



City of Pinole, California

Adopted Fiscal Year (FY) 2021/22 Operating and Capital Budget



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CITY OF PINOLE

Office of the City Manager

June 29, 2021

City Council and Pinole Community Members -

City staff is pleased to present the Revised Final Proposed Fiscal Year (FY) 2021/22 Operating and Capital Budget.

Introduction

The City operates on an annual budget cycle, which runs from July 1st through June 30th. Through the budget, the City Council approves revenue estimates and authorizes City staff to expend the City's limited financial resources. City staff is responsible for preparing a proposed budget for City Council's consideration.

This proposed budget, like that for the current fiscal year, FY 2020/21, was created under extraordinary circumstances. The nation is still working to emerge from COVID-19 and to address societal issues that gave rise to protests last year. The election of a new President in November 2020 has resulted in substantial new federal programs and funding to address the impact of COVID-19 and to foster a full economic recovery from the pandemic.

City staff needed to devote a significant amount of attention during the current fiscal year to reengineering procedures and working in new ways in order to continue to provide core services in a manner that protected residents, businesses, and City employees from COVID-19. City staff also needed to devote a significant amount of attention during the current fiscal year to critical internal projects to address the transition of key staff, administrative policies and procedures, and new regulatory requirements.

Strategic Plan 2020 – 2025

Coincidentally, just prior to the onset of COVID-19, in February 2020 the City Council adopted the City of Pinole Strategic Plan 2020 – 2025. The Strategic Plan expressed the City's vision, mission, and goals, as follows:

Vision

Pinole is a safe, vibrant, and innovative community with small town charm and high quality of life.

Mission

Pinole will be efficient, ethical, and effective in delivering quality services with community involvement and fiscal stewardship.

Goals

- Safe and Resilient
- Financially Stable
- Vibrant and Beautiful
- High Performance

The Strategic Plan also identified 22 individual strategies (special projects) for staff to complete over a five-year timeframe to position the City to achieve the vision, mission, and goals.

The adoption of the Strategic Plan was momentous. It reaffirmed the City's commitment to and focus on creating a safe and vibrant community and providing efficient and effective City services. It will take some time for staff to complete all 22 strategies and for the resulting changes in the community and City services to be fully realized. Despite needing to devote a significant amount of time to COVID-19 during the current fiscal year, City staff has nonetheless been able to make progress on a number of the strategies. Staff completed and began work on the following strategies:

Completed

- Develop a Long-Term Financial Plan (LTFP)
- Conduct a citywide Organizational Assessment

Began

- Conduct a citywide asset condition assessment
- Update the City's Emergency Operations Plan (EOP)
- Review, prioritize, and implement as appropriate the 2019 fire service study recommendations
- Conduct a comprehensive fee study
- Update the General Plan and Three Corridors Specific Plan
- Develop a comprehensive economic development strategy
- Develop an employee attraction, retention, and development plan
- Develop a strategic communication plan and public engagement plan
- Develop a comprehensive Information Technology Plan

Staff has been implementing the strategies as they are completed, which has resulted in more efficient and effective City services and a safer and more vibrant community.

Despite needing to devote a significant amount of time to COVID-19 and advancing the Strategic Plan strategies, City staff has also been able to implement a limited number of new

programs and services during the current fiscal year, such as a COVID-safe cooling center at the Senior Center, food distribution, holiday lights for downtown, expanded park restroom hours, and small business grants.

Fiscal Year (FY) 2021/22 Operating and Capital Budget

The Revised Final Proposed Fiscal Year (FY) 2021/22 Operating and Capital Budget serves as the City's comprehensive financial and operations plan for the budget year. The City's total proposed revenue budget for all funds combined is approximately \$39.2 million. The City's total proposed expenditure budget for all funds combined is approximately \$46.9 million. Total expenditures will be funded by revenue sources as well as available fund balances.

The General Fund total revenue budget is approximately \$17.3 million, and its total expenditure budget is approximately \$19.6 million. The Revised Final Proposed Fiscal Year (FY) 2021/22 Operating and Capital Budget includes an appropriation of \$2.3 million from the General Fund unassigned fund balance to fund several critical new positions as well as several Council-directed initiatives.

The Revised Final Proposed Fiscal Year (FY) 2021/22 Operating and Capital Budget reflects the following main characteristics.

- It is primarily a status quo budget, meaning that it does not include any radical changes to City programs or services.
- As a status quo budget, it continues to fund the broad set of programs and services that the City has traditionally provided, which are broader than those provided by many other cities of Pinole's size.
- It is informed by the Long-Term Financial Plan for Fiscal Year (FY) 2021/22 - FY 2025/26 (LTFP), which was adopted in June 2021, and identified all of the major fiscal challenges and opportunities the City is expected to face over the next five years.
- It carries out the Strategic Plan, both by including funding to undertake not-yet-completed strategies and by including funding to implement the findings and recommendations of already completed strategies.
- It includes funding for a number of initiatives of particular interest to the City Council, beyond the Strategic Plan strategies, such as:
 - A study of potential productive uses of the Wastewater Treatment Plant effluent (\$20,000);
 - Active Transportation Plan (75,000);
 - Improvements to the planting/landscaping at City Hall (20,000);
 - Fall 2021 car show (\$15,000);
 - City events other than the car show (\$100,000);
 - Non-capital recommendations of the Beautification Ad Hoc Subcommittee (education and awareness campaign, art program, and community clean up events) (\$60,000);
 - Faria House renovations (\$500,000)
 - Brandt Street improvements (\$170,000);
 - Installation of high capacity trash bins (\$425,000);

- Emergency power for critical failures (\$200,000);
 - Municipal broadband planning (\$60,000);
 - Recycled water master planning (\$200,000); and
 - Delay rehabilitation work on the south soccer field at Pinole Valley Part pending determination through the Park Master Plan that the field will continue to be used as a sports field.
- It anticipates a solid economic recovery from COVID-19.

At its meeting on June 29, 2021, the City Council adopted the FY 2021/22 budget including several new initiatives as detailed in the table below. In sum, the adopted FY 2021/22 budget includes the following:

- The revised final proposed budget;
- All funded Capital Improvement Plan (CIP) projects fully funded in FY 2021/22;
- Removal of the Faria House renovations; and
- City Council additions from its meeting on June 29, 2021.

The resulting ending fund balances at June 30, 2022 are estimated as follows:

	General Fund	Measure S 2006	Measure S 2014	Total
Estimated Fund Balance, July 1	\$6,409,284	\$1,988,935	\$4,327,864	\$12,726,083
Revised Final Proposed FY 2021/22 Budget:				
Revenue Total	17,290,542	2,163,746	2,173,000	
Expenditure Total	19,366,711	2,528,352	3,552,871	
Net Operating Results	(2,076,169)	(364,606)	(1,379,871)	
Estimated Fund Balance, June 30	4,333,115	1,624,329	2,947,993	8,905,437
Capital Improvement Plan (CIP) Projects Moved to FY 2021/22:				
Emergency Power for Critical Facilities	200,000			
Municipal Broadband			60,000	
Recycled Water Master Planning	200,000			
Total CIP Projects Moved to FY 2021/22	400,000	-	60,000	460,000
6/29/21 City Council Additions:				
Total compensation benchmarking study for management and confidential employees	20,000			
Economic development	80,000			
Weatherization/energy efficiency program	250,000			
Defund Faria House renovations	(500,000)			
Two Community Safety Officers from part time to full time			100,000	
On-call consultants for capital projects			150,000	
Revitalization Reserve			10,000	
Business Development/Community Help Reserve			10,000	
Total 6/29/21 City Council Additions	(150,000)	-	270,000	120,000
Adopted FY 2021/22 Operating and Capital Budget :				
Revenue Total	17,290,542	2,163,746	2,173,000	
Expenditure Total	19,616,711	2,528,352	3,882,871	
Net Operating Results	(2,326,169)	(364,606)	(1,709,871)	(4,400,646)
Revised Estimated Fund Balance, June 30	\$4,083,115	\$1,624,329	\$2,617,993	\$8,325,437

Although the Revised Final Proposed Fiscal Year (FY) 2021/22 Operating and Capital Budget is primarily a status quo budget, and is similar in most respects to the current year's budget, it does include the following noteworthy differences, which flow from the main influences described above:

- Introduction of a new organizational structure that the City is implementing, based on the recommendations of the recently completed Organizational Assessment. The new organizational structure creates separate Community Development and Public Works Departments, as well as a new Community Services Department, which consolidates recreation and various other community-oriented services. It also creates some new departmental divisions and subdivisions to provide a clear home for some important functions, such as economic development and communication and engagement, that did not have a clear home in the former organizational structure.
- Two new department head positions based on the recommendations of the Organizational Assessment; two new positions in the Fire Department based on the fire service study; four new positions in Public Works to implement capital projects and maintain the City's facilities and infrastructure; and one new position in the City Clerk department.

As noted previously in various forums, the City has deferred some investment in core capital assets, business systems, and human capital over the years. Since having made reductions in staffing during the Great Recession, the City has been leanly staffed compared to many other cities and for the breadth of services it provides. Staff believes that reinvesting in these areas, including new positions, is critical to achieving the City's vision, mission, and goals.

The funding of the new positions, special projects, and normal cost escalation does result in a proposed budget that uses \$2.3 million of General Fund unassigned fund balance. It is a public finance best practice, and a goal of the City's Financial Policy on a Structurally Balanced Budget, to create a proposed General Fund operating budget that is structurally balanced, meaning that ongoing revenues equal or exceed ongoing expenditures. The Financial Policy on a Structurally Balanced Budget does note that "it is, however, appropriate and consistent with best practice to adopt a structurally imbalanced budget for a given fiscal year under certain circumstances."

The Revised Final Proposed Fiscal Year (FY) 2021/22 Operating and Capital Budget is not structurally balanced. Staff strongly believes that the proposed budget is nonetheless prudent and responsible because the additional expenditures that it contains beyond the current year budget are critical to achieving the City's vision, mission, and goals; the City has substantial unassigned General Fund fund balance; and the LTFP forecasts that City revenues will notably increase in the near future due to the retirement of some significant debt. Per the Structurally Balanced Budget Policy, if the final proposed budget is structurally imbalanced, staff should develop a plan to create a structurally balanced budget for the subsequent fiscal year. Staff intends to do so. Note that the Revised Final Proposed Fiscal Year (FY) 2021/22 Operating and Capital Budget does not include any use of the City's \$8.7 million General Reserve.

The City does expect to receive approximately \$4.6 million in new federal stimulus funding from the American Rescue Plan Act (ARPA) in the next few months, and tentatively expects to receive additional new federal funding from a forthcoming federal infrastructure bill. The Final Proposed Fiscal Year (FY) 2021/22 Operating and Capital Budget does not include any of this expected new federal revenue. Staff intends to seek Council's direction on the appropriation of the ARPA funding in early summer 2021. Staff believed that the expected new federal funding was too substantial an amount and contained too many specific requirements to seamlessly integrate its appropriation into the regular annual budget process.

Note that prior to COVID-19, City staff had been planning to make some formatting and content changes to the budget document to make it easier for a lay reader to digest and to provide more detailed information on the City's many services and activities. Due to COVID-19, the FY 2020/21 budget did not contain many of those changes. The Revised Final Proposed FY 2021/22 Operating and Capital Budget does contain some changes to organization, formatting, and content that staff hopes makes the document more user friendly.

FY 2021/22 – A Year of Reopening and Engagement

City staff expects City services and programs to be fully reopened by late summer or fall 2021. The City looks forward to debuting the new organizational structure and engaging with residents and businesses to complete and implement the Strategic Plan strategies, including creation of a comprehensive economic development strategy and of a communication and engagement plan, both of which will result in more efficient and effective City services and a safer and more vibrant community. Our community, like all others across the nation, has weathered a storm. I, and the rest of the City staff, are grateful to serve this great community and look forward to seeing everyone again in person.

I would like to thank all of the members of the community that participated in this year's budget development process, as well as the City's Finance Department for preparing the budget. I strongly believe that the Revised Final Proposed FY 2021/22 Operating and Capital Budget includes a wise allocation of the City's limited financial resources that will result in visible improvements to City services and the community.

Sincerely,

A handwritten signature in black ink, appearing to read "Andrew Murray". The signature is fluid and cursive, with a large loop at the end.

Andrew Murray
City Manager



CITY OF PINOLE
FISCAL YEAR (FY) 2021/22 OPERATING AND CAPITAL BUDGET

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Background

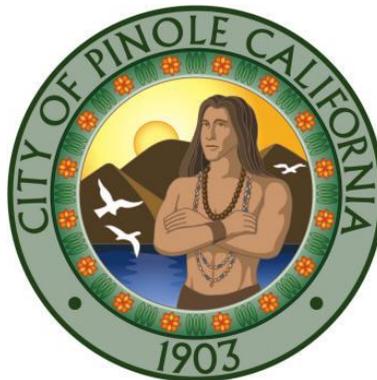
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ELECTED OFFICIALS

Mayor	Norma Martínez-Rubin
Mayor Pro Tem	Vincent Salimi
Council Member	Devin Murphy
Council Member	Anthony Tave
Council Member	Maureen Toms
Treasurer	Roy Swearingen

DEPARTMENT HEADS

City Manager	Andrew Murray
Assistant City Manager	Hector De La Rosa
City Attorney (Contract)	Eric Casher
City Clerk	Heather Iopu
Development Services Director	Tamara Miller
Finance Director	Markisha Guillory
Fire Chief	Chris Wynkoop
Police Chief	Neil Gang



VISION

Pinole is a safe, vibrant, and innovative community with small town charm and high quality of life.

MISSION

Pinole will be efficient, ethical, and effective in delivering quality services with community involvement and fiscal stewardship.

GOALS

1. **Safe and Resilient Pinole:** Develop and communicate resilience through quality public safety service delivery, property maintenance policies and practices, and disciplined investment in community assets.
2. **Financially Stable Pinole:** Ensure the financial health and long-term sustainability of the City.
3. **Vibrant and Beautiful Pinole:** Facilitate a thriving community through development policies and proactive relationship building.
4. **High Performance Pinole:** Build an organization culture that is efficient, ethical, and effective in delivering quality services with community involvement and fiscal stewardship.

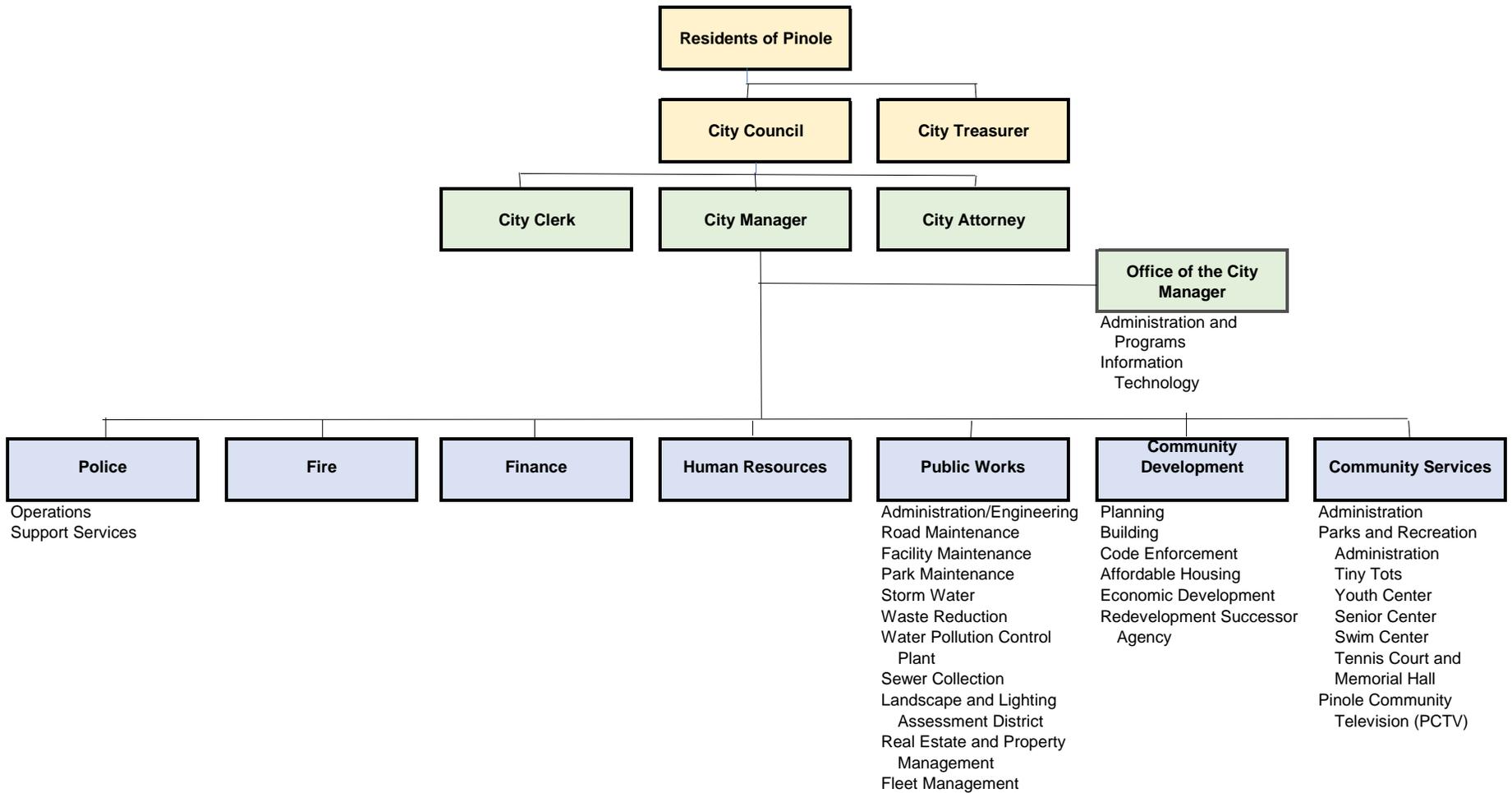
PROFILE OF THE CITY

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. Highway 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, 2021 was 19,369, according to the California Department of Finance.

The City of Pinole is a general law city that was incorporated on June 25, 1903. 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 four-year overlapping terms. The Council elects one of the Council members to serve as Mayor each year.

The City is a full-service city that provides the following services: public safety (police and fire), public works, community services (including recreation programs and Pinole community television), community development, and general administration services.





*The City has implemented a new organizational structure effective July 1, 2021.

Budget Overview

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BUDGET DEVELOPMENT PROCESS

The City goes through an annual process of developing a budget for the upcoming fiscal year. The City’s budget development process is considered an “incremental” budget process, meaning that the budget for the upcoming year is developed based on the current year’s budget. City staff takes the following steps to create the Final Proposed budget:

- Finance Department uses the current budget, which incorporates any mid-year changes approved by the City Council, as the starting point;
- Finance Department creates a “baseline” budget by taking the ongoing revenues and expenditures included in the current budget and factoring in known or assumed changes to revenues and expenditures (i.e., forecasted changes to different revenue streams, general inflation, known changes to debt service, etc.);
- Departments review and confirm the known and assumed changes incorporated into the baseline budget;
- Departments submit requests for changes from the baseline budget to address proposed special projects or increased service levels; and
- Finance Department and City Manager consider department requests for changes to the baseline budget and prepare a Preliminary Proposed budget for the Finance Subcommittee’s consideration;
- Finance Department incorporate changes and prepare the Revised Proposed budget for the Finance Subcommittee’s consideration;
- Finance Department incorporates any final changes as necessary and submits budget to the City Manager for approval; and
- Finance Department and City Manager submits the Final Proposed Budget to the City Council for adoption.

This year, the City developed its first Long-Term Financial Plan for FY 2021/22 – FY 2025/26; this marked the start of the FY 2021/22 budget development process. City staff presented the Preliminary Proposed version of the LTFP to the Finance Subcommittee on April 28, 2021. The Finance Subcommittee received public comment, discussed the document, and provided direction to staff on changes to incorporate into the next draft of the document. Staff made the requested changes as directed and presented the Revised Proposed LTFP to the Finance Subcommittee on May 12, 2021. Staff incorporated direction provided by the Finance Subcommittee at that meeting and presented the resulting Final Proposed LTFP to the City Council on May 18, 2021. Staff created the Revised Final Proposed version of the LTFP, which incorporated the City Council’s feedback and direction from its May 18, 2021 meeting. The City Council adopted the Revised Final Proposed LTFP at its June 1, 2021 meeting. Below is an illustration of the budget development process and schedule for the FY 2021/22 budget.

FY 2021/22 Budget Development Calendar



BUDGET AWARD



For the seventh 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 FY 2005/06 through FY 2010/11 Operating Budgets, and Outstanding Financial Reporting for its FY 1995/96 through FY 2000/01 Operating Budgets.

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

MONITORING THE BUDGET

Once adopted, the 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. Requests for budget amendments are presented to the City Council and are enacted by resolution. Managers can transfer funds within their respective departments with the approval of the City Manager. Financial reports that highlight revenue and expenditure variances, some of which may require adjustments to the budget, are presented to City Council for consideration and adoption on a quarterly basis.

It is a public finance best practice for the City's budget to describe the City's accounting basis and fund structure.

ACCOUNTING AND BUDGET BASIS

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

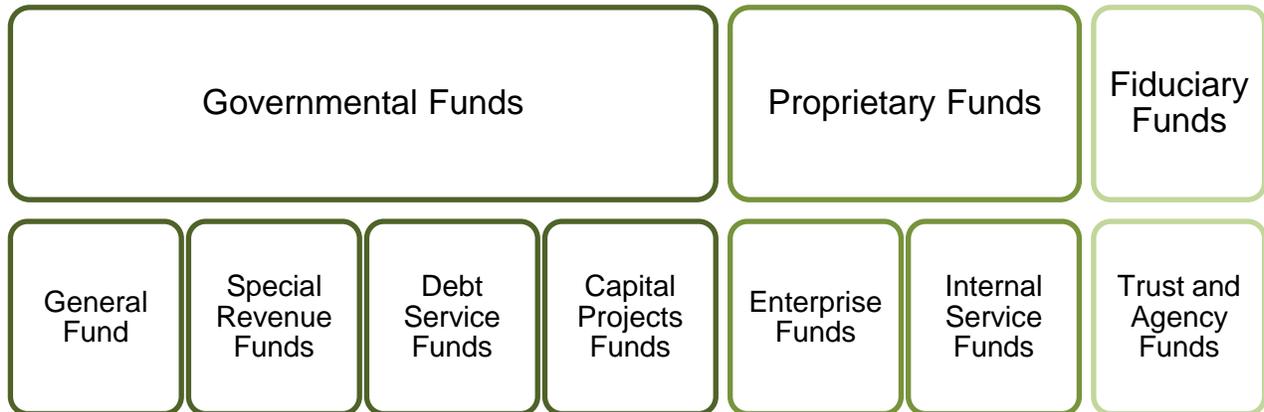
Proprietary fund financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenue is recognized when earned and expenses when the liability is incurred regardless of timing of related cash flows.

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

FUND STRUCTURE

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

City of Pinole



GOVERNMENTAL FUNDS

General Fund - 100

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

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

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

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 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 Assets for Resale - 285

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

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

Lighting and Landscape District Fund Analysis – 310

This fund accounts for assessments to property owners to maintain median lighting and landscaping within the Pinole Valley Road North and South areas.

City Street Improvements – 325

This fund receives a transfer in of \$250,000 per year, as approved in the Measure S 2014 expenditure plan to fund road maintenance projects.

Arterial Rehabilitation – 377

This fund receives a transfer in of \$250,000 per year, as approved in the Measure S 2014 expenditure plan to fund road rehabilitation projects.

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

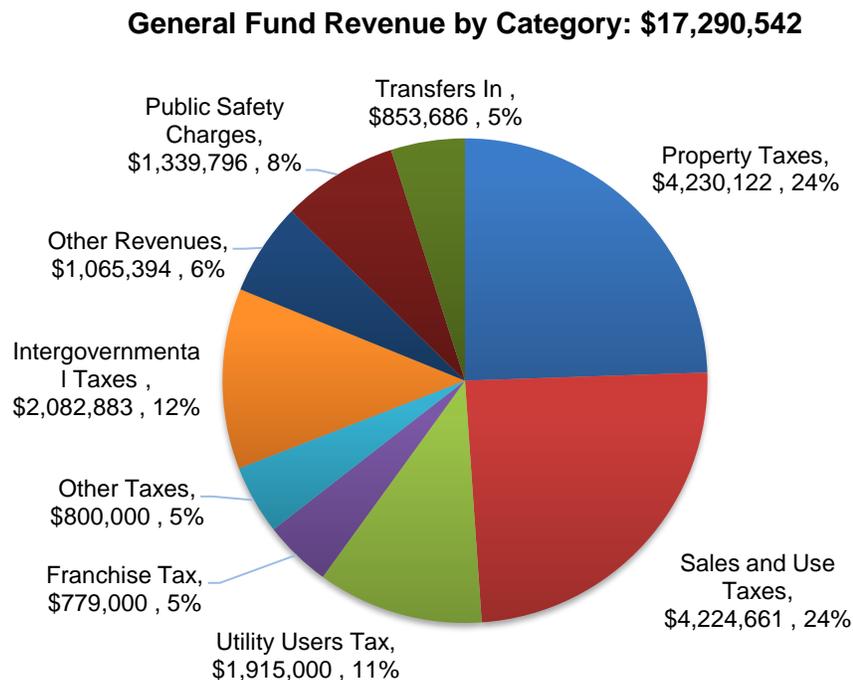
The City receives revenue from numerous sources that are used for various expenditures for City purposes.

GENERAL FUND REVENUE SOURCES

The General Fund is the City’s main operating fund and supports the City’s general purpose activities. The General Fund accounts for all general revenues of the City not specifically collected for other City funds and related expenditures. Revenues are deposited into different funds, to be used for specific purposes. The major revenue sources for the General Fund are property tax, sales tax, utility users’ tax, intergovernmental tax, franchise fees, and other taxes (including business license fees and transient occupancy tax). Combined, these sources comprise 81% of the total revenue budget.

Estimates of the General Fund revenues are prepared by the Finance department using economic information obtained from several resources, including the State of California, Contra Costa County, and third-party consultants. Estimates of revenues generated by City departments are prepared by the respective department with assistance from the Finance department.

For Fiscal Year (FY) 2021/22, total General Fund revenue is projected to be \$17.3 million (\$21.6 million including Measure S 2006 and 2014), including transfers in. The breakdown of General Fund revenue is provided in the chart below followed by a description of each major category.

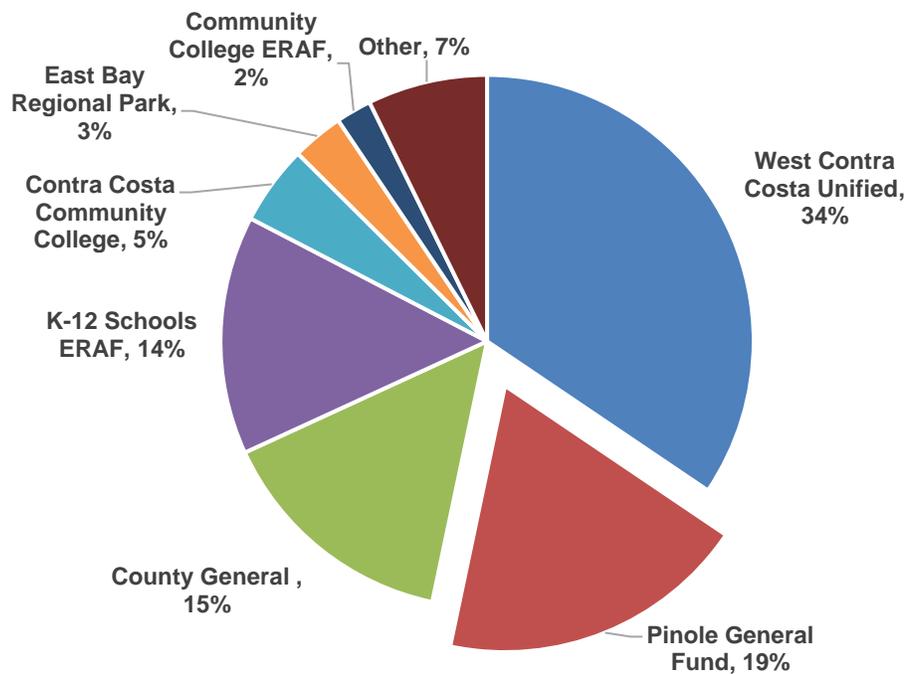


Property Tax

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). 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 property values increase.

The General Fund receives on average 19% of the total ad valorem property taxes levied (excluding voter approved tax overrides pledged for the retirement of bonded debt) on property located within the City’s boundary (exclusive of the Redevelopment Project Areas). Property tax settlements are received in December (55%), April (40%) and June (5%). Property tax is imposed and collected by the County. Contra Costa County is on a Teeter Plan. The County absorbs the delinquencies under this plan. The chart below illustrates the breakdown of the agencies that receive the property tax dollar.

Property Tax Dollar Breakdown



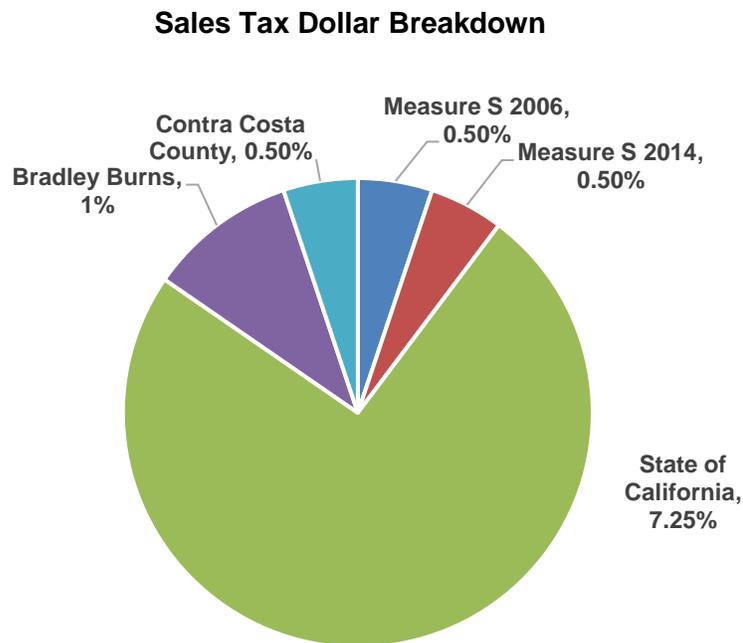
The City uses property tax estimates provided by consulting firm HdL as the basis for the budget. For FY 2021/22, property tax is estimated to be \$4.2 million, a 2% increase over the FY 2020/21 revised budget.

Sales Tax

Sales tax is the General Fund’s single largest revenue source. The City’s 9.75% Sales tax is levied on all merchandise and includes the 1% Bradley Burns Sales Tax, 0.5% Measure S 2006 Sales and Use Tax, and 0.5% Measure S 2014 Sales and Use Tax. The City uses sales tax estimates provided by consulting firm HdL as the basis for the budget. For FY 2021/22, General Fund sales tax, including Measure S 2006 and 2014, is projected to be \$8.5 million, a 5% increase over the FY 2020/21 revised budget.

Measure S 2006 and Measure S 2014

As mentioned above, sales tax includes Measure S 2006 and Measure S 2014. The City also uses revenue estimates provide by the consulting firm HdL as the basis for the Measure S budget. While these funds were approved by voters as a general tax, they are accounted for in funds separate from the General Fund. The City periodically prepares a five-year expenditure plan for the Measure S funds, which is used as one of the bases for budgeting expenditures. For FY 2021/22, total sales tax (General Fund and Measure S 2006 and 2014) is projected to be \$4.3 million, a 5% increase over the FY 2020/21 revised budget. The distribution of the sales tax dollar is shown in the graph below.



Utility Users' Tax

Utility Users' Tax (UUT) is 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. The Electorate ratified renewal of the taxing authority in November 2018. The City estimates UUT based on historical trends and industry resources. For FY 2021/22, UUT is projected to be \$1.9 million, a 1% increase over the FY 2020/21 revised budget.

Franchise Tax

Franchise tax is levied at an average of 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. For FY 2021/22, franchise tax is projected to be \$779,000, a 4% increase over the FY 2020/21 revised budget.

Business License Tax

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. Estimates are based on trend analysis. For FY 2021/22, business license is projected to be \$382,000, a 2% increase over the FY 2020/21 revised budget.

Transient Occupancy Tax (Motel or Bed Tax)

Transient Occupancy Tax (TOT) is a 10% tax levied by the City for the privilege of occupying quarters on a transient basis (Chapter 3.24 of Municipal Code). This tax is imposed upon persons staying 30 days or less in a motel or lodging facility. The tax rate is set at the discretion of the City Council, subject to ratification by the City's electorate. For FY 2021/22, transient occupancy tax is projected to be \$418,000, a 2% increase over the FY 2020/21 revised budget.

Motor Vehicle In-lieu

Motor Vehicle In-lieu (VLF) is the City's share of motor vehicle license fees levied, collected and apportioned by the State. 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. The budget projection is based on projections provided by the City's property tax consultant HdL. For FY 2021/22, VLF is projected to be \$2.1 million, a 4% increase over the FY 2020/21 revised budget.

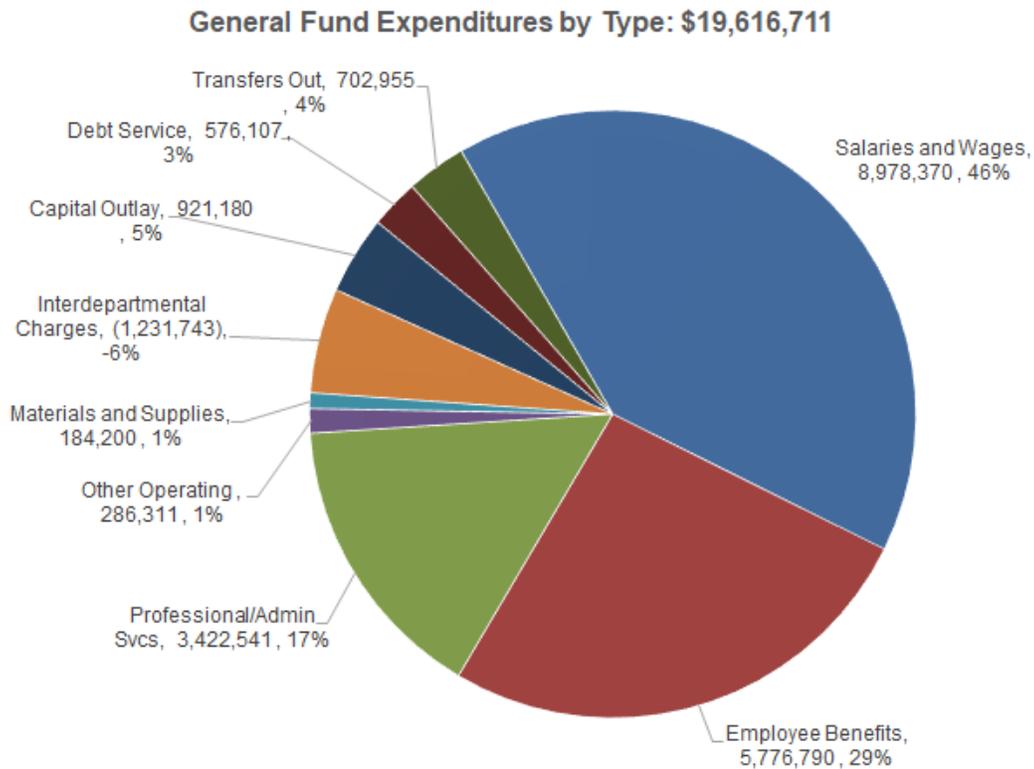
Public Safety Charges

Public safety charges are received for dispatch services 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. Under the current agreement, the City's recovers approximately 67% of the activity's budget. The budget projection is based on the formula provided in the agreement. For FY 2021/22, public safety charges are projected to be \$1.3 million, a 3% increase over the FY 2020/21 revised budget.

GENERAL FUND EXPENDITURES

The City receives revenue from a variety of sources that is used to fund its operations. Estimates of the General Fund expenditures, such as salaries, benefits, and indirect costs, are prepared by the Finance department using a variety of resources, such as labor agreements, trend analysis, and indirect cost allocations.

For FY 2021/22, total General Fund expenditures is projected to be \$19.6 million, including transfers out. The breakdown of General Fund expenditures is provided in the chart below.



Salaries and Wages

Salaries comprise approximately 41% of total General Fund expenditures and is the largest expense in the budget. Salaries are forecasted to increase by the standard 3% per year unless a different cost-of living-adjustment (COLA) is agreed upon through labor agreements. Should labor agreements result in COLAs higher than 3%, the FY 2021/22 Operating and Capital Budget will increase.

Employee Benefits

Retirement benefits comprise approximately 13% of total General Fund expenditures. The City's annual required contribution is forecasted based on the most recent actuarial valuations report as of July 2019 provided by the California Public Employees' Retirement System (CalPERS). The forecast reflects the net cost of the required employer contribution minus employee contributions.

Other benefits comprise approximately 13% of total General Fund expenditures. This category includes all other benefits other than retirement, such as medical, dental, vision, life insurance, and long-term disability benefits.

Professional and Administrative Services

This category includes City Attorney services, temporary services, network and software maintenance, and equipment and building maintenance. Contract services with other government agencies, such as the County animal services and library services, are also included in professional services.

Other Operating

This category includes all other expenditure categories, such as travel/training, office expenses, utilities, indirect costs, and materials and supplies.

Capital Outlay

This category includes capital improvement projects mainly for facility and park maintenance. Capital improvement projects are funded by other funds outside of the General Fund. Each year, capital needs are assessed and prioritized through the capital improvement planning process.

Debt Service

This category includes the payment of debt for the 2006 pension obligation bonds (POBs) that were issued to finance the City's unfunded accrued actuarial liability with CalPERS. The future years are forecasted based on the long-term debt obligation schedule.

Transfers Out

This category includes the transfers from the General Fund and Measure S to other funds to support Recreation programs, Pinole Community Television (PCTV), vehicle and equipment replacement.

MAJOR NON-GENERAL FUNDS

Aside from the General Fund, the City also maintains special revenue funds, capital project funds, and enterprise funds. These funds generate revenue from many sources, such as taxes, charges for services, and user fees. Below find descriptions of the major Non-General Funds that account for significant financing sources that are used to fund various City operations and capital projects.

Special Revenue Funds

Gas Tax Fund - 200

Gas tax revenue is generated from the Highway Users Tax (HUTA) which imposes excise taxes on gasoline and diesel fuel sales. Gas tax is one of the main sources of revenue for capital improvement projects, primarily streets projects. The revenue is projected to be \$919,903, a 5% increase over the FY 2020/21 revised budget.

Recreation Fund - 209

Recreation revenue is generated mostly from user fees. This fund also receives a General Fund contribution to offset budget deficits. For all Recreation programs, the fiscal policy direction of the City Council is that the goal of Recreation programs is to be fully funded through their own user fees and community donations generated through on-going fundraising efforts. This continues to be difficult to achieve each year. For FY 2021/22, revenue is projected to be \$1.2 million, a 59% increase over the FY 2020/21 revised budget. Expenditures are projected to be \$1.5 million, a 93% over the FY 2020/21 revised budget. This significant increase is due to the Recreation baseline budget being substantially reduced in FY 2020/21 as a result of shelter-in-place orders. It is expected that Recreation programs to be allowed to re-open at full capacity during FY 2021/22.

The Recreation Fund is expected to have a negative fund balance of \$359,771 by the end of FY 2021/22. This is primarily due to additional personnel costs being shifted to Recreation as a result of the reorganization. The fund will be assessed at mid-year to determine if additional General Fund support will be needed to balance the fund.

Building and Planning Fund - 212

Building and planning fees are generated primarily from permits and review fees. The need for development services fluctuates from year to year and it is expected that in some years the fund balance will be used to cover some of the costs from fees received in prior years. Fees are set for the services with the expectation that over the period of several years the total fees collected will not exceed the cost of services plus enough working capital to cover operations. FY 2021/22, revenues are projected to be \$1.6 million, a 96% increase over the FY 2020/21 revised budget. This significant increase is attributable to anticipated growth in review fees for several large development projects for which

deposits have been received. Expenditures are projected to be \$1.7 million. It is anticipated that approximately \$122,055 of fund balance will be used, leaving a balance of \$5,281.

Measure J Fund

The Measure J Fund accounts for special 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 in order to receive these funds. Estimates of annual funding are provided by the CCTA, and jurisdiction allocations are based on a formula that considers both population and road mileage. FY 2021/22, revenues are projected to be \$398,147, the same as FY 2020/21. Expenditures are projected to be \$937,189, a 20% increase over the FY 2020/21 revised budget. It is anticipated that approximately \$539,042 of the estimated \$2.1 million fund balance will be used to fund road and facility projects. Spending of these funds is dependent on the timing of capital projects.

Capital Project Funds

The main capital projects funds, the City Streets Improvements Fund and the Arterial Streets Rehabilitation Fund, account for funds set aside for capital projects related to street improvements. Each fiscal year, the two funds receive a transfer of \$250,000 each from the Measure S 2014 Fund. Both funds have substantial fund balances due to the accumulation of unspent funds from prior fiscal years. For FY 2021/22, expenditures in the City Streets Improvements Fund and the Arterial Streets Rehabilitation Fund are projected to be \$1.1 million and 775,297, respectively.

Enterprise Funds

Sewer Enterprise Fund -500

The Sewer Enterprise Fund accounts for fees charged to residents and businesses for sewer utilities. Fees are used to operate the Pinole-Hercules Wastewater Treatment Plant, which serves the Pinole and Hercules areas. Revenues are received through property tax assessments in December, April, and June. For FY 2021/22, revenue is projected to be \$7.9 million, a 1% increase over the FY 2020/21 revised budget. Expenditures are projected to be \$9.2 million, a 10% decrease from the FY 2021/22 revised budget. It is anticipated that approximately \$1.4 million of its estimated fund balance of \$17.4 million will be used to complete several key projects.

Pinole Community Television (PCTV) Fund - 505

The Pinole Community Television (PCTV) Fund accounts for revenue received from cable franchise fees, video production and broadcast charges, and Public, Educational, and Governmental (PEG) access fees. PEG access fees are designated for equipment purchases. Transfers from the General Fund also help support the operating costs. It is

the direction of the City Council that the 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. The PCTV division has been divided into three subdivisions to better track revenue and expenditures associated with the different services; they include internal City services, community broadcasting, and external contract services. For FY 2021/22, revenue is projected to be \$535,052, a 65% increase over the FY 2020/21 revised budget. Expenditures are projected to be \$561,709, a 26% increase over the FY 2020/21 revised budget. This significant increases in revenue and expenditures are due to the PCTV baseline budget being reduced in FY 2020/21 as a result of shelter-in-place orders.

Information Systems -525

The Information Systems Fund is an internal service fund used to account for activities that provide technology goods or services to other City funds and departments on a cost-reimbursement basis. The City is currently working with its Information Technology (IT) consultant to develop its IT plan, which will be used to plan and budget for future technology needs. For FY 2021/22, revenue and expenditures are balanced with each projected to be \$1 million, a 26% increase over the FY 2020/21 revised budget. The increase is due to increased demand from City departments for various technologies.

Budget Summaries

This section contains budget tables that illustrate total sources and uses for the City's various funds. It includes the City's five-year financial forecast which was recently updated as part of the City's FY 2021/22 – FY 2025/26 Long-Term Financial Plan (LTFP). The forecast was used to inform the FY 2021/22 Operating and Capital Budget. Lastly, the budget summaries include a detailed listing of budgeted positions and associated labor allocations for positions funded by multiple funding sources.

Below find the following budget summaries:

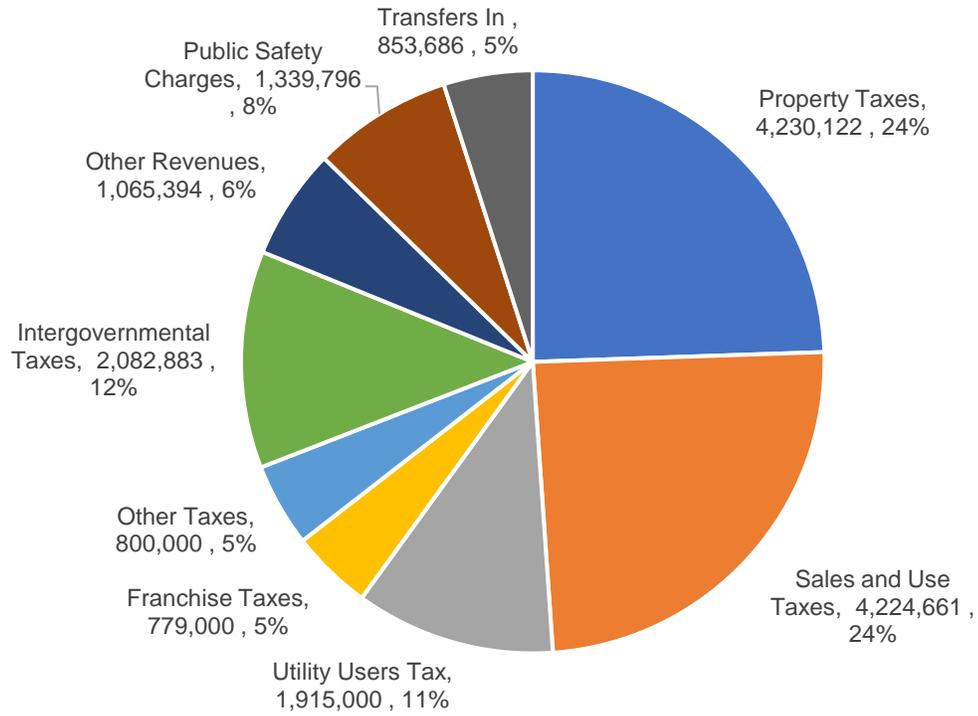
- General Fund Revenue and Expenditures by Category and Department
- All Funds Revenue and Expenditures by Category
- All Funds Revenue and Expenditures by Fund
- Revenue, Expenditures, and Fund Balance by Fund
- Five-Year Financial Forecast
- Budgeted Positions (FTE)
- Labor Allocations (this table includes only those positions that are allocated to multiple funding sources)

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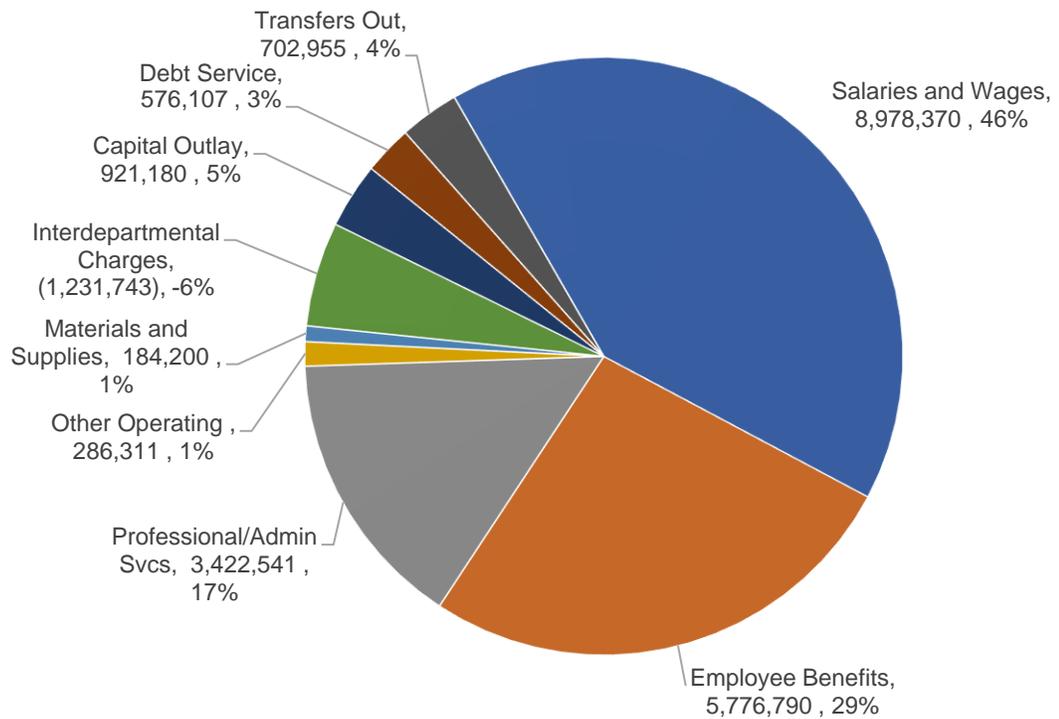
Fiscal Year (FY) 2021/22 Operating and Capital Budget
Budget Summaries - General Fund Revenue and Expenditures by Category and Department

GENERAL FUND (Not including Measure S 2006 and 2014)	FY 2017/18 Actual	FY 2018/19 Actual	FY 2019/20 Actual	FY 2020/21 Revised Budget	FY 2021/22 Proposed Budget
Revenue					
311 - Property Taxes	4,615,198	3,837,167	4,514,755	4,146,109	4,230,122
312 - Sales and Use Taxes	3,875,926	3,994,720	3,788,080	3,991,200	4,224,661
313 - Utility Users Tax	1,926,796	1,812,844	1,809,832	1,896,000	1,915,000
314 - Franchise Taxes	747,625	735,311	750,002	750,000	779,000
315 - Other Taxes	880,271	884,757	826,504	785,000	800,000
321 - Intergovernmental Taxes	1,732,370	1,836,501	1,952,717	2,006,163	2,082,883
322 - Federal Grants	-	-	-	259,800	-
323 - State Grants	32,401	109,993	40,193	45,000	40,000
324 - Other Grants	47,026	57,026	47,026	287,857	47,026
332 - Permits	98,312	57,354	65,987	66,700	68,700
341 - Review Fees	41,002	44,484	13,730	27,000	28,000
342 - Other Fees	73,632	69,934	41,929	39,500	40,694
343 - Abatement Fees	720	15,893	46,060	13,800	7,000
351 - Fines and Forfeiture	41,279	51,741	16,874	36,050	22,050
361 - Public Safety Charges	971,249	967,318	1,260,013	1,306,115	1,339,796
370 - Interest and Investment Income	34,244	209,773	176,093	100,000	100,000
381 - Rental Income	97,027	89,500	89,661	89,896	89,896
383 - Reimbursements	63,306	92,767	23,257	78,928	15,928
384 - Other Revenue	148,153	7,077	47,205	8,100	5,100
392 - Proceeds from Sale of Property	10,017,210	1,290	13,855	1,000	601,000
393 - Loan/Bond Proceeds	-	-	500,000	55,197	-
399 - Transfers In	-	6,290,688	-	-	-
399 - Transfers In from Section 115 Trust	-	-	-	882,013	853,686
Revenue Total	25,443,745	21,166,140	16,023,772	16,871,428	17,290,542
Expenditures by Category					
40 - Salaries and Wages	6,439,703	7,142,009	7,189,333	8,408,048	8,978,370
41 - Employee Benefits	3,620,377	4,378,361	4,643,547	5,181,603	5,776,790
42 - Professional/Administrative Services	2,242,573	2,492,124	2,654,043	3,401,363	3,422,541
43 - Other Operating Expenses	226,262	219,803	276,628	246,481	286,311
44 - Materials and Supplies	142,395	135,439	152,349	182,200	184,200
46 - Interfund/Interdepartmental Charges	(1,213,950)	(1,214,619)	(924,002)	(1,317,402)	(1,231,743)
47 - Asset Acquisition, Improvement, Disposal	116,997	58,318	95,392	999,580	921,180
48 - Debt Service	572,923	573,413	536,120	556,107	576,107
49 - Transfers Out	34,095	21,225,833	562,558	729,762	702,955
Expenditures Total	12,181,375	35,010,680	15,185,969	18,387,742	19,616,711
Expenditures by Department					
10 - City Council	143,788	141,626	163,703	173,382	176,609
11 - City Manager	118,949	163,510	206,565	539,543	562,708
12 - City Clerk	189,036	235,966	183,241	250,145	450,393
13 - City Treasurer	10,560	10,866	8,592	9,479	8,693
14 - City Attorney	269,917	308,240	462,151	384,136	310,200
15 - Finance Department	425,502	482,018	477,675	537,712	554,891
16 - Human Resources	325,655	392,207	430,578	308,934	493,626
17 - Non-Departmental	1,905,675	23,293,788	2,803,216	2,986,938	2,676,149
22 - Police Department	5,559,056	6,245,043	6,093,295	7,438,344	7,532,437
23 - Fire Department	2,441,039	2,716,433	3,195,023	4,605,122	3,925,759
34 - Public Works	783,666	940,988	988,239	926,807	2,128,337
46 - Community Development	8,206	79,996	173,692	227,201	369,885
55 - Community Services	328	-	-	-	427,025
Expenditures Total	12,181,374	35,010,680	15,185,969	18,387,742	19,616,711

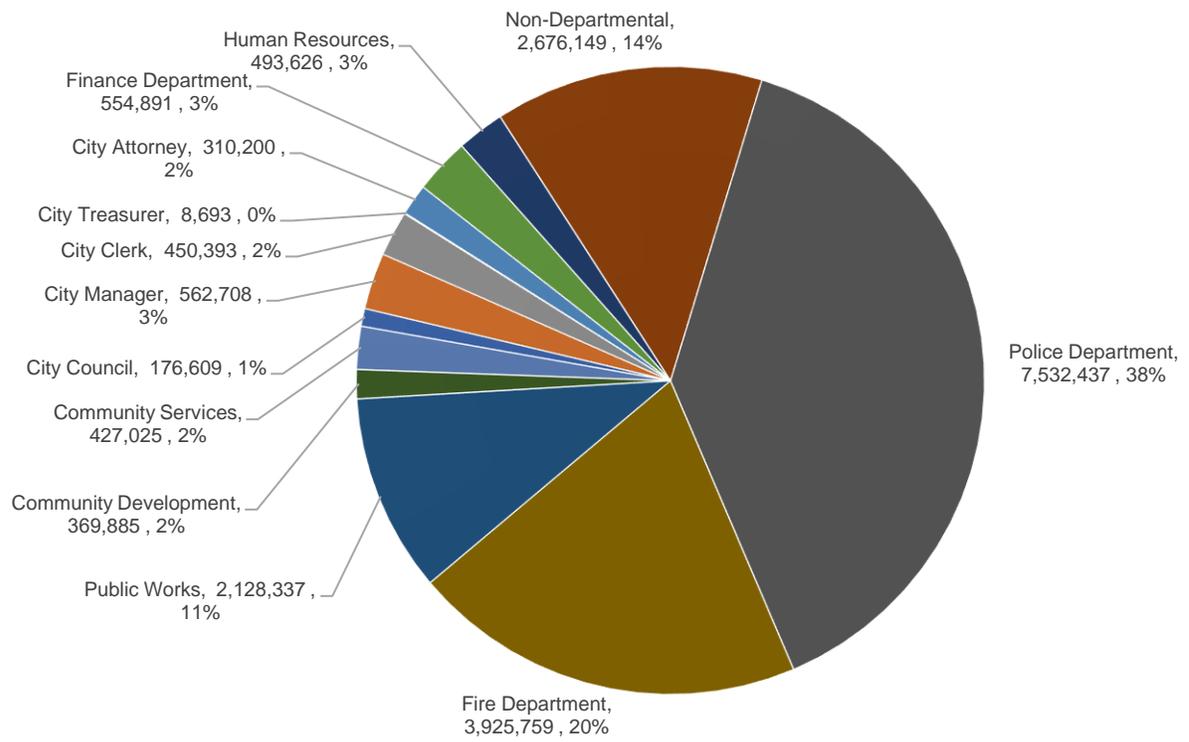
General Fund Revenue by Type: \$17,290,542



General Fund Expenditures by Category: \$19,616,711



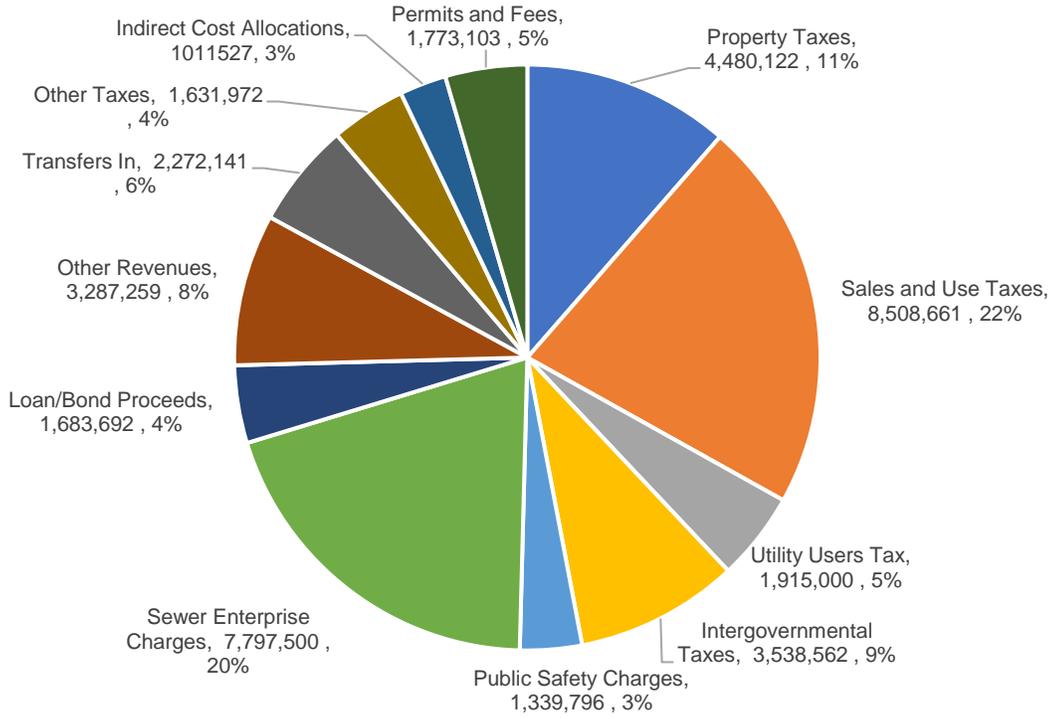
General Fund Expenditures by Department: \$19,616,711



