



Fiscal Year 2024/25 **OPERATING AND CAPITAL BUDGET**

Adopted June 25, 2024



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June 25, 2024

Dear City Council and Residents -

City staff is pleased to present the Adopted Fiscal Year (FY) 2024/25 Operating and Capital Budget ("FY 2024/25 Budget").

City staff is responsible for preparing a proposed budget for City Council's consideration. The FY 2024/25 Budget incorporates input that was provided by the City Council and members of the community through multiple meetings of the Finance Subcommittee, City Council, and other engagement opportunities.

The FY 2024/25 Budget is a status quo budget meaning that service levels and revenue mechanisms in the budget are essentially the same as those in the current year budget, [FY 2023/24](#). While the budget is balanced, a number of one-time balancing strategies had to be instituted to close the initial \$1.3 million budget gap. The strategies included reducing operating expenditures in several departments' budgets, freezing a vacant position in the Police department, and reducing the General Reserve from 50% to 43% of total General Fund ongoing expenditures to transfer funds into the General Fund.

The Pinole community demonstrated incredible resilience while facing the COVID-19 aftereffects and other economic challenges. The City has maintained all core municipal services. As COVID-19 waned, the City began work on and completed a number of special projects and program expansions to improve City operations and community quality of life. The City added a number of new staff positions in recent prior years to add capacity, and also entered a contract with Contra Costa County Fire Protection District (CCCFPD) for fire protection and emergency medical services. The City's accomplishments in 2023 and plans for 2024 are well-summarized in the [City of Pinole 2023 Year in Review and 2024 Look Ahead](#) document, which was recently published.

In FY 2024/25, the City will continue to work on completing the City's [2020 – 2025 Strategic Plan](#) strategies, Capital Improvement Plan (CIP) projects, routine staff work, staff-initiated process improvements, and other Council-directed special projects. These include the completion of the Active Transportation Plan, advancement of a Climate Action and Adaptation Plan (CAAP), development of a Storm Drain Master Plan and Facilities Master Plan, and a feasibility assessment regarding recycled water. It is a thoughtful and ambitious work program that will create improved services and plans for a better future.

Looking to the future, the City completed strategic financial planning efforts which included developing a 20-year financial forecast. The City's long-term financial forecast shows that ongoing City revenues are not expected to be sufficient to cover ongoing routine City services, and existing City revenue mechanisms are not going to be sufficient to address the City's two main unfunded liabilities, which are deferred capital maintenance and other post-employment benefits (medical insurance coverage for retired City employees). The strategic financial planning report illustrates all of the City's mandatory and discretionary future financial obligations and identifies potential measures to address them.

A key goal of the City's is to engage with the community and provide welcoming, high-quality services. City staff looks forward to working with you to make Pinole the best that it can be for current and future generations. Please connect and engage with the City through its numerous platforms.

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.

Sincerely,

A handwritten signature in black ink, appearing to read 'Neil Gang', with a long horizontal line extending to the right.

Neil Gang
Interim City Manager

A handwritten signature in black ink, appearing to read 'Markisha Guillory', with a stylized, cursive script.

Markisha Guillory
Finance Director

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FISCAL YEAR (FY) 2024/25 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) 2024/25 Operating and Capital Budget was created through a collaborative, iterative process involving the City Council, community, and City staff and includes 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) 2024/25 Operating and Capital Budget is primarily a status quo budget, meaning that it does not include any major changes to City programs or services.

The City's all funds revenue in the Fiscal Year (FY) 2024/25 Operating and Capital Budget is approximately \$49.7 million, and all funds' expenditures are approximately \$96.1 million. The budget projection assumes a net use of fund balance of \$46.3 million for all funds combined as shown in Table 1 below. The majority of the use of fund balance is for several large, multi-year capital improvement projects, notably in the wastewater enterprise fund. It is important to note that the total estimated costs of capital projects are budgeted in year one (FY 2024/25) of the Capital Improvement Plan (CIP) although some projects may take several years to complete. The total costs are budgeted up front to earmark the full amount of funding needed to complete the CIP projects. This is a new budgeting practice for the City. In the past, the City only encumbered the first-year cost of multi-year capital projects. The cost for subsequent years of multi-year projects was left in fund balance as unassigned. Because the full cost to complete a capital project is now encumbered in the first year of a multi-year capital project, this reduces unassigned fund balance in funds that support capital projects, including the General Fund.

Table 1 – All Funds Budgeted Revenues and Expenditures

Fund	Estimated Beginning Fund Balance July 1, 2024	Total Revenues	Total Expenditures	Contribution To/(From) Fund Balance	Estimated Ending Fund Balance June 30, 2025
General Fund					
General Fund (including Measure S 2006 and 2014)	\$ 9,470,946	\$ 28,219,433	\$ 37,215,683	\$ (8,996,250)	\$ 474,696
General Reserve Fund	10,215,387	309,000	843,790	(534,790)	9,680,597
Equipment Reserve Fund	231,732	150,000	205,000	(55,000)	176,732
Special Revenue Funds					
Gas Tax Fund	1,326,189	1,046,400	2,203,189	(1,156,789)	169,400
Restricted Real Estate Maintenance Fund	162,237	39,991	26,000	13,991	176,229
Public Safety Augmentation Fund	358,392	249,855	546,413	(296,558)	61,834
Traffic Safety Fund	274,081	46,500	56,845	(10,345)	263,736
Supplemental Law Enforcement Fund	285,497	175,000	294,962	(119,962)	165,535
NPDES Storm Water Fund	(65,529)	253,272	379,829	(126,557)	(192,086)
Recreation Fund	(0)	1,255,656	2,380,256	(1,124,600)	(1,124,601)
Building & Planning Fund	(1,846,664)	1,482,526	2,039,558	(557,032)	(2,403,697)
Refuse Management Fund	42,157	66,060	187,102	(121,042)	(78,885)
Solid Waste Fund	2,525,024	368,000	173,666	194,334	2,719,358
Measure C/J Fund	2,388,533	1,152,257	1,705,126	(552,869)	1,835,664
Rate Stabilization Fund	213,313	-	-	-	213,313
Asset Seizure-Adjudicated Fund	22,386	-	20,544	(20,544)	1,842
Growth Impact Fund	3,461,487	1,039,594	1,623,000	(583,406)	2,878,082
Housing Assets Fund	8,014,224	55,000	323,243	(268,243)	7,745,981
Capital Projects Funds					
Lighting & Landscaping District Fund	27,418	63,911	85,175	(21,264)	6,154
Pinole Valley Caretaker Fund	(983)	15,000	14,942	58	(925)
Public Facilities Fund	471,649	-	70,000	(70,000)	401,649
City Street Improvements Fund	1,926,831	2,064,683	3,687,304	(1,622,621)	304,210
Arterial Streets Rehabilitation Fund	961,137	250,000	895,000	(645,000)	316,137
Parks Grants	21,522	-	-	-	21,522
Enterprise Funds					
Sewer Enterprise Fund	16,889,155	10,364,403	37,771,365	(27,406,962)	(10,517,806)
Cable Access Television (PCTV)	(0)	368,533	829,463	(460,930)	(460,930)
Information Systems Fund	(50)	-	(194)	194	144
Fiduciary/Agency Funds					
Pension Fund	13,430,374	700,000	2,475,000	(1,775,000)	11,655,374
Recognized Obligation Retirement Fund	-	-	-	-	-
Total	\$ 70,806,444	\$ 49,735,074	\$ 96,052,260	\$ (46,317,186)	\$ 24,489,259

The General Fund (including Measure S 2006 and 2014 Funds) revenue is approximately \$28.2 million, and General Fund expenditures are approximately \$37.2 million. The budget includes the use of fund balance in a number of funds to complete one-time projects.

The budget includes funding for a number of Council-directed special projects, beyond staff's baseline work, Strategic Plan strategies, and Capital Improvement Plan (CIP) projects.

City staff believes that it will be able to complete the Council-directed special projects listed above by the end of FY 2024/25, but does not have the capacity to take on any additional special projects. Staff also recommends that the City adopt a practice of not adding any special projects mid-fiscal year unless an existing special project is taken off of the list.

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 Fiscal Year (FY) 2024/25 Operating and Capital Budget is balanced but does include one-time budget balancing strategies, including reducing operating expenditures in several departments' budgets, freezing a vacant position in the Police department, and reducing the General Reserve from 50% to 43% of total General Fund ongoing expenditures to transfer funds into the General Fund. The budget does use one-time sources, such as fund balance, for one-time expenditures.

Table 2 – General Fund Baseline Budget

		FY 2024/25 Adopted Baseline Budget
Sources		
Property Tax	\$	6,168,067
Sales Tax (General, Measure S 2006 and 2014)		9,698,436
Utility Users' Tax		2,285,000
Franchise Tax		850,000
Intergovernmental Tax		2,402,673
Transient Occupancy Tax		460,000
Business License		460,000
Charges for Services		1,774,307
Other Revenues		852,160
Total Revenues		24,950,643
Transfer In – Pension Trust		2,425,000
Transfer In – General Reserve		843,790
Total Sources		28,219,433
Uses		
By Category		
Salaries & Wages		10,343,285
Benefits		7,399,988
Professional Services		8,342,117
Other Operating		322,711
Materials and Supplies		185,033
Interdepartmental Charges		(719,548)
Asset/Capital Outlay		148,440
Debt Service		636,107
Total Expenditures By Category		26,658,133
Transfers Out		1,561,300
Total Uses By Category		28,219,433
Net Surplus/(Deficit)	\$	0

The Fiscal Year (FY) 2024/25 Operating and Capital Budget consists of the baseline budget (ongoing operating budget), one-time operating budget items such as special Council-directed initiatives, and capital improvement projects that are funded by the General Fund including the Measure S Funds. The graphic below depicts the composition of the Budget. As shown, the budget assumes the use of \$8.9 million of fund balance. Table 3 in the following section provides a detailed list of the one-time budget items and capital improvement projects. Note that only the capital improvement projects that are funded by the General Fund are shown in Table 2.

Table 2 – One-Time Budget Items and Capital Improvement Projects (Some are Projects Budgeted in FY 2023/24, but Not Completed, so Carried Forward to FY 2024/25)

Department	One-Time Operating Items	Budget
CDD/Economic Dev	Economic Development Strategy - Final Branding	\$10,000
CDD/Economic Dev	Meeting/Workshop/Mixers	5,000
CDD/Economic Dev	Tobacco Education Related (Grant Funded)	10,000
CDD/Economic Dev	Advertising (General and Industry-Specific)	2,000
CDD/Economic Dev	Marketing Materials	5,000
CDD/Economic Dev	Business Development/Community Help Reserve	10,000
CDD/Economic Dev	Revitalization Reserve	10,000
City Clerk	Policies & Procedures Update Support	20,000
City Council	City Council Retreat/Planning Workshop	10,000
City Manager	DEI Consulting	40,000
City Manager	EOP Training (citywide)	20,000
Finance	Ballot Measure Consulting	40,000
Finance	Grants Consulting	48,000
Information Technology	Professional Services	68,222
Police	CERT Program Supplies	20,000
Public Works	Active Transportation Plan	25,000
Public Works	Emergency Power for Critical Facilities	200,000
Public Works	Recycled Water Feasibility	60,000
Public Works	City Hall planting/landscaping	20,000
Public Works	GoGov or Similar App	5,000
Public Works	On-call Consultants for Capital Projects	75,000
Public Works	Storm Drainage Master Plan	150,000
Public Works	Pedestrian Bridge Inspection & Maintenance	50,000
	Total One-Time Operating Items	903,222

Fiscal Year (FY) 2024/25 Operating and Capital Budget
Executive Summary

Department	Asset/Capital Outlay	Budget
Community Services	Restroom Walls/Floor Repair	11,000
Information Technology	Computer Equipment Replacement	137,959
Police	Alex Clark Room Transformation	20,000
Public Works	Weatherization/Energy Efficiency Program	250,000
Public Works	Brandt St. Improvements	170,000
Public Works	Street Improvements	200,000
Public Works	FA1901 Senior Center Auxiliary Parking Lot	1,530,000
Public Works	RO2401 Road Maintenance Repairs	1,750,000
Public Works	Citywide Roof Repairs and Replacement	900,000
Public Works	City Hall Modernization	200,000
Public Works	Senior Center Modernization	205,000
Public Works	Public Safety Building Modernization	450,000
Public Works	Tiny Tot Improvements	50,000
Public Works	Skatepark Rehabilitation	150,000
Public Works	Replace Parks' Chips/Rubber Matting	50,000
Public Works	San Pablo Ave. Bridge Replacement	300,000
Public Works	Safety Improvement Arterial Roadway	35,960
Public Works	Pinole Smart Signals	154,302
Public Works	Sidewalk/ADA Curb Ramp Program	150,000
Public Works	Roble Road Drainage Improvements	700,000
Public Works	Storm Drain Creek Discharge	600,000
	Total Capital Improvement Projects	8,014,221
	Total	\$8,917,443

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Background

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ELECTED OFFICIALS



Maureen Toms
Mayor



Cameron Sasai
Mayor Pro Tempore



Devin Murphy
Council Member



Anthony Tave
Council Member



Norma Martínez-Rubin
Council Member



Roy Swearingen
City Treasurer

DEPARTMENT HEADS

Interim City Manager	Neil Gang
City Attorney (Contract)	Eric Casher
City Clerk	Heather Bell
Community Development Director	Lilly Whalen
Community Services Director	Andrea Dwyer
Finance Director	Markisha Guillory
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.

The City Council held a special strategic planning meeting on April 29, 2023 during which it reaffirmed the vision, mission, and goals of the Strategic Plan and made some adjustments to some strategies.

PROFILE OF THE CITY

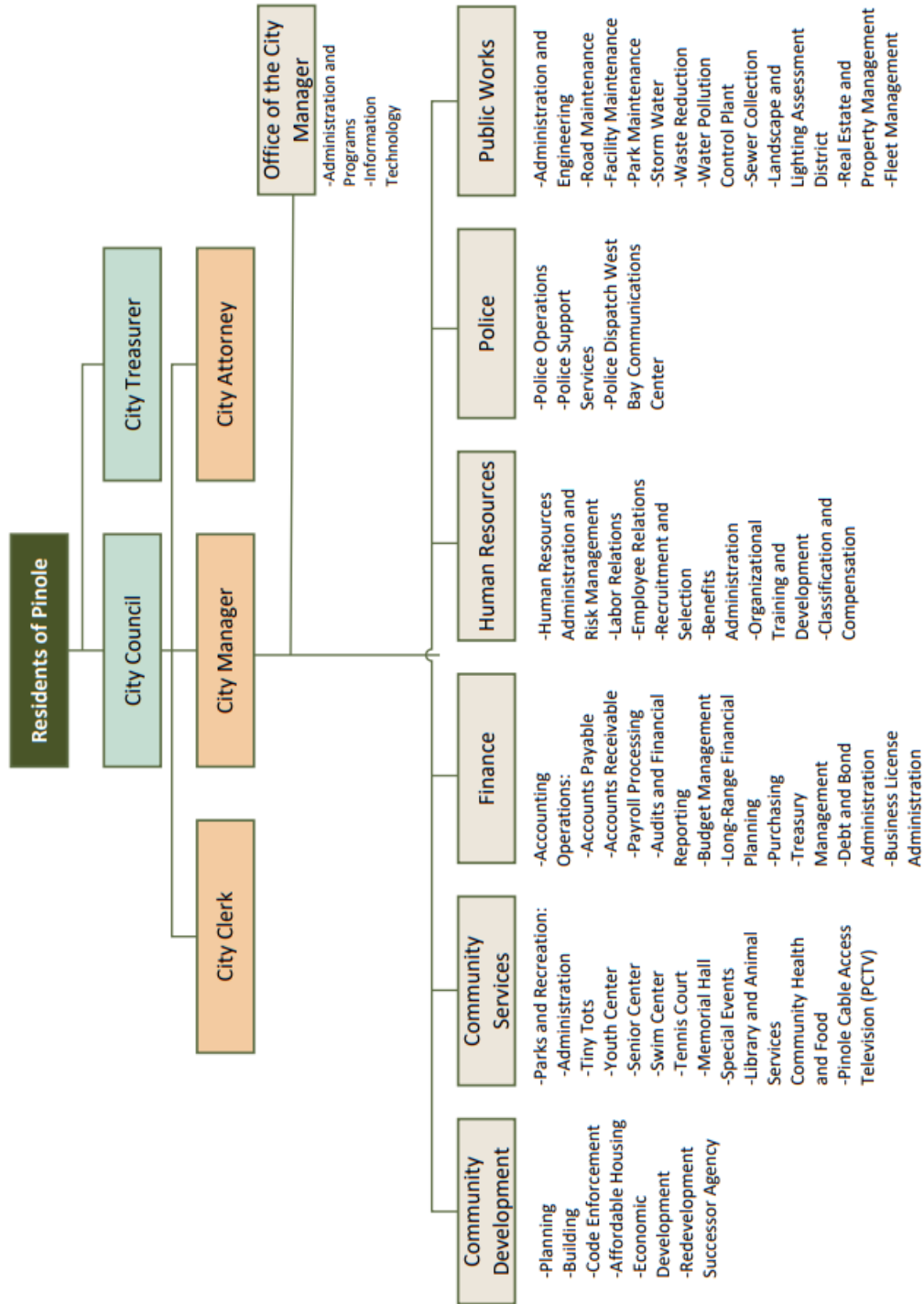
The City is primarily a residential community located in the San Francisco Bay Area on the shores of San Pablo Bay in West Contra Costa County. Highway Interstate 80, which traverses Pinole, connects the San Francisco/Oakland metropolitan area with Sacramento and points east. Pinole is linked to central Contra Costa County which includes the cities of Martinez, Concord, and Pleasant Hill by State Route 4 which begins just north of Pinole and connects with Interstate 680. There are approximately four-square miles of land included in Pinole's boundary. The City's population on January 1, 2023 was 18,244, according to the California Department of Finance.

The City of Pinole is a general law city that was incorporated on June 25, 1903. The City operates under a Council-Manager form of operation, 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), public works, community services (including recreation and Pinole community television), community development, and general administration services.



ORGANIZATIONAL STRUCTURE



Note: The Contra Costa County Fire Protection District provides fire safety services to Pinole residents.

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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;
- City Manager and Finance Department incorporates any final changes as necessary and submits the Final Proposed Budget to the City Council for adoption.

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KEY MILESTONES OF THE DEVELOPMENT OF THE BUDGET AND CIP FOR FY 2024/25

March 27, 2024

- Department Proposed FY 2024/25 Budget Requests due to Finance

April 18, 2024

- Finance Subcommittee Meeting
 - FY 2024/25 General Fund Baseline Budget
 - Draft FY 2024/25 - FY 2028/29 Five-Year Capital Improvement Plan (CIP)

April 2-26, 2024

- Budget Review Meetings
 - Interim City Manager and Finance Department meet with Department Directors to review and discuss proposed budgets

April 30, 2024

- City Council Special Meeting (Budget Workshop)
 - FY 2024/25 General Fund Baseline Budget
 - Proposed Projects for FY 2024/25 - FY 2028/29 Five-Year Capital Improvement Plan (CIP)

May 21, 2024

- City Council Meeting
 - Preliminary Proposed FY 2024/25 Operating and Capital Budget
 - Preliminary Proposed FY 2024/25 Five-Year Capital Improvement Plan (CIP)
 - Preliminary Status Quo Ten-Year Financial Forecast for FY 2024/25 - FY 2033/34

June 4, 2024

- City Council Meeting
 - Revised Proposed FY 2024/25 Operating and Capital Budget
 - Revised Proposed FY 2024/25 Five-Year Capital Improvement Plan (CIP)

June 25, 2024

- City Council Meeting (Special)
 - Adopt Final Proposed FY 2024/25 Operating and Capital Budget
 - Adopt Final Proposed FY 2024/25 Five-Year Capital Improvement Plan (CIP)
 - Adopt FY 2024/25 Appropriations Limit

July 1, 2024

- FY 2024/25 Begins

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BUDGET AWARD

The City received its tenth consecutive Operating Budget Excellence Award from the California Society of Municipal Finance Officers (CSMFO) for its FY 2023/24 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 \$28.2 million, including transfers in, as summarized below.

Revenue Category	FY 2024/25 Budget	% Total Budget
Property Taxes	\$6,168,067	22%
Sales and Use Taxes	4,536,436	16%
Sales and Use Taxes - Measure S 2006 and 2014	5,162,000	18%
Utility Users Tax	2,285,000	8%
Franchise Taxes	850,000	3%
Transient Occupancy Tax	460,000	2%
Business License Tax	460,000	2%
Intergovernmental Taxes	2,402,673	9%
Public Safety Charges	1,774,307	6%
Other Revenues	852,160	3%
Transfers In	3,268,790	12%
Total	\$28,219,433	

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 2024/25, property tax is estimated to be \$6.2 million, a 9% increase over the FY 2023/24 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 to the retirement of outstanding debt.

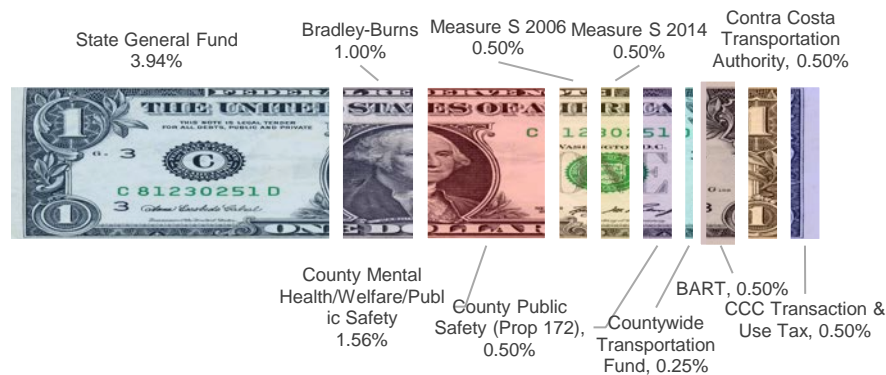
Property Tax Dollar Breakdown



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, and Local Sales and Use Taxes Measure S 2006 (0.5%) and Measure S 2014 (0.5%) both of which have no sunset date. The City uses sales tax estimates provided by consulting firm HdL as the basis for the budget. For FY 2024/25, General Fund sales tax, including Measure S 2006 and 2014, is projected to be \$9.7 million, a 3% increase over the FY 2023/24 revised budget. The chart below illustrates the breakdown of the agencies that receive the sales tax dollar.

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 with no sunset date. The City estimates UUT based on historical trends and industry resources. For FY 2024/25, UUT is projected to be \$2.3 million, a 5% increase over the FY 2023/24 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 2024/25, franchise tax is projected to be \$850,000, a 7% increase over the FY 2023/24 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 \$160 (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 2024/25, business license is projected to be \$460,000, a 6% increase over the FY 2023/24 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. Estimates are based on trend analysis and industry resources. For FY 2024/25, transient occupancy tax is projected to be \$460,000, a 2% increase over the FY 2023/24 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 2024/25, VLF is projected to be \$2.4 million, a 4% increase over the FY 2023/24 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 current five-year agreement effective July 1, 2023. For FY 2024/25, public safety charges are projected to be \$1.8 million, a 5% increase over the FY 2023/24 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 2024/25 budget assumes a 34% increase over the FY 2023/24 revised budget. The substantial growth is mostly due to increased revenue resulting from the imposition of updated fees following the comprehensive user fee study.

Transfers In

Transfers in shown in the FY 2024/25 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, the City Council approved a one-time transfer of \$843,790 from the General Reserve to the General Fund to help balance the budget for FY 2024/25.

GENERAL FUND EXPENDITURES

General Fund revenues are not restricted to any specific use and can be expended on any allowable municipal purpose. For FY 2024/25, total General Fund expenditures are projected to be \$37.2 million, including transfers out, as summarized below.

Expenditure Category	FY 2024/25 Budget	% Total Budget
Salaries and Wages	\$10,343,285	28%
Employee Benefits	7,399,988	20%
Professional/Admin Services	9,482,105	25%
Other Operating	322,711	1%
Materials and Supplies	185,033	0.5%
Interdepartmental Charges	(719,548)	-2%
Capital Outlay	8,004,702	22%
Debt Service	636,107	2%
Transfers Out	1,561,300	4%
Total	\$37,215,683	

Salaries and Wages

The forecast for salaries and wages is based on the City's staffing level of 109 full-time equivalents (FTEs), future salary increases for different classifications already agreed upon in the City's current labor memorandums of understanding (MOUs). The budget includes a savings factor equal to 3% of total annual salary and benefits expenditures to account for savings resulting from position vacancies. For FY 2024/25, salaries and wages are projected to be \$10.3 million, a 10% increase over the FY 2023/24 revised budget. As part of the budget balancing strategies, a vacant position in the Police Department was frozen.

Employee Benefits

The cost of retirement benefits is the City's annual required contribution for employees' pension to the California Public Employees' Retirement System (CalPERS). The City's annual required contribution is determined by an annual actuarial valuation report, the most recent of which is as of July 2023. The budget reflects the net cost to the City (the required total contribution minus the employee contributions). All classic employees currently contribute the required employee contribution plus a portion of the employer's contribution for a total of 15%.

Other benefits include employee medical/dental/vision care, workers' compensation, and others. The benefits cost in the forecast is based primarily trends and information provided by service providers. For FY 2024/25, benefits are projected to be \$7.4 million, a 19% increase over the FY 2023/24 revised budget.

Professional and Administrative Services

Professional and administrative services includes consulting services, legal 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. This category is primarily projected based on contractual obligations and historical trends. For FY 2024/25, professional and administrative services are projected to be \$9.5 million, an 10% decrease over the FY 2023/24 revised budget.

This category includes the City's fire services agreement with the Contra Costa County Fire Protection District (CCCFPD) to provide fire protection services to Pinole residents. For FY 2024/25, the cost is \$5.7 million per the approved five-year agreement.

Other Operating Expenses

Other operating expenses include all other expenditure categories, such as travel/training, office expenses, utilities, indirect costs, and materials and supplies. This category is projected based on historic trends. For FY 2024/25, other operating expenses are projected to be \$322,711, a 10% increase over the FY 2023/24 revised budget.

Capital Outlay

Capital outlay includes non-major asset acquisition and improvements, such as computer equipment and furniture, as well as several major capital projects to be funded by the General Fund unassigned fund balance. This category is projected based on historical trends as well as estimated costs of capital projects. For FY 2024/25, capital outlay is projected to be \$8 million.

Capital improvement projects are detailed in a separate Five-Year Capital Improvement Plan (CIP). Each fiscal year, capital needs are assessed and prioritized through the CIP planning process.

Debt Service

Debt service 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

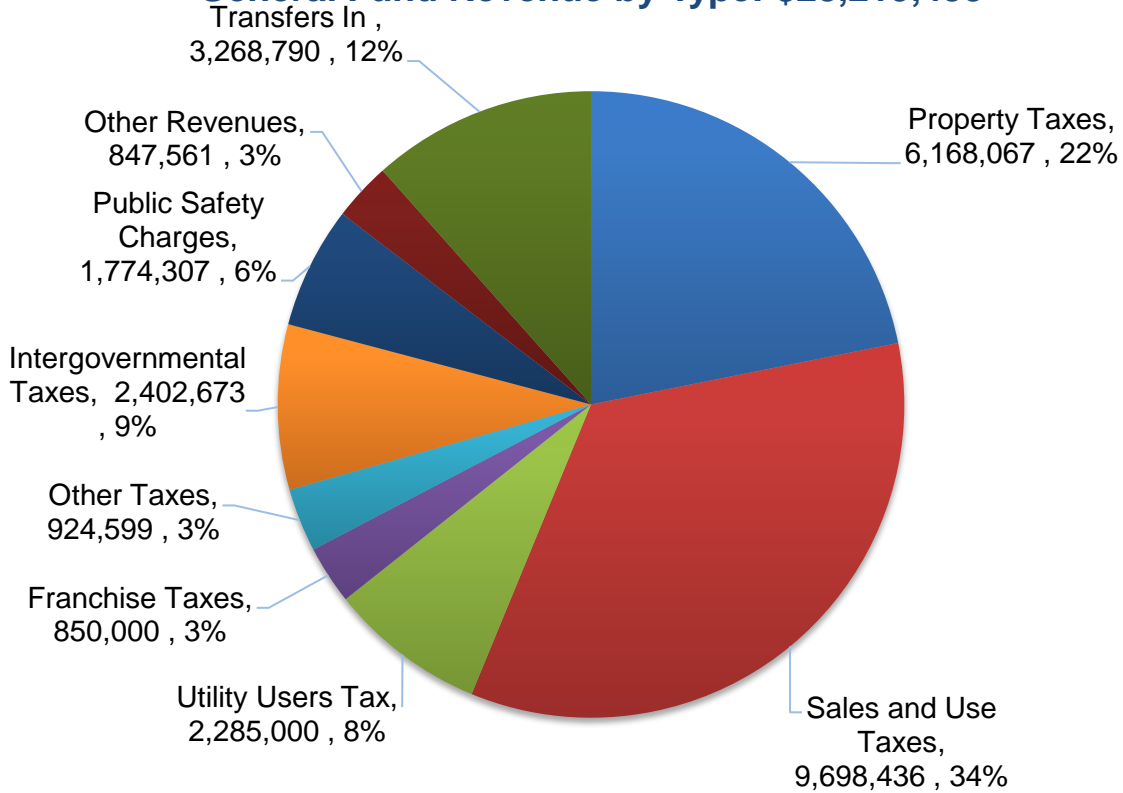
Transfers out includes the transfers from the General Fund and Measure S to other funds to support Recreation programs, Pinole Community Television (PCTV), vehicle and equipment replacement.

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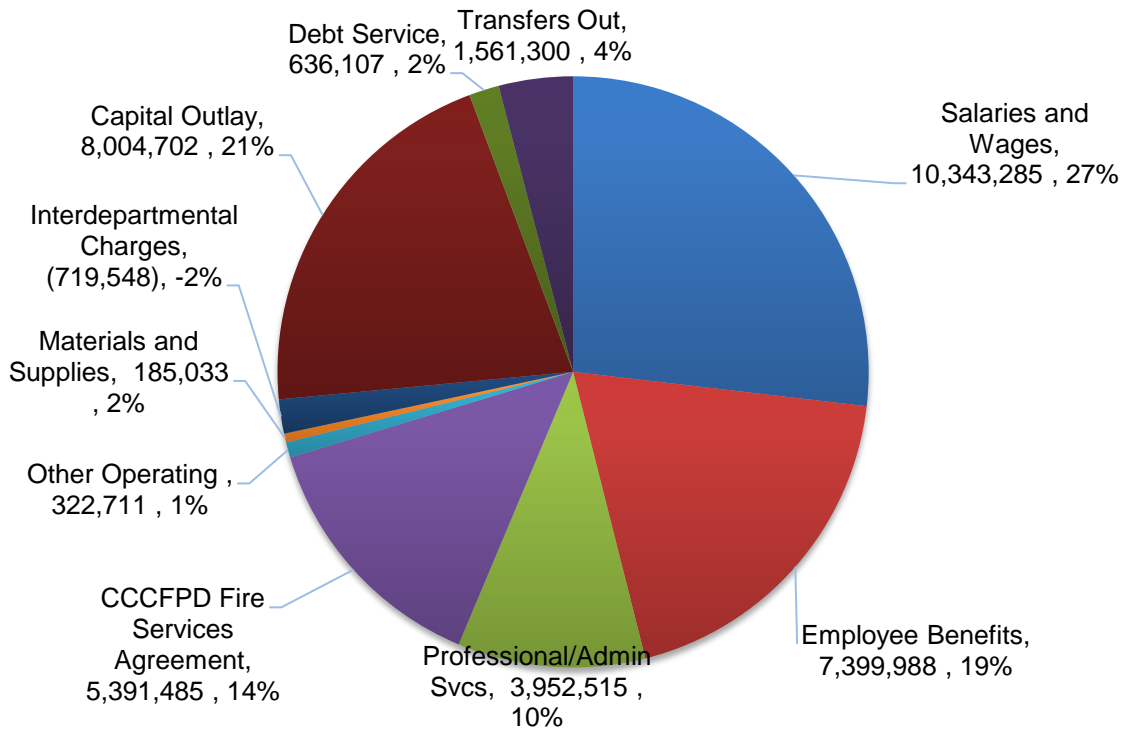
Fiscal Year (FY) 2024/25 Operating and Capital Budget
Revenue and Expenditure Summaries – General Fund

GENERAL FUND (Including Measure S 2006 and 2014)	FY 2020/21 Actual	FY 2021/22 Actual	FY 2022/23 Actual	FY 2023/24 Revised Budget	FY 2024/25 Proposed Budget
Revenue by Category					
311 - Property Taxes	4,091,345	4,307,208	5,055,790	5,678,211	6,168,067
312 - Sales and Use Taxes	8,927,361	9,613,625	9,328,351	9,443,023	9,698,436
313 - Utility Users Tax	1,939,726	2,063,773	2,312,830	2,185,485	2,285,000
314 - Franchise Taxes	751,598	788,146	875,058	794,658	850,000
315 - Other Taxes	795,839	929,466	898,797	890,714	924,599
321 - Intergovernmental Taxes	2,034,203	2,108,808	2,247,072	2,319,918	2,402,673
323 - State Grants	10,951	13,847	43,442	65,882	95,882
324 - Other Grants	287,768	46,937	43,793	47,025	47,025
332 - Permits	77,992	120,780	190,687	108,700	251,700
341 - Review Fees	37,139	42,210	50,279	500	25,500
342 - Other Fees	56,754	23,880	56,772	15,054	65,854
343 - Abatement Fees	3,844	5,127	30,193	33,500	47,000
351 - Fines and Forfeiture	13,166	10,411	17,579	22,050	15,550
361 - Public Safety Charges	1,345,588	1,477,492	1,598,997	1,693,539	1,774,307
370 - Interest and Investment Income	33,340	(134,495)	211,725	150,000	200,000
381 - Rental Income	86,880	96,516	95,432	89,896	81,450
383 - Reimbursements	83,285	16,341	20,133	16,928	11,500
384 - Other Revenue	3,788	35,606	5,969	7,560	5,100
392 - Proceeds from Sale of Property	83,209	240,182	12,080	1,000	1,000
393 - Loan/Bond Proceeds	55,197	-	91,907	-	-
399 - Transfers In from Section 115 Trust	1,327,427	1,061,736	2,160,519	2,245,480	3,268,790
399 - Transfers In from ARPA Fund	-	-	4,071,404	-	-
Revenue Total	22,046,398	22,867,595	29,418,810	25,809,123	28,219,433
Expenditures by Category					
40 - Salaries and Wages	9,687,549	10,550,396	11,006,433	9,359,141	10,343,285
41 - Employee Benefits	5,492,537	6,030,608	6,884,786	6,219,651	7,399,988
42 - Professional/Administrative Services	3,120,915	4,083,329	5,686,957	10,477,822	9,482,105
43 - Other Operating Expenses	332,324	304,499	359,085	292,711	322,711
44 - Materials and Supplies	148,389	261,505	291,123	183,200	185,033
46 - Interfund/Interdepartmental Charges	(916,482)	(838,609)	(505,978)	(772,912)	(719,548)
47 - Asset Acquisition, Improvement, Disposal	1,397,824	697,550	596,527	6,411,263	8,004,702
48 - Debt Service	558,607	608,736	617,582	611,107	636,107
49 - Transfers Out	1,588,652	3,360,117	2,654,750	2,440,775	1,561,300
Expenditures Total	21,410,315	25,058,131	27,591,266	35,222,758	37,215,683
Expenditures by Department					
10 - City Council	221,252	215,904	209,697	215,412	202,339
11 - City Manager	603,505	527,117	567,995	602,710	683,857
12 - City Clerk	243,065	327,468	511,112	624,354	717,294
13 - City Treasurer	8,286	8,375	8,268	8,727	10,148
14 - City Attorney	489,955	406,476	330,354	320,428	297,031
15 - Finance Department	573,555	561,011	661,743	1,037,368	971,117
16 - Human Resources	292,727	377,614	749,748	888,227	888,867
17 - Non-Departmental	3,534,790	5,274,979	4,673,970	4,042,120	3,257,051
18 - Information Systems	-	-	-	3,600	-
22 - Police Department	8,495,554	9,847,359	10,267,281	11,125,612	12,358,037
23 - Fire Department	5,429,808	5,100,962	6,687,185	5,596,735	6,433,461
34 - Public Works	1,335,586	1,824,492	2,160,055	9,715,846	10,368,528
46 - Community Development	173,504	263,181	398,605	619,883	585,788
55 - Community Services	8,727	272,629	365,253	421,736	442,165
64 - Sewer	-	50,563	-	-	-
Expenditures Total	21,410,315	25,058,131	27,591,266	35,222,758	37,215,683
Net Operating Results	636,084	(2,190,536)	1,827,544	(9,413,635)	(8,996,250)

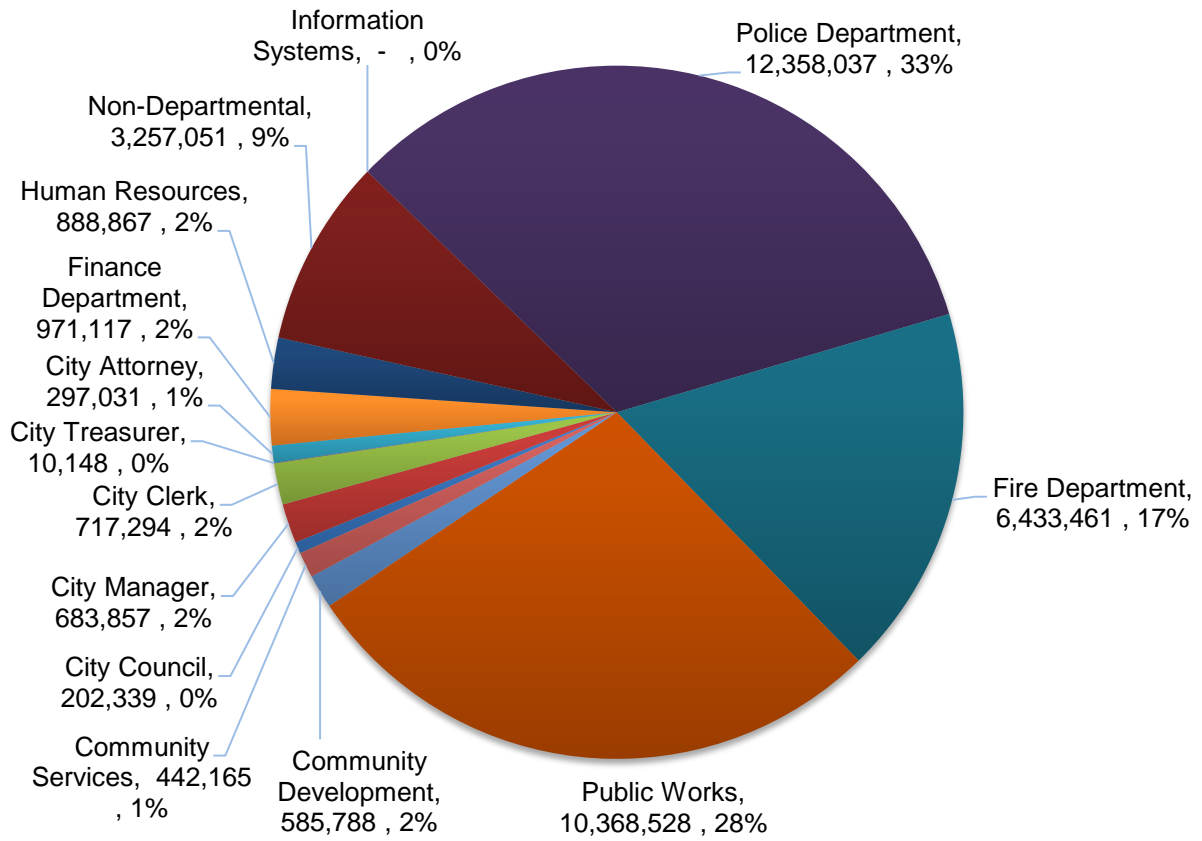
General Fund Revenue by Type: \$28,219,433



General Fund Expenditures by Type: \$37,215,683



General Fund Expendiures by Department: \$37,215,683



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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 2024/25, revenue is projected to be \$1 million. Expenditures are projected to be \$2.2 million for road maintenance projects. It is anticipated that approximately \$1.2 million of available fund balance will be used for capital projects.

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 2024/25, revenue is projected to be \$1.3 million. Expenditures are projected to be \$2.4 million.

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 recently conducted a fee study to determine the City's total cost of providing certain services that have a specific beneficiary. The study recommended changes to the City's building and planning fees, which has increased revenue. Several large developments projects are anticipated to be initiated in FY 2024/25. For FY 2024/25, revenues are projected to be \$1.5 million. Expenditures are projected to be \$2 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 2024/25, revenues are budgeted at \$368,000 and expenditures are budgeted at \$173,666.

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 2024/25, revenues are projected to be \$1.2 million. Expenditures are projected to be \$1.7 million. It is anticipated that approximately \$552,869 of available fund balance will be used for capital projects.

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 2024/25, revenue is budgeted \$1.0 million due from developers for several large multi-unit developments. Expenditures are projected at \$1.6 million for capital projects. It is anticipated that approximately \$583,406 of available fund balance will be used 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. For FY 2024/25, revenue is budgeted at \$55,000 primarily from interest earned on the cash balance and loan repayments. Expenditures are projected to be \$323,243 for housing administration activities. It is anticipated that approximately \$268,243 of available fund balance will be used for housing administration activities.

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 2024/25, revenues are budgeted at \$2.1 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 \$3.7 million for street improvement projects. It is anticipated that approximately \$1.6 million of available fund balance will be used for 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 2024/25, expenditures are budgeted at \$895,000 for street rehabilitation projects. It is anticipated that approximately \$645,000 of available fund balance will be used for 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. For FY 2024/25, revenue is projected to be \$10.4 million. Expenditures are projected to be \$37.7 million. It is anticipated that approximately \$27.4 million of its projected fund balance will be used to complete several key capital projects over the next five fiscal years.

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 an operating subsidy from the General Fund. PEG fees are designated for equipment purchases. For FY 2024/25, revenue is projected to be \$368,533. Expenditures are projected to be

\$829,463. It is anticipated that \$460,930 of fund balance will be used to fund several capital projects over the next three fiscal years.

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 budget includes funding for routine operating activities as well as special initiatives identified in the City's Information Technology Plan. For FY 2024/25, revenue and expenditures are balanced with each projected to be \$1.5 million.

Fiduciary Funds

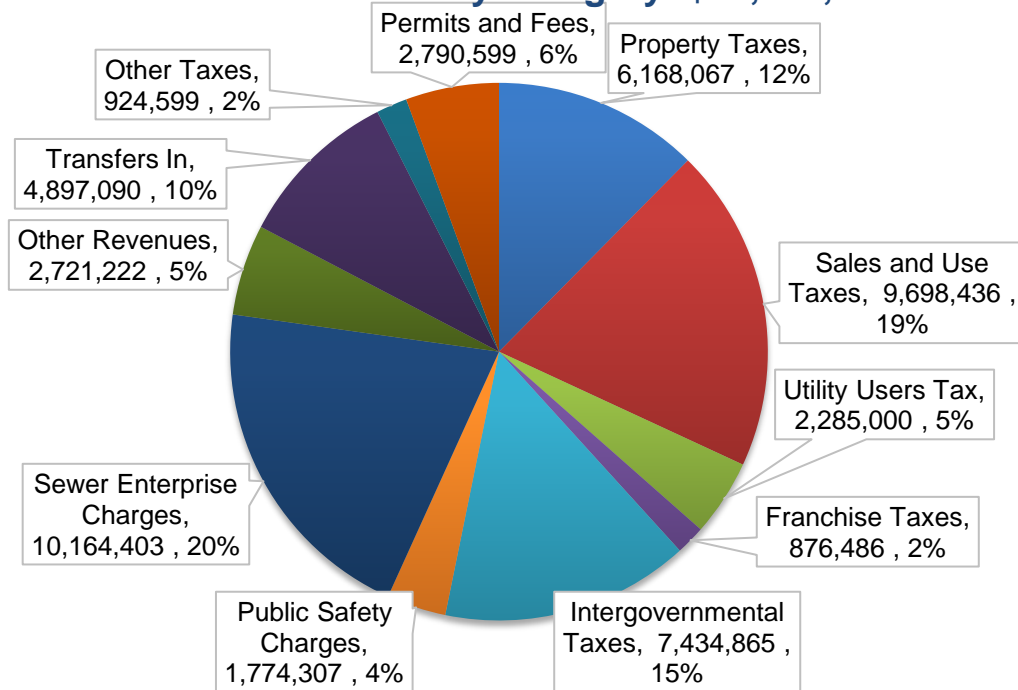
Pension Fund – 700

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. The remaining assets in the trust are invested and earn interest income. The fund is expected to end the fiscal year with a balance of approximately \$11.7 million.

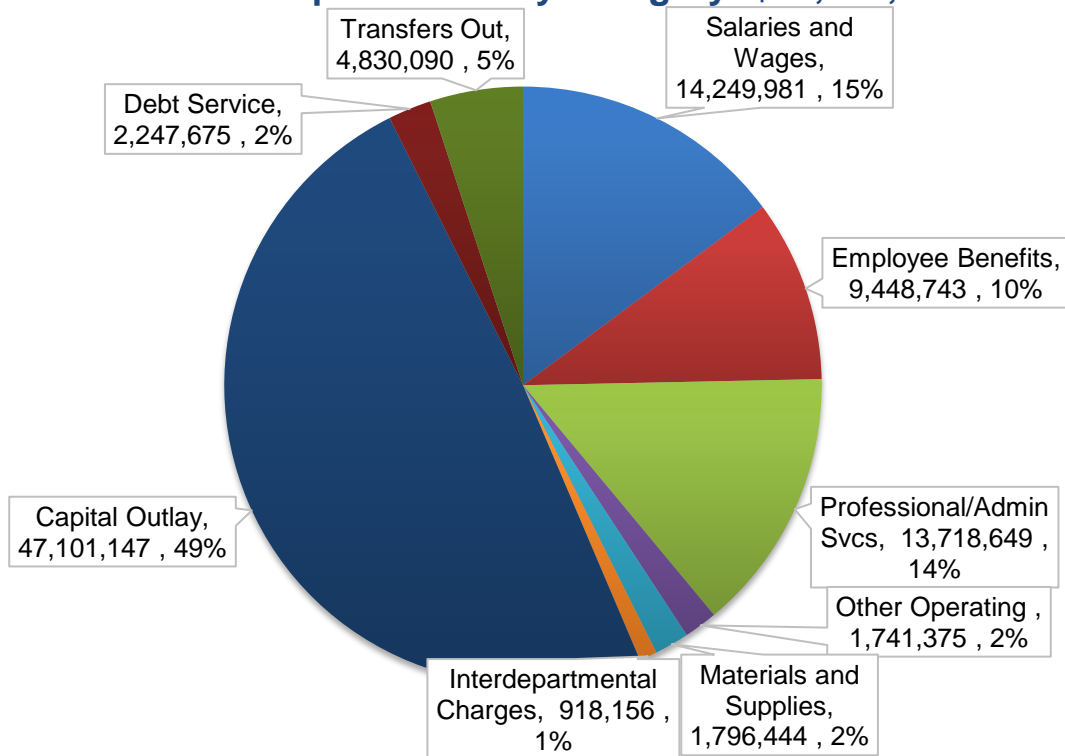
Fiscal Year (FY) 2024/25 Operating and Capital Budget
Revenue and Expenditure Summaries – All Funds

ALL FUNDS	FY 2020/21 Actuals	FY 2021/22 Actuals	FY 2022/23 Actuals	FY 2023/24 Revised Budget	FY 2024/25 Proposed Budget
Revenue by Category					
311 - Property Taxes	4,091,345	4,307,208	5,055,790	5,928,211	6,168,067
312 - Sales and Use Taxes	8,927,361	9,613,625	9,328,351	9,443,023	9,698,436
313 - Utility Users Tax	1,939,726	2,063,773	2,312,830	2,185,485	2,285,000
314 - Franchise Taxes	776,957	810,080	893,814	821,144	876,486
315 - Other Taxes	795,839	929,466	898,797	890,714	924,599
321 - Intergovernmental Taxes	3,319,719	3,530,117	3,701,389	3,902,718	3,985,975
322 - Federal Grants	-	911,070	4,857,566	92,662	41,394
323 - State Grants	383,315	290,576	312,655	1,343,842	1,165,544
324 - Other Grants	677,915	785,671	128,346	2,241,952	2,241,952
332 - Permits	342,120	601,210	687,955	586,898	728,866
341 - Review Fees	243,014	398,529	567,490	405,169	428,775
342 - Other Fees	109,215	116,892	273,501	458,517	517,146
343 - Abatement Fees	3,844	5,127	30,193	33,500	47,000
344 - Impact Fees	49,560	2,453,146	577,792	1,070,230	1,068,812
351 - Fines and Forfeiture	41,235	39,392	52,592	87,050	80,550
361 - Public Safety Charges	1,345,588	1,477,492	1,598,997	1,693,539	1,774,307
363 - Sewer Enterprise Charges	7,414,842	7,764,868	7,831,703	9,154,209	10,164,403
364 - Recreation Charges	128,296	311,782	413,497	342,312	352,610
365 - Cable TV Charges	223,342	216,837	277,903	316,956	179,047
370 - Interest and Investment Income	2,935,849	(2,978,741)	1,959,456	1,342,218	1,514,500
381 - Rental Income	131,335	121,141	116,688	161,125	152,279
383 - Reimbursements	606,594	444,545	455,269	407,064	386,636
384 - Other Revenue	61,571	87,107	25,215	58,060	49,600
392 - Proceeds from Sale of Property	83,209	688,940	944,423	1,000	1,000
393 - Loan/Bond Proceeds	120,594	112,662	178,562	10,000	5,000
399 - Transfers In	3,094,268	3,581,953	8,886,673	4,686,255	4,897,090
Revenue Total	37,846,652	38,684,468	52,367,448	47,663,853	49,735,074
Expenditures by Category					
40 - Salaries and Wages	11,508,885	12,977,267	13,990,485	12,933,893	14,249,981
41 - Employee Benefits	6,710,186	7,765,562	7,465,419	7,886,440	9,448,743
42 - Professional/Administrative Services	5,136,136	7,179,480	9,041,346	15,244,157	13,718,649
43 - Other Operating Expenses	1,565,131	1,773,766	1,952,203	1,688,868	1,741,375
44 - Materials and Supplies	909,837	1,227,452	1,409,785	1,707,463	1,796,444
46 - Interfund/Interdepartmental Charges	650,094	733,387	786,349	870,548	918,156
47 - Asset Acquisition, Improvement, Disposal	4,629,080	4,711,084	3,294,566	30,101,653	47,101,147
48 - Debt Service	1,455,787	1,415,202	1,405,682	2,218,583	2,247,675
49 - Transfers Out	3,094,268	4,421,853	8,886,672	4,686,255	4,830,090
Expenditures Total	35,659,404	42,205,053	48,232,508	77,337,860	96,052,260
Expenditures by Department					
10 - City Council	221,252	215,904	209,697	215,412	202,339
11 - City Manager	603,505	527,117	567,995	602,710	683,857
12 - City Clerk	243,065	327,468	511,112	624,354	717,294
13 - City Treasurer	8,286	8,375	8,268	8,727	10,148
14 - City Attorney	489,955	406,476	330,354	320,428	297,031
15 - Finance Department	573,555	561,011	739,907	1,087,368	1,021,117
16 - Human Resources	292,727	377,614	749,748	888,227	888,867
17 - Non-Departmental	5,049,270	7,026,762	10,946,547	6,287,600	6,533,341
18 - Information Systems	-	95,874	77,892	3,600	(194)
19 - Cable Access TV	391,792	439,347	502,606	682,056	829,463
22 - Police Department	8,823,952	10,153,924	10,614,182	12,010,316	13,241,801
23 - Fire Department	5,429,808	5,100,962	6,687,185	5,596,735	6,433,461
34 - Public Works	4,128,522	4,807,382	4,128,470	18,028,864	21,053,861
46 - Community Development	2,093,699	3,154,647	3,887,809	3,506,521	2,953,589
55 - Community Services	824,176	1,630,344	1,940,328	2,689,603	2,814,921
64 - Sewer	6,485,839	7,371,846	6,330,406	24,785,339	38,371,365
	35,659,404	42,205,053	48,232,508	77,337,860	96,052,260
Net Operating Results	2,187,249	(3,520,585)	4,134,940	(29,674,006)	(46,317,186)

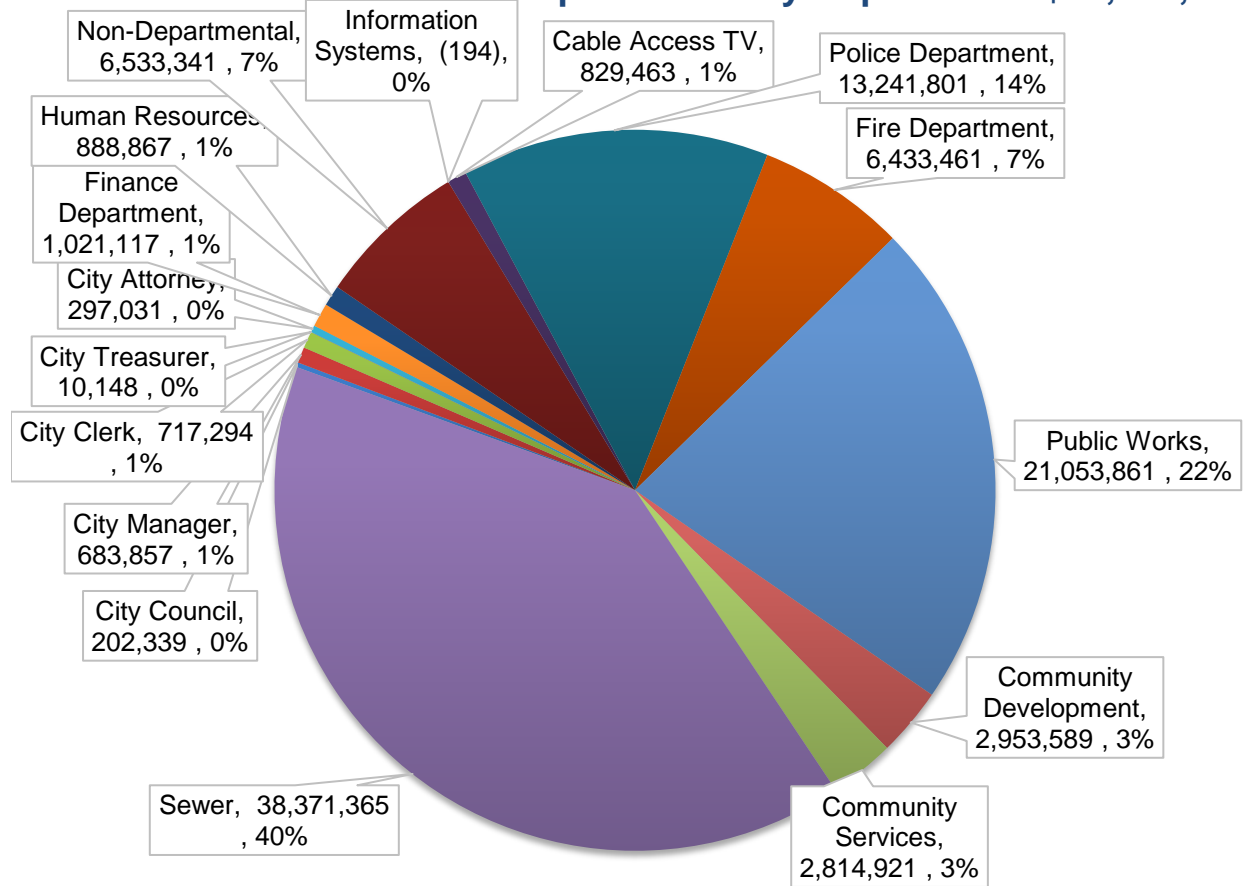
All Funds Revenue by Category: \$49,735,074



All Funds Expenditures by Category: \$96,052,260



All Funds Expenditures by Department: \$96,052,260



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Fiscal Year (FY) 2024/25 Operating and Capital Budget

Revenue and Expenditure Summaries – All Funds

	FY 2020/21 Actual	FY 2021/22 Actual	FY 2022/23 Actual	FY 2023/24 Original Budget	FY 2023/24 Revised Budget	FY 2023/24 Actual Thru Mar-24	FY 2023/24 Projected Year-end	FY 2024/25 Proposed	Prop to Rev Percent Change
General Fund (including Measure S 2006 and 2014)									
Revenue									
311 - Property Taxes	4,091,345	4,307,208	5,055,790	5,678,211	5,678,211	3,132,596	5,678,211	6,168,067	9%
<i>Basic 1% Property Tax</i>	<i>2,770,607</i>	<i>2,946,085</i>	<i>3,145,151</i>	<i>4,187,260</i>	<i>4,187,260</i>	<i>1,792,720</i>	<i>4,187,260</i>	<i>3,768,605</i>	-10%
<i>RPTTF and Passthrough Payments</i>	<i>1,320,738</i>	<i>1,361,123</i>	<i>1,910,639</i>	<i>1,490,951</i>	<i>1,490,951</i>	<i>1,339,876</i>	<i>1,490,951</i>	<i>2,399,462</i>	61%
312 - Sales and Use Taxes	4,303,800	4,612,708	4,396,002	4,621,023	4,471,023	3,265,034	4,471,023	4,536,436	1%
312 - Sales and Use Taxes- Measure S 2006	2,309,123	2,501,974	2,467,529	2,486,000	2,486,000	1,869,611	2,486,000	2,581,000	4%
312 - Sales and Use Taxes- Measure S 2014	2,314,438	2,498,944	2,464,819	2,486,000	2,486,000	1,869,581	2,486,000	2,581,000	4%
313 - Utility Users Tax	1,939,726	2,063,773	2,312,830	2,085,485	2,185,485	1,864,058	2,235,000	2,285,000	5%
314 - Franchise Taxes	751,598	788,146	875,058	794,658	794,658	498,251	794,658	850,000	7%
315 - Other Taxes	795,839	929,466	898,797	890,714	890,714	728,187	897,514	924,599	4%
<i>Other Tax/Transient Occupancy Tax</i>	<i>446,105</i>	<i>447,687</i>	<i>456,288</i>	<i>453,200</i>	<i>453,200</i>	<i>296,161</i>	<i>460,000</i>	<i>460,000</i>	2%
<i>Other Tax/Business License</i>	<i>349,733</i>	<i>441,779</i>	<i>442,509</i>	<i>437,514</i>	<i>437,514</i>	<i>432,026</i>	<i>437,514</i>	<i>464,599</i>	6%
321 - Intergovernmental Taxes	2,034,203	2,108,808	2,247,072	2,319,918	2,319,918	1,171,270	2,319,918	2,402,673	4%
323 - State Grants	10,951	13,847	43,442	65,882	65,882	33,148	65,882	95,882	46%
324 - Other Grants	287,768	46,937	43,793	47,025	47,025	4,000	47,025	47,025	0%
332 - Permits	77,991	120,780	190,687	108,700	108,700	239,646	315,016	251,700	132%
341 - Review Fees	37,139	42,210	50,279	500	500	22,875	22,875	25,500	5000%
342 - Other Fees	56,754	23,880	56,772	15,054	15,054	83,992	108,377	65,854	337%
343 - Abatement Fees	3,844	5,127	30,193	33,500	33,500	20,059	33,500	47,000	40%
351 - Fines and Forfeiture	13,166	10,411	17,579	22,050	22,050	18,953	23,890	15,550	-29%
361 - Public Safety Charges	73,021	29,558	30,148	33,548	33,548	1,761	33,548	30,500	-9%
<i>361 - Public Safety Charges/Dispatch</i>	<i>1,272,567</i>	<i>1,447,934</i>	<i>1,568,849</i>	<i>1,398,991</i>	<i>1,659,991</i>	<i>1,388,692</i>	<i>1,770,336</i>	<i>1,743,807</i>	5%
370 - Interest and Investment Income	33,339	(134,495)	211,725	150,000	150,000	144,141	150,000	200,000	33%
381 - Rental Income	86,880	96,516	95,432	89,896	89,896	65,975	89,896	81,450	-9%
383 - Reimbursements	83,285	16,341	20,133	16,928	16,928	78,796	82,493	11,500	-32%
384 - Other Revenue	3,788	35,606	5,969	7,560	7,560	3,140	10,144	5,100	-33%
392 - Proceeds from Sale of Property	83,209	240,182	12,080	1,000	1,000	139	1,000	1,000	0%
393 - Loan/Bond Proceeds	55,197	-	91,907	-	-	-	-	-	0%
Revenue Total	20,718,970	21,805,859	23,186,887	23,352,643	23,563,643	16,503,904	24,122,306	24,950,643	6%
399 - Transfers In	-	-	-	-	-	-	-	-	-
399 - Transfers In from Section 115 Pension Fund	1,327,427	1,061,736	2,160,519	2,245,480	2,245,480	-	2,245,480	2,425,000	8%
399 - Transfers In from General Reserve	-	-	4,071,404	-	-	-	-	843,790	0%
Sources Total	22,046,397	22,867,595	29,418,810	25,598,123	25,809,123	16,503,904	26,367,786	28,219,433	9%
Fund: 100 - General Fund									
Expenditures									
Division: 110 - City Council Total:	215,352	215,904	200,496	212,212	215,412	144,791	215,412	202,339	-6%
Division: 111 - City Manager Total:	603,505	527,117	567,995	590,960	602,710	396,202	562,710	683,857	13%
Division: 112 - City Clerk Total:	243,065	327,468	511,112	624,354	624,354	465,384	624,354	717,294	15%
Division: 113 - City Treasurer Total:	8,286	8,375	8,268	8,727	8,727	7,358	8,727	10,148	16%
Division: 114 - City Attorney Total:	489,955	406,476	330,354	320,428	320,428	183,631	320,428	297,031	-7%
<i>114 - City Attorney Services</i>	<i>763,076</i>	<i>833,500</i>	<i>899,583</i>	<i>596,245</i>	<i>596,245</i>	<i>453,908</i>	<i>596,245</i>	<i>581,131</i>	-3%
<i>114 - City Attorney Indirect Cost Allocations</i>	<i>(273,121)</i>	<i>(427,024)</i>	<i>(569,229)</i>	<i>(275,817)</i>	<i>(275,817)</i>	<i>(270,277)</i>	<i>(275,817)</i>	<i>(284,100)</i>	3%
Division: 115 - Finance Department Total:	571,900	560,362	657,774	849,436	1,032,468	696,117	1,032,468	966,217	-6%
Division: 116 - Human Resources Total:	292,727	377,614	749,748	888,227	888,227	607,354	888,227	888,867	0%
Division: 117 - General Government Total:	1,387,531	1,306,126	1,420,199	990,238	990,238	1,166,930	1,166,548	1,059,644	7%
Administrative Total	3,812,321	3,729,442	4,445,947	4,484,582	4,682,564	3,667,767	4,818,874	4,825,397	3%
Division: 221 - Police Operations Total:	3,802,334	4,433,521	5,034,933	5,440,241	5,440,241	4,729,535	5,440,241	6,952,098	28%
Division: 222 - Police Support Services Total:	1,087,828	1,118,708	1,416,777	1,494,478	1,534,219	1,177,203	1,534,219	1,582,951	3%
Division: 223 - Dispatch WBCB Total:	1,988,812	2,215,114	2,379,569	2,315,202	2,315,202	1,887,068	2,315,202	2,548,869	10%
Division: 231 - Fire Total:	4,604,922	3,992,507	5,045,833	3,842,727	3,867,477	3,144,063	3,867,477	3,582,500	-7%
Public Safety Total	11,483,896	11,759,851	13,877,112	13,092,647	13,157,138	10,937,868	13,157,138	14,666,418	11%
Division: 341 - Administration/Engineering Total:	151,103	219,407	408,987	655,551	629,014	361,167	629,014	622,287	-1%
Division: 342 - Road Maintenance Total:	32,157	62,776	152,163	625,824	625,824	145,075	455,824	486,573	-22%
Division: 343 - Facility Maintenance Total:	513,141	552,239	650,885	1,025,442	1,066,942	517,235	726,942	929,920	-13%
Division: 345 - Park Maintenance Total:	253,021	276,594	291,821	372,315	372,315	247,550	372,315	356,460	-4%
Public Works Total	949,421	1,111,016	1,503,855	2,679,132	2,694,095	1,271,027	2,184,095	2,395,240	-11%
Division: 461 - Planning Total:	10,583	64,712	65,951	16,713	16,713	7,844	16,713	17,148	3%
Division: 465 - Code Enforcement Total:	162,921	198,324	226,172	281,912	273,178	182,837	273,178	399,687	46%
Division: 466 - Economic Development Total:	-	145	106,482	306,992	309,992	177,787	309,992	148,953	-52%
Community Development Total	173,504	263,181	398,605	605,617	599,883	368,468	599,883	565,788	-6%
Division: 551 - Recreation Admin Total	-	253,414	352,653	43,600	43,600	1,237	13,600	3,500	-92%
Division: 560 - Library Services Total:	-	-	-	182,585	182,585	-	182,585	202,430	11%
Division: 561 - Animal Control Services Total:	-	-	-	169,701	169,701	122,003	169,701	220,935	30%
Recreation Total	-	253,414	352,653	395,886	395,886	123,240	365,886	426,865	8%
481 - Debt Service	558,607	608,736	599,021	611,107	611,107	611,033	611,107	636,107	4%
Sub-Total	16,977,749	17,725,639	21,177,193	21,868,971	22,140,673	16,979,404	21,736,983	23,515,815	6%
499 - Transfers Out	921,762	2,667,216	1,936,750	1,590,275	1,657,275	764,520	1,657,275	777,800	-53%
Expenditure Total:	17,899,511	20,392,855	23,113,943	23,459,246	23,797,948	17,743,924	23,394,258	24,293,615	2%

