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CITY COUNCIL

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Norma Martinez-Rubin, Mayor Pro Tem
Peter Murray, Council Member
Vincent Salimi, Council Member
Anthony Tave, Council Member

**PINOLE CITY COUNCIL
SPECIAL CITY COUNCIL MEETING
BUDGET WORKSHOP**

**TUESDAY
MAY 26, 2020**

VIA ZOOM TELECONFERENCE

6:00 P.M.

.....
**DUE TO THE STATE OF CALIFORNIA'S DECLARATION OF EMERGENCY – THIS
MEETING IS BEING HELD PURSUANT TO AUTHORIZATION FROM GOVERNOR
NEWSOM'S EXECUTIVE ORDERS – CITY COUNCIL AND COMMISSION MEETINGS ARE
NO LONGER OPEN TO IN-PERSON ATTENDANCE.**

SUBMIT PUBLIC COMMENTS TO CITY CLERK BEFORE OR DURING THE MEETING VIA EMAIL

hiopu@ci.pinole.ca.us

Comments received before the close of the public comment period for that item will be read into the record and limited to 3 minutes. Please include your full name, city of residence and agenda item you are commenting on. Any comments received after the close of the public comment period will be distributed to Council and relevant staff after the meeting and filed with the agenda packet.

WAYS TO WATCH THE MEETING

LIVE ON CHANNEL 26. They are retelecast the following Thursday at 6:00 p.m. The Community TV Channel 26 schedule is published on the city's website at www.ci.pinole.ca.us.

VIDEO-STREAMED LIVE ON THE CITY'S WEBSITE, www.ci.pinole.ca.us, and remain archived on the site for five (5) years.

If none of these options are available to you, or you need assistance with public comment, please contact the City Clerk, Heather Iopu at (510) 724-8928 or hiopu@ci.pinole.ca.us.

Americans With Disabilities Act: In compliance with the Americans With Disabilities Act of 1990, if you need special assistance to participate in a City Meeting or you need a copy of the agenda, or the agenda packet in an appropriate alternative format, please contact the City Clerk's Office at (510) 724-8928. Notification at least 48 hours prior to the meeting or time when services are needed will assist the City staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting or service.

Note: Staff reports are available for inspection on the City Website at www.ci.pinole.ca.us. You may also contact the City Clerk via e-mail at hiopu@ci.pinole.ca.us.

Ralph M. Brown Act. Gov. Code § 54950. *In enacting this chapter, the Legislature finds and declares that the public commissions, boards and councils and the other public agencies in this State exist to aid in the conduct of the people's business. It is the intent of the law that their actions be taken openly and that their deliberations be conducted openly. The people of this State do not yield their sovereignty to the agencies, which serve them. The people, in delegating authority, do not give their public servants the right to decide what is good for the people to know and what is not good for them to know. The people insist on remaining informed so that they may retain control over the instruments they have created.*

1. CALL TO ORDER & PLEDGE OF ALLEGIANCE IN HONOR OF THE US MILITARY TROOPS

2. ROLL CALL, CITY CLERK'S REPORT & STATEMENT OF CONFLICT

An official who has a conflict must, prior to consideration of the decision: (1) publicly identify in detail the financial interest that causes the conflict; (2) recuse himself /herself from discussing and voting on the matter; and (3) leave the room until after the decision has been made, Cal. Gov't Code § 87105.

3. CITIZENS TO BE HEARD (Public Comments)

Citizens may speak under any item not listed on the Agenda. The time limit is 3 minutes, and is subject to modification by the Mayor. Pursuant to provisions of the Brown Act, no action may be taken on a matter unless it is listed on the agenda, or unless certain emergency or special circumstances exist. The City Council may direct staff to investigate and/or schedule certain matters for consideration at a future Council meeting.

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4. WORKSHOP ITEM

- A. Review Proposed FY 2020/21 Operating Budget [Action: Discuss and provide direction (A. Miller)]

5. ADJOURNMENT to the Regular City Council Meeting of June 2, 2020 In Remembrance of Amber Swartz.

I hereby certify under the laws of the State of California that the foregoing Agenda was posted on the bulletin board at the main entrance of Pinole City Hall, 2131 Pear Street Pinole, CA, and on the City's website, not less than 72 hours prior to the meeting date set forth on this agenda.

POSTED: May 21, 2020 at 4:00 P.M.

Heather Iopu, CMC
City Clerk



CITY COUNCIL REPORT

4A

DATE: MAY 26, 2020

TO: MAYOR AND COUNCIL MEMBERS

**FROM: ANDREA MILLER, FINANCE DIRECTOR
ANDREW MURRAY, CITY MANAGER**

**SUBJECT: REVISED PROPOSED FISCAL YEAR (FY) 2020-21 OPERATING
BUDGET**

RECOMMENDATION

Staff recommends that the City Council receive a presentation of the revised proposed fiscal year (FY) 2020-21 operating budget and provide direction to staff.

BACKGROUND

As provided by Section 2.04.150 of the Pinole Municipal Code, the City Manager in collaboration with staff has compiled a revised proposed FY 2020-21 operating budget for the next fiscal year. The Revised Proposed FY 2020-21 Budget is status quo for the most part, with exceptions highlighted in the Review and Analysis. Staff seeks the Council's direction on modifications to the revised proposed budget.

REVIEW AND ANALYSIS

The annual process of developing and adopting the City budget for the upcoming fiscal year is a collaborative process involving all departments. Each department is responsible for preparing the program and capital budget for their area of responsibility. The Finance Department provides the departments with projected salary and benefit costs and performs the first level of review of each budget. Finance personnel also prepare the revenue forecasts and estimated fund balances. In April, department managers attend meetings with the City Manager, Assistant City Manager and Finance Director in which analysis of current and projected expenditures takes place and requests are discussed with the City Manager for approval.

The Finance Subcommittee reviews the draft proposed budget in May, and revised proposed operating budgets are presented to the City Council for further review at the Budget Workshop also held in May. Feedback from the Budget Workshop is incorporated into a final proposed budget that staff recommends to Council for adoption in June. The budget is presented for adoption by the City Council on or before June 30th of each fiscal year.

The revised proposed FY 2020-21 operating budget includes a \$975,000 carryover from fund balance for the purchase of a new fire engine approved by Council in FY 2018-19. The net projected deficit is \$1,030,990.

City staff presented a draft proposed FY 2020-21 operating budget to the Finance Subcommittee on May 13, 2020 for review and comment. Pinole like many other communities has experienced impacts to our revenue as a result of the shelter-in-place order issued on March 16, 2020 due to the onset of the COVID-19 pandemic. As a result, staff has revised the draft proposed FY 2020-21 operating budget to incorporate projected year-end revenue and expenditures, and to include estimated fund balances.

Although most City services and functions, including police, fire, public works, and wastewater treatment, have continued since the shelter-in-place health order, some City services and functions, particularly recreation have been significantly reduced or postponed altogether.

Staff has relied on the expertise of municipal finance experts and our property and sales tax consultants to better understand potential fiscal impacts of COVID-19. We are all facing uncharted territory, however, there is consensus among these experts that revenues from property tax, utility user tax (UUT), and franchise fees are not expected to be significantly impacted.

The City anticipates the most significant impact will be to sales and use taxes in the General Fund and Measure S 2006 and 2014 funds. Approximately \$425,000 in FY 2019-20, and \$705,000 in FY 2020-21, an 8% decrease from FY 2019-20 to FY 2020-21 projections.

Revenues from transient occupancy tax (TOT) will be significantly impacted particularly in areas that benefit from heavy tourism and entertainment. Pinole does not have a strong tourism base. TOT revenue represents approximately 3%, or \$484,000 of the General Fund budget. Staff estimates a \$50,000 reduction in the current fiscal year, and \$74,000 reduction in FY 2020-21.

The revised proposed FY 2020-21 budget generally continues the programs and service levels of the current FY 2019-20 budget. The proposed budget projects that General Fund revenue will be 1% lower than budgeted in FY 2019-20, primarily due to COVID-19, and that the City will need to use a net \$1,030,990 from General Fund balance (\$2,005,990 less \$975,000 budget carryover from fund balance for the fire engine) to cover the lost revenue and any higher-than-expected expenditures. It should be noted that FY 2019-20 projects a year-end surplus of \$1,856,711. The FY 2019-20 projected year-end surplus coupled with the FY 2020-21 projected use of fund balance in FY 2020-21 results in a net -\$149,279 use of fund balance from the current fiscal year to the proposed fiscal year.

The City Council established a General Reserve that is funded with an estimated six-months of expenditures or \$7 million for use in times of economic uncertainty. Staff believes that this is an appropriate time to use resources from the General Reserve. Reserve funds such as this are specifically established by cities to help weather revenue decreases or expenditure increases due to economic shocks or disasters like COVID-19, and to maintain a constant, appropriate level of core services over time. The City is fortunate in its ability to establish significant savings over the past few years to create a General Reserve equivalent to six months-worth of expenditures. The City's financial fundamentals, including the General Reserve and the significant pension reserve, are very sound. Just prior to the onset of COVID-19, staff provided the City Council with a revised five-year General Fund forecast, which showed that the City was expected to maintain a structurally balanced budget over the next four years. Based on these solid fundamentals, staff believes that the City will be able to replenish the General Reserve to its current level over time through prudent budgeting and financial management.

In February 2020, the City Council adopted a new Strategic Plan 2020 – 2025, which expresses the City's vision, mission, goals, and strategies (deliverables) for the next five years. The plan identified four goals for the City (safe and resilient, financially stable, vibrant and beautiful, and high performance), as well as 22 specific strategies to help achieve those goals. The strategies (deliverables) include items such as the creation of a comprehensive economic development strategy, a citywide asset condition assessment, a strategic communication plan, an organizational assessment, a long-term financial plan (LTFP), and an information technology strategic plan. City staff were charged with creating an Implementation Action Plan for the Strategic Plan, including a schedule for completing the 22 deliverables, but that was put on hold due to COVID-19. Staff will begin working with our consultant to create the Implementation Action Plan to proceed with completing some of those deliverables early in the new fiscal year. One of those deliverables will be the creation of a long-term financial plan to complement our five-year financial forecast.

Staff will continue to prepare quarterly financial reports and submit to Council with recommended budget adjustments. In the upcoming fiscal year, there will be an emphasis on the revenue and expenditure adjustments to balance to any additional COVID-19 related impacts that may become known.

FISCAL IMPACT

There is no fiscal impact from Council's review and direction to staff.

ATTACHMENT

A – Revised Proposed Fiscal Year (FY) 2020-21 Operating Budget (Revised May 26, 2020)

CITY OF PINOLE, CALIFORNIA

Fiscal Year 2020-21 Proposed Budget





CITY OF PINOLE
FY 2020-21 PROPOSED BUDGET
(Revised May 26, 2020)

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CITY OF PINOLE

BUDGET SUMMARIES

	2017-18 Actual	2018-19 Actual	2019-20 Original Budget	2019-20 Revised Budget	2019-20 Actual Thru Mar-20	2019-20 Projected Year- end	2020-21 Proposed	Percent Change
Fund: 100 - General Fund								
Revenue								
311 - Property Taxes	4,615,198	3,837,167	4,033,892	4,033,892	2,634,929	4,518,655	4,146,109	3%
<i>Basic 1% Property Tax</i>	<i>2,300,253</i>	<i>2,461,344</i>	<i>2,743,021</i>	<i>2,743,021</i>	<i>1,465,191</i>	<i>2,732,321</i>	<i>2,856,109</i>	<i>4%</i>
<i>RPTTF and Passthrough Payments</i>	<i>2,314,944</i>	<i>1,375,823</i>	<i>1,290,871</i>	<i>1,290,871</i>	<i>1,169,738</i>	<i>1,786,334</i>	<i>1,290,000</i>	<i>0%</i>
312 - Sales and Use Taxes	3,875,926	3,994,720	3,629,286	3,629,286	2,577,713	3,430,305	3,345,879	-8%
313 - Utility Users Tax	1,926,796	1,812,844	1,898,000	1,898,000	1,420,101	1,890,580	1,896,000	0%
314 - Franchise Taxes	747,625	735,311	744,000	744,000	603,857	753,257	750,000	1%
315 - Other Taxes	880,271	884,902	858,900	858,900	721,274	797,793	785,000	-9%
<i>Other Tax/Transient Occupancy Tax</i>	<i>513,368</i>	<i>485,499</i>	<i>483,900</i>	<i>483,900</i>	<i>357,793</i>	<i>432,793</i>	<i>410,000</i>	<i>-15%</i>
<i>Other Tax/Business License</i>	<i>366,903</i>	<i>399,403</i>	<i>375,000</i>	<i>375,000</i>	<i>363,480</i>	<i>365,000</i>	<i>375,000</i>	<i>0%</i>
321 - Intergovernmental Taxes	1,732,370	1,836,501	1,819,484	1,819,484	969,156	1,952,881	2,006,163	10%
323 - State Grants	32,401	109,993	35,000	35,000	24,090	35,804	45,000	29%
324 - Other Grants	47,026	57,026	57,026	57,026	-	47,026	47,026	-18%
332 - Permits	98,312	57,354	73,700	73,700	60,438	69,000	66,700	-9%
341 - Review Fees	41,002	44,484	34,000	34,000	8,227	9,720	27,000	-21%
342 - Other Fees	73,632	69,934	12,750	19,750	27,559	28,775	39,500	100%
343 - Abatement Fees	720	15,893	3,300	12,150	10,243	11,425	13,800	14%
351 - Fines and Forfeiture	41,279	51,741	41,550	41,550	13,255	17,683	36,050	-13%
361 - Public Safety Charges	60,812	42,563	32,600	32,600	3,063	28,492	33,548	3%
<i>361 - Public Safety Charges/Dispatch</i>	<i>910,437</i>	<i>924,755</i>	<i>1,197,373</i>	<i>1,197,373</i>	<i>825,567</i>	<i>1,197,373</i>	<i>1,272,567</i>	<i>6%</i>
370 - Interest and Investment Income	34,244	209,773	200,000	200,000	115,874	136,000	100,000	-50%
381 - Rental Income	97,027	89,500	81,450	81,450	69,298	89,661	89,896	10%
383 - Reimbursements	63,306	92,767	9,500	20,356	17,766	19,725	15,000	-26%
384 - Other Revenue	148,062	7,077	9,000	9,000	9,535	9,780	8,100	-10%
392 - Proceeds from Sale of Property	10,017,210	1290.03	11,000	11,000	1,386	1,400	1,000	-91%
393 - Loan/Bond Proceeds	-	1,500,000	-	-	-	500,000	-	0%
Revenue Total	25,443,655	16,375,596	14,781,811	14,808,517	10,113,332	15,545,335	14,724,338	-1%
399 - Transfers In	-	6,290,688	-	-	-	-	-	-
399 - Transfers In from Section 115 Pension Fund	-	-	708,615	708,615	-	708,615	882,013	24%
Sources Total	25,443,655	22,666,285	15,490,426	15,517,132	10,113,332	16,253,950	15,606,351	1%
Expenditures								
Division: 110 - City Council Total:	143,788	141,626	161,125	163,015	102,246	124,693	145,482	-11%
Division: 111 - City Manager Total:	118,949	163,510	171,439	217,949	174,098	204,449	437,043	101%
Division: 112 - City Clerk Total:	189,036	235,966	246,659	246,659	138,547	202,450	250,145	1%
Division: 113 - City Treasurer Total:	10,560	10,866	11,332	11,332	6,346	8,403	6,779	-40%
Division: 114 - City Attorney Total:	269,917	308,240	110,919	110,919	117,919	263,573	149,136	34%
<i>114 - City Attorney Services</i>	<i>480,746</i>	<i>509,176</i>	<i>416,919</i>	<i>416,919</i>	<i>325,185</i>	<i>594,939</i>	<i>464,010</i>	<i>11%</i>
<i>114 - City Attorney Indirect Cost Allocations</i>	<i>(210,829)</i>	<i>(200,935)</i>	<i>(306,000)</i>	<i>(306,000)</i>	<i>(207,266)</i>	<i>(331,366)</i>	<i>(314,874)</i>	<i>3%</i>
Division: 115 - Finance Department Total:	425,502	482,018	478,572	478,572	369,712	485,771	510,212	7%
Division: 116 - Human Resources Total:	325,655	392,207	471,607	494,907	329,567	434,500	276,434	-44%
Division: 117 - General Government Total:	1,298,657	1,544,324	1,651,460	1,717,973	1,094,708	1,717,422	1,701,069	-1%
Administrative Total	2,782,063	3,278,757	3,303,114	3,441,327	2,333,142	3,441,261	3,476,300	1%
Division: 221 - Police Operations Total:	3,061,895	3,624,605	3,489,536	3,483,043	2,481,536	3,185,016	4,219,201	21%
Division: 222 - Police Support Services Total:	855,587	902,310	1,180,510	1,199,946	455,475	815,294	1,109,191	-8%
Division: 223 - Dispatch WBCC Total:	1,641,573	1,718,128	1,741,454	1,747,406	1,388,556	1,861,327	1,920,952	10%
Division: 231 - Fire Total:	2,441,039	2,716,433	4,453,035	4,456,426	2,112,748	2,911,680	4,471,322	0%
Public Safety Total	8,000,094	8,961,475	10,864,535	10,886,822	6,438,315	8,773,316	11,720,666	8%
Division: 341 - Administration/Engineering Total:	143,054	183,755	145,554	171,303	145,267	232,779	161,065	-6%
Division: 342 - Road Maintenance Total:	35,943	50,173	55,619	55,619	22,208	27,763	64,283	16%
Division: 343 - Facility Maintenance Total:	419,159	480,771	404,526	404,526	319,710	434,728	420,048	4%
Division: 345 - Park Maintenance Total:	185,510	226,290	255,720	255,720	168,077	219,290	284,823	11%
Public Works Total	783,666	940,988	861,419	887,168	655,261	914,561	930,219	5%
Division: 461 - Planning Total:	8,206	9,072	11,857	11,857	2,391	4,401	10,021	-15%
Division: 465 - Code Enforcement Total:	-	70,924	269,032	224,152	119,452	165,022	217,180	-3%
Community Development Total	8,206	79,996	280,889	236,009	121,842	169,423	227,201	-4%
Division: 554 - Youth Center Total:	132	-	-	-	-	-	-	0%
Division: 557 - Swim Center Total:	196	-	-	-	-	-	-	0%
Recreation Total	328	-	-	-	-	-	-	0%
481 - Debt Service	572,923	523,631	535,000	535,000	536,120	536,120	555,000	4%
Sub-Total	12,147,280	13,784,846	15,844,957	15,986,326	10,084,681	13,834,681	16,909,385	6%
499 - Transfers Out	34,095	21,225,833	642,637	642,637	-	562,558	702,955	9%
Expenditure Total:	12,181,375	35,010,680	16,487,594	16,628,963	10,084,681	14,397,239	17,612,340	6%
Fund: 100 - General Fund Net Results	13,262,279	(12,344,395)	(997,168)	(1,111,831)	28,651	1,856,711	(2,005,990)	
Fund Balance, July 1	6,319,750	19,582,029		7,237,635		7,237,635	9,094,345	
Fund Balance, June 30	19,582,029	7,237,635		6,125,804		9,094,345	7,088,356	

CITY OF PINOLE
BUDGET SUMMARIES

	2017-18 Actual	2018-19 Actual	2019-20 Original Budget	2019-20 Revised Budget	2019-20 Actual Thru Mar-20	2019-20 Projected Year- end	2020-21 Proposed	Percent Change
Fund: 105 - Measure S -2006								
Revenue								
312 - Sales and Use Taxes	2,165,664	2,146,708	1,960,800	1,960,800	1,226,000	1,853,296	1,825,669	-7%
370 - Interest and Investment Income	12,796	24,151	20,000	32,500	24,086	29,000	20,000	-38%
383 - Reimbursements	49,765	-	-	-	-	-	-	0%
Revenue Total:	2,228,225	2,170,860	1,980,800	1,993,300	1,250,086	1,882,296	1,845,669	-7%
399 - Transfers In from Section 115 Pension Fund	-	-	184,117	184,117	-	184,117	294,558	60%
Sources Total	2,228,225	2,170,860	2,164,917	2,177,417	1,250,086	2,066,413	2,140,227	-2%
Expenditures								
Division: 115 - Finance Department Total:	1,392	616	2,433	2,433	1,333	1,333	2,433	0%
Division: 221 - Police Operations Total:	1,216,568	1,428,127	1,513,954	1,529,954	1,078,805	1,462,461	1,402,432	-8%
Division: 223 - Dispatch WBCC Total:	143,088	-	-	-	1,955	1,955	-	0%
Division: 231 - Fire Total:	714,030	743,819	786,830	942,551	834,457	1,034,388	760,659	-19%
Expenditure Total:	2,075,079	2,172,561	2,303,217	2,474,938	1,916,549	2,500,137	2,165,524	-13%
Fund: 105 - Measure S -2006 Net Results	153,146	(1,702)	(138,300)	(297,521)	(666,464)	(433,724)	(25,297)	
Fund Balance, July 1	2,667,103	2,820,249		2,818,547		2,818,547	2,384,824	
Fund Balance, June 30	2,820,249	2,818,547		2,521,026		2,384,824	2,359,527	
Fund: 106 - MEASURE S-2014								
Revenue								
312 - Sales and Use Taxes	2,121,226	2,139,620	1,960,800	1,960,800	1,349,804	1,853,296	1,825,669	-7%
370 - Interest and Investment Income	15,527	35,583	30,000	65,000	51,530	61,500	30,000	-54%
383 - Reimbursements	-	600	-	-	-	-	-	0%
Revenue Total:	2,136,753	2,175,803	1,990,800	2,025,800	1,401,334	1,914,796	1,855,669	-8%
399 - Transfers In from Section 115 Pension Fund	-	-	8,206	8,206	-	8,206	96,887	1081%
Sources Total	2,136,753	2,175,803	1,999,006	2,034,006	1,401,334	1,923,002	1,952,556	-4%
Expenditures								
Division: 110 - City Council Total:	-	12,800	57,200	60,200	33,900	60,200	-	-100%
Division: 114 - City Attorney Total:	77,078	25,282	35,000	35,000	19,839	35,000	-	-100%
Division: 115 - Finance Department Total:	4,192	1,450	2,433	2,433	1,333	1,333	2,433	0%
Division: 117 - General Government Total:	763,888	544,918	692,500	692,500	592,500	692,500	693,000	0%
Division: 118 - Information Systems Total:	81,334	54,964	64,600	64,600	7,140	7,140	42,600	-34%
Administrative Total	926,492	639,414	851,733	854,733	654,712	796,173	738,033	-14%
Division: 221 - Police Operations Total:	38,254	15,695	205,000	469,050	260,277	364,050	110,000	-77%
Division: 222 - Police Support Services Total:	-	-	103,087	103,087	47,052	65,211	83,641	-19%
Division: 223 - Dispatch WBCC Total:	-	-	25,000	25,000	25,000	25,000	-	-100%
Division: 231 - Fire Total:	199,863	298,801	306,128	306,128	236,107	295,412	444,489	45%
Public Safety Total	238,117	314,497	639,215	903,265	568,437	749,673	638,130	-29%
Division: 341 - Administration/Engineering Total:	47,073	15,147	77,810	77,810	-	38,905	64,255	-17%
Division: 342 - Road Maintenance Total:	-	-	140,000	140,000	9,210	9,210	140,000	0%
Division: 343 - Facility Maintenance Total:	59,727	227,101	338,991	538,991	103,303	128,657	344,064	-36%
Division: 344 - NPDES Storm Drain Total:	-	7,061	175,000	217,000	7,473	12,472	175,000	-19%
Division: 345 - Park Maintenance Total:	4,223	74,897	367,618	885,799	341,698	368,208	367,618	-58%
Public Works Total	111,023	324,207	1,099,419	1,859,600	461,684	557,452	1,090,937	-41%
Division: 461 - Planning Total:	-	-	100,000	100,000	14,030	14,030	-	-100%
Division: 465 - Code Enforcement Total:	-	-	30,000	30,000	-	-	-	-100%
Community Development Total	-	-	130,000	130,000	14,030	14,030	-	-100%
Division: 551 - Recreation Administration Total:	8,130	-	-	-	-	-	-	0%
Division: 552 - Senior Center Total:	-	-	7,000	7,000	-	-	23,000	229%
Division: 553 - Tiny Tots Total:	-	-	14,800	14,800	10,018	10,018	550	-96%
Division: 554 - Youth Center Total:	-	-	8,200	8,200	-	-	-	-100%
Recreation Total	8,130	-	30,000	30,000	10,018	10,018	23,550	-22%
Expenditure Total:	1,283,762	1,278,117	2,750,367	3,777,598	1,708,880	2,127,346	2,490,650	-34%
Fund: 106 - MEASURE S-2014 Net Results	852,991	897,686	(751,361)	(1,743,592)	(307,546)	(204,344)	(538,094)	
Fund Balance, July 1	2,148,863	3,001,854		3,899,540		3,899,540	3,695,196	
Fund Balance, June 30	3,001,854	3,899,540		2,155,948		3,695,196	3,157,102	
Fund: 160 - EQUIPMENT RESERVE								
Revenue								
399 - Transfers In	-	-	85,000	85,000	85,000	85,000	85,000	0%
Revenue Total:	-	-	85,000	85,000	85,000	85,000	85,000	0%
Expenditures								
Division: 221 - Police Operations Total:	-	33,936	-	-	-	-	-	
Division: 345 - Park Maintenance Total:	-	82,303	80,000	80,000	-	-	80,000	0%
Division: 461 - Planning Total:	-	-	5,000	5,000	-	-	5,000	0%
Expenditure Total:	-	116,239	85,000	85,000	-	-	85,000	0%
Fund: 160 - EQUIPMENT RESERVE Net Results	-	(116,239)	(116,239)	-	85,000	85,000	-	
Fund Balance, July 1	146,188	146,188		29,949		29,949	114,949	
Fund Balance, June 30	146,188	29,949		29,949		114,949	114,949	

