property of the City of Pittsburg and the Housing Authority.

ADJOURNMENT OF THE HOUSING AUTHORITY to February 20, 2018

CITY COUNCIL MEETING

PUBLIC HEARING

6. Adoption of a City Council Resolution to Amend Water Rates

On November 20, 2017, the following was presented: In 2013, the City Council adopted a multi-year water and sewer rate structure for the period through October 2017. Since that time the City's costs for raw water, energy and other related costs have risen. In addition, the City has prioritized approximately \$21 million in capital improvements to the Water Treatment Plant and system infrastructure needed to maintain or improve water quality and reliability of the supply to customers. For these

reasons, staff recommends a schedule of cost increases for residential and commercial water customers of 6.0 percent per year over the next four years.

CONFLICT OF INTEREST STATEMENT

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

CONSENT CALENDAR

COMBINED CITY COUNCIL, PITTSBURG ARTS AND COMMUNITY FOUNDATION, PITTSBURG POWER COMPANY, SOUTHWEST PITTSBURG GEOLOGIC HAZARD ABATEMENT DISTRICT II, AND SUCCESSOR AGENCY CONSENT CALENDAR

7. Minutes

Minutes of December 18, 2017

8. Adoption of a Successor Agency Resolution Approving the July 1, 2018 – June 30, 2019 Recognized Obligation Payment Schedule

The Successor Agency for the Redevelopment Agency of the City of Pittsburg (the “Successor Agency”) has prepared the Recognized Obligation Payment Schedule (the “ROPS”) for the period of July 1, 2018 – June 30, 2019 (the “ROPS 18-19”), pursuant to California State Legislations ABx1 26 (“AB 26”), AB 1484, and SB 107.

9. Adoption of a Successor Agency Resolution Transferring Properties Located at and Adjacent to 1595 Railroad Avenue, APNs 086 100 026 and 086 100 027 to the City of Pittsburg

The former Redevelopment Agency of the City of Pittsburg (the “Agency”), now known as the Successor Agency, owns certain real properties located at and adjacent to 1595 Railroad Avenue, also known as Contra Costa County APNs 086 100 026 and 086 100 027 (collectively, the “Properties”). The Successor Agency proposes to transfer the Properties to the City of Pittsburg (the “City”) for the purpose of constructing public improvements.

10. Adoption a City Council Resolution to Designate Agents for Non-State Agencies

The California Governor’s Office of Emergency Services (Cal OES) has oversight for public financial assistance requests due to State and Federal declared disasters. Cal OES requires the Council to designate positions within the City every three years to be eligible for financial disaster assistance.

11. Adoption of a City Council Resolution to Approve Side Letter Agreements between the City of Pittsburg and All Employee Bargaining Units and Amendments to the Management Group and Senior Executive Team Salary and Benefits Schedules

The City has entered into an agreement with the Teamsters Local Union No. 856 Health and Welfare Trust Fund to provide the City’s active employees and retirees with medical plan options effective January 1, 2018. The City has met and conferred

in good faith on this matter with all employee bargaining units and side letters of agreements have been entered as amendments to the respective memorandums of understanding (MOU). The City has also amended the salary and benefits schedules of the unrepresented employee groups to align with the employee benefit provisions of the other miscellaneous employee groups.

12. Adoption of a City Council Resolution to Authorize an Extension to the Employment Agreement for the City Manager

On June 20, 2011, the City Council approved the appointment of Joseph Sbranti as City Manager and authorized an employment agreement through June 30, 2014. In 2013 and 2016 the Council extended the agreement. This resolution would authorize an additional amendment to increase the salary and benefit cost sharing and to extend the agreement to December 31, 2019.

13. Adoption of a City Council Resolution to Approve Incentive Pay

The City Manager, upon recommendation from Human Resources and Directors of Community Development and Public Works, recommend a 5% incentive pay for a certificate in Certified Professional in Storm Water Quality or Professional Engineer for the Compliance Principal.

14. Adoption of an Ordinance Amending Title 18 of the Pittsburg Municipal Code Related to the CP District, AP-17-1277 (RZ)

On December 18, 2017, the City Council held a duly noticed public hearing to consider amendments to Title 18, "Zoning," of the Pittsburg Municipal Code (PMC) to consolidate the CP-1 and CP-2 sub-districts to provide more flexibility related to the allowable uses within the CP (Pedestrian Commercial) District. In addition, the proposal includes amendments to the specific findings necessary for approval of a use permit in the CP District, changes to land use classification definitions, as well as other minor changes intended to ensure consistency throughout Title 18.

15. Adoption of a City Council Resolution to Approve the Amended Senior Executive Team Salary and Benefits Schedule

The City Council is being asked to amend the salary range and benefits schedule for Chief of Police to be consistent with recent increases for other police staff, including the Pittsburg Police Managers' Group and Police Officers' Association and provide for an increase in the cost sharing of the employer contribution to CalPERS.

16. Adoption of a City Council Resolution to Establish the Seasonal Salary Schedule Due to the State Minimum Wage Increase

Effective January 1, 2018, the California minimum wage increased to \$11.00 per hour. As the seasonal salary schedule presently has wages at \$10.50 per hour, the City is required to increase the salaries affected by the State's new minimum wage.

COUNCIL MEMBER REPORTS/REMARKS

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

ADJOURNMENT to February 5, 2018

NOTICE TO PUBLIC

GENERAL INFORMATION

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SPEAKER'S CARD

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

PUBLIC HEARINGS

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

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

NOTICE TO THE DISABLED AND VISUALLY OR HEARING IMPAIRED

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

DISRUPTIVE CONDUCT

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

LIVE MEDIA BROADCASTING ADVISEMENT

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

City Council Outside Agency / Liaison / Sub-Committees Assignments - 2018

Updated December 18, 2017

OUTSIDE AGENCY BOARDS

ABAG
SF Bay Regional Water Quality Board
Contra Costa County Fire Dist.
Delta Diablo**
East Co.Co.County Habitat Conservancy
East County Water Management
MCE Clean Energy Board
TRANSPLAN / ECCRFFA
Tri-Delta Transit (2 reps)***

COUNCIL MEMBER(S)

Merl Craft / Pete Longmire Alternate
Merl Craft / Pete Longmire Alternate
Pete Longmire / Jelani Killings Alternate
Pete Longmire / Juan Banales Alternate
Sal Evola / Juan Banales Alternate
Merl Craft / Pete Longmire Alternate
Juan Banales / Pete Longmire Alternate
Sal Evola / Juan Banales Alternate
Pete Longmire& Merl Craft / Jelani Killings Alt.

TYPE

Standing
Standing
Standing
Standing
Standing
Standing
Standing
Standing
Standing

MEETS

Annual
As needed
2nd Monday
2nd Wednesday
Monthly
Annual
4 Per Year
2nd Thursday
Last Wednesday

STAFF

J. Sbranti
J. Sbranti
J. Sbranti
F. McKinley
K. Pollot
F. McKinley
G. Evans
J. Hecht
J. Hecht

LIAISON TO

East Bay League of Calif. Cities
Mayor's Conference
School Districts Committee

COUNCIL MEMBER(S)

Sal Evola / Merl Craft Alternate
Pete Longmire / Sal Evola Alternate
Merl Craft &Jelani Killings / Juan Banales Alt.

TYPE

Standing
Standing
Standing

MEETS

3rd Thursday
1st Thursday
4th Thursday even
months

STAFF

*Rotational
J. Sbranti/G. Evans
J. Sbranti

SUBCOMMITTEES

CAC/CDBG
Concord Hills Working Group
Pittsburg Recognition Committee
Economic Develop/Waterfront Subcommittee
Finance Subcommittee
Land Use Subcommittee
Local Contracting & Preference Policy
Pittsburg Arts & Community Foundation
Pittsburg Police Activities League (PAL)
Power Company Advisory
Sister City Committee
Successor Agency Subcommittee

COUNCIL MEMBER(S)

Juan Banales & Jelani Killings / Pete Longmire Alt.
Sal Evola & Juan Banales / Merl Craft Alt.
Merl Craft / Pete Longmire Alt.
Pete Longmire &Juan Banales / Sal Evola Alt.
Sal Evola & Pete Longmire / Merl Craft Alt.
Sal Evola &Juan Banales / Merl Craft Alt.
Merl Craft & Sal Evola
Merl Craft& Jelani Killings / Pete Longmire Alt.
Juan Banales & Pete Longmire / Killings Alt.
Pete Longmire & Juan Banales / Merl Craft Alt.
Sal Evola&Merl Craft/ Pete Longmire Alt.
Merl Craft &Jelani Killings / Pete Longmire Alt.

TYPE

Standing
Ad Hoc
Ad Hoc
Standing
Standing
Ad Hoc
Ad Hoc
Standing
Standing
Ad Hoc
Standing

MEETS

As needed
As needed
As needed
Quarterly
As needed
As needed
As needed
As needed
Monthly
As needed
As needed
As needed

STAFF

M. Aliotti
J. Sbranti
J. Hecht
G. Evans
B. Farmer
K. Pollot
J. Sbranti
J. Sbranti
B. Addington
G. Evans
G. Evans
M. Aliotti

*Rotational Staff as assigned by City Manager

**Stipend of \$209 per month

***Stipend of \$100 per month

COMMISSION/SUBCOMMITTEE MEETING SCHEDULE

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

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

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

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

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

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

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

**CITY OF PITTSBURG
HOUSING AUTHORITY MEETING MINUTES**

DATE: December 18, 2017

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

CITY COUNCIL/AGENCY MEMBERS

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

APPOINTED OFFICIALS

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

CALL TO ORDER

Chair Longmire called the meeting of the Housing Authority to order at 7:53 P.M. in the City Council Chamber at City Hall, 65 Civic Avenue, Pittsburg, California.

ROLL CALL

All Members were present.

CONSENT CALENDAR

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

5. Minutes of November 20, 2017
6. Disbursement List of November 30, 2017

ADJOURNMENT

The Housing Authority was adjourned at 7:540 P.M. to January 16, 2018.

Respectfully submitted,

Alice E. Evenson, Secretary

PITTSBURG HOUSING AUTHORITY

Disbursement List Summary For the month of December 2017

VOUCHERS	Ck#	Amount	HAP ₁	VASH ₂	UR ₃	Portability	Admin. Fee	TOTAL
	146808 -146928 12117001- 12117492	1,371,733.21	1,118,039.50	154,500.42	8,189.59	84,078.32	6,925.38	1,371,733.21
						-	-	-
								-
								-
	TOTAL	1,371,733.21	1,118,039.50	154,500.42	8,189.59	84,078.32	6,925.38	\$ 1,371,733.21

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

	Amount	Description	TOTAL	
ADMINISTRATIVE EXPENSES	Paid to	\$ 68,245.04	Full Time salaries	\$ 68,245.04
	City of Pittsburg	\$ -	Stipend	-
	(12/17 Operating	-	Part Time salaries	-
	Expenses)	(160.06)	Overtime salaries	(160.06)
		5,108.09	Retirement	5,108.09
		8,219.67	Retirement-Pension bonds	8,219.67
		4,396.34	Health Insurance	4,396.34
		-	CalPERS Unfunded Liability - Non Sworn	-
		117.24	Life Insurance	117.24
		1,452.51	Dental Insurance	1,452.51
		4,236.03	Workers Comp	4,236.03
		456.19	Unemployment Insurance	456.19
		141.49	Disability Ins.	141.49
		5,427.21	FICA	5,427.21
		1,172.50	Deferred Compensation	1,172.50
		842.08	Allocated Retiree/Med/Vac Buy-Bk/Empl Term	842.08
		3,543.67	Retiree OPEB Costs	3,543.67
		1,006.14	Office Supplies	1,006.14
		-	Computer Software	-
		-	Textbooks	-
		1,276.13	Postage	1,276.13
		818.90	Misc Equip & Furniture < \$5,000	818.90
		-	Other Special Departmental Supplies	-
		1,148.59	Utilities (Gas, Electric & Water)	1,148.59
		1,142.74	Telephone - Regular	1,142.74
		105.66	Telephone - Other	105.66
		265.92	Membership Dues & Subscriptions	265.92
		55.03	Travel, Training, & Conference	55.03
		1,652.75	Insurance - Alloc Chgs	1,652.75
		-	Legal Fees	-
		-	Auditing Expense	-
		-	Settlement Hearing	-
		36.00	Other Contractual & Professional Service	36.00
		-	Advertising & Promotion	-
		-	Maintenance Agreements	-
		467.76	Maintenance & Repairs	467.76
		311.80	Equipment Rental	311.80
		2,375.00	Building Rental	2,375.00
		545.50	Fleet Maintenance Alloc Chgs	545.50
		1,289.17	Building Maintenance Alloc Chgs	1,289.17
		2,201.58	Information Systems Alloc Chgs	2,201.58
		-	Bad Debt Expense	-
		4,551.75	Admin overhead paid to city	4,551.75
		-	Legal - Non Retainer/Non Reimbursable	-
		-	Capital Equipment & Furniture	-
			Other Special Departmental Supplies - Rental	-
			Utilities (Gas, Electric, & Water) - Rental	-
			Advertising & Promotion - Rental	-
			Other Contractual & Professional Service - Rental	-
		435.00	Maintenance & Repairs - Rental	435.00
		-	Property Tax payment - Rental	-
		120.35	Other fees - Rental	120.35
			Lighting & Landscape Assessment - Rental	-
	-	CCCERA Interfund Loan Payback	-	
	1,410.67	Transfer-Out to OPEB (Unfunded Liabilities)	1,410.67	
	TOTAL	124,414.44	124,414.44	

VOIDED CHECKS & ADJUSTMENTS	Ck#	Amount	Reason	TOTAL
				-
				-
				-
				-
				-
				-
	TOTAL	-		\$ -

NET of Issued and Voided \$ 1,496,147.65

1/4/18 *Lamm Hender* *1/4/18*

Check Summary

December 1, 2017

Check Number	Check Date	Payee Tax ID	Payee	Amount
Choice Voucher				
* 146808	12/1/17	*****2494	Amana K Cornish	89.00
146810	12/1/17	*****6117	Athena A Ruiz	136.00
146811	12/1/17	*****0138	Ayanna M Bastain	175.00
146812	12/1/17	*****0898	Burhan Nawabi	59.00
146813	12/1/17	*****6193	Chanel J Brown	96.00
146814	12/1/17	*****8598	Cheryl A Edwards	43.00
146815	12/1/17	*****3976	Darren M Thompson	19.00
146816	12/1/17	*****2940	Donnette L Terrell	103.00
146817	12/1/17	*****1073	Ebony M Kennedy	19.00
146818	12/1/17	*****7375	Johnnie B Hayes	9.00
146819	12/1/17	*****6519	Krystal M Williams	82.00
146820	12/1/17	*****6488	Luz S Edington	150.00
146821	12/1/17	*****6385	Marcia Price	85.00
146822	12/1/17	*****1661	Marion E Davis	10.00
146823	12/1/17	*****5133	Mary P Grigsby	20.00
146824	12/1/17	*****2866	Monique D Rollins	158.00
146825	12/1/17	*****9905	Nakisha Fountain	49.00
146826	12/1/17	*****8665	Nieza M Burrus	145.00
146827	12/1/17	*****4119	Pashenia D Sanders	165.00
146828	12/1/17	*****7218	Rayna Madison	143.00
146829	12/1/17	*****6216	Ricolya N Tiger	14.00
146830	12/1/17	*****7128	Rolinna M Williams	9.00
146831	12/1/17	*****6935	Samaiyah A Warren	138.00
146832	12/1/17	*****1512	Shawn A Prince	9.00
146833	12/1/17	*****3058	Sherlina R Reed	75.00
146834	12/1/17	*****3542	Starr C Bronson	14.00
146836	12/1/17	*****5605	Tomicka M Brumfield	66.00
146839	12/1/17	*****5793	Veronica C Chavez	54.00
146840	12/1/17	*****8651	Zaoxin Rong	2,167.00
146841	12/1/17	*****1418	Patricia A Blocker	51.00
146843	12/1/17	*****2890	Raquel E Miller	30.00
146844	12/1/17	*****0864	Rochelle Scurlock	88.00
146845	12/1/17	*****8623	Kimberly A Limas	144.00
146846	12/1/17	*****7724	Carla R Fortenberry	5.00

146847	12/1/17	****4208	Ono c Rothschild	264.00
146848	12/1/17	****2184	Evelyn Smith	41.00
146849	12/1/17	****8774	Natalie T Bessard	102.00
146850	12/1/17	****6624	Cyndie I Bliss	6.00
146851	12/1/17	****8612	Regina D Tucker	113.00
146852	12/1/17	****4785	Kanya D Ridley	224.00
146853	12/1/17	****5753	Kevin j Hernandez	228.00
146854	12/1/17	****2405	Christina M Torres-Turner	179.00
146855	12/1/17	****6241	Felisha L Lee	145.00
146856	12/1/17	****0841	Mona Lisa Jones	92.00
146857	12/1/17	****4353	Linda S Killion	11.00
146858	12/1/17	****3256	Melanie M Brooks	19.00
146859	12/1/17	****5492	Michelle m Williams	89.00
146860	12/1/17	****0046	Letta D Christian	27.00
146861	12/1/17	****7135	Michele N Nichols	55.00
146862	12/1/17	****2879	Tieshia S Jones	165.00
146863	12/1/17	****5626	Lashawn P Fields	42.00
146864	12/1/17	****4702	Tracey S Russell	19.00
146865	12/1/17	****4331	Mildred L Edwards	151.00
146866	12/1/17	****4559	Julie A Young	51.00
146867	12/1/17	****0248	Abdul A Wardak	62.00
146868	12/1/17	****3181	Shirley J Strausbaugh	1.00
146869	12/1/17	****1715	Chantal L Bolden	55.00
146870	12/1/17	****1015	Jessica D Parker	172.00
146871	12/1/17	****2695	Monique Thompson	32.00
146872	12/1/17	****1686	Jasmine J Jackson	46.00
146873	12/1/17	****5298	Gloria F Nelson	19.00
146874	12/1/17	****6507	Melissa R Griffin	19.00
146875	12/1/17	****3869	Charlene M Best	95.00
146876	12/1/17	****1062	Lateefah S Camacho	204.00
146877	12/1/17	****4721	Ebony N Manning	66.00
146878	12/1/17	****2217	Camille A Lascano	177.00
146879	12/1/17	****8078	Lisa E Gordon	17.00
146880	12/1/17	****2808	Ramona P Jimenez	150.00
146881	12/1/17	****5288	Nicole m Magnus	19.00
146883	12/1/17	****3065	Amber S Beshears	11.00
146884	12/1/17	****5113	Michelle A King	195.28
146885	12/1/17	****1606	Tamika Brown	39.00
146886	12/1/17	****5083	Crystal j Houston	131.00
146887	12/1/17	****1696	Angela M Lenzi	29.00
146888	12/1/17	****3183	Sonja I Campos	40.00

146889	12/1/17	*****2060	Venus L Phillips	19.00
146890	12/1/17	*****5072	Chawnette D Sneed	46.00
146891	12/1/17	*****3490	Tameca L Reese	310.00
146892	12/1/17	*****8818	Lisa n Macpheators	134.00
146893	12/1/17	*****3882	JohnElla Mayo	38.00
146894	12/1/17	*****3277	Stacie J Hogan	41.00
146895	12/1/17	*****6969	Judy J Nelum	9.00
146896	12/1/17	*****3349	Iris S Randall	46.00
146897	12/1/17	*****0840	Dalisha L Bernstine	101.00
146898	12/1/17	*****7242	Johnisha K Downs	37.00
146899	12/1/17	*****6953	Nathan Banks JR	26.00
146900	12/1/17	*****6995	Graciela Arroyo	63.00
146901	12/1/17	*****0195	Shanoria s Sasser	87.00
146902	12/1/17	*****7390	Masuda Nawabi	76.00
146903	12/1/17	*****1951	Vinisha D Thornton	214.00
146904	12/1/17	*****0849	Briana I Edwards	6.00
146905	12/1/17	*****5549	Jessica L Williams	9.00
146906	12/1/17	*****7822	Daudi K Edmond	41.00
146907	12/1/17	*****5758	Monique c Chaves	96.00
146908	12/1/17	*****1164	Michelle M Balestrieri	144.00
146909	12/1/17	*****6095	Leilani S Gomez	48.00
146910	12/1/17	*****8167	ABJ Enterprises, Inc. dba Blue Line Property Management	2,000.00
146911	12/1/17	*****9326	Western Addition Apartments, LLC	1,463.00
146912	12/1/17	*****8574	Alamo Square Apartments LLC	2,014.00
146913	12/1/17	*****9810	Housing Authority of the County of Alameda	3,416.74
146914	12/1/17	*****0339	Shanda Arnold	1,803.00
146916	12/1/17		Los Angeles County Housing Authority	1,892.58
146917	12/1/17	*****3423	Sally Lea Hickman	1,458.00
146918	12/1/17	*****1057	Diamond Hillside Apartments	1,085.00
146919	12/1/17	*****0978	King County Housing Authority	1,414.58
146920	12/1/17	*****6908	Haiyan Lan	2,337.00
146921	12/1/17	*****3848	Leticia Carasi Malasig	453.00
146922	12/1/17	*****3124	Dante McDonald	1,036.00
146923	12/1/17	*****7725	Ricardo Moran Gonzalez	1,110.00
146924	12/1/17	*****2593	Ba Nguyen Thu Thi Ngo	1,741.00
146925	12/1/17	*****9182	Lorene Paysinger	1,790.00
146926	12/1/17	*****7243	Linda Phon	932.00
146927	12/1/17	*****4614	Vincenzo Signorino	1,353.00
146928	12/1/17		United States Treasury	1,212.00

* 12117001	12/1/17	*****2626	9th Street Associates, LP	DD - ES	2,213.00
12117002	12/1/17	*****0229	Meerwais Abdiani	DD - ES	877.00
12117003	12/1/17	*****6825	A Classey Corp. DBA: ACL Property Management	DD - ES	3,834.00
12117004	12/1/17	*****3963	Rohit V Aggarwal	DD - ES	1,000.00
12117005	12/1/17	*****6232	Rosario Aguilar	DD - ES	885.00
12117006	12/1/17	*****5759	Rosa Aguirre	DD - ES	2,120.00
12117007	12/1/17	*****9530	Demetrius Alexander	DD - ES	1,365.00
12117008	12/1/17	*****2539	Ida Alfaro	DD - ES	572.00
12117009	12/1/17	*****3510	Altisource Residential Corporation	DD - ES	1,023.00
12117010	12/1/17	*****9681	Dale Alvarez	DD - ES	1,025.00
12117012	12/1/17	*****0104	Cecilia Anderson	DD - ES	1,910.00
12117013	12/1/17	*****0387	James or Brenda Anderson	DD - ES	2,183.00
12117014	12/1/17	*****5255	Linda S Anderson	DD - ES	2,689.00
12117015	12/1/17	*****9111	Shawn Anderson	DD - ES	1,294.00
12117016	12/1/17	*****8701	Mariteresa Arenson c/o Select 1 Realty	DD - ES	1,955.00
12117017	12/1/17	*****0707	Sergeant or Sima Austin	DD - ES	1,329.00
12117018	12/1/17	*****3967	Ajay Banga	DD - ES	3,171.00
12117019	12/1/17	*****2764	Mel L. Banagan	DD - ES	1,369.00
12117020	12/1/17	*****4138	Carlos G. Barraza	DD - ES	820.00
12117021	12/1/17	*****3909	Ken Bartlett	DD - ES	3,017.00
12117022	12/1/17	*****7446	Bay Burg Property, LLC	DD - ES	1,031.00
12117023	12/1/17	*****5979	John Bedford	DD - ES	376.00
12117024	12/1/17	*****9093	Holly Beech	DD - ES	3,911.00
12117026	12/1/17	*****8439	Frank Belleci	DD - ES	1,384.00
12117027	12/1/17	*****8614	Charles Bell and Camino Johnson-Bell	DD - ES	1,668.00
12117028	12/1/17	*****2521	Belmont Apartments	DD - ES	18,964.00
12117029	12/1/17	*****2521	Belmont Apartments	DD - ES	18,749.00
12117030	12/1/17	*****2521	Belmont Apartments	DD - ES	19,081.00
12117031	12/1/17	*****2521	Belmont Apartments	DD - ES	18,323.00
12117032	12/1/17	*****2521	Belmont Apartments	DD - ES	995.00
12117033	12/1/17	*****5996	Alex Benjamin	DD - ES	1,567.00
12117034	12/1/17	*****7889	Tennyson Berry	DD - ES	2,600.00
12117035	12/1/17	*****0044	Teresita R. Berdiago	DD - ES	783.00
12117036	12/1/17	*****8634	Bethel Global Development LLC	DD - ES	1,339.00
12117037	12/1/17	*****7075	Som N Bhatia	DD - ES	1,315.00
12117038	12/1/17	*****0602	Pinakin Bhatt	DD - ES	2,103.00
12117039	12/1/17	*****8470	Joseph B. Bachir	DD - ES	1,064.00
12117040	12/1/17	*****3895	Anthony L. Blackburn	DD - ES	1,425.00

12117041	12/1/17	*****3502	Black Diamond Management	DD - ES	1,384.00
12117042	12/1/17	*****7357	Shanxia Yang Bolton	DD - ES	452.00
12117043	12/1/17	*****5924	Steven Booras	DD - ES	1,477.00
12117044	12/1/17	*****3037	Kelly Ann Bradford	DD - ES	1,545.00
12117045	12/1/17	*****3015	Michael Brady	DD - ES	396.00
12117046	12/1/17	*****5829	Brian Carter	DD - ES	1,199.00
12117047	12/1/17	*****0658	Earlean Brown	DD - ES	2,331.00
12117048	12/1/17	*****6215	Janet Brown	DD - ES	836.00
12117049	12/1/17	*****7469	Jessica G. or Sean Brophy	DD - ES	1,188.00
12117050	12/1/17	*****9783	Lauren H Brown	DD - ES	947.00
12117051	12/1/17	*****9954	Blue Sapphire Homes, Inc.	DD - ES	2,171.00
12117052	12/1/17	*****2142	Huong T. Bui	DD - ES	2,699.00
12117053	12/1/17	*****3080	Vu Manh Bui	DD - ES	1,422.00
12117054	12/1/17	*****3187	Burga Family California Trust	DD - ES	1,975.00
12117057	12/1/17	*****3026	Jerome Busby	DD - ES	1,868.00
12117058	12/1/17	*****7349	Xuelong Cao	DD - ES	786.00
12117060	12/1/17	*****4042	Donnell I. Carson	DD - ES	1,810.00
12117061	12/1/17	*****5079	Castle Creek Company, Inc.	DD - ES	1,377.00
			Trust Account		
12117062	12/1/17	*****6869	Cora Ann Chambers	DD - ES	1,542.00
12117063	12/1/17	*****6228	Gayle Chamberlain	DD - ES	858.00
12117064	12/1/17	*****0398	Kan Chuen Chan	DD - ES	2,020.00
12117065	12/1/17	*****5571	P. M. Chaobal	DD - ES	2,600.00
12117066	12/1/17	*****1853	Hong Chen	DD - ES	4,596.00
12117067	12/1/17	*****8946	Jienlin Chen	DD - ES	2,017.00
12117068	12/1/17	*****6735	Li Ying Chen	DD - ES	1,517.00
12117069	12/1/17	*****0128	Ping Chen	DD - ES	1,940.00
12117070	12/1/17	*****2680	Sherry Chen	DD - ES	569.00
12117071	12/1/17	*****5473	Hwa-Yoong Chiu	DD - ES	1,211.00
12117072	12/1/17	*****3211	Ada Choi	DD - ES	1,851.00
12117073	12/1/17	*****2454	Chun Ok Choi	DD - ES	1,502.00
12117074	12/1/17	*****0310	City of Pittsburg Housing Authority	DD - ES	4,297.00
12117075	12/1/17	*****3591	Juan F. Clara	DD - ES	1,257.00
12117076	12/1/17	*****7054	Ping Cao	DD - ES	1,217.00
12117077	12/1/17	*****1362	College Park Housing Authority	DD - ES	1,140.58
12117078	12/1/17	*****9873	Angel Contreras	DD - ES	2,477.00
12117079	12/1/17	*****8060	Betty Conner	DD - ES	1,141.00
12117080	12/1/17	*****3394	Kim Cortesi	DD - ES	1,700.00
12117085	12/1/17	*****0746	Contra Costa County Housing Authority	DD - ES	1,346.90
12117089	12/1/17	*****7194	Maria G. Costa	DD - ES	347.00

12117090	12/1/17	*****1944	Melonie C. Miles - Trustee Phillip Cotton and Freddie Cotton 2005 Trust	DD - ES	1,806.00
12117091	12/1/17	*****3772	Creekside Apartment Investors LLC DBA Creekside Village	DD - ES	19,958.00
12117092	12/1/17	*****3772	Creekside Apartment Investors LLC DBA Creekside Village	DD - ES	21,797.00
12117093	12/1/17	*****3772	Creekside Apartment Investors LLC DBA Creekside Village	DD - ES	20,210.00
12117094	12/1/17	*****3772	Creekside Apartment Investors LLC DBA Creekside Village	DD - ES	816.00
12117095	12/1/17	*****6569	Jeannette D. Crespo	DD - ES	2,312.00
12117096	12/1/17	*****4259	Junie Varela Crosby	DD - ES	992.00
12117097	12/1/17	*****7900	Patricia Crosby	DD - ES	1,430.00
12117098	12/1/17	*****3327	Jorge Robert Dagys Delevan Catty Leticia Pajoluk	DD - ES	1,377.00
12117099	12/1/17	*****2942	Mary F Dahlquist	DD - ES	2,542.00
12117100	12/1/17	*****6248	Justin Dailey	DD - ES	1,448.00
12117101	12/1/17	*****8853	Antoinette Davis	DD - ES	1,376.00
12117102	12/1/17	*****2963	Audrey Davis	DD - ES	956.00
12117103	12/1/17	*****0396	Kesha E. Davis	DD - ES	1,257.00
12117104	12/1/17	*****8929	Kevin Davidson	DD - ES	847.00
12117105	12/1/17	*****4961	Paulette Davis	DD - ES	1,319.00
12117106	12/1/17	*****6115	Roshan M. Davis	DD - ES	1,415.00
12117107	12/1/17	*****9068	Jagdeep or Shashi Dayal	DD - ES	2,373.00
12117108	12/1/17	*****8370	Charles Dellamore	DD - ES	1,634.00
12117109	12/1/17	*****5882	David De La Torre	DD - ES	1,234.00
12117111	12/1/17	*****1004	Brigitte P. Doan	DD - ES	7,035.00
12117112	12/1/17	*****9716	JoAnn or Larry Domina	DD - ES	1,141.00
12117113	12/1/17	*****5043	Alex Dongallo	DD - ES	1,055.00
12117114	12/1/17	*****4930	Tuan Do	DD - ES	2,050.00
12117115	12/1/17	*****6538	Linda Duong	DD - ES	607.00
12117116	12/1/17	*****3406	Mercy Housing California XXXVIII East Leland Court Apartments	DD - ES	6,426.00
12117117	12/1/17	*****0372	Doris Engle Family Ltd Partnership c/o Select 1 Realty	DD - ES	1,114.00
12117118	12/1/17	*****3757	Alma B Espiritu	DD - ES	1,711.00
12117119	12/1/17	*****6095	Rosario Espejo	DD - ES	1,380.00
12117120	12/1/17	*****0055	Gabe Essoe	DD - ES	1,689.00
12117121	12/1/17	*****0484	Pedro Amaya Estrada	DD - ES	672.00
12117122	12/1/17	*****6027	Jianxin Fang Jia Liu	DD - ES	4,060.00
12117123	12/1/17	*****3835	Michael Mao C/O Jing Feng	DD - ES	2,725.00
12117124	12/1/17	*****8236	Anthony Ferrell	DD - ES	1,708.00

12117125	12/1/17	*****2790	Barbara J. Fierner	DD - ES	1,097.00
12117126	12/1/17	*****9447	Joseph Field	DD - ES	1,096.00
12117127	12/1/17	*****7691	Hernan Roberto Figueroa	DD - ES	1,146.00
12117128	12/1/17	*****0962	Tochia D. Brewster Fleeton	DD - ES	939.00
12117129	12/1/17	*****5773	Alexander Flowers	DD - ES	1,484.00
12117130	12/1/17	*****1547	HomeForward (Housing Authority of Portland)	DD - ES	1,097.58
12117131	12/1/17	*****4032	Fox Creek Apartments	DD - ES	20,768.00
12117132	12/1/17	*****4032	Fox Creek Apartments	DD - ES	10,479.00
12117133	12/1/17	*****0284	Monica Fraga	DD - ES	1,775.00
12117134	12/1/17	*****6894	Rejois O. Frazier or Leroy Myers	DD - ES	1,782.00
12117135	12/1/17	*****6265	Mr. Darren Fuller	DD - ES	1,388.00
12117136	12/1/17	*****8997	Fan Fuller	DD - ES	1,004.00
12117137	12/1/17	*****9634	Gialene Gaines	DD - ES	1,450.00
12117138	12/1/17	*****8306	Bao Wen Gao	DD - ES	1,809.00
12117139	12/1/17	*****6981	Adraine Gardner	DD - ES	1,392.00
12117140	12/1/17	*****4278	Antoinette L Garcia	DD - ES	1,226.00
12117141	12/1/17	*****7036	David Gardner	DD - ES	3,262.00
12117142	12/1/17	*****0785	Rupesh Garg Samantha Garg	DD - ES	2,224.00
12117143	12/1/17	*****2931	William H. Gardiner	DD - ES	1,996.00
12117144	12/1/17	*****5111	Gateway Apartments	DD - ES	5,309.00
12117145	12/1/17	*****5298	Parvindokht Ghaboulidashti	DD - ES	840.00
12117146	12/1/17	*****2770	Eva Gholson	DD - ES	2,846.00
12117147	12/1/17	*****1145	Vernon or Eva Gholson	DD - ES	2,321.00
12117148	12/1/17	*****5958	Jacqueline Gill	DD - ES	971.00
12117149	12/1/17	*****8187	Sukpran Gill	DD - ES	1,361.00
12117150	12/1/17	*****3032	Jesse Gonzaga	DD - ES	887.00
12117151	12/1/17	*****6940	Frances Greene	DD - ES	2,472.00
12117152	12/1/17	*****4872	Rodney Green	DD - ES	1,205.00
12117153	12/1/17	*****3361	Rupinder Grewal	DD - ES	1,213.00
12117154	12/1/17	*****7325	Patricia Gridley	DD - ES	835.00
12117155	12/1/17	*****6305	Italo Grossi	DD - ES	1,581.00
12117156	12/1/17	*****6721	Amparo Guardado Cesar Q. Guardado	DD - ES	1,287.00
12117157	12/1/17	*****0940	Krystle Guan	DD - ES	6,597.00
12117158	12/1/17	*****1575	Bob Gunson Real Estate C/O Julie Hang	DD - ES	1,321.00
12117159	12/1/17	*****5267	Abhilash Gupta	DD - ES	5,262.00
12117160	12/1/17	*****7930	Donald R. Watson, Sr.	DD - ES	610.00
12117161	12/1/17	*****2314	Nicole Hackett	DD - ES	1,407.00
12117162	12/1/17	*****0457	Jeffrey Paul Hagler	DD - ES	1,311.00
12117163	12/1/17	*****9827	Delores Jane Hall	DD - ES	1,371.00

12117164	12/1/17	*****1769	Lawrence Harrold	DD - ES	4,675.00
12117165	12/1/17	*****7423	Delta Hawaii Garden Apartments LLC	DD - ES	2,502.00
12117166	12/1/17	*****5859	Chuanhu He	DD - ES	1,669.00
12117167	12/1/17	*****6728	David T. Hennigan	DD - ES	7,644.00
12117168	12/1/17	*****3097	Silvester C. Henderson	DD - ES	2,905.00
12117169	12/1/17	*****5221	Anna Hernandez	DD - ES	2,350.00
12117170	12/1/17	*****2157	Elias Herrera	DD - ES	1,778.00
12117171	12/1/17	*****7408	Serene Herrmann	DD - ES	923.00
12117172	12/1/17	*****1603	Marva Hill	DD - ES	455.00
12117173	12/1/17	*****6255	Carl E. Hoard II	DD - ES	1,651.00
12117174	12/1/17	*****7386	Hanh Huu Hoang	DD - ES	2,193.00
12117175	12/1/17	*****5654	Havy S Hoag	DD - ES	2,562.00
12117176	12/1/17	*****4106	Albert Ho	DD - ES	1,848.00
12117177	12/1/17	*****2084	Annie Ho	DD - ES	1,307.00
			The Annie Ho Living Trust		
12117178	12/1/17	*****0051	Dan Ho	DD - ES	2,255.00
12117179	12/1/17	*****8576	Joyce Ann Hoffman	DD - ES	1,304.00
12117180	12/1/17	*****7451	Gloria H. Holbrook	DD - ES	1,950.00
12117181	12/1/17	*****4543	Ronald G. Holmes	DD - ES	1,267.00
12117182	12/1/17	*****5700	Tony Ho	DD - ES	1,322.00
12117183	12/1/17	*****3787	Howard County Housing Commission	DD - ES	1,187.58
12117184	12/1/17	*****1535	Fanny Kao Huang	DD - ES	2,335.00
12117185	12/1/17	*****8816	Ming Zin Huang	DD - ES	2,484.00
12117186	12/1/17	*****7984	Tao Huang	DD - ES	8,075.00
12117187	12/1/17	*****7179	Ya Jing Huang	DD - ES	2,386.00
12117188	12/1/17	*****9084	Nancy Xiu Zhen Hu	DD - ES	1,986.00
12117189	12/1/17	*****6229	Thinh Trieu Huynh	DD - ES	1,720.00
12117190	12/1/17	*****0778	IGreen House Inc.	DD - ES	1,069.00
12117191	12/1/17	*****8007	2015-1 IH2 Borrower LP	DD - ES	3,255.00
12117192	12/1/17	*****4320	IH2 Property West, L.P.	DD - ES	1,430.00
12117193	12/1/17	*****7951	IH5 Property West LP	DD - ES	2,400.00
12117194	12/1/17	*****7013	Eugene G. Imperato	DD - ES	1,057.00
12117195	12/1/17	*****2726	IH4 Property West LP	DD - ES	2,050.00
12117196	12/1/17	*****8323	Keyee Investment LLC	DD - ES	577.00
12117197	12/1/17	*****1017	LaShon D Irving	DD - ES	2,176.00
12117198	12/1/17	*****0911	Mario Isidro	DD - ES	1,735.00
12117199	12/1/17	*****6821	Michael or Kay Isola	DD - ES	1,413.00
12117200	12/1/17	*****2036	Brandi Jackson	DD - ES	2,054.00
			C/O Perry Realty Team		
12117201	12/1/17	*****4910	Sameer Jain	DD - ES	1,800.00
12117202	12/1/17	*****1349	Jason Le	DD - ES	2,251.00

12117203	12/1/17	*****0833	Alonzo D. Johnson	DD - ES	946.00
12117204	12/1/17	*****5506	Jason K. Johnson	DD - ES	3,010.00
12117205	12/1/17	*****8569	Ronita Johnson	DD - ES	1,195.00
12117206	12/1/17	*****8867	James Jones	DD - ES	1,941.00
12117207	12/1/17	*****2434	Sharon Jones	DD - ES	1,709.00
12117208	12/1/17	*****9670	Cheryl D Joseph	DD - ES	2,142.00
12117209	12/1/17	*****4905	Mostaeen B Jouya	DD - ES	2,134.00
12117210	12/1/17	*****5704	Jayne Walton Separate Property Trust	DD - ES	1,479.00
12117211	12/1/17	*****5647	Om Parkash Kalra	DD - ES	2,585.00
12117212	12/1/17	*****8425	Wei Kang	DD - ES	4,381.00
12117213	12/1/17	*****1731	Deepinder Kaur	DD - ES	2,355.00
12117214	12/1/17	*****7429	Navkirandeep Kaur	DD - ES	1,172.00
12117215	12/1/17	*****6180	K. E. M. Group LLC	DD - ES	1,934.00
12117216	12/1/17	*****9411	Anthony Keslinke	DD - ES	2,406.00
12117217	12/1/17	*****2578	Faraz Ali Khan	DD - ES	1,682.00
12117218	12/1/17	*****0839	Alan T. Kilpatrick	DD - ES	1,018.00
12117219	12/1/17	*****5113	Michelle King	DD - ES	2,946.72
12117220	12/1/17	*****0888	KW Kirker Creek, LLC	DD - ES	2,898.00
12117221	12/1/17	*****7475	Qi Yun Kuang	DD - ES	3,556.00
12117222	12/1/17	*****8506	Simon Kailiang Kuang	DD - ES	1,432.00
12117223	12/1/17	*****9316	Zdzislaw Kujawa	DD - ES	750.00
12117224	12/1/17	*****2585	Daniel Kwan	DD - ES	1,644.00
12117225	12/1/17	*****6229	Simon Chuen-Sang Kwong	DD - ES	1,470.00
12117226	12/1/17	*****8326	Thomas LaFleur	DD - ES	1,888.00
12117227	12/1/17	*****6520	Shirley Manly-Lampkin	DD - ES	1,029.00
12117228	12/1/17	*****6102	Maria Lara	DD - ES	1,608.00
12117229	12/1/17	*****7975	Peter C. Larsen	DD - ES	941.00
12117230	12/1/17	*****2401	Kevin Lassair	DD - ES	1,544.51
12117231	12/1/17	*****4732	Latif, LLC	DD - ES	2,786.00
12117232	12/1/17	*****0938	Ingrid Lau	DD - ES	1,526.00
12117233	12/1/17	*****8224	Kai Man Lau	DD - ES	1,516.00
12117234	12/1/17	*****9373	Delphia M. or Clarence Lawson	DD - ES	1,093.00
12117235	12/1/17	*****6826	Living Trust of Gerge Van & Fannie Mae Laswon C/O Nicole C. Nicholson - Trustee	DD - ES	518.00
12117236	12/1/17	*****2293	LCSTAR, LLC	DD - ES	5,755.00
12117237	12/1/17	*****0984	Dao Tran Le	DD - ES	1,246.00
12117238	12/1/17	*****8548	Jack Wai Lee	DD - ES	1,862.00
12117239	12/1/17	*****1755	Siu Wan Windytiti Lee	DD - ES	1,521.00
12117240	12/1/17	*****2527	Steven Lee	DD - ES	1,125.00
12117241	12/1/17	*****5289	Yuhjen Juang Lee	DD - ES	1,714.00
12117242	12/1/17	*****1860	Lena Le	DD - ES	838.00

12117243	12/1/17	*****9382	Luigi Leoncio, LLC	DD - ES	1,654.00
12117244	12/1/17	*****3782	Joseph C. Lerma	DD - ES	943.00
12117245	12/1/17	*****3555	Yiping I. and Frederic Leroudier	DD - ES	3,182.00
12117246	12/1/17	*****3410	John M. Leung	DD - ES	5,544.00
12117247	12/1/17	*****8951	Kin or Siu F. Leung	DD - ES	1,464.00
12117248	12/1/17	*****3743	May Leung or Rodney Chen	DD - ES	3,419.00
12117249	12/1/17	*****2110	Peter Leung	DD - ES	2,153.00
12117250	12/1/17	*****5185	Fortunee Lichaa	DD - ES	1,505.00
12117251	12/1/17	*****3386	James J. Busby and Irvin Deutcher a Partnership DBA Crestview Apartments	DD - ES	280.00
12117252	12/1/17	*****0416	Faqlang Li	DD - ES	1,260.00
12117253	12/1/17	*****8871	Jie Li	DD - ES	1,031.00
12117254	12/1/17	*****7827	Jinhuan Li	DD - ES	1,542.00
12117255	12/1/17	*****5495	Jian S Lin	DD - ES	1,474.00
12117256	12/1/17	*****2649	Tim Lindstrom c/o AAA Property Management	DD - ES	993.00
12117257	12/1/17	*****6076	Chingyao J Liu Wei Chen	DD - ES	1,294.00
12117258	12/1/17	*****3881	Vivian Y Li	DD - ES	1,642.00
12117259	12/1/17	*****1547	Paul Livson	DD - ES	1,421.00
12117260	12/1/17	*****0050	Wei Min Li	DD - ES	1,288.00
12117261	12/1/17	*****9003	Ying Hong Li	DD - ES	1,665.00
12117262	12/1/17	*****1646	Paul Long	DD - ES	2,497.00
12117263	12/1/17	*****1474	Los Medanos Village Apartments	DD - ES	22,780.00
12117264	12/1/17	*****7531	Tony or Yvonne Louie	DD - ES	1,393.00
12117265	12/1/17	*****1790	Valerie Love	DD - ES	994.00
12117266	12/1/17	*****5602	Marshall & Sonya Lowe	DD - ES	1,112.00
12117267	12/1/17	*****0153	Ariston Laurito Loyola	DD - ES	824.00
12117268	12/1/17	*****7720	Jose Loza	DD - ES	710.00
12117269	12/1/17	*****2354	Andrew Kin Lui	DD - ES	5,000.00
12117270	12/1/17	*****4658	Wei Liu Guangxin Frank Liu	DD - ES	1,544.00
12117271	12/1/17	*****7843	The Entrust Group, Inc. FBO Theodore Lum IRA (acct #34892)	DD - ES	2,180.00
12117272	12/1/17	*****1821	Curtis H. Lundberg	DD - ES	550.00
12117273	12/1/17	*****1596	Kenneth Luong	DD - ES	1,595.00
12117274	12/1/17	*****1494	Xiangwen Lu	DD - ES	1,437.00
12117275	12/1/17	*****5430	Kiet A. Ly	DD - ES	1,767.00
12117276	12/1/17	*****4009	Yolanda McDonald	DD - ES	1,243.00
12117277	12/1/17	*****5865	Rakesh Madra	DD - ES	1,943.00
12117278	12/1/17	*****5605	Robert Madson Lisa Swafford	DD - ES	2,134.00

12117279	12/1/17	*****2191	Radha Mahesram	DD - ES	1,794.00
12117280	12/1/17	*****7358	Mahnoor Tariq	DD - ES	2,588.00
12117281	12/1/17	*****4372	Jennifer Leung Ma	DD - ES	5,625.00
12117282	12/1/17	*****1989	Jeff Mann	DD - ES	4,446.00
12117283	12/1/17	*****5378	Glenn Marshall	DD - ES	1,341.00
12117284	12/1/17	*****2875	Marla Y Harrison	DD - ES	337.00
12117285	12/1/17	*****3389	Steadfast Marina Heights, L.P.	DD - ES	15,448.00
12117286	12/1/17	*****3389	Steadfast Marina Heights, L.P.	DD - ES	15,020.00
12117287	12/1/17	*****3389	Steadfast Marina Heights, L.P.	DD - ES	15,120.00
12117288	12/1/17	*****3389	Steadfast Marina Heights, L.P.	DD - ES	4,746.00
12117289	12/1/17	*****5287	Louie W. Maruri El Dorado Apartments	DD - ES	877.00
12117290	12/1/17	*****3065	Tanya Martha	DD - ES	1,877.00
12117291	12/1/17	*****9206	Demetria d Mason	DD - ES	2,691.00
12117292	12/1/17	*****6768	Matrixone Realty	DD - ES	1,033.00
12117293	12/1/17	*****3048	Rita J. McCrystle	DD - ES	1,146.00
12117294	12/1/17	*****7174	Samuel McCree	DD - ES	1,166.00
12117295	12/1/17	*****6494	Dorothy McDonald	DD - ES	1,830.00
12117296	12/1/17	*****1925	Veronica R. McElroy	DD - ES	1,982.00
12117297	12/1/17	*****1152	Janice K McLean	DD - ES	1,022.00
12117298	12/1/17	*****4675	Meadow Glen Apartments	DD - ES	3,207.00
12117299	12/1/17	*****9866	Tatung Mei	DD - ES	3,314.00
12117300	12/1/17	*****4316	Joel Mejia	DD - ES	428.00
12117301	12/1/17	*****5245	Jinyu Meng	DD - ES	1,769.00
12117302	12/1/17	*****4885	Sabine Menzel	DD - ES	3,680.00
12117303	12/1/17	*****0133	Mercedes P. Johnson	DD - ES	519.00
12117304	12/1/17	*****8272	Hector Meza	DD - ES	837.00
12117305	12/1/17	*****9885	Andrew S Miloslavich	DD - ES	1,697.00
12117306	12/1/17	*****7437	Perchak Properties for Carol Miller	DD - ES	1,864.00
12117307	12/1/17	*****9782	Maryann Miller	DD - ES	1,142.00
12117308	12/1/17	*****2618	Carlos J Miranda	DD - ES	701.00
12117309	12/1/17	*****0772	Hassan Mirabedi	DD - ES	11,684.00
12117310	12/1/17	*****6741	Gwendolyn Mitchell	DD - ES	1,655.00
12117311	12/1/17	*****7083	Ronnie Eric Moffett Estate	DD - ES	1,971.00
12117312	12/1/17	*****6340	Moe Mojaddidi	DD - ES	4,199.00
12117313	12/1/17	*****0985	Rodney Montgomery or Sharon Montgomery	DD - ES	1,066.00
12117314	12/1/17	*****6975	Joseph Nelson Morin	DD - ES	1,149.00
12117315	12/1/17	*****3642	Eva Munn	DD - ES	489.00
12117316	12/1/17	*****8820	Brien Brothers, LLC C/O Mynd Management, IC.	DD - ES	1,615.00
12117317	12/1/17	*****0105	Ehsan Nabkel	DD - ES	2,833.00

12117318	12/1/17	*****9276	Fariba Naji	DD - ES	1,800.00
12117319	12/1/17	*****6234	Shinder Paul Narabut	DD - ES	7,177.00
12117320	12/1/17	*****9518	Farida Nawabi	DD - ES	2,555.00
12117321	12/1/17	*****0054	NC Associates, Inc.	DD - ES	9,154.00
12117322	12/1/17	*****6959	Joy Neal	DD - ES	1,569.00
12117323	12/1/17	*****5257	Guy Nesbeth	DD - ES	2,803.00
12117324	12/1/17	*****4114	James or Margaret Nevis	DD - ES	1,162.00
12117325	12/1/17	*****3516	New Way Management Services	DD - ES	7,284.00
12117326	12/1/17	*****6613	Ivy Kit Fan Ngan	DD - ES	2,052.00
12117327	12/1/17	*****1072	Dominic Y Ng	DD - ES	2,248.00
12117328	12/1/17	*****3604	Knowland Ging Ng	DD - ES	4,176.00
12117329	12/1/17	*****8594	Patrick Ng Mike Perry, Property Manager	DD - ES	586.00
12117330	12/1/17	*****0738	Hieu Nguyen	DD - ES	1,495.00
12117331	12/1/17	*****7154	Huy Quang Nguyen	DD - ES	2,161.00
12117332	12/1/17	*****4366	Quyen Nguyen	DD - ES	1,710.00
12117333	12/1/17	*****8241	Tieu Nguyen	DD - ES	812.00
12117334	12/1/17	*****7265	Ernest Nichols III	DD - ES	3,470.00
12117335	12/1/17	*****9886	Northstar Financial Group, LLC	DD - ES	825.00
12117336	12/1/17	*****8129	Kevin Nord Nord Investment Real Estate	DD - ES	900.00
12117337	12/1/17	*****2286	North State Financial, Inc.	DD - ES	1,535.00
12117339	12/1/17	*****1194	Jennifer Odei	DD - ES	2,133.00
12117340	12/1/17	*****5572	Dwight J Owens	DD - ES	90.00
12117341	12/1/17	*****7606	Juanita Olayo	DD - ES	1,514.00
12117342	12/1/17	*****4543	Esosa A. Omokaro	DD - ES	2,386.00
12117343	12/1/17	*****0588	Orange County Housing Authority	DD - ES	2,238.58
12117344	12/1/17	*****3741	Sandra L Ortiz	DD - ES	1,793.00
12117345	12/1/17	*****2915	Tony Jose Ortiz	DD - ES	783.00
12117346	12/1/17	*****1081	Chinenye Osuagwu	DD - ES	1,907.00
12117347	12/1/17	*****9139	Olubukola Amoke Oyebade	DD - ES	2,414.00
12117348	12/1/17	*****3324	Mutlu Ozer	DD - ES	1,678.00
12117349	12/1/17	*****4083	Pacific Living, LLC	DD - ES	2,473.00
12117350	12/1/17	*****1176	John Mario Pascuzzi	DD - ES	1,554.00
12117351	12/1/17	*****7811	Hemangini & Vijendra Patel	DD - ES	2,100.00
12117352	12/1/17	*****0885	Kokila Patel	DD - ES	1,302.00
12117353	12/1/17	*****8684	Virendra M. Patel	DD - ES	1,785.00
12117354	12/1/17	*****8047	Jason Pauline	DD - ES	1,707.00
12117355	12/1/17	*****3189	Loycell Peacock	DD - ES	1,021.00
12117356	12/1/17	*****5165	Scott Pease	DD - ES	1,011.00
12117357	12/1/17	*****3278	Maria Del Carmen Perez	DD - ES	365.00

12117358	12/1/17	*****6784	Lowde Y. Perkins	DD - ES	901.00
12117359	12/1/17	*****8225	Shiv Pertab	DD - ES	1,800.00
12117360	12/1/17	*****0958	Pittsburg Park Apartments	DD - ES	4,845.00
12117361	12/1/17	*****7605	Portofino Apartments	DD - ES	9,031.00
12117362	12/1/17	*****8826	Prime Metropolis Properties, Inc.	DD - ES	4,225.00
12117363	12/1/17	*****2849	IH5 Property West, LP	DD - ES	2,041.00
12117364	12/1/17	*****3398	Marples Property Management	DD - ES	2,811.00
12117365	12/1/17	*****4650	A. Meadows Property Management	DD - ES	2,373.00
12117366	12/1/17	*****7789	Stokley Properties LLC Harbor	DD - ES	2,392.00
12117367	12/1/17	*****8055	Property Upsurge, Inc.	DD - ES	12,270.00
12117368	12/1/17	*****0782	Amjad Qaqish	DD - ES	921.00
12117369	12/1/17	*****9542	Sam or Sonia Quinones	DD - ES	1,800.00
12117370	12/1/17	*****4029	Amos Radford	DD - ES	1,400.00
12117371	12/1/17	*****1034	Kuljit P Raju	DD - ES	1,437.00
12117372	12/1/17	*****2261	Paramjit K. Raju	DD - ES	2,728.00
12117373	12/1/17	*****3452	Christopher Ramirez	DD - ES	1,928.00
12117374	12/1/17	*****8489	Enrique or Stacy Ramirez	DD - ES	600.00
12117375	12/1/17	*****2162	Erika Ramirez	DD - ES	1,856.00
12117377	12/1/17	*****2283	Rohini Ram	DD - ES	1,818.00
12117378	12/1/17	*****6068	David Raughton	DD - ES	2,804.00
12117380	12/1/17	*****8337	RayCaro Inc.	DD - ES	3,024.00
12117381	12/1/17	*****8227	Croskey Real Estate, Inc.	DD - ES	1,870.00
12117383	12/1/17	*****7349	Eric Franklin Remson	DD - ES	1,102.00
12117384	12/1/17	*****1078	Cora Lee Rice Anderson Rice	DD - ES	905.00
12117387	12/1/17	*****9321	Roger Riley	DD - ES	1,869.00
12117388	12/1/17	*****6917	Ronald D. Shelly or Julie Crowder	DD - ES	1,087.00
12117389	12/1/17	*****0694	Jason Ruffin	DD - ES	2,279.00
12117390	12/1/17	*****4579	Elvira Ruiz	DD - ES	1,140.00
12117391	12/1/17	*****5248	Constance Russell	DD - ES	1,950.00
12117392	12/1/17	*****3871	Maridel P Santos	DD - ES	1,443.00
12117393	12/1/17	*****3011	Alicia Saucedo	DD - ES	1,387.00
12117394	12/1/17	*****7615	Gregory Paul Schulz	DD - ES	1,523.00
12117395	12/1/17	*****9954	Richard M. Sciortino	DD - ES	1,066.00
12117396	12/1/17	*****7031	Jacqueline Selinger	DD - ES	1,658.00
12117397	12/1/17	*****5346	Young Sook Seroy	DD - ES	1,898.00
12117398	12/1/17	*****1446	Mohinder Sharma	DD - ES	1,004.00
12117399	12/1/17	*****7239	Shailesh & Bela Patel	DD - ES	3,045.00
12117400	12/1/17	*****4900	Paul Shatswell	DD - ES	1,521.00
12117401	12/1/17	*****1370	James Shipe, c/o Richard Grijalva, East Cty Brokers	DD - ES	1,845.00

