

# CITY OF PINOLE, CALIFORNIA

Fiscal Year  
2017-18

## Adopted Budget





**CITY OF PINOLE**  
**ADOPTED FY 2017-18 BUDGET**

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# CITY OF PINOLE

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Office of the City Manager

June 20, 2017

Mayor, City Council and Residents of Pinole:

I am pleased to present to you the FY 2017-18 Proposed Budget for the City of Pinole and its Successor Agency. I am happy to report that for the fourth consecutive year we have a balanced budget.

As we continue to recover from the Great Recession we are seeing increases in our revenues, but those are also offset by increases in expenditures. Following financial forecasts we are being conservative in our projections, as fiscal analysts are advising that after eight years of economic growth cycles we are overdue for another downturn.

Staff continues to focus on providing quality services to our community, within our available resources. Along those lines, we have spent well over a year evaluating opportunities to increase efficiencies in our Fire Department Administration through contract services with the Contra Costa County Fire Protection District. At this time we are pursuing an administrative agreement that would include Fire Prevention, Investigations, and Training Management services. In the Police Department, we have spent nearly a year developing a collaborative Tri-City Dispatch and CAD/RMS (Records Management) agreement with the cities of Hercules and San Pablo. Under this newly executed agreement, Pinole will expand our Dispatch services to include the City of San Pablo, and San Pablo will assume responsibility for providing CAD/RMS services that were previously provided by the City of Richmond.

Other noteworthy projects include our \$53 million Water Pollution Control Plant Upgrade. Based on our cost sharing agreements with the City of Hercules, Pinole's share of this expense is \$26.5 million. We are receiving the funds from a State Revolving Loan. The project is proceeding well, is on time and on budget. The target completion timeline is December 2018. We are also excited to see the completion of the retail shopping center on former Redevelopment Agency property on Pinole Valley Road, anchored by Sprouts, Orange Theory, and The Habit. We look forward to development of a DaVita dialysis unit and a medical eye care and surgery center on the last remaining RDA parcels on the east side of Pinole Valley Road over the next 12 months.

We are restoring some positions to the budget allocation in an effort to improve services to the community. This includes restructuring Police Administration to provide for an additional sworn position at the Lieutenant rank, adding a Building Inspector/Code Enforcement Officer, adding 1 full-time and 1 part-time Permit Technician position in the Development Services

Department, adding a Sr. Project Manager position, and adding a Management Analyst position for citywide support.

Over the next several months we will be working with a firm to evaluate our citywide fee structure, to ensure that we are capturing enough revenue to cover actual expenses for providing services. Soon we will need to consider requesting an extension of our Utility Users Tax, as the loss of our third largest General Fund revenue source would be devastating to our budget and would require significant reductions to operations. But to focus on the positives for now, FY 2017-18 looks strong and we will continue to keep a close eye on the next few fiscal years projections.

Our FY 2017-18 Budget highlights include:

### **General Fund**

General Fund revenues are expected to be sufficient to meet anticipated expenditures in FY 2017-18.

It is expected that the three largest revenue categories (Sales Tax, Property Tax, and Utility Users Tax) will continue to increase during the next fiscal year. The FY 2017-18 Preliminary Budget is balanced and there is a positive net result projected of \$1,036,366 at fiscal year-end. Although the Proposed FY 2017-18 Budget is balanced, this does not mean that the City has a surplus because there are pending unfunded liabilities with unknown fiscal impacts. These include, funding Public Employees Retirement System (PERS) future retirement expenses that are projected to increase as a result of a decrease in expected discount rates (investment returns) from 7.50% to 7.00% by FY 2020-21. In addition, replacing depreciated vehicles and equipment, addressing deferred maintenance on City facilities, Other Post-Employment Benefits (OPEB), and Compensated Absences are ongoing concerns. Measure S 2014 only starts to address some of these liabilities, but is of course a limited resource. There is also an outstanding settlement amount to be negotiated with Verizon Wireless which will need to be paid from the General Fund reserve.

In recent years the City was able to improve the General Fund's financial condition by establishing a reserve of over \$3 million as a result of one time revenues from the sale of property from the former Redevelopment Agency received in FY 2014-15. The City has established a goal of funding a \$5.5 million Reserve which is equivalent to 180 days operating cash.

### **Measure S 2006**

The Measure S 2006 budget is projecting a \$100,260 use of fund balance. These funds continue to support Police and Fire operations. The increased costs are related to increased Police Department overtime budget allocation due to an analysis of recent year actual expenses, and a one-time allocation of \$50,000 to the Fire Department for apparatus repair. The remaining fund balance is projected to be \$2,078,661 at June 30, 2018.

## **Measure S 2014**

FY 2017-18 marks the third full year the City receives the Use Taxes from Measure S 2014. Appropriations for year three of the Five-Year Plan approved by City Council May 5, 2015, for the use of these funds has been incorporated into the Proposed FY 2017-18 Budget. The money is used to address some of the City's operational and capital improvement needs. The Measure S 2014 budget is projecting positive net results for FY 2017-18 of \$71,775. Estimated fund balance is projected to be \$1,068,809 at June 30, 2018.

## **Wastewater Fund**

The FY 2017-18 Sewer Enterprise and Wastewater budgets are balanced with projected positive net results of \$1,378,477. Revenues will continue to exceed expenditures as rates increase under the long-term rate plan which is needed to fund the debt service on the State Revolving Fund loan needed to fund the Water Pollution Control Plant Upgrade Project. The estimated fund balance is projected to be \$10,274,227 at June 30, 2018.

## **Successor Agency**

The Successor Agency continues to wind down and funds a portion of salaries of key employees due to their direct work in the business of the Agency. At this time there are a handful of former RDA properties left to be sold. However this work will be concluded in future years, at which time the annual \$250,000 in reimbursement will no longer be available and the General Fund will need to pick up those costs.

## **Other Funds**

Gas Tax revenue projections have increased due to the Governor's approved budget which includes funding from the Road Repair and Accountability Act of 2017.

## **Capital Projects**

The City Council adopted a Five-Year Capital Improvement Plan on September 20, 2016. Staff anticipates returning to City Council on July 18, 2017 with a Proposed FY 2017-22 Five-Year Capital Improvement Plan with adoption on August 15, 2017. Funded projects of high community interest include replacement of the restrooms in Fernandez Park; resurfacing of the parking lot at the Senior Center; a HAWK pedestrian crossing on Appian Way and Marlesta; various pavement management and repair projects. Projects that we are seeking grant funding for include replacement of the San Pablo Avenue vehicle and pedestrian bridge over the BNSF tracks into Hercules, and stabilization of Shale Hill on San Pablo Avenue.

## Conclusion

The FY 2017-18 Preliminary Budget was made available to the Public and reviewed by the Finance Subcommittee at their meeting on May 24<sup>th</sup>. The City Council held a Budget Workshop on May 30<sup>th</sup>, and will hold a Public Hearing on June 20, 2017 for the City Council to consider the Preliminary Budget and to receive public comment.

I want to acknowledge the cooperation and efforts of all City staff in the development and anticipated implementation of this proposed budget, but single out the work of Finance Department staff, Maria Mata and Alice Johnson, who assembled and edited the final document under the supervision and guidance of Finance Director Andrea Miller, who also actively participated in the document development. And they did it all while also converting to a new Finance/HR software system – a job very well done.

Sincerely,

*Michelle Fitzer*

Michelle Fitzer  
City Manager

**CITY OF PINOLE**  
**ELECTED OFFICIALS AND**  
**ADMINISTRATIVE PERSONNEL**

**JUNE 30, 2017**

**ELECTED OFFICIALS**

|                |                |
|----------------|----------------|
| Mayor          | Debbie Long    |
| Mayor Pro Tem  | Tim Banuelos   |
| Council Member | Roy Swearingen |
| Council Member | Peter Murray   |
| Council Member | Maureen Toms   |
| City Treasurer | Dina Rosales   |

**ADMINISTRATIVE PERSONNEL**

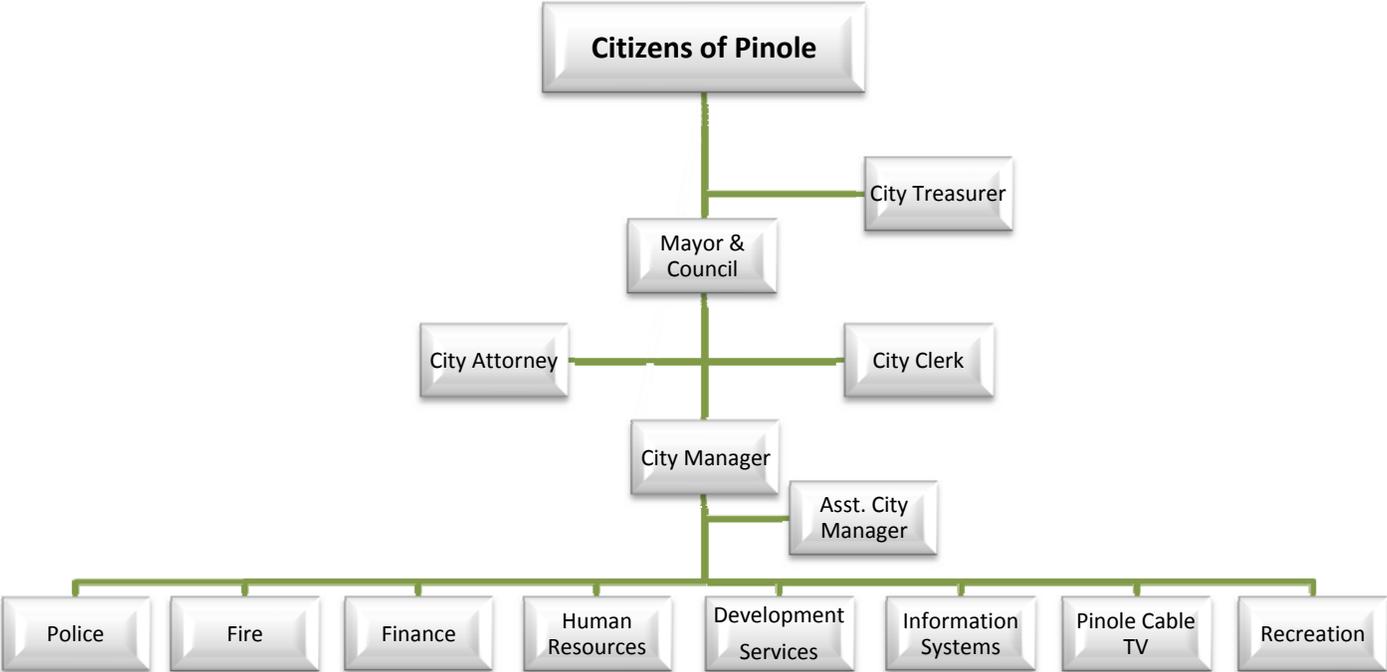
|                               |                   |
|-------------------------------|-------------------|
| City Manager                  | Michelle Fitzer   |
| Assistant City Manager        | Hector De La Rosa |
| City Attorney (Contract)      | Eric Casher       |
| Development Services Director | Tamara Miller     |
| Finance Director              | Andrea Miller     |
| Police Chief                  | Neil Gang         |
| Acting Fire Chief             | Neil Gang         |
| City Clerk                    | Rosa Acosta       |



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CITY OF PINOLE – ORGANIZATIONAL CHART



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## BUDGET OVERVIEW

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### City Overview

The City of Pinole is a general law city which was incorporated on June 25, 1903. The City is primarily a residential community located in the San Francisco Bay Area on the shores of San Pablo Bay in West Contra Costa County. Interstate-80, which traverses Pinole, connects the San Francisco/Oakland metropolitan area with Sacramento and points east. Pinole is linked to central Contra Costa County which includes the cities of Martinez, Concord, and Pleasant Hill by State Route 4 which begins just north of Pinole and connects with Interstate-680. There are approximately four square miles of land included in Pinole's boundary. The City's population at June 30, 2017 was 18,946, according to the California Department of Finance.



### Municipal Government

The City operates under a Council-Manager form of government, whereby policies of the City Council are administered by a City Manager who is appointed by the City Council. All municipal departments operate under the supervision of the City Manager. The Council consists of five members who are elected at large for 4-year overlapping terms. The Council elects one of the Council members to serve as Mayor each year.

The City provides the following services: public safety (police and fire), public works, parks and recreation, community development, and general administration services.

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## BUDGET OVERVIEW

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### Jurisdictional Comparison

|                                   | <b>City of Pinole</b>          | <b>City of Hercules</b>        | <b>City of San Pablo</b>       | <b>City of El Cerrito</b>      |
|-----------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|
| Form of Government                | Council-Manager<br>General Law | Council-Manager<br>General Law | Council-Manager<br>General Law | Council-Manager<br>General Law |
| Year Incorporated                 | 1903                           | 1900                           | 1948                           | 1917                           |
| <b>Budget Comparison</b>          |                                |                                |                                |                                |
| General Fund Revenue              | 12,222,628                     | 16,104,294                     | 30,666,427                     | 33,907,573                     |
| General Fund Expenditures         | 11,637,525                     | 15,207,087                     | 31,230,524                     | 33,670,211                     |
| Total Full Time Equivalents (FTE) | 109.76                         | 80.20                          | 178.4                          | 177.7                          |
| Sworn Personnel FTE               | 27                             | 21                             | 54                             | 46                             |
| <b>Demographics</b>               |                                |                                |                                |                                |
| Population                        | 18,946                         | 24,791                         | 30,829                         | 24,378                         |
| Annual Percent Change             | .4                             | .9                             | 1.1                            | 1.0                            |
| Median Age                        | 42.8                           | 37.8                           | 32                             | 44.4                           |
| Population per FTE                | 167                            | 309                            | 173                            | 137                            |
| Population per Sworn FTE          | 681                            | 1,181                          | 571                            | 530                            |
| Housing Units                     | 7,161                          | 8,585                          | 9,526                          | 10,789                         |
| Average Household Size            | 2.76                           | 3.03                           | 3.35                           | 2.37                           |
| Labor Force                       | 10,000                         | 13,900                         | 14,200                         | 13,800                         |
| Unemployment Rate                 | 4.0%                           | 3.1%                           | 7.3%                           | 4.2%                           |
| Median Household Income           | \$74,379                       | \$100,267                      | \$42,746                       | \$88,380                       |
| Per Capita Income                 | \$34,219                       | \$37,978                       | \$16,874                       | \$45,190                       |

Sources: City of Hercules, City of San Pablo, City of El Cerrito, California Employment Development Department, California Department of Finance, United States Census Bureau

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## BUDGET OVERVIEW

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### **The Budget Process**

The preparation and submission of the Annual Proposed 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 and anticipated fund balances.

In April, department managers attend meetings with the City Manager, Assistant City Manager and Finance Department in which analysis of current and projected expenditures takes place and requests are discussed with 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 Workshop.

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 is encouraged following the presentation of the Proposed 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 30<sup>th</sup> of each fiscal year.

### **Monitoring the Budget**

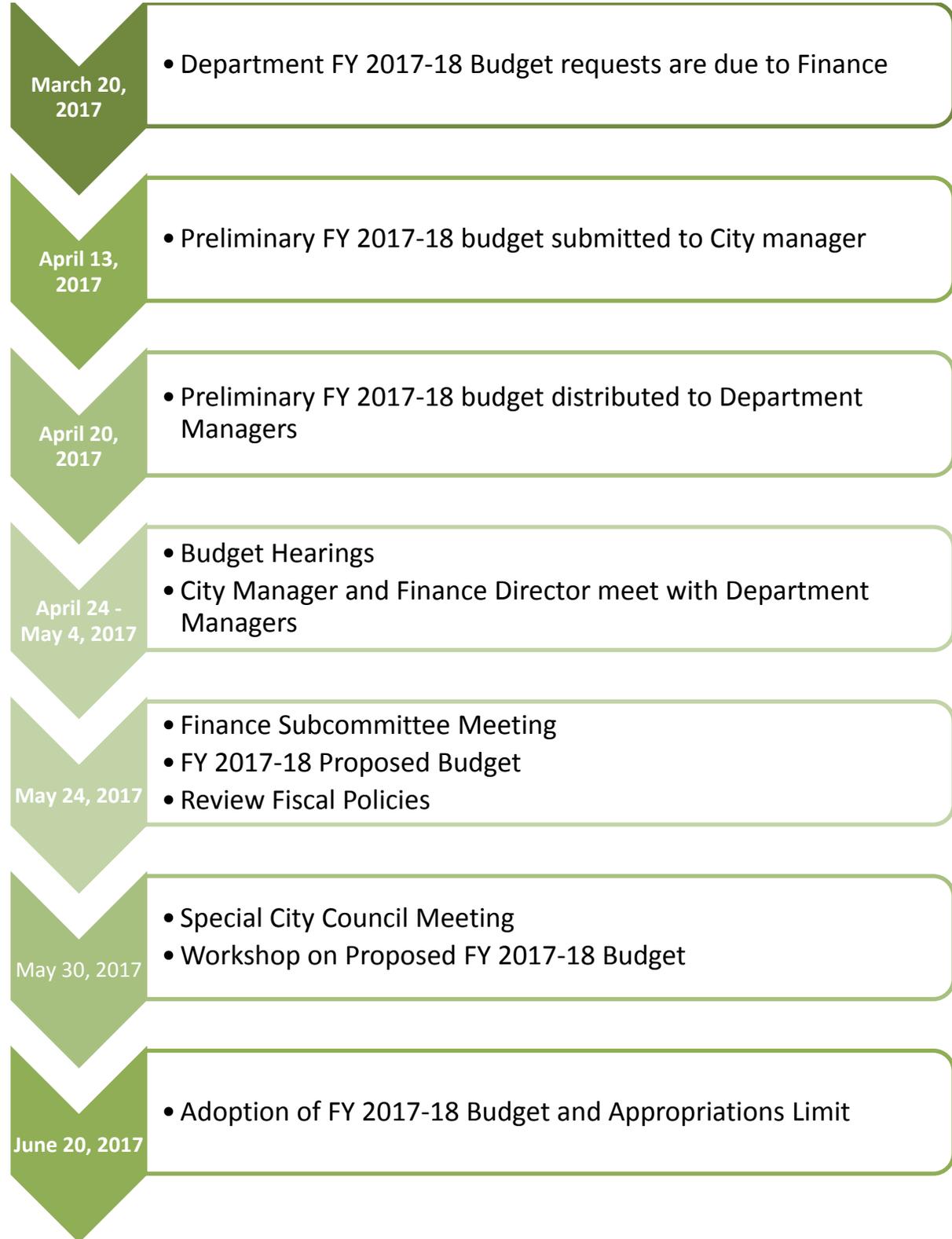
Once adopted, the operating budget becomes the main internal control document used to monitor and manage the City's financial position. The City's budget level of control is executed at the fund level set by the City's governing body. Necessary changes to the budget are recommended by department managers 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. Financial reports that highlight variances and proposed adjustments to the budget are presented to City Council for consideration and adoption on a quarterly basis.

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## BUDGET OVERVIEW

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### Budget Calendar



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## BUDGET OVERVIEW

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### 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.

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## BUDGET OVERVIEW

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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.

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## BUDGET OVERVIEW

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### 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.

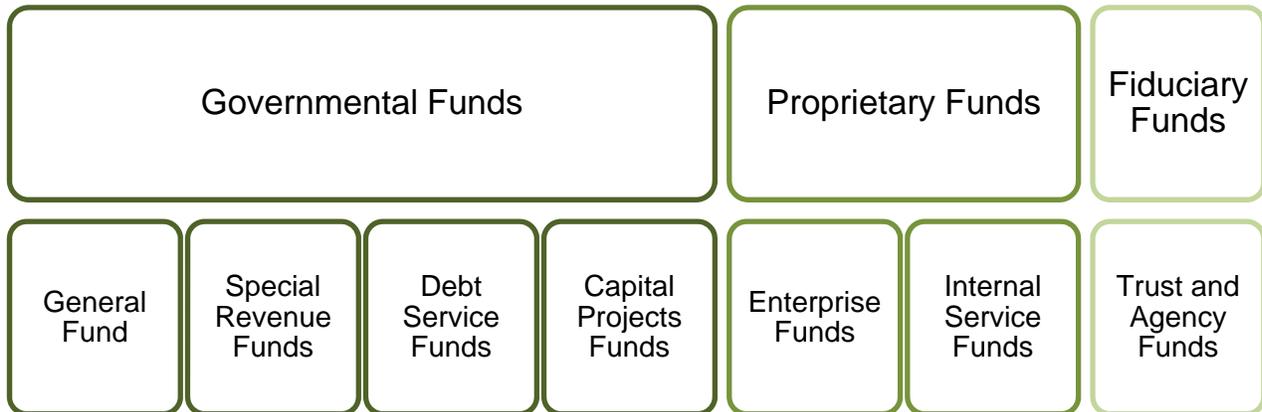
Proprietary fund financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenue is recognized when earned and expenses when the liability is incurred regardless of timing of related cash flows.

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 of 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.

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## BUDGET OVERVIEW

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**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.

### Restricted Real Estate Maintenance Fund - 201

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.

### 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.

### 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.

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## BUDGET OVERVIEW

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### 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.

### 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.

### Housing Fund - 285

This fund receives tax increment funds through Redevelopment activity representing 20% set-aside for housing activities. Funds are expended for approved housing activities.

**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.

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## BUDGET OVERVIEW

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### 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.

#### Cable Access TV Fund - 505

Accounts for revenue received from cable franchise fees, video production charges, and PEG access fees. PEG access fees are designated for equipment purchases.

**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).

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## BUDGET OVERVIEW

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### 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 20% 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 2017-18 local secured and unsecured property taxes are forecast to be \$2,560,503 which comprises 19% of the General Fund revenues.

The City's Redevelopment Successor Agency will also receive approximately \$4.2 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 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 9.25% 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.

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## BUDGET OVERVIEW

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These funds are received directly from the State on a monthly basis. Sales taxes represent approximately 27% of the General Fund revenues at \$3.6 million.

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 2017-18 estimates are 2% greater than the estimate of projected collections for 2016-17.

**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 \$1.9 million, 15%, of the General Fund revenues in fiscal year 2017-18.

**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 \$712 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 \$315 thousand, 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 \$465 thousand, 4% of the General Fund revenues.

**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

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## BUDGET OVERVIEW

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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. Estimated FY 2017-18 revenue is \$1.5 million, 12% 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 2016-17 is expected in 2017-18.

**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 \$412,000 covers approximately 22% of the activity's budget. The City is currently negotiating with the City of San Pablo to provide dispatch services for which they would pay a proportionate share.

**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.

### 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 2017-18 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 revenue projected by our property and sales tax consultant, HdL. Assuming revenue is

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## BUDGET OVERVIEW

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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 2017-18 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 determines 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.

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 businesses at our shopping centers including the grand opening of Gateway Plaza Shopping Center.

### ***General Fund***

In FY 2017-18, the City's primary operating fund, the General Fund, is projected to generate a surplus of \$1,036,366. While this is good news, there are some obligations which have yet to be addressed and the potential impact is still being determined. One of the largest potential impacts is the change in PERS discount rates estimated by California Public Employees' Retirement System (CalPERS) to change from its current rate of 7.50% down to 7.00% by FY 2020-21.

General Fund revenue is projected at \$1,441,045 more than current year revenue estimates. This is largely due to an increase in projected dispatch revenue stemming from extending dispatch services the City of San Pablo. In addition, UUT revenue is projected at \$93,291 more than current year budget estimates.

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## BUDGET OVERVIEW

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Department expenditure budgets are mostly status quo with increases built in to reflect MOU increases for contracts that extend through FY 2017-18 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. Staff continues to analyze funds cost recovery ability and provides quarterly updates to the City Council. In addition, a nexus fee study is planned in the current fiscal year to review all City fees. 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 2017-18 revenue estimates are \$63,650 higher than current year revenue estimates. Expenditures are projected at \$71,795 higher than current year projections primarily due to increases in salary in accordance with bargaining agreements, increase in employee benefits, reduction of the vacant commander position, and funding one of the two newly added lieutenant positions. The operating budget is otherwise status quo with expenditures projected to exceed revenue estimates by \$100,260. Measure S 2006 funds are used primarily to fund personnel and overtime in the Police and Fire departments.

### ***Measure S 2014***

Measure S 2014 revenue estimates are projected at \$64,150 higher than current year revenue projections. Expenditures are projected at \$498,859 less than current year estimates. Revenue is projected to exceed expenditures by \$71,775.

Measure S 2014 funds are used to fund major arterial and residential street work, purchase new equipment, vehicles and computers, address some of the deferred maintenance on City facilities, add staff, other community oriented projects, and to build General Fund reserves. The decrease in expenditure appropriations is primarily attributed to funding allocations for infrastructure and computer software upgrades funded and/or completed in the current fiscal year.

### **Fund Balance**

*Fund balance* is defined as the net position of a governmental fund (difference between assets, liabilities, deferred outflows of resources, and deferred inflows of resources). As a practical matter, the City prepares its budget using *working capital*, resources (cash)

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## BUDGET OVERVIEW

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available to fund day-to-day operations (calculated as current assets minus current liabilities).

### ***Use of Fund Balance***

The operating budget includes using fund balance 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 2017-18:

|                                    |          |
|------------------------------------|----------|
| Measure S 2006                     | -100,260 |
| Restricted Real Estate Maintenance | -10,325  |
| Recreation Fund                    | -151,212 |
| Building and Planning              | -313,217 |
| Refuse Management                  | -53,462  |
| Lighting and Landscape District    | -7,767   |

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.

### **Major Non-General Fund Revenue Sources**

#### **Gas Tax Fund**

Revenues are projected at \$528,732, \$134,837 above current year revenue estimates. This is the result of the recently adopted Governors budget which provides \$21,441 for loan repayments over a three year period to repay funds the State borrowed from the General Fund, and \$108,063 for Road Maintenance and Rehabilitation Account (RMRA) to provide additional funding for local streets and roads . Expenditures are projected at \$462,791 for FY 2017-18, an increase of \$33,511 above the current fiscal year. This is primarily the result of an increase in utility appropriations to more accurately reflect street lights utility costs.

#### **Police Grant Funds**

The Police Department receives a variety of grants and funding from 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 (SROs). 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

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## BUDGET OVERVIEW

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fund public safety services. These funds are being used to offset the costs of one SRO previously funded from WCCUSD.

### Recreation Funds

For all 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. A nexus fee study is planned for this fiscal year to determine if program fees are equitable.

FY 2017-18 revenue is projected to be \$253,163 less than the current year revenue. This is largely as a result of a reduction in Senior Club revenue due to the consolidation of Recreation programs into one fund, and the reduction of Youth Center and Youth Camp revenue due to reduced staffing and the need to maintain student-to-teacher ratios. Expenditures are projected to be \$72,061 less than current year expenditure appropriations largely due to the aforementioned changes in how we account for programs in the Senior Center and reduced staffing in the Youth Center and Youth Camp programs. Expenditures are projected to exceed revenue by \$151,212 using fund balance.

### Building and Planning Fund

FY 2017-18 revenues of \$830,850 are projected to be \$313,217 less than proposed expenditures of \$1,144,067. 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 prior to when they are 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. User fees for Development Services will be included as part of the nexus fee study planned for this fiscal year.

### Cable Television Fund

It is the direction of the City Council that the Pinole Community Television (PCTV) activity becomes 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.

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## BUDGET OVERVIEW

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FY 2017-18 revenue is projected to be \$235,585, \$163,505 less than expenditures of \$399,090. Accordingly, a continued \$55,000 operating contribution funded by Measure S 2014 is proposed to cover program revenue deficiencies. In addition, staff is recommending an operating contribution of \$110,566 allocation from General Fund to cover the balance of the projected deficit.

Efforts are underway to fully analyze all the services provided by PCTV and the costs associated to provide the services. Fees for PCTV will be reviewed as part of the nexus fee study planned this fiscal year. 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.

### **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 \$8.9 million, at fiscal year ending June 30, 2017. For FY 2017-18, "Pinole Only" operating revenues are projected at \$4,901,704. These annual revenues will continue to fund operations, which are shared on a percentage basis of flow with the City of Hercules. 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 \$26.6 million.

The City of Pinole is financing the entire portion of our share (\$26.6 million) of the Water Pollution Control Plant Upgrade Project through a low interest loan from the State Revolving Fund (SRF) Loan. Construction of the upgrade project began in May of 2016 will span over approximately 30 months ending in December 2018.

#### ***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 2017-18 is \$3,606,162. 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 \$1,839,143). The City of Pinole bills the City of Hercules on a monthly basis for their share of the costs.

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## BUDGET OVERVIEW

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### Depreciation Fund Established

Through the rate structure, the City is now including for the fifth 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.

### Collection System

The FY 2017-18 proposed budget for the Collection System is \$1,122,837. The budget is continuing the FY 2016-17 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 Council adopted a Five-Year Capital Improvement Plan on September 20, 2016. Staff anticipates returning to City Council on July 18, 2017 with a Proposed FY 2017-22 Five-Year Capital Improvement Plan with adoption on August 15, 2017.

Staff will continue progress on the Water Pollution Control Plant Upgrade Project in FY 2017-18 with estimated project completion in December 2018.

### Compensation and Benefits

Salaries and benefits make up the largest component of General Fund expenditures and represent all personnel-related costs. Current salary and benefit schedules are available online at: [www.ci.pinole.ca.us/personnel/salary.html](http://www.ci.pinole.ca.us/personnel/salary.html). There are currently four union-represented groups in the City: Pinole Police Employees Association, International Association of Firefighters Local 1230, Public Employees Union – Local 1, and AFSCME Local 512.

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## BUDGET OVERVIEW

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### Pension Plans

The City contributes to the California Public Employees' Retirement System ("PERS"), a cost-sharing, multiple-employer, public employee, defined benefit, pension plan. PERS provides retirement and disability benefits, annual cost-of-living adjustments, and death benefits to plan members and beneficiaries. PERS acts as a common investment and administrative agent for participating public entities within the State of California. Benefit provisions and all other requirements are established by state statute and City ordinance. Copies of PERS' annual financial report may be obtained from their executive office: 400 P Street, Sacramento, CA 95814.

*Funding Policy:* Miscellaneous Plan participants are required to contribute 8% of their annual covered salary, while Safety Plan participants are required to contribute 9% of their annual covered salary. The City as employer is required to contribute for the period July 1, 2017 to June 30, 2018 at an actuarially determined rate of 29.449% and 38.678% of annual covered payroll for miscellaneous and safety employees respectively.

The City entered into cost-sharing agreements with its union-represented and unrepresented employees whereby the City pays the employer contribution up to a cap of 8.509% and 11.500% for its miscellaneous and safety employees respectively. Employer contributions in excess of the 8.509% and 11.500% cap are shared (50% each) between the City and the employees.

### Other Post-Employment Benefits

In addition to the retirement pension benefits described above, the City sponsors and administers a single-employer healthcare plan for its employees. The plan includes healthcare coverage to long-service retirees. At retirement, employees can elect Blue Shield, Kaiser, PERS Care, or PERS Choice medical coverage through the City at the City's expense.

Employees hired before July 1, 2010 receive a City contribution toward their health premium equal that provided to current active employees. Employees hired after July 1, 2010 receive a City contribution toward their retiree health premium in an amount described by Government Code Section 22893 (the PERS vesting schedule) as shown below:

| Credited Years of Service | Percentage of Employer Contribution |
|---------------------------|-------------------------------------|
| 10                        | 50%                                 |
| 11                        | 55%                                 |
| 12                        | 60%                                 |
| 13                        | 65%                                 |
| 14                        | 70%                                 |
| 15                        | 75%                                 |
| 16                        | 80%                                 |
| 17                        | 85%                                 |
| 18                        | 90%                                 |
| 19                        | 95%                                 |
| 20 or more                | 100%                                |

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## BUDGET OVERVIEW

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*Funding Policy:* The City's contribution for each retiree is capped at the Kaiser BayArea/Sacramento family premium. The premium as of July 1, 2017 is \$1,931.07 per month. The City is currently funding the benefits on a pay-as-you-go basis.

### **Risk Management**

The City manages risk of loss related to torts, theft of, damage to, and destruction of assets, errors and omissions, injuries to employees, and natural disasters by participating in a public entity risk pool established under the Joint Exercise of Powers Act of the State of California. The City is a member of the Municipal Pooling Authority (MPA) of Northern California.

MPA provides coverage against the following types of risk of loss under the terms of the joint-powers agreement:

| <b>Type of Coverage (Deductible)</b>                                     | <b>Coverage Limits</b> |
|--|------------------------|
| Liability (\$25,000) including errors and omissions for public officials | \$29,000,000           |
| All Risk Fire and Property (\$5,000)                                     | \$1,000,000,000        |
| Workers' Compensation (no deductible)                                    | \$50,000,000           |
| Vehicle Physical Damage (\$3,000 for Police, \$2,000 all others)         | \$250,000              |



For the third consecutive year, the City of Pinole has received the Operating Budget Excellence 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 2017-18 BUDGET SUMMARIES**

**GENERAL FUND - 100**

|  | <b>FY 2013-14</b> | <b>FY 2014-15</b> | <b>FY 2015-16</b> | <b>FY 2016-17</b>     | <b>FY 2017-18</b> |
|--|-------------------|-------------------|-------------------|-----------------------|-------------------|
| <b>REVENUE:</b>                        | <b>ACTUAL</b>     | <b>ACTUAL</b>     | <b>ACTUAL</b>     | <b>REVISED BUDGET</b> | <b>PROPOSED</b>   |
| Property Tax                           | 1,645,604         | 1,910,358         | 2,037,204         | 2,288,800             | 2,560,503         |
| RPTTF and Passthrough Payments         | 1,055,633         | 3,190,018         | 1,344,448         | 680,798               | 579,690           |
| Sales Tax                              | 3,371,369         | 3,696,872         | 3,833,795         | 3,567,941             | 3,638,966         |
| Franchise Tax                          | 667,030           | 656,564           | 687,737           | 682,334               | 712,350           |
| Utility Users Tax                      | 1,880,224         | 1,843,618         | 1,876,317         | 1,819,059             | 1,912,350         |
| Other Tax                              | 574,582           | 708,456           | 763,252           | 700,000               | 780,000           |
| Intergovernmental                      | 1,462,286         | 1,799,252         | 1,925,491         | 1,684,346             | 1,694,815         |
| Permits                                | 36,572            | 47,115            | 94,698            | 57,275                | 50,000            |
| Service Charges                        | 407,651           | 373,161           | 395,363           | 380,500               | 1,339,500         |
| Fines & Forfeitures                    | 54,273            | 55,734            | 38,162            | 54,050                | 54,050            |
| Use of Money and Property              | 91,228            | 93,550            | 159,275           | 98,525                | 136,450           |
| Other Revenue                          | 33,184            | 75,836            | 165,694           | 26,000                | 22,000            |
| <b>SUB-TOTAL GENERAL FUND REVENUE</b>  | <b>11,279,636</b> | <b>14,450,534</b> | <b>13,321,436</b> | <b>12,039,628</b>     | <b>13,480,673</b> |
| Transfers In [1]                       | 577,173           | 280,073           | 49,398            | 200,000 [5]           | 200,000 [5]       |
| <b>TOTAL GENERAL FUND SOURCES</b>      | <b>11,856,809</b> | <b>14,730,607</b> | <b>13,370,834</b> | <b>12,239,628</b>     | <b>13,680,673</b> |
| <b>EXPENDITURES:</b>                   |                   |                   |                   |                       |                   |
| City Council                           | 68,865            | 69,677            | 64,539            | 106,612               | 111,247           |
| City Manager                           | 77,034            | 71,909            | 133,619           | 105,159               | 110,669           |
| City Clerk                             | 121,040           | 152,781           | 229,429           | 222,169               | 203,017           |
| City Treasurer                         | 12,884            | 11,405            | 3,698             | 14,717                | 8,443             |
| City Attorney                          | 222,916           | 112,273           | 312,911           | 205,000               | 215,775           |
| Finance                                | 343,382           | 365,698           | 383,416           | 361,585               | 399,311           |
| Human Resources                        | 254,175           | 247,138           | 309,596           | 274,875               | 310,607           |
| General Government                     | 1,115,583         | 1,146,122         | 1,223,439         | 1,146,027             | 1,415,139         |
| <b>Total Administrative</b>            | <b>2,215,879</b>  | <b>2,177,003</b>  | <b>2,660,647</b>  | <b>2,436,144</b>      | <b>2,774,208</b>  |
| Police Operations                      | 2,697,524         | 2,337,529         | 2,502,582         | 2,814,011             | 3,060,890         |
| Police Services                        | 860,855           | 931,665           | 1,017,906         | 1,094,833             | 1,051,742         |
| Dispatch                               | 998,886           | 1,027,956         | 1,038,837         | 1,077,805             | 1,463,189         |
| Fire                                   | 2,326,001         | 2,311,979         | 2,600,213         | 3,674,230 [3]         | 2,480,845         |
| <b>Total Public Safety</b>             | <b>6,883,266</b>  | <b>6,609,129</b>  | <b>7,159,538</b>  | <b>8,660,879</b>      | <b>8,056,666</b>  |
| Admin & Engineering                    | -                 | -                 | 229,701           | 150,510               | 124,991           |
| Vehicle Maintenance                    | 29,896            | 27,881            | 31,851            | 52,485                | 51,823            |
| Facility Maintenance                   | 401,157           | 485,148           | 538,802           | 414,953               | 436,813           |
| Park Maintenance                       | 178,097           | 164,281           | 159,086           | 261,028               | 248,473           |
| <b>Total Public Works</b>              | <b>609,150</b>    | <b>677,310</b>    | <b>959,440</b>    | <b>878,976</b>        | <b>862,100</b>    |
| Community Development                  | -2,964            | 0                 | 4,785             | 8,084                 | 67,467            |
| <b>Total Community Development</b>     | <b>-2,964</b>     | <b>0</b>          | <b>4,785</b>      | <b>8,084</b>          | <b>67,467</b>     |
| Recreation                             | 47                | 0                 | 0                 | 5,588                 | 0                 |
| <b>Total Recreation</b>                | <b>47</b>         | <b>0</b>          | <b>0</b>          | <b>5,588</b>          | <b>0</b>          |
| Debt Principal [4]                     | 310,711           | 271,771           | 264,718           | 518,662               | 513,740           |
| Debt Interest [4]                      | 280,173           | 271,834           | 289,749           | 229,638               | 254,560           |
| <b>Total Debt Service</b>              | <b>590,884</b>    | <b>543,605</b>    | <b>554,467</b>    | <b>748,300</b>        | <b>768,300</b>    |
| <b>SUB-TOTAL</b>                       |                   |                   |                   |                       |                   |
| Transfers Out [1]                      | 460,416           | 44,375            | 5,000             | 5,000                 | 115,566           |
| <b>TOTAL GENERAL FUND EXPENDITURES</b> | <b>10,756,678</b> | <b>10,051,422</b> | <b>11,343,877</b> | <b>12,742,971</b>     | <b>12,644,307</b> |
| <b>NET RESULTS</b>                     | <b>1,100,131</b>  | <b>4,679,185</b>  | <b>2,026,957</b>  | <b>-503,343</b>       | <b>1,036,366</b>  |
| <b>FUND BALANCE, JULY 1</b>            | <b>-3,222,404</b> | <b>-2,122,272</b> | <b>2,556,912</b>  | <b>4,583,869</b>      | <b>4,080,526</b>  |
| <b>FUND BALANCE, JUNE 30 [2]</b>       | <b>-2,122,272</b> | <b>2,556,912</b>  | <b>4,583,869</b>  | <b>4,080,526</b>      | <b>5,116,892</b>  |

[1] Refer to the Schedule of Transfers on page B-18 for details.

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

[3] PERB settlement approved at Quarter 1.

[4] Refer to Debt Obligations on B-16 and B-17.

[5] General Reserve allocation. Not for operations.

**CITY OF PINOLE**  
**FY 2017-18 BUDGET SUMMARIES**

**MEASURE S 2006 - 105**

|  | <b>FY 2013-14</b> | <b>FY 2014-15</b> | <b>FY 2015-16</b> | <b>FY 2016-17</b>     | <b>FY 2017-18</b> |
|--|-------------------|-------------------|-------------------|-----------------------|-------------------|
| <b>REVENUE:</b>                          | <b>ACTUAL</b>     | <b>ACTUAL</b>     | <b>ACTUAL</b>     | <b>REVISED BUDGET</b> | <b>PROPOSED</b>   |
| Sales Tax                                | 1,793,472         | 2,053,042         | 1,959,773         | 1,855,350             | 1,919,000         |
| Investment Earnings                      | 811               | 773               | 5,853             | 1,000                 | 1,000             |
| Refund & Rebates                         | 0                 | 510               | 0                 | 0                     | 0                 |
| Debt Proceeds                            | 458,000           | 0                 | 0                 | 0                     | 0                 |
| <b>TOTAL MEASURE S 2006 REVENUE</b>      | <b>2,252,283</b>  | <b>2,054,325</b>  | <b>1,965,626</b>  | <b>1,856,350</b>      | <b>1,920,000</b>  |
| <b>EXPENDITURES:</b>                     |                   |                   |                   |                       |                   |
| Finance                                  | 2,500             | 2,500             | 0                 | 0                     | 0                 |
| Police Operations                        | 858,214           | 1,129,824         | 1,124,952         | 1,283,066             | 1,340,312         |
| Dispatch                                 | 0                 | 0                 | 0                 | 281,232               | 25,000            |
| Fire                                     | 1,150,524         | 777,004           | 555,299           | 640,399               | 654,948           |
| NPDES                                    | 7,700             | 0                 | 0                 | 0                     | 0                 |
| <b>TOTAL MEASURE S 2006 EXPENDITURES</b> | <b>2,018,938</b>  | <b>1,909,328</b>  | <b>1,680,251</b>  | <b>2,204,697</b>      | <b>2,020,260</b>  |
| <b>NET RESULTS</b>                       | <b>233,345</b>    | <b>144,997</b>    | <b>285,375</b>    | <b>-348,347</b>       | <b>-100,260</b>   |
| <b>FUND BALANCE, JULY 1</b>              | <b>1,863,551</b>  | <b>2,096,896</b>  | <b>2,241,893</b>  | <b>2,527,268</b>      | <b>2,178,921</b>  |
| <b>FUND BALANCE, JUNE 30</b>             | <b>2,096,896</b>  | <b>2,241,893</b>  | <b>2,527,268</b>  | <b>2,178,921</b>      | <b>2,078,661</b>  |

**MEASURE S 2014 - 106**

|  | <b>FY 2013-14</b> | <b>FY 2014-15</b> | <b>FY 2015-16</b> | <b>FY 2016-17</b>     | <b>FY 2017-18</b> |
|--|-------------------|-------------------|-------------------|-----------------------|-------------------|
| <b>REVENUE:</b>                          | <b>ACTUAL</b>     | <b>ACTUAL</b>     | <b>ACTUAL</b>     | <b>REVISED BUDGET</b> | <b>PROPOSED</b>   |
| Sales Tax                                | 0                 | 378,656           | 2,065,627         | 1,855,350             | 1,919,000         |
| Sales Tax                                | 0                 | -8,414            | 0                 | 0                     | 0                 |
| Investment Earnings                      | 0                 | 0                 | 2,398             | 500                   | 1,000             |
| <b>TOTAL MEASURE S 2014 REVENUE</b>      | <b>0</b>          | <b>370,242</b>    | <b>2,068,025</b>  | <b>1,855,850</b>      | <b>1,920,000</b>  |
| <b>EXPENDITURES:</b>                     |                   |                   |                   |                       |                   |
| City Attorney                            | -                 | -                 | -                 | 25,000                | 45,000            |
| Finance                                  | -                 | -                 | -                 | 2,500                 | 5,000             |
| Information Systems                      | -                 | -                 | 103,618           | 280,000               | 95,000            |
| Police                                   | -                 | -                 | 38,156            | 98,837                | 154,554           |
| Dispatch                                 | -                 | -                 | -                 | 25,000                | 25,000            |
| Fire                                     | -                 | -                 | 18,683            | 253,962               | 262,259           |
| Public Works                             | -                 | -                 | 314,962           | 708,421               | 274,412           |
| Community Development                    | -                 | -                 | -                 | 5,000                 | 5,000             |
| Storm Water Collection                   | -                 | -                 | -                 | 125,000               | 200,000           |
| Recreation                               | -                 | -                 | 2,964             | 7,000                 | 7,000             |
| Cable Access TV                          | -                 | -                 | 30,616            | -                     | -                 |
| Transfers Out [1]                        | -                 | -                 | 441,000           | 841,364               | 775,000           |
| <b>TOTAL MEASURE S 2014 EXPENDITURES</b> | <b>0</b>          | <b>0</b>          | <b>949,999</b>    | <b>2,347,084</b>      | <b>1,848,225</b>  |
| <b>NET RESULTS</b>                       | <b>0</b>          | <b>370,242</b>    | <b>1,118,026</b>  | <b>-491,234</b>       | <b>71,775</b>     |
| <b>FUND BALANCE, JULY 1</b>              | <b>0</b>          | <b>0</b>          | <b>370,242</b>    | <b>1,488,268</b>      | <b>997,034</b>    |
| <b>FUND BALANCE, JUNE 30</b>             | <b>0</b>          | <b>370,242</b>    | <b>1,488,268</b>  | <b>997,034</b>        | <b>1,068,809</b>  |

[1] Refer to the Schedule of Transfers on page B-18 for details.

**CITY OF PINOLE**  
**FY 2017-18 BUDGET SUMMARIES**

**EQUIPMENT RESERVE - 160**

|  | FY 2013-14<br>ACTUAL | FY 2014-15<br>ACTUAL | FY 2015-16<br>ACTUAL | FY 2016-17<br>REVISED BUDGET | FY 2017-18<br>PROPOSED |
|--|----------------------|----------------------|----------------------|------------------------------|------------------------|
| <b>REVENUE:</b>                            |                      |                      |                      |                              |                        |
| ISF/Equipment Replacement                  | -                    | -                    | -                    | 120,000                      | 125,000                |
| Transfers In                               | -                    | 92,000               | -                    | -                            | -                      |
| <b>TOTAL EQUIPMENT RESERVE REVENUE</b>     | <b>-</b>             | <b>92,000</b>        | <b>-</b>             | <b>120,000</b>               | <b>125,000</b>         |
| <b>EXPENDITURES:</b>                       |                      |                      |                      |                              |                        |
| Police Department                          | 49,398               | 49,398               | 49,398               | -                            | -                      |
| <b>TOTAL EQUIPMENT RESERVE EXPENDITURE</b> | <b>49,398</b>        | <b>49,398</b>        | <b>49,398</b>        | <b>-</b>                     | <b>-</b>               |
| <b>NET RESULTS</b>                         | <b>-49,398</b>       | <b>42,602</b>        | <b>-49,398</b>       | <b>120,000</b>               | <b>125,000</b>         |
| <b>FUND BALANCE, JULY 1</b>                | <b>82,382</b>        | <b>32,984</b>        | <b>75,586</b>        | <b>26,188</b>                | <b>146,188</b>         |
| <b>FUND BALANCE, JUNE 30</b>               | <b>32,984</b>        | <b>75,586</b>        | <b>26,188</b>        | <b>146,188</b>               | <b>271,188</b>         |

**GAS TAX FUND - 200**

|                                   | FY 2013-14<br>ACTUAL | FY 2014-15<br>ACTUAL | FY 2015-16<br>ACTUAL | FY 2016-17<br>REVISED BUDGET | FY 2017-18<br>PROPOSED |
|-----------------------------------|----------------------|----------------------|----------------------|------------------------------|------------------------|
| <b>REVENUE:</b>                   |                      |                      |                      |                              |                        |
| Gas Tax #2106                     | 70,018               | 78,797               | 71,265               | 62,558                       | 70,582                 |
| Gas Tax #2107                     | 141,339              | 148,191              | 138,511              | 164,321                      | 140,703                |
| Gas Tax #2107.5                   | 4,000                | 8,000                | 4,000                | 4,000                        | 4,000                  |
| Gas Tax #2105                     | 132,125              | 115,247              | 106,372              | 118,330                      | 108,916                |
| Gas Tax #2103                     | -                    | 181,479              | 97,325               | 44,686                       | 75,027                 |
| Gas Tax Loan Repay                | -                    | -                    | -                    | -                            | 21,441                 |
| Gas Tax RMRA                      | -                    | -                    | -                    | -                            | 108,063                |
| Miscellaneous Revenue             | 280,180              | 2,816                | 928                  | -                            | -                      |
| <b>TOTAL GAS TAX REVENUE</b>      | <b>907,842</b>       | <b>537,346</b>       | <b>419,329</b>       | <b>393,895</b>               | <b>528,732</b>         |
| <b>EXPENDITURES:</b>              |                      |                      |                      |                              |                        |
| Public Works                      | 504,722              | 515,023              | 270,789              | 429,280                      | 462,791                |
| <b>TOTAL GAS TAX EXPENDITURES</b> | <b>504,722</b>       | <b>515,023</b>       | <b>270,789</b>       | <b>429,280</b>               | <b>462,791</b>         |
| <b>NET RESULTS</b>                | <b>403,120</b>       | <b>22,323</b>        | <b>148,540</b>       | <b>-35,385</b>               | <b>65,941</b>          |
| <b>FUND BALANCE, JULY 1</b>       | <b>12,911</b>        | <b>416,031</b>       | <b>438,354</b>       | <b>586,894</b>               | <b>551,509</b>         |
| <b>FUND BALANCE, JUNE 30</b>      | <b>416,031</b>       | <b>438,354</b>       | <b>586,894</b>       | <b>551,509</b>               | <b>617,450</b>         |

**RESTRICTED REAL ESTATE MAINTENANCE - 201**

|   | FY 2013-14<br>ACTUAL | FY 2014-15<br>ACTUAL | FY 2015-16<br>ACTUAL | FY 2016-17<br>REVISED BUDGET | FY 2017-18<br>PROPOSED |
|---|----------------------|----------------------|----------------------|------------------------------|------------------------|
| <b>REVENUE:</b>                               |                      |                      |                      |                              |                        |
| Investment Earnings                           | 248,948              | -                    | -                    | -                            | -                      |
| Rentals                                       | 1,150                | 150                  | -                    | 150                          | -                      |
| Lease Payments                                | 2,473                | 2,473                | -                    | 2,473                        | -                      |
| Ground Lease Rentals                          | 35,768               | 34,000               | 34,000               | 34,000                       | 34,000                 |
| Parking Lot Maintenance                       | 2,725                | 3,175                | 2,700                | 3,175                        | 3,175                  |
| Transfers In                                  | 91,500               | 80,000               | -                    | -                            | -                      |
| Gain on Sale of Asset                         | (21,899,748)         | -                    | -                    | -                            | -                      |
| <b>TOTAL REST. RE MAINTENANCE REVENUE</b>     | <b>(21,517,184)</b>  | <b>119,798</b>       | <b>36,700</b>        | <b>39,798</b>                | <b>37,175</b>          |
| <b>EXPENDITURES:</b>                          |                      |                      |                      |                              |                        |
| Public Works                                  | 51,699               | 47,455               | 48,762               | 47,500                       | 47,500                 |
| <b>TOTAL REST. RE MAINTENANCE EXPENDITURE</b> | <b>51,699</b>        | <b>47,455</b>        | <b>48,762</b>        | <b>47,500</b>                | <b>47,500</b>          |
| <b>NET RESULTS</b>                            | <b>-21,568,883</b>   | <b>72,343</b>        | <b>-12,062</b>       | <b>-7,702</b>                | <b>-10,325</b>         |
| <b>FUND BALANCE, JULY 1</b>                   | <b>21,640,390</b>    | <b>71,507</b>        | <b>143,850</b>       | <b>131,788</b>               | <b>124,086</b>         |
| <b>FUND BALANCE, JUNE 30</b>                  | <b>71,507</b>        | <b>143,850</b>       | <b>131,788</b>       | <b>124,086</b>               | <b>113,761</b>         |

**CITY OF PINOLE**  
**FY 2017-18 BUDGET SUMMARIES**

**PUBLIC SAFETY AUGMENTATION FUND - 203**

|                                | FY 2013-14<br>ACTUAL | FY 2014-15<br>ACTUAL | FY 2015-16<br>ACTUAL | FY 2016-17<br>REVISED BUDGET | FY 2017-18<br>PROPOSED |
|--------------------------------|----------------------|----------------------|----------------------|------------------------------|------------------------|
| <b>REVENUE:</b>                |                      |                      |                      |                              |                        |
| State Safety Sales Tax         | 159,101              | 164,853              | 164,902              | 150,000                      | 155,000                |
| Investment Earnings            | 2                    | 0                    | 357                  | 0                            |                        |
| <b>TOTAL PSAF REVENUE</b>      | <b>159,103</b>       | <b>164,853</b>       | <b>165,259</b>       | <b>150,000</b>               | <b>155,000</b>         |
| <b>EXPENDITURES:</b>           |                      |                      |                      |                              |                        |
| Police                         | 126,100              | 149,000              | -                    | 135,712                      | 150,857                |
| <b>TOTAL PSAF EXPENDITURES</b> | <b>126,100</b>       | <b>149,000</b>       | <b>0</b>             | <b>135,712</b>               | <b>150,857</b>         |
| <b>NET RESULTS</b>             | <b>33,003</b>        | <b>15,853</b>        | <b>165,259</b>       | <b>14,288</b>                | <b>4,143</b>           |
| <b>FUND BALANCE, JULY 1</b>    | <b>7,924</b>         | <b>40,927</b>        | <b>56,780</b>        | <b>222,039</b>               | <b>236,327</b>         |
| <b>FUND BALANCE, JUNE 30</b>   | <b>40,927</b>        | <b>56,780</b>        | <b>222,039</b>       | <b>236,327</b>               | <b>240,470</b>         |

**POLICE GRANTS - 204**

|   | FY 2013-14<br>ACTUAL | FY 2014-15<br>ACTUAL | FY 2015-16<br>ACTUAL | FY 2016-17<br>REVISED BUDGET | FY 2017-18<br>PROPOSED |
|---|----------------------|----------------------|----------------------|------------------------------|------------------------|
| <b>REVENUE:</b>                         |                      |                      |                      |                              |                        |
| LLEBG                                   | 217,663              | -                    | -                    | -                            |                        |
| Office of Traffic Safety                | -                    | -                    | 75,512               | 13,118                       |                        |
| Misc Grant - WCCUSD                     | 320,000              | 480,000              | 480,000              | 320,000                      | 320,000                |
| <b>TOTAL POLICE GRANTS REVENUE</b>      | <b>537,663</b>       | <b>480,000</b>       | <b>555,512</b>       | <b>333,118</b>               | <b>320,000</b>         |
| <b>EXPENDITURES:</b>                    |                      |                      |                      |                              |                        |
| Police Operations                       | 314                  | -                    | -                    | -                            | -                      |
| Police Grants                           | 566,327              | 568,382              | 492,812              | 320,000                      | 291,939                |
| OTS STEP Grant                          | -                    | -                    | 77,032               | 13,118                       | -                      |
| <b>TOTAL POLICE GRANTS EXPENDITURES</b> | <b>566,641</b>       | <b>568,382</b>       | <b>569,844</b>       | <b>333,118</b>               | <b>291,939</b>         |
| <b>NET RESULTS</b>                      | <b>-28,978</b>       | <b>-88,382</b>       | <b>-14,332</b>       | <b>0</b>                     | <b>28,061</b>          |
| <b>FUND BALANCE, JULY 1</b>             | <b>189,373</b>       | <b>160,395</b>       | <b>72,013</b>        | <b>57,681</b>                | <b>57,681</b>          |
| <b>FUND BALANCE, JUNE 30</b>            | <b>160,395</b>       | <b>72,013</b>        | <b>57,681</b>        | <b>57,681</b>                | <b>85,742</b>          |

**TRAFFIC SAFETY FUND - 205**

|   | FY 2013-14<br>ACTUAL | FY 2014-15<br>ACTUAL | FY 2015-16<br>ACTUAL | FY 2016-17<br>REVISED BUDGET | FY 2017-18<br>PROPOSED |
|---|----------------------|----------------------|----------------------|------------------------------|------------------------|
| <b>REVENUE:</b>                             |                      |                      |                      |                              |                        |
| Traffic Safety Fund                         | 51,776               | 59,850               | 50,994               | 57,750                       | 57,750                 |
| Investment Earnings                         | 19                   | 9                    | 188                  | -                            |                        |
| <b>TOTAL TRAFFIC SAFETY FUND REVENUE</b>    | <b>51,795</b>        | <b>59,859</b>        | <b>51,182</b>        | <b>57,750</b>                | <b>57,750</b>          |
| <b>EXPENDITURES:</b>                        |                      |                      |                      |                              |                        |
| Police                                      | 45,699               | 65,266               | 10,849               | 38,504                       | 26,285                 |
| <b>TOTAL TRAFFIC SAFETY FUND EXPENDITUR</b> | <b>45,699</b>        | <b>65,266</b>        | <b>10,849</b>        | <b>38,504</b>                | <b>26,285</b>          |
| <b>NET RESULTS</b>                          | <b>6,096</b>         | <b>-5,407</b>        | <b>40,333</b>        | <b>19,246</b>                | <b>31,465</b>          |
| <b>FUND BALANCE, JULY 1</b>                 | <b>43,107</b>        | <b>49,203</b>        | <b>43,796</b>        | <b>84,129</b>                | <b>103,375</b>         |
| <b>FUND BALANCE, JUNE 30</b>                | <b>49,203</b>        | <b>43,796</b>        | <b>84,129</b>        | <b>103,375</b>               | <b>134,840</b>         |

**CITY OF PINOLE**  
**FY 2017-18 BUDGET SUMMARIES**

**SLESF - 206**

|                                 | FY 2013-14<br>ACTUAL | FY 2014-15<br>ACTUAL | FY 2015-16<br>ACTUAL | FY 2016-17<br>REVISED BUDGET | FY 2017-18<br>PROPOSED |
|---------------------------------|----------------------|----------------------|----------------------|------------------------------|------------------------|
| <b>REVENUE:</b>                 |                      |                      |                      |                              |                        |
| AB3229/AB1913                   | 108,597              | 113,973              | 143,942              | 100,000                      | 100,000                |
| Investment Earnings             | (47)                 | -                    | 85                   | -                            | -                      |
| <b>TOTAL SLESF REVENUE</b>      | <b>108,550</b>       | <b>113,973</b>       | <b>144,027</b>       | <b>100,000</b>               | <b>100,000</b>         |
| <b>EXPENDITURES:</b>            |                      |                      |                      |                              |                        |
| Police Grants                   | 102,561              | 93,864               | 91,915               | 92,033                       | 96,657                 |
| <b>TOTAL SLESF EXPENDITURES</b> | <b>102,561</b>       | <b>93,864</b>        | <b>91,915</b>        | <b>92,033</b>                | <b>96,657</b>          |
| <b>NET RESULTS</b>              | <b>5,989</b>         | <b>20,109</b>        | <b>52,112</b>        | <b>7,967</b>                 | <b>3,343</b>           |
| <b>FUND BALANCE, JULY 1</b>     | <b>-6,438</b>        | <b>-449</b>          | <b>19,660</b>        | <b>71,772</b>                | <b>79,739</b>          |
| <b>FUND BALANCE, JUNE 30</b>    | <b>-449</b>          | <b>19,660</b>        | <b>71,772</b>        | <b>79,739</b>                | <b>83,082</b>          |