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	2017-18 Actual	2018-19 Actual	2019-20 Original Budget	2019-20 Revised Budget	2019-20 Actual Thru Mar-20	2019-20 Projected Year- end	2020-21 Proposed	Percent Change
Fund: 200 - Gas Tax Fund								
Revenue								
321 - Intergovernmental Taxes	519,757	754,674	827,289	827,289	588,828	825,545	861,465	4%
370 - Interest and Investment Income	1,973	5,879	5,000	12,700	10,782	12,700	5,000	-61%
Revenue Total:	521,730	760,554	832,289	839,989	599,609	838,245	866,465	3%
Expenditures								
Division: 342 - Road Maintenance Total:	-	403,967	502,547	502,547	335,662	439,865	514,175	2%
Expenditure Total:	-	403,967	502,547	502,547	335,662	439,865	514,175	2%
Fund: 200 - Gas Tax Fund Net Results	521,730	356,586	329,742	337,442	263,948	398,380	352,290	
Fund Balance, July 1	276,470	798,200		1,154,787		1,154,787	1,553,167	
Fund Balance, June 30	798,200	1,154,787		1,492,229		1,553,167	1,905,457	
Fund: 201 - Restricted Real Estate Maintenance Fund								
Revenue								
342 - Other Fees	3,625	1,825	3,175	3,175	475	3,175	3,175	0%
381 - Rental Income	5,784	70,833	34,000	34,000	3,187	37,187	36,816	8%
Revenue Total:	9,409	72,658	37,175	37,175	3,662	40,362	39,991	8%
Expenditures								
Division: 343 - Facility Maintenance Total:	28,681	19,413	37,175	37,175	18,456	24,476	37,175	0%
Expenditure Total:	28,681	19,413	37,175	37,175	18,456	24,476	37,175	0%
Fund: 201 - Restricted Real Estate Maintenance Fund Net Results	(19,272)	53,245	-	-	(14,794)	15,887	2,816	
Fund Balance, July 1	152,858	133,586		186,832		186,832	202,718	
Fund Balance, June 30	133,586	186,832		186,832		202,718	205,534	
Fund: 203 - Public Safety Augmentation Fund								
Revenue								
321 - Intergovernmental Taxes	164,543	202,489	177,375	177,375	127,791	170,863	170,266	-4%
370 - Interest and Investment Income	1,442	3,201	2,500	5,700	4,535	5,300	2,500	-56%
Revenue Total:	165,985	205,691	179,875	183,075	132,326	176,163	179,875	-2%
Expenditures								
Division: 221 - Police Operations Total:	149,159	131,658	177,310	177,310	125,375	166,119	189,512	7%
Expenditure Total:	149,159	131,658	177,310	177,310	125,375	166,119	189,512	7%
Fund: 203 - Public Safety Augmentation Fund Net Results	16,826	74,032	2,565	5,765	6,951	10,044	(9,637)	
Fund Balance, July 1	262,300	279,126		353,158		353,158	363,202	
Fund Balance, June 30	279,126	353,158		358,923		363,202	353,565	
Fund: 204 - Police Grants								
Revenue								
323 - State Grants	-	-	-	25,796	7,482	9,197	-	-100%
324 - Other Grants	328,000	328,000	300,000	300,000	225,500	300,500	150,000	-50%
384 - Other Revenue	-	120	-	-	-	-	-	0%
Revenue Total:	328,000	328,120	300,000	325,796	232,982	309,697	150,000	-54%
399 - Transfers In from Section 115 Pension Fund	-	-	-	44,722	-	44,722	-	-100%
Sources Total	328,000	328,120	300,000	370,518	232,982	354,419	150,000	-60%
Expenditures								
Division: 227 - Police Grants Total:	324,671	255,638	343,679	369,475	247,741	297,773	152,305	-59%
Expenditure Total:	324,671	255,638	343,679	369,475	247,741	297,773	152,305	-59%
Fund: 204 - Police Grants Net Results	3,329	72,482	(43,679)	(43,679)	(14,759)	56,646	(2,305)	
Fund Balance, July 1	44,013	47,342		119,824		119,824	176,470	
Fund Balance, June 30	47,342	119,824		76,145		176,470	174,165	
Fund: 205 - Traffic Safety Fund								
Revenue								
351 - Fines and Forfeiture	32,107	35,181	42,330	42,330	32,138	40,000	45,000	6%
370 - Interest and Investment Income	673	1,541	1,500	2,800	2,346	2,800	1,500	-46%
Revenue Total:	32,780	36,722	43,830	45,130	34,484	42,800	46,500	3%
Expenditures								
Division: 227 - Police Grants Total:	9,579	7,674	19,168	19,168	5,736	5,736	19,719	3%
Expenditure Total:	9,579	7,674	19,168	19,168	5,736	5,736	19,719	3%
Fund: 205 - Traffic Safety Fund Net Results	23,201	29,048	24,662	25,962	28,749	37,064	26,781	
Fund Balance, July 1	110,991	134,192		163,240		163,240	200,304	
Fund Balance, June 30	134,192	163,240		189,202		200,304	227,085	
Fund: 206 - Supplemental Law Enforcement Svc Fund								
Revenue								
323 - State Grants	100,000	148,747	100,000	155,948	155,948	155,948	100,000	-36%
370 - Interest and Investment Income	622	1,769	1,600	3,400	2,888	3,400	1,600	-53%
Revenue Total:	100,622	150,515	101,600	159,348	158,835	159,348	101,600	-36%
Expenditures								
Division: 227 - Police Grants Total:	92,612	101,008	129,359	129,359	53,433	56,796	97,897	-24%
Expenditure Total:	92,612	101,008	129,359	129,359	53,433	56,796	97,897	-24%
Fund: 206 - Supplemental Law Enforcement Svc Fund Net Results	8,009	49,507	(27,759)	29,989	105,403	102,552	3,703	
Fund Balance, July 1	111,087	119,096		168,604		168,604	271,156	
Fund Balance, June 30	119,096	168,604		198,593		271,156	274,859	

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	2017-18 Actual	2018-19 Actual	2019-20 Original Budget	2019-20 Revised Budget	2019-20 Actual Thru Mar-20	2019-20 Projected Year- end	2020-21 Proposed	Percent Change
Fund: 207 - NPDES Storm Water Fund								
Revenue								
321 - Intergovernmental Taxes	295,916	251,004	266,470	266,470	167,899	272,000	273,132	3%
370 - Interest and Investment Income	151	29	150	150	(137)	150	150	0%
384 - Other Revenue	378	-	-	-	-	-	-	0%
Revenue Total:	296,445	251,032	266,620	266,620	167,763	272,150	266,620	0%
Expenditures								
Division: 344 - NPDES Storm Drain Total:	273,919	304,913	367,444	367,444	223,269	286,912	377,717	3%
Expenditure Total:	273,919	304,913	367,444	367,444	223,269	286,912	377,717	3%
Fund: 207 - NPDES Storm Water Fund Net Results	22,526	(53,881)	(100,824)	(100,824)	(55,506)	(14,762)	(111,097)	
Fund Balance, July 1	77,976	100,502		46,622		46,622	31,860	
Fund Balance, June 30	100,502	46,622		(54,202)		31,860	(79,237)	
Fund: 209 - Recreation Fund								
Revenue								
Division: 551 - Recreation Administration Total:	25,530	17,950	19,761	28,761	7,500	14,679	18,550	-36%
Division: 552 - Senior Center Total:	372,734	384,153	328,300	338,300	274,770	268,075	339,200	0%
Division: 553 - Tiny Tots Total:	195,505	200,673	193,368	155,128	123,034	109,731	164,722	6%
Division: 554 - Youth Center Total:	54,157	36,277	27,310	24,910	28,460	24,990	34,065	37%
Division: 555 - Day Camp Total:	37,419	25,551	20,500	20,500	14,406	20,500	17,820	-13%
Division: 556 - Performing Arts Total:	49,794	46,784	-	-	2,630	-	-	0%
Division: 557 - Swim Center Total:	47,556	57,208	46,920	48,420	27,657	80,157	52,300	8%
Division: 558 - Memorial Hall Total:	5,000	1,250	5,600	12,832	8,988	7,832	7,832	-39%
Division: 559 - Tennis Total:	410	370	400	700	674	674	500	-29%
Revenue Total:	788,106	770,216	642,159	629,551	488,118	526,638	634,989	1%
399 - Transfers In	33,888	307,214	545,012	545,012	7,500	480,288	651,831	20%
399 - Transfers In from Section 115 Pension Fund	-	-	6,952	6,952	-	6,952	11,704	68%
Sources Total	821,994	1,077,430	1,194,123	1,181,515	495,618	1,013,878	1,298,524	10%
Expenditures								
Division: 551 - Recreation Administration Total:	151,958	179,931	202,081	205,638	110,811	126,982	275,691	34%
Division: 552 - Senior Center Total:	428,472	467,615	497,141	540,901	369,082	424,251	497,560	-8%
Division: 553 - Tiny Tots Total:	110,816	131,602	137,296	137,378	103,180	123,077	141,281	3%
Division: 554 - Youth Center Total:	146,125	149,165	196,635	154,077	109,689	184,728	215,255	40%
Division: 555 - Day Camp Total:	4,438	3,195	60,640	60,640	2,063	60,640	57,407	-5%
Division: 556 - Performing Arts Total:	39,624	46,868	-	221	221	-	-	-100%
Division: 557 - Swim Center Total:	81,201	92,194	91,368	95,265	73,463	78,803	99,950	5%
Division: 558 - Memorial Hall Total:	3,869	5,092	4,961	7,200	9,122	10,521	7,380	3%
Division: 559 - Tennis Total:	3,100	2,310	4,000	4,000	1,944	4,877	4,000	0%
Expenditure Total:	969,602	1,077,973	1,194,123	1,205,321	779,574	1,013,879	1,298,524	8%
Fund: 209 - Recreation Fund Net Results	(147,608)	(543)	0	(23,806)	(283,956)	(1)	-	
Fund Balance, July 1	192,778	45,170		44,627		44,627	44,626	
Fund Balance, June 30	45,170	44,627		20,821		44,626	44,626	
Fund: 212 - Building & Planning								
Revenue								
315 - Other Taxes	159	21	1,800	-	2	2	-	0%
323 - State Grants	-	-	-	-	-	-	160,000	100%
332 - Permits	762,459	386,019	512,750	512,750	255,711	308,700	342,000	-33%
341 - Review Fees	262,891	226,729	192,500	317,500	275,382	309,700	255,000	-20%
342 - Other Fees	81,516	85,479	62,500	62,500	55,368	59,550	50,700	-19%
343 - Abatement Fees	6,500	-	-	-	-	-	-	0%
344 - Impact Fees	-	3,524	-	-	-	-	-	0%
370 - Interest and Investment Income	5,445	8,569	7,000	12,000	9,183	10,200	7,000	-42%
383 - Reimbursements	-	-	-	7,360	7,360	7,360	-	-100%
384 - Other Revenue	19,857	3,998	21,000	21,000	(449)	-	6,000	-71%
Revenue Total:	1,138,827	714,339	797,550	933,110	602,558	695,512	820,700	-12%
399 - Transfers In from Section 115 Pension Fund	-	-	58,937	58,937	-	58,937	64,846	10%
Sources Total	1,138,827	714,339	856,487	992,047	602,558	754,449	885,546	-11%
Expenditures								
Division: 461 - Planning Total:	276,037	423,288	409,515	389,091	287,226	196,072	499,903	28%
Division: 462 - Building Inspection Total:	754,848	565,775	742,257	807,972	390,938	587,971	811,435	0%
Division: 465 - Code Enforcement Total:	-	31	-	-	-	-	-	0%
Expenditure Total:	1,030,885	989,094	1,151,772	1,197,063	678,164	784,043	1,311,338	10%
Fund: 212 - Building & Planning Net Results	107,942	(274,755)	(295,285)	(263,953)	(75,606)	(29,594)	(425,792)	
Fund Balance, July 1	653,652	761,594		486,839		486,839	457,245	
Fund Balance, June 30	761,594	486,839		222,886		457,245	31,454	

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	2017-18 Actual	2018-19 Actual	2019-20 Original Budget	2019-20 Revised Budget	2019-20 Actual Thru Mar-20	2019-20 Projected Year- end	2020-21 Proposed	Percent Change
Fund: 213 - Refuse Management Fund								
Revenue								
323 - State Grants	66,513	66,161	60,060	105,662	91,446	111,899	60,060	-43%
370 - Interest and Investment Income	4,071	6,383	6,000	6,000	4,645	5,650	6,000	0%
392 - Proceeds from Sale of Property	-	700	-	-	-	-	-	0%
Revenue Total:	70,584	73,244	66,060	111,662	96,091	117,549	66,060	-41%
Expenditures								
Division: 344 - NPDES Storm Drain Total:	-	307,432	-	-	-	-	-	
Division: 346 - Waste Reduction Total:	99,211	103,347	125,347	125,347	68,047	91,925	126,417	1%
Expenditure Total:	99,211	410,778	125,347	125,347	68,047	91,925	126,417	1%
Fund: 213 - Refuse Management Fund Net Results	(28,628)	(337,535)	(59,287)	(13,685)	28,044	25,624	(60,357)	
Fund Balance, July 1	713,366	684,738		347,204		347,204	372,828	
Fund Balance, June 30	684,738	347,204		333,519		372,828	312,471	
Fund: 214 - Solid Waste Fund								
Revenue								
370 - Interest and Investment Income	3,876	10,164	8,000	20,300	16,782	20,300	8,000	-61%
383 - Reimbursements	247,457	314,229	240,000	240,000	283,776	373,776	360,000	50%
Revenue Total:	251,333	324,392	248,000	260,300	300,557	394,076	368,000	41%
Expenditures								
Division: 343 - Facility Maintenance Total:	-	3,003	42,000	42,000	-	-	20,000	-52%
Expenditure Total:	-	3,003	42,000	42,000	-	-	20,000	-52%
Fund: 214 - Solid Waste Fund Net Results	251,333	321,390	206,000	218,300	300,557	394,076	348,000	
Fund Balance, July 1	582,031	833,364		1,154,754		1,154,754	1,548,830	
Fund Balance, June 30	833,364	1,154,754		1,373,054		1,548,830	1,896,830	
Fund: 215 - Measure C and J Fund								
Revenue								
324 - Other Grants	366,959	379,583	360,000	360,000	4,567	365,000	380,000	6%
370 - Interest and Investment Income	5,004	9,353	8,000	19,200	15,328	19,200	8,000	-58%
Revenue Total:	371,963	388,936	368,000	379,200	19,895	384,200	388,000	2%
Expenditures								
Division: 117 - General Government Total:	-	47,049	48,930	48,930	-	48,930	48,930	0%
Division: 341 - Administration/Engineering Total:	127,060	77,280	119,668	119,668	59,044	81,086	113,668	-5%
Division: 342 - Road Maintenance Total:	-	-	30,000	30,000	5,930	15,000	30,000	0%
Division: 343 - Facility Maintenance Total:	6,947	25,542	2,000	2,000	-	-	2,000	0%
Expenditure Total:	134,006	149,871	200,598	200,598	64,974	145,016	194,598	-3%
Fund: 215 - Measure C and J Fund Net Results	237,957	239,065	167,402	178,602	(45,079)	239,184	193,402	
Fund Balance, July 1	1,016,913	1,254,870		1,493,935		1,493,935	1,733,119	
Fund Balance, June 30	1,254,870	1,493,935		1,672,537		1,733,119	1,926,521	
Fund: 285 - Housing Land Held for Resale								
Revenue								
342 - Other Fees	4,700	-	-	-	-	-	-	0%
370 - Interest and Investment Income	13,610	128,942	135,000	65,100	49,618	64,600	50,000	-23%
381 - Rental Income	72,253	-	72,253	-	-	-	-	0%
384 - Other Revenue	5,500	5,795	-	750	750	750	-	-100%
392 - Proceeds from Sale of Property	-	1,150	-	-	-	-	-	0%
393 - Loan/Bond Proceeds	15,024	156,645	55,000	55,000	137	30,200	55,000	0%
Revenue Total:	111,086	292,531	262,253	120,850	50,506	95,550	105,000	-13%
Expenditures								
Division: 464 - Housing Administration Total:	563,889	170,110	211,107	211,107	65,793	63,176	174,903	-17%
Expenditure Total:	563,889	170,110	211,107	211,107	65,793	63,176	174,903	-17%
Fund: 285 - Housing Land Held for Resale Net Results	(452,803)	122,421	51,146	(90,257)	(15,287)	32,374	(69,903)	
Fund Balance, July 1	1,220,745	767,942		890,363		890,363	922,737	
Fund Balance, June 30	767,942	890,363		800,106		922,737	852,834	
Fund: 310 - Lighting & Landscape Districts								
Revenue								
321 - Intergovernmental Taxes	34,798	36,854	42,780	42,780	23,804	39,250	42,780	0%
399 - Transfers In	5,000	5,000	-	-	-	-	-	0%
Revenue Total:	39,798	41,854	42,780	42,780	23,804	39,250	42,780	0%
Expenditures								
Division: 347 - Landscape & Lighting PVR North Total:	17,784	17,776	21,380	21,380	10,831	18,996	21,380	0%
Division: 348 - Landscape & Lighting PVR South Total:	12,838	17,668	21,400	21,400	9,130	20,469	21,400	0%
Expenditure Total:	30,622	35,444	42,780	42,780	19,961	39,465	42,780	0%
Fund: 310 - Lighting & Landscape Districts Net Results	9,176	6,410	-	-	3,843	(215)	-	
Fund Balance, July 1	10,302	19,478		25,887		25,887	25,672	
Fund Balance, June 30	19,478	25,887		25,887		25,672	25,672	

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Fund: 317 - Pinole Valley Caretaker Fund								
Revenue								
381 - Rental Income	15,000	15,000	15,000	15,000	11,250	15,000	15,000	0%
Revenue Total:	15,000	15,000	15,000	15,000	11,250	15,000	15,000	0%
Expenditures								
Division: 345 - Park Maintenance Total:	15,546	14,589	14,982	14,982	11,221	15,000	14,867	-1%
Expenditure Total:	15,546	14,589	14,982	14,982	11,221	15,000	14,867	-1%
Fund: 317 - Pinole Valley Caretaker Fund Net Results	(546)	411	18	18	29	(0)	133	
Fund Balance, July 1	185	(361)		51		51	50	
Fund Balance, June 30	(361)	51		69		50	183	
Fund: 324 - Public Facilities Fund								
Expenditures								
Division: 343 - Facility Maintenance Total:	22,738	39,230	60,000	60,000	50	50	60,000	0%
Division: 345 - Park Maintenance Total:	-	-	10,000	10,000	-	-	10,000	0%
Expenditure Total:	22,738	39,230	70,000	70,000	50	50	70,000	0%
Fund: 324 - Public Facilities Fund Net Results	(22,738)	(39,230)	(70,000)	(70,000)	(50)	(50)	(70,000)	
Fund Balance, July 1	607,023	584,285		545,055		545,055	545,005	
Fund Balance, June 30	584,285	545,055		475,055		545,005	475,005	
Fund: 325 - City Street Improvements								
Revenue								
323 - State Grants	-	5,183	-	-	-	-	-	0%
351 - Fines and Forfeiture	1,000	-	-	-	18	18	-	0%
383 - Reimbursements	-	20,609	-	-	-	-	-	0%
399 - Transfers In	225,000	200,000	250,000	250,000	250,000	250,000	250,000	0%
Revenue Total:	226,000	225,792	250,000	250,000	250,018	250,018	250,000	0%
Expenditures								
Division: 342 - Road Maintenance Total:	1,781	57,421	1,779,103	1,779,103	3,927	3,927	1,779,103	0%
Expenditure Total:	1,781	57,421	1,779,103	1,779,103	3,927	3,927	1,779,103	0%
Fund: 325 - City Street Improvements Net Results	224,219	168,371	(1,529,103)	(1,529,103)	246,091	246,091	(1,529,103)	
Fund Balance, July 1	745,266	969,485		1,137,856		1,137,856	1,383,946	
Fund Balance, June 30	969,485	1,137,856		(391,247)		1,383,946	(145,157)	
Fund: 377 - Arterial Streets Rehabilitation Fund								
Revenue								
383 - Reimbursements	-	35,631	-	-	-	-	-	0%
399 - Transfers In	250,000	200,000	250,000	250,000	250,000	250,000	250,000	0%
Revenue Total:	250,000	235,631	250,000	250,000	250,000	250,000	250,000	0%
Expenditures								
Division: 342 - Road Maintenance Total:	-	1,302	796,000	796,000	71,575	71,475	796,000	0%
Expenditure Total:	-	1,302	796,000	796,000	71,575	71,475	796,000	0%
Fund: 377 - Arterial Streets Rehabilitation Fund Net Results	250,000	234,329	(546,000)	(546,000)	178,425	178,525	(546,000)	
Fund Balance, July 1	165,454	415,454		649,783		649,783	828,309	
Fund Balance, June 30	415,454	649,783		103,783		828,309	282,309	
Fund: 500 - Sewer Enterprise Fund								
Revenue								
344 - Impact Fees	26,894	-	10,000	-	-	-	-	0%
363 - Sewer Enterprise Charges	6,494,206	7,210,207	6,952,287	6,952,287	3,849,200	6,979,084	7,690,564	11%
370 - Interest and Investment Income	47,274	109,003	100,000	198,700	168,023	198,700	100,000	-50%
383 - Reimbursements	-	1,479	-	-	-	-	-	0%
384 - Other Revenue	-	148	-	-	-	-	-	0%
Revenue Total:	6,568,375	7,320,836	7,062,287	7,150,987	4,017,224	7,177,784	7,790,564	9%
399 - Transfers In from Section 115 Pension Fund	-	-		30,645	-	30,645	79,872	161%
Sources Total	6,568,375	7,320,836		7,181,632	4,017,224	7,208,429	7,870,436	10%
Expense								
Division: 641 - Sewer Treatment Plant/Shared Total:	5,939,802	3,821,101	4,305,084	4,480,833	2,609,365	4,075,008	4,656,727	4%
Division: 642 - Sewer Collections Total:	908,691	892,637	2,523,873	2,524,301	641,580	802,449	2,531,388	0%
Division: 643 - Sewer Projects/Shared Total:	730	1,178	-	-	-	-	100,000	100%
Division: 644 - WPCP Equipment/Debt Service Total:	233,270	215,195	529,307	529,307	520,129	520,129	518,866	-2%
Expense Total:	7,082,492	4,930,110	7,358,264	7,534,441	3,771,074	5,397,585	7,806,981	4%
Fund: 500 - Sewer Enterprise Fund Net Results	(514,118)	2,390,726	(7,358,264)	(352,809)	246,150	1,810,844	63,456	
Fund Balance, July 1	10,868,491	10,354,373		12,745,099		12,745,099	14,555,943	
Fund Balance, June 30	10,354,373	12,745,099		12,392,290		14,555,943	14,619,399	