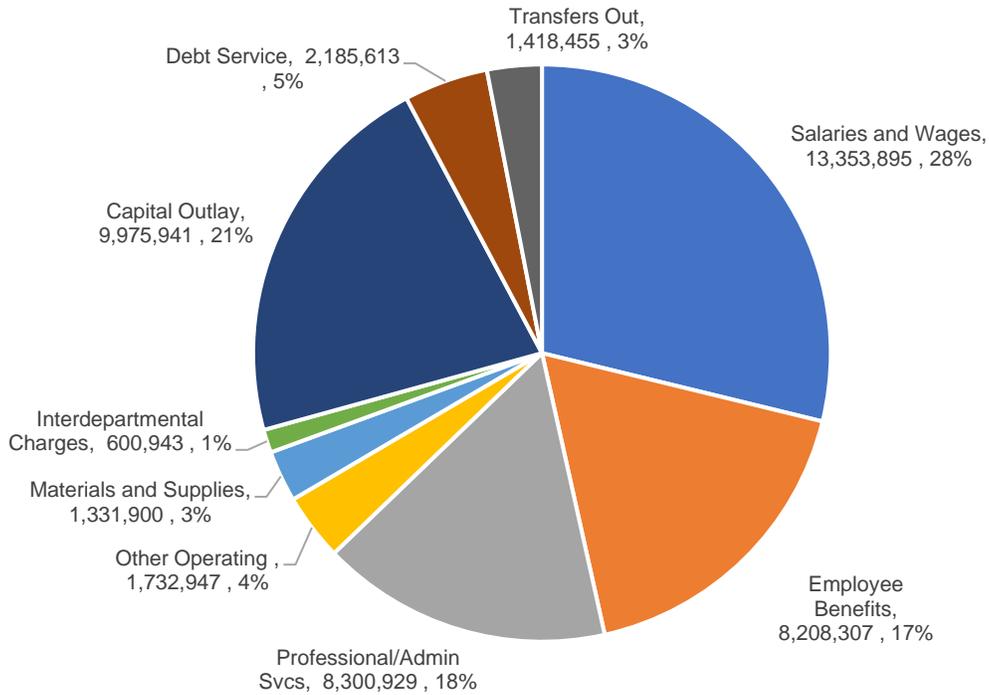
**Fiscal Year (FY) 2021/22 Operating and Capital Budget
Budget Summaries - All Funds Revenue and Expenditures by Category**

ALL FUNDS	FY 2017/18	FY 2018/19	FY 2019/20	FY 2020/21	FY 2021/22
	Actual	Actual	Actual	Revised	Proposed
				Budget	Budget
Revenue by Category					
311 - Property Taxes	4,834,447	4,087,167	5,200,158	4,396,109	4,480,122
312 - Sales and Use Taxes	8,162,816	8,281,048	7,689,917	8,083,200	8,508,661
313 - Utility Users Tax	1,926,796	1,812,844	1,809,832	1,896,000	1,915,000
314 - Franchise Taxes	784,536	768,013	778,835	776,486	831,972
315 - Other Taxes	880,430	884,778	826,506	785,000	800,000
321 - Intergovernmental Taxes	2,707,166	3,081,522	3,226,870	3,362,399	3,538,562
322 - Federal Grants	-	-	-	259,800	-
323 - State Grants	198,914	330,084	317,822	421,787	461,787
324 - Other Grants	741,985	764,609	752,777	678,004	437,173
332 - Permits	860,771	443,373	376,690	408,700	555,700
341 - Review Fees	303,893	271,213	367,649	282,000	878,000
342 - Other Fees	173,335	165,061	114,527	97,690	102,569
343 - Abatement Fees	7,220	15,893	46,060	13,800	7,000
344 - Impact Fees	117,573	85,271	33,716	-	229,834
351 - Fines and Forfeiture	75,638	89,911	68,533	81,050	67,050
361 - Public Safety Charges	971,249	967,318	1,260,013	1,306,115	1,339,796
362 - Public Works Charges	-	-	-	42,780	-
363 - Sewer Enterprise Charges	6,494,206	7,210,207	7,093,734	7,728,471	7,797,500
364 - Recreation Charges	633,300	628,825	379,124	77,092	377,778
365 - Cable TV Charges	220,758	188,351	191,537	134,010	316,956
370 - Interest and Investment Income	150,469	1,664,359	2,148,154	339,750	339,750
381 - Rental Income	303,617	274,153	185,594	141,962	210,962
382 - Concession Revenue	5,403	16,413	-	-	-
383 - Reimbursements	364,604	465,314	408,597	449,310	396,154
384 - Other Revenue	198,563	40,957	67,681	36,250	78,650
385 - Indirect Cost Allocations	472,846	609,715	795,641	802,890	1,011,527
392 - Proceeds from Sale of Property	10,017,210	3,140	13,855	1,000	601,000
393 - Loan/Bond Proceeds	33,536	1,672,740	559,344	1,860,197	1,683,692
399 - Transfers In	(12,095)	28,023,522	819,655	2,305,776	2,272,141
Revenue Total	41,629,185	62,845,799	35,532,822	36,767,627	39,239,335
Expenditures by Category					
40 - Salaries and Wages	9,769,189	10,548,411	11,085,396	12,084,956	13,353,895
41 - Employee Benefits	6,905,495	5,966,632	6,655,752	7,333,146	8,208,307
42 - Professional/Administrative Services	3,998,304	5,149,385	5,366,110	6,548,651	8,300,929
43 - Other Operating Expenses	1,235,304	1,736,504	1,735,842	1,559,643	1,732,947
44 - Materials and Supplies	1,001,238	1,035,675	958,065	1,422,150	1,331,900
46 - Interfund/Interdepartmental Charges	717,436	(7,013)	572,926	511,292	600,943
47 - Asset Acquisition, Improvement, Disposal	2,117,942	1,458,479	1,731,832	9,757,054	9,814,992
48 - Debt Service	803,203	1,317,098	1,569,641	3,914,076	2,185,613
49 - Transfers Out	(12,095)	28,023,522	1,255,058	1,322,762	1,418,455
Expenditures Total	26,536,015	55,228,692	30,930,622	44,453,730	46,947,982

All Funds Revenue by Category: \$39,239,335



All Funds Expenditures by Category: \$46,947,982



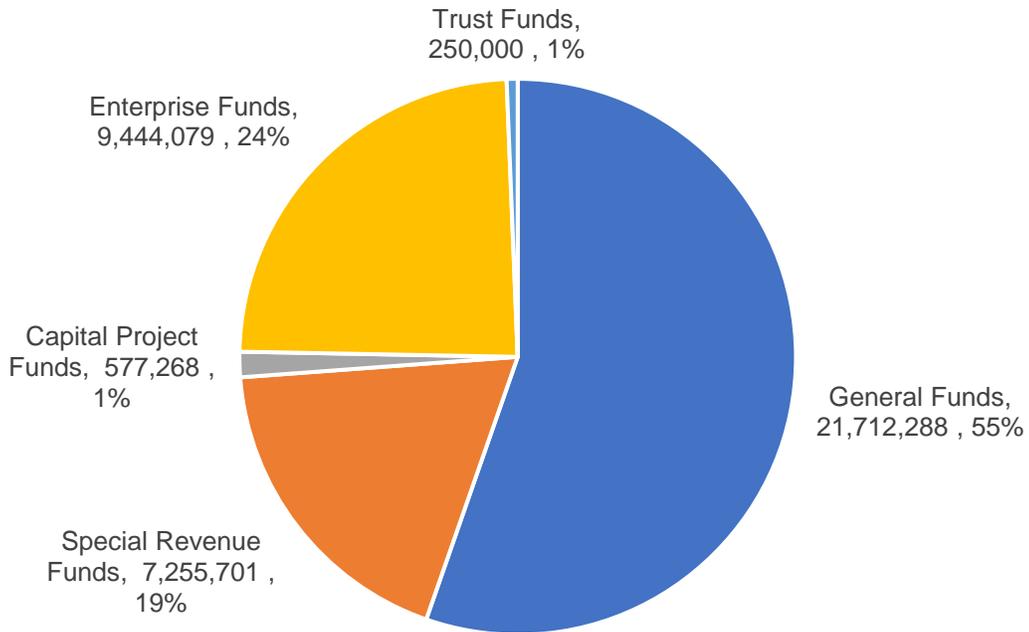
**Fiscal Year (FY) 2021/22 Operating and Capital Budget
Budget Summaries - All Funds Revenue and Expenditures by Fund**

ALL FUNDS	FY 2017/18 Actual	FY 2018/19 Actual	FY 2019/20 Actual	FY 2020/21 Revised Budget	FY 2021/22 Proposed Budget
Revenue by Fund					
<u>General Funds</u>					
100 - General Fund	25,443,745	21,166,140	16,023,772	16,871,428	17,290,542
105 - Measure S - 2006	2,228,225	2,170,860	1,986,510	2,067,746	2,163,746
106 - Measure S - 2014	2,136,753	2,175,803	2,028,558	2,077,000	2,173,000
150 - General Reserve	(14,183)	4,752,474	319,153	-	-
160 - Equipment Reserve	-	-	85,000	85,000	85,000
<u>Special Revenue Funds</u>					
200 - Gas Tax Fund	481,513	760,554	808,022	874,101	919,303
201 - Restricted Real Estate Maintenance Fund	9,409	72,658	4,262	39,991	39,991
203 - Public Safety Augmentation Fund	165,985	205,691	192,423	172,766	172,766
204 - Police Grants	328,000	328,120	309,697	26,807	-
205 - Traffic Safety Fund	32,780	36,722	50,461	46,500	46,500
206 - Supplemental Law Enforcement Svc Fund	100,622	150,515	160,903	158,327	158,327
207 - NPDES Storm Water Fund	296,445	251,032	258,913	324,655	324,128
209 - Recreation Fund	788,106	1,077,430	1,002,938	752,038	1,193,253
212 - Building & Planning	1,138,827	714,339	747,616	820,700	1,605,700
213 - Refuse Management Fund	70,584	73,244	119,125	66,060	66,060
214 - Solid Waste Fund	251,333	324,392	403,377	368,000	368,000
215 - Measure C and J Fund	371,963	388,936	429,109	398,147	398,147
225 - Asset Seizure-Adjudicated Fund	2,077	4,328	7,139	-	-
276 - Growth Impact Fund	91,348	82,480	35,557	-	229,834
285 - Housing Land Held for Resale	111,086	1,797,306	107,933	1,855,000	1,733,692
<u>Capital Project Funds</u>					
310 - Lighting & Landscape Districts	34,798	41,854	39,746	42,780	62,268
317 - Pinole Valley Caretaker Fund	15,000	15,000	15,000	15,000	15,000
325 - City Street Improvements	1,000	225,792	250,553	250,000	250,000
327 - Parks Grants (Measure WW)	146	266	533	-	-
377 - Arterial Streets Rehabilitation Fund	-	235,631	250,000	250,000	250,000
<u>Enterprise Funds</u>					
500 - Sewer Enterprise Fund	6,568,375	7,320,836	7,371,541	7,828,471	7,897,500
505 - Cable Access TV	248,903	357,375	371,175	324,220	535,052
525 - Information Systems	472,846	609,715	795,641	802,890	1,011,527
<u>Trust Funds</u>					
700 - Pension Fund	-	17,212,179	1,010,988	-	-
750 - Recognized Obligation Retirement Fund	253,500	294,128	347,176	250,000	250,000
Revenue Total	41,629,185	62,845,799	35,532,822	36,767,627	39,239,335
Expenditures by Fund					
<u>General Funds</u>					
100 - General Fund	12,067,261	35,012,415	15,185,969	18,387,742	19,616,711
105 - Measure S - 2006 Fund	2,075,079	2,172,563	2,499,585	2,171,524	2,528,352
106 - Measure S - 2014 Fund	474,415	1,243,898	2,139,735	3,648,681	3,882,871
160 - Equipment Reserve Fund	-	116,239	-	279,000	279,000
<u>Special Revenue Funds</u>					
200 - Gas Tax Fund	4,625	403,967	577,100	1,608,056	895,365
201 - Restricted Real Estate Maintenance Fund	28,681	19,413	24,418	37,175	26,000
203 - Public Safety Augmentation Fund	149,159	131,658	179,741	189,512	204,574
204 - Police Grants Fund	324,671	255,638	304,023	152,305	-
205 - Traffic Safety Fund	9,579	7,674	6,399	19,719	20,261
206 - Supplemental Law Enforcement Svc Fund	92,612	101,008	60,170	97,897	104,188
207 - NPDES Storm Water Fund	273,919	304,913	289,103	377,717	420,685
209 - Recreation Fund	969,602	1,077,973	1,008,380	799,283	1,542,048
212 - Building & Planning Fund	1,030,885	989,063	1,076,066	1,311,338	1,727,753
213 - Refuse Management Fund	99,211	410,778	93,143	126,417	140,858
214 - Solid Waste Fund	-	3,003	-	237,800	761,445
215 - Measure C and J Fund	134,006	149,871	101,471	780,598	937,189
225 - Asset Seizure-Adjudicated Fund	18,216	32,639	23,079	-	86,562
276 - Growth Impact Fund	-	-	-	8,000	258,000
285 - Housing Land Held for Resale Fund	563,889	6,460,799	69,688	174,903	228,798
<u>Capital Projects Funds</u>					
310 - Lighting & Landscape District Fund	30,622	35,444	38,172	42,780	62,125
317 - Pinole Valley Caretaker Fund	15,546	14,589	15,360	14,867	14,755
324 - Public Facilities Fund	22,738	39,230	50	70,000	70,000
325 - City Street Improvements Fund	1,781	57,421	45,622	1,335,698	1,133,105

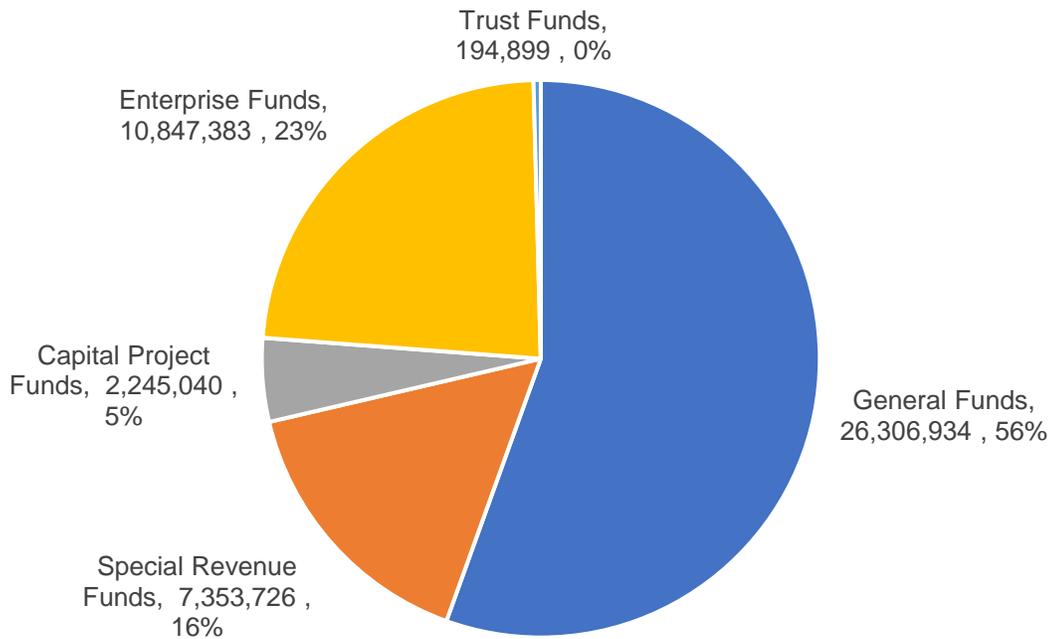
Fiscal Year (FY) 2021/22 Operating and Capital Budget
Budget Summaries - All Funds Revenue and Expenditures by Fund

ALL FUNDS	FY 2017/18 Actual	FY 2018/19 Actual	FY 2019/20 Actual	FY 2020/21 Revised Budget	FY 2021/22 Proposed Budget
327 - Park Grants (Measure WW) Fund	-	-	-	189,758	189,758
377 - Arterial Streets Rehabilitation Fund	-	1,302	125,202	643,281	775,297
<u>Enterprise Funds</u>					
500 - Sewer Enterprise Fund	7,082,492	4,930,110	5,515,558	10,251,183	9,265,093
505 - Cable Access TV Fund	338,612	357,375	374,875	445,606	570,763
525 - Information Systems Fund	479,441	609,715	795,641	802,890	1,011,527
<u>Trust Funds</u>					
700 - Pension Fund	-	52,921	81,434	-	-
750 - Recognized Obligation Retirement Fund	248,970	237,071	300,640	250,000	194,899
Expenditures Total	26,536,015	55,228,692	30,930,622	44,453,730	46,947,982

All Funds Revenue by Fund Type: \$39,239,335



All Funds Expenditures by Fund Type: \$46,947,982



**Fiscal Year (FY) 2021/22 Operating and Capital Budget
Budget Summaries - Revenue, Expenditures, and Fund Balance by Fund**

	FY 2017/18 Actual	FY 2018/19 Actual	FY 2019/20 Actual	FY 2020/21 Original Budget	FY 2020/21 Revised Budget	FY 2020/21 Actual Thru Mar-21	FY 2020/21 Projected Year- end	FY 2021/22 Proposed	Prop to Rev Percent Change
Fund: 100 - General Fund									
Revenue									
311 - Property Taxes	4,615,198	3,837,167	4,514,755	4,146,109	4,146,109	2,720,329	4,146,109	4,230,122	2%
<i>Basic 1% Property Tax</i>	<i>2,300,253</i>	<i>2,461,344</i>	<i>2,595,604</i>	<i>2,856,109</i>	<i>2,856,109</i>	<i>1,563,476</i>	<i>2,856,109</i>	<i>3,072,882</i>	8%
<i>RPTTF and Passthrough Payments</i>	<i>2,314,944</i>	<i>1,375,823</i>	<i>1,919,151</i>	<i>1,290,000</i>	<i>1,290,000</i>	<i>1,156,853</i>	<i>1,290,000</i>	<i>1,157,240</i>	-10%
312 - Sales and Use Taxes	3,875,926	3,994,720	3,788,080	3,345,879	3,991,200	2,720,755	3,991,200	4,224,661	6%
313 - Utility Users Tax	1,926,796	1,812,844	1,809,832	1,896,000	1,896,000	1,375,581	1,896,000	1,915,000	1%
314 - Franchise Taxes	747,625	735,311	750,002	750,000	750,000	606,495	750,000	779,000	4%
315 - Other Taxes	880,271	884,902	826,504	785,000	785,000	645,641	785,000	800,000	2%
<i>Other Tax/Transient Occupancy Tax</i>	<i>513,368</i>	<i>485,499</i>	<i>444,453</i>	<i>410,000</i>	<i>410,000</i>	<i>305,785</i>	<i>410,000</i>	<i>418,000</i>	2%
<i>Other Tax/Business License</i>	<i>366,903</i>	<i>399,403</i>	<i>382,051</i>	<i>375,000</i>	<i>375,000</i>	<i>339,855</i>	<i>375,000</i>	<i>382,000</i>	2%
321 - Intergovernmental Taxes	1,732,370	1,836,501	1,952,717	2,006,163	2,006,163	1,009,595	2,006,163	2,082,883	4%
322 - Federal Grants							322,800		-100%
323 - State Grants	32,401	109,993	40,193	45,000	45,000	8,731	45,000	40,000	-11%
324 - Other Grants	47,026	57,026	47,026	47,026	287,857	240,831	287,857	47,026	-84%
332 - Permits	98,312	57,354	65,987	66,700	66,700	60,642	66,700	68,700	3%
341 - Review Fees	41,002	44,484	13,730	27,000	27,000	26,385	27,000	28,000	4%
342 - Other Fees	73,632	69,934	41,929	39,500	39,500	20,007	39,500	40,694	3%
343 - Abatement Fees	720	15,893	46,060	13,800	13,800	3,172	13,800	7,000	-49%
351 - Fines and Forfeiture	41,279	51,741	16,874	36,050	36,050	8,366	20,000	22,050	-39%
361 - Public Safety Charges	60,812	42,563	4,051	33,548	33,548	27,227	33,548	33,548	0%
<i>361 - Public Safety Charges/Dispatch</i>	<i>910,437</i>	<i>924,755</i>	<i>1,255,962</i>	<i>1,272,567</i>	<i>1,272,567</i>	<i>979,686</i>	<i>1,272,567</i>	<i>1,306,248</i>	3%
370 - Interest and Investment Income	34,244	209,773	176,093	100,000	100,000	15,379	100,000	100,000	0%
381 - Rental Income	97,027	89,500	89,661	89,896	89,896	64,889	89,896	89,896	0%
383 - Reimbursements	63,306	92,767	23,257	15,000	15,928	71,985	78,928	15,928	0%
384 - Other Revenue	148,062	7,077	47,205	8,100	8,100	2,901	8,100	5,100	-37%
392 - Proceeds from Sale of Property	10,017,210	1,290	13,855	1,000	56,197	83,209	83,209	601,000	969%
393 - Loan/Bond Proceeds		1,500,000	500,000			55,197	55,197		0%
Revenue Total	25,443,655	16,375,596	16,023,772	14,724,338	15,989,415	10,747,004	16,118,574	16,436,856	3%
399 - Transfers In		6,290,688							
399 - Transfers In from Section 115 Pension Fund				882,013	882,013	476,366	882,013	853,686	-3%
Sources Total	25,443,655	22,666,285	16,023,772	15,606,351	16,871,428	11,223,370	17,000,587	17,290,542	2%
Expenditures									
Division: 110 - City Council Total:	143,788	141,626	163,703	145,482	173,382	143,813	173,382	176,609	2%
Division: 111 - City Manager Total:	118,949	163,510	206,565	437,043	539,543	468,364	588,592	562,708	4%
Division: 112 - City Clerk Total:	189,036	235,966	183,241	250,145	250,145	174,298	250,145	450,391	80%
Division: 113 - City Treasurer Total:	10,560	10,866	8,592	6,779	9,479	5,679	9,479	8,692	-8%
Division: 114 - City Attorney Total:	269,917	308,240	462,151	149,136	384,136	226,796	302,393	310,200	-19%
<i>114 - City Attorney Services</i>	<i>480,746</i>	<i>509,176</i>	<i>721,388</i>	<i>464,010</i>	<i>699,010</i>	<i>375,835</i>	<i>501,113</i>	<i>564,000</i>	-19%
<i>114 - City Attorney Indirect Cost Allocations</i>	<i>(210,829)</i>	<i>(200,935)</i>	<i>(259,237)</i>	<i>(314,874)</i>	<i>(314,874)</i>	<i>(149,039)</i>	<i>(198,720)</i>	<i>(253,800)</i>	-19%
Division: 115 - Finance Department Total:	425,502	482,018	477,675	510,212	537,712	419,755	537,712	554,890	3%
Division: 116 - Human Resources Total:	325,655	392,207	430,578	276,434	308,934	178,584	308,934	493,624	60%
Division: 117 - General Government Total:	1,298,657	1,544,324	1,704,538	1,701,069	1,701,069	1,051,394	1,701,069	1,709,113	0%
Administrative Total	2,782,063	3,278,757	3,637,043	3,476,300	3,904,400	2,668,683	3,871,706	4,266,227	9%
Division: 221 - Police Operations Total:	3,061,895	3,624,605	3,306,132	4,219,201	4,286,801	2,722,665	3,630,220	4,260,699	-1%
Division: 222 - Police Support Services Total:	855,587	902,310	908,771	1,109,191	1,109,191	631,400	841,867	1,194,650	8%
Division: 223 - Dispatch WBCC Total:	1,641,573	1,718,128	1,878,391	1,920,952	2,042,352	1,458,734	1,944,979	2,077,089	2%
Division: 231 - Fire Total:	2,441,039	2,716,433	3,195,023	4,471,322	4,605,122	3,371,461	4,495,281	3,925,759	-15%
Public Safety Total	8,000,094	8,961,475	9,288,317	11,720,666	12,043,466	8,184,259	10,912,347	11,458,197	-5%
Division: 341 - Administration/Engineering Total:	143,054	183,755	273,487	161,065	161,065	103,357	161,065	726,404	351%
Division: 342 - Road Maintenance Total:	35,943	50,173	28,451	64,283	64,283	17,503	64,283	225,288	250%
Division: 343 - Facility Maintenance Total:	419,159	480,771	457,490	416,636	416,636	339,643	489,124	693,760	67%
Division: 345 - Park Maintenance Total:	185,510	226,290	228,811	284,823	284,823	167,350	284,823	482,887	70%
Public Works Total	783,666	940,988	988,239	926,807	926,807	627,854	999,295	2,128,339	130%
Division: 461 - Planning Total:	8,206	9,072	4,683	10,021	10,021	6,662	10,021	167,938	1576%
Division: 465 - Code Enforcement Total:		70,924	169,010	217,180	217,180	114,769	161,907	201,949	-7%
Community Development Total	8,206	79,996	173,693	227,201	227,201	121,430	171,928	369,887	63%
Division: 551 - Recreation Admin Total								115,000	0%
Division: 554 - Youth Center Total:	132								0%
Division: 557 - Swim Center Total:	196								0%
Recreation Total	328	-	-	-	-	-	-	115,000	0%
481 - Debt Service	572,923	523,631	536,120	555,000	556,107	556,107	556,107	576,107	4%
Sub-Total	12,147,280	13,784,846	14,623,412	16,905,973	17,657,980	12,158,334	16,511,383	18,913,756	7%
499 - Transfers Out	34,095	21,225,833	562,558	702,955	729,762	144,058	729,762	702,955	-4%
Expenditure Total:	12,181,375	35,010,680	15,185,971	17,608,928	18,387,742	12,302,392	17,241,145	19,616,711	7%
Fund: 100 - General Fund Net Results	13,262,279	(12,344,395)	837,802	(2,002,578)	(1,516,315)	(1,079,022)	(240,558)	(2,326,170)	
Fund Balance, July 1	6,319,750	19,582,029	5,812,041	6,649,843	6,649,843		6,649,843	6,409,284	
Fund Balance, June 30	19,582,029	7,237,635	6,649,843	4,647,265	5,133,528		6,409,284	4,083,114	

**Fiscal Year (FY) 2021/22 Operating and Capital Budget
Budget Summaries - Revenue, Expenditures, and Fund Balance by Fund**

	FY 2017/18 Actual	FY 2018/19 Actual	FY 2019/20 Actual	FY 2020/21 Original Budget	FY 2020/21 Revised Budget	FY 2020/21 Actual Thru Mar-21	FY 2020/21 Projected Year- end	FY 2021/22 Proposed	Prop to Rev Percent Change
Fund: 105 - Measure S 2006 Fund									
Revenue									
312 - Sales and Use Taxes	2,165,664	2,146,708	1,951,039	1,825,669	2,046,000	1,448,031	2,046,000	2,142,000	5%
370 - Interest and Investment Income	12,796	24,151	35,471	20,000	20,000	4,636	9,000	20,000	0%
383 - Reimbursements	49,765	-	-	-	1,746	4,000	4,000	1,746	0%
Revenue Total:	2,228,225	2,170,860	1,986,510	1,845,669	2,067,746	1,456,667	2,059,000	2,163,746	5%
399 - Transfers In from Section 115 Pension Fund	-	-	-	294,558	-	182,670	-	-	0%
Sources Total	2,228,225	2,170,860	1,986,510	2,140,227	2,067,746	1,639,337	2,059,000	2,163,746	5%
Expenditures									
Division: 115 - Finance Department Total:	1,392	616	2,246	2,433	2,433	300	2,433	2,450	1%
Division: 221 - Police Operations Total:	1,216,568	1,428,127	1,476,686	1,402,432	1,408,432	1,043,568	1,363,753	1,514,158	8%
Division: 222 - Police Support Services Total:	-	-	-	-	-	-	-	330,510	0%
Division: 223 - Dispatch WBCC Total:	143,088	-	1,955	-	-	-	-	-	0%
Division: 231 - Fire Total:	714,030	743,819	1,018,699	760,659	760,659	277,335	489,754	681,234	-10%
Expenditure Total:	2,075,079	2,172,561	2,499,586	2,165,524	2,171,524	1,321,203	1,855,940	2,528,352	16%
Fund: 105 - Measure S -2006 Net Results	153,146	(1,702)	(513,076)	(25,297)	(103,778)	318,134	203,060	(364,606)	
Fund Balance, July 1	2,667,103	2,820,249	2,298,951	1,785,875	1,785,875	1,785,875	1,785,875	1,988,935	
Fund Balance, June 30	2,820,249	2,818,547	1,785,875	1,760,578	1,682,097	1,988,935	1,988,935	1,624,329	
Fund: 106 - Measure S 2014 Fund									
Revenue									
312 - Sales and Use Taxes	2,121,226	2,139,620	1,950,798	1,825,669	2,046,000	1,453,491	2,046,000	2,142,000	5%
370 - Interest and Investment Income	15,527	35,583	77,760	30,000	30,000	13,775	30,000	30,000	0%
383 - Reimbursements	-	600	-	-	1,000	1,000	1,000	1,000	0%
Revenue Total:	2,136,753	2,175,803	2,028,558	1,855,669	2,077,000	1,468,266	2,077,000	2,173,000	5%
399 - Transfers In from Section 115 Pension Fund	-	-	-	96,887	-	532	532	-	0%
Sources Total	2,136,753	2,175,803	2,028,558	1,952,556	2,077,000	1,468,798	2,077,532	2,173,000	5%
Expenditures									
Division: 110 - City Council Total:	-	12,800	46,600	-	5,900	5,900	5,900	5,900	0%
Division: 114 - City Attorney Total:	77,078	25,282	27,318	-	-	-	-	-	0%
Division: 115 - Finance Department Total:	4,192	1,450	2,246	2,433	2,433	300	2,433	2,450	1%
Division: 117 - General Government Total:	763,888	544,918	692,500	693,000	693,000	591,250	693,000	715,500	3%
Division: 118 - Information Systems Total:	81,334	54,964	21,748	42,600	36,700	-	-	102,600	180%
Administrative Total	926,492	639,414	790,412	738,033	738,033	597,450	701,333	826,450	12%
Division: 221 - Police Operations Total:	38,254	15,695	363,908	110,000	110,000	54,616	72,821	110,000	0%
Division: 222 - Police Support Services Total:	-	-	67,734	83,641	83,641	72,132	95,831	211,513	153%
Division: 223 - Dispatch WBCC Total:	-	-	25,000	-	-	-	-	-	0%
Division: 231 - Fire Total:	199,863	298,801	301,089	444,489	444,489	227,892	314,833	445,249	0%
Public Safety Total	238,117	314,497	757,731	638,130	638,130	354,640	483,485	766,762	20%
Division: 341 - Administration/Engineering Total:	47,073	15,147	-	64,255	64,255	44,015	64,255	125,458	235%
Division: 342 - Road Maintenance Total:	-	-	29,210	140,000	206,000	46,590	55,907	322,708	57%
Division: 343 - Facility Maintenance Total:	59,727	227,101	131,848	344,064	906,064	120,263	159,310	960,301	6%
Division: 344 - NPDES Storm Drain Total:	-	7,061	13,759	175,000	367,000	2,472	10,000	217,000	-41%
Division: 345 - Park Maintenance Total:	4,223	74,897	358,722	85,000	690,242	27,156	36,208	490,242	-29%
Public Works Total	111,023	324,207	533,539	808,319	2,233,561	240,497	325,680	2,205,709	-1%
Division: 461 - Planning Total:	-	-	14,030	-	-	-	-	20,000	0%
Division: 465 - Code Enforcement Total:	-	-	29,430	-	-	-	-	-	0%
Community Development Total	-	-	43,460	-	-	-	-	20,000	0%
Division: 551 - Recreation Administration Total:	8,130	-	-	-	-	-	-	-	0%
Division: 552 - Senior Center Total:	-	-	-	23,000	30,000	-	-	51,000	70%
Division: 553 - Tiny Tots Total:	-	-	14,593	550	757	-	-	2,950	290%
Division: 554 - Youth Center Total:	-	-	-	-	8,200	-	-	10,000	22%
Recreation Total	8,130	-	14,593	23,550	38,957	-	-	63,950	64%
Expenditure Total:	1,283,762	1,278,117	2,139,735	2,208,032	3,648,681	1,192,587	1,510,498	3,882,871	6%
Fund: 106 - MEASURE S-2014 Net Results	852,991	897,686	(111,177)	(255,476)	(1,571,681)	276,211	567,034	(1,709,871)	
Fund Balance, July 1	2,148,863	3,001,854	3,872,007	3,760,830	3,760,830	3,760,830	3,760,830	4,327,864	
Fund Balance, June 30	3,001,854	3,899,540	3,760,830	3,505,354	2,189,149	4,327,864	4,327,864	2,617,993	
Fund: 150 - General Reserve Fund									
Revenue									
370 - Interest and Investment Income	14,183	151,668	319,153	-	-	29,170	333,515	-	
399 - Transfers In	200,000	4,600,806	-	-	-	-	948,601	-	
Revenue Total:	214,183	4,752,474	319,153	-	-	29,170	1,282,116	-	
Expenditures									
Expenditure Total:	-	-	-	-	-	-	-	-	
Fund: 150 - General Reserve Net Results	214,183	4,752,474	319,153	-	-	29,170	1,282,116	-	
Fund Balance, July 1	2,171,306	2,385,489	7,137,963	7,457,116	7,457,116	7,457,116	7,457,116	8,739,232	
Fund Balance, June 30	2,385,489	7,137,963	7,457,116	7,457,116	7,457,116	8,739,232	8,739,232	8,739,232	
Fund: 160 - Equipment Reserve Fund									
Revenue									
384 - Other Revenue	-	-	-	-	-	43,459	43,459	-	
399 - Transfers In	-	-	85,000	85,000	85,000	85,000	85,000	85,000	0%
Revenue Total:	-	-	85,000	85,000	85,000	128,459	128,459	85,000	0%
Expenditures									
Division: 221 - Police Operations Total:	-	33,936	-	-	-	-	-	-	
Division: 342 - Road Maintenance Total:	-	-	-	-	194,000	-	-	194,000	
Division: 345 - Park Maintenance Total:	-	82,303	-	80,000	80,000	-	-	80,000	0%
Division: 461 - Planning Total:	-	-	-	5,000	5,000	-	-	5,000	0%
Expenditure Total:	-	116,239	-	85,000	279,000	-	-	279,000	0%
Fund: 160 - EQUIPMENT RESERVE Net Results	-	(116,239)	85,000	-	(194,000)	128,459	128,459	(194,000)	
Fund Balance, July 1	146,188	146,188	29,949	114,949	114,949	114,949	114,949	243,408	
Fund Balance, June 30	146,188	29,949	114,949	114,949	(79,051)	243,408	243,408	49,408	

**Fiscal Year (FY) 2021/22 Operating and Capital Budget
Budget Summaries - Revenue, Expenditures, and Fund Balance by Fund**

	FY 2017/18 Actual	FY 2018/19 Actual	FY 2019/20 Actual	FY 2020/21 Original Budget	FY 2020/21 Revised Budget	FY 2020/21 Actual Thru Mar-21	FY 2020/21 Projected Year- end	FY 2021/22 Proposed	Prop to Rev Percent Change
Fund: 200 - Gas Tax Fund									
Revenue									
321 - Intergovernmental Taxes	519,757	754,674	789,998	861,465	861,465	538,023	861,465	906,667	5%
370 - Interest and Investment Income	1,973	5,879	18,024	5,000	5,000	1,888	3,600	5,000	0%
383 - Reimbursements					7,636	7,636	7,636	7,636	0%
Revenue Total:	521,730	760,554	808,022	866,465	874,101	547,547	872,701	919,303	5%
Expenditures									
Division: 341 - Administration/Engineering Total:					1,449	2,023	2,023		-100%
Division: 342 - Road Maintenance Total:	-	403,967	577,100	514,175	1,606,607	1,096,928	1,606,607	895,365	-44%
Expenditure Total:	-	403,967	577,100	514,175	1,606,607	1,096,928	1,606,607	895,365	-44%
Fund: 200 - Gas Tax Fund Net Results	521,730	356,586	230,922	352,290	(732,506)	(549,381)	(733,906)	23,938	
Fund Balance, July 1	276,470	798,200	696,522	927,444	927,444	927,444	927,444	193,538	
Fund Balance, June 30	798,200	1,154,787	927,444	1,279,734	194,938		193,538	217,476	
Fund: 201 - Restricted Real Estate Maintenance Fund									
Revenue									
342 - Other Fees	3,625	1,825	475	3,175	3,175	475	475	3,175	0%
381 - Rental Income	5,784	70,833	3,787	36,816	36,816	34,150	36,816	36,816	0%
Revenue Total:	9,409	72,658	4,262	39,991	39,991	34,625	37,291	39,991	0%
Expenditures									
Division: 343 - Facility Maintenance Total:	28,681	19,413	24,476	37,175	37,175	12,902	37,175	26,000	-30%
Expenditure Total:	28,681	19,413	24,476	37,175	37,175	12,902	37,175	26,000	-30%
Fund: 201 - Restricted RE Maintenance Fund Net Result	(19,272)	53,245	(20,213)	2,816	2,816	21,724	116	13,991	
Fund Balance, July 1	152,858	133,586	186,832	166,618	166,618		166,618	166,734	
Fund Balance, June 30	133,586	186,832	166,618	169,434	169,434		166,734	180,725	
Fund: 203 - Public Safety Augmentation Fund									
Revenue									
321 - Intergovernmental Taxes	164,543	202,489	185,306	170,266	170,266	126,708	170,266	170,266	0%
370 - Interest and Investment Income	1,442	3,201	7,117	2,500	2,500	1,281	2,500	2,500	0%
Revenue Total:	165,985	205,691	192,423	172,766	172,766	127,989	172,766	172,766	0%
Expenditures									
Division: 221 - Police Operations Total:	149,159	131,658	179,741	189,512	189,512	113,792	189,512	204,574	8%
Expenditure Total:	149,159	131,658	179,741	189,512	189,512	113,792	189,512	204,574	8%
Fund: 203 - Public Safety Augmentation Fund Net Resu	16,826	74,032	12,682	(16,746)	(16,746)	14,197	(16,746)	(31,808)	
Fund Balance, July 1	262,300	279,126	353,158	365,840	365,840		365,840	349,094	
Fund Balance, June 30	279,126	353,158	365,840	349,094	349,094		349,094	317,286	
Fund: 204 - Police Grants Fund									
Revenue									
323 - State Grants			9,197						0%
324 - Other Grants	328,000	328,000	300,500	150,000					0%
384 - Other Revenue		120							0%
Revenue Total:	328,000	328,120	309,697	150,000	-	-	-	-	0%
399 - Transfers In					26,807	2,621			-100%
Sources Total	328,000	328,120	309,697	150,000	26,807	2,621	-	-	-100%
Expenditures									
Division: 227 - Police Grants Total:	324,671	255,638	304,023	152,305	152,305	102,033			-100%
Expenditure Total:	324,671	255,638	304,023	152,305	152,305	102,033	-	-	-100%
Fund: 204 - Police Grants Net Results	3,329	72,482	5,674	(2,305)	(125,498)	(99,412)	-	-	
Fund Balance, July 1	44,013	47,342	119,824	125,498	125,498		-	-	
Fund Balance, June 30	47,342	119,824	125,498	123,193	0		-	-	
Fund: 205 - Traffic Safety Fund									
Revenue									
351 - Fines and Forfeiture	32,107	35,181	46,640	45,000	45,000	17,593	45,000	45,000	0%
370 - Interest and Investment Income	673	1,541	3,821	1,500	1,500	757	1,500	1,500	0%
Revenue Total:	32,780	36,722	50,461	46,500	46,500	18,350	46,500	46,500	0%
Expenditures									
Division: 227 - Police Grants Total:	9,579	7,674	6,399	19,719	19,719	565	19,719	20,261	3%
Expenditure Total:	9,579	7,674	6,399	19,719	19,719	565	19,719	20,261	3%
Fund: 205 - Traffic Safety Fund Net Results	23,201	29,048	44,062	26,781	26,781	17,786	26,781	26,239	
Fund Balance, July 1	110,991	134,192	163,240	207,302	207,302		207,302	234,083	
Fund Balance, June 30	134,192	163,240	207,302	234,083	234,083		234,083	260,322	
Fund: 206 - Supplemental Law Enforcement Svc Fund									
Revenue									
323 - State Grants	100,000	148,747	155,948	100,000	156,727	156,727	156,727	156,727	0%
370 - Interest and Investment Income	622	1,769	4,955	1,600	1,600	1,092	1,600	1,600	0%
Revenue Total:	100,622	150,515	160,903	101,600	158,327	157,818	158,327	158,327	0%
Expenditures									
Division: 227 - Police Grants Total:	92,612	101,008	60,196	97,897	97,897	70,862	97,897	104,188	6%
Expenditure Total:	92,612	101,008	60,196	97,897	97,897	70,862	97,897	104,188	6%
Fund: 206 - Supplemental Law Enforcement Svc Fund	8,009	49,507	100,707	3,703	60,430	86,956	60,430	54,139	
Fund Balance, July 1	111,087	119,096	168,604	269,310	269,310		269,310	329,740	
Fund Balance, June 30	119,096	168,604	269,310	273,013	329,740		329,740	383,879	

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	FY 2017/18 Actual	FY 2018/19 Actual	FY 2019/20 Actual	FY 2020/21 Original Budget	FY 2020/21 Revised Budget	FY 2020/21 Actual Thru Mar-21	FY 2020/21 Projected Year- end	FY 2021/22 Proposed	Prop to Rev Percent Change
Fund: 207 - NPDES Storm Water Fund									
Revenue									
321 - Intergovernmental Taxes	295,916	251,004	259,103	273,132	324,505	9,365	273,132	323,978	0%
370 - Interest and Investment Income	151	29	(190)	150	150	48	150	150	0%
384 - Other Revenue	378	-	-	-	-	-	-	-	0%
Revenue Total:	296,445	251,032	258,913	273,282	324,655	9,412	273,282	324,128	0%
Expenditures									
Division: 117 - General Government Total:						2,222	2,222		0%
Division: 342 - Road Maintenance Total:								28,874	0%
Division: 344 - NPDES Storm Drain Total:	273,919	304,913	289,103	377,717	377,717	203,438	274,676	391,844	4%
Expenditure Total:	273,919	304,913	289,103	377,717	377,717	205,660	274,676	420,718	11%
Fund: 207 - NPDES Storm Water Fund Net Results	22,526	(53,881)	(30,190)	(104,435)	(53,062)	(196,248)	(1,394)	(96,590)	
Fund Balance, July 1	77,976	100,502	46,622	16,432	16,432		16,432	15,038	
Fund Balance, June 30	100,502	46,622	16,432	(88,003)	(36,630)		15,038	(81,552)	
Fund: 209 - Recreation Fund									
Revenue									
Division: 551 - Recreation Administration									
Division: 551 - Recreation Administration Total:	25,530	17,950	490,358	18,550	10,915	4,138	5,500	17,550	61%
Division: 552 - Senior Center Total:	372,734	384,153	270,294	339,200	31,664	18,305	24,401	224,220	608%
Division: 553 - Tiny Tots Total:	195,505	200,673	110,474	164,722	27,425	18,457	24,609	140,125	411%
Division: 554 - Youth Center Total:	54,157	36,277	26,713	34,065	5,700	1,336	1,781	34,340	502%
Division: 555 - Dav Camo Total:	37,419	25,551	14,406	17,820	-	-	-	20,790	0%
Division: 556 - Performing Arts Total:	49,794	46,784	2,630	-	24,503	-	-	-	0%
Division: 557 - Swim Center Total:	47,556	57,208	76,407	52,300	24,503	14,002	18,669	139,953	471%
Division: 558 - Memorial Hall Total:	5,000	1,250	10,982	7,832	-	2,500	3,333	7,594	0%
Division: 559 - Tennis Total:	410	370	674	500	-	32	42	350	0%
Revenue Total:	788,106	770,216	1,002,938	634,989	100,207	58,769	78,335	584,922	484%
399 - Transfers In	33,888	307,214	-	651,831	651,831	157,642	651,831	608,331	-7%
399 - Transfers In from Section 115 Pension Fund	-	-	-	11,704	-	-	-	-	0%
Sources Total	821,994	1,077,430	1,002,938	1,298,524	752,038	216,411	730,166	1,193,253	59%
Expenditures									
Division: 551 - Recreation Administration Total:	151,958	179,931	195,133	275,691	272,696	184,996	272,696	534,654	96%
Division: 552 - Senior Center Total:	428,472	467,615	438,540	497,560	182,601	136,263	182,601	448,819	146%
Division: 553 - Tiny Tots Total:	110,816	131,602	133,396	141,281	87,545	74,346	87,545	149,744	71%
Division: 554 - Youth Center Total:	146,125	149,165	140,656	215,255	93,545	81,778	93,545	216,749	132%
Division: 555 - Day Camp Total:	4,438	3,195	2,087	57,407	49,970	14,702	49,970	64,317	29%
Division: 556 - Performing Arts Total:	39,624	46,868	221	-	-	-	-	-	0%
Division: 557 - Swim Center Total:	81,201	92,194	81,400	99,950	96,477	57,596	96,477	111,167	15%
Division: 558 - Memorial Hall Total:	3,869	5,092	10,587	7,380	11,741	10,877	11,741	10,900	-7%
Division: 559 - Tennis Total:	3,100	2,310	6,359	4,000	4,708	3,928	4,708	5,700	21%
Expenditure Total:	969,602	1,077,973	1,008,380	1,298,524	799,283	564,486	799,283	1,542,050	93%
Fund: 209 - Recreation Fund Net Results	(147,608)	(543)	(5,442)	-	(47,246)	(348,075)	(69,117)	(348,797)	
Fund Balance, July 1	192,778	45,170	63,585	58,143	58,143		58,143	(10,974)	
Fund Balance, June 30	45,170	44,627	58,143	58,143	10,898		(10,974)	(359,771)	
Fund: 212 - Building & Planning Fund									
Revenue									
315 - Other Taxes	159	21	2	-	-	-	-	-	0%
323 - State Grants	-	-	-	160,000	160,000	-	160,000	205,000	28%
332 - Permits	762,459	386,019	310,704	342,000	342,000	210,200	342,000	487,000	42%
341 - Review Fees	262,891	226,729	353,919	255,000	255,000	169,556	255,000	850,000	233%
342 - Other Fees	81,516	85,479	63,816	50,700	50,700	30,581	50,700	50,700	0%
343 - Abatement Fees	6,500	-	-	-	-	-	-	-	0%
344 - Impact Fees	-	3,524	-	-	-	1,443	1,443	-	0%
370 - Interest and Investment Income	5,445	8,569	12,265	7,000	7,000	(422)	-	7,000	0%
383 - Reimbursements	-	-	7,360	-	-	-	-	-	0%
384 - Other Revenue	19,857	3,998	(449)	6,000	6,000	-	-	6,000	0%
Revenue Total:	1,138,827	714,339	747,616	820,700	820,700	411,359	809,143	1,605,700	96%
399 - Transfers In from Section 115 Pension Fund	-	-	-	-	-	-	-	-	0%
Sources Total	1,138,827	714,339	747,616	820,700	820,700	411,359	809,143	1,605,700	96%
Expenditures									
Division: 461 - Planning Total:	276,037	423,288	431,016	499,903	499,903	270,393	344,039	838,219	68%
Division: 462 - Building Inspection Total:	754,848	565,775	645,050	811,435	811,435	375,296	496,156	889,537	10%
Division: 465 - Code Enforcement Total:	-	31	-	-	-	-	-	-	0%
Expenditure Total:	1,030,885	989,094	1,076,066	1,311,338	1,311,338	645,688	840,196	1,727,755	32%
Fund: 212 - Building & Planning Net Results	107,942	(274,755)	(328,450)	(490,638)	(490,638)	(234,329)	(31,053)	(122,055)	
Fund Balance, July 1	653,652	761,594	486,839	158,389	158,389		158,389	127,337	
Fund Balance, June 30	761,594	486,839	158,389	(332,248)	(332,248)		127,337	5,281	

**Fiscal Year (FY) 2021/22 Operating and Capital Budget
Budget Summaries - Revenue, Expenditures, and Fund Balance by Fund**

	FY 2017/18 Actual	FY 2018/19 Actual	FY 2019/20 Actual	FY 2020/21 Original Budget	FY 2020/21 Revised Budget	FY 2020/21 Actual Thru Mar-21	FY 2020/21 Projected Year- end	FY 2021/22 Proposed	Prop to Rev Percent Change
Fund: 213 - Refuse Management Fund									
Revenue									
323 - State Grants	66,513	66,161	111,950	60,060	60,060	46,116	60,060	60,060	0%
370 - Interest and Investment Income	4,071	6,383	7,176	6,000	6,000	1,014	6,000	6,000	0%
392 - Proceeds from Sale of Property	-	700	-	-	-	-	-	-	0%
Revenue Total:	70,584	73,244	119,125	66,060	66,060	47,130	66,060	66,060	0%
Expenditures									
Division: 344 - NPDES Storm Drain Total:	-	307,432	-	-	-	-	-	-	-
Division: 346 - Waste Reduction Total:	99,211	103,347	93,143	126,417	126,417	77,737	126,417	140,858	11%
Expenditure Total:	99,211	410,778	93,143	126,417	126,417	77,737	126,417	140,858	11%
Fund: 213 - Refuse Management Fund Net Results	(28,628)	(337,535)	25,983	(60,357)	(60,357)	(30,608)	(60,357)	(74,798)	
Fund Balance, July 1	713,366	684,738	309,195	335,178	335,178		335,178	274,821	
Fund Balance, June 30	684,738	347,204	335,178	274,821	274,821		274,821	200,023	
Fund: 214 - Solid Waste Fund									
Revenue									
370 - Interest and Investment Income	3,876	10,164	27,628	8,000	8,000	5,861	8,000	8,000	0%
383 - Reimbursements	247,457	314,229	375,749	360,000	360,000	281,999	360,000	360,000	0%
Revenue Total:	251,333	324,392	403,377	368,000	368,000	287,860	368,000	368,000	0%
Expenditures									
Division: 342 - Road Maintenance Total:	-	-	-	-	237,800	-	-	336,445	41%
Division: 343 - Facility Maintenance Total:	-	3,003	-	20,000	-	-	-	425,000	0%
Division: 345 - Parks Maintenance Total:	-	-	-	-	-	-	-	-	-
Expenditure Total:	-	3,003	-	20,000	-	-	-	761,445	0%
Fund: 214 - Solid Waste Fund Net Results	251,333	321,390	403,377	348,000	368,000	287,860	368,000	(393,445)	
Fund Balance, July 1	582,031	833,364	1,154,754	1,558,131	1,558,131		1,558,131	1,926,131	
Fund Balance, June 30	833,364	1,154,754	1,558,131	1,906,131	1,926,131		1,926,131	1,532,686	
Fund: 215 - Measure C and J Fund									
Revenue									
324 - Other Grants	366,959	379,583	405,252	380,000	390,147	390,147	390,147	390,147	0%
370 - Interest and Investment Income	5,004	9,353	23,857	8,000	8,000	6,354	8,000	8,000	0%
Revenue Total:	371,963	388,936	429,109	388,000	398,147	396,501	398,147	398,147	0%
Expenditures									
Division: 117 - General Government Total:	-	47,049	-	48,930	48,930	48,930	48,930	48,930	0%
Division: 341 - Administration/Engineering Total:	127,060	77,280	82,819	113,668	113,668	82,035	113,668	120,487	6%
Division: 342 - Road Maintenance Total:	-	-	18,651	30,000	616,000	-	-	765,772	24%
Division: 343 - Facility Maintenance Total:	6,947	25,542	-	2,000	2,000	-	2,000	2,000	0%
Expenditure Total:	134,006	149,871	101,471	194,598	780,598	130,965	164,598	937,189	20%
Fund: 215 - Measure C and J Fund Net Results	237,957	239,065	327,638	193,402	(382,451)	265,537	233,549	(539,042)	
Fund Balance, July 1	1,016,913	1,254,870	1,493,935	1,821,573	1,821,573		1,821,573	2,055,122	
Fund Balance, June 30	1,254,870	1,493,935	1,821,573	2,014,975	1,439,122		2,055,122	1,516,080	
Fund: 225 - Asset Seizure-Adjudicated Fund									
Revenue									
351 - Fines and Forfeiture	1,251	2,989	5,000	-	-	-	-	-	0%
370 - Interest and Investment Income	826	1,339	2,139	-	-	238	500	-	0%
Revenue Total:	2,077	4,328	7,139	-	-	238	500	-	0%
Expenditures									
Division: 221 - Police Operations Total:	18,216	32,639	23,079	-	-	-	-	86,562	0%
Expenditure Total:	18,216	32,639	23,079	-	-	-	-	86,562	0%
Fund: 225 - Asset Seizure-Adjudicated Fund Net Results:	(16,139)	(28,311)	(15,940)	-	-	238	500	(86,562)	
Fund Balance, July 1			102,502	86,562	86,562		86,562	87,062	
Fund Balance, June 30			86,562	86,562	86,562		87,062	500	
Fund: 276 - Growth Impact Fund									
Revenue									
344 - Impact Fees	-	81,747	33,716	-	-	32,090	32,090	229,834	0%
370 - Interest and Investment Income	-	733	1,842	-	-	481	525	-	0%
Revenue Total:	-	82,480	35,557	-	-	32,572	32,615	229,834	0%
Expenditures									
Division: 344 - NPDES Storm Drain Total:	-	-	-	8,000	8,000	-	-	258,000	3125%
Expenditure Total:	-	-	-	8,000	8,000	-	-	258,000	3125%
Fund: 276 - Growth Impact Fund Net Results	-	82,480	35,557	(8,000)	(8,000)	32,572	32,615	(28,166)	
Fund Balance, July 1			73,367	108,924	108,924		108,924	141,539	
Fund Balance, June 30			108,924	100,924	100,924		141,539	113,373	
Fund: 285 - Housing Assets for Resale Fund									
Revenue									
342 - Other Fees	4,700	-	-	-	-	-	-	-	0%
370 - Interest and Investment Income	13,610	128,942	62,291	50,000	50,000	7,517	12,000	50,000	0%
381 - Rental Income	72,253	-	-	-	-	-	-	-	0%
384 - Other Revenue	5,500	5,795	750	-	-	-	-	-	0%
392 - Proceeds from Sale of Property	-	1,150	-	-	-	-	-	-	0%
393 - Loan/Bond Proceeds	15,024	156,645	44,892	55,000	1,805,000	52,694	1,805,000	1,683,692	-7%
Revenue Total:	111,086	292,531	107,933	105,000	1,855,000	60,211	1,817,000	1,733,692	-7%
Expenditures									
Division: 461 - Planning Total:	-	-	-	-	-	-	-	77,740	0%
Division: 464 - Housing Administration Total:	563,889	170,110	69,688	174,903	174,903	25,571	35,000	151,058	-14%
Expenditure Total:	563,889	170,110	69,688	174,903	174,903	25,571	35,000	228,798	31%
Fund: 285 - Housing Assets for Resale Net Results	(452,803)	122,421	38,245	(69,903)	1,680,097	34,640	1,782,000	1,504,894	
Fund Balance, July 1	1,220,745	767,942	890,363	928,608	928,608		928,608	2,710,608	
Fund Balance, June 30	767,942	890,363	928,608	858,705	2,608,705		2,710,608	4,215,502	

**Fiscal Year (FY) 2021/22 Operating and Capital Budget
Budget Summaries - Revenue, Expenditures, and Fund Balance by Fund**

