

# CITY OF PINOLE, CALIFORNIA

## Fiscal Year 2019-20 Adopted Budget





**CITY OF PINOLE  
FY 2019-20 ADOPTED BUDGET**

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# CITY OF PINOLE

Office of the City Manager

June 18, 2019

Mayor, City Council and Residents of Pinole:

I am pleased to present to you the FY 2019-20 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 2019-20. We continue to be conservative in our projections, as we are preparing for the economic downturn fiscal analysts are predicting within the next year or two. 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. The biggest project for the City continues to be 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. As Council is aware, we are receiving the funds from a State Revolving Loan. The project had a significant delay, which has caused the estimated completion date to move to Fall of 2019. Staff continues to work on disposition and development of the remaining former RDA/Housing properties. We have entered into Exclusive Negotiating Agreements for Pinole Shores Phase II, and 811 San Pablo Avenue. The City will begin working with a commercial real estate broker for disposition of the remaining parcels, as issuing our own Requests for Proposals has not yielded positive results for those properties.

Building and Planning continue to be very busy with the new development we are seeing around town. The new CVS opened earlier this calendar year, and the new Safeway and Appian 80 Center redevelopment is in the beginning planning stages. The DaVita Dialysis Center is close to completion, and the Medical Eye Center has received Planning Commission approval.

Recently the Council approved enhancing our Code Enforcement activities, including staffing with one full-time Code Enforcement Officer, one half-time Permit Technician, and some contract support. We will be moving from our current reactive/complaint driven service model to a more proactive model.

Throughout the organization, we continue to look for ways to increase our efficiencies through new technologies.

For the upcoming fiscal year the Council has approved three very large projects. First is a Fire Service Delivery Study. This project is underway, and the first Community meeting was

May 29<sup>th</sup>. The Study will evaluate our current service model, as well as various ways to improve services. Options will include Pinole Fire reopening Station 74, contracting for services with Contra Costa County Fire Protection District, and consolidating with Rodeo/Hercules Fire District. The draft study is expected at the end of July/first of August. The final report is expected by October. There will be workshops for the Council and Community to review and comment when both the draft and final reports are received. Of course, any enhancement in services has an associated cost. The Council has targeted the March 2020 ballot to ask the Community whether or not they will support an improved service delivery model and pay for the related expenses.

The next big project is Community Strategic Planning. The City has engaged in some planning processes in the past, but has never developed or adopted a Strategic Plan. The Strategic Plan will identify key priorities/focus areas, objectives for each of those areas, and then specific tasks to achieve those objectives. This project is in the initial phase and will get rolling around July, with an estimated completion of January/February 2020. Again, Community meetings will be scheduled throughout the project.

Finally, around January 2020 the City will begin the process of community engagement regarding the possibility of becoming a Charter City. There are different rules in certain governance areas of Charter Cities versus General Law Cities. The Council and Community will need to determine first if we want to become a Charter, and if so how do we craft the City's Charter in these governance areas. If it seems that the Community is interested in becoming a Charter City, the question will be placed on the November 2020 ballot, as the decision must be made by a vote of our residents.

Turning back to the financials, Fiscal Year 2019-20 looks strong for now. We will continue to keep a close eye on the next few fiscal years projections.

Our FY 2019-20 Budget highlights include:

### **General Fund**

General Fund revenues are expected to be sufficient to meet anticipated expenditures in FY 2019-20.

It is expected that two of the three largest revenue categories (Property Tax, Sales Tax, and Utility Users Tax) will continue to increase during the next fiscal year. Property Taxes are anticipated to show a more robust increase, while Sales Tax is projected with a moderate increase. UUT is projected slightly less than the prior fiscal year.

The FY 2019-20 Preliminary Budget is balanced and there is a positive net result projected of \$2,832 (net of \$1 million from fund balance for the fire engine) at fiscal year-end. I am happy to report that the City has been able to fund an IRS Section 115 Irrevocable Pension Trust to help fund the Public Employees Retirement System (PERS) future retirement expenses. We have placed approximately \$16 million into the Trust from one-time monies. The PERS Employer Contribution rates are projected to continue to increase through at least FY 2020-21, when they will hopefully stabilize. These higher contribution rates are expected to

remain in effect through FY 2036-37, when it is projected we will begin to see a decline. Based on the actuarial report prepared for the City, if we achieve our 5% anticipated rate of return on the investment of the Trust assets, we should have enough money to get us through to 2036 when the rates should come down. In the attached budget you will see a Transfer In from the 115 Trust for each fund that has a staffing allocation to offset the FY 2019-20 PERS increases.

Other good news from FY 2018-19 includes that the City was able to meet the Council's established General Fund reserve target of 180 days of cash on hand. The reserve is now \$6.9 million. The Council also allocated \$1 million from the accumulated Fund Balance for the purchase of a new Fire engine, and \$100,000 to a Disaster Recovery Fund.

➤ Utility Users Tax (UUT)

This is the City's third (3<sup>rd</sup>) largest General Fund revenue source, bringing in an estimated \$1.9 million per year. Previously the UUT has a sunset date of December 2020. The City ran a measure on the November 2018 ballot to renew the UUT without a sunset date. That measure passed at nearly 73%, and we thank our Community for their support.

### **Measure S 2006**

The Measure S 2006 FY 2019-20 budget is projecting a \$138,300 use of fund balance. The use of fund balance is the result of carrying over one-time allocations totaling \$117,700 to the Fire Department for facility improvements, to complete the fire study, funding for the polling firm, and increased personnel costs. These funds continue to support Police and Fire operations. In FY 2019-20 \$100,000 was moved from this fund to Measure S 2014 to account for the anticipated loss in revenue from the closure of three large retailers.

### **Measure S 2014**

Fiscal Year 2019-20 marks the fifth full year the City will receive the Use Taxes from Measure S 2014. A new Five-Year Plan is included in this budget for Council consideration. This Plan was reviewed and approved by the Finance Subcommittee on May 22<sup>nd</sup>. The recommended appropriations have been incorporated into the Proposed FY 2019-20 Budget. This revenue source is used to address some of the City's operational and capital improvement needs including vehicle and equipment replacement, CIP projects, facility and vehicle maintenance, contributions to Recreation and PCTV programs, limited staffing, and special projects.

The Measure S 2014 budget is projecting a net use of fund balance for FY 2019-20 of \$751,361. This is the result of carrying forward one-time capital and equipment allocations. Estimated fund balance is projected to be \$1,709,544 at June 30, 2020.

## **Wastewater Fund**

The FY 2019-20 Sewer Enterprise and Wastewater budgets are projected to end the year with a use of fund balance of \$265,332. The \$1.2 million capital project for the Hazel Street Pump Station is being carried over into FY 2019-20. The estimated Wastewater fund balance is projected to be \$9,418,066 at June 30, 2020.

## **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. As noted earlier, 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 slightly. We continue to realize the benefit of approximately \$316,000 in SB1 (Road Repair and Accountability Act of 2017) revenues. We look forward to programming these additional funds into our upcoming road maintenance and repair projects.

## **Capital Projects**

The City Council adopted a Five-Year Capital Improvement Plan August 21, 2018. Replacement of the restrooms in Fernandez Park should be complete this Summer, as the contract was awarded on May 21<sup>st</sup>. The most exciting project continues to be 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, although based on the engineering work alone we anticipate this number to be significantly higher. Staff is working on opportunities to secure the additional funding that will be required to complete the project, keeping in mind that construction would not be expected to commence until likely FY 2022-23. The project was added to the Contra Costa Transportation Authority project list, which will be key in funding the local match portion.

## Conclusion

The FY 2019-20 Preliminary Budget was made available to the Public and reviewed at a Finance Subcommittee meeting on May 22<sup>nd</sup>. The City Council held a Budget Workshop on May 28<sup>th</sup>, and will hold a Public Hearing on June 18, 2019 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, Accountant Maria Mata and Finance Director Andrea Miller for all of their work assembling and editing the final document.

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, 2019**

**ELECTED OFFICIALS**

Mayor	Peter Murray
Mayor Pro Tem	Roy Swearingen
Council Member	Norma Martinez-Rubin
Council Member	Vincent Salimi
Council Member	Anthony Tave
City Treasurer	Dina Rosales

**ADMINISTRATIVE PERSONNEL**

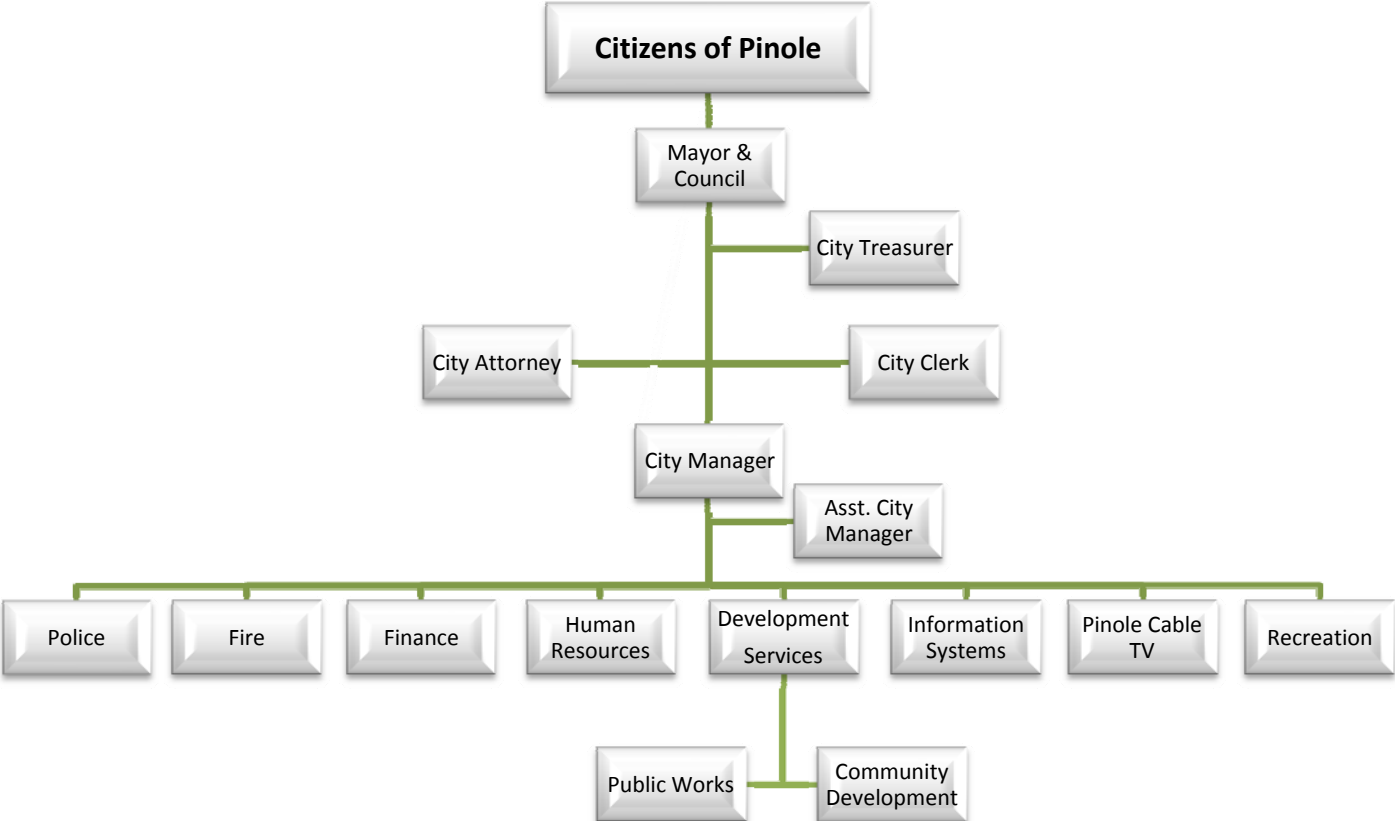
City Manager	Michelle Fitzer
Assistant City Manager	Hector De La Rosa
City Attorney (Contract)	Eric Casher
Development Services Director	Tamara Miller
Finance Director	Andrea Miller
Police Chief	Neil Gang
Fire Chief	Scott Kouns
City Clerk	Heather Iopu



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**CITY OF PINOLE – ORGANIZATIONAL CHART**



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## BUDGET OVERVIEW

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### City Overview

The City of Pinole is a general law city which was incorporated on June 25, 1903. The City is primarily a residential community located in the San Francisco Bay Area on the shores of San Pablo Bay in West Contra Costa County. Interstate-80, which traverses Pinole, connects the San Francisco/Oakland metropolitan area with Sacramento and points east. Pinole is linked to central Contra Costa County which includes the cities of Martinez, Concord, and Pleasant Hill by State Route 4 which begins just north of Pinole and connects with Interstate-680. There are approximately four square miles of land included in Pinole's boundary. The City's population at January 1, 2019 was 19,498, according to the California Department of Finance.



### Municipal Government

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

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

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## BUDGET OVERVIEW

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### Jurisdictional Comparison

	<b>City of Pinole</b>	<b>City of Hercules</b>	<b>City of San Pablo</b>	<b>City of El Cerrito</b>
Form of Government	Council-Manager General Law	Council-Manager General Law	Council-Manager General Law	Council-Manager General Law
Year Incorporated	1903	1900	1948	1917
<b>Budget Comparison</b>				
General Fund Revenue	14,781,811	15,063,926	35,188,058	37,770,371
General Fund Expenditures	16,487,594	14,881,778	35,288,858	37,709,317
Total Full Time Equivalents (FTE)	113.86	88.25	182.5	179.7
Sworn Personnel FTE	42	22.5*	55*	81
<b>Demographics</b>				
Population	19,236	26,000	30,720	24,595
Annual Percent Change	.4	.9	1.1	1.0
Median Age	44.5	40.3	33.7	42.9
Population per FTE	171	295	168	137
Population per Sworn FTE	687	1,156	558	547
Housing Units	7,217	8,436	9,851	10,789
Average Household Size	3.22	3.08	3.27	2.51
Labor Force	10,200	13,900	13,900	13,900
Unemployment Rate	2.4%	2.6%	3.2%	2.4%
Median Household Income	\$84,255	\$107,221	\$47,459	\$96,914
Per Capita Income	\$36,481	\$41,964	\$18,478	\$50,394

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

\*The City of Hercules and City of San Pablo include Police personnel only as Fire services are provided by the Rodeo Hercules Fire District and ConFire, respectively.

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## **BUDGET OVERVIEW**

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### **The Budget Process**

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

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

The Finance Subcommittee reviews the preliminary budget in May, and departments' proposed operating budgets are presented to the City Council for further review at the Budget Workshop also held in May.

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

### **Monitoring the Budget**

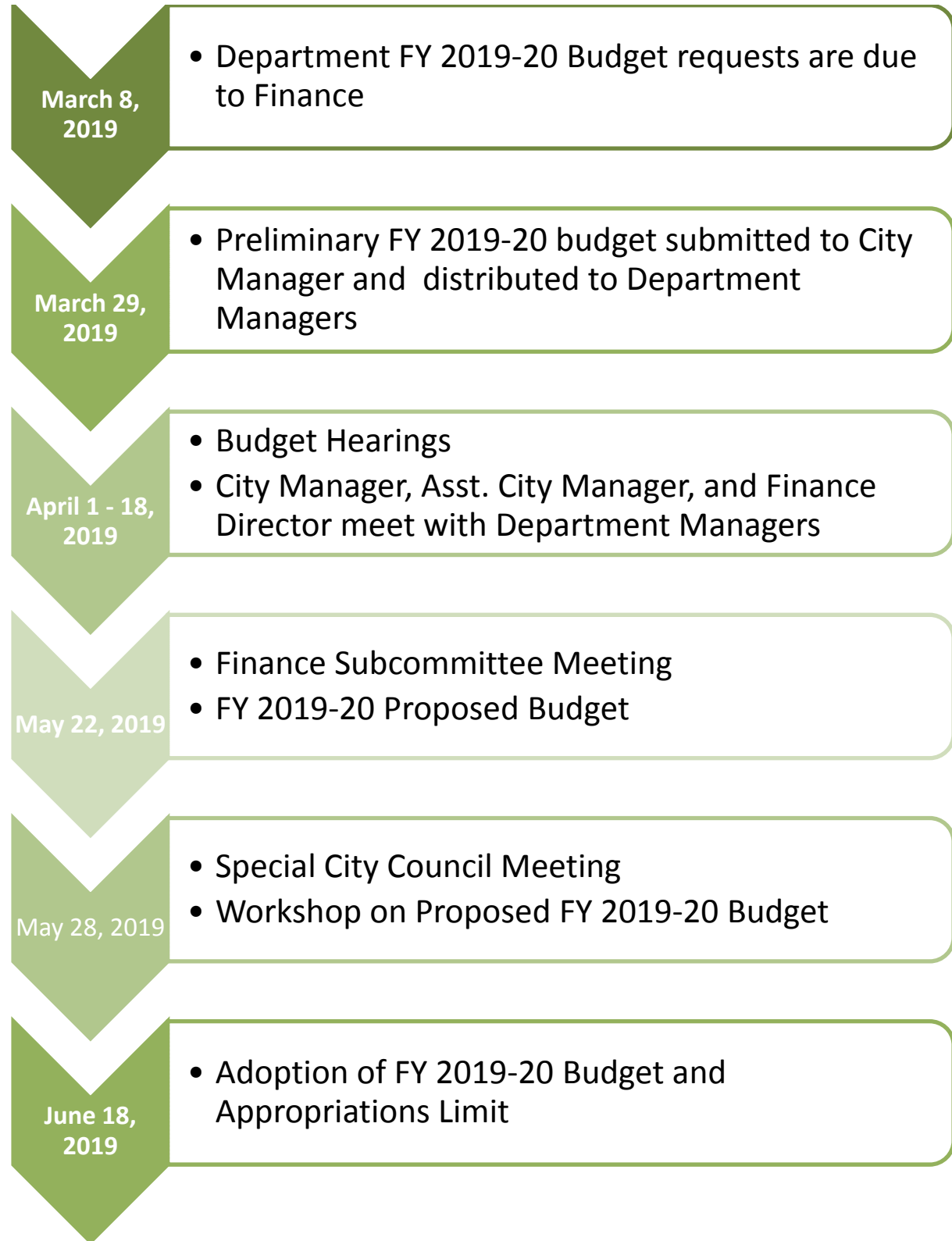
Once adopted, the operating budget becomes the main internal control document used to monitor and manage the City's financial position. The City's budget level of control is executed at the fund level set by the City's governing body. Necessary changes to the budget are recommended by department managers and approved by the City Manager before it is presented to the City Council for enactment. Budget amendments deemed necessary are presented to the City Council and are enacted by resolution. Managers are allowed to transfer funds within their respective departments with the approval of the City Manager. Financial reports that highlight variances and proposed adjustments to the budget are presented to City Council for consideration and adoption on a quarterly basis.

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## BUDGET OVERVIEW

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### Budget Calendar



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## BUDGET OVERVIEW

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### Financial Policies

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

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

1. Structurally Balanced Budget Policy
  - i. The annual budget will be structurally balanced whereby the operating budget will be prepared with current year expenditures funded with current year revenue. If a structural imbalance occurs, a plan will be developed and implemented to bring the budget back into structural balance.
  
2. Reserves Policy
  - i. The City will establish, dedicate and maintain reserves annually to meet known and estimated future obligations. The City will establish specific reserve accounts which include but are not limited to:
    - a. General Fund Reserves for Economic Uncertainties equivalent to a minimum 10 percent or 180 days cash on hand of General Fund recurring expenditures;
    - b. Reserves for depreciation and replacement of vehicles and major equipment;
    - c. Reserves for maintenance, replacement, and renovations of facilities, parks, landscape maintenance and infrastructure.If these reserves are used, a plan will be developed and implemented to replenish the funds used.
  
3. Revenue Policy – One Time Resources
  - i. The City will strive to maintain a diversified and stable revenue base that is not overly dependent on any land use, major taxpayer, revenue type, restricted revenue, inelastic revenue, or external revenue. The General Fund Budget will be structurally in balance without relying on one-time resources such as proceeds from asset sales, debt refinancing, one-time grants, revenue spikes, budget savings and similar non-recurring revenue. Appropriate uses of one-time resources include establishing and rebuilding the General Fund Reserve, other City established reserves, or early retirement of debt, capital expenditures, reducing unfunded pension liabilities (PERS and OPEB), and other non-recurring expenditures.

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## BUDGET OVERVIEW

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4. Revenue Policy – User Fees and Charges
  - i. The City of Pinole is empowered to recapture, through fees, up to the full cost of providing specific services. Regular and consistent review of all fees is necessary to ensure that the costs associated with delivery of individual services have been appropriately identified, and that the City is fully recovering those costs. It is the City's policy to set user fees at full cost recovery levels, except where a greater community benefit is demonstrated to the satisfaction of the City Council, or when it is not cost effective to do so. The City will recover the costs of new facilities and infrastructure necessitated by the development consistent with state law.
  
5. Expenditure and Budget Policy
  - i. The City will deliver service in the most efficient and cost-effective manner. This includes utilizing the services of volunteers in areas where economically viable. The budget will state the objectives of the operating programs, and identify the resources being provided to accomplish the specified objectives.
  
6. Debt Policy
  - i. The City will limit the use of debt so as not to place a burden on the fiscal resources of the City and its taxpayers. Long-term borrowing will be limited to capital improvements or projects that cannot be financed from current revenues. When capital projects are financed, the City will amortize the debt within a period not to exceed the expected useful life of the project. The City will limit the total debt ratio (debt guaranteed by the General Fund) to 10% or as required by bond coverage ratios. The debt ratio is calculated by the relationship between the debt and the General Fund revenue.
  
7. Investment Policy
  - i. The purpose of this Policy is to define the parameters within which funds are to be managed. In methods, procedures, and practices, the policy formalizes the framework for the City of Pinole's investment activities that must be exercised to ensure effective and judicious fiscal and investment management of the City's funds.
  
8. Grants Policy
  - i. The purpose of this policy is to specify circumstances when grant funding is appropriate and to establish a standardized set of procedures for the fiscal administration, management, and monitoring of public and private grants. This policy is intended to ensure compliance with all applicable administrative, financial, reporting, and monitoring requirements established by the funding agency as well as all applicable administrative and fiscal directives and guidelines established by the City of Pinole. The

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## BUDGET OVERVIEW

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policy and procedures established herein shall apply to all Federal, State, County and private grants administered by the City.

9. Capital Assets Policy

- i. Purchased and donated assets meeting the City's capitalization definition and threshold will be classified and recorded in the City's financial records as capital assets. The value of the asset must meet the City's capitalization threshold of \$5,000 to be recorded as a capital asset.

10. Unclaimed Funds Policy

- i. The purpose of this policy is to establish guidelines for the proper disposition of unclaimed funds and outstanding checks in accordance with government statutes. The City of Pinole will account for unclaimed funds in a manner which follows Government Code Sections 50050 through 50056. Funds that remain unclaimed for at least three (3) years will become the property of the City of Pinole after the procedures identified herein have been followed.

### 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

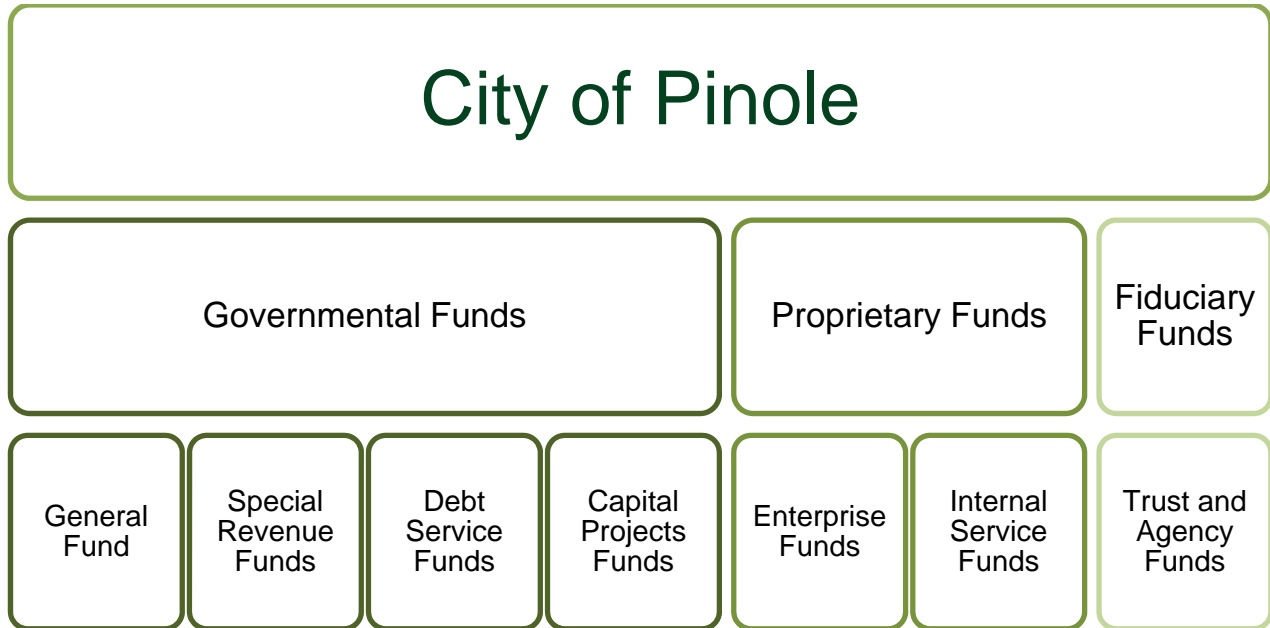
The City uses funds to report its current financial position and the results of its operations. Fund accounting is designed to demonstrate legal compliance and to aid in financial management by segregating transactions related to certain governmental functions of activities. A *fund* is a grouping of related accounts that is used to maintain

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## BUDGET OVERVIEW

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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.



### GOVERNMENTAL FUNDS

#### General Fund - 100

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

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

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

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## BUDGET OVERVIEW

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

### Gas Tax Fund – 200

The Gas Tax Fund accounts for the Highway Users Tax Account (HUTA) State imposed excise taxes on gasoline and diesel fuel sales within the City Limits. These taxes are distributed primarily on the basis of population pursuant to formulas specified in Streets and Highways Code Sections 2105, 2106, 2107, 2107.5, and Section 2103. 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

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## BUDGET OVERVIEW

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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.

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## BUDGET OVERVIEW

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**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

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## BUDGET OVERVIEW

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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 2019-20 local secured and unsecured property taxes are forecast to be \$2,557,321 which comprises 18% 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 \$1.3 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.

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## BUDGET OVERVIEW

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**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 25% 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 2019-20 estimates are 2% greater than the estimate of projected collections for 2018-19.

**Utility User Taxes (UUT)** are levied in accordance with Chapter 3.26 of the Municipal Code, amended in 2018 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 at the last General Election (November 2018). UUT is estimated to be \$1.89 million, 13%, of the General Fund revenues in fiscal year 2019-20.

**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, 5% 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 \$145 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 \$375 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).

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## BUDGET OVERVIEW

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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 \$484 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 2019-20 revenue is \$1.8 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 2018-19 is expected in 2019-20.

**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 \$1,197,373 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.

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## BUDGET OVERVIEW

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### **Revenue**

Overall, the City's finances have continued to show signs of recovery. The Proposed FY 2019-20 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 largest General Fund revenue stream. The true number for FY 2019-20 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 second largest source of revenues in the General Fund and here too a conservative approach has been taken in estimating the projected revenues.

Sales tax revenues has shown steady increases year-over-year. 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. However, this is expected to be negatively impacted in FY 2019-20 due to the closure of three large retailers.

### **General Fund**

In FY 2019-20, the City's primary operating fund, the General Fund, is projecting a use of fund balance in the amount of \$997,168. This is attributed to \$1 million authorized by City Council for the purchase of a new fire engine in FY 2018-19 from fund balance that is being carried forward to FY 2019-20.

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## BUDGET OVERVIEW

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The preliminary budget reflects changes in the California Public Employees' Retirement System (CalPERS) discount rates which changed from its current rate of 7.375% down to 7.25%, and projected to phase in a 7.00% rate by FY 2020-21. Staff has included five-year projections 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 \$165,506 less than current year revenue estimates. This is largely due to sales tax revenue anticipated in FY 2019-20 to be less than current year projections.

Department expenditure budgets are mostly status quo with increases built in to reflect MOU increases for contracts that extend through FY 2019-20 and increases in employee benefit costs.

### **Measure S 2006**

Measure S 2006 FY 2019-20 revenue estimates are \$139,200 less than current year revenue estimates. This is due to a third quarter adjustment to increase the budget \$154,400; otherwise, revenue is projected to increase \$15,200. Expenditures are projected at \$317,097 less than current year projections primarily the result of allocating a portion of Police overtime budget to Measure S 2014, and one-time expenditures authorized and spent in the current fiscal year that are not reflected in the FY 2019-20 budget. Measure S 2006 funds are used primarily to fund personnel and overtime in the Police and Fire departments.

### **Measure S 2014**

Measure S 2014 FY 2019-20 revenue estimates are \$139,200 less than current year revenue estimates. This is due to a third quarter adjustment to increase the budget \$154,400; otherwise, revenue is projected to increase \$15,200. Expenditures are projected at \$76,018 higher than current year estimates. This is primarily the result of one-time project expenditures that are being carried forward from the current fiscal year to FY 2019-20.

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.

### **Fund Balance**

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

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## BUDGET OVERVIEW

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

### ***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:

General Fund - 100	-997,168
Measure S 2006 - 105	-138,300
Measure S 2014 - 106	-751,361
Supplemental Law Enforcement Services Fund - 206	-27,759
NPDES Storm Water - 207	-100,824
Building and Planning - 212	-295,285
Refuse Management - 213	-61,287
Public Facilities Fund - 324	-70,000
Sewer Enterprise - 500	-265,332

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 \$827,289, \$22,914 above current year revenue estimates. Expenditures are projected at \$502,547 for FY 2019-20, an increase of \$65,946 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 August 20, 2019.

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## BUDGET OVERVIEW

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### 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 \$300,000 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.

Revenue in FY 2019-20, not including the operating contribution from General Fund is projected to be \$90,105 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 discontinued transportation program; 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 \$38,457 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 2019-20, and an increase in maintenance and structure improvement contracts. Expenditures are projected to exceed revenue by \$492,512; as a result, staff is proposing an operating contribution from the General Fund.

### Building and Planning Fund

FY 2019-20 revenues of \$797,550 are projected to be \$354,222 higher than proposed expenditures of \$1,151,772. 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

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## BUDGET OVERVIEW

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received in prior years. Fees are set for the services with the expectation that over the period of several years the total fees collected will not exceed the cost of services plus enough working capital to cover operations. User fees for Development Services will be included as part of the nexus fee study planned for this fiscal year.

### **Cable Television Fund**

It is the direction of the City Council that the Pinole Community Television (PCTV) activity becomes self-sustaining through the development of a full cost recovery fiscal plan. This means that the Cable Services will have to generate enough revenues from contracts, user fees, sponsorships and donations to cover all operating, maintenance and capital equipment costs.

FY 2019-20 revenue is projected to be \$245,563, \$205,125 less than expenditures of \$468,890. 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 \$150,125 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 \$9.7 million, at fiscal year ending June 30, 2019. For FY 2019-20, "Pinole Only" operating revenues are projected at \$5,342,609. 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.

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## BUDGET OVERVIEW

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### **EXPENDITURES**

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

### **Operational Costs**

The total operations budget for FY 2019-20 is \$4,305,084. 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 \$2,152,542). 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 seventh 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. The proposed budget includes \$340,000 for the equipment replacement allocation as was the case in the current year's budget.

### **Collection System**

The FY 2019-20 proposed budget for the Collection System is \$2,523,873. 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 Hazel Street Pump Station.

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## BUDGET OVERVIEW

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### Capital Improvement Projects

The City Council adopted a Five-Year Capital Improvement Plan on August 21, 2018. Staff anticipates returning to City Council on August 20, 2019 with a Proposed FY 2019-24 Five-Year Capital Improvement Plan for adoption.

Staff will continue progress on the Water Pollution Control Plant Upgrade Project in FY 2019-20 with estimated project completion in July 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:

[https://www.ci.pinole.ca.us/city\\_government/human\\_resources/salary\\_benefits](https://www.ci.pinole.ca.us/city_government/human_resources/salary_benefits).

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, 2019 to June 30, 2020 at an actuarially determined rate of 43.110% and 63.000% 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 miscellaneous and safety employees pay 16% (8% employee portion and 8% employer portion) and 20% (9% employee portion and 11% employer portion) respectively. The City pays the employer contribution above employee share of 52.000% (63.000% – 11.000%) and 35.1100% (43.1100 – 8%) for its miscellaneous and safety employees respectively.

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## BUDGET OVERVIEW

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### Other Post-Employment Benefits

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

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

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

*Funding Policy:* The City's contribution for each retiree is capped at the Kaiser BayArea/Sacramento family premium. The premium as of July 1, 2019 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 fifth 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, and Outstanding Financial Reporting for its fiscal years 1996 through 2001 operating Budget.

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

**CITY OF PINOLE  
BUDGET SUMMARIES**

	2016-17 Actual	2017-18 Actual	2018-19 Revised Budget	2018-2019 Actual Thru Mar-19	2019-20 Proposed	Notes
<b>Fund: 100 - General Fund</b>						
<b>Revenue</b>						
311 - Property Taxes	3,453,072	4,615,198	3,787,392	2,488,664	4,033,892	
312 - Sales and Use Taxes	3,606,395	3,875,926	3,950,900	2,750,991	3,629,286	
313 - Utility Users Tax	2,066,623	1,926,796	1,930,000	1,412,085	1,898,000	
314 - Franchise Taxes	717,013	747,625	744,128	587,070	744,000	
315 - Other Taxes	812,417	880,271	884,200	730,177	858,900	
321 - Intergovernmental Taxes	1,647,297	1,732,370	1,736,706	907,937	1,819,484	
323 - State Grants	23,435	32,401	104,000	100,667	35,000	
324 - Other Grants	60,467	47,026	59,437	57,026	57,026	
332 - Permits	61,096	98,312	76,700	38,800	73,700	
341 - Review Fees	351,245.56	41,002.02	39,800	30,471	34,000	
342 - Other Fees	26,159	73,632	60,500	24,948	12,750	
343 - Abatement Fees	4,242	720	9,000	8,769	3,300	
351 - Fines and Forfeiture	38,876	41,279	59,050	39,997	41,550	
361 - Public Safety Charges	22,823	971,249	1,123,939	676,183	1,229,973	
370 - Interest and Investment Income	2,863	34,244	178,000	133,543	200,000	
381 - Rental Income	81,510	97,027	81,450	61,088	81,450	
383 - Reimbursements	4,171	63,306	97,115	39,571	9,500	
384 - Other Revenue	17,355	148,062	14,000	5,330	9,000	
392 - Proceeds from Sale of Property	16,099	10,017,210	11,000	772	11,000	
<b>Revenue Total:</b>	<b>12,697,038</b>	<b>25,443,655</b>	<b>14,947,317</b>	<b>10,094,087</b>	<b>14,781,811</b>	
399 - Transfer In	-	-	6,290,688	6,290,688	-	
399 - Transfer In from Section 115 Trust	-	-	-	-	708,615	
<b>Sources Total:</b>	<b>12,697,038</b>	<b>25,443,655</b>	<b>21,238,005</b>	<b>16,384,776</b>	<b>15,490,426</b>	
<b>Expenditures</b>						
Division: 110 - City Council Total:	81,942	143,788	130,636	71,888	161,125	
Division: 111 - City Manager Total:	112,444	118,949	149,871	118,931	171,439	
Division: 112 - City Clerk Total:	123,878	189,036	259,583	177,394	246,659	
Division: 113 - City Treasurer Total:	5,722	10,560	11,434	8,327	11,332	
Division: 114 - City Attorney Total:	200,331	269,917	96,820	115,873	110,919	
Division: 115 - Finance Department Total:	403,152	425,502	494,175	374,132	478,572	
Division: 116 - Human Resources Total:	275,138	325,655	421,020	290,932	471,607	
Division: 117 - General Government Total:	1,101,421	1,298,658	1,514,337	1,072,510	1,651,460	
<b>Administrative Total:</b>	<b>2,304,028</b>	<b>2,782,064</b>	<b>3,077,876</b>	<b>2,229,987</b>	<b>3,303,114</b>	
Division: 221 - Police Operations Total:	2,566,750	3,061,895	3,249,686	2,657,025	3,489,536	
Division: 222 - Police Support Services Total:	942,507	855,587	1,148,505	539,998	1,180,510	
Division: 223 - Dispatch WBCC Total:	1,116,412	1,641,573	1,598,024	1,262,331	1,741,454	
Division: 231 - Fire Total:	3,266,865	2,428,484	4,042,161	1,718,249	4,453,035	[1]
<b>Public Safety Total:</b>	<b>7,892,534</b>	<b>7,987,540</b>	<b>10,038,375</b>	<b>6,177,603</b>	<b>10,864,535</b>	
Division: 341 - Administration/Engineering Total:	105,332	143,054	137,078	77,171	145,554	
Division: 342 - Road Maintenance Total:	31,926	35,943	55,914	27,476	55,619	
Division: 343 - Facility Maintenance Total:	428,408	472,403	432,907	306,527	404,526	
Division: 345 - Park Maintenance Total:	199,490	185,527	236,311	176,045	255,720	
<b>Public Works Total:</b>	<b>765,157</b>	<b>836,927</b>	<b>862,210</b>	<b>587,218</b>	<b>861,419</b>	
Division: 461 - Planning Total:	7,749	8,206	9,893	6,494	11,857	
Division: 462 - Building Inspection Total:	210	-	-	-	-	
Division: 465 - Code Enforcement Total:	-	-	72,694	24,075	269,032	
<b>Community Development Total:</b>	<b>7,959</b>	<b>8,206</b>	<b>82,587</b>	<b>30,569</b>	<b>280,889</b>	
Division: 554 - Youth Center Total:	5,837	132	-	12	-	
Division: 557 - Swim Center Total:	-	196	-	-	-	
<b>Recreation Total:</b>	<b>5,837</b>	<b>328</b>	<b>-</b>	<b>12</b>	<b>-</b>	
481 - Debt Service	581,443	572,923	520,000	521,131	535,000	
<b>Sub-Total:</b>	<b>11,556,959</b>	<b>12,187,987</b>	<b>14,581,048</b>	<b>9,546,520</b>	<b>15,844,957</b>	
499 - Transfers Out	30,000	34,095	21,387,954	4,605,806	642,637	
<b>Expenditure Total:</b>	<b>11,586,959</b>	<b>12,222,082</b>	<b>35,969,002</b>	<b>14,152,326</b>	<b>16,487,594</b>	
<b>Fund: 100 - General Fund Net Results</b>	<b>1,110,080</b>	<b>13,221,572</b>	<b>(14,730,997)</b>	<b>2,232,450</b>	<b>(997,168)</b>	
<b>Fund Balance, July 1</b>	<b>5,209,670</b>	<b>6,319,750</b>	<b>19,541,322</b>		<b>4,810,325</b>	
<b>Fund Balance, June 30</b>	<b>6,319,750</b>	<b>19,541,322</b>	<b>4,810,325</b>		<b>3,813,157</b>	

[1] Includes prior year use of fund balance carryover of \$1 million for purchase of fire engine.