**NPDES STORM WATER FUND - 207**

|  | FY 2013-14<br>ACTUAL | FY 2014-15<br>ACTUAL | FY 2015-16<br>ACTUAL | FY 2016-17<br>REVISED BUDGET | FY 2017-18<br>PROPOSED |
|--|----------------------|----------------------|----------------------|------------------------------|------------------------|
| <b>REVENUE:</b>                            |                      |                      |                      |                              |                        |
| Investment Earnings                        | 9                    | -                    | 103                  | -                            | -                      |
| SUA Assessment                             | 263,895              | 267,008              | 263,990              | 315,768                      | 315,768                |
| Miscellaneous Revenue                      | (181)                | 2,000                | 902                  | -                            | -                      |
| <b>TOTAL NPDES STORM WATER REVENUE</b>     | <b>263,723</b>       | <b>269,008</b>       | <b>264,995</b>       | <b>315,768</b>               | <b>315,768</b>         |
| <b>EXPENDITURES:</b>                       |                      |                      |                      |                              |                        |
| NPDES STORM WATER                          | 224,594              | 184,293              | 161,107              | 315,768                      | 305,420                |
| <b>TOTAL NPDES STORM WATER EXPENDITURE</b> | <b>224,594</b>       | <b>184,293</b>       | <b>161,107</b>       | <b>315,768</b>               | <b>305,420</b>         |
| <b>NET RESULTS</b>                         | <b>39,129</b>        | <b>84,715</b>        | <b>103,888</b>       | <b>0</b>                     | <b>10,348</b>          |
| <b>FUND BALANCE, JULY 1</b>                | <b>-133,994</b>      | <b>-94,865</b>       | <b>-10,150</b>       | <b>93,738</b>                | <b>93,738</b>          |
| <b>FUND BALANCE, JUNE 30</b>               | <b>-94,865</b>       | <b>-10,150</b>       | <b>93,738</b>        | <b>93,738</b>                | <b>104,086</b>         |

**CITY OF PINOLE**  
**FY 2017-18 BUDGET SUMMARIES**

**RECREATION FUND - 209**

|                                      | <b>FY 2013-14</b> | <b>FY 2014-15</b> | <b>FY 2015-16</b> | <b>FY 2016-17</b>     | <b>FY 2017-18</b> |
|--------------------------------------|-------------------|-------------------|-------------------|-----------------------|-------------------|
| <b>REVENUE:</b>                      | <b>ACTUAL</b>     | <b>ACTUAL</b>     | <b>ACTUAL</b>     | <b>REVISED BUDGET</b> | <b>PROPOSED</b>   |
| Recreation Administration            | 73,854            | 174,581           | 43,005            | 47,247                | 27,500            |
| Senior Center                        | 557,207           | 564,895           | 570,830           | 547,450               | 397,200           |
| Swim Center                          | 37,178            | 48,824            | 47,058            | 52,500                | 52,500            |
| Memorial Hall                        | 5,300             | 5,600             | -                 | 5,300                 | 5,600             |
| Tiny Tots                            | 155,540           | 167,432           | 187,547           | 197,418               | 195,568           |
| Performing Arts                      | 46,344            | 45,239            | 49,464            | 44,900                | 44,720            |
| Tennis                               | 2,624             | 1,020             | 440               | 2,750                 | 1,500             |
| Youth Camp                           | 100,158           | 73,593            | 69,261            | 117,350               | 66,684            |
| Youth Center                         | 133,067           | 132,034           | 181,250           | 160,495               | 130,975           |
| <b>TOTAL RECREATION REVENUE</b>      | <b>1,111,272</b>  | <b>1,213,218</b>  | <b>1,148,855</b>  | <b>1,175,410</b>      | <b>922,247</b>    |
| <b>EXPENDITURES:</b>                 |                   |                   |                   |                       |                   |
| Recreation Administration            | 129,534           | 142,738           | 158,954           | 150,147               | 186,227           |
| Senior Center                        | 485,289           | 559,960           | 530,149           | 566,168               | 465,272           |
| Swim Center                          | 34,145            | 34,760            | 34,248            | 40,544                | 36,803            |
| Memorial Hall                        | 4,547             | 6,674             | 4,177             | 4,600                 | 4,838             |
| Tiny Tots                            | 137,142           | 166,554           | 104,016           | 100,020               | 107,495           |
| Performing Arts                      | 46,802            | 42,108            | 34,784            | 44,000                | 40,007            |
| Tennis                               | 2,078             | 1,591             | 2,220             | 2,500                 | 3,495             |
| Youth Camp                           | 64,531            | 38,630            | 40,415            | 68,368                | 48,679            |
| Youth Center                         | 134,454           | 203,247           | 141,758           | 169,173               | 180,643           |
| <b>TOTAL RECREATION EXPENDITURES</b> | <b>1,038,522</b>  | <b>1,196,262</b>  | <b>1,050,721</b>  | <b>1,145,520</b>      | <b>1,073,459</b>  |
| <b>NET RESULTS</b>                   | <b>72,750</b>     | <b>16,956</b>     | <b>98,134</b>     | <b>29,890</b>         | <b>-151,212</b>   |
| <b>FUND BALANCE, JULY 1</b>          | <b>64,956</b>     | <b>137,706</b>    | <b>154,662</b>    | <b>252,796</b>        | <b>282,686</b>    |
| <b>FUND BALANCE, JUNE 30</b>         | <b>137,706</b>    | <b>154,662</b>    | <b>252,796</b>    | <b>282,686</b>        | <b>131,474</b>    |

**CITY OF PINOLE**  
**FY 2017-18 BUDGET SUMMARIES**

**BUILDING & PLANNING FUND - 212**

|  | FY 2013-14<br>ACTUAL | FY 2014-15<br>ACTUAL | FY 2015-16<br>ACTUAL | FY 2016-17<br>REVISED BUDGET | FY 2017-18<br>PROPOSED |
|--|----------------------|----------------------|----------------------|------------------------------|------------------------|
| <b>REVENUE:</b>                              |                      |                      |                      |                              |                        |
| Business License                             | -                    | 3,210                | 1,308                | 1,800                        | 1,800                  |
| Permits                                      | 360,553              | 301,492              | 720,793              | 645,900                      | 609,550                |
| Service Charges                              | 131,982              | 208,651              | 332,682              | 192,300                      | 213,000                |
| Other Revenue                                | (221)                | 23,529               | 31,963               | 9,400                        | 6,500                  |
| <b>TOTAL PLANNING &amp; BUILDING REVENUE</b> | <b>492,314</b>       | <b>536,882</b>       | <b>1,086,746</b>     | <b>849,400</b>               | <b>830,850</b>         |

**EXPENDITURES:**

|   |                |                |                |                |                  |
|---|----------------|----------------|----------------|----------------|------------------|
| Community Development                             | 177,257        | 218,333        | 197,119        | 337,465        | 416,719          |
| Building Division                                 | 231,275        | 307,021        | 528,778        | 613,010        | 727,348          |
| <b>TOTAL PLANNING &amp; BUILDING EXPENDITURES</b> | <b>408,532</b> | <b>525,354</b> | <b>725,897</b> | <b>950,475</b> | <b>1,144,067</b> |

**NET RESULTS**

**83,782      11,528      360,849      -101,075      -313,217**

**FUND BALANCE, JULY 1**

**278,415      362,197      373,725      734,574      633,499**

**FUND BALANCE, JUNE 30**

**362,197      373,725      734,574      633,499      320,282**

**REFUSE MANAGEMENT FUND - 213**

|                                  | FY 2013-14<br>ACTUAL | FY 2014-15<br>ACTUAL | FY 2015-16<br>ACTUAL | FY 2016-17<br>REVISED BUDGET | FY 2017-18<br>PROPOSED |
|----------------------------------|----------------------|----------------------|----------------------|------------------------------|------------------------|
| <b>REVENUE:</b>                  |                      |                      |                      |                              |                        |
| Intergovernmental                | 71,053               | 60,727               | 493,214              | 60,060                       | 60,060                 |
| <b>TOTAL REFUSE MGMT REVENUE</b> | <b>71,053</b>        | <b>60,727</b>        | <b>493,214</b>       | <b>60,060</b>                | <b>60,060</b>          |

**EXPENDITURES:**

|                                       |                |               |               |                |                |
|---------------------------------------|----------------|---------------|---------------|----------------|----------------|
| Source Reduction                      | 100,942        | 72,574        | 49,438        | 212,712        | 113,522        |
| <b>TOTAL REFUSE MGMT EXPENDITURES</b> | <b>100,942</b> | <b>72,574</b> | <b>49,438</b> | <b>212,712</b> | <b>113,522</b> |

**NET RESULTS**

**-29,889      -11,847      443,776      -152,652      -53,462**

**FUND BALANCE, JULY 1**

**334,915      305,026      293,179      736,955      584,303**

**FUND BALANCE, JUNE 30**

**305,026      293,179      736,955      584,303      530,841**

**SOLID WASTE FUND - 214**

|                                  | FY 2013-14<br>ACTUAL | FY 2014-15<br>ACTUAL | FY 2015-16<br>ACTUAL | FY 2016-17<br>REVISED BUDGET | FY 2017-18<br>PROPOSED |
|----------------------------------|----------------------|----------------------|----------------------|------------------------------|------------------------|
| <b>REVENUE:</b>                  |                      |                      |                      |                              |                        |
| Capital Projects                 | 222,955              | 212,122              | 220,629              | -                            | 220,000                |
| Investment Earnings              | -                    | 132                  | 1,563                | -                            | -                      |
| <b>TOTAL SOLID WASTE REVENUE</b> | <b>222,955</b>       | <b>212,254</b>       | <b>222,192</b>       | <b>0</b>                     | <b>220,000</b>         |

**EXPENDITURES:**

|                                       |          |          |                |          |          |
|---------------------------------------|----------|----------|----------------|----------|----------|
| City Street Improvements              | -        | -        | 310,000        | -        | -        |
| ARTERIAL ST IMP                       | -        | -        | 310,000        | -        | -        |
| <b>TOTAL SOLID WASTE EXPENDITURES</b> | <b>-</b> | <b>-</b> | <b>310,000</b> | <b>-</b> | <b>-</b> |

**NET RESULTS**

**222,955      212,254      -87,808      0      220,000**

**FUND BALANCE, JULY 1**

**0      222,955      435,209      347,401      347,401**

**FUND BALANCE, JUNE 30**

**222,955      435,209      347,401      347,401      567,401**

**CITY OF PINOLE**  
**FY 2017-18 BUDGET SUMMARIES**

**MEASURE J FUND - 215**

|                                     | <b>FY 2013-14</b> | <b>FY 2014-15</b> | <b>FY 2015-16</b> | <b>FY 2016-17</b>     | <b>FY 2017-18</b> |
|-------------------------------------|-------------------|-------------------|-------------------|-----------------------|-------------------|
| <b>REVENUE:</b>                     | <b>ACTUAL</b>     | <b>ACTUAL</b>     | <b>ACTUAL</b>     | <b>REVISED BUDGET</b> | <b>PROPOSED</b>   |
| Measure C                           | 330,683           | 378,476           | 338,773           | 303,590               | 303,590           |
| Investment Earnings                 | 176               | 181               | 1,886             | -                     | -                 |
| <b>TOTAL MEASURE J REVENUE</b>      | <b>330,859</b>    | <b>378,657</b>    | <b>340,659</b>    | <b>303,590</b>        | <b>303,590</b>    |
| <b>EXPENDITURES:</b>                |                   |                   |                   |                       |                   |
| Public Works                        | 87,611            | 95,643            | 93,860            | 145,356               | 138,805           |
| Capital Projects                    | 441,560           | 3,000             | 599,760           | 127,177               | 45,720            |
| <b>TOTAL MEASURE J EXPENDITURES</b> | <b>529,171</b>    | <b>98,643</b>     | <b>693,620</b>    | <b>272,533</b>        | <b>184,525</b>    |
| <b>NET RESULTS</b>                  | <b>-198,312</b>   | <b>280,014</b>    | <b>-352,961</b>   | <b>31,057</b>         | <b>119,065</b>    |
| <b>FUND BALANCE, JULY 1</b>         | <b>651,170</b>    | <b>452,858</b>    | <b>732,872</b>    | <b>379,911</b>        | <b>410,968</b>    |
| <b>FUND BALANCE, JUNE 30</b>        | <b>452,858</b>    | <b>732,872</b>    | <b>379,911</b>    | <b>410,968</b>        | <b>530,033</b>    |

**HOUSING LAND HELD FOR RESALE - 285**

|                                   | <b>FY 2013-14</b> | <b>FY 2014-15</b> | <b>FY 2015-16</b> | <b>FY 2016-17</b>     | <b>FY 2017-18</b> |
|-----------------------------------|-------------------|-------------------|-------------------|-----------------------|-------------------|
| <b>REVENUE:</b>                   | <b>ACTUAL</b>     | <b>ACTUAL</b>     | <b>ACTUAL</b>     | <b>REVISED BUDGET</b> | <b>PROPOSED</b>   |
| Other Revenue                     | 231,518           | 682,459           | 93,496            | 75,000                | 75,000            |
| Ground Lease Rentals              | 56,111            | 42,083            | 64,182            | 72,253                | 72,253            |
| Miscellaneous Revenue             | -                 | -                 | -                 | 35,000                | 35,000            |
| Principal Loan Repayment          | 108,021           | 45,666            | 11,180            | 65,000                | 65,000            |
| Interest Loan Repayment           | 116,153           | 226,834           | 74,669            | 16,000                | 16,000            |
| Gain on Sale of Asset             | (734,528)         | -                 | -                 | -                     | -                 |
| <b>TOTAL HOUSING REVENUE</b>      | <b>(222,725)</b>  | <b>997,042</b>    | <b>243,527</b>    | <b>263,253</b>        | <b>263,253</b>    |
| <b>EXPENDITURES:</b>              |                   |                   |                   |                       |                   |
| Housing Administration            | 290,747           | 101,165           | 55,173            | 100,370               | 189,996           |
| <b>TOTAL HOUSING EXPENDITURES</b> | <b>290,747</b>    | <b>181,165</b>    | <b>55,173</b>     | <b>100,370</b>        | <b>189,996</b>    |
| <b>NET RESULTS</b>                | <b>-513,472</b>   | <b>815,877</b>    | <b>188,354</b>    | <b>162,883</b>        | <b>73,257</b>     |
| <b>FUND BALANCE, JULY 1</b>       | <b>861,666</b>    | <b>348,194</b>    | <b>1,164,071</b>  | <b>1,352,425</b>      | <b>1,515,308</b>  |
| <b>FUND BALANCE, JUNE 30</b>      | <b>348,194</b>    | <b>1,164,071</b>  | <b>1,352,425</b>  | <b>1,515,308</b>      | <b>1,588,565</b>  |

**CITY OF PINOLE**  
**FY 2017-18 BUDGET SUMMARIES**

**LIGHTING & LANDSCAPE DISTRICTS FUND - 310**

|                                      | FY 2013-14<br>ACTUAL | FY 2014-15<br>ACTUAL | FY 2015-16<br>ACTUAL | FY 2016-17<br>REVISED BUDGET | FY 2017-18<br>PROPOSED |
|--------------------------------------|----------------------|----------------------|----------------------|------------------------------|------------------------|
| <b>REVENUE:</b>                      |                      |                      |                      |                              |                        |
| Damage & Recoveries                  | -                    | 13,175               | -                    | -                            | -                      |
| L & L Assessment                     | 33,361               | 20,401               | 34,711               | 33,870                       | 33,870                 |
| Transfers In [1]                     | -                    | -                    | 5,000                | 5,000                        | 5,000                  |
| <b>TOTAL L &amp; L REVENUE</b>       | <b>33,361</b>        | <b>33,576</b>        | <b>39,711</b>        | <b>38,870</b>                | <b>38,870</b>          |
| <b>EXPENDITURES:</b>                 |                      |                      |                      |                              |                        |
| LL&D/Zone A-Pinole Valley Road North | 19,522               | 25,273               | 14,599               | 24,128                       | 26,726                 |
| LL&D/Zone B-Pinole Valley Road South | 17,608               | 16,104               | 13,701               | 19,842                       | 19,911                 |
| <b>TOTAL L &amp; L EXPENDITURES</b>  | <b>37,130</b>        | <b>41,377</b>        | <b>28,300</b>        | <b>43,970</b>                | <b>46,637</b>          |
| <b>NET RESULTS</b>                   | <b>-3,769</b>        | <b>-7,801</b>        | <b>11,411</b>        | <b>-5,100</b>                | <b>-7,767</b>          |
| <b>FUND BALANCE, JULY 1</b>          | <b>24,072</b>        | <b>20,303</b>        | <b>12,502</b>        | <b>23,913</b>                | <b>18,813</b>          |
| <b>FUND BALANCE, JUNE 30</b>         | <b>20,303</b>        | <b>12,502</b>        | <b>23,913</b>        | <b>18,813</b>                | <b>11,046</b>          |

**PINOLE VALLEY CARETAKER FUND - 317**

|  | FY 2013-14<br>ACTUAL | FY 2014-15<br>ACTUAL | FY 2015-16<br>ACTUAL | FY 2016-17<br>REVISED BUDGET | FY 2017-18<br>PROPOSED |
|--|----------------------|----------------------|----------------------|------------------------------|------------------------|
| <b>REVENUE:</b>                        |                      |                      |                      |                              |                        |
| Rentals                                | 15,000               | 15,000               | 15,000               | 15,000                       | 15,000                 |
| <b>TOTAL PV CARETAKER REVENUE</b>      | <b>15,000</b>        | <b>15,000</b>        | <b>15,000</b>        | <b>15,000</b>                | <b>15,000</b>          |
| <b>EXPENDITURES:</b>                   |                      |                      |                      |                              |                        |
| Public Works                           | 15,169               | 14,600               | 15,094               | 14,824                       | 14,749                 |
| <b>TOTAL PV CARETAKER EXPENDITURES</b> | <b>15,169</b>        | <b>14,600</b>        | <b>15,094</b>        | <b>14,824</b>                | <b>14,749</b>          |
| <b>NET RESULTS</b>                     | <b>-169</b>          | <b>400</b>           | <b>-94</b>           | <b>176</b>                   | <b>251</b>             |
| <b>FUND BALANCE, JULY 1</b>            | <b>203</b>           | <b>34</b>            | <b>434</b>           | <b>340</b>                   | <b>516</b>             |
| <b>FUND BALANCE, JUNE 30</b>           | <b>34</b>            | <b>434</b>           | <b>340</b>           | <b>516</b>                   | <b>767</b>             |

[1] Refer to the Schedule of Transfers on page B-18 for details.

**CITY OF PINOLE**  
**FY 2017-18 BUDGET SUMMARIES**

**CITY STREET IMPROVEMENTS FUND - 325**

|  | <b>FY 2013-14<br/>ACTUAL</b> | <b>FY 2014-15<br/>ACTUAL</b> | <b>FY 2015-16<br/>ACTUAL</b> | <b>FY 2016-17<br/>REVISED BUDGET</b> | <b>FY 2017-18<br/>PROPOSED</b> |
|--|------------------------------|------------------------------|------------------------------|--------------------------------------|--------------------------------|
| <b>REVENUE:</b>                              |                              |                              |                              |                                      |                                |
| Refund & Rebates                             | 5,800                        | -                            | -                            | -                                    | -                              |
| Transfers In [1]                             | -                            | -                            | 250,000                      | 250,000                              | 225,000                        |
| <b>TOTAL CITY STREET IMPROVEMENT REVENUE</b> | <b>-</b>                     | <b>-</b>                     | <b>250,000</b>               | <b>250,000</b>                       | <b>225,000</b>                 |
| <b>EXPENDITURES:</b>                         |                              |                              |                              |                                      |                                |
| Capital Projects                             | 649,933                      | 56,315                       | 21,712                       | 500,000                              | 225,000                        |
| <b>TOTAL CITY STREET IMPROVEMENT EXPENSE</b> | <b>649,933</b>               | <b>56,315</b>                | <b>21,712</b>                | <b>500,000</b>                       | <b>225,000</b>                 |
| <b>NET RESULTS</b>                           | <b>(649,933)</b>             | <b>(56,315)</b>              | <b>228,288</b>               | <b>(250,000)</b>                     | <b>-</b>                       |
| <b>FUND BALANCE, JULY 1</b>                  | <b>987,659</b>               | <b>337,726</b>               | <b>281,411</b>               | <b>509,699</b>                       | <b>259,699</b>                 |
| <b>FUND BALANCE, JUNE 30</b>                 | <b>337,726</b>               | <b>281,411</b>               | <b>509,699</b>               | <b>259,699</b>                       | <b>259,699</b>                 |

**ARTERIAL REHABILITATION FUND - 377**

|  | <b>FY 2013-14<br/>ACTUAL</b> | <b>FY 2014-15<br/>ACTUAL</b> | <b>FY 2015-16<br/>ACTUAL</b> | <b>FY 2016-17<br/>REVISED BUDGET</b> | <b>FY 2017-18<br/>PROPOSED</b> |
|--|------------------------------|------------------------------|------------------------------|--------------------------------------|--------------------------------|
| <b>REVENUE:</b>                          |                              |                              |                              |                                      |                                |
| Intergovernmental                        | -                            | -                            | 382,636                      | -                                    | -                              |
| Transfers In [1]                         | -                            | -                            | 100,000                      | 250,000                              | 250,000                        |
| <b>TOTAL ARTERIAL REHAB REVENUE</b>      | <b>-</b>                     | <b>-</b>                     | <b>482,636</b>               | <b>250,000</b>                       | <b>250,000</b>                 |
| <b>EXPENDITURES:</b>                     |                              |                              |                              |                                      |                                |
| Capital Projects                         | -                            | -                            | 218,205                      | 350,000                              | 250,000                        |
| <b>TOTAL ARTERIAL REHAB EXPENDITURES</b> | <b>-</b>                     | <b>-</b>                     | <b>218,205</b>               | <b>350,000</b>                       | <b>250,000</b>                 |
| <b>NET RESULTS</b>                       | <b>-</b>                     | <b>-</b>                     | <b>264,431</b>               | <b>(100,000)</b>                     | <b>-</b>                       |
| <b>FUND BALANCE, JULY 1</b>              | <b>-</b>                     | <b>-</b>                     | <b>-</b>                     | <b>264,431</b>                       | <b>164,431</b>                 |
| <b>FUND BALANCE, JUNE 30</b>             | <b>-</b>                     | <b>-</b>                     | <b>264,431</b>               | <b>164,431</b>                       | <b>164,431</b>                 |

[1] Refer to the Schedule of Transfers on page B-18 for details.

**CITY OF PINOLE**  
**FY 2017-18 BUDGET SUMMARIES**

**SEWER ENTERPRISE FUND - 500**

|                                       | <b>FY 2013-14</b> | <b>FY 2014-15</b> | <b>FY 2015-16</b> | <b>FY 2016-17</b>     | <b>FY 2017-18</b> |
|---------------------------------------|-------------------|-------------------|-------------------|-----------------------|-------------------|
| <b>REVENUE:</b>                       | <b>ACTUAL</b>     | <b>ACTUAL</b>     | <b>ACTUAL</b>     | <b>REVISED BUDGET</b> | <b>PROPOSED</b>   |
| Charges for Services                  | 5,670,160         | 6,024,646         | 6,117,244         | 7,214,424             | 7,214,424         |
| Other Revenue                         | 5,219             | 8,692             | 30,288            | -                     | -                 |
| <b>TOTAL SEWER ENTERPRISE REVENUE</b> | <b>5,675,379</b>  | <b>6,033,338</b>  | <b>6,147,532</b>  | <b>7,214,424</b>      | <b>7,214,424</b>  |
| <b>EXPENSES:</b>                      |                   |                   |                   |                       |                   |
| Sewer Treatment Plant                 | 3,230,191         | 3,147,983         | 3,020,001         | 3,560,405             | 3,606,162         |
| Sewer Collection                      | 535,184           | 623,780           | 604,971           | 1,181,149             | 1,122,837         |
| WPCP Equipment & Debt Service         | 434,949           | 410,772           | 910,225           | 636,488               | 526,948           |
| Depreciation Expense                  | 660,644           | 646,842           | 783,754           | 580,000               | 580,000           |
| <b>TOTAL SEWER ENTERPRISE EXPENSE</b> | <b>4,860,968</b>  | <b>4,829,377</b>  | <b>5,318,951</b>  | <b>5,958,042</b>      | <b>5,835,947</b>  |
| <b>NET RESULTS</b>                    | <b>814,411</b>    | <b>1,203,961</b>  | <b>828,581</b>    | <b>1,256,382</b>      | <b>1,378,477</b>  |
| <b>FUND BALANCE, JULY 1</b>           | <b>4,792,415</b>  | <b>5,606,826</b>  | <b>6,810,787</b>  | <b>7,639,368</b>      | <b>8,895,750</b>  |
| <b>FUND BALANCE, JUNE 30</b>          | <b>5,606,826</b>  | <b>6,810,787</b>  | <b>7,639,368</b>  | <b>8,895,750</b>      | <b>10,274,227</b> |

**PLANT EXPANSION FUND - 503**

|                                      | <b>FY 2013-14</b> | <b>FY 2014-15</b> | <b>FY 2015-16</b> | <b>FY 2016-17</b>     | <b>FY 2017-18</b> |
|--------------------------------------|-------------------|-------------------|-------------------|-----------------------|-------------------|
| <b>REVENUE:</b>                      | <b>ACTUAL</b>     | <b>ACTUAL</b>     | <b>ACTUAL</b>     | <b>REVISED BUDGET</b> | <b>PROPOSED</b>   |
| Capital Project Reimbursements       | 786,537           | 887,140           | 1,414,569         | 12,861,987            | 18,277,900        |
| <b>TOTAL PLANT EXPANSION REVENUE</b> | <b>786,537</b>    | <b>887,140</b>    | <b>1,414,569</b>  | <b>12,861,987</b>     | <b>18,277,900</b> |
| <b>EXPENSES:</b>                     |                   |                   |                   |                       |                   |
| Sewer Projects                       | -                 | 53,881            | 40,241            | 12,811,987            | 18,277,900        |
| <b>TOTAL PLANT EXPANSION EXPENSE</b> | <b>-</b>          | <b>53,881</b>     | <b>40,241</b>     | <b>12,811,987</b>     | <b>18,277,900</b> |
| <b>NET RESULTS</b>                   | <b>786,537</b>    | <b>833,259</b>    | <b>1,374,328</b>  | <b>50,000</b>         | <b>-</b>          |
| <b>FUND BALANCE, JULY 1</b>          | <b>8,519</b>      | <b>795,056</b>    | <b>1,628,315</b>  | <b>3,002,643</b>      | <b>3,052,643</b>  |
| <b>FUND BALANCE, JUNE 30</b>         | <b>795,056</b>    | <b>1,628,315</b>  | <b>3,002,643</b>  | <b>3,052,643</b>      | <b>3,052,643</b>  |

**CABLE ACCESS TV FUND - 505**

|   | <b>FY 2013-14</b> | <b>FY 2014-15</b> | <b>FY 2015-16</b> | <b>FY 2016-17</b>     | <b>FY 2017-18</b> |
|---|-------------------|-------------------|-------------------|-----------------------|-------------------|
| <b>REVENUE:</b>                           | <b>ACTUAL</b>     | <b>ACTUAL</b>     | <b>ACTUAL</b>     | <b>REVISED BUDGET</b> | <b>PROPOSED</b>   |
| Franchise-Cable                           | 31,382            | 57,332            | 59,593            | 62,651                | 50,000            |
| Video Production                          | 99,806            | 93,609            | 108,251           | 96,500                | 123,585           |
| PEG Access Fees                           | 56,206            | 57,615            | 58,525            | 59,200                | 59,000            |
| Other Revenue                             | 30,296            | 10,069            | 5,587             | 5,500                 | 3,000             |
| Investment Earnings                       | 10                | 0                 | 0                 | 0                     | 0                 |
| Contributions                             | 87                | 1,530             | 1,895             | 0                     | 0                 |
| Contributions-Special Events              | 30,199            | 8,539             | 3,692             | 5,500                 | 3,000             |
| <b>TOTAL CABLE ACCESS TV REVENUE</b>      | <b>217,690</b>    | <b>218,625</b>    | <b>231,956</b>    | <b>223,851</b>        | <b>235,585</b>    |
| Transfers In [1]                          | 9,375             | 9,375             | 55,000            | 96,364                | 165,566           |
| <b>TOTAL CABLE ACCESS TV SOURCES</b>      | <b>227,065</b>    | <b>228,000</b>    | <b>286,956</b>    | <b>320,215</b>        | <b>401,151</b>    |
| <b>EXPENDITURES:</b>                      |                   |                   |                   |                       |                   |
| Cable Access TV                           | 274,808           | 275,443           | 285,864           | 320,040               | 399,090           |
| <b>TOTAL CABLE ACCESS TV EXPENDITURES</b> | <b>274,808</b>    | <b>275,443</b>    | <b>285,864</b>    | <b>320,040</b>        | <b>399,090</b>    |
| <b>NET RESULTS</b>                        | <b>-47,743</b>    | <b>-47,443</b>    | <b>1,092</b>      | <b>175</b>            | <b>2,061</b>      |
| <b>FUND BALANCE, JULY 1</b>               | <b>63,138</b>     | <b>15,395</b>     | <b>-32,048</b>    | <b>-30,956</b>        | <b>-30,781</b>    |
| <b>FUND BALANCE, JUNE 30</b>              | <b>15,395</b>     | <b>-32,048</b>    | <b>-30,956</b>    | <b>-30,781</b>        | <b>-28,720</b>    |

[1] Refer to the Schedule of Transfers on page B-18 for details.

**CITY OF PINOLE**  
**FY 2017-18 BUDGET SUMMARIES**

**INFORMATION SYSTEMS FUND - 525**

|  | <b>FY 2013-14</b> | <b>FY 2014-15</b> | <b>FY 2015-16</b> | <b>FY 2016-17</b>     | <b>FY 2017-18</b> |
|--|-------------------|-------------------|-------------------|-----------------------|-------------------|
| <b>EXPENSES:</b>                         | <b>ACTUAL</b>     | <b>ACTUAL</b>     | <b>ACTUAL</b>     | <b>REVISED BUDGET</b> | <b>PROPOSED</b>   |
| Information Sys                          | 513,442           | 511,692           | 559,653           | 816,656               | 736,239           |
| IS Charges                               | (500,458)         | (497,982)         | (565,961)         | (637,900)             | (736,239)         |
| <b>TOTAL INFORMATION SYSTEMS EXPENSE</b> | <b>12,984</b>     | <b>13,710</b>     | <b>(6,308)</b>    | <b>178,756</b>        | <b>-</b>          |
| <b>NET RESULTS</b>                       | <b>12,984</b>     | <b>13,710</b>     | <b>(6,308)</b>    | <b>178,756</b>        | <b>-</b>          |
| <b>FUND BALANCE, JULY 1</b>              | <b>6,160</b>      | <b>19,144</b>     | <b>32,854</b>     | <b>26,546</b>         | <b>205,302</b>    |
| <b>FUND BALANCE, JUNE 30</b>             | <b>19,144</b>     | <b>32,854</b>     | <b>26,546</b>     | <b>205,302</b>        | <b>205,302</b>    |

**RECOGNIZED OBLIGATION RETIREMENT FUND - 750**

|                           | <b>FY 2013-14</b> | <b>FY 2014-15</b> | <b>FY 2015-16</b> | <b>FY 2016-17</b>     | <b>FY 2017-18</b> |
|---------------------------|-------------------|-------------------|-------------------|-----------------------|-------------------|
| <b>REVENUE:</b>           | <b>ACTUAL</b>     | <b>ACTUAL</b>     | <b>ACTUAL</b>     | <b>REVISED BUDGET</b> | <b>PROPOSED</b>   |
| Property Tax              | 4,971,158         | 5,158,035         | 3,631,188         | 253,500               | 253,500           |
| Use of Money & Property   | 299,745           | 198,419           | 146,514           | -                     | -                 |
| Gain on Sale of Asset     | 23,000,106        | -                 | -                 | -                     | -                 |
| <b>TOTAL RORF REVENUE</b> | <b>28,271,009</b> | <b>5,356,454</b>  | <b>3,777,702</b>  | <b>253,500</b>        | <b>253,500</b>    |

**EXPENSES:**

|                              |                  |                   |                  |                |                |
|------------------------------|------------------|-------------------|------------------|----------------|----------------|
| Redevelopment Administration | 429,809          | 364,543           | 268,926          | 253,500        | 253,500        |
| Debt Service                 | 2,023,864        | 1,851,614         | 2,697,628        | -              | -              |
| Depreciation Expense         | 414,109          | 365,615           | 424,197          | -              | -              |
| Transfers                    | 4,880,758        | 9,867,196         | 5,418,421        | -              | -              |
| <b>TOTAL RORF EXPENSE</b>    | <b>7,748,540</b> | <b>12,448,968</b> | <b>8,809,172</b> | <b>253,500</b> | <b>253,500</b> |

|                                       |                   |                   |                   |                   |                   |
|---------------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| <b>TOTAL APPROPRIATIONS ALL FUNDS</b> | <b>30,414,476</b> | <b>33,441,100</b> | <b>32,792,871</b> | <b>41,799,396</b> | <b>45,902,633</b> |
|---------------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|

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**CITY OF PINOLE**  
**MEASURE S 2014 FIVE-YEAR FUNDING PLAN**  
**APPROVED MAY 5, 2015 - AMENDED JUNE 21, 2016**  
**PROPOSED MAY 30, 2017**

| 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         |
| <b>Total</b>   |       | <b>\$ -</b>       | <b>\$200,000</b>  | <b>\$200,000</b> | <b>\$200,000</b>  | <b>\$200,000</b>  |
| <b>Cable Television</b>  |       |                   |                   |                  |                   |                   |
| 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         |
| <b>Total</b>   |       | <b>\$ 86,000</b>  | <b>\$ 96,364</b>  | <b>\$ 55,000</b> | <b>\$ 86,000</b>  | <b>\$ 86,000</b>  |
| <b>City Facilities</b>   |       |                   |                   |                  |                   |                   |
| 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         | \$ -              |
| <b>Total</b>   |       | <b>\$ 344,000</b> | <b>\$ 18,000</b>  | <b>\$ 35,000</b> | <b>\$ 199,000</b> | <b>\$ 108,000</b> |
| <b>City Hall</b>   |       |                   |                   |                  |                   |                   |
| 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          |
| Sales Tax Analysis   |       |                   |                   | \$ 2,500         |                   |                   |
| <b>Total</b>   |       | <b>\$ 57,000</b>  | <b>\$ 177,500</b> | <b>\$ 30,000</b> | <b>\$ 22,500</b>  | <b>\$ 22,500</b>  |
| <b>Recreation</b>  |       |                   |                   |                  |                   |                   |
| 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          |
| Replace CLASS Registration   | [3]   | \$ -              | \$ 50,000         | \$ 45,000        | \$ -              | \$ -              |
| <b>Total</b>   |       | <b>\$ 43,000</b>  | <b>\$ 102,000</b> | <b>\$ 97,000</b> | <b>\$ 52,000</b>  | <b>\$ 52,000</b>  |
| <b>Development Services</b>  |       |                   |                   |                  |                   |                   |
| Project Manager (Full Time 50% Measure S and 50% from Other Funding Sources)                     |       | \$ 63,701         | \$ 70,067         | \$ 54,446        | \$ 57,168         | \$ 60,027         |
| 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          |
| <b>Total</b>   |       | <b>\$ 119,876</b> | <b>\$ 75,067</b>  | <b>\$ 59,446</b> | <b>\$ 62,168</b>  | <b>\$ 65,027</b>  |

**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.
- [3] Carry forward \$45,000 from FY 2016-17 to FY 2017-18.

**CITY OF PINOLE**  
**MEASURE S 2014 FIVE-YEAR FUNDING PLAN**  
**APPROVED MAY 5, 2015 - AMENDED JUNE 21, 2016**  
**PROPOSED MAY 30, 2017**

| Functional Area   | Notes | FY 2015-16          | FY 2016-17          | FY 2017-18          | FY 2018-19          | FY 2019-20          |
|---|-------|---------------------|---------------------|---------------------|---------------------|---------------------|
| <b>Parks</b>  |       |                     |                     |                     |                     |                     |
| 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   |       | \$ -                | \$ 170,000          | \$ -                | \$ -                | \$ -                |
| Replacement of Park Benches   |       | \$ 15,000           | \$ -                | \$ 5,000            | \$ 5,000            | \$ -                |
| <b>Total</b>  |       | <b>\$ 30,000</b>    | <b>\$ 300,000</b>   | <b>\$ 15,000</b>    | <b>\$ 55,000</b>    | <b>\$ 10,000</b>    |
| <b>Public Works</b>   |       |                     |                     |                     |                     |                     |
| 1 Maintenance Worker ( Full Time)   |       | \$ -                | \$ 92,454           | \$ 89,966           | \$ 94,464           | \$ 99,188           |
| 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   |       | \$ 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           |
| <b>Total</b>  |       | <b>\$ 440,000</b>   | <b>\$ 797,454</b>   | <b>\$ 844,966</b>   | <b>\$ 784,464</b>   | <b>\$ 889,188</b>   |
| <b>Police</b>   |       |                     |                     |                     |                     |                     |
| Community Safety Officers (2 Part Time)   |       | \$ 54,046           | \$ 53,837           | \$ 54,554           | \$ 57,282           | \$ 60,146           |
| 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           |
| Dispatch overtime   |       |                     |                     | \$ 25,000           | \$ 25,000           | \$ 25,000           |
| Emergency Preparedness  |       | \$ -                | \$ -                | \$ 50,000           | \$ -                | \$ -                |
| <b>Total</b>  |       | <b>\$ 189,046</b>   | <b>\$ 103,837</b>   | <b>\$ 204,554</b>   | <b>\$ 137,282</b>   | <b>\$ 135,146</b>   |
| <b>Fire</b>   |       |                     |                     |                     |                     |                     |
| Full Time Fire Chief (effective FY 2017-18)   |       | \$ 146,661          | \$ 228,962          | \$ 262,259          | \$ 275,372          | \$ 289,141          |
| 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            | \$ -                | \$ -                | \$ -                | \$ -                |
| <b>Total</b>  |       | <b>\$ 169,661</b>   | <b>\$ 228,962</b>   | <b>\$ 262,259</b>   | <b>\$ 275,372</b>   | <b>\$ 289,141</b>   |
| <b>City Attorney</b>  |       |                     |                     |                     |                     |                     |
| Municipal Code Update   |       | \$ -                | \$ 25,000           | \$ 45,000           | \$ -                | \$ -                |
| <b>Total</b>  |       | <b>\$ -</b>         | <b>\$ 25,000</b>    | <b>\$ 45,000</b>    | <b>\$ -</b>         | <b>\$ -</b>         |
| <b>Grand Total</b>  |       | <b>\$ 1,478,583</b> | <b>\$ 2,124,184</b> | <b>\$ 1,848,225</b> | <b>\$ 1,873,786</b> | <b>\$ 1,857,001</b> |

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## DEBT OBLIGATIONS

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### Pension Obligation Bonds

On June 1, 2006, the City Council authorized the issuance of \$16,800,000 of Taxable Pension Obligation Bonds, 2006 Series A-2 (Capital Appreciation Bonds). The bonds in the aggregate principal of \$6,214,630 were issued to finance the City's unfunded accrued actuarial liability with CalPERS. The bonds bear compounded interest which is due semi-annually on June 1 and December 1 through 2036. Principal payments are due annually on June 1 through 2036. In accordance with Section 4.01 (a) of the Trust Agreement, the City is required to deposit with the Trustee on or before August 1 of each year the annual amount for the upcoming fiscal year ending June 30. The bonds are secured with an insurance policy.

Bonds payable debt service requirements for governmental activities are shown below:

| <u>For the Year Ending, June 30</u> | <u>Principal</u>    | <u>Interest</u>     |
|-------------------------------------|---------------------|---------------------|
| 2017                                | \$ 255,362          | \$ 229,638          |
| 2018                                | 250,440             | 254,560             |
| 2019                                | 241,322             | 278,678             |
| 2020                                | 233,014             | 301,986             |
| 2021                                | 227,389             | 327,611             |
| 2022-2026                           | 1,043,848           | 2,021,152           |
| 2027-2031                           | 903,985             | 2,696,016           |
| 2032-2036                           | 786,617             | 3,448,382           |
|                                     | <u>\$ 3,941,977</u> | <u>\$ 9,558,023</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>  |
|-------------------------------------|-------------------|------------------|
| 2017                                | \$ 107,790        | \$ 12,426        |
| 2018                                | 111,234           | 8,981            |
| 2019                                | 114,795           | 5,420            |
| 2020                                | 68,695            | 1,738            |
|                                     | <u>\$ 402,514</u> | <u>\$ 28,565</u> |

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**DEBT OBLIGATIONS**

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**2016 Wastewater Revenue Refunding Bonds**

On June 30, 2016, the City of Pinole issued an \$8,251,000 Wastewater Revenue Refunding Bond (Bank Qualified) to redeem its 2006 Wastewater Revenue Bonds which were issued to finance certain capital improvements to the City's wastewater system. The bonds bear annual interest at 2.95% which is payable semi-annually on March 1 and September 1 of each year through 2036. Principal payments are due annually beginning on September 1, 2016 through 2036. The bond is secured with pledged net wastewater revenues.

Bonds payable debt service requirements for business-type activities are shown below:

| For the Year Ending, June 30 | Principal    | Interest     |
|------------------------------|--------------|--------------|
| 2017                         | \$ 385,000   | \$ 157,268   |
| 2018                         | 290,000      | 227,770      |
| 2019                         | 298,000      | 219,097      |
| 2020                         | 310,000      | 210,129      |
| 2021                         | 318,000      | 200,866      |
| 2022-2026                    | 1,751,000    | 854,896      |
| 2027-2031                    | 2,025,000    | 576,710      |
| 2032-2036                    | 2,357,000    | 254,160      |
| 2037                         | 517,000      | 7,626        |
|                              | \$ 8,251,000 | \$ 2,708,522 |

**Advance from Private Purpose Fund**

On May 6, 2008, the City Council and former Pinole Redevelopment Agency approved a resolution for the former Pinole Redevelopment Agency to advance the City \$2,500,000 to provide sufficient working capital to address the structural deficit in the City's General Fund. The terms of the advance, as amended on April 5, 2011, provide for the payment of interest at the rate of 3.8% over 15 years and additional one-year deferral of payments to fiscal year 2014. The agreement terms allow for a capitalized interest payment deferral period of three years followed by amortization of the principal and interest in equal annual payments of \$263,300 for the succeeding 12 years.

**FY 2017-18 Schedule of Transfers**

| FUND # | DESCRIPTION                                     | TRANSFER-OUT<br>ACCOUNT # | AMOUNT         | FUND # | DESCRIPTION                          | TRANSFER-IN<br>ACCOUNT # | PURPOSE   |
|--------|---|---------------------------|----------------|--------|--------------------------------------|--------------------------|---|
| 106    | General Fund                                    | 100-49901-117             | 2,500          | 310    | Lighting & Landscape Fund            | 310-39901-347            | Fund Zone A Business Assistance Program         |
| 100    | General Fund                                    | 100-49901-117             | 2,500          | 310    | Lighting & Landscape Fund            | 310-39901-347            | Fund Zone B Business Assistance Program         |
| 100    | General Fund                                    | 100-49901-117             | 110,566        | 505    | Cable Television Fund                | 505-39901-119            | Cable Television contribution [1]               |
|        | <b>Subtotal Transfers from the General Fund</b> |                           | <b>115,566</b> |        |                                      |                          |   |
| 106    | Measure S 2014 Fund                             | 106-49901-117             | 200,000        | 150    | General Reserve Fund                 | 150-39901-117            | General Fund reserve                            |
| 106    | Measure S 2014 Fund                             | 106-49901-117             | 45,000         | 209    | Recreation Fund                      | 209-39901-557            | Swim Center contribution [1]                    |
| 106    | Measure S 2014 Fund                             | 106-49901-117             | 225,000        | 325    | City Street Fund                     | 325-39901-341            | Funding for Future Street Projects              |
| 106    | Measure S 2014 Fund                             | 106-49901-117             | 250,000        | 377    | Arterial Streets Rehabilitation Fund | 377-39901-341            | Fund Portion of Arterial Streets Rehabilitation |
| 106    | Measure S 2014 Fund                             | 106-49901-117             | 55,000         | 505    | Cable Television Fund                | 505-39901-119            | Cable Television contribution [1]               |
|        | <b>Subtotal Transfers from Measure S 2014</b>   |                           | <b>775,000</b> |        |                                      |                          |   |

**NOTES:**

[1] Only enough to balance will be transferred.

**Grand total Transfers**

**890,566**

**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**

- Sponsorship and Participation in Community Events.
- Completion of Gateway West parcels sale and construction of Sprouts and retail shops.
- Completion of Gateway East parcels sale and construction of Starbucks; review of dialysis medical building development application.
- Approval of medical eye clinic on Pinole Valley Road & Henry Avenue.
- Approval of CVS development application for new location on Appian Way.
- Settled outstanding PERB charge from 2011.
- Establishment of a General Fund Reserve with A Goal of \$5.5 Million Dollars.
- Approval of new financial management policies.

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

**EXPENDITURE SUMMARY**

|  | <b>FY 2013-14</b> | <b>FY 2014-15</b> | <b>FY 2015-16</b> | <b>FY 2016-17</b> | <b>FY 2017-18</b> | <b>\$ Chg</b>  | <b>% Chg</b> |
|--|-------------------|-------------------|-------------------|-------------------|-------------------|----------------|--------------|
|  | <b>Actual</b>     | <b>Actual</b>     | <b>Actual</b>     | <b>Budget</b>     | <b>Proposed</b>   |                |              |
| <b>Personnel</b>                       |                   |                   |                   |                   |                   |                |              |
| Full-time Salary - 40101               | -                 | -                 | -                 | -                 | -                 | -              | 0%           |
| Overtime - 40201                       | -                 | -                 | -                 | -                 | -                 | -              | 0%           |
| Holiday Pay - 40105                    | -                 | -                 | -                 | -                 | -                 | -              | 0%           |
| Part-time Salary - 40102               | 15,059            | 15,058            | 14,771            | 33,750            | 33,750            | -              | 0%           |
| Vacation Accrued - 40103               | -                 | -                 | -                 | -                 | -                 | -              | 0%           |
| Benefits & Insurance - 46123           | 62,916            | 65,004            | 57,195            | 58,209            | 59,513            | 1,304          | 2%           |
| <b>Total Salary &amp; Benefits</b>     | <b>77,975</b>     | <b>80,062</b>     | <b>71,966</b>     | <b>91,959</b>     | <b>93,263</b>     | <b>1,304</b>   | <b>1%</b>    |
| <b>Services and Supplies</b>           |                   |                   |                   |                   |                   |                |              |
| Equipment Maintenance - 42107          | -                 | -                 | -                 | 500               | 500               | -              | 0%           |
| Memberships - 42401                    | 927               | 673               | 910               | 1,430             | 2,020             | 590            | 29%          |
| Office Expense - 42201                 | 8                 | 67                | 136               | 200               | 200               | -              | 0%           |
| Professional Services - 42101          | -                 | -                 | -                 | -                 | -                 | -              | 0%           |
| Special Department Expense - 42514     | 1,524             | 1,567             | 2,322             | 18,000            | 31,300            | 13,300         | 42%          |
| Travel & Training - 42301              | 780               | 1,025             | 2,008             | 6,265             | 6,270             | 5              | 0%           |
| Utilities - 4310X                      | 726               | 796               | 960               | 810               | 1,010             | 200            | 20%          |
| Special Events - 42515                 | (288)             | 145               | -                 | 2,000             | -                 | (2,000)        | -100%        |
| <b>Total Services and Supplies</b>     | <b>3,677</b>      | <b>4,273</b>      | <b>6,336</b>      | <b>29,205</b>     | <b>41,300</b>     | <b>12,095</b>  | <b>29%</b>   |
| <b>Capital Outlay</b>                  |                   |                   |                   |                   |                   |                |              |
| Equipment - 47101                      | -                 | -                 | -                 | -                 | -                 | -              | 0%           |
| <b>Total Capital Outlay</b>            | <b>-</b>          | <b>-</b>          | <b>-</b>          | <b>-</b>          | <b>-</b>          | <b>-</b>       | <b>0%</b>    |
| <b>Internal Cost Allocations</b>       |                   |                   |                   |                   |                   |                |              |
| Administrative Credits - 38501         | (12,787)          | (14,658)          | (13,763)          | (14,552)          | (23,316)          | (8,764)        | 38%          |
| <b>Total Internal Cost Allocations</b> | <b>(12,787)</b>   | <b>(14,658)</b>   | <b>(13,763)</b>   | <b>(14,552)</b>   | <b>(23,316)</b>   | <b>(8,764)</b> | <b>38%</b>   |
| <b>Total</b>                           | <b>68,865</b>     | <b>69,677</b>     | <b>64,539</b>     | <b>106,612</b>    | <b>111,247</b>    | <b>4,635</b>   | <b>4%</b>    |

## MAJOR NON-PERSONNEL EXPENSE DETAILS

FY 2016-17 FY 2017-18

|   |         |                  |                  |
|---|---------|------------------|------------------|
| <b>42107 Equipment Maintenance</b>                          |         | <b>\$ 500</b>    | <b>\$ 500</b>    |
| <hr/>   |         |                  |                  |
| <b>42401 Memberships</b>                                    |         | <b>\$ 1,430</b>  | <b>\$ 2,020</b>  |
| Contra Costa Mayors Conference Membership & Expenses        | \$1,420 |                  |                  |
| League of California Cities East Bay Division               | 400     |                  |                  |
| Other Memberships   | 200     |                  |                  |
| <hr/>   |         |                  |                  |
| <b>42201 Office Expense</b>                                 |         | <b>\$ 200</b>    | <b>\$ 200</b>    |
| Business Cards & Name Badges                                | 200     |                  |                  |
| <hr/>   |         |                  |                  |
| <b>42514 Special Department Expense</b>                     |         | <b>\$ 18,000</b> | <b>\$ 31,300</b> |
| Misc supplies and food for meetings                         | \$1,000 |                  |                  |
| West County Mayors Breakfast Mtgs                           | 600     |                  |                  |
| Mayoral Celebration Meeting                                 | 200     |                  |                  |
| Other Special Department Expenses                           | 1,200   |                  |                  |
| City Council meetings recorded by PCTV                      | 28,300  |                  |                  |
| <hr/>   |         |                  |                  |
| <b>42301 Travel and Training</b>                            |         | <b>\$ 6,265</b>  | <b>\$ 6,270</b>  |
| CCC Mayors' Conference Monthly Dinners (2)                  | \$1,200 |                  |                  |
| East Bay Division Meetings.                                 | 600     |                  |                  |
| 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     |                  |                  |
| Mayor's travel expenses                                     | 600     |                  |                  |
| <hr/>   |         |                  |                  |
| <b>4310X Utilities</b>                                      |         | <b>\$ 810</b>    | <b>\$ 1,010</b>  |
| 43103 Gas/Electric  | \$ 960  |                  |                  |
| 43102 Water   | 50      |                  |                  |
| <hr/>   |         |                  |                  |
| <b>42515 Special Events</b>                                 |         | <b>\$ 2,000</b>  | <b>\$ -</b>      |
| Mayor's Conference  | \$0     |                  |                  |

**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 2016-17 and contained expenses to within or under budget.
- Issued the Notice to Proceed to begin construction of our \$53 million Wastewater Plant Upgrade Project. Also completed all required documentation to initiate cost reimbursements from the approved State Revolving Loan Fund loan.
- Worked for nearly a year with Contra Costa and Rodeo/Hercules Fire Protection Districts to develop Administrative Services and Automatic Aid Agreements.
- Worked with the cities of Hercules and San Pablo to negotiate a new Police Dispatch Services Agreement for Pinole to provide dispatch to all three cities. Also worked with Hercules and San Pablo to transition Police CAD/Records Management from Richmond to San Pablo. We are calling this new arrangement Tri-City Services.
- Contracted for Information Systems services.

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**CITY MANAGER - 111**

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- Continuing to work with Con Fire on contract services – at a minimum Fire Prevention and Training Management.
- New City Clerk hired December 2016.

**Position Summary**

| <b>Position</b> | <b>2013-14</b> | <b>2014-15</b> | <b>2015-16</b> | <b>2016-17</b> | <b>2017-18</b> |
|-----------------|----------------|----------------|----------------|----------------|----------------|
| City Manager    | 1.00           | 1.00           | 1.00           | 1.00           | 1.00           |
| <b>Total</b>    | <b>1.00</b>    | <b>1.00</b>    | <b>1.00</b>    | <b>1.00</b>    | <b>1.00</b>    |

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

**EXPENDITURE SUMMARY**

|  | <b>FY 2013-14</b> | <b>FY 2014-15</b> | <b>FY 2015-16</b> | <b>FY 2016-17</b> | <b>FY 2017-18</b> | <b>\$ Chg</b>   | <b>% Chg</b> |
|--|-------------------|-------------------|-------------------|-------------------|-------------------|-----------------|--------------|
|  | <b>Actual</b>     | <b>Actual</b>     | <b>Actual</b>     | <b>Budget</b>     | <b>Proposed</b>   |                 |              |
| <b>Personnel</b>                       |                   |                   |                   |                   |                   |                 |              |
| Full-time Salary - 40101               | 180,460           | 185,859           | 208,836           | 199,905           | 212,705           | 12,800          | 6%           |
| Vacation Accrued - 40103               | 2,698             | 6,072             | 6,315             | -                 | -                 | -               | 0%           |
| Benefits & Insurance - 46123           | 50,877            | 51,389            | 85,643            | 78,235            | 81,553            | 3,318           | 4%           |
| <b>Total Salary &amp; Benefits</b>     | <b>234,035</b>    | <b>243,320</b>    | <b>300,794</b>    | <b>278,140</b>    | <b>294,258</b>    | <b>16,118</b>   | <b>5%</b>    |
| <b>Services and Supplies</b>           |                   |                   |                   |                   |                   |                 |              |
| Equipment Maintenance - 42107          | -                 | -                 | -                 | -                 | -                 | -               | 0%           |
| Memberships - 42401                    | 1,400             | 156               | 1,880             | 600               | 600               | -               | 0%           |
| Office Expense - 42201                 | 96                | 245               | 2,339             | 800               | 800               | -               | 0%           |
| Professional Services - 42101          | -                 | -                 | -                 | -                 | -                 | -               | 0%           |
| Special Department Expense - 42514     | -                 | 50                | 525               | -                 | -                 | -               | 0%           |
| Travel & Training - 42301              | 6,402             | 2,181             | 1,994             | 5,300             | 4,900             | (400)           | -8%          |
| Utilities - 4310X                      | 1,021             | 1,110             | 1,319             | 1,110             | 1,380             | 270             | 20%          |
| Special Events - 42515                 | -                 | -                 | -                 | -                 | -                 | -               | 0%           |
| <b>Total Services and Supplies</b>     | <b>8,919</b>      | <b>3,742</b>      | <b>8,057</b>      | <b>7,810</b>      | <b>7,680</b>      | <b>(130)</b>    | <b>-2%</b>   |
| <b>Capital Outlay</b>                  |                   |                   |                   |                   |                   |                 |              |
| Equipment - 47101                      | -                 | -                 | -                 | -                 | -                 | -               | 0%           |
| <b>Total Capital Outlay</b>            | <b>-</b>          | <b>-</b>          | <b>-</b>          | <b>-</b>          | <b>-</b>          | <b>-</b>        | <b>0%</b>    |
| <b>Internal Cost Allocations</b>       |                   |                   |                   |                   |                   |                 |              |
| Administrative Credits - 38501         | (165,920)         | (175,153)         | (175,233)         | (180,791)         | (191,269)         | (10,478)        | 5%           |
| <b>Total Internal Cost Allocations</b> | <b>(165,920)</b>  | <b>(175,153)</b>  | <b>(175,233)</b>  | <b>(180,791)</b>  | <b>(191,269)</b>  | <b>(10,478)</b> | <b>5%</b>    |
| <b>Total</b>                           | <b>77,034</b>     | <b>71,909</b>     | <b>133,618</b>    | <b>105,159</b>    | <b>110,669</b>    | <b>5,510</b>    | <b>5%</b>    |

**MAJOR NON-PERSONNEL EXPENSE DETAILS**

|  |          | FY 2016-17      | FY 2017-18      |
|--|----------|-----------------|-----------------|
| <b>42401 Memberships</b>                   |          | <b>\$ 600</b>   | <b>\$ 600</b>   |
| CCC Public Managers Association (CM & ACM) | \$600    |                 |                 |
| <b>42201 Office Expense</b>                |          | <b>\$ 800</b>   | <b>\$ 800</b>   |
| Miscellaneous Office Expenses              | \$300    |                 |                 |
| Other Office Expenses                      | 500      |                 |                 |
| <b>42301 Travel and Training</b>           |          | <b>\$ 5,300</b> | <b>\$ 4,900</b> |
| Mayor's Conference Monthly Dinners         | \$600    |                 |                 |
| League of Cities or Other Trainings        | 4,000    |                 |                 |
| Miscellaneous Meetings                     | 300      |                 |                 |
| <b>4310X Utilities</b>                     |          | <b>\$ 1,110</b> | <b>\$ 1,380</b> |
| 43103 Gas/Electric                         | \$ 1,247 |                 |                 |
| 43102 Water                                | 133      |                 |                 |

**Mission**

The City Clerk's office serves as the conduit between the residents of the City of Pinole and the City Council. The City Clerk is an appointed officer by the City Council and is responsible for, scheduling City Council meetings and preparing agenda packets, producing the official records of Council decisions, maximizing public access to municipal government ensuring transparency to the public and is the official custodian of the records of the City. The City Clerk serves as the Elections Official of the City and conducts all City elections; acts as a Compliance Officer for federal, state and local statutes including the Political Reform Act, the Brown Act, and the Public Records Act.

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 perform all legislative duties pursuant to state and local government requirements, including managing projected agenda items; noticing public hearings; coordinating, preparing and publishing meeting agendas; preparing, finalizing and retaining resolutions and ordinances; preparing minutes for presentation to the City Council; maintaining the codification of the Municipal Code, attesting to official signatures. Serve as the custodian of official records and records manager for the City and its Successor Agency. Serve as the Elections Official of the City and conduct all City elections; act as a Compliance Officer for federal, state and local statutes including the Political Reform Act, the Brown Act, and the Public Records Act.

The City Clerk attends all meetings of the Governing Body, and the Oversight Board of the Successor Agency to the Pinole Redevelopment Agency. The City Clerk also administers claims, municipal liens, and City Board and Commission appointments.