CITY OF PINOLE

BUDGET SUMMARIES

	2017-18 Actual	2018-19 Actual	2019-20 Original Budget	2019-20 Revised Budget	2019-20 Actual Thru Mar-20	2019-20 Projected Year- end	2020-21 Proposed	Percent Change
Fund: 505 - Cable Access TV								
Revenue								
314 - Franchise Taxes	36,910	32,702	35,000	35,000	22,130	29,129	35,000	0%
365 - Cable TV Charges	220,758	188,351	206,963	206,963	93,826	169,138	313,695	52%
384 - Other Revenue	3,330	4,020	3,600	3,600	3,000	3,000	3,600	0%
399 - Transfers In	84,095	132,303	205,125	205,125	-	137,270	160,124	-22%
Revenue Total:	345,093	357,375	450,688	450,688	118,956	338,537	512,419	14%
399 - Transfers In from Section 115 Pension Fund	-	-		18,202	-	18,202	26,890	48%
Sources Total	345,093	357,375		468,890	118,956	356,739	539,309	15%
Expense								
Division: 119 - Cable Access TV Total:	338,612	357,375	468,890	475,585	270,997	356,739	539,309	13%
Expense Total:	338,612	357,375	468,890	475,585	270,997	356,739	539,309	13%
Fund: 505 - Cable Access TV Net Results	6,481	-	(468,890)	(6,695)	(152,041)	-	-	
Fund Balance, July 1	(38,016)	(31,535)		(31,535)		(31,535)	(31,535)	
Fund Balance, June 30	(31,535)	(31,535)		(38,230)		(31,535)	(31,535)	
Fund: 525 - Information Systems								
Expense								
Division: 118 - Information Systems Total:	479,441	609,715	879,740	925,797	591,461	762,934	802,890	-13%
461 - Indirect cost allocations	(472,846)	(609,715)	(879,740)	(925,797)	(591,461)	(762,934)	(802,890)	-13%
Expense Total:	6,595	-	-	-	-	-	-	0%
Fund: 525 - Information Systems Surplus (Deficit):	(6,595)	-		-	-	-	-	
Fund Balance, July 1	(189,574)	(196,169)		(196,169)			(196,169)	
Fund Balance, June 30	(196,169)	(196,169)		(196,169)			(196,169)	
Fund: 750 - Recognized Obligation Retirement Fund								
Revenue								
311 - Property Taxes	250,000	250,000	250,000	250,000	305,458	250,000	250,000	0%
370 - Interest and Investment Income	15,739	26,800	-	57,900	47,723	57,900	-	-100%
384 - Other Revenue	-	1,232	-	-	-	-	-	0%
393 - Loan/Bond Proceeds	86,435	16,096	-	7,650	11,014	-	-	-100%
Revenue Total:	352,174	294,128	250,000	315,550	364,194	307,900	250,000	-21%
Expense								
Division: 463 - Successor Agency to RDA Total:	269,150	237,071	250,000	250,000	198,565	250,000	250,000	0%
Expense Total:	269,150	237,071	250,000	250,000	198,565	250,000	250,000	0%
Fund: 750 - Recognized Obligation Retirement Fund Net Results	83,023	57,057		65,550	165,629	57,900	-	

**CITY OF PINOLE
FIVE-YEAR FORECAST**

GENERAL FUND SUMMARY							
INCLUDES MEASURE S 2006 & 2014, EXCLUDES DISPATCH	2018-19 Actual	2019-20 Adopted	2019-20 Revised	2020-21 Forecast	2021-22 Forecast	2022-23 Forecast	2023-24 Forecast
REVENUE							
PROPERTY TAX	3,837,167	4,033,892	4,033,892	4,146,109	4,229,031	4,313,612	4,399,884
SALES TAX	3,994,720	3,629,286	3,629,286	3,345,879	3,412,797	3,481,053	3,550,674
MEAS S 2006 & 2014 LOCAL SALES TAX	4,346,662	3,971,600	4,019,100	3,701,338	3,774,365	3,848,852	3,924,829
UTILITY USERS TAX	1,812,844	1,898,000	1,898,000	1,896,000	1,914,960	1,934,110	1,953,451
FRANCHISE TAX	735,311	744,000	744,000	750,000	757,500	765,075	772,726
OTHER TAXES	884,757	858,900	858,900	785,000	800,700	816,714	833,048
OTHER REVENUE	2,685,897	2,420,360	2,447,066	2,528,783	2,579,358	2,630,945	2,683,564
Total Revenue	18,297,359	17,556,038	17,630,244	17,153,109	17,468,711	17,790,360	18,118,176
TRANSFERS IN	6,290,688						
PENSION TRANSFER IN [6]		900,938	900,938	1,273,458	1,930,791	2,329,415	2,598,297
Total Sources	24,588,047	18,456,976	18,531,182	18,426,567	19,399,502	20,119,775	20,716,473
EXPENDITURES							
SALARIES	8,593,887	9,138,860	9,159,980	9,662,236	9,952,103	10,250,666	10,558,186
BENEFITS - PERS RETIRE	1,792,051	2,695,381	2,685,381	3,077,528	3,722,842	4,121,465	4,390,348
BENEFITS - OTHER	3,079,527	3,092,049	3,083,939	3,052,813	3,174,926	3,301,923	3,433,999
OTHER OPERATING EXPENSES	2,461,335	3,797,889	4,319,048	3,845,319	3,867,311	3,940,259	4,064,555
DEBT SERVICE	590,433	605,433	655,215	555,000	575,000	595,000	610,000
CAPITAL PROJECTS	211,292	882,618	1,642,799	882,618	315,000	150,000	150,000
TRANSFERS OUT	21,732,833	1,328,948	1,335,137	1,193,000	1,250,500	1,251,000	1,251,500
LESS DISPATCH EXPENSES	924,755	1,197,373	1,197,373	1,356,944	1,422,209	1,488,414	1,550,163
Total Expenditures	37,536,603	20,343,805	21,684,126	20,911,570	21,435,473	22,121,898	22,908,425
Surplus/Deficit	-12,948,556	-1,886,829	-3,152,944	-2,485,004	-2,035,971	-2,002,123	-2,191,952
Fund Balance, July 1	26,863,425	13,914,869	13,914,869	10,761,925	8,276,921	6,240,950	4,238,826
Fund Balance, June 30	13,914,869	12,028,040	10,761,925	8,276,921	6,240,950	4,238,826	2,046,874
Pension Fund Balance, June 30	17,159,258	16,258,320	16,258,320	14,984,862	13,054,071	10,724,656	8,126,359
General Reserve Balance, June 30 [7]	7,137,963	7,352,102	7,352,102	7,572,665	7,799,845	8,033,841	8,274,856

**CITY OF PINOLE
FIVE-YEAR FORECAST**

General Fund - 100	2018-19 Actual	2019-20 Adopted	2019-20 Revised	2020-21 Projected	2021-22 Projected	2022-23 Projected	2023-24 Projected
REVENUE:							
PROPERTY TAX	3,837,167	4,033,892	4,033,892	4,146,109	4,229,031	4,313,612	4,399,884
SALES TAX	3,994,720	3,629,286	3,629,286	3,345,879	3,412,797	3,481,053	3,550,674
UTILITY USERS TAX	1,812,844	1,898,000	1,898,000	1,896,000	1,914,960	1,934,110	1,953,451
FRANCHISE TAX	735,311	744,000	744,000	750,000	757,500	765,075	772,726
OTHER TAXES	884,757	858,900	858,900	785,000	800,700	816,714	833,048
OTHER REVENUE	3,610,652	3,617,733	3,644,439	3,801,350	4,001,567	4,119,360	4,233,728
Total Revenue	14,875,452	14,781,811	14,808,517	14,724,338	15,116,555	15,429,923	15,743,510
TRANSFERS IN	6,290,688						
PENSION TRANSFER IN [6]		708,615	708,615	882,013	1,554,535	1,887,265	2,102,493
Total Sources	21,166,140	15,490,426	15,517,132	15,606,351	16,671,089	17,317,187	17,846,003
EXPENDITURES:							
SALARIES	7,140,412	7,264,202	7,285,322	8,197,748	8,443,680	8,696,991	8,957,901
BENEFITS & INSURANCE	4,378,221	4,977,374	4,959,264	5,181,603	5,995,524	6,443,580	6,778,747
OTHER OPERATING EXPENSES	1,746,213	3,074,570	3,156,958	3,177,989	3,266,973	3,358,448	3,452,485
DEBT SERVICE	520,000	535,000	584,782	555,000	575,000	595,000	610,000
TRANSFERS OUT	21,225,833	636,448	642,637	500,000	500,000	500,000	500,000
Total Expenditures	35,010,680	16,487,594	16,628,963	17,612,340	18,781,177	19,594,019	20,299,132
Net Results	-13,844,540	-997,168	-1,111,831	-2,005,990	-2,110,088	-2,276,831	-2,453,129
Fund Balance, July 1	21,041,322	7,196,782	7,196,782	6,084,952	4,078,962	1,968,874	-307,957
Fund Balance, June 30	7,196,782	6,199,615	6,084,952	4,078,962	1,968,874	-307,957	-2,761,086

Measure S -2006 Fund - 105	2018-19 Actual	2019-20 Adopted	2019-20 Revised	2020-21 Projected	2021-22 Projected	2022-23 Projected	2023-24 Projected
REVENUE:							
SALES TAX	2,146,708	1,960,800	1,960,800	1,825,669	1,862,182	1,899,426	1,937,415
OTHER REVENUE	24,151	20,000	32,500	20,000	20,000	20,000	20,000
Total Revenue	2,170,860	1,980,800	1,993,300	1,845,669	1,882,182	1,919,426	1,957,415
PENSION TRANSFER IN [6]		184,117	184,117	294,558	241,628	289,615	328,800
Total Sources	2,170,860	2,164,917	2,177,417	2,140,227	2,123,810	2,209,041	2,286,215
EXPENDITURES:							
SALARIES	1,248,787	1,476,268	1,476,268	1,200,993	1,237,023	1,274,133	1,312,357
BENEFITS & INSURANCE	446,992	729,242	729,242	790,777	708,916	766,983	816,650
OTHER OPERATING EXPENSES	406,349	27,274	198,995	173,754	178,619	183,620	188,762
DEBT SERVICE	70,433	70,433	70,433	-	-	-	-
Total Expenses	2,172,561	2,303,217	2,474,938	2,165,524	2,124,558	2,224,737	2,317,769
Net Results	-1,702	-138,300	-297,521	-25,297	-748	-15,695	-31,554
Fund Balance, July 1	2,820,249	2,818,547	2,818,547	2,521,026	2,495,729	2,494,981	2,479,285
Fund Balance, June 30	2,818,547	2,680,247	2,521,026	2,495,729	2,494,981	2,479,285	2,447,731

**CITY OF PINOLE
FIVE-YEAR FORECAST**

MEASURE S-2014 - 106	2018-19 Actual	2019-20 Adopted	2019-20 Revised	2020-21 Projected	2021-22 Projected	2022-23 Projected	2023-24 Projected
REVENUE:							
SALES TAX	2,139,620	1,960,800	1,960,800	1,825,669	1,862,182	1,899,426	1,937,415
OTHER REVENUE	36,183	30,000	65,000	30,000	30,000	30,000	30,000
Total Revenue	2,175,803	1,990,800	2,025,800	1,855,669	1,892,182	1,929,426	1,967,415
PENSION TRANSFER IN [6]		8,206	8,206	96,887	134,629	152,535	167,004
Total Sources	2,175,803	1,999,006	2,034,006	1,952,556	2,026,811	2,081,961	2,134,418
EXPENDITURES:							
SALARIES	204,687	398,390	398,390	263,495	271,400	279,542	287,928
BENEFITS & INSURANCE	46,364	80,814	80,814	157,961	193,328	212,826	228,950
OTHER OPERATING EXPENSES	308,774	696,045	963,095	493,576	421,719	398,190	423,308
CAPITAL PROJECTS	211,292	882,618	1,642,799	882,618	315,000	150,000	150,000
TRANSFERS OUT	507,000	692,500	692,500	693,000	750,500	751,000	751,500
Total Expenses	1,278,117	2,750,367	3,777,598	2,490,650	1,951,947	1,791,557	1,841,687
Net Results	897,686	-751,361	-1,743,592	-538,094	74,865	290,403	292,732
Fund Balance, July 1	3,001,854	3,899,540	3,899,540	2,155,947	1,617,853	1,692,718	1,983,121
Fund Balance, June 30	3,899,540	3,148,179	2,155,947	1,617,853	1,692,718	1,983,121	2,275,853

ASSUMPTIONS:

- [1] 3% Salary increases included each year
- [2] 2.8% operating expenses applied based on four year average.
- [3] PERS rate increases applied based on 75% classic and 25% PEPRA for miscellaneous; and 50% classic and 50% PEPRA for safety in all years.
- [4] PERS rate increases are reflected at 8% cap on misc. and 11% cap on safety employee share towards employer costs. Additional employee share in 2020-2023 for safety and 2020-2022 for miscellaneous.
- [5] All other benefits increased 4% each year.
- [6] Transfers In beginning in FY2019-20 is from the Section 115 Pension Fund to offset PERS increases.
- [7] General Reserve balance includes an estimated 3% annual earnings.

DEBT OBLIGATIONS

Pension Obligation Bonds

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

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

For the Year Ending, June 30	Principal	Interest
2020	\$ 233,014	\$ 301,986
2021	227,389	327,611
2022	221,565	353,435
2023	215,586	379,414
2024	207,790	402,210
2025-2029	957,644	2,422,355
2030-2034	830,625	3,134,375
2035-2036	301,240	1,473,760
	\$ 3,194,853	\$ 8,795,146

2016 Wastewater Revenue Refunding Bonds

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

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

For the Year Ending, June 30	Principal	Interest
2020	\$ 310,000	\$ 210,129
2021	318,000	200,866
2022	329,000	191,323
2023	341,000	181,440
2024	347,000	171,292
2025-2029	1,914,000	692,867
2030-2034	2,217,000	389,090
2035-2037	1,502,000	67,378
	\$ 7,278,000	\$ 2,104,383

FY 2020-21 Schedule of Transfers

FUND #	DESCRIPTION	TRANSFER-OUT ACCOUNT #	AMOUNT	FUND #	DESCRIPTION	TRANSFER-IN ACCOUNT #	PURPOSE
100	General Fund	100-117-49901	105,124	505	Cable Television Fund	505-119-39901	Cable Television contribution [1]
100	General Fund	100-117-49901	597,831	209	Recreation Fund	209-551-39901	Recreation operating contribution [1]
Subtotal Transfers from the General Fund			702,955				
106	Measure S 2014 Fund	106-117-49901	45,000	209	Recreation Fund	209-557-39901	Swim Center contribution [1]
106	Measure S 2014 Fund	106-117-49901	250,000	325	City Street Fund	325-341-39901	Funding for Future Street Projects
106	Measure S 2014 Fund	106-117-49901	250,000	377	Arterial Streets Rehabilitation Fund	377-341-39901	Fund Portion of Arterial Streets Rehabilitation
106	Measure S 2014 Fund	106-117-49901	55,000	505	Cable Television Fund	505-119-39901	Cable Television contribution [1]
106	Measure S 2014 Fund	106-117-49901	9,000	209	Recreation Fund	209-551-39901	Recreation: Cinema, Community Service, Summer Sounds, Tree Lighting.
Subtotal Transfers from Measure S 2014			609,000				
106	Measure S 2014 Fund	106-117-49901	30,000	160	Equipment Reserve Fund	160-345-39901	Reserves to replace 2 vehicles per year
106	Measure S 2014 Fund	106-117-49901	50,000	160	Equipment Reserve Fund	160-345-39901	Reserves to replace heavy equipment
106	Measure S 2014 Fund	106-117-49901	5,000	160	Equipment Reserve Fund	160-461-39901	Reserves to replace 2 vehicles per year
Subtotal Transfers from Measure S 2014			85,000				
Grand total Transfers			1,396,955				

NOTES:

[1] Only enough to balance will be transferred.

Mission

The City Council establishes the overarching goals and objectives for the City. It enacts City laws and policies through the adoption of ordinances and resolutions. The City Council appoints the City Manager, City Attorney, and City Clerk.

Program Description

Each year, the City Council chooses one of its members to serve as the Mayor and one to serve as the Mayor Pro Tempore. Members of the City Council 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 also serves as the governing body of the Pinole Redevelopment Successor Agency and appoints members of the community to serve on various boards and commissions.

Key Objectives

- Create the vision and overarching goals for the community.
- Enact laws and policies to achieve community goals.
- Maintain the City's long-term fiscal health through adoption of the City budget and financial policies.
- Approve capital improvement and private development projects that ensure appropriate, beneficial development of the City's built environment.
- Support economic development initiatives.
- Maintain strong relationships with the business community and community groups.

FY 2019-20 Accomplishments

- Sponsored and participated in numerous community events.
- Oversaw the completion of the Water Pollution Control Plant Upgrade Project.
- Established an IRS Section 115 Irrevocable Pension Trust funded with \$16.3 million to address unfunded pension obligations.
- Funded the General Fund Reserve at \$7.1 million, equal to 180 days of expenditures.
- Completed City Council team building and adopted the Strategic Plan for 2020-2025.
- Evaluated potential revenue enhancement strategies/options.
- Oversaw the completion of the Fire Services Delivery Model Study.

GENERAL FUND - 100
CITY COUNCIL - 110

EXPENDITURE SUMMARY

	FY 2017-18	FY 2018-19	FY 2019-20	FY 2019-20	FY 2020-21	\$ Chg	% Chg
	Actual	Actual	Actual	Budget	Proposed		
Personnel			Thru Mar-20				
Salaries & Wages -401	59,392	56,417	37,140	51,750	51,750	-	0%
Overtime - 402	-	-	-	-	-	-	0%
Employee Benefits - 410	32,685	42,694	33,916	43,308	45,814	2,506	5%
Total Salary & Benefits	92,076	99,111	71,056	95,058	97,564	2,506	3%
Services and Supplies							
Professional & Administrative Services - 42	71,848	61,426	45,537	89,030	69,890	(19,140)	-27%
Other Operating Expenses -43	883	814	710	1,030	1,030	-	0%
Total Services and Supplies	72,731	62,241	46,247	90,060	70,920	(19,140)	-27%
Capital Outlay							
Asset Acquisition/Improvement - 47	-	-	-	-	-	-	0%
Total Capital Outlay	-	-	-	-	-	-	0%
Indirect Cost Allocations							
Administrative Credits - 46121	(22,086)	(19,727)	(16,816)	(23,689)	(24,855)	(1,166)	5%
General Liability Insurance - 46201	1,066	2	1,758	1,586	1,853	267	14%
Total Indirect Cost Allocations	(21,020)	(19,725)	(15,058)	(22,103)	(23,002)	(899)	4%
Total	143,788	141,626	102,246	163,015	145,482	(17,533)	-12%

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2019-20	FY 2020-21
42201 Office Expense		\$ 500	\$ 500
4230X Travel and Training		\$ 6,000	\$ 7,900
ABAG (delegate)	\$250		
Allocated Appropriation (5 @ 500)	2,500		
CCC Mayor's Conference monthly dinners	1,200		
East Bay Division meetings	600		
Funding for council members on league committees	500		
Mayor's travel expenses	600		
Other identified City sponsored events	250		
Mayors Conference-add'l Council attendees	100		
League of California Cities Conference	1,900		
42401 Memberships		\$ 2,000	\$ 2,000
Contra Costa Mayor's Conference	\$1,400		
League of California Cities East Bay Division	400		
Other Memberships	200		
42514 Special Department Expense		\$ 80,530	\$ 59,490
City Council meetings recorded by PCTV	\$56,490		
Mayoral Celebration expense	400		
Misc. supplies and food for meetings	1,000		
Other special department expenses	1,000		
West County Mayor's Breakfast meetings	600		
Total Professional/Administrative Services			\$ 69,890
4310X Utilities		\$ 1,030	\$ 1,030
Gas/Electric	\$ 980		
Water	50		

Mission

The mission of the City Manager is to support the City Council's development of goals and policies and to oversee all City staff and programs to provide efficient and effective service delivery.

Program Description

The City Manager is the chief administrative officer of the City and is responsible for providing daily direction and leadership to City operations and the organization. The City Manager provides the Council with information and recommendations on all policy issues being considered. In carrying out the direction and vision of the City Council, the City Manager coordinates City services to ensure effective, efficient, and responsive service delivery. The City Manager is also designated the "Appointing Authority" for all City employees.

Key Objectives

- Support City Council policy development.
- Create Implementation Action Plan for 2020-2025 Strategic Plan, and complete key first-year deliverables.
- Oversee City operations to ensure efficient and effective service delivery.
- Maintain the City's long-term fiscal health.
- Work with local, regional, State, and federal agencies to advance Pinole's interests.
- Spearhead City communication and engagement with the community and other stakeholders.
- Support and facilitate economic development.

FY 2020-21 Accomplishments

- Supported the City Council in the development of the Strategic Plan for fiscal years 2020-2025.
- Began the implementation of key Strategic Plan deliverables.
- Completed, in collaboration with the Fire Department, the Fire Service Delivery Model Study.
- In collaboration with the City Attorney, supported the City Council deliberations regarding potential Charter City and Real Property Transfer Tax ballot measures.
- Oversaw the City's response to the coronavirus epidemic.

Position Summary

Position	2016-17	2017-18	2018-19	2019-20	2020-21
City Manager	1.00	1.00	1.00	1.00	1.00
Assistant City Manager	0.00	0.00	0.00	0.00	.20
Management Analyst	0.00	0.00	0.00	0.00	1.00
Administrative Assistant	0.00	0.00	0.00	0.00	.25
Total	1.00	1.00	1.00	1.00	2.45

GENERAL FUND - 100
CITY MANAGER - 111

EXPENDITURE SUMMARY

	FY 2017-18	FY 2018-19	FY 2019-20	FY 2019-20	FY 2020-21	\$ Chg	% Chg
	Actual	Actual	Actual	Budget	Proposed		
Personnel			Thru Mar-20				
Salaries & Wages - 401	213,781	238,221	249,613	303,054	648,808	345,754	53%
Employee Benefits - 410	73,859	111,439	119,498	128,440	370,774	242,334	65%
Total Salary & Benefits	287,641	349,660	369,112	431,494	1,019,582	588,088	58%
Services and Supplies							
Professional & Administrative Services - 42	6,018	5,584	11,338	6,985	7,160	175	2%
Other operating Expenses - 43	1,215	1,138	1,161	1,425	1,425	-	0%
Total Services and Supplies	7,233	6,722	12,499	8,410	8,585	175	2%
Capital Outlay							
Asset Acquisition/Improvement - 47	-	-	-	-	-	-	0%
Total Capital Outlay	-	-	-	-	-	-	0%
Indirect Cost Allocations							
Admin Credits - 46121	(182,645)	(192,880)	(189,751)	(234,037)	(626,359)	(392,322)	63%
General Liability Insurance - 46201	6,721	7	13,389	12,082	35,235	23,153	66%
Total Internal Cost Allocations	(175,925)	(192,873)	(176,362)	(221,955)	(591,124)	(369,169)	62%
Total	118,949	163,510	205,248	217,949	437,043	219,094	50%

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2019-20	FY 2020-21
42201 Office Expense		\$ 800	\$ 800
Miscellaneous Office Expenses	\$300		
Other Office Expenses	500		
4230X Travel and Training		\$ 4,900	\$ 4,900
League of Cities or Other Trainings	\$4,000		
Mayor's Conference monthly dinners	600		
Miscellaneous Meetings	300		
42401 Memberships		\$ 1,110	\$ 1,110
CCC Public Managers Association (CM & ACM)	\$1,110		
42506 Bonds		\$ 175	\$ 350
Bonds (CM & ACM)	\$350		
Total Professional/Administrative Services			\$ 7,160
4310X Utilities		\$ 1,425	\$ 1,425
43103 Gas/Electric	\$ 1,300		
43102 Water	125		

Mission

The City Clerk's mission is to fulfill the role as Elections Official, Legislative Administrator and Records Manager for the City in an efficient, professional and friendly manner; to provide outstanding support to the Council throughout the legislative process; and to serve the citizens of Pinole as an accessible and responsive representative of transparent and open government.