**CITY OF PINOLE  
BUDGET SUMMARIES**

	2016-17 Actual	2017-18 Actual	2018-19 Revised Budget	2018-2019 Actual Thru Mar-19	2019-20 Proposed	Notes
<b>Fund: 105 - Measure S -2006</b>						
<b>Revenue</b>						
312 - Sales and Use Taxes	1,909,172	2,165,664	2,100,000	1,463,200	1,960,800	
370 - Interest and Investment Income	443	12,796	22,500	16,615	20,000	
383 - Reimbursements	-	49,765	-	-	-	
<b>Revenue Total:</b>	<b>1,909,615</b>	<b>2,228,225</b>	<b>2,122,500</b>	<b>1,479,815</b>	<b>1,980,800</b>	
399 - Transfer In from Section 115 Trust	-	-	-	-	184,117	
<b>Sources Total:</b>	<b>1,909,615</b>	<b>2,228,225</b>	<b>2,122,500</b>	<b>1,479,815</b>	<b>2,164,917</b>	
<b>Expenditures</b>						
Division: 115 - Finance Department Total:	-	1,392	1,628	59	2,433	
Division: 221 - Police Operations Total:	1,055,123	1,216,568	1,772,080	976,395	1,513,954	
Division: 223 - Dispatch WBCC Total:	58,993	143,088	-	-	-	
Division: 231 - Fire Total:	655,666	714,030	846,606	419,145	786,830	
<b>Expenditure Total:</b>	<b>1,769,782</b>	<b>2,075,079</b>	<b>2,620,314</b>	<b>1,395,598</b>	<b>2,303,217</b>	
<b>Fund: 105 - Measure S -2006 Net Results</b>	<b>139,834</b>	<b>153,146</b>	<b>(497,814)</b>	<b>84,217</b>	<b>(138,300)</b>	
<b>Fund Balance, July 1</b>	<b>2,527,270</b>	<b>2,667,103</b>	<b>2,820,249</b>		<b>2,322,435</b>	
<b>Fund Balance, June 30</b>	<b>2,667,103</b>	<b>2,820,249</b>	<b>2,322,435</b>		<b>2,184,135</b>	
<b>Fund: 106 - MEASURE S-2014</b>						
<b>Revenue</b>						
312 - Sales and Use Taxes	1,896,338	2,121,226	2,100,000	1,456,723	1,960,800	
370 - Interest and Investment Income	262	15,527	32,800	24,565	30,000	
383 - Reimbursements	-	-	600	600	-	
<b>Revenue Total:</b>	<b>1,896,600</b>	<b>2,136,753</b>	<b>2,133,400</b>	<b>1,481,888</b>	<b>1,990,800</b>	
399 - Transfer In from Section 115 Trust	-	-	-	-	8,206	
<b>Sources Total:</b>	<b>1,896,600</b>	<b>2,136,753</b>	<b>2,133,400</b>	<b>1,481,888</b>	<b>1,999,006</b>	
<b>Expenditures</b>						
Division: 110 - City Council Total:	-	-	-	-	57,200	
Division: 114 - City Attorney Total:	48,786	77,078	35,000	17,262	35,000	
Division: 115 - Finance Department Total:	2,500	4,192	3,237	59	2,433	
Division: 117 - General Government Total:	961,364	763,888	922,000	427,992	692,500	
Division: 118 - Information Systems Total:	135,848	81,334	125,000	54,964	64,600	
<b>Administrative Total:</b>	<b>1,148,498</b>	<b>926,492</b>	<b>1,085,237</b>	<b>500,276</b>	<b>851,733</b>	
Division: 221 - Police Operations Total:	44,162	38,254	106,306	15,693	205,000	
Division: 222 - Police Support Services Total:	-	-	-	-	103,087	
Division: 223 - Dispatch WBCC Total:	-	-	-	-	25,000	
Division: 231 - Fire Total:	11,589	199,863	324,163	215,325	306,128	
<b>Public Safety Total:</b>	<b>55,752</b>	<b>238,117</b>	<b>430,469</b>	<b>231,017</b>	<b>639,215</b>	
Division: 341 - Administration/Engineering Total:	15,697	47,073	56,237	15,147	77,810	
Division: 342 - Road Maintenance Total:	-	-	-	-	140,000	
Division: 343 - Facility Maintenance Total:	3,229	59,727	447,592	149,146	338,991	
Division: 344 - NPDES Storm Drain Total:	-	-	225,000	-	175,000	
Division: 345 - Park Maintenance Total:	5,882	4,223	429,814	16,092	367,618	
<b>Public Works Total:</b>	<b>24,809</b>	<b>111,023</b>	<b>1,158,643</b>	<b>180,385</b>	<b>1,099,419</b>	
Division: 461 - Planning:	-	-	-	-	100,000	
Division: 465 - Code Enforcement Total:	-	-	-	-	30,000	
<b>Community Development Total:</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>130,000</b>	
Division: 551 - Recreation Administration Total:	6,946	8,130	-	-	-	
Division: 552 - Senior Center Total:	-	-	-	-	7,000	
Division: 553 - Tiny Tots Total:	-	-	-	-	14,800	
Division: 554 - Youth Center Total:	-	-	-	-	8,200	
<b>Recreation Total:</b>	<b>6,946</b>	<b>8,130</b>	<b>-</b>	<b>-</b>	<b>30,000</b>	
<b>Expenditure Total:</b>	<b>1,236,004</b>	<b>1,283,762</b>	<b>2,674,349</b>	<b>911,679</b>	<b>2,750,367</b>	
<b>Fund: 106 - MEASURE S-2014 Net Results</b>	<b>660,596</b>	<b>852,991</b>	<b>(540,949)</b>	<b>570,210</b>	<b>(751,361)</b>	
<b>Fund Balance, July 1</b>	<b>1,488,267</b>	<b>2,148,863</b>	<b>3,001,854</b>		<b>2,460,905</b>	
<b>Fund Balance, June 30</b>	<b>2,148,863</b>	<b>3,001,854</b>	<b>2,460,905</b>		<b>1,709,544</b>	

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	2016-17 Actual	2017-18 Actual	2018-19 Revised Budget	2018-2019 Actual Thru Mar-19	2019-20 Proposed	Notes
<b>Fund: 160 - EQUIPMENT RESERVE</b>						
<b>Revenue</b>						
399 - Transfer In	120,000	-	80,000	-	85,000	
<b>Revenue Total:</b>	<b>120,000</b>	<b>-</b>	<b>80,000</b>	<b>-</b>	<b>85,000</b>	
<b>Expenditures</b>						
Division: 345 - Park Maintenance Total:	-	-	80,000	-	80,000	
Division: 461 - Planning Total:	-	-	-	-	5,000	
<b>Expenditure Total:</b>	<b>-</b>	<b>-</b>	<b>80,000</b>	<b>-</b>	<b>85,000</b>	
<b>Fund: 160 - EQUIPMENT RESERVE Net Results</b>	<b>120,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>Fund Balance, July 1</b>	<b>26,188</b>	<b>146,188</b>	<b>146,188</b>		<b>146,188</b>	
<b>Fund Balance, June 30</b>	<b>146,188</b>	<b>146,188</b>	<b>146,188</b>		<b>146,188</b>	
<b>Fund: 200 - Gas Tax Fund</b>						
<b>Revenue</b>						
321 - Intergovernmental Taxes	365,347	519,757	804,375	546,000	827,289	
370 - Interest and Investment Income	317	1,973	5,200	3,895	5,000	
<b>Revenue Total:</b>	<b>365,664</b>	<b>521,730</b>	<b>809,575</b>	<b>549,895</b>	<b>832,289</b>	
<b>Expenditures</b>						
Division: 341 - Administration/Engineering Total:	391,415	325,062	-	177,028	-	
Division: 342 - Road Maintenance Total:	-	-	436,601	60,932	502,547	
Division: 343 - Facility Maintenance Total:	747	31,781	481,727	5,982	-	
<b>Expenditure Total:</b>	<b>392,162</b>	<b>356,843</b>	<b>918,328</b>	<b>243,942</b>	<b>502,547</b>	
<b>Fund: 200 - Gas Tax Fund Net Results</b>	<b>(26,498)</b>	<b>164,887</b>	<b>(108,753)</b>	<b>305,953</b>	<b>329,742</b>	
<b>Fund Balance, July 1</b>	<b>302,968</b>	<b>276,470</b>	<b>441,357</b>		<b>332,604</b>	
<b>Fund Balance, June 30</b>	<b>276,470</b>	<b>441,357</b>	<b>332,604</b>		<b>662,346</b>	
<b>Fund: 201 - Restricted Real Estate Maintenance Fund</b>						
<b>Revenue</b>						
342 - Other Fees	2,725	3,625	3,175	1,825	3,175	
381 - Rental Income	36,211	5,784	34,000	34,150	34,000	
384 - Other Revenue	5,274	-	-	-	-	
<b>Revenue Total:</b>	<b>44,211</b>	<b>9,409</b>	<b>37,175</b>	<b>35,975</b>	<b>37,175</b>	
<b>Expenditures</b>						
Division: 343 - Facility Maintenance Total:	23,142	28,681	37,175	13,933	37,175	
<b>Expenditure Total:</b>	<b>23,142</b>	<b>28,681</b>	<b>37,175</b>	<b>13,933</b>	<b>37,175</b>	
<b>Fund: 201 - Restricted RE Maintenance Fund Net Results</b>	<b>21,069</b>	<b>(19,272)</b>	<b>-</b>	<b>22,043</b>	<b>-</b>	
<b>Fund Balance, July 1</b>	<b>131,789</b>	<b>152,858</b>	<b>133,586</b>		<b>133,586</b>	
<b>Fund Balance, June 30</b>	<b>152,858</b>	<b>133,586</b>	<b>133,586</b>		<b>133,586</b>	
<b>Fund: 203 - Public Safety Augmentation Fund</b>						
<b>Revenue</b>						
321 - Intergovernmental Taxes	184,740	164,543	174,069	137,970	177,375	
370 - Interest and Investment Income	(4)	1,442	2,900	2,175	2,500	
<b>Revenue Total:</b>	<b>184,736</b>	<b>165,985</b>	<b>176,969</b>	<b>140,145</b>	<b>179,875</b>	
<b>Expenditures</b>						
Division: 221 - Police Operations Total:	144,472	149,159	151,406	86,561	177,310	
<b>Expenditure Total:</b>	<b>144,472</b>	<b>149,159</b>	<b>151,406</b>	<b>86,561</b>	<b>177,310</b>	
<b>Fund: 203 - Public Safety Augmentation Fund Net Results</b>	<b>40,264</b>	<b>16,826</b>	<b>23,163</b>	<b>53,584</b>	<b>2,565</b>	
<b>Fund Balance, July 1</b>	<b>222,036</b>	<b>262,300</b>	<b>279,126</b>		<b>302,289</b>	
<b>Fund Balance, June 30</b>	<b>262,300</b>	<b>279,126</b>	<b>302,289</b>		<b>304,854</b>	
<b>Fund: 204 - Police Grants</b>						
<b>Revenue</b>						
323 - State Grants	13,118	-	-	-	-	
324 - Other Grants	320,000	328,000	328,000	-	300,000	
384 - Other Revenue	-	-	-	20	-	
<b>Revenue Total:</b>	<b>333,118</b>	<b>328,000</b>	<b>328,000</b>	<b>20</b>	<b>300,000</b>	
399 - Transfer In from Section 115 Trust	-	-	-	-	44,722	
<b>Sources Total:</b>	<b>333,118</b>	<b>328,000</b>	<b>328,000</b>	<b>20</b>	<b>344,722</b>	
<b>Expenditures</b>						
Division: 227 - Police Grants Total:	346,787	324,671	274,003	178,475	343,679	
<b>Expenditure Total:</b>	<b>346,787</b>	<b>324,671</b>	<b>274,003</b>	<b>178,475</b>	<b>343,679</b>	
<b>Fund: 204 - Police Grants Net Results</b>	<b>(13,669)</b>	<b>3,329</b>	<b>45,997</b>	<b>(178,455)</b>	<b>1,043</b>	
<b>Fund Balance, July 1</b>	<b>57,682</b>	<b>44,013</b>	<b>47,342</b>		<b>93,339</b>	
<b>Fund Balance, June 30</b>	<b>44,013</b>	<b>47,342</b>	<b>93,339</b>		<b>94,382</b>	

**CITY OF PINOLE  
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	2016-17 Actual	2017-18 Actual	2018-19 Revised Budget	2018-2019 Actual Thru Mar-19	2019-20 Proposed	Notes
<b>Fund: 205 - Traffic Safety Fund</b>						
<b>Revenue</b>						
351 - Fines and Forfeiture	43,889	32,107	57,750	21,378	42,330	
370 - Interest and Investment Income	40	673	1,500	1,059	1,500	
<b>Revenue Total:</b>	<b>43,929</b>	<b>32,780</b>	<b>59,250</b>	<b>22,437</b>	<b>42,830</b>	
<b>Expenditures</b>						
Division: 227 - Police Grants Total:	14,256	9,579	18,458	5,148	19,168	
<b>Expenditure Total:</b>	<b>14,256</b>	<b>9,579</b>	<b>18,458</b>	<b>5,148</b>	<b>19,168</b>	
<b>Fund: 205 - Traffic Safety Fund Net Results</b>	<b>29,672</b>	<b>23,201</b>	<b>39,792</b>	<b>17,289</b>	<b>23,662</b>	
<b>Fund Balance, July 1</b>	<b>81,319</b>	<b>110,991</b>	<b>134,192</b>		<b>173,984</b>	
<b>Fund Balance, June 30</b>	<b>110,991</b>	<b>134,192</b>	<b>173,984</b>		<b>197,646</b>	
<b>Fund: 206 - Supplemental Law Enforcement Svc Fund</b>						
<b>Revenue</b>						
323 - State Grants	139,416	100,000	100,000	148,747	100,000	
370 - Interest and Investment Income	35	622	600	1,190	1,600	
<b>Revenue Total:</b>	<b>139,452</b>	<b>100,622</b>	<b>100,600</b>	<b>149,936</b>	<b>101,600</b>	
<b>Expenditures</b>						
Division: 227 - Police Grants Total:	100,137	92,612	100,000	73,887	129,359	
<b>Expenditure Total:</b>	<b>100,137</b>	<b>92,612</b>	<b>100,000</b>	<b>73,887</b>	<b>129,359</b>	
<b>Fund: 206 - SLESF Net Results</b>	<b>39,315</b>	<b>8,009</b>	<b>600</b>	<b>76,049</b>	<b>(27,759)</b>	
<b>Fund Balance, July 1</b>	<b>71,772</b>	<b>111,087</b>	<b>119,097</b>		<b>119,697</b>	
<b>Fund Balance, June 30</b>	<b>111,087</b>	<b>119,097</b>	<b>119,697</b>		<b>91,938</b>	
<b>Fund: 207 - NPDES Storm Water Fund</b>						
<b>Revenue</b>						
321 - Intergovernmental Taxes	239,503	295,916	315,768	-	266,470	
370 - Interest and Investment Income	(78)	151	150	108	150	
384 - Other Revenue	-	378	-	-	-	
<b>Revenue Total:</b>	<b>239,425</b>	<b>296,445</b>	<b>315,918</b>	<b>108</b>	<b>266,620</b>	
<b>Expenditures</b>						
Division: 344 - NPDES Storm Drain Total:	255,169	273,919	318,173	208,654	367,444	
<b>Expenditure Total:</b>	<b>255,169</b>	<b>273,919</b>	<b>318,173</b>	<b>208,654</b>	<b>367,444</b>	
<b>Fund: 207 - NPDES Storm Water Fund Net Results</b>	<b>(15,744)</b>	<b>22,526</b>	<b>(2,255)</b>	<b>(208,547)</b>	<b>(100,824)</b>	
<b>Fund Balance, July 1</b>	<b>93,720</b>	<b>77,976</b>	<b>100,502</b>		<b>98,247</b>	
<b>Fund Balance, June 30</b>	<b>77,976</b>	<b>100,502</b>	<b>98,247</b>		<b>(2,577)</b>	
<b>Fund: 209 - Recreation Fund</b>						
<b>Revenue</b>						
Division: 551 - Recreation Administration Total:	34,136	25,530	391,902	20,715	519,773	[2]
Division: 552 - Senior Center Total:	507,156	372,734	321,500	284,001	328,300	
Division: 553 - Tiny Tots Total:	192,118	195,505	195,589	151,138	193,368	
Division: 554 - Youth Center Total:	131,894	54,157	76,375	28,770	27,310	
Division: 555 - Day Camp Total:	69,008	37,419	32,000	8,109	20,500	
Division: 556 - Performing Arts Total:	42,298	49,794	48,280	30,085	-	
Division: 557 - Swim Center Total:	53,659	81,444	83,920	23,551	91,920	[2]
Division: 558 - Memorial Hall Total:	10,470	5,000	5,600	1,250	5,600	
Division: 559 - Tennis Total:	714	410	500	250	400	
<b>Revenue Total:</b>	<b>1,041,454</b>	<b>821,994</b>	<b>1,155,666</b>	<b>547,869</b>	<b>1,187,171</b>	
399 - Transfer In from Section 115 Trust	-	-	-	-	6,952	
<b>Sources Total:</b>	<b>1,041,454</b>	<b>821,994</b>	<b>1,155,666</b>	<b>547,869</b>	<b>1,194,123</b>	
<b>Expenditures</b>						
Division: 551 - Recreation Administration Total:	185,100	151,958	192,844	101,693	202,081	
Division: 552 - Senior Center Total:	516,228	427,948	470,458	332,610	497,141	
Division: 553 - Tiny Tots Total:	102,151	110,816	119,030	94,235	137,296	
Division: 554 - Youth Center Total:	159,388	146,125	202,913	106,806	196,635	
Division: 555 - Day Camp Total:	28,530	4,438	37,572	2,324	60,640	
Division: 556 - Performing Arts Total:	36,980	39,624	43,950	32,630	-	
Division: 557 - Swim Center Total:	51,151	81,201	80,811	65,139	91,368	
Division: 558 - Memorial Hall Total:	4,820	3,869	4,838	2,727	4,961	
Division: 559 - Tennis Total:	2,726	3,100	3,250	1,695	4,000	
<b>Expenditure Total:</b>	<b>1,087,073</b>	<b>969,078</b>	<b>1,155,666</b>	<b>739,860</b>	<b>1,194,123</b>	
<b>Fund: 209 - Recreation Fund Net Results</b>	<b>(64,467)</b>	<b>(147,084)</b>	<b>0</b>	<b>(191,991)</b>	<b>0</b>	
<b>Fund Balance, July 1</b>	<b>257,245</b>	<b>192,778</b>	<b>45,694</b>		<b>45,694</b>	
<b>Fund Balance, June 30</b>	<b>192,778</b>	<b>45,694</b>	<b>45,694</b>		<b>45,694</b>	

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

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	2016-17 Actual	2017-18 Actual	2018-19 Revised Budget	2018-2019 Actual Thru Mar-19	2019-20 Proposed	Notes
<b>Fund: 212 - Building &amp; Planning</b>						
<b>Revenue</b>						
315 - Other Taxes	1,561	159	1,800	16	1,800	
332 - Permits	497,828	762,459	530,750	264,757	512,750	
341 - Review Fees	130,071	262,891	182,500	166,116	192,500	
342 - Other Fees	46,559	81,516	63,400	63,051	62,500	
343 - Abatement Fees	5,035	6,500	-	-	-	
370 - Interest and Investment Income	43	5,445	8,700	6,369	7,000	
384 - Other Revenue	19,850	19,857	8,500	3,998	21,000	
<b>Revenue Total:</b>	<b>700,946</b>	<b>1,138,827</b>	<b>795,650</b>	<b>504,308</b>	<b>797,550</b>	
399 - Transfer In from Section 115 Trust	-	-	-	-	58,937	
<b>Sources Total:</b>	<b>700,946</b>	<b>1,138,827</b>	<b>795,650</b>	<b>504,308</b>	<b>856,487</b>	
<b>Expenditures</b>						
Division: 461 - Planning Total:	223,545	276,037	413,914	229,586	409,515	
Division: 462 - Building Inspection Total:	558,324	754,848	684,839	368,246	742,257	
<b>Expenditure Total:</b>	<b>781,870</b>	<b>1,030,885</b>	<b>1,098,753</b>	<b>597,832</b>	<b>1,151,772</b>	
<b>Fund: 212 - Building &amp; Planning Net Results</b>	<b>(80,923)</b>	<b>107,942</b>	<b>(303,103)</b>	<b>(93,524)</b>	<b>(295,285)</b>	
<b>Fund Balance, July 1</b>	<b>734,575</b>	<b>653,652</b>	<b>761,594</b>		<b>458,491</b>	
<b>Fund Balance, June 30</b>	<b>653,652</b>	<b>761,594</b>	<b>458,491</b>		<b>163,206</b>	
<b>Fund: 213 - Refuse Management Fund</b>						
<b>Revenue</b>						
323 - State Grants	70,850	66,513	60,060	45,905	60,060	
370 - Interest and Investment Income	38	4,071	7,000	4,891	6,000	
<b>Revenue Total:</b>	<b>70,888</b>	<b>70,584</b>	<b>61,060</b>	<b>50,796</b>	<b>64,060</b>	
<b>Expenditures</b>						
Division: 344 - NPDES Storm Drain Total:	-	-	296,999	5,278	-	
Division: 346 - Waste Reduction Total:	94,478	99,211	116,508	76,678	125,347	
<b>Expenditure Total:</b>	<b>94,478</b>	<b>99,211</b>	<b>413,507</b>	<b>81,956</b>	<b>125,347</b>	
<b>Fund: 213 - Refuse Management Fund Net Results</b>	<b>(23,590)</b>	<b>(28,628)</b>	<b>(352,447)</b>	<b>(31,160)</b>	<b>(61,287)</b>	
<b>Fund Balance, July 1</b>	<b>736,956</b>	<b>713,366</b>	<b>684,738</b>		<b>332,291</b>	
<b>Fund Balance, June 30</b>	<b>713,366</b>	<b>684,738</b>	<b>332,291</b>		<b>271,004</b>	
<b>Fund: 214 - Solid Waste Fund</b>						
<b>Revenue</b>						
370 - Interest and Investment Income	(107)	3,876	10,000	6,957	8,000	
383 - Reimbursements	234,738	247,457	280,960	220,960	240,000	
<b>Revenue Total:</b>	<b>234,631</b>	<b>251,333</b>	<b>290,960</b>	<b>227,917</b>	<b>244,000</b>	
<b>Expenditures</b>						
Division: 343 - Facility Maintenance Total:	-	-	42,000	3,003	42,000	
<b>Expenditure Total:</b>	<b>-</b>	<b>-</b>	<b>42,000</b>	<b>3,003</b>	<b>42,000</b>	
<b>Fund: 214 - Solid Waste Fund Net Results</b>	<b>234,631</b>	<b>251,333</b>	<b>248,960</b>	<b>224,914</b>	<b>202,000</b>	
<b>Fund Balance, July 1</b>	<b>347,400</b>	<b>582,031</b>	<b>833,365</b>		<b>1,082,325</b>	
<b>Fund Balance, June 30</b>	<b>582,031</b>	<b>833,365</b>	<b>1,082,325</b>		<b>1,284,325</b>	
<b>Fund: 215 - Measure C and J Fund</b>						
<b>Revenue</b>						
324 - Other Grants	356,789	366,959	303,590	-	360,000	
370 - Interest and Investment Income	(357)	5,004	9,300	6,792	8,000	
<b>Revenue Total:</b>	<b>356,431</b>	<b>371,963</b>	<b>312,890</b>	<b>6,792</b>	<b>365,000</b>	
<b>Expenditures</b>						
Division: 117 - General Government Total:	-	-	47,049	47,049	48,930	
Division: 341 - Administration/Engineering Total:	110,103	127,060	107,812	63,732	119,668	
Division: 342 - Road Maintenance Total:	-	-	-	-	30,000	
Division: 343 - Facility Maintenance Total:	6,326	6,947	493,922	325,272	2,000	
<b>Expenditure Total:</b>	<b>116,429</b>	<b>134,006</b>	<b>648,783</b>	<b>436,053</b>	<b>200,598</b>	
<b>Fund: 215 - Measure C and J Fund Net Results</b>	<b>240,002</b>	<b>237,957</b>	<b>(335,893)</b>	<b>(429,260)</b>	<b>164,402</b>	
<b>Fund Balance, July 1</b>	<b>776,911</b>	<b>1,016,913</b>	<b>1,254,870</b>		<b>918,977</b>	
<b>Fund Balance, June 30</b>	<b>1,016,913</b>	<b>1,254,870</b>	<b>918,977</b>		<b>1,083,379</b>	

**CITY OF PINOLE  
BUDGET SUMMARIES**

	2016-17 Actual	2017-18 Actual	2018-19 Revised Budget	2018-2019 Actual Thru Mar-19	2019-20 Proposed	Notes
<b>Fund: 285 - Housing Land Held for Resale</b>						
<b>Revenue</b>						
342 - Other Fees	-	4,700	-	-	-	
370 - Interest and Investment Income	33,332	13,610	136,800	121,810	135,000	
381 - Rental Income	72,253	72,253	72,253	-	72,253	
384 - Other Revenue	35,000	5,500	5,795	5,795	-	
392 - Proceeds from Sale of Property	-	-	1,150	1,150	-	
393 - Loan/Bond Proceeds	26,010	15,024	156,600	154,393	55,000	
<b>Revenue Total:</b>	<b>166,594</b>	<b>111,086</b>	<b>372,598</b>	<b>283,148</b>	<b>262,253</b>	
<b>Expenditures</b>						
Division: 464 - Housing Administration Total:	145,703	563,889	6,492,824	6,427,686	211,107	[3]
<b>Expenditure Total:</b>	<b>145,703</b>	<b>563,889</b>	<b>6,492,824</b>	<b>6,427,686</b>	<b>211,107</b>	
<b>Fund: 285 - Housing Land Held for Resale Net Results</b>	<b>20,892</b>	<b>(452,803)</b>	<b>(6,120,226)</b>	<b>(6,144,538)</b>	<b>51,146</b>	
<b>Fund Balance, July 1</b>	<b>1,199,853</b>	<b>1,220,745</b>	<b>7,058,630</b>		<b>938,404</b>	[4]
<b>Fund Balance, June 30</b>	<b>1,220,745</b>	<b>767,942</b>	<b>938,404</b>		<b>989,550</b>	
<b>Fund: 310 - Lighting &amp; Landscape Districts</b>						
<b>Revenue</b>						
362 - Public Works Charges	34,222	34,798	43,565	20,270	42,780	
399 - Transfers In	5,000	5,000	5,000	5,000	-	
<b>Revenue Total:</b>	<b>39,222</b>	<b>39,798</b>	<b>48,565</b>	<b>25,270</b>	<b>42,780</b>	
<b>Expenditures</b>						
Division: 347 - Landscape & Lighting PVR North Total:	26,188	17,784	30,976	41,855	21,380	
Division: 348 - Landscape & Lighting PVR South Total:	26,642	12,838	25,661	56,473	21,400	
<b>Expenditure Total:</b>	<b>52,830</b>	<b>30,622</b>	<b>56,637</b>	<b>98,328</b>	<b>42,780</b>	
<b>Fund: 310 - Lighting &amp; Landscape Districts Net Results</b>	<b>(13,608)</b>	<b>9,176</b>	<b>(8,072)</b>	<b>(73,058)</b>	<b>-</b>	
<b>Fund Balance, July 1</b>	<b>23,910</b>	<b>10,302</b>	<b>19,477</b>		<b>11,405</b>	
<b>Fund Balance, June 30</b>	<b>10,302</b>	<b>19,477</b>	<b>11,405</b>		<b>11,405</b>	
<b>Fund: 317 - Pinole Valley Caretaker Fund</b>						
<b>Revenue</b>						
381 - Rental Income	15,000	15,000	15,000	11,250	15,000	
<b>Revenue Total:</b>	<b>15,000</b>	<b>15,000</b>	<b>15,000</b>	<b>11,250</b>	<b>15,000</b>	
<b>Expenditures</b>						
Division: 345 - Park Maintenance Total:	15,154	15,546	14,777	10,874	14,982	
<b>Expenditure Total:</b>	<b>15,154</b>	<b>15,546</b>	<b>14,777</b>	<b>10,874</b>	<b>14,982</b>	
<b>Fund: 317 - Pinole Valley Caretaker Fund Net Results</b>	<b>(154)</b>	<b>(546)</b>	<b>223</b>	<b>376</b>	<b>18</b>	
<b>Fund Balance, July 1</b>	<b>339</b>	<b>185</b>	<b>(361)</b>		<b>(138)</b>	
<b>Fund Balance, June 30</b>	<b>185</b>	<b>(361)</b>	<b>(138)</b>		<b>(120)</b>	
<b>Fund: 324 - Public Facilities Fund</b>						
<b>Revenue</b>						
399 - Transfers In	25,000	-	-	-	-	
<b>Revenue Total:</b>	<b>25,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>Expenditures</b>						
Division: 343 - Facility Maintenance Total:	3,263	22,738	60,000	39,230	60,000	
Division: 345 - Park Maintenance Total:	-	-	10,000	-	10,000	
<b>Expenditure Total:</b>	<b>3,263</b>	<b>22,738</b>	<b>70,000</b>	<b>39,230</b>	<b>70,000</b>	
<b>Fund: 324 - Public Facilities Fund Net Results</b>	<b>21,737</b>	<b>(22,738)</b>	<b>(70,000)</b>	<b>(39,230)</b>	<b>(70,000)</b>	
<b>Fund Balance, July 1</b>	<b>585,286</b>	<b>607,023</b>	<b>584,285</b>		<b>514,285</b>	
<b>Fund Balance, June 30</b>	<b>607,023</b>	<b>584,285</b>	<b>514,285</b>		<b>444,285</b>	

[3] City funds returned from PALC settlement proceeds.

[4] Settlement proceeds previously held in investments.

**CITY OF PINOLE  
BUDGET SUMMARIES**

	2016-17 Actual	2017-18 Actual	2018-19 Revised Budget	2018-2019 Actual Thru Mar-19	2019-20 Proposed	Notes
<b>Fund: 325 - City Street Improvements</b>						
<b>Revenue</b>						
323 - State Grants	-	-	-	5,183	-	
351 - Fines and Forfeiture	-	1,000	-	-	-	
399 - Transfers In	250,000	225,000	200,000	200,000	250,000	
<b>Revenue Total:</b>	<b>250,000</b>	<b>226,000</b>	<b>200,000</b>	<b>205,183</b>	<b>250,000</b>	
<b>Expenditures</b>						
Division: 342 - Road Maintenance Total:	20,233	1,781	1,779,103	18,770	-	
<b>Expenditure Total:</b>	<b>20,233</b>	<b>1,781</b>	<b>1,779,103</b>	<b>18,770</b>	<b>-</b>	
<b>Fund: 325 - City Street Improvements Net Results</b>	<b>229,767</b>	<b>224,219</b>	<b>(1,579,103)</b>	<b>186,414</b>	<b>250,000</b>	
<b>Fund Balance, July 1</b>	<b>515,499</b>	<b>745,266</b>	<b>969,485</b>		<b>1,155,898</b>	
<b>Fund Balance, June 30</b>	<b>745,266</b>	<b>969,485</b>	<b>1,155,898</b>		<b>1,405,898</b>	
<b>Fund: 377 - Arterial Streets Rehabilitation Fund</b>						
<b>Revenue</b>						
322 - Federal Grants	70,364	-	-	-	-	
399 - Transfers In	250,000	250,000	200,000	200,000	250,000	
<b>Revenue Total:</b>	<b>320,364</b>	<b>250,000</b>	<b>200,000</b>	<b>200,000</b>	<b>250,000</b>	
<b>Expenditures</b>						
Division: 342 - Road Maintenance Total:	22,340	-	796,000	1,302	-	
<b>Expenditure Total:</b>	<b>22,340</b>	<b>-</b>	<b>796,000</b>	<b>1,302</b>	<b>-</b>	
<b>Fund: 377 - Arterial Streets Rehab Fund Net Results</b>	<b>298,024</b>	<b>250,000</b>	<b>(596,000)</b>	<b>198,698</b>	<b>250,000</b>	
<b>Fund Balance, July 1</b>	<b>(132,570)</b>	<b>165,454</b>	<b>415,454</b>		<b>(180,546)</b>	
<b>Fund Balance, June 30</b>	<b>165,454</b>	<b>415,454</b>	<b>(180,546)</b>		<b>69,454</b>	
<b>Fund: 500 - Sewer Enterprise Fund</b>						
<b>Revenue</b>						
342 - Other Fees	200	-	-	-	-	
344 - Impact Fees	-	26,894	11,050	10,387	10,000	
363 - Sewer Enterprise Charges	6,282,893	6,494,206	6,946,332	3,630,995	6,952,287	
370 - Interest and Investment Income	808	47,274	113,250	73,178	100,000	
383 - Reimbursements	681	-	1,250	650	-	
384 - Other Revenue	-	-	150	148	-	
<b>Revenue Total:</b>	<b>6,284,582</b>	<b>6,568,375</b>	<b>7,072,032</b>	<b>3,715,358</b>	<b>7,062,287</b>	
399 - Transfer In from Section 115 Trust	-	-	-	-	30,645	
<b>Sources Total:</b>	<b>6,284,582</b>	<b>6,568,375</b>	<b>7,072,032</b>	<b>3,715,358</b>	<b>7,092,932</b>	
<b>Expense</b>						
Division: 641 - Sewer Treatment Plant/Shared Total:	3,688,607	5,939,802	4,421,482	2,450,257	4,305,084	
Division: 642 - Sewer Collections Total:	657,209	908,691	2,795,251	511,138	2,523,873	[5]
Division: 643 - Sewer Projects/Shared Total:	-	730	-	1,178	-	
Division: 644 - WPCP Equipment/Debt Service Total:	251,978	233,270	526,275	517,097	529,307	
<b>Expense Total:</b>	<b>4,597,793</b>	<b>7,082,492</b>	<b>7,743,008</b>	<b>3,479,669</b>	<b>7,358,264</b>	
<b>Fund: 500 - Sewer Enterprise Fund Net Results</b>	<b>1,686,788</b>	<b>(514,118)</b>	<b>(670,976)</b>	<b>235,688</b>	<b>(265,332)</b>	
<b>Fund Balance, July 1</b>	<b>9,181,703</b>	<b>10,868,491</b>	<b>10,354,374</b>		<b>9,683,398</b>	
<b>Fund Balance, June 30</b>	<b>10,868,491</b>	<b>10,354,374</b>	<b>9,683,398</b>		<b>9,418,066</b>	
<b>Fund: 503 - Plant Expansion Fund</b>						
<b>Revenue</b>						
370 - Interest and Investment Income	2,762	11,684	16,900	13,891	15,000	
383 - Reimbursements	31,790	3,437	6,367,678	4,649,591	7,000,000	
<b>Revenue Total:</b>	<b>34,552</b>	<b>15,122</b>	<b>6,384,578</b>	<b>4,663,482</b>	<b>7,015,000</b>	
<b>Expense</b>						
Division: 643 - Sewer Projects/Shared Total:	(341)	-	14,550	14,007	3,500	
<b>Expense Total:</b>	<b>(341)</b>	<b>-</b>	<b>14,550</b>	<b>14,007</b>	<b>3,500</b>	
<b>Fund: 503 - Plant Expansion Fund Net Results</b>	<b>34,893</b>	<b>15,122</b>	<b>6,370,028</b>	<b>4,649,475</b>	<b>7,011,500</b>	
<b>Fund Balance, July 1</b>	<b>3,022,876</b>	<b>3,057,769</b>	<b>3,072,890</b>		<b>9,442,918</b>	
<b>Fund Balance, June 30</b>	<b>3,057,769</b>	<b>3,072,890</b>	<b>9,442,918</b>		<b>16,454,418</b>	

[5] CIP project carried forward.