**Key Objectives**

- Administration of City Elections in compliance with the CA Elections Code
- Administration of the City's Public Records Act Program
- City Council, Oversight Board and Finance Sub-Committee Agenda Packet Management
- Provide accurate and timely minutes for all legislative bodies
- Coordinate Citywide Records Management Program and conduct semi-annual audit
- Codification of Pinole Municipal code
- Manage and replace SIRE Records System Software
- Streamline the paperless filing and electronic submission of Form 700 for FPPC filers
- Provide Excellent Customer Service to members of the community & staff

**Success Indicators**

- Timely and Accurately Deliver 29 Council, Successor Agency, Oversight Board and Finance Committee Transcriptions
- Timely posting of City Council meeting records, the Municipal Code and City legislation on the City's website
- Prepared 29 Meeting Packets
- Prepared 104 Legislative Actions & 12 Proclamations
- Scanned / Imported 1000 Files in the Electronic Records System
- Municipal Code Updated On-Line with Each Ordinance Adoption
- Processed and Responded to 25 Formal Public Records Requests by Mid-Year

**Position Summary**

| <b>Position</b>                  | <b>2013-14</b> | <b>2014-15</b> | <b>2015-16</b> | <b>2016-17</b> | <b>2017-18</b> |
|----------------------------------|----------------|----------------|----------------|----------------|----------------|
| City Clerk                       | 1.00           | 1.00           | 1.00           | 1.00           | 1.00           |
| Admin Secretary <i>part-time</i> | 0.00           | 0.00           | 0.46           | 0.46           | 0.46           |
| <b>Total</b>                     | <b>1.00</b>    | <b>1.00</b>    | <b>1.46</b>    | <b>1.46</b>    | <b>1.46</b>    |

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

**EXPENDITURE SUMMARY**

|  | <b>FY 2013-14<br/>Actual</b> | <b>FY 2014-15<br/>Actual</b> | <b>FY 2015-16<br/>Actual</b> | <b>FY 2016-17<br/>Budget</b> | <b>FY 2017-18<br/>Proposed</b> | <b>\$ Chg</b>   | <b>% Chg</b> |
|--|------------------------------|------------------------------|------------------------------|------------------------------|--------------------------------|-----------------|--------------|
| <b>Personnel</b>                       |                              |                              |                              |                              |                                |                 |              |
| Full-time Salary - 40101               | 120,805                      | 126,750                      | 100,318                      | 133,771                      | 108,150                        | (25,621)        | -24%         |
| Overtime - 40201                       | -                            | -                            | -                            | -                            | -                              | -               | 0%           |
| Holiday Pay - 40105                    | -                            | -                            | -                            | -                            | -                              | -               | 0%           |
| Part-time Salary - 40102               | -                            | -                            | 23,806                       | 26,330                       | 48,634                         | 22,304          | 46%          |
| Vacation Accrued - 40103               | -                            | -                            | 74,938                       | -                            | -                              | -               | 0%           |
| Benefits & Insurance - 46123           | 50,365                       | 52,029                       | 58,248                       | 64,895                       | 65,875                         | 980             | 1%           |
| <b>Total Salary &amp; Benefits</b>     | <b>171,170</b>               | <b>178,779</b>               | <b>257,310</b>               | <b>224,996</b>               | <b>222,659</b>                 | <b>(2,337)</b>  | <b>-1%</b>   |
| <b>Services and Supplies</b>           |                              |                              |                              |                              |                                |                 |              |
| Memberships - 42401                    | 367                          | 319                          | 59                           | 650                          | 650                            | -               | 0%           |
| Office Expense - 42201                 | 275                          | 338                          | 24                           | 350                          | 1,600                          | 1,250           | 78%          |
| Professional Services - 42101          | 358                          | 3,405                        | 871                          | 8,950                        | 8,950                          | -               | 0%           |
| Special Department Expense - 42514     | 1,219                        | 14,347                       | 1,300                        | 27,500                       | 2,500                          | (25,000)        | -1000%       |
| Travel & Training - 42301              | 395                          | 784                          | 160                          | 4,000                        | 4,000                          | -               | 0%           |
| Utilities - 4310X                      | 2,820                        | 4,673                        | 1,428                        | 1,200                        | 1,200                          | -               | 0%           |
| <b>Total Services and Supplies</b>     | <b>5,434</b>                 | <b>23,866</b>                | <b>3,842</b>                 | <b>42,650</b>                | <b>18,900</b>                  | <b>(23,750)</b> | <b>-126%</b> |
| <b>Capital Outlay</b>                  |                              |                              |                              |                              |                                |                 |              |
| Equipment - 47101                      | -                            | -                            | -                            | -                            | -                              | -               | 0%           |
| <b>Total Capital Outlay</b>            | <b>-</b>                     | <b>-</b>                     | <b>-</b>                     | <b>-</b>                     | <b>-</b>                       | <b>-</b>        | <b>0%</b>    |
| <b>Internal Cost Allocations</b>       |                              |                              |                              |                              |                                |                 |              |
| Administrative Credits - 38501         | (55,564)                     | (49,864)                     | (32,481)                     | (48,477)                     | (41,542)                       | 6,935           | -17%         |
| Legal Charges - 46126                  | -                            | -                            | 760                          | 3,000                        | 3,000                          | -               | 0%           |
| <b>Total Internal Cost Allocations</b> | <b>(55,564)</b>              | <b>(49,864)</b>              | <b>(31,721)</b>              | <b>(45,477)</b>              | <b>(38,542)</b>                | <b>6,935</b>    | <b>-18%</b>  |
| <b>Total</b>                           | <b>121,040</b>               | <b>152,781</b>               | <b>229,431</b>               | <b>222,169</b>               | <b>203,017</b>                 | <b>(19,152)</b> | <b>-9%</b>   |

## MAJOR NON-PERSONNEL EXPENSE DETAILS

|   |          | FY 2016-17       | FY 2017-18      |
|---|----------|------------------|-----------------|
| <b>42401 Memberships</b>  |          | <b>\$ 650</b>    | <b>\$ 650</b>   |
| CCAC Dues   | \$ 130   |                  |                 |
| IIMC Member Dues  | 135      |                  |                 |
| Other Dues, Notary  | 385      |                  |                 |
| <b>42201 Office Expense</b>                                       |          | <b>\$ 350</b>    | <b>\$ 1,600</b> |
| Proclamations, Certificates                                       | \$1,200  |                  |                 |
| Misc office expense   | \$400    |                  |                 |
| <b>42101 Professional Services</b>                                |          | <b>\$ 8,950</b>  | <b>\$ 8,950</b> |
| Codification and updating service for Pinole Municipal Code       | \$ 6,950 |                  |                 |
| Filming/Imaging of permanent records                              | 2,000    |                  |                 |
| <b>42514 Special Department Expense</b>                           |          | <b>\$ 27,500</b> | <b>\$ 2,500</b> |
| Public Notices  | \$ 2,500 |                  |                 |
| <b>41242 Travel and Training</b>                                  |          | <b>\$ 4,000</b>  | <b>\$ 4,000</b> |
| Attendance City Clerk's New Law/Election seminar & misc. training | \$ 3,400 |                  |                 |
| Travel expense / Mileage  | 600      |                  |                 |
| <b>4124X Utilities</b>  |          | <b>\$ 1,200</b>  | <b>\$ 1,200</b> |
| 43103 Gas/Electric  | \$ 1,164 |                  |                 |
| 43102 Water   | 36       |                  |                 |

**Mission**

The elected City Treasurer is responsible for ensuring all funds of the City are received, disbursed, deposited and invested in accordance with the City's Investment Policy and Generally Accepted Accounting Principles (GAAP). The primary mission of the City Treasurer is the safekeeping of City funds. 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 \$5.4 million of idle funds with a 1.658% effective yield
- Updated Investment Policy

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

**EXPENDITURE SUMMARY**

|  | FY 2013-14<br>Actual | FY 2014-15<br>Actual | FY 2015-16<br>Actual | FY 2016-17<br>Budget | FY 2017-18<br>Proposed | \$ Chg         | % Chg       |
|--|----------------------|----------------------|----------------------|----------------------|------------------------|----------------|-------------|
| <b>Personnel</b>                       |                      |                      |                      |                      |                        |                |             |
| Full-time Salary - 40101               | -                    | -                    | -                    | -                    | -                      | -              | 0%          |
| Overtime - 40201                       | -                    | -                    | -                    | -                    | -                      | -              | 0%          |
| Holiday Pay - 40105                    | -                    | -                    | -                    | -                    | -                      | -              | 0%          |
| Part-time Salary - 40102               | 3,012                | 3,011                | 2,563                | 3,000                | 3,000                  | -              | 0%          |
| Vacation Accrued - 40103               | -                    | -                    | -                    | -                    | -                      | -              | 0%          |
| Benefits & Insurance - 46123           | 9,814                | 10,310               | 1,465                | 14,869               | 10,894                 | (3,975)        | -36%        |
| <b>Total Salary &amp; Benefits</b>     | <b>12,826</b>        | <b>13,321</b>        | <b>4,028</b>         | <b>17,869</b>        | <b>13,894</b>          | <b>(3,975)</b> | <b>-29%</b> |
| <b>Services and Supplies</b>           |                      |                      |                      |                      |                        |                |             |
| Memberships - 42401                    | 480                  | 545                  | 195                  | 65                   | 65                     | -              | 0%          |
| Office Expense - 42201                 | 10                   | -                    | -                    | -                    | -                      | -              | 0%          |
| Professional Services - 42101          | -                    | -                    | -                    | -                    | -                      | -              | 0%          |
| Special Department Expense - 42514     | 220                  | (92)                 | -                    | -                    | -                      | -              | 0%          |
| Travel & Training - 42301              | 2,562                | 108                  | 8                    | 500                  | 500                    | -              | 0%          |
| Utilities - 4310X                      | -                    | -                    | -                    | -                    | -                      | -              | 0%          |
| <b>Total Services and Supplies</b>     | <b>3,272</b>         | <b>561</b>           | <b>203</b>           | <b>565</b>           | <b>565</b>             | <b>-</b>       | <b>0%</b>   |
| <b>Fixed Assets</b>                    |                      |                      |                      |                      |                        |                |             |
| Equipment - 42107                      | -                    | -                    | -                    | -                    | -                      | -              | 0%          |
| <b>Total Fixed Assets</b>              | <b>-</b>             | <b>-</b>             | <b>-</b>             | <b>-</b>             | <b>-</b>               | <b>-</b>       | <b>0%</b>   |
| <b>Internal Cost Allocations</b>       |                      |                      |                      |                      |                        |                |             |
| Administrative Credits - 38501         | (2,322)              | (2,477)              | (532)                | (3,717)              | (6,016)                | (2,299)        | 38%         |
| Administrative Debits - 46122          | (892)                | -                    | -                    | -                    | -                      | -              | 0%          |
| <b>Total Internal Cost Allocations</b> | <b>(3,214)</b>       | <b>(2,477)</b>       | <b>(532)</b>         | <b>(3,717)</b>       | <b>(6,016)</b>         | <b>(2,299)</b> | <b>38%</b>  |
| <b>Total</b>                           | <b>12,884</b>        | <b>11,405</b>        | <b>3,699</b>         | <b>14,717</b>        | <b>8,443</b>           | <b>(6,274)</b> | <b>-74%</b> |

**MAJOR NON-PERSONNEL EXPENSE DETAILS**

|                                  | FY 2016-17    | FY 2017-18    |
|----------------------------------|---------------|---------------|
| <b>42401 Memberships</b>         | <b>\$ 65</b>  | <b>\$ 65</b>  |
| CMTA dues                        | \$ 65         |               |
| <b>42301 Travel and Training</b> | <b>\$ 500</b> | <b>\$ 500</b> |
| Misc. training                   | \$ 500        |               |

**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 2017- 18**

- **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.

**GENERAL FUND - 100  
CITY ATTORNEY - 114**

**EXPENDITURE SUMMARY**

|  | FY 2013-14<br>Actual | FY 2014-15<br>Actual | FY 2015-16<br>Actual | FY 2016-17<br>Budget | FY 2017-18<br>Proposed | \$ Chg           | % Chg      |
|--|----------------------|----------------------|----------------------|----------------------|------------------------|------------------|------------|
| <b>Legal Services</b>                  |                      |                      |                      |                      |                        |                  |            |
| Attorney Services - 42102              | 222,916              | 112,273              | 312,911              | 431,000              | 541,775                | 110,775          | 20%        |
| <b>Total Legal Services</b>            | <b>222,916</b>       | <b>112,273</b>       | <b>312,911</b>       | <b>431,000</b>       | <b>541,775</b>         | <b>110,775</b>   | <b>20%</b> |
| <b>Internal Cost Allocations</b>       |                      |                      |                      |                      |                        |                  |            |
| Administrative Credits - 38501         | -                    | -                    | -                    | (226,000)            | (326,000)              | (100,000)        | 31%        |
| <b>Total Internal Cost Allocations</b> | <b>-</b>             | <b>-</b>             | <b>-</b>             | <b>(226,000)</b>     | <b>(326,000)</b>       | <b>(100,000)</b> | <b>31%</b> |
| <b>Total</b>                           | <b>222,916</b>       | <b>112,273</b>       | <b>312,911</b>       | <b>205,000</b>       | <b>215,775</b>         | <b>10,775</b>    | <b>5%</b>  |
| <b>MEASURE S - 2014 FUND - 106</b>     |                      |                      |                      |                      |                        |                  |            |
| Attorney Services - 42102              | -                    | -                    | -                    | 25,000               | 45,000                 | 20,000           | 44%        |
| <b>Total Measure S</b>                 | <b>-</b>             | <b>-</b>             | <b>-</b>             | <b>25,000</b>        | <b>45,000</b>          | <b>20,000</b>    | <b>44%</b> |

**MAJOR NON-PERSONNEL EXPENSE DETAILS**

|   | FY 2016-17        | FY 2017-18        |
|---|-------------------|-------------------|
| <b>42102 Attorney Services - General Fund</b>   | <b>\$ 431,000</b> | <b>\$ 541,775</b> |
| General legal services for FY 2017-18           |                   | \$441,775         |
| Legal services related to PALC closeout*        |                   | \$100,000         |
| *PALC will be billed for reimbursement          |                   |                   |
| <b>42102 Attorney Services - Measure S 2014</b> | <b>\$ 25,000</b>  | <b>\$ 45,000</b>  |
| Municipal Code updates                          |                   | \$45,000          |

**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 and protection of assets. This is accomplished through timely and effective preparation of the Comprehensive Annual Financial Report (CAFR), the annual Operating Budget, and quarterly financial and investment reports.

**Program Description**

The Finance Department is responsible for accounting, payroll, accounts payable, treasury management, business licenses, budget preparation, debt and bond administration and long range financial planning. In addition, the Finance Department prepares the Recognized Obligation Payment Schedule (ROPS) for the Successor Agency to the Pinole Redevelopment Agency, submitting the ROPS to the Oversight Board for approval, and to the State Department of Finance and the County.

**Key Objectives**

- Annual Operating Budget adopted by June 30<sup>th</sup>
- Comprehensive Annual Financial Report (CAFR) completed by December 31<sup>st</sup>
- Prepare the Successor Agency Annual ROPS for approval by the Oversight Board and submit to the State Department of Finance by February 1<sup>st</sup>
- Ensure Financial Policy and Procedures are current and align with best practices

**Success Indicators**

- Received California Society of Municipal Finance Officers Budget Excellence Award
- Received Government Finance Officers Association Excellence in Financial Reporting Award
- Maintained \$28.3 million investment portfolio reinvesting idle funds with an average 1.658% effective yield
- Implemented Project Financing and Accounting for the WPCP Upgrade Project
- Implemented Tyler Incode Enterprise Resource Planning finance and human resources system (estimated to “go live” June 2017)
- Completion of a Comprehensive Vehicle Maintenance Inventory

**Position Summary**

| <b>Position</b>                   | <b>2013-14</b> | <b>2014-15</b> | <b>2015-16</b> | <b>2016-17</b> | <b>2017-18</b> |
|-----------------------------------|----------------|----------------|----------------|----------------|----------------|
| 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> | 0.20           | 0.40           | 0.48           | 0.48           | 0.48           |
| <b>Total</b>                      | <b>3.20</b>    | <b>3.40</b>    | <b>3.48</b>    | <b>3.48</b>    | <b>3.48</b>    |

**GENERAL FUND - 100  
FINANCE - 115**

**EXPENDITURE SUMMARY**

|  | <b>FY 2013-14</b> | <b>FY 2014-15</b> | <b>FY 2015-16</b> | <b>FY 2016-17</b> | <b>FY 2017-18</b> | <b>\$ Chg</b>  | <b>% Chg</b> |
|--|-------------------|-------------------|-------------------|-------------------|-------------------|----------------|--------------|
|  | <b>Actual</b>     | <b>Actual</b>     | <b>Actual</b>     | <b>Budget</b>     | <b>Proposed</b>   |                |              |
| <b>Personnel</b>                       |                   |                   |                   |                   |                   |                |              |
| Full-time Salary - 40101               | 264,213           | 244,006           | 282,955           | 293,662           | 314,144           | 20,482         | 7%           |
| Overtime - 40201                       | 1,976             | 3,929             | 3,354             | -                 | -                 | -              | 0%           |
| Holiday Pay - 40105                    | -                 | -                 | -                 | -                 | -                 | -              | 0%           |
| Part-time Salary - 40102               | 25,266            | 54,792            | 19,630            | 14,820            | 14,820            | -              | 0%           |
| Vacation Accrued - 40103               | 11,405            | 27,941            | 1,989             | -                 | -                 | -              | 0%           |
| Benefits & Insurance - 46123           | 98,430            | 95,197            | 113,588           | 124,710           | 128,276           | 3,566          | 3%           |
| <b>Total Salary &amp; Benefits</b>     | <b>401,290</b>    | <b>425,865</b>    | <b>421,515</b>    | <b>433,192</b>    | <b>457,240</b>    | <b>24,048</b>  | <b>5%</b>    |
| <b>Services and Supplies</b>           |                   |                   |                   |                   |                   |                |              |
| Memberships - 42401                    | 190               | 605               | 320               | 430               | 430               | -              | 0%           |
| Office Expense - 42201                 | 5,057             | 5,920             | 3,465             | 3,750             | 5,700             | 1,950          | 34%          |
| Professional Services - 42101          | 39,818            | 40,590            | 43,939            | 47,185            | 66,485            | 19,300         | 29%          |
| Special Department Expense - 42514     | -                 | 32                | 585               | 655               | 655               | -              | 0%           |
| Travel & Training - 42301              | 1,930             | 3,293             | 920               | 1,800             | 1,800             | -              | 0%           |
| Utilities - 4310X                      | 2,796             | 3,037             | 3,610             | 3,025             | 3,025             | -              | 0%           |
| Software Subscription - 42510          | -                 | -                 | -                 | 3,000             | 3,000             | -              | 0%           |
| <b>Total Services and Supplies</b>     | <b>49,791</b>     | <b>53,477</b>     | <b>52,839</b>     | <b>59,845</b>     | <b>81,095</b>     | <b>21,250</b>  | <b>26%</b>   |
| <b>Capital Outlay</b>                  |                   |                   |                   |                   |                   |                |              |
| Equipment - 42107                      | -                 | -                 | -                 | -                 | -                 | -              | 0%           |
| <b>Total Capital Outlay</b>            | <b>-</b>          | <b>-</b>          | <b>-</b>          | <b>-</b>          | <b>-</b>          | <b>-</b>       | <b>0%</b>    |
| <b>Internal Cost Allocations</b>       |                   |                   |                   |                   |                   |                |              |
| Administrative Credits - 38501         | (105,199)         | (111,144)         | (90,939)          | (131,452)         | (139,024)         | (7,572)        | 5%           |
| <b>Total Internal Cost Allocations</b> | <b>(105,199)</b>  | <b>(111,144)</b>  | <b>(90,939)</b>   | <b>(131,452)</b>  | <b>(139,024)</b>  | <b>(7,572)</b> | <b>5%</b>    |
| <b>Total</b>                           | <b>345,882</b>    | <b>368,198</b>    | <b>383,415</b>    | <b>361,585</b>    | <b>399,311</b>    | <b>37,726</b>  | <b>9%</b>    |
| <b>MEASURE S - 2014 FUND - 106</b>     |                   |                   |                   |                   |                   |                |              |
| Professional Services - 42101          | -                 | -                 | 2,500             | 2,500             | 5,000             | 2,500          | 50%          |

## MAJOR NON-PERSONNEL EXPENSE DETAILS

FY 2016-17 FY 2017-18

|   |           |                  |                  |
|---|-----------|------------------|------------------|
| <b>42401 Memberships</b>                        |           | <b>\$ 430</b>    | <b>\$ 430</b>    |
| CSMFO dues                                      | \$ 110    |                  |                  |
| GFOA dues                                       | 190       |                  |                  |
| CMTA dues                                       | 130       |                  |                  |
| <b>42201 Office Expense</b>                     |           | <b>\$ 3,750</b>  | <b>\$ 5,700</b>  |
| Miscellaneous Office Expenses                   | \$ 3,000  |                  |                  |
| Year End Tax Forms                              | 700       |                  |                  |
| Check stock                                     | 1,500     |                  |                  |
| Printing Services                               | 500       |                  |                  |
| <b>42101 Professional Services</b>              |           | <b>\$ 47,185</b> | <b>\$ 66,485</b> |
| 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     |                  |                  |
| Bartel Associates OPEB Actuarial Services       | 16,500    |                  |                  |
| Armored car treasury services                   | 2,800     |                  |                  |
| <b>42514 Special Department Expense</b>         |           | <b>\$ 655</b>    | <b>\$ 655</b>    |
| GFOA CAFR review and certification              | \$ 505    |                  |                  |
| CSMFO budget review and award                   | 150       |                  |                  |
| <b>42301 Travel and Training</b>                |           | <b>\$ 1,800</b>  | <b>\$ 1,800</b>  |
| CSMFO annual conference                         | \$ 1,800  |                  |                  |
| <b>4310X Utilities</b>                          |           | <b>\$ 3,025</b>  | <b>\$ 3,025</b>  |
| Gas/Electric                                    | \$ 2,662  |                  |                  |
| Water   | 363       |                  |                  |
| <b>42510 Software Subscription</b>              |           | <b>\$ 3,000</b>  | <b>\$ 3,000</b>  |
| Cost Tree Cost Allocation Software subscription | 3,000     |                  |                  |

## MEASURE S - 2014 FUND - 106

|                                    |          |                 |                 |
|------------------------------------|----------|-----------------|-----------------|
| <b>42101 Professional Services</b> |          | <b>\$ 2,500</b> | <b>\$ 5,000</b> |
| Measure S Audit (106)              | \$ 2,500 |                 |                 |
| Sales Tax Analysis                 | 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 four (4) represented groups in the City.
- Continue recruitment efforts for vacant positions throughout the organization.

**Success Indicators**

- Completed 20 recruitment processes commencing from advertising to hiring.
- Received and evaluated over 300 applications for sworn and non-sworn positions
- Extracted personnel data (ie: training documents, evaluation records) to assist with the Tyler Technologies (Accounting System) implementation.
- Implemented Neogov, an online recruitment/application software, which will increase recruitment processing, eliminate manual data entry, reduce postage costs, and reduce staff time allocation.

**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.

| <b>Position</b>            | <b>2013-14</b> | <b>2014-15</b> | <b>2015-16</b> | <b>2016-17</b> | <b>2017-18</b> |
|----------------------------|----------------|----------------|----------------|----------------|----------------|
| Assistant City Manager     | 1.00           | 1.00           | 1.00           | 1.00           | 1.00           |
| Human Resources Specialist | 0.75           | 1.00           | 1.00           | 1.00           | 1.00           |
| <b>Total</b>               | <b>1.75</b>    | <b>2.00</b>    | <b>2.00</b>    | <b>2.00</b>    | <b>2.00</b>    |

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

**EXPENDITURE SUMMARY**

|  | <b>FY 2013-14</b> | <b>FY 2014-15</b> | <b>FY 2015-16</b> | <b>FY 2016-17</b> | <b>FY 2017-18</b> | <b>\$ Chg</b>  | <b>% Chg</b> |
|--|-------------------|-------------------|-------------------|-------------------|-------------------|----------------|--------------|
|  | <b>Actual</b>     | <b>Actual</b>     | <b>Actual</b>     | <b>Budget</b>     | <b>Proposed</b>   |                |              |
| <b>Personnel</b>                       |                   |                   |                   |                   |                   |                |              |
| Full-time Salary - 40101               | 238,680           | 242,940           | 223,649           | 240,111           | 248,327           | 8,216          | 3%           |
| Overtime - 40201                       | -                 | 797               | (128)             | 1,000             | 3,000             | 2,000          | 67%          |
| Part-time Salary - 40102               | -                 | 3,289             | 18,559            | -                 | -                 | -              | 0%           |
| Vacation Accrued - 40103               | -                 | 1,298             | (542)             | -                 | -                 | -              | 0%           |
| Benefits & Insurance - 46123           | 73,149            | 74,471            | 78,098            | 97,419            | 91,809            | (5,610)        | -6%          |
| <b>Total Salary &amp; Benefits</b>     | <b>311,829</b>    | <b>322,795</b>    | <b>319,636</b>    | <b>338,530</b>    | <b>343,136</b>    | <b>4,606</b>   | <b>1%</b>    |
| <b>Services and Supplies</b>           |                   |                   |                   |                   |                   |                |              |
| Equipment Maintenance - 42107          | -                 | -                 | -                 | -                 | -                 | -              | 0%           |
| Office Expense - 42201                 | 582               | 1,521             | 502               | 750               | 1,000             | 250            | 25%          |
| Professional Services - 42101          | 30,893            | 20,431            | 67,991            | 27,452            | 59,506            | 32,054         | 54%          |
| Special Department Expense - 42514     | 1,082             | 1,872             | 2,727             | 8,044             | 8,944             | 900            | 10%          |
| Travel & Training - 42301              | 658               | 3,965             | 6,569             | 8,675             | 9,135             | 460            | 5%           |
| Utilities - 4310X                      | 813               | 896               | 1,069             | 900               | 1,188             | 288            | 24%          |
| <b>Total Services and Supplies</b>     | <b>34,028</b>     | <b>28,685</b>     | <b>78,858</b>     | <b>45,821</b>     | <b>79,773</b>     | <b>33,952</b>  | <b>43%</b>   |
| <b>Capital Outlay</b>                  |                   |                   |                   |                   |                   |                |              |
| Equipment - 41312                      | -                 | -                 | -                 | -                 | -                 | -              | 0%           |
| <b>Total Capital Outlay</b>            | <b>-</b>          | <b>-</b>          | <b>-</b>          | <b>-</b>          | <b>-</b>          | <b>-</b>       | <b>0%</b>    |
| <b>Internal Cost Allocations</b>       |                   |                   |                   |                   |                   |                |              |
| Administrative Credits - 38501         | (91,682)          | (104,342)         | (88,897)          | (109,726)         | (112,487)         | (2,761)        | 2%           |
| Legal Charges - 46126                  | -                 | -                 | -                 | 250               | 185               | (65)           | -35%         |
| <b>Total Internal Cost Allocations</b> | <b>(91,682)</b>   | <b>(104,342)</b>  | <b>(88,897)</b>   | <b>(109,476)</b>  | <b>(112,302)</b>  | <b>(2,826)</b> | <b>3%</b>    |
| <b>Total</b>                           | <b>254,175</b>    | <b>247,138</b>    | <b>309,597</b>    | <b>274,875</b>    | <b>310,607</b>    | <b>35,732</b>  | <b>12%</b>   |

## MAJOR NON-PERSONNEL EXPENSE DETAILS

FY 2016-17 FY 2017-18

|  |          |                  |                  |
|--|----------|------------------|------------------|
| <b>42201 Office Expense</b>  |          | <b>\$ 750</b>    | <b>\$ 1,000</b>  |
| Miscellaneous Office Supplies  | \$400    |                  |                  |
| Business Envelopes   | 110      |                  |                  |
| Printing Services  | 75       |                  |                  |
| Other Office Expenses  | 415      |                  |                  |
| <b>42101 Professional Services</b>   |          | <b>\$ 27,452</b> | <b>\$ 59,506</b> |
| Various professional services used during recruitment, testing and qualifying candidates for city employment.                |          |                  |                  |
| Pre-employment physicals, drug-screens, DOT physicals  | \$2,400  |                  |                  |
| IEDA's negotiation services  | 24,492   |                  |                  |
| Miscellaneous Services   | 400      |                  |                  |
| Annual Online Strge- IEDA  | 799      |                  |                  |
| Annual Custom Benefit Adm  | 610      |                  |                  |
| NeoGov Annual Cost   | 3,805    |                  |                  |
| Avery Associates   | 27,000   |                  |                  |
| <b>42514 Special Department Expense</b>  |          | <b>\$ 8,044</b>  | <b>\$ 8,944</b>  |
| Oral board and incidental recruitment expenses   | \$500    |                  |                  |
| Recruitment advertising  | 4,000    |                  |                  |
| Employee BBQ   | 1,500    |                  |                  |
| Employee Recognition Breakfast and Awards  | 2,600    |                  |                  |
| Legal Postings   | 344      |                  |                  |
| <b>42301 Travel and Training</b>   |          | <b>\$ 8,675</b>  | <b>\$ 9,135</b>  |
| Covers the cost of minimal training workshops covering employee relations issues, workers compensation, ADA and family leave |          |                  |                  |
| Miscellaneous Reimbursements   | \$ 75    |                  |                  |
| City Managers Assoc. & ICMA Dues (For ACM)   | 1,860    |                  |                  |
| Other Travel and Training  | 7,200    |                  |                  |
| <b>4310X Utilities</b>   |          | <b>\$ 900</b>    | <b>\$ 1,188</b>  |
| 43103 Gas/Electric   | \$ 1,080 |                  |                  |
| 43102 Water  | 108      |                  |                  |

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**GENERAL GOVERNMENT - 117**

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**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**

| <b>Position</b>                   | <b>2013-14</b> | <b>2014-15</b> | <b>2015-16</b> | <b>2016-17</b> | <b>2017-18</b> |
|-----------------------------------|----------------|----------------|----------------|----------------|----------------|
| Management Analyst                | 0.00           | 0.00           | 0.48           | 0.48           | 1.00           |
| Admin Secretary, <i>part-time</i> | 0.00           | 0.46           | 0.00           | 0.00           | 0.00           |
| <b>Total</b>                      | <b>0.00</b>    | <b>0.46</b>    | <b>0.48</b>    | <b>0.48</b>    | <b>1.00</b>    |

**GENERAL FUND - 100  
GENERAL GOVERNMENT - 117**

**EXPENDITURE SUMMARY**

|                                    | <b>FY 2013-14</b> | <b>FY 2014-15</b> | <b>FY 2015-16</b> | <b>FY 2016-17</b> | <b>FY 2017-18</b> | <b>\$ Chg</b> | <b>%<br/>Cha</b> |
|------------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|---------------|------------------|
|                                    | <b>Actual</b>     | <b>Actual</b>     | <b>Actual</b>     | <b>Budget</b>     | <b>Proposed</b>   |               |                  |
| <b>Personnel</b>                   |                   |                   |                   |                   |                   |               |                  |
| Full-time Salary - 40101           | -                 | -                 | -                 | -                 | 69,278            | 69,278        | 100%             |
| Overtime - 40201                   | -                 | -                 | -                 | -                 | -                 | -             | 0%               |
| Holiday Pay - 40105                | -                 | -                 | -                 | -                 | -                 | -             | 0%               |
| Part-time Salary - 40102           | -                 | 27,353            | (179)             | 31,949            | -                 | (31,949)      | -100%            |
| Vacation Accrued - 40103           | -                 | -                 | -                 | -                 | -                 | -             | 0%               |
| Benefits & Insurance - 46123       | -                 | 3,555             | 3,625             | 5,774             | 46,492            | 40,718        | 88%              |
| Bonds - 42506                      | 1,171             | 1,271             | 1,100             | 1,200             | 1,125             | (75)          | -7%              |
| PERS Retirement - 41004            | 1,098,975         | 1,075,435         | 1,394,679         | 1,568,452         | 1,775,041         | 206,589       | 12%              |
| Med Insurance/Retirement - 41101   | 878,006           | 894,079           | 963,040           | 901,000           | 901,000           | -             | 0%               |
| Medical Insurance/Active - 41001   | 1,180,029         | 1,263,943         | 1,294,254         | 1,445,096         | 1,533,460         | 88,364        | 6%               |
| Medical In Lieu - 41112            | -                 | -                 | 170,789           | 167,616           | 186,516           | 18,900        | 10%              |
| Workers Comp - 41009               | 462,501           | 530,749           | 558,632           | 667,106           | 563,505           | (103,601)     | -18%             |
| Life Insurance /ADD - 41007        | 7,261             | 7,949             | 7,550             | 10,506            | 11,655            | 1,149         | 10%              |
| Unemployment Insurance - 41012     | (789)             | -                 | 11,639            | 10,000            | 12,000            | 2,000         | 17%              |
| Liability Insurance - 46201        | 422,977           | 271,098           | 334,571           | 348,299           | 296,651           | (51,648)      | -17%             |
| Long Term Disability - 41008       | 22,873            | 22,472            | 24,584            | 30,507            | 31,974            | 1,467         | 5%               |
| FICA- Medicare - 41010             | 125,580           | 124,526           | 130,903           | 145,102           | 151,313           | 6,211         | 4%               |
| Dental Insurance - 41002           | 134,352           | 143,286           | 150,171           | 170,179           | 177,479           | 7,300         | 4%               |
| FICA- Social Security - 41011      | 20,005            | 22,269            | 21,474            | 27,728            | 27,259            | (469)         | -2%              |
| Employee Assistance - 41005        | 4,746             | 3,588             | 4,421             | 4,584             | 4,752             | 168           | 4%               |
| Vision Care - 41003                | 21,660            | 22,225            | 20,678            | 24,795            | 27,413            | 2,618         | 10%              |
| Benefits & Insurance - 38502       | (3,585,240)       | (3,628,480)       | (4,125,445)       | (4,621,831)       | (4,810,284)       | (188,453)     | 4%               |
| <b>Total Salary &amp; Benefits</b> | <b>794,107</b>    | <b>785,318</b>    | <b>966,487</b>    | <b>938,062</b>    | <b>1,006,629</b>  | <b>68,567</b> | <b>7%</b>        |
| <b>Services and Supplies</b>       |                   |                   |                   |                   |                   |               |                  |
| Bank Fees - 42501                  | -                 | -                 | 8,287             | 7,000             | 8,600             | 1,600         | 19%              |
| Equipment Maintenance - 42107      | -                 | -                 | -                 | 100               | 100               | -             | 0%               |
| Equipment Rent - 42511             | -                 | -                 | -                 | -                 | 2,400             | 2,400         | 100%             |
| Memberships - 42401                | 6,768             | 6,828             | 11,266            | 16,029            | 18,210            | 2,181         | 12%              |
| Office Expense - 42201             | 10,382            | 12,620            | 12,559            | 19,200            | 19,200            | -             | 0%               |
| Professional Services - 42101      | 124,036           | 145,900           | 116,210           | 123,850           | 180,410           | 56,560        | 31%              |
| Rent - 42513                       | -                 | -                 | 1,329             | 2,700             | 2,700             | -             | 0%               |
| Settlement- 41290                  | -                 | -                 | 27,273            | -                 | -                 | -             | 0%               |
| Special Department Expense - 4251  | 487               | 3,567             | 7,456             | 1,300             | 1,300             | -             | 0%               |
| Travel & Training - 42301          | 76                | 12                | -                 | -                 | -                 | -             | 0%               |
| Utilities - 4310X                  | 8,964             | 9,683             | 11,616            | 9,700             | 12,089            | 2,389         | 20%              |
| <b>Total Services and Supplies</b> | <b>150,713</b>    | <b>178,610</b>    | <b>195,996</b>    | <b>179,879</b>    | <b>245,009</b>    | <b>65,130</b> | <b>27%</b>       |

**Capital Outlay**

|                             |          |          |          |          |          |          |           |
|-----------------------------|----------|----------|----------|----------|----------|----------|-----------|
| Equipment - 47101           | -        | -        | -        | -        | -        | -        | 0%        |
| <b>Total Capital Outlay</b> | <b>-</b> | <b>-</b> | <b>-</b> | <b>-</b> | <b>-</b> | <b>-</b> | <b>0%</b> |

**Debt Service**

|                           |          |          |                |                |                |               |           |
|---------------------------|----------|----------|----------------|----------------|----------------|---------------|-----------|
| Debt Principal - 48101    | -        | -        | 264,718        | 518,662        | 513,740        | (4,922)       | -1%       |
| Debt Interest - 48102     | -        | -        | 289,749        | 229,638        | 254,560        | 24,922        | 10%       |
| <b>Total Debt Service</b> | <b>-</b> | <b>-</b> | <b>554,467</b> | <b>748,300</b> | <b>768,300</b> | <b>20,000</b> | <b>3%</b> |

**Internal Cost Allocations**

|  |                  |                  |                  |                  |                  |                 |             |
|--|------------------|------------------|------------------|------------------|------------------|-----------------|-------------|
| Administrative Credits - 38501         | -                | -                | -                | -                | -                | -               | 0%          |
| Administrative Debits - 46122          | 95,496           | 95,768           | 91,348           | 98,235           | -                | (98,235)        | -100%       |
| IS Charges - 46124                     | 75,267           | 86,426           | 90,655           | 97,467           | 163,500          | 66,033          | 40%         |
| <b>Total Internal Cost Allocations</b> | <b>170,763</b>   | <b>182,194</b>   | <b>182,003</b>   | <b>195,702</b>   | <b>163,500</b>   | <b>(32,202)</b> | <b>-20%</b> |
| Operating Transfers Out - 49901        | -                | -                | 5,000            | 30,000           | 108,845          | 78,845          | 72%         |
| <b>Total</b>                           | <b>1,115,583</b> | <b>1,146,122</b> | <b>1,903,953</b> | <b>2,091,943</b> | <b>2,292,283</b> | <b>101,495</b>  | <b>4%</b>   |

**MAJOR NON-PERSONNEL EXPENSE DETAILS**

|   |           | FY 2016-17        | FY 2017-18        |
|---|-----------|-------------------|-------------------|
| <b>42501 Bank Fees</b>                        |           | <b>\$ 7,000</b>   | <b>\$ 8,600</b>   |
| Mechanics Bank and Bank of the West fees      | \$8,600   |                   |                   |
| <b>42107 Equipment Maintenance</b>            |           | <b>\$ 100</b>     | <b>\$ 100</b>     |
| <b>42511 Equipment Rent</b>                   |           | <b>\$ -</b>       | <b>\$ 2,400</b>   |
| Restroom Services, Farmers market, PVP        | \$2,400   |                   |                   |
| <b>42401 Memberships</b>                      |           | <b>\$ 16,029</b>  | <b>\$ 18,210</b>  |
| League of CA Cities Dues                      | \$ 6,800  |                   |                   |
| ABAG Dues                                     | 4,650     |                   |                   |
| Bay Front Chamber of Commerce Dues            | 135       |                   |                   |
| Subscription Bay Area News Group              | 550       |                   |                   |
| LAFCO dues                                    | 5,525     |                   |                   |
| CAER dues                                     | 550       |                   |                   |
| <b>42201 Office Expense</b>                   |           | <b>\$ 19,200</b>  | <b>\$ 19,200</b>  |
| Postage Supplies                              | \$ 6,200  |                   |                   |
| Office Supplies                               | 5,000     |                   |                   |
| Copier Supplies                               | 1,000     |                   |                   |
| Other Office Expenses                         | 7,000     |                   |                   |
| <b>42101 Professional Services</b>            |           | <b>\$ 123,850</b> | <b>\$ 180,410</b> |
| Architectural Drawings (Faria House)          | \$ 50,000 |                   |                   |
| Animal Control Services                       | 111,310   |                   |                   |
| Mural maintenance                             | 10,100    |                   |                   |
| Other Services                                | 5,000     |                   |                   |
| WCCUSD Summer Intern                          | 4,000     |                   |                   |
| <b>42513 Rent</b>                             |           | <b>\$ 2,700</b>   | <b>\$ 2,700</b>   |
| Parking lot - Tennent Ave. 401-142-012 (AT&T) | \$ 2,700  |                   |                   |
| <b>42514 Special Department Expense</b>       |           | <b>\$ 1,300</b>   | <b>\$ 1,300</b>   |
| Notary fees and supplies                      | \$ 100    |                   |                   |
| UPS/FedEx and other special mailing needs     | 400       |                   |                   |
| Flowers for funerals and special occasions    | 300       |                   |                   |
| Mandated Commuter Program                     | 500       |                   |                   |
| <b>4310X Utilities</b>                        |           | <b>\$ 9,700</b>   | <b>\$ 12,089</b>  |
| 43103 Gas/Electric                            | \$ 10,800 |                   |                   |
| 43102 Water                                   | 813       |                   |                   |
| 4310X Comcast                                 | 476       |                   |                   |

|  |            |                   |                   |
|--|------------|-------------------|-------------------|
| <b>48101 Debt Principal</b>                              |            | <b>\$ 518,662</b> | <b>\$ 513,740</b> |
| Pension Obligation Bond principal                        | \$ 250,440 |                   |                   |
| Successor Agency Collateralized Investment Agreement pay | 263,300    |                   |                   |
| <b>48102 Debt Interest</b>                               |            | <b>\$ 229,638</b> | <b>\$ 254,560</b> |
| Pension Obligation Bond interest                         | \$ 254,560 |                   |                   |

**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 eTrakIt 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.

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**INFORMATION SYSTEMS - 118**

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**Position Summary**

| <b>Position</b>                   | <b>2013-14</b> | <b>2014-15</b> | <b>2015-16</b> | <b>2016-17</b> | <b>2017-18</b> |
|-----------------------------------|----------------|----------------|----------------|----------------|----------------|
| Information Systems Administrator | 1.00           | 1.00           | 1.00           | 0.00           | 0.00           |
| <b>Total</b>                      | <b>1.00</b>    | <b>1.00</b>    | <b>1.00</b>    | <b>0.00</b>    | <b>0.00</b>    |

**INFORMATION SYSTEMS FUND - 525**  
**INFORMATION SYSTEMS - 118**

**EXPENDITURE SUMMARY**

|  | <b>FY 2013-14</b> | <b>FY 2014-15</b> | <b>FY 2015-16</b> | <b>FY 2016-17</b> | <b>FY 2017-18</b> | <b>\$ Chg</b>    | <b>% Chg</b> |
|--|-------------------|-------------------|-------------------|-------------------|-------------------|------------------|--------------|
|  | <b>Actual</b>     | <b>Actual</b>     | <b>Actual</b>     | <b>Budget</b>     | <b>Proposed</b>   |                  |              |
| <b>Personnel</b>                       |                   |                   |                   |                   |                   |                  |              |
| Full-time Salary - 40101               | 84,767            | 85,364            | 71,274            | -                 | -                 | -                | 0%           |
| Overtime - 40201                       | -                 | -                 | 275               | -                 | -                 | -                | 0%           |
| Holiday Pay - 40105                    | -                 | -                 | -                 | -                 | -                 | -                | 0%           |
| Part-time Salary - 40102               | -                 | -                 | -                 | -                 | -                 | -                | 0%           |
| Vacation Accrued - 40103               | -                 | -                 | 13,525            | -                 | -                 | -                | 0%           |
| Benefits & Insurance - 46123           | 28,569            | 29,002            | 30,764            | 3,162             | -                 | (3,162)          | -100%        |
| <b>Total Salary &amp; Benefits</b>     | <b>113,336</b>    | <b>114,366</b>    | <b>115,838</b>    | <b>3,162</b>      | <b>-</b>          | <b>(3,162)</b>   | <b>-100%</b> |
| <b>Services and Supplies</b>           |                   |                   |                   |                   |                   |                  |              |
| Communications - 43101                 | 99,710            | 92,780            | 103,777           | 160,880           | 136,160           | (24,720)         | -18%         |
| Attorney Services - 42102              | -                 | -                 | 75                | -                 | -                 | -                | 0%           |
| Equipment Maintenance - 42107          | 43,831            | 47,395            | 52,589            | 57,500            | 56,624            | (876)            | -2%          |
| Memberships - 42401                    | 160               | 160               | 0                 | 160               | 160               | -                | 0%           |
| Office Expense - 42201                 | 711               | 1,339             | 1,200             | 1,500             | 1,500             | -                | 0%           |
| Professional Services - 42101          | 15,647            | 15,185            | 16,298            | 190,994           | 188,000           | (2,994)          | -2%          |
| Network Maintenance - 42105            | 177,044           | 162,270           | 219,502           | 210,260           | 103,560           | (106,700)        | -103%        |
| Software Maintenance - 42106           | 106,084           | 89,507            | 82,548            | 125,000           | 133,000           | 8,000            | 6%           |
| Software Purchases - 42510             | 28,887            | 27,159            | 42,726            | 76,500            | 56,135            | (20,365)         | -36%         |
| Computer Training - 42301              | 6,950             | 10,555            | 0                 | 22,500            | -                 | (22,500)         | -100%        |
| <b>Total Services and Supplies</b>     | <b>479,024</b>    | <b>446,350</b>    | <b>518,715</b>    | <b>845,294</b>    | <b>675,139</b>    | <b>(170,155)</b> | <b>-25%</b>  |
| <b>Capital Outlay</b>                  |                   |                   |                   |                   |                   |                  |              |
| Computer Equipment - 47102             | 27,189            | 57,385            | 26,599            | 77,350            | 61,100            | (16,250)         | -27%         |
| <b>Total Capital Outlay</b>            | <b>27,189</b>     | <b>57,385</b>     | <b>26,599</b>     | <b>77,350</b>     | <b>61,100</b>     | <b>(16,250)</b>  | <b>-27%</b>  |
| <b>Internal Cost Allocations</b>       |                   |                   |                   |                   |                   |                  |              |
| Administrative Credits - 38501         | (106,107)         | (106,409)         | (101,498)         | (109,150)         | -                 | 109,150          | 100%         |
| IS Charges - 38504                     | (500,458)         | (497,982)         | (565,961)         | (637,900)         | (736,239)         | (98,339)         | 13%          |
| <b>Total Internal Cost Allocations</b> | <b>(606,565)</b>  | <b>(604,391)</b>  | <b>(667,459)</b>  | <b>(747,050)</b>  | <b>(736,239)</b>  | <b>10,811</b>    | <b>-1%</b>   |
| <b>Total</b>                           | <b>12,984</b>     | <b>13,710</b>     | <b>(6,307)</b>    | <b>178,756</b>    | <b>-</b>          | <b>(178,756)</b> | <b>-100%</b> |
| <b>MEASURE S - 2014 FUND - 106</b>     |                   |                   |                   |                   |                   |                  |              |
| Computer Equipment - 47102             | -                 | -                 | -                 | 5,000             | -                 | (5,000)          | -100%        |
| Software Purchases - 42510             | -                 | -                 | 103,618           | 275,000           | 95,000            | (180,000)        | -189%        |
| <b>Total Measure S</b>                 | <b>-</b>          | <b>-</b>          | <b>103,618</b>    | <b>280,000</b>    | <b>95,000</b>     | <b>(185,000)</b> | <b>-195%</b> |

## MAJOR NON-PERSONNEL EXPENSE DETAILS

FY 2016-17 FY 2017-18

|  |            |                   |                   |
|--|------------|-------------------|-------------------|
| <b>43101 Communications</b>  |            | <b>\$ 160,880</b> | <b>\$ 136,160</b> |
| Telephone Charges (AT&T -- CalNET)   | \$ 77,200  |                   |                   |
| Wireless Charges (Verizon Wireless)  | 36,000     |                   |                   |
| Satellite Phone Service - FD/PD (2)  | 700        |                   |                   |
| Internet Service   | 21,900     |                   |                   |
| Pagers (FD)  | 360        |                   |                   |
| <b>42107 Equipment Maintenance</b>   |            | <b>\$ 57,500</b>  | <b>\$ 56,624</b>  |
| Copier Lease and Maintenance (Xerox)                                       | \$ 54,500  |                   |                   |
| Mailing System Meter Lease (Pitney Bowes)                                  | 2,124      |                   |                   |
| <b>42401 Memberships</b>   |            | <b>\$ 160</b>     | <b>\$ 160</b>     |
| Municipal Information System Membership                                    | \$ 160     |                   |                   |
| <b>42201 Office Expense</b>  |            | <b>\$ 1,500</b>   | <b>\$ 1,500</b>   |
| Miscellaneous computer supplies  | \$ 1,300   |                   |                   |
| Miscellaneous office supplies  | 200        |                   |                   |
| <b>42101 Professional Services</b>   |            | <b>\$ 190,994</b> | <b>\$ 188,000</b> |
| Managed IT Support (Precision IT)  | \$ 156,000 |                   |                   |
| Labor for Office 365 Deployment  | \$ 15,000  |                   |                   |
| Labor to Deploy Disaster Recovery Solution                                 | 2,000      |                   |                   |
| Labor to Upgrade and Migrate to Virtualization Servers                     | 15,000     |                   |                   |
| <b>42105 Network Maintenance</b>   |            | <b>\$ 210,260</b> | <b>\$ 103,560</b> |
| Network servers and hardware maintenance, including professional callouts. |            |                   |                   |
| Hardware Warranty Renewal for 3 Servers                                    | \$ 3,000   |                   |                   |
| Hardware Warranty Renewals for Police Car Tablets                          | 5,000      |                   |                   |
| Website Redesign & Hosting   | 25,000     |                   |                   |
| Printer Maintenance  | 2,000      |                   |                   |
| Web Hosting/Maintenance  | 14,660     |                   |                   |
| County Router Maintenance  | 35,000     |                   |                   |
| Server Hardware/Appliance Maintenance                                      | 3,000      |                   |                   |
| Wi-Fi Service  | 1,000      |                   |                   |
| Firewall Maintenance & Spam Filters  | 4,900      |                   |                   |
| LiveScan Maintenance   | 10,000     |                   |                   |

FY 2016-17 FY 2017-18

|  |           |                   |                   |
|--|-----------|-------------------|-------------------|
| <b>42106 Software Maintenance</b>            |           | <b>\$ 125,000</b> | <b>\$ 133,000</b> |
| Recreation Software (RecDesk)                | \$ 4,400  |                   |                   |
| Finance Software (MOMS)                      | 3,000     |                   |                   |
| Permitting/Licensing Software (TrakIt)       | 16,400    |                   |                   |
| ESRI - ArcGIS                                | 20,000    |                   |                   |
| Evidence Tracking Software (FileOn Q)        | 3,000     |                   |                   |
| Records Management Software (Sire/Versatile) | 5,000     |                   |                   |
| Crimeview Desktop Support                    | 3,000     |                   |                   |
| Adobe Software Maintenance                   | 3,500     |                   |                   |
| Antivirus/Backup Software)                   | 7,000     |                   |                   |
| Miscellaneous Software Maintenance           | 4,200     |                   |                   |
| Incode Financial System Maintenance Support  | \$ 59,500 |                   |                   |
| SIRE Software Support/Misc                   | \$ 4,000  |                   |                   |

|  |        |                  |                  |
|--|--------|------------------|------------------|
| <b>42510 Software Purchase &amp; Subscriptions</b>     |        | <b>\$ 76,500</b> | <b>\$ 56,135</b> |
| MuniCode   | \$ 500 |                  |                  |
| PD Background Chk Subscription (Copware, TLO, Equifax) | 1,350  |                  |                  |
| Realquest  | 10,000 |                  |                  |
| Survey Subscription                                    | 350    |                  |                  |
| Copware Site License                                   | 300    |                  |                  |
| New Data Backup and DR Solution                        | 7,635  |                  |                  |
| Office 365 E3 License (160 Licenses)                   | 36,000 |                  |                  |

|                                |      |                  |             |
|--------------------------------|------|------------------|-------------|
| <b>42301 Computer Training</b> |      | <b>\$ 22,500</b> | <b>\$ -</b> |
| Fire RMS Training              | \$ - |                  |             |

|  |          |                  |                  |
|--|----------|------------------|------------------|
| <b>47102 Computer Equipment</b>                |          | <b>\$ 77,350</b> | <b>\$ 61,100</b> |
| Desktop Replacement                            | \$ 3,000 |                  |                  |
| Printer Replacement                            | 1,500    |                  |                  |
| New Server Hardware for Virtualization Project | 15,000   |                  |                  |
| Computers - Admin (3)                          | 3,600    |                  |                  |
| Computers - PCTV ( )                           | 2,400    |                  |                  |
| Computers - Public Works ( 7)                  | 8,400    |                  |                  |
| Computers - Police (2)                         | 2,400    |                  |                  |
| Computers - Fire (1)                           | 1,200    |                  |                  |
| Computers - ComDev (2)                         | 2,400    |                  |                  |
| Dual Monitors - Admin Division                 | 21,200   |                  |                  |

**MEASURE S - 2014 FUND - 106**

|  |           |                   |                  |
|--|-----------|-------------------|------------------|
| <b>42510 Software Purchase &amp; Subscriptions</b>   |           | <b>\$ 275,000</b> | <b>\$ 95,000</b> |
| Replace SIRE Records System Software (25K Carryover) | \$ 50,000 |                   |                  |
| Ancillary equipment related to RecDesk upgrad        | 39,000    |                   |                  |
| Computers - Recreation (5)[a]                        | 6,000     |                   |                  |
| [a] Funded with Measure S 2014 Carryover             |           |                   |                  |

**INFORMATION SYSTEMS CHARGES FOR COMMUNICATION & TECHNOLOGY**

FY 2016-17 FY 2017-18

| <b>38504 IS Charges for Communication &amp; Technology</b> |        |              | <b>\$ (637,900)</b> | <b>\$ (736,239)</b> |
|--|--------|--------------|---------------------|---------------------|
| General Government   | [0117] | \$ (163,500) |                     |                     |
| Police Services  | [0222] | (203,297)    |                     |                     |
| Police Dispatch  | [0223] | (48,184)     |                     |                     |
| Fire Services  | [0229] | (63,270)     |                     |                     |
| Public Works   | [0341] | (72,524)     |                     |                     |
| Building Inspection  | [0462] | (54,557)     |                     |                     |
| Recreation   | [0552] | (52,689)     |                     |                     |
| CATV   | [0554] | (24,641)     |                     |                     |
| Sewer WPCP   | [0648] | (38,533)     |                     |                     |
| Sewer Collection (CY)                                      | [0649] | (15,043)     |                     |                     |

**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 and other Pinole government meetings, program and schedule all replays, and manage and maintain the related video website files.
- To provide for local Public Access operations for citizens.
- To maintain client operations at the current levels of service.
- To assess the department's equipment, repair or replace obsolete equipment, to maintain operations without difficulties, and to effectively implement equipment integration.
- To offer competitive pricing for services while maintaining a positive operating budget.
- To hire and train staff while successfully maintaining the operational skill sets to achieve the above objectives.

**Success Indicators**

- Maintained operations through the staffing attrition.
- Maintained client base and supported additional client needs and requests.
- Addressed equipment failures with minimum display of operational difficulties.
- Assisted in broadcasting or participating in local events such as Pinole Tree Lighting, Concerts in the Park, Swearing in Ceremonies, Town Hall events, Ribbon Cuttings, Ground Breaking events, PVHS events and sports, 4<sup>th</sup> of July events, Fireworks Awareness, Business Highlights and promos, Chamber of Commerce Promos, Veterans Day events, Historical events and interviews, Fund Raising efforts, Runs, Car Shows, Festivals, Local Safety shorts such as Earthquake Preparedness, Snake Safety and Awareness, Safe Driving Practices, Police Department Safety Alerts, Meet your Officers Discussions, Candidates Debates, and Special Requests from Council.

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**CABLE ACCESS TV – 119**

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**Position Summary**

| <b>Position</b>                           | <b>2013-14</b> | <b>2014-15</b> | <b>2015-16</b> | <b>2016-17</b> | <b>2017-18</b> |
|---|----------------|----------------|----------------|----------------|----------------|
| Cable Access Coordinator                  | 0.90           | 0.90           | 1.00           | 1.00           | 1.00           |
| Cable Access Technician                   | 0.90           | 0.90           | 1.00           | 1.00           | 1.00           |
| Cable Equipment Operators, <i>PT/Temp</i> | 0.44           | 0.44           | 0.75           | 0.75           | 0.75           |
| <b>Total</b>                              | <b>2.24</b>    | <b>2.24</b>    | <b>2.75</b>    | <b>2.75</b>    | <b>2.75</b>    |

**CABLE ACCESS TV FUND - 505  
CABLE ACCESS TV - 119**

**EXPENDITURE SUMMARY**

|                                    | <b>FY 2013-14</b> | <b>FY 2014-15</b> | <b>FY 2015-16</b> | <b>FY 2016-17</b> | <b>FY 2017-18</b> | <b>\$ Chg</b> | <b>% Chg</b> |
|------------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|---------------|--------------|
|                                    | <b>Actual</b>     | <b>Actual</b>     | <b>Actual</b>     | <b>Budget</b>     | <b>Proposed</b>   |               |              |
| <b>Personnel</b>                   |                   |                   |                   |                   |                   |               |              |
| Full-time Salary - 40101           | 133,155           | 138,907           | 152,967           | 154,600           | 161,243           | 6,643         | 4%           |
| Overtime - 40201                   | 311               | 1,693             | -                 | 2,000             | 2,000             | -             | 0%           |
| Part-time Salary - 40102           | 36,862            | 31,432            | 13,069            | 25,254            | 26,012            | 758           | 3%           |
| Vacation Accrued - 40103           | 187               | 2,159             | 2,006             | -                 | -                 | -             | 0%           |
| Benefits & Insurance - 46123       | 63,848            | 66,144            | 78,018            | 86,990            | 87,876            | 886           | 1%           |
| <b>Total Salary &amp; Benefits</b> | <b>234,363</b>    | <b>240,335</b>    | <b>246,061</b>    | <b>268,844</b>    | <b>277,131</b>    | <b>8,287</b>  | <b>3%</b>    |
| <b>Services and Supplies</b>       |                   |                   |                   |                   |                   |               |              |
| Attorney Services - 42102          |                   |                   | 258               |                   |                   | -             | 0%           |
| Equipment Maintenance - 42107      | 2,977             | 3,477             | 4,131             | 4,000             | 4,000             | -             | 0%           |
| Fuel - 44301                       |                   |                   | 208               |                   |                   | -             | 0%           |
| Maint Structure/Imp - 42108        | 3,389             | 3,160             | 2,541             | 3,800             | 3,800             | -             | 0%           |
| Memberships - 42401                | -                 | -                 | -                 | -                 | -                 | -             | 0%           |
| Office Expense - 42201             | 190               | -                 | 27                | 250               | 250               | -             | 0%           |
| Professional Services - 42101      | 5,426             | 7,385             | 9,618             | 9,000             | 19,000            | 10,000        | 53%          |
| Special Dept Expense - 42514       | 8,662             | 2,165             | 1,662             | 4,352             | 2,868             | (1,484)       | -52%         |
| Travel & Training - 42301          | 2,410             | 2,470             | 2,481             | 1,500             | 1,500             | -             | 0%           |
| Utilities - 43102                  | 4,036             | 5,722             | 6,989             | 7,000             | 9,000             | 2,000         | 22%          |
| Network Maintenance - 42105        | 44                | -                 | -                 | -                 | -                 | -             | 0%           |
| <b>Total Services and Supplies</b> | <b>27,134</b>     | <b>24,379</b>     | <b>27,916</b>     | <b>29,902</b>     | <b>40,418</b>     | <b>10,516</b> | <b>26%</b>   |
| <b>Capital Outlay</b>              |                   |                   |                   |                   |                   |               |              |
| Equipment - 47101 [1]              | -                 | -                 | -                 | -                 | 56,900            | 56,900        | 100%         |
| <b>Total Capital Outlay</b>        | <b>-</b>          | <b>-</b>          | <b>-</b>          | <b>-</b>          | <b>56,900</b>     | <b>56,900</b> | <b>100%</b>  |
| <b>Internal Cost Allocations</b>   |                   |                   |                   |                   |                   |               |              |
| Administrative Debits - 46122      | -                 | -                 | -                 | -                 | -                 | -             | 0%           |
| IS Charges - 46124                 | 13,311            | 10,729            | 11,888            | 21,297            | 24,641            | 3,344         | 0%           |
| <b>Total Internal Cost</b>         | <b>13,311</b>     | <b>10,729</b>     | <b>11,888</b>     | <b>21,297</b>     | <b>24,641</b>     | <b>3,344</b>  | <b>0%</b>    |
| <b>Total</b>                       | <b>274,808</b>    | <b>275,443</b>    | <b>285,865</b>    | <b>320,043</b>    | <b>399,090</b>    | <b>79,047</b> | <b>20%</b>   |

[1] PEG funded

**MAJOR NON-PERSONNEL EXPENSE DETAILS**

|   |          | FY 2016-17      | FY 2017-18       |
|---|----------|-----------------|------------------|
| <b>42107 Equipment Maintenance</b>  |          | <b>\$ 4,000</b> | <b>\$ 4,000</b>  |
| Fuel  | \$ 400   |                 |                  |
| Miscellaneous Repair Parts  | 1,900    |                 |                  |
| Loaner Equipment  | 170      |                 |                  |
| Equipment Repair  | 300      |                 |                  |
| Other Equipment Maintenance   | 1,230    |                 |                  |
| <b>42108 Maintenance Structure/Imp</b>  |          | <b>\$ 3,800</b> | <b>\$ 3,800</b>  |
| Elevator Maintenance  | \$ 1,009 |                 |                  |
| Building Maintenance  | 1,333    |                 |                  |
| Cleaning/Sanitary Supplies  | 465      |                 |                  |
| Pest Control  | 123      |                 |                  |
| Other Maintenance   | 870      |                 |                  |
| <b>42201 Office Expense</b>   |          | <b>\$ 250</b>   | <b>\$ 250</b>    |
| Miscellaneous Office Supplies   | \$ 200   |                 |                  |
| Other Office Expenses   | 50       |                 |                  |
| <b>42101 Professional Services</b>  |          | <b>\$ 9,000</b> | <b>\$ 19,000</b> |
| Remote programming and support for Leightronix, Scala<br>and General A/V Contractors (90% funded through production fees) | \$ 9,000 |                 |                  |
| Nexus Fee Study   | 10,000   |                 |                  |
| <b>42514 Special Department Expense</b>   |          | <b>\$ 4,352</b> | <b>\$ 2,868</b>  |
| Royalty Expense   | \$ -     |                 |                  |
| Recording Media   | 400      |                 |                  |
| Equipment Rental  | 100      |                 |                  |
| Miscellaneous Special Dept Expenses   | 1031     |                 |                  |
| CCC Tax Collector (Fees/Assessments)  | 452      |                 |                  |
| Other Special Dept Expenses   | 885      |                 |                  |
| <b>42301 Travel and Training</b>  |          | <b>\$ 1,500</b> | <b>\$ 1,500</b>  |
| NAB Training Convention   | \$ 1,400 |                 |                  |
| Other Travel and Training   | \$ 100   |                 |                  |
| <b>43102 Utilities</b>  |          | <b>\$ 7,000</b> | <b>\$ 9,000</b>  |
| Gas and Electric  | \$ 7,000 |                 |                  |
| Water   | 1,000    |                 |                  |
| Taxes   | 1,000    |                 |                  |

**47101 Equipment****\$0 \$ 56,900**

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|  |          |
|--|----------|
| Replace council chambers cameras (2)<br>and installation costs | \$18,000 |
| Replace council chambers switcher systems                      | 12,500   |
| Council recording systems                                      | 4,000    |
| Editing Mac with editing software                              | 4,000    |
| DSLR digital camera  | 2,200    |
| DJI Osmo or similar  | 1,000    |
| DJI UAV  | 3,200    |
| Teranex converters by Blackmagicdesign                         | 2,000    |
| Osprey Talon G1H Video Encoder                                 | 2,000    |
| Disk duplicator  |          |
| Primera Disc Publisher Bravo 4102                              | 2,000    |
| updated 3 PC's and tablets (refer to IT Budget)                | 6,000    |

**Mission**

The Pinole Police Department is committed to ensuring a safe community by providing exemplary law enforcement service while engaging our citizens with: Honor, Integrity, Professionalism, and Respect.