Program Description

The City Clerk is an appointed officer by the City Council. The City Clerk's Office serves as the conduit between the residents of the City of Pinole and the City Council. The primary duties of the City Clerk's Office are to perform all legislative duties pursuant to state and local government requirements, including managing projected agenda items; noticing public hearings; coordinating, preparing and publishing meeting agendas; preparing, finalizing and retaining resolutions and ordinances; preparing minutes for presentation to the City Council; maintaining the codification of the Municipal Code, attesting to official signatures and attending all meetings of the Governing Body. Serve as the custodian of official records and Records Manager for the City and its Successor Agency. Serve as the Elections Official of the City and conduct all City elections; act as a Compliance Officer for federal, state and local statutes including the Political Reform Act, the Brown Act, and the Public Records Act.

Key Objectives

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

FY 2019-20 Accomplishments

- Timely and Accurate Delivery of 30 Council, Successor Agency, and Finance Committee Transcriptions
- Prepared 30 Meeting Packets
- Prepared 123 Legislative Actions & 16 Proclamations
- Municipal Code Updated On-Line with Each Ordinance Adoption
- Processed and Responded to 60 Formal Public Records Requests by Mid-Year
- Continued Progress on Conversion from Sire and Versatile systems to Laserfiche
- Improved Electronic Agenda Accessibility

CITY CLERK - 112

Position Summary

Position	2016-17	2017-18	2018-19	2019-20	2020-21
City Clerk	1.00	1.00	1.00	1.00	1.00
Administrative Assistant <i>part-time</i>	0.48	0.48	0.48	0.48	0.53
Total	1.48	1.48	1.48	1.48	1.53

GENERAL FUND - 100
CITY CLERK - 112

EXPENDITURE SUMMARY

	FY 2017-18	FY 2018-19	FY 2019-20	FY 2019-20	FY 2020-21	\$ Chg	% Chg
	Actual	Actual	Actual	Budget	Proposed		
Personnel			Thru Mar-20				
Salaries & Wages - 401	142,124	144,142	128,217	155,355	158,503	3,148	2%
Overtime - 402	-	-	-	-	-	-	0%
Employee Benefits- 410	58,787	54,347	36,944	84,634	42,801	(41,833)	-98%
Total Salary & Benefits	200,911	198,489	165,161	239,989	201,304	(38,685)	-19%
Services and Supplies							
Professional & Administrative Services - 42	19,254	68,380	13,475	37,640	63,115	25,475	40%
Other Operating Expenses - 43	1,315	1,213	1,257	1,600	1,600	-	0%
Total Services and Supplies	20,569	69,592	14,732	39,240	64,715	25,475	39%
Capital Outlay							
Asset Acquisition/Improvement - 47	2,714	-	-	-	-	-	0%
Total Capital Outlay	2,714	-	-	-	-	-	0%
Indirect Cost Allocations							
Admin Credits - 46121	(40,111)	(32,120)	(24,230)	(39,872)	(31,537)	8,335	-26%
Admin Debits - 46122	-	-	-	-	6,959	6,959	100%
Legal Charges - 46126	-	-	-	-	-	-	0%
General Liability Insurance - 46201	4,954	5	8,092	7,302	8,704	1,402	16%
Total Internal Cost Allocations	(35,157)	(32,115)	(16,138)	(32,570)	(15,874)	16,696	-105%
Total	189,037	235,966	163,755	246,659	250,145	3,486	1%

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2019-20	FY 2020-21
42101 Professional Services		\$ 4,000	\$ 30,000
Filming and imaging of permanent records	\$ 2,000		
Pinole Municipal Code codification and update	2,000		
Laserfiche Records update	26,000		
42201 Office Expense		\$ 1,600	\$ 1,600
Misc. office expenses & proclamations and certificates	\$1,600		
4230X Travel and Training		\$ 6,000	\$ 6,000
City Clerk's New Law/Election Seminar/misc	\$ 3,400		
Annual Conference	\$ 1,600		
Travel expense / Mileage	1,000		
42401 Memberships		\$ 865	\$ 340
CCAC Dues	\$ 130		
IIMC Member Dues	135		
MMANC Member dues	75		
42506 Bonds		\$ 175	\$ 175
42514 Special Department Expense		\$ 25,000	\$ 25,000
CCC Elections	\$ 22,500		
Public Notices	2,500		
Total Professional/Administrative Services			\$ 63,115
4310X Utilities		\$ 1,600	\$ 1,600
Gas/Electric	\$ 1,500		
Water	100		

Mission

The City Treasurer is responsible, in collaboration with the Finance Director, for ensuring that all City funds are received, disbursed, deposited and invested effectively in accordance with the City's Investment Policy and Generally Accepted Accounting Principles (GAAP). The City Treasurer is an elected position and serves a four-year term.

Program Description

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

Key Objectives

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

FY 2019-20 Accomplishments

- In collaboration with the Finance Director, managed \$41.9 million investment portfolio with a 1.708% average effective yield.
- Submitted Investment Policy to City Council for annual review.
- Reviewed weekly check batch for accuracy, and countersigned checks \$5,000 or greater.

Position Summary

No personnel are directly assigned to this division. Key functions are carried out by Finance staff.

GENERAL FUND - 100
CITY TREASURER - 113

EXPENDITURE SUMMARY

	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Actual Thru Mar-20	FY 2019-20 Budget	FY 2020-21 Proposed	\$ Chg	% Chg
Personnel							
Salaries & Wages - 401	2,995	3,004	3,188	3,000	5,700	2,700	47%
Overtime - 402	-	-	-	-	-	-	0%
Employee Benefits - 410	10,414	10,593	4,568	11,038	2,244	(8,794)	-392%
Total Salary & Benefits	13,409	13,597	7,756	14,038	7,944	(6,094)	-77%
Services and Supplies							
Professional & Administrative Services - 42	275	625	250	760	760	-	0%
Other Operating Expenses - 43	-	-	-	-	-	-	0%
Total Services and Supplies	275	625	250	760	760	-	0%
Capital Outlay							
Asset Acquisition/Improvement - 47	-	-	-	-	-	-	0%
Total Capital Outlay	-	-	-	-	-	-	0%
Indirect Cost Allocations							
Admin Credits - 46121	(3,220)	(3,357)	(1,816)	(3,607)	(2,090)	1,517	-73%
General Liability Insurance - 46201	95	0	156	141	165	24	15%
Total Indirect Cost Allocations	(3,125)	(3,356)	(1,660)	(3,466)	(1,925)	1,541	-80%
Total	10,560	10,866	6,346	11,332	6,779	(4,553)	-67%

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2019-20	FY 2020-21
42401 Memberships		\$ 110	\$ 110
CSMFO Dues	\$ 110		
42301 Travel and Training		\$ 400	\$ 400
Misc. training	\$ 400		
42506 Bonds		\$ 250	\$ 250
Bonds	\$ 250		
Total Professional/Administrative Services			\$ 760

Mission

The City Attorney is the chief legal officer for the City of Pinole. The City Attorney provides legal advice to the City Council, City officials and staff. At the direction of the City Council, and by resolution, the City Attorney prepares and reviews ordinances, resolutions and contracts for City Council consideration, and represents the City in legal actions. The City Attorney serves as general counsel for the Pinole Redevelopment Successor Agency and the Housing Successor Agency to the former 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.

Key Objectives for FY 2020-21

- Prepare ordinances and resolutions to address City Council priorities.
- Continue to update the Pinole Municipal Code to comply with evolving legal requirements and best practices.
- Defend the City in Police Department in Pitchess Motions and lawsuits, and claims not covered by the Municipal Pooling Authority.
- Provide legal assistance and advice in labor, employment, and HR issues, as well as liability avoidance management practices.
- Provide legal advice and representation to the City on development projects including Pinole Square, Pinole Shores II, and other former RDA properties, and provide counsel to the City's Planning Commission.
- Provide training on ethics and sexual harassment prevention to the City Council, Commissioners, and staff.

FY 2019-20 Accomplishments

- Drafted ordinance regulating small cell wireless facility installations.
- Drafted ordinance updating and modernizing smoking regulations.
- Assisted City Council with consideration of potential Charter City and Real Property Transfer Tax ballot measure.
- Provided advice and counsel regarding compliance with new State laws to facilitate the development of housing.
- Chaired and coordinated multiple Municipal Code Update Subcommittee meetings.

Position Summary

No personnel are directly assigned to this division. Legal services are a contract service.

GENERAL FUND - 100
CITY ATTORNEY - 114

EXPENDITURE SUMMARY

	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Actual Thru Mar-20	FY 2019-20 Budget	FY 2020-21 Proposed	\$ Chg	% Chg
Legal Services							
Attorney Services - 42102	480,746	509,176	325,185	451,919	464,010	12,091	3%
Total Legal Services	480,746	509,176	325,185	451,919	464,010	12,091	3%
Indirect Cost Allocations							
Administrative Credits - 46121	(210,829)	(179,054)	(127,251)	(306,000)	(289,874)	16,126	-6%
Developer Reimbursements - 46121		(21,881)	(24,506)		(25,000)	(25,000)	-100%
Total Indirect Cost Allocations	(210,829)	(200,935)	(151,757)	(306,000)	(314,874)	(8,874)	3%
Total	269,917	308,241	173,428	145,919	149,136	3,217	2%
MEASURE S - 2014 FUND - 106							
Attorney Services - 42102	77,078	25,282	17,262	35,000	-	(35,000)	-100%
Total Measure S	77,078	25,282	17,262	35,000	-	(35,000)	-100%

MAJOR NON-PERSONNEL EXPENSE DETAILS

	FY 2019-20	FY 2020-2021
42102 Attorney Services - General Fund	\$ 451,919	\$ 464,010
General legal services for FY 2020-21	\$429,010	
Muni Code Updates - <i>previously Measure S 2014 funded</i>	35,000	

Mission

The mission of the Finance Department is to provide the City with financial information, systems, and services to ensure sound financial management and protection of assets. This is accomplished through timely and effective budgeting, accounting, financial reporting, investment, and auditing.

Program Description

The Finance Department is responsible for accounting, payroll, accounts payable and receivable, treasury management, business licenses, budget preparation, debt and bond administration, auditing, and long-range financial planning. In addition, the Finance Department prepares the Recognized Obligation Payment Schedule (ROPS) for the Redevelopment Successor Agency.

Key Objectives

- Prepare and achieve adoption of the annual operating budget by June 30th.
- In collaboration with the City's independent auditors, complete the Comprehensive Annual Financial Report (CAFR) by December 31st
- Prepare the Successor Agency Annual ROPS for approval by the County Oversight Board and submission to the State Department of Finance by February 1st
- Ensure that the City's financial policies and procedures are current and align with best practices.

FY 2019-20 Accomplishments

- Received the California Society of Municipal Finance Officers (CSMFO) Budget Excellence Award.
- Received Government Finance Officers Association (GFOA) Excellence in Financial Reporting Award.
- Managed investment portfolio that averaged \$41.9 million with an average 1.708% effective yield.
- Ensured accurate Water Pollution Control Plant Upgrade Project accounting and timely reimbursements from project financing.
- Submitted financial policies to City Council for annual review.
- Received an unqualified opinion from the City's independent auditors on the City's annual financial statements.
- Supported the City Council in the creation and significant funding of a pension trust and General Fund reserve.

Position Summary

Position	2016-17	2017-18	2018-19	2019-20	2020-21
Finance Director	1.00	1.00	1.00	1.00	1.00
Accountant	0.00	0.00	1.00	1.00	1.00
Accounting Specialist	2.00	2.00	1.00	1.00	1.00
Accounting Technician, <i>PT</i>	0.00	0.00	0.48	0.48	0.48
Accounting Intern, <i>PT/Temp</i>	0.48	0.48	0.00	0.00	0.00
Administrative Assistant	0.00	0.00	0.00	0.00	0.05
Total	3.48	3.48	3.48	3.48	3.53

GENERAL FUND - 100
FINANCE - 115

EXPENDITURE SUMMARY

	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Actual Thru Mar-20	FY 2019-20 Budget	FY 2020-21 Proposed	\$ Chg	% Chg
Personnel							
Salaries & Wages - 401	342,150	356,680	334,172	394,467	415,521	21,054	5%
Overtime - 402	2,102	1,035	12	2,500	2,500	-	0%
Employee Benefits - 410	118,163	133,521	134,816	141,022	151,360	10,338	7%
Total Salary & Benefits	462,415	491,236	469,000	537,989	569,381	31,392	6%
Services and Supplies							
Professional & Administrative Services - 42	81,471	116,752	64,350	76,150	76,308	158	0%
Other Operating Expenses - 43	3,326	3,069	3,180	3,300	3,300	-	0%
Materials & Supplies - 44	-	-	-	-	-	-	0%
Total Services and Supplies	84,797	119,821	67,529	79,450	79,608	158	0%
Capital Outlay							
Asset Acquisition/Improvement - 47	-	-	-	-	-	-	0%
Total Capital Outlay	-	-	-	-	-	-	0%
Indirect Cost Allocations							
Admin Credits - 46121	(133,454)	(133,175)	(127,160)	(157,598)	(169,901)	(12,303)	7%
Admin Debits - 46122					6,959	6,959	100%
Legal Charges - 46126	1,350	4,121	1,805	750	2,000	1,250	63%
Insurance General Liability - 46201	10,394	12	19,926	17,981	22,165	4,184	19%
Total Indirect Cost Allocations	(121,710)	(129,042)	(105,429)	(138,867)	(138,777)	90	0%
Total	425,502	482,015	431,100	478,572	510,212	31,640	6%

MEASURE S - 2014 FUND - 106

Professional & Administrative Services - 42	4,192	1,450	59	2,433	2,433	-	0%
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MEASURE S - 2006 FUND - 105

Professional & Administrative Services - 42	1,392	616	59	2,433	2,433	(1)	0%
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MAJOR NON-PERSONNEL EXPENSE DETAILS

FY 2019-20 FY 2020-21

42101 Professional Services		\$ 63,695	\$ 63,590
Auditing Services	\$ 44,935		
Preparation of State Controllers Report	5,505		
GASB 68 PERS Report(5 reports @\$850)	4,250		
CA Municipal Statistics (CAFR schedule)	500		
HdL Sales Tax Analysis	5,600		
Armored car treasury services	2,800		
42201 Office Expense		\$ 5,700	\$ 5,200
Miscellaneous Office Expenses	\$ 2,500		
Year End Tax Forms	700		
Check stock	1,500		
Printing Services	500		
4230x Travel and Training		\$ 2,300	\$ 2,800
CSMFO annual conference	\$ 1,100		
Staff Training	\$ 1,000		
Airfare	700		
42401 Memberships		\$ 400	\$ 505
CSMFO dues	\$ 110		
GFOA dues	190		
AGA Dues	110		
CMTA Dues	95		
42506 Admin Exp/Bonds		\$ 250	\$ 250
Bonds	\$ 250		
42510 Software Subscription		\$ 3,150	\$ 3,308
eCivis Cost Allocation Software subscription	3,308		
42514 Special Department Expense		\$ 655	\$ 655
GFOA CAFR review and certification	\$ 505		
CSMFO budget review and award	150		
Total Professional/Administrative Services		\$ 76,308	
4310X Utilities		\$ 3,300	\$ 3,300
Water - 43102	\$ 300		
Electricity & Power - 43103	3,000		

MEASURE S - 2014 FUND - 106

42101 Professional Services		\$ 2,433	\$ 2,433
Measure S Audit (106)	\$ 1,183		
Sales Tax Analysis	1,250		

MEASURE S - 2006 FUND - 105

42101 Professional Services		\$ 2,433	\$ 2,433
Measure S Audit (105)	\$ 1,183		
Sales Tax Analysis	1,250		

Mission

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

Program Description

The Human Resources Department provides service and advice to the City departments in recruitment and selection, classification and compensation administration, benefits administration, performance evaluation, employee engagement and development, employee and labor relations, and the City's Workers' Compensation and safety programs.

Key Objectives

- Review and update the City's Personnel Rules and Human Resources procedures manual.
- Review and update the Workers' Compensation process to streamline and improve timely reporting.
- Finalize the updated Illness and Injury Prevention Policy.
- Continue training on the use of NEOGOV for online recruitment.
- Continue recruitment efforts for vacant positions throughout the organization.

FY 2019-20 Accomplishments

- Completed 28 recruitment processes.
- Received and evaluated over 800 applications for sworn and civilian positions.
- Updated the City's website to provide employees with information on benefits and services.
- Coordinated with the departments on training of the City's website.

Position Summary

Position	2016-17	2017-18	2018-19	2019-20	2020-21
Assistant City Manager	1.00	1.00	1.00	1.00	0.20
Human Resources Specialist	1.00	1.00	1.00	1.00	1.00
Total	2.00	2.00	2.00	2.00	1.20

GENERAL FUND - 100
HUMAN RESOURCES - 116

EXPENDITURE SUMMARY

	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Actual Thru Mar-20	FY 2019-20 Budget	FY 2020-21 Proposed	\$ Chg	% Chg
Personnel							
Salaries & Wages - 401	271,678	298,719	351,950	319,620	86,579	(233,041)	-269%
Overtime - 402	8	519	29	500	-	(500)	-100%
Employee Benefits - 410	85,683	108,323	111,352	121,277	22,612	(98,665)	-436%
Total Salary & Benefits	357,368	407,560	463,330	441,397	109,191	(332,206)	-304%
Services and Supplies							
Professional & Administrative Services - 42	71,150	68,600	85,525	170,894	105,729	(65,165)	-62%
Other Operating Expenses - 43	985	910	942	1,195	1,420	225	16%
Total Services and Supplies	72,136	69,509	86,467	172,089	107,149	(64,940)	-61%
Capital Outlay							
Asset Acquisition/Improvement - 47	719	-	-	-	-	-	0%
Total Capital Outlay	719	-	-	-	-	-	0%
Indirect Cost Allocations							
Administrative Credits - 46121	(112,509)	(113,816)	(87,669)	(133,263)	(17,092)	116,171	-680%
Administrative Debits - 46122	-	-	-	-	72,431	72,431	100%
Legal Charges - 46126	-	28,944	-	-	-	-	0%
General Liability Insurance - 46201	7,941	9	16,272	14,684	4,755	(9,929)	-209%
Total Indirect Cost Allocations	(104,568)	(84,863)	(71,396)	(118,579)	60,094	178,673	297%
Total	325,655	392,207	478,401	494,907	276,434	(218,473)	-79%

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2019-20	FY 2020-21
42101 Professional Services		\$ 81,504	\$ 79,742
Actuarial Services	\$ 1,750		
Basic Pacific Admin	539		
CPS tests	500		
Flexible Spending Plan-TASC	300		
IEDA	27,528		
Misc	1,500		
Pre-employment exams-Concentra	1,625		
Recruitment Services	46,000		
42102 Attorney Services		\$ 65,000	\$ -
Jackson Lewis & LCW contracts	\$ -		
4110 Fingerprinting		\$ 500	\$ 600
42201 Office Expense		\$ 500	\$ 500
Miscellaneous Office Supplies	\$500		
4230X Travel and Training		\$ 8,600	\$ 9,437
Covers the cost of minimal training workshops covering employee relations issues, workers compensation, ADA and family leave			
Leadership Academy	\$ 1,450		
Other Travel and Training/Conferences	7,987		
42401 Memberships		\$ 1,615	\$ 1,920
ICMA	\$ 1,700		
SHRM	\$ 220		
42506 Bond		\$ 175	\$ 175
Bond	\$ 175		
42510 Software Purchases		\$ 4,400	\$ 4,580
NeoGov Annual License/Maintenance	\$ 4,580		
42514 Special Department Expense		\$ 8,600	\$ 8,775
Employee BBQ	\$1,200		
Employee Recognition	2,500		
Legal Posting	575		
Recruitment Advertising	4,500		
Total Professional/Administrative Services			\$ 105,729
4310X Utilities		\$ 1,195	\$ 1,420
43103 Gas/Electric	\$ 1,290		
43102 Water	130		

Mission

The General Government Department is an organizational unit created specifically to record financial activities that benefit the entire City organization and do not relate to any other department, particularly the repayment of long-term debt and the allocation of administrative overhead costs.

Position Summary

Position	2016-17	2017-18	2018-19	2019-20	2020-21
Management Analyst	0.48	1.00	1.00	1.00	0.00
Total	0.48	1.00	1.00	1.00	0.00

GENERAL FUND - 100
GENERAL GOVERNMENT - 117

EXPENDITURE SUMMARY

	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Actual Thru Mar-20	FY 2019-20 Budget	FY 2020-21 Proposed	\$ Chg	% Chg
Personnel							
Salaries & Wages - 401	34,209	70,673	70,915	85,082	-	(85,082)	-100%
Overtime - 402	-	-	-	-	-	-	0%
Employee Benefits - 410	20,988	62,275	237,737	63,949	-	(63,949)	-100%
Med Insurance/Retirement - 411	971,980	972,908	835,844	901,000	1,098,500	197,500	18%
Benefits & Insurance - 38502	-	-	-	-	-	-	0%
Total Salary & Benefits	1,027,177	1,105,856	1,144,496	1,050,031	1,098,500	48,469	4%
Services and Supplies							
Professional & Administrative Services - 42	188,807	285,401	248,429	432,293	393,780	(38,513)	-10%
Other Operating Expenses - 43	11,019	10,170	10,467	12,400	12,400	-	0%
Total Services and Supplies	199,826	295,571	258,895	444,693	406,180	(38,513)	-9%
Capital Outlay							
Asset Acquisition/Improvement - 47	-	-	10,325	15,000	-	(15,000)	0%
Total Capital Outlay	-	-	10,325	15,000	-	(15,000)	0%
Debt Service							
Debt Principal - 48101	250,440	241,322	233,014	233,014	227,389	(5,625)	-2%
Debt Interest - 48102	322,483	278,678	301,986	301,986	327,611	25,625	8%
Cost of Issuance - 48103	-	3,631	1,120	-	-	-	0%
Total Debt Service	572,923	523,631	536,120	535,000	555,000	20,000	4%
Indirect Cost Allocations							
Administrative Credits - 46121	-	-	-	-	-	-	0%
Administrative Debits - 46122	-	-	-	-	-	-	0%
IS Charges - 46124	69,465	142,894	-	204,250	196,389	(7,861)	-4%
General Liability Insurance - 46201	2,189	2	4,432	3,999	-	(3,999)	-100%
Total Indirect Cost Allocations	71,654	142,897	4,432	208,249	196,389	(11,860)	-6%
Operating Transfers Out - 49901	34,095	21,225,833	-	642,637	702,955	60,318	9%
Total	1,905,675	23,293,788	1,954,269	2,895,610	2,959,024	63,414	2%
MEASURE S - 2014 FUND - 106							
Professional & Administrative Services - 42	-	37,918	-	-	-	-	0%
Transfers Out - 49	763,888	507,000	592,500	692,500	693,000	500	0%
Total Measure S	763,888	544,918	592,500	692,500	693,000	500	0%
MEASURE J FUND - 215							
Professional & Administrative Services - 42	-	47,049	-	48,930	48,930	-	0%
Total Measure J	-	47,049	-	48,930	48,930	-	0%

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2019-20	FY 2020-21
42101 Professional Services		\$ 364,938	\$ 326,797
Architectural Drawings (Faria House)	\$ 21,000		
HdL Economic Development	\$ 15,000		
Animal Control Services	128,962		
Library services reimbursement agreement	147,735		
Mural maintenance	10,100		
WCCUSD Summer Intern	4,000		
42107 Equipment Maintenance		\$ 100	\$ 100
42201 Office Expense		\$ 19,200	\$ 13,000
Office Supplies	5,000		
Copier Supplies	1,000		
Other Office Expenses	7,000		
42203 Office Expense/Shipping & Mailing		\$ 2,658	\$ 9,779
Postage Equipment	\$ 6,779		
Postage & Shipping	3,000		
4230X Travel & Training		\$ 1,500	\$ 1,500
42401 Memberships		\$ 19,397	\$ 19,604
ABAG Dues	\$ 5,099		
Bay Area News Group subscription	550		
CAER dues	550		
LAFCO dues	6,300		
League of CA Cities	7,105		
42501 Bank Fees		\$ 14,000	\$ 14,000
Mechanics Bank and Bank of the West fees	\$14,000		
42511 Equipment Rent		\$ 3,500	\$ 3,500
Restroom Services (Farmers market & PVP)	\$3,500		
42513 Rent		\$ 2,700	\$ 2,700
Tennent Ave Parking lot. 401-142-012 (AT&T)	\$ 2,700		
42514 Special Department Expense		\$ 4,300	\$ 2,800
Flowers for funerals and special occasions	\$ 300		
Miscellaneous	2,000		
Notary fees and supplies	100		
UPS/FedEx/Misc. shipping	400		
Total Professional/Administrative Services			393,780

4310X Utilities		\$ 12,400	\$ 12,400
43103 Gas/Electric	\$ 11,000		
43102 Water	900		
4310X Comcast	500		
48101 Debt Principal		\$ 233,014	\$ 227,389
Pension Obligation Bond principal	\$ 227,389		
48102 Debt Interest		\$ 301,986	\$ 327,611
Pension Obligation Bond interest	\$ 327,611		
49901 Transfers Out		\$ 636,448	\$ 702,955
PCTV Operating contribution	105,124		
Recreation operation contribution	597,831		

MEASURE S - 2014 FUND - 106

49901 Transfers Out		\$ 692,500	\$ 693,000
Arterial Street Rehabilitation Projects	\$ 250,000		
Cable TV Contribution	55,000		
Recreation-Cinema in the Park	2,000		
Recreation-Community Service Commission	2,000		
Recreation-Summer Sounds in the Park	3,000		
Recreation-Swim Center Contribution	45,000		
Recreation-Tree Lighting	1,000		
Reserve to replace 2 PW vehicles per year	30,000		
Street Projects Funding	250,000		
Initiate ISF- Depreciation for Heavy Equipment	\$ 50,000		
Initiate ISF- Depreciation to Replace 2 Dev Svcs Vehicles per year	5,000		

MEASURE J - FUND 215

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

Mission

The mission of the Information Systems Department is to support the efficient and effective delivery of City services through the use of information technology.