**CITY OF PINOLE  
BUDGET SUMMARIES**

	2016-17 Actual	2017-18 Actual	2018-19 Revised Budget	2018-2019 Actual Thru Mar-19	2019-20 Proposed	Notes
<b>Fund: 505 - Cable Access TV</b>						
<b>Revenue</b>						
314 - Franchise Taxes	45,713	36,910	40,000	25,016	35,000	
365 - Cable TV Charges	145,211	220,758	205,810	75,393	206,963	
384 - Other Revenue	4,550	3,330	3,900	3,900	3,600	
399 - Transfers In	96,364	84,095	178,736	-	205,125	
<b>Revenue Total:</b>	<b>291,838</b>	<b>345,093</b>	<b>428,446</b>	<b>104,309</b>	<b>450,688</b>	
399 - Transfer In from Section 115 Trust	-	-	-	-	18,202	
<b>Sources Total:</b>	<b>291,838</b>	<b>345,093</b>	<b>428,446</b>	<b>104,309</b>	<b>468,890</b>	
<b>Expense</b>						
Division: 119 - Cable Access TV Total:	298,898	338,612	424,546	245,280	468,890	
<b>Expense Total:</b>	<b>298,898</b>	<b>338,612</b>	<b>424,546</b>	<b>245,280</b>	<b>468,890</b>	
<b>Fund: 505 - Cable Access TV Net Results</b>	<b>(7,061)</b>	<b>6,481</b>	<b>3,900</b>	<b>(140,972)</b>	<b>(0)</b>	
<b>Fund Balance, July 1</b>	<b>(30,956)</b>	<b>(38,016)</b>	<b>(31,535)</b>		<b>(27,635)</b>	
<b>Fund Balance, June 30</b>	<b>(38,016)</b>	<b>(31,535)</b>	<b>(27,635)</b>		<b>(27,636)</b>	
<b>Fund: 525 - Information Systems</b>						
<b>Expense</b>						
Division: 118 - Information Systems Total:	666,102	479,441	780,228	470,316	879,740	
461 - Indirect cost allocations	(566,532)	(472,846)	(780,228)	-	(879,740)	
<b>Expense Total:</b>	<b>99,570</b>	<b>479,441</b>	<b>-</b>	<b>470,316</b>	<b>-</b>	
<b>Fund: 525 - Information Systems Net Results</b>	<b>(99,570)</b>	<b>(6,595)</b>	<b>-</b>	<b>470,316</b>	<b>-</b>	
<b>Fund Balance, July 1</b>	<b>(90,004)</b>	<b>(189,574)</b>	<b>(196,169)</b>		<b>(196,169)</b>	
<b>Fund Balance, June 30</b>	<b>(189,574)</b>	<b>(196,169)</b>	<b>(196,169)</b>		<b>(196,169)</b>	
<b>Fund: 750 - Recognized Obligation Retirement Fund</b>						
<b>Revenue</b>						
311 - Property Taxes	250,000	250,000	250,000	250,000	250,000	
370 - Interest and Investment Income	6,380	15,739	-	14,540	-	
384 - Other Revenue	-	-	-	1,232	-	
393 - Loan/Bond Proceeds	109,448	86,435	-	12,146	-	
<b>Revenue Total:</b>	<b>365,828</b>	<b>352,174</b>	<b>250,000</b>	<b>277,918</b>	<b>250,000</b>	
<b>Expense</b>						
Division: 463 - Successor Agency to RDA Total:	231,493	269,150	250,000	172,217	250,000	
<b>Expense Total:</b>	<b>231,493</b>	<b>269,150</b>	<b>250,000</b>	<b>172,217</b>	<b>250,000</b>	
<b>Fund: 750 - RORF Net Results</b>	<b>134,336</b>	<b>83,023</b>	<b>-</b>	<b>105,701</b>	<b>-</b>	
<b>TOTAL APPROPRIATIONS ALL FUNDS</b>	<b>23,435,654</b>	<b>27,853,840</b>	<b>63,062,609</b>		<b>34,336,223</b>	

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**CITY OF PINOLE**  
**FIVE-YEAR PROJECTIONS**

<b>General Fund - 100</b>	<b>2018-19</b>	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>
	<b>Adopted Budget</b>	<b>Proposed</b>	<b>Projected</b>	<b>Projected</b>	<b>Projected</b>	<b>Projected</b>
<b>REVENUE:</b>						
PROPERTY TAX	3,787,392	4,033,892	4,114,570	4,196,861	4,280,798	4,366,414
SALES TAX	3,950,900	3,629,286	3,701,872	3,775,909	3,851,427	3,928,456
UTILITY USERS TAX	1,930,000	1,898,000	1,916,980	1,936,150	1,955,511	1,975,066
FRANCHISE TAX	744,128	744,000	751,440	758,954	766,544	774,209
OTHER TAXES	884,200	858,900	876,078	893,600	911,472	929,701
OTHER REVENUE	3,650,697	3,617,733	3,690,088	3,763,889	3,839,167	3,915,951
<b>Total Revenue</b>	<b>14,947,317</b>	<b>14,781,811</b>	<b>15,051,027</b>	<b>15,325,364</b>	<b>15,604,920</b>	<b>15,889,798</b>
TRANSFERS IN [6]	6,290,688	708,615	2,364,204	3,054,776	3,855,645	4,784,203
<b>Total Sources</b>	<b>21,238,005</b>	<b>15,490,426</b>	<b>17,415,231</b>	<b>18,380,139</b>	<b>19,460,564</b>	<b>20,674,001</b>
<b>EXPENDITURES:</b>						
SALARIES	6,924,530	7,264,202	7,482,128	7,706,592	7,937,790	8,175,923
BENEFITS & INSURANCE	4,158,370	4,977,374	7,671,515	9,452,568	11,398,441	13,529,254
OTHER OPERATING EXPENSES	2,978,148	3,074,570	2,132,657	2,192,372	2,253,758	2,316,863
DEBT SERVICE	520,000	535,000	555,000	575,000	595,000	610,000
TRANSFERS OUT	21,387,954	636,448	500,000	500,000	500,000	500,000
<b>Total Expenditures</b>	<b>35,969,002</b>	<b>16,487,594</b>	<b>18,341,301</b>	<b>20,426,532</b>	<b>22,684,989</b>	<b>25,132,041</b>
<b>Net Results</b>	<b>-14,730,997</b>	<b>-997,168</b>	<b>-926,070</b>	<b>-2,046,392</b>	<b>-3,224,425</b>	<b>-4,458,040</b>
<b>Fund Balance, July 1</b>	<b>19,541,322</b>	<b>4,810,325</b>	<b>3,813,158</b>	<b>2,887,087</b>	<b>840,695</b>	<b>-2,383,730</b>
<b>Fund Balance, June 30</b>	<b>4,810,325</b>	<b>3,813,158</b>	<b>2,887,087</b>	<b>840,695</b>	<b>-2,383,730</b>	<b>-6,841,770</b>

<b>Measure S -2006 Fund - 105</b>	<b>2018-19</b>	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>
	<b>Adopted Budget</b>	<b>Proposed</b>	<b>Projected</b>	<b>Projected</b>	<b>Projected</b>	<b>Projected</b>
<b>REVENUE:</b>						
SALES TAX	2,100,000	1,960,800	2,000,016	2,040,016	2,080,817	2,122,433
OTHER REVENUE	22,500	20,000	20,000	20,000	20,000	20,000
<b>Total Revenue</b>	<b>2,122,500</b>	<b>1,980,800</b>	<b>2,020,016</b>	<b>2,060,016</b>	<b>2,100,817</b>	<b>2,142,433</b>
TRANSFERS IN [6]		184,117	645,493	813,887	1,010,395	1,239,625
<b>Total Sources</b>	<b>2,122,500</b>	<b>2,164,917</b>	<b>2,665,509</b>	<b>2,873,904</b>	<b>3,111,212</b>	<b>3,382,058</b>
<b>EXPENDITURES:</b>						
SALARIES	1,417,301	1,476,268	1,520,556	1,566,173	1,613,158	1,661,553
BENEFITS & INSURANCE	535,811	729,242	1,205,178	1,388,859	1,601,418	1,847,503
OTHER OPERATING EXPENSES	596,769	27,274	28,038	28,823	29,630	30,459
DEBT SERVICE	70,433	70,433	-	-	-	-
<b>Total Expenses</b>	<b>2,620,314</b>	<b>2,303,217</b>	<b>2,753,771</b>	<b>2,983,854</b>	<b>3,244,206</b>	<b>3,539,515</b>
<b>Net Results</b>	<b>-497,814</b>	<b>-138,300</b>	<b>-88,262</b>	<b>-109,951</b>	<b>-132,994</b>	<b>-157,456</b>
<b>Fund Balance, July 1</b>	<b>2,820,249</b>	<b>2,322,435</b>	<b>2,184,134</b>	<b>2,095,872</b>	<b>1,985,922</b>	<b>1,852,927</b>
<b>Fund Balance, June 30</b>	<b>2,322,435</b>	<b>2,184,134</b>	<b>2,095,872</b>	<b>1,985,922</b>	<b>1,852,927</b>	<b>1,695,471</b>

**CITY OF PINOLE**  
**FIVE-YEAR PROJECTIONS**

<b>MEASURE S-2014 - 106</b>	<b>2018-19</b>	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>
	<b>Adopted Budget</b>	<b>Proposed</b>	<b>Projected</b>	<b>Projected</b>	<b>Projected</b>	<b>Projected</b>
<b>REVENUE:</b>						
SALES TAX	2,100,000	1,960,800	2,000,016	2,040,016	2,080,817	2,122,433
OTHER REVENUE	33,400	30,000	30,000	30,000	30,000	30,000
<b>Total Revenue</b>	<b>2,133,400</b>	<b>1,990,800</b>	<b>2,030,016</b>	<b>2,070,016</b>	<b>2,110,817</b>	<b>2,152,433</b>
TRANSFERS IN [6]		8,206	224,185	270,709	325,041	388,464
<b>Total Sources</b>	<b>2,133,400</b>	<b>1,999,006</b>	<b>2,254,201</b>	<b>2,340,726</b>	<b>2,435,857</b>	<b>2,540,897</b>
<b>EXPENDITURES:</b>						
SALARIES	243,363	398,390	410,342	422,652	435,332	448,391
BENEFITS & INSURANCE	44,774	80,814	299,283	348,423	405,500	471,806
OTHER OPERATING EXPENSES	749,398	696,045	715,534	735,569	756,165	777,338
CAPITAL PROJECTS	929,814	882,618	907,331	932,737	958,853	985,701
TRANSFERS OUT	707,000	692,500	650,000	650,000	650,000	650,000
<b>Total Expenses</b>	<b>2,674,349</b>	<b>2,750,367</b>	<b>2,982,490</b>	<b>3,089,380</b>	<b>3,205,850</b>	<b>3,333,236</b>
<b>Net Results</b>	-540,949	-751,361	-728,290	-748,655	-769,992	-792,339
<b>Fund Balance, July 1</b>	3,001,854	2,460,905	1,709,544	981,254	232,599	-537,393
<b>Fund Balance, June 30</b>	2,460,905	1,709,544	981,254	232,599	-537,393	-1,329,732

**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 PEPRA which currently accounts for approximately 25% of staffing.
- [4] PERS rate increases are reflected at 8% cap on misc. and 11% cap on safety employee share towards employer costs.
- [5] All other benefits increased 5% each year.
- [6] Transfers In beginning in FY2019-20 is from the Section 115 Trust to offset PERS increases.

**CITY OF PINOLE**  
**MEASURE S 2014 FIVE-YEAR FUNDING PLAN**  
**PROPOSED JUNE 18, 2019**

**Annual Available Funding Approx \$1.9 Million based on 95% of HdL Projections**  
**Had to move \$100,000 in MS 06 allocation to MS 14 due to the loss of 3 large retailers**

Functional Area	Notes	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24
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**Cable Television**

Operating Contribution		\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000
<b>Total</b>		<b>\$ 55,000</b>	<b>\$ 55,000</b>	<b>\$ 55,000</b>	<b>\$ 55,000</b>	<b>\$ 55,000</b>

**City Facilities**

Roof Repairs/Replace Roof Flashing - All City Facilities	[1]	\$ -	\$ 272,000	\$ 140,000	\$ -	\$ -
Replace HVAC & Associated Roof at Senior Center	[1]	\$ 110,000	\$ -	\$ -	\$ -	\$ -
Replace HVAC at City Hall	[2]	\$ 120,000	\$ -	\$ -	\$ -	\$ -
Paint City Hall Inside and Outside	[1]	\$ -	\$ 70,000	\$ -	\$ -	\$ -
<b>Total</b>		<b>\$ 230,000</b>	<b>\$ 342,000</b>	<b>\$ 140,000</b>	<b>\$ -</b>	<b>\$ -</b>

**City Hall**

Annual Measure S 2014 Audit		\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200
Management Partners Contract - Council Team Building & Community Strategic Planning Projects	[2]	\$ 57,200				
Laserfiche Training in IT budget	[1]	\$ 3,600	\$ -	\$ -	\$ -	\$ -
Replacement of document scanner in IT budget	[2]	\$ 20,000	\$ -	\$ -	\$ -	\$ -
HdL Contract for Sales Tax Analysis		\$ 1,233	\$ 1,250	\$ 1,250	\$ 1,250	\$ 1,250
<b>Total</b>		<b>\$ 83,233</b>	<b>\$ 2,450</b>	<b>\$ 2,450</b>	<b>\$ 2,450</b>	<b>\$ 2,450</b>

**Recreation**

Operating Subsidy - Swim Center		\$ 45,000	\$ 45,000	\$ 45,000	\$ 45,000	\$ 45,000
Ancillary Equip/Software for Rec Desk	[1]	\$ 39,000				
Summer Sounds in the Park- Twice a Summer		\$ 2,500	\$ 3,000	\$ 3,500	\$ 4,000	\$ 4,500
Cinema in the Park-3 Times a Summer		\$ 2,000	\$ 2,000	\$ 2,500	\$ 2,500	\$ 2,500
Community Service Commission		\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000
Annual Tree Lighting		\$ 1,000	\$ 2,000	\$ 2,500	\$ 2,500	\$ 2,500
Replace Senior Center Equipment: FY 19/20 = Dishwasher; 20/21 = Tables; 21/22 = Chairs		\$ 7,000	\$ 23,000	\$ 28,000	\$ -	\$ -
Replace Commercial Refrigerator, Freezer & Stove at Youth Center		\$ 8,200	\$ -	\$ -	\$ -	\$ -
Replace Vinyl Floor at Youth Center		\$ -	\$ -	\$ 10,000	\$ -	\$ -
Tiny Tots: FY 19/20 = Furniture, Tables, Shelves Replacement; 20/21 = Dishwasher; 21/22 = Shade; 22/23 = Countertop; 23/24 = Restroom Walls/Floor Repair/Replace.		\$ 14,800	\$ 550	\$ 2,400	\$ 1,900	\$ 11,000
<b>Total</b>		<b>\$ 121,500</b>	<b>\$ 77,550</b>	<b>\$ 95,900</b>	<b>\$ 57,900</b>	<b>\$ 67,500</b>

**Development Services**

Project Manager (Full Time 50% Measure S and 50% from Other Funding Sources)		\$ 77,810	\$ 83,257	\$ 89,085	\$ 95,321	\$ 101,993
Initiate Internal Services Fund-Depreciation to Replace 2 Vehicles/Year Excludes Heavy Equipment		\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
Downtown Parking & Pedestrian Safety Improvements Study	[2]	\$ 100,000	\$ -	\$ -	\$ -	\$ -
Code Enforcement Vehicle		\$ 30,000	\$ -	\$ -	\$ -	\$ -
Tablet for Code Enforcement		\$ 2,000	\$ -	\$ -	\$ -	\$ -
<b>Total</b>		<b>\$ 214,810</b>	<b>\$ 88,257</b>	<b>\$ 94,085</b>	<b>\$ 100,321</b>	<b>\$ 106,993</b>

**Parks**

Annual re sod @ two Soccer Fields		\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
Replace Chips/Rubber Matting at various locations (carryover)	[1]	\$ 50,000	\$ -	\$ -	\$ -	\$ -
Annual bench/table repairs/replacement		\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
Replace Fernandez Park turf & annual repairs		\$ -	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
New Restrooms at Fernandez Park	[1]	\$ 282,618	\$ -	\$ -	\$ -	\$ -
<b>Total</b>		<b>\$ 347,618</b>	<b>\$ 20,000</b>	<b>\$ 20,000</b>	<b>\$ 20,000</b>	<b>\$ 20,000</b>

**Public Works**

**CITY OF PINOLE**  
**MEASURE S 2014 FIVE-YEAR FUNDING PLAN**  
**PROPOSED JUNE 18, 2019**

**Annual Available Funding Approx \$1.9 Million based on 95% of HdL Projections**  
**Had to move \$100,000 in MS 06 allocation to MS 14 due to the loss of 3 large retailers**

Functional Area	Notes	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24
1 Maintenance Worker ( Full Time)		\$ 108,991	\$ 116,620	\$ 124,784	\$ 133,519	\$ 142,865
Initiate Internal Services Fund-Depreciation to Replace 2 Vehicles/Year Excludes Heavy Equipment		\$ 30,000	\$ 30,000	\$ 30,000	\$ 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		\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000
Storm Drainage Master Plan - Phased		\$ 25,000	\$ 25,000	\$ 25,000	\$ -	\$ -
Storm Drainage Annual Rehabilitation		\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000
Replacement of Traffic Signs		\$ 20,000	\$ 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	\$ 2,000	\$ 20,000	\$ 20,000
Pedestrian Bridge Inspection & Maintenance	[2]	\$ 100,000	\$ -	\$ -	\$ -	\$ -
<b>Total</b>		<b>\$ 1,023,991</b>	<b>\$ 931,620</b>	<b>\$ 921,784</b>	<b>\$ 923,519</b>	<b>\$ 932,865</b>
<b>Police</b>						
Community Safety Specialist (1 Full Time)	[3]	\$ 103,087	\$ 110,303	\$ 118,024	\$ 126,286	\$ 135,126
1 Vehicle Replacement		\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000
Patrol Overtime (reallocated from MS '06)		\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
Dispatch Overtime		\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
Emergency Preparedness	[1]	\$ 50,000				
<b>Total</b>		<b>\$ 333,087</b>	<b>\$ 290,303</b>	<b>\$ 298,024</b>	<b>\$ 306,286</b>	<b>\$ 315,126</b>
<b>Fire</b>						
Full Time Fire Chief		\$ 263,628	\$ 282,082	\$ 301,828	\$ 322,956	\$ 345,563
Station 73 & 74 Maintenance		\$ -	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
Fire Training Academy		\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000
Annual Dept Training Requirements		\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
Replace Training Props		\$ 2,500	\$ -	\$ -	\$ -	\$ -
<b>Total</b>		<b>\$ 306,128</b>	<b>\$ 332,082</b>	<b>\$ 351,828</b>	<b>\$ 372,956</b>	<b>\$ 395,563</b>
<b>City Attorney</b>						
Municipal Code Update		\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000
<b>Total</b>		<b>\$ 35,000</b>	<b>\$ 35,000</b>	<b>\$ 35,000</b>	<b>\$ 35,000</b>	<b>\$ 35,000</b>
<b>Grand Total</b>		<b>\$ 2,750,367</b>	<b>\$ 2,174,262</b>	<b>\$ 2,014,070</b>	<b>\$ 1,873,431</b>	<b>\$ 1,930,497</b>
One-time use of Fund Balance		\$ 932,418	\$ 342,000	\$ 140,000		
<b>Net Current FY Revenue Required</b>		<b>\$ 1,817,949</b>	<b>\$ 1,832,262</b>	<b>\$ 1,874,070</b>	<b>\$ 1,873,431</b>	<b>\$ 1,930,497</b>
<b>Total Fund Balance as of 6/30/18</b>		<b>\$ 3,001,854</b>				
<b>Net Allocated Fund Balance as of 3/31/19 [4]</b>		<b>\$ 122,077</b>				
<b>Estimated Unallocated Fund Balance as of 6/30/19</b>		<b>\$ 2,879,777</b>				
<b>Requested Use of Unallocated Fund Balance for FY 19/20</b>		<b>\$ 397,200</b>				
<b>Estimated Fund Balance as of June 30, 2020</b>		<b>\$ 2,482,577</b>				

**NOTES:**

- [1] Carried over from prior FYs; to be paid out of Fund Balance.
- [2] One-time expense recommended to be paid from Fund Balance
- [3] Was funded as 2 part-time in prior years; requesting to make it 1 F/T
- [4] This amount is net of FY 2018/19 revenue increases & the items carried over from prior FYs (Note 1 items) + 1 new request from May 2019

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## DEBT OBLIGATIONS

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### Pension Obligation Bonds

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

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

<u>For the Year Ending, June 30</u>	<u>Principal</u>	<u>Interest</u>
2019	\$ 241,322	\$ 278,678
2020	233,014	301,986
2021	227,389	327,611
2022	221,565	353,435
2023	215,586	379,414
2024-2028	984,628	2,285,372
2029-2033	854,456	2,985,544
2034-2036	458,216	2,161,784
	<u>\$ 3,436,175</u>	<u>\$ 9,073,825</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>
2019	\$ 114,795	5,420
2020	68,695	1,738
	<u>\$ 183,490</u>	<u>\$ 7,158</u>

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## DEBT OBLIGATIONS

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### 2016 Wastewater Revenue Refunding Bonds

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

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

For the Year Ending, June 30	Principal	Interest
2019	\$ 298,000	\$ 219,097
2020	310,000	210,129
2021	318,000	200,866
2022	329,000	191,323
2023	341,000	181,440
2024-2028	1,857,000	748,489
2029-2033	2,150,000	453,504
2034-2037	1,973,000	118,634
	<u>\$ 7,576,000</u>	<u>\$ 2,323,479</u>

**FY 2019-20 Schedule of Transfers**

FUND #	DESCRIPTION	TRANSFER-OUT ACCOUNT #	AMOUNT	FUND #	DESCRIPTION	TRANSFER-IN ACCOUNT #	PURPOSE
100	General Fund	100-117-49901	150,125	505	Cable Television Fund	505-119-39901	Cable Television contribution [1]
100	General Fund	100-117-49901	492,512	209	Recreation Fund	209-551-39901	Recreation operating contribution [1]
	<b>Subtotal Transfers from the General Fund</b>		<b>642,637</b>				
106	Measure S 2014 Fund	106-117-49901	45,000	209	Recreation Fund	209-557-39901	Swim Center contribution [1]
106	Measure S 2014 Fund	106-117-49901	250,000	325	City Street Fund	325-341-39901	Funding for Future Street Projects
106	Measure S 2014 Fund	106-117-49901	250,000	377	Arterial Streets Rehabilitation Fund	377-341-39901	Fund Portion of Arterial Streets Rehabilitation
106	Measure S 2014 Fund	106-117-49901	55,000	505	Cable Television Fund	505-119-39901	Cable Television contribution [1]
106	Measure S 2014 Fund	106-117-49901	7,500	209	Recreation Fund	209-551-39901	Recreation: Cinema, Community Service, Summer Sounds, Tree Lighting.
	<b>Subtotal Transfers from Measure S 2014</b>		<b>607,500</b>				
106	Measure S 2014 Fund	106-117-49901	30,000	160	Equipment Reserve Fund	160-345-39901	Reserves to replace 2 vehicles per year
106	Measure S 2014 Fund	106-117-49901	50,000	160	Equipment Reserve Fund	160-345-39901	Reserves to replace heavy equipment
106	Measure S 2014 Fund	106-117-49901	5,000	160	Equipment Reserve Fund	160-461-39901	Reserves to replace 2 vehicles per year
	<b>Subtotal Transfers from Measure S 2014</b>		<b>85,000</b>				
	<b>Grand total Transfers</b>		<b>1,335,137</b>				

**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**

- Creating the vision for the Community
- Efficient service delivery
- Long-term sustainable financing for the 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
- Established an IRS Section 115 Irrevocable Pension Trust and funded \$16+ million to address unfunded pension obligations
- Placed a successful measure on the November ballot to retain the Utility Users Tax without a sunset provision
- Fully funded the General Fund Reserve at \$6.9 million, equal to 180 days of expenditures
- Paid off the balance of the \$2.5 million loan from the former RDA to the City 7 years early, saving significant interest costs

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**CITY COUNCIL - 110**

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- Approved purchasing a new Fire engine at \$1 million
- Initiated a new Fire Services Delivery Model Study
- Initiated City Council Team Building and Community Strategic Planning Processes
- Evaluating potential revenue enhancement strategies/options
- Successfully recruited a new City Clerk

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

**EXPENDITURE SUMMARY**

	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Actual Thru Mar-19	FY 2018-19 Budget	FY 2019-20 Proposed	\$ Chg	% Chg
<b>Personnel</b>							
Salaries & Wages -401	49,994	59,392	41,806	60,638	51,750	(8,888)	-17%
Overtime - 402	-	-	-	-	-	-	0%
Employee Benefits - 410	29,358	32,685	32,575	35,182	41,418	6,236	15%
<b>Total Salary &amp; Benefits</b>	<b>79,352</b>	<b>92,076</b>	<b>74,381</b>	<b>95,820</b>	<b>93,168</b>	<b>(2,652)</b>	<b>-3%</b>
<b>Services and Supplies</b>							
Professional & Administrative Services - 42	14,976	71,848	10,961	56,860	89,030	32,170	36%
Other Operating Expenses -43	1,016	883	575	1,030	1,030	-	0%
<b>Total Services and Supplies</b>	<b>15,992</b>	<b>72,731</b>	<b>11,536</b>	<b>57,890</b>	<b>90,060</b>	<b>32,170</b>	<b>36%</b>
<b>Capital Outlay</b>							
Asset Acquisition/Improvement - 47	-	-	-	-	-	-	0%
<b>Total Capital Outlay</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0%</b>
<b>Indirect Cost Allocations</b>							
Administrative Credits - 46121	(13,866)	(22,086)	(14,030)	(24,249)	(23,689)	560	-2%
General Liability Insurance - 46201	464	1,066	-	1,175	1,586	411	26%
<b>Total Indirect Cost Allocations</b>	<b>(13,401)</b>	<b>(21,020)</b>	<b>(14,030)</b>	<b>(23,074)</b>	<b>(22,103)</b>	<b>971</b>	<b>-4%</b>
<b>Total</b>	<b>81,942</b>	<b>143,788</b>	<b>71,887</b>	<b>130,636</b>	<b>161,125</b>	<b>30,489</b>	<b>19%</b>

## MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2018-19	FY 2019-20
<b>42201 Office Expense</b>	<b>\$</b>	<b>500</b>	<b>\$ 500</b>
<hr/>			
<b>4230X Travel and Training</b>	<b>\$</b>	<b>6,000</b>	<b>\$ 6,000</b>
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		
<hr/>			
<b>42401 Memberships</b>	<b>\$</b>	<b>2,000</b>	<b>\$ 2,000</b>
Contra Costa Mayor's Conference	\$1,400		
League of California Cities East Bay Division	400		
Other Memberships	200		
<hr/>			
<b>42514 Special Department Expense</b>	<b>\$</b>	<b>48,360</b>	<b>\$ 80,530</b>
City Council meetings recorded by PCTV	\$54,727		
Mayoral Celebration expense	400		
Misc. supplies and food for meetings	1,000		
Other special department expenses	1,000		
PCTV Special Meetings	22,803		
West County Mayor's Breakfast meetings	600		
<hr/>			
<b>Total Professional/Administrative Services</b>			<b>\$ 89,030</b>
<hr/>			
<b>4310X Utilities</b>	<b>\$</b>	<b>1,030</b>	<b>\$ 1,030</b>
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**

- Recommended a balanced Operating Budget for FY 2018-19, and modifications at 1<sup>st</sup> Quarter and Mid-Year; contained expenses to within or under budget.
- Recommended and implemented an IRS Section 115 Irrevocable Pension Trust to address PERS unfunded liability issues.
- Successfully developed the Utility Users Tax renewal informational materials, securing the UUT without a sunset date, with the Measure passing at nearly 73%.
- Recommended an updated evaluation of the City's Fire Service Delivery Model.
- Recommended City Council Team Building and Community Strategic Planning.
- Recommended utilizing the accumulated General Fund Balance to fully fund the General Fund Reserve at \$6.9 million, pay off the loan from the former RDA, and purchase a new Fire engine.
- Successfully recruited a new City Clerk.
- Continued evaluating ways to increase service efficiencies through technology improvements.

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**CITY MANAGER - 111**

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**Position Summary**

<b>Position</b>	<b>2015-16</b>	<b>2016-17</b>	<b>2017-18</b>	<b>2018-19</b>	<b>2019-20</b>
City Manager	1.00	1.00	1.00	1.00	1.00
<b>Total</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>

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

**EXPENDITURE SUMMARY**

	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Actual Thru Mar-19	FY 2018-19 Budget	FY 2019-20 Proposed	\$ Chg	% Chg
<b>Personnel</b>							
Salaries & Wages - 401	206,971	213,781	169,669	248,380	257,054	8,674	3%
Employee Benefits - 410	66,437	73,859	85,462	98,564	128,440	29,876	23%
<b>Total Salary &amp; Benefits</b>	<b>273,408</b>	<b>287,641</b>	<b>255,131</b>	<b>346,944</b>	<b>385,494</b>	<b>38,550</b>	<b>10%</b>
<b>Services and Supplies</b>							
Professional & Administrative Services - 42	4,457	6,018	3,230	6,475	6,475	-	0%
Other operating Expenses - 43	1,384	1,215	805	1,425	1,425	-	0%
<b>Total Services and Supplies</b>	<b>5,841</b>	<b>7,233</b>	<b>4,035</b>	<b>7,900</b>	<b>7,900</b>	<b>-</b>	<b>0%</b>
<b>Capital Outlay</b>							
Asset Acquisition/Improvement - 47	-	-	-	-	-	-	0%
<b>Total Capital Outlay</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0%</b>
<b>Indirect Cost Allocations</b>							
Admin Credits - 46121	(172,993)	(182,645)	(140,235)	(212,946)	(234,037)	(21,091)	9%
General Liability Insurance - 46201	6,187	6,721		7,973	12,082	4,109	34%
<b>Total Internal Cost Allocations</b>	<b>(166,806)</b>	<b>(175,925)</b>	<b>(140,235)</b>	<b>(204,973)</b>	<b>(221,955)</b>	<b>(16,982)</b>	<b>8%</b>
<b>Total</b>	<b>112,444</b>	<b>118,949</b>	<b>118,931</b>	<b>149,871</b>	<b>171,439</b>	<b>21,568</b>	<b>13%</b>

**MAJOR NON-PERSONNEL EXPENSE DETAILS**

		FY 2018-19	FY 2019-20
<b>42201 Office Expense</b>		<b>\$ 800</b>	<b>\$ 800</b>
Miscellaneous Office Expenses	\$300		
Other Office Expenses	500		
<b>4230X Travel and Training</b>		<b>\$ 4,900</b>	<b>\$ 4,900</b>
League of Cities or Other Trainings	\$4,000		
Mayor's Conference monthly dinners	600		
Miscellaneous Meetings	300		
<b>42401 Memberships</b>		<b>\$ 600</b>	<b>\$ 600</b>
CCC Public Managers Association (CM & ACM)	\$600		
<b>42506 Bonds</b>		<b>\$ 175</b>	<b>\$ 175</b>
Bond	\$175		
<b>Total Professional/Administrative Services</b>			<b>\$ 6,475</b>
<b>4310X Utilities</b>		<b>\$ 1,425</b>	<b>\$ 1,425</b>
43103 Gas/Electric	\$ 1,300		
43102 Water	125		

**Mission**

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 City Clerk is an appointed officer by the City Council. The City Clerk's Office serves as the conduit between the residents of the City of Pinole and the City Council. The primary duties of the City Clerk's Office are 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 statues 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 Records Management System
- 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 24 Council, Successor Agency, and Finance Committee Transcriptions
- Prepared 24 Meeting Packets
- Prepared 123 Legislative Actions & 17 Proclamations
- Municipal Code Updated On-Line with Each Ordinance Adoption
- Processed and Responded to 40 Formal Public Records Requests by Mid-Year
- Managing conversion from Sire and Versatile systems to Laserfiche

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**CITY CLERK - 112**

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**Position Summary**

<b>Position</b>	<b>2015-16</b>	<b>2016-17</b>	<b>2017-18</b>	<b>2018-19</b>	<b>2019-20</b>
City Clerk	1.00	1.00	1.00	1.00	1.00
Admin Assistant <i>part-time</i>	0.48	0.48	0.48	0.48	0.48
<b>Total</b>	<b>1.48</b>	<b>1.48</b>	<b>1.48</b>	<b>1.48</b>	<b>1.48</b>

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

**EXPENDITURE SUMMARY**

	<b>FY 2016-17 Actual</b>	<b>FY 2017-18 Actual</b>	<b>FY 2018-19 Actual Thru Mar-19</b>	<b>FY 2018-19 Budget</b>	<b>FY 2019-20 Proposed</b>	<b>\$ Chg</b>	<b>% Chg</b>
<b>Personnel</b>							
Salaries & Wages - 401	91,804	142,124	90,742	153,053	155,355	2,302	1%
Overtime - 402	-	-	-	-	-	-	0%
Employee Benefits- 410	32,906	58,787	45,260	72,014	84,634	12,620	15%
<b>Total Salary &amp; Benefits</b>	<b>124,710</b>	<b>200,911</b>	<b>136,002</b>	<b>225,067</b>	<b>239,989</b>	<b>14,922</b>	<b>6%</b>
<b>Services and Supplies</b>							
Professional & Administrative Services - 42	12,818	19,254	61,388	68,825	37,640	(31,185)	-83%
Other Operating Expenses - 43	1,503	1,315	854	1,600	1,600	-	0%
<b>Total Services and Supplies</b>	<b>14,321</b>	<b>20,569</b>	<b>62,242</b>	<b>70,425</b>	<b>39,240</b>	<b>(31,185)</b>	<b>-79%</b>
<b>Capital Outlay</b>							
Asset Acquisition/Improvement - 47	-	2,714	-	-	-	-	0%
<b>Total Capital Outlay</b>	<b>-</b>	<b>2,714</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0%</b>
<b>Indirect Cost Allocations</b>							
Admin Credits - 46121	(20,289)	(40,111)	(20,849)	(40,957)	(39,872)	1,085	-3%
Legal Charges - 46126	182	-	-	-	-	-	0%
General Liability Insurance - 46201	4,955	4,954	-	5,048	7,302	2,254	31%
<b>Total Internal Cost Allocations</b>	<b>(15,152)</b>	<b>(35,157)</b>	<b>(20,849)</b>	<b>(35,909)</b>	<b>(32,570)</b>	<b>3,339</b>	<b>-10%</b>
<b>Total</b>	<b>123,878</b>	<b>189,037</b>	<b>177,394</b>	<b>259,583</b>	<b>246,659</b>	<b>(12,924)</b>	<b>-5%</b>

## MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2018-19	FY 2019-20
<b>42101 Professional Services</b>		<b>\$ 27,400</b>	<b>\$ 4,000</b>
Filming and imaging of permanent records	\$ 2,000		
Pinole Municipal Code codification and update	2,000		
<b>42201 Office Expense</b>		<b>\$ 1,600</b>	<b>\$ 1,600</b>
Misc. office expenses & proclamations and certificates	\$1,600		
<b>4230X Travel and Training</b>		<b>\$ 4,000</b>	<b>\$ 6,000</b>
City Clerk's New Law/Election Seminar/misc	\$ 3,400		
Annual Conference	\$ 1,600		
Travel expense / Mileage	1,000		
<b>42401 Memberships</b>		<b>\$ 650</b>	<b>\$ 865</b>
CCAC Dues	\$ 130		
IIMC Member Dues	135		
Notary	600		
<b>42506 Bonds</b>		<b>\$ 175</b>	<b>\$ 175</b>
<b>42514 Special Department Expense</b>		<b>\$ 35,000</b>	<b>\$ 25,000</b>
CCC Elections	\$ 22,500		
Public Notices	2,500		
<b>Total Professional/Administrative Services</b>			<b>\$ 37,640</b>
<b>4310X Utilities</b>		<b>\$ 1,600</b>	<b>\$ 1,600</b>
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**

- Managed \$39.8 million investment portfolio with a 1.554% average effective yield.
- Submitted Investment Policy to City Council for annual review.

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

**EXPENDITURE SUMMARY**

	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Actual Thru Mar-19	FY 2018-19 Budget	FY 2019-20 Proposed	\$ Chg	% Chg
<b>Personnel</b>							
Salaries & Wages - 401	2,088	2,995	2,139	3,000	3,000	-	0%
Overtime - 402	-	-	-	-	-	-	0%
Employee Benefits - 410	4,570	10,414	8,057	11,215	11,038	(177)	-2%
<b>Total Salary &amp; Benefits</b>	<b>6,658</b>	<b>13,409</b>	<b>10,196</b>	<b>14,215</b>	<b>14,038</b>	<b>(177)</b>	<b>-1%</b>
<b>Services and Supplies</b>							
Professional & Administrative Services - 42	209	275	625	760	760	-	0%
Other Operating Expenses - 43	-	-	-	-	-	-	0%
<b>Total Services and Supplies</b>	<b>209</b>	<b>275</b>	<b>625</b>	<b>760</b>	<b>760</b>	<b>-</b>	<b>0%</b>
<b>Capital Outlay</b>							
Asset Acquisition/Improvement - 47	-	-	-	-	-	-	0%
<b>Total Capital Outlay</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0%</b>
<b>Indirect Cost Allocations</b>							
Admin Credits - 46121	(1,239)	(3,220)	(2,494)	(3,641)	(3,607)	34	-1%
General Liability Insurance - 46201	93	95	-	100	141	41	29%
<b>Total Indirect Cost Allocations</b>	<b>(1,146)</b>	<b>(3,125)</b>	<b>(2,494)</b>	<b>(3,541)</b>	<b>(3,466)</b>	<b>75</b>	<b>-2%</b>
<b>Total</b>	<b>5,722</b>	<b>10,560</b>	<b>8,327</b>	<b>11,434</b>	<b>11,332</b>	<b>(102)</b>	<b>-1%</b>

**MAJOR NON-PERSONNEL EXPENSE DETAILS**

	FY 2018-19	FY 2019-20
<b>42401 Memberships</b>	<b>\$ 110</b>	<b>\$ 110</b>
CSMFO Dues	\$ 110	
<b>42301 Travel and Training</b>	<b>\$ 400</b>	<b>\$ 400</b>
Misc. training	\$ 400	
<b>42506 Bonds</b>	<b>\$ 250</b>	<b>\$ 250</b>
Bonds	\$ 250	
<b>Total Professional/Administrative Services</b>		<b>\$ 760</b>

**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 legal opinions, and provides legal advice and counsel at the request of the City Council and staff, as needed.

**Key Objectives for FY 2019- 20**

- **Pinole Municipal Code Update Project** (Measure S 2014)
  - Update Municipal Code and integrate sections related to Code Enforcement
  - Balcony Inspection Ordinance Update
  - Small Cell Wireless Facilities Ordinance and design guidelines
  - 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 projects
- **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.
- Introduced sidewalk ordinance.
- Conducted code enforcement training for City staff.
- Adopted Ordinance requiring installation of trash capture devices in commercial areas.
- Successfully settled multiple claims including Verizon and Henner Tank Lines.
- Completed various municipal code updates.