12117402	12/1/17	*****5981	Yihui Shi	DD - ES	2,000.00
12117403	12/1/17	*****7789	Siena Court Apartments	DD - ES	8,917.00
12117404	12/1/17	*****7396	Sierra Pacific Properties Peppertree Apartments	DD - ES	3,811.00
12117405	12/1/17	*****7396	Sierra Pacific Properties Woodland Hills Apartments	DD - ES	11,549.00
12117406	12/1/17	*****6650	Frank M. Siino	DD - ES	1,200.00
12117407	12/1/17	*****8035	Joseph Michael Siino	DD - ES	1,275.00
12117408	12/1/17	*****5399	Gloria Silva	DD - ES	1,365.00
12117409	12/1/17	*****7250	2012-C Property Holdings LLC	DD - ES	3,235.00
12117410	12/1/17	*****8407	Marc J. Simpson	DD - ES	1,442.00
12117411	12/1/17	*****3639	Raman Singh	DD - ES	1,925.00
12117412	12/1/17	*****6058	Son Singh	DD - ES	1,525.00
12117413	12/1/17	*****4970	Molly Smith	DD - ES	2,000.00
12117414	12/1/17	*****9092	Sherritta M Smith	DD - ES	1,033.00
12117415	12/1/17	*****0670	Southern Nevada Regional Housing Authority	DD - ES	821.58
12117416	12/1/17	*****2032	Cinthia Sosa	DD - ES	1,683.00
12117417	12/1/17	*****2985	Gloria Spahn	DD - ES	1,250.00
12117418	12/1/17	*****6977	Angela E. Robinson-Spencer	DD - ES	1,150.00
12117419	12/1/17	*****5343	Deborah Steppe	DD - ES	1,656.00
12117420	12/1/17	*****1601	George W. Stephens	DD - ES	1,641.00
12117421	12/1/17	*****5308	R R Rentals	DD - ES	1,527.00
12117423	12/1/17	*****6314	Amad Sultan	DD - ES	2,823.00
12117424	12/1/17	*****6318	Mr. Shahzad Sultan	DD - ES	2,475.00
12117425	12/1/17	*****8534	Suma Aryaei	DD - ES	2,212.00
12117426	12/1/17	*****1235	Summit Venture Group, LLC	DD - ES	2,008.00
12117427	12/1/17	*****6168	Kamaljeet Surila	DD - ES	1,364.00
12117428	12/1/17	*****0399	Joyce Hui Sy	DD - ES	6,161.00
12117429	12/1/17	*****1242	Hamed Tafaghodi Alexis Tafaghodi	DD - ES	1,525.00
12117430	12/1/17	*****9558	Edward C Tan	DD - ES	532.00
12117431	12/1/17	*****5832	Mohammad Tapus	DD - ES	2,743.00
12117432	12/1/17	*****5480	Tasia La Vonda Johnson	DD - ES	1,991.00
12117433	12/1/17	*****6283	Yun Teng Weijie Zhang	DD - ES	1,813.00
12117434	12/1/17	*****2164	Quyen Minh Thai	DD - ES	1,431.00
12117435	12/1/17	*****9314	Silvia Thein and Ada Choi	DD - ES	2,323.00
12117436	12/1/17	*****4049	ChingJen Tong	DD - ES	3,507.00
12117437	12/1/17	*****1405	Lourdes or Raymond Tovar	DD - ES	1,605.00
12117438	12/1/17	*****2094	Raphael Minhtuyen Tran	DD - ES	4,962.00
12117439	12/1/17	*****6035	Tam Van Tran	DD - ES	1,918.00
12117440	12/1/17	*****1327	Thuy Tran	DD - ES	1,237.00

12117441	12/1/17	*****6165	Thanh Van Trinh	DD - ES	1,363.00
12117442	12/1/17	*****3572	Nhan Chi Truong	DD - ES	961.00
12117443	12/1/17	*****5313	Sean Thuyet Truong	DD - ES	1,423.00
12117444	12/1/17	*****9321	Van Truong	DD - ES	1,748.00
12117445	12/1/17	*****8392	Xavier Van Truong	DD - ES	7,812.00
12117446	12/1/17	*****5553	David Tseng	DD - ES	1,848.00
12117448	12/1/17	*****4582	Lidia Valladares	DD - ES	1,818.00
12117449	12/1/17	*****0250	Victor D Valenzuela	DD - ES	1,416.00
12117450	12/1/17	*****5853	Tu Van	DD - ES	1,772.00
12117451	12/1/17	*****3371	Gary D. Vasconcellos	DD - ES	1,091.00
12117452	12/1/17	*****8457	Sareena Lata Velu	DD - ES	1,640.00
12117453	12/1/17	*****9682	Nuno G Vieira	DD - ES	3,454.00
12117454	12/1/17	*****2720	Stephen Cordell Wafer	DD - ES	877.00
12117455	12/1/17	*****2768	Huan Rong Wang	DD - ES	1,456.00
12117456	12/1/17	*****6924	Lining Wan	DD - ES	1,780.00
12117457	12/1/17	*****6945	Wei Wang	DD - ES	1,812.00
12117458	12/1/17	*****1634	Yu Ruo Wang	DD - ES	1,838.00
12117459	12/1/17	*****5502	Mildred Lucille Washington	DD - ES	1,996.00
12117461	12/1/17	*****4384	Wenying Chang	DD - ES	1,787.00
12117462	12/1/17	*****0126	Marina West 10 LLC	DD - ES	1,450.00
12117463	12/1/17	*****4908	Lewis White & Ruth White Elma Ruth White	DD - ES	4,535.00
12117465	12/1/17	*****2737	Jessica R Wiebe	DD - ES	2,221.00
12117466	12/1/17	*****0846	Glenda J. Wilkes	DD - ES	2,033.00
12117467	12/1/17	*****5057	Kathleen and John Wilson	DD - ES	878.00
12117468	12/1/17	*****8702	Kathy D. Williams	DD - ES	1,953.00
12117469	12/1/17	*****5026	Windeler Development Group, Inc.	DD - ES	1,357.00
12117470	12/1/17	*****1769	Alan York Lun Wong Alan York Lun Wong	DD - ES	233.00
12117471	12/1/17	*****1157	Har Pan Wong	DD - ES	6,263.00
12117472	12/1/17	*****6356	Joanne Wong	DD - ES	1,459.00
12117473	12/1/17	*****1060	Kinney Ming Wong	DD - ES	1,622.00
12117474	12/1/17	*****5451	Mei-Yuk Yu Wong Vincent Wong	DD - ES	1,688.00
12117475	12/1/17	*****7094	Bridge-Regional Partners Inc	DD - ES	7,143.00
12117476	12/1/17	*****5565	Yuk Lin Woo	DD - ES	766.00
12117477	12/1/17	*****1853	WR Properties, Inc.	DD - ES	8,082.00
12117478	12/1/17	*****3962	Hong Wu	DD - ES	4,079.00
12117479	12/1/17	*****5388	Jian Ai Xuan	DD - ES	1,807.00
12117480	12/1/17	*****3880	Ping Ping Xu Keming Wang	DD - ES	4,103.00

12117481	12/1/17	*****2366	Karl Yick C/O Teresita D. Pereira	DD - ES	1,056.00
12117482	12/1/17	*****6779	Sally Yip	DD - ES	1,736.00
12117483	12/1/17	*****6210	Yong Qiang Lu	DD - ES	1,245.00
12117484	12/1/17	*****6178	Chris Kui You	DD - ES	2,235.00
12117485	12/1/17	*****7622	Yee Yue Cheung	DD - ES	759.00
12117486	12/1/17	*****8664	Mohammad Zalmaiyyar	DD - ES	2,823.00
12117487	12/1/17	*****2940	Wei Bin Zhang or Gao Wei	DD - ES	1,704.00
12117488	12/1/17	*****3259	Xirong Zhao	DD - ES	1,378.00
12117489	12/1/17	*****4367	Xiang Yang Zheng	DD - ES	1,754.00
12117490	12/1/17	*****3830	Joy Yi Zhou	DD - ES	2,290.00
12117491	12/1/17	*****7805	Shengguo Zhu	DD - ES	5,021.00
12117492	12/1/17	*****6132	Ying Zhu	DD - ES	5,883.00

Choice Voucher

HAP	1,202,117.82
UR	7,832.59
Damage Claim	0.00
Vacancy Claim	0.00
Administrative Fee	675.80
FSS Escrow Account	0.00
Shelter Plus Security Deposit	0.00
Other	0.00
All Payments	\$1,210,626.21

Check Summary

December 1, 2017

Check Number	Check Date	Payee Tax ID	Payee	Amount
VASH				
146809	12/1/17	*****6041	Anthony L Johnson	29.00
146835	12/1/17	*****2982	Timothy P Harrington	82.00
146837	12/1/17	*****7845	Troy Mills	81.00
146838	12/1/17		Vacaville Housing Authority	1,110.58
146842	12/1/17	*****3447	David S Loesch	36.00
146882	12/1/17	*****7574	Joseph A Newman	73.00
146913	12/1/17	*****9810	Housing Authority of the County of Alameda	4,455.74
146915	12/1/17	*****0331	Fairfield Housing Authority	1,166.16
12117011	12/1/17	*****4636	Felipe Amarante	DD - ES 1,441.00
12117021	12/1/17	*****3909	Ken Bartlett	DD - ES 1,075.00
12117025	12/1/17	*****7492	Adrienne Kelly Belton	DD - ES 1,160.00

12117028	12/1/17	*****2521	Belmont Apartments	DD - ES	1,129.00
12117037	12/1/17	*****7075	Som N Bhatia	DD - ES	1,586.00
12117055	12/1/17	*****8860	Joe Burns	DD - ES	1,200.00
12117056	12/1/17	*****8764	William Joseph Burgoyne	DD - ES	1,298.00
12117059	12/1/17	*****2513	Clara Beatriz Cardenas	DD - ES	1,550.00
12117081	12/1/17	*****0746	Contra Costa County Housing Authority	DD - ES	10,522.22
12117082	12/1/17	*****0746	Contra Costa County Housing Authority	DD - ES	9,500.80
12117083	12/1/17	*****0746	Contra Costa County Housing Authority	DD - ES	11,181.80
12117084	12/1/17	*****0746	Contra Costa County Housing Authority	DD - ES	10,511.22
12117085	12/1/17	*****0746	Contra Costa County Housing Authority	DD - ES	9,411.22
12117086	12/1/17	*****0746	Contra Costa County Housing Authority	DD - ES	9,131.80
12117087	12/1/17	*****0746	Contra Costa County Housing Authority	DD - ES	10,999.80
12117088	12/1/17	*****0746	Contra Costa County Housing Authority	DD - ES	71.16
12117091	12/1/17	*****3772	Creekside Apartment Investors LLC DBA Creekside Village	DD - ES	6,012.00
12117092	12/1/17	*****3772	Creekside Apartment Investors LLC DBA Creekside Village	DD - ES	4,972.00
12117093	12/1/17	*****3772	Creekside Apartment Investors LLC DBA Creekside Village	DD - ES	6,097.00
12117094	12/1/17	*****3772	Creekside Apartment Investors LLC DBA Creekside Village	DD - ES	1,130.00
12117110	12/1/17	*****9507	Olga M. Disney	DD - ES	1,149.00
12117116	12/1/17	*****3406	Mercy Housing California XXXVIII East Leland Court Apartments	DD - ES	604.00
12117132	12/1/17	*****4032	Fox Creek Apartments	DD - ES	499.00
12117144	12/1/17	*****5111	Gateway Apartments	DD - ES	3,329.00
12117159	12/1/17	*****5267	Abhilash Gupta	DD - ES	1,650.00
12117167	12/1/17	*****6728	David T. Hennigan	DD - ES	1,603.00
12117259	12/1/17	*****1547	Paul Livson	DD - ES	1,338.00
12117285	12/1/17	*****3389	Steadfast Marina Heights, L.P.	DD - ES	667.00
12117286	12/1/17	*****3389	Steadfast Marina Heights, L.P.	DD - ES	951.00
12117287	12/1/17	*****3389	Steadfast Marina Heights, L.P.	DD - ES	2,340.00
12117335	12/1/17	*****9886	Northstar Financial Group, LLC	DD - ES	4,654.00
12117338	12/1/17	*****0758	Oakland Housing Authority	DD - ES	0.00
12117365	12/1/17	*****4650	A. Meadows Property Management	DD - ES	412.00
12117376	12/1/17	*****6230	Leonardo Christopher Ramirez	DD - ES	1,961.00
12117379	12/1/17	*****2414	Tanya Nicole Ray	DD - ES	1,868.00
12117381	12/1/17	*****8227	Croskey Real Estate, Inc.	DD - ES	1,626.00
12117382	12/1/17	*****6703	Amerasia Real Estate Fund LLC	DD - ES	2,733.00
12117385	12/1/17	*****2935	RICHMOND HOUSING AUTHORITY	DD - ES	12,985.28
12117386	12/1/17	*****2935	RICHMOND HOUSING AUTHORITY	DD - ES	2,744.90
12117403	12/1/17	*****7789	Siena Court Apartments	DD - ES	776.00

12117422	12/1/17	*****0437	Suisun City Housing Authority	DD - ES	478.58
12117447	12/1/17	*****0447	Solano County Housing Authority	DD - ES	2,099.74
12117460	12/1/17	*****4563	Isidoro Weitzman	DD - ES	1,929.00
12117463	12/1/17	*****4908	Lewis White & Ruth White Elma Ruth White	DD - ES	2,299.00
12117464	12/1/17	*****9380	Tracy J. Whitehead	DD - ES	2,002.00
12117477	12/1/17	*****1853	WR Properties, Inc.	DD - ES	1,395.00

VASH

HAP	154,500.42
UR	357.00
Damage Claim	0.00
Vacancy Claim	0.00
Administrative Fee	6,249.58
FSS Escrow Account	0.00
Shelter Plus Security Deposit	0.00
Other	0.00
All Payments	\$161,107.00

Grand Total

HAP	1,356,618.24
UR	8,189.59
Damage Claim	0.00
Vacancy Claim	0.00
Administrative Fee	6,925.38
FSS Escrow Account	0.00
Shelter Plus Security Deposit	0.00
Other	0.00
All Payments	\$1,371,733.21

HAP (Regular)	\$ 1,118,039.50
HAP (VASH)	154,500.42
HAP (Port-In)	71,544.32
HAP (Port-Out)	12,534.00
Utility Reimbursement	8,189.59
Admin Fee	6,925.38
Total	\$ 1,371,733.21

DD-1,326,376.55+
CKS-45,356.66+✓
1,371,733.21*

PW 11/27/17
CJ 11/22/17



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

DATE: 1/2/2018

TO: Mayor/Chair and Council/Agency Members

FROM: Joe Sbranti, City Manager/Executive Director

SUBJECT: Approve the Transfer of Unclaimed funds to the City's General Fund and Housing Authority Fund Pursuant to California Government Code Section 50053

MEETING DATE: 1/16/2018

EXECUTIVE SUMMARY

Staff has identified outstanding City of Pittsburg and Housing Authority checks that remain unclaimed for more than three years. According to California Government Code Section 5003, these funds can now be considered the property of the City of Pittsburg and the Housing Authority.

FISCAL IMPACT

Funds in the amount of \$4,409.29 will be transferred to the City's General Fund as non-departmental revenue and \$1,026.00 will transfer to revenue in the City's Housing Authority Fund.

RECOMMENDATION

Reclassify Unclaimed State Dated Check liability that exceeds three years to revenue as determined by Government Code Sections 5005 through 50056.

BACKGROUND

City of Pittsburg's policy is to properly account for unclaimed funds in a manner which follows California Government Code sections 50050 through 50056.

This process involves sending out letters and affidavits to each payee of unclaimed funds to determine the status of the check. Checks are considered unclaimed if no response is received to the inquiry within 30 days or if the payee can't be identified or if the payee declines payment.

Unclaimed checks are then cancelled and notification is sent to the City's bank. Funds are reclassified as stale-dated checks and are transferred to an unclaimed property liability account based on the following criteria:

Accounts Payable Checks – One year from issue date

Payroll checks – Six months from issue date

Housing Authority Checks – Six months from issue date

The attached listing of unclaimed vendor payments has been published as required with no claims filed for reimbursement.

It is now the City's intent to transfer unclaimed funds to the City's General Fund and Housing Authority Fund as revenue.

SUBCOMMITTEE FINDINGS

N/A

STAFF ANALYSIS

Based on California Government Code Sections 50050 and 50051, and the City's Unclaimed Check Policy, the attached list of checks, which has been published for two consecutive weeks, is now considered property of the City of Pittsburg and the Housing Authority.

ATTACHMENTS: Resolution
Bay Area News Group Publishing of Unclaimed Checks
City of Pittsburg Unclaimed Check Policy
State Government Code Sections 50050-50057

Report Prepared By: Diane Agar, Finance Division Manager
Report Approved By: Brad Farmer, Director of Finance

BEFORE THE HOUSING AUTHORITY OF THE CITY OF PITTSBURG

In the Matter of:

Approve the Transfer of Unclaimed Funds	)	
To the City of Pittsburg Housing Authority	)	RESOLUTION NO. 18-
Fund Pursuant to California Government	)	
<u>Code Section 50053</u>	)	

The Pittsburg Housing Authority DOES RESOLVE as follows:

WHEREAS, the City of Pittsburg's policy is to properly account for unclaimed funds in a manner which follows California Government Code Sections 50050 through 50056; and

WHEREAS, the attached list of unclaimed vendor payments has been outstanding and unclaimed in special funds for more than three years; and

WHEREAS, the attached listing of unclaimed vendor payments has been published as required with no claims filed for reimbursement.

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

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

Section 2. The Pittsburg Housing Authority does hereby authorize the transfer of Unclaimed Housing Authority funds in the amount of \$1,026.00 to Housing Authority Revenue.

PASSED AND ADOPTED by the Housing Authority of the City of Pittsburg at a regular meeting on the 16st day of January 2018, by the following vote:

AYES:

NOES:

ABSTAINED:

ABSENT:

ATTEST:

Alice E. Evenson, Secretary

Dwaine "Pete" Longmire, Chair

BEFORE THE CITY COUNCIL OF THE CITY OF PITTSBURG

In the Matter of:

Approve the Transfer of Unclaimed Funds)
To the City's General Fund Pursuant to) RESOLUTION NO. 18-
California Government Code Section 50053)

The Pittsburg City Council DOES RESOLVE as follows:

WHEREAS, the City of Pittsburg's policy is to properly account for unclaimed funds in a manner which follows California Government Code Sections 50050 through 50056; and

WHEREAS, the attached list of unclaimed vendor payments has been outstanding and unclaimed in special funds for more than three years; and

WHEREAS, the attached listing of unclaimed vendor payments has been published as required with no claims filed for reimbursement.

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

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

Section 2. The Pittsburg City Council does hereby authorize the transfer of Unclaimed City of Pittsburg funds in the amount of \$4,409.29 to the City's General Fund as Revenue.

PASSED AND ADOPTED by the City Council of the City of Pittsburg at a regular meeting on the 16th day of January 2018, by the following vote:

AYES:

NOES:

ABSTAINED:

ABSENT:

Dwayne "Pete" Longmire, Mayor

ATTEST:

Alice E. Evenson, City Clerk

PURSUANT TO CALIFORNIA GOVERNMENT CODE 50050 - 50056

The following amounts and funds represent City of Pittsburg issued warrants which have been outstanding for at least three years.

These amounts will become the property of the City of Pittsburg on January 16, 2018 if they remain unclaimed:

Steven Mitchell	80.62	Marina Operations
Hoang Nguyen	238.08	Water Operations
Complete Welders Supply	71.50	Island Energy
Ayana Ford	68.06	Water Operations
Brittany N. Fritts	15.49	Water Operations
Pamela Escalera	20.70	Water Operations
Jow & AAW LLC	209.41	Water Operations
Parvinder Kumar	50.00	General Fund
Parvinder Kumar	27.50	General Fund
Antoine L. Crowder	53.72	Water Operations
Amaranta Garcia	115.99	Water Operations
Sionesoni Katoa	84.38	Water Operations
John & Carla Burk	250.00	Water Operations
Irene Reddick	620.00	Citywide Lighting & Landscape
Sara Jones	151.00	General Fund
Tracey Randolph	122.66	Water Operations
Alexiah Cooper	161.64	Water Operations
Alvin Mason	231.14	Water Operations
Raphael Soriano	120.19	Water Operations
Laurel Hansen	192.84	Water Operations
Robert Brown	174.72	Water Operations
Rebecca Fisher	56.15	Water Operations
R & R Maintenance	37.00	General Fund
Jeanette Warren	55.00	General Fund
Steeltown Coffee & Tea	250.00	Economic Development
Maria Guadalupe Cancino	49.07	Water Operations
Integrity Escrow	200.00	Successor Agency to RDA
Sydney De La Grange	222.97	Water Operations
Nikel Whyte	97.67	Water Operations
Singin Garcia	147.72	Water Operations
Manuel Alvarado	40.00	General Fund
Marabella Youkhaneh	194.07	Water Operations
Christina Harrison	52.00	Housing Authority
Ronald Ball	18.00	Housing Authority
LaToya Davis	111.00	Housing Authority
Samaiyah Warren	40.00	Housing Authority
DC Real Estate Group LLC	674.00	Housing Authority
Angelica J Jones	49.00	Housing Authority
Dalisha L Bernstine	82.00	Housing Authority

These funds may be released provided a claim form has been completed with the necessary information. The Unclaimed Funds Claim Form is available at the City of Pittsburg - Finance Department, 65 Civic Ave., Pittsburg, CA 94565, or by calling Accounts Payable, 925-252-4124.



Approved By Marc C. Grisham
City Manager

Subject: Unclaimed Check Policy

Purpose:

It is the policy of the City of Pittsburgh to properly account for unclaimed money in a manner which follows government code sections 50050 through 50056. Funds that remain unclaimed for at least 3 years will become the property of the City of Pittsburgh after the procedures identified herein have been followed. Unclaimed Funds consists of funds which are not the property of the City, but remain in the City Treasury for three or more years without a claim being filed by the legal owner(s).

Unclaimed money will not include individual items of less than \$15.00, or any amounts in which the depositor's name is unknown. These funds will become the property of the City of Pittsburgh after being unclaimed for a period of at least 12 months.

Procedures:

I. IDENTIFICATION

Every quarter the Accounting Operations Division will generate an outstanding check report which identifies all outstanding payroll checks and housing authority checks over three months old and all accounts payable checks over six months old. The Accounting Operations Division will review the listing to determine if disposition of the check is correct. This will include examination of the original documentation and the review of all relevant financial information as needed.

When the review process is completed, a letter and affidavit will be sent to each payee asking to verify the status of the check. A copy of the letter and the review history will be maintained in the Accounting Operations Division. See attachment A and B for examples.

A check will be considered unclaimed if:

- No response is received to the inquiry within 30 days.
- The payee can't be identified or located.
- The payee declines payment.

II. STALE DATING CHECKS

Payroll checks and Housing Authority checks drawn on City bank accounts that remain outstanding for six months or more and Accounts Payable checks drawn

on City bank accounts that remain outstanding for one year or more will be considered stale dated, and will not be honored by the City's bank if presented for payment.

III. RECLASSIFYING STALE DATED CHECKS

All checks that remain unclaimed will be transferred to the City's Unclaimed Property account based on the following criteria:

- Accounts payable checks - One year from the issue date
- Payroll checks – Six months from the issue date
- Housing Authority checks – Six months from the issue date

These checks will be cancelled, and notification of the cancellation will be sent to the City's bank. Accounting entries will be generated to record the dollar amount of unclaimed checks in the liability account: *Unclaimed Property*.

The payee/check information will be recorded in an unclaimed check spreadsheet maintained by the Accounting Operations Division. This list of unclaimed checks will include the individual or business name as shown on the issued check, the amount of the issued check, the check number, the check issue date, and the original expense account.

IV. CLAIMING FUNDS

An individual or business may file a claim for funds with the City's Accounting Operations Division or Housing Authority. Claimants will be required to complete an Unclaimed Property Form, along with supporting documentation to establish entitlement to payment. See attachment B for example. All funds that remain unclaimed based on the timelines established in Section V will be transferred to the City's General Fund or Housing Authority Fund.

Examples of claims and the types of supporting information that may be required include:

- A. Individual Claimant – Claims initiated by the owner or the parent/custodian of the owner of the property.
- Completed and signed Unclaimed Property Request Form.
 - A copy of the check (if available).
 - Copy of any official form used for identification, such as a driver's license, military identification card, or passport.
 - Proof of reported address associated with the unclaimed check. The following documents are acceptable: pay stub, tax return, mortgage, telephone or utility bill, bank or credit card statement.
 - If the claim is initiated by the parent/custodian of the claimant, proof of that relationship.
- B. Business Claimant – The claim must be made by an officer or official claiming on behalf of the business or corporation, partnership, professional

association, non-profit organization, government entity, or private organization.

- Completed and signed Unclaimed Property Request Form.
- A copy of the check (if available).
- Copy of official identification for each officer or official, such as a driver's license.
- Federal tax identification number.
- Business card of the authorized officer or official.
- Proof of the business's reported address associated with the unclaimed check, such as tax return documents, a mortgage, rent, telephone, or utility bill, or a bank statement.

If a company or business has dissolved or changed names additional information may be requested to process the claim.

C. Heir or Trustee of Deceased Property Owner – Claims initiated by the authorized lawful heir or trustee of the deceased payee's claim.

- Completed and signed Unclaimed Property Request Form.
- Death certificate of the deceased owner or owners of the property.
- Copy of any official form used for identification for each heir, such as a driver's license, military identification card, or passport.
- Proof of reported address associated with the unclaimed property. The following documents are acceptable: Pay stub, tax return document, mortgage, telephone, or utility bill, bank or credit card statement.
- Proof of the deceased owner's relationship to the claim holder. The following documents are acceptable: Bank statement, mortgage, telephone, or utility bill.
- Proof that no other person has a superior right to the interest of the decedent in the described property.

All claims made by heirs or trustees of a deceased payee are subject to review and approval by the City Attorney.

The City of Pittsburg retains the right to reject any claim in which entitlement has not been established to the City's satisfaction.

If a claim is approved, the check will be reissued and the original check will be removed from the unclaimed check listing.

V. **TRANSFER OF CHECKS TO THE GENERAL FUND OR HOUSING AUTHORITY FUND**

On an annual basis, the unclaimed check list will be reviewed to determine which checks can be transferred to the City's General Fund or Housing Authority Fund, as determined by Government Code Sections 50050 through 50056, as follows:

- Checks under \$15

Checks for less than \$15 that remain unclaimed for a period of at least one year will become the property of the City and will be transferred to the City's General Fund.

- Checks \$15 and Greater

Checks that are greater than \$15 and have remained outstanding for more than three years will be published once a week for two consecutive weeks in a newspaper of general circulation stating the payee, the amount, and the fund in which the money is held. The notice will also contain the specific date the money will become the property of the City. See Attachment C for example. This date shall not be less than 45 days nor more than 60 days after the first publication.

If there are no claims for the check by the date identified in the notice, a list of unclaimed checks and dollar amounts will be submitted to City Council for approval and transfer to the City's General Fund or Housing Authority Fund.

All approved funds will be transferred following the issuance of a resolution.

Attachments:

1. A – Sample Letter
B – Sample Affidavit
C – Sample Notice to be published in newspaper
D – Sample Unclaimed Money Claims Form

Attachment A

Sample Letter

Dear _____,

Our records indicated that check number _____ issued to you on
_____ in the amount of \$ _____ by the City of Pittsburg has not
been cashed and is now stale dated. To claim this money, please complete the
enclosed

'Stale Dated Check Replacement Affidavit' as indicated and mail to:

City of Pittsburg
Finance Department
65 Civic Avenue
Pittsburg, CA 94565

Upon receipt of the properly signed affidavit, a new check will be issued to you. Please
call if you have any questions or if I can be of any assistance.

Susan Winkelbauer
Accounts Payable
925-252-4011
City of Pittsburg

Enclosure

Attachment B

Sample Affidavit

**City of Pittsburgh
Affidavit of Unclaimed Monies**

I, _____, hereby declare that I am the legal owner or custodian of check number _____, issued by the City of Pittsburgh, in the amount of \$ _____, dated _____ and the name of the payee shown is _____.

Indicate below what happened – Mark on the box and explain.

- ☐ The above check was not received.
- ☐ The above check was destroyed by _____.
- ☐ The above check was lost by me on _____.
- ☐ Other _____.
- ☐ The above check is attached. The check is now void because it was not cashed within six months and became stale dated.

I request that a replacement check be issued to me and agree that if the above warrant is received I will promptly return it to the City of Pittsburgh Finance Department.

I CERTIFY UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT THE FOREGOING IS TRUE AND CORRECT.

EXECUTED AT _____,

THIS _____, DAY OF _____, 20 _____.

Signature

Daytime Phone number

Address

City State Zip

Attachment C

Sample Notice to be published in the newspaper

Notice is hereby given that the City of Pittsburg is holding funds for the following persons. If said funds are not claimed by MMMM dd, yyyy, these funds will become the property of the City of Pittsburg in accordance with California Government Code Sections 50050 – 50056. These funds may be released to the depositor, their heir, beneficiary, or duly appointed representative provided a claim form has been completed with the necessary information.

The Unclaimed Money Claim form is available at the City of Pittsburg Finance Department, 65 Civic Avenue, Pittsburg, CA 94565, or by calling Susan Winkelbauer, Accounts Payable, and 925-252-4011. Required claim information includes name, address, phone number, tax identification number, amount of claim, and grounds on which claim is founded. Once a claim is submitted, the Finance Director will determine what, if any, additional information is necessary.

Person with funds on deposit for 3 Years:

NAME	AMOUNT	SOURCE OF FUNDS
Vendor A	\$345.78	General Fund
Vendor B	\$127.52	Water Fund
Vendor C	\$300	Sewer Fund

Attachment D

Sample Unclaimed Money Claim Form

**City of Pittsburg
Unclaimed Funds Claim Form**

Pursuant to California Government Code Section 50052, I wish to file a claim for previously unclaimed funds in the amount of \$_____ that was published in the Local Newspaper on _____. The grounds on which I file this claim are:

Vendor or individual Name

Taxpayer ID # or SS#

Signature

Telephone

Address

City, State, Zip

FINANCE USE ONLY

Claim received on _____.

☐

Approved

☐

Denied

Original Warrant #:

Date:

Amount:

Replacement Warrant #:

Date:

Amount:

Director of Finance

SECTION 50050-50057

50050. For purposes of this article, "local agency" includes all districts. Except as otherwise provided by law, money, excluding restitution to victims, that is not the property of a local agency that remains unclaimed in its treasury or in the official custody of its officers for three years is the property of the local agency after notice if not claimed or if no verified complaint is filed and served. At any time after the expiration of the three-year period, the treasurer of the local agency may cause a notice to be published once a week for two successive weeks in a newspaper of general circulation published in the local agency. Money representing restitution collected on behalf of victims shall be either deposited into the Restitution Fund or used by the local agency for purposes of victim services after the expiration of the three-year period. However, with respect to moneys deposited with the county treasurer pursuant to Section 7663 of the Probate **Code**, this three-year period to claim money held by a local agency is extended for an infant or person of unsound mind until one year from the date his or her disability ceases.

For purposes of this section, "infant" and "person of unsound mind" have the same meaning as given to those terms as used in Section 1441 of the **Code** of Civil Procedure.

50051. The notice shall state the amount of money, the fund in which it is held, and that it is proposed that the money will become the property of the local agency on a designated date not less than forty-five days nor more than sixty days after the first publication of the notice.

50052. Upon or prior to publication, a party of interest may file a claim with the treasurer which must include the claimant's name, address, amount of claim, the grounds on which the claim is founded, and any other information that may be required by the treasurer. The claim shall be filed before the date the unclaimed money becomes the property of the local agency as provided under Section 50051 and the treasurer shall accept or reject that claim. If the claim is rejected by the treasurer, the party who submitted the claim may file a verified complaint seeking to recover all, or a designated part, of the money in a court of competent jurisdiction within the county in which the notice is published, and serves a copy of the complaint and the summons issued thereon upon the treasurer. The copy of the complaint and summons shall be served within 30 days of receiving notice that the claim was rejected. The treasurer shall withhold the release of the portion of unclaimed money for which a court action has been filed as provided in this section until a decision is rendered by the court.

50052.5. (a) Notwithstanding Section 50052, the treasurer may release to the depositor of the unclaimed money, their heir,

beneficiary, or duly appointed representative, unclaimed money if claimed prior to the date the money becomes the property of the local agency upon submitting proof satisfactory to the treasurer, unless the unclaimed money is deposited pursuant to Section 7663 of the Probate **Code**.

(b) Notwithstanding Section 50052, the treasurer may release unclaimed money deposited with the county treasurer pursuant to Section 7663 of the Probate **Code**, to any adult blood relative of either the decedent or the decedent's predeceased spouse.

(c) Notwithstanding Section 50052, the treasurer may release unclaimed money deposited with the county treasurer pursuant to Section 7663 of the Probate **Code** to the parent who has legal and physical custody of a minor who is a blood relative of either the decedent or the decedent's predeceased spouse without the need to appoint a legal guardian for the minor as follows:

(1) If the value of the unclaimed money deposited with the county treasurer is five thousand dollars (\$5,000) or less, the treasurer may release the money according to Section 3401 of the Probate **Code**.

(2) If the value of the unclaimed money deposited with the county treasurer is sixty thousand dollars (\$60,000) or less, and the money is not released under paragraph (1), the unclaimed money may be released by the treasurer to the parent who shall, after payment of any costs incurred in making the claim, hold the money in trust, to be used only for the care, maintenance, and education of the minor, and the parent shall be liable therefor to the minor under the fiduciary laws of this state. The money held in trust shall be released to the minor when the minor reaches the age of majority.

(d) The claim shall be presented to the county treasurer in affidavit form and signed under penalty of perjury. Notwithstanding Section 13101 of the Probate **Code**, the claimant, to be entitled to the entire escheated estate, needs only to establish with documentary proof the existence of a blood relationship to either the decedent or of the predeceased spouse, if any, and the documentary proof, if regular on its face, need not be certified. Notwithstanding Section 13101 of the Probate **Code**, the claimant shall not be required to declare that no other person has an equal or superior claim to the escheated estate.

The county treasurer may rely in good faith on the sworn statements made in the claim and shall have no duty to inquire into the truth or credibility of evidence submitted.

In paying out the escheated estate, the county treasurer shall be held harmless to all. Payment shall act as total acquittance and shall completely discharge the county treasurer from any liability.

If the county treasurer rejects any claim made hereunder, the claimant may take his or her grievance to the Superior Court of the county holding the escheated estate.

Any claim paid hereunder shall be paid without interest.

50053. When any such money becomes the property of a local agency and is in a special fund, the legislative body may transfer it to the general fund.

50054. Whenever any city or county or city and county renders construction services or constructs public works for any city, county, city and county or any other governmental agency below the level of the state **government**, the price charged for such services or

construction shall be sufficient to reimburse the governmental body performing such services for the full cost thereof including labor, material, equipment costs or rentals and a reasonable allowance for overhead. In computing overhead, without limitation on other factors properly includable, there shall be allocated to the overhead cost its proportionate share of indirect labor and administrative costs.

50055. Any other provision of this article notwithstanding, any individual items of less than fifteen dollars (\$15), or any amount if the depositor's name is unknown, which remain unclaimed in the treasury or in the official custody of an officer of a local agency for the period of one year or upon an order of the court may be transferred to the general fund by the legislative body without the necessity of publication of a notice in a newspaper.

50056. The responsibilities of the treasurer as provided under this article may be delegated by the treasurer to the agency, district, or department that maintains the supporting records of the unclaimed money based on the initial receipt or deposit of that money or both.

50057. For individual items in the amount of one thousand dollars (\$1,000) or less, the legislative body of any county may, by resolution, authorize the county treasurer to perform on its behalf any act required or authorized to be performed by it under Sections **50050**, 50053, and 50055. The resolution shall require that the county auditor be informed of each act performed under the authorization.



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

DATE: 1/5/2018
TO: Mayor and Council Members
FROM: Joe Sbranti, City Manager
SUBJECT: Adoption of a City Council Resolution to Amend Water Rates
MEETING DATE: 1/16/2018

EXECUTIVE SUMMARY

On November 20, 2017, the following was presented: In 2013, the City Council adopted a multi-year water and sewer rate structure for the period through October 2017. Since that time the City's costs for raw water, energy and other related costs have risen. In addition, the City has prioritized approximately \$21 million in capital improvements to the Water Treatment Plant and system infrastructure needed to maintain or improve water quality and reliability of the supply to customers. For these reasons, staff recommends a schedule of cost increases for residential and commercial water customers of 6.0 percent per year over the next four years.

FISCAL IMPACT

The proposed increase for adoption by the City Council will help meet the financial requirements of the Water Enterprise Fund for annual operations and maintenance. Additionally, revenues generated will provide funding for \$22 million in additional funds needed for capital improvements for the Water Enterprise Fund. A forecast for water revenues and expenses is attached to this report as part of the Municipal Financial Services Water Rate Study.

RECOMMENDATION

City Council open the Public Hearing, take comments, authorize the publication of Proposition 218 Notice and keep the hearing open for continued comments at the meeting scheduled for February 5, 2018.

BACKGROUND

On January 21, 2014, the City Council adopted Resolution 13-12064 amending and establishing updated water and sewer rates and charges for a four-year period. The last of the four rate increases took effect January 1, 2017.

Staff evaluated increases in operational costs for the City's Water utility and proposes an average increase to residential single-family water bills of 6.0% annually for the next four years for water service. Staff presented its proposal for rates and increases to the Finance Subcommittee on October 18, 2017.

A Proposition 218 notice letter was sent in November, and a notice of the proposed increase to water rates will be printed on water utility bills starting in December.

On November 20, 2017, the City Council opened a public hearing and continued it to January 16, 2018. As of the writing of this report the City has received customer questions and comments by phone and email, and approximately 200 notices of protest from water customers.

SUBCOMMITTEE FINDINGS

At a meeting held on October 18, 2017, the Finance Subcommittee reviewed and supported staff's recommendation to increase the water rates as presented in this report and attached supporting documentation.

STAFF ANALYSIS

Water Rate Analyses

Earlier this year, the City engaged the services of consultant Municipal Financial Services to conduct a cost of service water rate study and make recommendations about future water rates for residents and commercial businesses in Pittsburg.

Based upon the findings of the study, including increasing raw water costs, increasing operational costs and current infrastructure needs, staff recommends the City increase water rates to cover increased operational costs and for repair and replacement of capital assets. Increases to water operational costs for the past four years are attributable to (1) increases from raw water costs from Contra Costa Water District; (2) increases from PG&E (per million gallons of water treated); and (3) costs for regulatory compliance. Additionally, the City has completed an audit of the water use in its system and trimmed personnel costs through a reorganization resulting in the eliminating one management position at the Water Treatment Plant.

Staff recommends a change to the tier "break" point from 14 hundred cubic feet (HCF) (344 gallons per day) in water usage per month to 9 HCF (221 gallons per day.) The change reflects the success of conservation programs that have reduced the average use by single family residential customers and the blended use of raw water from the City's wells. A new rate of \$3.76 per hundred cubic feet (HCF) of water use would apply to single family customers using up to 9 HCF per month. For 80% of single-family residential customer, average use is 9 HCF or less per month. For customers using more than 9 HCF per month, the rate for only that portion of their monthly water use more than 9 HCF would be charged at \$5.45 per HCF.

Residential single-family customers in zone 1 and 2 using 9 HCF per month will have a new bill of \$59.64 (Rate of \$3.76 x 9 HCF = \$33.84 + meter charge \$25.80 = \$59.64) resulting in an increase of \$3.31 per month, starting with the billing cycle starting after February 1, 2018. This bill with the same water usage will rise to \$63.17 in November 2018, to \$ 66.91 in November 2019, and to \$ 70.87 in November 2020.

Failure to increase the water rates will impact the City's ability to construct necessary capital improvements to ensure that the water system can be operated effectively and with fewer disruptions in service. Water system pipe failures raise overall operational costs. Including night, weekend and other emergency responses, and water lost due to the pipe failure. The failures also disrupt service to customers and can also affect business operations for non-residential customers.

The City offers discounted water and garbage rates for seniors and disabled customers. Details and an application for the program are available on the City's website under "Water utility billing forms" and are titled "Application for Discounted Water/Garage Rates for Senior Citizen."

Current Capital Improvement Needs

The City's Water System has about 226 miles of water mains that include numerous lines that are at the end of their life cycle. Aging water mains require increased maintenance until they can be replaced.

In the past four years the City has made approximately \$25.1 million in capital improvements funded by Water Enterprise Funds and a loan from the Infrastructure Bank (I-Bank). Projects include replacing aging waterlines in Delta Hawaii and Bayside Knolls subdivisions, replacement of a well, improvements to the water distribution system and water treatment plant, water meter replacements, and water reservoir rehabilitation. Additional projects need to be done to maintain reliability in the older parts of the city. A prioritized listing of these projects is attached to this report.

Existing Water Capital Deficiencies

Staff has identified six priority areas in need of immediate replacement of waterlines totaling \$21 million. These areas experience water main breaks more often than other areas of the City, requiring a significant amount of Staff time to repair. On occasion, these breaks have also caused flooding, resulting in damage claims against the City. These areas are listed and prioritized on the attached 2017 Water System Rehabilitation Priority Projects spreadsheet.

Fire Service Charges

The study recommends fire system service charges based upon the connection size. The recommended charges as outlined in the attached study and Proposition 218 Notice enables the City to recover the cost of providing this service. Fire service charges are currently not charged to single family residential customers. Commercial, industrial and multi-family residential water customers are billed for this service.

Zone Pumping Charges

Zone Pumping charges were adopted to help the City recover costs of pumping water to customers at higher elevations. The City currently recognizes four different zones and anticipates adding two additional zones (Zones 5 and 6) at a future date as development occurs. The pumping charges help to ensure that developments in the upper pressure

zones pay more of the cost to deliver water to their service area and are incorporated into the rates shown in the study and the Proposition 218 notice.

Water Fund Debt Service Financial Obligations

In November 2016, the City issued Refunding Water Revenue Bonds in the amount of \$34.3 million to refinance the existing 2008 Water Revenue Bonds. In addition to the 2016 bonds, the City in November 2014 took a loan from the California Infrastructure and Economic Development Bank to finance the expansion of the Water Treatment Plant. Annual debt service requirements for the City's Water Enterprise fund total \$2,847,601 in FY 2017-18.

Staff has concluded the operational outline for the proposed cost increases to the City's Water Rates would become effective February 6, 2018. All legal and regulatory compliance with Prop 218 requirements have been achieved and required public notification has been completed to affected rate payers in the City's Water System.

ATTACHMENTS: Resolution
Proposition 218 Notice
2017 Water System Rehabilitation Priority
Water System Study

Report Prepared By: Fritz McKinley, Director of Public Works/City Engineer, and
Brad Farmer, Director of Finance

BEFORE THE CITY COUNCIL OF THE CITY OF PITTSBURG

In the Matter of:

Amending the City's Multi-Year Water)
Rates Effective February 1, 2018)
through December 31, 2021)

RESOLUTION NO. 17-13400

The PITTSBURG City Council DOES RESOLVE as follows:

WHEREAS, the City of Pittsburgh operates and maintains a potable water system for Pittsburgh water customers; and,

WHEREAS, the City Council of the City of Pittsburgh last adopted multi-year water rate changes on December 13, 2013 for a four-year period; and,

WHEREAS, the City's Water rates are being increased to pay for operational cost increases, and to provide funding for necessary capital replacement projects for the next four years.

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

Section 1. Findings

A. The recitals set forth above are true and correct statements and are hereby incorporated.

B. Now, therefore, the City Council of the City of Pittsburgh does hereby resolve, modify and amend as follows:

SECTION 1. Pursuant to Section 13.12.035 (Qualifying Senior Citizens) of the Pittsburgh Municipal Code

a. The monthly quantity usage charge for qualifying residential customers shall be as per Section 2. The consumption amount above 9 HCF will be the same as single family residential.

SECTION 2. Pursuant to Section 13.12.030 (Water Rates) of the Pittsburgh Municipal Code

a. Monthly Meter Service Charge

The monthly meter service charge for water service within the city limits, shall be as follows:

Effective Date>	2/1/2018	11/1/2018	11/1/2019	11/1/2020
5/8 x 3/4-inch or 3/4-inch meter	\$25.80	\$26.90	\$ 28.30	\$ 30.10

1-inch meter	56.00	58.00	62.00	65.00
1 ½-inch meter	106.00	111.00	117.00	124.00
2-inch meter	167.00	174.00	183.00	195.00
3-inch meter	330.00	340.00	360.00	380.00
4-inch meter	510.00	530.00	560.00	590.00
6-inch meter	1,010.00	1,060.00	1,110.00	1,180.00
8-inch meter	1,820.00	1,900.00	2,000.00	2,120.00
10-inch meter	2,930.00	3,060.00	3,220.00	3,410.00

b. Fire line service

The monthly fire service charge for water service, shall be as follows:

Effective Date>	2/1/2018	11/1/2018	11/1/2019	11/1/2020
2-inch line or smaller	\$ 24.95	\$ 24.95	\$ 24.95	\$ 24.95
3-inch line	48.29	48.29	48.29	48.29
4-inch line	74.59	74.59	76.00	81.00
6-inch line	200.00	209.00	220.00	234.00
8-inch line	426.00	445.00	469.00	498.00
10-inch line or larger	766.00	800.00	843.00	896.00
Residential	25.8	26.90	28.30	30.10

c. Quantity charge (per dwelling unit)

The monthly quantity usage charge for water service within the city limits, shall be as follows:

Non-Residential

Effective Date>	2/1/2018	11/1/2018	11/1/2019	11/1/2020
Zones 1 and 2	\$ 4.44	\$ 4.71	\$ 5.04	\$ 5.44
Zone 3	4.57	4.84	5.18	5.58
Zone 4	4.63	4.91	5.25	5.66
Zones 5 and 6	4.76	5.05	5.39	5.80

Single Family

Effective Date>	2/1/2018	11/1/2018	11/1/2019	11/1/2020
Tier 1	0 – 9 HCF	0 – 9 HCF	0 – 9 HCF	0 – 9 HCF
Zone 1 and 2	\$ 3.76	\$ 4.03	\$ 4.29	\$ 4.53
Zone 3	3.85	4.16	4.43	4.67
Zone 4	3.89	4.22	4.50	4.75
Zones 5 and 6	3.97	4.36	4.64	4.89
Tier 2	> 9 HCF	> 9 HCF	> 9 HCF	> 9 HCF
Zone 1 and 2	5.45	5.66	5.92	6.26

Zone 3	5.58	5.79	6.06	6.40
Zone 4	5.64	5.86	6.13	6.48
Zones 5 and 6	5.77	6.00	6.27	6.62

Qualified Senior Citizen Residential

Effective Date>	2/1/2018	11/1/2018	11/1/2019	11/1/2020
Tier 1	0 – 4 HCF	0 – 4 HCF	0 – 4 HCF	0 – 4 HCF
Zone 1 and 2	\$ 1.50	\$ 1.64	\$ 1.72	\$ 1.81
Zone 3	1.63	1.77	1.86	1.95
Zone 4	1.69	1.84	1.93	2.03
Zones 5 and 6	1.82	1.98	2.07	2.17
Tier 2	5 - 9 HCF	5 - 9 HCF	5 - 9 HCF	5 - 9 HCF
Zone 1 and 2	3.76	4.03	4.29	4.53
Zone 3	3.85	4.16	4.43	4.67
Zone 4	3.89	4.22	4.50	4.75
Zones 5 and 6	3.97	4.36	4.64	4.89
Tier 3	> 9 HCF	> 9 HCF	> 9 HCF	> 9 HCF
Zone 1 and 2	5.45	5.66	5.92	6.26
Zone 3	5.58	5.79	6.06	6.40
Zone 4	5.64	5.86	6.13	6.48
Zones 5 and 6	5.77	6.00	6.27	6.62

SECTION 3. The fees established by this resolution shall take effect with the beginning of billing periods on or after February 1, 2018.

PASSED AND ADOPTED by the City Council of the City of Pittsburg at a regular meeting on the 5th day of February 2018, by the following vote:

AYES:

NOES:

ABSTAINED:

ABSENT:

Dwaine “Pete” Longmire, Mayor

ATTEST:

Alice E. Evenson, City Clerk



CITY OF PITTSBURG

Notice of Public Hearing on Proposed Water Rate Increases

Tuesday, January 16, 2018 at 7:00 p.m. and

Monday, February 5, 2018 at 7:00 p.m.

Council Chambers – 65 Civic Avenue, Pittsburg, CA 94565

La Ciudad de Pittsburg le desea notificar de una Audiencia Pública del Consejo Municipal en Enero 16, 2018 y en Febrero 5, 2018 a las 7:00 pm en la Sala Principal del Consejo Municipal para discutir un aumento en las tarifas del agua. Una versión en el idioma inglés de este aviso está disponible en el sitio web de la Ciudad de Pittsburg en www.ci.pittsburg.ca.us. Si Usted desea protestar, por favor llene la forma que se encuentra al final de este anuncio y mándelo por correo al 65 Civic Avenue, Pittsburg, CA 94565 durante horas publicadas o someta su protesta personalmente en la Audiencia Pública Enero 16, 2018 o en Febrero 5, 2018.

Public Hearing

The City of Pittsburg wishes to notify you of a Public Hearing of the City Council on January 16, 2018 at 7:00 p.m. at the City Hall Council Chambers to discuss Water rate increases for fiscal years (FY) 2017/18 through 2020/21. The City will accept public comments at the Public Hearing. The City Council may act to implement increases at this meeting. The meeting facility is accessible to the handicapped. Auxiliary aides will be made available upon request, in advance, for persons with hearing or vision disabilities.

Protests

Any customer or owner of record who is subject to the proposed utility charge that is the subject of the hearing may submit a written protest to the City by:

- Hand deliver or mail the City Clerk, 65 Civic Avenue, Pittsburg, CA 94565 during published business hours; or
- Personally, submitting the protest at the Public Hearing.

Protests must be received by the end of the public hearing, including those mailed to the City. No postmarks will be accepted. Protests not actually received by the close of the hearing, (whether mailed prior to the hearing) shall not be counted. Only one protest will be counted per parcel. Emailed, faxed and photocopies protests shall not be counted. Although oral comments at the public hearing will not qualify as a formal protest unless accompanied by a written protest, the City Council welcomes input from the community during the public hearing on the proposed charges. A written protest must include the following, and shall not be counted if any of these required elements are omitted: a statement protesting the proposed water rate increase; name of the customer or owner of record who is submitting the protest; identity, by street address or Assessor's Parcel Number; original signature and legibly printed name of the customer or owner of record who is submitting the protest.

Need for Rate Increases

The proposed increases are necessary to maintain the financial stability and structural integrity of the City's Water Program, and to address new Federal and State regulatory mandates, as well as increasing costs affecting Water operations. Utility fee calculations are based on the cost of operation and maintenance expenses (including labor, utilities, supplies and materials), capital expenditures for infrastructure, and adequate reserves for meeting capital and operational needs. This rate increase addresses the rising costs of raw water and treatment of water as well as maintaining water distribution; and the need to meet increasing mandates from both Federal and State agencies. The City is committed to proactively improving and maintaining our aging systems while providing excellent services at all levels within our programs. The City is recommending annual rate adjustments in monthly commodity and service charges.



Water Rates - Proposed Rate Structure (Table 1): The rate structure has three components: 1) a monthly meter service charge which varies by meter size; 2) a quantity rate for actual metered water usage, and 3) Fire Line Service connection. Quantity rates increase for higher elevation zones because of additional electricity costs associated with pumping water to higher elevations. Most single-family customers have a $\frac{5}{8}$ x $\frac{3}{4}$ -inch meter. Average monthly water usage for single family customers decreased from 14 HCF in 2005 to 9 HCF in 2016. The first-tier quantity rate applies to water use equal to or below average monthly water use for the whole single-family customer class; the second-tier quantity rate applies to above average water use. All proposed rates for customers, both single family and non-single-family rates are detailed in Table I. The proposed rate structure includes a three-year schedule of rate increases.

If approved, the new rates and charges will go into effect on February 6, 2018, and thereafter rates and charges will increase pursuant to the schedule of rate increase.

For further information, please contact Fritz McKinley, Director of Public Works/City Engineer at fmckinley@ci.pittsburg.ca.us or at (925) 252-4928.



YOU MAY USE THIS FORM TO PROTEST THE PROPOSED WATER RATE INCREASES

I, _____ protest the proposed water rate increases.
(print first and last name)

Property Address or Assessor's Parcel Number _____

Signature _____

If you wish to use this form as your protest, please fill out and hand deliver or mail in a stamped envelope to:

City of Pittsburg, City Clerk
Water Rate Protest
65 Civic Avenue, Pittsburg, CA 94565



Table 1. Monthly Water Rate Summary					
Rates	<i>effective date ></i>	2/6/2018	11/1/2018	11/1/2019	11/1/2020
Quantity Rates, \$/HCF ¹					
Non-residential					
Zones 1 and 2		\$4.44	\$4.71	\$5.04	\$5.44
Zone 3		\$4.57	\$4.84	\$5.18	\$5.58
Zone 4		\$4.63	\$4.91	\$5.25	\$5.66
Zones 5 and 6		\$4.76	\$5.05	\$5.39	\$5.80
Single Family ²					
Tier 1	<i>0 - 9 HCF</i>	<i>0 - 9 HCF</i>	<i>0 - 9 HCF</i>	<i>0 - 9 HCF</i>	<i>0 - 9 HCF</i>
Zones 1 and 2		\$3.76	\$4.03	\$4.29	\$4.53
Zone 3		\$3.85	\$4.16	\$4.43	\$4.67
Zone 4		\$3.89	\$4.22	\$4.50	\$4.75
Zones 5 and 6		\$3.97	\$4.36	\$4.64	\$4.89
Tier 2	<i>> 9 HCF</i>	<i>> 9 HCF</i>	<i>> 9 HCF</i>	<i>> 9 HCF</i>	<i>> 9 HCF</i>
Zones 1 and 2		\$5.45	\$5.66	\$5.92	\$6.26
Zone 3		\$5.58	\$5.79	\$6.06	\$6.40
Zone 4		\$5.64	\$5.86	\$6.13	\$6.48
Zones 5 and 6		\$5.77	\$6.00	\$6.27	\$6.62
Senior					
Tier 1	<i>0 - 4 HCF</i>	<i>0 - 4 HCF</i>	<i>0 - 4 HCF</i>	<i>0 - 4 HCF</i>	<i>0 - 4 HCF</i>
Zones 1 and 2		\$1.50	\$1.64	\$1.72	\$1.81
Zone 3		\$1.63	\$1.77	\$1.86	\$1.95
Zone 4		\$1.69	\$1.84	\$1.93	\$2.03
Zones 5 and 6		\$1.82	\$1.98	\$2.07	\$2.17
Tier 2	<i>5 - 9 HCF</i>	<i>5 - 9 HCF</i>	<i>5 - 9 HCF</i>	<i>5 - 9 HCF</i>	<i>5 - 9 HCF</i>
Zones 1 and 2		\$3.76	\$4.03	\$4.29	\$4.53
Zone 3		\$3.85	\$4.16	\$4.43	\$4.67
Zone 4		\$3.89	\$4.22	\$4.50	\$4.75
Zones 5 and 6		\$3.97	\$4.36	\$4.64	\$4.89
Tier 3	<i>> 9 HCF</i>	<i>> 9 HCF</i>	<i>> 9 HCF</i>	<i>> 9 HCF</i>	<i>> 9 HCF</i>
Zones 1 and 2		\$5.45	\$5.66	\$5.92	\$6.26
Zone 3		\$5.58	\$5.79	\$6.06	\$6.40
Zone 4		\$5.64	\$5.86	\$6.13	\$6.48
Zones 5 and 6		\$5.77	\$6.00	\$6.27	\$6.62
Meter Service, \$/meter-month					
? x ¾-inch or ¾-inch		\$25.80	\$26.90	\$28.30	\$30.10
1-inch		\$56.00	\$58.00	\$62.00	\$65.00
1½-inch		\$106.00	\$111.00	\$117.00	\$124.00
2-inch		\$167.00	\$174.00	\$183.00	\$195.00
3-inch		\$330.00	\$340.00	\$360.00	\$380.00
4-inch		\$510.00	\$530.00	\$560.00	\$590.00
6-inch		\$1,010.00	\$1,060.00	\$1,110.00	\$1,180.00
8-inch		\$1,820.00	\$1,900.00	\$2,000.00	\$2,120.00
10-inch		\$2,930.00	\$3,060.00	\$3,220.00	\$3,410.00
Fire Line Service, \$/connection-month					
Commercial					
2-inch or smaller		\$24.95	\$24.95	\$24.95	\$24.95
3-inch		\$48.29	\$48.29	\$48.29	\$48.29
4-inch		\$74.59	\$74.59	\$76.00	\$81.00
6-inch		\$200.00	\$209.00	\$220.00	\$234.00
8-inch		\$426.00	\$445.00	\$469.00	\$498.00
10-inch		\$766.00	\$800.00	\$843.00	\$896.00
Residential					
		\$25.80	\$26.90	\$28.30	\$30.10
1 - Hundred Cubic Feet (HCF) = 748 gallons					
2 - Tier break changed from 14 HCF to 9 HCF due to conservation					

2017 Water System Rehabilitation Priority Projects

Priority	Project Area	Limits	Approximate Age	System Need	Total Cost
1	11th Street Area	Black Diamond Street to Beacon Street and W. 10th Street to W. Santa Fe Avenue	90 - 100 Years	Pipe Replacement	\$ 5,000,000
2	Central Addition (Phase I)	Columbia Street to Harbor Street and Central Avenue to E. 14th Street	80 Years	Pipe Replacement/ Backyard Services	\$ 6,800,000
3	Cornwall Area	Somers Street to Railroad Avenue and E. 15th Street to School Street	86 Years	Pipe Replacement	\$ 3,000,000
4	Central Addition (Phase II)	Columbia Street to Harbor Street and E. Santa Fe Avenue to Central Avenue	91 Years	Pipe Replacement	\$ 2,700,000
5	Central Addition (Phase III)	Harbor Street to Solari Avenue and E. Santa Fe Avenue to Solari Street	65 -79 Years	Pipe Replacement	\$ 2,300,000
6	Pittsburg Heights Area	Madoline Street to Seeno Street and Alturas Boulevard to Tiffany Drive	65 Years	Pipe Replacement	\$ 1,300,000

Total \$ 21,100,000



DRAFT

Water Rates Study

Prepared for
City of Pittsburg, California
November 2017



2960 Valley Basin Avenue
Henderson, Nevada 89052

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List of Abbreviations

AF	acre feet (equal to 325,851 gallons)
PMC	Pittsburg Municipal Code
AWWA	American Water Works Association
CAFR	Comprehensive Annual Financial Report
CCI	Construction Cost Index
CCWD	Contra Costa Water District
CIP	Capital Improvement Program
City	City of Pittsburg
DSC	debt service coverage
DWR	Department of Water Resources
FY	Fiscal year (July 1 to June 30)
ENR	Engineering News Record
FY18	July 1, 2017 to June 30, 2018
gpd	gallons per day
HCF	Hundred Cubic Feet (~ 748.052 gallons)
mgd	million gallons per day
O&M	Operation and maintenance
R/R	Repair and replacement
SWRCB	State Water Resources Control Board
ULL	Urban Limit Line

Executive Summary

The City of Pittsburgh, in conjunction with Municipal Financial Services, has analyzed the adequacy of revenues from rates to meet projected expenditures of the water enterprise fund to determine whether revenues will be adequate to cover operating and maintenance costs as well as needed capital costs while meeting reserve policy and debt management policy. Water rates and charges were developed for the six-year period Fiscal Year 2017–18 (FY18) through FY23. Water rates and charges are recommended FY18 through FY21 (four fiscal years).