**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**

- 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, Torch Run, and Bike the Bridges
- Citizen Ride Along Program
- Police Explorer Program (Community Funded)
- Security for Community Special Events
- Camera System Monitoring Program
- Community Service Officers

**Success Indicators**

- New Traffic Officer trained and working on traffic issues.
- Top 20 Law Enforcement agency in Fundraising for Special Olympics.
- Up to date on all P.O.S.T. mandated training for Officers.
- Body camera program instituted for all officers.
- Officers trained in the use of Tasers and all Officers issued Tasers.

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**POLICE OPERATIONS - 221**

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**Position Summary**

| <b>Position</b>            | <b>2013-14</b> | <b>2014-15</b> | <b>2015-16</b> | <b>2016-17</b> | <b>2017-18</b> |
|----------------------------|----------------|----------------|----------------|----------------|----------------|
| Chief of Police            | 1.00           | 1.00           | 1.00           | 1.00           | 1.00           |
| Commander                  | 1.00           | 1.00           | 1.00           | 1.00           | 0.00           |
| Lieutenant                 | 0.00           | 0.00           | 0.00           | 0.00           | 2.00           |
| Sergeant                   | 6.00           | 6.00           | 6.00           | 6.00           | 6.00           |
| Police Officer             | 15.00          | 16.00          | 16.00          | 17.00          | 17.00          |
| Community Service Officers | 0.00           | 0.00           | 0.96           | 0.96           | 0.96           |
| Police Officer (SRO)       | 1.00           | 0.00           | 0.00           | 0.00           | 0.00           |
| <b>Total</b>               | <b>25.00</b>   | <b>24.00</b>   | <b>24.96</b>   | <b>25.96</b>   | <b>26.96</b>   |

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

**EXPENDITURE SUMMARY**

|  | <b>FY 2013-14</b> | <b>FY 2014-15</b> | <b>FY 2015-16</b> | <b>FY 2016-17</b> | <b>FY 2017-18</b> | <b>\$ Chg</b>   | <b>% Chg</b> |
|--|-------------------|-------------------|-------------------|-------------------|-------------------|-----------------|--------------|
|  | <b>Actual</b>     | <b>Actual</b>     | <b>Actual</b>     | <b>Budget</b>     | <b>Proposed</b>   |                 |              |
| <b>Personnel</b>                       |                   |                   |                   |                   |                   |                 |              |
| Full-time Salary - 40101               | 1,766,275         | 1,736,033         | 1,623,413         | 1,896,561         | 2,091,182         | 194,621         | 9%           |
| Overtime - 40201                       | 203,858           | -                 | -                 | -                 | -                 | -               | 0%           |
| Holiday Pay - 40105                    | 90,959            | 81,297            | 75,523            | -                 | -                 | -               | -            |
| Part-time Salary - 40102               | 22,124            | 16,164            | -                 | -                 | -                 | -               | 0%           |
| Vacation Accrued - 40103               | 48,706            | 20,322            | 21,546            | -                 | -                 | -               | 0%           |
| Clothing Allowance - 40305             | -                 | -                 | -                 | 23,845            | 25,100            | 1,255           | 5%           |
| Benefits & Insurance - 46123           | 773,187           | 735,708           | 874,042           | 923,992           | 997,847           | 73,855          | 7%           |
| <b>Total Salary &amp; Benefits</b>     | <b>2,905,109</b>  | <b>2,589,524</b>  | <b>2,594,524</b>  | <b>2,844,398</b>  | <b>3,114,129</b>  | <b>269,731</b>  | <b>9%</b>    |
| <b>Services and Supplies</b>           |                   |                   |                   |                   |                   |                 |              |
| Safety Clothing - 44410                | 29,616            | 31,870            | 25,322            | 3,500             | 3,500             | -               | -100%        |
| Equipment Maintenance - 42107          | 106,466           | 114,394           | 77,757            | 103,379           | 103,379           | -               | 0%           |
| Fuel - 44301                           |                   |                   | 16,895            |                   |                   |                 |              |
| Memberships - 42401                    | 1,239             | 950               | 1,743             | 1,805             | 1,805             | -               | 0%           |
| Professional Services - 42101          | 68,519            | 16,773            | 15,757            | 16,000            | 16,000            | -               | 0%           |
| Equipment Rental - 42511               | 3,500             | 3,250             | 3,850             | 5,000             | 5,000             |                 | 0%           |
| Special Dept Expense - 42514           | 33,259            | 24,027            | 30,358            | 34,603            | 33,095            | (1,508)         | -5%          |
| Travel & Training - 42301              | 13,993            | 16,939            | 17,649            | 25,000            | 25,000            | -               | 0%           |
| <b>Total Services and Supplies</b>     | <b>256,592</b>    | <b>208,203</b>    | <b>189,330</b>    | <b>189,287</b>    | <b>187,779</b>    | <b>(1,508)</b>  | <b>-1%</b>   |
| <b>Capital Outlay</b>                  |                   |                   |                   |                   |                   |                 |              |
| Equipment - 47101                      | 4,343             | -                 | 875               | 3,240             | 3,240             | -               | 0%           |
| <b>Total Capital Outlay</b>            | <b>4,343</b>      | <b>-</b>          | <b>875</b>        | <b>3,240</b>      | <b>3,240</b>      | <b>-</b>        | <b>0%</b>    |
| <b>Internal Cost Allocations</b>       |                   |                   |                   |                   |                   |                 |              |
| Administrative Credits - 38501         | (468,520)         | (460,198)         | (295,918)         | (290,014)         | (311,358)         | (21,344)        | 7%           |
| Administrative Debits - 46122          | -                 | -                 | -                 | -                 | -                 | -               | 0%           |
| Legal Services - 46126                 | -                 | -                 | 13,771            | 67,100            | 67,100            | -               | 0%           |
| <b>Total Internal Cost Allocations</b> | <b>(468,520)</b>  | <b>(460,198)</b>  | <b>(282,146)</b>  | <b>(222,914)</b>  | <b>(244,258)</b>  | <b>(21,344)</b> | <b>9%</b>    |
| <b>Total</b>                           | <b>2,697,524</b>  | <b>2,337,529</b>  | <b>2,502,583</b>  | <b>2,814,011</b>  | <b>3,060,890</b>  | <b>246,879</b>  | <b>8%</b>    |

## MAJOR NON-PERSONNEL EXPENSE DETAILS

|   |           | FY 2016-17 | FY 2017-18 |
|---|-----------|------------|------------|
| <b>44410 Safety Clothing</b>            |           | \$ 3,500   | \$ 3,500   |
| Part-time employees uniforms            | \$ 3,500  |            |            |
| <b>42107 Equipment Maintenance</b>      |           | \$ 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     |            |            |
| <b>42401 Memberships</b>                |           | \$ 1,805   | \$ 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       |            |            |
| <b>42101 Professional Services</b>      |           | \$ 16,000  | \$ 16,000  |
| Applicant Processing/Recruiting         | \$ 16,000 |            |            |
| <b>42511 Equipment Rental</b>           |           | \$ 5,000   | \$ 5,000   |
| Firearms Range Rental                   | \$ 5,000  |            |            |
| <b>42514 Special Department Expense</b> |           | \$ 34,603  | \$ 33,095  |
| Vehicle Accident Supplies               | \$ 2,000  |            |            |
| Medical Supplies (1st Aid)              | 500       |            |            |
| Drug field testing                      | 1,000     |            |            |
| Intoximeter Supplies                    | 500       |            |            |
| Firearms Repair                         | 500       |            |            |
| Handgun Ammunition                      | 5,000     |            |            |
| Crime Scene Processing Supplies         | 1,500     |            |            |
| Gunshot Trauma Kits                     | 1,500     |            |            |
| Latex Gloves                            | 300       |            |            |
| Canine Program Expenses                 | 12,095    |            |            |
| Miscellaneous Supplies                  | 8,200     |            |            |
| <b>42301 Travel and Training</b>        |           | \$ 25,000  | \$ 25,000  |
| State of CA -- P.O.S.T. reimbursable    | \$ 25,000 |            |            |
| <b>47101 Equipment</b>                  |           | \$ 3,240   | \$ 3,240   |
| Ballistic Shield                        | \$ 1,400  |            |            |
| MP5                                     | 1,840     |            |            |

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

**EXPENDITURE SUMMARY**

|  | <b>FY 2013-14</b> | <b>FY 2014-15</b> | <b>FY 2015-16</b> | <b>FY 2016-17</b> | <b>FY 2017-18</b> | <b>\$ Chg</b> | <b>% Chg</b> |
|--|-------------------|-------------------|-------------------|-------------------|-------------------|---------------|--------------|
|  | <b>Actual</b>     | <b>Actual</b>     | <b>Actual</b>     | <b>Budget</b>     | <b>Proposed</b>   |               |              |
| <b>Personnel</b>                       |                   |                   |                   |                   |                   |               |              |
| Full-time Salary - 40101               | 180,707           | 325,739           | 332,765           | 611,487           | 606,407           | (5,080)       | -1%          |
| Overtime - 40201                       | 36,452            | 241,982           | 398,769           | 270,500           | 320,500           | 50,000        | 16%          |
| FLSA Overtime - 40202                  | -                 | -                 | -                 | -                 | 13,509            | 13,509        | 100%         |
| Holiday Pay - 40105                    | 10,404            | 17,194            | 17,237            | -                 | -                 | -             | 0%           |
| Part-time Salary - 40102               | -                 | -                 | -                 | -                 | -                 | -             | 0%           |
| Vacation Accrued - 40103               | -                 | 3,396             | 1,016             | -                 | -                 | -             | 0%           |
| Clothing Allowance - 40305             | 2,158             | 5,020             | 6,270             | 7,530             | 7,530             | -             | 0%           |
| Benefits & Insurance - 46123           | 113,784           | 181,181           | 211,556           | 373,759           | 372,576           | (1,183)       | 0%           |
| <b>Total Salary &amp; Benefits</b>     | <b>343,505</b>    | <b>774,512</b>    | <b>967,614</b>    | <b>1,263,276</b>  | <b>1,320,522</b>  | <b>57,246</b> | <b>4%</b>    |
| <b>Services and Supplies</b>           |                   |                   |                   |                   |                   |               |              |
| Equipment Maintenance - 42107          | -                 | 16,425            | -                 | 16,540            | 16,540            | -             | 0%           |
| Memberships - 42401                    | -                 | -                 | -                 | -                 | -                 | -             | 0%           |
| Professional Services - 42101          | -                 | -                 | -                 | -                 | -                 | -             | 0%           |
| Equipment Rental - 42511               | -                 | -                 | -                 | -                 | -                 | -             | 0%           |
| Special Department Expense - 42514     | 3,250             | 1,436             | 2,321             | 3,250             | 3,250             | -             | 0%           |
| Travel & Training - 42301              | 95                | 147               | 41                | -                 | -                 | -             | 0%           |
| <b>Total Services and Supplies</b>     | <b>3,345</b>      | <b>18,008</b>     | <b>2,362</b>      | <b>19,790</b>     | <b>19,790</b>     | <b>-</b>      | <b>0%</b>    |
| <b>Capital Outlay</b>                  |                   |                   |                   |                   |                   |               |              |
| Equipment - 47101                      | 27,013            | 8,620             | -                 | -                 | -                 | -             | 0%           |
| <b>Total Capital Outlay</b>            | <b>27,013</b>     | <b>8,620</b>      | <b>-</b>          | <b>-</b>          | <b>-</b>          | <b>-</b>      | <b>0%</b>    |
| <b>Internal Cost Allocations</b>       |                   |                   |                   |                   |                   |               |              |
| Administrative Credits - 38501         | -                 | -                 | -                 | -                 | -                 | -             | 0%           |
| Administrative Debits - 46122          | 484,351           | 328,684           | 154,977           | -                 | -                 | -             | 0%           |
| <b>Total Internal Cost Allocations</b> | <b>484,351</b>    | <b>328,684</b>    | <b>154,977</b>    | <b>-</b>          | <b>-</b>          | <b>-</b>      | <b>0%</b>    |
| <b>Total</b>                           | <b>858,214</b>    | <b>1,129,824</b>  | <b>1,124,953</b>  | <b>1,283,066</b>  | <b>1,340,312</b>  | <b>57,246</b> | <b>4%</b>    |

## MAJOR NON-PERSONNEL EXPENSE DETAILS

|   |          | FY 2016-17       | FY 2017-18       |
|---|----------|------------------|------------------|
| <b>42107 Equipment Maintenance</b>  |          | <b>\$ 16,540</b> | <b>\$ 16,540</b> |
| Vehicle Washes  | \$ 1,040 |                  |                  |
| MDC Repairs   | 1,650    |                  |                  |
| Vehicle Maintenance   | 1,350    |                  |                  |
| Vehicle Fuel  | 12,500   |                  |                  |
| <b>42514 Special Department Expense</b>   |          | <b>\$ 3,250</b>  | <b>\$ 3,250</b>  |
| Gunshot trauma kits (12)  | \$ 700   |                  |                  |
| Miscellaneous Supplies (Police Patrol)<br>(Fingerprinting kits, tape recorders, etc.) | 2,550    |                  |                  |

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

**EXPENDITURE SUMMARY**

|  | FY 2013-14<br>Actual | FY 2014-15<br>Actual | FY 2015-16<br>Actual | FY 2016-17<br>Budget | FY 2017-18<br>Proposed | \$ Chg        | % Chg     |
|--|----------------------|----------------------|----------------------|----------------------|------------------------|---------------|-----------|
| <b>Personnel</b>                       |                      |                      |                      |                      |                        |               |           |
| Full-time Salary - 40101               | -                    | -                    | -                    | -                    | -                      | -             | 0%        |
| Overtime - 40201                       | -                    | -                    | -                    | -                    | -                      | -             | -         |
| Holiday Pay - 40105                    | -                    | -                    | -                    | -                    | -                      | -             | 0%        |
| Part-time Salary - 40102               | -                    | -                    | -                    | 45,597               | 46,965                 | 1,368         | 0%        |
| Vacation Accrued - 40103               | -                    | -                    | -                    | -                    | -                      | -             | 0%        |
| Clothing Allowance - 40305             | -                    | -                    | -                    | -                    | -                      | -             | 0%        |
| Benefits & Insurance - 46123           | -                    | -                    | 4,284                | 8,240                | 7,589                  | (651)         | -9%       |
| <b>Total Salary &amp; Benefits</b>     | <b>-</b>             | <b>-</b>             | <b>4,284</b>         | <b>53,837</b>        | <b>54,554</b>          | <b>717</b>    | <b>1%</b> |
| <b>Services and Supplies</b>           |                      |                      |                      |                      |                        |               |           |
| Memberships - 42401                    | -                    | -                    | -                    | -                    | -                      | -             | 0%        |
| Professional Services - 42101          | -                    | -                    | -                    | -                    | -                      | -             | 0%        |
| Equipment Rental - 42511               | -                    | -                    | -                    | -                    | -                      | -             | 0%        |
| Special Department Expense - 42514     | -                    | -                    | 3,640                | 25,000               | 50,000                 | 25,000        | 0%        |
| Travel & Training - 412301             | -                    | -                    | -                    | -                    | -                      | -             | 0%        |
| <b>Total Services and Supplies</b>     | <b>-</b>             | <b>-</b>             | <b>3,640</b>         | <b>25,000</b>        | <b>50,000</b>          | <b>25,000</b> | <b>0%</b> |
| <b>Internal Cost Allocations</b>       |                      |                      |                      |                      |                        |               |           |
| Administrative Credits - 38501         | -                    | -                    | -                    | -                    | -                      | -             | 0%        |
| Administrative Debits - 46122          | -                    | -                    | -                    | -                    | -                      | -             | 0%        |
| Equipment Repl Charge - 46125          | -                    | -                    | 30,232               | 45,000               | 50,000                 | 5,000         | 10%       |
| <b>Total Internal Cost Allocations</b> | <b>-</b>             | <b>-</b>             | <b>30,232</b>        | <b>45,000</b>        | <b>50,000</b>          | <b>5,000</b>  | <b>0%</b> |
| <b>Total</b>                           | <b>-</b>             | <b>-</b>             | <b>38,157</b>        | <b>123,837</b>       | <b>154,554</b>         | <b>30,717</b> | <b>0</b>  |

**MAJOR NON-PERSONNEL EXPENSE DETAILS**

|   | FY 2016-17       | FY 2017-18       |
|---|------------------|------------------|
| <b>42514 Sepcial Department Expense</b>             | <b>\$ 25,000</b> | <b>\$ 50,000</b> |
| EOC Safety Plan/Emergency Prep (\$25,000 carryover) | \$ 50,000        |                  |

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

**EXPENDITURE SUMMARY**

|  | FY 2013-14<br>Actual | FY 2014-15<br>Actual | FY 2015-16<br>Actual | FY 2016-17<br>Budget | FY 2017-18<br>Proposed | \$ Chg        | % Chg      |
|--|----------------------|----------------------|----------------------|----------------------|------------------------|---------------|------------|
| <b>Personnel</b>                       |                      |                      |                      |                      |                        |               |            |
| Full-time Salary - 40101               | -                    | -                    | -                    | -                    | -                      | -             | 0%         |
| Overtime - 40201                       | -                    | -                    | -                    | -                    | -                      | -             | 0%         |
| Benefits & Insurance - 46123           | -                    | -                    | -                    | -                    | -                      | -             | 0%         |
| <b>Total Salary &amp; Benefits</b>     | <b>-</b>             | <b>-</b>             | <b>-</b>             | <b>-</b>             | <b>-</b>               | <b>-</b>      | <b>0%</b>  |
| <b>Services and Supplies</b>           |                      |                      |                      |                      |                        |               |            |
| Professional Services - 42101          | -                    | -                    | -                    | -                    | -                      | -             | 0%         |
| Special Department Expense - 42514     | -                    | -                    | -                    | -                    | -                      | -             | 0%         |
| Travel & Training - 42301              | -                    | -                    | -                    | -                    | -                      | -             | 0%         |
| <b>Total Services and Supplies</b>     | <b>-</b>             | <b>-</b>             | <b>-</b>             | <b>-</b>             | <b>-</b>               | <b>-</b>      | <b>0%</b>  |
| <b>Capital Outlay</b>                  |                      |                      |                      |                      |                        |               |            |
| Equipment - 47101                      | -                    | -                    | -                    | -                    | -                      | -             | 0%         |
| <b>Total Capital Outlay</b>            | <b>-</b>             | <b>-</b>             | <b>-</b>             | <b>-</b>             | <b>-</b>               | <b>-</b>      | <b>0%</b>  |
| <b>Internal Cost Allocations</b>       |                      |                      |                      |                      |                        |               |            |
| Administrative Credits - 38501         | -                    | -                    | -                    | -                    | -                      | -             | 0%         |
| Administrative Debits - 46122          | -                    | -                    | -                    | 135,712              | 150,857                | 15,145        | 10%        |
| <b>Total Internal Cost Allocations</b> | <b>-</b>             | <b>-</b>             | <b>-</b>             | <b>135,712</b>       | <b>150,857</b>         | <b>15,145</b> | <b>10%</b> |
| <b>Total</b>                           | <b>-</b>             | <b>-</b>             | <b>-</b>             | <b>135,712</b>       | <b>150,857</b>         | <b>15,145</b> | <b>10%</b> |

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## **POLICE SUPPORT SERVICES - 222**

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### **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**

- 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:**

- New volunteers and interns working at the Department.
- Two new Community Safety Specialists (Crime Prevention Officers) hired and trained.
- Chaplain program and Peer Support Program continued.

### **Position Summary**

| <b>Position</b>             | <b>2013-14</b> | <b>2014-15</b> | <b>2015-16</b> | <b>2016-17</b> | <b>2017-18</b> |
|-----------------------------|----------------|----------------|----------------|----------------|----------------|
| Police Property Specialist  | 1.00           | 1.00           | 1.00           | 1.00           | 1.00           |
| Administrative Assistant    | 1.00           | 1.00           | 1.00           | 1.00           | 1.00           |
| Records Specialist          | 2.00           | 2.00           | 2.00           | 2.00           | 2.00           |
| Community Safety Specialist | 0.46           | 0.92           | 0.96           | 0.96           | 0.96           |
| <b>Total</b>                | <b>4.46</b>    | <b>4.92</b>    | <b>4.96</b>    | <b>4.96</b>    | <b>4.96</b>    |

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

**EXPENDITURE SUMMARY**

|  | FY 2013-14<br>Actual | FY 2014-15<br>Actual | FY 2015-16<br>Actual | FY 2016-17<br>Budget | FY 2017-18<br>Proposed | \$ Chg           | % Chg       |
|--|----------------------|----------------------|----------------------|----------------------|------------------------|------------------|-------------|
| <b>Personnel</b>                       |                      |                      |                      |                      |                        |                  |             |
| Full-time Salary - 40101               | 227,792              | 261,358              | 274,684              | 286,069              | 288,701                | 2,632            | 1%          |
| Overtime - 40201                       | 1,964                | 614                  | 753                  | -                    | -                      | -                | 0%          |
| Holiday Pay - 40105                    | 405                  | -                    | -                    | -                    | -                      | -                | 0%          |
| Part-time Salary - 40102               | 51,373               | 10,556               | 7,889                | -                    | -                      | -                | 0%          |
| Vacation Accrued - 40103               | -                    | -                    | 7,883                | -                    | -                      | -                | 0%          |
| Unemployment Insurance - 41012         | -                    | 4,213                | -                    | -                    | -                      | -                | 0%          |
| Clothing Allowance - 40305             | 780                  | 780                  | 650                  | 880                  | -                      | (880)            | -100%       |
| Benefits & Insurance - 46123           | 117,166              | 127,097              | 130,674              | 141,690              | 142,742                | 1,052            | 1%          |
| <b>Total Salary &amp; Benefits</b>     | <b>399,480</b>       | <b>404,618</b>       | <b>422,532</b>       | <b>428,639</b>       | <b>431,443</b>         | <b>2,804</b>     | <b>1%</b>   |
| <b>Services and Supplies</b>           |                      |                      |                      |                      |                        |                  |             |
| Bank Fees - 42501                      |                      |                      | 625                  |                      |                        | -                | 0%          |
| Equipment Maintenance - 42107          | 15,028               | 14,163               | 6,719                | 10,445               | 10,445                 | -                | 0%          |
| Fuel - 44301                           |                      |                      | 1,363                |                      |                        | -                | 0%          |
| Maint Structure Imp - 42108            | 67,364               | 64,020               | 68,919               | 53,057               | 53,057                 | -                | 0%          |
| Memberships - 42401                    | 357                  | 482                  | 282                  | 350                  | 350                    | -                | 0%          |
| Office Expense - 42201                 | 11,765               | 11,390               | 15,946               | 21,855               | 21,855                 | -                | 0%          |
| Professional Services - 42101          | 111,371              | 96,968               | 142,693              | 156,088              | 156,088                | -                | 0%          |
| Network Maintenance - 42105            | -                    | -                    | -                    | -                    | 28,000                 | 28,000           | 100%        |
| Software Maintenance - 42106           | -                    | -                    | -                    | -                    | 28,000                 | 28,000           | 100%        |
| Special Department Expense - 42514     | 1,286                | 2,359                | 2,610                | 18,134               | 18,134                 | -                | 0%          |
| Travel & Training - 42301              | (322)                | 3,660                | 4,432                | 5,500                | 5,500                  | -                | 0%          |
| Utilities - 43102                      | 44,414               | 45,712               | 48,822               | 45,775               | 45,775                 | -                | 0%          |
| <b>Total Services and Supplies</b>     | <b>251,263</b>       | <b>238,754</b>       | <b>292,412</b>       | <b>311,204</b>       | <b>367,204</b>         | <b>56,000</b>    | <b>15%</b>  |
| <b>Capital Outlay</b>                  |                      |                      |                      |                      |                        |                  |             |
| Equipment - 47101                      | -                    | 49,829               | 49,782               | 49,798               | 49,798                 | -                | 0%          |
| <b>Total Capital Outlay</b>            | <b>-</b>             | <b>49,829</b>        | <b>49,782</b>        | <b>49,798</b>        | <b>49,798</b>          | <b>-</b>         | <b>0%</b>   |
| <b>Internal Cost Allocations</b>       |                      |                      |                      |                      |                        |                  |             |
| Administrative Credits - 38501         | -                    | -                    | -                    | -                    | -                      | -                | 0%          |
| Administrative Debits - 46122          | 56,910               | 57,458               | 55,000               | 64,339               | -                      | (64,339)         | -100%       |
| IS Charges - 46124                     | 153,202              | 181,006              | 198,179              | 240,853              | 203,297                | (37,556)         | -18%        |
| <b>Total Internal Cost Allocations</b> | <b>210,112</b>       | <b>238,464</b>       | <b>253,179</b>       | <b>305,192</b>       | <b>203,297</b>         | <b>(101,895)</b> | <b>-50%</b> |
| <b>Total</b>                           | <b>860,855</b>       | <b>931,665</b>       | <b>1,017,905</b>     | <b>1,094,833</b>     | <b>1,051,742</b>       | <b>(43,091)</b>  | <b>-4%</b>  |

## MAJOR NON-PERSONNEL EXPENSE DETAILS

|   |          | FY 2016-17        | FY 2017-18        |
|---|----------|-------------------|-------------------|
| <b>42107 Equipment Maintenance</b>            |          | <b>\$ 10,445</b>  | <b>\$ 10,445</b>  |
| Vehicle Fuel                                  | \$ 4,395 |                   |                   |
| Preventative Maintenance-Vehicles             | 4,000    |                   |                   |
| Vehicle Washing                               | 300      |                   |                   |
| Vehicle Repairs                               | 1,500    |                   |                   |
| Radio Repairs                                 | 250      |                   |                   |
| <b>42108 Maintenance Structure/Imp</b>        |          | <b>\$ 53,057</b>  | <b>\$ 53,057</b>  |
| 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    |                   |                   |
| <b>42401 Memberships</b>                      |          | <b>\$ 350</b>     | <b>\$ 350</b>     |
| California Criminal Justice                   | \$ 75    |                   |                   |
| CLEARs  | 50       |                   |                   |
| C.A.P.E.                                      | 45       |                   |                   |
| IAPE  | 50       |                   |                   |
| Nat'l Emergency Number Assn                   | 130      |                   |                   |
| <b>42201 Office Expense</b>                   |          | <b>\$ 21,855</b>  | <b>\$ 21,855</b>  |
| Office Supplies                               | 12,720   |                   |                   |
| Copier supplies                               | 500      |                   |                   |
| Printing Services (Concord)                   | 635      |                   |                   |
| Postage & Equipment (Pitney)                  | 3,000    |                   |                   |
| Printing Services (Eagle)                     | 2,500    |                   |                   |
| Other Suppliers                               | 2,500    |                   |                   |
| <b>42101 Professional Services</b>            |          | <b>\$ 156,088</b> | <b>\$ 156,088</b> |
| County Crime Lab Services                     | 58,000   |                   |                   |
| Children's interview center                   | 1,300    |                   |                   |
| 800 MHz Radio System service charges (EBRCSA) | 37,700   |                   |                   |
| Contra Costa County Jail fees                 | 49,600   |                   |                   |
| SART exams                                    | 5,000    |                   |                   |
| Miscellaneous Professional Services           | 4,038    |                   |                   |
| Family Justice Center                         | 450      |                   |                   |
| <b>42105 Network Maintenance</b>              |          | <b>\$ -</b>       | <b>\$ 28,000</b>  |
| CAD/RMS (previously in IT budget)             | 28,000   |                   |                   |

|  |           |           |               |           |               |
|--|-----------|-----------|---------------|-----------|---------------|
| <b>42106 Software Maintenance</b>                                |           | <b>\$</b> | <b>-</b>      | <b>\$</b> | <b>28,000</b> |
| Police Dispatch and Records Mgmt Software (Tyler)                | 28,000    |           |               |           |               |
| <b>42514 Special Department Expense</b>                          |           | <b>\$</b> | <b>18,134</b> | <b>\$</b> | <b>18,134</b> |
| Photographic supplies  | \$ 500    |           |               |           |               |
| Lab supplies, mandated processing materials, sexual assault kits | 375       |           |               |           |               |
| Crime scene supplies   | 5,694     |           |               |           |               |
| GSR processing   | 5,333     |           |               |           |               |
| Fire extinguisher replacement                                    | 382       |           |               |           |               |
| Misc. special department expenses                                | 5,850     |           |               |           |               |
| <b>42301 Travel and Training</b>                                 |           | <b>\$</b> | <b>5,500</b>  | <b>\$</b> | <b>5,500</b>  |
| Conferences (CALNENA)  | \$1,000   |           |               |           |               |
| Meetings   | 500       |           |               |           |               |
| Non POST training  | 1,000     |           |               |           |               |
| POST training  | 3,000     |           |               |           |               |
| <b>43102 Utilities</b>   |           | <b>\$</b> | <b>45,775</b> | <b>\$</b> | <b>45,775</b> |
| Electricity & Gas (PG&E)   | \$ 42,571 |           |               |           |               |
| Water (EBMUD)  | 3,204     |           |               |           |               |
| <b>47101 Equipment</b>   |           | <b>\$</b> | <b>49,798</b> | <b>\$</b> | <b>49,798</b> |
| 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 dispatchers currently working.

**Position Summary**

| <b>Position</b>          | <b>2013-17</b> | <b>2014-15</b> | <b>2015-16</b> | <b>2016-17</b> | <b>2017-18</b> |
|--------------------------|----------------|----------------|----------------|----------------|----------------|
| Support Services Manager | 1.00           | 1.00           | 1.00           | 1.00           | 0.00           |
| Dispatcher               | 7.00           | 7.00           | 7.00           | 7.00           | 11.00          |
| <b>Total</b>             | <b>8.00</b>    | <b>8.00</b>    | <b>8.00</b>    | <b>8.00</b>    | <b>11.00</b>   |

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

**EXPENDITURE SUMMARY**

|  | FY 2013-14<br>Actual | FY 2014-15<br>Actual | FY 2015-16<br>Actual | FY 2016-17<br>Budget | FY 2017-18<br>Proposed | \$ Chg         | % Chg      |
|--|----------------------|----------------------|----------------------|----------------------|------------------------|----------------|------------|
| <b>Personnel</b>                       |                      |                      |                      |                      |                        |                |            |
| Full-time Salary - 40101               | 594,147              | 615,294              | 567,932              | 604,855              | 775,954                | 171,099        | 22%        |
| Overtime - 40201                       | 61,337               | 73,276               | 79,884               | 67,000               | 67,000                 | -              | 0%         |
| FLSA Overtime - 40102                  | -                    | -                    | -                    | -                    | 7,695                  | 7,695          | 100%       |
| Holiday Pay - 40105                    | 25,361               | 26,406               | 24,915               | -                    | -                      | -              | 0%         |
| Vacation Accrued - 40103               | -                    | -                    | 7,031                | -                    | -                      | -              | 0%         |
| Unemployment Insurance - 41012         | -                    | -                    | -                    | -                    | -                      | -              | 0%         |
| Clothing Allowance - 40305             | 4,326                | 5,250                | 5,250                | 5,250                | 8,250                  | 3,000          | 36%        |
| Benefits & Insurance - 46123           | 256,242              | 251,650              | 274,762              | 299,478              | 429,826                | 130,348        | 30%        |
| <b>Total Salary &amp; Benefits</b>     | <b>941,413</b>       | <b>971,876</b>       | <b>959,774</b>       | <b>976,583</b>       | <b>1,288,725</b>       | <b>312,142</b> | <b>24%</b> |
| <b>Services and Supplies</b>           |                      |                      |                      |                      |                        |                |            |
| Equipment Maintenance - 42107          | 818                  | 975                  | 4,478                | 5,500                | 5,500                  | -              | 0%         |
| Maint Structure Imp - 42108            | 5,444                | 8,112                | 6,887                | 3,470                | 3,470                  | -              | 0%         |
| Memberships - 42401                    | -                    | -                    | -                    | 150                  | 150                    | -              | 0%         |
| Office Expense - 42201                 | 1,939                | 1,234                | 999                  | 2,000                | 2,000                  | -              | 0%         |
| Professional Services - 42101          | 2,930                | 2,999                | 569                  | 6,765                | 6,765                  | -              | 0%         |
| Network Maintenance - 42105            | -                    | -                    | -                    | -                    | 12,000                 | 12,000         | 100%       |
| Software Maintenance - 42106           | -                    | -                    | -                    | -                    | 12,000                 | 12,000         | 100%       |
| Special Department Expense - 42514     | 50                   | 825                  | 996                  | 1,000                | 1,000                  | -              | 0%         |
| Travel & Training - 42301              | 1,797                | 2,255                | 3,021                | 6,650                | 10,650                 | 4,000          | 38%        |
| Utilities - 4310X                      | 8,751                | 8,566                | 9,558                | 8,900                | 8,900                  | -              | 0%         |
| <b>Total Services and Supplies</b>     | <b>21,729</b>        | <b>24,966</b>        | <b>26,507</b>        | <b>34,435</b>        | <b>62,435</b>          | <b>28,000</b>  | <b>45%</b> |
| <b>Capital Outlay</b>                  |                      |                      |                      |                      |                        |                |            |
| Furniture - 47103                      | -                    | -                    | 843                  | -                    | -                      | -              | 0%         |
| <b>Total Capital Outlay</b>            | <b>-</b>             | <b>-</b>             | <b>843</b>           | <b>-</b>             | <b>-</b>               | <b>-</b>       | <b>0%</b>  |
| <b>Internal Cost Allocations</b>       |                      |                      |                      |                      |                        |                |            |
| Administrative Credits - 38501         | (56,910)             | (57,458)             | (55,000)             | (64,339)             | -                      | 64,339         | -100%      |
| Administrative Debits - 46122          | 46,204               | 46,042               | 49,025               | 62,269               | 63,845                 | 1,576          | 2%         |
| IS Charges - 46124                     | 46,418               | 42,530               | 57,687               | 68,857               | 48,184                 | (20,673)       | -43%       |
| <b>Total Internal Cost Allocations</b> | <b>35,712</b>        | <b>31,114</b>        | <b>51,712</b>        | <b>66,787</b>        | <b>112,029</b>         | <b>45,242</b>  | <b>40%</b> |
| <b>Total</b>                           | <b>998,854</b>       | <b>1,027,956</b>     | <b>1,038,836</b>     | <b>1,077,805</b>     | <b>1,463,189</b>       | <b>385,384</b> | <b>26%</b> |
| <b>MEASURE S - 2014 FUND - 106</b>     |                      |                      |                      |                      |                        |                |            |
| Overtime - 40201                       | -                    | -                    | -                    | -                    | 25,000                 | 25,000         | 100%       |
| <b>Total</b>                           | <b>998,854</b>       | <b>1,027,956</b>     | <b>1,038,836</b>     | <b>1,077,805</b>     | <b>1,488,189</b>       | <b>410,384</b> | <b>28%</b> |

## MAJOR NON-PERSONNEL EXPENSE DETAILS

|   |           | FY 2016-17 | FY 2017-18 |
|---|-----------|------------|------------|
| <b>42107 Equipment Maintenance</b>  |           | \$ 5,500   | \$ 5,500   |
| Dispatch headset/cord replacement   | \$ 1,265  |            |            |
| Stancil maintenance   | 3,000     |            |            |
| General equipment non-contract maintenance  | 1,235     |            |            |
| <b>42108 Maintenance Structure/Imp</b>  |           | \$ 3,470   | \$ 3,470   |
| Heating & cooling maintenance   | \$ 1,766  |            |            |
| Pest control  | 133       |            |            |
| Janitorial service & supplies   | 975       |            |            |
| Costs associated with Dispatch Center.  | 596       |            |            |
| <b>42401 Memberships</b>  |           | \$ 150     | \$ 150     |
| WBCC portion of costs for APCO and CLEWOA participation.                          | \$ 150    |            |            |
| <b>42201 Office Expense</b>   |           | \$ 2,000   | \$ 2,000   |
| Office supplies for the WBCC staff  | \$ 1,500  |            |            |
| Haines cross-directory subscriptions,<br>legal codes, cross-directory street maps | 500       |            |            |
| <b>42101 Professional Services</b>  |           | \$ 6,765   | \$ 6,765   |
| 800 MHz radio system maintenance  | \$ 4,265  |            |            |
| Language Interpretation Services  | 2,500     |            |            |
| <b>42105 Network Maintenance</b>  |           | \$ -       | \$ 12,000  |
| <i>Cad/RMS (previously in IT budget)</i>  | \$ 12,000 |            |            |
| <b>42105 Network Maintenance</b>  |           | \$ -       | \$ 12,000  |
| Police Dispatch and Records Mgmt Software (Tyler_                                 | \$ 12,000 |            |            |
| <b>42514 Special Department Expense</b>   |           | \$ 1,000   | \$ 1,000   |
| DOJ fingerprints and background investigations on applicants.                     | \$ 1,000  |            |            |
| <b>42301 Travel and Training</b>  |           | \$ 6,650   | \$ 10,650  |
| Non-POST training   | \$1,300   |            |            |
| Meetings associated with dispatch function  | 350       |            |            |
| Conference attendance for APCO, PSAP managers, CLEWOA                             | 1,000     |            |            |
| POST training   | 4,000     |            |            |
| Dispatcher Training   | 4,000     |            |            |
| <b>4310X Utilities</b>  |           | \$ 8,900   | \$ 8,900   |
| 43103 Electricity & Gas (PG&E)  | \$ 8,188  |            |            |
| 43102 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 Description**Traffic 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.

Police Grants

The City has an active grant with the West Contra Costa Unified School District (WCCUSD) for reimbursement of two (2) School Resource Officers (SRO's). One SRO is assigned to Pinole Valley High and one is assigned to Pinole Middle School. The two SRO's are funded by the WCCUSD at \$160,000 per SRO per year.

**Key Objectives**

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

**Success Indicators**

- One School Resource Officer 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.

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**POLICE GRANTS - 227**

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**Position Summary**

| <b>Position</b>                 | <b>2013-14</b> | <b>2014-15</b> | <b>2015-16</b> | <b>2016-17</b> | <b>2017-18</b> |
|---------------------------------|----------------|----------------|----------------|----------------|----------------|
| Crossing Guards, <i>PT Temp</i> | 0.50           | 0.50           | 0.50           | 0.50           | 0.50           |
| Police Officer (SRO)            | 2.00           | 3.00           | 3.00           | 2.00           | 2.00           |
| <b>Total</b>                    | <b>2.50</b>    | <b>3.50</b>    | <b>3.50</b>    | <b>2.50</b>    | <b>2.50</b>    |

**POLICE GRANT FUND - 204  
POLICE GRANTS PROGRAM - 227**

**EXPENDITURE SUMMARY**

|  | <b>FY 2013-14</b> | <b>FY 2014-15</b> | <b>FY 2015-16</b> | <b>FY 2016-17</b> | <b>FY 2017-18</b> | <b>\$ Chg</b>   | <b>% Chg</b> |
|--|-------------------|-------------------|-------------------|-------------------|-------------------|-----------------|--------------|
|  | <b>Actual</b>     | <b>Actual</b>     | <b>Actual</b>     | <b>Budget</b>     | <b>Proposed</b>   |                 |              |
| <b>Personnel</b>                       |                   |                   |                   |                   |                   |                 |              |
| Full-time Salary - 40101               | 414,145           | 316,570           | 253,701           | 202,135           | 188,473           | (13,662)        | -7%          |
| Overtime - 40201                       | 62,937            | -                 | 47,939            | 9,834             | -                 | (9,834)         | 0%           |
| Holiday Pay - 40105                    | 25,800            | -                 | 12,357            | -                 | -                 | -               | -            |
| Vacation Accrued - 40103               | 4,707             | (248)             | -                 | -                 | -                 | -               | 0%           |
| Clothing Allowance - 40305             | 5,858             | 3,765             | 3,138             | 2,510             | 2,510             | -               | 0%           |
| Benefits & Insurance - 46123           | 176,809           | 146,961           | 158,992           | 106,900           | 92,501            | (14,399)        | -16%         |
| <b>Total Salary &amp; Benefits</b>     | <b>690,256</b>    | <b>467,048</b>    | <b>476,126</b>    | <b>321,379</b>    | <b>283,484</b>    | <b>(37,895)</b> | <b>-13%</b>  |
| <b>Services and Supplies</b>           |                   |                   |                   |                   |                   |                 |              |
| Equipment Maintenance - 42107          | -                 | -                 | -                 | 500               | 500               | -               | 0%           |
| Memberships - 42401                    | -                 | -                 | -                 | -                 | -                 | -               | 0%           |
| Office Expense - 42201                 | -                 | -                 | 612               | 2,955             | 2,955             | -               | -            |
| Professional Services - 42101          | -                 | -                 | -                 | -                 | -                 | -               | 0%           |
| Equipment Rental - 42511               | -                 | -                 | -                 | -                 | -                 | -               | 0%           |
| Special Department Expense - 42514     | 3,146             | 6,102             | 17,159            | 9,792             | 5,000             | (4,792)         | -96%         |
| Travel & Training - 42301              | 94                | 227               | 1,239             | -                 | -                 | -               | 0%           |
| <b>Total Services and Supplies</b>     | <b>3,240</b>      | <b>6,329</b>      | <b>19,010</b>     | <b>13,247</b>     | <b>8,455</b>      | <b>(4,792)</b>  | <b>-57%</b>  |
| <b>Capital Outlay</b>                  |                   |                   |                   |                   |                   |                 |              |
| Equipment - 47101                      | 914               | 75,005            | 74,706            | -                 | -                 | -               | -100%        |
| Computer Equipment - 47102             | 885               | -                 | -                 | -                 | -                 | -               | 0%           |
| <b>Total Capital Outlay</b>            | <b>914</b>        | <b>75,005</b>     | <b>74,706</b>     | <b>-</b>          | <b>-</b>          | <b>-</b>        | <b>-100%</b> |
| <b>Internal Cost Allocations</b>       |                   |                   |                   |                   |                   |                 |              |
| Administrative Credits - 38501         | (128,968)         | -                 | -                 | -                 | -                 | -               | 0%           |
| Administrative Debits - 46122          | -                 | -                 | -                 | -                 | -                 | -               | 0%           |
| <b>Total Internal Cost Allocations</b> | <b>(128,968)</b>  | <b>-</b>          | <b>-</b>          | <b>-</b>          | <b>-</b>          | <b>-</b>        | <b>0%</b>    |
| <b>Total</b>                           | <b>565,442</b>    | <b>548,382</b>    | <b>569,842</b>    | <b>334,626</b>    | <b>291,939</b>    | <b>(42,687)</b> | <b>-15%</b>  |

## MAJOR NON-PERSONNEL EXPENSE DETAILS

|   |          | FY 2016-17      | FY 2017-18      |
|---|----------|-----------------|-----------------|
| <b>42107 Equipment Maintenance</b>                        |          | <b>\$ 500</b>   | <b>\$ 500</b>   |
| Crime prevention vehicle maintenance.                     | \$ 500   |                 |                 |
| <b>42201 Office Expense</b>                               |          | <b>\$ 2,955</b> | <b>\$ 2,955</b> |
| Office supplies for crime prevention program              | \$ 2,955 |                 |                 |
| <b>42514 Special Department Expense</b>                   |          | <b>\$ 9,792</b> | <b>\$ 5,000</b> |
| Crime prevention and Neighborhood Watch promotional items | \$ 5,000 |                 |                 |

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

**EXPENDITURE SUMMARY**

|  | FY 2013-14<br>Actual | FY 2014-15<br>Actual | FY 2015-16<br>Actual | FY 2016-17<br>Budget | FY 2017-18<br>Proposed | \$ Chg          | % Chg        |
|--|----------------------|----------------------|----------------------|----------------------|------------------------|-----------------|--------------|
| <b>Personnel</b>                       |                      |                      |                      |                      |                        |                 |              |
| Full-time Salary - 40101               | -                    | -                    | 1,891                | -                    | -                      | -               | 0%           |
| Overtime - 40201                       | -                    | -                    | -                    | -                    | -                      | -               | 0%           |
| Holiday Pay - 40105                    | -                    | -                    | -                    | -                    | -                      | -               | 0%           |
| Part-time Salary - 40102               | 10,929               | 13,603               | 6,853                | 11,471               | 11,471                 | -               | 0%           |
| Vacation Accrued - 40103               | -                    | -                    | -                    | -                    | -                      | -               | 0%           |
| Clothing Allowance - 40305             | -                    | -                    | -                    | -                    | -                      | -               | 0%           |
| Benefits & Insurance - 46123           | 1,831                | 1,961                | 1,627                | 2,073                | 1,854                  | (219)           | -12%         |
| <b>Total Salary &amp; Benefits</b>     | <b>12,760</b>        | <b>15,564</b>        | <b>10,371</b>        | <b>13,544</b>        | <b>13,325</b>          | <b>(219)</b>    | <b>-2%</b>   |
| <b>Services and Supplies</b>           |                      |                      |                      |                      |                        |                 |              |
| Equipment Maintenance - 42107          | 910                  | 1,563                | 479                  | 3,160                | 3,160                  | -               | 0%           |
| Memberships - 42401                    | -                    | -                    | -                    | -                    | -                      | -               | 0%           |
| Professional Services - 42101          | -                    | -                    | -                    | -                    | -                      | -               | 0%           |
| Equipment Rental - 42511               | -                    | -                    | -                    | -                    | -                      | -               | 0%           |
| Special Department Expense - 42514     | 2,029                | 1,596                | 2,809                | 14,300               | 2,300                  | (12,000)        | -522%        |
| Travel & Training - 42301              | 95                   | 147                  | -                    | -                    | -                      | -               | 0%           |
| <b>Total Services and Supplies</b>     | <b>3,034</b>         | <b>3,306</b>         | <b>3,288</b>         | <b>17,460</b>        | <b>5,460</b>           | <b>(12,000)</b> | <b>-220%</b> |
| <b>Capital Outlay</b>                  |                      |                      |                      |                      |                        |                 |              |
| Equipment - 47101                      | -                    | 11,579               | -                    | 7,500                | 7,500                  | -               | 0%           |
| <b>Total Capital Outlay</b>            | <b>-</b>             | <b>11,579</b>        | <b>-</b>             | <b>7,500</b>         | <b>7,500</b>           | <b>-</b>        | <b>0%</b>    |
| <b>Internal Cost Allocations</b>       |                      |                      |                      |                      |                        |                 |              |
| Administrative Credits - 38501         | -                    | -                    | -                    | -                    | -                      | -               | 0%           |
| Administrative Debits - 46122          | -                    | 4,964                | -                    | -                    | -                      | -               | 0%           |
| <b>Total Internal Cost Allocations</b> | <b>-</b>             | <b>4,964</b>         | <b>-</b>             | <b>-</b>             | <b>-</b>               | <b>-</b>        | <b>0%</b>    |
| Transfers Out - 49901                  | 30,000               | 30,000               | -                    | -                    | -                      | -               | -100%        |
| <b>Total</b>                           | <b>45,794</b>        | <b>65,413</b>        | <b>13,659</b>        | <b>38,504</b>        | <b>26,285</b>          | <b>(12,219)</b> | <b>-46%</b>  |

## MAJOR NON-PERSONNEL EXPENSE DETAILS

|   |          | FY 2016-17       | FY 2017-18      |
|---|----------|------------------|-----------------|
| <b>42107 Equipment Maintenance</b>      |          | <b>\$ 3,160</b>  | <b>\$ 3,160</b> |
| Lidar battery replacement               | \$ 460   |                  |                 |
| Lidar/radar repair/calibration          | 2,000    |                  |                 |
| Traffic supplies                        | 700      |                  |                 |
| <b>42514 Special Department Expense</b> |          | <b>\$ 14,300</b> | <b>\$ 2,300</b> |
| Citation printing                       | \$ 2,300 |                  |                 |
| <b>47101 Equipment</b>                  |          | <b>\$ 7,500</b>  | <b>\$ 7,500</b> |
| Repair/Replace Traffic Cameras          | \$ 7,500 |                  |                 |

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

**EXPENDITURE SUMMARY**

|  | FY 2013-14<br>Actual | FY 2014-15<br>Actual | FY 2015-16<br>Actual | FY 2016-17<br>Budget | FY 2017-18<br>Proposed | \$ Chg       | % Chg     |
|--|----------------------|----------------------|----------------------|----------------------|------------------------|--------------|-----------|
| <b>Personnel</b>                       |                      |                      |                      |                      |                        |              |           |
| Full-time Salary - 40101               | -                    | -                    | -                    | -                    | -                      | -            | 0%        |
| Overtime - 40201                       | -                    | -                    | -                    | -                    | -                      | -            | 0%        |
| Benefits & Insurance - 46123           | -                    | -                    | -                    | -                    | -                      | -            | 0%        |
| <b>Total Salary &amp; Benefits</b>     | <b>-</b>             | <b>-</b>             | <b>-</b>             | <b>-</b>             | <b>-</b>               | <b>-</b>     | <b>0%</b> |
| <b>Services and Supplies</b>           |                      |                      |                      |                      |                        |              |           |
| Professional Services - 42101          | -                    | -                    | -                    | -                    | -                      | -            | 0%        |
| Special Department Expense - 42514     | -                    | -                    | -                    | -                    | -                      | -            | 0%        |
| Travel & Training - 42301              | -                    | -                    | -                    | -                    | -                      | -            | 0%        |
| <b>Total Services and Supplies</b>     | <b>-</b>             | <b>-</b>             | <b>-</b>             | <b>-</b>             | <b>-</b>               | <b>-</b>     | <b>0%</b> |
| <b>Capital Outlay</b>                  |                      |                      |                      |                      |                        |              |           |
| Equipment - 47101                      | -                    | -                    | -                    | -                    | -                      | -            | 0%        |
| <b>Total Capital Outlay</b>            | <b>-</b>             | <b>-</b>             | <b>-</b>             | <b>-</b>             | <b>-</b>               | <b>-</b>     | <b>0%</b> |
| <b>Internal Cost Allocations</b>       |                      |                      |                      |                      |                        |              |           |
| Administrative Credits - 38501         | -                    | -                    | -                    | -                    | -                      | -            | 0%        |
| Administrative Debits - 46122          | 102,561              | 93,864               | 91,915               | 92,033               | 96,657                 | 4,624        | 5%        |
| <b>Total Internal Cost Allocations</b> | <b>102,561</b>       | <b>93,864</b>        | <b>91,915</b>        | <b>92,033</b>        | <b>96,657</b>          | <b>4,624</b> | <b>5%</b> |
| <b>Total</b>                           | <b>102,561</b>       | <b>93,864</b>        | <b>91,915</b>        | <b>92,033</b>        | <b>96,657</b>          | <b>4,624</b> | <b>5%</b> |

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## **FIRE OPERATIONS - 231**

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### **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**

- Responded to over 2,000 calls for service
- Retained reduced City ISO rating from 4 to 3
- Promoted one (1) Captain

### **Position Summary**

| <b>Position</b>                | <b>2013-14</b> | <b>2014-15</b> | <b>2015-16</b> | <b>2016-17</b> | <b>2017-18</b> |
|--------------------------------|----------------|----------------|----------------|----------------|----------------|
| Fire Chief                     | 0.00           | 1.00           | 1.00           | 1.00           | 1.00           |
| Administrative Battalion Chief | 0.00           | 0.00           | 1.00           | 1.00           | 0.00           |
| 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           | 1.00           | 1.00           | 1.00           | 1.00           |
| Engineer/Paramedic             | 3.00           | 3.00           | 2.00           | 2.00           | 2.00           |
| Firefighter/Paramedic          | 5.00           | 5.00           | 3.00           | 3.00           | 3.00           |
| Firefighter                    | 1.00           | 6.00           | 3.00           | 3.00           | 3.00           |
| Administrative Secretary       | 0.00           | 0.48           | 0.48           | 0.48           | 0.48           |
| <b>Total</b>                   | <b>15.00</b>   | <b>20.48</b>   | <b>15.48</b>   | <b>15.48</b>   | <b>14.48</b>   |

**GENERAL FUND - 100  
FIRE OPERATIONS - 231**

**EXPENDITURE SUMMARY**

|  | FY 2013-14<br>Actual | FY 2014-15<br>Actual | FY 2015-16<br>Actual | FY 2016-17<br>Budget | FY 2017-18<br>Proposed | \$ Chg           | % Chg       |
|--|----------------------|----------------------|----------------------|----------------------|------------------------|------------------|-------------|
| <b>Personnel</b>                       |                      |                      |                      |                      |                        |                  |             |
| Full-time Salary - 40101               | 1,128,490            | 1,040,188            | 1,230,054            | 1,303,241            | 1,124,306              | (178,935)        | -16%        |
| Overtime - 40201                       | -                    | -                    | -                    | -                    | -                      | -                | 0%          |
| Holiday Pay - 40105                    | 73,466               | 67,956               | 67,961               | 78,301               | 79,995                 | 1,694            | 2%          |
| Vacation Accrued - 40103               | 8,140                | 25,298               | 15,642               | -                    | -                      | -                | 0%          |
| Clothing Allowance - 40305             | -                    | -                    | -                    | 9,600                | 9,600                  | -                | 0%          |
| Benefits & Insurance - 46123           | 570,617              | 534,426              | 702,621              | 736,360              | 693,691                | (42,669)         | -6%         |
| <b>Total Salary &amp; Benefits</b>     | <b>1,780,713</b>     | <b>1,667,868</b>     | <b>2,016,278</b>     | <b>2,127,502</b>     | <b>1,907,592</b>       | <b>(219,910)</b> | <b>-12%</b> |
| <b>Services and Supplies</b>           |                      |                      |                      |                      |                        |                  |             |
| Safety Clothing - 44410                | 55,938               | 42,055               | 31,314               | 24,800               | 24,800                 | -                | 0%          |
| Communications - 43101                 | 470                  | 83                   | 42                   | 100                  | 100                    | -                | 0%          |
| Equipment Maintenance - 42107          | 82,951               | 169,168              | 123,254              | 80,000               | 85,000                 | 5,000            | 6%          |
| Fuel - 44301                           | -                    | -                    | 5,980                | -                    | -                      | -                | 0%          |
| Maintenance Structure/Imp - 42108      | 23,384               | 24,743               | 21,353               | 14,370               | 14,370                 | -                | 0%          |
| Memberships - 42401                    | 890                  | 850                  | 617                  | 505                  | 855                    | 350              | 41%         |
| Office Expense - 42201                 | 1,193                | 2,454                | 2,354                | 3,000                | 3,000                  | -                | 0%          |
| Professional Services - 42101          | 293,304              | 232,161              | 218,090              | 179,400              | 217,955                | 38,555           | 18%         |
| Network Maintenance -42105             | -                    | -                    | -                    | -                    | 2,000                  | 2,000            | 100%        |
| Abatement - 42512                      | 9,203                | 21,003               | 14,450               | 20,000               | 30,000                 | 10,000           | 33%         |
| Settlement - 42508                     | -                    | -                    | -                    | 1,075,000            | -                      | -                | 0%          |
| Special Department Expense - 42514     | 8,113                | 6,671                | 10,966               | 9,700                | 9,700                  | -                | 0%          |
| Travel & Training - 42301              | 2,635                | 9,289                | 24,445               | 7,500                | 13,540                 | 6,040            | 45%         |
| Utilities - 4310X                      | 65,604               | 71,207               | 74,430               | 38,550               | 66,093                 | 27,543           | 42%         |
| Paramedic Services - 42104             | 11,243               | 19,736               | 14,909               | 17,470               | 17,470                 | -                | 0%          |
| <b>Total Services and Supplies</b>     | <b>554,928</b>       | <b>599,420</b>       | <b>542,204</b>       | <b>1,470,395</b>     | <b>484,883</b>         | <b>89,488</b>    | <b>18%</b>  |
| <b>Capital Outlay</b>                  |                      |                      |                      |                      |                        |                  |             |
| Equipment - 42107                      | -                    | -                    | -                    | -                    | -                      | -                | 0%          |
| <b>Total Capital Outlay</b>            | <b>-</b>             | <b>-</b>             | <b>-</b>             | <b>-</b>             | <b>-</b>               | <b>-</b>         | <b>0%</b>   |
| <b>Internal Cost Allocations</b>       |                      |                      |                      |                      |                        |                  |             |
| Administrative Credits - 385011        | (55,038)             | -                    | -                    | -                    | -                      | -                | 0%          |
| IS Charges - 46124                     | 45,398               | 44,691               | 35,101               | 51,233               | 63,270                 | 12,037           | 19%         |
| Legal Services - 46126                 | -                    | -                    | 6,629                | 25,100               | 25,100                 | -                | 0%          |
| <b>Total Internal Cost Allocations</b> | <b>(9,640)</b>       | <b>44,691</b>        | <b>41,730</b>        | <b>76,333</b>        | <b>88,370</b>          | <b>12,037</b>    | <b>14%</b>  |
| <b>Total</b>                           | <b>2,326,001</b>     | <b>2,311,979</b>     | <b>2,600,212</b>     | <b>3,674,230</b>     | <b>2,480,845</b>       | <b>(118,385)</b> | <b>-5%</b>  |

