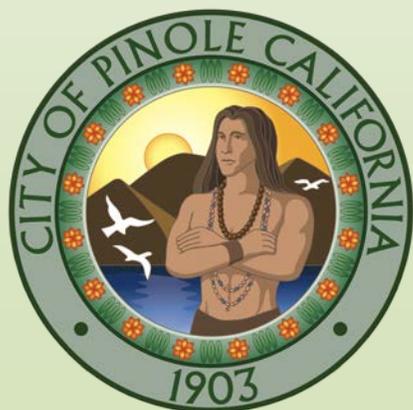


CITY OF PINOLE, CALIFORNIA

Fiscal Year 2018-19 Adopted Budget





**CITY OF PINOLE
ADOPTED FY 2018-19 BUDGET**

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CITY OF PINOLE

Office of the City Manager

June 19, 2018

Mayor, City Council and Residents of Pinole:

I am pleased to present to you the FY 2018-19 Proposed Budget for the City of Pinole and its Successor Agency. I am happy to report that we continue to be able to recommend a balanced budget.

We are maintaining projected increases in both revenues and expenditures for FY 2018-19. Following financial forecasts, we are being conservative in our projections, as fiscal analysts are advising that an economic downturn should be expected as early as 2019. Although we always want to be optimistic, we must face the reality that conservative budgeting is imperative to keep us out of another fiscal crisis when the inevitable downturn hits.

As always, staff continues to focus on providing quality services to our community, within our available resources. In the Police Department, our new collaborative Tri-City Dispatch and CAD/RMS (Records Management) agreement with the cities of Hercules and San Pablo has been operating very well. This is an incredible example of agencies working together to provide services at an affordable cost for all participants. The three agencies are reporting high satisfaction with the services received in FY 2017-18, and are looking forward to continuing this successful regional partnership well into the future. Unfortunately, our efforts to enter into a regional collaborative Administrative Services Agreement for our Fire Department with Contra Costa County Fire Protection District did not turn out to be feasible for Con Fire at this time. However, we have a new Fire Chief who is dedicated to providing the best services we can to our Community, and who is working to update the Battalion 7 Agreement with our surrounding partner agencies.

Other noteworthy projects continue to 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 loan process is now working smoothly for both Pinole and Hercules. The project is proceeding well, but the estimated completion date has moved to Spring of 2019 due to a variety of factors beyond the contractor's control. The last former Redevelopment Agency parcels in the Gateway area, on the east side of Pinole Valley Road, will be developed with a DaVita dialysis unit and a medical eye care and surgery center. The staff continues to work on potential disposition and development of the remaining former RDA/Housing properties.

The Finance and Recreation Departments have successfully implemented new software programs. The Human Resources Department implemented a new web-based recruitment software, expanding our potential candidate pool and simplifying the application process. Development Services is working on implementing a module for their system that would allow for certain permit applications and business licenses to be submitted online, as well as

making more information available to the public through our website. We look forward to launching the City's new website in Summer 2018. Each of these changes is being made in an effort to maximize staff efficiencies through technology, while also hopefully enhancing the customer/user's experience. Finance staff is also working to finalize our new staffing cost allocation plan. When that is completed we can move forward with our citywide fee structure analysis, to ensure that we are capturing enough revenue to cover actual expenses for providing services.

Fiscal Year 2018-19 looks strong for now, and we will continue to keep a close eye on the next few fiscal years projections. New to the budget document are 5-year projections for the General Fund, Measure S 2006, and Measure S 2014. We provide these in an effort to enhance the public's access to long-range projections of these key funding sources.

Our FY 2018-19 Budget highlights include:

General Fund

General Fund revenues are expected to be sufficient to meet anticipated expenditures in FY 2018-19.

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. Sales Tax and UUT are projected with very moderate increases, while Property Taxes are anticipated to show a more robust increase. We should note that part of the reason for the increase in Property Tax revenues is the elimination of the Vehicle License Fee in-lieu, known as the triple-flip.

The FY 2018-19 Preliminary Budget is balanced and there is a positive net result projected of \$305,909 at fiscal year-end. Although the Proposed FY 2018-19 Budget is balanced, the City still faces many pending unfunded liabilities with unknown fiscal impacts. These include, funding Public Employees Retirement System (PERS) future retirement expenses that are projected to continue to increase through at least FY 2020-21, when they will hopefully stabilize. However, those higher contribution rates are expected to remain in effect through FY 2037-38, when it is projected we will begin to see a gradual decline. In addition, replacing depreciated vehicles and equipment, addressing deferred maintenance on City facilities, Other Post-Employment Benefits (OPEB), and Compensated Absences are ongoing concerns. On a positive note, Council has been working for nearly a year to develop a plan to address the projected PERS increases for Classic members. More information on that will be coming in the next few months.

In recent years the City was able to improve the General Fund's financial condition by establishing a reserve of over \$3 million. This Fund Balance is a result of one time revenues from the sale of property from the former Redevelopment Agency received in FY 2014-15, transferring \$200,000 in Measure S 2014 revenues in FY 2016-17 and 2017-18, and prior fiscal year surpluses being saved. The City has established a minimum goal of funding a Reserve which is equivalent to 10% of expenditures or 180 days operating cash, whichever is greater. At the time that goal was set, the amount was \$5.5 million. Based on the FY 2018-19 projected budget, 180 days of operating cash is equivalent to \$6.9 million.

➤ **Utility Users Tax (UUT)**

This is the City's third (3rd) largest General Fund revenue source, bringing in an estimated \$2 million per year. Currently the UUT has a sunset date of December 2020. At the November 7, 2017, meeting Council discussed placing a measure on the November 2018 ballot to seek renewal of the UUT. Authority was given to the City Manager to bring that measure forward, and a resolution to place the question on the November 2018 ballot will be brought to Council on June 19, 2018.

As is well known, the City cannot risk losing this vital General Fund revenue. As citizens express interest in the City enhancing services, loss of this revenue would severely impact the City's ability to fund existing service levels. It goes without saying that the loss of approximately \$2 million from a \$14 million budget would result in decreased services. Although I do not wish to expressly state exact service reductions that would be required, given the fact that over sixty-one percent (61%) of the General Fund expenditures are directed to public safety activities, those areas would be impacted. Any operational areas that receive General Fund contributions now, or will need them when their own fund balances are exhausted, would also need to be evaluated for reductions. Those include most of our Recreation activities and PCTV. Of course, it is not my interest to reduce any services to the Community. However, I must be forthcoming with the reality that a loss of this magnitude would be devastating.

Measure S 2006

The Measure S 2006 FY 2018-19 budget is projecting a \$49,666 use of fund balance. The use of fund balance is the result of carrying over a one-time allocation of \$50,000 to the Fire Department for apparatus repair. These funds continue to support Police and Fire operations. To balance this Fund we had to move Police Dispatch overtime and equipment purchase, and fifty-five percent (55%) of the Fire Battalion Chief staffing allocation to the General Fund. The fund balance is projected to be \$1,998,586 at June 30, 2019. Of this amount, the Council has directed staff to allocate \$400,000 in FY 2018-19 toward a new engine in the Fire Department.

Measure S 2014

Fiscal Year 2018-19 marks the fourth full year the City will receive the Use Taxes from Measure S 2014. Appropriations for year four of the Five-Year Plan approved by the City Council on May 5, 2015, have been incorporated into the Proposed FY 2018-19 Budget. The money is used to address some of the City's operational and capital improvement needs. Given the number of other high priority tasks staff has undertaken over the last couple of years, several of the planned CIP projects funded from Measure S 2014 have not been completed. Those allocations will be carried forward into the FY 2018-19 CIP when it is brought forward for Council consideration later this year.

The Measure S 2014 budget is projecting positive net results for FY 2018-19 of \$94,937. Estimated fund balance is projected to be \$2,125,417 at June 30, 2019. But again, much of this will need to be allocated to projects that were planned but not completed.

Wastewater Fund

The FY 2018-19 Sewer Enterprise and Wastewater budgets are projected to end the year with a modest use of fund balance of \$11,511. This is due to the addition of a \$1.2 million capital project for the Hazel Street Pump Station. The estimated Wastewater fund balance is projected to be \$11,377,005 at June 30, 2019.

Council will hold a public hearing on July 17, 2018 to analyze new rates for FY 2018-19 through 2022-23 to ensure revenues will continue to exceed expenditures into the future. This is particularly important as additional revenue is needed to fund the debt service on the State Revolving Fund loan utilized to fund the Water Pollution Control Plant Upgrade Project.

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. For FY 2018-19 we are projecting \$315,100 in new SB1 revenues. However, we are monitoring if these funds will face a ballot measure recall via public initiative in November 2018, as signature gathering to qualify the measure is underway at this time.

Capital Projects

The City Council adopted a Five-Year Capital Improvement Plan August 15, 2017. Replacement of the restrooms in Fernandez Park should be complete this Summer. The most exciting project is the regionally significant replacement of the San Pablo Avenue vehicle and pedestrian bridge over the BNSF tracks into Hercules. Caltrans programmed and authorized Federal and State funding for the environmental and design phases of the project in their five year funding plan. This project has been programmed beyond the immediate five year funding plan for \$15,773,000 for the construction phase. The project was added to the Contra Costa Transportation Authority project list, which will be key in funding the local match for construction of \$1,809,255.

Conclusion

The FY 2018-19 Preliminary Budget was made available to the Public and reviewed at a Finance Subcommittee meeting on May 23rd. The City Council held a Budget Workshop on May 29th, and will hold a Public Hearing on June 19, 2018 for the City Council to consider the Preliminary Budget and to receive public comment.

Again this year 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.

Sincerely,

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

Michelle Fitzer
City Manager

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CITY OF PINOLE
ELECTED OFFICIALS AND
ADMINISTRATIVE PERSONNEL

JUNE 30, 2018

ELECTED OFFICIALS

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

ADMINISTRATIVE PERSONNEL

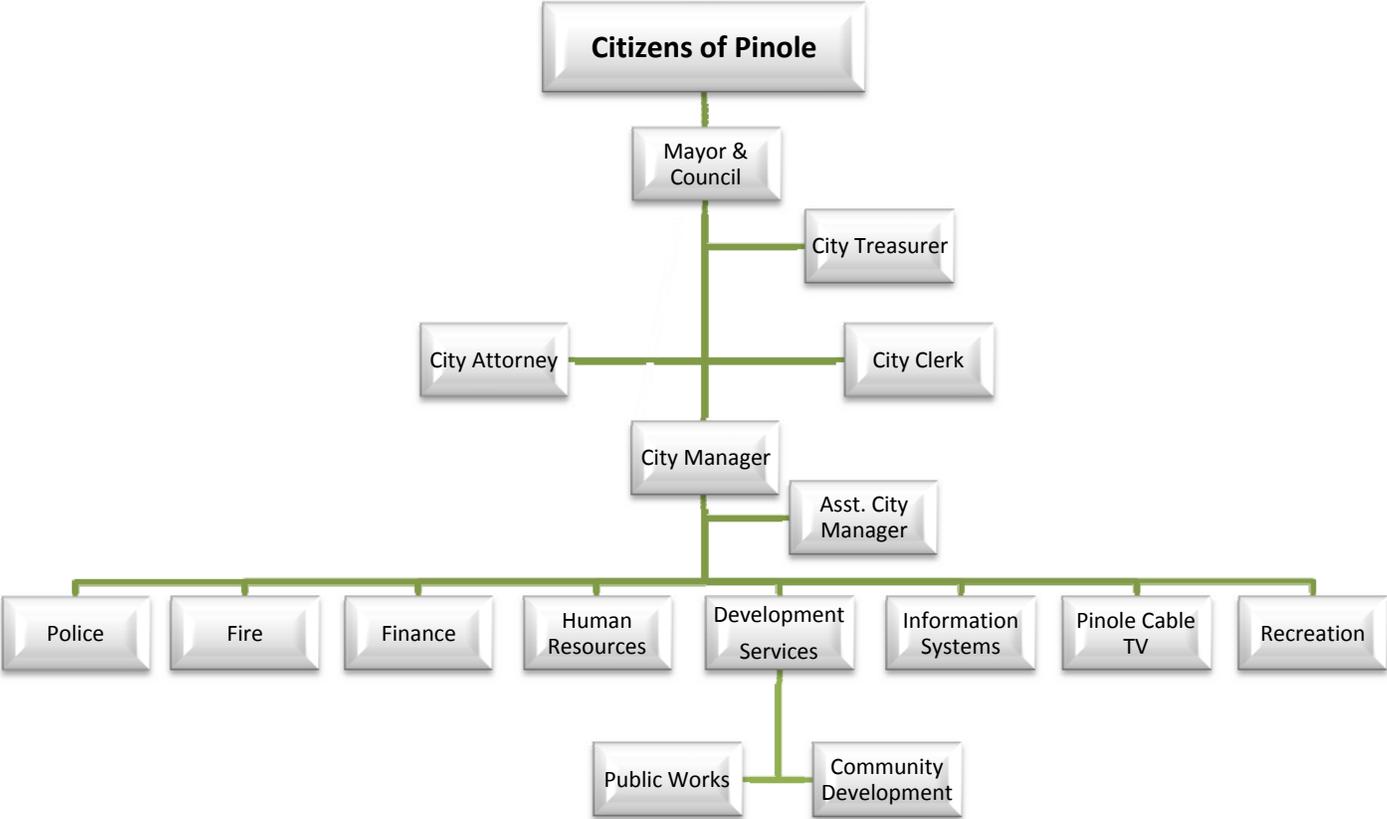
City Manager	Michelle Fitzer
Assistant City Manager	Hector De La Rosa
City Attorney (Contract)	Eric Casher
Development Services Director	Tamara Miller
Finance Director	Andrea Miller
Police Chief	Neil Gang
Fire Chief	Scott Kouns
City Clerk	Rosa Acosta



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CITY OF PINOLE – ORGANIZATIONAL CHART



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BUDGET OVERVIEW

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 January 1, 2018 was 19,236, 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.

BUDGET OVERVIEW

Jurisdictional Comparison

	City of Pinole	City of Hercules	City of San Pablo	City of El Cerrito
Form of Government	Council-Manager General Law	Council-Manager General Law	Council-Manager General Law	Council-Manager General Law
Year Incorporated	1903	1900	1948	1917
Budget Comparison				
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
Demographics				
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

BUDGET OVERVIEW

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 Director 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.

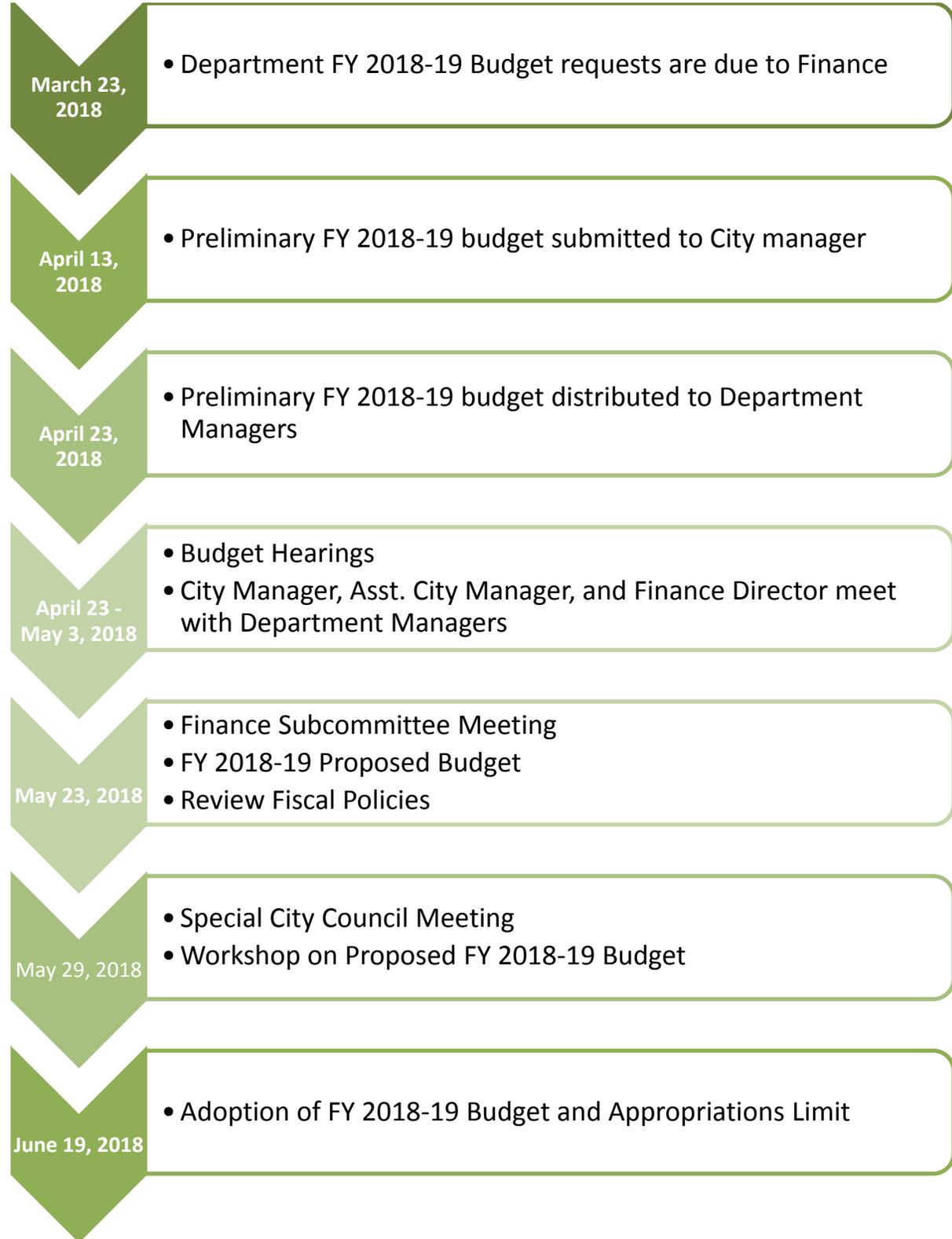
A budget Public Hearing is held in June where the budget for the upcoming fiscal year is considered by the City Council. Additional meetings may be held during June to discuss the budget if necessary. Active public participation is encouraged following the presentation of the Proposed Budget. Appropriate 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 30th 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.

BUDGET OVERVIEW

Budget Calendar



BUDGET OVERVIEW

Financial Policies

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

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

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

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

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

BUDGET OVERVIEW

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

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

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

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

BUDGET OVERVIEW

Accounting and Budget Basis

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

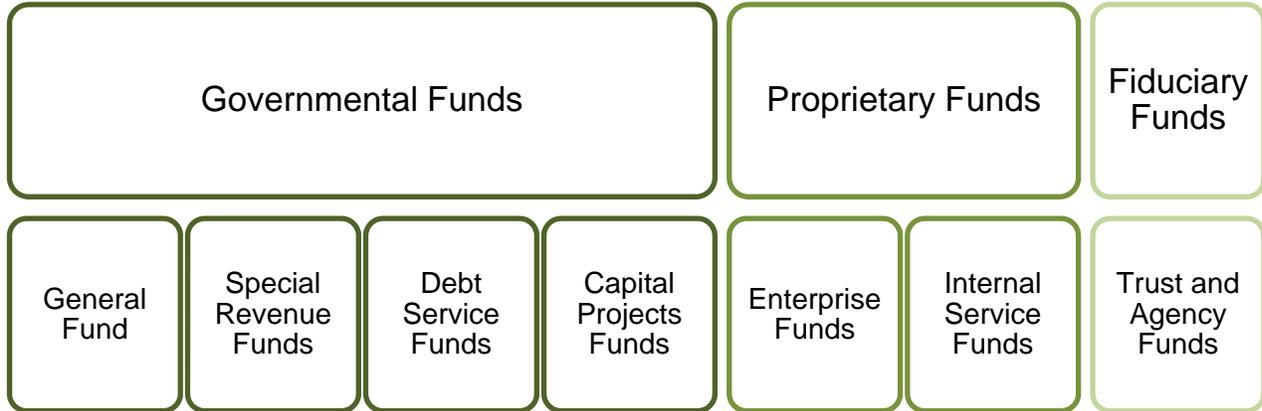
Proprietary fund financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenue is recognized when earned and expenses when the liability is incurred regardless of timing of related cash flows.

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

Fund Structure

The City uses funds to report its current financial position and the results of its operations. Fund accounting is designed to demonstrate legal compliance and to aid in financial management by segregating transactions related to certain governmental functions 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.

BUDGET OVERVIEW

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. As a result of the Road Repair and Accountability Act of 2017 (SB1 Beall), funds received as part of the Road Maintenance and Rehabilitation Account (RMRA) Section 2106 are also accounted for in this fund. 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.

Traffic Safety Fund - 205

The Traffic Safety Fund accounts for fines and forfeitures received by the City under Section 1463 of the Penal Code. 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 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

BUDGET OVERVIEW

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.

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.

BUDGET OVERVIEW

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

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

PROPRIETARY FUNDS

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

Sewer Enterprise Fund - 500

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

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

BUDGET OVERVIEW

Administrative staff time up to \$250,000 per year, and other enforceable obligations in accordance with the Recognized Obligations Payment Schedule (ROPS).

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 2018-19 local secured and unsecured property taxes are forecast to be \$2,410,794 which comprises 17% of the General Fund revenues. Property Tax settlements are received in December, April and June.

It is anticipated that the City's Redevelopment Successor Agency will also receive approximately \$1.2 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.

BUDGET OVERVIEW

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. These funds are received directly from the State on a monthly basis. Sales taxes represent approximately 26% 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 2018-19 estimates are 2% greater than the estimate of projected collections for 2017-18.

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, 14%, of the General Fund revenues in fiscal year 2018-19.

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 \$744 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 \$138 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 \$325 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).

BUDGET OVERVIEW

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 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 2018-19 revenue is \$1.7 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 2017-18 is expected in 2018-19.

Dispatch Services are provided to the cities of Hercules and San Pablo under an Intergovernmental Service Sharing agreement. A portion of the costs of this activity are reimbursed by the City of Hercules and City of San Pablo. The current reimbursement commitment of \$1,086,656 covers approximately 68% of the activity's budget.

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

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.

BUDGET OVERVIEW

Revenue

Overall, the City's finances have continued to show signs of recovery. The Proposed FY 2018-19 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 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 2018-19 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 new Gateway Plaza Shopping Center.

General Fund

In FY 2018-19, the City's primary operating fund, the General Fund, is projected to generate a surplus of \$305,909. 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. Staff has included five-year projections

BUDGET OVERVIEW

for the General Fund and Measure S 2006 and 2014 funds that take the projected change in PERS rates into consideration.

General Fund revenue is projected at \$707,670 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.

Department expenditure budgets are mostly status quo with increases built in to reflect MOU increases for contracts that extend through FY 2018-19 and increases in employee benefit costs.

Measure S 2006

Measure S 2006 FY 2018-19 revenue estimates are \$26,600 higher than current year revenue estimates. Expenditures are projected at \$161,520 less than current year projections primarily the result of reducing overtime and allocating 50% of Battalion Chief salary and benefits to the General Fund. The operating budget is otherwise status quo with a projected \$499,666 use of fund balance due to a \$50,000 carry forward from FY 2017-18 and the allocation of \$400,000 towards the purchase of a reserve fire engine at the City Council's direction during the May 29th Budget Workshop. 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 \$26,600 higher than current year revenue projections. Expenditures are projected at \$189,063 less than current year estimates. Revenue is projected to exceed expenditures by \$94,937.

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 projects funded and/or completed in the current fiscal year, and benefits for a position budgeted in FY 2017-18 with full benefits filled with an employee with less benefit costs.

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

BUDGET OVERVIEW

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.

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 2018-19:

Measure S 2006	-499,666
NPDES Storm Water	-2,405
Building and Planning	-271,803
Refuse Management	-56,448
Housing Fund	-84,383
Lighting and Landscape District	-8,072
Sewer Enterprise	-11,511

The deficits in some of these funds are not "structural" in nature. For example, the fee revenues received by the Building and Planning 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 \$804,375, \$367,774 above current year revenue estimates. This is the result of the recently adopted Governors budget which provides \$21,571 for loan repayments over a three year period to repay funds the State borrowed from the General Fund, and \$315,100 for Road Maintenance and Rehabilitation Account (RMRA) to provide additional funding for local streets and roads . Expenditures are projected at \$436,601 for FY 2018-19, a decrease of \$26,190 compared to the current fiscal year. The capital budget which allocates funding for streets and road repair is under development and will be presented to Council on July 17, 2018.

BUDGET OVERVIEW

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 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 2018-19 revenue is projected to be \$12,001 less than the current year revenue. This is largely as a result of decreased participation in Youth Center and Day Camp programs as a result of reduced staffing and the need to maintain student-to-teacher ratios; discontinued breakfast at the Senior Center; Pinole Area Senior Foundation contribution is no longer available; and, a shift in requiring online enrollment for programs versus walk-ins. Expenditures are projected to be \$132,451 higher than current year expenditure appropriations. This is largely due to an increase benefits and cost-of-living increases, Senior Center flooring and chair replacement costs included in FY 2018-19, and an increase in maintenance and structure improvement contracts. Expenditures are projected to exceed revenue by \$370,902; as a result, staff is proposing an operating contribution from the General Fund.

Building and Planning Fund

FY 2018-19 revenues of \$768,050 are projected to be \$271,803 less than proposed expenditures of \$1,039,853. 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

BUDGET OVERVIEW

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.

FY 2018-19 revenue is projected to be \$245,810, \$178,736 less than expenditures of \$424,546. 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 \$123,736 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 \$11.4 million, at fiscal year ending June 30, 2018. For FY 2018-19, "Pinole Only" operating revenues are projected at \$5,217,654. 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 with an estimated completion date of Spring 2019.

EXPENDITURES

Expenditures for the Wastewater Fund include three components; plant operations, the collection system and capital improvements at the treatment plant. Operational costs at

BUDGET OVERVIEW

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 2018-19 is \$3,697,317. 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 \$1,885,632). The City of Pinole bills the City of Hercules on a monthly basis for their share of the costs.

Equipment Replacement Fund Established

Through the rate structure, the City is now including for the six year in a row, a budget to establish reserves for replacement 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 equipment replacement reserve account will provide for a "pay-as-you-go" method 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 depreciated amount of existing assets, a total of \$580,000 was necessary to establish replacement funds for 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 was \$290,000. Staff is proposing to increase the equipment replacement allocation to \$340,000.

Collection System

The FY 2018-19 proposed budget for the Collection System is \$2,385,251. 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, and \$1.2 million funding upgrades to the the Hazel Street Pump Station.

Capital Improvement Projects

The City Council adopted a Five-Year Capital Improvement Plan on August 15, 2017. Staff anticipates returning to City Council on July 17, 2018 with a Proposed FY 2018-23 Five-Year Capital Improvement Plan with adoption on August 21, 2018.

BUDGET OVERVIEW

Staff will continue progress on the Water Pollution Control Plant Upgrade Project in FY 2018-19 with estimated project completion in Spring of 2019.

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. 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.

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, 2018 to June 30, 2019 at an actuarially determined rate of 38.103% and 47.318% 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 16.000% for its miscellaneous and safety employees respectively. Employer contributions in excess of the 8.509% and 16.000% 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

BUDGET OVERVIEW

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%

Funding Policy: The City's contribution for each retiree is capped at the Kaiser BayArea/Sacramento family premium. The premium as of July 1, 2018 is \$2,027.64 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:

Type of Coverage (Deductible)	Coverage Limits
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 fourth 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.

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**CITY OF PINOLE
BUDGET SUMMARIES**

	2015-2016	2016-2017	2017-2018	2017-2018	2018-2019	
	Actual	Actual	Revised Budget	Actual Thru Mar-18	Proposed	Notes
Fund: 100 - General Fund						
Revenue:						
311 - Property Taxes	2,037,205	2,201,877	2,560,503	1,210,567	2,587,392	
RPTTF and Passthrough Payments	1,344,448	1,251,195	579,690	1,945,456	1,200,000	
312 - Sales and Use Taxes	3,833,795	3,606,395	3,638,966	2,627,758	3,685,921	
313 - Utility Users Tax	1,876,318	2,066,623	1,912,350	1,459,321	1,930,000	
314 - Franchise Taxes	687,737	717,013	712,350	699,362	744,128	
315 - Other Taxes	763,252	812,417	780,000	685,689	790,000	
321 - Intergovernmental Taxes	1,553,895	1,647,297	1,539,950	855,964	1,736,706	
322 - Federal Grants	209,203	-	6,545	-	-	
323 - State Grants	105,929	23,435	66,600	17,971	35,000	
324 - Other Grants	47,385	60,467	49,437	-	49,437	
332 - Permits	47,705	61,096	53,500	55,612	76,700	
341 - Review Fees	27,084	35,125	57,905	16,491	30,000	
342 - Other Fees	56,895	26,159	3,000	6,241	60,500	
343 - Abatement Fees	3,377	4,242	2,000	576	4,000	
351 - Fines and Forfeiture	38,162	38,876	54,050	31,172	59,050	
361 - Public Safety Charges	364,079	529,686	1,344,283	968,609	1,123,939	
370 - Interest and Investment Income	77,060	(18,559)	55,000	(2,813)	55,000	
381 - Rental Income	82,215	81,510	81,450	76,664	81,450	
383 - Reimbursements	79,036	4,171	14,748	34,433	4,276	
384 - Other Revenue	84,739	17,355	46,752	50,138	14,000	
392 - Proceeds from Sale of Property	1,909	16,099	11,750	11,931	11,000	
Revenue Total:	13,321,427	13,182,479	13,570,829	10,751,141	14,278,499	
399 - Transfers In	49,398	200,000	200,000	-	200,000	[1,2]
Sources Total:	13,370,825	13,382,479	13,770,829	10,751,141	14,478,499	
Expenditures:						
Department: 10 - City Council Total:	64,538	81,942	113,248	63,177	130,636	
Department: 11 - City Manager Total:	133,617	112,444	110,668	92,009	141,871	
Department: 12 - City Clerk Total:	229,431	123,878	236,016	143,016	226,183	
Department: 13 - City Treasurer Total:	3,699	5,722	8,444	8,036	11,434	
Department: 14 - City Attorney Total:	312,911	200,331	215,775	113,782	96,820	
Department: 15 - Finance Department Total:	383,415	403,152	401,812	305,320	455,345	
Department: 16 - Human Resources Total:	309,598	275,138	310,609	226,822	389,020	
Division: 117 - General Government Total:	1,223,439	1,101,421	1,430,137	1,212,203	1,451,337	
Administrative Total:	2,660,649	2,304,028	2,826,709	2,164,365	2,902,646	
Division: 221 - Police Operations Total:	2,502,583	2,566,750	3,060,890	2,172,937	3,228,746	
Division: 222 - Police Support Services Total:	1,017,905	942,507	1,091,933	542,483	1,080,079	
Division: 223 - Dispatch WBCC Total:	1,038,836	1,116,412	1,463,189	1,135,952	1,598,024	
Division: 231 - Fire Total:	2,600,212	3,266,865	2,575,750	1,593,559	2,978,161	
Public Safety Total:	7,159,537	7,892,534	8,191,762	5,444,931	8,885,009	
Division: 341 - Administration/Engineering Total:	229,699	105,332	127,091	79,293	137,078	
Division: 342 - Road Maintenance Total:	31,851	31,926	51,823	28,614	55,914	
Division: 343 - Facility Maintenance Total:	538,801	428,408	436,814	373,762	390,107	
Division: 345 - Park Maintenance Total:	159,086	199,490	248,473	135,839	236,311	
Public Works Total:	959,437	765,157	864,201	617,508	819,410	
Division: 461 - Planning Total:	2,548	7,749	8,345	6,004	9,893	
Division: 462 - Building Inspection Total:	2,237	210	59,122	-	-	
Division: 465 - Code Enforcement Total:	-	-	-	-	72,694	
Community Development Total:	4,785	7,959	67,467	6,004	82,587	
Division: 554 - Youth Center Total:	-	5,837	-	-	-	
Department: 55 - Recreation Total:	-	5,837	-	-	-	
481 - Debt Service	554,467	326,081	768,300	505,000	783,300	[3]
Sub-Total:	11,338,874	11,301,596	12,718,439	8,737,808	13,472,952	
499 - Transfers Out	5,000	30,000	133,566	-	499,638	[2]
Expenditure Total:	11,343,874	11,331,596	12,852,005	8,737,808	13,972,590	
Fund: 100 - General Fund Net Results	1,977,553	1,850,883	718,824	2,013,333	305,909	
FUND BALANCE, JULY 1	3,232,117	5,209,670	7,060,553		7,779,377	
FUND BALANCE, JUNE 30	5,209,670	7,060,553	7,779,377		8,085,286	

[1] General Reserve allocation. Not for operations.

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

[3] Refer to Debt Obligations on B-14 and B-15 for details.

