



City of Pinole, California

OPERATING AND CAPITAL BUDGET FISCAL YEAR (FY) 2022/23



Adopted June 21, 2022

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CITY OF PINOLE

Office of the City Manager

June 21, 2022

City Council and Residents -

City staff is pleased to present the Final Proposed Fiscal Year (FY) 2022/23 Operating and Capital Budget.

Like communities across the United States, the City has weathered the challenges created by COVID-19. The Pinole community demonstrated incredible resilience over the course of the last few years. This resilience is an asset that positions the City for a strong future.

Despite challenges, the City has nonetheless been able to complete many special projects over the past year. The City's accomplishments in 2021 and plans for 2022 are well-summarized in the [City of Pinole 2021 Year in Review and 2022 Look Ahead](#) document, which was recently published. The City organization is undergoing a significant transformation that is resulting in more efficient and effective City programs. The City plans for 2022 to be a year of reopening, engagement, and continuing to improve City services.

City staff is responsible for preparing a proposed budget for City Council's consideration. The Final Proposed Fiscal Year (FY) 2022/23 Operating and Capital Budget incorporates input that was provided by the City Council and members of the community through multiple meetings of the Finance Subcommittee and City Council and other engagement opportunities. It is primarily a "status quo" budget, meaning that the revenue sources and service and staffing levels included in the budget are similar to those included in the current year's budget. This is similar to past City budgets.

The [current year budget, for FY 2021/22](#), does include some new investments in high priority areas compared to previous budgets, based on the vision, mission, and values of the [City of Pinole Strategic Plan 2020 – 2025](#) (safe and resilient, financially stable, vibrant and beautiful, and high performance). The FY 2021/22 budget included new staff positions in Community Development, Public Works, Fire, and City Clerk. Those new positions resulted in immediate improvements in City services. The FY 2021/22 budget also included funding for several Strategic Plan and other Council-directed special projects, including development of an Active Transportation Plan, Climate Action Plan, recycled water feasibility study, municipal broadband feasibility study, and economic development strategy. Staff is in the process of completing these projects.

The Final Proposed Fiscal Year (FY) 2022/23 Operating and Capital Budget also includes some new investments in high priority areas compared to previous budgets, consistent with the Strategic Plan, Long-Term Financial Plan for Fiscal Year (FY) 2022/23 - FY 2026/27 (LTFP), and community priorities. Notable new investments include additional Police Officer positions, additional capital project positions, and additional positions to improve organizational capacity. 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 and the community's expectations.

The Final Proposed Fiscal Year (FY) 2022/23 Operating and Capital Budget does include the use of General Fund fund balance for some ongoing expenditures. It also includes the use of General Fund fund balance for one-time expenditures. City staff believes that the Final Proposed Fiscal Year (FY) 2022/23 Operating and Capital Budget is appropriate and prudent despite using General Fund fund balance to cover some ongoing expenditures because the City expects a significant increase in General Fund revenue next year; the additional ongoing expenditures included in the budget, primarily additional staff, address key City Council and community priorities; and the City will implement efficiencies and eliminate less effective expenditures that will reduce future years' budgets.

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 Final Proposed FY 2022/23 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

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CITY OF PINOLE
FISCAL YEAR (FY) 2022/23 OPERATING AND CAPITAL BUDGET

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Executive Summary

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EXECUTIVE SUMMARY

The City operates on an annual budget cycle. 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.

The Fiscal Year (FY) 2022/23 Operating and Capital Budget was created through a collaborative, iterative process involving the City Council, community, and City staff and included the creation of a Preliminary Proposed, Revised Proposed, and ultimately Final Proposed budget. The budget development process is more fully described in the Budget Development Process section below.

The Fiscal Year (FY) 2022/23 Operating and Capital Budget is primarily a status quo budget, meaning that it does not include any major changes to City programs or services. It does include some increases in staffing to respond to key community priorities and organizational needs. The staffing increases included in the budget are the following:

- Addition of two Police Officer positions to accommodate a modified 4/10 schedule for Police Department staff, the cost of which will be partially offset by a reduction in overtime costs;
- Addition of an Associate Civil Engineer position and a Public Works Specialist position to accelerate the completion of capital projects;
- Addition of a Development Services Technician position (split 50% for the Community Development Department and 50% for the Public Works Department) to expedite development application processing;
- Addition of a Recreation Coordinator position to carry out a grant-funded tobacco use reduction program;
- Addition of a Human Resources Technician position to perform critical risk management and employee engagement tasks;
- Changing the Administrative Assistant position in the City Clerk Department from part time to full time;
- Addition of a second full-time dedicated contract Information Technology (IT) staff person; and
- Addition of contract staff time for additional weekend cleaning of parks.

The budget also includes funding for a number of one-time special projects, including the following:

- Community and engagement consulting;
- Diversity, equity, and inclusion (DEI) consulting;
- Legislative advocacy consulting;
- Fleet-wide replacement of Police in-car MDC computers; and
- SEI Climate Corps fellow to support the development of the climate action plan; and
- Pinole Community Television (PCTV) master plan.

Additional explanation and justification of these staffing increases and special projects is contained in the Department Budgets section below.

The budget includes the following three additional noteworthy assumptions and proposals:

- The appropriation of the City's remaining American Rescue Plan Act (ARPA) funds to the General Fund, to backfill the City's loss of general revenue due to the COVID-19 pandemic;
- A "vacancy savings factor" of 5% to account for savings in salaries and benefits resulting from normal position vacancies; and
- A 3% cost of living adjustment (COLA) for all employees covered by the Pinole Police Employees Association (PPEA) labor memorandum of understanding (MOU), which will expire on June 30, 2022, and for which a successor MOU has not yet been executed between the City and the PPEA.

The City's all funds revenue in the Fiscal Year (FY) 2022/23 Operating and Capital Budget is approximately \$56.0 million, and the all funds expenditures are approximately \$58.6 million. The General Fund (including Measure S 2006 and 2014 Funds) revenue is approximately \$28.1 million, and General Fund expenditures are approximately \$29.0 million.

Fund	Total Revenues	Total Expenditures	Use of Fund Balance ()
General Fund			
General Fund (including Measure S 2006 and 2014)	\$ 28,111,479	\$ 28,995,141	\$ (883,662)
General Reserve Fund	650,925	-	650,925
Equipment Reserve Fund	85,000	205,000	(120,000)
Special Revenue Funds			
Gas Tax Fund	1,003,271	1,144,557	(141,286)
Restricted Real Estate Maintenance Fund	39,991	26,000	13,991
Public Safety Augmentation Fund	172,766	387,365	(214,599)
Traffic Safety Fund	46,500	21,059	25,441
Supplemental Law Enforcement Fund	158,327	111,067	47,260
NPDES Storm Water Fund	253,422	336,938	(83,516)
Recreation Fund	1,233,831	1,918,034	(684,203)
Building & Planning Fund	4,828,449	2,410,793	2,417,656
Refuse Management Fund	66,060	167,825	(101,765)
Solid Waste Fund	368,000	682,778	(314,778)
Measure C/J Fund	390,848	639,880	(249,032)
Rate Stabilization Fund	15,000	-	15,000
American Rescue Plan Act Fund	2,302,505	4,090,010	(1,787,505)
Asset Seizure-Adjudicated Fund	-	58,231	(58,231)
Parkland Dedication Fund	1,293,134	-	1,293,134
Growth Impact Fund	1,608,476	58,000	1,550,476
Housing Assets Fund	917,883	327,475	590,408
Capital Projects Funds			
Lighting & Landscaping District Fund	63,911	62,125	1,786
Pinole Valley Caretaker Fund	15,000	15,055	(55)
Public Facilities Fund	-	70,000	(70,000)
City Street Improvements Fund	1,651,210	1,706,213	(55,003)
Arterial Streets Rehabilitation Fund	250,000	810,312	(560,312)
Parks Grants	189,758	189,758	-
Enterprise Funds			
Sewer Enterprise Fund	8,366,176	11,258,624	(2,892,448)
Cable Access Television (PCTV)	535,052	646,780	(111,728)
Fiduciary/Agency Funds			
Pension Fund	1,140,017	2,056,612	(916,595)
Recognized Obligation Retirement Fund	255,000	227,378	27,622
Total	\$ 56,011,991	\$ 58,623,010	\$ (2,611,019)

The budget includes a transfer from the General Fund to the General Reserve Fund to meet the City's Reserve Policy requirement of maintaining a General Reserve balance equal to 50% of total

ongoing General Fund expenditures. The budget anticipates a General Reserve balance of \$9.2 million, General Fund unassigned fund balance of \$8.9 million, and a Pension Trust Fund balance of \$17.6 million at the end of FY 2022/23.

Note that the City Council allocated funding for a number of Council-directed initiatives in the FY 2021/22 Operating and Capital Budget, some of which will not be completed in FY 2021/22. The Council directed that all of these except two (business development/community help reserve and revitalization reserve) should be carried over to the FY 2022/23 budget. Those that have been carried over to the budget are listed below:

- Active Transportation Plan;
- Brandt Court improvements;
- Business development/community help reserve;
- Revitalization reserve;
- City Hall planting/landscaping improvements;
- On-call consultants for capital projects;
- Emergency power for critical facilities;
- Installation of high-capacity trash bins;
- Municipal broadband planning;
- Non-capital recommendations of Beautification Ad Hoc Committee;
- Recycled water master planning; and
- Weatherization/energy efficiency program.

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. For example, it is appropriate and consistent with best practice to use designated reserves as a non-recurring revenue to cover recurring expenditures during times of fiscal duress."

As noted above, the General Fund (including Measure S 2006 and 2014 Funds) revenue of the FY 2022/23 budget is approximately \$28.1 million, and expenditures are approximately \$29.0 million. The budget relies on the use of \$883,662 of General Fund unassigned fund balance for ongoing expenditures and \$1.9 million for one-time expenditures, which include the transfer of \$650,925 to the General Reserve.

City staff believes that the budget is appropriate and prudent despite using General Fund fund balance to cover ongoing expenditures because the LTFP forecasts a significant increase in General Fund revenue in FY 2023/24; the City will likely receive additional General Fund revenue or have lower General Fund subsidies to certain functions as a result of increases in some City fees; the additional ongoing expenditures included in the budget, primarily additional staff, address key City Council and community priorities; and the City's new department heads will

identify efficiencies and eliminate less effective expenditures in future years' budgets. If a proposed budget is structurally imbalanced, the City's Structurally Balanced Budget Policy directs that staff should develop a plan to create a structurally balanced budget for the subsequent fiscal year.

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Background

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ELECTED OFFICIALS



Vincent Salimi
Mayor



Devin Murphy
Mayor Pro Tempore



Anthony Tave
Council Member



Maureen Toms
Council Member



Norma Martínez-Rubin
Council Member



Roy Swearingen
City Treasurer

DEPARTMENT HEADS

City Manager	Andrew Murray
City Attorney (Contract)	Eric Casher
City Clerk	Heather Bell
Community Development Director	Lilly Whalen
Community Services Director	Vacant
Finance Director	Markisha Guillory
Fire Chief	Chris Wynkoop
Human Resources Director	Stacy Shell
Police Chief	Neil Gang
Public Works Director	Sanjay Mishra

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CITY OF PINOLE STRATEGIC PLAN 2020-2025

In February 2020, the City of Pinole adopted a Strategic Plan 2020 – 2025. The Strategic Plan established the following vision, mission, and goals for the City, as well as 22 specific “strategies” (special projects), to be completed over a five-year timeframe, that would help the City achieve the goals.

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

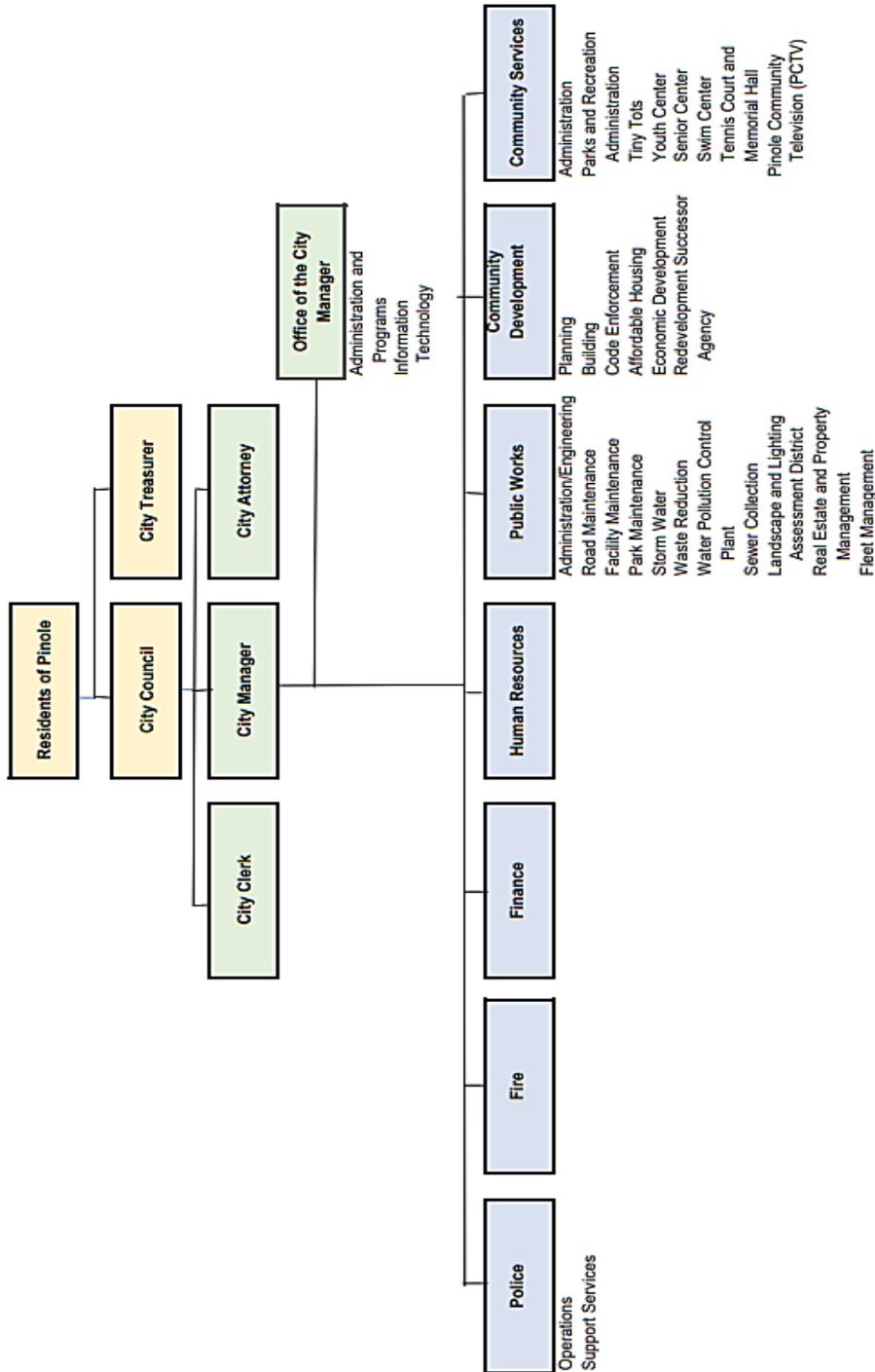
The City of Pinole is primarily a residential community located in the San Francisco Bay Area on the shores of San Pablo Bay in West Contra Costa County. Interstate 80, which traverses Pinole, connects the San Francisco/Oakland metropolitan area with Sacramento and points east. Pinole is linked to central Contra Costa County, which includes the cities of Martinez, Concord, and Pleasant Hill, by State Route 4, which begins just north of Pinole and connects with Interstate 680. There are approximately four square miles of land included in Pinole's boundary. The City's population at January 1, 2021 was 19,369, according to the California Department of Finance.

The City 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 and Pinole community television), community development, and general administration services.



ORGANIZATIONAL STRUCTURE



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Budget Development Process and Budget Award

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BUDGET DEVELOPMENT PROCESS

The City's budget is created through a collaborative, iterative process involving the City Council, community, and City staff. 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 and includes incremental changes.

City staff takes the following steps to create the 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" for the upcoming year 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;
- Finance Department and City Manager consider department requests for changes to the baseline budget and prepare a Preliminary Proposed budget for the Finance Subcommittee and/or City Council's consideration;
- Finance Department incorporates changes and prepares the Revised Proposed budget for the Finance Subcommittee and/or City Council's consideration;
- Finance Department incorporates any final changes as necessary and submits the Final Proposed Budget to the City Council for adoption.

The City also prepares a Long-Term Financial Plan (LTFP) and a Five-Year Capital Improvement Plan (CIP), which inform the budget.

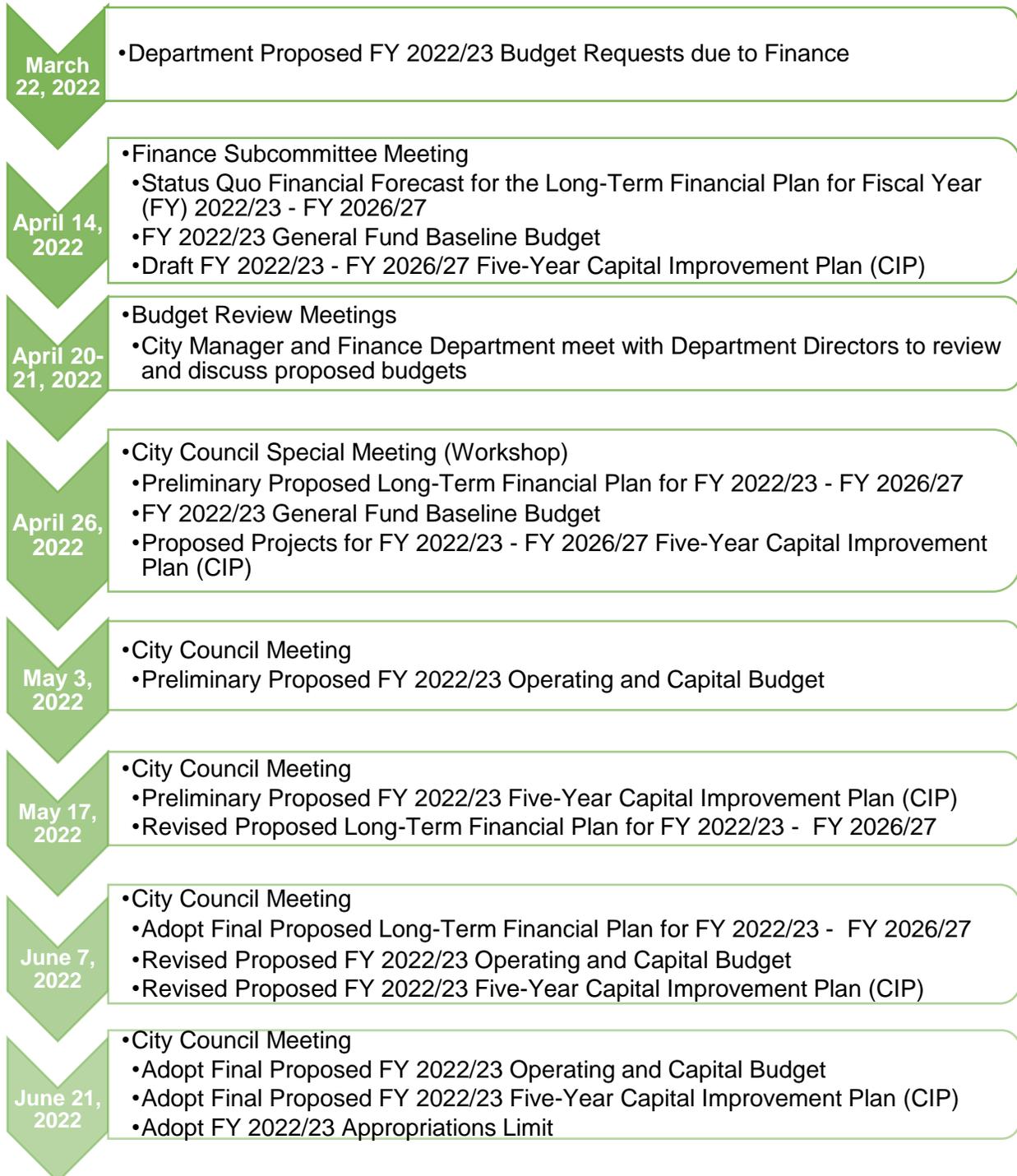
City staff presented the General Fund baseline budget to the Finance Subcommittee on April 14, 2022 and to the City Council on April 26, 2022 (budget workshop). At the April 26, 2022 meeting, staff asked the City Council whether it would like to add any special projects or other changes to the baseline budget. The City Council did not direct staff to add any additional items to the budget. Staff then prepared the Preliminary Proposed budget, which was presented to the City Council on May 17, 2022. City staff invited the feedback from the City Council and members of the public on the Revised Proposed budget at the City Council's June 7, 2022 meeting. Following the June 7, 2022 Council meeting, staff incorporated the Council's feedback into a Final Proposed version of the budget that was presented to the City Council for adoption on June 21, 2022.

The Preliminary Proposed Long-Term Financial Plan for FY 2022/23 – FY 2026/27 was presented to the City Council at its meeting on April 26, 2022 and the Revised Proposed LTFP was presented

to the City Council on May 17, 2022. The Final Proposed LTFP was presented to the City Council for adoption on June 7, 2022.

City staff presented the baseline budget for the FY 2022/23 Five-Year Capital Improvement Plan (CIP) to the Finance Subcommittee on April 14, 2022. At the April 26, 2022 meeting, staff presented the proposed projects for the FY 2022/23 CIP to the City Council. The City Council asked questions of staff and provided feedback on the draft CIP. Staff prepared the Preliminary Proposed FY 2022/23 Five-Year CIP, which was presented to the City Council on May 17, 2022. City staff invited the feedback from the City Council and members of the public on the Revised Proposed FY 2022/23 Five-Year CIP at the City Council's June 7, 2022 meeting. Following the June 7, 2022 Council meeting, staff incorporated the Council's feedback into a Final Proposed version of the CIP that was presented to the City Council for adoption on June 21, 2022.

KEY MILESTONES OF THE DEVELOPMENT OF THE BUDGET, LTFP, AND CIP FOR FY 2022/23



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BUDGET AWARD

The City received its eighth consecutive Operating Budget Excellence Award from the California Society of Municipal Finance Officers (CSMFO) for its FY 2021/22 budget. The City previously received the Meritorious Award for its FY 2005/06 through FY 2010/11 budgets, and Outstanding Financial Reporting for its FY 1995/96 through FY 2000/01 budgets. The award 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.



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Revenue and Expenditure Summaries

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REVENUE AND EXPENDITURE SUMMARIES

The City’s General Fund accounts for all general revenues received by the City. The General Fund supports various City operations, including primarily public safety. The City also has numerous other funds that account for revenue received and expended for specific purposes.

GENERAL FUND REVENUE

The major revenue sources for the General Fund are property tax, sales tax, utility users’ tax, intergovernmental tax, franchise fees, business license tax, and transient occupancy tax. The City’s Finance Department creates the estimates of these General Fund revenues for the budget using economic information obtained from several sources, 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. Each of these revenue sources is described in detail below.

Total General Fund (including Measure S 2006 and 2014 Funds) revenue is projected to be \$28.1 million, including transfers in, in FY 2022/23, as summarized below.

Revenue Category	FY 2022/23 Budget	% Total Budget
Property Taxes	4,776,626	17%
Sales and Use Taxes	4,582,095	16%
Sales and Use Taxes - Measure S 2006	2,451,000	9%
Sales and Use Taxes - Measure S 2014	2,451,000	9%
Utility Users Tax	1,934,150	7%
Franchise Taxes	786,790	3%
Other Taxes	852,500	3%
Intergovernmental Taxes	2,215,948	8%
Public Safety Charges	1,405,108	5%
Other Revenues	549,640	2%
Transfers In	6,106,622	22%
Total	28,111,479	

Property Tax

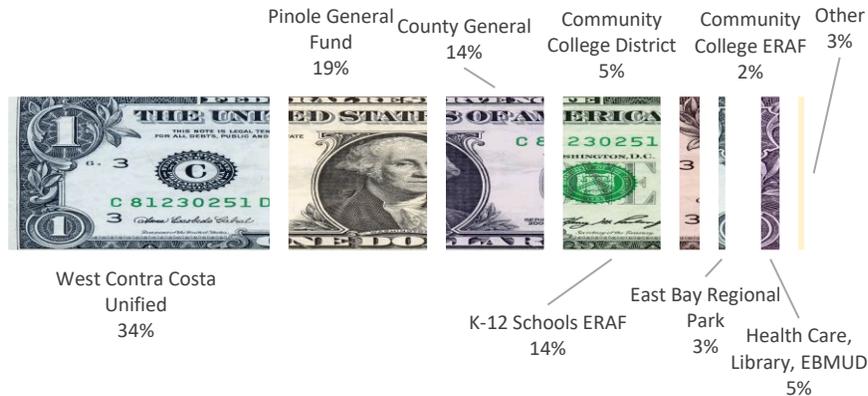
Property tax is an ad valorem tax imposed on real property (land and permanently attached improvements such as buildings) and tangible personal property (movable property). The fixed statutory rate is 1% of assessed valuation. Assessed value is based on the 1975 property values with subsequent increases 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.

The City uses property tax estimates provided by consulting firm HdL as the basis for the budget. For FY 2022/23, property tax is estimated to be \$4.8 million, a 13% increase over the FY 2021/22 revised budget. The increase is largely due to the increase in residual property tax revenue that the City expects to receive from the former Redevelopment agency due lower outstanding debt.

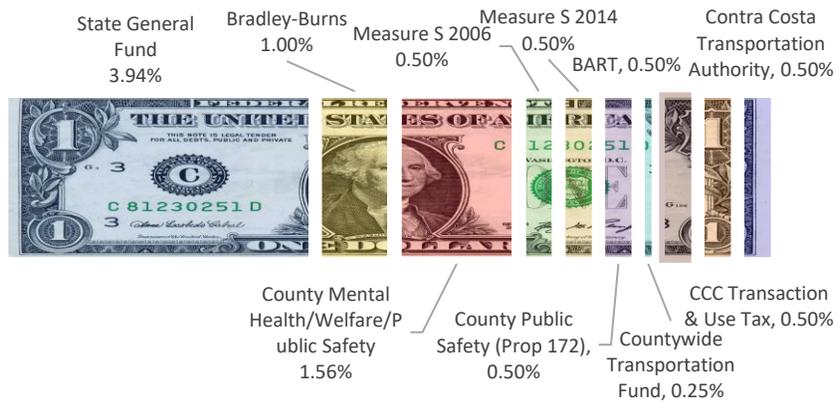
Property Tax Dollar Breakdown



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 2022/23, General Fund sales tax, including Measure S 2006 and 2014, is projected to be \$9.5 million, a 2% increase over the FY 2021/22 revised budget.

Sales Tax Dollar Breakdown



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 2022/23, UUT is projected to be \$1.9 million, a 1% increase over the FY 2021/22 revised budget.

Franchise Fees

Franchise tax is levied on organizations that use the public right of way to furnish gas (PG&E) (1%) and electricity (PG&E) (2%), refuse (Republic Services) (10%), and cable television (Comcast and AT&T) (5%). 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 2022/23, franchise tax is projected to be \$786,790, a 1% increase over the FY 2021/22 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 \$152 (current) 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 2022/23, business license is projected to be \$412,500, an 8% increase over the FY 2021/22 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 2022/23, transient occupancy tax is projected to be \$440,000, a 5% increase over the FY 2021/22 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 2022/23, VLF is projected to be \$2.2 million, a 6% increase over the FY 2021/22 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 2022/23, public safety charges are projected to be \$1.4 million, a 5% increase over the FY 2021/22 revised budget.

Other Revenue

Other revenue is made up of all other revenue sources, such as fees, permits, interest income, grants, reimbursements, and other miscellaneous revenue. These revenues are projected primarily using historical trend analysis. The FY 2022/23 budget assumes an average 1% increase over the FY 2021/22 revised budget.

The City is currently conducting a comprehensive fee study to determine the City’s total cost of providing certain services. The study will likely recommend changes to the City’s fees, which could potentially increase revenue generated from fees in the future. The budget does not assume any increased revenues related to potential changes in City fees resulting from the comprehensive fee study.

Transfers In

Transfers in shown in the FY 2022/23 budget comes from the Pension Section 115 Trust to offset the increase in pension costs in the General Fund and Measure S Funds. The amount transferred is based on the difference between the City’s base year (FY 2018/19) contribution toward employee pensions and the forecasted required City contribution in future years. Additionally, transfers in include the transfer of the remaining American Rescue Plan Act (ARPA) funds into the General Fund to backfill the loss of revenue attributable to the COVID-19 pandemic.

GENERAL FUND EXPENDITURES

General Fund revenues are not restricted to any specific use and can be expended on any allowable municipal purpose. For FY 2022/23, total General Fund expenditures are projected to be \$29.0 million, including transfers out, as summarized below.

Expenditure Category	FY 2022/23 Budget	% Total Budget
Salaries and Wages	11,492,312	40%
Employee Benefits	7,496,535	26%
Professional/Admin Services	4,253,726	15%
Other Operating	286,311	1%
Materials and Supplies	229,200	1%
Interdepartmental Charges	-689,039	-2%
Capital Outlay	3,258,109	11%
Debt Service	596,107	2%
Transfers Out	2,071,880	7%
Total	28,995,141	

Salaries

Salaries comprise approximately 40% of total General Fund expenditures and are 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 between the City and employee group in labor agreements.

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 valuation reports 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 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 Expenses

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 and included in the Five-Year Capital Improvement Plan (CIP).

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.

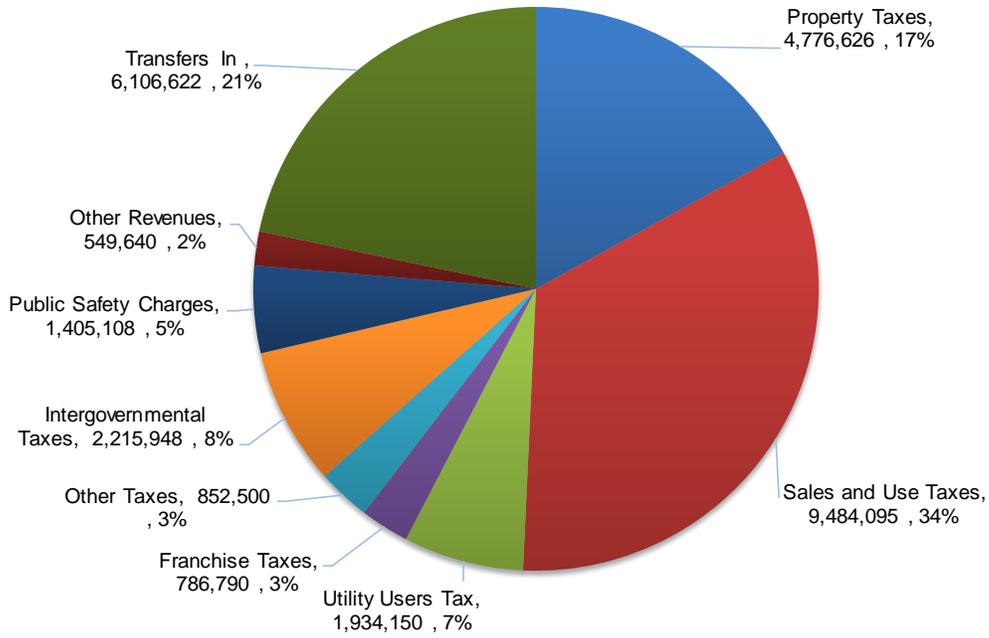
Transfers Out

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. Transfers out also includes the transfer from the General Fund to the General Reserve Fund.

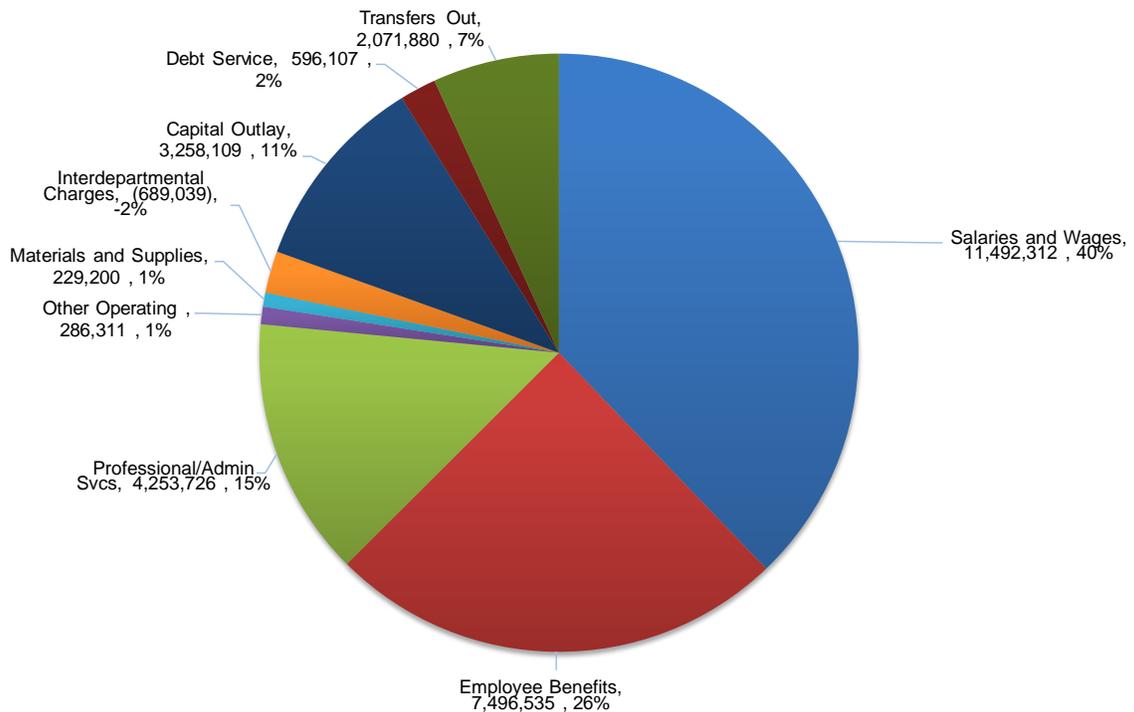
Fiscal Year (FY) 2022/23 Operating and Capital Budget
Revenue and Expenditure Summaries – General Fund

GENERAL FUND (Including Measure S 2006 and 2014)	FY 2018/19 Actual	FY 2019/20 Actual	FY 2020/21 Actual	FY 2021/22 Revised Budget	FY 2022/23 Proposed Budget
Revenue by Category					
311 - Property Taxes	3,837,167	4,514,755	4,091,345	4,230,122	4,776,626
312 - Sales and Use Taxes	8,281,048	7,689,917	8,927,361	9,323,848	9,484,095
313 - Utility Users Tax	1,812,844	1,809,832	1,939,726	1,915,000	1,934,150
314 - Franchise Taxes	735,311	750,002	751,598	779,000	786,790
315 - Other Taxes	884,757	826,504	795,839	800,000	852,500
321 - Intergovernmental Taxes	1,836,501	1,952,717	2,034,203	2,082,883	2,215,948
323 - State Grants	109,993	40,193	10,951	40,000	40,000
324 - Other Grants	57,026	47,026	287,768	47,026	47,026
332 - Permits	57,354	65,987	77,992	68,700	68,700
341 - Review Fees	44,484	13,730	37,139	28,000	28,000
342 - Other Fees	69,934	41,929	56,754	40,694	43,194
343 - Abatement Fees	15,893	46,060	3,844	7,000	36,000
351 - Fines and Forfeiture	51,741	16,874	13,166	22,050	22,050
361 - Public Safety Charges	967,318	1,260,013	1,345,588	1,339,796	1,405,108
370 - Interest and Investment Income	269,508	289,324	33,340	150,000	150,000
381 - Rental Income	89,500	89,661	86,880	89,896	89,896
383 - Reimbursements	93,367	23,257	83,285	18,674	18,674
384 - Other Revenue	7,077	47,205	3,788	5,100	5,100
392 - Proceeds from Sale of Property	1,290	13,855	83,209	601,000	1,000
393 - Loan/Bond Proceeds	1,500,000	500,000	55,197	-	-
399 - Transfers In	6,290,688	-	-	-	-
399 - Transfers In from Section 115 Trust	-	-	1,327,427	853,686	2,016,612
399 - Transfers In from ARPA Fund	-	-	-	-	4,090,010
Revenue Total	27,012,802	20,038,840	22,046,398	22,442,475	28,111,479
Expenditures by Category					
40 - Salaries and Wages	8,595,485	9,182,685	9,687,549	10,553,426	11,492,312
41 - Employee Benefits	4,871,717	5,315,443	5,492,537	6,822,073	7,496,535
42 - Professional/Administrative Services	2,792,982	2,841,245	3,120,915	4,612,687	4,253,726
43 - Other Operating Expenses	219,803	276,628	332,324	286,311	286,311
44 - Materials and Supplies	137,174	152,349	148,389	188,700	229,200
46 - Interfund/Interdepartmental Charges	(1,232,247)	(807,690)	(916,482)	(845,041)	(689,039)
47 - Asset Acquisition, Improvement, Disposal	672,010	1,031,960	1,397,824	3,634,781	3,258,109
48 - Debt Service	643,846	606,554	558,607	576,107	596,107
49 - Transfers Out	21,732,833	1,255,058	1,588,652	3,161,017	2,071,880
Expenditures Total	38,433,603	19,854,232	21,410,315	28,990,061	28,995,141
Expenditures by Department					
10 - City Council	154,426	210,303	221,252	182,509	176,396
11 - City Manager	163,510	206,565	603,505	681,538	615,943
12 - City Clerk	235,966	183,241	243,065	450,393	586,347
13 - City Treasurer	10,866	8,592	8,286	8,693	8,662
14 - City Attorney	333,522	489,469	489,955	310,200	321,057
15 - Finance Department	484,084	482,166	573,555	571,746	632,747
16 - Human Resources	392,207	430,578	292,727	523,446	768,472
17 - Non-Departmental	23,838,632	3,495,716	3,534,790	5,236,811	3,629,942
18 - Information Systems	54,964	21,748	-	-	102,600
22 - Police Department	7,690,677	8,057,519	8,495,554	9,897,426	10,535,459
23 - Fire Department	3,759,053	4,514,810	5,429,808	5,092,242	5,514,428
34 - Public Works	1,235,702	1,521,779	1,335,586	5,146,991	5,099,752
46 - Community Development	79,996	217,153	173,504	389,885	527,464
55 - Community Services	-	14,593	8,727	498,182	475,872
Expenditures Total	38,433,603	19,854,232	21,410,315	28,990,061	28,995,141
Net Operating Results	(11,420,801)	184,609	636,084	(6,547,586)	(883,662)

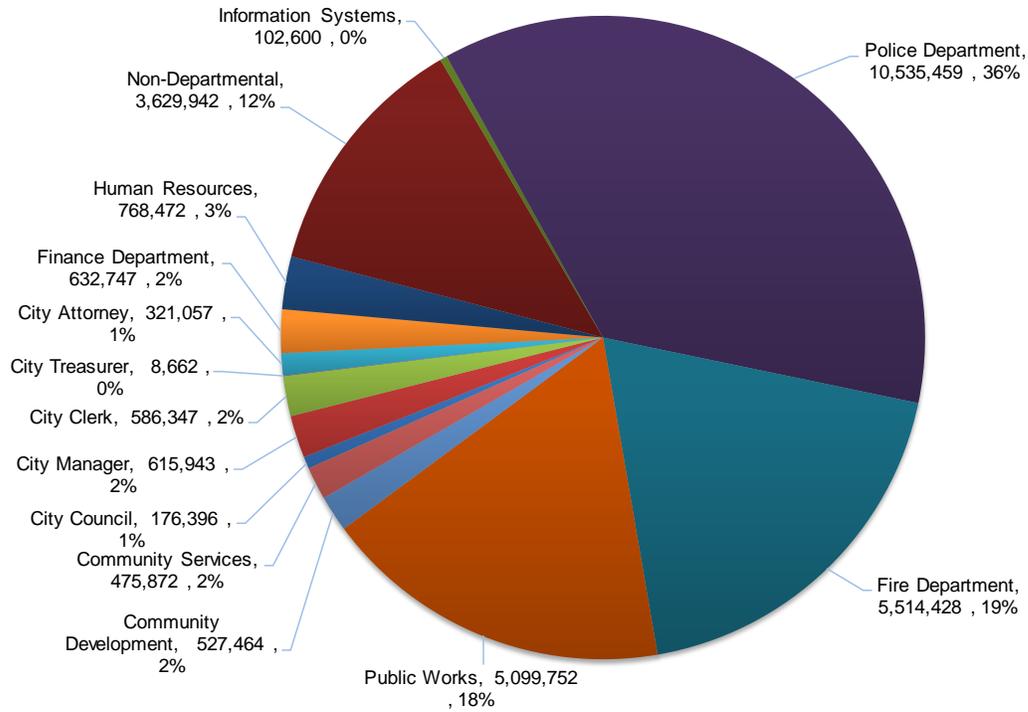
General Fund Revenue by Type: \$28,111,479



General Fund Expendiures by Type: \$28,995,141



General Fund Expendiures by Department: \$28,995,141



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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.

Special Revenue Funds

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 related to streets. It is common for funds that support capital projects to accrue significant fund balances over multiple years while cities save resources over time to invest in large projects, which have greater economies of scale. For FY 2022/23, revenue is projected to be \$1.0 million, a 9% increase over the FY 2021/22 revised budget. Expenditures are projected to be \$715,647, a 33% decrease over the FY 2021/22 revised budget.

Recreation Fund - 209

The Recreation Fund accounts for program fees, fundraising proceeds, and donations for Recreation programs. Resources are used towards staffing and maintenance costs to operate the programs. The fund receives a transfer in from the General Fund to offset a recurring operating loss. For FY 2022/23, revenue is projected to be \$1.2 million, a 23% decrease from the FY 2021/22 revised budget. Expenditures are projected to be \$1.9 million, a 24% increase over the FY 2021/22 revised budget. The budget assumes that Recreation programs to be open at full capacity during FY 2022/23. The Recreation Fund is expected to have a negative fund balance of \$585,205 by the end of FY 2022/23. The fund will be assessed at mid-year to determine if additional General Fund support will be needed to balance the fund. Also, the City is currently conducting a fee study to determine the City's total cost of providing certain services. The study will likely recommend changes to the City's recreation program fees, which is expected to result in increased revenue.

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 plan checks and inspections

performed. The City is currently conducting a fee study to determine the City's total cost of providing certain services that have a specific beneficiary. The study will likely recommend changes to the City's building and planning fees, which is expected to result in increased revenue. Several large developments projects are anticipated to be initiated in FY 2022/23, which explains the large increases in the forecasted permit and fee revenues for that year. For FY 2022/23, revenues are projected to be \$4.9 million, a 144% increase over the FY 2021/22 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 \$2.4 million. It is anticipated that approximately \$661,320 of fund balance will be used, leaving a balance of \$1.7 million.

Solid Waste Fund – 214

The Solid Waste Fund accounts for funds received from Republic Services, Inc. from a surcharge it assesses on customer rates for solid waste services. These funds are set aside for future solid waste capital projects and for a rate stabilization fund. For FY 2022/23, revenues are budgeted at \$368,000 and expenditures are budgeted at \$675,778. It is anticipated that approximately \$307,778 of fund balance will be used for capital projects.

Measure C/J Fund - 215

The Measure C/J Fund 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 to maintain eligibility for the funds. 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. It is common for funds that support capital projects to accrue significant fund balances over multiple years while cities save resources over time to invest in large projects, which have greater economies of scale. For FY 2022/23, revenues are projected to be \$390,848. Expenditures are projected to be \$639,880. It is anticipated that approximately \$249,032 of the estimated \$1.7 million fund balance will be used to fund road and facility projects. Spending of these funds is dependent on the timing of spending for capital projects.

American Rescue Plan Act Fund – 217

The American Rescue Plan Act Fund accounts for the \$4.6 million allocated to the City from the federal government from the American Rescue Plan Act (ARPA) of 2021. The City received its first tranche of \$2.3 million in July 2021 and will receive the second tranche one year later. For FY 2022/23, the remaining funding of approximately \$4.1 million is appropriated to backfill revenue loss in the General Fund and will be used to fund the City's general purpose activities that were negatively impacted by COVID-19 pandemic.

Parkland Dedication Fund – 275

The Parkland Dedication Fund provides for the acquisition and development of parks as specified in the City’s Parkland Dedication Ordinance (PDO) (Municipal Code Sec. 16.28) which requires as a condition of approval for the subdivision of land, the dedication of park land or payment of a fee in-lieu of dedication, pursuant to California Government Code 66477 (the “Quimby Act”). For FY 2022/23, revenue is projected at \$1.3 million due from developers for several large multi-unit developments. There are not any budgeted expenditures.

Growth Impact Fund – 276

The Growth Impact Fund accounts for development fees collected to mitigate the impact of new development. Specifically, it provides for the expansion, design, construction, or upgrade to facilities, roadways, and equipment. The City collects impact fees for police, fire protection, municipal, community, wastewater, roadways, and drainage. For FY 2022/23, revenue is budgeted \$1.6 million due from developers for several large multi-unit developments. Expenditures are projected at \$88,000 for capital projects.

Housing Assets Fund – 285

The Housing Assets Fund accounts for resources related to the affordable housing activities and portfolio of the former Redevelopment Agency. Funds must be expended for housing activities. The fund balance has increased in recent years due to the repayment of a significant loan due to the fund.

Capital Project Funds

City Street Improvements Fund – 325

The City Street Improvements Fund receives a transfer of \$250,000 per year from Measure S 2014 to fund road maintenance projects. It has a substantial fund balance due to the accumulation of unspent funds from prior fiscal years. For FY 2022/23, revenues are budgeted at \$1.7 million due to anticipated grants from the West County Subregional Transportation Mitigation Program (STMP), CalTrans Highway Bridge Program, CalTrans Highway Safety Improvement Program, and Transportation for Livable Communities (TLC) Program. Expenditures are budgeted at \$1.7 million for several capital projects.

Arterial Streets Rehabilitation Fund - 377

The Arterial Streets Rehabilitation Fund receives a transfer of \$250,000 per year from the Measure S 2014 to fund road rehabilitation projects. For FY 2022/23, expenditures are budgeted

at \$810,312 and includes the use of approximately \$560,312 of the accumulated fund balance for several rehabilitation capital projects.

Enterprise Funds

Sewer Enterprise Fund -500

The Sewer Enterprise Fund accounts for fees charged to residents and businesses for sewer service provided by the City's Wastewater Treatment Plant (WWTP). Sewer user fees are charged in the amount specified by City Council Resolution (Section 13.04.040 PMC). Fees are used to operate, maintain, and renew the WWTP. 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. For FY 2022/23, revenue is projected to be \$8.4 million, a 6% increase over the FY 2021/22 revised budget. Expenditures are projected to be \$11.3 million, a 22% increase from the FY 2021/22 revised budget. It is anticipated that approximately \$2.9 million of its projected fund balance will be used to complete several key capital projects.

Pinole Community Television (PCTV) Fund - 505

The Pinole Community Television (PCTV) Fund accounts for revenues and expenditures related to the operation of PCTV. Revenue is received from video production charges to other cities, Public, Educational, and Governmental (PEG) access fees, and the General Fund. PEG fees are designated for equipment purchases. For FY 2022/23, revenue is projected to be \$535,052, the same as the FY 2021/22 revised budget. Expenditures are projected to be \$606,780.

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 2022/23, revenue and expenditures are balanced with each projected to be \$1.5 million, a 20% increase from the FY 2021/22 revised budget. The increase is due to increased demand from City departments for various technologies.

Fiduciary Funds

Pension Fund – 700

The Pension Fund accounts for funds in the City's Section 115 trust, funded with one-time General Fund resources, to offset growth in the City's annual required contribution to CalPERS pension.