Water Fund 501 Revenues, Expenditures and Cash Balances

	<i>\$millions</i>	
Beginning Cash Balance, July 1, 2017 (FY18)	\$10,600	
Revenues		
Water Service Charges	\$89,500	92%
Other Fees & Revenue Adjustments	\$4,100	4%
Transfer in from Bond Proceeds	\$300	0.3%
Transfer in from General Fund	\$200	0.2%
Transfer in from Sewer Fund & Card Trans Fees	\$3,000	3%
Total Revenues	\$97,100	100%
Expenditures		
Water Lines	\$16,700	17%
Water Purification	\$48,400	49%
Finance/Utility Billing	\$6,000	6%
Debt Service	\$12,300	12%
Capital Projects	\$13,600	14%
Transfers	\$2,600	3%
Total Expenditures	\$99,600	100%
Net Revenues	-\$2,500	
Ending Cash Balance, June 30, 2021 (FY21)	\$8,100	
<i>Ending Cash Balance Reserve Target</i>	<i>\$5,900</i>	

Water rates were developed to generate sufficient revenues to cover operating and maintenance expenditures, fund capital expenditures, satisfy debt service coverage requirements and meet target reserve levels. A summary of the projected expenditures, revenues, beginning (FY18) and ending (FY21) fund balances and the FY21 target reserve amount are shown in the adjacent table.

The approximate amount of revenues required from water rates for the four-year period, FY18 through FY21, is \$89,500,000.

Projected operations and transfers funding requirements are approximately \$73,700,000 (74 percent of expenditures).

Projected capital expenditure funding requirements are approximately \$13,600,000 (14 percent of expenditures).

Projected debt service funding (principal and interest payments) requirements are approximately \$12,300,000 (12 percent of expenditures).

Note that no new debt service is proposed for this fund. Debt service coverage requirements for debt previously issued are met in all years.

Recommended Water Rates

The recommended rates were developed using a rate structure that is consistent with the requirements of Proposition 218¹ as codified in the State of California Constitution, Articles XIII C and XIII D, which require that each customer class pay its proportionate share of the required revenue in proportion to their beneficial use of the water system.

For recommended Water Quantity rates, the break point between Tier 1 and Tier 2 Single Family water use decreases from 14 HCF (hundred cubic feet) to 9 HCF and reflects the substantial decrease in Single Family water use since the 14 HCF value was developed in 2003. The basis for the recommended Single Family tiered rates is described in Section 2. The quantity rate for the first tier (0 – 4 HCF of water use) for Senior customers was designated by the City as 40 percent of the Single Family first tier rate. Recommended Water Quantity rates are listed in the table below.

Table ES-1. Curreant and Recommended Water Quantity Rates

¹ Article XIII C and Article XIII D were added to the California Constitution in 1996 by Proposition 218, the Right to Vote on Taxes Act. Article XIII D, Section 6(b) lists the five substantive requirements for "property related fees and charges."

		Adopted FY17	Recommended			
Rates	<i>effective date ></i>	1/1/2017	FY18 2/1/2018	FY19 11/1/2018	FY20 11/1/2019	FY21 11/1/2020
Quantity Rates, \$/HCF						
Non-residential						
Zones 1 and 2		\$4.17	\$4.44	\$4.71	\$5.04	\$5.44
Zone 3		\$4.23	\$4.57	\$4.84	\$5.18	\$5.58
Zone 4		\$4.25	\$4.63	\$4.91	\$5.25	\$5.66
Zones 5 and 6		\$4.27	\$4.76	\$5.05	\$5.39	\$5.80
Single Family						
Tier 1		<i>0 - 14 HCF</i>	<i>0 - 9 HCF</i>	<i>0 - 9 HCF</i>	<i>0 - 9 HCF</i>	<i>0 - 9 HCF</i>
Zones 1 and 2		\$3.56	\$3.76	\$4.03	\$4.29	\$4.53
Zone 3		\$3.62	\$3.85	\$4.16	\$4.43	\$4.67
Zone 4		\$3.64	\$3.89	\$4.22	\$4.50	\$4.75
Zones 5 and 6		\$3.66	\$3.97	\$4.36	\$4.64	\$4.89
Tier 2		<i>> 14 HCF</i>	<i>> 9 HCF</i>	<i>> 9 HCF</i>	<i>> 9 HCF</i>	<i>> 9 HCF</i>
Zones 1 and 2		\$5.27	\$5.45	\$5.66	\$5.92	\$6.26
Zone 3		\$5.33	\$5.58	\$5.79	\$6.06	\$6.40
Zone 4		\$5.35	\$5.64	\$5.86	\$6.13	\$6.48
Zones 5 and 6		\$5.37	\$5.77	\$6.00	\$6.27	\$6.62
Senior						
Tier 1		<i>0 - 4 HCF</i>	<i>0 - 4 HCF</i>	<i>0 - 4 HCF</i>	<i>0 - 4 HCF</i>	<i>0 - 4 HCF</i>
Zones 1 and 2		\$1.40	\$1.50	\$1.64	\$1.72	\$1.81
Zone 3		\$1.46	\$1.63	\$1.77	\$1.86	\$1.95
Zone 4		\$1.48	\$1.69	\$1.84	\$1.93	\$2.03
Zones 5 and 6		\$1.50	\$1.82	\$1.98	\$2.07	\$2.17
Tier 2		<i>5 - 14 HCF</i>	<i>5 - 9 HCF</i>	<i>5 - 9 HCF</i>	<i>5 - 9 HCF</i>	<i>5 - 9 HCF</i>
Zones 1 and 2		\$3.56	\$3.76	\$4.03	\$4.29	\$4.53
Zone 3		\$3.62	\$3.85	\$4.16	\$4.43	\$4.67
Zone 4		\$3.64	\$3.89	\$4.22	\$4.50	\$4.75
Zones 5 and 6		\$3.66	\$3.97	\$4.36	\$4.64	\$4.89
Tier 3		<i>> 14 HCF</i>	<i>> 9 HCF</i>	<i>> 9 HCF</i>	<i>> 9 HCF</i>	<i>> 9 HCF</i>
Zones 1 and 2		\$5.27	\$5.45	\$5.66	\$5.92	\$6.26
Zone 3		\$5.33	\$5.58	\$5.79	\$6.06	\$6.40
Zone 4		\$5.35	\$5.64	\$5.86	\$6.13	\$6.48
Zones 5 and 6		\$5.37	\$5.77	\$6.00	\$6.27	\$6.62
Meter Service, \$/meter-month						
5/8 x 3/4-inch or 3/4-inch		\$24.29	\$25.80	\$26.90	\$28.30	\$30.10
1-inch		\$53.03	\$56.00	\$58.00	\$62.00	\$65.00
1½-inch		\$101.09	\$106.00	\$111.00	\$117.00	\$124.00
2-inch		\$158.68	\$167.00	\$174.00	\$183.00	\$195.00
3-inch		\$312.25	\$330.00	\$340.00	\$360.00	\$380.00
4-inch		\$485.02	\$510.00	\$530.00	\$560.00	\$590.00
6-inch		\$965.08	\$1,010.00	\$1,060.00	\$1,110.00	\$1,180.00
8-inch		\$1,733.09	\$1,820.00	\$1,900.00	\$2,000.00	\$2,120.00
10-inch		\$2,789.05	\$2,930.00	\$3,060.00	\$3,220.00	\$3,410.00
Fire Line Service, \$/connection-month						
Commercial						
2-inch or smaller		\$24.95	\$24.95	\$24.95	\$24.95	\$24.95
3-inch		\$48.29	\$48.29	\$48.29	\$48.29	\$48.29
4-inch		\$74.59	\$74.59	\$74.59	\$76.00	\$81.00
6-inch		\$147.48	\$200.00	\$209.00	\$220.00	\$234.00
8-inch		\$264.22	\$426.00	\$445.00	\$469.00	\$498.00
10-inch		\$424.65	\$766.00	\$800.00	\$843.00	\$896.00
Residential		\$24.29	\$25.80	\$26.90	\$28.30	\$30.10

For Meter Service rates, costs associated with meter size are allocated based on the California Public Utilities Commission Water Division, "Rate Design for Water and Sewer System Utilities Including Master Metered Facilities", July 2006 (Standard Practice U-7-W).

For Fire Line Service rates, costs are allocated based on demand factors based on the nominal connection size as explained in the American Water Works Association (AWWA) *Manual of Water Supply Practices M1 Principles of Water Rates, Fees and Charges*. Residential customers with water meters increased to 1-inch to accommodate a combined domestic-fire sprinkler system are charged the ¾-inch meter charge.

Recommended rates are listed in the table below.

Table ES-2. Currant and Recommended Meter Service and Fire Line Service Rates						
Rates	effective date >	Adopted FY17 1/1/2017	Recommended			
			FY18 2/1/2018	FY19 11/1/2018	FY20 11/1/2019	FY21 11/1/2020
Meter Service, \$/meter-month						
5/8 x 3/4-inch or 3/4-inch		\$24.29	\$25.80	\$26.90	\$28.30	\$30.10
1-inch		\$53.03	\$56.00	\$58.00	\$62.00	\$65.00
1½-inch		\$101.09	\$106.00	\$111.00	\$117.00	\$124.00
2-inch		\$158.68	\$167.00	\$174.00	\$183.00	\$195.00
3-inch		\$312.25	\$330.00	\$340.00	\$360.00	\$380.00
4-inch		\$485.02	\$510.00	\$530.00	\$560.00	\$590.00
6-inch		\$965.08	\$1,010.00	\$1,060.00	\$1,110.00	\$1,180.00
8-inch		\$1,733.09	\$1,820.00	\$1,900.00	\$2,000.00	\$2,120.00
10-inch		\$2,789.05	\$2,930.00	\$3,060.00	\$3,220.00	\$3,410.00
Fire Line Service, \$/connection-month						
Commercial						
2-inch or smaller		\$24.95	\$24.95	\$24.95	\$24.95	\$24.95
3-inch		\$48.29	\$48.29	\$48.29	\$48.29	\$48.29
4-inch		\$74.59	\$74.59	\$74.59	\$76.00	\$81.00
6-inch		\$147.48	\$200.00	\$209.00	\$220.00	\$234.00
8-inch		\$264.22	\$426.00	\$445.00	\$469.00	\$498.00
10-inch		\$424.65	\$766.00	\$800.00	\$843.00	\$896.00
Residential		\$24.29	\$25.80	\$26.90	\$28.30	\$30.10

City of Pittsburg Resolution 09-11335 stated, "The 'new' Municipal well rate for the City of Pittsburg's water consumption and the meter charge will be set at 30% of the non-residential rate." Effective January 1, 2018, the City intends to set Municipal rates at 35% of the non-residential rate. Quantity and meter service rates for Municipal connections are not listed in the tables above but may be derived from the non-residential quantity rates and meter service rates in the tables.

Section 1

Introduction

This section describes the organization of the report, rate-making objectives, the rate-setting process, and a general description of the water system.

1.1 Organization of the Report

This report is divided into seven sections. This introduction provides an overview of the study objectives and an overview of the rate development process.

Section 2 discusses characteristics of customers and their use of the water system. The number and type of connections to the system and water use projected for FY17 – FY21 is developed in this section.

Section 3 describes the evaluation of revenue required from rates.

Section 4 describes the allocation of costs and development of unit costs of service.

Section 5 describes the impact of rates changes on customer bills.

Section 6 describes the limitations of the study document.

1.2 Rate-Making Objectives

There are numerous rate-making objectives that must be considered when developing rates and rate structures.

Revenue sufficiency. Generate sufficient revenue to fund operating costs, capital costs and bonded debt, and maintain adequate reserves.

Revenue stability. Recover revenue from fixed and variable charges that will cover fixed and variable costs (barring water shortages when rationing may be required).

Conservation signal. Reward customer for efficient water use and discourage its waste.

Administrative efficiency. Enable efficient implementation and ongoing administration, including monitoring and updating.

Affordability. Be as affordable as possible while maintaining the utilities sound financial position and credit rating.

Customer acceptance. Be as simple as possible to facilitate customer understanding and acceptance.

Fairness. Provide for each customer class to pay its proportionate share of the required revenue in compliance with legal rate-making requirements.

1.3 Overview of Utility Rate Setting Process

Rate studies classically have three categories of technical analysis – the development of revenue required from rates, the allocation of costs among functional cost categories (cost-of-service analysis) and the design of a rate structure. An overview of the rate-setting analytical steps is shown in Figure 1-1.

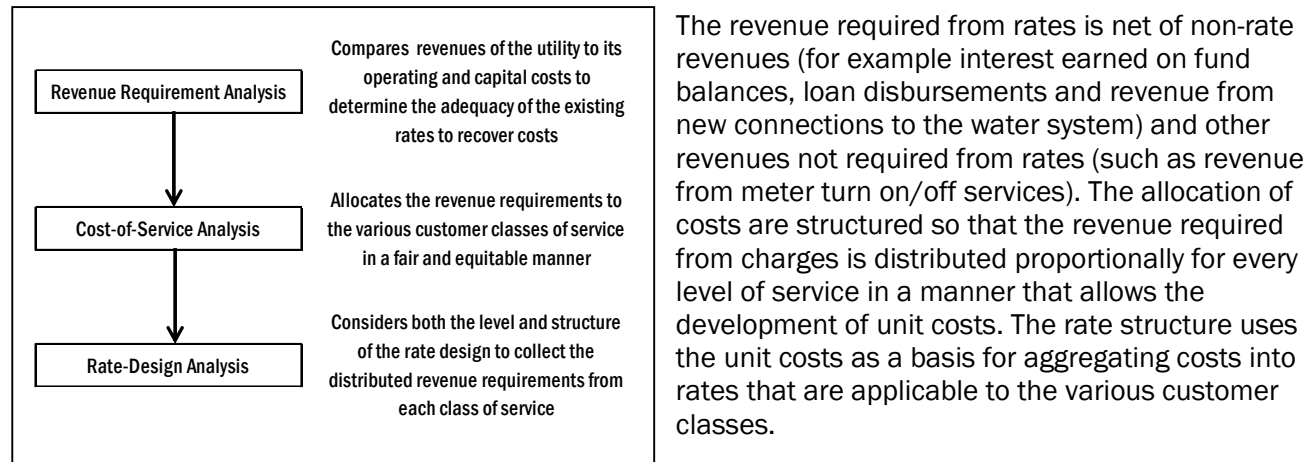


Figure 1-1. Overview of Rate Setting Analytical Steps

Information and data for the development of water rates and preparation of this report comes from several documents provided by the City. The list of documents, and the key information and data from each used in this study, are summarized below.

City of Pittsburg Fiscal Year 2017-18 Adopted Budget and Accounting Reports. This document shows the recommended FY 2017-18 Annual Budget. In addition to the published Budget, the City provided detailed expenditure and revenue data in separate expenditure and revenue reports from its accounting system. The water enterprise fund is funded primarily from user charges.

City of Pittsburg Municipal Code. Ordinances relating to the water enterprise are codified in various sections of Title 13, Division 1, of the Pittsburg Municipal Code listed below:

- 13.04 City Duties and Responsibilities
- 13.08 Water Service Connections
- 13.10 Collection of Contra Costa Water District's Facilities Reserve Charge
- 13.12 Water Rates
- 13.14 Regulations for the Control of Backflow and Cross Connections to the City's Water System
- 13.16 Consumer Deposits – Service Beyond the City
- 13.18 Water Conservation

City of Pittsburg 2015 Water System Master Plan Final Draft December 2015 (2015 Water Master Plan). The 2015 Water Master Plan summarizes the City's existing distribution system infrastructure, and documents the City's acceptable design criteria and current growth assumptions. The master plan documents the capacity evaluation of the existing system and lists facility improvements needed to meet the water demand needs of existing users, as well as the needs of planned future developments. Finally, the master plan includes a capital improvement program and a cost allocation analysis.

5-Year Capital Improvement Program (5-Year CIP). The 5-Year CIP is a multi-year planning instrument for the construction of new and expansion, rehabilitation, or replacement of existing City owned assets. The 5-Year CIP is used by City staff members as a guide for project prioritization to accomplish community goals. The Program is updated annually to account for projects that have been completed, changing priorities, new priorities, and funding availability. The current 5-Year CIP is for Fiscal Years 2017/18 through 2021/22.

Utility Billing System data. Monthly water use data for each of the City's metered accounts, for the period July 2016 through June 2017, were provided in an Excel file. Each account record had descriptive information of the account's customer class, meter size and elevation pressure zone.

Policy and Procedures. Policy and procedures relating to the water enterprise are codified in various sections of the Pittsburg Municipal Code and in policies adopted by the City. Policy and procedures relating to the water enterprise are listed below.

- Capital Assets Policy and Procedures
- Debt Management Policy (June 2012)
- Fiscal Sustainability and Reserve Funds (PMC Title 3, Chapter 3.26)

1.4 Water Enterprise Funds

The water enterprise fund accounts for activities that are financed and operated in a manner similar to private business enterprises. The City Council has determined that the costs of providing water services to the public be recovered primarily through user charges.

The Water Utility Fund accounts for the revenues and expenses associated with management, operation, and maintenance of water treatment and distribution system to water customers of the City of Pittsburg. It also accounts for the maintenance of water plant, distribution reservoirs, and water lines.

The city has 11 funds in the water enterprise. The purpose of each fund is summarized below.

Fund 501: Water Operations

Funds 502 – 511 (10 funds): Water Facility Reserves for various asset groups.

Revenue from water charges are accrued in Fund 501. This study models cash flow in Fund 501 only. Cash flow in funds for Water Facility Reserves ensure that Water Facility Reserve Charges are allocated to the appropriate asset group.

1.5 Pittsburg Water Utility

The City of Pittsburg provides potable water service to approximately 18,500 residential, commercial, industrial, and institutional accounts.

The City of Pittsburg is located on the eastern side of California's San Francisco Bay in Contra Costa County. It is bound on the north by the Suisun Bay, the City of Antioch on the east, and is surrounded by undeveloped hills to the south and the Concord Naval Weapons Station on the west. The area included in this study is outlined by the City of Pittsburg Urban Limit Line (ULL). The City currently provides domestic water service to the currently developed areas within the ULL and plans to provide service to the anticipated growth areas when they become developed.¹

The City's municipal water system consists of a water treatment facility, groundwater wells, storage reservoirs, pump stations, over 214 miles of transmission and distribution mains, fire hydrants, and pressure reducing valves. The City's service area is currently divided into five existing pressure zones servicing elevations from sea level in Zone 1 to 510 feet in Zone 4 West, and will eventually be expanded to twelve pressure zones (including Zone 5 and Zone 6) to service anticipated future developments in the southeast and southwest hills. The existing pressure zones are interconnected and include 8 storage reservoirs and 7 booster stations. In addition, 5 major PRVs provide increased supply reliability for Zone 1.

¹ Water service to Bay Point, in the northwest, and other unincorporated areas is provided by California Cities Water Company, who also receive their water from the Contra Costa Water District.

The City has two sources of supply: surface water from the Contra Costa Canal, and groundwater extracted from two active wells in the central part of the City. Water from both sources is conveyed to the City's water treatment plant where it is first treated, and then conveyed to the distribution system. The City receives water from the Contra Costa Canal in accordance with an agreement with the Contra Costa Water District. The City's water treatment plant has a hydraulic design capacity of 32 million gallons per day (MGD), and is currently limited by the California Department of Public Health (CDPH) to 12 MGD when the water temperature is less than 10 degrees Celsius (50 degrees Fahrenheit), which has not occurred; and 28 MGD when the water temperature is less than 20 degrees Celsius (68 degrees Fahrenheit), which usually occurs between the months of November and April. The City's water treatment plant currently operates at 6 to 18 MGD.

1.6 Current Water Rates

Water rates are established per Title 13 (Waters and Sewers), Division I (Water Regulations) of the Pittsburg Municipal Code (PMC). Water rates were last increased on January 1, 2017. The City's current water use (quantity) rates, water meter service rates and fire line service rates and are shown in the sidebar. The City bills water accounts monthly.

Table 1-1. Current Water Rates

Quantity Rates, \$/HCF		Quantity Rates, \$/HCF		Meter Service, \$/meter-month		Fire Line Service, \$/connection-month	
Non-residential		Senior		5/8 x 3/4-inch or 3/4-inch	\$24.29	Commercial	
Zones 1 and 2	\$4.17	Tier 1	0 - 4 HCF	1-inch	\$53.03	2-inch or smaller	\$24.95
Zone 3	\$4.23	Zones 1 and 2	\$1.40	1½-inch	\$101.09	3-inch	\$48.29
Zone 4	\$4.25	Zone 3	\$1.46	2-inch	\$158.68	4-inch	\$74.59
Zones 5 and 6	\$4.27	Zone 4	\$1.48	3-inch	\$312.25	6-inch	\$147.48
Single Family		Zones 5 and 6	\$1.50	4-inch	\$485.02	8-inch	\$264.22
Tier 1	0 - 14 HCF	Tier 2	5 - 14 HCF	6-inch	\$965.08	10-inch	\$424.65
Zones 1 and 2	\$3.56	Zones 1 and 2	\$3.56	8-inch	\$1,733.09	Residential	\$24.29
Zone 3	\$3.62	Zone 3	\$3.62	10-inch	\$2,789.05		
Zone 4	\$3.64	Zone 4	\$3.64				
Zones 5 and 6	\$3.66	Zones 5 and 6	\$3.66				
Tier 2	> 14 HCF	Tier 3	> 14 HCF				
Zones 1 and 2	\$5.27	Zones 1 and 2	\$5.27				
Zone 3	\$5.33	Zone 3	\$5.33				
Zone 4	\$5.35	Zone 4	\$5.35				
Zones 5 and 6	\$5.37	Zones 5 and 6	\$5.37				

Each water account has one or more meters and each meter is billed for metered water use at the rates shown (except fire service accounts which are not billed for water use).

Qualifying senior citizens are eligible for reduced water rates per a special exemption provision in PMC Section 13.12.035. The quantity rate for first tier 0 – 4 HCF of water use for Senior customers was designated by the City as 40 percent of the Single Family first tier rate.

Residential customers with water meters increased to 1-inch to accommodate a combined domestic-fire sprinkler system are charged the 3/4-inch meter charge. Water use by fire line service meters is charged at the nonresidential quantity rate.

City of Pittsburg Resolution 09-11335 stated, "The 'new' Municipal well rate for the City of Pittsburg's water consumption and the meter charge will be set at 30% of the non-residential rate." Quantity and meter service rates for Municipal connections are not listed in the table above but are derived from the non-residential quantity rates and meter service rates shown in the table.

Section 2

User Characteristics

The purpose of this section is to summarize the identification of residential and nonresidential users and their corresponding water use characteristics. The data used in this section comes from the City's utility billing system.

2.1 FY17 Water Deliveries

Historical water delivery and service connection data for July 2016 through June 2017 (FY17) was gathered from the City's billing system. Detailed water delivery and service connection data is summarized in Table A-1a of Appendix A. Water delivery and service connection data for Municipal accounts is summarized in Table A-1b of Appendix A. Metered water deliveries by customer class and month for FY17 are shown in Figure 2-1 in units of hundred cubic feet (HCF). Total water deliveries for FY17 were approximately 3,100,000 HCF.

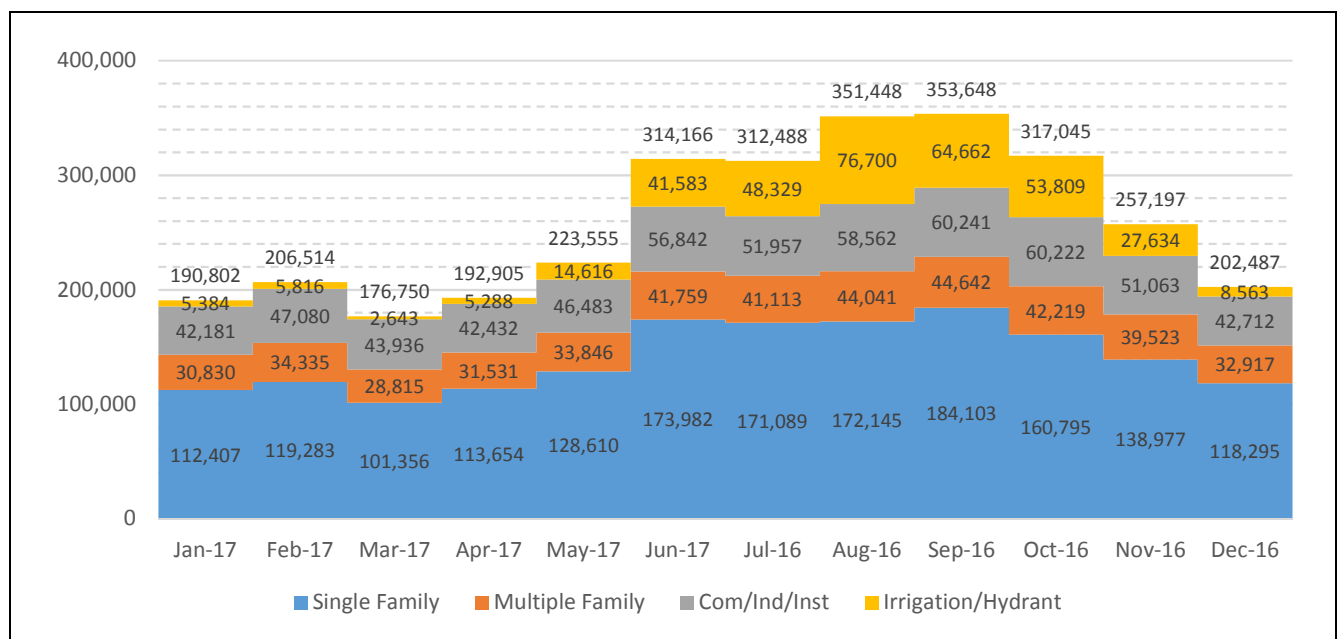


Figure 2-1. Metered Water Use by Customer Class and Month for FY17

Water delivery projections for FY18 – FY23 are based upon the net impact of two variables: 1) increase in water use due to the growth in the number of metered accounts; and 2) decrease in water use due to conservation. Growth in the number of metered accounts includes approximately 300 single family connections per year. Projected water use for FY18 – FY21 is based on a percent reduction from the previous years' value. Metered water use for single family accounts for FY18 – FY21 are projected to be similar to FY17 levels. Reductions in metered water use are projected to be 1 percent per year for all other customer classes. Detailed water delivery is summarized in Table A-2a of Appendix A. Water delivery data for Municipal accounts is summarized in Table A-2b of Appendix A. Projected metered water deliveries, by customer class (excluding Municipal use), are shown in the figure below.

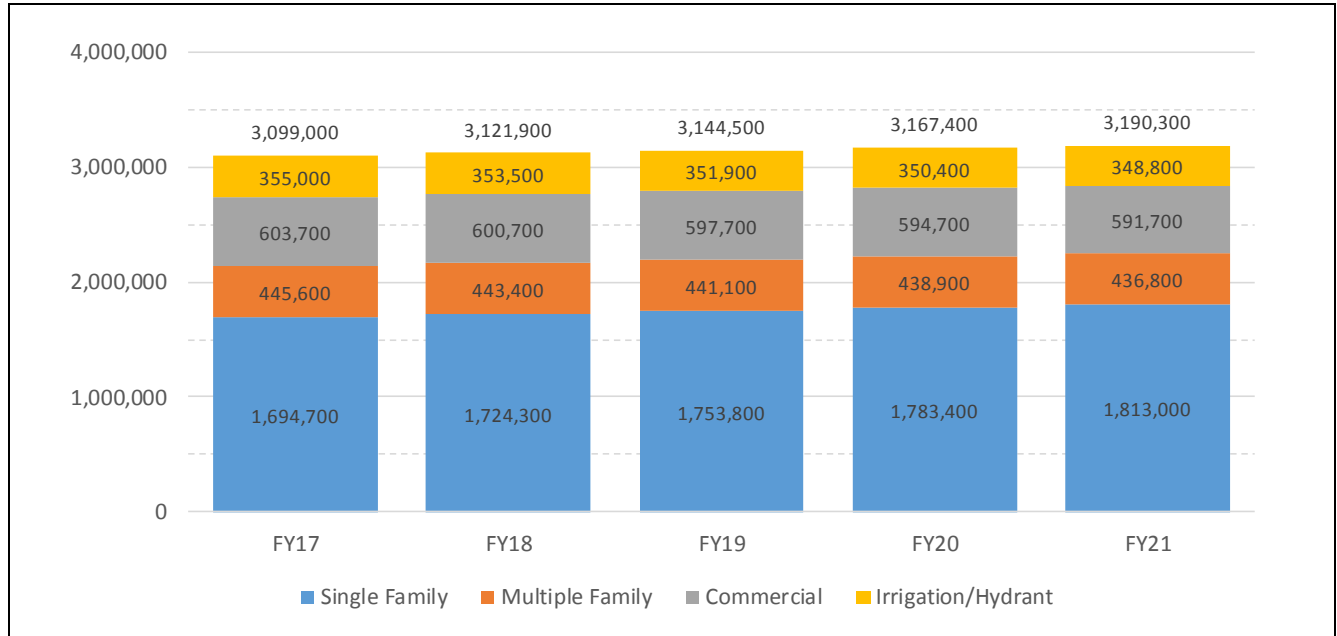


Figure 2-2. Projected Metered Water Use by Customer Class

2.2 Evaluation of Water Use by Customer Class and Pressure Zone

FY17 data from the City's Utility Billing System summarizing water use, by customer class (excluding Municipal use) and elevation zone, are shown in the figures below. The annual units of water demand shown in the customer class figure (3,100,000 HCF) are equivalent to approximately 6.3 million gallons per day. Water use (excluding Municipal use) for FY17 by pressure zone excludes water used through fire hydrants.

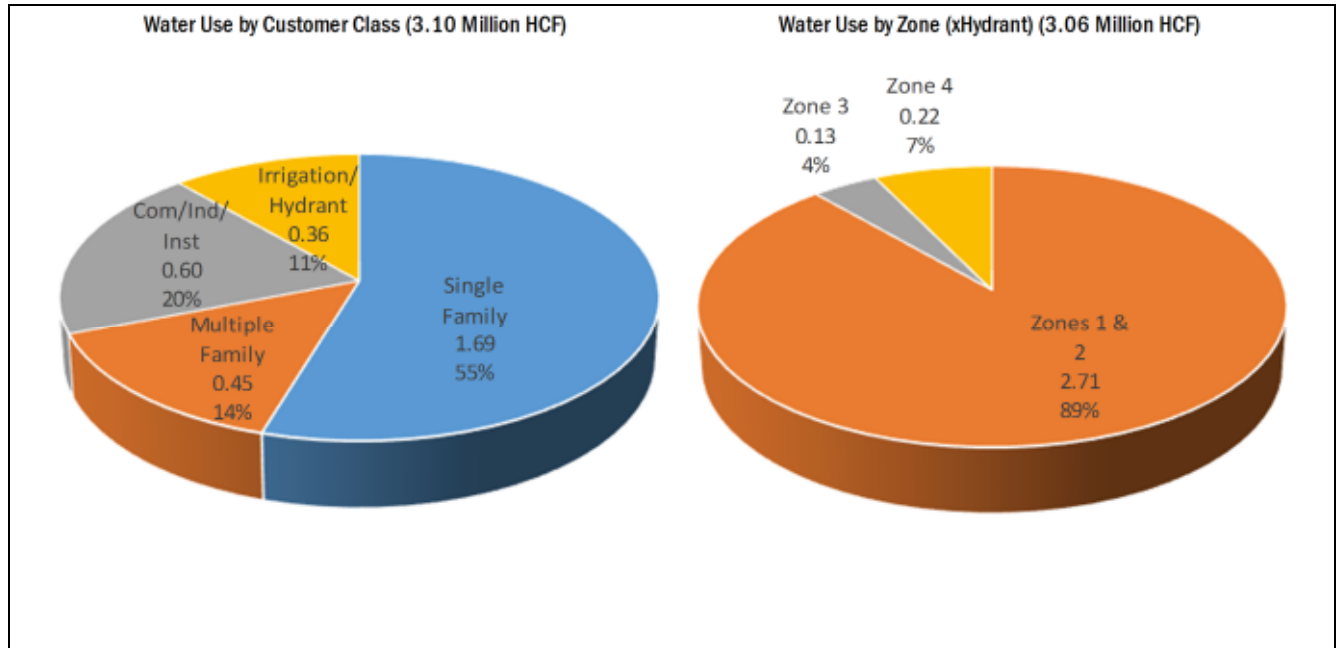


Figure 2-3. FY17 Water Use by Customer Class and Elevation Zone

FY17 data from the City's Utility Billing System summarizing the number of meters by customer class and size, is shown in the figure below.

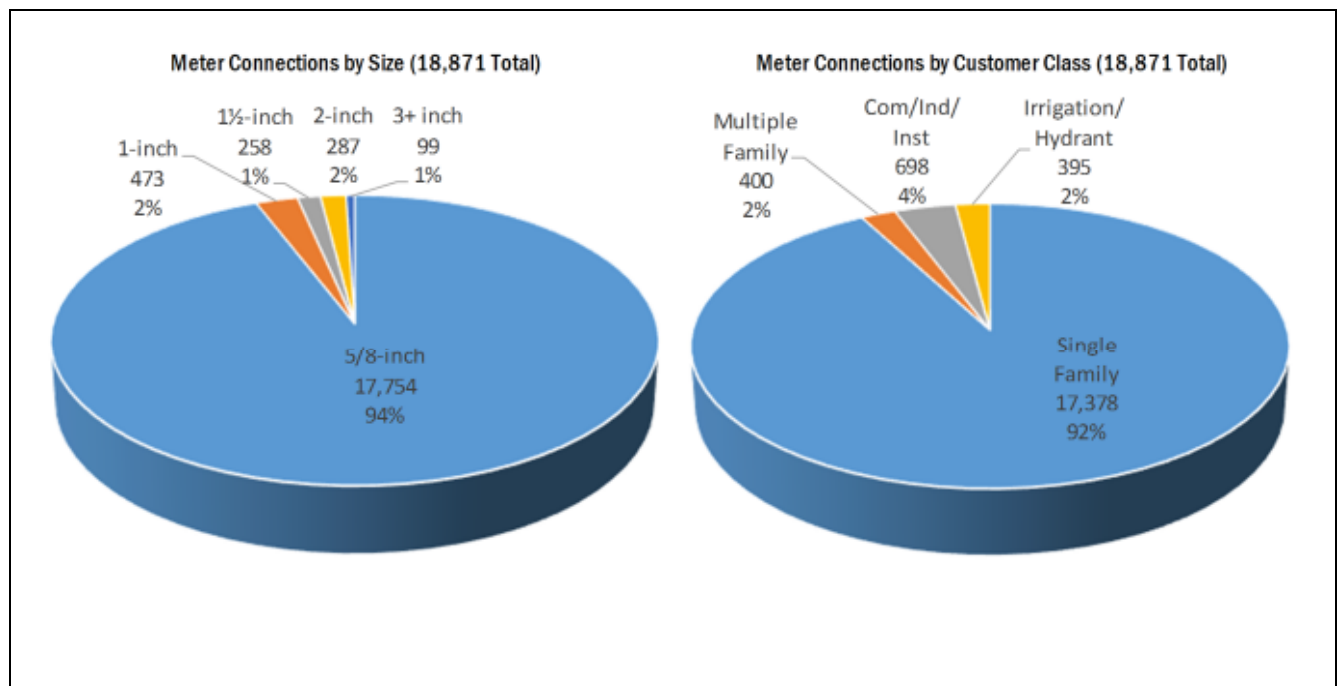


Figure 2-4. FY17 Meter Connections by Customer Class and Size

2.3 Evaluation of Water Use by Block for Single Family Residential

Annual average water use is a commonly used as a break point for inclining block rate structures for single family residential accounts. An inclining block rate structure is a schedule of rates applicable to blocks of increasing usage in which the usage in each succeeding (higher usage) block is charged a higher unit rate than in the previous block. In this study, a two-block structure, with the first block including water use equal to or below annual average water use, will be evaluated. Note that the terms “block” and “tier” will be used interchangeably.

Average monthly water use for single family residential accounts for the 12-month period ending June 2017 is shown below in Figure 2-5. Single Family annual average water use for FY17 was approximately 8.2 HCF per month.

The tier break point for current water rates (14 HCF) was developed in 2005 using utility billing data from 2001 – 2003. Single Family annual average water use for those three years was approximately 14 HCF per month. Single family water use declined by approximately 40 percent since 2003.

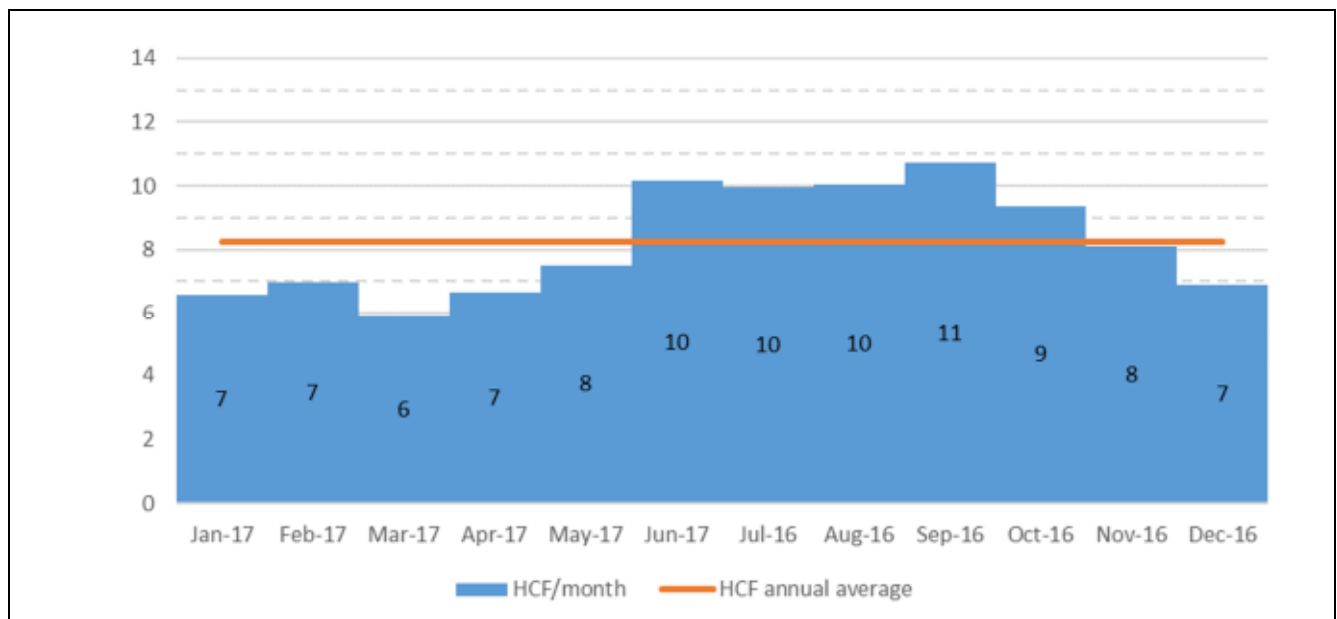


Figure 2-5. Single Family Residential Average Monthly Water Use, HCF

Using a first block with water use less than or equal to 9 HCF, water use in each block was calculated for the 12-month period ending June 2017. On an annual basis, the first block, Tier 1, contains approximately 72 percent of all water use. The next block Tier 2, contains approximately 28 percent of all water use. Water use is shown below in Figure 2-6.

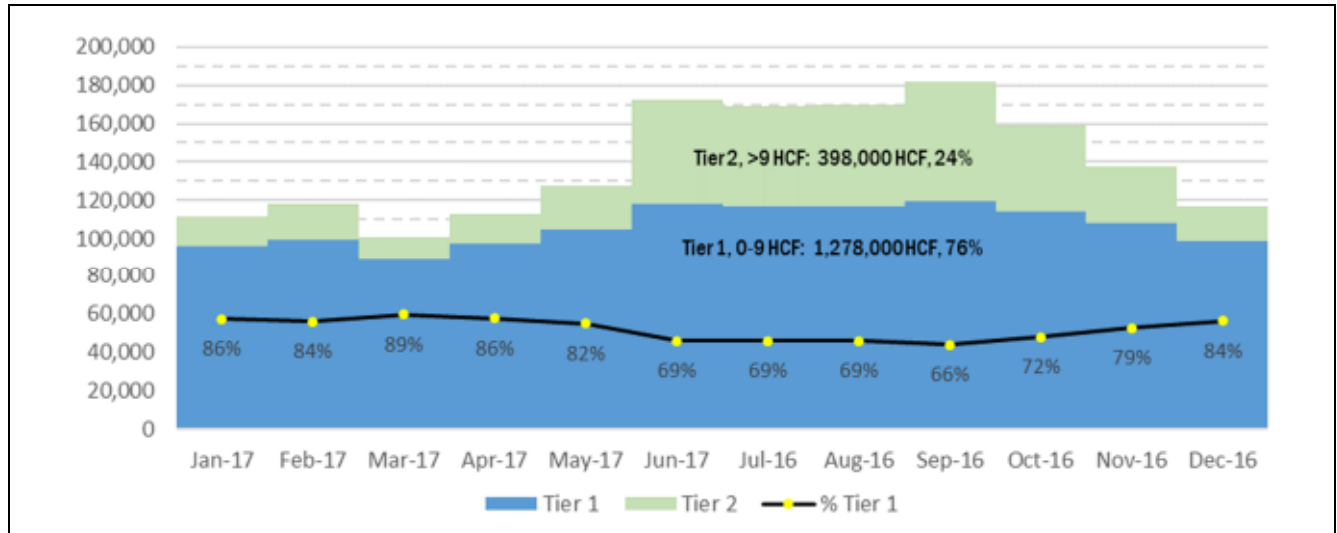


Figure 2-6. Single Family Residential Projected Tier Water Use, HCF

Using the tier break point for current water rates (14 HCF) that was developed in 2005, the first block, Tier 1, contains approximately 89 percent of all water use. The next block Tier 2, contains approximately 11 percent of all water use. Water use is shown below in Figure 2-7. Update of the tier break point will shift recovery of revenue from quantity charges from 15 percent to 30 percent of total quantity charge revenue from Single Family customers.

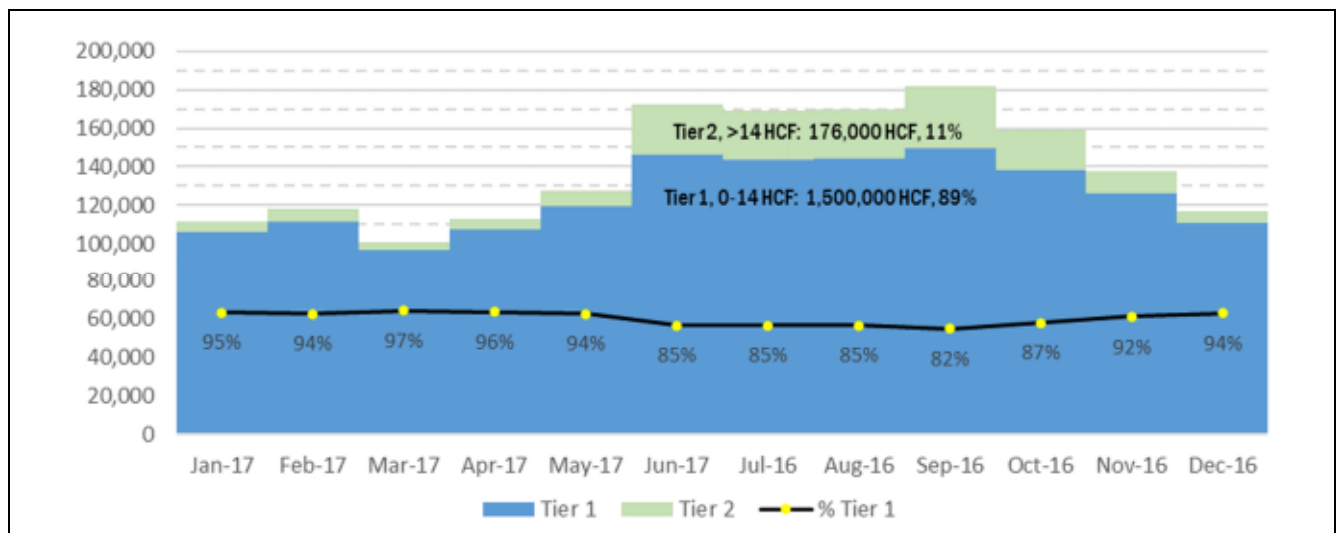


Figure 2-7. Single Family Residential FY17 Tier Water Use, HCF

2.4 Water Meter Equivalency Factors

Meter charges for meter sizes greater than $\frac{5}{8} \times \frac{3}{4}$ -inch (0.625 inches) are based, in part, on an "equivalency factor" that relates the design maximum flow capacity of a meter (in gallons per minute, gpm) to that of a standard 0.625-inch meter. The water meter service charge ratios (equivalency factors) and maximum flow capacity used in this study are shown in the table below and are based on values published by the California Public Utilities Commission Water Division.

The equivalency factors used in the development of current service charges are not known but may be approximated by calculating the ratio of the monthly charges for each meter size in relation to the monthly charge for a 0.625-inch meter. The implied equivalency factors based on the current service charges are shown in the table below for comparison to those used in this study.

Table 2-1. Water Meter Equivalency Factors

Meter Size	Recommended Maximum Flow Capacity	Meter Capacity Ratios*	Current Meter Capacity Ratios
0.625	20	1	1
1	50	2.5	2.2
1.5	100	5	4
2	160	8	7
3	320	16	13
4	500	25	20
6	1000	50	40
8	1800	90	71
10	2900	145	115

** Source: California Public Utilities Commission Water Division, Standard Practice U-7-W, "Rate Design For Water And Sewer System Utilities Including Master Metered Facilities", July 2006*

2.5 Water Meters

The projected number of water meters, by size, was based on data from the City's utility billing system as of June 2017. Detailed FY17 data is in Table A-3a of Appendix A. Detailed FY17 data for Municipal accounts is shown in Table A-3b of Appendix A.

Detailed projection data is shown in Table A-4a of Appendix A. Detailed projection data for Municipal accounts is shown in Table A-4b of Appendix A. Values from the utility billing system and the projected number of meters for FY18 – FY21 (excluding Municipal meters) are summarized in the table below.

Table 2-2. Projected Number of Water Meter Connections

Meter Size (inches)	Actual FY17	Projected			
		FY18	FY19	FY20	FY21
0.625	17,707	18,007	18,307	18,607	18,907
1	520	520	520	520	520
1.5	258	258	258	258	258
2	287	287	287	287	287
3	70	70	70	70	70
4	18	18	18	18	18
6	10	10	10	10	10
8	0	0	0	0	0
10	1	1	1	1	1
Totals	18,871	19,171	19,471	19,771	20,071

The equivalent number of water meters was developed using water meter equivalency factor. The projected number of equivalent number of water meters for FY18 – FY21 are shown in Table A-5 of Appendix A and in the table below.

Table 2-3. Projected Number of Equivalent Water Meters

Meter Size	Maximum Flow Capacity	Meter Capacity Ratios*	Actual FY17	Projected			
				FY18	FY19	FY20	FY21
0.625	20	1	17,707	18,007	18,307	18,607	18,907
1	50	2.5	1,300	1,300	1,300	1,300	1,300
1.5	100	5	1,290	1,290	1,290	1,290	1,290
2	160	8	2,296	2,296	2,296	2,296	2,296
3	320	16	1,120	1,120	1,120	1,120	1,120
4	500	25	450	450	450	450	450
6	1000	50	500	500	500	500	500
8	1800	90	0	0	0	0	0
10	2900	145	145	145	145	145	145
Totals			24,808	25,108	25,408	25,708	26,008

* Source: California Public Utilities Commission Water Division, Standard Practice U-7-W, "Rate Design For Water And Sewer System Utilities Including Master Metered Facilities", July 2006.

2.6 Fire Line Service Connections

The projected number of fire line service connections, by size, was based on data from the City's utility billing system as of June 2017. Values from the utility billing system and projected number of connections for FY18 – FY21 are shown in Table A-6 of Appendix A and in the table below.

Table 2-4. Projected Number of Fire Line Service Connections

Connection Type	Demand Factor [2]	Actual FY17	Projected [1]			
			FY18	FY19	FY20	FY21
Public Fire Protection						
Fire Hydrants	111.3	1,500	1,520	1,540	1,560	1,580
Equivalent Connections		166,966	169,193	171,419	173,645	175,871
Private Fire Protection Service						
Connections						
2-inch or smaller		7	7	7	7	7
3-inch		0	0	0	0	0
4-inch		58	58	58	58	58
6-inch		86	88	90	92	94
8-inch		27	27	27	27	27
10-inch		6	6	6	6	6
Totals		184	186	188	190	192
Equivalent Connections						
2-inch or smaller	6.2	43	43	43	43	43
3-inch	18.0	0	0	0	0	0
4-inch	38.3	2,223	2,223	2,223	2,223	2,223
6-inch	111.3	9,573	9,795	10,018	10,241	10,463
8-inch	237.2	6,405	6,405	6,405	6,405	6,405
10-inch	426.6	2,559	2,559	2,559	2,559	2,559
Totals		20,803	21,025	21,248	21,471	21,693
Summary						
Public Equivalent Connections		166,966	169,193	171,419	173,645	175,871
Private Equivalent Connections		20,803	21,025	21,248	21,471	21,693
Total		187,769	190,218	192,667	195,116	197,564
1 The number of new connections per year are listed below. All values provided by the City.						
			FY18	FY19	FY20	FY21
Public Fire Hydrants			20	20	20	20
Private						
2-inch or smaller			0	0	0	0
3-inch			0	0	0	0
4-inch			0	0	0	0
6-inch			2	2	2	2
8-inch			0	0	0	0
10-inch			0	0	0	0
Totals			2	2	2	2
2 Demand factors are based on the nominal connection size raised to the 2.63 power as explained in the AWWA M1 Manual.						
All Fire Hydrants are assumed to have a 6.0-inch connection.						

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Section 3

Revenue Required from Water Rates

Revenue from water rates must adequately fund water utility operations, capital costs, reserves, and bonded debt related to the provision of water service. The City established Water Fund 501 as a Water Operations Fund that accounts for the revenues and expenditures related to providing water service through approximately 18,800 services. The cost of treating the water, transporting it and maintaining the distribution infrastructure, including 214 miles of mainlines, is also accounted for in this fund. The Water Fund includes the following programs: Water Lines, Water Purification, and Finance/Utility Billing.

A separate set of funds for Water Facility Reserves (Funds 502 – 511) ensure that Water Facility Reserve Charges are allocated to the appropriate asset group.

3.1 Current Water Rates and Revenue from Rates

Elevation Zone, Water Quantity, Meter Service and Fire Line Service charges (Water Rates) were adopted in Resolution No. 14-12075 effective March 1, 2014. Subsequent increases were effective every January 1 for the next three years, beginning in 2015 and ending in 2017.

Service Type	Revenue	%
Quantity Rates	\$11,578,000	62.7%
Meter Service	\$6,558,000	35.5%
Fire Line Service	\$321,000	1.7%
Total	\$18,457,000	100%

Estimated revenues from Water Rates for FY17, based on rates that went into effect January 1, 2017, are shown in the adjacent table. Note that revenue from Quantity charges comprise approximately 63 percent of total revenue from rates.

3.2 Projected Expenditures

Budgeted and projected expenditures are shown in the table below. All actual and budgeted expenditure values were provided by the City. Projected operating expenditures are based on annual escalation rates provided by the City. A new, separate category of Capital Improvement Program (CIP) expenditures for pipe Repair and Replacement (R/R) is included in the list of expenditures.

Table 3-1. Water Fund 501 Budgeted and Projected Expenditures

All Values in \$1000 Expense Category	FY18	FY19	FY20	FY21	Annual Percent Increase		
					FY19	FY20	FY21
44101 Water Lines	3,980	4,100	4,220	4,350	3.0%	3.0%	3.0%
44111 Water Purification							
Labor/Supplies	3,760	3,870	3,990	4,110	3.0%	3.0%	3.0%
Raw Water	5,940	6,360	6,810	7,150	7.0%	7.0%	5.0%
Chemicals/Gas/Water	720	760	800	840	5.0%	5.0%	5.0%
Electric	750	800	850	900	6.0%	6.0%	6.0%
40121 Finance/Utility Billing	1,430	1,470	1,510	1,560	3.0%	3.0%	3.0%
44131 Debt Service							
2016A Bonds	2,199	2,523	2,515	2,504	not applicable		
2014 I-Bank	649	648	647	646	not applicable		
Projected	0	0	0	0	not applicable		
44254 CIP - Improvements	400	410	420	430	2.5%	2.4%	2.4%
44255 CIP - Infrastructure	80	1,000	1,000	800	1150%	0%	-20%
CIP - Pipe R/R	2,100	2,210	2,320	2,440	5.2%	5.0%	5.2%
44999 Transfers In/(Out)	620	640	660	680	3.0%	3.0%	3.0%
Total	22,628	24,791	25,742	26,410	10%	4%	3%
Annual \$ Increase		2,163	951	669			

Projected annual CIP funding for underground pipe R/R is summarized in the figure below. Annual funding is for accrual in a restricted reserve. Annual funding requirements are based on the expected useful life of pipe segments and the future cost of repair or replacement. Funding requirements totaling \$9.07 million are included in revenue required from rates for FY18 – FY21.