## MAJOR NON-PERSONNEL EXPENSE DETAILS

|   |           | FY 2016-17       | FY 2017-18       |
|---|-----------|------------------|------------------|
| <b>44410 Safety Clothing</b>                    |           | <b>\$ 24,800</b> | <b>\$ 24,800</b> |
| Safety Clothing                                 | \$ 1,800  |                  |                  |
| Replacement Turn-out Gear (6-sets)              | 21,000    |                  |                  |
| Foul Weather Gear                               | 2,000     |                  |                  |
| <b>43101 Communications</b>                     |           | <b>\$ 100</b>    | <b>\$ 100</b>    |
| <b>42107 Equipment Maintenance</b>              |           | <b>\$ 80,000</b> | <b>\$ 85,000</b> |
| Fuel  | \$ 12,408 |                  |                  |
| Medical Oxygen                                  | 1,000     |                  |                  |
| Ladder testing                                  | 1,000     |                  |                  |
| Replace/Repair Hose                             | 5,000     |                  |                  |
| Small tools                                     | 2,000     |                  |                  |
| Radio Repair                                    | 2,500     |                  |                  |
| Oil/Tires/Batteries (apparatus maintenance)     | 25,000    |                  |                  |
| 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     |                  |                  |
| <b>42108 Maintenance Structure/Imp</b>          |           | <b>\$ 14,370</b> | <b>\$ 14,370</b> |
| 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     |                  |                  |

|  |           |                   |                   |
|--|-----------|-------------------|-------------------|
| <b>42401 Memberships</b>                               |           | <b>\$ 505</b>     | <b>\$ 855</b>     |
| NAFERS (Firefighter Safety Organization)               | \$ 25     |                   |                   |
| CCCFCA   | 50        |                   |                   |
| NIEVS (National Institute of Emergency Vehicle Safety) | 130       |                   |                   |
| Miscellaneous publications                             | 150       |                   |                   |
| Cal Fire Chief's membership (FC & BC)                  | 500       |                   |                   |
| <b>42201 Office Expense</b>                            |           | <b>\$ 3,000</b>   | <b>\$ 3,000</b>   |
| <b>42101 Professional Services</b>                     |           | <b>\$ 179,400</b> | <b>\$ 217,955</b> |
| Maximum Security (Station 74)                          | \$ 1,200  |                   |                   |
| CCC Fire Protection District- Dispatch                 | 156,555   |                   |                   |
| 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       |                   |                   |
| Greg Kennedy - Medic IQ Services                       | 24,000    |                   |                   |
| <b>42105 Network Maintenance</b>                       |           | <b>\$ -</b>       | <b>\$ 2,000</b>   |
| Fire RMS Support ( <i>previously in IT budget</i> )    | \$ 2,000  |                   |                   |
| <b>42512 Weed Abatement</b>                            |           | <b>\$ 20,000</b>  | <b>\$ 30,000</b>  |
| Contractor   | \$ 30,000 |                   |                   |
| <b>42514 Special Department Expense</b>                |           | <b>\$ 9,700</b>   | <b>\$ 9,700</b>   |
| Car Seat Safety Program                                | \$ 1,000  |                   |                   |
| Smoke Detector Program                                 | 700       |                   |                   |
| Miscellaneous Special Department Expenses              | 8,000     |                   |                   |
| <b>42301 Travel and Training</b>                       |           | <b>\$ 7,500</b>   | <b>\$ 13,540</b>  |
| Various specialized and mandated trainings             | \$ 5,500  |                   |                   |
| Target Solutions                                       | 3,000     |                   |                   |
| Cascade (EMS training)                                 | 5,040     |                   |                   |
| <b>4310X Utilities</b>                                 |           | <b>\$ 38,550</b>  | <b>\$ 66,093</b>  |
| 43103 PG&E   | \$ 54,595 |                   |                   |
| 43102 EBMUD  | 11,057    |                   |                   |
| 43101 Comcast  | 442       |                   |                   |
| <b>42104 Paramedic Supplies</b>                        |           | <b>\$ 17,470</b>  | <b>\$ 17,470</b>  |
| 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 - 231**

**EXPENDITURE SUMMARY**

|  | <b>FY 2013-14</b> | <b>FY 2014-15</b> | <b>FY 2015-16</b> | <b>FY 2016-17</b> | <b>FY 2017-18</b> | <b>\$ Chg</b>   | <b>% Chg</b> |
|--|-------------------|-------------------|-------------------|-------------------|-------------------|-----------------|--------------|
|  | <b>Actual</b>     | <b>Actual</b>     | <b>Actual</b>     | <b>Budget</b>     | <b>Proposed</b>   |                 |              |
| <b>Personnel</b>                       |                   |                   |                   |                   |                   |                 |              |
| Full-time Salary - 40101               | 119,259           | 274,117           | 128,722           | 141,546           | 144,544           | 2,998           | 2%           |
| Overtime - 40201                       | 244,399           | 203,702           | 201,069           | 271,150           | 187,500           | (83,650)        | -45%         |
| FLSA Overtime - 40202                  | -                 | -                 | -                 | -                 | 46,129            | 46,129          | 100%         |
| Holiday Pay - 40105                    | -                 | 10,454            | 8,865             | 9,414             | 10,181            | 767             | 8%           |
| Part-time Salary - 40102               | 41,714            | 21,309            | 30,736            | 28,394            | 30,123            | 1,729           | 0%           |
| Vacation Accrued - 40103               | 34,908            | 2,424             | 2,746             | -                 | -                 | -               | 0%           |
| Clothing Allowance - 40305             | -                 | -                 | 900               | 800               | 800               | -               | 0%           |
| Benefits & Insurance - 46123           | 35,301            | 125,831           | 106,540           | 113,662           | 110,238           | (3,424)         | -3%          |
| <b>Total Salary &amp; Benefits</b>     | <b>475,581</b>    | <b>637,837</b>    | <b>479,577</b>    | <b>564,966</b>    | <b>529,515</b>    | <b>(35,451)</b> | <b>-7%</b>   |
| <b>Services and Supplies</b>           |                   |                   |                   |                   |                   |                 |              |
| Safety Clothing - 44410                | 760               | 1,720             | -                 | -                 | -                 | -               | 0%           |
| Equipment Maintenance - 42107          | -                 | 4,638             | 5,186             | 5,000             | 55,000            | 50,000          | 91%          |
| Professional Services - 42101          | 98,242            | 7,937             | -                 | -                 | -                 | -               | 0%           |
| Special Department Expense - 42514     | -                 | 2,772             | -                 | -                 | -                 | -               | 0%           |
| Travel & Training - 42301              | -                 | 153               | 36                | -                 | -                 | -               | 0%           |
| Debt Principal - 48101                 | 70,433            | 60,628            | 62,162            | 60,628            | 65,347            | 4,719           | 7%           |
| Debt Interest - 48102                  | -                 | 9,805             | 8,335             | 9,805             | 5,086             | (4,719)         | -93%         |
| <b>Total Services and Supplies</b>     | <b>169,435</b>    | <b>87,653</b>     | <b>75,719</b>     | <b>75,433</b>     | <b>125,433</b>    | <b>50,000</b>   | <b>40%</b>   |
| <b>Capital Outlay</b>                  |                   |                   |                   |                   |                   |                 |              |
| Equipment - 47101                      | 465,919           | 51,514            | -                 | -                 | -                 | -               | 0%           |
| <b>Total Capital Outlay</b>            | <b>465,919</b>    | <b>51,514</b>     | <b>-</b>          | <b>-</b>          | <b>-</b>          | <b>-</b>        | <b>0%</b>    |
| <b>Internal Cost Allocations</b>       |                   |                   |                   |                   |                   |                 |              |
| Administrative Credits - 38501         | -                 | -                 | -                 | -                 | -                 | -               | 0%           |
| Administrative Debits - 46122          | 39,589            | -                 | -                 | -                 | -                 | -               | 0%           |
| IS Charges - 46124                     | -                 | -                 | -                 | -                 | -                 | -               | 0%           |
| <b>Total Internal Cost Allocations</b> | <b>39,589</b>     | <b>-</b>          | <b>-</b>          | <b>-</b>          | <b>-</b>          | <b>-</b>        | <b>0%</b>    |
| <b>Total</b>                           | <b>1,150,524</b>  | <b>777,004</b>    | <b>555,295</b>    | <b>640,399</b>    | <b>654,948</b>    | <b>14,549</b>   | <b>2%</b>    |

## MAJOR NON-PERSONNEL EXPENSE DETAILS

|   |           | FY 2016-17       | FY 2017-18       |
|---|-----------|------------------|------------------|
| <b>42107 Equipment Maintenance</b>                      |           | <b>\$ 5,000</b>  | <b>\$ 55,000</b> |
| Vehicle Maintenance                                     | \$ 5,000  |                  |                  |
| Reserve Apparatus Engine Repair                         | 50,000    |                  |                  |
| <b>48101 Debt Principal</b>                             |           | <b>\$ 60,628</b> | <b>\$ 65,347</b> |
| Type-1 Vehicle Apparatus (Commercial Lease - Principal) | \$ 65,347 |                  |                  |
| <b>48102 Debt Interest</b>                              |           | <b>\$ 9,805</b>  | <b>\$ 5,086</b>  |
| Type-1 Vehicle Apparatus (Commercial Lease - Interest)  | \$ 5,086  |                  |                  |

**MEASURE S-2014 FUND - 106  
FIRE OPERATIONS - 231**

**EXPENDITURE SUMMARY**

|  | FY 2013-14 | FY 2014-15 | FY 2015-16    | FY 2016-17     | FY 2017-18     | \$ Chg        | % Chg      |
|--|------------|------------|---------------|----------------|----------------|---------------|------------|
|  | Actual     | Actual     | Actual        | Budget         | Proposed       |               |            |
| <b>Personnel</b>                       |            |            |               |                |                |               |            |
| Full-time Salary - 40101               | -          | -          | -             | 151,466        | 174,599        | 23,133        | 13%        |
| Overtime - 40201                       | -          | -          | -             | -              | -              | -             | 0%         |
| Holiday Pay - 40105                    | -          | -          | -             | -              | -              | -             | 0%         |
| Part-time Salary - 40102               | -          | -          | -             | -              | -              | -             | 0%         |
| Vacation Accrued - 40103               | -          | -          | -             | -              | -              | -             | 0%         |
| Clothing Allowance - 40305             | -          | -          | 1,000         | 800            | 0              | (800)         | -100%      |
| Benefits & Insurance - 46123           | -          | -          | 8,475         | 76,696         | 87,660         | 10,964        | 13%        |
| <b>Total Salary &amp; Benefits</b>     | <b>-</b>   | <b>-</b>   | <b>9,475</b>  | <b>228,962</b> | <b>262,259</b> | <b>33,297</b> | <b>13%</b> |
| <b>Services and Supplies</b>           |            |            |               |                |                |               |            |
| Safety Clothing - 44410                | -          | -          | -             | -              | -              | -             | 0%         |
| Equipment Maintenance - 42107          | -          | -          | -             | -              | -              | -             | 0%         |
| Professional Services - 42101          | -          | -          | -             | -              | -              | -             | 0%         |
| Special Department Expense - 42514     | -          | -          | -             | -              | -              | -             | 0%         |
| Travel & Training - 42301              | -          | -          | -             | -              | -              | -             | 0%         |
| <b>Total Services and Supplies</b>     | <b>-</b>   | <b>-</b>   | <b>-</b>      | <b>-</b>       | <b>-</b>       | <b>-</b>      | <b>0%</b>  |
| <b>Capital Outlay</b>                  |            |            |               |                |                |               |            |
| Equipment - 42107                      | -          | -          | 9,208         | -              | -              | -             | -100%      |
| <b>Total Capital Outlay</b>            | <b>-</b>   | <b>-</b>   | <b>9,208</b>  | <b>-</b>       | <b>-</b>       | <b>-</b>      | <b>0%</b>  |
| <b>Internal Cost Allocations</b>       |            |            |               |                |                |               |            |
| Administrative Credits - 38501         | -          | -          | -             | -              | -              | -             | 0%         |
| Administrative Debits - 46122          | -          | -          | -             | -              | -              | -             | 0%         |
| IS Charges - 46124                     | -          | -          | -             | -              | -              | -             | 0%         |
| <b>Total Internal Cost Allocations</b> | <b>-</b>   | <b>-</b>   | <b>-</b>      | <b>-</b>       | <b>-</b>       | <b>-</b>      | <b>0%</b>  |
| <b>Total</b>                           | <b>-</b>   | <b>-</b>   | <b>18,683</b> | <b>228,962</b> | <b>262,259</b> | <b>33,297</b> | <b>13%</b> |

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## PUBLIC WORKS ADMINISTRATION & ENGINEERING - 341

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### Mission

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

### Program Description

Design, administer, and supervise 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

### Key Objectives

- Daily management of Engineering and Public Works departments, including: parks, maintenance, planning, waste reduction, and clean water
- Compliance reporting regarding all engineering, and public works matters, including and not limited to the General Plan; environmental compliance; labor compliance, etc.
- Represent the voice of Pinole by participating in regional transportation, development, and planning processes
- Evaluate opportunities to increase collaborate with private developers on projects, including the sale of City owned lots for development
- Periodic updates to the Capital Improvement Plan
- Pursue grant-funding opportunities
- Provide support to Traffic and Pedestrian Safety Committee

### Success Indicators

Efficient, successful project execution which benefits the residents of Pinole.

### Position Summary

| Position                                    | 2013-14     | 2014-15     | 2015-16     | 2016-17     | 2017-18     |
|---|-------------|-------------|-------------|-------------|-------------|
| Development Services Director/City Engineer | 1.00        | 1.00        | 1.00        | 1.00        | 1.00        |
| Management Analyst, <i>PT/Temp</i>          | 0.00        | 0.48        | 0.00        | 0.00        | 0.00        |
| Senior Project Manager                      | 0.00        | 0.00        | 1.00        | 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        |
| <b>Total</b>                                | <b>3.00</b> | <b>3.48</b> | <b>4.00</b> | <b>4.00</b> | <b>4.00</b> |

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

**EXPENDITURE SUMMARY**

|  | FY 2013-14<br>Actual | FY 2014-15<br>Actual | FY 2015-16<br>Actual | FY 2016-17<br>Budget | FY 2017-18<br>Proposed | \$ Chg          | % Chg       |
|--|----------------------|----------------------|----------------------|----------------------|------------------------|-----------------|-------------|
| <b>Personnel</b>                       |                      |                      |                      |                      |                        |                 |             |
| Full-time Salary - 40101               | -                    | -                    | 239,124              | 383,366              | 381,091                | (2,275)         | -1%         |
| Overtime - 40201                       | -                    | -                    | 1,254                | -                    | -                      | -               | 0%          |
| Part-time Salary - 40102               | -                    | -                    | -                    | -                    | -                      | -               | 0%          |
| Vacation Accrued - 40103               | 8,140                | 25,298               | 31,934               | -                    | -                      | -               | 0%          |
| Clothing Allowance - 46123             | -                    | -                    | 200                  | -                    | 200                    | -               | 0%          |
| Benefits & Insurance - 46123           | 0                    | 0                    | 106,519              | 247,246              | 178,073                | (69,173)        | -39%        |
| <b>Total Salary &amp; Benefits</b>     | <b>8,140</b>         | <b>25,298</b>        | <b>379,030</b>       | <b>630,612</b>       | <b>559,364</b>         | <b>(71,248)</b> | <b>-13%</b> |
| <b>Services and Supplies</b>           |                      |                      |                      |                      |                        |                 |             |
| Equipment Maintenance - 42107          | -                    | -                    | -                    | 500                  | 500                    | -               | 0%          |
| Maintenance Structure/Imp - 42108      | -                    | -                    | -                    | -                    | -                      | -               | 0%          |
| Memberships - 42401                    | -                    | -                    | -                    | -                    | -                      | -               | 0%          |
| Office Expense - 42201                 | -                    | -                    | -                    | 7,500                | 5,750                  | (1,750)         | -30%        |
| Professional Services - 42101          | -                    | -                    | 114,333              | -                    | -                      | -               | -100%       |
| Abatement - 42512                      | -                    | -                    | -                    | -                    | -                      | -               | -           |
| Special Department Expense - 42514     | -                    | -                    | (5,185)              | -                    | -                      | -               | 0%          |
| Travel & Training - 42301              | -                    | -                    | 24                   | 500                  | 1,000                  | 500             | 50%         |
| Utilities - 4310X                      | -                    | -                    | -                    | -                    | -                      | -               | 0%          |
| <b>Total Services and Supplies</b>     | <b>-</b>             | <b>-</b>             | <b>109,172</b>       | <b>8,500</b>         | <b>7,250</b>           | <b>(1,250)</b>  | <b>-17%</b> |
| <b>Capital Outlay</b>                  |                      |                      |                      |                      |                        |                 |             |
| Equipment - 42107                      | -                    | -                    | -                    | -                    | -                      | -               | 0%          |
| <b>Total Capital Outlay</b>            | <b>-</b>             | <b>-</b>             | <b>-</b>             | <b>-</b>             | <b>-</b>               | <b>-</b>        | <b>0%</b>   |
| <b>Internal Cost Allocations</b>       |                      |                      |                      |                      |                        |                 |             |
| Administrative Credits - 38501         | -                    | -                    | (263,761)            | (535,351)            | (514,347)              | 21,004          | -4%         |
| IS Charges - 46124                     | -                    | -                    | 5,259                | 50,499               | 72,524                 | 22,025          | 30%         |
| <b>Total Internal Cost Allocations</b> | <b>-</b>             | <b>-</b>             | <b>(258,503)</b>     | <b>(484,852)</b>     | <b>(441,823)</b>       | <b>43,029</b>   | <b>-10%</b> |
| <b>Total</b>                           | <b>8,140</b>         | <b>25,298</b>        | <b>229,699</b>       | <b>154,260</b>       | <b>124,791</b>         | <b>(29,469)</b> | <b>-24%</b> |
| <b>MEASURE S - 2014 FUND - 106</b>     |                      |                      |                      |                      |                        |                 |             |
| Administrative Debits - 46122          | -                    | -                    | -                    | 70,067               | 54,445                 | (15,622)        | -29%        |
| Equipment Repl Charges - 46125         | -                    | -                    | 53,101               | 20,000               | 20,000                 | -               | 0%          |
| <b>Total Measure S - 2014</b>          | <b>-</b>             | <b>-</b>             | <b>53,101</b>        | <b>90,067</b>        | <b>74,445</b>          | <b>(15,622)</b> | <b>-21%</b> |

**MAJOR NON-PERSONNEL EXPENSE DETAILS**

|                                    |          | <b>FY 2016-17</b> | <b>FY 2017-18</b> |
|------------------------------------|----------|-------------------|-------------------|
| <b>42107 Equipment Maintenance</b> |          | <b>\$ 500</b>     | <b>\$ 500</b>     |
| Maintenance of office equipment.   | \$ 500   |                   |                   |
| <b>42201 Office Expense</b>        |          | <b>\$ 7,500</b>   | <b>\$ 5,750</b>   |
| General office supplies            | \$ 5,750 |                   |                   |
| <b>42301 Travel and Training</b>   |          | <b>\$ 500</b>     | <b>\$ 1,000</b>   |
|                                    | \$ 1,000 |                   |                   |

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

**EXPENDITURE SUMMARY**

|  | FY 2013-14<br>Actual | FY 2014-15<br>Actual | FY 2015-16<br>Actual | FY 2016-17<br>Budget | FY 2017-18<br>Proposed | \$ Chg         | % Chg        |
|--|----------------------|----------------------|----------------------|----------------------|------------------------|----------------|--------------|
| <b>Personnel</b>                       |                      |                      |                      |                      |                        |                |              |
| Full-time Salary - 40101               | 271,531              | 297,529              | (13,386)             | -                    | -                      | -              | 0%           |
| Overtime - 40201                       | 155                  | -                    | -                    | -                    | -                      | -              | 0%           |
| Part-time Salary - 40102               | -                    | -                    | -                    | -                    | -                      | -              | 0%           |
| Vacation Accrued - 40103               | 8,346                | 8,333                | -                    | -                    | -                      | -              | 0%           |
| Benefits & Insurance - 46123           | 167,148              | 158,873              | -                    | -                    | -                      | -              | -100%        |
| <b>Total Salary &amp; Benefits</b>     | <b>447,180</b>       | <b>464,735</b>       | <b>(13,386)</b>      | <b>-</b>             | <b>-</b>               | <b>-</b>       | <b>-100%</b> |
| <b>Services and Supplies</b>           |                      |                      |                      |                      |                        |                |              |
| Safety Clothing - 44410                | 220                  | 415                  | 163                  | -                    | -                      | -              | 0%           |
| Equipment Maintenance - 42107          | 14                   | -                    | -                    | -                    | -                      | -              | 0%           |
| Maintenance Structure/Imp - 42108      | 4,182                | 4,182                | 4,024                | 4,500                | 7,500                  | 3,000          | 40%          |
| Memberships - 42401                    | -                    | -                    | -                    | -                    | -                      | -              | 0%           |
| Office Expense - 42201                 | 2,178                | 2,727                | 2,730                | -                    | -                      | -              | 0%           |
| Professional Services - 42101          | 6,721                | 19,725               | 9,849                | 31,000               | 31,000                 | -              | 0%           |
| Special Department Expense - 42514     | 1,680                | 832                  | 2,649                | 3,700                | 3,700                  | -              | 0%           |
| Travel & Training - 42301              | 353                  | 682                  | 40                   | 500                  | -                      | (500)          | -100%        |
| Utilities - 4310X                      | 179,771              | 208,970              | 201,376              | 199,000              | 290,000                | 91,000         | 31%          |
| <b>Total Services and Supplies</b>     | <b>195,119</b>       | <b>237,533</b>       | <b>220,832</b>       | <b>238,700</b>       | <b>332,200</b>         | <b>93,500</b>  | <b>28%</b>   |
| <b>Capital Outlay</b>                  |                      |                      |                      |                      |                        |                |              |
| Equipment - 42107                      | -                    | -                    | -                    | -                    | -                      | -              | 0%           |
| <b>Total Capital Outlay</b>            | <b>-</b>             | <b>-</b>             | <b>-</b>             | <b>-</b>             | <b>-</b>               | <b>-</b>       | <b>0%</b>    |
| <b>Internal Cost Allocations</b>       |                      |                      |                      |                      |                        |                |              |
| Administrative Credits - 38501         | (277,957)            | (299,888)            | -                    | -                    | -                      | -              | 0%           |
| Administrative Debits - 46122          | 84,300               | 67,715               | 53,887               | 120,430              | 121,191                | 761            | 1%           |
| IS Charges - 46124                     | 56,080               | 44,928               | 1,279                | -                    | -                      | -              | -100%        |
| Legal Charges - 46126                  | -                    | -                    | 8,178                | 12,400               | 9,400                  | (3,000)        | -32%         |
| <b>Total Internal Cost Allocations</b> | <b>(137,577)</b>     | <b>(187,245)</b>     | <b>63,344</b>        | <b>132,830</b>       | <b>130,591</b>         | <b>(2,239)</b> | <b>-2%</b>   |
| <b>Total</b>                           | <b>504,722</b>       | <b>515,023</b>       | <b>270,790</b>       | <b>371,530</b>       | <b>462,791</b>         | <b>91,261</b>  | <b>20%</b>   |

## MAJOR NON-PERSONNEL EXPENSE DETAILS

|  |            | FY 2016-17        | FY 2017-18        |
|--|------------|-------------------|-------------------|
| <b>42108 Maintenance Structure/Imp</b>                                 |            | <b>\$ 4,500</b>   | <b>\$ 7,500</b>   |
| Reflects the costs of hardware supplies.                               | \$ 7,500   |                   |                   |
| Also covers the cost of median maintenance.                            | -          |                   |                   |
| <b>42101 Professional Services</b>                                     |            | <b>\$ 31,000</b>  | <b>\$ 31,000</b>  |
| General Engineering survey contract.                                   | \$ 10,000  |                   |                   |
| Audit Services   | 1,000      |                   |                   |
| Professional services in support of engineering functions              | 20,000     |                   |                   |
| <b>42514 Special Department Expense</b>                                |            | <b>\$ 3,700</b>   | <b>\$ 3,700</b>   |
| Includes: contracted services for activities in the right of way and   | \$ 3,700   |                   |                   |
| Pinole's share of CTA Congestion Management Plan administrative costs. |            |                   |                   |
| <b>42301 Travel and Training</b>                                       |            | <b>\$ 500</b>     | <b>\$ -</b>       |
| Includes Director's attendance at training workshops, \$500.           | \$ -       |                   |                   |
| <b>4310X Utilities</b>   |            | <b>\$ 199,000</b> | <b>\$ 290,000</b> |
| Electricity costs for street lights, traffic lights and controls       |            |                   |                   |
| Electricity & Gas (PG&E)   | \$ 180,000 |                   |                   |
| EBMUD median irrigation  | \$ 110,000 |                   |                   |

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

**EXPENDITURE SUMMARY**

|  | FY 2013-14<br>Actual | FY 2014-15<br>Actual | FY 2015-16<br>Actual | FY 2016-17<br>Budget | FY 2017-18<br>Proposed | \$ Chg         | % Chg       |
|--|----------------------|----------------------|----------------------|----------------------|------------------------|----------------|-------------|
| <b>Personnel</b>                       |                      |                      |                      |                      |                        |                |             |
| Full-time Salary - 40101               | -                    | -                    | -                    | -                    | -                      | -              | 0%          |
| Overtime - 40201                       | -                    | -                    | -                    | -                    | -                      | -              | 0%          |
| Part-time Salary - 40102               | -                    | -                    | -                    | -                    | -                      | -              | 0%          |
| Vacation Accrued - 40103               | -                    | -                    | -                    | -                    | -                      | -              | 0%          |
| Benefits & Insurance - 46123           | -                    | -                    | -                    | -                    | -                      | -              | 0%          |
| <b>Total Salary &amp; Benefits</b>     | <b>-</b>             | <b>-</b>             | <b>-</b>             | <b>-</b>             | <b>-</b>               | <b>-</b>       | <b>0%</b>   |
| <b>Services and Supplies</b>           |                      |                      |                      |                      |                        |                |             |
| Maintenance Structure/Imp - 42108      | -                    | -                    | -                    | -                    | -                      | -              | 0%          |
| Memberships - 42401                    | -                    | -                    | -                    | 39,675               | 42,772                 | 3,097          | 7%          |
| Office Expense - 42201                 | -                    | -                    | -                    | -                    | -                      | -              | 0%          |
| Professional Services - 42101          | -                    | 3,140                | -                    | -                    | -                      | -              | 0%          |
| Special Department Expense - 42514     | -                    | -                    | -                    | -                    | -                      | -              | 0%          |
| Travel & Training - 42301              | -                    | -                    | -                    | -                    | -                      | -              | 0%          |
| Utilities - 4310X                      | -                    | -                    | -                    | -                    | -                      | -              | 0%          |
| <b>Total Services and Supplies</b>     | <b>-</b>             | <b>3,140</b>         | <b>-</b>             | <b>39,675</b>        | <b>42,772</b>          | <b>3,097</b>   | <b>7%</b>   |
| <b>Capital Outlay</b>                  |                      |                      |                      |                      |                        |                |             |
| Equipment - 42107                      | -                    | -                    | -                    | -                    | -                      | -              | 0%          |
| <b>Total Capital Outlay</b>            | <b>-</b>             | <b>-</b>             | <b>-</b>             | <b>-</b>             | <b>-</b>               | <b>-</b>       | <b>0%</b>   |
| <b>Internal Cost Allocations</b>       |                      |                      |                      |                      |                        |                |             |
| Administrative Debits - 46122          | 50,936               | 55,828               | 25,451               | 105,681              | 96,033                 | (9,648)        | -10%        |
| IS Charges - 46124                     | -                    | -                    | 31,734               | -                    | -                      | -              | -100%       |
| <b>Total Internal Cost Allocations</b> | <b>50,936</b>        | <b>55,828</b>        | <b>57,185</b>        | <b>105,681</b>       | <b>96,033</b>          | <b>(9,648)</b> | <b>-10%</b> |
| <b>Total</b>                           | <b>50,936</b>        | <b>58,968</b>        | <b>57,185</b>        | <b>145,356</b>       | <b>138,805</b>         | <b>(6,551)</b> | <b>-5%</b>  |

**MAJOR NON-PERSONNEL EXPENSE DETAILS**

|  | FY 2016-17       | FY 2017-18       |
|--|------------------|------------------|
| <b>42401 Memberships</b>   | <b>\$ 39,675</b> | <b>\$ 42,772</b> |
| The City is a participating member of West Contra Costa Transportation Advisory Committee (WCCTAC) through a joint powers agreement. | \$ 42,772        |                  |

**Mission**

The mission of the Vehicle Maintenance Division is to coordinate preventative maintenance, and to arrange repair, for Public Works Department, Police Department, Development Services Department vehicles and equipment. The Vehicle Maintenance Division also assists in the maintenance and repair of Fire Department vehicles.

**Program Description**

Total fleet consists of 48 vehicles and numerous pieces of equipment (excluding fire department vehicles).

**Key Objectives**

- Provide adequate resources to ensure a safe and productive City vehicle fleet.
- 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 2013-14<br>Actual | FY 2014-15<br>Actual | FY 2015-16<br>Actual | FY 2016-17<br>Budget | FY 2017-18<br>Proposed | \$ Chg       | % Chg        |
|--|----------------------|----------------------|----------------------|----------------------|------------------------|--------------|--------------|
| <b>Personnel</b>                       |                      |                      |                      |                      |                        |              |              |
| Full-time Salary - 40101               | -                    | -                    | -                    | -                    | -                      | -            | 0%           |
| Overtime - 40201                       | -                    | -                    | -                    | -                    | -                      | -            | 0%           |
| Part-time Salary - 40102               | -                    | -                    | -                    | -                    | -                      | -            | 0%           |
| Vacation Accrued - 40103               | -                    | -                    | -                    | -                    | -                      | -            | 0%           |
| Benefits & Insurance - 46123           | -                    | -                    | -                    | -                    | -                      | -            | 0%           |
| <b>Total Salary &amp; Benefits</b>     | <b>-</b>             | <b>-</b>             | <b>-</b>             | <b>-</b>             | <b>-</b>               | <b>-</b>     | <b>0%</b>    |
| <b>Services and Supplies</b>           |                      |                      |                      |                      |                        |              |              |
| Safety Clothing - 44410                | 1,837                | 2,186                | 2,548                | -                    | -                      | -            | 0%           |
| Equipment Maintenance - 42107          | -                    | -                    | -                    | -                    | -                      | -            | 0%           |
| Maintenance Structure/Imp - 42108      | -                    | -                    | -                    | -                    | -                      | -            | 0%           |
| Memberships - 42401                    | -                    | -                    | -                    | -                    | -                      | -            | 0%           |
| Office Expense - 42201                 | -                    | -                    | -                    | -                    | -                      | -            | 0%           |
| Professional Services - 42101          | 20,972               | 16,398               | 20,461               | 30,010               | 30,000                 | (10)         | 0%           |
| Special Department Expense - 41241     | -                    | -                    | -                    | -                    | -                      | -            | 0%           |
| Travel & Training - 42301              | -                    | -                    | -                    | -                    | -                      | -            | 0%           |
| Utilities - 4310X                      | -                    | -                    | -                    | -                    | -                      | -            | 0%           |
| <b>Total Services and Supplies</b>     | <b>22,809</b>        | <b>18,584</b>        | <b>23,009</b>        | <b>30,010</b>        | <b>30,000</b>          | <b>(10)</b>  | <b>0%</b>    |
| <b>Capital Outlay</b>                  |                      |                      |                      |                      |                        |              |              |
| Equipment - 42107                      | -                    | -                    | -                    | -                    | -                      | -            | 0%           |
| <b>Total Capital Outlay</b>            | <b>-</b>             | <b>-</b>             | <b>-</b>             | <b>-</b>             | <b>-</b>               | <b>-</b>     | <b>0%</b>    |
| <b>Internal Cost Allocations</b>       |                      |                      |                      |                      |                        |              |              |
| Administrative Credits - 38501         | -                    | -                    | -                    | -                    | -                      | -            | 0%           |
| Administrative Debits - 46122          | 7,087                | 9,297                | 8,842                | 22,475               | 21,823                 | (652)        | -100%        |
| IS Charges - 46126                     | -                    | -                    | -                    | -                    | -                      | -            | 0%           |
| <b>Total Internal Cost Allocations</b> | <b>7,087</b>         | <b>9,297</b>         | <b>8,842</b>         | <b>22,475</b>        | <b>21,823</b>          | <b>(652)</b> | <b>-100%</b> |
| <b>Total</b>                           | <b>29,896</b>        | <b>27,881</b>        | <b>31,851</b>        | <b>52,485</b>        | <b>51,823</b>          | <b>(662)</b> | <b>-1%</b>   |

**MAJOR NON-PERSONNEL EXPENSE DETAILS**

|  |           | <b>FY 2016-17</b> | <b>FY 2017-18</b> |
|--|-----------|-------------------|-------------------|
| <b>42101 Professional Services</b>                   |           | <b>\$ 30,010</b>  | <b>\$ 30,000</b>  |
| Contract Vehicle Maintenance, except Police and Fire | \$ 30,000 |                   |                   |
| Hilltop Ford/Square Deal Garage                      |           |                   |                   |

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## **PUBLIC WORKS FACILITY MAINTENANCE - 343**

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### **Mission**

The mission of the Facility Maintenance Division is to maintain the City's infrastructure. The City's infrastructure includes buildings and roadways, pavement, median, traffic signs, pavement markings, traffic signals, streetlights, curb and sidewalk.

### **Program Description**

This division maintains all buildings and properties owned by the City. Building maintenance includes and is not limited to landscape maintenance, janitorial service, maintenance of heating and ventilation systems, maintenance of all mechanical aspects of the buildings, general building maintenance, and making improvements as needed.

Maintenance of the city road infrastructure includes maintaining the pavement, medians, traffic signs, pavement markings, traffic signals, streetlights, curbs and sidewalks.

### **Key Objectives**

- Timely response 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**

| <b>Position</b>                     | <b>2013-14</b> | <b>2014-15</b> | <b>2015-16</b> | <b>2016-17</b> | <b>2017-18</b> |
|-------------------------------------|----------------|----------------|----------------|----------------|----------------|
| 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           | 5.00           | 5.00           |
| <b>Total</b>                        | <b>6.00</b>    | <b>6.00</b>    | <b>6.00</b>    | <b>7.00</b>    | <b>7.00</b>    |

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

**EXPENDITURE SUMMARY**

|  | <b>FY 2013-14</b> | <b>FY 2014-15</b> | <b>FY 2015-16</b> | <b>FY 2016-17</b> | <b>FY 2017-18</b> | <b>\$ Chg</b> | <b>% Chg</b> |
|--|-------------------|-------------------|-------------------|-------------------|-------------------|---------------|--------------|
|  | <b>Actual</b>     | <b>Actual</b>     | <b>Actual</b>     | <b>Budget</b>     | <b>Proposed</b>   |               |              |
| <b>Personnel</b>                       |                   |                   |                   |                   |                   |               |              |
| Full-time Salary - 40101               | 379,884           | 382,783           | 350,391           | 472,904           | 491,696           | 18,792        | 4%           |
| Overtime - 40201                       | 2,861             | 3,870             | 4,402             | -                 | -                 | -             | 0%           |
| Part-time Salary - 40102               | -                 | -                 | 21,690            | -                 | -                 | -             | 0%           |
| Vacation Accrued - 40103               | 4,328             | 2,754             | 1,655             | -                 | -                 | -             | 0%           |
| Clothing Allowance - 40305             |                   |                   |                   | 1,400             | 1,400             |               |              |
| Benefits & Insurance - 46123           | 195,717           | 199,704           | 216,655           | 285,027           | 265,272           | (19,755)      | -7%          |
| <b>Total Salary &amp; Benefits</b>     | <b>582,790</b>    | <b>589,111</b>    | <b>594,792</b>    | <b>759,331</b>    | <b>758,368</b>    | <b>(963)</b>  | <b>0%</b>    |
| <b>Services and Supplies</b>           |                   |                   |                   |                   |                   |               |              |
| Safety Clothing - 44410                | 2,532             | 2,129             | 3,345             | 1,000             | 5,600             | 4,600         | 82%          |
| Equipment Maintenance - 42107          | 9,793             | 6,603             | 9,935             | 16,000            | 22,000            | 6,000         | 27%          |
| Fuel - 44301                           |                   |                   | 2,090             | -                 | 0                 | -             | 0%           |
| Maintenance Structure/Imp - 42108      | 13,803            | 18,485            | 40,056            | 54,500            | 56,000            | 1,500         | 3%           |
| Memberships - 42401                    | -                 | -                 | -                 | 315               | 315               | -             | 0%           |
| Office Expense - 42201                 | -                 | 71                | -                 | -                 | -                 | -             | 0%           |
| Professional Services - 42101          | 76,442            | 94,794            | 65,279            | 83,600            | 83,600            | -             | 0%           |
| Equipment Rent - 42511                 | -                 | -                 | -                 | 200               | 200               |               | 0%           |
| Special Department Expense - 42514     | 35,459            | 35,639            | 41,210            | 29,577            | 32,000            | 2,423         | 8%           |
| Travel & Training - 42301              | 188               | 218               | 278               | 500               | 1,500             | 1,000         | 67%          |
| Utilities - 4310X                      | 31,591            | 31,277            | 39,872            | 36,100            | 38,000            | 1,900         | 5%           |
| <b>Total Services and Supplies</b>     | <b>169,808</b>    | <b>189,216</b>    | <b>202,065</b>    | <b>221,792</b>    | <b>239,215</b>    | <b>17,423</b> | <b>7%</b>    |
| <b>Capital Outlay</b>                  |                   |                   |                   |                   |                   |               |              |
| Equipment - 42107                      | -                 | -                 | -                 | -                 | -                 | -             | 0%           |
| <b>Total Capital Outlay</b>            | <b>-</b>          | <b>-</b>          | <b>-</b>          | <b>-</b>          | <b>-</b>          | <b>-</b>      | <b>0%</b>    |
| <b>Internal Cost Allocations</b>       |                   |                   |                   |                   |                   |               |              |
| Administrative Credits - 38501         | (351,441)         | (293,179)         | (258,250)         | (566,170)         | (560,770)         | 5,400         | -1%          |
| IS Charges - 46124                     | -                 | -                 | -                 | -                 | -                 | -             | 0%           |
| Legal Services - 46126                 |                   |                   | 194               |                   |                   |               |              |
| <b>Total Internal Cost Allocations</b> | <b>(351,441)</b>  | <b>(293,179)</b>  | <b>(258,056)</b>  | <b>(566,170)</b>  | <b>(560,770)</b>  | <b>5,400</b>  | <b>-1%</b>   |
| <b>Total</b>                           | <b>401,157</b>    | <b>485,148</b>    | <b>538,801</b>    | <b>414,953</b>    | <b>436,813</b>    | <b>21,860</b> | <b>5%</b>    |

**MEASURE S - 2014 FUND - 106**

|                               |   |   |   |        |        |         |     |
|-------------------------------|---|---|---|--------|--------|---------|-----|
| Administrative Debits - 46122 | - | - | - | 92,454 | 89,965 | (2,489) | -3% |
|-------------------------------|---|---|---|--------|--------|---------|-----|

## MAJOR NON-PERSONNEL EXPENSE DETAILS

FY 2016-17 FY 2017-18

|  |           |                  |                  |
|--|-----------|------------------|------------------|
| <b>44410 Safety Clothing</b>   |           | <b>\$ 1,000</b>  | <b>\$ 5,600</b>  |
| The worker classifications in this division are supplied:  | \$ 5,600  |                  |                  |
| Uniforms, coveralls, and foul weather gear   |           |                  |                  |
| <b>42107 Equipment Maintenance</b>   |           | <b>\$ 16,000</b> | <b>\$ 22,000</b> |
| Covers the cost of maintenance and repair to vehicles, rolling stock and the miscellaneous equipment.  | \$ 22,000 |                  |                  |
| <b>42108 Maintenance/Structure Imp</b>   |           | <b>\$ 54,500</b> | <b>\$ 56,000</b> |
| This covers the cost to maintain the buildings and grounds.  |           |                  |                  |
| Repairs to heating, air-conditioning equipment   | \$ 16,000 |                  |                  |
| 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  | 11,000    |                  |                  |
| <b>42401 Memberships</b>   |           | <b>\$ 315</b>    | <b>\$ 315</b>    |
| M.S.A. (Maintenance Superintendents Association)   | \$ 315    |                  |                  |
| T.C.S.A. (Traffic Control Supervisory Association)   |           |                  |                  |
| Technical publications   |           |                  |                  |
| <b>42101 Professional Services</b>   |           | <b>\$ 83,600</b> | <b>\$ 83,600</b> |
| 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 |                  |                  |
| <b>42511 Equipment Rental</b>  |           | <b>\$ 200</b>    | <b>\$ 200</b>    |
| This is used to rent infrequently used equipment.  | \$ 200    |                  |                  |
| <b>42514 Special Department Expense</b>  |           | <b>\$ 29,577</b> | <b>\$ 32,000</b> |
| Maintenance materials, street warning signs, street marking paint, small hand tools and vandalism repair   | \$ 29,000 |                  |                  |
| Street sign replacement program  | 3,000     |                  |                  |
| <b>42301 Travel and Training</b>   |           | <b>\$ 500</b>    | <b>\$ 1,500</b>  |
| Technical training programs for street maintenance, street markings  | \$ 1,500  |                  |                  |
| <b>4310X Utilities</b>   |           | <b>\$ 36,100</b> | <b>\$ 38,000</b> |
| Gas/Electricity  | \$ 21,000 |                  |                  |
| Water  | 17,000    |                  |                  |

**RESTRICTED REAL ESTATE MAINTENANCE FUND - 201  
PUBLIC WORKS - FACILITY MAINTENANCE - 343**

**EXPENDITURE SUMMARY**

|  | FY 2013-14<br>Actual | FY 2014-15<br>Actual | FY 2015-16<br>Actual | FY 2016-17<br>Budget | FY 2017-18<br>Proposed | \$ Chg         | % Chg      |
|--|----------------------|----------------------|----------------------|----------------------|------------------------|----------------|------------|
| <b>Personnel</b>                       |                      |                      |                      |                      |                        |                |            |
| Full-time Salary - 40101               | -                    | -                    | -                    | -                    | -                      | -              | 0%         |
| Overtime - 40201                       | -                    | -                    | -                    | -                    | -                      | -              | 0%         |
| Part-time Salary - 40102               | -                    | -                    | -                    | -                    | -                      | -              | 0%         |
| Vacation Accrued - 40103               | -                    | -                    | -                    | -                    | -                      | -              | 0%         |
| Benefits & Insurance - 46123           | -                    | -                    | -                    | -                    | -                      | -              | 0%         |
| <b>Total Salary &amp; Benefits</b>     | <b>-</b>             | <b>-</b>             | <b>-</b>             | <b>-</b>             | <b>-</b>               | <b>-</b>       | <b>0%</b>  |
| <b>Services and Supplies</b>           |                      |                      |                      |                      |                        |                |            |
| Equipment Maintenance - 42107          | -                    | -                    | -                    | -                    | -                      | -              | 0%         |
| Maintenance Structure/Imp - 42108      | 21,003               | 20,895               | 29,662               | 22,500               | 22,500                 | -              | 0%         |
| Memberships - 42401                    | -                    | -                    | -                    | -                    | -                      | -              | 0%         |
| Office Expense - 42201                 | -                    | -                    | -                    | -                    | -                      | -              | 0%         |
| Professional Services - 42101          | 10,638               | -                    | -                    | 5,000                | 5,000                  | -              | 0%         |
| Rent - 42513                           | 1,100                | 1,300                | 1,100                | -                    | -                      | -              | 0%         |
| Special Department Expense - 42514     | 212                  | -                    | -                    | -                    | -                      | -              | 0%         |
| Travel & Training - 42301              | -                    | -                    | -                    | -                    | -                      | -              | 0%         |
| Utilities - 4310X                      | 17,985               | 19,375               | 18,000               | 18,200               | 15,000                 | (3,200)        | -21%       |
| <b>Total Services and Supplies</b>     | <b>50,938</b>        | <b>41,570</b>        | <b>48,762</b>        | <b>45,700</b>        | <b>42,500</b>          | <b>(3,200)</b> | <b>-8%</b> |
| <b>Capital Outlay</b>                  |                      |                      |                      |                      |                        |                |            |
| Improvements - 47201                   | -                    | 5,885                | 0                    | 0                    | 0                      | -              | 0%         |
| Equipment - 42107                      | -                    | -                    | -                    | -                    | -                      | -              | 0%         |
| <b>Total Capital Outlay</b>            | <b>-</b>             | <b>5,885</b>         | <b>-</b>             | <b>-</b>             | <b>-</b>               | <b>-</b>       | <b>0%</b>  |
| <b>Internal Cost Allocations</b>       |                      |                      |                      |                      |                        |                |            |
| Administrative Debits - 46122          | -                    | -                    | -                    | -                    | -                      | -              | 0%         |
| IS Charges - 46124                     | -                    | -                    | -                    | -                    | -                      | -              | 0%         |
| Legal Charges - 46126                  | -                    | -                    | -                    | 5,000                | 5,000                  | -              | 0%         |
| <b>Total Internal Cost Allocations</b> | <b>-</b>             | <b>-</b>             | <b>-</b>             | <b>5,000</b>         | <b>5,000</b>           | <b>-</b>       | <b>0%</b>  |
| <b>Total</b>                           | <b>50,938</b>        | <b>47,455</b>        | <b>48,762</b>        | <b>50,700</b>        | <b>47,500</b>          | <b>(3,200)</b> | <b>-7%</b> |

**MAJOR NON-PERSONNEL EXPENSE DETAILS**

|   |           | <b>FY 2016-17</b> | <b>FY 2017-18</b> |
|---|-----------|-------------------|-------------------|
| <b>42108 Maintenance/Structure Imp</b>                                    |           | <b>\$ 22,500</b>  | <b>\$ 22,500</b>  |
| Material to maintain facilities owned by the former Redevelopment Agency. | \$ 22,500 |                   |                   |
| <b>42101 Professional Services</b>  |           | <b>\$ 5,000</b>   | <b>\$ 5,000</b>   |
| Appraisals of R/E Properties for Marketing/Sale                           | \$ 5,000  |                   |                   |
| <b>4310X Utilities</b>  |           | <b>\$ 18,200</b>  | <b>\$ 15,000</b>  |
| Gas/Electricity   | \$ 6,500  |                   |                   |
| Water   | 8,500     |                   |                   |

**Mission**

The mission of the Public Works National Pollution Discharge Elimination System (NPDES) Storm Water Program is to provide programs, projects and services that aid the City of Pinole in compliance with its NPDES obligations under the Clean Water Act, thereby maintaining and 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**

- Maintain the City's Storm Drain System.
- 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 development sites for green infrastructure.
- 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 CCCWP reporting
- 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 2013-14<br>Actual | FY 2014-15<br>Actual | FY 2015-16<br>Actual | FY 2016-17<br>Budget | FY 2017-18<br>Proposed | \$ Chg          | % Chg        |
|--|----------------------|----------------------|----------------------|----------------------|------------------------|-----------------|--------------|
| <b>Personnel</b>                       |                      |                      |                      |                      |                        |                 |              |
| Full-time Salary - 40101               | -                    | -                    | -                    | -                    | -                      | -               | 0%           |
| Overtime - 40201                       | -                    | -                    | -                    | -                    | -                      | -               | 0%           |
| Part-time Salary - 40102               | -                    | -                    | -                    | -                    | -                      | -               | 0%           |
| Vacation Accrued - 40103               | -                    | -                    | -                    | -                    | -                      | -               | 0%           |
| Benefits & Insurance - 46123           | 16,101               | 16,103               | 14,438               | 17,912               | -                      | (17,912)        | -100%        |
| <b>Total Salary &amp; Benefits</b>     | <b>16,101</b>        | <b>16,103</b>        | <b>14,438</b>        | <b>17,912</b>        | <b>-</b>               | <b>(17,912)</b> | <b>-100%</b> |
| <b>Services and Supplies</b>           |                      |                      |                      |                      |                        |                 |              |
| Safety Clothing - 44410                | 1,418                | 1,716                | 1,588                | 500                  | 500                    | -               | 0%           |
| Equipment Maintenance - 42107          | 35,754               | 18,285               | 10,619               | 15,000               | 18,000                 | 3,000           | 20%          |
| Fuel - 44301                           | -                    | -                    | 2,832                | -                    | -                      | -               | 0%           |
| Maintenance Structure/Imp - 42108      | 2,326                | 6,849                | 7,039                | 5,000                | 5,000                  | -               | 0%           |
| Memberships - 42401                    | -                    | -                    | -                    | -                    | -                      | -               | 0%           |
| Office Expense - 42201                 | 30                   | -                    | -                    | -                    | -                      | -               | 0%           |
| Professional Services - 42101          | 8,123                | 14,176               | 8,390                | 28,000               | 23,000                 | (5,000)         | -18%         |
| Equipment Rent - 42511                 | -                    | -                    | -                    | -                    | -                      | -               | 0%           |
| Special Department Expense - 42514     | 7,389                | 12,398               | 22,491               | 57,254               | 67,083                 | 9,829           | 17%          |
| Travel & Training - 42301              | -                    | -                    | -                    | -                    | -                      | -               | 0%           |
| Utilities - 4310x                      | -                    | -                    | -                    | -                    | -                      | -               | 0%           |
| <b>Total Services and Supplies</b>     | <b>55,040</b>        | <b>53,424</b>        | <b>52,958</b>        | <b>105,754</b>       | <b>113,583</b>         | <b>7,829</b>    | <b>7%</b>    |
| <b>Capital Outlay</b>                  |                      |                      |                      |                      |                        |                 |              |
| Equipment - 42107                      | -                    | -                    | -                    | -                    | -                      | -               | 0%           |
| <b>Total Capital Outlay</b>            | <b>-</b>             | <b>-</b>             | <b>-</b>             | <b>-</b>             | <b>-</b>               | <b>-</b>        | <b>0%</b>    |
| <b>Internal Cost Allocations</b>       |                      |                      |                      |                      |                        |                 |              |
| Administrative Debits - 46122          | 153,453              | 114,766              | 93,710               | 192,102              | 193,030                | 928             | 0%           |
| IS Charges - 46124                     | -                    | -                    | -                    | -                    | -                      | -               | 0%           |
| <b>Total Internal Cost Allocations</b> | <b>153,453</b>       | <b>114,766</b>       | <b>93,710</b>        | <b>192,102</b>       | <b>193,030</b>         | <b>928</b>      | <b>0%</b>    |
| <b>Total</b>                           | <b>224,594</b>       | <b>184,293</b>       | <b>161,106</b>       | <b>315,768</b>       | <b>306,613</b>         | <b>(9,155)</b>  | <b>-3%</b>   |

## MAJOR NON-PERSONNEL EXPENSE DETAILS

|   | FY 2016-17       | FY 2017-18       |
|---|------------------|------------------|
| <b>44410 Safety Clothing</b>  | <b>\$ 500</b>    | <b>\$ 500</b>    |
| \$ 500  |                  |                  |
| <b>42107 Equipment Maintenance</b>  | <b>\$ 15,000</b> | <b>\$ 18,000</b> |
| Storm Drain, Trash Capture Systems and Sweeper Maintenance  | \$ 18,000        |                  |
| <b>42108 Maintenance/Structure Imp</b>  | <b>\$ 5,000</b>  | <b>\$ 5,000</b>  |
| Trash Capture Devices   | \$ 5,000         |                  |
| <b>42101 Professional Services</b>  | <b>\$ 28,000</b> | <b>\$ 23,000</b> |
| Contract Support Services for Annual Clean Water Report and NPDES permit compliance.  | \$ 23,000        |                  |
| <b>42514 Special Department Expense</b>   | <b>\$ 57,254</b> | <b>\$ 67,083</b> |
| CCCWP Group Costs   | \$ 50,932        |                  |
| 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; 2017-2018 includes the cost of an educational program for local schools on the Bay watershed (\$4k). Three residential mailings/year. | \$ 9,779         |                  |

**Mission**

The mission of Park Maintenance is to maintain Pinole's parks and park 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
  - Skate park
  - Soccer fields
  - Baseball diamond
  - Softball diamond
  - 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 and enjoyment by Pinole citizens
- Preserve, enhance existing park assets

**Position Summary**

No personnel are directly assigned to this division.

**GENERAL FUND - 100  
PUBLIC WORKS - PARK MAINTENANCE - 345**

**EXPENDITURE SUMMARY**

|  | FY 2013-14<br>Actual | FY 2014-15<br>Actual | FY 2015-16<br>Actual | FY 2016-17<br>Budget | FY 2017-18<br>Proposed | \$ Chg         | % Chg      |
|--|----------------------|----------------------|----------------------|----------------------|------------------------|----------------|------------|
| <b>Personnel</b>                       |                      |                      |                      |                      |                        |                |            |
| Full-time Salary - 40101               | -                    | -                    | -                    | -                    | -                      | -              | 0%         |
| Overtime - 40201                       | -                    | -                    | -                    | -                    | -                      | -              | 0%         |
| Part-time Salary - 40102               | -                    | -                    | -                    | -                    | -                      | -              | 0%         |
| Vacation Accrued - 40103               | -                    | -                    | -                    | -                    | -                      | -              | 0%         |
| Benefits & Insurance - 46123           | -                    | -                    | -                    | -                    | -                      | -              | 0%         |
| <b>Total Salary &amp; Benefits</b>     | <b>-</b>             | <b>-</b>             | <b>-</b>             | <b>-</b>             | <b>-</b>               | <b>-</b>       | <b>0%</b>  |
| <b>Services and Supplies</b>           |                      |                      |                      |                      |                        |                |            |
| Safety Clothing - 44410                | 575                  | 849                  | -                    | -                    | -                      | -              | 0%         |
| Equipment Maintenance - 42107          | 5,871                | 3,496                | 1,903                | 4,500                | 4,500                  | -              | 0%         |
| Fuel - 44301                           | -                    | -                    | 351                  | -                    | -                      | -              | 0%         |
| Maintenance Structure/Imp - 42108      | 76,858               | 69,832               | 74,970               | 110,000              | 110,000                | -              | 0%         |
| Memberships - 42401                    | -                    | -                    | -                    | 127                  | 127                    | -              | 0%         |
| Office Expense - 42201                 | -                    | -                    | -                    | -                    | -                      | -              | 0%         |
| Professional Services - 42101          | 10,535               | 5,480                | 2,210                | 5,000                | 5,000                  | -              | 0%         |
| Equipment Rent - 42511                 | -                    | -                    | -                    | 200                  | 200                    | -              | 0%         |
| Special Department Expense - 42514     | 225                  | -                    | -                    | -                    | -                      | -              | 0%         |
| Travel & Training - 42301              | -                    | -                    | -                    | -                    | -                      | -              | 0%         |
| Utilities - 4310X                      | 44,093               | 38,138               | 35,443               | 71,250               | 85,000                 | 13,750         | 19%        |
| <b>Total Services and Supplies</b>     | <b>137,582</b>       | <b>116,946</b>       | <b>114,877</b>       | <b>191,077</b>       | <b>204,827</b>         | <b>13,750</b>  | <b>7%</b>  |
| <b>Capital Outlay</b>                  |                      |                      |                      |                      |                        |                |            |
| Equipment - 42107                      | -                    | -                    | -                    | -                    | -                      | -              | 0%         |
| <b>Total Capital Outlay</b>            | <b>-</b>             | <b>-</b>             | <b>-</b>             | <b>-</b>             | <b>-</b>               | <b>-</b>       | <b>0%</b>  |
| <b>Internal Cost Allocations</b>       |                      |                      |                      |                      |                        |                |            |
| Administrative Debits - 46122          | 35,437               | 46,486               | 44,209               | 44,951               | 43,646                 | (1,305)        | -3%        |
| IS Charges - 46124                     | -                    | -                    | -                    | -                    | -                      | -              | 0%         |
| <b>Total Internal Cost Allocations</b> | <b>35,437</b>        | <b>46,486</b>        | <b>44,209</b>        | <b>44,951</b>        | <b>43,646</b>          | <b>(1,305)</b> | <b>-3%</b> |
| <b>Total</b>                           | <b>173,019</b>       | <b>163,432</b>       | <b>159,086</b>       | <b>236,028</b>       | <b>248,473</b>         | <b>12,445</b>  | <b>5%</b>  |

## MAJOR NON-PERSONNEL EXPENSE DETAILS

|   |            | FY 2016-17        | FY 2017-18        |
|---|------------|-------------------|-------------------|
| <b>42107 Equipment Maintenance</b>  |            | <b>\$ 4,500</b>   | <b>\$ 4,500</b>   |
| This covers the cost to maintain off road equipment, and miscellaneous small equipment. |            |                   |                   |
|   | \$ 4,500   |                   |                   |
| <b>42108 Maintenance/Structure Imp</b>  |            | <b>\$ 110,000</b> | <b>\$ 110,000</b> |
| Material for all city parks, restrooms, and play areas/structures.                      |            |                   |                   |
|   | \$ 10,000  |                   |                   |
| Contracts-Landscaping (D&H Landscaping)   |            |                   |                   |
|   | \$ 100,000 |                   |                   |
| <b>42401 Memberships</b>  |            | <b>\$ 127</b>     | <b>\$ 127</b>     |
| CAPCA (California Agricultural Production Consultants Association)                      |            |                   |                   |
|   | \$ 100     |                   |                   |
| P.A.P.A. (Pest Applicators Association)   |            |                   |                   |
|   | \$ 27      |                   |                   |
| <b>42101 Professional Services</b>  |            | <b>\$ 5,000</b>   | <b>\$ 5,000</b>   |
| Professional contract services  |            |                   |                   |
|   | \$ 5,000   |                   |                   |
| <b>42511 Equipment Rental</b>   |            | <b>\$ 200</b>     | <b>\$ 200</b>     |
| Cost to rent infrequently used equipment.   |            |                   |                   |
|   | \$ 200     |                   |                   |
| <b>4310X Utilities</b>  |            | <b>\$ 71,250</b>  | <b>\$ 85,000</b>  |
| Gas/Electricity   |            |                   |                   |
|   | \$ 22,000  |                   |                   |
| Water   |            |                   |                   |
|   | 63,000     |                   |                   |

**PV PARK CARETAKER FUND - 317**  
**PUBLIC WORKS - PARK MAINTENANCE - 345**  
**(FORMERLY PARKS/RECREATION FACILITIES - 7351)**

**EXPENDITURE SUMMARY**

|  | FY 2013-14<br>Actual | FY 2014-15<br>Actual | FY 2015-16<br>Actual | FY 2016-17<br>Budget | FY 2017-18<br>Proposed | \$ Chg       | % Chg      |
|--|----------------------|----------------------|----------------------|----------------------|------------------------|--------------|------------|
| <b>Personnel</b>                       |                      |                      |                      |                      |                        |              |            |
| Full-time Salary - 40101               | -                    | -                    | -                    | -                    | -                      | -            | 0%         |
| Overtime - 40201                       | -                    | -                    | -                    | -                    | -                      | -            | 0%         |
| Part-time Salary - 40102               | 12,466               | 12,512               | 13,440               | 11,960               | 11,960                 | -            | 0%         |
| Vacation Accrued - 40103               | -                    | -                    | -                    | -                    | -                      | -            | 0%         |
| Benefits & Insurance - 46123           | 1,986                | 1,899                | 966                  | 2,169                | 1,933                  | (236)        | -11%       |
| <b>Total Salary &amp; Benefits</b>     | <b>14,452</b>        | <b>14,411</b>        | <b>14,406</b>        | <b>14,129</b>        | <b>13,893</b>          | <b>(236)</b> | <b>-2%</b> |
| <b>Services and Supplies</b>           |                      |                      |                      |                      |                        |              |            |
| PV Caretakers Residence - 47201        | -                    | -                    | -                    | -                    | -                      | -            | 0%         |
| Maintenance Structure/Imp - 42108      | 65                   | -                    | -                    | -                    | -                      | -            | 0%         |
| Property Tax - 43201                   | 652                  | 695                  | -                    | 695                  | 856                    | 161          | 19%        |
| <b>Total Services and Supplies</b>     | <b>717</b>           | <b>695</b>           | <b>-</b>             | <b>695</b>           | <b>856</b>             | <b>161</b>   | <b>19%</b> |
| <b>Capital Outlay</b>                  |                      |                      |                      |                      |                        |              |            |
| Equipment - 42107                      | -                    | -                    | -                    | -                    | -                      | -            | 0%         |
| <b>Total Capital Outlay</b>            | <b>-</b>             | <b>-</b>             | <b>-</b>             | <b>-</b>             | <b>-</b>               | <b>-</b>     | <b>0%</b>  |
| <b>Internal Cost Allocations</b>       |                      |                      |                      |                      |                        |              |            |
| Administrative Debits - 46122          | -                    | -                    | -                    | -                    | -                      | -            | 0%         |
| IS Charges - 46124                     | -                    | -                    | -                    | -                    | -                      | -            | 0%         |
| <b>Total Internal Cost Allocations</b> | <b>-</b>             | <b>-</b>             | <b>-</b>             | <b>-</b>             | <b>-</b>               | <b>-</b>     | <b>0%</b>  |
| <b>Total</b>                           | <b>15,169</b>        | <b>15,106</b>        | <b>14,406</b>        | <b>14,824</b>        | <b>14,749</b>          | <b>(75)</b>  | <b>-1%</b> |

**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 utilizes strategic partnerships with West Contra Costa Integrated Waste Management Authority and the franchise waste hauler, Republic Service, to meet its obligations regarding the Waste Reduction Program.