**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 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Actual Thru Mar-19	FY 2018-19 Budget	FY 2019-20 Proposed	\$ Chg	% Chg
<b>Legal Services</b>							
Attorney Services - 42102	333,669	480,746	260,137	402,820	416,919	14,099	3%
<b>Total Legal Services</b>	<b>333,669</b>	<b>480,746</b>	<b>260,137</b>	<b>402,820</b>	<b>416,919</b>	<b>14,099</b>	<b>3%</b>
<b>Indirect Cost Allocations</b>							
Administrative Credits - 46121	(133,338)	(210,829)	(144,263)	(306,000)	(306,000)	-	0%
<b>Total Indirect Cost Allocations</b>	<b>(133,338)</b>	<b>(210,829)</b>	<b>(144,263)</b>	<b>(306,000)</b>	<b>(306,000)</b>	<b>-</b>	<b>0%</b>
<b>Total</b>	<b>200,331</b>	<b>269,917</b>	<b>115,873</b>	<b>96,820</b>	<b>110,919</b>	<b>14,099</b>	<b>13%</b>
<b>MEASURE S - 2014 FUND - 106</b>							
Attorney Services - 42102	48,786	77,078	17,262	35,000	35,000	-	0%
<b>Total Measure S</b>	<b>48,786</b>	<b>77,078</b>	<b>17,262</b>	<b>35,000</b>	<b>35,000</b>	<b>-</b>	<b>0%</b>

**MAJOR NON-PERSONNEL EXPENSE DETAILS**

	FY 2018-19	FY 2019-20
<b>42102 Attorney Services - General Fund</b>	<b>\$ 402,820</b>	<b>\$ 416,919</b>
General legal services for FY 2017-18	\$416,919	
<b>42102 Attorney Services - Measure S 2014</b>	<b>\$ 35,000</b>	<b>\$ 35,000</b>
Muni Code Updates		

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

**Success Indicators**

- Received California Society of Municipal Finance Officers Budget Excellence Award
- Received Government Finance Officers Association Excellence in Financial Reporting Award
- Managed investment portfolio that averaged \$39.8 million reinvesting idle funds with an average 1.554% effective yield
- Ensured accurate WPCP Upgrade Project accounting and timely reimbursements from project financing
- Developed Cost Allocation Plan
- Submitted financial policies to City Council for annual review

**Position Summary**

<b>Position</b>	<b>2015-16</b>	<b>2016-17</b>	<b>2017-18</b>	<b>2018-19</b>	<b>2019-20</b>
Finance Director	1.00	1.00	1.00	1.00	1.00
Accountant	0.00	0.00	0.00	1.00	1.00
Accounting Specialist	2.00	2.00	2.00	1.00	1.00
Accounting Technician, <i>PT</i>	0.00	0.00	0.00	0.48	0.48
Accounting Intern, <i>PT/Temp</i>	0.48	0.48	0.48	0.00	0.00
<b>Total</b>	<b>3.48</b>	<b>3.48</b>	<b>3.48</b>	<b>3.48</b>	<b>3.48</b>

**GENERAL FUND - 100**  
**FINANCE - 115**

**EXPENDITURE SUMMARY**

	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Actual Thru Mar-19	FY 2018-19 Budget	FY 2019-20 Proposed	\$ Chg	% Chg
<b>Personnel</b>							
Salaries & Wages - 401	336,424	342,150	251,065	378,165	394,467	16,302	4%
Overtime - 402	1,576	2,102	1,028	2,806	2,500	(306)	-12%
Employee Benefits - 410	105,688	118,163	106,248	131,801	141,022	9,221	7%
<b>Total Salary &amp; Benefits</b>	<b>443,688</b>	<b>462,415</b>	<b>358,341</b>	<b>512,772</b>	<b>537,989</b>	<b>25,217</b>	<b>5%</b>
<b>Services and Supplies</b>							
Professional & Administrative Services - 42	76,483	81,471	136,351	114,305	76,150	(38,155)	-50%
Other Operating Expenses - 43	3,789	3,326	2,157	3,300	3,300	-	0%
Materials & Supplies - 44	-	-	-	-	-	-	0%
<b>Total Services and Supplies</b>	<b>80,272</b>	<b>84,797</b>	<b>138,508</b>	<b>117,605</b>	<b>79,450</b>	<b>(38,155)</b>	<b>-48%</b>
<b>Capital Outlay</b>							
Asset Acquisition/Improvement - 47	-	-	-	-	-	-	0%
<b>Total Capital Outlay</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0%</b>
<b>Indirect Cost Allocations</b>							
Admin Credits - 46121	(131,089)	(133,454)	(96,698)	(149,170)	(157,598)	(8,428)	5%
Benefits & Insurance - 46123						-	0%
Legal Charges - 46126	734	1,350	1,460	750	750	-	0%
Insurance General Liability - 46201	9,548	10,394	-	12,218	17,981	5,763	32%
<b>Total Indirect Cost Allocations</b>	<b>(120,807)</b>	<b>(121,710)</b>	<b>(95,238)</b>	<b>(136,202)</b>	<b>(138,867)</b>	<b>(2,665)</b>	<b>2%</b>
<b>Total</b>	<b>403,153</b>	<b>425,502</b>	<b>401,612</b>	<b>494,175</b>	<b>478,572</b>	<b>(15,603)</b>	<b>-3%</b>
<b>MEASURE S - 2014 FUND - 106</b>							
Professional & Administrative Services - 42	2,500	4,192	59	4,865	2,433	(2,432)	-100%
<b>MEASURE S - 2006 FUND - 105</b>							
Professional & Administrative Services - 42	0	0	0	\$ -	\$ 2,433	2,433	100%

## MAJOR NON-PERSONNEL EXPENSE DETAILS

FY 2018-19 FY 2019-20

		FY 2018-19	FY 2019-20
<b>42101 Professional Services</b>		<b>\$ 102,500</b>	<b>\$ 63,695</b>
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)	500		
HdL Sales Tax Analysis	5,600		
Armored car treasury services	2,800		
<b>42201 Office Expense</b>		<b>\$ 5,700</b>	<b>\$ 5,700</b>
Miscellaneous Office Expenses	\$ 3,000		
Year End Tax Forms	700		
Check stock	1,500		
Printing Services	500		
<b>4230x Travel and Training</b>		<b>\$ 1,800</b>	<b>\$ 2,300</b>
CSMFO annual conference	\$ 1,100		
Staff Training	\$ 500		
Airfare	700		
<b>42401 Memberships</b>		<b>\$ 400</b>	<b>\$ 400</b>
CSMFO dues	\$ 110		
GFOA dues	190		
AGA Dues	100		
<b>42506 Admin Exp/Bonds</b>		<b>\$ 250</b>	<b>\$ 250</b>
Bonds	\$ 250		
<b>42510 Software Subscription</b>		<b>\$ 3,000</b>	<b>\$ 3,150</b>
Cost Tree Cost Allocation Software subscription	3,150		
<b>42514 Special Department Expense</b>		<b>\$ 655</b>	<b>\$ 655</b>
GFOA CAFR review and certification	\$ 505		
CSMFO budget review and award	150		
<b>Total Professional/Administrative Services</b>			<b>\$ 76,150</b>
<b>4310X Utilities</b>		<b>\$ 3,300</b>	<b>\$ 3,300</b>
Water - 43102	\$ 300		
Electricity & Power - 43103	3,000		
<b>MEASURE S - 2014 FUND - 106</b>			
<b>42101 Professional Services</b>		<b>\$ 4,865</b>	<b>\$ 2,433</b>
Measure S Audit (106)	\$ 1,183		
Sales Tax Analysis	1,250		
<b>MEASURE S - 2006 FUND - 105</b>			
<b>42101 Professional Services</b>		<b>\$ -</b>	<b>\$ 2,433</b>
Measure S Audit (105)	\$ 1,183		
Sales Tax Analysis	1,250		

**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 25 recruitment processes commencing from advertising to hiring.
- Received and evaluated over 960 applications for sworn and non-sworn positions
- Served as the Lead and coordinated with the Departments on the achievement of the new City Website.

**Position Summary**

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

<b>Position</b>	<b>2015-16</b>	<b>2016-17</b>	<b>2017-18</b>	<b>2018-19</b>	<b>2019-20</b>
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
<b>Total</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>

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

**EXPENDITURE SUMMARY**

	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Actual Thru Mar-19	FY 2018-19 Budget	FY 2019-20 Proposed	\$ Chg	% Chg
<b>Personnel</b>							
Salaries & Wages - 401	260,287	271,678	214,211	300,250	319,620	19,370	6%
Overtime - 402	317	8	519	500	500	-	0%
Employee Benefits - 410	73,815	85,683	84,726	95,002	121,277	26,275	22%
<b>Total Salary &amp; Benefits</b>	<b>334,419</b>	<b>357,368</b>	<b>299,455</b>	<b>395,752</b>	<b>441,397</b>	<b>45,645</b>	<b>10%</b>
<b>Services and Supplies</b>							
Professional & Administrative Services - 42	38,168	71,150	53,497	137,905	147,594	9,689	7%
Other Operating Expenses - 43	1,119	985	638	1,195	1,195	-	0%
<b>Total Services and Supplies</b>	<b>39,287</b>	<b>72,136</b>	<b>54,136</b>	<b>139,100</b>	<b>148,789</b>	<b>9,689</b>	<b>7%</b>
<b>Capital Outlay</b>							
Asset Acquisition/Improvement - 47	-	719	-	300	-	(300)	-100%
<b>Total Capital Outlay</b>	<b>-</b>	<b>719</b>	<b>-</b>	<b>300</b>	<b>-</b>	<b>(300)</b>	<b>-100%</b>
<b>Indirect Cost Allocations</b>							
Administrative Credits - 46121	(106,031)	(112,509)	(83,289)	(124,053)	(133,263)	(9,210)	7%
Legal Charges - 46126	-	-	20,629	185	-	(185)	-100%
General Liability Insurance - 46201	7,462	7,941	-	9,736	14,684	4,948	34%
<b>Total Indirect Cost Allocations</b>	<b>(98,568)</b>	<b>(104,568)</b>	<b>(62,660)</b>	<b>(114,132)</b>	<b>(118,579)</b>	<b>(4,447)</b>	<b>4%</b>
<b>Total</b>	<b>275,138</b>	<b>325,655</b>	<b>290,931</b>	<b>421,020</b>	<b>471,607</b>	<b>50,587</b>	<b>11%</b>

## MAJOR NON-PERSONNEL EXPENSE DETAILS

FY 2018-19 FY 2019-20

<b>42101 Professional Services</b>		<b>\$ 53,201</b>	<b>\$ 58,204</b>
Actuarial Services	\$ 1,500		
Basic Pacific Admin	625		
CPS tests	515		
Flexible Spending Plan-TASC	600		
IEDA	26,364		
Misc	1,500		
Pre-employment exams-Concentra	2,100		
Recruitment Services	25,000		
<b>42102 Attorney Services</b>		<b>\$ 60,000</b>	<b>\$ 65,000</b>
Jackson Lewis contract	\$ 50,000		
LCW	15,000		
<b>4110 Fingerprinting</b>		<b>\$ 320</b>	<b>\$ 500</b>
<b>42201 Office Expense</b>		<b>\$ 500</b>	<b>\$ 500</b>
Miscellaneous Office Supplies	\$500		
<b>4230X Travel and Training</b>		<b>\$ 9,294</b>	<b>\$ 8,600</b>
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	7,400		
<b>42401 Memberships</b>		<b>\$ 1,615</b>	<b>\$ 1,615</b>
ICMA	\$ 1,400		
SHRM	\$ 215		
<b>42506 Bond</b>		<b>\$ 175</b>	<b>\$ 175</b>
Bond	\$ 175		
<b>42510 Software Purchases</b>		<b>\$ 4,200</b>	<b>\$ 4,400</b>
NeoGov Annual License/Maintenance	\$ 4,400		
<b>42514 Special Department Expense</b>		<b>\$ 8,600</b>	<b>\$ 8,600</b>
Employee BBQ	\$1,200		
Employee Recognition	2,500		
Legal Posting	400		
Recruitment Advertising	4,000		
Recruitment Expense	500		
<b>Total Professional/Administrative Services</b>			<b>\$ 147,594</b>
<b>4310X Utilities</b>		<b>\$ 1,195</b>	<b>\$ 1,195</b>
43103 Gas/Electric	\$ 1,080		
43102 Water	115		

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**GENERAL GOVERNMENT - 117**

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**Mission**

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

**Position Summary**

<b>Position</b>	<b>2015-16</b>	<b>2016-17</b>	<b>2017-18</b>	<b>2018-19</b>	<b>2019-20</b>
Management Analyst	0.48	0.48	1.00	1.00	1.00
<b>Total</b>	<b>0.48</b>	<b>0.48</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>

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

**EXPENDITURE SUMMARY**

	<b>FY 2016-17 Actual</b>	<b>FY 2017-18 Actual</b>	<b>FY 2018-19 Actual Thru Mar-19</b>	<b>FY 2018-19 Budget</b>	<b>FY 2019-20 Proposed</b>	<b>\$ Chg</b>	<b>% Chg</b>
<b>Personnel</b>							
Salaries & Wages - 401	315	34,209	88,290	78,670	85,082	6,412	8%
Overtime - 402	-	-	-	-	-	-	0%
Employee Benefits - 410	6,234	20,988	52,130	53,885	63,949	10,064	16%
Med Insurance/Retirement - 411	801,065	971,980	730,339	901,000	901,000	-	0%
Benefits & Insurance - 38502	-	-	-	-	-	-	0%
<b>Total Salary &amp; Benefits</b>	<b>807,614</b>	<b>1,027,177</b>	<b>870,759</b>	<b>1,033,555</b>	<b>1,050,031</b>	<b>16,476</b>	<b>2%</b>
<b>Services and Supplies</b>							
Professional & Administrative Services - 42	161,642	188,807	194,570	304,912	388,118	83,206	21%
Other Operating Expenses - 43	12,596	11,019	7,182	12,400	12,400	-	0%
<b>Total Services and Supplies</b>	<b>174,239</b>	<b>199,826</b>	<b>201,752</b>	<b>317,312</b>	<b>400,518</b>	<b>83,206</b>	<b>21%</b>
<b>Capital Outlay</b>							
Asset Acquisition/Improvement - 47	-	-	-	-	-	-	0%
<b>Total Capital Outlay</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0%</b>
<b>Debt Service</b>							
Debt Principal - 48101	255,362	250,440	241,322	241,322	233,014	(8,308)	-4%
Debt Interest - 48102	324,939	322,483	278,678	278,678	301,986	23,308	8%
Cost of Issuance - 48103	1,142	-	1,131	-	-	-	0%
<b>Total Debt Service</b>	<b>581,443</b>	<b>572,923</b>	<b>521,131</b>	<b>520,000</b>	<b>535,000</b>	<b>15,000</b>	<b>3%</b>
<b>Indirect Cost Allocations</b>							
Administrative Credits - 46121	-	-	-	-	-	-	0%
Administrative Debits - 46122	2,846	-	-	-	-	-	0%
IS Charges - 46124	94,845	69,465	-	160,861	196,912	36,051	18%
General Liability Insurance - 46201	21,878	2,189	-	2,609	3,999	1,390	35%
<b>Total Indirect Cost Allocations</b>	<b>119,568</b>	<b>71,654</b>	<b>-</b>	<b>163,470</b>	<b>200,911</b>	<b>37,441</b>	<b>19%</b>
Operating Transfers Out - 49901	30,000	34,095	4,605,806	8,387,954	636,448	(7,751,506)	-1218%
<b>Total</b>	<b>1,712,864</b>	<b>1,905,675</b>	<b>6,199,448</b>	<b>10,422,291</b>	<b>2,822,908</b>	<b>(7,599,383)</b>	<b>-269%</b>
<b>MEASURE S - 2014 FUND - 106</b>							
Professional & Administrative Services - 42	-	-	20,992	40,000	40,000	-	0%
Equipment Replacement Charges - 46	120,000	-	-	-	-	-	0%
Transfers Out - 49	841,364	(763,888)	-	8,387,954	692,500	(7,695,454)	-1111%
<b>Total Measure S</b>	<b>961,364</b>	<b>(763,888)</b>	<b>20,992</b>	<b>8,427,954</b>	<b>732,500</b>	<b>(7,695,454)</b>	<b>-1051%</b>
<b>MEASURE J FUND - 215</b>							
Professional & Administrative Services - 42	-	-	47,049	47,049	48,930	1,881	4%
<b>Total Measure J</b>	<b>-</b>	<b>-</b>	<b>47,049</b>	<b>47,049</b>	<b>48,930</b>	<b>1,881</b>	<b>4%</b>

**MAJOR NON-PERSONNEL EXPENSE DETAILS**

		FY 2018-19	FY 2019-20
<b>42101 Professional Services</b>		<b>\$ 183,037</b>	<b>\$ 324,921</b>
Architectural Drawings (Faria House)	\$ 50,000		
Animal Control Services	122,821		
Library services reimbursement agreement	138,000		
Mural maintenance	10,100		
WCCUSD Summer Intern	4,000		
<b>42107 Equipment Maintenance</b>		<b>\$ 100</b>	<b>\$ 100</b>
<b>42201 Office Expense</b>		<b>\$ 19,200</b>	<b>\$ 19,200</b>
Postage Supplies	\$ 6,200		
Office Supplies	5,000		
Copier Supplies	1,000		
Other Office Expenses	7,000		
<b>4230X Travel &amp; Training</b>		<b>\$ 1,500</b>	<b>\$ 1,500</b>
<b>42401 Memberships</b>		<b>\$ 18,075</b>	<b>\$ 19,397</b>
ABAG Dues	\$ 5,099		
Bay Area News Group subscription	550		
CAER dues	550		
LAFCO dues	6,300		
League of CA Cities	6,898		
<b>42501 Bank Fees</b>		<b>\$ 14,000</b>	<b>\$ 14,000</b>
Mechanics Bank and Bank of the West fees	\$14,000		
<b>42508 Settlement</b>		<b>\$ 60,000</b>	<b>\$ -</b>
<b>42511 Equipment Rent</b>		<b>\$ 3,500</b>	<b>\$ 3,500</b>
Restroom Services (Farmers market & PVP)	\$3,500		
<b>42513 Rent</b>		<b>\$ 2,700</b>	<b>\$ 2,700</b>
Tennent Ave Parking lot. 401-142-012 (AT&T)	\$ 2,700		
<b>42514 Special Department Expense</b>		<b>\$ 2,800</b>	<b>\$ 2,800</b>
Flowers for funerals and special occasions	\$ 300		
Miscellaneous	2,000		
Notary fees and supplies	100		
UPS/FedEx/Misc. shipping	400		
<b>Total Professional/Administrative Services</b>			<b>388,118</b>
<b>4310X Utilities</b>		<b>\$ 12,400</b>	<b>\$ 12,400</b>
43103 Gas/Electric	\$ 11,000		
43102 Water	900		
4310X Comcast	500		

<b>48101 Debt Principal</b>		<b>\$ 241,322</b>	<b>\$ 233,014</b>
Pension Obligation Bond principal	\$ 233,014		

<b>48102 Debt Interest</b>		<b>\$ 278,678</b>	<b>\$ 301,986</b>
Pension Obligation Bond interest	\$ 301,986		

<b>49901 Transfers Out</b>		<b>\$ 8,387,954</b>	<b>\$ 636,448</b>
Fund Zone A Business Assistance Program	\$ 2,500		
Fund Zone B Business Assistance Program	2,500		
PCTV Operating contribution	154,159		
Recreation operation contribution	477,289		

**MEASURE S - 2014 FUND - 106**

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

<b>49901 Transfers Out</b>		<b>\$ 8,387,954</b>	<b>\$ 692,500</b>
Arterial Street Rehabilitation Projects	\$ 250,000		
Cable TV Contribution	55,000		
Recreation-Cinema in the Park	2,000		
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		
Reserve to replace 2 PW vehicles per year	30,000		
Street Projects Funding	250,000		
Initiate ISF- Depreciation for Heavy Equipment	\$ 50,000		
Initiate ISF- Depreciation to Replace 2 Dev Svcs Vehicles per year	5,000		

**MEASURE J - FUND 215**

<b>42401 Memberships</b>		<b>\$ 47,049</b>	<b>\$ 48,930</b>
WCCTAC dues	\$ 48,930		

**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)

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**INFORMATION SYSTEMS - 118**

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**Position Summary**

<b>Position</b>	<b>2015-16</b>	<b>2016-17</b>	<b>2017-18</b>	<b>2018-19</b>	<b>2019-20</b>
Information Systems Administrator	1.00	0.00	0.00	0.00	0.00
<b>Total</b>	<b>1.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

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

**EXPENDITURE SUMMARY**

	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Actual Thru Mar-19	FY 2018-19 Budget	FY 2019-20 Proposed	\$ Chg	% Chg
<b>Personnel</b>							
Salaries & Wages - 401	-	-	-	-	-	-	0%
Overtime - 402	-	-	-	-	-	-	0%
Employee Benefits - 410	1,885	-	-	-	-	-	0%
<b>Total Salary &amp; Benefits</b>	<b>1,885</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0%</b>
<b>Services and Supplies</b>							
Professional & Administrative Services - 42	527,393	344,612	300,892	555,568	642,580	87,012	14%
Other Operating Expenses - 43	105,533	127,181	98,863	145,160	152,160	7,000	5%
<b>Total Services and Supplies</b>	<b>632,926</b>	<b>471,792</b>	<b>399,754</b>	<b>700,728</b>	<b>794,740</b>	<b>94,012</b>	<b>12%</b>
<b>Capital Outlay</b>							
Asset Acquisition/Improvement - 47	30,012	7,648	70,562	79,500	85,000	5,500	6%
<b>Total Capital Outlay</b>	<b>30,012</b>	<b>7,648</b>	<b>70,562</b>	<b>79,500</b>	<b>85,000</b>	<b>5,500</b>	<b>6%</b>
<b>Indirect Cost Allocations</b>							
Administrative Credits - 46121	(3,163)	-	-	-	-	-	0%
IS Charges - 46124	(563,369)	-	-	(780,228)	(879,740)	(99,512)	11%
General Liability Insurance - 46201	1,279	-	-	-	-	-	0%
<b>Total Indirect Cost Allocations</b>	<b>(565,253)</b>	<b>-</b>	<b>-</b>	<b>(780,228)</b>	<b>(879,740)</b>	<b>(99,512)</b>	<b>11%</b>
<b>Total</b>	<b>99,570</b>	<b>479,441</b>	<b>470,316</b>	<b>-</b>	<b>-</b>	<b>0</b>	<b>0%</b>
<b>MEASURE S - 2014 FUND - 106</b>							
Computer Equipment - 47102	-	-	-	6,000	2,000	(4,000)	-100%
Software Purchases - 42510	135,848	81,334	54,964	119,000	62,600	(56,400)	-90%
<b>Total Measure S</b>	<b>135,848</b>	<b>81,334</b>	<b>54,964</b>	<b>125,000</b>	<b>64,600</b>	<b>(60,400)</b>	<b>-93%</b>

## MAJOR NON-PERSONNEL EXPENSE DETAILS

FY 2018-19 FY 2019-20

<b>42101 Professional Services</b>		<b>\$ 210,800</b>	<b>\$ 283,900</b>
Labor to deploy new networking equipment - Corp Yard	\$ 3,000		
Labor to upgrade 45 workstations to Windows 10	\$ 25,000		
Managed IT support (Precision)	156,000		
Labor to deploy new network switches at City Hall and Public Safety	7,500		
Labor to deploy new UPS equipment	1,000		
Labor to move Fire from Public Safety Network	15,000		
Labor to upgrade the estimated remove laptops with Windows 7	6,400		
Upgrade to Office 365 ( <i>Carryover</i> )	70,000		
<b>42105 Network Maintenance</b>		<b>\$ 57,464</b>	<b>\$ 90,640</b>
Network servers and hardware maintenance, including professional callouts.			
Data backup protection cloud service for City Hall servers	11,940		
Data backup protection cloud service for Public Safety servers	10,000		
LiveScan maintenance	10,000		
New networking Equipment for Corp Yard	5,000		
Printer repair services	1,000		
Sonic wall maintenance for Public Safety servers & workstations	1,000		
Sophos Firewall annual maintenance & support	\$ 2,000		
Spam/Spyware hardware	1,500		
Web hosting (ABAG/post-ABAG)	6,000		
Wireless Access Network for all sites	1,200		
New Switches for City Hall and Public Safety	30,000		
New UPS equipment for servers	10,000		
New warranty renewal for Public Safety server	1,000		
<b>42106 Software Maintenance</b>		<b>\$ 174,714</b>	<b>\$ 152,790</b>
AMAG alarm software maintenance	\$ 500		
Cloud Storage for PD body cameras	15,000		
Critical Reach maintenance	16,400		
ESRI- Ainfo, Aedito, Aview maintenance	14,350		
FileOnQ Support & maintenance	500		
Fire RMS support- Station 73	500		
Geo Trust SSL certificate for OWA	500		
RecDesk software	4,400		
Laserfiche Annual Maintenance/License	7,140		
Sophos EndPoint for City Hall servers and workstations	5,000		
Systematic EndPoint Protection for Public Safety servers & workstations	1,500		
TrakIt support maintenance	20,000		
Tyler Incode license & fee maintenance	67,000		
<b>42107 Equipment Maintenance</b>		<b>\$ 49,700</b>	<b>\$ 49,700</b>
Copier Lease and Maintenance (Xerox)	\$ 47,700		
Mailing System Meter Lease (Pitney Bowes)	2,000		
<b>42201 Office Expense</b>		<b>\$ 1,500</b>	<b>\$ -</b>
Miscellaneous computer supplies	\$ -		
Miscellaneous office supplies	-		

FY 2018-19 FY 2019-20

**42401 Memberships**

Municipal Information System Membership	\$ 160	\$ -	\$ -
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**42510 Software Purchase & Subscriptions**

Adobe Acrobat upgrade Licenses to 2017	15000	\$ 61,390	\$ 65,550
Copware Site License	\$ 300		
Office 365 G3 License (150 Licenses)	36,000		
PD background checks (TLO, Transunion)	750		
Pinole Municode	500		
Realquest maintenance	10,000		
Windows 10 upgrade licenses needed (20)	3,000		

**Total Professional/Administrative Services \$ 642,580**

**43101 Communications**

AT&T voice service	\$ 97,200	\$ 145,160	\$ 152,160
DSL - 911	1,300		
Fire Department pagers	360		
New Internet Service for the Corp Yard	6,000		
Public Safety satellite phones	700		
Tiny Tots solar	600		
Verizon cell service	45,000		
Replace broken phones	1,000		

**47102 Computer Equipment**

1 New Surface Pro for HR	2,500	\$ 79,500	\$ 85,000
4 New computers for PD	6,000		
1 Printer for PD	500		
Computers for PD(14) and Admin (13) Carryover	27,000		
New computer for card key/alarm (Admin)	1,000		
Replace computers for Admin (16), PD (12) and FD (5) with Windows 7	33,000		
Replace estimated remote Laptops for Public Safety with Windows 7	15,000		

**MEASURE S - 2014 FUND - 106**

**42510 Software Purchase & Subscriptions**

Laserfiche Software <i>training carryover</i>	\$ 3,600	\$ 119,000	\$ 62,600
Ancillary equipment related to RecDesk upgrade	39,000		
Batch Scanner-City Clerk	20,000		

**47102 Computer Equipment**

Tablet for Code Enforcement	2,000	\$ 6,000	\$ 2,000
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**INFORMATION SYSTEMS CHARGES FOR COMMUNICATION & TECHNOLOGY**

FY 2018-19 FY 2019-20

**46124 IS Charges for Communication & Technology**

General Government	[117]	\$ (196,912)	\$ (780,228)	\$ (879,740)
Police Services	[222]	(271,854)		
Police Dispatch	[223]	(51,619)		
Fire Services	[231]	(91,312)		
Public Works	[341]	(68,609)		
Building Inspection	[462]	(52,917)		
Recreation	[551]	(53,708)		
CATV	[118]	(23,299)		
Sewer WPCP	[641]	(38,611)		
Sewer Collection (CY)	[642]	(30,899)		

**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**

<b>Position</b>	<b>2015-16</b>	<b>2016-17</b>	<b>2017-18</b>	<b>2018-19</b>	<b>2019-20</b>
Cable Access Coordinator	1.00	1.00	1.00	1.00	1.00
Cable Access Technician	1.00	1.00	1.00	1.00	1.00
Cable Equipment Operators, <i>PT/Temp</i>	0.75	0.75	0.75	0.75	0.75
<b>Total</b>	<b>2.75</b>	<b>2.75</b>	<b>2.75</b>	<b>2.75</b>	<b>2.75</b>

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

**EXPENDITURE SUMMARY**

	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Actual Thru Mar-19	FY 2018-19 Budget	FY 2019-20 Proposed	\$ Chg	% Chg
<b>Personnel</b>							
Salaries & Wages -401	175,674	187,255	137,379	195,704	205,887	10,183	5%
Overtime - 402	121	2,000	-	2,000	2,000	-	0%
Employee Benefits - 410	72,283	82,399	81,518	96,276	115,383	19,107	17%
<b>Total Salary &amp; Benefits</b>	<b>248,078</b>	<b>271,654</b>	<b>218,897</b>	<b>293,980</b>	<b>323,270</b>	<b>29,290</b>	<b>9%</b>
<b>Services and Supplies</b>							
Professional & Administrative Services - 42	21,324	31,418	6,220	33,150	29,400	(3,750)	-13%
Other Operating Expenses - 43	8,575	9,000	10,675	8,000	8,000	-	0%
Materials & Supplies - 44	294	-	237	400	400	-	0%
<b>Total Services and Supplies</b>	<b>30,193</b>	<b>40,418</b>	<b>17,131</b>	<b>41,550</b>	<b>37,800</b>	<b>(3,750)</b>	<b>-10%</b>
<b>Capital Outlay</b>							
Asset Acquisition/Improvement - 47	-	56,900	9,252	58,000	74,750	16,750	22%
<b>Total Capital Outlay</b>	<b>-</b>	<b>56,900</b>	<b>9,252</b>	<b>58,000</b>	<b>74,750</b>	<b>16,750</b>	<b>22%</b>
<b>Indirect Cost Allocations</b>							
IS Charges - 46124	15,000	24,641	-	24,459	23,299	(1,160)	-5%
General Liability Insurance -46201	5,628	5,478	-	6,557	9,771	3,214	33%
<b>Total Indirect Cost Allocations</b>	<b>20,628</b>	<b>30,119</b>	<b>-</b>	<b>31,016</b>	<b>33,070</b>	<b>2,054</b>	<b>6%</b>
<b>Total</b>	<b>298,899</b>	<b>399,091</b>	<b>245,280</b>	<b>424,546</b>	<b>468,890</b>	<b>44,345</b>	<b>9%</b>

[1] PEG funded

## MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2018-19	FY 2019-20
<b>42101 Professional Services</b>		<b>\$ 19,000</b>	<b>\$ 15,000</b>
Remote programming and support for Leightronix, Scala and General A/V Contractors (90% funded through production fees)	\$ 5,000		
Nexus Fee Study	10,000		
<b>42106 Software Maintenance</b>		<b>\$ 900</b>	<b>\$ 1,150</b>
Scala Annual License	\$ 1,150		
<b>42107 Equipment Maintenance</b>		<b>\$ 3,600</b>	<b>\$ 3,600</b>
Equipment repair	\$ 300		
Equipment repair parts	1,900		
Loaner equipment	170		
Other equipment maintenance	1,230		
<b>42108 Maintenance Structure/Imp</b>		<b>\$ 3,800</b>	<b>\$ 3,800</b>
Cleaning supplies	\$ 500		
Elevator maintenance	1,080		
HVAC maintenance	1,580		
Other maintenance	442		
Pest control	198		
<b>42201 Office Expense</b>		<b>\$ 250</b>	<b>\$ 250</b>
<b>4230X Travel and Training</b>		<b>\$ 2,500</b>	<b>\$ 2,500</b>
NAB Convention for two employees	\$ 2,400		
Other Travel and Training	\$ 100		
<b>42510 Software Purchase</b>		<b>\$ 600</b>	<b>\$ 600</b>
Adobe Editing Software	\$ 600		
<b>42514 Special Department Expense</b>		<b>\$ 2,500</b>	<b>\$ 2,500</b>
Equipment Rental	\$ 100		
Misc specialized supplies	1300		
Other Special Dept Expenses	700		
Recording media	400		
		<b>Total Professional/Administrative Services</b>	<b>\$ 29,400</b>
<b>43102 Utilities</b>		<b>\$ 8,000</b>	<b>\$ 8,000</b>
Gas and Electric	\$ 7,000		
Water	500		
Taxes	500		
<b>44301 Fuel</b>		<b>\$ 400</b>	<b>\$ 400</b>

**47101 Equipment****\$58,000 \$ 74,750**

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CG Systems (3)	\$10,000
Chambers fiber optic transmission system	2,500
DJI Osmo or similar	750
Epiphan pearl mini	4,000
Laser projector	8,000
Mac laptop	3,000
PA replacement main speakers	6,000
Screen fast fold	2,000
Teranex converters by Blackmagicdesign	2,000
Truck recorders	6,500
Wavenform monitors	30,000

**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 technology added to aid in efficiency and effectiveness.
- SmartGuardian Technology to enhance efficiency in delivering services to community.
- Up to date on all P.O.S.T. mandated training for officers.
- Hired and Trained new officers and CSO positions.