**Fiscal Year (FY) 2024/25 Operating and Capital Budget
Revenue and Expenditure Summaries – All Funds**

	FY 2020/21 Actual	FY 2021/22 Actual	FY 2022/23 Actual	FY 2023/24 Original Budget	FY 2023/24 Revised Budget	FY 2023/24 Actual Thru Mar-24	FY 2023/24 Projected Year-end	FY 2024/25 Proposed	Prop to Rev Percent Change
Fund: 105 - Measure S 2006 Fund									
Expenditures									
Division: 115 - Finance Department Total:	300	475	1,534	2,450	2,450	377	500	2,450	0%
Division: 221 - Police Operations Total:	1,443,123	1,589,658	1,289,148	1,697,340	1,697,340	958,661	1,278,215	1,147,981	-32%
Division: 222 - Police Support Services Total:		330,507	-	-	-	-	-	-	0%
Division: 231 - Fire Total:	457,612	682,546	899,363	780,955	780,955	566,669	780,955	1,478,192	89%
Division: 342 - Road Maintenance Total:	-	-	-	-	-	-	-	1,750,000	100%
Division: 343 - Facility Maintenance Total:	-	-	-	-	-	-	-	1,530,000	100%
Expenditure Total:	1,901,034	2,603,185	2,190,045	2,480,745	2,480,745	1,525,708	2,059,670	5,908,623	138%
Fund: 106 - Measure S 2014 Fund									
Expenditures									
Division: 110 - City Council Total:	5,900	-	9,202	-	-	-	-	-	0%
Division: 115 - Finance Department Total:	1,356	175	2,434	2,450	2,450	677	2,450	2,450	0%
Division: 117 - General Government Total:	666,890	692,901	718,000	783,500	783,500	650,000	783,500	783,500	0%
Division: 118 - Information Systems Total:	-	-	-	3,600	3,600	-	-	-	-100%
Administrative Total	674,146	693,076	729,636	789,550	789,550	650,677	785,950	785,950	0%
Division: 221 - Police Operations Total:	70,953	59,161	37,269	-	23,759	23,759	23,759	-	-100%
Division: 222 - Police Support Services Total:	102,505	100,690	109,585	114,852	114,852	89,468	114,852	126,138	10%
Division: 231 - Fire Total:	367,274	425,909	741,990	948,303	948,303	739,538	948,303	1,372,769	45%
Public Safety Total	540,731	585,760	888,843	1,063,155	1,086,914	852,765	1,086,914	1,498,907	38%
Division: 341 - Administration/Engineering Total:	59,825	70,077	70,569	225,317	373,692	53,821	123,888	229,895	-38%
Division: 342 - Road Maintenance Total:	66,590	153,392	87,133	1,035,210	1,035,210	529,342	605,566	854,730	-17%
Division: 343 - Facility Maintenance Total:	165,352	352,421	229,730	3,356,097	3,668,686	369,671	403,188	1,898,663	-48%
Division: 344 - NPDES Storm Drain Total:	5,562	28,290	2,626	1,332,098	1,332,098	355,515	375,410	1,450,000	9%
Division: 345 - Park Maintenance Total:	88,836	109,297	266,143	610,440	612,065	431,383	532,860	260,000	-58%
Division: 642 - Sewer Collections Total:	-	50,563	-	-	-	-	-	-	0%
Public Works Total	386,165	764,039	656,200	6,559,162	7,021,751	1,739,732	2,040,912	4,693,288	-33%
Division: 465 - Code Enforcement Total:	-	-	-	-	-	-	-	-	0%
Division: 466 - Economic Development Total:	-	-	-	20,000	20,000	-	-	20,000	0%
Community Development Total	-	-	-	20,000	20,000	-	-	20,000	0%
Division: 552 - Senior Center Total:	-	19,150	12,600	-	-	-	-	-	0%
Division: 553 - Tiny Tots Total:	-	-	-	15,850	15,850	739	-	15,300	-3%
Division: 554 - Youth Center Total:	8,727	65	-	10,000	10,000	-	-	-	-100%
Recreation Total	8,727	19,215	12,600	25,850	25,850	739	-	15,300	-41%
Expenditure Total:	1,609,769	2,062,091	2,287,278	8,457,717	8,944,065	3,243,912	3,913,776	7,013,445	-22%
General Fund and Measure S Expenditure Total	21,410,314	25,058,131	27,591,266	34,397,708	35,222,758	22,513,544	29,367,704	37,215,683	6%
General Fund and Measure S Net Results	636,083	(2,190,536)	1,827,544	(8,799,585)	(9,413,635)	(6,009,641)	(2,999,918)	(8,996,250)	
Fund Balance, July 1	12,197,773	12,833,856	10,643,320	12,470,864	12,470,864		12,470,864	9,470,946	
Fund Balance, June 30	12,833,856	10,643,320	12,470,864	3,671,279	3,057,229		9,470,946	474,696	
Fund: 150 - General Reserve Fund									
Revenue									
370 - Interest and Investment Income	35,654	(249,883)	181,770	165,300	165,300	360,570	425,570	309,000	87%
399 - Transfers In		949,715	650,925	764,520	764,520	764,520	764,520	-	-100%
Revenue Total:	35,654	699,832	832,695	929,820	929,820	1,125,090	1,190,090	309,000	-67%
Expenditures - Transfers Out								843,790	0%
Expenditure Total:								843,790	
Fund: 150 - General Reserve Net Results	35,654	699,832	832,695	929,820	929,820	1,125,090	1,190,090	(534,790)	
Fund Balance, July 1	7,457,116	7,492,770	8,192,601	9,025,297	9,025,297		9,025,297	10,215,387	
Fund Balance, June 30	7,492,770	8,192,601	9,025,297	9,955,117	9,955,117		10,215,387	9,680,597	

**Fiscal Year (FY) 2024/25 Operating and Capital Budget
Revenue and Expenditure Summaries – All Funds**

	FY 2020/21 Actual	FY 2021/22 Actual	FY 2022/23 Actual	FY 2023/24 Original Budget	FY 2023/24 Revised Budget	FY 2023/24 Actual Thru Mar-24	FY 2023/24 Projected Year-end	FY 2024/25 Proposed	Prop to Rev Percent Change
Fund: 160 - Equipment Reserve Fund									
Revenue									
384 - Other Revenue	43,459	-	-	-	-	-	-	-	0%
392 - Proceeds from Sale of Property	-	17,000	-	-	-	-	-	-	0%
399 - Transfers In	85,000	85,000	85,000	150,000	150,000	150,000	150,000	150,000	0%
Revenue Total:	128,459	102,000	85,000	150,000	150,000	150,000	150,000	150,000	0%
Expenditures									
Division: 341 - Admin and Engineering Total:	-	-	-	-	45,201	-	45,201	-	0%
Division: 342 - Road Maintenance Total:	-	104,242	39,434	120,000	120,000	-	120,000	120,000	0%
Division: 345 - Park Maintenance Total:	-	-	-	80,000	34,799	-	34,799	80,000	130%
Division: 461 - Planning Total:	-	-	-	5,000	5,000	-	5,000	5,000	0%
Expenditure Total:	-	104,242	39,434	205,000	205,000	-	205,000	205,000	0%
Fund: 160 - EQUIPMENT RESERVE Net Results	128,459	(2,242)	45,566	(55,000)	(55,000)	150,000	(55,000)	(55,000)	
Fund Balance, July 1	114,949	243,408	241,166	286,732	286,732		286,732	231,732	
Fund Balance, June 30	243,408	241,166	286,732	231,732	231,732		231,732	176,732	
Fund: 200 - Gas Tax Fund									
Revenue									
321 - Intergovernmental Taxes	795,113	850,633	905,449	1,033,764	1,033,764	749,659	1,033,764	1,033,764	0%
370 - Interest and Investment Income	1,878	(5,931)	19,555	5,000	5,000	49,881	49,881	5,000	0%
383 - Reimbursements	9,074	18,050	1,417	7,636	7,636	3,737	7,636	7,636	0%
Revenue Total:	806,065	862,752	926,420	1,046,400	1,046,400	803,276	1,091,281	1,046,400	0%
Expenditures									
Division: 341 - Administration/Engineering Total:	2023	-	4,889	-	-	-	-	-	0%
Division: 342 - Road Maintenance Total:	1,374,969	489,964	518,964	1,980,986	1,980,986	436,051	896,963	2,203,189	11%
Expenditure Total:	1,376,992	489,964	523,854	1,980,986	1,980,986	436,051	896,963	2,203,189	11%
Fund: 200 - Gas Tax Fund Net Results	(570,927)	372,787	402,567	(934,586)	(934,586)	367,225	194,318	(1,156,789)	
Fund Balance, July 1	927,444	356,517	729,304	1,131,871	1,131,871		1,131,871	1,326,189	
Fund Balance, June 30	356,517	729,304	1,131,871	197,285	197,285		1,326,189	169,400	
Fund: 201 - Restricted Real Estate Maintenance Fund									
Revenue									
342 - Other Fees	475	475	475	3,175	3,175	-	3,175	3,175	0%
381 - Rental Income	34,150	-	-	36,816	36,816	-	36,816	36,816	0%
384 - Other Revenue	-	2,700	-	-	-	-	-	-	0%
Revenue Total:	34,625	3,175	475	39,991	39,991	-	39,991	39,991	0%
Expenditures									
Division: 343 - Facility Maintenance Total:	20,118	19,478	17,110	26,000	26,000	10,410	26,000	26,000	0%
Expenditure Total:	20,118	19,478	17,110	26,000	26,000	10,410	26,000	26,000	0%
Fund: 201 - Restricted RE Maintenance Fund Net Result	14,507	(16,303)	(16,635)	13,991	13,991	(10,410)	13,991	13,991	
Fund Balance, July 1	166,676	181,183	164,881	148,246	148,246		148,246	162,237	
Fund Balance, June 30	181,183	164,881	148,246	162,237	162,237		162,237	176,229	
Fund: 203 - Public Safety Augmentation Fund									
Revenue									
321 - Intergovernmental Taxes	187,448	265,501	239,924	239,353	239,353	174,882	239,353	239,855	0%
370 - Interest and Investment Income	1,269	(4,630)	11,244	2,500	2,500	20,158	20,158	10,000	300%
Revenue Total:	188,717	260,870	251,169	241,853	241,853	195,040	259,511	249,855	3%
Expenditures									
Division: 221 - Police Operations Total:	143,643	154,595	187,468	482,009	482,009	378,292	482,009	546,413	13%
Expenditure Total:	143,643	154,595	187,468	482,009	482,009	378,292	482,009	546,413	13%
Fund: 203 - Public Safety Augmentation Fund Net Result	45,074	106,275	63,701	(240,156)	(240,156)	(183,252)	(222,498)	(296,558)	
Fund Balance, July 1	365,840	410,914	517,190	580,890	580,890		580,890	358,392	
Fund Balance, June 30	410,914	517,190	580,890	340,734	340,734		358,392	61,834	
Fund: 204 - Police Grants Fund									
Revenue									
324 - Other Grants	-	-	-	-	-	-	-	-	0%
384 - Other Revenue	-	-	-	-	-	252	-	-	0%
Revenue Total:	-	-	-	-	-	252	-	-	0%
399 - Transfers In	29,428	-	-	-	-	-	-	-	0%
Sources Total	29,428	-	-	-	-	252	-	-	0%
Expenditures									
Division: 227 - Police Grants Total:	85,999	-	-	-	-	-	-	-	0%
Expenditure Total:	85,999	-	-	-	-	-	-	-	0%
Fund: 204 - Police Grants Net Results	(56,571)	-	-	-	-	252	-	-	
Fund Balance, July 1	125,498	68,927	68,927	68,927	68,927		68,927	68,927	
Fund Balance, June 30	68,927	68,927	68,927	68,927	68,927		68,927	68,927	

Fiscal Year (FY) 2024/25 Operating and Capital Budget Revenue and Expenditure Summaries – All Funds

	FY 2020/21 Actual	FY 2021/22 Actual	FY 2022/23 Actual	FY 2023/24 Original Budget	FY 2023/24 Revised Budget	FY 2023/24 Actual Thru Mar-24	FY 2023/24 Projected Year-end	FY 2024/25 Proposed	Prop to Rev Percent Change
Fund: 205 - Traffic Safety Fund									
Revenue									
351 - Fines and Forfeiture	27,491	28,821	26,111	45,000	45,000	13,649	45,000	45,000	0%
370 - Interest and Investment Income	750	(2,754)	5,703	1,500	1,500	11,952	11,952	1,500	0%
384 - Other Revenue	-	-	-	-	-	112	112	-	0%
Revenue Total:	28,241	26,067	31,814	46,500	46,500	25,712	57,064	46,500	0%
Expenditures									
Division: 227 - Police Grants Total:	565	9,219	10,028	21,595	21,595	11,028	21,595	21,845	1%
Division: 342 - Road Maintenance Total:	-	-	-	35,000	35,000	-	35,000	35,000	0%
Expenditure Total:	565	9,219	10,028	56,595	56,595	11,028	56,595	56,845	0%
Fund: 205 - Traffic Safety Fund Net Results	27,676	16,848	21,785	(10,095)	(10,095)	14,684	469	(10,345)	
Fund Balance, July 1	207,302	234,979	251,826	273,612	273,612		273,612	274,081	
Fund Balance, June 30	234,979	251,826	273,612	263,517	263,517		274,081	263,736	
Fund: 206 - Supplemental Law Enforcement Svc Fund									
Revenue									
323 - State Grants	156,727	161,285	165,271	165,000	165,000	186,159	186,159	165,000	0%
370 - Interest and Investment Income	1,080	(4,472)	9,848	1,600	1,600	19,125	19,125	10,000	525%
Revenue Total:	157,807	156,813	175,119	166,600	166,600	205,284	205,284	175,000	5%
Expenditures									
Division: 227 - Police Grants Total:	98,192	113,750	127,057	339,864	339,864	243,604	339,864	294,962	-13%
Expenditure Total:	98,192	113,750	127,057	339,864	339,864	243,604	339,864	294,962	-13%
Fund: 206 - Supplemental Law Enforcement Svc Fund Net Results	59,615	43,063	48,062	(173,264)	(173,264)	(38,320)	(134,580)	(119,962)	
Fund Balance, July 1	269,337	328,953	372,015	420,077	420,077		420,077	285,497	
Fund Balance, June 30	328,953	372,015	420,077	246,813	246,813		285,497	165,535	
Fund: 207 - NPDES Storm Water Fund									
Revenue									
321 - Intergovernmental Taxes	260,430	255,408	256,688	253,272	253,272	144,636	253,272	253,272	0%
332 - Permits	-	-	1,200	-	-	-	-	-	0%
370 - Interest and Investment Income	51	884	(819)	150	150	107	150	-	-100%
399 - Transfers In	-	-	75,433	-	-	-	-	-	0%
Revenue Total:	260,480	256,292	332,502	253,422	253,422	144,742	253,422	253,272	0%
Expenditures									
Division: 117 - General Government Total:	2,222	-	-	-	-	0	-	-	0%
Division: 342 - Road Maintenance Total:	-	10,000	-	13,693	13,693	10,474	13,693	7,974	-42%
Division: 344 - NPDES Storm Drain Total:	272,838	287,082	293,563	361,076	361,076	279,820	305,258	371,855	3%
Expenditure Total:	275,059	297,082	293,563	374,769	374,769	290,294	318,951	379,829	1%
Fund: 207 - NPDES Storm Water Fund Net Results	(14,579)	(40,791)	38,938	(121,347)	(121,347)	(145,552)	(65,529)	(126,557)	
Fund Balance, July 1	16,432	1,853	(38,938)	0	0		0	(65,529)	
Fund Balance, June 30	1,853	(38,938)	0	(121,347)	(121,347)		(65,529)	(192,086)	
Fund: 209 - Recreation Fund									
Revenue									
Division: 551 - Recreation Administration Total:	19,603	48,737	18,330	82,981	111,309	39,345	60,356	109,245	-2%
Division: 552 - Senior Center Total:	26,358	103,253	172,373	169,290	186,200	139,570	186,200	196,300	5%
Division: 553 - Tiny Tots Total:	41,022	124,659	123,524	141,596	112,012	72,222	112,012	112,010	0%
Division: 554 - Youth Center Total:	2,592	2,451	8,752	13,500	8,100	3,729	8,100	7,800	-4%
Division: 555 - Day Camp Total:	5,014	11,887	20,123	-	-	-	-	-	0%
Division: 556 - Performing Arts Total:	-	587	5,399	-	-	-	-	-	0%
Division: 557 - Swim Center Total:	63,959	95,420	108,666	82,500	80,600	49,628	80,600	79,000	-2%
Division: 558 - Memorial Hall Total:	3,649	3,308	-	-	-	-	-	-	0%
Division: 559 - Tennis Total:	204	289	110	-	-	-	-	-	0%
Revenue Total:	162,400	390,592	457,276	489,867	498,221	304,494	447,268	504,355	1%
399 - Transfers In	624,721	950,998	1,098,343	799,131	799,131	-	1,382,391	751,300	-6%
399 - Transfers In from Section 115 Pension Fund	7,334	-	-	-	-	-	-	-	0%
Sources Total	794,455	1,341,590	1,555,619	1,288,997	1,297,351	304,494	1,829,659	1,255,655	-3%
Expenditures									
Division: 117 - General Government Total:	7,987	7,549	7,068	-	-	5,379	5,379	7,500	0%
Division: 551 - Recreation Administration Total:	273,358	532,479	538,111	825,617	901,260	521,729	691,147	887,733	-2%
Division: 552 - Senior Center Total:	201,229	399,599	500,492	626,187	653,493	403,547	533,297	663,944	2%
Division: 553 - Tiny Tots Total:	102,241	141,106	159,932	193,758	195,104	147,521	195,104	257,431	32%
Division: 554 - Youth Center Total:	110,557	111,936	149,571	335,802	323,016	158,788	208,428	358,107	11%
Division: 555 - Day Camp Total:	20,453	25,228	33,561	-	-	-	-	-	0%
Division: 556 - Performing Arts Total:	-	-	109	-	-	-	-	-	0%
Division: 557 - Swim Center Total:	88,099	137,822	181,576	153,900	194,994	132,674	175,268	205,540	5%
Division: 558 - Memorial Hall Total:	13,214	5,162	7,173	-	-	1,799	-	-	0%
Division: 559 - Tennis Total:	6,300	4,385	4,550	-	-	(741)	-	-	0%
Expenditure Total:	823,437	1,365,264	1,582,143	2,135,264	2,267,867	1,370,696	1,808,623	2,380,256	5%
Fund: 209 - Recreation Fund Net Results	(28,982)	(23,674)	(26,524)	(846,267)	(970,516)	(1,066,202)	21,036	(1,124,601)	
Fund Balance, July 1	58,144	29,162	5,488	(21,036)	(21,036)		(21,036)	(0)	
Fund Balance, June 30	29,162	5,488	(21,036)	(867,303)	(991,552)		(0)	(1,124,602)	

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	FY 2020/21 Actual	FY 2021/22 Actual	FY 2022/23 Actual	FY 2023/24 Original Budget	FY 2023/24 Revised Budget	FY 2023/24 Actual Thru Mar-24	FY 2023/24 Projected Year-end	FY 2024/25 Proposed	Prop to Rev Percent Change
Fund: 212 - Building & Planning Fund									
Revenue									
323 - State Grants		-	20,000	40,000	109,795	160,000	250,000	40,000	-64%
332 - Permits	264,128	480,430	496,068	477,883	477,883	521,710	665,290	476,916	0%
341 - Review Fees	205,875	356,319	517,211	404,669	404,669	414,747	517,469	403,275	0%
342 - Other Fees	31,877	65,442	192,423	425,288	425,288	187,962	265,833	433,117	2%
343 - Abatement Fees		-	-	-	-	-	-	-	0%
344 - Impact Fees	1,443	572	402	30,636	30,636	816	1,000	29,218	-5%
351 - Fines and Forfeitures	-	-	8,902	20,000	20,000	25,678	35,378	20,000	0%
370 - Interest and Investment Income	(422)	3,072	(18,196)	7,000	7,000	(2,735)	-	7,000	0%
383 - Reimbursements	-	-	32	-	-	-	-	-	0%
384 - Other Revenue	-	-	-	6,000	6,000	15	100	6,000	0%
Revenue Total:	502,902	905,836	1,216,842	1,411,477	1,481,272	1,308,192	1,735,070	1,415,526	-4%
399 - Transfers In	192,000	481,051	-	-	67,000	-	67,000	67,000	0%
Sources Total	694,902	1,386,887	1,216,842	1,411,477	1,548,272	1,308,192	1,802,070	1,482,526	-4%
Expenditures									
Division: 461 - Planning Total:	422,064	749,792	1,097,149	926,760	919,026	647,781	851,434	683,669	-26%
Division: 462 - Building Inspection Total:	565,540	1,035,536	1,113,151	1,224,667	1,372,181	956,255	1,271,087	1,355,889	-1%
Expenditure Total:	987,604	1,785,329	2,210,300	2,151,428	2,291,208	1,604,036	2,122,521	2,039,558	-11%
Fund: 212 - Building & Planning Net Results	(292,702)	(398,442)	(993,458)	(739,951)	(742,936)	(295,843)	(320,451)	(557,032)	
Fund Balance, July 1	158,389	(134,313)	(532,755)	(1,526,213)	(1,526,213)		(1,526,213)	(1,846,664)	
Fund Balance, June 30	(134,313)	(532,755)	(1,526,213)	(2,266,165)	(2,269,150)		(1,846,664)	(2,403,697)	
Fund: 213 - Refuse Management Fund									
Revenue									
323 - State Grants	66,635	66,826	66,948	60,060	60,060	46,559	60,060	60,060	0%
370 - Interest and Investment Income	1,008	(1,768)	2,213	6,000	6,000	2,537	6,000	6,000	0%
392 - Proceeds from Sale of Property		-	-	-	-	-	-	-	0%
Revenue Total:	67,643	65,058	69,162	66,060	66,060	49,096	66,060	66,060	0%
Expenditures									
Division: 344 - NPDES Storm Drain Total:	-	-	-	-	-	-	-	-	
Division: 346 - Waste Reduction Total:	210,444	106,591	122,104	174,358	174,358	102,211	121,804	187,102	7%
Expenditure Total:	210,444	106,591	122,104	174,358	174,358	102,211	121,804	187,102	7%
Fund: 213 - Refuse Management Fund Net Results	(142,801)	(41,533)	(52,942)	(108,298)	(108,298)	(53,115)	(55,744)	(121,042)	
Fund Balance, July 1	335,177	192,376	150,843	97,901	97,901		97,901	42,157	
Fund Balance, June 30	192,376	150,843	97,901	(10,397)	(10,397)		42,157	(78,885)	
Fund: 214 - Solid Waste Fund									
Revenue									
323 - State Grants		28,327	-	-	-	-	-	-	0%
370 - Interest and Investment Income	5,804	(20,738)	48,433	8,000	8,000	105,591	105,591	8,000	0%
383 - Reimbursements	347,367	386,514	433,111	360,000	360,000	343,442	360,000	360,000	0%
Revenue Total:	353,171	394,103	481,543	368,000	368,000	449,033	465,591	368,000	0%
Expenditures									
Division: 342 - Road Maintenance Total:	2,240	194,241	182,952	164,381	164,381	74,136	164,381	173,666	6%
Division: 343 - Facility Maintenance Total:	45,700	-	-	-	-	-	-	-	0%
Division: 345 - Parks Maintenance Total:		-	13,001	425,000	425,000	-	125,000	-	-100%
Expenditure Total:	47,940	194,241	195,954	589,381	589,381	74,136	289,381	173,666	-71%
Fund: 214 - Solid Waste Fund Net Results	305,231	199,862	285,590	(221,381)	(221,381)	374,897	176,210	194,334	
Fund Balance, July 1	1,558,131	1,863,362	2,063,224	2,348,814	2,348,814		2,348,814	2,525,024	
Fund Balance, June 30	1,863,362	2,063,224	2,348,814	2,127,433	2,127,433		2,525,024	2,719,358	
Fund: 215 - Measure C and J Fund									
Revenue									
322 - Federal Grants	-	-	27,825	-	-	4,780	4,780	-	0%
323 - State Grants	-	-	-	722,619	722,619	-	722,619	722,619	0%
324 - Other Grants	390,147	470,247	21,965	421,638	421,638	473,527	473,527	421,638	0%
370 - Interest and Investment Income	6,297	(23,256)	40,587	8,000	8,000	68,955	68,955	8,000	0%
Revenue Total:	396,444	446,991	90,377	1,152,257	1,152,257	547,263	1,269,881	1,152,257	0%
Expenditures									
Division: 117 - General Government Total:	48,930	49,664	-	-	-	-	-	-	0%
Division: 341 - Administration/Engineering Total:	111,905	118,988	134,615	195,466	195,466	94,952	195,466	201,919	3%
Division: 342 - Road Maintenance Total:	-	10,073	138,839	826,253	826,253	337,670	826,253	1,501,207	82%
Division: 343 - Facility Maintenance Total:		-	-	2,000	2,000	-	2,000	2,000	0%
Expenditure Total:	160,835	178,725	273,454	1,023,719	1,023,719	432,622	1,023,719	1,705,126	67%
Fund: 215 - Measure C and J Fund Net Results	235,609	268,266	(183,077)	128,538	128,538	114,641	246,162	(552,869)	
Fund Balance, July 1	1,821,573	2,057,182	2,325,448	2,142,371	2,142,371		2,142,371	2,388,533	

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	FY 2020/21 Actual	FY 2021/22 Actual	FY 2022/23 Actual	FY 2023/24 Original Budget	FY 2023/24 Revised Budget	FY 2023/24 Actual Thru Mar-24	FY 2023/24 Projected Year-end	FY 2024/25 Proposed	Prop to Rev Percent Change
Fund: 216 - Rate Stabilization Fund									
Revenue									
370 - Interest and Investment Income	-	(2,216)	4,403	-	-	8,952	8,952	-	0%
383 - Reimbursements	31,171	17,499	-	15,000	15,000	-	-	-	-100%
399 - Transfers In	153,505	-	-	-	-	-	-	-	0%
Revenue Total:	184,676	15,283	4,403	15,000	15,000	8,952	8,952	-	-100%
Expenditures									
Division: 117 - General Government Total:	-	-	-	-	-	-	-	-	0%
Expenditure Total:	-	-	-	-	-	-	-	-	0%
Fund: 216 - Rate Stabilization Fund Net Results	184,676	15,283	4,403	15,000	15,000	8,952	8,952	-	
Fund Balance, July 1	-	184,676	199,959	204,361	204,361		204,361	213,313	
Fund Balance, June 30	184,676	199,959	204,361	219,361	219,361		213,313	213,313	
Fund: 217 - American Rescue Plan Act Fund									
Revenue									
322 - Federal Grants	-	533,606	4,071,404	-	-	-	-	-	0%
Revenue Total:	-	533,606	4,071,404	-	-	-	-	-	0%
Expenditures									
Division: 117 - General Government Total:	-	533,606	4,071,404	-	-	-	-	-	0%
Expenditure Total:	-	533,606	4,071,404	-	-	-	-	-	0%
Fund: 217 - American Rescue Plan Act Fund Net Results	-	-	-	-	-	-	-	-	
Fund Balance, July 1	-	-	-	-	-		-	-	
Fund Balance, June 30	-	-	-	-	-		-	-	
Fund: 225 - Asset Seizure-Adjudicated Fund									
Revenue									
351 - Fines and Forfeiture	545	-	-	-	-	226	226	-	0%
370 - Interest and Investment Income	235	(766)	869	-	-	1,336	1,336	-	0%
Revenue Total:	779	(766)	869	-	-	1,562	1,562	-	0%
Expenditures									
Division: 221 - Police Operations Total:	-	29,000	22,348	41,236	41,236	14,000	15,273	20,544	-50%
Expenditure Total:	-	29,000	22,348	41,236	41,236	14,000	15,273	20,544	-50%
Fund: 225 - Asset Seizure-Adjudicated Fund Net Results	779	(29,766)	(21,479)	(41,236)	(41,236)	(12,438)	(13,711)	(20,544)	
Fund Balance, July 1	86,562	87,341	57,576	36,097	36,097		36,097	22,386	
Fund Balance, June 30	87,341	57,576	36,097	(5,139)	(5,139)		22,386	1,842	
Fund: 226 - CASp Certification and Training Fund									
Revenue									
342 - Other Fees	6,668	8,172	7,355	-	-	7,262	7,262	-	0%
Revenue Total:	6,668	8,172	7,355	-	-	7,262	7,262	-	0%
Expenditures									
Division: 462 - Building Total:	-	-	-	-	-	-	-	-	0%
Expenditure Total:	-	-	-	-	-	-	-	-	0%
Fund: 226 - CASp Certification and Training Fund Net Results	6,668	8,172	7,355	-	-	7,262	7,262	-	
Fund Balance, July 1	20,749	27,417	35,590	42,945	42,945		42,945	50,207	
Fund Balance, June 30	27,417	35,590	42,945	42,945	42,945		50,207	50,207	
Fund: 275 - Parkland Dedication Fund									
Revenue									
344 - Impact Fees	16,027	-	-	-	-	-	-	-	0%
370 - Interest and Investment Income	351	(8,595)	766	-	-	(292)	(292)	-	0%
399 - Transfers In	-	-	22,294	-	-	-	-	-	0%
Revenue Total:	16,378	(8,595)	23,060	-	-	(292)	(292)	-	0%
Expenditures									
Division: 344 - NPDES Storm Drain Total:	-	-	-	-	-	-	-	-	0%
Division: 345 - Park Maintenance Total:	-	-	-	-	-	-	-	-	0%
Expenditure Total:	-	-	-	-	-	-	-	-	0%
Fund: 275 - Parkland Dedication Fund Net Results	16,378	(8,595)	23,060	-	-	(292)	(292)	-	
Fund Balance, July 1	(30,436)	(14,058)	(22,653)	407	407		407	115	
Fund Balance, June 30	(14,058)	(22,653)	407	407	407		115	115	
Fund: 276 - Growth Impact Fund									
Revenue									
344 - Impact Fees	32,090	2,452,573	577,389	1,039,594	1,039,594	27,201	29,674	1,039,594	0%
370 - Interest and Investment Income	477	(10,748)	60,820	-	-	149,779	149,779	-	0%
Revenue Total:	32,567	2,441,826	638,210	1,039,594	1,039,594	176,981	179,453	1,039,594	0%
Expenditures									
Division: 343 - Facility Maintenance Total:	-	-	-	425,000	425,000	-	-	700,000	65%
Division: 344 - NPDES Storm Drain Total:	-	-	-	58,000	58,000	55,083	58,000	58,000	0%
Division: 345 - Park Maintenance Total:	-	-	-	265,000	265,000	-	-	265,000	0%
Division: 642 - Sewer Collection Total:	-	-	-	600,000	600,000	-	-	600,000	0%
Expenditure Total:	-	-	-	1,348,000	1,348,000	55,083	58,000	1,623,000	20%
Fund: 276 - Growth Impact Fund Net Results	32,567	2,441,826	638,210	(308,406)	(308,406)	121,898	121,453	(583,406)	
Fund Balance, July 1	227,432	259,999	2,701,824	3,340,034	3,340,034		3,340,034	3,461,487	

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	FY 2020/21 Actual	FY 2021/22 Actual	FY 2022/23 Actual	FY 2023/24 Original Budget	FY 2023/24 Revised Budget	FY 2023/24 Actual Thru Mar-24	FY 2023/24 Projected Year-end	FY 2024/25 Proposed	Prop to Rev Percent Change
Fund: 285 - Housing Assets Fund									
Revenue									
342 - Other Fees	-	-	-	-	-	-	-	-	0%
370 - Interest and Investment Income	7,374	(44,948)	111,176	50,000	50,000	143,186	143,186	50,000	0%
381 - Rental Income	-	-	-	-	-	-	-	-	0%
384 - Other Revenue	-	41,492	10,305	-	-	1,324	1,324	-	0%
392 - Proceeds from Sale of Property	-	-	932,344	-	-	-	-	-	0%
393 - Loan/Bond Proceeds	52,715	11,658	12,867	5,000	5,000	-	5,000	5,000	0%
Revenue Total:	60,089	8,202	1,066,692	55,000	55,000	144,510	149,510	55,000	0%
Expenditures									
Division: 461 - Planning Total:		47,382	50,289	60,373	60,373	43,440	60,373	47,376	-22%
Division: 464 - Housing Administration Total:	44,092	50,199	558,818	278,881	278,881	61,863	278,881	275,867	-1%
Expenditure Total:	44,092	97,581	609,107	339,254	339,254	105,304	339,254	323,243	-5%
Fund: 285 - Housing Assets for Resale Net Results	15,998	(89,379)	457,585	(284,254)	(284,254)	39,206	(189,744)	(268,243)	
Fund Balance, July 1	7,819,765	7,835,763	7,746,383	8,203,968	8,203,968		8,203,968	8,014,224	
Fund Balance, June 30	7,835,763	7,746,383	8,203,968	7,919,714	7,919,714		8,014,224	7,745,981	
Fund: 310 - Lighting & Landscape District Fund									
Revenue									
321 - Intergovernmental Taxes	42,525	49,768	52,256	56,411	56,411	31,724	56,411	56,411	0%
383 - Reimbursements	14,839	-	-	7,500	7,500	-	7,500	7,500	0%
Revenue Total:	57,364	49,768	52,256	63,911	63,911	31,724	63,911	63,911	0%
Expenditures									
Division: 347 - Landscape & Lighting PVR North Total:	19,545	22,221	30,498	39,795	39,795	11,603	39,795	39,795	0%
Division: 348 - Landscape & Lighting PVR South Total:	34,055	20,389	16,186	45,380	45,380	9,450	45,380	45,380	0%
Expenditure Total:	53,599	42,611	46,684	85,175	85,175	21,054	85,175	85,175	0%
Fund: 310 - Lighting & Landscape Districts Net Results	3,765	7,157	5,572	(21,264)	(21,264)	10,670	(21,264)	(21,264)	
Fund Balance, July 1	32,188	35,953	43,110	48,682	48,682		48,682	27,418	
Fund Balance, June 30	35,953	43,110	48,682	27,418	27,418		27,418	6,154	
Fund: 317 - Pinole Valley Caretaker Fund									
Revenue									
381 - Rental Income	11,250	-	-	15,000	15,000	-	-	15,000	0%
Revenue Total:	11,250	-	-	15,000	15,000	-	-	15,000	0%
Expenditures									
Division: 345 - Park Maintenance Total:	11,268	656	-	15,002	15,002	-	-	14,942	0%
Expenditure Total:	11,268	656	-	15,002	15,002	-	-	14,942	0%
Fund: 317 - Pinole Valley Caretaker Fund Net Results	(18)	(656)	-	(2)	(2)	-	-	58	
Fund Balance, July 1	(309)	(327)	(983)	(983)	(983)		(983)	(983)	
Fund Balance, June 30	(327)	(983)	(983)	(985)	(985)		(983)	(925)	
Fund: 324 - Public Facilities Fund									
Expenditures									
Division: 343 - Facility Maintenance Total:	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:	3,356	-	-	70,000	70,000	-	70,000	70,000	0%
Fund: 324 - Public Facilities Fund Net Results	(3,356)	-	-	(70,000)	(70,000)	-	(70,000)	(70,000)	
Fund Balance, July 1	545,005	541,649	541,649	541,649	541,649		541,649	471,649	
Fund Balance, June 30	541,649	541,649	541,649	471,649	471,649		471,649	401,649	
Fund: 325 - City Street Improvements Fund									
Revenue									
322 - Federal Grants	-	336,189	216,875	41,394	41,394	16,633	41,394	41,394	0%
323 - State Grants	149,002	20,292	16,993	-	-	-	-	-	0%
324 - Other Grants	-	268,486	62,587	1,773,289	1,773,289	36,869	118,654	1,773,289	0%
332 - Permits	-	-	-	-	-	67	-	-	0%
351 - Fines and Forfeiture	-	160	-	-	-	-	-	-	0%
383 - Reimbursements	1,417	-	-	-	-	-	-	-	0%
399 - Transfers In	250,000	250,000	250,000	250,000	250,000	250,000	250,000	250,000	0%
Revenue Total:	400,419	875,127	546,455	2,023,289	2,064,683	303,569	410,048	2,064,683	0%
Expenditures									
Division: 342 - Road Maintenance Total:	448,469	569,001	182,662	2,232,004	2,232,004	179,322	400,000	3,687,304	65%
Expenditure Total:	448,469	569,001	182,662	2,232,004	2,232,004	179,322	400,000	3,687,304	65%
Fund: 325 - City Street Improvements Net Results	(48,050)	306,126	363,793	(208,715)	(167,321)	124,247	10,048	(1,622,621)	
Fund Balance, July 1	1,294,914	1,246,864	1,552,990	1,916,783	1,916,783		1,916,783	1,926,831	

Fiscal Year (FY) 2024/25 Operating and Capital Budget

Revenue and Expenditure Summaries – All Funds

	FY 2020/21 Actual	FY 2021/22 Actual	FY 2022/23 Actual	FY 2023/24 Original Budget	FY 2023/24 Revised Budget	FY 2023/24 Actual Thru Mar-24	FY 2023/24 Projected Year-end	FY 2024/25 Proposed	Prop to Rev Percent Change
Fund: 327 - Parks Grants (Measure WW) Fund									
Revenue									
323 - State Grants	-	-	-	189,758	189,758	-	189,758	-	-100%
370 - Interest and Investment Income	83	(285)	(283)	-	-	376	376	-	0%
Revenue Total:	83	(285)	(283)	189,758	189,758	376	190,134	-	
Expenditures									
Division: 345- Park Maintenance Total:	-	-	193,383	-	-	183	183	-	0%
Expenditure Total:	-	-	193,383	-	-	183	183	-	0%
Fund: 327 - Parks Grants (Measure WW) Fund Net Resul	83	(285)	(193,666)	189,758	189,758	193	189,951	-	
Fund Balance, July 1	25,437	25,521	25,236	(168,429)	(168,429)		(168,429)	21,522	
Fund Balance, June 30	25,521	25,236	(168,429)	21,329	21,329		21,522	21,522	
Fund: 377 - Arterial Streets Rehabilitation Fund									
Revenue									
322 - Federal Grants		41,275	541,463	-	-	-	-	-	0%
399 - Transfers In	250,000	250,000	250,000	250,000	250,000	250,000	250,000	250,000	0%
Revenue Total:	250,000	291,275	791,463	250,000	250,000	250,000	250,000	250,000	0%
Expenditures									
Division: 342 - Road Maintenance Total:	236,007	1,029,962	80,213	758,624	758,624	8,066	50,000	895,000	18%
Expenditure Total:	236,007	1,029,962	80,213	758,624	758,624	8,066	50,000	895,000	18%
Fund: 377 - Arterial Streets Rehabilitation Fund Net Res	13,993	(738,687)	711,250	(508,624)	(508,624)	241,934	200,000	(645,000)	
Fund Balance, July 1	774,582	788,574	49,887	761,137	761,137		761,137	961,137	
Fund Balance, June 30	788,574	49,887	761,137	252,513	252,513		961,137	316,137	
Fund: 500 - Sewer Enterprise Fund									
Revenue									
344 - Impact Fees	-	-	-	-	-	-	-	-	0%
363 - Sewer Enterprise Charges	7,414,842	7,764,868	7,831,703	9,154,209	9,154,209	4,844,720	9,154,209	10,164,403	11%
370 - Interest and Investment Income	44,066	(196,765)	401,683	100,000	100,000	744,621	744,621	200,000	100%
383 - Reimbursements	22,234	3,046	-	-	-	42,000	42,000	-	0%
384 - Other Revenue		366	-	-	-	-	-	-	0%
392 - Proceeds from Sale of Property		67,262	-	-	-	9,608	9,608	-	0%
Revenue Total:	7,481,142	7,638,777	8,233,386	9,254,209	9,254,209	5,640,949	9,950,438	10,364,403	12%
399 - Transfers In from Section 115 Pension Fund	-	-	-	-	-	-	-	-	0%
Sources Total	7,481,142	7,638,777	8,233,386	9,254,209	9,254,209	5,640,949	9,950,438	10,364,403	12%
Expense									
Division: 117 - General Government Total:	16,643	12,191	33,588	-	-	17,477	17,477	-	0%
Division: 641 - Sewer Treatment Plant/Shared Total:	4,355,345	4,718,679	3,774,932	9,791,938	9,791,938	3,283,525	6,685,341	11,911,529	22%
Division: 642 - Sewer Collections Total:	1,055,212	1,295,873	1,332,177	12,785,925	12,785,925	1,080,465	4,002,925	24,163,267	89%
Division: 643 - Sewer Projects/Shared Total:	4,275	-	-	-	-	-	-	85,000	100%
Division: 644 - WPCP Equipment/Debt Service Total:	621,332	596,719	576,372	1,607,476	1,607,476	518,292	1,607,476	1,611,568	0%
Expense Total:	6,052,806	6,623,463	5,717,069	24,185,339	24,185,339	4,899,758	12,313,219	37,771,365	56%
Fund: 500 - Sewer Enterprise Fund Net Results	1,428,336	1,015,314	2,516,317	(14,931,130)	(14,931,130)	741,191	(2,362,781)	(27,406,962)	
Fund Balance, July 1	14,291,969	15,720,305	16,735,619	19,251,937	19,251,937		19,251,937	16,889,155	
Fund Balance, June 30	15,720,305	16,735,619	19,251,937	4,320,807	4,320,807		16,889,155	(10,517,806)	
Fund: 505 - Cable Access TV Fund									
Revenue									
314 - Franchise Taxes	25,359	21,934	18,756	52,972	26,486	12,950	26,486	26,486	0%
365 - Cable TV Charges	223,342	216,837	277,903	316,956	316,956	93,704	142,231	179,047	-44%
370 - Interest and Investment Income	-	1,297	-	-	-	-	-	-	0%
383 - Reimbursements	341	-	-	-	-	-	-	-	0%
384 - Other Revenue	-	-	-	5,000	5,000	79	5,000	3,000	-40%
399 - Transfers In	174,853	197,184	222,755	160,124	160,124	-	387,924	160,000	0%
Revenue Total:	423,895	437,252	519,414	535,052	508,566	106,733	561,641	368,533	-28%
399 - Transfers In from Section 115 Pension Fund	-	-	-	-	-	-	-	-	0%
Sources Total	423,895	437,252	519,414	535,052	508,566	106,733	561,641	368,533	-28%
Expense									
Division: 119 - Cable Access TV Total:	391,792	306,964	346,275	473,459	473,459	290,743	385,247	829,463	75%
Division: 120 - Cable Access-Community Services Total:	-	-	72	1,713	1,713	150	1,713	-	-100%
Division: 121 - Cable Access-Contract Services Total:	-	132,383	156,258	206,884	206,884	139,697	186,262	-	-100%
Expense Total:	391,792	439,347	502,606	682,056	682,056	430,590	573,222	829,463	22%
Fund: 505 - Cable Access TV Net Results	32,104	(2,095)	16,808	(147,004)	(173,490)	(323,857)	(11,581)	(460,930)	
Fund Balance, July 1	(35,235)	(3,132)	(5,227)	11,581	11,581		11,581	(0)	
Fund Balance, June 30	(3,132)	(5,227)	11,581	(135,423)	(161,909)		(0)	(460,930)	
Fund: 525 - Information Systems Fund									
Revenue									
393 - Debt Proceeds	-	95,874	73,788	-	-	-	-	-	0%
399 - Transfers In	-	196,169	-	-	-	-	4,054	-	0%
Sources Total	-	292,043	73,788	-	-	-	4,054	-	0%
Expense									
Division: 118 - Information Systems Total:	702,008	792,558	1,277,727	1,513,621	1,629,662	1,129,797	1,618,704	1,529,418	-6%
461 - Indirect cost allocations	(702,008)	(696,684)	(1,199,835)	(1,513,621)	(1,629,662)	(1,120,968)	(1,618,704)	(1,529,612)	-6%
Expense Total:	-	95,874	77,892	0	0	8,829	-	(194)	0%
Fund: 525 - Information Systems Net Results:	-	196,169	(4,104)	(0)	(0)	(8,829)	4,054	194	
Fund Balance, July 1	(196,169)	(196,169)	0	(4,104)	(4,104)		(4,104)	(50)	

Fiscal Year (FY) 2024/25 Operating and Capital Budget
Revenue and Expenditure Summaries – All Funds

	FY 2020/21 Actual	FY 2021/22 Actual	FY 2022/23 Actual	FY 2023/24 Original Budget	FY 2023/24 Revised Budget	FY 2023/24 Actual Thru Mar-24	FY 2023/24 Projected Year-end	FY 2024/25 Proposed	Prop to Rev Percent Change
Fund: 700 - Pension Fund									
Revenue									
370 - Interest and Investment Income	2,792,382	(2,248,500)	820,773	837,168	837,168	1,104,824	1,104,824	700,000	-16%
399 - Transfers In		0	0	0	0	0	-	0	0%
Revenue Total:	2,792,382	(2,248,500)	820,773	837,168	837,168	1,104,824	1,104,824	700,000	-16%
Expense									
Division: 115 - Finance Total:	-	-	78,164	50,000	50,000	56,283	56,283	50,000	0%
Division: 117 - General Government Total:	86,587	87,037	-	-	-	-	-	-	0%
Sub-Total:	86,587	87,037	78,164	50,000	50,000	56,283	56,283	50,000	0%
499 - Transfers Out	1,352,111	1,061,736	2,160,518	2,245,480	2,245,480	-	2,245,480	2,425,000	8%
Expense Total:	1,438,698	1,148,773	2,238,682	2,295,480	2,295,480	56,283	2,301,763	2,475,000	8%
Fund: 700 - Pension Fund Net Results	1,353,684	(3,397,273)	(1,417,910)	787,168	(1,458,312)	1,048,541	(1,196,939)	(1,775,000)	
Fund Balance, July 1	18,088,811	19,442,495	16,045,223	14,627,313	14,627,313		14,627,313	13,430,374	
Fund Balance, June 30	19,442,495	16,045,223	14,627,313	15,414,481	13,169,001		13,430,374	11,655,374	
Fund: 750 - Recognized Obligation Retirement Fund									
Revenue									
311 - Property Taxes	265,900	6,220,857	4,753,505	250,000	250,000	145,458	250,000	-	0%
370 - Interest and Investment Income	3,185	(27,548)	48,474	-	-	63,676	63,676	-	0%
392 - Proceeds from Sale of Property		342,326	-	-	-	-	-	-	0%
393 - Loan/Bond Proceeds	12,681	5,131	-	5,000	5,000	-	5,000	-	0%
399 - Transfers In	-	(839,901)	-	-	-	-	-	-	0%
Revenue Total:	281,766	5,700,865	4,801,979	255,000	255,000	209,134	318,676	-	0%
Expense									
Division: 463 - Successor Agency to RDA Total:	352,370	1,008,557	669,797	251,177	251,177	3,774,780	251,177	-	0%
Expense Total:	352,370	1,008,557	669,797	251,177	251,177	3,774,780	251,177	-	0%
Fund: 750 - Recognized Obligation Retirement Fund Net	(70,603)	4,692,309	4,132,182	3,823	3,823	(3,565,645)	67,499	-	

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GENERAL FUND LONG-TERM FINANCIAL FORECAST

The City periodically updates its Long-Term Financial Plan (LTFP). As part of the LTFP, the City creates a long-term forecast of baseline General Fund revenues and expenditures. Below find the twenty-year General Fund forecast that will be incorporated into the next LTFP.

Fiscal Year (FY) 2024/25 Operating and Capital Budget
Revenue and Expenditure Summaries – General Fund Long-Term Financial Forecast

CITY OF PINOLE LONG-TERM FINANCIAL FORECAST														
GENERAL FUND SUMMARY INCLUDES MEASURE S 2006 & 2014	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Actual	2022-23 Actual	2023-24 Revised Budget	2024-25 Forecast	2025-26 Forecast	2026-27 Forecast	2027-28 Forecast	2028-29 Forecast	2029-30 Forecast	2030-31 Forecast	2031-32 Forecast
REVENUE														
PROPERTY TAX	3,837,167	4,514,755	4,091,345	4,307,208	5,055,790	5,678,211	6,082,500	6,283,222	6,528,268	6,724,116	6,925,839	7,133,614	7,347,623	7,568,052
SALES TAX	3,994,720	3,788,080	4,303,800	4,612,708	4,396,002	4,621,023	4,724,303	4,853,040	5,004,455	5,160,844	5,315,670	5,475,140	5,639,394	5,808,576
MEAS S 2006 & 2014 LOCAL SALES TAX	4,286,328	3,901,837	4,623,561	5,000,917	4,932,349	4,972,000	5,084,019	5,221,999	5,384,038	5,554,174	5,720,799	5,892,423	6,069,196	6,251,271
UTILITY USERS TAX	1,812,844	1,809,832	1,939,726	2,063,773	2,312,830	2,085,485	2,127,195	2,169,739	2,213,133	2,257,396	2,302,544	2,348,595	2,395,567	2,443,478
FRANCHISE TAX	735,311	750,001	751,598	788,146	813,494	794,658	802,605	810,631	818,737	826,924	835,194	843,545	851,981	860,501
INTERGOVERNMENTAL TAX	1,836,501	1,952,717	2,034,203	2,108,808	2,247,072	2,319,918	2,388,616	2,459,374	2,532,255	2,607,323	2,684,643	2,764,282	2,846,310	2,930,800
TRANSIENT OCCUPANCY TAX	485,499	444,453	446,105	487,687	456,288	453,200	466,796	480,800	495,224	510,081	525,383	541,145	557,379	574,100
BUSINESS LICENSE TAX	399,258	382,051	349,733	441,779	438,329	450,014	463,514	477,420	506,495	521,690	537,340	553,460	570,064	587,100
CHARGES FOR SERVICES	967,318	1,260,013	1,345,588	1,477,492	1,598,997	1,690,769	1,773,483	1,862,157	1,955,265	2,053,029	2,155,680	2,263,464	2,376,637	2,495,469
OTHER REVENUE	867,167	735,100	778,115	517,341	720,542	558,094	583,318	589,702	596,272	603,035	609,995	617,160	624,534	632,124
LOAN/BOND PROCEEDS	1,500,000	500,000												
Total Revenue	20,722,114	20,038,840	20,718,971	21,805,860	22,971,692	23,623,372	24,496,348	25,208,084	26,019,390	26,803,416	27,597,436	28,416,707	29,262,080	30,134,434
TRANSFERS IN	6,290,688			851,061		4,071,404								
PENSION TRANSFER IN (FY 19/20 alloc)				476,366	1,061,736	2,160,519	2,402,664	2,498,770	2,598,721	2,702,670	2,810,777	2,923,208		
Total Sources	27,012,802	20,038,840	22,046,398	22,867,596	29,203,616	25,868,852	26,899,012	27,706,854	28,618,111	29,506,086	30,408,212	31,339,915	29,262,080	30,134,434
EXPENDITURES														
SALARIES	8,595,485	9,182,685	9,687,549	10,550,396	11,006,433	9,722,569	10,075,536	10,398,550	10,731,472	11,074,608	11,428,274	11,792,795	12,168,506	12,555,754
BENEFITS - PERS RETIRE	1,792,259	2,451,411	2,772,015	3,093,184	3,671,621	3,093,085	3,693,080	3,936,823	4,184,843	4,394,085	4,776,371	4,862,345	4,852,621	4,925,410
BENEFITS - OTHER	3,079,458	2,864,033	2,720,522	2,937,424	3,213,165	3,235,361	3,544,576	3,711,379	3,886,134	4,069,225	4,261,053	4,462,040	4,672,626	4,893,276
OPERATIONS AND MAINTENANCE	1,917,711	2,462,533	2,685,146	3,810,724	4,106,001	2,144,196	2,577,587	2,667,912	2,761,602	2,858,791	2,959,619	3,064,232	3,172,781	3,285,423
FIRE SERVICES CONTRACT				1,709,496	5,484,781	5,647,764	5,997,925	6,364,998	6,755,682	7,161,023	7,590,684	8,046,125	8,528,893	
DEBT SERVICE	643,846	606,554	558,607	608,736	619,393	611,107	636,100	651,100	721,100	721,100	721,100	721,100	721,100	848,100
CAPITAL OUTLAY	672,010	1,031,960	1,397,824	697,550	596,527	332,990	215,325	118,785	122,348	126,019	129,799	133,693	137,704	141,835
TRANSFERS OUT	21,732,833	1,255,058	1,588,652	2,410,402	2,003,825	1,458,756	1,484,028	1,509,543	1,535,825	1,562,895	1,590,776	1,619,074	1,649,074	1,679,542
Total Expenditures	38,433,603	19,854,232	21,410,315	24,108,416	26,926,462	26,082,845	27,873,997	28,992,017	30,308,322	31,562,404	33,028,015	34,246,384	35,420,537	36,858,232
Surplus/Deficit	(11,420,801)	184,608	636,084	(1,240,820)	2,277,154	(213,993)	(974,985)	(1,285,163)	(1,690,210)	(2,056,319)	(2,619,803)	(2,906,469)	(6,158,457)	(6,723,796)
Fund Balance, July 1	23,478,448	12,057,647	12,242,255	12,726,083	10,535,548	12,161,777	2,354,974	928,989	(825,214)	(3,003,226)	(5,566,858)	(8,714,268)	(12,169,447)	(18,898,563)
Preliminary Fund Balance, June 30	12,057,647	12,242,255	12,878,338	11,485,263	12,812,702	11,947,784	1,379,989	(356,174)	(2,515,425)	(5,059,545)	(8,186,661)	(11,620,736)	(18,327,904)	(25,622,361)
General Reserves Adjustment				(949,715)	(650,925)	(764,520)	(451,000)	(469,040)	(487,802)	(507,314)	(527,606)	(548,710)	(570,659)	(593,485)
One-Time Items (Capital and Other)						(8,828,290)								
Fund Balance, June 30	12,057,647	12,242,255	12,726,083	10,535,548	12,161,777	2,354,974	928,989	(825,214)	(3,003,226)	(5,566,858)	(8,714,268)	(12,169,447)	(18,898,563)	(26,215,846)
Pension Fund Balance, July 1	16,287,510	17,159,258	18,088,812	19,442,496	16,045,223	14,315,690	12,850,520	11,148,187	9,256,011	7,164,139	4,856,989	2,317,918		
Revenues - Interest	924,669	1,010,988	2,792,382	(2,248,500)	490,986	830,310	745,330	646,595	536,849	415,520	281,705	134,439		
Expenditure - Transfers Out			1,352,111	1,061,736	2,160,519	2,245,480	2,402,664	2,498,770	2,598,721	2,702,670	2,810,777	2,923,208		
Expenditures	52,921	81,434	86,587	87,037	60,000	50,000	45,000	40,000	30,000	20,000	10,000			
Pension Fund Balance, June 30	17,159,258	18,088,812	19,442,496	16,045,223	14,315,690	12,850,520	11,148,187	9,256,011	7,164,139	4,856,989	2,317,918	(470,850)	-	-
Fund Balance, July 1	7,457,116	7,492,770	8,192,602	9,005,297	10,124,792	10,950,203	11,839,211	12,781,819	13,780,894	14,839,443	15,960,627	17,147,763		
Revenues - Interest	35,654	334,975	374,411	419,968	454,807	491,761	530,473	572,473	616,477	663,084	714,773	773,485		
Revenues - Transfer In	949,715	650,925	764,520	764,520	469,040	469,040	469,040	469,040	469,040	469,040	469,040	469,040		
General Reserve Balance, June 30	7,137,963	7,457,116	7,492,770	8,192,602	9,005,297	10,124,792	10,950,203	11,839,211	12,781,819	13,780,894	14,839,443	15,960,627	17,147,763	18,404,332

Fiscal Year (FY) 2024/25 Operating and Capital Budget
Revenue and Expenditure Summaries – General Fund Long-Term Financial Forecast

GENERAL FUND SUMMARY INCLUDES MEASURE S 2006 & 2014	CITY OF PINOLE LONG-TERM FINANCIAL FORECAST													
	2032-33 Forecast	2033-34 Forecast	2034-35 Forecast	2035-36 Forecast	2036-37 Forecast	2037-38 Forecast	2038-39 Forecast	2039-40 Forecast	2040-41 Forecast	2041-42 Forecast	2042-43 Forecast	2043-44 Forecast	2044-45 Forecast	
REVENUE														
PROPERTY TAX	7,795,093	8,028,946	8,269,814	8,517,909	8,773,446	9,036,649	9,307,749	9,586,981	9,874,591	10,170,828	10,475,953	10,790,232	11,113,939	
SALES TAX	5,982,833	6,162,318	6,347,187	6,537,603	6,733,731	6,935,743	7,143,815	7,358,130	7,578,874	7,806,240	8,040,427	8,281,640	8,530,089	
MEAS S 2006 & 2014 LOCAL SALES TAX	6,438,810	6,631,974	6,830,933	7,035,861	7,246,937	7,464,345	7,688,275	7,918,924	8,156,491	8,401,186	8,653,222	8,912,818	9,180,203	
UTILITY USERS TAX	2,492,348	2,542,195	2,593,038	2,644,899	2,697,797	2,751,753	2,806,788	2,862,924	2,920,182	2,978,586	3,038,158	3,098,921	3,160,899	
FRANCHISE TAX	869,106	877,797	886,575	895,441	904,395	913,439	922,573	931,799	941,117	950,528	960,033	969,634	979,330	
INTERGOVERNMENTAL TAX	3,017,824	3,107,458	3,199,782	3,294,876	3,392,822	3,493,706	3,597,618	3,704,646	3,814,886	3,928,432	4,045,385	4,165,847	4,289,922	
TRANSIENT OCCUPANCY TAX	591,323	609,063	627,335	646,155	665,539	685,506	706,071	727,253	749,071	771,543	794,689	818,530	843,085	
BUSINESS LICENSE TAX	587,166	604,781	622,925	641,612	660,861	680,687	701,107	722,140	743,805	766,119	789,102	812,775	837,159	
CHARGES FOR SERVICES	2,620,243	2,751,255	2,888,817	3,033,258	3,184,921	3,344,167	3,511,376	3,686,944	3,871,292	4,064,856	4,268,099	4,481,504	4,705,579	
OTHER REVENUE	639,936	647,977	656,255	664,775	673,546	682,574	691,867	701,433	711,281	721,419	731,854	742,597	753,657	
LOAN/BOND PROCEEDS														
Total Revenue	31,034,680	31,963,763	32,922,662	33,912,389	34,933,995	35,988,569	37,077,239	38,201,175	39,361,589	40,559,737	41,796,923	43,074,498	44,393,862	
TRANSFERS IN														
PENSION TRANSFER IN (FY 19/20 alloc)														
PENSION TRANSFER IN														
Total Sources	31,034,680	31,963,763	32,922,662	33,912,389	34,933,995	35,988,569	37,077,239	38,201,175	39,361,589	40,559,737	41,796,923	43,074,498	44,393,862	
EXPENDITURES														
SALARIES	12,954,895	13,366,297	13,790,340	14,227,413	14,677,922	15,142,281	15,620,920	16,114,281	16,622,820	17,147,007	17,687,328	18,244,284	18,818,389	
BENEFITS - PERS RETIRE	4,924,425	4,850,558	4,797,202	4,684,948	4,588,507	4,498,018	4,406,865	4,314,923	4,222,918	4,130,590	4,037,822	3,944,544	3,850,766	
BENEFITS - OTHER	5,124,473	5,366,729	5,620,576	5,886,574	6,165,310	6,457,401	6,763,491	7,084,258	7,420,412	7,772,697	8,141,894	8,528,822	8,934,341	
OPERATIONS AND MAINTENANCE	3,402,324	3,523,655	3,649,595	3,780,332	3,916,059	4,056,979	4,203,306	4,355,260	4,513,071	4,676,980	4,847,239	5,024,109	5,207,864	
FIRE SERVICES CONTRACT	9,040,626	9,583,064	10,158,048	10,767,531	11,413,582	12,098,397	12,824,301	13,593,759	14,409,385	15,273,948	16,190,385	17,161,808	18,191,516	
DEBT SERVICE	848,100	848,100	848,100	848,100	848,100	848,100	848,100	848,100	848,100	848,100	848,100	848,100	848,100	
CAPITAL OUTLAY	146,090	150,473	154,987	159,637	164,426	169,358	174,439	179,672	185,063	190,614	196,333	202,223	208,290	
TRANSFERS OUT	1,710,923	1,743,246	1,776,538	1,810,829	1,846,149	1,882,529	1,919,999	1,958,594	1,998,347	2,039,293	2,081,466	2,124,905	2,169,648	
Total Expenditures	38,151,857	39,432,122	40,795,386	42,165,363	43,671,954	45,224,964	46,833,322	48,497,747	50,270,015	52,152,276	54,144,666	56,258,028	58,495,555	
Surplus/Deficit	(7,117,176)	(7,468,358)	(7,872,724)	(8,252,974)	(8,740,959)	(9,236,395)	(9,756,083)	(10,296,562)	(10,858,426)	(11,442,339)	(12,052,343)	(12,687,530)	(13,353,686)	
Fund Balance, July 1	(26,215,846)	(33,950,247)	(42,060,519)	(50,600,833)	(59,548,101)	(67,408,126)	(75,185,469)	(83,462,538)	(92,291,336)	(101,726,477)	(111,825,372)	(122,498,369)	(134,952,088)	
Preliminary Fund Balance, June 30	(33,333,023)	(41,418,606)	(49,933,243)	(58,853,807)	(66,686,061)	(74,434,521)	(82,681,552)	(91,479,111)	(100,881,763)	(110,946,869)	(121,584,726)	(133,001,899)	(145,503,780)	
General Reserves Adjustment	(617,225)	(641,914)	(667,590)	(694,294)	(722,066)	(750,948)	(780,986)	(812,226)	(844,715)	(878,503)	(913,643)	(950,189)	(988,197)	
One-Time Items (Capital and Other)														
Fund Balance, June 30	(33,950,247)	(42,060,519)	(50,600,833)	(59,548,101)	(67,408,126)	(75,185,469)	(83,462,538)	(92,291,336)	(101,726,477)	(111,825,372)	(122,498,369)	(134,952,088)	(146,491,977)	
Pension Fund Balance, July 1	18,404,322	19,733,990	21,140,575	22,628,111	24,200,826	25,863,153	27,619,744	29,475,482	31,435,488	33,505,133	35,690,053	37,996,158	40,429,647	
Revenues - Interest	714,434	784,671	819,946	878,421	940,281	1,005,443	1,074,752	1,147,780	1,224,930	1,304,417	1,392,462	1,483,301	1,578,178	
Revenues - Transfer In	617,225	641,914	667,590	694,294	722,066	750,948	780,986	812,226	844,715	878,503	913,643	950,189	988,197	
General Reserve Balance, June 30	19,733,990	21,140,575	22,628,111	24,200,826	25,863,153	27,619,744	29,475,482	31,435,488	33,505,133	35,690,053	37,996,158	40,429,647	42,997,022	

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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 2024/25 budget.