Recognized Obligation Retirement Fund – 750

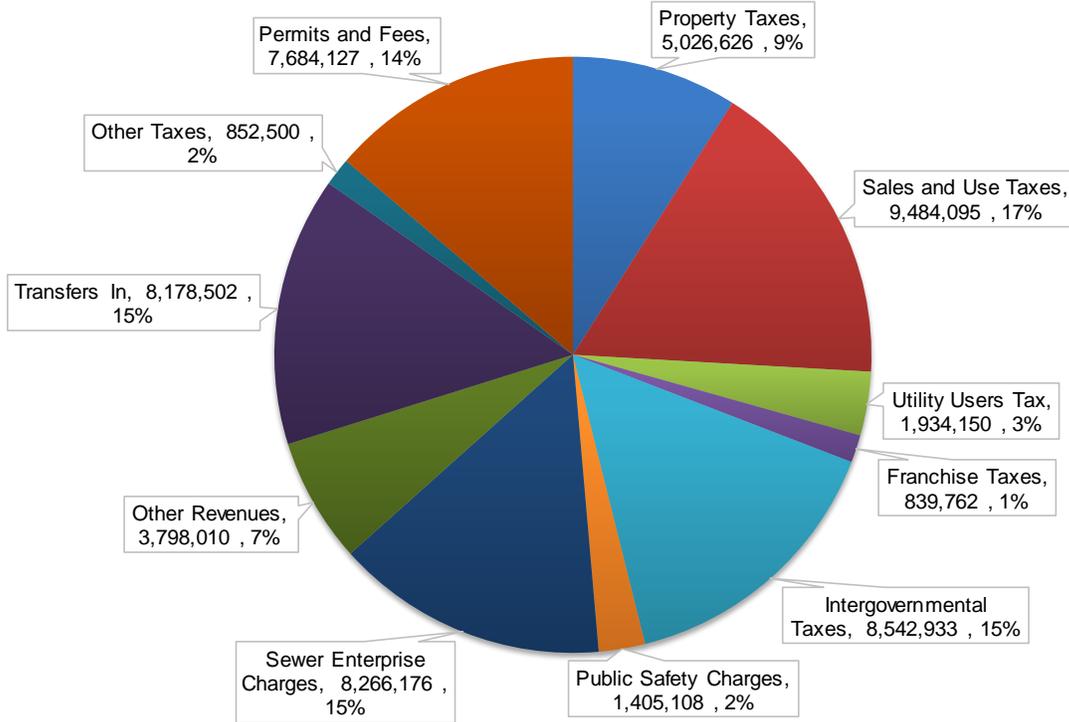
The Recognized Obligation Retirement Fund accounts for the close-out activities of the Successor Agency to the Pinole Redevelopment Agency. Pledged property tax revenues will continue to be provided to the City for timely payment of outstanding redevelopment bond debt obligations, to reimburse the City for administrative staff time up to \$250,000 per year, and other enforceable obligations in accordance with the Recognized Obligations Payment Schedule (ROPS).

Fiscal Year (FY) 2022/23 Operating and Capital Budget
Revenue and Expenditure Summaries – All Funds

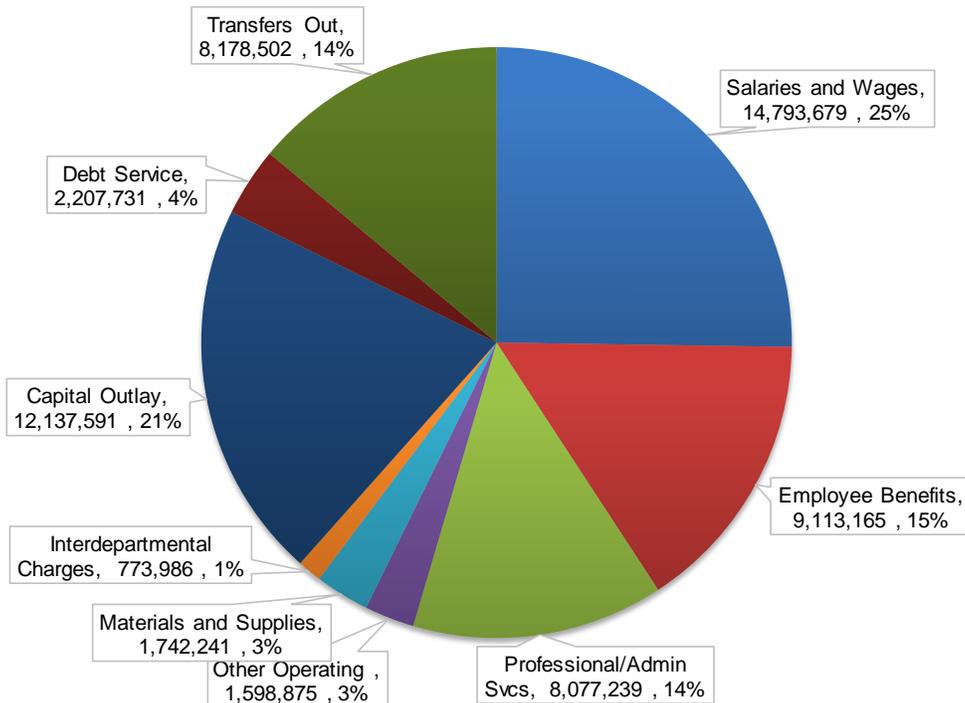
ALL FUNDS	FY 2018/19 Actual	FY 2019/20 Actual	FY 2020/21 Actuals	FY 2021/22 Revised Budget	FY 2022/23 Proposed Budget
Revenue by Category					
311 - Property Taxes	4,087,167	5,200,158	4,357,245	4,480,122	5,026,626
312 - Sales and Use Taxes	8,281,048	7,689,917	8,927,361	9,323,848	9,484,095
313 - Utility Users Tax	1,812,844	1,809,832	1,939,726	1,915,000	1,934,150
314 - Franchise Taxes	768,013	778,835	776,957	831,972	839,762
315 - Other Taxes	884,778	826,506	795,839	800,000	852,500
321 - Intergovernmental Taxes	3,081,522	3,226,870	3,319,719	3,538,562	3,686,532
322 - Federal Grants	-	-	-	2,459,465	2,353,773
323 - State Grants	330,084	317,822	383,315	463,238	769,292
324 - Other Grants	1,103,589	752,777	677,915	653,456	1,733,337
332 - Permits	443,373	376,690	342,120	555,700	2,496,500
341 - Review Fees	271,213	367,649	243,014	878,000	1,048,000
342 - Other Fees	172,350	121,809	109,215	102,569	1,095,369
343 - Abatement Fees	15,893	46,060	3,844	7,000	55,600
344 - Impact Fees	121,454	59,943	49,560	229,834	2,988,658
351 - Fines and Forfeiture	89,911	68,576	41,235	67,050	67,050
361 - Public Safety Charges	967,318	1,260,013	1,345,588	1,339,796	1,405,108
362 - Public Works Charges	-	-	-	-	-
363 - Sewer Enterprise Charges	7,210,207	7,093,734	7,414,842	7,797,500	8,266,176
364 - Recreation Charges	628,825	379,124	128,296	377,778	372,016
365 - Cable TV Charges	188,351	191,537	223,342	316,956	316,956
370 - Interest and Investment Income	1,686,525	2,158,670	2,935,849	328,598	1,479,767
381 - Rental Income	274,153	185,594	131,335	210,962	249,625
382 - Concession Revenue	16,413	-	-	-	-
383 - Reimbursements	465,314	408,597	606,594	396,154	411,154
384 - Other Revenue	40,957	67,681	61,571	78,650	27,560
385 - Indirect Cost Allocations	-	-	-	-	-
392 - Proceeds from Sale of Property	3,140	13,855	83,209	601,000	1,000
393 - Loan/Bond Proceeds	1,672,740	559,344	120,594	1,683,692	872,883
399 - Transfers In	28,023,522	819,655	3,094,268	4,014,703	8,178,502
Revenue Total	62,640,702	34,781,251	38,112,552	43,451,604	56,011,990
Expenditures by Category					
40 - Salaries and Wages	10,548,411	11,111,582	11,508,885	13,422,231	14,793,679
41 - Employee Benefits	5,966,632	6,658,509	6,710,186	8,261,380	9,113,165
42 - Professional/Administrative Services	4,740,256	4,794,326	5,136,136	8,336,557	8,077,239
43 - Other Operating Expenses	1,594,364	1,583,741	1,565,131	1,563,166	1,598,875
44 - Materials and Supplies	1,035,675	958,065	909,837	1,466,422	1,742,241
46 - Interfund/Interdepartmental Charges	(7,013)	572,926	650,094	563,733	773,986
47 - Asset Acquisition, Improvement, Disposal	2,160,330	2,606,766	4,629,080	11,169,989	12,137,591
48 - Debt Service	1,317,098	1,569,641	1,455,787	2,185,613	2,207,731
49 - Transfers Out	28,023,522	1,255,058	3,094,268	3,161,017	8,178,502
Expenditures Total	55,379,273	31,110,614	35,659,404	50,130,108	58,623,010
Expenditures by Department					
10 - City Council	154,426	210,303	221,252	182,509	176,396
11 - City Manager	163,510	206,565	603,505	681,538	615,943
12 - City Clerk	235,966	183,241	243,065	450,393	586,347
13 - City Treasurer	10,866	8,592	8,286	8,693	8,662
14 - City Attorney	333,522	489,469	489,955	310,200	321,057
15 - Finance Department	484,084	482,166	573,555	571,746	672,747
16 - Human Resources	392,223	430,578	292,727	523,446	768,472
17 - Non-Departmental	23,977,291	3,601,499	5,049,270	5,183,141	9,736,564
18 - Information Systems	54,964	21,748	-	102,600	102,600
19 - Cable Access TV	357,375	374,875	391,792	570,765	646,780
22 - Police Department	8,267,121	8,630,931	8,823,952	10,313,011	11,113,181
23 - Fire Department	3,759,053	4,514,810	5,429,808	5,092,242	5,514,428
34 - Public Works	2,697,708	2,832,214	4,128,522	11,626,897	11,209,193
46 - Community Development	8,508,607	2,420,250	2,093,699	3,225,551	3,498,110
55 - Community Services	1,070,273	1,014,993	824,176	2,040,230	2,393,906
64 - Sewer	4,912,283	5,688,381	6,485,839	9,247,147	11,258,624
	55,379,273	31,110,614	35,659,404	50,130,108	58,623,010
Net Operating Results	7,261,429	3,670,636	2,453,149	(6,678,504)	(2,611,020)

Fiscal Year (FY) 2022/23 Operating and Capital Budget
Revenue and Expenditure Summaries – All Funds

All Funds Revenue by Category: \$56,011,990

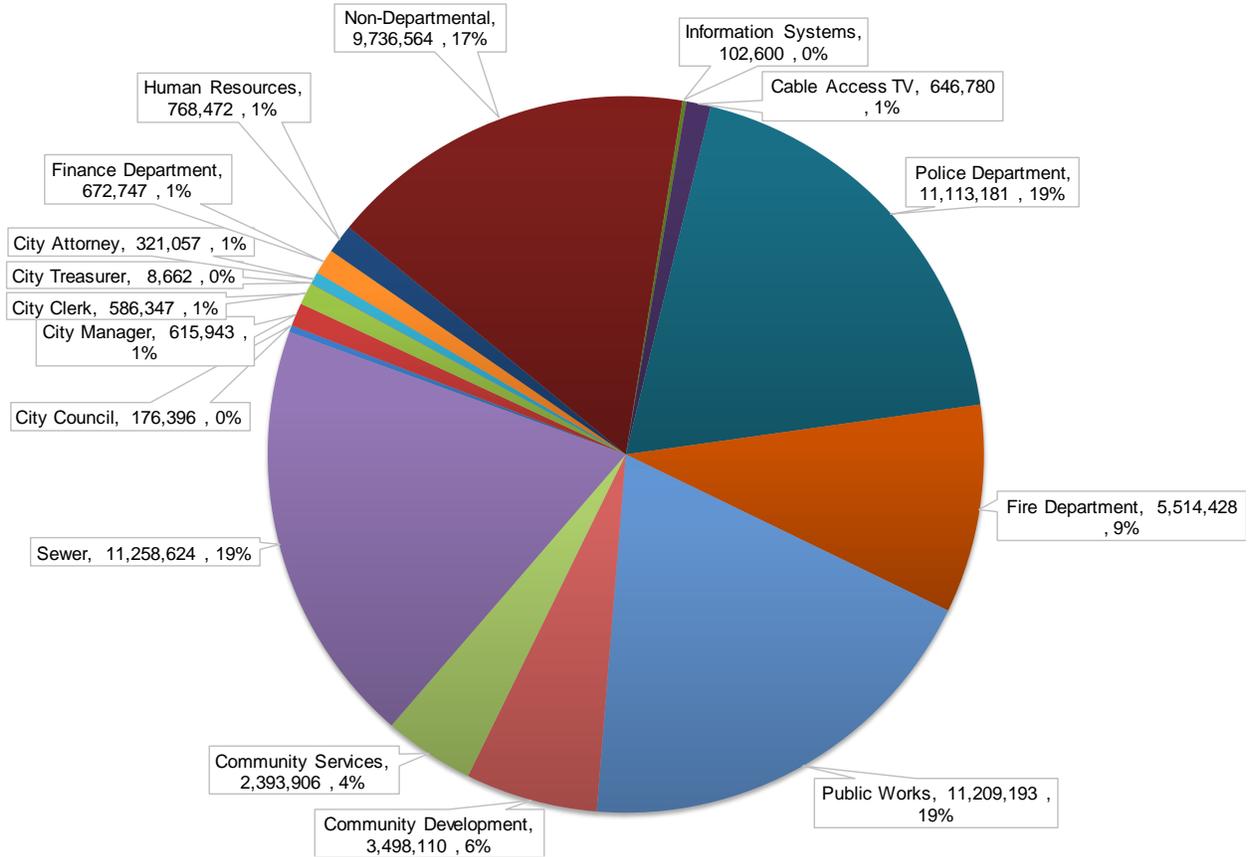


All Funds Expenditures by Category: \$58,623,010



Fiscal Year (FY) 2022/23 Operating and Capital Budget
 Revenue and Expenditure Summaries – All Funds

All Funds Expenditures by Department: \$58,623,010



**Fiscal Year (FY) 2022/23 Operating and Capital Budget
Revenue and Expenditure Summaries – All Funds**

	FY 2018/19 Actual	FY 2019/20 Actual	FY 2020/21 Actual	FY 2021/22 Original Budget	FY 2021/22 Revised Budget	FY 2021/22 Actual Thru Mar-22	FY 2021/22 Projected Year-end	FY 2022/23 Proposed	Prop to Rev Percent Change
General Fund (including Measure S 2006 and 2014)									
Revenue									
311 - Property Taxes	3,837,167	4,514,755	4,091,345	4,230,122	4,230,122	2,814,337	4,230,122	4,776,626	13%
<i>Basic 1% Property Tax</i>	<i>2,461,344</i>	<i>2,595,604</i>	<i>2,770,607</i>	<i>3,072,882</i>	<i>3,072,882</i>	<i>1,612,965</i>	<i>3,072,882</i>	<i>3,285,675</i>	7%
<i>RPTTF and Passthrough Payments</i>	<i>1,375,823</i>	<i>1,919,151</i>	<i>1,320,738</i>	<i>1,157,240</i>	<i>1,157,240</i>	<i>1,201,372</i>	<i>1,157,240</i>	<i>1,490,951</i>	29%
312 - Sales and Use Taxes	3,994,720	3,788,080	4,303,800	4,224,661	4,483,848	3,504,436	4,483,848	4,582,095	2%
312 - Sales and Use Taxes- Measure S 2006	2,146,708	1,951,039	2,309,123	2,142,000	2,420,000	1,894,076	2,420,000	2,451,000	1%
312 - Sales and Use Taxes- Measure S 2014	2,139,620	1,950,798	2,314,438	2,142,000	2,420,000	1,892,257	2,420,000	2,451,000	1%
313 - Utility Users Tax	1,812,844	1,809,832	1,939,726	1,915,000	1,915,000	1,588,620	1,915,000	1,934,150	1%
314 - Franchise Taxes	735,311	750,002	751,598	779,000	779,000	455,486	779,000	786,790	1%
315 - Other Taxes	884,757	826,504	795,839	800,000	800,000	759,640	800,000	852,500	7%
<i>Other Tax/Transient Occupancy Tax</i>	<i>485,499</i>	<i>444,453</i>	<i>446,105</i>	<i>418,000</i>	<i>418,000</i>	<i>356,713</i>	<i>418,000</i>	<i>440,000</i>	5%
<i>Other Tax/Business License</i>	<i>399,258</i>	<i>382,051</i>	<i>349,733</i>	<i>382,000</i>	<i>382,000</i>	<i>402,927</i>	<i>382,000</i>	<i>412,500</i>	8%
321 - Intergovernmental Taxes	1,836,501	1,952,717	2,034,203	2,082,883	2,082,883	1,051,058	2,082,883	2,215,948	6%
323 - State Grants	109,993	40,193	10,951	40,000	40,000	8,206	40,000	40,000	0%
324 - Other Grants	57,026	47,026	287,768	47,026	47,026	-	47,026	47,026	0%
332 - Permits	57,354	65,987	77,991	68,700	68,700	81,862	82,000	68,700	0%
341 - Review Fees	44,484	13,730	37,139	28,000	28,000	28,340	28,500	28,000	0%
342 - Other Fees	69,934	41,929	56,754	40,694	40,694	5,571	40,694	43,194	6%
343 - Abatement Fees	15,893	46,060	3,844	7,000	7,000	4,264	7,000	36,000	414%
351 - Fines and Forfeiture	51,741	16,874	13,166	22,050	22,050	7,808	22,050	22,050	0%
361 - Public Safety Charges	42,563	4,051	73,021	33,548	33,548	2,646	33,548	33,548	0%
<i>361 - Public Safety Charges/Dispatch</i>	<i>924,755</i>	<i>1,255,962</i>	<i>1,272,567</i>	<i>1,306,248</i>	<i>1,306,248</i>	<i>1,094,829</i>	<i>1,306,248</i>	<i>1,371,560</i>	5%
370 - Interest and Investment Income	269,508	289,324	33,339	150,000	150,000	(113,328)	150,000	150,000	0%
381 - Rental Income	89,500	89,661	86,880	89,896	89,896	65,975	92,642	89,896	0%
383 - Reimbursements	93,367	23,257	83,285	18,674	18,674	14,757	15,928	18,674	0%
384 - Other Revenue	7,077	47,205	3,788	5,100	5,100	12,705	12,500	5,100	0%
392 - Proceeds from Sale of Property	1,290	13,855	83,209	601,000	601,000	7,443	601,000	1,000	-100%
393 - Loan/Bond Proceeds	1,500,000	500,000	55,197	-	-	-	-	-	0%
Revenue Total	20,722,113	20,038,840	20,718,970	20,773,602	21,588,789	15,180,987	21,609,989	22,004,857	2%
399 - Transfers In	6,290,688	-	-	-	-	-	-	-	-
399 - Transfers In from Section 115 Pension Fund	-	-	1,327,427	853,686	853,686	-	853,686	2,016,612	136%
399 - Transfers In from ARPA Fund	-	-	-	-	-	-	-	4,090,010	-
Sources Total	27,012,802	20,038,840	22,046,397	21,627,288	22,442,475	15,180,987	22,463,675	28,111,479	25%
Fund: 100 - General Fund									
Expenditures									
Division: 110 - City Council Total:	141,626	163,703	215,352	176,609	176,609	151,404	176,609	170,496	-3%
Division: 111 - City Manager Total:	163,510	206,565	603,505	562,708	681,538	323,511	586,538	615,943	-10%
Division: 112 - City Clerk Total:	235,966	183,241	243,065	450,393	450,393	221,997	450,393	586,347	30%
Division: 113 - City Treasurer Total:	10,866	8,592	8,286	8,693	8,693	6,306	8,693	8,662	0%
Division: 114 - City Attorney Total:	308,240	462,151	489,955	310,200	310,200	280,036	310,200	321,057	4%
<i>114 - City Attorney Services</i>	<i>509,176</i>	<i>721,388</i>	<i>763,076</i>	<i>564,000</i>	<i>564,000</i>	<i>578,447</i>	<i>564,000</i>	<i>583,740</i>	4%
<i>114 - City Attorney Indirect Cost Allocations</i>	<i>(200,935)</i>	<i>(259,237)</i>	<i>(273,121)</i>	<i>(253,800)</i>	<i>(253,800)</i>	<i>(298,411)</i>	<i>(253,800)</i>	<i>(262,683)</i>	4%
Division: 115 - Finance Department Total:	482,018	477,675	571,900	554,891	566,846	374,984	566,846	627,847	11%
Division: 116 - Human Resources Total:	392,207	430,578	292,727	493,626	523,446	229,796	523,446	768,472	47%
Division: 117 - General Government Total:	1,544,250	1,704,538	1,387,531	1,397,087	1,397,087	966,087	1,397,087	961,955	-31%
Administrative Total	3,278,683	3,637,043	3,812,321	3,954,207	4,114,812	2,554,120	4,019,812	4,060,779	-1%
Division: 221 - Police Operations Total:	3,626,415	3,335,075	3,802,334	4,260,699	4,366,771	3,032,986	3,999,312	4,892,111	12%
Division: 222 - Police Support Services Total:	902,310	908,771	1,087,828	1,272,091	1,272,092	725,568	1,144,883	1,538,502	21%
Division: 223 - Dispatch WBCC Total:	1,718,128	1,878,391	1,988,812	2,077,088	2,077,088	1,566,042	2,077,088	2,169,105	4%
Division: 231 - Fire Total:	2,716,433	3,195,023	4,604,922	3,925,759	3,965,759	2,659,856	3,767,471	4,212,704	6%
Public Safety Total	8,963,285	9,317,260	11,483,896	11,535,637	11,681,710	7,984,452	10,988,754	12,812,422	10%
Division: 341 - Administration/Engineering Total:	183,755	273,487	151,103	726,407	758,686	135,672	177,090	736,363	-3%
Division: 342 - Road Maintenance Total:	50,173	28,451	32,157	225,284	225,284	37,941	50,588	212,969	-5%
Division: 343 - Facility Maintenance Total:	480,771	457,490	513,141	693,759	693,759	356,193	458,021	611,147	-12%
Division: 345 - Park Maintenance Total:	231,016	228,811	253,021	482,887	482,887	186,747	248,562	539,309	12%
Public Works Total	945,714	988,239	949,421	2,128,337	2,160,616	716,553	934,261	2,099,788	-3%
Division: 461 - Planning Total:	9,072	4,683	10,583	167,938	167,938	3,385	4,513	77,192	-54%
Division: 465 - Code Enforcement Total:	70,924	169,010	162,921	201,947	201,947	137,595	179,461	253,452	26%
Division: 466 - Economic Development Total:	-	-	-	-	-	-	-	176,820	100%
Community Development Total	79,996	173,693	173,504	369,885	369,885	140,980	183,974	507,464	37%
Division: 551 - Recreation Admin Total	-	-	-	427,025	427,025	135,359	180,478	454,022	6%
Division: 554 - Youth Center Total:	-	-	-	-	-	-	-	-	0%
Division: 557 - Swim Center Total:	-	-	-	-	-	-	-	-	0%
Recreation Total	-	-	-	427,025	427,025	135,359	180,478	454,022	0%
481 - Debt Service	523,631	536,120	558,607	576,107	576,107	576,091	576,107	596,107	3%
Sub-Total	13,791,308	14,652,356	16,977,749	18,991,198	19,330,154	12,107,554	16,883,386	20,530,582	6%
499 - Transfers Out	21,225,833	562,558	921,762	702,955	2,445,517	2,149,357	2,445,517	1,353,880	-45%
Expenditure Total:	35,017,141	15,214,914	17,899,511	19,694,153	21,775,671	14,256,911	19,328,903	21,884,462	0%

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	FY 2018/19 Actual	FY 2019/20 Actual	FY 2020/21 Actual	FY 2021/22 Original Budget	FY 2021/22 Revised Budget	FY 2021/22 Actual Thru Mar-22	FY 2021/22 Projected Year-end	FY 2022/23 Proposed	Prop to Rev Percent Change
Fund: 105 - Measure S 2006 Fund									
Expenditures									
Division: 115 - Finance Department Total:	616	2,246	300	2,450	2,450	-	2,450	2,450	0%
Division: 221 - Police Operations Total:	1,428,129	1,476,686	1,443,123	1,514,158	1,545,158	1,175,022	1,545,158	1,718,135	11%
Division: 222 - Police Support Services Total:				330,510	330,510		330,510	-	0%
Division: 223 - Dispatch WBCC Total:	-	1,955	-	-	-		-	-	0%
Division: 231 - Fire Total:	743,819	1,018,699	457,612	681,234	681,234	483,359	681,234	727,182	7%
Expenditure Total:	2,172,563	2,499,586	1,901,034	2,528,352	2,559,352	1,658,381	2,559,352	2,447,767	-4%
Fund: 106 - Measure S 2014 Fund									
Expenditures									
Division: 110 - City Council Total:	12,800	46,600	5,900	5,900	5,900	-	5,900	5,900	0%
Division: 114 - City Attorney Total:	25,282	27,318	-	-	-		-	-	0%
Division: 115 - Finance Department Total:	1,450	2,246	1,356	2,450	2,450	-	2,450	2,450	0%
Division: 117 - General Government Total:	544,918	692,500	666,890	715,500	715,500	652,576	715,500	718,000	0%
Division: 118 - Information Systems Total:	54,964	21,748	-	102,600	102,600	-	102,600	102,600	0%
Administrative Total	639,414	790,412	674,146	826,450	826,450	652,576	826,450	828,950	0%
Division: 221 - Police Operations Total:	15,695	363,908	70,953	110,000	110,000	-	110,000	110,000	0%
Division: 222 - Police Support Services Total:	-	67,734	102,505	195,807	195,807	72,351	195,807	107,606	-45%
Division: 223 - Dispatch WBCC Total:	-	25,000	-	-	-		-	-	0%
Division: 231 - Fire Total:	298,801	301,089	367,274	445,249	445,249	315,130	445,249	574,542	29%
Public Safety Total	314,497	757,731	540,731	751,056	751,056	387,480	751,056	792,148	5%
Division: 341 - Administration/Engineering Total:	15,147	-	59,825	215,458	215,458	52,028	215,458	296,518	38%
Division: 342 - Road Maintenance Total:	-	29,210	66,590	499,008	761,577	139,748	640,977	627,512	-18%
Division: 343 - Facility Maintenance Total:	192,882	131,848	165,352	965,853	1,240,171	276,345	777,360	1,298,025	5%
Division: 344 - NPDES Storm Drain Total:	7,061	13,759	5,562	347,860	362,790	21,615	25,000	418,460	15%
Division: 345 - Park Maintenance Total:	74,897	358,722	88,836	290,242	355,811	75,866	255,811	359,449	1%
Division: 642 - Sewer Collections Total:	-	-	-	-	50,568	50,563	50,568	-	-100%
Public Works Total	289,988	533,539	386,165	2,318,421	2,986,375	616,165	1,965,174	2,999,964	0%
Division: 461 - Planning Total:	-	14,030	-	20,000	20,000		20,000	20,000	0%
Division: 465 - Code Enforcement Total:	-	29,430	-	-	-		-	-	0%
Community Development Total	-	43,460	-	20,000	20,000	-	20,000	20,000	0%
Division: 551 - Recreation Administration Total:	-	-	-	-	-		-	-	0%
Division: 552 - Senior Center Total:	-	-	-	51,000	58,207	-	58,207	7,000	-88%
Division: 553 - Tiny Tots Total:	-	14,593	-	2,950	2,950	-	2,950	4,850	64%
Division: 554 - Youth Center Total:	-	-	8,727	10,000	10,000	-	10,000	10,000	0%
Recreation Total	-	14,593	8,727	63,950	71,157	-	71,157	21,850	-69%
Expenditure Total:	1,243,898	2,139,735	1,609,769	3,979,877	4,655,038	1,656,222	3,633,837	4,662,912	0%
General Fund and Measure S Expenditure Total	38,433,603	19,854,235	21,410,314	26,202,382	28,990,061	17,571,514	25,522,092	28,995,141	0%
General Fund and Measure S Net Results	(11,420,801)	184,605	636,083	(4,575,094)	(6,547,586)	(2,390,526)	(3,058,417)	(883,662)	
Fund Balance, July 1	23,478,448	12,057,647	12,242,252	12,878,335	12,878,335		12,878,335	9,819,918	
Fund Balance, June 30	12,057,647	12,242,252	12,878,335	8,303,240	6,330,748		9,819,918	8,936,256	
Fund: 150 - General Reserve Fund									
Revenue									
370 - Interest and Investment Income	151,668	319,153	35,654			(187,461)	100,000		
399 - Transfers In	4,600,806				949,715	949,715	949,715	650,925	
Revenue Total:	4,752,474	319,153	35,654	-	949,715	762,254	1,049,715	650,925	
Expenditures									
Expenditure Total:									
Fund: 150 - General Reserve Net Results	4,752,474	319,153	35,654	-	949,715	762,254	1,049,715	650,925	
Fund Balance, July 1	2,385,489	7,137,963	7,457,116	7,492,770	7,492,770		7,492,770	8,542,485	
Fund Balance, June 30	7,137,963	7,457,116	7,492,770	7,492,770	8,442,485		8,542,485	9,193,410	

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	FY 2018/19 Actual	FY 2019/20 Actual	FY 2020/21 Actual	FY 2021/22 Original Budget	FY 2021/22 Revised Budget	FY 2021/22 Actual Thru Mar-22	FY 2021/22 Projected Year-end	FY 2022/23 Proposed	Prop to Rev Percent Change
Fund: 160 - Equipment Reserve Fund									
Revenue									
384 - Other Revenue			43,459		-	-	-		
399 - Transfers In	-	85,000	85,000	85,000	85,000	85,000	85,000	85,000	0%
Revenue Total:	-	85,000	128,459	85,000	85,000	85,000	85,000	85,000	0%
Expenditures									
Division: 221 - Police Operations Total:	33,936	-	-	-	-	-	-	-	
Division: 342 - Road Maintenance Total:				194,000	194,000	104,242	150,000	120,000	
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	-	-	279,000	279,000	104,242	150,000	205,000	-27%
Fund: 160 - EQUIPMENT RESERVE Net Results	(116,239)	85,000	128,459	(194,000)	(194,000)	(19,242)	(65,000)	(120,000)	
Fund Balance, July 1	146,188	29,949	114,949	243,408	243,408		243,408	178,408	
Fund Balance, June 30	29,949	114,949	243,408	49,408	49,408		178,408	58,408	
Fund: 200 - Gas Tax Fund									
Revenue									
321 - Intergovernmental Taxes	754,674	789,998	795,113	906,667	906,667	638,015	906,667	990,635	9%
370 - Interest and Investment Income	5,879	18,024	1,878	5,000	5,000	(4,730)	5,000	5,000	0%
383 - Reimbursements			9,074	7,636	7,636	6,358	7,636	7,636	0%
Revenue Total:	760,554	808,022	806,065	919,303	919,303	639,643	919,303	1,003,271	9%
Expenditures									
Division: 341 - Administration/Engineering Total:			2023	-	-	-	-	-	0%
Division: 342 - Road Maintenance Total:	403,967	577,100	1,374,969	1,074,728	1,074,728	306,558	1,074,728	1,144,557	6%
Expenditure Total:	403,967	577,100	1,376,992	1,074,728	1,074,728	306,558	1,074,728	1,144,557	6%
Fund: 200 - Gas Tax Fund Net Results	356,586	230,922	(570,927)	(155,425)	(155,425)	333,085	(155,425)	(141,286)	
Fund Balance, July 1	339,936	696,522	927,444	356,517	356,517		356,517	201,092	
Fund Balance, June 30	696,522	927,444	356,517	201,092	201,092		201,092	59,806	
Fund: 201 - Restricted Real Estate Maintenance Fund									
Revenue									
342 - Other Fees	1,825	475	475	3,175	3,175	475	3,175	3,175	0%
381 - Rental Income	70,833	3,787	34,150	36,816	36,816	-	36,816	36,816	0%
Revenue Total:	72,658	4,262	34,625	39,991	39,991	475	39,991	39,991	0%
Expenditures									
Division: 343 - Facility Maintenance Total:	19,413	24,414	20,118	26,000	26,000	12,883	26,000	26,000	0%
Expenditure Total:	19,413	24,414	20,118	26,000	26,000	12,883	26,000	26,000	0%
Fund: 201 - Restricted RE Maintenance Fund Net Results	53,245	(20,152)	14,507	13,991	13,991	(12,407)	13,991	13,991	
Fund Balance, July 1	133,586	186,832	166,679	181,187	181,187		181,187	195,178	
Fund Balance, June 30	186,832	166,679	181,187	195,178	195,178		195,178	209,169	
Fund: 203 - Public Safety Augmentation Fund									
Revenue									
321 - Intergovernmental Taxes	202,489	185,306	187,448	170,266	170,266	202,219	202,219	170,266	0%
370 - Interest and Investment Income	3,201	7,117	1,269	2,500	2,500	(3,777)	2,500	2,500	0%
Revenue Total:	205,691	192,423	188,717	172,766	172,766	198,442	204,719	172,766	0%
Expenditures									
Division: 221 - Police Operations Total:	131,658	179,741	143,643	204,574	204,574	138,454	204,574	387,365	89%
Expenditure Total:	131,658	179,741	143,643	204,574	204,574	138,454	204,574	387,365	89%
Fund: 203 - Public Safety Augmentation Fund Net Results	74,032	12,682	45,074	(31,808)	(31,808)	59,988	145	(214,599)	
Fund Balance, July 1	279,125	353,158	365,840	410,914	410,914		410,914	411,059	
Fund Balance, June 30	353,158	365,840	410,914	379,106	379,106		411,059	196,460	
Fund: 204 - Police Grants Fund									
Revenue									
323 - State Grants		9,197	-						0%
324 - Other Grants	328,000	300,500	-						0%
384 - Other Revenue	120								0%
Revenue Total:	328,120	309,697	-	-	-	-	-	-	0%
399 - Transfers In	-	-	29,428	-	-	-	-	-	0%
Sources Total	328,120	309,697	29,428	-	-	-	-	-	0%
Expenditures									
Division: 227 - Police Grants Total:	255,638	304,023	85,999	-	-	23	23	-	0%
Expenditure Total:	255,638	304,023	85,999	-	-	23	23	-	0%
Fund: 204 - Police Grants Net Results	72,482	5,674	(56,571)	-	-	(23)	(23)	-	
Fund Balance, July 1	47,342	119,824	125,498	68,927	68,927		68,927	68,904	
Fund Balance, June 30	119,824	125,498	68,927	68,927	68,927		68,904	68,904	

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	FY 2018/19 Actual	FY 2019/20 Actual	FY 2020/21 Actual	FY 2021/22 Original Budget	FY 2021/22 Revised Budget	FY 2021/22 Actual Thru Mar-22	FY 2021/22 Projected Year-end	FY 2022/23 Proposed	Prop to Rev Percent Change
Fund: 205 - Traffic Safety Fund									
Revenue									
351 - Fines and Forfeiture	35,181	46,640	27,491	45,000	45,000	21,692	45,000	45,000	0%
370 - Interest and Investment Income	1,541	3,821	750	1,500	1,500	(2,267)	1,500	1,500	0%
Revenue Total:	36,722	50,461	28,241	46,500	46,500	19,424	46,500	46,500	0%
Expenditures									
Division: 227 - Police Grants Total:	7,674	6,399	565	20,261	20,261	6,458	20,261	21,059	4%
Expenditure Total:	7,674	6,399	565	20,261	20,261	6,458	20,261	21,059	4%
Fund: 205 - Traffic Safety Fund Net Results	29,048	44,062	27,676	26,239	26,239	12,966	26,239	25,441	
Fund Balance, July 1	134,192	163,240	207,302	234,979	234,979		234,979	261,218	
Fund Balance, June 30	163,240	207,302	234,979	261,218	261,218		261,218	286,659	
Fund: 206 - Supplemental Law Enforcement Svc Fund									
Revenue									
323 - State Grants	148,747	155,948	156,727	156,727	156,727	161,285	161,285	156,727	0%
370 - Interest and Investment Income	1,769	4,955	1,080	1,600	1,600	(3,694)	1,600	1,600	0%
Revenue Total:	150,515	160,903	157,807	158,327	158,327	157,591	162,885	158,327	0%
Expenditures									
Division: 227 - Police Grants Total:	101,008	60,196	98,192	104,188	104,188	76,000	104,188	111,067	7%
Expenditure Total:	101,008	60,196	98,192	104,188	104,188	76,000	104,188	111,067	7%
Fund: 206 - Supplemental Law Enforcement Svc Fund	49,507	100,707	59,615	54,139	54,139	81,591	58,697	47,260	
Fund Balance, July 1	119,097	168,604	269,311	328,926	328,926		328,926	387,623	
Fund Balance, June 30	168,604	269,311	328,926	383,065	383,065		387,623	434,883	
Fund: 207 - NPDES Storm Water Fund									
Revenue									
321 - Intergovernmental Taxes	251,004	259,103	260,430	323,978	323,978	163,990	323,978	253,272	-22%
370 - Interest and Investment Income	29	(190)	51	150	150	719	174	150	0%
384 - Other Revenue	-	-	-	-	-	-	-	-	0%
Revenue Total:	251,032	258,913	260,480	324,128	324,128	164,709	324,152	253,422	-22%
Expenditures									
Division: 117 - General Government Total:			2,222						0%
Division: 342 - Road Maintenance Total:				28,874	28,874	10,000	28,874	12,005	-58%
Division: 344 - NPDES Storm Drain Total:	304,913	289,103	272,838	391,811	408,811	216,198	288,264	324,933	-21%
Expenditure Total:	304,913	289,103	275,059	420,685	437,685	226,198	317,138	336,938	-23%
Fund: 207 - NPDES Storm Water Fund Net Results	(53,881)	(30,190)	(14,579)	(96,557)	(113,557)	(61,489)	7,014	(83,516)	
Fund Balance, July 1	100,502	46,622	16,432	1,853	1,853		1,853	8,867	
Fund Balance, June 30	46,622	16,432	1,853	(94,704)	(111,704)		8,867	(74,649)	
Fund: 209 - Recreation Fund									
Revenue									
Division: 551 - Recreation Administration Total:	17,950	13,104	19,603	17,550	17,550	26,181	17,550	70,268	300%
Division: 552 - Senior Center Total:	384,153	270,294	26,358	224,220	224,220	70,758	224,220	216,130	-4%
Division: 553 - Tiny Tots Total:	200,673	110,474	41,022	140,125	140,125	71,039	140,125	172,021	23%
Division: 554 - Youth Center Total:	36,277	26,713	2,592	34,340	34,340	2,459	34,340	17,855	-48%
Division: 555 - Day Camp Total:	25,551	14,406	5,014	20,790	20,790	(862)	20,790	7,560	0%
Division: 556 - Performing Arts Total:	46,784	2,630	-	-	-	-	-	-	0%
Division: 557 - Swim Center Total:	57,208	31,407	63,959	74,953	74,953	34,423	74,953	63,500	-15%
Division: 558 - Memorial Hall Total:	1,250	10,982	3,649	7,594	7,594	3,308	7,594	10,316	0%
Division: 559 - Tennis Total:	370	674	204	350	350	240	350	350	0%
Revenue Total:	770,216	480,684	162,400	519,922	519,922	207,545	519,922	558,000	7%
399 - Transfers In	307,214	522,254	624,721	673,331	1,091,962	732,878	1,091,962	675,831	-38%
399 - Transfers In from Section 115 Pension Fund	-	-	7,334	-	-	-	-	-	0%
Sources Total	1,077,430	1,002,938	794,455	1,193,253	1,611,884	940,423	1,611,884	1,233,831	-23%
Expenditures									
Division: 117 - General Government Total:	7,700	7,980	7,987	-	-	5,727	-	-	0%
Division: 551 - Recreation Administration Total:	172,230	187,153	273,358	534,654	534,654	451,219	534,654	694,990	30%
Division: 552 - Senior Center Total:	467,615	438,540	201,229	448,819	448,819	244,131	448,819	579,673	29%
Division: 553 - Tiny Tots Total:	131,602	133,396	102,241	149,744	149,744	102,325	149,744	174,421	16%
Division: 554 - Youth Center Total:	149,165	140,656	110,557	216,749	216,749	79,636	216,749	247,067	14%
Division: 555 - Day Camp Total:	3,195	2,087	20,453	64,315	64,315	16,451	64,315	74,116	15%
Division: 556 - Performing Arts Total:	46,868	221	-	-	-	-	-	-	0%
Division: 557 - Swim Center Total:	92,194	81,400	88,099	111,167	111,167	36,500	111,167	126,917	14%
Division: 558 - Memorial Hall Total:	5,092	10,587	13,214	10,900	10,900	3,203	10,900	14,200	30%
Division: 559 - Tennis Total:	2,310	6,359	6,300	5,700	5,700	3,452	5,700	6,650	17%
Expenditure Total:	1,077,973	1,008,380	823,437	1,542,048	1,542,048	942,643	1,542,048	1,918,034	24%
Fund: 209 - Recreation Fund Net Results	(543)	(5,442)	(28,982)	(348,795)	69,836	(2,220)	69,836	(684,203)	
Fund Balance, July 1	64,128	63,585	58,144	29,162	29,162		29,162	98,998	
Fund Balance, June 30	63,585	58,144	29,162	(319,633)	98,998		98,998	(585,205)	

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	FY 2018/19 Actual	FY 2019/20 Actual	FY 2020/21 Actual	FY 2021/22 Original Budget	FY 2021/22 Revised Budget	FY 2021/22 Actual Thru Mar-22	FY 2021/22 Projected Year-end	FY 2022/23 Proposed	Prop to Rev Percent Change
Fund: 212 - Building & Planning Fund									
Revenue									
315 - Other Taxes	21	2	-	-	-	-	-	-	0%
323 - State Grants	-	-	-	205,000	205,000	-	205,000	225,000	10%
332 - Permits	386,019	310,704	264,128	487,000	487,000	377,390	487,000	2,427,800	399%
341 - Review Fees	226,729	353,919	205,875	850,000	850,000	281,987	850,000	1,020,000	20%
342 - Other Fees	85,479	63,816	31,877	50,700	50,700	324,962	324,962	1,036,000	1943%
343 - Abatement Fees	-	-	-	-	-	-	-	19,600	100%
344 - Impact Fees	3,524	-	1,443	-	-	-	-	87,049	100%
370 - Interest and Investment Income	8,569	12,265	(422)	7,000	7,000	2,467	7,000	7,000	0%
383 - Reimbursements	-	7,360	-	-	-	-	-	-	0%
384 - Other Revenue	3,998	(449)	-	6,000	6,000	-	6,000	6,000	0%
Revenue Total:	714,339	747,616	502,902	1,605,700	1,605,700	986,806	1,879,962	4,828,449	201%
399 - Transfers In	-	-	192,000	-	374,216	374,216	-	-	0%
Sources Total	714,339	747,616	694,902	1,605,700	1,979,916	1,361,022	1,879,962	4,828,449	144%
Expenditures									
Division: 461 - Planning Total:	423,288	431,016	422,064	838,219	1,147,434	484,734	1,147,434	1,183,849	3%
Division: 462 - Building Inspection Total:	565,775	645,050	565,540	889,535	1,259,535	608,383	1,259,535	1,226,944	-3%
Division: 465 - Code Enforcement Total:	-	-	-	-	-	-	-	-	0%
Expenditure Total:	989,063	1,076,066	987,604	1,727,753	2,406,969	1,093,117	2,406,969	2,410,793	0%
Fund: 212 - Building & Planning Net Results	(274,725)	(328,450)	(292,702)	(122,053)	(427,053)	267,905	(527,007)	2,417,656	
Fund Balance, July 1	761,594	486,839	158,389	(134,313)	(134,313)		(134,313)	(661,320)	
Fund Balance, June 30	486,869	158,389	(134,313)	(256,366)	(561,366)		(661,320)	1,756,336	
Fund: 213 - Refuse Management Fund									
Revenue									
323 - State Grants	66,161	111,950	66,635	60,060	60,060	46,210	60,060	60,060	0%
370 - Interest and Investment Income	6,383	7,176	1,008	6,000	6,000	(1,470)	6,000	6,000	0%
392 - Proceeds from Sale of Property	700	-	-	-	-	-	-	-	0%
Revenue Total:	73,244	119,125	67,643	66,060	66,060	44,740	66,060	66,060	0%
Expenditures									
Division: 344 - NPDES Storm Drain Total:	307,432	-	-	-	-	-	-	-	-
Division: 346 - Waste Reduction Total:	103,347	93,143	210,444	140,858	140,858	81,014	140,858	167,825	19%
Expenditure Total:	410,778	93,143	210,444	140,858	140,858	81,014	140,858	167,825	19%
Fund: 213 - Refuse Management Fund Net Results	(337,535)	25,983	(142,801)	(74,798)	(74,798)	(36,274)	(74,798)	(101,765)	
Fund Balance, July 1	646,730	309,195	335,177	192,376	192,376		192,376	117,578	
Fund Balance, June 30	309,195	335,177	192,376	117,578	117,578		117,578	15,813	
Fund: 214 - Solid Waste Fund									
Revenue									
370 - Interest and Investment Income	10,164	27,628	5,804	8,000	8,000	(16,943)	8,000	8,000	0%
383 - Reimbursements	314,229	375,749	347,367	360,000	360,000	282,573	360,000	360,000	0%
Revenue Total:	324,392	403,377	353,171	368,000	368,000	265,630	368,000	368,000	0%
Expenditures									
Division: 342 - Road Maintenance Total:	-	-	2239.74	336445	336,445	167,170	336,445	257,778	-23%
Division: 343 - Facility Maintenance Total:	3,003	-	45,700	-	-	-	-	-	0%
Division: 345 - Parks Maintenance Total:	-	-	-	425,000	425,000	-	-	425,000	0%
Expenditure Total:	3,003	-	47,940	761,445	761,445	167,170	336,445	682,778	0%
Fund: 214 - Solid Waste Fund Net Results	321,390	403,377	305,231	(393,445)	(393,445)	98,460	31,555	(314,778)	
Fund Balance, July 1	833,365	1,154,755	1,558,131	1,863,362	1,863,362		1,863,362	1,894,917	
Fund Balance, June 30	1,154,755	1,558,131	1,863,362	1,469,917	1,469,917		1,894,917	1,580,139	
Fund: 215 - Measure C and J Fund									
Revenue									
324 - Other Grants	379,583	405,252	390,147	390,147	475,247	475,247	475,247	382,848	-19%
370 - Interest and Investment Income	9,353	23,857	6,297	8,000	(3,152)	(19,240)	(3,153)	8,000	-354%
Revenue Total:	388,936	429,109	396,444	398,147	472,095	456,007	472,094	390,848	-17%
Expenditures									
Division: 117 - General Government Total:	47,049	-	48,930	48,930	48,930	49,664	49,664	-	-100%
Division: 341 - Administration/Engineering Total:	77,280	82,819	111,905	120,487	120,487	90,618	120,487	186,999	55%
Division: 342 - Road Maintenance Total:	-	18,651	-	765,772	765,772	406	645,772	450,881	-41%
Division: 343 - Facility Maintenance Total:	25,542	-	-	2,000	2,000	-	2,000	2,000	0%
Expenditure Total:	149,871	101,471	160,835	937,189	937,189	140,688	817,923	639,880	-32%
Fund: 215 - Measure C and J Fund Net Results	239,065	327,638	235,609	(539,042)	(465,094)	315,319	(345,829)	(249,032)	
Fund Balance, July 1	1,254,870	1,493,934	1,821,573	2,057,182	2,057,182		2,057,182	1,711,353	
Fund Balance, June 30	1,493,934	1,821,573	2,057,182	1,518,140	1,592,088		1,711,353	1,462,321	

