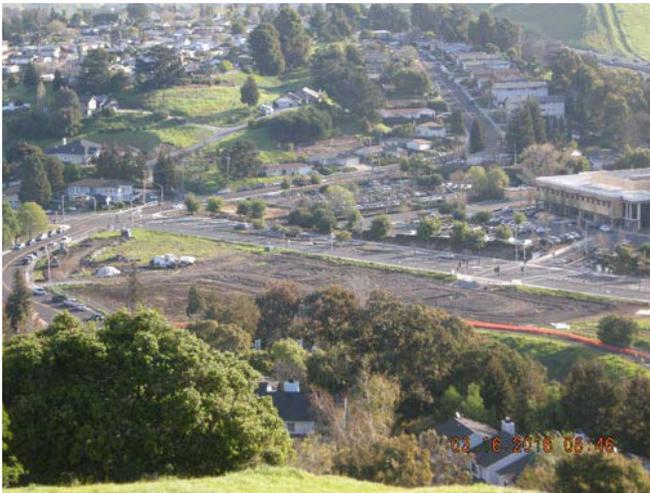


CITY OF PINOLE



Future site of Gateway Shopping Center



ADOPTED BUDGET FOR FISCAL YEAR 2016-17



**CITY OF PINOLE
PROPOSED FY 2016-17 BUDGET**

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CITY OF PINOLE

Office of the City Manager

May 31, 2016

Mayor, City Council and Residents of Pinole:

I am pleased to present to you a balanced Proposed FY 2016/17 Budget for the City of Pinole. Although our service levels are not at pre-recession status, the budget reflects the Council's priorities of high standards of community services, within our fiscal abilities. Fortunately, we continue to have strong growth in our two main General Fund revenue sources, Property Tax and Sales Tax. These are good indicators that Pinole is benefitting from the ongoing economic recovery. With projected surpluses in fiscal years 2015/16 and 2016/17, we continue to move closer to achieving the Council's General Fund Reserve goal of \$5.5 million.

Of course, the addition of the Measure S 2014 one-half cent sales tax revenue is also enhancing our ability to provide services, programs and projects to our Community. As the Council knows, although both Measure S 2006 and 2014 are general revenue measures, we account for them separately so we can ensure the monies are allocated in accordance with the Council's priorities. At this time, we continue to work from the Measure S 2014 5-Year Plan approved by Council in 2015.

Recently the Council adopted new Financial Policies to provide guidance to staff and establish standards for stewardship over our financial resources and practices. Such policies are an essential element in sound fiscal administration. Synopses of these policies are included in the Budget Overview section of this document.

As we move forward, staff will be working with the Council to establish additional guiding principles, through the development of a working Strategic Plan. That process will assist in further prioritizing staff efforts and resource allocations.

Also during this coming fiscal year, the City as Successor to the former Redevelopment Agency will be working on final disposition of the properties held, in accordance with our approved Long Range Property Management Plan. Any proceeds will be distributed as property tax to the taxing entities, of which the City will receive our normal nineteen percent (19%) share on a one-time basis. Of course, as we wind down the operations of the former Redevelopment Agency, at some point we will no longer be able to fund associated staff costs from Successor Agency tax increment and will need to reallocate those expenses to the General Fund.

Still outstanding are two potentially significant fiscal matters: 1) resolution of the PERB Charge between IAFF Local 1230 and the City; and 2) the financial close out of the Verizon Settlement Agreement. At this time dollar values remain unknown, but we continue to provide these reminders so as to be transparent in our financial management. These are unbudgeted, and any payments from the City would need to be funded from the General Fund reserve.

Highlights and financial analyses of each of the City's Funds, including the Fund Balances (reserves) are also included in the Budget Overview section of this document. Some of our special revenue funds continue to struggle, with expenditures exceeding projected revenues. During fiscal year 2016/17 staff will be analyzing these funds to determine long-term strategies for further discussion with the Council. The Sewer Enterprise Fund will see significant activity beginning in fiscal year 2016/17, and continuing through the next two fiscal years, as we are very excited to have just begun construction on the \$53 million Water Pollution Control Plant Upgrade Project.

I would like to thank the City Council for their leadership, and support of staff. I also want to express my appreciation for the hard working City staff in every department. Their dedication to our community is reflected in the job they do every day to make Pinole the great place that it is. Finally, I want to acknowledge the efforts of staff in the development and anticipated implementation of this proposed budget, especially the work of Finance Department staff Alice Johnson and Maria Mata in the document preparation. Particular recognition must also go to Finance Director Andrea Miller, who took on the effort of revitalizing our budget format during her first budget development here in Pinole.

It is my pleasure to serve this City Council, this staff and this community. I look forward to continuing to work together in the upcoming fiscal year.

Sincerely,

A handwritten signature in blue ink that reads "Michelle Fitzer". The signature is written in a cursive, flowing style.

Michelle Fitzer
City Manager

CITY OF PINOLE
ELECTED OFFICIALS AND
ADMINISTRATIVE PERSONNEL

JUNE 30, 2016

ELECTED OFFICIALS

Mayor	Roy Swearingen
Mayor Pro Tem	Debbie Long
Council Member	Tim Banuelos
Council Member	Peter Murray
Council Member	Maureen Toms
City Treasurer	Virginia Fujita

ADMINISTRATIVE PERSONNEL

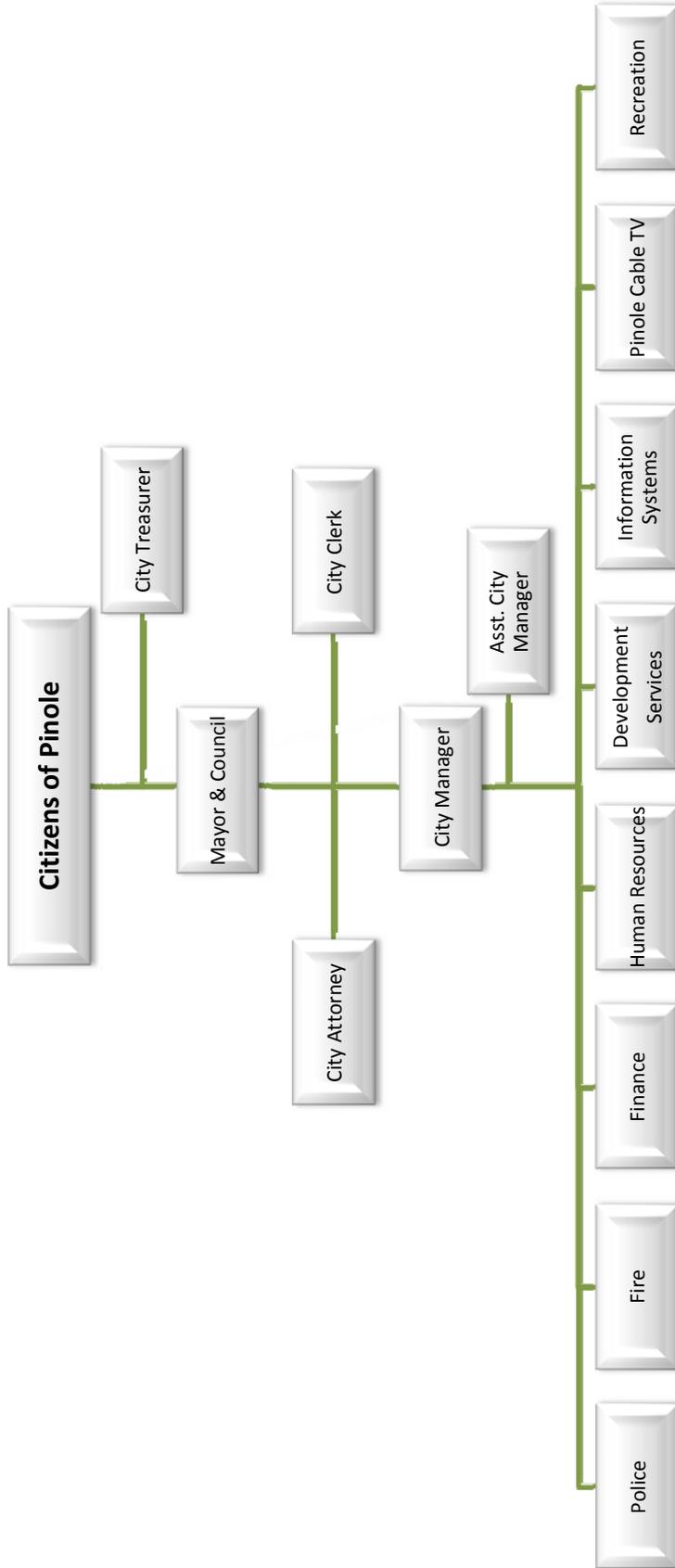
City Manager	Michelle Fitzer
Assistant City Manager	Hector De La Rosa
Development Services Director	Tamara Miller
Finance Director	Andrea Miller
Police Chief	Neil Gang
Fire Chief	Robert Piper



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CITY OF PINOLE – ORGANIZATIONAL CHART



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BUDGET OVERVIEW

City Overview

The City of Pinole was incorporated June 25, 1903. The City is primarily a residential community located in Contra Costa County, twenty-four miles east of San Francisco on Interstate 80. The City's population has remained relatively stable for some years; the population at June 30, 2016 was 18,946, according to the State Department of Finance.

The City provides the following services: public safety (police and fire), parks, street and highways, sanitation and health services, culture-recreation, public improvements, planning and zoning and general administration services.



Municipal Government

The City operates under the Council-Manager form of government, with five elected Council members served by a full-time City Manager and staff. The City's budget level of control is executed at the fund level set by the City's governing body. Necessary changes to the proposed operating budget are recommended by department managers and approved by the City Manager before it is presented to the City Council for enactment. Budget amendments deemed necessary are presented to the City Council and are enacted by resolution. Managers are allowed to transfer funds within their respective departments with the approval of the City Manager.

BUDGET OVERVIEW

The Budget Process

The preparation and submission of the Annual Preliminary City Budget is the statutory responsibility of the City Manager. Each department is responsible for preparing the program and capital projects for their area of responsibility. The Finance Department provides the departments with projected salary and benefit costs and performs the first level of review of each budget. Finance personnel also prepare the revenue forecasts, anticipated fund balances and future salaries and benefit costs.

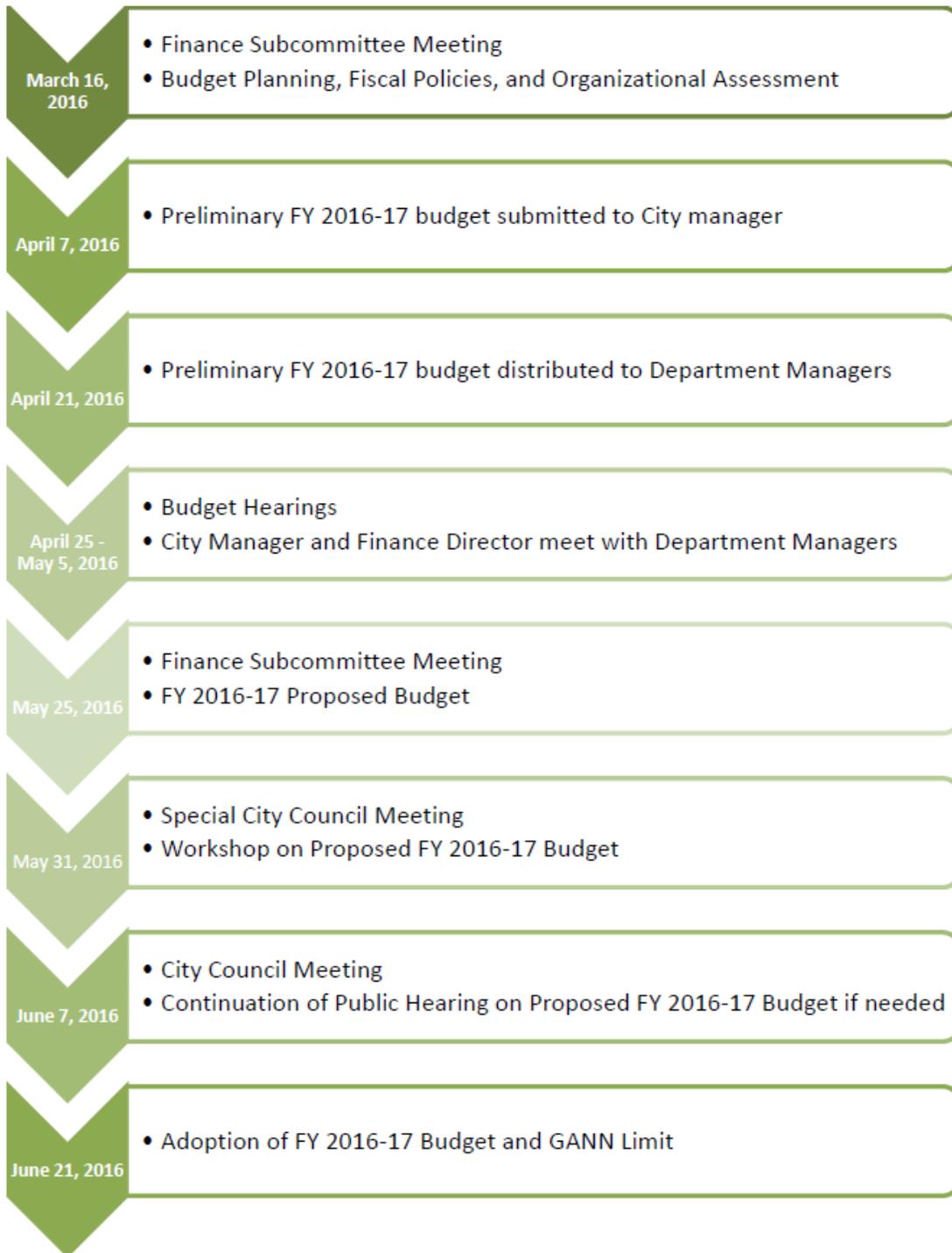
In April, the Finance Department attends meetings with department managers in which analysis of current and projected expenditures takes place and requests are then submitted to the City Manager for approval.

The Finance Subcommittee meets in May at which time the departments' proposed operating budgets are presented to the City Council for further review and preparation for the budget Public Hearing.

A budget Public Hearing is held in June where the budget for the upcoming fiscal year is considered by the City Council. Additional meetings may be held during June to discuss the budget if necessary. Active public participation will be encouraged following the presentation of the Preliminary Budget. Appropriate recommended changes are incorporated into the Adopted Budget document by the Finance Department after follow up discussions. The budget is presented for adoption by the City Council on or before June 30th of each fiscal year.

BUDGET OVERVIEW

Budget Calendar:



BUDGET OVERVIEW

Financial Policies

The following Financial Policies are established to ensure that the City's finances are managed in a sound and prudent manner which will (1) continue to provide for the delivery of quality services, (2) maintain and enhance service delivery as the community grows in accordance with the General Plan, (3) strive for a balanced budget annually, assuring that the City is living within our means, and (4) establish reserves necessary to meet known and unknown future obligations.

To achieve these goals the following Financial Policies have been established:

1. Structurally Balanced Budget Policy
 - i. The annual budget will be structurally balanced whereby the operating budget will be prepared with current year expenditures funded with current year revenue. If a structural imbalance occurs, a plan will be developed and implemented to bring the budget back into structural balance.

2. Reserves Policy
 - i. The City will establish, dedicate and maintain reserves annually to meet known and estimated future obligations. The City will establish specific reserve accounts which include but are not limited to:
 - a. General Fund Reserves for Economic Uncertainties equivalent to a minimum 10 percent or 180 days cash on hand of General Fund recurring expenditures;
 - b. Reserves for depreciation and replacement of vehicles and major equipment;
 - c. Reserves for maintenance, replacement, and renovations of facilities, parks, landscape maintenance and infrastructure.If these reserves are used, a plan will be developed and implemented to replenish the funds used.

3. Revenue Policy – One Time Resources
 - i. The City will strive to maintain a diversified and stable revenue base that is not overly dependent on any land use, major taxpayer, revenue type, restricted revenue, inelastic revenue, or external revenue. The General Fund Budget will be structurally in balance without relying on one-time resources such as proceeds from asset sales, debt refinancing, one-time grants, revenue spikes, budget savings and similar non-recurring revenue. Appropriate uses of one-time resources include establishing and rebuilding the General Fund Reserve, other City established reserves, or early retirement of debt, capital expenditures, reducing unfunded pension liabilities (PERS and OPEB), and other non-recurring expenditures.

BUDGET OVERVIEW

4. Revenue Policy – User Fees and Charges
 - i. The City of Pinole is empowered to recapture, through fees, up to the full cost of providing specific services. Regular and consistent review of all fees is necessary to ensure that the costs associated with delivery of individual services have been appropriately identified, and that the City is fully recovering those costs. It is the City's policy to set user fees at full cost recovery levels, except where a greater community benefit is demonstrated to the satisfaction of the City Council, or when it is not cost effective to do so. The City will recover the costs of new facilities and infrastructure necessitated by the development consistent with state law.

5. Expenditure and Budget Policy
 - i. The City will deliver service in the most efficient and cost-effective manner. This includes utilizing the services of volunteers in areas where economically viable. The budget will state the objectives of the operating programs, and identify the resources being provided to accomplish the specified objectives.

6. Debt Policy
 - i. The City will limit the use of debt so as not to place a burden on the fiscal resources of the City and its taxpayers. Long-term borrowing will be limited to capital improvements or projects that cannot be financed from current revenues. When capital projects are financed, the City will amortize the debt within a period not to exceed the expected useful life of the project. The City will limit the total debt ratio (debt guaranteed by the General Fund) to 10% or as required by bond coverage ratios. The debt ratio is calculated by the relationship between the debt and the General Fund revenue.

7. Investment Policy
 - i. The purpose of this Policy is to define the parameters within which funds are to be managed. In methods, procedures, and practices, the policy formalizes the framework for the City of Pinole's investment activities that must be exercised to ensure effective and judicious fiscal and investment management of the City's funds.

BUDGET OVERVIEW

Accounting and Budget Basis

The City maintains its accounting records in accordance with Generally Accepted Accounting Principles (GAAP) and standards established by the Governmental Accounting Standards Board (GASB). Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenue is recognized when both measurable and available. Expenditures are recognized when the liability is incurred. Debt service obligations are appropriated when due.

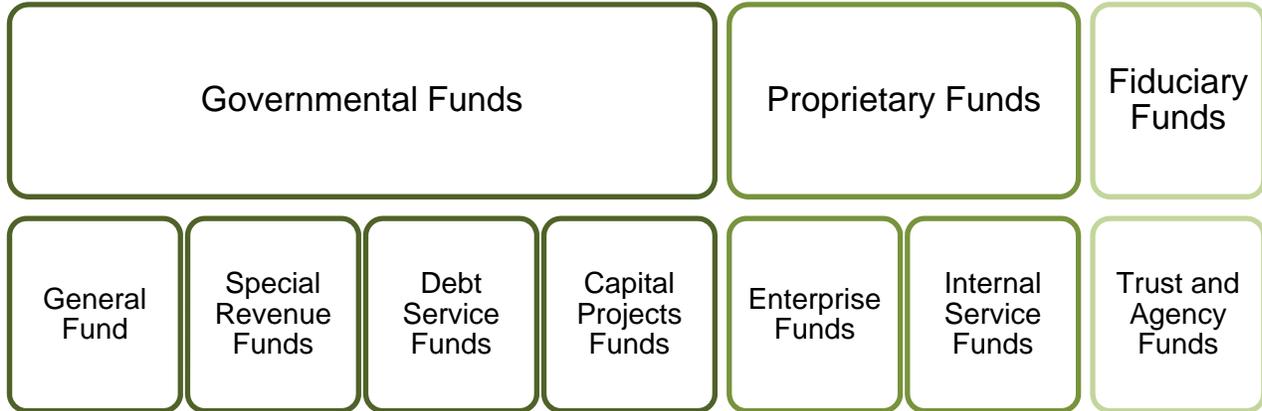
Proprietary fund financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenue is recognized when earned and expenses when the liability is incurred regardless of timing of related cash flows.

The basis of budgeting is consistent with the basis of accounting discussed above. Appropriations that are budgeted and not expensed at the end of the year lapse and revert to fund balance.

Fund Structure

The City uses funds to report its current financial position and the results of its operations. Fund accounting is designed to demonstrate legal compliance and to aid in financial management by segregating transactions related to certain governmental functions or activities. A *fund* is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. All of the funds of the City can be divided into three categories: governmental funds, proprietary funds and fiduciary funds.

City of Pinole



GOVERNMENTAL FUNDS

General Fund - 100

The General Fund is used to account for all the general revenues of the City not specifically levied or collected for other City funds and the related expenditures. The major revenue sources for this fund are property taxes, sales taxes, utility users' tax, franchise fees, business licenses, unrestricted revenues from the State, fines and forfeitures and interest income. Expenditures are made for general administration, public safety, public works, and parks. In accordance with GASB Statement No. 34, the General Fund is classified as a major fund.

Measure S 2006 Fund – 105 and Measure S 2014 Fund – 106

Measure S funds account for the 2006 and 2014 voter-approved half-cent Local Use Tax which levies 0.5% each on all merchandise. These funds are received directly from the State on a monthly basis. Although not legally restricted, the 2006 Local Use Taxes have been pledged by the City Council to fund Public Safety Programs as their highest funding priority and the 2014 Local Use Taxes have been pledged by the City Council to fund Infrastructure Projects as their highest funding priority.

BUDGET OVERVIEW

General Fund Restricted Revenue - 155

This fund accounts for revenues resulting from the sale or rental of property owned by the former Redevelopment Agency. These resources are used to maintain properties owned by the Successor agency within the boundaries of the former Redevelopment Agency.

Special revenue funds account for proceeds that are legally restricted for specific purposes.

Gas Tax Fund – 200

The Gas Tax Fund accounts for the Highway Users Tax Account (HUTA) State imposed excise taxes on gasoline and diesel fuel sales within the City Limits. These taxes are distributed primarily on the basis of population pursuant to formulas specified in Streets and Highways Code Sections 2105, 2106, 2107, 2107.5, and Section 2103. Gas Tax funds are restricted for use in the construction, improvement and maintenance of public streets. These funds support both annual operating and capital projects.

Public Safety Augmentation Fund - 203

The Public Safety Augmentation Fund (PSAF) accounts for monies allocated by the County Auditor-Controller under Prop 172 from the statewide one-half cent sales tax based on a share of statewide taxable sales. These funds are used exclusively for public safety. The receipt of these funds is conditioned on maintenance of effort using base year 1992-93.

Supplemental Law Enforcement Services Fund - 206

Accounts for funds received from the County under AB 3229 which enacted the Citizens Option for Public Safety (COPS) Program through which funds could be annually provided in the State budget for local law enforcement jurisdictions. The minimum allocation for public agencies is \$100,000, which is the amount which has been historically allocated to Pinole.

BUDGET OVERVIEW

Storm Water Fund - 207

Accounts for assessments collected by the County via property tax bills pursuant to the National Pollution Discharge Elimination System (NPDES) Regulations, a federally mandated program. Assessments are levied at \$35 per Equivalent Runoff Unit (ERU). Revenue estimates are based on the number of ERU's multiplied by the adopted rate.

Recreation Fund - 209

The Recreation Fund accounts for program fees, fundraising efforts and donations from Recreation programs. Resources are used towards staffing and maintenance costs to operate the programs on a full-cost recovery basis.

Senior Center Fund - 211

The Senior Center Fund accounts for program revenue and contributions secured through the Pinole Senior Foundation, a 501c3 organization, and the Pinole Senior's Club. Resources are used to operate the Senior Center on a full cost recovery basis without tax-based subsidies from the General Fund.

Building and Planning Fund - 212

The Building and Planning Fund accounts for fees collected for building permits and plan check fees. Fees collected are used to cover the cost involved in inspections and plan checks performed.

Refuse Management Fund - 213

Accounts for resources received via Richmond Sanitary Service for fees imposed under AB 939 of \$0.83 per can per month on all residential customers in Pinole. These revenues are restricted to programs and activities that encourage and promote recycling of solid waste products and generate source reduction for sanitary landfills used for refuse disposal.

Measure J Fund - 215

Accounts for special override sales tax revenues collected by the Contra Costa Transportation Authority (CCTA) and reapportioned to the cities for local street projects. The City must submit a checklist each year to confirm compliance with a Growth Management Program. Estimates of annual funding are provided by the CCTA, and jurisdiction allocations are based on a formula split (50/50) between population and road mileage.

BUDGET OVERVIEW

Capital projects funds are used to account for the acquisition or construction of facilities and other capital assets.

Debt service funds are used to account for accumulations of resources that are restricted, committed, or assigned to expenditures for principal and interest of general long-term debt.

PROPRIETARY FUNDS

Enterprise funds are used to account for goods or services from such activities a fee is charged to external users.

Sewer Enterprise Fund - 500

Accounts for annual fees charged to residents and businesses for sewer utilities. Sewer user fees are charged in the amount specified by City Council Resolution (Section 13.04.040 PMC). Fees are used to operate the Pinole Wastewater Treatment Plant which services the Pinole and Hercules areas. The cost of operations is shared between the two cities using a cost sharing formula based on sewage inflows by each city. The City's Sewer Enterprise Fund meets the criteria to be classified as a major fund.

Internal service funds are used to account for activities that provide goods or services to other funds, departments, or agencies of the primary government and its component units, or to other governments on a cost-reimbursement basis. The City uses internal service funds to account for the costs of information services and equipment reserves.

FIDUCIARY FUNDS

Agency funds are used to maintain records of assets and financial activities on behalf of a third party.

Redevelopment Obligation Retirement Fund – 750

The Redevelopment Obligation Retirement Fund (RORF) was created to account for the close-out activities of the Successor Agency to the Pinole Redevelopment Agency.

Pledged property tax revenues will continue to be provided to the City for timely payment of outstanding redevelopment bond debt obligations, to reimburse the City for Administrative staff time up to \$250,000 per year, and other enforceable obligations in accordance with the Recognized Obligations Payment Schedule (ROPS).

BUDGET OVERVIEW

Major General Fund Revenue Sources

Property Tax is an ad valorem tax imposed on real property (land and permanently attached improvements such as buildings) and tangible personal property (movable property) located within the state. The fixed statutory rate is 1% of assessed valuation. Assessed value is based on the 1975 property values with subsequent increases limited to 2% or CPI growth, whichever is less. However, when there is a change in property ownership, property renovation or new construction property is reappraised at its full current market value. Proposition 8 allows the County Assessor to decrease these assessed values when property values decline and recapture these valuations back to the original amounts in the following years if and when property values increase.

The General Fund receives on average 19% of the total ad valorem property taxes levied (excluding voter approved tax overrides pledged for the retirement of bonded debt) on property located within its boundaries (exclusive of the Redevelopment Project Areas). In 2016-17 local secured and unsecured property taxes are forecast to be \$2,851,567 which comprises 24% of the General Fund revenues.

The City's Redevelopment Successor Agency will also receive approximately \$3.6 million in property taxes "pledged" from assessments falling within the boundaries of the former Redevelopment Project Areas, as may be required to liquidate all remaining *Enforceable Obligations* of the now dissolved Pinole Redevelopment Agency. The remainder of the "pledged" revenues (\$4.8 million) will be allocated by the County Auditor-Controller to all local taxing entities, pursuant to the provisions of the Redevelopment Dissolution Legislation (ABx1-26 and AB-1484).

This tax is imposed and collected by the County. Contra Costa County is on a Teeter Plan which dictates payment of 100% of all taxes levied; the County absorbs the delinquencies under this plan, which are offset by delinquency penalties (flat 10%) and late payment interest charges (1.5% compounded monthly).

Supplemental Property Tax includes property taxes apportioned to the City by the County from the 1% Tax Rate of the Supplemental Roll Allocation in accordance with Revenue and Taxation Code 75.50.

Property Transfer Tax is levied at \$0.55 for each \$1,000 value of real property transferred in the City; the County Recorder imposes these fees and remits them to the City. Estimates are based on historical experience.

Sales Tax is the General Fund's single largest revenue source. The City's 9.5% Sales Tax is levied on all merchandise and includes the 1% Bradley Burns Sales Tax, .5% Measure S 2006 Sales and Use Tax, and .5% Measure S 2014 Sales and Use Tax.

BUDGET OVERVIEW

These funds are received directly from the State on a monthly basis. Sales taxes represent approximately 30% of the General Fund revenues.

The City uses HdL to estimate sales taxes which are based on economic indicators, historical data and projections for gross sales from newly opened stores and restaurants. The Proposed Budget is based on a conservative 95% of the HdL projection. The 2016-17 estimates are 4% greater than the estimate of projected collections for 2015-16.

Franchise Tax is levied at 5% on public utilities and other corporations who furnish gas, electric, water, Cable TV, refuse or similar services to citizens living within city boundaries. The various fees are delineated in franchise agreements and are paid directly to the city by these franchisees. Estimates are based on historical experience considering contract amendments which impact future years. Franchise Taxes are estimated to be approximately \$682 thousand, 6% of the General Fund revenue.

Business License Tax is assessed on all businesses doing business within City limits in accordance with Municipal Code Title 5. The City charges business license tax in accordance with the provisions of Government Code 37101. Pinole's tax is computed based on a flat tax of \$132 per year combined with a variable tax component based on number of employees engaged in each business. Business License taxes are estimated to be approximately 3% of the General Fund revenues.

Transient Occupancy Tax (Motel or Bed Tax) is a 10% tax levied by the City for the privilege of occupying quarters on a transient basis (Chapter 3.24 of Municipal Code). This tax is imposed upon persons staying 30 days or less in a motel or lodging facility. The tax rate is set at the discretion of the City Council, subject to ratification by the City's electorate. Transient Occupancy taxes are estimated to be approximately 4% of the General Fund revenues.

Utility User Taxes (UUT) are levied in accordance with Chapter 3.26 of the Municipal Code, amended in 2012, which levies an 8% tax on the value public utilities services consumed within the City limits for electricity, natural gas, and telecommunications. Low income households are eligible for exemption from payment. Historically, the tax has been authorized for fixed time intervals of eight years in length and is subject to voter ratification for extension beyond December of 2020. The Electorate ratified renewal of the taxing authority for another eight years at the last General Election (November 2012). UUT is estimated to be close to \$1.8 million, 16%, of the General Fund revenues in fiscal year 2016-17.

BUDGET OVERVIEW

Motor Vehicle In-lieu is the City's share of motor vehicle license fees levied, collected and apportioned by the State. The Vehicle License Fee (VLF), also called the "motor vehicle in-lieu tax" is a tax on the ownership of registered motor vehicles which takes the place of taxation of this personal property. The VLF is paid annually at the time vehicle licenses are renewed based on current value adjusted for depreciation. In May 2004, the Legislature permanently reduced the tax rate from 2% to 0.65% with a commitment to "backfill" the revenue lost to local agencies with property tax revenues. The allocation base increases annually in proportion to the growth in local assessed valuation. Estimated FY 2016-17 revenue is \$1.5 million, 13% of General Fund revenues.

Homeowner's Property Tax Rebates (HOPTR) The City is reimbursed for property taxes lost due to the homeowner's property tax exemption. Estimates are based on historical experience and county estimates. Payments are routed through the county from the State to the City and are usually received in April and July. No increase over the amount projected for 2015-16 is expected in 2016-17.

Dispatch Services are provided to the City of Hercules under an Intergovernmental Service Sharing agreement. A portion of the costs of this activity are reimbursed by the City of Hercules. The current reimbursement commitment of \$355,000 covers approximately 33% of the activity's budget.

Rent is received on leased property owned by the City. The principal City facility rental is a long-term (15-year) lease of the Pinole Post Office building with the United States Postal Service, which includes cost escalators at five year intervals. The third and final renewal/extension period began on September 1, 2010. Current annual lease payments are \$81,450.

BUDGET OVERVIEW

Financial Analysis

The City finances its Operating Activities to the public with revenue derived from a variety of sources. City staff uses information obtained from historical data, actual costs, long and short term trends, estimates from professional consultants and County and State agencies to update the projected revenues for the current fiscal year and for the proposed fiscal year.

Revenues are estimated conservatively based upon staff's best judgment. Estimates are not increased without solid evidence that the individual revenues are likely to be received.

Revenue

Overall, the City's finances have continued to show signs of recovery. The Proposed FY 2016-17 Budget continues to follow a conservative approach to the City's finances with modest improvements in order to begin to rebuild our community services. Revenues including our property tax and sales tax receipts continue to improve. Revenue estimates for sales and property taxes are currently projected at 95% of the total revenues projected by our property and sales tax consultant, HdL. Assuming revenue is realized at or above our consultants estimate, it is possible that by fiscal year end they will be adjusted upward.

Property Tax is the second largest General Fund revenue stream. The true number for FY 2016-17 property taxes will not be apparent until the tax roll is established. HdL has carefully analyzed the three most important factors involved in projecting property taxes:

- 1) the Consumer Price Index on parcels, which did not decrease in value (due to the application of Proposition 8) during the recession;
- 2) the valuation increase due to change of ownership, and the most volatile factor;
- 3) the recapture of valuation (per Proposition 8) due to increases in the market value of properties.

The County Assessor is currently determining which properties have increased in valuation and which properties under Proposition 8 should be restored to the pre-recession valuation. Thus, it is possible that property taxes could turn out to be anywhere from a few thousand to as much as \$200,000 more than projected.

Sales Taxes are the City's largest source of revenues in the General Fund and here too a conservative approach has been taken in estimating the projected revenues.

BUDGET OVERVIEW

According to HdL, sales tax revenues have steadily increased over the past couple of years. The increase can be attributed to not only a spike in the personal spending but also the infill of empty business shops at our shopping centers.

General Fund

In FY 2016-17, the City's primary operating fund, the General Fund, is projected to generate a modest surplus of \$610,103. While this is good news, there are some obligations which have yet to be addressed and the potential impact is still being determined.

General Fund revenue is projected at \$208,051 more than current year revenue estimates, while net revenue sources is projected at \$5,778 more than FY 2015-16 budget. This is largely due to a decrease in the amount of operating transfers to the General Fund from special revenue funds earmarked for specific purposes.

Department expenditure budgets are mostly status quo with increases built in to reflect MOU increases and increases in employee benefit costs.

Deficit Funds

Some of the City's operating funds have long standing deficits as the result of expenditures exceeding budgeted revenues during the early years of the recession. This is the case with the NPDES Storm Water Fund (\$8,354). Staff is in the process of analyzing funds that are projecting current year deficit fund balances and will report back to Council with recommendations to resolve. In addition, with the unwinding of the Successor Agency, it can be anticipated that current salary costs funded by the Successor Agency in the amount of \$250,000 will terminate with the General Fund absorbing the costs.

Measure S 2006

Measure S 2006 FY 2016-17 revenue estimates are \$3,650 less than current year revenue estimates. Expenditures are projected at \$63,648 higher than current year projections primarily due to increases in salary in accordance with bargaining agreements and increase in employee benefits. The operating budget is otherwise status quo with expenditures projected to exceed revenue estimates by \$67,115. Measure S 2006 funds are used primarily to fund personnel and overtime in the Police and Fire departments.

BUDGET OVERVIEW

Outlined below are the specific positions that are included in the proposed FY 2016-Measure S 2006 budget.

Police:

- 4 Officers
- 1 Crime Prevention Sergeant
- 1 Police Commander

Fire:

- 1 full time Battalion Chief
- 1 part time Administrative Secretary

Also, included in Measure S 2006 funding are costs for maintenance of the new apparatus that was purchased two years ago for Fire Station 73.

Other:

- Equipment Maintenance
- Apparatus Lease Payment (4th of 7 payments)

Measure S 2014

Measure S 2014 revenue estimates are projected at \$15,350 higher than current year revenue projections. Expenditures are projected at \$370,193 higher than current year estimates. Expenditures are projected to exceed revenue by \$193,334 as detailed below.

- Includes \$50,000 carry forward of current year appropriations to replace the Finance and Human Resource financial software
- Amended request of an additional \$100,000 to replace the financial software
- Amended request of an additional \$10,364 subsidy to Cable TV.
 - Capital funding for equipment and maintenance expenses are provided through PEG Access fees and cannot be used for operations. Staff recommends increasing the operating subsidy from Measure S 2014 from \$55,000 to \$96,364, reallocating \$31,000 for equipment for a net increase of \$10,364.
- Additional increases are related to personnel funded from Measure S 2014
 - Project Manager 50%
 - Maintenance Worker 100%
 - Community Safety Officers (2 part time) 100%
 - Battalion Chief Training Officer 100%

In addition, Measure S 2014 will be used to fund major arterial and residential street work, purchase new equipment, vehicles and computers, address some of the deferred

BUDGET OVERVIEW

maintenance on City facilities, add staff, and other community oriented projects, and to build General Fund reserves as detailed below.

Some of the highlights include:

- Transfer \$200,000 to General Fund Reserve
- Paint Tiny Tots building and other building repairs
- Replace carpeting with tile in the City Council break room
- Replace records management software
- Replace Recreation CLASS software
- Swim Center subsidy - \$45,000
- Subsidize Recreation events - \$7,000:
 - Summer Sounds in the Park
 - Cinema in the Park
 - Community Service Commission
 - Annual Tree Lighting
 - Annual Fire Works – Fourth of July
- Funding Equipment Reserves - \$120,000 for:
 - Replacement of Police vehicles
 - Replacement of Development Services vehicles
 - Replacement of Public Works vehicles and Heavy Equipment
- Park improvements at Tiny Tots, Meadow, Fernandez, Louis Francis parks*
- Resurface Senior Center parking lot*
- Annual re-sod at two soccer fields*
- New restrooms at Fernandez Park*
- Residential and Arterial Street Maintenance*
- Storm Drainage Master Plan
- Replacement of Traffic Signs
- Tree Maintenance
- Sidewalk Maintenance
- Replacement of various Police technology and equipment
- Emergency Preparedness
- Municipal Code Update

At the May 31st City Council Budget Workshop, Council requested staff to reallocate funding in FY 2016-17 to complete new Fernandez Park restrooms. Staff is proposing the following options:

- Option 1 – Appropriate \$150,000 from Measure S 2014 fund balance in FY 2016-17. Senior Center Roof and Arterial Streets projects completed under budget in FY 2015-16
- Option 2 – Reduce funding in FY 2016-17 for Residential/Arterial Street Maintenance Program by \$150,000, and appropriate in FY 2017-18

BUDGET OVERVIEW

In addition, the following items were discussed at the City Council Budget Workshop and where noted, staff is requesting direction:

- Allocate \$25,000 to demolish the Fowler House – *approve direction*
 - Possibly seek funding from the Community Development Block Grant (CDBG)
- Issue a Request for Proposal for City website design – *approve direction*
- Look at cost control methods to control escalating workers compensation costs
- Contemplate forming landscape and lighting districts in other areas of the community
- Reinstate proactive code enforcement activities such as a program that allows everyone to report code enforcement as they see it or evaluate the need for a Code Enforcement Officer
- Reevaluate our building infrastructure and invest in ongoing maintenance
- Summarize Recreation revenue and expenditures by program so that Council can act on subsidizing one program with surplus from another
- Provide analysis of the sewer infrastructure improvements needed and a funding strategy to achieve them
- Conduct a study on utilities and if solar savings are being recognized at the Tiny Tots Center
- Add additional parking and other things for seniors in the future
- In FY 2017-18, include depreciation or consumption of assets in the line item budget and in associated fees collected
- In FY 2017-18, include actuals-to-date in the proposed budget

Use of Fund Balance

The operating budget includes using reserve and carryover funds accumulated from prior years in the following funds, in order to offset anticipated deficit spending and/or to appropriate fund balances for one time expenditures in FY 2016-17:

Measure S 2006	-67,115
Measure S 2014	-193,334
Restricted General Fund Maintenance	-10,903
Building and Planning	-90,939
Refuse Management	-52,652
Lighting and Landscape District	-3,000
Information Systems	-54,340

The deficits in some of these funds are not “structural” in nature. For example, the fee revenues received by the Building Fund can only be used to cover the costs for the services performed. Often inspection fees are collected in the fiscal year before the inspections are actually performed. In the case of the Police Grants, a small surplus has accumulated over time because of a difference between School Resource Officer funding and the actual costs of the officers’ salaries.