Program Description

The Information Systems Department maintains hardware and software throughout the City organization. It collaborates with other City departments to conduct business process re-engineering and to select and implement appropriate technology to meet City needs. The Division maintains over 150 workstations and 7 network file servers used throughout the City. Remote City facilities, such as the recreational activity centers and public works maintenance facilities, are connected to City Hall through dedicated wide-area network (WAN) communication links.

Key Objectives

- Update or replace outdated Police vehicle mobile data terminals and wirelessly link to City's system.
- Develop an Information Technology Strategic Plan.
- Install a new Disaster Recovery System for the Police Department.
- Upgrade Wi-Fi access points for City Hall, the Youth Center, and the Senior Center.
- Continue maintenance and evaluation of the City's network and software system.
- Evaluate and recommend a new phone system.

FY 2019-20 Accomplishments

- Upgraded computers to Windows 10 (over 150 computers)
- Maintained security protocols through migration of Fire Department from Police Department's server.
- Installed a new audio/visual system in the Community Room for presentations and video meetings.
- Upgraded Microsoft Mail to the current version of Microsoft Office 365.
- Upgraded the speed/access connection between City Hall and the Water Pollution Control Plant.
- Upgraded the network fiber connection between City Hall and the public safety building, which increased access and download speeds.

Position Summary

Position	2016-17	2017-18	2018-19	2019-20	2020-21
Assistant City Manager	0.00	0.00	0.00	0.00	0.10
Total	0.00	0.00	0.00	0.00	0.10

INFORMATION SYSTEMS FUND - 525
INFORMATION SYSTEMS - 118

EXPENDITURE SUMMARY

	FY 2017-18	FY 2018-19	FY 2019-20	FY 2019-20	FY 2020-21	\$ Chg	% Chg
	Actual	Actual	Actual	Budget	Proposed		
Services and Supplies			Thru Mar-20				
Professional & Administrative Services - 42	344,612	413,855	521,075	688,637	564,630	(124,007)	-22%
Other Operating Expenses - 43	127,181	142,140	127,937	152,160	167,760	15,600	9%
Total Services and Supplies	471,792	555,995	649,012	840,797	732,390	(108,407)	-15%
Capital Outlay							
Asset Acquisition/Improvement - 47	7,648	53,720	64,787	85,000	70,500	(14,500)	-21%
Total Capital Outlay	7,648	53,720	64,787	85,000	70,500	(14,500)	-21%
Indirect Cost Allocations							
Administrative Debits - 46122	-	-	-	-	36,215	36,215	100%
IS Charges - 46124	-	(609,715)	-	(879,740)	(839,105)	40,635	-5%
General Liability Insurance - 46201	-	-	-	-	-	-	0%
Total Indirect Cost Allocations	-	(609,715)	-	(879,740)	(802,890)	76,850	-10%
Total	479,441	-	713,800	46,057	-	(46,057)	0%
MEASURE S - 2014 FUND - 106							
Computer Equipment - 47102	-	-	-	2,000	-	(2,000)	-100%
Software Purchases - 42510	81,334	54,964	19,390	62,600	42,600	(20,000)	-47%
Total Measure S	81,334	54,964	19,390	64,600	42,600	(22,000)	-52%

MAJOR NON-PERSONNEL EXPENSE DETAILS

FY 2019-20 FY 2020-21

42101 Professional Services \$ 297,900 \$ 205,900

Labor to deploy 2 new PD MDC's	\$ 1,120
Labor to deploy new network switches at Youth Center and Senior Center	2,520
Labor to deploy new PD virtual host	7,000
Labor to replace new firewall in Public Safety	7,000
Labor to upgrade PD evidence software	1,120
Labor/Network drops for City Hall access points	4,680
Labor/Network drops for YC/SC access points	5,460
Managed IT support (Precision)	174,000
Network drops for Public Safety access points	3,000

42105 Network Maintenance \$ 116,397 \$ 52,440

Network servers and hardware maintenance, including professional callouts.	
AWS hosting for SmartGeoTech	\$ 1,800
Data backup protection for City Hall servers	11,940
Data backup protection for Public Safety servers	10,000
Firewall maintenance for Public Safety	1,500
Granicus (Web Streaming)	7,000
LiveScan maintenance	10,000
Printer repair services	1,000
Sophos firewall annual maintenance & support	2,000
Web Hosting ABAG/Post-ABAG	6,000
WiFi Service	1,200

42106 Software Maintenance \$ 159,090 \$ 192,790

Adobe maintenance/upgrade	\$ 3,500
Adobe software for PCTV	600
Agenda Management Software	16,000
AMAG alarm software maintenance	500
Cloud Storage for PD body cameras	15,000
CrimeView desktop support	3,000
Critical Reach maintenance	500
ESRI- Ainfo, Aedito, Aview maintenance	20,000
FileOnQ Support & maintenance	3,300
Fire RMS support- Station 73	2,000
Public Records Management Software	14,000
Scala License for PCTV	1,150
RecDesk software	4,400
Laserfiche Annual Maintenance/License	7,140
Sophos EndPoint for all workstations	9,700
Versatile Express & retention support	5,000
TrakIt support maintenance	20,000
Tyler Incode license & fee maintenance	67,000

42107 Equipment Maintenance \$ 49,700 \$ 49,700

Copier Lease and Maintenance (Xerox)	\$ 47,700
Mailing System Meter Lease (Pitney Bowes)	2,000

42510 Software Purchase & Subscriptions \$ 65,550 \$ 63,800

Adobe Acrobat upgrade Licenses to 2017	\$ 15,000
Copware Site License	300
ManageEngine MDM (PD)	1,250
Office 365 G3 License (150 Licenses)	36,000
PD background checks (TLO, Transunion)	750
Pinole Municode	500
Realquest maintenance	10,000

Total Professional/Administrative Services \$ 564,630

43101 Communications **\$ 152,160 \$ 167,760**

AT&T AVPN circuit for I-80 sign project	\$ 2,760
AT&T voice service	97,200
DSL - 911	1,300
Fire Department pagers	360
New internet service for Public Safety building	12,000
New internet service for the Corp Yard	6,000
Public Safety satellite phones	700
Replace broken phones	1,000
Tiny Tots solar	600
Verizon cell service	45,840

47102 Computer Equipment **\$ 85,000 \$ 70,500**

2x Getac F110 tablets (including docks and keyboard)	\$ 9,000
2x vehicle docks for PD MDCs	1,300
5 monitors for PD	1,300
Desktop Scanner for City Clerk Assistant	500
Desktop Printer for City Clerk Assistant	350
New firewall for Public Safety building (including licenses for 1yr)	19,000
New network switches for Youth Ctr. (2) and Senior Ctr. (1)	2,250
New virtual host for PD	10,000
Printer replacement	1,500
Replacement batteries for PD MDCs	2,600
Spare keyboard for PD MDCs	1,200
Stancil call logger upgrade	15,000
WiFi access points for City Hall	3,000
WiFi access points for Youth Center and Senior Center	3,500

MEASURE S - 2014 FUND - 106**42510 Software Purchase & Subscriptions** **\$ 62,600 \$ 42,600**

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

47102 Computer Equipment **\$ 2,000 \$ -**

Tablet for Code Enforcement	-
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INFORMATION SYSTEMS CHARGES FOR COMMUNICATION & TECHNOLOGY**46124 IS Charges for Communication & Technology** **\$(879,740) \$(839,105)**

General Government	[100-117]	\$ (196,389)
Police Services	[100-222]	(237,002)
Police Dispatch	[100-223]	(71,416)
Fire Services	[100-231]	(79,977)
Public Works	[100-341]	(63,506)
Recreation	[209-551]	(61,092)
Development Services	[212-462]	(50,096)
Sewer WPCP	[500-641]	(37,686)
Sewer Collection (CY)	[500-642]	(19,506)
PCTV	[505-119]	(22,436)

Mission

The mission of the Cable Access TV Department is to provide quality video recording, production, and broadcasting of official City events, as well as ancillary video and audio services to the City, other organizations, and the community.

Program Description

The Cable Access TV Department operates Pinole Community TV (PCTV), which is a Public, Educational, and Governmental (PEG) television station. The station records official City meetings, City events, and official meetings of some other local jurisdictions, and broadcasts the content on local cable channels 26 and 28 and live stream on the City website. The department generates revenue primarily through services provided to City departments, franchise fees, and charges for services provided to other organizations.

Key Objectives

- Provide live broadcasts and replays of Pinole City Council meetings and meetings of other City of Pinole bodies.
- Provide effective and efficient service to external clients.
- To maintain local origination or Pinole content for broadcasting.
- When feasible, provide for local public access operations for Pinole citizens.
- Maintain modern equipment.
- To successfully maintain operational skill sets through training of staff.

FY 2019-20 Accomplishments

- PCTV staff continues to maintain operations.
- Commenced migration and integration of equipment from analog to digital format through in-house staff.
- Completed major first steps toward overhauling both Council Chambers, Master Control, and the Live Truck systems from analog to an SDI or digital format.
- Completed recruitment of key personnel for Cable Access Technician.

Position Summary

Position	2016-17	2017-18	2018-19	2019-20	2020-21
Cable Access Coordinator	1.00	1.00	1.00	1.00	1.00
Cable Access Technician	1.00	1.00	1.00	1.00	1.00
Cable Equipment Operators, <i>PT/Temp</i>	0.75	0.75	0.75	0.75	0.75
Assistant City Manager	0.00	0.00	0.00	0.00	0.10
Total	2.75	2.75	2.75	2.75	2.85

CABLE ACCESS TV FUND - 505
CABLE ACCESS TV - 119

EXPENDITURE SUMMARY

	FY 2017-18	FY 2018-19	FY 2019-20	FY 2019-20	FY 2020-21	\$ Chg	% Chg
	Actual	Actual	Actual	Budget	Proposed		
Personnel			Thru Mar-20				
Salaries & Wages -401	178,681	185,462	141,173	205,887	209,955	4,068	2%
Overtime - 402	-	618	3,096	2,000	2,000	-	0%
Employee Benefits - 410	78,642	103,742	101,661	115,383	137,213	21,830	16%
Total Salary & Benefits	257,324	289,821	245,930	323,270	349,168	25,898	7%
Services and Supplies							
Professional & Administrative Services - 42	11,703	12,267	4,433	29,400	49,550	20,150	41%
Other Operating Expenses - 43	1,459	11,506	8,222	8,000	8,000	-	0%
Materials & Supplies - 44	277	351	330	400	400	-	0%
Total Services and Supplies	13,439	24,124	12,985	37,800	57,950	20,150	35%
Capital Outlay							
Asset Acquisition/Improvement - 47	44,957	21,063	33,327	74,750	61,900	(12,850)	-21%
Total Capital Outlay	44,957	21,063	33,327	74,750	61,900	(12,850)	-21%
Indirect Cost Allocations							
Admin Debits - 46122	-	-	-	-	36,215	36,215	100%
IS Charges - 46124	16,912	22,361	-	29,994	22,436	(7,558)	-34%
General Liability Insurance -46201	5,980	6	10,828	9,771	11,640	1,869	16%
Total Indirect Cost Allocations	22,892	22,367	10,828	39,765	70,291	30,526	43%
Total	338,612	357,375	303,070	475,585	539,309	63,724	12%

[1] PEG funded

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2019-20	FY 2020-21
42101 Professional Services		\$ 15,000	\$ 35,000
Remote programming and support for Leightronix, Scala and General A/V Contractors (90% funded through production fees)	\$ 5,000		
Nexus Fee Study	10,000		
Equipment Master Plan consultant	20,000		
42106 Software Maintenance		\$ 1,150	\$ 1,200
Scala Annual License	\$ 1,200		
42107 Equipment Maintenance		\$ 3,600	\$ 3,600
Equipment repair	\$ 300		
Equipment repair parts	1,900		
Loaner equipment	170		
Other equipment maintenance	1,230		
42108 Maintenance Structure/Imp		\$ 3,800	\$ 3,800
Cleaning supplies	\$ 500		
Elevator maintenance	1,080		
HVAC maintenance	1,580		
Other maintenance	442		
Pest control	198		
42201 Office Expense		\$ 250	\$ 350
4230X Travel and Training		\$ 2,500	\$ 2,500
NAB Convention for two employees	\$ 2,400		
Other Travel and Training	\$ 100		
42510 Software Purchase		\$ 600	\$ 600
Adobe Editing Software	\$ 600		
42514 Special Department Expense		\$ 2,500	\$ 2,500
Equipment Rental	\$ 100		
Misc specialized supplies	1300		
Other Special Dept Expenses	700		
Recording media	400		
Total Professional/Administrative Services			\$ 49,550
43102 Utilities		\$ 8,000	\$ 8,000
Gas and Electric	\$ 7,000		
Water	500		
Taxes	500		
44301 Fuel		\$ 400	\$ 400

47101 Equipment		\$74,750	\$	61,200
4th Council Chambers camera	\$11,000			
A/D cross over units	4,000			
Chambers audio mixer	5,000			
Chambers microphones	5,000			
DJI UAV	3,200			
Install HD projector/video wall system for Council Chambers	15,000			
SDI audio embedders and de-embedders	3,000			
Video monitors	3,000			
Video router	12,000			
47103 Furniture		\$0	\$	700
2 office desk chairs	\$700			

Mission

The Pinole Police Department is committed to ensuring a safe community by providing exemplary law enforcement service while engaging our citizens with: Honor, Integrity, Professionalism, and Respect.

Program Description

Police Operations is responsible for the day to day operation of the department. It includes funding Officers and their uniforms, gear, weapons, vehicles, and other supplies. It includes the P.O.S.T. mandated training and other training for departmental personnel. Other programs that are covered under Police Operations are: Canine, Ride Along, School Liaison, Special Olympics participation, and community special events. Police Operations also involves the personnel issues within the department. It interfaces with other law enforcement and community entities.

Key Objectives

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

FY 2019-20 Accomplishments

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

POLICE OPERATIONS - 221

Position Summary

Position	2016-17	2017-18	2018-19	2019-20	2020-21
Police Chief	1.00	1.00	1.00	1.00	1.00
Police Commander	1.00	0.00	0.00	0.00	0.00
Police Lieutenant	0.00	2.00	2.00	2.00	2.00
Police Sergeant	6.00	6.00	6.00	6.00	6.00
Police Officer	17.00	17.00	17.00	17.00	18.00
Total	25.00	26.00	26.00	26.00	27.00

GENERAL FUND - 100
POLICE OPERATIONS - 221

EXPENDITURE SUMMARY

	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Actual Thru Mar-20	FY 2019-20 Budget	FY 2020-21 Proposed	\$ Chg	% Chg
Personnel							
Salaries & Wages - 401	2,065,511	2,442,405	1,750,408	2,279,570	2,788,487	508,917	18%
Overtime - 402	5,303	7,952	965	-	-	-	0%
Employee Benefits - 410	880,986	1,145,449	913,523	1,191,583	1,347,218	155,635	12%
Total Salary & Benefits	2,951,801	3,595,807	2,664,896	3,471,153	4,135,705	664,552	16%
Services and Supplies							
Professional & Administrative Services - 42	234,089	195,168	173,911	183,668	179,487	(4,181)	-2%
Materials & Supplies - 44	63,304	92,118	51,891	85,500	85,500	-	0%
Total Services and Supplies	297,393	287,285	225,802	269,168	264,987	(4,181)	-2%
Capital Outlay							
Asset Acquisition/Improvement - 47	13,345	22,905	84	24,180	24,180	-	0%
Total Capital Outlay	13,345	22,905	84	24,180	24,180	-	0%
Indirect Cost Allocations							
Administrative Credits - 46121	(306,793)	(300,044)	(258,020)	(407,584)	(377,222)	30,362	-8%
Administrative Debits - 46122	-	-	-	-	-	-	0%
Legal Charges - 46126	10,950	10,724	14,335	20,000	20,000	-	0%
General Liability Insurance - 46201	95,199	7,928	124,560	106,126	151,551	45,425	30%
Total Indirect Cost Allocations	(200,643)	(281,392)	(119,125)	(281,458)	(205,671)	75,787	-37%
Total	3,061,895	3,624,605	2,771,657	3,483,043	4,219,201	736,158	17%

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2019-20	FY 2020-21
42101 Professional Services		\$ 51,712	\$ 51,712
Applicant Processing/Recruiting	\$ 16,000		
EBRCSA Contract - Radios	\$ 35,712		
42107 Equipment Maintenance		\$ 43,856	\$ 33,600
Radio Repairs	\$ 1,500		
Vehicle Maintenance	9,000		
Vehicle Repairs	18,000		
Vehicle Washing	5,100		
42301 Travel and Training		\$ 40,800	\$ 40,800
Firearms Range Rental	\$ 10,800		
State of CA -- P.O.S.T.	30,000		
42401 Memberships		\$ 2,000	\$ 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		\$ 45,300	\$ 50,200
Ammunition and firearm repair	\$ 9,800		
Body cameras, tablets, and docking stations	4,900		
Canine expenses	20,000		
Crime Scene Processing/Field Testing Supplies	7,300		
Miscellaneous Supplies	8,200		
Total Professional/Administrative Services			\$ 179,487
44301 Fuel		\$ 73,000	\$ 73,000
44410 Safety Clothing		\$ 12,500	\$ 12,500
Part-time employees uniforms	\$ 3,500		
Protective Vests	9,000		
47101 Equipment		\$ 24,180	\$ 24,180
Ballistic Shield	\$ 1,400		
EBRCSA Equipment	\$ 20,940		
MP5	1,840		

MEASURE S-2006 FUND - 105
POLICE OPERATIONS - 221

EXPENDITURE SUMMARY

	FY 2017-18	FY 2018-19	FY 2019-20	FY 2019-20	FY 2020-21	\$ Chg	% Chg
	Actual	Actual	Actual	Budget	Proposed		
Personnel			Thru Mar-20				
Salaries & Wages - 401	231,718	357,784	457,509	662,443	720,748	58,305	8%
Overtime - 402	469,908	378,973	331,250	253,900	103,505	(150,395)	-145%
Employee Benefits - 410	173,307	317,970	370,284	538,081	526,158	(11,923)	-2%
Total Salary & Benefits	874,933	1,054,728	1,159,043	1,454,424	1,350,411	(104,013)	-8%
Services and Supplies							
Professional & Administrative Services - 42	9,047	91,922	415	7,300	7,300	-	0%
Other Operating Expenses - 43	-	-	-	-	-	-	0%
Materials & Supplies - 44	-	-	-	9,500	-	(9,500)	-100%
Total Services and Supplies	9,047	91,922	415	16,800	7,300	(9,500)	-130%
Capital Outlay							
Asset Acquisition/Improvement - 47	302,874	281,448	12,255	-	-	-	0%
Total Capital Outlay	302,874	281,448	12,255	-	-	-	0%
Indirect Cost Allocations							
Administrative Debits - 46122	-	-	-	-	-	-	0%
General Liability Insurance - 46201	29,714	29	47,353	42,730	44,721	1,991	4%
Total Indirect Cost Allocations	29,714	29	47,353	42,730	44,721	1,991	4%
Total	1,216,568	1,428,127	1,219,065	1,513,954	1,402,432	(111,522)	-8%

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2019-20	FY 2020-21
42107 Equipment Maintenance		\$ 4,050	\$ 4,050
MDC Repairs	\$ 1,650		
Vehicle Maintenance	1,350		
Vehicle Repairs	1,050		
42510 Software Purchase		\$ -	\$ -
42514 Special Department Expense		\$ 3,250	\$ 3,250
Gunshot trauma kits	\$ 700		
Miscellaneous Supplies	2,550		
Total Professional/Administrative Services			\$ 7,300
44301 Fuel		\$ 9,500	\$ -

MEASURE S-2014 FUND - 106
POLICE OPERATIONS - 221

EXPENDITURE SUMMARY

	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Actual Thru Mar-20	FY 2019-20 Budget	FY 2020-21 Proposed	\$ Chg	% Chg
Personnel							
Salaries & Wages - 401	31,877	10,693	-	-	-	-	0%
Overtime - 402	-	-	31,717	100,000	-	(100,000)	-100%
Employee Benefits - 410	4,892	5,000	-	-	-	-	0%
Total Salary & Benefits	36,769	15,693	31,717	100,000	-	(100,000)	-100%
Services and Supplies							
Professional & Administrative Services - 42	1	1	1	50,000	-	(50,000)	-100%
Other Operating Expenses - 43	-	-	-	-	-	-	0%
Material & Supplies - 44	-	-	-	-	-	-	0%
Total Services and Supplies	1	1	1	50,000	-	(50,000)	0%
Capital Outlay							
Asset Acquisition/Improvement - 47	-	-	228,560	319,050	110,000	(209,050)	100%
Total Capital Outlay	-	-	228,560	319,050	110,000	(209,050)	100%
Indirect Cost Allocations							
Administrative Credits - 46121	-	-	-	-	-	-	0%
Equipment Repl Charge - 46125	-	-	-	-	-	-	0%
General Liability Insurance - 46201	1,484	1	-	-	-	-	0%
Total Indirect Cost Allocations	1,484	1	-	-	-	-	0%
Total	38,254	15,695	260,279	469,050	110,000	(359,050)	-326%

MAJOR NON-PERSONNEL EXPENSE DETAILS

	FY 2019-20	FY 2020-21
42514 Special Department Expense	\$ 50,000	\$ -
EOC Safety Plan/Emergency Prep (\$50,000 carryover)	\$ -	
47101 Equipment	\$ 319,050	\$ 110,000
1 Vehicle	\$ 55,000	
1 Vehicle (carryover)	\$ 55,000	

PUBLIC SAFETY AUGMENTATION FUND - 203
POLICE OPERATIONS - 221

EXPENDITURE SUMMARY

	FY 2017-18	FY 2018-19	FY 2019-20	FY 2019-20	FY 2020-21	\$ Chg	% Chg
	Actual	Actual	Actual	Budget	Proposed		
			Thru Mar-20				
Indirect Cost Allocations							
Administrative Credits - 46121	-	-	-	-	-	-	0%
Administrative Debits - 46122	149,159	131,658	138,432	177,310	189,512	12,202	6%
Total Indirect Cost Allocations	149,159	131,658	138,432	177,310	189,512	12,202	6%
Total	149,159	131,658	138,432	177,310	189,512	12,202	6%

POLICE SUPPORT SERVICES - 222

Mission

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

Program Description

Police Support Services provides support and assistance to Patrol Operations and the community. It includes front office staff who work with the public daily. It includes the Crime Prevention Officers who provide outreach into the community. It includes the collection and processing of evidence. It also includes the maintenance and repair of vehicles and equipment used by all Police staff.

Key Objectives

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

FY 2019-20 Accomplishments

- New Community Outreach Programs Initiated created.
- Chaplain program and Peer Support Program continued.
- Increase volunteers working at the Department.
- Pinole Posse Patrols Continued.