**CITY OF PINOLE
BUDGET SUMMARIES**

	2015-2016 Actual	2016-2017 Actual	2017-2018 Revised Budget	2017-2018 Actual Thru Mar- 18	2018-2019 Proposed	Notes
Fund: 105 - Measure S -2006						
Revenue						
312 - Sales and Use Taxes	1,959,773	1,909,172	1,919,000	1,454,639	1,945,600	
370 - Interest and Investment Income	5,853	443	2,700	6,362	1,000	
383 - Reimbursements	-	-	6,500	18,680	-	
Revenue Total:	1,965,626	1,909,615	1,928,200	1,479,681	1,946,600	
Expenditures:						
Division: 221 - Police Operations Total:	1,124,953	1,055,123	1,677,837	821,355	1,445,220	
Division: 223 - Dispatch WBCC Total:	-	58,993	25,000	206,301	-	
Division: 231 - Fire Total:	555,295	655,666	854,949	561,656	951,046	[1]
Expenditure Total:	1,680,249	1,769,782	2,557,786	1,589,313	2,396,266	
Fund: 105 - Measure S -2006 Net Results	285,377	139,834	(629,586)	(109,632)	(449,666)	
FUND BALANCE, JULY 1	2,252,628	2,538,005	2,677,838		2,048,252	
FUND BALANCE, JUNE 30	2,538,005	2,677,838	2,048,252		1,598,586	
Fund: 106 - MEASURE S-2014						
Revenue						
312 - Sales and Use Taxes	2,065,627	1,896,338	1,919,000	1,243,683	1,945,600	
370 - Interest and Investment Income	2,398	262	2,700	6,519	1,000	
Revenue Total:	2,068,025	1,896,600	1,921,700	1,250,202	1,946,600	
Expenditures:						
Division: 114 - City Attorney Total:	-	48,786	45,000	40,417	-	
Division: 115 - Finance Department Total:	-	2,500	5,000	-	4,865	
Division: 117 - General Government Total:	-	120,000	125,000	-	145,000	
Division: 118 - Information Systems Total:	103,618	135,848	150,000	81,334	125,000	
Division: 119 - Cable Access TV Total:	30,616	-	-	-	-	
Administrative Total:	134,234	307,134	325,000	121,751	274,865	
Division: 221 - Police Operations Total:	38,157	44,162	104,554	32,384	106,306	
Division: 223 - Dispatch WBCC Total:	-	-	25,000	-	-	
Division: 231 - Fire Total:	18,683	11,589	359,760	34,637	314,663	
Public Safety Total:	56,840	55,752	489,314	67,021	420,969	
Division: 341 - Administration/Engineering Total:	53,101	15,697	54,446	34,194	56,237	
Division: 343 - Facility Maintenance Total:	202,807	3,229	184,966	29,472	227,592	
Division: 344 - NPDES Storm Drain Total:	-	-	150,000	-	150,000	
Division: 345 - Park Maintenance Total:	59,054	5,882	55,000	6,475	15,000	
Public Works Total:	314,962	24,809	444,412	70,141	448,829	
Division: 551 - Recreation Administration Total:	2,964	6,946	7,000	1,961	-	
Recreation Total:	38,964	6,946	7,000	1,961	-	
499 - Transfers Out	441,000	841,364	775,000	-	707,000	[2]
Expense Total:	986,000	1,236,004	2,040,726	260,873	1,851,663	
Fund: 106 - MEASURE S-2014 Net Results	1,082,025	660,596	(119,026)	989,329	94,937	
FUND BALANCE, JULY 1	406,885	1,488,910	2,149,506		2,030,480	
FUND BALANCE, JUNE 30	1,488,910	2,149,506	2,030,480		2,125,417	

[1] Carry over \$50,000 for reserve fire engine purchase; \$400,000 towards the purchase of a new engine. Use of fund balance .

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

**CITY OF PINOLE
BUDGET SUMMARIES**

	2015-2016 Actual	2016-2017 Actual	2017-2018 Revised Budget	2017-2018 Actual Thru Mar- 18	2018-2019 Proposed	Notes
Fund: 160 - EQUIPMENT RESERVE						
Revenue						
385 - Indirect Cost Allocations	-	120,000	125,000	-	125,000	
Revenue Total:	-	120,000	125,000	-	125,000	
Expense						
Division: 222 - Police Support Services Total:	49,398	-	-	-	-	
Department: 22 - Police Department Total:	49,398	-	-	-	-	
Expense Total:	49,398	-	-	-	-	
Fund: 160 - EQUIPMENT RESERVE Net Results	(49,398)	120,000	125,000	-	125,000	
FUND BALANCE, JULY 1	75,586	26,188	146,188		271,188	
FUND BALANCE, JUNE 30	26,188	146,188	271,188		396,188	
Fund: 200 - Gas Tax Fund						
Revenue						
321 - Intergovernmental Taxes	417,474	365,347	528,732	354,727	804,375	
370 - Interest and Investment Income	928	317	500	916	-	
Revenue Total:	418,401	365,664	529,232	355,643	804,375	
Expense						
Division: 341 - Administration/Engineering Total:	270,790	391,415	462,791	221,049	-	
Division: 342 - Road Maintenance Total:	-	-	-	-	436,601	
Division: 343 - Facility Maintenance Total:	-	747	-	53	-	
Department: 34 - Public Works Total:	270,790	392,162	462,791	221,102	436,601	
Expense Total:	270,790	392,162	462,791	221,102	436,601	
Fund: 200 - Gas Tax Fund Net Results	147,611	(26,498)	66,441	134,541	367,774	
FUND BALANCE, JULY 1	155,357	302,968	276,470		342,911	
FUND BALANCE, JUNE 30	302,968	276,470	342,911		710,685	
Fund: 201 - Restricted Real Estate Maintenance Fund						
Revenue						
342 - Other Fees	2,700	2,725	3,175	1,825	3,175	
381 - Rental Income	34,000	36,211	34,000	5,342	34,000	
384 - Other Revenue	-	5,274	-	-	-	
Revenue Total:	36,700	44,211	37,175	7,167	37,175	
Expense						
Division: 343 - Facility Maintenance Total:	48,762	23,142	47,500	21,424	37,175	
Department: 34 - Public Works Total:	48,762	23,142	47,500	21,424	37,175	
Expense Total:	48,762	23,142	47,500	21,424	37,175	
Fund: 201 - Restricted RE Maint. Fund Net Results	(12,062)	21,069	(10,325)	(14,257)	-	
FUND BALANCE, JULY 1	143,851	131,789	152,858		142,533	
FUND BALANCE, JUNE 30	131,789	152,858	142,533		142,533	
Fund: 203 - Public Safety Augmentation Fund						
Revenue						
321 - Intergovernmental Taxes	164,902	184,740	155,000	115,740	174,069	
370 - Interest and Investment Income	357	(4)	500	706	500	
Revenue Total:	165,259	184,736	155,500	116,446	174,569	
Expense						
Division: 221 - Police Operations Total:	-	144,472	150,857	108,722	151,406	
Department: 22 - Police Department Total:	-	144,472	150,857	108,722	151,406	
Expense Total:	-	144,472	150,857	108,722	151,406	
Fund: 203 - Public Safety Augmentation Net Results	165,259	40,264	4,643	7,724	23,163	
FUND BALANCE, JULY 1	56,776	222,036	262,300		266,943	
FUND BALANCE, JUNE 30	222,036	262,300	266,943		290,106	

**CITY OF PINOLE
BUDGET SUMMARIES**

	2015-2016 Actual	2016-2017 Actual	2017-2018 Revised Budget	2017-2018 Actual Thru Mar- 18	2018-2019 Proposed	Notes
Fund: 204 - Police Grants						
Revenue						
323 - State Grants	75,512	13,118	-	-	-	
324 - Other Grants	480,000	320,000	320,000	164,000	320,000	
Revenue Total:	555,512	333,118	320,000	164,000	320,000	
Expense						
Division: 227 - Police Grants Total:	569,842	346,787	291,941	277,957	274,003	
Department: 22 - Police Department Total:	569,842	346,787	291,941	277,957	274,003	
Expense Total:	569,842	346,787	291,941	277,957	274,003	
Fund: 204 - Police Grants Net Results	(14,330)	(13,669)	28,059	(113,957)	45,997	
FUND BALANCE, JULY 1	72,012	57,682	44,013		72,072	
FUND BALANCE, JUNE 30	57,682	44,013	72,072		118,069	
Fund: 205 - Traffic Safety Fund						
Revenue						
351 - Fines and Forfeiture	50,994	43,889	57,750	13,350	57,750	
370 - Interest and Investment Income	188	40	250	330	-	
Revenue Total:	51,182	43,929	58,000	13,679	57,750	
Expense						
Division: 227 - Police Grants Total:	10,849	14,256	26,284	7,089	18,458	
Division: 341 - Administration/Engineering Total:	2,809	-	-	-	-	
Expense Total:	13,659	14,256	26,284	7,089	18,458	
Fund: 205 - Traffic Safety Fund Net Results	37,523	29,672	31,716	6,591	39,292	
FUND BALANCE, JULY 1	43,796	81,319	110,992		142,708	
FUND BALANCE, JUNE 30	81,319	110,992	142,708		182,000	
Fund: 206 - Supplemental Law Enforcement Svc Fund						
Revenue						
323 - State Grants	143,942	139,416	100,000	100,000	100,000	
370 - Interest and Investment Income	85	35	175	245	-	
Revenue Total:	144,027	139,452	100,175	100,245	100,000	
Expense						
Division: 227 - Police Grants Total:	91,915	100,137	96,657	65,761	100,000	
Expense Total:	91,915	100,137	96,657	65,761	100,000	
Fund: 206 - Suppl. Law Enf. Svc Fund Net Results	52,111	39,315	3,518	34,484	-	
FUND BALANCE, JULY 1	19,661	71,772	111,088		114,606	
FUND BALANCE, JUNE 30	71,772	111,088	114,606		114,606	
Fund: 207 - NPDES Storm Water Fund						
Revenue						
321 - Intergovernmental Taxes	263,990	239,503	315,768	170,363	315,768	
332 - Permits	902	-	-	-	-	
370 - Interest and Investment Income	103	(78)	175	94	-	
384 - Other Revenue	-	-	-	378	-	
Revenue Total:	264,995	239,425	315,943	170,836	315,768	
Expense						
Division: 344 - NPDES Storm Drain Total:	161,106	255,169	305,420	177,522	318,173	
Expense Total:	161,106	255,169	305,420	177,522	318,173	
Fund: 207 - NPDES Storm Water Fund Net Results	103,889	(15,744)	10,523	(6,686)	(2,405)	
FUND BALANCE, JULY 1	(10,168)	93,720	77,976		88,499	
FUND BALANCE, JUNE 30	93,720	77,976	88,499		86,094	

**CITY OF PINOLE
BUDGET SUMMARIES**

	2015-2016	2016-2017	2017-2018	2017-2018	2018-2019	
	Actual	Actual	Revised Budget	Actual Thru Mar-18	Proposed	Notes
Fund: 209 - Recreation Fund						
Revenue						
Division: 551 - Recreation Administration Total:	39,105	34,136	27,500	19,844	14,000	
Division: 552 - Senior Center Total:	373,125	461,156	361,700	267,387	321,500	
Division: 553 - Tiny Tots Total:	187,548	192,118	191,557	139,444	195,589	
Division: 554 - Youth Center Total:	230,297	132,005	51,297	45,681	76,375	
Division: 555 - Day Camp Total:	2,000	69,008	54,141	31,486	32,000	
Division: 556 - Performing Arts Total:	49,464	(2,702)	45,270	47,344	48,280	
Division: 557 - Swim Center Total:	654	53,659	7,500	28,020	38,920	
Division: 558 - Memorial Hall Total:	-	10,470	5,600	1,250	5,600	
Division: 559 - Tennis Total:	440	714	200	290	500	
Revenue Total:	882,634	950,565	744,765	580,747	732,764	
399 - Transfers In	182,839	91,000	45,000	-	422,902	[1]
Sources Total:	1,065,473	1,041,565	789,765	580,747	1,155,666	
Expense						
Division: 551 - Recreation Administration Total:	158,955	185,100	188,626	79,035	192,844	
Division: 552 - Senior Center Total:	530,149	516,228	429,591	296,610	470,458	
Division: 553 - Tiny Tots Total:	104,016	102,151	114,304	80,699	119,030	
Division: 554 - Youth Center Total:	141,759	159,388	165,235	106,763	202,913	
Division: 555 - Day Camp Total:	40,415	28,530	38,428	3,487	37,572	
Division: 556 - Performing Arts Total:	34,785	36,980	40,007	27,118	43,950	
Division: 557 - Swim Center Total:	34,248	51,151	38,691	39,841	80,811	
Division: 558 - Memorial Hall Total:	4,177	4,820	4,838	2,631	4,838	
Division: 559 - Tennis Total:	2,220	2,726	3,495	2,417	3,250	
Department: 55 - Recreation Total:	1,050,723	1,087,073	1,023,215	638,600	1,155,666	
Expense Total:	1,050,723	1,087,073	1,023,215	638,600	1,155,666	
Fund: 209 - Recreation Fund Net Results	14,750	(45,508)	(233,450)	(57,853)	0	
FUND BALANCE, JULY 1	242,495	257,245	211,736		(21,714)	
FUND BALANCE, JUNE 30	257,245	211,736	(21,714)		(21,713)	
Fund: 212 - Building & Planning						
Revenue						
315 - Other Taxes	1,308	1,561	1,800	155	1,800	
332 - Permits	796,675	497,828	913,000	568,599	530,750	
341 - Review Fees	189,970	130,071	105,000	146,082	160,000	
342 - Other Fees	66,578	46,559	54,050	52,701	44,500	
343 - Abatement Fees	250	5,035	500	-	-	
370 - Interest and Investment Income	2,161	43	1,500	2,529	-	
384 - Other Revenue	29,802	19,850	12,500	16,920	31,000	
Revenue Total:	1,086,744	700,946	1,088,350	786,986	768,050	
Expense						
Division: 461 - Planning Total:	197,118	223,545	441,719	207,238	355,014	
Division: 462 - Building Inspection Total:	528,777	558,324	990,348	458,489	684,839	
Department: 46 - Community Development Total:	725,895	781,870	1,432,067	665,727	1,039,853	
Expense Total:	725,895	781,870	1,432,067	665,727	1,039,853	
Fund: 212 - Building & Planning Net Results	360,848	(80,923)	(343,717)	121,259	(271,803)	
FUND BALANCE, JULY 1	373,727	734,575	653,652		309,935	
FUND BALANCE, JUNE 30	734,575	653,652	309,935		38,132	

[1] Refer to Schedule of Transfers on page B-16 for details. Only enough to balance will be transferred.

**CITY OF PINOLE
BUDGET SUMMARIES**

	2015-2016	2016-2017	2017-2018	2017-2018	2018-2019	
	Actual	Actual	Revised Budget	Actual Thru Mar-18	Proposed	Notes
Fund: 213 - Refuse Management Fund						
Revenue						
323 - State Grants	491,875	70,850	60,060	45,973	60,060	
370 - Interest and Investment Income	1,339	38	1,000	2,113	-	
Revenue Total:	493,214	70,888	61,060	48,086	60,060	
Expense						
Division: 344 - NPDES Storm Drain Total:	-	-	-	38,009	-	
Division: 346 - Waste Reduction Total:	49,437	94,478	113,522	64,992	116,508	
Department: 34 - Public Works Total:	49,437	94,478	113,522	103,001	116,508	
Expense Total:	49,437	94,478	113,522	103,001	116,508	
Fund: 213 - Refuse Mgmt Fund Net Results	443,777	(23,590)	(52,462)	(54,916)	(56,448)	
FUND BALANCE, JULY 1	293,179	736,956	713,366		660,904	
FUND BALANCE, JUNE 30	736,956	713,366	660,904		604,456	
Fund: 215 - Measure C and J Fund						
Revenue						
324 - Other Grants	338,773	356,789	303,590	-	303,590	
370 - Interest and Investment Income	1,886	(357)	1,000	2,340	-	
Revenue Total:	340,659	356,431	304,590	2,340	303,590	
Expense						
Division: 117 - General Government Total:	36,675	-	42,772	-	47,049	
Division: 341 - Administration/Engineering Total:	57,185	110,103	100,033	104,423	107,812	
Division: 343 - Facility Maintenance Total:	599,760	6,326	45,720	6,947	45,720	
Department: 34 - Public Works Total:	656,945	116,429	145,753	111,369	153,532	
Expense Total:	693,620	116,429	188,525	111,369	200,581	
Fund: 215 - Measure C and J Fund Net Results	(352,962)	240,002	116,065	(109,029)	103,009	
FUND BALANCE, JULY 1	1,129,872	776,911	1,016,913		1,132,978	
FUND BALANCE, JUNE 30	776,911	1,016,913	1,132,978		1,235,987	
Fund: 285 - Housing Fund						
Revenue						
342 - Other Fees	-	-	-	4,700	-	
370 - Interest and Investment Income	93,496	33,332	75,000	(1,368)	35,000	
381 - Rental Income	64,182	72,253	72,253	54,190	72,253	
384 - Other Revenue	-	35,000	35,000	5,500	-	
393 - Loan/Bond Proceeds	85,849	145,456	81,000	8,209	10,500	
Revenue Total:	243,527	286,041	263,253	71,231	117,753	
Expense						
Division: 464 - Housing Administration Total:	55,172	145,703	223,996	136,652	202,136	
Expense Total:	55,172	145,703	223,996	136,652	202,136	
Fund: 285 - Housing Fund Net Results	188,355	140,338	39,257	(65,421)	(84,383)	
FUND BALANCE, JULY 1	1,011,498	1,199,853	1,340,191		1,379,448	
FUND BALANCE, JUNE 30	1,199,853	1,340,191	1,379,448		1,295,065	

**CITY OF PINOLE
BUDGET SUMMARIES**

	2015-2016	2016-2017	2017-2018	2017-2018	2018-2019	
	Actual	Actual	Revised Budget	Actual Thru Mar-18	Proposed	Notes
Fund: 310 - Lighting & Landscape Districts						
Revenue						
321 - Intergovernmental Taxes	34,711	34,222	33,870	21,923	-	
362 - Public Works Charges	-	-	-	-	43,565	
399 - Transfers In	5,000	5,000	5,000	-	5,000	[1]
Revenue Total:	39,711	39,222	38,870	21,923	48,565	
Expense						
Division: 347 - Landscape & Lighting PVR North	14,599	21,462	26,726	10,775.60	30,976	
Division: 348 - Landscape & Lighting PVR South	13,701	26,642	19,911	8,457.68	25,661	
Department: 34 - Public Works Total:	28,300	48,104	46,637	19,233.28	56,637	
Expense Total:	28,300	48,104	46,637	19,233.28	56,637	
Fund: 310 - Lighting & Landscape Districts Net Results	11,411	(8,882)	(7,767)	2,689.23	(8,072)	
FUND BALANCE, JULY 1	12,499	23,910	15,028		7,261	
FUND BALANCE, JUNE 30	23,910	15,028	7,261		(811)	
Fund: 317 - Pinole Valley Caretaker Fund						
Revenue						
381 - Rental Income	15,000	15,000	15,000	11,250	15,000	
Revenue Total:	15,000	15,000	15,000	11,250	15,000	
Expense						
Division: 345 - Park Maintenance Total:	15,094	15,154	14,749	11,334	14,777	
Expense Total:	15,094	15,154	14,749	11,334	14,777	
Fund: 317 - Pinole Vly Caretaker Fund Net Results	(94)	(154)	251	(84)	223	
FUND BALANCE, JULY 1	433	339	185		436	
FUND BALANCE, JUNE 30	339	185	436		659	
Fund: 325 - City Street Improvements						
Revenue						
351 - Fines and Forfeiture	-	-	-	1,000	-	
399 - Transfers In	250,000	250,000	225,000	-	200,000	
Revenue Total:	250,000	250,000	225,000	1,000	200,000	
Expense						
Division: 343 - Facility Maintenance Total:	21,712	20,233	225,000	43,990	200,000	
Expense Total:	21,712	20,233	225,000	43,990	200,000	
Fund: 325 - City Street Improvements Net Results	228,288	229,767	-	(42,990)	-	
FUND BALANCE, JULY 1	287,211	515,499	745,266		745,266	
FUND BALANCE, JUNE 30	515,499	745,266	745,266		745,266	
Fund: 377 - Arterial Streets Rehabilitation Fund						
Revenue						
322 - Federal Grants	-	70,364	-	-	-	
323 - State Grants	382,636	-	-	-	-	
399 - Transfers In	100,000	250,000	250,000	-	200,000	
Revenue Total:	482,636	320,364	250,000	-	200,000	
Expense						
Division: 343 - Facility Maintenance Total:	218,206	22,340	250,000	-	200,000	
Expense Total:	218,206	22,340	250,000	-	200,000	
Fund: 377 - Arterial Streets Rehab. Fund Net Results	264,430	298,024	-	-	-	
FUND BALANCE, JULY 1	(397,000)	(132,570)	165,454		165,454	
FUND BALANCE, JUNE 30	(132,570)	165,454	165,454		165,454	

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

**CITY OF PINOLE
BUDGET SUMMARIES**

	2015-2016 Actual	2016-2017 Actual	2017-2018 Revised Budget	2017-2018 Actual Thru Mar- 18	2018-2019 Proposed	Notes
Fund: 500 - Sewer Enterprise Fund						
Revenue						
342 - Other Fees	-	200	-	-	-	
363 - Sewer Enterprise Charges	6,117,245	6,282,893	6,242,610	4,217,682	6,937,332	
370 - Interest and Investment Income	20,137	808	10,250	20,449	-	
383 - Reimbursements	-	681	-	-	-	
392 - Proceeds from Sale of Property	212	-	-	-	-	
393 - Loan/Bond Proceeds	10,000	-	-	-	-	
Revenue Total:	6,147,593	6,284,582	6,252,860	4,238,131	6,937,332	
Expense						
Division: 641 - Sewer Treatment Plant/Shared	3,803,755	3,714,255	3,896,162	2,126,670	4,037,317	
Division: 642 - Sewer Collections	604,968	657,209	1,122,838	449,844	2,385,251	
Division: 644 - WPCP Equipment/Debt Service	910,225	413,216	526,948	517,770	526,275	
Department: 64 - Sewer Total:	5,318,947	4,784,679	5,545,948	3,094,283	6,948,843	
Expense Total:	5,318,947	4,784,679	5,545,948	3,094,283	6,948,843	
Fund: 500 - Sewer Enterprise Fund Net Results	828,646	1,499,902	706,912	1,143,848	(11,511)	
FUND BALANCE, JULY 1	8,353,055	9,181,701	10,681,603		11,388,515	
FUND BALANCE, JUNE 30	9,181,701	10,681,603	11,388,515		11,377,005	
Fund: 503 - Plant Expansion Fund						
Revenue						
370 - Interest and Investment Income	-	2,762	-	2,541	3,500	
383 - Reimbursements	1,414,569	31,790	18,277,900	3,263,607	6,367,678	
Revenue Total:	1,414,569	34,552	18,277,900	3,266,148	6,371,178	
Expense						
Division: 642 - Sewer Collections	7,846	-	-	-	-	
Division: 643 - Sewer Projects/Shared	-	(475)	18,265,300	1,597,682	6,367,678	
Division: 644 - WPCP Equipment/Debt Service	32,395	134	12,600	-	3,500	
Department: 64 - Sewer Total:	40,241	(341)	18,277,900	1,597,682	6,371,178	
Expense Total:	40,241	(341)	18,277,900	1,597,682	6,371,178	
Fund: 503 - Plant Expansion Fund Net Results	1,374,329	34,893	-	1,668,466	-	
FUND BALANCE, JULY 1	1,648,548	3,022,876	3,057,769		3,057,769	
FUND BALANCE, JUNE 30	3,022,876	3,057,769	3,057,769		3,057,769	
Fund: 505 - Cable Access TV						
Revenue						
314 - Franchise Taxes	44,070	45,713	36,788	18,988	40,000	
36501 - Video Production	108,251	87,337	119,585	32,455	147,810	[1]
36502 - PEG Fees	46,213	57,874	59,000	54,190	58,000	[2]
384 - Other Revenue	17,899	4,550	2,100	630	-	
399 - Transfers In	55,000	96,364	183,566	-	178,736	[3]
Revenue Total:	271,432	291,838	401,039	106,264	424,546	
Expense						
Division: 119 - Cable Access TV Total:	285,865	298,898	399,091	236,544	424,546	
Expense Total:	285,865	298,898	399,091	236,544	424,546	
Fund: 505 - Cable Access TV Net Results	(14,432)	(7,061)	1,948	(130,281)	-	
FUND BALANCE, JULY 1	(16,524)	(30,956)	(38,016)		(36,068)	
FUND BALANCE, JUNE 30	(30,956)	(38,016)	(36,068)		(36,068)	

[1] Inclusive of \$45,360 for City Council and \$19,440 for Planning Commission meetings.

[2] PEG Access Fees is only available for capital equipment.

[3] Refer to Schedule of Transfers on B-16 for details. Only enough to balance will be transferred.

**CITY OF PINOLE
BUDGET SUMMARIES**

	2015-2016 Actual	2016-2017 Actual	2017-2018 Revised Budget	2017-2018 Actual Thru Mar- 18	2018-2019 Proposed Notes
Fund: 525 - Information Systems					
Expense					
Division: 118 - Information Systems Total:	657,982	666,102	736,239	342,050	729,824
461 - Indirect cost allocations	(664,289)	(566,532)	(736,239)	-	(729,824)
Expense Total:	(6,307)	99,570	-	342,050	-
Fund: 525 - Information Systems Total:	(6,307)	99,570	-	342,050	-
FUND BALANCE, JULY 1	(282,837)	(289,144)	(189,574)		(189,574)
FUND BALANCE, JUNE 30	(289,144)	(189,574)	(189,574)		(189,574)
Fund: 750 - Recognized Obligation Retirement Fund					
Revenue					
311 - Property Taxes	250,000	250,000	253,500	253,500	250,000
370 - Interest and Investment Income	13,446	6,380	-	8,151	-
381 - Rental Income	18,617	-	-	-	-
393 - Loan/Bond Proceeds	114,451	97,357	-	14,638	-
Revenue Total:	396,514	353,737	253,500	276,289	250,000
Expense					
Division: 463 - Successor Agency to RDA Total:	240,658	231,493	253,500	184,777	250,000
Expense Total:	240,658	231,493	253,500	184,777	250,000
Fund: 750 - RORF Net Results	155,856	122,244	-	91,512	-
TOTAL APPROPRIATIONS ALL FUNDS	23,953,160	23,359,189	46,826,117		36,737,059

CITY OF PINOLE
FIVE-YEAR PROJECTIONS

General Fund - 100	FY 2017-18	2018-19	2019-20	2020-21	2021-22	2022-23
	Adopted Budget	Proposed	Projected	Projected	Projected	Projected
REVENUE:						
PROPERTY TAX	3,140,193	3,787,392	3,825,266	3,863,519	3,902,154	3,941,175
SALES TAX	3,638,966	3,685,921	3,759,639	3,834,832	3,911,529	3,989,759
UTILITY USERS TAX	1,912,350	1,930,000	1,968,600	2,007,972	2,048,131	2,089,094
FRANCHISE TAX	712,350	744,128	759,011	774,191	789,675	805,468
OTHER TAXES	780,000	790,000	805,800	821,916	838,354	855,121
OTHER REVENUE	3,386,970	3,341,058	3,407,879	3,476,037	3,545,557	3,616,469
Total Revenue	13,570,829	14,278,499	14,526,195	14,778,466	15,035,400	15,297,087
TRANSFERS IN	200,000	200,000	200,000	200,000	200,000	200,000
Total Sources	13,770,829	14,478,499	14,726,195	14,978,466	15,235,400	15,497,087
EXPENDITURES:						
SALARIES	6,750,194	6,989,511	7,199,196	7,415,172	7,637,627	7,866,756
BENEFITS & INSURANCE	3,258,827	4,204,050	5,088,321	5,464,762	5,814,800	6,140,692
OTHER OPERATING EXPENSES	1,941,118	1,496,091	1,537,982	1,581,045	1,625,314	1,670,823
DEBT SERVICE	768,300	783,300	798,300	818,300	838,300	858,300
TRANSFERS OUT	133,566	499,638	300,000	300,000	300,000	300,000
Total Expenditures	12,852,005	13,972,590	14,923,798	15,579,279	16,216,042	16,836,572
Net Results	718,824	305,909	-397,603	-800,813	-1,180,641	-1,539,485
Fund Balance, July 1	7,060,553	7,779,377	8,085,286	7,687,683	6,886,870	5,706,229
Fund Balance, June 30	7,779,377	8,085,286	7,687,683	6,886,870	5,706,229	4,166,744

Measure S -2006 Fund - 105	FY 2017-18	2018-19	2019-20	2020-21	2021-22	2022-23
	Adopted Budget	Proposed	Projected	Projected	Projected	Projected
REVENUE:						
SALES TAX	1,919,000	1,945,600	1,984,512	2,024,202	2,064,686	2,105,980
OTHER REVENUE	9,200	1,000	1,000	1,000	1,000	1,000
Total Revenue	1,928,200	1,946,600	1,985,512	2,025,202	2,065,686	2,106,980
EXPENDITURES:						
SALARIES	1,592,223	1,417,301	1,459,820	1,503,615	1,548,723	1,595,185
BENEFITS & INSURANCE	443,241	535,811	806,864	886,705	960,118	1,027,213
OTHER OPERATING EXPENSES	451,889	443,154	455,563	468,318	481,431	494,911
DEBT SERVICE	70,433	-	-	-	-	-
Total Expenses	2,557,786	2,396,266	2,722,247	2,858,638	2,990,272	3,117,309
Net Results	-629,586	-449,666	-736,735	-833,435	-924,586	-1,010,329
Fund Balance, July 1	2,677,838	2,048,252	1,598,586	861,851	28,416	-896,170
Fund Balance, June 30	2,048,252	1,598,586	861,851	28,416	-896,170	-1,906,499

CITY OF PINOLE
FIVE-YEAR PROJECTIONS

MEASURE S-2014 - 106	FY 2017-18	2018-19	2019-20	2020-21	2021-22	2022-23
	Adopted Budget	Proposed	Projected	Projected	Projected	Projected
REVENUE:						
SALES TAX	1,919,000	1,945,600	1,984,512	2,024,202	2,064,686	2,105,980
OTHER REVENUE	2,700	1,000	1,000	1,000	1,000	1,000
Total Revenue	1,921,700	1,946,600	1,985,512	2,025,202	2,065,686	2,106,980
EXPENDITURES:						
SALARIES	264,064	243,363	250,664	258,184	265,929	273,907
BENEFITS & INSURANCE	88,837	44,774	111,730	124,236	135,548	145,673
OTHER OPERATING EXPENSES	552,825	500,526	514,541	528,948	543,758	558,984
CAPITAL PROJECTS	360,000	356,000	365,968	376,215	386,749	397,578
TRANSFERS OUT	775,000	707,000	650,000	650,000	650,000	650,000
Total Expenses	2,040,726	1,851,663	1,892,903	1,937,583	1,981,985	2,026,142
Net Results	-119,026	94,937	92,609	87,619	83,701	80,838
Fund Balance, July 1	2,149,506	2,030,480	2,125,417	2,218,026	2,305,645	2,389,346
Fund Balance, June 30	2,030,480	2,125,417	2,218,026	2,305,645	2,389,346	2,470,185

ASSUMPTIONS:

- [1] 3% Salary increases included each year
- [2] 2.8% operating expenses applied based on four year average.
- [3] PERS classic rate increases applied to all employees including PEPR which currently accounts for approximately 25% of staffing.
- [4] PERS rate increases are reflected at 13.009% cap on misc. and 16.000% cap on safety employee/employer 50% share formula.
- [5] All other benefits increased 5% each year.