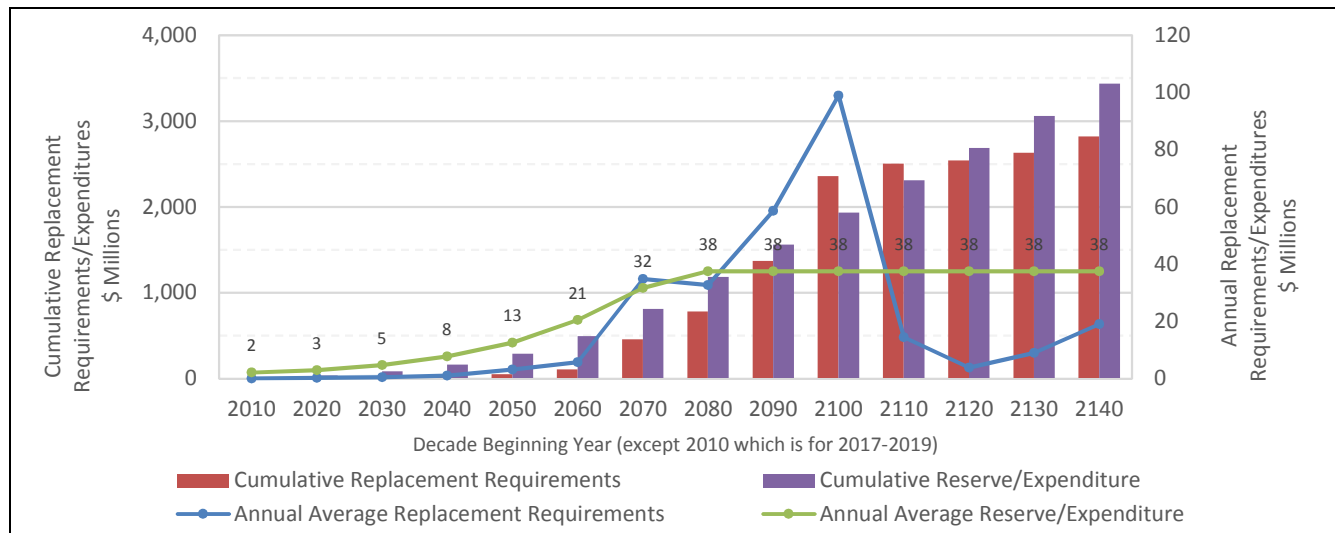


Figure 3-1. Projected Funding for Pipe Repair and Replacement

3.3 Projected Revenues, Cash Flow and Debt Service Coverage

The City plans to fund its projected operating and capital expenditures through a mix of revenues from water rates, other operating and nonoperating revenues, and use of fund balance. Approximately 92 percent of revenues are from water rates. The table below shows projected revenues, fund balances, debt service coverage and operating reserve level targets. Note that revenues from "Transfer in from Sewer Fund & Card Trans Fees" are included to offset Finance/Utility Billing expenditures for the Sewer Fund that are included in Water Fund 501 include expenditures.

Table 3-2. Projected Revenues, Cash Flow and Debt Service Coverage

Fund 501	FY18	FY19	FY20	FY21	Totals FY18-FY21
Beginning Cash Balance, July 1 *	13,743	10,087	8,777	7,875	
Revenues					
Water Service Charges	20,137	21,703	23,010	24,607	89,457
Other Fees & Revenue Adjustments	979	999	1,029	1,060	4,066
Transfer in from Bond Proceeds	277				277
Transfer in from General Fund	43	43	43	43	172
Transfer in from Sewer Fund & Card Trans Fees	715	736	759	781	2,991
Total Revenues	22,150	23,481	24,840	26,491	96,962
Expenditures					
Water Lines	3,980	4,100	4,220	4,350	16,650
Water Purification	11,170	11,790	12,450	13,000	48,410
Finance/Utility Billing	1,430	1,470	1,510	1,560	5,970
Debt Service	2,848	3,171	3,162	3,150	12,330
Capital Projects (net of loan disbursements)	2,580	3,620	3,740	3,670	13,610
Total Expenditures	22,008	24,151	25,082	25,730	96,970
Transfers	620	640	660	680	2,600
Net Revenues	(477)	(1,310)	(902)	81	(2,608)
Ending Cash Balance, June 30 *	13,266	8,777	7,875	7,956	
Encumbered CIP FY18					
CIP - Carryover Revenue	824				
CIP - Carryover Expense	4,003				
CIP - Net Carryover Revenue	(3,179)				
Available Cash Balance, July 1 *	10,087				
Debt Service Coverage					
Adjusted Net Revenues	4,950	5,481	6,000	6,901	
Debt Service	2,848	3,171	3,162	3,150	
Coverage Ratio	1.74x	1.73x	1.90x	2.19x	
\$ Over/(Under) 1.25 Coverage Reqt	1,391	1,518	2,048	2,963	
Operating Reserve Target					
Operating Expenses					
Water Lines	3,980	4,100	4,220	4,350	
Water Purification	11,170	11,790	12,450	13,000	
Finance/Utility Billing	1,430	1,470	1,510	1,560	
Transfer in from Sewer Fund & Card Trans Fees	(715)	(736)	(759)	(781)	
Net Operating Expenses	15,865	16,624	17,421	18,129	
30% of Net Operating Expenses	4,760	4,987	5,226	5,439	
Calculated Available Cash Reserve Percentage	64%	53%	45%	44%	

* Cash is unrestricted cash in short term notes or cash. FY18 Beginning balance and Encumbrance data was provided by the Finance Division Manager on 9/5/17.

Debt service coverage ratios exceed the minimum ratio of 1.25 in all years. Operating reserves exceed the policy target level of 30 percent of Operating expenses in all years.

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Section 4

Allocation of Costs

The total amount of revenue required from water rates is allocated between amounts to be recovered from Elevation Zone, Water Quantity, Meter Service and Fire Line Service charges. Allocation is accomplished by the development of factors that allocate costs among functional cost categories.

4.1 Base – Extra Capacity Cost Allocation

Allocation of functional costs to cost components is performed using the “base-extra capacity” method. Using this method, costs are separated into six cost components. Each component is described below.³

1. Base costs – costs that tend to vary with the total quantity of water used plus those O&M expenses and capital costs associated with service to customer under average demand conditions;
2. Extra-capacity costs – costs associated with meeting peak demand rate of use requirements in excess of average (base) use and include O&M expenses and capital costs for system capacity beyond that required average rate of use; these costs are subdivided into costs necessary to meet maximum-day extra demand and maximum-hour demand in excess of maximum-day demand;
3. Electricity costs for pump station operation – electricity costs associated with pumping water to higher elevations zones;
4. Customer costs – costs associated with serving customers, irrespective of the amount or rate of water use; these costs include those for meter reading and billing, customer accounting and collection, and financial and regulatory reporting;
5. Meter Size-related costs – costs associated with serving customers, contingent on the amount or rate of water use; these costs include maintenance and capital costs related to customer meters and services;
6. Fire protection – costs that apply solely to the fire protection function; these costs include those directly related to public fire hydrants and related branches and mains; and private fire protection costs.

4.2 Allocation of Costs to Functional Categories

The total amount of revenue required from water rates is allocated between amounts to be recovered from Elevation Zone, Water Quantity, Meter Service and Fire Line Service charges. Allocation is accomplished by the development of factors that allocate costs among functional cost categories.

The functional cost categories and the allocations are based on principles and methodology found in the American Water Works Association Manual of Water Supply Practices, *M1 Principles of Water Rates, Fees, and Charges*. The use of these industry standard principles and methods ensures that revenue requirements are equitably recovered from classes of customers in proportion to the cost of serving those customers.

³ A more complete discussion of functional cost categories as they apply to the base-extra capacity method may be found in the American Water Works Association, *Manual of Water Supply Practices, M1 Principles of Water Rates, Fees, and Charges*, 2012 Sixth Edition, page 62.

The cost of service allocation process includes the following steps:

1. Identification of annual revenue requirements by function;
2. Allocation of functional costs to cost components (which may include annual water usage, peak water demand, customer meters and bills, and fire protection);
3. Development of units of service by customer class for each cost component;
4. Development of unit costs of service for each cost component; and
5. Distribution of costs to customer classes.

The development of cost allocation percentages for the base year are shown in detail in Appendix B. Tables in Appendix B include Table B-1 (Water System "Plant in Service" Factors, Table B-2 (Water Fund FY 2017-18 Cost Allocations), Table B-3 (Evaluation of Jul-15 to Jun-16 Electricity Use and Water Use by Zone), and Table B-4 (Projected Electricity Use and Water Use by Zone).

Allocation of revenue required from rates to functional cost categories are summarized in the table below.

Table 4-1. Allocation of Costs to Functional Categories

Item	FY18	FY19	FY20	FY21
Revenue Required from Water Rates (x\$1000)				
Expenditures	22,628	24,791	25,742	26,410
Add/(Use) Fund Balance	-1,040	-1,990	-1,460	-330
Total	21,588	22,801	24,282	26,080
Percent Allocations				
Commodity Base	43%	43%	43%	43%
Charges Extra Capacity	20%	20%	20%	20%
Electricity (Zones 3, 4, 5 and 6)	1%	1%	1%	1%
Meter / Public Fire Protection	17%	17%	17%	17%
Connection Private Fire Protection	2%	2%	2%	2%
Charges Service Laterals/Meters	11%	11%	11%	11%
Customer/Billing	6%	6%	6%	6%
Total	100%	100%	100%	100%
Dollar Allocations				
Commodity Base	9,364	9,891	10,533	11,313
Charges Extra Capacity	4,263	4,503	4,795	5,150
Electricity (Zones 3, 4, 5 and 6)	142	150	160	172
Meter / Public Fire Protection	3,644	3,849	4,099	4,402
Connection Private Fire Protection	453	478	509	547
Charges Service Laterals/Meters	2,429	2,565	2,732	2,934
Customer/Billing	1,307	1,380	1,470	1,579
Total	21,602	22,816	24,298	26,097
Summary				
Dollars				
Commodity Charges	13,769	14,544	15,488	16,635
Meter/Connection Charges	7,833	8,272	8,810	9,462
Total	21,602	22,816	24,298	26,097
Percent				
Commodity Charges	64%	64%	64%	64%
Meter/Connection Charges	36%	36%	36%	36%
Total	100%	100%	100%	100%

4.3 Water Quantity Rates

Allocation of revenue required from rates to functional cost categories shown in the previous table is merged with units of service shown in Section 2 to develop water quantity rates.

The water quantity rates for Residential users are based on allocation of revenue requirements to Residential customers and development of inclining block rates (tiered rates) based on water use below average annual use (Tier 1) and above average annual use (Tier 2). Note that the tier break is recommended to decrease from 14 HCF to 9 HCF due to water conservation within the Residential customer class. Development of inclining block rates for Residential users is shown in the table below.

Table 4-2. Water Quantity Rates - Residential

Item		FY18	FY19	FY20	FY21
Residential Water Use Characteristics					
Average Monthly Water Use, HCF		9.0	9.0	9.0	9.0
Tier Breaks					
Tier 1	0 - 9 HCF	0 - 9 HCF	0 - 9 HCF	0 - 9 HCF	0 - 9 HCF
Tier 2	> 9 HCF	> 9 HCF	> 9 HCF	> 9 HCF	> 9 HCF
Annual Water Use, HCF (differences due to rounding)					
Total		1,724,260	1,753,830	1,783,400	1,812,970
Tier 1		1,314,920	1,337,450	1,359,990	1,382,540
Tier 2		409,350	416,380	423,400	430,430
Residential Revenue Requirements					
Base Cost Allocation					
Total All Users, Dollars		\$9,364,000	\$9,891,000	\$10,533,000	\$11,313,000
Single Family Allocation based on Water Use					
Percent		55%	55%	55%	55%
Dollars		\$5,189,537	\$5,481,601	\$5,837,398	\$6,269,675
Extra Capacity Cost Allocation					
Total All Users, Dollars		\$4,263,000	\$4,503,000	\$4,795,000	\$5,150,000
Single Family Allocation based on Water Use					
Percent		52%	52%	52%	52%
Dollars		\$2,230,177	\$2,355,732	\$2,508,491	\$2,694,208
Residential Inclining Block Quantity Charges, \$/HCF					
Inclining Block Quantity Charges					
Tier 1 (Base Component)					
Dollar Allocation	<i>Current</i>	\$5,189,537	\$5,481,601	\$5,837,398	\$6,269,675
Single Family Water Use in Tier 1	<i>Rate</i>	1,314,920	1,337,450	1,359,990	1,382,540
Tier 1 Quantity Charge	\$3.56	\$3.95	\$4.10	\$4.29	\$4.53
Tier 2 (Extra Capacity Component)					
Dollar Allocation	<i>Current</i>	\$2,230,177	\$2,355,732	\$2,508,491	\$2,694,208
Single Family Water Use in Tier 2	<i>Rate</i>	409,350	416,380	423,400	430,430
Tier 2 Quantity Charge	\$5.27	\$5.45	\$5.66	\$5.92	\$6.26

Development of the water quantity rate for Non-residential users is shown in the table below.

Table 4-3. Water Quantity Rates – Non-residential

Item	FY18	FY19	FY20	FY21
Non-residential Quantity Charges				
Revenue Requirements				
Base Cost Allocation				
Total All Users, Dollars	\$9,364,000	\$9,891,000	\$10,533,000	\$11,313,000
Single Family Allocation based on Water Use				
Percent	45%	45%	45%	45%
Dollars	\$4,174,463	\$4,409,399	\$4,695,602	\$5,043,325
Extra Capacity Cost Allocation				
Total All Users, Dollars	\$4,263,000	\$4,503,000	\$4,795,000	\$5,150,000
Single Family Allocation based on Water Use				
Percent	48%	48%	48%	48%
Dollars	\$2,032,823	\$2,147,268	\$2,286,509	\$2,455,792
Total Revenue Requirement	<i>Current</i> \$6,207,286	\$6,556,667	\$6,982,111	\$7,499,117
Water Use	<i>Rate</i> 1,397,520	1,390,750	1,384,010	1,377,290
Non-Single Family Rate, \$/HCF	\$4.17	\$4.44	\$4.71	\$5.04
			\$5.04	\$5.44

4.4 Elevation Zone Rates

Elevation Zone rates recover electricity costs associated with pumping water to higher elevations zones. Development of the elevation zone quantity rates is shown in Table B-4 of Appendix B. A summary of Elevation Zone rates from Table B-4 is shown in the table below.

Table 4-4. Elevation Zone Rates

Elevation Zone Commodity Rates	FY18	FY19	FY20	FY21
<u>Water Use, HCF</u>				
Zone 3	223,127	225,127	227,127	229,127
Zone 4	125,449	130,449	135,449	140,449
Zone 5 and 6	250,898	255,898	260,898	265,898
Total	599,474	611,474	623,474	635,474
<u>Electricity Charges, \$</u>				
Zone 3	\$76,900	\$81,514	\$86,405	\$91,589
Zone 4	\$24,450	\$25,917	\$27,472	\$29,120
Zone 5 and 6	\$32,600	\$34,556	\$36,629	\$38,827
Total	\$133,950	\$141,987	\$150,506	\$159,537
<u>Unit Costs-Zone, \$/HCF</u>				
Zone 3	\$0.128	\$0.133	\$0.139	\$0.144
Zone 4	\$0.065	\$0.067	\$0.069	\$0.072
Zone 5 and 6	<i>Current</i> \$0.130	\$0.135	\$0.140	\$0.146
<u>Commodity Rates, \$/HCF (rounded to \$0.10)</u>	<i>Rates</i>			
Zone 3	\$0.06	\$0.13	\$0.14	\$0.14
Zone 4	\$0.08	\$0.19	\$0.21	\$0.22
Zone 5	\$0.10	\$0.32	\$0.35	\$0.36
Zone 6	\$0.12	\$0.32	\$0.35	\$0.36

4.5 Water Meter Rates

Allocation of revenue required from rates to functional cost categories shown in the previous table is merged with units of service shown in Section 2 to develop water meter rates.

Meter rates are the sum of three unit costs: 1) the customer unit cost; 2) the public fire protection unit cost times the meter capacity ratio; and 2) the meters/service laterals unit cost times the meter capacity ratio.

Development of water meter rates is shown in the table below.

Table 4-5. Water Meter Rates						
Item			FY18	FY19	FY20	FY21
Revenue Required from Water Rates						
Public Fire Protection			\$3,644,000	\$3,849,000	\$4,099,000	\$4,402,000
Service Laterals/Meters			\$2,429,000	\$2,565,000	\$2,732,000	\$2,934,000
Customer/Billing			\$1,307,000	\$1,380,000	\$1,470,000	\$1,579,000
Total			\$7,380,000	\$7,794,000	\$8,301,000	\$8,915,000
Public Fire Protection Unit Cost						
Revenue Allocation			\$3,644,000	\$3,849,000	\$4,099,000	\$4,402,000
Units of Use (equivalent meters)			25,108	25,408	25,708	26,008
Public Fire Protection Rate (\$/eq. mtr-month)			\$12.09	\$12.62	\$13.29	\$14.10
Meters/Service Laterals Unit Cost						
Revenue Allocation			\$2,429,000	\$2,565,000	\$2,732,000	\$2,934,000
Units of Use (equivalent meters)			25,108	25,408	25,708	26,008
Meter/Lateral Rate (\$/eq. mtr-month)			\$8.06	\$8.41	\$8.86	\$9.40
Customer Unit Cost						
Revenue Allocation			\$1,307,000	\$1,380,000	\$1,470,000	\$1,579,000
Units of Use (accounts)			19,171	19,471	19,771	20,071
Account Rate (\$/acct-month)			\$5.68	\$5.91	\$6.20	\$6.56
Meter Size, Inches	Meter Capacity Ratios	Current Rates				
0.625	1.0	\$24.29	\$25.80	\$26.90	\$28.30	\$30.10
1	2.5	\$53.03	\$56.00	\$58.00	\$62.00	\$65.00
1.5	5.0	\$101.09	\$106.00	\$111.00	\$117.00	\$124.00
2	8.0	\$158.68	\$167.00	\$174.00	\$183.00	\$195.00
3	16	\$312.25	\$330.00	\$340.00	\$360.00	\$380.00
4	25	\$485.02	\$510.00	\$530.00	\$560.00	\$590.00
6	50	\$965.08	\$1,010.00	\$1,060.00	\$1,110.00	\$1,180.00
8	90	\$1,733.09	\$1,820.00	\$1,900.00	\$2,000.00	\$2,120.00
10	145	\$2,789.05	\$2,930.00	\$3,060.00	\$3,220.00	\$3,410.00

4.6 Fire Line Service Rates

Allocation of revenue required from rates to functional cost categories shown in the previous table is merged with units of service shown in Section 2 to develop fire line service rates.

Fire line service rates are the fire line service unit cost times the connection capacity ratio.

Development of fire line service rates is shown in the table below.

Table 4-6. Fire Line Service Rates						
Item			FY18	FY19	FY20	FY21
Fire Line Service Unit Costs						
Revenue Allocation			\$453,000	\$478,000	\$509,000	\$547,000
Units of Use (equivalent connections)			21,025	21,248	21,471	21,693
Fire Line Service Unit Cost (\$/eq. connection-month)			\$1.80	\$1.87	\$1.98	\$2.10
Connection Size, <u>Inches</u>	Connection Capacity <u>Ratios</u>	<i>Current Rates</i>				
2-inch or smaller	6.2	\$24.95	\$11.10	\$11.60	\$12.20	\$13.00
3-inch	18.0	\$48.29	\$32.30	\$33.70	\$35.50	\$37.80
4-inch	38.3	\$74.59	\$69.00	\$72.00	\$76.00	\$81.00
6-inch	111.3	\$147.48	\$200.00	\$209.00	\$220.00	\$234.00
8-inch	237.2	\$264.22	\$426.00	\$445.00	\$469.00	\$498.00
10-inch	426.6	\$424.65	\$766.00	\$800.00	\$843.00	\$896.00

4.7 Recommended Water Rates

Recommended Water Quantity rates are listed in the table below. Note that Quantity rates include Elevation Zone rates.

Quantity rates for Single Family Tier 1 and Senior Tier 2 (identical rates) for FY18 and FY19 developed based on cost of service methodology have been adjusted as follows:

- Adjusted FY18 rates are the average of current (FY17) rates and cost of service FY18 rates
- Adjusted FY19 rates are the average of adjusted FY18 rates and cost of service FY19 rates

An example of the adjustment is for the adjusted FY18 Single Family Tier 1 rate for Zone 3: average the current FY17 rate (\$3.62 from Table 1-1) and the cost of service FY18 rate (\$3.95 Tier 1 rate from Table 4-2 plus \$0.13 Zone 3 Elevation Zone rate from Table 4-4) => average \$3.62 and \$4.08 => \$3.85. All rates are in units of \$/HCF.

Table 4-7. Current and Recommended Water Quantity Rates

Rates	effective date >	Adopted	Recommended			
		FY17 1/1/2017	FY18 2/1/2018	FY19 11/1/2018	FY20 11/1/2019	FY21 11/1/2020
Quantity Rates, \$/HCF						
Non-residential						
Zones 1 and 2		\$4.17	\$4.44	\$4.71	\$5.04	\$5.44
Zone 3		\$4.23	\$4.57	\$4.84	\$5.18	\$5.58
Zone 4		\$4.25	\$4.63	\$4.91	\$5.25	\$5.66
Zones 5 and 6		\$4.27	\$4.76	\$5.05	\$5.39	\$5.80
Single Family						
Tier 1		0 - 14 HCF	0 - 9 HCF	0 - 9 HCF	0 - 9 HCF	0 - 9 HCF
Zones 1 and 2		\$3.56	\$3.76	\$4.03	\$4.29	\$4.53
Zone 3		\$3.62	\$3.85	\$4.16	\$4.43	\$4.67
Zone 4		\$3.64	\$3.89	\$4.22	\$4.50	\$4.75
Zones 5 and 6		\$3.66	\$3.97	\$4.36	\$4.64	\$4.89
Tier 2		> 14 HCF	> 9 HCF	> 9 HCF	> 9 HCF	> 9 HCF
Zones 1 and 2		\$5.27	\$5.45	\$5.66	\$5.92	\$6.26
Zone 3		\$5.33	\$5.58	\$5.79	\$6.06	\$6.40
Zone 4		\$5.35	\$5.64	\$5.86	\$6.13	\$6.48
Zones 5 and 6		\$5.37	\$5.77	\$6.00	\$6.27	\$6.62
Senior						
Tier 1		0 - 4 HCF	0 - 4 HCF	0 - 4 HCF	0 - 4 HCF	0 - 4 HCF
Zones 1 and 2		\$1.40	\$1.50	\$1.64	\$1.72	\$1.81
Zone 3		\$1.46	\$1.63	\$1.77	\$1.86	\$1.95
Zone 4		\$1.48	\$1.69	\$1.84	\$1.93	\$2.03
Zones 5 and 6		\$1.50	\$1.82	\$1.98	\$2.07	\$2.17
Tier 2		5 - 14 HCF	5 - 9 HCF	5 - 9 HCF	5 - 9 HCF	5 - 9 HCF
Zones 1 and 2		\$3.56	\$3.76	\$4.03	\$4.29	\$4.53
Zone 3		\$3.62	\$3.85	\$4.16	\$4.43	\$4.67
Zone 4		\$3.64	\$3.89	\$4.22	\$4.50	\$4.75
Zones 5 and 6		\$3.66	\$3.97	\$4.36	\$4.64	\$4.89
Tier 3		> 14 HCF	> 9 HCF	> 9 HCF	> 9 HCF	> 9 HCF
Zones 1 and 2		\$5.27	\$5.45	\$5.66	\$5.92	\$6.26
Zone 3		\$5.33	\$5.58	\$5.79	\$6.06	\$6.40
Zone 4		\$5.35	\$5.64	\$5.86	\$6.13	\$6.48
Zones 5 and 6		\$5.37	\$5.77	\$6.00	\$6.27	\$6.62

Recommended Water, Meter Service and Fire Line Service rates are listed in the table below.

Fire Service Line rates for connections 2-inch or smaller, 3-inch and 4-inch based on cost of service methodology have been adjusted as follows:

- Adjusted FY18 – FY21 rates for 2-inch or smaller connections are set equal to current FY17 rates
- Adjusted FY18 – FY21 rates for 3-inch connections are set equal to current FY17 rates
- Adjusted FY18 – FY19 rates for 4-inch connections are set equal to current FY17 rates

An example of the adjustment is for the adjusted 3-inch connection rate: the current FY17 rate (\$48.29 from Table 1-1) is retained for FY18 – FY21 instead of the FY18 – FY21 cost of service rates which range from \$32.30 - \$37.80 (see Table 4-6). All rates are in units of \$/connection per month.

Table 4-8. Current and Recommended Meter Service and Fire Line Service Rates

Rates	effective date >	Adopted FY17 1/1/2017	Adjusted Cost of Service			
			FY18 1/1/2018	FY19 11/1/2018	FY20 11/1/2019	FY21 11/1/2020
<i>Months Rate in Effect During Fiscal Year</i>		<i>5</i>	<i>5</i>	<i>7</i>	<i>7</i>	<i>7</i>
Meter Service, \$/meter-month						
% x ¾-inch or ¾-inch		\$24.29	\$25.10	\$27.20	\$28.30	\$30.10
1-inch		\$53.03	\$54.00	\$59.00	\$61.00	\$65.00
1½-inch		\$101.09	\$103.00	\$112.00	\$117.00	\$124.00
2-inch		\$158.68	\$162.00	\$176.00	\$183.00	\$195.00
3-inch		\$312.25	\$320.00	\$350.00	\$360.00	\$380.00
4-inch		\$485.02	\$490.00	\$540.00	\$560.00	\$590.00
6-inch		\$965.08	\$980.00	\$1,070.00	\$1,110.00	\$1,180.00
8-inch		\$1,733.09	\$1,760.00	\$1,920.00	\$1,990.00	\$2,120.00
10-inch		\$2,789.05	\$2,840.00	\$3,080.00	\$3,210.00	\$3,420.00
Fire Line Service, \$/connection-month						
Commercial						
2-inch or smaller		\$24.95	\$24.95	\$24.95	\$24.95	\$24.95
3-inch		\$48.29	\$48.29	\$48.29	\$48.29	\$48.29
4-inch		\$74.59	\$74.59	\$74.59	\$76.00	\$81.00
6-inch		\$147.48	\$195.00	\$212.00	\$220.00	\$235.00
8-inch		\$264.22	\$415.00	\$451.00	\$470.00	\$500.00
10-inch		\$424.65	\$746.00	\$811.00	\$844.00	\$900.00
Residential		\$24.29	\$25.10	\$27.20	\$28.30	\$30.10

City of Pittsburg Resolution 09-11335 stated, “The ‘new’ Municipal well rate for the City of Pittsburg’s water consumption and the meter charge will be set at 30% of the non-residential rate.” Effective January 1, 2018, the City intends to set Municipal rates at 35% of the non-residential rate.

Quantity and meter service rates for Municipal connections are not listed in the tables above but may be derived from the non-residential quantity rates and meter service rates in the tables.

4.8 Revenue from Water Rates

Revenue from water rates, by rate category, is summarized in the table below. Note that rate increases occur part way through each fiscal year.

Table 4-9. Revenue by Rate Category					
Rate Category	Estimated	Projected			
	FY17	FY18	FY19	FY20	FY21
Elevation Zone	\$40,000	\$80,000	\$140,000	\$150,000	\$160,000
Quantity	\$11,540,000	\$12,630,000	\$13,460,000	\$14,410,000	\$15,450,000
Meter Service	\$6,560,000	\$6,910,000	\$7,460,000	\$7,920,000	\$8,490,000
Fire Line Service	\$320,000	\$370,000	\$460,000	\$490,000	\$510,000
Total	\$18,460,000	\$19,990,000	\$21,520,000	\$22,970,000	\$24,610,000
Annual \$ Increase		\$1,530,000	\$1,530,000	\$1,450,000	\$1,640,000
Annual % Increase		8%	8%	7%	7%

4.9 Water Fund 501 Cash Flow and Single Family Monthly Bills

Annual projected expenditures, ending fund balances, target operating reserves, and Single Family monthly bills are shown in the figure below for FY18 – FY21. Note that the “average” Single Family monthly bill is based on projected average annual use within the Single Family customer class – 9 HCF per month.

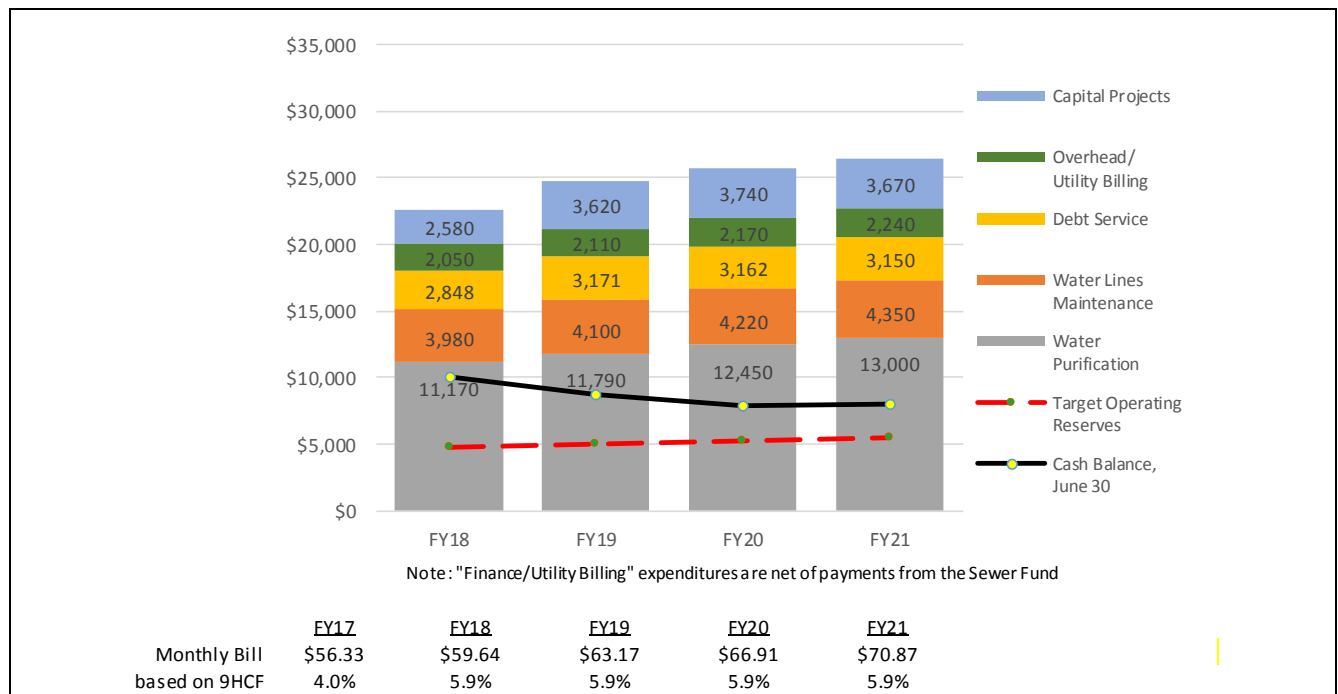


Figure 4-1. Projected Cash Flow for Water Fund 501 and Single Family Monthly Bills

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Section 5

Impact of Water Rate Changes on Customer Bills

Customer bills vary between customer classes and within customer classes. Variation between customer classes is due to different level of services (larger meters and/or fire line services for non-residential) and different rate structures (uniform water quantity rate for non-residential versus inclining block water quantity rates for Single Family customers). Variation within customer classes are due to different levels of water use.

5.1 Single Family Residential Monthly Water Bills

The impact of water rate changes on monthly water bills vary within the Single Family customer class due to different seasonal levels of water use and a change in the water quantity rate structure that reflects water conservation efforts since 2003.

The figure below compares Single Family monthly water bills over a range of water use from 0 to 20 HCF for customers in Elevation Zone 2 with a $\frac{5}{8}$ x $\frac{3}{4}$ -inch meter connection. Note that for water use below 9 HCF per month, the percentage change in monthly bills primarily reflects the increase in the monthly water meter service charge. For water use of 9, 10, 11, 12, 13 or 14 units, the increase in the water bill is due primarily to a portion of water use billed at the Tier 2 rate rather than the Tier 1 rate and the higher percentage increase in the Tier 2 rate.

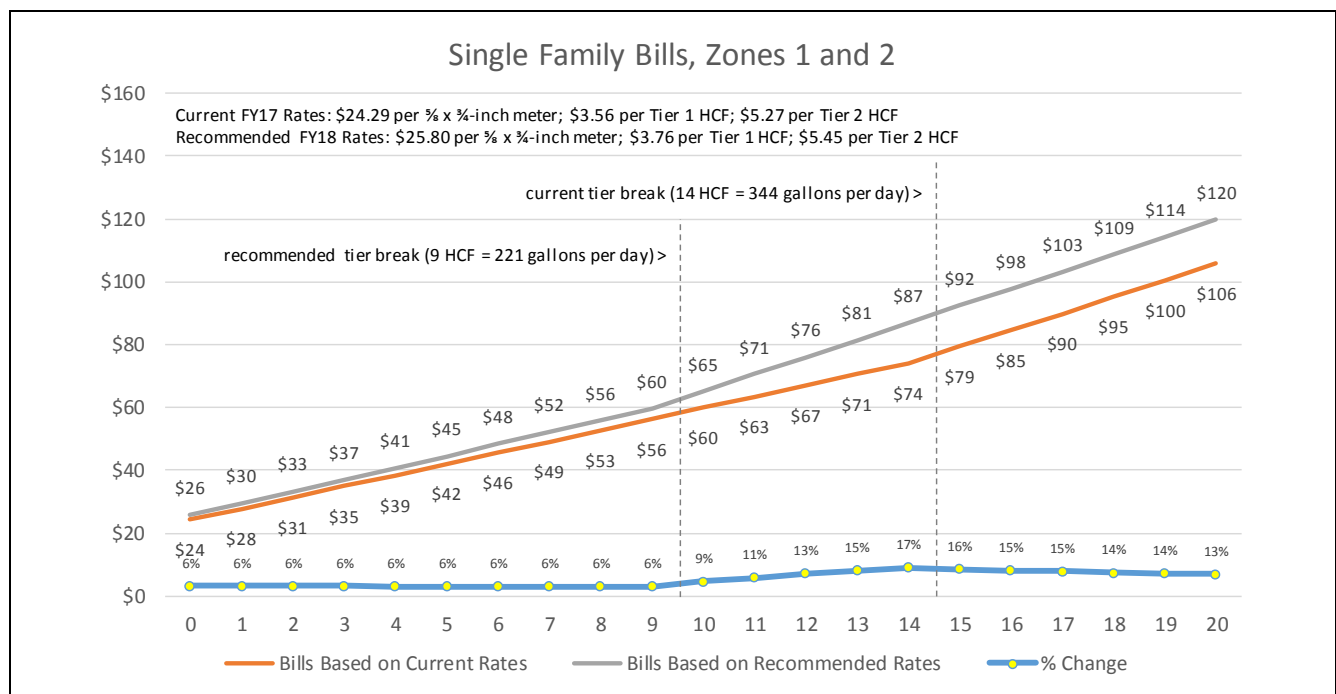


Figure 5-1. Monthly Single Family Water Bills for 0 – 20 HCF, Current vs Recommended Rates

Monthly bills are for a $\frac{5}{8}$ x $\frac{3}{4}$ -inch meter connection in Elevation Zone 2; 20 HCF = ~500 gallons per day

Detailed tabulation of monthly water bills over a range of water use from 0 to 40 HCF using current and recommended FY18 water rates are shown in Table C-1 and Table C-2 of Appendix C. Table C-1 includes detailed bill calculations for each elevation zone. Table C-2 includes detailed bill increase comparisons for each elevation zone.

5.2 Residential Monthly Water Bills Surveys

Monthly water bills for Single Family users were compared to those for other agencies. The comparison was for a user with the smallest meter size using 9, 14 or 30 HCF of water per month in Zone 2. Results of the survey are shown in the figure below.

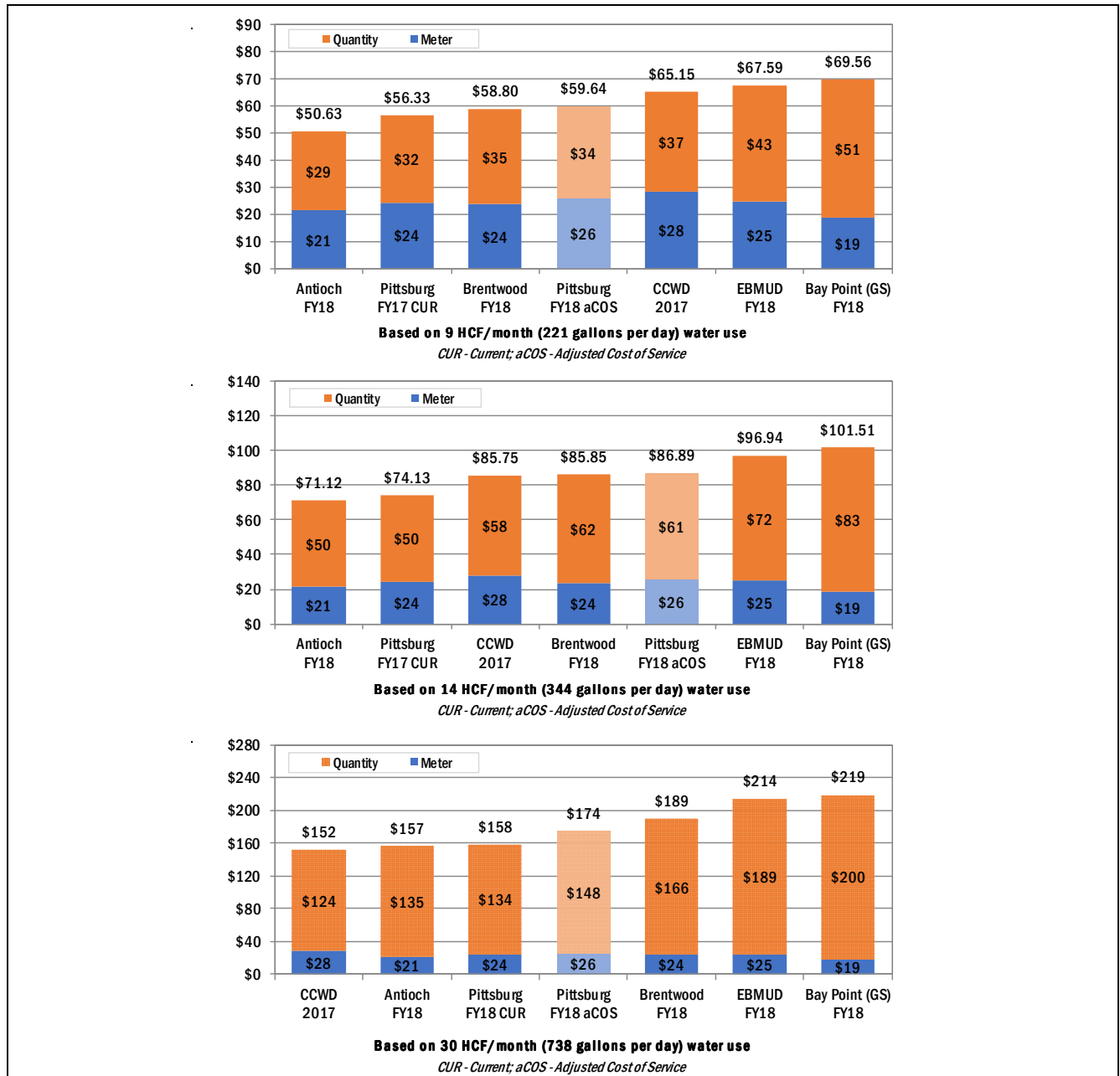


Figure 5-2. Single Family Monthly Water Bills Survey

Section 6

Limitations

This document was prepared solely for the City of Pittsburgh in accordance with professional standards at the time the services were performed and in accordance with the agreement between the City of Pittsburgh and Municipal Financial Services. This document is governed by the specific scope of work authorized by the City of Pittsburgh in the Municipal Financial Services proposal dated August 29, 2016; it is not intended to be relied upon by any other party. We have relied on information or instructions provided by the City of Pittsburgh and, unless otherwise expressly indicated, have made no independent investigation as to the validity, completeness, or accuracy of such information.

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Appendix A: Water Use Data

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Appendix A
Table A-1a
FY17 Water Use, HCF

Class	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Total
SFR													
Tier 1	143,675	144,444	149,876	138,388	125,925	110,517	105,779	111,175	96,945	107,663	119,629	146,355	1,500,371
Tier 2	25,385	25,544	31,857	20,604	11,532	6,555	5,587	7,009	3,477	4,947	7,850	26,061	176,408
Total	169,060	169,988	181,733	158,992	137,457	117,072	111,366	118,184	100,422	112,610	127,479	172,416	1,676,779
SFR-Dv													
Tier 1	231	256	290	234	185	135	77	60	48	52	49	190	1,807
Tier 2	253	260	352	93	13	13	0	16	0	0	1	33	1,034
Total	484	516	642	327	198	148	77	76	48	52	50	223	2,841
SFR-Sr													
Tier 1	729	735	728	715	690	632	610	624	593	606	640	675	7,977
Tier 2	700	742	790	639	529	401	335	366	272	332	413	606	6,125
Tier 3	116	164	210	122	103	42	19	33	21	54	28	62	974
Total	1,545	1,641	1,728	1,476	1,322	1,075	964	1,023	886	992	1,081	1,343	15,076
MFR	40,134	43,145	43,879	41,488	38,804	32,388	30,223	33,596	28,185	30,887	33,272	40,881	436,882
MFR-Sr	979	896	763	731	719	529	607	739	630	644	574	878	8,689
COM	17,195	19,112	18,789	19,054	18,049	15,463	14,279	16,467	14,416	15,306	15,340	16,985	200,455
COMIND	28,125	33,377	33,916	34,547	27,965	24,424	25,283	27,728	26,578	24,131	27,983	34,470	348,527
COMINS	6,637	6,073	7,536	6,621	5,049	2,825	2,619	2,885	2,942	2,995	3,160	5,387	54,729
IRR	47,787	57,626	59,885	47,170	26,463	7,172	3,794	2,831	2,087	4,065	14,270	40,781	313,931
HYD	542	19,074	4,777	6,639	1,171	1,391	1,590	2,985	556	1,223	346	802	41,096
Totals	312,488	351,448	353,648	317,045	257,197	202,487	190,802	206,514	176,750	192,905	223,555	314,166	3,099,005
% of Total	10%	11%	11%	10%	8%	7%	6%	7%	6%	6%	7%	10%	3,057,909
Totals (MGD)	7.792	8.764	8.819	7.906	6.414	5.049	4.758	5.150	4.408	4.810	5.575	7.834	6.352
Totals (MG)	234	263	265	237	192	151	143	154	132	144	167	235	2,318
													7,115
Accounts													
Class	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Average
SFR	16,965	16,965	16,965	16,965	16,965	16,965	16,965	16,965	16,965	16,965	16,965	16,965	16,965
SFR-Dv	204	204	204	204	204	204	204	204	204	204	204	204	204
SFR-Sr	209	209	209	209	209	209	209	209	209	209	209	209	209
MFR	398	398	398	398	398	398	398	398	398	398	398	398	398
MFR-Sr	2	2	2	2	2	2	2	2	2	2	2	2	2
COM	584	584	584	584	584	584	584	584	584	584	584	584	584
COMIND	26	26	26	26	26	26	26	26	26	26	26	26	26
COMINS	88	88	88	88	88	88	88	88	88	88	88	88	88
IRR	356	356	356	356	356	356	356	356	356	356	356	356	356
HYD	39	39	39	39	39	39	39	39	39	39	39	39	39
Totals	18,871	18,871	18,871	18,871	18,871	18,871	18,871	18,871	18,871	18,871	18,871	18,871	18,871
SF HCF/mo >	10.0	10.0	10.7	9.4	8.1	6.9	6.6	7.0	5.9	6.6	7.5	10.2	8.2
gpd													
Class	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Annual
days/mo >	31	31	30	31	30	31	31	28	31	30	31	30	365
SFR	240	242	267	226	202	167	158	186	143	166	181	253	203
SFR-Dv	57	61	78	39	24	18	9	10	6	6	6	27	29
SFR-Sr	178	189	206	170	158	124	111	131	102	118	125	160	148
MFR	2,433	2,616	2,749	2,515	2,431	1,964	1,832	2,255	1,709	1,935	2,017	2,561	2,250
MFR-Sr	11,812	10,811	9,513	8,820	8,964	6,383	7,324	9,872	7,601	8,029	6,926	10,946	8,904
COM	710	790	802	787	771	639	590	753	596	654	634	725	703
COMIND	26,103	30,977	32,527	32,063	26,820	22,668	23,465	28,492	24,667	23,143	25,971	33,058	27,473
COMINS	1,820	1,665	2,135	1,816	1,431	775	718	876	807	849	867	1,526	1,275
IRR	3,239	3,906	4,194	3,197	1,854	486	257	212	141	285	967	2,856	1,807
HYD	335	11,802	3,054	4,108	749	861	984	2,045	344	782	214	513	2,160
Totals	400	449	467	405	340	259	244	292	226	255	286	415	337

Legend

SFR - (Single Family Residence)	MFR - (Multiple Family Residence)	COM - (Commercial/Business)	IRR - (Irrigation)
SFR-Sr - (Single Family Residence - Senior)	MFR-Sr (Multiple Family Residence - Senior)	COMIND - (Commercial/Industrial)	HYD - (Hydrant)
SFR-Dv - (Single Family Residence - Developer)		COMINS - (Commercial/Institution)	

Appendix A
Table A-1b
FY17 Municipal Water Use, HCF

Class	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Total
SFR													
Tier 1													0
Tier 2													0
Total													0
SFR-Dv													
Tier 1													0
Tier 2													0
Total													0
SFR-Sr													
Tier 1													0
Tier 2													0
Tier 3													0
Total													0
MFR													0
MFR-Sr													0
COM	12	13	25	96	11	7	10	29	41	49	23	18	334
COMIND													0
COMINS	425	472	438	405	323	256	325	248	323	274	312	408	4,209
IRR	19,834	26,904	24,189	18,448	8,400	1,212	1,176	824	500	1,284	9,516	16,860	129,147
HYD	173	76	146	243	267	319	1,342	271	242	370	199	379	4,027
Totals	20,444	27,465	24,798	19,192	9,001	1,794	2,853	1,372	1,106	1,977	10,050	17,665	137,717
% of Total	15%	20%	18%	14%	7%	1%	2%	1%	1%	1%	7%	13%	133,690
Totals (MGD)	0.510	0.685	0.618	0.479	0.224	0.045	0.071	0.034	0.028	0.049	0.251	0.441	0.282
Totals (MG)	15	21	19	14	7	1	2	1	1	1	8	13	103

Accounts													
Class	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Average
SFR													0
SFR-Dv													0
SFR-Sr													0
MFR													0
MFR-Sr													0
COM	582	582	582	582	582	582	582	582	582	582	582	582	582
COMIND													
COMINS	26	26	26	26	26	26	26	26	26	26	26	26	26
IRR	177	177	177	177	177	177	177	177	177	177	177	177	177
HYD	54	54	54	54	54	54	54	54	54	54	54	54	54
Totals	839	839	839	839	839	839	839	839	839	839	839	839	839

gpd													
Class	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Annual
days/mo >													
SFR													
SFR-Dv													
SFR-Sr													
MFR													
MFR-Sr													
COM	0	1	1	4	0	0	0	1	2	2	1	1	1
COMIND													
COMINS	394	438	420	376	310	238	302	255	300	263	290	391	332
IRR	2,704	3,668	3,408	2,515	1,183	165	160	124	68	181	1,297	2,375	1,495
HYD	77	34	67	109	123	143	600	134	108	171	89	175	153
Totals	588	790	737	552	268	52	82	44	32	59	289	525	336

Legend

SFR - (Single Family Residence)	MFR - (Multiple Family Residence)	COM - (Commercial/Business)	IRR - (Irrigation)
SFR-Sr - (Single Family Residence - Senior)	MFR-Sr (Multiple Family Residence - Senior)	COMIND - (Commercial/Industrial)	HYD - (Hydrant)
SFR-Dv - (Single Family Residence - Developer)		COMINS - (Commercial/Institution)	

Appendix A
Table A-2a
Projected Water Use, HCF

Class	<i>Actual % per Tier</i>	<i>Actual Jul-16 to Jun-17 (FY17)</i>	<i>Projected % per Tier</i>	Projected						Total
				FY18	FY19	FY20	FY21	FY22	FY23	FY18 - FY23
SFR	<i>0 - 14 HCF</i>		<i>0 - 9 HCF</i>							
Tier 1	<i>89%</i>	1,500,370	<i>76%</i>	1,300,930	1,323,530	1,346,140	1,368,740	1,391,350	1,413,960	6,843,720
Tier 2	<i>11%</i>	176,410	<i>24%</i>	405,500	412,550	419,590	426,640	433,690	440,730	2,133,200
Total		1,676,780		1,706,430	1,736,080	1,765,730	1,795,380	1,825,040	1,854,690	8,976,920
SFR-Dv										
Tier 1	<i>64%</i>	1,810	<i>52%</i>	1,480	1,480	1,470	1,470	1,460	1,460	7,340
Tier 2	<i>36%</i>	1,030	<i>48%</i>	1,350	1,340	1,340	1,330	1,330	1,320	6,660
Total		2,840		2,830	2,820	2,810	2,800	2,790	2,780	14,000
SFR-Sr										
Tier 1	<i>53%</i>	7,980	<i>53%</i>	7,940	7,900	7,860	7,830	7,790	7,750	39,130
Tier 2	<i>41%</i>	6,130	<i>30%</i>	4,570	4,540	4,520	4,500	4,480	4,460	22,500
Tier 3	<i>6%</i>	970	<i>17%</i>	2,500	2,490	2,470	2,460	2,450	2,440	12,310
Total		15,080		15,000	14,930	14,860	14,790	14,720	14,650	73,950
MFR		436,880		434,700	432,530	430,370	428,220	426,080	423,950	2,141,150
MFR-Sr		8,690		8,650	8,610	8,570	8,530	8,490	8,450	42,650
COM		200,460		199,460	198,460	197,470	196,480	195,500	194,520	982,430
COMIND		348,530		346,790	345,060	343,330	341,610	339,900	338,200	1,708,100
COMINS		54,730		54,460	54,190	53,920	53,650	53,380	53,110	268,250
IRR		313,930		312,360	310,800	309,250	307,700	306,160	304,630	1,538,540
HYD		41,100		41,100	41,100	41,100	41,100	41,100	41,100	205,500
Totals		3,099,020		3,121,780	3,144,580	3,167,410	3,190,260	3,213,160	3,236,080	15,951,490
Annual Change										
HCF				22,760	22,800	22,830	22,850	22,900	22,920	
Percent				1%	1%	1%	1%	1%	1%	

Water use projections are based on the following assumptions:

SFR										
meters, current		16,965								
annual growth				300	300	300	300	300	300	
meters, projected				17,265	17,565	17,865	18,165	18,465	18,765	
avg monthly HCF/meter, current		8.2								
annual conservation				0%	0%	0%	0%	0%	0%	
avg monthly HCF/meter, projected				8.2	8.2	8.2	8.2	8.2	8.2	
Other customer classes annual conservation										
SFR-Dv				0.5%	0.5%	0.5%	0.5%	0.5%	0.5%	
SFR-Sr				0.5%	0.5%	0.5%	0.5%	0.5%	0.5%	
MFR				0.5%	0.5%	0.5%	0.5%	0.5%	0.5%	
MFR-Sr				0.5%	0.5%	0.5%	0.5%	0.5%	0.5%	
COM				0.5%	0.5%	0.5%	0.5%	0.5%	0.5%	
COMIND				0.5%	0.5%	0.5%	0.5%	0.5%	0.5%	
COMINS				0.5%	0.5%	0.5%	0.5%	0.5%	0.5%	
IRR				0.5%	0.5%	0.5%	0.5%	0.5%	0.5%	
HYD				0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	

Water use by tier projections are based on the following assumptions:

SFR										
less than or equal to	9	1,278,322	<i>76%</i>							
greater than	9	398,457	<i>24%</i>							
		1,676,779	<i>100%</i>							
SFR-Dv										
less than or equal to	9	1,490	<i>52%</i>							
greater than	9	1,351	<i>48%</i>							
		2,841	<i>100%</i>							
SFR-Sr										
less than or equal to	4	7,977	<i>53%</i>							
between	4 and 9	4,589	<i>30%</i>							
greater than	9	2,510	<i>17%</i>							
		15,076	<i>100%</i>							

Legend

SFR - (Single Family Residence)	MFR - (Multiple Family Residence)	COM - (Commercial/Business)	IRR - (Irrigation)
SFR-Sr - (Single Family Residence - Senior)	MFR-Sr (Multiple Family Residence - Senior)	COMIND - (Commercial/Industrial)	HYD - (Hydrant)
SFR-Dv - (Single Family Residence - Developer)		COMINS - (Commercial/Institution)	

Appendix A
Table A-2b
Projected Water Use, HCF

Class	Actual Jul-16 to Jun-17 (FY17)	Projected						Total
		FY18	FY19	FY20	FY21	FY22	FY23	FY18 - FY23
SFR								
Tier 1								0
Tier 2								0
Total								0
SFR-Dv								
Tier 1								0
Tier 2								0
Total								0
SFR-Sr								
Tier 1								0
Tier 2								0
Tier 3								0
Total								0
MFR								0
MFR-Sr								0
COM	330	327	324	321	318	315	312	1,590
COMIND								0
COMINS	4,210	4,168	4,126	4,085	4,044	4,004	3,964	20,223
IRR	129,150	127,860	126,580	125,310	124,060	122,820	121,590	620,360
HYD	4,030	4,030	4,030	4,030	4,030	4,030	4,030	20,150
Totals	137,720	136,385	135,060	133,746	132,452	131,169	129,896	662,323
Annual Change								
HCF		-1,335	-1,325	-1,314	-1,294	-1,283	-1,273	
Percent		-1%	-1%	-1%	-1%	-1%	-1%	
Annual percent conservation								
COM		1%	1%	1%	1%	1%	1%	
COMIND		1%	1%	1%	1%	1%	1%	
COMINS		1%	1%	1%	1%	1%	1%	
IRR		1%	1%	1%	1%	1%	1%	
HYD		0%	0%	0%	0%	0%	0%	
Legend								
SFR - (Single Family Residence)		MFR - (Multiple Family Residence)		COM - (Commercial/Business)		IRR - (Irrigation)		
SFR-Sr - (Single Family Residence - Senior)		MFR-Sr (Multiple Family Residence - Senior)		COMIND - (Commercial/Industrial)		HYD - (Hydrant)		
SFR-Dv - (Single Family Residence - Developer)				COMINS - (Commercial/Institution)				

Appendix A
Table A-3a
June 2017 Meter Connections

Class	0.625	1.00	1.50	2.00	3.00	4.00	6.00	8.00	10.00	Total
SFR	15,735	1,228	1	1						16,965
SFR-Dv	1	203								204
SFR-Sr	208	1								209
MFR	96	78	121	88	6	3	5		1	398
MFR-Sr					2					2
COM	329	113	58	78	3	3				584
COMIND	1	5	2	8	3	5	2			26
COMINS	23	13	16	19	9	6	2			88
IRR	86	107	60	93	8	1	1			356
HYD										39
Totals	16,479	1,748	258	287	31	18	10	0	1	39
										18,871

Legend

SFR - (Single Family Residence)	MFR - (Multiple Family Residence)	COM - (Commercial/Business)	IRR - (Irrigation)
SFR-Sr - (Single Family Residence - Senior)	MFR-Sr (Multiple Family Residence - Senior)	COMIND - (Commercial/Industrial)	HYD - (Hydrant)
SFR-Dv - (Single Family Residence - Developer)		COMINS - (Commercial/Institution)	

Appendix A
Table A-3b
July 2017 Municipal Meter Connections

Class	0.625	1.00	1.50	2.00	3.00	4.00	6.00	8.00	10.00	Total
SFR										0
SFR-Dv										0
SFR-Sr										0
MFR										0
MFR-Sr										0
COM	3	1	1							5
COMIND										0
COMINS	7	3	3	6	2	1				22
IRR	62	62	14	34	2	1	1		1	177
HYD										11
Totals	72	66	18	40	4	2	1	0	1	11
										215

Legend

SFR - (Single Family Residence)	MFR - (Multiple Family Residence)	COM - (Commercial/Business)	IRR - (Irrigation)
SFR-Sr - (Single Family Residence - Senior)	MFR-Sr (Multiple Family Residence - Senior)	COMIND - (Commercial/Industrial)	HYD - (Hydrant)
SFR-Dv - (Single Family Residence - Developer)		COMINS - (Commercial/Institution)	

Appendix A
Table A-4a
Projected Meter Connections

Meter Size (inches)	Actual FY17	Projected					
		FY18	FY19	FY20	FY21		
0.625	17,707	18,007	18,307	18,607	18,907	19,207	19,507
1	520	520	520	520	520	520	520
1.5	258	258	258	258	258	258	258
2	287	287	287	287	287	287	287
3	70	70	70	70	70	70	70
4	18	18	18	18	18	18	18
6	10	10	10	10	10	10	10
8	0	0	0	0	0	0	0
10	1	1	1	1	1	1	1
Totals	18,871	19,171	19,471	19,771	20,071	20,371	20,671

1 Residential customers with water meters increased to 1-inch to accommodate a combined domestic-fire sprinkler system are charged the 0.625-meter charge.