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**POLICE OPERATIONS - 221**

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**Position Summary**

<b>Position</b>	<b>2015-16</b>	<b>2016-17</b>	<b>2017-18</b>	<b>2018-19</b>	<b>2019-20</b>
Police Chief	1.00	1.00	1.00	1.00	1.00
Police Commander	1.00	1.00	0.00	0.00	0.00
Police Lieutenant	0.00	0.00	2.00	2.00	2.00
Police Sergeant	6.00	6.00	6.00	6.00	6.00
Police Officer	16.00	17.00	17.00	17.00	17.00
<b>Total</b>	<b>24.00</b>	<b>25.00</b>	<b>26.00</b>	<b>26.00</b>	<b>26.00</b>

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

**EXPENDITURE SUMMARY**

	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Actual Thru Mar-19	FY 2018-19 Budget	FY 2019-20 Proposed	\$ Chg	% Chg
<b>Personnel</b>							
Salaries & Wages - 401	1,830,270	2,065,511	1,713,959	2,252,519	2,279,570	27,051	1%
Overtime - 402	2,864	5,303	2,826	-	-	-	0%
Employee Benefits - 410	744,895	880,986	906,196	960,611	1,191,583	230,972	19%
<b>Total Salary &amp; Benefits</b>	<b>2,578,029</b>	<b>2,951,801</b>	<b>2,622,981</b>	<b>3,213,130</b>	<b>3,471,153</b>	<b>258,023</b>	<b>7%</b>
<b>Services and Supplies</b>							
Professional & Administrative Services - 42	136,211	234,089	142,455	156,712	169,812	13,100	8%
Materials & Supplies - 44	55,384	63,304	71,990	85,500	85,500	-	0%
<b>Total Services and Supplies</b>	<b>191,595</b>	<b>297,393</b>	<b>214,444</b>	<b>242,212</b>	<b>255,312</b>	<b>13,100</b>	<b>5%</b>
<b>Capital Outlay</b>							
Asset Acquisition/Improvement - 47	-	13,345	21,133	24,180	24,180	-	0%
<b>Total Capital Outlay</b>	<b>-</b>	<b>13,345</b>	<b>21,133</b>	<b>24,180</b>	<b>24,180</b>	<b>-</b>	<b>0%</b>
<b>Indirect Cost Allocations</b>							
Administrative Credits - 46121	(308,325)	(306,793)	(209,369)	(323,357)	(387,235)	(63,878)	16%
Administrative Debits - 46122	-	-	-	-	-	-	0%
Legal Charges - 46126	18,458	10,950	3,384	20,000	20,000	-	0%
General Liability Insurance - 46201	86,992	95,199	4,451	73,521	106,126	32,605	31%
<b>Total Indirect Cost Allocations</b>	<b>(202,874)</b>	<b>(200,643)</b>	<b>(201,534)</b>	<b>(229,836)</b>	<b>(261,109)</b>	<b>(31,273)</b>	<b>12%</b>
<b>Total</b>	<b>2,566,750</b>	<b>3,061,895</b>	<b>2,657,025</b>	<b>3,249,686</b>	<b>3,489,536</b>	<b>239,850</b>	<b>7%</b>

## MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2018-19	FY 2019-20
<b>42101 Professional Services</b>		<b>\$ 51,712</b>	<b>\$ 51,712</b>
Applicant Processing/Recruiting	\$ 16,000		
EBRCSA Contract - Radios	\$ 35,712		
<b>42107 Equipment Maintenance</b>		<b>\$ 30,000</b>	<b>\$ 30,000</b>
Radio Repairs	\$ 1,500		
Vehicle Maintenance	9,000		
Vehicle Repairs	18,000		
Vehicle Washing	1,500		
<b>42301 Travel and Training</b>		<b>\$ 35,000</b>	<b>\$ 40,800</b>
Firearms Range Rental	\$ 10,800		
State of CA -- P.O.S.T.	30,000		
<b>42401 Memberships</b>		<b>\$ 2,000</b>	<b>\$ 2,000</b>
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		
<b>42514 Special Department Expense</b>		<b>\$ 38,000</b>	<b>\$ 45,300</b>
Ammunition and firearm repair	\$ 9,800		
Body cameras, tablets, and docking stations	4,900		
Canine expenses	15,100		
Crime Scene Processing/Field Testing Supplies	7,300		
Miscellaneous Supplies	8,200		
<b>Total Professional/Administrative Services</b>			<b>\$ 169,812</b>
<b>44301 Fuel</b>		<b>\$ 73,000</b>	<b>\$ 73,000</b>
<b>44410 Safety Clothing</b>		<b>\$ 12,500</b>	<b>\$ 12,500</b>
Part-time employees uniforms	\$ 3,500		
Protective Vests	9,000		
<b>47101 Equipment</b>		<b>\$ 24,180</b>	<b>\$ 24,180</b>
Ballistic Shield	\$ 1,400		
EBRCSA Equipment	\$ 20,940		
MP5	1,840		

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

**EXPENDITURE SUMMARY**

	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Actual Thru Mar-19	FY 2018-19 Budget	FY 2019-20 Proposed	\$ Chg	% Chg
<b>Personnel</b>							
Salaries & Wages - 401	354,941	231,718	249,563	631,002	662,443	31,441	5%
Overtime - 402	353,913	469,908	271,811	337,438	253,900	(83,538)	-33%
Employee Benefits - 410	191,268	173,307	257,623	427,860	538,081	110,221	20%
<b>Total Salary &amp; Benefits</b>	<b>900,123</b>	<b>874,933</b>	<b>778,997</b>	<b>1,396,300</b>	<b>1,454,424</b>	<b>58,124</b>	<b>4%</b>
<b>Services and Supplies</b>							
Professional & Administrative Services - 42	1,169	9,047	26,450	70,990	7,300	(63,690)	-872%
Other Operating Expenses - 43	-	-	-	-	-	-	0%
Materials & Supplies - 44	-	-	-	9,500	9,500	-	0%
<b>Total Services and Supplies</b>	<b>1,169</b>	<b>9,047</b>	<b>26,450</b>	<b>80,490</b>	<b>16,800</b>	<b>(63,690)</b>	<b>-379%</b>
<b>Capital Outlay</b>							
Asset Acquisition/Improvement - 47	126,534	302,874	128,138	263,170	-	(263,170)	-100%
<b>Total Capital Outlay</b>	<b>126,534</b>	<b>302,874</b>	<b>128,138</b>	<b>263,170</b>	<b>-</b>	<b>(263,170)</b>	<b>-100%</b>
<b>Indirect Cost Allocations</b>							
Administrative Debits - 46122	-	-	-	-	-	-	0%
General Liability Insurance - 46201	27,298	29,714	-	32,120	42,730	10,610	25%
<b>Total Indirect Cost Allocations</b>	<b>27,298</b>	<b>29,714</b>	<b>-</b>	<b>32,120</b>	<b>42,730</b>	<b>10,610</b>	<b>25%</b>
<b>Total</b>	<b>1,055,123</b>	<b>1,216,568</b>	<b>933,585</b>	<b>1,772,080</b>	<b>1,513,954</b>	<b>(258,126)</b>	<b>-17%</b>

**MAJOR NON-PERSONNEL EXPENSE DETAILS**

		FY 2018-19	FY 2019-20
<b>42107 Equipment Maintenance</b>		<b>\$ 4,050</b>	<b>\$ 4,050</b>
MDC Repairs	\$ 1,650		
Vehicle Maintenance	1,350		
Vehicle Repairs	1,050		
<b>42510 Software Purchase</b>		<b>\$ 63,690</b>	<b>\$ -</b>
<b>42514 Special Department Expense</b>		<b>\$ 3,250</b>	<b>\$ 3,250</b>
Gunshot trauma kits	\$ 700		
Miscellaneous Supplies	2,550		
	<b>Total Professional/Administrative Services</b>		<b>\$ 7,300</b>
<b>44301 Fuel</b>		<b>\$ 9,500</b>	<b>\$ 9,500</b>

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

**EXPENDITURE SUMMARY**

	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Actual Thru Mar-19	FY 2018-19 Budget	FY 2019-20 Proposed	\$ Chg	% Chg
<b>Personnel</b>							
Salaries & Wages - 401	22,288	31,877	10,693	48,374	-	(48,374)	-100%
Overtime - 402	-	-	-	-	100,000	100,000	100%
Employee Benefits - 410	3,783	4,892	5,000	6,328	-	(6,328)	-100%
<b>Total Salary &amp; Benefits</b>	<b>26,071</b>	<b>36,769</b>	<b>15,693</b>	<b>54,702</b>	<b>100,000</b>	<b>45,298</b>	<b>45%</b>
<b>Services and Supplies</b>							
Professional & Administrative Services - 42	1	1	-	50,000	50,000	-	0%
Other Operating Expenses - 43	-	-	-	-	-	-	0%
Material & Supplies - 44	-	-	-	-	-	-	0%
<b>Total Services and Supplies</b>	<b>1</b>	<b>1</b>	<b>-</b>	<b>50,000</b>	<b>50,000</b>	<b>-</b>	<b>0%</b>
<b>Capital Outlay</b>							
Asset Acquisition/Improvement - 47	-	-	-	-	55,000	55,000	100%
<b>Total Capital Outlay</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>55,000</b>	<b>55,000</b>	<b>100%</b>
<b>Indirect Cost Allocations</b>							
Administrative Credits - 46121	-	-	-	-	-	-	0%
Equipment Repl Charge - 46125	16,679	-	-	-	-	-	0%
General Liability Insurance - 46201	1,411	1,484	-	1,604	-	(1,604)	-100%
<b>Total Indirect Cost Allocations</b>	<b>18,090</b>	<b>1,484</b>	<b>-</b>	<b>1,604</b>	<b>-</b>	<b>(1,604)</b>	<b>0%</b>
<b>Total</b>	<b>44,162</b>	<b>38,254</b>	<b>15,693</b>	<b>106,306</b>	<b>205,000</b>	<b>98,694</b>	<b>48%</b>

**MAJOR NON-PERSONNEL EXPENSE DETAILS**

	FY 2018-19	FY 2019-20
<b>42514 Special Department Expense</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>
EOC Safety Plan/Emergency Prep (\$50,000 carryover)	\$ 50,000	
<b>47101 Equipment</b>	<b>\$ -</b>	<b>\$ 55,000</b>
1 Vehicle	\$ 55,000	

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

**EXPENDITURE SUMMARY**

	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Actual Thru Mar-19	FY 2018-19 Budget	FY 2019-20 Proposed	\$ Chg	% Chg
<b>Indirect Cost Allocations</b>							
Administrative Credits - 46121	-	-	-	-	-	-	0%
Administrative Debits - 46122	144,472	149,159	86,561	151,406	177,310	25,904	15%
<b>Total Indirect Cost Allocations</b>	<b>144,472</b>	<b>149,159</b>	<b>86,561</b>	<b>151,406</b>	<b>177,310</b>	<b>25,904</b>	<b>15%</b>
<b>Total</b>	<b>144,472</b>	<b>149,159</b>	<b>86,561</b>	<b>151,406</b>	<b>177,310</b>	<b>25,904</b>	<b>15%</b>

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## **POLICE SUPPORT SERVICES - 222**

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### **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 Community Outreach programs Initiated and Unit created.
- Chaplain program and Peer Support Program continued.
- New volunteers and interns working at the Department.
- Pinole Posse Patrols initiated.

### **Position Summary**

<b>Position</b>	<b>2015-16</b>	<b>2016-17</b>	<b>2017-18</b>	<b>2018-19</b>	<b>2019-20</b>
Police Property Specialist	1.00	1.00	1.00	1.00	1.00
Administrative Secretary	1.00	1.00	1.00	1.00	1.00
Police Records Specialist	2.00	2.00	2.00	2.00	2.00
Community Safety Specialist	0.96	0.96	0.96	0.96	1.00
Community Service Officers	0.96	0.96	0.96	0.96	0.96
<b>Total</b>	<b>5.92</b>	<b>5.92</b>	<b>5.92</b>	<b>5.92</b>	<b>5.96</b>

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

**EXPENDITURE SUMMARY**

	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Actual Thru Mar-19	FY 2018-19 Budget	FY 2019-20 Proposed	\$ Chg	% Chg
<b>Personnel</b>							
Salaries & Wages - 401	247,211	265,940	188,271	287,698	283,542	(4,156)	-1%
Overtime - 402	0	15,759	52	-	-	-	0%
Employee Benefits - 410	111,169	138,097	113,766	153,237	145,905	(7,332)	-5%
<b>Total Salary &amp; Benefits</b>	<b>358,380</b>	<b>419,795</b>	<b>302,090</b>	<b>440,935</b>	<b>429,447</b>	<b>(11,488)</b>	<b>-3%</b>
<b>Services and Supplies</b>							
Professional & Administrative Services -	196,889	149,909	152,647	363,899	358,000	(5,899)	-2%
Other Operating Expenses - 43	55,514	49,242	34,656	51,800	51,800	-	0%
Materials & Supplies - 44	868	7,192	824	5,400	5,900	500	8%
<b>Total Services and Supplies</b>	<b>253,271</b>	<b>206,342</b>	<b>188,126</b>	<b>421,099</b>	<b>415,700</b>	<b>(5,399)</b>	<b>-1%</b>
<b>Capital Outlay</b>							
Asset Acquisition/Improvement - 47	49,782	93,931	-	400	400	-	0%
Debt Principal & Interest - 48	-	-	49,782	49,782	49,782	-	0%
<b>Total Capital Outlay</b>	<b>49,782</b>	<b>93,931</b>	<b>49,782</b>	<b>50,182</b>	<b>50,182</b>	<b>-</b>	<b>0%</b>
<b>Indirect Cost Allocations</b>							
Administrative Debits - 46122	66,303	-	-	-	-	-	0%
IS Charges - 46124	205,916	125,857	-	226,747	271,854	45,107	17%
Legal Charges -46126	-	540	-	-	-	-	0%
General Liability Insurance - 46201	8,854	9,122	-	9,542	13,327	3,785	28%
<b>Total Indirect Cost Allocations</b>	<b>281,073</b>	<b>135,519</b>	<b>-</b>	<b>236,289</b>	<b>285,181</b>	<b>48,892</b>	<b>17%</b>
<b>Total</b>	<b>942,507</b>	<b>855,587</b>	<b>539,998</b>	<b>1,148,505</b>	<b>1,180,510</b>	<b>32,005</b>	<b>3%</b>
<b>MEASURE S-2014 FUND - 106</b>							
Salaries & Wages - 401	-	-	-	-	63,095	63,095	100%
Employee Benefits - 410	0	0	0	0	37,027	37,027	100%
General Liability Insurance - 46201	-	-	-	-	2,965	2,965	100%
<b>Total Salary &amp; Benefits</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>103,087</b>	<b>103,087</b>	<b>100%</b>

## MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2018-19	FY 2019-20
<b>42101 Professional Services</b>		<b>\$ 167,153</b>	<b>\$ 161,180</b>
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		
<b>42105 Network Maintenance</b>		<b>\$ 96,426</b>	<b>\$ 96,500</b>
CAD/RMS <i>(previously in IT budget)</i>	96,500		
<b>42106 Software Maintenance</b>		<b>\$ 28,000</b>	<b>\$ 28,000</b>
Police Dispatch and Records Mgmt Software (Tyler)	28,000		
<b>42107 Equipment Maintenance</b>		<b>\$ 6,050</b>	<b>\$ 6,050</b>
Radio Repairs	250		
Vehicle Maintenance	4,000		
Vehicle Repairs	1,500		
Vehicle Washing	300		
<b>42108 Maintenance Structure/Imp</b>		<b>\$ 23,065</b>	<b>\$ 23,065</b>
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		
<b>42201 Office Expense</b>		<b>\$ 19,355</b>	<b>\$ 19,355</b>
Copier Supplies	500		
Office Supplies	12,720		
Postage & Equipment (Pitney)	3,000		
Printing Services (Concord)	635		
Printing Services (Eagle)	2,500		
<b>42301 Travel and Training</b>		<b>\$ 5,500</b>	<b>\$ 5,500</b>
Conferences (CALNENA)	\$1,000		
Meetings	500		
Non POST training	1,000		
POST training	3,000		

<b>42401 Memberships</b>		<b>\$</b>	<b>350</b>	<b>\$</b>	<b>350</b>
California Criminal Justice	\$	75			
CLEARs		50			
C.A.P.E.		45			
IAPE		50			
Nat'l Emergency Number Assn		130			
<b>42501 Bank Fees</b>			<b>\$</b>	<b>1,000</b>	<b>\$</b> <b>1,000</b>
<b>42514 Special Department Expense</b>			<b>\$</b>	<b>17,000</b>	<b>\$</b> <b>17,000</b>
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			
				<b>Total Professional/Administrative Fees</b>	<b>\$ 358,000</b>
<b>43102 Utilities</b>			<b>\$</b>	<b>51,800</b>	<b>\$</b> <b>51,800</b>
Electricity & Gas (PG&E)	\$	48,000			
Water (EBMUD)		3,800			
<b>44301 Fuel</b>			<b>\$</b>	<b>4,400</b>	<b>\$</b> <b>4,400</b>
<b>44410 Safety Clothing</b>			<b>\$</b>	<b>1,000</b>	<b>\$</b> <b>1,500</b>
Aramark Uniform Service					
<b>47101 Equipment</b>			<b>\$</b>	<b>400</b>	<b>\$</b> <b>400</b>
Fax Machine		400			
<b>47104 Vehicles</b>			<b>\$</b>	<b>-</b>	<b>\$</b> <b>-</b>

**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

**Success Indicators:**

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

**Position Summary**

<b>Position</b>	<b>2015-16</b>	<b>2016-17</b>	<b>2017-18</b>	<b>2018-19</b>	<b>2019-20</b>
Support Services Manager	1.00	1.00	0.00	0.00	0.00
Lead Dispatcher	0.00	0.00	0.00	1.00	1.00
Dispatcher	7.00	7.00	11.00	10.50	11.50
<b>Total</b>	<b>8.00</b>	<b>8.00</b>	<b>11.00</b>	<b>11.50</b>	<b>12.50</b>

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

**EXPENDITURE SUMMARY**

	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Actual Thru Mar-19	FY 2018-19 Budget	FY 2019-20 Proposed	\$ Chg	% Chg
<b>Personnel</b>							
Salaries & Wages - 401	729,441	803,706	635,586	851,090	927,430	76,340	8%
Overtime - 402	70,443	275,950	177,733	110,691	110,691	-	0%
Employee Benefits - 410	217,702	355,214	344,240	401,684	454,498	52,814	12%
<b>Total Salary &amp; Benefits</b>	<b>1,017,586</b>	<b>1,434,870</b>	<b>1,157,559</b>	<b>1,363,465</b>	<b>1,492,619</b>	<b>129,154</b>	<b>9%</b>
<b>Services and Supplies</b>							
Professional & Administrative Services - 42	15,604	64,595	27,972	58,795	59,221	426	1%
Other Operating Expenses - 43	10,653	10,037	8,148	10,400	10,400	-	0%
<b>Total Services and Supplies</b>	<b>26,258</b>	<b>74,632</b>	<b>36,120</b>	<b>69,195</b>	<b>69,621</b>	<b>426</b>	<b>1%</b>
<b>Capital Outlay</b>							
Asset Acquisition/Improvement - 47	-	-	19,731	27,000	-	(27,000)	-100%
<b>Total Capital Outlay</b>	<b>-</b>	<b>-</b>	<b>19,731</b>	<b>27,000</b>	<b>-</b>	<b>(27,000)</b>	<b>-100%</b>
<b>Indirect Cost Allocations</b>							
Administrative Credits - 46121	(66,303)	-	-	-	-	-	0%
Administrative Debits - 46122	63,716	65,021	48,921	71,997	80,501	8,504	11%
IS Charges - 46124	47,862	40,173	-	35,052	51,619	16,567	32%
Legal Charges - 46126	6,499	-	-	-	-	-	0%
General Liability Insurance - 46126	20,794	26,878	-	31,315	47,095	15,780	34%
<b>Total Indirect Cost Allocations</b>	<b>72,568</b>	<b>132,072</b>	<b>48,921</b>	<b>138,364</b>	<b>179,215</b>	<b>40,851</b>	<b>23%</b>
<b>Total</b>	<b>1,116,412</b>	<b>1,641,573</b>	<b>1,262,331</b>	<b>1,598,024</b>	<b>1,741,454</b>	<b>143,430</b>	<b>8%</b>
<b>MEASURE S - 2006 FUND - 105</b>							
Overtime - 40201	25,000	-	-	-	-	-	0%
Professional & Administrative Services - 42	-	3,248	-	-	-	-	0%
Asset Acquisition/Improvement -47	33,993	139,841	-	-	-	-	0%
<b>Total</b>	<b>58,993</b>	<b>143,088</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0%</b>
<b>MEASURE S - 2014 FUND - 106</b>							
Overtime - 40201	-	-	-	-	25,000	25,000	100%
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>25,000</b>	<b>25,000</b>	<b>100%</b>

## MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2018-19	FY 2019-20
<b>42101 Professional Services</b>		<b>\$ 9,645</b>	<b>\$ 9,645</b>
800 MHz radio system maintenance	\$ 4,265		
EBCRSA Contract - 5 radios	\$ 2,880		
Language Interpretation Services	2,500		
<b>42105 Network Maintenance</b>		<b>\$ 12,000</b>	<b>\$ 11,926</b>
Cad/RMS ( <i>City of San Pablo</i> )	\$ 11,926		
<b>42106 Software Maintenance</b>		<b>\$ 12,000</b>	<b>\$ 12,000</b>
Police Dispatch and Records Mgmt Software (Tyler_	\$ 12,000		
<b>42107 Equipment Maintenance</b>		<b>\$ 5,500</b>	<b>\$ 5,500</b>
Dispatch headset/cord replacement	\$ 1,265		
Stencil maintenance	3,000		
General equipment non-contract maintenance	1,235		
<b>42108 Maintenance Structure/Imp</b>		<b>\$ 6,500</b>	<b>\$ 6,500</b>
Elevator Service	\$ 127		
HVAC Maintenance	241		
Janitorial Services	5,318		
Janitorial Supplies	757		
Pest Control Service	56		
<b>42201 Office Expense</b>		<b>\$ 2,000</b>	<b>\$ 2,000</b>
General Office Supplies	\$ 2,000		
<b>4230X Travel and Training</b>		<b>\$ 10,000</b>	<b>\$ 10,000</b>
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		
<b>42401 Memberships</b>		<b>\$ 150</b>	<b>\$ 150</b>
WBCC portion of costs for APCO and CLEWOA participation.	\$ 150		
<b>42514 Special Department Expense</b>		<b>\$ 1,000</b>	<b>\$ 1,500</b>
DOJ fingerprints and background investigations on applicants.	\$ 1,500		
<b>Total Professional/Administrative Services</b>			<b>\$ 59,221</b>
<b>4310X Utilities</b>		<b>\$ 10,400</b>	<b>\$ 10,400</b>
43103 Electricity & Gas (PG&E)	\$ 9,500		
43102 Water (EBMUD)	800		
43105 Cable	100		
<b>47102 Computer Equipment</b>		<b>\$ 27,000</b>	<b>\$ -</b>

**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 Description**Traffic Safety

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

Supplemental Law Enforcement Services

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

Public Safety Augmentation Fund

The Public Safety Augmentation Fund (PSAF) – 203 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 a 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

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**POLICE GRANTS - 227**

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**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 and Parent Program.

**Position Summary**

<b>Position</b>	<b>2015-16</b>	<b>2016-17</b>	<b>2017-18</b>	<b>2018-19</b>	<b>2019-20</b>
Crossing Guards, <i>PT Temp</i>	0.50	0.50	0.50	0.50	0.50
Police Officer (SRO)	3.00	2.00	2.00	2.00	2.00
<b>Total</b>	<b>3.50</b>	<b>2.50</b>	<b>2.50</b>	<b>2.50</b>	<b>2.50</b>

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

**EXPENDITURE SUMMARY**

	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Actual Thru Mar-19	FY 2018-19 Budget	FY 2019-20 Proposed	\$ Chg	% Chg
<b>Personnel</b>							
Salaries & Wages - 401	192,513	225,247	131,578	209,791	209,455	(336)	0%
Overtime - 402	40,322	9,771	3,311	9,000	4,500	(4,500)	-100%
Employee Benefits- 410	102,073	76,034	39,871	43,433	114,295	70,862	62%
<b>Total Salary &amp; Benefits</b>	<b>334,908</b>	<b>311,053</b>	<b>174,759</b>	<b>262,224</b>	<b>328,250</b>	<b>66,026</b>	<b>20%</b>
<b>Services and Supplies</b>							
Professional & Administrative Services -	5,623	7,663	3,716	5,000	5,500	500	9%
Materials & Supplies - 44	-	-	-	-	-	-	0%
<b>Total Services and Supplies</b>	<b>5,623</b>	<b>7,663</b>	<b>3,716</b>	<b>5,000</b>	<b>5,500</b>	<b>500</b>	<b>9%</b>
<b>Indirect Cost Allocations</b>							
Administrative Credits - 38501		-	-	-	-	-	0%
General Liability Insurance- 46201	6,256	5,955	-	6,779	9,929	3,150	32%
<b>Total Indirect Cost Allocations</b>	<b>6,256</b>	<b>5,955</b>	<b>-</b>	<b>6,779</b>	<b>9,929</b>	<b>3,150</b>	<b>32%</b>
<b>Total</b>	<b>346,787</b>	<b>324,671</b>	<b>178,475</b>	<b>274,003</b>	<b>343,679</b>	<b>69,676</b>	<b>20%</b>

## MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2018-19	FY 2019-20
<b>42107 Equipment Maintenance</b>		\$ -	\$ 500
Crime prevention vehicle maintenance.	\$ 500		
<b>42201 Office Expense</b>		\$ -	\$ -
Office supplies for crime prevention program	\$ -		
<b>42514 Special Department Expense</b>		\$ 5,000	\$ 5,000
Crime prevention and Neighborhood Watch promotional items	\$ 5,000		

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

**EXPENDITURE SUMMARY**

	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Actual Thru Mar-19	FY 2018-19 Budget	FY 2019-20 Proposed	\$ Chg	% Chg
<b>Personnel</b>							
Salaries & Wages - 401	5,488	5,887	4,323	5,720	6,240	520	8%
Overtime - 402	-	-	-	-	-	-	0%
Employee Benefits - 410	943	1,050	825	748	836	88	11%
<b>Total Salary &amp; Benefits</b>	<b>6,430</b>	<b>6,937</b>	<b>5,148</b>	<b>6,468</b>	<b>7,076</b>	<b>608</b>	<b>9%</b>
<b>Services and Supplies</b>							
Professional & Administrative Services - 42	7,471	2,280	-	4,300	4,300	-	0%
Other Operating Expenses - 43	-	-	-	-	-	-	0%
<b>Total Services and Supplies</b>	<b>7,471</b>	<b>2,280</b>	<b>-</b>	<b>4,300</b>	<b>4,300</b>	<b>-</b>	<b>0%</b>
<b>Capital Outlay</b>							
Asset Acquisition/Improvement - 47	-	-	-	7,500	7,500	-	0%
<b>Total Capital Outlay</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>7,500</b>	<b>7,500</b>	<b>-</b>	<b>0%</b>
<b>Indirect Cost Allocations</b>							
Administrative Debits - 46122	-	-	-	-	-	-	0%
General Liability Insurance -46201	355	362	-	190	292	102	35%
<b>Total Indirect Cost Allocations</b>	<b>355</b>	<b>362</b>	<b>-</b>	<b>190</b>	<b>292</b>	<b>102</b>	<b>35%</b>
Transfers Out - 49901	-	-	-	-	-	-	0%
<b>Total</b>	<b>14,256</b>	<b>9,579</b>	<b>5,148</b>	<b>18,458</b>	<b>19,168</b>	<b>710</b>	<b>4%</b>

**MAJOR NON-PERSONNEL EXPENSE DETAILS**

		FY 2018-19	FY 2019-20
<b>42107 Equipment Maintenance</b>		\$ 2,000	\$ 2,000
Lidar repair & Supplies	\$ 2,000		
<b>42514 Special Department Expense</b>		\$ 2,300	\$ 2,300
Citation printing	\$ 2,300		
<b>Total Professional/Administrative Services</b>			<b>\$ 4,300</b>
<b>47101 Equipment</b>		\$ 7,500	\$ 7,500
Repair/Replace Traffic Cameras	\$ 7,500		

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

**EXPENDITURE SUMMARY**

	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Actual Thru Mar-19	FY 2018-19 Budget	FY 2019-20 Proposed	\$ Chg	% Chg
<b>Indirect Cost Allocations</b>							
Administrative Credits - 38501	-	-	-	-	-	-	0%
Administrative Debits - 46122	100,137	92,612	73,887	100,000	129,359	29,359	23%
<b>Total Indirect Cost Allocations</b>	<b>100,137</b>	<b>92,612</b>	<b>73,887</b>	<b>100,000</b>	<b>129,359</b>	<b>29,359</b>	<b>23%</b>
<b>Total</b>	<b>100,137</b>	<b>92,612</b>	<b>73,887</b>	<b>100,000</b>	<b>129,359</b>	<b>29,359</b>	<b>23%</b>

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## FIRE OPERATIONS - 231

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### Mission

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

### Key Objectives

- Complete phase 3 of our top 40 most critical Fire Prevention inspections.
- Hire (2) Firefighter Paramedics and place in an Academy.
- Integrate new communications hardware and software program: Tablet Command
- Implement new staffing and timesheet software.
- Career Development Training classes: Company and Chief Officer Program
- Order a new Fire Response Equipment: Type 1 and Type 6 Fire Engines and put new apparatus into service.

### Success Indicators

- Installed new SCBA re-filling station compressor.
- Completed phase 1 and 2 of our Fire Prevention rebuild: top 40 most critical Fire Inspections and revenue recovery for Fire Prevention Services.
- Installed a new Station Alerting package.
- Revamped our Advanced Life Support Controlled Substance program.
- Responded to over 2,700 calls for service
- Completed Fire Station 73 repairs: dorm contamination reduction separation door & kitchen update.
- Continue Weed Abatement Program. Weed Abatement Day campaign: Second Saturday in May
- Hired a Fire Department Analyst

### Position Summary

<b>Position</b>	<b>2015-16</b>	<b>2016-17</b>	<b>2017-18</b>	<b>2018-19</b>	<b>2019-20</b>
Fire Chief	1.00	1.00	1.00	1.00	1.00
Administrative Battalion Chief	1.00	1.00	0.00	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*	3.00	3.00	3.00	3.00	3.00
Firefighter/Paramedic	3.00	3.00	3.00	6.00	6.00
Firefighter	3.00	3.00	3.00	0.00	0.00
Management Analyst	0.48	0.48	0.48	1.00	1.00
<b>Total</b>	<b>15.48</b>	<b>15.48</b>	<b>14.48</b>	<b>15.00</b>	<b>15.00</b>

\*May require Paramedic certifications.

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

**EXPENDITURE SUMMARY**

	<b>FY 2016-17 Actual</b>	<b>FY 2017-18 Actual</b>	<b>FY 2018-19 Actual Thru Mar-19</b>	<b>FY 2018-19 Budget</b>	<b>FY 2019-20 Proposed</b>	<b>\$ Chg</b>	<b>% Chg</b>
<b>Personnel</b>							
Salaries & Wages - 401	1,090,343	1,077,631	759,215	1,256,283	1,334,458	78,175	6%
Overtime - 402	5,108	42,820	36,232	-	-	-	0%
Employee Benefits - 410	500,665	511,837	546,809	747,924	1,049,660	301,736	29%
<b>Total Salary &amp; Benefits</b>	<b>1,596,116</b>	<b>1,632,287</b>	<b>1,342,257</b>	<b>2,004,207</b>	<b>2,384,118</b>	<b>379,911</b>	<b>16%</b>
<b>Services and Supplies</b>							
Professional & Administrative Services - 42	1,470,431	604,805	222,522	687,414	621,544	(65,870)	-11%
Other Operating Expenses -43	59,884	55,366	51,245	53,600	53,600	-	0%
Materials & Supplies - 44	41,778	43,413	3,239	47,400	52,200	4,800	9%
<b>Total Services and Supplies</b>	<b>1,572,093</b>	<b>703,583</b>	<b>277,007</b>	<b>788,414</b>	<b>727,344</b>	<b>(61,070)</b>	<b>-8%</b>
<b>Capital Outlay</b>							
Asset Acquisition/Improvement - 47	-	-	2,809	1,000,000	1,000,000	-	0%
<b>Total Capital Outlay</b>	<b>-</b>	<b>-</b>	<b>2,809</b>	<b>1,000,000</b>	<b>1,000,000</b>	<b>-</b>	<b>0%</b>
<b>Indirect Cost Allocations</b>							
Admin Debits - 46122	-	-	95,505	145,506	178,471	32,965	18%
IS Charges - 46124	51,186	49,880	-	60,524	91,312	30,788	34%
Legal Services - 46126	4,712	4,682	672	2,500	10,000	7,500	75%
General Liability Insurance - 46201	42,759	38,052	-	41,010	61,790	20,780	34%
<b>Total Indirect Cost Allocations</b>	<b>98,656</b>	<b>92,614</b>	<b>96,177</b>	<b>249,540</b>	<b>341,573</b>	<b>92,033</b>	<b>27%</b>
<b>Total</b>	<b>3,266,865</b>	<b>2,428,484</b>	<b>1,718,249</b>	<b>4,042,161</b>	<b>4,453,035</b>	<b>410,874</b>	<b>9%</b>

## MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2018-19	FY 2019-20
<b>42101 Professional Services</b>		<b>\$ 458,104</b>	<b>\$ 403,104</b>
Annual Physicals	\$ 15,200		
CCC Cupa	500		
CCC Fire Protection District- Dispatch	171,000		
Crisis Resolution	5,000		
EBRCSA Radio contract -29 radios	16,704		
Fire Prevention - 4Leaf	160,000		
Greg Kennedy - Medic IQ Services	24,000		
Maximum Security -Station 74	1,200		
Physio Control Annual Premium	2,500		
Recruitment	7,000		
<b>42104 Paramedic Supplies</b>		<b>\$ 20,585</b>	<b>\$ 42,500</b>
Medical Supplies	\$ 33,500		
Medic CD (\$1,000 x 9)	9,000		
<b>42106 Software Maintenance</b>		<b>\$ 2,000</b>	<b>\$ 5,000</b>
Controlled Substance Software-Annual	\$ 3,000		
Fire RMS Support	\$ 2,000		
<b>42107 Equipment Maintenance</b>		<b>\$ 65,100</b>	<b>\$ 77,100</b>
3-4 Add'l Ipad Communication Radios for Apparatus	\$ 12,000		
Apparatus Maintenance	40,000		
Flow/Hydro testing	10,100		
Miscellaneous tools/parts	10,000		
SCBA Maintenance	5,000		
<b>42108 Maintenance Structure/Imp</b>		<b>\$ 39,000</b>	<b>\$ 14,370</b>
Landscape Contract	\$ 4,320		
Elevator Contract	800		
Heating and air contract	3,850		
Janitorial Supplies	4,950		
Pest Control Contract	450		
<b>42201 Office Expense</b>		<b>\$ 24,000</b>	<b>\$ 4,000</b>
New Office furniture	\$ 4,000		
<b>4230X Travel and Training</b>		<b>\$ 15,000</b>	<b>\$ 21,845</b>
Annual Training	\$ 15,000		
Training for Analyst/Dept	4,000		
EMT Recerts (\$37 x 5)	185		
Paramedic Recerts (\$240 x 9)	2,160		
EMS Reference Books	500		

<b>42401 Memberships</b>	<b>\$</b>	<b>625</b>	<b>\$</b>	<b>625</b>
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<b>42512 Weed Abatement</b>	<b>\$</b>	<b>55,000</b>	<b>\$</b>	<b>45,000</b>
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Increased abatement for brush removal (City property)	\$	42,000		
Weed Abatement Campaign (private property)		3,000		

<b>42514 Special Department Expense</b>	<b>\$</b>	<b>8,000</b>	<b>\$</b>	<b>8,000</b>
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Miscellaneous Special Department Expenses		8,000		
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**Total Professional/Administrative Services                    \$ 621,544**

<b>4310X Utilities</b>	<b>\$</b>	<b>50,600</b>	<b>\$</b>	<b>50,600</b>
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43103 PG&E	\$	40,000		
43102 EBMUD		10,000		
43101 Comcast		500		
43101 Telephone		100		

<b>43201 Property Tax</b>	<b>\$</b>	<b>3,000</b>	<b>\$</b>	<b>3,000</b>
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<b>44301 Fuel</b>	<b>\$</b>	<b>16,400</b>	<b>\$</b>	<b>16,200</b>
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<b>44410 Safety Clothing</b>	<b>\$</b>	<b>31,000</b>	<b>\$</b>	<b>36,000</b>
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Safety Clothing	\$	5,000		
Gloves and harness		5,000		
Replacement Turn-out Gear (6-sets)		21,000		
Foul Weather Gear		5,000		

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

**EXPENDITURE SUMMARY**

	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Actual Thru Mar-19	FY 2018-19 Budget	FY 2019-20 Proposed	\$ Chg	% Chg
<b>Personnel</b>							
Salaries & Wages - 401	240,098	145,236	132,780	201,794	261,132	59,338	23%
Overtime - 402	239,641	421,228	206,997	247,067	298,793	51,726	17%
Employee Benefits - 410	89,491	63,901	104,439	107,951	191,161	83,210	44%
<b>Total Salary &amp; Benefits</b>	<b>569,231</b>	<b>630,365</b>	<b>444,216</b>	<b>556,812</b>	<b>751,086</b>	<b>194,274</b>	<b>26%</b>
<b>Services and Supplies</b>							
Professional & Administrative Services - 42	10	9	-	125,000	53,700	(71,300)	-133%
Materials & Supplies - 44	-	-	-	-	-	-	0%
<b>Total Services and Supplies</b>	<b>10</b>	<b>9</b>	<b>-</b>	<b>125,000</b>	<b>53,700</b>	<b>(71,300)</b>	<b>-133%</b>
<b>Capital Outlay</b>							
Asset Acquisition/Improvement - 47	7,197	-	-	225,560	64,000	(161,560)	-252%
Debt Principal - 48101	63,734	65,347	67,000	67,000	67,000	0	0%
Debt Interest - 48102	6,699	5,086	3,433	3,433	3,433	0	0%
<b>Total Capital Outlay</b>	<b>77,630</b>	<b>70,433</b>	<b>70,433</b>	<b>295,993</b>	<b>134,433</b>	<b>(161,560)</b>	<b>-120%</b>
<b>Indirect Cost Allocations</b>							
Administrative Credits - 46121	(5,149)	-	(95,505)	(145,506)	(178,471)	(32,965)	18%
Administrative Debits - 46122	-	-	-	-	-	-	0%
General Liability Insurance - 46201	13,943	13,223	-	14,307	26,082	11,775	45%
<b>Total Indirect Cost Allocations</b>	<b>8,795</b>	<b>13,223</b>	<b>(95,505)</b>	<b>(131,199)</b>	<b>(152,389)</b>	<b>(21,190)</b>	<b>14%</b>
<b>Total</b>	<b>655,666</b>	<b>714,030</b>	<b>419,145</b>	<b>846,606</b>	<b>786,830</b>	<b>(59,776)</b>	<b>-8%</b>

**MAJOR NON-PERSONNEL EXPENSE DETAILS**

	FY 2018-19	FY 2019-20
<b>42101 Professional Services</b>	<b>\$ 70,000</b>	<b>\$ 53,700</b>
EMC - Polling firm <i>carry forward</i>	\$ 24,500	
ESCI - Fire Study consultant <i>carry forward</i>	29,200	
<b>42107 Equipment Maintenance</b>	<b>\$ 55,000</b>	<b>\$ -</b>
<b>Total Professional/Administrative Services</b>	<b>\$ 125,000</b>	<b>\$ 53,700</b>
<b>47201 Improvements/Building</b>	<b>\$ 136,000</b>	<b>\$ 64,000</b>
Station 73 kitchen remodel	\$ 44,000	
Station 74 flooring, sheetrock, paint, and drainage repairs	20,000	
<b>48101 Debt Principal</b>	<b>\$ 67,000</b>	<b>\$ 67,000</b>
Type-1 Vehicle Apparatus (Commercial Lease - Principal)	\$ 67,000	
<b>48102 Debt Interest</b>	<b>\$ 3,433</b>	<b>\$ 3,433</b>
Type-1 Vehicle Apparatus (Commercial Lease - Interest)	\$ 3,433	

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

**EXPENDITURE SUMMARY**

	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Actual Thru Mar-19	FY 2018-19 Budget	FY 2019-20 Proposed	\$ Chg	% Chg
<b>Personnel</b>							
Salaries & Wages - 401	-	145,502	137,399	194,989	210,295	15,306	7%
Overtime - 402	-	-	-	-	-	-	0%
Employee Benefits - 410	6,902	28,840	33,058	38,446	43,787	5,341	12%
<b>Total Salary &amp; Benefits</b>	<b>6,902</b>	<b>174,342</b>	<b>170,456</b>	<b>233,435</b>	<b>254,082</b>	<b>20,647</b>	<b>8%</b>
<b>Services and Supplies</b>							
Professional & Administrative Services - 42	-	20,004	-	29,500	42,500	13,000	31%
Materials & Supplies - 44	-	-	-	-	-	-	0%
<b>Total Services and Supplies</b>	<b>-</b>	<b>20,004</b>	<b>-</b>	<b>29,500</b>	<b>42,500</b>	<b>13,000</b>	<b>0%</b>
<b>Capital Outlay</b>							
Asset Acquisition/Improvement - 47	-	-	44,868	55,000	-	(55,000)	-100%
<b>Total Capital Outlay</b>	<b>-</b>	<b>-</b>	<b>44,868</b>	<b>55,000</b>	<b>-</b>	<b>(55,000)</b>	<b>-100%</b>
<b>Indirect Cost Allocations</b>							
Administrative Credits - 46121	-	-	-	-	-	-	0%
Administrative Debits - 46122	-	-	-	-	-	-	0%
IS Charges - 46124	-	-	-	-	-	-	0%
General Liability Insurance - 46201	4,687	5,517	-	6,228	9,546	3,318	35%
<b>Total Indirect Cost Allocations</b>	<b>4,687</b>	<b>5,517</b>	<b>-</b>	<b>6,228</b>	<b>9,546</b>	<b>3,318</b>	<b>35%</b>
<b>Total</b>	<b>11,589</b>	<b>199,863</b>	<b>215,325</b>	<b>324,163</b>	<b>306,128</b>	<b>(18,035)</b>	<b>-6%</b>