CITY OF PINOLE
MEASURE S 2014 FIVE-YEAR FUNDING PLAN
APPROVED MAY 5, 2015 - AMENDED JUNE 21, 2016 & JUNE 20, 2017
PROPOSED JUNE 19, 2018

Functional Area	Notes	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20
Transfer to General Fund Reserve		\$ -	\$200,000	\$200,000	\$200,000	\$200,000
Total		\$ -	\$200,000	\$200,000	\$200,000	\$200,000
Cable Television						
Operating Subsidy		\$ 55,000	\$ 96,364	\$ 55,000	\$ 55,000	\$ 55,000
Equipment-Replace Mixer and Convert to Digital Projection	[1]	\$ 31,000	\$ -	\$ -	\$ -	\$ -
Total		\$ 86,000	\$ 96,364	\$ 55,000	\$ 55,000	\$ 55,000
City Facilities						
Paint Tiny Tots Building		\$ -	\$ 8,000	\$ -	\$ -	\$ -
Replace Carpet at Senior Center with Tile		\$ 5,000	\$ -	\$ -	\$ -	\$ -
Replace Roof at Senior Center		\$ 254,000	\$ -	\$ -	\$ -	\$ -
Roof Repairs/Replace Roof Flashing - All City Facilities		\$ 25,000	\$ -	\$ -	\$ 164,000	\$ 108,000
Replace HVAC at Senior Center		\$ 60,000	\$ -	\$ -	\$ -	\$ -
Engineering Building Slab Displacement @ Tiny Tots		\$ -	\$ 5,000	\$ -	\$ -	\$ -
Replace Carpeting with Tile in the Council Break Room		\$ -	\$ 5,000	\$ -	\$ -	\$ -
Paint City Hall (Inside and Outside)		\$ -	\$ -	\$ 35,000	\$ 35,000	\$ -
Total		\$ 344,000	\$ 18,000	\$ 35,000	\$ 199,000	\$ 108,000
City Hall						
Tablets (3) City Manager, Development Services Director and City Clerk		\$ 4,500	\$ -	\$ -	\$ -	\$ -
Replace SIRE Records System Software (Laser Fiche)		\$ -	\$ 25,000	\$ 25,000	\$ -	\$ -
Replace Financial System (Finance and Personnel)	[2]	\$ 50,000	\$ 150,000	\$ -	\$ -	\$ -
Annual Measure S 2014 Audit		\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,365	\$ 2,365
Sales Tax Analysis				\$ 2,500	\$ 2,500	\$ 2,500
Total		\$ 57,000	\$ 177,500	\$ 30,000	\$ 4,865	\$ 4,865
Recreation						
Operating Subsidy - Swim Center		\$ 36,000	\$ 45,000	\$ 45,000	\$ 45,000	\$ 45,000
Summer Sounds in the Park- Twice a Summer		\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500
Cinema in the Park-3 Times a Summer		\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500
Community Service Commission		\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000
Annual Tree Lighting		\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
Replace CLASS Registration	[3]	\$ -	\$ 50,000	\$ 45,000	\$ -	\$ -
Total		\$ 43,000	\$ 102,000	\$ 97,000	\$ 52,000	\$ 52,000
Development Services						
Project Manager (Full Time 50% Measure S and 50% from Other Funding Sources)		\$ 63,701	\$ 70,067	\$ 54,446	\$ 56,237	\$ 59,049
Supplemental Funding - Skate Park Project		\$ 51,175	\$ -	\$ -	\$ -	\$ -
Initiate Internal Services Fund-Depreciation to Replace 2 Vehicles/Year Excludes Heavy Equipment		\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
Total		\$ 119,876	\$ 75,067	\$ 59,446	\$ 61,237	\$ 64,049

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 & JUNE 20, 2017
PROPOSED JUNE 19, 2018

Functional Area	Notes	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20
Parks						
Replace Chips with Rubber Matting at Tiny Tots, Meadow, Fernandez and Louis Francis Parks		\$ -	\$ 50,000	\$ -	\$ -	\$ -
Resurface Parking Lot at Senior Center		\$ -	\$ 30,000	\$ -	\$ -	\$ -
Replace Lighting at Louis Francis Park	[4]	\$ -	\$ -	\$ 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	\$ -
Total		\$ 30,000	\$ 300,000	\$ 55,000	\$ 15,000	\$ 10,000
Public Works						
1 Maintenance Worker (Full Time)		\$ -	\$ 92,454	\$ 89,966	\$ 97,592	\$ 102,472
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
Total		\$ 440,000	\$ 797,454	\$ 844,966	\$ 787,592	\$ 892,472
Police						
Community Safety Officers (2 Part Time)		\$ 54,046	\$ 53,837	\$ 54,554	\$ 56,306	\$ 59,121
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	\$ -	\$ -
Emergency Preparedness	[5]	\$ -	\$ -	\$ 50,000	\$ 50,000	\$ -
Total		\$ 189,046	\$ 103,837	\$ 204,554	\$ 161,306	\$ 109,121
Fire						
Full Time Fire Chief (effective FY 2017-18)		\$ 146,661	\$ 228,962	\$ 262,259	\$ 239,663	\$ 251,646
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	\$ -	\$ -	\$ -	\$ -
Fire Training Academy		\$ -	\$ -	\$ -	\$ 20,000	\$ -
Computer monitors	[5]	\$ -	\$ -	\$ 15,000	\$ 10,000	\$ -
Compressor	[5]	\$ -	\$ -	\$ 45,000	\$ 45,000	\$ -
Total		\$ 169,661	\$ 228,962	\$ 322,259	\$ 314,663	\$ 251,646
City Attorney						
Municipal Code Update		\$ -	\$ 25,000	\$ 45,000	\$ -	\$ -
Total		\$ -	\$ 25,000	\$ 45,000	\$ -	\$ -
Grand Total		\$ 1,478,583	\$ 2,124,184	\$ 1,948,225	\$ 1,850,663	\$ 1,747,153

NOTES:

- [4] Project completed in FY 2017-18.
- [5] Carry forward funding from FY 2017-18 to FY 2018-19.

DEBT OBLIGATIONS

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>
2018	\$ 250,440	\$ 254,560
2019	241,322	278,678
2020	233,014	301,986
2021	227,389	327,611
2022	221,565	353,435
2023-2027	1,013,511	2,151,490
2028-2032	879,365	2,840,635
2033-2036	620,009	2,819,990
	<u>\$ 3,686,615</u>	<u>\$ 9,328,385</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>
2018	\$ 111,234	\$ 8,981
2019	114,795	5,420
2020	68,695	1,738
	<u>\$ 294,724</u>	<u>\$ 16,139</u>

DEBT OBLIGATIONS

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
2018	\$ 290,000	\$ 227,770
2019	298,000	219,097
2020	310,000	210,129
2021	318,000	200,866
2022	329,000	191,323
2023-2027	1,803,000	802,474
2028-2032	2,089,000	516,029
2033-2037	2,429,000	183,566
	<u>\$ 7,866,000</u>	<u>\$ 2,551,254</u>

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 2018-19 Schedule of Transfers

FUND #	DESCRIPTION	TRANSFER-OUT ACCOUNT #	AMOUNT	FUND #	DESCRIPTION	TRANSFER-IN ACCOUNT #	PURPOSE
100	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	123,736	505	Cable Television Fund	505-39901-119	Cable Television contribution [1]
100	General Fund	100-49901-117	370,902	209	Recreation Fund	209-39901-551	Recreation operating contribution [1]
	Subtotal Transfers from the General Fund		499,638				
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	200,000	325	City Street Fund	325-39901-341	Funding for Future Street Projects
106	Measure S 2014 Fund	106-49901-117	200,000	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]
106	Measure S 2014 Fund	106-49901-117	7,000	209	Recreation Fund	209-39901-551	Recreation: Cinema, Community Service, Summer Sounds, Tree Lighting.
	Subtotal Transfers from Measure S 2014		707,000				
	Grand total Transfers		1,206,638				

NOTES:

[1] Only enough to balance will be transferred.

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
- 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
- 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
- Continued progress on the Water Pollution Control Plant Upgrade Project
- Approved the design for a dialysis medical building at Gateway East
- Entered into a Purchase and Sale Agreement for the land at the Pinole Assisted Living Center
- Authorized several new software programs citywide to streamline services and improve efficiencies
- Approved new collective bargaining agreements with Police and Fire units
- Establishment of a General Fund reserve, with a goal of \$5.5 million dollars

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

EXPENDITURE SUMMARY

	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Actual Thru Mar-18	FY 2017-18 Budget	FY 2018-19 Proposed	\$ Chg	% Chg
Personnel							
Salaries & Wages -401	36,371	49,994	42,915	58,950	60,638	1,688	3%
Overtime - 402	-	-	-	-	-	-	0%
Employee Benefits - 410	35,595	29,358	25,464	33,337	35,182	1,845	5%
Total Salary & Benefits	71,966	79,352	68,379	92,287	95,820	3,533	4%
Services and Supplies							
Professional & Administrative Services - 42	5,376	14,976	9,827	42,290	56,860	14,570	26%
Other Operating Expenses -43	960	1,016	552	1,010	1,030	20	2%
Total Services and Supplies	6,336	15,992	10,379	43,300	57,890	14,590	25%
Capital Outlay							
Asset Acquisition/Improvement - 47	-	-	-	-	-	-	0%
Total Capital Outlay	-	-	-	-	-	-	0%
Indirect Cost Allocations							
Administrative Credits - 46121	(13,763)	(13,866)	(16,647)	(23,316)	(24,249)	(933)	4%
General Liability Insurance - 46201		464	1,066	977	1,175	198	17%
Total Indirect Cost Allocations	(13,763)	(13,401)	(15,581)	(22,339)	(23,074)	(735)	3%
Total	64,539	81,942	63,177	113,248	130,636	17,388	13%

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2017-18	FY 2018-19
42107 Equipment Maintenance	\$	500	\$ -
42201 Office Expense	\$	200	\$ 500
4230X Travel and Training	\$	6,270	\$ 6,000
ABAG (delegate)	\$250		
Allocated Appropriation (5 @ 500)	2,500		
CCC Mayor's Conference monthly dinners	1,200		
East Bay Division meetings	600		
Funding for council members on league committees	500		
Mayor's travel expenses	600		
Other identified City sponsored events	250		
Mayors Conference-add'l Council attendees	100		
42401 Memberships	\$	2,020	\$ 2,000
Contra Costa Mayor's Conference	\$1,400		
League of California Cities East Bay Division	400		
Other Memberships	200		
42514 Special Department Expense	\$	33,300	\$ 48,360
City Council meetings recorded by PCTV	\$45,360		
Mayoral Celebration expense	400		
Misc. supplies and food for meetings	1,000		
Other special department expenses	1,000		
West County Mayor's Breakfast meetings	600		
Total Professional/Administrative Services			\$ 56,860
4310X Utilities	\$	1,010	\$ 1,030
Gas/Electric	\$ 980		
Water	50		

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 2017-18 and contained expenses to within or under budget.
- Completed Purchase & Sale Agreement for Faria House. Working with the Pinole Historical Society on a Lease Agreement and architectural plans.
- Continued work on the WWTP Upgrade Project to finalize SRF loan agreement and Wells Fargo escrow accounts. Accounts now established and payment processing/reimbursement running smoothly.
- Initiated discussions on addressing PERS unfunded liability issue and retained Bartel & Associates for complete analysis.
- Completed transition to new Tri-City Services for Dispatch through Pinole PD and Police Records through San Pablo PD.
- Worked with the Pinole Seals on an agreement to operate Pinole Swim Center for 2018 season.

CITY MANAGER - 111

- Negotiated a Purchase and Sale Agreement for PALC.
- New Fire Chief hired October 2017.
- New Battalion Chief hired March 2018.

Position Summary

Position	2014-15	2015-16	2016-17	2017-18	2018-19
City Manager	1.00	1.00	1.00	1.00	1.00
Total	1.00	1.00	1.00	1.00	1.00

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

EXPENDITURE SUMMARY

	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Actual Thru Mar-18	FY 2017-18 Budget	FY 2018-19 Proposed	\$ Chg	% Chg
Personnel							
Salaries & Wages - 401	230,151	206,971	153,853	212,705	240,380	27,675	12%
Employee Benefits - 410	64,170	66,437	58,563	75,220	98,564	23,344	24%
Total Salary & Benefits	294,321	273,408	212,416	287,925	338,944	51,019	15%
Services and Supplies							
Professional & Administrative Services - 42	6,913	4,457	4,774	6,475	6,475	-	0%
Other operating Expenses - 43	1,319	1,384	761	1,380	1,425	45	3%
Total Services and Supplies	8,232	5,841	5,535	7,855	7,900	45	1%
Capital Outlay							
Asset Acquisition/Improvement - 47	-	-	-	-	-	-	0%
Total Capital Outlay	-	-	-	-	-	-	0%
Indirect Cost Allocations							
Admin Credits - 46121	(175,233)	(172,993)	(132,664)	(191,269)	(212,946)	(21,677)	10%
General Liability Insurance - 46201	6,298	6,187	6,721	6,157	7,973	1,816	23%
Total Internal Cost Allocations	(168,935)	(166,806)	(125,943)	(185,112)	(204,973)	(19,861)	10%
Total	133,618	112,444	92,008	110,668	141,871	31,203	22%

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2017-18	FY 2018-19
42201 Office Expense		\$ 800	\$ 800
Miscellaneous Office Expenses	\$300		
Other Office Expenses	500		
4230X Travel and Training		\$ 4,900	\$ 4,900
League of Cities or Other Trainings	\$4,000		
Mayor's Conference monthly dinners	600		
Miscellaneous Meetings	300		
42401 Memberships		\$ 600	\$ 600
CCC Public Managers Association (CM & ACM)	\$600		
42506 Bonds		\$ 175	\$ 175
Bond	\$175		
Total Professional/Administrative Services			\$ 6,475
4310X Utilities		\$ 1,380	\$ 1,425
43103 Gas/Electric	\$ 1,300		
43102 Water	125		

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 and attending all meetings of the Governing Body. 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.

Key Objectives

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

Success Indicators

- Timely and Accurate Delivery of 29 Council, Successor Agency, Oversight Board and Finance Committee Transcriptions
- Prepared 29 Meeting Packets
- Prepared 104 Legislative Actions & 12 Proclamations

CITY CLERK - 112

- Scanned / Imported 1000 Files in the Electronic Records System
- Municipal Code Updated On-Line with Each Ordinance Adoption
- Processed and Responded to 41 Formal Public Records Requests by Mid-Year

Position Summary

Position	2014-15	2015-16	2016-17	2017-18	2018-19
City Clerk	1.00	1.00	1.00	1.00	1.00
Admin Secretary <i>part-time</i>	0.00	0.48	0.48	0.48	0.48
Total	1.00	1.48	1.48	1.48	1.48

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

EXPENDITURE SUMMARY

	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Actual Thru Mar-18	FY 2017-18 Budget	FY 2018-19 Proposed	\$ Chg	% Chg
Personnel							
Salaries & Wages - 401	199,062	91,804	102,611	156,784	153,053	(3,731)	-2%
Overtime - 402	-	-	-	-	-	-	0%
Employee Benefits- 410	52,818	32,906	46,413	61,161	72,014	10,853	15%
Total Salary & Benefits	251,880	124,710	149,024	217,945	225,067	7,122	3%
Services and Supplies							
Professional & Administrative Services - 42	2,589	12,818	14,453	50,875	35,425	(15,450)	-44%
Other Operating Expenses - 43	1,428	1,503	823	1,200	1,600	400	25%
Total Services and Supplies	4,017	14,321	15,276	52,075	37,025	(15,050)	-41%
Capital Outlay							
Asset Acquisition/Improvement - 47	-	-	2,714	-	-	-	0%
Total Capital Outlay	-	-	2,714	-	-	-	0%
Indirect Cost Allocations							
Admin Credits - 46121	(32,481)	(20,289)	(28,952)	(41,542)	(40,957)	585	-1%
Legal Charges - 46126	760	182	-	3,000	-	(3,000)	-100%
General Liability Insurance - 46201	5,255	4,955	4,954	4,538	5,048	510	10%
Total Internal Cost Allocations	(26,466)	(15,152)	(23,998)	(34,004)	(35,909)	(1,905)	5%
Total	229,431	123,878	143,016	236,016	226,183	(9,833)	-4%

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2017-18	FY 2018-19
42101 Professional Services		\$ 8,950	\$ 4,000
Filming and imaging of permanent records	\$ 2,000		
Pinole Municipal Code codification and update	2,000		
42201 Office Expense		\$ 1,600	\$ 1,600
Misc. office expenses & proclamations and certificates	\$1,600		
4230X Travel and Training		\$ 4,000	\$ 4,000
City Clerk's New Law/Election Seminar/misc	\$ 3,400		
Travel expense / Mileage	600		
42401 Memberships		\$ 650	\$ 650
CCAC Dues	\$ 130		
IIMC Member Dues	135		
Other Dues, Notary	385		
42506 Bonds		\$ 175	\$ 175
42514 Special Department Expense		\$ 35,500	\$ 25,000
CCC Elections	\$ 22,500		
Public Notices	2,500		
Total Professional/Administrative Services			\$ 35,425
4310X Utilities		\$ 1,200	\$ 1,600
Gas/Electric	\$ 1,500		
Water	100		

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

The City Treasurer ensures 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. In addition, the City Treasurer reviews the weekly check run and signs all checks \$5,000 or greater.

Key Objectives

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

Success Indicators

- Reinvested \$1.3 million of idle funds with a 1.456% effective yield
- Updated Investment Policy

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

EXPENDITURE SUMMARY

	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Actual Thru Mar-18	FY 2017-18 Budget	FY 2018-19 Proposed	\$ Chg	% Chg
Personnel							
Salaries & Wages - 401	2,563	2,088	2,134	3,000	3,000	-	0%
Overtime - 402	-	-	-	-	-	-	0%
Employee Benefits - 410	1,465	4,570	7,954	10,633	11,215	582	5%
Total Salary & Benefits	4,028	6,658	10,088	13,633	14,215	582	4%
Services and Supplies							
Professional & Administrative Services - 42	203	209	275	740	760	20	3%
Other Operating Expenses - 43	-	-	-	-	-	-	0%
Total Services and Supplies	203	209	275	740	760	20	3%
Capital Outlay							
Asset Acquisition/Improvement - 47	-	-	-	-	-	-	0%
Total Capital Outlay	-	-	-	-	-	-	0%
Indirect Cost Allocations							
Admin Credits - 46121	(532)	(1,239)	(2,422)	(6,016)	(3,641)	2,375	-65%
General Liability Insurance - 46201	-	93	95	87	100	13	13%
Total Indirect Cost Allocations	(532)	(1,146)	(2,327)	(5,929)	(3,541)	2,388	-67%
Total	3,699	5,722	8,036	8,444	11,434	2,990	26%

MAJOR NON-PERSONNEL EXPENSE DETAILS

	FY 2017-18	FY 2018-19
42401 Memberships	\$ 65	\$ 110
CSMFO Dues	\$ 110	
42301 Travel and Training	\$ 500	\$ 400
Misc. training	\$ 400	
42506 Bonds	\$ 175	\$ 250
Bonds	\$ 250	

Total Professional/Administrative Services \$ 760

Mission

The City Attorney is the Chief Legal Officer for the City of Pinole. The City Attorney provides legal advice to the City Council, City officials and staff. 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 City Council and staff as needed.

Key Objectives for FY 2018- 19

- **Pinole Municipal Code Update Project** (Measure S 2014)
 - Rental Inspection Ordinance Update
 - Zoning Code 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 and Commissioners
 - Provide Sexual Harassment Prevention Training to Council and Staff
- **Code Enforcement**
- **Provide Legal Services for Upgrade Project** (Wastewater Revenue Fund)

Success Indicators

- Adopted Ordinance banning polystyrene (Styrofoam) in the City of Pinole.
- Adopted Ordinance requiring balcony inspections in the City of Pinole.
- Introduced sidewalk ordinance.
- Conducted code enforcement training for City staff.

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 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Actual Thru Mar-18	FY 2017-18 Budget	FY 2018-19 Proposed	\$ Chg	% Chg
Legal Services							
Attorney Services - 42102	312,911	333,669	270,906	541,775	402,820	(138,955)	-34%
Total Legal Services	312,911	333,669	270,906	541,775	402,820	(138,955)	-34%
Indirect Cost Allocations							
Administrative Credits - 46121	-	(133,338)	(157,123)	(326,000)	(306,000)	20,000	-7%
Total Indirect Cost Allocations	-	(133,338)	(157,123)	(326,000)	(306,000)	20,000	-7%
Total	312,911	200,331	113,782	215,775	96,820	(118,955)	-123%
MEASURE S - 2014 FUND - 106							
Attorney Services - 42102	-	48,786	40,417	45,000	-	(45,000)	-100%
Total Measure S	-	48,786	40,417	45,000	-	(45,000)	-100%

MAJOR NON-PERSONNEL EXPENSE DETAILS

	FY 2017-18	FY 2018-19
42102 Attorney Services - General Fund	\$ 541,775	\$ 402,820
General legal services for FY 2017-18	\$452,820	
HR contract attorney services in HR budget	(\$50,000)	
42102 Attorney Services - Measure S 2014	\$ 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 County Oversight Board for approval, and to the State Department of Finance and the County.

Key Objectives

- Annual Operating Budget adopted by June 30th
- Comprehensive Annual Financial Report (CAFR) completed by December 31st
- Prepare the Successor Agency Annual ROPS for approval by the County Oversight Board and submission to the State Department of Finance by February 1st
- 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
- Managed investment portfolio that averaged \$33.1 million reinvesting idle funds with an average 1.456% effective yield
- Ensured accurate WPCP Upgrade Project accounting and timely reimbursements from project financing
- Developed Grants Policy, Capital Assets Policy and Unclaimed Funds Policy

Position Summary

Position	2014-15	2015-16	2016-17	2017-18	2018-19
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 Technician, <i>PT</i>	0.00	0.00	0.00	0.00	0.48
Accounting Intern, <i>PT/Temp</i>	0.40	0.48	0.48	0.48	0.00
Total	3.40	3.48	3.48	3.48	3.48

GENERAL FUND - 100
FINANCE - 115

EXPENDITURE SUMMARY

	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Actual Thru Mar-18	FY 2017-18 Budget	FY 2018-19 Proposed	\$ Chg	% Chg
Personnel							
Salaries & Wages - 401	317,174	336,424	246,917	341,564	378,165	36,601	10%
Overtime - 402	3,354	1,576	1,678	2,500	2,806	306	0%
Employee Benefits - 410	64,448	105,688	93,806	105,905	131,801	25,896	20%
Total Salary & Benefits	384,976	443,688	342,401	449,969	512,772	62,803	12%
Services and Supplies							
Professional & Administrative Services - 42	49,579	76,483	47,133	78,320	75,475	(2,845)	-4%
Other Operating Expenses - 43	3,610	3,789	2,083	3,025	3,300	275	8%
Materials & Supplies - 44	-	-	-	-	-	-	0%
Total Services and Supplies	53,189	80,272	49,217	81,345	78,775	(2,570)	-3%
Capital Outlay							
Asset Acquisition/Improvement - 47	-	-	-	-	-	-	0%
Total Capital Outlay	-	-	-	-	-	-	0%
Indirect Cost Allocations							
Admin Credits - 46121	(90,939)	(131,089)	(97,637)	(139,024)	(149,170)	(10,146)	7%
Benefits & Insurance - 46123	25,602					-	0%
Legal Charges - 46126		734	945		750	750	100%
Insurance General Liability - 46201	10,588	9,548	10,394	9,522	12,218	2,696	22%
Total Indirect Cost Allocations	(54,750)	(120,807)	(86,298)	(129,502)	(136,202)	(6,700)	5%
Total	383,415	403,153	305,320	401,812	455,345	53,533	12%

MEASURE S - 2014 FUND - 106

Professional & Administrative Services - 42	-	2,500	-	5,000	4,865	(135)	-3%
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MAJOR NON-PERSONNEL EXPENSE DETAILS

FY 2017-18 FY 2018-19

42101 Professional Services		\$ 66,485	\$ 63,670
Auditing Services	\$ 44,935		
Preparation of State Controllers Report	5,610		
GASB 68 PERS Report(5 reports @\$850)	4,250		
CA Municipal Statistics (CAFR schedule)	475		
HdL Sales Tax Analysis	5,600		
Armored car treasury services	2,800		
42201 Office Expense		\$ 5,700	\$ 5,700
Miscellaneous Office Expenses	\$ 3,000		
Year End Tax Forms	700		
Check stock	1,500		
Printing Services	500		
4230x Travel and Training		\$ 1,800	\$ 1,800
CSMFO annual conference	\$ 1,100		
Airfare	700		
42401 Memberships		\$ 430	\$ 400
CSMFO dues	\$ 110		
GFOA dues	190		
AGA Dues	100		
42506 Admin Exp/Bonds		\$ 250	\$ 250
Bonds	\$ 250		
42510 Software Subscription		\$ 3,000	\$ 3,000
Cost Tree Cost Allocation Software subscription	3,000		
42514 Special Department Expense		\$ 655	\$ 655
GFOA CAFR review and certification	\$ 505		
CSMFO budget review and award	150		
Total Professional/Administrative Services		\$ 75,475	
4310X Utilities		\$ 3,025	\$ 3,300
Water - 43102	\$ 300		
Electricity & Power - 43103	3,000		

MEASURE S - 2014 FUND - 106

42101 Professional Services		\$ 5,000	\$ 4,865
Measure S Audit (106)	\$ 2,365		
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.

Key Objectives

- Review and Update the City's Rules, Policies, and Procedures Manual for clarity and consistency.
- Finalize the Illness and Injury Prevention Policy
- Provide subject matter training on use of NEO Gov – Online recruitment software.
- Continue recruitment efforts for vacant positions throughout the organization.

Success Indicators

- Completed 32 recruitment processes commencing from advertising to hiring.
- Received and evaluated over 1,000 applications for sworn and non-sworn positions
- Served as the Lead and coordinated with the Departments on the Implementation of the new Website.
- Finalized successful negotiations with the four (4) bargaining Units

Position Summary

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

Position	2014-15	2015-16	2016-17	2017-18	2018-19
Assistant City Manager	1.00	1.00	1.00	1.00	1.00
Human Resources Specialist	1.00	1.00	1.00	1.00	1.00
Total	2.00	2.00	2.00	2.00	2.00

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

EXPENDITURE SUMMARY

	FY 2015-16	FY 2016-17	FY 2017-18	FY 2017-18	FY 2018-19	\$ Chg	% Chg
	Actual	Actual	Actual	Budget	Proposed		
Personnel			Thru Mar-18				
Salaries & Wages - 401	248,866	260,287	196,222	262,727	300,750	38,023	13%
Overtime - 402	(128)	317	8	3,000	-	(3,000)	-100%
Employee Benefits - 410	70,898	73,815	68,446	69,960	95,002	25,042	26%
Total Salary & Benefits	319,636	334,419	264,676	335,687	395,752	60,065	15%
Services and Supplies							
Professional & Administrative Services - 42	77,789	38,168	35,160	78,760	105,905	27,145	26%
Other Operating Expenses - 43	1,069	1,119	618	1,188	1,195	7	1%
Total Services and Supplies	78,858	39,287	35,778	79,948	107,100	27,152	25%
Capital Outlay							
Asset Acquisition/Improvement - 47	-	-	718	-	300	300	100%
Total Capital Outlay	-	-	718	-	300	300	100%
Indirect Cost Allocations							
Administrative Credits - 46121	(88,897)	(106,031)	(82,291)	(112,487)	(124,053)	(11,566)	9%
Legal Charges - 46126	-	-	-	185	185	-	0%
General Liability Insurance - 46201	-	7,462	7,941	7,276	9,736	2,460	25%
Total Indirect Cost Allocations	(88,897)	(98,568)	(74,350)	(105,026)	(114,132)	(9,106)	8%
Total	309,597	275,138	226,822	310,609	389,020	78,411	20%

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2017-18	FY 2018-19
42101 Professional Services		\$ 59,506	\$ 31,201
Basic Pacific Admin	\$625		
CPS tests	1,500		
IEDA	25,476		
Misc	1,500		
Pre-employment exams-Concentra	2,100		
42102 Attorney Services		\$ -	\$ 50,000
Jackson Lewis contract	\$ 50,000		
4110 Fingerprinting		\$ -	\$ 320
42201 Office Expense		\$ 1,000	\$ 500
Miscellaneous Office Supplies	\$500		
4230X Travel and Training		\$ 9,135	\$ 9,294
Covers the cost of minimal training workshops covering employee relations issues, workers compensation, ADA and family leave			
Leadership Academy	\$ 1,200		
Other Travel and Training/Conferences	8,094		
42401 Memberships		\$ -	\$ 1,615
ICMA	\$ 1,400		
SHRM	\$ 215		
42506 Bond		\$ 175	\$ 175
Bond	\$ 175		
42510 Software Purchases		\$ -	\$ 4,200
NeoGov Annual License/Maintenance	\$ 4,200		
42514 Special Department Expense		\$ 8,944	\$ 8,600
Employee BBQ	\$1,200		
Employee Recognition	2,500		
Legal Posting	400		
Recruitment Advertising	4,000		
Recruitment Expense	500		
Total Professional/Administrative Services			\$ 105,905
4310X Utilities		\$ 1,188	\$ 1,195
43103 Gas/Electric	\$ 1,080		
43102 Water	115		

GENERAL GOVERNMENT - 117

Mission

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

Position Summary

Position	2014-15	2015-16	2016-17	2017-18	2018-19
Management Analyst	0.00	0.48	0.48	1.00	1.00
Admin Secretary, <i>part-time</i>	0.46	0.00	0.00	0.00	0.00
Total	0.46	0.48	0.48	1.00	1.00

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

EXPENDITURE SUMMARY

	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Actual Thru Mar-18	FY 2017-18 Budget	FY 2018-19 Proposed	\$ Chg	% Chg
Personnel							
Salaries & Wages - 401	(179)	315	20,007	69,278	78,670	9,392	12%
Overtime - 402	-	-	-	-	-	-	0%
Employee Benefits - 410	1,203,849	6,234	356,196	4,546,853	53,885	(4,492,968)	-8338%
Med Insurance/Retirement - 411	963,040	801,065	696,103	901,000	901,000	-	0%
Benefits & Insurance - 38502	(1,328,884)	-	-	(4,810,284)	-	4,810,284	-100%
Total Salary & Benefits	837,827	807,614	1,072,306	706,847	1,033,555	326,708	32%
Services and Supplies							
Professional & Administrative Services - 42	190,213	161,641	130,789	249,045	241,912	(7,133)	-3%
Other Operating Expenses - 43	11,616	12,596	6,920	12,089	12,400	311	3%
Total Services and Supplies	201,829	174,237	137,709	261,134	254,312	(6,822)	-3%
Capital Outlay							
Asset Acquisition/Improvement - 47	-	-	-	-	-	-	0%
Total Capital Outlay	-	-	-	-	-	-	0%
Debt Service							
Debt Principal - 48101	264,718	(0)	250,440	513,740	504,622	(9,118)	-2%
Debt Interest - 48102	289,749	324,939	254,560	254,560	278,678	24,118	9%
Cost of Issuance - 48103	-	1,142	-	-	-	-	0%
Total Debt Service	554,467	326,081	505,000	768,300	783,300	15,000	2%
Indirect Cost Allocations							
Administrative Credits - 46121	-	-	-	-	-	-	0%
Administrative Debits - 46122	91,348	2,846	-	-	-	-	0%
IS Charges - 46124	90,655	94,845	-	163,500	160,861	(2,639)	-2%
General Liability Insurance - 46201	1,780	21,878	2,189	298,656	2,609	(296,047)	-11347%
Total Indirect Cost Allocations	183,783	119,568	2,189	462,156	163,470	(298,686)	-183%
Operating Transfers Out - 49901	5,000	30,000	-	133,566	115,566	(18,000)	-16%
Total	1,782,906	1,457,501	1,717,204	2,332,003	2,350,203	18,200	1%
MEASURE S - 2014 FUND - 106							
Professional & Administrative Services - 42	-	-	-	-	40,000	40,000	100%
Equipment Replacement Charges - 46	-	120,000	-	125,000	105,000	(20,000)	-19%
Transfers Out - 49	-	841,364	-	775,000	707,000	(68,000)	-10%
Total Measure S	-	961,364	-	900,000	852,000	(48,000)	-6%
MEASURE J FUND - 215							
Professional & Administrative Services - 42	36,675	-	-	42,772	47,049	4,277	9%
Total Measure J	36,675	-	-	42,772	47,049	4,277	9%

MAJOR NON-PERSONNEL EXPENSE DETAILS

	FY 2017-18	FY 2018-19
42101 Professional Services	\$ 191,410	\$ 180,037
Architectural Drawings (Faria House)	\$ 50,000	
Animal Control Services	115,937	
Mural maintenance	10,100	
WCCUSD Summer Intern	4,000	
42107 Equipment Maintenance	\$ 100	\$ 100
42201 Office Expense	\$ 19,200	\$ 19,200
Postage Supplies	\$ 6,200	
Office Supplies	5,000	
Copier Supplies	1,000	
Other Office Expenses	7,000	
4230X Travel & Training	\$ -	\$ 1,500
42401 Memberships	\$ 18,210	\$ 18,075
ABAG Dues	\$ 4,650	
Bay Area News Group subscription	550	
CAER dues	550	
LAFCO dues	5,525	
League of CA Cities	6,800	
42501 Bank Fees	\$ 8,600	\$ 14,000
Mechanics Bank and Bank of the West fees	\$14,000	
42506 Bonds	\$ 1,125	\$ -
42511 Equipment Rent	\$ 2,400	\$ 3,500
Restroom Services (Farmers market & PVP)	\$3,500	
42513 Rent	\$ 2,700	\$ 2,700
Tennent Ave Parking lot. 401-142-012 (AT&T)	\$ 2,700	
42514 Special Department Expense	\$ 5,300	\$ 2,800
Flowers for funerals and special occasions	\$ 300	
Miscellaneous	2,000	
Notary fees and supplies	100	
UPS/FedEx/Misc. shipping	400	
Total Professional/Administrative Services		241,912
4310X Utilities	\$ 12,089	\$ 12,400
43103 Gas/Electric	\$ 11,000	
43102 Water	900	
4310X Comcast	500	

48101 Debt Principal		\$ 413,740	\$ 504,622
Pension Obligation Bond principal	\$ 241,322		
Successor Agency Collateralized Investment Agreement payment	263,300		

48102 Debt Interest		\$ 254,560	\$ 278,678
Pension Obligation Bond interest	\$ 278,678		

MEASURE S - 2014 FUND - 106

42101 Professional Services		\$ -	\$ 40,000
Architectural Drawings (Faria House) reimbursable	\$ 40,000		

46125 Equipment Replacement Charges		\$ 125,000	\$ 105,000
Initiate ISF- Depreciation for Heavy Equipment	\$ 50,000		
Initiate ISF- Depreciation to Replace 1 PD Vehicle per year	50,000		
Initiate ISF- Depreciation to Replace 2 Dev Svcs Vehicles per year	5,000		

49901 Transfers Out		\$ 775,000	\$ 707,000
Arterial Street Rehabilitation Projects	\$ 200,000		
Cable TV Contribution	55,000		
General Reserve	200,000		
Recreation-Cinema in the Park	1,500		
Recreation-Community Service Commission	2,000		
Recreation-Summer Sounds in the Park	2,500		
Recreation-Swim Center Contribution	45,000		
Recreation-Tree Lighting	1,000		
Street Projects Funding	200,000		

MEASURE J - FUND 215

42401 Memberships		\$ 42,772	\$ 47,049
WCCTAC dues	\$ 47,049		

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, through a contract service agreement, maintains organization-wide software and 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 and public works maintenance facilities are all connected to the primary City Hall building through dedicated wide-area network (WAN) communication links. The Police and Fire departments are served on separate servers.