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	FY 2018/19 Actual	FY 2019/20 Actual	FY 2020/21 Actual	FY 2021/22 Original Budget	FY 2021/22 Revised Budget	FY 2021/22 Actual Thru Mar-22	FY 2021/22 Projected Year-end	FY 2022/23 Proposed	Prop to Rev Percent Change
Fund: 216 - Rate Stabilization Fund									
Revenue									
370 - Interest and Investment Income		-	-			(1,822)	-	-	0%
383 - Reimbursements		-	31,171			17,499	17,203	15,000	0%
399 - Transfers In		-	153,505			-	-	-	0%
Revenue Total:	-	-	184,676	-	-	15,677	17,203	15,000	0%
Expenditures									
Division: 117 - General Government Total:	-	-	-	-	-	-	-	-	0%
Expenditure Total:	-	-	-	-	-	-	-	-	0%
Fund: 216 - Rate Stabilization Fund Net Results	-	-	184,676	-	-	15,677	17,203	15,000	
Fund Balance, July 1				184,676	184,676		184,676	201,879	
Fund Balance, June 30			184,676	184,676	184,676		201,879	216,879	
Fund: 217 - American Rescue Plan Act Fund									
Revenue									
322 - Federal Grants		-	-		2,302,505	2,302,505	2,302,505	2,302,505	0%
Revenue Total:	-	-	-	-	2,302,505	2,302,505	2,302,505	2,302,505	0%
Expenditures									
Division: 117 - General Government Total:	-	-	-	-	-	356,800	515,000	4,090,010	0%
Expenditure Total:	-	-	-	-	-	356,800	515,000	4,090,010	0%
Fund: 217 - American Rescue Plan Act Fund Net Result	-	-	-	-	2,302,505	1,945,705	1,787,505	(1,787,505)	
Fund Balance, July 1								1,787,505	
Fund Balance, June 30					2,302,505		1,787,505	-	
Fund: 225 - Asset Seizure-Adjudicated Fund									
Revenue									
351 - Fines and Forfeiture	2,989	5,000	545						0%
370 - Interest and Investment Income	1,339	2,139	235			(643)	(111)	-	0%
Revenue Total:	4,328	7,139	779	-	-	(643)	(111)	-	0%
Expenditures									
Division: 221 - Police Operations Total:	32,639	23,079	-	86,562	86,562	23,000	29,000	58,231	-33%
Expenditure Total:	32,639	23,079	-	86,562	86,562	23,000	29,000	58,231	-33%
Fund: 225 - Asset Seizure-Adjudicated Fund Net Result	(28,311)	(15,940)	779	(86,562)	(86,562)	(23,643)	(29,111)	(58,231)	
Fund Balance, July 1	130,813	102,502	86,562	87,341	87,341		87,341	58,230	
Fund Balance, June 30	102,502	86,562	87,341	779	779		58,230	(0)	
Fund: 226 - CASp Certification and Training Fund									
Revenue									
342 - Other Fees	7,289	7,282	6,668			7,742	7,800	-	0%
Revenue Total:	7,289	7,282	6,668	-	-	7,742	7,800	-	0%
Expenditures									
Division: 462 - Building Total:	-	-	-	-	0	0	-	-	0%
Expenditure Total:	-	-	-	-	0	0	-	-	0%
Fund: 226 - CASp Certification and Training Fund Net R	7,289	7,282	6,668	-	-	7,742	7,800	-	
Fund Balance, July 1	6,178	13,467	20,749	27,417	27,417		27,417	35,217	
Fund Balance, June 30	13,467	20,749	27,417	27,417	27,417		35,217	35,217	
Fund: 275 - Parkland Dedication Fund									
Revenue									
344 - Impact Fees	36,183	26,227	16,027			1,086,718	1,086,718	1,293,134	0%
370 - Interest and Investment Income	345	1,506	351			(6,251)	(160)	-	0%
Revenue Total:	36,528	27,733	16,378	-	-	1,080,467	1,086,558	1,293,134	0%
Expenditures									
Division: 344 - NPDES Storm Drain Total:	-	-	-	-	-	-	-	-	-
Division: 345 - Park Maintenance Total:	-	799	-	8,000	-	-	-	-	0%
Expenditure Total:	-	799	-	8,000	-	-	-	-	0%
Fund: 275 - Parkland Dedication Fund Net Results	36,528	26,934	16,378	(8,000)	-	1,080,467	1,086,558	1,293,134	
Fund Balance, July 1	24,608	61,137	88,070	104,448	104,448		104,448	1,191,006	
Fund Balance, June 30	61,137	88,070	104,448	96,448	104,448		1,191,006	2,484,140	
Fund: 276 - Growth Impact Fund									
Revenue									
344 - Impact Fees	81,747	33,716	32,090	229,834	229,834	1,351,723	229,834	1,608,476	0%
370 - Interest and Investment Income	733	1,842	477			(7,808)	(198)	-	0%
Revenue Total:	82,480	35,557	32,567	229,834	229,834	1,343,916	229,636	1,608,476	0%
Expenditures									
Division: 344 - NPDES Storm Drain Total:	-	-	-	258,000	243,070	-	-	58,000	-76%
Expenditure Total:	-	-	-	258,000	243,070	-	-	58,000	-76%
Fund: 276 - Growth Impact Fund Net Results	82,480	35,557	32,567	(28,166)	(13,236)	1,343,916	229,636	1,550,476	
Fund Balance, July 1	(9,113)	73,367	108,925	141,492	141,492		141,492	371,128	
Fund Balance, June 30	73,367	108,925	141,492	113,326	128,256		371,128	1,921,604	

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	FY 2018/19 Actual	FY 2019/20 Actual	FY 2020/21 Actual	FY 2021/22 Original Budget	FY 2021/22 Revised Budget	FY 2021/22 Actual Thru Mar-22	FY 2021/22 Projected Year-end	FY 2022/23 Proposed	Prop to Rev Percent Change
Fund: 285 - Housing Assets Fund									
Revenue									
342 - Other Fees	-	-	-	-	-	-	-	-	0%
370 - Interest and Investment Income	133,717	62,291	7,374	50,000	50,000	(37,147)	50,000	50,000	0%
381 - Rental Income	-	-	-	-	-	-	-	-	0%
384 - Other Revenue	5,795	750	-	-	-	-	-	-	0%
392 - Proceeds from Sale of Property	1,150	-	-	-	-	-	-	-	0%
393 - Loan/Bond Proceeds	1,656,645	44,892	52,715	1,683,692	1,683,692	38	1,683,692	867,883	-48%
Revenue Total:	1,797,306	107,933	60,089	1,733,692	1,733,692	(37,109)	1,733,692	917,883	-47%
Expenditures									
Division: 461 - Planning Total:				77,738	77,738		77,738	53,436	0%
Division: 464 - Housing Administration Total:	6,460,799	69,688	44,092	151,060	151,060	85,887	151,060	274,039	81%
Expenditure Total:	6,460,799	69,688	44,092	228,798	228,798	85,887	228,798	327,475	43%
Fund: 285 - Housing Assets for Resale Net Results	(4,663,493)	38,245	15,998	1,504,894	1,504,894	(122,996)	1,504,894	590,408	
Fund Balance, July 1	12,444,763	7,781,270	7,819,515	7,835,512	7,835,512		7,835,512	9,340,406	
Fund Balance, June 30	7,781,270	7,819,515	7,835,512	9,340,406	9,340,406		9,340,406	9,930,814	
Fund: 310 - Lighting & Landscape District Fund									
Revenue									
321 - Intergovernmental Taxes	36,854	39,746	42,525	54,768	54,768	27,372	54,768	56,411	3%
383 - Reimbursements	-	-	14,839	7,500	7,500	-	7,500	7,500	0%
399 - Transfers In	5,000	-	-	-	-	-	-	-	0%
Revenue Total:	41,854	39,746	57,364	62,268	62,268	27,372	62,268	63,911	3%
Expenditures									
Division: 347 - Landscape & Lighting PVR North Total:	17,776	18,297	19,545	32,315	32,315	14,604	32,315	32,315	0%
Division: 348 - Landscape & Lighting PVR South Total:	17,668	19,875	34,055	29,810	29,810	15,948	29,810	29,810	0%
Expenditure Total:	35,444	38,172	53,599	62,125	62,125	30,552	62,125	62,125	0%
Fund: 310 - Lighting & Landscape Districts Net Results	6,410	1,575	3,765	143	143	(3,180)	143	1,786	
Fund Balance, July 1	24,204	30,613	32,188	35,953	35,953		35,953	36,096	
Fund Balance, June 30	30,613	32,188	35,953	36,095	36,095		36,096	37,882	
Fund: 317 - Pinole Valley Caretaker Fund									
Revenue									
381 - Rental Income	15,000	15,000	11,250	15,000	15,000	-	15,000	15,000	0%
Revenue Total:	15,000	15,000	11,250	15,000	15,000	-	15,000	15,000	0%
Expenditures									
Division: 345 - Park Maintenance Total:	14,589	15,360	11,268	14,755	14,755	1,833	14,755	15,055	2%
Expenditure Total:	14,589	15,360	11,268	14,755	14,755	1,833	14,755	15,055	2%
Fund: 317 - Pinole Valley Caretaker Fund Net Results	411	(360)	(18)	245	245	(1,833)	245	(55)	
Fund Balance, July 1	(360)	51	(309)	(327)	(327)		(327)	(82)	
Fund Balance, June 30	51	(309)	(327)	(82)	(82)		(82)	(137)	
Fund: 324 - Public Facilities Fund									
Expenditures									
Division: 343 - Facility Maintenance Total:	39,230	50	3,356	60,000	60,000		60,000	60,000	0%
Division: 345 - Park Maintenance Total:	-	-	-	10,000	10,000		10,000	10,000	0%
Expenditure Total:	39,230	50	3,356	70,000	70,000	-	70,000	70,000	0%
Fund: 324 - Public Facilities Fund Net Results	(39,230)	(50)	(3,356)	(70,000)	(70,000)	-	(70,000)	(70,000)	
Fund Balance, July 1	584,285	545,055	545,005	541,649	541,649		541,649	471,649	
Fund Balance, June 30	545,055	545,005	541,649	471,649	471,649		471,649	401,649	
Fund: 325 - City Street Improvements Fund									
Revenue									
322 - Federal Grants	-	-	-	-	156,960	156,960	196,600		0%
323 - State Grants	5,183	535	149,002	-	1,451	18,304	20,292	97,747	0%
324 - Other Grants	-	-	-	-	131,183	131,183	154,395	1,303,463	0%
351 - Fines and Forfeiture	-	18	-	-	-	80	112		0%
383 - Reimbursements	20,609	-	1,417	-	-	-	-		0%
399 - Transfers In	200,000	250,000	250,000	250,000	250,000	250,000	250,000	250,000	0%
Revenue Total:	225,792	250,553	400,419	250,000	539,594	556,527	621,398	1,651,210	206%
Expenditures									
Division: 342 - Road Maintenance Total:	57,421	45,622	448,469	1,281,102	1,528,102	309,893	1,246,719	1,706,213	12%
Expenditure Total:	57,421	45,622	448,469	1,281,102	1,528,102	309,893	1,246,719	1,706,213	12%
Fund: 325 - City Street Improvements Net Results	168,371	204,930	(48,050)	(1,031,102)	(988,508)	246,634	(625,321)	(55,003)	
Fund Balance, July 1	921,613	1,089,984	1,294,914	1,246,864	1,246,864		1,246,864	621,543	
Fund Balance, June 30	1,089,984	1,294,914	1,246,864	215,762	258,356		621,543	566,540	

**Fiscal Year (FY) 2022/23 Operating and Capital Budget
Revenue and Expenditure Summaries – All Funds**

	FY 2018/19 Actual	FY 2019/20 Actual	FY 2020/21 Actual	FY 2021/22 Original Budget	FY 2021/22 Revised Budget	FY 2021/22 Actual Thru Mar-22	FY 2021/22 Projected Year-end	FY 2022/23 Proposed	Prop to Rev Percent Change
Fund: 327 - Parks Grants (Measure WW) Fund									
Revenue									
323 - State Grants	-	-	-	-	-	-	-	189,758	
370 - Interest and Investment Income	266	533	83	-	-	(235)	(39)		
Revenue Total:	266	533	83	-	-	(235)	(39)	189,758	
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 Res:	266	533	83	(189,758)	(189,758)	(235)	(39)	-	
Fund Balance, July 1	24,638	24,904	25,437	25,521	25,521		25,521	25,482	
Fund Balance, June 30	24,904	25,437	25,521	(164,237)	(164,237)		25,482	25,482	
Fund: 377 - Arterial Streets Rehabilitation Fund									
Revenue									
383 - Reimbursements	35,631	-	-	-	-	-	582,737	-	0%
399 - Transfers In	200,000	250,000	250,000	250,000	250,000	250,000	250,000	250,000	0%
Revenue Total:	235,631	250,000	250,000	250,000	250,000	250,000	832,737	250,000	0%
Expenditures									
Division: 342 - Road Maintenance Total:	1,302	125,202	236,007	819,689	819,689	364,103	1,027,298	810,312	-1%
Expenditure Total:	1,302	125,202	236,007	819,689	819,689	364,103	1,027,298	810,312	-1%
Fund: 377 - Arterial Streets Rehabilitation Fund Net Res:	234,329	124,798	13,993	(569,689)	(569,689)	(114,103)	(194,561)	(560,312)	
Fund Balance, July 1	415,454	649,783	774,582	788,574	788,574		788,574	594,014	
Fund Balance, June 30	649,783	774,582	788,574	218,885	218,885		594,014	33,702	
Fund: 500 - Sewer Enterprise Fund									
Revenue									
344 - Impact Fees	-	-	-	-	-	-	-	-	0%
363 - Sewer Enterprise Charges	7,210,207	7,093,734	7,414,842	7,797,500	7,797,500	4,693,963	7,797,500	8,266,176	6%
370 - Interest and Investment Income	109,003	277,807	44,066	100,000	100,000	(159,818)	100,000	100,000	0%
383 - Reimbursements	1,479	-	22,234	-	-	3,046	3,046	-	0%
384 - Other Revenue	148	-	-	-	-	366	366	-	0%
Revenue Total:	7,320,836	7,371,541	7,481,142	7,897,500	7,897,500	4,537,557	7,900,912	8,366,176	6%
399 - Transfers In from Section 115 Pension Fund	-	-	-	-	-	-	-	-	0%
Sources Total	7,320,836	7,371,541	7,481,142	7,897,500	7,897,500	4,537,557	7,900,912	8,366,176	6%
Expense									
Division: 117 - General Government Total:	17,828	16,365	16,643	-	-	8,977	-	-	0%
Division: 641 - Sewer Treatment Plant/Shared Total:	3,803,273	3,979,819	4,355,345	5,323,223	5,323,223	2,934,548	4,823,223	6,193,869	16%
Division: 642 - Sewer Collections Total:	892,637	906,883	1,055,212	2,193,850	2,263,850	841,012	2,263,850	3,453,131	53%
Division: 643 - Sewer Projects/Shared Total:	1,178	-	4,275	-	-	-	-	-	0%
Division: 644 - WPCP Equipment/Debt Service Total:	215,195	612,491	621,332	1,609,506	1,609,506	520,322	1,609,506	1,611,624	0%
Expense Total:	4,930,110	5,515,558	6,052,806	9,126,579	9,196,579	4,304,859	8,696,579	11,258,624	22%
Fund: 500 - Sewer Enterprise Fund Net Results	2,390,726	1,855,983	1,428,336	(1,229,079)	(1,299,079)	232,698	(795,667)	(2,892,448)	
Fund Balance, July 1	15,538,117	17,928,843	19,784,826	21,213,162	21,213,162		21,213,162	20,417,495	
Fund Balance, June 30	17,928,843	19,784,826	21,213,162	19,984,083	19,914,083		20,417,495	17,525,047	
Fund: 505 - Cable Access TV Fund									
Revenue									
314 - Franchise Taxes	32,702	28,833	25,359	52,972	52,972	16,746	52,972	52,972	0%
365 - Cable TV Charges	188,351	191,537	223,342	316,956	316,956	149,601	316,956	316,956	0%
370 - Interest and Investment Income	-	-	-	-	-	1,225	-	-	0%
383 - Reimbursements	-	-	341	-	-	-	-	-	0%
384 - Other Revenue	4,020	3,000	-	5,000	5,000	-	5,000	5,000	0%
399 - Transfers In	132,303	147,804	174,853	160,124	160,124	160,124	160,124	160,124	0%
Revenue Total:	357,375	371,175	423,895	535,052	535,052	327,695	535,052	535,052	0%
399 - Transfers In from Section 115 Pension Fund	-	-	-	-	-	-	-	-	0%
Sources Total	357,375	371,175	423,895	535,052	535,052	327,695	535,052	535,052	0%
Expense									
Division: 119 - Cable Access TV Total:	357,375	374,875	391,792	375,701	375,701	239,428	380,631	444,432	18%
Division: 120 - Cable Access-Community Services Total:	-	-	-	4,571	4,571	-	-	4,642	2%
Division: 121 - Cable Access-Contract Services Total:	-	-	-	190,494	190,494	97,365	-	197,707	4%
Expense Total:	357,375	374,875	391,792	570,765	570,765	336,793	380,631	646,780	13%
Fund: 505 - Cable Access TV Net Results	-	(3,700)	32,104	(35,713)	(35,713)	(9,098)	154,421	(111,728)	
Fund Balance, July 1	(31,535)	(31,535)	(35,235)	(3,132)	(3,132)		(3,132)	151,289	
Fund Balance, June 30	(31,535)	(35,235)	(3,132)	(38,845)	(38,845)		151,289	39,561	
Fund: 525 - Information Systems Fund									
Expense									
Division: 118 - Information Systems Total:	609,715	795,641	702,008	802,890	1,237,526	521,223	1,041,357	1,482,335	20%
461 - Indirect cost allocations	(609,715)	(795,641)	(702,008)	(802,890)	(1,237,526)	(516,232)	(1,237,526)	(1,482,335)	20%
Expense Total:	-	-	-	-	-	4,991	(196,169)	-	0%
Fund: 525 - Information Systems Surplus (Deficit):	-	-	-	-	-	(4,991)	196,169	-	
Fund Balance, July 1	(196,169)	(196,169)	(196,169)	(196,169)	(196,169)		(196,169)	0	
Fund Balance, June 30	(196,169)	(196,169)	(196,169)	(196,169)	(196,169)		0	0	

Fiscal Year (FY) 2022/23 Operating and Capital Budget
Revenue and Expenditure Summaries – All Funds

	FY 2018/19 Actual	FY 2019/20 Actual	FY 2020/21 Actual	FY 2021/22 Original Budget	FY 2021/22 Revised Budget	FY 2021/22 Actual Thru Mar-22	FY 2021/22 Projected Year-end	FY 2022/23 Proposed	Prop to Rev Percent Change
Fund: 700 - Pension Fund									
Revenue									
370 - Interest and Investment Income	924,669	1,010,988	2,792,382			(658,526)	(878,035)	1,140,017	100%
399 - Transfers In	16,287,510								0%
Revenue Total:	17,212,179	1,010,988	2,792,382	-	-	(658,526)	(878,035)	1,140,017	100%
Expense									
Division: 115 - Finance Total:	-	-	-			-	-		100%
Division: 117 - General Government Total:	52,921	81,434	86,587			66,308	88,411	40,000	0%
Sub-Total:	52,921	81,434	86,587	-	-	66,308	88,411	40,000	0%
499 - Transfers Out	-		1,352,111			-	853,686	2,016,612	100%
Expense Total:	-	81,434	1,438,698	-	-	66,308	853,686	2,056,612	100%
Fund: 700 - Pension Fund Net Results	17,159,258	929,554	1,353,684	-	-	(724,835)	(966,446)	(916,595)	
Fund Balance, July 1	-	17,159,258	18,088,811	19,442,495	19,442,495		19,442,495	18,476,049	
Fund Balance, June 30	17,159,258	18,088,811	19,442,495	19,442,495	19,442,495		18,476,049	17,559,454	
Fund: 750 - Recognized Obligation Retirement Fund									
Revenue									
311 - Property Taxes	250,000	250,000	265,900	250,000	250,000	219,147	250,000	250,000	0%
370 - Interest and Investment Income	26,800	82,725	3,185	-	-	(20,579)	(3,746)		0%
384 - Other Revenue	1,232								0%
393 - Loan/Bond Proceeds	16,096	14,452	12,681			5,131	5,131	5,000	0%
Revenue Total:	294,128	347,176	281,766	250,000	250,000	203,699	251,385	255,000	2%
Expense									
Division: 463 - Successor Agency to RDA Total:	978,750	300,640	352,370	194,899	194,899	190,948	194,899	227,378	17%
Expense Total:	978,750	300,640	352,370	194,899	194,899	190,948	194,899	227,378	17%
Fund: 750 - Recognized Obligation Retirement Fund Net	(684,622)	46,536	(70,603)	55,101	55,101	12,751	56,486	27,622	

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GENERAL FUND LONG-TERM FINANCIAL FORECAST

The City periodically updates its Long-Term Financial Plan (LTFP). The City adopted the Long-Term Financial Plan for Fiscal Year (FY) 2022/23 - FY 2026/27 (LTFP) in June 2022. As part of the LTFP, the City creates a five-year forecast of General Fund revenues and expenditures. Below find the five-year General Fund forecast from the current LTFP.

Fiscal Year (FY) 2022/23 Operating and Capital Budget
Revenue and Expenditure Summaries – General Fund Long-Term Financial Forecast

CITY OF PINOLE									
LONG-TERM FINANCIAL FORECAST									
GENERAL FUND SUMMARY	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27
INCLUDES MEASURE S 2006 & 2014	Actual	Actual	Actual	Revised Budget	Forecast	Forecast	Forecast	Forecast	Forecast
REVENUE									
PROPERTY TAX	3,837,167	4,514,755	4,091,345	4,230,122	4,776,626	5,649,469	5,801,568	5,959,970	6,138,769
SALES TAX	3,994,720	3,788,080	4,303,800	4,483,848	4,582,095	4,695,271	4,803,262	4,913,737	5,026,753
MEAS S 2006 & 2014 LOCAL SALES TAX	4,286,328	3,901,837	4,623,561	4,840,000	4,902,000	5,022,000	5,122,440	5,224,889	5,329,387
UTILITY USERS TAX	1,812,844	1,809,832	1,939,726	1,915,000	1,934,150	1,953,492	1,973,026	1,992,757	2,012,684
FRANCHISE TAX	735,311	750,001	751,598	779,000	786,790	794,658	802,604	810,631	818,737
INTERGOVERNMENTAL TAX	1,836,501	1,952,717	2,034,203	2,082,883	2,215,948	2,317,376	2,421,681	2,531,220	2,645,775
TRANSIENT OCCUPANCY TAX	485,499	444,453	446,105	418,000	440,000	453,200	466,796	480,800	495,224
BUSINESS LICENSE TAX	399,258	382,051	349,733	382,000	400,000	412,000	424,360	437,091	450,204
CHARGES FOR SERVICES	967,318	1,260,013	1,345,588	1,339,796	1,405,108	1,498,155	1,571,813	1,649,154	1,731,612
OTHER REVENUE	867,167	735,100	833,313	518,140	549,640	555,136	560,688	566,295	571,958
LOAN/BOND PROCEEDS	1,500,000	500,000			-				
Total Revenue	20,722,114	20,038,840	20,718,971	20,988,789	21,992,357	23,350,757	23,948,239	24,566,543	25,221,102
TRANSFERS IN	6,290,688								
PENSION TRANSFER IN (FY 19/20 alloc)			851,061						
PENSION TRANSFER IN			476,366	853,686	2,250,824	2,479,356	2,721,600	2,978,379	3,250,565
Total Sources	27,012,802	20,038,840	22,046,398	21,842,475	24,243,181	25,830,113	26,669,840	27,544,922	28,471,667
EXPENDITURES									
SALARIES	8,595,485	9,182,685	9,687,549	10,553,426	11,492,312	11,837,081	12,192,194	12,557,960	12,934,698
BENEFITS - PERS RETIRE	1,792,259	2,451,411	2,772,015	3,447,080	3,808,871	4,037,403	4,279,647	4,536,426	4,808,612
BENEFITS - OTHER	3,079,458	2,864,033	2,720,522	3,374,993	3,687,664	3,872,047	4,065,650	4,268,932	4,439,689
OPERATIONS AND MAINTENANCE	1,917,711	2,462,533	2,685,146	3,082,147	3,387,962	3,455,721	3,524,836	3,630,581	3,739,498
DEBT SERVICE	643,846	606,554	558,607	576,107	596,107	611,150	677,150	677,150	677,150
CAPITAL OUTLAY	672,010	1,031,960	1,397,824	157,186	253,622	261,231	269,068	277,140	285,454
TRANSFERS OUT	21,732,833	1,255,058	1,588,652	1,418,455	1,418,455	1,461,009	1,504,839	1,549,984	1,596,484
Total Expenditures	38,433,603	19,854,232	21,410,315	22,609,394	24,644,993	25,535,642	26,513,383	27,498,172	28,481,585
Surplus/Deficit	(11,420,801)	184,608	636,084	(766,919)	(401,812)	294,471	156,457	46,750	(9,918)
Fund Balance, July 1	23,478,448	12,057,647	12,242,255	12,726,083	11,009,449	9,956,712	10,137,701	10,193,042	10,135,138
Preliminary Fund Balance, June 30	12,057,647	12,242,255	12,878,338	11,959,164	10,607,637	10,251,183	10,294,158	10,239,792	10,125,219
General Reserves Adjustment			-	(949,715)	(650,925)	(113,481)	(101,116)	(104,654)	(108,825)
Fund Balance, June 30	12,057,647	12,242,255	12,726,083	11,009,449	9,956,712	10,137,701	10,193,042	10,135,138	10,016,395
Pension Fund Balance, July 1	16,287,510	17,159,258	18,088,812	19,442,496	19,666,475	18,516,306	17,070,896	15,309,407	13,188,974
Revenues - Interest	924,669	1,010,988	2,767,698	1,127,665	1,140,656	1,073,946	990,112	887,946	764,960
Expenditure - Transfers Out			1,327,427	853,686	2,250,824	2,479,356	2,721,600	2,978,379	3,250,565
Expenditures	52,921	81,434	86,587	50,000	40,000	40,000	30,000	30,000	30,000
Pension Fund Balance, June 30	17,159,258	18,088,812	19,442,496	19,666,475	18,516,306	17,070,896	15,309,407	13,188,974	10,673,369
Fund Balance, July 1			7,457,116	7,492,770	8,517,413	9,395,369	9,771,183	10,162,031	10,568,512
Revenues - Interest			35,654	74,928	227,031	262,333	289,731	301,827	313,916
Revenues - Transfer In				949,715	650,925	113,481	101,116	104,654	108,825
General Reserve Balance, June 30	7,137,963	7,457,116	7,492,770	8,517,413	9,395,369	9,771,183	10,162,031	10,568,512	10,991,252

BUDGETED POSITIONS

Through the budget, the City Council authorizes the City’s hiring of employees to fill positions. Below find a table illustrating the positions included in the FY 2022/23 budget.

Fiscal Year (FY) 2022/23 Operating and Capital Budget
Revenue and Expenditure Summaries – Budgeted Positions

Department	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23
CITY MANAGER					
City Manager	1.00	1.00	1.00	1.00	1.00
Assistant City Manager	0.00	0.00	1.00	0.00	0.00
Management Analyst	0.00	0.00	1.00	1.00	0.00
Assistant to the City Manager	0.00	0.00	0.00	0.00	1.00
Administrative Assistant	0.00	0.00	1.00	1.00	1.00
Total Full-Time Equivalents (FTEs)	1.00	1.00	4.00	3.00	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	1.00	1.00
Administrative Assistant, <i>part-time</i>	0.48	0.48	0.48	0.48	1.00
Total Full-Time Equivalents (FTEs)	1.48	1.48	1.48	2.48	3.00
FINANCE DEPARTMENT					
Finance Director	1.00	1.00	1.00	1.00	1.00
Accountant	1.00	1.00	1.00	1.00	1.00
Accounting Specialist	1.00	1.00	1.00	1.00	1.00
Accounting Technician, <i>part-time</i>	0.48	0.48	0.48	0.48	0.48
Accounting Intern, <i>part-time/temporary</i>	0.00	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	0.00	0.00	0.00
Human Resources Director	0.00	0.00	0.00	1.00	1.00
Human Resources Analyst	0.00	0.00	0.00	0.00	1.00
Human Resources Specialist	1.00	1.00	1.00	1.00	0.00
Human Resources Technician	0.00	0.00	0.00	0.00	1.00
Total Full-Time Equivalents (FTEs)	2.00	2.00	1.00	2.00	3.00
GENERAL GOVERNMENT					
Management Analyst	1.00	1.00	0.00	0.00	0.00
Total Full-Time Equivalents (FTEs)	1.00	1.00	0.00	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	7.00
Police Officer	19.00	19.00	19.00	19.00	20.00
Sub-total Sworn	28.00	28.00	28.00	28.00	30.00
NON-SWORN					
Administrative Secretary	1.00	1.00	1.00	1.00	1.00
Community Safety Specialist	0.96	1.00	1.00	1.00	1.00
Community Service Officer	0.96	0.96	0.96	2.00	2.00
Crossing Guards, <i>part-time/temporary</i>	0.50	0.50	0.25	0.25	0.25
Dispatcher	11.00	11.00	11.00	11.00	10.00
Lead Dispatcher	1.00	1.00	1.00	1.00	2.00
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	18.42	18.46	18.21	19.25	19.25
Total Full-Time Equivalents (FTEs)	46.42	46.46	46.21	47.25	49.25

Fiscal Year (FY) 2022/23 Operating and Capital Budget
Revenue and Expenditure Summaries – Budgeted Positions

Department	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23
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	5.00	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	16.00	16.00
NON-SWORN					
Administrative Assistant	0.00	0.00	0.00	0.00	0.00
Management Analyst	1.00	1.00	1.00	1.00	1.00
Sub-total Non-Sworn	1.00	1.00	1.00	1.00	1.00
Total Full-Time Equivalents (FTEs)	15.00	15.00	15.00	17.00	17.00
PUBLIC WORKS					
Public Works Director	0.00	0.00	0.00	0.00	1.00
Development Services Director/City Engineer	0.50	0.50	0.50	1.00	0.00
Senior Project Manager	1.00	1.00	1.00	1.00	0.00
Capital Improvement and Environmental Program Manager	0.00	0.00	0.00	0.00	1.00
Associate Civil Engineer	0.00	0.00	0.00	0.00	1.00
Public Works Specialist	1.00	1.00	1.00	1.00	2.00
Administrative Assistant	1.00	1.00	0.00	0.00	0.00
Management Analyst	0.00	0.00	0.00	1.00	1.00
Development Services Technician	0.00	0.00	0.00	0.00	0.50
Public Works Manager	1.00	1.00	1.00	1.00	1.00
Public Works Maintenance Supervisor	2.00	2.00	2.00	3.00	3.00
Public Works Maintenance Workers	7.00	7.00	7.00	8.00	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
Water Pollution Control Plant Operation Supervisor	1.00	1.00	1.00	1.00	1.00
WWTP Senior Operator	0.00	0.00	0.00	0.00	1.00
WWTP Operator	5.00	5.00	5.00	5.00	4.00
Environmental Analyst	1.00	1.00	1.00	1.00	1.00
Environmental Assistant	1.00	1.00	1.00	1.00	1.00
WWTP Maintenance Mechanic	1.00	1.00	1.00	2.00	2.00
Water Pollution Control Plant Intern	0.48	0.48	0.48	0.48	0.48
Total Full-Time Equivalents (FTEs)	24.23	24.23	23.23	27.73	30.23
COMMUNITY DEVELOPMENT					
Development Services Director/City Engineer	0.50	0.50	0.50	0.00	0.00
Community Development Director	0.00	0.00	0.00	1.00	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	0.00
Building Official	0.00	0.00	0.00	0.00	1.00
Building Inspector	0.00	0.00	1.00	1.00	0.00
Building Inspector I/II	0.00	0.00	0.00	0.00	1.00
Code Enforcement Officer	1.00	1.00	1.00	1.00	0.00
Code Enforcement Officer I/II	0.00	0.00	0.00	0.00	1.00
Permit Technician	1.48	2.00	2.00	2.00	0.00
Permit Technician I/II	0.00	0.00	0.00	0.00	2.00
Development Services Technician	0.00	0.00	0.00	0.00	0.50
Total Full-Time Equivalents (FTEs)	4.98	5.50	6.50	7.00	7.50

Fiscal Year (FY) 2022/23 Operating and Capital Budget
Revenue and Expenditure Summaries – Budgeted Positions

Department	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23
COMMUNITY SERVICES DEPARTMENT					
RECREATION					
Community Services Director	0.00	0.00	0.00	1.00	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	3.50
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	12.50	13.40
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 Equivalent (FTEs)	14.25	14.25	14.25	15.25	16.15
GRAND TOTAL ALL DEPARTMENTS	113.84	114.40	115.15	125.19	132.61

Fiscal Year (FY) 2022/23 Operating and Capital Budget
Revenue and Expenditure Summaries – Labor Allocations

LABOR COST ALLOCATIONS (\$)

Position Title	Total Wages and Benefits	General Fund 100	Sewer Enterprise (WWTP) Fund 500	Sewer Enterprise (Corp Yard) Fund 500	Cable TV Fund 505	Information Systems Fund 525	Successor Agency Fund 750	Housing Admin Fund 205	Gas Tax Fund 200	Building Fund 204	Measure 'S' Fund 105	PSAF Fund 203	SUSF Fund 206	Storm Water Fund 207	Recreation Fund 209	Refuse Mgmt Fund 213	Solid Waste Fund 214	Measure 'J' Fund 215	Total
100-110 Council Members (5)	105,322	78,992	-	26,331	-	-	-	-	-	-	-	-	-	-	-	-	-	-	105,322
100-111 City Manager	484,520	203,499	24,226	121,130	-	-	87,214	24,226	-	24,226	-	-	-	-	-	-	-	-	484,520
100-111 Assistant to the City Manager	164,646	131,717	-	-	-	32,929	-	-	-	-	-	-	-	-	-	-	-	-	164,646
100-111 Admin Assistant	164,646	164,646	30,929	30,929	-	-	-	-	24,697	8,232	-	-	-	-	-	-	-	-	164,646
100-112 City Clerk	203,366	166,760	-	2,694	-	-	36,606	-	-	-	-	-	-	-	-	-	-	-	203,366
100-113 Treasurer	105,336	7,900	-	2,694	-	-	-	-	-	-	-	-	-	-	-	-	-	-	105,336
100-115 Finance Director	350,310	213,689	52,547	-	-	-	66,559	17,516	-	-	-	-	-	-	-	-	-	-	350,310
100-115 Accountant	144,151	122,528	21,623	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	144,151
100-115 Accounting Specialist	121,456	103,221	18,215	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	121,456
100-115 Accounting Technician	32,603	27,713	4,890	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	32,603
100-116 HR Analyst	131,637	118,294	13,144	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	131,637
100-221 Police Officer	174,177	80,121	-	-	-	-	-	-	-	-	-	-	94,056	-	-	-	-	-	174,177
100-221 Police Officer (2)	387,365	-	-	-	-	-	-	-	-	-	-	387,365	-	-	-	-	-	-	387,365
100-221 Police Officer (Came)	170,115	153,104	-	-	-	-	-	-	-	-	-	17,012	-	-	-	-	-	-	170,115
100-341 Associate Engineer	161,644	67,550	54,040	27,000	-	-	-	40,330	-	-	27,000	-	13,510	-	27,000	13,510	-	40,411	161,644
100-341 PW Specialist (2)	265,061	53,012	16,164	24,247	-	-	-	-	39,759	53,012	80,822	-	26,506	-	26,506	-	-	-	265,061
100-341 Capital Improvement Manager	193,379	193,379	19,338	29,007	-	-	-	-	-	-	38,676	-	9,669	-	19,338	29,007	-	48,345	193,379
100-341 Management Analyst	120,652	24,010	-	12,005	-	-	-	24,010	-	-	24,010	-	12,005	-	-	-	-	-	120,652
100-342 PW Maint. Supervisor	109,755	43,902	-	-	-	-	-	-	-	-	21,951	-	-	-	-	21,951	-	21,951	109,755
100-343 Public Works Manager	270,916	138,458	-	54,183	-	-	-	13,546	-	-	-	-	54,183	-	13,546	-	-	0	270,916
100-343 PW Maint. Supervisor	203,223	91,450	50,806	-	-	-	-	10,161	-	-	-	-	40,645	-	10,161	-	-	-	203,223
100-343 Maintenance Workers (4)	475,888	142,769	95,180	-	-	-	-	-	71,385	-	138,776	-	-	-	23,795	-	-	71,385	475,888
100-343 Maintenance Worker (1)	138,776	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	138,776
100-343 Maintenance Worker (1)	96,446	48,223	-	-	-	-	-	-	-	-	48,223	-	-	-	-	-	-	-	96,446
209-551 Community Svcs Director	288,998	-	-	28,900	-	-	-	-	-	-	-	-	-	260,098	-	-	-	-	288,998
212-461 Community Dev. Director	356,243	89,061	-	-	-	-	53,636	213,746	-	-	-	-	-	-	-	-	-	-	356,243
212-461 Planning Manager	203,955	10,198	-	183,560	-	-	-	-	-	-	-	-	-	-	-	-	-	-	203,955
212-462 Permit Technician	123,987	61,994	-	-	-	-	-	61,994	-	-	-	-	-	-	-	-	-	-	123,987
212-462 Community Dev. Technician	101,415	67,603	-	-	-	-	-	33,812	-	-	-	-	-	-	-	-	-	-	101,415
500-642 PW Maint. Supervisor	179,942	-	134,882	-	-	-	-	8,592	-	-	-	-	-	17,984	-	8,592	-	8,592	179,942
500-642 Maintenance Workers (2)	269,339	-	202,004	-	-	-	-	13,467	-	-	-	-	-	26,934	-	13,467	-	13,467	269,339
	\$ 6,473,760	\$ 2,306,627	\$ 257,116	\$ 878,622	\$ 28,900	\$ 32,929	\$ 190,378	\$ 105,276	\$ 246,547	\$ 576,581	\$ 379,478	\$ 387,365	\$ 111,067	\$ 272,821	\$ 260,098	\$ 142,825	\$ 88,478	\$ 204,591	\$ 6,473,760
PERCENT OF TOTAL		36%	4%	14%	0%	0%	1%	3%	2%	4%	9%	6%	6%	2%	4%	2%	1%	3%	100%
		General Fund	Sewer Enterprise	Successor Agency	Interim Service	Measure \$													
	2,306,627	2,397,708	1,135,728	190,378	61,828	379,478													
	100-111	100-112	100-115	100-116	100-211	100-223	100-341	100-342	100-343	100-345	100-465	209-554	209-555	212-461	212-462	505-119	505-210	505-211	Total
	32,929	8,232	8,232	8,232	-	-	8,232	-	-	-	-	-	-	-	-	-	-	-	65,889
100-111 Admin Assistant	-	-	-	-	318,990	35,442	-	-	-	-	-	-	-	-	-	-	-	-	354,432
100-221 Police Chief	-	-	-	-	304,128	76,032	-	-	-	-	-	-	-	-	-	-	-	-	380,159
100-221 Lieutenant	-	-	-	-	-	-	-	-	-	21,951	-	-	-	-	-	-	-	-	43,902
100-343 Maintenance Worker (1)	-	-	-	-	-	-	-	21,951	-	-	-	-	-	-	-	-	-	-	43,902
100-343 Maintenance Workers (4)	-	-	-	-	-	-	-	28,554	57,108	57,108	17,108	-	-	-	-	-	-	-	142,769
100-343 Maintenance Worker (1)	-	-	-	-	-	-	-	34,694	34,694	34,694	-	-	-	-	-	-	-	-	69,388
209-554 VC Recreation Coordinator	-	-	-	-	-	-	-	-	-	-	16,203	30,092	-	-	-	-	-	-	46,295
212-461 Community Dev. Director	-	-	-	-	-	-	-	-	-	106,873	106,873	-	-	-	-	-	-	-	213,746
505-119 Cable-Access Technician	-	-	-	-	-	-	50,707	-	-	16,906	-	-	-	-	-	-	-	-	101,415
505-119 Cable-Access Coordinator	-	-	-	-	-	-	-	-	-	129,796	743	87,973	-	-	-	-	-	-	216,511
505-119 Cable-Access Technician	-	-	-	-	-	-	-	-	-	101,869	583	69,045	-	-	-	-	-	-	171,497

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:

- Elected Officials
 - City Council
 - City Treasurer
- Appointed Officials
 - City Manager
 - City Attorney
 - City Clerk
- Administration
 - Finance
 - Human Resources
- Public Safety
 - 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 2021/22 key accomplishments;
- FY 2022/23 key priorities and projects;
- Major changes in FY 2022/23 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 Successor Agency to the Pinole Redevelopment Agency ("Successor Agency"), and appoints members of the community to serve on various boards and commissions. The City Council appoints three City officers: the City Manager, City Attorney, and City Clerk.

FY 2021/22 Key Accomplishments

- Recognized Black History Month

- Recognized Women’s History Month
- Recognized American Red Cross Month
- Provided direction to staff on bolstering fire service in Pinole
- Recognized Earth Day
- Recognized the Pinole-Richmond Lions Club in their 100th year of service
- Updated Council norms of behavior
- Recognized Pride Month
- Recognized Juneteenth Day
- Implemented a land acknowledgement at Council meetings
- Appointed Council Members to serve as liaisons to the discussion regarding a potential East Bay wildfire and vegetation management joint powers authority
- Recognized Indigenous Peoples Day
- Held community workshops regarding American Rescue Plan Act (ARPA) funding
- Adopted a resolution declaring a climate emergency and directing staff to take certain actions to address the climate emergency
- Created a Technology and Communication Subcommittee
- Recognized United Against Hate Week
- Direct staff on the redevelopment of “Community Corner”
- Recognized Lunar New Year
- Adopted resolution in support of Bay Adapt: Regional Strategy for A Rising Bay
- Directed staff to prepare a draft city charter and hire a polling firm and communication firm to provide services regarding a potential November 2022 charter city and real estate transfer tax ballot measure
- Directed staff to arrange a fireworks show for Fourth of July 2022
- Directed staff on the design for the replacement bridge on San Pablo Avenue over the railroad
- Reinstated in-person meetings of the City Council
- Recognized Nowruz
- Directed staff on updates to the City General Plan Housing, Health/Safety, and Environmental Justice Elements

FY 2022/23 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

- Consider collaboration with Contra Costa County Fire Protection District (“Confire”) to change City’s fire service model and reopen Fire Station 74

Significant Special Projects for FY 2023/24 through FY 2026/27

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

Major Changes in FY 2022/23 Budget

There are no major changes in the FY 2022/23 budget compared to the FY 2021/22 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.

Fiscal Year (FY) 2022/23 Operating and Capital Budget
Department Budgets – City Council

CITY COUNCIL BUDGET SUMMARY

	FY 2019/20	FY 2020/21	FY 2021/22	FY 2021/22	FY 2022/23	Prop to Rev	Prop to Rev
	Actual	Actual	Actual Thru Mar-22	Revised Budget	Proposed Budget	\$ Change	% Change
REVENUE / FUNDING SOURCE							
General Fund - 100	163,703	215,352	151,404	176,609	170,496	(6,113)	-4%
Measure S 2014 - 106	46,600	5,900	-	5,900	5,900	-	0%
Total	210,303	221,252	151,404	182,509	176,396	(6,113)	-3%
EXPENDITURES BY CATEGORY							
Personnel							
Salaries & Wages -401	52,099	49,871	34,021	48,150	48,150	-	0%
Employee Benefits - 410	44,619	45,345	40,021	64,691	55,241	(9,450)	-17%
Total Personnel	96,717	95,216	74,042	112,841	103,391	(9,450)	-9%
Services and Supplies							
Professional & Administrative Services - 42	133,532	145,509	92,903	95,595	96,375	780	1%
Other Operating Expenses -43	1,042	1,466	528	1,030	1,030	-	0%
Total Services and Supplies	134,574	146,975	93,431	96,625	97,405	780	1%
Capital Outlay							
Asset Acquisition/Improvement - 47	-	-	-	-	-	-	0%
Total Capital Outlay	-	-	-	-	-	-	0%
Indirect Cost Allocations							
Administrative Credits - 46121	(22,746)	(22,714)	(18,123)	(28,628)	(26,331)	2,297	-9%
General Liability Insurance - 46201	1,758	1,776	2,054	1,671	1,931	260	13%
Total Indirect Cost Allocations	(20,988)	(20,939)	(16,069)	(26,957)	(24,400)	2,557	-10%
Total	210,303	221,252	151,404	182,509	176,396	(6,113)	-3%
EXPENDITURES BY PROGRAM							
City Council - 110	210,303	221,252	151,404	182,509	176,396	(6,113)	-3%
Total	210,303	221,252	151,404	182,509	176,396	(6,113)	-3%

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2021/22	FY 2022/23
42101 Professional Services		\$ -	\$ -
Citywide organizational assessment	\$ -		
42201 Office Expense		\$ 500	\$ 500
4230X Travel and Training		\$ 7,900	\$ 9,000
ABAG (delegate)	\$250		
Allocated Appropriation (5 @ 500)	2,500		
CCC Mayor's Conference monthly dinners	1,200		
East Bay Division meetings	600		
Funding for council members on league committees	500		
League of California Cities Conference (5 @ 600)	3,000		
Mayor's travel expenses	600		
Other identified City sponsored events	250		
Various dinners/award ceremonies	100		
42401 Memberships		\$ 21,805	\$ 21,485
ABAG dues	\$5,500		
Contra Costa Mayor's Conference	1,400		
LAFCO dues	6,300		
League of California Cities East Bay Division	8,085		
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		\$ 90,475
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

The mission of the City Treasurer is to, 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 2021/22 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 2022/23 Key Priorities and Projects

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

Major Changes in FY 2022/23 Budget

There are no major changes in the FY 2022/23 budget compared to the FY 2021/22 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.

Fiscal Year (FY) 2022/23 Operating and Capital Budget
Department Budgets – City Treasurer

CITY TREASURER BUDGET SUMMARY

	FY 2019/20	FY 2020/21	FY 2021/22	FY 2021/22	FY 2022/23	Prop to Rev	Prop to Rev
	Actual	Actual	Actual	Revised	Proposed	\$ Change	% Change
			Thru Mar-22	Budget	Budget		
REVENUE / FUNDING SOURCE							
General Fund - 100	8,592	8,286	6,306	8,693	8,662	(31)	0%
Total	8,592	8,286	6,306	8,693	8,662	(31)	0%
EXPENDITURES BY CATEGORY							
Personnel							
Salaries & Wages - 401	5,574	8,431	5,984	8,400	8,400	-	0%
Employee Benefits - 410	5,098	1,633	921	2,028	1,964	(64)	-3%
Total Personnel	10,672	10,063	6,905	10,428	10,364	(64)	-1%
Services and Supplies							
Professional & Administrative Services - 42	250	783	911	760	760	-	0%
Other Operating Expenses - 43	-	-	-	-	-	-	0%
Total Services and Supplies	250	783	911	760	760	-	0%
Capital Outlay							
Asset Acquisition/Improvement - 47	-	-	-	-	-	-	0%
Total Capital Outlay	-	-	-	-	-	-	0%
Indirect Cost Allocations							
Admin Credits - 46121	(2,602)	(2,718)	(1,692)	(2,644)	(2,634)	10	0%
Legal Charges - 46126	116	-	-	-	-	-	0%
General Liability Insurance - 46201	156	158	182	149	172	23	13%
Total Indirect Cost Allocations	(2,330)	(2,560)	(1,510)	(2,495)	(2,462)	33	-1%
Total	8,592	8,286	6,306	8,693	8,662	(31)	0%
EXPENDITURES BY PROGRAM							
City Treasurer - 113	8,592	8,286	6,306	8,693	8,662	(31)	0%
Total	8,592	8,286	6,306	8,693	8,662	(31)	0%

MAJOR NON-PERSONNEL EXPENSE DETAILS

	FY 2021/22	FY 2022/23
42301 Travel & Training	\$ 400	\$ 400
Misc. training	\$ 400	
42401 Memberships	\$ 110	\$ 110
CSMFO Dues	\$ 110	
42506 Bonds	\$ 250	\$ 250
Bond for City Treasurer position	\$ 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 the operations of all other City departments, the City Manager’s office performs or coordinates some specific functions on behalf of the entire City organization, including the following:

- Coordination of citywide communication and engagement
- Intergovernmental relations
- Information technology
- Strategic planning and organizational assessment

In FY 2020/21, the City implemented a number of changes to the City’s organization structure and staffing. These included 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 performed by a private firm, Precision IT, with which the City has established a contract.