Position Summary

Position	2016-17	2017-18	2018-19	2019-20	2020-21
Police Property Specialist	1.00	1.00	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00	1.00	1.00
Police Records Specialist	2.00	2.00	2.00	2.00	2.00
Community Safety Specialist	0.96	0.96	0.96	1.00	1.00
Community Service Officers	0.96	0.96	0.96	0.96	0.96
Total	5.92	5.92	5.92	5.96	5.96

GENERAL FUND - 100
POLICE SUPPORT SERVICES - 222

EXPENDITURE SUMMARY

	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Actual Thru Mar-20	FY 2019-20 Budget	FY 2020-21 Proposed	\$ Chg	% Chg
Personnel							
Salaries & Wages - 401	265,940	258,886	197,177	283,542	289,189	5,647	2%
Overtime - 402	15,759	52	-	-	-	-	0%
Employee Benefits - 410	138,097	140,276	98,878	145,905	147,884	1,979	1%
Total Salary & Benefits	419,795	399,214	296,055	429,447	437,073	7,626	2%
Services and Supplies							
Professional & Administrative Services - 42	149,909	226,580	106,849	358,000	365,185	7,185	2%
Other Operating Expenses - 43	49,242	48,424	37,656	51,800	52,150	350	1%
Materials & Supplies - 44	7,192	943	175	5,900	1,500	(4,400)	-293%
Total Services and Supplies	206,342	275,947	144,681	415,700	418,835	3,135	1%
Capital Outlay							
Asset Acquisition/Improvement - 47	93,931		44	400	400	-	0%
Debt Principal & Interest - 48	-	49,782	-	49,782	-	(49,782)	-100%
Total Capital Outlay	93,931	49,782	44	50,182	400	(49,782)	-12445%
Indirect Cost Allocations							
Administrative Debits - 46122	-	-	-	-	-	-	0%
IS Charges - 46124	125,857	177,050	-	291,291	237,002	(54,289)	-23%
Legal Charges -46126	540	308	-	-	-	-	0%
General Liability Insurance - 46201	9,122	9	14,768	13,327	15,881	2,554	16%
Total Indirect Cost Allocations	135,519	177,367	14,768	304,618	252,883	(51,735)	-20%
Total	855,587	902,310	455,548	1,199,946	1,109,191	(90,756)	-8%
MEASURE S-2014 FUND - 106							
Salaries & Wages - 401	-	-	37,247	63,095	69,095	6,000	9%
Employee Benefits - 410	0	0	6,518	37,027	11,048	(25,979)	-235%
General Liability Insurance - 46201	-	-	3,286	2,965	3,498	533	15%
Total Salary & Benefits	-	-	47,052	103,087	83,641	(19,446)	-23%

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2019-20	FY 2020-21
42101 Professional Services		\$ 161,180	\$ 163,530
Children's interview center	3,500		
Contra Costa County Jail fees	49,600		
County Crime Lab Services	58,000		
EBCRSA Contract - radios	2,880		
Family Justice Center	500		
Miscellaneous Professional Services	4,050		
SART Exams	5,000		
Smart Guardian	10,000		
Video Surveillance System	30,000		
42105 Network Maintenance		\$ 96,500	\$ 96,500
CAD/RMS (<i>previously in IT budget</i>)	96,500		
42106 Software Maintenance		\$ 28,000	\$ 28,000
Police Dispatch and Records Mgmt Software (Tyler)	28,000		
42107 Equipment Maintenance		\$ 6,050	\$ 6,050
Radio Repairs	250		
Vehicle Maintenance	4,000		
Vehicle Repairs	1,500		
Vehicle Washing	300		
42108 Maintenance Structure/Imp		\$ 23,065	\$ 23,065
Bldg Maintenance	1,075		
Elevator Service (NEC)	650		
HVAC Maintenance (City Mechanical)	1,850		
Janitorial Service (UBS)	17,365		
Janitorial Supplies (UBS)	1,700		
Pest control (Western Exterminator)	425		
42201 Office Expense		\$ 19,355	\$ 19,520
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		\$ 5,500	\$ 10,100
Conferences (CALNENA)	\$1,000		
Meetings	500		
Non POST training	5,600		
POST training	3,000		

42401 Memberships		\$ 350	\$ 420
California Criminal Justice	\$ 75		
CLEARs	50		
C.A.P.E.	45		
IAPE	50		
Nat'l Emergency Number Assn	200		
42501 Bank Fees		\$ 1,000	\$ 1,000
42514 Special Department Expense		\$ 17,000	\$ 17,000
Photographic supplies	\$ 500		
Lab supplies, mandated processing material	375		
Crime scene supplies	5,700		
GSR processing	5,335		
Fire extinguisher replacement	380		
Misc. special department expenses	4,710		
Total Professional/Administrative Fees			\$ 365,185
4310X Utilities		\$ 51,800	\$ 52,150
Electricity & Gas (PG&E)	\$ 48,000		
Water (EBMUD)	3,800		
Cable	350		
44301 Fuel		\$ 4,400	\$ -
44410 Safety Clothing		\$ 1,500	\$ 1,500
Aramark Uniform Service			
47101 Equipment		\$ 400	\$ 400
Fax Machine	400		
47104 Vehicles		\$ -	\$ -

Mission

Provide for the West Bay Communication Center (WBCC) operations, serving the Hercules, San Pablo and Pinole Police Departments. The WBCC is staffed 24 hours/day, seven days/week, serving a total population of approximately 75,000. The WBCC handles all police emergency radio/telephone traffic for City Departments during disasters and serves as an "after hours" resource for the Public Works Department.

Program Description

The WBCC operates under a "Tri-City" model with the cities of Hercules and San Pablo. The Cities of Hercules and San Pablo are billed for Dispatch Services based on a cost-sharing formula that incorporates various usage measurements.

Key Objectives

- Provide Exemplary Dispatch Services for the Tri-Cities
- East Bay Regional Communications System Upgrade
- Community Warning System Program
- Camera System Monitoring Program
- Next-Gen Communication System
- Complete WBCC staffing allocation.

FY 2019-20 Accomplishments

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

Position Summary

Position	2016-17	2017-18	2018-19	2019-20	2020-21
Support Services Manager	1.00	0.00	0.00	0.00	0.00
Lead Dispatcher	0.00	0.00	1.00	1.00	1.00
Dispatcher	7.00	11.00	11.00	11.00	11.00
Total	8.00	11.00	12.00	12.00	12.00

GENERAL FUND - 100
POLICE WEST BAY COMMUNICATIONS CENTER - 223

EXPENDITURE SUMMARY

	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Actual Thru Mar-20	FY 2019-20 Budget	FY 2020-21 Proposed	\$ Chg	% Chg
Personnel							
Salaries & Wages - 401	803,706	883,763	687,043	927,430	1,011,536	84,106	8%
Overtime - 402	275,950	236,238	178,152	110,691	130,000	19,309	15%
Employee Benefits - 410	355,214	425,192	372,945	454,498	487,065	32,567	7%
Total Salary & Benefits	1,434,870	1,545,194	1,238,139	1,492,619	1,628,601	135,982	8%
Services and Supplies							
Professional & Administrative Services - 42	64,595	39,700	32,732	59,221	59,221	(0)	0%
Other Operating Expenses - 43	10,037	11,102	7,548	10,400	10,400	-	0%
Total Services and Supplies	74,632	50,801	40,280	69,621	69,621	(0)	0%
Capital Outlay							
Asset Acquisition/Improvement - 47	-	22,471	-	-	-	-	0%
Total Capital Outlay	-	22,471	-	-	-	-	0%
Indirect Cost Allocations							
Administrative Credits - 46121	-	-	-	-	-	-	0%
Administrative Debits - 46122	65,021	67,378	57,947	80,501	89,813	9,312	10%
IS Charges - 46124	40,173	32,254	-	57,571	71,416	13,845	19%
Legal Charges - 46126	-	-	-	-	-	-	0%
General Liability Insurance - 46126	26,878	29	52,190	47,095	61,502	14,407	23%
Total Indirect Cost Allocations	132,072	99,661	110,137	185,167	222,731	37,564	17%
Total	1,641,573	1,718,128	1,388,556	1,747,407	1,920,952	173,546	9%

MEASURE S - 2006 FUND - 105

Overtime - 40201	-	-	-	-	-	-	0%
Professional & Administrative Services - 42	3,248	-	1,955	-	-	-	0%
Asset Acquisition/Improvement -47	139,841	-	-	-	-	-	0%
Total	143,088	-	1,955	-	-	-	0%

MEASURE S - 2014 FUND - 106

Overtime - 40201	-	-	25,000	25,000	-	(25,000)	-100%
Total	-	-	25,000	25,000	-	(25,000)	-100%

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2019-20	FY 2020-21
42101 Professional Services		\$ 9,645	\$ 9,645
800 MHz radio system maintenance	\$ 4,265		
EBCRSA Contract - 5 radios	\$ 2,880		
Language Interpretation Services	2,500		
42105 Network Maintenance		\$ 11,926	\$ 11,926
Cad/RMS (City of San Pablo)	\$ 11,926		
42106 Software Maintenance		\$ 12,000	\$ 12,000
Police Dispatch and Records Mgmt Software (Tyler_	\$ 12,000		
42107 Equipment Maintenance		\$ 5,500	\$ 5,500
Dispatch headset/cord replacement	\$ 1,265		
Stancil maintenance	3,000		
General equipment non-contract maintenance	1,235		
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			\$ 59,221
4310X Utilities		\$ 10,400	\$ 10,400
43103 Electricity & Gas (PG&E)	\$ 9,500		
43102 Water (EBMUD)	800		
43105 Cable	100		
47102 Computer Equipment		\$ -	\$ -

Mission

The Police Department receives a variety of grants and special revenue from Federal, State, County, and special district governments to support public safety programs and will continue to seek new grant opportunities.

Program Description**Traffic Safety**

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

Supplemental Law Enforcement Services

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

Public Safety Augmentation Fund

The Public Safety Augmentation Fund (PSAF) – 203 accounts for monies allocated by the County Auditor-Controller under Prop 172 from the statewide one-half cent sales tax based on a share of statewide taxable sales. These funds are used exclusively for public safety. One School Resource Officer (SRO) is funded from PSAF.

Police Grants

The City has an active grant with the West Contra Costa Unified School District (WCCUSD) for reimbursement of one (1) School Resource Officer (SRO). The SRO is assigned to Pinole Valley High. The SRO is funded by the WCCUSD at \$150,000 per year.

Key Objectives

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

FY 2019-20 Accomplishments

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

Position Summary

Position	2016-17	2017-18	2018-19	2019-20	2020-21
Crossing Guards, <i>PT Temp</i>	0.50	0.50	0.50	0.50	0.50
Police Officer (SRO)	2.00	2.00	2.00	2.00	1.00
Total	2.50	2.50	2.50	2.50	1.50

POLICE GRANT FUND - 204
POLICE GRANTS PROGRAM - 227

EXPENDITURE SUMMARY

	FY 2017-18	FY 2018-19	FY 2019-20	FY 2019-20	FY 2020-21	\$ Chg	% Chg
	Actual	Actual	Actual	Budget	Proposed		
Personnel			Thru Mar-20				
Salaries & Wages - 401	225,247	194,184	168,090	209,455	112,595	(96,860)	-86%
Overtime - 402	9,771	3,957	23,557	4,500	7,956	3,456	43%
Employee Benefits- 410	76,034	53,286	56,636	114,295	23,029	(91,266)	-396%
Total Salary & Benefits	311,053	251,428	248,284	328,250	143,580	(184,670)	-129%
Services and Supplies							
Professional & Administrative Services - 42	7,663	4,203	7,285	500	2,500	2,000	80%
Materials & Supplies - 44	-	-	-	-	-	-	0%
Total Services and Supplies	7,663	4,203	7,285	500	2,500	2,000	80%
Indirect Cost Allocations							
Administrative Credits - 38501	-	-	-	-	-	-	0%
General Liability Insurance- 46201	5,955	7	11,003	9,929	6,225	(3,704)	-60%
Total Indirect Cost Allocations	5,955	7	11,003	9,929	6,225	(3,704)	-60%
Total	324,671	255,638	266,572	338,679	152,305	(186,374)	-122%

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2019-20	FY 2020-21
42107 Equipment Maintenance		\$ 500	\$ 500
Crime prevention vehicle maintenance.	\$ 500		
4230X Travel & Training		\$ -	\$ 2,000
Registration	\$ 650		
Mileage or Air	1350		

TRAFFIC SAFETY FUND - 205
POLICE GRANTS PROGRAM - 227

EXPENDITURE SUMMARY

	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Actual Thru Mar-20	FY 2019-20 Budget	FY 2020-21 Proposed	\$ Chg	% Chg
Personnel							
Salaries & Wages - 401	5,887	6,303	4,704	6,240	6,760	520	8%
Overtime - 402	-	-	-	-	-	-	0%
Employee Benefits - 410	1,050	977	707	836	788	(48)	-6%
Total Salary & Benefits	6,937	7,280	5,411	7,076	7,548	472	6%
Services and Supplies							
Professional & Administrative Services - 42	2,280	394	-	4,300	4,300	-	0%
Other Operating Expenses - 43	-	-	-	-	-	-	0%
Total Services and Supplies	2,280	394	-	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							
Administrative Debits - 46122	-	-	-	-	-	-	0%
General Liability Insurance -46201	362	0	325	292	371	79	21%
Total Indirect Cost Allocations	362	0	325	292	371	79	21%
Transfers Out - 49901	-	-	-	-	-	-	0%
Total	9,579	7,674	5,736	19,168	19,719	551	3%

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2019-20	FY 2020-21
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 SERVICES FUND - 206
POLICE GRANTS PROGRAM - 227

EXPENDITURE SUMMARY

	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Actual Thru Mar-20	FY 2019-20 Budget	FY 2020-21 Proposed	\$ Chg	% Chg
Indirect Cost Allocations							
Administrative Credits - 38501	-	-	-	-	-	-	0%
Administrative Debits - 46122	92,612	101,008	54,533	129,359	97,897	(31,462)	-32%
Total Indirect Cost Allocations	92,612	101,008	54,533	129,359	97,897	(31,462)	-32%
Total	92,612	101,008	54,533	129,359	97,897	(31,462)	-32%

Mission

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

Key Objectives

- In collaboration with the City Manager, recommend a fire service delivery model to the City Council, and implement as directed.
- Fill key vacancies.
- Implement new information systems for incident response, narcotics tracking, payroll, policies and procedures management, incident report management, and training.
- Provide career development training classes for staff, particularly company and chief officer certification.
- Continue phase 3 of high priority fire prevention inspections.
- Deploy new Type 1 apparatus into service.
- Update the City's Emergency Operations Plan (EOP).

FY 2019-20 Accomplishments

- Responded to over 2,700 calls for service.
- First engine company on scene of the NuStar Energy fuel tank explosion.
- First alarm engine response to the Sky Fire in Crockett.
- Completed phase 1 and 2 of high priority fire prevention inspections.
- Completed Fire Station 73 dormitory remodel.
- Led the City's operational response to the coronavirus epidemic.

Position Summary

Position	2016-17	2017-18	2018-19	2019-20	2020-21
Fire Chief	1.00	1.00	1.00	1.00	1.00
Administrative Battalion Chief	1.00	0.00	0.00	0.00	0.00
Battalion Chief	1.00	1.00	1.00	1.00	1.00
Captain	3.00	3.00	3.00	3.00	3.00
Fire Engineer*	3.00	3.00	3.00	3.00	3.00
Firefighter/Paramedic	3.00	3.00	6.00	6.00	6.00
Firefighter	3.00	3.00	0.00	0.00	0.00
Management Analyst	0.48	0.48	1.00	1.00	1.00
Total	15.48	14.48	15.00	15.00	15.00

*May require Paramedic certifications.

GENERAL FUND - 100
FIRE OPERATIONS - 231

EXPENDITURE SUMMARY

	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Actual Thru Mar-20	FY 2019-20 Budget	FY 2020-21 Proposed	\$ Chg	% Chg
Personnel							
Salaries & Wages - 401	1,077,631	1,125,141	1,118,451	1,334,458	1,290,283	(44,175)	-3%
Overtime - 402	42,820	47,136	-	-	280,648	280,648	100%
Employee Benefits - 410	511,837	690,084	704,802	1,049,660	927,988	(121,672)	-13%
Total Salary & Benefits	1,632,287	1,862,361	1,823,252	2,384,118	2,498,919	114,801	5%
Services and Supplies							
Professional & Administrative Services - 42	617,360	569,305	293,702	621,544	702,644	81,100	12%
Other Operating Expenses -43	55,366	52,691	50,812	53,600	53,600	-	0%
Materials & Supplies - 44	43,413	26,969	55,991	52,200	66,000	13,800	21%
Total Services and Supplies	716,138	648,964	400,504	727,344	822,244	94,900	12%
Capital Outlay							
Asset Acquisition/Improvement - 47	-	12,941	25,156	1,000,000	975,000	(25,000)	-3%
Total Capital Outlay	-	12,941	25,156	1,000,000	975,000	(25,000)	-3%
Indirect Cost Allocations							
Admin Debits - 46122	-	130,593	77,878	178,471	-	(178,471)	-100%
IS Charges - 46124	49,880	60,159	-	94,703	79,977	(14,727)	-18%
Legal Services - 46126	4,682	1,376	14,525	10,000	10,000	-	0%
General Liability Insurance - 46201	38,052	38	69,062	61,790	85,182	23,392	27%
Total Indirect Cost Allocations	92,614	192,166	161,465	344,964	175,159	(169,806)	-97%
Total	2,441,039	2,716,433	2,410,377	4,456,426	4,471,322	14,895	0%

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2019-20	FY 2020-21
42101 Professional Services		\$ 403,104	\$ 403,104
Annual Physicals	\$ 15,200		
CCC Cupa	500		
CCC Fire Protection District- Dispatch	171,000		
Crisis Resolution	5,000		
EBRCSA Radio contract -29 radios	16,704		
Fire Prevention - 4Leaf	160,000		
Greg Kennedy - Medic IQ Services	24,000		
Maximum Security -Station 74	1,200		
Physio Control Annual Premium	2,500		
Recruitment	7,000		
42104 Paramedic Supplies		\$ 42,500	\$ 53,600
Medical Supplies	\$ 39,200		
Medic CD (\$1,200 x12)	14,400		
42106 Software Maintenance		\$ 5,000	\$ 15,000
Controlled Substance Software-Annual	\$ 9,000		
Fire RMS Support	\$ 6,000		
42107 Equipment Maintenance		\$ 77,100	\$ 77,100
3-4 Add'l Ipad Communication Radios for Apparatus	\$ 12,000		
Apparatus Maintenance	40,000		
Flow/Hydro testing	10,100		
Miscellaneous tools/parts	10,000		
SCBA Maintenance	5,000		
42108 Maintenance Structure/Imp		\$ 14,370	\$ 14,370
Landscape Contract	\$ 4,320		
Elevator Contract	800		
Heating and air contract	3,850		
Janitorial Supplies	4,950		
Pest Control Contract	450		
42201 Office Expense		\$ 4,000	\$ 4,000
New Office furniture	\$ 4,000		
4230X Travel and Training		\$ 21,845	\$ 56,845
Annual Training	\$ 48,700		
Training for Analyst/Dept	4,000		
EMT Recerts (\$37 x 5)	185		
Paramedic Recerts (\$240 x 9)	2,160		
EMS Reference Books	1,300		
Air and Mileage	500		

42401 Memberships		\$	625	\$	625
42512 Weed Abatement		\$	45,000	\$	70,000
Increased abatement for brush removal (City property)	\$ 65,300				
Weed Abatement Campaign (private property)	4,700				
42514 Special Department Expense		\$	8,000	\$	8,000
Miscellaneous Special Department Expenses	8,000				
Total Professional/Administrative Services					\$ 702,644
4310X Utilities		\$	50,600	\$	50,600
43103 PG&E	\$ 40,000				
43102 EBMUD	10,000				
43101 Comcast	500				
43101 Telephone	100				
43201 Property Tax		\$	3,000	\$	3,000
44301 Fuel		\$	16,200	\$	25,000
44410 Safety Clothing		\$	36,000	\$	41,000
Safety Clothing	\$ 5,700				
Gloves and harness	5,700				
Replacement Turn-out Gear (6-sets)	23,900				
Foul Weather Gear	5,700				

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

EXPENDITURE SUMMARY

	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Actual Thru Mar-20	FY 2019-20 Budget	FY 2020-21 Proposed	\$ Chg	% Chg
Personnel							
Salaries & Wages - 401	145,236	229,020	136,312	261,132	357,577	96,445	27%
Overtime - 402	421,228	283,010	348,928	298,793	19,163	(279,630)	-1459%
Employee Benefits - 410	63,901	129,022	134,548	191,161	264,619	73,458	28%
Total Salary & Benefits	630,365	641,052	619,788	751,086	641,359	(109,727)	-17%
Services and Supplies							
Professional & Administrative Services - 42	9	52,609	58,160	84,760	26,560	(58,200)	-219%
Materials & Supplies - 44	-	-	-	-	-	-	0%
Total Services and Supplies	9	52,609	58,160	84,760	26,560	(58,200)	-219%
Capital Outlay							
Asset Acquisition/Improvement - 47	-	110,304	135,050	188,661	72,600	(116,061)	-160%
Debt Principal - 48101	65,347	67,000	67,000	67,000	-	(67,000)	-100%
Debt Interest - 48102	5,086	3,433	3,433	3,433	-	(3,433)	-100%
Total Capital Outlay	70,433	180,737	205,483	259,094	72,600	(186,494)	-257%
Indirect Cost Allocations							
Administrative Credits - 46121	-	(130,593)	(77,878)	(178,471)	-	178,471	100%
Administrative Debits - 46122	-	-	-	-	-	-	0%
General Liability Insurance - 46201	13,223	14	28,903	26,082	20,140	(5,942)	-30%
Total Indirect Cost Allocations	13,223	(130,579)	(48,975)	(152,389)	20,140	172,529	857%
Total	714,030	743,819	834,457	942,551	760,659	(181,892)	-24%

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2019-20	FY 2020-21
42101 Professional Services		\$ 79,760	\$ 11,560
EBRCSA	\$ 11,560		
42510 Admin Exp/Software Purchase		\$ -	\$ 15,000
Cordico Wellness Application	\$ 10,000		
Lexipol	5,000		
Total Professional/Administrative Services		\$ 26,560	
47101 FF&E/Equipment		\$ 4,000	\$ 4,000
Station 74 Generator - <i>prior year carryover</i>	\$ 4,000		
47104 FF&E/Vehicles		\$ 68,600	\$ 68,600
<i>Prior year carryover</i>	\$ 68,600		

MEASURE S-2014 FUND - 106
FIRE OPERATIONS - 231

EXPENDITURE SUMMARY

	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Actual Thru Mar-20	FY 2019-20 Budget	FY 2020-21 Proposed	\$ Chg	% Chg
Personnel							
Salaries & Wages - 401	145,502	193,994	173,572	210,295	194,400	(15,895)	-8%
Overtime - 402	-	-	-	-	-	-	0%
Employee Benefits - 410	28,840	41,365	30,409	43,787	146,913	103,126	70%
Total Salary & Benefits	174,342	235,359	203,981	254,082	341,313	87,231	26%
Services and Supplies							
Professional & Administrative Services - 42	20,004	18,569	21,548	42,500	92,500	50,000	54%
Materials & Supplies - 44	-	-	-	-	-	-	0%
Total Services and Supplies	20,004	18,569	21,548	42,500	92,500	50,000	0%
Capital Outlay							
Asset Acquisition/Improvement - 47	-	44,868	-	-	-	-	-100%
Total Capital Outlay	-	44,868	-	-	-	-	-100%
Indirect Cost Allocations							
Administrative Credits - 46121	-	-	-	-	-	-	0%
Administrative Debits - 46122	-	-	-	-	-	-	0%
IS Charges - 46124	-	-	-	-	-	-	0%
General Liability Insurance - 46201	5,517	6	10,578	9,546	10,676	1,130	11%
Total Indirect Cost Allocations	5,517	6	10,578	9,546	10,676	1,130	11%
Total	199,863	298,801	236,107	306,128	444,489	138,361	31%

MAJOR NON-PERSONNEL EXPENSE DETAILS

	FY 2019-20	FY 2020-21
4230X Travel & Training	\$ 42,500	\$ 42,500
Fire Training Academy- 2 participants	\$ 30,000	
General Training	\$ 10,000	
Training Props	\$ 2,500	
42514 Admin Exp/Special Department Expense	\$ 42,500	\$ 50,000
EOC Safety Master Plan - Prior year carryover from Police	\$ 50,000	
Total Professional/Administrative Services		\$ 92,500

Mission

The Public Works Administration & Engineering Division strives to preserve and maintain the City's infrastructure, buildings, and facilities, while enriching the quality of life for the community in a safe, economical, and environmentally conscious manner.