**Key Objectives**

- Provide the waste management services identified in the Regional Plan and the City of Pinole's collection franchise agreement
- Implement source reduction, recycling, and composting activities
- Coordination with the Authority & franchise vendor regarding residential solid waste collection and reduction; household hazardous waste collection and public outreach and education activities to encourage waste reduction in the City of Pinole
- Install and maintain solid waste collection and recycling containers in public areas
- Meet annual reporting requirements

**Success Indicators**

- Compliance with the California Integrated Waste Management Act of 1989
- Meeting the waste reduction goals set forth in the 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  
WASTE REDUCTION - 346**

**EXPENDITURE SUMMARY**

|  | <b>FY 2013-14<br/>Actual</b> | <b>FY 2014-15<br/>Actual</b> | <b>FY 2015-16<br/>Actual</b> | <b>FY 2016-17<br/>Budget</b> | <b>FY 2017-18<br/>Proposed</b> | <b>\$ Chg</b> | <b>% Chg</b> |
|--|------------------------------|------------------------------|------------------------------|------------------------------|--------------------------------|---------------|--------------|
| <b>Personnel</b>                       |                              |                              |                              |                              |                                |               |              |
| Full-time Salary - 40101               | -                            | -                            | -                            | -                            | -                              | -             | 0%           |
| Overtime - 40201                       | -                            | -                            | -                            | -                            | -                              | -             | 0%           |
| Part-time Salary - 40102               | -                            | -                            | -                            | -                            | -                              | -             | 0%           |
| Vacation Accrued - 40103               | -                            | -                            | -                            | -                            | -                              | -             | 0%           |
| Benefits & Insurance - 46123           | -                            | -                            | -                            | -                            | -                              | -             | 0%           |
| <b>Total Salary &amp; Benefits</b>     | <b>-</b>                     | <b>-</b>                     | <b>-</b>                     | <b>-</b>                     | <b>-</b>                       | <b>-</b>      | <b>0%</b>    |
| <b>Services and Supplies</b>           |                              |                              |                              |                              |                                |               |              |
| Equipment Maintenance - 42107          | -                            | -                            | -                            | -                            | -                              | -             | 0%           |
| Maintenance Structure/Imp - 42108      | -                            | -                            | -                            | -                            | -                              | -             | 0%           |
| Memberships - 42401                    | -                            | -                            | -                            | -                            | -                              | -             | 0%           |
| Office Expense - 42201                 | 50                           | -                            | -                            | -                            | -                              | -             | 0%           |
| Professional Services - 42101          | 24,700                       | 66                           | -                            | 20,000                       | 20,000                         | -             | 0%           |
| Equipment Rent - 42511                 | -                            | -                            | -                            | -                            | -                              | -             | 0%           |
| Special Department Expense - 42514     | 14,440                       | 12,000                       | 12,700                       | 12,500                       | 12,500                         | -             | 0%           |
| Travel & Training - 42301              | -                            | -                            | -                            | -                            | -                              | -             | 0%           |
| Utilities - 4310X                      | -                            | -                            | -                            | -                            | -                              | -             | 0%           |
| <b>Total Services and Supplies</b>     | <b>39,190</b>                | <b>12,066</b>                | <b>12,700</b>                | <b>32,500</b>                | <b>32,500</b>                  | <b>-</b>      | <b>0%</b>    |
| <b>Capital Outlay</b>                  |                              |                              |                              |                              |                                |               |              |
| Equipment - 42107                      | -                            | -                            | -                            | -                            | -                              | -             | 0%           |
| <b>Total Capital Outlay</b>            | <b>-</b>                     | <b>-</b>                     | <b>-</b>                     | <b>-</b>                     | <b>-</b>                       | <b>-</b>      | <b>0%</b>    |
| <b>Internal Cost Allocations</b>       |                              |                              |                              |                              |                                |               |              |
| Administrative Debits - 46122          | 46,752                       | 45,508                       | 33,653                       | 80,212                       | 81,022                         | 810           | 1%           |
| IS Charges - 46124                     | -                            | -                            | -                            | -                            | -                              | -             | 0%           |
| Legal Services - 46126                 | -                            | -                            | 3,085                        | -                            | -                              | -             | 0%           |
| <b>Total Internal Cost Allocations</b> | <b>46,752</b>                | <b>45,508</b>                | <b>36,737</b>                | <b>80,212</b>                | <b>81,022</b>                  | <b>810</b>    | <b>1%</b>    |
| Transfers Out - 49901                  | 15,000                       | 15,000                       | -                            | -                            | -                              | -             | 0%           |
| <b>Total</b>                           | <b>100,942</b>               | <b>72,574</b>                | <b>49,437</b>                | <b>112,712</b>               | <b>113,522</b>                 | <b>810</b>    | <b>1%</b>    |

**MAJOR NON-PERSONNEL EXPENSE DETAILS**

|   |           | <b>FY 2016-17</b> | <b>FY 2017-18</b> |
|---|-----------|-------------------|-------------------|
| <b>42101 Professional Services</b>      |           | <b>\$ 20,000</b>  | <b>\$ 20,000</b>  |
| Consulting Services                     | \$ 15,000 |                   |                   |
| Attorney Support                        | \$ 5,000  |                   |                   |
| <b>42514 Special Department Expense</b> |           | <b>\$ 12,500</b>  | <b>\$ 12,500</b>  |
| 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, Pinole Valley Road North
- Zone B, Pinole Valley Road 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, PINOLE VALLEY ROAD NORTH - 347**  
**PUBLIC WORKS - ZONE B, PINOLE VALLEY ROAD SOUTH - 348**

**EXPENDITURE SUMMARY**

|  | FY 2013-14<br>Actual | FY 2014-15<br>Actual | FY 2015-16<br>Actual | FY 2016-17<br>Budget | FY 2017-18<br>Proposed | \$ Chg       | % Chg     |
|--|----------------------|----------------------|----------------------|----------------------|------------------------|--------------|-----------|
| <b>Personnel</b>                       |                      |                      |                      |                      |                        |              |           |
| Full-time Salary - 40101               | -                    | -                    | -                    | -                    | -                      | -            | 0%        |
| Overtime - 40201                       | -                    | -                    | -                    | -                    | -                      | -            | 0%        |
| Part-time Salary - 40102               | -                    | -                    | -                    | -                    | -                      | -            | 0%        |
| Vacation Accrued - 40103               | -                    | -                    | -                    | -                    | -                      | -            | 0%        |
| Benefits & Insurance - 46123           | -                    | -                    | -                    | -                    | -                      | -            | 0%        |
| <b>Total Salary &amp; Benefits</b>     | <b>-</b>             | <b>-</b>             | <b>-</b>             | <b>-</b>             | <b>-</b>               | <b>-</b>     | <b>0%</b> |
| <b>Services and Supplies</b>           |                      |                      |                      |                      |                        |              |           |
| Kaiser Medians - 47202                 | 9,947                | 10,792               | 11,235               | 11,700               | 15,787                 | 4,087        | 26%       |
| Maintenance Structure/Imp - 42108      | 1,703                | 1,542                | 1,772                | 1,701                | 1,850                  | 149          | 8%        |
| Professional Services - 42101          | 22,133               | 26,227               | 13,658               | 28,069               | 26,500                 | (1,569)      | -6%       |
| Utilities - 4310X                      | 3,347                | 2,816                | 1,637                | 2,500                | 2,500                  | -            | 0%        |
| <b>Total Services and Supplies</b>     | <b>37,130</b>        | <b>41,377</b>        | <b>28,300</b>        | <b>43,970</b>        | <b>46,637</b>          | <b>2,667</b> | <b>6%</b> |
| <b>Capital Outlay</b>                  |                      |                      |                      |                      |                        |              |           |
| Equipment - 42107                      | -                    | -                    | -                    | -                    | -                      | -            | 0%        |
| <b>Total Capital Outlay</b>            | <b>-</b>             | <b>-</b>             | <b>-</b>             | <b>-</b>             | <b>-</b>               | <b>-</b>     | <b>0%</b> |
| <b>Internal Cost Allocations</b>       |                      |                      |                      |                      |                        |              |           |
| Administrative Debits - 46122          | -                    | -                    | -                    | -                    | -                      | -            | 0%        |
| IS Charges - 46124                     | -                    | -                    | -                    | -                    | -                      | -            | 0%        |
| <b>Total Internal Cost Allocations</b> | <b>-</b>             | <b>-</b>             | <b>-</b>             | <b>-</b>             | <b>-</b>               | <b>-</b>     | <b>0%</b> |
| <b>Total</b>                           | <b>37,130</b>        | <b>41,377</b>        | <b>28,300</b>        | <b>43,970</b>        | <b>46,637</b>          | <b>-</b>     | <b>0%</b> |

**MAJOR NON-PERSONNEL EXPENSE DETAILS**

|   |           | FY 2016-17       | FY 2017-18       |
|---|-----------|------------------|------------------|
| <b>47202 Kaiser Medians</b>                                   |           | <b>\$ 11,700</b> | <b>\$ 15,787</b> |
| PG&E Traffic control service/lighting- Zone A                 | \$ 6,076  |                  |                  |
| PG&E Street and highway lighting - Zone B                     | \$ 9,711  |                  |                  |
| <b>42108 Maintenance Structures/Imp</b>                       |           | <b>\$ 1,701</b>  | <b>\$ 1,850</b>  |
| D & H Landscaping maintenance - Zone A                        | \$ 900    |                  |                  |
| D & H Landscaping maintenance - Zone B                        | 950       |                  |                  |
| <b>42101 Professional Services</b>                            |           | <b>\$ 28,069</b> | <b>\$ 26,500</b> |
| Contra Costa County traffic signal maintenance - Zone A       | \$ 16,000 |                  |                  |
| Special District Services - Zone A                            |           |                  |                  |
| Contra Costa County traffic signal maintenance - Zone B       | 8,000     |                  |                  |
| Special District Services - Zone B                            |           |                  |                  |
| Preparation of Engineer's Report for annual assessment(50/50) | 2,500     |                  |                  |
| <b>4310X Utilities</b>  |           | <b>\$ 2,500</b>  | <b>\$ 2,500</b>  |
| Water (EBMUD) - Zone A  | \$ 2,500  |                  |                  |

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**PUBLIC WORKS WATER POLLUTION CONTROL PLANT - 641**

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**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**

| <b>Position</b>                                    | <b>2013-14</b> | <b>2014-15</b> | <b>2015-16</b> | <b>2016-17</b> | <b>2017-18</b> |
|--|----------------|----------------|----------------|----------------|----------------|
| Treatment Plant Manager                            | 1.00           | 1.00           | 1.00           | 1.00           | 1.00           |
| Administrative Secretary                           | 0.00           | 0.50           | 0.00           | 0.00           | 0.00           |
| Water Pollution Control Plant Supervisor           | 1.00           | 1.00           | 1.00           | 1.00           | 0.00           |
| Water Pollution Control Plant Operation Supervisor | 0.00           | 0.00           | 0.00           | 0.00           | 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           | 0.46           | 0.46           | 0.46           | 0.46           |
| <b>Total</b>                                       | <b>10.00</b>   | <b>10.96</b>   | <b>10.46</b>   | <b>10.46</b>   | <b>10.46</b>   |

**SEWER ENTERPRISE FUND - 500  
SEWER TREATMENT PLANT - 641**

**EXPENDITURE SUMMARY**

|  | <b>FY 2013-14</b> | <b>FY 2014-15</b> | <b>FY 2015-16</b> | <b>FY 2016-17</b> | <b>FY 2017-18</b> | <b>\$ Chg</b>   | <b>% Chg</b> |
|--|-------------------|-------------------|-------------------|-------------------|-------------------|-----------------|--------------|
|  | <b>Actual</b>     | <b>Actual</b>     | <b>Actual</b>     | <b>Budget</b>     | <b>Proposed</b>   |                 |              |
| <b>Personnel</b>                       |                   |                   |                   |                   |                   |                 |              |
| Full-time Salary - 40101               | 647,086           | 644,908           | 672,214           | 778,744           | 762,059           | (16,685)        | -2%          |
| Overtime - 40201                       | 24,355            | 20,952            | 18,787            | 54,000            | 34,500            | (19,500)        | -57%         |
| FLSA Overtime- 40202                   | -                 | -                 | -                 | -                 | 2,885             | 2,885           | 100%         |
| Holiday Pay - 40105                    | 7,068             | 7,503             | 10,423            | -                 | 38,787            | 38,787          | 100%         |
| Part-time Salary - 40102               | 223,457           | 14,136            | (101)             | 20,000            | 11,856            | (8,144)         | -69%         |
| Vacation Accrued - 40103               | 14,477            | 36,250            | 7,621             | -                 | -                 | -               | 0%           |
| Long-Term Disability - 41008           | -                 | 214,207           | 145,264           | -                 | -                 | -               | 0%           |
| Clothing Allowance - 40305             | -                 | -                 | -                 | 2,000             | 2,000             | -               | 0%           |
| Benefits & Insurance - 46123           | 348,979           | 380,387           | 407,564           | 429,110           | 417,099           | (12,011)        | -3%          |
| <b>Total Salary &amp; Benefits</b>     | <b>1,265,422</b>  | <b>1,318,343</b>  | <b>1,261,774</b>  | <b>1,283,854</b>  | <b>1,269,186</b>  | <b>(14,668)</b> | <b>-1%</b>   |
| <b>Services and Supplies</b>           |                   |                   |                   |                   |                   |                 |              |
| Safety Clothing - 44410                | 15,305            | 12,889            | 16,890            | 15,040            | 15,040            | -               | 0%           |
| Equipment Maintenance - 42107          | 208,097           | 170,875           | 166,438           | 269,080           | 269,080           | -               | 0%           |
| Fuel - 44301                           | -                 | -                 | 3,258             | -                 | -                 | -               | 0%           |
| Maintenance Structure/Imp - 42108      | 7,330             | 16,029            | 21,882            | 42,000            | 42,000            | -               | 0%           |
| Memberships - 42401                    | 2,018             | 2,015             | 2,477             | 5,000             | 5,000             | -               | 0%           |
| Office Expense - 42201                 | 2,423             | 5,395             | 3,840             | 5,000             | 5,000             | -               | 0%           |
| Professional Services - 42101          | 49,131            | 31,733            | 16,414            | 90,000            | 92,500            | 2,500           | 3%           |
| Equipment Rental - 42511               | -                 | -                 | -                 | 1,000             | 1,000             | -               | 0%           |
| Settlement -42508                      | -                 | -                 | 10,000            | -                 | -                 | -               | 0%           |
| Special Department Expense - 42514     | 3,894             | -                 | 235               | -                 | -                 | -               | 0%           |
| Travel & Training - 42301              | 4,429             | 1,897             | 2,893             | 7,000             | 7,000             | -               | 0%           |
| Utilities - 4310X                      | 485,957           | 526,157           | 528,443           | 575,000           | 600,000           | 25,000          | 4%           |
| Compliance Inspections - 42109         | 24,759            | 9,671             | 32,332            | 25,000            | 25,000            | -               | 0%           |
| WPCP Sludge Removal - 44302            | 83,505            | 80,230            | 80,279            | 85,000            | 90,000            | 5,000           | 6%           |
| WPCP Chemicals - 44303                 | 692,166           | 582,946           | 574,335           | 688,000           | 688,000           | -               | 0%           |
| WPCP Permit Fees - 44304               | 44,832            | 38,274            | 56,543            | 50,000            | 64,588            | 14,588          | 23%          |
| WPCP Lab Operations - 44305            | 78,780            | 87,522            | 64,976            | 85,000            | 85,000            | -               | 0%           |
| <b>Total Services and Supplies</b>     | <b>1,702,626</b>  | <b>1,565,633</b>  | <b>1,581,235</b>  | <b>1,942,120</b>  | <b>1,989,208</b>  | <b>47,088</b>   | <b>2%</b>    |
| <b>Capital Outlay</b>                  |                   |                   |                   |                   |                   |                 |              |
| Equipment - 42107                      | -                 | 38,116            | 24,168            | -                 | -                 | -               | 0%           |
| <b>Total Capital Outlay</b>            | <b>-</b>          | <b>38,116</b>     | <b>24,168</b>     | <b>-</b>          | <b>-</b>          | <b>-</b>        | <b>0%</b>    |
| <b>Internal Cost Allocations</b>       |                   |                   |                   |                   |                   |                 |              |
| Administrative Debits - 46122          | 233,777           | 200,212           | 159,674           | 261,144           | 258,816           | (2,328)         | -1%          |
| IS Charges - 46124                     | 28,366            | 25,679            | 15,084            | 23,287            | 38,533            | 15,246          | 40%          |
| Legal Charges - 46126                  | -                 | -                 | 2,235             | 50,000            | 50,000            | -               | 0%           |
| <b>Total Internal Cost Allocations</b> | <b>262,143</b>    | <b>225,891</b>    | <b>176,992</b>    | <b>334,431</b>    | <b>347,349</b>    | <b>12,918</b>   | <b>4%</b>    |

**Depreciation**

|                              |                  |                  |                  |                  |                  |               |           |
|------------------------------|------------------|------------------|------------------|------------------|------------------|---------------|-----------|
| Depreciation Expense - 47401 | -                | -                | 580,000          | 580,000          | 580,000          | -             | 0%        |
| <b>Total Depreciation</b>    | <b>-</b>         | <b>-</b>         | <b>580,000</b>   | <b>580,000</b>   | <b>580,000</b>   | <b>-</b>      | <b>0%</b> |
| <b>Total</b>                 | <b>3,230,191</b> | <b>3,147,983</b> | <b>3,624,169</b> | <b>4,140,405</b> | <b>4,185,743</b> | <b>45,338</b> | <b>1%</b> |

**MAJOR NON-PERSONNEL EXPENSE DETAILS**

|  |            | FY 2016-17        | FY 2017-18        |
|--|------------|-------------------|-------------------|
| <b>44410 Safety Clothing</b>   |            | <b>\$ 15,040</b>  | <b>\$ 15,040</b>  |
| Laundry service for uniforms, safety shoes/boots, gloves, etc.   | \$ 15,040  |                   |                   |
| <b>42107 Equipment Maintenance</b>   |            | <b>\$ 269,080</b> | <b>\$ 269,080</b> |
| Repairs as needed to treatment plant equipment:<br>pumps, motors, machine work, instrumentation,<br>electric parts, gas, oil, tires hose replacement, etc. | \$ 269,080 |                   |                   |
| <b>42108 Maintenance Structure/Imp</b>   |            | <b>\$ 42,000</b>  | <b>\$ 42,000</b>  |
| Maintenance and repairs to grounds and facilities:   |            |                   |                   |
| Janitorial services  | \$ 10,000  |                   |                   |
| Various structure refurbishment  | 20,000     |                   |                   |
| Cathodic inspection for Rodeo Sanitary District outfall - Pinole Share   | 12,000     |                   |                   |
| <b>42401 Memberships</b>   |            | <b>\$ 5,000</b>   | <b>\$ 5,000</b>   |
| Memberships:   | \$ 5,000   |                   |                   |
| CA Water Environment Association (CWEA)  |            |                   |                   |
| Traffic Control Supervisors Association (TCSA)   |            |                   |                   |
| Water Environment Federation (WEF)   |            |                   |                   |
| Technical publications   |            |                   |                   |
| <b>42201 Office Expense</b>  |            | <b>\$ 5,000</b>   | <b>\$ 5,000</b>   |
| Basic stationery, supplies, fax paper, copying paper, computer paper,<br>books, maps and periodicals, etc.   | \$ 5,000   |                   |                   |
| <b>42101 Professional Services</b>   |            | <b>\$ 90,000</b>  | <b>\$ 92,500</b>  |
| Engineering Services   | \$ 10,000  |                   |                   |
| NPDES permit renewal application process and documentation prep  | 40,000     |                   |                   |
| Assessment of headlosses in pipe to outfall ( <i>carry forward</i> )   | 40,000     |                   |                   |
| PCTV quarterly subcommittee meeting  | 2,500      |                   |                   |
| <b>42511 Equipment Rental</b>  |            | <b>\$ 1,000</b>   | <b>\$ 1,000</b>   |
|  | \$ 1,000   |                   |                   |
| <b>42301 Travel and Training</b>   |            | <b>\$ 7,000</b>   | <b>\$ 7,000</b>   |
| Training of State Certified Operators in new procedures<br>related to upgrades.  | \$ 7,000   |                   |                   |

|  |            |                   |                   |
|--|------------|-------------------|-------------------|
| <b>4310X Utilities</b>   |            | <b>\$ 575,000</b> | <b>\$ 600,000</b> |
| PG&E   | \$ 540,000 |                   |                   |
| EBMUD  | 60,000     |                   |                   |
| <b>42109 Compliance Inspections</b>  |            | <b>\$ 25,000</b>  | <b>\$ 25,000</b>  |
| Public outreach materials, Sampling and analysis,<br>laboratory supplies and safety equipment. | \$ 25,000  |                   |                   |
| <b>44302 WPCP Sludge Removal</b>   |            | <b>\$ 85,000</b>  | <b>\$ 90,000</b>  |
| Sludge hauling to EBMUD and Landfill.  | \$ 90,000  |                   |                   |
| <b>44303 WPCP Chemicals</b>  |            | <b>\$ 688,000</b> | <b>\$ 688,000</b> |
| Chemicals for Plant Operations   | \$ 688,000 |                   |                   |
| <b>44304 WPCP Permit Fees</b>  |            | <b>\$ 50,000</b>  | <b>\$ 64,588</b>  |
| NPDES renewal permit fee   | \$ 62,088  |                   |                   |
| County Fuel Tank Fees, and Air Toxic Fees.   | \$ 2,500   |                   |                   |
| <b>44305 WPCP Laboratory Operations</b>  |            | <b>\$ 85,000</b>  | <b>\$ 85,000</b>  |
| A-Laboratory supplies  | \$ 70,000  |                   |                   |
| B-Accelerated Chronic Toxicity Testing   | 15,000     |                   |                   |

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## **PUBLIC WORKS SEWER COLLECTION - 642**

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### **Mission**

The mission of the Sewer Collection Program is to maintain unobstructed flow in the public collection system to the wastewater treatment plant.

### **Program Description**

The Public Works' Sewer Collection Program provides preventive maintenance services including cleaning (hydro flushing and mechanical cleaning), inspecting for root intrusion, pipe integrity, and removal of foreign objects. The program also maintains 2 sewer pump stations, and offers 24 hour on-call service for overflows and other emergencies. The program maintains a network of 565 manholes; 225,727 linear feet of pipe; 5,340 laterals; and 2 lift stations.

### **Key Objectives**

- Maintain collection system and pump stations network
- 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**

| <b>Position</b>                     | <b>2013-14</b> | <b>2014-15</b> | <b>2015-16</b> | <b>2016-17</b> | <b>2017-18</b> |
|-------------------------------------|----------------|----------------|----------------|----------------|----------------|
| 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           |
| <b>Total</b>                        | <b>3.00</b>    | <b>3.00</b>    | <b>3.00</b>    | <b>3.00</b>    | <b>3.00</b>    |

**SEWER ENTERPRISE FUND - 500  
SEWER COLLECTION - 642**

**EXPENDITURE SUMMARY**

|  | <b>FY 2013-14<br/>Actual</b> | <b>FY 2014-15<br/>Actual</b> | <b>FY 2015-16<br/>Actual</b> | <b>FY 2016-17<br/>Budget</b> | <b>FY 2017-18<br/>Proposed</b> | <b>\$ Chg</b>   | <b>% Chg</b> |
|--|------------------------------|------------------------------|------------------------------|------------------------------|--------------------------------|-----------------|--------------|
| <b>Personnel</b>                       |                              |                              |                              |                              |                                |                 |              |
| Full-time Salary - 40101               | 203,251                      | 202,822                      | 204,006                      | 207,307                      | 212,354                        | 5,047           | 2%           |
| Overtime - 40201                       | 2,003                        | 3,279                        | 4,090                        | -                            | -                              | -               | 0%           |
| FLSA - 40202                           | -                            | -                            | -                            | -                            | 400                            | 400             | 100%         |
| Holiday Pay - 40105                    | 1,383                        | -                            | -                            | -                            | -                              | -               | 0%           |
| Part-time Salary - 40102               | -                            | -                            | -                            | -                            | -                              | -               | 0%           |
| Vacation Accrued - 40103               | -                            | -                            | -                            | -                            | -                              | -               | 0%           |
| Clothing Allowance - 40305             | -                            | -                            | -                            | 600                          | 600                            | -               | 0%           |
| Benefits & Insurance - 46123           | 92,741                       | 94,237                       | 100,154                      | 92,021                       | 83,049                         | (8,972)         | -11%         |
| <b>Total Salary &amp; Benefits</b>     | <b>299,378</b>               | <b>300,338</b>               | <b>308,250</b>               | <b>299,928</b>               | <b>296,403</b>                 | <b>(3,525)</b>  | <b>-1%</b>   |
| <b>Services and Supplies</b>           |                              |                              |                              |                              |                                |                 |              |
| Safety Clothing - 44410                | 2,990                        | 2,434                        | 3,196                        | 3,700                        | 3,700                          | -               | 0%           |
| Bank Fees - 42501                      | -                            | -                            | 263                          | -                            | -                              | -               | 0%           |
| Equipment Maintenance - 42107          | 16,693                       | 10,819                       | 11,608                       | 20,000                       | 20,000                         | -               | 0%           |
| Fuel - 44301                           | -                            | -                            | 2,294                        | -                            | -                              | -               | 0%           |
| Maintenance Structure/Imp - 42108      | 89                           | -                            | -                            | -                            | -                              | -               | 0%           |
| Memberships - 42401                    | 455                          | -                            | 250                          | 1,000                        | 1,000                          | -               | 0%           |
| Office Expense - 42201                 | 19                           | 173                          | -                            | 150                          | 150                            | -               | 0%           |
| Professional Services - 42101          | 5,636                        | 22,788                       | 1,864                        | 3,000                        | 55,000                         | 52,000          | 95%          |
| Equipment Rental - 42511               | -                            | -                            | -                            | 500                          | 500                            | -               | 0%           |
| Special Department Expense - 42514     | 49,653                       | 6,087                        | 5,685                        | 15,000                       | 15,000                         | -               | 0%           |
| Travel & Training - 42301              | 1,707                        | 148                          | 258                          | 1,000                        | 1,000                          | -               | 0%           |
| Utilities - 4310X                      | 6,669                        | 8,530                        | 10,214                       | 9,200                        | 13,500                         | 4,300           | 32%          |
| <b>Total Services and Supplies</b>     | <b>83,911</b>                | <b>50,979</b>                | <b>35,630</b>                | <b>53,550</b>                | <b>109,850</b>                 | <b>56,300</b>   | <b>51%</b>   |
| <b>Capital Outlay</b>                  |                              |                              |                              |                              |                                |                 |              |
| Improvements - 47201                   | 65,004                       | 71,375                       | -                            | 395,000                      | 395,000                        | -               | 0%           |
| Equipment - 42107                      | -                            | -                            | -                            | 50,000                       | -                              | (50,000)        | 0%           |
| <b>Total Capital Outlay</b>            | <b>65,004</b>                | <b>71,375</b>                | <b>-</b>                     | <b>445,000</b>               | <b>395,000</b>                 | <b>(50,000)</b> | <b>0%</b>    |
| <b>Internal Cost Allocations</b>       |                              |                              |                              |                              |                                |                 |              |
| Administrative Credits - 38501         | -                            | -                            | -                            | (72,296)                     | (71,270)                       | 1,026           | -1%          |
| Administrative Debits - 46122          | 86,891                       | 195,122                      | 205,507                      | 351,307                      | 361,361                        | 10,054          | 3%           |
| IS Charges - 46124                     | -                            | 5,966                        | 14,480                       | 7,210                        | 15,043                         | 7,833           | 52%          |
| Legal Charges - 46126                  | -                            | -                            | 10,554                       | 16,450                       | 16,450                         | -               | 0%           |
| <b>Total Internal Cost Allocations</b> | <b>86,891</b>                | <b>201,088</b>               | <b>230,541</b>               | <b>302,671</b>               | <b>321,584</b>                 | <b>18,913</b>   | <b>6%</b>    |
| <b>Total</b>                           | <b>535,184</b>               | <b>623,780</b>               | <b>574,421</b>               | <b>1,101,149</b>             | <b>1,122,837</b>               | <b>21,688</b>   | <b>2%</b>    |

## MAJOR NON-PERSONNEL EXPENSE DETAILS

|   |            | FY 2016-17 | FY 2017-18 |
|---|------------|------------|------------|
| <b>44410 Safety Clothing</b>  |            | \$ 3,700   | \$ 3,700   |
| The worker classifications in this division are supplied:   |            |            |            |
| Uniforms, coveralls, foul weather gear  | \$ 3,100   |            |            |
| Safety shoes  | 600        |            |            |
| <b>42107 Equipment Maintenance</b>  |            | \$ 20,000  | \$ 20,000  |
| Cost of maintenance and repair to vehicles, rolling stock and the miscellaneous equipment.            | \$ 20,000  |            |            |
| <b>42401 Memberships</b>  |            | \$ 500     | \$ 1,000   |
| Memberships:  | \$ 1,000   |            |            |
| CA Water Environment Association (CWEA)   |            |            |            |
| Water Environment Federation (WEF)  |            |            |            |
| Technical publications  |            |            |            |
| <b>412201 Office Expense</b>  |            | \$ 150     | \$ 150     |
| Office supplies, includes reprinting of map books.  | \$ 150     |            |            |
| <b>42101 Professional Services</b>  |            | \$ 3,000   | \$ 55,000  |
| Use of Contractors as necessary to aid with isolated emergency repairs                                | \$ 10,000  |            |            |
| Hydraulic analysis of isolated trouble spots  | \$ 10,000  |            |            |
| Wastewater fee model update   | 35,000     |            |            |
| <b>42511 Equipment Rental</b>   |            | \$ 500     | \$ 500     |
| Rental of infrequently used equipment.  | \$ 500     |            |            |
| <b>42514 Special Department Expense</b>   |            | \$ 15,000  | \$ 15,000  |
| Maintenance materials (asphalt, concrete, pipe, hardware, etc.)                                       | \$ 15,000  |            |            |
| <b>42301 Travel and Training</b>  |            | \$ 1,000   | \$ 1,000   |
| Technical training programs for sewer maintenance, confined space entry and street safety procedures. | \$ 1,000   |            |            |
| <b>4310X Utilities</b>  |            | \$ 9,200   | \$ 13,500  |
| PG&E  | \$ 9,000   |            |            |
| EBMUD   | 4,500      |            |            |
| <b>47201 Improvements</b>   |            | \$ 395,000 | \$ 395,000 |
| Deferred collection repairs   | \$ 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 WPCP 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 - 643**

**EXPENDITURE SUMMARY**

|  | FY 2013-14<br>Actual | FY 2014-15<br>Actual | FY 2015-16<br>Actual | FY 2016-17<br>Budget | FY 2017-18<br>Proposed | \$ Chg           | % Chg      |
|--|----------------------|----------------------|----------------------|----------------------|------------------------|------------------|------------|
| <b>Services and Supplies</b>           |                      |                      |                      |                      |                        |                  |            |
| Attorney Services - 42102              | -                    | 53,881               | -                    | -                    | -                      | -                | 0%         |
| Professional Services - 42101          | -                    | -                    | -                    | 1,108,634            | 1,596,500              | 487,866          | 31%        |
| <b>Total Services and Supplies</b>     | <b>-</b>             | <b>53,881</b>        | <b>-</b>             | <b>1,108,634</b>     | <b>1,596,500</b>       | <b>487,866</b>   | <b>31%</b> |
| <b>Capital Outlay</b>                  |                      |                      |                      |                      |                        |                  |            |
| Capital Projects:                      |                      |                      |                      |                      |                        |                  |            |
| Plant Upgrades - 47201                 | -                    | -                    | -                    | -                    | -                      | -                | 0%         |
| Storage Building Replacement - 47201   | -                    | -                    | 116,210              | 150,000              | -                      | (150,000)        | -100%      |
| Upgrades to Treatment Plant - 47201    | -                    | -                    | 2,467,150            | 11,540,753           | 16,618,800             | 5,078,047        | 31%        |
| Equipment - 42107                      | -                    | -                    | 20,579               | -                    | 50,000                 | 50,000           | 100%       |
| <b>Total Capital Outlay</b>            | <b>-</b>             | <b>-</b>             | <b>2,603,940</b>     | <b>11,690,753</b>    | <b>16,668,800</b>      | <b>4,978,047</b> | <b>30%</b> |
| <b>Internal Cost Allocations</b>       |                      |                      |                      |                      |                        |                  |            |
| Legal Charges - 46126                  | -                    | 53,881               | -                    | 12,600               | 12,600                 | -                | 0%         |
| <b>Total Internal Cost Allocations</b> | <b>-</b>             | <b>53,881</b>        | <b>-</b>             | <b>12,600</b>        | <b>12,600</b>          | <b>-</b>         | <b>0%</b>  |
| <b>Total</b>                           | <b>-</b>             | <b>107,762</b>       | <b>2,603,940</b>     | <b>12,811,987</b>    | <b>18,277,900</b>      | <b>5,465,913</b> | <b>60%</b> |

**MAJOR NON-PERSONNEL EXPENSE DETAILS**

|   | FY 2016-17           | FY 2017-18           |
|---|----------------------|----------------------|
| <b>42101 Professional Services</b>        | <b>\$ 1,108,634</b>  | <b>\$ 1,596,500</b>  |
| Construction Management of Plant Upgrades | \$ 1,124,900         |                      |
| Design Services during Construction       | 471,600              |                      |
| <b>xxxxx Capital Projects</b>             | <b>\$ 11,540,753</b> | <b>\$ 16,618,800</b> |
| Upgrades to Treatment Plant               | \$ 16,618,800        |                      |
| <b>42107 Equipment</b>                    | <b>\$ -</b>          | <b>\$ 50,000</b>     |
| Equipment Replacement:                    | \$ 50,000            |                      |
| General Equipment Replacement             |                      |                      |

**Mission**

The mission of the Water Pollution Control Plant (WPCP) Equipment and Debt Service is to manage debt service expenses issued to maintain and replace outdated or damaged equipment, and facility upgrades.

**Program Description**

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

**Key Objectives**

- Process annual debt service payments by September 1<sup>st</sup> in accordance with the debt schedule

**Success Indicators**

- Reduced interest expenses by refunding the 2006 Wastewater Revenue Bonds with 2016 Wastewater Revenue Refunding Bonds which bear annual interest of 2.95%

**Position Summary**

No personnel are directly assigned to this division.

**SEWER ENTERPRISE FUND - 500  
WPCP / EQUIPMENT AND DEBT SERVICE (PINOLE ONLY) - 644**

**EXPENDITURE SUMMARY**

|                                    | FY 2013-14<br>Actual | FY 2014-15<br>Actual | FY 2015-16<br>Actual | FY 2016-17<br>Budget | FY 2017-18<br>Proposed | \$ Chg           | % Chg       |
|------------------------------------|----------------------|----------------------|----------------------|----------------------|------------------------|------------------|-------------|
| <b>Services and Supplies</b>       |                      |                      |                      |                      |                        |                  |             |
| Bank Fees - 42501                  | -                    | -                    | 3,500                | -                    | -                      | -                | 0%          |
| Professional Services - 42101      | 16,837               | 4,585                | 25,000               | 9,178                | 9,178                  | -                | 0%          |
| <b>Total Services and Supplies</b> | <b>16,837</b>        | <b>4,585</b>         | <b>28,500</b>        | <b>9,178</b>         | <b>9,178</b>           | <b>-</b>         | <b>0%</b>   |
| <b>Debt Service</b>                |                      |                      |                      |                      |                        |                  |             |
| Debt Principal - 48101             | -                    | -                    | -                    | -                    | -                      | -                | 0%          |
| Debt Interest - 48102              | 407,569              | 406,187              | 636,488              | 627,310              | 517,770                | (109,540)        | -100%       |
| Legal Services - 46126             | -                    | -                    | 36,741               | -                    | -                      | -                | -           |
| <b>Total Debt Service</b>          | <b>407,569</b>       | <b>406,187</b>       | <b>636,488</b>       | <b>627,310</b>       | <b>517,770</b>         | <b>(109,540)</b> | <b>-21%</b> |
| <b>Total</b>                       | <b>424,406</b>       | <b>410,772</b>       | <b>664,988</b>       | <b>636,488</b>       | <b>526,948</b>         | <b>(109,540)</b> | <b>-21%</b> |

**MAJOR NON-PERSONNEL EXPENSE DETAILS**

|  |            | FY 2016-17        | FY 2017-18        |
|--|------------|-------------------|-------------------|
| <b>42101 Professional Services</b>                 |            | <b>\$ 9,178</b>   | <b>\$ 9,178</b>   |
| Auditing Services                                  | \$ 5,678   |                   |                   |
| Trustee Fees                                       | 3,500      |                   |                   |
| <b>xxxxx Wastewater Revenue Bonds, Series 2006</b> |            | <b>\$ 627,310</b> | <b>\$ 517,770</b> |
| 48101 - Principal                                  | \$ 290,000 |                   |                   |
| 48102 - Interest                                   | 227,770    |                   |                   |

**Mission**

Promote orderly growth and development in Pinole, consistent with the General Plan and priorities of the City Council, maximizing the benefits to the residents of Pinole. To protect and enhance the desirability of the community for Residents, Businesses, and Visitors.

**Program Description**

Planning administers and implements the General Plan for the City, and provides zoning administration and processing; land use and development applications including use permits; sign and design review requests; and community programs. Development services seeks to deliver on its mission with the highest regard for time, accuracy, completion, customer satisfaction, and 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, planning software 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.
- Nurture an inviting climate for doing business in Pinole.
- Encouraging multimodal transportation
- Protect Pinole's natural and historic resources.

**Position Summary**

| <b>Position</b>                        | <b>2013-14</b> | <b>2014-15</b> | <b>2015-16</b> | <b>2016-17</b> | <b>2017-18</b> |
|--|----------------|----------------|----------------|----------------|----------------|
| Planning Manager                       | 1.00           | 1.00           | 1.00           | 1.00           | 1.00           |
| Planning Assistant, (2) <i>PT/Temp</i> | 0.90           | 0.00           | 0.00           | 0.00           | 0.00           |
| <b>Total</b>                           | <b>1.90</b>    | <b>1.00</b>    | <b>1.00</b>    | <b>1.00</b>    | <b>1.00</b>    |

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

**EXPENDITURE SUMMARY**

|  | FY 2013-14<br>Actual | FY 2014-15<br>Actual | FY 2015-16<br>Actual | FY 2016-17<br>Budget | FY 2017-18<br>Proposed | \$ Chg         | % Chg       |
|--|----------------------|----------------------|----------------------|----------------------|------------------------|----------------|-------------|
| <b>Personnel</b>                       |                      |                      |                      |                      |                        |                |             |
| Full-time Salary - 40101               | 109,846              | 109,824              | 115,726              | 117,693              | 121,773                | 4,080          | 3%          |
| Part-time Salary - 40102               | 852                  | -                    | -                    | -                    | -                      | -              | 0%          |
| Vacation Accrued - 40103               | -                    | 406                  | -                    | -                    | -                      | -              | 0%          |
| Benefits & Insurance - 46123           | 39,695               | 35,086               | 40,690               | 43,990               | 45,136                 | 1,146          | 3%          |
| <b>Total Salary &amp; Benefits</b>     | <b>150,393</b>       | <b>145,316</b>       | <b>156,416</b>       | <b>161,683</b>       | <b>166,909</b>         | <b>5,226</b>   | <b>3%</b>   |
| <b>Services and Supplies</b>           |                      |                      |                      |                      |                        |                |             |
| Safety Clothing - 44410                | -                    | -                    | -                    | -                    | -                      | -              | 0%          |
| Equipment Maintenance - 42107          | 1,183                | 1,554                | 965                  | 1,600                | 1,600                  | -              | 0%          |
| Fuel - 44301                           | -                    | -                    | 449                  | -                    | -                      | -              | 0%          |
| Maintenance Structure/Imp - 42108      | -                    | -                    | -                    | -                    | -                      | -              | 0%          |
| Memberships - 42401                    | 593                  | 603                  | 603                  | 850                  | 1,000                  | 150            | 0%          |
| Office Expense - 42201                 | 1,362                | 510                  | 174                  | 6,000                | 6,000                  | -              | 0%          |
| Professional Services - 42101          | 20,246               | 69,848               | 17,404               | 130,000              | 200,000                | 70,000         | 35%         |
| Abatement - 42512                      | -                    | -                    | -                    | -                    | -                      | -              | 0%          |
| Special Department Expense - 42514     | 1,423                | 5,122                | 7,064                | 16,000               | 22,100                 | 6,100          | 28%         |
| Travel & Training - 42301              | 1,505                | 960                  | 423                  | 6,000                | 9,000                  | 3,000          | 33%         |
| Utilities - 4310X                      | 4,189                | 1,291                | 1,544                | 1,300                | 1,800                  | 500            | 28%         |
| <b>Total Services and Supplies</b>     | <b>30,501</b>        | <b>79,888</b>        | <b>28,626</b>        | <b>161,750</b>       | <b>241,500</b>         | <b>79,750</b>  | <b>33%</b>  |
| <b>Capital Outlay</b>                  |                      |                      |                      |                      |                        |                |             |
| Equipment - 42107                      | -                    | -                    | -                    | -                    | -                      | -              | 0%          |
| <b>Total Capital Outlay</b>            | <b>-</b>             | <b>-</b>             | <b>-</b>             | <b>-</b>             | <b>-</b>               | <b>-</b>       | <b>0%</b>   |
| <b>Internal Cost Allocations</b>       |                      |                      |                      |                      |                        |                |             |
| Administrative Credits - 38501         | (6,737)              | (6,871)              | (13,210)             | (16,168)             | (16,690)               | (522)          | 3%          |
| Administrative Debits - 46122          | -                    | -                    | 4,368                | 15,100               | -                      | (15,100)       | 0%          |
| Legal Charges - 41427                  | -                    | -                    | 20,919               | 15,100               | 25,000                 | 9,900          | 40%         |
| <b>Total Internal Cost Allocations</b> | <b>(6,737)</b>       | <b>(6,871)</b>       | <b>12,077</b>        | <b>14,032</b>        | <b>8,310</b>           | <b>(5,722)</b> | <b>-69%</b> |
| <b>Total</b>                           | <b>174,157</b>       | <b>218,333</b>       | <b>197,119</b>       | <b>337,465</b>       | <b>416,719</b>         | <b>79,254</b>  | <b>19%</b>  |
| <b>GENERAL FUND - 100</b>              |                      |                      |                      |                      |                        |                |             |
| Administrative Debits - 46122          | -                    | -                    | 4,785                | 8,084                | 8,345                  | 261            | 3%          |
| <b>MEASURE S - 2014 FUND - 106</b>     |                      |                      |                      |                      |                        |                |             |
| Equipment Repl Charges - 46125         | -                    | -                    | -                    | 5,000                | 5,000                  | -              | 0%          |

## MAJOR NON-PERSONNEL EXPENSE DETAILS

|   |           | FY 2016-17        | FY 2017-18        |
|---|-----------|-------------------|-------------------|
| <b>42107 Equipment Maintenance</b>  |           | <b>\$ 1,600</b>   | <b>\$ 1,600</b>   |
| Maintenance costs of two vehicles   | \$ 1,600  |                   |                   |
| <b>42401 Memberships</b>  |           | <b>\$ 850</b>     | <b>\$ 1,000</b>   |
| APA (American Planning Association)   | \$ 350    |                   |                   |
| AICP (American Institute of Certified Planners)   | 300       |                   |                   |
| AEP (Association of Environmental Planners)   | 350       |                   |                   |
| <b>42201 Office Expense</b>   |           | <b>\$ 6,000</b>   | <b>\$ 6,000</b>   |
| 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     |                   |                   |
| <b>42101 Professional Services</b>  |           | <b>\$ 130,000</b> | <b>\$ 200,000</b> |
| Nexus Fee Study ( <i>carry forward</i> )  | \$ 20,000 |                   |                   |
| Parking Study ( <i>carry forward</i> )  | 25,000    |                   |                   |
| Contract Planner  | 80,000    |                   |                   |
| Environmental Review  | 75,000    |                   |                   |
| <b>42514 Special Department Expense</b>   |           | <b>\$ 16,000</b>  | <b>\$ 22,100</b>  |
| Publishing of legal notices & other public notices  | \$ 2,000  |                   |                   |
| PCTV Planning Commission Meetings   | 12,100    |                   |                   |
| Meeting Minute Preparation  | 8,000     |                   |                   |
| <b>42301 Travel and Training</b>  |           | <b>\$ 6,000</b>   | <b>\$ 9,000</b>   |
| Training and seminars for staff   | \$ 2,000  |                   |                   |
| New Planning Commissioner training  | 7,000     |                   |                   |
| <b>4310X Utilities</b>  |           | <b>\$ 1,300</b>   | <b>\$ 1,800</b>   |
| PG&E  | \$ 1,400  |                   |                   |
| EBMUD   | 400       |                   |                   |

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**DEVELOPMENT SERVICES - BUILDING DIVISION- 462**

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**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**

- Integrate the Planning, Engineering, & Building Inspection functions to more effectively respond to the needs of the private development community
- Compliance with the Building Code
- Thorough Plan Check
- Permit Issuance
- Building and Rental Inspection
- Code Enforcement

**Success Indicators**

- Next day Inspection
- Maintenance of housing stock
- 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**

| <b>Position</b>                     | <b>2013-14</b> | <b>2014-15</b> | <b>2015-16</b> | <b>2016-17</b> | <b>2017-18</b> |
|-------------------------------------|----------------|----------------|----------------|----------------|----------------|
| Building Inspector/Code Enforcement | 1.00           | 1.00           | 1.00           | 1.00           | 2.00           |
| Permit Technician, (1 FT/1PT)       | 0.00           | 0.90           | 0.95           | 1.48           | 1.48           |
| <b>Total</b>                        | <b>1.00</b>    | <b>1.90</b>    | <b>1.95</b>    | <b>2.48</b>    | <b>3.48</b>    |

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

**EXPENDITURE SUMMARY**

|  | <b>FY 2013-14</b> | <b>FY 2014-15</b> | <b>FY 2015-16</b> | <b>FY 2016-17</b> | <b>FY 2017-18</b> | <b>\$ Chg</b>   | <b>% Chg</b> |
|--|-------------------|-------------------|-------------------|-------------------|-------------------|-----------------|--------------|
|  | <b>Actual</b>     | <b>Actual</b>     | <b>Actual</b>     | <b>Budget</b>     | <b>Proposed</b>   |                 |              |
| <b>Personnel</b>                       |                   |                   |                   |                   |                   |                 |              |
| Full-time Salary - 40101               | 76,385            | 38,008            | 91,700            | 141,470           | 204,858           | 63,388          | 31%          |
| Overtime - 40201                       | 159               | 252               | 1,943             | -                 | -                 | -               | 0%           |
| Holiday Pay - 40105                    | -                 | -                 | -                 | -                 | -                 | -               | 0%           |
| Part-time Salary - 40102               | 11,406            | 40,624            | 21,233            | 24,705            | 25,447            | 742             | 0%           |
| Vacation Accrued - 40103               | 847               | 10,158            | -                 | -                 | -                 | -               | 0%           |
| Benefits & Insurance - 46123           | 35,529            | 38,849            | 60,908            | 87,841            | 143,856           | 56,015          | 39%          |
| <b>Total Salary &amp; Benefits</b>     | <b>124,326</b>    | <b>127,891</b>    | <b>175,784</b>    | <b>254,016</b>    | <b>374,161</b>    | <b>120,145</b>  | <b>32%</b>   |
| <b>Services and Supplies</b>           |                   |                   |                   |                   |                   |                 |              |
| Safety Clothing - 44410                | 220               | (20)              | 200               | 325               | 650               | 325             | 50%          |
| Bank Fees -42501                       | -                 | -                 | 6,646             | -                 | -                 | -               | 0%           |
| Equipment Maintenance - 42107          | 1,239             | 1,571             | 2,269             | 1,100             | 1,100             | -               | 0%           |
| Maintenance Structure/Imp - 42108      | -                 | -                 | -                 | -                 | -                 | -               | 0%           |
| Memberships - 42401                    | 125               | 125               | 135               | 1,000             | 1,650             | 650             | 39%          |
| Office Expense - 42201                 | 2,437             | 1,447             | 2,157             | 4,450             | 4,450             | -               | 0%           |
| Professional Services - 42101          | 11,130            | 93,771            | 195,038           | 222,000           | 200,000           | (22,000)        | -11%         |
| Abatement - 42512                      | -                 | -                 | -                 | 6,000             | 6,000             | -               | 0%           |
| Special Department Expense - 42514     | 3,392             | 10,289            | 1,734             | 9,000             | 9,000             | -               | 0%           |
| Travel & Training - 42301              | 220               | 361               | 1,784             | 7,500             | 10,000            | 2,500           | 25%          |
| Utilities - 4310X                      | 3,003             | 3,280             | 3,901             | 3,275             | 4,630             | 1,355           | 29%          |
| <b>Total Services and Supplies</b>     | <b>21,766</b>     | <b>110,824</b>    | <b>213,864</b>    | <b>254,650</b>    | <b>237,480</b>    | <b>(17,170)</b> | <b>-7%</b>   |
| <b>Capital Outlay</b>                  |                   |                   |                   |                   |                   |                 |              |
| Equipment - 42107                      | -                 | -                 | -                 | -                 | 50,000            | 50,000          | 0%           |
| <b>Total Capital Outlay</b>            | <b>-</b>          | <b>-</b>          | <b>-</b>          | <b>-</b>          | <b>50,000</b>     | <b>50,000</b>   | <b>0%</b>    |
| <b>Internal Cost Allocations</b>       |                   |                   |                   |                   |                   |                 |              |
| Administrative Credits - 38501         | -                 | -                 | -                 | -                 | (59,122)          | (59,122)        | 100%         |
| Administrative Debits - 46122          | 38,520            | 41,251            | 70,442            | 58,257            | 60,272            | 2,015           | 3%           |
| IS Charges - 46124                     | 46,663            | 27,055            | 63,203            | 46,087            | 54,557            | 8,470           | 16%          |
| Legal Charges - 46126                  | -                 | -                 | 5,485             | -                 | 10,000            | 10,000          | 100%         |
| <b>Total Internal Cost Allocations</b> | <b>85,183</b>     | <b>68,306</b>     | <b>139,130</b>    | <b>104,344</b>    | <b>65,707</b>     | <b>(38,637)</b> | <b>-59%</b>  |
| <b>Total</b>                           | <b>231,275</b>    | <b>307,021</b>    | <b>528,778</b>    | <b>613,010</b>    | <b>727,348</b>    | <b>114,338</b>  | <b>16%</b>   |
| <b>GENERAL FUND - 100</b>              |                   |                   |                   |                   |                   |                 |              |
| Administrative Debits - 46122          | -                 | -                 | -                 | -                 | 59,122            | 59,122          | 100%         |

## MAJOR NON-PERSONNEL EXPENSE DETAILS

|  |            | FY 2016-17        | FY 2017-18        |
|--|------------|-------------------|-------------------|
| <b>44410 Safety Clothing</b>   |            | <b>\$ 325</b>     | <b>\$ 650</b>     |
| Safety clothing (safety boots, hard hat, protective eye ware, protective handwear, etc.) for the two Inspector's who perform inspections at job site locations.            | \$ 650     |                   |                   |
| <b>42107 Equipment Maintenance</b>   |            | <b>\$ 1,100</b>   | <b>\$ 1,100</b>   |
| Equipment and vehicle maintenance  | \$ 1,000   |                   |                   |
| Digital microfilm machine maintenance  | \$ 100     |                   |                   |
| <b>42401 Memberships</b>   |            | <b>\$ 1,000</b>   | <b>\$ 1,650</b>   |
| International Conference of Building Officials (ICBO)  | \$ 1,200   |                   |                   |
| California Building Officials (CALBO)  | 300        |                   |                   |
| Int'l Association of Mechanical and Plumbing Officials (IAMPO)   | 150        |                   |                   |
| <b>42201 Office Expense</b>  |            | <b>\$ 4,450</b>   | <b>\$ 4,450</b>   |
| 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      |                   |                   |
| <b>42101 Professional Services</b>   |            | <b>\$ 222,000</b> | <b>\$ 200,000</b> |
| Plan Check Services  | \$ 110,000 |                   |                   |
| Nexus Fee Study ( <i>carryover from FY2016/17</i> )  | 20,000     |                   |                   |
| Contract Building Inspector  | 70,000     |                   |                   |
| <b>42512 Abatement</b>   |            | <b>\$ 6,000</b>   | <b>\$ 6,000</b>   |
| Code Enforcement Activity - Repair and demolition Section 1401.3, Item 3 of the Uniform Housing Code.  | \$ 6,000   |                   |                   |
| <b>42514 Special Department Expense</b>  |            | <b>\$ 9,000</b>   | <b>\$ 9,000</b>   |
| 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      |                   |                   |
| <b>42301 Travel and Training</b>   |            | <b>\$ 7,500</b>   | <b>\$ 10,000</b>  |
| Training required on building code updates for two Building Inspectors through the International Conference of Building Officials (ICBO).                                  | \$ 10,000  |                   |                   |
| ICBO certification continuing education required for two Building Inspectors.  |            |                   |                   |
| <b>4310X Utilities</b>   |            | <b>\$ 3,275</b>   | <b>\$ 4,630</b>   |
| PG&E   | \$ 4,130   |                   |                   |
| EBMUD  | 500        |                   |                   |

**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**

- Processed annual debt service payments for the 2015 A and 2015 B Tax Allocation Refunding Bonds in accordance debt service schedules by August 1<sup>st</sup>.
- Managed properties in accordance with the Long Range Property Management Plan which was approved by the Oversight Board in November of 2015.
- Prepared Recognized Obligation Payment Schedule (ROPS):
  - ROPS 17-18 Annual covering the period, July 1, 2017 – June 30, 2018 approved by the Oversight Board on January 18, 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 2013-14<br>Actual | FY 2014-15<br>Actual | FY 2015-16<br>Actual | FY 2016-17<br>Budget | FY 2017-18<br>Proposed | \$ Chg   | % Chg     |
|--|----------------------|----------------------|----------------------|----------------------|------------------------|----------|-----------|
| <b>Personnel</b>                       |                      |                      |                      |                      |                        |          |           |
| Full-time Salary - 40101               | -                    | -                    | -                    | -                    | -                      | -        | 0%        |
| Benefits & Insurance - 46123           | -                    | -                    | -                    | -                    | -                      | -        | 0%        |
| <b>Total Salary &amp; Benefits</b>     | <b>-</b>             | <b>-</b>             | <b>-</b>             | <b>-</b>             | <b>-</b>               | <b>-</b> | <b>0%</b> |
| <b>Services and Supplies</b>           |                      |                      |                      |                      |                        |          |           |
| Office Expense - 42201                 | -                    | -                    | 42                   | -                    | -                      | -        | 0%        |
| Professional Services - 42101          | 28,932               | 19,632               | 7,756                | 3,500                | 3,500 *                | -        | 0%        |
| Special Department Expense - 42514     | -                    | 1,531                | -                    | -                    | -                      | -        | 0%        |
| <b>Total Services and Supplies</b>     | <b>28,932</b>        | <b>21,163</b>        | <b>7,798</b>         | <b>3,500</b>         | <b>3,500</b>           | <b>-</b> | <b>0%</b> |
| <b>Internal Cost Allocations</b>       |                      |                      |                      |                      |                        |          |           |
| Administrative Debits - 46122          | 221,815              | 225,262              | 187,703              | 233,000              | 233,000                | -        | 0%        |
| Legal Charges - 46126                  |                      |                      | 16,821               | 17,000               | 17,000                 | -        | 0%        |
| <b>Total Internal Cost Allocations</b> | <b>221,815</b>       | <b>225,262</b>       | <b>204,524</b>       | <b>250,000</b>       | <b>250,000</b>         | <b>-</b> | <b>0%</b> |
| <b>Total</b>                           | <b>250,747</b>       | <b>246,425</b>       | <b>212,322</b>       | <b>253,500</b>       | <b>253,500</b>         | <b>-</b> | <b>0%</b> |

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

**MAJOR NON-PERSONNEL EXPENSE DETAILS**

|  | FY 2016-17        | FY 2017-18        |
|--|-------------------|-------------------|
| <b>42101 Professional Services</b>   | <b>\$ 3,500</b>   | <b>\$ 3,500</b>   |
| *Auditing services provided by Mann, Urritia, and Nelson CPA's                               | \$ 3,500          |                   |
| <b>46122 Administrative Debits</b>   | <b>\$ 233,000</b> | <b>\$ 233,000</b> |
| Payroll cost allocations for administrative staff support<br>of the Pinole Successor Agency: | \$ 229,600        |                   |
| City Manager - 25%   |                   |                   |
| Assistant City Manager - 25%   |                   |                   |
| Finance Director - 26%   |                   |                   |
| City Clerk - 25%   |                   |                   |
| <b>46126 Legal Charges</b>   | <b>\$ 17,000</b>  | <b>\$ 17,000</b>  |
| Estimated legal costs  | \$ 14,400         |                   |

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**HOUSING ADMINISTRATION - 464**

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**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**

| <b>Position</b>                      | <b>2013-14</b> | <b>2014-15</b> | <b>2015-16</b> | <b>2016-17</b> | <b>2017-18</b> |
|--------------------------------------|----------------|----------------|----------------|----------------|----------------|
| Redevelopment Analyst                | 0.25           | 0.00           | 0.00           | 0.00           | 0.00           |
| Code Enforcement, (2) <i>PT/Temp</i> | 0.90           | 0.00           | 0.00           | 0.00           | 0.00           |
| <b>Total</b>                         | <b>1.15</b>    | <b>0.00</b>    | <b>0.00</b>    | <b>0.00</b>    | <b>0.00</b>    |

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

**EXPENDITURE SUMMARY**

|  | FY 2013-14     | FY 2014-15     | FY 2015-16    | FY 2016-17     | FY 2017-18     | \$ Chg          | % Chg       |
|--|----------------|----------------|---------------|----------------|----------------|-----------------|-------------|
|  | Actual         | Actual         | Actual        | Budget         | Proposed       |                 |             |
| <b>Personnel</b>                       |                |                |               |                |                |                 |             |
| Full-time Salary - 40101               | -              | -              | -             | -              | -              | -               | 0%          |
| Overtime - 40201                       | -              | -              | -             | -              | -              | -               | 0%          |
| Benefits & Insurance - 46123           | 7,650          | -              | -             | -              | -              | -               | 0%          |
| <b>Total Salary &amp; Benefits</b>     | <b>7,650</b>   | <b>-</b>       | <b>-</b>      | <b>-</b>       | <b>-</b>       | <b>-</b>        | <b>0%</b>   |
| <b>Services and Supplies</b>           |                |                |               |                |                |                 |             |
| Maintenance Structure/Imp - 42108      | 10,680         | -              | -             | -              | -              | -               | 0%          |
| Professional Services - 42101          | 60,011         | 51,642         | 17,295        | 38,420         | 25,920         | (12,500)        | -48%        |
| Special Department Expense - 42514     | 1,245          | 10,500         | -             | -              | -              | -               | 0%          |
| Travel & Training - 42301              | -              | -              | -             | -              | -              | -               | 0%          |
| Utilities - 4310X                      | 1,840          | 1,952          | 2,499         | 2,500          | 2,500          | -               | 0%          |
| <b>Total Services and Supplies</b>     | <b>73,776</b>  | <b>64,094</b>  | <b>19,794</b> | <b>40,920</b>  | <b>28,420</b>  | <b>(12,500)</b> | <b>-44%</b> |
| <b>Capital Outlay</b>                  |                |                |               |                |                |                 |             |
| Equipment - 42107                      | -              | -              | -             | -              | -              | -               | 0%          |
| <b>Total Capital Outlay</b>            | <b>-</b>       | <b>-</b>       | <b>-</b>      | <b>-</b>       | <b>-</b>       | <b>-</b>        | <b>0%</b>   |
| <b>Internal Cost Allocations</b>       |                |                |               |                |                |                 |             |
| Administrative Debits - 46122          | 21,084         | 37,071         | 28,519        | 49,450         | 51,576         | 2,126           | 4%          |
| Legal Charges - 41427                  | -              | -              | 6,860         | 10,000         | 110,000        | 100,000         | 91%         |
| <b>Total Internal Cost Allocations</b> | <b>21,084</b>  | <b>37,071</b>  | <b>35,379</b> | <b>59,450</b>  | <b>161,576</b> | <b>102,126</b>  | <b>63%</b>  |
| <b>Total</b>                           | <b>102,510</b> | <b>101,165</b> | <b>55,173</b> | <b>100,370</b> | <b>189,996</b> | <b>89,626</b>   | <b>47%</b>  |

## MAJOR NON-PERSONNEL EXPENSE DETAILS

|  |          | FY 2016-17       | FY 2017-18       |
|--|----------|------------------|------------------|
| <b>42101 Professional Services</b>     |          | <b>\$ 38,420</b> | <b>\$ 25,920</b> |
| AmeriNational loan service contract    | \$ 3,000 |                  |                  |
| Affordable housing monitoring          | 14,000   |                  |                  |
| Annual housing certification report    | 5,000    |                  |                  |
| Fiscal and land acquisition activities | 3,920    |                  |                  |
| <b>4310X Utilities</b>                 |          | <b>\$ 2,500</b>  | <b>\$ 2,500</b>  |
| PG&E                                   | \$ 2,325 |                  |                  |
| EBMUD                                  | 175      |                  |                  |

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## RECREATION ADMINISTRATION - 551

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### 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
- Movies in the Park (3), Tree Lighting

### Position Summary

| Position                                | 2013-14     | 2014-15     | 2015-16     | 2016-17     | 2017-18     |
|---|-------------|-------------|-------------|-------------|-------------|
| 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        | 0.00        | 0.00        |
| <b>Total</b>                            | <b>1.45</b> | <b>1.45</b> | <b>1.45</b> | <b>1.00</b> | <b>1.00</b> |

**RECREATION FUND - 209  
RECREATION ADMINISTRATION - 551**

**EXPENDITURE SUMMARY**

|  | <b>FY 2013-14<br/>Actual</b> | <b>FY 2014-15<br/>Actual</b> | <b>FY 2015-16<br/>Actual</b> | <b>FY 2016-17<br/>Budget</b> | <b>FY 2017-18<br/>Proposed</b> | <b>\$ Chg</b> | <b>% Chg</b> |
|--|------------------------------|------------------------------|------------------------------|------------------------------|--------------------------------|---------------|--------------|
| <b>Personnel</b>                       |                              |                              |                              |                              |                                |               |              |
| Full-time Salary - 40101               | 48,967                       | 62,199                       | 68,202                       | 71,838                       | 78,659                         | 6,821         | 9%           |
| Overtime - 40201                       | -                            | -                            | -                            | -                            | -                              | -             | 0%           |
| Part-time Salary - 40102               | 13,152                       | 7,336                        | (112)                        | -                            | -                              | -             | 0%           |
| Vacation Accrued - 40103               | 191                          | 1,995                        | 2,192                        | -                            | -                              | -             | 0%           |
| Benefits & Insurance - 46123           | 25,851                       | 29,614                       | 32,141                       | 34,084                       | 34,114                         | 30            | 0%           |
| <b>Total Salary &amp; Benefits</b>     | <b>88,161</b>                | <b>101,144</b>               | <b>102,424</b>               | <b>105,922</b>               | <b>112,773</b>                 | <b>6,851</b>  | <b>6%</b>    |
| <b>Services and Supplies</b>           |                              |                              |                              |                              |                                |               |              |
| Bank Fees - 42501                      | -                            | -                            | 140                          | -                            | -                              | -             | 0%           |
| Equipment Maintenance - 42107          | -                            | -                            | -                            | 2,200                        | 2,200                          | -             | 0%           |
| Maintenance Structure/Imp - 42108      | -                            | 120                          | -                            | -                            | -                              | -             | 0%           |
| Office Expense - 42201                 | -                            | 149                          | -                            | -                            | -                              | -             | 0%           |
| Professional Services - 42101          | -                            | 5,042                        | 4,741                        | 3,915                        | 12,365                         | 8,450         | 68%          |
| Special Department Expense - 42514     | 9,439                        | 7,175                        | 8,461                        | 7,000                        | 6,200                          | (800)         | -13%         |
| Special Events - 42515                 | -                            | -                            | 1,743                        | -                            | -                              | -             | 0%           |
| Travel & Training - 42301              | -                            | 135                          | 35                           | -                            | -                              | -             | 0%           |
| <b>Total Services and Supplies</b>     | <b>9,439</b>                 | <b>12,621</b>                | <b>15,120</b>                | <b>13,115</b>                | <b>20,765</b>                  | <b>7,650</b>  | <b>37%</b>   |
| <b>Capital Outlay</b>                  |                              |                              |                              |                              |                                |               |              |
| Equipment - 42107                      | -                            | -                            | -                            | -                            | -                              | -             | 0%           |
| <b>Total Capital Outlay</b>            | <b>-</b>                     | <b>-</b>                     | <b>-</b>                     | <b>-</b>                     | <b>-</b>                       | <b>-</b>      | <b>0%</b>    |
| <b>Internal Cost Allocations</b>       |                              |                              |                              |                              |                                |               |              |
| Administrative Credits - 38501         | -                            | -                            | -                            | -                            | -                              | -             | 0%           |
| IS Charges - 46124                     | 31,934                       | 28,973                       | 41,411                       | 31,110                       | 52,689                         | 21,579        | 41%          |
| <b>Total Internal Cost Allocations</b> | <b>31,934</b>                | <b>28,973</b>                | <b>41,411</b>                | <b>31,110</b>                | <b>52,689</b>                  | <b>21,579</b> | <b>41%</b>   |
| <b>Total</b>                           | <b>129,534</b>               | <b>142,738</b>               | <b>158,955</b>               | <b>150,147</b>               | <b>186,227</b>                 | <b>36,080</b> | <b>19%</b>   |
| <b>MEASURE S - 2014 FUND - 106</b>     |                              |                              |                              |                              |                                |               |              |
| Special Department Expense - 42514     | -                            | -                            | -                            | 7,000                        | 7,000                          | -             | 0%           |
| Special Events - 42515                 | -                            | -                            | 2,964                        | -                            | -                              | -             | 0            |
| <b>Total</b>                           | <b>129,534</b>               | <b>142,738</b>               | <b>161,919</b>               | <b>157,147</b>               | <b>193,227</b>                 | <b>36,080</b> | <b>19%</b>   |

**MAJOR NON-PERSONNEL EXPENSE DETAILS**

|   |          | FY 2016-17      | FY 2017-18       |
|---|----------|-----------------|------------------|
| <b>42107 Equipment Maintenance</b>      |          | <b>\$ 2,200</b> | <b>\$ 2,200</b>  |
| Copier and other equipment maintenance  | \$ 2,200 |                 |                  |
| <b>42101 Professional Services</b>      |          | <b>\$ 3,915</b> | <b>\$ 12,365</b> |
| Restroom Services, Farmers market, PVP  | 1,500    |                 |                  |
| CPRS Membership                         | 165      |                 |                  |
| Broadcast Music/ASCAP Services          | 700      |                 |                  |
| Nexus Fee Study                         | 10,000   |                 |                  |
| <b>42514 Special Department Expense</b> |          | <b>\$ 7,000</b> | <b>\$ 6,200</b>  |
| Postage Machine                         | \$ 100   |                 |                  |
| Office Supplies                         | 500      |                 |                  |
| Recreation Activity Guide & Postage     | 5,600    |                 |                  |

**MEASURE S - 2014 FUND - 106**

|  |          |                 |                 |
|--|----------|-----------------|-----------------|
| <b>42514 Special Department Expense</b>      |          | <b>\$ 7,000</b> | <b>\$ 7,000</b> |
| Summer Sounds in the Park (Twice a summer)   | \$ 2,500 |                 |                 |
| Cinema in the Park (3x for based on funding) | 1,500    |                 |                 |
| Community Service Commission                 | 2,000    |                 |                 |
| Annual Tree Lighting                         | 1,000    |                 |                 |

\*GF subsidize the difference.