There are 1,228 combined system accounts as of June 2017.

	Total 1-inch	1-inch combined	Net 1-inch
1-inch meters	1,748	1,228	520
0.625-inch meters	16,479	1,228	17,707

2 Projections are based on the following assumptions:

SFR (0.625 inches)	annual growth >	300	300	300	300	300	300
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Appendix A
Table A-4b
Projected Municipal Meter Connections

Meter Size (inches)	Actual FY17	Projected					
		FY18	FY19	FY20	FY21	FY22	FY23
0.625	72	72	72	72	72	72	72
1	66	66	66	66	66	66	66
1.5	18	18	18	18	18	18	18
2	40	40	40	40	40	40	40
3	15	15	15	15	15	15	15
4	2	2	2	2	2	2	2
6	1	1	1	1	1	1	1
8	0	0	0	0	0	0	0
10	1	1	1	1	1	1	1
Totals	215	215	215	215	215	215	215

Appendix A

Table A-5

Projected Equivalent Meter Connections

Meter Size	Maximum	Meter	Actual FY17	Projected					FY22	FY23
	Flow Capacity	Capacity Ratios*		FY18	FY19	FY20	FY21			
0.625	20	1	17,707	18,007	18,307	18,607	18,907	19,207	19,507	
1	50	2.5	1,300	1,300	1,300	1,300	1,300	1,300	1,300	
1.5	100	5	1,290	1,290	1,290	1,290	1,290	1,290	1,290	
2	160	8	2,296	2,296	2,296	2,296	2,296	2,296	2,296	
3	320	16	1,120	1,120	1,120	1,120	1,120	1,120	1,120	
4	500	25	450	450	450	450	450	450	450	
6	1000	50	500	500	500	500	500	500	500	
8	1800	90	0	0	0	0	0	0	0	
10	2900	145	145	145	145	145	145	145	145	
Totals			24,808	25,108	25,408	25,708	26,008	26,308	26,608	

* Source: California Public Utilities Commission Water Division, Standard Practice U-7-W,

"Rate Design For Water And Sewer System Utilities Including Master Metered Facilities", July 2006.

Appendix A
Table A-6
Projected Fire Line Service Connections

Connection Type	Demand Factor [2]	Actual	Projected [1]					FY22	FY23
		FY17	FY18	FY19	FY20	FY21			
Public Fire Protection									
Fire Hydrants	111.3	1,500	1,520	1,540	1,560	1,580	1,600	1,620	
Equivalent Connections		166,966	169,193	171,419	173,645	175,871	178,097	180,324	
Private Fire Protection Service									
Connections									
2-inch or smaller		7	7	7	7	7	7	7	
3-inch		0	0	0	0	0	0	0	
4-inch		58	58	58	58	58	58	58	
6-inch		86	88	90	92	94	96	98	
8-inch		27	27	27	27	27	27	27	
10-inch		6	6	6	6	6	6	6	
Totals		184	186	188	190	192	194	196	
Equivalent Connections									
2-inch or smaller	6.2	43	43	43	43	43	43	43	
3-inch	18.0	0	0	0	0	0	0	0	
4-inch	38.3	2,223	2,223	2,223	2,223	2,223	2,223	2,223	
6-inch	111.3	9,573	9,795	10,018	10,241	10,463	10,686	10,908	
8-inch	237.2	6,405	6,405	6,405	6,405	6,405	6,405	6,405	
10-inch	426.6	2,559	2,559	2,559	2,559	2,559	2,559	2,559	
Totals		20,803	21,025	21,248	21,471	21,693	21,916	22,138	
Summary									
Public Equivalent Connections		166,966	169,193	171,419	173,645	175,871	178,097	180,324	
Private Equivalent Connections		20,803	21,025	21,248	21,471	21,693	21,916	22,138	
Total		187,769	190,218	192,667	195,116	197,564	200,013	202,462	

1 The number of new connections per year are listed below. All values provided by the City.

	FY18	FY19	FY20	FY21	FY22	FY23
Public Fire Hydrants	20	20	20	20	20	20
Private						
2-inch or smaller	0	0	0	0	0	0
3-inch	0	0	0	0	0	0
4-inch	0	0	0	0	0	0
6-inch	2	2	2	2	2	2
8-inch	0	0	0	0	0	0
10-inch	0	0	0	0	0	0
Totals	2	2	2	2	2	2

2 Demand factors are based on the nominal connection size raised to the 2.63 power as explained in the AWWA M1 Manual.
All Fire Hydrants are assumed to have a 6.0-inch connection.

Appendix B: Water “Plant in Service Factors” and Allocation of Costs

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Table B-1
Water System "Plant in Service" Factors

All Values in \$thousands Plant in Service	Valuation [1] Dollars	Useful Life, Years	Capital Recovery Expense [2] Dollars	Base (BAS)	Extra Capacity Maximum Day (XMD)	Fire Protection (FP)	Meters and Service Laterals (MTR)	Billing and Collection (CUS)	Basis of Allocation [3,4,5]				
									(BAS)	(XMD)	(FP)	(MTR)	(CUS)
Water Treatment Plant	50,000	55	2,683	1,807	823	54			67%	31%	2%		
WTP Recl/Sludge	7,700	55	413	278	127	8			67%	31%	2%		
WTP Z2 PS	9,013	40	525	156	71	257	42		30%	13%	49%	8%	
Southwest Hills and Infill													
4W/5W	867	80	44	13	6	22	4		30%	13%	49%	8%	
1W/2W/3W/6W	5,659	80	289	86	39	141	23		30%	13%	49%	8%	
8W	1,149	80	59	17	8	29	5		30%	13%	49%	8%	
T-5 W. Leland	2,682	40	156	55	25	76			35%	16%	49%		
PS-1 VdM Z3	2,513	40	146	51	23	72			35%	16%	49%		
Southeast Hills and Infill													
Distribution Z1 Buy In	147,461	80	7,525	2,231	1,016	3,676	602		30%	13%	49%	8%	
Distribution Z2 Buy In	59,236	80	3,023	896	408	1,477	242		30%	13%	49%	8%	
Segment 1E	568	80	29	9	4	14	2		30%	13%	49%	8%	
Segments 2E -6E	5,174	80	264	78	36	129	21		30%	13%	49%	8%	
T-19 Zone 1	6,133	40	357	126	57	175			35%	16%	49%		
T-18 Zone 2	2,719	40	158	56	25	77			35%	16%	49%		
Totals	300,875		15,673	5,859	2,667	6,205	941	0					
% of Total			100%	37.4%	17.0%	39.6%	6.0%	0.0%					

Notes:

- The list of Plant Assets, valuations and useful lives were provided by the City.
- The capital recovery expense is the capital recovery factor times the present value of the asset.
The capital recovery factor is the ratio of a constant annuity to the present value of receiving that annuity for the useful life of the asset using the estimated real interest rate. The capital recovery expense is calculated using an interest rate of > 5.0%
- The Fire Protection allocation for the Treatment Plant and Reservoir is based on the volume of water used for public and private fire protection.
- Fire Protection allocation for Booster Pump Station, PRVs, Transmission Lines and Distribution Lines is based on concepts presented in the American Water Works Association, Manual of Water Supply Practices, M1 Principles of Water Rates, Fees, and Charges, 2012 Sixth Edition, page 143.
The allocation is calculated using a formula developed by the Insurance Services Office that relates the percentage of total revenue allocated as fire protection costs based on the population served.

$$\text{Fire Demand} = 1,020 \times x^{1/2} (1 - 0.01x^{1/2}) \text{ in gallons per minute (gpm) where } x = \text{population in thousands; } x = 65 \text{ for the Pittsburg Service Area}$$

$$\text{Fire Demand} = 7,561 \text{ gpm}$$

$$\text{Average Maximum Day Demand} = 11.4 \text{ mgd}$$

$$\text{Maximum Day Demand} = 7,917 \text{ gpm}$$

$$\text{Fire Protection Allocation} = 7,561 / (7,561 + 7,917)$$

$$\text{Fire Protection Allocation} = 49\%$$

- Base (BAS) and Maximum Day (XMD) allocations are calculated as shown below:

$$\text{Average Day Demand} = 6.4 \text{ mgd} \quad \text{July 2016 - June 2017}$$

$$\text{Average Day Demand} = 7.8 \text{ mgd} \quad \text{during peak month (June 2017)}$$

$$\text{Average Maximum Day Demand} = 11.4 \text{ mgd}$$

$$\text{Peak Day Factor} = 1.46$$

$$\text{Base Allocation} = \frac{7.8}{11.4} = 68.7\%$$

$$\text{Maximum Day Allocation} = \frac{11.4 - 7.8}{11.4} = 31.3\%$$

Table B-2

Water Fund FY 2017-18 Cost Allocations, \$

Expense Category	Budget Adopted 2017-18	Base (BAS)	Extra Capacity (XMD)	Elevation Zones Electricity Costs (ELE)	Fire Protection (FP)	Meters and Service Lat. (MTR)	Customer Billing (CUS)	Basis of Allocation [see footnotes]
Operating Expenses								
Water Lines	3,980	1,488	677	0	1,576	239	0	"Plant in Service"
Water Purification	3,760	1,406	640	0	1,489	226	0	"Plant in Service"
Raw Water	5,940	4,000	1,821	0	119	0	0	"Water Use"
Chemicals/Gas/Water	720	485	221	0	14	0	0	"Water Use"
Finance/Utility Billing	750	0	0	0	0	0	750	"Customer"
Electric	1,430	891	405	134	0	0	0	"Water Use/Zones"
Debt Service	2,848	1,323	602	0	579	343	0	"Composite"
CIP - Improvements	400	186	85	0	81	48	0	"Composite"
CIP - Infrastructure	80	37	17	0	16	10	0	"Composite"
CIP - R/R Pipe	2,100	0	0	0	420	1,680	0	"Pipe Replacement"
Transfers UB/Eng/OPEB	620	0	0	0	0	0	620	"Customer"
Totals	22,628	9,816	4,468	134	4,294	2,546	1,370	
% allocation		43%	20%	1%	19%	11%	6%	

Notes:

- 1 The "Plant in Service" factors are from Table B-1 and allocates costs as shown below.

<u>(BAS)</u>	<u>(XMD)</u>	<u>(ELE)</u>	<u>(FP)</u>	<u>(MTR)</u>	<u>(CUS)</u>
37%	17%	0%	40%	6%	0%

- 2 The "Water Use" factors are based on allocation between BAS, XMD and FP.

<u>(BAS)</u>	<u>(XMD)</u>	<u>(ELE)</u>	<u>(FP)</u>	<u>(MTR)</u>	<u>(CUS)</u>
67%	31%	0%	2%	0%	0%

- 3 The "Water Use Zones" factors are based on allocation between BAS, XMD and ELE.

<u>(BAS)</u>	<u>(XMD)</u>	<u>(ELE)</u>	<u>(FP)</u>	<u>(MTR)</u>	<u>(CUS)</u>
<i>Electric Budget (BAS)+(XMD) less Zones 2/3 ></i>	1,296	134			
<i>Allocate (BAS)+(XMD) ></i>	891	405	134		
	62%	28%	9%		

- 4 The "Pipe Replacement" factors are based on allocation between FP and MTR.

<u>(BAS)</u>	<u>(XMD)</u>	<u>(ELE)</u>	<u>(FP)</u>	<u>(MTR)</u>	<u>(CUS)</u>
0%	0%	0%	20%	80%	0%

- 5 The "Finance/Utility Billing" and "Transfer" factors are based on allocation solely to CUS.

<u>(BAS)</u>	<u>(XMD)</u>	<u>(ELE)</u>	<u>(FP)</u>	<u>(MTR)</u>	<u>(CUS)</u>
0%	0%	0%	0%	0%	100%

- 6 The "Composite" factor is based on labor allocation for system operation.

<u>Total</u>	<u>(BAS)</u>	<u>(XMD)</u>	<u>(ELE)</u>	<u>(FP)</u>	<u>(MTR)</u>	<u>(CUS)</u>
17,796	8,269	3,765	na	3,618	2,145	0
100%	46%	21%	0%	20%	12%	0%

Table B-3

Evaluation of Jul-15 to Jun-16 Electricity Use and Water Use by Zone

List of Pump Stations Serving Each Zone

Zone	Pump Stations	Elevation Above Mean Sea Level
1		0 to <=300 feet
2		>150 to <=300 feet
3	Buchanan	>300 to <=450 feet
4	Shadybrook	>450 feet
5		currently not in service
6		currently not in service

Electricity and Gas Charges by Month at Each Location

Meter	Name	Zone	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16
1003870424 E	Buchanan Pump Station	3	1,117	1,334	1,046	905	814	543	697	804	784	834	1,335	1,432
1009536489 E	Well Pump Station	1	2,823	2,898	1,382	1,676	1,235	1,129	1,432	1,580	4,198	4,902	6,768	5,785
105718968 E	Shadybrook Pump Station	4	1,531	1,860	1,582	1,339	930	723	843	912	893	1,249	2,052	2,361
1009539071 E	Highland Ranch Reservoir	2	2,052	2,829	2,400	2,649	2,898	1,582	1,608	1,694	1,892	1,898	2,185	3,013
1003746228 E	High Level Booster Station	2	49,650	51,841	47,814	41,620	29,884	26,524	28,050	25,179	23,985	30,444	47,952	53,876
45228821 G	Booster Station West	1	1,457	2,340	1,026	1,574	81	90	90	100	72	82	109	136
1009506675	Dover Way (Bodega Well)	1	7,264	8,718	8,287	6,742	4,418	4,315	4,945	4,623	2,819	4,432	3,914	7,652
1004464572 E	Vista del Mar Pump Station	3	1,646	1,901	2,137	2,383	1,946	1,392	2,122	1,811	1,362	1,874	1,741	2,436
60711123 G	300 Olympia Dr. - WTP	1	220	140	100	112	217	664	921	563	395	347	335	238
1005718969 E	Oakhills Pump Station	3	1,161	1,785	763	228	150	195	496	206	489	556	2,417	1,897
Total			68,921	75,646	66,537	59,229	42,573	37,157	41,205	37,474	36,889	46,618	68,809	78,825

Summary by Month, Dollars

		Total	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16
Zone 3	Buch/VDM/Oakhills PS	44,740	3,924	5,020	3,946	3,515	2,911	2,130	3,316	2,822	2,635	3,263	5,493	5,764
Zone 4	Shadybrook PS	16,275	1,531	1,860	1,582	1,339	930	723	843	912	893	1,249	2,052	2,361
Total		61,015	5,455	6,881	5,528	4,855	3,841	2,853	4,159	3,734	3,528	4,513	7,545	8,125

WITHOUT ZONE 5/6

		Water Pump Volumes, HCF				Unit Costs-Zone		Commodity Rates, \$/HCF			
Elevation Zone	Commodity Rates	Electricity Charges	Zone 3	Zone 4	Zone 5/6	Total	\$/HCF	Zone 3	Zone 4	Zone 5/6	Total
Zone 3 *		\$44,700	223,127	125,449		348,576	\$0.13	\$0.13			\$0.13
Zone 4 *		\$16,300		125,449		125,449	\$0.13	\$0.13	\$0.13		\$0.26
Total		\$61,000									

WITH ZONE 5/6

		Water Pump Volumes, HCF				Unit Costs-Zone		Commodity Rates, \$/HCF			
Elevation Zone	Commodity Rates	Electricity Charges	Zone 3	Zone 4	Zone 5/6	Total	\$/HCF	Zone 3	Zone 4	Zone 5/6	Total
Zone 3		\$76,900	223,127	125,449	250,898	599,474	\$0.13	\$0.13			\$0.13
Zone 4		\$24,450		125,449	250,898	376,347	\$0.06	\$0.13	\$0.06		\$0.19
Zone 5 and 6 **		\$32,600			250,898	250,898	\$0.13	\$0.13	\$0.06	\$0.13	\$0.32
Total		\$133,950									

* Water pump volumes for Zone 3 and Zone 4 are based on July 2016 - June 2017 data provided by the City.

** Annual E/G charges and water pump volumes for Zone 5/6 are estimates provided by the City.

Table B-4
Projected Electricity Use and Water Use by Zone

Elevation Zone Commodity Rates		FY18	FY19	FY20	FY21	FY22	FY23
<u>Water Use, HCF</u>							
Zone 3		223,127	225,127	227,127	229,127	231,127	233,127
Zone 4		125,449	130,449	135,449	140,449	145,449	150,449
Zone 5 and 6		250,898	255,898	260,898	265,898	270,898	275,898
Total		599,474	611,474	623,474	635,474	647,474	659,474
<u>Electricity Charges, \$</u>							
Zone 3		\$76,900	\$81,514	\$86,405	\$91,589	\$97,084	\$102,910
Zone 4		\$24,450	\$25,917	\$27,472	\$29,120	\$30,868	\$32,720
Zone 5 and 6		\$32,600	\$34,556	\$36,629	\$38,827	\$41,157	\$43,626
Total		\$133,950	\$141,987	\$150,506	\$159,537	\$169,109	\$179,255
<u>Unit Costs-Zone, \$/HCF</u>							
Zone 3		\$0.128	\$0.133	\$0.139	\$0.144	\$0.150	\$0.156
Zone 4		\$0.065	\$0.067	\$0.069	\$0.072	\$0.074	\$0.077
Zone 5 and 6	<i>Current</i>	\$0.130	\$0.135	\$0.140	\$0.146	\$0.152	\$0.158
<u>Commodity Rates, \$/HCF (rounded to \$0.10)</u>							
	<i>Rates</i>						
Zone 3	\$0.06	\$0.13	\$0.13	\$0.14	\$0.14	\$0.15	\$0.16
Zone 4	\$0.08	\$0.19	\$0.20	\$0.21	\$0.22	\$0.22	\$0.23
Zone 5	\$0.10	\$0.32	\$0.34	\$0.35	\$0.36	\$0.38	\$0.39
Zone 6	\$0.12	\$0.32	\$0.34	\$0.35	\$0.36	\$0.38	\$0.39

Appendix C: Single Family Monthly Water Bills Tables

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

DATE: December 18, 2017

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

CITY COUNCIL/AGENCY MEMBERS

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

APPOINTED OFFICIALS

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

Mayor Longmire called the meeting of the City Council to order at 7:09 P.M. in the City Council Chamber at City Hall, 65 Civic Avenue, Pittsburg, CA after convening at 5:30 P.M. for a Study Session with the Planning Commission Related to Cannabis Regulations and at 6:46 P.M. in Closed Session for the following items:

Prior to Closed Session, Wolfgang Croskey of Croskey Realty, on behalf of his client and the property negotiations for 610 Railroad Avenue, commented that his client presented a counter-offer for the property.

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

Property: 6 Bayside Drive; Negotiators for the Successor Agency: Joe Sbranti and Maria Aliotti; Negotiating Parties: Frank Macaluso; Under negotiation: both price and terms of payment

Property: 610 Railroad Avenue; Negotiators for the Successor Agency: Joe Sbranti and Maria Aliotti; Negotiating Parties: TPM Management Group LLC; Under negotiation: both price and terms of payment

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

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

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

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

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

Nevarez v. City of Pittsburg, U.S. District Court, Northern District of CA, Case No. 3:17-cv-02791-CRB

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

One (1) case

4. PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Section 54957):

City Attorney
City Manager

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

ROLL CALL

All Members were present.

PLEDGE OF ALLEGIANCE

Chief Addington led the Pledge of Allegiance.

PRESENTATIONS

Rancho Medanos Junior High School Civic Projects

Students from Rancho Medanos Junior High School presented their projects to the Council.

CITY MANAGER REPORTS/REMARKS

City Manager Sbranti invited Chief Addington to come to the podium for a presentation to Community Services Specialist Louise Reeves, who was presented with an Anchor Award for her outstanding work in handling human trafficking cases not only in the City of Pittsburg, but County and Statewide.

CITIZENS REMARKS

Mark Linde, Pittsburg, asked the Council to form a committee to begin the process of district elections and election reform to include multi-lingual campaigns.

Marcela Vazquez, Livermore, Community Affairs for MCE, gave an update on MCE activities and the call center doing community outreach.

Wolfgang Croskey, Pittsburg, thanked the City for the holiday downtown décor.

Mike Nazari, Pittsburg, asked for a waiver of Planning appeal fees of \$1600.

PITTSBURG POWER COMPANY

PUBLIC HEARING

7. Adoption of a Pittsburg Power Company Resolution to Adopt the Revised Electric Tariff Schedules Applicable to Island Energy

Chair Longmire opened the Public Hearing. There being no one to speak to the item, Chair Longmire closed the Public Hearing.

On motion by Member Evola, seconded by Member Banales, to adopt and carried unanimously.

CITY COUNCIL MEETING

PUBLIC HEARING

8. Introduction and Waive First Reading of an Ordinance Amending Title 18 of the Pittsburg Municipal Code Related to the CP District, AP-17-1277 (RZ)

Mayor Longmire opened the Public Hearing. There being no one to speak to the item, Mayor Longmire closed the Public Hearing.

On motion by Member Evola, seconded by Member Killings, to introduce and waive further reading and carried unanimously.

CONSIDERATION

9. Adoption by Minute Order of Council Member Committee Assignments for 2018

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

10. Adoption of a City Council Resolution to Approve the Freeway Security Network Project, Allocate Grant Funds and Authorize the City Manager to Execute a Contract for the Project

Community Development Director Jill Hecht noted receipt of a \$3.5M grant for the project, which several local cities are participating in. A task force was convened by CalTrans, the District Attorney, the Highway Patrol, and local Law Enforcement Agencies, with the City of Pittsburg in the lead to expand the camera system regionally.

Chief Addington cited stats showing the value of the project, and the success the City has had with camera placement on Highway 4. A task force was convened by CalTrans, the District Attorney, the Highway Patrol, and local Law Enforcement Agencies, with the City of Pittsburg in the lead to expand the camera system regionally.

Dan McElhinney, Chief Deputy Director for CalTrans, commended the leadership that was shown by the City of Pittsburg that was instrumental in this project.

Jim Libby, California Highway Patrol Assistant Chief, Golden Gate Division, thanked the District Attorney's Office and the Pittsburg Police Department for their commitment to the safety of the motoring public.

Wolfgang Croskey, Pittsburg, speaking as the President of the Chamber of Commerce, questioned not using local companies for the project.

Ryan Brown, Brentwood, stated he was in the surveillance industry and commended the City for being proactive with this project.

Tracy Rosenberg, of Oakland Privacy, noted the loss of civil liberties regarding data retention, storage, and mass bulk surveillance and that 99% of vehicles on Highway 4 have no actionable enforcement.

Susan Harman, of Oakland Privacy, also voiced concerns about privacy.

On motion by Member Evola, seconded by Member Banales, to adopt and carried unanimously.

CONFLICT OF INTEREST STATEMENT

Member Craft stated she would recuse herself from Item 12 due to her financial interest and would leave the dais for that vote.

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

City Manager Sbranti asked that Items 12, 13, 18, and 31 be removed and considered separately.

City Manager Sbranti also clarified the term of the bike share pilot program agreement, Item 29, as being a minimum of 24 months rather than the proposed 18 months as in the staff report recommendation. The vote cast for this item would incorporate this correction.

On motion by Member Craft, seconded by Member Killings, to adopt without Items 12, 13, 18 and 31 and carried unanimously.

11. Minutes of November 20, 2017 and December 4, 2017

14. Annual Southwest Pittsburgh Geologic Hazard Abatement District II Pre Winter Inspection Report 2017

15. Adoption of a City Council Resolution to Accept Contract 2013-25, Ambrose Aquatic Center Renovation Project as Complete and Authorize the City Engineer to File a Notice of Completion

16. Adoption of a City Council Resolution Approving a Consultant Agreement for Design of Contract 2015-11, West Leland Corridor Safety Improvements

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

19. Adoption of a City Council Resolution to Approve a Revision to the Recreation and Planning Fees

20. Adoption of a City Council Resolution to Accept the Plans and Specifications, Re-allocate Funds, and Authorize the Award of Contract 2017-12, Water Treatment Plant Filter Media Replacement Project

21. Adoption of a City Council Resolution to Authorize Allocation of U.S. Department of Justice – Bureau of Justice Assistance Edward Byrne Memorial Justice Assistance Grant (J.A.G.)

22. Adoption of a City Council Resolution Approving the Purchasing Agreement with Axon Enterprise, Inc.

23. Adoption of a City Council Resolution Declaring the City Council's Intent to Vacate a Portion of Los Medanos Street

24. Adoption of a City Council Resolution to Accept the Public Improvements within Subdivision 9405 Belle Harbor for Continuous Maintenance

25. Adoption of a City Council Resolution Accepting the Plans and Specifications, and Authorizing Award of Contract 2017-01, 2017/2018 CDBG ADA Sidewalk Replacement Project

26. Adoption of City Council Resolution Awarding a Purchase Contract for a Combination Sewer Truck

27. Receive and File Staff's Report on the Review of Development Impact Fees Received by the City of Pittsburgh that are Subject to AB 1600 Reporting Requirements

28. Receive and File the Comprehensive Annual Financial Report ("CAFR") for the Fiscal Year Ended June 30, 2017, the Report to the City Council and Management for the

Year Ended June 30, 2017, and Other Miscellaneous Audit Reports

29. Adoption of a Minute Order to Authorize City Manager to Negotiate and Execute an Agreement with Zagster, Inc., to Implement a Bike Share Pilot Program Within the City of Pittsburg

30. Adoption of a City Council Resolution Authorizing the Acceptance and Appropriation of State of California Office of Traffic Safety Grant Funds for Selective Traffic Enforcement

32. Adoption of a City Council Resolution to Submit Grant Proposal for Funding and Participation in the California Violence Prevention and Intervention (CALVIP) Grant

The following items were considered separately:

Member Craft left the dais prior to this item being discussed.

12. Adoption of a Pittsburg Power Company Resolution Accepting a \$35,000 Grant from the Y & H Soda Foundation and to Increase the Instructional Budget of the Future Build Program

On motion by Member Killings, seconded by Vice-Chair Evola, to adopt and carried by the following vote:

AYES: Banales, Evola, Killings, Longmire
ABSENT: Craft [Recused]

Member Craft returned to the dais for the balance of the Consent Calendar.

13. Adoption of City Council and Pittsburg Power Company Resolutions Approving a Reimbursement Agreement between the City of Pittsburg and the Pittsburg Power Company for the Purchase of Property Located on Frontage Road (087-277-001)

Wolfgang Croskey, Pittsburg, asked what the terms were on the loan were as the closing costs seemed high.

On motion by Vice-Mayor/Chair Evola, seconded by Member Craft, to adopt and carried unanimously.

18. Adoption of a City Council Resolution to Allocate Funding for Contract 2017-15, West Leland Road/Burton Avenue Traffic Signal Modification Project

Bruce Ohlson, Pittsburg, voiced his concern about the road width and asked the Council to not move forward with this project.

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

31. Adoption of a City Council Resolution Awarding a Professional Services Agreement to Vision Internet for Website Design and Services

Wolfgang Croskey, Pittsburg, voiced concerns about not using a local vendor.

Mark Linde, Pittsburg, asked for involvement from the community.

On motion by Member Banales, seconded by Member Killings, to not adopt the resolution, refer the item back to staff to create an RFP, to include community input, and return to Council, and carried unanimously.

COUNCIL MEMBER REPORTS/REMARKS

Member Killings reported that he attended the Tri-Delta Transit meeting in Mayor Longmire's stead. He also attended the Holiday Parade.

Member Banales noted that the Police Department was collecting toys for their Holiday Toy Drive.

Member Craft announced that the Doris Manley Center in El Pueblo received 60 passes from Maya Cinemas for their toy drive.

At 9:05 P.M. the Council adjourned back into Closed Session to continue the session.

ADJOURNMENT

The City Council meeting was adjourned at 10:50 P.M. to January 16, 2018 ***in memory of San Francisco Mayor Ed Lee.***

Respectfully submitted,

Alice E. Evenson, City Clerk



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

DATE: 12/21/2017
TO: Chair and Agency Members
FROM: Joe Sbranti, Executive Director
SUBJECT: Adoption of a Successor Agency Resolution Approving the July 1, 2018 – June 30, 2019 Recognized Obligation Payment Schedule
MEETING DATE: 1/16/2018

EXECUTIVE SUMMARY

The Successor Agency for the Redevelopment Agency of the City of Pittsburg (the “Successor Agency”) has prepared the Recognized Obligation Payment Schedule (the “ROPS”) for the period of July 1, 2018 – June 30, 2019 (the “ROPS 18-19”), pursuant to California State Legislations ABx1 26 (“AB 26”), AB 1484, and SB 107.

FISCAL IMPACT

There is no fiscal impact to adopting ROPS 18-19. Rather, ROPS 18-19 identifies the Successor Agency’s anticipated financial obligations for July 1, 2018 – June 30, 2019. ROPS 18-19 will be reflected in the Successor Agency budget that will be considered along with the City’s budget in June 2018 for Fiscal Year 2018-2019.

RECOMMENDATION

Successor Agency adopt the Resolution approving ROPS 18-19, pursuant to Part (I) Subpart (B) of Section 34177 of the Health & Safety Code.

BACKGROUND

On June 29, 2011, the Governor signed into law AB 26, also referred to as the “Dissolution Act” which automatically suspended redevelopment activities and on December 29, 2011, the California State Supreme Court upheld the provisions of AB 26, thereby dissolving all redevelopment agencies on February 1, 2012.

While redevelopment successor agencies may not initiate any new activities nor incur new indebtedness, they are nevertheless required under legislative statute and court order to continue making those payments necessary for day to day operations pursuant to

contractual commitments/enforceable obligations, regulatory authorities, and indebtedness entered into prior to the enactment of AB 26.

On June 27, 2012, the Governor signed into law budget trailer bill AB 1484. AB 1484 imposed new requirements on successor agencies with regard to the submittal of the ROPS.

Budget trailer bill SB 107 was approved and signed by the Governor and took immediate effect on September 22, 2015. The primary purpose of SB 107 is to make technical and substantive amendments to the existing Dissolution Act. Pursuant Section 34177, as amended, changed the review of ROPS from semi-annual to annual.

SUBCOMMITTEE FINDINGS

Not Applicable

STAFF ANALYSIS

ROPS 18-19 consists of debt service related expenses, administrative expenses, and other eligible enforceable obligation.

Upon receiving Successor Agency approval for ROPS 18-19, staff will present ROPS 18-19 to the Oversight Board to the Successor Agency for its consideration.

ATTACHMENTS: Resolution
Recognized Obligation Payment Schedule for the period of July 1, 2018 – June 30, 2019

Report Prepared By: Maria M. Aliotti, Director of Community Services
Brad Farmer, Finance Director
Diane Agar, Finance Division Manager

BEFORE THE SUCCESSOR AGENCY FOR THE REDEVELOPMENT AGENCY OF THE
CITY OF PITTSBURG

In the Matter of:

Adoption of a Successor Agency Resolution)
Approving the July 1, 2018 – June 30, 2019)
Recognized Obligation Payment Schedule) RESOLUTION NO. 18-

The Successor Agency for the Redevelopment Agency of the City of Pittsburgh
DOES RESOLVE as follows:

WHEREAS, on June 29, 2011, California State's budget was signed and along with it, adopted California State Legislation ABx1 26 ("AB 26"); and

WHEREAS, on December 29, 2011, the California Supreme Court found AB 26 constitutional, thereby dissolving the Redevelopment Agency of the City of Pittsburgh effective February 1, 2012; and

WHEREAS, pursuant to AB 26 and California Health and Safety Code 34177, the Successor Agency for the Redevelopment Agency of the City of Pittsburgh (the "Successor Agency") is required to prepare a Recognized Obligation Payment Schedule (the "ROPS"), covering a six-month period and identifying the Successor Agency's financial obligation during said six-month period; and

WHEREAS, while the Successor Agency may not initiate any new activities nor incur new indebtedness, it is nevertheless required under legislative statute and court order to continue making those payments necessary for day to day operations pursuant to contractual commitments/enforceable obligations, regulatory authorities, and indebtedness entered into prior to the enactment of AB 26; and

WHEREAS, on June 27, 2012, the Governor signed into law budget trailer bill AB 1484. AB 1484 imposes new requirements on successor agencies with regard to the submittal of the ROPS; and

WHEREAS, budget trailer bill SB 107 was approved and signed by the Governor and took immediate effect on September 22, 2015. The primary purpose of SB 107 is to make technical and substantive amendments to the existing Dissolution Act; and

WHEREAS, pursuant Section 34177, as amended, changed the review of ROPS from semi-annual to annual; and

WHEREAS, the Successor Agency's ROPS largely consists of debt service related expenses, administrative expenses, and other eligible enforceable obligation; and

WHEREAS, upon receiving Successor Agency approval for the ROPS for the period of July 1, 2018 – June 30, 2019 (the "ROPS 18-19"), staff will present ROPS 18-19 to the Oversight Board to the Successor Agency for its consideration.

NOW, THEREFORE, the Successor Agency for the Redevelopment Agency of the City of Pittsburgh finds and determines as follows:

Section 1.

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

Section 2.

Successor Agency hereby adopts this Resolution, approving ROPS 18-19.

Section 3.

The Executive Director is hereby authorized to take such further actions as may be necessary or appropriate to carry out the Successor Agency's obligations pursuant to this Resolution.

Section 4.

The Agency Secretary shall certify to the adoption of this Resolution.

Section 5.

This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED by the Successor Agency for the Redevelopment Agency of the City of Pittsburgh at a regular meeting on the 16th day of January, 2018, by the following vote:

AYES:

NOES:

ABSTAINED:

ABSENT:

Dwaine "Pete" Longmire, Chair

ATTEST:

Alice E. Evenson, Clerk of the Board

Recognized Obligation Payment Schedule (ROPS 18-19) - Summary

Filed for the July 1, 2018 through June 30, 2019 Period

Successor Agency:	Pittsburg
County:	Contra Costa

Current Period Requested Funding for Enforceable Obligations (ROPS Detail)		18-19A Total (July - December)		18-19B Total (January - June)		ROPS 18-19 Total	
A	Enforceable Obligations Funded as Follows (B+C+D):	\$	735,155	\$	232,464	\$	967,619
B	Bond Proceeds		-		-		-
C	Reserve Balance		-		-		-
D	Other Funds		735,155		232,464		967,619
E	Redevelopment Property Tax Trust Fund (RPTTF) (F+G):	\$	16,559,900	\$	18,631,394	\$	35,191,294
F	RPTTF		16,403,920		18,475,414		34,879,334
G	Administrative RPTTF		155,980		155,980		311,960
H	Current Period Enforceable Obligations (A+E):	\$	17,295,055	\$	18,863,858	\$	36,158,913

Certification of Oversight Board Chairman:
Pursuant to Section 34177 (o) of the Health and Safety code, I hereby certify that the above is a true and accurate Recognized Obligation Payment Schedule for the above named successor agency.

Name	Title
/s/	
Signature	Date

Pittsburg Recognized Obligation Payment Schedule (ROPS 18-19) - Report of Cash Balances
July 1, 2015 through June 30, 2016
(Report Amounts in Whole Dollars)

Pursuant to Health and Safety Code section 34177 (I), Redevelopment Property Tax Trust Fund (RPTTF) may be listed as a source of payment on the ROPS, but only to the extent no other funding source is available or when payment from property tax revenues is required by an enforceable obligation. For tips on how to complete the Report of Cash Balances Form, see Cash Balance Tips Sheet											
A	B			C	D	E	F	G	H	I	
	Cash Balance Information for ROPS 15-16 Actuals (07/01/15 - 06/30/16)	Fund Sources								Comments	
		Bond Proceeds		Reserve Balance		Other	RPTTF				
				Prior ROPS period balances and DDR RPTTF balances retained	Prior ROPS distributed as reserve for future period(s)						
		Bonds issued on or before 12/31/10	Bonds issued on or after 01/01/11					Rent, grants, interest, etc.	Non-Admin and Admin		
1	Beginning Available Cash Balance (Actual 07/01/15)		62,044,183	5,397,025				882,579	-	(C1, D1) Reserves with trustee per indenture	
2	Revenue/Income (Actual 06/30/16) RPTTF amounts should tie to the ROPS 15-16 total distribution from the County Auditor-Controller during January 2016 and June 2016.									#####	
3	Expenditures for ROPS 15-16 Enforceable Obligations (Actual 06/30/16)			281,290,311				19,794,319	41,757,752	#####	
4	Retention of Available Cash Balance (Actual 06/30/16) RPTTF amount retained should only include the amounts distributed as reserve for future period(s)		59,372,413	274,135,979				3,489,698	41,757,752	#####	
			2,671,770	12,551,357						4C and 4D include reserve balance requirements for Bonds.	
5	ROPS 15-16 RPTTF Balances Remaining		No entry required								
6	Ending Actual Available Cash Balance (06/30/16) C to G = (1 + 2 - 3 - 4), H = (1 + 2 - 3 - 4 - 5)		\$ -	\$ -	\$ -	\$ -	\$ -	\$ 17,187,200	\$ -	6G Consists of balances remaining from 2G in the amount of \$16,012,175 + balances remaining from other sources to be used for future debt service of newly refunded bond principal and interest payments in 2016/17.	



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

DATE: 1/5/2018

TO: Chair and Agency Members

FROM: Joe Sbranti, Executive Director

SUBJECT: Adoption of a Successor Agency Resolution Transferring Properties Located at and Adjacent to 1595 Railroad Avenue, APNs 086 100 026 and 086 100 027 to the City of Pittsburg

MEETING DATE: 1/16/2018

EXECUTIVE SUMMARY

The former Redevelopment Agency of the City of Pittsburg (the "Agency"), now known as the Successor Agency, owns certain real properties located at and adjacent to 1595 Railroad Avenue, also known as Contra Costa County APNs 086 100 026 and 086 100 027 (collectively, the "Properties"). The Successor Agency proposes to transfer the Properties to the City of Pittsburg (the "City") for the purpose of constructing public improvements.

FISCAL IMPACT

Since the Successor Agency will be transferring the Properties to the City, there will be no funds distributed to the taxing agencies, including to the City.

RECOMMENDATION

Successor Agency adopt the Resolution transferring the Properties to the City.

BACKGROUND

On June 29, 2011, the Governor signed into law AB 26 (together with AB 1484 and SB 107, the "Dissolution Act") which automatically suspended redevelopment activities and on December 29, 2011. The California State Supreme Court upheld the provisions of AB 26, thereby dissolving all redevelopment agencies on February 1, 2012.

Section 34191.5 requires a successor agency to prepare a long range property management plan (LRPMP) that addresses the disposition and use of the real properties of the former redevelopment agency. The Successor Agency's LRPMP was approved by the

California State Department of Finance (DOF) on December 12, 2014 and was later amended and approved by the DOF on December 31, 2015.

On March 23, 2017, by Oversight Board Resolution 17-054OSB, the Oversight Board approved a purchase and sale agreement (the "PSA") between the Successor Agency and Forecast Land Investment, LLC, a California limited liability company, for the sale and purchase of the Properties. Pursuant to the PSA, if the City determines that the Properties are required for a public purpose, the PSA may be terminated.

Under the Dissolution Act, the Oversight Board is charged with directing the Successor Agency to dispose of Successor Agency assets. However, the Oversight Board may instead direct the Successor Agency to transfer ownership of those assets that were or may be constructed and used for a governmental purpose.

SUBCOMMITTEE FINDINGS

Not Applicable

STAFF ANALYSIS

The City is considering various types of public improvements that will address the traffic conditions that are becoming worse, the concerns related to pedestrian safety, and the anticipated demand of public parking as a result of the opening of a BART station on Railroad Avenue.

The Properties are located on northeast corner of Railroad Avenue and E. 17th Street. At this intersection, there is a crosswalk that traverses Railroad Avenue, a major artery that has constant traffic flow. This intersection is one of two of the closest crosswalks that students from Pittsburg High School use to cross Railroad Avenue. The current student population of Pittsburg High School is approximately 3,500 and is expected to grow to approximately 4,000 within the next few years; thereby increasing the number of students using the crosswalks.

In addition, BART's Pittsburg City Station is scheduled to open in spring 2018. Although this is an infill station, the community has raised concerns regarding parking.

The City has therefore determined that the Properties are of benefit to the community and will work towards improving the congestion and addressing concerns regarding traffic, safety, and parking.

ATTACHMENTS: Resolution

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

BEFORE THE SUCCESSOR AGENCY FOR THE REDEVELOPMENT AGENCY OF THE
CITY OF PITTSBURG

In the Matter of:

Adoption of a Successor Agency Resolution)	
Transferring Properties Located at and Adjacent)	
To 1595 Railroad Avenue, APNs086-100-026)	RESOLUTION NO. 18-
<u>And 086-100-027 to the City of Pittsburg)</u>	

The Successor Agency for the Redevelopment Agency of the City of Pittsburg
DOES RESOLVE as follows:

WHEREAS, the former Redevelopment Agency of the City of Pittsburg (the "Agency"), now known as the Successor Agency, owns certain real properties located at and adjacent to 1595 Railroad Avenue, also known as Contra Costa County APNs 086-100-026 and 086-100-027 (collectively, the "Properties"); and

WHEREAS, on June 29, 2011, the governor signed into law AB 26 (together with AB1484 and SB 107, the "Dissolution Act") which automatically suspended redevelopment activities and on December 29, 2011. The California State Supreme Court upheld the provisions of AB 26, thereby dissolving all redevelopment agencies on February 1, 2012; and

WHEREAS, Section 34191.5 of the Dissolution Act requires a successor agency to prepare a long range property management plan (the "LRPMP") that addresses the disposition and use of the real properties of the former redevelopment agency; and

WHEREAS, the LRPMP was approved by the California State Department of Finance on December 12, 2014; and

WHEREAS, on December 17, 2015, the Oversight Board to the Successor Agency (the "Oversight Board") adopted Resolution 15-042OSB, amending the LRPMP; and

WHEREAS, Resolution 15-042OSB was approved by the DOF in letter dated December 31, 2015; and

WHEREAS, on March 23, 2017, by Oversight Board Resolution 17-054OSB, the Oversight Board approved a purchase and sale agreement (the "PSA") between the Successor Agency and Forecast Land Investment, LLC, a California limited liability company, for the sale and purchase of the Properties. Pursuant to the PSA, if the City determines that the Properties are required for a public purpose, the PSA may be terminated; and

WHEREAS, the City of Pittsburg (the "City") has determined that the Properties are needed for the purpose of constructing public improvements that will address the traffic conditions that are related to pedestrian safety and the anticipated demand for public parking as a result of the opening of the Pittsburg BART City Station on Railroad Avenue; and

WHEREAS, the Successor Agency proposes to transfer the Properties to the City for public purposes; and

WHEREAS, under the Dissolution Act, the Oversight Board is charged with directing the Successor Agency to dispose of Successor Agency assets. However, the Oversight Board may instead direct the Successor Agency to transfer ownership of those assets that were or may be constructed and used for a governmental purpose.

NOW, THEREFORE, the Successor Agency for the Redevelopment Agency of the City of Pittsburgh finds and determines as follows:

Section 1.

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

Section 2.

Successor Agency hereby adopts this Resolution and approves the transfer of the Properties to the City for governmental use purposes.

Section 3.

The Executive Director is hereby authorized to execute any and all documents and take such further actions as may be necessary or appropriate to carry out the Successor Agency's direction pursuant to this Resolution.

Section 4.

The Agency Secretary shall certify to the adoption of this Resolution.

Section 5.

This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED by the Successor Agency for the Redevelopment Agency of the City of Pittsburgh at a regular meeting on the 16th day of January, 2018, by the following vote:

AYES:

NOES:

ABSTAINED:

ABSENT:

Dwaine "Pete" Longmire, Chair

ATTEST:

Alice E. Evenson, Clerk of the Board



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

DATE: 12/19/2017
TO: Mayor and Council Members
FROM: Joe Sbranti, City Manager
SUBJECT: Adoption a City Council Resolution to Designate Agents for Non-State Agencies
MEETING DATE: 1/16/2018

EXECUTIVE SUMMARY

The California Governor's Office of Emergency Services (Cal OES) has oversight for public financial assistance requests due to State and Federal declared disasters. Cal OES requires the Council to designate positions within the City every three years to be eligible for financial disaster assistance.

FISCAL IMPACT

Approval of the attached resolution will allow the City to be considered for the pending disaster assistance currently pending with Cal OES is between \$25,000 and \$40,000 depending on final approval. Failure to pass this resolution will result in these funds being ineligible for assistance. Passage of this resolution will also allow the City to be considered for disaster assistance during any future disaster over the next three years, if needed.

RECOMMENDATION

City Council to designate and authorize the attached resolution identifying the authorized positions within the City to request State and Federal financial assistance.

BACKGROUND

For the City to be eligible for State or Federal financial assistance due to a declared disaster, the City must designate authorized positions within the City eligible to request assistance every three years. Staff is recommending the following positions be authorized to apply for State and Federal financial assistance due to a declared disaster:

City Manager Assistant City Manager

Finance Director

SUBCOMMITTEE FINDINGS

None.

STAFF ANALYSIS

City staff applied for disaster relief due to costs incurred during the winter storms in early 2017. After completing all the paperwork to apply for financial reimbursement, CAL OES determined the City did not have a resolution on file which designated positions within the City to apply for relief funding. Attached is a resolution to correct this requirement and allow the City to be eligible for the funding requested from Cal OES and the Federal Emergency Management Agency (FEMA) for a period of three years.

ATTACHMENTS: Resolution
Cal OES Form 130

Report Prepared By: Brad Farmer, Director of Finance

BEFORE THE CITY COUNCIL OF THE CITY OF PITTSBURG

In the Matter of:

Designation of Agents for	)	
Non-State Agencies for Disaster	)	RESOLUTION NO. 18-
Assistance	)	

The PITTSBURG City Council DOES RESOLVE as follows:

WHEREAS, the City of Pittsburg responds to disaster emergencies; and,

WHEREAS, the City incurred costs dealing with the declared disaster related to the storms in January, February and March of 2017, and

WHEREAS, the City Council of the City of Pittsburg proactively acts to recover funds expended due to declared disasters.

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

Section 1. Findings

A. The recitals set forth above are true and correct statements and are hereby incorporated.

B. Now, therefore, the City Council of the City of Pittsburg does hereby resolve as follows:

The positions of City Manager, Assistant City Manager or the Finance Director are authorized to apply for State and Federal financial assistance under applicable law due to a declared disaster.

PASSED AND ADOPTED by the City Council of the City of Pittsburg at a regular meeting on the 16th day of January 2018, by the following vote:

AYES:

NOES:

ABSTAINED:

ABSENT:

Dwaine "Pete" Longmire, Mayor

ATTEST:

Alice E. Evenson, City Clerk

**DESIGNATION OF APPLICANT'S AGENT RESOLUTION
FOR NON-STATE AGENCIES**

BE IT RESOLVED BY THE City Council OF THE City of Pittsburg
(Governing Body) (Name of Applicant)

THAT City Manager, OR
(Title of Authorized Agent)

Assistant City Manager, OR
(Title of Authorized Agent)

Finance Director
(Title of Authorized Agent)

is hereby authorized to execute for and on behalf of the City of Pittsburg, a public entity
(Name of Applicant)

established under the laws of the State of California, this application and to file it with the California Governor's Office of Emergency Services for the purpose of obtaining certain federal financial assistance under Public Law 93-288 as amended by the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, and/or state financial assistance under the California Disaster Assistance Act.

THAT the City of Pittsburg, a public entity established under the laws of the State of California,
(Name of Applicant)

hereby authorizes its agent(s) to provide to the Governor's Office of Emergency Services for all matters pertaining to such state disaster assistance the assurances and agreements required.

Please check the appropriate box below:

☒ This is a universal resolution and is effective for all open and future disasters up to three (3) years following the date of approval below.

☐ This is a disaster specific resolution and is effective for only disaster number(s) _____

Passed and approved this 16th day of January, 2018

(Name and Title of Governing Body Representative)

(Name and Title of Governing Body Representative)

(Name and Title of Governing Body Representative)

CERTIFICATION

I, _____, duly appointed and _____ of
(Name) (Title)

_____, do hereby certify that the above is a true and correct copy of a
(Name of Applicant)

Resolution passed and approved by the _____ of the _____
(Governing Body) (Name of Applicant)

on the _____ day of _____, 20____.

(Signature)

(Title)



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

DATE: 12/14/2017

TO: Mayor and Council Members

FROM: Joe Sbranti, City Manager

SUBJECT: Adoption of a City Council Resolution to Approve Side Letter Agreements between the City of Pittsburg and All Employee Bargaining Units and Amendments to the Management Group and Senior Executive Team Salary and Benefits Schedules

MEETING DATE: 1/16/2018

EXECUTIVE SUMMARY

The City has entered into an agreement with the Teamsters Local Union No. 856 Health and Welfare Trust Fund to provide the City's active employees and retirees with medical plan options effective January 1, 2018. The City has met and conferred in good faith on this matter with all employee bargaining units and side letters of agreements have been entered as amendments to the respective memorandums of understanding (MOU). The City has also amended the salary and benefits schedules of the unrepresented employee groups to align with the employee benefit provisions of the other miscellaneous employee groups.

FISCAL IMPACT

Participation in the Teamsters Local Union No. 856 Health and Welfare Fund will provide the City with an expected mid-year savings of approximately \$209,000 in health care costs for active employees and non-Medicare retirees for FY 2017/2018 and a projected future annual fiscal year savings of approximately \$418,000 allocated over various funds based upon the rates as of the November 8, 2017 report to City Council.

With the achievement of these savings, the City has conceded to 1) pay an additional one percent (1%) of the Kaiser Permanente medical plan premium for all miscellaneous employee group subscribers with an approximate cost of \$20,000 for FY 2017/2018 and a projected future annual fiscal year cost of approximately \$40,000 in health care premiums for active employees and 2) provide up to \$200 in annual contributions to a Section 125 healthcare flexible spending account for each medical plan subscriber with an approximate cost of \$44,000 projected for FY 2017/2018 and future fiscal years.

RECOMMENDATION

The City Council adopt a resolution approving the Side Letter Agreements between the City of Pittsburg and American Federation of State, County, and Municipal Employees; City of Pittsburg and Pittsburg Police Managers' Group; City of Pittsburg and Pittsburg Police Officers' Association; City of Pittsburg and Teamsters Local Union 856 and Amendments to the Management Group and Senior Executive Team Salary and Benefits Schedules, providing the City to pay an additional one percent (1%) of the Kaiser Permanente medical plan premium for all miscellaneous employee group subscribers and provide up to \$200 in annual contributions to a Section 125 healthcare flexible spending account for each medical plan subscriber.

BACKGROUND

On November 8, 2017, the City Council authorized the City Manager or his designee to enter into a Subscriber Agreement with the Teamsters Local Union No. 856 Health and Welfare Trust Fund to formalize the administration of the City's medical plans. That Agreement was executed on December 6, 2017.

Pursuant to the provisions of the Meyers-Milias-Brown Act, City and employee bargaining unit representatives met and conferred in good faith on this matter and Side Letter Agreements were entered between the City of Pittsburg and American Federation of State, County, and Municipal Employees - Unit A; City of Pittsburg and American Federation of State, County, and Municipal Employees - Management/Professional/Confidential Unit; City of Pittsburg and Pittsburg Police Managers' Group; City of Pittsburg and Pittsburg Police Officers' Association; City of Pittsburg and Teamsters Local Union 856, as amendments to the memorandums of understanding (MOU) covering the respective term of the MOUs.

Amendments to the Management Group and Senior Executive Team Salary and Benefits Schedules have also been made to provide for the alignment of employee benefits provisions within the miscellaneous employee group.

In the Side Letter Agreements and Amended Salary and Benefit Schedule, the City has agreed to pay an additional one percent (1%) of the Kaiser Permanente medical plan premium for all miscellaneous employee group subscribers and provide up to \$200 in annual contributions to a Section 125 healthcare flexible spending account for each medical plan subscriber.

SUBCOMMITTEE FINDINGS

Not applicable.

STAFF ANALYSIS

The adoption of the resolution will allow staff to implement employee benefit modifications to the MOU as specified in the Side Letter Agreements or amended Salary and Benefit Schedules for the City to pay an additional one percent (1%) of the Kaiser Permanente medical plan premium for all miscellaneous employee group subscribers and provide up to \$200 in annual contributions to a Section 125 healthcare flexible spending account for each medical plan subscriber.

ATTACHMENTS: 1) Resolution

2) Side Letter Agreements between City of Pittsburgh and American Federation of State, County, and Municipal Employees, Management/Professional/Confidential Unit dated December 5, 2017 and December 11, 2017.

3) Side Letter Agreements between City of Pittsburgh and American Federation of State, County, and Municipal Employees, Unit A dated December 5, 2017 and December 11, 2017.

4) Side Letter Agreement between City of Pittsburgh and Pittsburgh Police Managers' Group dated December 11, 2017.

5) Side Letter Agreement between City of Pittsburgh and Pittsburgh Police Officers' Association dated December 8, 2017.

6) Side Letter Agreement between City of Pittsburgh and Teamsters Local Union 856 dated December 11, 2017.

7) Amended Management Group Salary and Benefits Schedule.

8) Amended Senior Executive Team Salary and Benefits Schedule.

Report Prepared By: Stacy R. Shell, Director of Human Resources

BEFORE THE CITY COUNCIL OF THE CITY OF PITTSBURG

In the Matter of:

Resolution to Approve Side Letter Agreements)
between the City of Pittsburgh and American)
Federation of State, County, and Municipal)
Employees - Unit A; American Federation of)
State, County, and Municipal Employees –)
Management/Professional/Confidential Unit;)
Pittsburg Police Managers' Group; Pittsburg)
Police Officers' Association; Teamsters Local)
Union 856 Teamsters Local Union 856; and)
Amendments to the Management Group and)
Senior Executive Team Salary and Benefits)
Schedules)

RESOLUTION NO. 17-

The Pittsburg City Council DOES RESOLVE as follows:

WHEREAS, on November 8, 2017, the City Council adopted a Resolution for the propose to authorize the City Manager or designee to execute a Subscriber Agreement with the Teamsters Local Union No. 856 Health and Welfare Trust Fund to offer eligible employees and retirees affordable medical plan options; and,

WHEREAS, subsequent to the execution of the Subscriber Agreement, representatives from the City of Pittsburgh and all employee bargaining units met and conferred on the impacts of the new medical plan options; and,

WHEREAS, all parties have agreed to the employee benefit changes to the memorandums of understanding that are reflected in the Side Letter Agreements; and,

WHEREAS, the City has made amendments to the Management Group and Senior Executive Team Salary and Benefits Schedules to provide for the alignment of employee benefits provisions within the miscellaneous employee group; and,

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

Section 1. The recitals set forth above are true and correct statements and are hereby incorporated.