BUDGET OVERVIEW

Similarly, Gas Taxes can only be used for street work and part of the fund balance accumulated is proposed to be used for street related capital projects.

Major Non-General Fund Revenue Sources

Gas Tax Fund

Revenues are projected at \$393,895 with potentially an additional \$100,491 becoming available pending the outcome of the Governors adopted budget. Expenditures are projected at \$353,480 for FY 2016-17, a reduction of \$81,072 from the current fiscal year. This is primarily the result in a change from how we account for retiree medical for former employees, and no longer directly charging personnel to the Gas Tax Fund. Personnel are now charged to their home department (General Fund), and a portion of the personnel cost is allocated through an administrative charge for services provided. Revenues are projected to exceed expenditures by \$40,415.

Police Grant Funds

The Police Department receives a variety of grants and funding from the Federal and State governments. Funding is received from the Supplemental Law Enforcement Services Fund (SLESF) in the amount of \$100,000 per year to provide funding for a portion of a Police Officer and a Canine Officer's salary. Funding is also received from the West Contra Costa County School District in the amount of \$320,000 to fund two School Resource Officers (SRO's), down from \$480,000 in the current year to fund three SRO's. Fines and forfeitures received under Section 1463 of the Penal Code go into the Traffic Safety Fund to fund School Crossing Guards. Lastly, funding is received from the Public Safety Augmentation Fund under Proposition 172 to fund public safety services. These funds are being used to offset the costs of one SRO previously funded from WCCUSD.

Building Fund

FY 2016-17 revenues of \$849,400 are projected to be \$90,939 less than proposed expenditures of \$940,339. As noted earlier this does not necessarily mean that the fund is not balanced. Often fees are received for development services in the fiscal year before they are supposed to be rendered; this results in a mismatch of revenues to expenditures since accounting for governmental funds is on a modified accrual basis. Also, development fees are conservatively estimated and may very well increase by the end of the fiscal year.

The need for Development Services fluctuates from year to year and it is expected that in some years the fund balance will be used to cover some of the costs from fees received in prior years. Fees are set for the services with the expectation that over the period of several years the total fees collected will not exceed the cost of services plus enough working capital to cover operations.

BUDGET OVERVIEW

Recreation Funds

For all other Recreation Services, the fiscal policy direction of the City Council is that the goal of Recreation Programs are to be fully funded through their own user fees and community donations generated through on-going fundraising efforts. This continues to be a struggle each year.

FY 2016-17 revenue projections are \$29,091 higher than the current fiscal year. Revenue is projected to exceed expenditures in FY 2016-17 by \$25,990.

The Senior Center Fund revenues are \$7,450 less than the current year revenue, while expenditures are estimated at \$7,090 higher than the current year appropriations. The Senior Center Fund is projecting an \$18,900 surplus.

Cable Television Fund

As a part of the FY 2011-12 Budget preparations, the City Council directed that the Pinole Community Television activity become self-sustaining through the development of a full cost recovery fiscal plan. This means that the Cable Services will have to generate enough revenues from contracts, user fees, sponsorships and donations to cover all operating, maintenance and capital equipment costs.

It is projected that revenues of \$223,851 will be less than expenditures of \$320,215 by \$96,364. Accordingly, a continued subsidy of \$55,000 funded by Measure S 2014 is proposed to cover program revenue deficiencies. In addition, staff is recommending the current \$31,000 allocation from Measure S 2014 for equipment redirected to additional subsidy as capital funding for equipment and maintenance expenses are provided through PEG Access Fees. A net increase of \$10,364 in operating subsidy to PCTV is proposed.

The subsidy has been ongoing and early projections are that it will need to be continued unless or until the Council agrees to reduce the scope of services provided.

Efforts are underway to fully analyze all the services provided by PCTV and the costs associated to provide the services. Once that analysis has been completed, Staff will present the finding to the City Council outlining those services, which are profitable, and those which are not. We hope to be able to continue to restructure program revenues away from fundraising into video editing/production services in future budgets.

Wastewater Fund

REVENUE

The Wastewater Fund remains the City's most stable operation in the City's budget and is consistent with the City's Rate Analysis model which projects a positive fund balance of \$14.7 million, at year-end in FY 2015-16. For FY 2016-17, "Pinole Only" operating

BUDGET OVERVIEW

revenues are projected at \$4,901,704. It should be noted, that the current rate structure was designed to achieve a large fund balance until 2017-18 at which point the Fund Balance would be reduced by \$600,000 annually to pay a portion of the debt service attributed to the State loan of \$24 million.

These annual revenues will continue to fund operations, which are shared on a percentage basis of flow with the City of Hercules. Through a loan from the State, the City will be able to commence and complete the Wastewater Treatment Plant Upgrade Project. Construction of the upgrade project will begin in 2016 and will span over three fiscal years ending in FY 2018-19.

The City of Pinole will be financing the entire portion of our share of the upgrade project through a financing plan that focuses on a low interest loan from the State Revolving Loan Fund. This loan application is currently under review by the State.

EXPENDITURES

Expenditures for the Wastewater Fund include three components; plant operations, the collection system and capital improvements at the treatment plant. Operational costs at the plant are shared with the City of Hercules based on wastewater inflows for treatment. The budget also included funding for the rehabilitation or replacement of the Pinole collection system, which is funded 100% by Pinole ratepayers. For capital improvements at the plant, the cities of Pinole and Hercules share costs equally on a 50/50 basis.

Operational Costs

The total operational budget for FY 2016-17 is \$3,546,498. Of this amount and based on the flow formula, the City of Pinole's share of the "treatment activities" varies monthly from 47% to 51% (51% is \$1,808,714). The City of Pinole bills the City of Hercules on a monthly basis for their share of the costs.

Depreciation Fund Established

Through the rate structure, the City is now including for the fourth year in a row, a budget for depreciation of its assets at the plant. This has always been a goal and now that a revenue source is available, we are able to initiate this financially prudent practice. The depreciation reserve account will provide for a "pay as you go" for the long-term replacement of physical capital equipment, infrastructure and buildings, which are obsolete, or at the end of their useful life. The depreciation schedule is based on the total value of the current assets and the long-term economic life of those assets.

In FY 2013-14, based on the then depreciation amount of existing assets, a total of \$580,000 was necessary to replace anticipated outdated equipment. With the agreement in place with the City of Hercules, which states they will pay for 50% of equipment at the Plant, their share of the depreciation is \$290,000.

BUDGET OVERVIEW

Collection System

The FY 2016-17 proposed budget for the Collection System is \$1,050,649. The budget is continuing the FY 2015-16 funding levels. In FY 2013-14, City crews began an inflow and infiltration detection program utilizing smoke testing and flow monitoring. This is in an effort to reduce the amount of extraneous flow entering into the City's sewer collection system. These activities are mandated by the recently issued Regional Water Quality Control Board operating permit for the plant. Included in the amount listed above, is an appropriation of \$395,000 funding sewer main-line collection system renovations.

Capital Improvement Projects

The City will continue to move forward with the Wastewater Treatment Plant Upgrade project in FY 2016-17. As previously mentioned, the project will enter the construction phase during 2016. The cost is estimated at \$48 million, which will be shared with the City of Hercules on a 50/50 basis. The project will be funded over the next three Budget Years.



For the second consecutive year, the City of Pinole has received the Excellence in Budgeting Award from the California Society of Municipal Finance Officers (CSMFO) for its annual Operating Budget. The City previously received the Meritorious Award for its fiscal years 2006 through 2011 Operating Budgets.

The award represents a significant achievement by the City. It reflects the commitment of the City Council and the City staff in meeting the highest principles of government budgeting. To receive this award, the City had to satisfy nationally recognized guidelines for effective budget presentation.

CITY OF PINOLE
FY 2016-17 BUDGET SUMMARIES

GENERAL FUND - 100

	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17
REVENUE:	ACTUAL	ACTUAL	ACTUAL	REV BUDGET	ADOPTED
Property Tax	2,050,027	2,701,237	5,099,765	2,815,085	2,969,598
Sales Tax	3,220,705	3,371,369	3,696,872	3,453,000	3,567,941
Franchise Tax	565,095	667,030	656,564	662,460	682,334
Utility Users Tax	1,975,666	1,880,224	1,843,618	1,774,692	1,819,059
Other Taxes	510,134	574,582	708,456	752,575	700,000
Intergovernmental	1,419,848	1,462,286	1,799,252	1,699,861	1,684,346
Permits	29,228	36,572	47,115	40,275	40,275
Service Charges	659,752	407,651	373,161	375,000	380,500
Fines & Forfeitures	52,124	54,273	55,734	51,869	54,050
Use of Money and Property	93,116	91,228	94,161	151,760	98,525
Other Revenue	168,192	33,184	75,836	38,000	26,000
SUB-TOTAL	10,743,887	11,279,636	14,450,534	11,814,577	12,022,628
Transfers In [1]	714,108	577,173	280,073	402,273	200,000
TOTAL GENERAL FUND REVENUE	11,457,995	11,856,809	14,730,607	12,216,850	12,222,628
EXPENDITURES:	ACTUAL	ACTUAL	ACTUAL	REV BUDGET	ADOPTED
City Council	64,529	68,865	69,677	77,331	89,062
City Manager	69,261	77,034	71,909	75,321	105,159
City Clerk	129,056	121,040	152,781	183,505	219,369
City Treasurer	12,398	12,884	11,405	11,313	14,217
City Attorney	124,431	222,916	112,273	161,499	205,000
Finance	331,601	343,382	365,698	358,327	361,585
Human Resources	251,327	254,175	247,138	296,377	274,875
General Government	338,942	321,476	390,607	437,139	413,304
Employee Benefits & Insurance	658,064	794,107	755,515	940,385	732,723
Police Department	4,264,823	4,557,265	4,297,150	5,032,148	4,981,641
Fire Department	2,629,687	2,326,001	2,311,979	2,533,580	2,599,230
Public Works	544,883	609,150	677,310	828,702	879,976
Community Development	32,756	-2,964	0	7,756	8,084
Recreation	-2,679	47	0	0	0
Debt Principal	327,142	310,711	271,771	528,018	518,662
Debt Interest	156,242	280,170	271,834	205,282	229,638
SUB-TOTAL	9,932,463	10,296,259	10,007,047	11,676,683	11,632,525
Transfers Out [1]	519,078	460,416	44,375	5,000	5,000
TOTAL GENERAL FUND EXPENDITURES	10,451,541	10,756,675	10,051,422	11,681,683	11,637,525
NET RESULTS	1,006,454	1,100,134	4,679,185	535,167	585,103
FUND BALANCE, JULY 1	-4,228,810	-3,222,356	-2,122,222	2,556,963	3,092,130
ESTIMATED FUND BALANCE, JUNE 30 [2]	-3,222,356	-2,122,222	2,556,963	3,092,130	3,677,233

[1] Refer to Schedule of Transfers on page B-16 for details.

[2] Includes General Reserve. Does not include Measure S 2006 and 2014.

**CITY OF PINOLE
FY 2016-17 BUDGET SUMMARIES**

MEASURE S -2006 - 105

	FY 2012-13 ACTUAL	FY 2013-14 ACTUAL	FY 2014-15 ACTUAL	FY 2015-16 REV BUDGET	FY 2016-17 ADOPTED
REVENUE:					
Sales Tax	1,675,415	1,793,472	2,053,042	1,840,000	1,855,350
Investment Earnings	703	811	773	20,000	1,000
Refund & Rebates	0	0	510	0	0
Debt Proceeds	0	458,000	0	0	0
TOTAL MEASURE S 2006 REVENUE	1,676,118	2,252,283	2,054,325	1,860,000	1,856,350

	FY 2012-13 ACTUAL	FY 2013-14 ACTUAL	FY 2014-15 ACTUAL	FY 2015-16 REV BUDGET	FY 2016-17 ADOPTED
EXPENDITURES:					
City Council	2,000	0	0	0	0
Finance	5,000	2,500	2,500	0	0
General Govern	5,374	0	0	0	0
Police Department	965,764	858,214	1,129,824	1,238,531	1,283,066
Fire Department	421,685	1,150,524	777,004	621,286	640,399
NPDES Storm Sewer	0	7,700	0	0	0
TOTAL MEASURE S 2006 EXPENDITURES	1,399,823	2,018,938	1,909,328	1,859,817	1,923,465

NET RESULTS	276,295	233,345	144,997	183	-67,115
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FUND BALANCE, JULY 1	1,587,255	1,863,550	2,096,895	2,241,892	2,242,075
ESTIMATED FUND BALANCE, JUNE 30	1,863,550	2,096,895	2,241,892	2,242,075	2,174,960

MEASURE S -2014 - 106

	FY 2012-13 ACTUAL	FY 2013-14 ACTUAL	FY 2014-15 ACTUAL	FY 2015-16 REV BUDGET	FY 2016-17 ADOPTED
REVENUE:					
Sales Tax	0	0	370,242	1,840,000	1,855,350
Investment Earnings	0	0	0	500	500
TOTAL MEASURE S 2014 REVENUE	0	0	370,242	1,840,500	1,855,850

	FY 2012-13 ACTUAL	FY 2013-14 ACTUAL	FY 2014-15 ACTUAL	FY 2015-16 REV BUDGET	FY 2016-17 ADOPTED
EXPENDITURES:					
City Attorney	-	-	-	-	25,000
Finance	-	-	-	2,500	2,500
Information Systems	-	-	-	152,500	280,000
Police Department	-	-	-	99,046	98,837
Fire Department	-	-	-	155,869	253,962
Public Works	-	-	-	593,876	565,521
Sewer Collection	-	-	-	50,000	125,000
Recreation	-	-	-	7,000	7,000
PCTV	-	-	-	31,000	-
Transfers Out [1]	0	0	0	587,200	841,364
TOTAL MEASURE S 2014 EXPENDITURES	0	0	0	1,678,991	2,199,184

NET RESULTS	0	0	370,242	161,509	-343,334
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FUND BALANCE, JULY 1	0	0	0	370,242	531,751
ESTIMATED FUND BALANCE, JUNE 30	0	0	370,242	531,751	188,417

[1] Refer to Schedule of Transfers on page B-16 for details.

CITY OF PINOLE
FY 2016-17 BUDGET SUMMARIES

RESTRICTED GENERAL FUND MAINTENANCE - 155

	FY 2012-13 ACTUAL	FY 2013-14 ACTUAL	FY 2014-15 ACTUAL	FY 2015-16 REV BUDGET	FY 2016-17 ADOPTED
REVENUE:					
Investment Earnings	-41,062	248,948	0	0	0
Rental Property	1,150	1,150	150	4,875	150
Lease Payments	2,473	2,473	2,473	0	2,473
Refund & Rebates	74,097	0	0	0	0
Ground Lease Rentals	34,000	1,768	0	34,000	0
Parking Lot Maintenance	4,075	2,725	3,175	0	3,175
Miscellaneous Revenue	0	34,000	34,000	0	34,000
Transfers In [1]	0	91,500	80,000	0	0
GAIN SALE ASSET	0	-21,899,748	0	0	0
TOTAL RES. GEN. FUND MAINT REVENUE	74,733	-21,517,184	119,798	38,875	39,798

	FY 2012-13 ACTUAL	FY 2013-14 ACTUAL	FY 2014-15 ACTUAL	FY 2015-16 REV BUDGET	FY 2016-17 ADOPTED
EXPENDITURES:					
Public Works	96,464	51,699	47,455	38,850	50,700
TOTAL RES. GEN. FUND MAINT EXPENDITURES	96,464	51,699	47,455	38,850	50,700

NET RESULTS	-21,731	-21,568,883	72,343	25	-10,903
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FUND BALANCE, JULY 1	21,758,258	21,736,527	167,644	239,987	240,012
ESTIMATED FUND BALANCE, JUNE 30	21,736,527	167,644	239,987	240,012	229,110

EQUIPMENT RESERVE - 160

	FY 2012-13 ACTUAL	FY 2013-14 ACTUAL	FY 2014-15 ACTUAL	FY 2015-16 REV BUDGET	FY 2016-17 ADOPTED
REVENUE:					
Refund & Rebates	84,078	0	0	0	0
ISF/Equipment Replacement	0	0	0	120,000	120,000
Transfers In [1]	0	0	92,000	0	0
TOTAL EQUIPMENT RESERVE REVENUE	84,078	0	92,000	120,000	120,000

EXPENDITURES:					
Police Department	130,356	49,398	49,398	49,398	0
TOTAL EQUIPMENT RESERVE EXPENDITURES	130,356	49,398	49,398	49,398	0

NET RESULTS	-46,278	-49,398	42,602	70,602	120,000
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FUND BALANCE, JULY 1	128,660	82,382	32,984	75,586	146,188
ESTIMATED FUND BALANCE, JUNE 30	82,382	32,984	75,586	146,188	266,188

[1] Refer to Schedule of Transfers on page B-16 for details.

CITY OF PINOLE
FY 2016-17 BUDGET SUMMARIES

SPECIAL REVENUE FUNDS

GAS TAX FUND - 200

	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17
REVENUE:	ACTUAL	ACTUAL	ACTUAL	REV BUDGET	ADOPTED
Gas Tax #2106	68,467	70,018	78,797	62,544	62,558
Gas Tax #2107	138,991	141,339	148,191	153,128	164,321
Gas Tax #2107.5	4,000	4,000	8,000	4,000	4,000
Gas Tax #2105	84,821	132,125	115,247	112,002	118,330
Gas Tax #2103	154,014	270,650	181,479	88,798	44,686
Miscellaneous Revenue	878	9,530	2,816	2,425	0
TOTAL GAS TAX REVENUE	451,171	627,662	534,530	422,897	393,895

	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17
EXPENDITURES:	ACTUAL	ACTUAL	ACTUAL	REV BUDGET	ADOPTED
Public Works	461,169	504,722	515,023	434,552	353,480
TOTAL GAS TAX EXPENDITURES	461,169	504,722	515,023	434,552	353,480
NET RESULTS	-9,998	122,940	19,507	-11,655	40,415
FUND BALANCE, JULY 1	22,908	12,910	135,850	155,357	143,702
ESTIMATED FUND BALANCE, JUNE 30	12,910	135,850	155,357	143,702	184,117

PUBLIC SAFETY AUGMENTATION FUND - 203

	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17
REVENUE:	ACTUAL	ACTUAL	ACTUAL	REV BUDGET	ADOPTED
State Safety Sales Tax	147,938	159,099	164,853	140,000	150,000
TOTAL PSAF REVENUE	147,938	159,099	164,853	140,000	150,000

	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17
EXPENDITURES:	ACTUAL	ACTUAL	ACTUAL	REV BUDGET	ADOPTED
Police	0	0	0	0	135,712
Transfers Out	126,100	126,100	149,000	140,000	0
TOTAL PSAF EXPENDITURES	126,100	126,100	149,000	140,000	135,712
NET RESULTS	21,838	32,999	15,853	0	14,288
FUND BALANCE, JULY 1	-13,914	7,924	40,923	56,776	56,776
ESTIMATED FUND BALANCE, JUNE 30	7,924	40,923	56,776	56,776	71,064

CITY OF PINOLE
FY 2016-17 BUDGET SUMMARIES

POLICE GRANTS - 204

	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17
REVENUE:	ACTUAL	ACTUAL	ACTUAL	REV BUDGET	ADOPTED
LLEBG	321,665	217,663	0	0	0
Office of Traffic Safety	0	0	0	147,000	0
Misc Grant - WCCUSD	320,000	320,000	480,000	480,000	320,000
TOTAL POLICE GRANTS REVENUE	641,665	537,663	480,000	627,000	320,000
EXPENDITURES:	ACTUAL	ACTUAL	ACTUAL	REV BUDGET	ADOPTED
Police Operations	39,106	314	0	0	0
Police Grants	530,584	566,327	568,382	501,074	320,000
OTS STEP Grant	0	0	0	147,000	0
TOTAL POLICE GRANTS EXPENDITURES	569,690	566,641	568,382	648,074	320,000
NET RESULTS	71,975	-28,978	-88,382	-21,074	0
FUND BALANCE, JULY 1	117,398	189,373	160,395	72,013	50,939
ESTIMATED FUND BALANCE, JUNE 30	189,373	160,395	72,013	50,939	50,939

TRAFFIC SAFETY FUND - 205

	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17
REVENUE:	ACTUAL	ACTUAL	ACTUAL	REV BUDGET	ADOPTED
PC 1463 Fines & Forfeitures	45,211	51,795	59,859	57,750	57,750
TOTAL TRAFFIC SAFETY FUND REVENUE	45,211	51,795	59,859	57,750	57,750
EXPENDITURES:	ACTUAL	ACTUAL	ACTUAL	REV BUDGET	ADOPTED
Police	14,718	15,699	35,266	38,043	38,504
Transfers Out	30,000	30,000	30,000	30,000	0
TOTAL TRAFFIC SAFETY FUND EXPENDITURES	44,718	45,699	65,266	68,043	38,504
NET RESULTS	493	6,096	-5,407	-10,293	19,246
FUND BALANCE, JULY 1	42,614	43,107	49,203	43,796	33,503
ESTIMATED FUND BALANCE, JUNE 30	43,107	49,203	43,796	33,503	52,749

SLESF - 206

	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17
REVENUE:	ACTUAL	ACTUAL	ACTUAL	REV BUDGET	ADOPTED
AB3229/AB1913	96,826	108,550	113,973	100,000	100,000
TOTAL SLESF REVENUE	96,826	108,550	113,973	100,000	100,000
EXPENDITURES:	ACTUAL	ACTUAL	ACTUAL	REV BUDGET	ADOPTED
Police Grants	120,679	102,561	93,864	97,011	92,033
TOTAL SLESF EXPENDITURES	120,679	102,561	93,864	97,011	92,033
NET RESULTS	-23,853	5,989	20,109	2,989	7,967
FUND BALANCE, JULY 1	17,416	-6,437	-448	19,661	22,650
ESTIMATED FUND BALANCE, JUNE 30	-6,437	-448	19,661	22,650	30,617

CITY OF PINOLE
FY 2016-17 BUDGET SUMMARIES

STORM WATER FUND - 207

	FY 2012-13 ACTUAL	FY 2013-14 ACTUAL	FY 2014-15 ACTUAL	FY 2015-16 REV BUDGET	FY 2016-17 ADOPTED
REVENUE:					
NPDES Assessment	267,446	263,895	267,008	269,799	315,768
Miscellaneous Revenue	1,476	-190	2,000	0	0
TOTAL STORM WATER REVENUE	268,922	263,705	269,008	269,799	315,768
EXPENDITURES:					
NPDES-Storm Water	234,347	224,594	184,293	269,041	315,768
TOTAL STORM WATER EXPENDITURES	234,347	224,594	184,293	269,041	315,768
NET RESULTS	34,575	39,111	84,715	758	0
FUND BALANCE, JULY 1	-168,570	-133,995	-94,884	-10,169	-9,411
ESTIMATED FUND BALANCE, JUNE 30	-133,995	-94,884	-10,169	-9,411	-9,411

RECREATION FUND - 209

	FY 2012-13 ACTUAL	FY 2013-14 ACTUAL	FY 2014-15 ACTUAL	FY 2015-16 REV BUDGET	FY 2016-17 ADOPTED
REVENUE:					
Recreation Administration	54,830	73,454	178,429	47,247	47,247
Senior Center	216,566	281,032	233,658	227,000	227,000
Swim Center	55,185	37,178	48,824	43,500	52,500
Memorial Hall	5,750	5,300	5,600	5,300	5,300
Tiny Tots	144,594	155,540	167,432	191,077	197,418
Performing Arts	57,626	46,344	45,169	44,900	44,900
Tennis	3,785	2,624	1,020	2,750	2,750
Youth Camp	1,040	100,158	73,593	130,150	117,350
Drop in Gym Prg	1,335	0	0	0	0
Youth Center	292,607	133,067	132,034	148,945	160,495
TOTAL RECREATION REVENUE	833,318	834,697	885,759	840,869	854,960
EXPENDITURES:					
Recreation Administration	49,421	129,534	142,738	164,548	150,147
Senior Center	298,276	190,488	242,366	239,074	264,618
Swim Center	42,409	34,145	34,760	42,764	40,544
Memorial Hall	4,955	4,547	6,674	5,000	4,600
Tiny Tots	128,387	137,142	166,554	136,697	100,020
Performing Arts	46,713	46,802	42,108	44,780	44,000
Tennis	2,310	2,078	1,591	2,500	2,500
Youth Camp	41,880	64,531	38,630	65,250	68,368
Youth Center	237,740	134,454	203,247	150,414	169,173
TOTAL RECREATION EXPENDITURES	852,091	743,721	878,668	851,027	843,970
NET RESULTS	-18,773	90,976	7,091	-10,158	10,990
FUND BALANCE, JULY 1	-53,545	-72,318	18,658	25,749	15,591
ESTIMATED FUND BALANCE, JUNE 30	-72,318	18,658	25,749	15,591	26,581

[1] Refer to Schedule of Transfers on page B-16 for details.

CITY OF PINOLE
FY 2016-17 BUDGET SUMMARIES

SENIOR CENTER FUND - 211

	FY 2012-13 ACTUAL	FY 2013-14 ACTUAL	FY 2014-15 ACTUAL	FY 2015-16 REV BUDGET	FY 2016-17 ADOPTED
REVENUE:					
Service Charges	29,829	28,737	27,555	25,000	30,000
Use of Money and Property	67	66	4	100	0
Recreation Fees	257,292	272,772	303,678	302,700	290,450
Other Revenue	0	0	0	100	0
TOTAL SENIOR CENTER REVENUE	287,188	301,575	331,237	327,900	320,450
EXPENDITURES:					
Senior Center	267,440	319,801	317,594	248,460	255,550
Transfer Out [1]				46,000	46,000
TOTAL SENIOR CENTER EXPENDITURES	267,440	319,801	317,594	294,460	301,550
NET RESULTS	19,748	-18,226	13,643	33,440	18,900
FUND BALANCE, JULY 1	126,655	146,403	128,177	141,820	175,260
ESTIMATED FUND BALANCE, JUNE 30	146,403	128,177	141,820	175,260	194,160

BUILDING AND PLANNING FUND - 212

	FY 2012-13 ACTUAL	FY 2013-14 ACTUAL	FY 2014-15 ACTUAL	FY 2015-16 REV BUDGET	FY 2016-17 ADOPTED
REVENUE:					
Business License	0	0	3,210	0	1,800
Intergovernmental	5,276	-5,276	0	0	2,400
Permits	406,141	360,553	301,492	356,178	645,900
Service Charges	41,339	129,290	208,626	199,840	191,500
Fines & Forfeitures	0	2,692	25	856	800
Other Revenue	-3,388	5,055	23,529	6,100	7,000
TOTAL BUILDING AND PLANNING REVENUE	449,368	492,314	536,882	562,974	849,400
EXPENDITURES:					
Community Development	0	177,257	218,333	183,716	327,329
Building Inspection	361,421	231,275	307,021	506,088	613,010
TOTAL BUILDING AND PLANNING EXPENDITURES	361,421	408,532	525,354	689,804	940,339
NET RESULTS	87,947	83,782	11,528	-126,830	-90,939
FUND BALANCE, JULY 1	190,470	278,417	362,199	373,727	246,897
ESTIMATED FUND BALANCE, JUNE 30	278,417	362,199	373,727	246,897	155,958

REFUSE MANAGEMENT FUND - 213

	FY 2012-13 ACTUAL	FY 2013-14 ACTUAL	FY 2014-15 ACTUAL	FY 2015-16 REV BUDGET	FY 2016-17 ADOPTED
REVENUE:					
Intergovernmental	60,214	60,579	60,727	60,060	60,060
TOTAL REFUSE MANAGEMENT REVENUE	60,214	60,579	60,727	60,060	60,060
EXPENDITURES:					
Public Works Waste Reduction	38,866	85,942	57,574	85,832	112,712
Transfers Out	15,000	15,000	15,000	0	0
TOTAL REFUSE MANAGEMENT EXPENDITURES	53,866	100,942	72,574	85,832	112,712
NET RESULTS	6,348	-40,363	-11,847	-25,772	-52,652
FUND BALANCE, JULY 1	328,566	334,914	294,551	282,704	256,932
ESTIMATED FUND BALANCE, JUNE 30	334,914	294,551	282,704	256,932	204,280

[1] Refer to Schedule of Transfers on page B-16 for details.

CITY OF PINOLE
FY 2016-17 BUDGET SUMMARIES

MEASURE J FUND - 215

	FY 2012-13 ACTUAL	FY 2013-14 ACTUAL	FY 2014-15 ACTUAL	FY 2015-16 REV BUDGET	FY 2016-17 ADOPTED
REVENUE:					
Measure C	307,823	330,683	378,476	337,297	303,590
Misc Grant	0	0	0	50,000	0
Investment Earnings	223	176	181	0	0
TOTAL MEASURE J REVENUE	308,046	330,859	378,657	387,297	303,590
EXPENDITURES:					
Public Works	46,392	50,936	58,968	194,516	145,356
Capital Projects	398,323	441,560	3,000	89,000	89,000
Transfers Out	42,772	36,675	36,675	587,000	0
TOTAL MEASURE J EXPENDITURES	487,487	529,171	98,643	870,516	234,356
NET RESULTS	-179,441	-198,312	280,014	-483,219	69,234
FUND BALANCE, JULY 1	830,611	651,170	452,858	732,872	249,653
ESTIMATED FUND BALANCE, JUNE 30	651,170	452,858	732,872	249,653	318,887

CABLE ACCESS TV FUND - 228

	FY 2012-13 ACTUAL	FY 2013-14 ACTUAL	FY 2014-15 ACTUAL	FY 2015-16 REV BUDGET	FY 2016-17 ADOPTED
REVENUE:					
FRANCHISE-CABLE	27,096	31,382	57,332	55,360	62,651
Video Production	90,957	99,806	93,609	103,700	96,500
PEG Access Fees [3]	54,252	56,206	57,615	58,556	59,200
Other Revenue	54,819	30,296	10,069	20,000	5,500
TOTAL CABLE ACCESS TV REVENUE	227,124	217,690	218,625	237,616	223,851
Transfers In [1]	44,616	9,375	9,375	55,000	96,364
TOTAL CABLE ACCESS TV SOURCES	271,740	227,065	228,000	292,616	320,215
EXPENDITURES:					
Cable Access TV	252,090	274,808	275,443	291,287	320,215
TOTAL CABLE ACCESS TV EXPENDITURES	252,090	274,808	275,443	291,287	320,215
NET RESULTS	19,650	-47,743	-47,443	1,329	0
FUND BALANCE, JULY 1	43,489	63,139	15,396	-32,047	-30,718
ESTIMATED FUND BALANCE, JUNE 30	63,139	15,396	-32,047	-30,718	-30,718

[3] PEG Access Fees are only available for capital equipment. Additional General Fund subsidy may be required.

[1] Refer to Schedule of Transfers on page B-16 for details.

CITY OF PINOLE
FY 2016-17 BUDGET SUMMARIES

HOUSING LAND HELD FOR RESALE FUND - 285

	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17
REVENUE:	ACTUAL	ACTUAL	ACTUAL	REV BUDGET	ADOPTED
Other Revenue	159,987	231,518	682,459	120,000	75,000
Ground Lease Rentals	56,111	56,111	42,083	56,112	72,253
Principal Loan Repayment	48,464	108,021	45,666	21,270	20,000
Interest Loan Repayment	11,417	116,153	226,834	1,200	1,000
Shared Equity Appreciation	9,010	0	0	0	0
GAIN SALE ASSET	0	-734,528	0	0	0
TOTAL HOUSING REVENUE	284,989	-222,725	997,042	198,582	168,253

	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17
EXPENDITURES:	ACTUAL	ACTUAL	ACTUAL	REV BUDGET	ADOPTED
Housing Administration	39,206	290,747	101,165	73,283	82,870
Transfers Out	1,017,235	0	80,000	0	0
TOTAL HOUSING EXPENDITURES	1,056,441	290,747	181,165	73,283	82,870
NET RESULTS	-771,452	-513,472	815,877	125,299	85,383
FUND BALANCE, JULY 1	14,498,538	13,727,086	13,213,614	14,029,491	14,154,790
ESTIMATED FUND BALANCE, JUNE 30	13,727,086	13,213,614	14,029,491	14,154,790	14,240,173

LIGHTING & LANDSCAPE DISTRICTS FUND - 310

	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17
REVENUE:	ACTUAL	ACTUAL	ACTUAL	REV BUDGET	ADOPTED
Damage & Recoveries	0	0	13,175	0	0
NPDES Assessment	32,576	33,361	20,401	33,870	33,870
Transfers In [1]	0	0	0	5,000	5,000
TOTAL L & L REVENUE	32,576	33,361	33,576	38,870	38,870

	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17
EXPENDITURES:	ACTUAL	ACTUAL	ACTUAL	REV BUDGET	ADOPTED
LL&D Zone A-Kaiser Medians	18,983	19,522	25,273	21,878	23,628
LL&D Zone B-PV Shopping Ctr Medians	15,068	17,608	16,104	16,992	18,242
TOTAL L & L EXPENDITURES	34,051	37,130	41,377	38,870	41,870
NET RESULTS	-1,475	-3,769	-7,801	0	-3,000
FUND BALANCE, JULY 1	25,546	24,071	20,302	12,501	12,501
ESTIMATED FUND BALANCE, JUNE 30	24,071	20,302	12,501	12,501	9,501

PINOLE VALLEY CARETAKER FUND - 317

	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17
REVENUE:	ACTUAL	ACTUAL	ACTUAL	REV BUDGET	ADOPTED
Rental Property	13,750	15,000	15,000	15,000	15,000
TOTAL PV CARETAKER REVENUE	13,750	15,000	15,000	15,000	15,000

	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17
EXPENDITURES:	ACTUAL	ACTUAL	ACTUAL	REV BUDGET	ADOPTED
Public Works	13,335	15,169	14,600	15,000	14,824
TOTAL PV CARETAKER EXPENDITURES	13,335	15,169	14,600	15,000	14,824
NET RESULTS	415	-169	400	0	176
FUND BALANCE, JULY 1	-212	203	34	434	434
ESTIMATED FUND BALANCE, JUNE 30	203	34	434	434	610

[1] Refer to Schedule of Transfers on page B-16 for details.

CITY OF PINOLE
FY 2016-17 BUDGET SUMMARIES

CITY STREET IMPROVEMENTS FUND - 325

	FY 2012-13 ACTUAL	FY 2013-14 ACTUAL	FY 2014-15 ACTUAL	FY 2015-16 REV BUDGET	FY 2016-17 ADOPTED
REVENUE:					
Refund & Rebates	0	5,800	0	0	0
Transfers In [1]	0	0	0	250,000	250,000
TOTAL CITY STREET IMPROVEMENTS REVENUE	0	5,800	0	250,000	250,000
EXPENDITURES:					
Capital Projects	5,348	649,933	56,315	0	250,000
TOTAL CITY STREET IMPROVEMENTS EXPENDITURE	5,348	649,933	56,315	0	250,000
NET RESULTS	-5,348	-644,133	-56,315	250,000	0
FUND BALANCE, JULY 1	993,007	987,659	343,526	287,211	537,211
ESTIMATED FUND BALANCE, JUNE 30	987,659	343,526	287,211	537,211	537,211

2014 ARTERIAL REHABILITATION FUND - 377

	FY 2012-13 ACTUAL	FY 2013-14 ACTUAL	FY 2014-15 ACTUAL	FY 2015-16 REV BUDGET	FY 2016-17 ADOPTED
REVENUE:					
Federal Grants	0	0	0	453,000	
Transfers In [1]	0	0	0	997,000	250,000
TOTAL ARTERIAL REHABILITATION REVENUE	0	0	0	1,450,000	250,000
EXPENDITURES:					
Capital Projects	0	0	0	1,450,000	250,000
TOTAL ARTERIAL REHABILITATION EXPENDITURE	0	0	0	1,450,000	250,000
NET RESULTS	0	0	0	0	0
FUND BALANCE, JULY 1	0	0	0	0	0
ESTIMATED FUND BALANCE, JUNE 30	0	0	0	0	0

SEWER ENTERPRISE FUND - 500

	FY 2012-13 ACTUAL	FY 2013-14 ACTUAL	FY 2014-15 ACTUAL	FY 2015-16 REV BUDGET	FY 2016-17 ADOPTED
REVENUE:					
Charges for Services	5,961,000	5,670,160	6,024,646	6,291,753	7,202,424
Other Revenue	6,490	5,219	8,692	5,200	0
TOTAL SEWER ENTERPRISE REVENUE	5,967,490	5,675,379	6,033,338	6,296,953	7,202,424
EXPENSES:					
Sewer Treatment Plant	3,290,556	3,230,191	3,147,983	3,330,950	3,560,405
Sewer Collection	450,692	535,184	623,780	1,091,275	1,050,649
Sewer Projects	391,025	10,543	0	0	0
WPCP Equipment & Debt Service	435,566	424,406	410,772	661,488	636,488
Capital Projects:	148	0	0	395,000	0
Depreciation Expense	687,931	660,644	646,842	0	0
TOTAL SEWER ENTERPRISE EXPENSES	5,256,066	4,860,968	4,829,377	5,873,713	5,247,542
NET RESULTS	711,424	814,411	1,203,961	423,240	1,954,882
FUND BALANCE, JULY 1	11,565,050	12,276,474	13,090,885	14,294,846	14,718,086
ESTIMATED FUND BALANCE, JUNE 30	12,276,474	13,090,885	14,294,846	14,718,086	16,672,968

[1] Refer to Schedule of Transfers on page B-16 for details.