Key Objectives

- Replace 20 outdated XP computers and upgrade 46 computers operating system to Windows 10
- Install a new Disaster Recovery System for the Police Department
- Upgrade email and computers software with most current Office 365
- Replace existing electronic database storage system
- Continued maintenance and evaluation of the City's IT system.

Success Indicators

- Implemented eTrakIt Enhancement to enable permits to be submitted through the website.
- Rollout the Police Department body camera program
- Rollout NeoGov (on-line job recruitment) program for Human Resources
- Implemented replacement of ERP system for Finance and HR.
- Replaced Recreation Registration and Management program.
- Commenced a multi-year project of replacing outdated computers (15 replaced in FY 2017-18)

INFORMATION SYSTEMS - 118

Position Summary

Position	2014-15	2015-16	2016-17	2017-18	2018-19
Information Systems Administrator	1.00	1.00	0.00	0.00	0.00
Total	1.00	1.00	0.00	0.00	0.00

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

EXPENDITURE SUMMARY

	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Actual Thru Mar-18	FY 2017-18 Budget	FY 2018-19 Proposed	\$ Chg	% Chg
Personnel							
Salaries & Wages - 401	91,099	-	-	-	-	-	0%
Overtime - 402	275	-	-	-	-	-	0%
Employee Benefits - 410	21,570	1,885	-	-	-	-	0%
Total Salary & Benefits	112,944	1,885	-	-	-	-	0%
Services and Supplies							
Professional & Administrative Services - 42	414,939	527,393	251,348	538,979	505,164	(33,815)	-7%
Other Operating Expenses - 43	103,777	105,533	83,292	136,160	145,160	9,000	6%
Total Services and Supplies	518,716	632,926	334,640	675,139	650,324	(24,815)	-4%
Capital Outlay							
Asset Acquisition/Improvement - 47	26,599	30,012	7,410	61,100	79,500	18,400	23%
Total Capital Outlay	26,599	30,012	7,410	61,100	79,500	18,400	23%
Indirect Cost Allocations							
Administrative Credits - 46121	(101,498)	(3,163)	-	-	-	-	0%
IS Charges - 46124	(565,961)	(563,369)	-	(736,239)	(729,824)	6,415	-1%
General Liability Insurance - 46201	2,893	1,279	-	-	-	-	0%
Total Indirect Cost Allocations	(664,566)	(565,252)	-	(736,239)	(729,824)	6,415	-1%
Total	(6,307)	99,571	342,050	-	-	-	0%
MEASURE S - 2014 FUND - 106							
Computer Equipment - 47102	-	-	-	-	6,000	6,000	100%
Software Purchases - 42510	103,618	135,848	81,334	150,000	119,000	(31,000)	-26%
Total Measure S	103,618	135,848	81,334	150,000	125,000	(25,000)	-20%

MAJOR NON-PERSONNEL EXPENSE DETAILS

FY 2017-18 FY 2018-19

		\$ 188,000	\$ 210,800
42101 Professional Services			
Deploy Disaster Recovery Solution	\$ 5,000		
Managed IT Support (Precision IT)	\$ 150,000		
Replace 20 Windows XP workstations	6,400		
Upgrade 45 workstations to Windows 10	14,400		
Upgrade antivirus for all servers and workstations	5,000		
Upgrade City Hall and Public Safety servers	5,000		
Upgrade City Hall firewall	5,000		
Upgrades	20,000		
42105 Network Maintenance		\$ 103,560	\$ 47,060
Network servers and hardware maintenance, including professional callouts.			
Firewall maintenance & content filters	\$ 3,500		
Hardware warranty for police car tablets	8,500		
LiveScan maintenance	10,000		
Printer repair	1,000		
Spam/Spyware hardware	1,400		
Web hosting (ABAG/post-ABAG)	6,160		
Website auto notification subscription	6,500		
Website updates/maintenance	3,000		
Web streaming	6,000		
Wi-Fi service	1,000		
42106 Software Maintenance		\$ 133,000	\$ 134,714
Fire RMS support- Station 73	\$ 3,500		
AMAG alarm software maintenance	500		
CrimeView desktop support	3,000		
Critical Reach maintenance	300		
ESRI- Ainfo, Aedito, Aview maintenance	20,000		
Forensics Maintenance	1,200		
FileOnQ Support & maintenance	3,000		
Fire RMS support- Station 73	2,000		
Geo Trust SSL certificate for OWA	500		
RecDesk software	4,400		
Sire software support	4,000		
TRACKIT support maintenance	16,400		
Tyler Incode license fee & maintenance	62,914		
Upgrade to Sophos exploit protection	8,000		
Versatile Express & retention support	5,000		
42107 Equipment Maintenance		\$ 56,624	\$ 49,700
Copier Lease and Maintenance (Xerox)	\$ 47,700		
Mailing System Meter Lease (Pitney Bowes)	2,000		
42201 Office Expense		\$ 1,500	\$ 1,500
Miscellaneous computer supplies	\$ 1,300		
Miscellaneous office supplies	200		

FY 2017-18 FY 2018-19

42401 Memberships

Municipal Information System Membership \$ 160 \$ -

42510 Software Purchase & Subscriptions

Copware Site License \$ 140
 Office 365 E3 License (160 Licenses) 40,000
 PD background checks (TLO, Transunion) 750
 Pinole Municode 500
 Public Safety data backup and DR solution 10,000
 Realquest maintenance 10,000

Total Professional/Administrative Services \$505,164

43101 Communications

AT&T voice service \$ 97,200
 DSL - 911 1,300
 Fire Department pagers 360
 Public Safety satellite phones 700
 Tiny Tots solar 600
 Verizon cell service 45,000

47102 Computer Equipment

Body Cameras (5) \$ 5,000
 Computers- Admin (3) 3,000
 Computers- Admin replace (13) Windows 7 13,000
 Computers -Comm. Dev (1) 1,000
 Computers - Fire (1) 1,000
 Computers - PCTV (4) 4,000
 Computers - Police (2) 2,000
 Computers - Police replace (14) Windows 7 14,000
 Computers - Public Works (6) 6,000
 Computers - Recreation (2) 2,000
 Dual monitors- all divisions 15,000
 Laptop for new Lieutenant 2,000
 Printer replacement 1,500
 Tablets and docking stations - Police (2) 10,000

MEASURE S - 2014 FUND - 106

42510 Software Purchase & Subscriptions

Replace SIRE Records System Software (25K Carryover) \$ 80,000
 Ancillary equipment related to RecDesk upgrade 39,000
 Computers - Recreation (5)[a] 6,000
 [a] Funded with Measure S 2014 Carryover

INFORMATION SYSTEMS CHARGES FOR COMMUNICATION & TECHNOLOGY

FY 2017-18 FY 2018-19

46124 IS Charges for Communication & Technology			\$ (736,239)	\$ (729,824)
General Government	[117]	\$	(160,861)	
Police Services	[222]		(226,747)	
Police Dispatch	[223]		(35,052)	
Fire Services	[231]		(60,524)	
Public Works	[341]		(66,557)	
Building Inspection	[462]		(48,185)	
Recreation	[551]		(58,223)	
CATV	[118]		(24,459)	
Sewer WPCP	[641]		(32,709)	
Sewer Collection (CY)	[642]		(16,508)	

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 while at the same time achieving cost recovery.

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. Resources are utilized for staffing, operational and equipment supplies, utilities and facility maintenance. Revenue is generated from service charges, donations, sponsorships, DVD sales and franchise fees. The majority of revenue is from contracts with other municipalities, nonprofits and for profits with whom PCTV provides broadcasting and other services.

Key Objectives

- To maintain operations, live broadcasts of Pinole City Council Meetings and other Pinole government meetings, program and schedule all replays, and manage and maintain the related video website files.
- To maintain Local Origination or Pinole content for broadcasting and to, when financially possible, provide for local Public Access operations for Pinole citizens.
- To strive to maintain client operations at the current levels of service within financial budgets.
- To effectuate restorative steps to correct deferred maintenance, and replace obsolete equipment.
- To maintain operations without awareness of the public of station difficulties.
- To successfully maintain and restore the operational skill sets through training of staff.

Success Indicators

- PCTV staff continues to maintain operations.
- Commenced migration and integration of equipment from analog to digital format through in-house staff.
- Launched updated bulletin board (PCTV Scroll) systems with modern digital formats and features.
- Re-tooled the Live Truck with a rotation of surplus gear.

Position Summary

Position	2014-15	2015-16	2016-17	2017-18	2018-19
Cable Access Coordinator	0.90	1.00	1.00	1.00	1.00
Cable Access Technician	0.90	1.00	1.00	1.00	1.00
Cable Equipment Operators, <i>PT/Temp</i>	0.44	0.75	0.75	0.75	0.75
Total	2.24	2.75	2.75	2.75	2.75

CABLE ACCESS TV FUND - 505
CABLE ACCESS TV - 119

EXPENDITURE SUMMARY

	FY 2015-16	FY 2016-17	FY 2017-18	FY 2017-18	FY 2018-19	\$ Chg	% Chg
	Actual	Actual	Actual	Budget	Proposed		
Personnel							
			Thru Mar-18				
Salaries & Wages -401	168,042	175,674	131,867	187,255	195,704	8,449	4%
Overtime - 402	-	121	-	2,000	2,000	-	0%
Employee Benefits - 410	72,111	72,283	62,098	82,399	96,276	13,877	14%
Total Salary & Benefits	240,153	248,077	193,966	271,654	293,980	22,326	8%
Services and Supplies							
Professional & Administrative Services - 42	20,718	21,324	5,107	31,418	33,150	1,732	5%
Other Operating Expenses - 43	6,989	8,575	1,116	9,000	8,000	(1,000)	-13%
Materials & Supplies - 44	208	294	277	-	400	400	100%
Total Services and Supplies	27,915	30,193	6,500	40,418	41,550	1,132	3%
Capital Outlay							
Asset Acquisition/Improvement - 47	-	-	30,098	56,900	58,000	1,100	2%
Total Capital Outlay	-	-	30,098	56,900	58,000	1,100	2%
Indirect Cost Allocations							
IS Charges - 46124	11,888	15,000	-	24,641	24,459	(182)	-1%
General Liability Insurance -46201	5,907	5,628	5,980	5,478	6,557	1,079	16%
Total Indirect Cost Allocations	17,795	20,628	5,980	30,119	31,016	897	0%
Total	285,863	298,898	236,544	399,091	424,546	25,455	6%

[1] PEG funded

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2017-18	FY 2018-19
42101 Professional Services		\$ 19,000	\$ 19,000
Remote programming and support for Leightronix, Scala and General A/V Contractors (90% funded through production fees)	\$ 9,000		
Nexus Fee Study	10,000		
42106 Software Maintenance		\$ -	\$ 900
Scala Annual License	\$ 900		
42107 Equipment Maintenance		\$ 4,000	\$ 3,600
Equipment repair	\$ 300		
Equipment repair parts	1,900		
Loaner equipment	170		
Other equipment maintenance	1,230		
42108 Maintenance Structure/Imp		\$ 3,800	\$ 3,800
Cleaning supplies	\$ 500		
Elevator maintenance	1,080		
HVAC maintenance	1,580		
Other maintenance	442		
Pest control	198		
42201 Office Expense		\$ 250	\$ 250
4230X Travel and Training		\$ 1,500	\$ 2,500
NAB Convention for two employees	\$ 2,400		
Other Travel and Training	\$ 100		
42510 Software Purchase		\$ -	\$ 600
Adobe Editing Software	\$ 600		
42514 Special Department Expense		\$ 2,868	\$ 2,500
Equipment Rental	\$ 100		
Misc specialized supplies	1300		
Other Special Dept Expenses	700		
Recording media	400		
		Total Professional/Administrative Services	\$ 33,150
43102 Utilities		\$ 9,000	\$ 8,000
Gas and Electric	\$ 7,000		
Water	500		
Taxes	500		
44301 Fuel		\$ -	\$ 400

47101 Equipment**\$56,900 \$ 58,000**

DSLR Digital Camera- Hand Held	\$2,200
Master Control automation update	28,800
Osprey Talon G1H Video Encoder	2,000
Panasonic AV-HS410 Multi-format HD/SD	12,000
Panasonic matching camera for ture A-B roll	11,000
Teranex converters by Blackmagicdesign	2,000

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 departmental personnel. 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

- Provide exemplary customer service and law enforcement services to the community.
- Seek new technology to enhance the delivery of services to the community.
- Provide the community with an effective Criminal Investigations Division.
- Provide an effective K-9 Program to enhance the safety of the officers and citizens.
- Provide the community an SRO program that incorporates Restorative Justice Practices.
- Liaison program with Municipal Pooling Authority for RMTAC (Police Risk Management Training Advisory Committee).
- School liaison Program to all elementary schools in the community.
- 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.
- P.O.S.T. Training.
- Special Olympics - Tip a Cop, Torch Run, and Bike the Bridges.
- Police Explorer Program (Community Funded).
- Security for Community Special Events.
- Community Service Officer Unit.

Success Indicators

- New Lieutenants hired and in place.
- SmartGuardian Technology to enhance efficiency in delivering services to community.
- Top 20 Law Enforcement agency in fundraising for Special Olympics Northern California.
- Up to date on all P.O.S.T. mandated training for Officers.
- Hired and Trained new officers and CSO positions.
- Instituted a Police Officer Trainee position.

POLICE OPERATIONS - 221

Position Summary

Position	2014-15	2015-16	2016-17	2017-18	2018-19
Chief of Police	1.00	1.00	1.00	1.00	1.00
Commander	1.00	1.00	1.00	0.00	0.00
Lieutenant	0.00	0.00	0.00	2.00	2.00
Sergeant	6.00	6.00	6.00	6.00	6.00
Police Officer	16.00	16.00	17.00	17.00	17.00
Community Service Officers	0.00	0.96	0.96	0.96	0.96
Police Officer (SRO)	0.00	0.00	0.00	0.00	0.00
Total	24.00	24.96	25.96	26.96	26.96

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

EXPENDITURE SUMMARY

	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Actual Thru Mar-18	FY 2017-18 Budget	FY 2018-19 Proposed	\$ Chg	% Chg
Personnel							
Salaries & Wages - 401	1,768,032	1,830,270	1,410,680	2,152,282	2,252,519	100,237	4%
Overtime - 402	-	2,864	4,600	-	-	-	0%
Employee Benefits - 410	747,899	744,895	679,726	900,592	960,611	60,019	6%
Total Salary & Benefits	2,515,931	2,578,029	2,095,005	3,052,874	3,213,130	160,256	5%
Services and Supplies							
Professional & Administrative Services - 42	147,114	136,211	172,273	184,279	156,712	(27,567)	-18%
Materials & Supplies - 44301	42,217	55,384	43,819	3,500	85,500	82,000	96%
Total Services and Supplies	189,331	191,595	216,092	187,779	242,212	54,433	22%
Capital Outlay							
Asset Acquisition/Improvement - 47	875	-	3,202	3,240	3,240	-	0%
Total Capital Outlay	875	-	3,202	3,240	3,240	-	0%
Indirect Cost Allocations							
Administrative Credits - 46121	(295,918)	(308,325)	(222,338)	(311,358)	(323,357)	(11,999)	4%
Administrative Debits - 46122	-	-	-	-	-	-	0%
Legal Charges - 46126	13,771	18,458	7,627	67,100	20,000	(47,100)	-236%
General Liability Insurance - 46201	78,593	86,992	73,350	61,255	73,521	12,266	17%
Total Indirect Cost Allocations	(203,553)	(202,874)	(141,361)	(183,003)	(229,836)	(46,833)	20%
Total	2,502,583	2,566,750	2,172,937	3,060,890	3,228,746	167,856	5%

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2017-18	FY 2018-19
42101 Professional Services		\$ 16,000	\$ 51,712
Applicant Processing/Recruiting	\$ 16,000		
EBRCSA Contract - Radios	\$ 35,712		
42107 Equipment Maintenance		\$ 103,379	\$ 30,000
Radio Repairs	\$ 1,500		
Vehicle Maintenance	9,000		
Vehicle Repairs	18,000		
Vehicle Washing	1,500		
42401 Memberships		\$ 1,805	\$ 2,000
CA Crime Prevention Officers Assn	\$ 120		
CA Peace Officers Assn.	320		
CA Police Chief's Assn.	400		
County Police Chiefs' Assn.	775		
International Assn. of Police Chiefs	150		
National Assn. of Town Watch	35		
Police Executive Research Forum	200		
42511 Equipment Rental		\$ 5,000	\$ 5,000
Firearms Range Rental	\$ 5,000		
42514 Special Department Expense		\$ 33,095	\$ 38,000
Ammunition and firearm repair	\$ 5,500		
Body cameras, tablets, and docking stations	4,900		
Canine expenses	12,100		
Crime Scene Processing/Field Testing Supplies	7,300		
Miscellaneous Supplies	8,200		
42301 Travel and Training		\$ 25,000	\$ 30,000
State of CA -- P.O.S.T.	\$ 30,000		
Total Professional/Administrative Services			\$ 156,712
44301 Fuel		\$ -	\$ 73,000
44410 Safety Clothing		\$ 3,500	\$ 12,500
Part-time employees uniforms	\$ 3,500		
Protective Vests	9,000		
47101 Equipment		\$ 3,240	\$ 3,240
Ballistic Shield	\$ 1,400		
MP5	1,840		

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

EXPENDITURE SUMMARY

	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Actual Thru Mar-18	FY 2017-18 Budget	FY 2018-19 Proposed	\$ Chg	% Chg
Personnel							
Salaries & Wages - 401	351,318	354,941	137,869	627,446	631,002	3,556	1%
Overtime - 402	398,769	353,913	353,221	320,500	337,438	16,938	5%
Employee Benefits - 410	189,297	191,268	132,092	345,138	427,860	82,722	19%
Total Salary & Benefits	939,385	900,123	623,183	1,293,084	1,396,300	103,216	7%
Services and Supplies							
Professional & Administrative Services - 42	2,362	1,169	268	19,790	7,300	(12,490)	-171%
Other Operating Expenses - 43	-	-	-	-	-	-	0%
Materials & Supplies - 44	6,270	-	-	-	12,500	12,500	100%
Total Services and Supplies	8,632	1,169	268	19,790	19,800	10	0%
Capital Outlay							
Asset Acquisition/Improvement - 47	-	126,534	168,190	337,525	-	(337,525)	-100%
Total Capital Outlay	-	126,534	168,190	337,525	-	(337,525)	-100%
Indirect Cost Allocations							
Administrative Debits - 46122	154,977	-	-	-	-	-	0%
General Liability Insurance - 46201	21,960	27,298	29,714	27,438	32,120	4,682	15%
Total Indirect Cost Allocations	176,937	27,298	29,714	27,438	32,120	4,682	15%
Total	1,124,953	1,055,123	821,355	1,677,837	1,448,220	(229,617)	-16%

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2017-18	FY 2018-19
42107 Equipment Maintenance		\$ 16,540	\$ 4,050
MDC Repairs	\$ 1,650		
Vehicle Maintenance	1,350		
Vehicle Repairs	1,050		
42514 Special Department Expense		\$ 3,250	\$ 3,250
Gunshot trauma kits	\$ 700		
Miscellaneous Supplies	2,550		
	Total Professional/Administrative Services		\$ 7,300
44301 Fuel		\$ -	\$ 12,500

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

EXPENDITURE SUMMARY

	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Actual Thru Mar-18	FY 2017-18 Budget	FY 2018-19 Proposed	\$ Chg	% Chg
Personnel							
Salaries & Wages - 401	-	22,288	26,425	46,965	48,374	1,409	3%
Overtime - 402	-	-	-	-	-	-	0%
Employee Benefits - 410	2,712	3,783	4,474	6,230	6,328	98	2%
Total Salary & Benefits	2,712	26,071	30,900	53,195	54,702	1,507	3%
Services and Supplies							
Professional & Administrative Services - 42	3,640	1	-	50,000	50,000	-	0%
Other Operating Expenses - 43	-	-	-	-	-	-	0%
Material & Supplies - 44	-	-	-	-	-	-	0%
Total Services and Supplies	3,640	1	-	50,000	50,000	-	0%
Indirect Cost Allocations							
Administrative Credits - 46121	-	-	-	-	-	-	0%
Equipment Repl Charge - 46125	30,232	16,679	-	-	-	-	0%
General Liability Insurance - 46201	1,572	1,411	1,484	1,359	1,604	245	15%
Total Indirect Cost Allocations	31,804	18,090	1,484	1,359	1,604	245	15%
Total	38,156	44,162	32,384	104,554	106,306	1,752	2%

MAJOR NON-PERSONNEL EXPENSE DETAILS

	FY 2017-18	FY 2018-19
42514 Special Department Expense	\$ 50,000	\$ 50,000
EOC Safety Plan/Emergency Prep (\$50,000 carryover)	\$ 50,000	

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

EXPENDITURE SUMMARY

	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Actual Thru Mar-18	FY 2017-18 Budget	FY 2018-19 Proposed	\$ Chg	% Chg
Personnel							
Salaries & Wages - 401	-	-	-	-	-	-	0%
Overtime - 402	-	-	-	-	-	-	0%
Employee Benefits - 410	-	-	-	-	-	-	0%
Total Salary & Benefits	-	-	-	-	-	-	0%
Services and Supplies							
Professional & Administrative Services - 42	-	-	-	-	-	-	0%
Other Operating Expenses - 43	-	-	-	-	-	-	0%
Material & Supplies - 44	-	-	-	-	-	-	0%
Total Services and Supplies	-	-	-	-	-	-	0%
Capital Outlay							
Asset Acquisition/Improvement - 47	-	-	-	-	-	-	0%
Total Capital Outlay	-	-	-	-	-	-	0%
Indirect Cost Allocations							
Administrative Credits - 46121	-	-	-	-	-	-	0%
Administrative Debits - 46122	-	144,472	108,722	150,857	151,406	549	0%
Total Indirect Cost Allocations	-	144,472	108,722	150,857	151,406	549	0%
Total	-	144,472	108,722	150,857	151,406	549	0%

POLICE SUPPORT SERVICES - 222

Mission

To supplement and assist Patrol Operations and to enhance the quality of life of our community and the citizens of Pinole.

Program Description

Police Support Services provides support and assistance to Patrol Operations 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

- Manage all Community Outreach Programs
- Find ways to implement innovative crime prevention techniques
- C.P.T.E.D. (Crime Prevention Through Environmental Design)
- Criminal Records
- Monitoring of Massage Establishments
- Property and Evidence Room Operations
- Crime Scene Documentation/ Investigation
- Remodel of Property and Evidence center

Success Indicators:

- New Police Property Specialist hired and trained.
- New Records Specialist hired and trained.
- New Community Outreach programs Initiated.
- Chaplain program and Peer Support Program continued.
- New volunteers and interns working at the Department.

Position Summary

Position	2014-15	2015-16	2016-17	2017-18	2018-19
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 (CPU)	0.92	0.96	0.96	0.96	0.96
Total	4.92	4.96	4.96	4.96	4.96

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

EXPENDITURE SUMMARY

	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Actual Thru Mar-18	FY 2017-18 Budget	FY 2018-19 Proposed	\$ Chg	% Chg
Personnel							
Salaries & Wages - 401	290,455	247,211	190,706	288,701	287,698	(1,003)	0%
Overtime - 402	753	0	15,742	-	-	-	0%
Employee Benefits - 410	121,275	111,169	101,916	134,385	153,237	18,852	12%
Total Salary & Benefits	412,484	358,380	308,364	423,086	440,935	17,849	4%
Services and Supplies							
Professional & Administrative Services -	242,227	196,889	100,540	331,429	295,473	(35,956)	-12%
Other Operating Expenses - 43	48,822	55,514	36,929	45,775	51,800	6,025	12%
Materials & Supplies - 44	2,013	868	7,078	-	5,400	5,400	100%
Total Services and Supplies	293,062	253,271	144,547	377,204	352,673	(24,531)	-7%
Capital Outlay							
Asset Acquisition/Improvement - 47	49,782	49,782	79,990	79,990	400	(79,590)	-19898%
Debt Principal & Interest - 48	-	-	-	-	49,782	49,782	100%
Total Capital Outlay	49,782	49,782	79,990	79,990	50,182	(29,808)	-59%
Indirect Cost Allocations							
Administrative Debits - 46122	55,000	66,303	-	-	-	-	0%
IS Charges - 46124	198,179	205,916	-	203,297	226,747	23,450	10%
Legal Charges -46126	-	-	459	-	-	-	0%
General Liability Insurance - 46201	9,399	8,854	9,122	8,356	9,542	1,186	12%
Total Indirect Cost Allocations	262,578	281,073	9,581	211,653	236,289	24,636	10%
Total	1,017,905	942,507	542,483	1,091,933	1,080,079	(11,854)	-1%

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2017-18	FY 2018-19
42101 Professional Services		\$ 156,088	\$ 167,153
Axon body cameras licensing and storage	5,973		
Children's interview center	1,300		
Contra Costa County Jail fees	49,600		
County Crime Lab Services	58,000		
EBCRSA Contract - radios	2,880		
Family Justice Center	450		
Miscellaneous Professional Services	4,050		
SART Exams	5,000		
Smart Guardian	9,900		
Video Surveillance System	30,000		
42105 Network Maintenance		\$ 28,000	\$ 28,000
CAD/RMS (<i>previously in IT budget</i>)	28,000		
42106 Software Maintenance		\$ 38,000	\$ 28,000
Police Dispatch and Records Mgmt Software (Tyler)	28,000		
42107 Equipment Maintenance		\$ 10,445	\$ 6,050
Radio Repairs	250		
Vehicle Maintenance	4,000		
Vehicle Repairs	1,500		
Vehicle Washing	300		
42108 Maintenance Structure/Imp		\$ 53,057	\$ 23,065
Bldg Maintenance	1,075		
Elevator Service (NEC)	650		
HVAC Maintenance (City Mechanical)	1,850		
Janitorial Service (UBS)	17,365		
Janitorial Supplies (UBS)	1,700		
Pest control (Western Exterminator)	425		
42201 Office Expense		\$ 21,855	\$ 19,355
Copier Supplies	500		
Office Supplies	12,720		
Postage & Equipment (Pitney)	3,000		
Printing Services (Concord)	635		
Printing Services (Eagle)	2,500		
42301 Travel and Training		\$ 5,500	\$ 5,500
Conferences (CALNENA)	\$1,000		
Meetings	500		
Non POST training	1,000		
POST training	3,000		

42401 Memberships		\$ 350	\$ 350
California Criminal Justice	\$ 75		
CLEARs	50		
C.A.P.E.	45		
IAPE	50		
Nat'l Emergency Number Assn	130		
42501 Bank Fees		\$ -	\$ 1,000
42514 Special Department Expense		\$ 18,134	\$ 17,000
Photographic supplies	\$ 500		
Lab supplies, mandated processing material	375		
Crime scene supplies	5,700		
GSR processing	5,335		
Fire extinguisher replacement	380		
Misc. special department expenses	4,710		
		Total Professional/Administrative Fees	\$ 295,473
43102 Utilities		\$ 45,775	\$ 51,800
Electricity & Gas (PG&E)	\$ 48,000		
Water (EBMUD)	3,800		
44301 Fuel		\$ -	\$ 4,400
44410 Safety Clothing		\$ -	\$ 1,000
Aramark Uniform Service			
47101 Equipment		\$ 49,798	\$ 400
Fax Machine	400		
47104 Vehicles		\$ 30,192	\$ -

Mission

Provide for the West Bay Communication Center (WBCC) operations, serving the Hercules, San Pablo and Pinole Police Departments. The WBCC is staffed 24 hours/day, seven days/week, serving a total population of approximately 75,000. 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 WBCC now operates under a "Tri-City" model with the cities of Hercules and San Pablo. The Cities of Hercules and San Pablo are billed for Dispatch Services based on a cost-sharing formula that incorporates various usage measurements.

Key Objectives

- Provide Exemplary Dispatch Services for the Tri-Cities
- East Bay Regional Communications System Upgrade
- Community Warning System Program
- Camera System Monitoring Program
- Re-institute the Dispatch Lead position

Success Indicators:

- New 911 system in place
- WBCC is fully staffed
- "Tri-City" model is in operation

Position Summary

Position	2014-15	2015-16	2016-17	2017-18	2018-19
Support Services Manager	1.00	1.00	1.00	0.00	0.00
Dispatcher	7.00	7.00	7.00	11.00	11.00
Total	8.00	8.00	8.00	11.00	11.00

GENERAL FUND - 100
POLICE WEST BAY COMMUNICATIONS CENTER - 223

EXPENDITURE SUMMARY

	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Actual Thru Mar-18	FY 2017-18 Budget	FY 2018-19 Proposed	\$ Chg	% Chg
Personnel							
Salaries & Wages - 401	605,127	729,441	562,527	813,004	851,090	38,086	4%
Overtime - 402	79,884	70,443	200,362	74,695	110,691	35,996	33%
Employee Benefits - 410	251,362	217,702	268,911	376,165	401,684	25,519	6%
Total Salary & Benefits	936,372	1,017,586	1,031,800	1,263,864	1,363,465	99,601	7%
Services and Supplies							
Professional & Administrative Services - 42	16,950	15,604	21,914	53,535	58,795	5,260	9%
Other Operating Expenses - 43	9,558	10,653	7,505	8,900	10,400	1,500	14%
Total Services and Supplies	26,508	26,258	29,419	62,435	69,195	6,760	10%
Capital Outlay							
Asset Acquisition/Improvement - 47	843	-	-	-	27,000	27,000	100%
Total Capital Outlay	843	-	-	-	27,000	27,000	100%
Indirect Cost Allocations							
Administrative Credits - 46121	(55,000)	(66,303)	-	-	-	-	0%
Administrative Debits - 46122	49,025	63,716	47,855	63,845	71,997	8,152	11%
IS Charges - 46124	57,687	47,862	-	48,184	35,052	(13,132)	-37%
Legal Charges - 46126	-	6,499	-	-	-	-	0%
General Liability Insurance - 46126	23,401	20,794	26,878	24,861	31,315	6,454	21%
Total Indirect Cost Allocations	75,113	72,568	74,733	136,890	138,364	1,474	1%
Total	1,038,836	1,116,412	1,135,952	1,463,189	1,598,024	134,835	8%
MEASURE S - 2006 FUND - 105							
Overtime - 40201	-	25,000	-	25,000	-	(25,000)	-100%
Professional & Administrative Services - 42	-	-	3,248	-	-	-	0%
Asset Acquisition/Improvement -47	-	-	203,054	-	-	-	0%
Total	-	25,000	206,301	25,000	-	(25,000)	-100%
MEASURE S - 2014 FUND - 106							
Overtime - 40201	-	-	-	25,000	-	(25,000)	-100%
Total	-	-	-	25,000	-	(25,000)	-100%

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2017-18	FY 2018-19
42101 Professional Services		\$ 6,765	\$ 9,645
800 MHz radio system maintenance	\$ 4,265		
EBCRSA Contract - 5 radios	\$ 2,880		
Language Interpretation Services	2,500		
42105 Network Maintenance		\$ 12,000	\$ 12,000
Cad/RMS (<i>previously in IT budget</i>)	\$ 12,000		
42106 Software Maintenance		\$ 12,000	\$ 12,000
Police Dispatch and Records Mgmt Software (Tyler_	\$ 12,000		
42107 Equipment Maintenance		\$ 5,500	\$ 5,500
Dispatch headset/cord replacement	\$ 1,265		
Stencil maintenance	3,000		
General equipment non-contract maintenance	1,235		
42108 Maintenance Structure/Imp		\$ 3,470	\$ 6,500
Elevator Service	\$ 127		
HVAC Maintenance	241		
Janitorial Services	5,318		
Janitorial Supplies	757		
Pest Control Service	56		
42201 Office Expense		\$ 2,000	\$ 2,000
General Office Supplies	\$ 2,000		
4230X Travel and Training		\$ 10,650	\$ 10,000
Non-POST training	\$1,500		
Meetings associated with dispatch function	500		
Conference attendance for APCO, PSAP, CLEWOA	1,000		
POST training	3,000		
Dispatcher Training	4,000		
42401 Memberships		\$ 150	\$ 150
WBCC portion of costs for APCO and CLEWOA participation.	\$ 150		
42514 Special Department Expense		\$ 1,000	\$ 1,000
DOJ fingerprints and background investigations on applicants.	\$ 1,000		
Total Professional/Administrative Services			\$ 58,795
4310X Utilities		\$ 8,900	\$ 10,400
43103 Electricity & Gas (PG&E)	\$ 9,500		
43102 Water (EBMUD)	800		
43105 Cable	100		
47102 Computer Equipment		\$ -	\$ 27,000
New workstations and UPS	\$ 10,000		
Universal Powe Supply	17,000		

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 and will continue to seek new grant opportunities.