	FY 2017/18 Actual	FY 2018/19 Actual	FY 2019/20 Actual	FY 2020/21 Original Budget	FY 2020/21 Revised Budget	FY 2020/21 Actual Thru Mar-21	FY 2020/21 Projected Year- end	FY 2021/22 Proposed	Prop to Rev Percent Change
Fund: 310 - Lighting & Landscape District Fund									
Revenue									
321 - Intergovernmental Taxes	34,798	36,854	39,746	42,780	42,780	23,389	42,780	54,768	28%
383 - Reimbursements						14,491	14,491	7,500	0%
399 - Transfers In	5,000	5,000	-	-	-	-	-	-	0%
Revenue Total:	39,798	41,854	39,746	42,780	42,780	37,880	57,271	62,268	46%
Expenditures									
Division: 347 - Landscape & Lighting PVR North Total:	17,784	17,776	18,297	21,380	21,380	11,910	15,880	32,315	51%
Division: 348 - Landscape & Lighting PVR South Total:	12,838	17,668	19,875	21,400	21,400	29,068	38,757	29,810	39%
Expenditure Total:	30,622	35,444	38,172	42,780	42,780	40,978	54,637	62,125	45%
Fund: 310 - Lighting & Landscape Districts Net Results	9,176	6,410	1,575	-	-	(3,098)	2,634	143	
Fund Balance, July 1	10,302	19,478	30,613	32,188	32,188		32,188	34,821	
Fund Balance, June 30	19,478	25,887	32,188	32,188	32,188		34,821	34,964	
Fund: 317 - Pinole Valley Caretaker Fund									
Revenue									
381 - Rental Income	15,000	15,000	15,000	15,000	15,000	11,250	15,000	15,000	0%
Revenue Total:	15,000	15,000	15,000	15,000	15,000	11,250	15,000	15,000	0%
Expenditures									
Division: 345 - Park Maintenance Total:	15,546	14,589	15,360	14,867	14,867	10,772	14,867	14,755	-1%
Expenditure Total:	15,546	14,589	15,360	14,867	14,867	10,772	14,867	14,755	-1%
Fund: 317 - Pinole Valley Caretaker Fund Net Results	(546)	411	(360)	133	133	478	133	245	
Fund Balance, July 1	185	(361)	51	(309)	(309)		(309)	(176)	
Fund Balance, June 30	(361)	51	(309)	(176)	(176)		(176)	69	
Fund: 324 - Public Facilities Fund									
Expenditures									
Division: 343 - Facility Maintenance Total:	22,738	39,230	50	60,000	60,000			60,000	0%
Division: 345 - Park Maintenance Total:	-	-	-	10,000	10,000			10,000	0%
Expenditure Total:	22,738	39,230	50	70,000	70,000	-	-	70,000	0%
Fund: 324 - Public Facilities Fund Net Results	(22,738)	(39,230)	(50)	(70,000)	(70,000)	-	-	(70,000)	
Fund Balance, July 1	607,023	584,285	545,055	545,005	545,005		545,005	545,005	
Fund Balance, June 30	584,285	545,055	545,005	475,005	475,005		545,005	475,005	
Fund: 325 - City Street Improvements Fund									
Revenue									
323 - State Grants	-	5,183	535	-	-	36,348	36,348	-	0%
351 - Fines and Forfeiture	1,000	-	18	-	-	-	-	-	0%
383 - Reimbursements	-	20,609	-	-	-	1,417	1,417	-	0%
399 - Transfers In	225,000	200,000	250,000	250,000	250,000	250,000	250,000	250,000	0%
Revenue Total:	226,000	225,792	250,553	250,000	250,000	287,764	287,765	250,000	0%
Expenditures									
Division: 342 - Road Maintenance Total:	1,781	57,421	45,622	1,779,103	1,335,698	207,310	276,413	1,133,105	-15%
Expenditure Total:	1,781	57,421	45,622	1,779,103	1,335,698	207,310	276,413	1,133,105	-15%
Fund: 325 - City Street Improvements Net Results	224,219	168,371	204,930	(1,529,103)	(1,085,698)	80,455	11,352	(883,105)	
Fund Balance, July 1	745,266	969,485	1,089,984	1,294,914	1,294,914		1,294,914	1,306,266	
Fund Balance, June 30	969,485	1,137,856	1,294,914	(234,189)	209,216		1,306,266	423,161	
Fund: 327 - Parks Grants (Measure WW) Fund									
Revenue									
370 - Interest and Investment Income	146	266	533	-	-	84	84	-	
Revenue Total:	146	266	533	-	-	84	84	-	
Expenditures									
Division: 345 - Park Maintenance Total:	-	-	-	189,758	189,758	-	-	189,758	0%
Expenditure Total:	-	-	-	189,758	189,758	-	-	189,758	0%
Fund: 327 - Parks Grants (Measure WW) Fund Net Resu	146	266	533	(189,758)	(189,758)	84	84	(189,758)	
Fund Balance, July 1	24,493	24,638	24,904	25,437	25,437		25,437	25,522	
Fund Balance, June 30	24,638	24,904	25,437	(164,321)	(164,321)		25,522	(164,236)	
Fund: 377 - Arterial Streets Rehabilitation Fund									
Revenue									
383 - Reimbursements	-	35,631	-	-	-	-	-	-	0%
399 - Transfers In	250,000	200,000	250,000	250,000	250,000	250,000	250,000	250,000	0%
Revenue Total:	250,000	235,631	250,000	250,000	250,000	250,000	250,000	250,000	0%
Expenditures									
Division: 342 - Road Maintenance Total:	-	1,302	125,202	796,000	643,281	219,732	292,977	775,297	21%
Expenditure Total:	-	1,302	125,202	796,000	643,281	219,732	292,977	775,297	21%
Fund: 377 - Arterial Streets Rehabilitation Fund Net Res	250,000	234,329	124,798	(546,000)	(393,281)	30,268	(42,977)	(525,297)	
Fund Balance, July 1	165,454	415,454	649,783	774,581	774,581		774,581	731,604	
Fund Balance, June 30	415,454	649,783	774,581	228,581	381,300		731,604	206,307	

**Fiscal Year (FY) 2021/22 Operating and Capital Budget
Budget Summaries - Revenue, Expenditures, and Fund Balance by Fund**

	FY 2017/18 Actual	FY 2018/19 Actual	FY 2019/20 Actual	FY 2020/21 Original Budget	FY 2020/21 Revised Budget	FY 2020/21 Actual Thru Mar-21	FY 2020/21 Projected Year- end	FY 2021/22 Proposed	Prop to Rev Percent Change
Fund: 500 - Sewer Enterprise Fund									
Revenue									
344 - Impact Fees	26,894	-	-	-	-	-	-	-	0%
363 - Sewer Enterprise Charges	6,494,206	7,210,207	7,093,734	7,535,971	7,728,471	4,411,589	7,728,471	7,797,500	1%
370 - Interest and Investment Income	47,274	109,003	277,807	113,000	100,000	44,584	100,000	100,000	0%
383 - Reimbursements	-	1,479	-	-	-	22,717	-	-	0%
384 - Other Revenue	-	148	-	-	-	-	-	-	0%
Revenue Total:	6,568,375	7,320,836	7,371,541	7,648,971	7,828,471	4,478,889	7,828,471	7,897,500	1%
399 - Transfers In from Section 115 Pension Fund	-	-	-	-	-	-	-	-	0%
Sources Total	6,568,375	7,320,836	7,371,541	7,648,971	7,828,471	4,478,889	7,828,471	7,897,500	1%
Expense									
Division: 641 - Sewer Treatment Plant/Shared Total:	5,940,532	3,822,279	3,996,185	4,756,727	5,243,926	2,764,346	5,243,926	5,463,995	4%
Division: 642 - Sewer Collections Total:	908,691	892,637	906,883	2,531,388	3,399,288	656,766	3,399,288	2,191,594	-36%
Division: 644 - WPCP Equipment/Debt Service Total:	233,270	215,195	612,491	518,866	1,607,970	1,608,049	1,608,049	1,609,506	0%
Expense Total:	7,082,492	4,930,110	5,515,558	7,806,981	10,251,183	5,029,161	10,251,263	9,265,095	-10%
Fund: 500 - Sewer Enterprise Fund Net Results	(514,118)	2,390,726	1,855,983	(158,010)	(2,422,713)	(550,272)	(2,422,792)	(1,367,595)	
Fund Balance, July 1	10,868,491	10,354,373	17,928,844	19,784,827	19,784,827		19,784,827	17,362,035	
Fund Balance, June 30	10,354,373	12,745,099	19,784,827	19,626,817	17,362,114		17,362,035	15,994,440	
Fund: 505 - Cable Access TV Fund									
Revenue									
314 - Franchise Taxes	36,910	32,702	28,833	35,000	26,486	19,506	26,486	52,972	100%
365 - Cable TV Charges	220,758	188,351	191,537	313,695	134,010	137,947	171,125	316,956	137%
383 - Reimbursements	-	-	-	-	-	341	341	-	0%
384 - Other Revenue	3,330	4,020	3,000	3,600	3,600	-	-	5,000	39%
399 - Transfers In	84,095	132,303	147,804	160,124	160,124	14,729	182,679	160,124	0%
Revenue Total:	345,093	357,375	371,175	512,419	324,220	172,523	380,631	535,052	65%
399 - Transfers In from Section 115 Pension Fund	-	-	-	26,890	-	-	-	-	0%
Sources Total	345,093	357,375	371,175	539,309	324,220	172,523	380,631	535,052	65%
Expense									
Division: 119 - Cable Access TV Total:	338,612	357,375	374,875	539,309	445,606	292,112	380,631	377,325	-15%
Division: 120 - Cable Access-Community Services Total:	-	-	-	-	-	-	-	4,419	0%
Division: 121 - Cable Access-Contract Services Total:	-	-	-	-	-	-	-	189,020	0%
Expense Total:	338,612	357,375	374,875	539,309	445,606	292,112	380,631	570,763	28%
Fund: 505 - Cable Access TV Net Results	6,481	-	(3,700)	-	(121,386)	(119,590)	(0)	(35,711)	
Fund Balance, July 1	(38,016)	(31,535)	(31,535)	(35,235)	(35,235)		(35,235)	(35,235)	
Fund Balance, June 30	(31,535)	(31,535)	(35,235)	(35,235)	(156,621)		(35,235)	(70,947)	
Fund: 525 - Information Systems Fund									
Expense									
Division: 118 - Information Systems Total:	479,441	609,715	795,641	802,890	802,890	475,419	802,890	1,011,527	26%
461 - Indirect cost allocations	(472,846)	(609,715)	(795,641)	(802,890)	(802,890)	(475,419)	(802,890)	(1,011,527)	26%
Expense Total:	6,595	-	-	-	-	(0)	-	-	0%
Fund: 525 - Information Systems Surplus (Deficit):	(6,595)	-	-	-	-	0	-	-	
Fund Balance, July 1	(189,574)	(196,169)	(196,169)	(196,169)	(196,169)		(196,169)	(196,169)	
Fund Balance, June 30	(196,169)	(196,169)	(196,169)	(196,169)	(196,169)		(196,169)	(196,169)	
Fund: 700 - Pension Fund									
Revenue									
370 - Interest and Investment Income	-	924,669	1,010,988	-	-	2,004,493	2,120,754	-	0%
399 - Transfers In	-	16,287,510	-	-	-	-	-	-	0%
Revenue Total:	-	17,212,179	1,010,988	-	-	2,004,493	2,120,754	-	0%
Expense									
Division: 117 - General Government Total:	-	52,921	81,434	-	-	748,692	2,018,945	-	0%
Expense Total:	-	52,921	81,434	-	-	748,692	2,018,945	-	0%
Fund: 700 - Pension Fund Net Results	-	17,159,258	929,554	-	-	1,255,801	101,809	-	
Fund Balance, July 1	-	-	17,159,258	18,088,812	18,088,812		18,088,812	18,190,621	
Fund Balance, June 30	-	17,159,258	18,088,812	18,088,812	18,088,812		18,190,621	18,190,621	
Fund: 750 - Recognized Obligation Retirement Fund									
Revenue									
311 - Property Taxes	250,000	250,000	250,000	250,000	250,000	265,900	265,900	250,000	0%
370 - Interest and Investment Income	15,739	26,800	82,725	-	-	3,228	3,521	-	0%
384 - Other Revenue	-	1,232	-	-	-	-	-	-	0%
393 - Loan/Bond Proceeds	86,435	16,096	14,452	-	-	9,777	9,777	-	0%
Revenue Total:	352,174	294,128	347,176	250,000	250,000	278,905	279,198	250,000	0%
Expense									
Division: 463 - Successor Agency to RDA Total:	269,150	237,071	300,640	250,000	250,000	275,588	279,088	194,897	-22%
Expense Total:	269,150	237,071	300,640	250,000	250,000	275,588	279,088	194,897	-22%
Fund: 750 - Recognized Obligation Retirement Fund Ne	83,023	57,057	46,536	-	-	3,317	110	55,103	

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Fiscal Year (FY) 2021/22 Operating and Capital Budget
Budget Summaries – Five-Year Financial Forecast

GENERAL FUND SUMMARY INCLUDES MEASURE S 2006 & 2014	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26
	Actual	Actual	Revised Budget	Forecast	Forecast	Forecast	Forecast	Forecast
REVENUE								
PROPERTY TAX	3,837,167	4,514,755	4,146,109	4,230,162	4,642,585	5,649,469	5,801,568	5,959,970
SALES TAX	3,994,720	3,788,080	3,991,200	4,155,000	4,305,000	4,446,000	4,576,000	4,710,000
MEAS S 2006 & 2014 LOCAL SALES TA	4,286,328	3,901,837	4,092,000	4,284,000	4,454,000	4,600,000	4,734,000	4,874,000
UTILITY USERS TAX	1,812,844	1,809,832	1,896,000	1,914,960	1,934,110	1,953,451	1,972,985	1,992,715
FRANCHISE TAX	735,311	750,001	750,000	757,500	765,075	772,726	780,453	788,258
INTERGOVERNMENTAL TAX	1,836,501	1,952,717	2,006,163	2,082,883	2,142,701	2,218,061	2,298,695	2,382,941
OTHER TAXES	884,757	826,359	785,000	800,700	816,714	833,048	849,709	866,703
CHARGES FOR SERVICES	967,318	1,260,013	1,306,115	1,371,421	1,428,005	1,498,155	1,571,813	1,649,154
OTHER REVENUE	2,367,313	1,116,846	541,818	527,205	545,039	552,800	560,715	568,790
ONE-TIME REVENUE			619,756	600,000	-			
TRANSFERS IN	6,290,688		1,933,025	1,257,758	1,531,256	1,662,338	1,837,715	2,180,481
Total Revenue	27,012,947	19,920,440	22,067,186	21,981,589	22,564,484	24,186,047	24,983,654	25,973,013
EXPENDITURES								
SALARIES	8,593,887	9,184,283	9,872,536	10,599,162	10,917,137	11,244,651	11,581,991	11,929,450
BENEFITS - PERS RETIRE	1,792,051	2,451,619	3,077,528	3,049,809	3,323,307	3,454,389	3,629,766	3,738,321
BENEFITS - OTHER	3,079,527	2,864,038	3,052,813	3,325,910	3,489,288	3,660,718	3,807,147	4,063,801
PROFESSIONAL SERVICES	2,033,715	2,284,342	2,706,141	2,787,325	2,870,945	2,957,073	3,045,785	3,137,159
OTHER OPERATING EXPENSES	472,703	1,176,125	377,332	300,468	307,341	314,406	321,670	329,136
ONE-TIME EXPENDITURES			1,126,380		22,500		22,500	
DEBT SERVICE	590,433	606,553	556,107	576,150	596,150	611,150	677,150	677,150
CAPITAL PROJECTS	211,292	429,470	2,040,649	315,000	324,450	334,184	344,209	354,535
TRANSFERS OUT	21,732,833	1,255,058	1,395,962	1,313,058	1,275,435	1,293,318	1,311,222	1,329,664
Total Expenditures	38,506,441	20,251,487	24,205,447	22,266,881	23,126,551	23,869,888	24,741,439	25,559,216
Surplus/Deficit	(11,493,493)	(331,047)	(2,138,261)	(285,292)	(562,067)	316,159	242,215	413,797
Fund Balance, July 1	23,478,448	11,984,955	11,653,908	8,567,045	8,062,536	7,389,543	7,658,503	7,831,085
Preliminary Fund Balance, June 30	11,984,955	11,653,908	9,515,647	8,281,753	7,500,469	7,705,702	7,900,718	8,244,882
General Reserves Adjustment			(948,601)	(219,217)	(110,926)	(47,200)	(69,633)	(61,841)
Fund Balance, June 30	11,984,955	11,653,908	8,567,045	8,062,536	7,389,543	7,658,503	7,831,085	8,183,041
Fund Balance, July 1	16,287,510	17,159,258	18,088,812	17,144,938	16,831,587	16,236,563	15,475,945	14,505,835
Revenues - Interest	924,669	1,010,988	1,049,151	994,406	976,232	941,721	897,605	841,338
Expenditure - Transfers Out	6,290,688	-	1,933,025	1,257,758	1,531,256	1,662,338	1,837,715	2,180,481
Expenditures	52,921	81,434	60,000	50,000	40,000	40,000	30,000	30,000
Pension Fund Balance, June 30	17,159,258	18,088,812	17,144,938	16,831,587	16,236,563	15,475,945	14,505,835	13,136,692
Fund Balance, July 1	2,386,489	7,137,963	7,457,116	8,629,431	9,079,073	9,455,794	9,783,340	10,145,057
Revenues - Interest	150,668	319,153	223,713	230,425	265,796	280,346	292,084	302,263
Revenues - Transfer In	4,600,806		948,601	219,217	110,926	47,200	69,633	61,841
General Reserve Balance, June 30	7,137,963	7,457,116	8,629,431	9,079,073	9,455,794	9,783,340	10,145,057	10,509,161

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Department	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22
CITY MANAGER					
City Manager	1.00	1.00	1.00	1.00	1.00
Assistant City Manager	0.00	0.00	0.00	1.00	0.00
Management Analyst	0.00	0.00	0.00	1.00	1.00
Administrative Assistant	0.00	0.00	0.00	1.00	1.00
Total Full-Time Equivalents (FTEs)	1.00	1.00	1.00	4.00	3.00
CITY CLERK					
City Clerk	1.00	1.00	1.00	1.00	1.00
Deputy City Clerk	0.00	0.00	0.00	0.00	1.00
Administrative Assistant, <i>part-time</i>	0.48	0.48	0.48	0.48	0.48
Total Full-Time Equivalents (FTEs)	1.48	1.48	1.48	1.48	2.48
FINANCE DEPARTMENT					
Finance Director	1.00	1.00	1.00	1.00	1.00
Accountant	0.00	1.00	1.00	1.00	1.00
Accounting Specialist	2.00	1.00	1.00	1.00	1.00
Accounting Technician, <i>part-time</i>	0.00	0.48	0.48	0.48	0.48
Accounting Intern, <i>part-time/temporary</i>	0.48	0.00	0.00	0.00	0.00
Total Full-Time Equivalents (FTEs)	3.48	3.48	3.48	3.48	3.48
HUMAN RESOURCES					
Assistant City Manager	1.00	1.00	1.00	0.00	0.00
Human Resources Director	0.00	0.00	0.00	0.00	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	1.00	2.00
GENERAL GOVERNMENT					
Management Analyst	1.00	1.00	1.00	0.00	0.00
Total Full-Time Equivalents (FTEs)	1.00	1.00	1.00	0.00	0.00
POLICE DEPARTMENT					
SWORN					
Police Chief	1.00	1.00	1.00	1.00	1.00
Police Lieutenant	2.00	2.00	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
Sub-total Sworn	28.00	28.00	28.00	28.00	28.00
NON-SWORN					
Administrative Secretary	1.00	1.00	1.00	1.00	1.00
Community Safety Specialist	0.96	0.96	1.00	1.00	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	11.00	11.00	11.00	11.00	11.00
Lead Dispatcher	0.00	1.00	1.00	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
Sub-total Non-Sworn	17.42	18.42	18.46	18.46	18.46
Total Full-Time Equivalents (FTEs)	45.42	46.42	46.46	46.46	46.46

Department	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22
FIRE DEPARTMENT					
SWORN					
Fire Chief	1.00	1.00	1.00	1.00	1.00
Battalion Chief	1.00	1.00	1.00	1.00	1.00
Fire Captain	3.00	3.00	3.00	3.00	5.00
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
Sub-total Sworn	14.00	14.00	14.00	14.00	16.00
NON-SWORN					
Administrative Assistant	0.48	0.00	0.00	0.00	0.00
Management Analyst	0.00	1.00	1.00	1.00	1.00
Sub-total Non-Sworn	0.48	1.00	1.00	1.00	1.00
Total Full-Time Equivalents (FTEs)	14.48	15.00	15.00	15.00	17.00
PUBLIC WORKS					
Development Services Director/City Engineer	0.50	0.50	0.50	0.50	1.00
Management Analyst	0.00	0.00	0.00	0.00	1.00
Administrative Assistant	1.00	1.00	1.00	0.00	0.00
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	3.00
Public Works Maintenance Workers	7.00	7.00	7.00	7.00	8.00
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	1.00	1.00	1.00	1.00	2.00
WWTP Operator	5.00	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 Operation Supervisor	1.00	1.00	1.00	1.00	1.00
Total Full-Time Equivalents (FTEs)	24.21	24.21	24.21	23.21	27.71
COMMUNITY DEVELOPMENT					
Community Development Director	0.50	0.50	0.50	0.50	1.00
Planning Manager	1.00	1.00	1.00	1.00	1.00
Code Enforcement Officer	1.00	1.00	1.00	1.00	1.00
Building Inspector	0.00	0.00	0.00	1.00	1.00
Permit Technician	1.48	1.48	2.00	2.00	2.00
Senior Building Inspector	1.00	1.00	1.00	1.00	1.00
Total Full-Time Equivalents (FTEs)	4.98	4.98	5.50	6.50	7.00
COMMUNITY SERVICES DEPARTMENT					
RECREATION					
Community Services Director	0.00	0.00	0.00	0.00	1.00
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
Recreation Coordinator	2.60	2.60	2.60	2.60	2.60
Recreation Leader	2.88	2.88	2.88	2.88	2.88
Recreation Leader [Tiny Tots]	1.13	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
Sub-total Recreation	11.50	11.50	11.50	11.50	12.50
PINOLE COMMUNITY TELEVISION (PCTV)					
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
Sub-total Cable Access Television	2.75	2.75	2.75	2.75	2.75
Total Full-Time Equivalents (FTEs)	14.25	14.25	14.25	14.25	15.25
GRAND TOTAL ALL DEPARTMENTS	112.30	113.82	114.38	115.38	124.38

**DEPARTMENT BUDGET
FY 2021-22
LABOR COST ALLOCATION PERCENTAGES**

Position Title	Total Wages and Benefits	General Fund*	Sewer Enterprise (WWTP)	Sewer Enterprise (Corp Yard)	Cable TV	Information Systems	Successor Agency	Housing Admin	Gas Tax Fund	Building Fund	Measure "S-2014"	PSAF	SLESF	Storm Water	Recreation	Refuse Mgmt	Solid Waste	Measure "J"	Total	
100-110 Council Members (5)	114,512	75%		25%																100%
100-111 City Manager	427,523	42%	5%	25%			18%	5%		5%										100%
100-111 Admin Assistant	143,786	40%	20%	20%					15%	5%										100%
100-112 City Clerk	185,846	82%					18%													100%
100-113 Treasurer	10,577	75%		25%																100%
100-115 Finance Director	309,327	61%	15%				19%	5%												100%
100-115 Accountant	130,935	85%	15%																	100%
100-115 Accounting Specialist	105,965	85%	15%																	100%
100-115 Accounting Technician	33,873	85%	15%																	100%
100-116 HR Specialist	112,590	90%	10%																	100%
100-221 Police Officer	165,601	46%											54%							100%
100-221 Police Officer	215,339	5%										95%								100%
100-221 Police Officer (Canine)	147,621	90%											10%							100%
100-341 PW Director/City Eng	370,395	5%	50%	5%					10%	10%				10%		10%				100%
100-341 PW Specialist	172,422	20%		25%					15%	20%				10%		10%				100%
100-341 Senior Project Manager	130,917	0%		25%							50%								25%	100%
100-341 Management Analyst	144,377	20%							20%		20%			20%			20%			100%
100-342 PW Maint. Supervisor	148,860	40%									20%						20%	20%		100%
100-343 Public Works Manager	235,771	50%		20%					5%					20%		5%				100%
100-343 PW Maint. Supervisor	179,068	45%		25%					5%					20%		5%				100%
100-343 Maintenance Workers (4)	425,239	30%		20%					10%					20%		5%			15%	100%
100-343 Maintenance Worker (1)	121,649	0%									100%									100%
100-343 Maintenance Worker (1)	116,119	50%									50%									100%
209-551 Community Svcs Director	398,904	0%			10%	10%	0%	0%							80%					100%
212-461 Community Development	310,954	25%						25%		50%										100%
212-461 Planning Manager	203,955	5%						5%		90%										100%
212-462 Permit Technician	126,894	50%								50%										100%
500-642 PW Maint. Supervisor	155,817	0%		75%					5%					10%		5%		5%		100%
500-642 Maintenance Workers (2)	235,627	0%		75%					5%					10%		5%		5%		100%
																				-
	\$ 5,580,461	34%	6%	13%	1%	1%	3%	2%	4%	9%	5%	4%	2%	5%	6%	2%	1%	3%		100%

	100-111	100-112	100-115	100-116	100-221	100-223	100-341	100-342	100-343	100-345	209-554	209-555	505-119	505-120	505-121	Total
100-111 Admin Assistant	25%	5%	5%				5%									40%
100-221 Police Chief					90%	10%										100%
100-221 Lieutenant					80%	20%										100%
209-554 Recreation Leaders (Seasonal)											35%	65%				100%
209-554 YC Recreation Coordinator											76%	24%				100%
100-343 Maintenance Workers (4)								6%	12%	12%						30%
100-343 Maintenance Workers (1)									25%	25%						50%
100-342 Maintenance Workers (1)								20%		20%						40%
505-119 Cable Access Coordinator													59%	0%	40%	100%
505-119 Cable Access Technician													59%	0%	40%	100%

Department Budgets

This section contains detailed information for the City's organizational units, its departments. The budget summaries illustrate how the City's various funding sources are allocated to individual departments to fund their specific activities and programs.

The department sections are arranged in the following order:

- City Council
- City Treasurer
- City Manager
- City Attorney
- City Clerk
- Finance
- Human Resources
- Police
- Fire
- Public Works
- Community Development
- Community Services
- General Government

The following information is provided below in each department budget section:

- Mission;
- Major services and functions;
- FY 2020/21 key accomplishments;
- FY 2021/22 key priorities and projects;
- Major changes in FY 2021/22 budget;
- Position summary;
- Budget summaries at the department and division levels; and
- Major non-personnel expense details.

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City Council

Mission

The mission of the City Council is to use the tools at its disposal to create a safe, healthy, and prosperous community. In February 2020, the City Council adopted the City of Pinole Strategic Plan 2020 – 2025, which contained the following vision, mission, and goals for the City.

Vision

Pinole is a safe, vibrant, and innovative community with small town charm and high quality of life.

Mission

Pinole will be efficient, ethical, and effective in delivering quality services with community involvement and fiscal stewardship.

Goals

1. Safe and Resilient
2. Financially Stable
3. Vibrant and Beautiful
4. High Performance

Major Services and Functions

The primary role of the City Council is to create local laws to support a safe, healthy, and prosperous community. The City Council also creates a vision and goals for the community, approves policies for the conduct of municipal affairs, and appropriates City funds through the budget process to support City programs and services. The City Council holds regularly scheduled meetings, hearings, and study sessions to receive citizens' input and conduct the City's business in a public forum. Council Members represent the City at local, regional, and State organizations. The five-member City Council is elected at large and serves four-year overlapping terms. The City Council appoints one of its members to serve as the Mayor each year. 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. The City Council appoints and supervises three City officers: the City Manager, City Attorney, and City Clerk.

FY 2020/21 Key Accomplishments

- Recognized many community members and organizations and promoted many worthy causes through proclamations and resolutions
- Approved new City policies, including those related to memorials, financial and investment policies, procurement, complete streets, park rules and bathroom hours, and the Compensation and Benefits Plan for Management and Confidential Employees
- Approved the City of Pinole Strategic Plan 2020 – 2025 Implementation Action Plan
- Provided funding for a Citywide Organizational Assessment and Sanitary Sewer Collection System Master Plan
- Advocated for the City on regional and State policy matters, including through letters of support and opposition
- Provided direction to staff on the sale of surplus properties
- Completed the work of the Beautification Ad Hoc Committee and the Faria House Ad Hoc Committee and provided recommendations to Council
- Completed the election of a new Mayor and Mayor Pro Tem, made committee assignments, conducted a workshop for team building and staff priority setting, and reviewed and updated Council norms and meeting procedures
- Reviewed and approved development applications
- Undertook consideration of Council meeting procedure(s) such as inclusion of land acknowledgement
- Provided leadership on the effort to name the basketball court at Fernandez Park after David Patrick Underwood and repave and repaint the court
- Received consultant's presentation on the fire service delivery study and provided direction to staff on steps to fortify the City's fire service
- Received presentations from other government agencies on topics of interest to the community, including County Animal Services, Marin Clean Energy, and Contra Costa Health Services on recommended changes to response to mental health crises
- Provided financial assistance to the Chamber of Commerce, Pinole Seals, Pinole Community Players, and small businesses through the COVID-19 Small Business Assistance Program
- Created new laws to address COVID-19, including those to provide eviction protection and flexibility in temporary use permits
- Created new or updated existing ordinances, such as those addressing accessory dwelling units (ADUs) and the Water Efficient Landscape Ordinance (WELO)

FY 2021/22 Key Priorities and Projects

- Create new or updated ordinances to support a safe, healthy, and prosperous community

- Continue to recognize individuals, organizations, and causes through proclamations and resolutions
- Continue to advocate for the City in regional and State policy matters
- Continue to review and approve City policies and service models that will improve City efficiency and effectiveness
- Provide leadership and oversight of the implementation of the Strategic Plan
- Review and approve development applications that will improve the community

Major Changes in FY 2021/22 Budget

There are no major changes in the FY 2021/22 budget compared to the FY 2020/21 budget.

Position Summary

There are no staff positions budgeted for the City Council department. Support to the City Council is provided by City Staff budgeted in other departments, such as the City Manager, City Attorney, City Clerk, and others.

CITY COUNCIL BUDGET SUMMARY

	FY 2018/19	FY 2019/20	FY 2020/21	FY 2020/21	FY 2021/22	Proposed to	Proposed to
	Actual	Actual	Actual Thru Mar-21	Revised Budget	Proposed Budget	Revised \$ Change	Revised % Change
REVENUE / FUNDING SOURCE							
General Fund - 100	141,626	163,703	143,813	173,382	176,609	3,227	2%
Measure S 2014 - 106	12,800	46,600	5,900	5,900	5,900	-	0%
Total	154,426	210,303	149,713	179,282	182,509	3,227	2%
EXPENDITURES BY CATEGORY							
Personnel							
Salaries & Wages -401	56,417	52,099	33,924	51,750	48,150	(3,600)	-7%
Overtime - 402	-	-	-	-	-	-	0%
Employee Benefits - 410	42,694	44,619	31,413	45,814	64,691	18,877	29%
Total Personnel	99,111	96,717	65,337	97,564	112,841	15,277	14%
Services and Supplies							
Professional & Administrative Services - 42	74,226	133,532	97,595	103,690	95,595	(8,095)	-8%
Other Operating Expenses -43	814	1,042	1,069	1,030	1,030	-	0%
Total Services and Supplies	75,041	134,574	98,664	104,720	96,625	(8,095)	-8%
Capital Outlay							
Asset Acquisition/Improvement - 47	-	-	-	-	-	-	0%
Total Capital Outlay	-	-	-	-	-	-	0%
Indirect Cost Allocations							
Administrative Credits - 46121	(19,727)	(22,746)	(16,061)	(24,855)	(28,628)	(3,773)	13%
General Liability Insurance - 46201	2	1,758	1,773	1,853	1,671	(182)	-11%
Total Indirect Cost Allocations	(19,725)	(20,988)	(14,288)	(23,002)	(26,957)	(3,955)	15%
Total	154,426	210,303	149,713	179,282	182,509	3,227	2%
EXPENDITURES BY PROGRAM							
City Council - 110	154,426	210,303	149,713	179,282	182,509	3,227	2%
Total	154,426	210,303	149,713	179,282	182,509	3,227	2%

MAJOR NON-PERSONNEL EXPENSE DETAILS

	FY 2020-21	FY 2021-22
42101 Professional Services	\$ 27,900	\$ -
Citywide organizational assessment	\$ -	
42201 Office Expense	\$ 500	\$ 500
4230X Travel and Training	\$ 7,900	\$ 7,900
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	
League of California Cities Conference	1,900	
Mayors Conference-add'l Council attendees	100	
Mayor's travel expenses	600	
Other identified City sponsored events	250	
42401 Memberships	\$ 2,000	\$ 21,805
ABAG eues	\$5,300	
Bay Area News Group subscription	550	
CAER dues	550	
Contra Costa Mayor's Conference	1,400	
LAFCO dues	6,300	
League of California Cities East Bay Division	7,505	
Other Memberships	200	
42514 Special Department Expense	\$ 59,490	\$ 59,490
City Council meetings recorded by PCTV	\$56,490	
Mayoral Celebration expense	400	
Misc. supplies and food for meetings	1,000	
Other special department expenses	1,000	
West County Mayor's Breakfast meetings	600	
Total Professional/Administrative Services		\$ 89,695
4310X Utilities	\$ 1,030	\$ 1,030
Gas/Electric	\$ 980	
Water	50	
 MEASURE S - 2014 FUND - 106		
42101 Professional Services	\$ 5,900	\$ 5,900
Teambuilding and Strategic Planning	\$ 5,900	

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City Treasurer

Mission

In collaboration with the Finance Director, ensure that all City funds are received, deposited, disbursed, and invested effectively in accordance with the City's Investment Policy and Generally Accepted Accounting Principles (GAAP).

Major Services and Functions

In collaboration with the Finance Director, the City Treasurer prepares quarterly investment reports for the City Council. The reports include reconciled bank balances, the type and amount of investments and deposits of City funds, the institution in which these deposits are made, market values, maturity dates, and rates of interest. In addition, the City Treasurer reviews the weekly check run and is one of the authorized City counter signatories of checks in an amount of \$5,000 or greater. The City's Investment Policy prioritizes safety, liquidity, and yield. The City Treasurer is an elected position and serves a four-year term.

FY 2020/21 Key Accomplishments

- Collaborated with the Finance Director to provide quarterly investment reports to the City Council and to achieve the Investment Policy priorities of safety, liquidity, and yield
- Collaborated with the Finance Director to ensure that all City funds were received, deposited, disbursed, and invested effectively in accordance with the City's Investment Policy and GAAP

FY 2021/22 Key Priorities and Projects

- Continue to collaborate with the Finance Director on investment management and treasury functions

Major Changes in FY 2021/22 Budget

There are no major changes in the FY 2021/22 budget compared to the FY 2020/21 budget.

Position Summary

There are no staff positions budgeted for the City Treasurer department. Support to the City Treasurer is provided by City staff budgeted in other departments, primarily the Finance Department.

CITY TREASURER BUDGET SUMMARY

	FY 2018/19	FY 2019/20	FY 2020/21	FY 2020/21	FY 2021/22	Proposed to	Proposed to
	Actual	Actual	Actual	Revised	Proposed	Revised	Revised
			Thru Mar-21	Budget	Budget	\$ Change	% Change
REVENUE / FUNDING SOURCE							
General Fund - 100	10,866	8,592	5,679	9,479	8,692	(787)	-9%
Total	10,866	8,592	5,679	9,479	8,692	(787)	-9%

EXPENDITURES BY CATEGORY

Personnel

Salaries & Wages - 401	3,004	5,574	6,014	8,400	8,400	-	0%
Employee Benefits - 410	10,593	5,098	1,318	2,244	2,027	(217)	-11%
Total Personnel	13,597	10,672	7,332	10,644	10,427	(217)	-2%

Services and Supplies

Professional & Administrative Services - 42	625	250	250	760	760	-	0%
Other Operating Expenses - 43	-	-	-	-	-	-	0%
Total Services and Supplies	625	250	250	760	760	-	0%

Capital Outlay

Asset Acquisition/Improvement - 47	-	-	-	-	-	-	0%
Total Capital Outlay	-	-	-	-	-	-	0%

Indirect Cost Allocations

Admin Credits - 46121	(3,357)	(2,602)	(2,060)	(2,090)	(2,644)	(554)	21%
Legal Charges - 46126	-	116	-	-	-	-	0%
General Liability Insurance - 46201	0	156	158	165	149	(16)	-11%
Total Indirect Cost Allocations	(3,356)	(2,330)	(1,903)	(1,925)	(2,495)	(570)	23%

Total

	10,866	8,592	5,679	9,479	8,692	(787)	-9%
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EXPENDITURES BY PROGRAM

City Treasurer - 113	10,866	8,592	5,679	9,479	8,692	(787)	-9%
Total	10,866	8,592	5,679	9,479	8,692	(787)	-9%

MAJOR NON-PERSONNEL EXPENSE DETAILS

	FY 2020-21	FY 2021-22
42401 Memberships	\$ 110	\$ 110
CSMFO Dues	\$ 110	
42301 Travel and Training	\$ 400	\$ 400
Misc. training	\$ 400	
42506 Bonds	\$ 250	\$ 250
Bonds	\$ 250	
Total Professional/Administrative Services		\$ 760

City Manager

The City Manager department is comprised of the following divisions:

- Administration and Programs; and
- Information Technology

Mission

The mission of the City Manager's office (department) is to support the City Council in its policy development and to oversee all City staff and operations to ensure efficient and effective service delivery.

Major Services and Functions

The City of Pinole is organized under a "council-manager" form of operation. This form of government consists of an elected City Council that is responsible for policymaking and a professional City Manager, appointed by the Council, who is responsible for operations. In addition to overseeing City operations, the City Manager's office also performs or coordinates some specific functions on behalf of the entire City organization, including the following:

- Communication and engagement
- Intergovernmental relations
- Information technology
- Strategic planning and organizational assessment

In FY 2020/21, the City completed the citywide Organizational Assessment, which recommended a number of changes to the City's organization structure and staffing. The City will implement the recommendations in FY 2021/22, which include assigning to the City Manager's office some responsibilities that previously did not have a clear home in the organization structure, including communication and engagement and intergovernmental relations.

The Information Technology Division maintains hardware and software throughout the City organization. The Division collaborates with other City departments to conduct business process re-engineering and to select and implement appropriate technology to meet City needs. The Division maintains over 150 workstations and multiple servers used throughout the City. The City's information technology function is provided by a private firm, Precision IT, with which the City has established a contract.

FY 2020/21 Key Accomplishments

- Oversaw the City's response to the coronavirus pandemic
- Supported the City Council in its development of policy on key community issues

- Created the Implementation Action Plan for the 2020-2025 Strategic Plan, and completed key first-year deliverables
- Completed the Organizational Assessment and prepared for a reorganization
- Oversaw City operations to ensure efficient and effective service delivery
- Supported City departments in the implementation of a number of process improvements and new policies
- Worked with local, regional, State, and federal agencies to advance Pinole's interests
- Spearheaded City communication and engagement with the community and other stakeholders
- The IT Division assessed departments' networks and equipment and implemented changes to allow for access to worksite servers and desktops for purposes of telecommuting due to the COVID-19 pandemic
- It also replaced outdated servers in the Police Department to increase efficiency and quicker access to information
- Upgraded the Wi-Fi coverage in City Hall, the Public Safety Building, and the Senior Center and installed Wi-Fi at the Youth Center and Memorial Center

FY 2021/22 Key Priorities and Projects

- Complete the following Strategic Plan strategies:
 - Economic Development Strategy
 - Communication and Engagement Plan
- Begin additional Strategic Plan strategies:
 - Establish a program to evaluate grant opportunities and capacity
 - Review citywide implementation of best practices and improve processes
 - Develop an interagency legislative advocacy program
- Oversee departments' completion of other Strategic Plan strategies
- Implement the City reorganization
- Increase the City Manager department's engagement with community members, community organizations, and businesses
- The IT Division will complete and implement an Information Technology Strategic Plan ("IT Plan"), which is one of the strategies in the Strategic Plan
- \$36,000 of funding has been included in the FY 2021/22 budget to evaluate the City's IT needs and service delivery model

Significant Special Projects for FY 2022/23 through FY 2025/26

- Complete Strategic Plan strategies

Major Changes in FY 2021/22 Budget

As a result of the departmental reorganization that the City is implementing in FY 2021/22, the Assistant City Manager position is being split into two positions, a Human Resources

Director and a Community Services Director. Those positions will reside in departments outside the City Manager department. The City Manager department budget for FY 2021/22 will also include funding for two one-time projects, \$75,000 for a consultant to complete the Communication and Engagement Plan and \$75,000 for a consultant to complete the Economic Development Strategy.

Position Summary

Position	2017/18	2018/19	2019/20	2020/21	2021/22
City Manager	1.00	1.00	1.00	1.00	1.00
Assistant City Manager	0.00	0.00	0.00	1.00	0.00
Management Analyst	0.00	0.00	0.00	1.00	1.00
Administrative Assistant	0.00	0.00	0.00	1.00	1.00
Total	1.00	1.00	1.00	4.00	3.00

Note that the Management Analyst and Administrative Assistant positions were shown in departments other than the City Manager department in budgets prior to FY 2020/21 and were moved to the City Manager department in FY 2020/21 to reflect their primary tasks more clearly.

Fiscal Year (FY) 2021/22 Operating and Capital Budget
Department Budgets - City Manager

CITY MANAGER BUDGET SUMMARY

	FY 2018/19	FY 2019/20	FY 2020/21	FY 2020/21	FY 2021/22		
	Actual	Actual	Actual Thru Mar-21	Revised Budget	Proposed Budget	Proposed to Revised \$ Change	Proposed to Revised % Change
REVENUE / FUNDING SOURCE							
General Fund - 100	163,510	206,565	468,364	539,543	562,709	23,166	4%
Total	163,510	206,565	468,364	539,543	562,709	23,166	4%
EXPENDITURES BY CATEGORY							
Personnel							
Salaries & Wages - 401	238,221	281,967	467,506	648,808	424,892	(223,916)	-53%
Employee Benefits - 410	111,439	139,604	298,897	370,774	294,877	(75,897)	-26%
Total Personnel	349,660	421,571	766,403	1,019,582	719,769	(299,813)	-42%
Services and Supplies							
Professional & Administrative Services - 42	5,584	4,827	90,520	109,660	176,275	66,615	38%
Other operating Expenses - 43	1,138	1,430	1,440	1,425	1,425	-	0%
Total Services and Supplies	6,722	6,257	91,960	111,085	177,700	66,615	37%
Indirect Cost Allocations							
Admin Credits - 46121	(192,880)	(234,652)	(423,713)	(626,359)	(355,801)	270,558	-76%
General Liability Insurance - 46201	7	13,389	33,715	35,235	21,041	(14,194)	-67%
Total Internal Cost Allocations	(192,873)	(221,263)	(389,998)	(591,124)	(334,760)	256,364	-77%
Total	163,510	206,565	468,364	539,543	562,709	23,166	4%
EXPENDITURES BY PROGRAM							
City Manager - 111	163,510	206,565	468,364	539,543	562,709	23,166	4%
Total	163,510	206,565	468,364	539,543	562,709	23,166	4%

MAJOR NON-PERSONNEL EXPENSE DETAILS

	FY 2020-21	FY 2021-22
42101 Professional Services	\$ -	\$ 165,000
Consultant to complete Communication and Engagement Plan	\$75,000	
Consultant to complete Economic Development Strategy	75,000	
HDL Economic Development	15,000	
42201 Office Expense	\$ 800	\$ 800
Miscellaneous Office Expenses	\$300	
Other Office Expenses	500	
4230X Travel and Training	\$ 4,900	\$ 4,900
League of Cities or Other Trainings	\$4,000	
Mayor's Conference monthly dinners	600	
Miscellaneous Meetings	300	
42401 Memberships	\$ 2,110	\$ 3,725
Bayfront Chamber Membership	1,000	
CCC Public Managers Association	500	
Municipal Management Association (MMANC)	75	
Professional Membership (ICMA and CCMF)	2,150	
42403 Dues & Pub/Advertising	\$ 1,500	\$ 1,500
North Shore on the Bay Trail Guide	\$1,500	
42506 Bonds	\$ 350	\$ 350
Bonds (CM & ACM)	\$350	
42514 Special Departmental	\$ 100,000	\$ -
Small Business Assistance Program	\$0	
Total Professional/Administrative Services		\$ 176,275
4310X Utilities	\$ 1,425	\$ 1,425
43103 Gas/Electric	\$ 1,300	
43102 Water	125	

INFORMATION SYSTEMS BUDGET SUMMARY

	FY 2018/19	FY 2019/20	FY 2020/21	FY 2020/21	FY 2021/22	Proposed to	Proposed to
	Actual	Actual	Actual	Revised	Proposed	Revised	Revised
			Thru Mar-21	Budget	Budget	\$ Change	% Change
REVENUE / FUNDING SOURCE							
Total	-	-	-	-	-	-	0%
EXPENDITURES BY CATEGORY							
Services and Supplies							
Professional & Administrative Services - 42	413,855	571,784	342,210	564,630	640,176	75,546	12%
Other Operating Expenses - 43	142,140	152,101	114,830	167,760	169,760	2,000	1%
Total Services and Supplies	555,995	723,886	457,040	732,390	809,936	77,546	10%
Capital Outlay							
Asset Acquisition/Improvement - 47	53,720	71,755	18,378	70,500	161,700	91,200	56%
Total Capital Outlay	53,720	71,755	18,378	70,500	161,700	91,200	56%
Indirect Cost Allocations							
Administrative Debits - 46122	-	-	24,765	36,215	39,890	3,675	9%
Information Systems (IS) Charges - 46	(609,715)	(795,641)	(500,183)	(839,105)	(1,011,526)	(172,421)	17%
Total Indirect Cost Allocations	(609,715)	(795,641)	(475,419)	(802,890)	(971,636)	(168,746)	17%
Total	-	-	-	-	0	0	0%
EXPENDITURES BY PROGRAM							
Information Systems - 118	609,715	795,641	475,419	802,890	971,636	168,746	17%
Total	609,715	795,641	475,419	802,890	971,636	168,746	17%
MEASURE S - 2014 FUND - 106							
Computer Equipment - 47102	-	-	-	-	-	-	0%
Software Purchases - 42510	54,964	21,748	-	36,700	42,600	5,900	14%
Total Measure S	54,964	21,748	-	36,700	42,600	5,900	14%

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2020-21	FY 2021-22
42101 Professional Services		\$ 205,900	\$ 247,120
Labor for phone system replacement	\$ 25,000		
Labor to implement management software for PD computers	560		
Labor to replace PD MDC's	9,000		
Labor to upgrade Versatile software	2,000		
Labor to Upgrade City Hall internet speed	560		
Managed IT support (Precision)	210,000		
42105 Network Maintenance		\$ 52,440	\$ 79,757
Network servers and hardware maintenance, including professional callouts.			
AWS hosting for SmartGeoTech	\$ 1,854		
Contra Costa County ACCJIN Network Fee	25,750		
Data backup protection for City Hall servers	12,298		
Data backup protection for Public Safety servers	10,300		
Firewall Maintenance for Public Safety	1,545		
Granicus (Web Streaming)	7,210		
Live Scan Maintenance	10,300		
Printer repair	1,030		
Sophos firewall annual maintenance & support	2,060		
Web Hosting ABAG/POST-ABAG	6,174		
Wi-Fi Service	1,236		
42106 Software Maintenance		\$ 192,790	\$ 194,899
Adobe maintenance/upgrade	\$ 3,605		
Adobe software for PCTV	618		
Agenda Management Software	7,000		
AMAG alarm software maintenance	515		
Cloud Storage for PD body cameras	15,450		
CrimeView desktop support	3,090		
Critical Reach maintenance	515		
ESRI- Ainfo, Aedito, Aview maintenance	20,600		
FileOnQ Support & maintenance	3,390		
Fire RMS support- Station 73	2,060		
Laserfiche Annual Maintenance/License	7,354		
Police Department Computer Management software	2,266		
Public Records Management Software	6,000		
RecDesk software	5,400		
Scala License for PCTV	1,185		
Sophos EndPoint for all workstations	9,991		
TrakIt support maintenance	26,700		
Tyler Incode license & fee maintenance	69,010		
Versatile Express & retention support	5,150		
Website Redesign product	5,000		
42107 Equipment Maintenance		\$ 49,700	\$ 49,700
Copier Lease and Maintenance (Xerox)	\$ 47,700		
Mailing System Meter Lease (Pitney Bowes)	2,000		
42510 Software Purchase & Subscriptions		\$ 63,800	\$ 68,700
Adobe Acrobat upgrade Licenses to 2017	\$ 15,000		
Copware Site License	300		
ManageEngine MDM (PD)	1,250		
Office 365 G3 License (150 Licenses)	36,000		
PD background checks (TLO, Transunion)	850		
Pinole Municode	500		
Realquest maintenance	10,000		
Recruiting software annual maintenance	4,800		
Total Professional/Administrative Services			\$ 640,176

Fiscal Year (FY) 2021/22 Operating and Capital Budget
Department Budgets - City Manager

43101 Communications	\$ 167,760	\$ 169,760
AT&T AVPN circuit for I-80 sign project	\$ 2,760	
AT&T voice service	101,200	
Fire Department pagers	360	
New internet service for Public Safety building	12,000	
New internet service for the Corp Yard	6,000	
Replace broken phones	1,000	
Tiny Tots solar	600	
Verizon cell service	45,840	

47102 Computer Equipment	\$ 70,500	\$ 161,700
Computer monitor replacement (PD)	\$ 2,400	
Fiber data network evaluation (City Hall and Senior Center)	10,000	
Phone system replacement (Citywide)	50,000	
Police Department MDCs (Including docks and keyboards)	90,000	
Replace old computers	7,200	
Surface Pro and extra monitor for HR	2,100	

MEASURE S - 2014 FUND - 106

42510 Software Purchase & Subscriptions	\$ 42,600	\$ 42,600
Laserfiche Software <i>training carryover</i>	\$ 3,600	
Ancillary equipment related to RecDesk upgrade <i>carryover</i>	39,000	

47102 Computer Equipment	\$ -	\$ -
Tablet for Code Enforcement	-	

INFORMATION SYSTEMS CHARGES FOR COMMUNICATION & TECHNOLOGY

46124 IS Charges for Communication & Technology	\$ (839,105)	\$ (1,011,526)
Finance [100-115]	\$ (1,916)	
General Government [100-117]	\$ (212,536)	
Police Services [100-222]	(377,959)	
Police Dispatch [100-223]	(41,687)	
Fire Services [100-231]	(85,408)	
Public Works [100-341]	(73,295)	
Code Enforcement [100-465]	(958)	
Recreation [209-551]	(58,680)	
Planning [212-461]	(958)	
Development Services [212-462]	(58,931)	
Sewer WPCP [500-641]	(46,799)	
Sewer Collection (CY) [500-642]	(24,681)	
PCTV [505-119]	(27,719)	

City Attorney

Mission

The mission of the City Attorney is to provide quality, comprehensive legal representation to the City of Pinole.

Major Services & Functions

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. The City Attorney prepares and reviews ordinances, resolutions and contracts for City Council consideration, and represents the City in legal actions both affirmative claims and defense of claims brought against the City. The City Attorney also serves as general counsel for the Successor Agency for the Redevelopment Agency. The City Attorney plays a key role in risk management for the City of Pinole. The City Attorney prepares legal opinions at the request of the City Council and staff as needed and advises on all legal issues related to the City.

FY 2020/21 Key Accomplishments

- Drafted emergency declaration and related documents regarding COVID-19
- Advised City on compliance with evolving health orders, and federal funding requirements
- Drafted eviction moratorium in response to COVID-19 pandemic and monitored similar laws enacted by the County and State
- Drafted urgency ordinance creating temporary use permit program to facilitate businesses operating outdoors in response to health orders
- Assisted staff with Code Enforcement matters, including obtaining abatement warrants authorizing City correction of major violations
- Revised City's procurement policy to ensure that City's contracts are awarded in a fair, efficient and ethical manner
- Chaired and coordinated multiple Municipal Code Update Subcommittee meetings
- Advised on disposition of redevelopment surplus properties and development projects throughout the City

FY 2021/22 Special Projects

- Prepare ordinances and resolutions to address City Council priorities
- Defend the City Police Department in Pitchess Motions and lawsuits, and claims not covered by the Municipal Pooling Authority
- Provide legal assistance and advice in labor, employment, and HR issues, as well as liability avoidance management practices

- Provide legal advice and representation to the City on development projects including multi-family housing developments, Pinole Shores II, and the sale of former RDA properties, and provide counsel to the City's Planning Commission
- Provide training on ethics and sexual harassment prevention to the City Council, Commissioners, and staff
- Draft City Procurement Policy Procedures Manual

Significant Special Projects for FY 2022/23 through FY 2025/26

- Continue to update the Pinole Municipal Code to comply with evolving legal requirements and best practices
- Provided advice and counsel regarding compliance with new State laws to facilitate the development of housing, and assist the City with completion of the updated Housing Element.

Major Changes in FY 2021/22 Budget

Anticipating the amount of legal services needed by the City in any given year is difficult to predict. The proposed FY 2021/22 budget reflects the average of the actual City Attorney budget from the last five (5) fiscal years, which is a more accurate approach to budget setting than adding 3% to the prior year's budget which has been the practice in the past. The FY 2021/22 budget is an increase from the prior year, but reflects an anticipated increase in the need for legal services related to development projects and property dispositions, as well as, special projects. Finally, some legal costs incurred by the City are reimbursed to the General Fund and are not reflected in the proposed budget. Those include, but are not limited to, code enforcement, development projects and property dispositions, and successful defense of claims that have prevailing party attorney fee provisions. These reimbursements will help offset the actual cost of legal services for the City.

Position Summary

No personnel are directly assigned to this department. Legal services are provided to the City by a private law firm on a contract basis.

CITY ATTORNEY BUDGET SUMMARY

	FY 2018/19	FY 2019/20	FY 2020/21	FY 2020/21	FY 2021/22	Proposed to	Proposed to
	Actual	Actual	Actual	Revised	Proposed	Revised	Revised
			Thru Mar-21	Budget	Budget	\$ Change	% Change
REVENUE / FUNDING SOURCE							
General Fund - 100	282,959	434,833	226,796	384,136	310,200	(73,936)	-24%
Measure S 2014 - 106	25,282	27,318				-	0%
Total	308,241	462,151	226,796	384,136	310,200	(73,936)	-24%
EXPENDITURES BY CATEGORY							
Legal Services							
Attorney Services - 42102	509,176	721,388	375,835	699,010	564,000	(135,010)	-24%
Total Legal Services	509,176	721,388	375,835	699,010	564,000	(135,010)	-24%
Indirect Cost Allocations							
Administrative Credits - 46121	(179,054)	(259,237)	(149,039)	(289,874)	(228,800)	61,074	-27%
Developer Reimbursements - 46121	(21,881)			(25,000)	(25,000)	-	0%
Total Indirect Cost Allocations	(200,935)	(259,237)	(149,039)	(314,874)	(253,800)	61,074	-24%
Total	308,241	462,151	226,796	384,136	310,200	(73,936)	-24%
EXPENDITURES BY PROGRAM							
City Attorney - 114	308,241	462,151	226,796	384,136	310,200	(73,936)	-24%
Total	308,241	462,151	226,796	384,136	310,200	(73,936)	-24%

MAJOR NON-PERSONNEL EXPENSE DETAILS

	FY 2020-2021	FY 2021-2022
42102 Attorney Services - General Fund	\$ 699,010	\$ 564,000
General legal services for FY 2021-22	\$529,000	
Muni Code Updates - <i>previously Measure S 2014 funded</i>	35,000	

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City Clerk

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.

Major Services and Functions

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

- 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
- Administration of the City's Public Records Act Program
- Codification of Pinole municipal code
- Provide excellent customer service to members of the community & staff

FY 2020/21 Key Accomplishments

- Implementation of virtual public meeting format and procedures in response to COVID-19 pandemic using Zoom software
- Implementation of DocuSign for City contract routing in response to remote working Conditions of Employees Due to the COVID-19 Pandemic
- Implementation of GovQA Software for Online Public Records Request Management Portal
- Implementation of Laserfiche electronic management software for the City Clerk's records and continued progress on city-wide records conversion project

- Timely and accurate delivery of 30 Council, Successor Agency, and Finance Sub-Committee transcriptions
- Prepared 27 meeting packets
- Prepared 127 legislative actions & 18 proclamations
- Municipal code updated on-line with each ordinance adoption
- Processed and responded to 60+ formal public records requests by mid-year

FY 2021/22 Key Priorities and Projects

- Improve transparency and safe access to public meetings by providing a hybrid public meeting format that would allow in-person as well as remote participation
- Manage implementation of new records and agenda management system program
- Strengthen city-wide records management program and retention/destruction practices

Significant Special Projects for FY 2022/23 through FY 2025/26

- Improve City-wide Records Management Program by working with departments to assess needs, digitize records, and improve retention and destruction practices

Major Changes in FY 2021/22 Budget

The Preliminary Proposed FY 2021/22 budget contains one significant change from the current year’s budget, which is the addition of one new full-time position, a Deputy City Clerk.