Section 2. The Side Letter Agreements and Salary and Benefit Schedules, amending the Memorandums of Understanding between the City of Pittsburgh and each bargaining unit and summary of benefits for unrepresented employee groups attached hereto as exhibits are approved.

Section 4. This Resolution shall take effect immediately.

PASSED AND ADOPTED by the City Council of the City of Pittsburgh at a regular meeting on the 16th day of January, 2018, by the following vote:

AYES:

NOES:

ABSTAINED:

ABSENT:

ATTEST:

Dwayne "Pete" Longmire, Mayor

Alice E. Evenson, City Clerk

Side Letter of Agreement
Between the City of Pittsburgh and the American Federation of State, County, and
Municipal Employees (AFSCME), Local 512, AFL-CIO
Management/Professional/Confidential Unit

This will confirm that the representatives of the City of Pittsburgh ("City") and the American Federation of State, County, and Municipal Employees ("AFSCME"), Local 512, AFL-CIO Miscellaneous A Unit have met and conferred and have agreed to the following modifications of their memorandum of understanding ("MOU") covering the term July 1, 2015 through June 30, 2018 as follows:

The parties agree to modify the following paragraph under Sections 6.1 – Medical Insurance and 6.7 – Flexible Benefits Plan:

6.1 Medical Insurance

The City will provide a medical insurance plan through Kaiser Permanente, and will make every reasonable effort to maintain a second option through a Non-Kaiser HMO plan that allows members to choose their physician based on that physician's ability to accept coverage through said plan. Additionally, the City will explore providing multiple co-pay options.

City's contribution toward Kaiser Permanente

Effective January 1, 2015 the City's contribution for a full-time employee and his/her eligible dependents for each level of benefit (single, dual, and family) Kaiser Permanente medical insurance shall be set at:

Employee only (single)	\$708.91 per month
Employee plus one (dual)	\$1,417.87 per month
Employee plus two or more (family)	\$2,006.32 per month

Effective January 1, 2016 the City's contribution for a full-time employee and his/her eligible dependents for each level of benefit (single, dual, and family) Kaiser Permanente medical insurance shall be set at:

Employee only (single)	\$751.44 per month
Employee plus one (dual)	\$1,502.94 per month
Employee plus two or more (family)	\$2,126.70 per month

Effective January 1, 2017 the City's contribution for a full-time employee and his/her eligible dependents for each level of benefit (single, dual, and family) for Kaiser Permanente medical insurance shall be set at ninety-nine-percent (99%) of the actual premium costs. Employees will be responsible for one-percent (1%) of actual premium costs for the Kaiser Plan.

Effective January 1, 2018 the City's contribution for a full-time employee and his/her eligible dependents for each level of benefit (single, dual, and family) for Kaiser Permanente medical insurance shall be set at ninety-eight-point-fiveone hundred percent (98.5100%) of the actual premium costs. ~~Employees will be responsible for one-point-five percent (1.5%) of actual premium costs for the Kaiser Plan.~~

City's contribution toward Non-Kaiser HMO Plan Option

In so long as the City maintains the ability to provide a Non-Kaiser HMO Plan option, the City shall provide:

Side Letter of Agreement
Between the City of Pittsburgh and the American Federation of State, County, and
Municipal Employees (AFSCME), Local 512, AFL-CIO
Management/Professional/Confidential Unit

Effective January 1, 2015 the City's contribution for a full-time employee and his/her eligible dependents for each level of benefit (single, dual, and family) Non-Kaiser HMO Plan medical insurance shall be set at:

Employee only (single)	\$791.27 per month
Employee plus one (dual)	\$1,582.51 per month
Employee plus two or more (family)	\$2,239.27 per month

Effective January 1, 2016 the City's contribution for a full-time employee and his/her eligible dependents for each level of benefit (single, dual, and family) for Non-Kaiser HMO Plan medical insurance shall be set at:

Employee only (single)	\$838.75 per month
Employee plus one (dual)	\$1,677.46 per month
Employee plus two or more (family)	\$2,373.63 per month

Effective January 1, 2017 the City's contribution for a full-time employee and his/her eligible dependents for each level of benefit (single, dual, and family) for Non-Kaiser HMO Plan medical insurance shall be set at:

Employee only (single)	\$893.26 per month
Employee plus one (dual)	\$1,786.50 per month
Employee plus two or more (family)	\$2,527.91 per month

Effective January 1, 2018 the City's contribution for a full-time employee and his/her eligible dependents for each level of benefit (single, dual, and family) for Non-Kaiser HMO Plan medical insurance shall be set at:

Employee only (single)	\$955.79 per month
Employee plus one (dual)	\$1,911.55 per month
Employee plus two or more (family)	\$2,704.87 per month

City's contribution for regular part-time employees

The City's medical insurance premium contribution shall be pro-rated for represented part-time employees.

6.7 Flexible Benefits Plan

The City offers an Internal Revenue Code Section 125 Plan that contains the components of premium conversion, health care reimbursement account, and dependent care reimbursement account. Employee participation is on an optional basis. ~~There is no City contribution toward this plan, although the~~ The City shall provide and pay all costs of administering the plan.

Effective January 1, 2018, the City shall make an annual contribution (January 1 of each year) of \$100.00 to a health care reimbursement flexible spending account for each medical plan subscriber. Any employee enrolling into a medical plan after January 1 shall have a prorated amount contributed into the account.

Side Letter of Agreement
Between the City of Pittsburgh and the American Federation of State, County, and
Municipal Employees (AFSCME), Local 512, AFL-CIO
Management/Professional/Confidential Unit

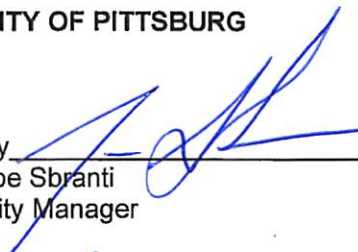
The City agrees to a "me too" clause regarding any agreements reached between the City and the POA, PMG, Teamsters Union or Unrepresented employees that provide for the January 1, 2018 conversion to a new health plan. That is, if the City negotiates an agreement with any unit that is more beneficial to employees in regard to coverage, financial impact or any other aspect of the Memorandum of Understanding, AFSCME MPC Unit shall be offered that enhanced benefit, and the opportunity to either accept the enhanced benefit or bargain for something equivalent in exchange.

Dated: 12/5/17

AFSCME, Miscellaneous A Unit

By 
Larry Hendel
AFSCME Business Representative

CITY OF PITTSBURGH

By 
Joe Sbranti
City Manager

By 
Stacy Shell
Director of Human Resources

Side Letter of Agreement
Between the City of Pittsburgh and the American Federation of State, County, and
Municipal Employees (AFSCME), Local 512, AFL-CIO
Management/Professional/Confidential Unit

This will confirm that the representatives of the City of Pittsburgh ("City") and the American Federation of State, County, and Municipal Employees ("AFSCME"), Local 512, AFL-CIO Miscellaneous A Unit have met and conferred and have agreed to the following modifications of their memorandum of understanding ("MOU") covering the term July 1, 2015 through June 30, 2018 as follows:

The parties agree to modify the following paragraph under Section 6.7 – Flexible Benefits Plan:

6.7 Flexible Benefits Plan

The City offers an Internal Revenue Code Section 125 Plan that contains the components of premium conversion, health care reimbursement account, and dependent care reimbursement account. Employee participation is on an optional basis. ~~There is no City contribution toward this plan, although t~~The City shall provide and pay all costs of administering the plan.

Effective January 1, 2018, the City shall make an annual contribution (January 1 of each year) of \$100.00 to a health care reimbursement flexible spending account for each medical plan subscriber. The City shall also make an annual "matching" contribution (January 1 of each year) of up to \$100.00 to the flexible spending account for each medical plan subscriber for a maximum annual City contribution of \$200.00. Any employee enrolling into a medical plan after January 1 shall have a prorated amount contributed into the account.

The City agrees to a "me too" clause regarding any agreements reached between the City and the POA, PMG, Teamsters Union or Unrepresented employees that provide for the January 1, 2018 conversion to a new health plan. That is, if the City negotiates an agreement with any unit that is more beneficial to employees in regard to coverage, financial impact or any other aspect of the Memorandum of Understanding, AFSCME MPC Unit shall be offered that enhanced benefit, and the opportunity to either accept the enhanced benefit or bargain for something equivalent in exchange.

Dated: 12/11/17

AFSCME, Miscellaneous A Unit

By 
Larry Hender
AFSCME Business Representative

CITY OF PITTSBURGH

By 
Joe Sbranti
City Manager

By 
Stacy Shell
Director of Human Resources

Side Letter of Agreement
Between the City of Pittsburgh and the American Federation of State, County, and
Municipal Employees (AFSCME), Local 512, AFL-CIO Miscellaneous A Unit

This will confirm that the representatives of the City of Pittsburgh ("City") and the American Federation of State, County, and Municipal Employees ("AFSCME"), Local 512, AFL-CIO Miscellaneous A Unit have met and conferred and have agreed to the following modifications of their memorandum of understanding ("MOU") covering the term July 1, 2015 through June 30, 2018 as follows:

The parties agree to modify the following paragraph under Sections 6.1 – Medical Insurance and 6.7 – Flexible Benefits Plan:

6.1 Medical Insurance

The City will provide a medical insurance plan through Kaiser Permanente, and will make every reasonable effort to maintain a second option through a Non-Kaiser HMO plan that allows members to choose their physician based on that physician's ability to accept coverage through said plan. Additionally, the City will explore providing multiple co-pay options.

City's contribution toward Kaiser Permanente

Effective January 1, 2015 the City's contribution for a full-time employee and his/her eligible dependents for each level of benefit (single, dual, and family) Kaiser Permanente medical insurance shall be set at:

Employee only (single)	\$708.91 per month
Employee plus one (dual)	\$1,417.87 per month
Employee plus two or more (family)	\$2,006.32 per month

Effective January 1, 2016 the City's contribution for a full-time employee and his/her eligible dependents for each level of benefit (single, dual, and family) Kaiser Permanente medical insurance shall be set at:

Employee only (single)	\$751.44 per month
Employee plus one (dual)	\$1,502.94 per month
Employee plus two or more (family)	\$2,126.70 per month

Effective January 1, 2017 the City's contribution for a full-time employee and his/her eligible dependents for each level of benefit (single, dual, and family) for Kaiser Permanente medical insurance shall be set at ninety-nine-percent (99%) of the actual premium costs. Employees will be responsible for one-percent (1%) of actual premium costs for the Kaiser Plan.

Effective January 1, 2018 the City's contribution for a full-time employee and his/her eligible dependents for each level of benefit (single, dual, and family) for Kaiser Permanente medical insurance shall be set at ~~ninety-eight-point-five~~one hundred percent (~~98.5~~100%) of the actual premium costs. ~~Employees will be responsible for one-point-five percent (1.5%) of actual premium costs for the Kaiser Plan.~~

City's contribution toward Non-Kaiser HMO Plan Option

In so long as the City maintains the ability to provide a Non-Kaiser HMO Plan option, the City shall provide:

Side Letter of Agreement
Between the City of Pittsburgh and the American Federation of State, County, and
Municipal Employees (AFSCME), Local 512, AFL-CIO Miscellaneous A Unit

Effective January 1, 2015 the City's contribution for a full-time employee and his/her eligible dependents for each level of benefit (single, dual, and family) Non-Kaiser HMO Plan medical insurance shall be set at:

Employee only (single)	\$791.27 per month
Employee plus one (dual)	\$1,582.51 per month
Employee plus two or more (family)	\$2,239.27 per month

Effective January 1, 2016 the City's contribution for a full-time employee and his/her eligible dependents for each level of benefit (single, dual, and family) for Non-Kaiser HMO Plan medical insurance shall be set at:

Employee only (single)	\$838.75 per month
Employee plus one (dual)	\$1,677.46 per month
Employee plus two or more (family)	\$2,373.63 per month

Effective January 1, 2017 the City's contribution for a full-time employee and his/her eligible dependents for each level of benefit (single, dual, and family) for Non-Kaiser HMO Plan medical insurance shall be set at:

Employee only (single)	\$893.26 per month
Employee plus one (dual)	\$1,786.50 per month
Employee plus two or more (family)	\$2,527.91 per month

Effective January 1, 2018 the City's contribution for a full-time employee and his/her eligible dependents for each level of benefit (single, dual, and family) for Non-Kaiser HMO Plan medical insurance shall be set at:

Employee only (single)	\$955.79 per month
Employee plus one (dual)	\$1,911.55 per month
Employee plus two or more (family)	\$2,704.87 per month

City's contribution for regular part-time employees

The City's medical insurance premium contribution shall be pro-rated for represented part-time employees.

6.7 Flexible Benefits Plan

The City offers an Internal Revenue Code Section 125 Plan that contains the components of premium conversion, health care reimbursement account, and dependent care reimbursement account. Employee participation is on an optional basis. ~~There is no City contribution toward this plan, although t~~The City shall provide and pay all costs of administering the plan.

Effective January 1, 2018, the City shall make an annual contribution (January 1 of each year) of \$100.00 to a health care reimbursement flexible spending account for each medical plan subscriber. Any employee enrolling into a medical plan after January 1 shall have a prorated amount contributed into the account.

Side Letter of Agreement
Between the City of Pittsburgh and the American Federation of State, County, and
Municipal Employees (AFSCME), Local 512, AFL-CIO Miscellaneous A Unit

The City agrees to a "me too" clause regarding any agreements reached between the City and the POA, PMG, Teamsters Union or Unrepresented employees that provide for the January 1, 2018 conversion to a new health plan. That is, if the City negotiates an agreement with any unit that is more beneficial to employees in regard to coverage, financial impact or any other aspect of the Memorandum of Understanding, AFSCME Unit A shall be offered that enhanced benefit, and the opportunity to either accept the enhanced benefit or bargain for something equivalent in exchange.

Dated: 12/5/17

AFSCME, Miscellaneous A Unit

By 
Larry Hendel
AFSCME Business Representative

CITY OF PITTSBURG

By 
Joe Spranti
City Manager

By 
Stacy Shell
Director of Human Resources

Side Letter of Agreement
Between the City of Pittsburgh and the American Federation of State, County, and
Municipal Employees (AFSCME), Local 512, AFL-CIO Miscellaneous A Unit

This will confirm that the representatives of the City of Pittsburgh ("City") and the American Federation of State, County, and Municipal Employees ("AFSCME"), Local 512, AFL-CIO Miscellaneous A Unit have met and conferred and have agreed to the following modifications of their memorandum of understanding ("MOU") covering the term July 1, 2015 through June 30, 2018 as follows:

The parties agree to modify the following paragraph under Section 6.7 – Flexible Benefits Plan:

6.7 Flexible Benefits Plan

The City offers an Internal Revenue Code Section 125 Plan that contains the components of premium conversion, health care reimbursement account, and dependent care reimbursement account. Employee participation is on an optional basis. ~~There is no City contribution toward this plan, although t~~The City shall provide and pay all costs of administering the plan.

Effective January 1, 2018, the City shall make an annual contribution (January 1 of each year) of \$100.00 to a health care reimbursement flexible spending account for each medical plan subscriber. The City shall also make an annual "matching" contribution (January 1 of each year) of up to \$100.00 to the flexible spending account for each medical plan subscriber for a maximum annual City contribution of \$200.00. Any employee enrolling into a medical plan after January 1 shall have a prorated amount contributed into the account.

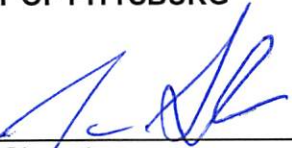
The City agrees to a "me too" clause regarding any agreements reached between the City and the POA, PMG, Teamsters Union or Unrepresented employees that provide for the January 1, 2018 conversion to a new health plan. That is, if the City negotiates an agreement with any unit that is more beneficial to employees in regard to coverage, financial impact or any other aspect of the Memorandum of Understanding, AFSCME Unit A shall be offered that enhanced benefit, and the opportunity to either accept the enhanced benefit or bargain for something equivalent in exchange.

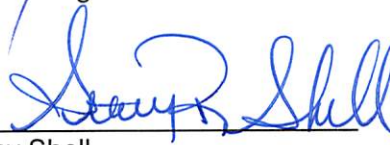
Dated: 12/11/17

AFSCME, Miscellaneous A Unit

By 
Larry Hendel
AFSCME Business Representative

CITY OF PITTSBURGH

By 
Joe Sbranti
City Manager

By 
Stacy Shell
Director of Human Resources

**Side Letter of Agreement
Between the City of Pittsburg and Pittsburg Police Managers Group**

This will confirm that the representatives of the City of Pittsburg ("City") and the Pittsburg Police Managers Group ("PMG") have met and conferred and have agreed to the following modifications of their memorandum of understanding ("MOU") covering the term July 1, 2017 through June 30, 2020 as follows:

The parties agree to modify the following paragraph under Section 6.1 – Medical Insurance:

6.1 Medical Insurance

The City offers medical insurance through Kaiser Permanente and ~~Health Net~~ a non-Kaiser HMO plan. Effective January 1, 2008 the Kaiser Permanente copays shall be as follows: physician visits, ten dollars (\$10); and prescriptions (generic or brand name) up to a one hundred (100) day supply, ten dollars (\$10). Effective January 1, 2008 the ~~Health Net~~ non-Kaiser HMO copays shall be as follows: physician visits, ten dollars (\$10); generic prescriptions up to a thirty (30) day supply, ten dollars (\$10); brand name prescriptions up to a thirty (30) day supply, twenty dollars (\$20); and non-formulary prescriptions up to a thirty (30) day supply, thirty-five dollars (\$35).

Effective January 1, 2018, the copay for physician visits shall be \$15.00 and the copay for brand prescriptions shall be \$20.00. The copay for other services shall be as prescribed by the health insurance company.

Effective January 1, 2018, the City shall make an annual contribution (January 1 of each year) of \$100.00 to a health flexible spending account for each medical plan subscriber. The City shall also make an annual "matching" contribution (January 1 of each year) of up to \$100.00 to the flexible spending account for each medical plan subscriber for a maximum annual City contribution of \$200.00. Any employee enrolling into a medical plan after January 1 shall have a prorated amount contributed into the account.

There shall be no change to any other portion of Section 6.1 or to any section(s) of the existing agreement other than those identified in this and any preceding Side Letter of Agreements.

Dated: 12/11/17

PMG

By 
Steve Albanese, Police Captain
Police Managers Group

By 
Patrick Wentz, Police Captain
Police Managers Group

CITY OF PITTSBURG

By 
Joe Sbranti
City Manager

By 
Stacy Shell
Director of Human Resources

**Side Letter of Agreement
Between the City of Pittsburgh and Pittsburgh Police Officers' Association**

This will confirm that the representatives of the City of Pittsburgh ("City") and the Pittsburgh Police Officers' Association ("POA") have met and conferred and have agreed to the following modifications of their memorandum of understanding ("MOU") covering the term July 1, 2017 through June 30, 2020 as follows:

The parties agree to modify the following paragraph under Section 6.1 – Medical Insurance:

6.1 Medical Insurance

The City offers medical insurance through Kaiser Permanente and a non-Kaiser HMO plan. Effective January 1, 2006 the copay for physician visits shall be ten dollars (\$10) and the copay for generic prescriptions shall be ten dollars (\$10). The copay for other services shall be as prescribed by the health insurance company. Effective January 1, 2008 the Kaiser Permanente copays shall be as follows: physician visits, ten dollars (\$10); and prescriptions (generic or brand name) up to a one hundred (100) day supply, ten dollars (\$10). Effective January 1, 2008 the non-Kaiser HMO plan copays shall be as follows: physician visits, ten dollars (\$10); generic prescriptions up to a thirty (30) day supply, ten dollars (\$10); brand name prescriptions up to a thirty (30) day supply, twenty dollars (\$20); and non-formulary prescriptions up to a thirty (30) day supply, thirty-five dollars (\$35).

Effective January 1, 2018, the copay for physician visits shall be \$15.00 and the copay for brand prescriptions shall be \$20.00. The copay for other services shall be as prescribed by the health insurance company.

Effective January 1, 2018, the City shall make an annual contribution (January 1 of each year) of \$100.00 to a health flexible spending account for each medical plan subscriber. The City shall also make an annual "matching" contribution (January 1 of each year) of up to \$100.00 to the flexible spending account for each medical plan subscriber for a maximum annual City contribution of \$200.00. Any employee enrolling into a medical plan after January 1 shall have a prorated amount contributed into the account.

There shall be no change to any other portion of Section 6.1 or to any section(s) of the existing agreement other than those identified in this and any preceding Side Letter of Agreements.

Dated: 12-8-17

POA

By 
Nicholas Law
POA President

CITY OF PITTSBURG

By 
Joe Sbranti
City Manager

By 
Stacy Shell
Director of Human Resources

**Side Letter of Agreement
Between the City of Pittsburgh and Teamsters Local 856**

This will confirm that the representatives of the City of Pittsburgh ("City") and the Teamsters Local 856 ("Teamsters") have met and conferred and have agreed to the following modifications of their memorandum of understanding ("MOU") covering the term July 1, 2015 through June 30, 2018 as follows:

The parties agree to modify the following paragraph under Section 5.1 – Medical Insurance:

5.1 Medical Insurance

The City will provide a medical insurance plan through Kaiser Permanente, and will make every reasonable effort to maintain a second option through a Non-Kaiser HMO plan that allows members to choose their physician based on that physician's ability to accept coverage through said plan. Additionally, the City will explore providing multiple co-pay options.

City's contribution toward Kaiser Permanente

Effective January 1, 2015 the City's contribution for a full-time employee and his/her eligible dependents for each level of benefit (single, dual, and family) for Kaiser Permanente medical insurance shall be set at:

Employee only (single)	\$708.91 per month
Employee plus one (dual)	\$1,417.87 per month
Employee plus two or more (family)	\$2,006.32 per month

Effective January 1, 2016 the City's contribution for a full-time employee and his/her eligible dependents for each level of benefit (single, dual, and family) for Kaiser Permanente medical insurance shall be set at:

Employee only (single)	\$751.44 per month
Employee plus one (dual)	\$1,502.94 per month
Employee plus two or more (family)	\$2,126.70 per month

Effective January 1, 2017 the City's contribution for a full-time employee and his/her eligible dependents for each level of benefit (single, dual, and family) for Kaiser Permanente medical insurance shall be set at ninety-nine-percent (99%) of the actual premium costs. Employees will be responsible for one-percent (1%) of actual premium costs for the Kaiser Plan.

Effective January 1, 2018 the City's contribution for a full-time employee and his/her eligible dependents for each level of benefit (single, dual, and family) for Kaiser Permanente medical insurance shall be set at ninety-eight-point-five-one hundred percent (98.5100%) of the actual premium costs. ~~Employees will be responsible for one-point-five percent (1.5%) of actual premium costs for the Kaiser Plan.~~

**Side Letter of Agreement
Between the City of Pittsburg and Teamsters Local 856**

City's contribution toward Non-Kaiser HMO Plan Option

In so long as the City maintains the ability to provide a Non-Kaiser HMO Plan option, the City shall provide:

Effective January 1, 2015 the City's contribution for a full-time employee and his/her eligible dependents for each level of benefit (single, dual, and family) for Non-Kaiser HMO Plan medical insurance shall be set at:

Employee only (single)	\$791.27 per month
Employee plus one (dual)	\$1,582.51 per month
Employee plus two or more (family)	\$2,239.27 per month

Effective January 1, 2016 the City's contribution for a full-time employee and his/her eligible dependents for each level of benefit (single, dual, and family) for Non-Kaiser HMO Plan medical insurance shall be set at:

Employee only (single)	\$838.75 per month
Employee plus one (dual)	\$1,677.46 per month
Employee plus two or more (family)	\$2,373.63 per month

Effective January 1, 2017 the City's contribution for a full-time employee and his/her eligible dependents for each level of benefit (single, dual, and family) for Non-Kaiser HMO Plan medical insurance shall be set at:

Employee only (single)	\$893.26 per month
Employee plus one (dual)	\$1,786.50 per month
Employee plus two or more (family)	\$2,527.91 per month

Effective January 1, 2018 the City's contribution for a full-time employee and his/her eligible dependents for each level of benefit (single, dual, and family) for Non-Kaiser HMO/PPQ Plan medical insurance shall be set at:

Employee only (single)	\$955.79 per month
Employee plus one (dual)	\$1,911.55 per month
Employee plus two or more (family)	\$2,704.87 per month

City's contribution for regular part-time employees

The City's medical insurance premium contribution shall be pro-rated for represented part-time employees.

Flexible Benefits Plan

The City offers an Internal Revenue Code Section 125 Plan that contains the components of premium conversion, health care reimbursement account, and dependent care reimbursement account. Employee participation is on an optional basis. The City shall provide and pay all costs of administering the plan.

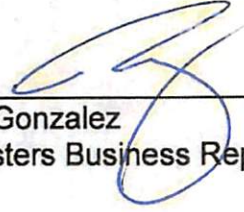
**Side Letter of Agreement
Between the City of Pittsburgh and Teamsters Local 856**

Effective January 1, 2018, the City shall make an annual contribution (January 1 of each year) of \$100.00 to a health care reimbursement flexible spending account for each medical plan subscriber. The City shall also make an annual "matching" contribution (January 1 of each year) of up to \$100.00 to the flexible spending account for each medical plan subscriber for a maximum annual City contribution of \$200.00. Any employee enrolling into a medical plan after January 1 shall have a prorated amount contributed into the account.

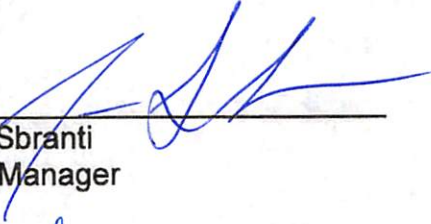
There shall be no change to any other portion of Section 5.1 – Medical Insurance, or to any section(s) of the existing agreement other than those identified in this and any preceding Side Letter of Agreements.

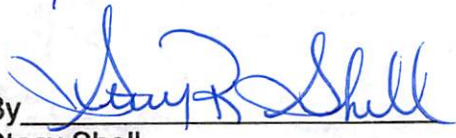
Dated: 12/11/17

TEAMSTERS

By 
Rudy Gonzalez
Teamsters Business Representative

CITY OF PITTSBURG

By 
Joe Sbranti
City Manager

By 
Stacy Shell
Director of Human Resources

City of Pittsburgh
Management Group Salary & Benefits Schedule
Effective July 1, 2015

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1. POSITIONS COVERED

This Booklet includes a summary of benefits for all classifications designated as the Management Group. All covered positions are at-will appointments, serving at the pleasure of the City Manager.

Positions included in this group are listed in Appendix A.

Titles containing “Director” and the City Engineer are “department directors” and other positions covered by this Booklet are not department directors.

Whenever there exists a conflict between this document and an employment contract, if any, then said employment contract shall prevail.

2. SALARIES

Salary ranges for covered positions shall be as set forth in Appendix A, which is attached hereto and made a part hereof.

In accordance with Personnel Rule 12.1, Salary Plan, no person may be paid less than the minimum, nor more than the maximum of the salary range for the class in which employed. Further, because the Management Group has a salary range, and not salary steps, no person’s salary automatically changes when the salary range changes. Advance within a salary range is based on performance and requires the approval of the City Manager.

2.1 Winter Closure

Beginning July 5, 2015, the City shall implement 40.00 hours of an unpaid winter closure in each fiscal year. This shall be accomplished by a mandatory wage reduction of one point nine two five percent (1.925%). The Winter Closure shall take place sometime during the period of December 1 and January 31 of each fiscal year, and shall consist of forty (40) hours of time off during that time frame. The City shall determine the actual winter closure schedule for each employee in the unit based on the service needs of their department. This winter closure shall become the status quo.

To accomplish a one point nine two five percent (1.925%) reduction in pay, bargaining unit members will have their salaries reduced by 1.54 hours per pay period beginning July 5, 2015. The hours will be noted as a separate line item deduction on the employee’s paycheck and will equal 1.54 times the hourly rate of pay in effect at the time of the deduction. This deduction will not otherwise reduce the bargaining unit member’s existing base salary amount for City benefit accrual purposes.

If a non-exempt employee is called in to work on an unplanned or emergency basis during his or her scheduled holiday closure time, that employee shall be paid overtime for any such hours worked (versus receiving additional holiday closure time to be taken at a later time).

3. BENEFITS

3.1 Medical

The City will provide a medical insurance plan through Kaiser Permanente, and will make every reasonable effort to maintain a second option through a Non-Kaiser HMO plan that allows members to choose their physician based on that physician's ability to accept coverage through said plan. Additionally, the City will explore providing multiple co-pay options.

Effective January 1, 2015 the City's contribution for a full-time employee and his/her eligible dependents for each level of benefit (single, dual, and family) Kaiser Permanente medical insurance shall be set at:

Employee only (single)	\$708.91 per month
Employee plus one (dual)	\$1,417.87 per month
Employee plus two or more (family)	\$2,006.32 per month

Effective January 1, 2016 the City's contribution for a full-time employee and his/her eligible dependents for each level of benefit (single, dual, and family) for Kaiser Permanente medical insurance shall be set at:

Employee only (single)	\$751.44 per month
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Effective January 1, 2017 the City's contribution for a full-time employee and his/her eligible dependents for each level of benefit (single, dual, and family) for Kaiser Permanente medical insurance shall be set at ninety-nine-percent (99%) of the actual premium costs. Employees will be responsible for one-percent (1%) of actual premium costs for the Kaiser Plan.

Effective January 1, 2018 the City's contribution for a full-time employee and his/her eligible dependents for each level of benefit (single, dual, and family) for Kaiser Permanente medical insurance shall be set at ~~ninety-eight-point-five~~one hundred percent (~~98.5~~100%) of the actual premium costs. ~~Employees will be responsible for one-point-five-percent (1.5%) of actual premium costs for the Kaiser Plan.~~

City's contribution toward Non-Kaiser HMO Plan Option

In so long as the City maintains the ability to provide a Non-Kaiser HMO Plan option, the City shall provide:

Effective January 1, 2015 the City's contribution for a full-time employee and his/her eligible dependents for each level of benefit (single, dual, and family) Non-Kaiser HMO Plan medical insurance shall be set at:

Employee only (single)	\$791.27 per month
Employee plus one (dual)	\$1,582.51 per month
Employee plus two or more (family)	\$2,239.27 per month

Effective January 1, 2016 the City's contribution for a full-time employee and his/her eligible dependents for each level of benefit (single, dual, and family) for Non-Kaiser HMO Plan medical insurance shall be set at:

Employee only (single)	\$838.75 per month
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Effective January 1, 2017 the City's contribution for a full-time employee and his/her eligible dependents for each level of benefit (single, dual, and family) for Non-Kaiser HMO Plan medical insurance shall be set at:

Employee only (single)	\$893.26 per month
Employee plus one (dual)	\$1,786.50 per month
Employee plus two or more (family)	\$2,527.91 per month

Effective January 1, 2018 the City's contribution for a full-time employee and his/her eligible dependents for each level of benefit (single, dual, and family) for Non-Kaiser HMO Plan medical insurance shall be set at:

Employee only (single)	\$955.79 per month
Employee plus one (dual)	\$1,911.55 per month
Employee plus two or more (family)	\$2,704.87 per month

City's contribution toward regular part-time employees

Employees working a minimum of one thousand (1,000) hours per fiscal year, but working less than full-time, and their eligible dependents, shall receive pro-rata medical benefits based on scheduled work hours. The remaining medical premium shall be deducted from the employee's paycheck. The City's contribution rate will be the above rate regardless of which of the City's group health plans (Kaiser or Non-Kaiser HMO Plan) employees and their dependents participate in.

3.1(a) Exclusions

Health benefits provided to the Chief of Police shall be consistent with the Chief of Police's contract.

3.2 Retiree Medical – hired before September 15, 2007

A. Effective January 1, 2012 and only for those regular employees hired before January 1, 2012 the City provides contribution/reimbursement toward retiree medical insurance as provided below:

1. Retired employee with a minimum of fifteen (15) but fewer than twenty (20) years of full-time regular City service shall receive the lesser of his/her actual premium amount or fifty percent (50%) of the active employee Kaiser premium per month for the retiree only; or
2. Retired employee with a minimum of twenty (20) but fewer than twenty-five (25) years of full-time regular City service shall receive the lesser of his/her actual premium amount or seventy-five percent

(75%) of the active employee Kaiser premium per month for the retiree only; or

3. Retired employee with a minimum of twenty-five (25) years of full-time regular City service shall receive the lesser of his/her actual premium amount or one hundred percent (100%) of the active employee Kaiser premium (retiree only or retiree and spouse, whichever is applicable) per month for the retiree and retiree's spouse.
4. Within the confines of Retiree Medical Insurance, the term "full-time regular City service" shall also include hourly service for those full-time employees who transitioned from hourly status to regular status during the period of 1994 through 1998.
5. A retired employee's spouse (spouse at time of retirement only) who receives no City contribution for spousal health insurance is eligible to participate in the City's offered retiree health insurance program; provided, however, that the retired employee and spouse agree to fully pay the monthly premium plus an additional two percent (2%) of the monthly premium as a City administrative fee.
6. The City's contribution toward retiree health insurance, and the retiree and/or retiree's spouse's participation in the City's offered retiree health insurance, shall end at the end of the month following the retired employee's sixty-fifth (65th) birthday. In the event the retiree passed away before his/her sixty-fifth (65th) birthday then the City's contribution toward the surviving spouse's monthly premium shall continue until the end of the month following what would have been the retired employee's sixty-fifth (65th) birthday.
7. Exclusions – The benefits described above shall apply to all current and future retirees except for the following exclusions:
 - a. Retirees who do not retire directly from City service; or
 - b. Retirees and their spouses who are included in the Pittsburgh Municipal Employees Retirement System of 1948; or
 - c. Spouses of deceased retirees who remarry an individual not eligible for benefits under this provision; or
 - d. Retirees who fail to comply with any requirements as described in 'verifications'; or
 - e. Spousal benefits described in this provision shall only apply to the spouse married to the retiree at the time of retirement. Spousal benefits cannot be acquired after retirement nor can they be transferred to a different spouse as in the case of death or divorce and remarriage; or

8. Verification – Retired employees who do not purchase medical insurance plan made available to retired employees/spouses by the City must submit annually proof of medical insurance. Retired employees and spouses of deceased employees must submit annually verification, on a form furnished by City, of continued eligibility.
- B. Employees hired on or after January 1, 2012 will be provided a Retirement Health Savings (RHS) plan, to which the City and Employee shall both contribute \$75 per month. Participation in the plan is required by the employee;

3.3 Dental

The City contributes one hundred percent (100%) of the dental insurance premium for a full-time employee and his/her eligible dependents.

Employees working a minimum of one thousand (1,000) hours per fiscal year, but working less than full-time, and their eligible dependents, shall receive pro-rata medical benefits based on scheduled work hours. The remaining medical premium shall be deducted from the employee's paycheck.

3.4 Medical and/or Dental Alternative

An employee eligible for the City's sponsored medical insurance and who opts to waive participation because the employee has provided documentation verifying that they are receiving medical insurance coverage from a source other than the City shall have a City monthly contribution of either two-hundred (\$200) for single coverage, three-hundred (\$300) for dual coverage or five-hundred dollars (\$500) for family coverage.

An employee eligible for the City's sponsored dental insurance and who opts to waive participation because the employee has provided documentation verifying that they are receiving dental insurance coverage from a source other than the City shall have a City monthly contribution of twenty-five dollars (\$25.00).

A regular part-time employee represented by this bargaining unit and who elects either the medical alternative and/or dental alternative shall receive one-half (1/2) of the monthly contribution provided to a full-time employee.

3.5 Flexible Benefits Plan

The City offers an Internal Revenue Code Section 125 Plan that contains the components of premium conversion, health care reimbursement account, and dependent care reimbursement account. Employee participation is on an optional basis. ~~There is no City contribution toward this plan, although t~~Ihe City shall provide and pay all costs of administering the plan.

Effective January 1, 2018, the City shall make an annual contribution (January 1 of each year) of \$100.00 to a health care reimbursement flexible spending account for each medical plan subscriber. The City shall also make an annual “matching” contribution (January 1 of each year) of up to \$100.00 to the flexible spending account for each medical plan subscriber for a maximum annual City contribution of \$200.00. Any employee enrolling into a medical plan after January 1 shall have a prorated amount contributed into the account.

3.6 Life Insurance

The City provides, at its expense, a Life Insurance/Accidental Death & Dismemberment policy for each employee at the coverage amount of 1&1/2 times their annual salary to a maximum benefit of two hundred fifty thousand dollars (\$250,000).

3.7 Long-Term Disability

The City provides, at its expense, long-term disability benefits for covered positions. This plan provides a benefit of 60% of the monthly salary to a maximum salary of fifteen thousand dollars (\$15,000) a month to a maximum benefit of nine thousand dollars (\$9,000) a month, after a one hundred eighty (180) day waiting period.

3.8 Deferred Compensation

Effective October 7, 2007 the City will make a “matching” contribution to the 457 deferred compensation plan for participating regular full-time employees up to a maximum of one-hundred dollars and zero cents (\$100.00) per month. The City will make a “matching” contribution to the 457 deferred compensation plan for participating regular part-time employees up to a maximum of fifty dollars and zero cents (\$50.00) per month.

3.9 Retirement

All current and new employees will be covered by the Public Employees’ Retirement System (PERS) plans in accordance with the California Public Employees’ Pension Reform Act of 2013 (PEPRA).

- A. For all represented employees hired by the City of Pittsburg before July 10, 2011 and enrolled in the City’s non-safety PERS benefit with an effective date before July 10, 2011 the employee shall be covered by a pension program provided by the State of California Public Employees’ Retirement System (PERS) to the City through a contract. This system, known as the 2% at 55 formula, is described periodically in brochures distributed by PERS.

The City agrees to provide PERS retirement benefits and maintain the following enhancements to the basic PERS 2% at 55 formula:

- a. One Year Final Compensation (Section 20042)

- b. Annual Cost-of-Living Increase at 3% (Section 21335)
 - c. Military Service Credit as Public Service (Section 21024)
 - d. Credit for Unused Sick Leave (Section 20965)
 - e. EPMC as Additional Compensation (Section 20691)
- B. For all represented employees hired by the City of Pittsburg on or following July 10, 2011 and enrolled in the City's non-safety PERS benefit with an effective date of July 10, 2011 or later the employee shall be covered by a pension program provided by the State of California Public Employees' Retirement System (PERS) to the City through a contract under the 2% at 60 formula, based on the average monthly pay over a thirty-six month period ("3 year average") with a 2% annual cost-of-living increase and as is described periodically in brochures distributed by PERS. The City agrees to provide and maintain the following enhancements to the basic PERS 2% at 60 formula:
- a) Military Service Credit as Public Service (Section 21024)
 - b) Credit for Unused Sick Leave (Section 20965)
 - c) EPMC as Additional Compensation (Section 20691)

Employees enrolled in the 2% at 55 formula or the 2% at 60 formula shall contribute the entire seven percent (7%) employee share.

- C. For all represented employees hired on or after January 1, 2013, who are considered "new members" under California Government Code Section 7522.04(f) shall be in the 2% at 62 CalPERS retirement formula described in Government Code Section 7522.20(a). In addition, "new members" shall be subject to the equal sharing and contribution requirements in Section 7522.30(a) and (c) and shall pay at least 50% of the normal costs.

Effective for Fiscal Year 2017/18 and implemented on July 2, 2017 all employees within the unit will contribute an additional 1% of salary towards pension costs

3.10 Social Security

All non-safety employees shall have coverage under Federal Social Security in accordance with the provisions of law. This program requires contributions by both the employee and the employer in accordance with schedules provided by the Federal Government.

3.11 Education Reimbursement

When, in the opinion of the City Manager, a training course to be taken by an employee will be of benefit to the City, the City Manager may authorize payment by the City of 100% of tuition charges, fees, the cost of textbooks and supplies or twenty four hundred dollars (\$2400), whichever is lower, each calendar year the employee is enrolled in approved training.

Additionally, the City will reimburse 50% of the direct cost of tuition, books, and supplies, or three hundred dollars (\$300), whichever is lower, annually for approved direct costs between \$2400 and \$3000.

Reimbursement of costs associated with training/education will only be made if the employee receives a letter grade of "C", or better or in cases of courses offered as pass/fail, a grade of pass.

Costs for education reimbursement come from each individual departmental budget.

3.12 Employee Assistance Program

The City contracts and pays for an employee assistance program providing each employee and their household members with up to eight (8) visits per incident per year.

3.13 Professional Association Dues

The City pays for membership dues in applicable professional associations, subject to approval of the City Manager.

3.14 Service Awards

A regular full-time employee shall receive in December, if currently employed, service award pay based upon his/her total years of continuous City service, based on the following timetable and amounts:

<u>Years of City Service</u>	<u>Service Award Amount</u>
10 years	\$200
15 years	\$300
20 years	\$400
25 years	\$500
30 years	\$600
35 years	\$700
40 years	\$800
45 years	\$900

4. LEAVES

4.1 Administrative Leave

Exempt employees receive a maximum of ninety-six (96) hours Administrative Leave each calendar year. Said hours are credited to the employee's Administrative Leave time bank each January 1st such that the January 1st balance is exactly ninety-six (96) hours. This benefit is made available on a "use or lose" basis and as such may not be carried from one calendar year to the next. All requests for Administrative Leave are to be reviewed and approved by the City Manager.

4.2 Vacation Accrual & Usage

4.2.1 Accruals:

The vacation accrual rate for department directors shall be:

Years of Continuous Public Sector Service	Accrual Rate
0-5 Years	Accrue 4.00 hours per pay period (13 days)
6-10 Years	Accrue 5.54 hours per pay period (18 days)
11 Years	Accrue 5.85 hours per pay period (19 days)
12 Years	Accrue 6.15 hours per pay period (20 days)
13 Years	Accrue 6.47 hours per pay period (21 days)
14 Years	Accrue 6.77 hours per pay period (22 days)
15-19 Years	Accrue 7.08 hours per pay period (23 days)
20 and more years	Accrue 8.62 hours per pay period (28 days)

The vacation accrual rate for non-department directors shall be:

Years of Pittsburg Regular Service	Accrual Rate
0-5 Years	Accrue 3.08 hours per pay period (10 days)
6-10 Years	Accrue 4.62 hours per pay period (15 days)
11 Years	Accrue 4.92 hours per pay period (16 days)
12 Years	Accrue 5.23 hours per pay period (17 days)
13 Years	Accrue 5.54 hours per pay period (18 days)
14 Years	Accrue 5.85 hours per pay period (19 days)
15-19 Years	Accrue 6.15 hours per pay period (20 days)
20 and more years	Accrue 7.69 hours per pay period (25 days)

Regular part-time employees shall accrue vacation in the amount proportionate to the ratio of scheduled hours of work per work week to the standard work week, but in no case shall the number of days of vacation accrued per year exceed those days allowed for a similarly classified regular full-time employee.

4.2.2 Use of Vacation:

Vacation shall be taken at such time as is mutually convenient for the department and the employee.

1. Maximum Accumulation: The maximum accrual allowed is two times annual accrual to a maximum of 380 hours. Accruals will be monitored by the Finance Department. Once the maximum accrual has been reached, an employee will not accrue additional vacation until his/her accrual balance is reduced, by either use or buyback.
2. Double Compensation Prohibited: Employees shall not work for the City during their vacation.

4.2.3 Minimum Use:

Employees must use a minimum of 40 hours of vacation per year. Any exception to this rule must be approved by the City Manager to be eligible for vacation buyback.

4.2.4 Vacation Buyback:

Employees may receive vacation pay in lieu of paid time-off. Buyback shall only be made at the request of the employee and upon the approval of the City Manager. Approvals will be granted if it is determined that “buyback” will result in increased cost-effectiveness and efficiency to the City as determined by the City Manager. Employees are only eligible for one such approval in a 12 month period and only one buyback per fiscal year. Each vacation buyback shall be limited to a maximum of 80 hours and will be at the employee’s regular rate of pay. Vacation hours bought back shall be paid at the employee’s normal hourly rate of pay at the time of the buyback, excluding any enhancements such as out of class pay. The City Manager may authorize buyback in excess of the 80 hour limit in urgent and/or emergency situations.

Effective July 1, 2014 the total City-wide allocation for the buyback program will be \$160,000 per fiscal year. The City shall establish an annual window period for the receipt of vacation buyback requests (November 1 – 21). At the conclusion of the window period, the City will tabulate the total dollar value of the buyback requests. If the total dollar value is less than or equal to \$160,000 employee will receive, upon the City Manager’s approval, payment as noted above. If the total dollar value of the requests exceeds \$160,000, request hours will be pro-rated and employees paid accordingly. (Payment shall be made with the first paycheck of December.) Should this occur, employee will be credited with vacation hours in excess of those hours determined eligible for the buyback program.

4.2.5 Holidays Falling During Vacations:

When a day designated and observed by the City as a holiday occurs on a day on which an employee is taking vacation, such employee shall not be charged as using vacation for that day. The employee’s compensation for that day shall be holiday and shall not be paid or charged as vacation.

4.3 Sick Leave Accrual & Usage

4.3.1 Definitions:

“Sick leave” shall apply only to instances wherein an employee, because of sickness or injury, is unable to perform their regular duties.

4.3.2 Limitations:

Sick leave with pay shall be granted to all employees as provided for below. Sick leave may be used for sickness or injury arising out of an employee’s work for the City, as well as for sickness or injuries which are not work connected. Sick leave shall not be considered as a right which an employee may use at their discretion, but shall be allowed only in case of necessity

and actual personal sickness, disability; provided, however, that any employee who engages in any gainful business or employment while on sick leave shall be subject to dismissal. Provided further, that sick leave may not be used if the sickness or injury results from an employee's outside employment.

4.3.3 Accruals:

Regular full-time employees shall accrue sick leave at the rate of eight (8) hours per month.

Regular part-time employees shall accrue sick leave in the amount proportionate to the ratio of scheduled hours of work per week to the standard work week, but in no case shall the number of sick leave hours accrued each month exceed eight (8).

4.3.4 Unused Sick Leave:

Unused sick leave may be accumulated. There are no maximum accrual limits for sick leave. No payment shall be made for accumulated sick leave at the time of separation from employment. Upon retirement, unused sick leave is converted to service credit.

4.3.5 Sick Leave Incentive:

Employees who use no sick leave in any payroll year quarter shall have four (4) hours credited towards vacation with a maximum accrual during any one (1) year to be sixteen (16) hours.

4.3(f) Verifications:

Sick leave for consecutive periods of time exceeding three working days will be allowed only upon presentation to the employee's supervisor of a certificate from a licensed physician stating the nature of the illness and acknowledging the employee's inability to work for the period involved.

Notwithstanding the above language, an employee who has been on sick leave for less than three working days may be required to present medical verification of their sickness in the event that the supervisor demonstrates that the employee has a demonstrated pattern of possible sick leave abuse, which includes the use of numerous sick days in conjunction with days off, or establishes that the employee has used a disproportionate number of sick days in comparison to other similarly situated employees, and said illnesses/injuries do not appear to be job-related.

4.3(g) Notifications:

Employees must notify their supervisor prior to the beginning of any working shift at which they will not report for work and for which they desire to use sick leave.

4.3(h) Compensation:

Full pay and allowances will accrue to employees during periods of authorized sick leave.

4.3(i) Unearned Sick Leave:

Employees may not "borrow" on unearned sick leave.

4.4 Personal Necessity Leave

Employees may use a maximum of 32 hours of accrued sick leave per calendar year for reasons of personal necessity. For purposes of this section, personal necessity shall mean the employee requests leave from their work to attend to personal business that cannot be dispensed with off duty. Personal necessity leave is to be requested in advance and shall be reviewed and (dis)approved by the City Manager. Personal necessity leave is considered use of sick leave.

4.5 Holidays/Holiday Pay/Floating Holidays

All employees shall be entitled to the following paid holidays each year:

1. January 1st – New Year's Day
2. Third Monday in January – Martin Luther King
3. February 12th – Lincoln's Day
4. Third Monday in February – Washington's Day
5. March 31st – Cesar Chavez Day
6. Last Monday in May – Memorial Day
7. July 4th – Independence Day
8. First Monday in September – Labor Day
9. Second Monday in October – Columbus Day
10. November 11th – Veteran's Day
11. Fourth Thursday in November – Thanksgiving Day
12. Day Following Thanksgiving – Friday following Thanksgiving
13. December 25th – Christmas Day
14. Sixteen (16) hours of floating holiday.

Holidays falling on a Saturday will be observed on the preceding Friday. Holidays falling on a Sunday will be observed on the following Monday. Holidays falling during the week will be observed on the actual day.

4.6 Catastrophic Leave

The Catastrophic Leave Program is designed to assist employees who have exhausted paid time credits due to an employee's or their immediate family member's serious or catastrophic illness or injury. This program allows other employees to donate time to the affected employee so that he/she can remain in a paid status for a longer period of time, thus partially reducing the financial impact of the illness or injury.

4.6(a) Definitions:

1. Catastrophic Illness or Injury – A medically certified illness, injury impairment, physical or mental condition of an employee or an employee's immediate family member that prevents an employee from returning to work for a period of thirty (30) calendar days or more.

The term “immediate family member” shall mean spouse or domestic partner, child, stepchild, adopted or foster child, parent or parent-in-law.

2. Leave to be donated – Vacation or sick leave.

4.6(b) Eligibility:

1. Donors

- a. Only regular employees are eligible to donate accrued vacation or sick leave.
- b. Donating employees may not reduce their balance of earned vacation or sick leave below forty (40) hours by reason of such donation.

2. Recipients

- a. Only regular employees may participate in the Catastrophic Leave program.
- b. Certification from a physician that the illness/injury will preclude the employee from returning to work for at least thirty (30) calendar days must be submitted to the Human Resources Department with the application.
- c. All accumulated time, sick leave, vacation time and administrative leave must have been exhausted.
- d. A request for a leave of absence without pay for medical reasons has been submitted and approved.
- e. Request for participation in the program shall be made on an Application for Catastrophic Leave Program form (available in Human Resources).

4.6(c) Procedures:

1. Donations must be a minimum of one day at a time and submitted on the appropriate donation form.
2. Time donated will be converted from the type of time donated to sick leave and credited to the recipient employee’s sick leave balance on an hour-for-hour basis and shall be paid at the rate of pay of the recipient employee.
3. Donations, once made, are irrevocable.
4. Any period of donated leave may be counted as Family and Medical Leave time.
5. Employees may not remain on catastrophic leave or receive leave donations for a continuous period exceeding six (6) calendar months.
6. Verification of catastrophic illness must be submitted by a licensed physician to Human Resources.
7. Employees are eligible for this benefit only once during their employment with the City.
8. Employees must have accumulated a minimum of 120 hours of sick leave or 80 hours of vacation time before a donation can be made.

4.7 Bereavement Leave

Employees shall be entitled to three (3) working days off with pay whenever there is a death in their immediate family. For purposes of this section, the immediate family shall consist of spouse, domestic partner, children, parents, grandparents, grandchildren, brothers, sisters, step-children, step-parents, half-brothers, half-sisters, fathers-in-law and mothers-in-law.

Time off for funerals or bereavement leave must be taken within six (6) months of the death of the immediate family member. In the event an employee desires to take additional time off with pay in excess of that provided for a death in the immediate family, or in the event the employee desires to attend the actual funeral or service of active or retired City officials, employees, or other family members not covered in this section, and if the employee has unused vacation or sick leave, the employee may take such additional time off or, the time necessary to attend such funeral, and charge it against his/her unused vacation, compensatory time, and/or sick leave.

4.8 Compensation (Workers' Comp Salary Continuation) Leave

Employees are covered by Workers' Compensation benefits pursuant to the statutes of the State of California. For non-safety employees, over and above the Workers' Compensation statutory benefits, the City shall pay full salary on the first day of work loss due to an on-the-job injury/illness and will continue to provide said benefits through the employees' 60th calendar day of work loss. After the 60th calendar day, benefits shall be paid pursuant to the statutes of the State of California.

4.9 Leave without Pay

Employees may receive authorization for an unpaid leave of absence for up to six (6) months, with the approval of the City Manager.

5. STANDARD HOURS OF WORK & OVERTIME

The City has determined that all classifications within this unit are exempt and are therefore not eligible for overtime in accordance with Title 29, Part 541 of the Code of Federal Regulations, FLSA.

During a labor dispute, a natural or war-caused disaster, or other emergency situation, the City Council, by motion, or the City Manager may authorize overtime pay for members within this unit who are customarily not entitled thereto. The City's standard work week is forty (40) hours.

Appendix A.

A. FY 2015-16 monthly full-time salary ranges are:

Position	Minimum	Maximum
Assistant Director of Finance	9,415	11,444
Assistant to City Manager	9,044	10,993
City Engineer	11,538	14,024
Director of Finance	11,094	14,024
Director of Recreation and Maintenance Services	10,081	12,252
Director of Water Utilities	11,538	14,024
Executive Assistant	5,296	6,437
Human Resources Manager	9,044	10,993
Power Company Manager	10,081	12,252

Effective July 3, 2016:

Position	Minimum	Maximum
Assistant Director of Finance	9792	11902
Assistant to City Manager	9406	11433
City Engineer	12000	14585
Director of Finance	11538	14585
Director of Recreation and Maintenance Services	10484	12742
Director of Water Utilities	12000	14585
Executive Assistant	5508	6694
Human Resources Manager	9406	11433
Power Company Manager	10484	12742

Effective December 19, 2016:

Director of Human Resources	11538	14585
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Effective July 2, 2017:

Position	Minimum	Maximum
Assistant Director of Finance	10184	12378
Assistant Director of Economic Dev. and Recreation	10184	12378
City Engineer	12480	15168
Director of Recreation and Maintenance Services	10903	13252
Director of Water Utilities	12480	15168
Executive Assistant	5728	6962
Human Resources Manager	9782	11890
Power Company Manager	10903	13252

- B. Whenever an individual is employed in a listed classification with a monthly salary listed, at less than full-time, then said employee shall receive a pro-rata equivalent of the stated monthly salary.

City of Pittsburgh
Senior Executive Team Salary & Benefits Schedule
Effective July 1, 2015

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1. POSITIONS COVERED

This Booklet includes a summary of benefits for all classifications designated as the City Senior Executive Team. All covered positions are at-will appointments, serving at the pleasure of the City Manager.

Whenever there exists a conflict between this document and an employment contract, if any, then said employment contract shall prevail.

Positions within this unit include:

Assistant City Manager
Chief of Police
Director of Community Development
Director of Community Services
Director of Finance
Director of Human Resources
Director of Public Works
Director of Records and Council Services

2. SALARIES

Salary ranges for covered positions shall be as set forth in Appendix A, which is attached hereto and made a part hereof.

In accordance with Personnel Rule 12.1, Salary Plan, no person may be paid less than the minimum, nor more than the maximum of the salary range for the class in which employed. Further, because the Senior Executive Team has a salary range, and not salary steps, no person's salary automatically changes when the salary range changes. Advancement within a salary range is based on performance and requires the approval of the City Manager.

2.1 Winter Closure

Beginning July 5, 2015, the City shall implement a winter closure in each fiscal year. The Winter Closure shall take place sometime during the period of December 1 and January 31 of each fiscal year, and shall consist of forty (40) hours of time off during that time frame. The City shall determine the actual winter closure schedule for each employee in the unit based on the service needs of their department. This winter closure shall become the status quo. All positions within this unit, with the exception of the Chief of Police, will be required to use vacation, vacation reserve, or administrative leave banks to supplement their pay during the Winter Closure.

With the exception of the Chief of Police, an employee who is called in to work on an unplanned or emergency basis during his or her scheduled winter closure time shall be paid straight-time pay for any work performed.

3. BENEFITS

3.1 Medical

The City will provide a medical insurance plan through Kaiser Permanente, and will make every reasonable effort to maintain a second option through a Non-Kaiser HMO plan that allows members to choose their physician based on that physician's ability to accept coverage through said plan. Additionally, the City will explore providing multiple co-pay options.

Effective January 1, 2015 the City's contribution for a full-time employee and his/her eligible dependents for each level of benefit (single, dual, and family) Kaiser Permanente medical insurance shall be set at:

Employee only (single)	\$708.91 per month
Employee plus one (dual)	\$1,417.87 per month
Employee plus two or more (family)	\$2,006.32 per month

Effective January 1, 2016 the City's contribution for a full-time employee and his/her eligible dependents for each level of benefit (single, dual, and family) for Kaiser Permanente medical insurance shall be set at:

Employee only (single)	\$751.44 per month
Employee plus one (dual)	\$1,502.94 per month
Employee plus two or more (family)	\$2,126.70 per month

Effective January 1, 2017 the City's contribution for a full-time employee and his/her eligible dependents for each level of benefit (single, dual, and family) for Kaiser Permanente medical insurance shall be set at ninety-nine-percent (99%) of the actual premium costs. Employees will be responsible for one-percent (1%) of actual premium costs for the Kaiser Plan.