Program DescriptionTraffic Safety

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

Supplemental Law Enforcement Services

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

Supplemental Law Enforcement Services

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. One School Resource Officer (SRO) is funded from PSAF.

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

- Continue to provide the community with an School Resource Officer Program
- Grant Program Management and Reporting
- Seek to enhance our Community Oriented Policing Programs
- Crossing Guard Program
- Enhance our current Explorer Program

POLICE GRANTS - 227

Success Indicators

- One School Resource Officer at Pinole Valley High School and one at Pinole Middle School are effective in bridging the gap with the youth of our community.
- Community Outreach programs include: Coffee with a Cop, Police/ Clergy meetings, School Liaison program, National Night Out, Citizen and Youth Academies, “Making it Better” Police/Youth Literacy program.

Position Summary

Position	2014-15	2015-16	2016-17	2017-18	2018-19
Crossing Guards, <i>PT Temp</i>	0.50	0.50	0.50	0.50	0.50
Police Officer (SRO)	3.00	3.00	2.00	2.00	2.00
Total	3.50	3.50	2.50	2.50	2.50

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

EXPENDITURE SUMMARY

	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Actual Thru Mar-18	FY 2017-18 Budget	FY 2018-19 Proposed	\$ Chg	% Chg
Personnel							
Salaries & Wages - 401	266,358	192,513	165,888	188,473	209,791	21,318	10%
Overtime - 402	47,939	40,322	9,285	9,710	9,000	(710)	-8%
Employee Benefits- 410	148,646	102,073	92,737	79,775	43,433	(36,342)	-84%
Total Salary & Benefits	462,942	334,908	267,909	277,958	262,224	(15,734)	-6%
Services and Supplies							
Professional & Administrative Services -	19,010	5,623	4,092	8,455	5,000	(3,455)	-69%
Materials & Supplies - 44	3,138	-	-	-	-	-	0%
Total Services and Supplies	22,148	5,623	4,092	8,455	5,000	(3,455)	-69%
Capital Outlay							
Asset Acquisition/Improvement - 47	74,706	-	-	-	-	-	0%
Total Capital Outlay	74,706	-	-	-	-	-	0%
Indirect Cost Allocations							
Administrative Credits - 38501	-	-	-	-	-	-	0%
General Liability Insurance- 46201	10,047	6,256	5,955	5,528	6,779	1,251	18%
Total Indirect Cost Allocations	10,047	6,256	5,955	5,528	6,779	1,251	18%
Total	569,842	346,787	277,957	291,941	274,003	(17,938)	-7%

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2017-18	FY 2018-19
42107 Equipment Maintenance		\$ 500	\$ -
Crime prevention vehicle maintenance.	\$ 500		
42201 Office Expense		\$ 2,955	\$ -
Office supplies for crime prevention program	\$ -		
42514 Special Department Expense		\$ 5,000	\$ 5,000
Crime prevention and Neighborhood Watch promotional items	\$ 5,000		

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

EXPENDITURE SUMMARY

	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Actual Thru Mar-18	FY 2017-18 Budget	FY 2018-19 Proposed	\$ Chg	% Chg
Personnel							
Salaries & Wages - 401	8,745	5,488	4,144	11,471	5,720	(5,751)	-101%
Overtime - 402	-	-	-	-	-	-	0%
Employee Benefits - 410	1,246	943	916	1,521	750	(771)	-103%
Total Salary & Benefits	9,991	6,430	5,060	12,992	6,470	(6,522)	-101%
Services and Supplies							
Professional & Administrative Services - 42	479	7,471	1,666	5,460	4,300	(1,160)	-27%
Other Operating Expenses - 43	-	-	-	-	-	-	0%
Total Services and Supplies	479	7,471	1,666	5,460	4,300	(1,160)	-27%
Capital Outlay							
Asset Acquisition/Improvement - 47	-	-	-	7,500	7,500	-	0%
Total Capital Outlay	-	-	-	7,500	7,500	-	0%
Indirect Cost Allocations							
Administrative Debits - 46122	-	-	-	-	-	-	0%
General Liability Insurance -46201	381	355	362	332	191	(141)	-74%
Total Indirect Cost Allocations	381	355	362	332	191	(141)	-74%
Transfers Out - 49901	-	-	-	-	-	-	0%
Total	10,850	14,256	7,089	26,284	18,461	(7,823)	-42%

MAJOR NON-PERSONNEL EXPENSE DETAILS

	FY 2017-18	FY 2018-19
42107 Equipment Maintenance	\$ 3,160	\$ 2,000
Lidar repair & Supplies	\$ 2,000	
42514 Special Department Expense	\$ 2,300	\$ 2,300
Citation printing	\$ 2,300	
Total Professional/Administrative Services	\$ 4,300	
47101 Equipment	\$ 7,500	\$ 7,500
Repair/Replace Traffic Cameras	\$ 7,500	

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

EXPENDITURE SUMMARY

	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Actual Thru Mar-18	FY 2017-18 Budget	FY 2018-19 Proposed	\$ Chg	% Chg
Personnel							
Salaries & Wages - 401	-	-	-	-	-	-	0%
Overtime - 402	-	-	-	-	-	-	0%
Employee Benefits - 410	-	-	-	-	-	-	0%
Total Salary & Benefits	-	-	-	-	-	-	0%
Services and Supplies							
Professional & Administrative	-	-	-	-	-	-	0%
Other Operating Expenses - 43	-	-	-	-	-	-	0%
Total Services and Supplies	-	-	-	-	-	-	0%
Capital Outlay							
Asset Acquisition/Improvement - 47	-	-	-	-	-	-	0%
Total Capital Outlay	-	-	-	-	-	-	0%
Indirect Cost Allocations							
Administrative Credits - 38501	-	-	-	-	-	-	0%
Administrative Debits - 46122	91,915	100,137	65,761	96,657	100,000	3,343	3%
Total Indirect Cost Allocations	91,915	100,137	65,761	96,657	100,000	3,343	3%
Total	91,915	100,137	65,761	96,657	100,000	3,343	3%

FIRE OPERATIONS - 231

Mission

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

Key Objectives

- Complete our top 40 most critical Fire Prevention inspections
- Hire (2) Firefighters to get full strength
- Acquire a reserve Fire Engine
- Complete the Fire Station repairs: Station alert package & dorm privacy
- Order a new Fire Engine

Success Indicators

- Hired two new Firefighters and placed into an academy
- Hired a new Battalion Chief
- Promoted a Captain and (2) Fire Engineers
- Acquired 16 new SCBA packs and 20 bottles from a regional grant
- Integrated a hardware and software program: Tablet Command
- Responded to over 2,400 calls for service

Position Summary

Position	2014-15	2015-16	2016-17	2017-18	2018-19
Fire Chief	1.00	1.00	1.00	1.00	1.00
Administrative Battalion Chief	0.00	1.00	1.00	0.00	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	1.00	1.00	1.00	1.00	1.00
Engineer/Paramedic	3.00	2.00	2.00	2.00	2.00
Firefighter/Paramedic	5.00	3.00	3.00	3.00	6.00
Firefighter	6.00	3.00	3.00	3.00	0.00
Administrative Secretary	0.48	0.48	0.48	0.48	0.48
Total	20.48	15.48	15.48	14.48	14.48

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

EXPENDITURE SUMMARY

	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Actual Thru Mar-18	FY 2017-18 Budget	FY 2018-19 Proposed	\$ Chg	% Chg
Personnel							
Salaries & Wages - 401	1,336,157	1,090,343	829,498	1,228,301	1,256,283	27,982	2%
Overtime - 402	-	5,108	21,099	-	-	-	0%
Employee Benefits - 410	633,739	500,665	416,292	644,154	747,924	103,770	14%
Total Salary & Benefits	1,969,896	1,596,116	1,266,890	1,872,455	2,004,207	131,752	7%
Services and Supplies							
Professional & Administrative Services - 42	437,066	1,470,431	213,666	465,795	627,414	161,619	26%
Other Operating Expenses -43	74,473	59,884	41,053	66,194	53,600	(12,594)	0%
Materials & Supplies - 44	37,294	41,778	31,645	24,800	43,400	18,600	43%
Total Services and Supplies	548,833	1,572,093	286,363	556,789	724,414	167,625	23%
Capital Outlay							
Asset Acquisition/Improvement - 47	-	-	-	23,000	-	(23,000)	-100%
Total Capital Outlay	-	-	-	23,000	-	(23,000)	-100%
Indirect Cost Allocations							
Admin Debits - 46122	-	-	-	-	145,506	145,506	100%
IS Charges - 46124	35,101	51,186	-	63,270	60,524	(2,746)	-5%
Legal Services - 46126	-	4,712	2,254	25,100	2,500	(22,600)	-904%
General Liability Insurance - 46201	46,382	42,759	38,052	35,136	41,010	5,874	14%
Total Indirect Cost Allocations	81,483	98,656	40,306	123,506	249,540	126,034	51%
Total	2,600,212	3,266,865	1,593,559	2,575,750	2,978,161	402,411	14%

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2017-18	FY 2018-19
42101 Professional Services		\$ 282,860	\$ 428,104
Admin Consultant	141,000		
Annual Physicals	\$ 15,200		
CCC Cupa	500		
CCC Fire Protection District- Dispatch	165,000		
Crisis Resolution	5,000		
EBRCSA Radio contract -29 radios	16,704		
Fire Prevention - CSG Consultants	50,000		
Greg Kennedy - Medic IQ Services	24,000		
Maximum Security -Station 74	1,200		
Physio Control Annual Premium	2,500		
Recruitment	7,000		
42104 Paramedic Supplies		\$ 17,470	\$ 20,585
Medical Supplies	\$ 10,000		
Medic CD (\$1,000 x 9)	9,000		
EMT Recerts (\$37 x 5)	185		
Paramedic Recerts (\$100 x 9)	900		
EMS Reference Books	500		
42105 Network Maintenance		\$ 2,000	\$ 2,000
Fire RMS Support (<i>previously in IT budget</i>)	\$ 2,000		
42106 Software Maintenance		\$ 7,000	\$ -
42107 Equipment Maintenance		\$ 85,000	\$ 65,100
Apparatus Maintenance	\$ 40,000		
Flow/Hydro testing	10,100		
Miscellaneous tools/parts	10,000		
SCBA Maintenance	5,000		
42108 Maintenance Structure/Imp		\$ 14,370	\$ 39,000
D&H Landscape Contract	\$ 4,320		
Dorm room privacy/separation	24,630		
Elevator Contract	800		
Heating and air contract	3,850		
Janitorial Supplies	4,950		
Pest Control Contract	450		
42201 Office Expense		\$ 3,000	\$ 4,000
New Office furniture	\$ 4,000		
4230X Travel and Training		\$ 13,540	\$ 15,000
Annual Training	\$ 15,000		

**MEASURE S-2006 FUND - 105
FIRE OPERATIONS - 231**

EXPENDITURE SUMMARY

	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Actual Thru Mar-18	FY 2017-18 Budget	FY 2018-19 Proposed	\$ Chg	% Chg
Personnel							
Salaries & Wages - 401	171,068	240,098	120,660	185,648	201,794	16,146	8%
Overtime - 402	201,069	239,641	304,261	433,629	247,067	(186,562)	-76%
Employee Benefits - 410	91,520	89,491	53,079	98,103	107,951	9,848	9%
Total Salary & Benefits	463,657	569,231	478,000	717,380	556,812	(160,568)	-29%
Services and Supplies							
Professional & Administrative Services - 42	5,222	10	-	55,000	55,000	-	0%
Materials & Supplies - 44	900	-	-	-	-	-	0%
Total Services and Supplies	6,122	10	-	55,000	55,000	-	0%
Capital Outlay							
Asset Acquisition/Improvement - 47	-	7,197	-	-	400,000	400,000	100%
Debt Principal - 48101	62,162	63,734	65,347	65,347	67,000	1,653	2%
Debt Interest - 48102	8,335	6,699	5,086	5,086	3,433	(1,653)	-48%
Total Capital Outlay	70,497	77,630	70,433	70,433	470,433	400,000	85%
Indirect Cost Allocations							
Administrative Credits - 46121	-	(5,149)	-	-	(145,506)	(145,506)	-100%
Administrative Debits - 46122	-	-	-	-	-	-	0%
General Liability Insurance - 46201	15,020	13,943	13,223	12,136	14,307	2,171	15%
Total Indirect Cost Allocations	15,020	8,795	13,223	12,136	(131,199)	(143,335)	0%
Total	555,295	655,666	561,656	854,949	951,046	96,097	10%

MAJOR NON-PERSONNEL EXPENSE DETAILS

	FY 2017-18	FY 2018-19
42107 Equipment Maintenance	\$ 55,000	\$ 55,000
Vehicle Maintenance	\$ 5,000	
Reserve apparatus engine purchase	\$ 50,000	
Total Professional/Administrative Services	\$ 55,000	
47101 Equipment	\$ -	\$ 400,000
Fire Engine	\$ 400,000	
48101 Debt Principal	\$ 65,347	\$ 67,000
Type-1 Vehicle Apparatus (Commercial Lease - Principal)	\$ 67,000	
48102 Debt Interest	\$ 5,086	\$ 3,433
Type-1 Vehicle Apparatus (Commercial Lease - Interest)	\$ 3,433	

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

EXPENDITURE SUMMARY

	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Actual Thru Mar-18	FY 2017-18 Budget	FY 2018-19 Proposed	\$ Chg	% Chg
Personnel							
Salaries & Wages - 401	-	-	-	174,599	194,989	20,390	10%
Overtime - 402	-	-	-	17,500	-	(17,500)	-100%
Employee Benefits - 410	5,365	6,902	9,120	82,607	38,446	(44,161)	-115%
Total Salary & Benefits	5,365	6,902	9,120	274,706	233,435	(41,271)	-18%
Services and Supplies							
Professional & Administrative Services - 42	-	-	20,000	20,000	20,000	-	0%
Materials & Supplies - 44	1,000	-	-	-	-	-	0%
Total Services and Supplies	1,000	-	20,000	20,000	20,000	-	0%
Capital Outlay							
Asset Acquisition/Improvement - 47	9,208	-	-	60,000	55,000	(5,000)	-9%
Total Capital Outlay	9,208	-	-	60,000	55,000	(5,000)	-9%
Indirect Cost Allocations							
Administrative Credits - 46121	-	-	-	-	-	-	0%
Administrative Debits - 46122	-	-	-	-	-	-	0%
General Liability Insurance - 46201	3,110	4,687	5,517	5,054	6,228	1,174	19%
Total Indirect Cost Allocations	3,110	4,687	5,517	5,054	6,228	1,174	19%
Total	18,683	11,589	34,637	359,760	314,663	(45,097)	-14%

MAJOR NON-PERSONNEL EXPENSE DETAILS

	FY 2017-18	FY 2018-19
4230X Travel & Training	\$ 20,000	\$ 20,000
Fire Training Academy	\$ 20,000	
Total Professional/Administrative Services		\$ 20,000
47101 Equipment	\$ 45,000	\$ 45,000
Compressor (carryover from FY 2017/18)	\$ 45,000	
47102 Computer Equipment	\$ 15,000	\$ 10,000
Computer monitors (\$10,000 carryover from FY 2017/18)	\$ 10,000	

PUBLIC WORKS ADMINISTRATION & ENGINEERING - 341

Mission

The mission of the Public Works Administration and Engineering Division is to administer, plan, engineer and manage projects and programs that benefit of the City.

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 the Public Works department including: parks, maintenance, code enforcement, 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.
- Environmental program management including solid waste and stormwater
- Represent Pinole in regional transportation, development, environmental, 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 and program management to benefit Pinole residents.

Position Summary

Position	2014-15	2015-16	2016-17	2017-18	2018-19
Development Services Director/City Engineer	1.00	1.00	1.00	1.00	1.00
Management Analyst, <i>PT/Temp</i>	0.48	0.00	0.00	0.00	0.00
Senior Project Manager	0.00	1.00	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
Total	3.48	4.00	4.00	4.00	4.00

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

EXPENDITURE SUMMARY

	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Actual Thru Mar-18	FY 2017-18 Budget	FY 2018-19 Proposed	\$ Chg	% Chg
Personnel							
Salary & Wages - 401	271,358	336,677	283,311	388,691	432,056	43,365	10%
Overtime - 402	1,254	192	10	-	-	-	0%
Employee Benefits - 410	92,932	127,374	126,411	159,662	185,118	25,456	14%
Total Salary & Benefits	365,544	464,242	409,732	548,353	617,174	68,821	11%
Services and Supplies							
Professional & Administrative Services - 42	109,347	1,932	2,572	9,525	12,575	3,050	24%
Materials and Supplies - 44	200	-	-	-	-	-	0%
Total Services and Supplies	109,547	1,932	2,572	9,525	12,575	3,050	24%
Capital Outlay							
Asset Acquisition/Improvement - 47	-	-	6,288	-	-	-	0%
Total Capital Outlay	-	-	6,288	-	-	-	0%
Indirect Cost Allocations							
Administrative Credits - 46121	(263,761)	(423,355)	(353,853)	(514,347)	(581,319)	(66,972)	12%
IS Charges - 46124	5,259	39,487	-	72,524	66,557	(5,967)	-9%
Legal Charges - 46126	-	-	108	-	8,000	8,000	100%
General Liability Insurance - 46201	13,112	23,026	14,445	11,036	14,091	3,055	22%
Total Indirect Cost Allocations	(245,391)	(360,842)	(339,300)	(430,787)	(492,671)	(61,884)	13%
Total	229,699	105,332	79,293	127,091	137,078	9,987	7%
MEASURE S - 2014 FUND - 106							
Administrative Debits - 46122	-	15,697	34,194	54,446	56,237	1,791	3%
Equipment Repl Charges - 46125	53,101	-	-	-	-	-	0%
Total Measure S - 2014	53,101	15,697	34,194	54,446	56,237	1,791	3%

MAJOR NON-PERSONNEL EXPENSE DETAILS

	FY 2017-18	FY 2018-19
42101 Professional Services	\$ 2,100	\$ 10,000
General engineering services	\$ 10,000	
42107 Equipment Maintenance	\$ 500	\$ 500
Maintenance of office equipment.	\$ 500	
42201 Office Expense	\$ 5,750	\$ 500
General office supplies	\$ 500	
4230X Travel and Training	\$ 1,000	\$ 1,400
	\$ 1,400	
42506 Bonds	\$ 175	\$ 175
	\$ 175	
Total Professional/Administrative Services		\$ 12,575

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

EXPENDITURE SUMMARY

	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Actual Thru Mar-18	FY 2017-18 Budget	FY 2018-19 Proposed	\$ Chg	% Chg
Personnel							
Salaries & Wages - 401	-	-	-	-	-	-	0%
Overtime - 402	-	-	-	-	-	-	0%
Employee Benefits - 410	-	-	-	-	-	-	0%
Total Salary & Benefits	-	-	-	-	-	-	0%
Services and Supplies							
Professional & Administrative Services - 42	-	39,675	42,772	-	-	-	0%
Other Operating Expenses - 43	-	440	3,542	4,000	4,400	400	9%
Materials & Supplies - 44	-	-	-	-	-	-	0%
Total Services and Supplies	-	40,115	46,314	4,000	4,400	400	9%
Capital Outlay							
Asset Acquisition/Improvement - 47	599,760	6,326	6,947	45,720	45,720	-	0%
Total Capital Outlay	599,760	6,326	6,947	45,720	45,720	-	0%
Indirect Cost Allocations							
Administrative Debits - 46122	25,451	15,754	58,109	96,033	103,412	7,379	7%
IS Charges - 46124	31,734	54,233	-	-	-	-	0%
Total Indirect Cost Allocations	57,185	69,987	58,109	96,033	103,412	7,379	7%
Total	656,945	116,429	111,369	145,753	153,532	7,779	5%

MAJOR NON-PERSONNEL EXPENSE DETAILS

	FY 2017-18	FY 2018-19
4310X Utilities	\$ 4,000	\$ 4,400
43101 Telephone	\$ 4,000	
43103 Electricity & Power	400	

Mission

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

Program Description

This division maintains the entire city road infrastructure which includes pavement, medians, traffic signs, pavement markings, traffic signals, streetlights, curbs and sidewalks.

Key Objectives

- Timely response to maintenance needs
- Preservation of assets
- Safe roadways
- Water wise and energy efficient infrastructure

Success Indicators

Pavement Condition Index maintained at current level: 70.

Position Summary

No personnel are directly assigned to this division.

**GAS TAX FUND - 200
ROAD MAINTENANCE - 342**

EXPENDITURE SUMMARY

	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Actual Thru Mar-18	FY 2017-18 Budget	FY 2018-19 Proposed	\$ Chg	% Chg
Personnel							
Salaries & Wages - 401	(13,386)		-	-	-	-	0%
Overtime - 402	-	-	-	-	-	-	0%
Employee Benefits - 410	-	48	-	-	-	-	0%
Total Salary & Benefits	(13,386)	48	-	-	-	-	0%
Services and Supplies							
Professional & Administrative Services -	19,293	20,360	7,317	42,200	112,522	70,322	62%
Other Operating Expenses - 43	201,376	240,829	128,407	290,000	181,000	(109,000)	-60%
Materials & Supplies - 44	163	-	-	-	-	-	0%
Total Services and Supplies	220,832	261,189	135,725	332,200	293,522	(38,678)	-13%
Capital Outlay							
Asset Acquisition/Improvement - 47	-	250	-	-	-	-	0%
Total Capital Outlay	-	250	-	-	-	-	0%
Indirect Cost Allocations							
Administrative Credits - 46121	-	-	-	-	-	-	0%
Administrative Debits - 46122	53,887	112,733	80,240	121,191	135,079	13,888	10%
IS Charges - 46124	1,279	-	-	-	-	-	0%
Legal Charges - 46126	8,178	17,195	5,085	9,400	8,000	(1,400)	-18%
Total Indirect Cost Allocations	63,344	129,928	85,325	130,591	143,079	12,488	9%
Total	270,790	391,415	221,049	462,791	436,601	(26,190)	-6%
GENERAL FUND - 100							
Professional & Administrative Services -	20,461	9,917	-	30,000	32,000	2,000	6%
Materials & Supplies - 44	2,548	2,911	16,304	-	-	-	0%
Administrative Debits - 46122	8,842	19,098	12,310	21,823	23,914	2,091	9%
	31,851	31,926	28,614	51,823	55,914	4,091	7%

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2017-18	FY 2018-19
42101 Professional Services		\$ 31,000	\$ 101,000
Audit Services	\$ 1,000		
General engineering survey contract	10,000		
Professional engineering support	20,000		
Traffic and signal maintenance	70,000		
42108 Maintenance Structure/Imp		\$ 7,500	\$ 7,500
Hardware supplies and median maintenance	\$ 7,500		
42514 Special Department Expense		\$ 3,700	\$ 4,022
CCTA congestion management plan administration	\$ 4,022		
Pinole's share of CTA Congestion Management Plan administrative costs.			
Total Professional/Administrative Services			\$ 112,522
4310X Utilities		\$ 290,000	\$ 181,000
Electricity costs for street lights, traffic lights and controls			
Electricity & Gas (PG&E)	\$ 180,000		
EBMUD median irrigation	\$ 1,000		
 GENERAL FUND - 100			
42101 Professional Services		\$ 30,000	\$ -
42514 Special Department Expense		\$ -	\$ 32,000
Maintenance materials and supplies	\$ 29,000		
Street sign replacement program	3,000		

Mission

The mission of the Facility Maintenance Division is to maintain the City's various facilities.

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.

Key Objectives

- Timely response to maintenance needs.
- Preservation of facility assets.
- Safe, comfortable, and energy efficient buildings.

Success Indicators

- Facilities are maintained in a safe, clean, and aesthetically pleasing manner.

Position Summary

Position	2014-15	2015-16	2016-17	2017-18	2018-19
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	5.00	5.00	5.00
Total	6.00	6.00	7.00	7.00	7.00

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

EXPENDITURE SUMMARY

	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Actual Thru Mar-18	FY 2017-18 Budget	FY 2018-19 Proposed	\$ Chg	% Chg
Personnel							
Salaries & Wages - 401	380,936	424,112	313,777	507,496	508,369	873	0%
Overtime - 402	4,402	2,249	1,411	-	362	362	100%
Employee Benefits - 410	195,701	211,531	158,798	236,600	304,825	68,225	22%
Total Salary & Benefits	581,039	637,891	473,986	744,096	813,556	69,460	9%
Services and Supplies							
Professional & Administrative Services - 42	156,951	150,812	120,150	195,615	104,977	(90,638)	-86%
Other Operating Expenses - 43	39,872	37,493	23,047	38,000	41,000	3,000	7%
Materials & Supplies - 44	5,436	8,773	7,158	5,600	28,200	22,600	80%
Total Services and Supplies	202,258	197,078	150,355	239,215	174,177	(65,038)	-37%
Capital Outlay							
Asset Acquisition/Improvement - 47	-	-	-	-	-	-	0%
Total Capital Outlay	-	-	-	-	-	-	0%
Indirect Cost Allocations							
Administrative Credits - 46121	(258,250)	(422,712)	(287,256)	(560,770)	(614,260)	(53,490)	9%
IS Charges - 46124	-	-	-	-	-	-	0%
General Liability Insurance - 46201	13,754	16,152	36,678	14,273	16,634	2,361	14%
Total Indirect Cost Allocations	(244,496)	(406,561)	(250,579)	(546,497)	(597,626)	(51,129)	9%
Total	538,801	428,408	373,762	436,814	390,107	(46,707)	-12%
MEASURE S - 2014 FUND - 106							
Administrative Debits - 46122	-	-	-	89,966	97,592	7,626	8%
Asset Acquisition/Improvement - 47	202,807	3,229	29,472	95,000	130,000	35,000	27%
	202,807	3,229	29,472	184,966	227,592	42,626	19%

MAJOR NON-PERSONNEL EXPENSE DETAILS

FY 2017-18 FY 2018-19

42101 Professional Services		\$ 83,600	\$ 3,456
EBRCSA contract - 6 radios	\$ 3,456		
42107 Equipment Maintenance		\$ 22,000	\$ 43,456
EBRCSA maintenance for 6 radios	\$ 3,456		
Vehicle maintenance and repair	\$ 40,000		
42108 Maintenance/Structure Imp		\$ 56,000	\$ 56,000
Elevator maintenance	800		
Heating and air repair	\$ 16,000		
Janitorial service and supplies	13,000		
Landscape maintenance	3,000		
Lighting supplies	500		
Misc. hardware and maintenance	1,000		
Pest control and weed control	10,700		
Pacific facilities deferred maintenance	11,000		
4230X Travel and Training		\$ 1,500	\$ 1,550
Technical training	\$ 1,550		
42401 Memberships		\$ 315	\$ 315
M.S.A. (Maintenance Superintendents Association)	\$ 315		
T.C.S.A. (Traffic Control Supervisory Association)			
Technical publications			
42511 Equipment Rental		\$ 200	\$ 200
This is used to rent infrequently used equipment.	\$ 200		
42514 Special Department Expense		\$ 32,000	\$ -
Maintenance materials, street warning signs, street marking paint, small hand tools and vandalism repair	\$ -		
Street sign replacement program			
Total Professional/Administrative Services			\$ 104,977
4310X Utilities		\$ 38,000	\$ 37,000
Gas/Electricity	\$ 24,000		
Water	13,000		
43201 Property Tax		\$ -	\$ 4,000
44301 Fuel		\$ -	\$ 8,200
44410 Safety Clothing		\$ 5,600	\$ 20,000
The worker classifications in this division are supplied: Uniforms, coveralls, and foul weather gear	\$ 20,000		

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

EXPENDITURE SUMMARY

	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Actual Thru Mar-18	FY 2017-18 Budget	FY 2018-19 Proposed	\$ Chg	% Chg
Personnel							
Salaries & Wages - 401	-	-	-	-	-	-	0%
Overtime - 402	-	-	-	-	-	-	0%
Employee Benefits - 410	-	-	-	-	-	-	0%
Total Salary & Benefits	-	-	-	-	-	-	0%
Services and Supplies							
Professional & Administrative Services - 42	30,762	11,017	13,083	27,500	21,175	(6,325)	-30%
Other Operating Expenses - 43	18,000	9,661	8,341	15,000	11,000	(4,000)	-36%
Total Services and Supplies	48,762	20,678	21,424	42,500	32,175	(10,325)	-32%
Capital Outlay							
Asset Acquisition/Improvement - 47	-	-	-	-	-	-	0%
Total Capital Outlay	-	-	-	-	-	-	0%
Indirect Cost Allocations							
Administrative Debits - 46122	-	-	-	-	-	-	0%
IS Charges - 46124	-	-	-	-	-	-	0%
Legal Charges - 46126	-	2,464	-	5,000	5,000	-	0%
Total Indirect Cost Allocations	-	2,464	-	5,000	5,000	-	0%
Total	48,762	23,142	21,424	47,500	37,175	(10,325)	-28%

MAJOR NON-PERSONNEL EXPENSE DETAILS

	FY 2017-18	FY 2018-19
42101 Professional Services	\$ 5,000	\$ -
Appraisals of R/E Properties for Marketing/Sale	\$ -	
42108 Maintenance/Structure Imp	\$ 22,500	\$ 21,175
Material to maintain facilities owned by the former Redevelopment Agency.	\$ 21,175	
4310X Utilities	\$ 15,000	\$ 11,000
Gas/Electricity	\$ 5,000	
Water	6,000	

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 maintaining 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 performed by the Contra Costa Clean Water Program (CCCWP). The new permit has become more stringent on litter removal, PCB and Mercury levels, and has required increased use of green infrastructure. It will be necessary to expand programs in 2016-17 to strive toward permit compliance.

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 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Actual Thru Mar-18	FY 2017-18 Budget	FY 2018-19 Proposed	\$ Chg	% Chg
Personnel							
Salaries & Wages - 401	-	-	-	-	-	-	0%
Overtime - 402	-	-	-	-	-	-	0%
Employee Benefits - 410	14,438	-	-	-	-	-	0%
Total Salary & Benefits	14,438	-	-	-	-	-	0%
Services and Supplies							
Professional & Administrative Services -	48,538	50,855	31,714	113,083	88,181	(24,902)	-28%
Other Operating Expenses - 43	-	-	-	-	-	-	0%
Materials & Supplies - 44	4,420	11,184	14,146	500	9,600	9,100	95%
Total Services and Supplies	52,958	62,039	45,861	113,583	97,781	(15,802)	-16%
Capital Outlay							
Asset Acquisition/Improvement - 47	-	-	-	-	-	-	0%
Total Capital Outlay	-	-	-	-	-	-	0%
Indirect Cost Allocations							
Administrative Credits - 46121	-	-	-	-	-	-	0%
Administrative Debits - 46122	93,710	179,043	126,387	191,837	214,392	22,555	11%
IS Charges - 46124	-	-	-	-	-	-	0%
Legal Charges - 46126	-	-	5,274	-	6,000	6,000	100%
Total Indirect Cost Allocations	93,710	179,043	131,661	191,837	220,392	28,555	13%
Total	161,106	241,082	177,522	305,420	318,173	12,753	4%

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2017-18	FY 2018-19
42101 Professional Services		\$ 23,000	\$ 23,000
Contract support for Clean Water and NPDES	\$ 23,000		
42107 Equipment Maintenance		\$ 18,000	\$ 10,000
Storm drain, trash capture, street sweeper	\$ 10,000		
42108 Building Structure Maintenance		\$ 5,000	\$ 5,000
Trash capture devices	\$ 5,000		
4220X Office Expenses		\$ -	\$ 400
Miscellaneous office expenses	\$ 200		
Printing and Binding	200		
42514 Special Departmental Expense		\$ 67,083	\$ 49,781
CCC Assessment District admin	\$ 802		
CCC Tax collection service	\$ 5,570		
CCCWP group costs	\$ 33,630		
Lumber and supply costs for Clean Water program	\$ 9,779		
	Total Professional/Administrative Services		\$ 88,181
44301 Fuel		\$ -	\$ 8,000
44410 Safety Clothing		\$ 500	\$ 1,600

Mission

The mission of Park Maintenance is to maintain Pinole's parks and park structures including 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
 - Creek path

Key Objectives

- Maintain a safe, functional and attractive environment in the city's parks.

Success Indicators

- Ongoing park use and enjoyment of parks by Pinole citizens
- Preserve, enhance, and expand existing park assets

Position Summary

No personnel are directly assigned to this division.