**MAJOR NON-PERSONNEL EXPENSE DETAILS**

	FY 2018-19	FY 2019-20
<b>4230X Travel &amp; Training</b>	<b>\$ 20,000</b>	<b>\$ 42,500</b>
Fire Training Academy- 2 participants	\$ 30,000	
General Training	\$ 10,000	
Training Props	\$ 2,500	
<b>Total Professional/Administrative Services</b>		<b>\$ 42,500</b>

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## **PUBLIC WORKS ADMINISTRATION & ENGINEERING - 341**

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### **Mission**

The mission of the Public Works Administration and Engineering Division is to 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
- City surveying

### **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**

<b>Position</b>	<b>2015-16</b>	<b>2016-17</b>	<b>2017-18</b>	<b>2018-19</b>	<b>2019-20</b>
Development Services Director/City Engineer	1.00	1.00	1.00	1.00	1.00
Senior Project Manager	1.00	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
<b>Total</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>

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

**EXPENDITURE SUMMARY**

	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Actual Thru Mar-19	FY 2018-19 Budget	FY 2019-20 Proposed	\$ Chg	% Chg
<b>Personnel</b>							
Salary & Wages - 401	336,677	393,368	268,363	432,056	453,471	21,415	5%
Overtime - 402	192	26	815	-	-	-	0%
Employee Benefits - 410	127,374	161,458	148,386	185,118	267,773	82,655	31%
<b>Total Salary &amp; Benefits</b>	<b>464,242</b>	<b>554,852</b>	<b>417,563</b>	<b>617,174</b>	<b>721,244</b>	<b>104,070</b>	<b>14%</b>
<b>Services and Supplies</b>							
Professional & Administrative Services - 42	1,932	2,796	826	12,575	12,781	206	2%
Materials and Supplies - 44	-	-	-	-	-	-	0%
<b>Total Services and Supplies</b>	<b>1,932</b>	<b>2,796</b>	<b>826</b>	<b>12,575</b>	<b>12,781</b>	<b>206</b>	<b>2%</b>
<b>Capital Outlay</b>							
Asset Acquisition/Improvement - 47	-	6,288	-	-	-	-	0%
<b>Total Capital Outlay</b>	<b>-</b>	<b>6,288</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0%</b>
<b>Indirect Cost Allocations</b>							
Administrative Credits - 46121	(423,355)	(484,934)	(342,564)	(581,319)	(686,055)	(104,736)	15%
IS Charges - 46124	39,487	49,498	-	66,557	68,609	2,052	3%
Legal Charges - 46126	-	108	1,346	8,000	8,000	-	0%
General Liability Insurance - 46201	23,026	14,445	-	14,091	20,975	6,884	33%
<b>Total Indirect Cost Allocations</b>	<b>(360,842)</b>	<b>(420,883)</b>	<b>(341,218)</b>	<b>(492,671)</b>	<b>(588,471)</b>	<b>(95,800)</b>	<b>16%</b>
<b>Total</b>	<b>105,332</b>	<b>143,054</b>	<b>77,171</b>	<b>137,078</b>	<b>145,554</b>	<b>8,476</b>	<b>6%</b>
<b>MEASURE S - 2014 FUND - 106</b>							
Administrative Debits - 46122	15,697	47,073	15,147	56,237	77,810	21,573	28%
Equipment Repl Charges - 46125	-	-	-	-	-	-	0%
<b>Total Measure S - 2014</b>	<b>15,697</b>	<b>47,073</b>	<b>15,147</b>	<b>56,237</b>	<b>77,810</b>	<b>21,573</b>	<b>28%</b>

**MAJOR NON-PERSONNEL EXPENSE DETAILS**

	FY 2018-19	FY 2019-20
<b>42101 Professional Services</b>	<b>\$ 10,000</b>	<b>\$ 10,000</b>
General engineering services	\$ 10,000	
<b>42107 Equipment Maintenance</b>	<b>\$ 500</b>	<b>\$ 500</b>
Maintenance of office equipment.	\$ 500	
<b>42201 Office Expense</b>	<b>\$ 500</b>	<b>\$ 500</b>
General office supplies	\$ 500	
<b>4230X Travel and Training</b>	<b>\$ 1,400</b>	<b>\$ 1,400</b>
	\$ 1,400	
<b>42401 Memberships</b>	<b>\$ -</b>	<b>\$ 206</b>
American Public Works Association (APWA)	\$ 206	
<b>42506 Bonds</b>	<b>\$ 175</b>	<b>\$ 175</b>
	\$ 175	
<b>Total Professional/Administrative Services</b>		<b>\$ 12,781</b>

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

**EXPENDITURE SUMMARY**

	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Actual Thru Mar-19	FY 2018-19 Budget	FY 2019-20 Proposed	\$ Chg	% Chg
<b>Services and Supplies</b>							
Professional & Administrative Services - 42	39,675	42,772	-	-	-	-	0%
Other Operating Expenses - 43	440	5,405	3,433	4,400	4,400	-	0%
Materials & Supplies - 44	-	-	-	-	-	-	0%
<b>Total Services and Supplies</b>	<b>40,115</b>	<b>48,177</b>	<b>3,433</b>	<b>4,400</b>	<b>4,400</b>	<b>-</b>	<b>0%</b>
<b>Capital Outlay</b>							
Asset Acquisition/Improvement - 47*	6,326	6,947	325,272	493,922	32,000	(461,922)	-1444%
<b>Total Capital Outlay</b>	<b>6,326</b>	<b>6,947</b>	<b>325,272</b>	<b>493,922</b>	<b>32,000</b>	<b>(461,922)</b>	<b>-1444%</b>
<b>Indirect Cost Allocations</b>							
Administrative Debits - 46122	15,754	78,883	53,941	103,412	115,268	11,856	10%
IS Charges - 46124	54,233	-	-	-	-	-	0%
<b>Total Indirect Cost Allocations</b>	<b>69,987</b>	<b>78,883</b>	<b>53,941</b>	<b>103,412</b>	<b>115,268</b>	<b>11,856</b>	<b>10%</b>
<b>Total</b>	<b>116,429</b>	<b>134,006</b>	<b>382,646</b>	<b>601,734</b>	<b>151,668</b>	<b>(450,066)</b>	<b>(14)</b>

\*See CIP

**MAJOR NON-PERSONNEL EXPENSE DETAILS**

	FY 2018-19	FY 2019-20
<b>ADMIN &amp; ENGINEERING - 341</b>		
<b>4310X Utilities</b>	<b>\$ 4,400</b>	<b>\$ 4,400</b>
43101 Telephone	\$ 4,000	
43103 Electricity & Power	400	
<b>ROAD MAINTENANCE - 342</b>		
<b>47204 Improvements/Sidewalks</b>	<b>\$ 15,000</b>	<b>\$ 15,000</b>
Sidewalk Maintenance Program	\$ 15,000	
<b>47205 Improvements/Streets</b>	<b>\$ 15,000</b>	<b>\$ 15,000</b>
Miscellaneous Roadway Repair	\$ 15,000	
<b>FACILITY MAINTENANCE - 343</b>		
<b>47202 Improvements/Landscape-Medians</b>	<b>\$ 2,000</b>	<b>\$ 2,000</b>
Sign Replacement Program	\$ 2,000	

**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 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Actual Thru Mar-19	FY 2018-19 Budget	FY 2019-20 Proposed	\$ Chg	% Chg
<b>Personnel</b>							
Salaries & Wages - 401	-	-	-	-	-	-	0%
Overtime - 402	-	-	-	-	-	-	0%
Employee Benefits - 410	48	-	-	-	-	-	0%
<b>Total Salary &amp; Benefits</b>	<b>48</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0%</b>
<b>Services and Supplies</b>							
Professional & Administrative Services -	20,360	10,655	59,822	112,522	112,522	-	0%
Other Operating Expenses - 43	240,829	184,367	-	181,000	181,000	-	0%
Materials & Supplies - 44	-	-	-	-	-	-	0%
<b>Total Services and Supplies</b>	<b>261,189</b>	<b>195,022</b>	<b>59,822</b>	<b>293,522</b>	<b>293,522</b>	<b>-</b>	<b>0%</b>
<b>Capital Outlay</b>							
Asset Acquisition/Improvement - 47	997	31,781	426	-	55,000	55,000	0%
<b>Total Capital Outlay</b>	<b>997</b>	<b>31,781</b>	<b>426</b>	<b>-</b>	<b>55,000</b>	<b>55,000</b>	<b>0%</b>
<b>Indirect Cost Allocations</b>							
Administrative Credits - 46121	-	-	-	-	-	-	0%
Administrative Debits - 46122	112,733	115,161	-	135,079	146,025	10,946	7%
IS Charges - 46124	-	-	-	-	-	-	0%
Legal Charges - 46126	17,195	14,879	684	8,000	8,000	-	0%
<b>Total Indirect Cost Allocations</b>	<b>129,928</b>	<b>130,040</b>	<b>684</b>	<b>143,079</b>	<b>154,025</b>	<b>10,946</b>	<b>7%</b>
<b>Total</b>	<b>392,162</b>	<b>356,843</b>	<b>60,932</b>	<b>436,601</b>	<b>502,547</b>	<b>65,946</b>	<b>13%</b>
<b>GENERAL FUND - 100</b>							
Professional & Administrative Services -	9,917	2,051	10,901	32,000	32,000	-	0%
Materials & Supplies - 44	2,911	17,348	2,187	-	-	-	0%
Administrative Debits - 46122	19,098	16,543	14,388	23,914	23,619	(295)	-1%
	<b>31,926</b>	<b>35,942</b>	<b>27,476</b>	<b>55,914</b>	<b>55,619</b>	<b>(295)</b>	<b>-1%</b>
<b>MEASURE S - 2014 FUND - 106</b>							
Asset Acquisition/Improvement - 47	-	-	-	-	140,000	140,000	100%
<b>Total Measure S - 2014</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>140,000</b>	<b>140,000</b>	<b>100%</b>

## MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2018-19	FY 2019-20
<b>42101 Professional Services</b>		<b>\$ 101,000</b>	<b>\$ 101,000</b>
Audit Services	\$ 1,000		
General engineering survey contract	10,000		
Professional engineering support	20,000		
Traffic and signal maintenance	70,000		
<b>42108 Maintenance Structure/Imp</b>		<b>\$ 7,500</b>	<b>\$ 7,500</b>
Hardware supplies and median maintenance	\$ 7,500		
<b>42514 Special Department Expense</b>		<b>\$ 4,022</b>	<b>\$ 4,022</b>
CCTA congestion management plan administration	\$ 4,022		
Pinole's share of CTA Congestion Management Plan administrative costs.			
<b>Total Professional/Administrative Services</b>			<b>\$ 112,522</b>
<b>4310X Utilities</b>		<b>\$ 181,000</b>	<b>\$ 181,000</b>
Electricity costs for street lights, traffic lights and controls			
Electricity & Gas (PG&E)	\$ 180,000		
EBMUD median irrigation	1,000		
<b>47205 Improvements/Streets</b>		<b>\$ -</b>	<b>\$ 55,000</b>
Pothole Repair Program	\$ 40,000		
Roadway Stripping Program	15,000		
<b>GENERAL FUND - 100</b>			
<b>42101 Professional Services</b>		<b>\$ -</b>	<b>\$ -</b>
<b>42514 Special Department Expense</b>		<b>\$ 32,000</b>	<b>\$ 32,000</b>
Maintenance materials and supplies	\$ 29,000		
Street sign replacement program	3,000		
<b>MEASURE S - 2014 FUND - 106</b>			
<b>47204 Improvements/Sidewalk Improvements</b>		<b>\$ -</b>	<b>\$ 20,000</b>
Sidewalk Improvements	20,000		
<b>47205 Improvements/Streets</b>		<b>\$ -</b>	<b>\$ 120,000</b>
Pedestrian Bridge Inspection & Maintenance	\$ 100,000		
Traffic Sign Replacement	20,000		

**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**

<b>Position</b>	<b>2015-16</b>	<b>2016-17</b>	<b>2017-18</b>	<b>2018-19</b>	<b>2019-20</b>
Public Works Manager	1.00	1.00	1.00	1.00	1.00
Public Works Maintenance Supervisor	1.00	1.00	1.00	1.00	1.00
Public Works Maintenance Workers	4.00	5.00	5.00	5.00	5.00
<b>Total</b>	<b>6.00</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>

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

**EXPENDITURE SUMMARY**

	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Actual Thru Mar-19	FY 2018-19 Budget	FY 2019-20 Proposed	\$ Chg	% Chg
<b>Personnel</b>							
Salaries & Wages - 401	424,112	421,642	363,622	508,369	528,383	20,014	4%
Overtime - 402	2,249	3,609	6,071	362	362	-	0%
Employee Benefits - 410	211,531	200,228	201,555	304,825	314,733	9,908	3%
<b>Total Salary &amp; Benefits</b>	<b>637,891</b>	<b>625,479</b>	<b>571,248</b>	<b>813,556</b>	<b>843,478</b>	<b>29,922</b>	<b>4%</b>
<b>Services and Supplies</b>							
Professional & Administrative Services - 42	150,812	213,927	79,091	147,777	104,977	(42,800)	-41%
Other Operating Expenses - 43	37,493	43,186	26,893	41,000	41,000	-	0%
Materials & Supplies - 44	8,773	1,362	6,836	28,200	28,200	-	0%
<b>Total Services and Supplies</b>	<b>197,078</b>	<b>258,476</b>	<b>112,821</b>	<b>216,977</b>	<b>174,177</b>	<b>(42,800)</b>	<b>-25%</b>
<b>Indirect Cost Allocations</b>							
Administrative Credits - 46121	(422,712)	(448,229)	(359,822)	(614,260)	(637,642)	(23,382)	4%
IS Charges - 46124	-	-	-	-	-	-	0%
General Liability Insurance - 46201	16,152	36,678	1,599	16,634	24,513	7,879	32%
<b>Total Indirect Cost Allocations</b>	<b>(406,561)</b>	<b>(411,551)</b>	<b>(358,223)</b>	<b>(597,626)</b>	<b>(613,129)</b>	<b>(15,503)</b>	<b>3%</b>
<b>Total</b>	<b>428,408</b>	<b>472,403</b>	<b>325,846</b>	<b>432,907</b>	<b>404,526</b>	<b>(28,381)</b>	<b>-7%</b>
<b>MEASURE S - 2014 FUND - 106</b>							
Administrative Debits - 46122	-	-	64,156	97,592	108,991	11,399	10%
Asset Acquisition/Improvement - 47	3,229	59,727	19,270	350,000	230,000	(120,000)	-52%
	<b>3,229</b>	<b>59,727</b>	<b>83,426</b>	<b>447,592</b>	<b>338,991</b>	<b>(108,601)</b>	<b>-32%</b>
<b>SOLID WASTE FUND - 214</b>							
Professional & Administrative Services - 42	-	-	-	19,297	19,297	-	0%
Legal Charges - 46126	-	-	3,003	2,703	2,703	-	0%
Asset Acquisition/Improvement - 47	-	-	-	20,000	20,000	-	0%
	<b>-</b>	<b>-</b>	<b>3,003</b>	<b>42,000</b>	<b>42,000</b>	<b>-</b>	<b>0%</b>
<b>PUBLIC FACILITIES FUND - 324</b>							
Asset Acquisition/Improvement - 47	3,263	22,738	39,230	60,000	60,000	-	0%

**MAJOR NON-PERSONNEL EXPENSE DETAILS**

	FY 2018-19	FY 2019-20
<b>42101 Professional Services</b>	<b>\$ 43,856</b>	<b>\$ 3,456</b>
EBRCSA contract - 6 radios	\$ 3,456	
<b>42107 Equipment Maintenance</b>	<b>\$ 45,856</b>	<b>\$ 43,456</b>
EBRCSA maintenance for 6 radios	\$ 3,456	
Vehicle maintenance and repair	\$ 40,000	

<b>42108 Maintenance/Structure Imp</b>		<b>\$ 56,000</b>	<b>\$ 56,000</b>
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		
<b>4230X Travel and Training</b>		<b>\$ 1,550</b>	<b>\$ 1,550</b>
Technical training	\$ 1,550		
<b>42401 Memberships</b>		<b>\$ 315</b>	<b>\$ 315</b>
M.S.A. (Maintenance Superintendents Association)	\$ 315		
T.C.S.A. (Traffic Control Supervisory Association)			
Technical publications			
<b>42511 Equipment Rental</b>		<b>\$ 200</b>	<b>\$ 200</b>
This is used to rent infrequently used equipment.	\$ 200		
<b>42514 Special Department Expense</b>		<b>\$ -</b>	<b>\$ -</b>
Maintenance materials, street warning signs, street marking paint, small hand tools and vandalism repair	\$ -		
Street sign replacement program			
<b>Total Professional/Administrative Services</b>			<b>\$ 104,977</b>
<b>4310X Utilities</b>		<b>\$ 37,000</b>	<b>\$ 37,000</b>
Gas/Electricity	\$ 24,000		
Water	13,000		
<b>43201 Property Tax</b>		<b>\$ 4,000</b>	<b>\$ 4,000</b>
<b>44301 Fuel</b>		<b>\$ 8,200</b>	<b>\$ 8,200</b>
<b>44410 Safety Clothing</b>		<b>\$ 20,000</b>	<b>\$ 20,000</b>
The worker classifications in this division are supplied: Uniforms, coveralls, and foul weather gear	\$ 20,000		
<b>MEASURE S - 2014 FUND - 106</b>			
<b>47201 Improvements/Building</b>		<b>\$ 38,000</b>	<b>\$ 230,000</b>
Replace HVAC & associated roof at Senior Center	\$ 110,000		
Replace HVAC at City Hall	120,000		
<b>SOLID WASTE FUND - 214</b>			
<b>47205 Improvements/Streets</b>		<b>\$ 20,000</b>	<b>\$ 20,000</b>
Street improvements	\$ 20,000		
<b>PUBLIC FACILITIES FUND - 324</b>			
<b>47201 Improvements/Building</b>		<b>\$ 60,000</b>	<b>\$ 60,000</b>
Annual Building Maintenance Program	\$ 60,000		

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

**EXPENDITURE SUMMARY**

	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Actual Thru Mar-19	FY 2018-19 Budget	FY 2019-20 Proposed	\$ Chg	% Chg
<b>Services and Supplies</b>							
Professional & Administrative Services - 42	11,017	15,856	5,933	21,175	21,175	-	0%
Other Operating Expenses - 43	9,661	12,825	8,000	11,000	11,000	-	0%
<b>Total Services and Supplies</b>	<b>20,678</b>	<b>28,681</b>	<b>13,933</b>	<b>32,175</b>	<b>32,175</b>	<b>-</b>	<b>0%</b>
<b>Capital Outlay</b>							
Asset Acquisition/Improvement - 47	-	-	-	-	-	-	0%
<b>Total Capital Outlay</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0%</b>
<b>Indirect Cost Allocations</b>							
Administrative Debits - 46122	-	-	-	-	-	-	0%
IS Charges - 46124	-	-	-	-	-	-	0%
Legal Charges - 46126	2,464	-	-	5,000	5,000	-	0%
<b>Total Indirect Cost Allocations</b>	<b>2,464</b>	<b>-</b>	<b>-</b>	<b>5,000</b>	<b>5,000</b>	<b>-</b>	<b>0%</b>
<b>Total</b>	<b>23,142</b>	<b>28,681</b>	<b>13,933</b>	<b>37,175</b>	<b>37,175</b>	<b>-</b>	<b>-</b>

**MAJOR NON-PERSONNEL EXPENSE DETAILS**

		FY 2018-19	FY 2019-20
<b>42101 Professional Services</b>		\$ -	\$ -
Appraisals of R/E Properties for Marketing/Sale	\$ -		
<b>42108 Maintenance/Structure Imp</b>		\$ 21,175	\$ 21,175
Material to maintain facilities owned by the former Redevelopment Agency.	\$ 21,175		
<b>4310X Utilities</b>		\$ 11,000	\$ 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 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Actual Thru Mar-19	FY 2018-19 Budget	FY 2019-20 Proposed	\$ Chg	% Chg
<b>Personnel</b>							
Employee Benefits - 410	14,087	12,826	-	-	-	-	0%
<b>Total Salary &amp; Benefits</b>	<b>14,087</b>	<b>12,826</b>	-	-	-	-	<b>0%</b>
<b>Services and Supplies</b>							
Professional & Administrative Services -	50,855	40,570	55,901	88,181	122,882	34,701	28%
Other Operating Expenses - 43	-	-	-	-	-	-	0%
Materials & Supplies - 44	11,184	18,191	940	9,600	9,600	-	0%
<b>Total Services and Supplies</b>	<b>62,039</b>	<b>58,761</b>	<b>56,840</b>	<b>97,781</b>	<b>132,482</b>	<b>34,701</b>	<b>26%</b>
<b>Indirect Cost Allocations</b>							
Administrative Credits - 46121	-	-	-	-	-	-	0%
Administrative Debits - 46122	179,043	195,870	141,044	214,392	228,962	14,570	6%
IS Charges - 46124	-	-	-	-	-	-	0%
Legal Charges - 46126	-	6,462	892	6,000	6,000	-	0%
<b>Total Indirect Cost Allocations</b>	<b>179,043</b>	<b>202,332</b>	<b>141,936</b>	<b>220,392</b>	<b>234,962</b>	<b>14,570</b>	<b>6%</b>
<b>Total</b>	<b>255,169</b>	<b>273,919</b>	<b>198,776</b>	<b>318,173</b>	<b>367,444</b>	<b>49,271</b>	<b>13%</b>
<b>MEASURE S-2014 FUND - 106</b>							
Professional & Administrative Services -	-	-	-	75,000	25,000	(50,000)	-200%
Asset Acquisition/Improvement - 47	-	-	-	150,000	150,000	-	0%
<b>Total Measure S-2014</b>	-	-	-	<b>225,000</b>	<b>175,000</b>	<b>(50,000)</b>	<b>-29%</b>

## MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2018-19	FY 2019-20
<b>42101 Professional Services</b>		<b>\$ 23,000</b>	<b>\$ 30,000</b>
Contract support for Clean Water and NPDES	\$ 30,000		
<b>42107 Equipment Maintenance</b>		<b>\$ 10,000</b>	<b>\$ 10,000</b>
Storm drain, trash capture, street sweeper	\$ 10,000		
<b>42108 Building Structure Maintenance</b>		<b>\$ 5,000</b>	<b>\$ 5,000</b>
Trash capture devices	\$ 5,000		
<b>4220X Office Expenses</b>		<b>\$ 400</b>	<b>\$ 1,000</b>
Miscellaneous office expenses	\$ 500		
Printing and Binding	500		
<b>42514 Special Departmental Expense</b>		<b>\$ 49,781</b>	<b>\$ 76,882</b>
CCC Assessment District admin	\$ 58,564		
Lumber and supply costs for Clean Water program	9,779		
NPDES Annual Permit	8,539		
	<b>Total Professional/Administrative Services</b>		<b>\$ 122,882</b>
<b>44301 Fuel</b>		<b>\$ 8,000</b>	<b>\$ 8,000</b>
<b>44410 Safety Clothing</b>		<b>\$ 1,600</b>	<b>\$ 1,600</b>
<b>MEASURE S-2014 FUND - 106</b>			
<b>42101 Professional Services</b>		<b>\$ 75,000</b>	<b>\$ 25,000</b>
Storm Drainage Master Plan-Phased	\$ 25,000		
		<b>\$ 150,000</b>	<b>\$ 150,000</b>
Storm Drainage Annual Rehabilitation	\$ 150,000		

**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
  - Park pedestrian bridges

**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 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Actual Thru Mar-19	FY 2018-19 Budget	FY 2019-20 Proposed	\$ Chg	% Chg
<b>Services and Supplies</b>							
Professional & Administrative Services - 42	104,776	92,975	88,628	119,827	139,827	20,000	17%
Other Operating Expenses - 43	55,845	58,513	48,543	68,156	68,156	-	0%
Materials & Supplies - 44	672	952	538	500	500	-	0%
<b>Total Services and Supplies</b>	<b>161,293</b>	<b>152,440</b>	<b>137,709</b>	<b>188,483</b>	<b>208,483</b>	<b>20,000</b>	<b>11%</b>
<b>Capital Outlay</b>							
Asset Acquisition/Improvement - 47	-	-	-	-	-	-	0%
<b>Total Capital Outlay</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0%</b>
<b>Indirect Cost Allocations</b>							
Administrative Debits - 46122	38,197	33,087	25,637	47,828	47,237	(591)	-1%
IS Charges - 46124	-	-	8,808	-	-	-	0%
<b>Total Indirect Cost Allocations</b>	<b>38,197</b>	<b>33,087</b>	<b>34,445</b>	<b>47,828</b>	<b>47,237</b>	<b>(591)</b>	<b>-1%</b>
<b>Total</b>	<b>199,490</b>	<b>185,527</b>	<b>172,154</b>	<b>236,311</b>	<b>255,720</b>	<b>19,409</b>	<b>8%</b>
<b>MEASURE S-2014 FUND - 106</b>							
Asset Acquisition/Improvement - 47	5,882	4,223	16,092	429,814	367,618	(62,196)	-17%
<b>Total Capital Outlay</b>	<b>5,882</b>	<b>4,223</b>	<b>16,092</b>	<b>429,814</b>	<b>367,618</b>	<b>(62,196)</b>	<b>-14%</b>

## MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2018-19	FY 2019-20
<b>42101 Professional Services</b>		\$ 5,000	\$ 25,000
Professional maintenance contract	\$ 5,000		
Park Pedestrian Bridges	\$ 20,000		
<b>42107 Equipment Maintenance</b>		\$ 4,500	\$ 4,500
Off road equipment maintenance	\$ 4,500		
<b>42108 Maintenance/Structure Imp</b>		\$ 110,000	\$ 110,000
Landscape maintenance contract	\$ 100,000		
Materials for parks, restrooms and play area	10,000		
<b>42401 Memberships</b>		\$ 127	\$ 127
CAPCA (California Agricultural Production Consultants Association)	\$ 100		
P.A.P.A. (Pest Applicators Association)	\$ 27		
<b>42511 Equipment Rental</b>		\$ 200	\$ 200
Cost to rent infrequently used equipment.	\$ 200		
<b>Total Professional/Administrative Services</b>			<b>\$ 139,827</b>
<b>4310X Utilities</b>		\$ 68,000	\$ 68,000
Gas/Electricity	\$ 10,000		
Water	58,000		
<b>43201 Property Tax</b>		\$ 156	\$ 156
<b>44301 Fuel</b>		\$ 500	\$ 500
<b>MEASURE S-2014 FUND - 106</b>			
<b>47203 Improvements/Parks</b>		\$ 429,814	\$ 85,000
Soccer Field Maintenance	\$ 10,000		
Annual Bench/Table repairs & replacement	5,000		
Replace Chips with Rubber matting at select park locations	50,000		
Public Tree Maintenance	20,000		
<b>47201 Improvements/Building</b>		\$ -	\$ 282,618
New Restroom at Fernandez Park <i>carryforward</i>	\$ 282,618		
<b>OTHER FUNDS</b>			
<b>47203 Improvements/Parks</b>		\$ 40,000	\$ 40,000
Rehabilitation of Play Fields at Fernandez Park <i>carryforward</i> (Fund 275)	\$ 15,509		
Rehabilitation of Play Fields at Fernandez Park <i>carryforward</i> (Fund 327)	24,491		

**PV PARK CARETAKER FUND - 317  
PUBLIC WORKS - PARK MAINTENANCE - 345**

**EXPENDITURE SUMMARY**

	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Actual Thru Mar-19	FY 2018-19 Budget	FY 2019-20 Proposed	\$ Chg	% Chg
<b>Personnel</b>							
Salaries & Wages - 401	11,776	12,174	8,526	11,960	11,960	-	0%
Overtime - 402	-	-	-	-	-	-	0%
Employee Benefits - 410	1,446	1,556	1,686	1,564	1,604	40	3%
<b>Total Salary &amp; Benefits</b>	<b>13,222</b>	<b>13,730</b>	<b>10,212</b>	<b>13,524</b>	<b>13,564</b>	<b>40</b>	<b>0%</b>
<b>Services and Supplies</b>							
Professional & Administrative Services - 42	806	263	-	-	-	-	0%
Other Operating Expenses -43	756	660	662	856	856	-	0%
<b>Total Services and Supplies</b>	<b>1,562</b>	<b>923</b>	<b>662</b>	<b>856</b>	<b>856</b>	<b>-</b>	<b>0%</b>
<b>Capital Outlay</b>							
Equipment - 42107	-	515	-	-	-	-	0%
<b>Total Capital Outlay</b>	<b>-</b>	<b>515</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0%</b>
<b>Internal Cost Allocations</b>							
Administrative Debits - 46122	-	-	-	-	-	-	0%
General Liability Insurance - 46201	370	378	-	397	562	165	42%
<b>Total Internal Cost Allocations</b>	<b>370</b>	<b>378</b>	<b>-</b>	<b>397</b>	<b>562</b>	<b>165</b>	<b>42%</b>
<b>Total</b>	<b>15,154</b>	<b>15,546</b>	<b>10,874</b>	<b>14,777</b>	<b>14,982</b>	<b>205</b>	<b>1%</b>

**MAJOR NON-PERSONNEL EXPENSE DETAILS**

	FY 2018-19	FY 2019-20
<b>43201 Property Tax</b>	<b>\$ 856</b>	<b>\$ 856</b>

**Mission**

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

**Program Description**

The Waste Reduction Program encourages and promotes recycling, source reduction, and reuse with the overall goal of decreasing reliance on sanitary landfills used for refuse disposal. The City of Pinole utilizes strategic partnerships with West Contra Costa Integrated Waste Management Authority, 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 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Actual Thru Mar-19	FY 2018-19 Budget	FY 2019-20 Proposed	\$ Chg	% Chg
<b>Services and Supplies</b>							
Professional & Administrative Services - 42	13,994	13,831	13,901	22,500	22,500	-	0%
Other Operating Expenses -43	-	-	-	-	-	-	0%
<b>Total Services and Supplies</b>	<b>13,994</b>	<b>13,831</b>	<b>13,901</b>	<b>22,500</b>	<b>22,500</b>	<b>-</b>	<b>0%</b>
<b>Capital Outlay</b>							
Asset Acquisition/Improvement - 47	-	-	-	-	-	-	0%
<b>Total Capital Outlay</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0%</b>
<b>Indirect Cost Allocations</b>							
Administrative Debits - 46122	76,115	80,829	60,129	91,508	100,347	8,839	9%
IS Charges - 46124	-	-	-	-	-	-	0%
Legal Services - 46126	4,369	4,551	2,648	2,500	2,500	-	0%
<b>Total Indirect Cost Allocations</b>	<b>80,484</b>	<b>85,380</b>	<b>62,777</b>	<b>94,008</b>	<b>102,847</b>	<b>8,839</b>	<b>9%</b>
Transfers Out - 49901	-	-	-	-	-	-	0%
<b>Total</b>	<b>94,478</b>	<b>99,211</b>	<b>76,678</b>	<b>116,508</b>	<b>125,347</b>	<b>8,839</b>	<b>7%</b>

**AB 939 REFUSE MANAGEMENT FUND - 213  
NPDES Storm Water - 344**

Asset Acquisition/Improvement - 47	-	-	5,278	296,999	-	(296,999)	-100%
	<b>-</b>	<b>-</b>	<b>5,278</b>	<b>296,999</b>	<b>-</b>	<b>(296,999)</b>	<b>-100%</b>

**MAJOR NON-PERSONNEL EXPENSE DETAILS**

	FY 2018-19	FY 2019-20
<b>42101 Professional Services</b>	<b>\$ 10,000</b>	<b>\$ 10,000</b>
Consulting Services	\$ 10,000	
<b>42514 Special Department Expense</b>	<b>\$ 12,500</b>	<b>\$ 12,500</b>
Litter pick up services	\$ 12,500	

**Mission**

The mission of the Lighting and Landscape Assessment District is to maintain 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 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Actual	FY 2018-19 Budget	FY 2019-20 Proposed	\$ Chg	% Chg
			Thru Mar-19				
<b>Services and Supplies</b>							
Professional & Administrative Services - 42	39,080	17,896	10,424	30,850	15,500	(15,350)	-99%
Other Operating Expenses - 43	3,129	10,038	86,201	10,000	19,560	9,560	49%
<b>Total Services and Supplies</b>	<b>42,208</b>	<b>27,934</b>	<b>96,625</b>	<b>40,850</b>	<b>35,060</b>	<b>(5,790)</b>	<b>-17%</b>
<b>Capital Outlay</b>							
Asset Acquisition/Improvement - 47	10,622	1,101	1,703	15,787	5,720	(10,067)	-176%
<b>Total Capital Outlay</b>	<b>10,622</b>	<b>1,101</b>	<b>1,703</b>	<b>15,787</b>	<b>5,720</b>	<b>(10,067)</b>	<b>-176%</b>
<b>Indirect Cost Allocations</b>							
Administrative Debits - 46122	-	-	-	-	2,000	2,000	100%
Legal Charges - 46126	-	1,587	-	-	-	-	0%
<b>Total Indirect Cost Allocations</b>	<b>-</b>	<b>1,587</b>	<b>-</b>	<b>-</b>	<b>2,000</b>	<b>2,000</b>	<b>100%</b>
<b>Total</b>	<b>52,830</b>	<b>30,622</b>	<b>98,328</b>	<b>56,637</b>	<b>42,780</b>	<b>(13,857)</b>	<b>-32%</b>

**MAJOR NON-PERSONNEL EXPENSE DETAILS**

		FY 2018-19	FY 2019-20
<b>42108 Maintenance Structures/Imp</b>		<b>\$ 1,850</b>	<b>\$ 1,500</b>
Landscaping maintenance - Zone A	\$ 720		
Landscaping maintenance - Zone B	780		
<b>42101 Professional Services</b>		<b>\$ 29,000</b>	<b>\$ 14,000</b>
Contra Costa County traffic signal maintenance - Zone A	\$ 7,000		
Cal Trans traffic signal maintenance - Zone A	1,000		
Contra Costa County traffic signal maintenance - Zone B	5,000		
Cal Trans traffic signal maintenance - Zone B	1,000		
<b>Total Professional/Administrative Services</b>			<b>\$ 15,500</b>
<b>4310X Utilities</b>		<b>\$ 10,000</b>	<b>\$ 19,560</b>
Water (EBMUD) - Zone A	\$ 2,500		
Electricity & Power - Zone A	6,560		
Water (EBMUD) - Zone B	2,500		
Electricity & Power - Zone B	8,000		
<b>47202 Kaiser Medians</b>		<b>\$ 15,787</b>	<b>\$ 5,720</b>
PG&E Traffic control service/lighting- Zone A	\$ 2,600		
PG&E Street and highway lighting - Zone B	\$ 3,120		

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

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**Mission**

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

**Program Description**

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

**Key Objectives**

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

**Success Indicators**

- Permit Compliance
- Certified Staff
- Preventive Maintenance of Assets

**Position Summary**

<b>Position</b>	<b>2015-16</b>	<b>2016-17</b>	<b>2017-18</b>	<b>2018-19</b>	<b>2019-20</b>
Treatment Plant Manager	1.00	1.00	1.00	1.00	1.00
Water Pollution Control Plant Supervisor	1.00	1.00	0.00	0.00	0.00
Water Pollution Control Plant Operation Supervisor	0.00	0.00	1.00	1.00	1.00
Environmental Analyst	1.00	1.00	1.00	1.00	1.00
Environmental Assistant	1.00	1.00	1.00	1.00	1.00
Operator	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
<b>Total</b>	<b>10.46</b>	<b>10.46</b>	<b>10.46</b>	<b>10.46</b>	<b>10.46</b>

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

**EXPENDITURE SUMMARY**

	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Actual Thru Mar-19	FY 2018-19 Budget	FY 2019-20 Proposed	\$ Chg	% Chg
<b>Personnel</b>							
Salaries & Wages - 401	802,694	680,241	479,097	833,765	840,382	6,617	1%
Overtime - 402	32,744	30,347	35,897	36,500	36,500	-	0%
Employee Benefits - 410	539,611	700,580	294,916	491,063	502,962	11,899	2%
Medical Retirees - 411	51,089	1,841,043	57,485	-	-	-	0%
<b>Total Salary &amp; Benefits</b>	<b>1,426,139</b>	<b>3,252,211</b>	<b>867,394</b>	<b>1,361,328</b>	<b>1,379,844</b>	<b>18,516</b>	<b>1%</b>
<b>Services and Supplies</b>							
Professional & Administrative Services - 42	195,149	161,664	115,342	401,130	399,520	(1,610)	0%
Other Operating Expenses - 43	569,450	584,877	478,965	880,314	600,000	(280,314)	-47%
Materials & Supplies - 44	811,868	826,981	643,203	952,588	1,045,513	92,925	9%
<b>Total Services and Supplies</b>	<b>1,576,467</b>	<b>1,573,522</b>	<b>1,237,511</b>	<b>2,234,032</b>	<b>2,045,033</b>	<b>(188,999)</b>	<b>-9%</b>
<b>Capital Outlay</b>							
Asset Acquisition/Improvement - 47	-	-	1,808	443,851	443,851	-	0%
<b>Total Capital Outlay</b>	<b>-</b>	<b>-</b>	<b>1,808</b>	<b>443,851</b>	<b>443,851</b>	<b>-</b>	<b>0%</b>
<b>Indirect Cost Allocations</b>							
Administrative Debits - 46122	2,153	251,111	197,426	305,877	341,658	35,781	10%
IS Charges - 46124	25,009	25,075	-	32,709	38,611	5,902	15%
Legal Charges - 46126	-	767	-	15,000	15,000	-	0%
General Liability Insurance - 46201	26,393	26,860	-	28,685	41,087	12,402	30%
<b>Total Indirect Cost Allocations</b>	<b>53,554</b>	<b>303,812</b>	<b>197,426</b>	<b>382,271</b>	<b>436,356</b>	<b>54,085</b>	<b>12%</b>
<b>Depreciation</b>							
Depreciation Expense - 47401	632,447	810,256	306,037	-	-	-	0%
<b>Total Depreciation</b>	<b>632,447</b>	<b>810,256</b>	<b>306,037</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0%</b>
<b>Total</b>	<b>3,688,607</b>	<b>5,939,802</b>	<b>2,610,177</b>	<b>4,421,482</b>	<b>4,305,084</b>	<b>(116,398)</b>	<b>-3%</b>

## MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2018-19	FY 2019-20
<b>42101 Professional Services</b>		<b>\$ 53,500</b>	<b>\$ 53,500</b>
Engineering contract services	\$ 10,000		
PCTV quarterly subcommittee meeting	3,500		
Solids handling alternatives feasibility study	20,000		
Railroad Ave. bridge right of way study	20,000		
<b>42107 Equipment Maintenance</b>		<b>\$ 263,080</b>	<b>\$ 263,080</b>
Equipment parts and supplies	\$ 131,580		
Equipment service	131,500		
<b>42108 Maintenance Structure/Imp</b>		<b>\$ 42,000</b>	<b>\$ 30,000</b>
Janitorial services	\$ 10,000		
Various structure refurbishment	20,000		
<b>42109 Compliance Inspections</b>		<b>\$ 25,000</b>	<b>\$ 25,000</b>
Laboratory supplies and safety equipment	\$ 10,000		
Public outreach materials	5,000		
Sampling analysis	10,000		
<b>42201 Office Expense</b>		<b>\$ 5,000</b>	<b>\$ 5,000</b>
Miscellaneous office supplies	\$ 5,000		
<b>4230X Travel and Training</b>		<b>\$ 7,000</b>	<b>\$ 7,000</b>
42301 State Certified operators training	\$ 6,000		
42302 Mileage, Air	1,000		
<b>42401 Memberships</b>		<b>\$ 4,550</b>	<b>\$ 14,940</b>
Bay Area Clean Water Assoc.(BACWA)	\$ 10,390		
Joint CWEA/WEF membership	2,550		
Technical publications	2,000		
<b>42511 Equipment Rental</b>		<b>\$ 1,000</b>	<b>\$ 1,000</b>
	\$ 1,000		
<b>Total Professional/Administrative Services</b>			<b>\$ 399,520</b>
<b>4310X Utilities</b>		<b>\$ 880,314</b>	<b>\$ 600,000</b>
PG&E	\$ 590,000		
EBMUD	10,000		
<b>Total Other Operating Expenses</b>			<b>\$ 600,000</b>

<b>44301 Fuel</b>		<b>\$ 10,000</b>	<b>\$ 10,000</b>
<hr/>			
<b>44302 Sludge Removal</b>		<b>\$ 90,000</b>	<b>\$ 108,000</b>
Digester Cleaning	\$ 108,000		
<hr/>			
<b>44303 Chemicals</b>		<b>\$ 688,000</b>	<b>\$ 750,000</b>
Chemicals for Plant Operations	\$ 750,000		
<hr/>			
<b>44304 Permit Fees</b>		<b>\$ 64,588</b>	<b>\$ 77,513</b>
NPDES permit fee renewal	\$ 64,588		
BAAQMD	12,925		
<hr/>			
<b>44305 Laboratory Operations</b>		<b>\$ 85,000</b>	<b>\$ 85,000</b>
Laboratory supplies	\$ 70,000		
Accelerated Chronic Toxicity Testing	15,000		
<hr/>			
<b>44410 Safety Clothing</b>		<b>\$ 15,000</b>	<b>\$ 15,000</b>
Laundry service for uniforms, safety shoes/boots, gloves, etc.	\$ 15,000		
<hr/>			
<b>Total Materials and Supplies</b>			<b>\$ 1,045,513</b>
<hr/>			
<b>47101 Equipment</b>		<b>\$ 340,000</b>	<b>\$ 340,000</b>
Depreciation- Pinole only	\$ 340,000		

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

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### **Mission**

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

### **Program Description**

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

### **Key Objectives**

- Maintain collection system and pump stations network
- Preservation of assets
- Reduce inflow and infiltration
- Continue to manage the sewer lateral ordinance
- Establish a sewer manhole lining program

### **Success Indicators**

- No sanitary sewer overflows
- Permit Compliance
- Development of a program to systematically address I/I within areas identified as "high contributors"
- Sewer lateral rehabilitations

### **Position Summary**

<b>Position</b>	<b>2015-16</b>	<b>2016-17</b>	<b>2017-18</b>	<b>2018-19</b>	<b>2019-20</b>
Public Works Maintenance Supervisor	1.00	1.00	1.00	1.00	1.00
Public Works Maintenance Worker	2.00	2.00	2.00	2.00	2.00
<b>Total</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>

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

**EXPENDITURE SUMMARY**

	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Actual Thru Mar-19	FY 2018-19 Budget	FY 2019-20 Proposed	\$ Chg	% Chg
<b>Personnel</b>							
Salaries & Wages - 401	217,718	216,970	156,082	229,816	238,538	8,722	4%
Overtime - 402	1,459	2,499	3,127	2,200	2,200	-	0%
Benefits & Insurance - 410	65,785	65,674	72,609	84,381	108,551	24,170	22%
<b>Total Salary &amp; Benefits</b>	<b>284,962</b>	<b>285,143</b>	<b>231,818</b>	<b>316,397</b>	<b>349,289</b>	<b>32,892</b>	<b>9%</b>
<b>Services and Supplies</b>							
Professional & Administrative Services - 42	29,921	71,279	21,302	152,150	147,150	(5,000)	-3%
Other Operating Expenses - 43	10,028	10,026	6,845	13,500	13,500	-	0%
Materials & Supplies - 44	9,328	10,240	7,950	10,200	12,500	2,300	18%
<b>Total Services and Supplies</b>	<b>49,278</b>	<b>91,545</b>	<b>36,097</b>	<b>175,850</b>	<b>173,150</b>	<b>(2,700)</b>	<b>-2%</b>
<b>Capital Outlay</b>							
Asset Acquisition/Improvement - 47	30,163	11,789	-	1,945,000	1,595,000	(350,000)	-22%
<b>Total Capital Outlay</b>	<b>30,163</b>	<b>11,789</b>	<b>-</b>	<b>1,945,000</b>	<b>1,595,000</b>	<b>(350,000)</b>	<b>-22%</b>
<b>Indirect Cost Allocations</b>							
Administrative Credits - 46121	(71,965)	(69,939)	(51,993)	(77,570)	(86,583)	(9,013)	10%
Administrative Debits - 46122	334,954	349,019	253,082	396,729	436,311	39,582	9%
IS Charges - 46124	13,106	11,251	-	16,508	30,899	14,391	47%
Legal Charges - 46126	402	3,538	646	15,000	15,000	-	0%
General Liability Insurance - 46201	6,416	6,722	-	7,337	10,807	3,470	32%
<b>Total Indirect Cost Allocations</b>	<b>282,913</b>	<b>300,591</b>	<b>201,735</b>	<b>358,004</b>	<b>406,434</b>	<b>48,430</b>	<b>12%</b>
<b>Depreciation</b>							
Depreciation Expense - 47401	9,893	219,624	41,487	-	-	-	0%
<b>Total Depreciation</b>	<b>9,893</b>	<b>219,624</b>	<b>41,487</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0%</b>
<b>Total</b>	<b>657,209</b>	<b>908,691</b>	<b>511,138</b>	<b>2,795,251</b>	<b>2,523,873</b>	<b>(271,378)</b>	<b>-11%</b>

## MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2018-19	FY 2019-20
<b>42101 Professional Services</b>		<b>\$ 115,000</b>	<b>\$ 110,000</b>
Contractors for isolated emergency repairs	\$ 10,000		
Hydraulic analysis of isolated trouble spots	\$ 10,000		
Sewer flow modeling	35,000		
Sanitary Sewer overflow mitigation	50,000		
Wildan Assessment services	5,000		
<b>42107 Equipment Maintenance</b>		<b>\$ 20,000</b>	<b>\$ 20,000</b>
Vehicle maintenance and repair	\$ 20,000		
<b>42201 Office Expense</b>		<b>\$ 150</b>	<b>\$ 150</b>
Office supplies, includes reprinting of map books.	\$ 150		
<b>42401 Memberships</b>		<b>\$ 1,000</b>	<b>\$ 1,000</b>
Joint CWEA/WEF membership	\$ 765		
Technical publications	\$ 235		
<b>42301 Travel and Training</b>		<b>\$ 1,000</b>	<b>\$ 1,000</b>
Technical training programs for sewer maintenance, confined space entry and street safety procedures.	\$ 1,000		
<b>42511 Equipment Rental</b>		<b>\$ -</b>	<b>\$ -</b>
Rental of infrequently used equipment.	\$ -		
<b>42514 Special Department Expense</b>		<b>\$ 15,000</b>	<b>\$ 15,000</b>
Maintenance materials (asphalt, concrete, pipe, hardware, etc.)	\$ 15,000		
<b>Total Professional/Administrative Services</b>			<b>\$ 147,150</b>
<b>4310X Utilities</b>		<b>\$ 13,500</b>	<b>\$ 13,500</b>
PG&E	\$ 9,000		
EBMUD	4,500		
<b>44301 Fuel</b>		<b>\$ 6,500</b>	<b>\$ 6,500</b>
<b>44410 Safety Clothing</b>		<b>\$ 3,700</b>	<b>\$ 3,700</b>
Uniforms, coveralls, foul weather gear, gloves	\$ 3,700		
<b>47201 Improvements</b>		<b>\$ 1,945,000</b>	<b>\$ 1,595,000</b>
Deferred collection repairs	\$ 395,000		
Hazel Street and San Pablo Ave. Pump Station <i>carryover</i>	\$ 1,200,000		
<b>44304 Permit Fee</b>		<b>\$ -</b>	<b>\$ 2,300</b>
SWRCB Per	\$ 2,300		

**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 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Actual Thru Mar-19	FY 2018-19 Budget	FY 2019-20 Proposed	\$ Chg	% Chg
<b>Services and Supplies</b>							
Professional & Administrative Services -	(440)	-	-	50	3,500	3,450	99%
<b>Total Services and Supplies</b>	<b>(440)</b>	<b>-</b>	<b>-</b>	<b>50</b>	<b>3,500</b>	<b>3,450</b>	<b>99%</b>
<b>Capital Outlay</b>							
Asset Acquisition /Improvement - 47	-560	0	0	0	0	-	0%
<b>Total Capital Outlay</b>	<b>(560)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0%</b>
<b>Indirect Cost Allocations</b>							
Legal Charges - 46126	525	-	-	11,000	-	(11,000)	-100%
<b>Total Indirect Cost Allocations</b>	<b>525</b>	<b>-</b>	<b>-</b>	<b>11,000</b>	<b>-</b>	<b>(11,000)</b>	<b>-100%</b>
<b>Total</b>	<b>(475)</b>	<b>-</b>	<b>-</b>	<b>11,050</b>	<b>3,500</b>	<b>(7,550)</b>	<b>-216%</b>

**MAJOR NON-PERSONNEL EXPENSE DETAILS**

		FY 2018-19	FY 2019-20
<b>42101 Professional Services</b>		\$ -	\$ -
Construction Management of Plant Upgrades	\$ -		
Hercules-Construction management of plan			
<b>42501 Bank Fees</b>		\$ -	\$ 3,500
Wells Fargo Bank Fees	\$ 3,500		
<b>47201 Building</b>		\$ -	\$ -
WPCP upgrades- Contingency	\$ -		
WPCP upgrades- HDR	\$ -		
WPCP upgrades- Hercules Share	\$ -		
WPCP upgrades- Kiewit	-		

**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 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Actual Thru Mar-19	FY 2018-19 Budget	FY 2019-20 Proposed	\$ Chg	% Chg
<b>Services and Supplies</b>							
Professional & Administrative Services - 42	2,000	5,500	-	9,178	9,178	-	0%
<b>Total Services and Supplies</b>	<b>2,000</b>	<b>5,500</b>	<b>-</b>	<b>9,178</b>	<b>9,178</b>	<b>-</b>	<b>0%</b>
<b>Debt Service</b>							
Debt Principal - 48101	-	-	298,000	298,000	310,000	12,000	4%
Debt Interest - 48102	233,566	227,770	219,097	219,097	210,129	(8,968)	-4%
Cost of Issuance - 48103	-	-	-	-	-	-	0%
<b>Total Debt Service</b>	<b>233,566</b>	<b>227,770</b>	<b>517,097</b>	<b>517,097</b>	<b>520,129</b>	<b>3,032</b>	<b>1%</b>
<b>Indirect Cost Allocations</b>							
Legal Charges - 46126	16,412	-	-	-	-	-	0%
<b>Total Indirect Cost Allocations</b>	<b>16,412</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0%</b>
<b>Total</b>	<b>251,978</b>	<b>233,270</b>	<b>517,097</b>	<b>526,275</b>	<b>529,307</b>	<b>3,032</b>	<b>0</b>

**SEWER ENTERPRISE PLANT EXPANSION FUND - 503**

Professional & Administrative Services - 42	-	-	-	3,500	3,500	-	0%
Legal Charges - 46126	134	-	-	-	-	-	0%
	<b>134</b>	<b>-</b>	<b>-</b>	<b>3,500</b>	<b>3,500</b>	<b>-</b>	<b>0%</b>

**MAJOR NON-PERSONNEL EXPENSE DETAILS**

	FY 2018-19	FY 2019-20
<b>42101 Professional Services</b>	<b>\$ 9,178</b>	<b>\$ 9,178</b>
Auditing Services	\$ 5,678	
Trustee Fees	3,500	
<b>4810X Wastewater Revenue Bonds, Series 2006</b>	<b>\$ 517,097</b>	<b>\$ 520,129</b>
48101 - Principal	\$ 310,000	
48102 - Interest	210,129	

**SEWER ENTERPRISE PLANT EXPANSION FUND - 503**

<b>42501 Bank Fees</b>	<b>\$ 3,500</b>	<b>\$ 3,500</b>
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**

<b>Position</b>	<b>2015-16</b>	<b>2016-17</b>	<b>2017-18</b>	<b>2018-19</b>	<b>2019-20</b>
Planning Manager	1.00	1.00	1.00	1.00	1.00
<b>Total</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>

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

**EXPENDITURE SUMMARY**

	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Actual Thru Mar-19	FY 2018-19 Budget	FY 2019-20 Proposed	\$ Chg	% Chg
<b>Personnel</b>							
Salaries & Wages - 401	125,873	133,321	101,986	145,850	142,752	(3,098)	-2%
Employee Benefits - 410	32,984	34,374	39,841	47,407	87,678	40,271	46%
<b>Total Salary &amp; Benefits</b>	<b>158,857</b>	<b>167,695</b>	<b>141,828</b>	<b>193,257</b>	<b>230,430</b>	<b>37,173</b>	<b>16%</b>
<b>Services and Supplies</b>							
Professional & Administrative Services - 42	55,123	80,877	63,933	205,940	167,040	(38,900)	-23%
Other Operating Expenses - 43	1,634	1,421	924	1,550	1,550	-	0%
Materials & Supplies - 44	1,092	593	880	500	500	-	0%
<b>Total Services and Supplies</b>	<b>57,849</b>	<b>82,891</b>	<b>65,737</b>	<b>207,990</b>	<b>169,090</b>	<b>(38,900)</b>	<b>-23%</b>
<b>Capital Outlay</b>							
Asset Acquisition/Improvement - 47	-	4,273	-	2,000	2,000	-	0%
<b>Total Capital Outlay</b>	<b>-</b>	<b>4,273</b>	<b>-</b>	<b>2,000</b>	<b>2,000</b>	<b>-</b>	<b>0%</b>
<b>Indirect Cost Allocations</b>							
Administrative Credits - 46121	(15,499)	(16,412)	(12,988)	(18,932)	(23,714)	(4,782)	20%
Administrative Debits - 46122	-	-	-	-	-	-	0%
Legal Charges - 46126	18,695	33,742	35,010	25,000	25,000	-	0%
General Liability Insurance - 46201	3,643	3,848	-	4,599	6,709	2,110	31%
<b>Total Indirect Cost Allocations</b>	<b>6,839</b>	<b>21,178</b>	<b>22,022</b>	<b>10,667</b>	<b>7,995</b>	<b>(2,672)</b>	<b>-33%</b>
<b>Total</b>	<b>223,545</b>	<b>276,037</b>	<b>229,587</b>	<b>413,914</b>	<b>409,515</b>	<b>(4,399)</b>	<b>-1%</b>

**GENERAL FUND - 100**

Administrative Debits - 46122	7,749	8,206	6,494	9,893	11,857	1,964	17%
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**MEASURE S - 2014 FUND - 106**

Administrative Credits - 46121	-	-	-	-	100,000	100,000	100%
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>100,000</b>	<b>100,000</b>	<b>100%</b>

**MAJOR NON-PERSONNEL EXPENSE DETAILS**

	FY 2018-19	FY 2019-20
<b>42101 Professional Services</b>	<b>\$ 141,000</b>	<b>\$ 125,000</b>
Nexus Fee Study ( <i>carry forward</i> )	\$ 20,000	
Parking Study ( <i>carry forward</i> )	25,000	
Contract Planner	80,000	

<b>42107 Equipment Maintenance</b>		<b>\$ 1,600</b>	<b>\$ 1,600</b>
Maintenance costs for two vehicles	\$ 1,600		
<b>42201 Office Expense</b>		<b>\$ 1,000</b>	<b>\$ 1,000</b>
Miscellaneous office supplies	\$ 1,000		
<b>42301 Travel and Training</b>		<b>\$ 9,000</b>	<b>\$ 9,000</b>
Training and seminars for staff	\$ 2,000		
Planning Commissioner training	7,000		
<b>42401 Memberships</b>		<b>\$ 1,000</b>	<b>\$ 1,000</b>
American Institute of Certified Planners (AICP)	\$ 300		
American Planning Assoc (APA)	350		
Assoc of Environmental Planners (AEP)	350		
<b>42504 Recruitment Costs</b>		<b>\$ 22,900</b>	<b>\$ -</b>
<b>42514 Special Department Expense</b>		<b>\$ 29,440</b>	<b>\$ 29,440</b>
Publishing Legal Notices	\$ 2,000		
PCTV Planning Commission Meetings	19,440		
Meeting Minute Preparation	8,000		
		<b>Total Professional/Administrative Services</b>	<b>\$ 167,040</b>
<b>4310X Utilities</b>		<b>\$ 1,550</b>	<b>\$ 1,550</b>
PG&E	\$ 1,400		
EBMUD	150		
<b>44301 Fuel</b>		<b>\$ 500</b>	<b>\$ 500</b>
<b>MEASURE S - 2014 FUND - 106</b>			
<b>42101 Professional Services</b>		<b>\$ -</b>	<b>\$ 100,000</b>
Downtown Parking Study & Pedestrian Safety Imp	\$ 100,000		

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**DEVELOPMENT SERVICES - BUILDING DIVISION- 462**

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**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**

<b>Position</b>	<b>2015-16</b>	<b>2016-17</b>	<b>2017-18</b>	<b>2018-19</b>	<b>2019-20</b>
Code Enforcement Officer	0.00	0.00	1.00	0.00	0.00
Senior Building Inspector	0.00	0.00	1.00	1.00	1.00
Building Inspector	1.00	1.00	0.00	0.00	0.00
Permit Technician	0.95	1.48	1.48	1.48	1.50
<b>Total</b>	<b>1.95</b>	<b>2.48</b>	<b>3.48</b>	<b>2.48</b>	<b>2.50</b>

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

**EXPENDITURE SUMMARY**

	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Actual Thru Mar-19	FY 2018-19 Budget	FY 2019-20 Proposed	\$ Chg	% Chg
<b>Personnel</b>							
Salaries & Wages - 401	84,811	66,657	48,837	104,982	207,286	102,304	49%
Overtime - 402	296	59	82	77	-	(77)	-100%
Employee Benefits - 410	53,482	49,788	37,935	89,229	145,695	56,466	39%
<b>Total Salary &amp; Benefits</b>	<b>138,589</b>	<b>116,504</b>	<b>86,854</b>	<b>194,288</b>	<b>352,981</b>	<b>158,693</b>	<b>45%</b>
<b>Services and Supplies</b>							
Professional & Administrative Services - 42	307,988	507,778	230,217	288,250	288,250	-	0%
Other Operating Expenses - 43	4,108	3,591	2,334	4,500	4,500	-	0%
Materials & Supplies - 44	-	-	-	300	1,300	1,000	77%
<b>Total Services and Supplies</b>	<b>312,096</b>	<b>511,369</b>	<b>232,551</b>	<b>293,050</b>	<b>294,050</b>	<b>1,000</b>	<b>0%</b>
<b>Capital Outlay</b>							
Asset Acquisition/Improvement - 47	-	2,469	-	-	-	-	0%
<b>Total Capital Outlay</b>	<b>-</b>	<b>2,469</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0%</b>
<b>Indirect Cost Allocations</b>							
Administrative Credits - 46121	-	-	-	-	(57,004)	(57,004)	100%
Administrative Debits - 46122	61,570	57,758	46,143	133,576	79,570	(54,006)	-68%
IS Charges - 46124	28,929	44,692	-	48,185	52,917	4,732	9%
Legal Charges - 46126	11,997	14,779	2,697	10,000	10,000	-	0%
General Liability Insurance - 46201	5,143	7,277	-	5,740	9,743	4,003	41%
<b>Total Indirect Cost Allocations</b>	<b>107,639</b>	<b>124,505</b>	<b>48,840</b>	<b>197,501</b>	<b>95,226</b>	<b>(102,275)</b>	<b>-107%</b>
<b>Total</b>	<b>558,324</b>	<b>754,848</b>	<b>368,245</b>	<b>684,839</b>	<b>742,257</b>	<b>57,418</b>	<b>8%</b>

## MAJOR NON-PERSONNEL EXPENSE DETAILS

	FY 2018-19	FY 2019-20
<b>42101 Professional Services</b>	<b>\$ 258,000</b>	<b>\$ 258,000</b>
Contract Inspection Services	\$ 168,000	
Contract Plan Check Services	90,000	
<b>42107 Equipment Maintenance</b>	<b>\$ 1,100</b>	<b>\$ 1,100</b>
Equipment and vehicle maintenance	\$ 1,000	
Digital microfilm machine maintenance	\$ 100	
<b>42108 Building-Structure Maintenance</b>	<b>\$ 500</b>	<b>\$ 500</b>
<b>42201 Office Expense</b>	<b>\$ 2,000</b>	<b>\$ 2,000</b>
Miscellaneous Office Expenses	2000	
<b>4230X Travel and Training</b>	<b>\$ 6,000</b>	<b>\$ 6,000</b>
Training required for building code updates	\$ 6,000	
<b>42401 Memberships</b>	<b>\$ 1,650</b>	<b>\$ 1,650</b>
International Conference of Building Officials (ICBO)	\$ 1,200	
California Building Officials (CALBO)	300	
Int'l Association of Mechanical and Plumbing Officials (IAMPO)	150	
<b>42501 Bank Fees</b>	<b>\$ 10,000</b>	<b>\$ 10,000</b>
Credit card charges		
<b>42514 Special Department Expense</b>	<b>\$ 9,000</b>	<b>\$ 9,000</b>
Updates of the assessor parcel information	\$ 1,500	
Blueprints and permits to be scanned.	7,500	
<b>Total Professional/Administrative Services</b>		<b>\$ 288,250</b>
<b>4310X Utilities</b>	<b>\$ 4,500</b>	<b>\$ 4,500</b>
PG&E	\$ 4,000	
EBMUD	500	
<b>44410 Safety Clothing</b>	<b>\$ 300</b>	<b>\$ 1,300</b>
Safety clothing (safety boots, hard hat, protective eye ware, protective handwear, etc.) for the two Inspector's who perform inspections at job site locations.	\$ 300	
Small tools	\$ 1,000	

**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 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Actual Thru Mar-19	FY 2018-19 Budget	FY 2019-20 Proposed	\$ Chg	% Chg
<b>Personnel</b>							
Salaries & Wages - 401	-	-	-	-	-	-	0%
Employee Benefits - 410	-	-	-	-	-	-	0%
<b>Total Salary &amp; Benefits</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0%</b>
<b>Services and Supplies</b>							
Professional & Administrative Services - 42	27,027	20,179	11,933	3,500	1,680	(1,820)	-108%
Other Operating Expenses - 43	-	-	-	-	-	-	0%
<b>Total Services and Supplies</b>	<b>27,027</b>	<b>20,179</b>	<b>11,933</b>	<b>3,500</b>	<b>1,680</b>	<b>(1,820)</b>	<b>0%</b>
<b>Capital Outlay</b>							
Asset Acquisition/Improvement - 47	-	-	-	-	-	-	0%
<b>Total Capital Outlay</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0%</b>
<b>Indirect Cost Allocations</b>							
Administrative Debits - 46122	202,969	230,023	150,487	234,467	238,320	3,853	2%
Legal Charges - 46126	1,497	18,948	9,797	12,033	10,000	(2,033)	-20%
<b>Total Indirect Cost Allocations</b>	<b>204,465</b>	<b>248,971</b>	<b>160,284</b>	<b>246,500</b>	<b>248,320</b>	<b>1,820</b>	<b>1%</b>
<b>Total</b>	<b>231,493</b>	<b>269,150</b>	<b>172,217</b>	<b>250,000</b>	<b>250,000</b>	<b>-</b>	<b>0%</b>

**MAJOR NON-PERSONNEL EXPENSE DETAILS**

	FY 2018-19	FY 2019-20
<b>42101 Professional Services</b>	<b>\$ 3,500</b>	<b>\$ 1,680</b>
Auditing services provided by Badawi and Associates CPA's	\$ 1,680	
<b>46122 Administrative Debits</b>	<b>\$ 234,467</b>	<b>\$ 238,320</b>
Payroll cost allocations for administrative staff support of the Pinole Successor Agency:	\$ 238,320	
City Manager - 25%		
Assistant City Manager - 25%		
Finance Director - 26%		
City Clerk - 25%		
<b>46126 Legal Charges</b>	<b>\$ 12,033</b>	<b>\$ 10,000</b>
Estimated legal costs	\$ 10,000	

**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 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Actual Thru Mar-19	FY 2018-19 Budget	FY 2019-20 Proposed	\$ Chg	% Chg
<b>Personnel</b>							
Salaries & Wages - 401	-	-	-	-	-	-	0%
Employee Benefits - 410	-	-	-	-	-	-	0%
<b>Total Salary &amp; Benefits</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0%</b>
<b>Services and Supplies</b>							
Professional & Administrative Services - 42	78,724	41,916	82,966	118,920	118,920	-	0%
Other Operating Expenses - 43	1,352	1,180	768	2,100	2,100	-	0%
<b>Total Services and Supplies</b>	<b>80,076</b>	<b>43,096</b>	<b>83,733</b>	<b>121,020</b>	<b>121,020</b>	<b>-</b>	<b>0%</b>
<b>Capital Outlay</b>							
Asset Acquisition/Improvement - 47	-	381,531	-	-	-	-	0%
<b>Total Capital Outlay</b>	<b>-</b>	<b>381,531</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0%</b>
<b>Indirect Cost Allocations</b>							
Administrative Debits - 46122	43,767	49,978	40,734	61,116	70,087	8,971	13%
Legal Charges - 41427	21,860	89,284	12,531	20,000	20,000	-	0%
<b>Total Indirect Cost Allocations</b>	<b>65,626</b>	<b>139,262</b>	<b>53,265</b>	<b>81,116</b>	<b>90,087</b>	<b>8,971</b>	<b>10%</b>
Transfers Out - 49901	-	-	6,290,688	6,290,688	-	(6,290,688)	-100%
<b>Total</b>	<b>145,703</b>	<b>563,889</b>	<b>6,427,686</b>	<b>6,492,824</b>	<b>211,107</b>	<b>(6,281,717)</b>	<b>-2976%</b>

**MAJOR NON-PERSONNEL EXPENSE DETAILS**

	FY 2018-19	FY 2019-20
<b>42101 Professional Services</b>	<b>\$ 118,920</b>	<b>\$ 118,920</b>
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	
<b>4310X Utilities</b>	<b>\$ 2,100</b>	<b>\$ 2,100</b>
PG&E	\$ 2,000	
EBMUD	100	

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**DEVELOPMENT SERVICES – CODE ENFORCEMENT DIVISION- 465**

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**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**

<b>Position</b>	<b>2015-16</b>	<b>2016-17</b>	<b>2017-18</b>	<b>2018-19</b>	<b>2019-20</b>
Code Enforcement Officer	0.00	0.00	0.00	1.00	1.00
Permit Technician	0.00	0.00	0.00	0.00	0.50
<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1.00</b>	<b>1.50</b>

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

**EXPENDITURE SUMMARY**

	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Actual Thru Mar-19	FY 2018-19 Budget	FY 2019-20 Proposed	\$ Chg	% Chg
<b>Personnel</b>							
Salaries & Wages - 401	-	-	-	-	76,967	76,967	100%
Employee Benefits - 410	-	-	6,308	6,308	60,444	54,136	90%
<b>Total Salary &amp; Benefits</b>	-	-	<b>6,308</b>	<b>6,308</b>	<b>137,411</b>	<b>131,103</b>	<b>95%</b>
<b>Services and Supplies</b>							
Professional & Administrative Services - 42	-	-	5,643	127,661	71,000	(56,661)	-80%
Other Operating Expenses - 43	-	-	-	-	-	-	0%
<b>Total Services and Supplies</b>	-	-	<b>5,643</b>	<b>127,661</b>	<b>71,000</b>	<b>(56,661)</b>	<b>-80%</b>
<b>Capital Outlay</b>							
Asset Acquisition/Improvement - 47	-	-	-	-	-	-	0%
<b>Total Capital Outlay</b>	-	-	-	-	-	-	<b>0%</b>
<b>Indirect Cost Allocations</b>							
Administrative Credits - 46121	-	-	-	(63,696)	-	63,696	100%
Administrative Debits - 46122	-	-	-	-	57,004	57,004	100%
Legal Charges - 46126	-	-	12,124	-	-	-	0%
General Liability Insurance - 46201	-	-	-	2,421	3,617	1,196	33%
<b>Total Indirect Cost Allocations</b>	-	-	<b>12,124</b>	<b>(61,275)</b>	<b>60,621</b>	<b>121,896</b>	<b>201%</b>
<b>Total</b>	-	-	<b>24,075</b>	<b>72,694</b>	<b>269,032</b>	<b>196,338</b>	<b>73%</b>
<b>MEASURE S - 2014 FUND - 106</b>							
Asset Acquisition/Improvement - 47	-	-	-	-	30,000	30,000	100%
<b>Total</b>	-	-	-	-	<b>30,000</b>	<b>30,000</b>	<b>100%</b>

**MAJOR NON-PERSONNEL EXPENSE DETAILS**

	FY 2018-19	FY 2019-20
<b>42101 Professional Services</b>	<b>\$ 124,000</b>	<b>\$ 62,000</b>
Contract Inspection Services	\$ 62,000	
<b>42201 Office Expense</b>	<b>\$ -</b>	<b>\$ 1,000</b>
Citation books and misc. expenses	\$ 1,000	
<b>4230X Travel &amp; Training</b>	<b>\$ -</b>	<b>\$ 2,000</b>
Conference registration	\$ 2,000	
<b>42512 Abatement</b>	<b>\$ 3,661</b>	<b>\$ 6,000</b>
Abatement Services	\$ -	
<b>MEASURE S - 2014 FUND - 106</b>		
<b>47104 Vehicles</b>	<b>\$ -</b>	<b>\$ 30,000</b>
Code Enforcement Vehicle		

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## RECREATION ADMINISTRATION - 551

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### Mission

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

### Key Objectives

- Staff the Community Services Commission
- Fundraising Activities for Full Cost Recovery for all Recreation programs
- 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 programming and fundraising efforts
- Supported and Developed Coordinating Staff
- Movies in the Park (3), Sounds in the Park(2) Tree Lighting
- Received \$7,000 in donations from community businesses

### Position Summary

<b>Position</b>	<b>2015-16</b>	<b>2016-17</b>	<b>2017-18</b>	<b>2018-19</b>	<b>2019-20</b>
Recreation Manager	1.00	1.00	1.00	1.00	1.00
Gym Rental Attendant, <i>PT/Regular</i>	0.45	0.00	0.00	0.00	0.00
<b>Total</b>	<b>1.45</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>

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

**EXPENDITURE SUMMARY**

	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Actual Thru Mar-19	FY 2018-19 Budget	FY 2019-20 Proposed	\$ Chg	% Chg
<b>Personnel</b>							
Salaries & Wages - 401	80,068	51,563	51,882	72,207	78,092	5,885	8%
Overtime - 402	-	-	-	-	-	-	0%
Employee Benefits - 410	46,325	46,478	30,388	38,504	39,185	681	2%
<b>Total Salary &amp; Benefits</b>	<b>126,393</b>	<b>98,042</b>	<b>82,270</b>	<b>110,711</b>	<b>117,277</b>	<b>6,566</b>	<b>6%</b>
<b>Services and Supplies</b>							
Professional & Administrative Services - 42	13,530	9,752	13,670	21,515	27,426	5,911	22%
Other Operating Expenses - 43	-	-	-	-	-	-	0%
<b>Total Services and Supplies</b>	<b>13,530</b>	<b>9,752</b>	<b>13,670</b>	<b>21,515</b>	<b>27,426</b>	<b>5,911</b>	<b>22%</b>
<b>Capital Outlay</b>							
Asset Acquisition/Improvement - 47	-	-	-	-	-	-	0%
<b>Total Capital Outlay</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0%</b>
<b>Indirect Cost Allocations</b>							
IS Charges - 46124	42,030	40,448	-	58,223	53,708	(4,515)	-8%
Legal Charges - 46126	924	1,231	-	-	-	-	0%
General Liability Insurance - 46201	2,223	2,485	-	2,395	3,670	1,275	35%
<b>Total Indirect Cost Allocations</b>	<b>45,177</b>	<b>44,164</b>	<b>-</b>	<b>60,618</b>	<b>57,378</b>	<b>(3,240)</b>	<b>-6%</b>
<b>Total</b>	<b>185,100</b>	<b>151,958</b>	<b>95,940</b>	<b>192,844</b>	<b>202,081</b>	<b>9,237</b>	<b>5%</b>
<b>MEASURE S - 2014 FUND - 106</b>							
Professional & Administrative Services - 42	6,833	8,130	-	-	-	-	0%
<b>Total</b>	<b>6,833</b>	<b>8,130</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0%</b>

\*GF subsidize the difference.

## MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2018-19	FY 2019-20
<b>42101 Professional Services</b>		<b>\$ 10,865</b>	<b>\$ 10,865</b>
CPRS Membership	165		
Broadcast Music/ASCAP Services	700		
Nexus Fee Study	10,000		
<b>4230X Travel, Training &amp; Meeting Costs</b>		<b>\$ -</b>	<b>\$ 1,600</b>
Travel & Training/Conf-Registration	\$ 490		
Travel & Training/Mileage, Air	\$ 1,060		
Travel & Training/Meal Allowance	\$ 50		
<b>42501 Bank Fees</b>		<b>\$ 200</b>	<b>\$ 300</b>
<b>42514 Special Department Expense</b>		<b>\$ 6,200</b>	<b>\$ 6,400</b>
Postage Machine	\$ 100		
Office Supplies	700		
Recreation Activity Guide & Postage	5,600		
<b>42515 Special Events</b>		<b>\$ 4,250</b>	<b>\$ 8,261</b>
Expenses for Movies and Sounds in the Park	\$ 4,000		
Community Service Commission Events	\$ 2,000		
Tree Lighting	\$ 2,261		

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## SENIOR CENTER - 552

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### Mission

The mission of the Senior Center is to provide adults, age 50 and over, with a full service active Senior Center that serves Pinole and other local cities. The Center provides members with 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.

### Program Description

The Center currently provides social, educational, recreational, health, and consumer services and activities to our more than 1,500 yearly participants through programs, activities, fundraising, and facility rentals. 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.

### Key Objectives

- 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.
- Maintain a customer-service oriented operation that continuously enhances every individual's experience at the Pinole Senior 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.
- Implemented new programming and activities for members and non-members ranging from Arts & Crafts to Physical Fitness.
- Developed new fundraising events to increase revenue generating efforts at the Pinole Senior Center.