FY 2021/22 Key Accomplishments

- Oversaw the City’s response to the coronavirus pandemic

- Supported the City Council in its development of policy on key community issues
- 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
- Implemented the City's new organizational structure to improve capacity and coordination, based on the organizational assessment
- Hired staff in key leadership positions
- Expanded communication and engagement with the community through the use of new tools and techniques
- Completed the Strategic Plan strategy of developing a comprehensive information technology plan (Goal 4, Strategy 6)

FY 2022/23 Key Priorities and Projects

- Complete the Strategic Plan strategies of developing a strategic communication plan and a public engagement plan (Goal 4, Strategies 4 and 5)
- Assess City operations and implement improvements for diversity, equity, and inclusion (DEI)
- Complete the Strategic Plan strategy of developing an interagency legislative advocacy program (Goal 4, Strategy 7)

Significant Special Projects for FY 2023/24 through FY 2026/27

- Complete Strategic Plan strategies

Major Changes in FY 2022/23 Budget

The City Manager department Administration and Programs division budget for FY 2022/23 includes funding for Diversity, Equity, and Inclusion (DEI) consulting, intergovernmental affairs consulting, organizational assessment consulting, and communication and engagement consulting, all related to high-priority City initiatives in these areas. The Information Technology division budget includes one additional full-time contract onsite information technology staff person as well as a number of projects identified in the City's new IT Plan.

Position Summary

Position	2018/19	2019/20	2020/21	2021/22	2022/23
City Manager	1.00	1.00	1.00	1.00	1.00
Assistant City Manager	0.00	0.00	1.00	0.00	0.00
Management Analyst	0.00	0.00	1.00	0.00	0.00
Assistant to the City Manager	0.00	0.00	0.00	1.00	1.00
Administrative Assistant	0.00	0.00	1.00	1.00	1.00
Total	1.00	1.00	4.00	3.00	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. The Management Analyst position was reclassified to an Assistant to the City Manager position in FY 2021/22. A portion of the Administrative Assistant position’s time is devoted to supporting the Finance Department and the Human Resources Department.

Fiscal Year (FY) 2022/23 Operating and Capital Budget
Department Budgets – City Manager

CITY MANAGER BUDGET SUMMARY

	FY 2019/20 Actual	FY 2020/21 Actual	FY 2021/22 Actual Thru Mar-22	FY 2021/22 Revised Budget	FY 2022/23 Proposed Budget	Prop to Rev \$ Change	Prop to Rev % Change
REVENUE / FUNDING SOURCE							
General Fund - 100	206,565	603,505	323,511	681,538	615,943	(65,595)	-11%
Total	206,565	603,505	323,511	681,538	615,943	(65,595)	-11%
EXPENDITURES BY CATEGORY							
Personnel							
Salaries & Wages - 401	281,967	657,031	261,804	435,592	480,353	44,761	9%
Employee Benefits - 410	139,604	394,691	231,689	294,876	304,344	9,468	3%
Total Personnel	421,571	1,051,722	493,494	730,468	784,697	54,229	7%
Services and Supplies							
Professional & Administrative Services - 42	4,827	93,633	50,417	284,405	248,004	(36,401)	-15%
Other operating Expenses - 43	1,430	1,995	728	1,425	1,425	-	0%
Total Services and Supplies	6,257	95,627	51,144	285,830	249,429	(36,401)	-15%
Indirect Cost Allocations							
Admin Credits - 46121	(234,652)	(577,603)	(248,165)	(355,801)	(445,668)	(89,867)	20%
General Liability Insurance - 46201	13,389	33,760	25,861	21,041	27,485	6,444	23%
Total Internal Cost Allocations	(221,263)	(543,844)	(222,304)	(334,760)	(418,183)	(83,423)	20%
Capital Outlay							
Asset Acquisition/Improvement - 47	-	-	1,176	-	-	-	0%
Total Capital Outlay	-	-	1,176	-	-	-	0%
Total	206,565	603,505	323,511	681,538	615,943	(65,595)	-11%
EXPENDITURES BY PROGRAM							
City Manager - 111	206,565	603,505	323,511	681,538	615,943	(65,595)	-11%
Total	206,565	603,505	323,511	681,538	615,943	(65,595)	-11%

MAJOR NON-PERSONNEL EXPENSE DETAILS

	FY 2021/22	FY 2022/23
42101 Professional Services	\$ 273,130	\$ 210,000
DEI Consulting	\$50,000	
Intergovernmental Affairs Consultant	50,000	
Misc. Organizational Assessment Consulting	50,000	
Communication and Engagement Consulting	60,000	
42107 Equipment Maintenance	\$ -	\$ 100
<i>(Moved from General Gov't)</i>		
42201 Office Expense	\$ 800	\$ 13,800
Miscellaneous Office Expenses	\$300	
Other Office Expenses <i>(\$7,000 moved from General Gov't)</i>	7,500	
Copier Supplies <i>(Moved from General Gov't)</i>	1,000	
Office Supplies <i>(Moved from General Gov't)</i>	5,000	
42203 Office Expense/Shipping & Mailing	\$ -	\$ 9,779
Postage Equipment <i>(Moved from General Gov't)</i>	\$6,779	
Postage & Shipping <i>(Moved from General Gov't)</i>	3,000	
4230X Travel and Training	\$ 4,900	\$ 7,300
League of Cities or Other Trainings	\$4,000	
Mayor's Conference monthly dinners	600	
Miscellaneous Meetings	1,200	
Staff Training <i>(Moved from General Gov't)</i>	1,500	
42401 Memberships	\$ 3,725	\$ 3,875
Bay Area News Group Subscription	\$550	
CAPIO Membership	200	
CCC Public Managers Association	500	
CCMF Membership	200	
MISAC Membership	200	
Municipal Management Association (MMANC)	75	
ICMA Membership	2,150	
42403 Dues & Pub/Advertising	\$ 1,500	\$ -
North Shore on the Bay Trail Guide <i>(moved to Community Development)</i>	\$0	

INFORMATION SYSTEMS BUDGET SUMMARY

	FY 2019/20 Actual	FY 2020/21 Actual	FY 2021/22 Actual Thru Mar-22	FY 2021/22 Revised Budget	FY 2022/23 Proposed Budget	Prop to Rev \$ Change	Prop to Rev % Change
REVENUE / FUNDING SOURCE							
General Fund - 100	602,298	540,026	395,405	799,760	1,120,368	320,608	29%
Measure S-2014 Fund - 106	21,748	-		102,600	102,600	-	0%
Recreation Fund - 209	49,887	62,029	35,561	58,680	96,243	37,564	39%
Building and Planning Fund - 212	69,693	31,872	30,589	279,888	94,301	(185,587)	-197%
Sewer Enterprise Fund - 500	52,999	49,160	37,421	71,480	124,732	53,252	43%
Cable Access TV Fund - 505	20,764	18,921	17,256	27,719	46,691	18,972	41%
Total	817,389	702,008	516,232	1,340,127	1,584,936	244,809	15%
EXPENDITURES BY CATEGORY							
Services and Supplies							
Professional & Administrative Services - 42	593,532	472,808	357,709	908,776	1,019,806	111,030	11%
Other Operating Expenses - 43	152,101	168,959	124,511	169,760	174,853	5,093	3%
Total Services and Supplies	745,634	641,766	482,220	1,078,536	1,194,658	116,122	10%
Capital Outlay							
Asset Acquisition/Improvement - 47*	71,755	26,323	6,560	221,700	357,348	135,648	38%
Total Capital Outlay	71,755	26,323	6,560	221,700	357,348	135,648	38%
Indirect Cost Allocations							
Administrative Debits - 46122	-	33,918	32,443	39,890	32,929	(6,961)	-21%
Information Systems (IS) Charges - 46	(795,641)	(702,008)	(516,232)	(1,237,526)	(1,482,336)	(244,810)	17%
Total Indirect Cost Allocations	(795,641)	(668,089)	(483,789)	(1,197,636)	(1,449,407)	(251,771)	17%
Total	21,748	(0)	4,991	102,600	102,600	(0)	0%
EXPENDITURES BY PROGRAM							
Information Systems - 118	817,389	702,008	521,223	1,340,126	1,584,935	244,809	15%
Total	817,389	702,008	521,223	1,340,126	1,584,935	244,809	15%

*See CIP

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2021/22	FY 2022/23
42101 Professional Services		\$ 247,120	\$ 534,670
Labor for phone system replacement (carryover)	\$ 25,000		
Labor to implement management software for PD computers (carryover)	560		
Labor to replace PD MDC's (carryover)	9,000		
Labor to upgrade Versatile software (carryover)	2,000		
Labor to Upgrade City Hall internet speed (carryover)	560		
Managed IT support (Precision)	396,550		
City Website Updates	40,000		
Implement Software to enable online payments	5,000		
Public Safety Network Readdressing	6,000		
Replace Youth/Senior Center Fiber Run & Install Fiber Run to Corp Yard/	50,000		
42105 Network Maintenance		\$ 79,757	\$ 82,150
Network servers and hardware maintenance, including professional callouts.			
AWS hosting for Smart Geotech	\$ 1,910		
CivicLive (Website Designer) Annual Hosting Fee	6,359		
Contra Costa County ACCJIN Network Fee	26,523		
Data backup protection for City Hall servers	12,667		
Data backup protection for Public Safety servers	10,609		
Firewall Maintenance for Public Safety	1,591		
Granicus (Web Streaming)	7,426		
Live Scan Maintenance	10,609		
Printer repair	1,061		
Sophos Firewall Annual Maintenance & Support CH	2,122		
Wi-Fi Service	1,273		
42106 Software Maintenance		\$ 420,899	\$ 234,095
Adobe maintenance/upgrade	\$ 3,713		
Adobe software for PCTV	637		
Agenda Management Software	7,210		
AMAG alarm software maintenance	530		
Cloud Storage for PD body cameras	15,914		
CrimeView desktop support	3,183		
Critical Reach maintenance	530		
ESRI- Ainfo, Aedito, Aview maintenance	21,218		
FileOnQ Support & maintenance	3,492		
Fire RMS support- Station 73	2,122		
Laserfiche Annual Maintenance/License	7,575		
Police Department Computer Management software	2,334		
Public Records Management Software	6,180		
RecDesk software	5,562		
Scala License for PCTV	1,221		
Sophos EndPoint for all workstations	10,291		
SurveyMonkey	1,000		
TrakIt support maintenance	60,000		
Tyler Incode license & fee maintenance	71,080		
Versatile Express & retention support	5,305		
Website Redesign product	5,000		
42107 Equipment Maintenance		\$ 49,700	\$ 51,191
Copier Lease and Maintenance (Xerox)	\$ 49,131		
Mailing System Meter Lease (Pitney Bowes)	2,060		
42510 Software Purchase & Subscriptions		\$ 68,700	\$ 75,100
Adobe Acrobat upgrade Licenses to 2017	\$ 15,000		
Copware Site License	300		
ManageEngine MDM (PD)	1,250		
Mobile Devise management	2,500		
Office 365 G3 License (150 Licenses)	36,000		
PD background checks (TLO, Transunion)	850		
Pinole Municode	500		

Fiscal Year (FY) 2022/23 Operating and Capital Budget
Department Budgets – City Manager

Realquest maintenance	10,000
Recruiting software annual maintenance (NeoGov)	5,200
Software for E-submission of form 700	3,500

Total Professional/Administrative Services \$ 977,206

43101 Communications		\$ 169,760	\$ 174,853
AT&T AVPN circuit for I-80 sign project	\$ 2,843		
AT&T voice service	104,236		
Fire Department pagers	371		
New internet service for Public Safety building	12,360		
New internet service for the Corp Yard	6,180		
Replace broken phones	1,030		
Tiny Tots solar	618		
Verizon cell service	47,215		

47102 Computer Equipment		\$ 161,700	\$ 297,348
PD computer monitor replacement PD (carryover)	\$ 2,400		
Fiber data network evaluation for City Hall and Senior Center (carryover)	10,000		
Citywide phone system replacement (carryover)	50,000		
Police Department MDC replacements	157,148		
Replace old computers (carryover)	7,200		
Replace 20 workstations per year	20,600		
Refresh EOC System	50,000		

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		

47201 Improvements/Building		\$ 60,000	\$ 60,000
IN2102 Municipal Broadband Feasibility	\$ 60,000		

INFORMATION SYSTEMS CHARGES FOR COMMUNICATION & TECHNOLOGY

46124 IS Charges for Communication & Technology		\$ (1,237,526)	\$ (1,482,336)
Finance	[100-115]	\$ (4,377)	
General Government	[100-117]	\$ (301,171)	
Police Services	[100-222]	(536,625)	
Police Dispatch	[100-223]	(57,432)	
Fire Services	[100-231]	(119,465)	
Public Works	[100-341]	(99,110)	
Code Enforcement	[100-465]	(2,188)	
Community Services	[209-551]	(96,243)	

CITY ATTORNEY

Mission

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

Major Services and Functions

The City Attorney is the Chief Legal Officer for the City. 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 2021/22 Key Accomplishments

- Advised City on compliance with evolving COVID related health orders, AB 361, and related workplace / labor issues
- Prepared organics reduction and recycling ordinance for City compliance with SB 1383
- Assisted staff with Code Enforcement matters, real property liens and securing Court ordered abatement warrants authorizing City correction of code violations
- Updated City construction contract documents in compliance with Federal and State procurement requirements related to San Pablo Avenue Rehabilitation Project
- Chaired and coordinated multiple Municipal Code Update Subcommittee meetings
- Advised on disposition of redevelopment surplus properties and development projects throughout the City
- Advised City Council on potential Charter City Ballot Measure and adjustment to Real Property Transfer Tax
- Managed and coordinated City defense, and affirmative litigation, related to PG&E Bankruptcy proceeding among other litigation matters and cases
- Prepared update to City's ordinance regulating the use and sale of fireworks

FY 2022/23 Special Projects

- Prepare ordinances and resolutions to address City Council priorities
- Advise City Council and prepare related materials for potential Charter City Ballot Measure

- Provide legal assistance and advice in labor negotiations, grievances, employment, benefits, and HR related 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, conflicts of interest and election related issues to the City Council, Commissioners, and staff
- Draft City Procurement Policy Procedures Manual

Significant Special Projects for FY 2023/24 through FY 2026/27

- Continue to update the Pinole Municipal Code to comply with evolving legal requirements, best practices, and City Council directives
- 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 2022/23 Budget

Anticipating the amount of legal services needed by the City in any given year is difficult. The proposed FY 2022/23 budget reflects a 3.5% increase to the prior year's actual budget expenditure to reflect a contractual CPI adjustment. The 3.5% increase for the FY 2022/23 budget accounts for 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 2019/20 Actual	FY 2020/21 Actual	FY 2021/22 Actual Thru Mar-22	FY 2021/22 Revised Budget	FY 2022/23 Proposed Budget	Prop to Rev \$ Change	Prop to Rev % Change
REVENUE / FUNDING SOURCE							
General Fund - 100	462,151	489,955	280,036	310,200	321,057	10,857	3%
Measure S 2014 - 106	27,318	-				-	0%
Total	489,469	489,955	280,036	310,200	321,057	10,857	3%

EXPENDITURES BY CATEGORY

Legal Services

Attorney Services - 42102	748,706	763,076	578,447	564,000	583,740	19,740	3%
Total Legal Services	748,706	763,076	578,447	564,000	583,740	19,740	3%

Indirect Cost Allocations

Administrative Credits - 46121	(259,237)	(273,121)	(298,411)	(228,800)	(237,683)	(8,883)	4%
Developer Reimbursements - 46121				(25,000)	(25,000)	-	0%
Total Indirect Cost Allocations	(259,237)	(273,121)	(298,411)	(253,800)	(262,683)	(8,883)	3%

Total	489,469	489,955	280,036	310,200	321,057	10,857	3%
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EXPENDITURES BY PROGRAM

City Attorney - 114	489,469	489,955	280,036	310,200	321,057	10,857	3%
Total	489,469	489,955	280,036	310,200	321,057	10,857	3%

MAJOR NON-PERSONNEL EXPENSE DETAILS

	FY 2021/22	FY 2022/23
42102 Attorney Services - General Fund	\$ 564,000	\$ 583,740
General legal services for FY 2022/23	\$583,740	

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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 the City Council and Finance Subcommittee
- 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 2021/22 Key Accomplishments

- Improvements to virtual public meeting format and procedures in response to COVID-19 pandemic using Zoom software
- Planning, coordination and implementation of hybrid meeting model for public meetings
- Management of DocuSign account for City contract routing in response to remote working Conditions of Employees Due to the COVID-19 Pandemic
- Management of GovQA Software for Online Public Records Request Management Portal
- Management 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 33 Council, Successor Agency, and Finance Sub-Committee transcriptions

- Prepared 33 meeting packets
- Prepared 127 legislative actions & 18 proclamations
- Municipal code updated on-line with each ordinance adoption
- Provided oversight to public records program facilitating response to 150 formal public records requests by mid-year

FY 2022/23 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 2023/24 through FY 2026/27

- 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 2022/23 Budget

The Preliminary Proposed FY 2021/22 budget contains one significant change from the current year’s budget, which is the upgrading of the Admin Assistant position from part-time to full-time. This additional staffing will enable the City Clerk’s office to administer hybrid meetings as well as improve electronic records management and access.

Position Summary

Position	2018/19	2019/20	2020/21	2021/22	2022/23
City Clerk	1.00	1.00	1.00	1.00	1.00
Deputy City Clerk	0.00	0.00	0.00	1.00	1.00
Admin Assistant	0.4	0.48	0.48	0.48	1.00
Total	1.48	1.48	1.48	2.48	3.00

Fiscal Year (FY) 2022/23 Operating and Capital Budget
Department Budgets – City Clerk

CITY CLERK BUDGET SUMMARY

	FY 2019/20 Actual	FY 2020/21 Actual	FY 2021/22 Actual Thru Mar-22	FY 2021/22 Revised Budget	FY 2022/23 Proposed Budget	Prop to Rev \$ Change	Prop to Rev % Change
REVENUE / FUNDING SOURCE							
General Fund - 100	183,241	243,065	221,997	450,393	586,347	135,954	23%
Total	183,241	243,065	221,997	450,393	586,347	135,954	23%
EXPENDITURES BY CATEGORY							
Personnel							
Salaries & Wages - 401	150,203	162,165	156,998	257,447	323,655	66,208	20%
Employee Benefits- 410	41,955	39,928	44,429	116,745	172,067	55,322	32%
Total Personnel	192,157	202,094	201,428	374,192	495,722	121,530	25%
Services and Supplies							
Professional & Administrative Services - 42	14,077	54,093	20,807	88,115	93,880	5,765	6%
Other Operating Expenses - 43	1,549	2,167	787	1,600	1,600	-	0%
Total Services and Supplies	15,626	56,260	21,594	89,715	95,480	5,765	6%
Capital Outlay							
Asset Acquisition/Improvement - 47	-	-	1,794	-	5,000	5,000	100%
Total Capital Outlay	-	-	1,794	-	5,000	5,000	100%
Indirect Cost Allocations							
Admin Credits - 46121	(32,634)	(30,110)	(23,599)	(33,452)	(36,606)	(3,154)	9%
Admin Debits - 46122	-	6,474	5,111	7,189	8,232	1,043	13%
General Liability Insurance - 46201	8,092	8,348	15,670	12,749	18,519	5,770	31%
Total Internal Cost Allocations	(24,542)	(15,288)	(2,818)	(13,514)	(9,855)	3,659	-37%
Total	183,241	243,065	221,997	450,393	586,347	135,954	23%
EXPENDITURES BY PROGRAM							
City Clerk - 112	183,241	243,065	221,997	450,393	586,347	135,954	23%
Total	183,241	243,065	221,997	450,393	586,347	135,954	23%

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2021/22	FY 2022/23
42101 Professional Services		\$ 55,000	\$ 55,000
Filing 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	\$ 11,500
City Clerk's New Law/Election Seminar/Misc. Training	\$ 1,200		
Annual Conference	525		
IIMC Annual Conference	675		
Technical Training for Clerks	3,000		
Travel expense / Mileage	1,000		
Other training related expenses	4,600		
Meal Allowance	500		
42401 Memberships		\$ 340	\$ 605
CCAC Dues	260		
IIMC Member Dues	270		
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			\$ 93,880
4310X Utilities		\$ 1,600	\$ 1,600
Gas/Electric	\$ 1,500		
Water	100		
4710X		\$ -	\$ 5,000
47106 Furniture for Department offices	\$ 5,000		

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 Comprehensive Financial Report, Budget, quarterly financial and investment reports, and 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 and submits to oversight agencies.

FY 2021/22 Key Accomplishments

- Completed the Strategic Plan strategy of developing a Long-Term Financial Plan (LTFP) and using it to guide budget and financial decision (Goal 2, Strategy 1)
- Expanded Long-Term Financial Plan to include financial forecasts for all City funds
- Adopted annual budget by June 30th
- Completed Annual Comprehensive 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
- 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
- Conducted a comprehensive fee study and cost allocation plan
- Implemented the second round of the Pinole Small Business Assistance Program to provide \$3,000 grants to small Pinole businesses that experienced loss of revenue due to COVID-19
- Hosted a special workshop to educate the public on the City's various tax revenue sources
- Established a policy to formally set guidelines on the use of the Section 115 Trust funds
- Implemented new forms of public engagement to get input from the community and to gauge community priorities with regard to the Long-Term Financial Plan, annual budget, and the American Rescue Plan Act (ARPA)

FY 2022/23 Special Projects

- Assist with implementing an online payment platform that will provide customers with the option to make payments to the City electronically
- Explore an array of revenue generation and opportunities to cover costs
- Assist with establishing a program to evaluate grant opportunities and capacity

Significant Special Projects for FY 2023/24 – FY 2026/27

- Assist with developing an approach to funding infrastructure maintenance and improvements

Major Changes in FY 2022/23 Budget

There are no major changes to the Finance department budget for FY 2022/23.

Position Summary

Position	2018/19	2019/20	2020/21	2021/22	2022/23
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>PT</i>	0.00	0.48	0.48	0.48	0.48
Accounting Intern, <i>PT/Temp</i>	0.48	0.00	0.00	0.00	0.00
Total	3.48	3.48	3.48	3.48	3.48

Fiscal Year (FY) 2022/23 Operating and Capital Budget
Department Budgets – Finance

FINANCE BUDGET SUMMARY

	FY 2019/20 Actual	FY 2020/21 Actual	FY 2021/22 Actual Thru Mar-22	FY 2021/22 Revised Budget	FY 2022/23 Proposed Budget	Prop to Rev \$ Change	Prop to Rev % Change
REVENUE / FUNDING SOURCE							
General Fund - 100	477,675	571,900	374,984	566,846	627,847	61,001	10%
Measure S 2006 - 105	2,246	300	-	2,450	2,450	-	0%
Measure S 2014 - 106	2,246	1,356	-	2,450	2,450	-	0%
Pension Fund - 700	-	-	-	-	40,000	40,000	100%
Total	482,166	573,555	374,984	571,746	672,747	101,001	15%
EXPENDITURES BY CATEGORY							
Personnel							
Salaries & Wages - 401	389,335	364,032	287,067	408,683	442,401	33,718	8%
Overtime - 402	12	112	17	2,602	2,500	(102)	-4%
Employee Benefits - 410	154,317	91,218	109,278	149,160	178,968	29,808	17%
Total Personnel	543,664	455,363	396,362	560,445	623,869	63,424	10%
Services and Supplies							
Professional & Administrative Services - 42	73,249	195,825	52,725	136,995	186,185	49,190	26%
Other Operating Expenses - 43	3,915	5,462	1,992	4,800	4,800	-	0%
Materials & Supplies - 44	-	-	-	-	-	-	0%
Total Services and Supplies	77,164	201,287	54,717	141,795	190,985	49,190	26%
Indirect Cost Allocations							
Admin Credits - 46121	(160,509)	(121,997)	(110,581)	(161,253)	(181,349)	(20,096)	11%
Admin Debits - 46122	-	6,474	5,111	7,189	8,232	1,043	13%
Information Systems (IS) Charges - 46	-	-	1,619	1,916	4,377	2,461	56%
Legal Charges - 46126	1,921	11,192	3,600	2,000	2,000	-	0%
Insurance General Liability - 46201	19,926	21,237	24,156	19,654	24,633	4,979	20%
Total Indirect Cost Allocations	(138,663)	(83,094)	(76,095)	(130,494)	(142,107)	(11,613)	8%
Total	482,166	573,555	374,984	571,746	672,747	101,001	15%
EXPENDITURES BY PROGRAM							
Finance - 115	482,166	573,555	374,984	571,746	672,747	101,001	15%
Total	482,166	573,555	374,984	571,746	672,747	101,001	15%

MAJOR NON-PERSONNEL EXPENSE DETAILS

	FY 2021/22	FY 2022/23
42101 Professional Services	\$ 119,045	\$ 104,090
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 (ACFR schedule)	500	
Comprehensive Fess Study & Cost Allocation Plan	15,000	
HdL Property Tax Analysis	8,500	
HdL Sales Tax Analysis	5,600	
OPEB Valuation Report	17,000	
42201 Office Expense	\$ 5,700	\$ 5,800
Miscellaneous Office Expenses	\$ 2,500	
Year End Tax Forms	1,200	
Check stock	1,500	
Printing Services	600	
42203 Shipping & Mailing	\$ -	\$ 5,000
Mailers on budget matters	\$ 5,000	
4230x Travel and Training	\$ 2,100	\$ 2,100
CSMFO annual conference	\$ 1,100	
Staff Training	1,000	
42401 Memberships	\$ 595	\$ 595
ICMA Dues	\$ 200	
CMTA Dues	95	
CSMFO dues	110	
GFOA dues	190	
42501 Bank Fees	\$ -	\$ 15,000
Mechanics Bank and Bank of the West Fees <i>(Moved from General Gov't)</i>	\$ 15,000	
42506 Admin Exp/Bonds	\$ 250	\$ 250
Bonds	\$ 250	
42510 Software Subscription	\$ 3,750	\$ 7,795
Balancing Act	\$ 5,800	
Long-range forecasting software	1,995	
42514 Special Department Expense	\$ 655	\$ 655
GFOA ACFR review and certification	\$ 505	
CSMFO budget review and award	150	
Total Professional/Administrative Services		\$ 141,285
4310X Utilities	\$ 4,800	\$ 4,800
Water - 43102	\$ 300	
Electricity & Power - 43103	4,500	
MEASURE S - 2006 FUND - 105		
42101 Professional Services	\$ 2,450	\$ 2,450
Measure S Audit (105)	\$ 1,200	
Sales Tax Analysis	1,250	

HUMAN RESOURCES

The Human Resources Department is comprised of the following divisions:

- Human Resources Management; and
- Risk Management

Mission

The mission of the Human Resources Department is to support the City of Pinole by providing comprehensive and timely human resources and risk management services. It has the responsibility for developing and implementing innovative strategies and programs that enhance the work experience for our employees. Its objective is to attract, develop, motivate, and retain the best-qualified employees whose diversity and skills contribute to and sustain the City of Pinole as a quality organization.

Major Services and Functions

- **Human Resources Administration and Risk Management** – Provides support and strategic planning services to employees and departments in the development of organizational objectives; provides interpretation of City and department policies; reviews and evaluates work methods and procedures for improving organizational performance, enhancing services, and meeting goals. Administers the City's risk management programs including general and employment liability and workers' compensation for on-the-job injuries.
- **Labor Relations** – Represents the City Council and City Manager on all labor negotiation and grievance matters with bargaining unit representatives of recognized employee organizations.
- **Employee Relations** – Provides guidance and counseling to employees; initiates, conducts and/or oversees investigations relative to disciplinary actions and complaints for City departments.
- **Recruitment and Selection** – Assists in the administration of the City's Civil Service Merit System; facilitates selection procedures that produce diverse and skilled applicant pools; assures that all recruitment, hiring, placements, transfers, and promotions are made based on individual qualifications for the position.
- **Benefits Administration** – Provides exceptional and affordable employee benefits for retirement, medical, dental, vision, wellness and safety, and employee assistance to attract and retain a qualified and highly skilled workforce.
- **Organizational Training and Development** – Coordinates City-wide training including safety, mandated, educational, and development programs for City staff.
- **Classification and Compensation** – Plans and conducts classification and organization studies; develops classification specifications; designs compensation systems that

support and reinforce the City's long-range objectives as well as the culture, climate, and behaviors needed for the organization to be effective.

FY 2021/22 Key Accomplishments

- Developed the City's Employee Talent Management Plan in accordance with the City's Strategic Plan 2020 – 2025 (Goal 4, Strategy 1).
- Updated the City's COVID-19 Workplace Protection Policy.
- Commenced and will complete labor negotiations with PPEA by June 30, 2022.
- Developed a Citywide Leave Reporting for Exempt Employee Administrative Policy.
- Developed a Citywide Employee Identification and Access Card Administrative Policy.
- Developed a Citywide Recruitment Incentive Program Administrative Policy.
- Developed a Citywide Volunteers Administrative Policy.
- Developed a Citywide Employee Identification and Access Card Administrative Policy.
- Developed a Citywide Social Media and Electronic Equipment Use Administrative Policy.
- Conducted 35 recruitments (reviewed over 1,100 applications).
- Coordinated a virtual open enrollment for employee benefits amid COVID-19 restrictions.
- Developed a Compensation and Benefits Plan for elected officials.
- Planned and facilitated numerous events for the City's first Public Service Employee Recognition Week.

FY 2022/23 Priorities and Projects

- Initiate the implementation of the Employee Talent Management Plan.
- Continue to perform a comprehensive review and updating of key City personnel rules and policies to ensure compliance with MOU provisions, state and federal legislation and conduct meet and confer sessions with the employee bargaining units as required.
- Implement successor memorandum of understanding for one bargaining unit.
- Conduct labor negotiations and complete successor memorandums of understanding with bargaining units for agreements scheduled to expire June 30, 2023.
- Review OPEB obligations and alternatives to support the City's fiscal sustainability.
- Promote the City as an attractive employer to secure highly qualified applicants for vacancies by increasing engagement on social media to include job preview videos for hard to recruit positions, spotlighting employees, and insights into various City Departments.
- Design an employee benefits overview booklet to incorporate all City benefits and vendor resources for the various employee groups and present the booklet by both electronic and printed methods.

Significant Special Projects for FY 2023/24 through FY 2026/27

Human Resources will initiate the Employee Talent Management Plan to attract and retain high-quality employees and develop their skills.

Major Changes in FY 2022/23 Budget

The Human Resources Department budget for FY 2022/23 includes one significant change relative to the FY 2021/22 budget. To implement and sustain the Employee Talent Management Plan and comply with all regulatory requirements related to human resources, the City will budget for a full-time Human Resources Technician position.

Position Summary

Position	2018/19	2019/20	2020/21	2021/22	2022/23
Assistant City Manager	1.00	1.00	0.00	0.00	0.00
Human Resources Director	0.00	0.00	0.00	1.00	1.00
Human Resources Analyst	1.00	1.00	1.00	1.00	1.00
Human Resources Technician	0.00	0.00	0.00	0.00	1.00
Total	2.00	2.00	1.00	2.00	3.00

Fiscal Year (FY) 2022/23 Operating and Capital Budget
Department Budgets – Human Resources

HUMAN RESOURCES BUDGET SUMMARY

	FY 2019/20 Actual	FY 2020/21 Actual	FY 2021/22 Actual Thru Mar-22	FY 2021/22 Revised Budget	FY 2022/23 Proposed Budget	Prop to Rev \$ Change	Prop to Rev % Change
REVENUE / FUNDING SOURCE							
General Fund - 100	430,578	292,727	229,796	523,446	768,472	245,026	32%
Total	430,578	292,727	229,796	523,446	768,472	245,026	32%
EXPENDITURES BY CATEGORY							
Personnel							
Salaries & Wages - 401	308,612	84,111	102,093	271,220	391,311	120,091	31%
Overtime - 402	29	-	-	-	-	-	0%
Employee Benefits - 410	128,291	21,679	41,695	138,089	197,438	59,349	30%
Total Personnel	436,931	105,791	143,788	409,309	588,749	179,440	30%
Services and Supplies							
Professional & Administrative Services - 42	92,712	128,235	77,049	110,454	160,907	50,453	31%
Other Operating Expenses - 43	1,159	1,612	591	1,750	1,750	-	0%
Total Services and Supplies	93,872	129,847	77,640	112,204	162,657	50,453	31%
Capital Outlay							
Asset Acquisition/Improvement - 47	-	-	-	-	-	-	0%
Total Capital Outlay	-	-	-	-	-	-	0%
Indirect Cost Allocations							
Administrative Credits - 46121	(116,498)	(15,303)	(7,846)	(11,259)	(13,144)	(1,885)	14%
Administrative Debits - 46122	-	67,836	-	-	8,232	8,232	0%
Legal Charges - 46126	-	-	-	-	-	-	0%
General Liability Insurance - 46201	16,272	4,556	16,214	13,192	21,978	8,786	40%
Total Indirect Cost Allocations	(100,225)	57,089	8,369	1,933	17,066	15,133	89%
Total	430,578	292,727	229,796	523,446	768,472	245,026	32%
EXPENDITURES BY PROGRAM							
Human Resources - 116	430,578	292,727	229,796	523,446	768,472	245,026	32%
Total	430,578	292,727	229,796	523,446	768,472	245,026	32%

MAJOR NON-PERSONNEL EXPENSE DETAILS

	FY 2021/22	FY 2022/23
42101 Professional Services	\$ 82,383	\$ 96,040
Bartel Actuarial Services (CALPERS section 115)	\$ 2,000	
Basic Pacific Admin	540	
Employee Benefits Broker Services	25,000	
Flexible Spending Plan- TASC	2,000	
Health Reimbursement Arrangement Plan Admin Fees	2,500	
IEDA	29,500	
Pre-employment Medical Services	4,500	
Total Compensation Study	30,000	
42102 Attorney Services	\$ 5,000	\$ 25,000
BBK Review of Retiree Medical Alternatives	\$ 5,000	
Workplace Investigations	20,000	
4110 Fingerprinting	\$ 600	\$ 1,500
42201 Office Expense	\$ 500	\$ 1,000
Miscellaneous Office Supplies	\$500	
4230X Travel and Training	\$ 12,456	\$ 13,880
Leadership Academy	\$ 1,500	
NorCal, MMANC, CalPELRA(2), LCW(4)	12,380	
42401 Memberships	\$ 440	\$ 700
MMANC	\$ 200	
SHRM	500	
42504 Recruitment Cost	\$ -	\$ 4,500
Recruitment Advertising	\$ 2,500	
Recruitment Exams/Testing <i>(Previously in Professional Services)</i>	2,000	
42506 Bond	\$ -	\$ 200
Bond	\$ 200	
42514 Special Department Expense	\$ 9,075	\$ 18,087
Employee Event - BBQ	\$2,300	
Employee Event - Years of Service Luncheon & Award	4,000	
Employee Recognition - City Polos	4,400	
Legal Posting	575	
MPA Wellness Premium	6,812	
Total Professional/Administrative Services		\$ 160,907
4310X Utilities	\$ 1,750	\$ 1,750

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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 2021/22 Key Accomplishments

- Continued to provide exemplary police services to the community of Pinole through all the COVID-19 challenges.
- Continued our efforts to enhance our Asher Model wellness program, which emphasizes organizational wellness by offering employees a meal prep program, on duty workouts using the onsite gym, Cordico Wellness App, therapy dog Milo, and dispatch quiet room.
- Implemented CueHit customer engagement technology to receive real-time feedback from the community.

Implemented new Community Outreach efforts with a special Halloween-themed National Night Out event, Project HOPE-Homeless Intervention, sponsored an internship program with Pinole Valley High School students, and initiated the “Where’s Milo” Pinole History Community Engagement program.

FY 2022/23 Key Priorities and Projects

- Continue to focus on officer wellness programs to improve the quality of life for officers while strengthening the relationship with the community through exemplary police service.
- Implement police reform measures as required by legislation such as California Racial and Identity Profiling Act (RIPA), as well as National Incident-Based Reporting (NIBRS).
- Implement new RIMS, CADS/RMS System
- Continue our efforts to bring the Community of Pinole innovative and progressive engagement opportunities.
- Enhance training capacity to meet and exceed industry best standards.
- Enhance retention and recruitment efforts.

Significant Special Projects for FY 2023/24 through FY 2026/27

- 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 2022/23 Budget

There is one significant change in the FY 2022/23 budget relative to the FY 2021/22 budget, which is the addition of two positions (a sergeant and an officer) to allow the department to move to a modified 4/10 schedule. Research indicates that the use of 10-hour shifts, opposed to 12-hour shifts, positively impacts employee wellbeing and morale, reduces overtime, and offers flexible scheduling alternatives to leverage personnel resources while providing overlaps during peak workload periods. 10-hour shifts will increase the number of officers on duty as the shifts overlap. 10-hour shifts are particularly well-suited to the variable workloads found in law enforcement.

Position Summary

Position	2018/19	2019/20	2020/21	2021/22	2022/23
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	7.00
Police Officer	19.00	19.00	19.00	19.00	20.00
Administrative Assistant	1.00	1.00	1.00	1.00	1.00
Community Safety Specialist	0.96	1.00	1.00	1.00	1.00
Community Services Officer	0.96	0.96	0.96	2.00	2.00
Crossing Guards, <i>part-time/temporary</i>	0.50	0.50	0.25	0.25	0.25
Dispatcher	11.00	11.00	11.00	11.00	10.00
Lead Dispatcher	1.00	1.00	1.00	1.00	2.00
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	46.42	46.46	46.21	47.25	49.25

Fiscal Year (FY) 2022/23 Operating and Capital Budget
Department Budgets – Police

POLICE BUDGET SUMMARY

	FY 2019/20 Actual	FY 2020/21 Actual	FY 2021/22 Actual Thru Mar-22	FY 2021/22 Revised Budget	FY 2022/23 Proposed Budget	Prop to Rev \$ Change	Prop to Rev % Change
REVENUE / FUNDING SOURCE							
General Fund - 100	6,126,366	6,874,845	5,324,596	7,715,951	8,599,718	883,767	10%
Measure S 2006 - 105	1,478,641	1,443,123	1,175,022	1,875,668	1,718,135	(157,533)	-9%
Measure S 2014 - 106	456,641	173,457	72,350	305,808	217,606	(88,202)	-41%
Public Safety Augmentation Fund - 203	179,741	143,643	138,454	204,574	387,365	182,791	47%
Police Grants Fund - 204	304,023	85,999	23	-	-	-	0%
Traffic Safety Fund - 205	6,399	565	6,458	20,261	21,059	798	4%
Supplemental Law Enforcement Services Fund - 206	60,170	98,192	76,000	104,188	111,067	6,879	6%
Asset Seizure Adjudicated Fund - 225	23,079	23,079	23,000	86,562	58,231	(28,331)	-49%
Total	8,635,060	8,842,903	6,815,903	10,313,012	11,113,181	800,169	7%
EXPENDITURES BY CATEGORY							
Personnel							
Salaries & Wages - 401	4,243,662	4,533,600	3,342,352	5,061,405	5,551,618	490,213	9%
Overtime - 402	700,366	613,386	586,722	493,265	495,701	2,436	0%
Employee Benefits - 410	2,204,401	2,262,850	1,840,385	2,644,267	3,051,206	406,939	13%
Total Personnel	7,148,429	7,409,836	5,769,459	8,198,937	9,098,525	899,588	10%
Services and Supplies							
Professional & Administrative Services - 42	453,462	503,706	373,281	1,018,857	655,829	(363,028)	-55%
Other Operating Expenses - 43	68,382	76,310	53,540	64,250	64,250	-	0%
Materials & Supplies - 44	63,894	62,413	58,475	87,000	87,000	-	0%
Total Services and Supplies	585,738	642,429	485,296	1,170,107	807,079	(363,028)	-45%
Capital Outlay							
Asset Acquisition/Improvement - 47	340,062	196,153	34,286	235,461	251,773	16,312	6%
Total Capital Outlay	340,062	196,153	34,286	235,461	251,773	16,312	6%
Debt Service							
Debt Principal and interest - 48	-	-	-	-	-	-	0%
Total Debt Service	-	-	-	-	-	-	0%
Indirect Cost Allocations							
Administrative Credits - 46	(319,879)	(308,940)	(284,067)	(407,650)	(609,906)	(202,256)	33%
Administrative Debits - 46	319,879	308,940	284,067	407,653	609,906	202,253	33%
IS Charges - 46	274,763	261,357	174,554	419,646	594,058	174,411	29%
Legal Charges - 46	15,005	12,763	14,368	20,000	20,000	-	0%
General Liability Insurance - 46	271,063	320,365	337,692	268,858	341,746	72,888	21%
Total Indirect Cost Allocations	560,831	594,486	526,614	708,507	955,804	247,296	26%
Total	8,635,060	8,842,903	6,815,655	10,313,012	11,113,181	800,169	7%
EXPENDITURES BY PROGRAM							
Police Operations - 221	5,382,617	5,479,003	4,369,462	6,313,065	7,165,842	852,777	12%
Police Support Services -222	976,505	1,190,332	797,917	1,798,410	1,646,108	(68,007)	-4%
Police West Bay Communications Center - 223	1,905,346	1,988,812	1,566,042	2,077,088	2,169,105	92,017	4%
Police Grants Program - 227	370,592	184,755	82,481	124,449	132,126	7,677	6%
Total	8,635,060	8,842,903	6,815,903	10,313,012	11,113,181	800,169	7%

Fiscal Year (FY) 2022/23 Operating and Capital Budget
Department Budgets – Police

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

EXPENDITURE SUMMARY

	FY 2019/20 Actual	FY 2020/21 Actual	FY 2021/22 Actual Thru Mar-22	FY 2021/22 Revised Budget	FY 2022/23 Proposed Budget	Prop to Rev \$ Change	Prop to Rev % Change
Personnel							
						\$ Change	% Change
Salaries & Wages - 401	2,164,140	2,337,665	1,787,823	2,706,299	3,093,950	387,651	13%
Overtime - 402	-	288,235	240,047	259,726	255,209	(4,517)	-2%
Employee Benefits - 410	1,071,786	1,027,807	846,796	1,241,897	1,503,466	261,569	17%
Total Salary & Benefits	3,235,926	3,653,707	2,874,665	4,207,922	4,852,625	644,703	13%
Services and Supplies							
Professional & Administrative Services - 42	204,443	172,925	186,476	229,778	220,032	(9,746)	-4%
Materials & Supplies - 44	61,488	61,864	49,062	85,500	85,500	-	0%
Total Services and Supplies	265,931	234,788	235,539	315,278	305,532	(9,746)	-3%
Capital Outlay							
Asset Acquisition/Improvement - 47	84	12,186	7,531	86,561	133,873	47,312	0%
Total Capital Outlay	84	12,186	7,531	86,561	133,873	47,312	0%
Indirect Cost Allocations							
Administrative Credits - 46121	(319,879)	(308,940)	(284,067)	(407,650)	(609,906)	(202,256)	33%
Legal Charges - 46126	15,005	12,763	14,368	20,000	20,000	-	0%
General Liability Insurance - 46201	142,138	193,701	184,950	144,660	189,987	45,327	24%
Total Indirect Cost Allocations	(162,737)	(102,477)	(84,749)	(242,990)	(399,919)	(156,929)	39%
Total	3,339,204	3,798,205	3,032,986	4,366,771	4,892,111	525,340	11%
Asset Seizure-Adjudicated - 225							
Professional & Administrative Services - 42	23,079	23,079	23,000	86,562	58,231	(28,331)	-49%
Total	23,079	23,079	23,000	86,562	58,231	(28,331)	-49%
MEASURE S-2006 FUND - 105							
Salaries & Wages - 401	595,434	739,252	554,163	765,445	802,579	37,134	5%
Overtime - 402	370,849	127,233	70,012	103,955	104,156	201	0%
Employee Benefits - 410	450,380	527,789	471,600	588,761	746,630	157,869	21%
Professional & Administrative Services - 42	415	6,000	14	13,300	13,300	-	0%
Asset Acquisition/Improvement - 47	12,255	-	26,755	31,000	-	(31,000)	-100%
General Liability Insurance - 46201	47,353	42,849	52,478	42,697	51,470	8,773	17%
Total Measure S-2006 Fund	1,476,686	1,443,123	1,175,022	1,545,158	1,718,135	172,977	10%
MEASURE S-2014 FUND - 106							
Salaries & Wages - 401	-	-	-	-	-	-	0%
Overtime - 402	62,321	-	-	-	-	-	0%
Employee Benefits - 410	-	-	-	-	-	-	0%
Professional & Administrative Services - 42	1	-	-	-	-	-	0%
Asset Acquisition/Improvement - 47	301,585	70,953	-	110,000	110,000	-	0%
General Liability Insurance - 46201	-	-	-	-	-	-	0%
Total Measure S-2014 Fund	363,908	70,953	-	110,000	110,000	-	0%
PUBLIC SAFETY AUGMENTATION FUND - 203							
Administrative Debits - 46122	179,741	143,643	138,454	204,574	387,365	182,791	47%

Fiscal Year (FY) 2022/23 Operating and Capital Budget
Department Budgets – Police

MAJOR NON-PERSONNEL EXPENSE DETAILS

	FY 2021/22	FY 2022/23
42101 Professional Services	\$ 51,712	\$ 51,712
Applicant Processing/Recruiting	\$ 16,000	
EBRCSA Contract - Radios (63)	35,712	
42106 Software Maintenance	\$ 28,791	\$ 23,945
Lexipol Daily Training bulletins	\$ 4,244	
StarChase GPS	14,976	
Vigilant Solutions Software	4,725	
42107 Equipment Maintenance	\$ 35,100	\$ 35,100
Radio Repairs	\$ 3,000	
Vehicle Maintenance	9,000	
Vehicle Repairs	18,000	
Vehicle Washing	5,100	
4230X Travel and Training	\$ 60,800	\$ 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 Chiefs' 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	\$ 45,300
Ammunition and firearm repair	\$ 9,800	
Canine expenses	20,000	
Crime Scene Processing/Field Testing Supplies	7,300	
Miscellaneous Supplies	8,200	
Total Professional/Administrative Services		\$ 220,032
44301 Fuel	\$ 73,000	\$ 73,000
44410 Safety Clothing	\$ 12,500	\$ 12,500
Part-time employee uniforms	\$ 3,500	
Protective Vests	9,000	
4710X Equipment	\$ 86,561	\$ 133,873
EBRCSA Equipment (47101)	\$ 20,940	
Axon Body Worn Camera Program (47101)	42,412	
Ballistic Shield (47105)	2,500	
Patrol Rifle (47105)	1,840	
Tablets and Docking (47105)	4,900	
Radio Encryption Equipment (47105)	61,281	
 MEASURE S-2006 FUND - 105		
42107 Equipment Maintenance	\$ 4,050	\$ 4,050
MDC Repairs	\$ 1,650	
Vehicle Maintenance	1,350	
Vehicle Repairs	1,050	

Fiscal Year (FY) 2022/23 Operating and Capital Budget
Department Budgets – Police

42510 Software Purchase	\$	6,000	\$	6,000
Lefta systems subscription	\$	6,000		

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		

Fiscal Year (FY) 2022/23 Operating and Capital Budget
Department Budgets – Police