CITY OF PINOLE
FY 2016-17 BUDGET SUMMARIES

PLANT EXPANSION FUND - 503

	FY 2012-13 ACTUAL	FY 2013-14 ACTUAL	FY 2014-15 ACTUAL	FY 2015-16 REV BUDGET	FY 2016-17 ADOPTED
REVENUE:					
Cap Proj Reimb	218,193	786,537	887,140	3,802,500	14,075,281
TOTAL PLANT EXPANSION REVENUE	218,193	786,537	887,140	3,802,500	14,075,281

	FY 2012-13 ACTUAL	FY 2013-14 ACTUAL	FY 2014-15 ACTUAL	FY 2015-16 REV BUDGET	FY 2016-17 ADOPTED
EXPENSES:					
Sewer Projects	171,194	0	53,881	7,605,000	13,291,987
TOTAL PLANT EXPANSION EXPENSES	171,194	0	53,881	7,605,000	13,291,987

NET RESULTS	46,999	786,537	833,259	-3,802,500	783,294
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FUND BALANCE, JULY 1	-18,247	28,752	815,289	1,648,548	-2,153,952
ESTIMATED FUND BALANCE, JUNE 30	28,752	815,289	1,648,548	-2,153,952	-1,370,658

INFORMATION SYSTEMS FUND - 525

	FY 2012-13 ACTUAL	FY 2013-14 ACTUAL	FY 2014-15 ACTUAL	FY 2015-16 REV BUDGET	FY 2016-17 ADOPTED
EXPENDITURES:					
Information Systems	400,984	513,442	511,692	778,145	757,400
IS Charges	-406,693	-500,458	-497,982	-778,145	-637,900
TOTAL INFORMATION SYSTEMS EXPENDITURES	-5,709	12,984	13,710	0	119,500

FUND BALANCE, JULY 1	-75,325	-81,034	-68,050	-54,340	-54,340
ESTIMATED FUND BALANCE, JUNE 30	-81,034	-68,050	-54,340	-54,340	65,160

RECOGNIZED OBLIGATION RETIREMENT FUND - 750

	FY 2012-13 ACTUAL	FY 2013-14 ACTUAL	FY 2014-15 ACTUAL	FY 2015-16 REV BUDGET	FY 2016-17 ADOPTED
REVENUE:					
Taxes	4,200,395	4,971,158	5,158,035	250,000	253,500
Use of Money and Property	32,754	154,581	157,801	0	0
Other Revenue	60,916	145,104	40,618	0	0
Transfers	0	18,119,348	-9,867,196	0	0
TOTAL RORF REVENUE	4,294,065	23,390,191	-4,510,742	250,000	253,500

	FY 2012-13 ACTUAL	FY 2013-14 ACTUAL	FY 2014-15 ACTUAL	FY 2015-16 REV BUDGET	FY 2016-17 ADOPTED
EXPENSES:					
Redevelopment Administration	359,196	312,532	330,310	249,610	253,500
Housing Administration	27,740	0	0	0	0
Capital Projects	551,563	54,099	57,029	0	0
Debt Service	2,471,130	2,087,042	1,828,818	0	0
Depreciation Expense	598,320	414,109	365,615	0	0
TOTAL RORF EXPENSES	4,007,949	2,867,782	2,581,772	249,610	253,500

CITY OF PINOLE
MEASURE S 2014
FIVE-YEAR FUNDING PLAN
APPROVED MAY 5, 2015 - AMENDED PROPOSED JUNE 21, 2016

Functional Area	Notes	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20
Transfer to General Fund Reserve		\$ -	\$200,000	\$200,000	\$200,000	\$200,000
Total		\$ -	\$200,000	\$200,000	\$200,000	\$200,000
Cable Television						
Operating Subsidy		\$ 55,000	\$ 96,364	\$ 55,000	\$ 55,000	\$ 55,000
Equipment-Replace Mixer and Convert to Digital Projection	[1]	\$ 31,000	\$ -	\$ 31,000	\$ 31,000	\$ 31,000
Total		\$ 86,000	\$ 96,364	\$ 86,000	\$ 86,000	\$ 86,000
City Facilities						
Paint Tiny Tots Building		\$ -	\$ 8,000	\$ -	\$ -	\$ -
Replace Carpet at Senior Center with Tile		\$ 5,000	\$ -	\$ -	\$ -	\$ -
Replace Roof at Senior Center		\$ 254,000	\$ -	\$ -	\$ -	\$ -
Roof Repairs/Replace Roof Flashing - All City Facilities		\$ 25,000	\$ -	\$ -	\$ 164,000	\$ 108,000
Replace HVAC at Senior Center		\$ 60,000	\$ -	\$ -	\$ -	\$ -
Engineering Building Slab Displacement @ Tiny Tots		\$ -	\$ 5,000	\$ -	\$ -	\$ -
Replace Carpeting with Tile in the Council Break Room		\$ -	\$ 5,000	\$ -	\$ -	\$ -
Paint City Hall (Inside and Outside)		\$ -	\$ -	\$ 35,000	\$ 35,000	\$ -
Total		\$ 344,000	\$ 18,000	\$ 35,000	\$ 199,000	\$ 108,000
City Hall						
Tablets (3) City Manager, Development Services Director and City Clerk		\$ 4,500	\$ -	\$ -	\$ -	\$ -
Replace SIRE Records System Software (Laser Fiche)		\$ -	\$ 25,000	\$ 25,000	\$ -	\$ -
Replace Financial System (Finance and Personnel)	[2]	\$ 50,000	\$ 150,000	\$ -	\$ -	\$ -
Additional IT Support		\$ -	\$ -	\$ -	\$ 20,000	\$ 20,000
Annual Measure S 2014 Audit		\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500
Total		\$ 57,000	\$ 177,500	\$ 27,500	\$ 22,500	\$ 22,500
Recreation						
Operating Subsidy - Swim Center		\$ 36,000	\$ 45,000	\$ 45,000	\$ 45,000	\$ 45,000
Summer Sounds in the Park- Twice a Summer		\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500
Cinema in the Park-3 Times a Summer		\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500
Community Service Commission		\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000
Annual Tree Lighting		\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
Annual Fire Works Fourth of July		\$ -	\$ -	\$ 25,000	\$ 25,000	\$ 25,000
Replace CLASS Registration		\$ -	\$ 50,000	\$ -	\$ -	\$ -
Total		\$ 43,000	\$ 102,000	\$ 77,000	\$ 77,000	\$ 77,000
Development Services						
Project Manager (Full Time 50% Measure S and 50% from Other Funding Sources)		\$ 63,701	\$ 70,067	\$ 73,570	\$ 77,249	\$ 81,111
Supplemental Funding - Skate Park Project		\$ 51,175	\$ -	\$ -	\$ -	\$ -
Initiate Internal Services Fund-Depreciation to Replace 2 Vehicles/Year Excludes Heavy Equipment		\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
Total		\$ 119,876	\$ 75,067	\$ 78,570	\$ 82,249	\$ 86,111

NOTES:

- [1] Funding for capital equipment and maintenance is provided through PEG Access Fees.
- [2] Carry forward \$50,000 from FY 2015-16 to FY 2016-17.

CITY OF PINOLE
MEASURE S 2014
FIVE-YEAR FUNDING PLAN
APPROVED MAY 5, 2015 - AMENDED PROPOSED JUNE 21, 2016

Functional Area	Notes	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20
Parks						
Replace Chips with Rubber Matting at Tiny Tots, Meadow, Fernandez and Louie Francis Parks		\$ -	\$ 50,000	\$ -	\$ -	\$ -
Resurface Parking Lot at Senior Center		\$ -	\$ 30,000	\$ -	\$ -	\$ -
Replace Lighting at Louie Francis Park		\$ -	\$ -	\$ -	\$ 40,000	\$ -
Annual re sod @ two Soccer Fields		\$ 15,000	\$ 50,000	\$ 10,000	\$ 10,000	\$ 10,000
New Restrooms at Fernandez Park	[3,4]	\$ -	\$ 170,000	\$ -	\$ -	\$ -
Replacement of Park Benches		\$ 15,000	\$ -	\$ 5,000	\$ 5,000	\$ -
Total		\$ 30,000	\$ 300,000	\$ 15,000	\$ 55,000	\$ 10,000
Public Works						
1 Maintenance Worker (Full Time)		\$ -	\$ 92,454	\$ 97,077	\$ 101,931	\$ 107,027
Initiate Internal Services Fund-Depreciation to Replace 2 Vehicles/Year Excludes Heavy Equipment		\$ 20,000	\$ 20,000	\$ 20,000	\$ 30,000	\$ 30,000
Initiate Internal Services Fund-Depreciation for Heavy Equipment		\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
Residential/Arterial Street Maintenance Program	[4]	\$ 350,000	\$ 500,000	\$ 475,000	\$ 400,000	\$ 500,000
Storm Drainage Master Plan		\$ -	\$ 75,000	\$ -	\$ -	\$ -
Storm Drainage Annual Rehabilitation		\$ -	\$ -	\$ 150,000	\$ 150,000	\$ 150,000
Replacement of Traffic Signs		\$ -	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
Public Tree Maintenance		\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
Sidewalk Maintenance		\$ -	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
Total		\$ 440,000	\$ 797,454	\$ 852,077	\$ 791,931	\$ 897,027
Police						
Community Safety Officers (2 Part Time)		\$ 54,046	\$ 53,837	\$ 56,529	\$ 59,355	\$ 62,323
Replace Mobile Digital Terminals With Tablets for Vehicles, Motorcycle, Chief (17)		\$ 85,000	\$ -	\$ 20,000	\$ -	\$ -
Lap Tops 2 @ \$1,500 each-Evidence and Squad Room, Also for 3 Detectives and Tablets for Admin 3 @ \$1,500 each Total of 10		\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ -
Initiate Internal Services Fund-Depreciation to Replace 1 Police Vehicle per year		\$ 45,000	\$ 45,000	\$ 50,000	\$ 50,000	\$ 50,000
Total		\$ 189,046	\$ 103,837	\$ 131,529	\$ 114,355	\$ 112,323
Fire						
Full Time Battalion Chief Training Officer		\$ 146,661	\$ 228,962	\$ 240,410	\$ 252,431	\$ 265,052
Emergency Preparedness		\$ -	\$ 25,000	\$ 25,000	\$ -	\$ -
Rehab Station 73 - Drapes, Painting, Appliances, Carpeting		\$ 15,000	\$ -	\$ -	\$ -	\$ -
2 New Computers - Training Officer and Training Room		\$ 3,000	\$ -	\$ -	\$ -	\$ -
1 Tablet for Fire Chief & Battalion Chiefs		\$ 5,000	\$ -	\$ -	\$ -	\$ -
Total		\$ 169,661	\$ 253,962	\$ 265,410	\$ 252,431	\$ 265,052
City Attorney						
Municipal Code Update		\$ -	\$ 25,000	\$ 25,000	\$ -	\$ -
Total		\$ -	\$ 25,000	\$ 25,000	\$ -	\$ -
Grand Total		\$ 1,478,583	\$ 2,149,184	\$ 1,793,086	\$ 1,880,465	\$ 1,864,014

NOTES: Complete Fernandez Park Restrooms Project in FY 2016-17

[3] Option 1: Appropriate \$150,000 funding from fund balance in FY 2016-17. Senior Center Roof and Arterial Streets projects completed under budget in FY 2015-16.

[4] Option 2: Reduce funding in FY 2016-17 for Residential/Arterial Street Maintenance Program by \$150,000, and appropriate in FY 2017-18.

DEBT OBLIGATIONS

Pension Obligation Bonds

In June 2006, the City Council authorized the issuance of \$16,800,000 of 2006 Series A-1 and A-2 Bonds. The Taxable Pension Obligation bonds in the aggregate principal of \$6,214,630 were issued to finance the City's unfunded accrued actuarial liability with CalPERS. Repayment on the Bonds will be from property tax revenues allocated to the pension obligation. Principal payments are due annually in June until 2036.

Bonds Payable Debt Service Requirements

<u>For the Year Ending, June 30</u>	<u>Principal</u>	<u>Interest</u>
2016	\$ 264,718	\$ 205,282
2017	255,362	229,638
2018	250,440	254,560
2019	241,322	278,678
2020	233,014	301,986
2021-2025	1,075,652	1,894,348
2026-2030	929,281	2,555,720
2031-2035	808,705	3,291,296
2036	148,201	751,797
	<u>\$ 4,206,695</u>	<u>\$ 9,763,305</u>

Capitalized Lease Obligations

The City leases equipment under an agreement which provides for title to pass upon expiration of the lease period. Future annual payments on capitalized lease obligations are as follows:

<u>For the Year Ending, June 30</u>	<u>Principal</u>	<u>Interest</u>
2016	\$ 104,459	\$ 15,757
2017	107,790	12,426
2018	111,234	8,981
2019	114,795	5,420
2020	68,695	1,738
	<u>\$ 506,973</u>	<u>\$ 44,322</u>

DEBT OBLIGATIONS

2006 Wastewater Revenue Bonds

During the year ended June 30, 2007, the City of Pinole Wastewater Utility Fund issued Wastewater Revenue Bonds Series 2006 for the purpose of financing certain capital improvements to the City's wastewater system, including the construction of a 4th anaerobic digester, renovation and improvement of the three existing digesters, and other projects. The 2006 Bonds will be repaid from the net wastewater revenues. Commencing on September 1, 2009, principal payments are due annually on September 1 until 2037. The Bonds bear interest between 4.0% and 4.4% annually. Interest is due semi-annually on March 1 and September 1 through 2037.

Debt service requirements are shown below for all business-type bonds payable long-term debt:

For the Year Ending, June 30	Principal	Interest
2016	\$ 240,000	\$ 387,310
2017	255,000	374,316
2018	265,000	362,322
2019	275,000	351,523
2020	290,000	340,041
2021-2025	1,645,000	1,500,942
2026-2030	2,045,000	1,097,191
2031-2035	2,560,000	580,243
2036-2037	1,200,000	55,890
	<u>\$ 8,775,000</u>	<u>\$ 5,049,778</u>

FY 2016-17 Schedule of Transfers

FUND #	DESCRIPTION	TRANSFER-OUT ACCOUNT #	AMOUNT	FUND #	DESCRIPTION	TRANSFER-IN ACCOUNT #	PURPOSE
100	General Fund	100-49901-0117	2,500	310	Light & Land Fund	310-39901-7706	Fund Business Assistance Program
100	General Fund	100-49901-0117	2,500	310	Light & Land Fund	310-39901-7707	Fund Business Assistance Program
	Subtotal Transfers from the General Fund		5,000				
106	Measure S 2014 Fund	106-49901-0117	250,000	377	2014 Arterial Str Prj Fund	377-39901-7725	Fund Portion of 2014 Arterial Sts Prj
	Subtotal Transfers to 2014 Arterial Sts Proj		250,000				
106	Measure S 2014 Fund	106-49901-0117	200,000	150	General Reserve Fund	150-39901-0117	General Fund reserve
106	Measure S 2014 Fund	106-49901-0117	250,000	325	City Street Fund	325-39901-7725	Funding for Future Street Projects
106	Measure S 2014 Fund	106-49901-0117	45,000	209	Recreation Fund	209-39901-0555	Swim Center Subsidy
106	Measure S 2014 Fund	106-49901-0117	96,364	228	Cable Television Fund	228-39901-0554	Cable Television Subsidy
	Subtotal Transfers from Measure S 2014		841,364				
211	Senior Center Fund	211-49901-0553	46,000	209	Recreation Fund	209-39901-0553	Reimbursement for Cook payroll
	Subtotal Transfers from the Senior Center		46,000				
	Grand total Transfers		892,364				

Mission

The City Council's responsibility is to establish comprehensive goals and objectives for the City; provide leadership in establishing policies for the conduct of municipal affairs; formulate priorities for allocation of City resources; support special legislative bodies; represent the City at local, regional, and State organizations; and hold regularly scheduled meetings, hearings, and study sessions to receive citizen's input and conduct the City's business in a public forum. The five-member City Council is elected at large and serves four-year overlapping terms. The City of Pinole operates under the Council/Manager form of Government.

Program Description

Annually, the City Council chooses one of its members to serve as the Mayor and the Mayor Pro Tempore. The City Council serves as the City's policy-making body, enacting ordinances, approving resolutions and taking action on municipal affairs. The City Council also serves as the governing body of the Pinole (Redevelopment) Successor Agency, and appoints members of the community to serve on various boards and commissions.

Key Objectives

- Efficient service delivery in a recovering economy
- Long-term sustainable Financing for City's General Fund
- Capital Improvement Program Priority Setting
- Redevelopment Successor Agency activities
- Establishing Priorities for Staff Assignments and Projects
- Creating a Business Friendly Environment promoting growth in retail sales and employment
- Council's Desire for Information Prior to Agenda Memos Being Written
- Attracting and Sustaining a diverse and growing Commercial/Retail Mix
- Maintaining a strong relationship with the Business Community and Community Groups

Success Indicators Approval & Delivery of the Pinole Valley Skate Park

- Sponsorship and Participation in Community Events
- Initial Construction of the Pinole Gateway Centre
- Approval of an RFP For Development of Parcels in Old Town
- Establishment of a General Fund Reserve with A Goal of \$5.5 Million Dollars
- Award the Contract for the Wastewater Control Plant Improvement Project
- Hired a New City Manager

**GENERAL FUND - 100
CITY COUNCIL - 110**

EXPENDITURE SUMMARY

	FY 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Actual	FY 2015-16 Budget	FY 2016-17 Proposed	\$ Chg	% Chg
Personnel							
Full-time Salary - 41101	-	-	-	-	-	-	0%
Overtime - 41102	-	-	-	-	-	-	0%
Holiday Pay - 41103	-	-	-	-	-	-	0%
Part-time Salary - 41104	15,001	15,059	15,058	15,000	15,000	-	0%
Vacation Accrued - 41105	-	-	-	-	-	-	0%
Benefits & Insurance - 41423	59,212	62,916	65,004	67,070	58,209	(8,861)	-15%
Total Salary & Benefits	74,213	77,975	80,062	82,070	73,209	(8,861)	-12%
Services and Supplies							
Equipment Maintenance - 41231	-	-	-	500	500	-	0%
Memberships - 41233	979	927	673	1,430	1,430	-	0%
Office Expense - 41234	61	8	67	1,440	1,400	(40)	-3%
Professional Services - 41235	2,000	-	-	-	-	-	0%
Special Department Expense - 41241	126	1,524	1,567	2,594	18,000	15,406	86%
Travel & Training - 41242	867	780	1,025	5,465	6,265	800	13%
Utilities - 41243	632	726	796	600	810	210	26%
Special Events - 41244	-	(288)	145	-	2,000	2,000	100%
Total Services and Supplies	4,665	3,677	4,273	12,029	30,405	18,376	60%
Capital Outlay							
Equipment - 41312	-	-	-	-	-	-	0%
Total Capital Outlay	-	-	-	-	-	-	0%
Internal Cost Allocations							
Administrative Credits - 41421	(12,349)	(12,787)	(14,658)	(16,768)	(14,552)	2,216	-15%
Total Internal Cost Allocations	(12,349)	(12,787)	(14,658)	(16,768)	(14,552)	2,216	-15%
Total	66,529	68,865	69,677	77,331	89,062	11,731	13%

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2015-16	FY 2016-17
41231 Equipment Maintenance		\$ 500	\$ 500
41233 Memberships		\$ 1,430	\$ 1,430
Contra Costa Mayor's Conference	\$720		
League of California Cities	110		
East Bay Division (LCCA)	400		
Other Memberships	200		
41234 Office Expense		\$ 1,440	\$ 1,400
Office Supplies	\$1,200		
Business Cards	200		
41241 Special Department Expense		\$ 2,594	\$ 18,000
Misc supplies and food for meetings	\$1,000		
West County Mayors Breakfast Mtgs (6)	600		
Mayoral Celebration Meeting	200		
Other Special Department Expenses	1,200		
City Council meetings recorded by PCTV	15,000		
41242 Travel and Training		\$ 5,465	\$ 6,265
CCC Mayors' Conference Monthly Dinners (2)	\$1,200		
East Bay Division Meetings.	595		
ABAG (delegate)	250		
Various dinners/award ceremonies (Mayor)	100		
Additional funding for council members on league committees	500		
Allocated Appropriation (5 @ 500)	2,500		
Other identified City sponsored events	520		
Mayors travel expenses	600		
41243 Utilities		\$ 600	\$ 810
Gas/Electric	\$ 761		
Water	49		
41244 Special Events		\$ -	\$ 2,000
Mayor's Conference	\$2,000		

Mission

The mission of the City Manager is to support the City Council's goals and objectives and to efficiently and effectively carry out the City Council's directives in the provision of services to the community.

Program Description

The City Manager is the Chief Administrative Officer of the City and is responsible for providing daily direction and leadership to City operations and the organization to implement City Council policy directives. The City Manager provides the Council with information and recommendations on all policy issues being considered. In carrying out the direction and vision of the City Council, the City Manager coordinates and integrates City services to ensure effective, efficient and responsive service delivery. The City Manager is also designated the "Appointing Authority" for all City employees.

Key Objectives

- Maintain long-term fiscal health and viability of the City to continue providing public services responsive to community needs and interests.
- Support the City Council and implement adopted policies and directives.
- Build and develop a strong Executive Management team to support the organization.
- Recommend fiscally responsible annual Operating and Capital Improvement Program budgets.
- Represent Pinole's interests when working with local, regional, and State agencies.

Success Indicators

- Approved a balanced budget for FY 2015-16 and contained expenses to within or under budget.
- Worked with staff and the Wastewater Subcommittee to issue the bid documents, award Project Management, Construction Management, Construction Engineering and Project Construction contracts for the \$53 million Wastewater Plant Upgrade Project. Also secured funding from the State Revolving Loan Fund for this project.
- New City Manager hired in November 2015.
- New Development Services Director/City Engineer hired in March 2016.
- New Fire Chief recruitment completed.
- New City Clerk recruitment initiated.

CITY MANAGER - 111

Position Summary

Position	2012-13	2013-14	2014-15	2015-16	2016-17
City Manager	1.00	1.00	1.00	1.00	1.00
Total	1.00	1.00	1.00	1.00	1.00

**GENERAL FUND - 100
CITY MANAGER - 111**

EXPENDITURE SUMMARY

	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17	\$ Chg	% Chg
	Actual	Actual	Actual	Budget	Proposed		
Personnel							
Full-time Salary - 41101	175,400	180,460	185,859	200,185	199,905	(280)	0%
Vacation Accrued - 41105	4,048	2,698	6,072	-	-	-	0%
Benefits & Insurance - 41423	44,536	50,877	51,389	58,442	78,235	19,793	25%
Total Salary & Benefits	223,984	234,035	243,320	258,627	278,140	19,513	7%
Services and Supplies							
Equipment Maintenance - 41231	-	-	-	-	-	-	0%
Memberships - 41233	2,578	1,400	156	2,468	600	(1,868)	-311%
Office Expense - 41234	469	96	245	2,977	800	(2,177)	-272%
Professional Services - 41235	-	-	-	-	-	-	0%
Special Department Expense - 41241	-	-	50	-	-	-	0%
Travel & Training - 41242	5,831	6,402	2,181	5,300	5,300	-	0%
Utilities - 41243	887	1,021	1,110	850	1,110	260	23%
Special Events - 41244	-	-	-	-	-	-	0%
Total Services and Supplies	9,765	8,919	3,742	11,595	7,810	(3,785)	-48%
Capital Outlay							
Equipment - 41312	-	-	-	-	-	-	0%
Total Capital Outlay	-	-	-	-	-	-	0%
Internal Cost Allocations							
Administrative Credits - 41421	(164,488)	(165,920)	(175,153)	(194,901)	(180,791)	14,110	-8%
Total Internal Cost Allocations	(164,488)	(165,920)	(175,153)	(194,901)	(180,791)	14,110	-8%
Total	69,261	77,034	71,909	75,321	105,159	29,838	28%

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2015-16	FY 2016-17
41233 Memberships		\$ 2,468	\$ 600
CCC Public Managers Association (CM & ACM)	\$600		
41234 Office Expense		\$ 2,977	\$ 800
Miscellaneous Office Expenses	\$300		
Other Office Expenses	500		
41242 Travel and Training		\$ 5,300	\$ 5,300
Meetings and Monthly Mayor's Conference Dinners	\$1,300		
League of Cities or Other Trainings	4,000		
41243 Utilities		\$ 850	\$ 1,110
Gas/Electric	\$ 977		
Water	133		

Mission

The City Clerk's Office is a central service department. The City Clerk is an appointed officer by the City Council and is responsible for conducting City elections, scheduling and preparing for City Council meetings, producing the official records of Council decisions, maximizing public access to municipal government and is the official custodian of the records of the City.

The City Clerk's mission is to fulfill the role as elections official, legislative administrator and records manager for the City in an efficient, professional and friendly manner, to provide outstanding support to the Council throughout the legislative process, and to serve the citizens of Pinole as an accessible and responsive representative of transparent and open government.

Program Description

The primary duties of the City Clerk's office is to be the custodian of official records and records manager for the City and its Successor Agency. The City Clerk attends all meetings of the Governing Body, and the Oversight Board of the Successor Agency to the Pinole Redevelopment Agency. Coordinates, prepares, and posts meeting agendas and legal publications, prepares Resolution and Ordinance documents, maintains the codification of the Municipal Code, attests to official signatures, coordinates municipal elections (election officer), and is the filing official for election campaign filings and statements of economic interests. The City Clerk also administers claims, municipal liens, and City Board and Commission appointments.

Key Objectives

- Administration of Local Elections
- Council / Oversight Board Agenda Packet Management
- Finance Sub-Committee Packets and Minutes
- Council / Oversight Board Minutes Preparation - changing from the current practice of summary minutes to procedurally prescribed action minutes
- Coordinate Citywide Records Management Program
- Codification of Pinole Municipal code
- Provide Excellent Customer Service to the Community & Internal Customers

Success Indicators

- Timely and Accurate Delivery of 29 Council, Successor Agency, Oversight Board and Finance Committee Transcriptions
- Prepared 29 Meeting Packets
- Prepared 104 Legislative Actions & 12 Proclamations
- Scanned / Imported 1000 Files in the Electronic Records System

CITY CLERK - 112

- Completion of a Comprehensive Vehicle Maintenance Inventory
- Municipal Code Updated On-Line with Each Ordinance Adoption
- Processed and Responded to 25 Formal Public Records Requests by Mid-Year

Position Summary

Position	2012-13	2013-14	2014-15	2015-16	2016-17
City Clerk	1.00	1.00	1.00	1.00	1.00
Admin Secretary <i>part-time</i>	0.00	0.00	0.00	0.46	0.46
Total	1.00	1.00	1.00	1.46	1.46

**GENERAL FUND - 100
CITY CLERK - 112**

EXPENDITURE SUMMARY

	FY 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Actual	FY 2015-16 Budget	FY 2016-17 Proposed	\$ Chg	% Chg
Personnel							
Full-time Salary - 41101	117,603	120,805	126,750	130,628	133,771	3,143	2%
Overtime - 41102	-	-	-	-	-	-	0%
Holiday Pay - 41103	-	-	-	-	-	-	0%
Part-time Salary - 41104	-	-	-	23,882	26,330	2,448	9%
Vacation Accrued - 41105	1,235	-	-	-	-	-	0%
Benefits & Insurance - 41423	44,489	50,365	52,029	58,124	64,895	6,771	10%
Total Salary & Benefits	163,327	171,170	178,779	212,634	224,996	12,362	5%
Services and Supplies							
Memberships - 41233	145	367	319	650	650	-	0%
Office Expense - 41234	112	275	338	350	350	-	0%
Professional Services - 41235	3,915	358	3,405	8,950	8,950	-	0%
Special Department Expense - 41241	15,932	1,219	14,347	2,500	27,500	25,000	91%
Travel & Training - 41242	882	395	784	1,200	1,200	-	0%
Utilities - 41243	1,600	2,820	4,673	1,000	1,200	200	17%
Total Services and Supplies	22,586	5,434	23,866	14,650	39,850	25,200	63%
Capital Outlay							
Equipment - 41312	-	-	-	-	-	-	0%
Total Capital Outlay	-	-	-	-	-	-	0%
Internal Cost Allocations							
Administrative Credits - 41421	(56,857)	(55,564)	(49,864)	(46,179)	(48,477)	(2,298)	5%
Legal Charges - 41427	-	-	-	2,400	3,000	600	20%
Total Internal Cost Allocations	(56,857)	(55,564)	(49,864)	(43,779)	(45,477)	(1,698)	4%
Total	129,056	121,040	152,781	183,505	219,369	35,864	16%

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2015-16	FY 2016-17
41233 Memberships		\$ 650	\$ 650
CCAC Dues	\$ 130		
IIMC Member Dues	135		
Other Dues, Notary	385		
41234 Office Expense		\$ 350	\$ 350
41235 Professional Services		\$ 8,950	\$ 8,950
Codification and updating service for Pinole Municipal Code	\$ 6,950		
Filming/Imaging of permanent records	2,000		
41241 Special Department Expense		\$ 2,500	\$ 27,500
Public Notices	\$ 2,500		
CCC Elections	25,000		
41242 Travel and Training		\$ 1,200	\$ 1,200
Attendance City Clerk's New Law/Election seminar & misc. training	\$ 900		
Travel expense / Mileage	300		
41243 Utilities		\$ 1,000	\$ 1,200
Gas/Electric	\$ 1,164		
Water	36		

Mission

The elected position of the City Treasurer is responsible for receiving, disbursing, depositing and investing all funds of the City. The primary mission of the City Treasurer is the safekeeping of City funds. Safety, liquidity and yield are always considered, in that order, when investing idle funds.

Program Description

Quarterly investment reports which include reconciled bank balances, the type and amount of investments and deposits, the institution in which these deposits are made, market values, maturity dates, and rates of interest for all outstanding investments are provided to the City Council.

Key Objectives

- Ensure sufficient liquidity within the City's investment portfolio to meet 100% of both the City's operating and capital improvement program cash flow requirements
- Maintain investment of 99% of all available funds at all times

Success Indicators

- Reinvested \$1.5 million of idle funds
- Updated Investment Policy

**GENERAL FUND - 100
CITY TREASURER - 113**

EXPENDITURE SUMMARY

	FY 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Actual	FY 2015-16 Budget	FY 2016-17 Proposed	\$ Chg	% Chg
Personnel							
Full-time Salary - 41101	-	-	-	-	-	-	0%
Overtime - 41102	-	-	-	-	-	-	0%
Holiday Pay - 41103	-	-	-	-	-	-	0%
Part-time Salary - 41104	3,000	3,012	3,011	3,000	3,000	-	0%
Vacation Accrued - 41105	-	-	-	-	-	-	0%
Benefits & Insurance - 41423	9,027	9,814	10,310	10,997	14,869	3,872	26%
Total Salary & Benefits	12,027	12,826	13,321	13,997	17,869	3,872	22%
Services and Supplies							
Memberships - 41233	345	480	545	65	65	-	0%
Office Expense - 41234	-	10	-	-	-	-	0%
Professional Services - 41235	69	-	-	-	-	-	0%
Special Department Expense - 41241	(294)	220	(92)	-	-	-	0%
Travel & Training - 41242	251	2,562	108	-	-	-	0%
Utilities - 41243	-	-	-	-	-	-	0%
Total Services and Supplies	371	3,272	561	65	65	-	0%
Fixed Assets							
Equipment - 41312	-	-	-	-	-	-	0%
Total Fixed Assets	-	-	-	-	-	-	0%
Internal Cost Allocations							
Administrative Credits - 41421	-	(2,322)	(2,477)	(2,749)	(3,717)	(968)	26%
Administrative Charges - 41422	-	(892)	-	-	-	-	0%
Total Internal Cost Allocations	-	(3,214)	(2,477)	(2,749)	(3,717)	(968)	26%
Total	12,398	12,884	11,405	11,313	14,217	2,904	20%

MAJOR NON-PERSONNEL EXPENSE DETAILS

	FY 2015-16	FY 2016-17
41233 Memberships	\$ 65	\$ 65
CMTA dues	\$ 65	

CITY ATTORNEY - 114

Mission

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

Key Objectives for FY 2016- 17

- **Pinole Municipal Code Update Project** (Measure S 2014)
 - Rental Inspection Ordinance Update
 - Zoning Code Update (appeals)
 - Subdivision Ordinance Update
 - General Updates to Municipal Code
- **Risk Management**
 - Defend Police Department in Pitchess Motions
 - Provide legal assistance in labor, employment and HR issues
 - Minimize risks to City by advising on liability avoidance management practices
 - Defending lawsuits and claims not covered by Municipal Pooling Authority
- **Development Services** (Building Fund and Cost Reimbursed by Developers)
 - Provide legal advice and representation to City on development project
- **Training and other Best Management Practices**
 - Provide AB 1234 Training to the City Council, Commissioners
 - Provide Sexual Harassment Prevention Training to Council and Staff
- **Code Enforcement**
- **Provide Legal Services for Upgrade Project** (Wastewater Revenue Fund)

Position Summary

No personnel are directly assigned to this division. Legal services are a contract service.

EXPENDITURE SUMMARY	FY 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Actual	FY 2015-16 Budget	FY 2016-17 Proposed	\$ Chg	% Chg
Legal Services							
Attorney Services - 41230	124,431	222,916	112,273	161,499	431,000	269,501	63%
Total Legal Services	124,431	222,916	112,273	161,499	431,000	269,501	63%
Internal Cost Allocations							
Administrative Credits - 41421	-	-	-	-	(226,000)	(226,000)	100%
Total Internal Cost Allocations	-	-	-	-	(226,000)	(226,000)	100%
Total	124,431	222,916	112,273	161,499	205,000	43,501	21%
MEASURE S - 2014 FUND - 106							
Attorney Services - 41230	-	-	-	-	25,000	25,000	100%

Mission

The mission of the Finance Department is to provide the City Council and City Management with financial information necessary to ensure sound and prudent financial management, budgeting, accounting and protection of assets. This is accomplished through services provided by the Finance Department as follows: accounting, payroll, accounts payable, treasury, business licenses, budgets, debt and bond administration and long range financial planning.

Program Description

The Finance Department is responsible for preparing the Recognized Obligation Payment Schedule (ROPS) in accordance with the Enforceable Obligation Payment Schedule (EOPS) for the Successor Agency to the Pinole Redevelopment Agency and submitting to the Oversight Board for approval.

Key Objectives

- Annual Operating Budget adopted by June 30th
- Comprehensive Annual Financial Report (CAFR) completed by December 31st
- Implement Enterprise Resource Planning finance and human resources system
- Submit the Successor Agency Annual ROPS to Oversight Board for approval
- Implement Project Financing and Accounting for WWTP Renovation/Improvements

Success Indicators

- Received California Society of Municipal Finance Officers Budget Excellence Award
- Received Government Finance Officers Association Excellence in Financial Reporting Award
- Issued \$29.7 million Successor Agency refunding bonds with an estimated savings of \$2.6 million
- Reinvested \$1.5 million of idle funds
- Developed Financial Policy and Procedures which included Reserve Policy

Position Summary

Position	2012-13	2013-14	2014-15	2015-16	2016-17
Finance Director	1.00	1.00	1.00	1.00	1.00
Accounting Specialist	2.00	2.00	2.00	2.00	2.00
Accounting Intern, <i>PT/Temp</i>	0.00	0.20	0.40	0.48	0.48
Total	3.00	3.20	3.40	3.48	3.48

**GENERAL FUND - 100
FINANCE - 115**

EXPENDITURE SUMMARY

	FY 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Actual	FY 2015-16 Budget	FY 2016-17 Proposed	\$ Chg	% Chg
Personnel							
Full-time Salary - 41101	259,607	264,213	244,006	290,760	293,662	2,902	1%
Overtime - 41102	1,549	1,976	3,929	-	-	-	0%
Holiday Pay - 41103	409	-	-	-	-	-	0%
Part-time Salary - 41104	24,000	25,266	54,792	20,572	14,820	(5,752)	-39%
Vacation Accrued - 41105	10,769	11,405	27,941	-	-	-	0%
Benefits & Insurance - 41423	91,151	98,430	95,197	122,528	124,710	2,182	2%
Total Salary & Benefits	387,485	401,290	425,865	433,860	433,192	(668)	0%
Services and Supplies							
Memberships - 41233	220	190	605	430	430	-	0%
Office Expense - 41234	2,687	5,057	5,920	3,750	3,750	-	0%
Professional Services - 41235	39,905	39,818	40,590	41,585	47,185	5,600	12%
Special Department Expense - 41241	435	-	32	655	655	-	0%
Travel & Training - 41242	164	1,930	3,293	1,800	1,800	-	0%
Utilities - 41243	2,427	2,796	3,037	2,300	3,025	725	24%
Software Subscription - 41254	-	-	-	-	3,000	3,000	100%
Total Services and Supplies	45,838	49,791	53,477	50,520	59,845	9,325	16%
Capital Outlay							
Equipment - 41312	-	-	-	-	-	-	0%
Total Capital Outlay	-	-	-	-	-	-	0%
Internal Cost Allocations							
Administrative Credits - 41421	(96,722)	(105,199)	(111,144)	(126,053)	(131,452)	(5,399)	4%
Total Internal Cost Allocations	(96,722)	(105,199)	(111,144)	(126,053)	(131,452)	(5,399)	4%
Total	336,601	345,882	368,198	358,327	361,585	3,258	1%
MEASURE S - 2014 FUND - 106							
Professional Services - 41235	-	-	-	2,500	2,500	-	0%

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2015-16	FY 2016-17
41233 Memberships		\$ 430	\$ 430
CSMFO dues	\$ 110		
GFOA dues	190		
CMTA dues	130		
41234 Office Expense		\$ 3,750	\$ 3,750
Miscellaneous Office Expenses	\$ 2,984		
Year End Tax Forms	463		
Printing Services	303		
41235 Professional Services		\$ 41,585	\$ 47,185
Auditing Services	\$ 33,860		
Preparation of State Controllers Report	3,000		
GASB 68 PERS Report(5 reports @\$850)	4,250		
CA Municipal Statistics (CAFR schedule)	475		
HdL Sales Tax Analysis	5,600		
41241 Special Department Expense		\$ 655	\$ 655
GFOA CAFR review and certification	\$ 505		
CSMFO budget review and award	150		
41242 Travel and Training		\$ 1,800	\$ 1,800
41243 Utilities		\$ 2,300	\$ 3,025
Gas/Electric	\$ 2,662		
Water	363		
41252 Software Subscription		\$ -	\$ 3,000
Cost Tree Cost Allocation Software subscription			

MEASURE S - 2014 FUND - 106

41235 Professional Services		\$ 2,500	\$ 2,500
Measure S Audit (106)	\$ 2,500		

Mission

The mission of the Human Resources Department is to ensure accurate, fair and equitable management of the City's personnel functions which include recruitment and selection, employee and labor relations, classification and compensation administration, performance evaluation, employee training, and the City's workers' compensation and safety programs.