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

EXPENDITURE SUMMARY

	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Actual Thru Mar-18	FY 2017-18 Budget	FY 2018-19 Proposed	\$ Chg	% Chg
Personnel							
Salaries & Wages - 401	-	-	-	-	-	-	0%
Overtime - 402	-	-	-	-	-	-	0%
Employee Benefits - 410	-	-	-	-	-	-	0%
Total Salary & Benefits	-	-	-	-	-	-	0%
Services and Supplies							
Professional & Administrative Services - 42	79,083	104,776	64,966	119,827	119,827	-	0%
Other Operating Expenses - 43	35,443	55,845	45,642	85,000	68,156	(16,844)	-20%
Materials & Supplies - 44	351	672	610	-	500	500	100%
Total Services and Supplies	114,877	161,293	111,218	204,827	188,483	(16,344)	-8%
Capital Outlay							
Asset Acquisition/Improvement - 47	-	-	-	-	-	-	0%
Total Capital Outlay	-	-	-	-	-	-	0%
Indirect Cost Allocations							
Administrative Debits - 46122	44,209	38,197	24,621	43,646	47,828	4,182	9%
IS Charges - 46124	-	-	-	-	-	-	0%
Total Indirect Cost Allocations	44,209	38,197	24,621	43,646	47,828	4,182	10%
Total	159,086	199,490	135,839	248,473	236,311	(12,162)	-5%

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2017-18	FY 2018-19
42101 Professional Services		\$ 5,000	\$ 5,000
Professional maintenance contract	\$ 5,000		
42107 Equipment Maintenance		\$ 4,500	\$ 4,500
Off road equipment maintenance	\$ 4,500		
42108 Maintenance/Structure Imp		\$ 110,000	\$ 110,000
Landscape maintenance contract (HDL)	\$ 100,000		
Materials for parks, restrooms and play area	10,000		
42401 Memberships		\$ 127	\$ 127
CAPCA (California Agricultural Production Consultants Association)	\$ 100		
P.A.P.A. (Pest Applicators Association)	\$ 27		
42511 Equipment Rental		\$ 200	\$ 200
Cost to rent infrequently used equipment.	\$ 200		
Total Professional/Administrative Services			\$ 119,827
4310X Utilities		\$ 85,000	\$ 68,000
Gas/Electricity	\$ 10,000		
Water	58,000		
43201 Property Tax		\$ -	\$ 156
44301 Fuel		\$ -	\$ 500

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

EXPENDITURE SUMMARY

	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Actual Thru Mar-18	FY 2017-18 Budget	FY 2018-19 Proposed	\$ Chg	% Chg
Personnel							
Salaries & Wages - 401	13,440	11,776	8,740	11,960	11,960	-	0%
Overtime - 402	-	-	-	-	-	-	0%
Employee Benefits - 410	966	1,446	1,293	1,587	1,564	(23)	-1%
Total Salary & Benefits	14,406	13,222	10,033	13,547	13,524	(23)	0%
Services and Supplies							
Professional & Administrative Services - 42	-	806	263	-	-	-	0%
Other Operating Expenses -43	688	756	660	856	856	-	0%
Total Services and Supplies	688	1,562	923	856	856	-	0%
Capital Outlay							
Equipment - 42107	-	-	-	-	-	-	0%
Total Capital Outlay	-	-	-	-	-	-	0%
Internal Cost Allocations							
Administrative Debits - 46122	-	-	-	-	-	-	0%
General Liability Insurance - 46201	-	370	378	346	397	51	0%
Total Internal Cost Allocations	-	370	378	346	397	51	0%
Total	15,094	15,154	11,334	14,749	14,777	28	0%

MAJOR NON-PERSONNEL EXPENSE DETAILS

	FY 2017-18	FY 2018-19
43201 Property Tax	\$ 856	\$ 856

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, known as “RecycleMore”, and the franchise waste hauler, Republic Services, 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

	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Actual Thru Mar-18	FY 2017-18 Budget	FY 2018-19 Proposed	\$ Chg	% Chg
Personnel							
Salaries & Wages - 401	-	-	-	-	-	-	0%
Overtime - 402	-	-	-	-	-	-	0%
Employee Benefits - 410	-	-	-	-	-	-	0%
Total Salary & Benefits	-	-	-	-	-	-	0%
Services and Supplies							
Professional & Administrative Services -	12,700	13,994	8,463	32,500	22,500	(10,000)	-44%
Other Operating Expenses -43	-	-	-	-	-	-	0%
Total Services and Supplies	12,700	13,994	8,463	32,500	22,500	(10,000)	-44%
Capital Outlay							
Asset Acquisition/Improvement - 47	-	-	-	-	-	-	0%
Total Capital Outlay	-	-	-	-	-	-	0%
Indirect Cost Allocations							
Administrative Debits - 46122	33,653	76,115	54,827	81,022	91,508	10,486	11%
IS Charges - 46124	-	-	-	-	-	-	0%
Legal Services - 46126	3,085	4,369	1,703	-	2,500	2,500	100%
Total Indirect Cost Allocations	36,737	80,484	56,530	81,022	94,008	12,986	14%
Transfers Out - 49901	-	-	-	-	-	-	0%
Total	49,437	94,478	64,992	113,522	116,508	2,986	3%

MAJOR NON-PERSONNEL EXPENSE DETAILS

	FY 2016-17	FY 2017-18
42101 Professional Services	\$ 20,000	\$ 10,000
Consulting Services	\$ 10,000	
42514 Special Department Expense	\$ 12,500	\$ 12,500
Litter pick up services	\$ 12,500	

Mission

The mission of the Lighting and Landscape Assessment District is to maintain median lighting and 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 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Actual Thru Mar-18	FY 2017-18 Budget	FY 2018-19 Proposed	\$ Chg	% Chg
Personnel							
Salaries & Wages - 401	-	-	-	-	-	-	0%
Overtime - 402	-	-	-	-	-	-	0%
Employee Benefits - 410	-	-	-	-	-	-	0%
Total Salary & Benefits	-	-	-	-	-	-	0%
Services and Supplies							
Professional & Administrative Services - 42	15,429	34,354	11,427	28,350	30,850	2,500	8%
Other Operating Expenses - 43	1,637	3,129	7,084	2,500	10,000	7,500	75%
Total Services and Supplies	17,066	37,482	18,511	30,850	40,850	10,000	24%
Capital Outlay							
Asset Acquisition/Improvement - 47	11,235	10,622	633	15,787	15,787	-	0%
Total Capital Outlay	11,235	10,622	633	15,787	15,787	-	0%
Indirect Cost Allocations							
Administrative Debits - 46122	-	-	-	-	-	-	0%
Legal Charges - 46126	-	-	90	-	-	-	0%
Total Indirect Cost Allocations	-	-	90	-	-	-	0%
Total	28,301	48,104	19,233	46,637	56,637	10,000	18%

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2017-18	FY 2018-19
42108 Maintenance Structures/Imp		\$ 1,850	\$ 1,850
D & H Landscaping maintenance - Zone A	\$ 900		
D & H Landscaping maintenance - Zone B	950		
42101 Professional Services		\$ 26,500	\$ 29,000
Contra Costa County traffic signal maintenance - Zone A	\$ 19,000		
Special District Services - Zone A			
Contra Costa County traffic signal maintenance - Zone B	10,000		
Special District Services - Zone B			
Preparation of Engineer's Report for annual assessment(50/50)	-		
Total Professional/Administrative Services			\$ 30,850
4310X Utilities		\$ 2,500	\$ 10,000
Water (EBMUD) - Zone A	\$ 1,000		
Electricity & Power - Zone A	4,000		
Water (EBMUD) - Zone B	1,000		
Electricity & Power - Zone B	4,000		
47202 Kaiser Medians		\$ 15,787	\$ 15,787
PG&E Traffic control service/lighting- Zone A	\$ 6,076		
PG&E Street and highway lighting - Zone B	\$ 9,711		

PUBLIC WORKS WATER POLLUTION CONTROL PLANT - 641

Mission

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

Program Description

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

Key Objectives

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

Success Indicators

- Permit Compliance
- Certified Staff
- Preventive Maintenance of Assets

Position Summary

Position	2014-15	2015-16	2016-17	2017-18	2018-19
Treatment Plant Manager	1.00	1.00	1.00	1.00	1.00
Administrative Secretary	0.50	0.00	0.00	0.00	0.00
Water Pollution Control Plant Supervisor	1.00	1.00	1.00	0.00	0.00
Water Pollution Control Plant Operation Supervisor	0.00	0.00	0.00	1.00	1.00
Environmental Analyst	1.00	1.00	1.00	1.00	1.00
Environmental Assistant	1.00	1.00	1.00	1.00	1.00
Operator	5.00	5.00	5.00	5.00	5.00
Maintenance Mechanic	1.00	1.00	1.00	1.00	1.00
Water Pollution Control Plant Intern	0.46	0.46	0.46	0.46	0.46
Total	10.96	10.46	10.46	10.46	10.46

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

EXPENDITURE SUMMARY

	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Actual Thru Mar-18	FY 2017-18 Budget	FY 2018-19 Proposed	\$ Chg	% Chg
Personnel							
Salaries & Wages - 401	694,208	802,694	485,195	820,521	833,765	13,244	2%
Overtime - 402	18,787	32,744	22,569	37,385	36,500	(885)	-2%
Employee Benefits - 410	522,611	565,259	275,377	387,036	491,063	104,027	21%
Medical Retirees - 411	-	30,387	27,068	-	-	-	0%
Total Salary & Benefits	1,235,606	1,431,084	810,209	1,244,942	1,361,328	116,386	9%
Services and Supplies							
Professional & Administrative Services - 42	258,745	195,149	100,146	446,580	401,130	(45,450)	-11%
Other Operating Expenses - 43	528,443	569,450	417,576	600,000	600,000	-	0%
Materials & Supplies - 44	796,281	811,868	574,151	942,628	952,588	9,960	1%
Total Services and Supplies	1,583,469	1,576,467	1,091,873	1,989,208	1,953,718	(35,490)	-2%
Capital Outlay							
Asset Acquisition/Improvement - 47	-	-	-	-	340,000	340,000	100%
Total Capital Outlay	-	-	-	-	340,000	340,000	0%
Indirect Cost Allocations							
Administrative Debits - 46122	159,674	2,153	183,311	258,816	305,877	47,061	15%
IS Charges - 46124	15,084	25,009	-	38,533	32,709	(5,824)	-18%
Legal Charges - 46126	-	-	767	50,000	15,000	(35,000)	-233%
General Liability Insurance - 46201	26,167	26,393	26,860	24,663	28,685	4,022	14%
Total Indirect Cost Allocations	200,925	53,554	210,937	372,012	382,271	10,259	3%
Depreciation							
Depreciation Expense - 47401	783,754	632,447	-	290,000	-	(290,000)	-100%
Total Depreciation	783,754	632,447	-	290,000	-	(290,000)	-100%
Total	3,803,755	3,693,553	2,113,020	3,896,162	4,037,317	141,155	3%

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2017-18	FY 2018-19
42101 Professional Services		\$ 92,500	\$ 53,500
Assessment of headlosses in pipe to outfall (carry forward)	\$ 40,000		
Engineering contract services	10,000		
PCTV quarterly subcommittee meeting	3,500		
42107 Equipment Maintenance		\$ 269,080	\$ 263,080
Equipment parts and supplies	\$ 131,580		
Equipment service	\$ 131,500		
42108 Maintenance Structure/Imp		\$ 42,000	\$ 42,000
Cathodic inspection for Rodeo Sanitary District outfall - Pinole Share	\$ 12,000		
Janitorial services	\$ 10,000		
Various structure refurbishment	20,000		
42109 Compliance Inspections		\$ 25,000	\$ 25,000
Laboratory supplies and safety equipment	\$ 10,000		
Public outreach materials	5,000		
Sampling analysis	10,000		
42201 Office Expense		\$ 5,000	\$ 5,000
Miscellaneous office supplies	\$ 5,000		
4230X Travel and Training		\$ 7,000	\$ 7,000
42301 State Certified operators training	\$ 6,000		
42302 Mileage, Air	1,000		
42401 Memberships		\$ 5,000	\$ 4,550
Joint CWEA/WEF membership	\$ 2,550		
Technical publications	\$ 2,000		
42511 Equipment Rental		\$ 1,000	\$ 1,000
	\$ 1,000		
Total Professional/Administrative Services			\$ 401,130
4310X Utilities		\$ 600,000	\$ 600,000
PG&E	\$ 590,000		
EBMUD	10,000		
Total Other Operating Expenses			\$ 600,000

44301 Fuel		\$	-	\$	10,000
<hr/>					
44302 WPCP Sludge Removal		\$	90,000	\$	90,000
Sludge hauling to EBMUD and Landfill.	\$	90,000			
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44303 WPCP Chemicals		\$	688,000	\$	688,000
Chemicals for Plant Operations	\$	688,000			
<hr/>					
44304 WPCP Permit Fees		\$	64,588	\$	64,588
NPDES permit fee renewal	\$	64,588			
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44305 WPCP Laboratory Operations		\$	85,000	\$	85,000
Laboratory supplies	\$	70,000			
Accelerated Chronic Toxicity Testing		15,000			
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44410 Safety Clothing		\$	15,040	\$	15,000
Laundry service for uniforms, safety shoes/boots, gloves, etc.	\$	15,000			
<hr/>					
Total Materials and Supplies					\$ 952,588
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47101 Equipment		\$	-	\$	340,000
Equipment replacement	\$	340,000			

PUBLIC WORKS SEWER COLLECTION - 642

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

Position	2014-15	2015-16	2016-17	2017-18	2018-19
Public Works Maintenance Supervisor	1.00	1.00	1.00	1.00	1.00
Senior Maintenance Worker	1.00	1.00	1.00	1.00	1.00
Maintenance Worker	1.00	1.00	1.00	1.00	1.00
Total	3.00	3.00	3.00	3.00	3.00

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

EXPENDITURE SUMMARY

	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Actual Thru Mar-18	FY 2017-18 Budget	FY 2018-19 Proposed	\$ Chg	% Chg
Personnel							
Salaries & Wages - 401	212,106	217,718	158,001	221,454	229,816	8,362	4%
Overtime - 402	4,090	1,459	1,305	-	2,200	2,200	100%
Benefits & Insurance - 410	85,037	65,785	52,837	68,775	84,381	15,606	18%
Total Salary & Benefits	301,233	284,962	212,144	290,229	316,397	26,168	8%
Services and Supplies							
Professional & Administrative Services - 42	30,481	29,921	27,510	92,650	92,150	(500)	-1%
Other Operating Expenses - 43	10,214	10,028	6,609	13,500	13,500	-	0%
Materials & Supplies - 44	5,490	9,328	7,212	3,700	10,200	6,500	64%
Total Services and Supplies	46,184	49,278	41,332	109,850	115,850	6,000	5%
Capital Outlay							
Asset Acquisition/Improvement - 47	30,547	30,163	-	395,000	1,595,000	1,200,000	75%
Total Capital Outlay	30,547	30,163	-	395,000	1,595,000	1,200,000	75%
Indirect Cost Allocations							
Administrative Credits - 46121	-	(71,965)	(51,179)	(71,270)	(77,570)	(6,300)	8%
Administrative Debits - 46122	205,507	334,954	239,006	361,361	396,729	35,368	9%
IS Charges - 46124	14,480	13,106	-	15,043	16,508	1,465	9%
Legal Charges - 46126	-	402	1,819	16,450	15,000	(1,450)	-10%
General Liability Insurance - 46201	7,017	6,416	6,722	6,175	7,337	1,162	16%
Total Indirect Cost Allocations	227,004	282,913	196,369	327,759	358,004	30,245	8%
Depreciation							
Depreciation Expense - 47401	-	9,893	-	-	-	-	0%
Total Depreciation	-	9,893	-	-	-	-	0%
Total	604,968	657,209	449,844	1,122,838	2,385,251	1,262,413	53%

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2017-18	FY 2018-19
42101 Professional Services		\$ 55,000	\$ 55,000
Contractors for isolated emergency repairs	\$ 10,000		
Hydraulic analysis of isolated trouble spots	\$ 10,000		
Sewer flow modeling	35,000		
42107 Equipment Maintenance		\$ 20,000	\$ 20,000
Vehicle maintenance and repair	\$ 20,000		
42201 Office Expense		\$ 150	\$ 150
Office supplies, includes reprinting of map books.	\$ 150		
42401 Memberships		\$ 1,000	\$ 1,000
Joint CWEA/WEF membership	\$ 765		
Technical publications	\$ 235		
42301 Travel and Training		\$ 1,000	\$ 1,000
Technical training programs for sewer maintenance, confined space entry and street safety procedures.	\$ 1,000		
42511 Equipment Rental		\$ 500	\$ -
Rental of infrequently used equipment.	\$ -		
42514 Special Department Expense		\$ 15,000	\$ 15,000
Maintenance materials (asphalt, concrete, pipe, hardware, etc.)	\$ 15,000		
Total Professional/Administrative Services			\$ 92,150
4310X Utilities		\$ 13,500	\$ 13,500
PG&E	\$ 9,000		
EBMUD	4,500		
44301 Fuel		\$ -	\$ 6,500
44410 Safety Clothing		\$ 3,700	\$ 3,700
Uniforms, coveralls, foul weather gear, gloves	\$ 3,700		
47201 Improvements		\$ 395,000	\$ 1,595,000
Deferred collection repairs	\$ 395,000		
Hazel Street Pump Station	\$ 1,200,000		

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 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Actual Thru Mar-18	FY 2017-18 Budget	FY 2018-19 Proposed	\$ Chg	% Chg
Services and Supplies							
Professional & Administrative Services - 42	-	(440)	21,818	1,596,500	251,884	(1,344,616)	-534%
Total Services and Supplies	-	(440)	21,818	1,596,500	251,884	(1,344,616)	-534%
Capital Outlay							
Asset Acquisition /Improvement - 47	0	-560	1,575,755	16,668,800	6,115,794	(10,553,006)	-173%
Total Capital Outlay	-	(560)	1,575,755	16,668,800	6,115,794	(10,553,006)	-173%
Indirect Cost Allocations							
Legal Charges - 46126	-	525	110	-	-	-	0%
Total Indirect Cost Allocations	-	525	110	-	-	-	0%
Total	-	(475)	1,597,682	18,265,300	6,367,678	(11,897,622)	-706%

MAJOR NON-PERSONNEL EXPENSE DETAILS

	FY 2017-18	FY 2018-19
42101 Professional Services	\$ 1,596,500	\$ 251,884
Construction Management of Plant Upgrades	\$ 503,768	
Hercules-Construction management of plan	(251,884)	
47101 Equipment	\$ 50,000	\$ -
Equipment Replacement:	\$ -	
General Equipment Replacement		
47201 Building	\$ 16,618,800	\$ 6,115,794
WPCP upgrades- Contingency	\$ 1,350,000	
WPCP upgrades- HDR	\$ 331,381	
WPCP upgrades- Hercules Share	\$ (6,115,794)	
WPCP upgrades- Kiewit	10,550,207	

Mission

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

Program Description

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

Success Indicators

- Processed 2016 Wastewater Revenue Refunding Bonds annual debt service payments in accordance with the debt schedule

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 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Actual Thru Mar-18	FY 2017-18 Budget	FY 2018-19 Proposed	\$ Chg	% Chg
Services and Supplies							
Professional & Administrative Services - 42	13,279	2,000	-	9,178	9,178	-	0%
Total Services and Supplies	13,279	2,000	-	9,178	9,178	-	0%
Debt Service							
Debt Principal - 48101	-	-	-	-	-	-	0%
Debt Interest - 48102	739,196	233,566	290,000	290,000	298,000	8,000	3%
Cost of Issuance - 48103	157,750	161,238	227,770	227,770	219,097	(8,674)	-4%
Total Debt Service	896,946	394,803	517,770	517,770	517,097	(674)	0%
Indirect Cost Allocations							
Legal Charges - 46126	-	16,412	-	-	-	-	0%
Total Indirect Cost Allocations	-	16,412	-	-	-	-	0%
Total	910,225	413,216	517,770	526,948	526,275	(674)	(0)

SEWER ENTERPRISE PLANT EXPANSION FUND - 503

Professional & Administrative Services - 42	3,500	-	-	-	3,500	3,500	100%
Legal Charges - 46126	28,895	134	-	12,600	-	(12,600)	-100%
	32,395	134	-	12,600	3,500	(9,100)	-260%

MAJOR NON-PERSONNEL EXPENSE DETAILS

	FY 2017-18	FY 2018-19
42101 Professional Services	\$ 9,178	\$ 9,178
Auditing Services	\$ 5,678	
Trustee Fees	3,500	
4810X Wastewater Revenue Bonds, Series 2006	\$ 627,310	\$ 517,097
48101 - Principal	\$ 298,000	
48102 - Interest	219,097	

SEWER ENTERPRISE PLANT EXPANSION FUND - 503

42501 Bank Fees	\$ -	\$ 3,500
Wells Fargo Bank Fees	\$ 3,500	

Mission

Provide 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. The Planning Division protects and enhances the desirability of the community for residents, businesses, and visitors.

Program Description

The Planning Division administers and implements the General Plan for the City, and provides Zoning Code administration and development application processing. Land use and development applications include use permits; design review requests; and subdivisions. The Planning Division 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.

Planning staff assist in the coordination of city-wide development activities that enhance the community services available and contribute to the general safety and welfare of the community. These activities include providing project environmental review, development permit software and communications support and participation in multi-modal transportation and circulation planning.

Key Objectives

- Monitor Implementation of the General Plan
- Process development requests
- Maintain positive relationships with regional agencies and neighboring jurisdictions
- Inspection coordination 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

Position	2014-15	2015-16	2016-17	2017-18	2018-19
Planning Manager	1.00	1.00	1.00	1.00	1.00
Total	1.00	1.00	1.00	1.00	1.00

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

EXPENDITURE SUMMARY

	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Actual Thru Mar-18	FY 2017-18 Budget	FY 2018-19 Proposed	\$ Chg	% Chg
Personnel							
Salaries & Wages - 401	122,926	125,873	96,956	128,973	145,850	16,877	12%
Employee Benefits - 410	29,584	30,416	27,804	34,411	47,407	12,996	27%
Total Salary & Benefits	152,510	156,289	124,760	163,384	193,257	29,873	15%
Services and Supplies							
Professional & Administrative Services - 42	47,552	55,123	55,913	264,700	147,040	(117,660)	-80%
Other Operating Expenses - 43	1,544	1,634	889	1,800	1,550	(250)	-16%
Materials & Supplies - 44	449	1,092	522	-	500	500	100%
Total Services and Supplies	49,545	57,849	57,324	266,500	149,090	(117,410)	-79%
Capital Outlay							
Asset Acquisition/Improvement - 47	-	-	1,804	-	2,000	2,000	100%
Total Capital Outlay	-	-	1,804	-	2,000	2,000	100%
Indirect Cost Allocations							
Administrative Credits - 46121	(13,210)	(15,499)	(12,007)	(16,690)	(18,932)	(2,242)	12%
Administrative Debits - 46122	4,368	-	-	-	-	-	0%
Legal Charges - 46126	-	18,695	31,509	25,000	25,000	-	0%
General Liability Insurance - 46201	3,906	3,643	3,848	3,525	4,599	1,074	23%
Total Indirect Cost Allocations	(4,936)	6,839	23,349	11,835	10,667	(1,168)	-11%
Total	197,119	220,978	207,238	441,719	355,014	(86,705)	-24%

GENERAL FUND - 100

Administrative Debits - 46122	2,237	7,749	6,004	8,345	9,893	1,548	16%
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MAJOR NON-PERSONNEL EXPENSE DETAILS

	FY 2017-18	FY 2018-19
42101 Professional Services	\$ 225,000	\$ 105,000
Nexus Fee Study (<i>carry forward</i>)	\$ 20,000	
Parking Study (<i>carry forward</i>)	25,000	
Contract Planner	60,000	
42107 Equipment Maintenance	\$ 1,600	\$ 1,600
Maintenance costs for two vehicles	\$ 1,600	
42201 Office Expense	\$ 6,000	\$ 1,000
Miscellaneous office supplies	\$ 1,000	

42301 Travel and Training		\$ 9,000	\$ 9,000
Training and seminars for staff	\$ 2,000		
Planning Commissioner training	7,000		
42401 Memberships		\$ 1,000	\$ 1,000
American Institute of Certified Planners (AICP)	\$ 300		
American Planning Assoc (APA)	350		
Assoc of Environmental Planners (AEP)	350		
42514 Special Department Expense		\$ 22,100	\$ 29,440
Publishing Legal Notices	\$ 2,000		
PCTV Planning Commission Meetings	19,440		
Meeting Minute Preparation	8,000		
		Total Professional/Administrative Services	\$ 147,040
4310X Utilities		\$ 1,800	\$ 1,550
PG&E	\$ 1,400		
EBMUD	150		
44301 Fuel		\$ -	\$ 500

DEVELOPMENT SERVICES - BUILDING DIVISION- 462

Mission

The mission of the Development Services - Building Division is to improve public health and safety within the City of Pinole through the application and enforcement of construction and property maintenance codes.

Program Description

This function 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 accessibility inspections for new construction, additions, and alterations of commercial, residential, and public projects upon request of the Development Services Director / City Engineer to insure a safe environment for the residents, businesses, and employees in the City. The division investigates citizens' complaints relating to construction code compliance and/or health and safety issues in a prompt and courteous manner.

Key Objectives

- Coordinate required construction inspection functions to more effectively respond to the needs of the private development community
- Compliance with the Construction Codes
- Provide thorough Plan Checks for private development
- Issue required private construction permits
- Conduct Building and Rental Inspection and document results
- Provide Code Enforcement

Success Indicators

- Perform Inspections within one business day
- Maintenance of housing stock
- Provide online access to inspection services
- Plan check times matched to complexity of project
 - Same day
 - Reroof, Water Heater, Furnace Replacement
 - 48 hours
 - Solar
- Code compliant private construction

Position Summary

Position	2014-15	2015-16	2016-17	2017-18	2018-19
Building Inspector/Code Enforcement	0.00	0.00	0.00	1.00	0.00
Senior Building Inspector	0.00	0.00	0.00	1.00	1.00
Building Inspector	1.00	1.00	1.00	0.00	0.00
Permit Technician, (1 FT/1PT)	0.90	0.95	1.48	1.48	1.48
Total	1.90	1.95	2.48	3.48	2.48

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

EXPENDITURE SUMMARY

	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Actual Thru Mar-18	FY 2017-18 Budget	FY 2018-19 Proposed	\$ Chg	% Chg
Personnel							
Salaries & Wages - 401	112,933	84,811	47,592	230,305	172,982	(57,323)	-33%
Overtime - 402	1,943	296	59	-	77	77	100%
Employee Benefits - 410	56,916	53,482	40,441	137,190	89,229	(47,961)	-54%
Total Salary & Benefits	171,792	138,589	88,091	367,495	262,288	(105,207)	-40%
Services and Supplies							
Professional & Administrative Services - 42	209,763	307,988	307,648	482,200	220,250	(261,950)	-119%
Other Operating Expenses - 43	3,901	4,108	2,247	4,630	4,500	(130)	-3%
Materials & Supplies - 44	200	-	-	650	300	(350)	-117%
Total Services and Supplies	213,865	312,096	309,894	487,480	225,050	(262,430)	-117%
Capital Outlay							
Asset Acquisition/Improvement - 47	-	-	-	63,000	-	(63,000)	-100%
Total Capital Outlay	-	-	-	63,000	-	(63,000)	-100%
Indirect Cost Allocations							
Administrative Credits - 46121	-	-	-	(59,122)	-	59,122	100%
Administrative Debits - 46122	70,442	61,570	42,106	60,272	133,576	73,304	55%
IS Charges - 46124	63,203	28,929	-	54,557	48,185	(6,372)	-13%
Legal Charges - 46126	5,485	11,997	11,121	10,000	10,000	-	0%
General Liability Insurance - 46201	3,992	5,143	7,277	6,666	5,740	(926)	-16%
Total Indirect Cost Allocations	143,121	107,639	60,504	72,373	197,501	125,128	63%
Total	528,778	558,324	458,489	990,348	684,839	(305,509)	-45%
GENERAL FUND - 100							
Administrative Debits - 46122	2,237	210	-	59,122	-	(59,122)	-100%

MAJOR NON-PERSONNEL EXPENSE DETAILS

	FY 2017-18	FY 2018-19
42101 Professional Services	\$ 450,000	\$ 190,000
Contract Inspection Services	\$ 100,000	
Contract Plan Check Services	90,000	
42107 Equipment Maintenance	\$ 1,100	\$ 1,100
Equipment and vehicle maintenance	\$ 1,000	
Digital microfilm machine maintenance	\$ 100	
42108 Building-Structure Maintenance	\$ -	\$ 500
42201 Office Expense	\$ 4,450	\$ 2,000
Miscellaneous Office Expenses	2000	
4230X Travel and Training	\$ 10,000	\$ 6,000
Training required for building code updates	\$ 6,000	
42401 Memberships	\$ 1,650	\$ 1,650
International Conference of Building Officials (ICBO)	\$ 1,200	
California Building Officials (CALBO)	300	
Int'l Association of Mechanical and Plumbing Officials (IAMPO)	150	
42501 Bank Fees	\$ -	\$ 10,000
42512 Abatement	\$ 6,000	\$ -
Code Enforcement Activity - Repair and demolition Section 1401.3, Item 3 of the Uniform Housing Code.	\$ -	
42514 Special Department Expense	\$ 9,000	\$ 9,000
Land development file maintenance, requiring the purchase of change of ownership of parcels information. Bi-annual updates of the assessor parcel information as required.	\$ 1,500	
Blueprints and permits to be scanned.	7,500	
	Total Professional/Administrative Services	\$ 220,250
4310X Utilities	\$ 4,630	\$ 4,500
PG&E	\$ 4,000	
EBMUD	500	
44410 Safety Clothing	\$ 650	\$ 300
Safety clothing (safety boots, hard hat, protective eye ware, protective handwear, etc.) for the two Inspector's who perform inspections at job site locations.	\$ 300	

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 debt service payments in accordance with debt service schedules.
- Maintained Long Range Property Management Plan which was approved by the Oversight Board in November of 2015.
- Prepared annual Recognized Obligation Payment Schedules (ROPS) covering the period, July 1, 2018 – June 30, 2019

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 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Actual Thru Mar-18	FY 2017-18 Budget	FY 2018-19 Proposed	\$ Chg	% Chg
Personnel							
Salaries & Wages - 401	-	-	-	-	-	-	0%
Overtime - 402	-	-	-	-	-	-	0%
Other Pay - 403	-	-	-	-	-	-	0%
Employee Benefits - 410	-	-	-	-	-	-	0%
Total Salary & Benefits	-	-	-	-	-	-	0%
Services and Supplies							
Professional & Administrative Services - 42	3,500	3,500	3,500	3,500	3,450	(50)	-1%
Other Operating Expenses - 43	-	-	-	-	-	-	0%
Materials & Supplies - 44	-	-	-	-	-	-	0%
Total Services and Supplies	3,500	3,500	3,500	3,500	3,450	(50)	-1%
Indirect Cost Allocations							
Administrative Debits - 46122	187,703	202,969	149,291	233,000	233,000	-	0%
Legal Charges - 46126	17,675	5,747	3,159	17,000	13,550	(3,450)	-25%
Total Indirect Cost Allocations	205,378	208,715	152,450	250,000	246,550	(3,450)	-1%
Total	208,878	212,215	155,950	253,500	250,000	(3,500)	-1%

MAJOR NON-PERSONNEL EXPENSE DETAILS

	FY 2017-18	FY 2018-19
42101 Professional Services	\$ 3,500	\$ 3,450
Auditing services	\$ 3,450	
46122 Administrative Debits	\$ 233,000	\$ 233,000
Payroll cost allocations for administrative staff support of the Pinole Successor Agency:	\$ 233,000	
City Manager - 25%		
Assistant City Manager - 25%		
Finance Director - 26%		
City Clerk - 25%		
46126 Legal Charges	\$ 17,000	\$ 13,550
Estimated legal costs	\$ 13,550	

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. Staff assigned to Housing Administration carries out the Implementation Plan as it relates to the use of Housing Set Aside Funds and the provision of affordable housing within the community.

Program Description

Human Resources staff 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.

Success Indicators

- Assured that the annual audits on the Affordable Housing Covenants are completed timely.
- Hired and obtained proposals from Architects for construction improvement to the Faria House.
- Issued a request for proposal (RFP) for several properties.
- Working on an RFP to sell and develop 811 San Pablo Avenue as a Housing project.

Position Summary

No personnel are directly assigned to this division.

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

EXPENDITURE SUMMARY

	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Actual Thru Mar-18	FY 2017-18 Budget	FY 2018-19 Proposed	\$ Chg	% Chg
Personnel							
Salaries & Wages - 401	-	-	-	-	-	-	0%
Employee Benefits - 410	-	-	-	-	-	-	0%
Total Salary & Benefits	-	-	-	-	-	-	0%
Services and Supplies							
Professional & Administrative Services - 42	24,154	78,724	17,089	59,920	118,920	59,000	50%
Other Operating Expenses - 43	2,499	1,352	738	2,500	2,100	(400)	-19%
Total Services and Supplies	26,653	80,076	17,827	62,420	121,020	58,600	48%
Capital Outlay							
Asset Acquisition/Improvement - 47	-	-	-	-	-	-	0%
Total Capital Outlay	-	-	-	-	-	-	0%
Indirect Cost Allocations							
Administrative Debits - 46122	28,519	43,767	36,451	51,576	61,116	9,540	16%
Legal Charges - 41427	-	21,860	82,375	110,000	20,000	(90,000)	-450%
Total Indirect Cost Allocations	28,519	65,626	118,825	161,576	81,116	(80,460)	-99%
Total	55,172	145,703	136,652	223,996	202,136	(21,860)	-11%

MAJOR NON-PERSONNEL EXPENSE DETAILS

	FY 2017-18	FY 2018-19
42101 Professional Services	\$ 59,920	\$ 118,920
AmeriNat loan servicing	\$ 3,000	
Affordable housing monitoring	14,000	
Annual housing certification report	5,000	
Fiscal and land acquisition activities	3,920	
Tree Grove Maintenance	34,000	
811 San Pablo Ave RFP	59,000	
4310X Utilities	\$ 2,500	\$ 2,100
PG&E	\$ 2,000	
EBMUD	100	

DEVELOPMENT SERVICES – CODE ENFORCEMENT DIVISION- 465

Mission

The mission of the Development Services Code Enforcement Division is to promote health and safety within the City of Pinole through the application and enforcement of various City and State codes.