Fiscal Year (FY) 2024/25 Operating and Capital Budget
Revenue and Expenditure Summaries – Budgeted Positions

Department	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25
CITY MANAGER					
City Manager	1.00	1.00	1.00	1.00	1.00
Assistant City Manager	1.00	0.00	0.00	0.00	0.00
Management Analyst	1.00	1.00	0.00	0.00	0.00
Assistant to the City Manager	0.00	0.00	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00	0.20	0.20
Total Full-Time Equivalents (FTEs)	4.00	3.00	3.00	2.20	2.20
CITY CLERK					
City Clerk	1.00	1.00	1.00	1.00	1.00
Deputy City Clerk	0.00	1.00	1.00	1.00	1.00
Administrative Assistant	0.48	0.48	1.00	1.00	1.00
Total Full-Time Equivalents (FTEs)	1.48	2.48	3.00	3.00	3.00
FINANCE DEPARTMENT					
Finance Director	1.00	1.00	1.00	1.00	1.00
Senior Accountant	0.00	0.00	0.00	0.00	1.00
Accountant	1.00	1.00	1.00	1.00	0.00
Accounting Specialist	1.00	1.00	1.00	1.00	1.00
Accounting Technician, <i>part-time</i>	0.48	0.48	0.48	0.00	0.00
Administrative Assistant	0.00	0.00	0.00	0.75	0.75
Total Full-Time Equivalents (FTEs)	3.48	3.48	3.48	3.75	3.75
HUMAN RESOURCES					
Human Resources Director	0.00	1.00	1.00	1.00	1.00
Human Resources Analyst	0.00	0.00	1.00	1.00	1.00
Human Resources Specialist	1.00	1.00	0.00	0.00	0.00
Human Resources Technician	0.00	0.00	1.00	1.00	1.00
Administrative Assistant	0.00	0.00	0.00	0.05	0.05
Total Full-Time Equivalents (FTEs)	1.00	2.00	3.00	3.05	3.05
POLICE DEPARTMENT					
SVORN					
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	7.00	7.00	6.00
Police Officer	19.00	19.00	20.00	20.00	20.00
Sub-total Svorn	28.00	28.00	30.00	30.00	29.00
NON-SVORN					
Administrative Secretary	1.00	1.00	1.00	1.00	1.00
Community Safety Specialist	1.00	1.00	1.00	1.00	1.00
Community Service Officer	0.96	2.00	2.00	2.00	2.00
Crossing Guards, <i>part-time/temporary</i>	0.25	0.25	0.25	0.25	0.25
Dispatcher	11.00	11.00	10.00	10.00	10.00
Lead Dispatcher	1.00	1.00	2.00	2.00	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-Svorn	18.21	19.25	19.25	19.25	19.25
Total Full-Time Equivalents (FTEs)	46.21	47.25	49.25	49.25	48.25

Fiscal Year (FY) 2024/25 Operating and Capital Budget
Revenue and Expenditure Summaries – Budgeted Positions

FIRE DEPARTMENT					
SWORN					
Fire Chief	1.00	1.00	1.00	0.00	0.00
Battalion Chief	1.00	1.00	1.00	0.00	0.00
Fire Captain	3.00	5.00	5.00	0.00	0.00
Fire Engineer	3.00	3.00	3.00	0.00	0.00
Fire Fighter/Paramedic	3.00	3.00	6.00	0.00	0.00
Fire Fighter	3.00	3.00	0.00	0.00	0.00
Sub-total Sworn	14.00	16.00	16.00	0.00	0.00
NON-SWORN					
Management Analyst	1.00	1.00	1.00	0.00	0.00
Sub-total Non-Sworn	1.00	1.00	1.00	0.00	0.00
Total Full-Time Equivalents (FTEs)	15.00	17.00	17.00	0.00	0.00
PUBLIC WORKS					
Public Works Director	0.00	0.00	1.00	1.00	1.00
Development Services Director/City Engineer	0.50	1.00	0.00	0.00	0.00
Senior Project Manager	1.00	1.00	0.00	0.00	0.00
Capital Improvement and Environmental Program Manager	0.00	0.00	1.00	1.00	1.00
Associate Civil Engineer	0.00	0.00	1.00	1.00	1.00
Public Works Specialist	1.00	1.00	2.00	2.00	2.00
Management Analyst	0.00	1.00	1.00	1.00	1.00
Administrative Coordinator (Shared with CDD)	0.00	0.00	0.50	0.50	0.00
Public Works Manager	1.00	1.00	1.00	1.00	1.00
Public Works Maintenance Supervisor	2.00	3.00	3.00	3.00	3.00
Public Works Maintenance Workers	7.00	8.00	8.00	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
W/WTP Senior Operator	0.00	0.00	1.00	1.00	1.00
W/WTP Operator	5.00	5.00	4.00	4.00	4.00
Laboratory Analyst II	1.00	1.00	1.00	1.00	1.00
Laboratory Technician I	1.00	1.00	1.00	1.00	1.00
W/WTP Senior Maintenance Mechanic	0.00	0.00	0.00	0.00	1.00
W/WTP Maintenance Mechanic	1.00	2.00	2.00	2.00	1.00
Water Pollution Control Plant Intern	0.48	0.48	0.48	0.48	0.48
Total Full-Time Equivalents (FTEs)	23.23	27.73	30.23	30.23	29.73
COMMUNITY DEVELOPMENT					
Development Services Director/City Engineer	0.50	0.00	0.00	0.00	0.00
Community Development Director	0.00	1.00	1.00	1.00	1.00
Planning Manager	1.00	1.00	1.00	1.00	1.00
Senior Building Inspector	1.00	1.00	0.00	0.00	0.00
Building Official	0.00	0.00	1.00	1.00	1.00
Building Inspector	1.00	1.00	0.00	0.00	0.00
Building Inspector I/II	0.00	0.00	1.00	1.00	1.00
Code Enforcement Officer	1.00	1.00	0.00	0.00	0.00
Code Enforcement Officer I/II	0.00	0.00	1.00	1.00	1.00
Permit Technician	2.00	2.00	0.00	0.00	0.00
Permit Technician I/II/III	0.00	0.00	2.00	2.00	2.00
Administrative Coordinator (Shared with Public Works)	0.00	0.00	0.50	0.50	0.00
Total Full-Time Equivalents (FTEs)	6.50	7.00	7.50	7.50	7.00

Fiscal Year (FY) 2024/25 Operating and Capital Budget
Revenue and Expenditure Summaries – Budgeted Positions

COMMUNITY SERVICES DEPARTMENT					
RECREATION					
Community Services Director	0.00	1.00	1.00	1.00	1.00
Recreation Manager	1.00	1.00	1.00	1.00	1.00
Food Services Specialist	0.00	0.00	0.00	0.00	0.75
Cook, <i>part-time/regular</i>	0.75	0.75	0.75	0.75	0.00
Recreation Coordinator	2.60	2.60	3.50	3.50	3.50
Recreation Leader	2.88	2.88	2.88	2.88	3.51
Recreation Leader [Tiny Tots]	1.13	1.13	1.13	1.13	0.00
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	2.00
Total Full-Time Equivalents (FTEs)	11.50	12.50	13.40	13.40	13.41
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
Total Full-Time Equivalents (FTEs)	2.75	2.75	2.75	2.75	2.75
GRAND TOTAL ALL DEPARTMENTS	115.15	125.19	132.61	115.13	113.14

Fiscal Year (FY) 2024/25 Operating and Capital Budget
Revenue and Expenditure Summaries – Labor Allocations

Labor Cost Allocations (\$)

Position Title	Total Vages and Benefits	General Fund 100	Sewer Enterprise (WVTP) Fund 500	Sewer Enterprise (Corp Yard) Fund 500	Information Systems Fund 525	Housing Admin Fund 285	Gas Tax Fund 200	Building Fund 212	Measure "S-2014" Fund 106	PSAF Fund 203	SLESF Fund 206	Storm Water Fund 207	Recreation Fund	Refuse Mgmt Fund 213	Solid Waste Fund 214	Measure "J" Fund 215	Total
100-110 Council Members (5)	79,141	59,356	-	-	-	-	-	-	-	-	-	-	-	-	-	-	79,141
100-111 City Manager	442,488	265,433	22,124	110,822	-	22,124	-	22,124	-	-	-	-	-	-	-	-	442,488
100-111 Assistant to the City Manager	214,804	171,683	-	-	42,321	-	-	-	-	-	-	-	-	-	-	-	214,804
100-111 Admin Assistant	206,380	206,380	-	-	-	-	-	-	-	-	-	-	-	-	-	-	206,380
100-113 Treasurer	5,317	3,988	-	1,329	-	-	-	-	-	-	-	-	-	-	-	-	5,317
100-115 Finance Director	372,480	297,984	55,872	-	-	18,624	-	-	-	-	-	-	-	-	-	-	372,480
100-115 Senior Accountant	188,462	180,182	28,288	-	-	-	-	-	-	-	-	-	-	-	-	-	188,462
100-115 Accounting Specialist	138,845	118,018	20,827	-	-	-	-	-	-	-	-	-	-	-	-	-	138,845
100-116 HR Analyst	157,290	141,561	15,729	-	-	-	-	-	-	-	-	-	-	-	-	-	157,290
100-116 HR Director	371,204	334,084	37,120	-	-	-	-	-	-	-	-	-	-	-	-	-	371,204
100-116 HR Tech	143,137	128,823	14,314	-	-	-	-	-	-	-	-	-	-	-	-	-	143,137
100-221 Police Officer (2)	135,875	90,102	-	-	-	-	-	-	-	-	105,772	-	-	-	-	-	135,875
100-221 Police Officer (Carline)	394,580	-	-	-	-	-	-	-	-	394,580	-	-	-	-	-	-	394,580
100-221 Police Officer (Carline)	213,966	143,776	-	-	-	-	-	-	-	-	64,180	-	-	-	-	-	213,966
100-341 PW Director	319,197	79,799	63,839	47,680	-	-	31,920	-	31,920	-	-	15,960	-	31,920	15,960	-	319,197
100-341 Associate Civil Engineer	168,209	-	16,821	25,231	-	-	-	-	84,105	-	-	-	-	-	-	42,052	168,209
100-341 PW Specialist (2)	277,251	55,450	-	68,313	-	-	41,588	55,450	-	-	-	27,725	-	27,725	-	-	277,251
100-341 Capital Improvement Manager	194,352	-	19,435	23,153	-	-	-	-	38,870	-	-	9,718	-	19,435	23,153	-	194,352
100-341 Management Analyst	153,480	31,836	-	15,948	-	-	31,836	-	33,870	-	-	7,374	-	-	31,836	-	153,480
100-342 PW Maint. Supervisor	148,288	53,315	-	-	-	-	-	-	23,658	-	-	-	-	-	23,658	-	148,288
100-343 Public Works Manager	306,470	153,235	-	61,294	-	-	30,647	-	-	-	-	45,971	-	15,324	-	-	306,470
100-343 PW Maint. Supervisor	253,556	114,100	-	63,369	-	-	12,678	-	33,870	-	-	50,711	-	253,556	-	-	253,556
100-343 Maintenance Workers (4)	518,585	155,575	-	103,717	-	-	77,788	-	-	-	-	77,788	-	25,923	-	77,788	518,585
100-343 Maintenance Worker (1)	93,863	-	-	-	-	-	-	-	93,863	-	-	-	-	-	-	-	93,863
100-343 Maintenance Worker (1)	109,882	54,941	-	-	-	-	-	-	54,941	-	-	-	-	-	-	-	109,882
212-461 Community Dev. Director	394,804	150,025	-	-	-	47,376	-	197,402	-	-	-	-	-	-	-	-	394,804
212-461 Planning Manager	242,955	12,148	-	12,148	-	12,148	-	218,660	-	-	-	-	-	-	-	-	242,955
212-462 Permit Technician III	131,482	-	-	-	-	-	-	131,482	-	-	-	-	-	-	-	-	131,482
212-462 Permit Technician I	114,145	-	-	-	-	-	-	114,145	-	-	-	-	-	-	-	-	114,145
500-642 PW Maint. Supervisor	229,317	-	-	171,988	-	-	11,466	-	-	-	-	22,932	-	11,466	-	11,466	229,317
500-642 Maintenance Workers (2)	352,508	-	294,351	264,381	-	-	17,625	-	373,026	394,580	163,962	35,251	-	17,625	106,666	17,625	352,508
	\$ 7,137,911	\$ 2,993,925	\$ 294,351	\$ 984,030	\$ 42,921	\$ 100,273	\$ 255,607	\$ 733,263	\$ 373,026	\$ 394,580	\$ 163,962	\$ 294,029	\$ -	\$ 162,102	\$ 106,666	\$ 227,177	\$ 7,137,911
PERCENT OF TOTAL		42%	4%	14%	1%	1%	4%	10%	5%	6%	2%	4%	0%	2%	1%	3%	100%
		Special Revenue	Sewer Enterprise	Information Systems	Measure												
	2,883,825	2,448,658	1,278,381	42,921	373,026												
		100-111	100-112	100-115	100-116	100-221	100-223	100-341	100-342	100-343	100-345	100-465	100-466	212-461	212-462	Total	
100-111 Admin Assistant	41,276	-	-	154,785	10,319	-	-	-	-	-	-	-	-	-	-	206,380	
100-221 Police Chief	-	-	-	-	283,913	32,213	-	-	-	-	-	-	-	-	-	322,126	
100-221 Lieutenant	-	-	-	-	441,673	110,418	-	-	-	-	-	-	-	-	-	552,091	
100-342 Maintenance Supervisor (1)	-	-	-	-	-	-	-	-	23,658	23,658	-	-	-	-	-	53,315	
100-343 Maintenance Workers (4)	-	-	-	-	-	-	-	-	62,230	62,230	-	-	-	-	-	155,575	
100-343 Maintenance Worker (1)	-	-	-	-	-	-	-	-	31,115	23,416	-	-	-	-	-	46,632	
212-461 Community Dev. Director	-	-	-	-	-	-	-	-	-	-	98,701	51,324	98,701	98,701	347,427		
212-462 Permit Technician III	-	-	-	-	-	-	-	-	-	-	-	32,870	98,611	131,482			
212-462 Permit Technician I	-	-	-	-	-	-	-	-	-	-	-	-	28,536	85,609	114,145		

Labor Cost Allocations (%)

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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 2023/24 key accomplishments;
- FY 2025/25 key priorities and projects;
- Significant special projects for FY 2025/26 – FY 2028/29;
- Major changes in FY 2024/25 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 2023/24 Key Accomplishments

- Recognized numerous individuals, community organizations, and causes for their contributions to Pinole and society

- Analyzed and approved a new five-year fire and emergency medical service agreement with the Contra Costa County Fire Protection District ("Con Fire")
- Researched a potential local ballot measure to transition to a charter city and establish an increased real property transfer tax (RPTT)
- Approved an Economic Development Strategy
- Approved a Communication and Engagement Plan
- Adopted a new City of Pinole Local Roadway Safety Plan (LRSP)
- Approved a new 223-unit multifamily housing development on Fitzgerald Avenue ("Pinole Vista" apartment complex)
- Approved a preliminary design for the replacement of the San Pablo Avenue bridge between Pinole and Hercules
- Provided direction on and authorized the submittal of the draft 2023-2031 Housing Element Update
- Provided direction to staff on new City events, such as a Pinole Pride (civic/anniversary and LBGT) event in June 2023
- Provided direction on safety improvements on the Tennent Avenue corridor
- Established a Project Labor Agreement (PLA) Ad Hoc Subcommittee
- Improved the capital planning process by providing direction to staff on a capital projects prioritization methodology
- Authorized the sale of surplus City properties
- Adopted resolutions taking positions on key policy issues
- Adopted ordinances changing City laws on certain key issues
- Appropriated funding for a new Property and Facilities Master Plan
- Provided funding and direction on transportation safety capital projects

FY 2024/25 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
- Consider development applications that will improve the community
- Provide direction and adopt updates to the City General Plan Safety and Health and Environmental Justice elements
- Create an updated Long-Term Financial Plan that determines how to address the City's unfunded liabilities
- Establish a process to quickly respond to advocacy opportunities regarding proposed State legislation
- Direct staff on the redevelopment of "Community Corner" (lot at the corner of San Pablo Avenue and Tennent)
- Review City's use of its Section 115 Pension Trust

- Continue to expand relationships with elected officials in neighboring cities, special districts, and at the State and federal levels

Significant Special Projects for FY 2025/26 through FY 2028/29

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

Major Changes in FY 2024/25 Budget

There are no major changes in the FY 2024/25 budget compared to the FY 2023/24 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) 2024/25 Operating and Capital Budget
Department Budgets – City Council

CITY COUNCIL BUDGET SUMMARY

	FY 2021/22 Actual	FY 2022/23 Actual	FY 2023/24 Actual Thru Mar-24	FY 2023/24 Revised Budget	FY 2024/25 Proposed Budget	Prop to Rev \$ Change	Prop to Rev % Change
REVENUE / FUNDING SOURCE							
General Fund - 100	215,904	200,496	144,791	215,412	202,339	(13,073)	-6%
Measure S 2014 - 106	-	9,202	-	-	-	-	0%
Total	215,904	209,697	144,791	215,412	202,339	(13,073)	-6%
EXPENDITURES BY CATEGORY							
Personnel							
Salaries & Wages -401	48,302	45,581	24,797	33,750	33,750	-	0%
Employee Benefits - 410	53,393	42,818	35,906	42,550	57,559	15,009	26%
Total Personnel	101,696	88,399	60,702	76,300	91,309	15,009	16%
Services and Supplies							
Professional & Administrative Services - 42	135,565	139,226	78,538	140,355	127,555	(12,800)	-10%
Other Operating Expenses -43	921	1,384	914	1,030	1,030	-	0%
Total Services and Supplies	136,486	140,609	79,452	141,385	128,585	(12,800)	-10%
Capital Outlay							
Asset Acquisition/Improvement - 47	130	-	15,000	15,000	-	(15,000)	-100%
Total Capital Outlay	130	-	15,000	15,000	-	(15,000)	-100%
Indirect Cost Allocations							
Administrative Credits - 46121	(24,463)	(21,392)	(13,249)	(19,675)	(19,785)	(110)	1%
General Liability Insurance - 46201	2,054	2,082	2,886	2,402	2,230	(172)	-8%
Total Indirect Cost Allocations	(22,408)	(19,311)	(10,363)	(17,273)	(17,555)	(282)	2%
Total	215,904	209,697	144,791	215,412	202,339	(13,073)	-6%
EXPENDITURES BY PROGRAM							
City Council - 110	215,904	209,697	144,791	215,412	202,339	(13,073)	-6%
Total	215,904	209,697	144,791	215,412	202,339	(13,073)	-6%

Fiscal Year (FY) 2024/25 Operating and Capital Budget
Department Budgets – City Council

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2023/24	FY 2024/25
42101 Professional Services		\$ -	\$ 10,000
City Council Retreat/Planning Workshop	\$ 10,000		
42201 Office Expense		\$ 500	\$ 500
4230X Travel and Training		\$ 25,380	\$ 25,380
ABAG Delegate	\$ 250		
CCC Mayor's Conference monthly dinners (24 @ \$70)	1,680		
Council Member 1 Discretionary Travel/Training Allocation	4,250		
Council Member 2 Discretionary Travel/Training Allocation	4,250		
Council Member 3 Discretionary Travel/Training Allocation	4,250		
Council Member 4 Discretionary Travel/Training Allocation	4,250		
East Bay Division meetings (12 @ \$50)	600		
Mayor Discretionary Travel/Training Allocation	4,250		
Mayor travel expenses	600		
Other identified City sponsored events	250		
Various dinners/award ceremonies	750		
42401 Memberships		\$ 21,785	\$ 23,485
ABAG dues	\$ 5,500		
Contra Costa Mayor's Conference membership & exp.	1,400		
LAFCO dues	6,300		
League of CA Cities	7,685		
League of California Cities East Bay Division	400		
National League of Cities	1,700		
Other Memberships	500		
42514 Special Department Expense		\$ 92,690	\$ 68,190
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		
Stipends for High School Student Internship Program (up to 2)	8,700		
West County Mayor's Breakfast meetings	600		
Total Professional/Administrative Services			\$ 127,555
4310X Utilities		\$ 1,030	\$ 1,030
Gas/Electric	\$ 980		
Water	50		
47103 Furniture		\$ 15,000	\$ -
Council office furniture	\$0		

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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

The City Treasurer provides input to the Finance Director on quarterly investment reports that the Finance Director creates 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 2023/24 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 2024/25 Key Priorities and Projects

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

Major Changes in FY 2024/25 Budget

There are no major changes in the FY 2024/25 budget compared to the FY 2023/24 budget.

Position Summary

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

CITY TREASURER BUDGET SUMMARY

	FY 2021/22 Actual	FY 2022/23 Actual	FY 2023/24 Actual Thru Mar-24	FY 2023/24 Revised Budget	FY 2024/25 Proposed Budget	Prop to Rev \$ Change	Prop to Rev % Change
REVENUE / FUNDING SOURCE							
General Fund - 100	8,375	8,268	7,358	8,727	10,148	1,421	14%
Total	8,375	8,268	7,358	8,727	10,148	1,421	14%
EXPENDITURES BY CATEGORY							
Personnel							
Salaries & Wages - 401	8,427	7,306	2,216	3,000	3,000	-	0%
Employee Benefits - 410	1,197	2,860	5,574	7,410	7,519	109	1%
Total Personnel	9,624	10,166	7,790	10,410	10,519	109	1%
Services and Supplies							
Professional & Administrative Services - 42	911	459	544	760	760	-	0%
Total Services and Supplies	911	459	544	760	760	-	0%
Indirect Cost Allocations							
Admin Credits - 46121	(2,341)	(2,542)	(1,233)	(2,656)	(1,329)	1,327	-100%
General Liability Insurance - 46201	182	185	257	213	198	(15)	-8%
Total Indirect Cost Allocations	(2,160)	(2,357)	(976)	(2,443)	(1,131)	1,312	-116%
Total	8,375	8,268	7,358	8,727	10,148	1,421	14%
EXPENDITURES BY PROGRAM							
City Treasurer - 113	8,375	8,268	7,358	8,727	10,148	1,421	14%
Total	8,375	8,268	7,358	8,727	10,148	1,421	14%

MAJOR NON-PERSONNEL EXPENSE DETAILS

	FY 2023/24	FY 2024/25
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 operations consists of an elected City Council that is responsible for policymaking and a professional City Manager, appointed by the Council, who is responsible for carrying out the policies of the Council and overseeing City operations. In addition to overseeing City operations, the City Manager's office also performs or coordinates some specific functions on behalf of the entire City organization, including the following:

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

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 manages information services citywide. The City contracts with a private firm, Precision IT Consulting, for managed IT services, including network administration, security, equipment and software maintenance, and end user support. Precision IT provides two full-time on-site technicians to address short-term and long-term work requests.

FY 2023/24 Key Accomplishments

Baseline Work (Including Staff-Initiated Special Projects)

- 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
- Created written policies and procedures on numerous administrative matters

- Initiated an internal diversity, equity, and inclusion (DEI) program

Strategic Plan Strategies

- Successfully supported the transition of the Pinole Fire Department to be operated under Contra Costa Fire Protection District
- Implemented many IT projects, including significantly improving network security
- Implemented a Communication and Engagement Plan, which is a Strategic Plan strategy
- Expanded communication and engagement with the community through the use of new tools and techniques
- Increased engagement with community and civic organizations, neighboring cities, and special districts
- Launched a new website Content Management System (CMS) and mobile application

FY 2024/25 Key Priorities and Projects

Baseline Work (Including Staff-Initiated Special Projects)

- Assess City operations and implement improvements for diversity, equity, and inclusion (DEI)

Strategic Plan Strategies

- Complete the Strategic Plan strategy of developing an interagency legislative advocacy program (Goal 4, Strategy 7)
- Complete priority projects as outlined in the 2021/22-2025/26 Information Technology (IT) Plan

Significant Special Projects for FY 2025/26 through FY 2028/29

- Complete Strategic Plan strategies

Major Changes in FY 2024/25 Budget

The City Manager department Administration and Programs division budget for FY 2023/24 includes funding for Diversity, Equity, and Inclusion (DEI) consulting, intergovernmental affairs consulting, grant management consulting, and communication and engagement consulting, all related to high-priority City initiatives in these areas. The Information Technology division budget includes a number of projects identified in the City's IT Plan.

Position Summary

Fiscal Year (FY) 2024/25 Operating and Capital Budget
Department Budgets – City Manager

Position	2020/21	2021/22	2022/23	2023/24	2024/25
City Manager	1.00	1.00	1.00	1.00	1.00
Assistant City Manager	1.00	0.00	0.00	0.00	0.00
Management Analyst	1.00	1.00	0.00	0.00	0.00
Assistant to the City Manager	0.00	0.00	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00	0.20	0.20
Total	4.00	3.00	3.00	2.20	2.20

Note that the Administrative Assistant position has been partially allocated to other departments in FY 2023/24 and FY 2024/25 to reflect their primary tasks, including with the Finance Department, more clearly.

Fiscal Year (FY) 2024/25 Operating and Capital Budget
Department Budgets – City Manager

CITY MANAGER BUDGET SUMMARY

	FY 2021/22 Actual	FY 2022/23 Actual	FY 2023/24 Actual Thru Mar-24	FY 2023/24 Revised Budget	FY 2024/25 Proposed Budget	Prop to Rev \$ Change	Prop to Rev % Change
REVENUE / FUNDING SOURCE							
General Fund - 100	527,117	567,995	396,202	602,710	683,857	81,147	12%
Total	527,117	567,995	396,202	602,710	683,857	81,147	12%
EXPENDITURES BY CATEGORY							
Personnel							
Salaries & Wages - 401	362,626	443,050	442,002	505,525	531,071	25,546	5%
Overtime - 402	1,714	3,813	4,686	177	342	165	48%
Employee Benefits - 410	297,436	320,989	166,323	324,181	296,939	(27,242)	-9%
Total Personnel	661,777	767,852	613,011	829,883	828,352	(1,531)	0%
Services and Supplies							
Professional & Administrative Services - 42	175,750	164,870	51,914	200,230	203,980	3,750	2%
Other operating Expenses - 43	1,278	1,892	1,254	1,425	1,425	-	0%
Total Services and Supplies	177,028	166,762	53,167	201,655	205,405	3,750	2%
Indirect Cost Allocations							
Admin Credits - 46121	(338,727)	(396,897)	(312,198)	(464,816)	(385,020)	79,796	-21%
General Liability Insurance - 46201	25,861	29,629	42,221	35,988	35,120	(868)	-2%
Total Internal Cost Allocations	(312,866)	(367,268)	(269,977)	(428,828)	(349,900)	78,928	-23%
Capital Outlay							
Asset Acquisition/Improvement - 47	1,176	649	-	-	-	-	0%
Total Capital Outlay	1,176	649	-	-	-	-	0%
Total	527,117	567,995	396,202	602,710	683,857	81,147	12%
EXPENDITURES BY PROGRAM							
City Manager - 111	527,117	567,995	396,202	602,710	683,857	81,147	12%
Total	527,117	567,995	396,202	602,710	683,857	81,147	12%

MAJOR NON-PERSONNEL EXPENSE DETAILS

	FY 2023/24	FY 2024/25
42101 Professional Services	\$ 156,750	\$ 154,000
Communication and Engagement Consulting	\$ 40,000	
EOP Training (citywide)	20,000	
DEI Consulting	40,000	
Graphic Art Services	6,000	
Misc. Consulting	20,000	
Procurement and Research Services	28,000	

Fiscal Year (FY) 2024/25 Operating and Capital Budget
Department Budgets – City Manager

42107 Equipment Maintenance	\$	100	\$	100
	\$	100		

42201 Office Expense	\$	29,055	\$	35,955
Copier Supplies	\$	1,000		
Mass Mailing Services		17,255		
Misc Office Expense		800		
Office Supplies		8,000		
Other Office Expenses		5,000		
Outreach Materials (branded)		3,500		
42203 UPS/FedEx/Misc Shipping		400		

4230X Travel and Training	\$	7,300	\$	7,300
League of Cities or Other Trainings	\$	1,600		
Mayor's Conference monthly dinners		600		
Miscellaneous Meetings		1,200		
Other Misc. Training		1,500		
League of Cities or other training related travel		2,400		

42401 Memberships	\$	3,875	\$	3,875
Bay Area News Group Subscription	\$	550		
CAPIO Membership		200		
CCC Public Managers Association		500		
CCMF Membership		200		
ICMA Membership		2,150		
MISAC Membership		200		
Municipal Management Association (MMANC)		75		

42506 Bonds	\$	350	\$	350
Bonds (CM & ACM)	\$	350		

42514 Special Department Expense	\$	2,800	\$	2,400
Flowers for funerals and Special Occations	\$	300		
Miscellaneous		2,000		
Notary Fees and Supplies		100		

Total Professional/Administrative Services \$ 203,980

4310X Utilities	\$	1,425	\$	1,425
43103 Gas/Electric	\$	1,300		
43102 Water		125		

INFORMATION SYSTEMS BUDGET SUMMARY

	FY 2021/22 Actual	FY 2022/23 Actual	FY 2023/24 Actual Thru Mar-24	FY 2023/24 Revised Budget	FY 2024/25 Proposed Budget	Prop to Rev \$ Change	Prop to Rev % Change
REVENUE / FUNDING SOURCE							
General Fund - 100	548,604	901,644	677,721	1,090,314	1,039,312	(51,002)	-5%
Measure S-2014 Fund - 106	-	-	-	-	-	-	#DIV/0!
Recreation Fund - 209	55,886	70,113	61,834	117,529	131,321	13,792	11%
Building and Planning Fund - 212	46,877	139,817	261,024	227,773	174,734	(53,039)	-30%
Sewer Enterprise Fund - 500	53,850	75,936	74,676	140,834	161,263	20,429	13%
Cable Access TV Fund - 505	23,910	35,051	72,807	92,252	65,903	(26,349)	-40%
Total	729,127	1,222,561	1,148,061	1,668,703	1,572,533	(96,170)	-6%
EXPENDITURES BY CATEGORY							
Services and Supplies							
Professional & Administrative Services - 42	463,062	716,266	900,880	1,213,881	1,169,699	(44,182)	-4%
Other Operating Expenses - 43	197,415	221,846	148,346	201,726	149,966	(51,760)	-35%
Total Services and Supplies	660,476	938,111	1,049,227	1,415,607	1,319,665	(95,942)	-7%
Capital Outlay							
Asset Acquisition/Improvement - 47*	107,122	217,868	80,571	217,655	209,754	(7,901)	-4%
Total Capital Outlay	107,122	217,868	80,571	217,655	209,754	(7,901)	-4%
Debt Service							
Debt Principal - 48101	23,255	108,731	-	-	-	-	0%
Debt Interest - 48102	1,705	13,017	-	-	-	-	0%
Total Debt Service	24,960	121,748	-	-	-	-	0%
Indirect Cost Allocations							
Administrative Debits - 46122	32,443	22,726	27,092	39,042	42,921	3,879	9%
Information Systems (IS) Charges - 46124	(729,127)	(1,222,561)	(1,148,061)	(1,668,704)	(1,572,533)	96,171	-6%
Total Indirect Cost Allocations	(696,684)	(1,199,835)	(1,120,968)	(1,629,662)	(1,529,612)	100,050	-7%
Total	95,874	77,892	8,829	3,600	(193)	(3,793)	0%
EXPENDITURES BY PROGRAM							
Information Systems - 118	800,041	1,300,453	1,156,889	1,672,304	1,572,340	(99,964)	-6%
Total	800,041	1,300,453	1,156,889	1,672,304	1,572,340	(99,964)	-6%

*See CIP

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2023/24	FY 2024/25
42101 Professional Services		\$ 614,550	\$ 633,055
ClientFirst Trackit Support	\$ 75,000		
Cybersecurity Assessment	15,000		
Fiber Replacement Youth/Senior Center/Corp yard	60,000		
Labor to Update Versatile Software (carryover)	2,000		
Misc. IT Consulting/projects/assessment (carryover)	25,000		
Precision IT Managed Services	396,500		
VOIP System Implementation & Training	14,135		
Website CMS Update	45,420		
42105 Network Maintenance		\$ 75,344	\$ 77,951
Network servers and hardware maintenance, including professional callouts.			
AWS hosting for Smart Geotech	\$ 1,910		
Contra Costa County ACCJIN Network Fee	30,158		
Data backup protection for City Hall servers	13,045		
Data backup protection for Public Safety servers	10,927		
Firewall Maintenance for Public Safety	1,638		
Sophos Firewall Annual Maintenance & Support CH	3,801		
Sophos Endpoint Protection for workstations and servers	10,601		
Website Annual Hosting	4,560		
Wi-Fi Service	1,312		
42106 Software Maintenance		\$ 330,582	\$ 260,186
Adobe software for PCTV	\$ 646		
Applicant Tracking System (NeoGov)	6,000		
Axon Cloud Storage for PD body cameras	16,391		
CrimeView desktop support	3,277		
Critical Reach maintenance	545		
ESRI- Ainfo, Aedito, Aview maintenance	21,855		
FileOnQ Support & maintenance	3,596		
Form 700 e-submission Software	3,500		
Laserfiche Annual Maintenance/License	16,148		
OCV LLC Mobile Application	9,990		
Onboarding System License (NeoGov)	10,000		
PD Computer Mgmt. Software	2,403		
Public Records Management	6,180		
Public Input Engagement Software	15,575		
RecDesk Software	5,562		
Scala License for PCTV	2,001		
Selectron Software Annual	12,000		
Trackit Software Annual	51,292		
Tyler Incode License & Maintenance	68,000		
Versatile Express & Retention Support (Zasio)	4,506		
Zoll Fire RMS Support (Station 73)	720		
42107 Equipment Maintenance		\$ 48,252	\$ 48,252
Copier Lease and Maintenance (Xerox)	\$ 45,131		
Mailing System Meter Lease (Pitney Bowes)	2,060		
Printer Repair Service	1,061		

Fiscal Year (FY) 2024/25 Operating and Capital Budget
Department Budgets – City Manager

42203 Shipping and Mailing		\$ 9,779	\$ 18,110
Citywide Postage & Shipping	\$ 16,000		
Postage Equipment	2,110		

42510 Software Purchase & Subscriptions		\$ 131,774	\$ 132,145
Adobe Acrobat	\$ 19,000		
Agenda Management Software	19,491		
Canva Teams Subscription	1,500		
Copware Site License	300		
Docusign Subscription	22,000		
Livescan maintenance	10,609		
ManageEngine MDM (PD)	745		
Microsoft Visio	300		
Mobile Device management	3,000		
Office 365 G3 License (150 Licenses)	36,000		
PD background checks (TLO, Transunion)	1,400		
Pinole Municode	500		
Realquest maintenance	9,000		
Zoom Licenses (21 users, 4 webinar)	8,300		

Total Professional/Administrative Services \$ 1,169,699

43101 Communications		\$ 201,726	\$ 149,966
AT&T voice service	\$ 17,704		
Global Wireless Communications	1,400		
Tiny Tots solar	618		
Verizon cell service	64,915		
VOIP Telecom Service	30,729		
43105 Cable	2,500		
43106 Citywide Internet Services	22,500		
43106 Internet service for the Corp Yard	9,600		

47102 Computer Equipment		\$ 217,655	\$ 209,754
36" Monitor for Plan Review Kiosk	\$ 3,200		
City Hall UPS Refresh	7,400		
Conference Room Monitors and Computers	4,452		
Emergency Power to City Hall	20,000		
Firewall Replacement (CH & Public Safety)	25,000		
iPad for Building Inspection	1,100		
Livescan Machine Replacement	6,000		
New Laptops	3,600		
Refresh EOC System	26,852		
Replace 51 workstations	109,650		
Senior Center Check-in Kiosk	2,500		

MEASURE S - 2014 FUND - 106

42510 Software Purchase & Subscriptions		\$ 3,600	\$ -
Laserfiche Software <i>training carryover</i>	\$ -		

47201 Improvements/Building		\$ -	\$ -
IN2102 Municipal Broadband Feasibility	\$ -		

INFORMATION SYSTEMS CHARGES FOR COMMUNICATION & TECHNOLOGY

46124 IS Charges for Communication & Technology		\$(1,668,704)	\$(1,572,264)
Finance	[100-115]	\$ (9,643)	
General Government	[100-117]	(386,598)	
Police Services	[100-222]	(422,555)	
Police Dispatch	[100-223]	(71,919)	
Fire	[100-231]	(3,341)	
Public Works	[100-341]	(139,655)	
Code Enforcement	[100-465]	(5,421)	
Community Services	[209-551]	(131,296)	
Planning	[212-461]	(8,621)	
Development Services	[212-462]	(166,100)	
Sewer WPCP	[500-641]	(82,795)	
Sewer Collection (CY)	[500-642]	(78,430)	
PCTV	[505-119]	(65,890)	

PINOLE COMMUNITY TELEVISION

The PINOLE COMMUNITY TELEVISION is a division of Community Services. PCTV is comprised of the following subdivisions:

- Administration and Programs: and
- Public Broadcasting

Mission

The mission of Pinole Community Television (PCTV) is to provide quality video recording, production, and broadcasting and video and audio services to the City, other organizations, and the community.

Major Services and Functions

PCTV operates the City's public, educational, and governmental (PEG) cable television program, which involves broadcasting the City's public meetings and recording, producing, and broadcasting a limited number of significant community events on the local television channels dedicated by City's franchise cable television providers: Comcast (channels 26 and 28) and AT&T Uverse (channel 99 submenu Pinole Community TV).

Through PEG, PCTV broadcasts content to the community on its dedicated local cable channels, via live stream on the City website and the City's mobile app. The division supports the community by broadcasting content that is accessible, independent from political and commercial influence, and distinctively local. PCTV holds a key role in broadcasting important public safety information, and in the event of an emergency, through our regional broadcast systems.

PCTV provides audio, visual, and production services to City departments. PCTV is responsible for the operation, maintenance and storage of the portable movie screen that is used for movies in the park events. PCTV frequently works with the City Manager department on communications-related services and projects.

PCTV has service agreements with other public agencies (El Cerrito, Benicia, and WestCAT) to record, produce, and broadcast those agencies' public meetings. In addition, the division also provides recording and production services to private parties on a fee for service basis.

The department generates revenue primarily through internal billing of services provided to City departments, franchise fees, contract service fees, donations, and community service fees.

FY 2023/24 Key Accomplishments

Baseline Work (Including Staff-Initiated Special Projects)

- PCTV staff continues to maintain operations.
- Completed and initiated the Pinole Drone policy and began documenting Pinole through the use of the donated drone.
- Initiated the conversion of the Pinole Council Chambers to High-Definition (HD) quality.
- Completed a full year of The Beat of Pinole a Mayoral update broadcast and continued production of monthly episodes.
- Expanded training for the PCTV Part Time Staff.
- Managed the resources to facilitate the Movies in the Park.
- Initiated E-waste management of tools that have outlived their useful life expectancy.
- Covered and broadcasted National Night Out, Tree lighting ceremony, The Pinole Classic Car Show, Pride Day, Earth Day, Pinole Pride.
- Furthered use of the Zoom format and adapted for hybrid meetings supporting all public Pinole meetings with live and an on-air replay for City Council, Planning Commission and other City meetings
- Continued integration of live YouTube simulcasting of all meetings including Closed Captioning in the YouTube replay services.
- Converted the Council Chambers back to in person meetings with Zoom interface for consultants, staff, public, and Council as needed.
- Successfully transitioned to council meeting livestream using agenda, meetings, and minutes software (CivicClerk) and implemented chapter bookmarking through the new software.
- Reviewed and updated hourly rates and fees. Created a PCTV Fee Calculation reference sheet.
- Revised the PCTV Manual.

Strategic Plan Strategies

- Successfully supported the Communication and Engagement Plan, needs of the City of Pinole with the Beat of Pinole.
- Implemented IT storage management recovering over a TB of space on the main Pinole City network.

FY 2024/25 Key Priorities and Projects

Baseline Work (Including Staff-Initiated Special Projects)

- Maintain PCTV's on air status and coverage of Pinole Government meetings.
- Hire and train two cable technicians.
- Replace obsolete equipment and dispose of e-waste

- Update existing outdated equipment allowing for High Definition (HD) Wide Screen resolution pending Comcast's upgrade of their system.
- Create a master plan for PCTV to define mission, activities, staffing, equipment, and fee structure.
- Hire a consulting firm to evaluate the entire broadcasting network system to include use of new technology for efficiency and effective broadcasting.

Strategic Plan Strategies

- Provide media (photography and videography) services to the City of Pinole to enhance communications.

Significant Special Projects for FY 2025/26 through FY 2028/29

- Perform a community needs assessment to identify broadcast, programming, community media, production (and other) services and programs desired by the community.
- Convert the full pass-through configuration of the PCTV channels to HD in both the Council Chambers and the PCTV Master Control (MC).
- Acquire and integrate the necessary hardware for the HD conversions.
- Acquire content distribution software to increase PCTV viewership via media streaming channels.
- Facilitate the projector/screen replacement and camera in the council chambers.
- Revise and implement the PCTV sponsorship program to generate funding for PEG-related activities.

Major Changes in FY 2024/25 Budget

The exponential need to replace costly equipment that has far outlived its useful life expectancy prompted PCTV to create the FY 2024/25 budget by sourcing unused PEG funds that date back to 2016. PEG funds are either franchise equipment funds or PEG fees that were not expended for PEG uses in prior years, but are designated to be used specifically for Public, Educational, or Governmental access related expenses.

PCTV has created a three-year equipment plan to fund the conversion to HD and replace items that have outlived their useful life expectancy. The plan includes the upgrading of the display wall or projector screen to a video display wall system, replacement of the Character Generators (graphics for live coverage, meetings), wireless audio systems for the Chambers, updated assisted listening systems meeting the ADA requirements, editing tools, a variety of HD components, and the replacement of the Master Control systems updated with Closed Captioning and improved streaming solutions. The plan also includes enhancements to mobile production equipment that will improve coverage of City and community events.

PCTV has reconciled revenue entries to reflect the current client base which has resulted in decreased revenue projections for FY 2024/25. In 2023, due to unforeseen

circumstances, one of PCTV's clients did not renew its contract. PCTV is working on a service agreement template that can be used for fee-for-service requests that will allow for greater flexibility for future clients. PCTV is also working to add value to its existing services by expanding viewership to internet streaming channels (such as Apple TV) and by providing high-definition and high quality video production with newer equipment.

Lastly, PCTV will be revising its sponsorship program to supplement funding support for the production of high-quality public, educational, and governmental access related programming and related expenses for the benefit of the Pinole community. PCTV aims to launch the revised sponsorship program by the end of Q1 of FY 2024/25.

Position Summary

Position	2020/21	2021/22	2022/23	2023/24	2024/25
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	2.75	2.75	2.75	2.75	2.75

Fiscal Year (FY) 2024/25 Operating and Capital Budget
Department Budgets – City Manager

CABLE ACCESS TV

EXPENDITURE SUMMARY

	FY 2021/22 Actual	FY 2022/23 Actual	FY 2022/23 Actual Thru Mar-24	FY 2024/24 Revised Budget	FY 2024/25 Proposed Budget	Prop to Rev \$ Change	Prop to Rev % Change
REVENUE / FUNDING SOURCE							
Cable Access Television Fund - 505	439,347	502,606	430,590	682,056	829,463	147,407	18%
Total	439,347	502,606	430,590	682,056	829,463	147,407	18%
EXPENDITURES BY CATEGORY							
Personnel							
Salaries & Wages -401	195,973	225,354	171,732	226,479	248,443	21,964	9%
Overtime - 402	936	1,218	1,248	4,000	4,044	44	1%
Employee Benefits - 410	146,254	172,981	140,915	178,382	228,044	49,662	22%
Total Personnel	343,163	399,553	313,895	408,861	480,531	71,670	15%
Services and Supplies							
Professional & Administrative Services - 42	-174	10,052	1,637	81,019	52,170	(28,849)	-55%
Other Operating Expenses - 43	3,382	6,995	5,590	6,818	6,818	-	0%
Materials & Supplies - 44	142	128	-	350	350	-	0%
Total Services and Supplies	3,350	17,174	7,227	88,187	59,338	(28,849)	-49%
Capital Outlay							
Asset Acquisition/Improvement - 47	24,709	14,063	2,075	50,387	207,005	156,618	76%
Total Capital Outlay	24,709	14,063	2,075	50,387	207,005	156,618	76%
Indirect Cost Allocations							
Admin Credits - 46121	(132,383)	(145,623)	(119,609)	(157,964)	-	157,964	-100%
Admin Debits - 46122	164,826	167,113	135,933	183,931	-	(183,931)	-100%
IS Charges - 46124	23,910	35,051	72,807	92,252	65,903	(26,349)	-40%
Legal Charges - 46126	330	784	-	-	-	-	0%
General Liability Insurance -46201	11,442	14,492	18,262	16,402	16,686	284	2%
Total Indirect Cost Allocations	68,125	71,816	107,392	134,621	82,589	(52,032)	-63%
Total	439,347	502,606	430,590	682,056	829,463	147,407	18%
EXPENDITURES BY PROGRAM							
Cable Access Television	439,347	502,606	430,590	682,056	829,463	147,407	18%
Total	439,347	502,606	430,590	682,056	829,463	147,407	18%

[1] PEG funded

Fiscal Year (FY) 2024/25 Operating and Capital Budget
Department Budgets – City Manager

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2023/24	FY 2024/25
42101 Professional Services		\$ 66,256	\$ 37,000
Marketing Strategies and Development	\$ 12,000		
PCTV Master Plan	25,000		
42106 Software Maintenance		\$ 2,416	\$ 1,805
Scala Annual License	\$ 1,805		
42107 Equipment Maintenance		\$ 3,516	\$ 3,516
Equipment repair	\$ 422		
Equipment repair parts	2,813		
Loaner equipment	281		
42108 Maintenance Structure/Imp		\$ 2,721	\$ 2,721
Cleaning supplies	\$ 500		
Elevator maintenance	1,200		
HVAC maintenance	800		
Pest control	221		
42201 Office Expense		\$ 400	\$ 400
4230X Travel and Training		\$ 3,923	\$ 3,923
NAB Convention for two employees	\$ 3,017		
Other Travel and Training	906		
42514 Special Department Expense		\$ 1,787	\$ 2,805
Misc. specialized supplies	\$ 1,191		
Other Special Dept Expenses	1,014		
Univorm/PCTV branded shirts/hats	600		
Total Professional/Administrative Services			\$ 52,170
4310X Utilities		\$ 5,517	\$ 5,517
43103 Gas and Electric	\$ 5,002		
43102 Water	515		
43201 Property Taxes		\$ 1,301	\$ 1,301
	\$ 1,301		
44301 Fuel		\$ 350	\$ 350
47101 Equipment		\$48,000	\$ 205,000
Assisted listening systems, ADA Council Chambers	\$ 3,500		
Computer Graphics Generator CG Chambers/Studio	10,000		
HD ammeras studio/live truck systems	60,000		
HD conversion components for Council Chambers	34,000		
Install HD projector/video wall system for Council	25,000		
Mac Editor Desktop Station	6,000		
Master Control automation, playout with CC system	48,000		
Teleprompter systems	4,000		
Wide camera chambers	3,500		
Wireless display connection for Council Chambers	3,000		
Wireless Mic system (4) chamber	8,000		
47103 Furniture		\$2,387	\$ 2,005
Office desk chairs	\$ 605		
Studio furniture	1,400		

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 2023/24 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 2024/25 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 2025/26 through FY 2028/29

- 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 2024/25 Budget

Anticipating the amount of legal services needed by the City in any given year is difficult. The proposed FY 2023/24 budget is a 2% increase over the current year's budget and reflects an increase to legal fee rates per the legal services contract and an estimate of the number of hours that will be spent. 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 2021/22 Actual	FY 2022/23 Actual	FY 2023/24 Actual Thru Mar-24	FY 2023/24 Revised Budget	FY 2024/25 Proposed Budget	Prop to Rev \$ Change	Prop to Rev % Change
REVENUE / FUNDING SOURCE							
General Fund - 100	406,476	330,354	183,631	320,428	297,031	(23,397)	-8%
Measure S 2014 - 106	-	-				-	0%
Total	406,476	330,354	183,631	320,428	297,031	(23,397)	-8%

EXPENDITURES BY CATEGORY

Legal Services

Attorney Services - 42102	833,500	899,583	456,464	596,245	581,131	(15,114)	-3%
Total Legal Services	833,500	899,583	456,464	596,245	581,131	(15,114)	-3%

Indirect Cost Allocations

Administrative Credits - 46121	(427,024)	(569,229)	(272,833)	(275,817)	(284,100)	(8,283)	3%
Total Indirect Cost Allocations	(427,024)	(569,229)	(272,833)	(275,817)	(284,100)	(8,283)	3%
Total	406,476	330,354	183,631	320,428	297,031	(23,397)	-8%

EXPENDITURES BY PROGRAM

City Attorney - 114	406,476	330,354	183,631	320,428	297,031	(23,397)	-8%
Total	406,476	330,354	183,631	320,428	297,031	(23,397)	-8%

MAJOR NON-PERSONNEL EXPENSE DETAILS

	FY 2023/24	FY 2024/25
42102 Attorney Services - General Fund	\$ 596,245	\$ 581,131
General legal services for FY 2024/25	\$581,131	

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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 is an appointed officer by the City Council and is responsible for 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 2023/24 Key Accomplishments

Baseline Work (Including Staff-Initiated Special Projects)

- Implemented a new agenda management and streaming platform for public meetings
- Implemented a new Commissioner Appreciation event
- Conducted recruitment process for various City advisory commissions
- Maintained the City Council legislative record including processing of 99 resolutions, 6 ordinances and 59 proclamations
- Improved tracking procedures for contract routing, claims, and other legal notices

- Oversaw and facilitated response to city-wide public records requests
- Partnered with the American Red Cross to host a staff and community blood drive
- Improved application procedures for Boards and Commissions by implementing an online application process that would also retain and track volunteer interest for future recruitments

FY 2024/25 Key Priorities and Projects

Baseline Work (Including Staff-Initiated Special Projects)

- Implement online filing software for financial disclosure forms (Form 700s) which are required by the Fair Political Practices Commission
- Continue implementation of agenda management software and expand use to Boards and Commissions
- Create handbook for City Council and Commissioners
- Adopt updated City-wide Retention Schedule
- Update City Clerk Department administrative policies and procedures
- Increase community engagement and hold voter registration events

Significant Special Projects for FY 2025/26 through FY 2028/29

- 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 2024/25 Budget

The City Clerk budget for FY 2024/25 does not include any significant changes relative to the FY 2023/24 budget.

Position Summary

Position	2020/21	2021/22	2022/23	2023/24	2024/25
City Clerk	1.00	1.00	1.00	1.00	1.00
Deputy City Clerk	0.00	1.00	1.00	1.00	1.00
Administrative Assistant	0.48	0.48	1.00	1.00	1.00
Total	1.48	2.48	3.00	3.00	3.00

CITY CLERK BUDGET SUMMARY

	FY 2021/22 Actual	FY 2022/23 Actual	FY 2023/24 Actual Thru Mar-24	FY 2023/24 Revised Budget	FY 2024/25 Proposed Budget	Prop to Rev \$ Change	Prop to Rev % Change
REVENUE / FUNDING SOURCE							
General Fund - 100	327,468	511,112	465,384	624,354	717,294	92,940	13%
Total	327,468	511,112	465,384	624,354	717,294	92,940	13%
EXPENDITURES BY CATEGORY							
Personnel							
Salaries & Wages - 401	242,602	334,435	284,060	365,077	403,272	38,195	9%
Employee Benefits- 410	61,021	115,140	135,813	171,849	192,621	20,772	11%
Total Personnel	303,623	449,575	419,873	536,926	595,893	58,967	10%
Services and Supplies							
Professional & Administrative Services - 42	31,441	67,200	29,646	87,383	93,150	5,767	6%
Other Operating Expenses - 43	1,379	2,052	1,358	1,600	1,600	-	0%
Total Services and Supplies	32,820	69,252	31,005	88,983	94,750	5,767	6%
Capital Outlay							
Asset Acquisition/Improvement - 47	2,168	-	15,627	15,627	-	(15,627)	-100%
Total Capital Outlay	2,168	-	15,627	15,627	-	(15,627)	-100%
Indirect Cost Allocations							
Admin Credits - 46121	(33,760)	(37,095)	(31,309)	(43,162)	-	43,162	100%
Admin Debits - 46122	6,949	7,707	-	-	-	-	0%
General Liability Insurance - 46201	15,670	21,672	30,188	25,980	26,651	671	3%
Total Internal Cost Allocations	(11,142)	(7,716)	(1,121)	(17,182)	26,651	43,833	164%
Total	327,468	511,112	465,384	624,354	717,294	92,940	13%
EXPENDITURES BY PROGRAM							
City Clerk - 112	327,468	511,112	465,384	624,354	717,294	92,940	13%
Total	327,468	511,112	465,384	624,354	717,294	92,940	13%

Fiscal Year (FY) 2024/25 Operating and Capital Budget
Department Budgets – City Clerk

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2023/24	FY 2024/25
42101 Professional Services		\$ 44,673	\$ 55,300
Citywide historical records project support	\$ 11,300		
Filming and imaging of permanent records	2,000		
Meeting minutes transcription	20,000		
Pinole Municipal Code codification and update	2,000		
Policies and procedures update support	20,000		
42201 Office Expense		\$ 1,600	\$ 1,600
Misc. office expenses & proclamations and certificates	\$1,600		
4230X Travel and Training		\$ 12,225	\$ 6,365
CCAC Annual Conference (2)	\$ 1,050		
City Clerk's New Law/Election Seminar/Misc. Training (2)	2,400		
IIMC Annual Conference	675		
Regional Trainings (CCAC) (4)	500		
Technical Training for Clerks	1,500		
42303 Meal allowance	240		
42401 Memberships		\$ 1,210	\$ 1,210
CCAC Dues (2)	\$ 520		
IIMC Member Dues (2)	540		
MMANC Member dues (2)	150		
42506 Bonds		\$ 175	\$ 175
42514 Special Department Expense		\$ 27,500	\$ 28,500
Boards & Commissions Recognition Event	\$ 3,500		
Election	22,500		
Public Notices	2,500		
Total Professional/Administrative Services			\$ 93,150
4310X Utilities		\$ 1,600	\$ 1,600
Gas/Electric	\$ 1,500		
Water	100		
4710X		\$ 15,627	\$ -
47106 Furniture for City Clerk 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 adequate financial controls.

Major Services and Functions

The Finance Department is responsible for accounting operations including accounts payable, accounts receivable, payroll processing, and audits; budget management and long-range financial planning; purchasing; treasury management; debt and bond administration; and business license administration. In addition, the Finance Department prepares the Recognized Obligation Payment Schedule (ROPS) for the Successor Agency to the Pinole Redevelopment Agency and submits the ROPS to the County and State agencies.

FY 2023/24 Key Accomplishments

Baseline Work (Including Staff-Initiated Special Projects)

- Updated City's Long Term Financial Plan and expanded to a 20-year financial forecast
- Adopted annual budget by June 30th
- Received an unqualified opinion for annual financial statements
- Coordinated dissolution of the Successor Agency following the final payment and retirement of former Redevelopment debt
- Received California Society of Municipal Finance Officers Budget Excellence Award
- Received Government Finance Officers Association Excellence in Financial Reporting Award
- Participated in the sewer rate study
- Participated in the development impact fee study
- Increased response rate

Strategic Plan Strategies

- Supported the Fire Department in conducting a fiscal impact analysis as a requirement for the fire service agreement between the City and the Contra Costa County Fire Protection District
- Conducted a comprehensive fee study and cost allocation plan

FY 2024/25 Special Projects

Baseline Work (Including Staff-Initiated Special Projects)

- Expand Long-Term Financial Plan to a 20-year time horizon
- Update and/or establish finance operating procedures, including comprehensive accounting manual
- Assist with automating processes, including implementation of an online payment platform
- Assist with developing an approach to funding infrastructure maintenance and improvements

Strategic Plan Strategies

- Assist with identifying, analyzing, and advancing revenue generating opportunities
- Assist with establishing a program to evaluate grant opportunities and capacity

Other Council-Directed Special Projects

- Research the process required to establish a fire prevention maintenance district

Significant Special Projects for FY 2025/26 – FY 2028/29

- Assist with strategic financial planning to other City departments in the advancement of strategic plan strategies and special projects.

Major Changes in FY 2024/25 Budget

There are no major changes to the Finance department budget for FY 2023/24. However, the budget does reflect a position change. The vacant part-time Accounting Technician position has been removed and is replaced by 0.75 of the existing full-time Administrative Assistant who has been performing Accounting Technician duties and was previously entirely budgeted in the City Manager department.

Position Summary

Position	2020/21	2021/22	2022/23	2023/24	2024/25
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>PT</i>	0.48	0.48	0.48	0.00	0.00
Administrative Assistant	0.00	0.00	0.00	0.75	0.75
Total	3.48	3.48	3.48	3.75	3.75

Fiscal Year (FY) 2024/25 Operating and Capital Budget
Department Budgets – Finance

FINANCE BUDGET SUMMARY

	FY 2021/22 Actual	FY 2022/23 Actual	FY 2023/24 Actual Thru Mar-24	FY 2023/24 Revised Budget	FY 2024/25 Proposed Budget	Prop to Rev \$ Change	Prop to Rev % Change
REVENUE / FUNDING SOURCE							
General Fund - 100	560,362	657,774	696,117	1,032,468	966,217	(66,252)	-7%
Measure S 2006 - 105	475	1,534	377	2,450	2,450	-	0%
Measure S 2014 - 106	175	2,434	677	2,450	2,450	-	0%
Pension Fund - 700	-	78,164	56,283	50,000	50,000	-	0%
Total	561,011	739,907	753,454	1,087,368	1,021,117	(66,252)	-6%

EXPENDITURES BY CATEGORY

Personnel

Salaries & Wages - 401	404,079	424,010	339,395	441,479	496,333	54,854	11%
Overtime - 402	17	10	1,062	2,500	2,707	207	8%
Employee Benefits - 410	143,242	178,355	146,385	190,527	168,717	(21,810)	-13%
Total Personnel	547,338	602,374	486,842	634,506	667,757	33,251	5%

Services and Supplies

Professional & Administrative Services - 42	122,478	241,632	238,632	459,445	265,695	(193,750)	-73%
Other Operating Expenses - 43	3,499	5,179	3,433	4,800	4,800	-	0%
Total Services and Supplies	125,976	246,812	242,065	464,245	270,495	(193,750)	-72%

Capital Outlay

Asset Acquisition/Improvement - 47	-	562	487	-	-	-	0%
Total Capital Outlay	-	562	487	-	-	-	0%

Indirect Cost Allocations

Admin Credits - 46121	(150,338)	(165,041)	(137,736)	(191,110)	(123,592)	67,518	-55%
Admin Debits - 46122	6,949	7,707	97,878	125,476	154,785	29,309	19%
Information Systems (IS) Charges - 46124	1,619	11,630	20,307	18,681	9,643	(9,039)	-94%
Legal Charges - 46126	5,310	9,309	7,475	5,000	10,000	5,000	50%
Insurance General Liability - 46201	24,156	26,554	36,136	30,570	32,029	1,459	5%
Total Indirect Cost Allocations	(112,303)	(109,841)	24,061	(11,383)	82,865	94,247	114%

Total

561,011	739,907	753,454	1,087,368	1,021,117	(66,252)	-6%
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EXPENDITURES BY PROGRAM

Finance - 115	561,011	739,907	753,454	1,087,368	1,021,117	(66,252)	-6%
Total	561,011	739,907	753,454	1,087,368	1,021,117	(66,252)	-6%

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2023/24	FY 2024/25
42101 Professional Services		\$ 351,155	\$ 162,505
Auditing services	\$ 42,000		
Ballot Measure Consulting	40,000		
Brinks Armored Car service	2,800		
CA Municipal Statistics (ACFR schedule)	500		
Cost Allocation Plan update	5,000		
Grant Research/Writing/Admin Svcs	48,000		
GASB 68 PERS Reports	1,750		
HDL Property Tax Analysis	9,350		
HDL Sales Tax Analysis	5,600		
OPEB Valuation Report	2,000		
Preparation of State Controller's reports	5,505		

Fiscal Year (FY) 2024/25 Operating and Capital Budget
Department Budgets – Finance

FINANCE BUDGET SUMMARY

	FY 2021/22 Actual	FY 2022/23 Actual	FY 2023/24 Actual Thru Mar-24	FY 2023/24 Revised Budget	FY 2024/25 Proposed Budget	Prop to Rev \$ Change	Prop to Rev % Change
REVENUE / FUNDING SOURCE							
General Fund - 100	560,362	657,774	696,117	1,032,468	966,217	(66,252)	-7%
Measure S 2006 - 105	475	1,534	377	2,450	2,450	-	0%
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Pension Fund - 700	-	78,164	56,283	50,000	50,000	-	0%
Total	561,011	739,907	753,454	1,087,368	1,021,117	(66,252)	-6%

EXPENDITURES BY CATEGORY

Personnel

Salaries & Wages - 401	404,079	424,010	339,395	441,479	496,333	54,854	11%
Overtime - 402	17	10	1,062	2,500	2,707	207	8%
Employee Benefits - 410	143,242	178,355	146,385	190,527	168,717	(21,810)	-13%
Total Personnel	547,338	602,374	486,842	634,506	667,757	33,251	5%

Services and Supplies

Professional & Administrative Services - 42	122,478	241,632	238,632	459,445	265,695	(193,750)	-73%
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Total Services and Supplies	125,976	246,812	242,065	464,245	270,495	(193,750)	-72%

Capital Outlay

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Indirect Cost Allocations

Admin Credits - 46121	(150,338)	(165,041)	(137,736)	(191,110)	(123,592)	67,518	-55%
Admin Debits - 46122	6,949	7,707	97,878	125,476	154,785	29,309	19%
Information Systems (IS) Charges - 46124	1,619	11,630	20,307	18,681	9,643	(9,039)	-94%
Legal Charges - 46126	5,310	9,309	7,475	5,000	10,000	5,000	50%
Insurance General Liability - 46201	24,156	26,554	36,136	30,570	32,029	1,459	5%
Total Indirect Cost Allocations	(112,303)	(109,841)	24,061	(11,383)	82,865	94,247	114%

Total

561,011	739,907	753,454	1,087,368	1,021,117	(66,252)	-6%
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EXPENDITURES BY PROGRAM

Finance - 115	561,011	739,907	753,454	1,087,368	1,021,117	(66,252)	-6%
Total	561,011	739,907	753,454	1,087,368	1,021,117	(66,252)	-6%

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2023/24	FY 2024/25
42101 Professional Services		\$ 351,155	\$ 162,505
Auditing services	\$ 42,000		
Ballot Measure Consulting	40,000		
Brinks Armored Car service	2,800		
CA Municipal Statistics (ACFR schedule)	500		
Cost Allocation Plan update	5,000		
Grant Research/Writing/Admin Svcs	48,000		
GASB 68 PERS Reports	1,750		
HDL Property Tax Analysis	9,350		
HDL Sales Tax Analysis	5,600		
OPEB Valuation Report	2,000		
Preparation of State Controller's reports	5,505		

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 2023/24 Key Accomplishments

Baseline Work (Including Staff-Initiated Special Projects)

- Implemented successor memorandums of understanding for three bargaining units and one unrepresented employee group.
- Conducted 28 recruitments; reviewed over 800 applications.
- Conducted five (5) classification studies.
- Facilitated the executive search efforts for the City Manager and Police Chief recruitments.
- Enhanced marketing practices such as social media outreach and attended job fairs to attract diverse, qualified candidates.
- Enhanced employee life and disability benefits and longevity pay to increase employee retention.
- Promoted external training opportunities offered to employees to maximize professional development of staff.
- Developed a Citywide Cell Phone Use in the Workplace Administrative Policy.
- Updated the COVID-19 Workplace Protection Administrative Policy to comply with State and CalOSHA regulations.
- Enhanced the Employee Wellness Program with quarterly and virtual offerings.
- Planned and facilitated numerous events for the City's Public Service Employee Recognition Week.

Strategic Plan Strategies

- Initiated implementation of the City's Employee Talent Management Plan in accordance with the City's Strategic Plan 2020 – 2025.

FY 2024/25 Priorities and Projects

Baseline Work (Including Staff-Initiated Special Projects)

- Initiate labor negotiations for successor memorandums of understanding for three bargaining units.
- Conduct a city-wide total compensation survey in preparation for labor negotiations.
- Digitize all personnel, benefits, workers' compensation files.
- Implement an online new employee orientation/onboarding platform.
- Develop a supervisory academy in partnership with other cities in West County.
- Implement "stay" interviews with annual performance evaluation process.
- Establish a succession planning/mentoring process.
- Examine performance appraisal framework and goal planning for professional development.

- Implement outreach effort to increase employee knowledge of benefit offerings and value.
- Survey employee benefits satisfaction levels and implement effective modifications.
- Develop safety emergency action plans for identified workplace risks.
- Develop a Family Medical Leave Policy.
- Develop a Military Leave Policy.
- Review OPEB obligations and alternatives to support the City's fiscal sustainability.
- 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.

Strategic Plan Strategies

- Implement the recommendations of the Communication and Engagement Plan relative to employees.

Significant Special Projects for FY 2025/26 through FY 2028/29

- Human Resources will implement the Employee Talent Management Plan to attract and retain high-quality employees and develop their skills.
- In partnership with the City Manager's Office, Human Resources will develop and implement a Citywide Diversity, Equity, and Inclusion Initiative.

Major Changes in FY 2024/25 Budget

The Human Resources Department budget for FY 2024/25 does not include any significant changes relative to the FY 2023/24 budget.