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## SENIOR CENTER - 552

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### 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.
- Silver and Fit Program.

### Position Summary

| <b>Position</b>  | <b>2013-14</b> | <b>2014-15</b> | <b>2015-16</b> | <b>2016-17</b> | <b>2017-18</b> |
|--|----------------|----------------|----------------|----------------|----------------|
| Recreation Coordinator                                 | 0.00           | 0.90           | 0.90           | 0.90           | 0.90           |
| Recreation Activities Specialist,<br><i>PT/Regular</i> | 0.90           | 0.00           | 0.00           | 0.00           | 0.00           |
| Senior Recreation Leader                               | 0.00           | 0.50           | 0.50           | 0.50           | 0.50           |
| Recreation Leader                                      | 0.00           | 0.50           | 0.50           | 0.50           | 0.50           |
| Custodian, <i>PT/Temp</i>                              | 0.42           | 0.00           | 0.00           | 0.00           | 0.00           |
| Cook, <i>PT/Regular</i>                                | 0.75           | 0.75           | 0.75           | 0.75           | 0.75           |
| Rental Facility Custodian, <i>PT/Temp</i>              | 0.40           | 1.65           | 1.65           | 1.65           | 1.65           |
| <b>Total</b>   | <b>2.47</b>    | <b>4.30</b>    | <b>4.30</b>    | <b>4.30</b>    | <b>4.30</b>    |

**RECREATION FUND - 209  
SENIOR CENTER - 552**

**EXPENDITURE SUMMARY**

|  | <b>FY 2013-14</b> | <b>FY 2014-15</b> | <b>FY 2015-16</b> | <b>FY 2016-17</b> | <b>FY 2017-18</b> | <b>\$ Chg</b>    | <b>% Chg</b> |
|--|-------------------|-------------------|-------------------|-------------------|-------------------|------------------|--------------|
|  | <b>Actual</b>     | <b>Actual</b>     | <b>Actual</b>     | <b>Budget</b>     | <b>Proposed</b>   |                  |              |
| <b>Personnel</b>                       |                   |                   |                   |                   |                   |                  |              |
| Full-time Salary - 40101               | 16,799            | 43,013            | 39,737            | -                 | -                 | -                | 0%           |
| Overtime - 40201                       | 60                | -                 | -                 | -                 | -                 | -                | 0%           |
| Part-time Salary - 40102               | 76,202            | 58,170            | 67,662            | 143,832           | 148,672           | 4,840            | 3%           |
| Vacation Accrued - 40103               | -                 | -                 | 3,200             | -                 | -                 | -                | 0%           |
| Benefits & Insurance - 46123           | 39,557            | 45,490            | 46,821            | 54,758            | 68,053            | 13,295           | 20%          |
| <b>Total Salary &amp; Benefits</b>     | <b>132,618</b>    | <b>146,673</b>    | <b>157,421</b>    | <b>198,590</b>    | <b>216,725</b>    | <b>18,135</b>    | <b>8%</b>    |
| <b>Services and Supplies</b>           |                   |                   |                   |                   |                   |                  |              |
| Bank Fee - 42501                       |                   |                   | 1,996             |                   | 2,412             | 2,412            | 100%         |
| Class Fees -43802                      | 36,847            | 37,554            | 42,797            | 37,000            | 37,000            | -                | 0%           |
| Dance Program - 43806                  | 7,486             | 7,346             | 7,024             | 6,050             | 7,750             | 1,700            | 22%          |
| Equipment Maintenance - 42107          | 5,584             | 2,242             | 2,711             | 4,375             | 4,375             | -                | 0%           |
| Food Program - 43804                   | 109,094           | 112,565           | 68,984            | 110,000           | 64,000            | (46,000)         | -72%         |
| Fuel - 44301                           | 0                 | 0                 | 485               | 0                 | 1,540             | 1,540            | 100%         |
| Fundraising - 43807                    | 6,950             | 8,396             | 7,765             | 9,000             | 9,000             | -                | 0%           |
| Gift Shop Sales - 43808                | 2,055             | 1,759             | 1,872             | 1,700             | 2,100             | 400              | 19%          |
| Maintenance Structure/Imp - 42108      | 10,268            | 20,394            | 15,444            | 17,268            | 23,100            | 5,832            | 0%           |
| Memberships - 42401                    | -                 | -                 | -                 | -                 | -                 | -                | 0%           |
| Newsletter - 43809                     | (20,363)          | 4,192             | 4,468             | 4,980             | 4,980             | -                | 0%           |
| Office Expense - 42201                 | 263               | -                 | 7                 | 600               | 600               | -                | 0%           |
| Personal Services - 43803              | 1,674             | 1,819             | 1,000             | 2,500             | 2,500             | -                | 0%           |
| Professional Services - 42101          | 192               | -                 | -                 | 720               | 720               | -                | 0%           |
| Senior Singles -48243                  | -                 | 74                | -                 | -                 | -                 | -                | 0%           |
| Special Department Expense - 42514     | 1,165             | 4,377             | 468               | 950               | 1,950             | 1,000            | 51%          |
| Sr. Center Club Pledge - 43810         | 165,416           | 100,000           | -                 | 100,000           | -                 | (100,000)        | -100%        |
| Supplies - 43811                       | -                 | -                 | 1,187             | 800               | 7,000             | 6,200            | 89%          |
| Travel - 43805                         | 10,642            | 43,889            | 23,111            | 29,520            | 29,520            | -                | 0%           |
| Travel & Training - 42301              | -                 | 40                | -                 | -                 | -                 | -                | 0%           |
| Utilities - 4310X                      | 42,348            | 42,514            | 46,570            | 42,115            | 50,000            | 7,885            | 0%           |
| <b>Total Services and Supplies</b>     | <b>379,621</b>    | <b>387,161</b>    | <b>225,889</b>    | <b>367,578</b>    | <b>248,547</b>    | <b>(119,031)</b> | <b>-48%</b>  |
| <b>Capital Outlay</b>                  |                   |                   |                   |                   |                   |                  |              |
| Equipment - 47101                      | -                 | 2,766             | -                 | -                 | -                 | -                | 0%           |
| <b>Total Capital Outlay</b>            | <b>-</b>          | <b>2,766</b>      | <b>-</b>          | <b>-</b>          | <b>-</b>          | <b>-</b>         | <b>0%</b>    |
| <b>Internal Cost Allocations</b>       |                   |                   |                   |                   |                   |                  |              |
| Administrative Credits - 38501         | (1,950)           | (2,920)           | -                 | -                 | -                 | -                | 0%           |
| IS Charges - 46124                     | -                 | -                 | -                 | -                 | -                 | -                | 0%           |
| <b>Total Internal Cost Allocations</b> | <b>(1,950)</b>    | <b>(2,920)</b>    | <b>-</b>          | <b>-</b>          | <b>-</b>          | <b>-</b>         | <b>0%</b>    |
| Transfers Out - 49901                  | -                 | 26,280            | 146,839           | -                 | -                 | -                | 0%           |
| <b>Total</b>                           | <b>510,289</b>    | <b>559,960</b>    | <b>530,149</b>    | <b>566,168</b>    | <b>465,272</b>    | <b>(100,896)</b> | <b>-22%</b>  |

## MAJOR NON-PERSONNEL EXPENSE DETAILS

|   |           | FY 2016-17 | FY 2017-18 |
|---|-----------|------------|------------|
| <b>42501 Bank Fee</b>                   |           | \$ -       | \$ 2,412   |
| <b>42107 Equipment Maintenance</b>      |           | \$ 4,375   | \$ 4,375   |
| Fuel                                    | \$ 2,000  |            |            |
| Fire Extinguisher Maintenance           | 650       |            |            |
| Fridge/Freezer Maintenance              | 500       |            |            |
| Other Maintenance                       | 700       |            |            |
| Van Service                             | 525       |            |            |
| <b>44301 Fuel</b>                       |           | \$ -       | \$ 1,540   |
| <b>42108 Maintenance Structure/Imp</b>  |           | \$ 17,268  | \$ 23,100  |
| Sanitary/Cleaning Supplies              | \$ 6,500  |            |            |
| Landscape Maintenance                   | 3,340     |            |            |
| Pest Control Services                   | 260       |            |            |
| Electrical Supplies                     | 400       |            |            |
| Plumbing Supplies                       | 400       |            |            |
| Key Pad/Alarm Service                   | 500       |            |            |
| HVAC Service                            | 5,100     |            |            |
| Miscellaneous Maintenance/Service       | 1,600     |            |            |
| Janitorial                              | 5,000     |            |            |
| <b>42201 Office Expense</b>             |           | \$ 600     | \$ 600     |
| Ink/Paper                               | \$ 300    |            |            |
| Other Supplies                          | 300       |            |            |
| <b>42101 Professional Services</b>      |           | \$ 720     | \$ 720     |
| CPRS Membership                         | \$ 165    |            |            |
| Costco Membership                       | 55        |            |            |
| Staff Training                          | 500       |            |            |
| <b>42514 Special Department Expense</b> |           | \$ 950     | \$ 1,950   |
| Healthh Permit                          | \$ 1,000  |            |            |
| <b>4310X Utilities</b>                  |           | \$ 42,115  | \$ 50,000  |
| Gas and Electric                        | \$ 41,500 |            |            |
| Water                                   | 8,500     |            |            |

**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 \$500 annually.
- Maintain a trained staff to provide enrichment services to youth participants.

**Success Indicators**

- Maintained quarterly enrollment of average 80 in the Early Learners Recreation Program during the school year.

|             |                  |                  |              |
|-------------|------------------|------------------|--------------|
|             | Mon, Wed, Fri AM | Mon, Wed, Fri PM | Tue & Thurs  |
| School Year | 30               | 30               | 20           |
|             | Mon, Wed, Fri    |                  | Tues & Thurs |
| Summer (60) | 30               |                  | 30           |

- Hosted 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 25 patrons.

**Position Summary**

| <b>Position</b>  | <b>2013-14</b> | <b>2014-15</b> | <b>2015-16</b> | <b>2016-17</b> | <b>2017-18</b> |
|--|----------------|----------------|----------------|----------------|----------------|
| Tiny Tots Program Coordinator,<br><i>PT/Regular</i>            | 0.88           | 0.90           | 0.90           | 0.80           | 0.80           |
| Tiny Tots Recreation Leader,<br><i>PT/Regular (3 – 15 hrs)</i> | 1.48           | 1.38           | 1.10           | 1.125          | 1.125          |
| <b>Total</b>   | <b>2.36</b>    | <b>2.28</b>    | <b>2.00</b>    | <b>1.925</b>   | <b>1.925</b>   |

**RECREATION FUND - 209  
TINY TOTS - 553**

**EXPENDITURE SUMMARY**

|  | FY 2013-14<br>Actual | FY 2014-15<br>Actual | FY 2015-16<br>Actual | FY 2016-17<br>Budget | FY 2017-18<br>Proposed | \$ Chg       | % Chg     |
|--|----------------------|----------------------|----------------------|----------------------|------------------------|--------------|-----------|
| <b>Personnel</b>                       |                      |                      |                      |                      |                        |              |           |
| Full-time Salary - 40101               | 2,281                | 2,281                | 42                   | -                    | -                      | -            | 0%        |
| Overtime - 40201                       | -                    | 9                    | -                    | -                    | -                      | -            | 0%        |
| Part-time Salary - 40102               | 85,673               | 85,832               | 53,713               | 60,962               | 67,174                 | 6,212        | 9%        |
| Vacation Accrued - 40103               | -                    | 6,783                | (944)                | -                    | -                      | -            | 0%        |
| Benefits & Insurance - 46123           | 40,174               | 39,459               | 37,817               | 21,431               | 22,429                 | 998          | 4%        |
| <b>Total Salary &amp; Benefits</b>     | <b>128,128</b>       | <b>134,364</b>       | <b>90,628</b>        | <b>82,393</b>        | <b>89,603</b>          | <b>7,210</b> | <b>8%</b> |
| <b>Services and Supplies</b>           |                      |                      |                      |                      |                        |              |           |
| Bank Fees - 42501                      | -                    | -                    | 2,697                | -                    | -                      | -            | 0%        |
| Equipment Maintenance - 42107          | -                    | 10                   | -                    | 300                  | 300                    | -            | 0%        |
| Maintenance Structure/Imp - 42108      | 4,330                | 3,772                | 4,445                | 4,689                | 9,661                  | 4,972        | 51%       |
| Memberships - 42401                    | -                    | -                    | -                    | -                    | -                      | -            | 0%        |
| Office Expense - 42201                 | 525                  | 1,244                | 1,280                | 1,500                | 1,500                  | -            | 0%        |
| Professional Services - 42101          | -                    | -                    | -                    | -                    | -                      | -            | 0%        |
| Special Department Expense - 42514     | 2,559                | 1,565                | 1,245                | 4,691                | 3,262                  | (1,429)      | -44%      |
| Travel & Training - 42301              | -                    | 180                  | -                    | -                    | -                      | -            | 0%        |
| Utilities - 4310X                      | 1,600                | 1,919                | 3,721                | 6,447                | 3,169                  | (3,278)      | -103%     |
| <b>Total Services and Supplies</b>     | <b>9,014</b>         | <b>8,690</b>         | <b>13,388</b>        | <b>17,627</b>        | <b>17,892</b>          | <b>265</b>   | <b>1%</b> |
| <b>Capital Outlay</b>                  |                      |                      |                      |                      |                        |              |           |
| Equipment - 47101                      | -                    | -                    | -                    | -                    | -                      | -            | 0%        |
| <b>Total Capital Outlay</b>            | <b>-</b>             | <b>-</b>             | <b>-</b>             | <b>-</b>             | <b>-</b>               | <b>-</b>     | <b>0%</b> |
| <b>Internal Cost Allocations</b>       |                      |                      |                      |                      |                        |              |           |
| Administrative Credits - 38501         | -                    | -                    | -                    | -                    | -                      | -            | 0%        |
| IS Charges - 46124                     | -                    | -                    | -                    | -                    | -                      | -            | 0%        |
| <b>Total Internal Cost Allocations</b> | <b>-</b>             | <b>-</b>             | <b>-</b>             | <b>-</b>             | <b>-</b>               | <b>-</b>     | <b>0%</b> |
| Transfers Out - 49901                  | -                    | 23,500               | -                    | -                    | -                      | -            | 0%        |
| <b>Total</b>                           | <b>137,142</b>       | <b>166,554</b>       | <b>104,016</b>       | <b>100,020</b>       | <b>107,495</b>         | <b>7,475</b> | <b>7%</b> |

## MAJOR NON-PERSONNEL EXPENSE DETAILS

|   |          | FY 2016-17      | FY 2017-18      |
|---|----------|-----------------|-----------------|
| <b>42107 Equipment Maintenance</b>      |          | <b>\$ 300</b>   | <b>\$ 300</b>   |
| Copier and other equipment maintenance  | \$ 300   |                 |                 |
| <b>42108 Maintenance Structure/Imp</b>  |          | <b>\$ 4,689</b> | <b>\$ 9,661</b> |
| Landscape Maintenance                   | \$ 2,472 |                 |                 |
| Alarm Monitoring                        | 791      |                 |                 |
| Pest Control                            | 348      |                 |                 |
| Building Maintenance                    | 500      |                 |                 |
| Sanitary Supplies                       | 250      |                 |                 |
| HVAC Maintenance                        | 300      |                 |                 |
| Janitorial (2 times weekly)             | 5,000    |                 |                 |
| <b>42201 Office Expense</b>             |          | <b>\$ 1,500</b> | <b>\$ 1,500</b> |
| Miscellaneous Office Supplies           | \$ 1,500 |                 |                 |
| <b>42514 Special Department Expense</b> |          | <b>\$ 4,691</b> | <b>\$ 3,262</b> |
| Advertising                             | \$ 330   |                 |                 |
| Learning Materials                      | 1,750    |                 |                 |
| Project Materials                       | 450      |                 |                 |
| Other Special Dept Expenses             | 732      |                 |                 |
| <b>4310X Utilities</b>                  |          | <b>\$ 6,447</b> | <b>\$ 3,169</b> |
| Gas and Electric                        | \$ 650   |                 |                 |
| Water                                   | 150      |                 |                 |
| Sewer                                   | 2,369    |                 |                 |

**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.

**Key Objectives**

- To provide a safe haven for the children within the Pinole Community.
- Conduct fundraising activities that generate \$800 annually.
- Maintain a trained staff to provide enrichment services to youth participants

**Success Indicators**

- Provided programming that features each of the following focus areas during the calendar year for the children attending the After School and Camp Programs.
  - Recreation
  - Education
  - Historical
  - Culture
- Hosted 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.
- Created opportunity for youth enrolled in PYC programming to engage in a community activity.
- Hosted two fundraising events which grossed \$ 2,285.00
- Revised program policies and procedures.
- Revised salary structure to enhance recruiting.

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**YOUTH CENTER - 554**

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**Position Summary**

| <b>Position</b>                                      | <b>2013-14</b> | <b>2014-15</b> | <b>2015-16</b> | <b>2016-17</b> | <b>2017-18</b> |
|--|----------------|----------------|----------------|----------------|----------------|
| Youth Services Coordinator,<br><i>PT/Regular</i>     | 0.90           | 0.00           | 0.00           | 0.00           | 0.00           |
| Recreation Coordinator                               | 0.00           | 0.90           | 0.90           | 0.90           | 0.90           |
| Senior Recreation Leader (2 – 19 hr),<br><i>PT</i>   | 1.00           | 1.00           | 1.00           | 0.95           | 0.95           |
| Recreation Leader (3 – 15 hr),<br><i>PT/Regular</i>  | 1.25           | 1.13           | 1.13           | 1.125          | 1.125          |
| Recreation Leader (5 – 10 hr),<br><i>PT/Seasonal</i> | 2.25           | 2.25           | 2.25           | 1.25           | 1.25           |
| <b>Total</b>   | <b>5.40</b>    | <b>5.28</b>    | <b>5.28</b>    | <b>4.225</b>   | <b>4.225</b>   |

**RECREATION FUND - 209  
YOUTH CENTER - 554**

**EXPENDITURE SUMMARY**

|  | FY 2013-14<br>Actual | FY 2014-15<br>Actual | FY 2015-16<br>Actual | FY 2016-17<br>Budget | FY 2017-18<br>Proposed | \$ Chg          | %<br>Chg   |
|--|----------------------|----------------------|----------------------|----------------------|------------------------|-----------------|------------|
| <b>Personnel</b>                       |                      |                      |                      |                      |                        |                 |            |
| Full-time Salary - 40101               | 46,123               | 45,073               | 40,823               | -                    | -                      | -               | 0%         |
| Overtime - 40201                       | 775                  | (19)                 | -                    | -                    | -                      | -               | 0%         |
| Part-time Salary - 40102               | 62,057               | 50,040               | 48,038               | 144,652              | 136,413                | (8,239)         | -6%        |
| Vacation Accrued - 40103               | 1,884                | -                    | 631                  | -                    | -                      | -               | 0%         |
| Benefits & Insurance - 46123           | 31,310               | 40,245               | 32,975               | 35,999               | 32,289                 | (3,710)         | -11%       |
| <b>Total Salary &amp; Benefits</b>     | <b>142,149</b>       | <b>135,339</b>       | <b>122,467</b>       | <b>180,651</b>       | <b>168,702</b>         | <b>(11,949)</b> | <b>-7%</b> |
| <b>Services and Supplies</b>           |                      |                      |                      |                      |                        |                 |            |
| Bank Fees - 42501                      | -                    | -                    | 4,197                | -                    | -                      | -               | 0%         |
| Equipment Maintenance - 42107          | 5,874                | 2,987                | 6,625                | 4,000                | 4,000                  | -               | 0%         |
| Fuel - 44301                           | -                    | -                    | 713                  | -                    | -                      | -               | 0%         |
| Maintenance Structure/Imp - 42108      | 8,656                | 4,576                | 10,666               | 7,040                | 14,286                 | 7,246           | 51%        |
| Office Expense - 42201                 | 921                  | 491                  | 444                  | 500                  | 450                    | (50)            | -11%       |
| Professional Services - 42101          | 701                  | 2,905                | 956                  | 1,000                | 750                    | (250)           | -33%       |
| Special Department Expense - 42514     | 12,312               | 8,015                | 9,684                | 9,232                | 8,904                  | (328)           | -4%        |
| Travel & Training - 42301              | 440                  | 560                  | -                    | 750                  | 750                    | -               | 0%         |
| Memberships - 42401                    | -                    | -                    | -                    | -                    | 250                    | 250             | 100%       |
| Utilities - 4310X                      | 2,753                | 3,978                | 5,080                | 6,000                | 6,190                  | 190             | 3%         |
| <b>Total Services and Supplies</b>     | <b>31,657</b>        | <b>23,512</b>        | <b>38,364</b>        | <b>28,522</b>        | <b>35,580</b>          | <b>7,058</b>    | <b>20%</b> |
| <b>Capital Outlay</b>                  |                      |                      |                      |                      |                        |                 |            |
| Equipment - 42107                      | -                    | -                    | -                    | -                    | -                      | -               | 0%         |
| <b>Total Capital Outlay</b>            | <b>-</b>             | <b>-</b>             | <b>-</b>             | <b>-</b>             | <b>-</b>               | <b>-</b>        | <b>0%</b>  |
| <b>Internal Cost Allocations</b>       |                      |                      |                      |                      |                        |                 |            |
| Administrative Credits - 38501         | (41,302)             | (21,347)             | (19,244)             | (40,000)             | (24,893)               | 15,107          | -61%       |
| Administrative Debits - 46122          | 1,950                | 743                  | -                    | -                    | -                      | -               | 0%         |
| Legal Services - 46126                 | -                    | -                    | 172                  | -                    | 1,255                  | 1,255           | 100%       |
| <b>Total Internal Cost Allocations</b> | <b>(39,352)</b>      | <b>(20,604)</b>      | <b>(19,072)</b>      | <b>(40,000)</b>      | <b>(23,638)</b>        | <b>16,362</b>   | <b>0</b>   |
| Transfers Out - 49901                  | -                    | 65,000               | -                    | -                    | -                      | -               | 0%         |
| <b>Total</b>                           | <b>134,454</b>       | <b>203,247</b>       | <b>141,759</b>       | <b>169,173</b>       | <b>180,644</b>         | <b>11,471</b>   | <b>6%</b>  |

## MAJOR NON-PERSONNEL EXPENSE DETAILS

FY 2016-17 FY 2017-18

|  |          |                 |                  |
|--|----------|-----------------|------------------|
| <b>42107 Equipment Maintenance</b>                                     |          | <b>\$ 4,000</b> | <b>\$ 4,000</b>  |
| Copier and other equipment maintenance                                 | \$ 4,000 |                 |                  |
| <b>42108 Maintenance Structure/Imp</b>                                 |          | <b>\$ 7,040</b> | <b>\$ 14,286</b> |
| Building Maintenance   | \$ 2,100 |                 |                  |
| Elevator Maintenance   | 1,044    |                 |                  |
| Fire Alarm Maintenance   | 1,145    |                 |                  |
| Janitorial   | 7,200    |                 |                  |
| Sanitary Supplies  | 2,100    |                 |                  |
| Cleaning Supplies  | 440      |                 |                  |
| Pest Control   | 189      |                 |                  |
| Fire Extinguish Maintenance  | 68       |                 |                  |
| <b>42201 Office Expense</b>  |          | <b>\$ 500</b>   | <b>\$ 450</b>    |
| Miscellaneous Office Supplies  | \$ 450   |                 |                  |
| <b>42101 Professional Services</b>                                     |          | <b>\$ 1,000</b> | <b>\$ 750</b>    |
| CPR Training   | \$ 750   |                 |                  |
| <b>42514 Special Department Expense</b>                                |          | <b>\$ 9,232</b> | <b>\$ 8,904</b>  |
| Snack Bar  | \$ 4,905 |                 |                  |
| Program Supplies   | 1,424    |                 |                  |
| Van Repairs  | 1,200    |                 |                  |
| Recruitment  | 335      |                 |                  |
| Field Trips  | 1,040    |                 |                  |
| <b>42301 Travel and Training</b>                                       |          | <b>\$ 750</b>   | <b>\$ 750</b>    |
| Costs of seminars, conferences, staff training, first aid/CPR training | \$ 750   |                 |                  |
| <b>42401 Memberships</b>   |          | <b>\$ -</b>     | <b>\$ 250</b>    |
| CPRS Membership  | \$ 250   |                 |                  |
| <b>4310X Utilities</b>   |          | <b>\$ 6,000</b> | <b>\$ 6,190</b>  |
| Gas and Electric   | \$ 6,000 |                 |                  |
| Water  | 190      |                 |                  |

**RECREATION FUND - 209  
DAYCAMP PROGRAM - 555**

**EXPENDITURE SUMMARY**

|  | FY 2013-14<br>Actual | FY 2014-15<br>Actual | FY 2015-16<br>Actual | FY 2016-17<br>Budget | FY 2017-18<br>Proposed | \$ Chg          | % Chg       |
|--|----------------------|----------------------|----------------------|----------------------|------------------------|-----------------|-------------|
| <b>Personnel</b>                       |                      |                      |                      |                      |                        |                 |             |
| Full-time Salary - 40101               | -                    | -                    | -                    | -                    | -                      | -               | 0%          |
| Overtime - 40201                       | -                    | -                    | -                    | -                    | -                      | -               | 0%          |
| Part-time Salary - 40102               | -                    | -                    | -                    | -                    | -                      | -               | 0%          |
| Vacation Accrued - 40103               | -                    | -                    | -                    | -                    | -                      | -               | 0%          |
| Benefits & Insurance - 46123           | -                    | -                    | -                    | -                    | -                      | -               | 0%          |
| <b>Total Salary &amp; Benefits</b>     | <b>-</b>             | <b>-</b>             | <b>-</b>             | <b>-</b>             | <b>-</b>               | <b>-</b>        | <b>0%</b>   |
| <b>Services and Supplies</b>           |                      |                      |                      |                      |                        |                 |             |
| Bank Fees - 42501                      | -                    | -                    | 133                  | -                    | 850                    | 850             | 0%          |
| Equipment Maintenance - 42107          | -                    | -                    | -                    | -                    | -                      | -               | 0%          |
| Maintenance Structure/Imp - 42108      | -                    | -                    | -                    | -                    | -                      | -               | 0%          |
| Memberships - 42401                    | -                    | -                    | -                    | -                    | -                      | -               | 0%          |
| Office Expense - 42201                 | -                    | -                    | -                    | -                    | -                      | -               | 0%          |
| Professional Services - 42101          | -                    | -                    | -                    | -                    | -                      | -               | 0%          |
| Special Department Expense - 42514     | 23,229               | 17,283               | 21,038               | 28,368               | 22,936                 | (5,432)         | -24%        |
| Travel & Training - 42301              | -                    | -                    | -                    | -                    | -                      | -               | 0%          |
| Utilities - 4310X                      | -                    | -                    | -                    | -                    | -                      | -               | 0%          |
| <b>Total Services and Supplies</b>     | <b>23,229</b>        | <b>17,283</b>        | <b>21,171</b>        | <b>28,368</b>        | <b>23,786</b>          | <b>(4,582)</b>  | <b>-19%</b> |
| <b>Capital Outlay</b>                  |                      |                      |                      |                      |                        |                 |             |
| Equipment - 42107                      | -                    | -                    | -                    | -                    | -                      | -               | 0%          |
| <b>Total Capital Outlay</b>            | <b>-</b>             | <b>-</b>             | <b>-</b>             | <b>-</b>             | <b>-</b>               | <b>-</b>        | <b>0%</b>   |
| <b>Internal Cost Allocations</b>       |                      |                      |                      |                      |                        |                 |             |
| Administrative Credits - 38501         | -                    | -                    | -                    | -                    | -                      | -               | 0%          |
| Administrative Debits - 46122          | 41,302               | 21,347               | 19,244               | 40,000               | 24,893                 | (15,107)        | -61%        |
| <b>Total Internal Cost Allocations</b> | <b>41,302</b>        | <b>21,347</b>        | <b>19,244</b>        | <b>40,000</b>        | <b>24,893</b>          | <b>(15,107)</b> | <b>-61%</b> |
| <b>Total</b>                           | <b>64,531</b>        | <b>38,630</b>        | <b>40,415</b>        | <b>68,368</b>        | <b>48,679</b>          | <b>(19,689)</b> | <b>-40%</b> |

**MAJOR NON-PERSONNEL EXPENSE DETAILS**

|   |           | <b>FY 2016-17</b> | <b>FY 2017-18</b> |
|---|-----------|-------------------|-------------------|
| <b>42501 Recreation Bank Fee Day Camp</b> |           | <b>\$ -</b>       | <b>\$ 850</b>     |
| Credit Card Charges                       | \$ 850    |                   | -                 |
| <b>42514 Special Department Expense</b>   |           | <b>\$ 28,368</b>  | <b>\$ 22,936</b>  |
| Field Trips                               | \$ 11,868 |                   |                   |
| Snack Bar                                 | 2,300     |                   |                   |
| Bus Tickets                               | 1,500     |                   |                   |
| Camp Shirts                               | 1,268     |                   |                   |
| 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 - 556**

**EXPENDITURE SUMMARY**

|   | FY 2013-14<br>Actual | FY 2014-15<br>Actual | FY 2015-16<br>Actual | FY 2016-17<br>Budget | FY 2017-18<br>Proposed | \$ Chg         | % Chg       |
|---|----------------------|----------------------|----------------------|----------------------|------------------------|----------------|-------------|
| <b>Personnel</b>                            |                      |                      |                      |                      |                        |                |             |
| Full-time Salary - 40101                    | -                    | -                    | -                    | -                    | -                      | -              | 0%          |
| Overtime - 40201                            | -                    | -                    | -                    | -                    | -                      | -              | 0%          |
| Part-time Salary - 40102                    | -                    | -                    | -                    | -                    | -                      | -              | 0%          |
| Vacation Accrued - 40103                    | -                    | -                    | -                    | -                    | -                      | -              | 0%          |
| Benefits & Insurance - 46123                | -                    | -                    | -                    | -                    | -                      | -              | 0%          |
| <b>Total Salary &amp; Benefits</b>          | <b>-</b>             | <b>-</b>             | <b>-</b>             | <b>-</b>             | <b>-</b>               | <b>-</b>       | <b>0%</b>   |
| <b>Services and Supplies</b>                |                      |                      |                      |                      |                        |                |             |
| Recreation Bank Fee Performing Arts - 42501 | -                    | -                    | 468.83               | -                    | 800                    | 800            | 0%          |
| Equipment Maintenance - 42107               | -                    | -                    | -                    | -                    | -                      | -              | 0%          |
| Maintenance Structure/Imp - 42108           | 350                  | -                    | 20                   | -                    | 3,350                  | 3,350          | 0%          |
| Memberships - 42401                         | -                    | -                    | -                    | -                    | -                      | -              | 0%          |
| Office Expense - 42201                      | 719                  | 644                  | 455                  | 1,200                | 1,500                  | 300            | 0%          |
| Professional Services - 42101               | 25,223               | 30,525               | 21,850               | 30,100               | 27,450                 | (2,650)        | 0%          |
| Special Department Expense - 42514          | 20,489               | 10,939               | 11,990               | 12,700               | 6,907                  | (5,793)        | -84%        |
| Travel & Training - 42301                   | -                    | -                    | -                    | -                    | -                      | -              | 0%          |
| Utilities - 4310X                           | 21                   | -                    | -                    | -                    | -                      | -              | -100%       |
| <b>Total Services and Supplies</b>          | <b>46,802</b>        | <b>42,108</b>        | <b>34,785</b>        | <b>44,000</b>        | <b>40,007</b>          | <b>(3,993)</b> | <b>-10%</b> |
| <b>Capital Outlay</b>                       |                      |                      |                      |                      |                        |                |             |
| Equipment - 42107                           | -                    | -                    | -                    | -                    | -                      | -              | 0%          |
| <b>Total Capital Outlay</b>                 | <b>-</b>             | <b>-</b>             | <b>-</b>             | <b>-</b>             | <b>-</b>               | <b>-</b>       | <b>0%</b>   |
| <b>Internal Cost Allocations</b>            |                      |                      |                      |                      |                        |                |             |
| Administrative Credits - 38501              | -                    | -                    | -                    | -                    | -                      | -              | 0%          |
| IS Charges - 46124                          | -                    | -                    | -                    | -                    | -                      | -              | 0%          |
| <b>Total Internal Cost Allocations</b>      | <b>-</b>             | <b>-</b>             | <b>-</b>             | <b>-</b>             | <b>-</b>               | <b>-</b>       | <b>0%</b>   |
| <b>Total</b>                                | <b>46,802</b>        | <b>42,108</b>        | <b>34,785</b>        | <b>44,000</b>        | <b>40,007</b>          | <b>(3,993)</b> | <b>-10%</b> |

**MAJOR NON-PERSONNEL EXPENSE DETAILS**

|  |           | FY 2016-17       | FY 2017-18       |
|--|-----------|------------------|------------------|
| <b>42501 Bank Fees</b>                         |           | <b>\$ -</b>      | <b>\$ 800</b>    |
| Bank Fees for CC usage                         | \$ 800    |                  |                  |
| <b>42108 Maintenance Imp</b>                   |           | <b>\$ -</b>      | <b>\$ 3,350</b>  |
| Supplies and materials                         | \$ 2,500  |                  |                  |
| Miscellaneous Maintenance                      | 850       |                  |                  |
| <b>42201 Office Expense</b>                    |           | <b>\$ 1,200</b>  | <b>\$ 1,500</b>  |
| Supplies and materials                         | \$ 1,500  |                  |                  |
| <b>42101 Professional Services</b>             |           | <b>\$ 30,100</b> | <b>\$ 27,450</b> |
| Director                                       | \$ 9,000  |                  |                  |
| Instructors (Costume, coordinator, scene, etc) | \$ 18,450 |                  |                  |
| <b>42514 Special Department Expense</b>        |           | <b>\$ 12,700</b> | <b>\$ 6,907</b>  |
| Production Contracts                           | \$ -      |                  |                  |
| Prop/Costume Rentals                           | 1,807     |                  |                  |
| Misc Supplies                                  | 800       |                  |                  |
| Royalties                                      | 4,300     |                  |                  |

**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 - 557**

**EXPENDITURE SUMMARY**

|  | FY 2013-14<br>Actual | FY 2014-15<br>Actual | FY 2015-16<br>Actual | FY 2016-17<br>Budget | FY 2017-18<br>Proposed | \$ Chg         | % Chg       |
|--|----------------------|----------------------|----------------------|----------------------|------------------------|----------------|-------------|
| <b>Personnel</b>                       |                      |                      |                      |                      |                        |                |             |
| Full-time Salary - 40101               | -                    | -                    | -                    | -                    | -                      | -              | 0%          |
| Overtime - 40201                       | -                    | -                    | -                    | -                    | -                      | -              | 0%          |
| Part-time Salary - 40102               | -                    | -                    | -                    | -                    | -                      | -              | 0%          |
| Vacation Accrued - 40103               | -                    | -                    | -                    | -                    | -                      | -              | 0%          |
| Benefits & Insurance - 46123           | -                    | -                    | -                    | -                    | -                      | -              | 0%          |
| <b>Total Salary &amp; Benefits</b>     | <b>-</b>             | <b>-</b>             | <b>-</b>             | <b>-</b>             | <b>-</b>               | <b>-</b>       | <b>0%</b>   |
| <b>Services and Supplies</b>           |                      |                      |                      |                      |                        |                |             |
| Equipment Maintenance - 42107          | -                    | -                    | -                    | -                    | -                      | -              | 0%          |
| Maintenance Structure/Imp - 42108      | 23,952               | 26,365               | 23,739               | 28,844               | 24,003                 | (4,841)        | -20%        |
| Memberships - 42401                    | -                    | -                    | -                    | -                    | -                      | -              | 0%          |
| Office Expense - 42201                 | -                    | -                    | -                    | -                    | -                      | -              | 0%          |
| Professional Services - 42101          | 92                   | -                    | -                    | -                    | -                      | -              | 0%          |
| Special Department Expense - 42514     | -                    | -                    | 14                   | 1,700                | 1,500                  | (200)          | -13%        |
| Travel & Training - 42301              | -                    | -                    | -                    | -                    | -                      | -              | 0%          |
| Utilities - 4310X                      | 10,101               | 9,685                | 10,495               | 10,000               | 11,300                 | 1,300          | 12%         |
| <b>Total Services and Supplies</b>     | <b>34,145</b>        | <b>36,050</b>        | <b>34,248</b>        | <b>40,544</b>        | <b>36,803</b>          | <b>(3,741)</b> | <b>-10%</b> |
| <b>Capital Outlay</b>                  |                      |                      |                      |                      |                        |                |             |
| Equipment - 42107                      | -                    | -                    | -                    | -                    | -                      | -              | 0%          |
| <b>Total Capital Outlay</b>            | <b>-</b>             | <b>-</b>             | <b>-</b>             | <b>-</b>             | <b>-</b>               | <b>-</b>       | <b>0%</b>   |
| <b>Internal Cost Allocations</b>       |                      |                      |                      |                      |                        |                |             |
| Administrative Credits - 38501         | -                    | (1,290)              | -                    | -                    | -                      | -              | 0%          |
| IS Charges - 46124                     | -                    | -                    | -                    | -                    | -                      | -              | 0%          |
| <b>Total Internal Cost Allocations</b> | <b>-</b>             | <b>(1,290)</b>       | <b>-</b>             | <b>-</b>             | <b>-</b>               | <b>-</b>       | <b>0%</b>   |
| <b>Total</b>                           | <b>34,145</b>        | <b>34,760</b>        | <b>34,248</b>        | <b>40,544</b>        | <b>36,803</b>          | <b>(3,741)</b> | <b>-10%</b> |

## MAJOR NON-PERSONNEL EXPENSE DETAILS

|   |           | FY 2016-17       | FY 2017-18       |
|---|-----------|------------------|------------------|
| <b>42108 Maintenance Structure/Imp</b>  |           | <b>\$ 28,844</b> | <b>\$ 24,003</b> |
| Pool Maintenance                        | \$ 12,158 |                  |                  |
| Pool Supplies & Chemicals               | 3,750     |                  |                  |
| Landscape Maintenance                   | 2,595     |                  |                  |
| Janitorial                              | 4,000     |                  |                  |
| Building Maintenance                    | 1,500     |                  |                  |
| <b>42514 Special Department Expense</b> |           | <b>\$ 1,700</b>  | <b>\$ 1,500</b>  |
| County Hazardous Material Fee, Annual   | \$ 1,500  |                  |                  |
| <b>4310X Utilities</b>                  |           | <b>\$ 10,000</b> | <b>\$ 11,300</b> |
| 43103 Gas and Electric                  | \$ 4,700  |                  |                  |
| 43102 Water                             | 4,500     |                  |                  |
| 43201 Sewer                             | 2,100     |                  |                  |

**RECREATION FUND - 209  
MEMORIAL HALL - 558**

**EXPENDITURE SUMMARY**

|  | FY 2013-14<br>Actual | FY 2014-15<br>Actual | FY 2015-16<br>Actual | FY 2016-17<br>Budget | FY 2017-18<br>Proposed | \$ Chg     | % Chg     |
|--|----------------------|----------------------|----------------------|----------------------|------------------------|------------|-----------|
| <b>Personnel</b>                       |                      |                      |                      |                      |                        |            |           |
| Full-time Salary - 40101               | -                    | -                    | -                    | -                    | -                      | -          | 0%        |
| Overtime - 40201                       | -                    | -                    | -                    | -                    | -                      | -          | 0%        |
| Part-time Salary - 40102               | -                    | -                    | -                    | -                    | -                      | -          | 0%        |
| Vacation Accrued - 40103               | -                    | -                    | -                    | -                    | -                      | -          | 0%        |
| Benefits & Insurance - 46123           | -                    | -                    | -                    | -                    | -                      | -          | 0%        |
| <b>Total Salary &amp; Benefits</b>     | <b>-</b>             | <b>-</b>             | <b>-</b>             | <b>-</b>             | <b>-</b>               | <b>-</b>   | <b>0%</b> |
| <b>Services and Supplies</b>           |                      |                      |                      |                      |                        |            |           |
| Equipment Maintenance - 42107          | -                    | -                    | -                    | 100                  | 100                    | -          | 0%        |
| Maintenance Structure/Imp - 42108      | 2,174                | 2,343                | 2,198                | 2,500                | 2,375                  | (125)      | -5%       |
| Memberships - 42401                    | -                    | -                    | -                    | -                    | -                      | -          | 0%        |
| Office Expense - 42201                 | -                    | -                    | -                    | -                    | -                      | -          | 0%        |
| Professional Services - 42101          | -                    | -                    | -                    | -                    | -                      | -          | 0%        |
| Special Department Expense - 42514     | -                    | -                    | -                    | -                    | -                      | -          | 0%        |
| Travel & Training - 42301              | -                    | -                    | -                    | -                    | -                      | -          | 0%        |
| Utilities - 4310X                      | 2,373                | 2,154                | 1,979                | 2,000                | 2,363                  | 363        | 15%       |
| <b>Total Services and Supplies</b>     | <b>4,547</b>         | <b>4,497</b>         | <b>4,177</b>         | <b>4,600</b>         | <b>4,838</b>           | <b>238</b> | <b>5%</b> |
| <b>Internal Cost Allocations</b>       |                      |                      |                      |                      |                        |            |           |
| Administrative Credits - 38501         | -                    | -                    | -                    | -                    | -                      | -          | 0%        |
| Administrative Debits - 46122          | -                    | 2,177                | -                    | -                    | -                      | -          | 0%        |
| <b>Total Internal Cost Allocations</b> | <b>-</b>             | <b>2,177</b>         | <b>-</b>             | <b>-</b>             | <b>-</b>               | <b>-</b>   | <b>0%</b> |
| <b>Total</b>                           | <b>4,547</b>         | <b>6,674</b>         | <b>4,177</b>         | <b>4,600</b>         | <b>4,838</b>           | <b>238</b> | <b>5%</b> |

**MAJOR NON-PERSONNEL EXPENSE DETAILS**

|  |          | FY 2016-17      | FY 2017-18      |
|--|----------|-----------------|-----------------|
| <b>42107 Equipment Maintenance</b>     |          | <b>\$ 100</b>   | <b>\$ 100</b>   |
|  | \$ 100   |                 |                 |
| <b>42108 Maintenance Structure/Imp</b> |          | <b>\$ 2,500</b> | <b>\$ 2,375</b> |
| Building Maintenance                   | \$ 1,185 |                 |                 |
| Pest Control                           | 322      |                 |                 |
| Fire Alarm Service                     | 278      |                 |                 |
| Sanitary Supplies                      | 157      |                 |                 |
| Plumbing Supplies                      | 88       |                 |                 |
| Miscellaneous Maintenance              | 345      |                 |                 |
| <b>4310X Utilities</b>                 |          | <b>\$ 2,000</b> | <b>\$ 2,363</b> |
| Gas and Electric                       | \$ 400   |                 |                 |
| Water                                  | 1,963    |                 |                 |

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**TENNIS PROGRAM - 559**

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**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.

|                                    | <b>FY 2013-14<br/>Actual</b> | <b>FY 2014-15<br/>Actual</b> | <b>FY 2015-16<br/>Actual</b> | <b>FY 2016-17<br/>Budget</b> | <b>FY 2017-18<br/>Proposed</b> |
|------------------------------------|------------------------------|------------------------------|------------------------------|------------------------------|--------------------------------|
| <b>Services and Supplies</b>       |                              |                              |                              |                              |                                |
| Maintenance Structure/Imp - 41232  | -                            | 87                           | 500                          | 500                          | 500                            |
| Utilities - 41243                  | 2,078                        | 1,504                        | 2,000                        | 2,000                        | 2,995                          |
| <b>Total Services and Supplies</b> | <b>2,078</b>                 | <b>1,591</b>                 | <b>2,500</b>                 | <b>2,500</b>                 | <b>3,495</b>                   |
|                                    |                              |                              |                              |                              |                                |
| <b>Total</b>                       | <b>2,078</b>                 | <b>1,591</b>                 | <b>2,500</b>                 | <b>2,500</b>                 | <b>3,495</b>                   |

**RECREATION FUND - 209  
TENNIS - 559**

**EXPENDITURE SUMMARY**

|                                    | FY 2013-14<br>Actual | FY 2014-15<br>Actual | FY 2015-16<br>Actual | FY 2016-17<br>Budget | FY 2017-18<br>Proposed | \$ Chg     | % Chg      |
|------------------------------------|----------------------|----------------------|----------------------|----------------------|------------------------|------------|------------|
| <b>Services and Supplies</b>       |                      |                      |                      |                      |                        |            |            |
| Maintenance Structure/Imp - 42108  | -                    | 87                   | -                    | 500                  | 500                    | -          | 0%         |
| Utilities - 4310X                  | 2,078                | 1,504                | 2,220                | 2,000                | 2,995                  | 995        | 33%        |
| <b>Total Services and Supplies</b> | <b>2,078</b>         | <b>1,591</b>         | <b>2,220</b>         | <b>2,500</b>         | <b>3,495</b>           | <b>995</b> | <b>28%</b> |
| <b>Total</b>                       | <b>2,078</b>         | <b>1,591</b>         | <b>2,220</b>         | <b>2,500</b>         | <b>3,495</b>           | <b>995</b> | <b>28%</b> |

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## **CAPTIAL IMPROVEMENT PLAN**

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### **Mission**

The Capital Improvement Plan (CIP) sets the schedule within which public improvements are proposed to be undertaken. The five-year schedule represents estimated future capital needs that may be funded given projected revenue estimates. The CIP is reviewed and revised annually. Capital expenditures that are expected to have matching revenue are included in the Annual Operating Budget that is presented to the City Council as part of the annual budget process in June.

### **Program Description**

A Capital Improvement Plan is a major public infrastructure and planning tool for municipalities. The CIP is a statement of the City's policies and financial abilities to manage the physical development of the community. The development of a five-year CIP provides a systematic plan for providing infrastructure improvements within a prioritized framework.