Program Description

The Human Resources Department provides service and advice to the City departments in the areas of personnel management, recruitment, employee records, distribution and coordination of training programs, employee benefit administration and labor relations. The Human Resources Department also manages the City's Housing functions, including overseeing annual affordable housing audits, verifying compliance with Regulatory Agreements, training landlords on how to pre-certify/certify tenants and other related tasks.

Key Objectives

- Review and Update the City's Rules, Policies, and Procedures Manual for clarity and consistency.
- Assist in Labor Negotiations with the Pinole Police Employees Association (PPEA) and the International Association of Fire Fighters (IAFF)
- Continue recruitment efforts for vacant positions throughout the organization.

Success Indicators

- Received and evaluated over 150 applications for non-security positions in FY 2014-15.
- Completion of 28 recruitment processes commencing from advertising to hiring in FY 2014-15.
- Obtained approval from the City Council of a Policy on AB 1522 – Sick Leave for Part-time employees.

Position Summary

The Human Resources Department consists of two regular full-time positions. This staffing level represents a lean staffing model that requires continual review to prioritize tasks to accomplish based on changes within the organization.

Position	2012-13	2013-14	2014-15	2015-16	2016-17
Assistant City Manager	1.00	1.00	1.00	1.00	1.00
Human Resources Specialist	0.75	0.75	1.00	1.00	1.00
Total	1.75	1.75	2.00	2.00	2.00

**GENERAL FUND - 100
HUMAN RESOURCES - 116**

EXPENDITURE SUMMARY

	FY 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Actual	FY 2015-16 Budget	FY 2016-17 Proposed	\$ Chg	% Chg
Personnel							
Full-time Salary - 41101	210,990	238,680	242,940	245,738	240,111	(5,627)	-2%
Overtime - 41102	285	-	797	1,000	1,000	-	0%
Part-time Salary - 41104	-	-	3,289	-	-	-	0%
Vacation Accrued - 41105	24,440	-	1,298	-	-	-	0%
Benefits & Insurance - 41423	58,566	73,149	74,471	84,649	97,419	12,770	13%
Total Salary & Benefits	294,281	311,829	322,795	331,387	338,530	7,143	2%
Services and Supplies							
Equipment Maintenance - 41231	-	-	-	-	-	-	0%
Office Expense - 41234	743	582	1,521	750	750	-	0%
Professional Services - 41235	32,444	30,893	20,431	54,663	27,452	(27,211)	-99%
Special Department Expense - 41241	3,368	1,082	1,872	8,649	8,044	(605)	-8%
Travel & Training - 41242	2,480	658	3,965	6,259	8,675	2,416	28%
Utilities - 41243	724	813	896	724	900	176	20%
Total Services and Supplies	39,759	34,028	28,685	71,045	45,821	(25,224)	-55%
Capital Outlay							
Equipment - 41312	-	-	-	-	-	-	0%
Total Capital Outlay	-	-	-	-	-	-	0%
Internal Cost Allocations							
Administrative Credits - 41421	(82,713)	(91,682)	(104,342)	(106,240)	(109,726)	(3,486)	3%
Legal Charges - 41427	-	-	-	185	250	65	26%
Total Internal Cost Allocations	(82,713)	(91,682)	(104,342)	(106,055)	(109,476)	(3,421)	3%
Total	251,327	254,175	247,138	296,377	274,875	(21,502)	-8%

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2015-16	FY 2016-17
41230 Attorney Services	\$	185	\$ 185
	\$185		
41234 Office Expense	\$	750	\$ 750
Miscellaneous Office Supplies	\$400		
Business Envelopes	110		
Printing Services	75		
Other Office Expenses	165		
41235 Professional Services	\$	54,663	\$ 27,452
Various professional services used during recruitment, testing and qualifying candidates for city employment.			
Pre-employment physicals, drug-screens, DOT physicals	\$2,000		
IEDA's negotiation services	23,658		
Miscellaneous Services	400		
Annual Online Strge- IEDA	799		
Annual Custom Benefit Adm	595		
41241 Special Department Expense	\$	8,649	\$ 8,044
Oral board and incidental recruitment expenses	\$500		
Recruitment advertising	4,000		
Employee BBQ	1,000		
Employee Recognition Breakfast and Awards	2,200		
Legal Postings	344		
41242 Travel and Training	\$	6,259	\$ 8,675
Covers the cost of minimal training workshops covering employee relations issues, workers compensation, ADA and family leave			
Miscellaneous Reimbursements	\$ 75		
ICMA Dues (For ACM)	1,400		
Other Travel and Training	7,200		
41243 Utilities	\$	724	\$ 900
Gas/Electric	\$ 792		
Water	108		

**GENERAL FUND - 100
EMPLOYEE BENEFITS & INSURANCE - 118**

EXPENDITURE SUMMARY

	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17	\$ Chg	% Chg
	Actual	Actual	Actual	Budget	Proposed		
Personnel							
PERS - Retirement - 41107	1,054,085	1,098,975	1,075,435	1,446,510	1,568,452	121,942	8%
Med Insurance/Retirement - 41108	832,744	878,006	894,079	940,385	901,000	(39,385)	0%
Medical Insurance/Active - 41109	1,126,603	1,180,029	1,263,943	1,468,250	1,445,096	(23,154)	-100%
Workers Comp - 41110	287,396	462,501	530,749	565,048	667,106	102,058	15%
Life Insurance/ADD - 41111	6,294	7,261	7,949	10,506	10,506	-	0%
Unemployment Insurance - 41113	28,107	(789)	-	10,000	10,000	-	0%
Long Term Disability - 41114	16,045	22,873	22,472	21,850	30,507	8,657	28%
FICA - Medicare - 41115	120,271	125,580	124,526	142,152	145,102	2,950	2%
Dental Insurance - 41116	130,303	134,352	143,286	158,775	170,179	11,404	7%
FICA - Social Security - 41117	25,182	20,005	22,269	26,462	27,728	1,266	5%
Employee Assistance - 41118	10,381	4,746	3,588	4,608	4,584	(24)	-1%
Vision Care - 41120	19,517	21,660	22,225	25,217	24,795	(422)	-2%
Benefits & Insurance - 41423	(3,300,397)	(3,585,240)	(3,628,480)	(4,196,379)	(4,621,831)	(425,452)	9%
Total Benefits	356,531	369,959	482,041	623,384	383,224	(240,160)	-63%
Services and Supplies							
Professional Services - 41235	500	-	1,105	-	-	-	0%
Special Department Expense - 41241	9,609	-	-	-	-	-	0%
Liability Insurance - 41258	290,078	378,407	271,098	315,801	348,299	32,498	9%
Property/Fire Insurance - 41259	-	44,570	-	-	-	-	0%
Bonds - 41260	1,346	1,171	1,271	1,200	1,200	-	0%
Total Services and Supplies	301,533	424,148	273,474	317,001	349,499	32,498	9%
Total	658,064	794,107	755,515	940,385	732,723	(207,662)	-28%

Mission

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

Program Description

The Information Systems Division develops and maintains organization-wide computer automation projects to increase the efficiency and effectiveness of the City workforce. Through cooperative efforts with other departments, it provides hardware and software solutions along with business process re-engineering to meet City Business needs. It provides integral input into the selection of technologies, along with the project management services to implement those technologies.

This Division maintains over 150 workstations, and 7 network file servers used throughout the City. Remote site locations, such as the recreational activity centers, fire & police station, and public works maintenance facilities are all connected to the primary City Hall building through dedicated wide-area network (WAN) communication links.

Key Objectives

- Implement eTrakt Enhancement to enable permits to be submitted through the website.
- Rollout Police Department body camera program
- Rollout NeoGov program for Human Resources
- Implement replacement of ERP system for Finance and HR.
- Replace Recreation Registration and Management program.

Success Indicators

- Completed the Police Department in-car tablet project, providing 17 tablets to replace aging equipment.
- Implemented inspection call-in automation for the Development Services Department.
- Expanded the security camera system to the new Skate Park.
- Expanded Wi-Fi capabilities to the Senior Center for its membership to use free of charge.
- Replaced the Youth Center Computer Lab with new equipment.
- Upgraded the Credit Card system city-wide to comply with state and federal regulations.

INFORMATION SYSTEMS - 121

Position Summary

Position	2012-13	2013-14	2014-15	2015-16	2016-17
Information Systems Administrator	0.90	1.00	1.00	1.00	1.00
Total	0.90	1.00	1.00	1.00	1.00

INFORMATION SYSTEMS FUND - 525
INFORMATION SYSTEMS - 121

EXPENDITURE SUMMARY

	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17	\$ Chg	% Chg
	Actual	Actual	Actual	Budget	Proposed		
Personnel							
Full-time Salary - 41101	75,089	84,767	85,364	85,076	41,332	(43,744)	-106%
Overtime - 41102	-	-	-	-	-	-	0%
Holiday Pay - 41103	-	-	-	-	-	-	0%
Part-time Salary - 41104	-	-	-	-	-	-	0%
Vacation Accrued - 41105	-	-	-	-	-	-	0%
Benefits & Insurance - 41423	27,069	28,569	29,002	32,040	25,590	(6,450)	-25%
Total Salary & Benefits	102,158	113,336	114,366	117,116	66,922	(50,194)	-75%
Services and Supplies							
Communications - 41222	99,061	99,710	92,780	121,100	160,880	39,780	25%
Equipment Maintenance - 41231	36,821	43,831	47,395	52,000	57,500	5,500	10%
Memberships - 41233	160	160	160	160	160	-	0%
Office Expense - 41234	163	711	1,339	1,500	1,500	-	0%
Professional Services - 41235	16,724	15,647	15,185	15,750	67,978	52,228	77%
Network Maintenance - 41252	159,505	177,044	162,270	296,360	210,260	(86,100)	-41%
Software Maintenance - 41253	83,159	106,084	89,507	116,375	125,000	8,625	7%
Software Purchases - 41254	11,297	28,887	27,159	81,900	76,500	(5,400)	-7%
Computer Training - 41255	-	6,950	10,555	28,000	22,500	(5,500)	-24%
Total Services and Supplies	406,890	479,024	446,350	713,145	722,278	9,133	1%
Capital Outlay							
Computer Equipment - 41313	-	27,189	57,385	65,000	77,350	12,350	16%
Total Capital Outlay	-	27,189	57,385	65,000	77,350	12,350	16%
Internal Cost Allocations							
Administrative Credits - 41421	(108,064)	(106,107)	(106,409)	(117,116)	(109,150)	7,966	-7%
IS Charges - 41424	(406,693)	(500,458)	(497,982)	(778,145)	(637,900)	140,245	-22%
Total Internal Cost Allocations	(514,757)	(606,565)	(604,391)	(895,261)	(747,050)	148,211	-20%
Total	(5,709)	12,984	13,710	-	119,500	119,500	100%
MEASURE S - 2014 FUND - 106							
Computer Equipment - 41313	-	-	-	5,000	5,000	-	0%
Software Purchases - 41254	-	-	-	147,500	275,000	127,500	46%
Total Measure S	-	-	-	152,500	280,000	127,500	46%

MAJOR NON-PERSONNEL EXPENSE DETAILS

FY 2015-16 FY 2016-17

41222 Communications		\$ 121,100	\$ 160,880
Telephone Charges (AT&T -- CalNET)	\$ 75,920		
Wireless Charges (Verizon Wireless)	36,000		
Satellite Phone Service - FD/PD (2)	600		
Internet Service	20,000		
Pagers (FD)	360		
Smartphones and Service for PD (27 devices)	28,000		
41231 Equipment Maintenance		\$ 52,000	\$ 57,500
Copier Lease and Maintenance (Xerox)	\$ 55,500		
Mailing System Meter Lease (Pitney Bowes)	2,000		
41233 Memberships		\$ 160	\$ 160
Municipal Information System Membership	\$ 160		
41234 Office Expense		\$ 1,500	\$ 1,500
Miscellaneous computer supplies	\$ 1,300		
Miscellaneous office supplies	200		
41235 Professional Services		\$ 15,750	\$ 67,978
Technical Support (Robert Half Technology)	\$ 25,750		
Interim IS Administrator (Robert Half)	42,228		
41252 Network Maintenance		\$ 296,360	\$ 210,260
Network servers and hardware maintenance, including professional callouts.			
Network Configuration Maintenance/Support- Endsight	\$ 55,000		
Tablet Maintenance	5,000		
Desktop/Workstation Maintenance	24,000		
Communications Maintenance	5,000		
Printer Maintenance	2,000		
Web Hosting/Maintenance	16,360		
County Router Maintenance	35,000		
Server Hardware/Appliance Maintenance	8,000		
Richmond Shared Maintenance (PD-NWS)	40,000		
Wi-Fi Service	1,000		
Firewall Maintenance & Spam Filters	6,900		
DS Dept Move Wiring	3,000		
Upgrade Interview Rooms	9,000		

FY 2015-16 FY 2016-17

41253 Software Maintenance		\$ 116,375	\$ 125,000
Recreation Software (Class)	\$ 2,500		
Finance Software (MOMS)	13,500		
Permitting/Licensing Software (TrakIt)	16,400		
ESRI - ArcGIS	20,000		
Evidence Tracking Software (FileOn Q)	3,000		
Records Management Software (Sire/Versatile)	9,000		
Police Dispatch and Records Mgmt Software (NWS)	40,000		
Crimeview Desktop Support	3,000		
Adobe Software Maintenance	3,500		
Antivirus/Backup Software)	7,000		
Fire Records Management Software (FireRMS)	2,000		
Miscellaneous Software Maintenance	5,100		

41254 Software Purchase & Subscriptions		\$ 81,900	\$ 76,500
MuniCode	\$ 500		
PD Background Chk Subscription (Copware, TLO, Equifax)	1,650		
Realquest	10,000		
Productivity Software	6,000		
Survey Subscription	350		
CRW TrakIt Enhancement- Web Permits (<i>Carryover</i>)	50,000		
NeoGov	8,000		

41255 Computer Training		\$ 28,000	\$ 22,500
Fire RMS Training	\$ 7,500		
TrakIt Training	5,000		
Computer Training Equipment Rental	5,000		
Records Managemetn Software Training	5,000		

41313 Computer Equipment		\$ 65,000	\$ 77,350
Desktop Replacement	\$ 3,000		
Network Replacement	10,000		
Tablet/Laptop Replacement	6,000		
Printer Replacement	750		
Body Cameras Phase 1 - PD (<i>Carryover</i>)	18,000		
Body Cameras Phase 2 - PD	18,000		
Computers - Admin (8)	9,600		
Computers - PCTV (5)	7,600		
Mobile Projectors - PD (2)	1,000		
Computers - Fire (2)	2,400		
Printer - Fire (1)	1,000		

MEASURE S - 2014 FUND - 106

41313 Computer Equipment (Measure S - 2014)		\$ 5,000	\$ 5,000
Laptops for Police department	\$5,000		

41254 Software Purchase & Subscriptions		\$ 147,500	\$ 275,000
Replace SIRE Records System Software	\$ 25,000		
Replace Finance and Human Resource System	150,000		
Replace Finance and Human Resource System (<i>Carryover</i>)	50,000		
Replace CLASS Registration	50,000		

INFORMATION SYSTEMS CHARGES FOR COMMUNICATION & TECHNOLOGY

41424 IS Charges for Communication & Technology			\$ (778,145)	\$ (637,900)
General Government	[0117]	\$ (97,467)		
Police Services	[0222]	(240,853)		
Police Dispatch	[0223]	(68,857)		
Fire Services	[0229]	(51,233)		
Public Works	[0341]	(50,499)		
Building Inspection	[0462]	(46,087)		
Recreation	[0552]	(31,110)		
CATV	[0554]	(21,297)		
Sewer WPCP	[0648]	(23,287)		
Sewer Collection (CY)	[0649]	(7,210)		

Mission

To provide quality broadcasting and ancillary video and audio services to the City of Pinole, other organizations and the community informing the public of the City's operations and events.

Program Description

Pinole Cable TV (PCTV) manages a non-commercial, (except as allowed through the DIVCA state franchise,) community access television station. PCTV is a PEG station with programming and information that is Public, Educational, and Governmental. PCTV is available for the promotion of events and relaying community oriented information. Resources are utilized for staffing, operational and equipment supplies, utilities and facility maintenance. Revenue is generated from service charges, donations, sponsorships, DVD sales and franchise fees. The majority of revenue is from contracts with other municipalities, nonprofits and for profits with whom PCTV provides broadcasting and other services.

Key Objectives

- To maintain operations, live broadcasts of Pinole City Council Meetings and other Pinole government meetings, program and schedule all replays, and manage and maintain the related video website files.
- To restore Local Origination or Pinole content for broadcasting.
- To provide for local Public Access operations for Pinole citizens.
- To maintain client operations at the current levels of service.
- To assess the department's deferred maintenance, and initiate the process of converting the obsolete equipment that has outlived its useful life and to maintain operations without awareness of the public of station difficulties. To effectively implement equipment integration.
- To successfully maintain the operational skill sets and staff to achieve the above objectives. To hire, train, and maintain skilled capable staff.

Success Indicators

- The core PCTV staff maintained operations through the staffing attrition.
- Maintained client base and supported additional client needs and requests.
- Addressed equipment failures in Master Control with minimum display of operational difficulties.

Position Summary

Position	2012-13	2013-14	2014-15	2015-16	2016-17
Cable Access Coordinator	0.90	0.90	0.90	1.00	1.00
Cable Access Technician	0.75	0.90	0.90	1.00	1.00
Cable Equipment Operators, <i>PT/Temp</i>	0.88	0.44	0.44	0.75	0.75
Total	2.53	2.24	2.24	2.75	2.75

CABLE ACCESS TV FUND - 228
CABLE ACCESS TV - 554

EXPENDITURE SUMMARY

	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17	\$ Chg	% Chg
	Actual	Actual	Actual	Budget	Proposed		
Personnel							
Full-time Salary - 41101	128,656	133,155	138,907	150,244	154,600	4,356	3%
Overtime - 41102	763	311	1,693	-	2,000	2,000	100%
Part-time Salary - 41104	27,617	36,862	31,432	23,465	25,254	1,789	7%
Vacation Accrued - 41105	-	187	2,159	-	-	-	0%
Benefits & Insurance - 41423	54,288	63,848	66,144	78,800	86,990	8,190	9%
Total Salary & Benefits	211,324	234,363	240,335	252,509	268,844	16,335	6%
Services and Supplies							
Equipment Maintenance - 41231	2,185	2,977	3,477	4,000	4,000	-	0%
Maintenance Structure/Imp - 41232	2,575	3,389	3,160	3,800	3,800	-	0%
Memberships - 41233	-	-	-	175	175	-	0%
Office Expense - 41234	242	190	-	250	250	-	0%
Professional Services - 41235	6,310	5,426	7,385	-	9,000	9,000	100%
Special Department Expense - 41241	5,109	8,662	2,165	3,900	4,352	452	10%
Travel & Training - 41242	2,400	2,410	2,470	2,500	1,500	(1,000)	0%
Utilities - 41243	10,372	4,036	5,722	8,500	7,000	(1,500)	0%
Network Maintenance - 41252	-	44	-	-	-	-	0%
Total Services and Supplies	29,193	27,134	24,379	23,125	30,077	6,952	23%
Capital Outlay							
Equipment - 41312	-	-	-	-	-	-	0%
Total Capital Outlay	-	-	-	-	-	-	0%
Internal Cost Allocations							
Administrative Debits - 41422	1,087	-	-	-	-	-	0%
IS Charges - 41424	10,486	13,311	10,729	15,653	21,297	5,644	0%
Total Internal Cost Allocations	11,573	13,311	10,729	15,653	21,297	5,644	0%
Total	252,090	274,808	275,443	291,287	320,218	28,931	9%

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2015-16	FY 2016-17
41231 Equipment Maintenance		\$ 4,000	\$ 4,000
Fuel	\$ 637		
Miscellaneous Parts	475		
Loaner Equipment	382		
Equipment Repair	251		
Other Equipment Maintenance	2,255		
41232 Maintenance Structure/Imp		\$ 3,800	\$ 3,800
Elevator Maintenance	\$ 1,009		
Building Maintenance	1,333		
Cleaning/Sanitary Supplies	465		
Pest Control	123		
Other Maintenance	870		
41233 Memberships		\$ 175	\$ 175
41234 Office Expense		\$ 250	\$ 250
Miscellaneous Office Supplies	\$ 138		
Other Office Expenses	112		
41235 Professional Services		\$ -	\$ 9,000
Remote programming and support for Leightronix, Scala and General A/V Contractors (90% funded through production fees)	\$ 9,000		
41241 Special Department Expense		\$ 1,550	\$ 4,352
Royalty Expense	\$ 1,484		
Recording Media	822		
Equipment Rental	220		
Miscellaneous Special Dept Expenses	489		
CCC Tax Collector (Fees/Assessments)	452		
Other Special Dept Expenses	885		
41242 Travel and Training		\$ 2,500	\$ 1,500
NAB Training Convention	\$ 1,400		
Other Travel and Training	\$ 100		
41243 Utilities		\$ 8,500	\$ 7,000
Gas and Electric	\$ 6,000		
Water	1,000		

GENERAL GOVERNMENT - 117

Mission

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

Position Summary

Position	2012-13	2013-14	2014-15	2015-16	2016-17
Management Analyst	0.00	0.00	0.00	0.48	0.48
Admin Secretary, <i>part-time</i>	0.00	0.00	0.46	0.00	0.00
Total	0.00	0.00	0.46	0.48	0.48

GENERAL FUND - 100
GENERAL GOVERNMENT - 117

EXPENDITURE SUMMARY

	FY 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Actual	FY 2015-16 Budget	FY 2016-17 Proposed	\$ Chg	% Chg
Personnel							
Full-time Salary - 41101	-	-	-	-	-	-	0%
Overtime - 41102	-	-	-	-	-	-	0%
Holiday Pay - 41103	-	-	-	-	-	-	0%
Part-time Salary - 41104	4,413	-	27,353	28,821	31,949	3,128	10%
Vacation Accrued - 41105	-	-	-	-	-	-	0%
Benefits & Insurance - 41423	1,103	-	3,555	34,874	5,774	(29,100)	-504%
Total Salary & Benefits	5,516	-	30,908	63,695	37,723	(25,972)	-69%
Services and Supplies							
Bank Fees - 41229	-	-	-	-	7,000	7,000	100%
Equipment Maintenance - 41231	-	-	-	100	100	-	0%
Memberships - 41233	10,622	6,768	6,828	15,891	16,029	138	0%
Office Expense - 41234	11,197	10,382	12,620	19,350	19,200	(150)	-1%
Professional Services - 41235	134,698	124,036	144,795	141,170	123,850	(17,320)	-14%
Rent - 41240	-	-	-	2,700	2,700	-	0%
Special Department Expense - 41241	173	487	3,567	1,300	1,300	-	0%
Travel & Training - 41242	-	76	12	-	-	-	0%
Utilities - 41243	7,702	8,964	9,683	7,500	9,700	2,200	23%
Total Services and Supplies	164,392	150,713	177,505	188,011	179,879	(8,132)	-5%
Capital Outlay							
Equipment - 41312	-	-	-	-	-	-	0%
Total Capital Outlay	-	-	-	-	-	-	0%
Debt Service							
Debt Principal - 41501	-	-	-	528,018	518,662	(9,356)	-2%
Debt Interest - 41502	-	-	-	205,282	229,638	24,356	11%
Total Debt Service	-	-	-	733,300	748,300	15,000	2%
Internal Cost Allocations							
Administrative Credits - 41421	-	-	-	-	-	-	0%
Administrative Debits - 41422	97,257	95,496	95,768	105,404	98,235	(7,169)	-7%
IS Charges - 41424	71,777	75,267	86,426	80,029	97,467	17,438	18%
Total Internal Cost Allocations	169,034	170,763	182,194	185,433	195,702	10,269	5%
Operating Transfers Out - 49901	-	-	-	5,000	5,000	-	0%
Total	338,942	321,476	390,607	1,175,439	1,166,604	(23,835)	-2%

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2015-16	FY 2016-17
41229 Bank Fees		\$ -	\$ 7,000
Mechanics Bank and Bank of the West fees	\$7,000		
41231 Equipment Maintenance		\$ 100	\$ 100
41233 Memberships		\$ 15,891	\$ 16,029
League of CA Cities Dues	\$ 6,402		
ABAG Dues	4,420		
Pinole Chamber of Commerce Dues	135		
Subscription Bay Area News Group	350		
LAFCO dues	4,722		
41234 Office Expense		\$ 19,350	\$ 19,200
Postage Supplies	\$ 6,200		
Office Supplies	5,000		
Copier Supplies	1,000		
Other Office Expenses	7,000		
41235 Professional Services		\$ 141,170	\$ 123,850
Animal Control Services	\$ 108,750		
Mural maintenance	10,100		
Other Services	5,000		
41240 Rent		\$ 2,700	\$ 2,700
Parking lot - Tennent Ave. 401-142-012 (AT&T)	\$ 2,700		
41241 Special Department Expense		\$ 1,300	\$ 1,300
Notary fees and supplies	\$ 100		
UPS/FedEx and other special mailing needs	400		
Flowers for funerals and special occasions	300		
Mandated Commuter Program	500		
41243 Utilities		\$ 7,500	\$ 9,700
Gas/Electric	\$ 8,730		
Water	970		
41501 Debt Principal		\$ 528,018	\$ 518,662
Pension Obligation Bond principal	\$ 255,362		
Successor Agency Collateralized Investment Agreement payment	263,300		
41502 Debt Interest		\$ 205,282	\$ 229,638
Pension Obligation Bond interest	\$ 229,638		

Mission

Police Operation's mission is the protection of life and property, through exemplary customer service to the community in accordance with strict adherence to the Law Enforcement Code of Ethics. This mission shall be accomplished by providing fair and equal treatment to all persons.

Program Description

Police Operations is responsible for the day to day operation of the department. It includes funding Officers and their uniforms, gear, weapons, vehicles, and other supplies. It includes the P.O.S.T. mandated training and other training for every officer. Other programs that are covered under police operations are: Canine, Ride Along, School Liaison, Special Olympics participation, and community special events. Police Operations also involves the personnel issues within the department. It interfaces with other law enforcement and community entities.

Key Objectives

- 911 System Upgrade Project
- Monitoring of Massage Establishments
- Liaison program with Municipal Pooling Authority for RMTAC (Police Risk Management Training Advisory Committee)
- Asset Seizure Program
- Responsible for the following: Pitchess Motions, lawsuits, claims, personnel investigations, special investigations
- Mutual Aid Program Management and Investigation
- Mobile Field Force Program Liaison, Management, and Scheduling
- Inspections Oversight Project - State, Federal and Other
- Policy and Procedure Manual Program with Lexipol (Legal Advisor)
- POST Training
- K-9 Program
- Gang Identification and Tracking Program
- Special/Directed Enforcement
- Special Olympics - Tip a Cop and Torch Run
- Citizen Ride Along Program
- Police Explorer Program (Community Funded)
- Security for Community Special Events
- Camera System Monitoring Program
- Community Service Officers

Success Indicators

- New Canine purchased and Canine Officer appointed. Ongoing training is scheduled.
- Top 20 Law Enforcement agency in Fundraising for Special Olympics.
- Up to date on all P.O.S.T. mandated training for Officers.
- Mobile Field Force Program participation.

POLICE OPERATIONS - 221

Position Summary

Position	2012-13	2013-14	2014-15	2015-16	2016-17
Chief of Police	1.00	1.00	1.00	1.00	1.00
Commander	1.00	1.00	1.00	1.00	1.00
Sergeant	6.00	6.00	6.00	6.00	6.00
Police Officer	15.00	15.00	16.00	16.00	17.00
Community Service Officers	0.00	0.00	0.00	0.96	0.96
Police Officer (SRO)	1.00	1.00	0.00	0.00	0.00
Community Safety Specialist	1.00	1.00	0.00	0.00	0.00
Total	25.00	25.00	24.00	24.96	25.96

**GENERAL FUND - 100
POLICE OPERATIONS - 221**

EXPENDITURE SUMMARY

	FY 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Actual	FY 2015-16 Budget	FY 2016-17 Proposed	\$ Chg	% Chg
Personnel							
Full-time Salary - 41101	1,700,724	1,766,275	1,736,033	2,118,025	1,896,561	(221,464)	-12%
Overtime - 41102	24,758	203,858	-	-	-	-	0%
Holiday Pay - 41103	70,822	90,959	81,297	-	-	-	-
Part-time Salary - 41104	57,130	22,124	16,164	-	-	-	0%
Vacation Accrued - 41105	62,342	48,706	20,322	-	-	-	0%
Clothing Allowance - 41123	-	-	-	-	23,845	23,845	100%
Benefits & Insurance - 41423	807,359	773,187	735,708	979,116	923,992	(55,124)	-6%
Total Salary & Benefits	2,723,135	2,905,109	2,589,524	3,097,141	2,844,398	(252,743)	-9%
Services and Supplies							
Safety Clothing - 41221	21,550	29,616	31,870	10,480	-	(10,480)	-100%
Equipment Maintenance - 41231	86,844	106,466	114,394	103,379	103,379	-	0%
Memberships - 41233	1,190	1,239	950	1,700	1,805	105	6%
Professional Services - 41235	102,654	68,519	16,773	24,000	16,000	(8,000)	-50%
Equipment Rental - 41236	2,200	3,500	3,250	5,000	5,000	-	0%
Special Department Expense - 4124	22,401	33,259	24,027	25,095	33,095	8,000	24%
Travel & Training - 41242	19,876	13,993	16,939	28,116	25,000	(3,116)	-12%
Total Services and Supplies	256,715	256,592	208,203	197,770	184,279	(13,491)	-7%
Capital Outlay							
Equipment - 41312	-	4,343	-	3,240	3,240	-	0%
Total Capital Outlay	-	4,343	-	3,240	3,240	-	0%
Internal Cost Allocations							
Administrative Credits - 41421	(584,603)	(468,520)	(460,198)	(512,574)	(290,014)	222,560	-77%
Administrative Debits - 41422	91,000	-	-	-	-	-	0%
Legal Services - 41427	-	-	-	53,560	67,100	13,540	20%
Total Internal Cost Allocations	(493,603)	(468,520)	(460,198)	(459,014)	(222,914)	236,100	-106%
Total	2,486,247	2,697,524	2,337,529	2,839,137	2,809,003	(30,134)	-1%

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2015-16	FY 2016-17
41231 Equipment Maintenance		\$ 103,379	\$ 103,379
Vehicle Fuel	\$ 73,054		
Preventative Maintenance-Vehicles	8,728		
Vehicle Washing	1,339		
Vehicle Repairs	18,517		
Radio Repairs	1,741		
41233 Memberships		\$ 1,700	\$ 1,805
CA Peace Officers Association	\$ 125		
County Police Chiefs' Assoc	775		
International Assn of Police Chiefs	150		
CA Police Chief's Assn.	400		
CA Crime Prevention Officers Assn	120		
Nat'l Assn of Town Watch	35		
Police Executive Research Forum	200		
41235 Professional Services		\$ 24,000	\$ 16,000
Applicant Processing/Recruiting	\$ 16,000		
41236 Equipment Rental		\$ 5,000	\$ 5,000
Firearms Range Rental	\$ 5,000		
41241 Special Department Expense		\$ 25,095	\$ 33,095
Flares/Vehicle Accident Supplies	\$ 2,000		
Medical Supplies (1st Aid)	500		
NIK Kit (Field Drug Testing)	1,000		
Intoximeter Supplies	500		
Firearms Repair	500		
Handgun Ammunition	5,000		
Investigation Collection Kits	1,500		
Gunshot Trauma Kits	1,500		
Latex Gloves	300		
Canine Program Expenses	12,095		
Miscellaneous Supplies	8,200		
41242 Travel and Training		\$ 28,116	\$ 25,000
State of CA -- P.O.S.T. reimbursable	\$ 25,000		
41312 Equipment		\$ 3,240	\$ 3,240
Ballistic Shield	\$ 1,400		
MP5	1,840		

**MEASURE S-2006 FUND - 105
POLICE OPERATIONS - 221**

EXPENDITURE SUMMARY

	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17	\$ Chg	% Chg
	Actual	Actual	Actual	Budget	Proposed		
Personnel							
Full-time Salary - 41101	156,555	180,707	325,739	366,416	611,487	245,071	40%
Overtime - 41102	319,250	36,452	241,982	274,300	270,500	(3,800)	0%
Holiday Pay - 41103	8,452	10,404	17,194	-	-	-	-
Part-time Salary - 41104	-	-	-	-	-	-	0%
Vacation Accrued - 41105	3,903	-	3,396	-	-	-	0%
Clothing Allowance - 41123	3,232	2,158	5,020	5,020	7,530	2,510	33%
Benefits & Insurance - 41423	15,011	113,784	181,181	214,003	373,759	159,756	43%
Total Salary & Benefits	506,403	343,505	774,512	859,739	1,263,276	403,537	32%
Services and Supplies							
Equipment Maintenance - 41231	-	-	16,425	16,540	16,540	-	0%
Memberships - 41233	-	-	-	-	-	-	0%
Professional Services - 41235	-	-	-	-	-	-	0%
Equipment Rental - 41236	-	-	-	-	-	-	0%
Special Department Expense - 41241	1,097	3,250	1,436	3,250	3,250	-	0%
Travel & Training - 41242	-	95	147	-	-	-	0%
Total Services and Supplies	1,097	3,345	18,008	19,790	19,790	-	0%
Capital Outlay							
Equipment - 41312	-	27,013	8,620	-	-	-	0%
Total Capital Outlay	-	27,013	8,620	-	-	-	0%
Internal Cost Allocations							
Administrative Credits - 41421	-	-	-	-	-	-	0%
Administrative Debits - 41422	453,264	484,351	328,684	359,002	-	(359,002)	0%
Total Internal Cost Allocations	453,264	484,351	328,684	359,002	-	(359,002)	0%
Total	960,764	858,214	1,129,824	1,238,531	1,283,066	44,535	3%

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2015-16	FY 2016-17
41231 Equipment Maintenance		\$ 16,540	\$ 16,540
Bubbles Car Wash	\$ 1,040		
MDC Repairs (Pursuit North)	1,650		
Vehicle Maintenance (Goodyear)	1,350		
Vehicle Fuel	12,500		
41241 Special Department Expense		\$ 3,250	\$ 3,250
Gunshot trauma kits (12)	\$ 700		
NIK kits	400		
Miscellaneous Supplies (Police Patrol) (Fingerprinting kits, tape recorders, etc.)	2,150		

**MEASURE S-2014 FUND - 106
POLICE OPERATIONS - 221**

EXPENDITURE SUMMARY

	FY 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Actual	FY 2015-16 Budget	FY 2016-17 Proposed	\$ Chg	% Chg
Personnel							
Full-time Salary - 41101	-	-	-	-	-	-	0%
Overtime - 41102	-	-	-	-	-	-	
Holiday Pay - 41103	-	-	-	-	-	-	0%
Part-time Salary - 41104	-	-	-	46,229	45,597	(632)	0%
Vacation Accrued - 41105	-	-	-	-	-	-	0%
Clothing Allowance - 41123	-	-	-	-	-	-	0%
Benefits & Insurance - 41423	-	-	-	7,817	8,240	423	5%
Total Salary & Benefits	-	-	-	54,046	53,837	(209)	0%
Services and Supplies							
Equipment Maintenance - 41231	-	-	-	-	-	-	0%
Memberships - 41233	-	-	-	-	-	-	0%
Professional Services - 41235	-	-	-	-	-	-	0%
Equipment Rental - 41236	-	-	-	-	-	-	0%
Special Department Expense - 41241	-	-	-	-	-	-	0%
Travel & Training - 41242	-	-	-	-	-	-	0%
Total Services and Supplies	-	-	-	-	-	-	0%
Capital Outlay							
Equipment - 41312	-	-	-	-	-	-	0%
Total Capital Outlay	-	-	-	-	-	-	0%
Internal Cost Allocations							
Administrative Credits - 41421	-	-	-	-	-	-	0%
Administrative Debits - 41422	-	-	-	-	-	-	0%
Equipment Repl Charge - 41426	-	-	-	45,000	45,000	-	0%
Total Internal Cost Allocations	-	-	-	45,000	45,000	-	0%
Total	-	-	-	99,046	98,837	(209)	0%

**PUBLIC SAFETY AUGMENTATION FUND - 203
POLICE OPERATIONS - 221**

EXPENDITURE SUMMARY

	FY 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Actual	FY 2015-16 Budget	FY 2016-17 Proposed	\$ Chg	% Chg
Personnel							
Full-time Salary - 41101	-	-	-	-	-	-	0%
Overtime - 41102	-	-	-	-	-	-	0%
Benefits & Insurance - 41423	-	-	-	-	-	-	0%
Total Salary & Benefits	-	-	-	-	-	-	0%
Services and Supplies							
Professional Services - 41235	-	-	-	-	-	-	0%
Special Department Expense - 41241	-	-	-	-	-	-	0%
Travel & Training - 41242	-	-	-	-	-	-	0%
Total Services and Supplies	-	-	-	-	-	-	0%
Capital Outlay							
Equipment - 41312	-	-	-	-	-	-	0%
Total Capital Outlay	-	-	-	-	-	-	0%
Internal Cost Allocations							
Administrative Credits - 41421	-	-	-	-	-	-	0%
Administrative Debits - 41422	-	-	-	-	135,712	135,712	100%
Total Internal Cost Allocations	-	-	-	-	135,712	135,712	100%
Total	-	-	-	-	135,712	135,712	100%

POLICE SUPPORT SERVICES - 222

Mission

To participate in enhancing the quality of life as identified by the community and citizens of Pinole through maintenance of public safety within available resources.

Program Description

Police Support Services provides support and assistance to the Police Officers and the community. It includes front office staff who work with the public daily. It includes the Crime Prevention Officers who provide outreach into the community. It includes the collection and processing of evidence. It also includes the maintenance and repair of vehicles and equipment used by all Police staff.

Key Objectives

- Criminal Sex/Narcotics Registrants
- Continue to Submit Grant Application(s) and Seek Grant Funding
- Volunteer Program
- Managing Fleet and Equipment Program
- Criminal Records
- Property and Evidence Room Operations
- Crime Scene Documentation/Investigation

Success Indicators:

- 2017 Office of Traffic Safety grant application submitted.
- Two end of useful life police vehicles refurbished by Wild Rose Motors for continued department use.
- Chaplain program instituted.