Position Summary

Position	2020/21	2021/22	2022/23	2023/24	2024/25
Human Resources Director	0.00	1.00	1.00	1.00	1.00
Human Resources Analyst	0.00	0.00	1.00	1.00	1.00
Human Resources Technician	0.00	0.00	1.00	1.00	1.00
Human Resources Specialist	1.00	1.00	0.00	0.00	0.00
Administrative Assistant	0.00	0.00	0.00	0.05	0.05
Total	1.00	2.00	3.00	3.05	3.05

Fiscal Year (FY) 2024/25 Operating and Capital Budget
Department Budgets – Human Resources

HUMAN RESOURCES BUDGET SUMMARY

	FY 2021/22 Actual	FY 2022/23 Actual	FY 2023/24 Actual Thru Mar-24	FY 2023/24 Revised Budget	FY 2024/25 Proposed Budget	Prop to Rev \$ Change	Prop to Rev % Change
REVENUE / FUNDING SOURCE							
General Fund - 100	377,614	749,748	607,354	888,227	888,867	640	0%
Total	377,614	749,748	607,354	888,227	888,867	640	0%
EXPENDITURES BY CATEGORY							
Personnel							
Salaries & Wages - 401	192,397	343,897	316,301	420,389	459,952	39,563	9%
Overtime - 402	-	-	86	-	604	604	0%
Employee Benefits - 410	71,804	155,311	162,270	214,158	181,114	(33,044)	-18%
Total Personnel	264,201	499,208	478,657	634,547	641,670	7,123	1%
Services and Supplies							
Professional & Administrative Services - 42	104,326	189,321	108,791	210,556	202,330	(8,226)	-4%
Other Operating Expenses - 43	1,040	1,532	1,016	1,750	1,750	-	0%
Total Services and Supplies	105,365	190,853	109,807	212,306	204,080	(8,226)	-4%
Capital Outlay							
Asset Acquisition/Improvement - 47	104	1,153	317	-	-	-	0%
Total Capital Outlay	104	1,153	317	-	-	-	0%
Indirect Cost Allocations							
Administrative Credits - 46121	(10,772)	(11,269)	(46,796)	(66,395)	(67,163)	(768)	1%
Administrative Debits - 46122	-	7,707	6,525	8,365	10,319	1,954	19%
Legal Charges - 46126	2,502	38,404	23,808	30,000	30,000	-	0%
General Liability Insurance - 46201	16,214	23,692	35,036	69,404	69,961	557	1%
Total Indirect Cost Allocations	7,944	58,534	18,573	41,374	43,117	1,743	4%
Total	377,614	749,748	607,354	888,227	888,867	640	0%
EXPENDITURES BY PROGRAM							
Human Resources - 116	377,614	749,748	607,354	888,227	888,867	640	0%
Total	377,614	749,748	607,354	888,227	888,867	640	0%

Fiscal Year (FY) 2024/25 Operating and Capital Budget
Department Budgets – Human Resources

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2023/24	FY 2024/25
42101 Professional Services		\$ 92,526	\$ 99,400
Annual Performance Evaluations (CM & CC)	\$ 8,000		
Bilingual Evaluation/Testing	1,000		
Contingencies- Employee Benefits	3,000		
Document Shredding	1,000		
Drug Screening/Fit for Duty/DOT Exams	8,000		
Employee Benefits Broker	25,000		
HRA (Retiree Medical) Admin Fees	1,000		
Labor Negotiator (IEDA)	26,000		
Pre-employ Backgrounds/Degree & License Verify	2,000		
Random Drug Testing- DOT	6,400		
Section 125 FSA/DCAP & Commuter Admin Fees	3,000		
Total Compensation Survey & Analysis	15,000		
42102 Attorney Services		\$ 50,000	\$ 40,000
Employment Claim Investigations (ERMA) (3)	\$ 30,000		
Employment Law Advisement (LCW)	5,000		
Tax and Employee Benefit Advisement	5,000		
42110 Fingerprinting		\$ 3,000	\$ 3,000
Fingerprinting/DQJ/FBI	\$ 3,000		
42201 Office Expense		\$ 1,000	\$ 1,000
Miscellaneous Office Supplies	\$1,000		
4230X Travel and Training		\$ 32,880	\$ 23,880
Citywide EAP Workshops (2)	\$ 3,000		
Citywide Professional Development (2)	3,000		
Contingencies - Citywide Training (2)	3,000		
HR Staff Professional Development	8,500		
Leadership Academy	2,500		
Mileage: NorCal, MMANC, CalPELRA (2), LCW (4)	3,680		
Meal Allowance: NorCal, MMANC, CalPELRA (2), LCW (4)	200		
42401 Memberships		\$ 700	\$ 700
MMANC	\$ 200		
SHRM	500		
42504 Recruitment Cost		\$ 4,500	\$ 4,500
Recruitment Advertising	\$ 2,500		
Recruitment Exams/Testing	2,000		
42506 Bond		\$ 200	\$ 200
Bond	\$ 200		
42514 Special Department Expense		\$ 25,750	\$ 29,650
Annual Public Service Employee Appreciation	\$ 4,500		
Condolence Flowers/Donations (20)	3,000		
Employee Polos (110)	6,050		
Employee Wellness/Safety Fair/BBQ	2,300		
MPA Wellness Premium	10,800		
Quarterly Employee Engagement Events (4)	2,000		
Years of Service Plaques	1,000		
Total Professional/Administrative Services			\$ 202,330
4310X Utilities		\$ 1,750	\$ 1,750
43103 Gas/Electric	\$ 1,600		
43102 Water	150		

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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.
- Police Support Services provides support and assistance to Operations and the community. It includes front office staff who work with the public daily; Crime Prevention Officers who provide outreach into the community; the collection and processing of evidence; and the maintenance and repair of vehicles and equipment.
- 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 incorporating various usage measurements.

FY 2023/24 Key Accomplishments

Baseline Work (Including Staff-Initiated Special Projects)

- Enhanced organizational wellness by adding virtual EMDR and a Zen Den.
- Implemented a virtual yoga program.
- Implemented police reform measures as legislation requires, such as California Racial and Identity Profiling Act (RIPA) and National Incident-Based Reporting (NIBRS).
- Implemented new RIMS, CADS/RMS Systems.
- Brought the Community of Pinole innovative and progressive engagement opportunities.
- Enhanced training capacity to meet and industry’s best standards.
- Enhanced retention and recruitment efforts.
- Implemented new Community Outreach efforts with a special Halloween-themed National Night Out event and Project HOPE-Homeless Intervention.
- Continued expansion of Cue Hit customer engagement technology to receive real-time feedback from the community.

- Implemented an internal reclassification of the Lieutenant position to Commander.

FY 2024/25 Key Priorities and Projects

Baseline Work (Including Staff-Initiated Special Projects)

- Continue to enhance training capacity to meet and industry's best standards.
- Continue retention and recruitment efforts to meet the new generational workforce.
- Continue our efforts to bring the community innovative and progressive engagement opportunities.
- Implement a Police Drone program to enhance our abilities to provide the community of Pinole with effective and efficient police services.
- Implement Community Outreach efforts with a special Halloween-themed National Night Out event and Project HOPE-Homeless Intervention.
- Reimplementation of Traffic Officer special assignment
- Implement new staffing and police service delivery model, which is the addition of two positions (a sergeant and an officer) first budgeted in FY 2022/23 to allow the department to move to a modified 4/10 schedule. Research indicates that 10-hour shifts, as opposed to 12-hour shifts, positively impact employee well-being and morale, reduce overtime, and offer 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.
- Review Police fees and charges and possibly recommend modifications.

Strategic Plan Strategies

- Create an updated Emergency Operations Plan (EOP)
- Stand up a working Emergency Operations Center (EOC).
- Implement a CERT program.

Significant Special Projects for FY 2025/26 through FY 2028/29

- Focus on organizational wellness programs to improve the quality of life for employees while strengthening the relationship with the community through exemplary law enforcement service.
- Implement police reform measures as required by legislation.
- Further implement Next Gen 911.
- Facility rehabilitation of the Public Safety Building.

Major Changes in FY 2024/25 Budget

There are two notable changes in the FY 2024/25 budget relative to the FY 2023/24 budget:

- The addition of resources for the department to reinstitute the Community Emergency Response Team (CERT) program.
- Reallocation of one (1) Police Sergeant position to one (1) Police Officer position.

Position Summary

Position	2020/21	2021/22	2022/23	2023/24	2024/25
Police Chief	1.00	1.00	1.00	1.00	1.00
Police Commander	2.00	2.00	2.00	2.00	2.00
Police Sergeant	6.00	6.00	7.00	7.00	6.00
Police Officer	19.00	19.00	20.00	20.00	20.00
Administrative Assistant	1.00	1.00	1.00	1.00	1.00
Community Safety Specialist	1.00	1.00	1.00	1.00	1.00
Community Services Officer	0.96	2.00	2.00	2.00	2.00
Crossing Guards, <i>part-time/temporary</i>	0.25	0.25	0.25	0.25	0.25
Dispatcher	11.00	11.00	10.00	10.00	10.00
Lead Dispatcher	1.00	1.00	2.00	2.00	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	46.21	47.25	49.25	49.25	48.25

Fiscal Year (FY) 2024/25 Operating and Capital Budget
Department Budgets – Police

POLICE BUDGET SUMMARY

	FY 2021/22 Actual	FY 2022/23 Actual	FY 2023/24 Actual Thru Mar-24	FY 2023/24 Revised Budget	FY 2024/25 Proposed Budget	Prop to Rev \$ Change	Prop to Rev % Change
REVENUE / FUNDING SOURCE							
General Fund - 100	7,767,344	8,831,280	7,793,805	9,289,661	11,083,918	1,794,257	16%
Measure S 2006 - 105	1,920,165	1,289,148	958,661	1,697,340	1,147,981	(549,359)	-48%
Measure S 2014 - 106	159,851	146,853	113,227	138,612	126,138	(12,474)	-10%
Public Safety Augmentation Fund - 203	154,595	187,468	378,292	482,009	546,413	64,404	12%
Traffic Safety Fund - 205	9,219	10,028	11,028	21,595	21,845	250	1%
Supplemental Law Enforcement Services Fund - 206	113,750	127,057	243,604	339,864	294,962	(44,902)	-15%
Asset Seizure Adjudicated Fund - 225	29,000	22,348	14,000	41,236	20,544	(20,692)	-101%
Total	10,153,924	10,614,182	9,512,618	12,010,318	13,241,801	1,231,483	9%
EXPENDITURES BY CATEGORY							
Personnel							
Salaries & Wages - 401	4,807,220	5,210,349	4,515,632	5,941,404	6,437,319	495,915	8%
Overtime - 402	811,266	786,130	430,334	508,041	493,933	(14,108)	-3%
Employee Benefits - 410	2,434,895	2,772,725	2,816,051	3,360,106	4,242,416	882,310	21%
Total Personnel	8,053,381	8,769,204	7,762,017	9,809,551	11,173,668	1,364,117	12%
Services and Supplies							
Professional & Administrative Services - 42	1,216,780	533,455	536,088	642,275	654,236	11,961	2%
Other Operating Expenses - 43	81,984	99,283	86,742	64,250	64,250	-	0%
Materials & Supplies - 44	88,976	127,374	91,158	87,000	87,000	-	0%
Total Services and Supplies	1,387,740	760,111	713,989	793,525	805,486	11,961	1%
Capital Outlay							
Asset Acquisition/Improvement - 47	104,313	182,488	270,262	417,229	293,973	(123,256)	-42%
Total Capital Outlay	104,313	182,488	270,262	417,229	293,973	(123,256)	-42%
Debt Service							
Debt Principal and interest - 48	-	18,561	-	-	-	-	0%
Total Debt Service	-	18,561	-	-	-	-	0%
Indirect Cost Allocations							
Administrative Credits - 46	(362,438)	(420,019)	(490,312)	(627,259)	(707,172)	(79,913)	11%
Administrative Debits - 46	362,438	420,019	490,312	627,260	707,173	79,913	11%
IS Charges - 46	251,741	465,249	295,208	516,043	494,585	(21,458)	-4%
Legal Charges - 46	19,057	33,153	17,338	20,000	20,000	-	0%
General Liability Insurance - 46	337,692	385,416	453,804	453,969	454,089	120	0%
Total Indirect Cost Allocations	608,490	883,818	766,351	990,013	968,675	(21,338)	-2%
Total	10,153,924	10,614,182	9,512,618	12,010,318	13,241,801	1,231,483	9%
EXPENDITURES BY PROGRAM							
Police Operations - 221	6,265,935	6,571,166	6,104,247	7,684,585	8,667,036	982,451	11%
Police Support Services -222	1,549,905	1,526,362	1,266,671	1,649,072	1,709,089	60,019	4%
Police West Bay Communications Center - 223	2,215,114	2,379,569	1,887,068	2,315,202	2,548,869	233,667	9%
Police Grants Program - 227	122,970	137,086	254,632	361,459	316,807	(44,652)	-14%
Total	10,153,924	10,614,182	9,512,618	12,010,318	13,241,801	1,231,483	9%

Fiscal Year (FY) 2024/25 Operating and Capital Budget
Department Budgets – Police

GENERAL FUND - 100
POLICE OPERATIONS - 221

EXPENDITURE SUMMARY

	FY 2021/22 Actual	FY 2022/23 Actual	FY 2023/24 Actual Thru Mar-24	FY 2023/24 Revised Budget	FY 2024/25 Proposed Budget	Prop to Rev \$ Change	Prop to Rev % Change
Personnel						\$ Change	% Change
Salaries & Wages - 401	2,542,922	2,903,644	2,712,371	3,374,436	4,125,130	750,694	18%
Overtime - 402	361,587	397,090	257,486	256,322	259,779	3,457	1%
Employee Benefits - 410	1,123,630	1,375,356	1,587,596	1,844,322	2,620,880	776,558	30%
Total Salary & Benefits	4,028,139	4,676,089	4,557,453	5,475,080	7,005,789	1,530,709	22%
Services and Supplies							
Professional & Administrative Services - 42	473,556	266,383	299,896	221,032	251,032	30,000	12%
Materials & Supplies - 44	78,537	124,942	89,561	85,500	85,500	-	0%
Total Services and Supplies	552,093	391,324	389,457	306,532	336,532	30,000	9%
Debt Service							
Debit Principal - 48101	-	13,465	-	-	-	-	0%
Debt Interest - 48102	-	5,096	-	-	-	-	0%
Total Capital Outlay	-	18,561	-	-	-	-	0%
Capital Outlay							
Asset Acquisition/Improvement - 47	12,581	114,002	1,855	9,240	9,240	-	0%
Total Capital Outlay	12,581	114,002	1,855	9,240	9,240	-	0%
Indirect Cost Allocations							
Administrative Credits - 46121	(362,438)	(420,019)	(490,312)	(627,259)	(707,172)	(79,913)	11%
Legal Charges - 46126	18,196	33,153	17,338	20,000	20,000	-	0%
General Liability Insurance - 46201	184,950	221,822	253,744	256,648	287,709	31,061	11%
Total Indirect Cost Allocations	(159,292)	(165,044)	(219,230)	(350,611)	(399,463)	(48,852)	12%
Total	4,433,521	5,034,933	4,729,535	5,440,241	6,952,098	1,511,857	22%
Asset Seizure-Adjudicated - 225							
Professional & Administrative Services - 42	29,000	16,000	14,000	41,236	20,544	(20,692)	-101%
Asset Acquisition/Improvement - 47	-	6,348	-	-	-	-	-
Total	29,000	22,348	14,000	41,236	20,544	(20,692)	-101%
MEASURE S-2006 FUND - 105							
Salaries & Wages - 401	781,560	554,300	366,297	825,375	389,195	(436,180)	-112%
Overtime - 402	93,701	70,836	20,375	104,174	100,913	(3,261)	-3%
Employee Benefits - 410	628,584	607,718	507,173	688,341	622,233	(66,108)	-11%
Professional & Administrative Services - 42	1,493	809	14	13,300	3,250	(10,050)	-309%
Asset Acquisition/Improvement - 47	31,842	-	-	-	-	-	0%
General Liability Insurance - 46201	52,478	55,484	64,802	66,150	32,390	(33,760)	-104%
Total Measure S-2006 Fund	1,589,658	1,289,148	958,661	1,697,340	1,147,981	(549,359)	-48%
MEASURE S-2014 FUND - 106							
Professional & Administrative Services - 42	-	-	-	-	-	-	0%
Asset Acquisition/Improvement - 47	59,161	37,269	23,759	23,759	-	(23,759)	-100%
Total Measure S-2014 Fund	59,161	37,269	23,759	23,759	-	(23,759)	-100%
PUBLIC SAFETY AUGMENTATION FUND - 203							
Professional & Administrative Services - 42	-	-	-	20,000	20,000	-	0%
Administrative Debits - 46122	154,595	187,468	273,942	337,376	394,580	57,204	14%
Asset Acquisition/Improvement - 47	-	-	104,350	124,633	131,833	7,200	5%

Fiscal Year (FY) 2024/25 Operating and Capital Budget
Department Budgets – Police

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2023/24	FY 2024/25
42101 Professional Services		\$ 51,712	\$ 51,712
Applicant Processing/Recruiting	\$ 16,000		
EBRCSA Contract - Radios (63)	35,712		
42106 Software Maintenance		\$ 29,945	\$ 29,945
Lexipol Daily Training Bulletins	\$ 4,244		
Starchase GPS	14,976		
The Police One Academy Training	6,000		
Vigilant Solutions Software	4,725		
42107 Equipment Maintenance		\$ 35,100	\$ 65,100
Vehicle Maintenance	\$ 19,000		
Vehicle Repairs	41,000		
Vehicle Washing	5,100		
4230X Travel and Training		\$ 75,800	\$ 75,800
Firearms Range Rental	\$ 10,800		
State of CA -- P.O.S.T.	30,000		
42304 Cordico App	15,000		
42304 Officer Wellness Training	20,000		
42401 Memberships		\$ 3,175	\$ 3,175
CA Crime Prevention Officers Assn	\$ 120		
CA Peace Officers Assn.	320		
CA Police Chief's Assn.	800		
County Police Chiefs' Assn.	1,500		
International Assn. of Police Chiefs	200		
National Assn. of Town Watch	35		
Police Executive Research Forum	200		
42514 Special Department Expense		\$ 25,300	\$ 25,300
Ammunition and firearm repair	\$ 9,800		
Crime Scene Processing/Field Testing Supplies	7,300		
Miscellaneous Supplies	8,200		
Total Professional/Administrative Services			\$ 251,032
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		\$ 9,240	\$ 9,240
Ballistic Shield (47105)	\$ 2,500		
Patrol Rifle (47105)	1,840		
Tablets and Docking (47106)	4,900		
MEASURE S-2006 FUND - 105			
42107 Equipment Maintenance		\$ 4,050	\$ -
MDC Repairs	\$ -		
Vehicle Maintenance	0		
Vehicle Repairs	0		
42510 Software Purchase		\$ 6,000	\$ -
Lefta systems subscription	\$ -		
42514 Special Department Expense		\$ 3,250	\$ 3,250
Gunshot trauma kits	\$ 700		
Miscellaneous Supplies	2,550		
Total Professional/Administrative Services			\$ 3,250

MEASURE S-2014 FUND - 106

47104 Vehicles		\$ 23,759	✓ \$ -
1 Vehicle	\$ -		
1 Vehicle (<i>carryover</i>)	0		

Public Safety Augmentation Fund - 203

42514 Special Department Expense		\$ 20,000	✓ \$ 20,000
Canine expenses	\$ 20,000		

47101 Equipment		\$ 124,633	✓ \$ 131,833
Axon Body Worn Camera Program	\$ 42,412		
EBRCSA Equipment	20,940		
Radio Encryption Equipment (<i>\$4,200 carryover</i>)	68,481		

Fiscal Year (FY) 2024/25 Operating and Capital Budget
Department Budgets – Police

GENERAL FUND - 100
POLICE SUPPORT SERVICES - 222

EXPENDITURE SUMMARY

	FY 2021/22 Actual	FY 2022/23 Actual	FY 2023/24 Actual Thru Mar-24	FY 2023/24 Revised Budget	FY 2024/25 Proposed Budget	Prop to Rev \$ Change	Prop to Rev % Change
Personnel							
Salaries & Wages - 401	332,319	411,122	373,109	427,087	479,089	52,002	11%
Overtime - 402	1,989	24,748	23,735	-	53	53	0%
Employee Benefits - 410	163,706	214,557	206,880	242,266	285,432	43,166	15%
Total Salary & Benefits	498,015	650,427	603,724	669,353	764,574	95,221	12%
Services and Supplies							
Professional & Administrative Services - 42	301,293	230,179	203,514	279,685	288,315	8,630	3%
Other Operating Expenses - 43	68,581	83,138	72,554	53,850	53,850	-	0%
Materials & Supplies - 44	10,191	2,432	1,597	1,500	1,500	-	0%
Total Services and Supplies	380,065	315,749	277,666	335,035	343,665	8,630	3%
Capital Outlay							
Asset Acquisition/Improvement - 47	729	2,803	2,287	60,141	20,400	(39,741)	-195%
Total Capital Outlay	729	2,803	2,287	60,141	20,400	(39,741)	-195%
Indirect Cost Allocations							
IS Charges - 46124	217,906	422,288	257,660	439,297	422,646	(16,650)	-4%
General Liability Insurance - 46201	21,994	25,510	35,866	30,393	31,666	1,273	4%
Total Indirect Cost Allocations	239,900	447,798	293,526	469,690	454,312	(15,377)	-3%
Total	1,118,708	1,416,777	1,177,203	1,534,219	1,582,951	48,733	3%
MEASURE S-2006 FUND - 105							
Professional & Administrative Services - 42	330,507	0	-	0	0	-	0%
Total Measure S-2006 Fund	330,507	-	-	-	-	-	0%
MEASURE S-2014 FUND - 106							
Salaries & Wages - 401	84,448	91,078	69,648	92,845	102,182	9,337	9%
Employee Benefits - 410	11,878	13,473	12,870	15,912	17,679	1,767	10%
Professional & Administrative Services - 42	49	0	-	1	-	-	0%
Administrative Debits - 46122	-	-	-	-	-	-	0%
General Liability Insurance - 46201	4,315	5,033	6,950	6,095	6,277	182	3%
	100,690	109,585	89,468	114,853	126,138	11,286	9%

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2023/24		FY 2024/25
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		\$ 8,000	▼	\$ 16,630
CAD/RMS	\$ 8,000			
In-time Scheduling System	8,630			
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	▼	\$ 23,445
Bldg. Maintenance	\$ 1,075			
Elevator Service (NEC)	650			
Fire Extinguisher Replacement	380			
HVAC Maintenance (City Mechanical)	1,850			
Janitorial Service (UBS)	17,365			
Janitorial Supplies (UBS)	1,700			
Pest control (Western Exterminator)	425			
42201 Office Expense		\$ 44,520	▼	\$ 44,520
CERT Program Supplies	\$ 20,000			
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) 2024/25 Operating and Capital Budget
Department Budgets – Police

42401 Memberships		\$	420	▼	\$	420
C.A.P.E.	\$	45				
California Criminal Justice		75				
CLEARs		50				
IAPE		50				
Nat'l Emergency Number Assn		200				
42501 Bank Fees		\$	1,000		\$	1,000
42514 Special Department Expense		\$	22,000	▼	\$	21,620
Community outreach promotional items	\$	5,000				
Crime scene supplies		5,700				
GSR processing		5,335				
Lab supplies, mandated processing material		375				
Misc. special department expenses		4,710				
Photographic supplies		500				
		Total Professional/Administrative Fees			▼	\$ 288,315
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						
4710X Equipment		\$	60,141	▼	\$	20,400
Alex Clark Room Transformation	\$	20,000				
Fax Machine		400				
MEASURE S-2006 FUND - 105						
42105 Network Maintenance		\$	330,510	▼	\$	-
CAD/RMS City of San Pablo	\$	-				

Fiscal Year (FY) 2024/25 Operating and Capital Budget
Department Budgets – Police

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

EXPENDITURE SUMMARY

	FY 2021/22 Actual	FY 2022/23 Actual	FY 2023/24 Actual Thru Mar-24	FY 2023/24 Revised Budget	FY 2024/25 Proposed Budget	Prop to Rev \$ Change	Prop to Rev % Change
Personnel							
Salaries & Wages - 401	1,058,072	1,241,680	987,897	1,213,601	1,333,403	119,802	9%
Overtime - 402	353,989	293,456	128,737	147,545	133,188	(14,357)	-11%
Employee Benefits - 410	506,220	560,599	500,505	568,103	695,017	126,914	18%
Total Salary & Benefits	1,918,281	2,095,735	1,617,139	1,929,249	2,161,608	232,359	11%
Services and Supplies							
Professional & Administrative Services - 42	80,882	20,084	15,663	62,721	66,795	4,074	6%
Other Operating Expenses - 43	13,403	16,145	14,189	10,400	10,400	-	0%
Materials & Supplies - 44	248	-	-				
Total Services and Supplies	94,532	36,228	29,852	73,121	77,195	4,074	5%
Capital Outlay							
Asset Acquisition/Improvement - 47	-	22,066	17,698	15,324	-	(15,324)	-100%
Total Capital Outlay	-	22,066	17,698	15,324	-	(15,324)	-100%
Indirect Cost Allocations							
Administrative Debits - 46122	94,093	105,494	93,079	126,652	142,631	15,979	11%
IS Charges - 46124	33,835	42,960	37,548	76,746	71,938	(4,808)	-7%
Legal Charges - 46126	861	-	-	-	-		
General Liability Insurance - 46201	73,512	77,085	91,753	94,110	95,497	1,387	1%
Total Indirect Cost Allocations	202,301	225,540	222,379	297,508	310,066	12,558	4%
Total	2,215,114	2,379,569	1,887,068	2,315,202	2,548,869	233,667	9%

Fiscal Year (FY) 2024/25 Operating and Capital Budget
Department Budgets – Police

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2023/24	FY 2024/25
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	\$ 16,000
CAD/RMS (<i>City of San Pablo</i>)	\$ 16,000		
42106 Software Maintenance		\$ 12,000	\$ 12,000
CAD/RMS	\$ 12,000		
42107 Equipment Maintenance		\$ 9,000	\$ 9,000
Dispatch headset/cord replacement	\$ 1,265		
General equipment maintenance	2,735		
Stencil maintenance	5,000		
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			\$ 66,795
4310X Utilities		\$ 10,400	\$ 10,400
43103 Electricity & Gas (PG&E)	\$ 9,500		
43102 Water (EBMUD)	800		
43105 Cable	100		
47107 Furniture		\$ 15,324	\$ -
Dispatch Chair Replacement	\$ 15,324		

Fiscal Year (FY) 2024/25 Operating and Capital Budget
Department Budgets – Police

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

EXPENDITURE SUMMARY

	FY 2021/22 Actual	FY 2022/23 Actual	FY 2023/24 Actual Thru Mar-24	FY 2023/24 Revised Budget	FY 2024/25 Proposed Budget	Prop to Rev \$ Change	Prop to Rev % Change
Personnel						\$ Change	% Change
Salaries & Wages - 401	7,899	8,526	6,311	8,060	8,320	260	0%
Overtime - 402	-	-	-	-	-	-	0%
Employee Benefits- 410	877	1,021	1,028	1,162	1,175	13	0%
Total Salary & Benefits	8,776	9,547	7,339	9,222	9,495	273	0%
Services and Supplies							
Professional & Administrative Services - 42	0	-	3,000	4,300	4,300	-	0%
Total Services and Supplies	0	-	3,000	4,300	4,300	-	0%
Capital Outlay							
Asset Acquisition/Improvement - 47	-	-	-	7,500	7,500	-	0%
Total Capital Outlay	-	-	-	7,500	7,500	-	0%
Indirect Cost Allocations							
General Liability Insurance- 46201	443	481	689	573	550	(23)	0%
Total Indirect Cost Allocations	443	481	689	573	550	(23)	0%
Total	9,219	10,028	11,028	21,595	21,845	250	0%

SUPPLEMENTAL LAW ENFORCEMENT SERVICES FUND - 206

Administrative Debits - 46122	113,750	127,057	123,292	163,232	169,962	6,730	4%
Asset Acquisition/Improvement - 47	-	-	120,313	176,632	125,000	(51,632)	0%

MAJOR NON-PERSONNEL EXPENSE DETAILS

	FY 2023/24	FY 2024/25
TRAFFIC SAFETY FUND - 205		
42107 Equipment Maintenance	\$ 2,000	\$ 2,000
Lidar repair & Supplies	\$ 2,000	
42514 Special Department Expense	\$ 2,300	\$ 2,300
Citation printing	\$ 2,300	
Total Professional/Administrative Services	\$ 4,300	
47101 Equipment	\$ 7,500	\$ 7,500
Repair/Replace Traffic Cameras	\$ 7,500	
SUPPLEMENTAL LAW ENFORCEMENT SERVICE FUND - 206		
4710X EQUIPMENT	\$ 46,632	\$ 30,000
47101 Drone Program (carryover)	\$ 30,000	
47104 VEHICLES	\$ 130,000	\$ 95,000
Replace 1 vehicle per year	\$ 95,000	

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FIRE

The City of Pinole Fire Department provided fire protection and emergency medical services to the community for many decades. The department partnered through automatic aid with the Contra Costa County Fire Protection District (CCCYPD) and the Rodeo-Hercules Fire Protection District (RHFPD) to function as a battalion serving this region. CCCYPD Dispatch coordinated the three agencies' responses to incidents in the area.

After many years of considering different service models, in October 2022, the City entered into a five-year agreement with CCCYPD through which CCCYPD would provide fire protection and emergency medical services in Pinole beginning on March 1, 2023 by operating Pinole Fire Station 73 (downtown) and Fire Station 74 (in Pinole Valley). This arrangement is made possible by the County's contribution of \$2 million annually from Measure X proceeds.

Pinole residents and businesses can receive emergency assistance as before by dialing 9-1-1.

Residents and businesses can get additional information about fire and emergency medical services from CCCYPD using the contact information below.

Contra Costa County Fire Protection District
Administrative Offices
4005 Port Chicago Highway, Suite 250
Concord, CA 94520
General Phone: (925) 941-3300
General Email: info@cccypd.org
Website: www.cccypd.org

The City continues to be responsible for wildfire mitigation on City-owned property and Code Enforcement of City requirements regarding defensible space and weed abatement.

The Fire Department budget for FY 2022/23 and prior years is not directly comparable to the amount budgeted for FY 2023/24 and beyond because certain costs that we previously accounted for in the Fire Department budget, such as wildfire mitigation on City-owned property, have been moved to other City departments.

Fiscal Year (FY) 2024/25 Operating and Capital Budget
Department Budgets – Fire

FIRE BUDGET SUMMARY

	FY 2021/22 Actual	FY 2022/23 Actual	FY 2023/24 Actual Thru Mar-24	FY 2023/24 Revised Budget	FY 2024/25 Proposed Budget	Prop to Rev \$ Change	Prop to Rev % Change
REVENUE / FUNDING SOURCE							
General Fund - 100	3,992,507	5,045,833	3,144,056	3,867,477	4,028,531	161,054	4%
Measure S 2006 - 105	682,546	899,363	566,669	780,955	1,124,212	343,257	31%
Measure S 2014 - 106	425,909	741,990	739,538	948,303	1,280,718	332,415	26%
Total	5,100,962	6,687,185	4,450,264	5,596,735	6,433,461	836,726	13%
EXPENDITURES BY CATEGORY							
Personnel							
Salaries & Wages - 401	1,998,936	1,856,856	41,953	0	0	-	0%
Overtime - 402	561,654	275,285	-	-	-	-	0%
Employee Benefits - 410	1,363,515	1,555,457	323,352	0	478,410	478,410	-100%
Total Personnel	3,924,105	3,687,598	365,304	-	478,410	478,410	-100%
Services and Supplies							
Professional & Administrative Services - 42	770,085	2,551,609	3,949,341	5,489,609	5,866,210	376,601	6%
Other Operating Expenses - 43	74,494	87,092	75,633	50,500	80,500	30,000	37%
Materials & Supplies - 44	90,699	70,823	1,137	-	-	-	0%
Total Services and Supplies	935,278	2,709,524	4,026,112	5,540,109	5,946,710	406,601	7%
Capital Outlay							
Asset Acquisition/Improvement - 47	6,614	10,782	45,428	46,626	-	(46,626)	-100%
Total Capital Outlay	6,614	10,782	45,428	46,626	-	(46,626)	-100%
Debt Service							
Debt Principal and interest - 48	-	-	-	-	-	-	0%
Total Debt Service	-	-	-	-	-	-	0%
Indirect Cost Allocations							
Administrative Credits - 46	-	-	-	-	-	-	0%
Administrative Debits - 46	-	-	-	-	-	-	0%
IS Charges - 46	70,056	80,303	8,545	-	3,341	3,341	100%
Legal Charges - 46	17,659	31,196	4,875	10,000	5,000	(5,000)	-100%
General Liability Insurance - 46	147,249	167,783	-	-	-	-	0%
Total Indirect Cost Allocations	234,965	279,281	13,420	10,000	8,341	(1,659)	-20%
Total	5,100,962	6,687,185	4,450,264	5,596,735	6,433,461	836,726	13%
EXPENDITURES BY PROGRAM							
Fire Operations - 231	5,100,962	6,687,185	4,450,264	5,596,735	6,433,461	836,726	13%
Total	5,100,962	6,687,185	4,450,264	5,596,735	6,433,461	836,726	13%

Fiscal Year (FY) 2024/25 Operating and Capital Budget
Department Budgets – Fire

GENERAL FUND - 100
FIRE OPERATIONS - 231

EXPENDITURE SUMMARY

	FY 2021/22 Actual	FY 2022/23 Actual	FY 2023/24 Actual Thru Mar-24	FY 2023/24 Revised Budget	FY 2024/25 Proposed Budget	Prop to Rev \$ Change	Prop to Rev % Change
Personnel							
Salaries & Wages - 401	1,421,536	1,319,452	-	-	-	-	0%
Overtime - 402	508,715	238,467	-	-	-	-	0%
Employee Benefits - 410	955,330	1,076,139	312,690	-	478,410	478,410	100%
Total Salary & Benefits	2,885,581	2,634,058	312,690	-	478,410	478,410	100%
Services and Supplies							
Professional & Administrative Services - 42	735,261	2,013,959	2,695,755	3,760,351	3,015,249	(745,102)	-25%
Other Operating Expenses -43	74,494	87,092	75,633	50,500	80,500	30,000	37%
Materials & Supplies - 44	90,619	70,444	1,137	-	-	-	0%
Total Services and Supplies	900,373	2,171,495	2,772,525	3,810,851	3,095,749	(715,102)	-23%
Capital Outlay							
Asset Acquisition/Improvement - 47	6,614	868	45,428	46,626	-	(46,626)	-100%
Total Capital Outlay	6,614	868	45,428	46,626	-	(46,626)	0%
Indirect Cost Allocations							
Admin Debits - 46122	-	-	-	-	-	-	0%
IS Charges - 46124	70,056	80,303	8,545	-	3,341	3,341	100%
Legal Services - 46126	17,659	31,196	4,875	10,000	5,000	(5,000)	-100%
General Liability Insurance - 46201	112,223	127,913	-	-	-	-	0%
Total Indirect Cost Allocations	199,938	239,412	13,420	10,000	8,341	(1,659)	-20%
Total	3,992,507	5,045,833	3,144,063	3,867,477	3,582,500	(284,977)	-8%
MEASURE S-2006 FUND - 105							
Salaries & Wages - 401	365,689	317,625	265	-	-	-	0%
Overtime - 402	52,939	36,818	-	-	-	-	0%
Employee Benefits - 410	221,787	251,539	177	-	-	-	0%
Professional & Administrative Services - 42	19,821	259,950	566,227	780,955	1,478,192	697,237	47%
Materials & Supplies - 44	80	-	-	-	-	-	0%
Asset Acquisition/Improvement - 47	-	7,718	-	-	-	-	0%
General Liability Insurance - 46201	22,230	25,712	-	-	-	-	0%
Total	682,546	899,363	566,669	780,955	1,478,192	697,237	47%
MEASURE S-2014 FUND - 106							
Salaries & Wages - 401	211,711	219,779	41,688	-	-	-	0%
Overtime - 402	-	-	-	-	-	-	0%
Employee Benefits - 410	186,398	227,779	10,484	-	-	-	0%
Professional & Administrative Services - 42	15,004	277,700	687,367	948,303	1,372,769	424,466	31%
Materials & Supplies - 44	-	379	-	-	-	-	0%
Asset Acquisition/Improvement - 47	-	2,196	-	-	-	-	0%
General Liability Insurance - 46201	12,796	14,157	-	-	-	-	0%
Total	425,909	741,990	739,538	948,303	1,372,769	424,466	31%

Fiscal Year (FY) 2024/25 Operating and Capital Budget
Department Budgets – Fire

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2023/24	FY 2024/25
42101 Professional Services		\$ 3,660,601	\$ 2,875,249
CCFPD Fire Services Contract	\$ 2,875,249		
42107 Equipment Maintenance		\$ 24,750	\$ -
Apparatus Maintenance	-		
42108 Maintenance Structure/Imp		\$ -	\$ 20,000
Building Maintenance	\$ 20,000		
42512 Weed Abatement		\$ 75,000	\$ 120,000
Fire trail maintenance and fuel mitigation	\$ 120,000		
Total Professional/Administrative Services			\$ 3,015,249
4310X Utilities		\$ 50,500	\$ 80,500
43103 PG&E	\$ 65,000		
43102 EBMUD	15,000		
43101 Comcast	500		
43101 Telephone	-		
MEASURE S-2006 FUND - 105			
42101 Professional Services		\$ 780,955	\$ 1,478,192
CCCFPD Fire Services Contract	\$ 1,478,192		
Total Professional/Administrative Services			\$ 1,478,192
MEASURE S-2014 FUND - 106			
42101 Professional Services		\$ 948,303	\$ 1,372,769
CCCFPD Fire Services Contract	\$ 1,372,769		
Total Professional/Administrative Services			\$ 1,372,769

PUBLIC WORKS

The Public Works Department is comprised of the following divisions:

- Administration and Engineering
- Road Maintenance
- Facility Maintenance
- Park Maintenance
- Storm Water
- Environmental Services
- Water Pollution Control Plant (also referred to as the Wastewater Treatment Plant (WWTP))
- 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 City road infrastructure network, which includes pavement, medians, street trees, landscaping, traffic signs, pavement markings, streetlights, curbs, and sidewalks. This division performs light maintenance of streets, including pothole repair, patch paving, and crack sealing. Heavy duty maintenance is performed by private contractors as capital projects. The City has an agreement with the County through which the County maintains the traffic signals in the City.

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 2023/24 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 Environmental Services 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 Environmental services division coordinated efforts with local community groups (i.e., Friends of the Pinole Creek and Earth Team and PVHS Ocean conservation club) and provides support for community cleanup events.

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 (WWTP), treats the wastewater of most of the City of Pinole and the City of Hercules. The fully treated effluent is discharged into San Pablo Bay and must meet permit required water quality standards. The Regional Water Quality Control Board regulates wastewater discharges from the WPCP under the National Pollutant Discharge Elimination System (NPDES) program. The City completed a \$50 million dollar

capital improvement project to upgrade the WPCP in 2020. The WPCP is jointly owned by the City of Pinole and the City of Hercules.

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 most of 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 2023/24 Key Accomplishments

Baseline Work (Including Staff-Initiated Special Projects)

- Filled Maintenance Mechanic position for Water Pollution Control Plant.
- Completed several lingering maintenance and upgrades i.e. Installed Motor Control Center surge protection devices, new variable frequency drive unit for RAS pump #3, two new level indicators in the influent channel of the headworks etc.
- Gravity Thickener was cleaned and inspected. Repairs were made to hydro static valves, and damaged concrete was patched and coated to prevent further damage.
- Headworks Odor Control Unit was repaired and the drain line manhole that incurred hydrogen sulfide damage was coated.
- Hired 3 new Maintenance workers to fill vacancies.
- Installed high-capacity solar trash bins at two select locations.
- Expanded the use of the Beehive asset management system.
- Placed approximately 18 tons of asphalt, crack sealed approximately 2600 linear feet road surface and refreshed approximately 30 locations of pavement markings.
- Place approximately 35 tons of temporary road repair material for pothole repair.

- Purchased and put into service the Spyder remote mower and completed approximately 75 acres of mowing with new mowing equipment.
- Received New hybrid bucket truck.
- Purchased two Chevrolet Bolt EUV all electric vehicles for Fleet augmentation.
- Completed Pavement Condition Report as part of PTAP 24.
- Installed lights in the street trees in Old Town for the 2023 holiday season and installed holiday road swags.

Strategic Plan Strategies

- Continued the Strategic Plan strategy of conducting asset condition assessments of some City capital asset types- Awarded contract to complete a Storm Drain Master Plan and Recycled Water Feasibility Study (Goal 1, Strategy 1) (CIP Project)

Capital Improvement Plan (CIP) Projects

- Continued pedestrian improvement project at railroad crossing at Tennent Ave
- Completed design for Sanitary Sewer Rehabilitation (Phase 1 and Phase 2), Awarded construction for Phase 1
- Continued design work for Senior Center Auxiliary parking lot
- Advanced the San Pablo Avenue bridge project – Obtained approval of Bridge Type from Caltrans
- Completed Safety Improvements at Appian and Marlesta (RO1714)
- Awarded Contract to complete Active Transportation Plan (IN2106)
- Completed Hazel Street Storm Drain Improvements (SW1901)
- Completed Energy Conservation, Generation, & Storage Assessment (IN2201)
- Completed Municipal Broadband Feasibility (IN2102)
- Completed Parks Master Plan (IN1704)
- Completed Safety Improvements at Tennent Ave./Pear & Plum (RO2304)
- Completed Tree Mitigation (PA2301)
- Completed EV Charging Station project.

Other Council-Directed Special Projects

- Continued disposal and/or visioning for surplus City property.
- Completed community engagement for “Community Corner”.
- Adopted citywide project labor agreement (PLA)

FY 2024/25 Key Priorities and Projects

Baseline Work (Including Staff-Initiated Special Projects)

- Fill Associate Engineer and Capital/Environmental Program Manager positions.
- Negotiate and complete successor waste collection franchise agreement.

- Put Digester #2 back in service.
- Take Digester #4 out-of-service for cleaning and inspection.
- Continue with Cogeneration engine repairs.
- Make repairs to secondary clarifiers.
- Complete the Laboratory Remodel project.
- Select a design engineer for the Effluent Outfall project and begin design work.
- Trialing new YSI Nutrient Probes and investigating options for aeration basin analysis in preparation for future increased NPDES permit regulations for Nutrient removal.
- Taking down the in-service aeration basin for cleaning and inspection and putting the existing standby aeration basin in-service.
- Expand the use and data input of Beehive asset management system.
- Expand permanent asphalt installation to repair existing potholes.
- Expand vegetation management with the use of new mowing equipment.
- Explore the use of biological methods for rodent control.
- Purchase all electric vehicles to replace current inefficient Fleet vehicles.
- Partner with community members and sports organizations to accomplish sports field improvements.

Capital Improvement Plan (CIP) Projects

- Complete Active Transportation Plan
- Appian Way complete streets
- Complete Arterial Rehabilitation
- Pinole Valley road Improvements
- Brandt Street improvements
- Sanitary Sewer Rehabilitation
- Senior Center Auxiliary parking lot
- Design and construction of Bay Trail Gap closure - Pedestrian improvements at Railroad crossing at Tennent Ave
- Recycled water feasibility assessment
- Effluent Outfall
- Secondary Clarifier - Center Column Rehabilitation
- Complete preliminary design work and environmental review for San Pablo Ave replacement bridge
- Complete traffic safety improvements at various intersections

Other Council-Directed Special Projects

- Disposal and/or visioning for surplus City property.

Significant Special Projects for FY 2025/26 through FY 2028/29

- Continue through to completion the San Pablo Avenue Bridge Replacement
- Complete sewer collection system improvements per Sanitary Sewer Master Plan
- Seek funding opportunities for pavement maintenance and restoration.
- Complete Storm Drain 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.
- Continue and expand use Beehive to document and schedule work orders.
- Prepare for our next NPDES permit process.
- Perform follow-up assessment of trash management efforts.

Major Changes in FY 2024/25 Budget

The Public Works Department budget for FY 2024/25 includes several major CIP projects changes relative to the FY 2023/24 budget. There is no significant change to the operations budget for the department. The FY 2024/25 – 2028/29 CIP contains 35 capital improvement projects and 5 infrastructure assessments that are scheduled to be undertaken over the five-year timeframe and are fully or partially funded. The CIP also includes information for 36 unfunded projects.

Position Summary

Position	2020/21	2021/22	2022/23	2023/24	2024/25
Public Works Director	0.00	0.00	1.00	1.00	1.00
Development Services Director/City Engineer	0.50	1.00	0.00	0.00	0.00
Senior Project Manager	1.00	1.00	0.00	0.00	0.00
Capital Improvement and Environmental Program Manager	0.00	0.00	1.00	1.00	1.00
Associate Civil Engineer	0.00	0.00	1.00	1.00	1.00
Public Works Specialist	1.00	1.00	2.00	2.00	2.00
Management Analyst	0.00	1.00	1.00	1.00	1.00
Administrative Coordinator	0.00	0.00	0.50	0.50	0.00
Public Works Manager	1.00	1.00	1.00	1.00	1.00
Public Works Maintenance Supervisor	2.00	3.00	3.00	3.00	3.00
Public Works Maintenance Workers	7.00	8.00	8.00	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
WWTP Senior Operator	0.00	0.00	1.00	1.00	1.00
WWTP Operator	5.00	5.00	4.00	4.00	4.00
Laboratory Analyst II	1.00	1.00	1.00	1.00	1.00
Laboratory Technician I	1.00	1.00	1.00	1.00	1.00
WWTP Senior Maintenance Mechanic	0.00	0.00	0.00	0.00	1.00
WWTP Maintenance Mechanic	1.00	2.00	2.00	2.00	1.00
WPCP Intern	0.48	0.48	0.48	0.48	0.48
Total	23.23	27.73	30.23	30.23	29.73

Fiscal Year (FY) 2024/25 Operating and Capital Budget
Department Budgets – Public Works

PUBLIC WORKS BUDGET SUMMARY

	FY 2021/22 Actual	FY 2022/23 Actual	FY 2023/24 Actual Thru Mar-24	FY 2023/24 Revised Budget	FY 2024/25 Proposed Budget	Prop to Rev \$ Change	Prop to Rev % Change
REVENUE / FUNDING SOURCE							
General Fund - 100	1,111,016	1,503,855	1,271,027	2,694,095	2,395,240	(298,854)	-12%
Measure S 2014 - 105	-	-	-	-	3,280,000	3,280,000	100%
Measure S 2014 - 106	764,039	656,200	1,739,732	7,021,751	4,693,288	(2,328,463)	-50%
Equipment Reserve Fund - 160	104,242	39,434	-	200,000	200,000	-	0%
Gas Tax Fund - 200	489,964	523,854	436,051	1,980,986	2,203,189	222,203	10%
Restricted Real Estate Maintenance Fund - 201	19,478	17,110	10,410	26,000	26,000	-	0%
Traffic Safety Fund - 205	-	-	-	35,000	35,000	-	0%
Stormwater Fund - 207	297,082	293,563	290,294	374,769	379,829	5,060	1%
AB939 Refuse Management Fund - 213	106,591	122,104	102,211	174,358	187,102	12,744	7%
Solid Waste Fund - 214	194,241	195,954	74,136	589,381	173,666	(415,715)	-239%
Measure J Fund - 215	129,061	273,454	432,622	1,023,719	1,705,126	681,407	40%
Parkland Dedication Fund - 275	-	-	-	-	-	-	0%
Growth Impact Fund - 276	-	-	55,083	1,348,000	1,623,000	275,000	17%
Lighting and Landscaping District - 310	42,611	46,684	21,054	85,175	85,175	-	0%
PV Park Caretaker Fund - 317	656	-	-	15,002	14,942	(60)	0%
Public Facilities Fund - 324	-	-	-	70,000	70,000	-	0%
City Streets Improvement Fund - 325	569,001	182,662	179,322	2,232,004	3,687,304	1,455,300	39%
Park Grants (Measure WW) - 327	-	193,383	183	-	-	-	-100%
Arterial Street Rehabilitation - 377	1,029,962	80,213	8,066	758,624	895,000	136,376	15%
Sewer Enterprise Fund - 500	6,611,272	5,683,481	4,882,281	24,185,339	37,771,365	13,586,026	36%
Sewer Enterprise Plant Expansion - 503	709,900	646,924	-	-	-	-	0%
Total	12,179,116	10,458,875	9,502,473	42,814,202	59,425,226	16,611,023	28%
EXPENDITURES BY CATEGORY							
Personnel							
Salaries & Wages - 401	2,144,445	2,748,180	2,205,061	3,168,561	3,441,117	272,556	8%
Overtime - 402	54,995	63,493	32,808	40,856	40,220	(636)	-2%
Employee Benefits - 410	1,690,789	477,632	1,196,685	1,560,905	1,838,614	277,709	15%
Total Personnel	3,890,229	3,289,306	3,434,554	4,770,322	5,319,951	549,629	10%
Services and Supplies							
Professional & Administrative Services - 42	944,403	1,225,737	888,169	3,402,963	2,529,488	(873,475)	-35%
Other Operating Expenses - 43	1,204,272	1,259,423	951,833	1,087,717	1,162,754	75,037	6%
Materials & Supplies - 44	1,041,431	1,205,184	810,863	1,607,500	1,694,500	87,000	5%
Total Services and Supplies	3,190,105	3,690,345	2,650,864	6,098,180	5,386,742	(711,438)	-13%
Capital Outlay							
Asset Acquisition/Improvement - 47	3,258,344	1,828,080	2,222,398	29,446,336	46,243,115	16,796,779	36%
Total Capital Outlay	3,258,344	1,828,080	2,222,398	29,446,336	46,243,115	16,796,779	36%
Indirect Cost Allocations							
Administrative Credits - 46	(1,385,631)	(1,489,014)	(1,262,280)	(2,059,437)	(2,140,656)	(81,219)	4%
Administrative Debits - 46	1,647,526	1,801,323	1,462,204	2,359,119	2,411,198	52,079	2%
IS Charges - 46	107,182	167,432	191,930	300,820	300,942	121	0%
Legal Charges - 46	147,172	42,144	22,742	63,600	63,600	-	0%
General Liability Insurance - 46	151,390	188,395	261,769	227,786	228,766	980	0%
Total Indirect Cost Allocations	667,639	710,279	676,365	891,888	863,850	(28,039)	-3%
Debt Service							
Debt Principal - 48101	-	-	347,000	1,037,932	1,064,678	26,746	3%
Debt Interest - 48102	596,719	576,372	171,292	569,544	546,890	(22,654)	-4%
Total Debt Service	596,719	576,372	518,292	1,607,476	1,611,568	4,092	0%
Depreciation							
Depreciation Expense - 47401	576,080	364,494	-	-	-	-	0%
Total Depreciation	576,080	364,494	-	-	-	-	0%
Total	12,179,116	10,458,875	9,502,473	42,814,202	59,425,226	16,611,023	28%
EXPENDITURES BY PROGRAM							
Administration & Engineering - 341	408,471	619,060	509,940	1,243,373	1,054,101	(189,272)	-18%
Road maintenance - 342	2,623,651	1,382,361	1,720,136	7,791,975	11,714,643	3,922,668	33%
Facility Maintenance - 343	924,137	897,725	897,316	5,248,628	5,146,583	(102,045)	-2%
NPDES Storm Water - 344	315,373	296,190	690,418	1,751,174	1,879,855	128,681	7%
Park Maintenance - 345	386,548	764,347	679,117	1,734,181	986,402	(747,779)	-76%
Waste Reduction - 346	106,591	122,104	102,211	174,358	187,102	12,744	7%
Pinole Valley Lighting & Landscaping 347-348	42,611	46,684	21,054	85,175	85,175	-	0%
Sewer Treatment Plant - 641	4,718,679	3,774,932	3,283,525	9,791,938	11,911,529	2,119,591	18%
Sewer Collection - 642	1,346,437	1,332,177	1,080,465	13,385,925	24,763,267	11,377,342	46%
Sewer Projects -Shared - 643	709,900	646,924	-	-	85,000	85,000	100%
WPCP/Equipment & Debt Svc. (Pinole Only) - 644	596,719	576,372	518,292	1,607,476	1,611,568	4,092	0%
Total	12,179,116	10,458,875	9,502,473	42,814,202	59,425,226	16,611,023	28%

Fiscal Year (FY) 2024/25 Operating and Capital Budget
Department Budgets – Public Works

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

EXPENDITURE SUMMARY

	FY 2021/22 Actual	FY 2022/23 Actual	FY 2023/24 Actual Thru Mar-24	FY 2023/24 Revised Budget	FY 2024/25 Proposed Budget	Prop to Rev \$ Change	Prop to Rev % Change
Personnel							
Salary & Wages - 401	375,600	464,788	438,605	751,127	815,417	64,290	8%
Overtime - 402	9,756	4,195	125	123	87	(36)	-41%
Employee Benefits - 410	148,234	171,162	146,688	245,592	249,444	3,852	2%
Total Salary & Benefits	533,590	640,145	585,418	996,842	1,064,948	68,106	6%
Services and Supplies							
Professional & Administrative Services - 42	140,749	92,172	33,727	49,625	59,125	9,500	16%
Materials & Supplies - 44	-	32	-	-	-	-	0%
Total Services and Supplies	140,749	92,204	33,727	49,625	59,125	9,500	16%
Capital Outlay							
Asset Acquisition/Improvement - 47	2,611	542	-	252,500	252,500	-	0%
Total Capital Outlay	2,611	542	-	252,500	252,500	-	0%
Indirect Cost Allocations							
Administrative Credits - 46121	(562,730)	(491,909)	(465,792)	(903,763)	(955,503)	(51,740)	5%
Admin Debits - 46122	6,949	7,707	10,445	12,361	-	(12,361)	#DIV/0!
IS Charges - 46124	53,035	90,999	117,089	159,987	139,679	(20,307)	-15%
Legal Charges - 46126	15,300	25,417	16,534	8,000	8,000	-	0%
General Liability Insurance - 46201	29,902	43,881	63,746	53,462	53,538	76	0%
Total Indirect Cost Allocations	(457,544)	(323,904)	(257,978)	(669,953)	(754,286)	(84,332)	11%
Total	219,407	408,987	361,167	629,014	622,287	(6,726)	-1%
MEASURE S - 2014 FUND - 106							
Professional & Administrative Services - 42	-	10,209	16,560	223,375	75,000	(148,375)	-198%
Administrative Debits - 46122	70,077	60,360	37,261	150,317	154,895	4,578	3%
Total Measure S - 2014 Fund - 106	70,077	70,569	53,821	373,692	229,895	(143,797)	-63%
EQUIPMENT RESERVE FUND - 160							
Asset Acquisition/Improvement - 47	-	-	-	45,201	-	(45,201)	-100%
Total Equipment Reserve Fund - 160	-	-	-	45,201	-	(45,201)	-100%
GAS TAX FUND - 200							
Professional & Administrative Services - 42	-	2,064	-	-	-	-	0%
Asset Acquisition/Improvement - 47	-	2,825	-	-	-	-	0%
Total Gas Tax Fund - 200	-	4,889	-	-	-	-	0%
MEASURE J FUND - 215							
Other Operating Expenses - 43	4,915	2,780	1,113	4,400	4,400	-	0%
Administrative Debits - 46122	114,073	131,835	93,840	191,066	197,519	6,453	3%
Total Measure J Fund - 215	118,988	134,615	94,952	195,466	201,919	6,453	3%

Fiscal Year (FY) 2024/25 Operating and Capital Budget
Department Budgets – Public Works

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2023/24		FY 2024/25
42101 Professional Services		\$ 10,000	▼	\$ 25,000
General engineering services	\$ 25,000			
42107 Equipment Maintenance		\$ 1,000	▼	\$ 3,000
Maintenance of office equipment.	\$ 3,000			
42201 Office Expense		\$ 2,500	▼	\$ 2,500
General office supplies	\$ 2,500			
4230X Travel and Training		\$ 6,750	▼	\$ 6,750
Conference Registration	\$ 3,000			
Mileage Air & Hotel	3,000			
Meal Allowance	750			
42401 Memberships		\$ 1,200	▼	\$ 1,200
American Public Works Association (APWA)	\$ 225			
Professional License Renewal	975			
42506 Bonds		\$ 175	▼	\$ 175
	\$ 175			
42510 Software Purchase		\$ 28,000	▼	\$ 18,000
Beehive (40%)	\$ 8,000			
ArcGIS	2,500			
CAD+Misc	2,500			
GoGov or Similar	5,000			
42515 Special Events		\$ -	▼	\$ 2,500
Coastal Cleanup	\$ 2,000			
Dumpster Day	500			
Total Professional/Administrative Services			▼	\$ 59,125
47103 Furniture		\$ 2,500	▼	\$ 2,500
Furniture	\$ 2,500			
4720X		\$ 250,000	▼	\$ 250,000
47201 Weatherization/Energy Efficient program	\$ 250,000			
Measure S-2014 Fund - 106				
42101 Professional Services		\$ 223,375	▼	\$ 75,000
On-call consultants for capital projects	\$ 75,000			
MEASURE J FUND - 215				
4310X Utilities		\$ 4,400	▼	\$ 4,400
43101 Telephone	\$ 4,000			
43103 Electricity & Power	400			

Fiscal Year (FY) 2024/25 Operating and Capital Budget
Department Budgets – Public Works

GAS TAX FUND - 200
ROAD MAINTENANCE - 342

EXPENDITURE SUMMARY

	FY 2021/22 Actual	FY 2022/23 Actual	FY 2023/24 Actual Thru Mar-24	FY 2023/24 Revised Budget	FY 2024/25 Proposed Budget	Prop to Rev \$ Change	Prop to Rev % Change
Services and Supplies							
Professional & Administrative Services - 42	121,333	108,497	49,450	123,100	125,500	2,400	2%
Other Operating Expenses - 43	193,258	205,211	155,639	181,000	181,000	-	0%
Materials & Supplies - 44	847	2,691	825	2,000	2,000	-	0%
Total Services and Supplies	315,438	316,399	205,914	306,100	308,500	2,400	1%
Capital Outlay							
Asset Acquisition/Improvement - 47*	19,570	13,587	61,312	1,433,045	1,631,082	198,037	12%
Total Capital Outlay	19,570	13,587	61,312	1,433,045	1,631,082	198,037	12%
Indirect Cost Allocations							
Administrative Debits - 46122	154,026	188,978	168,825	233,841	255,473	21,632	8%
Legal Charges - 46126	930	-	-	8,000	8,000	-	0%
Total Indirect Cost Allocations	154,956	188,978	168,825	241,841	263,473	21,632	8%
Total	489,964	518,964	436,051	1,980,986	2,203,055	222,069	21%
GENERAL FUND - 100							
Salary & Wages - 401	36,114	94,380	71,012	99,641	119,737	20,096	17%
Overtime - 402	148	294	376	283	588	305	0%
Employee Benefits - 410	5,836	12,027	13,752	16,996	20,855	3,859	19%
Professional & Administrative Services - 42	18,427	91,819	101,979	180,800	35,800	(145,000)	-405%
Materials & Supplies - 44	1,686	7,284	3,150	20,000	20,000	-	0%
Asset Acquisition/Improvements - 47*	1,306	338	829	370,000	370,000	-	0%
Admin Credits - 46121	(29,000)	(83,951)	(77,513)	(98,815)	(119,221)	(20,406)	17%
Administrative Debits - 46122	23,641	24,574	21,355	30,320	31,231	911	3%
Legal charges - 46126	-	252	-	-	-	-	0%
General Liability Insurance - 46201	4,619	5,147	9,107	6,599	7,847	1,248	16%
Total General Fund	62,776	152,163	144,046	625,824	486,837	(138,987)	-29%
MEASURE S 2006 - 105							
Asset Acquisition/Improvement - 47	-	-	-	-	1,750,000	1,750,000	0%
Total Measure S Fund - 105	-	-	-	-	1,750,000	1,750,000	0%
MEASURE S - 2014 FUND - 106							
Professional & Administrative Services - 42	-	-	-	50,000	50,000	-	0%
Administrative Debits - 46122	9,667	66,385	81,520	102,597	125,038	22,441	18%
Asset Acquisition/Improvement - 47*	143,725	20,747	447,822	882,613	680,262	(202,351)	-30%
Total Measure S - 2014	153,392	87,133	529,342	1,035,210	855,300	(179,910)	-21%
EQUIPMENT RESERVE FUND - 160							
Asset Acquisition/Improvement - 47	104,242	39,434	-	120,000	120,000	-	0%
Total Equipment Reserve Fund - 160	104,242	39,434	-	120,000	120,000	-	0%
Traffic Safety Fund - 205							
Professional & Administrative Services - 42	-	-	-	35,000	35,000	-	0%
Total Traffic Safety Fund	-	-	-	35,000	35,000	-	0%
NPDES Storm Water Fund - 207							
Admin Debits - 46122	10,000	-	10,474	13,693	8,013	(5,680)	-71%
Total NPDES Storm Water Fund	10,000	-	10,474	13,693	8,013	(5,680)	-71%
SOLID WASTE FUND - 214							
Professional & Administrative Services - 42	24,866	22,006	5,445	60,000	60,000	-	0%
Materials & Supplies - 44	1,468	1,818	-	7,000	7,000	-	0%
Admin Debits - 46122	9,667	58,523	63,314	97,381	108,090	10,709	10%
Legal Charges - 46126	35,959	11,804	5,378	-	-	-	0%
Asset Acquisition/Improvement -47*	122,281	88,801	-	-	-	-	0%
Total Solid Waste Fund	194,241	182,952	74,136	164,381	175,090	10,709	6%
MEASURE C AND J FUND - 215							
Professional & Administrative Services - 42	-	56,899	59,494	51,899	51,899	-	0%
Admin Debits - 46122	9,667	20,988	19,378	24,704	29,805	5,101	17%
Asset Acquisition/Improvement - 47*	406	60,953	258,797	749,650	1,419,650	670,000	47%
Total Measure J Fund	10,073	138,839	337,670	826,253	1,501,354	675,101	45%
City Streets Improvements Fund - 325							
Professional & Administrative Services - 42	-	-	-	100,000	100,000	-	0%
Asset Acquisition/Improvement - 47*	569,001	182,662	179,322	2,132,004	3,587,304	1,455,300	41%
Total City Streets Improvements	569,001	182,662	179,322	2,232,004	3,687,304	1,455,300	39%
Arterial Streets Rehabilitation Fund - 377							
Asset Acquisition/Improvement - 47*	1,029,962	80,213	8,066	758,624	895,000	136,376	15%
Total Arterial Streets Rehab Fund	1,029,962	80,213	8,066	758,624	895,000	136,376	15%

*See CIP

Fiscal Year (FY) 2024/25 Operating and Capital Budget
Department Budgets – Public Works

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2023/24	FY 2024/25
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	\$ 4,500
CCTA congestion management plan administration	\$ 4,500		
Pinole's share of CTA Congestion Management Plan administrative costs.			
Total Professional/Administrative Services			\$ 125,500
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		\$1,433,045	\$1,631,082
Pothole Repair Program	\$ 40,000		
Roadway Stripping Program	15,000		
RO1708 Pinole Valley Road Improvements	100,000		
RO2101 Arterial Rehab	1,095,000		
RO2102 Tennent Ave. Rehabilitation	381,082		
General Fund 100			
42101 Professional Services		\$ 170,000	\$ 25,000
IN2106 Active Transportation Plan	\$ 25,000		
42107 Equipment Maintenance		\$ 8,000	\$ 8,000
Equipment Maintenance	\$ 8,000		
42514 Special Department Expense		\$ 2,800	\$ 2,800
Special department expense	\$ 2,800		
44306 Maintenance Supplies		\$ 20,000	\$ 20,000
Maintenance Supplies	\$ 20,000		
47205 Improvements/Streets		\$ 370,000	\$ 370,000
RO2107 Brand St. Improvements	\$ 170,000		
Street Improvements	200,000		
MEASURE S - 2006 FUND - 105			
47205 Street Improvements		\$ -	\$1,750,000
RO2401 Road Maintenance Repairs	1,750,000		
MEASURE S - 2014 FUND - 106			
42108 Maintenance Structure/Imp		\$ 50,000	\$ 50,000
Pedestrian Bridge inspections & Maintenance (carryover)	50,000		
47101 Equipment		\$ 1,000	\$ -
Equipment	-		
47204 Improvements/Sidewalk		\$ 20,000	\$ 20,000
Sidewalk Improvements	20,000		
47205 Improvements/Streets		\$ 861,613	\$ 660,262
RO1710 San Pablo Ave. Bridge Replacement	\$ 300,000		
RO2302 Safety Improvement Arterial Roadway	35,960		
RO2303 Pinole Smart Signals	154,302		
RO2302 Sidewalk/ADA Curb Ramp Program	150,000		
Traffic Sign Replacement	20,000		