GENERAL FUND - 100
POLICE SUPPORT SERVICES - 222

EXPENDITURE SUMMARY

	FY 2019/20 Actual	FY 2020/21 Actual	FY 2021/22 Actual Thru Mar-22	FY 2021/22 Revised Budget	FY 2022/23 Proposed Budget	Prop to Rev \$ Change	Prop to Rev % Change
Personnel							
Salaries & Wages - 401	262,850	255,902	225,535	411,695	413,579	1,884	0%
Overtime - 402	-	-	962	-	-	-	0%
Employee Benefits - 410	131,292	137,441	125,617	213,478	229,198	15,720	7%
Total Salary & Benefits	394,142	393,343	352,115	625,173	642,777	17,604	3%
Services and Supplies							
Professional & Administrative Services - 42	174,372	278,618	144,979	279,685	279,685	-	0%
Other Operating Expenses - 43	56,953	63,586	44,828	53,850	53,850	-	0%
Materials & Supplies - 44	2,406	549	9,413	1,500	1,500	-	0%
Total Services and Supplies	233,731	342,753	199,220	335,035	335,035	-	0%
Capital Outlay							
Asset Acquisition/Improvement - 47	24,699	110,365	-	400	400	-	0%
Debt Principal & Interest - 48	-	-	-	-	-	-	0%
Total Capital Outlay	24,699	110,365	-	400	400	-	0%
Indirect Cost Allocations							
Administrative Credits - 46121	-	-	-	(84,294)	-	84,294	100%
Administrative Debits - 46122	-	-	-	-	-	-	0%
IS Charges - 46124	241,431	226,150	152,239	377,959	536,625	158,666	30%
Legal Charges -46126	-	-	-	-	-	-	0%
General Liability Insurance - 46201	14,768	15,216	21,994	17,819	23,665	5,846	25%
Total Indirect Cost Allocations	256,200	241,366	174,233	311,484	560,290	248,806	44%
Total	908,771	1,087,828	725,568	1,272,092	1,538,502	266,410	17%
MEASURE S-2006 FUND - 105							
Professional & Administrative Services - 42	0	0	-	330,510	0	(330,510)	-100%
Total Measure S-2006 Fund	-	-	-	330,510	-	(330,510)	-100%
MEASURE S-2014 FUND - 106							
Salaries & Wages - 401	55,964	70,364	58,806	70,893	88,804	17,911	20%
Employee Benefits - 410	8,471	28,789	9,229	37,109	14,133	(22,976)	-163%
Professional & Administrative Services - 42	12	0	-	1	-	-	0%
Administrative Debits - 46122	-	-	-	84,294	-	-	0%
General Liability Insurance - 46201	3,286	3,351	4,315	3,511	4,669	1,158	25%
Total	67,734	102,505	72,350	195,808	107,606	(3,907)	-4%

MAJOR NON-PERSONNEL EXPENSE DETAILS

	FY 2021/22	FY 2022/23
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	
42106 Software Maintenance	\$ 28,000	\$ 28,000
Police Dispatch and Records Mgmt. Software (Tyler)	28,000	
42107 Equipment Maintenance	\$ 7,050	\$ 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	\$ 24,520	\$ 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) 2022/23 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	\$	22,000	\$	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	\$	53,850	\$	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		
MEASURE S-2006 FUND - 105				
42105 Network Maintenance	\$	330,510	\$	330,510
CAD/RMS City of San Pablo	\$	330,510		

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

EXPENDITURE SUMMARY

	FY 2019/20 Actual	FY 2020/21 Actual	FY 2021/22 Actual Thru Mar-22	FY 2021/22 Revised Budget	FY 2022/23 Proposed Budget	Prop to Rev \$ Change	Prop to Rev % Change
Personnel							
Salaries & Wages - 401	966,336	1,072,000	710,691	1,099,793	1,144,906	45,113	4%
Overtime - 402	216,529	190,400	275,700	129,584	136,336	6,752	5%
Employee Benefits - 410	477,603	526,715	386,440	562,202	556,766	(5,436)	-1%
Total Salary & Benefits	1,660,469	1,789,114	1,372,831	1,791,579	1,838,008	46,429	3%
Services and Supplies							
Professional & Administrative Services - 42	41,002	23,084	18,811	74,721	80,282	5,561	7%
Other Operating Expenses - 43	11,430	12,724	8,712	10,400	10,400	-	0%
Materials & Supplies - 44			248				
Total Services and Supplies	52,432	35,808	27,771	85,121	90,682	5,561	6%
Capital Outlay							
Asset Acquisition/Improvement - 47	-	2,648	-	-	-	-	0%
Total Capital Outlay	-	2,648	-	-	-	-	0%
Indirect Cost Allocations							
Administrative Debits - 46122	79,969	67,106	69,613	98,891	111,474	12,583	11%
IS Charges - 46124	33,332	35,208	22,315	41,687	57,432	15,745	27%
General Liability Insurance - 46126	52,190	58,928	73,512	59,810	71,509	11,699	16%
Total Indirect Cost Allocations	165,490	161,241	165,440	200,388	240,415	40,027	17%
Total	1,878,391	1,988,812	1,566,042	2,077,088	2,169,105	92,017	4%

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 2021/22	FY 2022/23
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		\$ 21,000	\$ 26,561
Call recorder/logger maintenance	\$ 14,000		
Dispatch headset/cord replacement	1,265		
Stancil maintenance	8,561		
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		\$	\$ 80,282
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 2019/20 Actual	FY 2020/21 Actual	FY 2021/22 Actual Thru Mar-22	FY 2021/22 Revised Budget	FY 2022/23 Proposed Budget	Prop to Rev \$ Change	Prop to Rev % Change
Personnel						\$ Change	% Change
Salaries & Wages - 401	194,234	58,416	-	-	-	-	0%
Overtime - 402	25,667	7,518	-	-	-	-	0%
Employee Benefits- 410	64,162	14,101	23	-	-	-	0%
Total Salary & Benefits	284,062	80,035	23	-	-	-	0%
Services and Supplies							
Professional & Administrative Services - 42	7,519	-	-	-	-	-	0%
Total Services and Supplies	7,519	-	-	-	-	-	0%
Capital Outlay							
Asset Acquisition/Improvement - 47	1,438	-	-	-	-	-	0%
Total Capital Outlay	1,438	-	-	-	-	-	0%
Indirect Cost Allocations							
General Liability Insurance- 46201	11,003	5,964	-	-	-	-	0%
Total Indirect Cost Allocations	11,003	5,964	-	-	-	-	0%
Total	304,023	85,999	23	-	-	-	0%
TRAFFIC SAFETY FUND - 205							
Salaries & Wages - 401	4,704	-	5,334	7,280	7,800	520	7%
Employee Benefits - 410	707	209	681	820	1,013	193	19%
Professional & Administrative Services - 42	663	-	-	4,300	4,300	-	0%
Asset Acquisition/Improvement - 47	-	-	-	7,500	7,500	-	0%
General Liability Insurance -46201	325	356	443	361	446	85	19%
Total Indirect Cost Allocations	6,399	565	6,458	20,261	21,059	798	4%
SUPPLEMENTAL LAW ENFORCEMENT SERVICES FUND - 206							
Administrative Debits - 46122	60,170	98,192	76,000	104,188	111,067	6,879	6%

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2021/22	FY 2022/23
42107 Equipment Maintenance		\$ -	\$ -
Crime prevention vehicle maintenance.	\$ -		
4230X Travel & Training		\$ -	\$ -
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	\$ 4,300
47101 Equipment		\$ 7,500	\$ 7,500
Repair/Replace Traffic Cameras	\$ 7,500		

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 2021/22 Key Accomplishments

- Responded to over 2,800 calls for service.
- Led the campaign to procure \$2M annually in County Tax Measure X funds to reopen Pinole Fire Station 74 as part of a broader county fire service integration effort.
- Filled key vacancies
 - Made appointments to the Administrative Fire Captain and Fire Prevention Captain assignments.
 - Conducted promotional exams for Fire Captain and Fire Engineer opportunities created by the administrative appointments.
 - Filled three allocated Firefighter/Paramedic positions and two Firefighter Trainee positions.
- Fortified the departmental wildland fire mitigation strategy.
 - Galbreth Hill, Pinole Valley Road, and Quinan Street Park wildland fire mitigation projects.
- Provided additional updates to the Emergency Operations Plan (EOP) per the City’s Strategic Plan (Goal #1, Strategy #2).

FY 2022/23 Key Priorities and Projects

- Negotiate a contract for service with Confire through which Pinole Fire Station 74 will be reopened, subsidized by Measure X funds.
- Prepare Station 74 for reopening anent readiness and communications capability.

- Fill key vacancies in the Fire Captain, Fire Engineer, and Firefighter positions through the promotional and recruitment processes.
- Implement new information systems for incident response, narcotics tracking, payroll, policies and procedures management, incident report management, and training per the City’s Strategic Plan (Goal #4, Strategy #6).
- Continue to provide career development training classes for staff, particularly company and chief officer certification.

Significant Special Projects for FY 2023/24 through FY 2026/27

- Restore the Community Emergency Response Team (CERT) program per the City’s Strategic Plan (Goal #1, Strategy #3).
- Initiate a cost-recovery program to capture reimbursement opportunities from fire emergency-related insurance claims.

Major Changes in FY 2022/23 Budget

The FY 2021/22 budget increases for the Fire Department are primarily related to funding the department’s fortified wildfire mitigation efforts (ongoing) and preparing Station 74 for reopening (one-time).

Position Summary

Position	2018/19	2019/20	2020/21	2021/22	2022/23
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	5.00	5.00
Fire Engineer	3.00	3.00	3.00	3.00	3.00
Firefighter/Paramedic	6.00	6.00	6.00	6.00	6.00
Firefighter	0.00	0.00	0.00	0.00	0.00
Management Analyst	1.00	1.00	1.00	1.00	1.00
Total	15.00	15.00	15.00	17.00	17.00

Fiscal Year (FY) 2022/23 Operating and Capital Budget
Department Budgets – Fire

FIRE BUDGET SUMMARY

	FY 2019/20 Actual	FY 2020/21 Actual	FY 2021/22 Actual Thru Mar-22	FY 2021/22 Revised Budget	FY 2022/23 Proposed Budget	Prop to Rev \$ Change	Prop to Rev % Change
REVENUE / FUNDING SOURCE							
General Fund - 100	3,195,023	4,604,922	2,659,856	3,965,759	4,212,704	246,945	6%
Measure S 2006 - 105	1,018,699	457,612	483,359	681,234	727,182	45,948	6%
Measure S 2014 - 106	301,089	367,274	315,130	445,249	574,542	129,293	23%
Total	4,514,811	5,429,808	3,458,344	5,092,242	5,514,428	422,186	8%
EXPENDITURES BY CATEGORY							
Personnel							
Salaries & Wages - 401	1,710,437	1,699,323	1,355,936	2,045,545	2,353,804	308,259	13%
Overtime - 402	471,902	506,280	389,275	303,510	309,936	6,426	2%
Employee Benefits - 410	1,038,920	1,097,045	1,028,053	1,476,955	1,602,331	125,376	8%
Total Personnel	3,221,259	3,302,648	2,773,264	3,826,010	4,266,071	440,061	10%
Services and Supplies							
Professional & Administrative Services - 42	684,184	857,617	355,567	863,150	843,700	(19,450)	-2%
Other Operating Expenses - 43	61,102	69,773	49,727	53,600	53,600	-	0%
Materials & Supplies - 44	65,351	48,148	71,649	66,000	66,000	-	0%
Total Services and Supplies	810,637	975,537	476,942	982,750	963,300	(19,450)	-2%
Capital Outlay							
Asset Acquisition/Improvement - 47	200,019	-	1,562	72,600	4,000	(68,600)	-1715%
Total Capital Outlay	200,019	-	1,562	72,600	4,000	(68,600)	-1715%
Debt Service							
Debt Principal and interest - 48	70,433	-	-	-	-	-	0%
Total Debt Service	70,433	-	-	-	-	-	0%
Indirect Cost Allocations							
Administrative Credits - 46	(77,878)	-	-	-	-	-	0%
Administrative Debits - 46	77,878	954,080	-	-	-	-	0%
IS Charges - 46	88,571	73,700	47,092	85,408	119,465	34,057	29%
Legal Charges - 46	15,347	9,730	12,234	10,000	10,000	-	0%
General Liability Insurance - 46	108,543	114,113	147,249	115,474	151,592	36,118	24%
Total Indirect Cost Allocations	212,462	1,151,623	206,575	210,882	281,057	70,175	25%
Total	4,514,811	5,429,808	3,458,344	5,092,242	5,514,428	422,186	8%
EXPENDITURES BY PROGRAM							
Fire Operations - 231	4,514,811	5,429,808	3,458,344	5,092,242	5,514,428	422,186	8%
Total	4,514,811	5,429,808	3,458,344	5,092,242	5,514,428	422,186	8%

Fiscal Year (FY) 2022/23 Operating and Capital Budget
Department Budgets – Fire

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

EXPENDITURE SUMMARY

	FY 2019/20 Actual	FY 2020/21 Actual	FY 2021/22 Actual Thru Mar-22	FY 2021/22 Revised Budget	FY 2022/23 Proposed Budget	Prop to Rev \$ Change	Prop to Rev % Change
Personnel							
Salaries & Wages - 401	1,324,743	1,251,503	957,825	1,483,550	1,721,498	237,948	14%
Overtime - 402	-	446,646	366,577	290,024	295,863	5,839	2%
Employee Benefits - 410	828,632	881,209	721,120	1,110,615	1,122,031	11,416	1%
Total Salary & Benefits	2,153,374	2,579,358	2,045,522	2,884,189	3,139,392	255,203	8%
Services and Supplies							
Professional & Administrative Services - 43	604,053	786,073	320,742	779,090	709,640	(69,450)	-10%
Other Operating Expenses -43	61,102	69,773	49,727	53,600	53,600	-	0%
Materials & Supplies - 44	65,351	48,148	71,569	66,000	66,000	-	0%
Total Services and Supplies	730,506	903,993	442,038	898,690	829,240	(69,450)	-8%
Capital Outlay							
Asset Acquisition/Improvement - 47	60,283	-	747	-	-	-	0%
Total Capital Outlay	60,283	-	747	-	-	-	0%
Indirect Cost Allocations							
Admin Debits - 46122	77,878	954,080	-	-	-	-	0%
IS Charges - 46124	88,571	73,700	47,092	85,408	119,465	34,057	29%
Legal Services - 46126	15,347	9,730	12,234	10,000	10,000	-	0%
General Liability Insurance - 46201	69,062	84,061	112,223	87,472	114,607	27,135	24%
Total Indirect Cost Allocations	250,859	1,121,571	171,549	182,880	244,072	61,192	25%
Total	3,195,023	4,604,922	2,659,856	3,965,759	4,212,704	246,945	6%
MEASURE S-2006 FUND - 105							
Salaries & Wages - 401	158,390	248,379	250,717	351,751	402,790	51,039	13%
Overtime - 402	471,902	59,633	22,699	13,486	14,073	587	4%
Employee Benefits - 410	169,043	103,572	166,997	199,246	255,907	56,661	22%
Professional & Administrative Services - 43	58,169	26,204	19,821	26,560	26,560	-	0%
Materials & Supplies - 44	-	-	80	-	-	-	0%
Asset Acquisition/Improvement - 47	139,736	-	815	72,600	4,000	(68,600)	-1715%
Debt Principal - 48101	68,695	-	-	-	-	-	0%
Debt Interest - 48102	1,738	-	-	-	-	-	0%
Administrative Credits - 46121	(77,878)	-	-	-	-	-	0%
General Liability Insurance - 46201	28,903	19,823	22,230	17,591	23,852	6,261	26%
Total	1,018,699	457,612	483,359	681,234	727,182	45,948	6%
MEASURE S-2014 FUND - 106							
Salaries & Wages - 401	227,304	199,441	147,393	210,244	229,516	19,272	8%
Overtime - 402	-	-	-	-	-	-	0%
Employee Benefits - 410	41,245	112,264	139,936	167,094	224,393	57,299	26%
Professional & Administrative Services - 43	21,962	45,340	15,004	57,500	107,500	50,000	47%
Asset Acquisition/Improvement - 47	-	-	-	-	-	-	0%
General Liability Insurance - 46201	10,578	10,229	12,796	10,411	13,133	2,722	21%
Total	301,089	367,274	315,130	445,249	574,542	129,293	23%

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2021/22	FY 2022/23
42101 Professional Services		\$ 479,550	\$ 359,550
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	120,000		
Maximum Security -Station 74	1,200		
Medic IQ Services	24,000		
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		
42302 Mileage & Air	500		

Fiscal Year (FY) 2022/23 Operating and Capital Budget
Department Budgets – Fire

42401 Memberships	\$	625	\$	1,175
Fire Memberships	\$	625		
CAER Dues (Emergency response)		550		
42512 Weed Abatement	\$	70,000	\$	120,000
Increased abatement for brush removal (City property)	\$	115,300		
Weed Abatement Campaign (private property)		4,700		
42514 Special Department Expense	\$	8,000	\$	8,000
Miscellaneous Special Department Expenses		8,000		
Total Professional/Administrative Services			\$	709,640
4310X Utilities	\$	50,600	\$	50,600
43103 PG&E	\$	40,000		
43102 EBMUD		10,000		
43101 Comcast		500		
43101 Telephone		100		
43201 Property Tax	\$	3,000	\$	3,000
44301 Fuel	\$	25,000	\$	25,000
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		
42510 Admin Exp/Software Purchase	\$	15,000	\$	15,000
Cordico Wellness Application	\$	10,000		
Lexipol		5,000		
Total Professional/Administrative Services			\$	26,560
47101 FF&E/Equipment	\$	4,000	\$	4,000
Station 74 Generator - <i>prior year carryover</i>	\$	4,000		
47104 FF&E/Vehicles	\$	68,600	\$	-
<i>Prior year carryover</i>	\$	-		
MEASURE S-2014 FUND - 106				
42101 Professional Services	\$	15,000	\$	15,000
Fire Academy	\$	15,000		
4230X Travel & Training	\$	42,500	\$	42,500
Fire Training Academy- 2 participants	\$	30,000		
General Training		10,000		
Training Props		2,500		
42514 Admin Exp/Special Department Expense	\$	-	\$	50,000
EOC Safety Master Plan - <i>Prior year carryover from Police</i>	\$	50,000		
Total Professional/Administrative Services			\$	107,500

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 roads and bridges, 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 2021/22 Key Accomplishments

- Aggregated three annual slurry seal projects into one to create economies of scale
- Advanced the San Pablo Avenue bridge project through the Caltrans E-76 process
- Managed capital projects in process such as Hazel Street Storm Drain Improvements
- Commenced design of San Pablo Ave Rehabilitation Project, Tennent Ave Rehabilitation, Senior Center Auxiliary Parking Lot, and 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
- Received grant funds for Local Road Safety Plan, selected consultant, and commenced preparation of the plan
- Received 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 into service
- Installed lights in the street trees in Old Town for the 2021 holiday season and 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 various equipment
- Instituted a new quarterly report on the status of implementation of the CIP

FY 2022/23 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
- 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
- Continue environmental programs including solid waste and stormwater
- Evaluate opportunities to increase collaboration with private developers on projects, including the sale of City owned lots for development
- Implement 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
- 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
- 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

Significant Special Projects for FY 2023/24 through FY 2026/27

- 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
- Prepare 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 road 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 2022/23 Budget

The Public Works Department budget for FY 2022/23 includes a number of changes relative to the FY 2021/22 budget, particularly regarding positions. The FY 2022/23 budget includes a new Associate Civil Engineer position and an additional Public Works Specialist position, both to accelerate the completion of capital projects. The budget also includes a new Development Services Technician position, which will be shared with Community Development, to manage GIS, record keeping, digitizing and update of public works applications, manage and update website information, and perform computer-aided design work.

Position Summary

Position	2018/19	2019/20	2020/21	2021/22	2022/23
Public Works Director	0.00	0.00	0.00	0.00	1.00
Development Services Director/City Engineer	0.50	0.50	0.50	1.00	0.00
Senior Project Manager	1.00	1.00	1.00	1.00	0.00
Capital Improvement and Environmental Program Manager	0.00	0.00	0.00	0.00	1.00
Associate Civil Engineer	0.00	0.00	0.00	0.00	1.00
Public Works Specialist	1.00	1.00	1.00	1.00	2.00
Administrative Assistant	1.00	1.00	0.00	0.00	0.00
Management Analyst	0.00	0.00	0.00	1.00	1.00
Development Services Technician	0.00	0.00	0.00	0.00	.50
Public Works Manager	1.00	1.00	1.00	1.00	1.00
Public Works Maintenance Supervisor	2.00	2.00	2.00	3.00	3.00
Public Works Workers	7.00	7.00	7.00	8.00	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 Operations Supervisor	1.00	1.00	1.00	1.00	1.00
WPCP Senior Operator	0.00	0.00	0.00	0.00	1.00
WPCP Operator	5.00	5.00	5.00	5.00	4.00
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	2.00	2.00
WPCP Intern	0.48	0.48	0.48	0.48	0.48
Total	24.23	24.23	23.23	27.73	30.23

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.

Fiscal Year (FY) 2022/23 Operating and Capital Budget
Department Budgets – Public Works

PUBLIC WORKS BUDGET SUMMARY

	FY 2019/20 Actual	FY 2020/21 Actual	FY 2021/22 Actual Thru Mar-22	FY 2021/22 Revised Budget	FY 2022/23 Proposed Budget	Prop to Rev \$ Change	Prop to Rev % Change
REVENUE / FUNDING SOURCE							
General Fund - 100	988,239	949,421	716,553	2,160,616	2,099,788	(60,828)	-3%
Measure S 2014 - 106	533,540	386,165	616,165	2,986,375	2,999,964	13,589	0%
Gas Tax Fund - 200	577,100	1,376,992	306,558	1,074,728	1,144,557	69,829	6%
Restricted Real Estate Maintenance Fund - 201	24,414	20,119	12,883	26,000	26,000	-	0%
Stormwater Fund - 207	289,103	272,838	226,348	437,685	336,938	(100,747)	-30%
AB939 Refuse Management Fund - 213	93,143	210,444	81,014	140,858	167,825	26,967	16%
Solid Waste Fund - 214	-	47,940	167,170	761,445	682,778	(78,667)	-12%
Measure J Fund - 215	101,471	111,905	91,024	888,259	639,880	(248,379)	-39%
Parkland Dedication Fund - 275	799	-	-	-	-	-	0%
Growth Impact Fund - 276	-	-	-	243,070	58,000	(185,070)	-319%
Lighting and Landscaping District - 310	38,172	53,599	30,552	62,125	62,125	-	0%
PV Park Caretaker Fund - 317	15,360	11,268	1,833	14,755	15,055	300	2%
Public Facilities Fund - 324	50	3,356	-	70,000	70,000	-	0%
City Streets Improvement Fund - 325	45,622	448,469	309,893	1,528,102	1,706,213	178,111	10%
Park Grants (Measure WW) - 327	-	-	-	189,758	189,758	-	-100%
Arterial Street Rehabilitation - 377	125,202	236,007	364,103	819,689	810,312	(9,377)	-1%
Sewer Enterprise Fund - 500	5,499,192	6,031,888	4,295,882	9,196,579	11,258,624	2,062,045	18%
Sewer Enterprise Plant Expansion - 503	189,188	635,724	457,169	-	-	-	0%
Total	8,520,594	10,796,135	7,677,147	20,600,044	22,267,817	1,667,773	7%
EXPENDITURES BY CATEGORY							
Personnel							
Salaries & Wages - 401	1,957,229	1,948,751	1,448,351	2,378,663	2,861,561	482,898	17%
Overtime - 402	32,723	44,185	39,526	47,580	40,779	(6,801)	-17%
Employee Benefits - 410	1,416,624	1,459,701	876,849	1,466,684	1,468,249	1,565	0%
Total Personnel	3,406,577	3,452,637	2,364,725	3,892,927	4,370,589	477,662	11%
Services and Supplies							
Professional & Administrative Services - 42	661,867	958,258	555,537	1,970,818	1,685,632	(285,186)	-17%
Other Operating Expenses - 43	1,044,966	1,130,344	809,274	998,607	998,607	-	0%
Materials & Supplies - 44	826,909	798,173	723,103	1,307,700	1,570,200	262,500	17%
Total Services and Supplies	2,533,741	2,886,775	2,087,914	4,277,125	4,254,439	(22,686)	-1%
Capital Outlay							
Asset Acquisition/Improvement - 47	938,763	2,681,144	1,701,198	9,869,502	10,857,134	987,632	9%
Total Capital Outlay	938,763	2,681,144	1,701,198	9,869,502	10,857,134	987,632	9%
Indirect Cost Allocations							
Administrative Credits - 46	(1,164,694)	(1,245,056)	(1,021,054)	(1,756,659)	(1,957,735)	(201,076)	10%
Administrative Debits - 46	1,369,228	1,479,816	1,211,210	2,029,205	2,338,956	309,751	13%
IS Charges - 46	112,999	95,314	75,220	150,775	223,842	73,067	33%
Legal Charges - 46	15,030	25,931	92,511	63,600	63,600	-	0%
General Liability Insurance - 46	151,653	148,465	151,390	124,063	165,368	41,305	25%
Total Indirect Cost Allocations	484,215	504,470	509,276	610,984	834,031	223,047	27%
Debt Service							
Debt Principal - 48101	-	-	329,000	997,026	1,020,383	23,357	2%
Debt Interest - 48102	612,491	621,332	191,322	612,480	591,241	(21,239)	-4%
Total Debt Service	612,491	621,332	520,322	1,609,506	1,611,624	2,118	0%
Depreciation							
Depreciation Expense - 47401	544,807	496,273	493,711	340,000	340,000	-	0%
Total Depreciation	544,807	496,273	493,711	340,000	340,000	-	0%
Transfers Out							
Transfers Out 49901	-	153,505	-	-	-	-	0%
Total Transfers Out	-	153,505	-	-	-	-	0%
Total	8,520,594	10,796,135	7,677,147	20,600,044	22,267,817	1,667,773	7%
EXPENDITURES BY PROGRAM							
Administration & Engineering - 341	356,306	324,856	278,317	1,094,631	1,219,880	125,249	10%
Road maintenance - 342	824,237	2,160,432	1,335,820	5,540,471	5,222,227	(318,244)	-6%
Facility Maintenance - 343	613,802	747,667	645,421	2,021,930	1,997,172	(24,758)	-1%
NPDES Storm Water - 344	302,862	278,400	237,963	1,014,671	801,393	(213,278)	-27%
Park Maintenance - 345	603,692	353,125	264,445	1,478,211	1,538,571	60,360	4%
Waste Reduction - 346	93,143	210,444	81,014	140,858	167,825	26,967	16%
Pinole Valley Lighting & Landscaping 347-348	38,172	53,599	30,552	62,125	62,125	-	0%
Sewer Treatment Plant - 641	3,979,819	4,355,345	2,934,548	5,323,223	6,229,371	906,148	15%
Sewer Collection - 642	906,883	1,055,212	891,576	2,314,418	3,417,629	1,103,212	32%
Sewer Projects -Shared - 643	189,188	635,724	457,169	-	-	-	0%
WPCP/Equipment & Debt Svc. (Pinole Only) - 644	612,491	621,332	520,322	1,609,506	1,611,624	2,118	0%
Total	8,520,594	10,796,135	7,677,147	20,600,044	22,267,817	1,667,773	7%

Fiscal Year (FY) 2022/23 Operating and Capital Budget
Department Budgets – Public Works

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

EXPENDITURE SUMMARY

	FY 2019/20 Actual	FY 2020/21 Actual	FY 2021/22 Actual Thru Mar-22	FY 2021/22 Revised Budget	FY 2022/23 Proposed Budget	Prop to Rev \$ Change	Prop to Rev % Change
Personnel							
Salary & Wages - 401	424,802	387,725	243,536	412,963	711,299	298,336	42%
Overtime - 402	228	1,800	8,319	102	120	18	0%
Employee Benefits - 410	211,489	176,449	115,429	302,495	258,211	(44,284)	-17%
Total Salary & Benefits	636,519	565,974	367,284	715,560	969,630	254,070	26%
Services and Supplies							
Professional & Administrative Services - 42	8,877	17,219	113,908	339,200	102,400	(236,800)	-231%
Total Services and Supplies	8,877	17,219	113,908	339,200	102,400	(236,800)	-231%
Capital Outlay							
Asset Acquisition/Improvement - 47	-	-	-	325,500	327,500	2,000	1%
Total Capital Outlay	-	-	-	325,500	327,500	2,000	0%
Indirect Cost Allocations							
Administrative Credits - 46121	(474,770)	(514,784)	(429,073)	(740,387)	(869,923)	(129,536)	15%
Admin Debits - 46122	-	6,474	5,111	7,189	58,939	51,750	88%
IS Charges - 46124	60,000	46,154	37,503	79,295	99,110	19,815	20%
Legal Charges - 46126	7,257	8,067	11,037	8,000	8,000	-	0%
General Liability Insurance - 46201	35,603	21,998	29,902	24,329	40,707	16,378	40%
Total Indirect Cost Allocations	(371,910)	(432,090)	(345,520)	(621,574)	(663,167)	(41,593)	6%
Total	273,487	151,103	135,672	758,686	736,363	(22,323)	-3%
MEASURE S - 2014 FUND - 106							
Professional & Administrative Services - 42	-	-	-	150,000	150,000	-	0%
Administrative Debits - 46122	-	59,825	52,028	65,458	146,518	81,060	55%
Total Measure S - 2014 Fund - 106	-	59,825	52,028	215,458	296,518	81,060	27%
GAS TAX FUND - 200							
Professional & Administrative Services - 42	-	2,023	-	-	-	-	0%
Total Gas Tax Fund - 200	-	2,023	-	-	-	-	0%
MEASURE J FUND - 215							
Other Operating Expenses - 43	7,564	5,055	3,688	4,400	4,400	-	0%
Administrative Debits - 46122	75,255	106,850	86,930	116,087	182,599	66,512	36%
Total Measure J Fund - 215	82,819	111,905	90,618	120,487	186,999	66,512	36%

Fiscal Year (FY) 2022/23 Operating and Capital Budget
Department Budgets – Public Works

MAJOR NON-PERSONNEL EXPENSE DETAILS

	FY 2021/22	FY 2022/23	
42101 Professional Services			\$ 310,000 \$ 70,000
General engineering services	\$ 10,000		
SS2103 Recycled Water Feasibility	60,000		
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			\$ 2,800 \$ 5,200
Conference Registration	\$ 2,000		
Mileage Air & Hotel	3,000		
Meal Allowance	200		
42401 Memberships			\$ 225 \$ 525
American Public Works Association (APWA)	\$ 225		
Professional License Renewal	300		
42510 Software Purchase			\$ 24,500 \$ 25,000
Beehive	\$ 20,000		
ArcGIS	2,500		
CAD+Misc	2,500		
42506 Bonds			\$ 175 \$ 175
	\$ 175		
Total Professional/Administrative Services			\$ 102,400
47103 Furniture			\$ 500 \$ 2,500
Furniture	\$ 2,500		
4720X			\$ 325,000 \$ 325,000
47201 Weatherization/Energy Efficient program	\$ 250,000		
47205 RO2106 Active Transportation Plan	75,000		
Measure S-2014 Fund			
42101 Professional Services			\$ 150,000 \$ 150,000
On-call consultants for capital projects (FY22 in 42108)	\$ 150,000		
MEASURE J FUND - 215			
4310X Utilities			\$ 4,400 \$ 4,400
43101 Telephone	\$ 4,000		
43103 Electricity & Power	400		

Fiscal Year (FY) 2022/23 Operating and Capital Budget
Department Budgets – Public Works

GAS TAX FUND - 200
ROAD MAINTENANCE - 342

EXPENDITURE SUMMARY

	FY 2019/20 Actual	FY 2020/21 Actual	FY 2021/22 Actual Thru Mar-22	FY 2021/22 Revised Budget	FY 2022/23 Proposed Budget	Prop to Rev \$ Change	Prop to Rev % Change
Services and Supplies							
Professional & Administrative Services - 42	111,631	222,323	48,979	123,100	123,100	-	0%
Other Operating Expenses - 43	198,304	190,744	123,708	181,000	181,000	-	0%
Materials & Supplies - 44	52	872	726	2,000	2,000	-	0%
Total Services and Supplies	309,988	413,938	173,413	306,100	306,100	-	0%
Capital Outlay							
Asset Acquisition/Improvement - 47*	129,781	817,521	16,203	564,445	583,910	19,465	3%
Total Capital Outlay	129,781	817,521	16,203	564,445	583,910	19,465	3%
Indirect Cost Allocations							
Administrative Debits - 46122	137,100	143,510	116,011	196,183	246,547	50,364	20%
Legal Charges - 46126	232	-	930	8,000	8,000	-	0%
Total Indirect Cost Allocations	137,332	143,510	116,941	204,183	254,547	50,364	20%
Total	577,100	1,374,969	306,558	1,074,728	1,144,557	69,829	23%
GENERAL FUND - 100							
Salary & Wages - 401			9,926	75,875	83,113	7,238	9%
Overtime - 402	-	-	-	-	-	-	0%
Employee Benefits - 410			3,673	68,045	14,331	(53,714)	-375%
Professional & Administrative Services - 42	5,039	8,601	14,164	-	-	-	0%
Materials & Supplies - 44	-	-	-	-	-	-	0%
General Liability Insurance - 46201	-	-	4,619	4,938	4,775	(163)	-3%
Asset Acquisition/Improvements - 47*	-	-	1,306	170,000	170,000	-	0%
Admin Credits - 46121	-	-	(13,355)	(119,088)	(87,804)	31,284	-36%
Administrative Debits - 46122	23,412	23,555	17,609	25,514	28,554	3,040	11%
Total General Fund	28,451	32,157	37,941	225,284	212,969	(12,315)	-6%
MEASURE S - 2014 FUND - 106							
Administrative Debits - 46122	-	-	-	116,708	94,184	(22,524)	-24%
Asset Acquisition/Improvement - 47*	29,210	66,590	139,748	644,869	533,328	(111,541)	-21%
Total Measure S - 2014	29,210	66,590	139,748	761,577	627,512	(134,065)	-21%
NPDES Storm Water Fund - 207							
Admin Debits - 46122	-	-	10,000	28,874	12,005	(16,869)	-141%
Total NPDES Storm Water Fund	-	-	10,000	28,874	12,005	(16,869)	-141%
SOLID WASTE FUND - 214							
Professional & Administrative Services - 42	-	2,240	8,336	60,000	60,000	-	0%
Materials & Supplies - 44	-	-	-	-	7,000	7,000	100%
Admin Debits - 46122	-	-	4,452	58,645	88,478	29,833	34%
Legal Charges - 46126	-	-	32,101	-	-	-	0%
Asset Acquisition/Improvement -47*	-	-	122,281	217,800	102,300	(115,500)	-113%
Total Solid Waste Fund	-	2,240	167,170	336,445	257,778	(78,667)	-31%

Fiscal Year (FY) 2022/23 Operating and Capital Budget
Department Budgets – Public Works

	FY 2019/20 Actual	FY 2020/21 Actual	FY 2021/22 Actual Thru Mar-22	FY 2021/22 Revised Budget	FY 2022/23 Proposed Budget	Prop to Rev \$ Change	Prop to Rev % Change
Professional & Administrative Services - 42	-	-	-	-	48,930	48,930	100%
Admin Debits - 46122	-	-	-	29,772	21,951	(7,821)	-36%
Asset Acquisition/Improvement - 47*	18,651	-	406	736,000	380,000	(356,000)	-94%
Total Measure J Fund	18,651	-	406	765,772	450,881	(314,891)	-70%
City Streets Improvements Fund - 325							
Asset Acquisition/Improvement - 47*	45,622	448,469	309,893	1,528,102	1,706,213	178,111	10%
Total City Streets Improvements	45,622	448,469	309,893	1,528,102	1,706,213	178,111	10%
Arterial Streets Rehabilitation Fund - 377							
Asset Acquisition/Improvement - 47*	125,202	236,007	364,103	819,689	810,312	(9,377)	-1%
Total Arterial Streets Rehab Fund	125,202	236,007	364,103	819,689	810,312	(9,377)	-1%

*See CIP

Fiscal Year (FY) 2022/23 Operating and Capital Budget
Department Budgets – Public Works

MAJOR NON-PERSONNEL EXPENSE DETAILS

	FY 2021/22	FY 2022/23
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	\$ 20,000	\$ 20,000
Hardware supplies and median maintenance	\$ 20,000	
42514 Special Department Expense	\$ 2,100	\$ 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	
44301 Fuel	\$ 2,000	\$ 2,000
Fuel	\$ 2,000	
47205 Improvements/Streets	\$ 564,445	\$ 583,910
Pothole Repair Program	\$ 40,000	
Roadway Stripping Program	15,000	
RO1708 Pinole Valley Road Improvements	100,000	
RO2101 Arterial Rehab	428,910	
General Fund 100		
47205 Improvements/Streets	\$ 170,000	\$ 170,000
RO2107 Brand St. Improvements	170,000	
MEASURE S - 2014 FUND - 106		
47101 Equipment	\$ 112,569	\$ 28,000
Cold Plane Asphalt Grinder Tractor	28,000	
47104 Vehicles	\$ 216,000	\$ 216,000
Hybrid Bucket Truck	216,000	
47204 Improvements/Sidewalk	\$ 20,000	\$ 20,000
Sidewalk Improvements	20,000	
47205 Improvements/Streets	\$ 296,300	\$ 269,328
Pedestrian Bridge Inspection & Maintenance	\$ 100,000	
Traffic Sign Replacement	20,000	
RO1714 Safety Improvements at Appian Way & Marlesta	149,328	
SOLID WASTE FUND - 214		
42514 Special Department Expense	\$ 60,000	\$ 60,000
Patch paving materials	\$ 60,000	
44306 Maintenance Supplies	\$ -	\$ 7,000
SB1383 OWR1 grant supplies	\$ 7,000	
47104 Vehicles	\$ 217,800	\$ 102,300
Hydro Flush Truck	\$ 102,300	

Fiscal Year (FY) 2022/23 Operating and Capital Budget
Department Budgets – Public Works

MEASURE J FUND - 215

42401 Memberships		\$ -	\$ 48,930
WCCTAC Dues	\$ 48,930		
(Moved from General Gov't)			

47204 Improvements/Sidewalks		\$ 15,000	\$ 15,000
Sidewalk Maintenance Program	\$ 15,000		

47205 Improvements/Streets		\$ 721,000	\$ 365,000
Miscellaneous Roadway Repair	\$ 15,000		
RO1714 Safety Improvements at Appian Way & Marlesta	350,000		

Road Maintenance Fund - 325

47205 Improvements/Streets		\$ 1,528,102	\$ 1,706,213
RO1710 San Pablo Ave Bridge over BNSF	\$ 1,385,463		
RO1714 Safety Improvements at Appian Way & Marlesta	138,544		
RO1902 Pedestrian Improvements at Tennent Ave	61,556		
RO2105 Appian Way Complete Streets Project	100,000		
IN2104 Local Road Safety Plan	20,650		

Arterial Streets Rehabilitation Fund - 377

47205 Improvements/Streets		\$ 819,689	\$ 810,312
RO2101 Arterial Rehabilitation	\$ 758,624		
RO1801 San Pablo Ave Rehab (Retention)	51,688		

Fiscal Year (FY) 2022/23 Operating and Capital Budget
Department Budgets – Public Works

GENERAL FUND - 100
PUBLIC WORKS - FACILITY MAINTENANCE - 343

EXPENDITURE SUMMARY

	FY 2019/20 Actual	FY 2020/21 Actual	FY 2021/22 Actual Thru Mar-22	FY 2021/22 Revised Budget	FY 2022/23 Proposed Budget	Prop to Rev \$ Change	Prop to Rev % Change
Personnel							
Salaries & Wages - 401	531,709	557,296	418,597	642,177	685,885	43,708	6%
Overtime - 402	2,157	7,533	7,016	6,131	1,330	(4,801)	-361%
Employee Benefits - 410	323,030	329,155	276,965	421,959	478,073	56,114	12%
Total Salary & Benefits	856,896	893,983	702,577	1,070,267	1,165,288	95,021	8%
Services and Supplies							
Professional & Administrative Services - 42	99,186	97,606	53,678	117,615	150,050	32,435	22%
Other Operating Expenses - 43	40,815	47,294	21,444	41,000	41,000	-	0%
Materials & Supplies - 44	21,857	34,897	44,410	32,700	73,200	40,500	55%
Total Services and Supplies	161,859	179,796	119,532	191,315	264,250	72,935	28%
Capital Outlay							
Asset Acquisition/Improvement - 47*	-	14,389	-	200,000	30,000	(170,000)	-567%
Total Capital Outlay	-	14,389	-	200,000	30,000	(170,000)	-567%
Indirect Cost Allocations							
Administrative Credits - 46121	(619,184)	(640,026)	(505,283)	(799,323)	(887,713)	(88,390)	10%
IS Charges - 46124	-	-	296	-	-	-	0%
General Liability Insurance - 46201	57,919	64,998	39,071	31,500	39,322	7,822	20%
Total Indirect Cost Allocations	(561,265)	(575,028)	(465,916)	(767,823)	(848,391)	(80,568)	9%
Total	457,490	513,141	356,193	693,759	611,147	(82,612)	-14%
MEASURE S - 2014 FUND - 106							
Administrative Debits - 46122	104,070	105,932	91,015	121,646	138,776	17,130	12%
Asset Acquisition/Improvement - 47*	27,778	59,420	185,330	1,118,525	1,159,249	40,724	4%
Total Measure S - 2014 Fund	131,848	165,352	276,345	1,240,171	1,298,025	57,854	4%
RESTRICTED REAL ESTATE MAINTENANCE FUND - 201							
Professional & Administrative Services - 42	12,191	7,592	5,693	10,000	10,000	-	0%
Other Operating Expenses - 43	12,223	12,527	7,189	11,000	11,000	-	0%
Legal Charges - 46126	-	-	-	5,000	5,000	-	0%
Total Restricted Real Estate Maint.	24,414	20,119	12,883	26,000	26,000	-	0%
SOLID WASTE FUND - 214							
Transfers Out 49901	-	45,700	-	-	-	-	0%
Total Solid Waste Fund - 214	-	45,700	-	-	-	-	0%
MEASURE J FUND - 215							
Legal Charges - 46126	-	-	-	2,000	2,000	-	0%
Total Measure J Fund - 215	-	-	-	2,000	2,000	-	0%
PUBLIC FACILITIES FUND - 324							
Asset Acquisition/Improvement - 47	50	3,356	-	60,000	60,000	-	0%
Total Public Facilities Fund	50	3,356	-	60,000	60,000	-	0%

*See CIP

Fiscal Year (FY) 2022/23 Operating and Capital Budget
Department Budgets – Public Works

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2021/22	FY 2022/23
42101 Professional Services		\$ 3,500	\$ 3,500
EBRCSA Professional Support	\$ 3,500		
42107 Equipment Maintenance		\$ 35,500	\$ 40,000
Vehicle maintenance and repair	\$ 40,000		
42108 Maintenance/Structure Imp		\$ 76,000	\$ 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		\$ 2,100	\$ 2,100
Technical training	\$ 1,300		
Mileage, Air & Hotel	750		
Meal Allowance	50		
42401 Memberships		\$ 315	\$ 750
M.S.A. (Maintenance Superintendents Association)	\$ 750		
T.C.S.A. (Traffic Control Supervisory Association)			
Technical publications			
42511 Equipment Rental		\$ 200	\$ 25,000
This is used to rent infrequently used equipment.	\$ 25,000		
42513 Rent		\$ -	\$ 2,700
Tennent Ave Parking lot. 401-142-012 (AT&T)	\$ 2,700		
<i>(Moved from General Gov't)</i>			
Total Professional/Administrative Services			\$ 150,050
4310X Utilities		\$ 37,000	\$ 37,000
Gas/Electricity	\$ 24,000		
Water	13,000		
43201 Property Tax		\$ 4,000	\$ 4,000
44301 Fuel		\$ 12,700	\$ 8,200
44306 Maintenance Supplies		\$ -	\$ 45,000
44410 Safety Clothing		\$ 20,000	\$ 20,000
The worker classifications in this division are supplied:	\$ 20,000		
Uniforms, coveralls, and foul weather gear			
47201 Improvements/Building		\$ 200,000	\$ 30,000
IN2101 Emergency Power for Critical Facilities	\$ 30,000		

Fiscal Year (FY) 2022/23 Operating and Capital Budget
Department Budgets – Public Works

MEASURE S - 2014 FUND - 106

47101 Vehicles		\$ 274,318	\$ 274,318
Hybrid Bucket Truck	\$ 274,318		

47201 Improvements/Building		\$ 844,207	\$ 884,931
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FA1901 Senior center Auxiliary Parking Lot	\$ 184,120		
FA1902 Energy Upgrades	120,811		
FA2002 Electric Vehicle Charging Stations	50,000		
FA2202 Senior Center Modernization	60,000		
FA2201 Faria House	420,000		
IN2201 Energy Audit	50,000		

RESTRICTED REAL ESTATE MAINTENANCE FUND - 201

42108 Maintenance/Structure Imp		\$ 10,000	\$ 10,000
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Materials to maintain facilities owned by the former Redevelopment Agency.	\$ 10,000		
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4310X Utilities		\$ 11,000	\$ 11,000
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Gas/Electricity	\$ 5,000		
Water	6,000		

MEASURE J FUND - 215

47202 Improvements/Landscape-Medians		\$ 2,000	\$ 2,000
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Sign Replacement Program	\$ 2,000		
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PUBLIC FACILITIES FUND - 324

47201 Improvements/Building		\$ 60,000	\$ 60,000
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Annual Building Maintenance Program	\$ 60,000		
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STORM WATER FUND - 207

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

EXPENDITURE SUMMARY

	FY 2019/20 Actual	FY 2020/21 Actual	FY 2021/22 Actual Thru Mar-22	FY 2021/22 Revised Budget	FY 2022/23 Proposed Budget	Prop to Rev \$ Change	Prop to Rev % Change
Services and Supplies							
Professional & Administrative Services - 42	57,952	32,610	27,128	132,569	49,318	(83,251)	-169%
Other Operating Expenses - 43	-	-	-	-	-	-	0%
Materials & Supplies - 44	13,675	10,254	14,529	8,800	8,800	-	0%
Total Services and Supplies	71,627	42,863	41,657	141,369	58,118	(83,251)	-143%
Indirect Cost Allocations							
Administrative Debits - 46122	216,867	229,588	174,541	261,442	260,815	(627)	0%
Legal Charges - 46126	609	386	150	6,000	6,000	-	0%
Total Indirect Cost Allocations	217,476	229,974	174,691	267,442	266,815	(627)	0%
Total	289,103	272,838	216,348	408,811	324,933	(83,878)	-26%
MEASURE S-2014 FUND - 106							
Professional & Administrative Services - 42	-	-	-	25,000	-	(25,000)	-100%
Asset Acquisition/Improvement - 47*	13,759	5,562	21,615	337,790	418,460	80,670	19%
Total Measure S-2014	13,759	5,562	21,615	362,790	418,460	55,670	13%
Growth Impact Fund - 276							
Asset Acquisition/Improvement - 47*	-	-	-	243,070	58,000	(185,070)	-319%
Total Growth Impact Fund - 276	-	-	-	243,070	58,000	(185,070)	-319%

*See CIP

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2021/22	FY 2022/23
42101 Professional Services		\$ 22,000	\$ 5,000
Contract support for Clean Water and NPDES	\$ 5,000		
42107 Equipment Maintenance		\$ 15,000	\$ 20,000
Storm drain, trash capture, street sweeper	\$ 20,000		
42108 Building Structure Maintenance		\$ 14,779	\$ 14,779
Trash capture devices	\$ 5,000		
Lumber and supplies	9,779		
4220X Office Expenses		\$ 1,000	\$ 1,000
42201 Miscellaneous office expenses	\$ 500		
42202 Printing and Binding	500		
42514 Special Departmental Expense		\$ 79,790	\$ 8,539
CCC Clean Water Program Support & Administration (auto collected)	\$ -		
NPDES Annual Permit	8,539		
Total Professional/Administrative Services			\$ 49,318
44301 Fuel		\$ 8,000	\$ 8,000
44410 Safety Clothing		\$ 800	\$ 800
MEASURE S-2014 FUND - 106			
42101 Professional Services		\$ 25,000	\$ -
Storm Drainage Master Plan-Phased	\$ -		
47206 Improvements/Storm Drains		\$ 337,790	\$ 418,460
SW1901 Storm Drainage Annual Rehabilitation	\$ 418,460		
Growth Impact Fund 276			
47205 Improvements/Streets		\$ 200,000	\$ -
RO1802 Hazel Street Gap Closure	\$ -		
47206 Improvements/Storm Drains		\$ 43,070	\$ 58,000
SW1901 Hazel Street Gap Closure	\$ 58,000		