Position Summary

Position	2017/18	2018/19	2019/20	2020/21	2021/22
City Clerk	1.00	1.00	1.00	1.00	1.00
Deputy City Clerk	0.00	0.00	0.00	0.00	1.00
Admin Assistant <i>part-time</i>	0.48	0.48	0.48	0.48	0.48
Total	1.48	1.48	1.48	1.48	2.48

CITY CLERK BUDGET SUMMARY

	FY 2018/19	FY 2019/20	FY 2020/21	FY 2020/21	FY 2021/22	Proposed to	Proposed to
	Actual	Actual	Actual Thru Mar-21	Revised Budget	Proposed Budget	Revised \$ Change	Revised % Change
REVENUE / FUNDING SOURCE							
General Fund - 100	235,966	183,241	174,298	250,145	450,391	200,246	44%
Total	235,966	183,241	174,298	250,145	450,391	200,246	44%
EXPENDITURES BY CATEGORY							
Personnel							
Salaries & Wages - 401	144,142	150,203	112,953	158,503	257,446	98,943	38%
Employee Benefits- 410	54,347	41,955	30,026	42,801	116,744	73,943	63%
Total Personnel	198,489	192,157	142,979	201,304	374,190	172,886	46%
Services and Supplies							
Professional & Administrative Services - 42	68,380	14,077	38,716	63,115	88,115	25,000	28%
Other Operating Expenses - 43	1,213	1,549	1,570	1,600	1,600	-	0%
Total Services and Supplies	69,592	15,626	40,287	64,715	89,715	25,000	28%
Capital Outlay							
Asset Acquisition/Improvement - 47	-	-	-	-	-	-	0%
Total Capital Outlay	-	-	-	-	-	-	0%
Indirect Cost Allocations							
Admin Credits - 46121	(32,120)	(24,542)	(22,116)	(31,537)	(33,452)	(1,915)	6%
Admin Debits - 46122	-	-	4,811	6,959	7,189	230	3%
General Liability Insurance - 46201	5	-	8,337	8,704	12,749	4,045	32%
Total Internal Cost Allocations	(32,115)	(24,542)	(8,968)	(15,874)	(13,514)	2,360	-17%
Total	235,966	183,241	174,298	250,145	450,391	200,246	44%
EXPENDITURES BY PROGRAM							
City Clerk - 112	235,966	183,241	174,298	250,145	450,391	200,246	44%
Total	235,966	183,241	174,298	250,145	450,391	200,246	44%

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2020-21	FY 2021-22
42101 Professional Services		\$ 30,000	\$ 55,000
Filming and imaging of permanent records	\$ 2,000		
Pinole Municipal Code codification and update	2,000		
Laserfiche Records update	26,000		
Citywide historical records conversion	25,000		
42201 Office Expense		\$ 1,600	\$ 1,600
Misc. office expenses & proclamations and certificates	\$1,600		
4230X Travel and Training		\$ 6,000	\$ 6,000
City Clerk's New Law/Election Seminar/misc	\$ 3,400		
Annual Conference	\$ 1,600		
Travel expense / Mileage	1,000		
42401 Memberships		\$ 340	\$ 340
CCAC Dues	\$ 130		
IIMC Member Dues	135		
MMANC Member dues	75		
42506 Bonds		\$ 175	\$ 175
42514 Special Department Expense		\$ 25,000	\$ 25,000
CCC Elections	\$ 22,500		
Public Notices	2,500		
Total Professional/Administrative Services			\$ 88,115
4310X Utilities		\$ 1,600	\$ 1,600
Gas/Electric	\$ 1,500		
Water	100		

Finance

Mission

The mission of the Finance Department is to provide the City with financial information necessary to ensure sound financial decisions and to ensure appropriate procedures to protect the City's financial assets. This is accomplished through timely and effective preparation of the Annual Financial Report, Budget, quarterly financial and investment reports, and adequate financial controls.

Major Services and Functions

The Finance Department is responsible for accounting operations including accounts payable, accounts receivable, payroll processing, and audits; budget management and long-range financial planning; purchasing; treasury management; debt and bond administration; and business license administration. 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.

FY 2020/21 Key Accomplishments

- Developed the City's first Long Term Financial Plan
- Adopted annual budget by June 30th
- Completed Annual Financial Report by December 31st
- Prepared the Successor Agency Annual ROPS for approval by the County Oversight Board and submitted to the State Department of Finance by February 1st
- Ensured financial policy and procedures are current and align with best practices
- Received an unqualified opinion for annual financial statements
- 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
- Submitted financial policies to City Council for annual review

FY 2021/22 Special Projects

- Conduct a comprehensive fee study and cost allocation plan
- Explore an array of revenue generating opportunities
- Continue to update and document financial procedures

Significant Special Projects for FY 2022/23 – FY 2025/26

- Expand Long-Term Financial Plan to include all City funds
- Explore an array of revenue generation and opportunities to cover costs
- Assist with establishing a program to evaluate grant opportunities and capacity
- Assist with developing an approach to funding infrastructure maintenance and improvements

Major Changes in FY 2021/22 Budget

There are no major changes to the Finance department budget for FY 2021/22.

Position Summary

Position	2017/18	2018/19	2019/20	2020/21	2021/22
Finance Director	1.00	1.00	1.00	1.00	1.00
Accountant	0.00	0.00	1.00	1.00	1.00
Accounting Specialist	2.00	2.00	1.00	1.00	1.00
Accounting Technician, <i>PT</i>	0.00	0.00	0.48	0.48	0.48
Accounting Intern, <i>PT/Temp</i>	0.48	0.48	0.00	0.00	0.00
Total	3.48	3.48	3.48	3.48	3.48

FINANCE BUDGET SUMMARY

	FY 2018/19	FY 2019/20	FY 2020/21	FY 2020/21	FY 2021/22	Proposed to	Proposed to
	Actual	Actual	Actual Thru Mar-21	Revised Budget	Proposed Budget	Revised \$ Change	Revised % Change
REVENUE / FUNDING SOURCE							
General Fund - 100	482,018	389,347	419,755	537,712	554,890	17,178	3%
Measure S 2006 - 105	616	2,246	300	2,433	2,450	17	1%
Measure S 2014 - 106	1,450	2,246	300	2,433	2,450	17	0%
Total	484,084	393,838	420,355	542,578	559,790	17,212	3%

EXPENDITURES BY CATEGORY

Personnel

Salaries & Wages - 401	356,683	389,335	249,436	300,321	409,073	108,752	27%
Overtime - 402	1,035	12	-	2,500	2,212	(288)	-13%
Employee Benefits - 410	133,521	154,317	59,042	151,360	149,159	(2,201)	-1%
Total Personnel	491,239	543,664	308,478	454,181	560,444	106,263	19%

Services and Supplies

Professional & Administrative Services - 42	118,818	73,249	162,297	223,874	125,040	(98,834)	-79%
Other Operating Expenses - 43	3,069	3,915	3,943	3,300	4,800	1,500	31%
Materials & Supplies - 44	-	-	-	-	-	-	0%
Total Services and Supplies	121,887	77,164	166,241	227,174	129,840	(97,334)	-75%

Indirect Cost Allocations

Admin Credits - 46121	(133,175)	(160,509)	(85,315)	(169,901)	(161,253)	8,648	-5%
Admin Debits - 46122	-	-	4,811	6,959	7,189	230	3%
Information Systems (IS) Charges - 46	-	-	-	-	1,916	1,916	100%
Legal Charges - 46126	4,121	1,921	4,931	2,000	2,000	-	0%
Insurance General Liability - 46201	12	19,926	21,209	22,165	19,654	(2,511)	-13%
Total Indirect Cost Allocations	(129,042)	(138,663)	(54,363)	(138,777)	(130,494)	8,283	-6%

Total

Total	484,084	482,166	420,355	542,578	559,790	17,212	3%
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EXPENDITURES BY PROGRAM

Finance - 115	484,084	482,166	420,355	542,578	559,790	17,212	3%
Total	484,084	482,166	420,355	542,578	559,790	17,212	3%

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2020-21	FY 2021-22
42101 Professional Services		\$ 206,290	\$ 107,090
Auditing Services	\$ 44,935		
GASB 68 PERS Report(5 reports @\$850)	4,250		
Preparation of State Controllers Report	5,505		
Armored car treasury services	2,800		
CA Municipal Statistics (CAFR schedule)	500		
HdL Property Tax Analysis	8,500		
HdL Sales Tax Analysis	5,600		
Comprehensive Fess Study & Cost Allocation Plan	30,000		
OPEB Valuation Report	5,000		
42201 Office Expense		\$ 5,200	\$ 5,700
Miscellaneous Office Expenses	\$ 2,500		
Year End Tax Forms	1,100		
Check stock	1,500		
Printing Services	600		
4230x Travel and Training		\$ 2,800	\$ 2,100
CSMFO annual conference	\$ 1,100		
Staff Training	1,000		
42401 Memberships		\$ 505	\$ 595
ICMA Dues	\$ 200		
CMTA Dues	95		
CSMFO dues	110		
GFOA dues	190		
42506 Admin Exp/Bonds		\$ 250	\$ 250
Bonds	\$ 250		
42510 Software Subscription		\$ 3,308	\$ 3,750
eCivis Cost Allocation Software subscription	3,750		
42514 Special Department Expense		\$ 655	\$ 655
GFOA CAFR review and certification	\$ 505		
CSMFO budget review and award	150		
Total Professional/Administrative Services			\$ 120,140
4310X Utilities		\$ 3,300	\$ 4,800
Water - 43102	\$ 300		
Electricity & Power - 43103	4,500		
MEASURE S - 2006 FUND - 105			
42101 Professional Services		\$ 2,433	\$ 2,450
Measure S Audit (105)	\$ 1,200		
Sales Tax Analysis	1,250		
MEASURE S - 2014 FUND - 106			
42101 Professional Services		\$ 2,433	\$ 2,450
Measure S Audit (106)	\$ 1,200		
Sales Tax Analysis	1,250		

Human Resources

The Human Resources Department is comprised of the following divisions:

- Personnel Management; and
- Risk Management

Mission

The mission of the Human Resources Department is to provide efficient and effective administration of the City's personnel functions and coordinate the City's risk management activities.

Major Services and Functions

The Human Resources Department provides service and advice to the City departments in recruitment and selection, classification and compensation administration, benefits administration, performance evaluation, employee engagement and development, employee and labor relations, and the City's Workers' Compensation, wellness, and safety programs. The City has not had a clear, singular home for the citywide coordination of risk management. The recent Organizational Assessment recommended placing responsibility for that activity in the Human Resources Department. As such, beginning in FY 2021/22, the department will have a Risk Management Division, which will coordinate and monitor all of the City's risk management activities, which include insurance, Workers' Compensation, worker safety, and claims. This involves careful collaboration with other departments that are closely involved in these issues, including the City Attorney and City Clerk, as well as operational departments.

FY 2020/21 Key Accomplishments

- Developed and updated eight Citywide COVID-19 Policies and Procedures.
- Commenced and will complete negotiations for Local 1230, Local 1, and AFSCME by June 30, 2021.
- Developed the Employee Appreciation & Recognition Policy.
- Developed a Citywide Condolence Policy.
- Conducted 15 recruitments (reviewed over 250 applications) and open enrollment, and continued other essential services during COVID-19.
- Assisted in the development and approval of the Compensation and Benefits Plan for management and confidential employees.
- Purchased and implemented labor costing software.
- Purchased software and hardware to issue employee identification badges.

FY 2021/22 Priorities and Projects

- Continue to recruit to fill vacancies

- Complete an employee attraction, retention, and development plan, including analyzing the City’s classification and compensation system

Significant Special Projects for FY 2022/23 through FY 2025/26

Human Resources will create a survey to identify employee satisfaction, what keeps employees, and what attracts candidates to the City. The information will be used to develop and implement an attraction and retention plan for existing and future employees.

Major Changes in FY 2021/22 Budget

The Human Resources Department budget for FY 2021/22 includes one significant change relative to the FY 2020/21 budget. Per the recommendations of the Organizational Assessment completed in 2021, the City will budget for a full-time, dedicated Human Resources Director position. This function had been performed in the past by the Assistant City Manager, who also performed many other, non-human resources functions.

Position Summary

Position	2017/18	2018/19	2019/20	2020/21	2021/22
Assistant City Manager	1.00	1.00	1.00	0.00	0.00
Human Resources Director	0.00	0.00	0.00	0.00	1.00
Human Resources Specialist	1.00	1.00	1.00	1.00	1.00
Total	2.00	2.00	2.00	1.00	2.00

HUMAN RESOURCES BUDGET SUMMARY

	FY 2018/19	FY 2019/20	FY 2020/21	FY 2020/21	FY 2021/22	Proposed to	Proposed to
	Actual	Actual	Actual	Revised	Proposed	Revised	Revised
			Thru Mar-21	Budget	Budget	\$ Change	% Change
REVENUE / FUNDING SOURCE							
General Fund - 100	392,207	430,578	178,584	308,934	473,624	164,690	35%
Total	392,207	430,578	178,584	308,934	473,624	164,690	35%
EXPENDITURES BY CATEGORY							
Personnel							
Salaries & Wages - 401	298,719	308,612	59,196	86,579	266,400	179,821	68%
Overtime - 402	519	29	-	-	-	-	0%
Employee Benefits - 410	108,323	128,291	16,585	22,612	138,087	115,475	84%
Total Personnel	407,560	436,931	75,781	109,191	404,487	295,296	73%
Services and Supplies							
Professional & Administrative Services - 42	68,600	92,712	58,792	138,229	65,454	(72,775)	-111%
Other Operating Expenses - 43	910	1,159	1,161	1,420	1,750	330	19%
Total Services and Supplies	69,509	93,872	59,952	139,649	67,204	(72,445)	-108%
Capital Outlay							
Asset Acquisition/Improvement - 47	-	-	-	-	-	-	0%
Total Capital Outlay	-	-	-	-	-	-	0%
Indirect Cost Allocations							
Administrative Credits - 46121	(113,816)	(116,498)	(11,229)	(17,092)	(11,259)	5,833	-52%
Administrative Debits - 46122	-	-	49,530	72,431	-	(72,431)	-100%
Legal Charges - 46126	28,944	-	-	-	-	-	0%
General Liability Insurance - 46201	9	16,272	4,550	4,755	13,192	8,437	64%
Total Indirect Cost Allocations	(84,863)	(100,225)	42,851	60,094	1,933	(58,161)	-3009%
Total	392,207	430,578	178,584	308,934	473,624	164,690	35%
EXPENDITURES BY PROGRAM							
Human Resources - 116	392,207	430,578	178,584	308,934	473,624	164,690	35%
Total	392,207	430,578	178,584	308,934	473,624	164,690	35%

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2020-21	FY 2021-22
42101 Professional Services		\$ 112,242	\$ 37,383
Bartel Actuarial Services (CALPERS section 115)	\$ 2,000		
Basic Pacific Admin	540		
CPS tests	500		
Flexible Spending Plan-TASC	600		
IEDA	28,243		
Misc	2,500		
Pre-employment exams-Concentra	3,000		
42102 Attorney Services		\$ -	\$ 5,000
RGS Review of Police MOU	\$ 5,000		
4110 Fingerprinting		\$ 600	\$ 600
42201 Office Expense		\$ 500	\$ 500
Miscellaneous Office Supplies	\$500		
4230X Travel and Training		\$ 9,437	\$ 12,456
Covers the cost of minimal training workshops covering employee relations issues, workers compensation, ADA and family leave			
Leadership Academy	\$ 1,500		
Other Travel and Training/Conferences	10,956		
42401 Memberships		\$ 1,920	\$ 440
SHRM	\$ 440		
42506 Bond		\$ 175	\$ -
Bond	\$ -		
42510 Software Purchases		\$ 4,580	\$ -
NeoGov Annual License/Maintenance (<i>moved to IT FY22</i>)	\$ -		
42514 Special Department Expense		\$ 8,775	\$ 9,075
Employee BBQ	\$1,300		
Employee Recognition	2,700		
Legal Posting	575		
Recruitment Advertising	4,500		
Total Professional/Administrative Services			\$ 65,454
4310X Utilities		\$ 1,420	\$ 1,750
43103 Gas/Electric	\$ 1,600		
43102 Water	150		

Police

The Police Department is comprised of the following divisions (referred to as “bureaus”):

- Operations; and
- Support Services

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.

Major Services and Functions

- 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.
- Police Support Services provides support and assistance to 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.
- The City operates the West Bay Communications Center (WBCC), which provides police dispatch services for the City of Pinole as well as 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.

FY 2020/21 Key Accomplishments

- Incorporated new employee wellness efforts that directly correlate to the police services provided to the community.
- Provided social intelligence, implicit bias, and de-escalation trainings for officers.
- Engaged with the community through the “Be the Change” program.
- Established the Asher Model program which emphasizes officer/employee wellness as an organization with offering employees with a meal prep program, on duty workout using the onsite gym, Cordico Wellness App, therapy dog Milo, and dispatch quiet room.
- Received the Motorola Excellence Tech Award for the Video Reporting Program.

FY 2021/22 Key Priorities and Projects

- Continue to provide exemplary police services to the community of Pinole through the COVID-19 challenges.

- Continue to offer the various wellness programs to employees through all aspects of the Asher Model program.
- Participate in the International Association of Chiefs of Police learning collaborative on officer wellness.

Significant Special Projects for FY 2022/23 through FY 2025/26

- Focus on officer wellness programs in order to improve the quality of life for officers while strengthening the relationship with the community through exemplary law enforcement service.
- Implement police reform measures as required by legislation.
- Implement California Racial and Identity Profiling Act (RIPA).

Major Changes in FY 2021/22 Budget

There are no major changes in the FY 2021/22 budget compared to the FY 2020/21 budget. The FY 2021/22 budget uses City funding to retain the two Police Officer positions that had previously been funded by the West Contra Costa Unified School District (WCCUSD) to be assigned as School Resource Officers (SROs).

Position Summary

Position	2017/18	2018/19	2019/20	2020/21	2021/22
Police Chief	1.00	1.00	1.00	1.00	1.00
Police Lieutenant	2.00	2.00	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
Administrative Secretary	1.00	1.00	1.00	1.00	1.00
Community Services Specialist	0.96	0.96	1.00	1.00	1.00
Community Services 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	11.00	11.00	11.00	11.00	11.00
Lead Dispatcher	0.00	1.00	1.00	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
Total	45.42	46.42	46.46	46.46	46.46

POLICE BUDGET SUMMARY

	FY 2018/19	FY 2019/20	FY 2020/21	FY 2020/21	FY 2021/22	Proposed to	Proposed to
	Actual	Actual	Actual Thru Mar-21	Revised Budget	Proposed Budget	Revised \$ Change	Revised % Change
REVENUE / FUNDING SOURCE							
General Fund - 100	6,246,852	6,097,423	4,812,799	7,438,345	7,532,437	94,092	1%
Measure S 2006 - 105	1,428,127	1,478,641	1,043,568	1,408,432	1,844,668	436,236	24%
Measure S 2014 - 106	15,695	456,641	126,748	193,641	221,513	27,872	13%
Public Safety Augmentation Fund - 203	131,658	179,741	107,851	189,512	204,574	15,062	7%
Police Grants Fund - 204	255,638	304,023	102,033	152,305	-	(152,305)	-100%
Traffic Safety Fund - 205	7,674	6,399	564	19,719	20,261	542	3%
Supplemental Law Enforcement Services Fund - 206	101,008	60,170	70,862	97,897	104,188	6,291	6%
Asset Seizure Adjudicated Fund - 225	32,639	23,079	-	-	86,562	86,562	100%
Total	8,219,291	8,606,116	6,264,425	9,499,851	10,014,203	514,352	5%

EXPENDITURES BY CATEGORY

Personnel

Salaries & Wages - 401	4,155,616	4,217,476	3,136,891	4,769,072	4,954,490	185,418	4%
Overtime - 402	627,173	700,366	498,438	659,799	478,197	(181,602)	-38%
Employee Benefits - 410	2,088,364	2,201,644	1,683,008	2,543,190	2,591,194	48,004	2%
Total Personnel	6,871,152	7,119,486	5,318,337	7,972,061	8,023,881	51,820	1%

Services and Supplies

Professional & Administrative Services - 42	590,608	453,462	302,566	623,993	990,065	366,072	37%
Other Operating Expenses - 43	59,526	68,382	50,165	62,550	64,250	1,700	3%
Materials & Supplies - 44	93,061	63,894	43,183	87,000	87,000	-	0%
Total Services and Supplies	743,194	585,738	395,914	773,543	1,141,315	367,772	32%

Capital Outlay

Asset Acquisition/Improvement - 47	326,824	340,062	54,616	142,080	143,180	1,100	1%
Total Capital Outlay	326,824	340,062	54,616	142,080	143,180	1,100	1%

Debt Service

Debt Principal and interest - 48	49,782	-	-	-	-	-	0%
Total Debt Service	49,782	-	-	-	-	-	0%

Indirect Cost Allocations

Administrative Credits - 46	(300,044)	(319,879)	(223,006)	(377,222)	(407,650)	(30,428)	7%
Administrative Debits - 46	300,044	319,879	223,006	377,222	407,653	30,431	7%
IS Charges - 46	209,304	274,763	189,174	308,418	419,646	111,228	27%
Legal Charges - 46	11,032	15,005	9,695	20,000	20,000	-	0%
General Liability Insurance - 46	8,004	271,063	296,689	283,749	266,178	(17,571)	-7%
Total Indirect Cost Allocations	228,339	560,831	495,558	612,167	705,827	93,660	13%

Total

8,219,291	8,606,116	6,264,425	9,499,851	10,014,203	514,352	5%
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EXPENDITURES BY PROGRAM

Police Operations - 221	5,234,534	5,353,674	3,928,701	5,994,745	6,175,993	181,248	3%
Police Support Services -222	902,310	976,505	703,532	1,192,832	1,636,673	443,841	27%
Police West Bay Communications Center - 223	1,718,128	1,905,346	1,458,734	2,042,353	2,077,088	34,735	2%
Police Grants Program - 227	364,320	370,591	173,459	269,921	124,449	(145,472)	-117%
Total	8,219,291	8,606,116	6,264,425	9,499,851	10,014,203	514,352	5%

GENERAL FUND - 100
POLICE OPERATIONS - 221

EXPENDITURE SUMMARY

	FY 2018/19	FY 2019/20	FY 2020/21	FY 2020/21	FY 2021/22		
	Actual	Actual	Actual Thru Mar-21	Revised Budget	Proposed Budget	Proposed to Revised \$ Change	Proposed to Revised % Change
Personnel							
Salaries & Wages - 401	2,444,001	2,137,954	1,611,416	2,559,149	2,705,367	146,218	5%
Overtime - 402	7,952	-	212,339	296,938	244,658	(52,280)	-21%
Employee Benefits - 410	1,145,663	1,069,029	757,314	1,347,218	1,241,897	(105,321)	-8%
Total Salary & Benefits	3,597,617	3,206,983	2,581,068	4,203,305	4,191,922	(11,383)	0%
Services and Supplies							
Professional & Administrative Services - 42	195,168	204,443	141,809	179,487	200,987	21,500	11%
Materials & Supplies - 44	92,118	61,488	42,907	85,500	85,500	-	0%
Total Services and Supplies	287,285	265,931	184,716	264,987	286,487	21,500	8%
Capital Outlay							
Asset Acquisition/Improvement - 47	22,905	84	-	24,180	25,280	1,100	0%
Total Capital Outlay	22,905	84	-	24,180	25,280	1,100	0%
Indirect Cost Allocations							
Administrative Credits - 46121	(300,044)	(319,879)	(223,006)	(377,222)	(407,650)	(30,428)	7%
Legal Charges - 46126	10,724	15,005	9,695	20,000	20,000	-	0%
General Liability Insurance - 46201	7,928	142,138	170,191	151,551	144,660	(6,891)	-5%
Total Indirect Cost Allocations	(281,392)	(162,737)	(43,119)	(205,671)	(242,990)	(37,319)	15%
Total	3,626,415	3,310,261	2,722,665	4,286,801	4,260,699	(26,102)	-1%
Asset Seizure-Adjudicated - 225							
Professional & Administrative Services - 42	32,639	23,079	-	-	86,562	86,562	100%
Total	32,639	23,079	-	-	86,562	86,562	100%
MEASURE S-2006 FUND - 105							
Salaries & Wages - 401	357,784	595,434	499,126	720,748	765,445	44,697	6%
Overtime - 402	378,973	370,849	103,983	103,505	103,955	450	0%
Employee Benefits - 410	317,970	450,380	392,116	526,158	588,761	62,603	11%
Professional & Administrative Services - 42	91,922	415	5,550	13,300	13,300	-	0%
Asset Acquisition/Improvement - 47	281,448	12,255	-	-	-	-	0%
General Liability Insurance - 46201	29	47,353	42,793	44,721	42,697	(2,024)	-5%
Total Measure S-2006 Fund	1,428,127	1,476,686	1,043,568	1,408,432	1,514,158	105,726	7%
MEASURE S-2014 FUND - 106							
Salaries & Wages - 401	10,693	-	-	-	-	-	0%
Overtime - 402	-	62,321	-	-	-	-	0%
Employee Benefits - 410	5,000	0	-	-	-	-	0%
Professional & Administrative Services - 42	1	1	-	-	-	-	0%
Asset Acquisition/Improvement - 47	-	301,585	54,616	110,000	110,000	-	0%
General Liability Insurance - 46201	1	-	-	-	-	-	0%
Total Measure S-2014 Fund	15,695	363,908	54,616	110,000	110,000	-	0%
PUBLIC SAFETY AUGMENTATION FUND - 203							
Administrative Debits - 46122	131,658	179,741	107,851	189,512	204,574	15,062	7%

MAJOR NON-PERSONNEL EXPENSE DETAILS

	FY 2020-21	FY 2021-22
42101 Professional Services	\$ 51,712	\$ 51,712
Applicant Processing/Recruiting	\$ 16,000	
EBRCSA Contract - Radios (63)	\$ 35,712	
42107 Equipment Maintenance	\$ 33,600	\$ 35,100
Radio Repairs	\$ 3,000	
Vehicle Maintenance	9,000	
Vehicle Repairs	18,000	
Vehicle Washing	5,100	
4230X Travel and Training	\$ 40,800	\$ 60,800
Firearms Range Rental	\$ 10,800	
State of CA -- P.O.S.T.	30,000	
Officer Wellness (42304)	20,000	
42401 Memberships	\$ 3,175	\$ 3,175
CA Crime Prevention Officers Assn	\$ 120	
CA Peace Officers Assn.	320	
CA Police Chief's Assn.	800	
County Police Chiefs' Assn.	1,500	
International Assn. of Police Chiefs	200	
National Assn. of Town Watch	35	
Police Executive Research Forum	200	
42514 Special Department Expense	\$ 50,200	\$ 50,200
Ammunition and firearm repair	\$ 9,800	
Body cameras, tablets, and docking stations	4,900	
Canine expenses	20,000	
Crime Scene Processing/Field Testing Supplies	7,300	
Miscellaneous Supplies	8,200	
Total Professional/Administrative Services		\$ 200,987
44301 Fuel	\$ 73,000	\$ 73,000
44410 Safety Clothing	\$ 12,500	\$ 12,500
Part-time employee uniforms	\$ 3,500	
Protective Vests	9,000	
47101 Equipment	\$ 24,180	\$ 25,280
Ballistic Shield	\$ 2,500	
EBRCSA Equipment	\$ 20,940	
Patrol Rifle	1,840	
MEASURE S-2006 FUND - 105		
42107 Equipment Maintenance	\$ 4,050	\$ 4,050
MDC Repairs	\$ 1,650	
Vehicle Maintenance	1,350	
Vehicle Repairs	1,050	
42510 Software Purchase	\$ 6,000	\$ 6,000
Lefta systems subscription	\$ 6,000	

Fiscal Year (FY) 2021/22 Operating and Capital Budget
Department Budgets - Police

42514 Special Department Expense	\$ 3,250	\$ 3,250
Gunshot trauma kits	\$ 700	
Miscellaneous Supplies	2,550	
Total Professional/Administrative Services		\$ 13,300

MEASURE S-2014 FUND - 106

47104 Vehicles	\$ 110,000	\$ 110,000
1 Vehicle	\$ 55,000	
1 Vehicle (<i>carryover</i>)	\$ 55,000	

GENERAL FUND - 100
POLICE SUPPORT SERVICES - 222

EXPENDITURE SUMMARY

	FY 2018/19	FY 2019/20	FY 2020/21	FY 2020/21	FY 2021/22		
	Actual	Actual	Actual Thru Mar-21	Revised Budget	Proposed Budget	Proposed to Revised \$ Change	Proposed to Revised % Change
Personnel							
Salaries & Wages - 401	258,886	262,850	178,352	289,189	305,712	16,523	5%
Overtime - 402	52	-	-	-	-	-	0%
Employee Benefits - 410	140,276	131,292	101,185	147,884	160,405	12,521	8%
Total Salary & Benefits	399,214	394,142	279,537	437,073	466,117	29,044	6%
Services and Supplies							
Professional & Administrative Services - 42	226,580	174,372	132,429	365,185	279,685	(85,500)	-31%
Other Operating Expenses - 43	48,424	56,953	41,788	52,150	53,850	1,700	3%
Materials & Supplies - 44	943	2,406	276	1,500	1,500	-	0%
Total Services and Supplies	275,947	233,731	174,493	418,835	335,035	(83,800)	-25%
Capital Outlay							
Asset Acquisition/Improvement - 47	-	24,699	-	400	400	-	0%
Debt Principal & Interest - 48	49,782	-	-	-	-	-	0%
Total Capital Outlay	49,782	24,699	-	400	400	-	0%
Indirect Cost Allocations							
Administrative Debits - 46122	-	-	-	-	-	-	0%
IS Charges - 46124	177,050	241,431	162,173	237,002	377,959	140,957	37%
Legal Charges -46126	308	-	-	-	-	-	0%
General Liability Insurance - 46201	9	14,768	15,196	15,881	15,139	(742)	-5%
Total Indirect Cost Allocations	177,367	256,200	177,369	252,883	393,098	140,215	36%
Total	902,310	908,771	631,400	1,109,191	1,194,650	85,459	7%
MEASURE S-2006 FUND - 105							
Professional & Administrative Services - 42	0	0	-	0	330,510	330,510	100%
Total Measure S-2006 Fund	-	-	-	-	330,510	330,510	100%
MEASURE S-2014 FUND - 106							
Salaries & Wages - 401	-	55,964	48,902	69,095	70,893	1,798	3%
Employee Benefits - 410	-	8,471	19,883	11,048	37,109	26,061	70%
Professional & Administrative Services - 42	-	12	-	-	-	-	0%
General Liability Insurance - 46201	-	3,286	3,347	3,498	3,511	13	0%
	-	67,734	72,132	83,641	111,513	27,872	25%

MAJOR NON-PERSONNEL EXPENSE DETAILS

	FY 2020-21	FY 2021-22
42101 Professional Services	\$ 163,530	\$ 163,530
Children's interview center	3,500	
Contra Costa County Jail fees	49,600	
County Crime Lab Services	58,000	
EBCRSA Contract - radios (5)	2,880	
Family Justice Center	500	
Miscellaneous Professional Services	4,050	
SART Exams	5,000	
Smart Guardian	10,000	
Video Surveillance System	30,000	
42105 Network Maintenance	\$ 96,500	\$ -
CAD/RMS City of San Pablo (Moved to fund 105)	-	
42106 Software Maintenance	\$ 28,000	\$ 28,000
Police Dispatch and Records Mgmt Software (Tyler)	28,000	
42107 Equipment Maintenance	\$ 6,050	\$ 7,050
Crime prevention vehicle maintenance	1,000	
Radio Repairs	250	
Vehicle Maintenance	4,000	
Vehicle Repairs	1,500	
Vehicle Washing	300	
42108 Maintenance Structure/Imp	\$ 23,065	\$ 23,065
Bldg Maintenance	1,075	
Elevator Service (NEC)	650	
HVAC Maintenance (City Mechanical)	1,850	
Janitorial Service (UBS)	17,365	
Janitorial Supplies (UBS)	1,700	
Pest control (Western Exterminator)	425	
42201 Office Expense	\$ 19,520	\$ 24,520
Community outreach office expenses	5,000	
Copier Supplies	500	
Office Supplies	12,720	
Postage & Equipment (Pitney)	3,000	
Printing Services (Concord)	800	
Printing Services (Eagle)	2,500	
42301 Travel and Training	\$ 10,100	\$ 10,100
Conferences (CALNENA)	\$1,000	
Meetings	500	
Non POST training	5,600	
POST training	3,000	

Fiscal Year (FY) 2021/22 Operating and Capital Budget
Department Budgets - Police

42401 Memberships		\$ 420	\$ 420
California Criminal Justice	\$ 75		
CLEARs	50		
C.A.P.E.	45		
IAPE	50		
Nat'l Emergency Number Assn	200		
42501 Bank Fees		\$ 1,000	\$ 1,000
42514 Special Department Expense		\$ 17,000	\$ 22,000
Community outreach promotional items	\$ 5,000		
Photographic supplies	500		
Lab supplies, mandated processing material	375		
Crime scene supplies	5,700		
GSR processing	5,335		
Fire extinguisher replacement	380		
Misc. special department expenses	4,710		
Total Professional/Administrative Fees			\$ 279,685
4310X Utilities		\$ 52,150	\$ 53,850
Electricity & Gas (PG&E)	\$ 48,000		
Water (EBMUD)	3,800		
Cable	2,050		
44301 Fuel		\$ -	\$ -
44410 Safety Clothing		\$ 1,500	\$ 1,500
Aramark Uniform Service			
47101 Equipment		\$ 400	\$ 400
Fax Machine	400		
47104 Vehicles		\$ -	\$ -

Fiscal Year (FY) 2021/22 Operating and Capital Budget
Department Budgets - Police

GENERAL FUND - 100

POLICE DISPATCH WEST BAY COMMUNICATIONS CENTER - 223

EXPENDITURE SUMMARY

	FY 2018/19	FY 2019/20	FY 2020/21	FY 2020/21	FY 2021/22	Proposed	Proposed
	Actual	Actual	Actual	Revised	Proposed	to Revised	to Revised
			Thru Mar-21	Budget	Budget	\$ Change	% Change
Personnel							
Salaries & Wages - 401	883,763	966,336	725,784	1,011,536	1,099,793	88,257	8%
Overtime - 402	236,238	216,529	174,598	251,400	129,584	(121,816)	-94%
Employee Benefits - 410	425,192	477,603	397,054	487,065	562,202	75,137	13%
Total Salary & Benefits	1,545,194	1,660,469	1,297,435	1,750,001	1,791,579	41,578	2%
Services and Supplies							
Professional & Administrative Services - 42	39,700	41,002	22,778	59,221	74,721	15,500	21%
Other Operating Expenses - 43	11,102	11,430	8,377	10,400	10,400	-	0%
Total Services and Supplies	50,801	52,432	31,155	69,621	85,121	15,500	18%
Capital Outlay							
Asset Acquisition/Improvement - 47	22,471	-	-	-	-	-	0%
Total Capital Outlay	22,471	-	-	-	-	-	0%
Indirect Cost Allocations							
Administrative Debits - 46122	67,378	79,969	44,292	89,813	98,891	9,078	9%
IS Charges - 46124	32,254	33,332	27,001	71,416	41,687	(29,729)	-71%
General Liability Insurance - 46126	29	52,190	58,851	61,502	59,810	(1,692)	-3%
Total Indirect Cost Allocations	99,661	165,490	130,144	222,731	200,388	(22,343)	-11%
Total	1,718,128	1,878,391	1,458,734	2,042,353	2,077,088	34,735	2%
MEASURE S - 2006 FUND - 105							
Professional & Administrative Services - 42	-	1,955	-	-	-	-	0%
Total	-	1,955	-	-	-	-	0%
MEASURE S - 2014 FUND - 106							
Overtime - 40201	-	25,000	-	-	-	-	0%
Total	-	25,000	-	-	-	-	0%

MAJOR NON-PERSONNEL EXPENSE DETAILS

	FY 2020-21	FY 2021-22
42101 Professional Services	\$ 9,645	\$ 9,645
800 MHz radio system maintenance	\$ 4,265	
EBCRSA Contract - 5 radios	\$ 2,880	
Language Interpretation Services	2,500	
42105 Network Maintenance	\$ 11,926	\$ 11,926
Cad/RMS (City of San Pablo)	\$ 11,926	
42106 Software Maintenance	\$ 12,000	\$ 12,000
Police Dispatch and Records Mgmt Software (Tyler)	\$ 12,000	
42107 Equipment Maintenance	\$ 5,500	\$ 21,000
Call recorder/logger maintenance	\$ 14,000	
Dispatch headset/cord replacement	1,265	
Stancil maintenance	3,000	
General equipment maintenance	2,735	
42108 Maintenance Structure/Imp	\$ 6,500	\$ 6,500
Elevator Service	\$ 127	
HVAC Maintenance	241	
Janitorial Services	5,318	
Janitorial Supplies	757	
Pest Control Service	56	
42201 Office Expense	\$ 2,000	\$ 2,000
General Office Supplies	\$ 2,000	
4230X Travel and Training	\$ 10,000	\$ 10,000
Non-POST training	\$1,500	
Meetings associated with dispatch function	500	
Conference attendance for APCO, PSAP, CLEWOA	1,000	
POST training	3,000	
Dispatcher Training	4,000	
42401 Memberships	\$ 150	\$ 150
WBCC portion of costs for APCO and CLEWOA participation.	\$ 150	
42514 Special Department Expense	\$ 1,500	\$ 1,500
DOJ fingerprints and background investigations on applicants.	\$ 1,500	
Total Professional/Administrative Services		\$ 74,721
4310X Utilities	\$ 10,400	\$ 10,400
43103 Electricity & Gas (PG&E)	\$ 9,500	
43102 Water (EBMUD)	800	
43105 Cable	100	
47102 Computer Equipment	\$ -	\$ -

POLICE GRANT FUND - 204
POLICE GRANTS PROGRAM - 227

EXPENDITURE SUMMARY

	FY 2018/19	FY 2019/20	FY 2020/21	FY 2020/21	FY 2021/22		
	Actual	Actual	Actual Thru Mar-21	Revised Budget	Proposed Budget	Proposed to Revised \$ Change	Proposed to Revised % Change
Personnel							
Salaries & Wages - 401	194,184	194,234	73,310	112,595	-	(112,595)	-100%
Overtime - 402	3,957	25,667	7,518	7,956	-	(7,956)	-100%
Employee Benefits- 410	53,286	64,162	15,248	23,029	-	(23,029)	-100%
Total Salary & Benefits	251,428	284,062	96,076	143,580	-	(143,580)	-100%
Services and Supplies							
Professional & Administrative Services - 42	4,203	7,519	-	2,500	-	(2,500)	-100%
Total Services and Supplies	4,203	7,519	-	2,500	-	(2,500)	-100%
Capital Outlay							
Asset Acquisition/Improvement - 47	-	1,438	-	-	-	-	0%
Total Capital Outlay	-	1,438	-	-	-	-	0%
Indirect Cost Allocations							
General Liability Insurance- 46201	7	11,003	5,956	6,225	-	(6,225)	-100%
Total Indirect Cost Allocations	7	11,003	5,956	6,225	-	(6,225)	-100%
Total	255,638	304,023	102,033	152,305	-	(152,305)	-100%
TRAFFIC SAFETY FUND - 205							
Salaries & Wages - 401	6,303	4,704	-	6,760	7,280	520	7%
Employee Benefits - 410	977	707	209	788	820	32	4%
Professional & Administrative Services - 42	394	663	-	4,300	4,300	-	0%
Asset Acquisition/Improvement - 47	-	-	-	7,500	7,500	-	0%
General Liability Insurance -46201	0	325	355	371	361	(10)	-3%
Total Indirect Cost Allocations	7,674	6,399	564	19,719	20,261	542	3%
SUPPLEMENTAL LAW ENFORCEMENT SERVICES FUND - 206							
Administrative Debits - 46122	101,008	60,170	70,862	97,897	104,188	6,291	6%

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2020-21	FY 2021-22
42107 Equipment Maintenance		\$ 500	\$ -
Crime prevention vehicle maintenance.	\$ -		
4230X Travel & Training		\$ 2,000	\$ -
Registration	\$ -		
Mileage or Air	0		
TRAFFIC SAFETY FUND - 205			
42107 Equipment Maintenance		\$ 2,000	\$ 2,000
Lidar repair & Supplies	\$ 2,000		
42514 Special Department Expense		\$ 2,300	\$ 2,300
Citation printing	\$ 2,300		
	Total Professional/Administrative Services		\$ 4,300
47101 Equipment		\$ 7,500	\$ 7,500
Repair/Replace Traffic Cameras	\$ 7,500		

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Fire

Mission

The mission of the Pinole Fire Department is to provide fire prevention and suppression services in order to preserve life, property, and the environment.

Major Services and Functions

The Fire Department performs the following functions: fire suppression; fire prevention; rescue and life safety; Emergency Medical Services (EMS); and emergency preparedness and operations. The Fire Department operates out of Station 73 located in downtown Pinole. It is a partner agency, with the Rodeo-Hercules Fire Protection District and the Contra Costa County Fire Protection District (“Confire”) in the Battalion 7 agreement, which enables automatic aid among the three agencies. The department normally operates one fire engine, staffed by a captain, engineer, and firefighter, at least one of which is a certified paramedic. The department operates additional apparatus during periods of increased fire danger.

FY 2020/21 Key Accomplishments

- Responded to over 2,700 calls for service.
- Led the City’s operational response to the coronavirus pandemic.
- Filled key vacancies in the Battalion Chief, Captain, Engineer, and Firefighter positions.
- Updated the City’s Emergency Operations Plan (EOP) per the City’s Strategic Plan (Goal #1, Strategy #2).
- Recommended a revised fire service delivery model to the City Council, in response to the Pinole Regional Fire Service Study and emerging regional partnership opportunities, per the City’s Strategic Plan (Goal #1, Strategy #4).
- Deployed a new Type 1 apparatus (fire engine) into service.
- Completed phase 3 of backlogged fire prevention inspections (phase 1 = state-mandated; phase 2 = commercial; phase 3 = multi-family dwelling; phase 4 = miscellaneous to include mixed-use, retail, etc.).
- Collaborated with the Community Services Department to enable a COVID-19-safe cooling center at the Senior Center during summer 2020.

FY 2021/22 Key Priorities and Projects

- Fill key vacancies (Administrative Fire Captain, Fire Prevention Captain) as approved by Council per the revised fire service delivery model recommendations.
- Review, prioritize, and implement the revised fire service delivery model as appropriate.

- Implement new information systems for incident response, narcotics tracking, payroll, policies and procedures management, incident report management, and training.
- Provide career development training classes for staff, particularly company and chief officer certification.

Significant Special Projects for FY 2022/23 through FY 2025/26

- Restore the Community Emergency Response Team (CERT) program per the City’s Strategic Plan (Goal #1, Strategy #3).

Major Changes in FY 2021/22 Budget

The FY 2021/22 budget increases for the Fire Department are primarily related to the addition of two positions – the Administrative Captain in Q1 and the Fire Prevention Captain in Q3 – as well as fully funding the department’s wildfire mitigation efforts. There will be overlap between the Fire Prevention Captain and the current fire prevention contractor in Q3/Q4 for onboarding and training, which accounts for some additional expenditure; however, with the subsequent elimination of the fire prevention contract, the Fire Prevention Captain position will become a net cost-saving measure for the department in FY 2022/23 and afterward. Those net savings, combined with cost-recovery efforts assigned to the Administrative Captain, will also offset the net cost of the Administrative Captain.

Position Summary

Position	2017/18	2018/19	2019/20	2020/21	2021/22
Fire Chief	1.00	1.00	1.00	1.00	1.00
Battalion Chief	1.00	1.00	1.00	1.00	1.00
Captain	3.00	3.00	3.00	3.00	5.00
Fire Engineer	3.00	3.00	3.00	3.00	3.00
Firefighter/Paramedic	3.00	6.00	6.00	6.00	6.00
Firefighter	3.00	0.00	0.00	0.00	0.00
Management Analyst	0.48	1.00	1.00	1.00	1.00
Total	14.48	15.00	15.00	15.00	17.00

FIRE BUDGET SUMMARY

	FY 2018/19	FY 2019/20	FY 2020/21	FY 2020/21	FY 2021/22		
	Actual	Actual	Actual Thru Mar-21	Revised Budget	Proposed Budget	Proposed to Revised \$ Change	Proposed to Revised % Change
REVENUE / FUNDING SOURCE							
General Fund - 100	2,716,433	3,195,023	3,371,461	4,605,122	3,925,759	(679,363)	-17%
Measure S 2006 - 105	743,819	1,018,699	277,335	760,659	681,234	(79,425)	-12%
Measure S 2014 - 106	298,801	301,089	227,891	444,489	445,249	760	0%
Total	3,759,053	4,514,811	3,876,687	5,810,270	5,052,242	(758,028)	-15%

EXPENDITURES BY CATEGORY

Personnel

Salaries & Wages - 401	1,548,155	1,710,437	1,121,651	1,842,260	2,045,545	203,285	10%
Overtime - 402	330,145	471,902	413,975	433,611	303,510	(130,101)	-43%
Employee Benefits - 410	860,471	1,038,920	827,740	1,339,520	1,476,955	137,435	9%
Total Personnel	2,738,771	3,221,259	2,363,366	3,615,391	3,826,010	210,619	6%

Services and Supplies

Professional & Administrative Services - 42	640,483	684,184	341,655	821,704	823,150	1,446	0%
Other Operating Expenses - 43	52,691	61,102	47,115	53,600	53,600	-	0%
Materials & Supplies - 44	26,969	65,351	17,098	66,000	66,000	-	0%
Total Services and Supplies	720,142	810,637	405,867	941,304	942,750	1,446	0%

Capital Outlay

Asset Acquisition/Improvement - 47	168,113	200,019	940,700	1,047,600	72,600	(975,000)	-1343%
Total Capital Outlay	168,113	200,019	940,700	1,047,600	72,600	(975,000)	-1343%

Debt Service

Debt Principal and interest - 48	70,433	70,433	-	-	-	-	0%
Total Debt Service	70,433	70,433	-	-	-	-	0%

Indirect Cost Allocations

Administrative Credits - 46	(130,593)	(77,878)	-	-	-	-	0%
Administrative Debits - 46	130,593	77,878	-	-	-	-	0%
IS Charges - 46	60,159	88,571	46,172	79,977	85,408	5,431	6%
Legal Charges - 46	1,376	15,347	6,615	10,000	10,000	-	0%
General Liability Insurance - 46	58	108,543	113,966	115,998	115,474	(524)	0%
Total Indirect Cost Allocations	61,593	212,462	166,754	205,975	210,882	4,907	2%

Total

	3,759,053	4,514,811	3,876,687	5,810,270	5,052,242	(758,028)	-15%
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EXPENDITURES BY PROGRAM

Fire Operations - 231	3,759,053	4,514,811	3,876,687	5,810,270	5,052,242	(758,028)	-15%
Total	3,759,053	4,514,811	3,876,687	5,810,270	5,052,242	(758,028)	-15%

Fiscal Year (FY) 2021/22 Operating and Capital Budget
Department Budgets - Fire

GENERAL FUND - 100
FIRE OPERATIONS - 231

EXPENDITURE SUMMARY

	FY 2018/19	FY 2019/20	FY 2020/21	FY 2020/21	FY 2021/22	Proposed to	Proposed to
	Actual	Actual	Actual	Revised	Proposed	Revised	Revised
			Thru Mar-21	Budget	Budget	\$ Change	% Change
Personnel							
Salaries & Wages - 401	1,125,141	1,324,743	838,504	1,290,283	1,483,550	193,267	13%
Overtime - 402	47,136	-	395,987	414,448	290,024	(124,424)	-43%
Employee Benefits - 410	690,084	828,632	668,450	927,988	1,110,615	182,627	16%
Total Salary & Benefits	1,862,361	2,153,374	1,902,941	2,632,719	2,884,189	251,470	9%
Services and Supplies							
Professional & Administrative Services - 42	569,305	604,053	326,866	702,644	739,090	36,446	5%
Other Operating Expenses -43	52,691	61,102	47,115	53,600	53,600	-	0%
Materials & Supplies - 44	26,969	65,351	17,098	66,000	66,000	-	0%
Total Services and Supplies	648,964	730,506	391,078	822,244	858,690	36,446	4%
Capital Outlay							
Asset Acquisition/Improvement - 47	12,941	60,283	940,700	975,000	-	(975,000)	-100%
Total Capital Outlay	12,941	60,283	940,700	975,000	-	(975,000)	-100%
Indirect Cost Allocations							
Admin Debits - 46122	130,593	77,878	-	-	-	-	0%
IS Charges - 46124	60,159	88,571	46,172	79,977	85,408	5,431	6%
Legal Services - 46126	1,376	15,347	6,615	10,000	10,000	-	0%
General Liability Insurance - 46201	38	69,062	83,954	85,182	87,472	2,290	3%
Total Indirect Cost Allocations	192,166	250,859	136,741	175,159	182,880	7,721	4%
Total	2,716,433	3,195,023	3,371,461	4,605,122	3,925,759	(679,363)	-17%
MEASURE S-2006 FUND - 105							
Salaries & Wages - 401	229,020	158,390	142,207	357,577	351,751	(5,826)	-2%
Overtime - 402	283,010	471,902	17,988	19,163	13,486	(5,677)	-42%
Employee Benefits - 410	129,022	169,043	82,793	264,619	199,246	(65,373)	-33%
Professional & Administrative Services - 42	52,609	58,169	14,549	26,560	26,560	-	0%
Asset Acquisition/Improvement - 47	110,304	139,736	-	72,600	72,600	-	0%
Debt Principal - 48101	67,000	68,695	-	-	-	-	0%
Debt Interest - 48102	3,433	1,738	-	-	-	-	0%
Administrative Credits - 46121	(130,593)	(77,878)	-	-	-	-	0%
General Liability Insurance - 46201	14	28,903	19,797	20,140	17,591	(2,549)	-14%
Total	743,819	1,018,699	277,335	760,659	681,234	(79,425)	-12%
MEASURE S-2014 FUND - 106							
Salaries & Wages - 401	193,994	227,304	140,940	194,400	210,244	15,844	8%
Overtime - 402	-	-	-	-	-	-	0%
Employee Benefits - 410	41,365	41,245	76,496	146,913	167,094	20,181	12%
Professional & Administrative Services - 42	18,569	21,962	240	92,500	57,500	(35,000)	-61%
Asset Acquisition/Improvement - 47	44,868	-	-	-	-	-	0%
General Liability Insurance - 46201	6	10,578	10,215	10,676	10,411	(265)	-3%
Total	298,801	301,089	227,891	444,489	445,249	760	0%

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2020-21	FY 2021-22
42101 Professional Services		\$ 403,104	\$ 439,550
Annual Physicals	\$ 15,200		
CCC Cupa	500		
CCC Fire Protection District- Dispatch	167,446		
Crisis Resolution	5,000		
EBRCSA Radio contract -29 radios	16,704		
Fire Prevention - 4Leaf	200,000		
Greg Kennedy - Medic IQ Services	24,000		
Maximum Security -Station 74	1,200		
Physio Control Annual Premium	2,500		
Recruitment	7,000		
42104 Paramedic Supplies		\$ 53,600	\$ 53,600
Medical Supplies	\$ 39,200		
Medic CD (\$1,200 x12)	14,400		
42106 Software Maintenance		\$ 15,000	\$ 15,000
Controlled Substance Software-Annual	\$ 9,000		
Fire RMS Support	\$ 6,000		
42107 Equipment Maintenance		\$ 77,100	\$ 77,100
3-4 Add'l Ipad Communication Radios for Apparatus	\$ 12,000		
Apparatus Maintenance	40,000		
SCBA Hydrostatic Testing	10,100		
Miscellaneous tools/parts	10,000		
SCBA Maintenance	5,000		
42108 Maintenance Structure/Imp		\$ 14,370	\$ 14,370
Landscape Contract	\$ 4,320		
Elevator Contract	800		
Heating and air contract	3,850		
Janitorial Supplies	4,950		
Pest Control Contract	450		
42201 Office Expense		\$ 4,000	\$ 4,000
New Office furniture	\$ 4,000		
4230X Travel and Training		\$ 56,845	\$ 56,845
Annual Training	\$ 48,700		
Training for Analyst/Dept	4,000		
EMT Recerts (\$37 x 5)	185		
Paramedic Recerts (\$240 x 9)	2,160		
EMS Reference Books	1,300		
Air and Mileage	500		

Fiscal Year (FY) 2021/22 Operating and Capital Budget
Department Budgets - Fire

42401 Memberships	\$	625	\$	625
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42512 Weed Abatement	\$	70,000	\$	70,000
Increased abatement for brush removal (City property)	\$	65,300		
Weed Abatement Campaign (private property)		4,700		
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42514 Special Department Expense	\$	8,000	\$	8,000
Miscellaneous Special Department Expenses		8,000		
<hr/>				
Total Professional/Administrative Services				\$ 739,090
4310X Utilities	\$	50,600	\$	50,600
43103 PG&E	\$	40,000		
43102 EBMUD		10,000		
43101 Comcast		500		
43101 Telephone		100		
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43201 Property Tax	\$	3,000	\$	3,000
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44301 Fuel	\$	25,000	\$	25,000
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44410 Safety Clothing	\$	41,000	\$	41,000
Safety Clothing	\$	5,700		
Gloves and harness		5,700		
Replacement Turn-out Gear (6-sets)		23,900		
Foul Weather Gear		5,700		
MEASURE S-2006 FUND - 105				
42101 Professional Services	\$	11,560	\$	11,560
EBRCSA	\$	11,560		
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42510 Admin Exp/Software Purchase	\$	15,000	\$	15,000
Cordico Wellness Application	\$	10,000		
Lexipol		5,000		
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Total Professional/Administrative Services				\$ 26,560
47101 FF&E/Equipment	\$	4,000	\$	4,000
Station 74 Generator - <i>prior year carryover</i>	\$	4,000		
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47104 FF&E/Vehicles	\$	68,600	\$	68,600
<i>Prior year carryover</i>	\$	68,600		
MEASURE S-2014 FUND - 106				
42101 Professional Services	\$	-	\$	15,000
Fire Academy	\$	15,000		
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4230X Travel & Training	\$	42,500	\$	42,500
Fire Training Academy- 2 participants	\$	30,000		
General Training	\$	10,000		
Training Props	\$	2,500		
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42514 Admin Exp/Special Department Expense	\$	50,000	\$	-
EOC Safety Master Plan - <i>Prior year carryover from Police</i>	\$	-		
<hr/>				
Total Professional/Administrative Services				\$ 57,500

Public Works

The Public Works Department is comprised of the following divisions:

- Administration and Engineering
- Road Maintenance
- Facility Maintenance
- Park Maintenance
- Storm Water
- Waste Reduction
- Water Pollution Control Plant
- Sewer Collection
- Landscape and Lighting Assessment District
- Real Estate and Property Management
- Fleet Management

Mission

The Public Works Department designs, constructs, and maintains the City's capital assets, operates the wastewater collection system and treatment plant, and manages the City's properties and fleet. Capital assets include parks and open space, city vehicles and equipment, street and traffic lights, and buildings and structures.

Major Services and Functions

The Administration and Engineering Division provides leadership and support to oversee the operations and maintenance of infrastructure. The division develops the City's Capital Improvement Plan (CIP) and oversees the construction of capital projects, which are performed by private construction companies. Staff in this division also serves as the City Engineer and City Surveyor for development projects.

The Road Maintenance Division protects, repairs, and maintains the entire City road infrastructure network, which includes pavement, medians, street trees, landscaping, traffic signs, pavement markings, traffic signals, streetlights, curbs, and sidewalks.

The Facility Maintenance Division maintains all of the actively used buildings and properties owned by the City. Building maintenance includes 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.

The Park Maintenance Division is responsible for maintaining 428.56 acres of park area contained within the City's 15 parks. Park spaces provide a variety of outdoor venues that include the swimming pool, skate park, soccer fields, baseball diamonds, neighborhood play areas, dog park, creek path, and park pedestrian bridges. Maintenance includes all

work necessary to keep the public park areas safe, clean, and operating efficiently, including maintaining park structures, landscaping, lighting, play equipment, parking areas, and irrigation systems.

The Storm Water Division operates the City's storm water collection system, which consists of a network of pipes, manholes, and inlets, and operates programs to reduce the intrusion of pollution into the storm water system. The Regional Water Quality Control Board regulates storm water discharges from municipal storm drains under the National Pollutant Discharge Elimination System (NPDES) program and issued a NPDES permit in November 2016 to the region. The City of Pinole works with the Contra Costa Clean Water Program (CCCWP) for regional permit administration. This program is funded by the stormwater benefit assessment. The Equivalent Runoff cost associated with the implementation of this program for 2020/21 remains at \$35. Assessment fees are collected as part of annual property tax collection. The City of Pinole implements street sweeping, storm drain cleaning, and maintenance to protect the cleanliness of stormwater.