Fiscal Year (FY) 2024/25 Operating and Capital Budget
Department Budgets – Public Works

TRAFFIC SAFETY FUND - 205

42101 Professional Services	\$ 35,000	\$ 35,000
Speed Survey	\$ 35,000	

SOLID WASTE FUND - 214

42101 Professional Services	\$ 16,450	\$ 16,450
Professional Services	\$ 16,450	

42514 Special Department Expense	\$ 43,550	\$ 43,550
Patch paving materials	\$ 43,550	

44306 Maintenance Supplies	\$ 7,000	\$ 7,000
SB1383 OWR1 grant supplies	\$ 7,000	

MEASURE J FUND - 215

42401 Memberships	\$ 51,899	\$ 51,899
WCCTAC Dues	\$ 51,899	

47204 Improvements/Sidewalks	\$ 12,031	\$ 12,031
Sidewalk Maintenance Program	\$ 12,031	

47205 Improvements/Streets	\$ 737,619	\$1,407,619
Miscellaneous Roadway Repair	\$ 15,000	
RO1710 San Pablo Ave. Bridge Replacement	133,579	
RO1902 Pedestrian Improvements on Tennent Ave. near RxR	1,020,000	
RO2302 Safety Improvements on Arterial Roadway	239,040	

Road Maintenance Fund - 325

42101 Professional Services	\$ 100,000	\$ 100,000
IN2105 Appian Way Complete Streets Project	100,000	

47205 Improvements/Streets	\$2,132,004	\$3,587,304
RO1710 San Pablo Ave Bridge over BNSF	\$ 1,540,583	
RO1714 Safety Improvements at Appian Way & Marlesta	129,400	
RO1902 Pedestrian Improvements at Tennent Ave	150,000	
RO2102 Tennent Ave. Rehabilitation	267,321	
RO2301 Residential Road Maintenance	1,500,000	

Arterial Streets Rehabilitation Fund - 377

47205 Improvements/Streets	\$ 758,624	\$ 895,000
RO2101 Arterial Rehabilitation	\$ 895,000	

Fiscal Year (FY) 2024/25 Operating and Capital Budget
Department Budgets – Public Works

GENERAL FUND - 100
PUBLIC WORKS - FACILITY MAINTENANCE - 343

EXPENDITURE SUMMARY

	FY 2021/22 Actual	FY 2022/23 Actual	FY 2023/24 Actual Thru Mar-24	FY 2023/24 Revised Budget	FY 2024/25 Proposed Budget	Prop to Rev \$ Change	Prop to Rev % Change
Personnel							
Salaries & Wages - 401	591,504	662,614	508,534	709,965	750,043	40,078	5%
Overtime - 402	9,328	20,069	13,725	1,268	495	(773)	-156%
Employee Benefits - 410	368,599	432,272	351,491	500,858	501,946	1,088	0%
Total Salary & Benefits	969,431	1,114,955	873,750	1,212,091	1,252,484	40,393	3%
Services and Supplies							
Professional & Administrative Services - 42	131,201	176,916	115,673	574,700	419,700	(155,000)	-37%
Other Operating Expenses - 43	36,867	40,616	31,130	44,000	44,000	-	0%
Materials & Supplies - 44	66,514	71,188	61,889	73,200	73,200	-	0%
Total Services and Supplies	234,582	288,720	208,692	691,900	536,900	(155,000)	-29%
Capital Outlay							
Asset Acquisition/Improvement - 47*	814	2,119	2,095	52,000	12,000	(40,000)	-333%
Total Capital Outlay	814	2,119	2,095	52,000	12,000	(40,000)	-333%
Indirect Cost Allocations							
Administrative Credits - 46121	(694,237)	(801,732)	(625,641)	(940,463)	(921,066)	19,397	-2%
Administrative Debits - 46122	2,282	-	-	-	-	-	0%
Legal Charges 46126	296	496	165	-	-	-	0%
General Liability Insurance - 46201	39,071	46,328	58,175	51,414	49,602	(1,812)	-4%
Total Indirect Cost Allocations	(652,588)	(754,908)	(567,302)	(889,049)	(871,464)	17,585	-2%
Total	552,239	650,885	517,235	1,066,942	929,920	(137,022)	-15%
MEASURE S -2006 FUND - 105							
Asset Acquisition/Improvement -47	-	-	-	-	1,530,000	1,530,000	100%
Total Mesure S - 2006 Fund	-	-	-	-	1,530,000	1,530,000	100%
MEASURE S - 2014 FUND - 106							
Professional & Administrative Services - 42	-	-	61,384	327,000	0	(327,000)	-100%
Administrative Debits - 46122	130,184	135,129	47,254	143,266	93,663	(49,603)	-53%
Asset Acquisition/Improvement - 47*	222,237	94,601	261,033	3,198,420	1,805,000	(1,393,420)	-77%
Total Measure S - 2014 Fund	352,421	229,730	369,671	3,668,686	1,898,663	(1,770,023)	-93%
RESTRICTED REAL ESTATE MAINTENANCE FUND - 201							
Professional & Administrative Services - 42	7,639	7,787	5,391	10,000	10,000	-	0%
Other Operating Expenses - 43	11,838	9,323	5,019	11,000	11,000	-	0%
Legal Charges - 46126	-	-	-	5,000	5,000	-	0%
Total Restricted Real Estate Maint.	19,478	17,110	10,410	26,000	26,000	-	0%
MEASURE J FUND - 215							
Legal Charges - 46126	-	-	-	2,000	2,000	-	0%
Total Measure J Fund - 215	-	-	-	2,000	2,000	-	0%
GROWTH IMPACT FUND - 276							
Asset Acquisition/Improvement - 47	-	-	-	425,000	700,000	275,000	39%
Total Growth Impact Fund 276	-	-	-	425,000	700,000	275,000	39%
PUBLIC FACILITIES FUND - 324							
Asset Acquisition/Improvement - 47	-	-	-	60,000	60,000	-	0%
Total Public Facilities Fund	-	-	-	60,000	60,000	-	0%

*See CIP

Fiscal Year (FY) 2024/25 Operating and Capital Budget
Department Budgets – Public Works

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2023/24	FY 2024/25
42101 Professional Services		\$ 405,000	\$ 263,500
EBRCSA Professional Support	\$ 3,500		
IN2101 Emergency Power for critical Facilities	200,000		
IN2103 Recycled Water Feasibility	60,000		
42107 Equipment Maintenance		\$ 40,000	\$ 40,000
Vehicle maintenance and repair	\$ 40,000		
42108 Maintenance/Structure Imp		\$ 87,000	\$ 87,000
City Hall improvements to planting/landscaping	\$ 20,000		
Elevator maintenance	800		
Heating and air repair	16,000		
Janitorial service and supplies	13,000		
Landscape maintenance	3,000		
Lighting supplies	500		
Memorial Hall Maint.e, Pest Control & Sanitary Supplies <i>(moved from Comm</i>	11,000		
Misc. hardware and maintenance	1,000		
Pest control and weed control	10,700		
Public facilities deferred maintenance	11,000		
42201 Office Expense		\$ 3,000	\$ 3,000
	\$ 3,000		
4230X Travel and Training		\$ 11,750	\$ 11,750
Technical training	\$ 10,000		
Mileage, Air & Hotel	1,500		
Meal Allowance	250		
42401 Memberships		\$ 750	\$ 750
M.S.A. (Maintenance Superintendents Association)	\$ 750		
T.C.S.A. (Traffic Control Supervisory Association)			
Technical publications			
42511 Equipment Rental		\$ 20,000	\$ 10,000
This is used to rent infrequently used equipment.	\$ 10,000		
42513 Rent		\$ 2,700	\$ 2,700
Tennent Ave Parking lot. 401-142-012 (AT&T)	\$ 2,700		
42514 Special Department Expense		\$ 4,500	\$ 1,000
	\$ 1,000		
Total Professional/Administrative Services			\$ 419,700
4310X Utilities		\$ 40,000	\$ 40,000
Gas/Electricity	\$ 24,000		
Memorial Hall Electricity <i>(moved from Comm Svcs.)</i>	500		
Water	13,000		
Memorial Hall Water <i>(moved from Comm Svcs.)</i>	2,500		
43201 Property Tax		\$ 4,000	\$ 4,000
44301 Fuel		\$ 8,200	\$ 8,200

Fiscal Year (FY) 2024/25 Operating and Capital Budget
Department Budgets – Public Works

44306 Maintenance Supplies	\$	45,000	\$	45,000
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44410 Safety Clothing	\$	20,000	\$	20,000
The worker classifications in this division are supplied:	\$	20,000		
Uniforms, coveralls, and foul weather gear				

47101 Equipment	\$	12,000	\$	12,000
Miscellaneous Equipment	\$	12,000		

47201 Improvements/Building	\$	40,000	\$	-
	\$	-		

MEASURE S - 2014 FUND - 105

47201 Improvements	\$	-	\$	1,530,000
FA1901 Senior Center Auxiliary Parking Lot	\$	1,530,000		

MEASURE S - 2014 FUND - 106

42101 Professional Services	\$	310,000	\$	-
IN2102 Municipal Broadband Feasibility	\$	-		
IN2201 Energy Audit		-		
IN2301 Facilities Master Plan		-		

42514 Special Department Expense	\$	17,000	\$	-
	\$	-		

47101 Vehicles	\$	235,589	\$	-
Hybrid Bucket Truck	\$	-		

47201 Improvements/Building	\$	2,962,831	\$	1,805,000
FA1702 Citywide Roof Repairs and Replacement	\$	900,000		
FA1703 City Hall Modernization		200,000		
FA2202 Senior Center Modernization		205,000		
FA2301 Public Safety Building Modernization		450,000		
FA2401 Tiny Tot's Improvements		50,000		

RESTRICTED REAL ESTATE MAINTENANCE FUND - 201

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

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

MEASURE J FUND - 215

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

GROWTH IMPACT FUND - 276

47201 Improvements/Building	\$	425,000	\$	700,000
FA1703 City Hall Modernization	\$	400,000		
FA2202 Senior Center Modernization		145,000		
FA2301 Public Safety Building Modernization		75,000		
FA2302 Plum St. Parking Lot Improvements		80,000		

PUBLIC FACILITIES FUND - 324

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

Fiscal Year (FY) 2024/25 Operating and Capital Budget
Department Budgets – Public Works

STORM WATER FUND - 207

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

EXPENDITURE SUMMARY

	FY 2021/22 Actual	FY 2022/23 Actual	FY 2023/24 Actual Thru Mar-24	FY 2023/24 Revised Budget	FY 2024/25 Proposed Budget	Prop to Rev \$ Change	Prop to Rev % Change
Services and Supplies							
Professional & Administrative Services - 42	31,716	49,344	71,320	71,000	71,000	-	0%
Other Operating Expenses - 43	-	-	-	-	-	-	0%
Materials & Supplies - 44	18,686	10,944	7,932	8,800	8,800	-	0%
Total Services and Supplies	50,403	60,287	79,252	79,800	79,800	-	0%
Indirect Cost Allocations							
Administrative Debits - 46122	236,530	233,216	200,568	275,276	286,055	10,779	4%
Legal Charges - 46126	150	60	-	6,000	6,000	-	0%
Total Indirect Cost Allocations	236,680	233,276	200,568	281,276	292,055	10,779	4%
Total	287,082	293,563	279,820	361,076	371,855	10,779	3%
MEASURE S-2014 FUND - 106							
Professional & Administrative Services - 42	-	-	34,219	250,000	150,000	(100,000)	-67%
Asset Acquisition/Improvement - 47*	28,290	2,626	321,296	1,082,098	1,300,000	217,902	17%
Total Measure S-2014	28,290	2,626	355,515	1,332,098	1,450,000	117,902	8%
Growth Impact Fund - 276							
Asset Acquisition/Improvement - 47*	-	-	55,083	58,000	58,000	-	0%
Total Growth Impact Fund - 276	-	-	55,083	58,000	58,000	-	0%

*See CIP

MAJOR NON-PERSONNEL EXPENSE DETAILS

	FY 2023/24	FY 2024/25
42101 Professional Services	\$ 15,000	\$ 15,000
Contract support for Clean Water and NPDES	\$ 5,000	
Support for MRP 3.0	10,000	
42107 Equipment Maintenance	\$ 20,000	\$ 20,000
Storm drain, trash capture, street sweeper	\$ 20,000	
42108 Building Structure Maintenance	\$ 15,000	\$ 15,000
Trash capture devices	\$ 5,000	
Lumber and supplies	10,000	
4220X Office Expenses	\$ 1,000	\$ 1,000
42201 Miscellaneous office expenses	\$ 500	
42202 Printing and Binding	500	
42514 Special Departmental Expense	\$ 20,000	\$ 20,000
Storm Event Sand Pile	\$ 8,000	
NPDES Annual Permit	12,000	
Total Professional/Administrative Services		\$ 71,000

Fiscal Year (FY) 2024/25 Operating and Capital Budget
Department Budgets – Public Works

<u>44301 Fuel</u>	\$	8,000	\$	8,000
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<u>44410 Safety Clothing</u>	\$	800	\$	800
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MEASURE S-2014 FUND - 106

<u>42101 Professional Services</u>	\$	250,000	▼	\$ 150,000
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IN1703 Storm Drainage Master Plan	\$	150,000
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<u>47206 Improvements/Storm Drains</u>	\$1,082,098	▼	\$1,300,000
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SW2401 Storm Drain Creek Discharge	\$	600,000
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SW2001 Roble Rd. Drainage Improvements		700,000
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Growth Impact Fund 276

<u>47206 Improvements/Storm Drains</u>	\$	58,000	▼	\$ 58,000
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SW1901 Hazel Street Gap Closure (sunnyview)	\$	58,000
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Fiscal Year (FY) 2024/25 Operating and Capital Budget
Department Budgets – Public Works

GENERAL FUND - 100
PUBLIC WORKS - PARK MAINTENANCE - 345

EXPENDITURE SUMMARY

	FY 2021/22 Actual	FY 2022/23 Actual	FY 2023/24 Actual Thru Mar-24	FY 2023/24 Revised Budget	FY 2024/25 Proposed Budget	Prop to Rev \$ Change	Prop to Rev % Change
Services and Supplies							
Professional & Administrative Services - 42	115,205	81,679	91,203	144,000	134,000	(10,000)	-7%
Other Operating Expenses - 43	91,493	103,109	59,959	106,656	106,656	-	0%
Materials & Supplies - 44	13,191	14,013	12,418	500	500	-	0%
Total Services and Supplies	219,889	198,801	163,581	251,156	241,156	(10,000)	-4%
Capital Outlay							
Asset Acquisition/Improvement - 47*	4,986	-	1,283	-	-	-	100%
Total Capital Outlay	4,986	-	1,283	-	-	-	100%
Indirect Cost Allocations							
Administrative Debits - 46122	50,451	92,834	82,686	121,159	115,304	(5,855)	-5%
Legal Charges - 46126	540	186	-	-	-	-	0%
General Liability Insurance - 46201	728	-	-	-	-	-	0%
Total Indirect Cost Allocations	51,719	93,020	82,686	121,159	115,304	(5,855)	-5%
Total	276,594	291,821	247,550	372,315	356,460	(15,855)	-4%
MEASURE S-2014 FUND - 106							
Asset Acquisition/Improvement - 47*	109,297	266,143	431,383	612,065	260,000	(352,065)	-135%
Total Measure S-2014 Fund - 106	109,297	266,143	431,383	612,065	260,000	(352,065)	-135%
Solid Waste Fund - 214							
Asset Acquisition/Improvement - 47*	-	13,001	-	425,000	-	(425,000)	-100%
Total Solid Waste Fund - 214	-	13,001	-	425,000	-	(425,000)	-100%
Growth Impact Fund - 276							
Asset Acquisition/Improvement - 47	-	-	-	265,000	265,000	-	0%
Total Growth Impact Fund	-	-	-	265,000	265,000	-	0%
PV PARK CARETAKER FUND - 317							
Salaries & Wages - 401	-	-	-	11,960	11,960	-	0%
Employee Benefits - 410	-	-	-	1,725	1,689	(36)	-2%
Professional & Administrative Services - 42	-	-	-	-	-	-	0%
Other Operating Expenses -43	656	-	-	466	503	37	7%
General Liability Insurance - 46201	-	-	-	851	790	(61)	-7%
Total PV Park Caretaker Fund - 317	656	-	-	15,002	14,942	(60)	0%
Public Facilities Fund - 324							
Asset Acquisition/Improvement - 47	-	-	-	10,000	10,000	-	0%
Total Public Facilities Fund - 324	-	-	-	10,000	10,000	-	0%
Park Grants (Measure WW) - 327							
Asset Acquisition/Improvement - 47*	-	193,383	183	-	-	-	0%
Total Park Grants Fund - 327	-	193,383	183	-	-	-	0%
*See CIP							
EQUIPMENT RESERVE FUND - 160							
Asset Acquisition/Improvement - 47	-	-	-	34,799	80,000	45,201	0%
Total Equipment Reserve Fund - 160	-	-	-	34,799	80,000	45,201	0%

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2023/24	FY 2024/25
42107 Equipment Maintenance		\$ 7,500	\$ 7,500
Off road equipment maintenance	\$ 7,500		
42108 Maintenance/Structure Imp		\$ 120,500	\$ 120,500
Landscape maintenance contract	\$ 90,000		
Materials for parks, restrooms and play area	30,000		
Tennis Court Maintenance (<i>moved from Comm Svcs.</i>)	500		
42401 Memberships		\$ 1,000	\$ 1,000
CAPCA (California Agricultural Production Consultants Association)	\$ 370		
P.A.P.A. (Pest Applicators Association)	30		
Other memberships	600		
42511 Equipment Rental		\$ 5,000	\$ 5,000
Cost to rent infrequently used equipment.	\$ 5,000		
42514 Admin Exp/Special Depart		\$ 10,000	\$ -
Recommendations of Beautification Ad Hoc Subcommittee	\$ -		

Total Professional/Administrative Services \$ 134,000


4310X Utilities		\$ 106,500	\$ 106,500
Gas/Electricity	\$ 10,000		
Tennis Ct. Gas/Electricity (<i>moved from Comm Svcs.</i>)	\$ 6,000		
Water	90,000		
Tennis Ct. Water (<i>moved from Comm Svcs.</i>)	500		
43201 Property Tax		\$ 156	\$ 156
44301 Fuel		\$ 500	\$ 500

MEASURE S-2014 FUND - 106


47101 FF&E/Equipment		\$ 29,625	\$ -
	\$ -		
47103 FF&E/Furniture		\$ 5,000	\$ 5,000
Annual Bench/Table repairs & Replacement	\$ 5,000		
47203 Improvements/Parks		\$ 577,440	\$ 255,000
Annual Resod at two parks	\$ 10,000		
PA2202 Skatepark Rehabilitation	150,000		
Public Tree Maintenance	45,000		
Replace Chips/Rubber Matting at various Parks	50,000		

Fiscal Year (FY) 2024/25 Operating and Capital Budget
Department Budgets – Public Works


Solid Waste Fund - 214

47203 Improvements/Parks		\$ 425,000  \$ -
PA2101 Installation of High Capacity Trash Bins	\$ -	

Growth Impact Fund - 276


47203 Improvements/Parks		\$ 265,000  \$ 265,000
PA1901 Pinole Valley Park Soccer Field Rehab	\$ 200,000	
PA2201 Pocket Parks - Galbreth Rd.	65,000	

Public Facilities Fund - 324

47203 Improvements/Parks		\$ 10,000  \$ 10,000
Annual Building Maintenance program	\$ 10,000	

Park Grants (Measure WW) Fund - 327

Equipment Reserve Fund -160

47104 Vehicles		\$ 34,799  \$ 80,000
Replace 2 vehicles per year	\$ 30,000	
Replace heavy equipment reserve	50,000	

Fiscal Year (FY) 2024/25 Operating and Capital Budget
Department Budgets – Public Works

AB 939 REFUSE MANAGEMENT FUND - 213
WASTE REDUCTION - 346

EXPENDITURE SUMMARY

	FY 2021/22 Actual	FY 2022/23 Actual	FY 2023/24 Actual Thru Mar-24	FY 2023/24 Revised Budget	FY 2024/25 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	106,591	122,104	102,211	149,358	162,102	12,744	8%
Legal Services - 46126	-	-	-	2,500	2,500	-	0%
Total Indirect Cost Allocations	106,591	122,104	102,211	151,858	164,602	12,744	8%
Transfers Out - 49901	-	-	-	-	-	-	0%
Total	106,591	122,104	102,211	174,358	187,102	12,744	7%

MAJOR NON-PERSONNEL EXPENSE DETAILS

	FY 2023/24	FY 2024/25
42101 Professional Services	\$ 10,000	\$ 10,000
Consulting Services	\$ 10,000	
42514 Special Department Expense	\$ 12,500	\$ 12,500
Litter pick up services	\$ 12,500	

Fiscal Year (FY) 2024/25 Operating and Capital Budget
Department Budgets – Public Works

LIGHTING & LANDSCAPE DISTRICTS FUND - 310
PUBLIC WORKS - ZONE A, PINOLE VALLEY ROAD NORTH - 347
PUBLIC WORKS - ZONE B, PINOLE VALLEY ROAD SOUTH - 348

EXPENDITURE SUMMARY

	FY 2021/22 Actual	FY 2022/23 Actual	FY 2023/24 Actual Thru Mar-24	FY 2023/24 Revised Budget	FY 2024/25 Proposed Budget	Prop to Rev \$ Change	Prop to Rev % Change
Services and Supplies							
Professional & Administrative Services - 42	15,228	30,186	7,117	56,500	56,500	-	0%
Other Operating Expenses - 43	25,858	12,128	9,730	16,695	16,695	-	0%
Total Services and Supplies	41,086	42,314	16,847	73,195	73,195	-	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	-	4,160	4,160	4,160	4,160	-	0%
Legal Charges - 46126	1,525	210	47	2,100	2,100	-	0%
Total Indirect Cost Allocations	1,525	4,370	4,207	6,260	6,260	-	0%
Total	42,611	46,684	21,054	85,175	85,175	-	0%

MAJOR NON-PERSONNEL EXPENSE DETAILS

	FY 2023/24	FY 2024/25
42101 Professional Services	\$ 18,000	\$ 18,000
Contra Costa County traffic signal maintenance - Zone A	\$ 10,000	
Cal Trans traffic signal maintenance - Zone A	2,000	
Contra Costa County traffic signal maintenance - Zone B	5,000	
Cal Trans traffic signal maintenance - Zone B	1,000	
42108 Maintenance Structures/Imp	\$ 38,500	\$ 38,500
Caltrans Traffic Signal Maintenance - Zone A	3,000	
Contra Costa county Public Works Traffic Signal - Zone A	8,000	
Labor, materials and equipment for maintenance - Zone A	1,000	
Pacific Site Management - Zone A	1,500	
Caltrans Traffic Signal Maintenance - Zone B	3,500	
Contra Costa county Public Works Traffic Signal - Zone B	5,500	
Labor, materials and equipment for maintenance - Zone B	15,000	
Pacific Site Management - Zone B	1,000	
Total Professional/Administrative Services	\$ 56,500	
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) 2024/25 Operating and Capital Budget
Department Budgets - Public Works

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

EXPENDITURE SUMMARY

	FY 2021/22 Actual	FY 2022/23 Actual	FY 2023/24 Actual Thru Mar-24	FY 2023/24 Revised Budget	FY 2024/25 Proposed Budget	Prop to Rev \$ Change	Prop to Rev % Change
Personnel							
Salaries & Wages - 401	878,466	1,240,620	958,443	1,307,576	1,430,455	122,879	9%
Overtime - 402	30,180	31,037	12,096	36,476	36,387	(89)	0%
Employee Benefits - 410	1,025,647	(300,601)	545,437	622,392	800,168	177,776	22%
Total Personnel	1,934,293	971,056	1,515,976	1,966,444	2,267,010	300,566	13%
Services and Supplies							
Professional & Administrative Services - 42	194,110	173,599	43,440	416,814	416,814	-	0%
Other Operating Expenses - 43	827,105	871,960	679,261	710,000	785,000	75,000	10%
Materials & Supplies - 44	924,111	1,074,109	705,818	1,479,000	1,562,000	83,000	5%
Total Services and Supplies	1,945,326	2,119,668	1,428,519	2,605,814	2,763,814	158,000	6%
Capital Outlay							
Asset Acquisition/Improvement - 47*	604	133,884	4,600	4,741,597	6,391,597	1,650,000	26%
Total Capital Outlay	604	133,884	4,600	4,741,597	6,391,597	1,650,000	26%
Indirect Cost Allocations							
Administrative Debits - 46122	303,060	216,942	182,210	285,041	294,351	9,310	3%
IS Charges - 46124	33,067	45,996	43,330	82,394	82,816	422	1%
Legal Charges - 46126	1,577	-	-	15,000	15,000	-	0%
General Liability Insurance - 46201	61,893	69,389	108,890	95,648	96,941	1,293	1%
Total Indirect Cost Allocations	399,597	332,327	334,430	478,083	489,108	11,025	2%
Depreciation							
Depreciation Expense - 47401	438,859	217,997	-	-	-	-	0%
Total Depreciation	438,859	217,997	-	-	-	-	0%
Total	4,718,679	3,774,932	3,283,525	9,791,938	11,911,529	2,119,591	18%
*See CIP							

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2023/24	FY 2024/25
42101 Professional Services		\$ 125,814	\$ 125,814
Engineering contract services	\$ 50,000		
PCTV quarterly subcommittee meeting	5,000		
Railroad Ave. bridge right of way study	30,000		
RO2102 Tennent Ave. Rehabilitation	814		
Sewer rate review	40,000		
42107 Equipment Maintenance		\$ 110,000	\$ 110,000
Equipment service	\$ 110,000		
42108 Maintenance Structure/Imp		\$ 78,000	\$ 78,000
Janitorial services	\$ 10,000		
Various structure refurbishment	68,000		

Fiscal Year (FY) 2024/25 Operating and Capital Budget
Department Budgets – Public Works

42109 Compliance Inspections		\$ 35,000	▼ \$ 35,000
Laboratory supplies and safety equipment	\$ 15,000		
Public outreach materials	10,000		
Sampling and analysis	10,000		
42201 Office Expense		\$ 7,000	▼ \$ 7,000
Miscellaneous office supplies	\$ 7,000		
4230X Travel and Training		\$ 31,000	▼ \$ 31,000
42301 State Certified operators training	\$ 7,000		
42301 Class B Driver License Training	20,000		
42302 Mileage, Air	3,000		
42303 Meal Allowance	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		
42511 Equipment Rental		\$ 10,000	▼ \$ 10,000
	\$ 10,000		
Total Professional/Administrative Services			▼ \$ 416,814
4310X Utilities		\$ 710,000	▼ \$ 785,000
PG&E	\$ 775,000		
EBMUD	10,000		
Total Other Operating Expenses			▼ \$ 785,000
44301 Fuel		\$ 20,000	\$ 20,000
44302 Sludge Removal		\$ 250,000	\$ 300,000
Digester Cleaning	\$ 130,000		
Sludge Disposal to Landfill	170,000		
44303 Chemicals		\$ 750,000	\$ 780,000
Chemicals for Plant Operations	\$ 780,000		
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		
44305 Laboratory Operations		\$ 100,000	\$ 100,000
Accelerated Chronic Toxicity Testing	\$ 15,000		
Laboratory supplies	85,000		
44306 Maintenance Supplies		\$ 200,000	\$ 200,000
	\$ 200,000		
44410 Safety Clothing		\$ 30,000	\$ 33,000
Laundry service for uniforms, safety shoes/boots, gloves, etc.	\$ 33,000		
Total Materials and Supplies			\$1,562,000

Fiscal Year (FY) 2024/25 Operating and Capital Budget
Department Budgets – Public Works

47101 Equipment		\$ 340,000	▼	\$ 340,000
Depreciation- Pinole only	\$ 340,000			
47104 Vehicles		\$ 175,000	▼	\$ 175,000
WPCP Staff Vehicle	\$ 50,000			
Portable self priming pump	125,000			
47201 Improvements/Building		\$ 4,120,000	▼	\$ 5,770,000
As-Built WWTP Drawings	25,000			
Boiler Rehabilitation	45,000			
Boiler Replacement	660,000			
Centrifuge Feed Pump Replacement	50,000			
Centrifuge Replacement	990,000			
Digester Feed Pump Replacement	75,000			
Energy Recovery Building and Admin Roof	80,000			
Misc. Plant Improvements	75,000			
SCADA System Upgrade	45,000			
SS2002 Water Pollution Control Plant Lab Remodel	100,000			
SS2101 Second Clarifier - Center Column Rehabilitation	425,000			
SS2102 Air Release Valve Replacement	50,000			
SS2203 Effluent Outfall Project Design	3,150,000			
47205 Improvements/Street		\$ 106,597	▼	\$ 106,597
RO2102 Tennent Ave. Rehabilitation	106,597			

Fiscal Year (FY) 2024/25 Operating and Capital Budget
Department Budgets – Public Works

SEWER ENTERPRISE FUND - 500
SEWER COLLECTION - 642

EXPENDITURE SUMMARY

	FY 2021/22 Actual	FY 2022/23 Actual	FY 2023/24 Actual Thru Mar-24	FY 2023/24 Revised Budget	FY 2024/25 Proposed Budget	Prop to Rev \$ Change	Prop to Rev % Change
Personnel							
Salaries & Wages - 401	262,761	285,778	228,467	288,292	313,505	25,213	8%
Overtime - 402	5,583	7,898	6,485	2,706	2,663	(43)	-2%
Employee Benefits - 410	142,473	162,773	139,318	173,342	264,879	91,537	35%
Total Personnel	410,817	456,449	374,270	464,340	581,047	116,707	20%
Services and Supplies							
Professional & Administrative Services - 42	143,904	300,267	191,622	656,650	656,650	-	0%
Other Operating Expenses - 43	12,281	14,297	9,982	13,500	13,500	-	0%
Materials & Supplies - 44	14,928	23,105	17,948	17,000	21,000	4,000	19%
Total Services and Supplies	171,113	337,669	219,552	687,150	691,150	4,000	1%
Capital Outlay							
Asset Acquisition/Improvement - 47	228,142	11,806	189,293	11,133,000	22,375,000	11,242,000	50%
Total Capital Outlay	228,142	11,806	189,293	11,133,000	22,375,000	11,242,000	50%
Indirect Cost Allocations							
Administrative Credits - 46121	(99,664)	(111,422)	(93,333)	(116,396)	(145,456)	(29,060)	20%
Administrative Debits - 46122	410,663	437,588	336,703	524,579	547,661	23,082	4%
IS Charges - 46124	20,783	29,940	31,346	58,440	78,446	20,006	26%
Legal Charges - 46126	1,621	-	783	15,000	15,000	-	0%
General Liability Insurance - 46201	15,177	23,650	21,851	19,812	20,419	607	3%
Total Indirect Cost Allocations	348,580	379,756	297,350	501,435	516,070	14,635	3%
Depreciation							
Depreciation Expense - 474	137,221	146,498	-	-	-	-	0%
Total Depreciation	137,221	146,498	-	-	-	-	0%
Total	1,295,873	1,332,177	1,080,465	12,785,925	24,163,267	11,377,342	47%
MEASURE S - 2014 FUND - 106							
Asset Acquisition/Improvement - 47*	50,563	-	-	-	-	-	0%
Total Measure S - 2014	50,563	-	-	-	-	-	0%
Growth Impact Fund - 276							
Asset Acquisition/Improvement - 47*	-	-	-	600,000	600,000	-	0%
Total Growth Impact Fund - 276	-	-	-	600,000	600,000	-	0%

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2023/24	FY 2024/25
42101 Professional Services		\$ 585,000	\$ 585,000
Contractors for isolated emergency repairs	\$ 50,000		
CCTV Large Sewer pipes	50,000		
Sanitary Sewer overflow mitigation	120,000		
Sewer flow modeling	10,000		
Wildan Assessment services	5,000		
Misc. Professional Services	350,000		

Fiscal Year (FY) 2024/25 Operating and Capital Budget
Department Budgets – Public Works

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	\$	12,000	\$	12,000
Asset Management Software-annual license fee	\$	12,000		
42511 Equipment Rent	\$	5,000	\$	5,000
	\$	5,000		
42514 Special Department Expense	\$	30,000	\$	30,000
Maintenance materials (asphalt, concrete, pipe, hardware, etc.)	\$	30,000		
Total Professional/Administrative Services				\$ 656,650
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	\$	6,000	\$	10,000
Uniforms, coveralls, foul weather gear, gloves	\$	10,000		
47104 Vehicles	\$	-	\$	70,000
PW Operations and Maintenance Service Truck		70,000		
47201 Improvements	\$11,133,000	\$ 22,305,000		
SS1702 Sewer Pump Rehab	\$7,300,000			
SS2201 Sanitary Sewer Rehabilitation	7,995,000			
SS2402 Pinon 2 Upsizing	2,960,000			
Tennent Trunk Sewer Upsize	4,050,000			
Growth Impact Fund - 276				
47207 Improvements/Sewer Lines	\$	600,000	\$	600,000
SS2201 Sanitary Sewer Rehabilitation	\$	600,000		

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

EXPENDITURE SUMMARY

	FY 2021/22 Actual	FY 2022/23 Actual	FY 2023/24 Actual Thru Mar-24	FY 2023/24 Revised Budget	FY 2024/25 Proposed Budget	Prop to Rev \$ Change	Prop to Rev % Change
Service and Supplies							
Professional & Administrative Services - 42	25	22,294	-	-	-	-	0%
Total Services and Supplies	25	22,294	-	-	-	-	0%
Capital Outlay							
Asset Acquisition /Improvement - 47	-	-	-	-	-	-	0%
Total Capital Outlay	-	-	-	-	-	-	0%
Indirect Cost Allocations							
Legal Charges - 46126	89,571	4,215	-	-	-	-	0%
Total Indirect Cost Allocations	89,571	4,215	-	-	-	-	0%
Depreciation							
Depreciation Expense - 47401	620,304	620,415	-	-	-	-	0%
Total Depreciation	620,304	620,415	-	-	-	-	0%
Total	709,900	646,924	-	-	-	-	0%
SEWER ENTERPRISE FUND - 500							
Asset Acquisition/Improvement - 47	-	-	-	-	85,000	85,000	100%
Total Sewer Enterprise Fund - 500	-	-	-	-	85,000	85,000	100%

MAJOR NON-PERSONNEL EXPENSE DETAILS

	FY 2023/24	FY 2024/25
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		
47104 FF&E/Vehicles	\$ -	\$ 85,000
Replace aging WWTP service Truck with EV	\$ 85,000	

Fiscal Year (FY) 2024/25 Operating and Capital Budget
Department Budgets – Public Works

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

EXPENDITURE SUMMARY

	FY 2021/22 Actual	FY 2022/23 Actual	FY 2023/24 Actual Thru Mar-24	FY 2023/24 Revised Budget	FY 2024/25 Proposed Budget	Prop to Rev \$ Change	Prop to Rev % Change
Debt Service							
Debt Principal - 48101	-	-	347,000	1,037,932	1,064,678	26,746	3%
Debt Interest - 48102	596,719	576,372	171,292	569,544	546,890	(22,654)	-4%
Cost of Issuance - 48103	-	-	-	-	-	-	0%
Total Debt Service	596,719	576,372	518,292	1,607,476	1,611,568	4,092	0%
Total	596,719	576,372	518,292	1,607,476	1,611,568	4,092	0%

MAJOR NON-PERSONNEL EXPENSE DETAILS

	FY 2023/24	FY 2024/25
4810X Wastewater Revenue Bonds, Series 2016	\$ 518,292	\$ 522,384
48101 - Principal	\$ 362,000	
48102 - Interest	160,384	
4810X 2016 Clean Water State Revolving fund loan	\$ 1,089,184	\$ 1,089,184
48101 - Principal	\$ 702,678	
48102 - Interest	386,506	

COMMUNITY DEVELOPMENT

The Community Development Department is comprised of the following divisions:

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

Mission

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

Major Services and Functions

The Planning Division administers and implements the General Plan and Zoning Code for the City. It processes land use and development applications, which include use permits, design review requests, and subdivisions. The Planning Division seeks to deliver on its mission with the highest regard for time, accuracy, completion, customer satisfaction, and overall well-being of the City consistent with local, State, and federal laws. Planning staff participate in multi-modal transportation and circulation planning.

The Building Division issues building permits and provides building, electrical, mechanical, plumbing, Title-24, and accessibility inspections for new construction, additions, and alterations of commercial, residential, and public projects to ensure a safe environment for the Pinole community. The division also performs rental housing inspections on a recurring basis and business license inspections on an as-needed 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 collaborative 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 and investing limited City affordable housing resources to provide affordable housing units and support to the homeless.

The Economic Development Division was 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 2023/24 Key Accomplishments

Baseline Work (Including Staff-Initiated Special Projects)

- Filled open Building Inspector II position
- Arranged presentations to City Council from various organizations involved in public banks and inform City Council of next steps that the City could take to pursue establishing a public bank in Pinole
- Issued an RFP for vendor scanning services to initiate the Department's move to paperless records
- Completed the upgrade and migration of the City's current outdated permitting system, including a new online citizen portal for paperless Building, Planning, Public Works and Finance permitting and licensing, in addition to other integrations such as GIS and code enforcement tools
- Continued to develop and refine forms, policies and procedures related to building and planning permits and code enforcement processes
- Continued to lead the recommencement the Development Impact Fee study
- Secured a vendor and began to design permitting software under a \$40,000 grant to implement an automated solar permitting application for residential rooftop solar installations
- Closely coordinated with ConFire on the transition from Pinole Fire to ConFire, with respect to processing of building permits
- Performed inspections and processed building permits for significant new residential development projects, including for construction of 179 units of 100% affordable housing for seniors at 600 Roble ("Vista Woods" project), 33 units of 100% affordable housing for veterans at 811 San Pablo ("SAHA" project) and 154 units of condominium housing at 2151 Appian Way ("Appian Village" project)
- In the first three quarters of FY 2023/24, guided the issuance of 418 construction permits with a value of almost \$12 million
- In the first three quarters of FY 2023/24, performed 1747 inspections for building, electrical, mechanical, plumbing, Title-23 and accessibility inspections for new construction, additions and alternations of commercial, residential and public projects
- Continued to implement the GreenHalo waste management/recycling tracking system in order to automate the management, verification and filing of recovery reports for 19 construction projects

- Continued to offer “Solar Tuesdays” over the counter solar permitting and introduced “Minor Permit Thursdays” to expedite permit processing for minor projects including reroofs, water heater replacements, window and door retrofit and repair and kitchen and bathroom remodels
- Partnered with Strategic Energy Institute for the second year to engage a Climate Corps Fellow to provide assistance for sustainability initiatives
- Piloted use of a Body Worn Camera for the Code Enforcement Officer position to increase transparency and civility with the public
- Completed, adopted, and received State of California certification of the City’s Completed update of the City’s Sixth Cycle (2023-2031) Housing Element, received certification from the State Housing and Community Development, and began diligently implementing the Housing Element
- Conducted annual monitoring of 322 deed-restricted low- and moderate-income housing units in the City to ensure compliance with affordability restrictions
- Supported the Public Works Department in conducting outreach and coordination activities for the development of the Active Transportation Plan
- Supported a Planning Policy Intern to support Planning and Sustainability initiatives
- With the Finance and Public Works Department, prepared a comprehensive Environmentally Preferable Procurement Policy Program for Council adoption
- Initiated the development of Objective Design and Development Standards, working with the Planning Commission’s Ad Hoc Subcommittee
- Worked with the County Department of Conservation and Development, to develop and initiate a pilot Pinole Energy Enhancement Rebate Program
- Ensured that tobacco retailers complied with application requirements including providing education and enforcement of flavored tobacco to all 21 tobacco retailers, education to hundreds of citizens through tabling at three major City functions
- Attended three rotary meetings to present information regarding Department activities
- Partnered with the Police Department to enforce code requirements regarding massage establishments
- Finalized work to prepare the City’s first Climate Action and Adaptation Plan (CAAP), including hosting pop-up Community Workshops and releasing a public draft CAAP
- Applied for and was awarded Prohousing Designation status from the State of California, which allows for the City to apply for special Prohousing funding and priority processing/funding points on certain funding applications
- Submitted reimbursement for SB2 grant funding (totaling \$165,000 for Housing Element update activities)
- Initiated project to create objective design and development standards
- Continued to conduct research related to outdoor dining/parklet regulations
- In the first three quarters of FY23/24, opened 349 and closed 324 code enforcement cases and performed 1,406 code enforcement inspections

- Performed proactive seasonal weed abatement activities with the support of temporary code enforcement staffing opening 244 cases and achieving compliance with 96% of cases
- Ensured that tobacco retailers comply with application requirements
- Supported approval of an affordable housing agreement for the Pinole Vista project

Other Council-Directed Special Projects

- Presented background information on Service Station bans and commenced an Urgency Ordinance to prohibit new/expanded Service Stations
- With the Finance Department, assisted with research on environmental purchasing policies/practices
- With the City Manager's Department, supported the development of the second year of Earth Month activities and programming
- Continued the second year of administration of the Pinole Perks Community Gift Card program, which has resulted in over \$210,000 at local independent businesses
- Prepared the City's first draft Climate Action and Adaptation Plan
- Prepared an ordinance regulating the use of single use plastics
- Supported development of an Ordinance for enhanced construction hours
- Presented background information on CPTED and Façade Improvement Programs to the City Council
- With the Community Services Department, presented background information on the scope and activities of a public art program

FY 2024/25 Key Priorities and Projects

Baseline Work (Including Staff-Initiated Special Projects)

- Enhance staffing support for key areas including Sustainability, Housing, Economic Development and administrative services
- Commence implementation of a variety of Year 1 and Year 2 6th Cycle Housing Element programs including a variety of Zoning Ordinance modifications, a no cost building permit program for universal design, an ADU amnesty program and a home-match program
- Continue to partner with the County Department of Conservation and Development on implementation of the pilot Pinole Energy Enhancement Rebate Program
- Continue to administer the Pinole Perks Community Gift Card program
- Commence implementation of the Climate Action and Adaptation Plan
- Seek grant funding to implement the Economic Development Strategy and Climate Action and Adaptation Plan
- Perform inspections and process building permits for significant new industrial development projects, including the construction of a 120,000 square foot

industrial building (“Pinole Shores II”) and new residential development projects, including for construction of 179 units of 100% affordable housing for seniors at 600 Roble (“Vista Woods” project), 33 units of 100% affordable housing for veterans at 811 San Pablo (“SAHA” project), 154 units of condominium housing at 2151 Appian Way (“Appian Village” project) and 223 units of apartment housing at 1500 Fitzgerald (“Pinole Vista”)

- Educate the public and business community on the Single Use Plastic ordinance
- Continue to partner with SEI to engage a Climate Corps fellow to provide assistance for sustainability initiatives
- Work with the new owner of Pinole Square (Tara Hills Safeway) on redevelopment of the site
- With the Finance department, prepare and present recommended updates to development impact fees
- With the Planning Commission, prepare regulations for outdoor dining/parklets for City Council consideration
- Prepare and adopt objective design and development standards; evaluate required/desired updates to the General Plan, Specific Plan and Zoning Ordinance and Old Town Design Guidelines
- Implement an improved/enhanced residential rental housing inspection program
- Complete the sale and transfer of the affordable housing fund and Redevelopment Successor Agency surplus properties
- With Community Services Department develop a public art program and City mural program
- Nurture an inviting climate for doing business in Pinole

Strategic Plan Strategies

- Implement year two activities of the Economic Development Strategy
- Evaluate the need to update the General Plan and Three Corridors Specific Plan Environmental Impact Report so that high-density residential projects could utilize the EIR for project-specific environmental clearances, which would encourage streamlining the rehabilitation and reuse of undeveloped or under-developed properties

Other Council-Directed Special Projects

- Complete research on options for just cause eviction regulations
- Implement a City of Pinole job fair
- Implement a weatherization program
- Recommend options for Old Town wayfinding signage
- Conduct an electric vehicle (EV) charging station feasibility study
- Establish a business development/community help reserve
- Establishing a revitalization reserve

Significant Special Projects for FY 2025/26 through FY 2028/29

- Continue to make progress on Year 3 and Year 4 Housing Element programs
- Continue to make progress on Year 3 and Year 4 Economic Development Strategy action items
- 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 2024/25 Budget

The Community Development Department budget for FY 2024/25 includes major changes relative to the FY 2023/24 budget. FY 2023/24 was a year of finding stability in the Department following the restructuring in FY 2022/23. The restructuring served to develop efficient and thoughtful succession planning retention strategies, bring formerly contracted out inspection services in-house and fill vacancies. The focus in FY 2024/25 will be to increase staffing in order to carry out the workload assigned to Community Development, and continue to nurture stability, collegiality, and teamwork with coworkers, internal and external customers.

Position Summary

Position	2020/21	2021/22	2022/23	2023/24	2024/25
Development Services Director	0.50	0.00	0.00	0.00	0.00
Community Development Director	0.00	1.00	1.00	1.00	1.00
Planning Manager	1.00	1.00	1.00	1.00	1.00
Senior Building Inspector	1.00	1.00	0.00	0.00	0.00
Building Official	0.00	0.00	1.00	1.00	1.00
Building Inspector	1.00	1.00	0.00	0.00	0.00
Building Inspector I/II	0.00	0.00	1.00	1.00	1.00
Code Enforcement Officer	1.00	1.00	0.00	0.00	0.00
Code Enforcement Officer I/II	0.00	0.00	1.00	1.00	1.00
Permit Technician	2.00	2.00	0.00	0.00	0.00
Permit Technician I/II/III	0.00	0.00	2.00	2.00	2.00
Administrative Coordinator (shared with Public Works)	0.00	0.00	0.50	0.50	0.00
Total	6.50	7.00	7.50	7.50	7.00

Fiscal Year (FY) 2024/25 Operating and Capital Budget
Department Budgets – Community Development

COMMUNITY DEVELOPMENT BUDGET SUMMARY

	FY 2021/22 Actual	FY 2022/23 Actual	FY 2023/24 Actual Thru Mar-24	FY 2023/24 Revised Budget	FY 2024/25 Proposed Budget	Prop to Rev \$ Change	Prop to Rev % Change
REVENUE / FUNDING SOURCE							
General Fund - 100	263,181	398,605	368,468	599,883	565,788	(34,095)	-6%
Measure S 2014 - 106	-	-	-	20,000	20,000	-	0%
Building and Planning - 212	1,785,329	2,210,300	1,604,036	2,291,208	2,039,558	(251,650)	-12%
Housing Assets for Resale - 285	97,581	609,107	105,304	339,254	323,243	(16,011)	-5%
Recognized Obligation Retirement Fund - 750	261,330	324,147	167,916	251,177	-	(251,177)	-100%
Total	2,407,421	3,542,159	2,245,724	3,501,521	2,948,589	(552,933)	-19%

EXPENDITURES BY CATEGORY

Personnel

Salaries & Wages - 401	500,268	611,429	667,118	908,868	991,338	82,470	8%
Overtime - 402	174	4,775	12,454	11,917	13,063	1,146	9%
Employee Benefits - 410	188,736	287,854	316,530	419,623	398,271	(21,352)	-5%
Total Personnel	689,178	904,058	996,102	1,340,408	1,402,672	62,264	4%

Services and Supplies

Professional & Administrative Services - 42	1,207,207	1,521,154	582,119	1,497,828	1,080,078	(417,751)	-39%
Other Operating Expenses - 43	6,483	9,672	6,398	8,150	8,150	-	0%
Materials & Supplies - 44	1,090	1,563	2,401	5,500	7,333	1,833	25%
Total Services and Supplies	1,214,780	1,532,389	590,918	1,511,478	1,095,561	(415,918)	-38%

Capital Outlay

Asset Acquisition/Improvement - 47	2,943	396,061	2,061	5,500	5,500	-	0%
Total Capital Outlay	2,943	396,061	2,061	5,500	5,500	-	0%

Indirect Cost Allocations

Administrative Credits - 46	(368,139)	(257,229)	(278,221)	(465,456)	(381,805)	83,651	-22%
Administrative Debits - 46	652,746	533,309	489,321	697,556	500,127	(197,429)	-39%
IS Charges - 46	47,340	145,013	273,151	241,072	180,155	(60,917)	-34%
Legal Charges - 46	125,914	229,874	88,472	100,000	80,000	(20,000)	-25%
General Liability Insurance - 46	42,660	58,684	83,920	70,963	66,379	(4,584)	-7%
Total Indirect Cost Allocations	500,520	709,651	656,643	644,135	444,856	(199,279)	-45%

Total

2,407,421	3,542,159	2,245,724	3,501,521	2,948,589	(552,933)	-19%
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EXPENDITURES BY PROGRAM

Development Services Planning - 461	861,887	1,213,389	699,065	996,113	748,193	(247,920)	-33%
Development Services Building - 462	1,035,536	1,113,151	956,255	1,372,181	1,355,889	(16,292)	-1%
Successor Agency to the Pinole Redevelopment - 463	261,330	324,147	167,916	251,177	-	(251,177)	-100%
Housing Administration - 464	50,199	558,818	61,863	278,881	275,867	(3,014)	-1%
Code Enforcement - 465	198,324	226,172	182,837	273,178	399,687	126,509	32%
Economic Development - 466	145	106,482	177,787	329,992	168,953	(161,039)	-95%
Total	2,407,421	3,542,159	2,245,724	3,501,521	2,948,589	(552,933)	-19%

Fiscal Year (FY) 2024/25 Operating and Capital Budget
Department Budgets – Community Development

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

EXPENDITURE SUMMARY

	FY 2021/22 Actual	FY 2022/23 Actual	FY 2023/24 Actual Thru Mar-24	FY 2023/24 Revised Budget	FY 2024/25 Proposed Budget	Prop to Rev \$ Change	Prop to Rev % Change
Personnel							
Salaries & Wages - 401	275,915	356,239	285,689	388,286	418,189	29,903	7%
Employee Benefits - 410	124,520	195,878	169,840	220,824	191,931	(28,893)	-15%
Total Salary & Benefits	400,436	552,117	455,529	609,110	610,120	1,010	0%
Services and Supplies							
Professional & Administrative Services - 42	460,915	692,470	251,419	483,094	266,232	(216,862)	-81%
Other Operating Expenses - 43	1,487	2,220	1,468	1,550	1,550	-	0%
Materials & Supplies - 44	651	831	1,645	1,500	1,500	-	0%
Total Services and Supplies	463,053	695,521	254,532	486,144	269,282	(216,862)	-81%
Capital Outlay							
Asset Acquisition/Improvement - 47	1,034	-	-	2,000	2,000	-	0%
Total Capital Outlay	1,034	-	-	2,000	2,000	-	0%
Indirect Cost Allocations							
Administrative Credits - 46121	(326,336)	(205,724)	(218,410)	(305,167)	(320,398)	(15,231)	5%
Administrative Debits - 46122	174,800	-	45,814	61,009	61,407	398	1%
IS Charges - 46124	462	(2,601)	33,246	13,299	8,621	(4,678)	-54%
Legal Charges - 46126	16,272	35,741	43,866	25,000	25,000	-	0%
General Liability Insurance - 46201	20,072	22,095	33,204	27,632	27,637	5	0%
Total Indirect Cost Allocations	(114,730)	(150,488)	(62,280)	(178,227)	(197,733)	(19,506)	10%
Total	749,792	1,097,149	647,781	919,027	683,669	(235,358)	-34%
GENERAL FUND - 100							
Professional & Administrative Services - 42	7,635	4,599	-	5,000	5,000	-	0%
Administrative Debits - 46122	57,077	61,351	7,844	11,713	12,148	435	4%
Total	64,712	65,951	7,844	16,713	17,148	435	3%
Housing Fund - 285							
Administrative Debits - 46122	47,382	50,289	43,440	60,373	47,376	(12,997)	-27%
Total	47,382	50,289	43,440	60,373	47,376	(12,997)	-27%

MAJOR NON-PERSONNEL EXPENSE DETAILS

	FY 2023/24	FY 2024/25
42101 Professional Services	\$ 404,350	\$ 184,488
Project Traffic Studies and CEQA Assistance	\$ 30,000	
Safety/EJ/Health Element Update	25,000	
Scanning/Archiving	50,000	
SEI Climate Corps Fellow (July-June, 12 months)	65,000	
System Administration/GIS (Comm Dev)	12,488	
Translation Services	2,000	

Fiscal Year (FY) 2024/25 Operating and Capital Budget
Department Budgets – Community Development

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

EXPENDITURE SUMMARY

	FY 2021/22 Actual	FY 2022/23 Actual	FY 2023/24 Actual Thru Mar-24	FY 2023/24 Revised Budget	FY 2024/25 Proposed Budget	Prop to Rev \$ Change	Prop to Rev % Change
Personnel							
Salaries & Wages - 401	275,915	356,239	285,689	388,286	418,189	29,903	7%
Employee Benefits - 410	124,520	195,878	169,840	220,824	191,931	(28,893)	-15%
Total Salary & Benefits	400,436	552,117	455,529	609,110	610,120	1,010	0%
Services and Supplies							
Professional & Administrative Services - 42	460,915	692,470	251,419	483,094	266,232	(216,862)	-81%
Other Operating Expenses - 43	1,487	2,220	1,468	1,550	1,550	-	0%
Materials & Supplies - 44	651	831	1,645	1,500	1,500	-	0%
Total Services and Supplies	463,053	695,521	254,532	486,144	269,282	(216,862)	-81%
Capital Outlay							
Asset Acquisition/Improvement - 47	1,034	-	-	2,000	2,000	-	0%
Total Capital Outlay	1,034	-	-	2,000	2,000	-	0%
Indirect Cost Allocations							
Administrative Credits - 46121	(326,336)	(205,724)	(218,410)	(305,167)	(320,398)	(15,231)	5%
Administrative Debits - 46122	174,800	-	45,814	61,009	61,407	398	1%
IS Charges - 46124	462	(2,601)	33,246	13,299	8,621	(4,678)	-54%
Legal Charges - 46126	16,272	35,741	43,866	25,000	25,000	-	0%
General Liability Insurance - 46201	20,072	22,095	33,204	27,632	27,637	5	0%
Total Indirect Cost Allocations	(114,730)	(150,488)	(62,280)	(178,227)	(197,733)	(19,506)	10%
Total	749,792	1,097,149	647,781	919,027	683,669	(235,358)	-34%
GENERAL FUND - 100							
Professional & Administrative Services - 42	7,635	4,599	-	5,000	5,000	-	0%
Administrative Debits - 46122	57,077	61,351	7,844	11,713	12,148	435	4%
Total	64,712	65,951	7,844	16,713	17,148	435	3%
Housing Fund - 285							
Administrative Debits - 46122	47,382	50,289	43,440	60,373	47,376	(12,997)	-27%
Total	47,382	50,289	43,440	60,373	47,376	(12,997)	-27%

MAJOR NON-PERSONNEL EXPENSE DETAILS

	FY 2023/24	FY 2024/25
42101 Professional Services	\$ 404,350	\$ 184,488
Project Traffic Studies and CEQA Assistance	\$ 30,000	
Safety/EJ/Health Element Update	25,000	
Scanning/Archiving	50,000	
SEI Climate Corps Fellow (July-June, 12 months)	65,000	
System Administration/GIS (Comm Dev)	12,488	
Translation Services	2,000	

Fiscal Year (FY) 2024/25 Operating and Capital Budget
Department Budgets – Community Development

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

EXPENDITURE SUMMARY

	FY 2021/22 Actual	FY 2022/23 Actual	FY 2023/24 Actual Thru Mar-24	FY 2023/24 Revised Budget	FY 2024/25 Proposed Budget	Prop to Rev \$ Change	Prop to Rev % Change
Personnel							
Salaries & Wages - 401	127,857	221,048	316,742	433,232	476,857	43,625	9%
Overtime - 402	67	1,019	1,767	5,815	6,400	585	9%
Employee Benefits - 410	41,226	72,318	112,595	153,446	158,650	5,204	3%
Total Salary & Benefits	169,150	294,385	431,104	592,493	641,907	49,414	8%
Services and Supplies							
Professional & Administrative Services - 42	701,670	569,655	164,174	471,248	381,563	(89,685)	-24%
Other Operating Expenses - 43	3,761	5,607	3,710	4,500	4,500	-	0%
Materials & Supplies - 44	-	323	325	1,500	1,500	-	0%
Total Services and Supplies	705,432	575,585	168,209	477,248	387,563	(89,685)	-23%
Capital Outlay							
Asset Acquisition/Improvement - 47	1,909	-	2,061	3,500	3,500	-	0%
Total Capital Outlay	1,909	-	2,061	3,500	3,500	-	0%
Indirect Cost Allocations							
Administrative Credits - 46121	(41,803)	(51,504)	(59,811)	(160,289)	(61,407)	98,882	-161%
Administrative Debits - 46122	124,977	112,096	137,947	198,073	176,275	(21,798)	-12%
IS Charges - 46124	46,415	142,418	227,778	214,475	166,113	(48,362)	-29%
Legal Charges - 46126	12,142	11,017	5,703	10,000	10,000	-	0%
General Liability Insurance - 46201	17,315	29,154	43,264	36,681	31,938	(4,743)	-15%
Total Indirect Cost Allocations	159,045	243,180	354,881	298,940	322,919	23,979	7%
Total	1,035,536	1,113,151	956,255	1,372,181	1,355,889	(16,292)	-1%

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2023/24	FY 2024/25
42101 Professional Services		\$ 438,675	\$ 348,990
Backfill Permit Tech (sick, backlog)	\$	22,100	
Building Inspection Services Backfill (sick, vacation)		20,400	
Building Official Backfill (sick, vacation)		28,900	
Contract Plan Check - Phase 2 Appian Village		60,102	
Contract Plan Check- Pinole Shores II		38,000	
Contract Plan Check- Other Routine		65,000	
Rental Inspection Services		50,000	
Scanning/Archiving		50,000	
System Administration/GIS (Comm Dev)		12,488	
Translation Services		2,000	
42106 Software Maintenance		\$ 8,888	\$ 8,888
BlueBeam Annual Maintenance	\$	3,800	
Green Halo (Waste Tracking)		3,288	
R.S. Means (Valuation)		1,800	

Fiscal Year (FY) 2024/25 Operating and Capital Budget
Department Budgets – Community Development

42107 Equipment Maintenance		\$ 1,000	\$ 1,000
Equipment and vehicle maintenance	\$ 1,000		
42108 Building-Structure Maintenance		\$ 1,000	\$ 1,000
42201 Office Expense		\$ 3,000	\$ 3,000
Miscellaneous Office Expenses	3000		
4230X Travel and Training		\$ 10,875	\$ 10,875
42301 CALBO Business Meeting (March)	\$ 695		
42301 CALBO Education Week (August)	2,580		
42301 Other Educational/Training	2,500		
42301 Permit Tech Certification	300		
42302 CALBO Business Meeting Air & Hotel	1,000		
42302 CALBO Education Week Hotel	3,000		
42302 CALBO Education Week Parking and Mileage	400		
42303 Travel and Training/Meal Allowance	400		
42401 Memberships		\$ 730	\$ 730
California Building Officials (CALBO)	\$ 215		
Electrical Inspectors IAEI	120		
Mechanical and Plumbing Officials (IAMPO)	70		
ICC (General & Local)	325		
42402 Subscriptions		\$ 2,080	\$ 2,080
CALDAG (AD) Publication	\$ 80		
Construction Costing Publications	500		
Misc. Publications for new codes	1,000		
Permit Tech Publications	500		
42501 Bank Fees		\$ 5,000	\$ 5,000
Credit card charges	\$ 5,000		
42514 Special Department Expense		\$ -	\$ -
Updates of the assessor parcel information	\$ -		
Blueprints and permits to be scanned.	-		
Total Professional/Administrative Services			\$ 381,563
4310X Utilities		\$ 4,500	\$ 4,500
PG&E	\$ 4,000		
EBMUD	500		
44410 Safety Clothing		\$ 1,500	\$ 1,500
Clothing/Uniforms	\$ 1,000		
Small tools	\$ 500		
47107 Furniture		\$ 2,000	\$ 2,000
Ergonomic Chairs	\$ 1,000		
Standing Desk	1,000		
47106 Computer Equipment (not-capitalized)		\$ 1,500	\$ 1,500
Tablet for Inspector	\$ 1,500		

Fiscal Year (FY) 2024/25 Operating and Capital Budget
Department Budgets – Community Development

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

EXPENDITURE SUMMARY

	FY 2021/22 Actual	FY 2022/23 Actual	FY 2023/24 Actual Thru Mar-24	FY 2023/24 Revised Budget	FY 2024/25 Proposed Budget	Prop to Rev \$ Change	Prop to Rev % Change
Services and Supplies							
Professional & Administrative Services - 42	25,507	76,932	11,513	25,100	-	(25,100)	-100%
Other Operating Expenses - 43	-	-	-	-	-	-	0%
Total Services and Supplies	25,507	76,932	11,513	25,100	-	(25,100)	-100%
Indirect Cost Allocations							
Administrative Debits - 46122	162,116	177,758	141,093	206,077	-	(206,077)	-100%
Legal Charges - 46126	73,708	69,457	15,310	20,000	-	(20,000)	-100%
Total Indirect Cost Allocations	235,823	247,215	156,402	226,077	-	(226,077)	-100%
Total	261,330	324,147	167,916	251,177	-	(251,177)	-100%

MAJOR NON-PERSONNEL EXPENSE DETAILS

	FY 2023/24	FY 2024/25
42101 Professional Services	\$ 25,100	\$ -
Amerinational Loan Servicing	\$ -	
Auditing Services	-	
Bond Indenture Fees	-	
HDL Financial Reporting	-	

Fiscal Year (FY) 2024/25 Operating and Capital Budget
Department Budgets – Community Development

HOUSING ASSETS FUND - 285
HOUSING ADMINISTRATION - 464

EXPENDITURE SUMMARY

	FY 2021/22 Actual	FY 2022/23 Actual	FY 2023/24 Actual Thru Mar-24	FY 2023/24 Revised Budget	FY 2024/25 Proposed Budget	Prop to Rev \$ Change	Prop to Rev % Change
Services and Supplies							
Professional & Administrative Services - 42	(27)	38,693	19,198	200,871	200,871	-	0%
Other Operating Expenses - 43	1,234	1,844	1,220	2,100	2,100	-	0%
Total Services and Supplies	1,207	40,538	20,418	202,971	202,971	-	0%
Indirect Cost Allocations							
Administrative Debits - 46122	44,591	48,001	37,230	55,910	52,896	(3,014)	-6%
Legal Charges - 46126	4,401	74,219	4,216	20,000	20,000	-	0%
Asset Acquisition/Improvement - 47	-	396,061	-	-	-	-	0%
Total Indirect Cost Allocations	48,992	518,281	41,446	75,910	72,896	(3,014)	-4%
Total	50,199	558,818	61,863	278,881	275,867	(3,014)	-1%

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2023/24	FY 2024/25
42101 Professional Services		\$200,871	\$200,871
Affordable Housing Loan Coordination (resale/refi)	\$	8,000	
Affordable Housing NOFA		88,645	
Compliance Monitoring (23-24)		37,001	
Housing Asset Fund Policy Development		5,000	
Housing Fund Consultation Services		5,500	
Housing Successor Annual Report		6,725	
Nexus Study- In-Lieu Fee - Inclusionary Hsg		50,000	
4310X Utilities		\$ 2,100	\$ 2,100
PG&E	\$	2,000	
EBMUD		100	

Fiscal Year (FY) 2024/25 Operating and Capital Budget
Department Budgets – Community Development

GENERAL FUND - 100
CODE ENFORCEMENT - 465





EXPENDITURE SUMMARY

	FY 2021/22 Actual	FY 2022/23 Actual	FY 2023/24 Actual Thru Mar-24	FY 2023/24 Revised Budget	FY 2024/25 Proposed Budget	Prop to Rev \$ Change	Prop to Rev % Change
Personnel							
Salaries & Wages - 401	96,496	34,142	64,688	87,350	96,292	8,942	9%
Overtime - 402	106	3,756	10,687	6,102	6,663	561	8%
Employee Benefits - 410	22,989	19,658	34,094	45,353	47,690	2,337	5%
Total Salary & Benefits	119,592	57,556	109,469	138,805	150,645	11,840	8%
Services and Supplies							
Professional & Administrative Services - 42	11,507	116,230	30,428	83,145	108,783	25,638	24%
Materials & Supplies - 44	439	409	430	2,500	4,333	1,833	42%
Total Services and Supplies	11,947	116,639	30,859	85,645	113,116	27,471	24%
Indirect Cost Allocations							
Administrative Debits - 46122	41,803	-	3,551	3,779	98,701	94,922	96%
IS Charges - 46124	462	5,196	12,127	13,299	5,421	(7,878)	-145%
Legal Charges - 46126	19,247	39,347	19,378	25,000	25,000	-	0%
General Liability Insurance - 46201	5,273	7,435	7,453	6,650	6,804	154	2%
Total Indirect Cost Allocations	66,786	51,977	42,509	48,728	135,926	87,198	64%
Total	198,324	226,172	182,837	273,178	399,687	126,509	32%

MAJOR NON-PERSONNEL EXPENSE DETAILS

	FY 2023/24	FY 2024/25
42101 Professional Services	\$ 41,350	\$ 53,488
Seasonal Weed Abatement	\$ 36,000	
Show Cause Hearings	3,000	
System Administration/GIS (Comm Dev)	12,488	
Translation Services	2,000	
4220X Office Expense	\$ 6,500	\$ 21,000
42201 Misc. Office Expense	\$ 1,000	
42202 Fire Seasonal Postcard	5,000	
42202 General Educational Materials	5,000	
42202 Tobacco-Education Related (Grant Funded)	10,000	
4230X Travel & Training	\$ 4,700	\$ 3,700
42301 CACEO/ICC/CEOSF	\$ 1,500	
42302 Mileage Air & Hotel	2,000	
42303 Meal Allowance	200	

Fiscal Year (FY) 2024/25 Operating and Capital Budget
Department Budgets – Community Development

42401 Memberships		\$ 595		\$ 595
CACEO Membership	\$ 95			
ICC and CEOSF	500			
42512 Abatement		\$ 30,000		\$ 30,000
Abatement Services	\$ 30,000			
44301 Fuel		\$ 2,000		\$ 2,000
	\$ 2,000			
44410 Safety Clothing		\$ 500		\$ 2,333
Body Worn Cammera	\$ 1,333			
Safety Clothing	500			
Small tools	500			

Fiscal Year (FY) 2024/25 Operating and Capital Budget
Department Budgets – Community Development

GENERAL FUND - 100
ECONOMIC DEVELOPMENT - 466

EXPENDITURE SUMMARY

	FY 2021/22 Actual	FY 2022/23 Actual	FY 2023/24 Actual Thru Mar-24	FY 2023/24 Revised Budget	FY 2024/25 Proposed Budget	Prop to Rev \$ Change	Prop to Rev % Change
Services and Supplies							
Professional & Administrative Services - 42	-	22,575	105,387	209,370	97,629	(111,741)	-114%
Materials & Supplies - 44	-	-	-	-	-	-	0%
Total Services and Supplies	-	22,575	105,387	209,370	97,629	(111,741)	-114%
Indirect Cost Allocations							
Administrative Debits - 46122	-	83,814	72,401	100,622	51,324	(49,298)	-96%
IS Charges - 46124	-	-	-	-	-	-	0%
Legal Charges - 46126	145	93	-	-	-	-	0%
General Liability Insurance - 46201	-	-	-	-	-	-	0%
Total Indirect Cost Allocations	145	83,907	72,401	100,622	51,324	(49,298)	-96%
Total	145	106,482	177,787	309,992	148,953	(161,039)	-108%
MEASURE S - 2014 FUND - 106							
Professional & Administrative Services - 42	-	-	-	20,000	20,000	-	0%
Total	-	-	-	20,000	20,000	-	0%

MAJOR NON-PERSONNEL EXPENSE DETAILS

	FY 2023/24	FY 2024/25
42101 Professional Services	\$ 199,416	\$ 75,975
Economic Development - Staff Support	\$ 60,975	
Economic Development Strategy-Final Branding	10,000	
Meeting/Workshop/Mixers	5,000	
4230X Travel and Training	\$ 1,595	\$ 1,595
42301 CALED Annual Training Conference Registration	\$ 595	
42302 CALED Air/Hotel	1,000	
42401 Memberships	\$ 6,259	\$ 8,059
CALED Annual Membership	\$ 350	
Chamber of Commerce Community Champion Sponsorship	2,500	
East Bay EDA	3,409	
Inter'l Council of Shopping Centers	1,800	
42403 Advertising	\$ 2,100	\$ 12,000
Advertising (general and industry-specific)	\$ 2,000	
Marketing Materials	5,000	
Printing & Postage	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	
<i>(Moved from Planning Division FY23/24)</i>		

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
- 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 will coordinate closely with the City departments that host their own community events.