Program Description

The division provides leadership and support to oversee the operations and maintenance of infrastructure. The division provides oversight to develop and deliver innovative, high quality capital projects and services that align with the needs and interests of Pinole residents. Utilizing a variety of funding sources, the division is responsible for designing, administering, and supervising capital improvement projects

Key Objectives

- Daily management of the Public Works Department including parks, maintenance, code enforcement, planning, waste reduction, and clean water.
- Deploy asset management software.
- Environmental program management including solid waste and stormwater.
- Evaluate opportunities to increase collaboration with private developers on projects, including the sale of City owned lots for development.
- Implementation of the Capital Improvement Plan including periodic updates.
- Provide support to the Traffic and Pedestrian Safety Committee.
- Pursue grant funding opportunities.
- Represent Pinole in regional transportation, development, environmental, and planning processes.

FY 2019-20 Accomplishments

- Completed 6 capital improvement projects
- Provided oversight for \$20,000,000 in capital improvement funds
- Selected an engineering design firm for the San Pablo Avenue Bridge
- Managing 26 capital projects in process
- Completed the procurement process for acquisition of asset management software
- Awarded STMP funds from WCCTAC for two projects
- Submitted a grant application to TDA funding for improvements to Pinole Creek trail

Position Summary

Position	2016-17	2017-18	2018-19	2019-20	2020-21
Development Services Director/City Engineer	1.00	1.00	1.00	1.00	1.00
Senior Project Manager	1.00	1.00	1.00	1.00	1.00
Public Works Specialist	1.00	1.00	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00	1.00	0.00
Total	4.00	4.00	4.00	4.00	3.00

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

EXPENDITURE SUMMARY

	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Actual Thru Mar-20	FY 2019-20 Budget	FY 2020-21 Proposed	\$ Chg	% Chg
Personnel							
Salary & Wages - 401	393,368	365,921	349,590	453,471	407,303	(46,168)	-11%
Overtime - 402	26	815	228	-	-	-	0%
Employee Benefits - 410	161,458	184,088	180,171	267,773	161,250	(106,523)	-66%
Total Salary & Benefits	554,852	550,824	529,989	721,244	568,553	(152,691)	-27%
Services and Supplies							
Professional & Administrative Services - 42	2,796	29,127	9,830	37,781	38,310	529	1%
Materials and Supplies - 44	-	-	-	-	-	-	0%
Total Services and Supplies	2,796	29,127	9,830	37,781	38,310	529	1%
Capital Outlay							
Asset Acquisition/Improvement - 47	6,288	-	-	-	-	-	0%
Total Capital Outlay	6,288	-	-	-	-	-	0%
Indirect Cost Allocations							
Administrative Credits - 46121	(484,934)	(451,132)	(383,036)	(686,055)	(545,939)	140,116	-26%
Admin Debits - 46122	-	-	-	-	6,959	6,959	100%
IS Charges - 46124	49,498	50,961	-	69,358	63,506	(5,852)	-9%
Legal Charges - 46126	108	3,962	6,599	8,000	8,000	-	0%
General Liability Insurance - 46201	14,445	13	35,603	20,975	21,676	701	3%
Total Indirect Cost Allocations	(420,883)	(396,196)	(340,834)	(587,722)	(445,798)	141,924	-32%
Total	143,054	183,755	198,985	171,303	161,065	(10,238)	-6%
MEASURE S - 2014 FUND - 106							
Administrative Debits - 46122	47,073	15,147	-	77,810	64,255	(13,555)	-21%
Equipment Repl Charges - 46125	-	-	-	-	-	-	0%
Total Measure S - 2014	47,073	15,147	-	77,810	64,255	(13,555)	-21%

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2019-20	FY 2020-21
42101 Professional Services		\$ 10,000	\$ 10,000
General engineering services	\$ 10,000		
42107 Equipment Maintenance		\$ 500	\$ 500
Maintenance of office equipment.	\$ 500		
42201 Office Expense		\$ 500	\$ 1,000
General office supplies	\$ 1,000		
4230X Travel and Training		\$ 1,400	\$ 1,400
	\$ 1,400		
42401 Memberships		\$ 206	\$ 235
American Public Works Association (APWA)	\$ 235		
42510 Software Purchase		\$ 25,000	\$ 25,000
42506 Bonds		\$ 175	\$ 175
	\$ 175		
Total Professional/Administrative Services			\$ 38,310

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

EXPENDITURE SUMMARY

	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Actual Thru Mar-20	FY 2019-20 Budget	FY 2020-21 Proposed	\$ Chg	% Chg
Services and Supplies							
Professional & Administrative Services - 42	42,772	-	-	-	-	-	0%
Other Operating Expenses - 43	5,405	4,971	4,344	4,400	4,400	-	0%
Materials & Supplies - 44	-	-	-	-	-	-	0%
Total Services and Supplies	48,177	4,971	4,344	4,400	4,400	-	0%
Capital Outlay							
Asset Acquisition/Improvement - 47*	6,947	25,542	11,832	32,000	32,000	-	0%
Total Capital Outlay	6,947	25,542	11,832	32,000	32,000	-	0%
Indirect Cost Allocations							
Administrative Debits - 46122	78,883	72,309	61,089	115,268	109,268	(6,000)	-5%
IS Charges - 46124	-	-	-	-	-	-	0%
Total Indirect Cost Allocations	78,883	72,309	61,089	115,268	109,268	(6,000)	-5%
Total	134,006	102,822	77,265	151,668	145,668	(6,000)	-5%

*See CIP

MAJOR NON-PERSONNEL EXPENSE DETAILS

	FY 2019-20	FY 2020-21
ADMIN & ENGINEERING - 341		
4310X Utilities	\$ 4,400	\$ 4,400
43101 Telephone	\$ 4,000	
43103 Electricity & Power	400	
ROAD MAINTENANCE - 342		
47204 Improvements/Sidewalks	\$ 15,000	\$ 15,000
Sidewalk Maintenance Program	\$ 15,000	
47205 Improvements/Streets	\$ 15,000	\$ 15,000
Miscellaneous Roadway Repair	\$ 15,000	
FACILITY MAINTENANCE - 343		
47202 Improvements/Landscape-Medians	\$ 2,000	\$ 2,000
Sign Replacement Program	\$ 2,000	

Mission

The mission of the Road Maintenance Division is to maintain a safe and efficient road system that facilitates safe transportation and fosters economic growth throughout the community.

Program Description

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

Key Objectives

- Increase energy efficiency by replacing worn fixtures with LED
- Respond timely to maintenance needs.
- Preservation of assets

FY 2019-20 Accomplishments

- Purchased crack seal equipment, patch paving truck, and skid steer loader with road maintenance attachments.
- Trained Public Works staff in the safe application of asphalt concrete and safe tree removal.
- Removed several hazardous trees from Simas Avenue and ornamentally pruned all street trees in Old Town Pinole.
- Utilized Street Saver Software to track pavement maintenance activities.
- Maintained Pavement Condition Index (PCI) at 64.

Position Summary

No personnel are directly assigned to this program. Staffing is provided by other budget units through a cost transfer.

GAS TAX FUND - 200
ROAD MAINTENANCE - 342

EXPENDITURE SUMMARY

	FY 2017-18	FY 2018-19	FY 2019-20	FY 2019-20	FY 2020-21	\$ Chg	% Chg
	Actual	Actual	Actual	Budget	Proposed		
Services and Supplies			Thru Mar-20				
Professional & Administrative Services - 42	-	67,423	73,227	112,522	120,522	8,000	7%
Other Operating Expenses - 43	-	206,212	148,893	181,000	181,000	-	0%
Materials & Supplies - 44	-	-	-	-	-	-	0%
Total Services and Supplies	-	273,635	222,121	293,522	301,522	8,000	3%
Capital Outlay							
Asset Acquisition/Improvement - 47	-	426	34,615	55,000	55,000	-	0%
Total Capital Outlay	-	426	34,615	55,000	55,000	-	0%
Indirect Cost Allocations							
Administrative Credits - 46121	-	-	-	-	-	-	0%
Administrative Debits - 46122	-	125,517	110,949	146,025	149,653	3,628	2%
IS Charges - 46124	-	-	-	-	-	-	0%
Legal Charges - 46126	-	4,390	-	8,000	8,000	-	0%
Total Indirect Cost Allocations	-	129,907	110,949	154,025	157,653	3,628	2%
Total	-	403,967	367,685	502,547	514,175	11,628	5%
GENERAL FUND - 100							
Professional & Administrative Services - 42	2,051	27,034	5,039	32,000	40,000	8,000	20%
Materials & Supplies - 44	17,348	3,081	-	-	-	-	0%
Administrative Debits - 46122	16,543	20,059	19,024	23,619	24,283	664	3%
	35,942	50,173	24,063	55,619	64,283	8,664	13%
MEASURE S - 2014 FUND - 106							
Asset Acquisition/Improvement - 47	-	-	9,210	140,000	140,000	-	0%
Total Measure S - 2014	-	-	9,210	140,000	140,000	-	0%

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2019-20	FY 2020-21
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		\$ 7,500	\$ 15,500
Hardware supplies and median maintenance	\$ 15,500		
42514 Special Department Expense		\$ 4,022	\$ 4,022
CCTA congestion management plan administration	\$ 4,022		
Pinole's share of CTA Congestion Management Plan administrative costs.			
Total Professional/Administrative Services			\$ 120,522
4310X Utilities		\$ 181,000	\$ 181,000
Electricity costs for street lights, traffic lights and controls			
Electricity & Gas (PG&E)	\$ 180,000		
EBMUD median irrigation	1,000		
47205 Improvements/Streets		\$ 55,000	\$ 55,000
Pothole Repair Program	\$ 40,000		
Roadway Stripping Program	15,000		
GENERAL FUND - 100			
42514 Special Department Expense		\$ 32,000	\$ 40,000
Maintenance materials and supplies	\$ 37,000		
Street sign replacement program	3,000		
MEASURE S - 2014 FUND - 106			
47204 Improvements/Sidewalk Improvements		\$ 20,000	\$ 20,000
Sidewalk Improvements	20,000		
47205 Improvements/Streets		\$ 120,000	\$ 120,000
Pedestrian Bridge Inspection & Maintenance	\$ 100,000		
Traffic Sign Replacement	20,000		

Mission

The mission of the Facility Maintenance Division is to maintain the City's various facilities to ensure a clean, secure, comfortable, and functional environment for staff and community members.

Program Description

This 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.

Key Objectives

- Implementation of asset management software to accurately identify immediate and future needs of facilities.
- Preservation of facility assets.
- Safe, comfortable, and energy efficient buildings.
- Prolong the useful life of major building components.
- Survey all facilities for new maintenance needs.

FY 2019-20 Accomplishments

- Emergency repair of City Hall HVAC system.
- Remodel of Fire Station 73 kitchen and dorm facilities.
- Service and inspection of emergency backup generators for Public Safety building and Fire Station 74.
- Ongoing maintenance for all City buildings to ensure serviceability.

Position Summary

Position	2016-17	2017-18	2018-19	2019-20	2020-21
Public Works Manager	1.00	1.00	1.00	1.00	1.00
Public Works Maintenance Supervisor	1.00	1.00	1.00	1.00	1.00
Maintenance Workers	5.00	5.00	5.00	5.00	5.00
Total	7.00	7.00	7.00	7.00	7.00

GENERAL FUND - 100
PUBLIC WORKS - FACILITY MAINTENANCE - 343

EXPENDITURE SUMMARY

	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Actual Thru Mar-20	FY 2019-20 Budget	FY 2020-21 Proposed	\$ Chg	% Chg
Personnel							
Salaries & Wages - 401	421,642	595,002	434,619	528,383	550,927	22,544	4%
Overtime - 402	3,609	7,688	1,446	362	744	382	51%
Employee Benefits - 410	200,228	290,724	273,874	314,733	328,482	13,749	4%
Total Salary & Benefits	625,479	893,414	709,939	843,478	880,153	36,675	4%
Services and Supplies							
Professional & Administrative Services - 42	160,684	117,140	84,497	104,977	104,977	-	0%
Other Operating Expenses - 43	43,186	36,363	31,527	41,000	41,000	-	0%
Materials & Supplies - 44	1,362	13,128	15,490	28,200	28,200	-	0%
Total Services and Supplies	205,232	166,631	131,514	174,177	174,177	-	0%
Indirect Cost Allocations							
Administrative Credits - 46121	(448,229)	(596,853)	(502,633)	(637,642)	(664,182)	(26,540)	4%
IS Charges - 46124	-	15,965	-	-	-	-	0%
General Liability Insurance - 46201	36,678	1,614	32,270	24,513	29,900	5,387	18%
Total Indirect Cost Allocations	(411,551)	(579,274)	(470,363)	(613,129)	(634,282)	(21,153)	3%
Total	419,159	480,771	371,089	404,526	420,048	15,522	4%
MEASURE S - 2014 FUND - 106							
Administrative Debits - 46122	-	97,768	84,353	108,991	114,064	5,073	4%
Asset Acquisition/Improvement - 47	59,727	129,334	27,401	430,000	230,000	(200,000)	-87%
	59,727	227,101	111,754	538,991	344,064	(194,927)	-57%
SOLID WASTE FUND - 214							
Professional & Administrative Services - 42	-	-	-	19,297	-	-	0%
Legal Charges - 46126	-	3,003	-	2,703	-	-	0%
Asset Acquisition/Improvement - 47	-	-	-	20,000	20,000	-	0%
	-	3,003	-	42,000	20,000	-	0%
PUBLIC FACILITIES FUND - 324							
Asset Acquisition/Improvement - 47	22,738	39,230	50	60,000	60,000	-	0%

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2019-20	FY 2020-21
42101 Professional Services		\$ 3,456	\$ 3,456
EBRCSA contract - 6 radios	\$ 3,456		
42107 Equipment Maintenance		\$ 43,456	\$ 43,456
EBRCSA maintenance for 6 radios	\$ 3,456		
Vehicle maintenance and repair	\$ 40,000		

42108 Maintenance/Structure Imp		\$ 56,000	\$ 56,000
Elevator maintenance	800		
Heating and air repair	\$ 16,000		
Janitorial service and supplies	13,000		
Landscape maintenance	3,000		
Lighting supplies	500		
Misc. hardware and maintenance	1,000		
Pest control and weed control	10,700		
Pacific facilities deferred maintenance	11,000		

4230X Travel and Training		\$ 1,550	\$ 1,550
Technical training	\$ 1,550		

42401 Memberships		\$ 315	\$ 315
M.S.A. (Maintenance Superintendents Association)	\$ 315		
T.C.S.A. (Traffic Control Supervisory Association)			
Technical publications			

42511 Equipment Rental		\$ 200	\$ 200
This is used to rent infrequently used equipment.	\$ 200		

42514 Special Department Expense		\$ -	\$ -
Maintenance materials, street warning signs, street marking paint, small hand tools and vandalism repair	\$ -		
Street sign replacement program			

Total Professional/Administrative Services \$ 104,977

4310X Utilities		\$ 37,000	\$ 37,000
Gas/Electricity	\$ 24,000		
Water	13,000		

43201 Property Tax		\$ 4,000	\$ 4,000
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44301 Fuel		\$ 8,200	\$ 8,200
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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			

MEASURE S - 2014 FUND - 106

47201 Improvements/Building		\$ 430,000	\$ 230,000
Replace HVAC & associated roof at Senior Center	\$ 110,000		
Replace HVAC at City Hall	120,000		
Fowler House Lot re-use	0		

SOLID WASTE FUND - 214

47205 Improvements/Streets		\$ 20,000	\$ 20,000
Street improvements	\$ 20,000		

PUBLIC FACILITIES FUND - 324

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

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

EXPENDITURE SUMMARY

	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Actual Thru Mar-20	FY 2019-20 Budget	FY 2020-21 Proposed	\$ Chg	% Chg
Services and Supplies							
Professional & Administrative Services - 42	15,856	8,363	11,026	21,175	21,175	-	0%
Other Operating Expenses - 43	12,825	11,033	8,830	11,000	11,000	-	0%
Total Services and Supplies	28,681	19,397	19,856	32,175	32,175	-	0%
Capital Outlay							
Asset Acquisition/Improvement - 47	-	-	-	-	-	-	0%
Total Capital Outlay	-	-	-	-	-	-	0%
Indirect Cost Allocations							
Administrative Debits - 46122	-	-	-	-	-	-	0%
IS Charges - 46124	-	-	-	-	-	-	0%
Legal Charges - 46126	-	-	-	5,000	5,000	-	0%
Total Indirect Cost Allocations	-	-	-	5,000	5,000	-	0%
Total	28,681	19,397	19,856	37,175	37,175	-	-

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2019-20	FY 2020-21
42101 Professional Services		\$ -	\$ -
Appraisals of R/E Properties for Marketing/Sale	\$ -		
42108 Maintenance/Structure Imp		\$ 21,175	\$ 21,175
Material to maintain facilities owned by the former Redevelopment Agency.	\$ 21,175		
4310X Utilities		\$ 11,000	\$ 11,000
Gas/Electricity	\$ 5,000		
Water	6,000		

Mission

The mission of the Public Works National Pollution Discharge Elimination System (NPDES) Storm Water Program is to collect stormwater, address infrastructure issues, and participate in the administration of the Contra Costa Clean Water Program (CCCWP).

Program Description

The City of Pinole owns and operates a stormwater collection system which consists of a network of pipes, manholes, and inlets. The Regional Water Quality Control Board regulates storm water discharges from municipal storm drains under the 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 area. The Equivalent Runoff cost associated with the implementation of this program for 2020-21 remains at \$35. Assessment fees are collected as part of annual property tax collection. The City of Pinole implements street sweeping, storm drain cleaning, and maintenance.

Key Objectives

- Maintain the City's Storm Drain System which includes routine inspections, cleaning storm drainpipes and ditches, and repairing and installing drainage systems as needed.
- Sweep litter from city roadways.
- Conduct public outreach and education.
- Protect and improve the City's surface water quality through pollution prevention.
- Participate in the administration of the Contra Costa County Water Program as required by the permit.

FY 2019-20 Accomplishments

- LF of pipe cleaned and inspected
- LF of pipe camera
- # inlets cleaned
- # obstructions cleared
- Prepared an annual report for permit compliance
- # trash capture devices added in City parking lots
- Cubic yards of material removed from system
- Received and commissioned a new street sweeper
- Conducted one-to-one meetings with local businesses on the polystyrene ban

Position Summary

No personnel are directly assigned to this program. Staffing is provided by other budget units through a cost transfer.

STORM WATER FUND - 207
PUBLIC WORKS - NPDES STORM WATER - 344
NATIONAL POLLUTION DISCHARGE ELIMINATION SYSTEM (NPDES)

EXPENDITURE SUMMARY

	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Actual Thru Mar-20	FY 2019-20 Budget	FY 2020-21 Proposed	\$ Chg	% Chg
Personnel							
Employee Benefits - 410	-	-	-	-	-	-	0%
Total Salary & Benefits	-	-	-	-	-	-	0%
Services and Supplies							
Professional & Administrative Services - 42	40,570	76,367	45,771	122,882	127,882	5,000	4%
Other Operating Expenses - 43	-	-	-	-	-	-	0%
Materials & Supplies - 44	18,191	3,906	11,546	9,600	9,600	-	0%
Total Services and Supplies	58,761	80,273	57,318	132,482	137,482	5,000	4%
Indirect Cost Allocations							
Administrative Credits - 46121	-	-	-	-	-	-	0%
Administrative Debits - 46122	195,870	210,201	175,612	228,962	234,235	5,273	2%
IS Charges - 46124	-	-	-	-	-	-	0%
Legal Charges - 46126	6,462	1,277	609	6,000	6,000	-	0%
Total Indirect Cost Allocations	202,332	211,478	176,221	234,962	240,235	5,273	2%
Total	261,093	291,751	233,539	367,444	377,717	10,273	3%
MEASURE S-2014 FUND - 106							
Professional & Administrative Services - 42	-	-	-	25,000	25,000	-	0%
Asset Acquisition/Improvement - 47	-	7,061	9,472	192,000	150,000	(42,000)	-28%
Total Measure S-2014	-	7,061	9,472	217,000	175,000	(42,000)	-24%

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2019-20	FY 2020-21
42101 Professional Services		\$ 30,000	\$ 30,000
Contract support for Clean Water and NPDES	\$ 30,000		
42107 Equipment Maintenance		\$ 10,000	\$ 15,000
Storm drain, trash capture, street sweeper	\$ 15,000		
42108 Building Structure Maintenance		\$ 5,000	\$ 5,000
Trash capture devices	\$ 5,000		
4220X Office Expenses		\$ 1,000	\$ 1,000
Miscellaneous office expenses	\$ 500		
Printing and Binding	500		
42514 Special Departmental Expense		\$ 76,882	\$ 76,882
CCC Assessment District admin	\$ 58,564		
Lumber and supply costs for Clean Water program	9,779		
NPDES Annual Permit	8,539		
Total Professional/Administrative Services			\$ 127,882
44301 Fuel		\$ 8,000	\$ 8,000
44410 Safety Clothing		\$ 1,600	\$ 1,600
MEASURE S-2014 FUND - 106			
42101 Professional Services		\$ 25,000	\$ 25,000
Storm Drainage Master Plan-Phased	\$ 25,000		
		\$ 192,000	\$ 150,000
Hazel Street Drainage Improvement	\$ 150,000		

Mission

The mission of the Park Maintenance Division is to enrich the overall quality of life for Pinole residents and visitors by providing safe, well-maintained parks, and preserving open space.

Program Description

Park Maintenance 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. Staff is responsible for maintaining park structures, landscaping, lighting, play equipment, parking areas, and irrigation systems.

Key Objectives

- Maintain safe, functional, and attractive City parks.
- Improve the quality of the baseball and soccer fields.
- Establish an effective vegetation management program (VPM).
- Develop a plan to address two deteriorating structures at Fernandez Park.
- Install and maintain solid waste collection and recycling containers in public areas.

FY 2019-20 Accomplishments

- Kept parks safe, clean, and operating efficiently.
- Received a perfect assessment by the Contra Costa County Agriculture Department for chemical use.
- Prepared an inventory of park assets.
- Installed new restroom structures at Fernandez Park and Bayfront Park.
- Partnered with Contra Costa Community Access Program (CAP) to perform monthly litter collection at local parks.

Position Summary

No personnel are directly assigned to this program. Staffing is provided by other budget units through a cost transfer.