Effective January 1, 2018 the City's contribution for a full-time employee and his/her eligible dependents for each level of benefit (single, dual, and family) for Kaiser Permanente medical insurance shall be set at ~~ninety-eight-point-five~~one hundred percent (~~98.5~~100%) of the actual premium costs. ~~Employees will be responsible for one-point-five-percent (1.5%) of actual premium costs for the Kaiser Plan.~~

City's contribution toward Non-Kaiser HMO Plan Option

In so long as the City maintains the ability to provide a Non-Kaiser HMO Plan option, the City shall provide:

Effective January 1, 2015 the City's contribution for a full-time employee and his/her eligible dependents for each level of benefit (single, dual, and family) Non-Kaiser HMO Plan medical insurance shall be set at:

Employee only (single)	\$791.27 per month
Employee plus one (dual)	\$1,582.51 per month

Employee plus two or more (family) \$2,239.27 per month

Effective January 1, 2016 the City's contribution for a full-time employee and his/her eligible dependents for each level of benefit (single, dual, and family) for Non-Kaiser HMO Plan medical insurance shall be set at:

Employee only (single)	\$838.75 per month
Employee plus one (dual)	\$1,677.46 per month
Employee plus two or more (family)	\$2,373.63 per month

Effective January 1, 2017 the City's contribution for a full-time employee and his/her eligible dependents for each level of benefit (single, dual, and family) for Non-Kaiser HMO Plan medical insurance shall be set at:

Employee only (single)	\$893.26 per month
Employee plus one (dual)	\$1,786.50 per month
Employee plus two or more (family)	\$2,527.91 per month

Effective January 1, 2018 the City's contribution for a full-time employee and his/her eligible dependents for each level of benefit (single, dual, and family) for Non-Kaiser HMO Plan medical insurance shall be set at:

Employee only (single)	\$955.79 per month
Employee plus one (dual)	\$1,911.55 per month
Employee plus two or more (family)	\$2,704.87 per month

City's contribution toward regular part-time employees

Employees working a minimum of one thousand (1,000) hours per fiscal year, but working less than full-time, and their eligible dependents, shall receive pro-rata medical benefits based on scheduled work hours. The remaining medical premium shall be deducted from the employee's paycheck. The City's contribution rate will be the above rate regardless of which of the City's group health plans (Kaiser or Non-Kaiser HMO Plan) employees and their dependents participate in.

3.1(a) Exclusions

Health benefits provided to the Chief of Police shall be consistent with the Chief of Police's contract.

3.2 Retiree Medical – hired before September 15, 2007

A. Effective January 1, 2012 and only for those regular employees hired before January 1, 2012 the City provides contribution/reimbursement toward retiree medical insurance as provided below:

1. Retired employee with a minimum of fifteen (15) but fewer than twenty (20) years of full-time regular City service shall receive the lesser of his/her actual premium amount or fifty percent (50%) of the active employee Kaiser premium per month for the retiree only; or

2. Retired employee with a minimum of twenty (20) but fewer than twenty-five (25) years of full-time regular City service shall receive the lesser of his/her actual premium amount or seventy-five percent (75%) of the active employee Kaiser premium per month for the retiree only; or
3. Retired employee with a minimum of twenty-five (25) years of full-time regular City service shall receive the lesser of his/her actual premium amount or one hundred percent (100%) of the active employee Kaiser premium (retiree only or retiree and spouse, whichever is applicable) per month for the retiree and retiree's spouse.
4. Within the confines of Retiree Medical Insurance, the term "full-time regular City service" shall also include hourly service for those full-time employees who transitioned from hourly status to regular status during the period of 1994 through 1998.
5. A retired employee's spouse (spouse at time of retirement only) who receives no City contribution for spousal health insurance is eligible to participate in the City's offered retiree health insurance program; provided, however, that the retired employee and spouse agree to fully pay the monthly premium plus an additional two percent (2%) of the monthly premium as a City administrative fee.
6. The City's contribution toward retiree health insurance, and the retiree and/or retiree's spouse's participation in the City's offered retiree health insurance, shall end at the end of the month following the retired employee's sixty-fifth (65th) birthday. In the event the retiree passed away before his/her sixty-fifth (65th) birthday then the City's contribution toward the surviving spouse's monthly premium shall continue until the end of the month following what would have been the retired employee's sixty-fifth (65th) birthday.
7. Exclusions – The benefits described above shall apply to all current and future retirees except for the following exclusions:
 - a. Retirees who do not retire directly from City service; or
 - b. Retirees and their spouses who are included in the Pittsburgh Municipal Employees Retirement System of 1948; or
 - c. Spouses of deceased retirees who remarry an individual not eligible for benefits under this provision; or
 - d. Retirees who fail to comply with any requirements as described in "verifications"; or
 - e. Spousal benefits described in this provision shall only apply to the spouse married to the retiree at the time of retirement.

Spousal benefits cannot be acquired after retirement nor can they be transferred to a different spouse as in the case of death or divorce and remarriage; or

8. Verification – Retired employees who do not purchase medical insurance plan made available to retired employees/spouses by the City must submit annually proof of medical insurance. Retired employees and spouses of deceased employees must submit annually verification, on a form furnished by City, of continued eligibility.
- B. Employees hired on or after January 1, 2012 will be provided a Retirement Health Savings (RHS) plan, to which the City and Employee shall both contribute \$75 per month. Participation in the plan is required by the employee;

3.3 Dental

The City contributes one hundred percent (100%) of the dental insurance premium for a full-time employee and his/her eligible dependents.

Employees working a minimum of one thousand (1,000) hours per fiscal year, but working less than full-time, and their eligible dependents, shall receive pro-rata medical benefits based on scheduled work hours. The remaining medical premium shall be deducted from the employee's paycheck.

3.4 Medical and/or Dental Alternative

An employee eligible for the City's sponsored medical insurance and who opts to waive participation because the employee has provided documentation verifying that they are receiving medical insurance coverage from a source other than the City shall have a City monthly contribution of either two-hundred (\$200) for single coverage, three-hundred (\$300) for dual coverage or five-hundred dollars (\$500) for family coverage.

An employee eligible for the City's sponsored dental insurance and who opts to waive participation because the employee has provided documentation verifying that they are receiving dental insurance coverage from a source other than the City shall have a City monthly contribution of twenty-five dollars (\$25.00).

A regular part-time employee represented by this bargaining unit and who elects either the medical alternative and/or dental alternative shall receive one-half (1/2) of the monthly contribution provided to a full-time employee.

3.5 Flexible Benefits Plan

The City offers an Internal Revenue Code Section 125 Plan that contains the components of premium conversion, health care reimbursement account, and dependent care reimbursement account. Employee

participation is on an optional basis. ~~There is no City contribution toward this plan, although t~~The City shall provide and pay all costs of administering the plan.

Effective January 1, 2018, the City shall make an annual contribution (January 1 of each year) of \$100.00 to a health care reimbursement flexible spending account for each medical plan subscriber. The City shall also make an annual "matching" contribution (January 1 of each year) of up to \$100.00 to the flexible spending account for each medical plan subscriber for a maximum annual City contribution of \$200.00. Any employee enrolling into a medical plan after January 1 shall have a prorated amount contributed into the account.

3.6 Life Insurance

The City provides, at its expense, a Life Insurance/Accidental Death & Dismemberment policy for each employee at the coverage amount of 1&1/2 times their annual salary to a maximum benefit of two hundred fifty thousand dollars (\$250,000).

3.7 Long-Term Disability

The City provides, at its expense, long-term disability benefits for covered positions. This plan provides a benefit of 60% of the monthly salary to a maximum salary of fifteen thousand dollars (\$15,000) a month to a maximum benefit of nine thousand dollars (\$9,000) a month, after a one hundred eighty (180) day waiting period.

3.8 Deferred Compensation

Effective October 7, 2007 the City will make a "matching" contribution to the 457 deferred compensation plan for participating regular full-time employees up to a maximum of one-hundred dollars and zero cents (\$100.00) per month. The City will make a "matching" contribution to the 457 deferred compensation plan for participating regular part-time employees up to a maximum of fifty dollars and zero cents (\$50.00) per month.

3.9 Retirement

All current and new employees will be covered by the Public Employees' Retirement System (PERS) plans in accordance with the California Public Employees' Pension Reform Act of 2013 (PEPRA).

- A. For all represented employees hired by the City of Pittsburg before July 10, 2011 and enrolled in the City's non-safety PERS benefit with an effective date before July 10, 2011 the employee shall be covered by a pension program provided by the State of California Public Employees' Retirement System (PERS) to the City through a contract. This system, known as the 2% at 55 formula, is described periodically in brochures distributed by PERS.

The City agrees to provide PERS retirement benefits and maintain the following enhancements to the basic PERS 2% at 55 formula:

- a. One Year Final Compensation (Section 20042)
 - b. Annual Cost-of-Living Increase at 3% (Section 21335)
 - c. Military Service Credit as Public Service (Section 21024)
 - d. Credit for Unused Sick Leave (Section 20965)
 - e. EPMC as Additional Compensation (Section 20691)
- B. For all represented employees hired by the City of Pittsburgh on or following July 10, 2011 and enrolled in the City's non-safety PERS benefit with an effective date of July 10, 2011 or later the employee shall be covered by a pension program provided by the State of California Public Employees' Retirement System (PERS) to the City through a contract under the 2% at 60 formula, based on the average monthly pay over a thirty-six month period ("3 year average") with a 2% annual cost-of-living increase and as is described periodically in brochures distributed by PERS. The City agrees to provide and maintain the following enhancements to the basic PERS 2% at 60 formula:
- a) Military Service Credit as Public Service (Section 21024)
 - b) Credit for Unused Sick Leave (Section 20965)
 - c) EPMC as Additional Compensation (Section 20691)

Employees enrolled in the 2% at 55 formula or the 2% at 60 formula shall contribute the entire seven percent (7%) employee share.

- C. For all represented employees hired on or after January 1, 2013, who are considered "new members" under California Government Code Section 7522.04(f) shall be in the 2% at 62 CalPERS retirement formula described in Government Code Section 7522.20(a). In addition, "new members" shall be subject to the equal sharing and contribution requirements in Section 7522.30(a) and (c) and shall pay at least 50% of the normal costs.

Effective for Fiscal Year 2017/18 and implemented on July 2, 2017 all employees within the unit will contribute an additional 1% of salary towards pension costs

3.10 Social Security

All non-safety employees shall have coverage under Federal Social Security in accordance with the provisions of law. This program requires contributions by both the employee and the employer in accordance with schedules provided by the Federal Government.

3.11 Education Reimbursement

When, in the opinion of the City Manager, a training course to be taken by an employee will be of benefit to the City, the City Manager may authorize payment by the City of 100% of tuition charges, fees, the cost of textbooks

and supplies or twenty four hundred dollars (\$2400), whichever is lower, each calendar year the employee is enrolled in approved training.

Additionally, the City will reimburse 50% of the direct cost of tuition, books, and supplies, or three hundred dollars (\$300), whichever is lower, annually for approved direct costs between \$2400 and \$3000.

Reimbursement of costs associated with training/education will only be made if the employee receives a letter grade of "C", or better or in cases of courses offered as pass/fail, a grade of pass.

Costs for education reimbursement come from each individual departmental budget.

3.12 Employee Assistance Program

The City contracts and pays for an employee assistance program providing each employee and their household members with up to eight (8) visits per incident per year.

3.13 Professional Association Dues

The City pays for membership dues in applicable professional associations, subject to approval of the City Manager.

3.14 Service Awards

A regular full-time employee shall receive in December, if currently employed, service award pay based upon his/her total years of continuous City service, based on the following timetable and amounts:

<u>Years of City Service</u>	<u>Service Award Amount</u>
10 years	\$200
15 years	\$300
20 years	\$400
25 years	\$500
30 years	\$600
35 years	\$700
40 years	\$800
45 years	\$900

3.15 Uniform Allowance

The Chief of Police receives a uniform allowance in accordance with that provided to the members of the Police Managers Group.

4. LEAVES

4.1 Administrative Leave

Exempt employees receive a maximum of ninety-six (96) hours Administrative Leave each calendar year. Said hours are credited to the employee's Administrative Leave time bank each January 1st such that the January 1st balance is exactly ninety-six (96) hours. This benefit is made

available on a "use or lose" basis and as such may not be carried from one calendar year to the next. All requests for Administrative Leave are to be reviewed and approved by the City Manager.

4.2 Vacation Accrual & Usage

4.2.1 Accruals

The vacation accrual rate shall be:

<u>Years of Continuous Public Sector Service</u>	<u>Accrual Rate</u>
0-5 Years	Accrue 4.00 hours per pay period (13 days)
6-10 Years	Accrue 5.54 hours per pay period (18 days)
11 Years	Accrue 5.85 hours per pay period (19 days)
12 Years	Accrue 6.15 hours per pay period (20 days)
13 Years	Accrue 6.47 hours per pay period (21 days)
14 Years	Accrue 6.77 hours per pay period (22 days)
15-19 Years	Accrue 7.08 hours per pay period (23 days)
20 and more years	Accrue 8.62 hours per pay period (28 days)

4.2.2 Use of Vacation

Vacation shall be taken at such time as is mutually convenient for the department and the employee.

1. Maximum Accumulation: The maximum accrual allowed is two times annual accrual to a maximum of 380 hours. Accruals will be monitored by the Finance Department. Once the maximum accrual has been reached, an employee will not accrue additional vacation until his/her accrual balance is reduced, by either use or buyback.
2. Double Compensation Prohibited: Employees shall not work for the City during their vacation.

4.2.3 Minimum Use

Employees must use a minimum of 40 hours of vacation per year. Any exception to this rule must be approved by the City Manager to be eligible for vacation buyback.

4.2.4 Vacation Buyback

Employees may receive vacation pay in lieu of paid time-off. Buyback shall only be made at the request of the employee and upon the approval of the City Manager. Approvals will be granted if it is determined that "buyback" will result in increased cost-effectiveness and efficiency to the City as determined by the City Manager. Employees are only eligible for one such approval in a 12 month period and only one buyback per fiscal year. Each vacation buyback shall be limited to a maximum of 40 hours and will be at the employee's regular rate of pay. Vacation hours bought back shall be paid at the employee's normal hourly rate of pay at the time of the buyback, excluding any enhancements such as out of class pay.

Effective July 1, 2014 the total City-wide allocation for the buyback program will be \$160,000 per fiscal year. The City shall establish an annual window period for the receipt of vacation buyback requests (November 1 – 21). At the conclusion of the window period, the City will tabulate the total dollar value of the buyback requests. If the total dollar value is less than or equal to \$160,000 employee will receive, upon the City Manager's approval, payment as noted above. If the total dollar value of the requests exceeds \$160,000, request hours will be pro-rated and employees paid accordingly. (Payment shall be made with the first paycheck of December.) Should this occur, employee will be credited with vacation hours in excess of those hours determined eligible for the buyback program.

4.2.5 Vacation Conversion to 401(a) Contribution

Employees within this bargaining unit will convert an equal dollar amount of vacation towards a contribution to a 401(a) plan. All members of this bargaining unit will be required to contribute an amount equal to eighty (80) hours of vacation for the lowest paid member of the unit. Employees with a higher hourly rate will convert however many hours that equate to the same dollar amount as 80 hours for the lowest paid member.

4.2.6 Holidays Falling During Vacations

When a day designated and observed by the City as a holiday occurs on a day on which an employee is taking vacation, such employee shall not be charged as using vacation for that day. The employee's compensation for that day shall be holiday and shall not be paid or charged as vacation.

4.3 Sick Leave Accrual & Usage

4.3.1 Definitions

"Sick leave" shall apply only to instances wherein an employee, because of sickness or injury, is unable to perform their regular duties.

4.3.2 Limitations

Sick leave with pay shall be granted to all employees as provided for below. Sick leave may be used for sickness or injury arising out of an employee's work for the City, as well as for sickness or injuries which are not work connected. Sick leave shall not be considered as a right which an employee may use at their discretion, but shall be allowed only in case of necessity and actual personal sickness, disability; provided, however, that any employee who engages in any gainful business or employment while on sick leave shall be subject to dismissal. Provided further, that sick leave may not be used if the sickness or injury results from an employee's outside employment.

4.3.3 Accruals

Regular full-time employees shall accrue sick leave at the rate of eight (8) hours per month.

Regular part-time employees shall accrue sick leave in the amount proportionate to the ratio of scheduled hours of work per week to the standard work week, but in no case shall the number of sick leave hours accrued each month exceed eight (8).

4.3.4 Unused Sick Leave

Unused sick leave may be accumulated. There are no maximum accrual limits for sick leave. No payment shall be made for accumulated sick leave at the time of separation from employment. Upon retirement, unused sick leave is converted to service credit.

4.3.5 Sick Leave Incentive

Employees who use no sick leave in any fiscal quarter shall have four (4) hours credited towards vacation with a maximum accrual during any one (1) year to be sixteen (16) hours.

4.3.6 Verifications

Sick leave for consecutive periods of time exceeding three working days will be allowed only upon presentation to the employee's supervisor of a certificate from a licensed physician stating the nature of the illness and acknowledging the employee's inability to work for the period involved.

Notwithstanding the above language, an employee who has been on sick leave for less than three working days may be required to present medical verification of their sickness in the event that the supervisor demonstrates that the employee has a demonstrated pattern of possible sick leave abuse, which includes the use of numerous sick days in conjunction with days off, or establishes that the employee has used a disproportionate number of sick days in comparison to other similarly situated employees, and said illnesses/injuries do not appear to be job-related.

4.3.7 Notifications

Employees must notify their supervisor prior to the beginning of any working shift at which they will not report for work and for which they desire to use sick leave.

4.3.8 Compensation

Full pay and allowances will accrue to employees during periods of authorized sick leave.

4.3.9 Unearned Sick Leave

Employees may not "borrow" on unearned sick leave.

4.4 Personal Necessity Leave

Employees may use a maximum of 32 hours of accrued sick leave per calendar year for reasons of personal necessity. For purposes of this section, personal necessity shall mean the employee requests leave from their work to attend to personal business that cannot be dispensed with off

duty. Personal necessity leave is to be requested in advance and shall be reviewed and (dis)approved by the City Manager. Personal necessity leave is considered use of sick leave.

4.5 Holidays/Holiday Pay/Floating Holidays

All employees shall be entitled to the following paid holidays each year:

1. January 1st – New Year's Day
2. Third Monday in January – Martin Luther King
3. February 12th – Lincoln's Day
4. Third Monday in February – Washington's Day
5. March 31st – Cesar Chavez Day
6. Last Monday in May – Memorial Day
7. July 4th – Independence Day
8. First Monday in September – Labor Day
9. Second Monday in October – Columbus Day
10. November 11th – Veteran's Day
11. Fourth Thursday in November – Thanksgiving Day
12. Day Following Thanksgiving – Friday following Thanksgiving
13. December 25th – Christmas Day
14. Sixteen (16) hours of floating holiday.

Holidays falling on a Saturday will be observed on the preceding Friday. Holidays falling on a Sunday will be observed on the following Monday. Holidays falling during the week will be observed on the actual day.

4.6 Catastrophic Leave

The Catastrophic Leave Program is designed to assist employees who have exhausted paid time credits due to an employee's or their immediate family member's serious or catastrophic illness or injury. This program allows other employees to donate time to the affected employee so that he/she can remain in a paid status for a longer period of time, thus partially reducing the financial impact of the illness or injury.

4.6.1 Definitions

1. Catastrophic Illness or Injury – A medically certified illness, injury impairment, physical or mental condition of an employee or an employee's immediate family member that prevents an employee from returning to work for a period of thirty (30) calendar days or more.

The term "immediate family member" shall mean spouse or domestic partner, child, stepchild, adopted or foster child, parent or parent-in-law.

2. Leave to be donated – Vacation or sick leave.

4.6.2 Eligibility

1. Donors

- a. Only regular employees are eligible to donate accrued vacation or sick leave.
- b. Donating employees may not reduce their balance of earned vacation or sick leave below forty (40) hours by reason of such donation.

2. Recipients

- a. Only regular employees may participate in the Catastrophic Leave program.
- b. Certification from a physician that the illness/injury will preclude the employee from returning to work for at least thirty (30) calendar days must be submitted to the Human Resources Department with the application.
- c. All accumulated time, sick leave, vacation time and administrative leave must have been exhausted.
- d. A request for a leave of absence without pay for medical reasons has been submitted and approved.
- e. Request for participation in the program shall be made on an Application for Catastrophic Leave Program form (available in Human Resources).

4.6.3 Procedures

1. Donations must be a minimum of one day at a time and submitted on the appropriate donation form.
2. Time donated will be converted from the type of time donated to sick leave and credited to the recipient employee's sick leave balance on an hour-for-hour basis and shall be paid at the rate of pay of the recipient employee.
3. Donations, once made, are irrevocable.
4. Any period of donated leave may be counted as Family and Medical Leave time.
5. Employees may not remain on catastrophic leave or receive leave donations for a continuous period exceeding six (6) calendar months.
6. Verification of catastrophic illness must be submitted by a licensed physician to Human Resources.
7. Employees are eligible for this benefit only once during their employment with the City.
8. Employees must have accumulated a minimum of 120 hours of sick leave or 80 hours of vacation time before a donation can be made.

4.7 Bereavement Leave

Employees shall be entitled to three (3) working days off with pay whenever there is a death in their immediate family. For purposes of this section, the immediate family shall consist of spouse, domestic partner, children, parents, grandparents, grandchildren, brothers, sisters, step-children, step-parents, half-brothers, half-sisters, fathers-in-law and mothers-in-law.

Time off for funerals or bereavement leave must be taken within six (6) months of the death of the immediate family member. In the event an employee desires to take additional time off with pay in excess of that

provided for a death in the immediate family, or in the event the employee desires to attend the actual funeral or service of active or retired City officials, employees, or other family members not covered in this section, and if the employee has unused vacation or sick leave, the employee may take such additional time off or, the time necessary to attend such funeral, and charge it against his/her unused vacation, compensatory time, and/or sick leave.

4.8 Compensation (Workers' Comp Salary Continuation) Leave

Employees are covered by Workers' Compensation benefits pursuant to the statutes of the State of California. For non-safety employees, over and above the Workers' Compensation statutory benefits, the City shall pay full salary on the first day of work loss due to an on-the-job injury/illness and will continue to provide said benefits through the employees' 60th calendar day of work loss. After the 60th calendar day, benefits shall be paid pursuant to the statutes of the State of California.

4.9 Leave without Pay

Employees may receive authorization for an unpaid leave of absence for up to six (6) months, with the approval of the City Manager.

5. STANDARD HOURS OF WORK & OVERTIME

The City has determined that all classifications within this unit are exempt and are therefore not eligible for overtime in accordance with Title 29, Part 541 of the Code of Federal Regulations, FLSA.

During a labor dispute, a natural or war-caused disaster, or other emergency situation, the City Council, by motion, or the City Manager may authorize overtime pay for members of this unit who are customarily not entitled thereto. The City's standard work week is forty (40) hours.

Appendix A.

A. FY 2015-16 monthly full-time salary ranges are:

Position	Minimum	Maximum
Assistant City Manager	12,974	16,557
Chief of Police	13,259	16,761
Director of Community Development/City Engineer	11,538	15,768
Director of Records and Council Services	9,044	10,993

B. FY 2016-17 monthly full-time salary ranges are:

Position	Minimum	Maximum
Assistant City Manager	13493	17219
Chief of Police	13,789	17,431
Director of Community Development/City Engineer	12000	16399
Director of Records and Council Services	9406	11433

C. FY 2017-18 monthly full-time salary ranges are:

Position	Minimum	Maximum
Assistant City Manager	14,033	17,908
Chief of Police	13,789	17,431
Director of Community Development	12,000	15,168
Director of Community Services	12,000	15,168
Director of Finance	12,000	15,168
Director of Human Resources	12,000	15,168
Director of Public Works	12,968	15,764
Director of Records and Council Services	9,782	11,890

A. Whenever an individual is employed in a listed classification with a monthly salary listed, at less than full-time, then said employee shall receive a pro-rata equivalent of the stated monthly salary.



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

DATE: 1/5/2018
TO: Mayor and Council Members
FROM: Ruthann Ziegler, City Attorney
SUBJECT: Adoption of a City Council Resolution to Authorize an Extension to the Employment Agreement for the City Manager
MEETING DATE: 1/16/2018

EXECUTIVE SUMMARY

On June 20, 2011, the City Council approved the appointment of Joseph Sbranti as City Manager and authorized an employment agreement through June 30, 2014. In 2013 and 2016 the Council extended the agreement. This resolution would authorize an additional amendment to increase the salary and benefit cost sharing and to extend the agreement to December 31, 2019.

FISCAL IMPACT

If approved, the contract amendment will result in increased payroll cost of \$8,101 during Fiscal Year 2017/2018.

RECOMMENDATION

City Council approve the attached resolution authorizing the extension of the employment agreement for Joseph Sbranti as City Manager to December 31, 2019, increasing the annual base salary to \$257,765 for fiscal year 2017-2018, increasing the base salary by 2.5 percent for fiscal year 2018-2019, increasing medical plan premium cost sharing to two-thirds of the difference in premium rates between the Kaiser Permanente plan and the plan selected, increasing CalPERS cost sharing by an additional 1.25% for a total of 9.25% for FY2017-2018; and for FY2018/2019, increasing the cost sharing by an additional 1.25% from salary (7% employee contribution and 3.5% employer contribution) to CalPERS for a total of 10.5%, and authorizing the Mayor to sign the agreement on behalf of the City.

BACKGROUND

In spring 2011, the Pittsburg City Council conducted a search for the position of City Manager. At the time, the position was advertised with starting base salary of \$215,000 per

year. After his selection Mr. Sbranti agreed to a starting base salary of \$200,000 per year. Mr. Sbranti accepted this reduced salary amount considering the economic circumstances faced by the City at that time.

On December 16, 2013, the City Council approved Resolution 13 -12072 approving the first amendment to the employment agreement that extended the agreement term to June 30, 2018 and adjusted the base salary to \$215,000 for FY 2013-14, and \$225,000 for FY 2014-2015.

On January 19, 2016, the City Council approved Resolution 16-13147 approving the amendment to the employment agreement that extended the agreement term to December 31, 2018 and adjusted the annual base salary to \$225,000 for FY2014-15; \$239,000 for FY2015-16 and \$248,568 for FY2016-17.

SUBCOMMITTEE FINDINGS

Not applicable.

STAFF ANALYSIS

The City Council conducted a performance review of City Manager Joseph Sbranti in closed session at its December 18, 2017 meeting. Subsequent to that meeting, the City Council negotiated an extension of the term of the employment agreement from December 31, 2018 to December 31, 2019. The extension also authorizes an increase in Mr. Sbranti's base salary to \$257,765.04 per year for fiscal year 2017-2018, with a subsequent 2.5 percent increase effective July 2018. These increases are consistent with general percentage increases for City staff and reflective of the local market for city managers of Mr. Sbranti's experience and skill. Because staff increases correspond to the fiscal year, the amount of, and possible increase to, Mr. Sbranti's 2017-2018 base salary was not determined until this time. In addition, effective fiscal year 2017/2018, Mr. Sbranti will contribute an additional 1.25% from salary (7% employee contribution and 2.25% employer contribution) to CalPERS for a total of 9.25% and effective fiscal year 2018/2019, an additional 1.25% from salary (7% employee contribution and 3.5% employer contribution) to CalPERS for a total of 10.5%. The City Manager of the City of Pittsburg also serves as Executive Director of the Successor Agency to the Redevelopment Agency of the City of Pittsburg, the Pittsburg Housing Authority, the Pittsburg Power Company, the Pittsburg Southwest Geologic Hazard Abatement District II, the Pittsburg Arts and Community Foundation, the Public Finance Authority, and the Bay Area Power Link.

ATTACHMENTS: Resolution
Amendment to Employment Agreement

Report Prepared By: Griselda Clift, Senior Human Resources Analyst

BEFORE THE CITY COUNCIL OF THE CITY OF PITTSBURG

In the Matter of:

Approving an Extension to Employment)
Agreement for Joseph Sbranti as)
City Manager)

RESOLUTION NO. 18-

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

WHEREAS, on June 20, 2011, the City Council approved Resolution 11-11656 approving an Employment Agreement between the City of Pittsburgh and Joseph Sbranti to serve as City Manager of the City of Pittsburgh; and to serve as Executive Director of the Redevelopment Agency of the City of Pittsburgh, the Pittsburgh Housing Authority, the Pittsburgh Power Company, the Pittsburgh Southwest Geologic Hazard Abatement District, the Pittsburgh Arts and Community Foundation, the Public Finance Authority, and the Bay Area Power Link; pursuant to the Employment Agreement attached and incorporated here by reference (the "Agreement"); and

WHEREAS, the Agreement was set to expire on December 31, 2018; and

WHEREAS, on January 19, 2016, the City Council approved Resolution 16-13147 approving amendment one to the Agreement extending its term to December 31, 2018 and increasing Mr. Sbranti's base salary to \$248,568 effective July 2015; and

WHEREAS, the City generally evaluates compensation for its employees such that changes are effective as of the beginning of each fiscal year and, thus, the City Manager's compensation as of fiscal year 2017-2018 has not yet been determined; and

WHEREAS, on December 18, 2017, the City Council conducted a performance review and desires to extend the City's agreement with Joseph Sbranti to December 31, 2019 adjust the base salary to \$257,765.04 effective July 2, 2017, and increase the base salary by two and a half percent for fiscal year 2018-2019; and

WHEREAS, the amendment includes an increase in CalPERS cost sharing of an additional 1.25% from salary for a total of 9.25% is effective FY2017-2018; and an additional cost sharing of 1.25% for FY2018-2019, to CalPERS for a total of 10.5% effective FY2018/2019; and

WHEREAS, Joseph Sbranti has the requisite skills and knowledge to serve the City as City Manager and Executive Director, and has indicated his concurrence in the terms of the extension and modification of the Agreement.

NOW, THEREFORE BE IT RESOLVED by the City Council of the City of Pittsburgh as follows:

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

Section 2. The City Council adopts this Resolution approving the attached amendment to the Agreement between the City of Pittsburg and Joseph Sbranti and authorizing the Mayor to sign the amendment on behalf of the City.

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

PASSED AND ADOPTED by the City Council of the City of Pittsburg at a regular meeting on the 16th day of January 2018, by the following vote:

AYES:

NOES:

ABSTAINED:

ABSENT:

ATTEST:

Dwaine "Pete" Longmire, Mayor

Alice E. Evenson, City Clerk

AMENDMENT #3 TO THE EMPLOYMENT AGREEMENT

THIS AMENDMENT TO THE EMPLOYMENT AGREEMENT, entered into this January 16, 2018 by and between THE CITY OF PITTSBURG, hereinafter called and referred to as "CITY" and Joseph Sbranti, hereinafter called and referred to as "EMPLOYEE."

Amendment to Section 2, Term

CITY and EMPLOYEE agree to amend Section 2, Term, by extending the period thereof from December 31, 2018, to December 31, 2019.

Amendment to Section 5, Compensation

CITY and EMPLOYEE agree to amend Section 5, Compensation, by changing the monthly rate of pay from \$20,714.00 (twenty thousand, seven-hundred fourteen dollars and zero cents) to \$21,480.42 (twenty-one thousand, four-hundred eighty dollars and forty-two cents) effective July 2, 2017.

Effective July 1, 2018, CITY agrees to increase EMPLOYEE's pay for his services rendered hereunder by 2.5%, to a total monthly rate of \$22,017.43 (twenty-two thousand, seventeen dollars and forty-three cents) which sum shall be considered base salary and shall be paid in installments at the same time as other employees of the CITY are paid, and subject to customary withholdings.

In addition, CITY agrees to adjust the base salary and other benefits of EMPLOYEE, subject to the performance evaluation process described in Section 6, Evaluation of Performance, which shall be merit based after July 1, 2018.

Amendment to Section 8, Insurance

CITY shall contribute up to the Kaiser Permanente plan premium rate for each level of benefit. If employee elects to enroll in a medical plan with premium rates higher than the Kaiser Permanente plan, employee shall be required to pay two-thirds (2/3) of the difference in premium rates between the Kaiser Permanente plan and the plan selected by the employee.

Amendment to Section, 10 Vacation, Sick, & Other Benefits

Effective fiscal year 2017/2018, employee shall pay an additional 1.25% from salary (7% employee contribution and 2.25% employer contribution) to CalPERS for a total of 9.25%. Effective fiscal year 2018/2019, employee shall pay an additional 1.25% from salary (7% employee contribution and 3.5% employer contribution) to CalPERS for a total of 10.5%.

Enforceability of Non-Amended Terms and Conditions

Except as expressly set forth in this Amendment, the terms and conditions of the Agreement shall remain in full force and effect. To the extent that this Amendment conflicts with the terms of the Agreement, this Agreement shall control.

IN WITNESS WHEREOF, the parties hereto have hereunto affixed their signatures as of the date and year first above written.

CITY OF PITTSBURG

EMPLOYEE

By _____
Dwaine "Pete" Longmire
Mayor

By _____
Joe Sbranti



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

DATE: 1/3/2018
TO: Mayor and Council Members
FROM: Joe Sbranti, City Manager
SUBJECT: Adoption of a City Council Resolution to Approve Incentive Pay
MEETING DATE: 1/16/2018

EXECUTIVE SUMMARY

The City Manager, upon recommendation from Human Resources and Directors of Community Development and Public Works, recommend a 5% incentive pay for a certificate in Certified Professional in Storm Water Quality or Professional Engineer for the Compliance Principal.

FISCAL IMPACT

The fiscal impact of a 5% incentive pay for Compliance Principal if obtained in February is approximately \$2,740.18 for the remainder of the 17/18 fiscal year.

RECOMMENDATION

The City Council adopt a resolution approving the eligibility of a 5% incentive pay for Certified Professional in Storm Water Quality or Professional Engineer for the Compliance Principal.

BACKGROUND

The City currently pays education incentives of 5% for other certified professionals in Community Development such as engineers and planners. Human Resources and AFSCME Management, Professional, Confidential met and conferred regarding a 5% incentive pay for Certified Professional in Storm Water Quality or Professional Engineer certification for the Compliance Principal. A side letter of agreement was signed on October 17, 2017, by the City and AFSCME Management, Professional, Confidential agreeing to the certification pay.

SUBCOMMITTEE FINDINGS

Not applicable.

STAFF ANALYSIS

In accordance with the City's Personnel Rule 13.1, Salary Plan, the City Council is asked to establish salary ranges. No person may be paid less than the minimum, nor more than the maximum without City Council approval.

ATTACHMENTS: Resolution
Side Letter of Agreement

Report Prepared By: Griselda Clift, Senior Human Resources Analyst

BEFORE THE CITY COUNCIL OF THE CITY OF PITTSBURG

In the Matter of:

Eligibility of 5% Incentive Pay for)
to the Compliance Principal)

RESOLUTION NO. 18-

The Pittsburgh City Council DOES RESOLVE as follows:

WHEREAS, the City and AFSCME Management, Professional, Confidential Unit recommend an eligibility of 5% incentive pay for a Certified Professional in Storm Water Quality or Professional Engineer certificate for the Compliance Principal; and

WHEREAS, Personnel Rule 13.1, Salary Plan, states no person may be paid less than the minimum, nor more than the maximum salary range without the City Council's approval.

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

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

Section 2. The City Council adopt this Resolution to provide a 5% incentive pay to the Compliance Principal for a Certified Professional in Storm Water Quality or Professional Engineer certificate.

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

PASSED AND ADOPTED by the City Council of the City of Pittsburgh at a regular meeting on the 16th day of January 2018 by the following vote:

AYES:

NOES:

ABSTAINED:

ABSENT:

ATTEST:

Dwaine "Pete" Longmire, Mayor

Alice E. Evenson, City Clerk

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

This will confirm an understanding reached between the City of Pittsburg and the American Federation of State, County and Municipal Employees (AFSCME), MPC Unit.

7.4 Professional Certifications

7.4.1a Professional Engineer Certification

A regular full-time employee who is either a Civil Engineer I, Civil Engineer II or Compliance Principal and who possesses a State of California Professional Engineer license shall receive an additional five percent (5%) of base pay for Professional Engineer Certification.

7.4.1b Certified Professional in Storm Water Quality

A regular full-time employee who is a Compliance Principal and who possesses a certification as Certified Professional in Storm Water Quality shall receive an additional five percent (5%) of base pay for Certified Professional in Storm Water Quality (CPSWQ).

The maximum incentive available for Compliance Principal is 5% for Professional Engineer Certification, or Certified Professional in Storm Water Quality certification.

Date: 10/12/17

FOR AFSCME (MPC)

By 
Larry Hendel
Business Agent

FOR CITY OF PITTSBURG

By 
Joe Sbranti
City Manager

By 
Stacy Shell
Director of Human Resources



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

DATE: 1/3/2018

TO: Mayor and Council Members

FROM: Joe Sbranti, City Manager

SUBJECT: Adoption of an Ordinance Amending Title 18 of the Pittsburg Municipal Code Related to the CP District, AP-17-1277 (RZ)

MEETING DATE: 1/16/2018

EXECUTIVE SUMMARY

On December 18, 2017, the City Council held a duly noticed public hearing to consider amendments to Title 18, "Zoning," of the Pittsburg Municipal Code (PMC) to consolidate the CP-1 and CP-2 sub-districts to provide more flexibility related to the allowable uses within the CP (Pedestrian Commercial) District. In addition, the proposal includes amendments to the specific findings necessary for approval of a use permit in the CP District, changes to land use classification definitions, as well as other minor changes intended to ensure consistency throughout Title 18.

FISCAL IMPACT

There would be no negative fiscal impact on the City from the proposed amendments relating to consolidation of the CP-1 and CP-2 sub-districts and other incidental amendments; rather, the proposed amendments would provide more flexibility for new businesses, which should help to fill vacant spaces and generate additional business license and sales tax revenues for the City.

RECOMMENDATION

City Council move to adopt Ordinance No. 17-1439 amending PMC Title 18 related to the CP District.

BACKGROUND

The public hearing for this item was held before the City Council on December 18, 2017. After the close of the public hearing, the Council moved to introduce and waive further reading of Ordinance No. 17-1439, amending PMC Title 18, "Zoning," as it relates to the CP District.

SUBCOMMITTEE FINDINGS

Not applicable.

STAFF ANALYSIS

After introducing an ordinance, the City Council must approve the action by adopting the ordinance by a majority vote at a subsequent meeting. The ordinance becomes effective 30 days after the date of its adoption.

ATTACHMENTS: 1. Proposed Ordinance No.17-1439
2. Exhibit A to Proposed Ordinance No.17-1439

Report Prepared By: Jordan Davis, AICP, Associate Planner

BEFORE THE CITY COUNCIL OF THE CITY OF PITTSBURG

In the Matter of:

Ordinance Amending Title 18 of the)
Pittsburg Municipal Code as it Relates to)
the CP District, AP-17-1277 (RZ))

ORDINANCE NO. 17-1439

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

SECTION 1. Recitals

- A. This is a City-initiated proposal to consider amendments to Title 18, "Zoning," of the Pittsburg Municipal Code (PMC) in order to consolidate the CP-1 and CP-2 sub-districts in order to provide more flexibility related to the allowable uses within the CP (Pedestrian Commercial) District. In addition, the proposal includes amendments to the specific findings necessary for approval of a use permit in the CP District, changes to land use classification definitions, as well as other minor changes intended to ensure consistency throughout Title 18.
- B. The CP District was originally established in 2006 to provide a vibrant, pedestrian-oriented destination area that caters to shoppers and visitors in the downtown commercial core by providing inviting and visually interesting human-scale architecture, pedestrian-friendly storefronts, outdoor dining opportunities, and a limited number of (public) parking facilities (PMC section 18.52.005[B][7]). The vision for the CP District was to have permitted uses on the ground floor along the primary corridor (Railroad Avenue) consist predominantly of pedestrian-oriented retail, entertainment, restaurants, and galleries, with office and residential uses permitted above/behind the ground floor and beyond the primary corridor to increase the downtown population and employment/shopper base without detracting from the ground floor retail synergy desired along Railroad Avenue. As such, the CP-1 and CP-2 sub-districts were established; the CP-1 District generally includes ground floor tenant spaces of buildings within the downtown corridor that maintain frontage along Railroad Avenue, while the CP-2 District includes all other tenant spaces within the CP District.
- C. In 2013, the Land Use Subcommittee began discussing and reviewing potential options for modification of the zoning regulations within the City's downtown core, in order to help decrease commercial vacancies.
- D. On September 18, 2017, the City Council, upon recommendation by the Subcommittee, voted to formally initiate a zoning study to consider a consolidation of the two CP sub-districts in order to provide more flexibility for potential downtown commercial tenants.
- E. On September 19, 2017, the Subcommittee met to review and discuss the potential zoning text amendments. The Subcommittee was provided an initial draft of the proposed amendments for consideration, and voiced general support for the proposal, subject to several minor edits. The modifications requested by the

Subcommittee included: 1) allowing, “animal grooming,” and, “animal hospitals,” subject to a use permit; 2) allowing “bakery, commercial,” uses that maintain a retail component, subject to a use permit; and 3) allowing, “drive-through retail or service,” though prohibiting fast food services, subject to a use permit. Concern regarding allowing, “food and drug processing,” and its potential to allow for marijuana-related businesses, was also raised. Direction was given to staff to proceed with work associated with potential amendments to the PMC, subject to the requested modifications and concerns raised during the meeting.

- F. On October 10, 2017, the Planning Commission conducted a study session to review the first draft of the proposed amendments. The Planning Commission supported the amendments drafted by staff, which included the Subcommittee’s recommendations, as well as minor modifications to the use classification definitions, including: 1) removing the provision allowing 48 hour animal boarding as part of the classification, “Animal grooming”; 2) adding the words, “tattoo and piercing,” to the classification, “Personal Services”; and 3) removing “wholesale bakery” from the classification, “Food and drug processing,” as this was deemed to be repetitive.
- G. On November 14, 2017, the Planning Commission held a public hearing and subsequently adopted Resolution No. 10079, recommending approval of the proposed amendments.
- H. Before adoption of an ordinance, the City Council shall make findings that the proposed regulation is consistent with the policies of the general plan and the notice and hearing provisions of PMC Title 18, in accordance with PMC section 18.48.030.
- I. On or prior to December 8, 2017, notice of the December 18, 2017, public hearing to consider this proposal was posted at City Hall and on the ‘public notices’ page of the City’s website; was delivered to the Pittsburg Library; was published in the local newspaper (East Contra Costa County Times) as a 1/8th page advertisement; and was mailed via first class mail or electronic mail to interested parties and individuals and organizations that requested such notice, in accordance with PMC sections 18.14.010, and Government Code section 65091.
- J. On December 18, 2017, the City Council held a public hearing on the proposed zoning amendments, at which time oral and/or written testimony was considered.

SECTION 2. Findings

- A. Based on the City Council Staff Report entitled, “Introduction and Waive First Reading of an Ordinance Amending Title 18 of the Pittsburg Municipal Code Related to the CP District, AP-17-1277 (RZ),” and based on all the information contained in the Planning Division files, incorporated herein by reference and available for review in the Planning Division located at 65 Civic Avenue in Pittsburg, and based on all written and oral testimony presented at the meeting, the City Council finds that:

1. All recitals above are true and correct and are incorporated herein by reference.
2. The proposed amendments would be consistent with the objectives, policies, general land uses, and programs in the General Plan, as they relate to the downtown. The boundaries of the CP zoning district are located within the “Downtown” subarea, and includes land located within two different General Plan land use categories: Downtown Commercial and Mixed Use. The ‘Downtown Commercial’ land use designation is intended for uses such as retail, restaurants, offices, financial institutions, and other businesses serving the daily needs of downtown residents, while the ‘Mixed Use’ land use designation is intended to allow for greater flexibility of land uses. In addition, General Plan policies 2-P-32, 5-P-3, 5-P-5, 5-P-6, and 5-P-38, all support the proposed amendments, in that they encourage a concentration of commercial and pedestrian-oriented commercial activities in ground-level storefronts within the downtown core.
3. The proposed amendments are compatible with uses and regulations of the land use district for which they are proposed, in that the majority of uses proposed to be permitted within tenant spaces adjacent to Railroad Avenue (in general, the existing CP-1 District) are already allowable uses within separate portions of the same building, and would only be permitted upon the finding that the use would support the goal of creating a vibrant pedestrian activity center in the downtown core. Land use classifications to be added to the list of permitted uses within the CP District which are not currently permitted would be subject to limitations designed to ensure compatibility with the Downtown area, such as size limitations or requirements for onsite retail of goods produced by the business, and a determination the use would support the goal of creating a vibrant pedestrian activity center in the downtown core.
4. There is a community need for the change proposed, in that there are a large number of storefronts in downtown Pittsburg that have been vacant for many years, providing evidence that the retail market in the area is struggling. The increase in major retail bankruptcies in 2017 further indicate that the retail market is struggling on a much larger scale (and not just at the local level). The proposed amendments would eliminate the mapped CP-1 and CP-2 sub-districts in favor of a more “form-based” approach in which tenant space design, size, location, and orientation along the primary downtown corridor would become the predominant factors in determining which uses are allowed downtown, and what potential zoning entitlements must be obtained, thereby furthering the economic development goals without sacrificing the pedestrian-oriented character that is needed for a successful downtown.
5. The proposed amendments would be in conformity with the public convenience, general welfare, and good zoning practice, in that they will help achieve the goal of creating a vibrant, pedestrian-oriented downtown without relying solely on traditional retail activities by placing more of an emphasis on tenant space design, size, location, orientation, and pedestrian interaction along the primary downtown corridor.

SECTION 3. CEQA

This project is exempt from the requirements of the California Environmental Quality Act under the general rule of applicability of the state CEQA Guidelines, section 15061, in that there is no possibility that the activity in question would have a significant negative physical impact on the environment. The amendments proposed are procedural in nature, and the land use classifications that would potentially be permitted within tenant spaces adjacent to Railroad Avenue (in general, the existing CP-1 District) are already allowable uses within separate portions of the same building, and would not result in any new impacts beyond those that could exist without the change, specifically as they may relate to aesthetics, air quality, transportation, noise, hazards, utilities and/or public services. Uses which are not currently allowed within the CP District and are proposed to be added would be subject to approval of a use permit, at which time impacts resulting from the establishment of any potential use would be further reviewed once more details are made available.

The proposed minor edits to the use classification definitions of “Animal grooming,” “Personal Services,” and “Food and drug processing,” would not substantially alter the types of uses classified within these definitions, and would therefore not result in any new impacts beyond those that could exist without the change. The remaining minor changes intended to ensure consistency throughout Title 18 would also not significantly affect the types of uses permitted within any area of the City.

SECTION 4. Decision

Based on the findings and the authority set forth above, the City Council hereby amends the ‘Animal Grooming,’ ‘Personal Services,’ and ‘Food and Drug Processing,’ land use classifications outlined in PMC Chapter 18.08, use permit findings outlined in PMC section 18.16.040, and the Commercial District land use regulations outlined in PMC section 18.52.010 and 18.52.015, all as identified in the attached “Exhibit A.”

SECTION 5. Severability

If any section, subdivision, sentence, clause, phrase or portion of this Ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision, and such holding shall not affect the validity of the remaining portions thereof.

SECTION 6. Effective Date

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

SECTION 7. Publication

The City Clerk shall either (a) have this ordinance published once within 15 days after adoption in a newspaper of general circulation or (b) have a summary of the

ordinance published twice in a newspaper of general circulation, once 5 days before its adoption and again 20 days after its adoption.

The foregoing ordinance was introduced at a meeting of the City Council of the City of Pittsburg held on December 18, 2017, and was adopted and ordered published at a meeting of the City Council held on January 16, 2018, by the following vote:

AYES:

NAYES:

ABSTAIN:

ABSENT:

Dwaine "Pete" Longmire, Mayor

ATTEST:

Alice E. Evenson, City Clerk

Amend PMC Chapter 18.08, Article IV, section 18.08.080(B)(3) and 18.08.080(22); Chapter 18.16, section 18.16.040; and Chapter 18.52, Article I, sections 18.52.010 and 18.52.015, as follows (new text shown in underline font, and text proposed for deletion is shown in ~~strike through font~~):

18.08.080 Commercial use classifications.

...

3. Animal Sales and Services.

...

- b. Animal Grooming. Bathing and trimming services for small animals on a commercial basis. ~~This classification includes boarding of domestic animals for a maximum period of 48 hours.~~

...

- 22. Personal Services. Provision of services and incidental sales of a personal nature. This classification includes barber and beauty shop, tanning salon, watch and jewelry repair, engraver, picture framing, seamstress, tailor, shoe repair shop, dry cleaner, locksmith, portrait studio, film developing, self-service laundry, bicycle repair, tattoo and piercing, and home electronic equipment repair.

18.08.100 Industrial use classifications.

- A. Food and Drug Processing. Establishment engaged in the manufacture, processing, production, or packaging of drugs, beverages, or food products within an enclosed building. This classification includes brewery, bottler, winery, meat processing plant, ~~wholesale bakery~~, candy and dairy product manufacturer, and related activities within an enclosed building, but excludes slaughterhouse, rendering plant, cannery or tannery. Uses in this classification may provide for the incidental onsite tasting or retailing of products.

18.16.040 Specific findings necessary for use permit.

A use permit may be granted only after a determination that the proposed use:

- A. Is in accord with the objective of this title, the purposes of the land use district in which it is located and is appropriate to the specific location;
- B. Is not detrimental to the health, safety, and general welfare of the city;
- C. Will not adversely affect the orderly development of property within the city;
- D. Will not adversely affect the preservation of property values and the protection of the tax base and other substantial revenue sources within the city;
- E. Is consistent with the objectives, policies, general land uses and programs specified in the general plan and applicable specific plan;
- F. Will not create a nuisance or enforcement problem within the neighborhood;
- G. Will not encourage marginal development within the neighborhood;
- H. Will not create a demand for public services within the city beyond that of the ability of the city to meet in the light of taxation and spending restraints imposed by law; ~~and~~
- I. Is consistent with the city’s approved funding priorities; and.
- J. If located within the Pedestrian Commercial (CP) District, will support the goals of creating a vibrant, economically prosperous, visually interesting, and engaging pedestrian oriented atmosphere along the primary downtown corridor.

18.52.010 CO, CN, CC, CS, CSD, CW and CP districts – Land use regulations.

In the following schedule, the letter “P” designates use classifications permitted in commercial districts. The letter “L” designates use classifications subject to certain limitations prescribed by the “Additional Use Regulations” that follow. The letter “U” designates use classifications permitted on approval of a use permit (Chapter 18.28 PMC). The letter “T” designates temporary use classifications permitted on approval of a temporary activity permit. The letter “Z” designates accessory use classifications permitted on approval of the zoning administrator. The symbol (–) under any of the zoning district columns indicates that the use is not allowed in that particular district.

CO, CN, CC, CS, CSD, CW AND CP DISTRICTS – LAND USE REGULATIONS

P = Permitted
 U = Use Permit, Planning Commission
 T = Temporary Activity Permit
 L = Limited (See Additional Use Regulations)
 Z = Use Permit, Zoning Administrator
 – = Not Permitted

USE CLASSIFICATION	CO	CN	CC	CS	CSD	CW	CP
Residential							
Congregate care residential	U	L-108	U	–	–	–	–
Daycare home							
Small	P	P	P	P	P	P	P
Large	Z	Z	Z	Z	Z	Z	Z
Group residential	U	–	–	–	–	–	–
Multifamily residential	L-108	L-108	L-108	L-108	L-108	L-108	L-109
Senior housing	L-108	L-108	L-108	L-108	L-108	L-108	L-109
Supportive housing	L-108	L-108	L-108	L-108	L-108	L-108	L-109
Transitional housing	L-108	L-108	L-108	L-108	L-108	L-108	L-109
Governmental and Quasipublic							
Club and lodge	U	U	U	U	U	U	<u>P</u> , L-110
College, public or private	L-32	L-32	L-32	L-32	L-32	L-32, L-109	L-110 <u>U</u>
Convalescent facility	U	U	–	–	–	–	–
Cultural institution	P	P	P	P	P	P	P
Day care, general	U	U	U	U	U	U	U
Emergency Shelter	-	-	-	L-3	-	-	-
Government office	L-27	L-27	L-27	L-27	L-27	L-27	L-27, L-111 <u>P</u> , L-167
Hospital	U	–	U	U	–	–	–
Maintenance and service facility	–	–	–	L-112	L-112	L-112, L-113	–

Park and recreation facility	L-2	L-2	L-2	L-2	L-2	L-2	L-2
Public parking facility	L-114	L-114	L-114	L-114	L-114	L-114	L-114
Public safety facility	P	P	P	P	P	L-115 <u>P</u>	P, <u>L-115</u>
Public transit terminal	U	U	U	U	U	L-116	-U
Religious assembly	L-117	L-117	L-117	L-117	L-117	L-109, L-117	P, <u>L-110</u>
Residential care, protective	U	U	-	-	-	-	-
School, public or private	L-32	L-32	L-32	L-32	L-32	L-32, L-109	-
Telecommunication facility	P	P	P	P	P	P	P
Utility, minor	P	P	P	P	P	P	P
Yacht club	-	-	-	-	-	U	-
Commercial							
Adult business	-	-	L-4	L-4	-	-	-
Ambulance service	-	-	L-112	P	P	-	-
Animal sales and service							
Animal boarding	-	-	-	U	-	-	-
Animal grooming	U	L-118	L-118	P	P	-	-U, <u>L-168</u>
Animal hospital	U	U	U	U	U	-	-U
Animals-Retail sales	-	P	P	P	P	P	P
Artists' studio	U	P	P	P	P	L-119	L-115, L-120 <u>P, L-169</u>
Bakery, commercial	-	-	L-120 <u>U</u>	U	P	L-119	L-115, L-120 <u>U, L-173</u>
Bank and savings and loan	U	P	P	P	P	P	L-115, L-124a <u>P, L-169</u>

“EXHIBIT A” to Ordinance No. 17-1439

ATM	P	P	P	P	P	P	P
Campground	–	–	–	U	–	U	–
Commercial filming and communications	–	L-122	L-123	L-123	L-123	L-109	<u>P</u> , L-115
Commercial recreation and entertainment							
Within building	L-5	L-5	U	U	U	U	U
Outdoor facility	–	–	U	U	–	U	L-124
Limited	L-6	U	U	U	U	U	U
Drive-through retail or service	–	U	U	U	U	–	<u>–U</u> <u>L-170</u>
Eating and drinking establishment							
Food shop	–	P	P	P	P	P	L-125
Restaurant, full-service	U	P	P	P	P	P	P
Restaurant, self-service	L-7	L-8	L-8	P	P	P	P
Restaurant, take-out	–	P	P	P	P	P	L-115 <u>P</u>
Restaurant with drive-in service	–	–	U	U	U	–	–
Restaurant with full alcoholic service	U	U	U	U	U	U	L-126, L-127
Restaurant with outdoor dining	L-128	L-128	L-128	L-128	L-128	L-128	L-128
Alcoholic beverage establishment	–	U	U	U	U	U	U, L-126
Alcoholic beverage establishment or restaurant with live entertainment	–	U	U	U	U	U	L-129
Food and beverage sales							
Grocery	–	U	U	U	U	U	L-125, L-126
Liquor store	–	U	U	U	U	U	–
Specialty food market	–	P	P	P	P	P	L-125, L-126

“EXHIBIT A” to Ordinance No. 17-1439

Catering service	–	P	P	P	P	–	<u>P</u> , L-130
Funeral and interment services	L-9	–	L-9	L-9	L-9	–	–
Horticulture, limited	–	–	–	–	–	–	–
Laboratory, limited	P	P	P	P	P	L-109	–
Maintenance and repair service	–	–	–	P	P	–	–
Marine facilities and services							
Boat and marine vessel sales and rental		–	U	U	U	P	–
Boat and marine vessel storage		–	–	U	U	L-113	–
Marina	–	–	–	–	–	P	–
Massage therapy services	L-131	L-131	L-131	L-131	L-131	L-131	L-115, L-131 <u>U</u>
Medical services office	P	P	P	P	P	P	L-115, L-132 <u>P</u> , <u>L-169</u>
Office, business and administrative	P	P	P	P	P	P	L-111, L-115, L-132 <u>P</u> , <u>L-174</u>
Personal improvement services	L-117	L-117	L-117	L-117	L-117	L-109, L-117	L-115, <u>P</u> , L-133
Personal services	L-12	P	P	P	P	L-12	<u>P</u> , L-134
Printing and publishing services							
Commercial	–	–	U	P	P	–	<u>U</u> , <u>L-171</u>
Electronic	U	–	P	P	P	–	–
Limited	U	P	P	P	P	P	P

Recycling collection facility							
Reverse vending machine	P	P	P	P	P	P	–
Recycling facility, small	Z	Z	Z	Z	Z	–	–
Recycling facility, large	–	–	U	U	U	–	–
Research and development services	P	–	–	P	P	L-109	–
Retail and wholesale sales							
General merchandise, retail and rental	L-13	P	P	P	P	P	L-135
Home improvement sales and service	–	P	L-136	P	P	–	–
Lumber and building material yard	–	–	–	L-112	L-112	–	–
Nursery	–	L-137	L-137	P	L-137	L-137	–
Mail order or direct selling establishment	–	P	P	P	P	–	–
Pawn shop	–	–	U	U	U	–	–
Retail warehouse	–	–	L-138	U	–	–	–
Secondhand appliance and clothing sales	–	U	U	U	U	L-139	L-139
School, commercial	L-117	L-117	L-117	L-117	L-117	L-109, L-117	L-110 U
Smoke Shop	–	L-165	L-165	L-165	L-165	L-165	L-165
Smoking Lounge	–	L-165	L-165	L-165	L-165	L-165	L-165
Vehicle/equipment sales and service							
Automobile and recreational vehicle repair, major	–	–	–	U	U	–	–
Automobile rental	L-14	L-14	L-14	P	P	L-14	–
Automobile repair, limited	–	–	U	P	P	–	–
Automobile sales	–	U	U	U	U	–	–

Automobile washing	–	–	–	U	U	–	–
Recreational vehicle and mobile home sales	–	–	L-140	U	–	–	–
Service station	–	U	U	U	U	–	–
Vehicle storage	–	–	–	U	–	–	–
Visitor accommodations							
Bed and breakfast inn	U	P	P	–	–	P	U
Hotel	U	–	U	U	U	P	U
Motel	–	–	U	U	U	U	–
Warehousing and storage, limited	–	–	–	U	U	–	–
Industrial							
<u>Food and drug processing</u>	=	=	=	=	=	=	<u>U,</u> <u>L-172</u>
Industrial services							
Boatyard	–	–	–	–	–	L-113	–
Contractor	–	L-141	–	P	P	L-113	–
Equipment sales and rental	–	–	–	U	–	–	–
Manufacturing							
Custom	–	–	–	P	P	L-142	L-115, L-120, L-143 <u>U,</u> <u>L-173</u>
Transportation/distribution							
Commercial/personal transport service	–	–	–	L-112	L-112	L-112, L-113	–
Railroad terminal and switchyard	–	–	–	–	–	U	–
Truck terminal	–	–	–	–	–	L-112, L-113	–
Wharf	–	–	–	–	–	U	–
Wholesaling and storage							
Interior operation	–	–	–	U	U	P	–

With exterior storage	–	–	–	L-112	L-112	L-112, L-113	–
Accessory Uses							
Accessory uses	P	P	P	P	P	P	P
Accessory structures							
Caretaker's quarters	U	U	U	U	U	U	U
Nonresidential accessory structure	P	P	P	P	P	P	T, L-144
Temporary Uses							
Animal show	–	T	T	T	T	T	T
Christmas tree sales	T	T	T	T	T	T	T
Commercial entertainment	–	T	T	T	T	T	T
Commercial filming, limited	T	T	T	T	T	T	T
Farmers' market	–	T	T	T	T	T	T
Holiday boutique	–	P	P	P	P	P	T
Personal property sales	P	P	P	P	P	T	T
Real property sales	P	P	P	P	P	P	P
Religious assembly	–	T	T	T	T	T	T
Retail sales, outdoor	–	T	T	T	T	T	T
Rummage sales	T	T	T	T	T	T	T
Storage, outdoor	–	–	T	T	T	T	–
Trade fair	T	T	T	T	T	T	T

CO, CN, CC, CS, CSD, CW AND CP DISTRICTS – ADDITIONAL USE REGULATIONS

L-2	Publicly owned facilities permitted. Privately owned noncommercial facilities, including swim clubs or tennisclubs, shall be subject to a use permit.
L-3	Permitted subject to the provisions of Chapter 18.84 PMC, Article XVIII, except within overlay districts unless otherwise specified.