The Recreation Division contains six subdivisions: Parks and Recreation Administration; Senior Center; Youth Center; Tiny Tots; Swim Center; and Tennis Court and Memorial Hall. The Parks and Recreation Administration subdivision provides management and coordination of all Parks and Recreation Division activities, including park rules and policies, park permits and reservations, and park planning. Through the Tiny Tots, Youth Center, and Senior Center, the division offers recreational and enrichment programs and events for all age groups. Tiny Tots is a preschool program with a dedicated facility that provides a high-quality recreational, social, and educational experience for children ages 3 1/2 to 5 years. The Youth Center provides a variety of enrichment classes, sports, 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.

The Library and Animal Services Division oversees the agreements that the City has with the County Library and County Animal Services through which the County provides library and animal services in Pinole. 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 2023/24 Key Accomplishments

Baseline Work (Including Staff-Initiated Special Projects)

- Coordinated and expanded annual community events, such as the summer movies and music in the park, egg hunt, community service day, United Against Hate Week, tree lighting and hosting youth games at the National Night Out.
- Implemented two new events, Earth Day and Pride celebration.
- Finalized a contract agreement with the Pinole Seals for operation and management of the swim center.

- Expanded the Holiday Craft Fair to host 50 vendors throughout the entire Senior Center facility. The fair had the largest attendance seen with over 300 people present.
- Resumed day trips and long-distance travel at the Pinole Senior Center.
- Completed the installation of a brand-new commercial dishwasher and steamer in conjunction with the modernization of the Senior Center kitchen.
- Expanded partnership with the Contra Costa and Solano Food Bank to provide a Senior Food Program.
- The Anti-Tobacco Recreation Coordinator position was filled.
- Implementation of a Youth Anti-Tobacco Program
- Recruited seven youth ambassadors from the Pinole schools who will provide on-the-ground leadership in their schools regarding the importance of tobacco-free living.
- Implementation of new youth programs due to recruitment of new instructors.
- The Tiny Tots program implemented four successful sessions at full capacity.
- Finalized contracts with user groups

Capital Improvement Plan (CIP) Projects

- The Parks Master Plan was completed and adopted.

Other Council-Directed Special Projects

- Coordinated additional City-coordinated community events.
- Began work on the creation of a public art program/City mural program update.
- Conducted research on additional food security and recovery activities.

FY 2024/25 Key Priorities and Projects

Baseline Work (Including Staff-Initiated Special Projects)

- Complete implementation plan for the Park Master Plan.
- Update Park Rules signage
- Continue partnership with the Contra Costa and Solano Food Bank to provide food resources to the community.
- Fill vacant positions throughout the department.
- Review and update facility rental policies and procedures.
- Reopen recreation facilities for private event rentals.
- Continue to review and expand community events to increase participation.
- Create, with Community Development, a public art program and City mural program update.
- Resume special luncheons at the Senior Center.
- Apply and secure grant funding for the anti-tobacco program.
- Increase youth programming in partnership with the local schools.

- Implement and expand summer events such as Pride/Juneteenth. Fourth of July, Senior Center Summer Craft Fair, concerts, and movies in the park.

Capital Improvement Plan (CIP) Projects

- Senior Center Modernization Projects

Other Council-Directed Special Projects

- Coordinate additional City-coordinated community events including the Fourth of July celebration.
- Complete work on a public art program/City mural program update

Significant Special Projects for FY 2025/26 through FY 2028/29

- Create a plan for implementation of the Parks Master Plan projects.
- The Recreation Division will review and evaluate the current and future activities and services of the Recreation Division to identify new mechanisms for all age groups.
- Complete a staffing and services analysis
- The Senior Center will have two major renovation projects. The projects will include the replacement of the floor in the main hall and the replacement of some outdated appliances in the kitchen.

Major Changes in FY 2024/25 Budget

The Community Services Department budget for FY 2024/25 does not include any significant changes relative to the FY 2023/24 budget.

Position Summary

Position	2020/21	2021/22	2022/23	2023/24	2024/25
Community Services Director	0.00	1.00	1.00	1.00	1.00
Recreation Manager	1.00	1.00	1.00	1.00	1.00
Food Services Specialist	0.00	0.00	0.00	0.00	0.75
Cook, <i>part-time/regular</i>	0.75	0.75	0.75	0.75	0.00
Recreation Coordinator	2.60	2.60	3.50	3.50	3.50
Recreation Leader	2.88	2.88	2.88	2.88	3.51
Recreation Leader (Tiny Tots)	1.13	1.13	1.13	1.13	0.00
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	2.00
Total	11.51	12.51	13.41	13.41	13.41

*Pinole Community Television Staff moved to the City Manager's division effective FY 2024/25.

Fiscal Year (FY) 2024/25 Operating and Capital Budget
Department Budgets – Community Services

COMMUNITY SERVICES BUDGET SUMMARY

	FY 2021/22 Actual	FY 2022/23 Actual	FY 2023/24 Actual Thru Mar-24	FY 2023/24 Revised Budget	FY 2024/25 Proposed Budget	Prop to Rev \$ Change	Prop to Rev % Change
REVENUE / FUNDING SOURCE							
General Fund - 100	253,414	352,653	123,240	395,886	426,865	30,979	7%
Measure S 2014 - 106	19,215	12,600	739	25,850	15,300	(10,550)	-69%
Recreation Fund - 209	1,357,715	1,575,075	1,365,317	2,267,867	2,372,756	104,889	4%
Total	1,630,344	1,940,328	1,489,296	2,689,603	2,814,921	125,318	4%

EXPENDITURES BY CATEGORY

Personnel

Salaries & Wages - 401	641,235	605,263	539,877	861,870	949,473	87,603	9%
Overtime - 402	0	51	0	0	0	-	0%
Employee Benefits - 410	234,216	235,608	235,090	315,516	394,719	79,203	20%
Total Personnel	875,451	840,923	774,968	1,177,386	1,344,192	166,806	12%

Services and Supplies

Professional & Administrative							
Services - 42	460,485	736,398	405,482	971,609	892,169	(79,440)	-9%
Other Operating Expenses - 43	186,076	238,907	152,253	242,402	241,632	(770)	0%
Materials & Supplies - 44	5,114	4,714	7,155	7,113	7,261	148	2%
Total Services and Supplies	651,674	980,019	564,891	1,221,124	1,141,062	(80,062)	-7%

Capital Outlay

Asset Acquisition/Improvement - 47	64,830	14,639	21,529	130,294	134,800	4,506	3%
Total Capital Outlay	64,830	14,639	21,529	130,294	134,800	4,506	3%

Indirect Cost Allocations

Administrative Credits - 46	(87,037)	(46,326)	(16,324)	(25,967)	-	183,931	100%
Administrative Debits - 46	22,151	24,836	-	-	-	(183,931)	-100%
IS Charges - 46	55,886	70,113	61,834	117,529	131,321	13,792	11%
Legal Charges - 46	1,836	7,057	9,830	1,750	1,750	-	0%
General Liability Insurance - 46	45,553	49,067	72,660	67,487	61,796	(5,691)	-9%
Total Indirect Cost Allocations	38,389	104,748	128,000	160,799	194,867	8,101	4%

Total	1,630,344	1,940,328	1,489,387	2,689,603	2,814,921	125,318	4%
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EXPENDITURES BY PROGRAM

Recreation Administration - 551	785,893	890,764	522,966	944,860	891,233	(53,627)	-6%
Senior Center - 552	418,749	513,092	403,547	653,493	663,944	10,451	2%
Tiny Tots - 553	141,106	159,932	148,260	210,954	272,731	61,777	23%
Youth Center - 554	137,228	183,132	158,788	333,016	358,107	25,091	7%
Swim Center - 557	137,822	181,576	132,674	194,994	205,540	10,546	5%
Memorial Hall - 558	5,162	7,282	1,799	-	-	-	0%
Tennis - 559	4,385	4,550	(741)	-	-	-	0%
Library Services - 560	-	-	-	182,585	202,430	19,845	10%
Animal Control Services - 561	-	-	122,003	169,701	220,935	51,234	23%
Total	1,630,344	1,940,328	1,489,296	2,689,603	2,814,921	125,318	4%

Fiscal Year (FY) 2024/25 Operating and Capital Budget
Department Budgets – Community Services

COMMUNITY SERVICES BUDGET SUMMARY

	FY 2021/22 Actual	FY 2022/23 Actual	FY 2023/24 Actual Thru Mar-24	FY 2023/24 Revised Budget	FY 2024/25 Proposed Budget	Prop to Rev \$ Change	Prop to Rev % Change
REVENUE / FUNDING SOURCE							
General Fund - 100	253,414	352,653	123,240	395,886	426,865	30,979	7%
Measure S 2014 - 106	19,215	12,600	739	25,850	15,300	(10,550)	-69%
Recreation Fund - 209	1,357,715	1,575,075	1,365,317	2,267,867	2,372,756	104,889	4%
Total	1,630,344	1,940,328	1,489,296	2,689,603	2,814,921	125,318	4%
EXPENDITURES BY CATEGORY							
Personnel							
Salaries & Wages - 401	641,235	605,263	539,877	861,870	949,473	87,603	9%
Overtime - 402	0	51	0	0	0	-	0%
Employee Benefits - 410	234,216	235,608	235,090	315,516	394,719	79,203	20%
Total Personnel	875,451	840,923	774,968	1,177,386	1,344,192	166,806	12%
Services and Supplies							
Professional & Administrative							
Services - 42	460,485	736,398	405,482	971,609	892,169	(79,440)	-9%
Other Operating Expenses - 43	186,076	238,907	152,253	242,402	241,632	(770)	0%
Materials & Supplies - 44	5,114	4,714	7,155	7,113	7,261	148	2%
Total Services and Supplies	651,674	980,019	564,891	1,221,124	1,141,062	(80,062)	-7%
Capital Outlay							
Asset Acquisition/Improvement - 47	64,830	14,639	21,529	130,294	134,800	4,506	3%
Total Capital Outlay	64,830	14,639	21,529	130,294	134,800	4,506	3%
Indirect Cost Allocations							
Administrative Credits - 46	(87,037)	(46,326)	(16,324)	(25,967)	-	183,931	100%
Administrative Debits - 46	22,151	24,836	-	-	-	(183,931)	-100%
IS Charges - 46	55,886	70,113	61,834	117,529	131,321	13,792	11%
Legal Charges - 46	1,836	7,057	9,830	1,750	1,750	-	0%
General Liability Insurance - 46	45,553	49,067	72,660	67,487	61,796	(5,691)	-9%
Total Indirect Cost Allocations	38,389	104,748	128,000	160,799	194,867	8,101	4%
Total	1,630,344	1,940,328	1,489,387	2,689,603	2,814,921	125,318	4%
EXPENDITURES BY PROGRAM							
Recreation Administration - 551	785,893	890,764	522,966	944,860	891,233	(53,627)	-6%
Senior Center - 552	418,749	513,092	403,547	653,493	663,944	10,451	2%
Tiny Tots - 553	141,106	159,932	148,260	210,954	272,731	61,777	23%
Youth Center - 554	137,228	183,132	158,788	333,016	358,107	25,091	7%
Swim Center - 557	137,822	181,576	132,674	194,994	205,540	10,546	5%
Memorial Hall - 558	5,162	7,282	1,799	-	-	-	0%
Tennis - 559	4,385	4,550	(741)	-	-	-	0%
Library Services - 560	-	-	-	182,585	202,430	19,845	10%
Animal Control Services - 561	-	-	122,003	169,701	220,935	51,234	23%
Total	1,630,344	1,940,328	1,489,296	2,689,603	2,814,921	125,318	4%

Fiscal Year (FY) 2024/25 Operating and Capital Budget
Department Budgets – Community Services

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2023/24	FY 2024/25
42101 Professional Services		\$ 1,636	\$ 1,181
Broadcast Music/ASCAP Services	\$ 1,181		
42201 Office Expense		\$ 800	\$ 1,500
Office Supplies	\$ 1,500		
4230X Travel, Training & Meeting Costs		\$ 7,500	\$ 13,300
Travel & Training/Conf-Registration	\$ 6,500		
Travel & Training/Mileage, Air	6,000		
Travel & Training/Meal Allowance	800		
42401 Memberships		\$ 1,030	\$ 1,030
CPRS Memberships (2)	\$ 330		
NRPA Membership	700		
42501 Bank Fees		\$ 750	\$ 750
42514 Special Department Expense		\$ 110,546	\$ 34,955
Community Services Commission Broadcast Fee	\$ 16,200		
Event/Outreach Materials	2,000		
Postage Machine	100		
Recreation Activity Guide, Summer Postcard	11,000		
Staff T-Shirts	4,000		
Tobacco Grant Administrative Costs	1,655		
42515 Special Events		\$ 144,800	\$ 100,550
Centenarian Program	\$ 3,000		
City's Support to the Annual Car Show	30,000		
Community Events Organized by Private Groups	5,000		
Community Service Day	2,000		
Earth Day	5,000		
Expenses for Movies and Sounds in the Park	12,000		
Marketing and Additional Event Expenses	4,000		
Other City events	12,800		
Other related expenses for events or Commissions	500		
Pride Event	14,000		
Tobacco Grant Community Events	2,250		
Tree Lighting	7,000		
United Against Hate Week	3,000		

General Fund 100

42101 Professional Services		\$ 40,100	\$ -
Mural maintenance	\$ -		
42511 Equipment Rent		\$ 3,500	\$ 3,500
Restroom Services Farmers Market & PVP	\$ 3,500		

Fiscal Year (FY) 2024/25 Operating and Capital Budget
Department Budgets – Community Services

RECREATION FUND - 209
SENIOR CENTER - 552

EXPENDITURE SUMMARY

	FY 2021/22 Actual	FY 2022/23 Actual	FY 2023/24 Actual Thru Mar-24	FY 2023/24 Revised Budget	FY 2024/25 Proposed Budget	Prop to Rev \$ Change	Prop to Rev % Change
Personnel							
Salaries & Wages - 401	124,687	136,145	113,954	197,545	223,357	25,812	12%
Overtime - 402	-	51	-	-	-	-	0%
Employee Benefits - 410	51,260	58,315	53,679	71,041	77,485	6,444	8%
Total Personnel	175,947	194,511	167,632	268,586	300,842	32,256	11%
Services and Supplies							
Professional & Administrative Services - 42	23,444	102,225	65,160	70,447	74,654	4,207	6%
Other Operating Expenses - 43	144,819	188,366	129,678	199,856	195,976	(3,880)	-2%
Materials & Supplies - 44	649	214	3,418	2,711	2,711	-	0%
Total Services and Supplies	168,912	290,806	198,256	273,014	273,341	327	0%
Capital Outlay							
Asset Acquisition/Improvement - 47	44,443	483	19,985	94,500	74,500	(20,000)	-27%
Total Capital Outlay	44,443	483	19,985	94,500	74,500	(20,000)	-27%
Indirect Cost Allocations							
Legal Charges - 46126	126	3,238	781	500	500	-	0%
General Liability Insurance - 46201	10,170	11,454	16,893	16,893	14,761	(2,132)	-14%
Total Indirect Cost Allocations	10,296	14,692	17,674	17,393	15,261	(2,132)	-14%
Transfers Out - 49901	-	-	-	-	-	-	0%
Total	399,599	500,492	403,547	653,493	663,944	10,451	2%
MEASURE S - 2014 FUND - 106							
Professional & Administrative Services - 42	0	531	0				
Asset Acquisition/Improvement - 47	19,150	12,069	-	-	-	-	0%
Total	19,150	12,600	-	-	-	-	0%

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2023/24	FY 2024/25
42101 Professional Services		\$ 4,155	\$ 4,155
CPRP	\$ 455		
Staff Training	700		
Volunteer Appreciation (2)	2,000		
WCCUSD Transition Program	1,000		
42107 Equipment Maintenance		\$ 5,150	\$ 5,150
Fire Extinguisher Maintenance	\$ 650		
Other Maintenance (fire sprinklers, sandwich bar)	1,000		
Pool Table Maintenance	1,500		
Refrigerator/freezer maintenance	2,000		

Fiscal Year (FY) 2024/25 Operating and Capital Budget
Department Budgets – Community Services

42108 Maintenance Structure/Imp		\$ 40,000	\$ 44,208
Electrical Supplies	\$ 800		
HVAC Service	5,000		
Janitorial	27,084		
Key Pad/Alarm Service	1,824		
Landscape Maintenance	4,684		
Pest Control Services	816		
Plumbing Supplies	1,000		
Sanitary/Cleaning Supplies	3,000		
42201 Office Expense		\$ 1,200	\$ 1,200
Office supplies, paper flyers, and tickets	\$ 1,200		
4230X Travel & Training		\$ 3,945	\$ 3,945
Annual Conferences and Trainings	\$ 1,000		
Travel & Training/Mileage, Air	2,600		
Travel & Training/Meal Allowance	345		
42401 Memberships		\$ 286	\$ 286
CPRS Membership	\$ 165		
Sams Club	121		
42501 Bank Fee		\$ 2,400	\$ 2,400
42510 Software Purchase		\$ -	\$ -
Zoom	\$ -		
42514 Special Department Expense		\$ 311	\$ 311
Inspection fees	\$ 311		
42515 Special Events		\$ 13,000	\$ 13,000
Crab Feed	\$ 10,000		
Dance Program	1,000		
Holiday Craft Fair	250		
Misc. Events	1,500		
Summer Craft Fair	250		
Total Professional/Administrative Services			\$ 74,654
4310X Utilities		\$ 62,000	\$ 62,000
Gas and Electric	\$ 47,000		
Water	15,000		
4320X Taxes		\$ 10,756	\$ 10,756
Taxes/Property Tax	\$ 10,756		
43802 Class Fees		\$ 20,600	\$ 15,000
Instructor Fees	\$ 15,000		
43803 Personal Service		\$ 500	\$ 500
WestCat tickets (reimbursed when sold)	\$ 500		
43804 Food Program		\$ 65,000	\$ 65,000
Food Expense	\$ 50,160		
Kitchen Maintenance	13,400		
Snack Bar	1,440		

Fiscal Year (FY) 2024/25 Operating and Capital Budget
Department Budgets – Community Services

43805 Travel		\$ 15,000	\$ 16,000
American Stage Tour Payment	\$ 8,000		
Premier Tour Payment	8,000		

43808 Gift Shop Sales		\$ 780	\$ 1,500
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43809 Newsletter		\$ 8,540	\$ 8,540
Monthly Newsletter	\$ 5,000		
Newsletter monthly postage	3,240		
Newsletter annual bulk mail	300		

43810 Center Maintenance		\$ 9,200	\$ 9,200
Center deep clean	\$ 600		
Kitchen janitorial service (12)	4,860		
Misc. center maintenance	2,540		
Trap Service	1,200		

43811 Supplies		\$ 2,500	\$ 2,500
Misc. Program Supplies & PPE	\$ 2,500		

43813 Membership Events		\$ 4,980	\$ 4,980
	\$ 4,980		

Total Other Operating Expenses **\$ 195,976**

44304 Permit Fee		\$ 1,711	\$ 1,711
Health Permit	\$ 1,711		

44306 Maintenance Supplies		\$ 1,000	\$ 1,000
	\$ 1,000		

4710X Furniture Fixtures & Equipment		\$ 22,500	\$ 2,500
47101 SC Renovation Project: Kitchen Equipment Replacement (<i>carryforward</i>)	\$ -		
47105 Other Misc. Equipment	1,000		
47105 2 Laptops and Scanner for Front Desk	1,500		

47201 Improvements/Building		\$ 72,000	\$ 72,000
SC Renovation Project: Main Hall Flooring (<i>carryforward</i>)	\$ 72,000		

Fiscal Year (FY) 2024/25 Operating and Capital Budget
Department Budgets – Community Services

RECREATION FUND - 209
TINY TOTS - 553

EXPENDITURE SUMMARY

	FY 2021/22 Actual	FY 2022/23 Actual	FY 2022/23 Actual Thru Mar-24	FY 2023/24 Revised Budget	FY 2024/25 Proposed Budget	Prop to Rev \$ Change	Prop to Rev % Change
Personnel							
Salaries & Wages - 401	77,821	88,594	76,568	108,102	120,778	12,676	10%
Overtime - 402	-	-	-	-	-	-	0%
Employee Benefits - 410	31,413	39,753	42,279	42,485	82,895	40,410	49%
Total Personnel	109,235	128,347	118,847	150,587	203,673	53,086	26%
Services and Supplies							
Professional & Administrative Services - 42	21,540	20,893	17,859	30,242	30,516	274	1%
Other Operating Expenses - 43	4,947	2,734	1,461	5,086	5,386	300	6%
Materials and Supplies - 44	97	204	85	100	100	-	0%
Total Services and Supplies	26,584	23,831	19,405	35,428	36,002	574	2%
Capital Outlay							
Asset Acquisition/Improvement - 47	-	2,087	424	200	10,000	9,800	98%
Total Capital Outlay	-	2,087	424	200	10,000	9,800	98%
Indirect Cost Allocations							
Legal Charges - 46126	240	-	207	250	250	-	0%
General Liability Insurance - 46201	5,047	5,667	8,639	8,639	7,506	(1,133)	-15%
Total Indirect Cost Allocations	5,287	5,667	8,845	8,889	7,756	(1,133)	-15%
Total	141,106	159,932	147,521	195,104	257,431	62,327	24%
MEASURE S - 2014 FUND - 106							
Asset Acquisition/Improvement - 47	-	-	739	15,850	15,300	(550)	-4%
Total	-	-	739	15,850	15,300	(550)	-4%

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2023/24	FY 2024/25
42107 Equipment Maintenance		\$ 300	\$ 300
Copier and other equipment maintenance	\$ 300		
42108 Maintenance Structure/Imp		\$ 16,396	\$ 16,670
Alarm Monitoring	\$ 1,300		
Building Maintenance	500		
Countertops	1,000		
HVAC Maintenance	300		
Janitorial (3 times weekly and annual deep clean)	6,360		
Landscape Maintenance	2,472		
Pest Control	388		
Playground Wood Chip Refreshment (Spring)	3,900		
Sanitary Supplies & PPE	450		

Fiscal Year (FY) 2024/25 Operating and Capital Budget
Department Budgets – Community Services

42201 Office Expense	\$	1,500	▼	\$	1,500
Toner, ink, other office supplies	\$	1,500			

4230X Travel & Training	\$	2,900	▼	\$	2,900
Annual Conferences and Trainings	\$	600			
CPRS Airfare		600			
CPRS Hotel		1,400			
Travel & Training/Meal Allowance		300			

42401 Memberships	\$	234	▼	\$	234
CPRS Membership	\$	165			
NAEYC Membership		69			

42501 Bank Fees	\$	4,200		\$	4,200
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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 ▼ **\$ 30,516**

4310X Utilities	\$	1,400	▼	\$	1,700
Gas and Electric	\$	1,500			
Water		200			

43201 Property Tax	\$	3,686		\$	3,686
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44306 Maintenance Supplies	\$	100	▼	\$	100
Misc. Maintenance Supplies	\$	100			

4710X Furniture Fixtures & Equipment	\$	200	▼	\$	10,000
42101 Alarm System Upgrade	\$	10,000			

MEASURE S - 2014 FUND - 106

47103 FF&E/Furniture	\$	2,950	▼	\$	2,400
Tiny Tots outdoor shade (<i>carryforward</i>)	\$	2,400			

47201 Improvements/Building	\$	12,900	▼	\$	12,900
Restroom Walls/Floor Repair/Replace (<i>carryforward</i>)	\$	11,000			
Tiny Tots Countertop (<i>carryforward</i>)		1,900			

Fiscal Year (FY) 2024/25 Operating and Capital Budget
Department Budgets – Community Services

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

EXPENDITURE SUMMARY

	FY 2021/22 Actual	FY 2022/23 Actual	FY 2023/24 Actual Thru Mar-24	FY 2023/24 Revised Budget	FY 2024/25 Proposed Budget	Prop to Rev \$ Change	Prop to Rev % Change
Personnel							
Salaries & Wages - 401	61,650	79,409	71,212	184,110	201,102	16,992	8%
Overtime - 402	-	-	-	-	-	-	0%
Employee Benefits - 410	38,431	43,291	41,538	57,948	61,668	3,720	6%
Total Personnel	100,082	122,700	112,751	242,058	262,770	20,712	8%
Services and Supplies							
Professional & Administrative Services - 42	18,934	32,116	25,881	50,972	54,577	3,605	7%
Other Operating Expenses - 43	6,841	15,780	3,736	12,460	10,270	(2,190)	-21%
Materials & Supplies - 44	271	1,508	119	1,552	1,700	148	9%
Total Services and Supplies	26,046	49,404	29,735	64,984	66,547	1,563	2%
Capital Outlay							
Asset Acquisition/Improvement - 47	1,152	-	381	-	15,000	15,000	100%
Total Capital Outlay	1,152	-	381	-	15,000	15,000	100%
Indirect Cost Allocations							
Administrative Credits - 46121	(22,151)	(24,836)	-	-	-	-	0%
Administrative Debits - 46122	22,151	24,836	-	-	-	-	0%
Legal Charges - 46126	-	420	177	500	500	-	0%
General Liability Insurance - 46201	9,884	10,609	15,744	15,474	13,290	(2,184)	-16%
Total Indirect Cost Allocations	9,884	11,029	15,921	15,974	13,790	(2,184)	-16%
Total	137,163	183,132	158,788	323,016	358,107	35,091	10%
MEASURE S - 2014 FUND - 106							
Asset Acquisition/Improvement - 47	65	-	-	10,000	-	(10,000)	0%
Total	65	-	-	10,000	-	(10,000)	0%

Consolidated Day Camp Division effective FY23/24

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2023/24	FY 2024/25
42101 Professional Services		\$ 5,880	\$ 5,760
Youth Camp Instructors	\$ 5,760		
42107 Equipment Maintenance		\$ 1,300	\$ 1,300
Other Vehicle Maintenance	\$ 1,000		
Oil Changes (4)	300		
42108 Maintenance Structure/Imp		\$ 29,442	\$ 29,442
Building Maintenance	\$ 10,000		
Elevator Maintenance (12)	2,400		
Elevator Service call	600		
Fire Extinguisher Maintenance	100		
Fire Sprinkler Inspection	950		
HVAC City Mechanical	6,000		
Janitorial Service (12)	5,805		
Janitorial supplies	500		
JanPro floor cleaning	1,207		
Misc. other supplies	1,000		
State annual fire inspection	400		
Western Exterminator Pest Control (4)	480		
42201 Office Expense		\$ 500	\$ 500
Miscellaneous Office Supplies	\$ 500		
4230X Travel and Training		\$ 5,365	\$ 6,100
Annual Conferences and Trainings	\$ 800		
Milage, Air & Hotel	2,900		
Meal Allowance	500		
Staff Training, workshop, and conference	1,900		
42401 Memberships		\$ 165	\$ 175
CPRS Membership	\$ 175		
42501 Bank Fees		\$ 1,300	\$ 1,300
Credit Card Transaction Fees	\$ 1,300		

Fiscal Year (FY) 2024/25 Operating and Capital Budget
Department Budgets – Community Services

42514 Special Department Expense	\$	2,020	\$	-
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42515 Special Events	\$	5,000	▼	\$ 10,000
Community Event	\$	1,500		
Egg hung		5,000		
National Night Out		3,500		

Total Professional/Administrative Services ▼ \$ 54,577

4310X Utilities	\$	5,900	▼	\$ 5,900
Gas and Electric	\$	5,400		
Water		500		

42301 Property Taxes	\$	1,200	\$	1,200
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43812 Youth Center	\$	5,360	▼	\$ 3,170
Program supplies	\$	3,170		

Total Other Operating Expenses ▼ \$ 10,270

44301 Fuel	\$	500	\$	500
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44304 Permit Fee	\$	1,052	▼	\$ 1,200
Health Permit	\$	1,200		

47201 Improvements/Building	\$	-	▼	\$ 15,000
Replacement of vinyl floor at Youth Center <i>(carryforward)</i>	\$	15,000		

MEASURE S - 2014 FUND - 106

47201 Improvements/Building	\$	10,000	▼	\$ -
Replace vinyl flooring at Youth Center <i>(carryforward)</i>	\$	-		

Fiscal Year (FY) 2024/25 Operating and Capital Budget
Department Budgets – Community Services

RECREATION FUND - 209
SWIM CENTER - 557

EXPENDITURE SUMMARY

	FY 2021/22 Actual	FY 2022/23 Actual	FY 2023/24 Actual Thru Mar-24	FY 2023/24 Revised Budget	FY 2024/25 Proposed Budget	Prop to Rev \$ Change	Prop to Rev % Change
Services and Supplies							
Professional & Administrative Services - 42	111,173	154,159	109,551	157,000	152,290	(4,710)	-3%
Other Operating Expenses - 43	22,454	24,312	18,039	25,000	30,000	5,000	17%
Materials & Supplies - 44	3,905	2,615	3,442	2,750	2,750	-	0%
Total Services and Supplies	137,532	181,086	131,032	184,750	185,040	290	0%
Capital Outlay							
Asset Acquisition/Improvement - 47	20	-	-	9,744	20,000	10,256	100%
Total Capital Outlay	20	-	-	9,744	20,000	10,256	100%
Indirect Cost Allocations							
Legal Charges - 46126	270	490	1,643	500	500	-	0%
Total Indirect Cost Allocations	270	490	1,643	500	500	-	0%
Total	137,822	181,576	132,674	194,994	205,540	10,546	100%

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2023/24	FY 2024/25
42101 Professional Services		\$ 85,000	\$ 85,000
Swim Center Operations Contract	\$ 85,000		
42108 Maintenance Structure/Imp		\$ 69,000	\$ 64,290
Annual Fire Sprinkler Maintenance	\$ 250		
Building Maintenance	20,000		
Janitorial	6,400		
Landscape Maintenance	2,640		
Pool Maintenance	20,000		
Pool Supplies	15,000		
42501 Bank Fees		\$ 3,000	\$ 3,000
Credit Card Processing Fees	\$ 3,000		
Total Professional/Administrative Services			\$ 152,290
4310X Utilities		\$ 21,000	\$ 26,000
43103 Gas and Electric	\$ 19,000		
43102 Water	7,000		
43201 Property Taxes		\$ 4,000	\$ 4,000
44304 Permit Fee		\$ 2,750	\$ 2,750
Health Permits	\$ 2,750		
47103 FF&E/Equipment		\$ 9,744	\$ 20,000
Outdoor Furniture Replacement	\$ 20,000		

Fiscal Year (FY) 2024/25 Operating and Capital Budget
Department Budgets – Community Services

RECREATION FUND - 209
MEMORIAL HALL - 558

EXPENDITURE SUMMARY

	FY 2021/22 Actual	FY 2022/23 Actual	FY 2023/24 Actual Thru Mar-24	FY 2023/24 Revised Budget	FY 2024/25 Proposed Budget	Prop to Rev \$ Change	Prop to Rev % Change
Services and Supplies							
Professional & Administrative Services - 42	2,122	3,689	1,811	-	-	-	0%
Other Operating Expenses - 43	2,638	3,420	(12)	-	-	-	0%
Materials & Supplies - 44	192	173	-	-	-	-	0%
Total Services and Supplies	4,952	7,282	1,799	-	-	-	0%
Indirect Cost Allocations							
Administrative Credits - 46121	-	-	-	-	-	-	0%
Administrative Debits - 46122	-	-	-	-	-	-	0%
Legal Charges - 46126	210	-	-	-	-	-	0%
Total Indirect Cost Allocations	210	-	-	-	-	-	0%
Total	5,162	7,282	1,799	-	-	-	0%

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2023/24	FY 2024/25
42108 Maintenance Structure/Imp		\$ -	\$ -
Building Maintenance	\$ -		
Misc. Maintenance	-		
Pest Control	-		
Plumbing Supplies	-		
Sanitary Supplies	-		
<i>(Moved to Facilities division effective FY23/24)</i>			
42501 Bank Fees		\$ -	\$ -
<i>(Moved to division 551 effective FY23/24)</i>			
Total Professional/Administrative Services			\$ -
4310X Utilities		\$ -	\$ -
Gas and Electric	\$ -		
Water	-		
<i>(Moved to Facilities division effective FY23/24)</i>			

Fiscal Year (FY) 2024/25 Operating and Capital Budget
Department Budgets – Community Services

RECREATION FUND - 209
TENNIS - 559

EXPENDITURE SUMMARY

	FY 2021/22 Actual	FY 2022/23 Actual	FY 2023/24 Actual Thru Mar-24	FY 2023/24 Revised Budget	FY 2024/25 Proposed Budget	Prop to Rev \$ Change	Prop to Rev % Change
Services and Supplies							
Professional & Administrative Services - 42	9	255	-	-	-	-	0%
Other Operating Expenses - 43	4,376	4,295	(741)	-	-	-	0%
Total Services and Supplies	4,385	4,550	(741)	-	-	-	0%
Total	4,385	4,550	(741)	-	-	-	0%

MAJOR NON-PERSONNEL EXPENSE DETAILS

	FY 2023/24	FY 2024/25
42108 Maintenance Structure/Imp	\$ -	\$ -
Building Maintenance	\$ -	
<i>(Moved to Facilities division effective FY23/24)</i>		
42501 Bank Fees	\$ -	\$ -
Credit Card Processing Fees	\$ -	
<i>(Moved to division 551 effective FY23/24)</i>		
4310X Utilities	\$ -	\$ -
Gas and Electric	\$ -	
Water	-	
<i>(Moved to Facilities division effective FY23/24)</i>		

Fiscal Year (FY) 2024/25 Operating and Capital Budget
Department Budgets – Community Services

GENERAL FUND - 100
LIBRARY SERVICES - 560

EXPENDITURE SUMMARY

	FY 2021/22 Actual	FY 2022/23 Actual	FY 2023/24 Actual Thru Mar-24	FY 2023/24 Revised Budget	FY 2024/25 Proposed Budget	Prop to Rev \$ Change	Prop to Rev % Change
Services and Supplies							
Professional & Administrative Services - 42	-	-	-	182,585	202,430	19,845	10%
Total Services and Supplies	-	-	-	182,585	202,430	19,845	10%
Total	-	-	-	182,585	202,430	19,845	10%

MAJOR NON-PERSONNEL EXPENSE DETAILS

	FY 2023/24	FY 2024/25
42101 Professional Services	\$ 182,585	\$ 202,430
Library Services reimbursement agreement - 40 base	\$ 202,430	

Fiscal Year (FY) 2024/25 Operating and Capital Budget
Department Budgets – Community Services

GENERAL FUND - 100
ANIMAL CONTROL SERVICES - 561

EXPENDITURE SUMMARY

	FY 2021/22 Actual	FY 2022/23 Actual	FY 2023/24 Actual Thru Mar-24	FY 2023/24 Revised Budget	FY 2024/25 Proposed Budget	Prop to Rev \$ Change	Prop to Rev % Change
Services and Supplies							
Professional & Administrative Services - 42	-	-	122,003	169,701	220,935	51,234	23%
Total Services and Supplies	-	-	122,003	169,701	220,935	51,234	23%
Total	-	-	122,003	169,701	220,935	51,234	23%

MAJOR NON-PERSONNEL EXPENSE DETAILS

	FY 2023/24	FY 2024/25
42101 Professional Services	\$ 169,701	\$ 220,935
Animal Control Services \$12.11 per capita	\$ 220,935	

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GENERAL GOVERNMENT

Mission

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

Major Services and Functions

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

FY 2023/24 Key Accomplishments

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

FY 2024/25 Key Priorities and Projects

- Continue to account for internal service functions

Major Changes in FY 2024/25 Budget

There are not any major changes to the General Government department budget for FY2024/25.

Position Summary

There are no positions budgeted in the General Government department.

Fiscal Year (FY) 2024/25 Operating and Capital Budget
Department Budgets – General Government

GENERAL GOVERNMENT BUDGET SUMMARY

	FY 2021/22 Actual	FY 2022/23 Actual	FY 2023/24 Actual Thru Mar-24	FY 2023/24 Revised Budget	FY 2024/25 Proposed Budget	Prop to Rev \$ Change	Prop to Rev % Change
REVENUE / FUNDING SOURCE							
General Fund - 100	4,582,077	3,955,970	2,542,483	3,258,620	2,473,551	(785,069)	-32%
Measure S 2014 - 106	692,901	718,000	650,000	783,500	783,500	-	0%
General Reserve Fund - 150	-	-	-	-	843,790	843,790	100%
Recreation Fund - 209	7,549	7,068	5,379	-	7,500	7,500	0%
Measure J - 215	49,664	-	-	-	-	-	0%
American Rescue Plan Act Fund - 217	533,606	4,071,404	-	-	-	-	0%
Sewer Enterprise Fund - 500	12,191	33,588	17,477	-	-	-	0%
Pension Fund - 700	87,037	-	-	-	-	-	0%
Total	5,965,026	8,786,029	3,215,339	4,042,120	4,108,341	66,221	2%
EXPENDITURES BY CATEGORY							
Personnel							
Salary Savings - 405	-	-	-	(510,000)	(300,000)	210,000	0%
Employee Benefits - 410	(2)	-	5,935	-	(200,000)	(200,000)	0%
Med Insurance/Retirement - 411	1,078,618	1,147,689	940,879	1,101,233	1,163,800	62,567	5%
Total Personnel	1,078,616	1,147,689	946,815	591,233	663,800	72,567	11%
Services and Supplies							
Professional & Administrative Services - 42	714,110	44,383	7,517	-	-	-	0%
Other Operating Expenses - 43	11,545	16,948	11,010	16,700	16,700	-	0%
Total Services and Supplies	725,656	61,332	18,527	16,700	16,700	-	0%
Capital Outlay							
Asset Acquisition/Improvement - 47	-	8,057	-	-	-	-	0%
Total Capital Outlay	-	8,057	-	-	-	-	0%
Debt Service							
Debt Principal - 48101	221,565	215,929	207,790	207,790	203,321	(4,469)	-2%
Debt Interest - 48102	383,580	379,548	402,199	402,210	431,679	29,469	7%
Cost of Issuance - 48103	3,591	3,545	1,045	1,107	1,107	-	0%
Total Debt Service	608,736	599,021	611,033	611,107	636,107	25,000	4%
Indirect Cost Allocations							
Information Systems (IS) Charges - 46	171,690	248,267	224,444	382,305	386,644	4,339	1%
General Liability Insurance - 46201	20,211	(4,490)	-	-	-	-	0%
Total Indirect Cost Allocations	191,901	243,777	224,444	382,305	386,644	4,339	1%
Operating Transfers Out - 49901	3,360,117	6,726,154	1,414,520	2,440,775	2,405,090	(35,685)	-1%
Total	5,965,026	8,786,029	3,215,339	4,042,120	4,108,341	66,221	2%
EXPENDITURES BY PROGRAM							
General Government - 117	5,965,026	8,786,029	3,215,339	4,042,120	4,108,341	66,221	2%
Total	5,965,026	8,786,029	3,215,339	4,042,120	4,108,341	66,221	2%

Fiscal Year (FY) 2024/25 Operating and Capital Budget
Department Budgets – General Government

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2023/24	FY 2024/25
4310X Utilities		\$ 16,700	\$ 16,700
43105 Comcast	\$ 500		
43102 Water	900		
43103 Gas/Electric	15,300		
48101 Debt Principal		\$ 207,790	\$ 203,321
Pension Obligation Bond principal	\$ 203,321		
48102 Debt Interest		\$ 402,210	\$ 431,679
Pension Obligation Bond interest	\$ 431,679		
49901 Transfers Out		\$ 1,657,275	\$ 777,800
General Reserve	\$ -		
PCTV Operating contribution	105,000		
Recreation operation contribution	600,000		
Recreation: Annual contribution to car show and other City events	72,800		

MEASURE S - 2014 FUND - 106

49901 Transfers Out		\$ 783,500	\$ 783,500
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	4,500		
Recreation-Swim Center Contribution	65,000		
Recreation-Tree Lighting	2,500		
Reserve to replace 2 PW vehicles per year	30,000		
Reserves to replace heavy equipment	115,000		
Reserves to replace 2 Dev Svcs vehicles per year	5,000		
Street Projects Funding	250,000		

GENERAL RESERVE FUND- 150

49901 Transfers Out		\$ -	\$ 843,790
General Fund	\$ 843,790		

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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.

		TRANSFER-OUT				TRANSFER-IN	
FUND #	DESCRIPTION	ACCOUNT #	AMOUNT	FUND #	DESCRIPTION	ACCOUNT #	PURPOSE
100	General Fund	100-117-49901	105,000	505	Cable Television Fund	505-119-39901	Cable Television contribution [1]
100	General Fund	100-117-49901	600,000	209	Recreation Fund	209-551-39901	Recreation operating contribution [1]
100	General Fund	100-117-49901	72,800	209	Recreation Fund	209-551-39901	Recreation contribution for special events
Subtotal Transfers from the General Fund			777,800				
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	325-342-39901	Funding for Future Street Projects
106	Measure S 2014 Fund	106-117-49901	250,000	377	Arterial Streets Rehabilitation Fund	377-342-39901	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	13,500	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	115,000	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			783,500				
150	General Reserve Fund	150-117-49901	843,790	100	General Fund	100-117-39901	Transfer from General Reserve
Subtotal Transfers from other funds			843,790				
700	Pension Fund	700-000-49901	2,425,000	100	General Fund	100-117-39901	Transfer from Pension Trust
Subtotal Transfers from other funds			2,425,000				
Grand total Transfers			4,830,090				

NOTES:

[1] Only enough to balance Fund will be transferred.

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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
2024	207,790	402,210
2025	203,321	431,679
2026	195,585	454,415
2027	191,228	483,773
2028	186,704	513,296
*2029-2033	854,456	2,985,544
*2034-2036	458,216	2,161,784
	\$ 2,297,300	\$ 7,432,700

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:

Fiscal Year (FY) 2024/25 Operating and Capital Budget
Department Budgets – General Government

For the Year Ending, June 30	Principal	Interest
2024	347,000	171,292
2025	362,000	160,834
2026	372,000	150,008
2027	381,000	138,901
2028	395,000	127,455
2029-2033	2,150,000	453,504
2034-2037	1,973,000	118,634
	<u>\$ 5,980,000</u>	<u>\$ 1,320,627</u>

2016 Clean Water State Revolving Fund

In May 2016, the City entered into a loan agreement with the State of California Water Resources Control Board to provide funding for its 50% share of upgrades to the Pinole-Hercules Wastewater Pollution Control Plant to achieve compliance with Regional Water Quality Board NPDES. Funds are drawn on the agreement as work is completed up to a maximum amount of \$26.7 million plus any construction period interest. The loan accrues interest at a rate of 1.7 percent annually. Annual principal payments are due each July 1, commencing July 1, 2020. Final payment is due July 2049. Net revenues, defined as all sewer enterprise fund revenues less operations and maintenance costs (excluding depreciation and amortization expenses), are pledged for future debt service. As of June 30, 2023, the total debt outstanding on the loan is \$23,426,566.

Year Ending June 30,	Principal	Interest
2024	690,932	398,252
2025	702,678	386,506
2026	714,624	374,560
2027	726,772	362,412
2028	739,127	350,057
2029-2033	3,888,442	1,557,478
2034-2038	4,230,389	1,215,530
2039-2043	4,602,408	843,512
2044-2048	5,007,142	438,778
2049-2050	2,124,052	54,316
	<u>\$ 23,426,566</u>	<u>\$ 5,981,400</u>



CITY OF PINOLE

CAPITAL IMPROVEMENT PLAN

FY 2024/25 – 2028/29

FINAL PROPOSED JUNE 18, 2024



CAPITAL IMPROVEMENT PLAN FY 2024/25 – 2028/29

CITY COUNCIL

Maureen Toms, Mayor

Cameron N. Sasai, Mayor Pro Tem

Devin T. Murphy, Council Member

Anthony L. Tave, Council Member

Norma Martínez-Rubin, Council Member

INTERIM CITY MANAGER

Neil Gang

PUBLIC WORKS DIRECTOR

Sanjay Mishra, PE, TE

CAPITAL IMPROVEMENT & ENVIRONMENTAL PROGRAM MANAGER

Vacant

CONSULTANT PROGRAM MANAGER

Katherine Hayden, PE



PUBLIC WORKS



CAPITAL IMPROVEMENT PLAN: FY 2024/25 THROUGH FY 2028/29

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Introduction

The Capital Improvement Plan (CIP) is a multi-year tool used to identify the City's capital needs and schedule capital improvement projects over the upcoming five-year period. Capital improvements include the design, purchase, construction, maintenance, or improvement of public capital assets (i.e., streets, parks, buildings, etc.).

The projects in the CIP fall into the following broad categories:

- Facility maintenance;
- Parks;
- Sewer collection and treatment;
- Stormwater;
- Streets and roads; and
- Infrastructure assessments.

The FY 2024/25 – 2028/29 CIP contains 35 capital improvement projects and 5 infrastructure assessments that are scheduled to be undertaken over the five-year timeframe and are fully or partially funded. The CIP also includes information for 36 unfunded 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.

Each project is assigned a project number and described in detail in the project sheets. The nomenclature for the project number is derived as follows:

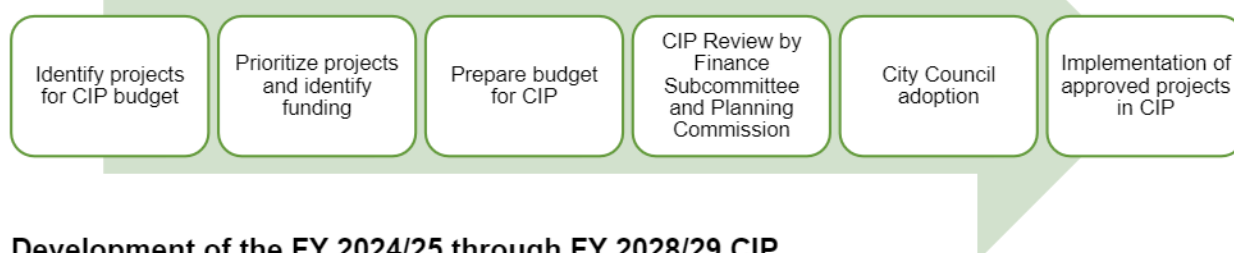
- Project numbers begin with the abbreviation of the project category, followed by the year the project was first programmed, and then a unique sequence number. For example, FA2001 refers to a facilities project which was first programmed in 2020 with a unique sequence number of 01. Unfunded projects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

The CIP is reviewed and updated annually. In recent years, the City has increased its focus on assessing the state of the City's infrastructure by 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 project description sheet provides information on the General Plan goal or policy that the project aligns with. Appendix I describes the applicable General Plan goals and policies. The Finance Subcommittee also reviews the CIP and makes recommendations.

The process for developing the CIP involves the following steps:



Development of the FY 2024/25 through FY 2028/29 CIP

Most of the projects in the FY 2024/25 through FY 2028/29 CIP are the continuation of multi-year projects that have already been initiated or are projects that were included in the prior year's CIP but have not yet been initiated. The FY 2024/25 through FY 2028/29 CIP was developed by taking the adopted FY 2023/24 thru FY 2027/28 CIP, then deleting projects that have been completed or no longer seem necessary and adding new projects. Below is a summary of the changes during FY 2023/24.

Projects added to the CIP by the City Council during FY 2023/24

- PA2402 – Mural Preservation
- RO2404 – Crosswalk Tennent Ave at Prune St
- RO2403 – Old Town Traffic Calming

Projects removed from the CIP by the City Council during FY 2023/24

- PA2201 – Pocket Parks - Galbreth Rd.

Projects removed from the CIP by the Staff during FY 2023/24

- FA1902 – Energy Upgrades
- RO1802 – Hazel Street Gap Closure (Sunnyview)

Projects expected to be complete during FY 2023/24

- PA2301 – Tree Mitigation
- PA2101 – Installation of High-Capacity Trash Bins
- SS2102 – Air Release Valve Replacements
- SW1901 – Hazel Street Storm Drain Improvements
- RO2304 – Safety Improvements at Tennent Ave./Pear & Plum
- RO1714 – Safety Improvements at Appian Way & Marlesta Rd.
(formerly known as HAWK at Appian Way and Marlesta)
- IN2201 – Energy Conservation, Generation, & Storage Assessment
(formerly known as Energy Audit)
- IN2106 – Active Transportation Plan
- IN2102 – Municipal Broadband Feasibility
- IN1704 – Parks Master Plan

The City's capital projects have historically been prioritized based on a number of factors, including regulatory compliance, health/safety, grant funding availability, sustainability and conservation, and others. In FY 2022/23, City staff created a more structured, quantitative methodology for prioritizing capital projects. The prioritization matrix is a planning and evaluation tool to optimize available resources. Staff ranks capital projects which have not been initiated based on the following methodology.

CATEGORY	SCORE (1-5)		CATEGORY WEIGHT	WEIGHTED SCORE
Regulatory Compliance			4	
Health/Safety			3	
Project Dependency/Bundling			3	
Long-Term Planning			2	
State of Infrastructure			2	
Operating Budget Impact			2	
Quality of Life			2	
Grant Funding			1	
Sustainability and Conservation			1	
TOTAL SCORE (100 Points Maximum)				

The methodology scores each potential capital project on nine weighted criteria. This results in a score between 0 and 100 for each project. Staff used this new methodology for the first time in creating the FY 2023/24 through 2027/28 Five-Year CIP.

Staff ranked all projects in the CIP including unfunded projects. The scores are listed on each project sheet and serve as the basis for selecting which capital projects staff initiates based on available resources. Note, this matrix does not consider infrastructure assessments. Project sheets contain the weighted score. Additional information on category scoring guidelines are described in Appendix II. Staff rated the projects in the current CIP that have not yet been initiated. The ranking of these not-yet-initiated projects was used by staff to propose, in the FY 2024/25 through 2028/29 Five-Year CIP, which projects to schedule for FY 2024/25 and which to schedule for later years.

Projects from the adopted FY 2023/24 through 2027/28 Five-Year CIP that have not yet been started and staff recommends for deferral

- IN2301 – Facilities & Real Estate Master Plan

New projects that staff recommended for addition because they are high priority, allocate available funds from Growth Impact Fee, or have a substantial outside funding contribution

- FA 2401 – Tiny Tots Flooring and Painting
- PA2401 – Fernandez Park Improvements
- SS-2407 – Private Sewer Lateral Program
- SS-2406 – WPCP Solar and Battery
- SS2405 – Lower Tennent Trunk Sewer Capacity
- SS2404 – WPCP Boiler Replacement
- SS2403 – WPCP Centrifuge Replacement

- SS2402 – Pinon-2 Capacity
- SS2401 – Pinon Trunk Sewer Capacity Phase 2 (Phase 2 of SS2201)
- SW2401 – Storm Drain Creek Discharge Improvements
- RO2402 – Sidewalk Rehabilitation Program
- RO2401 – Road Maintenance Repairs

Below are the list of capital improvement projects and infrastructure assessments included in the FY 2024/25 – 2028/29 CIP:

FACILITIES	
Project #	Project Name
FA2401	Tiny Tots Flooring and Painting
FA2302	Plum St. Parking Lot Improvements
FA2301	Public Safety Building Modernization
FA2202	Senior Center Modernization
FA1901	Senior Center Auxiliary Parking Lot
FA1703	City Hall Modernization
FA1702	Citywide Roof Repairs and Replacement
PARKS	
Project #	Project Name
PA2402	Mural Preservation
PA2401	Fernandez Park Improvements
PA2202	Skatepark Rehabilitation
PA1901	Pinole Valley Park Soccer Field Rehabilitation
SANITARY SEWER	
Project #	Project Name
SS2407	Private Sewer Lateral Program
SS2406	WPCP Solar and Battery
SS2405	Lower Tennent Trunk Sewer Capacity
SS2404	WPCP Boiler Replacement
SS2403	WPCP Centrifuge Replacement
SS2402	Pinon-2 Capacity
SS2401	Pinon Trunk Sewer Capacity Phase 2
SS2203	Effluent Outfall
SS2201	Sanitary Sewer Rehabilitation
SS2101	Secondary Clarifier Rehabilitation
SS2002	Water Pollution Control Plan Lab Remodel
SS1702	Sewer Pump Station Rehabilitation
STORMWATER	
Project #	Project Name
SW2401	Storm Drain Creek Discharge Improvements
SW2001	Roble Road Storm Drainage Improvements

STREETS & ROADS	
Project #	Project Name
RO2404	Crosswalk Tennent Ave at Prune St
RO2403	Old Town Traffic Calming
RO2402	Sidewalk Rehabilitation Program
RO2401	Road Maintenance Repairs
RO2303	Pinole Smart Signals
RO2302	Safety Improvements on Arterial Roadways
RO2301	Road Rehabilitation
RO2107	Brandt St. Improvements
RO2102	Tennent Ave Rehabilitation
RO2101	Arterial Rehabilitation
RO1902	Pedestrian Improvements at Tennent Ave. Near RXR
RO1710	San Pablo Avenue Bridge Over BNSF Railroad
RO1708	Pinole Valley Road Improvements
INFRASTRUCTURE ASSESSMENTS	
Project #	Project Name
IN2301	Facilities & Real Estate Master Plan
IN2105	Appian Way Complete Streets
IN2103	Recycled Water Feasibility
IN2101	Emergency Power for Critical Facilities
IN1703	Storm Drain Master Plan

The FY 2024/25 – 2028/29 CIP contains a list of 36 unfunded projects.

The following projects were added as a result of recommendations from recently completed master planning and infrastructure assessment efforts:

- UF032 City Hall Energy Upgrades
- UF033 Public Safety Building Energy Upgrades
- UF034 WPCP Energy Upgrades
- UF035 Youth Center Upgrades
- UF036 Park Energy Upgrades

The following projects were added as a result of Council requests:

- UF031 – Old Town Traffic Calming (This project is within the limits of UF023 - San Pablo Avenue Complete Streets project and may partially or completely replace it.)

The following projects were removed from the list of unfunded projects:

- Fernandez Park Improvements (funded in this CIP)
- Pinon-1 (funded in this CIP)
- Pinon-2 (funded in this CIP)
- Tennent-1 (funded in this CIP)
- Faria House Improvements

Next Steps in City Capital Planning

The City is in the process of completing a condition assessment of all of the City's capital assets to 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 section 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.
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.
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. City staff actively pursues outside funding sources to support projects that are programmed in the CIP. Grants differ based on scope of work, funding source, requirements, and timelines. A grant's scope is determined by the policy goals of the grantor, and the grantee is obligated to provide deliverables based on the terms and conditions set forth in the grant funding agreement.

Before responding to a grant opportunity, staff reviews the grant solicitation to evaluate the:

- eligibility requirements to ensure the City can apply for funds;
- alignment of scope with the City's adopted CIP;
- feasibility of undertaking the responsibility of grant deliverables;
- short term revenue vs. long term costs of the opportunity to ensure that the grant revenue does not result into a fiscal burden of unprecedented permanent or long term expenditures such as the need to hire additional staff, ongoing operations and maintenance;
- required resources vs. available resources such as staff support and grant match;
- indirect costs related to administration of the grant such as legal fees; and
- cost benefit analysis to confirm that the grant is in the City's best interests.

Once a viable grant opportunity is identified, staff follows the grantors' determined application process to develop application materials and submit the grant. After notification of grant award, staff is responsible for grant implementation which includes project execution, oversight, reporting/reimbursement requests, record keeping, and project closeout. Effective management of the grant funds limits the City's exposure to grant-related legal liability and improves the efficiency and impacts of projects which are funded through grants.

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: RO2302

- 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: IN2105, RO1902, and RO1710
- Metropolitan Transportation Commission (MTC)
 - One Bay Area Grant (OBAG) – policy framework for MTC’s distribution of federal State Transportation Program and Congestion Mitigation and Air Quality Improvement Program funds. The OBAG program provides funding for local street and road maintenance, streetscape enhancements, bicycle and pedestrian improvements, Safe Route to School projects, Priority Conservation Areas, and Transportation planning.
 - Projects: RO2303 (County funding), RO1902
 - 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: None
- Transportation for Livable Communities (TLC) program

TLC program to finance pedestrian, bicycle and streetscape improvements near public transit in cities around the Bay Area. The purpose of TLC is to support community-based transportation projects that bring new vibrancy to downtown areas, commercial cores, neighborhoods and transit corridors, making them places where people want to live, work and visit. Pedestrian- and transit-friendly developments are hallmarks of the program.