Position Summary

Position	2012-13	2013-14	2014-15	2015-16	2016-17
Police Property Specialist	1.00	1.00	1.00	1.00	1.00
Administrative Secretary	1.00	1.00	1.00	1.00	1.00
Records and Property Specialist	2.00	2.00	2.00	2.00	2.00
Community Safety Specialist	0.50	0.46	0.92	0.96	0.96
Total	4.50	4.46	4.92	4.96	4.96

**GENERAL FUND - 100
POLICE SUPPORT SERVICES - 222**

EXPENDITURE SUMMARY

	FY 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Actual	FY 2015-16 Budget	FY 2016-17 Proposed	\$ Chg	% Chg
Personnel							
Full-time Salary - 41101	222,597	227,792	261,358	276,369	286,069	9,700	3%
Overtime - 41102	699	1,964	614	-	-	-	0%
Holiday Pay - 41103	506	405	-	-	-	-	0%
Part-time Salary - 41104	31,769	51,373	10,556	-	-	-	0%
Vacation Accrued - 41105	2,213	-	-	-	-	-	0%
Unemployment Insurance - 41113	-	-	4,213	-	-	-	0%
Clothing Allowance - 41123	780	780	780	-	880	880	100%
Benefits & Insurance - 41423	109,432	117,166	127,097	132,199	141,690	9,491	7%
Total Salary & Benefits	367,996	399,480	404,618	408,568	428,639	20,071	5%
Services and Supplies							
Equipment Maintenance - 41231	13,220	15,028	14,163	10,445	10,445	-	0%
Maint Structure Imp - 41232	56,693	67,364	64,020	53,057	53,057	-	0%
Memberships - 41233	300	357	482	350	350	-	0%
Office Expense - 41234	13,376	11,765	11,390	21,855	21,855	-	0%
Professional Services - 41235	83,736	111,371	96,968	156,088	156,088	-	0%
Special Department Expense - 41241	3,319	1,286	2,359	18,134	18,134	-	0%
Travel & Training - 41242	(463)	(322)	3,660	5,500	5,500	-	0%
Utilities - 41243	41,527	44,414	45,712	43,400	45,775	2,375	5%
Total Services and Supplies	211,708	251,263	238,754	308,829	311,204	2,375	1%
Capital Outlay							
Equipment - 41312	20	-	49,829	49,798	49,798	-	0%
Total Capital Outlay	20	-	49,829	49,798	49,798	-	0%
Internal Cost Allocations							
Administrative Credits - 41421	-	-	-	-	-	-	0%
Administrative Debits - 41422	56,944	56,910	57,458	60,167	64,339	4,172	6%
IS Charges - 41424	134,776	153,202	181,006	299,354	240,853	(58,501)	-24%
Total Internal Cost Allocations	191,720	210,112	238,464	359,521	305,192	(54,329)	-18%
Total	771,444	860,855	931,665	1,126,716	1,094,833	(31,883)	-3%

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2015-16	FY 2016-17
41231 Equipment Maintenance		\$ 10,445	\$ 10,445
Vehicle Fuel	\$ 4,395		
Preventative Maintenance-Vehicles	4,000		
Vehicle Washing	300		
Vehicle Repairs	1,500		
Radio Repairs	250		
41232 Maintenance Structure/Imp		\$ 53,057	\$ 53,057
Elevator Service (NEC)	\$ 650		
Pest Control (Western)	425		
Video Surveillance System	30,000		
HVAC Maint. (City Mech)	1,850		
Janitorial Service (UBS)	17,365		
Janitorial Supplies (UBS)	1,692		
Bldg Maintenance (Various)	1,075		
41233 Memberships		\$ 350	\$ 350
California Criminal Justice	\$ 75		
CLEARs (Krieger)	50		
C.A.P.E.	45		
IAPE (Cuellar)	50		
Nat'l Emergency Number Assn	130		
41234 Office Expense		\$ 21,855	\$ 21,855
Office City (office supplies)	\$ 95		
Staples (office supplies)	12,625		
Xerox (copier supplies)	500		
Printing Services (Concord)	635		
Postage & Equipment (Pitney)	3,000		
Notices to Appear (Eagle)	2,500		
Other Suppliers	2,500		
41235 Professional Services		\$ 156,088	\$ 156,088
Records Management System Support (AIM)	\$ 2,128		
County Crime Lab Services	99,584		
Blood Withdrawals	3,352		
Children's interview center	500		
800 MHz Radio System service charges (EBRCSA)	34,560		
Evidence A&P	15,964		

41241 Special Department Expense		\$ 18,134	\$ 18,134
Photographic: State mandates, ID cards, ID film (booking), photo accessories, film processing, batteries	\$ 500		
Lab supplies mandated processing materials, sexual assault kits	375		
Ninhydrin spray/accessories, Milvan Barrier C. kits, forceps	361		
GSR and some sex crime investigation kits	5,333		
Automated Records Info (ARIS)	5,850		
Fire extinguisher replacement	382		
Property/evidence casting materials, safety glasses, latent lifting materials, batteries, crime scene barrier tape	5,333		
41242 Travel and Training		\$ 5,500	\$ 5,500
Conferences (CALNENA)	\$1,000		
Meetings	500		
Non POST training	1,000		
POST training	3,000		
41243 Utilities		\$ 43,400	\$ 45,775
Electricity & Gas (PG&E)	\$ 42,571		
Water (EBMUD)	3,204		
41312 Equipment		\$ 49,798	\$ 49,798
Equipment Lease for 800 MHz Radios (EBRCSA) (Year 5 of 7)	\$ 49,398		
Fax Machine	400		

Mission

Provide for the West Bay Communication Center (WBCC) operations, serving the Hercules and Pinole Police Departments. The WBCC is staffed 24 hours/day, seven days/week, serving a total population of approximately 40,000. The WBCC handles all police emergency radio/telephone traffic for City Departments during disasters and serves as an "after hours" resource for the Public Works Department.

Program Description

The City of Hercules is billed for Dispatch Services based on a formula that incorporates various usage measurements. For fiscal year 2014/2015 the City of Hercules will pay 34% of the cost of the Dispatch Center while the City of Pinole will pay 66% of the cost.

Key Objectives

- East Bay Regional Communications System Project
- Dispatch Services
- Community Warning System Program
- Camera System Monitoring Program

Success Indicators:

- New 911 system in place.
- Per diem dispatcher position re-instituted.
- New dispatcher hired to replace retired dispatcher.

Position Summary

Position	2012-13	2013-14	2014-15	2015-16	2016-17
Support Services Manager	1.00	1.00	1.00	1.00	1.00
Dispatcher	7.00	7.00	7.00	7.00	7.00
Total	8.00	8.00	8.00	8.00	8.00

**GENERAL FUND - 100
POLICE WEST BAY COMMUNICATIONS CENTER - 223**

EXPENDITURE SUMMARY

	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17	\$ Chg	% Chg
	Actual	Actual	Actual	Budget	Proposed		
Personnel							
Full-time Salary - 41101	612,032	594,147	615,294	621,109	604,855	(16,254)	-3%
Overtime - 41102	67,964	61,337	73,276	67,000	67,000	-	0%
Holiday Pay - 41103	25,426	25,361	26,406	-	-	-	-
Part-time Salary - 41104	-	-	-	-	-	-	0%
Vacation Accrued - 41105	-	-	-	-	-	-	0%
Unemployment Insurance - 41113	-	-	-	-	-	-	0%
Clothing Allowance - 41123	4,326	4,326	5,250	-	5,250	5,250	100%
Benefits & Insurance - 41423	239,911	256,242	251,650	276,465	299,478	23,013	8%
Total Salary & Benefits	949,659	941,413	971,876	964,574	976,583	12,009	1%
Services and Supplies							
Equipment Maintenance - 41231	301	818	975	5,500	5,500	-	0%
Maint Structure Imp - 41232	5,200	5,444	8,112	3,470	3,470	-	0%
Memberships - 41233	-	-	-	150	150	-	0%
Office Expense - 41234	1,201	1,939	1,234	2,000	2,000	-	0%
Professional Services - 41235	257	2,930	2,999	6,765	6,765	-	0%
Special Department Expense - 41241	20	50	825	1,000	1,000	-	0%
Travel & Training - 41242	2,237	1,797	2,255	6,650	6,650	-	0%
Utilities - 41243	7,931	8,751	8,566	8,715	8,900	185	2%
Total Services and Supplies	17,147	21,729	24,966	34,250	34,435	185	1%
Capital Outlay							
Equipment - 41312	-	-	-	-	-	-	0%
Total Capital Outlay	-	-	-	-	-	-	0%
Internal Cost Allocations							
Administrative Credits - 41421	(56,944)	(56,910)	(57,458)	(60,167)	(64,339)	(4,172)	6%
Administrative Debits - 41422	49,277	46,204	46,042	56,561	62,269	5,708	9%
IS Charges - 41424	47,910	46,418	42,530	71,077	68,857	(2,220)	-3%
Total Internal Cost Allocations	40,243	35,712	31,114	67,471	66,787	(684)	-1%
Total	1,007,049	998,854	1,027,956	1,066,295	1,077,805	11,510	1%

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2015-16	FY 2016-17
41231 Equipment Maintenance		\$ 5,500	\$ 5,500
Dispatch headset/cord replacement	\$ 1,265		
Stencil maintenance	3,000		
General equipment non-contract maintenance	1,235		
41232 Maintenance Structure/Imp		\$ 3,470	\$ 3,470
Heating & cooling maintenance	\$ 1,766		
Pest control	133		
Janitorial service & supplies	975		
Costs associated with Dispatch Center.	596		
41233 Memberships		\$ 150	\$ 150
WBCC portion of costs for APCO and CLEWOA participation.	\$ 150		
41234 Office Expense		\$ 2,000	\$ 2,000
Office supplies for the WBCC staff	\$ 1,500		
Haines cross-directory subscriptions, legal codes, cross-directory street maps	500		
41235 Professional Services		\$ 6,765	\$ 6,765
800 MHz radio system maintenance	\$ 4,265		
Language Interpretation Services	2,500		
41241 Special Department Expense		\$ 1,000	\$ 1,000
DOJ fingerprints and background investigations on applicants.	\$ 1,000		
41242 Travel and Training		\$ 6,650	\$ 6,650
Non-POST training	\$1,300		
Meetings associated with dispatch function	350		
Conference attendance for APCO, PSAP managers, CLEWOA	1,000		
POST training	4,000		
41243 Utilities		\$ 8,715	\$ 8,900
Electricity & Gas (PG&E)	\$ 8,188		
Water (EBMUD)	712		

Mission

The Police Department receives a variety of grants and special revenue from Federal, State, County, and special district governments to support public safety programs.

Program DescriptionTraffic Safety

Fines and forfeitures received by the City under Section 1463 of the Penal Code are deposited into a special revenue Traffic Safety Fund - 205. These funds are used exclusively for official traffic control devices, the maintenance thereof, equipment and supplies for traffic law enforcement and traffic accident prevention, and for the maintenance, improvement, or construction of public streets, bridges, and culverts within the City. Funds shall not be used to pay the compensation of traffic or other police officers. The fund may be used to pay the compensation of school crossing guards who are not regular full-time members of the police department of the City.

Supplemental Law Enforcement Services

Supplemental Law Enforcement Services Funds (SLESF) - 206 is provided by the State annually. The County applies for the funds and it is received based on population. The City is currently using the funds for basic patrol services and to augment community donations for the Canine Program.

Police Grants

The City has an active grant with the West Contra Costa Unified School District (WCCUSD) for reimbursement of three (3) School Resource Officers (SRO's). Two SRO's are assigned to Pinole Valley High and one is assigned to Pinole Middle School. The three SRO's are funded by the WCCUSD at \$160,000 per SRO per year. Effective FY 2016-17, WCCUSD is funding only two SRO's.

Key Objectives

- Crossing Guard Program
- Grant Program Management and Reporting
- School Resource Officer Program
- Community Oriented Policing Program

Success Indicators

- Two School Resource Officers at Pinole Valley High School and one at Pinole Middle School.
- Community Outreach programs include: Coffee with a Cop, Town Hall meetings, Clergy meetings, School Liaison program, National Night Out, Citizen and Youth Academies.

POLICE GRANTS - 227

Position Summary

Position	2012-13	2013-14	2014-15	2015-16	2016-17
Crossing Guards, <i>PT Temp</i>	0.50	0.50	0.50	0.50	0.50
Police Officer (SRO)	3.00	2.00	3.00	3.00	2.00
Total	3.50	2.50	3.50	3.50	2.50

POLICE GRANT FUND - 204
POLICE GRANTS PROGRAM - 227

EXPENDITURE SUMMARY

	FY 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Actual	FY 2015-16 Budget	FY 2016-17 Proposed	\$ Chg	% Chg
Personnel							
Full-time Salary - 41101	430,513	414,145	316,570	295,427	202,135	(93,292)	-46%
Overtime - 41102	2,233	62,937	-	-	-	-	0%
Holiday Pay - 41103	22,120	25,800	-	-	-	-	
Vacation Accrued - 41105	1,466	4,707	(248)	-	-	-	0%
Clothing Allowance - 41123	9,023	5,858	3,765	1,761	2,510	749	30%
Benefits & Insurance - 41423	146,764	176,809	146,961	152,886	106,900	(45,986)	-43%
Total Salary & Benefits	612,119	690,256	467,048	450,074	311,545	(138,529)	-44%
Services and Supplies							
Equipment Maintenance - 41231	-	-	-	500	500	-	0%
Memberships - 41233	-	-	-	-	-	-	0%
Office Expense - 41234	-	-	-	3,000	2,955	-	
Professional Services - 41235	5,163	-	-	-	-	-	0%
Equipment Rental - 41236	-	-	-	-	-	-	0%
Special Department Expense - 41241	-	3,146	6,102	5,000	5,000	-	0%
Travel & Training - 41242	389	94	227	-	-	-	0%
Total Services and Supplies	5,552	3,240	6,329	8,500	8,455	-	0%
Capital Outlay							
Equipment - 41312	-	914	75,005	42,500	-	(42,500)	-100%
Computer Equipment - 41313	10,067	885	-	-	-	-	0%
Total Capital Outlay	-	914	75,005	42,500	-	(42,500)	-100%
Internal Cost Allocations							
Administrative Credits - 41421	(97,154)	(128,968)	-	-	-	-	0%
Administrative Debits - 41422	-	-	-	-	-	-	0%
Total Internal Cost Allocations	(97,154)	(128,968)	-	-	-	-	0%
Total	520,517	565,442	548,382	501,074	320,000	(181,029)	-57%

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2015-16	FY 2016-17
41231 Equipment Maintenance		\$ 500	\$ 500
Crime prevention vehicle maintenance.	\$ 500		
41234 Office Expense		\$ 3,000	\$ 2,955
Office supplies for crime prevention program	\$ 2,955		
41241 Special Department Expense		\$ 5,000	\$ 5,000
Crime prevention program promotional items, and Neighborhood Watch display and banner	\$ 5,000		

**TRAFFIC SAFETY FUND - 205
POLICE GRANTS PROGRAM - 227**

EXPENDITURE SUMMARY

	FY 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Actual	FY 2015-16 Budget	FY 2016-17 Proposed	\$ Chg	% Chg
Personnel							
Full-time Salary - 41101	-	-	-	-	-	-	0%
Overtime - 41102	-	-	-	-	-	-	0%
Holiday Pay - 41103	-	-	-	-	-	-	0%
Part-time Salary - 41104	8,507	10,929	13,603	11,191	11,471	280	0%
Vacation Accrued - 41105	-	-	-	-	-	-	0%
Clothing Allowance - 41123	-	-	-	-	-	-	0%
Benefits & Insurance - 41423	1,447	1,831	1,961	1,892	2,080	188	9%
Total Salary & Benefits	9,954	12,760	15,564	13,083	13,551	468	3%
Services and Supplies							
Equipment Maintenance - 41231	260	910	1,563	3,160	3,160	-	0%
Memberships - 41233	-	-	-	-	-	-	0%
Professional Services - 41235	-	-	-	-	-	-	0%
Equipment Rental - 41236	-	-	-	-	-	-	0%
Special Department Expense - 41241	4,504	2,029	1,596	14,300	14,300	-	0%
Travel & Training - 41242	-	95	147	-	-	-	0%
Total Services and Supplies	4,764	3,034	3,306	17,460	17,460	-	0%
Capital Outlay							
Equipment - 41312	-	-	11,579	7,500	7,500	-	0%
Total Capital Outlay	-	-	11,579	7,500	7,500	-	0%
Internal Cost Allocations							
Administrative Credits - 41421	-	-	-	-	-	-	0%
Administrative Debits - 41422	-	-	4,964	-	-	-	0%
Total Internal Cost Allocations	-	-	4,964	-	-	-	0%
Transfers Out - 49901	30,000	30,000	30,000	30,000	-	(30,000)	-100%
Total	44,718	45,794	65,413	68,043	38,511	(29,532)	-77%

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2015-16	FY 2016-17
41231 Equipment Maintenance		\$ 3,160	\$ 3,160
Lidar battery replacement	\$ 460		
Lidar/radar repair/calibration	2,000		
Rolotape replacement	600		
Road markings	100		
41241 Special Department Expense		\$ 14,300	\$ 14,300
10,000 citations	\$ 2,300		
Traffic & Pedestrian Safety (TAPS) Committee	12,000		
41312 Equipment		\$ 7,500	\$ 7,500
Repair/Replace Traffic Cameras	\$ 7,500		

**SUPPLEMENTAL LAW ENFORCEMENT SERVICES FUND - 206
POLICE GRANTS PROGRAM - 227**

EXPENDITURE SUMMARY

	FY 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Actual	FY 2015-16 Budget	FY 2016-17 Proposed	\$ Chg	% Chg
Personnel							
Full-time Salary - 41101	-	-	-	-	-	-	0%
Overtime - 41102	-	-	-	-	-	-	0%
Benefits & Insurance - 41423	-	-	-	-	-	-	0%
Total Salary & Benefits	-	-	-	-	-	-	0%
Services and Supplies							
Professional Services - 41235	-	-	-	-	-	-	0%
Special Department Expense - 41241	-	-	-	-	-	-	0%
Travel & Training - 41242	-	-	-	-	-	-	0%
Total Services and Supplies	-	-	-	-	-	-	0%
Capital Outlay							
Equipment - 41312	-	-	-	-	-	-	0%
Total Capital Outlay	-	-	-	-	-	-	0%
Internal Cost Allocations							
Administrative Credits - 41421	-	-	-	-	-	-	0%
Administrative Debits - 41422	120,679	102,561	93,864	97,011	92,033	(4,978)	0%
Total Internal Cost Allocations	120,679	102,561	93,864	97,011	92,033	(4,978)	0%
Total	120,679	102,561	93,864	97,011	92,033	(4,978)	-5%

FIRE OPERATIONS - 229

Mission

The members of the Pinole Fire Department dedicate their efforts and available resources to providing for the safety and welfare of the community through preservation of life, property, and the environment.

Key Objectives

- Respond to all calls for service (Emergency & Non-Emergency)
- Annual School Fire and Alarm Inspection Program
- Residential Care Facility and Daycare Inspections Program
- Weed Abatement and External Fire Control program
- EMS Training
- Fire and Rescue Training Program
- Annual Business Inspection Program
- Participation in Planning Processes (General Plan, Hazard Mitigation Plan)
- Car Seat Safety Program / Smoke Detector Installation
- K-5 Public Education Program

Success Indicators

- Promoted one (1) Battalion Chief and two (2) Captains
- Ordered and took possession of one (1) new Fire Engine and one (1) Fire Chief Vehicle
- Responded to over 2,000 calls for service
- Reduced City ISO rating from 4 to 3

Position Summary

Position	2012-13	2013-14	2014-15	2015-16	2016-17
Fire Chief	0.00	0.00	1.00	1.00	1.00
Administrative Battalion Chief	0.00	0.00	0.00	1.00	1.00
Battalion Chief	1.00	1.00	1.00	1.00	1.00
Captain	3.00	3.00	3.00	3.00	3.00
Fire Engineer	2.00	2.00	1.00	1.00	1.00
Engineer/Paramedic	3.00	3.00	3.00	2.00	2.00
Firefighter/Paramedic	5.00	5.00	5.00	3.00	3.00
Firefighter	1.00	1.00	6.00	3.00	3.00
Administrative Secretary	0.00	0.00	0.48	0.48	0.48
Total	15.00	15.00	20.48	15.48	15.48

**GENERAL FUND - 100
FIRE OPERATIONS - 229**

EXPENDITURE SUMMARY

	FY 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Actual	FY 2015-16 Budget	FY 2016-17 Proposed	\$ Chg	% Chg
Personnel							
Full-time Salary - 41101	1,378,139	1,128,490	1,040,188	1,286,522	1,303,241	16,719	1%
Overtime - 41102	60,603	-	-	-	-	-	0%
Holiday Pay - 41103	90,943	73,466	67,956	77,362	78,301	939	1%
Vacation Accrued - 41105	45,959	8,140	25,298	-	-	-	0%
Clothing Allowance - 41123	-	-	-	-	9,600	9,600	100%
Benefits & Insurance - 41423	624,622	570,617	534,426	704,367	736,360	31,993	4%
Total Salary & Benefits	2,200,266	1,780,713	1,667,868	2,068,251	2,127,502	59,251	3%
Services and Supplies							
Safety Clothing - 41221	39,843	55,938	42,055	22,800	24,800	2,000	8%
Communications - 41222	3,825	470	83	100	100	-	0%
Equipment Maintenance - 41231	6,588	82,951	169,168	78,592	80,000	1,408	2%
Maintenance Structure/Imp - 41232	17,230	23,384	24,743	13,570	14,370	800	6%
Memberships - 41233	154	890	850	505	505	-	0%
Office Expense - 41234	2,074	1,193	2,454	3,000	3,000	-	0%
Professional Services - 41235	286,968	293,304	232,161	182,400	179,400	(3,000)	-2%
Abatement - 41238	-	9,203	21,003	10,000	20,000	10,000	50%
Special Department Expense - 41241	1,059	8,113	6,671	10,700	9,700	(1,000)	-10%
Travel & Training - 41242	2,944	2,635	9,289	5,250	7,500	2,250	30%
Utilities - 41243	64,691	65,604	71,207	37,350	38,550	1,200	3%
Paramedic Services - 41245	24,815	11,243	19,736	17,470	17,470	-	0%
Total Services and Supplies	450,191	554,928	599,420	381,737	395,395	13,658	3%
Capital Outlay							
Equipment - 41312	-	-	-	-	-	-	0%
Total Capital Outlay	-	-	-	-	-	-	0%
Internal Cost Allocations							
Administrative Credits - 41421	(46,224)	(55,038)	-	-	-	-	0%
IS Charges - 41424	25,454	45,398	44,691	63,592	51,233	(12,359)	-24%
Legal Services - 41427	-	-	-	20,000	25,100	5,100	20%
Total Internal Cost Allocations	(20,770)	(9,640)	44,691	83,592	76,333	(7,259)	-10%
Total	2,629,687	2,326,001	2,311,979	2,533,580	2,599,230	65,650	3%

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2015-16	FY 2016-17
41221 Safety Clothing		\$ 22,800	\$ 24,800
Safety Clothing	\$ 1,800		
Replacement Turn-out Gear (6-sets)	21,000		
Foul Weather Gear	2,000		
41222 Communications		\$ 100	\$ 100
41231 Equipment Maintenance		\$ 78,592	\$ 80,000
Fuel	\$ 12,408		
Medical Oxygen	1,000		
Ladder testing	1,000		
Replace/Repair Hose	5,000		
Small tools	2,000		
Radio Repaid	2,500		
Oil/Tires/Batteries	20,000		
SCBA Maintenance	2,300		
Fire Extinguisher Maintenance	1,000		
Misc	5,000		
Rope Rescue	2,000		
1 1/2" Synthetic Hose	990		
1" Synthetic Hose	797		
LED headlamps/Batteries	570		
Equipment Batteries	1,000		
Fire Simulator	500		
Fit Testing	1,000		
Flow Testing	9,750		
Hydro Testing	3,000		
Class A Foam	685		
EBRICS Radio Maintenance (25 radios x \$25/mo.)	7,500		
41232 Maintenance Structure/Imp		\$ 13,570	\$ 14,370
Household	\$ 2,200		
Janitorial Supplies	2,750		
Heating/Air Contract	3,850		
Elevator Contract	800		
Pest Control Contract	450		
D&H Landscape (360x12)	4,320		

41233 Memberships		\$	505	\$	505
NAFERS (Firefighter Safety Organization)	\$ 25				
CCCFCA	50				
NIEVS (National Institute of Emergency Vehicle Safety)	130				
Miscellaneous subscriptions	150				
Bay Area News Group - Newspaper	150				
41234 Office Expense		\$	3,000	\$	3,000
41235 Professional Services		\$	182,400	\$	179,400
Maximum Security (Station 74)	\$ 1,200				
CCC Fire Protection District- Dispatch	142,000				
Fire Prevention - CSG	10,000				
Physio Control Annual Premium	2,500				
Annual Physicals (\$950 x 16)	15,200				
Recruitment	7,000				
Crisis Resolution	1,000				
CCC Cupa	500				
41238 Weed Abatement		\$	10,000	\$	20,000
Contractor	\$ 20,000				
41241 Special Department Expense		\$	10,700	\$	9,700
Car Seat Safety Program	\$ 1,000				
Smoke Detector Program	700				
Miscellaneous Special Department Expenses	8,000				
41242 Travel and Training		\$	5,250	\$	7,500
Various specialized and mandated trainings	\$ 7,500				
41243 Utilities		\$	37,350	\$	38,550
PG&E	\$ 31,374				
EBMUD	5,976				
Comcast	1,200				
41245 Paramedic Supplies		\$	17,470	\$	17,470
Medical Supplies	\$ 10,000				
Medic CD (\$1,000 x 6)	6,000				
EMT Recerts (\$37 x 10)	370				
Paramedic Recerts (\$100 x 6)	600				
EMS Reference Books	500				

**MEASURE S-2006 FUND - 105
FIRE OPERATIONS - 229**

EXPENDITURE SUMMARY

	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17	\$ Chg	% Chg
	Actual	Actual	Actual	Budget	Proposed		
Personnel							
Full-time Salary - 41101	-	119,259	274,117	134,875	141,546	6,671	5%
Overtime - 41102	214,297	244,399	203,702	271,150	271,150	-	0%
Holiday Pay - 41103	-	-	10,454	9,184	9,414	230	2%
Part-time Salary - 41104	-	41,714	21,309	26,448	28,394	1,946	0%
Vacation Accrued - 41105	-	34,908	2,424	-	-	-	0%
Clothing Allowance - 41123	-	-	-	-	800	800	100%
Benefits & Insurance - 41423	-	35,301	125,831	104,196	113,662	9,466	8%
Total Salary & Benefits	214,297	475,581	637,837	545,853	564,966	19,113	3%
Services and Supplies							
Safety Clothing - 41221	-	760	1,720	-	-	-	0%
Equipment Maintenance - 41231	45,794	-	4,638	5,000	5,000	-	0%
Professional Services - 41235	161,594	98,242	7,937	-	-	-	0%
Special Department Expense - 41241	-	-	2,772	-	-	-	0%
Travel & Training - 41242	-	-	153	-	-	-	0%
Debt Principal - 41501	-	70,433	60,628	60,628	60,628	-	0%
Debt Interest - 41502	-	-	9,805	9,805	9,805	-	0%
Total Services and Supplies	207,388	169,435	87,653	75,433	75,433	-	0%
Capital Outlay							
Equipment - 41312	-	465,919	51,514	-	-	-	0%
Total Capital Outlay	-	465,919	51,514	-	-	-	0%
Internal Cost Allocations							
Administrative Credits - 41421	-	-	-	-	-	-	0%
Administrative Debits - 41422	-	39,589	-	-	-	-	0%
IS Charges - 41424	-	-	-	-	-	-	0%
Total Internal Cost Allocations	-	39,589	-	-	-	-	0%
Total	421,685	1,150,524	777,004	621,286	640,399	19,113	3%

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2015-16	FY 2016-17
41231 Equipment Maintenance		\$ 5,000	\$ 5,000
Vehicle Maintenance	\$ 5,000		
41501 Debt Principal		\$ 60,628	\$ 60,628
Type-1 Vehicle Apparatus (Commercial Lease - Principal)	\$ 60,628		
41502 Debt Interest		\$ 9,805	\$ 9,805
Type-1 Vehicle Apparatus (Commercial Lease - Interest)	\$ 9,805		

**MEASURE S-2014 FUND - 106
FIRE OPERATIONS - 229**

EXPENDITURE SUMMARY

	FY 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Actual	FY 2015-16 Budget	FY 2016-17 Proposed	\$ Chg	% Chg
Personnel							
Full-time Salary - 41101	-	-	-	91,451	151,466	60,015	40%
Overtime - 41102	-	-	-	-	-	-	0%
Holiday Pay - 41103	-	-	-	-	-	-	0%
Part-time Salary - 41104	-	-	-	-	-	-	0%
Vacation Accrued - 41105	-	-	-	-	-	-	0%
Clothing Allowance - 41123	-	-	-	1,000	800	(200)	-25%
Benefits & Insurance - 41423	-	-	-	54,210	76,696	22,486	29%
Total Salary & Benefits	-	-	-	146,661	228,962	82,301	36%
Services and Supplies							
EOC Safety Plan/Emergency Prep - 40101	-	-	-	-	25,000	25,000	100%
Safety Clothing - 41221	-	-	-	-	-	-	0%
Equipment Maintenance - 41231	-	-	-	-	-	-	0%
Professional Services - 41235	-	-	-	-	-	-	0%
Special Department Expense - 41241	-	-	-	-	-	-	0%
Travel & Training - 41242	-	-	-	-	-	-	0%
Total Services and Supplies	-	-	-	-	25,000	25,000	100%
Capital Outlay							
Equipment - 41312	-	-	-	9,208	-	(9,208)	-100%
Total Capital Outlay	-	-	-	9,208	-	(9,208)	0%
Internal Cost Allocations							
Administrative Credits - 41421	-	-	-	-	-	-	0%
Administrative Debits - 41422	-	-	-	-	-	-	0%
IS Charges - 41424	-	-	-	-	-	-	0%
Total Internal Cost Allocations	-	-	-	-	-	-	0%
Total	-	-	-	155,869	253,962	98,093	39%

MAJOR NON-PERSONNEL EXPENSE DETAILS

	FY 2015-16	FY 2016-17
40101 EOC Safety Plan/Emergency Preparedness	\$ -	\$ 25,000
	\$ 25,000	

PUBLIC WORKS ADMINISTRATION & ENGINEERING - 341

Mission

The mission of the Public Works Administration and Engineering Division is to provide administration and engineering to the benefit of City Council and other departments as required.

Program Description

Supervise, design, and administer capital improvement projects for:

- Street Projects funded from the General Fund, Gas Tax and Measure J.
- Parks and recreation funded from Measure WW.
- Pinole Hercules Water Pollution Control Plant and sewer collection system funded by the Sewer Enterprise.
- Storm drainage system funded by Storm Water Benefit Assessment.

Provide support to the Wastewater Subcommittee and TAPS.

Provide oversight and guidance for the private development community.

Key Objectives

- Day-to-day management of Development Services/ Engineering
- Prepare an update to the Capital Improvement Plan
- Participate in regional programs to be the voice of Pinole
- Evaluate opportunities to increase efficiencies including privatization
- Integrate the Planning/Engineering /Building Inspection functions to more effectively respond to the needs of the private development community
- Growth Management program compliance reporting
- Pursue grant-funding opportunities

Success Indicators

Efficient, Error Free, Successful Project Outcomes that benefit Pinole.

Position Summary

Position	2012-13	2013-14	2014-15	2015-16	2016-17
Development Services Director/City Engineer	1.00	1.00	1.00	1.00	1.00
Management Analyst, <i>PT/Temp</i>	0.00	0.00	0.48	0.00	0.00
Project Manager	0.00	0.00	0.00	1.00	1.00
Public Works Specialist	1.00	1.00	1.00	1.00	1.00
Administrative Secretary	1.00	1.00	1.00	1.00	1.00
Total	3.00	3.00	3.48	4.00	4.00

**GENERAL FUND - 100
PUBLIC WORKS - ADMINISTRATION & ENGINEERING - 341**

EXPENDITURE SUMMARY

	FY 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Actual	FY 2015-16 Budget	FY 2016-17 Proposed	\$ Chg	% Chg
Personnel							
Full-time Salary - 41101	-	-	-	385,555	383,366	(2,189)	-1%
Overtime - 41102	-	-	-	-	-	-	0%
Part-time Salary - 41104	-	-	-	-	-	-	0%
Vacation Accrued - 41105	45,959	8,140	25,298	-	-	-	0%
Benefits & Insurance - 41423	6	0	0	167,652	247,246	79,594	32%
Total Salary & Benefits	45,965	8,140	25,298	553,207	630,612	77,405	12%
Services and Supplies							
Equipment Maintenance - 41231	-	-	-	500	500	-	0%
Maintenance Structure/Imp - 41232	-	-	-	-	-	-	0%
Memberships - 41233	-	-	-	-	-	-	0%
Office Expense - 41234	6	-	-	3,750	3,750	-	0%
Professional Services - 41235	-	-	-	70,000	-	(70,000)	-100%
Abatement - 41238	-	-	-	-	-	-	-
Special Department Expense - 41241	-	-	-	-	-	-	0%
Travel & Training - 41242	-	-	-	500	500	-	0%
Utilities - 41243	-	-	-	-	-	-	0%
Total Services and Supplies	6	-	-	74,750	4,750	(70,000)	-1474%
Capital Outlay							
Equipment - 41312	-	-	-	-	-	-	0%
Total Capital Outlay	-	-	-	-	-	-	0%
Internal Cost Allocations							
Administrative Credits - 41421	-	-	-	(510,627)	(535,351)	(24,724)	5%
IS Charges - 41424	-	-	-	-	50,499	50,499	100%
Total Internal Cost Allocations	-	-	-	(510,627)	(484,852)	25,775	-5%
Total	45,971	8,140	25,298	117,330	150,510	33,180	22%
MEASURE S - 2014 FUND - 106							
Administrative Debits - 41422	-	-	-	63,701	70,067	6,366	9%
Equipment Repl Charges - 41426	-	-	-	20,000	20,000	-	0%
Total Measure S - 2014	-	-	-	83,701	90,067	6,366	7%

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2015-16	FY 2016-17
41231 Equipment Maintenance		\$ 500	\$ 500
Maintenance of office equipment.	\$ 500		
41234 Office Expense		\$ 3,750	\$ 3,750
General office supplies	\$ 3,750		
41242 Travel and Training		\$ 500	\$ 500
	\$ 500		

**GAS TAX FUND - 200
PUBLIC WORKS - ADMINISTRATION & ENGINEERING - 341**

EXPENDITURE SUMMARY

	FY 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Actual	FY 2015-16 Budget	FY 2016-17 Proposed	\$ Chg	% Chg
Personnel							
Full-time Salary - 41101	294,713	271,531	297,529	-	-	-	0%
Overtime - 41102	155	155	-	-	-	-	0%
Part-time Salary - 41104	-	-	-	-	-	-	0%
Vacation Accrued - 41105	4,583	8,346	8,333	-	-	-	0%
Benefits & Insurance - 41423	144,305	167,148	158,873	50,929	-	(50,929)	-100%
Total Salary & Benefits	443,756	447,180	464,735	50,929	-	(50,929)	-100%
Services and Supplies							
Safety Clothing - 41221	175	220	415	200	200	-	0%
Equipment Maintenance - 41231	-	14	-	-	-	-	0%
Maintenance Structure/Imp - 41232	3,833	4,182	4,182	4,500	4,500	-	0%
Memberships - 41233	0	0	0	0	0	-	0%
Office Expense - 41234	451	2,178	2,727	3,750	3,750	-	0%
Professional Services - 41235	3,819	6,721	19,725	11,000	31,000	20,000	541%
Special Department Expense - 41241	70	1,680	832	3,700	3,700	-	0%
Travel & Training - 41242	12	353	682	500	500	-	0%
Utilities - 41243	180,008	179,771	208,970	180,000	180,000	-	0%
Total Services and Supplies	188,368	195,119	237,533	203,650	223,650	20,000	9%
Capital Outlay							
Equipment - 41312	-	-	-	-	-	-	0%
Total Capital Outlay	-	-	-	-	-	-	0%
Internal Cost Allocations							
Administrative Credits - 41421	(265,733)	(277,957)	(299,888)	-	-	-	0%
Administrative Debits - 41422	51,223	84,300	67,715	115,266	120,430	5,164	4%
IS Charges - 41424	43,555	56,080	44,928	2,207	-	(2,207)	-100%
Legal Charges - 41427	-	-	-	7,500	9,400	1,900	20%
Total Internal Cost Allocations	(170,955)	(137,577)	(187,245)	124,973	129,830	4,857	4%
Total	461,169	504,722	515,023	379,552	353,480	(26,072)	-7%

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2015-16	FY 2016-17
41221 Safety Clothing		\$ 200	\$ 200
Shoe and uniform allowance for the Public Works Specialist.	\$ 200		
41230 Legal Services		\$ 7,500	\$ 7,500
Legal services	\$ 7,500		
41232 Maintenance Structure/Imp		\$ 4,500	\$ 4,500
Reflects the costs of hardware supplies.	\$ 4,500		
Also covers the cost of median maintenance.	-		
41234 Office Expense		\$ 3,750	\$ 3,750
General office supplies.	\$ 3,750		
41235 Professional Services		\$ 11,000	\$ 31,000
General Engineering survey contract.	\$ 10,000		
Audit Services	1,000		
Professional services in support of engineering functions	20,000		
41241 Special Department Expense		\$ 3,700	\$ 3,700
Includes: contracted services for activities in the right of way and	\$ 3,700		
Pinole's share of CTA Congestion Management Plan administrative costs.			
41242 Travel and Training		\$ 500	\$ 500
Includes Director's attendance at training workshops, \$500.	\$ 500		
41243 Utilities		\$ 180,000	\$ 180,000
Electricity costs for street lights, traffic lights and controls			
Electricity & Gas (PG&E)	\$ 180,000		

**MEASURE J FUND - 215
PUBLIC WORKS - ADMINISTRATION & ENGINEERING - 341**

EXPENDITURE SUMMARY

	FY 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Actual	FY 2015-16 Budget	FY 2016-17 Proposed	\$ Chg	% Chg
Personnel							
Full-time Salary - 41101	-	-	-	-	-	-	0%
Overtime - 41102	-	-	-	-	-	-	0%
Part-time Salary - 41104	-	-	-	-	-	-	0%
Vacation Accrued - 41105	-	-	-	-	-	-	0%
Benefits & Insurance - 41423	-	-	-	-	-	-	0%
Total Salary & Benefits	-	-	-	-	-	-	0%
Services and Supplies							
Maintenance Structure/Imp - 41232	-	-	-	-	-	-	0%
Memberships - 41233	-	-	-	-	39,675	39,675	100%
Office Expense - 41234	-	-	-	-	-	-	0%
Professional Services - 41235	-	-	3,140	-	-	-	0%
Special Department Expense - 41241	-	-	-	-	-	-	0%
Travel & Training - 41242	-	-	-	-	-	-	0%
Utilities - 41243	-	-	-	-	-	-	0%
Total Services and Supplies	-	-	3,140	-	39,675	39,675	100%
Capital Outlay							
Equipment - 41312	-	-	-	-	-	-	0%
Total Capital Outlay	-	-	-	-	-	-	0%
Internal Cost Allocations							
Administrative Debits - 41422	46,392	50,936	55,828	100,977	105,681	4,704	4%
IS Charges - 41424	-	-	-	56,864	-	(56,864)	-100%
Total Internal Cost Allocations	46,392	50,936	55,828	157,841	105,681	(52,160)	-49%
Total	46,392	50,936	58,968	157,841	145,356	(12,485)	-9%

MAJOR NON-PERSONNEL EXPENSE DETAILS

	FY 2015-16	FY 2016-17
41233 Memberships	\$ 36,675	\$ 39,675
The City is a participating member of West Contra Costa Transportation Advisory Committee (WCCTAC) through a joint powers agreement.	\$ 39,675	

Mission

The Vehicle Maintenance Division's mission is to coordinate preventative maintenance and repair on vehicles and equipment in the Public Works Department, Police Department, Development Services Department and assist in the maintenance and repair of Fire Department vehicles.