The Waste Reduction Division encourages and promotes recycling, source reduction, and reuse in accordance with the mandates of the California Integrated Waste Management Act of 1989 (Assembly Bill 939). The City of Pinole, in partnership with the Cities of Hercules, El Cerrito, San Pablo, Richmond, and unincorporated areas of West County, participate in a joint powers authority known as West Contra Costa Integrated Waste Management Authority (WCCIWMA), also known as RecycleMore. The City of Pinole partners with the City's franchise waste management company, Republic Services, to meet its obligations under the Waste Reduction Program. Under the arrangement, the City is responsible for overseeing Republic's contract provision of solid waste collection to Pinole residents and businesses, RecycleMore is responsible for waste reduction education, household hazardous waste collection events, and some compliance reporting on behalf of the City; and Republic Services is responsible for actual collections, processing, and disposal at landfill. The City receives funding for waste reduction activities.

The Water Pollution Control Plant (WPCP) Division is responsible for the operation of the Pinole-Hercules Water Pollution Control Plant. The WPCP, also referred to as the wastewater treatment plant, treats the wastewater of the City of Pinole and the City of Hercules. The treated effluent is discharged into San Pablo Bay and must meet certain water quality standards. The City completed a significant project to upgrade the WPCP in 2020.

The Sewer Collection Division operates the wastewater (sewer) collection system, which is a network of pipes that transports wastewater from its point of origin at residences and businesses throughout the City to the WPCP. The City of Pinole is only responsible for the operation of the wastewater collection system that serves the City of Pinole. Hercules is responsible for the operation of the wastewater collection system that serves the City of Hercules.

The Landscape and Lighting Assessment District (LLAD) services the City's one LLAD, which is composed of two zones that cover sections of Pinole Valley Road. The LLAD was formed by a vote of the property owners. Property owners are charged (assessed) a fee each year to raise funding for the operation, maintenance, and renewal of capital infrastructure in the LLAD.

The Real Estate and Property Management Division is a new division formed in FY 2021/22 to centralize responsibility for management of the City's real estate holdings. The City owns a number of properties on which City buildings, parks, parking lots, and open space are located. The City is in the process of cataloging and assessing the condition of its real property holdings such that it can perform thoughtful long-term planning for and management of these assets.

The Fleet Management Division is a new division formed in FY 2021/22 to centralize responsibility for the City's vehicle fleet and major pieces of equipment.

FY 2020/21 Key Accomplishments

- Aggregated three annual slurry seal projects into one to create economies of scale
- Completed aggregated Slurry Seal Project with an estimated savings of 5%
- Advanced the San Pablo Avenue Bridge project through the Caltrans E-76 process
- Managed capital projects in process such as Hazel Storm Drain Improvements
- Commenced design of San Pablo Ave Rehabilitation Project, Tennent Ave Rehabilitation, Senior Center Auxiliary Parking Lot, Tennent Avenue Pedestrian and Bike Improvements at Railroad Track
- Commenced the startup phase for the new asset management software, Beehive, focusing on parks, facilities, and sewer collection
- Awarded grant funds for Local Road Safety Plan, selected consultant, and commenced preparation of the plan
- Awarded grant funds to prepare an updated Pavement Condition Report
- Prepared grant application for WCCTAC STMP Call for Projects for planning and pre-engineering for Appian Way complete streets
- Approved and recorded several land actions
- The Waste Reduction Division oversaw the provision of the waste management services that the City is required to perform under the Regional Plan and oversaw the performance of the City's solid waste management contractor, Republic Services
- The Waste Reduction Division coordinated with a regional waste reduction education joint powers authority to which the City belongs, the West Contra Costa Integrated Waste Management Authority (WCCIWMA, "RecycleMore") and Republic Services regarding residential solid waste collection and reduction and household hazardous waste collection
- The Road Maintenance Division took delivery of patch paving truck and put it immediately into service
- Installed lights in the street trees in Old Town for the 2020 holiday season

- Installed holiday road swags
- Improved our cost recovery procedures for damaged road infrastructure
- Increased cleaning efforts in City facilities and installed protective devices to provide a COVID-safe workplace
- Establish an effective vegetation management program (VPM)
- Received a perfect assessment, two years running, by the Contra Costa County Agriculture Department for chemical use
- Installed programmable locks in all City park restrooms to allow for longer hours of use
- Updated maintenance schedules to include new equipment in service as part of the WPCP Upgrade Project
- Replaced two aging sludge hauling trucks
- Prepared an educational video for the PH WPCP Upgrade Project
- Developed a CIP with more narrative describing the project selection process and funding sources
- Instituted a new quarterly report on the status of implementation of the CIP

FY 2021/22 Key Priorities and Projects

- Continue work on Strategic Plan item to conduct a citywide asset condition assessment, which will be accomplished on an asset-by-asset basis
- Stand ready to leverage economic recovery funding for infrastructure projects in Pinole
- Prepare a new Pavement Condition Report documenting the condition of the road infrastructure
- Deploy asset management software, which is key to the Strategic Plan item to develop a disciplined approach to funding infrastructure and maintenance improvements
- Environmental program management including solid waste and stormwater
- Evaluate opportunities to increase collaboration with private developers on projects, including the sale of City owned lots for development
- Implementation of the Capital Improvement Plan including periodic updates
- Provide support to the Traffic and Pedestrian Safety Committee
- Pursue grant funding opportunities
- Represent Pinole in regional transportation, development, environmental, and planning processes
- Prepare for implementation of SB 1383
- Analyze the cost to replace additional non-LED streetlights with LED
- Put the new patch paving equipment into a routine service schedule to address spot repairs in roads
- Integrate the park system into the asset management program
- Add a new position to increase the maintenance efforts in the park system
- Manage OGALS Park Funding Grant
- Prepare a Park Master Plan

- Develop a plan to address the deteriorating 'snack shack' at Fernandez Park
- Reignite our partnership with Contra Costa Community Access Program (CAP) to perform monthly litter collection at local parks
- Use the new turf management plan to improve the soccer fields quality
- Improve operations in the aeration basin to achieve better nutrient removal
- Increase staffing level for maintenance activities
- Put into service a portable pump to assist in maintenance activities
- Improve landscaping screening around the WPCP
- Install the last two in a series of educational signs along the Pinole Creek Trail about the WPCP and the San Pablo Bay
- Complete sewer system

Significant Special Projects for FY 2022/23 through FY 2025/26

- Continue through to completion the San Pablo Avenue Bridge Replacement
- Provide strategic planning of sewer collection system improvements
- Seek funding opportunities for Pavement maintenance and restoration
- Preparation of a storm drainage master plan to analyze the existing collection system. The plan will identify system deficiencies related to capacity, functionality, and permit compliance
- Try new treatment techniques such as cape seals which have a longer useful life as compared to traditional slurry seals
- Integrate facilities into the asset management software to accurately identify cost associated to maintain each facility
- Use Beehive to document and schedule work orders
- Prepare for our next NPDES permit process

Major Changes in FY 2021/22 Budget

The Public Works Department budget for FY 2021/22 includes a number of changes relative to the FY 2020/21 budget, particularly regarding positions. As recommended by the Organizational Assessment completed in 2021, the Development Services Department is being separated into two departments, Community Development and Public Works. The Development Services Director position is also being separated into two positions, a Community Development Director and a Public Works Director. As such, the Public Works Department will have a full-time dedicated department head in FY 2021/22. In addition, the FY 2021/22 budget includes a Management Analyst position in the Administration and Engineering Division to perform reporting, communication, and analysis for the department. The budget for the WPCP Division includes an additional Maintenance Mechanic position, and two other positions, Public Works Maintenance Supervisor and Public Works Maintenance worker, have been included in the FY 2021/22 budget. They will devote time to Park Maintenance and Facility Maintenance, with a particular emphasis on park turf. Note that many of the positions noted above are funded by special revenue funds, opposed to the General Fund.

Position Summary

Position	2017/18	2018/19	2019/20	2020/21	2021/22
Development Services Director/City Engineer	0.50	0.50	0.50	0.50	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 Assistant	1.00	1.00	1.00	0.00	0.00
Management Analyst	0.00	0.00	0.00	0.00	1.00
Public Works Manager	1.00	1.00	1.00	1.00	1.00
Public Works Maintenance Supervisor	2.00	2.00	2.00	2.00	3.00
Public Works Workers	7.00	7.00	7.00	7.00	8.00
Park Caretaker	0.25	0.25	0.25	0.25	0.25
Treatment Plant Manager	1.00	1.00	1.00	1.00	1.00
WPCP Supervisor	1.00	0.00	0.00	0.00	0.00
WPCP Operations Supervisor	0.00	1.00	1.00	1.00	1.00
WPCP Operator	5.00	5.00	5.00	5.00	5.00
Environmental Analyst	1.00	1.00	1.00	1.00	1.00
Environmental Assistant	1.00	1.00	1.00	1.00	1.00
Maintenance Mechanic	1.00	1.00	1.00	1.00	2.00
WPCP Intern	0.46	0.46	0.46	0.46	0.46
Total	24.71	24.71	24.71	23.71	27.71

Note that the Administrative Assistant position that had been budgeted in the Public Works Department until FY 2019/20 was moved to the City Manager department budget in FY 2020/21 to best reflect its primary tasks.

PUBLIC WORKS BUDGET SUMMARY

	FY 2018/19	FY 2019/20	FY 2020/21 Actual Thru Mar-21	FY 2020/21 Revised Budget	FY 2021/22 Proposed Budget	Proposed to Revised \$ Change	Proposed to Revised % Change
	Actual	Actual					
REVENUE / FUNDING SOURCE							
General Fund - 100	940,988	988,239	627,854	926,807	1,308,338	381,531	29%
Measure S 2014 - 106	289,988	533,540	240,497	2,233,561	2,055,709	(177,852)	-9%
Gas Tax Fund - 200	403,967	577,100	1,098,951	1,608,056	895,365	(712,691)	-80%
Restricted Real Estate Maintenance Fund - 201	19,397	24,414	12,902	37,175	26,000	(11,175)	-43%
Stormwater Fund - 207	291,751	289,103	203,438	377,717	420,685	42,968	10%
AB939 Refuse Management Fund - 213	410,778	93,143	77,737	126,417	140,858	14,441	10%
Solid Waste Fund - 214	3,003	-	-	237,800	336,445	98,645	29%
Measure J Fund - 215	102,822	101,471	82,035	731,668	888,259	156,591	18%
Parkland Dedication Fund - 275	-	799	-	-	-	-	0%
Growth Impact Fund - 276	-	-	-	8,000	258,000	250,000	97%
Lighting and Landscaping District - 310	35,444	38,172	40,978	42,780	62,125	19,345	31%
PV Park Caretaker Fund - 317	14,588	15,360	10,772	14,867	14,755	(112)	-1%
Public Facilities Fund - 324	39,230	50	-	70,000	70,000	-	0%
City Streets Improvement Fund - 325	33,984	45,622	207,310	1,335,698	1,133,105	(202,593)	-18%
Park Grants (Measure WW) - 327	-	-	-	189,758	189,758	-	0%
Arterial Street Rehabilitation - 377	-	125,202	219,732	643,281	775,297	132,016	17%
Sewer Enterprise Fund - 500	4,911,105	5,499,192	5,016,421	10,251,183	9,265,095	(986,089)	-11%
Sewer Enterprise Plant Expansion - 503	1,178	-	-	-	-	-	0%
Total	7,498,223	8,331,406	7,838,628	18,834,768	17,839,794	(994,974)	-6%
EXPENDITURES BY CATEGORY							
Personnel							
Salaries & Wages - 401	1,909,237	1,957,229	1,404,502	2,127,314	2,457,820	330,506	13%
Overtime - 402	58,394	32,723	40,103	69,384	46,647	(22,737)	-49%
Employee Benefits - 410	1,132,288	1,416,624	838,794	1,144,036	1,466,684	322,648	22%
Total Personnel	3,099,919	3,406,577	2,283,399	3,340,734	3,971,151	630,417	16%
Services and Supplies							
Professional & Administrative Services - 42	776,265	661,867	573,853	1,251,515	1,563,818	312,303	20%
Other Operating Expenses - 43	1,022,834	1,044,966	727,912	969,472	998,607	29,135	3%
Materials & Supplies - 44	912,149	826,909	553,022	1,266,000	1,173,200	(92,800)	-8%
Total Services and Supplies	2,711,247	2,533,742	1,854,787	3,486,987	3,735,625	248,638	7%
Capital Outlay							
Asset Acquisition/Improvement - 47	587,109	749,575	1,298,328	9,488,843	7,578,528	(1,910,315)	-25%
Total Capital Outlay	587,109	749,575	1,298,328	9,488,843	7,578,528	(1,910,315)	-25%
Indirect Cost Allocations							
Administrative Credits - 46	(1,120,930)	(1,164,694)	(924,276)	(1,292,281)	(1,756,659)	(464,378)	26%
Administrative Debits - 46	1,297,618	1,369,228	1,091,816	1,564,588	2,029,205	464,617	23%
IS Charges - 46	113,277	112,999	64,384	120,698	144,775	24,077	17%
Legal Charges - 46	54,557	15,030	10,588	61,500	63,600	2,100	3%
General Liability Insurance - 46	1,661	151,653	129,602	115,730	124,063	8,333	7%
Total Indirect Cost Allocations	346,183	484,215	372,115	570,235	604,984	34,749	6%
Debt Service							
Debt Principal - 48101	-	-	1,000,858	1,000,858	997,026	(3,832)	0%
Debt Interest - 48102	215,195	612,491	607,192	607,112	612,480	5,368	1%
Total Debt Service	215,195	612,491	1,608,049	1,607,970	1,609,506	1,537	0%
Depreciation							
Depreciation Expense - 47401	538,570	544,807	421,949	340,000	340,000	-	0%
Total Depreciation	538,570	544,807	421,949	340,000	340,000	-	0%
Total	7,498,223	8,331,406	7,838,628	18,834,768	17,839,794	(994,974)	-6%
EXPENDITURES BY PROGRAM							
Administration & Engineering - 341	276,181	356,306	231,430	340,437	462,349	121,912	26%
Road maintenance - 342	488,124	824,237	1,588,063	4,709,669	4,312,854	(396,815)	-9%
Facility Maintenance - 343	760,824	613,802	472,808	1,421,875	1,542,060	120,185	8%
NPDES Storm Water - 344	298,812	302,862	205,910	752,717	866,811	114,094	13%
Park Maintenance - 345	315,775	603,692	205,278	1,189,690	1,187,642	(2,048)	0%
Waste Reduction - 346	410,778	93,143	77,737	126,417	140,858	14,441	10%
Pinole Valley Lighting & Landscaping 347-348	35,444	38,172	40,978	42,780	62,125	19,345	31%
Sewer Treatment Plant - 641	3,803,273	3,979,819	2,751,606	5,243,926	5,463,995	220,069	4%
Sewer Collection - 642	892,637	906,883	656,766	3,399,288	2,191,594	(1,207,694)	-55%
Sewer Projects -Shared - 643	1,178	-	-	-	-	-	0%
WPCP/Equipment & Debt Svc. (Pinole Only) - 644	215,195	612,491	1,608,049	1,607,970	1,609,506	1,537	0%
Total	7,498,223	8,331,406	7,838,628	18,834,768	17,839,794	(994,974)	-6%

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

EXPENDITURE SUMMARY

	FY 2018/19	FY 2019/20	FY 2020/21	FY 2020/21	FY 2021/22		
	Actual	Actual	Actual Thru Mar-21	Revised Budget	Proposed Budget	Proposed to Revised \$ Change	Proposed to Revised % Change
Personnel							
Salary & Wages - 401	365,921	424,802	284,397	407,303	491,185	83,882	17%
Overtime - 402	815	228	1,592	-	102	102	0%
Employee Benefits - 410	184,088	211,489	136,962	161,250	302,491	141,241	47%
Total Salary & Benefits	550,824	636,519	422,950	568,553	793,778	225,225	28%
Services and Supplies							
Professional & Administrative Services - 42	29,127	8,877	6,452	38,310	34,700	(3,610)	-10%
Total Services and Supplies	29,127	8,877	6,452	38,310	34,700	(3,610)	-10%
Capital Outlay							
Asset Acquisition/Improvement - 47	-	-	-	-	75,500	75,500	100%
Total Capital Outlay	-	-	-	-	75,500	75,500	100%
Indirect Cost Allocations							
Administrative Credits - 46121	(451,132)	(474,770)	(390,256)	(545,939)	(740,387)	(194,448)	26%
Admin Debits - 46122	-	-	4,811	6,959	7,189	230	3%
IS Charges - 46124	50,961	60,000	31,086	63,506	73,295	9,789	13%
Legal Charges - 46126	3,962	7,257	6,343	8,000	8,000	-	0%
General Liability Insurance - 46201	13	35,603	21,971	21,676	24,329	2,653	11%
Total Indirect Cost Allocations	(396,196)	(371,910)	(326,045)	(445,798)	(627,574)	(181,776)	29%
Total	183,755	273,487	103,357	161,065	276,404	115,339	42%
MEASURE S - 2014 FUND - 106							
Administrative Debits - 46122	15,147	-	44,015	64,255	65,458	1,203	2%
Total Measure S - 2014 Fund - 106	15,147	-	44,015	64,255	65,458	1,203	2%
GAS TAX FUND - 200							
Professional & Administrative Services - 42	-	-	2,023	1,449	-	(1,449)	-100%
Total Gas Tax Fund - 200	-	-	2,023	1,449	-	(1,449)	-100%
MEASURE J FUND - 215							
Other Operating Expenses - 43	4,971	7,564	3,642	4,400	4,400	-	0%
Administrative Debits - 46122	72,309	75,255	78,393	109,268	116,087	6,819	6%
Total Measure J Fund - 215	77,280	82,819	82,035	113,668	120,487	6,819	6%

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2020-21	FY 2021-22
42101 Professional Services		\$ 10,000	\$ 10,000
General engineering services	\$ 10,000		
42107 Equipment Maintenance		\$ 500	\$ 500
Maintenance of office equipment.	\$ 500		
42201 Office Expense		\$ 1,000	\$ 1,000
General office supplies	\$ 1,000		
4230X Travel and Training		\$ 1,400	\$ 2,800
Conference Registration	\$ 2,000		
Mileage Air & Hotel	\$ 600		
Meal Allowance	\$ 200		
42401 Memberships		\$ 235	\$ 225
American Public Works Association (APWA)	\$ 225		
42510 Software Purchase		\$ 25,000	\$ 20,000
42506 Bonds		\$ 175	\$ 175
	\$ 175		
	Total Professional/Administrative Services		\$ 34,700
MEASURE J FUND - 215			
47205 Improvements/Streets		\$ -	\$ 75,000
Active Transportation Plan	\$ 75,000		
4310X Utilities		\$ 4,400	\$ 4,400
43101 Telephone	\$ 4,000		
43103 Electricity & Power	400		

Fiscal Year (FY) 2021/22 Operating and Capital Budget
Department Budgets - Public Works

GAS TAX FUND - 200
ROAD MAINTENANCE - 342

EXPENDITURE SUMMARY

	FY 2018/19 Actual	FY 2019/20 Actual	FY 2020/21 Actual Thru Mar-21	FY 2020/21 Revised Budget	FY 2021/22 Proposed Budget	Proposed to Revised \$ Change	Proposed to Revised % Change
Services and Supplies							
Professional & Administrative Services - 42	67,423	111,631	116,180	126,709	123,100	(3,609)	-3%
Other Operating Expenses - 43	206,212	198,304	121,644	181,000	181,000	-	0%
Materials & Supplies - 44	-	52	395	-	2,000	2,000	100%
Total Services and Supplies	273,635	309,988	238,219	307,709	306,100	(1,609)	-1%
Capital Outlay							
Asset Acquisition/Improvement - 47*	426	129,781	751,118	1,141,245	385,082	(756,163)	-196%
Total Capital Outlay	426	129,781	751,118	1,141,245	385,082	(756,163)	-196%
Indirect Cost Allocations							
Administrative Debits - 46122	125,517	137,100	107,592	149,653	196,183	46,530	24%
Legal Charges - 46126	4,390	232	-	8,000	8,000	-	0%
Total Indirect Cost Allocations	129,907	137,332	107,592	157,653	204,183	46,530	23%
Total	403,967	577,100	1,096,928	1,606,607	895,365	(711,242)	-174%
GENERAL FUND - 100							
Salary & Wages - 401					75,875	75,875	100%
Employee Benefits - 410					68,049	68,049	100%
General Liability Insurance - 46201	-	-	-	-	4,938	4,938	100%
Professional & Administrative Services - 42	27,034	5,039	240	40,000	-	(40,000)	-100%
Materials & Supplies - 44	3,081	-	-	-	-	-	0%
Asset Acquisition/Improvements - 47*	-	-	-	-	170,000	170,000	100%
Admin Credits - 46121	-	-	-	-	(119,088)	(119,088)	-100%
Administrative Debits - 46122	20,059	23,412	17,263	24,283	25,514	1,231	5%
Total General Fund	50,173	28,451	17,503	64,283	225,288	161,005	71%
MEASURE S - 2014 FUND - 106							
Administrative Debits - 46122	-	-	-	-	116,708	116,708	100%
Asset Acquisition/Improvement - 47*	-	29,210	46,590	206,000	206,000	-	0%
Total Measure S - 2014	-	29,210	46,590	206,000	322,708	116,708	36%
NPDES Storm Water Fund - 207							
Admin Debits - 46122	-	-	-	-	28,874	28,874	100%
Total NPDES Storm Water Fund	-	-	-	-	28,874	28,874	100%
SOLID WASTE FUND - 214							
Professional & Administrative Services - 42	-	-	-	-	60,000	60,000	100%
Admin Debits - 46122	-	-	-	-	58,645	58,645	100%
Asset Acquisition/Improvement -47*	-	-	-	237,800	217,800	(20,000)	-9%
Total Solid Waste Fund	-	-	-	237,800	336,445	98,645	29%
MEASURE J FUND - 215							
Admin Debits - 46122	-	-	-	-	29,772	29,772	100%
Asset Acquisition/Improvement - 47*	-	18,651	-	616,000	736,000	120,000	16%
Total Measure J Fund	-	18,651	-	616,000	765,772	149,772	20%

Fiscal Year (FY) 2021/22 Operating and Capital Budget
Department Budgets - Public Works

City Streets Improvements Fund - 325

Asset Acquisition/Improvement - 47*	33,984	45,622	207,310	1,335,698	1,133,105	(202,593)	-18%
Total City Streets Improvements	33,984	45,622	207,310	1,335,698	1,133,105	(202,593)	-18%

Arterial Streets Rehabilitation Fund - 377

Asset Acquisition/Improvement - 47*	-	125,202	219,732	643,281	775,297	132,016	17%
Total Arterial Streets Rehab Fund	-	125,202	219,732	643,281	775,297	132,016	17%

*See CIP

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2020-21	FY 2021-22
42101 Professional Services		\$ 101,000	\$ 101,000
Audit Services	\$ 1,000		
General engineering survey contract	10,000		
Professional engineering support	20,000		
Traffic and signal maintenance	70,000		
42108 Maintenance Structure/Imp		\$ 23,136	\$ 20,000
Hardware supplies and median maintenance	\$ 20,000		
42514 Special Department Expense		\$ 2,573	\$ 2,100
CCTA congestion management plan administration	\$ 2,100		
Pinole's share of CTA Congestion Management Plan administrative costs.			
Total Professional/Administrative Services			\$ 123,100
4310X Utilities		\$ 181,000	\$ 181,000
Electricity costs for street lights, traffic lights and controls			
Electricity & Gas (PG&E)	\$ 180,000		
EBMUD median irrigation	1,000		
47205 Improvements/Streets		\$ 55,000	\$ 55,000
Pothole Repair Program	\$ 40,000		
Roadway Stripping Program	15,000		
 GENERAL FUND - 100			
42514 Special Department Expense		\$ 40,000	\$ -
Maintenance materials and supplies	\$ -		
Street sign replacement program	-		
 MEASURE S - 2014 FUND - 106			
47104 Vehicles		\$ 66,000	\$ 66,000
Vehicles	66,000		
47204 Improvements/Sidewalk Improvements		\$ 20,000	\$ 20,000
Sidewalk Improvements	20,000		
47205 Improvements/Streets		\$ 120,000	\$ 120,000
Pedestrian Bridge Inspection & Maintenance	\$ 100,000		
Traffic Sign Replacement	20,000		
 SOLID WASTE FUND - 214			
42514 Special Department Expense		\$ -	\$ 60,000
Patchpaving materials	\$ 60,000		
47104 Vehicles		\$ 237,800	\$ 217,800
Hydro Flush Truck	\$ 102,300		
Vacuum Truck	115,500		
 MEASURE J FUND - 215			
47204 Improvements/Sidewalks		\$ 15,000	\$ 15,000
Sidewalk Maintenance Program	\$ 15,000		
47205 Improvements/Streets		\$ 15,000	\$ 15,000
Miscellaneous Roadway Repair	\$ 15,000		

Fiscal Year (FY) 2021/22 Operating and Capital Budget
Department Budgets - Public Works

GENERAL FUND - 100
PUBLIC WORKS - FACILITY MAINTENANCE - 343

EXPENDITURE SUMMARY

	FY 2018/19	FY 2019/20	FY 2020/21	FY 2020/21	FY 2021/22	Proposed	Proposed
	Actual	Actual	Actual	Revised	Proposed	to Revised	to Revised
			Thru Mar-21	Budget	Budget	\$ Change	% Change
Personnel							
Salaries & Wages - 401	595,002	531,709	388,376	550,927	643,110	92,183	14%
Overtime - 402	7,688	2,157	5,684	744	5,198	4,454	86%
Employee Benefits - 410	290,724	323,030	246,663	328,482	421,959	93,477	22%
Total Salary & Benefits	893,414	856,896	640,722	880,153	1,070,267	190,114	18%
Services and Supplies							
Professional & Administrative Services - 42	117,140	99,186	65,465	101,565	122,115	20,550	17%
Other Operating Expenses - 43	36,363	40,815	31,783	41,000	41,000	-	0%
Materials & Supplies - 44	13,128	21,857	23,316	28,200	28,200	-	0%
Total Services and Supplies	166,631	161,859	120,564	170,765	191,315	20,550	11%
Capital Outlay							
Asset Acquisition/Improvement - 47*	-	-	-	-	500,000	500,000	100%
Total Capital Outlay	-	-	-	-	500,000	500,000	100%
Indirect Cost Allocations							
Administrative Credits - 46121	(596,853)	(619,184)	(467,886)	(664,182)	(799,323)	(135,141)	17%
IS Charges - 46124	15,965	-	-	-	-	-	0%
General Liability Insurance - 46201	1,614	57,919	46,243	29,900	31,500	1,600	5%
Total Indirect Cost Allocations	(579,274)	(561,265)	(421,643)	(634,282)	(767,823)	(133,541)	17%
Total	480,771	457,490	339,643	416,636	993,759	577,123	58%
MEASURE S - 2014 FUND - 106							
Administrative Debits - 46122	97,768	104,070	76,313	114,064	121,646	7,582	6%
Asset Acquisition/Improvement - 47*	95,115	27,778	43,950	792,000	838,655	46,655	6%
Total Measure S - 2014 Fund	192,882	131,848	120,263	906,064	960,301	54,237	6%
RESTRICTED REAL ESTATE MAINTENANCE FUND - 201							
Professional & Administrative Services - 42	8,363	12,191	5,793	21,175	10,000	(11,175)	-112%
Other Operating Expenses - 43	11,033	12,223	7,108	11,000	11,000	-	0%
Legal Charges - 46126	-	-	-	5,000	5,000	-	0%
Total Restricted Real Estate Maint.	19,397	24,414	12,902	37,175	26,000	(11,175)	-43%
SOLID WASTE FUND - 214							
Legal Charges - 46126	3,003	-	-	-	-	-	0%
Total Solid Waste Fund - 214	3,003	-	-	-	-	-	0%
MEASURE J FUND - 215							
Legal Charges - 46126	25,542	-	-	2,000	2,000	-	0%
Total Measure J Fund - 215	25,542	-	-	2,000	2,000	-	0%
PUBLIC FACILITIES FUND - 324							
Asset Acquisition/Improvement - 47	39,230	50	-	60,000	60,000	-	0%
Total Public Facilities Fund	39,230	50	-	60,000	60,000	-	0%

*See CIP

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2020-21	FY 2021-22
42101 Professional Services		\$ 3,500	\$ 3,500
EBRCSA Professional Support	\$ 3,500		
42107 Equipment Maintenance		\$ 40,000	\$ 40,000
Vehicle maintenance and repair	\$ 40,000		
42108 Maintenance/Structure Imp		\$ 56,000	\$ 76,000
Elevator maintenance	800		
Heating and air repair	\$ 16,000		
Janitorial service and supplies	13,000		
Landscape maintenance	3,000		
Lighting supplies	500		
Misc. hardware and maintenance	1,000		
Pest control and weed control	10,700		
Pacific facilities maintenance	11,000		
Improvements to planting/landscaping at City Hall	20,000		
4230X Travel and Training		\$ 1,550	\$ 2,100
Technical training	\$ 1,300		
Mileage, Air & Hotel	750		
Meal Allowance	50		
42401 Memberships		\$ 315	\$ 315
M.S.A. (Maintenance Superintendents Association)	\$ 315		
T.C.S.A. (Traffic Control Supervisory Association)			
Technical publications			
42511 Equipment Rental		\$ 200	\$ 200
This is used to rent infrequently used equipment.	\$ 200		
Total Professional/Administrative Services			\$ 122,115
4310X Utilities		\$ 37,000	\$ 37,000
Gas/Electricity	\$ 24,000		
Water	13,000		
43201 Property Tax		\$ 4,000	\$ 4,000
44301 Fuel		\$ 8,200	\$ 8,200
44410 Safety Clothing		\$ 20,000	\$ 20,000
The worker classifications in this division are supplied:	\$ 20,000		
Uniforms, coveralls, and foul weather gear			
MEASURE S - 2014 FUND - 106			
47201 Improvements/Building		\$ 230,000	\$ -
Fowler House Lot re-use	0		

RESTRICTED REAL ESTATE MAINTENANCE FUND - 201

42108 Maintenance/Structure Imp		\$ 21,175	\$ 10,000
Materials to maintain facilities owned by the former Redevelopment Agency.	\$ 10,000		

4310X Utilities		\$ 11,000	\$ 11,000
Gas/Electricity	\$ 5,000		
Water	6,000		

MEASURE J FUND - 215

47202 Improvements/Landscape-Medians		\$ 2,000	\$ 2,000
Sign Replacement Program	\$ 2,000		

PUBLIC FACILITIES FUND - 324

47201 Improvements/Building		\$ 60,000	\$ 60,000
Annual Building Maintenance Program	\$ 60,000		

STORM WATER FUND - 207

PUBLIC WORKS - National Pollution Discharge Elimination Systems (NPDES) STORM WATER - 344

EXPENDITURE SUMMARY

	FY 2018/19	FY 2019/20	FY 2020/21	FY 2020/21	FY 2021/22		
	Actual	Actual	Actual Thru Mar-21	Revised Budget	Proposed Budget	Proposed to Revised \$ Change	Proposed to Revised % Change
Services and Supplies							
Professional & Administrative Services - 42	76,367	57,952	25,085	127,882	115,569	(12,313)	-11%
Other Operating Expenses - 43	-	-	-	-	-	-	0%
Materials & Supplies - 44	3,906	13,675	8,259	9,600	8,800	(800)	-9%
Total Services and Supplies	80,273	71,627	33,344	137,482	124,369	(13,113)	-11%
Indirect Cost Allocations							
Administrative Credits - 46121	-	-	-	-	-	-	0%
Administrative Debits - 46122	210,201	216,867	169,709	234,235	261,442	27,207	10%
Legal Charges - 46126	1,277	609	386	6,000	6,000	-	0%
Total Indirect Cost Allocations	211,478	217,476	170,095	240,235	267,442	27,207	10%
Total	291,751	289,103	203,438	377,717	391,811	14,094	4%
MEASURE S-2014 FUND - 106							
Professional & Administrative Services - 42	-	-	-	25,000	25,000	-	0%
Asset Acquisition/Improvement - 47*	7,061	13,759	2,472	342,000	192,000	(150,000)	-78%
Total Measure S-2014	7,061	13,759	2,472	367,000	217,000	(150,000)	-69%
Growth Impact Fund - 276							
Asset Acquisition/Improvement - 47*	-	-	-	8,000	258,000	250,000	97%
Total Growth Impact Fund - 276	-	-	-	8,000	258,000	250,000	97%

*See CIP

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2020-21	FY 2021-22
42101 Professional Services		\$ 30,000	\$ 5,000
Contract support for Clean Water and NPDES	\$ 5,000		
42107 Equipment Maintenance		\$ 15,000	\$ 15,000
Storm drain, trash capture, street sweeper	\$ 15,000		
42108 Building Structure Maintenance		\$ 5,000	\$ 14,779
Trash capture devices	\$ 5,000		
Lumber and supplies	9,779		
4220X Office Expenses		\$ 1,000	\$ 1,000
Miscellaneous office expenses	\$ 500		
Printing and Binding	500		
42514 Special Departmental Expense		\$ 76,882	\$ 79,790
CCC Clean Water Program Support & Administration	\$ 71,251		
NPDES Annual Permit	8,539		
Total Professional/Administrative Services			\$ 115,569
44301 Fuel		\$ 8,000	\$ 8,000
44410 Safety Clothing		\$ 1,600	\$ 800
 MEASURE S-2014 FUND - 106			
42101 Professional Services		\$ 25,000	\$ 25,000
Storm Drainage Master Plan-Phased (<i>carryover</i>)	\$ 25,000		

Fiscal Year (FY) 2021/22 Operating and Capital Budget
Department Budgets - Public Works

GENERAL FUND - 100
PUBLIC WORKS - PARK MAINTENANCE - 345

EXPENDITURE SUMMARY

	FY 2018/19	FY 2019/20	FY 2020/21	FY 2020/21	FY 2021/22	Proposed	Proposed
	Actual	Actual	Actual	Revised	Proposed	to Revised	to Revised
			Thru Mar-21	Budget	Budget	\$ Change	% Change
Services and Supplies							
Professional & Administrative Services - 42	120,670	95,926	62,409	167,600	272,400	104,800	38%
Other Operating Expenses - 43	53,927	84,349	67,898	68,156	100,156	32,000	32%
Materials & Supplies - 44	919	1,248	716	500	500	-	0%
Total Services and Supplies	175,517	181,523	131,023	236,256	373,056	136,800	37%
Indirect Cost Allocations							
Administrative Debits - 46122	40,117	46,824	34,527	48,567	109,831	61,264	56%
Legal Charges - 46126	10,656	464	1,800	-	-	-	0%
Total Indirect Cost Allocations	50,773	47,288	36,327	48,567	109,831	61,264	56%
Total	226,290	228,811	167,350	284,823	482,887	198,064	41%
MEASURE S-2014 FUND - 106							
Asset Acquisition/Improvement - 47*	74,897	358,722	27,156	690,242	490,242	(200,000)	-41%
Total Measure S-2014 Fund - 106	74,897	358,722	27,156	690,242	490,242	(200,000)	-41%
Solid Waste Fund - 214							
Asset Acquisition/Improvement - 47*	-	-	-	-	425,000	425,000	100%
Total Solid Waste Fund - 214	-	-	-	-	425,000	425,000	100%
Parkland Dedication Fund - 275							
Asset Acquisition/Improvement - 47	-	799	-	-	-	-	0%
Total Parkland Dedication Fund - 275	-	799	-	-	-	-	0%
PV PARK CARETAKER FUND - 317							
Salaries & Wages - 401	11,976	12,038	8,432	11,960	11,960	-	0%
Employee Benefits - 410	1,950	1,585	1,015	1,394	1,347	(47)	-3%
Professional & Administrative Services - 42	0	440	-	-	-	-	0%
Other Operating Expenses -43	662	673	697	856	856	-	0%
General Liability Insurance - 46201	-	623	628	657	592	(65)	-10%
Total PV Park Caretaker Fund - 317	14,588	15,360	10,772	14,867	14,755	(112)	-1%
Public Facilities Fund - 324							
Asset Acquisition/Improvement - 47	-	-	-	10,000	10,000	-	0%
Total Capital Outlay	-	-	-	10,000	10,000	-	0%
Park Grants (Measure WW) - 327							
Asset Acquisition/Improvement - 47*	-	-	-	189,758	189,758	-	0%
Total Capital Outlay	-	-	-	189,758	189,758	-	0%

*See CIP

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2020-21	FY 2021-22
42101 Professional Services		\$ 25,000	\$ 25,000
Professional Support Services	\$ 5,000		
Park Pedestrian Bridge Inspection	\$ 20,000		
42107 Equipment Maintenance		\$ 5,000	\$ 5,000
Off road equipment maintenance	\$ 5,000		
42108 Maintenance/Structure Imp		\$ 137,000	\$ 177,000
Landscape maintenance contract	\$ 100,000		
Materials for parks, restrooms and play area	37,000		
Restroom cleaning on weekends	40,000		
42401 Memberships		\$ 400	\$ 400
CAPCA (California Agricultural Production Consultants Association)	\$ 370		
P.A.P.A. (Pest Applicators Association)	\$ 30		
42511 Equipment Rental		\$ 200	\$ 5,000
Cost to rent infrequently used equipment.	\$ 5,000		
42514 Admin Exp/Special Depart		\$ -	\$ 60,000
Recommendations of Beautification Ad Hoc Subcommittee	\$ 60,000		
Total Professional/Administrative Services			\$ 272,400
4310X Utilities		\$ 68,000	\$ 100,000
Gas/Electricity	\$ 10,000		
Water	90,000		
43201 Property Tax		\$ 156	\$ 156
44301 Fuel		\$ 500	\$ 500
 MEASURE S-2014 FUND - 106			
47103 FF&E/Furniture		\$ 5,000	\$ 5,000
Annual Bench/Table repairs & Replacement	\$ 5,000		
47104 Vehicles		\$ 45,000	\$ 45,000
Vehicles	\$ 45,000		
47203 Improvements/Parks		\$ 80,000	\$ 80,000
Soccer Field Maintenance	\$ 10,000		
Replace Chips with Rubber matting at select park locations	50,000		
Public Tree Maintenance	20,000		
47201 Improvements/Building		\$ -	\$ -
New Restroom at Fernandez Park	\$ -		
 OTHER FUNDS			
47203 Improvements/Parks		\$ -	\$ 10,000
Annual Building Maintenance program (Fund 324)	10,000		

**AB 939 REFUSE MANAGEMENT FUND - 213
WASTE REDUCTION - 346**

EXPENDITURE SUMMARY

	FY 2018/19	FY 2019/20	FY 2020/21	FY 2020/21	FY 2021/22		
	Actual	Actual	Actual Thru Mar-21	Revised Budget	Proposed Budget	Proposed to Revised \$ Change	Proposed to Revised % Change
Services and Supplies							
Professional & Administrative Services - 42	14,501	-	-	22,500	22,500	-	0%
Other Operating Expenses -43	-	-	-	-	-	-	0%
Total Services and Supplies	14,501	-	-	22,500	22,500	-	0%
Capital Outlay							
Asset Acquisition/Improvement - 47	307,432	-	-	-	-	-	0%
Total	307,432	-	-	-	-	-	0%
Indirect Cost Allocations							
Administrative Debits - 46122	86,197	92,408	77,737	101,417	115,858	14,441	12%
Legal Services - 46126	2,648	735	-	2,500	2,500	-	0%
Total Indirect Cost Allocations	88,845	93,143	77,737	103,917	118,358	14,441	12%
Transfers Out - 49901	-	-	-	-	-	-	0%
Total	410,778	93,143	77,737	126,417	140,858	14,441	10%

MAJOR NON-PERSONNEL EXPENSE DETAILS

	FY 2020-21	FY 2021-22
42101 Professional Services	\$ 10,000	\$ 10,000
Consulting Services	\$ 10,000	
42514 Special Department Expense	\$ 12,500	\$ 12,500
Litter pick up services	\$ 12,500	

Fiscal Year (FY) 2021/22 Operating and Capital Budget
Department Budgets - Public Works

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 2018/19	FY 2019/20	FY 2020/21	FY 2020/21	FY 2021/22		
	Actual	Actual	Actual Thru Mar-21	Revised Budget	Proposed Budget	Proposed to Revised \$ Change	Proposed to Revised % Change
Services and Supplies							
Professional & Administrative Services - 42	18,093	16,873	28,736	15,500	33,450	17,950	54%
Other Operating Expenses - 43	14,321	17,207	9,713	19,560	16,695	(2,865)	-17%
Total Services and Supplies	32,414	34,080	38,449	35,060	50,145	15,085	30%
Capital Outlay							
Asset Acquisition/Improvement - 47	2,346	-	-	5,720	5,720	-	0%
Total Capital Outlay	2,346	-	-	5,720	5,720	-	0%
Indirect Cost Allocations							
Administrative Debits - 46122	-	2,000	2,000	2,000	4,160	2,160	52%
Legal Charges - 46126	684	2,092	529	-	2,100	2,100	100%
Total Indirect Cost Allocations	684	4,092	2,529	2,000	6,260	4,260	68%
Total	35,444	38,172	40,978	42,780	62,125	19,345	31%

MAJOR NON-PERSONNEL EXPENSE DETAILS

	FY 2020-21	FY 2021-22
42101 Professional Services	\$ 14,000	\$ 14,000
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	
42108 Maintenance Structures/Imp	\$ 1,500	\$ 19,450
Caltrans Traffic Signal Maitenance - Zone A	2,150	
Contra Costa county Public Works Traffic Signal - Zone A	6,500	
Labor, materials and equipment for maitenance - Zone A	650	
Pacific Site Management - Zone A	720	
Caltrans Traffic Signal Maitenance - Zone B	3,000	
Contra Costa county Public Works Traffic Signal - Zone B	5,000	
Labor, materials and equipment for maitenance - Zone B	650	
Pacific Site Management - Zone B	780	
Total Professional/Administrative Services		\$ 33,450
4310X Utilities	\$ 19,560	\$ 16,695
Water (EBMUD) - Zone A	\$ 3,800	
Electricity & Power - Zone A	4,765	
Water (EBMUD) - Zone B	2,800	
Electricity & Power - Zone B	5,330	
47202 Kaiser Medians	\$ 5,720	\$ 5,720
Capital Replacement Fund- Zone A	\$ 2,600	
PG&E Street and highway lighting - Zone B	\$ 3,120	

Fiscal Year (FY) 2021/22 Operating and Capital Budget
Department Budgets - Public Works

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

EXPENDITURE SUMMARY

	FY 2018/19	FY 2019/20	FY 2020/21 Actual Thru Mar-21	FY 2020/21 Revised Budget	FY 2021/22 Proposed Budget	Proposed to Revised \$ Change	Proposed to Revised % Change
Personnel							
Salaries & Wages - 401	712,739	748,925	544,854	908,281	978,228	69,947	7%
Overtime - 402	44,736	27,046	29,226	66,000	38,655	(27,345)	-71%
Employee Benefits - 410	560,614	764,025	368,664	536,077	536,183	106	0%
Total Personnel	1,318,089	1,539,996	942,743	1,510,358	1,553,066	42,708	3%
Services and Supplies							
Professional & Administrative Services - 42	191,274	189,211	179,934	391,675	507,000	115,325	23%
Other Operating Expenses - 43	684,398	672,785	477,582	630,000	630,000	-	0%
Materials & Supplies - 44	879,254	776,528	510,260	1,213,000	1,119,000	(94,000)	-8%
Total Services and Supplies	1,754,926	1,638,524	1,167,776	2,234,675	2,256,000	21,325	1%
Capital Outlay							
Asset Acquisition/Improvement - 47*	14,829	-	-	748,199	869,169	120,970	14%
Total Capital Outlay	14,829	-	-	748,199	869,169	120,970	14%
Indirect Cost Allocations							
Administrative Debits - 46122	270,865	303,146	200,455	307,728	333,605	25,877	8%
IS Charges - 46124	30,429	30,052	20,461	37,686	46,799	9,113	19%
Legal Charges - 46126	-	980	918	15,000	15,000	-	0%
General Liability Insurance - 46201	26	45,532	48,112	50,280	50,356	76	0%
Total Indirect Cost Allocations	301,320	379,709	269,946	410,694	445,760	35,066	8%
Depreciation							
Depreciation Expense - 47401	414,109	421,590	371,141	340,000	340,000	-	0%
Total Depreciation	414,109	421,590	371,141	340,000	340,000	-	0%
Total	3,803,273	3,979,819	2,751,606	5,243,926	5,463,995	220,069	4%

*See CIP

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2020-21	FY 2021-22
42101 Professional Services		\$ 73,675	\$ 65,000
Engineering contract services	\$ 40,000		
PCTV quarterly subcommittee meeting	5,000		
Railroad Ave. bridge right of way study	20,000		
42107 Equipment Maintenance		\$ 220,000	\$ 260,000
Equipment parts and supplies	\$ 130,000		
Equipment service	130,000		
42108 Maintenance Structure/Imp		\$ 50,000	\$ 78,000
Janitorial services	\$ 10,000		
Various structure refurbishment	68,000		
42109 Compliance Inspections		\$ 15,000	\$ 62,000
Laboratory supplies and safety equipment	\$ 5,000		
Public outreach materials	5,000		
Sampling analysis	5,000		
Species sensitivity screening	47,000		
42201 Office Expense		\$ 5,000	\$ 5,000
Miscellaneous office supplies	\$ 5,000		
4230X Travel and Training		\$ 7,000	\$ 7,000
42301 State Certified operators training	\$ 6,000		
42302 Mileage, Air	1,000		
42401 Memberships		\$ 20,000	\$ 20,000
Bay Area Clean Water Assoc.(BACWA)	\$ 12,000		
Joint CWEA/WEF membership	4,000		
Technical publications	4,000		
42510 Software Purchase		\$ -	\$ -
	\$ -		
42511 Equipment Rental		\$ 1,000	\$ 10,000
	\$ 10,000		
Total Professional/Administrative Services			\$ 507,000
4310X Utilities		\$ 630,000	\$ 630,000
PG&E	\$ 620,000		
EBMUD	10,000		
Total Other Operating Expenses			\$ 630,000

Fiscal Year (FY) 2021/22 Operating and Capital Budget
Department Budgets - Public Works

44301 Fuel	\$ 10,000	\$ 10,000	
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44302 Sludge Removal	\$ 235,000	\$ 300,000	
Digester Cleaning	\$ 300,000		
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44303 Chemicals	\$ 750,000	\$ 575,000	
Chemicals for Plant Operations	\$ 575,000		
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44304 Permit Fees	\$ 113,000	\$ 129,000	
BAAQMD	\$ 16,000		
BACQA	16,000		
NPDES permit fee renewal	75,000		
Regional Monitoring of Metals (SFEI)	22,000		
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44305 Laboratory Operations	\$ 85,000	\$ 85,000	
Accelerated Chronic Toxicity Testing	\$ 15,000		
Laboratory supplies	70,000		
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44410 Safety Clothing	\$ 20,000	\$ 20,000	
Laundry service for uniforms, safety shoes/boots, gloves, etc.	\$ 20,000		
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Total Materials and Supplies			\$ 1,119,000
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47101 Equipment	\$ 340,000	\$ 340,000	
Depreciation- Pinole only	\$ 340,000		
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47104 Vehicles	\$ 548,199	\$ 200,000	
Forklift	\$ 75,000		
Portable self priming pump	125,000		
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47201 Improvements/Building	\$ 200,000	\$ 400,000	
Replace air relief valves on effluent pipeline	50,000		
Secondary clarifier #5 Column Repair	350,000		

Fiscal Year (FY) 2021/22 Operating and Capital Budget
Department Budgets - Public Works

SEWER ENTERPRISE FUND - 500
SEWER COLLECTION - 642

EXPENDITURE SUMMARY

	FY 2018/19	FY 2019/20	FY 2020/21	FY 2020/21	FY 2021/22	Proposed to	Proposed to
	Actual	Actual	Actual Thru Mar-21	Revised Budget	Proposed Budget	Revised \$ Change	Revised % Change
Personnel							
Salaries & Wages - 401	223,598	239,755	178,444	248,843	257,462	8,619	3%
Overtime - 402	5,156	3,293	3,602	2,640	2,692	52	2%
Employee Benefits - 410	94,912	116,495	85,491	116,833	136,655	19,822	15%
Total Personnel	323,666	359,542	267,537	368,316	396,809	28,493	7%
Services and Supplies							
Professional & Administrative Services - 42	106,273	64,541	81,536	172,150	237,984	65,834	28%
Other Operating Expenses - 43	10,947	11,045	7,845	13,500	13,500	-	0%
Materials & Supplies - 44	11,860	13,548	10,076	14,700	14,700	-	0%
Total Services and Supplies	129,080	89,134	99,457	200,350	266,184	65,834	25%
Capital Outlay							
Asset Acquisition/Improvement - 47	11,789	-	-	2,462,900	1,136,200	(1,326,700)	-117%
Total Capital Outlay	11,789	-	-	2,462,900	1,136,200	(1,326,700)	-117%
Indirect Cost Allocations							
Administrative Credits - 46121	(72,945)	(70,741)	(66,134)	(82,160)	(97,861)	(15,701)	16%
Administrative Debits - 46122	359,437	368,146	279,001	402,159	438,233	36,074	8%
IS Charges - 46124	15,922	22,948	12,838	19,506	24,681	5,175	21%
Legal Charges - 46126	1,218	2,661	612	15,000	15,000	-	0%
General Liability Insurance - 46201	7	11,976	12,647	13,217	12,348	(869)	-7%
Total Indirect Cost Allocations	303,640	334,990	238,964	367,722	392,401	24,679	6%
Depreciation							
Depreciation Expense - 47401	124,461	123,217	50,808	-	-	-	0%
Total Depreciation	124,461	123,217	50,808	-	-	-	0%
Total	892,637	906,883	656,766	3,399,288	2,191,594	(1,207,694)	-55%

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2020-21	FY 2021-22
42101 Professional Services		\$ 110,000	\$ 185,000
Contractors for isolated emergency repairs	\$ 10,000		
CCTV Large Sewer pipes	100,000		
Sanitary Sewer overflow mitigation	50,000		
Sewer flow modeling	20,000		
Wildan Assessment services	5,000		
42107 Equipment Maintenance		\$ 20,000	\$ 20,000
Vehicle maintenance and repair	\$ 20,000		
42108 Maintenance Structure/Imp		\$ -	\$ 2,500
	\$ 2,500		
42201 Office Expense		\$ 150	\$ 150
Office supplies, includes reprinting of map books.	\$ 150		
42401 Memberships		\$ 1,000	\$ 1,000
Joint CWEA/WEF membership	\$ 765		
Technical publications	\$ 235		
42301 Travel and Training		\$ 1,000	\$ 1,000
Technical training programs for sewer maintenance, confined space entry and street safety procedures.	\$ 1,000		
42510 Software Purchase		\$ 25,000	\$ 8,334
Asset Management Software-annual license fee	\$ 8,334		
42511 Equipment Rent		\$ -	\$ 5,000
	\$ 5,000		
42514 Special Department Expense		\$ 15,000	\$ 15,000
Maintenance materials (asphalt, concrete, pipe, hardware, etc.)	\$ 15,000		
Total Professional/Administrative Services			\$ 237,984
4310X Utilities		\$ 13,500	\$ 13,500
PG&E	\$ 9,000		
EBMUD	4,500		
44301 Fuel		\$ 8,000	\$ 8,000
44410 Safety Clothing		\$ 3,700	\$ 3,700
Uniforms, coveralls, foul weather gear, gloves	\$ 3,700		
44304 Permit Fee		\$ 3,000	\$ 3,000
SWRCB Permit Fee	\$ 3,000		
47104 Vehicles		\$ 442,200	\$ 442,200
	\$ 442,200		
47201 Improvements		\$ 2,020,700	\$ 395,000
Deferred Collection repairs	\$ 395,000		

SEWER ENTERPRISE PLANT EXPANSION FUND - 503
SEWER PROJECTS - SHARED - 643

EXPENDITURE SUMMARY

	FY 2018/19	FY 2019/20	FY 2020/21	FY 2020/21	FY 2021/22	Proposed to	Proposed to
	Actual	Actual	Actual	Revised	Proposed	Revised	Revised
			Thru Mar-21	Budget	Budget	\$ Change	% Change
Service and Supplies							
Professional & Administrative Services - 42	-	-	-	-	-	-	0%
Total Services and Supplies	-	-	-	-	-	-	0%
Capital Outlay							
Asset Acquisition /Improvement - 47	0	0	0	0	0	-	0%
Total Capital Outlay	-	-	-	-	-	-	0%
Indirect Cost Allocations							
Legal Charges - 46126	1,178	-	-	-	-	-	0%
Total Indirect Cost Allocations	1,178	-	-	-	-	-	0%
Total	1,178	-	-	-	-	-	0%

MAJOR NON-PERSONNEL EXPENSE DETAILS

	FY 2020-21	FY 2021-22
42101 Professional Services	\$ -	\$ -
Construction Management of Plant Upgrades	\$ -	
Hercules-Construction management of plan		
42501 Bank Fees	\$ -	\$ -
Wells Fargo Bank Fees	\$ -	
47201 Building	\$ -	\$ -
WPCP upgrades- Contingency	\$ -	
WPCP upgrades- HDR	\$ -	
WPCP upgrades- Hercules Share	\$ -	
WPCP upgrades- Kiewit	-	

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

EXPENDITURE SUMMARY

	FY 2018/19	FY 2019/20	FY 2020/21	FY 2020/21	FY 2021/22	Proposed to	Proposed to
	Actual	Actual	Actual	Revised	Proposed	Revised	Revised
			Thru Mar-21	Budget	Budget	\$ Change	% Change
Service and Supplies							
Professional & Administrative Services - 42	-	-	-	-	-	-	0%
Total Services and Supplies	-	-	-	-	-	-	0%
Debt Service							
Debt Principal - 48101	-	-	1,000,858	1,000,858	997,026	(3,832)	0%
Debt Interest - 48102	215,195	612,491	607,192	607,112	612,480	5,368	1%
Cost of Issuance - 48103	-	-	-	-	-	-	0%
Total Debt Service	215,195	612,491	1,608,049	1,607,970	1,609,506	1,537	0%
Total	215,195	612,491	1,608,049	1,607,970	1,609,506	1,537	0

SEWER ENTERPRISE PLANT EXPANSION FUND - 503

Professional & Administrative Services - 42	-	-	-	-	-	-	0%
Legal Charges - 46126	-	-	-	-	-	-	0%
	-	-	-	-	-	-	0%

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2020-21	FY 2021-22
42101 Professional Services		\$ -	\$ -
Auditing Services	\$ -		
4810X Wastewater Revenue Bonds, Series 2006		\$ 518,866	\$ 520,322
48101 - Principal	\$ 329,000		
48102 - Interest	191,322		
4810X 2016 Clean Water State Revolving fund loan		\$ 518,866	\$ 1,089,184
48101 - Principal	\$ 668,026		
48102 - Interest	421,158		

SEWER ENTERPRISE PLANT EXPANSION FUND - 503

42501 Bank Fees		\$ -	\$ -
Wells Fargo Bank Fees	\$ -		

Community Development

The Community Development Department is comprised of the following divisions:

- Planning;
- Building;
- Code Enforcement;
- Affordable Housing;
- Economic Development; and
- Redevelopment Successor Agency

Mission

The mission of the Community Development Department is to guide orderly growth and development in Pinole, consistent with the General Plan and priorities of the City Council, and to protect the quality of life, health, safety, and welfare of residents.

Major Services and Functions

The Planning Division administers and implements the General Plan and Zoning Code for the City. It processes land use and development applications, which 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 participate in multi-modal transportation and circulation planning.

The Building Division issues building permits and provides building, electrical, mechanical, plumbing, Title-24 and accessibility inspections for new construction, additions, and alterations of commercial, residential, and public projects to ensure a safe environment for the Pinole community. The division investigates citizens' complaints pertaining to construction code compliance and/or health and safety issues in a prompt and courteous manner.

The Code Enforcement Division investigates and addresses citizens' complaints of health and safety issues. These issues include blight and graffiti, abandoned vehicles, and illegal dumping. The division is complaint driven and maintains a proactive environment to help solve community problems in a creative and effective manner.

The Affordable Housing Division functions include ensuring that facilities that have received City financial assistance to create affordable housing units comply with affordability agreements, investing limited City affordable housing resources to provide affordable housing units and support to the homeless, and developing or disposing of the City's remaining real property assets inherited from the former Pinole Redevelopment Agency affordable housing program.

The Economic Development Division is a new division, being instituted in FY 2021/22. It will coordinate with the City Manager department to create economic development strategies for the City and will be responsible for carrying out those strategies.