 - Project: RO1710

CITY OF PINOLE
CAPITAL IMPROVEMENT PLAN: FY 2024/25 THROUGH FY 2028/29
FUNDING SUMMARY

SOURCES BY FUND	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	5-Year Total
100 - General Fund	\$ 90,000	\$ 340,000	\$ -	\$ -	\$ -	\$ 430,000
105 - Measure S 2006	\$ 1,410,000	\$ 820,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 3,280,000
106 - Measure S 2014	\$ 2,287,692	\$ 1,670,000	\$ 195,000	\$ 120,000	\$ 120,000	\$ 4,392,692
200 - Gas Tax	\$ 1,195,000	\$ 381,082	\$ -	\$ -	\$ -	\$ 1,576,082
215 - Grant: TLC	\$ 133,579	\$ -	\$ -	\$ -	\$ -	\$ 133,579
215 - Grant: HSIP	\$ 239,040	\$ -	\$ -	\$ -	\$ -	\$ 239,040
215 - Grant: OBAG	\$ 464,000	\$ 556,000	\$ -	\$ -	\$ -	\$ 1,020,000
276 - Growth Impact Fees	\$ 1,060,000	\$ 550,000	\$ 400,000	\$ -	\$ -	\$ 2,010,000
325 - City Street Improvements	\$ 750,000	\$ 1,071,507	\$ -	\$ -	\$ -	\$ 1,821,507
325 - Grant: TDA Article 3	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
325 - Grant: STMP Fees	\$ 1,650,189	\$ 99,000	\$ -	\$ -	\$ -	\$ 1,749,189
325 - Grant: HBP	\$ 41,394	\$ -	\$ -	\$ -	\$ -	\$ 41,394
377 - Arterial Streets Rehabilitation	\$ 895,000	\$ -	\$ -	\$ -	\$ -	\$ 895,000
500 - Sewer Enterprise Fund	\$ 7,915,000	\$ 3,847,411	\$ 7,445,000	\$ 4,995,000	\$ 2,835,000	\$ 27,037,411
Sources Total	\$ 18,130,894	\$ 9,335,000	\$ 8,390,000	\$ 5,465,000	\$ 3,305,000	\$ 44,625,894
Unfunded Total	\$ -	\$ 29,315,000	\$ -	\$ -	\$ -	\$ 29,315,000
Total Sources Required	\$ 18,130,894	\$ 38,650,000	\$ 8,390,000	\$ 5,465,000	\$ 3,305,000	\$ 73,940,894



CITY OF PINOLE
CAPITAL IMPROVEMENT PLAN: FY 2024-25 THROUGH FY 2028-29
FUNDING SUMMARY


SOURCES BY FUND	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	5-Year Total
100 - General Fund	\$ 90,000	\$ 340,000	\$ -	\$ -	\$ -	\$ 430,000
105 - Measure S 2006	\$ 1,410,000	\$ 820,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 3,280,000
106 - Measure S 2014	\$ 2,287,692	\$ 1,670,000	\$ 195,000	\$ 120,000	\$ 120,000	\$ 4,392,692
200 - Gas Tax	\$ 1,195,000	\$ 381,082	\$ -	\$ -	\$ -	\$ 1,576,082
215 - Grant: TLC	\$ 133,579	\$ -	\$ -	\$ -	\$ -	\$ 133,579
215 - Grant: HSIP	\$ 239,040	\$ -	\$ -	\$ -	\$ -	\$ 239,040
215 - Grant: OBAG	\$ 464,000	\$ 556,000	\$ -	\$ -	\$ -	\$ 1,020,000
276 - Growth Impact Fees	\$ 1,060,000	\$ 550,000	\$ 400,000	\$ -	\$ -	\$ 2,010,000
325 - City Street Improvements	\$ 750,000	\$ 1,071,507	\$ -	\$ -	\$ -	\$ 1,821,507
325 - Grant: TDA Article 3	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
325 - Grant: STMP Fees	\$ 1,650,189	\$ 99,000	\$ -	\$ -	\$ -	\$ 1,749,189
325 - Grant: HBP	\$ 41,394	\$ -	\$ -	\$ -	\$ -	\$ 41,394
377 - Arterial Streets Rehabilitation	\$ 895,000	\$ -	\$ -	\$ -	\$ -	\$ 895,000
500 - Sewer Enterprise Fund	\$ 7,915,000	\$ 3,847,411	\$ 7,445,000	\$ 4,995,000	\$ 2,835,000	\$ 27,037,411
Sources Total	\$ 18,130,894	\$ 9,335,000	\$ 8,390,000	\$ 5,465,000	\$ 3,305,000	\$ 44,625,894
Unfunded Total	\$ -	\$ 29,315,000	\$ -	\$ -	\$ -	\$ 29,315,000
Total Sources Required	\$ 18,130,894	\$ 38,650,000	\$ 8,390,000	\$ 5,465,000	\$ 3,305,000	\$ 73,940,894


FACILITIES							
PRJ #	PROJECT	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	5-Year Total
FA2401	Tiny Tots Flooring and Painting	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ 50,000
FA2302	Plum St. Parking Lot Improvements	\$ -	\$ 80,000	\$ -	\$ -	\$ -	\$ 80,000
FA2301	Public Safety Building Modernization	\$ 300,000	\$ 350,000	\$ -	\$ -	\$ -	\$ 650,000
FA2202	Senior Center Modernization	\$ 250,000	\$ 100,000	\$ -	\$ -	\$ -	\$ 350,000
FA1901	Senior Center Auxiliary Parking Lot	\$ 1,060,000	\$ 470,000	\$ -	\$ -	\$ -	\$ 1,530,000
FA1703	City Hall Modernization	\$ 400,000	\$ 300,000	\$ -	\$ -	\$ -	\$ 700,000
FA1702	Citywide Roof Repairs and Replacement	\$ 600,000	\$ 300,000	\$ -	\$ -	\$ -	\$ 900,000
PARKS							
PRJ #	PROJECT	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	5-Year Total
PA2402	Mural Preservation	\$ -	\$ 70,000	\$ -	\$ -	\$ -	\$ 70,000
PA2401	Fernandez Park Improvements	\$ 100,000	\$ 400,000	\$ 400,000	\$ -	\$ -	\$ 900,000
PA2202	Skatepark Rehabilitation	\$ -	\$ 150,000	\$ -	\$ -	\$ -	\$ 150,000
PA1901	Pinole Valley Park Soccer Field Rehabilitation	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ 200,000
SANITARY SEWER							
PRJ #	PROJECT	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	5-Year Total
SS2407	Private Sewer Lateral Program	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ 150,000
SS2406 *	WPCP Solar and Battery	\$ -	\$ -	\$ 175,000	\$ -	\$ -	\$ 175,000
SS2405	Lower Tennent Trunk Sewer Capacity	\$ -	\$ -	\$ 170,000	\$ 3,880,000	\$ -	\$ 4,050,000
SS2404 *	WPCP Boiler Replacement	\$ -	\$ -	\$ 660,000	\$ -	\$ -	\$ 660,000
SS2403 *	WPCP Centrifuge Replacement	\$ -	\$ -	\$ -	\$ 990,000	\$ -	\$ 990,000
SS2402	Pinon-2 Sewer Capacity	\$ -	\$ -	\$ -	\$ 125,000	\$ 2,835,000	\$ 2,960,000
SS2401	Pinon Trunk Sewer Capacity Phase 2	\$ 6,810,000	\$ -	\$ -	\$ -	\$ -	\$ 6,810,000
SS2203 *	Effluent Outfall	\$ 150,000	\$ 1,000,000	\$ 2,000,000	\$ -	\$ -	\$ 3,150,000
SS2201	Sanitary Sewer Rehabilitation	\$ 160,000	\$ -	\$ -	\$ -	\$ -	\$ 160,000
SS2101 *	Secondary Clarifier Rehabilitation	\$ 425,000	\$ -	\$ -	\$ -	\$ -	\$ 425,000
SS2002 *	Water Pollution Control Plan Lab Remodel	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000
SS1702	Sewer Pump Station Rehabilitation	\$ 100,000	\$ 2,760,000	\$ 4,440,000	\$ -	\$ -	\$ 7,300,000
STORMWATER							
PRJ #	PROJECT	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	5-Year Total
SW2401	Storm Drain Creek Discharge Improvements	\$ 120,000	\$ 120,000	\$ 120,000	\$ 120,000	\$ 120,000	\$ 600,000
SW2001	Roble Road Storm Drainage Improvements	\$ 700,000	\$ -	\$ -	\$ -	\$ -	\$ 700,000
STREETS & ROADS							
PRJ #	PROJECT	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	5-Year Total
RO2404	Crosswalk Tennent Ave at Prune St	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ 50,000
RO2403	Old Town Traffic Calming	\$ -	\$ 570,000	\$ -	\$ -	\$ -	\$ 570,000
RO2402	Sidewalk Rehabilitation Program	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ 150,000
RO2401	Road Maintenance Repairs	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 1,750,000
RO2303	Pinole Smart Signals	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000
RO2302	Safety Improvements on Arterial Roadways	\$ 275,000	\$ -	\$ -	\$ -	\$ -	\$ 275,000
RO2301	Road Rehabilitation	\$ 750,000	\$ 750,000	\$ -	\$ -	\$ -	\$ 1,500,000
RO2107	Brandt St. Improvements	\$ -	\$ 170,000	\$ -	\$ -	\$ -	\$ 170,000
RO2102	Tennent Ave Rehabilitation	\$ 20,000	\$ 735,000	\$ -	\$ -	\$ -	\$ 755,000
RO2101	Arterial Rehabilitation	\$ 1,990,000	\$ -	\$ -	\$ -	\$ -	\$ 1,990,000
RO1902	Pedestrian Improvements at Tennent Ave. Near RXR	\$ 515,000	\$ 905,000	\$ -	\$ -	\$ -	\$ 1,420,000
RO1710	San Pablo Avenue Bridge Over BNSF Railroad	\$ 1,915,894	\$ 28,800,000	\$ -	\$ -	\$ -	\$ 30,715,894
RO1708	Pinole Valley Road Improvements	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000
INFRASTRUCTURE ASSESSMENTS							
PRJ #	ASSESSMENT	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	5-Year Total
IN2301	Facilities & Real Estate Master Plan	\$ -	\$ -	\$ 75,000	\$ -	\$ -	\$ 75,000
IN2105	Applan Way Complete Streets	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000
IN2103	Recycled Water Feasibility	\$ 60,000	\$ -	\$ -	\$ -	\$ -	\$ 60,000
IN2101	Emergency Power for Critical Facilities	\$ 30,000	\$ 170,000	\$ -	\$ -	\$ -	\$ 200,000
IN1703	Storm Drain Master Plan	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ 150,000
	Uses by Project Total	\$18,130,894	\$38,650,000	\$8,390,000	\$5,465,000	\$3,305,000	\$73,940,894


LEGEND:

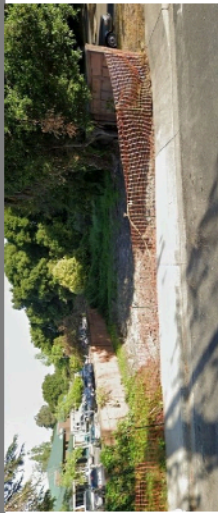
• Project numbers: **FA** = Facilities; **PA** = Parks; **SS** = Sanitary Sewer; **SW** = Storm Water; **RO** = Streets & Roads; **IN** = Infrastructure Assessments
 * Project cost to be split 50% with the City of Hercules

PROJECT DESCRIPTION SHEETS


FA2401 - TINY TOTS FLOORING AND PAINTING									
Functional Area : Facilities			Project Origin : Staff Recommendation			Priority Score :		42	
Type of CIP			Unappropriated Subsequent Years						
New	Replacement	Expansion Renovation	Budget Year 1 FY 2024-25	Year 2 FY 2025-26	Year 3 FY 2026-27	Year 4 FY 2027-28	Year 5 FY 2028-29	Project Estimate FY 2024 - 2029	
X	Rehabilitation								
Estimated Expenditures to-date	\$	-	\$	50,000	\$	-	\$	-	\$ 50,000
Project Start	7/1/2025		Estimated Completion 6/30/2026						
Description									
<p>Pinole Tiny Tots interior and exterior facility maintenance including flooring and painting. Replacement of existing carpeted areas in the main room with new carpet or carpet tiles and replacement of existing vinyl linoleum with a waterproof plank vinyl in the snack area and craft/play areas. Exterior siding, eaves, and trim repairs and painting. Interior office, main room, kitchen, and restrooms painting.</p> 									
History, Status, or Impact if Delayed									
<p>The current carpeting and vinyl linoleum flooring are in need of replacement. The carpeted areas are worn and also contain many raised areas that create a tripping hazard. The current exterior and interior paint is from approximately 20 years ago and shows discoloration, fading, chipping, and weathering.</p>									
General Plan Goals/Policies									
Goal CS.1, Policy CS.1.1; Goal CS.3, Policy CS.3.1									
Summary of Capital Cost									
USE(S) Planning Design Construction Contingency	Budget FY 2024-25	Projected Budget				Project Estimate FY 2024 - 2029			
		FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29				
		\$ 50,000				\$	50,000		
		\$	50,000	\$	-	\$	-	\$	50,000
TOTAL USES		\$	-	\$	-	\$	-	\$	50,000
SOURCE(S) 106 - Measure S 2014		\$	50,000			\$		\$	50,000
TOTAL FUNDS		\$	-	\$	-	\$	-	\$	50,000


FA2302 - PLUM ST. PARKING LOT IMPROVEMENTS										12
Functional Area : Facilities			Project Origin : Staff Recommendation				Priority Score :			
Type of CIP			Unappropriated Subsequent Years							
New	Replacement	Expansion Renovation <input checked="" type="checkbox"/> Required	Budget Year 1 FY 2024-25	Year 2 FY 2025-26	Year 3 FY 2026-27	Year 4 FY 2027-28	Year 5 FY 2028-29	Project Estimate FY 2024 - 2029		
			\$ -	\$ 80,000	\$ -	\$ -	\$ -	\$ 80,000		
Estimated Expenditures to-date			\$ -	\$ 80,000	\$ -	\$ -	\$ -	\$ 80,000		
Project Start			7/1/2024							
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.										
										
History, Status, or Impact if Delayed										
General Plan Goals/Policies										
Goal CS.2, Policy CS.2.6; Goal CE.5										
Summary of Capital Cost										
USE(S)			Budget FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	Project Estimate FY 2024 - 2029		
Planning										
Design				\$ 7,950				\$ 7,950		
Construction				\$ 65,500				\$ 65,500		
Contingency				\$ 6,550				\$ 6,550		
TOTAL USES			\$ -	\$ 80,000	\$ -	\$ -	\$ -	\$ 80,000		
SOURCE(S)										
276 - Growth Impact Fees			\$	80,000				\$ 80,000		
TOTAL FUNDS			\$ -	\$ 80,000	\$ -	\$ -	\$ -	\$ 80,000		


FA2301 - PUBLIC SAFETY BUILDING MODERNIZATION									
Functional Area : Facilities			Project Origin : Staff Recommendation				Priority Score :		34
Type of CIP			Unappropriated Subsequent Years						
New	Replacement	Expansion <input checked="" type="checkbox"/> Renovation	Year 1 FY 2024-25	Year 2 FY 2025-26	Year 3 FY 2026-27	Year 4 FY 2027-28	Year 5 FY 2028-29	Project Estimate FY 2024 - 2029	
Estimated Expenditures to-date	\$	-	\$ 300,000.00	\$ 350,000	\$ -	\$ -	\$ -	\$ -	\$ 650,000
Project Start 7/1/2024			Estimated Completion 6/30/2025						
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.									
									
History, Status, or Impact if Delayed									
General Plan Goals/Policies									
Goal CS.2, Policy CS.2.6, Goal CS.1, Policy CS.1.1, Policy SE.1.3									
Summary of Capital Cost									
USE(S)	Budget		Projected Budget				Project Estimate		
	FY 2024-25		FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	FY 2024 - 2029		
Planning									
Design			\$ 50,000					\$	50,000
Construction	\$ 270,000		\$ 270,000					\$	540,000
Contingency	\$ 30,000		\$ 30,000					\$	60,000
TOTAL USES	\$ 300,000		\$ 350,000	\$ -	\$ -	\$ -	\$ -	\$	650,000
SOURCE(S)									
106 - Measure S 2014	\$ 85,000		\$ 350,000					\$	435,000
276 - Growth Impact Fees	\$ 215,000							\$	215,000
TOTAL FUNDS	\$ 300,000		\$ 350,000	\$ -	\$ -	\$ -	\$ -	\$	650,000


FA1901 - SENIOR CENTER AUXILIARY PARKING LOT									
Functional Area : Facilities				Project Origin : Fowler Lot Re-Use Committee			Priority Score :		
Type of CIP				Unappropriated Subsequent Years					
New	Replacement	Expansion	Renovation	Year 1 FY 2024-25	Year 2 FY 2025-26	Year 3 FY 2026-27	Year 4 FY 2027-28	Year 5 FY 2028-29	Project Estimate FY 2024 - 2029
		<input checked="" type="checkbox"/>							
Estimated Expenditures to-date	\$	126,655.00	\$	1,060,000.00	\$	470,000	\$	-	\$
Project Start	7/1/2024						Estimated Completion 6/30/2025		
Description									
<p>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 and backup battery system at the site.</p> 									
History, Status, or Impact if Delayed									
<p>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. 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.</p>									
General Plan Goals/Policies									
Goal CE.5, Goal CS.1, Policy GM.4.1									
Summary of Capital Cost									
Budget				Projected Budget			Project Estimate		
USE(S)	FY 2024-25			FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	FY 2024 - 2029	
Planning									
Design	\$ 100,000							\$ 100,000	
Construction	\$ 870,000			\$ 430,000				\$ 1,300,000	
Contingency	\$ 90,000			\$ 40,000				\$ 130,000	
TOTAL USES	\$ 1,060,000			\$ 470,000	\$ -	\$ -	\$ -	\$ 1,530,000	
SOURCE(S)									
105 - Measure S 2006	\$ 1,060,000			\$ 470,000				\$ 1,530,000	
TOTAL FUNDS	\$ 1,060,000			\$ 470,000	\$ -	\$ -	\$ -	\$ 1,530,000	

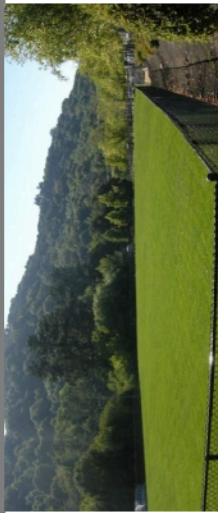
FA1703 - CITY HALL MODERNIZATION										
Functional Area : Facilities			Project Origin : Staff Recommendation				Priority Score :		35	
Type of CIP			Unappropriated Subsequent Years							
	New	Expansion	Budget		Year 1	Year 2	Year 3	Year 4	Year 5	Project Estimate
					FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	FY 2024 - 2029
		X								
		Renovation								
		Land/Row Acq. Required								
		Rehabilitation								
Estimated Expenditures to-date			\$	-	\$	400,000.00	\$	-	\$	700,000
Project Start	7/1/2024		Estimated Completion 6/30/2025							
Description										
			<p>Interior improvements and exterior painting to extend the life of the City Hall building and improve its functionality for staff and the public. Several items that require attention include but are not limited to the configuration of rooms on the first floor, carpet, flooring, window coverings, light fixtures, and addition of a lactation room. Interior and exterior surfaces require repainting as the paint system has reached the end of its useful life with fading, chipping paint, along with water and mildew damage. Exterior improvements will include replacement of the City seal and addition of a wall-mounted flagpole and multi-color lighting.</p>							
			<p>History, Status, or Impact if Delayed</p>							
			<p>Exterior painting is necessary to maintain external protection from the environment.</p>							
General Plan Goals/Policies										
Policy CS.2.6, Goal CS.1, Policy CS.1.1, Policy SE.1.3										
Summary of Capital Cost										
USE(S)			Budget	Projected Budget				Project Estimate		
			FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	FY 2024 - 2029		
Planning										
Design			\$ 80,000	\$ -						\$ 80,000
Construction			\$ 290,000	\$ 270,000						\$ 560,000
Contingency			\$ 30,000	\$ 30,000						\$ 60,000
			\$ 400,000	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 700,000
SOURCE(S)										
276 - Growth Impact Fees			\$ 400,000							\$ 400,000
106 - Measure S 2014				\$ 300,000						\$ 300,000


FA1702 - CITYWIDE ROOF REPAIRS AND REPLACEMENT									
Functional Area : Facilities			Project Origin : End of Life Cycle			Priority Score :		43	
Type of CIP			Budget		Unappropriated Subsequent Years				
<input type="checkbox"/> New	<input type="checkbox"/> Expansion	<input type="checkbox"/> Renovation	Year 1 FY 2024-25	Year 2 FY 2025-26	Year 3 FY 2026-27	Year 4 FY 2027-28	Year 5 FY 2028-29	Project Estimate FY 2024 - 2029	
<input checked="" type="checkbox"/> Replacement	<input type="checkbox"/> Land/Row Acq. Required	<input type="checkbox"/> Rehabilitation							
Estimated Expenditures to-date	\$ -	\$ -	\$ 600,000.00	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ 900,000
Project Start	7/1/2024		Estimated Completion 6/30/2025						
Description									
Roof repairs and replacement at four (4) City facilities, the Public Safety Building, City Hall, Senior Center, and Water Pollution Control Plant. In October 2022, City staff received quotes for the rehabilitation of the roofs; it was determined that the Public Safety building roof needs immediate replacement.									
									
History, Status, or Impact if Delayed									
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.									
General Plan Goals/Policies									
Policy GM.4.1, Goal CS.1, Goal CS.9, Policy CS.9.1									
Summary of Capital Cost									
USE(S)	Budget		Projected Budget				Project Estimate		
	FY 2024-25		FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	FY 2024 - 2029		
Planning									
Design	\$	60,000	\$ -					\$	60,000
Construction	\$	490,000	\$ 270,000					\$	760,000
Contingency	\$	50,000	\$ 30,000					\$	80,000
TOTAL USES	\$	600,000	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$	900,000
SOURCE(S)									
106 - Measure S 2014	\$	600,000	\$ 300,000					\$	900,000
TOTAL FUNDS	\$	600,000	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$	900,000


PA2402 - MURAL PRESERVATION											27
Functional Area : Parks			Project Origin : Council Request			Priority Score :					
Type of CIP			Unappropriated Subsequent Years								
New	Replacement	Expansion Renovation	Budget	Year 1 FY 2024-25	Year 2 FY 2025-26	Year 3 FY 2026-27	Year 4 FY 2027-28	Year 5 FY 2028-29	Project Estimate FY 2024 - 2029		
X		Rehabilitation									
Estimated Expenditures To-Date	\$	-	\$	-	70,000	\$	-	\$	-	\$ 70,000	
Project Start	7/1/2025		Estimated Completion 6/30/2026								
Description											
Preservation and enhancement of murals in the City											
											
History, Status, or Impact if Delayed											
General Plan Goals/Policies											
Goal CC.1, Policy CC.1.3; Goal CC.5, Policy CC.5.1											
Summary of Capital Cost											
USE(S)	Budget	Projected Budget									
	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	Project Estimate FY 2024 - 2029					
Planning											
Design											
Construction		70,000				\$ 70,000					
Contingency											
TOTAL USES	\$	-	\$	-	\$	-	\$	-	\$	70,000	
SOURCE(S)											
276 - Growth Impact Fees						\$ 70,000					
TOTAL FUNDS	\$	-	\$	-	\$	-	\$	-	\$	70,000	


PA2401 - FERNANDEZ PARK IMPROVEMENTS									
Functional Area : Parks			Project Origin : Staff Recommendation				Priority Score :		24
Type of CIP			Unappropriated Subsequent Years						
New	Replacement	Expansion	Year 1 FY 2024-25	Year 2 FY 2025-26	Year 3 FY 2026-27	Year 4 FY 2027-28	Year 5 FY 2028-29	Project Estimate FY 2024 - 2029	
Land/Row Acq. Required	Rehabilitation								
Estimated Expenditures To-Date	\$ -	\$ -	\$ 100,000	\$ 400,000	\$ 400,000	\$ -	\$ -	\$ -	\$ 900,000
Project Start	7/1/2024		Estimated Completion 6/30/2026						
Description									
Renovations to the baseball field to decrease water and energy usage and increase accessibility and safety.									
									
History, Status, or Impact if Delayed									
General Plan Goals/Policies									
Goal CS.1, Policy CS.1.1, Policy CS.1.3; Goal CS.3, Policy CS.3.1; Goal CS.9, Policy CS.9.1, Goal SE.4, Policy SE.4.2									
Summary of Capital Cost									
USE(S)	Budget		Projected Budget				Project Estimate		
	FY 2024-25		FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	FY 2024 - 2029		
Planning									
Design	\$ 70,000	\$ 5,000					\$	\$	75,000
Construction	\$ 30,000	\$ 360,000	\$	\$ 360,000			\$	\$	750,000
Contingency		\$ 35,000	\$	\$ 40,000			\$	\$	75,000
TOTAL USES	\$ 100,000	\$ 400,000	\$ 400,000	\$ 400,000	\$ -	\$ -	\$	\$	900,000
SOURCE(S)									
276 - Growth Impact Fees	\$ 100,000	\$ 400,000	\$ 400,000				\$	\$	900,000
TOTAL FUNDS	\$ 100,000	\$ 400,000	\$ 400,000	\$ 400,000	\$ -	\$ -	\$	\$	900,000

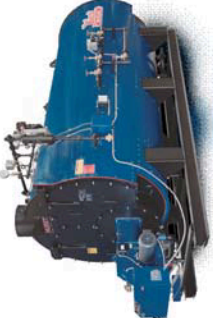
PA2202 - SKATEPARK REHABILITATION													34
Functional Area : Parks			Project Origin : Council Request				Priority Score :						
Type of CIP			Unappropriated Subsequent Years										
New	Replacement	Expansion Renovation	Year 1 FY 2024-25	Year 2 FY 2025-26	Year 3 FY 2026-27	Year 4 FY 2027-28	Year 5 FY 2028-29	Project Estimate FY 2024 - 2029					
Land/Row Acq. Required	Rehabilitation												
Estimated Expenditures to-date	\$	-	\$	\$	\$	\$	\$	-	\$	\$	\$	150,000	
Project Start	7/1/2024					Estimated Completion			6/30/2025				
Description													
The ramps at the skatepark have settled and need to be replaced.													
													
History, Status, or Impact if Delayed													
General Plan Goals/Policies													
Goal CS.2, Goal CS.3, Policy CS 2.6 & 3.1, Policy GM.4.1													
Summary of Capital Cost													
USE(S)	Budget		Projected Budget				Project Estimate						
Planning	FY 2024-25		FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	FY 2024 - 2029						
Design													
Construction	\$		\$	135,000				\$	\$	\$	\$	135,000	
Contingency	\$		\$	15,000				\$	\$	\$	\$	15,000	
TOTAL USES	\$		\$	150,000	\$	-	\$	-	\$	-	\$	150,000	
SOURCE(S)													
106 - Measure S 2014	\$		\$	150,000				\$	\$	\$	\$	150,000	
TOTAL FUNDS	\$		\$	150,000	\$	-	\$	-	\$	-	\$	150,000	


PA1901 - PINOLE VALLEY PARK SOCCER FIELD REHABILITATION										
Functional Area : Parks			Project Origin : Council Request			Priority Score :		33		
Type of CIP			Unappropriated Subsequent Years							
New	Replacement	Expansion <input checked="" type="checkbox"/> Renovation	Budget Year 1 FY 2024-25	Year 2 FY 2025-26	Year 3 FY 2026-27	Year 4 FY 2027-28	Year 5 FY 2028-29	Project Estimate FY 2024 - 2029		
Estimated Expenditures to-date	\$	-	\$ 200,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200,000	
Project Start	7/1/2024						Estimated Completion 6/30/2025			
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.										
										
History, Status, or Impact if Delayed										
This project has been delayed pending the development of a Park Master Plan (CIP Project# SS2401).										
General Plan Goals/Policies										
Goal CS.1, Goal CS.3, Policy CS 3.1, Policy GM.4.1										
Summary of Capital Cost										
USE(S)			Budget FY 2024-25	FY 2025-26		FY 2026-27		FY 2027-28		Project Estimate FY 2024 - 2029
Planning										
Design										
Construction			\$ 180,000							\$ 180,000
Contingency			\$ 20,000							\$ 20,000
	TOTAL USES		\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200,000	
SOURCE(S)										
276 - Growth Impact Fees			\$ 200,000							\$ 200,000

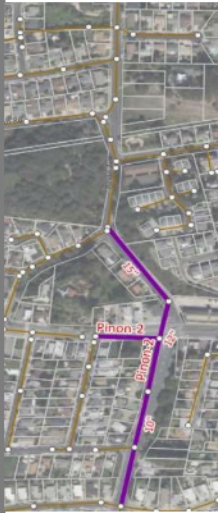
SS2407 - PRIVATE SEWER LATERAL PROGRAM																		
Functional Area : Sanitary Sewer			Project Origin : Staff Recommendation			Priority Score :												
Type of CIP			Budget			Unappropriated Subsequent Years												
<input type="checkbox"/> New	<input type="checkbox"/> Replacement	<input type="checkbox"/> Expansion	<input type="checkbox"/> Renovation	Year 1 FY 2024-25	Year 2 FY 2025-26	Year 3 FY 2026-27	Year 4 FY 2027-28	Year 5 FY 2028-29	Project Estimate FY 2024 - 2029									
<input type="checkbox"/> Land/Row Acq. Required	<input type="checkbox"/> Rehabilitation																	
Estimated Expenditures To-Date	\$ -	\$	150,000	\$	-	\$	-	\$	150,000									
Project Start	7/1/2024			Estimated Completion 6/30/2029														
Description																		
Revolving fund to complete private sewer lateral improvements under a reimbursement agreement with residents.																		
																		
History, Status, or Impact if Delayed																		
This program will support the City's sewer collection system and treatment plant regulatory compliance through a reduction in flows from infiltration and inflow (I&I). I&I reduction will reduce treatment costs and may reduce the scope of or need for future capacity improvements.																		
General Plan Goals/Policies																		
Goals HS.2, Policy HS.2.5; Goal HS.7, Policy HS.7.6; Goal CC.2, Policy CC.2.2																		
Summary of Capital Cost																		
USE(S)	Budget			Projected Budget			Project Estimate											
	FY 2024-25			FY 2025-26			FY 2026-27			FY 2027-28			FY 2028-29			FY 2024 - 2029		
Planning																		
Design																		
Construction	\$ 150,000															\$ 150,000		
Contingency																		
TOTAL USES	\$ 150,000			\$ -			\$ -			\$ -			\$ -			\$ 150,000		
SOURCE(S)																		
500 - Sewer Enterprise Fund	\$ 150,000															\$ 150,000		
TOTAL FUNDS	\$ 150,000			\$ -			\$ -			\$ -			\$ -			\$ 150,000		


SS2406 - WPCP SOLAR AND BATTERY										
Functional Area : Sanitary Sewer			Project Origin : Master Plan		Priority Score :			56		
Type of CIP			Budget		Unappropriated Subsequent Years				Project Estimate	
X	New	<div><div></div><div>Expansion</div></div>	Year 1 FY 2024-25	Year 2 FY 2025-26	Year 3 FY 2026-27	Year 4 FY 2027-28	Year 5 FY 2028-29	Project Estimate FY 2024 - 2029		
	Replacement	<div><div></div><div>Renovation</div></div>								
	Land/Row Acq. Required	<div><div></div><div></div></div>								
	Rehabilitation	<div><div></div><div></div></div>								
Estimated Expenditures to-date			\$ -	\$ -	\$ 175,000	\$ -	\$ -	\$ -	\$ 175,000	
Project Start 7/1/2026			Estimated Completion 6/30/2028							
Description										
<p>Planning and design for renewable solar energy generation and battery storage project at the Water Pollution Control Plant (WPCP). Install three (3) photovoltaic (PV) arrays with a total PV capacity of 496 kW: a carport array (50-kW), a ground-mount PV array in the public park area to the southwest of the WPCP (175-kW), and a ground-mount PV array along the northeast perimeter of the WPCP, adjacent to the public pathway that runs along the canal (271-kW). Install a 575 kWh capacity battery energy storage system (BESS), controls, and a 450-kW diesel generator.</p>										
										
History, Status, or Impact if Delayed										
<p>In 2024, Tetra Tech prepared an Energy Conservation, Generation, and Storage Assessment study for City facilities which included: 1) evaluation of energy conservation, energy generation, energy storage, and electric vehicle measures and 2) a renewable microgrid analysis to determine the technical and economic feasibility of installing new renewable energy generation systems and battery storage at the Water Pollution Control Plant (WPCP). Recommendations included addition of photovoltaic (PV) panel arrays at three different locations, a battery energy storage system (BESS) and generator. Construction would be completed outside of the 5-year budget window.</p>										
General Plan Goals/Policies										
<p>Goal CS.6, Policy CS.6.1; Goal SE.3, Policy SE.1.3; Goal CS.7, Policy CS.7.1; Goal GM.4, Policy GM.4.1</p>										
Summary of Capital Cost										
Budget			Projected Budget				Project Estimate			
USE(S)	FY 2024-25		FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	FY 2024 - 2029			
Planning			\$	10,000			\$	10,000		
Design			\$	165,000			\$	165,000		
Construction										
Contingency										
TOTAL USES			\$ -	\$ -	\$ 175,000	\$ -	\$ -	\$ -	\$ 175,000	
SOURCE(S)										
500 - Sewer Enterprise Fund				\$ 175,000	\$ -		\$	175,000		
TOTAL FUNDS			\$ -	\$ -	\$ 175,000	\$ -	\$ -	\$ -	\$ 175,000	

SS2405 - LOWER TENNENT TRUNK SEWER CAPACITY													
Functional Area : Sanitary Sewer				Project Origin : Master Plan			Priority Score :			59			
Type of CIP				Budget			Unappropriated Subsequent Years						
	New	Replacement	Expansion Renovation	Year 1 FY 2024-25	Year 2 FY 2025-26	Year 3 FY 2026-27	Year 4 FY 2027-28	Year 5 FY 2028-29	Project Estimate FY 2024 - 2029				
Estimated Expenditures to-date				\$	-	\$	170,000	\$	3,880,000.00	\$	-	\$	4,050,000
Project Start	7/1/2026			Estimated Completion 6/30/2028									
Description													
<p>Tennent-1 improvements as identified in the Sanitary Sewer Collection System Master Plan. This project includes the replacement of approximately 130 feet of 24-inch diameter pipeline, 1,250 feet of 30-inch diameter pipeline, and 10 feet of 36-inch diameter pipeline along Tennent Avenue and inside of the Water Pollution Control Plant (WPCP) with 1,390 feet of 36-inch to 42-inch diameter pipeline.</p> 													
History, Status, or Impact if Delayed													
The Sanitary Sewer Collection System Master plan identified capacity deficiencies which result in surcharging of the gravity sewer and cause sanitary sewer overflows (SSO's) during modeled peak wet weather flow (PWWF) conditions.													
General Plan Goals/Policies													
Goal CS.6, Policy CS.6.1; Goal GM.4, Policy GM.4.1													
Summary of Capital Cost													
USE(S)	Budget			Projected Budget					Project Estimate				
	FY 2024-25			FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	FY 2024 - 2029					
Planning													
Design					\$	170,000	\$	170,000		\$		\$	340,000
Construction							\$	3,370,000		\$		\$	3,370,000
Contingency							\$	340,000		\$		\$	340,000
TOTAL USES	\$		-	\$	-	\$	170,000	\$	3,880,000	\$	-	\$	4,050,000
SOURCE(S)													
500 - Sewer Enterprise Fund						\$	170,000	\$	3,880,000			\$	4,050,000
TOTAL FUNDS	\$		-	\$	-	\$	170,000	\$	3,880,000	\$	-	\$	4,050,000


SS2404 - WPCP BOILER REPLACEMENT										
Functional Area : Sanitary Sewer			Project Origin : End of Life Cycle		Priority Score :		57			
Type of CIP			Budget		Unappropriated Subsequent Years				Project Estimate	
New	Replacement	Expansion	Year 1 FY 2024-25	Year 2 FY 2025-26	Year 3 FY 2026-27	Year 4 FY 2027-28	Year 5 FY 2028-29	Project Estimate FY 2024 - 2029		
X	Land/Row Acq. Required	Renovation								
	Rehabilitation									
Estimated Expenditures to-date			\$ -	\$ -	\$ 660,000	\$ -	\$ -	\$ -	\$ 660,000	
Project Start	7/1/2024		Estimated Completion 6/30/2025							
Description										
This project includes replacement of the anaerobic digester process boilers at the WPCP.										
										
History, Status, or Impact if Delayed										
The anaerobic digestion process at the WPCP includes hot water boilers to heat water for use in the digester sludge heat exchanger. Two 40 HP Natural Gas Scotch Boilers, manufactured by Hurst Boiler & Welding Co., Inc. were installed in 2006 during the Anaerobic Digester Improvements project.										
General Plan Goals/Policies										
Goal CS.1, Goal CS.6, Policy CS.6.1										
Summary of Capital Cost										
USE(S)	Budget		Projected Budget				Project Estimate			
Planning	FY 2024-25		FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	FY 2024 - 2029			
Design										
Construction				\$ 600,000			\$ 600,000			
Contingency				\$ 60,000			\$ 60,000			
TOTAL USES	\$ -		\$ -	\$ 660,000	\$ -	\$ -	\$ 660,000			
SOURCE(S)										
500 - Sewer Enterprise Fund				\$ 660,000			\$ 660,000			
TOTAL FUNDS	\$ -		\$ -	\$ 660,000	\$ -	\$ -	\$ 660,000			


SS2403 - WPCP CENTRIFUGE REPLACEMENT										
Functional Area : Sanitary Sewer			Project Origin : End of Life Cycle			Priority Score :		57		
Type of CIP			Budget		Unappropriated Subsequent Years				Project Estimate	
New	Replacement	Expansion	Year 1 FY 2024-25	Year 2 FY 2025-26	Year 3 FY 2026-27	Year 4 FY 2027-28	Year 5 FY 2028-29	Project Estimate FY 2024 - 2029		
Land/Row Acq. Required	Rehabilitation									
Estimated Expenditures to-date			\$ -	\$ -	\$ -	\$ 990,000.00	\$ -	\$ -	\$ 990,000	
Project Start 7/1/2024			Estimated Completion 6/30/2025							
Description										
This project includes replacement of a dewatering centrifuge at the WPCP.										
										
History, Status, or Impact if Delayed										
The solids handling process at the WPCP includes solids dewatering using centrifuges. One of two centrifuges at the WPCP was originally installed in 2006 and reused and relocated to the Solids Handling Building during the plant upgrades completed in 2019. The centrifuge is an Alfa Laval, Aldec G2-95 unit.										
General Plan Goals/Policies										
Goal CS.1, Goal CS.6, Policy CS.6.1										
Summary of Capital Cost										
USE(S)	Budget		Projected Budget				Project Estimate			
Planning	FY 2024-25		FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	FY 2024 - 2029			
Design										
Construction					\$ 900,000		\$ 900,000	\$ 900,000		
Contingency					\$ 90,000		\$ 90,000	\$ 90,000		
TOTAL USES	\$ -		\$ -	\$ -	\$ -	\$ 990,000	\$ -	\$ 990,000		
SOURCE(S)										
500 - Sewer Enterprise Fund					\$ 990,000		\$ 990,000	\$ 990,000		
TOTAL FUNDS	\$ -		\$ -	\$ -	\$ -	\$ 990,000	\$ -	\$ 990,000		


SS2402 - PINON-2 SEWER CAPACITY									
Functional Area : Sanitary Sewer			Project Origin : Master Plan			Priority Score :		59	
Type of CIP			Budget			Unappropriated Subsequent Years			
<div><div>New</div><div><input checked="" type="checkbox"/> Replacement</div><div><input type="checkbox"/> Land/Row Acq. Required</div><div><input type="checkbox"/> Rehabilitation</div></div>	<div><div><input checked="" type="checkbox"/> Expansion</div><div><input type="checkbox"/> Renovation</div></div>		Year 1 FY 2024-25	Year 2 FY 2025-26	Year 3 FY 2026-27	Year 4 FY 2027-28	Year 5 FY 2028-29	Project Estimate FY 2024 - 2029	
Estimated Expenditures to-date	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 125,000.00	\$ 2,835,000.00	\$ 2,960,000	
Project Start	7/1/2024		Estimated Completion 6/30/2025						
Description									
<p>Pinon-2 improvements as identified in the Sanitary Sewer Collection System Master Plan. This project includes the replacement of approximately 820 feet of 6-inch to 10-inch diameter pipeline along San Pablo Avenue, 680 feet of 8-inch to 10-inch diameter pipeline along Pinon Avenue, 890 feet of 6-inch to 8-inch diameter pipeline along Appian Way, 290 feet of 6-inch diameter pipeline along Meadow Avenue, and 290 feet of 6-inch diameter pipeline between Meadow Avenue and San Pablo Avenue with 2,970 feet of 10-inch to 15-inch diameter pipelines.</p> 									
History, Status, or Impact if Delayed									
<p>The Sanitary Sewer Collection System Master plan identified capacity deficiencies which result in surcharging of the gravity sewer and cause sanitary sewer overflows (SSO's) during modeled peak wet weather flow (PWWF) conditions.</p>									
General Plan Goals/Policies									
Goal CS.6, Policy CS.6.1; Goal GM.4, Policy GM.4.1									
Summary of Capital Cost									
USE(S)	Budget		Projected Budget				Project Estimate		
	FY 2024-25		FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	FY 2024 - 2029		
					\$ 125,000	\$ 125,000	\$ 250,000	\$ 250,000	
						\$ 2,460,000	\$ 2,460,000	\$ 250,000	
							\$ 2,835,000	\$ 2,835,000	\$ 2,960,000
TOTAL USES		\$ -	\$ -	\$ -	\$ 125,000	\$ 2,835,000	\$ 2,960,000		
SOURCE(S)						\$ 125,000	\$ 2,835,000	\$ 2,960,000	
TOTAL FUNDS		\$ -	\$ -	\$ -	\$ 125,000	\$ 2,835,000	\$ 2,960,000		


SS2401 - PINON TRUNK SEWER CAPACITY PHASE 2									
Functional Area : Sanitary Sewer			Project Origin : Regulatory Requirement				Priority Score :		59
Type of CIP			Unappropriated Subsequent Years						
New	Replacement	Expansion <input checked="" type="checkbox"/> Expansion <input type="checkbox"/> Renovation	Year 1 FY 2024-25	Year 2 FY 2025-26	Year 3 FY 2026-27	Year 4 FY 2027-28	Year 5 FY 2028-29	Project Estimate FY 2024 - 2029	
		Land/Row Acq. Required							
		Rehabilitation							
Estimated Expenditures to-date			\$ 6,810,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,810,000
Project Start	7/1/2024		Estimated Completion 6/30/2025						
Description									
Phase 2 (from Orleans to San Pablo) of the Pinon-1 improvements to the Sanitary Sewer Collection System, as identified in the Sanitary Sewer Collection System Master Plan.									
									
History, Status, or Impact if Delayed									
Construction of Phase 2 of the work. Phase 1 construction under SS2201.									
General Plan Goals/Policies									
Goal CS.6, Policy CS.6.1; Goal GM.4, Policy GM.4.1									
2									
USE(S)			Budget		Projected Budget			Project Estimate	
			FY 2024-25		FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	FY 2024 - 2029
Planning									
Design			\$ 20,000						\$ 20,000
Construction			\$ 6,170,000						\$ 6,170,000
Contingency			\$ 620,000						\$ 620,000
TOTAL USES			\$ 6,810,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,810,000
SOURCE(S)									
500 - Sewer Enterprise Fund			\$ 6,810,000	\$ -					\$ 6,810,000
TOTAL FUNDS			\$ 6,810,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,810,000

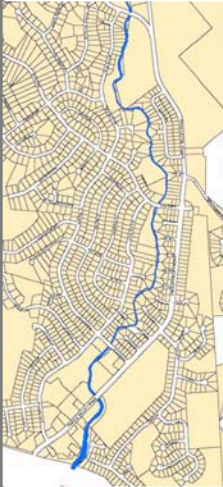
SS2203 - EFFLUENT OUTFALL									
Functional Area : Sanitary Sewer			Project Origin : Regulatory Requirement			Priority Score :		52	
Type of CIP			Unappropriated Subsequent Years						
New	Replacement	Expansion	Year 1 FY 2024-25	Year 2 FY 2025-26	Year 3 FY 2026-27	Year 4 FY 2027-28	Year 5 FY 2028-29	Project Estimate FY 2024 - 2029	


SS2201 - SANITARY SEWER REHABILITATION									
Functional Area : Sanitary Sewer			Project Origin : Regulatory Requirement			Priority Score :		57	
Type of CIP			Unappropriated Subsequent Years						
New	Replacement	Expansion Renovation	Year 1 FY 2024-25	Year 2 FY 2025-26	Year 3 FY 2026-27	Year 4 FY 2027-28	Year 5 FY 2028-29	Project Estimate FY 2024 - 2029	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							
Estimated									
Expenditures	\$	975,882.60	\$	160,000.00	\$	-	\$	-	\$
to-date									
Project Start	7/1/2022		Estimated Completion 6/30/2025						
Description									
Phase 1 (Tennent to Orleans) and Phase 2 (Orleans to San Pablo) of the Pinon-1 improvements to the Sanitary Sewer collection system, as identified in the Sanitary Sewer Collection System Master Plan.									
									
History, Status, or Impact if Delayed									
On October 4, 2022, City staff released an RFP for preliminary engineering design services for phase 1 of the Pinon project described in the City's recently adopted Sanitary Sewer Master Plan.									
On January 18, 2023, a one-year contract was executed with West Valley Construction Company, Inc. for the work.									
General Plan Goals/Policies									
Policy GM.4.1, Goal CS.6, Policy CS.6.1									
Summary of Capital Cost									
USE(S)	Budget		Projected Budget				Project Estimate		
	FY 2024-25		FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	FY 2024 - 2029		
Planning									
Design	\$	20,000						\$	20,000
Construction	\$	71,283						\$	71,283
Contingency	\$	68,717						\$	68,717
TOTAL USES	\$	160,000	\$	-	\$	-	\$	-	160,000
SOURCE(S)									
500 - Sewer Enterprise Fund	\$	160,000	\$	-				\$	160,000
276 - Growth Impact Fees	\$	-							
TOTAL FUNDS	\$	160,000	\$	-	\$	-	\$	-	160,000

SS2101 - SECONDARY CLARIFIER REHABILITATION									
Functional Area : Sanitary Sewer			Project Origin : End of Life Cycle			Priority Score :		46	
Type of CIP			Budget		Unappropriated Subsequent Years				
New	Replacement	Expansion	Year 1 FY 2024-25	Year 2 FY 2025-26	Year 3 FY 2026-27	Year 4 FY 2027-28	Year 5 FY 2028-29	Project Estimate FY 2024 - 2029	
X									
Estimated Expenditures to-date			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 425,000
Project Start			7/1/2024		Estimated Completion 6/30/2025				
Description									
The Water Pollution Control Plant (WPCP) has five secondary clarifiers which slow the flow to allow the microorganisms and other solids to settle to the bottom of the clarifier where they can be returned to aeration tanks to continue treating waste.									
									
History, Status, or Impact if Delayed									
Secondary Clarifiers 1 and 2 (SC1 and SC 2) were constructed in the early 1970s and are peripheral feed clarifiers. Secondary Clarifiers 3 and 4 (SC 3 and SC 4) were constructed in the early 1980s and are center feed clarifiers. Secondary Clarifier 5 (SC 5) was constructed in early 2000 and is a center feed, flocculator clarifier. In the first quarter of FY 2022-23, a preliminary inspection of the center column of the SC 5 was completed to examine the current condition and determine the scope of work for rehabilitation. In the second quarter of FY 2022-23, it was determined that SC 3 & SC 4 also require rehabilitation. Previously, this project was titled, "Secondary Clarifier - Center Column Rehabilitation" which only focused on the rehabilitation work required for SC 5.									
General Plan Goals/Policies									
Goal CS.1, Goal CS.6, Policy CS.6.1									
Summary of Capital Cost									
USE(S)			Budget		Projected Budget			Project Estimate	
Design			FY 2024-25		FY 2025-26		FY 2026-27		FY 2027-28
									FY 2028-29
Construction SC 5			\$ 315,000						\$ 315,000
Construction SC 3, SC 4			\$ 67,500						\$ 67,500
Contingency			\$ 42,500						\$ 42,500
TOTAL USES			\$ 425,000		\$ -		\$ -		\$ 425,000
SOURCE(S)									
500 - Sewer Enterprise Fund			\$ 425,000						\$ 425,000
TOTAL FUNDS			\$ 425,000		\$ -		\$ -		\$ 425,000

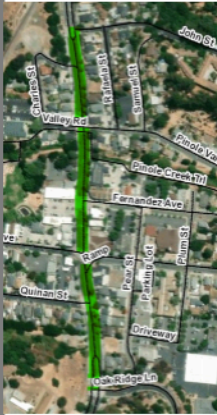
SS2002 - WATER POLLUTION CONTROL PLAN LAB REMODEL										49
Functional Area : Sanitary Sewer			Project Origin : Regulatory Requirement			Priority Score :				
Type of CIP			Unappropriated Subsequent Years							
New	Replacement	Expansion X Renovation	Year 1 FY 2024-25	Year 2 FY 2025-26	Year 3 FY 2026-27	Year 4 FY 2027-28	Year 5 FY 2028-29	Project Estimate FY 2024 - 2029		
Land/Row Acq. Required	Rehabilitation									
Estimated Expenditures to-date	\$ -	\$ -	\$ 100,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100,000	
Project Start	7/1/2024						Estimated Completion 6/30/2025			
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.										
										
History, Status, or Impact if Delayed										
General Plan Goals/Policies										
Policy GM.4.1, Goal CS.1, Policy CS.2.6										
Summary of Capital Cost										
USE(S)	Budget		Projected Budget				Project Estimate			
	FY 2024-25		FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	FY 2024 - 2029			
	\$ 6,000						\$ 6,000			
	\$ 85,000						\$ 85,000			
Contingency	\$ 9,000							\$ 9,000		
TOTAL USES		\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100,000		
SOURCE(S)										
	\$ 100,000							\$ 100,000		
500 - Sewer Enterprise Fund										
TOTAL FUNDS		\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100,000		

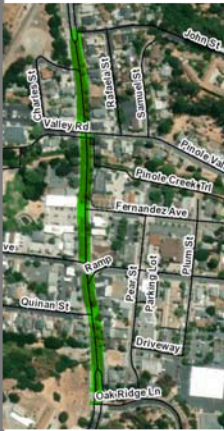
SS1702 - SEWER PUMP STATION REHABILITATION										50
Functional Area : Sanitary Sewer			Project Origin : End of Life Cycle			Priority Score :				
Type of CIP			Budget			Unappropriated Subsequent Years				
New	Replacement	Expansion	Year 1 FY 2024-25	Year 2 FY 2025-26	Year 3 FY 2026-27	Year 4 FY 2027-28	Year 5 FY 2028-29	Project Estimate FY 2024 - 2029		
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>								
<input type="checkbox"/>	<input type="checkbox"/>	Renovation								
<input type="checkbox"/>	Land/Row Acq. Required									
<input type="checkbox"/>	Rehabilitation									
Estimated Expenditures to-date	\$ -	\$	\$ 100,000.00	\$ 2,760,000	\$ 4,440,000	\$ -	\$ -	\$	7,300,000	
Project Start	7/1/2024					Estimated Completion 6/30/2025				
Description										
<p>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. 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." This project also includes the San Pablo Lift Station Force Main, approximately 640 feet of existing 6-inch will be replaced with 8-inch diameter force main.</p>										
										
History, Status, or Impact if Delayed										
<p>The City recently completed a Sanitary Sewer Master Plan. In the first fiscal year of construction, the Hazel Street Lift Station will be replaced, followed by the replacement of the San Pablo Ave. Lift Station. The Hazel Street Lift Station will be replaced in coordination with RO2301.</p>										
General Plan Goals/Policies										
Policy GM.4.1, Goal CS.6, Policy CS.6.1										
Summary of Capital Cost										
USE(S)	Budget		Projected Budget				Project Estimate			
	FY 2024-25		FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	FY 2024 - 2029			
	\$ 100,000						\$ 100,000			
			\$ 230,000	\$ 370,000			\$ 600,000			
			\$ 2,300,000	\$ 3,700,000			\$ 6,000,000			
SOURCE(S)			\$ 230,000	\$ 370,000			\$ 600,000			
	TOTAL USES		\$ 100,000	\$ 4,440,000	\$ -	\$ -	\$ 7,300,000			
	500 - Sewer Enterprise Fund		\$ 100,000	\$ 4,440,000			\$ 7,300,000			
	TOTAL FUNDS		\$ 100,000	\$ 4,440,000	\$ -	\$ -	\$ 7,300,000			


SW2401 - STORM DRAIN CREEK DISCHARGE IMPROVEMENTS									
Functional Area : Stormwater			Project Origin : End of Life Cycle		Priority Score :				
Type of CIP			Budget		Unappropriated Subsequent Years			Project Estimate	
New	Replacement	Expansion	Year 1 FY 2024-25	Year 2 FY 2025-26	Year 3 FY 2026-27	Year 4 FY 2027-28	Year 5 FY 2028-29	Project Estimate FY 2024 - 2029	
Land/Row Acq. Required									
X	Rehabilitation								
Estimated Expenditures to-date	\$ -		\$ 120,000.00	\$ 120,000	\$ 120,000	\$ 120,000.00	\$ 120,000.00	\$ 600,000	
Project Start	7/1/2024	Estimated Completion 6/30/2025							
Description									
Condition assessments have identified a number of storm drain pipelines that are structurally deteriorated and failing where they discharge into Pinole Creek. A systematic rehabilitation or replacement of failing storm drain infrastructure will be prioritized as part of the Storm Drain Master Plan.									
									
History, Status, or Impact if Delayed									
General Plan Goals/Policies									
Goal CS.7, Policy CS.7.1; Goals OS.1, Policy OS.1.2; Goal CC.2, Policy CC.2.2									
Summary of Capital Cost									
USE(S)	Budget		Projected Budget				Project Estimate		
	FY 2024-25		FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	FY 2024 - 2029		
Planning									
Design		\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 100,000	
Construction		\$ 90,000	\$ 90,000	\$ 90,000	\$ 90,000	\$ 90,000	\$ 90,000	\$ 450,000	
Contingency		\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 50,000	
TOTAL USES		\$ 120,000	\$ 120,000	\$ 120,000	\$ 120,000	\$ 120,000	\$ 120,000	\$ 600,000	
SOURCE(S)									
106 - Measure S 2014		\$ 120,000	\$ 120,000	\$ 120,000	\$ 120,000	\$ 120,000	\$ 120,000	\$ 600,000	
TOTAL FUNDS		\$ 120,000	\$ 120,000	\$ 120,000	\$ 120,000	\$ 120,000	\$ 120,000	\$ 600,000	

SW2001 - ROBLE ROAD STORM DRAINAGE IMPROVEMENTS									
Functional Area : Stormwater			Project Origin : Staff Recommendation				Priority Score :		
Type of CIP			Unappropriated Subsequent Years				Estimated Completion 6/30/2025		
New	Replacement	Expansion <input checked="" type="checkbox"/> <input type="checkbox"/> Renovation	Budget Year 1 FY 2024-25	Year 2 FY 2025-26	Year 3 FY 2026-27	Year 4 FY 2027-28	Year 5 FY 2028-29	Project Estimate FY 2024 - 2029	
Land/Row Acq. Required	Rehabilitation								
Estimated Expenditures to-date	\$ -	\$ 700,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 700,000
Project Start	7/1/2024								
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.									
									
History, Status, or Impact if Delayed									
General Plan Goals/Policies									
Policy GM.4.1, Goal CS.7, Policy CS.7.1									
Summary of Capital Cost									
USE(S)	Budget		Projected Budget				Project Estimate		
	FY 2024-25		FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	FY 2024 - 2029		
Planning									
Design	\$ 135,000							\$	135,000
Construction	\$ 500,000							\$	500,000
Contingency	\$ 65,000							\$	65,000
TOTAL USES	\$ 700,000		\$ -	\$ -	\$ -	\$ -	\$ -	\$	700,000
SOURCE(S)									
106 - Measure S 2014	\$ 700,000							\$	700,000
TOTAL FUNDS	\$ 700,000		\$ -	\$ -	\$ -	\$ -	\$ -	\$	700,000


RO2404 - CROSSWALK TENNENT AVE AT PRUNE ST										
Functional Area : Streets & Roads			Project Origin : Council Request			Priority Score :		65		
Type of CIP			Budget			Unappropriated Subsequent Years				
<input checked="" type="checkbox"/> New	<input type="checkbox"/> Replacement	<input type="checkbox"/> Expansion	Year 1 FY 2024-25	Year 2 FY 2025-26	Year 3 FY 2026-27	Year 4 FY 2027-28	Year 5 FY 2028-29	Project Estimate FY 2024 - 2029		
<input type="checkbox"/> Land/Row Acq.	<input type="checkbox"/> Required	<input type="checkbox"/> Rehabilitation								
Estimated Expenditures To-Date	\$ -	\$ -	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000	
Project Start 7/1/2025			Estimated Completion 6/30/2025							
Description										
High visibility crosswalks Tennent Ave at Prune St										
History, Status, or Impact if Delayed										
General Plan Goals/Policies										
Goal CS.10, Policy CS.10.2; Goal SE.8, Policy SE.8.8; Goal HS.6, Policy HS.6.1; Goal CE.4; Goal CS.2, Policy CS.2.6										
Summary of Capital Cost										
USE(S)	Budget	FY 2024-25		FY 2026-27		FY 2027-28		FY 2028-29		Project Estimate FY 2024 - 2029
Planning										
Design			\$ 5,000						\$ 5,000	
Construction			\$ 45,000						\$ 45,000	
Contingency										
TOTAL USES	\$ -		\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000	
SOURCE(S)										
106 - Measure S 2014			\$ 50,000						\$ 50,000	
TOTAL FUNDS	\$ -		\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000	

RO2403 - OLD TOWN TRAFFIC CALMING										
Functional Area : Streets & Roads				Project Origin : Council Request		Priority Score :		58		
Type of CIP			Budget		Unappropriated Subsequent Years				Project Estimate	
X	New	Expansion	Year 1 FY 2024-25	Year 2 FY 2025-26	Year 3 FY 2026-27	Year 4 FY 2027-28	Year 5 FY 2028-29	FY 2024 - 2029		
	Replacement	Renovation								
	Land/Row Acq.	Required								
	Rehabilitation									
Estimated Expenditures To-Date	\$	-	\$	\$ 570,000	\$	-	\$	-	\$ 570,000	
Project Start	7/1/2025		Estimated Completion 6/30/2026							
Description										
Assess feasibility of and alternatives for, and design and construct traffic calming measures on San Pablo Avenue between John St and Oak Ridge Rd. Consider addition of overhead decorative lighting on San Pablo Ave in the Old Town Area.										
										
History, Status, or Impact if Delayed										
General Plan Goals/Policies										
Goal GM.2, Policy GM.3.3, Policy GM.3.7; Goal SE.8, Policy SE.8.7; Goal CE.1, Policy CE.1.4; Goal CE.3, Policy CE.3.2; Goal CE.4, Policy CE.4.5; Goal CE.5; Goal CS.10, Policy CS.10.2										
Summary of Capital Cost										
USE(S)	Budget		Projected Budget				Project Estimate			
	FY 2024-25		FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	FY 2024 - 2029			
Planning			\$ 20,000					\$	20,000	
Design			\$ 35,000					\$	35,000	
Construction			\$ 465,000					\$	465,000	
Contingency			\$ 50,000					\$	50,000	
TOTAL USES	\$ -		\$ 570,000	\$ -	\$ -	\$ -	\$ -	\$	570,000	
SOURCE(S)										
325 - City Street Improvements			\$ 55,000					\$	55,000	
Unfunded			\$ 515,000					\$	515,000	
TOTAL FUNDS	\$ -		\$ 570,000	\$ -	\$ -	\$ -	\$ -	\$	570,000	

RO2403 - OLD TOWN TRAFFIC CALMING										
Functional Area : Streets & Roads			Project Origin : Council Request			Priority Score :		58		
Type of CIP			Budget		Unappropriated Subsequent Years				Project Estimate	
<input checked="" type="checkbox"/> New	<input type="checkbox"/> Replacement	<input type="checkbox"/> Expansion	Year 1 FY 2024-25	Year 2 FY 2025-26	Year 3 FY 2026-27	Year 4 FY 2027-28	Year 5 FY 2028-29	FY 2024 - 2029		
<input type="checkbox"/> Land/Row Acq. Required	<input type="checkbox"/> Rehabilitation									
Estimated Expenditures To-Date	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Project Start	7/1/2024		Estimated Completion 6/30/2026							
Description										
Assess feasibility of and alternatives for, and design and construct traffic calming measures on San Pablo Avenue between John St and Oak Ridge Rd. Consider addition of overhead decorative lighting on San Pablo Ave in the Old Town Area.										
										
History, Status, or Impact if Delayed										
General Plan Goals/Policies										
Goal GM.2, Policy GM.3.3, Policy GM.3.7; Goal SE.8, Policy SE.8.7; Goal CE.1, Policy CE.1.4; Goal CE.3, Policy CE.3.2; Goal CE.4, Policy CE.4.5; Goal CE.5; Goal CS.10, Policy CS.10.2										
Summary of Capital Cost										
USE(S)	Budget		Projected Budget				Project Estimate			
	FY 2024-25		FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	FY 2024 - 2029			
	\$ 20,000						\$ 20,000			
			\$ 35,000				\$ 35,000			
			\$ 465,000				\$ 465,000			
Contingency			\$ 50,000				\$ 50,000			
TOTAL USES	\$ 20,000		\$ 550,000	\$ -	\$ -	\$ -	\$ 570,000			
SOURCE(S)										
325 - City Street Improvements	\$ 20,000		\$ 35,000				\$ 55,000			
Unfunded			\$ 515,000				\$ 515,000			
TOTAL FUNDS	\$ 20,000		\$ 550,000	\$ -	\$ -	\$ -	\$ 570,000			

RO2402 - SIDEWALK REHABILITATION PROGRAM									
Functional Area : Streets & Roads			Project Origin : Staff Recommendation			Priority Score :		49	
Type of CIP			Budget			Unappropriated Subsequent Years			
New	Replacement	Expansion	Year 1 FY 2024-25	Year 2 FY 2025-26	Year 3 FY 2026-27	Year 4 FY 2027-28	Year 5 FY 2028-29	Project Estimate FY 2024 - 2029	
Land/Row Acq. Required	Rehabilitation	X							
Estimated Expenditures to-date			\$ 150,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 150,000
Project Start 7/1/2024			Estimated Completion 6/30/2025						
Description									
<p>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.</p> 									
History, Status, or Impact if Delayed									
General Plan Goals/Policies									
Goal CE.4, Policy CE.4.5; Goal SE.8, Policy SE.8.7; Goal CE.1, Policy CE.1.4; Goal CE.3, Policy CE.3.2; Goal CS.2, Policy CS.2.6; Goal CS.10, Policy CS.10.2; Goal H.3, Policy H.3.1; Goal GM.3, Policy GM.3.7; Goal HS.6, Policy HS.6.1									
Summary of Capital Cost									
USE(S)			Budget		Projected Budget			Project Estimate	
Planning			FY 2024-25		FY 2025-26			FY 2026-27	
Design					FY 2027-28			FY 2028-29	
Construction			\$ 135,000					\$ 135,000	
Contingency			\$ 15,000					\$ 15,000	
TOTAL USES			\$ 150,000		\$ -			\$ -	
SOURCE(S)									
106 - Measure S 2014			\$ 150,000					\$ 150,000	
TOTAL FUNDS			\$ 150,000		\$ -			\$ -	
								\$ 150,000	


RO2401 - ROAD MAINTENANCE REPAIRS									
Functional Area : Streets & Roads			Project Origin : Staff Recommendation			Priority Score:		69	
Type of CIP			Budget		Unappropriated Subsequent Years				Project Estimate FY 2024 - 2029
New	Replacement	Expansion Renovation	Year 1 FY 2024-25	Year 2 FY 2025-26	Year 3 FY 2026-27	Year 4 FY 2027-28	Year 5 FY 2028-29		


RO2303 - PINOLE SMART SIGNALS									
Functional Area : Streets & Roads			Project Origin : Staff Recommendation			Priority Score :		33	
Type of CIP			Budget		Unappropriated Subsequent Years				
X	New	Expansion	Year 1	Year 2	Year 3	Year 4	Year 5	Project Estimate	
	Replacement	Renovation	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	FY 2024 - 2029	
	Land/Row Acq. Required								
	Rehabilitation								
Estimated	Expenditures	\$	-	\$	-	\$	-	\$	100,000
to-date									
Project Start	7/1/2024						Estimated Completion 6/30/2025		
Description									
The Smart Signals project will develop, manage, and implement ITS initiatives that improve the safety and efficiency of multimodal mobility, maximize highway and arterial system throughput, and improve operational efficiency, safety, and reduce environmental impact throughout Contra Costa County. Contra Costa Transportation Authority is the project lead and will coordinate the project throughout the county. Twelve traffic signals have been identified as candidates for the Smart Signals project. These signals are located on Pinole arterial roadways (Appian Way & San Pablo Avenue).									
									
History, Status, or Impact if Delayed									
Deployment of the Smart Signals Project is expected to result in operational and safety improvements for all modes of transportation, such as decrease in travel time and total delay, reduction in number of stops and secondary accidents, reduction of fuel consumption and greenhouse gas emissions, and reduction of response time for emergency vehicles. The initial cost estimate of construction is \$1,499,829 of which CCTA will receive \$1,345,527 in OBAG funds. The City's match requirement of \$154,302 was paid in FY 2023/24. A contingency is budgeted for potential obligations for changes in construction that may be requested by the City.									
General Plan Goals/Policies									
Goal CS.10, Policy CS 10.2									
Summary of Capital Cost									
USE(S)			Budget	Projected Budget			Project Estimate		
			FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	FY 2024 - 2029	
Planning									
Design									
Construction									
Contingency			\$ 100,000					\$ 100,000	
TOTAL USES			\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000	
SOURCE(S)									
106 - Measure S 2014			\$ 100,000					\$ 100,000	
TOTAL FUNDS			\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000	


RO2302 - SAFETY IMPROVEMENTS ON ARTERIAL ROADWAYS														
Functional Area : Streets & Roads			Project Origin : Staff Recommendation				Priority Score :		38					
Type of CIP			Unappropriated Subsequent Years											
X	New	Expansion	Year 1 FY 2024-25		Year 2 FY 2025-26		Year 3 FY 2026-27		Year 4 FY 2027-28		Year 5 FY 2028-29		Project Estimate FY 2024 - 2029	
	Replacement	Renovation												
	Land/Row Acq. Required													
	Rehabilitation													
Estimated Expenditures to-date			\$	-	\$	-	\$	-	\$	-	\$	-	\$	275,000
Project Start			7/1/2024				Estimated Completion 6/30/2025							
Description														
This project will install pedestrian crossing enhancements at three mid-block crossings on arterial roadways. The enhancements include continental markings, median refuge islands, advanced stop bars and Rectangular Rapid Flash Beacons. The three mid-block crossings are: San Pablo Ave. & Third Ave.; San Pablo Ave. & Quinan St.; and Pinole Valley Road & Savage Ave.														
History, Status, or Impact if Delayed														
Funding for improvements was secured through Cycle 11 HSIP grant funds.														
General Plan Goals/Policies														
Policy GM.3.3, Goal CE.3, Goal CS.10, Policy CS 10.2														
Summary of Capital Cost														
USE(S)			Budget		Projected Budget				Project Estimate					
			FY 2024-25		FY 2025-26		FY 2026-27		FY 2027-28		FY 2028-29		FY 2024 - 2029	
Planning														
Design														
Construction			\$ 265,000										\$ 265,000	
Contingency			\$ 10,000										\$ 10,000	
TOTAL USES			\$ 275,000		\$ -		\$ -		\$ -		\$ -		\$ 275,000	
SOURCE(S)														
215 - Grant: HSIP			\$ 239,040										\$ 239,040	
106 - Measure S 2014			\$ 35,960										\$ 35,960	
TOTAL FUNDS			\$ 275,000		\$ -		\$ -		\$ -		\$ -		\$ 275,000	

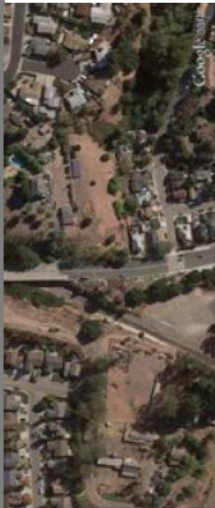
RO2301 - ROAD REHABILITATION									
Functional Area : Streets & Roads			Project Origin : Pavement Management Program				Priority Score :		34
Type of CIP			Unappropriated Subsequent Years						
New	Replacement	Expansion	Year 1 FY 2024-25	Year 2 FY 2025-26	Year 3 FY 2026-27	Year 4 FY 2027-28	Year 5 FY 2028-29	Project Estimate FY 2024 - 2029	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							
Land/Row Acq. Required									
Rehabilitation									
Estimated Expenditures to-date	\$ -	\$	750,000.00	\$ 750,000	\$ -	\$ -	\$ -	\$ -	\$ 1,500,000
Project Start			7/1/2024		Estimated Completion 6/30/2025				
Description									
Based on the most current P-TAP report and field inspections, various segments will be recommended annually for rehabilitation. Recommended treatment include patch paving, slurry seal, cape seal, mill and fill.									
History, Status, or Impact if Delayed									
General Plan Goals/Policies									
Policy GM.3.3, Goal CE.3, Goal CS.10, Policy CS 10.2									
Summary of Capital Cost									
USE(S)	Budget		Projected Budget				Project Estimate		
	FY 2024-25		FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	FY 2024 - 2029		
Planning									
Design	\$	65,000	\$ 60,000				\$	\$	125,000
Construction	\$	620,000	\$ 630,000				\$	\$	1,250,000
Contingency	\$	65,000	\$ 60,000				\$	\$	125,000
TOTAL USES	\$	750,000	\$ 750,000	\$ -	\$ -	\$ -	\$ -	\$ -	1,500,000
SOURCE(S)									
325 - City Street Improvements	\$	750,000	\$ 750,000				\$	\$	1,500,000
TOTAL FUNDS	\$	750,000	\$ 750,000	\$ -	\$ -	\$ -	\$ -	\$ -	1,500,000





RO2107 - BRANDT ST. IMPROVEMENTS									
Functional Area : Streets & Roads			Project Origin : Council Request			Priority Score :		27	
Type of CIP			Budget			Unappropriated Subsequent Years			Project Estimate FY 2024 - 2029
New	Replacement	Expansion Renovation	Year 1 FY 2024-25	Year 2 FY 2025-26	Year 3 FY 2026-27	Year 4 FY 2027-28	Year 5 FY 2028-29		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							
Land/Row Acq. Required									
Rehabilitation									
Estimated Expenditures to-date	\$	-	\$	170,000	\$	-	\$	-	\$ 170,000
Project Start			7/1/2024			Estimated Completion			6/30/2025
Description									
Provide improvements on Brandt St. including application of pavement treatments based on type and severity of distresses on existing pavement.									
									