Program Description

Total fleet consists of 48 vehicles and numerous pieces of equipment (total excludes fire department apparatus).

Key Objectives

- Provide adequate resources to achieve positive outcomes for fleet productivity
- Maintain ongoing relationships with service providers

Success Indicators

- Preservation of assets
- Timely Preventative Maintenance of vehicles
- Limited downtime for vehicles in need of service

Position Summary

No personnel are directly assigned to this division.

**GENERAL FUND - 100
PUBLIC WORKS - VEHICLE MAINTENANCE - 342**

EXPENDITURE SUMMARY

	FY 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Actual	FY 2015-16 Budget	FY 2016-17 Proposed	\$ Chg	% Chg
Personnel							
Full-time Salary - 41101	-	-	-	-	-	-	0%
Overtime - 41102	-	-	-	-	-	-	0%
Part-time Salary - 41104	-	-	-	-	-	-	0%
Vacation Accrued - 41105	-	-	-	-	-	-	0%
Benefits & Insurance - 41423	-	-	-	-	-	-	0%
Total Salary & Benefits	-	-	-	-	-	-	0%
Services and Supplies							
Safety Clothing - 41221	1,245	1,837	2,186	1,000	1,000	-	0%
Attorney Services - 41230	-	-	-	-	-	-	0%
Equipment Maintenance - 41231	-	-	-	-	-	-	0%
Maintenance Structure/Imp - 41232	-	-	-	-	-	-	0%
Memberships - 41233	-	-	-	-	-	-	0%
Office Expense - 41234	-	-	-	-	-	-	0%
Professional Services - 41235	14,871	20,972	16,398	30,010	30,010	-	0%
Special Department Expense - 41241	-	-	-	-	-	-	0%
Travel & Training - 41242	-	-	-	-	-	-	0%
Utilities - 41243	-	-	-	-	-	-	0%
Total Services and Supplies	16,116	22,809	18,584	31,010	31,010	-	0%
Capital Outlay							
Equipment - 41312	-	-	-	-	-	-	0%
Total Capital Outlay	-	-	-	-	-	-	0%
Internal Cost Allocations							
Administrative Credits - 41421	-	-	-	-	-	-	0%
Administrative Debits - 41422	2,770	7,087	9,297	9,764	22,475	12,711	-100%
IS Charges - 41424	-	-	-	-	-	-	0%
Total Internal Cost Allocations	2,770	7,087	9,297	9,764	22,475	12,711	-100%
Total	18,886	29,896	27,881	40,774	53,485	12,711	24%

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2015-16	FY 2016-17
41221 Safety Clothing		\$ 1,000	\$ 1,000
	\$ 1,000		
41235 Professional Services		\$ 30,010	\$ 30,010
Contract Vehicle Maintenance, except Police and Fire	\$ 30,010		

PUBLIC WORKS GENERAL MAINTENANCE - 343

Mission

The mission of the General Maintenance Division is to provide maintenance for the City's infrastructure. This infrastructure includes city owned buildings and roadways inclusive of the pavement, median, traffic signs, pavement markings, traffic signals, streetlights, curb and sidewalk.

Program Description

This division maintains all buildings owned by the City as well as properties owned by the Successor Agency within the boundaries of the former Pinole Redevelopment Agency funded through restricted General Fund revenue. Building maintenance includes landscape maintenance, janitorial service, preventative maintenance of heating and ventilation systems, maintenance of all mechanical aspects of the buildings, and other general building maintenance.

Maintenance of the city road infrastructure includes all efforts to maintain the pavement, median, traffic signs, pavement markings, traffic signals, streetlights, curb and sidewalk.

Key Objectives

- Responsive to maintenance needs
- Preservation of assets
- Safe roadways
- Safe, comfortable, and energy efficient buildings

Success Indicators

Pavement Condition Index maintained at current level: 70.

Position Summary

Position	2012-13	2013-14	2014-15	2015-16	2016-17
Public Works Manager	1.00	1.00	1.00	1.00	1.00
Public Works Maintenance Supervisor	1.00	1.00	1.00	1.00	1.00
Maintenance Workers	4.00	4.00	4.00	4.00	5.00
Total	6.00	6.00	6.00	6.00	7.00

**GENERAL FUND - 100
PUBLIC WORKS - GENERAL MAINTENANCE - 343**

EXPENDITURE SUMMARY

	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17	\$ Chg	% Chg
	Actual	Actual	Actual	Budget	Proposed		
Personnel							
Full-time Salary - 41101	351,574	379,884	382,783	404,434	472,904	68,470	14%
Overtime - 41102	3,517	2,861	3,870	-	-	-	0%
Part-time Salary - 41104	11,883	-	-	-	-	-	0%
Vacation Accrued - 41105	2,254	4,328	2,754	-	-	-	0%
Clothing Allowance - 41123					1,400		
Benefits & Insurance - 41423	172,313	195,717	199,704	221,229	285,027	63,798	22%
Total Salary & Benefits	541,541	582,790	589,111	625,663	759,331	133,668	18%
Services and Supplies							
Safety Clothing - 41221	1,719	2,532	2,129	4,152	1,000	(3,152)	-315%
Equipment Maintenance - 41231	12,793	9,793	6,603	16,000	16,000	-	0%
Maintenance Structure/Imp - 41232	14,745	13,803	18,485	46,500	54,500	8,000	15%
Memberships - 41233	-	-	-	315	315	-	0%
Office Expense - 41234	-	-	71	-	-	-	0%
Professional Services - 41235	72,980	76,442	94,794	76,000	83,600	7,600	9%
Equipment Rent - 41236	-	-	-	200	200	-	0%
Special Department Expense - 41241	24,222	35,459	35,639	29,577	29,577	-	0%
Travel & Training - 41242	219	188	218	500	500	-	0%
Utilities - 41243	27,875	31,591	31,277	30,394	36,100	5,706	16%
Total Services and Supplies	154,553	169,808	189,216	203,638	221,792	18,154	8%
Capital Outlay							
Equipment - 41312	-	-	-	-	-	-	0%
Total Capital Outlay	-	-	-	-	-	-	0%
Internal Cost Allocations							
Administrative Credits - 41421	(290,071)	(351,441)	(293,179)	(391,122)	(566,170)	(175,048)	31%
IS Charges - 41424	-	-	-	-	-	-	0%
Total Internal Cost Allocations	(290,071)	(351,441)	(293,179)	(391,122)	(566,170)	(175,048)	31%
Total	406,023	401,157	485,148	438,179	414,953	(23,226)	-6%

MEASURE S - 2014 FUND - 106

Administrative Debits - 41422	-	-	-	-	92,454	92,454	100%
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MAJOR NON-PERSONNEL EXPENSE DETAILS

FY 2015-16 FY 2016-17

41221 Safety Clothing		\$ 4,152	\$ 1,000
The worker classifications in this division are supplied:	\$ 1,000		
Uniforms, coveralls, and foul weather gear			
41231 Equipment Maintenance		\$ 16,000	\$ 16,000
Covers the cost of maintenance and repair to vehicles, rolling stock and the miscellaneous equipment.	\$ 16,000		
41232 Maintenance/Structure Imp		\$ 46,500	\$ 54,500
This covers the cost to maintain the buildings and grounds.			
Repairs to heating, air-conditioning equipment	\$ 15,000		
Lighting supplies	500		
Miscellaneous hardware and repair materials	1,000		
Pest control & weed control for City properties	10,700		
Elevator maintenance	800		
Landscape maintenance	3,000		
Janitorial service and supplies	13,000		
Public Facilities Critical Deferred Maintenance	10,500		
41233 Memberships		\$ 315	\$ 315
M.S.A. (Maintenance Superintendents Association)	\$ 315		
T.C.S.A. (Traffic Control Supervisory Association)			
Technical publications			
41235 Professional Services		\$ 76,000	\$ 83,600
This covers the cost for traffic signal maintenance and repair of City-owned light poles and fixtures and incremental upgrades to signal lights with energy efficient light & testing equipment. Includes 800mhz EBRICS emergency radio system for Public Works.	\$ 83,600		
41236 Equipment Rental		\$ 200	\$ 200
This is used to rent infrequently used equipment.	\$ 200		
412421 Special Department Expense		\$ 29,577	\$ 29,577
Maintenance materials, street warning signs, street marking paint, small hand tools and vandalism repair	\$ 27,000		
Street sign replacement program	2,577		
41242 Travel and Training		\$ 500	\$ 500
Technical training programs for street maintenance, street markings,	\$ 500		
41243 Utilities		\$ 30,394	\$ 36,100
Gas/Electricity	\$ 19,133		
Water	16,967		

**RESTRICTED GENERAL FUND REVENUE - 155
PUBLIC WORKS - GENERAL MAINTENANCE - 343**

EXPENDITURE SUMMARY

	FY 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Actual	FY 2015-16 Budget	FY 2016-17 Proposed	\$ Chg	% Chg
Personnel							
Full-time Salary - 41101	-	-	-	-	-	-	0%
Overtime - 41102	-	-	-	-	-	-	0%
Part-time Salary - 41104	-	-	-	-	-	-	0%
Vacation Accrued - 41105	-	-	-	-	-	-	0%
Benefits & Insurance - 41423	-	-	-	-	-	-	0%
Total Salary & Benefits	-	-	-	-	-	-	0%
Services and Supplies							
Equipment Maintenance - 41231	-	-	-	-	-	-	0%
Maintenance Structure/Imp - 41232	24,671	21,003	20,895	22,500	22,500	-	0%
Memberships - 41233	-	-	-	-	-	-	0%
Office Expense - 41234	-	-	-	-	-	-	0%
Professional Services - 41235	44,180	10,638	-	5,000	5,000	-	0%
Rent - 41240	1,981	1,100	1,300	-	-	-	0%
Special Department Expense - 41241	-	212	-	-	-	-	0%
Travel & Training - 41242	-	-	-	-	-	-	0%
Utilities - 41243	15,004	17,985	19,375	1,350	18,200	16,850	93%
Total Services and Supplies	85,836	50,938	41,570	28,850	45,700	16,850	37%
Capital Outlay							
Improvements - 41310	-	-	5,885	0	0	-	0%
Equipment - 41312	321	-	-	-	-	-	0%
Total Capital Outlay	321	-	5,885	-	-	-	0%
Internal Cost Allocations							
Administrative Debits - 41422	-	-	-	-	-	-	0%
IS Charges - 41424	-	-	-	-	-	-	0%
Legal Charges - 41427	-	-	-	10,000	5,000	(5,000)	-100%
Total Internal Cost Allocations	-	-	-	10,000	5,000	(5,000)	-100%
Total	86,157	50,938	47,455	38,850	50,700	11,850	23%

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2015-16	FY 2016-17
41232 Maintenance/Structure Imp		\$ 22,500	\$ 22,500
Material for all city parks, restrooms, and facilities	\$ 22,500		
41235 Professional Services		\$ 5,000	\$ 5,000
Appraisals of R/E Properties for Marketing/Sale	\$ 5,000		
41243 Utilities		\$ 1,350	\$ 18,200
Gas/Electricity	\$ 9,646		
Water	8,554		

Mission

The mission of the Public Works National Pollution Discharge Elimination System (NPDES) Storm Water Program is to provide programs, projects and services that keep the City of Pinole in compliance with the NPDES, thereby improving the water quality of Pinole Creek and the San Pablo Bay.

Program Description

The Regional Water Quality Control Board regulates storm water discharges from municipal storm drains under the NPDES program and has issued a NPDES permit in November 2016 to the region. The City of Pinole participates with the regional permit; administrative oversight for the permit is done by the Contra Costa Clean Water Program (CCCWP). The new permit has become more stringent on litter removal, PCB and Mercury levels, and increased use of green infrastructure. It will be necessary to expand programs in 2016-17 to strive toward compliance with the permit.

This program is funded by a storm water benefit assessment area. The Equivalent Runoff Unit cost associated with the implementation of NPDES Program for 2016-17 remains at \$35. Assessment fees are collected as a part of the annual property tax collection disbursed using the same schedule that is used for payment of property taxes to each participating city. The programs that the City of Pinole implements under its Storm Water Pollution Control Plan are primarily street sweeping, storm drain cleaning and maintenance.

Key Objectives

- Install additional litter collection devices in the City's Storm Drain System
- Maintain new and existing litter collection devices in the City's Storm Drain System
- Collect litter from city roadways
- Public Outreach and Education
- Perform storm water inspections at all construction sites and identifies commercial sites
- Prepare an Annual Report of City Activities with respect to NPDES
- Participate in the administration of the CCCWP as required by the permit

Success Indicators

- Timely reporting to the CCCWP
- Functional litter collection devices
- Street sweeping as scheduled
- Permit Compliance

Position Summary

No personnel are directly assigned to this division.

STORM WATER FUND - 207
PUBLIC WORKS - NPDES STORM WATER - 344
NATIONAL POLLUTION DISCHARGE ELIMINATION SYSTEM (NPDES)

EXPENDITURE SUMMARY

	FY 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Actual	FY 2015-16 Budget	FY 2016-17 Proposed	\$ Chg	% Chg
Personnel							
Full-time Salary - 41101	-	-	-	-	-	-	0%
Overtime - 41102	-	-	-	-	-	-	0%
Part-time Salary - 41104	-	-	-	-	-	-	0%
Vacation Accrued - 41105	-	-	-	-	-	-	0%
Benefits & Insurance - 41423	13,689	16,101	16,103	16,104	17,912	1,808	11%
Total Salary & Benefits	13,689	16,101	16,103	16,104	17,912	1,808	11%
Services and Supplies							
Safety Clothing - 41221	1,247	1,418	1,716	2,000	500	(1,500)	-75%
Equipment Maintenance - 41231	26,019	35,754	18,285	25,000	15,000	(10,000)	-40%
Maintenance Structure/Imp - 41232	1,791	2,326	6,849	5,000	5,000	-	0%
Memberships - 41233	30	-	-	-	-	-	0%
Office Expense - 41234	-	30	-	-	-	-	0%
Professional Services - 41235	375	8,123	14,176	28,000	28,000	-	0%
Equipment Rent - 41236	-	-	-	-	-	-	0%
Special Department Expense - 41241	17,653	7,389	12,398	30,000	57,254	27,254	91%
Travel & Training - 41242	-	-	-	-	-	-	0%
Utilities - 41243	118	-	-	-	-	-	0%
Total Services and Supplies	47,233	55,040	53,424	90,000	105,754	15,754	18%
Capital Outlay							
Equipment - 41312	-	-	-	-	-	-	0%
Total Capital Outlay	-	-	-	-	-	-	0%
Internal Cost Allocations							
Administrative Debits - 41422	173,425	153,453	114,766	162,937	192,102	29,165	18%
IS Charges - 41424	-	-	-	-	-	-	0%
Total Internal Cost Allocations	173,425	153,453	114,766	162,937	192,102	29,165	18%
Total	234,347	224,594	184,293	269,041	315,768	46,727	17%

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2015-16	FY 2016-17
41221 Safety Clothing		\$ 2,000	\$ 500
	\$ 500		
41231 Equipment Maintenance		\$ 25,000	\$ 15,000
	\$ 15,000		
41232 Maintenance/Structure Imp		\$ 5,000	\$ 5,000
Trash Capture Devices	\$ 5,000		
41235 Professional Services		\$ 28,000	\$ 28,000
Contract Support Services for Annual Clean Water Report and NPDES permit compliance.	\$ 28,000		
41241 Special Department Expense		\$ 30,000	\$ 57,254
CCCWP Group Costs	\$ 45,103		
CCC Tax Collection Service	\$ 5,570		
CCC Assessment District Administration	\$ 802		
Covers the cost of lumber, welding supplies, sand and sandbags, hardware supplies, film, hose and small tools. Also covers the cost of printing and promotional materials for clean water information and public education programming. Three residential mailings/year.	\$ 5,779		

Mission

The mission of the Park Maintenance division is to provide maintenance to parks, including structures, lighting, play equipment, and irrigation systems.

Program Description

- 15 parks
- 428.56 acres of park area
- Park space provides a variety of outdoor opportunities
 - Swimming pool
 - Soccer
 - Baseball
 - Neighborhood play areas
 - Dog park

Key Objectives

- Maintain a safe, functional and attractive environment within the city's park system.

Success Indicators

- Ongoing park use
- Preservation of existing park assets

Position Summary

No personnel are directly assigned to this division.

**GENERAL FUND - 100
PUBLIC WORKS - PARK MAINTENANCE - 351**

EXPENDITURE SUMMARY

	FY 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Actual	FY 2015-16 Budget	FY 2016-17 Proposed	\$ Chg	% Chg
Personnel							
Full-time Salary - 41101	-	-	-	-	-	-	0%
Overtime - 41102	-	-	-	-	-	-	0%
Part-time Salary - 41104	-	-	-	-	-	-	0%
Vacation Accrued - 41105	-	-	-	-	-	-	0%
Benefits & Insurance - 41423	-	-	-	-	-	-	0%
Total Salary & Benefits	-	-	-	-	-	-	0%
Services and Supplies							
Safety Clothing - 41221	801	575	849	-	-	-	0%
Equipment Maintenance - 41231	3,907	5,871	3,496	4,500	4,500	-	0%
Maintenance Structure/Imp - 41232	52,196	76,858	69,832	100,000	110,000	10,000	10%
Memberships - 41233	-	-	-	142	127	(15)	-11%
Office Expense - 41234	-	-	-	-	-	-	0%
Professional Services - 41235	10,420	10,535	5,480	10,630	5,000	(5,630)	-53%
Equipment Rent - 41236	-	-	-	200	200	-	0%
Special Department Expense - 41241	1,647	225	-	-	-	-	0%
Travel & Training - 41242	-	-	-	-	-	-	0%
Utilities - 41243	37,128	44,093	38,138	37,128	71,250	34,122	92%
Total Services and Supplies	105,298	137,582	116,946	152,600	191,077	38,477	25%
Capital Outlay							
Equipment - 41312	-	-	-	-	-	-	0%
Total Capital Outlay	-	-	-	-	-	-	0%
Internal Cost Allocations							
Administrative Debits - 41422	13,851	35,437	46,486	48,819	44,951	(3,868)	-8%
IS Charges - 41424	-	-	-	-	-	-	0%
Total Internal Cost Allocations	13,851	35,437	46,486	48,819	44,951	(3,868)	-8%
Total	119,149	173,019	163,432	201,419	236,028	34,609	17%

MAJOR NON-PERSONNEL EXPENSE DETAILS

FY 2015-16 FY 2016-17

41231 Equipment Maintenance		\$ 4,500	\$ 4,500
This covers the cost to maintain vehicles, off road equipment, and miscellaneous small equipment.	\$ 4,500		
41232 Maintenance/Structure Imp		\$ 100,000	\$ 110,000
Material for all city parks, restrooms, and play areas/structures.	\$ 10,000		
Contracts-Landscaping (D&H Landscaping)	\$ 100,000		
41233 Memberships		\$ 142	\$ 127
CAPCA (California Agricultural Production Consultants Association)	\$ 100		
P.A.P.A. (Pest Applicators Association)	\$ 27		
41235 Professional Services		\$ 10,630	\$ 5,000
Professional contract services	\$ 5,000		
41236 Equipment Rental		\$ 200	\$ 200
Cost to rent infrequently used equipment.	\$ 200		
41243 Utilities		\$ 37,128	\$ 71,250
Gas/Electricity	\$ 19,238		
Water	52,012		

PV PARK CARETAKER FUND - 317
PUBLIC WORKS - PARK MAINTENANCE - 351
(FORMERLY PARKS/RECREATION FACILITIES - 7351)

EXPENDITURE SUMMARY

	FY 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Actual	FY 2015-16 Budget	FY 2016-17 Proposed	\$ Chg	% Chg
Personnel							
Full-time Salary - 41101	-	-	-	-	-	-	0%
Overtime - 41102	-	-	-	-	-	-	0%
Part-time Salary - 41104	11,960	12,466	12,512	11,700	11,960	260	2%
Vacation Accrued - 41105	-	-	-	-	-	-	0%
Benefits & Insurance - 41423	1,767	1,986	1,899	2,605	2,169	(436)	-17%
Total Salary & Benefits	13,727	14,452	14,411	14,305	14,129	(176)	-1%
Services and Supplies							
PV Caretakers Residence - 40402	-	-	-	-	-	-	0%
Maintenance Structure/Imp - 41232	68	65	-	-	-	-	0%
Property Tax - 41262	-	652	695	695	695	0	0%
Total Services and Supplies	68	717	695	695	695	0	0%
Capital Outlay							
Equipment - 41312	-	-	-	-	-	-	0%
Total Capital Outlay	-	-	-	-	-	-	0%
Internal Cost Allocations							
Administrative Debits - 41422	-	-	-	-	-	-	0%
IS Charges - 41424	-	-	-	-	-	-	0%
Total Internal Cost Allocations	-	-	-	-	-	-	0%
Total	13,795	15,169	15,106	15,000	14,824	(176)	-1%

Mission

The mission of the Waste Reduction Program is to encourage both source reduction and recycling of solid waste in accordance with the mandates of the California Integrated Waste Management Act of 1989 (Assembly Bill 939).

Program Description

The Waste Reduction Program encourages and promotes recycling, source reduction, and reuse with the overall goal of decreasing reliance on sanitary landfills used for refuse disposal. The City of Pinole relies on strategic partnerships with West Contra Costa Integrated Waste Management Authority and the franchise waste hauler, Republic Service, for most aspects of the Waste Reduction Program.

Key Objectives

- Provide services identified in the Regional Plans as being provided under the Member's collection franchise agreement
- Implement source reduction, recycling and composting activities
- Coordination of individual solid waste and household hazardous waste education and public information activities with Authority activities and to conduct such activities with the Regional Education and Public Information Program
- Install and maintain recycling containers in public areas
- Meet annual reporting requirements

Success Indicators

- Compliance with the California Integrated Waste Management Act of 1989
- Meeting the Goals of West Contra Costa Integrated Waste Management Authority Regional Plans

Position Summary

No personnel are directly assigned to this division.

**AB 939 REFUSE MANAGEMENT FUND - 213
SOURCE REDUCTION - 460**

EXPENDITURE SUMMARY

	FY 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Actual	FY 2015-16 Budget	FY 2016-17 Proposed	\$ Chg	% Chg
Personnel							
Full-time Salary - 41101	-	-	-	-	-	-	0%
Overtime - 41102	-	-	-	-	-	-	0%
Part-time Salary - 41104	-	-	-	-	-	-	0%
Vacation Accrued - 41105	-	-	-	-	-	-	0%
Benefits & Insurance - 41423	-	-	-	-	-	-	0%
Total Salary & Benefits	-	-	-	-	-	-	0%
Services and Supplies							
Equipment Maintenance - 41231	-	-	-	-	-	-	0%
Maintenance Structure/Imp - 41232	-	-	-	-	-	-	0%
Memberships - 41233	-	-	-	-	-	-	0%
Office Expense - 41234	-	50	-	-	-	-	0%
Professional Services - 41235	3,773	24,700	66	15,000	20,000	5,000	25%
Equipment Rent - 41236	-	-	-	-	-	-	0%
Special Department Expense - 41241	16,944	14,440	12,000	12,500	12,500	-	0%
Travel & Training - 41242	-	-	-	-	-	-	0%
Utilities - 41243	-	-	-	-	-	-	0%
Total Services and Supplies	20,717	39,190	12,066	27,500	32,500	5,000	15%
Capital Outlay							
Equipment - 41312	-	-	-	-	-	-	0%
Total Capital Outlay	-	-	-	-	-	-	0%
Internal Cost Allocations							
Administrative Debits - 41422	18,149	46,752	45,508	58,332	80,212	21,880	27%
IS Charges - 41424	-	-	-	-	-	-	0%
Total Internal Cost Allocations	18,149	46,752	45,508	58,332	80,212	21,880	27%
Transfers Out - 49901	15,000	15,000	15,000	-	-	-	0%
Total	53,866	100,942	72,574	85,832	112,712	26,880	24%

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2015-16	FY 2016-17
41235 Professional Services		\$ 15,000	\$ 20,000
Consulting Services	\$ 15,000		
Attorney Support	\$ 5,000		
41241 Special Department Expense		\$ 12,500	\$ 12,500
Litter pick up services	\$ 12,500		

Mission

The mission of the Lighting and Landscape Assessment District is to maintain lighting and median landscape funded by assessments to property owners within the respective district.

Program Description

The City currently maintains two Lighting and Landscape Districts:

- Zone A, Kaiser medians (PVR North)
- Zone B, Pinole Valley Shopping Center medians (PVR South)

Key Objectives

Integrate new development within the district into the assessment.

Prepare annual engineer's report for assessment.

Success Indicators

Maintain a safe, cost effective, functional and attractive landscape and lighting district.

Position Summary

No personnel are directly assigned to this division.

LIGHTING & LANDSCAPE DISTRICTS FUND - 310
PUBLIC WORKS - ZONE A, KAISER MEDIANS - 7706
PUBLIC WORKS - ZONE B, PINOLE VALLEY SHOPPING CENTER MEDIANS - 7707

EXPENDITURE SUMMARY

	FY 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Actual	FY 2015-16 Budget	FY 2016-17 Proposed	\$ Chg	% Chg
Personnel							
Full-time Salary - 41101	-	-	-	-	-	-	0%
Overtime - 41102	-	-	-	-	-	-	0%
Part-time Salary - 41104	-	-	-	-	-	-	0%
Vacation Accrued - 41105	-	-	-	-	-	-	0%
Benefits & Insurance - 41423	-	-	-	-	-	-	0%
Total Salary & Benefits	-	-	-	-	-	-	0%
Services and Supplies							
Kaiser Medians - 40861(A)	3,796	4,108	4,146	4,200	4,200	-	0%
Maintenance Structure/Imp - 41232(A)	675	898	737	801	801	-	0%
Professional Services - 41235(A)	11,329	11,169	17,574	14,877	16,127	1,250	8%
Utilities - 41243(A)	3,183	3,347	2,816	2,000	2,500	500	20%
PV Shopping Ctr Medians(B)	5,212	5,839	6,646	5,400	5,400	-	0%
Maintenance Structure/Imp - 41232(B)	738	805	805	900	900	-	0%
Professional Services - 41235(B)	9,118	10,964	8,653	10,692	11,942	1,250	10%
Total Services and Supplies	34,051	37,130	41,377	38,870	41,870	3,000	7%
Capital Outlay							
Equipment - 41312	-	-	-	-	-	-	0%
Total Capital Outlay	-	-	-	-	-	-	0%
Internal Cost Allocations							
Administrative Debits - 41422	-	-	-	-	-	-	0%
IS Charges - 41424	-	-	-	-	-	-	0%
Total Internal Cost Allocations	-	-	-	-	-	-	0%
Total	34,051	37,130	41,377	38,870	41,870	-	0%

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2015-16	FY 2016-17
40861 Kaiser Medians - Zone A		\$ 4,200	\$ 4,200
PG&E Traffic control service/lighting	\$ 4,200		
40862 PV Shopping Center Medians - Zone B		\$ 5,400	\$ 5,400
PG&E Street and highway lighting	\$ 5,400		
41232 Maintenance Structures/Imp		\$ 1,701	\$ 1,701
D & H Landscaping maintenance - Zone A	\$ 801		
D & H Landscaping maintenance - Zone B	900		
41235 Professional Services		\$ 25,569	\$ 28,069
Contra Costa County traffic signal maintenance - Zone A	\$ 14,877		
Special District Services - Zone A			
Contra Costa County traffic signal maintenance - Zone B	10,692		
Special District Services - Zone B			
Preparation of Engineer's Report for annual assessment(50/50)	2,500		
41243 Utilities		\$ 2,000	\$ 2,500
Water (EBMUD) - Zone A	\$ 2,500		

PUBLIC WORKS WATER POLLUTION CONTROL PLANT - 648

Mission

The mission of the Water Pollution Control Plant (WPCP) is to treat the wastewater for the City of Pinole and the City of Hercules.

Program Description

Produce an effluent that meets or exceeds State and Federal standards, minimize the emission of unpleasant odors, and meet the Air Quality Control Board requirements, while processing solids in a safe manner.

Key Objectives

- Operate the facility in compliance with standards set by the Regional Water Quality Control Board.
- Support the construction activities of the WPCP Upgrade
- Support the ongoing training needs of the WPCP Staff

Success Indicators

- Permit Compliance
- Certified Staff
- Preventive Maintenance of Assets

Position Summary

Position	2012-13	2013-14	2014-15	2015-16	2016-17
Treatment Plant Operator	1.00	1.00	1.00	1.00	1.00
Administrative Secretary	0.00	0.00	0.50	0.00	0.00
Water Pollution Control Plant Supervisor	1.00	1.00	1.00	1.00	1.00
Environmental Analyst	1.00	1.00	1.00	1.00	1.00
Environmental Assistant	1.00	1.00	1.00	1.00	1.00
Operator	6.00	6.00	6.00	6.00	6.00
Water Pollution Control Plant Intern	0.00	0.00	0.46	0.46	0.46
Total	10.00	10.00	10.96	10.46	10.46

**SEWER ENTERPRISE FUND - 500
SEWER TREATMENT PLANT - 648**

EXPENDITURE SUMMARY

	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17	\$ Chg	% Chg
	Actual	Actual	Actual	Budget	Proposed		
Personnel							
Full-time Salary - 41101	651,737	647,086	644,908	710,463	778,744	68,281	9%
Overtime - 41102	24,389	24,355	20,952	39,000	54,000	15,000	28%
Holiday Pay - 41103	7,668	7,068	7,503	-	-	-	0%
Part-time Salary - 41104	287,925	223,457	14,136	20,000	20,000	-	0%
Vacation Accrued - 41105	27,070	14,477	36,250	-	-	-	0%
Long-Term Disability - 41114	-	-	214,207	-	-	-	0%
Clothing Allowance - 41123					2,000	2,000	100%
Benefits & Insurance - 41423	310,415	348,979	380,387	434,824	429,110	(5,714)	-1%
Total Salary & Benefits	1,309,204	1,265,422	1,318,343	1,204,287	1,283,854	79,567	6%
Services and Supplies							
Safety Clothing - 41221	12,990	15,305	12,889	15,040	15,040	-	0%
Equipment Maintenance - 41231	233,134	208,097	170,875	269,080	269,080	-	0%
Maintenance Structure/Imp - 41232	10,230	7,330	16,029	30,000	42,000	12,000	29%
Memberships - 41233	1,277	2,018	2,015	5,000	5,000	-	0%
Office Expense - 41234	4,656	2,423	5,395	5,000	5,000	-	0%
Professional Services - 41235	81,153	49,131	31,733	10,000	90,000	80,000	89%
Equipment Rental - 41236	-	-	-	1,000	1,000	-	0%
Special Department Expense - 41241	840	3,894	-	-	-	-	0%
Travel & Training - 41242	2,753	4,429	1,897	7,000	7,000	-	0%
Utilities - 41243	561,844	485,957	526,157	575,000	575,000	-	0%
Compliance Inspections - 41246	19,040	24,759	9,671	25,000	25,000	-	0%
WPCP Sludge Removal - 41801	53,183	83,505	80,230	85,000	85,000	-	0%
WPCP Chemicals - 41802	628,159	692,166	582,946	688,000	688,000	-	0%
WPCP Permit Fees - 41803	48,500	44,832	38,274	50,000	50,000	-	0%
WPCP Lab Operations - 41804	75,495	78,780	87,522	85,000	85,000	-	0%
Total Services and Supplies	1,733,254	1,702,626	1,565,633	1,850,120	1,942,120	92,000	5%
Capital Outlay							
Equipment - 41312	-	-	38,116	-	-	-	0%
Total Capital Outlay	-	-	38,116	-	-	-	0%
Internal Cost Allocations							
Administrative Credits - 41421	(62,751)	-	-	-	-	-	0%
Administrative Debits - 41422	286,339	233,777	200,212	222,978	261,144	38,166	15%
IS Charges - 41424	24,510	28,366	25,679	28,565	23,287	(5,278)	-23%
Legal Charges - 41427	-	-	-	25,000	50,000	25,000	50%
Total Internal Cost Allocations	248,098	262,143	225,891	276,543	334,431	57,888	17%
Total	3,290,556	3,230,191	3,147,983	3,330,950	3,560,405	229,455	6%

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2015-16	FY 2016-17
41221 Safety Clothing		\$ 15,040	\$ 15,040
Laundry service for uniforms, safety shoes/boots, gloves, etc.	\$ 15,040		
41231 Equipment Maintenance		\$ 269,080	\$ 269,080
Repairs as needed to treatment plant equipment: pumps, motors, machine work, instrumentation, electric parts, gas, oil, tires hose replacement, etc.	\$ 269,080		
41232 Maintenance Structure/Imp		\$ 30,000	\$ 42,000
Maintenance and repairs to grounds and facilities.			
Janitorial services	\$ 10,000		
Bio-Assay structure refurbishment	20,000		
Inspection services for Rodeo Sanitary District outfall - Pinole Share	12,000		
41233 Memberships		\$ 5,000	\$ 5,000
CA Water Environment Association (CWEA)	\$ 5,000		
Traffic Control Supervisors Association (TCSA)			
Water Environment Federation (WEF)			
State Water Resources Control Board fee			
Technical publications			
41234 Office Expense		\$ 5,000	\$ 5,000
Basic stationery, supplies, fax paper, copying paper, computer paper, books, maps and periodicals, etc.	\$ 5,000		
41235 Professional Services		\$ 10,000	\$ 90,000
Engineering Services	\$ 10,000		
NPDES permit renewal application process and documentation prep	40,000		
Assessment of headlosses in pipe to outfall	40,000		
41236 Equipment Rental		\$ 1,000	\$ 1,000
	\$ 1,000		
41242 Travel and Training		\$ 7,000	\$ 7,000
Training of State Certified Operators in new procedures related to upgrades.	\$ 7,000		
41243 Utilities		\$ 575,000	\$ 575,000
PG&E	\$ 534,750		
EBMUD	40,250		
41246 Compliance Inspections		\$ 25,000	\$ 25,000
Public outreach materials, Sampling and analysis, laboratory supplies and safety equipment.	\$ 25,000		

41801 WPCP Sludge Removal		\$ 85,000	\$ 85,000
Sludge hauling to EBMUD and Landfill.	\$ 85,000		
41802 WPCP Chemicals		\$ 688,000	\$ 688,000
Chemicals for Plant Operations	\$ 688,000		
41803 WPCP Permit Fees		\$ 50,000	\$ 50,000
NPDES renewal permit fee	\$ 50,000		
County Fuel Tank Fees, and Air Toxic Fees.			
41804 WPCP Laboratory Operations		\$ 85,000	\$ 85,000
A-Laboratory supplies	\$ 70,000		
B-Accelerated Chronic Toxicity Testing	15,000		

Mission

The mission of the sewer collection program is to maintain unobstructed flow within the public collection system to the treatment plant.

Program Description

Provide preventive maintenance including cleaning (hydro flushing and mechanical cleaning), inspecting for root intrusion, pipe integrity, and removal of foreign objects. Additionally, two sewer pump stations are operated and maintained. 24 hour on call service is provided for overflows and other emergencies.