Program Description

The Code Enforcement division investigates citizens' complaints of health and safety issues. These issues include blight abatement, graffiti abatement, abandoned vehicles, and illegal dumping. At this time the Division is complaint driven, with a goal to achieve a more proactive approach as time and resources are available.

Key Objectives

- Hire the assigned Building Inspector/Code Enforcement Officer in this fiscal year.
- Respond to Code Enforcement complaints within no more than 96 hours, depending on the severity of the health/safety aspect of the issue.
- Work with other City departments as needed to ensure code compliance is achieved.
- Increase proactive enforcements, as time and resources permit.

Success Indicators

- Blight eliminated in a reasonable period of time, within the legal framework of the Municipal Code and State statutes.

Position Summary

Position	2014-15	2015-16	2016-17	2017-18	2018-19
Building Inspector/Code Enforcement	0.00	0.00	0.00	0.00	1.00
Total	0.00	0.00	0.00	0.00	1.00

**GENERAL FUND - 100
CODE ENFORCEMENT - 465**

EXPENDITURE SUMMARY

	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Actual Thru Mar-18	FY 2017-18 Budget	FY 2018-19 Proposed	\$ Chg	% Chg
Personnel							
Salaries & Wages - 401	-	-	-	-	72,981	72,981	100%
Employee Benefits - 410	-	-	-	-	51,988	51,988	100%
Total Salary & Benefits	-	-	-	-	124,969	124,969	100%
Services and Supplies							
Professional & Administrative Services - 42	-	-	-	-	9,000	9,000	100%
Other Operating Expenses - 43	-	-	-	-	-	-	0%
Total Services and Supplies	-	-	-	-	9,000	9,000	100%
Capital Outlay							
Asset Acquisition/Improvement - 47	-	-	-	-	-	-	0%
Total Capital Outlay	-	-	-	-	-	-	0%
Indirect Cost Allocations							
Administrative Credits - 46121	-	-	-	-	(63,696)	(63,696)	-100%
General Liability Insurance - 46201	-	-	-	-	2,421	2,421	100%
Total Indirect Cost Allocations	-	-	-	-	(61,275)	(61,275)	0%
Total	-	-	-	-	72,694	72,694	100%

MAJOR NON-PERSONNEL EXPENSE DETAILS

	FY 2017-18	FY 2018-19
42201 Office Expense	\$ -	\$ 1,000
Citation books and misc. expenses	\$ 1,000	
4230X Travel & Training	\$ -	\$ 2,000
Conference registration	\$ 2,000	
42512 Abatement	\$ -	\$ 6,000
	\$ -	

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
- Strive to achieve 100% Cost Recovery for Park and Facility Rentals ()
- Design and Publish Community Activity Guide (2 times/year)
- Continue to facilitate the implementation of community events, including the Tree Lighting Festival through fundraising efforts

Success Indicators

- Supported the implementation of site specific fundraising efforts
- Supported and Developed Coordinating Staff
- Movies in the Park (3), Sounds in the Park(2) Tree Lighting
- Received \$6,000 in donations from community businesses

Position Summary

Position	2014-15	2015-16	2016-17	2017-18	2018-19
Recreation Manager	1.00	1.00	1.00	1.00	1.00
Gym Rental Attendant, <i>PT/Regular</i>	0.45	0.45	0.00	0.00	0.00
Total	1.45	1.45	1.00	1.00	1.00

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

EXPENDITURE SUMMARY

	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Actual Thru Mar-18	FY 2017-18 Budget	FY 2018-19 Proposed	\$ Chg	% Chg
Personnel							
Salaries & Wages - 401	70,282	80,068	32,396	78,659	72,207	(6,452)	-9%
Overtime - 402	-	-	-	-	-	-	0%
Employee Benefits - 410	29,564	34,473	26,434	31,836	38,504	6,668	17%
Total Salary & Benefits	99,846	114,541	58,830	110,495	110,711	216	0%
Services and Supplies							
Professional & Administrative Services -	15,120	13,530	9,229	20,765	21,515	750	3%
Other Operating Expenses - 43	-	-	-	-	-	-	0%
Total Services and Supplies	15,120	13,530	9,229	20,765	21,515	750	3%
Capital Outlay							
Asset Acquisition/Improvement - 47	-	-	-	-	-	-	0%
Total Capital Outlay	-	-	-	-	-	-	0%
Indirect Cost Allocations							
IS Charges - 46124	41,411	42,030	-	52,689	58,223	5,534	10%
Legal Charges - 46126	-	924	1,231	2,400	-	(2,400)	-100%
General Liability Insurance - 46201	2,578	2,223	2,485	2,277	2,395	118	5%
Total Indirect Cost Allocations	43,989	45,177	3,716	57,366	60,618	3,252	5%
Total	158,954	173,249	71,775	188,626	192,844	4,218	2%
MEASURE S - 2014 FUND - 106							
Professional & Administrative Services -	2,964	6,833	1,961	7,000	-	(7,000)	-100%
Total	161,918	180,081	73,736	195,626	192,844	(2,782)	-1%

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2017-18	FY 2018-19
42101 Professional Services		\$ 12,365	\$ 10,865
CPRS Membership	165		
Broadcast Music/ASCAP Services	700		
Nexus Fee Study	10,000		
42107 Equipment Maintenance		\$ 2,200	\$ -
Copier and other equipment maintenance	\$ -		
42501 Bank Fees		\$ -	\$ 200
42514 Special Department Expense		\$ 6,200	\$ 6,200
Postage Machine	\$ 100		
Office Supplies	500		
Recreation Activity Guide & Postage	5,600		
42515 Special Events		\$ -	\$ 4,250
Expenses for Movies and Sounds in the Park	\$ 4,250		

MEASURE S - 2014 FUND - 106

42514 Special Department Expense		\$ 7,000	\$ -
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*GF subsidize the difference.

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.
- Silver and Fit Program.

Position Summary

Position	2014-15	2015-16	2016-17	2017-18	2018-19
Recreation Coordinator	0.90	0.90	0.90	0.90	0.90
Senior Recreation Leader	0.48	0.48	0.48	0.48	0.48
Recreation Leader	0.50	0.50	0.50	0.50	0.50
Cook, <i>PT/Regular</i>	0.75	0.75	0.75	0.75	0.75
Rental Facility Custodian, <i>PT/Temp</i> (3,120 Hours)	1.65	1.65	1.65	1.65	1.65
Total	4.28	4.28	4.28	4.28	4.28

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

EXPENDITURE SUMMARY

	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Actual Thru Mar-18	FY 2017-18 Budget	FY 2018-19 Proposed	\$ Chg	% Chg
Personnel							
Salaries & Wages - 401	108,373	97,661	81,533	128,672	152,354	23,682	16%
Overtime - 402	-	-	68	-	-	-	0%
Employee Benefits - 410	44,392	31,822	40,988	63,749	43,136	(20,613)	-48%
Total Salary & Benefits	152,764	129,482	122,590	192,421	195,490	3,069	2%
Services and Supplies							
Professional & Administrative Services - 42	20,490	25,707	13,394	27,097	28,510	1,413	5%
Other Operating Expenses - 43	46,570	64,087	151,360	204,230	241,405	37,175	15%
Materials & Supplies - 44	485	1,849	1,682	1,540	0	(1,540)	-100
Total Services and Supplies	67,545	91,643	166,437	232,867	269,915	37,048	14%
Capital Outlay							
Asset Acquisition/Improvement - 47	-	-	2,528	-	-	-	0%
Total Capital Outlay	-	-	2,528	-	-	-	0%
Indirect Cost Allocations							
Legal Charges - 46126		826	357	-	-	-	0%
General Liability Insurance - 46201	4,657	4,452	4,698	4,303	5,053	750	15%
Total Indirect Cost Allocations	4,657	5,278	5,055	4,303	5,053	750	15%
Transfers Out - 49901	-	-	-	-	-	-	0%
Total	224,966	226,403	296,610	429,591	470,458	40,867	9%

SENIOR CENTER PROGRAMS FUND - 211

Professional & Administrative Services - 42	136	(540)	-	-	-	-	0%
Other Operating Expenses - 43	158,208	244,365	-	-	-	-	0%
Transfers Out - 49901	146,839	46,000	-	-	-	-	0%
Total	305,183	289,825	-	-	-	-	0%

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2017-18	FY 2018-19
42101 Professional Services		\$ 285	\$ 785
CPRS Membership	\$ 165		
Costco Membership	120		
Staff Training	500		
42107 Equipment Maintenance		\$ 3,850	\$ 1,875
Fire Extinguisher Maintenance	650		
Fridge/Freezer Maintenance	500		
Other Maintenance	725		

42108 Maintenance Structure/Imp		\$ 18,000	\$ 20,000
Sanitary/Cleaning Supplies	\$ 1,800		
Landscape Maintenance	6,500		
Pest Control Services	300		
Electrical Supplies	400		
Plumbing Supplies	400		
Key Pad/Alarm Service	500		
HVAC Service	5,100		
Janitorial	5,000		
42201 Office Expense		\$ 600	\$ 1,500
Office supplies, paper flyers, and tickets	\$ 1,500		
42501 Bank Fee		\$ 2,412	\$ 2,400
42514 Special Department Expense		\$ 1,950	\$ 1,950
Healthh Permit	\$ 1,950		
		Total Professional/Administrative Services	\$ 28,510
4310X Utilities		\$ 51,000	\$ 52,100
Gas and Electric	\$ 43,500		
Water	8,600		
43802 Class Fees		\$ 31,000	\$ 34,000
43803 Personal Service		\$ 2,500	\$ 2,500
WestCat tickets (reimbursed when sold)	2500		
43804 Food Program		\$ 55,000	\$ 63,000
43805 Travel		\$ 34,000	\$ 35,000
43806 Dance Program		\$ 7,750	\$ 7,800
Band	5000		
Bar Supplies	600		
CW Line Dance	2200		
43807 Fundraising		\$ 8,000	\$ 10,000
43808 Gift Shop Sales		\$ 3,000	\$ 2,200
43809 Newsletter		\$ 4,980	\$ 5,000
Monthly Newsletter	5000		
43810 Center Maintenance		\$ -	\$ 22,805
Replace Chairs	5805		
Resand Flooring	17000		

43811 Supplies	\$ 7,000	\$ 7,000
Misc. Program Supplies (cleaning, paper)	7000	
	Total Other Operating Expenses	\$241,405
44301 Fuel	\$ 1,540	\$ -

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 recreational activities 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 Tiny Tots Recreation Program during the program 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 House
 - Fall Preview

This event is open to the public and should provide services to a minimum of 25 patrons.

- Annual T-shirt fundraiser

Position Summary

Position	2014-15	2015-16	2016-17	2017-18	2018-19
Tiny Tots Program Coordinator, <i>PT/Regular</i>	0.90	0.90	0.80	0.80	0.80
Tiny Tots Recreation Leader, <i>PT/Regular (3 – 15 hrs)</i>	1.38	1.10	1.125	1.125	1.125
Total	2.28	2.00	1.925	1.925	1.925

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

EXPENDITURE SUMMARY

	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Actual Thru Mar-18	FY 2017-18 Budget	FY 2018-19 Proposed	\$ Chg	% Chg
Personnel							
Salaries & Wages - 401	58,428	66,584	53,197	79,190	74,805	(4,385)	-6%
Overtime - 402	-	-	1,037	-	-	-	0%
Employee Benefits - 410	29,437	14,624	13,063	14,868	18,012	3,144	17%
Total Salary & Benefits	87,865	81,208	67,298	94,058	92,817	(1,241)	-1%
Services and Supplies							
Professional & Administrative Services - 42	10,370	16,164	8,761	14,723	20,524	5,801	28%
Other Operating Expenses - 43	3,018	2,892	2,518	3,579	3,394	(185)	-5%
Total Services and Supplies	13,388	19,056	11,278	18,302	23,918	5,616	23%
Capital Outlay							
Asset Acquisition/Improvement - 47	-	-	-	-	-	-	0%
Total Capital Outlay	-	-	-	-	-	-	0%
Indirect Cost Allocations							
Administrative Credits - 46121	-	-	-	-	-	-	0%
General Liability Insurance - 46201	2,764	1,887	2,122	1,944	2,295	351	15%
Total Indirect Cost Allocations	2,764	1,887	2,122	1,944	2,295	351	15%
Transfers Out - 49901	-	-	-	-	-	-	0%
Total	104,016	102,151	80,699	114,304	119,030	4,726	4%

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2017-18	FY 2018-19
42107 Equipment Maintenance		\$ 300	\$ 300
Copier and other equipment maintenance	\$ 300		
42108 Maintenance Structure/Imp		\$ 9,661	\$ 9,662
Alarm Monitoring	792		
Building Maintenance	500		
HVAC Maintenance	300		
Janitorial (2 times weekly)	5,000		
Landscape Maintenance	2,472		
Pest Control	348		
Sanitary Supplies	250		
42201 Office Expense		\$ 1,500	\$ 1,500
Toner, ink, other office supplies	\$ 1,500		
42302 Travel & Training		\$ -	\$ 300
CPR staff training	\$ 300		
42501 Bank Fees		\$ -	\$ 5,000
42514 Special Department Expense		\$ 3,262	\$ 3,762
Advertising banners	\$ 330		
Holiday paper and craft supplies	450		
Paper and craft supplies	732		
Toy replacement	1,750		
T-Shirt fundraiser	500		
Total Professional/Administrative Services			\$ 20,524
4310X Utilities		\$ 3,579	\$ 1,075
Gas and Electric	\$ 875		
Water	200		
43201 Property Tax		\$ -	\$ 2,319

Mission

The mission of the Pinole Youth Center is to provide a safe environment for children, provide programs that extend the learning opportunities outside of school time that help children develop interests, passions and new talents. The Pinole Youth Center provides a variety of enrichment programs, drop-in sessions 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 a variety of enrichment programs from Art, Karate, Cooking, Sports, Lego, drop in sessions “Smarties”-homework help, “Discovery Zone-create and explore, “Recess Hour” - structured playtime and group games, intergenerational activities, youth leadership, and health and wellness activities.

The Day Camp program provides constructive and structured programming for youth ages 6-18 in Pinole during the summer, winter, spring and president breaks.

Key Objectives

- To provide recreational activities for the children within the Pinole Community.
- Provide a variety of enrichment programs and day camps for the youth of Pinole and surrounding communities.
- 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
 - Youth Development
 - Community Awareness
- Hosted annual community events which support program promotion, including:
 - Spring Egg Hunt
 - Summer Camp Info Booth
 - Recreation Expo

These events are open to the public and should provide services to a minimum of 200 patrons.

- Developed new programming for the fall-enrichment sessions

Position Summary

Position	2014-15	2015-16	2016-17	2017-18	2018-19
Recreation Coordinator	0.90	0.90	0.90	0.90	0.90
Senior Recreation Leader (2 – 19 hr), <i>PT</i>	1.00	1.00	0.95	0.95	0.95
Recreation Leader (3 – 15 hr), <i>PT/Regular</i>	1.13	1.13	1.125	1.125	1.125
Recreation Leader (5 – 10 hr), <i>PT/Seasonal</i>	2.25	2.25	1.25	1.25	1.25
Total	5.28	5.28	4.225	4.225	4.225

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

EXPENDITURE SUMMARY

	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Actual Thru Mar-18	FY 2017-18 Budget	FY 2018-19 Proposed	\$ Chg	% Chg
Personnel							
Salaries & Wages - 401	89,492	83,847	58,583	136,412	145,491	9,079	6%
Overtime - 402	-	744	221	-	-	-	0%
Employee Benefits - 410	27,936	29,005	28,419	28,340	47,685	19,345	41%
Total Salary & Benefits	117,428	113,596	87,224	164,752	193,176	28,424	15%
Services and Supplies							
Professional & Administrative Services -	32,743	42,729	14,204	17,943	23,949	6,006	25%
Other Operating Expenses - 43	5,080	6,171	984	2,230	6,155	3,925	64%
Materials & Supplies - 44	713	1,663	41	-	500	500	100%
Total Services and Supplies	38,536	50,563	15,229	20,173	30,604	10,431	34%
Capital Outlay							
Asset Acquisition/Improvement - 47	-	-	-	-	-	-	0%
Total Capital Outlay	-	-	-	-	-	-	0%
Indirect Cost Allocations							
Administrative Credits - 46121	(19,244)	(9,248)	-	(24,893)	(25,692)	(799)	3%
Legal Charges - 46126	-	-	-	1,255	-	(1,255)	-100%
General Liability Insurance - 46201	5,039	4,477	4,310	3,948	4,825	877	18%
Total Indirect Cost Allocations	(14,205)	(4,771)	4,310	(19,690)	(20,867)	(1,177)	6%
Transfers Out - 49901	-	-	-	-	-	-	0%
Total	141,759	159,388	106,763	165,235	202,913	37,678	19%

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2017-18	FY 2018-19
42101 Professional Services		\$ 3,444	\$ -
42107 Equipment Maintenance		\$ 4,000	\$ 1,000
Vehicle Maintenance	\$ 1,000		
42108 Maintenance Structure/Imp		\$ 10,743	\$ 19,164
Building Maintenance	\$ 2,100		
Elevator Maintenance	1,080		
Fire Extinguisher Maintenance	68		
Janitorial Service	5,388		
JanPro floor cleaning	1,172		
Misc. other supplies	9,158		
Pest Control	198		
42201 Office Expense		\$ (1,244)	\$ 450
Miscellaneous Office Supplies	\$ 450		
42301 Travel and Training		\$ 750	\$ 750
Costs of seminars, conferences, staff training, first aid/CPR training	\$ 750		
42401 Memberships		\$ 250	\$ 250
CPRS Membership	\$ 250		
42501 Bank Fees		\$ -	\$ 2,000
42504 Recruitment Costs		\$ -	\$ 335
	Total Professional/Administrative Services		\$ 23,949
4310X Utilities		\$ 737	\$ 3,350
Gas and Electric	\$ 3,000		
Water	350		
42301 Property Taxes		\$ -	\$ 665
43812 Youth Center		\$ 1,493	\$ 2,140
Break Week	\$ 1,040		
Program Costs	900		
Program Supplies	200		
	Total Other Operating Expenses		\$ 6,155
44301 Fuel		\$ -	\$ 500

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

EXPENDITURE SUMMARY

	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Actual Thru Mar-18	FY 2017-18 Budget	FY 2018-19 Proposed	\$ Chg	% Chg
Personnel							
Salaries & Wages - 401	-	-	-	-	-	-	0%
Overtime - 402	-	-	-	-	-	-	0%
Employee Benefits - 410	-	-	-	-	-	-	0%
Total Salary & Benefits	-	-	-	-	-	-	0%
Services and Supplies							
Professional & Administrative Services -	20,517	19,282	3,487	13,535	11,880	(1,655)	-14%
Other Operating Expenses - 43	654	-	-	-	-	-	0%
Materials & Supplies - 44	-	-	-	-	-	-	0%
Total Services and Supplies	21,171	19,282	3,487	13,535	11,880	(1,655)	-14%
Capital Outlay							
Asset Acquisition/Improvement - 47	-	-	-	-	-	-	0%
Total Capital Outlay	-	-	-	-	-	-	0%
Indirect Cost Allocations							
Administrative Credits - 46121	-	-	-	-	-	-	0%
Administrative Debits - 46122	19,244	9,248	-	24,893	25,692	799	3%
Total Indirect Cost Allocations	19,244	9,248	-	24,893	25,692	799	3%
Total	40,415	28,530	3,487	38,428	37,572	(856)	-2%

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2017-18	FY 2018-19
42501 Recreation Bank Fee Day Camp		\$ 850	\$ 880
Credit Card Charges	\$ 880		-
42514 Special Department Expense		\$ 12,685	\$ 11,000
Bus Tickets	\$ 700		
Camp Shirts	700		
Fieldtrips	5,000		
Misc. Supplies	1,800		
Project Supplies	1,800		
Snack Bar	1,000		

PERFORMING ARTS - 556

Mission

The mission of the Performing Arts Theatre Program and the Pinole Community Playhouse is to create a positive recreation experience through participation in musicals and theatre activities for youth and young adults ages 8-25.

Program Description

The Performing Arts Theatre Program offers a variety of theater workshops for the community of Pinole and surrounding cities. Spring and Fall theater workshops are offered for youth ages 8-14 and a summer theater workshop is offered for youth and adults ages 18-24 at the Pinole Community Playhouse (Memorial Hall). The youth and adult workshop participants perform Broadway musicals at the end of their workshops. There are over 150 participants annually and hundreds of audience members. The Pinole Community Playhouse is also utilized by a local nonprofit organization, the Pinole Community Players. The Pinole Community Players offer a variety of plays and musicals throughout the year.

Pinole Community Playhouse (Memorial Hall) - 558

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 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Actual Thru Mar-18	FY 2017-18 Budget	FY 2018-19 Proposed	\$ Chg	% Chg
Personnel							
Salaries & Wages - 401	-	-	-	-	-	-	0%
Overtime - 402	-	-	-	-	-	-	0%
Employee Benefits - 410	-	-	-	-	-	-	0%
Total Salary & Benefits	-	-	-	-	-	-	0%
Services and Supplies							
Professional & Administrative Services - 42	34,785	36,979.88	27,118	40,007	43,950	3,943	9%
Other Operating Expenses - 43	-	-	-	-	-	-	0%
Materials & Supplies - 44	-	-	-	-	-	-	0%
Total Services and Supplies	34,785	36,980	27,118	40,007	43,950	3,943	9%
Indirect Cost Allocations							
Administrative Credits - 46121	-	-	-	-	-	-	0%
IS Charges - 46124	-	-	-	-	-	-	0%
Total Indirect Cost Allocations	-	-	-	-	-	-	0%
Total	34,785	36,980	27,118	40,007	43,950	3,943	9%

MAJOR NON-PERSONNEL EXPENSE DETAILS

	FY 2017-18	FY 2018-19
42101 Professional Services	\$ 27,450	\$ 28,800
Director	\$ 9,000	
Instructors, designers, etc.	\$ 19,800	
42108 Maintenance Imp	\$ 3,350	\$ 3,350
Mis. Maintenance	\$ 850	
Supplies & Materials	\$ 2,500	
42201 Office Expense	\$ 1,500	\$ 1,500
Supplies and materials	\$ 1,500	
42501 Bank Fees	\$ 800	\$ 1,000
Bank Fees for CC usage	\$ 800	
42514 Special Department Expense	\$ 6,907	\$ 9,300
Prop/Costume Rentals	2,500	
Misc Supplies	2,300	
Royalties	4,500	

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 and the Pinole Seals Swim Club/Team.

**RECREATION FUND - 209
SWIM CENTER - 557**

EXPENDITURE SUMMARY

	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Actual Thru Mar-18	FY 2017-18 Budget	FY 2018-19 Proposed	\$ Chg	% Chg
Personnel							
Salaries & Wages - 401	-	-	-	-	-	-	0%
Overtime - 402	-	-	-	-	-	-	0%
Employee Benefits - 410	-	-	-	-	-	-	0%
Total Salary & Benefits	-	-	-	-	-	-	0%
Services and Supplies							
Professional & Administrative Services -	23,753	36,952	31,620	25,503	67,406	41,903	62%
Other Operating Expenses - 43	10,495	10,653	8,221	13,188	13,405	217	2%
Total Services and Supplies	34,248	47,604	39,841	38,691	80,811	42,120	52%
Capital Outlay							
Asset Acquisition/Improvement - 47	-	-	-	-	-	-	0%
Total Capital Outlay	-	-	-	-	-	-	0%
Indirect Cost Allocations							
Administrative Credits - 46121	-	-	-	-	-	-	0%
Legal Charges - 46126	-	3,547	-	-	-	-	0%
Total Indirect Cost Allocations	-	3,547	-	-	-	-	0%
Total	34,248	51,151	39,841	38,691	80,811	42,120	52%

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2017-18	FY 2018-19
42101 Professional Services		\$ -	\$ 41,873
Swim Center Operations Contract	\$ 41,873		
42108 Maintenance Structure/Imp		\$ 24,003	\$ 24,033
Pool Maintenance	\$ 12,158		
Pool Supplies	3,780		
Landscape Maintenance	2,595		
Janitorial	4,000		
Building Maintenance	1,500		
42514 Special Department Expense		\$ 1,500	\$ 1,500
County Hazardous Material Fee, Annual	\$ 1,500		
	Total Professional/Administrative Services		\$ 67,406
4310X Utilities		\$ 11,300	\$ 11,300
43103 Gas and Electric	\$ 4,700		
43102 Water	6,600		
43201 Property Taxes		\$ 1,888	\$ 2,105

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

EXPENDITURE SUMMARY

	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Actual Thru Mar-18	FY 2017-18 Budget	FY 2018-19 Proposed	\$ Chg	% Chg
Personnel							
Salaries & Wages - 401	-	-	-	-	-	-	0%
Overtime - 402	-	-	-	-	-	-	0%
Employee Benefits - 410	-	-	-	-	-	-	0%
Total Salary & Benefits	-	-	-	-	-	-	0%
Services and Supplies							
Professional & Administrative Services - 42	2,198	2,659	905	2,475	2,375	(100)	-4%
Other Operating Expenses - 43	1,979	2,161	1,725	2,363	2,463	100	4%
Total Services and Supplies	4,177	4,820	2,631	4,838	4,838	-	0%
Indirect Cost Allocations							
Administrative Credits - 46121	-	-	-	-	-	-	0%
Administrative Debits - 46122	-	-	-	-	-	-	0%
Total Indirect Cost Allocations	-	-	-	-	-	-	0%
Total	4,177	4,820	2,631	4,838	4,838	-	0%

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2017-18	FY 2018-19
42107 Equipment Maintenance		\$ 100	\$ -
	\$ -		
42108 Maintenance Structure/Imp		\$ 2,375	\$ 2,375
Building Maintenance	\$ 1,185		
Fire Alarm Service	280		
Misc. Maintenance	320		
Pest Control	325		
Plumbing Supplies	90		
Sanitary Supplies	175		
	Total Professional/Administrative Services		\$ 2,375
4310X Utilities		\$ 2,363	\$ 2,463
Gas and Electric	\$ 1,963		
Water	500		

TENNIS PROGRAM - 559

Mission

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

	FY 2014-15 Actual	FY 2015-16 Actual	FY 2016-17 Budget	FY 2017-18 Proposed	FY 2018-19 Proposed
Services and Supplies					
Maintenance Structure/Imp - 42108	87	500	500	500	500
Utilities – 4310X	1,504	2,000	2,000	2,995	2,750
Total Services and Supplies	1,591	2,500	2,500	3,495	3,250
Total	1,591	2,500	2,500	3,495	3,250

**RECREATION FUND - 209
TENNIS - 559**

EXPENDITURE SUMMARY

	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Actual Thru Mar-18	FY 2017-18 Budget	FY 2018-19 Proposed	\$ Chg	% Chg
Services and Supplies							
Professional & Administrative Services -	-	-	-	500	500	-	0%
Other Operating Expenses - 43	2,220	2,726	2,417	2,995	2,750	(245)	-9%
Total Services and Supplies	2,220	2,726	2,417	3,495	3,250	(245)	-8%
Total	2,220	2,726	2,417	3,495	3,250	(245)	-8%

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2017-18	FY 2018-19
42108 Maintenance Structure/Imp		\$ 500	\$ 500
Building Maintenance	\$ 500		
4310X Utilities		\$ 2,995	\$ 2,750
Gas and Electric	\$ -		
Water	2,750		

CAPTIAL IMPROVEMENT PLAN

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: Slab Displacement
- Painting and Maintenance of the Caretaker's House
- Storage Building and Improvements at 651 Pinole Shores Drive – Phase 2
- Installed Trash Capture Devices – Original Area
- Roadway Striping in Old Town – to the maximum budget

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 Proposed FY 2018-19 through 2022-23 Five-Year Capital Improvement Plan

SOURCES BY FUND	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	5-Year Total
Measure S 2014 - 106	996,618	368,000	360,000	220,000	220,000	\$ 2,164,618
Gas Tax - 200	481,727	470,100	370,100	370,100	370,100	\$ 2,062,127
AB 939 Refuse Management - 213	12,000	-	-	-	-	\$ 12,000
Measure J - 215	132,650	139,000	616,000	30,000	30,000	\$ 947,650
Parkland Dedication - 275	15,509	-	-	-	-	\$ 15,509
Public Facilities - 324	115,000	60,000	60,000	60,000	60,000	\$ 355,000
City Street Improvements - 325	1,778,889	250,000	326,000	250,000	250,000	\$ 2,854,889
Park Grants - 327	24,491	-	-	-	-	\$ 24,491
2014 Arterial Street Rehab - 377	796,019	250,000	250,000	250,000	250,000	\$ 1,796,019
Sewer Enterprise - 500	1,713,851	700,000	350,000	350,000	350,000	\$ 3,463,851
Sewer Plant Expansion - 503	7,542,167	-	-	-	-	\$ 7,542,167
Sources Total	13,608,921	2,237,100	2,332,100	1,530,100	1,530,100	\$ 21,238,321
Unfunded Total	810,000	90,000	-	-	-	\$ 900,000
Total Sources Required	\$ 14,418,921	\$ 2,327,100	\$ 2,332,100	\$ 1,530,100	\$ 1,530,100	\$ 22,138,321

5-Year Total

PRJ #	USES BY PROJECT	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	Budget Unit	Account #	Funding Source	Candidate for Stormwater Green Infrastructure
FA1701	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
FA1712	2548 Charles Ave. Repurposing (Fowler House)	\$45,000					Facilities	324-343-47201	Facilities Fund	No
FA1801	Replace HVAC at City Hall	\$60,000					Facilities		Unfunded	No
PA1701	Soccer Field Maintenance	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	Parks	106-345-47203	Measure S 2014	Yes
PA1703	Park Funding for Benches and Picnic tables	\$5,000	\$5,000				Parks	106-345-47203	Measure S 2014	No
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 \$15,509 327-345-47203 \$24,491	Park Impact/Grants	Yes
PA1706	Replace Chips with Rubber Matting at select park locations	\$50,000					Parks	106-345-47203	Measure S 2014	Yes



**City of Pinole
Proposed FY 2018-19 through 2022-23
Five-Year Capital Improvement Plan**

PRJ #	USES BY PROJECT	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	Budget Unit	Account #	Funding Source	Candidate for Stormwater Green Infrastructure
PA1707	Replace Lighting at Louis Francis Park	\$15,000					Parks	106-345-47203	Measure S 2014	No
PA1708	Restrooms in Fernandez Park	\$282,618					Parks	106-345-47203	Measure S 2014	Yes
PA1709	Senior Center Parking Lot Pavement Maintenance	\$42,000					Parks	106-345-47203	Measure S 2014	No
PA1710	Uniform Park Signage		\$35,000				Parks	Unfunded		No
PA1801	Caretaker's House Drainage Repair	\$10,000					Parks	324-345-47201	Facilities Fund	No
SS1702	Hazel Street Sewer Pump Station Rehabilitation	\$1,200,000					Sewer Collection	500-642-47201	Sewer Enterprise	No
SS1703	Inflow and Infiltration Monitoring Program	\$60,000					Sewer Collection	500-642-42101	Sewer Enterprise	No
SS1704	Inflow and Infiltration Rehabilitation Program; Basin 3.1	\$350,000					Sewer Collection	500-642-47201	Sewer Enterprise	No
SS1705	Inflow and Infiltration Rehabilitation Program; Basin 5.2 and 6.5		\$350,000				Sewer Collection	500-642-47201	Sewer Enterprise	No
SS1707	Upgrades to Wastewater Treatment Plant	\$7,542,167					Sewer Treatment	503-643-47201	Sewer Expansion	No
SS1801	Inflow and Infiltration Rehabilitation Project		\$350,000	\$350,000	\$350,000	\$350,000	Sewer Collection	500-642-47201	Sewer Enterprise	No
SS1802	Rodeo Outfall Project	\$103,851					Sewer Treatment	500-641-47201	Sewer Enterprise	No
SW1701	Install Trash Capture Devices	\$12,000					Stormwater	213-344-47101	Refuse Management	Yes
SW1702	Storm Drainage Annual Rehabilitation	\$150,000	\$150,000	\$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
RO1701	Miscellaneous Roadway Repair	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	Roads	215-343-47205	Measure J	No
RO1702	Pothole Repair Program	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	Roads	200-343-47205	Gas Tax	No
RO1703	Roadway Striping Program	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	Roads	200-343-47205	Gas Tax	No
RO1704	Sidewalk Maintenance Program	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000	Roads	106-343-47204 \$20,000 215-343-47204 \$15,000	Measure S 2014 & Measure J	No
RO1705	Sign Replacement Program	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	Roads	106-343-47202 \$18,000 215-343-47202 \$2,000	Measure S 2014 & Measure J	No
RO1706	Tree Trimming Program	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	Roads	106-343-47202	Measure S 2014	No
RO1707	Pavement Maintenance and Rehabilitation Program	\$2,116,782	\$815,100	\$815,100	\$815,100	\$815,100	Roads	325-343-47205 \$900k 377-343-47205 \$796k 200-343-47205 \$420,977	City Street Improv/Art Rehab/Gas Tax-RMRA	No
RO1708	Pinole Valley Road Improvements		\$100,000				Roads	200-343-47205	Gas Tax	No



City of Pinole Proposed FY 2018-19 through 2022-23 Five-Year Capital Improvement Plan

PRJ #	USES BY PROJECT	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	Budget Unit	Account #	Funding Source	Candidate for Stormwater Green Infrastructure
RO1709	Pinole Valley Road Underground District	\$5,750					Roads	200-343-47205	Gas Tax	No
RO1710	San Pablo Avenue Bridge over BNSF Railroad **	\$949,753					Roads	215-343-47205 \$70,650 325-343-47205 \$879,103	Measure J/CCTA TLC & State Funding	Yes
RO1712	Shale Hill Stabilization	\$550,000					Roads		Unfunded	Yes
RO1713	Sharrow Pavement Markings	\$19,000					Roads	215-343-47205	Measure J	No
RO1714	HAWK at Applan Way and Marlesta	\$11,000	\$109,000				Roads	215-343-47205	Measure J/CCTA TLC Grant	No
RO1801	San Pablo Avenue Rehabilitation			\$662,000			Roads	325-343-47205 \$76,000 215-343-47205 \$586,000	Measure J/CCTA OBAG 2 Grant	No
RO1802	Hazel Street Gap Closure (Sunnyview)	\$200,000					Roads		Unfunded	No
Uses by Project Total		\$14,418,921	\$2,327,100	\$2,332,100	\$1,530,100	\$1,530,100	\$22,138,321			5-Year Total

LEGEND:

- Items highlighted in blue are new projects, unfunded projects or new funding allocations in FY 2022-23.
- Project numbers highlighted in green indicate a project description sheet is provided.
- Items highlighted in orange indicate a project is carried over from FY 2017-18.
- Items highlighted in purple indicate a project is operations and maintenance.