### Position Summary

Position	2015-16	2016-17	2017-18	2018-19	2019-20
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
<b>Total</b>	<b>4.28</b>	<b>4.28</b>	<b>4.28</b>	<b>4.28</b>	<b>4.28</b>

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

**EXPENDITURE SUMMARY**

	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Actual Thru Mar-19	FY 2018-19 Budget	FY 2019-20 Proposed	\$ Chg	% Chg
<b>Personnel</b>							
Salaries & Wages - 401	97,661	115,569	82,533	152,354	156,057	3,703	2%
Overtime - 402	-	68	148	-	-	-	0%
Employee Benefits - 410	31,822	51,927	38,217	43,136	54,393	11,257	21%
<b>Total Salary &amp; Benefits</b>	<b>129,482</b>	<b>167,565</b>	<b>120,899</b>	<b>195,490</b>	<b>210,450</b>	<b>14,960</b>	<b>7%</b>
<b>Services and Supplies</b>							
Professional & Administrative Services - 42	25,167	18,297	29,864	28,510	31,285	2,775	9%
Other Operating Expenses - 43	308,452	226,022	179,694	241,405	237,571	(3,834)	-2%
Materials & Supplies - 44	1,849	2,444	1,144	0	0	-	0
<b>Total Services and Supplies</b>	<b>335,468</b>	<b>246,762</b>	<b>210,702</b>	<b>269,915</b>	<b>268,856</b>	<b>(1,059)</b>	<b>0%</b>
<b>Capital Outlay</b>							
Asset Acquisition/Improvement - 47	-	8,566	897	-	10,000	10,000	100%
<b>Total Capital Outlay</b>	<b>-</b>	<b>8,566</b>	<b>897</b>	<b>-</b>	<b>10,000</b>	<b>10,000</b>	<b>0%</b>
<b>Indirect Cost Allocations</b>							
Legal Charges - 46126	826	357	112	-	500	500	100%
General Liability Insurance - 46201	4,452	4,698	-	5,053	7,335	2,282	31%
<b>Total Indirect Cost Allocations</b>	<b>5,278</b>	<b>5,055</b>	<b>112</b>	<b>5,053</b>	<b>7,835</b>	<b>2,782</b>	<b>36%</b>
Transfers Out - 49901	46,000	-	-	-	-	-	0%
<b>Total</b>	<b>516,228</b>	<b>427,948</b>	<b>332,610</b>	<b>470,458</b>	<b>497,141</b>	<b>26,683</b>	<b>5%</b>
<b>MEASURE S - 2014 FUND - 106</b>							
Asset Acquisition/Improvement - 47	-	-	-	-	7,000	7,000	100%
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>7,000</b>	<b>7,000</b>	<b>100%</b>

**MAJOR NON-PERSONNEL EXPENSE DETAILS**

	FY 2018-19	FY 2019-20
<b>42101 Professional Services</b>	<b>\$ 785</b>	<b>\$ 1,785</b>
CPRS Membership	\$ 165	
Costco Membership	120	
Staff Training	500	
WCCUSD Transition Program	1000	
<b>42107 Equipment Maintenance</b>	<b>\$ 1,875</b>	<b>\$ 3,650</b>
Fire Extinguisher Maintenance	650	
Fridge/Freezer Maintenance	2,000	
Other Maintenance	1,000	

<b>42108 Maintenance Structure/Imp</b>		<b>\$ 20,000</b>	<b>\$ 20,000</b>
Sanitary/Cleaning Supplies	\$ 2,500		
Landscape Maintenance	4,684		
Pest Control Services	816		
Electrical Supplies	500		
Plumbing Supplies	500		
Key Pad/Alarm Service	1,000		
HVAC Service	5,000		
Janitorial	5,000		
<b>42201 Office Expense</b>		<b>\$ 1,500</b>	<b>\$ 1,500</b>
Office supplies, paper flyers, and tickets	\$ 1,500		
<b>42501 Bank Fee</b>		<b>\$ 2,400</b>	<b>\$ 2,400</b>
<b>42514 Special Department Expense</b>		<b>\$ 1,950</b>	<b>\$ 1,950</b>
Health Permit	\$ 1,950		
		<b>Total Professional/Administrative Services</b>	<b>\$ 41,285</b>
<b>4310X Utilities</b>		<b>\$ 52,100</b>	<b>\$ 53,800</b>
Gas and Electric	\$ 45,000		
Water	8,800		
<b>4320X Taxes</b>		<b>\$ -</b>	<b>\$ 2,171</b>
Taxes/Property Tax	\$ 2,171		
<b>43802 Class Fees</b>		<b>\$ 34,000</b>	<b>\$ 35,000</b>
<b>43803 Personal Service</b>		<b>\$ 2,500</b>	<b>\$ 2,000</b>
WestCat tickets (reimbursed when sold)	\$ 2,000		
<b>43804 Food Program</b>		<b>\$ 63,000</b>	<b>\$ 68,000</b>
<b>43805 Travel</b>		<b>\$ 35,000</b>	<b>\$ 35,000</b>
<b>43806 Dance Program</b>		<b>\$ 7,800</b>	<b>\$ 7,400</b>
Band	\$ 5,000		
Bar Supplies	600		
CW Line Dance	1800		
<b>43807 Fundraising</b>		<b>\$ 10,000</b>	<b>\$ 10,000</b>
<b>43808 Gift Shop Sales</b>		<b>\$ 2,200</b>	<b>\$ 2,200</b>
<b>43809 Newsletter</b>		<b>\$ 5,000</b>	<b>\$ 5,000</b>
Monthly Newsletter	\$ 5,000		

<b>43810 Center Maintenance</b>		<b>\$ 22,805</b>	<b>\$ 10,000</b>
Kitchen Deep Clean	\$ 5,000		
Flooring annual maintenance	5000		

<b>43811 Supplies</b>		<b>\$ 7,000</b>	<b>\$ 7,000</b>
Misc. Program Supplies (cleaning, paper)	\$ 7,000		

**Total Other Operating Expenses \$ 237,571**

<b>47101 FF&amp;E/Equipment</b>		<b>\$ -</b>	<b>\$ 10,000</b>
Sensor Lights	\$ 5,000		
Window blind replacement	5000		

**MEASURE S - 2014 FUND - 106**

<b>47101 FF&amp;E/Equipment</b>		<b>\$ -</b>	<b>\$ 7,000</b>
Replace Dishwasher	\$ 7,000		

**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, painting, circle time, show-and-tell, music, science and story time. Resources are utilized for staffing, facility maintenance, utilities, program, and office supplies.

**Key Objectives**

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

**Success Indicators**

- Maintained quarterly enrollment of average 80 in the Tiny Tots Recreation program during the program year through the offering of Morning and Afternoon sessions.
- Hosted annual community events which support program promotion, including:
  - Spring Open House
  - Fall PreviewThis event is open to the public and should provide services to a minimum of 25 patrons.
- Sold-out of its Annual T-shirt fundraiser

**Position Summary**

<b>Position</b>	<b>2015-16</b>	<b>2016-17</b>	<b>2017-18</b>	<b>2018-19</b>	<b>2019-20</b>
Tiny Tots Program Coordinator, <i>PT/Regular</i>	0.90	0.80	0.80	0.80	0.80
Tiny Tots Recreation Leader, <i>PT/Regular (3 – 15 hrs)</i>	1.10	1.125	1.125	1.125	1.125
<b>Total</b>	<b>2.00</b>	<b>1.925</b>	<b>1.925</b>	<b>1.925</b>	<b>1.925</b>

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

**EXPENDITURE SUMMARY**

	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Actual Thru Mar-19	FY 2018-19 Budget	FY 2019-20 Proposed	\$ Chg	% Chg
<b>Personnel</b>							
Salaries & Wages - 401	66,584	73,695	61,976	74,805	82,782	7,977	10%
Overtime - 402	-	1,037	-	-	-	-	0%
Employee Benefits - 410	14,624	15,725	18,579	18,012	25,130	7,118	28%
<b>Total Salary &amp; Benefits</b>	<b>81,208</b>	<b>90,458</b>	<b>80,555</b>	<b>92,817</b>	<b>107,912</b>	<b>15,095</b>	<b>14%</b>
<b>Services and Supplies</b>							
Professional & Administrative Services - 42	16,164	15,432	11,948	20,524	22,682	2,158	10%
Other Operating Expenses - 43	2,892	2,804	1,731	3,394	3,075	(319)	-10%
<b>Total Services and Supplies</b>	<b>19,056</b>	<b>18,236</b>	<b>13,680</b>	<b>23,918</b>	<b>25,757</b>	<b>1,839</b>	<b>7%</b>
<b>Capital Outlay</b>							
Asset Acquisition/Improvement - 47	-	-	-	-	-	-	0%
<b>Total Capital Outlay</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0%</b>
<b>Indirect Cost Allocations</b>							
Administrative Credits - 46121	-	-	-	-	-	-	0%
General Liability Insurance - 46201	1,887	2,122	-	2,295	3,627	1,332	37%
<b>Total Indirect Cost Allocations</b>	<b>1,887</b>	<b>2,122</b>	<b>-</b>	<b>2,295</b>	<b>3,627</b>	<b>1,332</b>	<b>37%</b>
<b>Total</b>	<b>102,151</b>	<b>110,816</b>	<b>94,235</b>	<b>119,030</b>	<b>137,296</b>	<b>18,266</b>	<b>13%</b>
<b>MEASURE S - 2014 FUND - 106</b>							
Asset Acquisition/Improvement - 47	-	-	-	-	14,800	14,800	100%
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>14,800</b>	<b>14,800</b>	<b>100%</b>

## MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2018-19	FY 2019-20
<b>42107 Equipment Maintenance</b>		\$ 300	\$ 300
Copier and other equipment maintenance	\$ 300		
<b>42108 Maintenance Structure/Imp</b>		\$ 9,662	\$ 9,770
Alarm Monitoring	876		
Building Maintenance	500		
HVAC Maintenance	300		
Janitorial (2 times weekly)	5,000		
Landscape Maintenance	2,472		
Pest Control	372		
Sanitary Supplies	250		
<b>42201 Office Expense</b>		\$ 1,500	\$ 1,500
Toner, ink, other office supplies	\$ 1,500		
<b>42302 Travel &amp; Training</b>		\$ 300	\$ 300
CPR staff training	\$ 300		
<b>42501 Bank Fees</b>		\$ 5,000	\$ 6,000
<b>42514 Special Department Expense</b>		\$ 3,762	\$ 4,812
Holiday paper and craft supplies	450		
Industrial Mats	200		
Paper and craft supplies	1,062		
Projector and Screen	600		
Toy replacement	2,000		
T-Shirt fundraiser	500		
		<b>Total Professional/Administrative Services</b>	<b>\$ 22,682</b>
<b>4310X Utilities</b>		\$ 1,075	\$ 1,075
Gas and Electric	\$ 875		
Water	200		
<b>43201 Property Tax</b>		\$ 2,319	\$ 2,000
<b>MEASURE S - 2014 FUND - 106</b>			
<b>47103 FF&amp;E/Furniture</b>		\$ -	\$ 14,800
Replace Furniture, tables, shelves	\$ 14,800		

**Mission**

The mission of the Youth Center is to provide a safe environment and programs that extend the learning opportunities outside of school time that help children develop interests, passions, new talents, and leadership skills. The Pinole Youth Center provides a variety of programs and classes such as Enrichment classes, School Break Camps, Sports, and Leaders In Training (L.I.T.) for youth ages 6-18. Services are offered at the Youth Center at 635 Tennent Avenue, Stewart Elementary School, and Fernandez Park.

**Program Description**

The Youth programs include a variety of enrichment classes that promote academic, social, athletic, and special interest such as Watercolor Mixed Media Art, Coding, Cooking, Sports, S.T.E.A.M., “Smarties”-homework help, “Discovery Zone”-create and explore class, and “Recess Hour”-structured playtime and group games..

The School Break Camps provides day camp during Thanksgiving Break, Winter Recess, President’s Week, Spring Break, and Summer Camp. Camp is filled with at least 4 constructive and structured activities per day to keep the campers busy while creating new friendships.

The LIT Program is for teens entering 9<sup>th</sup> through 12<sup>th</sup> grade. This program helps the teens gain community service hours, job and leadership skills.

**Key Objectives**

- To provide recreational, enrichment, and day camps for youth of Pinole and the surrounding Pinole Community.
- Conduct youth events that build community and create future leaders through youth involvement
- Maintain trained staff to provide programs and classes to youth participants

**Success Indicators**

- Provided programming that features each of the following focus areas during the calendar year for the children attending the Enrichment and Camp Programs.
  - Recreation
  - Education
  - Social Development
  - Physical Development
- Hosted annual community events which support program promotion, including, Spring Egg Hunt, Halloween, and the Kids Expo. These events are open to the public and should provide services to a minimum of 200 patrons.
- Developed new enrichment programming for the fall, winter and spring sessions.

**Position Summary**

<b>Position</b>	<b>2015-16</b>	<b>2016-17</b>	<b>2017-18</b>	<b>2018-19</b>	<b>2019-20</b>
Recreation Coordinator	0.90	0.90	0.90	0.90	0.90
Senior Recreation Leader (2 – 19 hr), <i>PT</i>	1.00	0.95	0.95	0.95	0.95
Recreation Leader (3 – 15 hr), <i>PT/Regular</i>	1.13	1.125	1.125	1.125	1.125
Recreation Leader (5 – 10 hr), <i>PT/Seasonal</i>	2.25	1.25	1.25	1.25	1.25
<b>Total</b>	<b>5.28</b>	<b>4.225</b>	<b>4.225</b>	<b>4.225</b>	<b>4.225</b>

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

**EXPENDITURE SUMMARY**

	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Actual Thru Mar-18	FY 2018-19 Budget	FY 2019-20 Proposed	\$ Chg	% Chg
<b>Personnel</b>							
Salaries & Wages - 401	83,847	79,964	48,256	145,491	154,587	9,096	6%
Overtime - 402	744	263	-	-	-	-	0%
Employee Benefits - 410	29,005	38,480	36,302	47,685	49,025	1,340	3%
<b>Total Salary &amp; Benefits</b>	<b>113,596</b>	<b>118,707</b>	<b>84,559</b>	<b>193,176</b>	<b>203,612</b>	<b>10,436</b>	<b>5%</b>
<b>Services and Supplies</b>							
Professional & Administrative Services - 42	42,729	21,375	12,794	23,949	22,592	(1,357)	-6%
Other Operating Expenses - 43	6,171	1,480	9,370	6,155	11,655	5,500	47%
Materials & Supplies - 44	1,663	117	83	500	200	(300)	-150%
<b>Total Services and Supplies</b>	<b>50,563</b>	<b>22,972</b>	<b>22,247</b>	<b>30,604</b>	<b>34,447</b>	<b>3,843</b>	<b>11%</b>
<b>Capital Outlay</b>							
Asset Acquisition/Improvement - 47	-	-	-	-	-	-	0%
<b>Total Capital Outlay</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0%</b>
<b>Indirect Cost Allocations</b>							
Administrative Credits - 46121	(9,248)	-	-	(25,692)	(48,840)	(23,148)	47%
Legal Charges - 46126	-	135	-	-	150	150	100%
General Liability Insurance - 46201	4,477	4,310	-	4,825	7,266	2,441	34%
<b>Total Indirect Cost Allocations</b>	<b>(4,771)</b>	<b>4,445</b>	<b>-</b>	<b>(20,867)</b>	<b>(41,424)</b>	<b>(20,557)</b>	<b>50%</b>
<b>Total</b>	<b>159,388</b>	<b>146,125</b>	<b>106,806</b>	<b>202,913</b>	<b>196,635</b>	<b>(6,278)</b>	<b>-3%</b>
<b>MEASURE S - 2014 FUND - 106</b>							
Asset Acquisition/Improvement - 47	-	-	-	-	8,200	8,200	100%
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>8,200</b>	<b>8,200</b>	<b>100%</b>

## MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2018-19	FY 2019-20
<b>42107 Equipment Maintenance</b>		\$ 1,000	\$ 1,300
Vehicle Maintenance	\$ 1,300		
<b>42108 Maintenance Structure/Imp</b>		\$ 19,164	\$ 15,492
Building Maintenance	\$ 5,395		
Elevator Maintenance	1,356		
Fire Extinguisher Maintenance	68		
Fire Sprinkler Inspection	375		
Janitorial Service	5,388		
JanPro floor cleaning	1,172		
Misc. other supplies	1,518		
Pest Control	220		
<b>42201 Office Expense</b>		\$ 450	\$ 450
Miscellaneous Office Supplies	\$ 450		
<b>42301 Travel and Training</b>		\$ 750	\$ 1,085
Costs of seminars, conferences, staff training, first aid/CPR training	\$ 750		
<b>42401 Memberships</b>		\$ 250	\$ 165
CPRS Membership	\$ 165		
<b>42501 Bank Fees</b>		\$ 2,000	\$ 2,000
<b>42504 Recruitment Costs</b>		\$ 335	\$ -
<b>42514 Admin Exp/Special Deputy</b>		\$ -	\$ 2,100
Carnivals	\$ 1,300		
Cookies and Canvas	\$ 200		
Egg Hunt	\$ 600		
<b>Total Professional/Administrative Services</b>			<b>\$ 22,592</b>
<b>4310X Utilities</b>		\$ 3,350	\$ 8,850
Gas and Electric	\$ 8,500		
Water	350		
<b>42301 Property Taxes</b>		\$ 665	\$ 665

<b>43812 Youth Center</b>		<b>\$ 2,140</b>	<b>\$ 2,140</b>
Break Week	\$ 1,040		
Program Costs	900		
Program Supplies	200		
	<b>Total Other Operating Expenses</b>		<b>\$ 11,655</b>
<b>44301 Fuel</b>		<b>\$ 500</b>	<b>\$ 200</b>
<b>MEASURE S - 2014 FUND - 106</b>			
<b>47101 FF&amp;E/Equipment</b>		<b>\$ -</b>	<b>\$ 8,200</b>
Replace Commercial refrigerator, freezer & Stove	\$ 8,200		

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

**EXPENDITURE SUMMARY**

	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Actual Thru Mar-19	FY 2018-19 Budget	FY 2019-20 Proposed	\$ Chg	% Chg
<b>Services and Supplies</b>							
Professional & Administrative Services - 42	19,282	4,383	2,031	880	500	(380)	-76%
Other Operating Expenses - 43	-	54	260	11,000	11,000	-	0%
Materials & Supplies - 44	-	-	33	-	300	300	100%
<b>Total Services and Supplies</b>	<b>19,282</b>	<b>4,438</b>	<b>2,324</b>	<b>11,880</b>	<b>11,800</b>	<b>(80)</b>	<b>-1%</b>
<b>Capital Outlay</b>							
Asset Acquisition/Improvement - 47	-	-	-	-	-	-	0%
<b>Total Capital Outlay</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0%</b>
<b>Indirect Cost Allocations</b>							
Administrative Credits - 46121	-	-	-	-	-	-	0%
Administrative Debits - 46122	9,248	-	-	25,692	48,840	23,148	47%
<b>Total Indirect Cost Allocations</b>	<b>9,248</b>	<b>-</b>	<b>-</b>	<b>25,692</b>	<b>48,840</b>	<b>23,148</b>	<b>47%</b>
<b>Total</b>	<b>28,530</b>	<b>4,438</b>	<b>2,324</b>	<b>37,572</b>	<b>60,640</b>	<b>23,068</b>	<b>47%</b>

**MAJOR NON-PERSONNEL EXPENSE DETAILS**

		FY 2018-19	FY 2019-20
<b>42501 Recreation Bank Fee Day Camp</b>		<b>\$ 880</b>	<b>\$ 500</b>
Credit Card Charges	\$ 500		-
<b>43801 Program Costs/Youth Center</b>		<b>\$ 11,000</b>	<b>\$ 11,000</b>
Bus Tickets	\$ 750		
Camp Shirts	700		
Fieldtrips	5,000		
Misc. Supplies	1,900		
Project Supplies	1,900		
Snack Bar	750		
<b>4430X Other Supplies and Materials</b>		<b>\$ -</b>	<b>\$ 300</b>
Other Mat & Sup/Fuel	300		

**Mission**

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

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

**EXPENDITURE SUMMARY**

	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Actual Thru Mar-19	FY 2018-19 Budget	FY 2019-20 Proposed	\$ Chg	% Chg
<b>Services and Supplies</b>							
Professional & Administrative Services - 42	36,952	67,239	57,822	67,406	75,868	8,462	11%
Other Operating Expenses - 43	10,653	13,962	7,317	13,405	15,500	2,095	14%
<b>Total Services and Supplies</b>	<b>47,604</b>	<b>81,201</b>	<b>65,139</b>	<b>80,811</b>	<b>91,368</b>	<b>10,557</b>	<b>12%</b>
<b>Capital Outlay</b>							
Asset Acquisition/Improvement - 47	-	-	-	-	-	-	0%
<b>Total Capital Outlay</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0%</b>
<b>Indirect Cost Allocations</b>							
Administrative Credits - 46121	-	-	-	-	-	-	0%
Legal Charges - 46126	3,547	-	-	-	-	-	0%
<b>Total Indirect Cost Allocations</b>	<b>3,547</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0%</b>
<b>Total</b>	<b>51,151</b>	<b>81,201</b>	<b>65,139</b>	<b>80,811</b>	<b>91,368</b>	<b>10,557</b>	<b>12%</b>

**MAJOR NON-PERSONNEL EXPENSE DETAILS**

		FY 2018-19	FY 2019-20
<b>42101 Professional Services</b>		\$ 41,873	\$ 41,873
Swim Center Operations Contract	\$ 41,873		
<b>42108 Maintenance Structure/Imp</b>		\$ 24,033	\$ 30,345
Pool Maintenance	\$ 15,000		
Pool Supplies	6,000		
Landscape Maintenance	2,595		
Janitorial	5,000		
Building Maintenance	1,500		
Annual Fire Sprinkler Maintenance	250		
<b>42514 Special Department Expense</b>		\$ 1,500	\$ 3,650
County Hazardous Material Fee, Annual	\$ 1,631		
Health Permits	\$ 2,019		
<b>Total Professional/Administrative Services</b>		<b>\$ 75,868</b>	
<b>4310X Utilities</b>		\$ 11,300	\$ 13,500
43103 Gas and Electric	\$ 7,500		
43102 Water	6,000		
<b>43201 Property Taxes</b>		\$ 2,105	\$ 2,000

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**Pinole Community Playhouse (Memorial Center) -558**

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The Pinole Community Playhouse (Memorial Center) is maintained as a community theatre for performing arts programs for youth and adults. The facility is leased to the Pinole Community Players, a local nonprofit organization, under an exclusive use agreement. The Pinole Community Players currently host six or more performances annually. The Pinole Community Players pay for utility costs (gas, electricity, water and wastewater) as well as other maintenance costs. The City is responsible for all other costs.

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

**EXPENDITURE SUMMARY**

	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Actual Thru Mar-18	FY 2018-19 Budget	FY 2019-20 Proposed	\$ Chg	% Chg
<b>Services and Supplies</b>							
Professional & Administrative Services - 42	2,659	1,434	600	2,375	2,461	86	3%
Other Operating Expenses - 43	2,161	2,435	2,127	2,463	2,500	37	1%
<b>Total Services and Supplies</b>	<b>4,820</b>	<b>3,869</b>	<b>2,727</b>	<b>4,838</b>	<b>4,961</b>	<b>123</b>	<b>2%</b>
<b>Indirect Cost Allocations</b>							
Administrative Credits - 46121	-	-	-	-	-	-	0%
Administrative Debits - 46122	-	-	-	-	-	-	0%
<b>Total Indirect Cost Allocations</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0%</b>
<b>Total</b>	<b>4,820</b>	<b>3,869</b>	<b>2,727</b>	<b>4,838</b>	<b>4,961</b>	<b>123</b>	<b>2%</b>

**MAJOR NON-PERSONNEL EXPENSE DETAILS**

		FY 2018-19	FY 2019-20
<b>42107 Equipment Maintenance</b>		\$ -	\$ -
	\$ -		
<b>42108 Maintenance Structure/Imp</b>		\$ 2,375	\$ 2,461
Building Maintenance	\$ 1,300		
Fire Alarm Service	280		
Misc. Maintenance	200		
Pest Control	416		
Plumbing Supplies	90		
Sanitary Supplies	175		
		<b>Total Professional/Administrative Services</b>	<b>\$ 2,461</b>
<b>4310X Utilities</b>		\$ 2,463	\$ 2,500
Gas and Electric	\$ 500		
Water	2,000		

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**TENNIS PROGRAM - 559**

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**Mission**

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

**RECREATION FUND - 209  
TENNIS - 559****EXPENDITURE SUMMARY**

	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Actual Thru Mar-19	FY 2018-19 Budget	FY 2019-20 Proposed	\$ Chg	% Chg
<b>Services and Supplies</b>							
Professional & Administrative Services -	-	-	-	500	500	-	0%
Other Operating Expenses - 43	2,726	3,099	1,695	2,750	3,500	750	21%
<b>Total Services and Supplies</b>	<b>2,726</b>	<b>3,099</b>	<b>1,695</b>	<b>3,250</b>	<b>4,000</b>	<b>750</b>	<b>19%</b>
<b>Total</b>	<b>2,726</b>	<b>3,099</b>	<b>1,695</b>	<b>3,250</b>	<b>4,000</b>	<b>750</b>	<b>19%</b>

**MAJOR NON-PERSONNEL EXPENSE DETAILS**

		FY 2018-19	FY 2019-20
<b>42108 Maintenance Structure/Imp</b>		\$ 500	\$ 500
Building Maintenance	\$ 500		
<b>4310X Utilities</b>		\$ 2,750	\$ 3,500
Gas and Electric	\$ 3,000		
Water	500		

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## GLOSSARY OF BUDGET TERMS & ACRONYMS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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## GLOSSARY OF BUDGET TERMS & ACRONYMS

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

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

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

**Division** - A sub-section (or activity) within a department, which furthers the objectives of the City 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.

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## GLOSSARY OF BUDGET TERMS & ACRONYMS

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

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

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

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

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

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

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

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

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

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

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

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

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## GLOSSARY OF BUDGET TERMS & ACRONYMS

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**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.

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

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

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

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## GLOSSARY OF BUDGET TERMS & ACRONYMS

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### ACRONYMS

<b>ABAG</b>	Association of Bay Area Government
<b>CAFR</b>	Comprehensive Annual Financial Report
<b>CalPERS</b>	California Public Employees' Retirement System
<b>CIP</b>	Capital Improvement Program
<b>COLA</b>	Cost of Living Adjustment
<b>CPI</b>	Consumer Price Index
<b>CSMFO</b>	California Society of Municipal Finance Officers
<b>EAP</b>	Employee Assistance Program
<b>FTE</b>	Full Time Equivalent
<b>GASB</b>	Governmental Accounting Standards Board
<b>GFOA</b>	Government Finance Officers Association
<b>HOPTR</b>	Homeowner's Property Tax Rebates
<b>LAIF</b>	Local Agency Investment Fund
<b>LTD</b>	Long Term Disability
<b>NPDES</b>	National Pollution Discharge Elimination System
<b>OPEB</b>	Other Post Employment Benefits
<b>PALC</b>	Pinole Assisted Living Community
<b>PERS</b>	Public Employees' Retirement System
<b>PEPRA</b>	Public Employees' Pension Reform Act [of 2013]
<b>POB</b>	Pension Obligation Bond
<b>PPEA</b>	Pinole Police Employees Association

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## GLOSSARY OF BUDGET TERMS & ACRONYMS

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<b>PRA</b>	Pinole Redevelopment Agency
<b>RDA</b>	Redevelopment Agency
<b>SAFER</b>	Staffing for Adequate Fire and Emergency Response
<b>SDI</b>	State Disability Insurance
<b>SRO</b>	School Resource Officer
<b>UBC</b>	Uniform Building Code
<b>VLF</b>	Vehicle License Fee
<b>WBCC</b>	West Bay Communications Center
<b>WCCTAC</b>	West Contra Costa Transportation Advisory Committee
<b>WCCUSD</b>	West Contra Costa Unified School District
<b>WPCP</b>	Wastewater Pollution Control Plant

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

Department	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20
<b>CITY MANAGER</b>					
City Manager	1.00	1.00	1.00	1.00	1.00
Total Full-Time Equivalents (FTEs)	1.00	1.00	1.00	1.00	1.00
<b>CITY CLERK</b>					
City Clerk	1.00	1.00	1.00	1.00	1.00
Administrative Secretary, <i>part-time</i>	0.46	0.46	0.46	0.46	0.46
Total Full-Time Equivalents (FTEs)	1.46	1.46	1.46	1.46	1.46
<b>FINANCE DEPARTMENT</b>					
Finance Director	1.00	1.00	1.00	1.00	1.00
Accountant	0.00	0.00	0.00	1.00	1.00
Accounting Specialist	2.00	2.00	2.00	1.00	1.00
Accounting Technician, <i>part-time</i>	0.00	0.00	0.00	0.48	0.48
Accounting Intern, <i>part-time/temporary</i>	0.48	0.48	0.48	0.00	0.00
Total Full-Time Equivalents (FTEs)	3.48	3.48	3.48	3.48	3.48
<b>HUMAN RESOURCES</b>					
Assistant City Manager	1.00	1.00	1.00	1.00	1.00
Human Resources Specialist	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
<b>GENERAL GOVERNMENT</b>					
Management Analyst	0.48	0.48	1.00	1.00	1.00
Total Full-Time Equivalents (FTEs)	0.48	0.48	1.00	1.00	1.00
<b>INFORMATION SYSTEMS</b>					
Information Systems Administrator	1.00	0.00	0.00	0.00	0.00
Total Full-Time Equivalents (FTEs)	1.00	0.00	0.00	0.00	0.00
<b>CABLE ACCESS TV</b>					
Cable Access Coordinator	1.00	1.00	1.00	1.00	1.00
Cable Access Technician	1.00	1.00	1.00	1.00	1.00
Cable Equipment Operators	0.75	0.75	0.75	0.75	0.75
Total Full-Time Equivalents (FTEs)	2.75	2.75	2.75	2.75	2.75
<b>POLICE DEPARTMENT</b>					
<b>SWORN</b>					
Police Chief	1.00	1.00	1.00	1.00	1.00
Police Commander	1.00	1.00	0.00	0.00	0.00
Police Lieutenant	0.00	0.00	2.00	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
<b>Sub-total Sworn</b>	27.00	27.00	28.00	28.00	28.00
<b>NON-SWORN</b>					
Administrative Secretary	1.00	1.00	1.00	1.00	1.00
Community Safety Specialist	0.96	0.96	0.96	0.96	1.00
Community Service Officer	0.96	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	11.00	10.50	11.50
Lead Dispatcher	0.00	0.00	0.00	1.00	1.00
Police Property Specialist	1.00	1.00	1.00	1.00	1.00
Police Records Specialist	2.00	2.00	2.00	2.00	2.00
Support Services Manager	1.00	1.00	0.00	0.00	0.00
<b>Sub-total Non-Sworn</b>	14.42	14.42	17.42	17.92	18.96
Total Full-Time Equivalents (FTEs)	41.42	41.42	45.42	45.92	46.96

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

Department	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20
<b>FIRE DEPARTMENT</b>					
<b>SWORN</b>					
Fire Chief	1.00	1.00	1.00	1.00	1.00
Administrative Battalion Chief	1.00	1.00	0.00	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	3.00	3.00	3.00	3.00	3.00
Fire Fighter/Paramedic	3.00	3.00	3.00	3.00	3.00
Fire Fighter	3.00	3.00	3.00	3.00	3.00
<b>Sub-total Sworn</b>	15.00	15.00	14.00	14.00	14.00
<b>NON-SWORN</b>					
Administrative Secretary	0.48	0.48	0.48	0.00	0.00
Management Analyst	0.00	0.00	0.00	1.00	1.00
<b>Sub-total Non-Sworn</b>	0.48	0.48	0.48	1.00	1.00
Total Full-Time Equivalents (FTEs)	15.48	15.48	14.48	15.00	15.00
<b>PUBLIC WORKS</b>					
Development Services Director/City Engineer	1.00	1.00	1.00	1.00	1.00
Administrative Secretary	1.00	1.00	1.00	1.00	1.00
Environmental Analyst	1.00	1.00	1.00	1.00	1.00
Environmental Assistant	1.00	1.00	1.00	1.00	1.00
Park Caretaker	0.25	0.25	0.25	0.25	0.25
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
Public Works Maintenance Workers	7.00	7.00	7.00	7.00	7.00
Public Works Specialist	1.00	1.00	1.00	1.00	1.00
Senior Project Manager	1.00	1.00	1.00	1.00	1.00
Treatment Plant Manager	1.00	1.00	1.00	1.00	1.00
WWTP Maintenance Mechanic	0.00	1.00	1.00	1.00	1.00
WWTP Operator	6.00	5.00	5.00	5.00	5.00
Water Pollution Control Plant Intern	0.46	0.46	0.46	0.46	0.46
Water Pollution Control Plant Supervisor	1.00	1.00	0.00	0.00	0.00
Water Pollution Control Plant Operation Supervisor	0.00	0.00	1.00	1.00	1.00
Total Full-Time Equivalents (FTEs)	24.71	24.71	24.71	24.71	24.71
<b>COMMUNITY DEVELOPMENT</b>					
Planning Manager	1.00	1.00	1.00	1.00	1.00
Code Enforcement Officer	0.00	0.00	1.00	1.00	1.00
Building Inspector	1.00	1.00	0.00	0.00	0.00
Permit Technician	0.95	1.48	1.48	1.48	2.00
Senior Building Inspector	0.00	0.00	1.00	1.00	1.00
Total Full-Time Equivalents (FTEs)	2.95	3.48	3.48	3.48	4.00
<b>RECREATION DEPARTMENT</b>					
Recreation Manager	1.00	1.00	1.00	1.00	1.00
Cook, <i>part-time/regular</i>	0.75	0.75	0.75	0.75	0.75
Gym Rental Attendant, <i>part-time/regular</i>	0.45	0.00	0.00	0.00	0.00
Recreation Coordinator	2.70	2.60	2.60	2.60	2.60
Recreation Leader	3.88	2.88	2.88	2.88	2.88
Recreation Leader [Tiny Tots]	1.10	1.13	1.13	1.13	1.13
Rental Facility Custodian, <i>part-time/temporary</i>	1.65	1.65	1.65	1.65	1.65
Senior Recreation Leader	1.50	1.50	1.50	1.50	1.50
Total Full-Time Equivalents (FTEs)	13.03	11.51	11.50	11.50	11.50
<b>GRAND TOTAL ALL DEPARTMENTS</b>	<b>109.76</b>	<b>107.77</b>	<b>111.28</b>	<b>112.30</b>	<b>113.86</b>



**PROPOSED BUDGET  
FY 2019-20  
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)	94,755	75%		25%												100%
City Manager	397,752	41%	5%	25%	19%	5%		5%								100%
City Clerk	211,520	81%			19%											100%
Treasurer	14,429	75%		25%												100%
Finance Director	311,096	61%	15%		19%	5%										100%
Accountant	120,077	85%	15%													100%
Accounting Specialist	95,613	85%	15%													100%
Accounting Technician	29,431	85%	15%													100%
Assistant City Manager	344,475	66%	10%		19%	5%										100%
HR Specialist	111,282	85%	10%			5%										100%
Police Officer (Canine)	158,197	90%										10%				100%
Police Officer	210,906	46%										54%				100%
Police Officer	186,710	5%									95%					100%
PW Director/City Eng	321,789	5%	50%	5%			10%	10%					10%	10%		100%
PW Specialist	137,517	20%		25%			15%	20%					10%	10%		100%
Admin Secretary	127,469	10%	25%	50%			15%									100%
Public Works Manager	186,946	50%		20%			5%						20%	5%		100%
PW Maint. Supervisor	161,404	45%		25%			5%						20%	5%		100%
Maintenance Workers (4)	393,643	30%		20%			10%						20%	5%	15%	100%
Maintenance Worker (1)	108,991	0%								100%						100%
PW Maint. Supervisor	135,993	0%		75%			5%						10%	5%	5%	100%
Maintenance Workers (2)	210,339	0%		75%			5%						10%	5%	5%	100%
Planning Manager	237,139	5%				5%		90%								100%
Permit Technician	114,007	50%						50%								100%
Project Manager	155,619	0%		25%						50%					25%	100%
Battalion Chief	324,492	55%							45%							100%
																-
	\$ 4,901,591	40%	7%	14%	5%	1%	3%	7%	3%	4%	4%	3%	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)							35%	65%	100%
Maintenance Workers (4)				6%	12%	12%			30%

**RESOLUTION NO. 2019-60**

**A RESOLUTION OF THE CITY OF PINOLE, COUNTY OF CONTRA COSTA, STATE OF CALIFORNIA, ADOPTING THE FISCAL YEAR 2019-20 OPERATIONS BUDGET**

**WHEREAS**, the City Manager has presented a Proposed Operations Budget and the Measure S 2014 Plan for the City of Pinole for Fiscal Year 2019-20; and

**WHEREAS**, the City Council has conducted a Public Hearing on the matter of the Fiscal Year 2019-20 Proposed Budget and has discussed the individual budgets with City staff members; and

**WHEREAS**, the City Council has solicited public input on the FY 2019-20 Proposed Budget.

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

**Section 1.** The operations budget for the City of Pinole for Fiscal Year 2019-20 commencing July 1, 2019 and ending June 30, 2020 is hereby approved and adopted.

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

100	General Fund	\$16,487,594
105	Measure S 2006	2,303,217
106	Measure S 2014	2,750,367
160	Equipment Reserve	85,000
200	Gas Tax	502,547
201	Restricted Real Estate Maintenance	37,175
203	Public Safety Augmentation Fund	177,310
204	Police Grants	343,679
205	Traffic Safety Fund	19,168
206	Supplemental Law Enforcement Services Fund	129,359
207	NPDES Storm Water Fund	367,444
209	Recreation Fund	1,194,123
212	Building and Planning Fund	1,151,772
213	Refuse Management Fund	125,347
214	Solid Waste Fund	42,000
215	Measure J Fund	200,598
285	Housing Fund	211,107
310	Lighting and Landscape Districts Fund	42,780
317	Pinole Valley Caretaker Fund	14,982
324	Public Facilities Fund	70,000
500	Sewer Enterprise Fund	7,358,264
503	Plant Expansion Fund	3,500
505	Cable Access TV Fund	468,890
750	Recognized Obligation Retirement Fund	250,000

**TOTAL OPERATIONS BUDGET     \$34,336,223**

**Section 3.** That the appropriations established for FY 2019-20 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 2019-20.

**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 2019-20 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 18<sup>th</sup> day June 2019, by the following vote:

AYES:	COUNCILMEMBERS: <b>Martinez-Rubin, Murray, Salimi, Swearingen, Tave</b>
NOES:	COUNCILMEMBERS: <b>None</b>
ABSENT:	COUNCILMEMBERS: <b>None</b>
ABSTAIN:	COUNCILMEMBERS: <b>None</b>

I hereby certify that the foregoing resolution was introduced, passed and adopted on this 18<sup>th</sup> day of **June, 2019**.

  
\_\_\_\_\_  
Heather Iopu, CMC

City Clerk



**RESOLUTION NO. 2019-52**

**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 2019-20**

**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 2018-19 was established at \$127,548,008
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 (1.0070% increase in Contra Costa County) and the change in California per capita personal income a 3.85% increase.

3. That the factor has been calculated as follows:  
 $1.0070 \times 1.0385 = 1.0458$

4. That said factor, 1.0458 shall be used to adjust the FY 2019-20 Appropriations Limit.

5. That the Appropriations Limit for 2019-20 fiscal year is hereby established as \$133,389,707.

**FURTHER, BE IT RESOLVED** that The City of Pinole tax allocations for FY 2019-20 will be approximately \$21,541,178, which is below the authorized spending limit.

**PASSED AND ADOPTED** at a regular meeting of the Pinole City Council held on the 18<sup>th</sup> day of June 2019 by the following vote:

AYES:	COUNCILMEMBERS: <b>Martinez-Rubin, Murray, Salimi, Swearingen, Tave</b>
NOES:	COUNCILMEMBERS: <b>None</b>
ABSENT:	COUNCILMEMBERS: <b>None</b>
ABSTAIN:	COUNCILMEMBERS: <b>None</b>

Heather Tolau, City Clerk, hereby certify that the foregoing resolution was introduced, passed and adopted on this 18<sup>th</sup> day of June, 2019.