The purpose of the Redevelopment Successor Agency Division is to effectively wind down the activities of the Redevelopment Successor Agency by administering the remaining enforceable obligations.

FY 2020/21 Key Accomplishments

- Successfully awarded LEAP and REAP grants to improve the City's planning documents in order to streamline permitting process for housing
- Provided online permitting support of several significant development projects
- Supported the City in the sale of several surplus properties
- Helped in the development of the Historic Preservation Ordinance
- Staffed a permit counter during the coronavirus Shelter in Place order, practicing social distancing, to help permittees understand the impact of the order to their project
- Navigated a rapid shift to online permit operations to continue to provide service to the construction industry during the COVID-19 pandemic
- Purchased a large format scanner to facilitate online permit processing
- Guided the issuance of over 600 permits with a value over \$7,000,000
- Performed over 1,800 inspections
- Facilitated the plan checking process for the Safeway Shopping Center Reconstruction
- Helped property owners in Pinole go green by permitting solar projects
- Increased proactive code enforcement cases
- Eliminated long-term open cases
- Prepared to file for court action to abate in several cases
- Performed extensive proactive weed abatement program in coordination with Pinole Fire Department
- Affordable Housing collaborated with SAHA on the disposal and development of an affordable housing project at 811 San Pablo Avenue
- The Affordable Housing Division participated in the marketing and sale of two of properties owned by the affordable housing fund
- The Redevelopment Successor Agency Division participated in the marketing and sale of four properties owned by the Redevelopment Successor Agency fund
- 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, 2021 - June 30, 2022
- Transferred management of the Common Area Maintenance Agreement for the Restaurants along Fitzgerald to the property owners

- Finalized a Purchase and Sale Agreement, Development Agreement, and purchase of a Road Easement for access to the Pinole Shore II Business Park property for development
- Reengaged with the Chamber of Commerce by renewing the City's lapsed membership and sponsoring the local visitor's guide

FY 2021/22 Key Priorities and Projects

- Nurture an inviting climate for doing business in Pinole
- Reorganize Community Development to improve service delivery and add housing and economic development
- Prepare and release an RFP for professional services to achieve the desired outcomes for the LEAP and REAP grants, which are streamlining housing project approvals
- Process applications for five large housing projects received during Q4 of FY 2020/21
- Serve the needs of the Planning Commission as set forth in the Pinole Municipal Code
- Update the General Plan and Three Corridors Specific Plan, a Strategic Plan item
- Coordinate inspection and verify compliance with projects' Conditions of Approval
- Conduct environmental review and monitoring for projects affecting the City of Pinole
- Coordinate with Public Works to partner regionally to improve and enhance transportation circulation, a Strategic Plan Strategy
- Ensure compliance of building projects with the Construction Codes
- Provide thorough plan checks for private development projects
- Coordinate required construction inspection functions to effectively respond to the needs of the private development community
- Seek efficiencies to shorten turnaround time
- Conduct Building and Rental Inspection and document results
- Work with other City departments as needed to ensure code compliance is achieved
- Conduct proactive enforcement as time and resources permit
- Develop a routine reporting for the community to inform and educate
- Complete the sale and transfer of the affordable housing fund and Redevelopment Successor Agency surplus properties
- With the City Manager department, oversee the development of the Comprehensive Economic Development Strategy and implement the strategy
- Partner with regional for and non-profit housing organizations to provide an array of housing options, a Strategic Plan item

Significant Special Projects for FY 2022/23 through FY 2025/26

- Monitor the need, if applicable, to update the entire General Plan and Three Corridors Specific Plan
- Seek grant opportunities to help Pinole create a stronger “sense of place.”
- Re-access permit software functionality and support
- Increase functionality of online citizen portal for reporting code enforcement needs.
- Conclude repayment of outstanding Redevelopment Successor Agency bond obligations
- Close-out the operations of the Redevelopment Successor Agency following payment of all obligations

Major Changes in FY 2021/22 Budget

The Community Development Department budget for FY 2021/22 includes one significant change relative to the FY 2020/21 budget. As noted above, the Development Services Department is being separated into two departments, Community Development and Public Works. The Development Services Director position is also being separated into two positions, a Community Development Director and a Public Works Director. As such, the Community Development Department will have a full-time dedicated department head in FY 2021/22. Approximately 25% of the director’s effort will be devoted to economic development.

Position Summary

Position	2017/18	2018/19	2019/20	2020/21	2021/22
Development Services Director	0.50	0.50	0.50	0.50	1.00
Planning Manager	1.00	1.00	1.00	1.00	1.00
Senior Building Inspector	1.00	1.00	1.00	1.00	1.00
Building Inspector	0.00	0.00	0.00	1.00	1.00
Code Enforcement Officer	1.00	1.00	1.00	1.00	1.00
Permit Technician	1.48	1.48	2.00	2.00	2.00
Total	4.48	4.48	5.00	6.00	7.00

COMMUNITY DEVELOPMENT BUDGET SUMMARY

	FY 2018/19	FY 2019/20	FY 2020/21	FY 2020/21	FY 2021/22	Proposed to	Proposed to
	Actual	Actual	Actual Thru Mar-21	Revised Budget	Proposed Budget	Revised \$ Change	Revised % Change
REVENUE / FUNDING SOURCE							
General Fund - 100	79,996	173,693	121,430	227,201	289,887	62,686	22%
Measure S 2014 - 106	-	43,460	-	-	-	-	0%
Building and Planning - 212	989,063	1,076,066	645,688	1,311,338	1,727,754	416,416	24%
Housing Assets for Resale - 285	6,460,799	69,688	49,870	174,903	228,798	53,895	24%
Recognized Obligation Retirement Fund - 750	237,071	300,640	238,304	250,000	194,899	(55,101)	-28%
Total	7,766,929	1,663,548	1,055,293	1,963,442	2,441,338	477,896	20%
EXPENDITURES BY CATEGORY							
Personnel							
Salaries & Wages - 401	216,898	217,812	249,713	517,675	700,890	183,215	26%
Overtime - 402	131	621	424	-	1,000	1,000	100%
Employee Benefits - 410	92,028	96,449	112,265	296,329	339,831	43,502	13%
Total Personnel	309,057	314,881	362,402	814,004	1,041,721	227,717	22%
Services and Supplies							
Professional & Administrative Services - 42	722,621	751,078	321,048	605,447	917,002	311,555	34%
Other Operating Expenses - 43	5,710	7,295	10,926	8,150	8,150	-	0%
Materials & Supplies - 44	1,101	1,511	891	2,800	4,800	2,000	42%
Total Services and Supplies	729,432	759,884	332,865	616,397	929,952	313,555	34%
Capital Outlay							
Asset Acquisition/Improvement - 47	-	29,430	-	3,000	3,000	-	0%
Total Capital Outlay	-	29,430	-	3,000	3,000	-	0%
Indirect Cost Allocations							
Administrative Credits - 46	(18,144)	(9,365)	(13,323)	(79,488)	(317,057)	(237,569)	75%
Administrative Debits - 46	336,530	388,502	248,067	461,004	623,168	162,164	26%
IS Charges - 46	32,683	69,693	21,406	50,096	60,846	10,750	18%
Legal Charges - 46	86,671	88,283	76,673	70,000	65,000	(5,000)	-8%
General Liability Insurance - 46	12	22,241	27,203	28,429	34,708	6,279	18%
Total Indirect Cost Allocations	437,752	559,353	360,026	530,041	466,665	(63,376)	-14%
Operating Transfers Out - 49	6,290,688	-	-	-	-	-	0%
Total	7,766,929	1,663,548	1,055,293	1,963,442	2,441,338	477,896	20%
EXPENDITURES BY PROGRAM							
Development Services Planning - 461	432,360	449,728	277,054	509,924	1,003,895	493,971	49%
Development Services Building - 462	565,775	645,050	375,296	811,435	889,536	78,101	9%
Successor Agency to the Pinole Redevelopment - 463	237,071	300,640	238,304	250,000	194,899	(55,101)	-28%
Housing Administration - 464	6,460,799	69,688	49,870	174,903	151,060	(23,843)	-16%
Code Enforcement - 465	70,924	198,440	114,769	217,180	201,949	(15,231)	-8%
Total	7,766,929	1,663,548	1,055,293	1,963,442	2,441,338	477,896	20%

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

EXPENDITURE SUMMARY

	FY 2018/19	FY 2019/20	FY 2020/21	FY 2020/21	FY 2021/22	Proposed	Proposed
	Actual	Actual	Actual	Revised	Proposed	to Revised	to Revised
			Thru Mar-21	Budget	Budget	\$ Change	% Change
Personnel							
Salaries & Wages - 401	142,600	78,108	100,655	145,057	329,776	184,719	56%
Employee Benefits - 410	42,731	27,203	33,199	47,401	168,802	121,401	72%
Total Salary & Benefits	185,330	105,310	133,854	192,458	498,578	306,120	61%
Services and Supplies							
Professional & Administrative Services - 42	230,357	293,645	106,256	283,012	546,412	263,400	48%
Other Operating Expenses - 43	1,310	1,674	1,704	1,550	1,550	-	0%
Materials & Supplies - 44	1,101	1,511	891	1,000	1,000	-	0%
Total Services and Supplies	232,768	296,831	108,852	285,562	548,962	263,400	48%
Capital Outlay							
Asset Acquisition/Improvement - 47	-	-	-	2,000	2,000	-	0%
Total Capital Outlay	-	-	-	2,000	2,000	-	0%
Indirect Cost Allocations							
Administrative Credits - 46121	(18,144)	(9,365)	(13,323)	(20,042)	(253,610)	(233,568)	92%
Administrative Debits - 46122	-	-	4,811	6,959	-	(6,959)	-100%
IS Charges - 46124	-	-	-	-	958	958	100%
Legal Charges - 46126	23,329	30,805	28,577	25,000	25,000	-	0%
General Liability Insurance - 46201	4	7,435	7,622	7,966	16,331	8,365	51%
Total Indirect Cost Allocations	5,190	28,875	27,687	19,883	(211,321)	(231,204)	109%
Total	423,288	431,016	270,393	499,903	838,219	338,316	40%
GENERAL FUND - 100							
Administrative Debits - 46122	9,072	4,683	6,662	10,021	87,938	77,917	89%
Total	9,072	4,683	6,662	10,021	87,938	77,917	89%
MEASURE S - 2014 FUND - 106							
Administrative Debits - 46122	-	14,030	-	-	-	-	0%
Total	-	14,030	-	-	-	-	0%
Housing Fund - 285							
Administrative Debits - 46122	-	-	-	-	77,738	77,738	100%
Total	-	-	-	-	77,738	77,738	100%

MAJOR NON-PERSONNEL EXPENSE DETAILS

	FY 2020-21	FY 2021-22
42101 Professional Services	\$ 240,000	\$ 505,000
Contract Planning Augmentation	\$ 200,000	
Project Traffic Studies and CEQA Assistance	100,000	
SB2, LEAP and REAP Planning effort	205,000	
42107 Equipment Maintenance	\$ 1,600	\$ -
Maintenance costs for two vehicles	\$ -	
42201 Office Expense	\$ 1,000	\$ 1,000
Miscellaneous office supplies	\$ 1,000	
42301 Travel and Training	\$ 9,000	\$ 9,000
Training and seminars for staff	\$ 2,000	
Planning Commissioner training	7,000	
42401 Memberships	\$ 1,000	\$ 1,000
American Institute of Certified Planners (AICP)	\$ 300	
American Planning Assoc (APA)	350	
Assoc of Environmental Planners (AEP)	350	
42504 Recruitment Costs	\$ -	\$ -
42514 Special Department Expense	\$ 30,412	\$ 30,412
Publishing Legal Notices	\$ 2,000	
PCTV Planning Commission Meetings	20,412	
Meeting Minute Preparation	8,000	
Total Professional/Administrative Services		\$ 546,412
4310X Utilities	\$ 1,550	\$ 1,550
PG&E	\$ 1,400	
EBMUD	150	
44301 Fuel	\$ 1,000	\$ 1,000
MEASURE S - 2014 FUND - 106		
42101 Professional Services	\$ -	\$ -
Downtown Parking Study & Pedestrian Safety Imp	\$ 100,000	

Fiscal Year (FY) 2021/22 Operating and Capital Budget
Department Budgets - Community Development

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

EXPENDITURE SUMMARY

	FY 2018/19	FY 2019/20	FY 2020/21	FY 2020/21	FY 2021/22		
	Actual	Actual	Actual Thru Mar-21	Revised Budget	Proposed Budget	Proposed to Revised \$ Change	Proposed to Revised % Change
Personnel							
Salaries & Wages - 401	74,298	84,865	67,661	293,348	284,475	(8,873)	-3%
Overtime - 402	131	621	424	-	-	-	0%
Employee Benefits - 410	42,990	57,812	61,629	201,317	147,914	(53,403)	-36%
Total Salary & Benefits	117,418	143,298	129,714	494,665	432,389	(62,276)	-14%
Services and Supplies							
Professional & Administrative Services - 42	337,366	343,301	147,956	212,750	252,950	40,200	16%
Other Operating Expenses - 43	3,312	4,230	4,298	4,500	4,500	-	0%
Materials & Supplies - 44	-	-	-	1,300	1,300	-	0%
Total Services and Supplies	340,678	347,531	152,254	218,550	258,750	40,200	16%
Capital Outlay							
Asset Acquisition/Improvement - 47	-	-	-	1,000	1,000	-	0%
Total Capital Outlay	-	-	-	1,000	1,000	-	0%
Indirect Cost Allocations							
Administrative Credits - 46121	-	-	-	(59,446)	(63,447)	(4,001)	6%
Administrative Debits - 46122	61,744	71,516	56,296	80,460	177,826	97,366	55%
IS Charges - 46124	32,683	69,693	21,406	50,096	58,931	8,835	15%
Legal Charges - 46126	13,247	2,216	210	10,000	10,000	-	0%
General Liability Insurance - 46201	5	10,796	15,415	16,110	14,087	(2,023)	-14%
Total Indirect Cost Allocations	107,679	154,221	93,327	97,220	197,397	100,177	51%
Total	565,775	645,050	375,296	811,435	889,536	78,101	9%

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2020-21	FY 2021-22
42101 Professional Services		\$ 180,000	\$ 220,000
Contract Inspection Services	\$ 100,000		
Contract Plan Check Services	120,000		
42107 Equipment Maintenance		\$ 1,100	\$ 1,100
Equipment and vehicle maintenance	\$ 1,000		
Digital microfilm machine maintenance	\$ 100		
42108 Building-Structure Maintenance		\$ 1,000	\$ 1,000
42201 Office Expense		\$ 4,000	\$ 4,000
Miscellaneous Office Expenses	4000		
4230X Travel and Training		\$ 6,000	\$ 6,200
Training required for building code updates	\$ 5,000		
Mileage, Air, & Hotel	1,000		
Meal Allowance	200		
42401 Memberships		\$ 1,650	\$ 1,650
International Conference of Building Officials (ICBO)	\$ 1,200		
California Building Officials (CALBO)	300		
Int'l Association of Mechanical and Plumbing Officials (IAMPO)	150		
42501 Bank Fees		\$ 10,000	\$ 10,000
Credit card charges			
42514 Special Department Expense		\$ 9,000	\$ 9,000
Updates of the assessor parcel information	\$ 1,500		
Blueprints and permits to be scanned.	7,500		
	Total Professional/Administrative Services		\$ 252,950
4310X Utilities		\$ 4,500	\$ 4,500
PG&E	\$ 4,000		
EBMUD	500		
44410 Safety Clothing		\$ 1,300	\$ 1,300
Safety clothing (safety boots, hard hat, protective eye ware, protective handwear, etc.) for the two Inspector's who perform inspections at job site locations.	\$ 300		
Small tools	\$ 1,000		
47103 Furniture		\$ 1,000	\$ 1,000
Ergonomic Chairs	\$ 1,000		

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

EXPENDITURE SUMMARY

	FY 2018/19	FY 2019/20	FY 2020/21	FY 2020/21	FY 2021/22		
	Actual	Actual	Actual Thru Mar-21	Revised Budget	Proposed Budget	Proposed to Revised \$ Change	Proposed to Revised % Change
Services and Supplies							
Professional & Administrative Services - 42	14,474	17,553	65,591	1,765	15,720	13,955	89%
Other Operating Expenses - 43	-	-	3,506	-	-	-	0%
Total Services and Supplies	14,474	17,553	69,097	1,765	15,720	13,955	0%
Indirect Cost Allocations							
Administrative Debits - 46122	209,747	240,375	136,492	233,235	169,179	(64,056)	-38%
Legal Charges - 46126	12,850	42,713	32,715	15,000	10,000	(5,000)	-50%
Total Indirect Cost Allocations	222,597	283,088	169,207	248,235	179,179	(69,056)	-39%
Total	237,071	300,640	238,304	250,000	194,899	(55,101)	-28%

MAJOR NON-PERSONNEL EXPENSE DETAILS

	FY 2020-21	FY 2021-22
42101 Professional Services	\$ 1,765	\$ 15,720
Amerinational Loan Servicing	\$ 900	
Auditing Services	1,680	
Bond Indenture Fees	4,640	
HDL Financial Reporting	8,500	
46126 Legal Charges	\$ 15,000	\$ 15,000
Estimated legal costs	\$ 11,712	

Fiscal Year (FY) 2021/22 Operating and Capital Budget
Department Budgets - Community Development

HOUSING ASSETS FOR RESALE FUND - 285

HOUSING ADMINISTRATION - 464

EXPENDITURE SUMMARY

	FY 2018/19 Actual	FY 2019/20 Actual	FY 2020/21 Actual Thru Mar-21	FY 2020/21 Revised Budget	FY 2021/22 Proposed Budget	Proposed to Revised \$ Change	Proposed to Revised % Change
Services and Supplies							
Professional & Administrative Services - 42	88,966	1,672	1,245	81,920	81,920	-	0%
Other Operating Expenses - 43	1,088	1,390	1,417	2,100	2,100	-	0%
Total Services and Supplies	90,054	3,063	2,662	84,020	84,020	-	0%
Indirect Cost Allocations							
Administrative Debits - 46122	55,967	57,898	43,806	70,883	47,040	(23,843)	-51%
Legal Charges - 41427	24,089	8,728	3,402	20,000	20,000	-	0%
Total Indirect Cost Allocations	80,056	66,626	47,208	90,883	67,040	(23,843)	-36%
Transfers Out - 49901	6,290,688	-	-	-	-	-	0%
Total	6,460,799	69,688	49,870	174,903	151,060	(23,843)	-16%

MAJOR NON-PERSONNEL EXPENSE DETAILS

	FY 2020-21	FY 2021-22
42101 Professional Services	\$ 81,920	\$ 81,920
AmeriNat loan servicing	\$ 3,000	
Affordable housing compliance monitoring	21,000	
Annual housing certification report	5,000	
Fiscal and land acquisition activities	3,920	
Tree Grove Maintenance	34,000	
811 San Pablo Ave RFP	15,000	
4310X Utilities	\$ 2,100	\$ 2,100
PG&E	\$ 2,000	
EBMUD	100	

Fiscal Year (FY) 2021/22 Operating and Capital Budget
Department Budgets - Community Development

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

EXPENDITURE SUMMARY

	FY 2018/19	FY 2019/20	FY 2020/21	FY 2020/21	FY 2021/22		
	Actual	Actual	Actual Thru Mar-21	Revised Budget	Proposed Budget	Proposed to Revised \$ Change	Proposed to Revised % Change
Personnel							
Salaries & Wages - 401	-	54,839	81,397	79,270	86,639	7,369	9%
Overtime - 402	-	-	-	-	1,000	1,000	100%
Employee Benefits - 410	6,308	11,434	17,437	47,611	23,115	(24,496)	-106%
Total Salary & Benefits	6,308	66,272	98,833	126,881	110,754	(16,127)	-15%
Services and Supplies							
Professional & Administrative Services - 42	51,458	94,907	-	26,000	20,000	(6,000)	-30%
Materials & Supplies - 44	-	-	-	500	2,500	2,000	80%
Total Services and Supplies	51,458	94,907	-	26,500	22,500	(4,000)	-18%
Indirect Cost Allocations							
Administrative Credits - 46121	-	-	-	-	-	-	0%
Administrative Debits - 46122	-	-	-	59,446	63,447	4,001	6%
IS Charges - 46124	-	-	-	-	958	958	100%
Legal Charges - 46126	13,156	3,822	11,770	-	-	-	0%
General Liability Insurance - 46201	2	4,009	4,165	4,353	4,290	(63)	-1%
Total Indirect Cost Allocations	13,158	7,831	15,935	63,799	68,695	4,896	7%
Total	70,924	169,010	114,769	217,180	201,949	(15,231)	-8%
MEASURE S - 2014 FUND - 106							
Asset Acquisition/Improvement - 47	-	29,430	-	-	-	-	0%
Total	-	29,430	-	-	-	-	0%

MAJOR NON-PERSONNEL EXPENSE DETAILS

	FY 2020-21	FY 2021-22
42101 Professional Services	\$ 15,000	\$ 8,000
Contract Inspection Services	\$ 8,000	
42201 Office Expense	\$ 3,000	\$ 3,000
Citation books and misc. expenses	\$ 2,000	
Tablet	\$ 1,000	
4230X Travel & Training	\$ 2,000	\$ 3,000
Conference registration	\$ 3,000	
42512 Abatement	\$ 6,000	\$ 6,000
Abatement Services	\$ 6,000	
44301 Fuel	\$ -	\$ 2,000
Fuel	\$ 2,000	
44410 Safety Clothing	\$ 500	\$ 500
	\$ 500	

Community Services

The Community Services Department is comprised of the following divisions and subdivisions:

- Administration
 - Special Events
- Parks and Recreation
 - Parks and Recreation Administration
 - Tiny Tots
 - Youth Center
 - Senior Center
 - Swim Center
 - Tennis Court and Memorial Hall
- Pinole Community Television (PCTV)
- Library and Animal Services
- Community Health and Food

The Community Services Department is a new department being instituted in FY 2021/22. The recent Organizational Assessment recommended creating this new department to house a number of different community-oriented City activities and services. The department is composed of City units that had previously resided in their own standalone department (Recreation), been a division or function of another City department (Pinole Community Television), and entirely new divisions to manage City services and activities that previously had not had a clear organizational home (library and animal services provided by the County; City activities related to community health and food; and coordination of City-sponsored and private special events).

Mission

The mission of the Community Services Department is to enrich the lives of the diverse Pinole community by providing high-quality recreation and quality of life programs for residents of all ages.

Major Services and Functions

The Administration Division provides management and coordination of the department's activities. The Special Events subdivision is a new subdivision, being instituted in FY 2021/22. It will serve as the single point of contact for private organizations that would like to hold events in the City and/or receive some form of City support or sponsorship for their event. This subdivision will coordinate closely with the City departments that host their own community events.

The Recreation Division contains six subdivisions: Parks and Recreation Administration; Senior Center; Youth Center; Tiny Tots; Swim Center; and Tennis Court and Memorial

Hall. The Parks and Recreation Administration subdivision provides management and coordination of all Parks and Recreation Division activities, including park rules and policies, park permits and reservations, and park planning. Through the Tiny Tots, Youth Center, and Senior Center, the division offers recreational and enrichment programs and events for all age groups. Tiny Tots is a childcare program with a dedicated facility that provides a high-quality recreational, social, and educational experience for children ages 3 1/2 to 5 years. The Youth Center provides a variety of enrichment classes, sports leagues, and specialty camps for children ages 5 to 17. The program is designed to offer youth an opportunity to explore special interests, promote creativity, challenge the mind and body, and create experiences. The Senior Center provides adults age 50 and over with social activities, fitness and enrichment classes, daily hot lunches, homebound services, salon services, and support services. The Senior Center receives advice from an advisory board of directors. The City's Memorial Hall building is used as a theater space for educational programs run by the Pinole Community Players community theater group as well as the Players' theatric productions. The City rents the building to the Players for these uses. The Tennis Court and Swim Center are two recreational facilities in the City. The Tennis Court is adjacent to the Pinole branch of the County library system. The tennis court and adjacent restroom are owned by the County and leased to the City for the public's use. The Swim Center is owned by the City. In recent years, the City has hired a private organization to run the Swim Center. The City currently contracts with the Pinole Seals for this service. The Pinole Seals open the pool for community use during summer months, and also conduct practices of their swim team at the pool. The City's Community Services Commission provides advice to the Parks and Recreation Division.

Pinole Community Television (PCTV) operates the City's public, educational, and governmental (PEG) cable television program, which involves broadcasting the City's public meetings and recording, producing, and broadcasting a limited number of significant community events on the local cable television channels dedicated by City's franchise cable television provider, Comcast (channels 26 and 28). PCTV also broadcasts public meetings and events via live stream on the City website. PCTV also has contracts with other public agencies, including Vallejo, El Cerrito, Benicia, West Contra Costa Unified School District (WCCUSD), and WestCAT to record, produce, and broadcast those agencies' public meetings. In addition, PCTV also provides recording and production services to private parties on a fee for service basis. The Division generates revenue primarily through internal billing of services provided to City departments, franchise fees, contract service fees, donations, and community service fees.

The Library and Animal Services Division is a new division, being instituted in FY 2021/22. Public library services in the City are provided by the Contra Costa County Library system. (Just one city in the County, Richmond, has its own municipal library system.) The County provides library services to residents of Pinole at the Pinole branch library located on Pinole Valley Road. The branch library building was constructed by and is owned by the County. The County provides a baseline level of weekly open hours, and charges the City for the maintenance of the building. (Most other cities in the County have constructed their own building to house their branch library.) The County Animal Services Department

provides animal control services to the City's residents, for which the County charges the City a fee.

The Community Health and Food Division is a new division, being instituted in FY 2021/22. In FY 2020/21, the City undertook a number of food security-related activities, including a canned food drive, an associated monetary donation drive, and a pilot program to distribute fresh and non-perishable food, in collaboration with the Food Bank of Contra Costa and Solano, which has become a permanent monthly event. The City has also contracted with Pacific Coast Farmers Market Association for many years to provide a year-round weekly farmers' market on Saturday mornings. The City also applied for and received a grant in FY 2020/21 to undertake education and outreach activities, through the City's code enforcement program, to prevent the sale of tobacco products to minors. This division will provide the single focal point for the City's health and food security activities, that will sometimes be provided by other City divisions, such as the Senior Center, for example.

FY 2020/21 Key Accomplishments

- Maintained operations during the COVID-19 pandemic, through the hosting of sixteen virtual programs, community contests and raffles and special events as well as the creation of opportunities for community engagement during the pandemic
- Staff created a cookbook with the help of the Senior Center community and cook.
- Implementation of safe and fun monthly drive-thru food distribution community events with over 200 participants per event in partnership with the Food Bank of Contra Costa and Solano
- Hosted a food drive that collected 1,557 pounds of food for the Food Bank of Contra Costa and Solano
- Created a plan to operate the Senior Center as a cooling center during the pandemic
- Updated all rental, membership, and program registration packets for all divisions.
- Received three proposals for the management of the swimming pool and selected a vendor
- Facilitated arrangement through which local high schools could use the swimming pool to practice for their spring 2021 swim season
- The tennis courts provided a needed exercise outlet for the community during the pandemic
- Continued to broadcast updated information from the County Health Department and other government agencies on matters related to the pandemic through our regional broadcast systems
- Mobilized the Zoom format directly into the on-air replay for live broadcasting for City Council and Planning Commission meetings
- Entered into a Broadcasting agreement with the City of Vallejo to broadcast their Council meetings

- Hired a consultant to develop a comprehensive fee program for recreation and cable services which will include multiple fee categories such as staffing costs, facility costs, equipment costs, off-site cable vehicle costs, and master control to maximize full cost recovery of services

FY 2021/22 Key Priorities and Projects

- Reopen recreation programs
- Update of existing outdated equipment allowing for High Definition (HD) Wide Screen resolution pending Comcast's upgrade of their system
- Hire a consulting firm to evaluate the entire broadcasting network system to include use of new technology for efficiency and effective broadcasting
- Develop plans to update the Council Chambers to a High Definition (HD) Wide Screen operation and display
- Complete a comprehensive study of PCTV staffing, supplies, equipment, and facility costs to update the division's fee structure

Significant Special Projects for FY 2022/23 through FY 2025/26

- The Recreation Division will review and evaluate the current and future activities and services of the Pinole Youth Center to identify new mechanisms for youth involvement
- Evaluate broadcasting and production software and equipment technology which can handle additional capacity, allow for remote handling, and allow for future growth
- Enhancement of broadcasting option to include as many forms of communication as practical, such as the internet and social media, where appropriate
- Evaluate expansion of services to include broadcasting of community events in conjunction with the assessment of a fee-for-service structure and assessment of the entire cable network to increase efficiency
- Update existing outdated equipment to allow for High Definition (HD) Wide Screen resolution pending Comcast's upgrade of their system

Major Changes in FY 2021/22 Budget

The Community Services Department is a new department being instituted in FY 2021/22. It is composed of functions that had previously been housed in other departments and relatively new functions that had not previously had an organizational home. The FY 2021/22 budget for the department is similar to the FY 2020/21 budgets for the functions it consolidates. There are two major changes in FY 2021/22.

First, the department will have a dedicated full-time department head. The Assistant City Manager had played this role, among others, in the past.

Second, included in the FY 2021/22 budget for the PCTV Division is funding of \$40,000 to evaluate the entire broadcasting and production system and provide recommendations on the purchase of new software and equipment that would handle additional capacity, allow for remote handling, allow for future growth, and enhance broadcasting options to include as many forms of communication as practical, such as the internet and social media, where appropriate.

Beginning in FY 2021/22, the County Library system will increase its baseline open hours for all branch libraries from 35 hours weekly to 40 hours weekly, at no extra expense to the cities.

Position Summary

Position	2017/18	2018/19	2019/20	2020/21	2021/22
Community Services Director	0.00	0.00	0.00	0.00	1.00
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
Recreation Coordinator	2.60	2.60	2.60	2.60	2.60
Recreation Leader	2.88	2.88	2.88	2.88	2.88
Recreation Leader (Tiny Tots)	1.13	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
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, PT/Temp	0.75	0.75	0.75	0.75	0.75
Total	14.25	14.25	14.25	14.25	15.25

Fiscal Year (FY) 2021/22 Operating and Capital Budget
Department Budgets - Community Services

COMMUNITY SERVICES BUDGET SUMMARY

	FY 2018/19	FY 2019/20	FY 2020/21	FY 2020/21	FY 2021/22	Proposed to	Proposed to
	Actual	Actual	Actual	Revised	Proposed	Revised	Revised
			Thru Mar-21	Budget	Budget	\$ Change	% Change
REVENUE / FUNDING SOURCE							
General Fund - 106	-	-	-	-	427,025	427,025	100%
Measure S 2014 - 106	-	14,593	-	38,957	63,950	24,993	39%
Recreation Fund - 209	1,023,404	1,000,117	558,449	799,283	1,542,050	742,767	48%
Cable Access TV Fund - 505	357,375	374,875	292,112	445,606	421,573	(24,033)	-6%
Total	1,380,779	1,389,585	850,562	1,283,846	2,454,598	1,170,752	48%
EXPENDITURES BY CATEGORY							
Personnel							
Salaries & Wages - 401	532,480	506,547	334,923	407,980	939,607	531,627	57%
Overtime - 402	767	3,096	573	1,000	4,000	3,000	75%
Employee Benefits - 410	258,767	286,731	212,692	275,966	453,204	177,238	39%
Total Personnel	792,014	796,375	548,189	684,946	1,396,811	711,865	51%
Services and Supplies							
Professional & Administrative							
Services - 42	201,442	167,385	97,592	198,985	722,394	523,409	72%
Other Operating Expenses - 43	294,167	227,916	42,808	109,176	241,515	132,339	55%
Materials & Supplies - 44	2,379	400	33	350	900	550	61%
Total Services and Supplies	497,988	395,701	140,432	308,511	964,810	656,299	68%
Capital Outlay							
Asset Acquisition/Improvement - 47	21,960	47,921	-	63,531	139,232	75,701	54%
Total Capital Outlay	21,960	47,921	-	63,531	139,232	75,701	54%
Indirect Cost Allocations							
Administrative Credits - 46	-	-	(14,702)	(49,820)	(270,607)	(220,787)	82%
Administrative Debits - 46	-	-	88,997	156,201	90,584	(65,617)	-72%
IS Charges - 46	67,386	70,651	49,001	81,268	86,399	5,130	6%
Legal Charges - 46	1,412	43,843	2,492	926	1,000	74	7%
General Liability Insurance - 46	19	35,094	36,153	38,283	46,370	8,087	17%
Total Indirect Cost Allocations	68,818	149,589	161,940	226,858	(46,254)	(273,113)	590%
Total	1,380,779	1,389,585	850,562	1,283,846	2,454,598	1,170,752	48%
EXPENDITURES BY PROGRAM							
Recreation Administration - 551	172,230	187,153	178,960	272,696	961,679	688,983	72%
Senior Center - 552	467,615	438,540	136,263	212,601	499,819	287,218	57%
Tiny Tots - 553	131,602	147,990	74,346	88,302	152,694	64,392	42%
Youth Center - 554	149,165	140,656	81,778	101,745	226,749	125,004	55%
Daycamp Program - 555	3,195	2,087	14,702	49,970	64,317	14,347	22%
Swim Center - 557	92,194	81,400	57,596	96,477	111,167	14,690	13%
Memorial Hall - 558	5,092	10,587	10,877	11,741	10,900	(841)	-8%
Tennis - 559	2,310	6,298	3,927	4,708	5,700	992	17%
Cable Access TV City Services - 119	357,375	374,875	292,112	445,606	372,682	(72,925)	-20%
Cable Access TV Community Budget - 120	-	-	-	-	379	379	100%
Cable Access TV Contract Services - 121	-	-	-	-	48,513	48,513	100%
Total	1,380,779	1,389,585	850,562	1,283,846	2,454,598	1,170,752	48%

RECREATION FUND - 209
RECREATION ADMINISTRATION - 551

EXPENDITURE SUMMARY

	FY 2018/19	FY 2019/20	FY 2020/21	FY 2020/21	FY 2021/22	Proposed to	Proposed to
	Actual	Actual	Actual Thru Mar-21	Revised Budget	Proposed Budget	Revised \$ Change	Revised % Change
Personnel							
Salaries & Wages - 401	72,711	79,034	60,020	76,604	343,231	266,627	78%
Overtime - 402	-	-	-	-	-	-	0%
Employee Benefits - 410	38,488	37,365	27,405	38,166	169,372	131,206	77%
Total Personnel	111,199	116,399	87,424	114,770	512,603	397,833	78%
Services and Supplies							
Professional & Administrative Services - 42	16,004	15,301	2,802	20,196	26,511	6,315	24%
Other Operating Expenses - 43	-	-	-	-	-	-	0%
Total Services and Supplies	16,004	15,301	2,802	20,196	26,511	6,315	24%
Indirect Cost Allocations							
Admin Debits - 46122	-	-	49,530	72,431	-	(72,431)	-100%
Admin Credits - 46121	-	-	-	-	(79,780)	(79,780)	-100%
IS Charges - 46124	45,025	49,887	35,060	61,092	58,680	(2,412)	-4%
Legal Charges - 46126	-	1,498	120	-	-	-	0%
General Liability Insurance - 46201	2	4,067	4,025	4,207	16,640	12,433	75%
Total Indirect Cost Allocations	45,028	55,453	88,734	137,730	(4,460)	(142,190)	3188%
Total	172,230	187,153	178,960	272,696	534,654	261,958	49%
General Fund 100							
Professional & Administrative Services - 42	-	-	-	-	427,025	427,025	100%
Total	-	-	-	-	427,025	427,025	100%

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2020-21	FY 2021-22
42101 Professional Services		\$ 1,346	\$ 1,346
CPRS Membership	\$ 165		
Broadcast Music/ASCAP Services	1,181		
4230X Travel, Training & Meeting Costs		\$ 350	\$ 3,740
Travel & Training/Conf-Registration	\$ 1,300		
Travel & Training/Mileage, Air	2,320		
Travel & Training/Meal Allowance	120		
42501 Bank Fees		\$ 150	\$ 300
42514 Special Department Expense		\$ 3,000	\$ 7,075
Postage Machine	\$ 100		
Office Supplies	700		
Recreation Activity Guide & Postage	6,275		
42515 Special Events		\$ 15,350	\$ 14,050
Expenses for Movies and Sounds in the Park	\$ 8,800		
Community Service Commission Events	2,000		
Tree Lighting	3,250		
General Fund 100			
42101 Professional Services		\$ -	\$ 312,025
Architectural Drawings (Faria House)	\$ 21,000		
Animal Control Services	130,114		
Library Services reimbursement agreement -40 Base	146,811		
Mural maintenance	10,100		
WCCUSD Summer Intern	4,000		
<i>(professional services previously in General Government)</i>			
42515 Special Events		\$ -	\$ 115,000
Car Show 2021	\$ 15,000		
Other City Events	100,000		

RECREATION FUND - 209
SENIOR CENTER - 552

EXPENDITURE SUMMARY

	FY 2018/19	FY 2019/20	FY 2020/21	FY 2020/21	FY 2021/22	Proposed to	Proposed to
	Actual	Actual	Actual	Revised	Proposed	Revised	Revised
			Thru Mar-21	Budget	Budget	\$ Change	% Change
Personnel							
Salaries & Wages - 401	118,902	115,778	64,241	55,000	167,083	112,083	67%
Overtime - 402	148	-	-	-	-	-	0%
Employee Benefits - 410	48,680	56,586	33,006	36,962	51,925	14,963	29%
Total Personnel	167,731	172,364	97,247	91,962	219,008	127,046	58%
Services and Supplies							
Professional & Administrative Services - 42	43,747	28,413	8,076	9,988	34,540	24,552	71%
Other Operating Expenses - 43	252,233	187,289	21,438	71,324	178,820	107,495	60%
Materials & Supplies - 44	1,902	-	-	-	-	-	0%
Total Services and Supplies	297,882	215,702	29,514	81,312	213,360	132,047	62%
Capital Outlay							
Asset Acquisition/Improvement - 47	897	-	-	-	7,678	7,678	100%
Total Capital Outlay	897	-	-	-	7,678	7,678	100%
Indirect Cost Allocations							
Legal Charges - 46126	1,100	42,345	1,056	-	500	500	100%
General Liability Insurance - 46201	5	8,128	8,446	9,327	8,274	(1,053)	-13%
Total Indirect Cost Allocations	1,105	50,474	9,502	9,327	8,774	(553)	-6%
Transfers Out - 49901	-	-	-	-	-	-	0%
Total	467,615	438,540	136,263	182,601	448,819	266,218	59%
MEASURE S - 2014 FUND - 106							
Asset Acquisition/Improvement - 47	-	-	-	30,000	51,000	21,000	41%
Total	-	-	-	30,000	51,000	21,000	41%

MAJOR NON-PERSONNEL EXPENSE DETAILS

	FY 2020-21	FY 2021-22
42101 Professional Services	\$ 765	\$ 1,785
CPRS Membership	\$ 165	
Costco Membership	120	
Staff Training	500	
WCCUSD Transition Program	1,000	
42107 Equipment Maintenance	\$ 1,199	\$ 3,650
Fire Extinguisher Maintenance	650	
Fridge/Freezer Maintenance	2,000	
Other Maintenance	1,000	

Fiscal Year (FY) 2021/22 Operating and Capital Budget
Department Budgets - Community Services

42108 Maintenance Structure/Imp		\$	4,197	\$	21,609
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	6,609				
42201 Office Expense		\$	100	\$	1,200
Office supplies, paper flyers, and tickets	\$ 1,200				
42501 Bank Fee		\$	150	\$	2,400
42514 Special Department Expense		\$	3,577	\$	3,896
Health Permit	\$ 3,577				
Food handler certificate	8				
Inspection fees	311				
Total Professional/Administrative Services					\$ 34,540
4310X Utilities		\$	57,000	\$	57,000
Gas and Electric	\$ 47,000				
Water	10,000				
4320X Taxes		\$	2,171	\$	2,300
Taxes/Property Tax	\$ 2,300				
43802 Class Fees		\$	-	\$	20,980
Instructor Fees	20,600				
Pool Felt	380				
43803 Personal Service		\$	-	\$	-
WestCat tickets (reimbursed when sold)	\$ -				
43804 Food Program		\$	5,661	\$	57,850
Food Expense	44,000				
Kitchen Maintenance	12,850				
Snack Bar	1,000				
43805 Travel		\$	-	\$	7,200
43806 Dance Program		\$	-	\$	4,260
Entertainment - CW line dance	\$ 3,180				
Entertainment - Ballroom	1,080				
43807 Fundraising		\$	1,600	\$	4,000

Fiscal Year (FY) 2021/22 Operating and Capital Budget
Department Budgets - Community Services

Fiscal Year (FY) 2021/22 Operating and Capital Budget			
Department Budgets - Community Services			
43808 Gift Shop Sales	\$	-	\$ 900
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43809 Newsletter	\$	3,135	\$ 8,540
Monthly Newsletter	\$	5,000	
Newsletter monthly postage		3,240	
Newsletter annual bulk mail		300	
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43810 Center Maintenance	\$	3,257	\$ 12,790
Flooring annual maintenance	\$	5,000	
Kitchen janitorial service		6,318	
Misc. center maintenance		272	
Trap service		1,200	
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43811 Supplies	\$	500	\$ 3,000
Misc. Program Supplies & PPE	\$	3,000	
			\$ 178,820
Total Other Operating Expenses			
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47101 FF&E/Equipment	\$	-	\$ 5,463
Window blind replacement	\$	5,463	
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47103 FF&E/Furniture	\$	-	\$ 2,215
Chair replacement	\$	2,215	
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MEASURE S - 2014 FUND - 106			
47101 FF&E/Equipment	\$	23,000	\$ 51,000
Senior Center Table Replacement <i>(Carryforward)</i>	\$	23,000	
Senior Center Chair Replacement		28,000	

RECREATION FUND - 209
TINY TOTS - 553

EXPENDITURE SUMMARY

	FY 2018/19	FY 2019/20	FY 2020/21	FY 2020/21	FY 2021/22	Proposed to	Proposed to
	Actual	Actual	Actual	Revised	Proposed	Revised	Revised
			Thru Mar-21	Budget	Budget	\$ Change	% Change
Personnel							
Salaries & Wages - 401	85,666	77,121	41,239	43,735	82,921	39,186	47%
Overtime - 402	-	-	-	-	-	-	0%
Employee Benefits - 410	23,305	29,935	20,773	26,578	37,202	10,624	29%
Total Personnel	108,971	107,057	62,011	70,313	120,123	49,810	41%
Services and Supplies							
Professional & Administrative Services - 42	20,695	18,645	7,898	10,467	21,515	11,048	51%
Other Operating Expenses - 43	1,934	3,675	260	2,400	3,800	1,400	37%
Total Services and Supplies	22,629	22,320	8,158	12,867	25,315	12,448	49%
Capital Outlay							
Asset Acquisition/Improvement - 47	-	-	-	-	200	200	100%
Total Capital Outlay	-	-	-	-	200	200	100%
Indirect Cost Allocations							
Administrative Credits - 46121	-	-	-	-	-	-	0%
General Liability Insurance - 46201	2	4,019	4,177	4,365	4,106	(259)	-6%
Total Indirect Cost Allocations	2	4,019	4,177	4,365	4,106	(259)	-6%
Total	131,602	133,396	74,346	87,545	149,744	62,199	42%
MEASURE S - 2014 FUND - 106							
Asset Acquisition/Improvement - 47	-	14,593	-	757	2,950	2,193	74%
Total	-	14,593	-	757	2,950	2,193	74%

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2020-21	FY 2021-22
42107 Equipment Maintenance		\$ -	\$ 300
Copier and other equipment maintenance	\$ 300		
42108 Maintenance Structure/Imp		\$ 7,155	\$ 10,303
Alarm Monitoring	972		
Building Maintenance	500		
HVAC Maintenance	300		
Janitorial (2 times weekly)	5,237		
Landscape Maintenance	2,472		
Pest Control	372		
Sanitary Supplies	450		
42201 Office Expense		\$ 600	\$ 1,500
Toner, ink, other office supplies	\$ 1,500		
42302 Travel & Training		\$ -	\$ 500
CPR staff training	\$ 500		
42501 Bank Fees		\$ 1,000	\$ 4,200
42514 Special Department Expense		\$ 1,712	\$ 4,712
Holiday paper and craft supplies	650		
Paper and craft supplies	1,562		
Toy replacement	2,000		
T-Shirt fundraiser	500		
	Total Professional/Administrative Services		\$ 21,515
4310X Utilities		\$ 400	\$ 1,000
Gas and Electric	\$ 800		
Water	200		
43201 Property Tax		\$ 2,000	\$ 2,800
47103 FF&E/Furniture		\$ -	\$ 200
Tiny Tots dishwasher replacement	\$ 200		
MEASURE S - 2014 FUND - 106			
47103 FF&E/Furniture		\$ 757	\$ 2,950
Tiny Tots dishwasher replacement	\$ 550		
Tiny Tots outdoor shade	2,400		

RECREATION FUND - 209
YOUTH CENTER - 554

EXPENDITURE SUMMARY

	FY 2018/19	FY 2019/20	FY 2020/21	FY 2020/21	FY 2021/22	Proposed to	Proposed to
	Actual	Actual	Actual Thru Mar-21	Revised Budget	Proposed Budget	Revised \$ Change	Revised % Change
Personnel							
Salaries & Wages - 401	69,740	63,438	39,845	58,293	162,385	104,092	64%
Overtime - 402	-	-	-	-	-	-	0%
Employee Benefits - 410	44,552	40,897	28,097	42,437	46,838	4,401	9%
Total Personnel	114,291	104,336	67,942	100,730	209,223	108,493	52%
Services and Supplies							
Professional & Administrative Services - 42	23,996	20,211	17,048	26,551	28,763	2,213	8%
Other Operating Expenses - 43	10,479	8,039	3,124	4,466	16,304	11,838	73%
Materials & Supplies - 44	83	19	-	-	400	400	100%
Total Services and Supplies	34,558	28,269	20,171	31,017	45,467	14,451	32%
Capital Outlay							
Asset Acquisition/Improvement - 47	-	-	-	2,874	4,709	1,835	39%
Total Capital Outlay	-	-	-	2,874	4,709	1,835	39%
Indirect Cost Allocations							
Administrative Credits - 46121	-	-	(14,702)	(49,820)	(50,691)	(871)	2%
Legal Charges - 46126	312	-	-	-	-	-	0%
General Liability Insurance - 46201	4	8,052	8,367	8,744	8,041	(703)	-9%
Total Indirect Cost Allocations	316	8,052	(6,335)	(41,076)	(42,650)	(1,574)	4%
Total	149,165	140,656	81,778	93,545	216,749	123,204	57%
MEASURE S - 2014 FUND - 106							
Asset Acquisition/Improvement - 47	-	-	-	8,200	10,000	1,800	18%
Total	-	-	-	8,200	10,000	1,800	18%

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2020-21	FY 2021-22
42107 Equipment Maintenance		\$ -	\$ 1,000
Vehicle Maintenance	\$ 1,000		
42108 Maintenance Structure/Imp		\$ 21,436	\$ 21,778
Building Maintenance	\$ 9,980		
Elevator Maintenance	2,500		
Fire Extinguisher Maintenance	160		
Fire Sprinkler Inspection	375		
Janitorial Service	5,636		
JanPro floor cleaning	1,207		
Misc. other supplies	1,700		
Pest Control	220		
42201 Office Expense		\$ 100	\$ 450
Miscellaneous Office Supplies	\$ 450		
4230X Travel and Training		\$ 250	\$ 1,870
Travel&Training/Conf. Registration	\$ 650		
Travel&Training/Milage, Air & Hotel	\$ 1,160		
Travel&Training/Meal Allowance	\$ 60		
42401 Memberships		\$ 165	\$ 165
CPRS Membership	\$ 165		
42501 Bank Fees		\$ 100	\$ 1,000
42504 Recruitment Costs		\$ -	\$ -
42514 Special Department Expense		\$ 4,500	\$ 2,500
Carnivals	\$ 1,700		
Egg Hunt	\$ 800		
		Total Professional/Administrative Services \$ 28,763	
4310X Utilities		\$ 2,861	\$ 5,100
Gas and Electric	\$ 4,600		
Water	500		
42301 Property Taxes		\$ 1,200	\$ 1,200

Fiscal Year (FY) 2021/22 Operating and Capital Budget
Department Budgets - Community Services

43812 Youth Center	\$	405	\$	10,004
Instructor invoices		9,504		
Program supplies		500		
Total Other Operating Expenses				\$ 16,304
 44301 Fuel	 \$	 -	 \$	 400
 47101 FF&E/Equipment	 \$	 -	 \$	 4,709
Replacement of Tables, Chairs, and storage		\$ 4,709		
 MEASURE S - 2014 FUND - 106				
47101 FF&E/Equipment	\$	8,200	\$	10,000
Replace vinyl floor at Youth Center		\$ -		

RECREATION FUND - 209
DAYCAMP PROGRAM - 555

EXPENDITURE SUMMARY

	FY 2018/19	FY 2019/20	FY 2020/21	FY 2020/21	FY 2021/22	Proposed to	Proposed to
	Actual	Actual	Actual	Revised	Proposed	Revised	Revised
			Thru Mar-21	Budget	Budget	\$ Change	% Change
Services and Supplies							
Professional & Administrative Services - 42	2,851	656	-	-	500	500	100%
Other Operating Expenses - 43	300	1,379	-	-	12,974	12,974	100%
Materials & Supplies - 44	43	51	-	150	150	-	0%
Total Services and Supplies	3,195	2,087	-	150	13,624	13,474	99%
Capital Outlay							
Asset Acquisition/Improvement - 47	-	-	-	-	-	-	0%
Total Capital Outlay	-	-	-	-	-	-	0%
Indirect Cost Allocations							
Administrative Credits - 46121	-	-	-	-	-	-	0%
Administrative Debits - 46122	-	-	14,702	49,820	50,693	873	2%
Total Indirect Cost Allocations	-	-	14,702	49,820	50,693	873	2%
Total	3,195	2,087	14,702	49,970	64,317	14,347	22%

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2020-21	FY 2021-22
42501 Recreation Bank Fee Day Camp		\$ -	\$ 500
Credit Card Charges	\$ 500		-
43801 Program Costs/Youth Center		\$ -	\$ 12,974
Program Supplies	\$ 500		
Instructor Invoices	12,474		
4430X Other Supplies and Materials		\$ 150	\$ 150
Other Mat & Sup/Fuel	150		

Fiscal Year (FY) 2021/22 Operating and Capital Budget
Department Budgets - Community Services

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

EXPENDITURE SUMMARY

	FY 2018/19	FY 2019/20	FY 2020/21	FY 2020/21	FY 2021/22		
	Actual	Actual	Actual Thru Mar-21	Revised Budget	Proposed Budget	Proposed to Revised \$ Change	Proposed to Revised % Change
Services and Supplies							
Professional & Administrative Services - 42	79,671	71,418	48,554	80,177	96,167	15,990	17%
Other Operating Expenses - 43	12,523	9,983	8,651	16,300	14,500	(1,800)	-12%
Total Services and Supplies	92,194	81,400	57,206	96,477	110,667	14,190	13%
Capital Outlay							
Asset Acquisition/Improvement - 47	-	-	-	-	-	-	0%
Total Capital Outlay	-	-	-	-	-	-	0%
Indirect Cost Allocations							
Administrative Credits - 46121	-	-	-	-	-	-	0%
Legal Charges - 46126	-	-	390	-	500	500	100%
Total Indirect Cost Allocations	-	-	390	-	500	500	100%
Total	92,194	81,400	57,596	96,477	111,167	14,690	113%

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2020-21	FY 2021-22
42101 Professional Services			\$ 62,517
Swim Center Operations Contract	\$ 62,517	\$ 46,527	\$ 62,517
42108 Maintenance Structure/Imp		\$ 30,000	\$ 31,150
Annual Fire Sprinkler Maintenance	250		
Building Maintenance	5,000		
Janitorial	6,400		
Landscape Maintenance	2,640		
Pool Maintenance	\$ 8,860		
Pool Supplies	8,000		
42514 Special Department Expense		\$ 3,650	\$ 2,500
Health Permits	\$ 2,500		
	Total Professional/Administrative Services		\$ 96,167
4310X Utilities		\$ 13,500	\$ 11,700
43103 Gas and Electric	\$ 5,700		
43102 Water	6,000		
43201 Property Taxes		\$ 2,800	\$ 2,800

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

EXPENDITURE SUMMARY

	FY 2018/19	FY 2019/20	FY 2020/21	FY 2020/21	FY 2021/22		
	Actual	Actual	Actual Thru Mar-21	Revised Budget	Proposed Budget	Proposed to Revised \$ Change	Proposed to Revised % Change
Services and Supplies							
Professional & Administrative Services - 42	2,211	7,878	9,516	9,741	8,200	(1,541)	-19%
Other Operating Expenses - 43	2,881	2,709	1,361	2,000	2,700	700	26%
Total Services and Supplies	5,092	10,587	10,877	11,741	10,900	(841)	-8%
Indirect Cost Allocations							
Administrative Credits - 46121	-	-	-	-	-	-	0%
Administrative Debits - 46122	-	-	-	-	-	-	0%
Total Indirect Cost Allocations	-	-	-	-	-	-	0%
Total	5,092	10,587	10,877	11,741	10,900	(841)	-8%

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2020-21	FY 2021-22
42107 Equipment Maintenance		\$ -	\$ -
	\$ -		
42108 Maintenance Structure/Imp		\$ 9,641	\$ 8,000
Building Maintenance	\$ 5,000		
Misc. Maintenance	1,850		
Pest Control	450		
Plumbing Supplies	300		
Sanitary Supplies	400		
42501 Bank Fees		\$ 100	\$ 200
	Total Professional/Administrative Services	\$ 8,200	
4310X Utilities		\$ 2,000	\$ 2,700
Gas and Electric	\$ 500		
Water	2,200		

RECREATION FUND - 209
TENNIS - 559

EXPENDITURE SUMMARY

	FY 2018/19	FY 2019/20	FY 2020/21	FY 2020/21	FY 2021/22	Proposed to	Proposed to
	Actual	Actual	Actual Thru Mar-21	Revised Budget	Proposed Budget	Revised \$ Change	Revised % Change
Services and Supplies							
Professional & Administrative Services - 42	-	-	-	100	100	-	0%
Other Operating Expenses - 43	2,310	6,298	3,927	4,608	5,600	992	18%
Total Services and Supplies	2,310	6,298	3,927	4,708	5,700	992	17%
Total	2,310	6,298	3,927	4,708	5,700	992	17%

MAJOR NON-PERSONNEL EXPENSE DETAILS

	FY 2020-21	FY 2021-22
42108 Maintenance Structure/Imp	\$ 100	\$ 100
Building Maintenance	\$ 100	
4310X Utilities	\$ 4,608	\$ 5,600
Gas and Electric	\$ 5,100	
Water	500	

CABLE ACCESS TV FUND - 505
CABLE ACCESS TV CITY SERVICES- 119

EXPENDITURE SUMMARY

	FY 2018/19	FY 2019/20	FY 2020/21	FY 2020/21	FY 2021/22	Proposed to	Proposed to
	Actual	Actual	Actual	Revised	Proposed	Revised	Revised
			Thru Mar-21	Budget	Budget	\$ Change	% Change
Personnel							
Salaries & Wages -401	185,462	171,175	129,579	174,348	183,987	9,639	5%
Overtime - 402	618	3,096	573	1,000	4,000	3,000	75%
Employee Benefits - 410	103,742	121,948	103,412	131,823	147,867	16,044	11%
Total Personnel	289,821	296,219	233,564	307,171	335,854	28,683	9%
Services and Supplies							
Professional & Administrative Services - 42	12,267	4,862	3,697	41,765	57,598	15,833	27%
Other Operating Expenses - 43	11,506	8,544	4,048	8,078	4,048	(4,030)	-100%
Materials & Supplies - 44	351	330	33	200	208	8	4%
Total Services and Supplies	24,124	13,736	7,778	50,043	61,854	11,811	19%
Capital Outlay							
Asset Acquisition/Improvement - 47	21,063	33,327	-	\$21,700	62,091	40,391	65%
Total Capital Outlay	21,063	33,327	-	21,700	62,091	40,391	65%
Indirect Cost Allocations							
Admin Credits - 46121	-	-	-	-	(140,136)	(140,136)	100%
Admin Debits - 46122	-	-	24,765	33,950	23,695	(10,255)	-43%
IS Charges - 46124	22,361	20,764	13,942	20,176	20,014	(162)	-1%
Legal Charges - 46126	-	-	926	926	-	(926)	-100%
General Liability Insurance -46201	6	10,828	11,138	11,640	9,309	(2,331)	-25%
Total Indirect Cost Allocations	22,367	31,592	50,770	66,692	(87,118)	(153,810)	177%
Total	357,375	374,875	292,112	445,606	372,682	(72,925)	-20%

[1] PEG funded

MAJOR NON-PERSONNEL EXPENSE DETAILS

	FY 2020-21	FY 2021-22
42101 Professional Services	\$ 30,000	\$ 48,760
Remote programming and support for Leightronix, Scala and General A/V Contractors (90% funded through production fees)	\$ 25,000	
Equipment Master Plan consultant	23,760	
42106 Software Maintenance	\$ 1,504	\$ 1,515
Scala Annual License	\$ 1,515	
42107 Equipment Maintenance	\$ 2,000	\$ 2,500
Equipment repair	\$ 300	
Equipment repair parts	2,000	
Loaner equipment	200	
42108 Maintenance Structure/Imp	\$ 3,401	\$ 1,616
Cleaning supplies	\$ 297	
Elevator maintenance	713	
HVAC maintenance	475	
Pest control	131	
42201 Office Expense	\$ 460	\$ 238
4230X Travel and Training	\$ 2,500	\$ 2,079
NAB Convention for two employees	\$ 1,485	
Other Travel and Training	\$ 594	
42510 Software Purchase	\$ 600	\$ -
Adobe Editing Software	\$ -	
42514 Special Department Expense	\$ 1,300	\$ 891
Misc. specialized supplies	594	
Other Special Dept Expenses	297	
Total Professional/Administrative Services		\$ 57,598
43102 Utilities	\$ 8,078	\$ 4,048
Gas and Electric	\$ 2,970	
Water	306	
Taxes	772	
44301 Fuel	\$ 200	\$ 208

Fiscal Year (FY) 2021/22 Operating and Capital Budget
 Department Budgets - Community Services

47101 Equipment		\$21,000	\$	61,200
4th Council Chambers camera	\$11,000			
A/D cross over units	4,000			
Chambers audio mixer	5,000			
Chambers microphones	5,000			
DJI UAV	3,200			
Install HD projector/video wall system for Council Chambers	15,000			
SDI audio embedders and de-embedders	3,000			
Video monitors	3,000			
Video router	12,000			
47103 Furniture		\$700	\$	891
2 office desk chairs	\$891			

CABLE ACCESS TV FUND - 505
CABLE ACCESS TV COMMUNITY BUDGET- 120

EXPENDITURE SUMMARY

	FY 2018/19	FY 2019/20	FY 2020/21	FY 2020/21	FY 2021/22	Proposed to	Proposed to
	Actual	Actual	Actual	Revised	Proposed	Revised	Revised
			Thru Mar-21	Budget	Budget	\$ Change	% Change
Services and Supplies							
Professional & Administrative Services - 42	0	0	-	-	177	177	100%
Other Operating Expenses - 43	-	-	-	-	23	23	100%
Materials & Supplies - 44	-	-	-	-	1	1	100%
Total Services and Supplies	-	-	-	-	202	202	100%
Capital Outlay							
Asset Acquisition/Improvement - 47	-	-	-	-	-	-	0%
Total Capital Outlay	-	-	-	-	-	-	0%
Indirect Cost Allocations							
Admin Debits - 46122	-	-	-	-	120	120	100%
IS Charges - 46124	-	-	-	-	57	57	100%
Total Indirect Cost Allocations	-	-	-	-	177	177	100%
Total	-	-	-	-	379	379	100%

[1] PEG funded

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2020-21	FY 2021-22
42101 Professional Services		\$ -	\$ 136
Equipment Master Plan consultant	136		
42106 Software Maintenance		\$ -	\$ 5
Scala Annual License	\$ 5		
42107 Equipment Maintenance		\$ -	\$ 9
Equipment repair	\$ 1		
Equipment repair parts	7		
Loaner equipment	1		
42108 Maintenance Structure/Imp		\$ -	\$ 9
Cleaning supplies	\$ 2		
Elevator maintenance	4		
HVAC maintenance	3		
Pest control	1		
42201 Office Expense		\$ -	\$ 1
	\$ 1		
4230X Travel and Training		\$ -	\$ 12
NAB Convention for two employees	\$ 9		
Other Travel and Training	\$ 3		
42510 Software Purchase		\$ -	\$ -
Adobe Editing Software	\$ -		
42514 Special Department Expense		\$ -	\$ 5
Misc. specialized supplies	3.4		
Other Special Dept Expenses	1.7		
		Total Professional/Administrative Services	\$ 177
43102 Utilities		\$ -	\$ 23
Gas and Electric	\$ 17		
Water	2		
Taxes	4		
44301 Fuel		\$ -	\$ 1

CABLE ACCESS TV FUND - 505
CABLE ACCESS TV CONTRACT SERVICES- 121

EXPENDITURE SUMMARY

	FY 2018/19	FY 2019/20	FY 2020/21	FY 2020/21	FY 2021/22	Proposed to Revised	Proposed to Revised
	Actual	Actual	Actual Thru Mar-21	Revised Budget	Proposed Budget	\$ Change	% Change
Services and Supplies							
Professional & Administrative Services - 42	-	-	-	-	21,297	21,297	100%
Other Operating Expenses - 43	-	-	-	-	2,746	2,746	100%
Materials & Supplies - 44	-	-	-	-	141	141	100%
Total Services and Supplies	-	-	-	-	24,185	24,185	100%
Capital Outlay							
Asset Acquisition/Improvement - 47	-	-	-	-	605	605	100%
Total Capital Outlay	-	-	-	-	605	605	100%
Indirect Cost Allocations							
Admin Debits - 46122	-	-	-	-	16,076	16,076	100%
IS Charges - 46124	-	-	-	-	7,648	7,648	100%
Total Indirect Cost Allocations	-	-	-	-	23,724	23,724	100%
Total	-	-	-	-	48,513	48,513	100%

[1] PEG funded

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2020-21	FY 2021-22
42101 Professional Services		\$ -	\$ 16,120
Equipment Master Plan consultant	16,120		
42106 Software Maintenance		\$ -	\$ 611
Scala Annual License	\$ 611		
42107 Equipment Maintenance		\$ -	\$ 1,008
Equipment repair	\$ 121		
Equipment repair parts	806		
Loaner equipment	81		
42108 Maintenance Structure/Imp		\$ -	\$ 1,096
Cleaning supplies	\$ 202		
Elevator maintenance	484		
HVAC maintenance	322		
Pest control	89		
42201 Office Expense		\$ -	\$ 161
4230X Travel and Training		\$ -	\$ 1,411
NAB Convention for two employees	\$ 1,008		
Other Travel and Training	\$ 403		
42510 Software Purchase		\$ -	\$ -
Adobe Editing Software	\$ -		
42514 Special Department Expense		\$ -	\$ 891
Misc. specialized supplies	594		
Other Special Dept Expenses	297		
		Total Professional/Administrative Services \$ 21,297	
43102 Utilities		\$ -	\$ 2,746
Gas and Electric	\$ 2,015		
Water	208		
Taxes	524		
44301 Fuel		\$ -	\$ 141
47103 Furniture		\$ 0	\$ 605
2 office desk chairs	\$605		

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General Government

Mission

The mission of General Government is to appropriate funds for general City administrative overhead costs.