### **Capital Projects completed:**

- Tiny Tots Building: Siding and partial Exterior Painting
- Replaced Flooring in City Facilities
- Senior Center Keyless Entry and Minor Improvements
- Swim Center Shower Improvements
- Replaced Park Tables and Benches at Pinole Valley Park
- Replaced Storage Building and Improvements at 651 Pinole Shores Drive – Phase 1
- Sidewalk Maintenance

### **Key Objectives**

#### **Facility Maintenance: Citywide Roof repairs and replacement**

- Funding: Measure S 2014

#### **Parks: Replace Restrooms in Fernandez Park**

- Funding: Measure S 2014

#### **Sewer Collection: Inflow and Infiltration Monitoring Program**

- Funding: Sewer Enterprise fund

#### **Sewer Treatment: Upgrades to Wastewater Treatment Plant**

- Funding: Sewer Plant Expansion fund

#### **Streets and Roadways: Pavement Maintenance and Rehabilitation Program**

- Funding: City Street Improvements and Arterial Street Rehabilitation funds



**City of Pinole  
Adopted FY 2017-18 through 2021-22  
Five-Year Capital Improvement Plan**

| SOURCES BY FUND                  | FY 2017-18           | FY 2018-19           | FY 2019-20          | FY 2020-21          | FY 2021-22          | 5-Year Total         |
|----------------------------------|----------------------|----------------------|---------------------|---------------------|---------------------|----------------------|
| Measure S 2014 - 106             | 662,697              | 389,000              | 328,000             | 410,000             | 220,000             | \$ 2,009,697         |
| Gas Tax - 200                    | 221,627              | 372,613              | 472,613             | 372,613             | 372,613             | \$ 1,812,079         |
| AB 939 Refuse Management - 213   | 445,000              | -                    | -                   | -                   | -                   | \$ 445,000           |
| Measure J - 215                  | 46,253               | 30,000               | 30,000              | 109,000             | 30,000              | \$ 245,253           |
| Parkland Dedication - 275        | 15,509               | -                    | -                   | -                   | -                   | \$ 15,509            |
| Pinole Valley Park - 316         | 21,715               | -                    | -                   | -                   | -                   | \$ 21,715            |
| Public Facilities - 324          | 85,000               | 60,000               | 60,000              | 60,000              | 60,000              | \$ 325,000           |
| City Street Improvements - 325   | 852,194              | 222,470              | 359,000             | 836,000             | 250,000             | \$ 2,519,664         |
| Park Grants - 327                | 24,491               | -                    | -                   | -                   | -                   | \$ 24,491            |
| 2014 Arterial Street Rehab - 377 | 596,019              | 200,000              | 250,000             | 250,000             | 250,000             | \$ 1,546,019         |
| Sewer Enterprise - 500           | 535,000              | 472,500              | 1,387,000           | 350,000             | 350,000             | \$ 3,094,500         |
| Sewer Plant Expansion - 503      | 18,260,300           | 13,982,245           | -                   | -                   | -                   | \$ 32,242,545        |
| <b>Sources Total</b>             | <b>21,765,805</b>    | <b>15,728,828</b>    | <b>2,886,613</b>    | <b>2,387,613</b>    | <b>1,532,613</b>    | <b>\$ 44,301,472</b> |
| <b>Unfunded Total</b>            | <b>279,000</b>       | <b>550,000</b>       | <b>90,000</b>       | <b>-</b>            | <b>-</b>            | <b>\$ 919,000</b>    |
| <b>Total Sources Required</b>    | <b>\$ 22,044,805</b> | <b>\$ 16,278,828</b> | <b>\$ 2,976,613</b> | <b>\$ 2,387,613</b> | <b>\$ 1,532,613</b> | <b>\$ 45,220,472</b> |

| PRJ #  | USES BY PROJECT   | FY 2017-18 | FY 2018-19 | FY 2019-20 | FY 2020-21 | FY 2021-22 | Budget Unit | Account #     | Funding Source       | Candidate for Stormwater Green Infrastructure |
|--------|---|------------|------------|------------|------------|------------|-------------|---------------|----------------------|---|
| FA1701 | Annual Building Rehabilitation/Major Repair Projects    | \$60,000   | \$60,000   | \$60,000   | \$60,000   | \$60,000   | Facilities  | 324-343-47201 | Facilities Fund      | No  |
| FA1702 | Citywide Roof repairs and replacement                   |            | \$164,000  | \$108,000  | \$140,000  |            | Facilities  | 106-343-47201 | Measure S 2014       | No  |
| FA1703 | Paint City Hall (Inside and Outside)                    | \$35,000   | \$35,000   |            |            |            | Facilities  | 106-343-47201 | Measure S 2014       | No  |
| FA1706 | Replace HVAC at Senior Center                           | \$60,000   |            |            |            |            | Facilities  | 106-343-47201 | Measure S 2014       | No  |
| FA1707 | Replace Roof at Senior Center                           | \$50,000   |            |            |            |            | Facilities  | 106-343-47201 | Measure S 2014       | No  |
| FA1711 | Tiny Tots Building Slab Displacement - Engineering Only | \$5,000    |            |            |            |            | Facilities  | 106-343-47201 | Measure S 2014       | No  |
| FA1712 | 2548 Charles Ave. Repurposing (Fowler House)            | \$25,000   |            |            |            |            | Facilities  | 324-343-47201 | Facilities Fund      | No  |
| FA1801 | Replace HVAC at City Hall                               | \$60,000   |            |            |            |            | Facilities  |               | Unfunded             | No  |
| PA1701 | Annual Soccer Field Maintenance                         | \$10,000   | \$10,000   | \$10,000   | \$10,000   | \$10,000   | Parks       | 106-345-47203 | Measure S 2014       | Yes   |
| PA1702 | Maintenance Caretaker Structure                         | \$21,715   |            |            |            |            | Parks       | 316-345-47201 | Pinole Vly Park Fund | No  |
| PA1703 | Park Funding for Benches and Picnic tables              | \$5,000    | \$5,000    |            |            |            | Parks       | 106-345-47203 | Measure S 2014       | No  |



**City of Pinole  
Adopted FY 2017-18 through 2021-22  
Five-Year Capital Improvement Plan**

| PRJ #  | USES BY PROJECT   | FY 2017-18   | FY 2018-19   | FY 2019-20  | FY 2020-21 | FY 2021-22 | Budget Unit      | Account #  | Funding Source             | Candidate for Stormwater Green Infrastructure |
|--------|---|--------------|--------------|-------------|------------|------------|------------------|--|----------------------------|---|
| PA1704 | Prepare a Park Master Plan  |              |              | \$55,000    |            |            | Parks            |  | Unfunded                   | Yes   |
| PA1705 | Rehabilitation of Play Fields at Fernandez Park                   | \$40,000     |              |             |            |            | Parks            | 275-345-47203 \$15,509<br>327-345-47203 \$24,491 | Park Impact/Grants         | Yes   |
| PA1706 | Replace Chips with Rubber Matting at select park locations        | \$50,000     |              |             | \$50,000   |            | Parks            | 106-345-47203                                    | Measure S 2014             | Yes   |
| PA1707 | Replace Lighting at Louis Francis Park                            |              | \$40,000     |             |            |            | Parks            | 106-345-47203                                    | Measure S 2014             | No  |
| PA1708 | Restrooms in Fernandez Park                                       | \$170,000    |              |             |            |            | Parks            | 106-345-47203                                    | Measure S 2014             | Yes   |
| PA1709 | Senior Center Parking Lot Pavement Maintenance                    | \$30,000     |              |             |            |            | Parks            | 106-345-47203                                    | Measure S 2014             | No  |
| PA1710 | Uniform Park Signage  |              |              | \$35,000    |            |            | Parks            |  | Unfunded                   | No  |
| SS1701 | Evaluation of Land Outfall - Engineering Only                     | \$75,000     | \$0          | \$0         | \$0        |            | Sewer Treatment  | 500-643-42101                                    | Sewer Enterprise           | No  |
| SS1702 | Hazel Street Sewer Pump Station Rehabilitation                    | \$50,000     | \$122,500    | \$1,037,000 | \$0        |            | Sewer Collection | 500-642-47201                                    | Sewer Enterprise           | No  |
| SS1703 | Inflow and Infiltration Monitoring Program                        | \$60,000     | \$0          | \$0         | \$0        |            | Sewer Collection | 500-642-42101                                    | Sewer Enterprise           | No  |
| SS1704 | Inflow and Infiltration Rehabilitation Program; Basin 3.1         | \$350,000    | \$0          | \$0         | \$0        |            | Sewer Collection | 500-642-47201                                    | Sewer Enterprise           | No  |
| SS1705 | Inflow and Infiltration Rehabilitation Program; Basin 5.2 and 6.5 | \$0          | \$350,000    | \$0         | \$0        |            | Sewer Collection | 500-642-47201                                    | Sewer Enterprise           | No  |
| SS1706 | Storage Building and Improvements (651 Pinole Shores Dr.)         | \$45,000     | \$0          | \$0         | \$0        |            | Sewer Treatment  | 503-643-47201                                    | Sewer Expansion            | Yes   |
| SS1707 | Upgrades to Wastewater Treatment Plant                            | \$18,215,300 | \$13,982,245 | \$0         | \$0        |            | Sewer Treatment  | 503-643-47201                                    | Sewer Expansion            | No  |
| SS1801 | Annual Inflow and Infiltration Rehabilitation Project             |              |              | \$350,000   | \$350,000  | \$350,000  | Sewer Collection | 500-642-47201                                    | Sewer Enterprise           | No  |
| SW1701 | Install Trash Capture Devices                                     | \$95,000     |              |             |            |            | Stormwater       | 213-344-47101                                    | Refuse Management          | Yes   |
| SW1702 | Storm Drainage Annual Rehabilitation                              | \$75,000     | \$75,000     | \$150,000   | \$150,000  | \$150,000  | Stormwater       | 106-344-47206                                    | Measure S 2014             | Yes   |
| SW1703 | Storm Drainage Master Plan  | \$75,000     |              |             |            |            | Stormwater       | 106-344-42101                                    | Measure S 2014             | Yes   |
| SW1801 | Street Sweeper  | \$350,000    |              |             |            |            | Stormwater       | 213-344-47101                                    | AB 939 Refuse Mgmt         | Yes   |
| RO1701 | Annual Miscellaneous Roadway Repair                               | \$29,253     | \$15,000     | \$15,000    | \$15,000   | \$15,000   | Roads            | 215-343-47205                                    | Measure J                  | No  |
| RO1702 | Annual Pothole Repair Program                                     | \$80,000     | \$40,000     | \$40,000    | \$40,000   | \$40,000   | Roads            | 200-343-47205                                    | Gas Tax                    | No  |
| RO1703 | Annual Roadway Striping Program                                   | \$30,000     | \$15,000     | \$15,000    | \$15,000   | \$15,000   | Roads            | 200-343-47205                                    | Gas Tax                    | No  |
| RO1704 | Annual Sidewalk Maintenance Program                               | \$35,000     | \$35,000     | \$35,000    | \$35,000   | \$35,000   | Roads            | 106-343-47204 \$20,000<br>215-343-47204 \$15,000 | Measure S 2014 & Measure J | No  |
| RO1705 | Annual Sign Replacement Program                                   | \$40,947     | \$20,000     | \$20,000    | \$20,000   | \$20,000   | Roads            | 106-343-47202 \$38,947<br>215-343-47202 \$2,000  | Measure S 2014 & Measure J | No  |



**City of Pinole  
Adopted FY 2017-18 through 2021-22  
Five-Year Capital Improvement Plan**

| PRJ #  | USES BY PROJECT                                 | FY 2017-18  | FY 2018-19 | FY 2019-20 | FY 2020-21 | FY 2021-22 | Budget Unit | Account #   | Funding Source                            | Candidate for Stormwater Green Infrastructure |
|--------|---|-------------|------------|------------|------------|------------|-------------|---|---|---|
| RO1706 | Annual Tree Trimming Program                    | \$38,750    | \$20,000   | \$20,000   | \$20,000   | \$20,000   | Roads       | 106-343-47202   | Measure S 2014                            | No  |
| RO1707 | Pavement Maintenance and Rehabilitation Program | \$1,406,663 | \$717,613  | \$817,613  | \$817,613  | \$817,613  | Roads       | 325-343-47205 \$500k<br>377-343-47205 \$350k<br>200-343-47205 \$105,877 | City Street Improv/Art Rehab/Gas Tax-RMRA | No  |
| RO1708 | Pinole Valley Road Improvements                 |             |            | \$100,000  |            |            | Roads       | 200-343-47205   | Gas Tax                                   | No  |
| RO1709 | Pinole Valley Road Underground District         | \$5,750     |            |            |            |            | Roads       | 200-343-47205   | Gas Tax                                   | No  |
| RO1710 | San Pablo Avenue Bridge over BNSF Railroad      | \$147,427   | \$11,470   |            |            |            | Roads       | 325-343-47205   | CCTA OBAG 2 Grant                         | Yes   |
| RO1712 | Shale Hill Stabilization                        |             | \$550,000  |            |            |            | Roads       |   | Unfunded                                  | Yes   |
| RO1713 | Sharrow Pavement Markings                       | \$19,000    |            |            |            |            | Roads       |   | Unfunded                                  | No  |
| RO1714 | HAWK at Appian Way and Marfesta                 | \$0         | \$11,000   | \$109,000  | \$0        | \$0        | Roads       | 325-343-47205   | CCTA OBAG 2 Grant                         | No  |
| RO1801 | San Pablo Avenue Rehabilitation                 | \$0         | \$0        | \$0        | \$665,000  |            | Roads       | 325-343-47205 \$586,000<br>215-343-47205 \$79,000                       | CCTA OBAG 2 Grant/Measure J               | No  |
| RO1802 | Hazel Street Gap Closure (Sunnyview)            | \$200,000   | \$0        | \$0        | \$0        | \$0        | Roads       |   | Unfunded                                  | No  |

**5-Year Total**

**Uses by Project Total**      \$22,044,805    \$16,278,828    \$2,976,613    \$2,387,613    \$1,532,613    **\$45,220,472**

**LEGEND:**

- Items highlighted in blue are new projects, unfunded projects or new funding allocations in FY 2021-22.
- Project numbers highlighted in green indicate a project description sheet is provided.
- Items highlighted in orange indicate a project is carried over from FY 2016-17.
- Project numbers: **FA** = Facilities; **PA** = Parks; **SS** = Sanitary Sewer; **SW** = Storm Water; **RO** = Roads.

**City of Pinole  
Capital Improvement Plan  
Fiscal Years 2017-18 through 2021-22**

**Project:** Citywide Roof Repairs and Replacement

**Description:** Roof Repair and Replacement on Building identified by inspection.

**Justification:** The City hires contract services to repair and/or replace roofs on City Facilities. A comprehensive inspection was performed on all facilities in early 2015. The inspection identified several of the roofs needed to be replaced by the end of FY 2020-21.



**Project Number:** FA1702

**Projected Timing:**  
 Estimated Start Date: 2018  
 Estimated End Date: 2021

**Total Estimated Cost:**  
 Planning and Design:  
 Engineering and Administrative: \$412,000  
 Construction:  
 Equipment:  
 Contingency:  
**Total:**  
\$ 412,000

| <b>Funding Source:</b> | Prior Actual | FY 2017-18 | FY 2018-19       | FY 2019-20       | FY 2020-21       | FY 2021-22 |
|------------------------|--------------|------------|------------------|------------------|------------------|------------|
|                        |              | Proposed   | Proposed         | Proposed         | Proposed         | Proposed   |
| Measure S 2014 - 106   | -            | -          | \$164,000        | \$108,000        | \$140,000        | -          |
| <b>Total</b>           | -            | -          | <b>\$164,000</b> | <b>\$108,000</b> | <b>\$140,000</b> | -          |

**City of Pinole  
Capital Improvement Plan  
Fiscal Years 2017-18 through 2021-22**

**Project:** 2548 Charles Avenue Repurposing (Fowler House)

**Description:** Remove City Owned Residential Unit and Replace with New Facility/Amenity.

**Justification:** The City intends to demolish the Fowler House and will seek another use for the property. Effectively, phase 1 of work is for the demolition only. The future use of this site is still to be determined and will be completed in a second phase.

**Project Number:** FA1712

**Projected Timing:**

Estimated Start Date: 2017  
Estimated End Date: 2020



**Total Estimated Cost:**

Planning and Design: TDB  
Engineering and Administrative: TDB  
Demolition: \$25,000  
Construction: TDB  
Contingency: TDB  
**Total (Phase 1 only): \$ 25,000**

**Funding Source:**

|                                 | Prior Actual | FY 2017-18 Proposed | FY 2018-19 Proposed | FY 2019-20 Proposed | FY 2020-21 Proposed | FY 2021-22 Proposed |
|---------------------------------|--------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| Public Facilities Fund - 324    | -            | \$25,000            | -                   | -                   | -                   | -                   |
| Funding Source to be determined | -            | -                   | -                   | -                   | -                   | -                   |
| <b>Total</b>                    | -            | <b>\$25,000</b>     | -                   | -                   | -                   | -                   |

**City of Pinole  
Capital Improvement Plan  
Fiscal Years 2017-18 through 2021-22**

**Project:** Annual Soccer Field Maintenance

**Description:** Soccer Field annual rehabilitation

**Justification:** Soccer fields are a high use area of the Pinole Park system and warrant routine rehabilitation to enhance play.

**Project Number:** PA1701

**Projected Timing:**  
 Estimated Start Date: Annually  
 Estimated End Date: Annually

**Total Estimated Cost:**

|                                 |                  |
|---------------------------------|------------------|
| Planning and Design:            | \$ -             |
| Engineering and Administrative: | \$ -             |
| Construction:                   | \$ 50,000        |
| Equipment:                      | \$ -             |
| Contingency:                    | \$ -             |
| <b>Total:</b>                   | <b>\$ 50,000</b> |



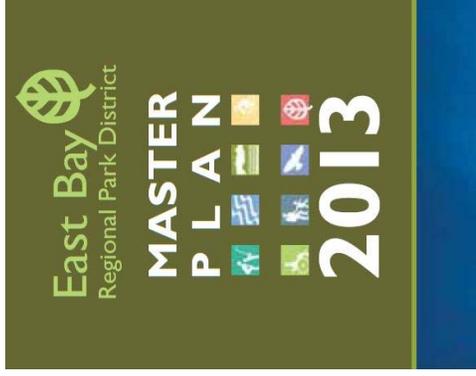
**Funding Source:**

|  | Prior Actual | FY 2017-18 Proposed | FY 2018-19 Proposed | FY 2019-20 Proposed | FY 2020-21 Proposed | FY 2021-22 Proposed |
|--|--------------|---------------------|---------------------|---------------------|---------------------|---------------------|
|--|--------------|---------------------|---------------------|---------------------|---------------------|---------------------|

|                      |  |          |          |          |          |          |
|----------------------|--|----------|----------|----------|----------|----------|
| Measure S 2014 - 106 |  | \$10,000 | \$10,000 | \$10,000 | \$10,000 | \$10,000 |
|----------------------|--|----------|----------|----------|----------|----------|

|              |   |                 |                 |                 |                 |                 |
|--------------|---|-----------------|-----------------|-----------------|-----------------|-----------------|
| <b>Total</b> | - | <b>\$10,000</b> | <b>\$10,000</b> | <b>\$10,000</b> | <b>\$10,000</b> | <b>\$10,000</b> |
|--------------|---|-----------------|-----------------|-----------------|-----------------|-----------------|

**City of Pinole**  
**Capital Improvement Plan**  
**Fiscal Years 2017-18 through 2021-22**



**Project:** Prepare Park Master Plan

**Description:** A master plan for parks will aid the City in developing a strategic approach to park maintenance and operation.

**Justification:** Master planning allows the City to quantify and qualify the existing park system, identify deficiencies, develop financial analysis of the cost to maintain, operate, and if opportunity arises, expand the park system. Master planning serves can support the City in providing a platform for responding strategically to grants and other opportunities.

**Project Number:** PA1704

**Projected Timing:**  
 Estimated Start Date: 2019  
 Estimated End Date: 2020

**Total Estimated Cost:**  
 Planning and Design: \$ 55,000  
 Engineering and Administrative:  
 Construction:  
 Equipment:  
 Contingency:  
**Total:** \$ 55,000

**Funding Source:**

|              | Prior Actual | FY 2017-18 Proposed | FY 2018-19 Proposed | FY 2019-20 Proposed | FY 2020-21 Proposed | FY 2021-22 Proposed |
|--------------|--------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| Unfunded     | -            | -                   | -                   | \$55,000            | -                   | -                   |
| <b>Total</b> | -            | -                   | -                   | <b>\$55,000</b>     | -                   | -                   |

**City of Pinole  
Capital Improvement Plan  
Fiscal Years 2017-18 through 2021-22**

**Project:** Restrooms in Fernandez Park

**Description:** Replace Restrooms in Fernandez Park

**Justification:** The existing restroom is beyond its useful life. It has been rehabilitated several times. Currently, the concrete flooring and block walls can no longer be kept clean and odor free. New restroom facilities will provide better accessibility for all park users.



**Project Number:** PA1708

**Projected Timing:**  
 Estimated Start Date: 2017  
 Estimated End Date: 2018

**Total Estimated Cost:**

|                                 |                   |
|---------------------------------|-------------------|
| Planning and Design:            | \$ -              |
| Engineering and Administrative: | \$ 10,000         |
| Construction:                   | \$ 154,000        |
| Equipment:                      | \$ -              |
| Contingency:                    | \$ 6,000          |
| <b>Total:</b>                   | <b>\$ 170,000</b> |

**Funding Source:**

|                      | Prior Actual | FY 2017-18 Proposed | FY 2018-19 Proposed | FY 2019-20 Proposed | FY 2020-21 Proposed | FY 2021-22 Proposed |
|----------------------|--------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| Measure S 2014 - 106 | -            | \$170,000           | -                   | -                   | -                   | -                   |
| <b>Total</b>         | <b>-</b>     | <b>\$170,000</b>    | <b>-</b>            | <b>-</b>            | <b>-</b>            | <b>-</b>            |

**City of Pinole  
Capital Improvement Plan  
Fiscal Years 2017-18 through 2021-22**

**Project:** Uniform Park Signage

**Description:** Develop a uniform signage approach to all parks including linear parks. Upgrade signs throughout park

**Justification:** Signage throughout the park system has evolved over time to a patchwork of effective by plain and sometimes aging signage. Recent activities in the area of Pinole Creek has illustrated that signage is a desirable component of the park system. Friends of Pinole Creek has expressed a desire for very artistic signage. A unified approach is also desirable.



**Project Number:** PA1710

**Projected Timing:**

Estimated Start Date: 2017  
Estimated End Date: 2018

**Total Estimated Cost:**

Planning and Design:  
Engineering and Administrative: \$ 35,000  
Construction:  
Equipment:  
Contingency:  
Total: \$ 35,000

**Funding Source:**

|          | Prior Actual | FY 2017-18 Proposed | FY 2018-19 Proposed | FY 2019-20 Proposed | FY 2020-21 Proposed | FY 2021-22 Proposed |
|----------|--------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| Unfunded | -            | -                   | -                   | \$35,000            | -                   | -                   |

**Total** - - - \$35,000 - -

**City of Pinole**  
**Capital Improvement Plan**  
**Fiscal Years 2017-18 through 2021-22**

**Project:** Evaluation of Land Outfall Hydraulic Capacity

**Description:** Study the outfall piping to determine its current condition and capacity.

**Justification:** During peak wet weather flow, it is imperative that the hydraulic capacity of the outfall be adequate to meet the expectations of the WPCP permit to route effluent to the deep water outfall.

**Project Number:** SS1701

**Projected Timing:** December 2016  
**Estimated Start Date:** June 2018  
**Estimated End Date:**

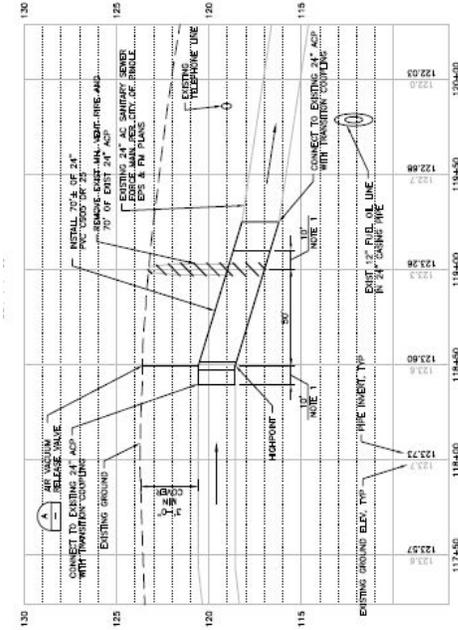
**Total Estimated Cost:**

|                             |                  |
|-----------------------------|------------------|
| Planning and Design:        | \$ 75,000        |
| Engineering/Administrative: | \$ -             |
| Construction:               | \$ -             |
| Equipment:                  | \$ -             |
| Contingency:                | \$ -             |
| <b>Total:</b>               | <b>\$ 75,000</b> |

**Funding Source:**

|  | Prior Actual | FY 2017-18 Proposed | FY 2018-19 Proposed | FY 2019-20 Proposed | FY 2020-21 Proposed | FY 2021-22 Proposed |
|--|--------------|---------------------|---------------------|---------------------|---------------------|---------------------|
|--|--------------|---------------------|---------------------|---------------------|---------------------|---------------------|

|                            |          |               |          |          |          |          |
|----------------------------|----------|---------------|----------|----------|----------|----------|
| Sewer Enterprise Fund- 500 | -        | \$75,000      | -        | -        | -        | -        |
| <b>Total</b>               | <b>-</b> | <b>75,000</b> | <b>-</b> | <b>-</b> | <b>-</b> | <b>-</b> |



**City of Pinole  
Capital Improvement Plan  
Fiscal Years 2017-18 through 2021-22**

**Project:** Hazel Street Pump Station Rehabilitation

**Description:** Hazel Street Sewer Lift Station pumps wastewater generated in an area of Pinole near Sunnyview Drive because the gravity routing is cost prohibitive.

**Justification:** The existing pump station is operationally deficient, and some components have reached the end of their useful life. Additionally the force main from the lift station needs to be replaced.

**Project Number:** SS1702

**Projected Timing:**  
 Estimated Start Date: October 2018  
 Estimated End Date: June 2020



**Total Estimated Cost:**

|                             |                     |
|-----------------------------|---------------------|
| Planning and Design:        | \$ 22,500           |
| Engineering/Administrative: | \$ 150,000          |
| Construction:               | \$ 884,000          |
| Equipment:                  | \$ -                |
| Contingency:                | \$ 172,500          |
| <b>Total:</b>               | <b>\$ 1,229,000</b> |

**Funding Source:**

|                           | Prior Actual     | FY 2017-18 Proposed | FY 2018-19 Proposed | FY 2019-20 Proposed | FY 2020-21 Proposed | FY 2021-22 Proposed |
|---------------------------|------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| Sewer Enterprise Fund-500 | \$ 19,500        | \$ 50,000           | \$ 122,500          | \$ 1,037,000        | \$ 0                | \$ 0                |
| <b>Total</b>              | <b>\$ 19,500</b> | <b>\$ 50,000</b>    | <b>\$ 122,500</b>   | <b>\$ 1,037,000</b> | <b>\$ 0</b>         | <b>\$ 0</b>         |



**City of Pinole**  
**Capital Improvement Plan**  
**Fiscal Years 2017-18 through 2021-22**

**Project:** Inflow and Infiltration Rehabilitation Program; Basin 3.1

**Description:** Improvements to the collection system, Target location Basin 3.1, to reduce inflow and infiltration (I/I).

**Justification:** Pinole has fairly high I/I rates within the sewer collection system resulting from storm water inflow and infiltration. Targeted improvements to the wastewater collection system can reduce treatment cost and free capacity for expanded uses. Studies have already targeted several areas of the collection system that warrant improvements.

**Project Number:** SS1704

**Projected Timing:**

Estimated Start Date:  
 Estimated End Date:

**Total Estimated Cost:**

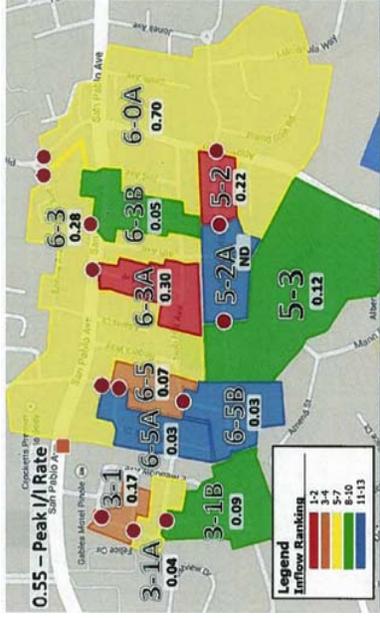
|                                 |                   |
|---------------------------------|-------------------|
| Planning and Design:            | \$ -              |
| Engineering and Administrative: | \$ 30,000         |
| Construction:                   | \$ 300,000        |
| Equipment:                      | \$ -              |
| Contingency:                    | \$ 20,000         |
| <b>Total:</b>                   | <b>\$ 350,000</b> |

**Funding Source:**

|                            | Prior Actual | FY 2017-18 Proposed | FY 2018-19 Proposed | FY 2019-20 Proposed | FY 2020-21 Proposed | FY 2021-22 Proposed |
|----------------------------|--------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| Sewer Enterprise Fund- 500 | -            | \$350,000           | -                   | -                   | -                   | -                   |

**Total**

|   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|
| - | - | - | - | - | - | - |
|---|---|---|---|---|---|---|



**City of Pinole**  
**Capital Improvement Plan**  
**Fiscal Years 2017-18 through 2021-22**

**Project:** Inflow and Infiltration Rehabilitation Program; Basin 5.2 and 6.5

**Description:** Improvements to the collection system, Basin 5.2 and 6.5 to reduce storm water inflow.

**Justification:** Pinole has fairly high inflow rates within the sewer collection system resulting from storm water inflow. Targeted improvements to the wastewater collection system can reduce treatment cost and free capacity for expanded uses. Studies have already targeted several areas of the collection system that warrant improvements.

**Project Number:** SS1705

**Projected Timing:**

Estimated Start Date:  
 Estimated End Date:

**Total Estimated Cost:**

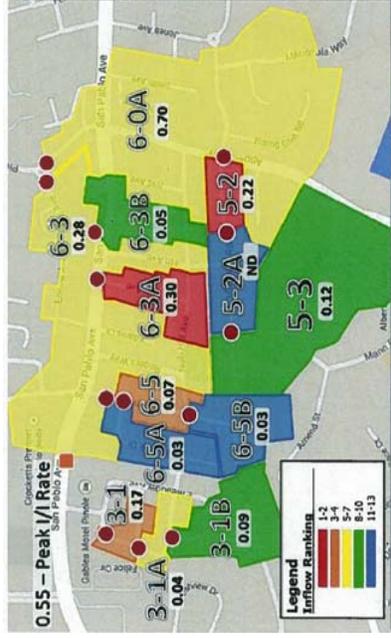
|                                 |                   |
|---------------------------------|-------------------|
| Planning and Design:            | \$ -              |
| Engineering and Administrative: | \$ 30,000         |
| Construction:                   | \$ 300,000        |
| Equipment:                      | \$ -              |
| Contingency:                    | \$ 20,000         |
| <b>Total:</b>                   | <b>\$ 350,000</b> |

**Funding Source:**

|                            | Prior Actual | FY 2017-18 Proposed | FY 2018-19 Proposed | FY 2019-20 Proposed | FY 2020-21 Proposed | FY 2021-22 Proposed |
|----------------------------|--------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| Sewer Enterprise Fund- 500 | -            | -                   | \$350,000           | -                   | -                   | -                   |

**Total**

|       |   |   |           |   |   |   |
|-------|---|---|-----------|---|---|---|
| -     | - | - | \$350,000 | - | - | - |
| <hr/> |   |   |           |   |   |   |
| -     | - | - | -         | - | - | - |
| <hr/> |   |   |           |   |   |   |
| -     | - | - | \$350,000 | - | - | - |



**City of Pinole  
Capital Improvement Plan  
Fiscal Years 2017-18 through 2021-22**

**Project:** Storage Building and Improvements at 651 Pinole Shores Drive

**Description:** Storage for Public Works functions

**Justification:** New Public Works Building needs last phase completed. Last phase includes the paving around the shop space. This project is to replace space lost to the WPCP Upgrade Project.

**Project Number:** SS1706

**Projected Timing:**  
 Estimated Start Date: July 2015  
 Estimated End Date: December 2017



**Total Estimated Cost:**

|                      |                   |
|----------------------|-------------------|
| Planning and Design: | -                 |
| Engr/Admin:          | \$ 227,300        |
| Construction:        | \$ -              |
| Equipment:           | \$ -              |
| Contingency:         | \$ -              |
| <b>Total:</b>        | <b>\$ 227,300</b> |

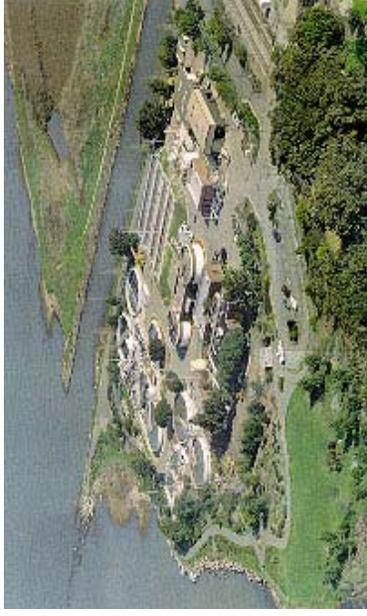
**Funding Source:**

|                             | FY 2017-18       | FY 2018-19      | FY 2019-20 | FY 2020-21 | FY 2021-22 |
|-----------------------------|------------------|-----------------|------------|------------|------------|
|                             | Actual           | Proposed        | Proposed   | Proposed   | Proposed   |
| Sewer Plant Expansion - 503 | \$182,300        | \$45,000        | -          | -          | -          |
| <b>Total</b>                | <b>\$182,300</b> | <b>\$45,000</b> | <b>-</b>   | <b>-</b>   | <b>-</b>   |

**City of Pinole  
Capital Improvement Plan  
Fiscal Years 2017-18 through 2021-22**

**Project:** Pinole-Hercules Water Pollution Control Plant Upgrade

**Description:** Complete upgrade to the Pinole Hercules Water Pollution Control Plant.



**Justification:** The upgrade is necessary for operational improvements and permit compliance.

**Project Number:** SS1707

**Projected Timing:**  
 Estimated Start Date: May 2016  
 Estimated End Date: December 2018

**Total Estimated Cost: \***

|                      |                      |
|----------------------|----------------------|
| Planning and Design: | \$ 2,851,789         |
| Engr/Adminin:        | \$ 4,434,535         |
| Construction:        | \$ 43,143,000        |
| Equipment:           | \$ -                 |
| Contingency:         | \$ 3,020,010         |
| <b>Total:</b>        | <b>\$ 53,449,334</b> |

\* 100 % of Project Cost shown, split equally with the City of Hercules

| <b>Funding Source:</b>             | <b>FY 2017-18</b>   |                     | <b>FY 2018-19</b>   |                 | <b>FY 2019-20</b> |                 | <b>FY 2020-21</b> |                 | <b>FY 2021-22</b> |                 |
|------------------------------------|---------------------|---------------------|---------------------|-----------------|-------------------|-----------------|-------------------|-----------------|-------------------|-----------------|
|                                    | <b>Prior Actual</b> | <b>Proposed</b>     | <b>Proposed</b>     | <b>Proposed</b> | <b>Proposed</b>   | <b>Proposed</b> | <b>Proposed</b>   | <b>Proposed</b> | <b>Proposed</b>   | <b>Proposed</b> |
| <b>Sewer Plant Expansion - 503</b> | \$21,251,789        | \$18,215,300        | \$13,982,245        | -               | -                 | -               | -                 | -               | -                 | -               |
| <b>Total</b>                       | <b>\$21,251,789</b> | <b>\$18,215,300</b> | <b>\$13,982,245</b> | <b>-</b>        | <b>-</b>          | <b>-</b>        | <b>-</b>          | <b>-</b>        | <b>-</b>          | <b>-</b>        |

**City of Pinole  
Capital Improvement Plan  
Fiscal Years 2017-18 through 2021-22**

**Project:** Install Trash Capture Devices

**Description:** Install trash capture devices within the municipal

**Justification:** As per the new Municipal Stormwater Permit, conveyance of litter and trash within the collection system needs to be substantially reduced for permit compliance.

**Project Number:** SW1701

**Projected Timing:**  
 Estimated Start Date: 2017  
 Estimated End Date: 2018



**Total Estimated Cost:**  
 Planning and Design: \$ 9,500  
 Engineering and Administrative: \$ 76,000  
 Construction: \$ 9,500  
 Equipment: \$ 95,000  
 Contingency: \$ 95,000  
 Total: \$ 95,000

| <b>Funding Source:</b>  | Prior Actual | FY 2017-18      | FY 2018-19 | FY 2019-20 | FY 2020-21 | FY 2021-22 |
|-------------------------|--------------|-----------------|------------|------------|------------|------------|
|                         |              | Proposed        | Proposed   | Proposed   | Proposed   | Proposed   |
| Refuse Management - 213 | -            | \$95,000        | -          | -          | -          | -          |
| <b>Total</b>            | -            | <b>\$95,000</b> | -          | -          | -          | -          |

**City of Pinole**  
**Capital Improvement Plan**  
**Fiscal Years 2017-18 through 2021-22**

**Project:** Storm Drainage Annual Rehabilitation

**Description:** Rehabilitate existing stormwater collection system components to perform to current standards.



**Justification:** The existing system does not contain all stormwater runoff. Losses within the system can lead to other maintenance issues such as eroding embankments, and weakened roadways. Additionally, as per the new municipal stormwater permit, conveyance of litter and trash within the collection system needs to be reduced substantially for compliance.

**Project Number:** SW1702

**Projected Timing:**  
 Estimated Start Date: 2017  
 Estimated End Date: 2020

**Total Estimated Cost:**  
 Planning and Design: \$ 60,000  
 Engineering and Administrative: \$ 480,000  
 Construction: \$  
 Equipment: \$ 60,000  
 Contingency: \$  
**Total: \$ 600,000**

**Funding Source:**

|                      | Prior Actual | FY 2017-2018 Proposed | FY 2018-19 Proposed | FY 2019-20 Proposed | FY 2020-21 Proposed | FY 2021-22 Proposed |
|----------------------|--------------|-----------------------|---------------------|---------------------|---------------------|---------------------|
| Measure S 2014 - 106 |              | 75,000                | \$75,000            | \$150,000           | \$150,000           | \$150,000           |
| <b>Total</b>         | -            | <b>75,000</b>         | <b>\$75,000</b>     | <b>\$150,000</b>    | <b>\$150,000</b>    | <b>\$150,000</b>    |

**City of Pinole**  
**Capital Improvement Plan**  
**Fiscal Years 2017-18 through 2021-22**

|  |  |        |            |            |            |              |              |  |  |
|--|--|--------|------------|------------|------------|--------------|--------------|--|--|
| <b>Project:</b>                        | Storm Drainage Master Plan   |        |            |            |            |              |              |  |  |
| <b>Description:</b>                    | Prepare a storm drainage master plan   |        |            |            |            |              |              |  |  |
| <b>Justification:</b>                  | Preparation of a storm drain master plan will provide an analysis of the existing collection system. The plan will identify system deficiencies related to capacity, functionality, and permit compliance. The plan can serve to guide future budget allocations for improvements to the system. |        |            |            |            |              |              |  |  |
| <b>Project Number:</b>                 | SW1703   |        |            |            |            |              |              |  |  |
| <b>Projected Timing:</b>               |  |        |            |            |            |              |              |  |  |
| <b>Estimated Start Date:</b>           | 2016   |        |            |            |            |              |              |  |  |
| <b>Estimated End Date:</b>             | 2017   |        |            |            |            |              |              |  |  |
| <b>Total Estimated Cost:</b>           |  |        |            |            |            |              |              |  |  |
| <b>Planning and Design:</b>            | \$ 75,000  |        |            |            |            |              |              |  |  |
| <b>Engineering and Administrative:</b> | \$ -   |        |            |            |            |              |              |  |  |
| <b>Construction:</b>                   | \$ -   |        |            |            |            |              |              |  |  |
| <b>Equipment:</b>                      | \$ -   |        |            |            |            |              |              |  |  |
| <b>Contingency:</b>                    | \$ -   |        |            |            |            |              |              |  |  |
| <b>Total:</b>                          | <u>\$ 75,000</u>   |        |            |            |            |              |              |  |  |
| <b>Funding Source:</b>                 |  |        |            |            |            |              |              |  |  |
|  |  | Prior  | FY 2017-18 | FY 2018-19 | FY 2019-20 | FY 2020-2021 | FY 2021-2022 |  |  |
|  |  | Actual | Proposed   | Proposed   | Proposed   | Proposed     | Proposed     |  |  |
|  |  |        | \$75,000   |            |            |              |              |  |  |
| <b>Measure S 2014 - 106</b>            |  |        |            |            |            |              |              |  |  |
| <b>Total</b>                           |  | -      | \$75,000   | -          | -          | -            | -            |  |  |



**City of Pinole  
Capital Improvement Plan  
Fiscal Years 2017-18 through 2021-22**

**Project:** Street Sweeper

**Description:** Procure a new street sweeper vehicle.



**Justification:** The City requires a new street sweeper. Street sweeping is an important activity to maintain local water quality, an activity required by law; to keep trash from local waterways; and to maintain municipal aesthetics.

**Project Number:** SW1801

**Projected Timing:**  
 Estimated Start Date: 2017  
 Estimated End Date: 2018

**Total Estimated Cost:**

|                                 |                   |
|---------------------------------|-------------------|
| Planning and Design:            | \$ -              |
| Engineering and Administrative: | \$ -              |
| Construction:                   | \$ -              |
| Equipment:                      | \$ 350,000        |
| Contingency:                    | \$ -              |
| <b>Total:</b>                   | <b>\$ 350,000</b> |

**Funding Source:**

|                         | Prior Actual | FY 2017-18 Proposed | FY 2018-19 Proposed | FY 2019-20 Proposed | FY 2020-2021 Proposed | FY 2021-2022 Proposed |
|-------------------------|--------------|---------------------|---------------------|---------------------|-----------------------|-----------------------|
| Refuse Management - 213 |              | \$350,000           |                     |                     |                       |                       |

**Total**

|  |   |           |   |   |   |   |
|--|---|-----------|---|---|---|---|
|  | - | \$350,000 | - | - | - | - |
|--|---|-----------|---|---|---|---|

**City of Pinole  
Capital Improvement Plan  
Fiscal Years 2017-18 through 2021-22**

**Project:** Pavement Maintenance and Rehabilitation Program

**Description:** Routine Road Maintenance limited to funds available.



**Justification:** The Pavement Management Report completed January 2016 provides a Pavement Condition Index (PCI) for most roads within Pinole of 70. The Report helps identify roads, that because of their PCI, should receive pavement maintenance or rehabilitation with the intent of extending the useful life of the road. Funding availability is limited and insufficient to adequately maintain the PCI of the entire existing road system.

**Project Number:** RO1707

**Projected Timing:**  
Estimated Start Date: Annually  
Estimated End Date: Annually

**Total Estimated Cost:**

|                                 |                     |
|---------------------------------|---------------------|
| Planning and Design:            | \$ -                |
| Engineering and Administrative: | \$ 368,106          |
| Construction:                   | \$ 4,049,170        |
| Equipment:                      | \$ -                |
| Contingency:                    | \$ 184,053          |
| <b>Total:</b>                   | <b>\$ 4,601,329</b> |

**Funding Source:**

|                                   | Prior Actual    | FY 2017-18 Proposed | FY 2018-19 Proposed | FY 2019-20 Proposed | FY 2020-21 Proposed | FY 2021-22 Proposed |
|-----------------------------------|-----------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| City Street Improvements - 325 *  | \$20,233        | \$704,767           | \$200,000           | \$250,000           | \$250,000           | \$250,000           |
| Arterial Street Rehab - 377 *     | \$3,981         | \$596,019           | \$200,000           | \$250,000           | \$250,000           | \$250,000           |
| Gas Tax (RMRA/SB1 Funds) - 200 ** | \$0             | \$105,877           | \$317,613           | \$317,613           | \$317,613           | \$317,613           |
| <b>Total</b>                      | <b>\$24,214</b> | <b>\$1,406,663</b>  | <b>\$717,613</b>    | <b>\$817,613</b>    | <b>\$817,613</b>    | <b>\$817,613</b>    |

\* Original funding source is Measure S 2014

\*\* RMRA/SB1 funding is estimated pending confirmation of actual sources available. Project size will be adjusted to match funding available.

**City of Pinole  
Capital Improvement Plan  
Fiscal Years 2017-18 through 2021-22**

**Project:** Pinole Valley Road Improvements

**Description:** Improvements on Pinole Valley Road at completion of Pinole Valley High School construction.

**Justification:** As part of the high school construction project WCCUSD will provide road improvements along the school frontage. Improvements to Pinole Valley Road - from Shea to Granada - will extend the useful life of the pavement. The existing pavement score is high in this area, so a slurry seal would be the recommended treatment.



**Project Number:** RO1708

**Projected Timing:**  
 Estimated Start Date: 2018  
 Estimated End Date: 2018

**Total Estimated Cost:**

|                                 |                   |
|---------------------------------|-------------------|
| Planning and Design:            | \$ -              |
| Engineering and Administrative: | \$ 5,000          |
| Construction:                   | \$ 87,000         |
| Equipment:                      | \$ -              |
| Contingency:                    | \$ 8,000          |
| <b>Total:</b>                   | <b>\$ 100,000</b> |

**Funding Source:**

|               | Prior Actual | FY 2017-18 Proposed | FY 2018-19 Proposed | FY 2019-2020 Proposed | FY 2020-21 Proposed | FY 2021-22 Proposed |
|---------------|--------------|---------------------|---------------------|-----------------------|---------------------|---------------------|
| Gas Tax - 200 | -            |                     |                     | \$100,000             |                     |                     |
| <b>Total</b>  | <b>-</b>     | <b>-</b>            | <b>-</b>            | <b>\$100,000</b>      | <b>-</b>            | <b>-</b>            |

**City of Pinole**  
**Capital Improvement Plan**  
**Fiscal Years 2017-18 through 2021-22**

**Project:** San Pablo Avenue Bridge over BNSF Railroad

**Description:** Replace San Pablo Avenue Bridge ( Bridge # 28C0062)



**Justification:** The San Pablo Avenue Bridge is an integral part of the area's transportation system. The age of the bridge and the condition assessment support replacement. Further, the existing bridge does not meet the current standards for pedestrian access. Caltrans has recently placed the Bridge in their funding plan and will provide funding for 88.5% of the replacement cost. The total project cost is \$16,766,800; State contribution will be \$14,843,648. This project is partially funded by the CCTA OBAG 2 Program.

**Project Number:** RO1710

**Projected Timing:**  
 Estimated Start Date: 2017  
 Estimated End Date: Beyond 5 year term

**Total Estimated Cost:**

|                                 |                      |
|---------------------------------|----------------------|
| Planning and Design:            | \$ 45,000            |
| Engineering and Administrative: | \$ 993,000           |
| Construction:                   | \$ 15,773,800        |
| Equipment:                      | \$ -                 |
| Contingency:                    | \$ -                 |
| <b>Total:</b>                   | <b>\$ 16,811,800</b> |

**Funding Source:**

|                                  | Prior    | FY 2017-18       | FY 2018-19       | FY 2019-20 | FY 2020-2021 | FY 2021-22 | Beyond              |
|----------------------------------|----------|------------------|------------------|------------|--------------|------------|---------------------|
|                                  | Actual   | Proposed         | Proposed         | Proposed   | Proposed     | Proposed   | Proposed            |
| City Street Improvements - 325 * | -        | \$147,427        | 11,470           | -          | -            | -          | \$1,809,255         |
| State Contribution               | -        | 790,573          | 88,530           | -          | -            | -          | \$13,964,545        |
| <b>Total</b>                     | <b>-</b> | <b>\$938,000</b> | <b>\$100,000</b> | <b>-</b>   | <b>-</b>     | <b>-</b>   | <b>\$15,773,800</b> |

\* Funding in the amount of \$199,000 is expected from the CCTA OBAG 2 Program.

**City of Pinole  
Capital Improvement Plan  
Fiscal Years 2017-18 through 2021-22**

**Project:** HAWK at Appian and Marlesta

**Description:** Install a **High-Intensity Activated Cross Walk (HAWK)** Beacon

**Justification:** The intersection of Appian and Marlesta experiences high traffic volumes that can be hazardous for pedestrians. As a result, a HAWK, or High Intensity Activated Cross Walk Beacon, will increase pedestrian visibility and safety. This project is partially funded by the CCTA OBAG 2 Program.



**Project Number:** RO1714

**Projected Timing:**  
**Estimated Start Date:** 2017  
**Estimated End Date:** Beyond 5 year term

**Total Estimated Cost:**

|                                 |                   |
|---------------------------------|-------------------|
| Planning and Design:            | \$ -              |
| Engineering and Administrative: | \$ 15,600         |
| Construction:                   | \$ 109,000        |
| Equipment:                      | \$ -              |
| Contingency:                    | \$ -              |
| <b>Total:</b>                   | <b>\$ 124,600</b> |

**Funding Source:**

|                                  | Prior<br>Actual | FY 2017-18<br>Proposed | FY 2018-19<br>Proposed | FY 2019-20<br>Proposed | FY 2020-2021<br>Proposed | FY 2020-22<br>Proposed |
|----------------------------------|-----------------|------------------------|------------------------|------------------------|--------------------------|------------------------|
| City Street Improvements - 325 * | 4,600           | \$11,000               | 109,000                | -                      | -                        | -                      |
| <b>Total</b>                     | <b>4,600</b>    | <b>\$11,000</b>        | <b>109,000</b>         | <b>-</b>               | <b>-</b>                 | <b>-</b>               |

\* Funded \$120,000 by the CCTA OBAG 2 Program.

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## GLOSSARY OF BUDGET TERMS & ACRONYMS

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**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.

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## GLOSSARY OF BUDGET TERMS & ACRONYMS

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**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.

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## GLOSSARY OF BUDGET TERMS & ACRONYMS

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**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.

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## GLOSSARY OF BUDGET TERMS & ACRONYMS

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**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).

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## GLOSSARY OF BUDGET TERMS & ACRONYMS

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### ACRONYMS

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

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## **GLOSSARY OF BUDGET TERMS & ACRONYMS**

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

**CITY OF PINOLE**  
**MULTI-YEAR POSITION LISTING**

| Department                                    | FY 2013-14 | FY 2014-15 | FY 2015-16 | FY 2016-17 | FY 2017-18 |
|---|------------|------------|------------|------------|------------|
| <b>CITY MANAGER</b>                           |            |            |            |            |            |
| 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       |
| <b>CITY CLERK</b>                             |            |            |            |            |            |
| City Clerk                                    | 1.00       | 1.00       | 1.00       | 1.00       | 1.00       |
| Administrative Secretary, <i>part-tme</i>     | 0.00       | 0.00       | 0.46       | 0.46       | 0.46       |
| Total Full-Time Equivalents (FTEs)            | 1.00       | 1.00       | 1.46       | 1.46       | 1.46       |
| <b>FINANCE DEPARTMENT</b>                     |            |            |            |            |            |
| 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> | 0.20       | 0.40       | 0.48       | 0.48       | 0.48       |
| Total Full-Time Equivalents (FTEs)            | 3.20       | 3.40       | 3.48       | 3.48       | 3.48       |
| <b>HUMAN RESOURCES</b>                        |            |            |            |            |            |
| Assistant City Manager                        | 1.00       | 1.00       | 1.00       | 1.00       | 1.00       |
| Human Resources Specialist                    | 0.75       | 1.00       | 1.00       | 1.00       | 1.00       |
| Total Full-Time Equivalents (FTEs)            | 1.75       | 2.00       | 2.00       | 2.00       | 2.00       |
| <b>GENERAL GOVERNMENT</b>                     |            |            |            |            |            |
| Management Analyst                            | 0.00       | 0.00       | 0.48       | 0.48       | 1.00       |
| Administrative Secretary, <i>part-tme</i>     | 0.00       | 0.46       | 0.00       | 0.00       | 0.00       |
| Total Full-Time Equivalents (FTEs)            | 0.00       | 0.46       | 0.48       | 0.48       | 1.00       |
| <b>INFORMATION SYSTEMS</b>                    |            |            |            |            |            |
| Information Systems Administrator             | 1.00       | 1.00       | 1.00       | 1.00       | 0.00       |
| Total Full-Time Equivalents (FTEs)            | 1.00       | 1.00       | 1.00       | 1.00       | 0.00       |
| <b>CABLE ACCESS TV</b>                        |            |            |            |            |            |
| Cable Access Coordinator                      | 0.90       | 0.90       | 1.00       | 1.00       | 1.00       |
| Cable Access Technician                       | 0.90       | 0.90       | 1.00       | 1.00       | 1.00       |
| Cable Equipment Operators                     | 0.44       | 0.44       | 0.75       | 0.75       | 0.75       |
| Total Full-Time Equivalents (FTEs)            | 2.24       | 2.24       | 2.75       | 2.75       | 2.75       |
| <b>POLICE DEPARTMENT</b>                      |            |            |            |            |            |
| <b>SWORN</b>                                  |            |            |            |            |            |
| Police Chief                                  | 1.00       | 1.00       | 1.00       | 1.00       | 1.00       |
| Police Commander                              | 1.00       | 1.00       | 1.00       | 1.00       | 0.00       |
| Police Lieutenant                             | 0.00       | 0.00       | 0.00       | 0.00       | 2.00       |
| Police Sergeant                               | 6.00       | 6.00       | 6.00       | 6.00       | 6.00       |
| Police Officer                                | 18.00      | 19.00      | 19.00      | 19.00      | 19.00      |
| <b>Sub-total Sworn</b>                        | 26.00      | 27.00      | 27.00      | 27.00      | 28.00      |
| <b>NON-SWORN</b>                              |            |            |            |            |            |
| Administrative Secretary                      | 1.00       | 1.00       | 1.00       | 1.00       | 1.00       |
| Community Safety Specialist                   | 0.46       | 0.92       | 0.96       | 0.96       | 0.96       |
| Community Service Officer                     | 0.00       | 0.00       | 0.96       | 0.96       | 0.96       |
| Crime Prevention Officer                      | 1.00       | 0.00       | 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       | 11.00      |
| 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       | 0.00       |
| <b>Sub-total Non-Sworn</b>                    | 13.96      | 13.42      | 14.42      | 14.42      | 17.42      |
| Total Full-Time Equivalents (FTEs)            | 39.96      | 40.42      | 41.42      | 41.42      | 45.42      |

**CITY OF PINOLE**  
**MULTI-YEAR POSITION LISTING**

| Department  | FY 2013-14    | FY 2014-15    | FY 2015-16    | FY 2016-17    | FY 2017-18    |
|---|---------------|---------------|---------------|---------------|---------------|
| <b>FIRE DEPARTMENT</b>                                |               |               |               |               |               |
| <b>SWORN</b>  |               |               |               |               |               |
| Fire Chief  | 0.00          | 1.00          | 1.00          | 1.00          | 1.00          |
| Administrative Battalion Chief                        | 0.00          | 0.00          | 1.00          | 1.00          | 0.00          |
| 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          | 1.00          | 1.00          | 1.00          | 1.00          |
| Fire Engineer/Paramedic                               | 3.00          | 3.00          | 2.00          | 2.00          | 2.00          |
| Fire Fighter/Paramedic                                | 5.00          | 5.00          | 3.00          | 3.00          | 3.00          |
| Fire Fighter  | 1.00          | 6.00          | 3.00          | 3.00          | 3.00          |
| <b>Sub-total Sworn</b>                                | 15.00         | 20.00         | 15.00         | 15.00         | 14.00         |
| <b>NON-SWORN</b>                                      |               |               |               |               |               |
| Administrative Secretary                              | 0.00          | 0.48          | 0.48          | 0.48          | 0.48          |
| <b>Sub-total Non-Sworn</b>                            | 0.00          | 0.48          | 0.48          | 0.48          | 0.48          |
| <b>Total Full-Time Equivalents (FTEs)</b>             | 15.00         | 20.48         | 15.48         | 15.48         | 14.48         |
| <b>PUBLIC WORKS</b>                                   |               |               |               |               |               |
| Development Services Director/City Engineer           | 1.00          | 1.00          | 1.00          | 1.00          | 1.00          |
| Management Analyst, <i>part-time/temporary</i>        | 0.00          | 0.48          | 0.00          | 0.00          | 0.00          |
| Project Manager                                       | 0.00          | 0.00          | 1.00          | 1.00          | 1.00          |
| Public Works Specialist                               | 1.00          | 1.00          | 1.00          | 1.00          | 1.00          |
| Administrative Secretary                              | 1.00          | 1.50          | 1.00          | 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          | 6.00          | 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          | 0.00          |
| Water Pollution Control Plant Operation Supervisor    | 0.00          | 0.00          | 0.00          | 0.00          | 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          | 5.00          | 5.00          |
| Maintenance Mechanic                                  | 0.00          | 0.00          | 0.00          | 1.00          | 1.00          |
| Water Pollution Control Plant Intern                  | 0.00          | 0.46          | 0.46          | 0.46          | 0.46          |
| Park Caretaker  | 0.25          | 0.25          | 0.25          | 0.25          | 0.25          |
| <b>Total Full-Time Equivalents (FTEs)</b>             | 22.25         | 23.69         | 23.71         | 24.71         | 24.71         |
| <b>COMMUNITY DEVELOPMENT</b>                          |               |               |               |               |               |
| Planning Manager                                      | 1.00          | 1.00          | 1.00          | 1.00          | 1.00          |
| Planning Assistant, <i>part-time/temporary</i>        | 0.90          | 0.00          | 0.00          | 0.00          | 0.00          |
| Building Inspector/Code Enforcement                   | 1.00          | 1.00          | 1.00          | 1.00          | 2.00          |
| Permit Technician                                     | 0.00          | 0.90          | 0.95          | 1.48          | 1.48          |
| Redevelopment Analyst                                 | 0.25          | 0.00          | 0.00          | 0.00          | 0.00          |
| Code Enforcement, <i>part-time/temporary</i>          | 0.90          | 0.00          | 0.00          | 0.00          | 0.00          |
| <b>Total Full-Time Equivalents (FTEs)</b>             | 4.05          | 2.90          | 2.95          | 3.48          | 4.48          |
| <b>RECREATION DEPARTMENT</b>                          |               |               |               |               |               |
| 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          | 0.00          | 0.00          |
| Senior Center Coordinator                             | 0.00          | 0.00          | 0.00          | 0.00          | 0.00          |
| Tiny Tots Program Coordinator                         | 0.88          | 0.00          | 0.00          | 0.00          | 0.00          |
| Youth Services Coordinator                            | 0.90          | 0.00          | 0.00          | 0.00          | 0.00          |
| Recreation Coordinator                                | 0.00          | 2.70          | 2.70          | 2.60          | 2.60          |
| Recreation Activities Specialist                      | 0.90          | 0.00          | 0.00          | 0.00          | 0.00          |
| Senior Recreation Leader                              | 1.00          | 1.50          | 1.50          | 1.50          | 1.50          |
| Recreation Leader                                     | 3.50          | 3.88          | 3.88          | 2.88          | 2.88          |
| Tiny Tots Recreation Leader                           | 1.48          | 1.38          | 1.10          | 1.13          | 1.13          |
| Custodian, <i>part-time/temporary</i>                 | 0.42          | 0.00          | 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> | 0.40          | 1.65          | 1.65          | 1.65          | 1.65          |
| <b>Total Full-Time Equivalents (FTEs)</b>             | 11.68         | 13.31         | 13.03         | 11.51         | 11.50         |
| <b>GRAND TOTAL ALL DEPARTMENTS</b>                    | <b>103.13</b> | <b>111.90</b> | <b>108.76</b> | <b>108.77</b> | <b>112.28</b> |





**RESOLUTION NO. 2017- 46**

**A RESOLUTION OF THE CITY OF PINOLE, COUNTY OF CONTRA COSTA, STATE OF CALIFORNIA, ADOPTING THE FISCAL YEAR 2017-18 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 2017-18; and

**WHEREAS**, the City Council has conducted a Public Hearing on the matter of the Fiscal Year 2017-18 Proposed Budget and has discussed the individual budgets with City staff members; and

**WHEREAS**, the City Council has solicited public input on the FY 2017-18 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 2017-18 commencing July 1, 2017 and ending June 30, 2018 is hereby approved and adopted.

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

|     |  |              |
|-----|--|--------------|
| 100 | General Fund                             | \$12,644,307 |
| 105 | Measure S 2006                           | 2,020,260    |
| 106 | Measure S 2014                           | 1,848,225    |
| 200 | Gas Tax                                  | 462,791      |
| 201 | Restricted Real Estate Maintenance       | 47,500       |
| 203 | Public Safety Augmentation Fund          | 150,857      |
| 204 | Police Grants                            | 291,939      |
| 205 | Traffic Safety Fund                      | 26,285       |
| 206 | Supplemental Law Enforcement Safety Fund | 96,657       |
| 207 | Storm Water Fund                         | 305,420      |
| 209 | Recreation Fund                          | 1,073,459    |
| 212 | Building and Planning Fund               | 1,144,067    |
| 213 | Refuse Management Fund                   | 113,522      |
| 215 | Measure J Fund                           | 184,525      |
| 285 | Housing Land Held for Resale Fund        | 189,996      |
| 310 | Lighting and Landscape Districts Fund    | 46,637       |
| 317 | Pinole Valley Caretaker Fund             | 14,749       |
| 325 | City Street Improvements Fund            | 225,000      |
| 377 | Arterial Street Rehabilitation Fund      | 250,000      |
| 500 | Sewer Enterprise Fund                    | 5,835,947    |
| 503 | Plant Expansion Fund                     | 18,277,900   |
| 505 | Cable Access TV Fund                     | 399,090      |
| 750 | Recognized Obligation Retirement Fund    | 253,500      |

**TOTAL OPERATIONS BUDGET     \$45,902,633**

**Section 3.** That the appropriations established for FY 2017-18 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 2017-18.

**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 2017-18 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 20<sup>th</sup> day June 2017, 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 introduced, passed and adopted on this 20<sup>th</sup> day of June, 2017.

  
\_\_\_\_\_  
Rosa G. Acosta  
City Clerk



**RESOLUTION NO. 2017- 42**

**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 2017-18**

**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:

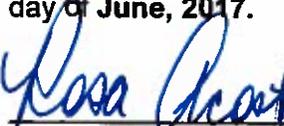
1. The Appropriations Limit for 2016-17 was established at \$116,309,500
2. That the adjustments allowable pursuant to the California Constitution which shall be applied to the previous year's limit are the change in population (1.13% increase in Contra Costa County) and the change in California per capita personal income a 3.69% increase.
3. That the factor has been calculated as follows:  
 $1.0113 \times 1.0369 = 1.0486$
4. That said factor, 1.0486 shall be used to adjust the FY 2017-18 Appropriations Limit.
5. That the Appropriations Limit for 2017-18 fiscal year is hereby established as \$121,962,142.

**FURTHER, BE IT RESOLVED** that The City of Pinole tax allocations for FY 2017-18 will be approximately \$16,766,292, which is below the authorized spending limit.

**PASSED AND ADOPTED** at a regular meeting of the Pinole City Council held on the 20<sup>th</sup> day of June 2017 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 introduced, passed and adopted on this 20<sup>th</sup> day of June, 2017.

  
Rosa G. Acosta  
City Clerk



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**RESOLUTION NO. 2017-53**

**A RESOLUTION OF THE CITY OF PINOLE, COUNTY OF CONTRA COSTA, STATE OF CALIFORNIA, APPROVING THE FISCAL YEARS 2017-18 THROUGH 2021-22 FIVE-YEAR CAPITAL IMPROVEMENT PLAN AND ADOPTING THE FISCAL YEAR 2017-18 CAPITAL BUDGET**

**WHEREAS**, the City Manager has presented a Proposed Capital Improvement Plan for the City of Pinole for Fiscal Years 2017-18 through 2021-22, and a proposed Capital Budget for Fiscal Year 2017-18; and

**WHEREAS**, the Planning Commission has reviewed the draft Five-Year Capital Improvement Plan for consistency with the City General Plan; and

**WHEREAS**, the City Council has solicited public input on the proposed Fiscal Years 2017-18 through 2021-22 Capital Improvement Plan and Capital Budget, at a Public Hearing.

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

**Section 1.** The Capital Improvement Plan for Fiscal Years 2017-18 through 2021-22 and Fiscal Year 2017-18 Capital Budget commencing July 1, 2017 and ending June 30, 2018 are hereby approved and adopted.

**Section 2.** That appropriations for the 2017-18 Fiscal Year are established by fund, as follows:

|     |  |            |
|-----|--|------------|
| 106 | Measure S 2014                           | 662,697    |
| 200 | Gas Tax                                  | 221,627    |
| 213 | Refuse Management Fund                   | 445,000    |
| 215 | Measure J Fund                           | 46,253     |
| 275 | Parkland Dedication Fund                 | 15,509     |
| 316 | Pinole Valley Park                       | 21,715     |
| 324 | Public Facilities Fund                   | 85,000     |
| 325 | City Street Improvements Fund            | 852,194    |
| 327 | Park Grants Fund                         | 24,491     |
| 377 | 2014 Arterial Street Rehabilitation Fund | 596,019    |
| 500 | Sewer Enterprise Fund                    | 535,000    |
| 503 | Plant Expansion Fund                     | 18,260,300 |

**TOTAL CAPITAL APPROPRIATIONS \$21,765,805**

**Section 3.** That the appropriations established for FY 2017-18 by fund shall be allocated to individual projects as presented in the Capital Improvement Plan.

**PASSED AND ADOPTED** this 15<sup>th</sup> day **August 2017**, by the following vote, to-wit:

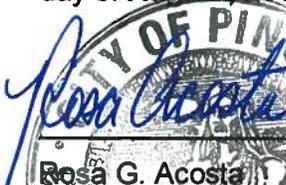
**AYES:** COUNCILMEMBERS: **Banuelos, Long, Murray, Swearingen, Toms**

**NOES:** COUNCILMEMBERS: **None**

**ABSENT:** COUNCILMEMBERS: **None**

**ABSTAIN:** COUNCILMEMBERS: **None**

I hereby certify that the foregoing resolution was introduced, passed and adopted on this 15<sup>th</sup> day of **August, 2017**.

  
\_\_\_\_\_  
Rosa G. Acosta  
City Clerk