Key Objectives

- Maintain collection system and pump stations
 - 565 Manholes
 - 225,727 lf pipe
 - 5340 laterals
 - 2 lift stations
- Preservation of assets
- Reduce Inflow and Infiltration
- Continue to manage the sewer lateral ordinance
- Establish a sewer manhole lining program

Success Indicators

- No Sanitary Sewer Overflows
- Permit Compliance
- Development of a program to systematically address I/I within areas identified as high contributors
- Sewer Lateral rehabilitations

Position Summary

Position	2012-13	2013-14	2014-15	2015-16	2016-17
Public Works Maintenance Supervisor	1.00	1.00	1.00	1.00	1.00
Senior Maintenance Worker	1.00	1.00	1.00	1.00	1.00
Maintenance Worker	1.00	1.00	1.00	1.00	1.00
Total	3.00	3.00	3.00	3.00	3.00

SEWER ENTERPRISE FUND - 500
SEWER COLLECTION - 649

EXPENDITURE SUMMARY

	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17	\$ Chg	% Chg
	Actual	Actual	Actual	Budget	Proposed		
Personnel							
Full-time Salary - 41101	197,025	203,251	202,822	200,175	207,307	7,132	3%
Overtime - 41102	2,210	2,003	3,279	-	-	-	0%
Holiday Pay - 41103	1,383	1,383	-	-	-	-	0%
Part-time Salary - 41104	-	-	-	-	-	-	0%
Vacation Accrued - 41105	-	-	-	-	-	-	0%
Clothing Allowance - 41123	-	-	-	-	600	600	100%
Benefits & Insurance - 41423	84,580	92,741	94,237	104,316	92,021	(12,295)	-13%
Total Salary & Benefits	285,198	299,378	300,338	304,491	299,928	(4,563)	-2%
Services and Supplies							
Safety Clothing - 41221	2,638	2,990	2,434	3,700	3,700	-	0%
Equipment Maintenance - 41231	23,715	16,693	10,819	20,000	20,000	-	0%
Maintenance Structure/Imp - 41232	-	89	-	-	-	-	0%
Memberships - 41233	427	455	-	500	500	-	0%
Office Expense - 41234	-	19	173	150	150	-	0%
Professional Services - 41235	113	5,636	22,788	3,000	3,000	-	0%
Equipment Rental - 41236	-	-	-	500	500	-	0%
Special Department Expense - 41241	7,351	49,653	6,087	15,000	15,000	-	0%
Travel & Training - 41242	151	1,707	148	1,000	1,000	-	0%
Utilities - 41243	8,265	6,669	8,530	6,000	9,200	3,200	35%
Total Services and Supplies	42,660	83,911	50,979	49,850	53,050	3,200	6%
Capital Outlay							
Improvements - 41310	16,700	65,004	71,375	395,000	395,000	-	0%
Equipment - 41312	-	-	-	-	-	-	0%
Total Capital Outlay	16,700	65,004	71,375	395,000	395,000	-	0%
Internal Cost Allocations							
Administrative Credits - 41421	-	-	-	-	(72,296)	(72,296)	100%
Administrative Debits - 41422	106,134	86,891	195,122	320,368	351,307	30,939	9%
IS Charges - 41424	-	-	5,966	11,566	7,210	(4,356)	-60%
Legal Charges - 41427	-	-	-	10,000	16,450	6,450	39%
Total Internal Cost Allocations	106,134	86,891	201,088	341,934	302,671	(39,263)	-13%
Total	450,692	535,184	623,780	1,091,275	1,050,649	(40,626)	-4%

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2015-16	FY 2016-17
41221 Safety Clothing		\$ 3,700	\$ 3,700
The worker classifications in this division are supplied:			
Uniforms, coveralls, foul weather gear	\$ 3,100		
Safety shoes	600		
41231 Equipment Maintenance		\$ 20,000	\$ 20,000
Cost of maintenance and repair to vehicles, rolling stock and the miscellaneous equipment.	\$ 20,000		
41233 Memberships		\$ 500	\$ 500
CA Water Environment Association (CWEA)	\$ 500		
Traffic Control Supervisors Association (TCSA)			
Water Environment Federation (WEF)			
State Water Resources Control Board fee			
Technical publications			
41234 Office Expense		\$ 150	\$ 150
Office supplies, includes reprinting of map books.	\$ 150		
41235 Professional Services		\$ 3,000	\$ 3,000
Emergency sewer line excavations in heavy traffic conditions by contractors.	\$ 3,000		
800 Trunking radio system (EBRICS)			
41236 Equipment Rental		\$ 500	\$ 500
Rental of infrequently used equipment.	\$ 500		
41241 Special Department Expense		\$ 15,000	\$ 15,000
Maintenance materials (asphalt, concrete, pipe, hardware, etc.)	\$ 15,000		
41242 Travel and Training		\$ 1,000	\$ 1,000
Technical training programs for sewer maintenance, confined space entry and street safety procedures.	\$ 1,000		

41243 Utilities		\$ 6,000	\$ 9,200
PG&E	\$ 6,164		
EBMUD	3,036		
41310 Improvements		\$ 395,000	\$ 395,000
	\$ 395,000		

Mission

The mission of the WPCP Projects (Shared) is to maintain and replace outdated or worn equipment, and to make periodic upgrades to the shared components of the WPCP and sewer system to ensure safe and efficient processing while complying with all state and federal standards.

Program Description

The City of Hercules shares the cost of these expenditures 50/50 with the City of Pinole.

Presently the Shared Projects program is overseeing the Pinole-Hercules WPCP Upgrade. The project has completed the environmental, planning, design, and financing phases. Construction began on the Project in May 2016.

Key Objectives

Manage construction phase of the Pinole- Hercules WPCP Upgrade project.

Success Indicators

- Project progresses on budget
- Project schedule meets expectations
- Transparent project management

Position Summary

No personnel are directly assigned to this division.

**SEWER ENTERPRISE PLANT EXPANSION FUND - 503
SEWER PROJECTS - SHARED - 650**

EXPENDITURE SUMMARY

	FY 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Actual	FY 2015-16 Budget	FY 2016-17 Proposed	\$ Chg	% Chg
Services and Supplies							
Attorney Services - 41230	-	-	53,881	-	-	-	0%
Professional Services - 41235	171,180	-	-	200,000	1,108,634	908,634	82%
Total Services and Supplies	171,180	-	53,881	200,000	1,108,634	908,634	82%
Capital Outlay							
Capital Projects:							
Plant Upgrades - 40301	14	-	-	-	-	-	0%
Storage Building Replacement - 40350	-	-	-	250,000	-	(250,000)	-100%
Upgrades to Treatment Plant - 40351	-	-	-	7,050,000	11,540,753	4,490,753	39%
Equipment - 41312	-	-	-	105,000	50,000	(55,000)	-110%
Total Capital Outlay	14	-	-	7,405,000	11,590,753	4,185,753	36%
Internal Cost Allocations							
Legal Charges - 41427	-	-	53,881	-	12,600	12,600	100%
Total Internal Cost Allocations	-	-	53,881	-	12,600	12,600	100%
Depreciation							
Depreciation Expense - 64060	-	-	-	580,000	580,000	-	0%
Total Depreciation	-	-	-	580,000	580,000	-	0%
Total	171,194	-	107,762	8,185,000	13,291,987	5,106,987	38%

MAJOR NON-PERSONNEL EXPENSE DETAILS

	FY 2015-16	FY 2016-17
41235 Professional Services	\$ 200,000	\$ 1,108,634
Construction Management of Plant Upgrades	\$ 1,108,634	
xxxxx Capital Projects	\$ 7,050,000	\$ 11,540,753
Upgrades to Treatment Plant	\$ 11,540,753	
41312 Equipment	\$ 105,500	\$ 50,000
Equipment Replacement:	\$ 50,000	
General Equipment Replacement		

Mission

The mission of the Water Pollution Control Plant (WPCP) Equipment and Debt Service is to maintain and replace outdated or worn equipment. It is also its mission to discharge bonded debt for the construction of the 4th digester.

Program Description

Expenses associated with this program apply to City of Pinole only.

Key Objectives

Refund the 2006 Wastewater Revenue Bonds, Series 2006

Success Indicators

Reduction in interest expenses for Refund the 2006 Wastewater Revenue Bonds, Series 2006

Position Summary

No personnel are directly assigned to this division.

**SEWER ENTERPRISE FUND - 500
WPCP / EQUIPMENT AND DEBT SERVICE (PINOLE ONLY) - 651**

EXPENDITURE SUMMARY

	FY 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Actual	FY 2015-16 Budget	FY 2016-17 Proposed	\$ Chg	% Chg
Services and Supplies							
Office Expense - 41234	100	-	-	-	-	-	0%
Professional Services - 41235	2,475	16,837	4,585	25,000	9,178	(15,822)	-172%
Total Services and Supplies	2,575	16,837	4,585	25,000	9,178	(15,822)	-172%
Debt Service							
Debt Principal - 41501	-	-	-	-	-	-	0%
Debt Interest - 41502	432,991	407,569	406,187	636,488	627,310	(9,178)	-100%
Total Debt Service	432,991	407,569	406,187	636,488	627,310	(9,178)	-1%
Total	435,566	424,406	410,772	661,488	636,488	(25,000)	-4%

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2015-16	FY 2016-17
41235 Professional Services		\$ 25,000	\$ 9,178
Auditing Services	\$ 5,678		
Trustee Fees	3,500		
xxxxx Wastewater Revenue Bonds, Series 2006		\$ 636,488	\$ 627,310
41501 - Principal	\$ 240,000		
41502 - Interest	387,310		

Mission

Promote the orderly growth and development of Pinole consistent with the General Plan and priorities of the City Council. Protect and enhance the desirability of the Community for Residents, Businesses, and Visitors.

Program Description

Planning will administer and implement the General Plan for the City and will provide zoning administration and processing, land use and development applications including use permits, sign and design review requests and programs to the community with the highest regard for time, accuracy, completion, customer satisfaction and the overall well-being of the City consistent with local, State, and Federal laws.

Development Services staff assist in city-wide activities that enhance the productivity of other departments and contribute to the general safety and welfare of the community. These activities include project environmental review, computer and communications support, participation in transportation and circulation issues, and training programs for all employees.

Key Objectives

- Monitor Implementation of the General Plan
- Process Development Requests
- Maintain positive relationships with Regional Agencies and Neighboring Jurisdictions
- Inspections and Verification of Compliance with Conditions of Approval
- Environmental Review and Monitoring for Projects Affecting the City of Pinole

Success Indicators

- Protect and Enhance Residential Areas
- An Inviting Business Climate
- Encouraging Multimodal Transportation
- Protect the Natural and Historic Resources within the Community

Position Summary

Position	2012-13	2013-14	2014-15	2015-16	2016-17
Planning Manager	1.00	1.00	1.00	1.00	1.00
Planning Assistant, (2) <i>PT/Temp</i>	0.00	0.90	0.00	0.00	0.00
Total	1.00	1.90	1.00	1.00	1.00

BUILDING & PLANNING FUND - 212
DEVELOPMENT SERVICES - PLANNING - 461

EXPENDITURE SUMMARY

	FY 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Actual	FY 2015-16 Budget	FY 2016-17 Proposed	\$ Chg	% Chg
Personnel							
Full-time Salary - 41101	-	109,846	109,824	114,852	117,693	2,841	2%
Part-time Salary - 41104	-	852	-	-	-	-	0%
Vacation Accrued - 41105	-	-	406	-	-	-	0%
Benefits & Insurance - 41423	-	39,695	35,086	40,261	43,990	3,729	8%
Total Salary & Benefits	-	150,393	145,316	155,113	161,683	6,570	4%
Services and Supplies							
Safety Clothing - 41221	-	-	-	-	-	-	0%
Communications - 41222	-	-	-	-	-	-	0%
Equipment Maintenance - 41231	-	1,183	1,554	1,600	1,600	-	0%
Maintenance Structure/Imp - 41232	-	-	-	-	-	-	0%
Memberships - 41233	-	593	603	850	850	-	0%
Office Expense - 41234	-	1,362	510	6,000	6,000	-	0%
Professional Services - 41235	-	20,246	69,848	15,000	130,000	115,000	88%
Abatement - 41238	-	-	-	-	-	-	0%
Special Department Expense - 41241	-	1,423	5,122	6,864	5,864	(1,000)	-17%
Travel & Training - 41242	-	1,505	960	800	6,000	5,200	87%
Utilities - 41243	-	4,189	1,291	1,000	1,300	300	23%
Total Services and Supplies	-	30,501	79,888	32,114	151,614	119,500	79%
Capital Outlay							
Equipment - 41312	-	-	-	-	-	-	0%
Total Capital Outlay	-	-	-	-	-	-	0%
Internal Cost Allocations							
Administrative Credits - 41421	-	(6,737)	(6,871)	(15,511)	(16,168)	(657)	4%
Administrative Debits - 41422	-	-	-	-	15,100	15,100	0%
Legal Charges - 41427	-	-	-	12,000	15,100	3,100	21%
Total Internal Cost Allocations	-	(6,737)	(6,871)	(3,511)	14,032	17,543	125%
Total	-	174,157	218,333	183,716	327,329	143,613	44%
GENERAL FUND - 100							
Administrative Debits - 41422	-	-	-	7,756	8,084	328	4%
MEASURE S - 2014 FUND - 106							
Equipment Repl Charges - 41426	-	-	-	5,000	5,000	-	0%

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2015-16	FY 2016-17
41231 Equipment Maintenance		\$ 1,600	\$ 1,600
Maintenance costs of two vehicles	\$ 1,600		
41233 Memberships		\$ 850	\$ 850
APA (American Planning Association)	\$ 350		
AICP (American Institute of Certified Planners)	150		
AEP (Association of Environmental Planners)	350		
41234 Office Expense		\$ 6,000	\$ 6,000
Shared cost of converting department files to electronic format	\$ 1,000		
Office supplies, updating of zoning maps, printing and binding of materials, and purchase of books, maps, and periodicals	5,000		
41235 Professional Services		\$ 15,000	\$ 130,000
Environmental	\$ 60,000		
Clean Water Preliminary Permit Review (C 3)	25,000		
Parking Study	25,000		
Nexus Fee Study	20,000		
41241 Special Department Expense		\$ 6,864	\$ 5,864
Publishing of legal notices & other public notices	\$ 864		
PCTV Planning Commission Meetings	5,000		
41242 Travel and Training		\$ 800	\$ 6,000
Training and seminars for staff	\$ 2,000		
New Planning Commissioner training	4,000		
41243 Utilities		\$ 1,000	\$ 1,300
PG&E	\$ 1,183		
EBMUD	117		

DEVELOPMENT SERVICES - BUILDING DIVISION- 462

Mission

The mission of the Development Services - Building Division is to promote health and safety within the City of Pinole through the application and enforcement of building, health, and safety codes.

Program Description

This activity is fiscally self supporting through the assessment and collection of user fees. Building Division issues construction permits and provides building, electrical, mechanical, plumbing, Title-24 and ADA inspections for new construction, additions, and alterations of commercial, residential, and public projects, upon request of the City Engineer, to insure a safe environment for the residents, businesses, and employees in the City. The division investigates citizens' complaints of construction and/or health and safety issues in a prompt and courteous manner.

Key Objectives

- Compliance with the Building Code
- Thorough Plan Check
- Permit Issuance
- Construction Inspection
- Rental Inspection
- Code Enforcement

Success Indicators

- Maintenance of housing stock
- Next day Inspection
- Pursuit of online access to inspection request
- Plan check times matched to complexity of project
 - Same day
 - Reroof
 - Water Heater
 - Furnace Replacement
 - 48 hours
 - Solar
- Error free permit process

Position Summary

Position	2012-13	2013-14	2014-15	2015-16	2016-17
Building Inspector	1.00	1.00	1.00	1.00	1.00
Permit Technician, (1 FT/1PT)	0.00	0.00	0.90	0.95	1.48
Total	1.00	1.00	1.90	1.95	2.48

BUILDING & PLANNING FUND - 212
DEVELOPMENT SERVICES - BUILDING DIVISION - 462

EXPENDITURE SUMMARY

	FY 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Actual	FY 2015-16 Budget	FY 2016-17 Proposed	\$ Chg	% Chg
Personnel							
Full-time Salary - 41101	54,809	76,385	38,008	66,758	141,470	74,712	53%
Overtime - 41102	-	159	252	-	-	-	0%
Holiday Pay - 41103	-	-	-	-	-	-	0%
Part-time Salary - 41104	-	11,406	40,624	50,616	24,705	(25,911)	0%
Vacation Accrued - 41105	282	847	10,158	-	-	-	0%
Benefits & Insurance - 41423	33,714	35,529	38,849	51,001	87,841	36,840	42%
Total Salary & Benefits	88,805	124,326	127,891	168,375	254,016	85,641	34%
Services and Supplies							
Safety Clothing - 41221	175	220	(20)	325	325	-	0%
Communications - 41222	-	-	-	-	-	-	0%
Attorney Services - 41230	-	-	-	-	-	-	0%
Equipment Maintenance - 41231	882	1,239	1,571	500	1,100	600	55%
Maintenance Structure/Imp - 41232	-	-	-	-	-	-	0%
Memberships - 41233	125	125	125	600	1,000	400	40%
Office Expense - 41234	970	2,437	1,447	4,450	4,450	-	0%
Professional Services - 41235	75,417	11,130	93,771	125,000	222,000	97,000	44%
Abatement - 41238	-	-	-	3,000	6,000	3,000	50%
Special Department Expense - 41241	1,306	3,392	10,289	2,500	9,000	6,500	72%
Travel & Training - 41242	200	220	361	7,500	7,500	-	0%
Utilities - 41243	2,597	3,003	3,280	2,500	3,275	775	24%
Total Services and Supplies	81,672	21,766	110,824	146,375	254,650	108,275	43%
Capital Outlay							
Equipment - 41312	-	-	-	-	-	-	0%
Total Capital Outlay	-	-	-	-	-	-	0%
Internal Cost Allocations							
Administrative Debits - 41422	167,215	38,520	41,251	86,364	58,257	(28,107)	-48%
IS Charges - 41424	23,729	46,663	27,055	104,974	46,087	(58,887)	-128%
Total Internal Cost Allocations	190,944	85,183	68,306	191,338	104,344	(86,994)	-83%
Total	361,421	231,275	307,021	506,088	613,010	106,922	17%

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2015-16	FY 2016-17
41221 Safety Clothing		\$ 325	\$ 325
Safety clothing (safety boots, hard hat, protective eye ware, protective handwear, etc.) for the Building Inspector who performs inspections at job site locations.	\$ 325		
41231 Equipment Maintenance		\$ 500	\$ 1,100
Equipment and vehicle maintenance	\$ 1,000		
Digital microfilm machine maintenance	\$ 100		
41233 Memberships		\$ 600	\$ 1,000
International Conference of Building Officials (ICBO)	\$ 600		
California Building Officials (CALBO)	150		
National Fire Protection Association (NFPA)	100		
Int'l Association of Mechanical and Plumbing Officials (IAMPO)	150		
41234 Office Expense		\$ 4,450	\$ 4,450
Miscellaneous office supplies, printing and binding of materials, purchase of books, maps, and periodicals.	\$ 2,350		
Postage	900		
Printing of building division permit forms.	1,200		
41235 Professional Services		\$ 15,000	\$ 222,000
Plan Check Services	\$ 110,000		
Contract Permit Technician	27,000		
Contract Building Inspector	65,000		
Nexus Fee Study	20,000		
41238 Abatement		\$ 3,000	\$ 6,000
Code Enforcement Activity - Repair and demolition Section 1401.3, Item 3 of the Uniform Housing Code.	\$ 6,000		
41241 Special Department Expense		\$ 2,500	\$ 9,000
Land development file maintenance, requiring the purchase of change of ownership of parcels information. Bi-annual updates of the assessor parcel information as required.	\$ 1,500		
Blueprints and permits to be scanned.	7,500		
41242 Travel and Training		\$ 7,500	\$ 7,500
Training will be required on the building codes updates and the Building Official will be required to have seven ICBO certification reexamination tests within the fiscal year. The Building Official is also required to attend ICBO code-update seminars.	\$ 7,500		
41243 Utilities		\$ 2,500	\$ 3,275
PG&E	\$ 2,947		
EBMUD	328		

Mission

The mission of the Successor Agency is to effectively administer the "close-out" of business affairs of the former Pinole Redevelopment Agency.

Success Indicators

- Refunded \$32.3 million of bonds with an average rate of 4.68% at 2.31% resulting in an estimated net present value savings of \$2.6 million.
- Developed Long Range Property Management Plan which was approved by the Oversight Board in November of 2015.
- Prepared Recognized Obligation Payment Schedules (ROPS):
 - ROPS 15-16B Semi-annual covering the period, January – June 2016
 - ROPS 16-17 Annual covering the period, July 1, 2016 – June 30, 2017

Position Summary

No personnel are directly assigned to the division.

**RECOGNIZED OBLIGATION RETIREMENT FUND - 750
SUCCESSOR AGENCY TO THE PINOLE REDEVELOPMENT AGENCY - 463**

EXPENDITURE SUMMARY

	FY 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Actual	FY 2015-16 Budget	FY 2016-17 Proposed	\$ Chg	% Chg
Personnel							
Full-time Salary - 41101	-	-	-	-	-	-	0%
Benefits & Insurance - 41423	-	-	-	-	-	-	0%
Total Salary & Benefits	-	-	-	-	-	-	0%
Services and Supplies							
Attorney Services - 41230	-	-	-	17,000	17,000	-	0%
Professional Services - 41235	97,510	28,932	19,632	3,500	3,500 *	-	0%
Special Department Expense - 41241	2,010	-	1,531	2,000	-	(2,000)	0%
Total Services and Supplies	99,520	28,932	21,163	22,500	20,500	(2,000)	-10%
Internal Cost Allocations							
Administrative Debits - 41422	230,068	221,815	225,262	227,110	233,000	5,890	0%
Total Internal Cost Allocations	230,068	221,815	225,262	227,110	233,000	5,890	3%
Total	329,588	250,747	246,425	249,610	253,500	3,890	2%

*Funded as an Enforceable Obligation not subject to the \$250,000 reimbursement limitation.

MAJOR NON-PERSONNEL EXPENSE DETAILS

	FY 2015-16	FY 2016-17
41230 Legal Services	\$ 17,000	\$ 14,400
Estimated legal costs	\$ 14,400	
41235 Professional Services	\$ 3,500	\$ 3,500
*Auditing services provided by Mann, Urritia, and Nelson CPA's	\$ 3,500	
41422 Administrative Debits	\$ 227,110	\$ 229,600
Payroll cost allocations for administrative staff support of the Pinole Successor Agency:	\$ 229,600	
City Manager - 25%		
Assistant City Manager - 25%		
Finance Director - 26%		
City Clerk - 25%		

HOUSING ADMINISTRATION - 464

Mission

To effectively manage and develop housing programs that meet or exceed the needs of our customers, and to maintain effective relationships with our residents and customers with which we interact. The Community Development Department Staff are assigned to Redevelopment-Housing to carry out the Implementation Plan as it relates to the use of Housing Set Aside Funds and the provision of affordable housing within the community.

Success Indicators**Position Summary**

Position	2012-13	2013-14	2014-15	2015-16	2016-17
Redevelopment Analyst	0.25	0.25	0.00	0.00	0.00
Code Enforcement, (2) <i>PT/Temp</i>	0.00	0.90	0.00	0.00	0.00
Total	0.25	1.15	0.00	0.00	0.00

HOUSING - LAND HELD FOR RESSALE FUND - 285
HOUSING ADMINISTRATION - 464

EXPENDITURE SUMMARY

	FY 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Actual	FY 2015-16 Budget	FY 2016-17 Proposed	\$ Chg	% Chg
Personnel							
Full-time Salary - 41101	-	-	-	-	-	-	0%
Overtime - 41102	-	-	-	-	-	-	0%
Holiday Pay - 41103	-	-	-	-	-	-	0%
Part-time Salary - 41104	-	-	-	-	-	-	0%
Vacation Accrued - 41105	-	-	-	-	-	-	0%
Benefits & Insurance - 41423	-	7,650	-	-	-	-	0%
Total Salary & Benefits	-	7,650	-	-	-	-	0%
Services and Supplies							
Safety Clothing - 41221	-	-	-	-	-	-	0%
Communications - 41222	-	-	-	-	-	-	0%
Attorney Services - 41230	-	-	-	-	-	-	0%
Equipment Maintenance - 41231	-	-	-	-	-	-	0%
Maintenance Structure/Imp - 41232	-	10,680	-	-	-	-	0%
Memberships - 41233	-	-	-	-	-	-	0%
Office Expense - 41234	-	-	-	-	-	-	0%
Professional Services - 41235	35,292	60,011	51,642	25,920	25,920	-	0%
Special Department Expense - 41241	-	1,245	10,500	-	-	-	0%
Travel & Training - 41242	-	-	-	-	-	-	0%
Utilities - 41243	2,556	1,840	1,952	-	2,500	2,500	100%
Total Services and Supplies	37,848	73,776	64,094	25,920	28,420	2,500	9%
Capital Outlay							
Equipment - 41312	-	-	-	-	-	-	0%
Total Capital Outlay	-	-	-	-	-	-	0%
Internal Cost Allocations							
Administrative Debits - 41422	545	21,084	37,071	47,363	49,450	2,087	4%
Legal Charges - 41427	-	-	-	-	5,000	5,000	0%
Total Internal Cost Allocations	545	21,084	37,071	47,363	54,450	7,087	13%
Total	38,393	102,510	101,165	73,283	82,870	9,587	12%

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2015-16	FY 2016-17
41235 Professional Services		\$ 25,920	\$ 25,920
AmeriNational loan service contract	\$ 3,000		
Affordable housing monitoring	14,000		
Annual housing certification report	5,000		
Fiscal and land acquisition activities	3,920		
41243 Utilities		\$ -	\$ 2,500
PG&E	\$ 2,325		
EBMUD	175		

Mission

The mission of the Recreation Department is to create community through people, parks and programs. The Department aims to provide safe, high-quality parks and recreation facilities that meet the needs of the diverse Pinole community. The City has 14 parks totaling 358 acres with recreational facilities including the Senior Center, Swim Center, Tennis Courts, Youth Center and Community Playhouse.

Key Objectives

- Staff the Community Services Commission
- Fundraising Activities for Full Cost Recovery for all Recreation programs
- Park and Facility Rental (100% Cost Recovery)
- Design and Publish Community Activity Guide (2 times/year)
- Facilitate the implementation of community events, including the Tree Lighting Festival

Success Indicators

- Secured \$10,000 in fundraising efforts
- Supported the implementation of site specific fundraising efforts
- Supported and Developed Coordinating Staff

Position Summary

Position	2012-13	2013-14	2014-15	2015-16	2016-17
Recreation Manager	1.00	1.00	1.00	1.00	1.00
Gym Rental Attendant, <i>PT/Regular</i>	0.45	0.45	0.45	0.45	0.00
Total	1.45	1.45	1.45	1.45	1.00

RECREATION FUND - 209
RECREATION ADMINISTRATION - 552

EXPENDITURE SUMMARY

	FY 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Actual	FY 2015-16 Budget	FY 2016-17 Proposed	\$ Chg	% Chg
Personnel							
Full-time Salary - 41101	-	48,967	62,199	66,800	71,838	5,038	7%
Overtime - 41102	-	-	-	-	-	-	0%
Part-time Salary - 41104	14,599	13,152	7,336	9,000	-	(9,000)	0%
Vacation Accrued - 41105	-	191	1,995	-	-	-	0%
Benefits & Insurance - 41423	1,937	25,851	29,614	32,875	34,084	1,209	4%
Total Salary & Benefits	16,536	88,161	101,144	108,675	105,922	(2,753)	-3%
Services and Supplies							
Equipment Maintenance - 41231	-	-	-	2,200	2,200	-	0%
Maintenance Structure/Imp - 41232	-	-	120	-	-	-	0%
Memberships - 41233	-	-	-	-	-	-	0%
Office Expense - 41234	-	-	149	-	-	-	0%
Professional Services - 41235	-	-	5,042	2,409	3,915	1,506	38%
Special Department Expense - 41241	6,372	9,439	7,175	7,000	7,000	-	0%
Travel & Training - 41242	-	-	135	-	-	-	0%
Utilities - 41243	2,016	-	-	-	-	-	0%
Total Services and Supplies	8,388	9,439	12,621	11,609	13,115	1,506	11%
Capital Outlay							
Equipment - 41312	-	-	-	-	-	-	0%
Total Capital Outlay	-	-	-	-	-	-	0%
Internal Cost Allocations							
Administrative Credits - 41421	-	-	-	-	-	-	0%
IS Charges - 41424	24,497	31,934	28,973	44,264	31,110	(13,154)	-42%
Total Internal Cost Allocations	24,497	31,934	28,973	44,264	31,110	(13,154)	-42%
Total	49,421	129,534	142,738	164,548	150,147	(14,401)	-10%
MEASURE S - 2014 FUND - 106							
Special Department Expense - 41241	-	-	-	7,000	7,000	-	0%

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2015-16	FY 2016-17
41231 Equipment Maintenance		\$ 2,200	\$ 2,200
Copier and other equipment maintenance	\$ 2,200		
41235 Professional Services		\$ 2,409	\$ 3,915
Pre-employment physicals, drug screens, etc.	\$ 1,000		
Restroom Services, Farmers market, PVP	2,400		
CPRS Membership	165		
Broadcast Music Services	350		
41241 Special Department Expense		\$ 7,000	\$ 7,000
Postage Machine	\$ 500		
Office Supplies	500		
Recreation Activity Guide	6,000		

MEASURE S - 2014 FUND - 106

41241 Special Department Expense		\$ 7,000	\$ 7,000
Summer Sounds in the Park (Twice a summer)	\$ 2,500		
Cinema in the Park (3 times a summer)	1,500		
Community Service Commission	2,000		
Annual Tree Lighting	1,000		

Mission

The Pinole Senior Center provides adults, age 50 and over, with a full service active Senior Center. It is a regional center that serves Pinole and other local cities. The Center serves over 1,500 regular participants. The Center provides social activities, classes, fitness, health and wellness, daily hot lunches, homebound services, salon services, local, domestic and international trips and special services including insurance counseling, and support services. The Pinole Senior Center has an outstanding established reputation as the best Senior Center in the County. Under the guidance and leadership of an 11-member Board of Directors (elected by the membership), over 150 volunteers provide hands-on assistance with all aspects of the Center's programs and fundraising.

Program Description

The Center currently provides social, educational, recreational, health, and consumer services and activities to our more than 1,500 yearly participants. Revenue for programs and operations is generated by fundraising, donations, program fees, lunch program, travel income, salon service income, gift shop, other social program income, and facility rentals.

Key Objectives

- To serve as many local senior citizens as possible by offering a wide variety of programs and activities that meet the diverse interests of the senior population.
- Increase promotion and outreach efforts to make local senior citizens aware of the programs and services offered at the Pinole Senior Center facility.
- Provide programs that are both affordable for senior citizens, and cost-effective for the Center.

Success Indicators

- Growth of the membership roster both by the number of seniors enrolled, and the number of cities in which members reside.
- Increased participation from the community in marketing programs including but not limited to newsletter mailings, e-mail blasts, social media accounts, and flyer distribution.
- Program income exceeds expenses.

Position Summary

Position	2012-13	2013-14	2014-15	2015-16	2016-17
Senior Center Coordinator	1.00	0.00	0.00	0.00	0.00
Recreation Coordinator	0.00	0.00	0.90	0.90	0.90
Recreation Activities Specialist, <i>PT/Regular</i>	0.90	0.90	0.00	0.00	0.00
Senior Recreation Leader	0.00	0.00	0.50	0.50	0.50
Recreation Leader	0.00	0.00	0.50	0.50	0.50
Custodian, <i>PT/Temp</i>	0.38	0.42	0.00	0.00	0.00
Cook, <i>PT/Regular</i>	0.75	0.75	0.75	0.75	0.75

SENIOR CENTER - 553

Rental Facility Custodian, <i>PT/Temp</i>	0.62	0.40	1.65	1.65	1.65
Total	3.65	2.47	4.30	4.30	4.30

**RECREATION FUND - 209
SENIOR CENTER - 553**

EXPENDITURE SUMMARY

	FY 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Actual	FY 2015-16 Budget	FY 2016-17 Proposed	\$ Chg	% Chg
Personnel							
Full-time Salary - 41101	78,865	16,799	43,013	-	-	-	0%
Overtime - 41102	2,262	60	-	-	-	-	0%
Part-time Salary - 41104	82,985	76,202	58,170	110,000	143,832	33,832	24%
Vacation Accrued - 41105	5,347	-	-	-	-	-	0%
Benefits & Insurance - 41423	71,535	39,557	45,490	62,785	54,758	(8,027)	-15%
Total Salary & Benefits	240,994	132,618	146,673	172,785	198,590	25,805	13%
Services and Supplies							
Equipment Maintenance - 41231	2,472	5,584	2,242	3,500	4,375	875	20%
Maintenance Structure/Imp - 41232	13,152	10,268	20,394	19,541	17,268	(2,273)	0%
Memberships - 41233	-	-	-	-	-	-	0%
Office Expense - 41234	19	263	-	-	600	600	0%
Professional Services - 41235	550	192	-	198	720	522	73%
Special Department Expense - 41241	1,998	1,165	4,377	1,550	950	(600)	-63%
Travel & Training - 41242	-	-	40	-	-	-	0%
Utilities - 41243	43,078	42,348	42,514	41,500	42,115	615	0%
Total Services and Supplies	61,269	59,820	69,567	66,289	66,028	(261)	0%
Capital Outlay							
Equipment - 41312	-	-	2,766	-	-	-	0%
Total Capital Outlay	-	-	2,766	-	-	-	0%
Internal Cost Allocations							
Administrative Credits - 41421	(3,987)	(1,950)	(2,920)	-	-	-	0%
IS Charges - 41424	-	-	-	-	-	-	0%
Total Internal Cost Allocations	(3,987)	(1,950)	(2,920)	-	-	-	0%
Transfers Out - 49901	-	-	26,280	-	-	-	0%
Total	298,276	190,488	242,366	239,074	264,618	25,544	10%

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2015-16	FY 2016-17
41231 Equipment Maintenance		\$ 3,500	\$ 4,375
Fuel	\$ 2,000		
Fire Extinguisher Maintenance	650		
Fridge/Freezer Maintenance	500		
Other Maintenance	700		
Van Service	525		
41232 Maintenance Structure/Imp		\$ 19,541	\$ 17,268
Sanitary/Cleaning Supplies	\$ 6,500		
Landscape Maintenance	2,508		
Pest Control Services	260		
Electrical Supplies	400		
Plumbing Supplies	400		
Key Pad/Alarm Service	500		
HVAC Service	5,100		
Miscellaneous Maintenance/Service	1,600		
41234 Office Expense		\$ -	\$ 600
Ink/Paper	\$ 300		
Other Supplies	300		
41235 Professional Services		\$ 198	\$ 720
CPRS Membership	\$ 165		
Costco Membership	55		
Staff Training	500		
41241 Special Department Expense		\$ 1,550	\$ 950
41243 Utilities		\$ 41,500	\$ 42,115
Gas and Electric	\$ 33,692		
Water	8,423		

SENIOR CENTER CLUB FUND - 211
SENIOR CENTER - 553

EXPENDITURE SUMMARY

	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17	\$ Chg	% Chg
	Actual	Actual	Actual	Budget	Proposed		
Program Expenditures							
Maintenance Structure/Imp - 41232	18	-	-	-	-	-	0%
Class Fees - 48221	34,368	36,847	37,554	37,000	37,000	-	0%
Personal Services - 48222	2,348	1,674	1,819	2,500	2,500	-	0%
Food Program - 48230	110,304	109,094	112,565	110,000	110,000	-	0%
Travel - 48235	12,364	10,642	43,889	20,000	29,520	9,520	32%
Dance Program - 48240	6,779	7,486	7,346	7,100	6,050	(1,050)	-17%
Senior Singles - 48243	27	-	74	60	-	(60)	0%
Fundraising - 48250	13,716	6,950	8,396	10,000	9,000	(1,000)	-11%
Gift Shop Sales - 48252	2,165	2,055	1,759	2,000	1,700	(300)	-18%
Newsletter - 48255	6,608	(20,363)	4,192	5,000	4,980	(20)	0%
Sr. Center Club Pledge - 48265	77,955	165,416	100,000	100,000	100,000	-	0%
Memberships - 48270	57	-	-	-	-	-	0%
Supplies - 48275	731	-	-	800	800	-	0%
Total Program Expenditures	267,440	319,801	317,594	294,460	301,550	7,090	2%
Total	267,440	319,801	317,594	294,460	301,550	7,090	2%

Mission

The Pinole Swim Center provides high-quality recreational swimming opportunities for the Pinole community as well as instructional opportunities for children, competitive swimming through the Pinole Seals and adult exercise. The pool is managed and operated cooperatively by the City, Hilltop YMCA and the Pinole Seals Swim Club/Team.

**RECREATION FUND - 209
SWIM CENTER - 555**

EXPENDITURE SUMMARY

	FY 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Actual	FY 2015-16 Budget	FY 2016-17 Proposed	\$ Chg	% Chg
Personnel							
Full-time Salary - 41101	-	-	-	-	-	-	0%
Overtime - 41102	-	-	-	-	-	-	0%
Part-time Salary - 41104	-	-	-	-	-	-	0%
Vacation Accrued - 41105	-	-	-	-	-	-	0%
Benefits & Insurance - 41423	-	-	-	-	-	-	0%
Total Salary & Benefits	-	-	-	-	-	-	0%
Services and Supplies							
Equipment Maintenance - 41231	-	-	-	-	-	-	0%
Maintenance Structure/Imp - 41232	20,096	23,952	26,365	28,844	28,844	-	0%
Memberships - 41233	-	-	-	-	-	-	0%
Office Expense - 41234	-	-	-	-	-	-	0%
Professional Services - 41235	-	92	-	-	-	-	0%
Special Department Expense - 41241	377	-	-	1,700	1,700	-	0%
Travel & Training - 41242	-	-	-	-	-	-	0%
Utilities - 41243	21,936	10,101	9,685	12,220	10,000	(2,220)	-22%
Total Services and Supplies	42,409	34,145	36,050	42,764	40,544	(2,220)	-5%
Capital Outlay							
Equipment - 41312	-	-	-	-	-	-	0%
Total Capital Outlay	-	-	-	-	-	-	0%
Internal Cost Allocations							
Administrative Credits - 41421	-	-	(1,290)	-	-	-	0%
IS Charges - 41424	-	-	-	-	-	-	0%
Total Internal Cost Allocations	-	-	(1,290)	-	-	-	0%
Total	42,409	34,145	34,760	42,764	40,544	(2,220)	-5%

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2015-16	FY 2016-17
41232 Maintenance Structure/Imp		\$ 28,844	\$ 28,844
Pool Maintenance	\$ 14,144		
Pool Supplies & Chemicals	7,500		
Landscape Maintenance	3,000		
Janitorial	3,000		
Building Maintenance	1,200		
41241 Special Department Expense		\$ 1,700	\$ 1,700
County Hazardous Material Fee, Annual Permit & Inspection	\$ 1,700		
41243 Utilities		\$ 12,220	\$ 10,000
Gas and Electric	\$ 5,800		
Water	4,200		

Mission

Pinole Tiny Tots provides an affordable, high quality learning environment for preschool children ages 3 1/2 to 5 years of age. These programs are designed to offer children a recreational, social and educational experience with activities including age-appropriate academics, crafts, cutting with scissors, using glue and paste, painting, circle time, show-and-tell, music, science and story time. Resources are utilized for staffing, facility maintenance, utilities, program, and office supplies.

Key Objectives

- To provide a safe haven for the children within the Pinole Community.
- Conduct fundraising activities that generate \$300 annually.
- Maintain a trained staff to provide enrichment services to youth participants.

Success Indicators

- Maintain enrollment of 80-85 children in the After School Program.
- Host annual community events which support program promotion, including:
 - Spring Open HouseThis event is open to the public and should provide services to a minimum of 50 patrons.
- Create at least one opportunity for youth enrolled in PYC programming to engage in a community activity.