Major Services and Functions

The General Government Department is a department established in the City’s accounting system to provide a clearing house for payment of certain debt that is not tied to another specific department and accounting of cost recovery for internal services. As currently organized, the department does not perform any services.

FY 2020/21 Key Accomplishments

- Account for debt service payments, retiree medical reimbursement, and internal transfers

FY 2021/22 Key Priorities and Projects

- Continue to account for internal service functions

Major Changes in FY 2021/22 Budget

There are not any major changes to the General Government department budget for FY2021/22.

Position Summary

Position	2017/18	2018/19	2019/20	2020/21	2021/22
Management Analyst	1.00	1.00	1.00	0.00	0.00
Total	1.00	1.00	1.00	0.00	0.00

Note that the Management Analyst position that was budgeted in the department up until FY 2019/20, and performs miscellaneous special projects, was moved to the City Manager department budget in FY 2020/21 to better reflect its primary tasks.

GENERAL GOVERNMENT BUDGET SUMMARY

	FY 2018/19	FY 2019/20	FY 2020/21	FY 2020/21	FY 2021/22		
	Actual	Actual	Actual Thru Mar-21	Revised Budget	Proposed Budget	Proposed to Revised \$ Change	Proposed to Revised % Change
REVENUE / FUNDING SOURCE							
General Fund - 100	23,293,714	2,803,216	1,751,559	2,986,938	2,676,149	(310,789)	-12%
Measure S 2014 - 106	544,918	692,500	591,250	693,000	715,500	22,500	3%
Measure J - 215	47,049		48,930	48,930	48,930	-	0%
Total	23,885,681	3,495,716	2,391,739	3,728,868	3,440,579	(288,289)	-8%

EXPENDITURES BY CATEGORY

Personnel

Salaries & Wages - 401	70,673	83,093	-	-	-	-	0%
Employee Benefits - 410	62,275	65,351	-	-	-	-	0%
Med Insurance/Retirement - 411	972,834	1,012,196	765,937	1,098,500	1,120,470	21,970	2%
Total Personnel	1,105,782	1,160,641	765,937	1,098,500	1,120,470	21,970	2%

Services and Supplies

Professional & Administrative Services - 42	370,368	337,293	191,396	442,710	96,309	(346,401)	-360%
Other Operating Expenses - 43	10,170	12,884	12,946	12,400	16,700	4,300	26%
Total Services and Supplies	380,538	350,177	204,342	455,110	113,009	(342,101)	-303%

Capital Outlay

Asset Acquisition/Improvement - 47	-	10,325	-	-	-	-	0%
Total Capital Outlay	-	10,325	-	-	-	-	0%

Debt Service

Debt Principal - 48101	241,322	233,014	227,389	227,389	221,565	(5,824)	-3%
Debt Interest - 48102	278,678	301,986	327,611	327,611	353,435	25,824	7%
Cost of Issuance - 48103	3,631	1,120	1,107	1,107	1,107	-	0%
Total Debt Service	523,631	536,120	556,107	556,107	576,107	20,000	3%

Indirect Cost Allocations

Information Systems (IS) Charges - 46	142,894	178,963	130,045	196,389	212,538	16,149	8%
General Liability Insurance - 46201	2	4,432	-	-	-	-	0%
Total Indirect Cost Allocations	142,897	183,395	130,045	196,389	212,538	16,149	8%

Operating Transfers Out - 49901	21,732,833	1,255,058	735,308	1,422,762	1,418,455	(4,307)	0%
Total	23,885,681	3,495,716	2,391,739	3,728,868	3,440,579	(288,289)	-8%

EXPENDITURES BY PROGRAM

General Government - 117	23,885,681	3,495,716	2,391,739	3,728,868	3,440,579	(288,289)	-8%
Total	23,885,681	3,495,716	2,391,739	3,728,868	3,440,579	(288,289)	-8%

MAJOR NON-PERSONNEL EXPENSE DETAILS

	FY 2020-21	FY 2021-22
42101 Professional Services	\$ 326,797	\$ -
Architectural Drawings (Faria House)	\$ -	
HdL Economic Development (<i>Moved to City Manager dept</i>)	\$ -	
Animal Control Services	-	
Library services reimbursement agreement -40 Base	-	
Mural maintenance	-	
WCCUSD Summer Intern	-	
<i>(Professional services moved to Community Services)</i>		
42107 Equipment Maintenance	\$ 100	\$ 100
42201 Office Expense	\$ 13,000	\$ 13,000
Office Supplies	5,000	
Copier Supplies	1,000	
Other Office Expenses	7,000	
42203 Office Expense/Shipping & Mailing	\$ 9,779	\$ 9,779
Postage Equipment	\$ 6,779	
Postage & Shipping	3,000	
4230X Travel & Training	\$ 1,500	\$ 1,500
42401 Memberships	\$ 19,604	\$ -
ABAG Dues	\$ -	
Bay Area News Group subscription	-	
CAER dues	-	
LAFCO dues	-	
League of CA Cities	-	
<i>(Memberships were moved to the City Council dept)</i>		
42501 Bank Fees	\$ 14,000	\$ 14,000
Mechanics Bank and Bank of the West fees	\$14,000	
42511 Equipment Rent	\$ 3,500	\$ 3,500
Restroom Services (Farmers market & PVP)	\$3,500	
42513 Rent	\$ 2,700	\$ 2,700
Tennent Ave Parking lot. 401-142-012 (AT&T)	\$ 2,700	
42514 Special Department Expense	\$ 2,800	\$ 2,800
Flowers for funerals and special occasions	\$ 300	
Miscellaneous	2,000	
Notary fees and supplies	100	
UPS/FedEx/Misc. shipping	400	

Total Professional/Administrative Services

47,379

Fiscal Year (FY) 2021/22 Operating and Capital Budget
Department Budgets - General Government

4310X Utilities		\$ 12,400	\$ 16,700
43103 Gas/Electric	\$ 15,300		
43102 Water	900		
4310X Comcast	500		

48101 Debt Principal		\$ 227,389	\$ 221,565
Pension Obligation Bond principal	\$ 227,389		

48102 Debt Interest		\$ 327,611	\$ 353,435
Pension Obligation Bond interest	\$ 327,611		

49901 Transfers Out		\$ 729,762	\$ 702,955
PCTV Operating contribution	105,124		
Recreation operation contribution	597,831		

MEASURE S - 2014 FUND - 106

49901 Transfers Out		\$ 693,000	\$ 715,500
Arterial Street Rehabilitation Projects	\$ 250,000		
Cable TV Contribution	55,000		
Recreation-Cinema in the Park	2,500		
Recreation-Community Service Commission	2,000		
Recreation-Summer Sounds in the Park	3,500		
Recreation-Swim Center Contribution	65,000		
Recreation-Tree Lighting	2,500		
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

42401 Memberships		\$ 48,930	\$ 48,930
WCCTAC dues	\$ 48,930		

Fiscal Year (FY) 2021/22 Operating and Capital Budget
General Government - Schedule of Transfers

The General Fund provides annual contributions to the Recreation and Pinole Community Television (PCTV) programs to fund any operational deficiencies. Only the amounts necessary to fund operations are transferred towards the end of the fiscal year. Measure S 2014 funds annual contributions to the Equipment Reserve Fund for future equipment replacement needs, as well as sets aside funds for the arterial street rehabilitation and street improvement projects. Special community events, such as the annual tree lighting, are also funded by Measure S 2014.

FUND #	DESCRIPTION	TRANSFER-OUT ACCOUNT #	AMOUNT	FUND #	DESCRIPTION	TRANSFER-IN ACCOUNT #	PURPOSE
100	General Fund	100-117-49901	105,124	505	Cable Television Fund	505-119-39901	Cable Television contribution [1]
100	General Fund	100-117-49901	597,831	209	Recreation Fund	209-551-39901	Recreation operating contribution [1]
Subtotal Transfers from the General Fund			<u>702,955</u>				
106	Measure S 2014 Fund	106-117-49901	65,000	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	10,500	209	Recreation Fund	209-551-39901	Recreation: Cinema, Community Service, Summer Sounds, Tree Lighting.
Subtotal Transfers from Measure S 2014			<u>630,500</u>				
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
Subtotal Transfers from Measure S 2014			<u>85,000</u>				
Grand total Transfers			<u><u>1,418,455</u></u>				

NOTES:

[1] Only enough to balance will be transferred.

Debt Obligations

A best practice in public finance is to show the City’s debt obligations in its budget. The City has just three long-term debt obligations, other than those of the Redevelopment Successor Agency.

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 raise funds, presumably at a lower cost, to pay down 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. The debt structure does not allow the bonds to be retired any earlier than 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:

For the Year Ending, June 30	Principal	Interest
2021	\$ 227,389	\$ 327,611
2022	221,565	353,435
2023	215,586	379,414
2024	207,790	402,210
2025	203,321	431,679
*2026-2030	929,280	2,555,719
*2031-2035	808,705	3,291,296
2036	148,203	751,797
	\$ 2,961,839	\$ 8,493,161

**The total principal and total interest will be spread over the five-year period.*

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
2021	\$ 318,000	\$ 200,866
2022	329,000	191,323
2023	341,000	181,440
2024	347,000	171,292
2025	362,000	160,834
2026-2030	1,968,000	635,607
2031-2035	2,287,000	322,656
2036-2037	1,016,000	30,238
	<u>\$ 6,968,000</u>	<u>\$ 1,894,255</u>

2016 Clean Water State Revolving Fund

In May 2016, the City entered into a loan agreement with the State of California Water Resources Control Board to provide funding for its 50% share of upgrades to the Pinole-Hercules Wastewater Pollution Control Plant to achieve compliance with Regional Water Quality Board NPDES. Funds are drawn on the agreement as work is completed up to a maximum amount of \$26.7 million plus any construction period interest. The loan accrues interest at a rate of 1.7 percent annually. Annual principal payments are due each July 1, commencing July 1, 2020. Final payment is due July 2049. Net revenues, defined as all sewer enterprise fund revenues less operations and maintenance costs (excluding depreciation and amortization expenses), are pledged for future debt service. As of June 30, 2020, the total debt outstanding on the loan is \$25,456,833. Additional loan principal of \$3,715,262 was added to the outstanding loan balance during the fiscal year ended June 30, 2020, and as such, the table below includes future debt service requirements related to this amount.

Year Ending June 30,	Principal	Interest
2021	\$ 682,858	406,326
2022	668,026	421,158
2023	679,383	409,801
2024	690,932	398,252
2025	702,678	386,506
2026-2030	3,696,687	1,749,232
2031-2035	4,021,772	1,424,147
2036-2040	4,375,445	1,070,475
2041-2045	4,760,220	685,700
2046-2049	5,178,832	267,088
	<u>\$ 25,456,833</u>	<u>\$ 7,218,685</u>

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CITY OF PINOLE

CAPITAL IMPROVEMENT PLAN

FY 2021/22 - 2025/26



CAPITAL IMPROVEMENT PLAN

FY 2021/22 - 2025/26

CITY COUNCIL

Norma Martinez-Rubin, Mayor

Vincent Salimi, Mayor Pro Tem

Anthony L. Tave, Councilmember

Devin Murphy, Councilmember

Maureen Toms, Councilmember

CITY MANAGER

Andrew Murray

DEVELOPMENT SERVICES DIRECTOR

Tamara Miller



Introduction

The Capital Improvement Plan (CIP) is a multi-year planning tool used to identify and implement the City's capital needs over the upcoming five-year period. The CIP aligns the needs with appropriate funding, scheduling, and implementation. This document is a working blueprint for building and sustaining publicly funded physical infrastructure. Capital improvements refer to physical assets and include the design, purchase, construction, maintenance, or improvement of public resources (i.e. parks public infrastructure, equipment, public spaces). These improvements influence Pinole's built and natural environment and help guide the trajectory of future growth or change.

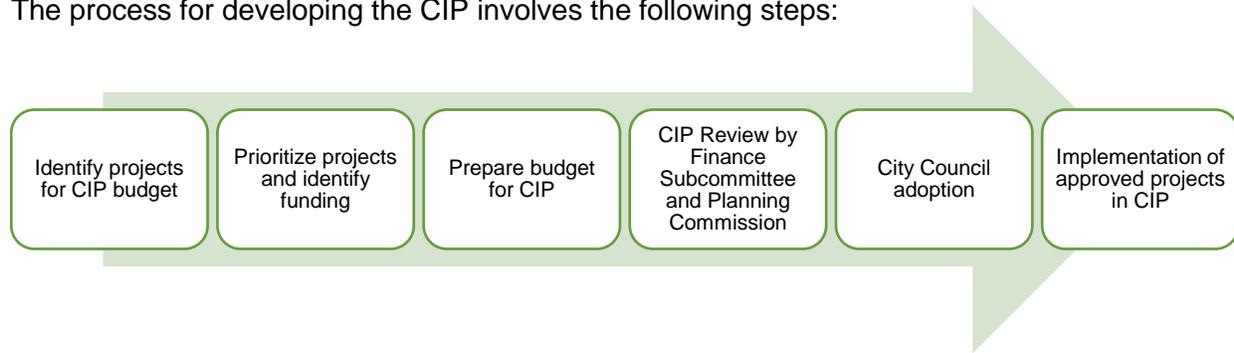
The projects in the CIP fall into the following broad categories: facility maintenance, parks, sewer collection and treatment, stormwater, streets and roads. These projects are developed in collaboration with department heads, and division managers under the direction of the City Manager to ensure all department needs are represented.

The CIP is reviewed and updated annually for capital projects and programs that support City goals and objectives including priorities identified in the 2020-2025 Strategic Plan of developing a disciplined approach to funding infrastructure maintenance and improvements. The City seeks to enhance its focus on the state of the infrastructure throughout the community by first inventorying all the assets, assessing their contributions to a safe and vibrant Pinole, assessing their current conditions, and creating a disciplined investment approach resulting in a strong and purpose driven Capital Investment Plan. This work effort has already commenced with the development of a Sanitary Sewer Collection System Master Plan which includes an asset inventory of the collection system, capacity analysis, and condition analysis. In FY 2021-22 we will follow with the development of various plans including a Park Master Plan, Local Road Safety Plan, Active Transportation Plan, Storm Drain Master Plan, Recycled Waster Master Plan, and Muncipal Broadband Master Plan.

The preparation and adoption of the CIP is an important part of Pinole's financial planning and budgeting process. Proposed projects are reviewed by the Planning Commission for consistency with the General Plan. The Finance Subcommittee also reviews and analyzes all aspects of the CIP and makes recommendations. Project priority and selection is based on specific criteria, such as:

- Consistency with community plans and policies;
- Regulatory compliance;
- Public and political support;
- Sustainability;
- Cost savings or revenue generation;
- Project demand, determined by inventory of existing land, equipment, and facility conditions;
- Economic, environmental, aesthetic or social impacts; and
- Public health, safety or other legal concerns.

The process for developing the CIP involves the following steps:



Next Steps in City Capital Planning

The City will complete condition assessment of all the City's capital assets and identify the funding levels required to maintain these assets. The City will continue to integrate capital planning information into the Long-Term Financial Plan, so City decision makers are aware of the City's capital needs when they consider allocation of the City's limited financial resources and consider possibly pursuing additional sources of City revenue.

Project Funding

A variety of funding sources support projects listed in the CIP. The first year's program in the CIP is adopted by the City Council as the Capital Budget, as a counterpart to the annual Operating Budget. The fiscal resources are appropriated only in the first year, the subsequent four years of the CIP are important for long term planning and subject to further review and modification.

The CIP is funded primarily with funds restricted for specific purposes. The next page describes various funding sources and their restrictions. Some projects are entirely or partially funded by grants and reimbursements from state and federal government and other agencies.

Funding Sources

Fund #	Fund Name (restriction)	Description
100	General Fund (unrestricted)	The General Fund is the main operating fund for the City. It accounts for sources and uses of resources that (primarily) are discretionary to the City Council in the provision of activities, programs and services deemed necessary and desirable by the community.
106	Measure S 2014 (unrestricted)	Accounts for 2014 voter-approved half-cent Local Use Tax which levies 0.5% each on all merchandise. Although these are unrestricted General Fund revenues, the 2014 Use Taxes have been allocated by the City Council to fund Infrastructure Projects as their highest funding priority.
200	Gas Tax - RMRA (roads and right-of-way)	Accounts for the Highway Users Tax (HUTA) State imposed excise taxes on gasoline and diesel fuel sales within the City limits. Gas Tax funds are restricted for use in the construction, improvement and maintenance of public streets. The taxes are allocated to Pinole through the Road Maintenance and Rehabilitation Account (RMRA) established by the Road Repair and Accountability Act of 2017.
214	Solid Waste	Accounts for special revenue received from Republic Services from a surcharge assessed on customer rates for solid waste services. These funds are set aside for future solid waste capital and for a rate stabilization fund.
215	Measure J (roads only)	Accounts for special sales tax revenues collected by Contra Costa Transportation Authority (CCTA) and reapportioned to cities for local street projects. This fund also accounts for return to source funds and grant funds.
PGE	Rule 20A (undergrounding projects)	Through Rule 20A, the California Public Utilities Commission requires Pacific Gas and Electric (PG&E) to set aside funds annually to finance the undergrounding of overhead electrical facilities located on public streets within the City of Pinole.
276	Growth Impact Fees (nexus identified needs)	Accounts for development fees collected to mitigate the impact of new development. Provides funds for nexus identified needs only.
325	City Street Improvements (roads only)	Accounts for funds set aside by the City of Pinole to fund street improvement projects. The Measure S 2014 funding plan allocates \$250k annually to this fund.
327	Park Grants (parks only)	Accounts for grants and reimbursements from the state and federal government and other agencies related to parks.
377	Arterial Street Rehabilitation (roads only)	Accounts for funds set aside by the City of Pinole to fund arterial street rehabilitation projects. The Measure S 2014 funding plan allocates \$250k annually to this fund.
500	Sewer Enterprise (sewer only)	Accounts for fees charged to residents and businesses for sewer utilities. Fees are used to operate the Pinole-Hercules Water Pollution Control Plant which services the Pinole and Hercules areas.

Grants

Certain projects are eligible to receive grant funds from state, federal, or other agencies. Road projects listed in the CIP receive grant funding from a variety of sources such as:

- California Department of Transportation (Caltrans)
 - Highway Bridge Program (HBP) – funds to improve bridge structural safety.
 - Project: RO1710
 - Highway Safety Improvement Program (HSIP) – funds projects that significantly reduce fatalities and injuries on all public roads.
 - Project: RO2104
- West Contra Costa Transportation Advisory Committee (WCCTAC)
 - Subregional Transportation Mitigation Program (STMP) – funds projects that provide congestion relief and mitigate traffic impacts on regional routes through capacity improvements on those routes, improved transit services for subregional and regional travel, and improved facilities that allow West County residents to more efficiently access regional routes and transit service.
 - Projects: RO2105, RO1902, and RO1710
- Metropolitan Transportation Commission (MTC)
 - One Bay Area Grant 2 (OBAG2) – policy framework for MTC’s distribution of federal State Transportation Program and Congestion Mitigation and Air Quality Improvement Program funds. The OBAG2 program provides funding for local street and road maintenance, streetscape enhancements, bicycle and pedestrian improvements, Safe Route to School projects, Priority Conservation Areas, and Transportation planning.
 - Projects: RO1801, and RO1714
 - Transportation Development Act (TDA) Article 3 – funds construction and/or engineering of bicycle or pedestrian capital or quick build projects, maintenance of Class I or Class IV separated bikeways, bicycle and/or pedestrian safety education projects, development of a comprehensive bicycle or pedestrian facilities plans, and restriping Class II bicycle lanes and buffered bicycle lanes.
 - Project: RO1714

The receipt of certain grants and reimbursements typically follow the award of contracts; therefore, other City funding is programmed for front-end financing of the total estimated project costs.

Overview of Recommended Capital Budget

The FY 2021/22 – 2024/25 CIP contains 39 projects which includes 16 new projects. The CIP also contains information for 25 unfunded and unprogrammed projects. A funded project is one that has identified specific funding, including on-going existing resources to fully implement the project. A partially funded project has funding to accomplish various phases of the project but lacks sufficient funding to complete the project. An unfunded project is one that has been identified in the CIP as a need but no funding secured to implement the project. Should funding become available through grant or other sources, the unfunded list can be reviewed to determine if it is suitable to seek such funding.

CIP projects fall into the following categories: Facilities, Parks, Sanitary Sewer, Stormwater, and Roads. The nomenclature for the project number is derived as follows:

Project numbers begin with the abbreviation of the project category, followed by the year the project was first programmed, and then a unique sequence number. For example, FA2001 refers to a facilities project which was first programmed in 2020 with a unique sequence number of 01. Unfunded projects begin with UF and are followed by a unique sequence number.

Category	Abbreviation
Facilities	FA
Parks	PA
Sewer	SS
Stormwater	SW
Roads	RO
Unfunded	UF

In FY2021/22, there are 31 projects programmed for funding, including 13 new projects. Below is a summary of the various funding sources based on project category.

FY 2021/22		PROJECT CATEGORIES					FY 2021/22 TOTALS BY FUND
Funding Sources	Fund	Facilities FA	Parks PA	Sanitary Sewer SS	Storm-water SW	Roads RO	
General Fund	100	\$200,000		\$200,000		\$245,000	\$645,000
Measure S 2014	106	\$904,207	\$160,242		\$302,000	\$176,300	\$1,542,749
Gas Tax	200					\$509,445	\$509,445
Solid Waste	214		\$425,000				\$425,000
Measure J	215					\$706,000	\$706,000
PG&E – Rule 20A						\$511,532	\$511,532
Growth Impact Fees	276				\$78,860	\$200,000	\$278,860
City Street Improvements	325					\$969,185	\$969,185
Park Grants	327		\$189,758				\$189,758
Arterial Street Rehabilitation	377					\$819,689	\$819,689
Sewer Enterprise	500			\$801,257		\$28,398	\$829,655
FY 2021/22 TOTALS BY PROJECT CATEGORY		\$1,104,207	\$775,000	\$1,001,257	\$380,860	\$4,165,549	\$7,426,873



**CITY OF PINOLE
FY2021-22 THROUGH 2025-26
FIVE-YEAR CAPITAL IMPROVEMENT PLAN**

SOURCES BY FUND	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	5-Year Total
100 - General Fund	\$ 645,000	\$ -	\$ -	\$ -	\$ -	\$ 645,000
106 - Measure S 2014	\$ 1,563,609	\$ 997,406	\$ -	\$ -	\$ -	\$ 2,561,015
200 - Gas Tax	\$ 509,445	\$ -	\$ -	\$ -	\$ -	\$ 509,445
214 - Solid Waste	\$ 425,000	\$ -	\$ -	\$ -	\$ -	\$ 425,000
215 - Measure J	\$ 706,000	\$ -	\$ -	\$ -	\$ -	\$ 706,000
PGE - Rule 20A	\$ 511,532	\$ -	\$ -	\$ -	\$ -	\$ 511,532
276 - Growth Impact Fees	\$ 258,000	\$ 200,000	\$ -	\$ -	\$ -	\$ 458,000
325 - City Street Improvements	\$ 969,185	\$ 261,586	\$ 1,139,618	\$ 560,000	\$ 890,000	\$ 3,820,390
327 - Park Grants	\$ 189,758	\$ -	\$ -	\$ -	\$ -	\$ 189,758
377 - Arterial Streets Rehabilitation	\$ 819,689	\$ 550,000	\$ -	\$ -	\$ -	\$ 1,369,689
500 - Sewer Enterprise Fund	\$ 829,655	\$ 90,597	\$ 1,200,000	\$ -	\$ -	\$ 2,120,252
Sources Total	\$ 7,426,873	\$ 2,099,589	\$ 2,339,618	\$ 560,000	\$ 890,000	\$ 13,316,080
Unfunded Total			\$ 2,096,240			\$ 2,096,240
Total Sources Required	\$ 7,426,873	\$ 2,099,589	\$ 4,435,858	\$ 560,000	\$ 890,000	\$ 15,412,320

FACILITIES									
PRJ #	USES BY PROJECT	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	Account #	FY 2021-22 Funds	Funding Source
FA2102	Emergency Power for Critical Facilities	\$200,000					100-343-47201	\$200,000	General Fund
FA2103	Municipal Broadband Master Plan	\$60,000					106-118-47201	\$60,000	Measure S 2014
FA2001	Post Office Maintenance	\$80,000					106-343-47201	\$80,000	Measure S 2014
FA2002	Electric Vehicle Charging Stations	\$20,000					106-343-47201	\$20,000	Measure S 2014
FA1901	Senior Center Auxiliary Parking Lot <small>formerly known as Fowler House lot reuse</small>	\$182,207	\$432,406				106-343-47201	\$182,207	Measure S 2014
FA1902	Energy Upgrades	\$220,000					106-343-47201	\$220,000	Measure S 2014
FA1702	Citywide Roof repairs and replacement	\$272,000	\$140,000				106-343-47201	\$272,000	Measure S 2014
FA1703	Paint City Hall	\$70,000					106-343-47201	\$70,000	Measure S 2014
PARKS									
PRJ #	USES BY PROJECT	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	Account #	FY 2021-22 Funds	Funding Source
PA2101	Installation of high capacity trash bins	\$425,000					214-345-47203	\$425,000	Solid Waste Fund
PA2001	Bocce Ball Court	\$250,000					106-343-47201 327-345-47203	\$60,242 \$189,758	Measure S 2014 Park Grants
PA1901	Pinole Valley Park Soccer Field Rehabilitation		\$200,000				106-345-47203	\$0	Measure S 2014
PA1704	Park Master Plan	\$100,000					106-345-47203	\$100,000	Measure S 2014
SANITARY SEWER									
PRJ #	USES BY PROJECT	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	Account #	FY 2021-22 Funds	Funding Source
SS2101	Secondary Clarifier - Center Column Rehabilitation	\$350,000					500-641-47201	\$350,000	Sewer Enterprise
SS2102	Air Release Valve Replacements	\$50,000					500-641-47201	\$50,000	Sewer Enterprise
SS2103	Recycled Water Master Plan	\$200,000					100-341-42101	\$200,000	General Fund
SS2001	Sanitary Sewer Collection System Master Plan	\$301,257					500-642-47201	\$301,257	Sewer Enterprise
SS2002	Water Pollution Control Plant Lab Remodel	\$100,000					500-642-47201	\$100,000	Sewer Enterprise
SS1702	Sewer Pump Station Rehabilitation			\$1,200,000			500-641-47201	\$0	Sewer Enterprise
STORMWATER									
PRJ #	USES BY PROJECT	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	Account #	FY 2020-21 Funds	Funding Source
SW2001	Roble Road Drainage Improvements		\$200,000				276-344-47206	\$0	Growth Impact Fees
SW2002	Adobe Road Repair and Drainage Improvements		\$150,000				106-344-47206	\$0	Measure S 2014
SW1901	Hazel Street Gap Closure (Sunnyview)	\$380,860					106-344-47206 276-344-47206	\$322,860 \$58,000	Measure S 2014 Growth Impact Fees
SW1703	Storm Drainage Master Plan		\$75,000				106-344-42101	\$0	Measure S 2014
ROADS									
PRJ #	USES BY PROJECT	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	Account #	FY 2021-22 Funds	Funding Source
RO2501	Residential Slurry Seal					\$890,000	325-342-47205	\$0	City Street Improvements
RO2401	Cape Seal				\$560,000		325-342-47205	\$0	City Street Improvements
RO2301	Residential Slurry Seal			\$890,000			325-342-47205	\$0	City Street Improvements
RO2101	Arterial Rehabilitation	\$42,205	\$550,000				377-342-47205	\$42,205	Arterial Rehabilitation
RO2102	Tennent Ave. Rehabilitation	\$409,480	\$257,918				500-641-47201 200-342-47205	\$28,398 \$381,082	Sewer Enterprise Gas Tax - RMRA
RO2103	Pedestrian Bridge Repair	\$55,700					106-344-47206	\$55,700	Measure S 2014
RO2104	Local Road Safety Plan	\$33,447					325-342-47205	\$33,447	Caltrans - HSIP
RO2105	Appian Way Complete Streets Project	\$100,000					325-342-47205	\$100,000	WCCTAC - STMP Fees
RO2106	Active Transportation Plan	\$75,000					100-341-47205	\$75,000	General Fund
RO2107	Brandt St. Improvements	\$170,000					100-342-47205	\$170,000	General Fund
RO1902	Pedestrian Improvements at Tennent Ave. near R X R	\$43,380		\$661,250			325-342-47205	\$43,380	WCCTAC - STMP Fees
RO1801	San Pablo Ave. Rehabilitation	\$1,363,484					377-342-47205 215-342-47205	\$777,484 \$586,000	Arterial Rehabilitation MTC/(OBAG 2)
RO1802	Hazel Street Gap Closure (Sunnyview)	\$200,000					276-344-47205 276-344-47205	\$150,000 \$50,000	Developer Growth Impact Fees
RO1708	Pinole Valley Road Improvements	\$100,000					200-342-47205	\$100,000	Gas Tax - RMRA
RO1709	Pinole Valley Road Underground District	\$539,895					200-342-47205 Rule20A	\$28,363 \$511,532	Gas Tax - RMRA Rule 20A Credits
RO1710	San Pablo Ave. Bridge over BNSF Railroad**	\$630,735	\$94,265	\$1,684,608			325-342-47205 325-342-47205 325-342-47205	\$75,000 -\$35,853 \$591,588	WCCTAC - STMP Fees City Street Improvements Caltrans - HBP
RO1714	Safety Improvements at Appian Way & Marlesta Rd. <small>formerly known as HAWK at Appian Way and Marlesta</small>	\$402,223					325-342-47205 215-342-47205 325-342-47205 106-344-47206	\$32,223 \$120,000 \$129,400 \$120,600	City Street Improvements MTC/OBAG2 MTC/TDA Article 3 Measure S 2014
Uses by Project Total		\$7,426,873	\$2,099,589	\$4,435,858	\$560,000	\$890,000			

LEGEND:
 • Items highlighted in blue are unfunded projects.
 • Items highlighted in orange indicate a project or project funding is carried over from prior fiscal year.
 • Items highlighted in purple are new projects, or new funding allocations in FY 2021-22.
 • Project numbers: **FA** = Facilities; **PA** = Parks; **SS** = Sanitary Sewer; **SW** = Storm Water; **RO** = Roads.
 **Caltrans funded total project cost is \$38 million and extends beyond the proposed Plan years.

FACILITIES

FA2101 - Emergency Power for Critical Facilities

Initial Project Start: July 1, 2022
Initial Project Completion: June 30, 2023
Revised Project Start:
Revised Project Completion:
Project Origin: Council Request
Multi-year Project: No



Description: During severe natural hazard events, it is highly likely that utility power will not be available for an extended period of time. Critical facilities will need reliable sources of sustained electrical power to continue operations. This project will: 1) identify critical facilities in need of back-up power in coordination with an Emergency Operations Plan (EOP) , 2) assess power loads in each critical facility that requires back-up power, 3) determine the costs and technology options including solar battery storage, and 4) make any additional recommendations to Council before advancing to construction.

Supplemental Information: The Public Safety Building, Fire Station 74, and the Water Pollution Control Plant have stand by generators.

Budget:

	Fund	Prior Funding	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26
Planning	100		\$ 200,000				
	Subtotal		\$ 200,000				
	Total Cost Estimate:		\$ 200,000				

FACILITIES

FA2102 - Municipal Broadband Master Plan

Initial Project Start: July 1, 2023
Initial Project Completion: June 30, 2024
Revised Project Start:
Revised Project Completion:
Project Origin: Council Request
Multi-year Project: No



Description: Development of a Broadband Master Plan will provide an inventory of current and future needs of Pinole and develop a blueprint for Pinole to ensure the availability of affordable, reliable high-speed internet access. The Master Plan will incorporate strategies to manage the public right-of-way and assets therein, identify networks to deliver government services, find opportunities for public works projects to incorporate cost-effective installation of telecommunications infrastructure, find partnership opportunities with local and regional utilities for joint trench and cost sharing opportunities, identify strategies to facilitate competition and encourage universal access and address digital divide, and establish incremental plans for growth and evolution of telecommunications services in Pinole.

Supplemental Information:

Budget:

	Fund	Prior Funding	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26
Planning	106		\$ 60,000				
	Subtotal		\$ 60,000				
	Total Cost Estimate:		\$ 60,000				

FACILITIES

FA2001 - Post Office Maintenance

Initial Project Start: July 1, 2020
Initial Project Completion: June 30, 2021
Revised Project Start:
Revised Project Completion: June 30, 2022
Project Origin: Lease Agreement
Multi-year Project: No



Description: The City of Pinole owns certain property located at 2101 Pear Street (APN: 401-163-003) and since 1960, the United States Post Office (USPO) has leased 2101 Pear Street from the City serving as a Post Office. On September 2, 2014, City Council adopted Resolution 2014-51 to execute a five year lease agreement (with Two 5-Year Options) with the USPO for the use of 2101 Pear Street. Under the terms and conditions of the lease, the City is responsible for maintaining the existing facility, including the heating and air conditioning system, electrical systems, light fixtures, and landscaping. The terms of the lease also stipulate that the City must paint all and exterior previously painted no later than six (6) months following the start of the lease, or at least once every five (5) years during the continuance of the lease unless required more often because of damage from casualties. This project involves satisfying the painting clause in the lease agreement.

Supplemental Information: The current lease period is from 09/01/2020 - 08/31/2025.

Budget:

	Fund	Prior Funding	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26
Construction	106		\$ 80,000				
	Subtotal		\$ 80,000				
Total Cost Estimate:			\$ 80,000				

FACILITIES

FA2002 - Electric Vehicle Charging Stations

Initial Project Start: July 1, 2020
Initial Project Completion: June 30, 2021
Revised Project Start:
Revised Project Completion: June 30, 2022
Project Origin: Council Request
Multi-year Project: No



Description: Installation of electric vehicle (EV) charging stations at City facilities to support increased adoption and use of zero emission vehicles. An assessment of City facilities coupled with grant funding opportunities dictate the most suitable locations for installation of charging stations. In October 2020, the City reserved a charging rebate with Marin Clean Energy (MCE) for the installation of charging infrastructure and project technical assistance. The technical assistance provided by MCE covers: a site assessment which includes a review of ADA and options for charging station placement, a load study to understand the proposed site’s electrical capacity, and an EV charger planning report. City staff worked with the technical assistance provider to select a publicly accessible site where installation of charging infrastructure was feasible. A load study was conducted at the public parking lot serving the Public Safety Building located at 880 Tennent Ave. The results of the load study indicated that the site could support charging infrastructure. This project will install charging infrastructure at the Public Safety Building. City staff will release a Request for Proposals to select a qualified vendor to supply and install charging station infrastructure in the City of Pinole.

Supplemental Information: City staff continue to assess other public locations throughout Pinole for opportunities to incorporate EV charging infrastructure.

Budget:

	Fund	Prior Funding	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26
Construction	106		\$ 20,000				
	Subtotal		\$ 20,000				
Total Cost Estimate:			\$ 20,000				

FACILITIES

FA1901 - Senior Center Auxiliary Parking Lot

Initial Project Start: July 1, 2020
Initial Project Completion: June 30, 2021
Revised Project Start:
Revised Project Completion: June 30, 2023
Project Origin: Fowler Lot Re-Use Committee
Multi-year Project: Yes



Description: On April 16, 1990 City Council adopted Resolution 2380 authorizing the purchase of 2548 Charles Street. At the time of purchase, City Council determined that construction of a Senior Center was necessary, and that this property was needed to provide sufficient parking for the Center. The parcel is surrounded by municipal parking lots which serve the Senior Center and Old Town Pinole. On February 2, 2021 City Council adopted Resolution 2021-07 and awarded a contract to a consultant for the preliminary engineering and design for the parking lot. The parking lot will be designed to be a multi-benefit project that includes pavement structural section, striping, lighting, bicycle parking, electric vehicle charging stations, stormwater capture and retention, and drought tolerant landscaping. The final design will offer the maximum number of parking spaces while allowing access for both vehicles and pedestrians and include aesthetic design components.

Supplemental Information: The Fowler House tenants remained in the property till 2010 and many discussions took place to determine the best use of the property. It was determined that the house had asbestos and lead paint. On July 17, 2018, City Council adopted Resolution 2018-67 to create the Fowler Lot Re-use Committee to evaluate the reuse and redevelopment of the property. The Committee evaluated uses for the lot and determined the best use of the property is a parking lot. On October 16, 2018, the City Council adopted Resolution No. 2018-93 to approve a contract with a construction company to abate and demolish the Fowler house. The property demolition was completed on March 11, 2019. On July 21, 2020, City Council adopted Resolution 2020-68 to accept the final recommendation of the Committee.

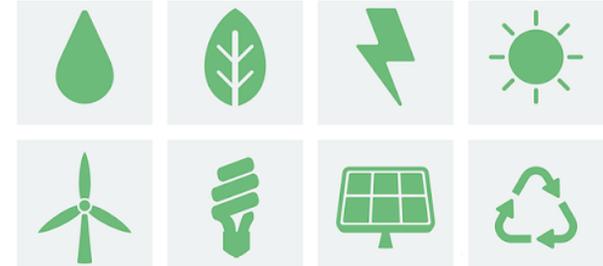
Budget:

	Fund	Prior Funding	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26
Design	106	\$ 9,448	\$ 182,207				
Construction	106			\$ 432,406			
	Subtotal	\$ 9,448	\$ 182,207	\$ 432,406			
Total Cost Estimate:			\$ 624,061				

FACILITIES

FA1902 - Energy Upgrades

Initial Project Start: July 1, 2020
Initial Project Completion: June 30, 2021
Revised Project Start:
Revised Project Completion: June 30, 2022
Project Origin: End of life cycle
Multi-year Project: No



Description: The heating, ventilation, and cooling (HVAC) systems at City Hall and Senior Center have reached the end of their useful life and need to be replaced. A portion of the roof at the Senior Center will also need to be replaced.

Supplemental Information: In October 2020, City staff began working with Marin Clean Energy’s (MCE’s) Energy Efficiency program to explore opportunities for energy conservation and generation at City owned facilities by replacing the HVAC systems and upgrading streetlights. It was determined that the MCE program could not incentivize HVAC replacement project or the upgrade of the streetlights. This project was formerly known as FA1706 and FA1801.

	Fund	Prior Funding	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26
Construction	106		\$ 220,000				
	Subtotal		\$ 220,000				
Total Cost Estimate:			\$ 220,000				

FACILITIES

FA1702 - Citywide Roof repairs and replacement

Initial Project Start: July 1, 2020
Initial Project Completion: June 30, 2022
Revised Project Start:
Revised Project Completion: June 30, 2023
Project Origin: End of life cycle
Multi-year Project: Yes



Description: In 2015, comprehensive visual roof inspections were completed by a contractor on various City owned facilities. The purpose of the inspection was to identify the extent, if any, of moisture intrusion into the existing roof assemblies, document observed roof system deficiencies, determine the overall condition of the existing roof systems and to estimate the service life of the in-place roof assemblies. The roof inspection identified several roofs which need to be repaired or replaced. The roofs at City hall and the Public Safety building need to be replaced.

Supplemental Information:

Budget:

	Fund	Prior Funding	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26
Construction	106		\$ 272,000	\$ 140,000			
	Subtotal		\$ 272,000	\$ 140,000			
Total Cost Estimate:			\$ 412,000				

FACILITIES

FA1703 - Paint City Hall

Initial Project Start: July 1, 2021
Initial Project Completion: June 30, 2022
Revised Project Start:
Revised Project Completion:
Project Origin: End of life cycle
Multi-year Project: No



Description: The interior and exterior surfaces of City Hall require repainting as the paint system has reached the end of its useful life. Exterior painting is necessary to maintain external protection from the environment. Fading, chipping paint, along with water and mildew damage necessitates the painting project.

Supplemental Information:

Budget:

	Fund	Prior Funding	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26
Construction	106		\$ 70,000				
	Subtotal		\$ 70,000				
Total Cost Estimate:			\$ 70,000				

PARKS

PA2101 - Installation of high capacity trash bins

Initial Project Start: July 1, 2021
Initial Project Completion: June 30, 2022
Revised Project Start:
Revised Project Completion:
Project Origin: Beautification Ad Hoc Committee
Multi-year Project: No



Description: Installation of high capacity, solar powered compacting trash bins at City parks.

Supplemental Information: In 2019, the City Council established a Beautification Ad Hoc Committee to analyze options for, and to make recommendations to the Council regarding clean-up and beautification projects in Pinole. Among other projects, the Committee recommended the installation of high capacity, solar powered compacting trash bins at City parks.

Budget:

	Fund	Prior Funding	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26
Construction	214		\$ 425,000				
	Subtotal		\$ 425,000				
Total Cost Estimate:			\$ 425,000				

PARKS

PA2001 - Bocce Ball Court

Initial Project Start: July 1, 2021
Initial Project Completion: June 30, 2022
Revised Project Start:
Revised Project Completion:
Project Origin: Council Request
Multi-year Project: No



Description: Installation of a Bocce Ball court to provide recreational opportunities to the Pinole community. City staff has identified a list of potential sites for the court. The City intends to utilize the State of California Department of Parks and Recreation Per Capita Grant Program funds for this project.

Supplemental Information: There has been interest by the community and Council to provide the opportunity to play Bocce Ball year around. In 2004, the Pinole Rotary Club identified the construction of bocce ball courts in Pinole as its Centennial Project. At the time, several sites were considered and Fernandez Park was identified as a possible location. The current location of the horseshoe pits, adjacent to the public patio, was deemed the best option, and a schematic design was prepared. In 2009, the Community Services Commission recommended various park and recreational facility projects including bocce ball courts to be funded by East Bay Regional Park District Measure WW funds. On July 9, 2009, the City Council approved a list of projects for Measure WW funding which included bocce ball court installation. However, the available grant funding exceeded the cost estimate of the recommended projects. In 2020, the Fowler Lot Re-Use Committee evaluated possible uses for 2548 Charles Ave. and deemed the installation of a bocce ball at the site as an attractive recreational opportunity but concluded that it would come with increased parking demand in an area that is already affected by limited parking. The Committee encouraged staff to seek other suitable locations for a bocce ball court.

Budget:

	Fund	Prior Funding	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26
Construction	327		\$ 189,758				
	106		\$ 60,242				
	Subtotal		\$ 250,000				
Total Cost Estimate:			\$ 250,000				

PARKS

PA1901 - Pinole Valley Park Soccer Field Rehabilitation

Initial Project Start: July 1, 2020
Initial Project Completion: June 30, 2021
Revised Project Start: July 1, 2022
Revised Project Completion: June 30, 2023
Project Origin: Council Request
Multi-year Project: No



Description: There are two soccer fields at Pinole Valley Park which are utilized on an annual basis, the Wright Avenue Soccer Field at the southerly end, and Savage Avenue Soccer Field at the northern end. Both fields are heavily used by soccer leagues and the general public. The Savage Avenue Soccer Field requires substantial rehabilitation which includes: upgrading the irrigation system and ongoing turf maintenance. Turf maintenance includes mowing, fertilizing, aeration, overseeding, and topdressing.

Supplemental Information: This project has been delayed pending the development of a Park Master Plan (CIP Project# PA1704).

Budget:

	Fund	Prior Funding	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26
Construction	106			\$ 200,000			
	Subtotal			\$ 200,000			
Total Cost Estimate:			\$ 200,000				

PARKS

PA1704 - Park Master Plan

Initial Project Start: July 1, 2020
Initial Project Completion: June 30, 2021
Revised Project Start: July 1, 2022
Revised Project Completion: June 30, 2023
Project Origin: Staff Recommendation
Multi-year Project: No



Description: Preparation of a park master plan will aid the City in developing a strategic approach to park maintenance and operation. The master plan will allow the City to quantify and qualify the existing park system, identify deficiencies, and develop a financial analysis of the cost to maintain and operate park assets.

Supplemental Information: This project was added to the CIP in 2017 as an unfunded project; Council approved funding in 2020.

Budget:

	Fund	Prior Funding	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26
Planning	106		\$ 100,000				
	Subtotal		\$ 100,000				
Total Cost Estimate:			\$ 100,000				

SANITARY SEWER

SS2101 - Secondary Clarifier—Center Column Rehabilitation

Initial Project Start: July 1, 2021
Initial Project Completion: June 30, 2022
Revised Project Start:
Revised Project Completion:
Project Origin: End of life cycle
Multi-year Project: No



Description: The Secondary Clarifier #5 has reached the end of its useful life. The project will involve removal and replacement of catwalk, drive mechanism, center column, and rake arm.

Supplemental Information: The City of Hercules will be reimburse the Sewer Enterprise fund for 50% of the total project cost.

	Fund	Prior Funding	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26
Construction	500		\$ 350,000				
	Subtotal		\$ 350,000				
Total Cost Estimate:			\$ 350,000				

SANITARY SEWER

SS2102 - Air Release Valve Replacement

Initial Project Start: July 1, 2021
Initial Project Completion: June 30, 2022
Revised Project Start:
Revised Project Completion:
Project Origin: Staff Recommendation
Multi-year Project: No



Description: There are four air relief valves at various locations on the WPCP Effluent Pipeline between the WPCP and the Rodeo treated water discharge point. This project includes removal and replacement of the pipe saddle, short pipe section, isolation valve, and air relief valve.

Supplemental Information: The four locations are: 1) across from the WPCP at 11 Tennent Ave., near the entrance of the SF Bay Trail, 2) On the SF Bay Trail near the corner of Santa Fe and Railroad Ave., 3) At the intersection of Mariposa St. and Railroad Ave. (Rodeo), 4) Outside the gate of Rodeo Sanitary District at 800 San Pablo Ave. (Rodeo). The City of Hercules will be reimburse the Sewer Enterprise fund for 50% of the total project cost.

Budget:

	Fund	Prior Funding	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26
Construction	500		\$ 50,000				
	Subtotal		\$ 50,000				
Total Cost Estimate:			\$ 50,000				

SANITARY SEWER

SS2103 - Recycled Water Master Plan

Initial Project Start: July 1, 2022
Initial Project Completion: June 30, 2023
Revised Project Start:
Revised Project Completion:
Project Origin: Council Request
Multi-year Project: No



Description: Development of a Recycled Water Master Plan will allow the City to plan and phase the construction of future recycled water distribution system infrastructure. The Master Plan will identify potential recycled water customers, evaluate the quantity, quality, and recycled water distribution system options to address the needs of potential users in surrounding areas, seek opportunities to phase the construction of a recycled water delivery system, and develop planning-level cost options for the phased system.

Supplemental Information: Recycled water delays or eliminates the need to construct more potable water facilities, sustains the economy with increased water supply reliability, protects the environment, safeguards investments in parks and landscaping with drought proof or drought resistant water supply, and contributes to a green and healthy environment. In 2019, East Bay Municipal Utility District (EBMUD) prepared an Updated Recycled Water Plan which considered the potential for potable reuse in EBMUD’s water service area. The development of a new recycled water supply for the Phillips 66 refinery in Rodeo using effluent from the Pinole-Hercules and Rodeo wastewater treatment plants was among the recommended non-potable reuse projects. This project is estimated to deliver up to 3.67 MGD of recycled water to the refinery for use in their boilers and cooling towers. The combined final disinfected effluent from both plants would be pumped at the Rodeo Pump Station to the refinery for treatment a new advanced recycled water treatment plan. This project was recommended by EBMUD because it would deliver a large amount of water to a single customer, with comparatively few pipelines required due to the short distance between the sources of wastewater and the Phillips 66 Refinery

Budget:

	Fund	Prior Funding	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26
Planning	100		\$ 200,000				
	Subtotal		\$ 200,000				
Total Cost Estimate:			\$ 200,000				

SANITARY SEWER

SS2001 - Sanitary Sewer Collection System Master Plan

Initial Project Start: July 1, 2020
Initial Project Completion: June 30, 2021
Revised Project Start:
Revised Project Completion: June 30, 2022
Project Origin: Staff Recommendation
Multi-year Project: Yes

PREPARED FOR
 CITY OF PINOLE
 Sanitary Sewer Master Plan Update
 (Collection System)




Description: In September 2020, the City Council awarded a contract to Carollo Engineers, Inc. to develop a Sanitary Sewer Collection System Master Plan (Plan). The Plan will provide a condition assessment of the sewer collection assets to inform capital planning and effectively serve the wastewater needs of residents and businesses. This plan will also provide a capacity analysis to identify pipes that need to be upsized.

Supplemental Information: Master planning is critical to identify when and where infrastructure upgrades or improvements will be needed to accommodate growth.

Budget:

	Fund	Prior Funding	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26
Planning	500	\$ 147,743	\$ 301,257				
	Subtotal	\$ 147,743	\$ 301,257				
Total Cost Estimate:			\$ 449,000				

SANITARY SEWER

SS2002 Water Pollution Control Plant Lab Remodel

Initial Project Start:	July 1, 2020
Initial Project Completion:	June 30, 2021
Revised Project Start:	July 1, 2021
Revised Project Completion:	June 30, 2022
Project Origin:	Regulatory Requirement
Multi-year Project:	No



Description: The California Environmental Laboratory Accreditation Program (ELAP) is responsible for accrediting environmental testing labs including the Pinole - Hercules WPCP. The 2019 ELAP inspection results indicated the lab apparatus, countertops, and the fume hood are past their useful life and recommended replacement.

Supplemental Information: The City of Hercules will be reimburse the Sewer Enterprise fund for 50% of the total project cost.

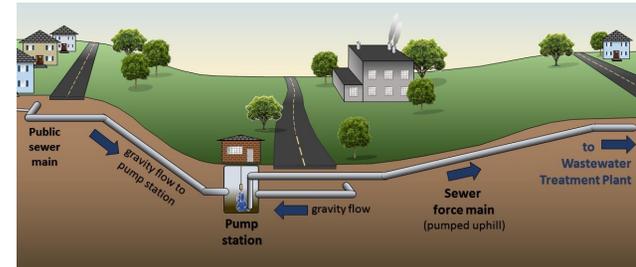
Budget:

	Fund	Prior Funding	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26
Construction	500		\$ 100,000				
	Subtotal		\$ 100,000				
Total Cost Estimate:			\$ 100,000				

SANITARY SEWER

SS1702 - Sewer Pump Station Rehabilitation

Initial Project Start: October 1, 2020
Initial Project Completion: August 31, 2022
Revised Project Start: July 1, 2023
Revised Project Completion: June 30, 2024
Project Origin: End of lifecycle
Multi-year Project: No



Description: The City owns and operates two lift stations to convey flow from low lying areas to high elevations where the flow continues by gravity to the wastewater treatment plant. Both pump stations have reached the end of their useful life and need to be rehabilitated.