GENERAL FUND - 100
PUBLIC WORKS - PARK MAINTENANCE - 345

EXPENDITURE SUMMARY

	FY 2019/20 Actual	FY 2020/21 Actual	FY 2021/22 Actual Thru Mar-	FY 2021/22 Revised Budget	FY 2022/23 Proposed Budget	Prop to Rev \$ Change	Prop to Rev % Change
Services and Supplies							
Professional & Administrative Services - 42	95,926	92,314	91,545	272,400	324,900	52,500	16%
Other Operating Expenses - 43	84,349	108,377	53,260	100,156	100,156	-	0%
Materials & Supplies - 44	1,248	2,932	6,184	500	500	-	0%
Total Services and Supplies	181,523	203,624	150,989	373,056	425,556	52,500	12%
Capital Outlay							
Asset Acquisition/Improvement - 47*	-	487	-	-	-	-	0%
Total Capital Outlay	-	487	-	-	-	-	0%
Indirect Cost Allocations							
Administrative Debits - 46122	46,824	47,110	35,218	109,831	113,753	3,922	3%
Legal Charges - 46126	464	1,800	540	-	-	-	0%
Total Indirect Cost Allocations	47,288	48,910	35,758	109,831	113,753	3,922	3%
Total	228,811	253,021	186,747	482,887	539,309	56,422	10%
MEASURE S-2014 FUND - 106							
Asset Acquisition/Improvement - 47*	358,722	88,836	75,866	355,811	359,449	3,638	1%
Total Measure S-2014 Fund - 106	358,722	88,836	75,866	355,811	359,449	3,638	1%
Solid Waste Fund - 214							
Asset Acquisition/Improvement - 47*	-	-	-	425,000	425,000	-	0%
Total Solid Waste Fund - 214	-	-	-	425,000	425,000	-	0%
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	12,038	8,892	-	11,960	11,960	-	0%
Employee Benefits - 410	1,585	1,050	448	1,347	1,555	208	15%
Professional & Administrative Services - 42	440	-	0	-	-	-	0%
Other Operating Expenses -43	673	697	656	856	856	-	0%
General Liability Insurance - 46201	623	629	728	592	684	92	16%
Total PV Park Caretaker Fund - 317	15,360	11,268	1,833	14,755	15,055	300	2%
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

Fiscal Year (FY) 2022/23 Operating and Capital Budget
Department Budgets – Public Works

MAJOR NON-PERSONNEL EXPENSE DETAILS

	FY 2021/22	FY 2022/23
42101 Professional Services		\$ 25,000 \$ 25,000
Professional Support Services	\$ 5,000	
Park Pedestrian Bridge Inspection	\$ 20,000	
42107 Equipment Maintenance		\$ 5,000 \$ 7,500
Off road equipment maintenance	\$ 7,500	
42108 Maintenance/Structure Imp		\$ 177,000 \$ 227,000
Landscape maintenance contract	\$ 100,000	
Materials for parks, restrooms and play area	37,000	
Restroom cleaning on weekends	40,000	
Weekend Park Cleaning Service	50,000	
42401 Memberships		\$ 400 \$ 400
CAPCA (California Agricultural Production Consultants Association)	\$ 370	
P.A.P.A. (Pest Applicators Association)	\$ 30	
42511 Equipment Rental		\$ 5,000 \$ 5,000
Cost to rent infrequently used equipment.	\$ 5,000	
42514 Admin Exp/Special Depart		\$ 60,000 \$ 60,000
Recommendations of Beautification Ad Hoc Subcommittee	\$ 60,000	
Total Professional/Administrative Services		\$ 324,900
4310X Utilities		\$ 100,000 \$ 100,000
Gas/Electricity	\$ 10,000	
Water	90,000	
43201 Property Tax		\$ 156 \$ 156
44301 Fuel		\$ 500 \$ 500
MEASURE S-2014 FUND - 106		
47101 FF&E/Equipment		\$ 65,569 \$ 17,009
Turf Mower	\$ 17,009	
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		\$ 240,242 \$ 292,440
Annual Resod at two parks	\$ 10,000	
Public Tree Maintenance	20,000	
Replace Chips/Rubber Matting at various Parks	50,000	
PA1704 Park Master Plan	100,000	
PA2201 Pocket Park-Galbreth Ave	65,000	
PA2203 Playground Rubberized Surface Improvements	47,440	
47201 Improvements/Building		\$ - \$ -
New Restroom at Fernandez Park	\$ -	
Solid Waste Fund - 214		
47203 Improvements/Parks		\$ 425,000 \$ 425,000
PA2101 Installation of High Capacity Trash Bins	\$ 425,000	
Public Facilities Fund - 324		
47203 Improvements/Parks		\$ 10,000 \$ 10,000
Annual Building Maintenance program (Fund 324)	\$ 10,000	
Park Grants (Measure WW) Fund - 327		
47203 Improvements/Parks		\$ 189,758 \$ 189,758
PA2203 Playground Rubberized Surface Improvements	\$ 189,758	

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

EXPENDITURE SUMMARY

	FY 2019/20 Actual	FY 2020/21 Actual	FY 2021/22 Actual Thru Mar-22	FY 2021/22 Revised Budget	FY 2022/23 Proposed Budget	Prop to Rev \$ Change	Prop to Rev % Change
Services and Supplies							
Professional & Administrative Services - 42	-	-	-	22,500	22,500	-	0%
Other Operating Expenses -43	-	-	-	-	-	-	0%
Total Services and Supplies	-	-	-	22,500	22,500	-	0%
Capital Outlay							
Asset Acquisition/Improvement - 47	-	-	-	-	-	-	0%
Total	-	-	-	-	-	-	0%
Indirect Cost Allocations							
Administrative Debits - 46122	92,408	102,639	81,014	115,858	142,825	26,967	19%
Legal Services - 46126	735	-	-	2,500	2,500	-	0%
Total Indirect Cost Allocations	93,143	102,639	81,014	118,358	145,325	26,967	19%
Transfers Out - 49901	-	107,805	-	-	-	-	0%
Total	93,143	210,444	81,014	140,858	167,825	26,967	16%

MAJOR NON-PERSONNEL EXPENSE DETAILS

	FY 2021/22	FY 2022/23
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	

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 2019/20 Actual	FY 2020/21 Actual	FY 2021/22 Actual Thru Mar-22	FY 2021/22 Revised Budget	FY 2022/23 Proposed Budget	Prop to Rev \$ Change	Prop to Rev % Change
Services and Supplies							
Professional & Administrative Services - 42	16,873	35,360	5,237	33,450	33,450	-	0%
Other Operating Expenses - 43	17,207	15,059	24,022	16,695	16,695	-	0%
Total Services and Supplies	34,080	50,418	29,259	50,145	50,145	-	0%
Capital Outlay							
Asset Acquisition/Improvement - 47	-	-	-	5,720	5,720	-	0%
Total Capital Outlay	-	-	-	5,720	5,720	-	0%
Indirect Cost Allocations							
Administrative Debits - 46122	2,000	2,000	-	4,160	4,160	-	0%
Legal Charges - 46126	2,092	1,181	1,293	2,100	2,100	-	0%
Total Indirect Cost Allocations	4,092	3,181	1,293	6,260	6,260	-	0%
Total	38,172	53,599	30,552	62,125	62,125	-	0%

MAJOR NON-PERSONNEL EXPENSE DETAILS

	FY 2021/22	FY 2022/23
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	\$ 19,450	\$ 19,450
Caltrans Traffic Signal Maintenance - Zone A	2,150	
Contra Costa county Public Works Traffic Signal - Zone A	6,500	
Labor, materials and equipment for maintenance - Zone A	650	
Pacific Site Management - Zone A	720	
Caltrans Traffic Signal Maintenance - Zone B	3,000	
Contra Costa county Public Works Traffic Signal - Zone B	5,000	
Labor, materials and equipment for maintenance - Zone B	650	
Pacific Site Management - Zone B	780	
Total Professional/Administrative Services	\$ 33,450	
4310X Utilities	\$ 16,695	\$ 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) 2022/23 Operating and Capital Budget
Department Budgets – Public Works

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

EXPENDITURE SUMMARY

	FY 2019/20 Actual	FY 2020/21 Actual	FY 2021/22 Actual Thru Mar-22	FY 2021/22 Revised Budget	FY 2022/23 Proposed Budget	Prop to Rev \$ Change	Prop to Rev % Change
Personnel							
Salaries & Wages - 401	748,925	741,861	592,199	978,226	1,088,962	110,736	10%
Overtime - 402	27,046	29,534	18,914	38,655	36,010	(2,645)	-7%
Employee Benefits - 410	764,025	837,547	371,059	536,184	547,954	11,770	2%
Total Personnel	1,539,996	1,608,943	982,172	1,553,065	1,672,926	119,861	7%
Services and Supplies							
Professional & Administrative Services - 42	189,211	348,643	118,699	377,000	373,000	(4,000)	-1%
Other Operating Expenses - 43	672,785	736,747	567,749	630,000	630,000	-	0%
Materials & Supplies - 44	776,528	737,165	647,897	1,249,000	1,464,000	215,000	15%
Total Services and Supplies	1,638,524	1,822,556	1,334,345	2,256,000	2,467,000	211,000	9%
Capital Outlay							
Asset Acquisition/Improvement - 47*	-	172,459	-	728,398	1,335,382	606,984	45%
Total Capital Outlay	-	172,459	-	728,398	1,335,382	606,984	45%
Indirect Cost Allocations							
Administrative Debits - 46122	303,146	276,932	235,750	333,605	257,116	(76,489)	-30%
IS Charges - 46124	30,052	29,901	23,163	46,799	77,577	30,778	40%
Legal Charges - 46126	980	1,723	1,577	15,000	15,000	-	0%
General Liability Insurance - 46201	45,532	48,175	61,893	50,356	64,370	14,014	22%
Total Indirect Cost Allocations	379,709	356,731	322,383	445,760	414,063	(31,697)	-8%
Depreciation							
Depreciation Expense - 47401	421,590	394,657	295,648	340,000	340,000	-	0%
Total Depreciation	421,590	394,657	295,648	340,000	340,000	-	0%
Total	3,979,819	4,355,345	2,934,548	5,323,223	6,229,371	906,148	15%

*See CIP

Fiscal Year (FY) 2022/23 Operating and Capital Budget
Department Budgets – Public Works

MAJOR NON-PERSONNEL EXPENSE DETAILS

	FY 2021/22	FY 2022/23
42101 Professional Services	\$ 65,000	\$ 85,000
Engineering contract services	\$ 50,000	
PCTV quarterly subcommittee meeting	5,000	
Railroad Ave. bridge right of way study	30,000	
42107 Equipment Maintenance	\$ 130,000	\$ 110,000
Equipment service	\$ 110,000	
42108 Maintenance Structure/Imp	\$ 78,000	\$ 78,000
Janitorial services	\$ 10,000	
Various structure refurbishment	68,000	
42109 Compliance Inspections	\$ 62,000	\$ 35,000
Laboratory supplies and safety equipment	\$ 15,000	
Public outreach materials	10,000	
Sampling analysis	10,000	
42201 Office Expense	\$ 5,000	\$ 7,000
Miscellaneous office supplies	\$ 7,000	
4230X Travel and Training	\$ 7,000	\$ 28,000
42301 State Certified operators training	\$ 7,000	
42301 Class B Driver License Training	20,000	
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	\$ 10,000	\$ 10,000
	\$ 10,000	
Total Professional/Administrative Services		\$ 373,000
4310X Utilities	\$ 630,000	\$ 630,000
PG&E	\$ 620,000	
EBMUD	10,000	
Total Other Operating Expenses		\$ 630,000

Fiscal Year (FY) 2022/23 Operating and Capital Budget
Department Budgets – Public Works

44301 Fuel	\$	10,000	\$	10,000
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44302 Sludge Removal	\$	300,000	\$	250,000
Digester Cleaning	\$	250,000		
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44303 Chemicals	\$	575,000	\$	750,000
Chemicals for Plant Operations	\$	750,000		
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44304 Permit Fees	\$	129,000	\$	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	\$	100,000
Accelerated Chronic Toxicity Testing	\$	15,000		
Laboratory supplies		85,000		
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44306 Maintenance Supplies	\$	130,000	\$	200,000
	\$	200,000		
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44410 Safety Clothing	\$	20,000	\$	25,000
Laundry service for uniforms, safety shoes/boots, gloves, etc.	\$	25,000		
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Total Materials and Supplies				\$ 1,464,000
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47101 Equipment	\$	340,000	\$	340,000
Depreciation- Pinole only	\$	340,000		
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47104 Vehicles	\$	200,000	\$	125,000
Forklift	\$	-		
Portable self priming pump		125,000		
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47201 Improvements/Building	\$	528,398	\$	1,200,000
As-Built WWTP Drawings		75,000		
Blower Optimization		35,000		
Boiler Rehabilitation		45,000		
Centrifuge Feed Pump Replacement		50,000		
Digester Feed Pump Replacement		75,000		
Energy Recovery Building Roof		45,000		
Misc. Plant Improvements		75,000		
SS2002 Water Pollution Control Plant Lab Remodel		100,000		
SS2101 Second Clarifier - Center Column Rehabilitation		350,000		
SS2102 Air Release Valve Replacement		50,000		
SS2202 Replacement of Diesel Tank		150,000		
SS2203 Effluent Outfall Project Design		150,000		
<hr/>				
47205 Improvements/Street	\$	-	\$	10,382
RO2102 Tennent Ave. Rehabilitation		10,382		

Fiscal Year (FY) 2022/23 Operating and Capital Budget
Department Budgets – Public Works

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

EXPENDITURE SUMMARY

	FY 2019/20 Actual	FY 2020/21 Actual	FY 2021/22 Actual Thru Mar-22	FY 2021/22 Revised Budget	FY 2022/23 Proposed Budget	Prop to Rev \$ Change	Prop to Rev % Change
Personnel							
Salaries & Wages - 401	239,755	252,977	184,093	257,462	280,342	22,880	8%
Overtime - 402	3,293	5,318	5,276	2,692	3,319	627	19%
Employee Benefits - 410	116,495	115,501	109,275	136,654	168,125	31,471	19%
Total Personnel	359,542	373,796	298,644	396,808	451,786	54,978	12%
Services and Supplies							
Professional & Administrative Services - 42	64,541	88,227	68,145	307,984	237,984	(70,000)	-29%
Other Operating Expenses - 43	11,045	13,845	7,558	13,500	13,500	-	0%
Materials & Supplies - 44	13,548	12,054	9,358	14,700	14,700	-	0%
Total Services and Supplies	89,134	114,125	85,061	336,184	266,184	(70,000)	-26%
Capital Outlay							
Asset Acquisition/Improvement - 47	-	147,743	-	1,138,457	2,192,553	1,054,096	48%
Total Capital Outlay	-	147,743	-	1,138,457	2,192,553	1,054,096	48%
Indirect Cost Allocations							
Administrative Credits - 46121	(70,741)	(90,247)	(73,343)	(97,861)	(112,295)	(14,434)	13%
Administrative Debits - 46122	368,146	375,401	301,531	438,233	541,736	103,503	19%
IS Charges - 46124	22,948	19,259	14,258	24,681	47,155	22,475	48%
Legal Charges - 46126	2,661	855	1,621	15,000	15,000	-	0%
General Liability Insurance - 46201	11,976	12,664	15,177	12,348	15,510	3,162	20%
Total Indirect Cost Allocations	334,990	317,932	259,244	392,401	507,106	114,706	23%
Depreciation							
Depreciation Expense - 47401	123,217	101,616	198,063	-	-	-	0%
Total Depreciation	123,217	101,616	198,063	-	-	-	0%
Total	906,883	1,055,212	841,012	2,263,850	3,417,629	1,153,780	34%
MEASURE S - 2014 FUND - 106							
Asset Acquisition/Improvement - 47*	-	-	50,563	50,568	-	(50,568)	-100%
Total Measure S - 2014	-	-	50,563	50,568	-	(50,568)	-100%

Fiscal Year (FY) 2022/23 Operating and Capital Budget
Department Budgets – Public Works

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2021/22	FY 2022/23
42101 Professional Services		\$ 255,000	\$ 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
	\$ 2,500		
42201 Office Expense		\$ 150	\$ 150
Office supplies, includes reprinting of map books.	\$ 150		
42301 Travel and Training		\$ 1,000	\$ 1,000
Technical training programs for sewer maintenance, confined space entry and street safety procedures.	\$ 1,000		
42401 Memberships		\$ 1,000	\$ 1,000
Joint CWEA/WEF membership	\$ 765		
Technical publications	\$ 235		
42510 Software Purchase		\$ 8,334	\$ 8,334
Asset Management Software-annual license fee	\$ 8,334		
42511 Equipment Rent		\$ 5,000	\$ 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
44304 Permit Fee		\$ 3,000	\$ 3,000
SWRCB Permit Fee	\$ 3,000		
44410 Safety Clothing		\$ 3,700	\$ 3,700
Uniforms, coveralls, foul weather gear, gloves	\$ 3,700		
47104 Vehicles		\$ 442,200	\$ 207,700
Vacuum Truck	\$ -		
Hydro Flush Truck	207,700		
47201 Improvements		\$ 696,257	\$ 1,984,853
Deferred Collection repairs	\$ 395,000		
IN2001 Sanitary Sewer Collection System Master Plan	\$ 89,853		
SS2201 Sanitary Sewer Rehabilitation	1,500,000		

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

EXPENDITURE SUMMARY

	FY 2019/20 Actual	FY 2020/21 Actual	FY 2021/22 Actual Thru Mar-22	FY 2021/22 Revised Budget	FY 2022/23 Proposed Budget	Prop to Rev \$ Change	Prop to Rev % Change
Service and Supplies							
Professional & Administrative Services - 42	-	3,500	25	-	-	-	0%
Total Services and Supplies	-	3,500	25	-	-	-	0%
Capital Outlay							
Asset Acquisition /Improvement - 47	0	0	0	0	0	-	0%
Total Capital Outlay	-	-	-	-	-	-	0%
Indirect Cost Allocations							
Legal Charges - 46126	-	11,920	43,262	-	-	-	0%
Total Indirect Cost Allocations	-	11,920	43,262	-	-	-	0%
Depreciation							
Depreciation Expense - 47401	189,188	620,304	413,882	-	-	-	0%
Total Depreciation	189,188	620,304	413,882	-	-	-	0%
Total	189,188	635,724	457,169	-	-	-	0%

MAJOR NON-PERSONNEL EXPENSE DETAILS

	FY 2021/22	FY 2022/23
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 2019/20 Actual	FY 2020/21 Actual	FY 2021/22 Actual Thru Mar-22	FY 2021/22 Revised Budget	FY 2022/23 Proposed Budget	Prop to Rev \$ Change	Prop to Rev % Change
Service and Supplies							
Professional & Administrative Services - 42	-	-	-	-	-	-	0%
Total Services and Supplies	-	-	-	-	-	-	0%
Debt Service							
Debt Principal - 48101	-	-	329,000	997,026	1,020,383	23,357	2%
Debt Interest - 48102	612,491	621,332	191,322	612,480	591,241	(21,239)	-4%
Cost of Issuance - 48103	-	-	-	-	-	-	0%
Total Debt Service	612,491	621,332	520,322	1,609,506	1,611,624	2,118	0%
Total	612,491	621,332	520,322	1,609,506	1,611,624	2,118	0

SEWER ENTERPRISE PLANT EXPANSION FUND - 503

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

MAJOR NON-PERSONNEL EXPENSE DETAILS

	FY 2021/22	FY 2022/23
42101 Professional Services	\$ -	\$ -
Auditing Services	\$ -	
4810X Wastewater Revenue Bonds, Series 2016	\$ 518,866	\$ 522,440
48101 - Principal	\$ 341,000	
48102 - Interest	181,440	
4810X 2016 Clean Water State Revolving fund loan	\$ 518,866	\$ 1,089,184
48101 - Principal	\$ 679,383	
48102 - Interest	409,801	

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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. New to FY22/23, planning staff oversees the public art program.

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 also performs rental housing inspections on a recurring basis. 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, instituted in FY 2021/22. It coordinates with the City Manager department to create economic development strategies for the City and is 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 2021/22 Key Accomplishments

- Reorganized Community Development to improve service delivery and add housing and economic development
- Staffed a permit counter during the ever-evolving COVID-19 pandemic and shift to 100% electronic permitting
- Streamlined paperless permit processing by adjusting internal permit processing procedures
- Guided the issuance of 534 construction permits with a value of over \$9,000,000
- Performed 1,796 inspections for building, electrical, mechanical, plumbing, Title-24 and accessibility inspections for new construction, additions, and alterations of commercial, residential, and public projects
- Helped property owners in Pinole go green by implementing "Solar Tuesdays" to expedite permitting of solar projects
- Navigated and resolved a significant backlog of building permit applications with the retention of temporary permit technician services
- Developed policies and procedures related to building permit refunds, extensions and reactivations
- Secured a consultant to assist the City with contracting and implementation of a major project to upgrade and migrate the City's current TRAKiT system to the latest version and integrate eTRAKiT paperless Building, Planning, Public Works permitting
- Solicited proposals, facilitated contracting, and kicked off an update of the City's Housing and Health & Safety Elements and the creation of a new Environmental Justice Element
- Conducted a Greenhouse Gas (GHG) emission inventory which will serve as an essential foundation for a development of Climate Action Plan
- Opened 292 and closed 294 code enforcement cases
- Initiated enforcement of tobacco retailer regulations
- Prepared to file for court action to abate in several cases
- Refined the program for and performed extensive proactive weed abatement in coordination with Pinole Fire Department
- Initiated Municipal Code Amendments to clarify and improve code enforcement procedures in collaboration with the City Attorney's office

- Assisted the Redevelopment Successor Agency Division with the sale of two properties owned by the Redevelopment Successor Agency fund, located at 2361 San Pablo Avenue and 2279 Park Street.
- Developed program design parameters and launched the Pinole Perks Community Gift Card, which utilizes ARPA monies and is aimed at providing a boost to the local economy in addition to providing discounts on goods and services to Pinole community members
- Reengaged with the Chamber of Commerce by partnering on the Pinole Perks Community Gift card program
- Oversaw, with the City Manager’s Department, the development of the Comprehensive Economic Development Strategy that includes a focus on downtown redevelopment to activate the core of the community as a destination for the region

FY 2022/23 Key Priorities and Projects

- Create succession planning opportunities in the Department by establishing flexible staffing positions
- Continue to develop and refine forms, policies and procedures related to building and planning permits
- Prepare and release an RFP for professional services to streamline housing project approvals and evaluate updates to the General Plan and Three Corridors Specific Plan, a Strategic Plan item
- Complete the updates to the City’s Housing, Health and Safety and Environmental Justice Elements by May 31, 2023
- Partner with SEI to engage a Climate Corps Fellow to provide assistance for sustainability initiatives
- Prepare, adopt and begin implementation of the first Climate Action Plan
- Coordinate inspection and verify compliance with projects’ Conditions of Approval
- Conduct environmental review and monitoring for projects affecting the City of Pinole
- Coordinate with City Attorney’s office on creation and adoption of a Historical Ordinance
- Ensure that LEAP, REAP and SB2 grant funds are utilized on Housing Element related initiatives
- Update the General Plan and Three Corridors Specific Plan EIR so that high-density residential projects can utilize the EIR for project-specific CEQA clearances
- Coordinate with Public Works to partner regionally to improve and enhance transportation circulation, a Strategic Plan Strategy
- Update Title 8 of the Pinole Municipal Code to account for the 2022 Triennial Edition of the California Building Standards Code (Cal. Code Regs., Title 24) and any local amendments by December 31, 2022
- Upgrade and migrate the City’s current outdated TRAKiT system to the latest version and integrate eTRAKiT citizen portal for paperless Building, Planning, Public Works permitting, in addition to other integrations such as GIS to greatly improve customer self-service options

- Launch SolarAPP+, automating solar permitting for residential rooftop solar installations, creating efficiencies and enhancing the City’s compliance with solar permitting regulations
- Integrate the GreenHalo waste management/recycling tracking system with online permitting in order to automate the management, verification and filing of recovery reports
- Conduct a four-year review of current contracts for building permit plan check services, develop and release a request for proposals for plan check services, negotiate and implement contracts that provide the best value and service for the community
- Conduct Building and Rental Inspection and document results
- More robustly contract for seasonal weed abatement code enforcement services in order to maintain consistent proactive general code enforcement service levels
- Establish a Tobacco Retailer License fee and ensure that tobacco retailers comply with application requirements
- Implement, monitor and report successes of the Pinole Perks Community Gift Card program
- Nurture an inviting climate for doing business in Pinole
- With the City Manager department, implement the Comprehensive Economic Development Strategy Partner with regional for and non-profit housing organizations to provide an array of housing options, a Strategic Plan item
- Develop a routine reporting/dashboard mechanism for the community so that Department successes and activities are transparent

Significant Special Projects for FY 2023/24 through FY 2026/27

- 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”
- 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 2022/23 Budget

The Community Development Department budget for FY 2022/23 includes one notable change relative to the FY 2021/22 budget, which is the addition of a new position, Development Services Technician, which will be shared with Public Works. The position will administer electronic permit tracking systems and support databases critical to the departments (e.g., TRAKiT and ESRI GIS), perform regular departmental updates to the City website, serve as the records manager for both departments, facilitate public records requests and assist the Department Heads with developing and issuing RFPs, drafting and circulating contracts and amendments for signature, and maintaining records of contracts for both departments. The vacant Senior Building Inspector

position is also elevated to a Building Official who will assist in management of the Building Division.

Position Summary

Position	2018/19	2019/20	2020/21	2021/22	2022/23
Development Services Director	0.50	0.50	0.50	0.00	0.00
Community Development Director	0.00	0.00	0.00	1.00	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	0.00
Building Official	0.00	0.00	0.00	0.00	1.00
Building Inspector	0.00	0.00	1.00	1.00	0.00
Building Inspector I/II	0.00	0.00	0.00	0.00	1.00
Code Enforcement Officer	1.00	1.00	1.00	1.00	0.00
Code Enforcement Officer I/II	0.00	0.00	0.00	0.00	1.00
Permit Technician	1.48	2.00	2.00	2.00	0.00
Permit Technician I/II	0.00	0.00	0.00	0.00	2.00
Development Services Technician	0.00	0.00	0.00	0.00	0.50
Total	4.98	5.50	6.50	7.00	7.50

Fiscal Year (FY) 2022/23 Operating and Capital Budget
Department Budgets – Community Development

COMMUNITY DEVELOPMENT BUDGET SUMMARY

	FY 2019/20 Actual	FY 2020/21 Actual	FY 2021/22 Actual Thru Mar-22	FY 2021/22 Revised Budget	FY 2022/23 Proposed Budget	Prop to Rev \$ Change	Prop to Rev % Change
REVENUE / FUNDING SOURCE							
General Fund - 100	173,693	173,504	140,980	369,885	507,464	137,579	27%
Measure S 2014 - 106	43,460	-	-	20,000	20,000	-	0%
Building and Planning - 212	1,076,067	987,604	1,093,117	2,406,969	2,410,794	3,825	0%
Housing Assets for Resale - 285	69,688	44,092	85,887	228,798	327,475	98,677	30%
Recognized Obligation Retirement Fund - 750	300,640	352,370	190,948	194,899	227,378	32,479	14%
Total	1,663,548	1,557,569	1,510,932	3,220,551	3,493,111	272,560	8%
EXPENDITURES BY CATEGORY							
Personnel							
Salaries & Wages - 401	217,812	355,144	324,643	700,819	938,684	237,865	25%
Overtime - 402	621	2,042	154	1,071	12,727	11,656	92%
Employee Benefits - 410	96,449	148,375	134,254	339,828	388,394	48,566	13%
Total Personnel	314,881	505,562	459,051	1,041,718	1,339,805	298,087	22%
Services and Supplies							
Professional & Administrative Services - 42	765,107	519,166	665,337	1,476,218	1,641,346	165,128	10%
Other Operating Expenses - 43	7,295	16,236	3,704	8,150	8,150	-	0%
Materials & Supplies - 44	1,511	996	863	4,800	5,500	700	13%
Total Services and Supplies	773,914	536,398	669,904	1,489,168	1,654,996	165,828	10%
Capital Outlay							
Asset Acquisition/Improvement - 47	29,430	-	1,777	3,000	5,500	2,500	45%
Total Capital Outlay	29,430	-	1,777	3,000	5,500	2,500	0%
Indirect Cost Allocations							
Administrative Credits - 46	(9,365)	(18,046)	(247,793)	(317,057)	(416,269)	(99,212)	24%
Administrative Debits - 46	374,472	337,276	457,420	623,168	683,151	59,983	9%
IS Charges - 46	69,693	31,872	31,051	280,846	96,489	(184,357)	-191%
Legal Charges - 46	88,283	137,269	96,862	65,000	75,000	10,000	13%
General Liability Insurance - 46	22,241	27,239	42,660	34,708	54,439	19,731	36%
Total Indirect Cost Allocations	545,323	515,609	380,200	686,665	492,810	(193,855)	-39%
Operating Transfers Out - 49	-	-	-	-	-	-	0%
Total	1,663,548	1,557,569	1,510,932	3,220,551	3,493,111	272,560	8%
EXPENDITURES BY PROGRAM							
Development Services Planning - 461	449,729	432,647	488,119	1,413,110	1,334,478	(78,632)	-6%
Development Services Building - 462	645,050	565,540	608,383	1,259,535	1,226,944	(32,591)	-3%
Successor Agency to the Pinole Redevelopment - 463	300,640	352,370	190,948	194,899	227,378	32,479	14%
Housing Administration - 464	69,688	44,092	85,887	151,060	274,039	122,979	45%
Code Enforcement - 465	198,440	162,921	137,595	201,947	253,452	51,505	20%
Economic Development - 466	-	-	-	-	176,820	176,820	100%
Total	1,663,548	1,557,569	1,510,932	3,220,551	3,493,111	272,560	8%

Fiscal Year (FY) 2022/23 Operating and Capital Budget
Department Budgets – Community Development

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

EXPENDITURE SUMMARY

	FY 2019/20 Actual	FY 2020/21 Actual	FY 2021/22 Thru Mar- 22	FY 2021/22 Revised Budget	FY 2022/23 Proposed Budget	Prop to Rev \$ Change	Prop to Rev % Change
Personnel							
Salaries & Wages - 401	78,108	141,945	176,150	329,776	358,221	28,445	8%
Employee Benefits - 410	27,203	46,690	84,551	168,802	199,910	31,108	16%
Total Salary & Benefits	105,311	188,635	260,701	498,578	558,131	59,553	11%
Services and Supplies							
Professional & Administrative Services - 42	293,645	188,051	398,531	855,628	825,844	(29,784)	-4%
Other Operating Expenses - 43	1,674	2,348	850	1,550	1,550	-	0%
Materials & Supplies - 44	1,511	996	541	1,000	1,500	500	33%
Total Services and Supplies	296,831	191,394	399,922	858,178	828,894	(29,284)	-4%
Capital Outlay							
Asset Acquisition/Improvement - 47	-	-	981	2,000	2,000	-	0%
Total Capital Outlay	-	-	981	2,000	2,000	-	0%
Indirect Cost Allocations							
Administrative Credits - 46121	(9,365)	(18,046)	(218,585)	(253,610)	(269,766)	(16,156)	6%
Administrative Debits - 46122	-	6,474	10,000	-	16,906	16,906	100%
IS Charges - 46124	-	-	462	958	2,188	1,230	56%
Legal Charges - 46126	30,805	45,975	11,181	25,000	25,000	-	0%
General Liability Insurance - 46201	7,435	7,632	20,072	16,331	20,497	4,166	20%
Total Indirect Cost Allocations	28,875	42,035	(176,870)	(211,321)	(205,175)	6,146	-3%
Total	431,016	422,064	484,734	1,147,434	1,183,850	36,416	3%
GENERAL FUND - 100							
Professional & Administrative Services - 42	-	1,560	3,385	80,000	5,000	(75,000)	-1500%
Administrative Debits - 46122	4,683	9,023	-	87,938	72,192	(15,746)	-22%
Total	4,683	10,583	3,385	167,938	77,192	(15,746)	-20%
MEASURE S - 2014 FUND - 106							
Professional & Administrative Services - 42	14,030	-	-	20,000	20,000	-	0%
Total	14,030	-	-	20,000	20,000	-	0%
Housing Fund - 285							
Administrative Debits - 46122	-	-	-	77,738	53,436	(24,302)	-45%
Total	-	-	-	77,738	53,436	(24,302)	-45%

Fiscal Year (FY) 2022/23 Operating and Capital Budget
Department Budgets – Community Development

MAJOR NON-PERSONNEL EXPENSE DETAILS

	FY 2021/22	FY 2022/23
42101 Professional Services	\$ 814,216	\$ 742,350
Contract Planning Augmentation	\$ 189,000	
Environmental Review - Housing, Health & Safety	200,000	
Objective Design Standards/Historic	200,000	
Project Traffic Studies and CEQA Assistance	100,000	
Scanning/Archiving	50,000	
Translation Services	3,350	
4220X Office Expense	\$ 1,000	\$ 31,000
42201 Miscellaneous office supplies	\$ 1,000	
42202 Printing Notifications to the Community	10,000	
42203 Mailing Notifications to the Community	20,000	
4230X Travel and Training	\$ 9,000	\$ 12,600
California APA Annual Conference	\$ 1,200	
League of CA Cities Planning Commissioner Conference (Commissioners)	4,000	
League of CA Cities Planning Commissioner Conference (Staff)	1,200	
National APA Conference (virtual, staff)	700	
Mileage, Air & Hotel	4,000	
Meal Allowance	1,500	
42401 Memberships	\$ 1,000	\$ 1,482
American Institute of Certified Planners (AICP)	\$ 567	
American Planning Assoc (APA)	665	
Assoc of Environmental Planners (AEP)	250	
42504 Recruitment Costs	\$ -	\$ -
42514 Special Department Expense	\$ 30,412	\$ 38,412
Publishing Legal Notices	\$ 10,000	
PCTV Planning Commission Meetings	20,412	
Meeting Minute Preparation	8,000	
Total Professional/Administrative Services		\$ 825,844
4310X Utilities	\$ 1,550	\$ 1,550
PG&E	\$ 1,400	
EBMUD	150	
44301 Fuel	\$ 1,000	\$ 1,000
44410 Safety Clothing	\$ -	\$ 500
Uniform	500	

Fiscal Year (FY) 2022/23 Operating and Capital Budget
 Department Budgets – Community Development

General Fund - 100

42101 Professional Services	\$ 80,000	\$ -
Economic Development - Staff Support (moved to Economic Dev. Divisior	\$ -	

42514 Special Departmental	\$ -	\$ 5,000
	\$ 5,000	

MEASURE S - 2014 FUND - 106

42101 Professional Services	\$ 20,000	\$ 20,000
Business Development/Community Help Reserve	\$ 10,000	
Revitalization Reserve	10,000	

Fiscal Year (FY) 2022/23 Operating and Capital Budget
Department Budgets – Community Development

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

EXPENDITURE SUMMARY

	FY 2019/20 Actual	FY 2020/21 Actual	FY 2021/22 Actual Thru Mar-22	FY 2021/22 Revised Budget	FY 2022/23 Proposed Budget	Prop to Rev \$ Change	Prop to Rev % Change
Personnel							
Salaries & Wages - 401	84,865	96,147	85,505	284,429	466,278	181,849	39%
Overtime - 402	621	2,042	48	46	6,376	6,330	99%
Employee Benefits - 410	57,812	78,275	32,190	147,913	159,194	11,281	7%
Total Salary & Benefits	143,298	176,464	117,743	432,388	631,848	199,460	32%
Services and Supplies							
Professional & Administrative Services - 42	343,301	262,609	216,983	402,950	410,598	7,648	2%
Other Operating Expenses - 43	4,230	5,927	2,148	4,500	4,500	-	0%
Materials & Supplies - 44	-	-	-	1,300	1,500	200	13%
Total Services and Supplies	347,531	268,536	219,131	408,750	416,598	7,848	2%
Capital Outlay							
Asset Acquisition/Improvement - 47	-	-	796	1,000	3,500	2,500	0%
Total Capital Outlay	-	-	796	1,000	3,500	2,500	0%
Indirect Cost Allocations							
Administrative Credits - 46121	-	-	(29,208)	(63,447)	(146,503)	(83,056)	57%
Administrative Debits - 46122	71,516	72,697	240,541	177,826	192,343	14,517	8%
IS Charges - 46124	69,693	31,872	30,126	278,931	92,113	(186,818)	-203%
Legal Charges - 46126	2,216	536	11,939	10,000	10,000	-	0%
General Liability Insurance - 46201	10,796	15,435	17,315	14,087	27,045	12,958	48%
Total Indirect Cost Allocations	154,221	120,540	270,713	417,397	174,998	(242,399)	-139%
Total	645,050	565,540	608,383	1,259,535	1,226,944	(32,591)	-3%

Fiscal Year (FY) 2022/23 Operating and Capital Budget
Department Budgets – Community Development

MAJOR NON-PERSONNEL EXPENSE DETAILS

	FY 2021/22	FY 2022/23
42101 Professional Services	\$ 370,000	\$ 368,500
Building Code Update	15,000	
Contract Plan Check Services	300,000	
Scanning/Archiving	50,000	
Translation Services	3,500	
42106 Software Maintenance	\$ -	\$ 10,888
BlueBeam Annual Maintenance	\$ 3,800	
Green Halo (Waste Tracking)	3,288	
Misc. Software to Improve Customer Service	2,000	
R.S. Means (Valuation)	1,800	
42107 Equipment Maintenance	\$ 1,100	\$ 1,000
Equipment and vehicle maintenance	\$ 1,000	
42108 Building-Structure Maintenance	\$ 1,000	\$ 1,000
42201 Office Expense	\$ 4,000	\$ 4,000
Miscellaneous Office Expenses	4000	
4230X Travel and Training	\$ 6,200	\$ 8,400
CALBO	\$ 2,700	
Other Educational/Training	2,500	
Permit Tech Certification	300	
Mileage, Air & Hotel	2,500	
Meal Allowance	400	
42401 Memberships	\$ 1,650	\$ 730
California Building Officials (CALBO)	\$ 215	
Electrical Inspectors IAEI	120	
Mechanical and Plumbing Officials (IAMPO)	70	
ICC (General & Local)	325	
42402 Subscriptions	\$ -	\$ 6,080
2022 Code Cycle Publications	\$ 5,500	
CALDAG (AD) Publication	80	
Permit Tech Publications	500	
42501 Bank Fees	\$ 10,000	\$ 10,000
Credit card charges		
42514 Special Department Expense	\$ 9,000	\$ -
Updates of the assessor parcel information	\$ -	
Blueprints and permits to be scanned.	-	
Total Professional/Administrative Services		\$ 410,598

Fiscal Year (FY) 2022/23 Operating and Capital Budget
Department Budgets – Community Development

4310X Utilities	\$	4,500	\$	4,500
PG&E	\$	4,000		
EBMUD		500		
44410 Safety Clothing	\$	1,300	\$	1,500
Clothing/Uniforms	\$	1,000		
Small tools	\$	500		
47103 Furniture	\$	1,000	\$	2,000
Ergonomic Chairs	\$	1,000		
Standing Desk		1,000		
47106 Computer Equipment (not-capitalized)	\$	-	\$	1,500
Tablet for Inspector	\$	1,500		

Fiscal Year (FY) 2022/23 Operating and Capital Budget
Department Budgets – Community Development

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

EXPENDITURE SUMMARY

	FY 2019/20 Actual	FY 2020/21 Actual	FY 2021/22 Actual Thru Mar-22	FY 2021/22 Revised Budget	FY 2022/23 Proposed Budget	Prop to Rev \$ Change	Prop to Rev % Change
Services and Supplies							
Professional & Administrative Services - 42	17,553	88,720	14,293	15,720	17,000	1,280	8%
Other Operating Expenses - 43	-	6,011	-	-	-	-	0%
Total Services and Supplies	17,553	94,731	14,293	15,720	17,000	1,280	0%
Indirect Cost Allocations							
Administrative Debits - 46122	240,375	188,704	117,484	169,179	190,378	21,199	11%
Legal Charges - 46126	42,713	68,935	59,171	10,000	20,000	10,000	50%
Total Indirect Cost Allocations	283,088	257,638	176,655	179,179	210,378	31,199	15%
Total	300,640	352,370	190,948	194,899	227,378	32,479	14%

MAJOR NON-PERSONNEL EXPENSE DETAILS

	FY 2021/22	FY 2022/23
42101 Professional Services	\$ 15,720	\$ 17,000
Amerinational Loan Servicing	\$ 900	
Auditing Services	1,680	
Bond Indenture Fees	4,640	
HDL Financial Reporting	9,780	
46126 Legal Charges	\$ 10,000	\$ 20,000
Estimated legal costs	\$ 20,000	

Fiscal Year (FY) 2022/23 Operating and Capital Budget
Department Budgets – Community Development

HOUSING ASSETS FUND - 285
HOUSING ADMINISTRATION - 464

EXPENDITURE SUMMARY

	FY 2019/20 Actual	FY 2020/21 Actual	FY 2021/22 Actual Thru Mar-22	FY 2021/22 Revised Budget	FY 2022/23 Proposed Budget	Prop to Rev \$ Change	Prop to Rev % Change
Services and Supplies							
Professional & Administrative Services - 42	1,672	(21,774)	22,688	81,920	200,000	118,080	59%
Other Operating Expenses - 43	1,390	1,951	706	2,100	2,100	-	0%
Total Services and Supplies	3,063	(19,823)	23,394	84,020	202,100	118,080	58%
Indirect Cost Allocations							
Administrative Debits - 46122	57,898	60,378	60,186	47,040	51,939	4,899	9%
Legal Charges - 41427	8,728	3,536	2,307	20,000	20,000	-	0%
Total Indirect Cost Allocations	66,626	63,914	62,493	67,040	71,939	4,899	7%
Transfers Out - 49901	-	-	-	-	-	-	0%
Total	69,688	44,092	85,887	151,060	274,039	122,979	45%

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2021/22	FY 2022/23
42101 Professional Services		\$ 81,920	\$ 200,000
Professional Services	\$ 200,000		
4310X Utilities		\$ 2,100	\$ 2,100
PG&E	\$ 2,000		
EBMUD	100		

Fiscal Year (FY) 2022/23 Operating and Capital Budget
Department Budgets – Community Development

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

EXPENDITURE SUMMARY

	FY 2019/20 Actual	FY 2020/21 Actual	FY 2021/22 Actual Thru Mar-22	FY 2021/22 Revised Budget	FY 2022/23 Proposed Budget	Prop to Rev \$ Change	Prop to Rev % Change
Personnel							
Salaries & Wages - 401	54,839	117,052	62,987	86,614	114,185	27,571	24%
Overtime - 402	-	-	106	1,025	6,351	5,326	84%
Employee Benefits - 410	11,434	23,410	17,513	23,113	29,290	6,177	21%
Total Salary & Benefits	66,272	140,463	80,607	110,752	149,826	39,074	26%
Services and Supplies							
Professional & Administrative Services - 42	94,907	-	9,457	20,000	75,145	55,145	73%
Materials & Supplies - 44	-	-	322	2,500	2,500	-	0%
Total Services and Supplies	94,907	-	9,779	22,500	77,645	55,145	71%
Indirect Cost Allocations							
Administrative Debits - 46122	-	-	29,208	63,447	16,896	(46,551)	-276%
IS Charges - 46124	-	-	462	958	2,188	1,230	56%
Legal Charges - 46126	3,822	18,288	12,265	-	-	-	0%
General Liability Insurance - 46201	4,009	4,171	5,273	4,290	6,897	2,607	38%
Total Indirect Cost Allocations	7,831	22,459	47,209	68,695	25,981	(42,714)	-164%
Total	169,010	162,921	137,595	201,947	253,452	51,505	20%
MEASURE S - 2014 FUND - 106							
Asset Acquisition/Improvement - 47	29,430	-	-	-	-	-	0%
Total	29,430	-	-	-	-	-	0%

MAJOR NON-PERSONNEL EXPENSE DETAILS

	FY 2021/22	FY 2022/23
42101 Professional Services	\$ 8,000	\$ 38,350
Seasonal Weed Abatement	\$ 35,000	
Translation Services	3,350	
4220X Office Expense	\$ 3,000	\$ 3,000
42201 Misc. Office Expense	\$ 1,000	
42202 Printing & Binding	2,000	
4230X Travel & Training	\$ 3,000	\$ 3,700
42301 Conference registration	\$ 2,000	
42302 Mileage Air & Hotel	1,500	
42303 Meal Allowance	200	
42401 Memberships	\$ -	\$ 95
CACEO Membership	\$ 95	
42512 Abatement	\$ 6,000	\$ 30,000
Abatement Services	\$ 30,000	
44301 Fuel	\$ 2,000	\$ 2,000
	\$ 2,000	
44410 Safety Clothing	\$ 500	\$ 500
	\$ 500	

Fiscal Year (FY) 2022/23 Operating and Capital Budget
 Department Budgets – Community Development

GENERAL FUND - 100
ECONOMIC DEVELOPMENT - 466

EXPENDITURE SUMMARY

	FY 2019/20 Actual	FY 2020/21 Actual	FY 2021/22 Actual Thru Mar-22	FY 2021/22 Revised Budget	FY 2022/23 Proposed Budget	Prop to Rev \$ Change	Prop to Rev % Change
Services and Supplies							
Professional & Administrative Services - 42	-	-	-	-	87,759	87,759	100%
Materials & Supplies - 44	-	-	-	-	-	-	0%
Total Services and Supplies	-	-	-	-	87,759	87,759	100%
Indirect Cost Allocations							
Administrative Debits - 46122	-	-	-	-	89,061	89,061	100%
IS Charges - 46124	-	-	-	-	-	-	0%
Legal Charges - 46126	-	-	-	-	-	-	0%
General Liability Insurance - 46201	-	-	-	-	-	-	0%
Total Indirect Cost Allocations	-	-	-	-	89,061	89,061	100%
Total	-	-	-	-	176,820	176,820	100%

MAJOR NON-PERSONNEL EXPENSE DETAILS

	FY 2021/22	FY 2022/23
42101 Professional Services	\$ -	\$ 80,000
Economic Development - Staff Support	\$ 80,000	
42401 Memberships	\$ -	\$ 6,259
CALED Annual Membership	\$ 350	
Chamber of Commerce Community Champion Sponsorship	\$ 2,500	
East Bay EDA	\$ 3,409	

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

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 serves 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 coordinates 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 preschool program with a dedicated facility that provides a high-quality, part-time recreational, social, and educational experience for children ages 3½ to 5 years. The Youth Center provides a variety of enrichment classes, sports, and specialty camps for children ages 5 to 12. 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 leases 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 opens the pool for community use during summer months, and also conducts 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 station, 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 oversees the contracts that the City has with the County for library and animal control. 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 manages the contract with the Pacific Coast Farmers Market Association, partnership with the Food Bank of Contra Costa and Solano and implementation of the tobacco grant. The collaboration with the Food Bank of Contra Costa and Solano has become a permanent monthly event. Staff and volunteers distribute fresh and non-perishable food to the community. 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 received a grant in FY 2021/22 to implement a youth peer to peer education

program to prevent the use 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 2021/22 Key Accomplishments

- Created a reopening plan to resume in-person programs the Senior Center, Youth Center and Tiny Tots during the pandemic
- Maintained operations during the COVID-19 pandemic, through in-person programs, community special events as well as the creation of opportunities for community engagement during the pandemic
- Staff implemented a to-go lunch program and food fundraiser at the Senior Center.
- Implementation of safe and fun monthly drive-thru food distribution with over 225 participants per event in partnership with the Food Bank of Contra Costa and Solano
- The parks, baseball fields, and tennis courts provided a gathering space and 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
- Worked with clients for major operations and equipment overhauls due to their respective in-person hybrid meeting plans
- Re-designed and overcame equipment availabilities shortages related to the Council Chambers audio rebuild

FY 2022/23 Key Priorities and Projects

- Reopen recreation programs to full capacity prior to pandemic
- Update of existing outdated equipment allowing for High Definition (HD) Wide Screen resolution pending Comcast's upgrade of their system
- Develop plans to update the Council Chambers to a High Definition (HD) Wide Screen operation and display

Significant Special Projects for FY 2023/24 through FY 2026/27

- 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
- Implementation of the anti-tobacco youth program
- Enhancement of broadcasting option to include as many forms of communication as practical, such as the internet and social media, where appropriate
- Update existing outdated equipment to allow for High Definition (HD) Wide Screen resolution pending Comcast's upgrade of their system

Major Changes in FY 2022/23 Budget

There are two major changes in FY 2022/23. First, a new recreation coordinator position will be added to support the implementation of the anti-tobacco youth program and support the department’s various divisions. Second, the Senior Center has included two major renovation projects for this fiscal year. The projects will include the replacement of the floor in the main hall (\$60,000 budgeted in the Public Works budget) and the replacement of some outdated appliances in the kitchen.