Position Summary

Position	2012-13	2013-14	2014-15	2015-16	2016-17
Tiny Tots Program Coordinator, <i>PT/Regular</i>	0.88	0.88	0.00	0.00	0.00
Recreation Coordinator	0.00	0.00	0.90	0.90	0.80
Tiny Tots Recreation Leader, <i>PT/Regular</i>	1.50	1.48	1.38	1.10	1.10
Total	2.38	2.36	2.28	2.00	1.90

**RECREATION FUND - 209
TINY TOTS - 557**

EXPENDITURE SUMMARY

	FY 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Actual	FY 2015-16 Budget	FY 2016-17 Proposed	\$ Chg	% Chg
Personnel							
Full-time Salary - 41101	-	2,281	2,281	-	-	-	0%
Overtime - 41102	-	-	9	-	-	-	0%
Part-time Salary - 41104	83,131	85,673	85,832	81,266	60,962	(20,304)	-33%
Vacation Accrued - 41105	-	-	6,783	-	-	-	0%
Benefits & Insurance - 41423	38,405	40,174	39,459	41,844	21,431	(20,413)	-95%
Total Salary & Benefits	121,536	128,128	134,364	123,110	82,393	(40,717)	-49%
Services and Supplies							
Equipment Maintenance - 41231	146	-	10	300	300	-	0%
Maintenance Structure/Imp - 41232	3,367	4,330	3,772	4,608	4,689	81	2%
Memberships - 41233	-	-	-	-	-	-	0%
Office Expense - 41234	763	525	1,244	1,500	1,500	-	0%
Professional Services - 41235	-	-	-	-	-	-	0%
Special Department Expense - 41241	987	2,559	1,565	1,860	4,691	2,831	60%
Travel & Training - 41242	-	-	180	-	-	-	0%
Utilities - 41243	1,588	1,600	1,919	5,319	6,447	1,128	17%
Total Services and Supplies	6,851	9,014	8,690	13,587	17,627	4,040	23%
Capital Outlay							
Equipment - 41312	-	-	-	-	-	-	0%
Total Capital Outlay	-	-	-	-	-	-	0%
Internal Cost Allocations							
Administrative Credits - 41421	-	-	-	-	-	-	0%
IS Charges - 41424	-	-	-	-	-	-	0%
Total Internal Cost Allocations	-	-	-	-	-	-	0%
Transfers Out - 49901	-	-	23,500	-	-	-	0%
Total	128,387	137,142	166,554	136,697	100,020	(36,677)	-37%

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2015-16	FY 2016-17
41231 Equipment Maintenance		\$ 300	\$ 300
Copier and other equipment maintenance	\$ 300		
41232 Maintenance Structure/Imp		\$ 4,608	\$ 4,689
Landscape Maintenance	\$ 2,500		
Alarm Monitoring	701		
Pest Control	348		
Building Maintenance	500		
Sanitary Supplies	250		
HVAC Maintenance	390		
41234 Office Expense		\$ 1,500	\$ 1,500
Miscellaneous Office Supplies	\$ 1,500		
41241 Special Department Expense		\$ 1,860	\$ 4,691
Advertising	\$ 345		
Learning Materials	3,596		
Project Materials	450		
Other Special Dept Expenses	300		
41243 Utilities		\$ 5,319	\$ 6,447
Gas and Electric	\$ 3,640		
Water	360		
Contra Costa Tax Collector	2,447		

Mission

The mission of the Pinole Youth Center is to provide a safe environment for children when they are out of school. This is accomplished by developing programs that inspire and encourage children to explore their communities and the greater bay area. The Pinole Youth Center provides after school programs along with summer, winter, spring and president week camps for youth ages 6-18. Services are offered at the Youth Center at 635 Tennent Avenue.

Program Description

Programming at PYC includes homework help, arts & crafts, sports, games, intergenerational activities, youth leadership, and health and wellness activities.

The Day Camp program provides constructive, structured summer programming for youth ages 6-18 in Pinole.

The Pinole Youth Foundation is a nonprofit organization that serves to raise funds and support the Pinole Youth Center programs.

Key Objectives

- To provide a safe haven for the children within the Pinole Community.
- Conduct fundraising activities that generate \$500 annually.
- Maintain a trained staff to provide enrichment services to youth participants

Success Indicators

- Maintain enrollment of 80-85 children in the After School Program.
- Host annual community events which support program promotion, including:
 - Halloween Carnival and
 - Spring Egg HuntThese events are open to the public and should provide services to a minimum of 200 patrons.
- Create at least one opportunity for youth enrolled in PYC programming to engage in a community activity.

Position Summary

Position	2012-13	2013-14	2014-15	2015-16	2016-17
Youth Services Coordinator, <i>PT/Regular</i>	1.00	0.90	0.00	0.00	0.00
Recreation Coordinator	0.00	0.00	0.90	0.90	0.90
Senior Recreation Leader (2), <i>PT</i>	0.00	1.00	1.00	1.00	1.00
Recreation Leader (3), <i>PT/Regular</i>	0.00	1.25	1.13	1.13	1.13
Recreation Leader (9), <i>PT/Seasonal</i>	1.10	2.25	2.25	2.25	2.25
Total	2.10	5.40	5.28	5.28	5.28

**RECREATION FUND - 209
YOUTH CENTER - 595**

EXPENDITURE SUMMARY

	FY 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Actual	FY 2015-16 Budget	FY 2016-17 Proposed	\$ Chg	% Chg
Personnel							
Full-time Salary - 41101	54,946	46,123	45,073	-	-	-	0%
Overtime - 41102	680	775	(19)	-	-	-	0%
Part-time Salary - 41104	67,852	62,057	50,040	130,532	144,652	14,120	10%
Vacation Accrued - 41105	8,134	1,884	-	-	-	-	0%
Benefits & Insurance - 41423	35,622	31,310	40,245	31,291	35,999	4,708	13%
Total Salary & Benefits	167,234	142,149	135,339	161,823	180,651	18,828	10%
Services and Supplies							
Equipment Maintenance - 41231	5,018	5,874	2,987	5,572	4,000	(1,572)	-39%
Maintenance Structure/Imp - 41232	5,386	8,656	4,576	5,638	7,040	1,402	20%
Office Expense - 41234	859	921	491	500	500	-	0%
Professional Services - 41235	-	701	2,905	1,000	1,000	-	0%
Special Department Expense - 41241	49,281	12,312	8,015	8,941	9,232	291	3%
Travel & Training - 41242	39	440	560	750	750	-	0%
Utilities - 41243	7,023	2,753	3,978	6,190	6,000	(190)	-3%
Total Services and Supplies	67,606	31,657	23,512	28,591	28,522	(69)	0%
Capital Outlay							
Equipment - 41312	-	-	-	-	-	-	0%
Total Capital Outlay	-	-	-	-	-	-	0%
Internal Cost Allocations							
Administrative Credits - 41421	-	(41,302)	(21,347)	(40,000)	(40,000)	-	0%
Administrative Debits - 41422	2,900	1,950	743	-	-	-	0%
Total Internal Cost Allocations	2,900	(39,352)	(20,604)	(40,000)	(40,000)	-	0%
Transfers Out - 49901	-	-	65,000	-	-	-	0%
Total	237,740	134,454	203,247	150,414	169,173	18,759	11%

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2015-16	FY 2016-17
41231 Equipment Maintenance		\$ 5,572	\$ 4,000
Copier and other equipment maintenance	\$ 4,000		
41232 Maintenance Structure/Imp		\$ 5,638	\$ 7,040
Building Maintenance	\$ 2,100		
Elevator Maintenance	976		
Fire Alarm Maintenance	1,150		
Sanitary Supplies	2,172		
Cleaning Supplies	440		
Pest Control	202		
41234 Office Expense		\$ 500	\$ 500
Miscellaneous Office Supplies	\$ 500		
41235 Professional Services		\$ 1,000	\$ 1,000
CPR Training	\$ 750		
CPRS Membership	\$ 250		
41241 Special Department Expense		\$ 8,941	\$ 9,232
Snack Bar	\$ 4,950		
Supplies	1,424		
Legal Services	1,255		
Van Repairs	1,200		
Personnel Costs	335		
Fire Extinguish Maintenance	68		
41242 Travel and Training		\$ 750	\$ 750
Costs of seminars, conferences, staff training, first aid/CPR training	\$ 750		
41243 Utilities		\$ 6,190	\$ 6,000
Gas and Electric	\$ 5,340		
Water	660		

**RECREATION FUND - 209
DAYCAMP PROGRAM - 592**

EXPENDITURE SUMMARY

	FY 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Actual	FY 2015-16 Budget	FY 2016-17 Proposed	\$ Chg	% Chg
Personnel							
Full-time Salary - 41101	-	-	-	-	-	-	0%
Overtime - 41102	11	-	-	-	-	-	0%
Part-time Salary - 41104	34,005	-	-	-	-	-	0%
Vacation Accrued - 41105	-	-	-	-	-	-	0%
Benefits & Insurance - 41423	3,774	-	-	-	-	-	0%
Total Salary & Benefits	37,790	-	-	-	-	-	0%
Services and Supplies							
Equipment Maintenance - 41231	-	-	-	-	-	-	0%
Maintenance Structure/Imp - 41232	-	-	-	-	-	-	0%
Memberships - 41233	-	-	-	-	-	-	0%
Office Expense - 41234	-	-	-	-	-	-	0%
Professional Services - 41235	-	-	-	-	-	-	0%
Special Department Expense - 41241	4,090	23,229	17,283	25,250	28,368	3,118	11%
Travel & Training - 41242	-	-	-	-	-	-	0%
Utilities - 41243	-	-	-	-	-	-	0%
Total Services and Supplies	4,090	23,229	17,283	25,250	28,368	3,118	11%
Capital Outlay							
Equipment - 41312	-	-	-	-	-	-	0%
Total Capital Outlay	-	-	-	-	-	-	0%
Internal Cost Allocations							
Administrative Credits - 41421	-	-	-	-	-	-	0%
Administrative Debits - 41422	-	41,302	21,347	40,000	40,000	-	0%
Total Internal Cost Allocations	-	41,302	21,347	40,000	40,000	-	0%
Total	41,880	64,531	38,630	65,250	68,368	3,118	5%

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2015-16	FY 2016-17
41241 Special Department Expense		\$ 25,250	\$ 28,368
Field Trips	\$ 16,954		
Snack Bar	2,300		
Bus Tickets	1,500		
Camp Shirts	1,614		
Project Supplies	3,000		
Misc Supplies	3,000		

Mission

The Performing Arts Theatre Program is for youth and young adults ages 8-25. It creates a positive recreation experience through participation in musicals and theatre activities. Youth perform Broadway musicals and attend a Teen Summer Camp with over 150 participants annually and hundreds of audience members.

Program Description

The Pinole Community Playhouse (Memorial Hall) is maintained as a community theatre for performing arts programs for youth and adults. There are six or more performances annually. It is utilized by the Pinole Recreation Department's School of Performing Arts and a local nonprofit organization, the Pinole Community Players. This program is funded from ticket sales, advertisements, registration fees, donations, grants, and rental fees.

**RECREATION FUND - 209
PERFORMING ARTS - 559**

EXPENDITURE SUMMARY

	FY 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Actual	FY 2015-16 Budget	FY 2016-17 Proposed	\$ Chg	% Chg
Personnel							
Full-time Salary - 41101	-	-	-	-	-	-	0%
Overtime - 41102	-	-	-	-	-	-	0%
Part-time Salary - 41104	-	-	-	-	-	-	0%
Vacation Accrued - 41105	-	-	-	-	-	-	0%
Benefits & Insurance - 41423	-	-	-	-	-	-	0%
Total Salary & Benefits	-	-	-	-	-	-	0%
Services and Supplies							
Equipment Maintenance - 41231	-	-	-	-	-	-	0%
Maintenance Structure/Imp - 41232	-	350	-	-	-	-	0%
Memberships - 41233	-	-	-	-	-	-	0%
Office Expense - 41234	-	719	644	1,200	1,200	-	0%
Professional Services - 41235	25,160	25,223	30,525	30,100	30,100	-	0%
Special Department Expense - 41241	21,553	20,489	10,939	12,700	12,700	-	0%
Travel & Training - 41242	-	-	-	-	-	-	0%
Utilities - 41243	-	21	-	780	-	(780)	-100%
Total Services and Supplies	46,713	46,802	42,108	44,780	44,000	(780)	-2%
Capital Outlay							
Equipment - 41312	-	-	-	-	-	-	0%
Total Capital Outlay	-	-	-	-	-	-	0%
Internal Cost Allocations							
Administrative Credits - 41421	-	-	-	-	-	-	0%
IS Charges - 41424	-	-	-	-	-	-	0%
Total Internal Cost Allocations	-	-	-	-	-	-	0%
Total	46,713	46,802	42,108	44,780	44,000	(780)	-2%

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2015-16	FY 2016-17
41234 Office Expense		\$ 1,200	\$ 1,200.00
Supplies and materials	\$ 1,200		
41235 Professional Services		\$ 30,100	\$ 30,100
Director	\$ 9,000		
Instruction	\$ 21,100		
41241 Special Department Expense		\$ 12,700	\$ 12,700
Production Contracts	\$ 2,000		
Prop/Costume Rentals	2,000		
Misc Supplies	1,200		
Royalties	7,500		

**RECREATION FUND - 209
MEMORIAL HALL - 556**

EXPENDITURE SUMMARY

	FY 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Actual	FY 2015-16 Budget	FY 2016-17 Proposed	\$ Chg	% Chg
Personnel							
Full-time Salary - 41101	-	-	-	-	-	-	0%
Overtime - 41102	-	-	-	-	-	-	0%
Part-time Salary - 41104	-	-	-	-	-	-	0%
Vacation Accrued - 41105	-	-	-	-	-	-	0%
Benefits & Insurance - 41423	-	-	-	-	-	-	0%
Total Salary & Benefits	-	-	-	-	-	-	0%
Services and Supplies							
Equipment Maintenance - 41231	-	-	-	100	100	-	0%
Maintenance Structure/Imp - 41232	2,660	2,174	2,343	2,500	2,500	-	0%
Memberships - 41233	-	-	-	-	-	-	0%
Office Expense - 41234	-	-	-	-	-	-	0%
Professional Services - 41235	-	-	-	-	-	-	0%
Special Department Expense - 41241	-	-	-	-	-	-	0%
Travel & Training - 41242	-	-	-	-	-	-	0%
Utilities - 41243	2,295	2,373	2,154	1,000	2,000	1,000	50%
Total Services and Supplies	4,955	4,547	4,497	3,600	4,600	1,000	22%
Capital Outlay							
Equipment - 41312	-	-	-	-	-	-	0%
Total Capital Outlay	-	-	-	-	-	-	0%
Internal Cost Allocations							
Administrative Credits - 41421	-	-	-	-	-	-	0%
Administrative Debits - 41422	-	-	2,177	1,400	-	(1,400)	0%
Total Internal Cost Allocations	-	-	2,177	1,400	-	(1,400)	0%
Total	4,955	4,547	6,674	5,000	4,600	(400)	-9%

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2015-16	FY 2016-17
41231 Equipment Maintenance		\$ 100	\$ 100
	\$ 100		
41232 Maintenance Structure/Imp		\$ 2,500	\$ 2,500
Building Maintenance	\$ 1,185		
Pest Control	322		
Fire Alarm Service	278		
Elevator Inspection	125		
Sanitary Supplies	157		
Plumbing Supplies	88		
Miscellaneous Maintenance	345		
41243 Utilities		\$ 1,000	\$ 2,000
Gas and Electric	\$ 220		
Water	1,780		

TENNIS PROGRAM - 581

Mission

The mission of the Tennis Program is to provide high-quality recreational use of tennis courts with the goal of managing clean, well-lit tennis courts for community public use. Funding is generated by tennis court reservation fees.

	FY 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Actual	FY 2015-16 Budget	FY 2016-17 Proposed
Services and Supplies					
Maintenance Structure/Imp - 41232	-	-	87	500	500
Utilities - 41243	2,310	2,078	1,504	2,000	2,000
Total Services and Supplies	2,310	2,078	1,591	2,500	2,500
Total	2,310	2,078	1,591	2,500	2,500

GLOSSARY OF BUDGET TERMS & ACRONYMS

Appropriation - An authorization by the City Council to make expenditures/expenses and to incur obligations for a specific purpose within a specific time frame.

Assessed Valuation - A dollar value placed on real estate or other property by the County as a basis for levying property taxes.

Assessments- Levies that pay for improvements directly benefiting their property.

Audit - A view of the City's accounts by an independent auditing firm to substantiate fiscal year-end fund, salaries, reserves, and cash on hand.

Beginning/Ending (Unappropriated) Fund Balance - Unencumbered resources available in a fund from the prior/current fiscal year after payment of the prior/current fiscal year's expenditures/expenses. This is not necessarily cash on hand.

Bond - A City may raise capital by issuing a written promise to pay a specific sum of money, called the face value or principal amount, at a specific date or dates in the future, together with periodic interest at a special rate. There are two types of bonds: General Obligation and Revenue.

Budget - A fiscal plan of financial operation listing an estimate of proposed applications or expenditures/expenses and the proposed means of financing them for a particular time period. The budget is proposed until it has been approved by the City Council.

Capital Improvement - A permanent addition to the City's assets, including the design, construction, or purchase of land, buildings, or facilities, or major renovations of same.

Capital Improvement Program - A financial plan of proposed capital improvement projects with single-and multiple-year capital expenditures/expenses.

Capital Outlay - A budget appropriation category which budgets all equipment having an estimated useful life of over one year.

City Manager's Transmittal Letter - A general discussion of the budget. The letter contains an explanation of principal budget items and summaries.

CPI - Consumer Price Index; measure of inflation in an area of consumer products.

Debt Service - Payment of the principal and interest on an obligation resulting from the issuance bonds, notes, or Certificates of Participation (COP's).

Debt Service Requirements - The amount of money required to pay interest on outstanding debt and required contributions to accumulate monies for future retirement of term bonds.

GLOSSARY OF BUDGET TERMS & ACRONYMS

Deficit - An excess of expenditures or expenses over revenues (resources).

Department - An organizational unit comprised of divisions. It is the basic unit of service responsibility encompassing a broad mandate of related activities.

Depreciation- The cost allocation of tangible assets over the useful/economic life of the asset.

Division - A sub-section (or activity) within a department, which furthers the objectives of the City Council by providing specific services or a product.

Encumbrances - A legal obligation to pay funds, the expenditure/expense of which has not yet occurred. They cease to be encumbrances when the obligations are paid or otherwise terminated.

Enterprise Fund - A type of fund established for the total costs of those governmental facilities and services which are operated in a manner similar to private enterprise. These programs are entirely or predominately self-supporting.

Expenditure - The actual spending of Governmental Funds set aside by appropriation.

Expense - The actual spending of Proprietary Funds (Enterprise and Internal Service Fund types) set aside by an appropriation.

Fiscal Year - A twelve-month period of time to which a budget applies. In Pinole, it is July 1 through June 30.

Fund - An independent fiscal and accounting entity used to record all financial transactions related to the specific purpose for which the fund was created.

Fund Balance - The amount of financial resources available for use. Generally, this represents the detail of all the annual operating surpluses and deficits since the fund's inception.

General Fund - The primary fund of the City used to account for all revenues and expenditures of the City not legally restricted as to use. This fund is used to offset the cost of the City's general operations. Examples of departments financed by the General Fund include the City Council, Police and others.

General Obligation Bond - Bonds used for various purposes and repaid by the regular (usually via the General Fund) revenue raising powers of the City.

Grant - Contributions, gifts of cash, or other assets from another governmental entity to be used or expended for a specific purpose, activity, or facility.

GLOSSARY OF BUDGET TERMS & ACRONYMS

Interfund Transfers - Monies transferred from one fund to another. Such money is transferred to finance the operations of another fund or to reimburse the fund for certain expenditures/expenses.

Internal Service Fund - An Internal Service Fund provides services to other City departments and bills the various other funds for services rendered, just as would private business. ISF's are self-supporting and only the expense by an ISF is counted in budget totals.

Major Fund – Governmental fund or enterprise fund reported as a separate column in the basic financial statements and subject to a separate opinion in the independent auditor's report.

Materials, Supplies, and Services - Expenditures/expenses for materials, supplies, and services which are ordinarily consumed within a fiscal year and which are not included in departmental inventories.

Municipal Code - A book that contains the City Council approved ordinances currently in effect. The Code defines City policy with respect to areas such as planning, etc.

Objectives - The expected results or achievements of a budget activity.

Operating Budget - Annual appropriation of funds for on-going program costs, including salaries and benefits, services and supplies, debt service, capital outlay and capital improvements.

Ordinance - A formal legislative enactment by the City Council. It has the full force and effect of law within City boundaries unless preempted by a higher form of law. An Ordinance has a higher legal standing than a Resolution.

Projects – Long-term investments in public facilities and infrastructure; also known as capital improvements. The amount spent may overlap from year to year until the project is completed.

Proprietary Funds- These include the enterprise (wastewater treatment and collection) and internal services (information technology and equipment reserve) funds. They are accounted for in a manner similar to businesses, measuring cost for services and including total assets and liabilities.

Redevelopment Agency- A separate legal entity created to alleviate conditions of blight, build infrastructure and promote economic development. The Agency receives property tax revenue on assessed value growth within these areas called "tax increments" to repay Agency indebtedness.

Redevelopment Successor Agency - Trust agency formed for the purpose of reporting close-out financial activities of the former Redevelopment Agency.

GLOSSARY OF BUDGET TERMS & ACRONYMS

Reimbursement - Payment of amount remitted on behalf of another party, department, or fund.

Reserve - An account used to record a portion of the fund balance as legally segregated for a specific use.

Resolution - A special order of the City Council which has a lower legal standing than an Ordinance.

Return to Source Funds - Residual moneys from former Redevelopment Agency's tax levy's that are redistributed to the Cities after the Agency's debt obligations have been paid off. These funds are non-restricted and are distributed by the State in January and July of every year.

Revenues - Amount received for taxes, fees, permits, licenses, interest, intergovernmental sources, and other sources during the fiscal year.

Revenue Bonds - A type of bonds usually issued to construct facilities. The bonds are repaid from the revenue produced by the operation of these facilities.

Salaries and Benefits - A budget category which generally accounts for full-time and temporary employees, overtime expenses, and all employee benefits, such as medical, dental, and retirement.

Special Revenue Funds - This fund type collects revenues that are restricted by the City, State, or Federal Government as to how the City might spend them.

Unfunded Liability - Amount of future obligations not covered by assets currently set aside for that purpose, such as accrued vacation leave payable at termination or actuarial-determined future insurance claims.

User Fees - Charges of a voluntary nature paid by persons receiving a service in exchange for the fee (such as recreation activities or wastewater service fees).

GLOSSARY OF BUDGET TERMS & ACRONYMS

ACRONYMS

ABAG	Association of Bay Area Government
CIP	Capital Improvement Program
CPI	Consumer Price Index
CSMFO	California Society of Municipal Finance Officers
EAP	Employee Assistance Program
FTE	Full Time Equivalent
GASB	Governmental Accounting Standards Board
GFOA	Government Finance Officers Association
HOPTR	Homeowner's Property Tax Rebates
LAIF	Local Agency Investment Fund
LTD	Long Term Disability
NPDES	National Pollution Discharge Elimination System
PALC	Pinole Assisted Living Community
PERS	Public Employees Retirement System
PPEA	Pinole Police Employees Association
PRA	Pinole Redevelopment Agency
RDA	Redevelopment Agency
SAFER	Staffing for Adequate Fire and Emergency Response
SDI	State Disability Insurance
SRO	School Resource Officer
UBC	Uniform Building Code

GLOSSARY OF BUDGET TERMS & ACRONYMS

VLF	Vehicle License Fee
WBCC	West Bay Communications Center
WCCTAC	West Contra Costa Transportation Advisory Committee
WCCUSD	West Contra Costa Unified School District
WPCP	Wastewater Pollution Control Plant

**City of Pinole
Multi-Year Position Listing**

Department	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17
CITY MANAGER					
City Manager	1.00	1.00	1.00	1.00	1.00
Total Full-Time Equivalents (FTEs)	1.00	1.00	1.00	1.00	1.00
CITY CLERK					
City Clerk	1.00	1.00	1.00	1.00	1.00
Administrative Secretary, <i>part-tme</i>	0.00	0.00	0.00	0.46	0.46
Total Full-Time Equivalents (FTEs)	1.00	1.00	1.00	1.46	1.46
FINANCE DEPARTMENT					
Finance Director	1.00	1.00	1.00	1.00	1.00
Accounting Specialist	2.00	2.00	2.00	2.00	2.00
Accounting Intern, <i>part-time/temporary</i>	0.00	0.20	0.40	0.48	0.40
Total Full-Time Equivalents (FTEs)	3.00	3.20	3.40	3.48	3.40
HUMAN RESOURCES					
Assistant City Manager	1.00	1.00	1.00	1.00	1.00
Human Resources Specialist	0.75	0.75	1.00	1.00	1.00
Total Full-Time Equivalents (FTEs)	1.75	1.75	2.00	2.00	2.00
GENERAL GOVERNMENT					
Management Analyst	0.00	0.00	0.00	0.48	0.48
Administrative Secretary, <i>part-tme</i>	0.00	0.00	0.46	0.00	0.00
Total Full-Time Equivalents (FTEs)	0.00	0.00	0.46	0.48	0.48
INFORMATION SYSTEMS					
Information Systems Administrator	0.90	1.00	1.00	1.00	1.00
Total Full-Time Equivalents (FTEs)	0.90	1.00	1.00	1.00	1.00
CABLE ACCESS TV					
Cable Access Coordinator	0.90	0.90	0.90	1.00	1.00
Cable Access Technician	0.75	0.90	0.90	1.00	1.00
Cable Equipment Operators	0.88	0.44	0.44	0.75	0.75
Total Full-Time Equivalents (FTEs)	2.53	2.24	2.24	2.75	2.75
POLICE DEPARTMENT					
SWORN					
Police Chief	1.00	1.00	1.00	1.00	1.00
Police Commander	1.00	1.00	1.00	1.00	1.00
Police Sergeant	6.00	6.00	6.00	6.00	6.00
Police Officer	19.00	18.00	19.00	19.00	19.00
Sub-total Sworn	27.00	26.00	27.00	27.00	27.00
NON-SWORN					
Administrative Secretary	1.00	1.00	1.00	1.00	1.00
Community Safety Specialist	0.50	0.46	0.92	0.96	0.96
Community Service Officer	0.00	0.00	0.00	0.96	0.96
Crime Prevention Officer	1.00	1.00	0.00	0.00	0.00
Crossing Guards, <i>part-time/temporary</i>	0.50	0.50	0.50	0.50	0.50
Dispatcher	7.00	7.00	7.00	7.00	7.00
Police Property Specialist	1.00	1.00	1.00	1.00	1.00
Records & Property Specialist	2.00	2.00	2.00	2.00	2.00
Supprt Services Manager	1.00	1.00	1.00	1.00	1.00
Sub-total Non-Sworn	14.00	13.96	13.42	14.42	14.42
Total Full-Time Equivalents (FTEs)	41.00	39.96	40.42	41.42	41.42

**City of Pinole
Multi-Year Position Listing**

Department	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17
FIRE DEPARTMENT					
SWORN					
Fire Chief	0.00	0.00	1.00	1.00	1.00
Administrative Battalion Chief	0.00	0.00	0.00	1.00	1.00
Battalion Chief	1.00	1.00	1.00	1.00	1.00
Fire Captain	3.00	3.00	3.00	3.00	3.00
Fire Engineer	2.00	2.00	1.00	1.00	1.00
Fire Engineer/Paramedic	3.00	3.00	3.00	2.00	2.00
Fire Fighter/Paramedic	5.00	5.00	5.00	3.00	3.00
Fire Fighter	1.00	1.00	6.00	3.00	3.00
Sub-total Sworn	15.00	15.00	20.00	15.00	15.00
NON-SWORN					
Administrative Secretary	0.00	0.00	0.48	0.48	0.48
Sub-total Non-Sworn	0.00	0.00	0.48	0.48	0.48
Total Full-Time Equivalents (FTEs)	15.00	15.00	20.48	15.48	15.48
PUBLIC WORKS					
Development Services Director/City Engineer	1.00	1.00	1.00	1.00	1.00
Management Analyst, <i>part-time/temporary</i>	0.00	0.00	0.48	0.00	0.00
Project Manager	0.00	0.00	0.00	1.00	1.00
Public Works Specialist	1.00	1.00	1.00	1.00	1.00
Administrative Secretary	1.00	1.00	1.50	1.00	1.00
Public Works Manager	1.00	1.00	1.00	1.00	1.00
Public Works Maintenance Supervisor	2.00	2.00	2.00	2.00	2.00
Maintenance Workers	5.00	5.00	5.00	5.00	6.00
Senior Maintenance Worker	1.00	1.00	1.00	1.00	1.00
Treatment Plant Manager	1.00	1.00	1.00	1.00	1.00
Water Pollution Control Plant Supervisor	1.00	1.00	1.00	1.00	1.00
Environmental Analyst	1.00	1.00	1.00	1.00	1.00
Environmental Assistant	1.00	1.00	1.00	1.00	1.00
Operator	6.00	6.00	6.00	6.00	5.00
Maintenance Mechanic	0.00	0.00	0.00	0.00	1.00
Water Pollution Control Plant Intern	0.00	0.00	0.46	0.46	0.46
Park Caretaker	0.25	0.25	0.25	0.25	0.25
Total Full-Time Equivalents (FTEs)	22.25	22.25	23.69	23.71	24.71
COMMUNITY DEVELOPMENT					
Planning Manager	1.00	1.00	1.00	1.00	1.00
Planning Assistant, <i>part-time/temporary</i>	0.00	0.90	0.00	0.00	0.00
Building Inspector	1.00	1.00	1.00	1.00	1.00
Permit Technician	0.00	0.00	0.90	0.95	1.48
Redevelopment Analyst	0.25	0.25	0.00	0.00	0.00
Code Enforcement, <i>part-time/temporary</i>	0.00	0.90	0.00	0.00	0.00
Total Full-Time Equivalents (FTEs)	2.25	4.05	2.90	2.95	3.48
RECREATION DEPARTMENT					
Recreation Manager	1.00	1.00	1.00	1.00	1.00
Gym Rental Attendant, <i>part-time/regular</i>	0.45	0.45	0.45	0.45	0.00
Senior Center Coordinator	1.00	0.00	0.00	0.00	0.00
Tiny Tots Program Coordinator	0.88	0.88	0.00	0.00	0.00
Youth Services Coordinator	1.00	0.90	0.00	0.00	0.00
Recreation Coordinator	0.00	0.00	2.70	2.70	2.70
Recreation Activities Specialist	0.90	0.90	0.00	0.00	0.00
Senior Recreation Leader	0.00	1.00	1.50	1.50	1.50
Recreation Leader	1.10	3.50	3.88	3.88	3.88
Tiny Tots Recreation Leader	1.50	1.48	1.38	1.10	1.10
Custodian, <i>part-time/temporary</i>	0.38	0.42	0.00	0.00	0.00
Cook, <i>part-time/regular</i>	0.75	0.75	0.75	0.75	0.75
Rental Facility Custodian, <i>part-time/temporary</i>	0.62	0.40	1.65	1.65	1.65
Total Full-Time Equivalents (FTEs)	9.58	11.68	13.31	13.03	12.58
GRAND TOTAL ALL DEPARTMENTS	100.26	103.13	111.90	108.76	109.76

**PROPOSED BUDGET
FY 2016-17
LABOR COST ALLOCATION PERCENTAGES**

Position Title	Total Wages and Benefits	General Fund*	Sewer Enterprise (WWTP)	Sewer Enterprise (Corp Yard)	Successor Agency	Housing Admin	Gas Tax Fund	Building Fund	Measure "S-2014"	PSAF	SLESF	Storm Water	Refuse Mgmt	Measure "J"	Recreation	Total
Council Members (5)	58,209	75%		25%												100%
City Manager	278,140	35%		30%	25%	5%		5%								100%
City Clerk	193,908	75%			25%											100%
Treasurer	14,869	75%		25%												100%
Finance Director	211,641	54%	15%		26%	5%										100%
Accounting Specialist (2)	204,053	85%	15%													100%
Accounting Intern	17,498	85%	15%													100%
Assistant City Manager	236,389	60%	10%		25%	5%										100%
HR Specialist	101,141	85%	10%			5%										100%
IS Administrator	109,150	90%	10%													100%
Police Officer (Canine)	137,604	90%									10%					100%
Police Officer	142,315	45%									55%					100%
Police Officer	142,855	5%								95%						100%
PW Director/City Eng	222,008	5%	50%	5%			10%	10%				10%	10%			100%
PW Specialist	110,746	20%		25%			15%	20%				10%	10%			100%
Admin Secretary	106,346	10%	25%	50%			15%									100%
Public Works Manager	142,919	50%		20%			5%					20%	5%			100%
PW Maint. Supervisor	132,030	45%		25%			5%					20%	5%			100%
Maintenance Workers (4)	374,589	30%		20%			10%					20%	5%	15%		100%
Maintenance Worker (1)	92,454	0%							100%							100%
PW Maint. Supervisor	110,945	0%		75%			5%					10%	5%	5%		100%
Maintenance Workers (2)	178,243	0%		75%			5%					10%	5%	5%		100%
Planning Manager	161,683	5%				5%		90%								100%
Project Manager	140,133	0%		25%					50%					25%		100%
																-
	\$ 3,619,868	39%	7%	16%	6%	1%	3%	6%	4%		3%	5%	2%	3%	0%	96%

	100-0221	100-0222	100-0223	100-0342	100-0343	100-0351	209-0595	209-0592	Total
Police Chief	75%		25%						100%
Dispatcher (1)		25%	75%						100%
Support Services Manager		25%	75%						100%
Recreation Leaders (Seasonal)							31%	69%	100%
Maintenance Workers (4)				6%	12%	12%			30%

RESOLUTION NO. 2016- 49

A RESOLUTION OF THE CITY OF PINOLE, COUNTY OF CONTRA COSTA, STATE OF CALIFORNIA, ADOPTING THE FISCAL YEAR 2016-17 OPERATIONS BUDGET

WHEREAS, the City Manager has presented a Proposed Operations Budget which incorporates the second year of the Capital Improvement Plan and the Measure S 2014 Plan for the City of Pinole for fiscal year 2016-17; and

WHEREAS, the City Council has conducted a Public Hearing on the matter of the fiscal year 2016-17 Proposed Budget and has discussed the individual budgets with City staff members; and

WHEREAS, the City Council has solicited public input on the FY 2016-17 Proposed Budget.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Pinole as follows:

Section 1. The budget for the City of Pinole for fiscal year 2016-17 commencing July 1, 2016 and ending June 30, 2017 is hereby approved and adopted.

Section 2. That appropriations are established by fund as follows:

100	General Fund	\$11,612,525
105	Measure S 2006	1,923,465
106	Measure S 2014	2,049,184
155	Restricted General Fund Maintenance	50,700
200	Gas Tax	353,480
203	Public Safety Augmentation Fund	135,712
204	Police Grants	320,000
205	Traffic Safety Fund	38,504
206	Supplemental Law Enforcement Safety Fund	92,033
207	Storm Water Fund	315,768
209	Recreation Fund	843,970
211	Senior Center Fund	301,550
212	Building and Planning Fund	940,339
213	Refuse Management Fund	112,712
215	Measure J Fund	234,356
228	Cable Access TV Fund	320,215
285	Housing Land Held for Resale Fund	82,870
310	Lighting and Landscape Districts Fund	41,870
317	Pinole Valley Caretaker Fund	14,824
325	City Street Improvements Fund	250,000
377	Arterial Street Rehabilitation Fund	250,000
500	Sewer Enterprise Fund – Collection System	1,687,137
500*	Sewer Enterprise Fund - Operations *	3,560,405
503	Plant Expansion Fund	13,291,987
525	Information Systems Fund	119,500
750	Recognized Obligation Retirement Fund	253,500

TOTAL OPERATIONS BUDGET \$39,196,606

*Staff will return to Council to adopt the Sewer Enterprise Fund - Operations budget after review by the Pinole Hercules Wastewater Subcommittee.

Section 3. That the appropriations established for FY 2016-17 by fund shall be allocated to individual departments as presented in Exhibit A (Budget Summaries). In addition, the unspent balance of capital projects authorized in the prior fiscal year are authorized to be carried over to fiscal year 2016-17.

Section 4. That the control point for expenditures is herein established at the functional department level for each department as set forth in Exhibit A (Budget Summaries).

Section 5. That authority is granted to each department manager under the direction of the City Manager to allocate specific line-item appropriations within the department control limits in the most cost effective manner that maintains or enhances the delivery of programs and services to the residents of the City of Pinole.

Section 6. That the Finance Director will prepare Quarterly Reports to the City Council reporting the budget performance to the control limits herein established.

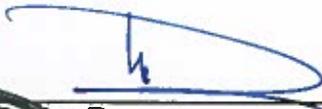
Section 7. Estimated revenues and transfers anticipated to fund appropriations for expenditures for the 2016-17 fiscal year are presented in Exhibit A (Budget Summaries). Any changes to the established control limits will be subject to adoption by resolution of the City Council.

Section 8. All positions listed in the "City of Pinole Position Listing" (Exhibit B) are hereby authorized positions.

PASSED AND ADOPTED this 21st day June 2016, by the following vote:

AYES: COUNCILMEMBERS: **Banuelos, Long, Murray, Swearingen, Toms**
NOES: COUNCILMEMBERS: **None**
ABSENT: COUNCILMEMBERS: **None**
ABSTAIN: COUNCILMEMBERS: **None**

I, hereby certify that the foregoing resolution was regularly introduced, passed, and adopted on this 21ST day of June 2016.



Cecilia Rosa
Clerk



RESOLUTION NO. 2016-46

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PINOLE, COUNTY OF CONTRA COSTA, STATE OF CALIFORNIA, APPROVING THE CITY OF PINOLE'S APPROPRIATIONS LIMIT FOR FISCAL YEAR 2016-17

WHEREAS, Article XIII B of the Constitution of the State of California requires an appropriations limit for governmental agencies to be established; and,

WHEREAS, the implementation of Article XIII B requires the City Council to determine the appropriations limit according to the State of California.

NOW THEREFORE, BE IT RESOLVED that the Pinole City Council does hereby resolve

1. The Appropriations Limit for 2015-16 was established at \$109,159,402
2. That the adjustments allowable pursuant to the California Constitution which shall be applied to the previous year's limit are the change in population (1.12% increase in Contra Costa County) and the change in the California Per Capita Personal Income (CPCPI) a 5.37% increase.
3. That the factor has been calculated as follows:
 $1.0112 \times 1.0537 = 1.0655$
4. That said factor, 1.0655 shall be used to adjust the FY 2016-17 Appropriations Limit.
5. That the Appropriations Limit for 2016-17 fiscal year is hereby established as \$116,309,500.

FURTHER, BE IT RESOLVED that The City of Pinole tax allocations for FY 2016-17 will be approximately \$15,838,674, which is below the authorized spending limit.

PASSED AND ADOPTED at a regular meeting of the Pinole City Council held on the 21st day of June 2016 by the following vote:

AYES:	COUNCILMEMBERS: Banuelos, Long, Murray, Swearingen, Toms
NOES:	COUNCILMEMBERS: None
ABSENT:	COUNCILMEMBERS: None
ABSTAIN:	COUNCILMEMBERS: None

I, hereby certify that the foregoing resolution was regularly introduced, passed, and adopted on this 21ST day of June 2016



Hector De La Rosa, Assistant City Manager /
Deputy City Clerk