History, Status, or Impact if Delayed									
General Plan Goals/Policies									
Goal CE.4, Goal CS.10, Policy CS.10.2, Policy GM.3.3, Goal CS.10									
Summary of Capital Cost									
USE(S)	Budget		Projected Budget			Project Estimate			
Planning	FY 2024-25		FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	FY 2024 - 2029		
Design			\$ 30,000				\$ 30,000		
Construction			\$ 120,000				\$ 120,000		
Contingency			\$ 20,000				\$ 20,000		
TOTAL USES	\$		\$ 170,000	\$	-	\$	-	\$	170,000
SOURCE(S)									
100 - General Fund			\$ 170,000				\$ 170,000		
TOTAL FUNDS	\$		\$ 170,000	\$	-	\$	-	\$	170,000

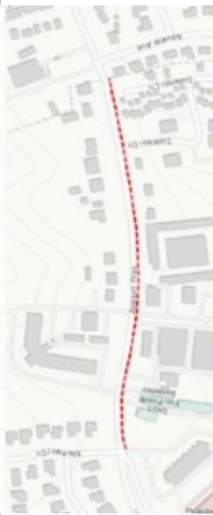
RO2102 - TENNENT AVE REHABILITATION									
Functional Area : Streets & Roads			Project Origin : Pavement Management Program				Priority Score :		43
Type of CIP			Budget		Unappropriated Subsequent Years				Project Estimate FY 2024 - 2029
New <input type="checkbox"/>	Replacement <input type="checkbox"/>	Expansion Renovation Land/Row Acq. Required <input type="checkbox"/>	Year 1 FY 2024-25	Year 2 FY 2025-26	Year 3 FY 2026-27	Year 4 FY 2027-28	Year 5 FY 2028-29		
<input checked="" type="checkbox"/> Estimated		\$ 37,805.00	\$ 20,000.00	\$ 735,000	\$ -	\$ -	\$ -	\$ -	\$ 792,805
Expenditures to-date									
Project Start	7/1/2024		Estimated Completion 6/30/2025						
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.									
									
History, Status, or Impact if Delayed									
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. In addition, this project is being coordinated with RO1902 for efficient implementation.									
General Plan Goals/Policies									
Policy CE.1.4, Policy CS.2.6, Policy CS.3.3, Policy H.3.1, Policy GM.3.3, Goal CE.3, Goal CS.10, Policy CS 10.2									
Summary of Capital Cost									
USE(S)	Budget		Projected Budget				Project Estimate		
	FY 2024-25		FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	FY 2024 - 2029		
Planning									
Design		\$ 20,000	\$ 80,000					\$ 100,000	
Construction			\$ 623,000					\$ 623,000	
Contingency			\$ 32,000					\$ 32,000	
	TOTAL USES	\$ 20,000	\$ 735,000	\$ -	\$ -	\$ -	\$ -	\$ 755,000	
SOURCE(S)									
200 - Gas Tax			\$ 381,082					\$ 381,082	
500 - Sewer Enterprise Fund		\$ 20,000	\$ 87,411					\$ 107,411	
325 - City Street Improvements			\$ 266,507					\$ 266,507	
	TOTAL FUNDS	\$ 20,000	\$ 735,000	\$ -	\$ -	\$ -	\$ -	\$ 755,000	


RO2101 - ARTERIAL REHABILITATION									
Functional Area : Streets & Roads			Project Origin : Pavement Management Program				Priority Score :		37
Type of CIP			Unappropriated Subsequent Years						
New	Expansion		Year 1 FY 2024-25	Year 2 FY 2025-26	Year 3 FY 2026-27	Year 4 FY 2027-28	Year 5 FY 2028-29	Project Estimate FY 2024 - 2029	
Replacement	Renovation								
Land/Row Acq. Required									
X	Rehabilitation								
Estimated Expenditures to-date	\$ 58,480.00	\$ 1,990,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,048,480
Project Start	7/1/2024	Estimated Completion 6/30/2025							
Description									
The project is currently in the design phase and aims to maximize the funding available to complete rehabilitation work beginning at the southern city limit on Pinole Valley Road to the bridge west of Savage Ave. The project will include replacement, modification, or installation of a ADA compliant curb ramps, road rehabilitation, and striping.									
									
History, Status, or Impact if Delayed									
Based on the 2019 P-TAP report, various segments were recommended for treatment by StreetSaver®. The recommendations were further validated through a comparative pavement analysis and coring samples to explore additional treatment options which are not discussed in the P-TAP report. This will allow the City to optimize the available funding. The section of roadway selected based on the analysis was Pinole Valley Road from the southern city limits.									
General Plan Goals/Policies									
Policy GM.3.3, Goal CE.3, Goal CS.10, Policy CS 10.2									
Summary of Capital Cost									
USE(S)		Budget	Projected Budget				Project Estimate		
		FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	FY 2024 - 2029		
Planning									
Design		\$ 10,000					\$ 10,000		
Construction		\$ 1,800,000					\$ 1,800,000		
Contingency		\$ 180,000					\$ 180,000		
TOTAL USES		\$ 1,990,000	\$ -	\$ -	\$ -	\$ -	\$ 1,990,000		
SOURCE(S)									
200 - Gas Tax		\$ 1,095,000					\$ 1,095,000		
377 - Arterial Streets Rehabilitation		\$ 895,000					\$ 895,000		
TOTAL FUNDS		\$ 1,990,000	\$ -	\$ -	\$ -	\$ -	\$ 1,990,000		


RO1710 - SAN PABLO AVENUE BRIDGE OVER BNSF RAILROAD									
Functional Area : Streets & Roads			Project Origin : End of Life Cycle			Priority Score :		55	
Type of CIP			Budget		Unappropriated Subsequent Years				Project Estimate FY 2024 - 2029
New	Expansion	Year 1	Year 2	Year 3	Year 4	Year 5	Estimated Completion 6/30/2025		
X	Replacement	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29			
	Land/Row Acq. Required								
	Rehabilitation								
Estimated									
Expenditures	\$ 1,169,005.00	\$ 1,915,894.00	\$ 28,800,000	\$ -	\$ -	\$ -	\$ -	\$ 31,884,899	
to-date									
Project Start	7/1/2024								
Description									
<p>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 list.</p> 									
History, Status, or Impact if Delayed									
<p>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. In October 2022, a draft type selection report was submitted to Caltrans for review. This report is the first step to request additional funding allocations from the Caltrans HBP to complete the PS&E phase and construction phase of the project.</p>									
General Plan Goals/Policies									
<p>Policy CS.3.3, Goal H.3, Policy H.3.1, Goal CE.3, Goal CE. 7, Policy CE.7.3, Goal CS.10.</p>									
Summary of Capital Cost									
USE(S)	Budget		Projected Budget				Project Estimate		
	FY 2024-25		FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	FY 2024 - 2029		
Project Management	\$ 133,579	\$	4,150,000				\$ 4,283,579		
Planning & Design	\$ 1,782,315	\$					\$ 1,782,315		
Construction	-	\$	24,650,000				\$ 24,650,000		
Contingency	-								
TOTAL USES	\$ 1,915,894	\$	28,800,000	\$ -	\$ -	\$ -	\$ 30,715,894		
SOURCE(S)									
325 - Grant: HBP	\$ 41,394	\$					\$ 41,394		
325 - Grant: STMP Fees	\$ 1,499,189	\$					\$ 1,499,189		
215 - Grant: TLC	\$ 133,579	\$					\$ 133,579		
106 - Measure S 2014	\$ 241,732	\$					\$ 241,732		
Unfunded			\$ 28,800,000				\$ 28,800,000		
TOTAL FUNDS	\$ 1,915,894	\$	28,800,000	\$ -	\$ -	\$ -	\$ 30,715,894		

RO1708 - PINOLE VALLEY ROAD IMPROVEMENTS									
Functional Area : Streets & Roads			Project Origin : Council Request			Priority Score :		33	
Type of CIP			Budget		Unappropriated Subsequent Years				
New	Expansion		Year 1 FY 2024-25	Year 2 FY 2025-26	Year 3 FY 2026-27	Year 4 FY 2027-28	Year 5 FY 2028-29	Project Estimate FY 2024 - 2029	
Replacement	Renovation								
Land/Row Acq. Required									
X	Rehabilitation								
Estimated Expenditures to-date	\$ -	\$ 100,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100,000
Project Start	7/1/2024		Estimated Completion 6/30/2025						
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.									
									
History, Status, or Impact if Delayed									
General Plan Goals/Policies									
Policy GM.3.3, Goal CE.3, Goal CS.10, Policy CS 10.2									
Summary of Capital Cost									
USE(S)		Budget	Projected Budget				Project Estimate		
		FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	FY 2024 - 2029		
Planning									
Design		\$ 10,000					\$ 10,000		
Construction		\$ 80,000					\$ 80,000		
Contingency		\$ 10,000					\$ 10,000		
TOTAL USES		\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000		
SOURCE(S)									
200 - Gas Tax		\$ 100,000					\$ 100,000		
TOTAL FUNDS		\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000		

IN2301 - FACILITIES & REAL ESTATE MASTER PLAN									
Functional Area : Infrastructure Assessment			Project Origin : Staff Recommendation			Priority Score :			
Type of CIP		Budget		Unappropriated Subsequent Years				Project Estimate	
New	Expansion	Year 1	Year 2	Year 3	Year 4	Year 5			
Replacement	Renovation	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29			FY 2024 - 2029
Land/Row Acq. Required									
Rehabilitation									
Estimated									
Expenditures	\$ -	\$ -	\$ -	\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ 75,000
to-date									
Project Start	7/1/2024								Estimated Completion 6/30/2025
Description									
<p>The facilities master plan will serve as a roadmap for achieving identified strategic objectives to improve service delivery and utilization of real estate and facility assets. The masterplan will serve to aid decision-making on capital improvements for a defined list of City owned facilities and provide information on potential major maintenance needs (e.g., repairs vs. replace) as applicable.</p> 									
History, Status, or Impact if Delayed									
General Plan Goals/Policies									
Summary of Capital Cost									
		Budget		Projected Budget				Project Estimate	
USE(S)		FY 2024-25		FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	FY 2024 - 2029	
Planning					\$ 75,000			\$ 75,000	
Design									
Construction									
Contingency									
TOTAL USES		\$ -		\$ -	\$ 75,000	\$ -	\$ -	\$ 75,000	
SOURCE(S)									
106 - Measure S 2014					\$ 75,000			\$ 75,000	
TOTAL FUNDS		\$ -		\$ -	\$ 75,000	\$ -	\$ -	\$ 75,000	

IN2105 - APPIAN WAY COMPLETE STREETS									
Functional Area : Infrastructure Assessment			Project Origin : Staff Recommendation				Priority Score :		
Type of CIP			Budget		Unappropriated Subsequent Years				Project Estimate FY 2024 - 2029
New	Expansion	Year 1	Year 2	Year 3	Year 4	Year 5			
Replacement	Renovation	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29			
Land/Row Acq. Required									
Rehabilitation									
Estimated Expenditures to-date	\$ -	\$ 100,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100,000	
Project Start	7/1/2024	Estimated Completion 6/30/2025							
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.									
									
History, Status, or Impact if Delayed									
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.									
General Plan Goals/Policies									
Policy CE.1.4, Policy CS.2.6, Policy CS.3.3, Policy H.3.1, Policy GM.3.3, Goal CE.3, Goal CS.10, Policy CS 10.2									
Summary of Capital Cost									
USE(S)	Budget		Projected Budget				Project Estimate		
	FY 2024-25		FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	FY 2024 - 2029		
Planning								\$	100,000
Design	\$	100,000							
Construction									
Contingency									
TOTAL USES		\$	100,000	\$ -	\$ -	\$ -	\$ -	\$	100,000
SOURCE(S)									
325 - Grant: STMP Fees	\$	100,000						\$	100,000
TOTAL FUNDS		\$	100,000	\$ -	\$ -	\$ -	\$ -	\$	100,000

IN2103 - RECYCLED WATER FEASIBILITY									
Functional Area : Infrastructure Assessment			Project Origin : Council Request			Priority Score :			
Type of CIP			Budget		Unappropriated Subsequent Years				
New	Expansion		Year 1 FY 2024-25	Year 2 FY 2025-26	Year 3 FY 2026-27	Year 4 FY 2027-28	Year 5 FY 2028-29	Project Estimate FY 2024 - 2029	
Replacement	Renovation								
Land/Row Acq. Required									
Rehabilitation									
Estimated									
Expenditures	\$	15,152.25	\$ 60,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 75,152
to-date									
Project Start	7/1/2024		Estimated Completion 6/30/2025						
Description									
<p>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.</p> 									
History, Status, or Impact if Delayed									
<p>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 Waster 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</p>									
General Plan Goals/Policies									
Policy OS.8.1, Policy OS.8.7, Goal SE.9, Policy SE.9.1, Policy SE.9.4									
Summary of Capital Cost									
USE(S)		Budget		Projected Budget			Project Estimate		
		FY 2024-25		FY 2025-26		FY 2026-27		FY 2027-28	
Planning		\$ 60,000						FY 2028-29	
Design								\$ 60,000	
Construction									
Contingency									
TOTAL USES		\$ 60,000		\$ -		\$ -		\$ -	
SOURCE(S)								\$ 60,000	
100 - General Fund		\$ 60,000						\$ 60,000	
TOTAL FUNDS		\$ 60,000		\$ -		\$ -		\$ -	
								\$ 60,000	

IN2101 - EMERGENCY POWER FOR CRITICAL FACILITIES									
Functional Area : Infrastructure Assessment			Project Origin : Council Request			Priority Score :			
Type of CIP			Budget			Unappropriated Subsequent Years			
New	Replacement	Expansion Renovation	Year 1 FY 2024-25	Year 2 FY 2025-26	Year 3 FY 2026-27	Year 4 FY 2027-28	Year 5 FY 2028-29	Project Estimate FY 2024 - 2029	
Estimated Expenditures to-date			\$ -	\$ 30,000.00	\$ -	\$ 170,000	\$ -	\$ -	\$ 200,000
Project Start	7/1/2024					Estimated Completion 6/30/2025			
Description									
<p>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.</p>									
									
History, Status, or Impact if Delayed									
The Public Safety Building, Fire Station 74, and the Water Pollution Control Plant have stand by generators.									
General Plan Goals/Policies									
Policy GM.4.1, Policy CS.2.6, Goal CS.9, Goal HS.4									
Summary of Capital Cost									
USE(S)			Budget	Projected Budget			Project Estimate		
			FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	FY 2024 - 2029	
Planning									
Design			\$ 30,000					\$ 30,000	
Construction									
Contingency				\$ 170,000				\$ 170,000	
TOTAL USES			\$ 30,000	\$ 170,000	\$ -	\$ -	\$ -	\$ 200,000	
SOURCE(S)									
100 - General Fund			\$ 30,000	\$ 170,000				\$ 200,000	
TOTAL FUNDS			\$ 30,000	\$ 170,000	\$ -	\$ -	\$ -	\$ 200,000	

IN1703 - STORM DRAIN MASTER PLAN									
Functional Area : Infrastructure Assessment			Project Origin : Staff Recommendation			Priority Score :			
Type of CIP			Budget			Unappropriated Subsequent Years			
New	Expansion	Year 1	Year 2	Year 3	Year 4	Year 5	Project Estimate		
Replacement	Renovation	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	FY 2024 - 2029		
Land/Row Acq. Required									
Rehabilitation									
Estimated									
Expenditures	\$ 100,000.00	\$ 150,000.00	\$ -	\$ -	\$ -	\$ -	\$	\$	250,000
to-date									
Project Start	7/1/2024	Estimated Completion 6/30/2025							
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.									
History, Status, or Impact if Delayed									
General Plan Goals/Policies									
Policy GM.4.1, Policy CS.7.1									
Summary of Capital Cost									
USE(S)		Budget		Projected Budget			Project Estimate		
		FY 2024-25		FY 2026-27		FY 2027-28	FY 2028-29	FY 2024 - 2029	
Planning		\$ 150,000						\$	150,000
Design									
Construction									
Contingency									
TOTAL USES		\$ 150,000		\$ -		\$ -	-	\$	150,000
SOURCE(S)									
106 - Measure S 2014		\$ 150,000						\$	150,000
TOTAL FUNDS		\$ 150,000		\$ -		\$ -	-	\$	150,000

**CAPITAL IMPROVEMENT PLAN: FY 2024/25 THROUGH FY 2028/29
UNFUNDED PROJECTS LIST**

#	Unfunded 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	Pedestrian Bridge Maintenance (formerly known as Bridge Maintenance)
UF013	Pavement Maintenance
UF014	I-80/Pinole Valley Rd. Interchange Improvements
UF015	Shale Hill Retaining Wall and Sidewalk Gap
UF016	Sidewalks Gaps
UF017	Signal System Upgrades
UF018	Tennent-2
UF019	Tree Master Plan
UF020	San Pablo Avenue Bridge over BNSF Railroad
UF021	Installation of Solar at City Facilities
UF022	All Access Weather Roads
UF023	San Pablo Avenue Complete Streets
UF024	Signalized Intersections
UF025	Pedestrian Safety at Signalized Intersections
UF026	Safety at Unsignalized Intersections
UF027	Roadway Segments #1
UF028	Roadway Segments #2
UF029	Roadway Segments #3
UF030	Vehicular Bridge Maintenance
UF031	Old Town Traffic Calming
UF032	City Hall Energy Upgrades
UF033	Public Safety Building Energy Upgrades
UF034	WPCP Energy Upgrades
UF035	Youth Center Upgrades
UF036	Park Energy Upgrades

Legend:

New unfunded projects added

UNFUNDED PROJECT DESCRIPTIONS

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.

Project Origin: Staff Recommendation

Functional Area: Streets & Roads
Sanitary Sewer
Stormwater

Cost Estimate: \$ -

Potential Funding Sources:

Priority Score: 11

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.

Project Origin: Council Request

Functional Area: Facilities

Cost Estimate: \$ -

Potential Funding Sources:

Bay Area Air Quality Management District, West Contra Costa Transportation Authority, Marin Clean Energy

Priority Score: 43

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.

Project Origin: Staff Recommendation

Functional Area: Facilities

Cost Estimate: \$ -

Potential Funding Sources:

Priority Score: 32

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. In FY 2022/23, this work was completed for Zone A (between I-80 and Henry Ave.)

Project Origin: LLAD Report

Functional Area: LLAD

Cost Estimate: \$ -

Potential Funding Sources:
Fund 345 & 348

Priority Score: 27

UF005 - Dog Park Restroom Replacement

Project Information

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

Project Origin: Staff Recommendation

Functional Area: Parks

Cost Estimate: \$ 200,000

Potential Funding Sources:

Priority Score: 36

UF006 - Dog Park Resurfacing and Fencing Improvements

Project Information

Resurfacing and fencing improvements

Project Origin: Staff Recommendation

Functional Area: Parks

Cost Estimate: \$ 75,000

Potential Funding Sources:

Priority Score: 36

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 Origin: Council Request

Functional Area: Parks

Cost Estimate: \$ 150,000

Potential Funding Sources:

Priority Score: 22

UF008 - Fernandez Park Baseball Grandstand Improvement

Project Information

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

Project Origin: End of Life Cycle

Functional Area: Parks

Cost Estimate: \$ 250,000

Potential Funding Sources:

Priority Score: 27

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. The Active Transportation Plan is underway and will identify a trail network and recommend improvements.

Project Origin: Staff Recommendation

Functional Area: Parks

Cost Estimate: \$ -

Potential Funding Sources:

Priority Score: 25

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.

Project Origin: Staff Recommendation

Functional Area: Streets & Roads

Cost Estimate: \$ -

Potential Funding Sources:

Priority Score: 49

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 received STMP funds from West Contra Costa Transportation Authority for preliminary design. The construction phase remains unfunded.

Project Origin: Staff Recommendation

Functional Area: Streets & Roads

Cost Estimate: \$ 970,000

Potential Funding Sources:

Priority Score: 30

UF012 - Pedestrian Bridge Maintenance

Project Information

Maintenance of pedestrian bridges as identified in the Pedestrian Bridge Inspection Reports completed by Quincy Engineering, Inc. In FY 2023/24 there is \$50,000 budgeted in the operating budget for maintenance activities.

Project Origin: Staff Recommendation

Functional Area: Streets & Roads

Cost Estimate: \$ 224,700

Potential Funding Sources:

Priority Score: 22

UF013 - 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.

Project Origin: Staff Recommendation

Functional Area: Streets & Roads

Cost Estimate: \$ 42,000,000

Potential Funding Sources:
Fund 200 and Fund 106

Priority Score: 25

UF014 - 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.

Project Origin: Staff Recommendation

Functional Area: Streets & Roads

Cost Estimate: \$ 10,959,000

Potential Funding Sources:

Priority Score: 9

UF015 - 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.

Project Origin: Staff Recommendation

Functional Area: Streets & Roads

Cost Estimate: \$ -

Potential Funding Sources:

Priority Score: 9

UF016 - 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.

Project Origin: Staff Recommendation

Functional Area: Streets & Roads

Cost Estimate: \$ -

Potential Funding Sources:

Priority Score: 16

UF017 - 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.

Project Origin: Staff Recommendation

Functional Area: Streets & Roads

Cost Estimate: \$ -

Potential Funding Sources:

Priority Score: 16

UF018 - Tennent-2 Sewer Capacity Improvements

Project Information

This project involves replacement of the approximately pipeline along Tennent Avenue.

Project Origin: Master Plan

Functional Area:

Cost Estimate: \$ 4,239,000

Potential Funding Sources:

Priority Score: 59

UF019 - 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.

Project Origin: Beautification Adhoc Committee

Functional Area: Infrastructure Assessment

Cost Estimate: \$ 375,000

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

Priority Score: 11

UF020 - 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.

Project Origin: End of Life Cycle

Functional Area: Streets & Roads

Cost Estimate: \$ 28,800,000

Potential Funding Sources:
Fund 213, Fund 214, Economic Stimulus Funds

Priority Score: 58

UF021 - 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.

Project Origin: Council Request

Functional Area: Facilities

Cost Estimate: \$ -

Potential Funding Sources:

Priority Score: 37

UF022 - All-Weather Access 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.

Project Origin: General Plan

Functional Area: Streets & Roads

Cost Estimate: \$ -

Potential Funding Sources:

Priority Score: 20

UF023 - San Pablo Avenue Complete Streets

Project Information

A complete streets plan would create a new vision for San Pablo Avenue, to transform it into a place where people of all ages and abilities can travel safely and comfortably whether walking, bicycling, riding transit, or driving . The UF031 - Old Town Traffic Calming project is within the limits of this project which may partially or completely replace it.

Project Origin: Council Request

Functional Area: Infrastructure Assessment

Cost Estimate: \$ 200,000

Potential Funding Sources:
Subregional Transportation Mitigation Program (STMP) funds

Priority Score: 15

UF024 - Signalized Intersections

Project Information

Improvement to signal hardware, signal timing, or protected left turn phases at:

- Appian Way & Fitzgerald Dr
- San Pablo Ave & Tennent Ave
- Appian Way & Canyon Dr/Tara Hills
- Pinole Valley Rd/Tennent Ave/Ellerhorst St
- San Pablo Ave & Pinole Valley Rd
- San Pablo Ave & Pinon Ave/Appian Way
- Pinole Valley Rd & Estates Ave

Refer to the Local Road Safety Plan (LRSP) document for detailed recommendations.

Project Origin: LRSP

Functional Area: Streets & Roads

Cost Estimate: \$ 183,792

Potential Funding Sources:
Highway Safety Improvement Program (HSIP)

Priority Score: 46

UF025 - Pedestrian Safety at Signalized Intersections

Project Information

Installation of advance stop bars before crosswalk, raised median on approaches, raised pavement markers and striping through intersection at:

- Appian Way & Fitzgerald Dr
- San Pablo Ave & Tennent Ave
- Appian Way & Canyon Dr/Tara Hills
- Pinole Valley Rd/Tennent Ave/Ellerhorst St
- San Pablo Ave & Pinole Valley Rd
- Fitzgerald Dr and Best Buy Parking Lot
- Pinole Valley Rd & Estates Ave

Refer to the Local Road Safety Plan (LRSP) document for detailed recommendations.

Project Origin: LRSP

Functional Area: Streets & Roads

Cost Estimate: \$ 514,548

Potential Funding Sources:
Highway Safety Improvement Program (HSIP)

Priority Score: 46

UF026 - Safety at Unsignalized Intersections

Project Information

Install intersection lighting, install/upgrade larger or additional stop signs or other intersection warning/regulatory signs, or install RRFB:

- Walter Ave & San Pablo Ave
- Pinole Valley Rd & Simas Ave
- Pinole Valley Rd & Wright Ave
- Pinole Valley Rd & Rafaela St
- Wright Ave & Carol St
- Simas Ave & Moraga Dr

Refer to the Local Road Safety Plan (LRSP) document for detailed recommendations.

Project Origin: LRSP

Functional Area: Streets & Roads

Cost Estimate: \$ 879,830

Potential Funding Sources:
Highway Safety Improvement Program (HSIP)

Priority Score: 46

UF027 - Roadway Segments # 1

Project Information

Install segment lighting, or install/upgrade signs with new fluorescent sheeting, or install delineators, reflectors/object markers.

- Pinole Valley Rd: San Pablo Ave to Collins Ave
- San Pablo Ave: Oak Ridge Rd to Pinole Valley Rd
- San Pablo Ave: Golden Gate to Del Monte Dr
- Tara Hills: Kilkenny Way to Appian Way
- Walter Ave: North Terminus to San Pablo Ave
- Fitzgerald Dr: Jovita Ln to Appian Way
- Appian Way: San Pablo Ave to Michael Dr
- Tennent Ave: San Pablo Ave to Pinole Valley Rd

Refer to the Local Road Safety Plan (LRSP) document for detailed recommendations.

Project Origin: LRSP

Functional Area: Streets & Roads

Cost Estimate: \$ 1,469,474

Potential Funding Sources:
Highway Safety Improvement Program (HSIP)

Priority Score: 46

UF028 - Roadway Segments # 2

Project Information

Install centerline rumble strips/stripes, or install edge-lines and centerlines, or install RRFB:

- Pinole Valley Rd: San Pablo Ave to Collins Ave
- San Pablo Ave: Oak Ridge Rd to Pinole Valley Rd
- San Pablo Ave: Golden Gate to Del Monte Dr
- Tara Hills: Kilkenny Way to Appian Way
- Walter Ave: North Terminus to San Pablo Ave
- Tennent Ave: San Pablo Ave to Pinole Valley Rd

Refer to the Local Road Safety Plan (LRSP) document for detailed recommendations.

Project Origin: LRSP

Functional Area: Streets & Roads

Cost Estimate: \$ 914,375

Potential Funding Sources:
Highway Safety Improvement Program (HSIP)

Priority Score: 46

UF029 - Roadway Segments # 3

Project Information

Implement road diet, or install dynamic/variable speed warning signs, or install/upgrade pedestrian crossing:

- Pinole Valley Rd: San Pablo Ave to Collins Ave
- San Pablo Ave: Oak Ridge Rd to Pinole Valley Rd
- Tara Hills: Kilkenny Way to Appian Way
- Fitzgerald Dr: Jovita Ln to Appian Way
- Appian Way: San Pablo Ave to Michael Dr

Refer to the Local Road Safety Plan (LRSP) document for detailed recommendations.

Project Origin: LRSP

Functional Area: Streets & Roads

Cost Estimate: \$ 1,483,510

Potential Funding Sources:
Highway Safety Improvement Program (HSIP)

Priority Score: 46

UF030 - Vehicular Bridge Maintenance

Project Information

Maintenance of vehicular bridges as identified in the Caltrans Bridge Inspection Reports. The latest bridge inspection issued in May 2023, contains recommendations for three bridges near:

- PVHS High School on Pinole Valley Rd
- Wright Ave on Pinole Valley Rd
- On Simas Ave near Pinole Valley Rd

Project Origin: Caltrans Bridge Inspection

Functional Area: Streets & Roads

Cost Estimate: \$ -

Potential Funding Sources:

Priority Score: 22

UF031 - Old Town Traffic Calming

Project Information

Assess feasibility of and alternatives for, and design and construct traffic calming measures on San Pablo Avenue between John St and Oak Ridge Rd. This project is within the limits of UF023 - San Pablo Avenue Complete Streets project and may partially or completely replace it.

Project Origin: Council Request

Functional Area: Streets & Roads

Cost Estimate: \$ 570,000

Potential Funding Sources:

Priority Score: 58

UF032 - City Hall Energy Upgrades

Project Information

Energy conservation measures recommended in the Energy Conservation, Generation, and Storage Assessment.

Project Origin: Assessment

Functional Area: Facilities

Cost Estimate: \$ 189,000

Potential Funding Sources:

Priority Score: 57

UF033 - Public Safety Building Energy Upgrades

Project Information

Energy conservation measures recommended in the Energy Conservation, Generation, and Storage Assessment.

Project Origin: Assessment

Functional Area: Facilities

Cost Estimate: \$ 160,000

Potential Funding Sources:

Priority Score: 58

UF034 - WPCP Energy Upgrades

Project Information

Energy conservation measures recommended in the Energy Conservation, Generation, and Storage Assessment.

Project Origin: Assessment

Functional Area: Sanitary Sewer

Cost Estimate: \$ 1,686,000

Potential Funding Sources:
Self-Generation Incentive Program (SGIP)

Priority Score: 59

UF035 - Youth Center Energy Upgrades

Project Information

Energy conservation measures recommended in the Energy Conservation, Generation, and Storage Assessment.

Project Origin: Assessment

Functional Area: Facilities

Cost Estimate: \$ 17,000

Potential Funding Sources:

Priority Score: 58

UF036 - Park Energy Upgrades

Project Information

Energy conservation measures recommended in the Energy Conservation, Generation, and Storage Assessment.

Project Origin: Assessment

Functional Area: Parks

Cost Estimate: \$ 30,000

Potential Funding Sources:

Priority Score: 62

APPENDIX I

APPENDIX I: Capital Improvement Plan Consistency with General Plan

Funding is estimated for specific projects or asset plans in the FY 2024/25 – 2028/29 Capital Improvement Plan (CIP) which support the goals and policies of following elements of the General Plan:

- Community Character (CC)
- Growth Management (GM)
- Land Use & Economic Development (LU)
- Housing (H)
- Circulation Element (CE)
- Community Services and Facilities (CS)
- Health and Safety (HS)
- Natural Resources and Open Space (OS)
- Sustainability Element (SE)

The acroynms and associated General Plan goals/policies are listed on individual project sheets.

The FY 2024/25 – 2028/29 CIP includes funding for projects over the next five (5) fiscal years that support General Plan policies and enhance public infrastructure, amenities, and services in Pinole. The CIP is consistent with and helps implement the following General Plan goals and policies:

Community Character Element

GOAL CC.1 Maintain Pinole's unique qualities and sense of place to preserve the established historic and small-town character of the city.

POLICY CC.1.2 Require all new development to incorporate high-quality site design, architecture and planning to enhance the overall quality of the built environment in Pinole and create a visually interesting and aesthetically pleasing town environment.

POLICY CC.1.3 To enhance a sense of arrival and create a strong appealing image that promotes community identity, the City shall develop community entry features at key gateways or city entries along Interstate 80. Entryways shall incorporate landscaping, trees, structural architectural elements, signage and public art.

POLICY CC.1.5 Encourage project compatibility, interdependence and support with neighboring uses, especially between commercial and mixed-use centers and the surrounding residential neighborhoods. Uses should relate to one another with pedestrian connections, transit options, shared parking, landscaping, public spaces, and the orientation and design of buildings.

GOAL CC.2 Emphasize and enhance the visual and physical connection between the city's natural environment and the community's quality of life.

POLICY CC.2.1 Provide visual and physical connections between the natural environment and the built environment through careful site design, building placement, architectural features that allow views of Pinole's unique environment such as ridgelines or the San Pablo Bay shoreline, public access to open space such as via the Bay Trail, and the use of native vegetation in the urban environment such as for landscape buffers for sidewalk areas and street trees.

POLICY CC.2.2 Preserve natural resources within the built environment, including trees, marshes, creeks and hillsides.

GOAL CC.5 Enhance the quality of life in Pinole by acknowledging the cultural diversity and by promoting, preserving and sustaining the cultural and performing arts.

POLICY CC.5.1 Celebrate the city's cultural diversity through public art, cultural centers and community events for the benefit and enjoyment of all residents.

POLICY CC.5.2 Develop programs and facilities that promote the cultural and performing arts in Pinole.

Growth Management Element

GOAL GM.1 Regional Planning. Support cooperative transportation, land use and public service planning in Contra Costa County.

POLICY GM.1.1 West Contra Costa County Planning Activities. Achieve efficient public service delivery by coordinating with affected jurisdictions and agencies concerning public and private developments.

GOAL GM.3 Efficient Transportation. Support land use patterns that make efficient use of the transportation system and enhance public safety.

POLICY GM.3.1 Transportation Management. Make more efficient use of the regional and subregional transportation system.

POLICY GM.3.3 Provide Adequate Transportation Facilities and Services. Provide adequate transportation facilities while maintaining neighborhood integrity.

POLICY GM.3.7 Mobility-Impaired. Support efforts to provide safe and convenient transportation systems for all citizens of Pinole, particularly mobility-impaired individuals.

GOAL GM.4 Compact Development and Service Areas. Encourage infill and redevelopment in areas that are already served by utilities, infrastructure and public services.

POLICY GM.4.1 Planning for Present and Future Community Needs. Plan for, provide and maintain a level of public infrastructure facilities and services that adequately serves the present and future needs of the community.

Land Use & Economic Development Element

GOAL LU.1 Preserve and enhance the natural resources, high-quality residential neighborhoods and commercial areas, and small-town (semi-rural) character of Pinole.

POLICY LU.1.3 Establish and implement a continuing program of civic beautification, gateway or entryway enhancement, tree planting, maintenance of homes and streets, and other measures which will promote an aesthetically desirable environment and attractive neighborhood areas.

GOAL LU.4 Preserve and strengthen the identity and quality of life of Pinole's residential neighborhoods.

POLICY LU.4.1 Ensure all new development, renovation or remodeling preserves and strengthens Pinole's residential neighborhoods by requiring projects to be harmoniously designed and integrated with the existing neighborhood.

GOAL LU.6 Protect and enhance the natural resources of the San Pablo Bay waterfront for the enjoyment of Pinole residents.

POLICY LU.6.3 Provide waterfront parks, pedestrian pathways and recreation areas that are safe, accessible, and attractive for public use.

Housing Element

GOAL H.2 Protect Existing Character and Heritage. Protect and enhance the integrity and distinctive character and heritage of Pinole encouraging the development of high quality, well-designed housing and conserving existing housing.

POLICY H.2.4 Maintain Existing Housing and Neighborhood Amenities. Maintain Pinole's lifestyle characteristics by encouraging the maintenance of existing housing stock, and in particular housing with historic value, and preserving the amenities of existing neighborhoods.

GOAL H.3 Provide Adequate Services and Facilities. Provide adequate services and facilities to meet the needs of the city's current and future population.

POLICY H.3.1 Plan For Public Facility and Services Needs. Future development shall be planned based on public facility and service capacity, community-wide needs, sound citywide and neighborhood planning and public improvement programming.

POLICY H.3.4 Encourage new pedestrian-oriented development. Encourage new development and redevelopment that places residences in close proximity to a variety of services and facilities.

Circulation Element

GOAL CE.1 Reduce vehicle miles traveled and encourage the use of public transit.

POLICY CE.1.1 Encourage strategic growth that concentrates future development along Pinole's three primary transit corridors (San Pablo Avenue, Appian Way and Pinole Valley Road).

POLICY CE.1.3 Encourage development that is sensitive to both local and regional transit measures and that promotes the use of alternative modes of transportation.

POLICY CE.1.4 Encourage maximum utilization of the existing public transit system and alternate modes of transportation in Pinole.

GOAL CE.3 Provide timely input and effective means (as appropriate) of programming street and highway improvements to maintain the objective peak hour level of service without detrimentally impacting community character or commercial activity.

POLICY CE.3.2. Maintain roadway network at or above established LOS thresholds.

GOAL CE.4 Establish programs to support sidewalk, trail and street enhancements, where feasible.

POLICY CE.4.5 Inventory sidewalk conditions to identify opportunities for enhancements to the circulation system and to help prioritize repair and maintenance activities as funding becomes available.

GOAL CE.5 Provide adequate parking and loading facilities while encouraging alternative means of transportation.

GOAL CE.7 Support bicycle use as a mode of transportation by enhancing infrastructure to accommodate bicycle and rides.

POLICY CE.7.1 Enhance the City's Bikeway network through the use of Class I, II, and III bikeways.

POLICY CE.7.3 Establish a network of multi-use paths to facilitate safe and direct off-street bicycle and pedestrian travel.

Community Services and Facilities Element

GOAL CS.1 Provide safe, attractive and efficiently designed infrastructure and sustainable facilities to serve the public.

POLICY CS.1.1 The City will strive to provide safe, attractive and efficiently designed facilities for public and quasi-public organizations.

POLICY CS.1.3 The City will endeavor to provide convenient access to community facilities and services to all areas of the community.

GOAL CS.2 Ensure and maintain a high level of public safety in the community.

POLICY CS.2.6 The City will continue to fund the repair, maintenance and expansion of facilities to respond to evolving service needs.

GOAL CS.3 Provide adequate and high-quality recreational opportunities and programs for the community.

POLICY CS.3.1 Continue to provide a variety of recreational opportunities that serve and represent all aspects of the community.

POLICY CS.3.3 Expand and organize a multi-use trail system.

GOAL CS.6 Provide adequate, economical and dependable wastewater collection service and treatment.

POLICY CS.6.1 The City shall continue to make capital improvements to the wastewater collection and treatment system to maintain system capability and reliability.

GOAL CS.7 Minimize flooding.

POLICY CS.7.1 The City will ensure that the storm drain system has adequate capacity to minimize street flooding and, where feasible, shall expand the capacity of the system to control storm flows.

GOAL CS.9 Provide economical and dependable community services while conserving energy resources.

POLICY CS.9.1 The City will seek opportunities to improve the energy efficiency of facilities and operations.

GOAL CS.10 Provide safe, efficient roadway infrastructure to support multiple modes of transportation and to meet existing and future circulation needs.

POLICY CS.10.2 The City will update, where possible, the existing roadway network to enhance pedestrian, bicycle and transit circulation while maintaining safe vehicular circulation.

Health and Safety Element

GOAL HS.1 Minimize the potential for loss of life, injury, damage to property, economic and social dislocation, and unusual public expense due to natural and man-made hazards.

GOAL HS.2 Protect the community from the risk of flood damage and improve surface water quality.

POLICY HS.2.4 Continue to monitor studies that identify anticipated changes in sea level and create appropriate standards and improvements to minimize flood risks.

POLICY HS.2.5 Establish appropriate capital improvements and management programs to reduce wet weather sewer treatment demand and avoid discharge to the shallow water outfall.

GOAL HS.3 Minimize hazards of soil erosion, weak and expansive soils, potentially hazardous soils materials, other hazardous materials, geologic instability and seismic activity.

POLICY HS.3.5 Require proper handling, storage, disposal and cleanup of hazardous materials to prevent leakage, potential explosions, fires or the escape of harmful gases and to prevent individually innocuous materials from combining to form hazardous substances, especially at the time of disposal.

GOAL HS.4 Ensure that government agencies, citizens and businesses are prepared for an effective response and recovery in the event of emergencies or disasters.

POLICY HS.4.1 Continue to provide essential emergency public services during natural catastrophes

POLICY HS.4.3 Incorporate technological enhancements in new and substantially remodeled structures and facilities to support and improve emergency services.

GOAL HS.6 Support multiple forms of transportation and a circulation system design that reduces vehicle trips and emissions.

POLICY HS.6.1 Promote and encourage walking and bicycling as viable forms of transportation to services, shopping and employment.

GOAL HS.7 Ensure that all new development meets or exceeds state and federal water quality standards.

POLICY HS.7.1 Support Regional, state and federal clean water programs.

POLICY HS.7.3 Reduce the transport of runoff and surface pollutants.

POLICY HS.7.6 Establish appropriate capital improvements and management programs to reduce wet weather sewer treatment demand and avoid discharge to the shallow water outfall.

Natural Resources and Open Space Element

GOAL OS.1 Ensure the preservation of natural resources by determining appropriate land use and compatibility with natural resources and open space.

POLICY OS.1.2 Agency Cooperation. Work with Federal, State and local regulatory and trustee agencies to promote the long-term sustainability of local natural resources.

Sustainability Element

GOAL SE.3 The City will reduce its contribution to climate change and mitigate and adapt to the effects of climate change as appropriate.

POLICY SE.3.1 Reduce greenhouse gas emissions from City operations and community sources by a minimum of 15 percent below current or baseline levels by the year 2020.

POLICY SE.3.4 Reduce GHG emissions by reducing vehicle miles traveled and by increasing or encouraging the use of alternative fuels and transportation technologies.

POLICY SE.1.3 Enhance the energy efficiency of all City facilities.

GOAL SE.4 Optimize energy efficiency and renewable energy.

POLICY SE.4.2 Explore opportunities for City-wide expansion of Programs and Facilities related to energy efficiency and conservation.

GOAL SE.5 Achieve a solid waste diversion of 75% of the waste stream by 2020.

GOAL SE.7 Air quality will be maintained and improved for the City of Pinole and the Bay Area as a region and not decline below levels measured in early 1990's.

POLICY SE 7.3 Support efforts to comprehensively address air quality issues through education, regulation, and innovation.

GOAL SE.8 Utilize transit options and reduce vehicle miles traveled and single-occupancy vehicle use.

POLICY SE.8.7 Work to improve Pinole's pedestrian and bicycle infrastructure and to meet the needs of all pedestrians and bicyclists.

POLICY SE.8.10 Support and promote the use of low- and zero-emissions vehicles, alternative fuels, and other measures to directly reduce emissions from motor vehicles.

Community Character Element

GOAL CC.1 Maintain Pinole's unique qualities and sense of place to preserve the established historic and small-town character of the city.

POLICY CC.1.2 Require all new development to incorporate high-quality site design, architecture and planning to enhance the overall quality of the built environment in Pinole and create a visually interesting and aesthetically pleasing town environment.

POLICY CC.1.3 To enhance a sense of arrival and create a strong appealing image that promotes community identity, the City shall develop community entry features at key gateways or city entries along Interstate 80. Entryways shall incorporate landscaping, trees, structural architectural elements, signage, and public art.

APPENDIX II

APPENDIX II: Prioritization Matrix Category Scoring Guidelines

1. **Regulatory Compliance** – Compliance with regulatory mandates issued by agencies like California State Water Resources Control Board, California Department of Resources, Recycling and Recovery, Department of Fish and Wildlife, the San Francisco Bay Conservation and Development Commission, or other County, State and federal laws. This also includes the Americans with Disabilities Act, the Manual of Uniform Traffic Control Devices, and self-imposed City ordinances. The score should be based on the answers to the following example questions:
 - a. Does the proposed project address a current regulatory mandate?
 - b. Will the proposed project proactively address a foreseeable (within the next 5 years) regulatory mandate?

Scoring scale:

0	2-3	5
The project does not address a regulatory compliance issue	The project provides a short-term fix for an existing regulatory compliance issue or for one anticipated in the near future	The project resolves a pressing or long-term regulatory compliance issue

2. **Health/Safety** – Projects that improve the overall health and safety of the community such as multi-purpose trails, transportation safety improvements, new recreation facilities, address safety issues at City facilities, enhancements to police, fire, and emergency medical services. The score should be based on answers to the following example questions:
 - a. Does the proposed project impact the health and wellbeing or safety of Pinole residents and/or employees?
 - b. Does the project mitigate a serious risk or liability health/safety issue and to what degree?
 - c. Does the project help assist the City to respond more effectively and efficiently to emergencies throughout the community?

Scoring scale:

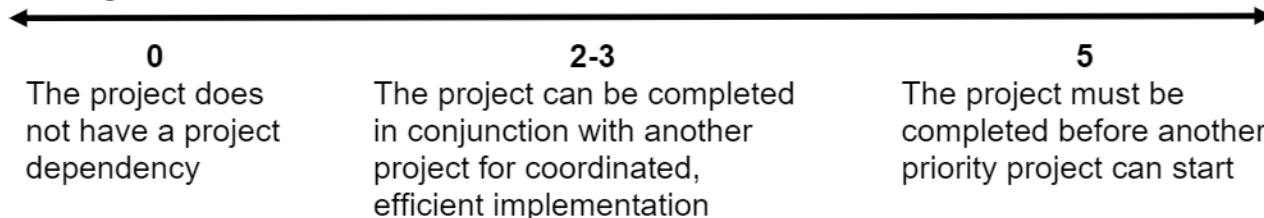
0	2-3	5
The project does not impact the health and/or safety of the community	The project addresses a serious health and/or safety issue that has a limited impact or addresses a less-serious issue but serves the health and or safety of the broader community	The project directly addresses a serious health and/or safety issue that has a widespread impact and/or improves the health of the community

3. **Project Dependency/Bundling**– The completion of the proposed project is complementary to the completion of a precursor capital project/master plan or the proposed project would be implemented efficiently if it was coordinated with another capital project. A project that is not

needed for many years would score lower than a project that needs to be completed before another project can start. The score should be based on answers to the following example questions:

- a. When is the proposed project needed?
- b. Do any other projects require the proposed project to be completed first?
- c. Does the proposed project require other projects to be completed first?
- d. Can the proposed project be completed in conjunction with another project for coordinated, efficient implementation?

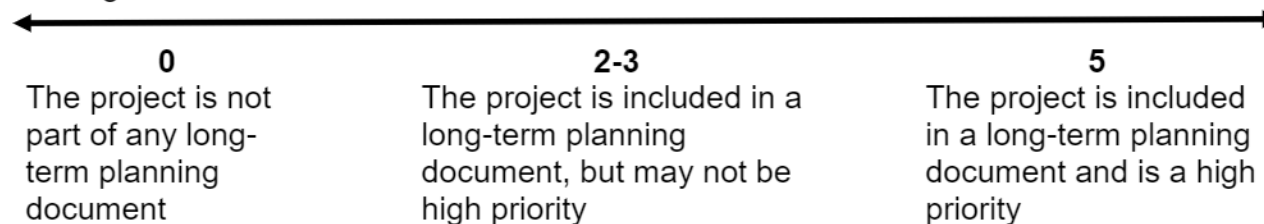
Scoring scale:



4. **Long-Term Planning** – General Plan, Three-Corridor Specific Plan, 2020-2025 Strategic Plan, Long-Term Financial Plan, Pinole Economic Development Strategy, Master Plans, Emergency Operations Plan, Communication and Engagement Plan, Climate Action Plan, Local Road Safety Plan, Active Transportation Plan, Parks Master Plan, and departmental strategic plans which serve as a resource for the City to meet goals set forth by City departments, advisory boards and commissions, and the community at-large. Plans include documents that have been prepared internally to assure consistent adherence to industry best practices, as well as those documents that are created with the assistance of outside consultants. A component of long-term planning includes public discussion and/or public engagement. The score should be based on the answers to the following example questions:

- a. Is the proposed project contained in one or more of the City's long-term planning documents?
- b. Is the proposed project listed as a high priority?

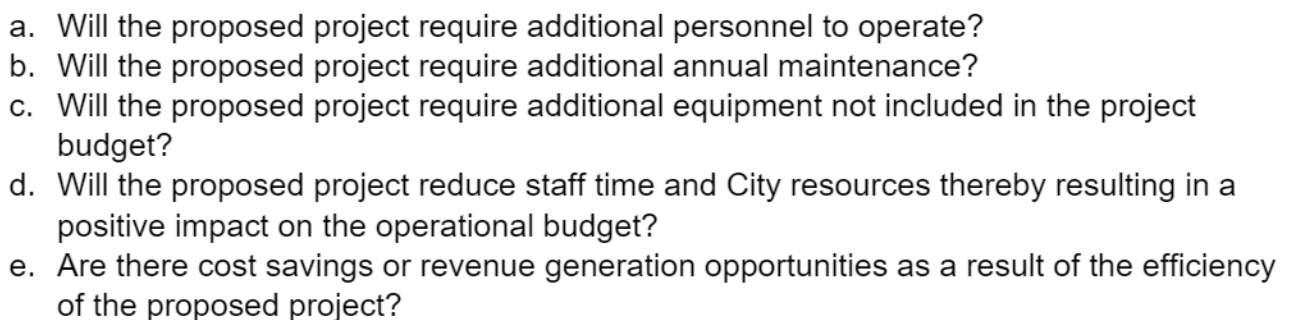
Scoring scale:



5. **State of Infrastructure** – Projects that address failing infrastructure (i.e., sidewalks, streets, lighting, municipal buildings, recreation facilities) or facilities that have exceeded their useful life. The score should be based on answers to the following example questions:

- a. Does the proposed project maintain the condition or value of existing infrastructure?
- b. Does the proposed project avoid potential failure due to substandard conditions?

- Scoring scale:

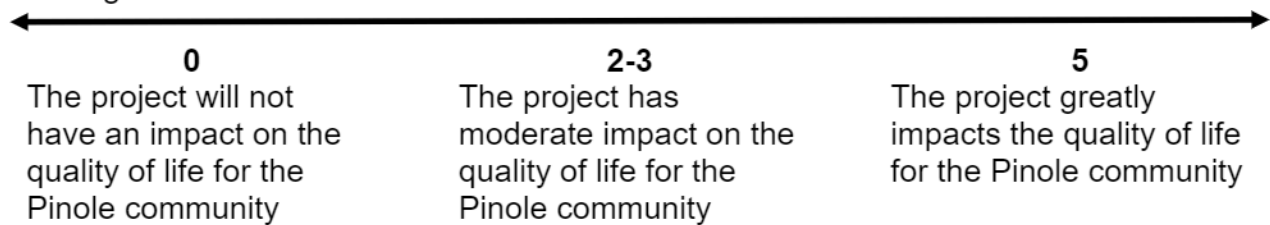


Scoring scale:



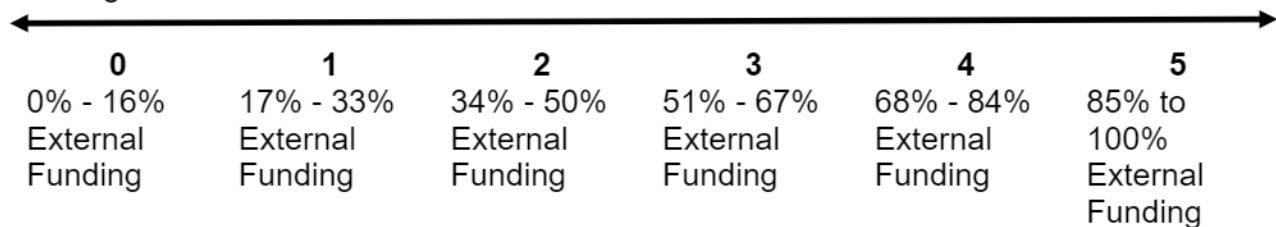
- e. Does the proposed project contribute towards economic development and revitalization efforts?

Scoring scale:



8. **Grant Funding** – The proposed project is partially or fully supported by grants from State or Federal funds. The percentage of total cost funded by an external source will determine the score in this category.

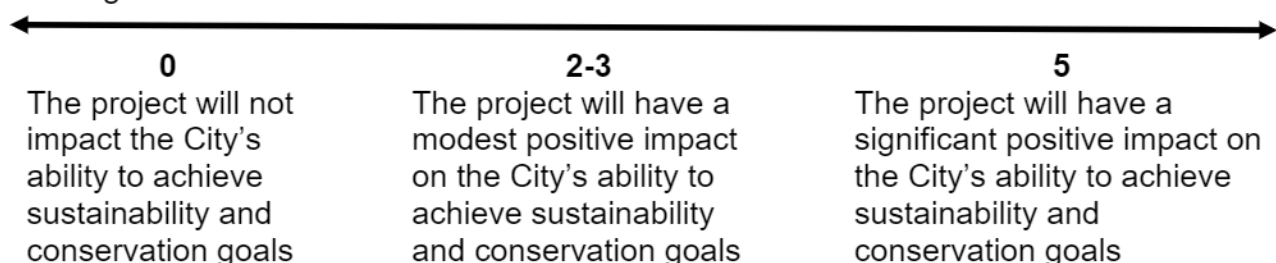
Scoring scale:



9. **Sustainability and Conservation** – The proposed project furthers the City's sustainability and conservation goals. The score should be based on answers to the following example questions:

- Does the proposed project improve the health of the community and natural environment through sustainable designs with improved air quality and reduce greenhouse gas emissions that contribute to climate change?
- Does the proposed project increase use of active modes of transportation and reduces the need for auto-dependency?
- Does the proposed project incorporate design that meets or exceeds federal and State standards in the field of energy efficiency, such as State of California Title 24 Energy Efficiency Standards, LEED building standards, etc.?

Scoring scale:



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.

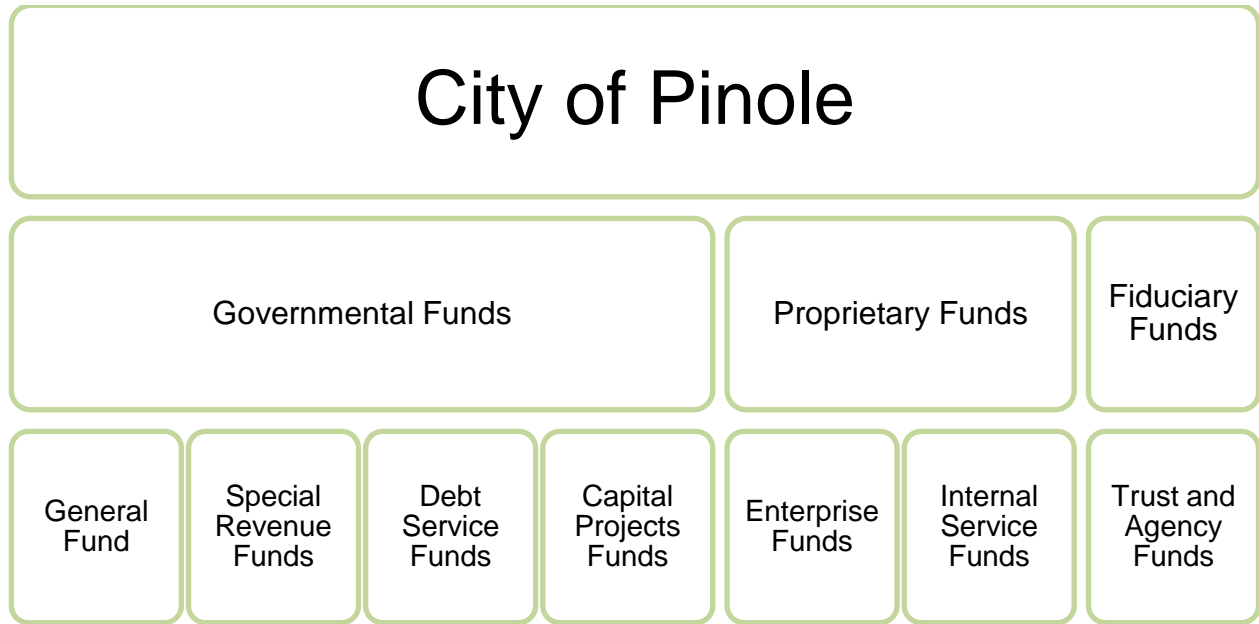
The basis of budgeting is consistent with the basis of accounting discussed above. Appropriations that are budgeted and not expensed at the end of the year lapse and revert to fund balance.

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.

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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
ACFR	Annual Comprehensive 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 May 2, 2023. The full policies can be found on the website at [Financial and Investment Policies - Updated March 2023.pdf \(civiclive.com\)](#).

1. Structurally Balanced Budget Policy

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

2. Reserves Policy

The City will establish, dedicate and maintain reserves annually to meet known and estimated future obligations. The City will establish specific reserve accounts which include but are not limited to:

- General Fund Reserves for Economic Uncertainties equivalent to a minimum 10 percent or 180 days cash on hand of General Fund recurring expenditures;
- Reserves for depreciation and replacement of vehicles and major equipment;
- Reserves for maintenance, replacement, and renovations of facilities, parks, landscape maintenance and infrastructure.

If these reserves are used, a plan will be developed and implemented to replenish the funds used.

3. Revenue Policy – One Time (Non-Recurring) Resources

The City will strive to maintain a diversified and stable revenue base that is not overly dependent on any land use, major taxpayer, revenue type, restricted revenue, inelastic revenue, or external revenue. The General Fund Budget will be structurally in balance without relying on one-time resources such as proceeds from asset sales, debt refinancing, one-time grants, revenue spikes, budget savings and similar non-recurring revenue. Appropriate uses of one-time resources include establishing and rebuilding the General Fund Reserve, other City established reserves, or early retirement of debt,

capital expenditures, reducing unfunded pension liabilities (PERS and OPEB), and other non-recurring expenditures.

4. Revenue Policy – User Fees and Charges

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

5. Expenditure and Budget Policy

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

6. Debt Policy

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

7. Receivables Policy

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

8. Grants Policy

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

9. Capital Assets Policy

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

10. Unclaimed Funds Policy

The City of Pinole will account for unclaimed funds in a manner which follows Government Code Sections 50050 through 50056. Funds that remain unclaimed for at least three (3) years will become the property of the City of Pinole after the procedures identified herein have been followed.

11. Investment Policy

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

12. Pension Investment Policy

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

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

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EMPLOYEE COMPENSATION AND BENEFITS

Compensation

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

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

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

There are currently four union-represented groups in the City: Pinole Police Employees Association, International Association of Firefighters Local 1230, Public Employees Union – Local 1, and AFSCME Local 512.

Pension Plans

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

Funding Policy: Miscellaneous Plan participants are required to contribute 8% of their annual covered salary, while Safety Plan participants are required to contribute 9% of their annual covered salary.

The City entered into cost-sharing agreements with its union-represented and unrepresented employees whereby miscellaneous and safety employees' total CalPERS contribution (combined Employee Contribution and Employees' Share of the City's contribution) are capped at 15% (8% employee portion and 7% employer portion) and 15% (9% employee portion and 6% employer portion) respectively.

The City established the City of Pinole Employee Benefit Pension Plan (the "Plan"), a Section 115 Trust in July of 2018. The goal of the Plan's investment program is to provide a reasonable level of growth which will result in sufficient assets to offset a portion of the present and future obligations of retirement benefits provided by the California Public Employees Retirement System ("CalPERS") for those eligible employees who meet the

specified age and service requirements. Assets in the Plan will seek to mitigate the impact of future rate increases from CalPERS.

Other Post-Employment Benefits

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

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

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

Funding Policy: The City's contribution for each retiree is capped at the Kaiser Bay Area/Sacramento family premium. The premium as of July 1, 2019 is \$2,027.64 per month. The City is currently funding the benefits on a pay-as-you-go basis.

Risk Management

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

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

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

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	25,610,623	18,431,887	65,969,265	48,529,000
General Fund Expenditures	34,397,708	18,329,431	65,894,815	48,436,000
Total Full Time Equivalents (FTE)	115.13*	61	171	169.8
Sworn Personnel FTE	30**	26**	61**	75
Demographics				
Population	18,192	26,063	31,088	25,700
Annual Percent Change	-.29	-.89	-.68	.85
Median Age	42.6	42.6	33.2	41.9
Population per FTE	162*	427	182	151
Population per Sworn FTE	621	1,002	510	343
Housing Units	7,122	9,576	10,001	11,342
Average Household Size	2.77	2.89	3.22	2.42
Labor Force	9,500	14,000	13,500	13,500
Unemployment Rate	3.2%	4.1%	4.9%	3.9%
Median Household Income	\$113,630	\$125,880	\$72,552	\$120,414
Per Capita Income	\$49,738	\$52,818	\$27,043	\$67,881

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. Effective 3/1/23 Fire services in the City of Pinole are provided by ConFire.

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RESOLUTION NO. 2024-51

A RESOLUTION OF THE CITY OF PINOLE, COUNTY OF CONTRA COSTA, STATE OF CALIFORNIA, ADOPTING THE FINAL PROPOSED FISCAL YEAR (FY) 2024/25 OPERATING AND CAPITAL BUDGET

WHEREAS, the City Manager has presented a Final Proposed Fiscal Year (FY) 2024/25 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) 2024/25 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) 2024/25 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) 2024/25 Operating and Capital Budget commencing July 1, 2024 and ending June 30, 2025 is hereby approved and adopted.

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

100	General Fund	\$24,293,615
105	Measure S - 2006 Fund	5,908,623
106	Measure S - 2014 Fund	7,013,445
150	General Reserve Fund	843,790
160	Equipment Reserve Fund	205,000
200	Gas Tax Fund	2,203,189
201	Restricted Real Estate Maintenance Fund	26,000
203	Public Safety Augmentation Fund	546,413
205	Traffic Safety Fund	56,845
206	Supplemental Law Enforcement Svc Fund	294,962
207	NPDES Storm Water Fund	379,829
209	Recreation Fund	2,380,256
212	Building & Planning Fund	2,039,558
213	Refuse Management Fund	187,102
214	Solid Waste Fund	173,666
215	Measure C and J Fund	1,705,126
225	Asset Seizure-Adjudicated Fund	20,544
276	Growth Impact Fund	1,623,000
285	Housing Assets Fund	323,243
310	Lighting & Landscape District Fund	85,175
317	Pinole Valley Caretaker Fund	14,942
324	Public Facilities Fund	70,000
325	City Street Improvements Fund	3,687,304
377	Arterial Streets Rehabilitation Fund	895,000
500	Sewer Enterprise Fund	37,771,365
505	Cable Access TV Fund	829,463

TOTAL OPERATIONS BUDGET \$96,052,260

Section 3. That the appropriations established for FY 2024/25 by fund shall be allocated to individual departments as presented in Exhibit A (Budget Summaries). In addition, the unspent balance of capital projects, grants, and encumbrances authorized in the prior fiscal year are authorized to be carried over to FY 2024/25.

Section 4. That the control point for expenditures is herein established at the fund 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 2024/25 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 25th day **June 2024**, by the following vote:

AYES:	COUNCILMEMBERS: Martínez-Rubin, Murphy, Sasai, 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 25th day of **June, 2024**.



RESOLUTION NO. 2024-49

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 2024/25

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 2024/25 Appropriations Limit based on the percent of change in the population of the Contra Costa County, January 1, 2023 to January 1, 2024, 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:

$$1.0012 \times 1.0362 = 1.03744344$$

2. That said growth factor, 1.03744344, shall be used to adjust the FY 2024/25 Appropriations Limit.

3. That the Appropriations Limit for 2024/25 fiscal year is hereby established as \$170,199,403.

FURTHER, BE IT RESOLVED that the City of Pinole tax allocations for FY 2024/25 will be approximately \$21,614,591, which is \$148,584,812 below the authorized spending limit of \$170,199,403.

PASSED AND ADOPTED at a special meeting of the Pinole City Council held on the 25th day of June 2024 by the following vote:

AYES:	COUNCILMEMBERS: Martínez-Rubin, Murphy, Sasai, 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
25th day of June, 2024.



Heather Bell, CMC
City Clerk