Supplemental Information: The two pump stations are located on San Pablo Ave. and Hazel St

Budget:

	Fund	Prior Funding	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26
Design	500				\$ 22,500		
Engineering	500				\$ 150,000		
Construction	500				\$ 884,000		
Contingency	500				\$ 143,500		
	Subtotal				\$ 1,200,000		
Total Cost Estimate:					\$1,200,000		

STORMWATER

SW2001 - Roble Road Storm Drainage Improvements

Initial Project Start: July 1, 2020
Initial Project Completion: June 30, 2021
Revised Project Start: July 1, 2022
Revised Project Completion: June 30, 2023
Project Origin: Staff Recommendation
Multi-year Project: No



Description: The existing system appears to have capacity issues at Roble Ave. and Encina Ave. that warrant review and upgrade. This project will assess the collection system for capacity and hydraulic profile and upgrade the system as necessary.

Supplemental Information:

Budget:

	Fund	Prior Funding	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26
Engineering	276			\$ 20,000			
Construction	276			\$ 160,000			
Contingency	276			\$ 20,000			
	Subtotal			\$ 200,000			
Total Cost Estimate: \$ 200,000							

STORMWATER

SW2002 - Adobe Road Storm Drainage Improvements

Initial Project Start: July 1, 2020
Initial Project Completion: June 30, 2021
Revised Project Start: July 1, 2022
Revised Project Completion: June 30, 2023
Project Origin: Staff Recommendation
Multi-year Project: No



Description: Adobe Road experienced a failure due to drainage impacts. Installation of a culvert will be required to control the drainage in the area. The area will then be regraded and the road surface will be restored. This road serves only as a service access route.

Supplemental Information:

Budget:

	Fund	Prior Funding	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26
Engineering	106			\$ 15,000			
Construction	106			\$ 120,000			
Contingency	106			\$ 15,000			
	Subtotal			\$ 150,000			
Total Cost Estimate: \$ 150,000							

STORMWATER

SW1901 - Hazel Street Storm Drain Improvements

Initial Project Start: July 1, 2020
Initial Project Completion: June 30, 2021
Revised Project Start:
Revised Project Completion: June 30, 2022
Project Origin: Development Driven
Multi-year Project: Yes



Description: The existing stormwater collection is an open trench system and needs to be converted to an underground conveyance system to facilitate construction of a through road. This project will include connecting the existing storm drain network within Hazel Street between 1087 Hazel St (eastern limits) and 1081 Hazel St. (western limits). In January 2020, the City contacted with Schaff and Wheeler to prepare the preliminary design which includes plan and profile of the pipe and technical specifications.

Supplemental Information: This conversion also aids in compliance with the MSP4 by reducing the potential of contaminants including litter from entering the stormwater system.

Budget:

	Fund	Prior Funding	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26
Design	106	\$ 19,120	\$ 20,860				
Construction	106		\$ 302,000				
	276		\$ 8,000				
Contingency	276		\$ 50,000				
	Subtotal	\$ 19,120	\$ 380,860				
Total Cost Estimate:			\$ 399,980				

STORMWATER

SW1703 - Storm Drainage Master Plan

Initial Project Start: July 1, 2020
Initial Project Completion: June 30, 2023
Revised Project Start: July 1, 2022
Revised Project Completion:
Project Origin: Staff Recommendation
Multi-year Project: No



Description: Preparation of a storm drain master plan will provide an analysis of the existing collection system. The plan will identify system deficiencies related to capacity, functionality, and permit compliance. The plan can serve to guide future budget allocations for improvements to the system.

Supplemental Information:

Budget:

	Fund	Prior Funding	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26
Planning	106			\$ 75,000			
	Subtotal			\$ 75,000			
Total Cost Estimate:			\$ 75,000				

ROADS

PAVEMENT MAINTENANCE AND REHABILITATION PROGRAM

Street Network: The City of Pinole is responsible for the repair and maintenance of approximately 52.22 centerline miles of city streets, divided into approximately 351 pavement management sections. The City’s street network replacement value is estimated at \$131.4 million.

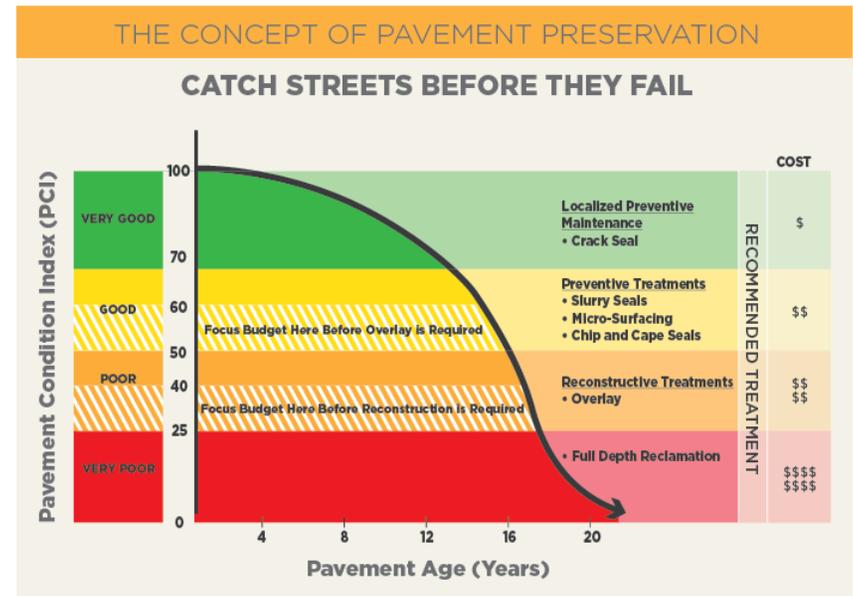
Organize & Analyze: The Pavement Management and Rehabilitation Program is a set of tools and policies designed to manage the maintenance and rehabilitation activities of the street network. The goal of the Program is to maintain the city’s pavement network in the best condition possible given the available funding. The City participates in the Metropolitan Transportation Commission (MTC) Pavement Technical Assistance Program (P-TAP) which provides grant funding to utilize a computerized Pavement Management Program called StreetSaver® to strategize the most cost effective method to extend pavement life and provides funding for a consultant to prepare a P-TAP Budget Options Report. StreetSaver® allows the City to:

- Inventory the street pavement
- Record pavement inspection data, maintenance, and rehabilitation activities
- Assess pavement conditions
- Prioritize street maintenance
- Estimate costs of treatments and rehabilitation
- Forecast budget needs
- View the impacts of funding on City-wide pavement conditions over time

Functional Class	Total	Centerline	Lane miles
Arterial	25	7.26	24.97
Collector	23	7.30	18.75
Residential/Local	303	37.66	75.32
Total	351	52.22	119.04

The most recent P-TAP report was completed by a consultant (Quality Engineering Solutions, Inc.) in March 2019. To prepare the Budget Options Report, the consultant’s team visited Pinole to visually assess the conditions of the pavement sections and assigned an index score. The data collected in the field was imported into the StreetSaver® database which generates a scoring of the condition of each segment. This score is known as the Pavement Condition Index (PCI) and based on a scale of 0 to 100 (poor to excellent condition), depending on the severity of pavement distress.

Strategy: The City uses a “Fix-it-First” approach of performing preventative maintenance has been proven to extend the life of the pavement effectively and is less costly than reconstruction. The City’s pavement management program relies on gas tax revenue and \$500k of annual funding from Measure S 2014 to maintain the road network. To learn more pavement preservation and upcoming projects, visit www.ci.pinole.ca.us/pavement



ROADS

RO2501 - Residential Slurry Seal

Initial Project Start: July 1, 2025
Initial Project Completion: June 30, 2026
Revised Project Start:
Revised Project Completion:
Project Origin: Pavement Management Program
Multi-year Project: No



Description: Based on the most current P-TAP report various segments will be recommended for slurry seal treatment. A slurry seal functions as a topcoat to existing asphalt pavement to preserve and protect the pavement. It is best suited for pavements with mild to moderate damage, such as narrow cracks, but not for severe damage such as potholes.

Supplemental Information:

Budget:

	Fund	Prior Funding	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26
Engineering	325						\$ 10,000
Construction	325						\$ 800,000
Contingency	325						\$ 80,000
	Subtotal						\$ 890,000
Total Cost Estimate: \$ 890,000							

ROADS

RO2401 - Cape Seal

Initial Project Start: July 1, 2024
Initial Project Completion: June 30, 2025
Revised Project Start:
Revised Project Completion:
Project Origin: Pavement Management Program
Multi-year Project: No



Description: Based on the most current P-TAP report, various pavement segments will benefit from a cape seal. A cape seal is applied when a slurry seal or micro-surfacing will not adequately address the pavement deterioration. Cape seals are a multi-layered treatment pavement preservation treatment which can extend the life of a pavement by 6-8 years.

Supplemental Information:

Budget:

	Fund	Prior Funding	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26
Engineering	325					\$ 10,000	
Construction	325					\$ 500,000	
Contingency	325					\$ 50,000	
	Subtotal					\$ 560,000	
Total Cost Estimate: \$ 560,000							

ROADS

RO2301 - Residential Slurry Seal

Initial Project Start: July 1, 2023
Initial Project Completion: June 30, 2024
Revised Project Start:
Revised Project Completion:
Project Origin: Pavement Management Program
Multi-year Project: No



Description: Based on the most current P-TAP report various segments will be recommended for slurry seal treatment. A slurry seal functions as a topcoat to existing asphalt pavement to preserve and protect the pavement. It is best suited for pavements with mild to moderate damage, such as narrow cracks, but not for severe damage such as potholes.

Supplemental Information:

Budget:

	Fund	Prior Funding	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26
Engineering	325				\$ 10,000		
Construction	325				\$ 800,000		
Contingency	325				\$ 80,000		
	Subtotal				\$ 890,000		
Total Cost Estimate: \$ 890,000							

ROADS

RO2101 - Arterial Rehabilitation

Initial Project Start: July 1, 2020
Initial Project Completion: June 30, 2023
Revised Project Start:
Revised Project Completion:
Project Origin: Pavement Management Program
Multi-year Project: Yes



Description: Based on the 2019 P-TAP report, various segments were recommended for treatment by StreetSaver®. The recommendations will be further validated through a comparative pavement analysis to explore additional treatment options which are not discussed in the P-TAP report. This will allow the City to optimize the available funding. In February 2021, the City selected a consultant to complete the preliminary engineering for this project.

Supplemental Information:

Budget:

	Fund	Prior Funding	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26
Engineering	377	\$ 16,275	\$ 42,205				
Construction	377			\$ 500,000			
Contingency	377			\$ 50,000			
	Subtotal	\$ 16,275	\$ 42,205	\$ 550,000			
			Total Cost Estimate: \$ 608,480				

ROADS

RO2102 - Tennent Ave. Rehabilitation

Initial Project Start: July 1, 2020
Initial Project Completion: June 30, 2022
Revised Project Start:
Revised Project Completion:
Project Origin: Pavement Management Program
Multi-year Project: Yes



Description: The construction impacts from the WPCP upgrade project resulted in pavement deterioration. This project will rehabilitate Tennent Ave. from San Pablo Ave. to WPCP. In February 2021, the City selected a consultant to complete the preliminary engineering for this project.

Supplemental Information: In preparation of this project, the City retained a consultant to perform internal CCTV on this section of roadway. The inspection was completed in early 2021. Coordinating collection system improvements with street resurfacing projects ensures that sewer improvements are made prior to the resurfacing so that manholes and valve covers may be properly realigned, and repairs and replacements are made in a cost-effective manner. This also avoids cutting and patching recently paved streets. The City of Hercules will reimburse \$86,430 for this project.

Budget:

	Fund	Prior Funding	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26
Engineering	325	\$ 12,986					
	500	\$ 12,421	\$ 12,398				
Construction	200		\$ 381,082				
	500			\$ 74,597			
	325			\$ 167,321			
Contingency	500		\$ 16,000	\$ 16,000			
	Subtotal	\$ 25,407	\$ 409,480	\$ 257,918			
	Total Cost Estimate: \$ 692,805						

ROADS

RO2103 - Pedestrian Bridge Repair

Initial Project Start: July 1, 2020
Initial Project Completion: June 30, 2022
Revised Project Start:
Revised Project Completion:
Project Origin: Staff Recommendation
Multi-year Project: Yes



Description: This project will complete preventative maintenance and repairs recommended in the Pedestrian Bridge Inspection Reports prepared by a consultant.

Supplemental Information: On July 27, 2020, the City released a Request for Proposals to solicit the assistance of an engineering consulting firm to provide safety inspection services and repair/rehabilitation recommendations on the City’s seven pedestrian bridges. On October 26, 2020 a consultant was awarded a contract to conduct field inspections, structural and civil engineering analysis and evaluation, develop conceptual repair details and strategies, perform cost estimation, and value engineering. The seven bridges are: Pinole Valley Park Bridge, Amber Swartz Park Bridge, Pinole Valley Shopping Center Bridge, Prune Street Bridge, Wastewater Treatment Plan Bridge, Bay Trail Bridge, and Senior Center Bridge.

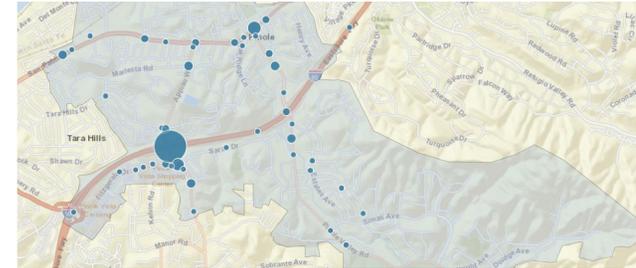
Budget:

	Fund	Prior Funding	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26
Inspection	106	\$ 44,300					
Maintenance	106		\$ 55,700				
	Subtotal	\$ 44,300	\$ 55,700				
Total Cost Estimate:			\$ 100,000				

ROADS

RO2104 - Local Road Safety Plan

Initial Project Start: July 1, 2020
Initial Project Completion: June 30, 2022
Revised Project Start:
Revised Project Completion:
Project Origin: Staff Recommendation
Multi-year Project: Yes



Description: Development of a Local Road Safety Plan (LRSP) which will include an existing conditions assessment, development of traffic measures in areas of engineering, education, encouragement, enforcement, emerging technologies along with associated evaluation. The LRSP will include a prioritized list of roadway infrastructure improvements.

Supplemental Information: In July 2020, staff submitted a grant application to Caltrans for funding to develop and implement an LRSP for the City of Pinole. LRSP's allow local governments to identify, analyze, and prioritize roadway safety improvements on roads within their jurisdiction. In the future, an LRSP or its equivalent, will be required for agencies to apply for federal Highway Safety Improvement Plan funds. In October 2020, the City was selected for funding and implementation of an LRSP. In December 2020, the City released a Request for Proposals to seek professional services from licensed engineering firms to develop a LRSP. A contract was awarded to a consultant in April 2021.

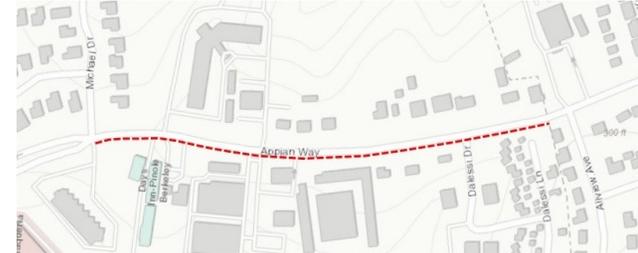
Budget:

	Fund	Prior Funding	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26
Planning	325	\$ 6,215	\$ 33,447				
	Subtotal	\$ 6,215	\$ 33,447				
Total Cost Estimate:			\$ 39,663				

ROADS

RO2105 - Appian Way Complete Streets Project

Initial Project Start: July 1, 2021
Initial Project Completion: June 30, 2022
Revised Project Start:
Revised Project Completion:
Project Origin: Staff Recommendation
Multi-year Project: No



Description: Completion of preliminary engineering and design to provide continuous sidewalks and bike lanes along Appian Way beginning from unincorporated El Sobrante to about 1500 lineal feet north of the City limit within Pinole. The City will seek 2019 STMP funds from West Contra Costa Transportation Advisory Committee (WCCTAC) to develop the preliminary design for this project.

Supplemental Information: This project will connect with the Contra Costa County’s project to provide continuous sidewalks and bike lanes along Appian Way from San Pablo Dam Rd. in unincorporated El Sobrante. This project will involve coordination with Contra Costa County. The construction phase of this project is unfunded and appears in the Unfunded and Unprogrammed list.

	Fund	Prior Funding	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26
Engineering	325		\$ 100,000				
	Subtotal		\$ 100,000				
Total Cost Estimate:			\$ 100,000				

ROADS

RO2106 - Active Transportation Plan

Initial Project Start: July 1, 2021
Initial Project Completion: June 30, 2022
Revised Project Start:
Revised Project Completion:
Project Origin: TAPS
Multi-year Project: No



Description: Development of an Active Transportation Plan will act as a guide for active mobility within and around Pinole. The Plan will identify an integrated network of walkways and bikeways that connect Pinole neighborhoods and communities to employment, education, commercial, recreational, and tourist destinations. The plan will prioritize a set of connected projects, that when fully implemented, will increase active transportation opportunities and make it safe and more convenient for people to walk, bike, and use non-auto forms of travel.

Supplemental Information:

Budget:

	Fund	Prior Funding	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26
Planning	100		\$ 75,000				
	Subtotal		\$ 75,000				
Total Cost Estimate:			\$ 75,000				

ROADS

RO2107 - Brandt St. Improvements

Initial Project Start: July 1, 2021
Initial Project Completion: June 30, 2023
Revised Project Start:
Revised Project Completion:
Project Origin: Council Request
Multi-year Project: No



Description: Provide improvements on Brandt St. including application of pavement treatments based on type and severity of distresses on existing pavement.

Supplemental Information:

	Fund	Prior Funding	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26
Engineering	100		\$ 50,000				
Construction	100		\$ 120,000				
	Subtotal		\$ 170,000				
Total Cost Estimate:			\$ 170,000				

ROADS

RO1902 - Pedestrian Improvements at Tennent Ave. near RxR

Initial Project Start: July 1, 2020
Initial Project Completion: June 30, 2021
Revised Project Start:
Revised Project Completion: June 30, 2024
Project Origin: Staff Recommendation
Multi-year Project: Yes



Description: In 2018, the East Bay Regional Park District completed a trail link to connect Pinole Shores Regional Shoreline to Bayfront Park trail. There remains one very small gap on Tennent Ave. from Bayfront Park to Railroad Ave. Improvements to Tennent Ave. at the Railroad Crossing will facilitate safe movement of bicycles and pedestrians. Since project inception, the scope of work has evolved to include improvements that would maximize parking on Railroad Avenue for park users. In February 2021, the City selected a consultant to complete the preliminary engineering for this project.

Supplemental Information: WCCTAC held its STMP Call for Projects in 2018 which committed \$100k in funding for preliminary engineering from the 2006 STMP program for this project. This project is eligible to respond to future STMP Call for Projects to compete for funding to advance the project through construction.

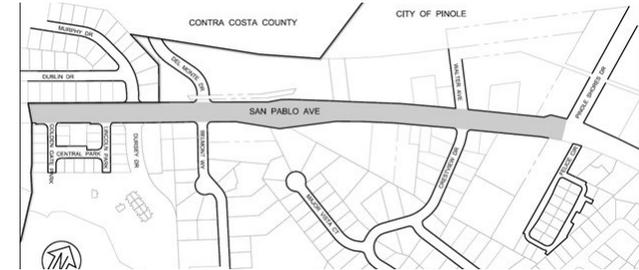
Budget:

	Fund	Prior Funding	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26
Design	325	\$ 11,920	\$ 43,380				
Construction	325				\$ 44,700		
	UF				\$ 530,300		
Contingency	UF				\$ 86,250		
	Subtotal	\$ 11,920	\$ 43,380		\$ 661,250		
Total Cost Estimate: \$ 716,550							

ROADS

RO1801 - San Pablo Avenue Rehabilitation

Initial Project Start: July 1, 2020
Initial Project Completion: June 30, 2022
Revised Project Start:
Revised Project Completion:
Project Origin: Pavement Management Program
Multi-year Project: Yes



Description: San Pablo Ave. is an arterial street that carries the major portion of trips entering and leaving the urban area and majority of through movements desiring to bypass the central City. To maintain the PCI of San Pablo Ave., the section from the westerly city limits to Pinole Shores Drive will need rehabilitation to reset the deterioration process and extend pavement life. In February 2021, the City selected a consultant to complete the preliminary engineering for this project.

Supplemental Information:

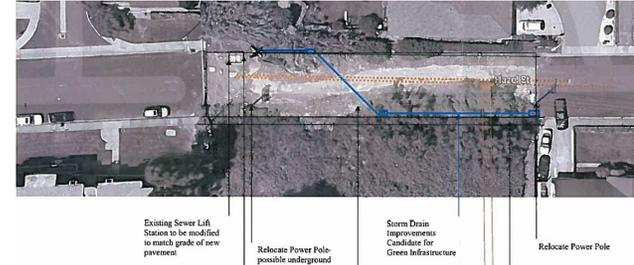
Budget:

	Fund	Prior Funding	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26
Design	377	\$ 37,970	\$ 34,911				
Construction	OBAG2		\$ 586,000				
	377		\$ 637,547				
Contingency	377		\$ 105,026				
	Subtotal	\$ 37,970	\$ 1,363,484				
			Total Cost Estimate: \$1,401,454				

ROADS

RO1802 - Hazel Street Gap Closure (Sunnyview)

Initial Project Start: July 1, 2021
Initial Project Completion: June 30, 2022
Revised Project Start:
Revised Project Completion:
Project Origin: Development Driven
Multi-year Project: No



Description: A developer has proposed to develop on a vacant lot identified as APN 402-013-060 at the end of Hazel Street. The project proposes the subdivision of the lot into four new parcels and development of single family residences on each new parcel, and execution of a development agreement to make public improvements, including the extension of Hazel Street for roadway connection to Sunnyview Drive - West end of Hazel St.

Supplemental Information:

Budget:

	Fund	Prior Funding	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26
Construction	276		\$ 50,000				
	Developer		\$ 150,000				
	Subtotal	\$ -	\$ 200,000				
Total Cost Estimate:			\$ 200,000				

ROADS

RO1708 - Pinole Valley Road Improvements

Initial Project Start: July 1, 2020
Initial Project Completion: June 30, 2021
Revised Project Start: June 1, 2021
Revised Project Completion: June 30, 2022
Project Origin: Council Request
Multi-year Project: No



Description: As part of the high school construction project WCCUSD provided road improvements along the school frontage. Improvements to Pinole Valley Road - from Shea Dr. to Helena Ct. will extend the useful life of the pavement. The existing pavement score is high in this area, so a slurry seal may be the recommended treatment.

Supplemental Information:

Budget:

	Fund	Prior Funding	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26
Engineering	200		\$ 5,000				
Construction	200		\$ 87,000				
Contingency	200		\$ 8,000				
	Subtotal		\$ 100,000				
			Total Cost Estimate: \$ 100,000				

ROADS

RO1709 - Pinole Valley Road Underground District

Initial Project Start: July 1, 2017
Initial Project Completion: June 30, 2021
Revised Project Start:
Revised Project Completion: June 30, 2022
Project Origin: Council Request
Multi-year Project: Yes



Description: The underground district will allow the City of Pinole to use Rule 20A credits, funds paid by PG&E to the PUC, to underground overhead utility lines. As part of the underground project, the City will need to add a streetlight that must be funded outside the Rule20A program. Project RO1708 will follow this project.

Supplemental Information:

Budget:

	Fund	Prior Funding	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26
Construction	PGE	\$ 2,046,126	\$ 511,532				
	200		\$ 28,363				
	215	\$ 315,552					
	Subtotal	\$ 2,361,678	\$ 539,895				
Total Cost Estimate:			\$2,901,573				

ROADS

RO1710 - San Pablo Avenue Bridge over BNSF Railroad

Initial Project Start: July 1, 2017
Initial Project Completion: Beyond 5 year term
Revised Project Start:
Revised Project Completion: June 30, 2022
Project Origin: End of life cycle
Multi-year Project: Yes



Description: The San Pablo Avenue bridge over the Burlington Northern Santa Fe Railroad is an integral part of the area’s transportation network. The age and condition assessment of the bridge supports replacement. The City was approved for initial funding from the Caltrans Highway Bridge Program (HBP). In February 2020, the City awarded a contract to a consultant for preliminary engineering (PE) to advance the project. The PE will be completed in two phases due to funding limitations. Completion of preliminary design is necessary to develop a final cost estimate for the project. Unfunded portions of this project appear in the Unfunded and Unprogrammed project list as Project UF027.

Supplemental Information: The total budget identified to complete the PE exceeds the amount of funding Caltrans committed to the project of the State’s share in the current HBP.

Budget:

	Fund	Prior Funding	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25 & FY2025-26	Beyond Proposed
PM	STMP	\$ 205,265	\$ 75,000	\$ 50,000	\$ 13,208		
Planning & Design	325	\$ 168,480	\$ (35,853)				
	STMP				\$ 191,710		
	HBP	\$ 154,720	\$ 591,588	\$ 44,265			
	UF				\$ 1,479,690		
Construction	STMP						\$ 1,078,025
	UF						\$34,102,975
	Subtotal	\$ 528,465	\$ 630,735	\$ 94,265	\$ 1,684,608		\$35,181,000
Total Cost Estimate: \$38,119,073							

ROADS

RO1714 - Safety Improvements at Appian Way and Marlesta Rd. formerly known as HAWK at Appian Way and Marlesta Rd.

Initial Project Start: July 1, 2024
Initial Project Completion: June 30, 2025
Revised Project Start: July 1, 2020
Revised Project Completion: June 30, 2022
Project Origin: TAPS
Multi-year Project: Yes



Description: The key elements affecting the safety of pedestrians and cyclists at the Appian Way and Marlesta Way intersection is speed and reduced visibility of approaching traffic due to the topography of the project area. Safety improvements are required to improve crossing conditions for pedestrians and bicyclists. In February 2021, the City selected a Consultant to complete the preliminary engineering for this project.

Supplemental Information:

Budget:

	Fund	Prior Funding	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26
Design	325	\$ 2,114	\$ 32,223				
Construction	OBAG2		\$ 120,000				
	TDA		\$ 129,400				
	106		\$ 83,600				
Contingency	106		\$ 37,000				
	Subtotal	\$ 2,114	\$ 402,223				
			Total Cost Estimate: \$ 404,337				

**FIVE-YEAR CAPITAL IMPROVEMENT PLAN: FY 2021-22 THROUGH FY 2025-26
UNFUNDED AND UNPROGRAMMED PROJECTS**

#	Unfunded/Unprogrammed Projects
UF001	Railroad Avenue Bridge Removal and Replacement
UF002	Electric Vehicle Charging Stations in City lots
UF003	Parking lot resurfacing
UF004	LLAD Landscape Restoration and Improvement
UF005	Dog Park Restroom Replacement
UF006	Dog Park resurfacing and fencing improvements
UF007	Eucalyptus Grove Restoration
UF008	Fernandez Park Baseball grandstand improvement
UF009	Repave Trails
UF010	ADA Ramps
UF011	Appian Complete Streets
UF012	Bridge Maintenance
UF013	Installation of High intensity Activated crossWALK (HAWK)
UF014	Pavement Maintenance
UF015	I-80/Pinole Valley Rd. Interchange Improvements
UF016	Shale Hill Retaining wall and sidewalk gap
UF017	Sidewalks gaps
UF018	Signal System Upgrades
UF019	San Pablo Sewer Lift Station Upgrade
UF020	Sewer Collection Systemwide Rehabilitation
UF021	Tree Master Plan
UF022	San Pablo Avenue Bridge over BNSF Railroad
UF023	Installation of Solar at City Facilities
UF024	All weather access roads
UF025	San Pablo Avenue Bridge over BNSF Railroad

UF001 - Railroad Avenue Bridge Removal and Replacement

Project Information

The Contra Costa County Flood Control and Water Conservation District has advised removal of the Railroad Avenue Bridge. The bridge is a flood barrier. The first step is to determine if the City of Pinole is the responsible agency for this project.

Origin: Staff Recommendation

Budget Unit: Roads/Sanitary Sewer/Stormwater

Cost Estimate:

Potential Funding Sources:

UF002 - Electric Vehicle Charging Stations in City lots

Project Information

The City desires to promote and encourage the use of electric vehicles. With increased adoption of alternative fuel vehicles, the need for charging infrastructure is growing. The City wishes to install charging stations in city owned parking lots. The first step is to complete a load study at City owned parking lots to determine the electrical capacity at each site. There may be significant electrical upgrades necessary to install charging stations. Electrical capacity and siting determine ultimately determine the cost of each project. There are incentives available for the charging equipment.

Origin: Council Request

Budget Unit: Facilities

Cost Estimate:

Potential Funding Sources: Bay Area Air Quality Management District, West Contra Costa Transportation Authority, Marin Clean Energy

UF003 - Parking lot resurfacing

Project Information

This project is to maintain and enhance existing City owned parking facilities and infrastructure, to increase parking supply, and to support ongoing multi-modal and streetscape improvements. Improvements include saw cutting and demolition, pavement removal, earthwork, pavement installation, curb and gutter, striping, and signage.

Origin: Staff Recommendation

Budget Unit: Facilities

Cost Estimate:

Potential Funding Sources: Economic stimulus funding

UF004 - LLAD Landscape Restoration and Improvement

Project Information

The Pinole Valley Road Landscape and Lighting Assessment District was formed in 2008. The City installed various improvements on Pinole Valley Road between Henry Avenue and Ramona Street. The district provides maintenance to traffic signals, streetlights, median landscaping, irrigation for landscaping, electricity to traffic signals and streetlights, and graffiti removal. This project will maintain and restore turf, shrubs, plants and trees within the District.

Origin: LLAD Report

Budget Unit: LLAD

Cost Estimate:

Potential Funding Sources: Fund 345 & 348

UF005 - Dog Park Restroom Replacement

Project Information

The existing restroom located at the Dog Park is beyond its useful life and requires replacement.

Origin: Staff Recommendation

Budget Unit: Parks

Cost Estimate:

Potential Funding Sources: -

UF006 - Dog Park resurfacing and fencing improvements

Project Information

Resurfacing and fencing improvements

Origin: Staff Recommendation

Budget Unit: Parks

Cost Estimate:

Potential Funding Sources:

UF007 - Eucalyptus Grove Restoration

Project Information

The open space located between the Old Town area between John St. and Pinole Valley Road is forested with Eucalyptus trees. In 2014, a Safety Inspection was conducted by a consultant. A total of 8 trees were recommended for removal, and root crown excavation was recommended for 3 trees. 2 trees were determined to be hollow and recommended for further investigation to evaluate the level of internal decay. In 2018, the City hired a company to remove 20 Eucalyptus trees in the area. There are still many trees left and many of the prior trees were felled with the trunks remaining on site. This project will remove the remaining trees, both standing and, on the ground, and regreen this area with native trees.

Origin: Council Request

Budget Unit: Parks

Cost Estimate:

Potential Funding Sources:

UF008 - Fernandez Park Baseball grandstand improvement

Project Information

The current grandstand is aging and requires increased maintenance to maintain its serviceability.

Origin: Staff Recommendation

Budget Unit: Parks

Cost Estimate:

Potential Funding Sources:

UF009 - Repave Trails

Project Information

The City's goal is to develop safe, connected, and comfortable bicycle and pedestrian facilities for people of all ages and abilities. Repaving trails will enhance trail access from the City's roadway network to encourage alternative modes of transportation.

Origin: Staff Recommendation

Budget Unit: Parks

Cost Estimate:

Potential Funding Sources:

UF010 - ADA Ramps

Project Information

This project involves removing barriers to accessibility for persons using wheelchairs or other personal assistance devices and improving pedestrian accessibility and safety by reconstructing or upgrading curb ramps at various locations throughout the City.

Origin: Staff Recommendation

Budget Unit: Roads

Cost Estimate:

Potential Funding Sources:

UF011 - Appian Complete Streets

Project Information

This project will provide continuous sidewalks and bike lanes along Appian Way from San Pablo Dam Rd. in unincorporated El Sobrante to about 1500 lineal feet north of the city limit within the City of Pinole. The City will seek 2019 STMP funds from West Contra Costa Transportation Authority for preliminary design.

Origin: Staff Recommendation

Budget Unit: Roads

Cost Estimate: \$970,000

Potential Funding Sources: -

UF012 - Bridge Maintenance

Project Information

Maintenance of vehicular and pedestrian bridges as identified in the Caltrans Bridge Inspection Reports and Pedestrian Bridge Inspection Reports completed by Quincy Engineering, Inc.

Origin: Staff Recommendation

Budget Unit: Roads

Cost Estimate:

Potential Funding Sources:

UF013 - Installation of High intensity Activated crossWALK (HAWK)

Project Information

A High Intensity Activated crossWALK (HAWK) beacon is a traffic control device used to stop road traffic and facilitate pedestrians to cross more safely. HAWKS are candidate treatments for roads with three or more lanes and generally have an annual average daily traffic above 9,000. HAWKS are considered for all midblock and intersection crossings where roadway speed limits are equal or greater than 40 mph. The safety of various crossings can be improved in Pinole through the installation of a HAWK.

Origin: Staff Recommendation

Budget Unit: Roads

Cost Estimate:

Potential Funding Sources:

UF014 - Pavement Maintenance

Project Information

The City uses a pavement management software known as StreetSaver to strategize the most cost effective method to extend the pavement life. Pavement Maintenance is necessary to maintain the City's pavement network. Deferred maintenance results in increased costs over time.

Origin: Staff Recommendation

Budget Unit: Roads

Cost Estimate: \$42,000,000

Potential Funding Sources: Fund 200 and Fund 106

UF015 - I-80/ Pinole Valley Rd. Interchange Improvements

Project Information

This project will widen Pinole Valley Road ramp terminal intersections at I-80 to provide a dedicated right turn lane to the eastbound and westbound I-80 on ramps. This project will also provide crossing enhancements at the Pinole Valley Road and I-80 intersection.

Origin: Staff Recommendation

Budget Unit: Roads

Cost Estimate: \$10,959,000

Potential Funding Sources:

UF016 - Shale Hill Retaining wall and sidewalk gap

Project Information

Shale Hill is located on San Pablo Ave. near Oak Ridge Road. The cut slope above the pavement is comprised of shale which is loose and sloughs onto the road. There is no sidewalk in this area because the toe of the embankment is uncontrolled and there is inadequate space to accommodate a sidewalk. Staff has not been successful in securing grant funds for this project.

Origin: Staff Recommendation

Budget Unit: Roads

Cost Estimate:

Potential Funding Sources:

UF017 - Sidewalk gaps

Project Information

This project will address sidewalk gaps by installing public sidewalks where sidewalks are missing on one or both sides of the street. This work will be coordinated with other construction projects. Sidewalk gaps often exist in places with site constraints (i.e. right of way, grade/slopes, or utility conflicts) or are adjacent to properties that have been required to provide sidewalks in the past due to land uses or ownerships. Locations for repair will be selected based on site conditions, pedestrian safety, and adjacent property attributes.

Origin: Staff Recommendation

Budget Unit: Roads

Cost Estimate:

Potential Funding Sources:

UF018 - Signal System Upgrades

Project Information

This project will upgrade various aspects of the City's traffic signal system including: traffic signal controller equipment, vehicle detection, traffic signal arms and heads, battery backup systems, and communications systems to reduce congestion and improve safety for the Pinole community.

Origin: Staff Recommendation

Budget Unit: Roads

Cost Estimate:

Potential Funding Sources:

UF019 - San Pablo Sewer Lift Station Upgrade

Project Information

This project involves upgrading the structural and electrical needs of the San Pablo Ave. lift station to address the safety and operational deficiencies.

Origin: Sanitary Sewer Master Plan

Budget Unit: Sewer

Cost Estimate:

Potential Funding Sources:

UF020 - Sewer Collection Systemwide Rehabilitation

Project Information

In 2020, the City contracted with a consultant to prepare a sanitary sewer collection system master plan. The Master Plan will provide condition assessment of sewer collection assets that will inform capital planning.

Origin: Sanitary Sewer Master Plan

Budget Unit: Sewer

Cost Estimate:

Potential Funding Sources:

UF021 - Tree Master Plan

Project Information

In 2019, the City Council established a Beautification Ad Hoc Committee to analyze options for, and to make recommendations to Council regarding clean-up and beautification projects in Pinole. Among other projects, the Committee recommended the development of a Tree Master Plan to inventory the existing trees, and to develop a plan for managing the tree inventory, including finding tree planting opportunities.

Origin: Beautification AdHoc Committee

Budget Unit:

Cost Estimate: \$375,000

Potential Funding Sources: Cal Fire Urban and Community Forestry Grant Program

UF022 - San Pablo Avenue Bridge over BNSF Railroad

Project Information

This project will replace the existing thirteen span reinforced concrete span structure over the Burlington Northern Santa Fe Railroad adjacent to San Pablo Avenue at the easterly limits of the City. On 02/18/20, Council awarded a contract to a Consultant to begin the preliminary engineering (PE) for this project (CIP Project RO1710). The PE will be completed in two phases due to funding limitations. The first phase was necessary to develop a final cost estimate to facilitate pursuing additional funding required to complete all phases including construction.

Origin: End of life cycle

Budget Unit: Roads

Cost Estimate: \$35,582,665

Potential Funding Sources: Fund 213, Fund 214, and Economic Stimulus funds.

UF023 - Installation of Solar at City Facilities

Project Information

This project involves procurement and installation of solar panels at City owned facilities to offset the City's electricity consumption and reduce the greenhouse gas impacts.

Origin: Council Request

Budget Unit: Facilities

Cost Estimate:

Potential Funding Sources:

UF024 - All access weather roads

Project Information

The General Plan, Chapter 8 discusses improvement of open space management to reduce wildfire risks. There is a desire to have improved, all-weather access roads through open space to improve access to and from Hercules and El Sobrante to shorten response times and improve mutual aid.

Origin: General Plan

Budget Unit: Roads

Cost Estimate:

Potential Funding Sources:

UF025 - Faria House Renovations

Project Information

The City has discussed the use and economic viability of the Faria House. Significant renovations are required to utilize the property for any purpose. In 2019, the City awarded a contract to a consultant to prepare design and specifications. The scope of work includes development of drawings and schematics of interior improvements, specifications for bidding, an evaluation of the structural engineering for the installation of an elevator for ADA access, and mechanical, electrical, plumbing design as part of the schematics. The consultant will provide the City with improvement costs.

Origin: Council Request

Budget Unit: Facilities/Economic Development

Cost Estimate:

Potential Funding Sources:

Appendix

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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 (COPs).

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.

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.

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.

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).

ACRONYMS

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

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

The following Financial and Investment 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 and Investment Policies have been established. Below is a summary of the actual policies, which were last updated and approved by the City Council on October 6, 2020 and can be found here: [Financial and Investment Policies.pdf \(pinole.ca.us\)](#).

1. Structurally Balanced Budget Policy

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

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:

- General Fund Reserves for Economic Uncertainties equivalent to a minimum 10 percent or 180 days cash on hand of General Fund recurring expenditures;
- Reserves for depreciation and replacement of vehicles and major equipment;
- 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 (Non-Recurring) Resources

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.

4. Revenue Policy – User Fees and Charges

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

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

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. Receivables Policy

The City will ensure the timely invoicing, monitoring, and collection of outstanding obligations owed to the City. The purpose of the is policy is to maintain appropriate oversight of all receivables and maintain sound fiscal management and accounting practices related to all receivables.

8. Grants Policy

The City departments actively pursue federal, state and other grant opportunities when deemed appropriate. Grant funding allows the City to leverage local public funds by extending and enhancing the services it offers to the community, and to introduce new initiatives.

9. Capital Assets Policy

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

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.

11. Investment Policy

The purpose of this Investment 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.

12. Pension Investment Policy

The City of Pinole (the "City") has established the City of Pinole Employee Benefit Pension Plan (the "Plan"), a Section 115 Trust. The goal of the Plan's investment program is to provide a reasonable level of growth which will result in sufficient assets to offset a portion of the present and future obligations of retirement benefits provided by the California Public Employees Retirement System ("CalPERS") for those eligible employees who meet the specified age and service requirements.

The purpose of this Pension Investment Policy is to establish a comprehensive strategy for assets invested under the Plan, and outline prudent and acceptable parameters in which pension funds are to be managed.

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EMPLOYEE COMPENSATION AND BENEFITS

Compensation

Employees are compensated based on job classification, which is a group of positions sufficiently similar with respect to their duties and responsibilities that: (a) the same descriptive title may be used to designate the positions allocated to the class; (b) the scope and level of duties and responsibilities are similar; (c) the same qualifications and tests of fitness may be required of all incumbents; and (d) the same salary rate or range can apply with equity under substantially the same working conditions. Salaries and wages are paid over twenty-six periods each fiscal year. Current salary and benefit schedules are available online at:

https://www.ci.pinole.ca.us/city_government/human_resources/salary_benefits.

Compensation packages include benefits, such as medical plan, dental plan, vision plan, cafeteria plan, life insurance, disability insurance, flexible benefits plan.

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, 2021 to June 30, 2022 at an actuarially determined rate of 58.84% and 77.20% 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' total CalPERS contribution (combined Employee Contribution and Employees' Share of the City's contribution) are capped at 16% (8% employee portion and 8% employer portion) and 20% (9% employee portion and 11% employer portion) respectively. In the event the annual CalPERS Employer Contribution increase exceeds 4.0% of the prior years' contribution rate, the additional amount above the 4.0% shall be shared equally between the City and the employee, and the cap will be adjusted accordingly for miscellaneous

employees. Similarly, in the event the annual CalPERS Employer Contribution increase exceeds 5.0% of the prior years' contribution rate, the additional amount above the 5.0% shall be shared equally between the City and the employee, and the cap will be adjusted accordingly for safety employees. The City pays the employer contribution above employee share of 50.452% (58.840% – 8.388%) and 64.265% (77.200% – 12.935%) for its miscellaneous and safety employees respectively.

The City established the City of Pinole Employee Benefit Pension Plan (the “Plan”), a Section 115 Trust in July of 2018. The goal of the Plan’s investment program is to provide a reasonable level of growth which will result in sufficient assets to offset a portion of the present and future obligations of retirement benefits provided by the California Public Employees Retirement System (“CalPERS”) for those eligible employees who meet the specified age and service requirements. Assets in the Plan will seek to mitigate the impact of future rate increases from CalPERS.

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%

Fiscal Year (FY) 2021/22 Operating and Capital Budget
Appendix – Employee Compensation and Benefits

19	95%
20 or more	100%

Funding Policy: The City’s contribution for each retiree is capped at the Kaiser Bay Area/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

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Fiscal Year (FY) 2021/22 Operating and Capital Budget
Appendix – Jurisdictional Comparison

	City of Pinole	City of Hercules	City of San Pablo	City of El Cerrito
Form of Government	Council-Manager General Law	Council-Manager General Law	Council-Manager General Law	Council-Manager General Law
Year Incorporated	1903	1900	1948	1917
Budget Comparison				
General Fund Revenue	21,627,288	16,479,509	42,544,649	39,980,730
General Fund Expenditures	25,447,934	14,899,744	36,148,378	39,686,283
Total Full Time Equivalents (FTE)	115.36*	57	182.5	174
Sworn Personnel FTE	42	26**	55**	80.6
Demographics				
Population	19,369	25,864	31,041	24,846
Annual Percent Change	-.1	1.5	-.1	0.00
Median Age	43.2	41.2	33.5	42.7
Population per FTE	168*	454	170	143
Population per Sworn FTE	461	995	564	308
Housing Units	7,169	9,056	9,549	11,038
Average Household Size	2.84	3.04	3.31	2.52
Labor Force	9,700	13,700	13,300	13,100
Unemployment Rate	6.7%	6.7%	8%	5.2%
Median Household Income	\$100,315	\$117,018	\$53,198	\$108,298
Per Capita Income	\$41,915	\$45,392	\$20,769	\$56,379

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 Pinole includes Wastewater Treatment Plant personnel; the City operates a Wastewater Treatment Plant which services the Pinole and Hercules areas. The City of San Pablo and El Cerrito are serviced by West County Wastewater District and EBMUD, respectively.

**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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RESOLUTION NO. 2021-51

A RESOLUTION OF THE CITY OF PINOLE, COUNTY OF CONTRA COSTA, STATE OF CALIFORNIA, APPROVING ADDITIONAL APPROPRIATIONS FOR FISCAL YEAR (FY) 2021/22

WHEREAS, the City Manager has presented a Revised Final Proposed Fiscal Year (FY) 2021/22 Operating and Capital Budget for the City of Pinole; and

WHEREAS, the City Council has held a public meeting on the matter of the Revised Final Proposed Fiscal Year (FY) 2021/22 Operating and Capital Budget and has discussed the individual department and fund budgets with City staff members; and

WHEREAS, the City Council has solicited public input on the Revised Final Proposed Fiscal Year (FY) 2021/22 Operating and Capital Budget; and

WHEREAS, the City Council approved a resolution adopting the final Fiscal Year (FY) 2021/22 Operating and Capital Budget at its meeting of June 29, 2021, which included the Revised Final Proposed Fiscal Year (FY) 2021/22 Operating and Capital Budget and a number of amendments approved by the City Council at the meeting of June 29, 2021; and

WHEREAS, the Adopted Fiscal Year (FY) 2021/22 Operating and Capital Budget established the following appropriation by fund:

100	General Fund	\$19,616,711
105	Measure S - 2006 Fund	2,528,352
106	Measure S - 2014 Fund	3,882,871
160	Equipment Reserve Fund	279,000
200	Gas Tax Fund	895,365
201	Restricted Real Estate Maintenance Fund	26,000
203	Public Safety Augmentation Fund	204,574
205	Traffic Safety Fund	20,261
206	Supplemental Law Enforcement Svc Fund	104,188
207	NPDES Storm Water Fund	420,685
209	Recreation Fund	1,542,048
212	Building & Planning Fund	1,727,753
213	Refuse Management Fund	140,858
214	Solid Waste Fund	761,445
215	Measure C and J Fund	937,189
225	Asset Seizure-Adjudicated Fund	86,562
276	Growth Impact Fund	258,000
285	Housing Land Held for Resale Fund	228,798
310	Lighting & Landscape District Fund	62,125
317	Pinole Valley Caretaker Fund	14,755
324	Public Facilities Fund	70,000
325	City Street Improvements Fund	1,133,105
327	Park Grants (Measure WW) Fund	189,758
377	Arterial Streets Rehabilitation Fund	775,297
500	Sewer Enterprise Fund	9,265,093
505	Cable Access TV Fund	570,763

525	Information Systems Fund	1,011,527
750	Recognized Obligation Retirement Fund	194,899

TOTAL OPERATIONS BUDGET \$46,947,982

WHEREAS, estimated revenues and transfers anticipated to fund appropriations for expenditures for the FY 2021/22 Fiscal Year are presented in Exhibit A (Budget Summaries). Any changes to the established control limits will be subject to approval by resolution of the City Council; and

WHEREAS, all positions listed in the “Budgeted Positions (FTE)” (Exhibit B) are hereby authorized positions; and

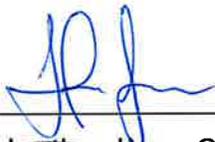
WHEREAS, the City Council may consider and approve additional appropriations for FY 2021/22 at a future Council meeting; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Pinole does hereby adopt the FY 2021/22 Operating and Capital Budget.

PASSED AND ADOPTED this 29th day **June 2021**, by the following vote:

AYES: COUNCILMEMBERS: **Martínez-Rubin, Murphy, Salimi, Tave, Toms**
NOES: COUNCILMEMBERS: **None**
ABSENT: COUNCILMEMBERS: **None**
ABSTAIN: COUNCILMEMBERS: **None**

I hereby certify that the foregoing resolution was introduced, passed and adopted on this 29th day of **June, 2021**.



Heather Iopu, CMC
City Clerk





CITY COUNCIL REPORT

DATE: JUNE 15, 2021

TO: MAYOR AND COUNCIL MEMBERS

FROM: MARKISHA GUILLORY, FINANCE DIRECTOR

**SUBJECT: ADOPT A RESOLUTION ESTABLISHING THE FISCAL YEAR
(FY) 2021/22 APPROPRIATIONS LIMIT**

RECOMMENDATION

Adopt a resolution establishing the Fiscal Year (FY) 2021/22 Appropriations Limit.

BACKGROUND

On November 6, 1979, California voters passed Proposition 4 (the "Gann Limit" Spending Initiative) which added Article XIII B to the California Constitution. The purpose of this law is to limit expenditure appropriations from tax sources that state and local government are permitted to make in any given year.

Pursuant to Article XIII B to the California Constitution, the City is required to establish an annual Appropriations Limit. The appropriation subject to limitation is to be based on the 1978-79 appropriation adjusted for changes in the cost of living and population.

California Government Code Section 7910 requires each local government to establish its appropriations limit by resolution for each fiscal year. Adoption of the attached resolution will approve the FY 2021/22 Appropriations Limit at \$147,165,198.

REVIEW AND ANALYSIS

The factors used to compute the appropriations subject to the limit are: (1) either the percentage change in California per capita personal income or the percentage change in the local assessment roll from the preceding year due to the addition of local nonresidential construction in the City, and (2) either the City's own population growth or the population growth of the entire County.

The State of California Department of Finance annually provides the California per capita personal income change in May of each year, a report on population changes of all cities and counties as well as the statewide change in per capita income.

In 1991, the California State Board of Equalization asked all County Assessors to compute the annual change in nonresidential new construction. For Contra Costa County, the Auditor-Controller's Office provides cities with these figures.

For FY 2021/22, the respective State and County offices have provided the City with the following optional factors to be used in the Appropriations Limit computation:

Personal Income Cost of Living

- California Per Capita Personal Income 5.73% increase
- Nonresidential New Construction, Pinole 2.12% increase

Population Change

- Population Change City of Pinole 0.11% decrease
- Population Change Contra Costa County 0.35% increase

Staff recommends that the California per capita personal income cost of living factor be used for this next fiscal year coupled with use of the larger Contra Costa County percentage for the population adjustment factor. The FY 2021/22 calculation is:

Per capita personal income converted to ratio: $\frac{5.73 + 100}{100} = 1.0573$

Population change converted to a ratio: $\frac{0.35 + 100}{100} = 1.0035$

Calculation of factor: $1.0573 \times 1.0035 = 1.0610$

FY 2020/21 limit: \$138,704,168

FY 2021/22 factor: x 1.0610

FY 2021/22 Appropriations Limit \$147,165,198

The Appropriations Limit applies only to tax revenues such as property tax, sales, and franchise tax, and does not apply to revenues such as fees that recover operating costs. For FY 2021/22, the City's annual Appropriations Limit is calculated at \$147,165,198 as shown above. By law, tax allocations are not allowed to exceed this authorized spending limit. The City of Pinole and the

Successor Agency to the Pinole Redevelopment Agency tax revenues subject to the Appropriations Limit will be approximately \$26,187,009, which is significantly lower than the limit at 18% of the \$147,165,198.

FISCAL IMPACT

There is no fiscal impact created by the City Council's adoption of this resolution to authorize the City's Appropriations Limit for FY 2021/22.

ATTACHMENTS

- A – Resolution Adopting FY 2021/22 Appropriations Limit
- B – State of California Department of Finance Price Factor and Population Information
- C – HdL Coren & Cone Nonresidential New Construction, Pinole

RESOLUTION NO. 2021-49

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 2021/22

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

WHEREAS, the appropriation subject to limitation for each fiscal year shall be based on the 1978-79 appropriation adjusted for changes in the per capita cost of living and population; and

WHEREAS, the implementation of Article XIII B requires the taxing agency to determine the Appropriations Limit according to the State of California; and

WHEREAS, the City of Pinole calculated its Fiscal Year 2021/22 Appropriations Limit based on the percent of change in the population of the Contra Costa County, January 1, 2020 to January 1, 2021, and the change in the State of California's per capital personal income.

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

1. That the growth factor has been calculated as follows:
 $1.0035 \times 1.0573 = 1.0610$
2. That said growth factor, 1.0610 shall be used to adjust the FY 2021/22 Appropriations Limit.
3. That the Appropriations Limit for 2021/22 fiscal year is hereby established as \$147,165,198.

FURTHER, BE IT RESOLVED that The City of Pinole tax allocations for FY 2021/22 will be approximately \$26,187,009, which is below the authorized spending limit of \$147,165,198.

PASSED AND ADOPTED at a regular meeting of the Pinole City Council held on the 29th day of June 2021 by the following vote:

AYES:	COUNCILMEMBERS: Martínez-Rubin, Murphy, Salimi, Tave, Toms
NOES:	COUNCILMEMBERS: None
ABSENT:	COUNCILMEMBERS: None
ABSTAIN:	COUNCILMEMBERS: None

I hereby certify that the foregoing resolution was introduced, passed and adopted on this 29th day of June, 2021.



RESOLUTION NO. 2021-46

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PINOLE, COUNTY OF CONTRA COSTA, STATE OF CALIFORNIA, APPROVING THE FISCAL YEARS 2021-22 THROUGH 2025-26 FIVE-YEAR CAPITAL IMPROVEMENT PLAN AND ADOPTING THE FISCAL YEAR 2021-22 CAPITAL BUDGET

WHEREAS, the Development Services Director/City Engineer presented the Proposed Capital Improvement Plan (CIP) for the City of Pinole for Fiscal Year (FY) 2021-22 through 2025-26, and a Proposed Capital Budget for FY 2021-22; and

WHEREAS, on May 12, 2021, the Finance Subcommittee reviewed the Proposed Preliminary CIP for FY 2021-22 through 2025-26; and

WHEREAS, on May 24, 2021, the Planning Commission reviewed the Proposed Preliminary CIP for FY 2021-22 through 2025-26 and adopted Resolution 2021-07 finding the Proposed Preliminary CIP to be in conformance with the City of Pinole General Plan; and

WHEREAS, City staff subsequently added the following projects to the CIP for FY 2021-22 through 2025-26: SS2101 – Secondary Clarifier – Center Column Rehabilitation, SS2102 – Air Release Valve Replacements, and RO2104 – Local Road Safety Plan to the Proposed Preliminary CIP for FY 2021-22 through 2025-26; and

WHEREAS, on June 3, 2021, the Finance Subcommittee reviewed the Revised Proposed CIP for FY 2021-22 through 2025-26 and recommended funding the development an Active Transportation Plan to the CIP; and

WHEREAS, staff added Project 2106 – Active Transportation Plan to the Proposed CIP; and

WHEREAS, the City Council solicited public input at a Public meeting on the Proposed CIP for FY 2021-22 through 2025-26 and Capital Budget for FY 2021-22; and

WHEREAS, the City Council directed staff to add six new projects to the Proposed CIP for FY 2021-22 through 2025-26 and amended the Proposed Capital Budget for FY 2021-22; and

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

Section 1. The Capital Improvement Plan for Fiscal Years 2021-22 through 2025-26 and Fiscal Year 2021-22 Capital Budget commencing July 1, 2021 and ending on June 30, 2022 is hereby amended by adding the following projects:

- FA2101 Faria House Renovations
- FA2102 Emergency Power for Critical Facilities

- FA2103 Municipal Broadband Master Plan
- PA2101 Installation of high capacity trash bins
- SS2103 Recycled Water Master Plan
- RO2107 Brandt St. Improvements

Section 2. That appropriations are for the 2021-22 Fiscal Year are established by fund, as follows:

SOURCES BY FUND	CAPITAL APPROPRIATIONS
100 – General Fund	\$2,045,000
106 - Measure S 2014	\$1,542,749
200 - Gas Tax	\$509,445
214 – Solid Waste	\$425,000
215 - Measure J	\$706,000
PGE - Rule 20A	\$511,532
276 - Growth Impact Fees	\$278,860
325 - City Street Improvements	\$969,185
327 - Park Grants	\$189,758
377 - Arterial Streets Rehabilitation	\$819,689
500 - Sewer Enterprise Fund	\$829,655
TOTAL CAPITAL APPROPRIATIONS	\$8,826,873

Section 3. That the appropriations established for FY2021-22 by fund shall be allocated to individual projects as presented in the Capital Improvement Plan.

PASSED AND ADOPTED at a regular meeting of the Pinole City Council held on the 15th day of June, 2021 by the following vote, to-wit:

AYES: COUNCILMEMBERS: **Martínez-Rubin, Murphy, Salimi, Tave, Toms**
 NOES: COUNCILMEMBERS: **None**
 ABSENT: COUNCILMEMBERS: **None**
 ABSTAIN: COUNCILMEMBERS: **None**

I, hereby certify that the foregoing resolution was regularly introduced, passed, and adopted on the 15th day of June, 2021.



 Heather Popu, CMC
 City Clerk