Position Summary

Position	2018/19	2019/20	2020/21	2021/22	2022/23
Community Services Director	0.00	0.00	0.00	1.00	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	3.50
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	15.25	16.15

Fiscal Year (FY) 2022/23 Operating and Capital Budget
Department Budgets – Community Services

COMMUNITY SERVICES BUDGET SUMMARY

	FY 2019/20 Actual	FY 2020/21 Actual	FY 2021/22 Actual Thru Mar-22	FY 2021/22 Revised Budget	FY 2022/23 Proposed Budget	Prop to Rev \$ Change	Prop to Rev % Change
REVENUE / FUNDING SOURCE							
General Fund - 106	-	-	135,359	427,025	454,022	26,997	6%
Measure S 2014 - 106	14,593	8,727	-	71,157	21,850	(49,307)	-226%
Recreation Fund - 209	1,000,178	815,329	936,917	1,542,048	1,918,035	375,987	20%
Cable Access TV Fund - 505	374,875	391,792	336,793	570,765	646,780	76,015	12%
Total	1,389,646	1,215,847	1,409,069	2,610,995	3,040,687	429,692	14%

EXPENDITURES BY CATEGORY

Personnel

Salaries & Wages - 401	506,547	476,113	655,218	954,279	1,038,101	83,822	8%
Overtime - 402	3,096	573	936	4,000	4,000	-	0%
Employee Benefits - 410	286,731	283,472	304,263	447,587	538,879	91,292	17%
Total Personnel	796,375	760,158	960,418	1,405,866	1,580,980	175,114	11%

Services and Supplies

Professional & Administrative Services - 42	167,446	146,775	213,988	722,394	786,075	63,681	8%
Other Operating Expenses - 43	227,916	72,938	130,906	241,515	272,110	30,595	11%
Materials & Supplies - 44	400	108	3,593	900	7,041	6,141	87%
Total Services and Supplies	395,762	219,821	348,487	964,810	1,065,226	100,417	9%

Capital Outlay

Asset Acquisition/Improvement - 47	47,921	11,125	21,385	146,439	191,337	44,898	23%
Total Capital Outlay	47,921	11,125	21,385	146,439	191,337	44,898	23%

Indirect Cost Allocations

Administrative Credits - 46	-	(20,222)	(178,514)	(270,607)	(242,713)	27,894	-11%
Administrative Debits - 46	-	121,976	146,071	230,719	242,713	11,994	5%
IS Charges - 46	70,651	80,950	52,817	86,399	142,934	56,536	40%
Legal Charges - 46	43,843	5,449	1,200	1,000	1,250	250	20%
General Liability Insurance - 46	35,094	36,201	56,995	46,370	58,960	12,590	21%
Total Indirect Cost Allocations	149,589	224,354	78,569	93,881	203,144	109,264	54%

Total

1,389,646	1,215,457	1,408,859	2,610,995	3,040,687	429,692	14%
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EXPENDITURES BY PROGRAM

Recreation Administration - 551	187,153	273,358	586,577	961,679	1,149,012	187,334	16%
Senior Center - 552	438,539	201,229	244,131	507,026	586,673	79,647	14%
Tiny Tots - 553	147,990	102,120	102,325	152,694	179,271	26,577	15%
Youth Center - 554	140,656	119,284	79,636	226,749	257,068	30,318	12%
Daycamp Program - 555	2,087	20,453	16,451	64,315	74,116	9,801	13%
Swim Center - 557	81,400	88,099	36,500	111,167	126,917	15,750	12%
Memorial Hall - 558	10,587	13,214	3,203	10,900	14,200	3,300	23%
Tennis - 559	6,359	6,300	3,452	5,700	6,650	950	14%
Cable Access TV City Services - 119	374,875	391,792	239,428	375,700	444,432	68,732	15%
Cable Access TV Community Budget - 120	-	-	-	4,571	4,642	71	2%
Cable Access TV Contract Services - 121	-	-	97,365	190,494	197,707	7,213	4%
Total	1,389,646	1,215,847	1,409,069	2,610,995	3,040,687	429,692	14%

Fiscal Year (FY) 2022/23 Operating and Capital Budget
Department Budgets – Community Services

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

EXPENDITURE SUMMARY

	FY 2019/20 Actual	FY 2020/21 Actual	FY 2021/22 Actual Thru Mar-22	FY 2021/22 Revised Budget	FY 2022/23 Proposed Budget	Prop to Rev \$ Change	Prop to Rev % Change
Personnel							
Salaries & Wages - 401	79,034	85,227	339,218	343,231	345,938	2,707	1%
Overtime - 402	-	-	-	-	-	-	0%
Employee Benefits - 410	37,365	36,630	102,456	169,372	203,866	34,494	17%
Total Personnel	116,399	121,857	441,674	512,603	549,804	37,201	7%
Services and Supplies							
Professional & Administrative Services - 42	15,301	15,842	17,577	26,511	58,049	31,538	54%
Other Operating Expenses - 43	-	-	-	-	-	-	0%
Total Services and Supplies	15,301	15,842	17,577	26,511	58,049	31,538	54%
Indirect Cost Allocations							
Admin Debits - 46122	-	67,836	-	-	-	-	0%
Admin Credits - 46121	-	-	(64,886)	(79,780)	(28,900)	50,880	-176%
IS Charges - 46124	49,887	62,029	35,561	58,680	96,243	37,564	39%
Legal Charges - 46126	1,498	1,764	840	-	-	-	0%
General Liability Insurance - 46201	4,067	4,031	20,453	16,640	19,794	3,154	16%
Total Indirect Cost Allocations	55,453	135,659	(8,033)	(4,460)	87,137	91,598	105%
Total	187,153	273,358	451,219	534,654	694,990	160,337	23%
General Fund 100							
Professional & Administrative Services - 42	-	-	135,359	427,025	454,022	26,997	6%
Total	-	-	135,359	427,025	454,022	26,997	6%

Fiscal Year (FY) 2022/23 Operating and Capital Budget
Department Budgets – Community Services

MAJOR NON-PERSONNEL EXPENSE DETAILS

	FY 2021/22	FY 2022/23
42101 Professional Services	\$ 1,346	\$ 1,181
Broadcast Music/ASCAP Services	1,181	
 42201 Office Expense	 \$ -	 \$ 800
	\$ 800	
 4230X Travel, Training & Meeting Costs	 \$ 3,740	 \$ 4,200
Travel & Training/Conf-Registration	\$ 1,500	
Travel & Training/Mileage, Air	2,500	
Travel & Training/Meal Allowance	200	
 42401 Memberships	 \$ -	 \$ 165
CPRS Membership (<i>moved from Prof Svcs</i>)	165	
 42501 Bank Fees	 \$ 300	 \$ 500
 42514 Special Department Expense	 \$ 7,075	 \$ 28,903
Community Services Commission Broadcast Fee	\$ 16,200	
Postage Machine	100	
Recreation Activity Guide, Summer Postcard	11,000	
Staff T-Shirts	500	
Tobacco Grant Administrative Costs	1,103	
 42515 Special Events	 \$ 14,050	 \$ 22,300
Community Service Commission Events	\$ 4,000	
Expenses for Movies and Sounds in the Park	9,300	
Replacement of Holiday Tree Ornaments and Tree Top	4,000	
Tree Lighting	3,500	
Tobacco Grant Community Events	1,500	
 General Fund 100		
42101 Professional Services	\$ 312,025	\$ 320,522
Architectural Drawings (Faria House)	\$ 21,000	
Animal Control Services	154,371	
Library Services reimbursement agreement -40 Base	131,051	
Mural maintenance	10,100	
WCCUSD Summer Intern	4,000	
<i>(professional services previously in General Government)</i>		
 42511 Equipment Rent	 \$ -	 \$ 3,500
Restroom Services Farmers Market & PVP (<i>moved from General Gov't</i>)	\$ 3,500	
 42515 Special Events	 \$ 115,000	 \$ 130,000
Annual Car Show	\$ 30,000	
Other City Events	100,000	

Fiscal Year (FY) 2022/23 Operating and Capital Budget
Department Budgets – Community Services

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

EXPENDITURE SUMMARY

	FY 2019/20 Actual	FY 2020/21 Actual	FY 2021/22 Actual Thru Mar-22	FY 2021/22 Revised Budget	FY 2022/23 Proposed Budget	Prop to Rev \$ Change	Prop to Rev % Change
Personnel							
Salaries & Wages - 401	115,778	91,704	81,647	167,083	185,696	18,613	10%
Overtime - 402	-	-	-	-	-	-	0%
Employee Benefits - 410	56,586	44,006	38,440	51,925	64,933	13,008	20%
Total Personnel	172,364	135,710	120,087	219,008	250,629	31,621	13%
Services and Supplies							
Professional & Administrative Services - 42	28,413	16,685	13,082	34,540	31,143	(3,397)	-11%
Other Operating Expenses - 43	187,289	39,321	100,230	178,820	190,065	11,246	6%
Materials & Supplies - 44	-	-	275	-	2,211	2,211	100%
Total Services and Supplies	215,702	56,006	113,586	213,360	223,419	10,059	5%
Capital Outlay							
Asset Acquisition/Improvement - 47	-	-	288	7,678	94,500	86,823	92%
Total Capital Outlay	-	-	288	7,678	94,500	86,823	92%
Indirect Cost Allocations							
Legal Charges - 46126	42,345	1,056	-	500	500	-	0%
General Liability Insurance - 46201	8,128	8,458	10,170	8,274	10,625	2,351	22%
Total Indirect Cost Allocations	50,474	9,514	10,170	8,774	11,125	2,351	21%
Transfers Out - 49901	-	-	-	-	-	-	0%
Total	438,539	201,229	244,131	448,819	579,673	130,854	23%
MEASURE S - 2014 FUND - 106							
Asset Acquisition/Improvement - 47	-	-	-	58,207	7,000	(51,207)	-100%
Total	-	-	-	58,207	7,000	(51,207)	-100%

MAJOR NON-PERSONNEL EXPENSE DETAILS

	FY 2021/22	FY 2022/23
42101 Professional Services	\$ 1,785	\$ 1,520
Staff Training	520	
WCCUSD Transition Program	1,000	
42107 Equipment Maintenance	\$ 3,650	\$ 3,650
Fire Extinguisher Maintenance	650	
Fridge/Freezer Maintenance	2,000	
Other Maintenance	1,000	

Fiscal Year (FY) 2022/23 Operating and Capital Budget
Department Budgets – Community Services

42108 Maintenance Structure/Imp	\$	21,609	\$	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	\$	1,200	\$	1,200
Office supplies, paper flyers, and tickets	\$	1,200		
42401 Memberships	\$	-	\$	259
CPRS Membership	\$	150		
Sams Club		109		
42501 Bank Fee	\$	2,400	\$	2,400
42510 Software Purchase	\$	-	\$	194
Zoom	\$	194		
42514 Special Department Expense	\$	3,896	\$	311
Inspection fees	\$	311		
Total Professional/Administrative Services			\$	31,143
4310X Utilities	\$	57,000	\$	57,000
Gas and Electric	\$	47,000		
Water		10,000		
4320X Taxes	\$	2,300	\$	10,756
Taxes/Property Tax	\$	10,756		
43802 Class Fees	\$	20,980	\$	20,980
Instructor Fees		20,600		
Pool Felt		380		
43803 Personal Service	\$	-	\$	500
WestCat tickets (reimbursed when sold)	\$	500		
43804 Food Program	\$	57,850	\$	57,850
Food Expense		44,000		
Kitchen Maintenance		12,850		
Snack Bar		1,000		
43805 Travel	\$	7,200	\$	7,200
43806 Dance Program	\$	4,260	\$	4,260
Entertainment - CW line dance	\$	3,180		
Entertainment - Ballroom		1,080		
43807 Fundraising	\$	4,000	\$	11,600
Food Fundraiser	\$	10,000		
Outdoor Craft Fair		600		
PCS Cookbook		1000		

Fiscal Year (FY) 2022/23 Operating and Capital Budget
Department Budgets – Community Services

43808 Gift Shop Sales	\$	900	\$	900
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43809 Newsletter	\$	8,540	\$	8,540
Monthly Newsletter	\$	5,000		
Newsletter monthly postage		3,240		
Newsletter annual bulk mail		300		
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43810 Center Maintenance	\$	12,790	\$	7,979
Kitchen janitorial service		6,508		
Misc. center maintenance		272		
Trap service		1,200		
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43811 Supplies	\$	3,000	\$	2,500
Misc. Program Supplies & PPE	\$	2,500		
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Total Other Operating Expenses				\$ 190,065
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44304 Permit Fee	\$	-	\$	1,711
Health Permit	\$	1,711		
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44306 Maintenance Supplies	\$	-	\$	500
	\$	500		
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4710X Furniture Fixtures & Equipment	\$	5,463	\$	22,500
47101 SC Renovation Project: Kitchen Equipment Replacement	\$	20,000		
47105 Other Misc. Equipment		1,000		
47105 2 Laptops and Scanner for Front Desk		1,500		
<hr/>				
47103 FF&E/Furniture	\$	2,215	\$	-
	\$	-		
<hr/>				
47201 Improvements/Building	\$	-	\$	72,000
SC Renovation Project: Main Hall Flooring	\$	72,000		
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MEASURE S - 2014 FUND - 106				
47101 FF&E/Equipment	\$	58,207	\$	7,000
Senior Center Dishwasher (<i>caryforward</i>)	\$	7,000		
Senior Center Chair Replacement		-		

Fiscal Year (FY) 2022/23 Operating and Capital Budget
 Department Budgets – Community Services

RECREATION FUND - 209
TINY TOTS - 553

EXPENDITURE SUMMARY

	FY 2019/20 Actual	FY 2020/21 Actual	FY 2021/22 Actual Thru Mar-22	FY 2021/22 Revised Budget	FY 2022/23 Proposed Budget	Prop to Rev \$ Change	Prop to Rev % Change
Personnel							
Salaries & Wages - 401	77,121	58,700	54,340	88,537	97,496	8,959	9%
Overtime - 402	-	-	-	-	-	-	0%
Employee Benefits - 410	29,935	28,313	24,049	31,586	39,694	8,108	20%
Total Personnel	107,057	87,013	78,389	120,123	137,190	17,067	12%
Services and Supplies							
Professional & Administrative Services - 42	18,645	10,566	14,024	21,515	23,708	2,193	9%
Other Operating Expenses - 43	3,675	360	4,527	3,800	4,886	1,086	22%
Materials and Supplies - 44	-	-	97	-	30	30	100%
Total Services and Supplies	22,320	10,925	18,648	25,315	28,624	3,309	12%
Capital Outlay							
Asset Acquisition/Improvement - 47	-	-	-	200	3,100	2,900	94%
Total Capital Outlay	-	-	-	200	3,100	2,900	94%
Indirect Cost Allocations							
Legal Charges - 46126	-	-	240	-	250	250	100%
General Liability Insurance - 46201	4,019	4,182	5,047	4,106	5,257	1,151	22%
Total Indirect Cost Allocations	4,019	4,182	5,287	4,106	5,507	1,401	25%
Total	133,396	102,120	102,325	149,744	174,421	24,677	14%
MEASURE S - 2014 FUND - 106							
Asset Acquisition/Improvement - 47	14,593	-	-	2,950	4,850	1,900	39%
Total	14,593	-	-	2,950	4,850	1,900	39%

Fiscal Year (FY) 2022/23 Operating and Capital Budget
Department Budgets – Community Services

MAJOR NON-PERSONNEL EXPENSE DETAILS

	FY 2021/22	FY 2022/23
42107 Equipment Maintenance	\$ 300	\$ 300
Copier and other equipment maintenance	\$ 300	
42108 Maintenance Structure/Imp	\$ 10,303	\$ 12,496
Alarm Monitoring	1,026	
Countertops	1,000	
Building Maintenance	500	
HVAC Maintenance	300	
Janitorial (3 times weekly and annual deep clean)	6,360	
Landscape Maintenance	2,472	
Pest Control	388	
Sanitary Supplies	450	
42201 Office Expense	\$ 1,500	\$ 1,500
Toner, ink, other office supplies	\$ 1,500	
42302 Travel & Training	\$ 500	\$ 500
CPR staff training	\$ 500	
42501 Bank Fees	\$ 4,200	\$ 4,200
42514 Special Department Expense	\$ 4,712	\$ 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		\$ 23,708
4310X Utilities	\$ 1,000	\$ 1,200
Gas and Electric	\$ 1,000	
Water	200	
43201 Property Tax	\$ 2,800	\$ 3,686
44306 Maintenance Supplies	\$ -	\$ 30
Misc. Maintenance Supplies	\$ 30	
4710X Furniture Fixtures & Equipment	\$ 200	\$ 3,100
47105 Tiny Tots dishwasher replacement	\$ 200	
47107 Portable Sink	\$ 2,900	
 MEASURE S - 2014 FUND - 106		
47103 FF&E/Furniture	\$ 2,950	\$ 4,850
Tiny Tots dishwasher replacement	\$ 550	
Tiny Tots outdoor shade	2,400	
Tiny Tots Countertop	1,900	

Fiscal Year (FY) 2022/23 Operating and Capital Budget
Department Budgets – Community Services

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

EXPENDITURE SUMMARY

	FY 2019/20 Actual	FY 2020/21 Actual	FY 2021/22 Actual Thru Mar-22	FY 2021/22 Revised Budget	FY 2022/23 Proposed Budget	Prop to Rev \$ Change	Prop to Rev % Change
Personnel							
Salaries & Wages - 401	63,438	56,606	42,262	162,386	171,991	9,605	6%
Overtime - 402	-	-	-	-	-	-	0%
Employee Benefits - 410	40,897	37,198	29,890	46,837	52,193	5,356	10%
Total Personnel	104,336	93,803	72,152	209,223	224,184	14,961	7%
Services and Supplies							
Professional & Administrative Services - 42	20,211	22,746	11,622	28,763	32,118	3,354	10%
Other Operating Expenses - 43	8,039	3,453	2,145	16,304	19,795	3,491	18%
Materials & Supplies - 44	19	-	97	400	1,600	1,200	75%
Total Services and Supplies	28,269	26,200	13,864	45,467	53,513	8,045	15%
Capital Outlay							
Asset Acquisition/Improvement - 47	-	2,398	-	4,709	15,000	10,291	69%
Total Capital Outlay	-	2,398	-	4,709	15,000	10,291	69%
Indirect Cost Allocations							
Administrative Credits - 46121	-	(20,222)	(16,263)	(50,691)	(55,470)	(4,779)	9%
Legal Charges - 46126	-	-	-	-	-	-	0%
General Liability Insurance - 46201	8,052	8,378	9,884	8,041	9,841	1,800	18%
Total Indirect Cost Allocations	8,052	(11,844)	(6,380)	(42,650)	(45,629)	(2,979)	7%
Total	140,656	110,557	79,636	216,749	247,068	30,318	12%
MEASURE S - 2014 FUND - 106							
Asset Acquisition/Improvement - 47	-	8,727	-	10,000	10,000	-	0%
Total	-	8,727	-	10,000	10,000	-	0%

Fiscal Year (FY) 2022/23 Operating and Capital Budget
Department Budgets – Community Services

MAJOR NON-PERSONNEL EXPENSE DETAILS

	FY 2021/22	FY 2022/23
42107 Equipment Maintenance	\$ 1,000	\$ 1,000
Vehicle Maintenance	\$ 1,000	
42108 Maintenance Structure/Imp	\$ 21,778	\$ 22,083
Building Maintenance	\$ 9,980	
Elevator Maintenance	2,500	
Fire Extinguisher Maintenance	160	
Fire Sprinkler Inspection	950	
Janitorial Service	5,805	
JanPro floor cleaning	1,207	
Misc. other supplies	1,000	
Pest Control	480	
42201 Office Expense	\$ 450	\$ 500
Miscellaneous Office Supplies	\$ 500	
4230X Travel and Training	\$ 1,870	\$ 1,870
CPRS Conf. Registration	\$ 650	
Milage, Air & Hotel	\$ 1,160	
Meal Allowance	\$ 60	
42401 Memberships	\$ 165	\$ 165
CPRS Membership	\$ 165	
42501 Bank Fees	\$ 1,000	\$ 1,500
Credit Card Transaction Fees	\$ 1,500	
42504 Recruitment Costs	\$ -	\$ -
42514 Special Department Expense	\$ 2,500	\$ -
<i>(Moved to Spec Events & Permit Fee)</i>		
42515 Special Events	\$ -	\$ 5,000
Egg Hunt	\$ 1,500	
Halloween/Fall Event	1,000	
National Night Out	1,000	
Promotional Program Events	1,500	
Total Professional/Administrative Services	\$ 32,118	
4310X Utilities	\$ 5,100	\$ 5,100
Gas and Electric	\$ 4,600	
Water	500	
42301 Property Taxes	\$ 1,200	\$ 1,200

Fiscal Year (FY) 2022/23 Operating and Capital Budget
Department Budgets – Community Services

43812 Youth Center		\$ 10,004	\$ 13,495
Instructor invoices	\$ 12,495		
Program supplies	1,000		
	Total Other Operating Expenses		\$ 19,795
44301 Fuel		\$ 400	\$ 400
44304 Permit Fee		\$ -	\$ 1,200
Health Permit	\$ 1,200		
47101 FF&E/Equipment		\$ 4,709	\$ 15,000
Replacement of vinyl floor at Youth Center	\$ 15,000		
MEASURE S - 2014 FUND - 106			
47101 FF&E/Equipment		\$ 10,000	\$ 10,000
Replace vinyl floor at Youth Center	\$ 10,000		

Fiscal Year (FY) 2022/23 Operating and Capital Budget
 Department Budgets – Community Services

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

EXPENDITURE SUMMARY

	FY 2019/20 Actual	FY 2020/21 Actual	FY 2021/22 Actual Thru Mar-22	FY 2021/22 Revised Budget	FY 2022/23 Proposed Budget	Prop to Rev \$ Change	Prop to Rev % Change
Services and Supplies							
Professional & Administrative Services - 42	656	231	188	500	500	-	0%
Other Operating Expenses - 43	1,379	-	-	12,974	18,046	5,072	28%
Materials & Supplies - 44	51	-	-	150	100	(50)	-50%
Total Services and Supplies	2,087	231	188	13,624	18,646	5,022	27%
Capital Outlay							
Asset Acquisition/Improvement - 47	-	-	-	-	-	-	0%
Total Capital Outlay	-	-	-	-	-	-	0%
Indirect Cost Allocations							
Administrative Credits - 46121	-	-	-	-	-	-	0%
Administrative Debits - 46122	-	20,222	16,263	50,691	55,470	4,779	9%
Total Indirect Cost Allocations	-	20,222	16,263	50,691	55,470	4,779	9%
Total	2,087	20,453	16,451	64,315	74,116	9,801	13%

MAJOR NON-PERSONNEL EXPENSE DETAILS

	FY 2021/22	FY 2022/23
42501 Recreation Bank Fee Day Camp	\$ 500	\$ 500
Credit Card Charges	\$ 500	-
43801 Program Costs/Youth Center	\$ 12,974	\$ 18,046
Program Supplies	\$ 1,000	
Instructor Invoices	17,046	
4430X Other Supplies and Materials	\$ 150	\$ 100
Other Mat & Sup/Fuel	100	

Fiscal Year (FY) 2022/23 Operating and Capital Budget
Department Budgets – Community Services

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

EXPENDITURE SUMMARY

	FY 2019/20 Actual	FY 2020/21 Actual	FY 2021/22 Actual Thru Mar-22	FY 2021/22 Revised Budget	FY 2022/23 Proposed Budget	Prop to Rev \$ Change	Prop to Rev % Change
Services and Supplies							
Professional & Administrative Services - 42	71,418	69,903	17,231	96,167	94,167	(2,000)	-2%
Other Operating Expenses - 43	9,983	16,492	16,336	14,500	23,000	8,500	37%
Materials & Supplies - 44	-	-	2,933	-	2,750	2,750	100%
Total Services and Supplies	81,400	86,396	36,500	110,667	119,917	9,250	8%
Capital Outlay							
Asset Acquisition/Improvement - 47	-	-	-	-	6,500	6,500	100%
Total Capital Outlay	-	-	-	-	6,500	6,500	100%
Indirect Cost Allocations							
Administrative Credits - 46121	-	-	-	-	-	-	0%
Legal Charges - 46126	-	1,703	-	500	500	-	0%
Total Indirect Cost Allocations	-	1,703	-	500	500	-	0%
Total	81,400	88,099	36,500	111,167	126,917	15,750	108%

MAJOR NON-PERSONNEL EXPENSE DETAILS

	FY 2021/22	FY 2022/23
42101 Professional Services	\$ 62,517	\$ 62,517
Swim Center Operations Contract	\$ 62,517	
42108 Maintenance Structure/Imp	\$ 31,150	\$ 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	
42501 Bank Fees	\$ -	\$ 500
Credit Card Processing Fees	\$ 500	
42514 Special Department Expense	\$ 2,500	\$ -
(moved to permit fee)	\$ -	
Total Professional/Administrative Services	\$ 93,667	
4310X Utilities	\$ 11,700	\$ 19,000
43103 Gas and Electric	\$ 12,000	
43102 Water	7,000	
43201 Property Taxes	\$ 2,800	\$ 4,000
44304 Permit Fee	\$ -	\$ 2,750
Health Permits	\$ 2,750	
47101 FF&E/Equipment	\$ -	\$ 6,500
Refrigerator/Freezer	\$ 6,500	

Fiscal Year (FY) 2022/23 Operating and Capital Budget
 Department Budgets – Community Services

**RECREATION FUND - 209
 TENNIS - 559**

EXPENDITURE SUMMARY

	FY 2019/20 Actual	FY 2020/21 Actual	FY 2021/22 Actual Thru Mar-22	FY 2021/22 Revised Budget	FY 2022/23 Proposed Budget	Prop to Rev \$ Change	Prop to Rev % Change
Services and Supplies							
Professional & Administrative Services - 42	61	4	8	100	150	50	33%
Other Operating Expenses - 43	6,298	6,296	3,444	5,600	6,500	900	14%
Total Services and Supplies	6,359	6,300	3,452	5,700	6,650	950	14%
Total	6,359	6,300	3,452	5,700	6,650	950	14%

MAJOR NON-PERSONNEL EXPENSE DETAILS

	FY 2021/22	FY 2022/23
42108 Maintenance Structure/Imp	\$ 100	\$ 100
Building Maintenance	\$ 100	
42501 Bank Fees	\$ -	\$ 50
Credit Card Processing Fees	\$ 50	
4310X Utilities	\$ 5,600	\$ 6,500
Gas and Electric	\$ 6,000	
Water	500	

Fiscal Year (FY) 2022/23 Operating and Capital Budget
Department Budgets – Community Services

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

EXPENDITURE SUMMARY

	FY 2019/20 Actual	FY 2020/21 Actual	FY 2021/22 Actual Thru Mar-22	FY 2021/22 Revised Budget	FY 2022/23 Proposed Budget	Prop to Rev \$ Change	Prop to Rev % Change
Personnel							
Salaries & Wages -401	171,175	183,877	137,752	187,006	230,944	43,938	19%
Overtime - 402	3,096	573	936	4,000	4,000	-	0%
Employee Benefits - 410	121,948	137,325	109,428	147,867	178,193	30,326	17%
Total Personnel	296,219	321,775	248,116	338,873	413,137	74,264	18%
Services and Supplies							
Professional & Administrative Services - 42	4,862	505	3,438	57,598	59,544	1,946	3%
Other Operating Expenses - 43	8,544	4,486	2,881	4,048	4,048	0	0%
Materials & Supplies - 44	330	108	-	208	208	-	0%
Total Services and Supplies	13,736	5,099	6,319	61,854	63,800	1,946	3%
Capital Outlay							
Asset Acquisition/Improvement - 47	33,327	-	21,097	\$62,091	49,782	(12,309)	-25%
Total Capital Outlay	33,327	-	21,097	62,091	49,782	(12,309)	-25%
Indirect Cost Allocations							
Admin Credits - 46121	-	-	(97,365)	(140,136)	(158,343)	(18,207)	11%
Admin Debits - 46122	-	33,918	32,443	23,695	28,900	5,205	18%
IS Charges - 46124	20,764	18,921	17,256	20,014	33,713	13,699	41%
Legal Charges - 46126	-	926	120	-	-	-	0%
General Liability Insurance -46201	10,828	11,153	11,442	9,309	13,443	4,134	31%
Total Indirect Cost Allocations	31,592	64,918	(36,104)	(87,118)	(82,287)	4,831	-6%
Total	374,875	391,792	239,428	375,700	444,432	68,732	15%

[1] PEG funded

Fiscal Year (FY) 2022/23 Operating and Capital Budget
Department Budgets – Community Services

MAJOR NON-PERSONNEL EXPENSE DETAILS

	FY 2021/22	FY 2022/23
401/410 Salaries and Benefits	\$ -	\$ -
Staff Augmentation for Updating Equipment and Documentation (amount to be determined)		
Staff augmentation for Operations (amount to be determined)		
42101 Professional Services	\$ 48,760	\$ 50,000
Remote programming and support for Leightronix, Scala and General A/V Contractors (90% funded through production fees)	\$ 25,000	
Assessment of the Equipment/Technology (amount to be determined)		
PCTV Master Plan	25,000	
42106 Software Maintenance	\$ 1,515	\$ 1,800
Scala Annual License	\$ 1,800	
42107 Equipment Maintenance	\$ 2,500	\$ 2,500
Equipment repair	\$ 300	
Equipment repair parts	2,000	
Loaner equipment	200	
42108 Maintenance Structure/Imp	\$ 1,616	\$ 1,616
Cleaning supplies	\$ 297	
Elevator maintenance	713	
HVAC maintenance	475	
Pest control	131	
42201 Office Expense	\$ 238	\$ 238
4230X Travel and Training	\$ 2,079	\$ 2,500
NAB Convention for two employees	\$ 2,000	
Other Travel and Training	500	
42514 Special Department Expense	\$ 891	\$ 891
Misc. specialized supplies	594	
Other Special Dept Expenses	297	
Total Professional/Administrative Services	\$ 59,544	
4310X Utilities	\$ 3,276	\$ 3,276
43103 Gas and Electric	\$ 2,970	
43102 Water	306	
43201 Property Taxes	\$ 772	\$ 772
	\$ 772	
44301 Fuel	\$ 208	\$ 208

Fiscal Year (FY) 2022/23 Operating and Capital Budget
 Department Budgets – Community Services

47101 Equipment		\$61,200	\$ 48,000
4th Council Chambers camera	\$11,000		
A/D cross over units	4,000		
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		\$891	\$ 1,782
2 office desk chairs	\$1,782		

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

EXPENDITURE SUMMARY

	FY 2019/20 Actual	FY 2020/21 Actual	FY 2021/22 Actual Thru Mar-22	FY 2021/22 Revised Budget	FY 2022/23 Proposed Budget	Prop to Rev \$ Change	Prop to Rev % Change
Personnel							
Salaries & Wages -401	-	-	-	3,018	3,018	-	0%
Employee Benefits - 410	-	-	-	-	-	-	0%
Total Personnel	-	-	-	3,018	3,018	-	0%
Services and Supplies							
Professional & Administrative Services - 42	-	-	-	177	177	-	0%
Other Operating Expenses - 43	-	-	-	23	23	-	0%
Materials & Supplies - 44	-	-	-	1	1	-	0%
Total Services and Supplies	-	-	-	202	202	-	0%
Capital Outlay							
Asset Acquisition/Improvement - 47	-	-	-	-	-	-	0%
Total Capital Outlay	-	-	-	-	-	-	0%
Indirect Cost Allocations							
Admin Debits - 46122	-	-	-	1,294	1,326	32	2%
IS Charges - 46124	-	-	-	57	96	39	41%
Total Indirect Cost Allocations	-	-	-	1,351	1,422	71	5%
Total	-	-	-	4,571	4,642	71	2%

[1] PEG funded

Fiscal Year (FY) 2022/23 Operating and Capital Budget
Department Budgets – Community Services

MAJOR NON-PERSONNEL EXPENSE DETAILS

	FY 2021/22	FY 2022/23		
42101 Professional Services	\$	136	\$	136
Equipment Master Plan consultant	136			
42106 Software Maintenance	\$	5	\$	5
Scala Annual License	\$ 5			
42107 Equipment Maintenance	\$	9	\$	9
Equipment repair	\$ 1			
Equipment repair parts	7			
Loaner equipment	1			
42108 Maintenance Structure/Imp	\$	9	\$	9
Cleaning supplies	\$ 2			
Elevator maintenance	4			
HVAC maintenance	3			
Pest control	1			
42201 Office Expense	\$	1	\$	1
	\$ 1			
4230X Travel and Training	\$	12	\$	12
NAB Convention for two employees	\$ 9			
Other Travel and Training	\$ 3			
42510 Software Purchase	\$	-	\$	-
Adobe Editing Software	\$ -			
42514 Special Department Expense	\$	5	\$	5
Misc. specialized supplies	3.4			
Other Special Dept Expenses	1.7			
Total Professional/Administrative Services				\$ 177
4310X Utilities	\$	23	\$	23
43103 Gas and Electric	\$ 17			
43102 Water	2			
43201 Taxes	4			
44301 Fuel	\$	1	\$	1

Fiscal Year (FY) 2022/23 Operating and Capital Budget
Department Budgets – Community Services

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

EXPENDITURE SUMMARY

	FY 2019/20 Actual	FY 2020/21 Actual	FY 2021/22 Actual Thru Mar-22	FY 2021/22 Revised Budget	FY 2022/23 Proposed Budget	Prop to Rev \$ Change	Prop to Rev % Change
Personnel							
Salaries & Wages -401	-	-	-	3,018	3,018	-	0%
Employee Benefits - 410	-	-	-	-	-	-	0%
Total Personnel	-	-	-	3,018	3,018	-	0%
Services and Supplies							
Professional & Administrative Services - 42	-	-	-	21,297	21,297	-	0%
Other Operating Expenses - 43	-	-	-	2,746	2,746	-	0%
Materials & Supplies - 44	-	-	-	141	141	-	0%
Total Services and Supplies	-	-	-	24,185	24,185	-	0%
Capital Outlay							
Asset Acquisition/Improvement - 47	-	-	-	605	605	-	0%
Total Capital Outlay	-	-	-	605	605	-	0%
Indirect Cost Allocations							
Admin Debits - 46122	-	-	97,365	155,039	157,017	1,978	1%
IS Charges - 46124	-	-	-	7,648	12,882	5,235	41%
Total Indirect Cost Allocations	-	-	97,365	162,687	169,899	7,213	4%
Total	-	-	97,365	190,494	197,707	7,213	4%

[1] PEG funded

Fiscal Year (FY) 2022/23 Operating and Capital Budget
Department Budgets – Community Services

MAJOR NON-PERSONNEL EXPENSE DETAILS

	FY 2021/22	FY 2022/23
42101 Professional Services	\$ 16,120	\$ 16,120
Equipment Master Plan consultant	16,120	
42106 Software Maintenance	\$ 611	\$ 611
Scala Annual License	\$ 611	
42107 Equipment Maintenance	\$ 1,008	\$ 1,008
Equipment repair	\$ 121	
Equipment repair parts	806	
Loaner equipment	81	
42108 Maintenance Structure/Imp	\$ 1,096	\$ 1,096
Cleaning supplies	\$ 202	
Elevator maintenance	484	
HVAC maintenance	322	
Pest control	89	
42201 Office Expense	\$ 161	\$ 161
4230X Travel and Training	\$ 1,411	\$ 1,411
NAB Convention for two employees	\$ 1,008	
Other Travel and Training	\$ 403	
42514 Special Department Expense	\$ 891	\$ 891
Misc. specialized supplies	594	
Other Special Dept Expenses	297	
Total Professional/Administrative Services		\$ 21,297
4310X Utilities	\$ 2,746	\$ 2,746
43103 Gas and Electric	\$ 2,015	
43102 Water	208	
43201 Taxes	524	
44301 Fuel	\$ 141	\$ 141
47103 Furniture		\$605 \$ 605
2 office desk chairs	\$605	

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 2021/22 Key Accomplishments

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

FY 2022/23 Key Priorities and Projects

- Continue to account for internal service functions

Major Changes in FY 2022/23 Budget

There are not any major changes to the General Government department budget for FY2022/23.

Position Summary

Position	2018/19	2019/20	2020/21	2021/22	2022/23
Management Analyst	1.00	1.00	0.00	0.00	0.00
Total	1.00	1.00	0.00	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.

Fiscal Year (FY) 2022/23 Operating and Capital Budget
Department Budgets – General Government

GENERAL GOVERNMENT BUDGET SUMMARY

	FY 2019/20 Actual	FY 2020/21 Actual	FY 2021/22 Actual Thru Mar-22	FY 2021/22 Revised Budget	FY 2022/23 Proposed Budget	Prop to Rev \$ Change	Prop to Rev % Change
REVENUE / FUNDING SOURCE							
General Fund - 100	2,803,216	2,867,900	3,691,534	4,418,711	2,914,442	(1,504,269)	-52%
Measure S 2014 - 106	692,500	666,890	652,576	715,500	715,500	-	0%
NPDES Storm Water Fund - 207	-	2,222	-	-	-	-	0%
Recreation Fund - 209	7,980	7,987	5,727	-	-	-	0%
Measure J - 215	-	48,930	49,664	48,930	-	(48,930)	-100%
American Rescue Plan Act Fund - 217	-	-	356,800	-	4,090,010	4,090,010	100%
Sewer Enterprise Fund - 500	16,365	16,643	8,977	-	-	-	0%
Pension Fund - 700	81,434	86,587	66,308	-	-	-	0%
Total	3,601,496	3,697,159	4,831,586	5,183,141	7,719,952	2,536,811	33%
EXPENDITURES BY CATEGORY							
Personnel							
Salaries & Wages - 401	83,093	-	-	-	-	-	0%
Salary Savings - 405	-	-	-	-	(510,000)	(510,000)	-100%
Employee Benefits - 410	89,697	26,864	-	-	-	-	0%
Med Insurance/Retirement - 411	1,012,196	1,023,038	802,015	1,120,470	1,154,084	33,614	3%
Total Personnel	1,184,987	1,049,902	802,015	1,120,470	644,084	(476,386)	-74%
Services and Supplies							
Professional & Administrative Services - 42	418,727	319,736	507,017	96,309	-	(96,309)	-100%
Other Operating Expenses - 43	12,884	17,868	6,644	16,700	16,700	-	0%
Total Services and Supplies	431,611	337,603	513,660	113,009	16,700	(96,309)	-577%
Capital Outlay							
Asset Acquisition/Improvement - 47	10,325	-	-	-	-	-	0%
Total Capital Outlay	10,325	-	-	-	-	-	0%
Debt Service							
Debt Principal - 48101	233,014	227,389	221,565	221,565	215,586	(5,979)	-3%
Debt Interest - 48102	301,986	327,611	353,435	353,435	379,414	25,979	7%
Cost of Issuance - 48103	1,120	3,607	1,091	1,107	1,107	-	0%
Total Debt Service	536,120	558,607	576,091	576,107	596,107	20,000	3%
Indirect Cost Allocations							
Information Systems (IS) Charges - 46	178,963	158,814	134,176	212,538	301,171	88,633	29%
General Liability Insurance - 46201	4,432	3,580	3,711	-	-	-	0%
Total Indirect Cost Allocations	183,395	162,394	137,887	212,538	301,171	88,633	29%
Operating Transfers Out - 49901	1,255,058	1,588,652	2,801,933	3,161,017	6,161,890	3,000,873	49%
Total	3,601,496	3,697,159	4,831,586	5,183,140	7,719,952	2,536,812	33%
EXPENDITURES BY PROGRAM							
General Government - 117	3,601,496	3,697,159	4,831,586	5,183,140	7,719,952	2,536,812	33%
Total	3,601,496	3,697,159	4,831,586	5,183,140	7,719,952	2,536,812	33%

Fiscal Year (FY) 2022/23 Operating and Capital Budget
Department Budgets – General Government

MAJOR NON-PERSONNEL EXPENSE DETAILS

	FY 2021/22	FY 2022/23
42107 Equipment Maintenance	\$ 100	\$ -
<i>(Moved to City Manager Div.)</i>		
42201 Office Expense	\$ 13,000	\$ -
<i>Copier Supplies \$ -</i>		
<i>Office Supplies -</i>		
<i>Other Office Expenses -</i>		
<i>(Moved to City Manager Div.)</i>		
42203 Office Expense/Shipping & Mailing	\$ 9,779	\$ -
<i>Postage Equipment \$ -</i>		
<i>Postage & Shipping -</i>		
<i>(Moved to City Manager Div.)</i>		
4230X Travel & Training	\$ 1,500	\$ -
<i>(Moved to City Manager Div.)</i>		
42501 Bank Fees	\$ 14,000	\$ -
<i>Mechanics Bank and Bank of the West fees \$0</i>		
<i>(Moved to Finance Div.)</i>		
42511 Equipment Rent	\$ 3,500	\$ -
<i>Restroom Services (Farmers market & PVP) \$0</i>		
<i>(Moved to Community Services Dept)</i>		
42513 Rent	\$ 2,700	\$ -
<i>Tennent Ave Parking lot. 401-142-012 (AT&T) \$ -</i>		
<i>(Moved to Maintenance Div.)</i>		
42514 Special Department Expense	\$ 2,800	\$ -
<i>Flowers for funerals and special occasions \$ -</i>		
<i>Miscellaneous -</i>		
<i>Notary fees and supplies -</i>		
<i>UPS/FedEx/Misc. shipping -</i>		
<i>(Moved to City Manager Div.)</i>		
Total Professional/Administrative Services		-

Fiscal Year (FY) 2022/23 Operating and Capital Budget
Department Budgets – General Government

4310X Utilities	\$ 16,700	\$ 16,700
43103 Gas/Electric	\$ 15,300	
43102 Water	900	
4310X Comcast	500	
48101 Debt Principal	\$ 221,565	\$ 215,586
Pension Obligation Bond principal	\$ 215,586	
48102 Debt Interest	\$ 353,435	\$ 379,414
Pension Obligation Bond interest	\$ 379,414	
49901 Transfers Out	\$ 2,445,517	\$ 1,353,880
General Reserve	\$ 650,925	
PCTV Operating contribution	105,124	
Recreation operation contribution	597,831	

MEASURE S - 2014 FUND - 106

49901 Transfers Out	\$ 715,500	\$ 718,000
Arterial Street Rehabilitation Projects	\$ 250,000	
Cable TV Contribution	55,000	
Recreation-Cinema in the Park	2,500	
Recreation-Community Service Commission	4,000	
Recreation-Summer Sounds in the Park	4,000	
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	\$ -
WCCTAC dues	\$ -	
(Moved to Roads Div.)		

American Rescue Plan Act - Fund 217

49901 Transfers Out	\$ -	\$ 4,090,010
Transfer out to the General fund	\$ 4,090,010	

PENSION FUND 700

42501 Bank Fees	\$ -	\$ -
Bank Fees	\$ -	
(Moved to Finance Div.)		

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		FUND #	DESCRIPTION	TRANSFER-IN	
		ACCOUNT #	AMOUNT			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]
100	General Fund	100-117-49901	650,925	150	General Reserve Fund	150-000-39901	Reserve to meet reverse policy level
	Subtotal Transfers from the General Fund		<u>1,353,880</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	325-343-39901	Funding for Future Street Projects
106	Measure S 2014 Fund	106-117-49901	250,000	377	Arterial Streets Rehabilitation Fund	377-343-39901	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	13,000	209	Recreation Fund	209-551-39901	Recreation: Cinema, Community Service, Summer Sounds, Tree Lighting.
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>718,000</u>				
217	American Rescue Plan Act Funr	217-117-49901	4,090,010	100	General Fund	100-117-39901	Transfer from ARPA fund
700	Pension Fund	700-000-49901	2,016,612	100	General Fund	100-117-39901	Transfer from Pension Trust
	Subtotal Transfers from other funds		<u>6,106,622</u>				
	Grand total Transfers		<u>8,178,502</u>				

NOTES:

[1] Only enough to balance Fund 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
2022	\$ 221,565	\$ 353,435
2023	215,586	379,414
2024	207,790	402,210
2025	203,321	431,679
2026	195,585	454,415
*2027-2031	903,985	2,696,015
*2032-2036	786,618	3,448,382
	2,734,450	\$ 8,165,550

**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
2022	\$ 329,000	\$ 191,322
2023	341,000	181,440
2024	347,000	171,292
2025	362,000	160,384
2026	372,000	150,008
2027-2031	2,025,000	576,710
2032-2036	2,357,000	254,157
2037	517,000	7,626
	\$ 6,650,000	\$ 1,693,390

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
2022	\$ 668,026	421,158
2023	679,383	409,801
2024	690,932	398,252
2025	702,678	386,506
2026	714,624	374,560
2027-2031	3,759,531	1,686,389
2032-2036	4,090,142	1,355,777
2037-2041	4,449,828	996,092
2042-2046	4,841,144	604,776
2047-2050	4,177,688	179,047
	\$ 24,773,976	\$ 6,812,358

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CITY OF PINOLE CAPITAL IMPROVEMENT PLAN FY 2022/23 – 2026/27



Adopted: June 21, 2022



CAPITAL IMPROVEMENT PLAN FY 2022/23 – 2026/27

CITY COUNCIL

Vincent Salimi, Mayor

Devin T. Murphy, Mayor Pro Tem

Anthony L. Tave, Council Member

Maureen Toms, Council Member

Norma Martínez-Rubin, Council Member

CITY MANAGER

Andrew Murray

PUBLIC WORKS DIRECTOR

Sanjay Mishra

CAPITAL IMPROVEMENT & ENVIRONMENTAL PROGRAM MANAGER

Misha Kaur



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.