• Project numbers: **FA** = Facilities; **PA** = Parks; **SS** = Sanitary Sewer; **SW** = Storm Water; **RO** = Roads.

**Caltrans funded total project cost is \$16.8 million and extends beyond the proposed Plan years.

**City of Pinole
Capital Improvement Plan
Fiscal Years 2018-19 through 2022-23**

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:



Funding Source:	Prior	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23
	Actual	Proposed	Proposed	Proposed	Proposed	Proposed
Measure S 2014 - 106	-	\$164,000	\$108,000	\$140,000	-	-
Total	-	164,000	\$108,000	\$140,000	-	-

**City of Pinole
Capital Improvement Plan
Fiscal Years 2018-19 through 2022-23**

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



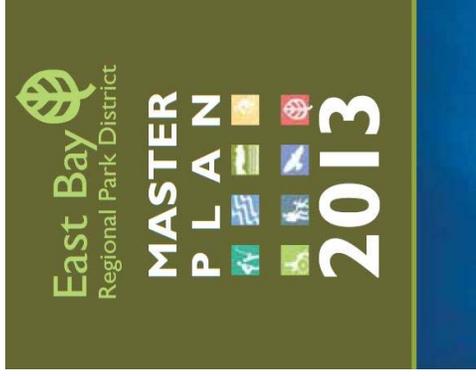
Total Estimated Cost:

Planning and Design: TDB
Engineering and Administrative: TDB
Demolition: \$45,000
Construction: TDB
Contingency: TDB
Total (Phase 1 only): \$ 45,000

Funding Source:

	Prior Actual	FY 2018-19 Proposed	FY 2019-20 Proposed	FY 2020-21 Proposed	FY 2021-22 Proposed	FY 2022-23 Proposed
Public Facilities Fund - 324	-	45,000	-	-	-	-
Funding Source to be determined	-	-	-	-	-	-
Total	-	45,000	-	-	-	-

City of Pinole
Capital Improvement Plan
Fiscal Years 2018-19 through 2022-23



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 2018-19		FY 2019-20		FY 2020-21		FY 2021-22		FY 2022-23	
		Proposed	Actual	Proposed	Actual	Proposed	Actual	Proposed	Actual		
Unfunded	-	-	\$55,000	-	-	-	-	-	-	-	-
Total	-	-	\$55,000	-	-	-	-	-	-	-	-

**City of Pinole
Capital Improvement Plan
Fiscal Years 2018-19 through 2022-23**

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: \$ 284,000
 Equipment: \$ -
 Contingency: \$ 6,000
Total: \$ 300,000

Funding Source:

	Prior Actual	FY 2018-19 Proposed	FY 2019-20 Proposed	FY 2020-21 Proposed	FY 2021-22 Proposed	FY 2022-23 Proposed
Measure S 2014 - 106	17,382	\$282,618	-	-	-	-
Total	17,382	\$282,618	-	-	-	-

**City of Pinole
Capital Improvement Plan
Fiscal Years 2018-19 through 2022-23**



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

Project Number: PA1710

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

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

Funding Source:

	Prior Actual	FY 2018-19 Proposed	FY 2019-20 Proposed	FY 2020-21 Proposed	FY 2021-22 Proposed	FY 2022-23 Proposed
Unfunded	-	-	\$35,000	-	-	-
Total	-	-	35,000	-	-	-

**City of Pinole
Capital Improvement Plan
Fiscal Years 2018-19 through 2022-23**

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 2019



Total Estimated Cost:

Planning and Design:	\$ 22,500
Engineering/Administrative:	\$ 150,000
Construction:	\$ 884,000
Equipment:	\$ -
Contingency:	\$ 143,500
Total:	\$ 1,200,000

Funding Source:

	Prior Actual	FY 2018-19 Proposed	FY 2019-20 Proposed	FY 2020-21 Proposed	FY 2021-22 Proposed	FY 2022-23 Proposed
Sewer Enterprise Fund-500	-	\$1,200,000	-	-	-	-
Total	-	\$1,200,000	-	-	-	-

City of Pinole
Capital Improvement Plan
Fiscal Years 2018-19 through 2022-23

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:

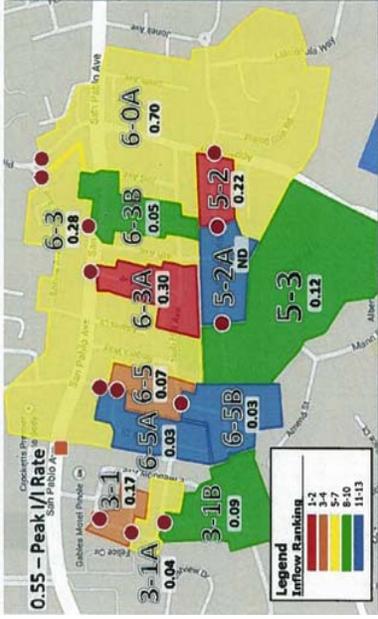
Planning and Design:	\$ -
Engineering and Administrative:	\$ 30,000
Construction:	\$ 300,000
Equipment:	\$ -
Contingency:	\$ 20,000
Total:	\$ 350,000

Funding Source:

	Prior Actual	FY 2018-19 Proposed	FY 2019-20 Proposed	FY 2020-21 Proposed	FY 2021-22 Proposed	FY 2022-23 Proposed
Sewer Enterprise Fund- 500	-	\$350,000	-	-	-	-

Total

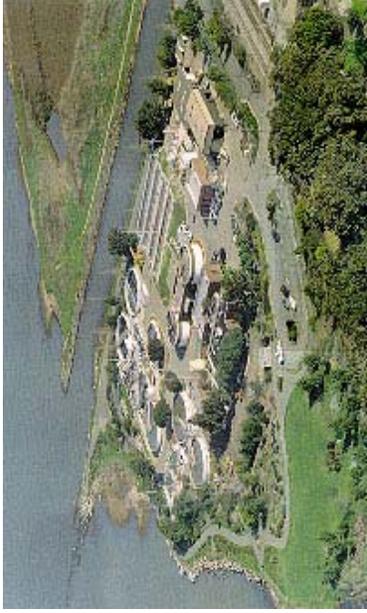
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**City of Pinole
Capital Improvement Plan
Fiscal Years 2018-19 through 2022-23**

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: June 2019

Total Estimated Cost: *

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

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

Funding Source:	Prior Actual	FY 2018-19 Proposed	FY 2019-20 Proposed	FY 2020-21 Proposed	FY 2021-22 Proposed	FY 2022-23 Proposed
Sewer Plant Expansion - 503	\$19,182,500	\$7,542,167	-	-	-	-
* 50 % Pinole portion only						
Total	\$19,182,500	\$7,542,167	-	-	-	-

City of Pinole
Capital Improvement Plan
Fiscal Years 2018-19 through 2022-23

Project: Inflow and Infiltration Rehabilitation Project - Unassigned

Description: Annual improvements to the collection system 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 are expected by the Regional Water Quality Control Board (RWQCB). Further study will aid prioritizing and targeting areas of the collection system that warrant improvements.

Project Number: SS1801

Projected Timing: July 2019
 Estimated Start Date: June 2020

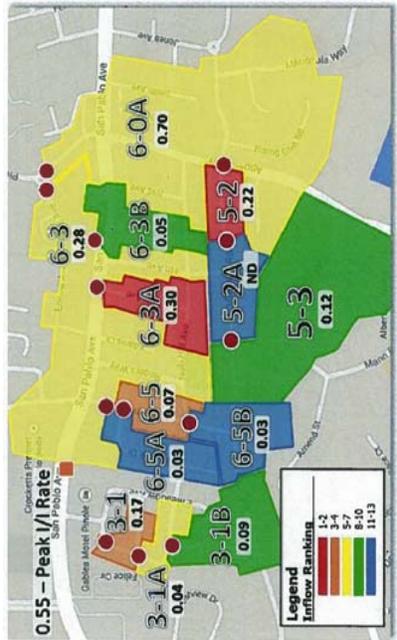
Total Estimated Cost:

Planning and Design:	\$ -
Engineering and Administrative:	\$ 30,000
Construction:	\$ 300,000
Equipment:	\$ -
Contingency:	\$ 20,000
Total:	\$ 350,000

Funding Source:

	Prior Actual	FY 2018-19 Proposed	FY 2019-20 Proposed	FY 2020-21 Proposed	FY 2021-22 Proposed	FY 2022-23 Proposed
Sewer Enterprise Fund- 500	-	-	\$350,000	\$350,000	\$350,000	\$350,000

Total **350,000**



**City of Pinole
Capital Improvement Plan
Fiscal Years 2018-19 through 2022-23**



Project: Rodeo Outfall Project

Description: Rodeo Sanitation District needs to replace the outfall valve, clean the outfall diffusers, and restore the cathodic protection system.

Justification: Rodeo Sanitation operates and maintains a deep water outfall which is used by Pinole-Hercules WPCP. The outfall was recently inspected as required by the facility permit. The inspection report states this work is needed. There is a pre-established cost sharing agreement.

Project Number: SS1802

Projected Timing:
Estimated Start Date: July 2018
Estimated End Date: June 2019

Total Estimated Cost:

Planning and Design:	\$ 10,385
Engineering/Administrative:	\$ -
Construction:	\$ 83,081
Equipment:	\$ -
Contingency:	\$ 10,385
Total*:	\$ 103,851

* Total cost is expected to be \$240,000: Split as follows Pinole/Hercules/Rodeo - \$103,851/\$79,048/\$57,101

Funding Source:	Prior Actual	FY 2018-19 Proposed	FY 2019-20 Proposed	FY 2020-21 Proposed	FY 2021-22 Proposed	FY 2022-23 Proposed
Sewer Enterprise Fund- 500	-	\$103,851	-	-	-	-
Total	-	\$103,851	-	-	-	-

City of Pinole
Capital Improvement Plan
Fiscal Years 2018-19 through 2022-23

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: \$ 75,000
 Engineering and Administrative: \$ 600,000
 Construction: \$ 75,000
 Equipment: \$ 75,000
 Contingency: \$ 750,000
 Total: \$ 750,000

Funding Source:

	Prior Actual	FY 2018-19 Proposed	FY 2019-20 Proposed	FY 2020-21 Proposed	FY 2021-22 Proposed	FY 2022-23 Proposed
Measure S 2014 - 106		\$150,000	\$150,000	\$150,000	\$150,000	\$150,000

Total - \$150,000 \$150,000 \$150,000 \$150,000 \$150,000

City of Pinole
Capital Improvement Plan
Fiscal Years 2018-19 through 2022-23

Project:	Storm Drainage Master Plan								
Description:	Prepare a storm drainage master plan								
Justification:	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.								
Project Number:	SW1703								
Projected Timing:									
Estimated Start Date:	2016								
Estimated End Date:	2017								
Total Estimated Cost:									
Planning and Design:	\$ 75,000								
Engineering and Administrative:	\$ -								
Construction:	\$ -								
Equipment:	\$ -								
Contingency:	\$ -								
Total:	<u>\$ 75,000</u>								
Funding Source:									
		Prior	FY 2018-19	FY 2019-20	FY 2020-2021	FY 2021-2022	FY 2022-2023		
		Actual	Proposed	Proposed	Proposed	Proposed	Proposed		
			\$75,000						
Measure S 2014 - 106									
Total		-	\$75,000	-	-	-	-		



**City of Pinole
Capital Improvement Plan
Fiscal Years 2018-19 through 2022-23**

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
Total:	\$ 4,601,329

Funding Source:

	Prior Actual	FY 2018-19 Proposed	FY 2019-20 Proposed	FY 2020-21 Proposed	FY 2021-22 Proposed	FY 2022-23 Proposed
City Street Improvements - 325 *	\$4,981	\$899,786	\$250,000	\$250,000	\$250,000	\$250,000
Arterial Street Rehab - 377 *	\$0	\$796,019	\$250,000	\$250,000	\$250,000	\$250,000
Gas Tax (RMRA/SB1 Funds) - 200 **	\$0	\$420,977	\$315,100	\$315,100	\$315,100	\$315,100
Total	\$4,981	\$2,116,782	\$815,100	\$815,100	\$815,100	\$815,100

* 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 2018-19 through 2022-23

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: 2019
 Estimated End Date: 2020

Total Estimated Cost:

Planning and Design:	\$ -
Engineering and Administrative:	\$ 5,000
Construction:	\$ 87,000
Equipment:	\$ -
Contingency:	\$ 8,000
Total:	\$ 100,000

Funding Source:

	Prior Actual	FY 2018-19 Proposed	FY 2019-20 Proposed	FY 2020-21 Proposed	FY 2021-22 Proposed	FY 2022-23 Proposed
Gas Tax - 200	-	-	\$100,000	-	-	-
Total	-	-	\$100,000	-	-	-

City of Pinole
Capital Improvement Plan
Fiscal Years 2018-19 through 2022-23

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 TLC 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:	\$ 948,000
Construction:	\$ 15,773,800
Equipment:	\$ -
Contingency:	\$ -
Total:	\$ 16,766,800

Funding Source:

	Prior Actual	FY 2018-19 Proposed	FY 2019-20 Proposed	FY 2020-2021 Proposed	FY 2021-22 Proposed	FY 2022-23 Proposed	Beyond Proposed
City Street Improvements - 325 *	43,247	-	-	-	-	-	\$1,492,905
State Contribution	-	879,103	-	-	-	-	\$13,964,545
Measure J (TLC) - 215 *	-	70,650	-	-	-	-	\$316,350
Total	43,247	\$949,753	-	-	-	-	\$15,773,800

* Funding in the amount of \$267,000 is expected from the CCTA TLC Program.

City of Pinole
Capital Improvement Plan
Fiscal Years 2018-19 through 2022-23

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 TLC Program.



Project Number: RO1714

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

Total Estimated Cost:

Planning and Design:	\$ -
Engineering and Administrative:	\$ 15,600
Construction:	\$ 109,000
Equipment:	\$ -
Contingency:	
Total:	\$ 124,600

Funding Source:

	Prior Actual	FY 2018-19 Proposed	FY 2019-20 Proposed	FY 2020-2021 Proposed	FY 2021-22 Proposed	FY 2022-23 Proposed
City Street Improvements - 325 *	4,600	-	-	-	-	-
Measure J (TLC) - 215 *	-	11,000	109,000	-	-	-
Total	4,600	11,000	109,000	-	-	-

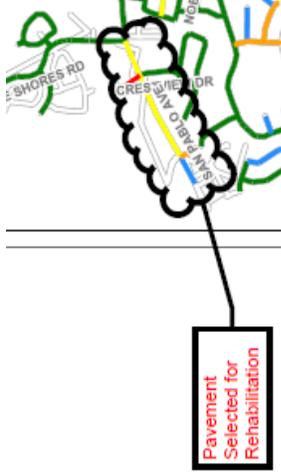
* Funded \$120,000 by the CCTA TLC Program.

City of Pinole
Capital Improvement Plan
Fiscal Years 2018-19 through 2022-23

Project: San Pablo Avenue Rehabilitation

Description: Cold mill 2 1/2 inches of asphalt concrete pavement and replace with new HMA, reconstruct ~12 curb ramps, replaced damaged sidewalk, and close sidewalk gap.

Justification: The Pavement Management Report completed January 2016 provides a Pavement Condition Index (PCI) for most roads within Pinole of 70. The Report helps arterials to be rehabilitated using the "Fix it First" approach. Due to the importance of San Pablo Avenue as an arterial, it is desirable to maintain the PCI at a minimum of 70.



Project Number: RO1801

Projected Timing:
 Estimated Start Date: 2020
 Estimated End Date: 2021

Total Estimated Cost:

Planning and Design:	\$ -
Engineering and Administrative:	\$ -
Construction:	\$ 662,000
Equipment:	\$ -
Contingency:	\$ -
Total:	\$ 662,000

Funding Source:

	Prior Actual	FY 2018-19 Proposed	FY 2019-20 Proposed	FY 2020-21 Proposed	FY 2021-22 Proposed	FY 2022-23 Proposed
City Street Improvements - 325	-	-	-	\$76,000	-	-
Measure J (OBAG 2) - 215 *	-	-	-	\$586,000	-	-
Total	-	-	-	\$662,000	-	-

* Funded \$586,000 by the CCTA OBAG 2 Program.

GLOSSARY OF BUDGET TERMS & ACRONYMS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

GLOSSARY OF BUDGET TERMS & ACRONYMS

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

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

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

Division - A sub-section (or activity) within a department, which furthers the objectives of the City 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, forecast or reporting period applies. The City of Pinole fiscal year is July 1 through June 30.

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

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

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

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

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

GLOSSARY OF BUDGET TERMS & ACRONYMS

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

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

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

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

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

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

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

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

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

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

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

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

GLOSSARY OF BUDGET TERMS & ACRONYMS

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

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

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

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

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

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

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

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

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

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

GLOSSARY OF BUDGET TERMS & ACRONYMS

ACRONYMS

ABAG	Association of Bay Area Government
CIP	Capital Improvement Program
CPI	Consumer Price Index
CSMFO	California Society of Municipal Finance Officers
EAP	Employee Assistance Program
FTE	Full Time Equivalent
GASB	Governmental Accounting Standards Board
GFOA	Government Finance Officers Association
HOPTR	Homeowner's Property Tax Rebates
LAIF	Local Agency Investment Fund
LTD	Long Term Disability
NPDES	National Pollution Discharge Elimination System
PALC	Pinole Assisted Living Community
PERS	Public Employees' Retirement System
PEPRA	Public Employees' Pension Reform Act [of 2013]
PPEA	Pinole Police Employees Association
PRA	Pinole Redevelopment Agency
RDA	Redevelopment Agency
SAFER	Staffing for Adequate Fire and Emergency Response
SDI	State Disability Insurance
SRO	School Resource Officer

GLOSSARY OF BUDGET TERMS & ACRONYMS

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

CITY OF PINOLE
MULTI-YEAR POSITION LISTING

Department	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19
CITY MANAGER					
City Manager	1.00	1.00	1.00	1.00	1.00
Total Full-Time Equivalents (FTEs)	1.00	1.00	1.00	1.00	1.00
CITY CLERK					
City Clerk	1.00	1.00	1.00	1.00	1.00
Administrative Secretary, <i>part-tme</i>	0.00	0.46	0.46	0.46	0.46
Total Full-Time Equivalents (FTEs)	1.00	1.46	1.46	1.46	1.46
FINANCE DEPARTMENT					
Finance Director	1.00	1.00	1.00	1.00	1.00
Accounting Specialist	2.00	2.00	2.00	2.00	2.00
Accounting Technician, <i>part-time</i>	0.00	0.00	0.00	0.00	0.48
Accounting Intern, <i>part-time/temporary</i>	0.40	0.48	0.48	0.48	0.00
Total Full-Time Equivalents (FTEs)	3.40	3.48	3.48	3.48	3.48
HUMAN RESOURCES					
Assistant City Manager	1.00	1.00	1.00	1.00	1.00
Human Resources Specialist	1.00	1.00	1.00	1.00	1.00
Total Full-Time Equivalents (FTEs)	2.00	2.00	2.00	2.00	2.00
GENERAL GOVERNMENT					
Management Analyst	0.00	0.48	0.48	1.00	1.00
Administrative Secretary, <i>part-tme</i>	0.46	0.00	0.00	0.00	0.00
Total Full-Time Equivalents (FTEs)	0.46	0.48	0.48	1.00	1.00
INFORMATION SYSTEMS					
Information Systems Administrator	1.00	1.00	1.00	0.00	0.00
Total Full-Time Equivalents (FTEs)	1.00	1.00	1.00	0.00	0.00
CABLE ACCESS TV					
Cable Access Coordinator	0.90	1.00	1.00	1.00	1.00
Cable Access Technician	0.90	1.00	1.00	1.00	1.00
Cable Equipment Operators	0.44	0.75	0.75	0.75	0.75
Total Full-Time Equivalents (FTEs)	2.24	2.75	2.75	2.75	2.75
POLICE DEPARTMENT					
SWORN					
Police Chief	1.00	1.00	1.00	1.00	1.00
Police Commander	1.00	1.00	1.00	0.00	0.00
Police Lieutenant	0.00	0.00	0.00	2.00	2.00
Police Sergeant	6.00	6.00	6.00	6.00	6.00
Police Officer	19.00	19.00	19.00	19.00	19.00
Sub-total Sworn	27.00	27.00	27.00	28.00	28.00
NON-SWORN					
Administrative Secretary	1.00	1.00	1.00	1.00	1.00
Community Safety Specialist	0.92	0.96	0.96	0.96	0.96
Community Service Officer	0.00	0.96	0.96	0.96	0.96
Crossing Guards, <i>part-time/temporary</i>	0.50	0.50	0.50	0.50	0.50
Dispatcher	7.00	7.00	7.00	11.00	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	0.00	0.00
Sub-total Non-Sworn	13.42	14.42	14.42	17.42	17.42
Total Full-Time Equivalents (FTEs)	40.42	41.42	41.42	45.42	45.42

CITY OF PINOLE
MULTI-YEAR POSITION LISTING

Department	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19
FIRE DEPARTMENT					
SWORN					
Fire Chief	1.00	1.00	1.00	1.00	1.00
Administrative Battalion Chief	0.00	1.00	1.00	0.00	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	1.00	1.00	1.00	1.00	1.00
Fire Engineer/Paramedic	3.00	2.00	2.00	2.00	2.00
Fire Fighter/Paramedic	5.00	3.00	3.00	3.00	3.00
Fire Fighter	6.00	3.00	3.00	3.00	3.00
Sub-total Sworn	20.00	15.00	15.00	14.00	14.00
NON-SWORN					
Administrative Secretary	0.48	0.48	0.48	0.48	0.48
Sub-total Non-Sworn	0.48	0.48	0.48	0.48	0.48
Total Full-Time Equivalents (FTEs)	20.48	15.48	15.48	14.48	14.48
PUBLIC WORKS					
Development Services Director/City Engineer	1.00	1.00	1.00	1.00	1.00
Management Analyst, <i>part-time/temporary</i>	0.48	0.00	0.00	0.00	0.00
Project Manager	0.00	1.00	1.00	1.00	1.00
Public Works Specialist	1.00	1.00	1.00	1.00	1.00
Administrative Secretary	1.50	1.00	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	6.00	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	0.00	0.00
Water Pollution Control Plant Operation Supervisor	0.00	0.00	0.00	1.00	1.00
Environmental Analyst	1.00	1.00	1.00	1.00	1.00
Environmental Assistant	1.00	1.00	1.00	1.00	1.00
Operator	6.00	6.00	5.00	5.00	5.00
Maintenance Mechanic	0.00	0.00	1.00	1.00	1.00
Water Pollution Control Plant Intern	0.46	0.46	0.46	0.46	0.46
Park Caretaker	0.25	0.25	0.25	0.25	0.25
Total Full-Time Equivalents (FTEs)	23.69	23.71	24.71	24.71	24.71
COMMUNITY DEVELOPMENT					
Planning Manager	1.00	1.00	1.00	1.00	1.00
Senior Building Inspector	0.00	0.00	0.00	1.00	1.00
Building Inspector/Code Enforcement	0.00	0.00	0.00	1.00	1.00
Building Inspector	1.00	1.00	1.00	0.00	0.00
Permit Technician	0.90	0.95	1.48	1.48	1.48
Total Full-Time Equivalents (FTEs)	2.90	2.95	3.48	4.48	4.48
RECREATION DEPARTMENT					
Recreation Manager	1.00	1.00	1.00	1.00	1.00
Gym Rental Attendant, <i>part-time/regular</i>	0.45	0.45	0.00	0.00	0.00
Recreation Coordinator	2.70	2.70	2.60	2.60	2.60
Senior Recreation Leader	1.50	1.50	1.50	1.50	1.50
Recreation Leader	3.88	3.88	2.88	2.88	2.88
Tiny Tots Recreation Leader	1.38	1.10	1.13	1.13	1.13
Cook, <i>part-time/regular</i>	0.75	0.75	0.75	0.75	0.75
Rental Facility Custodian, <i>part-time/temporary</i>	1.65	1.65	1.65	1.65	1.65
Total Full-Time Equivalents (FTEs)	13.31	13.03	11.51	11.50	11.50
GRAND TOTAL ALL DEPARTMENTS	111.90	108.76	108.77	112.28	112.28

**ADOPTED BUDGET
FY 2018-19
LABOR COST ALLOCATION PERCENTAGES**

Position Title	Total Wages and Benefits	General Fund*	Sewer Enterprise (WWTP)	Sewer Enterprise (Corp Yard)	Successor Agency	Housing Admin	Gas Tax Fund	Building Fund	Measure "S-2006"	Measure "S-2014"	PSAF	SLESF	Storm Water	Refuse Mgmt	Measure "J"	Total
Council Members (5)	96,995	75%		25%												100%
City Manager	349,092	39%	5%	25%	21%	5%		5%								100%
City Clerk	195,034	79%			21%											100%
Treasurer	14,563	75%		25%												100%
Finance Director	270,707	59%	15%		21%	5%										100%
Accounting Specialist (2)	227,710	85%	15%													100%
Accounting Technician	26,820	85%	15%													100%
Assistant City Manager	301,676	64%	10%		21%	5%										100%
HR Specialist	102,998	85%	10%			5%										100%
Police Officer (Canine)	151,477	90%										10%				100%
Police Officer	157,782	46%										54%				100%
Police Officer	159,326	5%									95%					100%
PW Director/City Eng	279,892	5%	50%	5%			10%	10%					10%	10%		100%
PW Specialist	122,180	20%		25%			15%	20%					10%	10%		100%
Admin Secretary	116,894	10%	25%	50%			15%									100%
Public Works Manager	171,365	50%		20%			5%						20%	5%		100%
PW Maint. Supervisor	145,904	45%		25%			5%						20%	5%		100%
Maintenance Workers (4)	398,567	30%		20%			10%						20%	5%	15%	100%
Maintenance Worker (1)	97,592	0%								100%						100%
PW Maint. Supervisor	122,837	0%		75%			5%						10%	5%	5%	100%
Maintenance Workers (2)	187,342	0%		75%			5%						10%	5%	5%	100%
Planning Manager	197,856	5%				5%		90%								100%
Building Inspector/Code Enf Offic	127,391	50%						50%								100%
Project Manager	112,473	0%		25%						50%					25%	100%
Battalion Chief	264,557	55%							45%							100%
																-
	\$ 4,399,030	41%	7%	14%	5%	1%	3%	7%	3%	3%	3%	2%	5%	2%	2%	100%

	100-0221	100-0222	100-0223	100-0342	100-0343	100-0351	209-0595	209-0592	Total
Police Chief	90%		10%						100%
Lieutenant	80%		20%						100%
Recreation Leaders (Seasonal)							31%	69%	100%
Maintenance Workers (4)				6%	12%	12%			30%

RESOLUTION NO. 2018-56

A RESOLUTION OF THE CITY OF PINOLE, COUNTY OF CONTRA COSTA, STATE OF CALIFORNIA, ADOPTING THE FISCAL YEAR 2018-19 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 2018-19; and

WHEREAS, the City Council has conducted a Public Hearing on the matter of the Fiscal Year 2018-19 Proposed Budget and has discussed the individual budgets with City staff members; and

WHEREAS, the City Council has solicited public input on the FY 2018-19 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 2018-19 commencing July 1, 2018 and ending June 30, 2019 is hereby approved and adopted.

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

100	General Fund	\$13,972,590
105	Measure S 2006	2,396,266
106	Measure S 2014	1,851,663
200	Gas Tax	436,601
201	Restricted Real Estate Maintenance	37,175
203	Public Safety Augmentation Fund	151,406
204	Police Grants	274,003
205	Traffic Safety Fund	18,458
206	Supplemental Law Enforcement Services Fund	100,000
207	NPDES Storm Water Fund	318,173
209	Recreation Fund	1,155,666
212	Building and Planning Fund	1,039,853
213	Refuse Management Fund	116,508
215	Measure J Fund	200,581
285	Housing Fund	202,136
310	Lighting and Landscape Districts Fund	56,637
317	Pinole Valley Caretaker Fund	14,777
325	City Street Improvements Fund	200,000
377	Arterial Street Rehabilitation Fund	200,000
500	Sewer Enterprise Fund	6,948,843
503	Plant Expansion Fund	6,371,178
505	Cable Access TV Fund	424,546
750	Recognized Obligation Retirement Fund	250,000

TOTAL OPERATIONS BUDGET \$36,737,059

Section 3. That the appropriations established for FY 2018-19 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 2018-19.

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 2018-19 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 19th day June 2018, 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 19th day of **June, 2018**.



Hector De La Rosa
Deputy City Clerk



RESOLUTION NO. 2018-51

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 2018-19

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 2017-18 was established at \$121,962,142
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 (1.0088% increase in Contra Costa County) and the change in California per capita personal income a 3.67% increase.
3. That the factor has been calculated as follows:
$$1.0088 \times 1.0367 = 1.0458$$
4. That said factor, 1.0458 shall be used to adjust the FY 2018-19 Appropriations Limit.
5. That the Appropriations Limit for 2018-19 fiscal year is hereby established as \$127,548,008.

FURTHER, BE IT RESOLVED that The City of Pinole tax allocations for FY 2018-19 will be approximately \$18,070,519, which is below the authorized spending limit.

PASSED AND ADOPTED at a regular meeting of the Pinole City Council held on the 19th day of June 2018 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 19th day of **June, 2018**.



Hector De La Rosa
Deputy City Clerk



RESOLUTION NO. 2018-76

A RESOLUTION OF THE CITY OF PINOLE, COUNTY OF CONTRA COSTA, STATE OF CALIFORNIA, APPROVING THE FISCAL YEARS 2018-19 THROUGH 2022-23 FIVE-YEAR CAPITAL IMPROVEMENT PLAN AND ADOPTING THE FISCAL YEAR 2018-19 CAPITAL BUDGET

WHEREAS, the City Manager has presented a Proposed Capital Improvement Plan for the City of Pinole for Fiscal Years 2018-19 through 2022-23, and a proposed Capital Budget for Fiscal Year 2018-19; 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 2018-19 through 2022-23 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 2018-19 through 2022-23 and Fiscal Year 2018-19 Capital Budget commencing July 1, 2018 and ending June 30, 2019 are hereby approved and adopted.

Section 2. That appropriations for the 2018-19 Fiscal Year are established by fund, as follows:

106	Measure S 2014	996,618
200	Gas Tax	481,727
213	Refuse Management Fund	12,000
215	Measure J Fund	132,650
275	Parkland Dedication Fund	15,509
324	Public Facilities Fund	115,000
325	City Street Improvements Fund	1,778,889
327	Park Grants Fund	24,491
377	2014 Arterial Street Rehabilitation Fund	796,019
500	Sewer Enterprise Fund	1,713,851
503	Plant Expansion Fund	7,542,167

TOTAL CAPITAL APPROPRIATIONS \$13,608,921

Section 3. That the appropriations established for FY 2018-19 by fund shall be allocated to individual projects as presented in the Capital Improvement Plan.

PASSED AND ADOPTED this 21st day **August 2018**, by the following vote, to-wit:

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

I hereby certify that the foregoing resolution was introduced, passed and adopted on this 21st day of **August, 2018**.



Rosa G. Acosta
City Clerk