L-4	Subject to a use permit, the exterior walls of an adult business must be a minimum of 650 feet from the boundaries of a site occupied by a public or private school, general day care or park and recreation facility use classification, and a minimum of 1,000 feet from the exterior walls of another adult business.
L-5	Limited to tennis/racquetball courts of health/fitness clubs/gyms.
L-6	Limited to live performing arts theaters, subject to a use permit.
L-7	Limited to establishments occupying no more than 1,500 square feet of gross floor area and located within a multi-tenant building, subject to a use permit.
L-8	Use permit required except that establishments occupying tenant space within a multi-tenant building are permitted.
L-9	Limited to mortuaries, subject to a use permit.
L-12	Self-service laundries not permitted.
L-13	Limited to prescription pharmacies, subject to a use permit.
L-14	Use permit required for on-site parking of more than five vehicles for rent, and no on-site maintenance facilities are permitted.
L-27	Use permit required for establishments occupying more than 10,000 square feet of gross floor area or more than 50 percent of the floor area in a shopping center, whichever is less. Use permit required for on-site maintenance or outdoor storage of vehicles.
L-32	Use permit for private institutions; public schools permitted.
L-108	Permitted above or adjacent to ground floor office, restaurant or retail use on the same site, subject to design review. Projects with multifamily residential units above or adjacent to office, restaurant or retail uses on the same site are permitted an increase of up to 0.25 FAR over that allowed in the applicable base district; provided, that the residential floor area comprises no less than 25 percent and no more than 75 percent of the total square footage of building developed on site.
L-109	Permitted above ground floor level only.
L-110	Not permitted in the CP-1 area.* <u>within ground floor tenant spaces adjacent to Railroad Avenue.</u> Conditional use permit required for establishments within a facility capable of accommodating occupancy of 50 or more seated persons, as determined by Uniform Building Code standards. Otherwise, permitted in the CP-2 area.*
L-111	Bail bonds not permitted. Chamber of Commerce and government offices permitted on the ground floor. Real estate offices permitted in the CP-1 area*; provided, that no two real estate offices in the CP-1 area* are within 500 linear feet of each other.

L-112	Permitted; provided, that: (1) vehicles with gross vehicle weight in excess of 15,000 pounds, equipment, supplies or merchandise are stored indoors, or, if stored outdoors, are not visible from public right(s)-of-way by means of screening by a building or an eight-foot-tall masonry wall constructed prior to the establishment of the use, and (2) the city engineer has determined that deliveries to and from the site can be made safely and without disruption of circulation patterns or modification to the existing streets that provide access to the site. Use permit required for any use that does not meet all of these provisions.
L-113	Permitted only on sites located east of Harbor Street. Prohibited elsewhere.
L-114	Permitted when owned and operated by a public agency. All other public parking facilities require a conditional use permit.
L-115	<u>Not Permitted in the CP-2 area within above-ground floor tenant spaces adjacent to Railroad Avenue.</u>
L-116	Limited to ferry terminals, subject to a use permit.
L-117	Use permit required for establishments within a facility capable of accommodating an occupancy of 50 or more seated persons, as determined by Uniform Building Code standards. Otherwise permitted.
L-118	Use permit required for an establishment located in a multi-tenant building.
L-119	Permitted on the ground floor only if the entire storefront, to a minimum depth of 20 feet, is used for retail sales. For a bakery, the first 20 or more feet shall be used primarily for retail sales (i.e., as a counter area, display area, a seating area or general retail sales and display area). For an artist's or similar production studio, the first 20 or more feet shall be used primarily for retail sales and display of merchandise. Permitted, without limitation, above the ground floor.
L-120	Permitted in the CP-1 area* only if the entire storefront, to a minimum depth of 20 feet from the primary street (as determined by the city planner), is used for retail sales. The city planner may grant exceptions when the building is not conducive to the 20-foot requirement; provided, that a substantial amount of retail space, visible from the sidewalk, is provided. Where the preceding cannot be met, L-115 applies.
L-121a	Permitted in the CP-2 area.* Conditional use permit required in the CP-1 area.* In approving the use permit, the planning commission must find that the location of the proposed bank does not impede or discourage the flow of pedestrian traffic.
L-122	Digital imaging, media transfer, editing and similar post-production services permitted. Establishments offering other services require a use permit.
L-123	Indoor filming studios permitted. Use permit required for activities conducted outside of a building, including outdoor filming and outdoor storage.

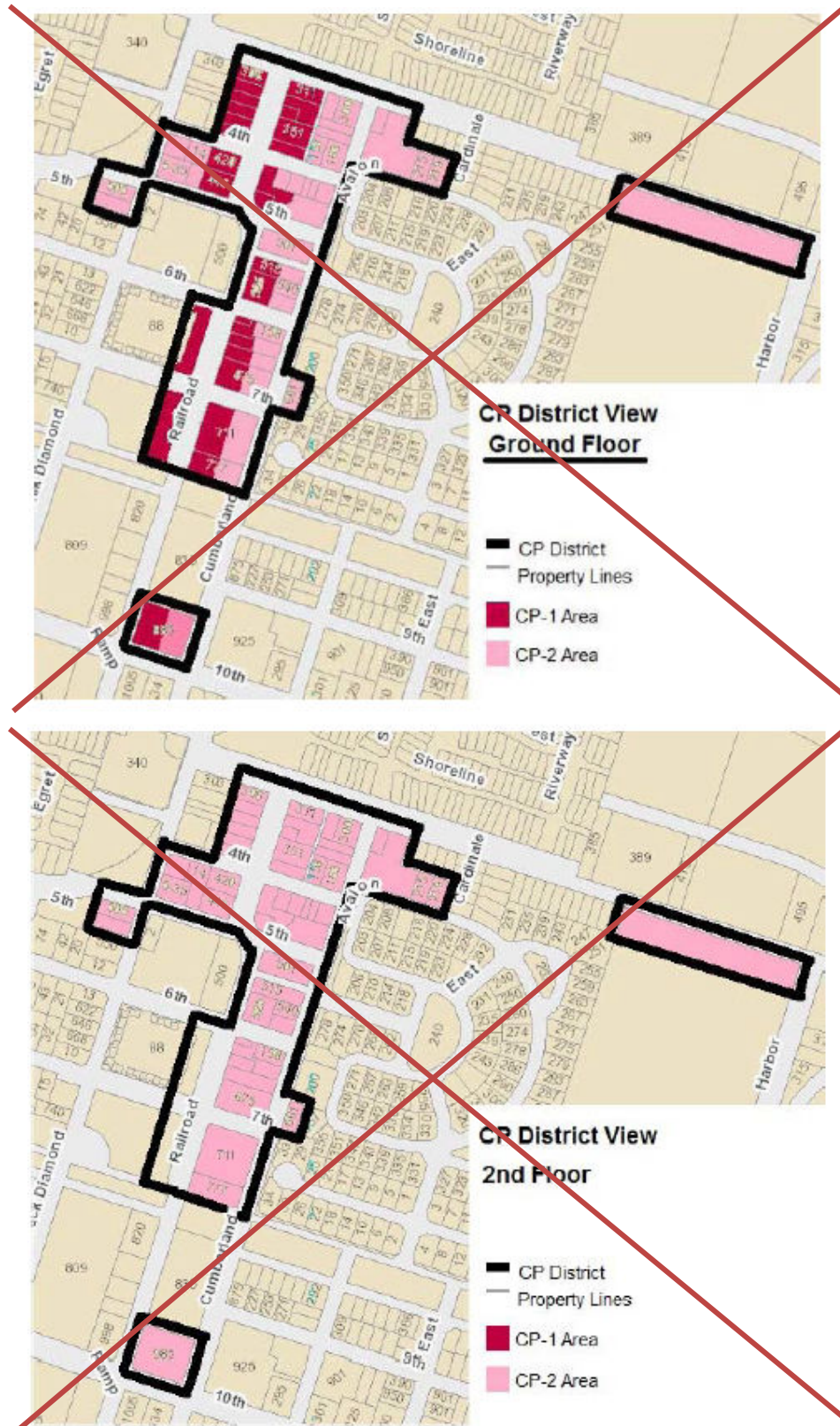
L-124	Use permit or temporary activity permit required. The city planner shall determine which permit is appropriate depending on the specifics of the use.
L-125	Conditional use permit required for establishments occupying more than 2,500 square feet, or for establishments that sell any alcoholic beverages.
L-126	The provision of alcoholic beverages requires a conditional use permit for any restaurant if it will create “undue concentration” as defined in the Alcoholic Beverage Control (ABC) Act under Section 23958.4
L-127	Permitted for full-service restaurants with an active Alcoholic Beverage Control License. The restaurant must be operated and maintained as a bona fide eating place, which requires the actual and substantial sales of meals during the normal hours that they are open, at least five days a week. Actual and substantial food and meal sales must occur on site until at least two hours before closing. Conditional use permit required for self-service restaurants with full alcoholic service.
L-128	An outdoor dining permit is required for all outdoor dining activities.
L-129	Permitted for live or recorded music in full-service and self-service restaurants between the hours of 10:00 a.m. and 10:00 p.m.; provided, that the noise generated is not audible beyond the property line or lease space for the use. When the provisions above are not met, a conditional use permit or temporary activity permit is required.
L-130	Permitted in the CP-1 area* when <u>Must be ancillary to a restaurant use on site, and provided no more than two (2) vehicles “automobiles,” as defined within this code, are may be used to provide the catering service. The two vehicles shall only be noncommercial vehicles. “Noncommercial vehicles” do not include any vehicle larger than a minivan, sports utility vehicle or multipurpose vehicle. If catering is not ancillary to an existing restaurant use on site, L-109 applies and a maximum of two vehicles (may only be noncommercial vehicles) shall be used to provide the catering service. Otherwise, conditional use permit required.</u>
L-131	Permitted only when the person has applied for and obtained a permit pursuant to the requirements of Chapter 5.64 PMC.
L-132	Permitted in the CP-1 area* when ground floor building exterior and the structure itself are not conducive to retail sales or eating and drinking establishments.
L-133	<u>Conditional use permit required for ground floor tenant spaces adjacent to Railroad Avenue. Permitted in CP-2 area.*</u> Driving school classrooms and drivers’ training permitted in the CP-2 area*; <u>provided, that are limited to no more than two training vehicles are used by the business, and those vehicles are must be stored off-street.</u>

L-134	Permitted in CP-2 area.* <u>Conditional use permit required for ground floor tenant spaces adjacent to Railroad Avenue. Self-service laundry not permitted within ground floor tenant spaces adjacent to Railroad Avenue, in the CP-2 area* and only permitted with a conditional use permit in other areas</u> when ancillary to an eating or drinking establishment or indoor commercial entertainment. Self-service laundry prohibited in CP-1 area.*
L-135	Major appliances, hospital and medical supplies and equipment, and automotive parts are not permitted. Furniture sales require a conditional use permit.
L-136	Permitted on sites designated regional commercial in the general plan. Elsewhere, use permit required for establishments occupying more than 75,000 square feet of indoor and outdoor retail space; establishments occupying less than 75,000 square feet of indoor and outdoor retail space are permitted.
L-137	Limited to establishments operating inside of a building.
L-138	Permitted only on sites with a general plan land use designation of regional commercial.
L-139	Limited to clothing consignment stores.
L-140	Limited to sales of recreational vehicles on properties with a general plan land use designation of regional commercial, and subject to a use permit.
L-141	Limited to janitorial and building maintenance services.
L-142	Permitted on sites located east of Harbor Street. Ceramic studio, candle-making and custom jewelry manufacturers are permitted on sites located west of Harbor Street; provided, that the use is located above the ground floor or, if located on the ground floor, that the entire storefront, to a minimum depth of 20 feet, is used for retail sales and display of merchandise.
L-143	Limited to ceramic studio, candle-making, and custom jewelry manufacture.
L-144	Parking structures permitted with design review approval.
L-165	Use permit required. Must be located at least 1,000 feet away from the property line of a school and front door of an existing smoke shop or smoking lounge. Appropriate air filtration systems shall be required for lounges if there are potential impacts to adjacent land uses.
L-166	Conditional use permit required in the CP-1 area.* In approving the use permit, the planning commission must make an additional finding that the use will support the goals of creating a vibrant, economically prosperous, visually interesting, and engaging pedestrian-oriented atmosphere along the primary downtown corridor.

<u>L-167</u>	<u>Conditional use permit required for establishments occupying more than 10,000 square feet of gross floor area and/or for on-site maintenance or outdoor storage of vehicles.</u>
<u>L-168</u>	<u>Permitted. Limited to tenant spaces less than 1,000 square feet.</u>
<u>L-169</u>	<u>Conditional use permit required for ground floor tenant spaces adjacent to Railroad Avenue.</u>
<u>L-170</u>	<u>Limited to parcels maintaining a private surface parking lot. Drive-through entry or exit onto or off of Railroad Avenue is prohibited. Fast food uses prohibited.</u>
<u>L-171</u>	<u>Prohibited within ground floor tenant spaces adjacent to Railroad Avenue.</u>
<u>L-172</u>	<u>Limited to breweries, bottlers, wineries, and candy and/or dairy product manufacturing. Onsite tasting and/or retailing of products required.</u>
<u>L-173</u>	<u>Onsite retailing of products produced by the business required.</u>
<u>L-174</u>	<u>Conditional use permit required for ground floor tenant spaces adjacent to Railroad Avenue. Bail bonds prohibited.</u>

~~* See CP 1 and CP 2 area maps. The CP 1 and CP 2 area boundaries within the CP district are delineated in PMC 18.52.015.~~

~~18.52.015 CP-1 and CP-2 areas within the CP district.~~





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

DATE: 1/5/2018
TO: Mayor and Council Members
FROM: Joe Sbranti, City Manager
SUBJECT: Adoption of a City Council Resolution to Approve the Amended Senior Executive Team Salary and Benefits Schedule
MEETING DATE: 1/16/2018

EXECUTIVE SUMMARY

The City Council is being asked to amend the salary range and benefits schedule for Chief of Police to be consistent with recent increases for other police staff, including the Pittsburg Police Managers' Group and Police Officers' Association and provide for an increase in the cost sharing of the employer contribution to CalPERS.

FISCAL IMPACT

If approved, the amended salary and benefit schedule will result in increased payroll cost of \$11,662 during Fiscal Year 2017/2018 to the City's General Fund (Fund 110).

RECOMMENDATION

City Council adopt the resolution approving amended Senior Executive Team Salary and Benefits Schedule.

BACKGROUND

There are two units covering all at-will and unrepresented employees within the City, the Senior Executive Team and the Management Group. These two unrepresented groups do not traditionally bargain for changes within their respective Salary and Benefits Schedules.

The City Council has previously directed the Human Resources department staff to periodically amend the schedules to provide unrepresented employees with similar salary and benefit changes as those provided to the staffs they manage.

The current Memorandum of Understanding (MOU) between the City and the Pittsburg Police Manager's Group (PMG) went into effect on July 2, 2017, and included the provision

that the findings of a salary survey of local comparable police agencies and internal compaction analysis were to be applied to the first pay period in Fiscal Year 2017/18. The provision set an increase of 3.7 percent based on the average salary findings.

This increase was applied to salaries for Fiscal Year 2017/18. In addition, the MOU also provided a 2.5 percent cost of living adjustment to salaries in Fiscal Years 2018/19 and 2019/20. The amendment includes this salary range adjustment and a CalPERS cost sharing contribution of an additional 1% in July 2017 (totaling 11%), 1% in July 2018 (totaling 12%), and 1% in July 2019 (totaling 13%) for the Chief of Police.

SUBCOMMITTEE FINDINGS

Not applicable.

STAFF ANALYSIS

Historically management classifications have been provided equivalent salary increases as those provided to their subordinate staff. This practice has allowed the City to maintain standard differentials between salaries of executive positions and staff.

The amendment to the Senior Executive Team Salary and Benefit Schedule modifies the salary range and benefits schedule for the Chief of Police for Fiscal Year 2017/18, as reflected in Appendix A to the schedule attached to this report. The proposed salary increase for Fiscal Year 2018/19 is 2.5 percent, with a 2.5 percent cost of living adjustment for 2019/20 also shown on Appendix A. In addition, the amendment includes a CalPERS cost sharing contribution of an additional 1% in July 2017 (totaling 11%), 1% in July 2018 (totaling 12%), and 1% in July 2019 (totaling 13%) for the Chief of Police.

No other position is affected. No other changes are proposed to the salary and benefits schedule.

ATTACHMENTS: Executive Team Salary and Benefits Schedule
Resolution

Report Prepared By: Griselda Clift, Senior Human Resources Analyst

BEFORE THE CITY COUNCIL OF THE CITY OF PITTSBURG

In the Matter of:

Amend the Senior Executive Team)
Salary and Benefits Schedule)

RESOLUTION NO. 18-

The Pittsburgh City Council DOES RESOLVE as follows:

WHEREAS, the City Council wishes to modify the City's Senior Executive Team unrepresented unit to provide to the Chief of Police the same changes provided in wages as represented safety employees from the Police Managers' Group; and

WHEREAS, the Police Managers' Group was provided a salary adjustment based on a salary survey previously negotiated in their current memorandum of understanding to take effect July 2, 2017; and

WHEREAS, the Chief of Police has historically been provided salary adjustments consistent with increases to safety employees in the Police Managers' Group in order to account for any potential salary impact issues between the Chief of Police and his management staff; and

WHEREAS, the amended Senior Executive Team Salary and Benefits Schedule provides adjustments to the Chief of Police salary range to match those provided to Police Captains and increases the Chief of Police cost sharing of the employer contribution to CalPERS.

NOW, THEREFORE BE IT RESOLVED by the City Council of the City of Pittsburgh as follows:

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

Section 2. The City Council amends the Senior Executive Team Salary and Benefits Schedule and adopts the revised schedule (Exhibit A).

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

PASSED AND ADOPTED by the City Council of the City of Pittsburgh at a regular meeting on 16th day of January 2018, by the following vote:

AYES:

NOES:

ABSTAINED:

ABSENT:

ATTEST:

Dwaine "Pete" Longmire, Mayor

Alice E. Evenson, City Clerk

Exhibit A

City of Pittsburgh
Senior Executive Team Salary & Benefits Schedule
Effective July 1, 2015

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1. POSITIONS COVERED

This Booklet includes a summary of benefits for all classifications designated as the City Senior Executive Team. All covered positions are at-will appointments, serving at the pleasure of the City Manager.

Whenever there exists a conflict between this document and an employment contract, if any, then said employment contract shall prevail.

Positions within this unit include:

Assistant City Manager
Chief of Police
Director of Community Development
Director of Community Services
Director of Finance
Director of Human Resources
Director of Public Works
Director of Records and Council Services

2. SALARIES

Salary ranges for covered positions shall be as set forth in Appendix A, which is attached hereto and made a part hereof.

In accordance with Personnel Rule 12.1, Salary Plan, no person may be paid less than the minimum, nor more than the maximum of the salary range for the class in which employed. Further, because the Senior Executive Team has a salary range, and not salary steps, no person's salary automatically changes when the salary range changes. Advancement within a salary range is based on performance and requires the approval of the City Manager.

2.1 Winter Closure

Beginning July 5, 2015, the City shall implement a winter closure in each fiscal year. The Winter Closure shall take place sometime during the period of December 1 and January 31 of each fiscal year, and shall consist of forty (40) hours of time off during that time frame. The City shall determine the actual winter closure schedule for each employee in the unit based on the service needs of their department. This winter closure shall become the status quo. All positions within this unit, with the exception of the Chief of Police, will be required to use vacation, vacation reserve, or administrative leave banks to supplement their pay during the Winter Closure.

With the exception of the Chief of Police, an employee who is called in to work on an unplanned or emergency basis during his or her scheduled winter closure time shall be paid straight-time pay for any work performed.

3. BENEFITS

3.1 Medical

The City will provide a medical insurance plan through Kaiser Permanente, and will make every reasonable effort to maintain a second option through a Non-Kaiser HMO plan that allows members to choose their physician based on that physician's ability to accept coverage through said plan. Additionally, the City will explore providing multiple co-pay options.

Effective January 1, 2015 the City's contribution for a full-time employee and his/her eligible dependents for each level of benefit (single, dual, and family) Kaiser Permanente medical insurance shall be set at:

Employee only (single)	\$708.91 per month
Employee plus one (dual)	\$1,417.87 per month
Employee plus two or more (family)	\$2,006.32 per month

Effective January 1, 2016 the City's contribution for a full-time employee and his/her eligible dependents for each level of benefit (single, dual, and family) for Kaiser Permanente medical insurance shall be set at:

Employee only (single)	\$751.44 per month
Employee plus one (dual)	\$1,502.94 per month
Employee plus two or more (family)	\$2,126.70 per month

Effective January 1, 2017 the City's contribution for a full-time employee and his/her eligible dependents for each level of benefit (single, dual, and family) for Kaiser Permanente medical insurance shall be set at ninety-nine-percent (99%) of the actual premium costs. Employees will be responsible for one-percent (1%) of actual premium costs for the Kaiser Plan.

Effective January 1, 2018 the City's contribution for a full-time employee and his/her eligible dependents for each level of benefit (single, dual, and family) for Kaiser Permanente medical insurance shall be set at ninety-eight-point-five percent (98.5%) of the actual premium costs. Employees will be responsible for one-point-five-percent (1.5%) of actual premium costs for the Kaiser Plan.

City's contribution toward Non-Kaiser HMO Plan Option

In so long as the City maintains the ability to provide a Non-Kaiser HMO Plan option, the City shall provide:

Effective January 1, 2015 the City's contribution for a full-time employee and his/her eligible dependents for each level of benefit (single, dual, and family) Non-Kaiser HMO Plan medical insurance shall be set at:

Employee only (single)	\$791.27 per month
Employee plus one (dual)	\$1,582.51 per month
Employee plus two or more (family)	\$2,239.27 per month

Effective January 1, 2016 the City's contribution for a full-time employee and his/her eligible dependents for each level of benefit (single, dual, and family) for Non-Kaiser HMO Plan medical insurance shall be set at:

Employee only (single)	\$838.75 per month
Employee plus one (dual)	\$1,677.46 per month
Employee plus two or more (family)	\$2,373.63 per month

Effective January 1, 2017 the City's contribution for a full-time employee and his/her eligible dependents for each level of benefit (single, dual, and family) for Non-Kaiser HMO Plan medical insurance shall be set at:

Employee only (single)	\$893.26 per month
Employee plus one (dual)	\$1,786.50 per month
Employee plus two or more (family)	\$2,527.91 per month

Effective January 1, 2018 the City's contribution for a full-time employee and his/her eligible dependents for each level of benefit (single, dual, and family) for Non-Kaiser HMO Plan medical insurance shall be set at:

Employee only (single)	\$955.79 per month
Employee plus one (dual)	\$1,911.55 per month
Employee plus two or more (family)	\$2,704.87 per month

City's contribution toward regular part-time employees

Employees working a minimum of one thousand (1,000) hours per fiscal year, but working less than full-time, and their eligible dependents, shall receive pro-rata medical benefits based on scheduled work hours. The remaining medical premium shall be deducted from the employee's paycheck. The City's contribution rate will be the above rate regardless of which of the City's group health plans (Kaiser or Non-Kaiser HMO Plan) employees and their dependents participate in.

3.1(a) Exclusions

Health benefits provided to the Chief of Police shall be consistent with the Chief of Police's contract.

3.2 Retiree Medical – hired before September 15, 2007

A. Effective January 1, 2012 and only for those regular employees hired before January 1, 2012 the City provides contribution/reimbursement toward retiree medical insurance as provided below:

1. Retired employee with a minimum of fifteen (15) but fewer than twenty (20) years of full-time regular City service shall receive the lesser of his/her actual premium amount or fifty percent (50%) of

the active employee Kaiser premium per month for the retiree only;
or

2. Retired employee with a minimum of twenty (20) but fewer than twenty-five (25) years of full-time regular City service shall receive the lesser of his/her actual premium amount or seventy-five percent (75%) of the active employee Kaiser premium per month for the retiree only; or
3. Retired employee with a minimum of twenty-five (25) years of full-time regular City service shall receive the lesser of his/her actual premium amount or one hundred percent (100%) of the active employee Kaiser premium (retiree only or retiree and spouse, whichever is applicable) per month for the retiree and retiree's spouse.
4. Within the confines of Retiree Medical Insurance, the term "full-time regular City service" shall also include hourly service for those full-time employees who transitioned from hourly status to regular status during the period of 1994 through 1998.
5. A retired employee's spouse (spouse at time of retirement only) who receives no City contribution for spousal health insurance is eligible to participate in the City's offered retiree health insurance program; provided, however, that the retired employee and spouse agree to fully pay the monthly premium plus an additional two percent (2%) of the monthly premium as a City administrative fee.
6. The City's contribution toward retiree health insurance, and the retiree and/or retiree's spouse's participation in the City's offered retiree health insurance, shall end at the end of the month following the retired employee's sixty-fifth (65th) birthday. In the event the retiree passed away before his/her sixty-fifth (65th) birthday then the City's contribution toward the surviving spouse's monthly premium shall continue until the end of the month following what would have been the retired employee's sixty-fifth (65th) birthday.
7. Exclusions – The benefits described above shall apply to all current and future retirees except for the following exclusions:
 - a. Retirees who do not retire directly from City service; or
 - b. Retirees and their spouses who are included in the Pittsburgh Municipal Employees Retirement System of 1948; or
 - c. Spouses of deceased retirees who remarry an individual not eligible for benefits under this provision; or
 - d. Retirees who fail to comply with any requirements as described in 'verifications'; or

- e. Spousal benefits described in this provision shall only apply to the spouse married to the retiree at the time of retirement. Spousal benefits cannot be acquired after retirement nor can they be transferred to a different spouse as in the case of death or divorce and remarriage; or
- 8. Verification – Retired employees who do not purchase medical insurance plan made available to retired employees/spouses by the City must submit annually proof of medical insurance. Retired employees and spouses of deceased employees must submit annually verification, on a form furnished by City, of continued eligibility.
- B. Employees hired on or after January 1, 2012 will be provided a Retirement Health Savings (RHS) plan, to which the City and Employee shall both contribute \$75 per month. Participation in the plan is required by the employee;

3.3 Dental

The City contributes one hundred percent (100%) of the dental insurance premium for a full-time employee and his/her eligible dependents.

Employees working a minimum of one thousand (1,000) hours per fiscal year, but working less than full-time, and their eligible dependents, shall receive pro-rata medical benefits based on scheduled work hours. The remaining medical premium shall be deducted from the employee's paycheck.

3.4 Medical and/or Dental Alternative

An employee eligible for the City's sponsored medical insurance and who opts to waive participation because the employee has provided documentation verifying that they are receiving medical insurance coverage from a source other than the City shall have a City monthly contribution of either two-hundred (\$200) for single coverage, three-hundred (\$300) for dual coverage or five-hundred dollars (\$500) for family coverage.

An employee eligible for the City's sponsored dental insurance and who opts to waive participation because the employee has provided documentation verifying that they are receiving dental insurance coverage from a source other than the City shall have a City monthly contribution of twenty-five dollars (\$25.00).

A regular part-time employee represented by this bargaining unit and who elects either the medical alternative and/or dental alternative shall receive one-half (1/2) of the monthly contribution provided to a full-time employee.

3.5 Flexible Benefits Plan

The City offers an Internal Revenue Code Section 125 Plan that contains the components of premium conversion, health care reimbursement account, and dependent care reimbursement account. Employee participation is on an optional basis. There is no City contribution toward this plan, although the City shall provide and pay all costs of administering the plan.

3.6 Life Insurance

The City provides, at its expense, a Life Insurance/Accidental Death & Dismemberment policy for each employee at the coverage amount of 1½ times their annual salary to a maximum benefit of two hundred fifty thousand dollars (\$250,000).

3.7 Long-Term Disability

The City provides, at its expense, long-term disability benefits for covered positions. This plan provides a benefit of 60% of the monthly salary to a maximum salary of fifteen thousand dollars (\$15,000) a month to a maximum benefit of nine thousand dollars (\$9,000) a month, after a one hundred eighty (180) day waiting period.

3.8 Deferred Compensation

Effective October 7, 2007 the City will make a “matching” contribution to the 457 deferred compensation plan for participating regular full-time employees up to a maximum of one-hundred dollars and zero cents (\$100.00) per month. The City will make a “matching” contribution to the 457 deferred compensation plan for participating regular part-time employees up to a maximum of fifty dollars and zero cents (\$50.00) per month.

3.9 Retirement

All current and new employees will be covered by the Public Employees’ Retirement System (PERS) plans in accordance with the California Public Employees’ Pension Reform Act of 2013 (PEPRA).

- A. For all represented employees hired by the City of Pittsburg before July 10, 2011 and enrolled in the City’s non-safety PERS benefit with an effective date before July 10, 2011 the employee shall be covered by a pension program provided by the State of California Public Employees’ Retirement System (PERS) to the City through a contract. This system, known as the 2% at 55 formula, is described periodically in brochures distributed by PERS.

The City agrees to provide PERS retirement benefits and maintain the following enhancements to the basic PERS 2% at 55 formula:

- a. One Year Final Compensation (Section 20042)
- b. Annual Cost-of-Living Increase at 3% (Section 21335)
- c. Military Service Credit as Public Service (Section 21024)

- d. Credit for Unused Sick Leave (Section 20965)
 - e. EPMC as Additional Compensation (Section 20691)
- B. For all represented employees hired by the City of Pittsburg on or following July 10, 2011 and enrolled in the City's non-safety PERS benefit with an effective date of July 10, 2011 or later the employee shall be covered by a pension program provided by the State of California Public Employees' Retirement System (PERS) to the City through a contract under the 2% at 60 formula, based on the average monthly pay over a thirty-six month period ("3 year average") with a 2% annual cost-of-living increase and as is described periodically in brochures distributed by PERS. The City agrees to provide and maintain the following enhancements to the basic PERS 2% at 60 formula:
- a) Military Service Credit as Public Service (Section 21024)
 - b) Credit for Unused Sick Leave (Section 20965)
 - c) EPMC as Additional Compensation (Section 20691)

Employees enrolled in the 2% at 55 formula or the 2% at 60 formula shall contribute the entire seven percent (7%) employee share.

- C. For all represented employees hired on or after January 1, 2013, who are considered "new members" under California Government Code Section 7522.04(f) shall be in the 2% at 62 CalPERS retirement formula described in Government Code Section 7522.20(a). In addition, "new members" shall be subject to the equal sharing and contribution requirements in Section 7522.30(a) and (c) and shall pay at least 50% of the normal costs.

Effective for Fiscal Year 2017/18 and implemented on July 2, 2017 all employees within the unit except for the Chief of Police will contribute an additional 1% of salary towards pension costs.

Effective July 1, 2016, the Chief of Police will contribute an additional 1% of salary towards pension costs for a total of 10% contribution of salary. Effective July 2, 2017, the Chief of Police will contribute an additional 1% for a total of 11% contribution of salary. Effective July 1, 2018, the Chief of Police will contribute an additional 1% of salary towards pension costs for a total of 12% contribution of salary. Effective July 14, 2019, the Chief of Police will contribute an additional 1% of salary towards pension cost for a total of 13% contribution of salary.

3.10 Social Security

All non-safety employees shall have coverage under Federal Social Security in accordance with the provisions of law. This program requires contributions by both the employee and the employer in accordance with schedules provided by the Federal Government.

3.11 Education Reimbursement

When, in the opinion of the City Manager, a training course to be taken by an employee will be of benefit to the City, the City Manager may authorize payment by the City of 100% of tuition charges, fees, the cost of textbooks and supplies or twenty four hundred dollars (\$2400), whichever is lower, each calendar year the employee is enrolled in approved training.

Additionally, the City will reimburse 50% of the direct cost of tuition, books, and supplies, or three hundred dollars (\$300), whichever is lower, annually for approved direct costs between \$2400 and \$3000.

Reimbursement of costs associated with training/education will only be made if the employee receives a letter grade of "C", or better or in cases of courses offered as pass/fail, a grade of pass.

Costs for education reimbursement come from each individual departmental budget.

3.12 Employee Assistance Program

The City contracts and pays for an employee assistance program providing each employee and their household members with up to eight (8) visits per incident per year.

3.13 Professional Association Dues

The City pays for membership dues in applicable professional associations, subject to approval of the City Manager.

3.14 Service Awards

A regular full-time employee shall receive in December, if currently employed, service award pay based upon his/her total years of continuous City service, based on the following timetable and amounts:

<u>Years of City Service</u>	<u>Service Award Amount</u>
10 years	\$200
15 years	\$300
20 years	\$400
25 years	\$500
30 years	\$600
35 years	\$700
40 years	\$800
45 years	\$900

3.15 Uniform Allowance

The Chief of Police receives a uniform allowance in accordance with that provided to the members of the Police Managers Group.

4. LEAVES

4.1 Administrative Leave

Exempt employees receive a maximum of ninety-six (96) hours Administrative Leave each calendar year. Said hours are credited to the employee's Administrative Leave time bank each January 1st such that the January 1st balance is exactly ninety-six (96) hours. This benefit is made available on a "use or lose" basis and as such may not be carried from one calendar year to the next. All requests for Administrative Leave are to be reviewed and approved by the City Manager.

4.2 Vacation Accrual & Usage

4.2.1 Accruals

The vacation accrual rate shall be:

Years of Continuous

Public Sector Service	Accrual Rate
0-5 Years	Accrue 4.00 hours per pay period (13 days)
6-10 Years	Accrue 5.54 hours per pay period (18 days)
11 Years	Accrue 5.85 hours per pay period (19 days)
12 Years	Accrue 6.15 hours per pay period (20 days)
13 Years	Accrue 6.47 hours per pay period (21 days)
14 Years	Accrue 6.77 hours per pay period (22 days)
15-19 Years	Accrue 7.08 hours per pay period (23 days)
20 and more years	Accrue 8.62 hours per pay period (28 days)

4.2.2 Use of Vacation

Vacation shall be taken at such time as is mutually convenient for the department and the employee.

1. Maximum Accumulation: The maximum accrual allowed is two times annual accrual to a maximum of 380 hours. Accruals will be monitored by the Finance Department. Once the maximum accrual has been reached, an employee will not accrue additional vacation until his/her accrual balance is reduced, by either use or buyback.
2. Double Compensation Prohibited: Employees shall not work for the City during their vacation.

4.2.3 Minimum Use

Employees must use a minimum of 40 hours of vacation per year. Any exception to this rule must be approved by the City Manager to be eligible for vacation buyback.

4.2.4 Vacation Buyback

Employees may receive vacation pay in lieu of paid time-off. Buyback shall only be made at the request of the employee and upon the approval of the City Manager. Approvals will be granted if it is determined that "buyback" will result in increased cost-effectiveness and efficiency to the

City as determined by the City Manager. Employees are only eligible for one such approval in a 12 month period and only one buyback per fiscal year. Each vacation buyback shall be limited to a maximum of 40 hours and will be at the employee's regular rate of pay. Vacation hours bought back shall be paid at the employee's normal hourly rate of pay at the time of the buyback, excluding any enhancements such as out of class pay.

Effective July 1, 2014 the total City-wide allocation for the buyback program will be \$160,000 per fiscal year. The City shall establish an annual window period for the receipt of vacation buyback requests (November 1 – 21). At the conclusion of the window period, the City will tabulate the total dollar value of the buyback requests. If the total dollar value is less than or equal to \$160,000 employee will receive, upon the City Manager's approval, payment as noted above. If the total dollar value of the requests exceeds \$160,000, request hours will be pro-rated and employees paid accordingly. (Payment shall be made with the first paycheck of December.) Should this occur, employee will be credited with vacation hours in excess of those hours determined eligible for the buyback program.

4.2.5 Vacation Conversion to 401(a) Contribution

Employees within this bargaining unit will convert an equal dollar amount of vacation towards a contribution to a 401(a) plan. All members of this bargaining unit will be required to contribute an amount equal to eighty (80) hours of vacation for the lowest paid member of the unit. Employees with a higher hourly rate will convert however many hours that equate to the same dollar amount as 80 hours for the lowest paid member.

4.2.6 Holidays Falling During Vacations

When a day designated and observed by the City as a holiday occurs on a day on which an employee is taking vacation, such employee shall not be charged as using vacation for that day. The employee's compensation for that day shall be holiday and shall not be paid or charged as vacation.

4.3 Sick Leave Accrual & Usage

4.3.1 Definitions

"Sick leave" shall apply only to instances wherein an employee, because of sickness or injury, is unable to perform their regular duties.

4.3.2 Limitations

Sick leave with pay shall be granted to all employees as provided for below. Sick leave may be used for sickness or injury arising out of an employee's work for the City, as well as for sickness or injuries which are not work connected. Sick leave shall not be considered as a right which an employee may use at their discretion, but shall be allowed only in case of necessity and actual personal sickness, disability; provided, however, that any employee who engages in any gainful business or employment while on sick leave shall be subject to dismissal. Provided further, that

sick leave may not be used if the sickness or injury results from an employee's outside employment.

4.3.3 Accruals

Regular full-time employees shall accrue sick leave at the rate of eight (8) hours per month.

Regular part-time employees shall accrue sick leave in the amount proportionate to the ratio of scheduled hours of work per week to the standard work week, but in no case shall the number of sick leave hours accrued each month exceed eight (8).

4.3.4 Unused Sick Leave

Unused sick leave may be accumulated. There are no maximum accrual limits for sick leave. No payment shall be made for accumulated sick leave at the time of separation from employment. Upon retirement, unused sick leave is converted to service credit.

4.3.5 Sick Leave Incentive

Employees who use no sick leave in any fiscal quarter shall have four (4) hours credited towards vacation with a maximum accrual during any one (1) year to be sixteen (16) hours.

4.3.6 Verifications

Sick leave for consecutive periods of time exceeding three working days will be allowed only upon presentation to the employee's supervisor of a certificate from a licensed physician stating the nature of the illness and acknowledging the employee's inability to work for the period involved.

Notwithstanding the above language, an employee who has been on sick leave for less than three working days may be required to present medical verification of their sickness in the event that the supervisor demonstrates that the employee has a demonstrated pattern of possible sick leave abuse, which includes the use of numerous sick days in conjunction with days off, or establishes that the employee has used a disproportionate number of sick days in comparison to other similarly situated employees, and said illnesses/injuries do not appear to be job-related.

4.3.7 Notifications

Employees must notify their supervisor prior to the beginning of any working shift at which they will not report for work and for which they desire to use sick leave.

4.3.8 Compensation

Full pay and allowances will accrue to employees during periods of authorized sick leave.

4.3.9 Unearned Sick Leave

Employees may not "borrow" on unearned sick leave.

4.4 Personal Necessity Leave

Employees may use a maximum of 32 hours of accrued sick leave per calendar year for reasons of personal necessity. For purposes of this section, personal necessity shall mean the employee requests leave from their work to attend to personal business that cannot be dispensed with off duty. Personal necessity leave is to be requested in advance and shall be reviewed and (dis)approved by the City Manager. Personal necessity leave is considered use of sick leave.

4.5 Holidays/Holiday Pay/Floating Holidays

All employees shall be entitled to the following paid holidays each year:

1. January 1st – New Year's Day
2. Third Monday in January – Martin Luther King
3. February 12th – Lincoln's Day
4. Third Monday in February – Washington's Day
5. March 31st – Cesar Chavez Day
6. Last Monday in May – Memorial Day
7. July 4th – Independence Day
8. First Monday in September – Labor Day
9. Second Monday in October – Columbus Day
10. November 11th – Veteran's Day
11. Fourth Thursday in November – Thanksgiving Day
12. Day Following Thanksgiving – Friday following Thanksgiving
13. December 25th – Christmas Day
14. Sixteen (16) hours of floating holiday.

Holidays falling on a Saturday will be observed on the preceding Friday. Holidays falling on a Sunday will be observed on the following Monday. Holidays falling during the week will be observed on the actual day.

4.6 Catastrophic Leave

The Catastrophic Leave Program is designed to assist employees who have exhausted paid time credits due to an employee's or their immediate family member's serious or catastrophic illness or injury. This program allows other employees to donate time to the affected employee so that he/she can remain in a paid status for a longer period of time, thus partially reducing the financial impact of the illness or injury.

4.6.1 Definitions

1. Catastrophic Illness or Injury – A medically certified illness, injury impairment, physical or mental condition of an employee or an employee's immediate family member that prevents an employee from returning to work for a period of thirty (30) calendar days or more.

The term “immediate family member” shall mean spouse or domestic partner, child, stepchild, adopted or foster child, parent or parent-in-law.

2. Leave to be donated – Vacation or sick leave.

4.6.2 Eligibility

1. Donors
 - a. Only regular employees are eligible to donate accrued vacation or sick leave.
 - b. Donating employees may not reduce their balance of earned vacation or sick leave below forty (40) hours by reason of such donation.
2. Recipients
 - a. Only regular employees may participate in the Catastrophic Leave program.
 - b. Certification from a physician that the illness/injury will preclude the employee from returning to work for at least thirty (30) calendar days must be submitted to the Human Resources Department with the application.
 - c. All accumulated time, sick leave, vacation time and administrative leave must have been exhausted.
 - d. A request for a leave of absence without pay for medical reasons has been submitted and approved.
 - e. Request for participation in the program shall be made on an Application for Catastrophic Leave Program form (available in Human Resources).

4.6.3 Procedures

1. Donations must be a minimum of one day at a time and submitted on the appropriate donation form.
2. Time donated will be converted from the type of time donated to sick leave and credited to the recipient employee's sick leave balance on an hour-for-hour basis and shall be paid at the rate of pay of the recipient employee.
3. Donations, once made, are irrevocable.
4. Any period of donated leave may be counted as Family and Medical Leave time.
5. Employees may not remain on catastrophic leave or receive leave donations for a continuous period exceeding six (6) calendar months.
6. Verification of catastrophic illness must be submitted by a licensed physician to Human Resources.
7. Employees are eligible for this benefit only once during their employment with the City.
8. Employees must have accumulated a minimum of 120 hours of sick leave or 80 hours of vacation time before a donation can be made.

4.7 Bereavement Leave

Employees shall be entitled to three (3) working days off with pay whenever there is a death in their immediate family. For purposes of this section, the immediate family shall consist of spouse, domestic partner, children, parents, grandparents, grandchildren, brothers, sisters, step-children, step-parents, half-brothers, half-sisters, fathers-in-law and mothers-in-law.

Time off for funerals or bereavement leave must be taken within six (6) months of the death of the immediate family member. In the event an employee desires to take additional time off with pay in excess of that provided for a death in the immediate family, or in the event the employee desires to attend the actual funeral or service of active or retired City officials, employees, or other family members not covered in this section, and if the employee has unused vacation or sick leave, the employee may take such additional time off or, the time necessary to attend such funeral, and charge it against his/her unused vacation, compensatory time, and/or sick leave.

4.8 Compensation (Workers' Comp Salary Continuation) Leave

Employees are covered by Workers' Compensation benefits pursuant to the statutes of the State of California. For non-safety employees, over and above the Workers' Compensation statutory benefits, the City shall pay full salary on the first day of work loss due to an on-the-job injury/illness and will continue to provide said benefits through the employees' 60th calendar day of work loss. After the 60th calendar day, benefits shall be paid pursuant to the statutes of the State of California.

4.9 Leave without Pay

Employees may receive authorization for an unpaid leave of absence for up to six (6) months, with the approval of the City Manager.

5. STANDARD HOURS OF WORK & OVERTIME

The City has determined that all classifications within this unit are exempt and are therefore not eligible for overtime in accordance with Title 29, Part 541 of the Code of Federal Regulations, FLSA.

During a labor dispute, a natural or war-caused disaster, or other emergency situation, the City Council, by motion, or the City Manager may authorize overtime pay for members of this unit who are customarily not entitled thereto. The City's standard work week is forty (40) hours.

Appendix A.

A. FY 2015-16 monthly full-time salary ranges are:

Position	Minimum	Maximum
Assistant City Manager	12,974	16,557
Chief of Police	13,259	16,761
Director of Community Development/City Engineer	11,538	15,768
Director of Records and Council Services	9,044	10,993

B. FY 2016-17 monthly full-time salary ranges are:

Position	Minimum	Maximum
Assistant City Manager	13493	17219
Chief of Police	13,789	17,431
Director of Community Development/City Engineer	12000	16399
Director of Records and Council Services	9406	11433

C. FY 2017-18 monthly full-time salary ranges are:

Position	Minimum	Maximum
Assistant City Manager	14,033	17,908
Chief of Police	14,299	18,076
Director of Community Development	12,000	15,168
Director of Community Services	12,000	15,168
Director of Finance	12,000	15,168
Director of Human Resources	12,000	15,168
Director of Public Works	12,968	15,764
Director of Records and Council Services	9,782	11,890

D. FY 2018-19 monthly full-time salary range:

Position	Minimum	Maximum
Chief of Police	14,656	18,528

E. FY 2019-20 monthly full-time salary range:

Position	Minimum	Maximum
Chief of Police	15,022	18,991

A. Whenever an individual is employed in a listed classification with a monthly salary listed, at less than full-time, then said employee shall receive a pro-rata equivalent of the stated monthly salary.



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

DATE: 1/8/2018
TO: Mayor and Council Members
FROM: Joe Sbranti, City Manager
SUBJECT: Adoption of a City Council Resolution to Establish the Seasonal Salary Schedule Due to the State Minimum Wage Increase
MEETING DATE: 1/16/2018

EXECUTIVE SUMMARY

Effective January 1, 2018, the California minimum wage increased to \$11.00 per hour. As the seasonal salary schedule presently has wages at \$10.50 per hour, the City is required to increase the salaries affected by the State's new minimum wage.

FISCAL IMPACT

The fiscal impact for the remainder of FY2017/18 is estimated to be \$5,152.56 based on nine employees who are eligible to work a maximum of 999 hours per fiscal year.

RECOMMENDATION

The City Council adopt a resolution amending the seasonal salary schedules through 2020.

BACKGROUND

The State's minimum wage increased to \$11.00 per hour effective January 1, 2018. The City is required to pay employees an hourly wage that is at, or above, the minimum wage. Additionally, the State's minimum wage will continue to increase by a dollar every year through 2022 when it reaches \$15.00 per hour.

SUBCOMMITTEE FINDINGS

Not applicable.

STAFF ANALYSIS

The current seasonal employee salary schedule includes some hourly steps which are less than the state minimum wage as of January 1, 2018.

The increase due to the minimum wage law has an impact on our seasonal classifications of High School Intern, Maintenance Helper, and Recreation Leader I/II. The City does not currently have any active High School Interns or Maintenance Helpers. However, the increase will have an impact on the Recreation Leader I (lifeguards, park aides, swim aides, and youth activity leaders). The Recreation Department currently has nine active Recreation Leaders whose hourly rate will increase from \$10.50 to \$11.00 per hour. The Recreation Leaders work approximately 142 hours between April and October. However, these employees may work up to a maximum of 999 hours per fiscal year.

The salary range for the three seasonal classifications is currently \$10.50 per hour and the new range for the classifications will be \$11.00 per hour. Other recommended changes to the salary schedule were based on a salary survey of comparable agencies with similar positions. Additional hourly steps were added to the Maintenance Aide and Intern (college level) as the hourly rates were lower than the average of comparable cities. The new maximum hourly rate for Intern (college) is \$16.50 (currently \$15.00) and Maintenance Aide is \$18.76 (currently \$15.25). The increases will provide supervisors more flexibility and decrease the wage gap between the seasonal Maintenance Aide classification and regular Maintenance Assistant classification. Staff also recommends the attached seasonal salary schedules through 2020 be approved. The salary schedule for 2018 should be effective December 31, 2017, the beginning of the pay period.

Personnel Rule 13.1 Salary Plan: Salary ranges are set for each class by the City Council. No person may be paid less than the minimum, nor more than the maximum of the salary range established for the class in which employed. No change in the salary range of a class may be made without City Council approval.

ATTACHMENTS: Resolution
Exhibit A - Seasonal Salary Schedules

Report Prepared By: Griselda Clift, Senior Human Resources Analyst

BEFORE THE CITY COUNCIL OF THE CITY OF PITTSBURG

In the Matter of:

Amending the Seasonal Salary Schedule	)	
Due to an Increase in the State of California	)	Resolution No. 18-
<u>Minimum Wage Law</u>	)	

The Pittsburg City Council DOES RESOLVE as follows:

WHEREAS, the State of California minimum wage increased from \$10.50 per hour to \$11.00 per hour effective January 1, 2018; will increase \$12.00 per hour effective January 1, 2019 and \$13.00 per hour effective January 1, 2020; and

WHEREAS, the current seasonal salary schedule has salary steps which are less than the new minimum wage and the City of Pittsburg is required to pay employees at the minimum wage or greater; and

WHEREAS, additional salary steps within the Maintenance Aide classification and Intern (College) are needed due to average of comparable cities with similar positions; and

WHEREAS, seasonal salary schedules are prepared for the next two years for State minimum wage increases.

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

Section 1. The recitals set forth above are true and correct statements and are hereby incorporated.

Section 2. The City Council adopt this Resolution amending the seasonal salary schedules effective December 31, 2017.

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

PASSED AND ADOPTED by the City Council of the City of Pittsburg on the 16th day of January 2018, by the following vote:

AYES:

NOES:

ABSTAINED:

ABSENT:

ATTEST:

Dwaine "Pete" Longmire, Mayor

Alice E. Evenson, City Clerk

Exhibit A

2017 CURRENT SALARY SCHEDULE

Seasonal Classifications	Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H	Step I	Step J	Step K
Expert Consultant*	\$30.00				\$100.00						
High School Intern					\$10.50						
Intern (college level)	\$12.00		\$13.50		\$15.00						
Maintenance Aide	\$10.67	\$11.21	\$11.78	\$12.37	\$13.03	\$13.74	\$14.48	\$15.25			
Maintenance Helper					\$10.50						
Police Trainee*	\$26.59	20% LESS THAN POLICE OFFICER STEP A									
Recreation Leader I	\$10.50										
Recreation Leader II	\$10.50		\$11.00		\$12.00						
Recreation Leader*	\$13.00	\$14.00	\$15.00	\$16.00	\$17.00	\$18.00	\$19.00	\$20.00			

* No recommended changes through 2020

2018 MINIMUM WAGE \$11.00

High School Intern					\$ 11.00						
Intern (college level)	\$ 12.50		\$ 14.00		\$ 15.50		\$ 17.00				
Maintenance Aide	\$ 11.21	\$ 11.78	\$ 12.37	\$ 13.03	\$ 13.74	\$ 14.48	\$ 15.25	\$ 16.06	\$ 16.92	\$ 17.82	\$ 18.76
Maintenance Helper					\$ 11.00						
Recreation Leader I					\$ 11.00						
Recreation Leader II	\$ 11.50		\$ 12.00		\$ 12.50						

2019 MINIMUM WAGE \$12.00

High School Intern					\$ 12.00						
Intern (college level)	\$ 13.50		\$ 15.00		\$ 16.50		\$ 18.00				
Maintenance Aide	\$ 12.37	\$ 13.03	\$ 13.74	\$ 14.48	\$ 15.25	\$ 16.06	\$ 16.92	\$ 17.82	\$ 18.76	\$ 19.76	\$ 20.81
Maintenance Helper					\$ 12.00						
Recreation Leader I					\$ 12.00						
Recreation Leader II	\$ 12.50		\$ 13.00		\$ 13.50						

2020 MINIMUM WAGE \$13.00

High School Intern					\$ 13.00						
Intern (college level)	\$ 14.50		\$ 16.00		\$ 17.50		\$ 19.00				
Maintenance Aide	\$ 13.03	\$ 13.74	\$ 14.48	\$ 15.25	\$ 16.06	\$ 16.92	\$ 17.82	\$ 18.76	\$ 19.76	\$ 20.81	\$ 21.92
Maintenance Helper					\$ 13.00						
Recreation Leader I					\$ 13.00						
Recreation Leader II	\$ 13.50		\$ 14.00		\$ 14.50						