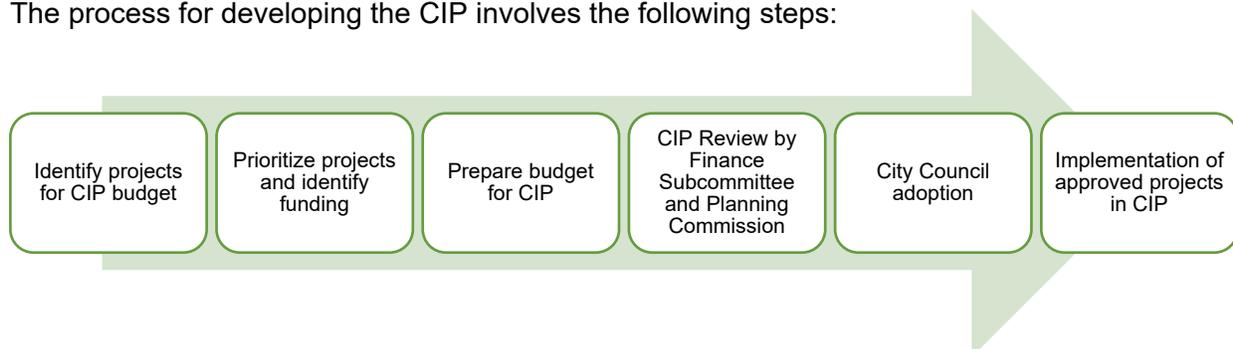
The projects in the CIP fall into the following broad categories: facility maintenance, parks, sewer collection and treatment, stormwater, streets and roads. These projects are developed in collaboration with department heads, and division managers under the direction of the City Manager to ensure all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

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.
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: IN2104
- 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.
 - Project: 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 2022/23 – 2026/27 CIP contains 36 planned public improvement projects, which includes 10 new projects. In addition, there are 9 infrastructure assessments programmed for FY 2022/23 – 2026/27. The CIP also contains information for 24 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, Streets & Roads, and Infrastructure Assessments. 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
Streets & Roads	RO
Infrastructure Assessments	IA
Unfunded	UF

In FY2022/23, there are 23 public improvement projects and 8 infrastructure assessments programmed. Below is a summary of the various funding sources based on project category.

FY 2022/23		PROJECT CATEGORIES						FY 2022/23 TOTALS BY FUND
Funding Sources	Fund	Facilities	Parks	Sanitary Sewer	Storm-water	Streets & Roads	Infrastructure Assessments	
		FA	PA	SS	SW	RO	IA	
General Fund	100					\$170,000	\$165,000	\$335,000
Measure S 2014	106	\$834,931	\$112,440		\$418,460	\$149,328	\$210,000	\$1,725,159
Gas Tax	200					\$528,910		\$528,910
Solid Waste	214		\$425,000					\$425,000
Measure J	215					\$350,000		\$350,000
Growth Impact Fees	276				\$58,000			\$58,000
City Street Improvements	325					\$1,685,563	\$20,650	\$1,706,213
Park Grants	327		\$189,758					\$189,758
Arterial Street Rehabilitation	377					\$758,624		\$758,624
Sewer Enterprise	500			\$2,300,00		\$10,382	\$89,853	\$2,400,235
FY 2022/23 TOTALS BY PROJECT CATEGORY		\$834,931	\$727,198	\$2,300,000	\$476,460	\$3,652,807	\$3,652,807	\$8,476,899

**CITY OF PINOLE
CAPITAL IMPROVEMENT PLAN: FY 2022/23 THROUGH FY 2026/27
FUNDING SUMMARY**

SOURCES BY FUND	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	5-Year Total
100 – General Fund	\$ 435,000	\$ 310,000				\$ 745,000
106 – Measure S 2014	\$ 1,625,159	\$ 1,990,860	\$ 890,000	\$ 100,000		\$ 4,606,019
200 – Gas Tax	\$ 528,910		\$ 381,082			\$ 909,992
200 – Solid Waste	\$ 425,000					\$ 425,000
215 – Measure J	\$ 350,000					\$ 350,000
276 – Growth Impact Fees	\$ 58,000	\$ 30,000	\$ 520,000			\$ 608,000
325 – City Street Improvements	\$ 1,706,213	\$ 890,000	\$ 727,321	\$ 890,000		\$ 4,213,534
327 – Park Grants	\$ 189,758					\$ 189,758
377 – Arterial Streets Rehabilitation	\$ 758,624	\$ 32,250				\$ 790,874
500 – Sewer Enterprise Fund	\$ 2,400,235	\$ 2,000,000	\$ 906,597	\$ 800,000	\$ 3,800,000	\$ 9,906,832
Sources Total	\$ 8,476,899	\$ 5,253,110	\$ 3,425,000	\$ 1,790,000	\$ 3,800,000	\$ 22,745,009
Unfunded Total		\$ 16,293,235	\$ 9,231,700	\$ 8,439,200	\$ 970,000	\$ 34,934,135
Total Sources Required	\$ 8,476,899	\$ 21,546,345	\$ 12,656,700	\$ 10,229,200	\$ 4,770,000	\$ 57,679,144



**CITY OF PINOLE
CAPITAL IMPROVEMENT PLAN: FY 2022/23 THROUGH FY 2026/27
FUNDING SUMMARY**

SOURCES BY FUND	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	5-Year Total
100 - General Fund	\$ 435,000	\$ 310,000				\$ 745,000
106 - Measure S 2014	\$ 1,625,159	\$ 1,990,860	\$ 890,000	\$ 100,000		\$ 4,606,019
200 - Gas Tax	\$ 528,910		\$ 381,082			\$ 909,992
214 - Solid Waste	\$ 425,000					\$ 425,000
215 - Measure J	\$ 350,000					\$ 350,000
276 - Growth Impact Fees	\$ 58,000	\$ 30,000	\$ 520,000			\$ 608,000
325 - City Street Improvements	\$ 1,706,213	\$ 890,000	\$ 727,321	\$ 890,000		\$ 4,213,534
327 - Park Grants	\$ 189,758					\$ 189,758
377 - Arterial Streets Rehabilitation	\$ 758,624	\$ 32,250				\$ 790,874
500 - Sewer Enterprise Fund	\$ 2,400,235	\$ 2,000,000	\$ 906,597	\$ 800,000	\$ 3,800,000	\$ 9,906,832
Sources Total	\$ 8,476,899	\$ 5,253,110	\$ 3,425,000	\$ 1,790,000	\$ 3,800,000	\$ 22,745,009
Unfunded Total		\$ 16,293,235	\$ 9,231,700	\$ 8,439,200	\$ 970,000	\$ 34,934,135
Total Sources Required	\$ 8,476,899	\$ 21,546,345	\$ 12,656,700	\$ 10,229,200	\$ 4,770,000	\$ 57,679,144

FACILITIES									
PRJ #	USES BY PROJECT	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	Account #	FY 2022-23 Funds	Funding Source
FA2302	Plum St. Parking Lot Improvements		\$80,000						
FA2301	Public Safety Building Modernization		\$100,000	\$100,000	\$100,000				
FA2202	Senior Center Modernization	\$60,000	\$100,000	\$100,000			106-343-47201	\$60,000	Measure S 2014
FA2201	Faria House Renovations	\$420,000					106-343-47201	\$420,000	Measure S 2014
FA2002	Electric Vehicle Charging Stations	\$50,000					106-343-47201	\$50,000	Measure S 2014
FA1902	Energy Upgrades	\$120,811					106-343-47201	\$120,811	Measure S 2014
FA1901	Senior Center Auxiliary Parking Lot	\$184,120	\$1,088,860				106-343-47201	\$184,120	Measure S 2014
FA1703	City Hall Modernization		\$125,000	\$125,000					
FA1702	Citywide Roof repairs and replacement		\$272,000	\$140,000					
PARKS									
PRJ #	USES BY PROJECT	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	Account #	FY 2022-23 Funds	Funding Source
PA2203	Playground Rubberized Surface Improvements	\$237,198					106-343-47201 327-345-47203	\$47,440 \$189,758	Measure S 2014 Park Grants
PA2202	Skatepark Rehabilitation			\$150,000					
PA2201	Pocket Parks - Galbreth Rd.	\$65,000					106-343-47201	\$65,000	Measure S 2014
PA2101	Installation of high-capacity trash bins	\$425,000					214-345-47203	\$425,000	Solid Waste Fund
PA1901	Pinole Valley Park Soccer Field Rehabilitation		\$200,000						
SANITARY SEWER									
PRJ #	USES BY PROJECT	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	Account #	FY 2022-23 Funds	Funding Source
SS2203	Effluent Outfall*	\$150,000				\$3,000,000	500-641-47201	\$150,000	Sewer Enterprise
SS2202	Replacement of Diesel Tank*	\$150,000					500-641-47201	\$150,000	Sewer Enterprise
SS2201	Sanitary Sewer Rehabilitation	\$1,500,000	\$800,000	\$800,000	\$800,000	\$800,000	500-642-47201	\$1,500,000	Sewer Enterprise
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
SS2002	Water Pollution Control Plant Lab Remodel*	\$100,000					500-641-47201	\$100,000	Sewer Enterprise
SS1702	Sewer Pump Station Rehabilitation		\$1,200,000						
STORMWATER									
PRJ #	USES BY PROJECT	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	Account #	FY 2022-23 Funds	Funding Source
SW2001	Roble Road Drainage Improvements		\$30,000	\$320,000					
SW2002	Adobe Road Repair and Drainage Improvements		\$30,000	\$200,000					
SW1901	Hazel Street Storm Drain Improvements	\$476,460					106-344-47206 276-344-47206	\$418,460 \$58,000	Measure S 2014 Growth Impact Fees
STREETS & ROADS									
PRJ #	USES BY PROJECT	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	Account #	FY 2022-23 Funds	Funding Source
RO2501	Residential Slurry Seal				\$890,000				
RO2401	Cape Seal			\$560,000					
RO2301	Residential Slurry Seal		\$890,000						
RO2101	Arterial Rehabilitation	\$1,187,534	\$32,250				200-342-47205 377-342-47205	\$428,910 \$758,624	Gas Tax - RMRA Arterial Rehabilitation
RO2102	Tennent Ave. Rehabilitation	\$10,382		\$655,000			500-641-47201	\$10,382	Sewer Enterprise
RO2105	Appian Way Complete Streets	\$100,000				\$970,000	325-342-47205	\$100,000	WCCTAC - STMP Fees
RO2107	Brandt St. Improvements	\$170,000					100-342-47205	\$170,000	General Fund
RO1902	Pedestrian Improvements at Tennent Ave. near R X	\$61,556		\$800,000			325-342-47205	\$61,556	WCCTAC - STMP Fees
RO1802	Hazel Street Gap Closure (Sunnyview)			\$200,000					
RO1710	San Pablo Ave. Bridge over BNSF Railroad	\$1,385,463	\$16,293,235	\$8,431,700	\$8,439,200		325-342-47205 325-342-47205 325-342-47205	\$1,223,746 \$80,000 \$81,717	WCCTAC - STMP Fees CCTA Measure J Caltrans - HBP
RO1708	Pinole Valley Road Improvements	\$100,000					200-342-47205	\$100,000	Gas Tax - RMRA
RO1714	Safety Improvements at Appian Way & Marlesta Rd. formerly known as HAWK at Appian Way and Marlesta	\$637,872					325-342-47205 215-342-47205 325-342-47205 106-344-47206	\$9,144 \$350,000 \$129,400 \$149,328	City Street Improvements MTC/OBAG2 MTC/TDA Article 3 Measure S 2014
INFRASTRUCTURE ASSESSMENTS									
PRJ #	USES BY PROJECT	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	Account #	FY 2022-23 Funds	Funding Source
IN2201	Energy Audit	\$50,000					106-344-47206	\$50,000	Measure S 2014
IN2101	Emergency Power for Critical Facilities	\$30,000	\$170,000				100-343-47201	\$30,000	General Fund
IN2102	Municipal Broadband Feasibility	\$60,000					106-118-47201	\$60,000	Measure S 2014
IN2103	Recycled Water Feasibility	\$60,000	\$140,000				100-341-42101	\$60,000	General Fund
IN2104	Local Road Safety Plan	\$20,650					325-342-47205	\$20,650	Caltrans - HSIP
IN2106	Active Transportation Plan	\$75,000					100-341-42101	\$75,000	General Fund
IN2001	Sanitary Sewer Collection System Master Plan	\$89,853					500-642-47201	\$89,853	Sewer Enterprise
IN1703	Storm Drainage Master Plan		\$75,000	\$75,000					
IN1704	Park Master Plan	\$100,000					106-344-47206	\$100,000	Measure S 2014
Uses by Project Total		\$8,476,899	\$21,546,345	\$12,656,700	\$10,229,200	\$4,770,000			

LEGEND:

- Project numbers: **FA** = Facilities; **PA** = Parks; **SS** = Sanitary Sewer; **SW** = Storm Water; **RO** = Streets & Roads; **IN** = Infrastructure Assessments
- * Project cost to be split 50% with the City of Hercules

PROJECT DESCRIPTION SHEETS

FACILITIES

FA2302 - Plum St. Parking Lot Improvements

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



Description: To provide a secure parking area for Police vehicles in the Plum St. parking lot. The parking lot will remain open for the public. A portion of the parking lot, approximately 25 spaces will be secured with a chain-link fence with security gates for Police vehicles. The layout of the parking lot is in the preliminary design phase.

Supplemental Information:

Budget:

	Fund	Prior Funding	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27
Construction	106			\$ 80,000			
	Subtotal			\$ 80,000			
Total Cost Estimate:			\$ 80,000				

FACILITIES

FA2301 - Public Safety Building Modernization

Initial Project Start: July 1, 2023
Initial Project Completion: June 30, 2026
Revised Project Start:
Revised Project Completion:
Project Origin: Staff Recommendation
Multi-year Project: Yes



Description: To extend the useful life of the Public Safety building, there are several items that require attention including but not limited to replacement of the HVAC system, carpet, flooring, water heaters, light fixtures, fans, etc. In addition, the building requires painting (interior and exterior), and the locker rooms also require renovation.

Supplemental Information:

Budget:

	Fund	Prior Funding	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27
Construction	106			\$ 100,000	\$ 100,000	\$ 100,000	
	Subtotal			\$ 100,000	\$ 100,000	\$ 100,000	
Total Cost Estimate:			\$ 300,000				

FACILITIES

FA2202 - Senior Center Modernization

Initial Project Start: July 1, 2022
Initial Project Completion: June 30, 2025
Revised Project Start:
Revised Project Completion:
Project Origin: Council Request
Multi-year Project: Yes



Description: The project includes a facilities condition assessment and design and construction of improvements to modernize the existing Senior Center building located at 2525 Charles Avenue. Work will include upgrades to energy system, roof replacement, and interior renovations.

Supplemental Information:

Budget:

	Fund	Prior Funding	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27
Construction	106		\$ 60,000	\$ 100,000	\$ 100,000		
	Subtotal		\$ 60,000	\$ 100,000	\$ 100,000		
Total Cost Estimate:			\$ 260,000				

FACILITIES

FA2201 - Faria House Renovations

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: The building commonly referred to as the “Faria House” is a two-story residence constructed in about 1890 and originally located at what is now 1301 Pinole Valley Road. In 2005, the Faria House was relocated to 2100 San Pablo Avenue. On June 7, 2022, City Council directed staff pursue hazard remediation and renovations to create a lower-level office, and upper-level warm shell. The first step is the site remediation to removal all hazardous materials (i.e., asbestos and/or lead based paint) from the first and second floors. This will involve removal of all interior baseboard, door, window trim, lath and plaster (from the ceilings and walls). This will also include removal of all lighting and plumbing fixtures, kitchen “built-in-place” cabinets. Once the site remediation is complete, the lower level of the structure will be ready for tenant improvement for an office use. The upper level will be a warm shell, which means that the upper level will be fully insulated, with walls open and ceiling covered with wallboard, but no other improvements beyond the hazard mitigation work. The upper level would be separated from the lower level with secured “temporary” framing and wallboard partition wall built at the top of the stairs. The lower level will have rough electrical, plumbing, and mechanical installation for an office use. All lower-level rooms would have new wall and ceiling insulation installed and covered with new drywall. The kitchen would remain in the same location, the dining room, which would become the conference room/meeting room would include low-voltage, data, communications for teleconferencing, meetings, the existing bathroom would become a single All Gender restroom, renovated to meet ADA compliance, the existing rooms would become office suites with new electrical sub-panel, rough electrical, rough plumbing and rough mechanical installed. Lower-level rooms will have renewed (or new) flooring, baseboard, and doors etc.

Supplemental Information:

Budget:

	Fund	Prior Funding	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27
Construction	106		\$ 420,000				
	Subtotal		\$ 420,000				
Total Cost Estimate:			\$ 420,000				

FACILITIES

FA2002 - Electric Vehicle Charging Stations

Initial Project Start: July 1, 2020
Initial Project Completion: June 30, 2021
Revised Project Start:
Revised Project Completion: December 30, 2022
Project Origin: Council Request
Multi-year Project: Yes



Description: This project will install a level II dual port electric vehicle charging station at the parking lot serving the Public Safety Building.

Supplemental Information: City staff continue to assess other public locations throughout Pinole for opportunities to incorporate EV charging infrastructure. An energy audit (Project IN2201) of City owned facilities will inform future installations of electric vehicle charging stations.

Budget:

	Fund	Prior Funding	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27
Design	106	\$ 6,235					
Construction	106		\$ 50,000				
	Subtotal	\$ 6,235	\$ 50,000				
	Total Cost Estimate:		\$ 56,235				

FACILITIES

FA1902 - Energy Upgrades

Initial Project Start: July 1, 2020
Initial Project Completion: June 30, 2021
Revised Project Start:
Revised Project Completion: June 30, 2023
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. In April 2021, the AC unit at City Hall broke down and was replaced.

Budget:

	Fund	Prior Funding	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27
Construction	106	\$ 99,189	\$ 120,811				
	Subtotal	\$ 99,189	\$ 120,811				
Total Cost Estimate:			\$ 220,000				

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, 2024
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. On June 7, 2022, City Council directed staff to incorporate the installation of a solar canopy at the site.

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 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27
Design	106	\$ 42,535	\$ 184,120				
Construction	106			\$ 1,088,860			
	Subtotal	\$ 42,535	\$ 184,120	\$ 1,088,860			
Total Cost Estimate: \$1,315,515							

FACILITIES

FA1703 - City Hall Modernization (formerly known as Paint City Hall)

Initial Project Start: July 1, 2021
Initial Project Completion: June 30, 2022
Revised Project Start: July 1, 2022
Revised Project Completion: June 30, 2024
Project Origin: End of life cycle
Multi-year Project: No



Description: To extend the useful life of the City hall building, there are several items that require attention including but not limited to carpet, flooring, window coverings, light fixtures, etc. The interior and exterior surfaces of the building 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 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27
Construction	106			\$ 125,000	\$ 125,000		
	Subtotal			\$ 125,000	\$ 125,000		
Total Cost Estimate:			\$ 250,000				

FACILITIES

FA1702 - Citywide Roof repairs and replacement

Initial Project Start: July 1, 2020
Initial Project Completion: June 30, 2022
Revised Project Start: July 1, 2022
Revised Project Completion: June 30, 2024
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 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27
Construction	106			\$ 272,000	\$ 140,000		
	Subtotal			\$ 272,000	\$ 140,000		
Total Cost Estimate:			\$ 412,000				

PARKS

PA2203 - Playground Rubberized Surface Improvements

Initial Project Start: July 1, 2022
Initial Project Completion: June 30, 2024
Revised Project Start:
Revised Project Completion: June 30, 2023
Project Origin: Staff Recommendation
Multi-year Project: Yes



Description: Replacement of panel rubberized surfaces at Fernandez Park and Pinole Valley Park. Fernandez Park involves replacement of rubberized surface improvements at tot lot and replacement of existing engineered mulch with rubberized surface at older age play equipment. The rubberized surfaces around the play equipment will also be replaced at Pinole Valley Park. These improvements are grant funded through the State of California Department of Parks and Recreation Per Capita funds.

Supplemental Information:

Budget:

	Fund	Prior Funding	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27
Construction	327		\$ 189,758				
	106	\$ 7,640	\$ 47,440				
	Subtotal	\$ 7,640	\$ 237,198				
Total Cost Estimate:			\$ 244,838				

PARKS

PA2202 - Skatepark Rehabilitation

Initial Project Start: July 1, 2024
Initial Project Completion: June 30, 2025
Revised Project Start:
Revised Project Completion:
Project Origin: Council Request
Multi-year Project: No
Description: Settling of ramps
Supplemental Information:



Budget:

	Fund	Prior Funding	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27
Construction	106				\$ 150,000		
	Subtotal				\$ 150,000		
Total Cost Estimate:			\$ 150,000				

PARKS

PA2201 - Pocket Parks - Galbreth Rd.

Initial Project Start: July 1, 2022
Initial Project Completion: June 30, 2023
Revised Project Start:
Revised Project Completion: June 30, 2024
Project Origin: Council Request
Multi-year Project: No



Description: Installation of two ADA compliant benches and waste receptacles within two pocket parks at a suitable location on Galbreth Ave.

Supplemental Information: To develop the pocket parks, a lot line adjustment may be required.

Budget:

	Fund	Prior Funding	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27
Construction	106		\$ 65,000				
	Subtotal		\$ 65,000				
	Total Cost Estimate:		\$ 65,000				

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: June 30, 2023
Project Origin: Beautification Ad Hoc Committee
Multi-year Project: No



Description: Installation of high capacity, solar powered compacting trash bins at City parks. To get the best value and uniformity at City parks, a RFP will be released to solicit proposals from qualified vendors to provide these bins. Exact costs will not be known until the bidding is complete however staff estimates that 40 bins will be procured for the budgeted project cost.

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.

	Fund	Prior Funding	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27
Construction	214		\$ 425,000				
	Subtotal		\$ 425,000				
Total Cost Estimate:			\$ 425,000				

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, 2023
Revised Project Completion: June 30, 2024
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 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27
Construction	106			\$ 200,000			
	Subtotal			\$ 200,000			
Total Cost Estimate:			\$ 200,000				

SANITARY SEWER

SS2203 - Effluent Outfall

Initial Project Start: July 1, 2022
Initial Project Completion: June 30, 2027
Revised Project Start:
Revised Project Completion:
Project Origin: Regulatory Requirement
Multi-year Project: Yes



Description: Effluent pumping capacity of the treatment plant is limited by the capacity of the pipe size at the effluent outfall in Rodeo. Increasing the pipe size at the Effluent Outfall Eductor Station will increase the wet weather effluent pumping capacity and increase the lifespan of the effluent pipe by reducing the pressure in the line during storm events. Project requires coordination with Rodeo.

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 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27
Construction	500		\$ 150,000				\$ 3,000,000
	Subtotal		\$ 150,000				\$ 3,000,000
Total Cost Estimate:			\$ 3,150,000				

SANITARY SEWER

SS2202 - Replacement of Diesel Tank

Initial Project Start: July 1, 2022
Initial Project Completion: June 30, 2023
Revised Project Start:
Revised Project Completion:
Project Origin: End of life cycle
Multi-year Project: No



Description: In-kind replacement of a 4,000 gallon diesel storage tank used to supply fuel to standby generators and City vehicles. The existing tank is compromised.

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 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27
Construction	500		\$ 150,000				
	Subtotal		\$ 150,000				
Total Cost Estimate:			\$ 150,000				

SANITARY SEWER

SS2201 - Sanitary Sewer Rehabilitation

Initial Project Start: July 1, 2022
Initial Project Completion: June 30, 2027
Revised Project Start:
Revised Project Completion:
Project Origin: Master Plan
Multi-year Project: Yes



Description: Various improvements to the Sanitary Sewer collection system, as identified in the Sanitary Sewer Collection System Master Plan.

Supplemental Information:

Budget:

	Fund	Prior Funding	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27
Construction	500		\$ 1,500,000	\$ 800,000	\$ 800,000	\$ 800,000	\$ 800,000
	Subtotal		\$ 1,500,000	\$ 800,000	\$ 800,000	\$ 800,000	\$ 800,000
Total Cost Estimate:			\$ 4,700,000				

SANITARY SEWER

SS2101 - Secondary Clarifier—Center Column Rehabilitation

Initial Project Start: July 1, 2021
Initial Project Completion: June 30, 2022
Revised Project Start: July 1, 2022
Revised Project Completion: June 30, 2023
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.

Budget:

	Fund	Prior Funding	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27
Construction	500		\$ 350,000				
	Subtotal		\$ 350,000				
Total Cost Estimate:			\$ 350,000				

SANITARY SEWER

SS2102 - Air Release Valve Replacements

Initial Project Start: July 1, 2021
Initial Project Completion: June 30, 2022
Revised Project Start: July 1, 2022
Revised Project Completion: June 30, 2023
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. 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).

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 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27
Construction	500		\$ 50,000				
	Subtotal		\$ 50,000				
Total Cost Estimate:			\$ 50,000				

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, 2022
Revised Project Completion: June 30, 2023
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.

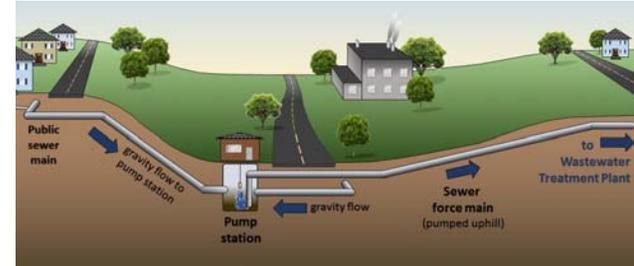
Budget:

	Fund	Prior Funding	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27
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. In FY 2019/20, this project was renamed to include both pump stations. Previously, this project was titled, “Hazel Street Sewer Pump Rehabilitation.”

Budget:

	Fund	Prior Funding	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27
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, 2024
Project Origin: Staff Recommendation
Multi-year Project: Yes



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 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27
Engineering	276			\$ 30,000			
Construction	276				\$ 280,000		
Contingency	276				\$ 40,000		
	Subtotal			\$ 30,000	\$ 320,000		
			Total Cost Estimate: \$ 350,000				

STORMWATER

SW2002 - Adobe Road Storm Drainage Improvements

Initial Project Start: July 1, 2020
Initial Project Completion: June 30, 2021
Revised Project Start: July 1, 2023
Revised Project Completion: June 30, 2025
Project Origin: Staff Recommendation
Multi-year Project: Yes



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 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27
Engineering	106			\$ 30,000			
Construction	106				\$ 175,000		
Contingency	106				\$ 25,000		
	Subtotal			\$ 30,000	\$ 200,000		
			Total Cost Estimate: \$ 230,000				

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, 2023
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 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27
Design	106	\$ 54,910					
Construction	106		\$ 356,460				
	276		\$ 58,000				
Contingency	106		\$ 62,000				
	Subtotal	\$ 54,910	\$ 476,460				
Total Cost Estimate:			\$ 531,370				

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 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27
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 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27
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 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27
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: June 30, 2024
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 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27
Engineering	377	\$ 18,606	\$ 39,874				
Construction	200		\$ 428,910				
	377		\$ 625,000	\$ 215,000			
Contingency	377		\$ 93,750	\$ 32,250			
	Subtotal	\$ 18,606	\$ 1,187,534	\$ 247,250			

ROADS

RO2102 - Tennent Ave. Rehabilitation

Initial Project Start: July 1, 2020
Initial Project Completion: June 30, 2023
Revised Project Start:
Revised Project Completion: June 30, 2025
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 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27
Engineering	500	\$ 27,423	\$ 10,382				
Construction	200				\$ 381,082		
	500				\$ 74,597		
	325				\$ 167,321		
Contingency	500				\$ 32,000		
	Subtotal	\$ 27,423	\$ 10,382		\$ 655,000		
Total Cost Estimate:		\$ 692,805					

ROADS

RO2105 - Appian Way Complete Streets

Initial Project Start: July 1, 2021
Initial Project Completion: June 30, 2022
Revised Project Start:
Revised Project Completion: June 30, 2023
Project Origin: Staff Recommendation
Multi-year Project: Yes



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. In December 2021, City Council approved a Cooperative Funding Agreement with WCCTAC to receive STMP funds to complete 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.

Budget:

	Fund	Prior Funding	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27
Engineering	325		\$ 100,000				
	UF						\$ 970,000
	Subtotal		\$ 100,000				\$ 970,000
Total Cost Estimate:			\$1,070,000				

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:

Budget:

	Fund	Prior Funding	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27
Engineering	100		\$ 50,000				
Construction	100		\$ 120,000				
	Subtotal		\$ 170,000				
Total Cost Estimate:			\$ 170,000				

ROADS

RO1902 - Pedestrian Improvements at Tennent Ave. near R x R

Initial Project Start: July 1, 2020
Initial Project Completion: June 30, 2021
Revised Project Start:
Revised Project Completion: June 30, 2025
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.

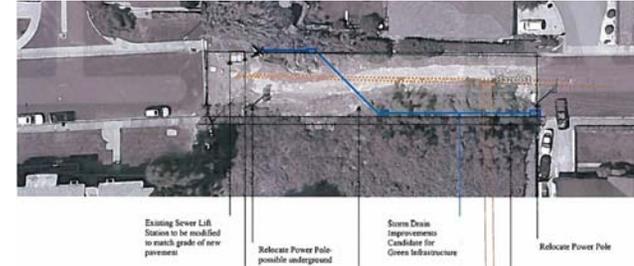
Budget:

	Fund	Prior Funding	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27
Design	325	\$ 37,324	\$ 61,556				
Construction	325				\$ 19,700		
	UF				\$ 680,000		
Contingency	UF				\$ 100,300		
	Subtotal	\$ 37,324	\$ 61,556		\$ 800,000		
Total Cost Estimate:		\$ 898,880					

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: July 30, 2025
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: Completion of Project SW1901 prior to this project.

Budget:

	Fund	Prior Funding	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27
Construction	276				\$ 50,000		
	Developer				\$ 150,000		
	Subtotal				\$ 200,000		
Total Cost Estimate:			\$ 200,000				

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, 2026
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 UF022.

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 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27
PM	325	\$ 257,061	\$ 80,000	\$ 42,439			
Planning & Design	325	\$ 537,176	\$ 1,225,463	\$ (42,439)	\$ (7,500)		
	STMP	\$ (91,089)	\$ (1,223,746)	\$ (285,165)			
	HBP	\$ (708,856)	\$ (81,717)				
	UF						
Construction	STMP						
	UF			\$16,578,400	\$ 8,439,200	\$ 8,439,200	
	Subtotal	\$ (5,709)	\$ -	\$16,293,235	\$ 8,431,700	\$ 8,439,200	
Total Cost Estimate: \$33,158,426							

ROADS

RO1708 - Pinole Valley Road 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: 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 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27
Engineering	200		\$ 5,000				
Construction	200		\$ 87,000				
Contingency	200		\$ 8,000				
	Subtotal		\$ 100,000				
Total Cost Estimate:			\$ 100,000				

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, 2023
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: The City secured grant funds to install a traffic signal at this intersection instead of a HAWK.

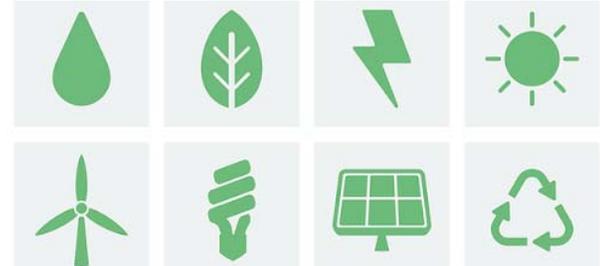
Budget:

	Fund	Prior Funding	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27
Design	325	\$ 25,193	\$ 9,144				
Construction	OBAG2		\$ 350,000				
	TDA		\$ 129,400				
	106		\$ 67,278				
Contingency	106		\$ 82,050				
	Subtotal	\$ 25,193	\$ 637,872				
Total Cost Estimate:		\$ 25,193	\$ 663,065				

INFRASTRUCTURE ASSESSMENTS

IN2201 - Energy Audit

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



Budget:

	Fund	Prior Funding	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27
Planning	106		\$ 50,000				
	Subtotal		\$ 50,000				
Total Cost Estimate:			\$ 50,000				

INFRASTRUCTURE ASSESSMENTS

IN2101 - Emergency Power for Critical Facilities

Initial Project Start: July 1, 2021
Initial Project Completion: June 30, 2023
Revised Project Start: July 1, 2022
Revised Project Completion: June 30, 2024
Project Origin: Council Request
Multi-year Project: Yes



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 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27
Design	100		\$ 30,000				
Construction	100			\$ 170,000			
	Subtotal		\$ 30,000	\$ 170,000			
Total Cost Estimate:			\$ 200,000				

INFRASTRUCTURE ASSESSMENTS

IN2102 - Municipal Broadband Feasibility

Initial Project Start: July 1, 2021
Initial Project Completion: June 30, 2024
Revised Project Start: July 1, 2022
Revised Project Completion: June 30, 2023
Project Origin: Council Request
Multi-year Project: No



Description: A feasibility study will determine a successful deployment strategy and associated costs for implementing municipal broadband service in Pinole.

Supplemental Information:

Budget:

	Fund	Prior Funding	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27
Planning	106		\$ 60,000				
	Subtotal		\$ 60,000				
Total Cost Estimate:			\$ 60,000				

INFRASTRUCTURE ASSESSMENTS

IN2103 - Recycled Water Feasibility

Initial Project Start: July 1, 2022
Initial Project Completion: June 30, 2023
Revised Project Start:
Revised Project Completion: June 30, 2024
Project Origin: Council Request
Multi-year Project: Yes



Description: A feasibility study will allow the City to plan and phase the construction of future recycled water distribution system infrastructure. The study 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

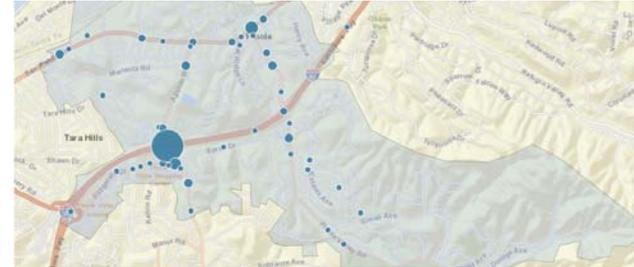
Budget:

	Fund	Prior Funding	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27
Design	100		\$ 60,000				
Construction	100			\$ 140,000			
	Subtotal		\$ 60,000	\$ 140,000			
Total Cost Estimate:			\$ 200,000				

INFRASTRUCTURE ASSESSMENTS

IN2104 - Local Road Safety Plan

Initial Project Start: July 1, 2020
Initial Project Completion: June 30, 2022
Revised Project Start:
Revised Project Completion: December 30, 2022
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 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27
Planning	325	\$ 19,013	\$ 20,650				
	Subtotal	\$ 19,013	\$ 20,650				
	Total Cost Estimate:		\$ 39,663				

INFRASTRUCTURE ASSESSMENTS

IN2106 - Active Transportation Plan

Initial Project Start: July 1, 2021
Initial Project Completion: June 30, 2022
Revised Project Start: July 1, 2022
Revised Project Completion: June 30, 2023
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 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27
Planning	100		\$ 75,000				
	Subtotal		\$ 75,000				
Total Cost Estimate:			\$ 75,000				

INFRASTRUCTURE ASSESSMENTS

IN2001 - Sanitary Sewer Collection System Master Plan

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



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

Supplemental Information:

Budget:

	Fund	Prior Funding	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27
Planning	500	\$ 359,147	\$ 89,853				
	Subtotal	\$ 359,147	\$ 89,853				
Total Cost Estimate:			\$ 449,000				

INFRASTRUCTURE ASSESSMENTS

IN1703 - Storm Drainage Master Plan

Initial Project Start: July 1, 2020
Initial Project Completion: June 30, 2023
Revised Project Start: July 1, 2023
Revised Project Completion: June 30, 2025
Project Origin: Staff Recommendation
Multi-year Project: Yes



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 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27
Planning	106			\$ 75,000	\$ 75,000		
	Subtotal			\$ 75,000	\$ 75,000		
Total Cost Estimate:			\$ 150,000				

INFRASTRUCTURE ASSESSMENTS

IN1704 - Park Master Plan

Initial Project Start: July 1, 2020
Initial Project Completion: June 30, 2021
Revised Project Start: July 1, 2021
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 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27
Planning	106		\$ 100,000				
	Subtotal		\$ 100,000				
Total Cost Estimate:			\$ 100,000				

UNFUNDED AND UNPROGRAMMED PROJECTS

**CAPITAL IMPROVEMENT PLAN: FY 2022/23 THROUGH FY 2026/27
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

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:

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Appendix

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ACCOUNTING AND BUDGET BASIS

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

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.

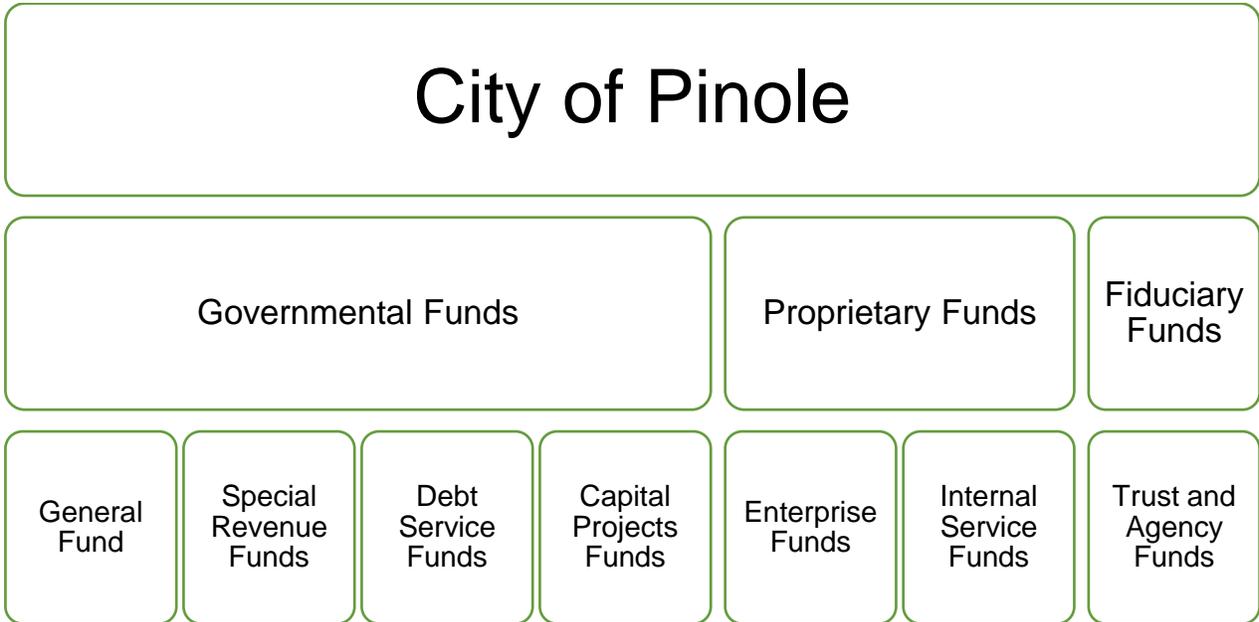
The basis of budgeting is consistent with the basis of accounting discussed above. Appropriations that are budgeted and not expensed at the end of the year lapse and revert to fund balance.

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.

FUND STRUCTURE

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



GOVERNMENTAL FUNDS

General Funds are used to account for all the general revenues of the City not specifically levied or collected for other City funds and the related expenditures.

<i>Fund Number</i>	<i>Name</i>
100	General Fund
105	Measure S 2006 Fund
106	Measure S 2014 Fund
150	General Reserve Fund
160	Equipment Reserve Fund

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

<i>Fund Number</i>	<i>Name</i>
200	Gas Tax Fund
201	Restricted Real Estate Maintenance Fund
203	Public Safety Augmentation Fund
204	Police Grants Fund
205	Traffic Safety Fund
206	Supplemental Law Enforcement Services Fund
207	Storm Water Fund
209	Recreation Fund
212	Building & Planning Fund
213	Refuse Management Fund

214	Solid Waste Fund
215	Measure J Fund
217	American Rescue Plan Act (ARPA) Fund
225	Asset Seizure-Adjudicated Fund
275	Parkland Dedication Fund
276	Growth Impact Fund
285	Housing Assets for Resale

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

<i>Fund Number</i>	<i>Name</i>
310	Lighting and Landscape District Fund
324	Public Facilities Fund
325	City Street Improvements
327	Parks Grants Fund
377	Arterial Rehabilitation

PROPRIETARY FUNDS

Enterprise funds are used to account for goods or services from business-type activities, such as fees charged to external users.

<i>Fund Number</i>	<i>Name</i>
500	Sewer Enterprise Fund
505	Cable Access TV Fund

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

<i>Fund Number</i>	<i>Name</i>
525	Information Systems Fund

FIDUCIARY FUNDS

Agency funds are used to maintain records of assets and financial activities on behalf of a third party or set aside in an external trust fund for restricted purposes.

<i>Fund Number</i>	<i>Name</i>
700	Section 115 Pension Trust Fund
750	Redevelopment Obligation Retirement Fund

The City receives revenue from numerous sources that are used for various expenditures for City purposes. The following are descriptions of each of the City's revenue sources as well as the assumptions used to develop the budget projections.

GLOSSARY

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

FINANCIAL AND INVESTMENT POLICIES

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 \(pinole.ca.us\)](https://www.pinole.ca.us/Financial_and_Investment_Policies.pdf).

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: Classic Miscellaneous Plan participants are required to contribute 8% of their annual covered salary, while Classic 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, 2022 to June 30, 2023 at an actuarially determined rate of 60.174% and 87.116% 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 Classic miscellaneous and safety employees will pay an additional amount above the required employee CalPERS contribution. For FY 2022/23, the City will pay the employer contribution, net of total employees' share, of 53.174% (60.174% – 7.00%) and 81.116% (87.116% – 6.00%) for its miscellaneous and safety employees respectively.

Employees hired on or after January 1, 2013, who are defined as "new members" by the Public Employees' Pension Reform Act (PEPRA) of 2013, are required to pay a contribution to CalPERS equal to 50% of the total normal cost for their defined Plan as determined by CalPERS.

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%
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 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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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	21,712,288	17,901,000	36,797,138	40,402,247
General Fund Expenditures	26,306,934	18,899,500	37,596,533	39,924,879
Total Full Time Equivalent (FTE)	124.38*	85.25	182.5	161.2
Sworn Personnel FTE	44	26**	55**	74.6
Demographics				
Population	18,628	26,091	31,510	25,650
Annual Percent Change	-3.82	.88	1.51	3.24
Median Age	42.8	41.7	33.1	41.8
Population per FTE	150*	306	173	159
Population per Sworn FTE	423	1003	573	344
Housing Units	7,114	9,340	9,963	11,125
Average Household Size	2.70	2.88	3.27	2.42
Labor Force	9,800	13,900	13,400	13,400
Unemployment Rate	2.9%	2.8%	3.4%	2.3%
Median Household Income	\$104,904	\$110,669	\$60,819	\$108,294
Per Capita Income	\$43,581	\$45,865	\$22,405	\$58,329

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. 2022-46

A RESOLUTION OF THE CITY OF PINOLE, COUNTY OF CONTRA COSTA, STATE OF CALIFORNIA, ADOPTING THE FINAL PROPOSED FISCAL YEAR (FY) 2022/23 OPERATING AND CAPITAL BUDGET

WHEREAS, the City Manager has presented a Final Proposed Fiscal Year (FY) 2022/23 Operating and Capital Budget for the City of Pinole; and

WHEREAS, the City Council has held a public meeting on the matter of the Final Proposed Fiscal Year (FY) 2022/23 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 Final Proposed Fiscal Year (FY) 2022/23 Operating and Capital Budget.

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

Section 1. The Final Proposed Fiscal Year (FY) 2022/23 Operating and Capital Budget commencing July 1, 2022 and ending June 30, 2023 is hereby approved and adopted.

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

100	General Fund	\$21,884,462
105	Measure S - 2006 Fund	2,447,767
106	Measure S - 2014 Fund	4,662,912
160	Equipment Reserve Fund	205,000
200	Gas Tax Fund	1,144,557
201	Restricted Real Estate Maintenance Fund	26,000
203	Public Safety Augmentation Fund	387,365
205	Traffic Safety Fund	21,059
206	Supplemental Law Enforcement Svc Fund	111,067
207	NPDES Storm Water Fund	336,938
209	Recreation Fund	1,918,034
212	Building & Planning Fund	2,410,793
213	Refuse Management Fund	167,825
214	Solid Waste Fund	682,778
215	Measure C and J Fund	639,880
217	American Rescue Plan Act Fund	4,090,010
225	Asset Seizure-Adjudicated Fund	58,231
276	Growth Impact Fund	58,000
285	Housing Assets Fund	327,475
310	Lighting & Landscape District Fund	62,125
317	Pinole Valley Caretaker Fund	15,055
324	Public Facilities Fund	70,000
325	City Street Improvements Fund	1,706,213
327	Park Grants (Measure WW) Fund	189,758
377	Arterial Streets Rehabilitation Fund	810,312
500	Sewer Enterprise Fund	11,258,624

505	Cable Access TV Fund	646,780
700	Pension Trust Fund	2,056,612
750	Recognized Obligation Retirement Fund	227,378

TOTAL OPERATIONS BUDGET \$58,623,010

Section 3. That the appropriations established for FY 2022/23 by fund shall be allocated to individual departments as presented in Exhibit A (Budget Summaries). In addition, the unspent balance of capital projects authorized in the prior fiscal year are authorized to be carried over to FY 2022/23.

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

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

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

Section 7. Estimated revenues and transfers anticipated to fund appropriations for expenditures for the FY 2022/23 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.

Section 8. All positions listed in the "Budgeted Positions (FTE)" (Exhibit B) are hereby authorized positions.

PASSED AND ADOPTED this 21st day **June 2022**, 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 21st day of **June, 2022**.



Heather Bell, CMC
City Clerk





CITY COUNCIL REPORT

DATE: JUNE 21, 2022

TO: MAYOR AND COUNCIL MEMBERS

FROM: MARKISHA GUILLORY, FINANCE DIRECTOR

SUBJECT: ADOPT A RESOLUTION ESTABLISHING THE FISCAL YEAR
(FY) 2022/23 APPROPRIATIONS LIMIT

RECOMMENDATION

Adopt a resolution establishing the Fiscal Year (FY) 2022/23 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 2022/23 Appropriations Limit at \$157,628,644.

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.

Each year, the State of California Department of Finance provides the California per capita personal income change, a report on population changes of all cities and counties as well as the statewide change in per capita income (attached).

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 (attached).

For FY 2022/23, the respective State and County offices have provided the City with the following optional factors to be used in the Appropriations Limit computation:

- California Per Capita Personal Income 7.55% increase
- Nonresidential New Construction 0.12% increase
- Population Change City of Pinole 1.01% decrease
- Population Change Contra Costa County 0.41% decrease

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 2022/23 calculation is:

Per capita personal income converted to ratio: $\frac{7.55 + 100}{100} = 1.0755$

Population change converted to a ratio: $\frac{-0.41 + 100}{100} = 0.9959$

Calculation of factor: $1.0755 \times 1.0041 = 1.0711$

FY 2021/22 limit: \$147,165,198

FY 2022/23 factor: x 1.0711

FY 2022/23 Appropriations Limit: \$158,628,644

Appropriations Subject to the Limit: \$27,870,440

Total Appropriations Under the Limit: \$129,758,204

The Appropriations Limit applies only to tax revenues including property tax, sales tax, franchise tax, utility users' tax, business license tax, transient occupancy tax, gas tax, vehicle in-lieu fee, and assessments. It does not apply to revenues such as fees that recover operating costs.

For FY 2022/23, the City's annual Appropriations Limit is calculated at \$158,628,644 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 \$27,870,440, which is significantly lower than the limit at 18% of \$158,628,644.

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 2022/23.

ATTACHMENTS

- A – Resolution Adopting FY 2022/23 Appropriations Limit
- B – State of California Department of Finance Price Factor and Population Information
- C – HdL Coren & Cone Nonresidential New Construction, Pinole

RESOLUTION NO. 2022-49

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 2022/23

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 2022/23 Appropriations Limit based on the percent of change in the population of the Contra Costa County, January 1, 2021 to January 1, 2022, and the change in the State of California's per capita 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:
 $1.0755 \times 0.9959 = 1.0711$

2. That said growth factor, 1.0711, shall be used to adjust the FY 2022/23 Appropriations Limit.

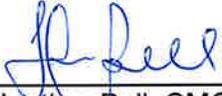
3. That the Appropriations Limit for 2022/23 fiscal year is hereby established as \$158,628,644.

FURTHER, BE IT RESOLVED that the City of Pinole tax allocations for FY 2022/23 will be approximately \$27,870,440, which is below the authorized spending limit of \$158,628,644.

PASSED AND ADOPTED at a regular meeting of the Pinole City Council held on the 21st day of June 2022 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 21st day of June, 2022.



Heather Bell, CMC
City Clerk