GENERAL FUND - 100
PUBLIC WORKS - PARK MAINTENANCE - 345

EXPENDITURE SUMMARY

	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Actual Thru Mar-20	FY 2019-20 Budget	FY 2020-21 Proposed	\$ Chg	% Chg
Services and Supplies							
Professional & Administrative Services - 42	92,975	120,670	80,588	139,827	167,600	27,773	20%
Other Operating Expenses - 43	58,513	53,927	65,259	68,156	68,156	-	0%
Materials & Supplies - 44	952	919	852	500	500	-	0%
Total Services and Supplies	152,440	175,517	146,699	208,483	236,256	27,773	13%
Capital Outlay							
Asset Acquisition/Improvement - 47	-	-	-	-	-	-	0%
Total Capital Outlay	-	-	-	-	-	-	0%
Indirect Cost Allocations							
Administrative Debits - 46122	33,087	40,117	38,048	47,237	48,567	1,330	3%
Legal Charges - 46126	-	10,656	-	-	-	-	0%
Total Indirect Cost Allocations	33,087	50,773	38,048	47,237	48,567	1,330	3%
Total	185,527	226,290	184,747	255,720	284,823	29,103	10%
MEASURE S-2014 FUND - 106							
Asset Acquisition/Improvement - 47	4,223	74,897	341,698	885,799	367,618	(518,181)	-141%
Total Capital Outlay	4,223	74,897	341,698	885,799	367,618	(518,181)	-58%

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2019-20	FY 2020-21
42101 Professional Services		\$ 25,000	\$ 25,000
Professional maintenance contract	\$ 5,000		
Park Pedestrian Bridge	\$ 20,000		
42107 Equipment Maintenance		\$ 4,500	\$ 5,000
Off road equipment maintenance	\$ 5,000		
42108 Maintenance/Structure Imp		\$ 110,000	\$ 137,000
Landscape maintenance contract	\$ 100,000		
Materials for parks, restrooms and play area	37,000		
42401 Memberships		\$ 127	\$ 400
CAPCA (California Agricultural Production Consultants Association)	\$ 370		
P.A.P.A. (Pest Applicators Association)	\$ 30		
42511 Equipment Rental		\$ 200	\$ 200
Cost to rent infrequently used equipment.	\$ 200		
Total Professional/Administrative Services			\$ 167,600
4310X Utilities		\$ 68,000	\$ 68,000
Gas/Electricity	\$ 10,000		
Water	58,000		
43201 Property Tax		\$ 156	\$ 156
44301 Fuel		\$ 500	\$ 500
MEASURE S-2014 FUND - 106			
47103 FF&E/Furniture		\$ 5,000	\$ 5,000
Annual Bench/Table repairs & Replacement	\$ 5,000		
47203 Improvements/Parks		\$ 547,196	\$ 80,000
Soccer Field Maintenance	\$ 10,000		
Replace Chips with Rubber matting at select park locations	50,000		
Public Tree Maintenance	20,000		
47201 Improvements/Building		\$ 333,603	\$ 282,618
New Restroom at Fernandez Park <i>carryforward</i>	\$ 282,618		
OTHER FUNDS			
47203 Improvements/Parks		\$ 40,000	\$ 40,000
Rehabilitation of Play Fields at Fernandez Park <i>carryforward</i> (Fund 275)	\$ 15,509		
Rehabilitation of Play Fields at Fernandez Park <i>carryforward</i> (Fund 327)	24,491		

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

EXPENDITURE SUMMARY

	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Actual Thru Mar-20	FY 2019-20 Budget	FY 2020-21 Proposed	\$ Chg	% Chg
Personnel							
Salaries & Wages - 401	12,174	11,976	9,890	11,960	11,960	-	0%
Overtime - 402	-	-	-	-	-	-	0%
Employee Benefits - 410	1,556	1,950	1,421	1,604	1,394	(210)	-13%
Total Salary & Benefits	13,730	13,926	11,311	13,564	13,354	(210)	-2%
Services and Supplies							
Professional & Administrative Services - 42	263	662	100	-	-	-	0%
Other Operating Expenses -43	660		673	856	856	-	0%
Total Services and Supplies	923	662	773	856	856	-	0%
Capital Outlay							
Equipment - 42107	515	-	-	-	-	-	0%
Total Capital Outlay	515	-	-	-	-	-	0%
Internal Cost Allocations							
Administrative Debits - 46122	-	-	-	-	-	-	0%
General Liability Insurance - 46201	378	0	623	562	657	95	17%
Total Internal Cost Allocations	378	0	623	562	657	95	17%
Total	15,546	14,589	12,707	14,982	14,867	(115)	-1%

MAJOR NON-PERSONNEL EXPENSE DETAILS

	FY 2019-20	FY 2020-21
43201 Property Tax	\$ 856	\$ 856

Mission

The mission of the Waste Reduction Program is to reduce reliance on landfills through waste reduction, reuse, and recycling of solid waste in order to ensure a safe and healthy community for current and future citizens.

Program Description

The Waste Reduction Program 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, also known as RecycleMore. The City of Pinole partners with the franchise waste management company, Republic Services, to meet its obligations under the Waste Reduction Program.

Key Objectives

- Provide the waste management services identified in the Regional Plan and the City of Pinole's collection franchise agreement.
- Implement source reduction, recycling, and composting activities through partnerships.
- Coordinate with RecycleMore and Republic Services regarding residential solid waste collection and reduction; household hazardous waste collection including public outreach and education to encourage waste reduction efforts.
- Meet annual reporting requirements.

FY 2019-20 Accomplishments

- Mobile household waste collection events.
- Public education and outreach.
- Conducted an annual bulk waste collection event.
- Coastal cleanup.
- Revised a joint powers agreement which clarifies core services of authority.

Position Summary

No personnel are directly assigned to this program. Staffing is provided by other budget units through a cost transfer.

AB 939 REFUSE MANAGEMENT FUND - 213
WASTE REDUCTION - 346

EXPENDITURE SUMMARY

	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Actual Thru Mar-20	FY 2019-20 Budget	FY 2020-21 Proposed	\$ Chg	% Chg
Services and Supplies							
Professional & Administrative Services - 42	13,831	14,501	-	22,500	22,500	-	0%
Other Operating Expenses -43	-	-	-	-	-	-	0%
Total Services and Supplies	13,831	14,501	-	22,500	22,500	-	0%
Capital Outlay							
Asset Acquisition/Improvement - 47	-	-	-	-	-	-	0%
Total Capital Outlay	-	-	-	-	-	-	0%
Indirect Cost Allocations							
Administrative Debits - 46122	80,829	86,197	74,624	100,347	101,417	1,070	1%
IS Charges - 46124	-	-	-	-	-	-	0%
Legal Services - 46126	4,551	2,648	735	2,500	2,500	-	0%
Total Indirect Cost Allocations	85,380	88,845	75,359	102,847	103,917	1,070	1%
Transfers Out - 49901	-	-	-	-	-	-	0%
Total	99,211	103,347	75,359	125,347	126,417	1,070	1%

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

Asset Acquisition/Improvement - 47	-	307,432	-	-	-	-	0%
	-	307,432	-	-	-	-	0%

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2019-20	FY 2020-21
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		

Mission

The mission of the Landscape and Lighting Assessment Districts is to maintain median lighting and landscape to improve the livability, beautification, and desirability for properties within the boundaries of the districts.

Program Description

The City of Pinole currently maintains two landscape and lighting assessment districts which are funded by assessments to property owners within the respective district.

- Zone A, Pinole Valley Road North
- Zone B, Pinole Valley Road South

Key Objectives

- Integrate new development within the district into the assessment.
- Prepare annual engineer's report for assessment.

FY 2019-20 Accomplishments

- Maintain a safe, cost effective, functional and attractive Landscape and Lighting Assessment District.

Position Summary

No personnel are directly assigned to this division.

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

EXPENDITURE SUMMARY

	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Actual Thru Mar-20	FY 2019-20 Budget	FY 2020-21 Proposed	\$ Chg	% Chg
Services and Supplies							
Professional & Administrative Services - 42	17,896	18,093	13,335	15,500	15,500	-	0%
Other Operating Expenses - 43	10,038	14,321	10,300	19,560	19,560	-	0%
Total Services and Supplies	27,934	32,414	23,635	35,060	35,060	-	0%
Capital Outlay							
Asset Acquisition/Improvement - 47	1,101	2,346	2,201	5,720	5,720	-	0%
Total Capital Outlay	1,101	2,346	2,201	5,720	5,720	-	0%
Indirect Cost Allocations							
Administrative Debits - 46122	-	-	2,000	2,000	2,000	-	0%
Legal Charges - 46126	1,587	684	174	-	-	-	0%
Total Indirect Cost Allocations	1,587	684	2,174	2,000	2,000	-	0%
Total	30,622	35,444	28,009	42,780	42,780	-	0%

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2019-20	FY 2020-21
42108 Maintenance Structures/Imp		\$ 1,500	\$ 1,500
Landscaping maintenance - Zone A	\$ 720		
Landscaping maintenance - Zone B	780		
42101 Professional Services		\$ 14,000	\$ 14,000
Contra Costa County traffic signal maintenance - Zone A	\$ 7,000		
Cal Trans traffic signal maintenance - Zone A	1,000		
Contra Costa County traffic signal maintenance - Zone B	5,000		
Cal Trans traffic signal maintenance - Zone B	1,000		
Total Professional/Administrative Services			\$ 15,500
4310X Utilities		\$ 19,560	\$ 19,560
Water (EBMUD) - Zone A	\$ 2,500		
Electricity & Power - Zone A	6,560		
Water (EBMUD) - Zone B	2,500		
Electricity & Power - Zone B	8,000		
47202 Kaiser Medians		\$ 5,720	\$ 5,720
PG&E Traffic control service/lighting- Zone A	\$ 2,600		
PG&E Street and highway lighting - Zone B	\$ 3,120		

PUBLIC WORKS WATER POLLUTION CONTROL PLANT - 641

Mission

The mission of the Water Pollution Control Plant (WPCP) is to effectively operate the Pinole-Hercules Water Pollution Control Plant in order to protect the health and environment of our communities.

Program Description

The City of Pinole owns and operates the Pinole-Hercules Water Pollution Control Plant, which treats the wastewater of the City of Pinole and the City of Hercules. The plant's goals include ensuring that treated effluent discharge meets or exceeds State and federal standards, minimizing the emission of unpleasant odors, and meeting the Air Quality Control Board requirements, while processing solids in a safe manner.

Key Objectives

- Operate the facility in compliance with standards set by the State regulatory authority, the Regional Water Quality Control Board.
- Update maintenance schedules to include new equipment in service as part of the WPCP Upgrade Project.
- Manage the facility as cost effectively as feasible.
- Support the ongoing training needs of the WPCP staff.
- Shift staffing to a more flexible model in support of attracting and retaining key positions.

FY 2019-20 Accomplishments

- Staff at the facility contributed to the successful completion of the WPCP Upgrade Project.
- WPCP staff participated in several public education outreach events in Pinole.
- WPCP staff completed annual compliance reports.
- Staff completed all required training associated with the new equipment in service as part of the WPCP Upgrade Project.

Position Summary

Position	2016-17	2017-18	2018-19	2019-20	2020-21
Treatment Plant Manager	1.00	1.00	1.00	1.00	1.00
Water Pollution Control Plant Supervisor	1.00	0.00	0.00	0.00	0.00
Water Pollution Control Plant Operation Supervisor	0.00	1.00	1.00	1.00	1.00
Environmental Analyst	1.00	1.00	1.00	1.00	1.00
Environmental Assistant	1.00	1.00	1.00	1.00	1.00
Senior WPCP Operator/WPCP Operator	0.00	0.00	0.00	0.00	1.00
WPCP Operator	5.00	5.00	5.00	5.00	3.00
WPCP Operator/Maintenance Mechanic	0.00	0.00	0.00	0.00	1.00
Maintenance Mechanic	1.00	1.00	1.00	1.00	1.00
Administrative Assistant	0.00	0.00	0.00	0.00	0.20
Water Pollution Control Plant Intern	0.46	0.46	0.46	0.46	0.46
Total	10.46	10.46	10.46	10.46	10.66

SEWER ENTERPRISE FUND - 500
SEWER TREATMENT PLANT - 641

EXPENDITURE SUMMARY

	FY 2017-18	FY 2018-19	FY 2019-20	FY 2019-20	FY 2020-21	\$ Chg	% Chg
	Actual	Actual	Actual	Budget	Proposed		
Personnel			Thru Mar-20				
Salaries & Wages - 401	680,241	712,739	618,246	840,382	880,631	40,249	5%
Overtime - 402	30,347	44,736	24,450	36,500	37,650	1,150	3%
Employee Benefits - 410	700,580	466,674	372,465	502,962	536,077	33,115	6%
Medical Retirees - 411	1,820,363	93,940	44,068	-	-	-	0%
Total Salary & Benefits	3,231,531	1,318,089	1,059,228	1,379,844	1,454,358	74,514	5%
Services and Supplies							
Professional & Administrative Services - 42	161,664	191,274	151,414	424,520	338,675	(85,845)	-25%
Other Operating Expenses - 43	584,877	684,398	548,442	600,000	600,000	-	0%
Materials & Supplies - 44	826,981	879,254	648,904	1,045,513	1,213,000	167,487	14%
Total Services and Supplies	1,573,522	1,754,926	1,348,760	2,070,033	2,151,675	81,642	4%
Capital Outlay							
Asset Acquisition/Improvement - 47	-	14,829		253,851	300,000	46,149	15%
Total Capital Outlay	-	14,829	-	253,851	300,000	46,149	15%
Indirect Cost Allocations							
Administrative Debits - 46122	251,111	270,865	245,016	341,658	307,728	(33,930)	-11%
IS Charges - 46124	25,075	30,429	-	39,360	37,686	(1,674)	-4%
Legal Charges - 46126	767	-	632	15,000	15,000	-	0%
General Liability Insurance - 46201	26,860	26	45,532	41,087	50,280	9,193	18%
Total Indirect Cost Allocations	303,812	301,320	291,180	437,105	410,694	(26,411)	-6%
Depreciation							
Depreciation Expense - 47401	810,256	414,109	304,347	340,000	340,000	-	0%
Total Depreciation	810,256	414,109	304,347	340,000	340,000	-	0%
Total	5,919,122	3,803,273	3,003,515	4,480,833	4,656,727	175,894	4%

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2019-20	FY 2020-21
42101 Professional Services		\$ 53,500	\$ 53,675
Engineering contract services	\$ 10,000		
PCTV quarterly subcommittee meeting	3,675		
Solids handling alternatives feasibility study	20,000		
Railroad Ave. bridge right of way study	20,000		
42107 Equipment Maintenance		\$ 263,080	\$ 220,000
Equipment parts and supplies	\$ 110,000		
Equipment service	110,000		
42108 Maintenance Structure/Imp		\$ 30,000	\$ 17,000
Janitorial services	\$ 10,000		
Various structure refurbishment	7,000		
42109 Compliance Inspections		\$ 25,000	\$ 15,000
Laboratory supplies and safety equipment	\$ 5,000		
Public outreach materials	5,000		
Sampling analysis	5,000		
42201 Office Expense		\$ 5,000	\$ 5,000
Miscellaneous office supplies	\$ 5,000		
4230X Travel and Training		\$ 7,000	\$ 7,000
42301 State Certified operators training	\$ 6,000		
42302 Mileage, Air	1,000		
42401 Memberships		\$ 14,940	\$ 20,000
Bay Area Clean Water Assoc.(BACWA)	\$ 12,000		
Joint CWEA/WEF membership	4,000		
Technical publications	4,000		
42510 Software Purchase		\$ 25,000	\$ -
	\$ -		
42511 Equipment Rental		\$ 1,000	\$ 1,000
	\$ 1,000		
Total Professional/Administrative Services			\$ 338,675
4310X Utilities		\$ 600,000	\$ 600,000
PG&E	\$ 590,000		
EBMUD	10,000		
Total Other Operating Expenses			\$ 600,000

44301 Fuel		\$ 10,000	\$ 10,000
44302 Sludge Removal		\$ 108,000	\$ 235,000
Digester Cleaning	\$ 235,000		
44303 Chemicals		\$ 750,000	\$ 750,000
Chemicals for Plant Operations	\$ 750,000		
44304 Permit Fees		\$ 77,513	\$ 113,000
NPDES permit fee renewal	\$ 75,000		
BAAQMD	16,000		
Regional Monitoring of Metals (SFEI)	22,000		
44305 Laboratory Operations		\$ 85,000	\$ 85,000
Laboratory supplies	\$ 70,000		
Accelerated Chronic Toxicity Testing	15,000		
44410 Safety Clothing		\$ 15,000	\$ 20,000
Laundry service for uniforms, safety shoes/boots, gloves, etc.	\$ 20,000		
Total Materials and Supplies			\$ 1,213,000
47101 Equipment		\$ 340,000	\$ 340,000
Depreciation- Pinole only	\$ 340,000		

Mission

The mission of the Sewer Collection Program is to maintain the sanitary sewer collection infrastructure and convey waste to the wastewater treatment plant without overflows or disruption and adhere to all applicable state and federal requirements.

Program Description

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

Key Objectives

- Maintain collection system and pump station network
- Perform routine assessments of asset condition
- Systematically plan and upgrade assets as warranted
- Update the sanitary sewer plan
- Reduce inflow and infiltration
- Continue to manage the sewer lateral ordinance

FY 2019-20 Accomplishments

- 22,234 LF of pipe Hydro cleaned and inspected
- 1754 LF of pipe Rodded clean and inspected
- 7925 LF of pipe camera inspected
- 8 obstructions cleared
- 123 sewer laterals assessed
- Prepared an annual report for permit compliance
- Implemented emergency SSO mitigation plan
-

Position Summary

Position	2016-17	2017-18	2018-19	2019-20	2020-21
Public Works Maintenance Supervisor	1.00	1.00	1.00	1.00	1.00
Maintenance Worker	2.00	2.00	2.00	2.00	2.00
Total	3.00	3.00	3.00	3.00	3.00

SEWER ENTERPRISE FUND - 500
SEWER COLLECTION - 642

EXPENDITURE SUMMARY

	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Actual Thru Mar-20	FY 2019-20 Budget	FY 2020-21 Proposed	\$ Chg	% Chg
Personnel							
Salaries & Wages - 401	216,970	223,598	205,899	238,538	248,843	10,305	4%
Overtime - 402	2,499	5,156	2,857	2,200	2,640	440	17%
Benefits & Insurance - 410	65,674	94,912	99,999	108,551	116,833	8,282	7%
Total Salary & Benefits	285,143	323,666	308,755	349,289	368,316	19,027	5%
Services and Supplies							
Professional & Administrative Services - 42	71,279	106,273	51,312	147,150	172,150	25,000	15%
Other Operating Expenses - 43	10,026	10,947	8,353	13,500	13,500	-	0%
Materials & Supplies - 44	10,240	11,860	12,078	12,500	14,700	2,200	15%
Total Services and Supplies	91,545	129,080	71,743	173,150	200,350	27,200	14%
Capital Outlay							
Asset Acquisition/Improvement - 47	11,789	11,789	-	1,595,000	1,595,000	-	0%
Total Capital Outlay	11,789	11,789	-	1,595,000	1,595,000	-	0%
Indirect Cost Allocations							
Administrative Credits - 46121	(69,939)	(72,945)	(54,760)	(86,583)	(82,160)	4,423	-5%
Administrative Debits - 46122	349,019	359,437	298,587	436,311	402,159	(34,152)	-8%
IS Charges - 46124	11,251	15,922	-	31,327	19,506	(11,821)	-61%
Legal Charges - 46126	3,538	1,218	1,928	15,000	15,000	-	0%
General Liability Insurance - 46201	6,722	7	11,976	10,807	13,217	2,410	18%
Total Indirect Cost Allocations	300,591	303,640	257,731	406,862	367,722	(39,140)	-11%
Depreciation							
Depreciation Expense - 47401	219,624	124,461	92,517	-	-	-	0%
Total Depreciation	219,624	124,461	92,517	-	-	-	0%
Total	908,691	892,637	730,746	2,524,301	2,531,388	7,087	0%

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2019-20	FY 2020-21
42101 Professional Services		\$ 110,000	\$ 110,000
Contractors for isolated emergency repairs	\$ 10,000		
Hydraulic analysis of isolated trouble spots	\$ 10,000		
Sanitary Sewer overflow mitigation	50,000		
Sewer flow modeling	35,000		
Wildan Assessment services	5,000		
42107 Equipment Maintenance		\$ 20,000	\$ 20,000
Vehicle maintenance and repair	\$ 20,000		
42201 Office Expense		\$ 150	\$ 150
Office supplies, includes reprinting of map books.	\$ 150		
42401 Memberships		\$ 1,000	\$ 1,000
Joint CWEA/WEF membership	\$ 765		
Technical publications	\$ 235		
42301 Travel and Training		\$ 1,000	\$ 1,000
Technical training programs for sewer maintenance, confined space entry and street safety procedures.	\$ 1,000		
42510 Software Purchase		\$ -	\$ 25,000
Software Purchase	\$ 25,000		
42514 Special Department Expense		\$ 15,000	\$ 15,000
Maintenance materials (asphalt, concrete, pipe, hardware, etc.)	\$ 15,000		
Total Professional/Administrative Services			\$ 172,150
4310X Utilities		\$ 13,500	\$ 13,500
PG&E	\$ 9,000		
EBMUD	4,500		
44301 Fuel		\$ 6,500	\$ 8,000
44410 Safety Clothing		\$ 3,700	\$ 3,700
Uniforms, coveralls, foul weather gear, gloves	\$ 3,700		
44304 Permit Fee		\$ 2,300	\$ 3,000
SWRCB Per	\$ 3,000		
47201 Improvements		\$ 1,595,000	\$ 1,595,000
Deferred collection repairs	\$ 395,000		
Hazel Street and San Pablo Ave. Pump Station <i>carryover</i>	\$ 1,200,000		

Mission

The mission of the Water Pollution Control Plant (WPCP) Projects (Shared) Division is to account for the maintenance and upgrades to the WPCP that are shared by the two cities served by the plant, the City of Pinole and the City of Hercules.

Program Description

The City of Hercules shares the cost of the WPCP expenditures 50/50 with the City of Pinole. The main activity of the WPCP Projects (Shared) in recent years has been WPCP Upgrade Project, which was completed in March 2020.

Key Objectives

- Manage ongoing upgrades and maintenance of the WPCP.
- Complete projects on schedule and budget.

FY 2019-20 Accomplishments

- Completion of the WPCP Upgrade Project

Position Summary

No personnel are directly assigned to this division.

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

EXPENDITURE SUMMARY

	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Actual Thru Mar-20	FY 2019-20 Budget	FY 2020-21 Proposed	\$ Chg	% Chg
Services and Supplies							
Professional & Administrative Services - 42	-	-	-	-	-	-	0%
Total Services and Supplies	-	-	-	-	-	-	0%
Capital Outlay							
Asset Acquisition /Improvement - 47	0	0	0	0	0	-	0%
Total Capital Outlay	-	-	-	-	-	-	0%
Indirect Cost Allocations							
Legal Charges - 46126	730	1,178	-	-	-	-	0%
Total Indirect Cost Allocations	730	1,178	-	-	-	-	0%
Total	730	1,178	-	-	-	-	0%

SEWER ENTERPRISE FUND - 500

Capital Outlay							
Asset Acquisition /Improvement - 47	0	0	0	0	100,000	100,000	100%
Total Capital Outlay	-	-	-	-	100,000	100,000	100%

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2019-20	FY 2020-21
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			
47201 Improvements/Building		\$ -	\$ 100,000
Lab remodel	\$ 100,000		

Mission

The WPCP Equipment and Debt Service Division exists to provide a mechanism to account for debt service related to replacing outdated equipment and performing facility upgrades at the WPCP that are solely the financial responsibility of the City of Pinole (not shared by the City of Hercules).

Program Description

The expenses associated with this program apply to the City of Pinole only.

FY 2019-20 Accomplishments

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

Position Summary

No personnel are directly assigned to this division.

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

EXPENDITURE SUMMARY

	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Actual Thru Mar-20	FY 2019-20 Budget	FY 2020-21 Proposed	\$ Chg	% Chg
Services and Supplies							
Professional & Administrative Services - 42	5,500	-	-	9,178	-	(9,178)	-100%
Total Services and Supplies	5,500	-	-	9,178	-	(9,178)	-100%
Debt Service							
Debt Principal - 48101	-	-	310,000	310,000	318,000	8,000	3%
Debt Interest - 48102	227,770	215,195	210,129	210,129	200,866	(9,263)	-5%
Cost of Issuance - 48103	-	-	-	-	-	-	0%
Total Debt Service	227,770	215,195	520,129	520,129	518,866	(1,263)	0%
Indirect Cost Allocations							
Legal Charges - 46126	-	-	-	-	-	-	0%
Total Indirect Cost Allocations	-	-	-	-	-	-	0%
Total	233,270	215,195	520,129	529,307	518,866	(10,441)	(0)

SEWER ENTERPRISE PLANT EXPANSION FUND - 503

Professional & Administrative Services - 42	-	-	-	3,500	-	(3,500)	-100%
Legal Charges - 46126	-	-	-	-	-	-	0%
	-	-	-	3,500	-	(3,500)	-100%

MAJOR NON-PERSONNEL EXPENSE DETAILS

	FY 2019-20	FY 2020-21
42101 Professional Services	\$ 9,178	\$ -
Auditing Services	\$ -	
4810X Wastewater Revenue Bonds, Series 2006	\$ 520,129	\$ 518,866
48101 - Principal	\$ 318,000	
48102 - Interest	200,866	

SEWER ENTERPRISE PLANT EXPANSION FUND - 503

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

Mission

The mission of the Planning Division is to work collaboratively to guide orderly growth and development in Pinole, consistent with the General Plan and priorities of the City Council, maximizing the benefits to the residents of Pinole. The Planning Division protects history and enhances the desirability of the community for residents, businesses, and visitors.

Program Description

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.

Key Objectives

- Monitor implementation of the General Plan .
- Process development requests expeditiously.
- Maintain positive relationships with regional agencies and neighboring jurisdictions.
- Coordinate inspection and verify compliance with projects' Conditions of Approval.
- Conduct environmental review and monitoring for projects affecting the City of Pinole.
- Protect and enhance residential areas and natural and historic resources
- Encourage multimodal transportation
- Nurture an inviting climate for doing business in Pinole

FY 2019-20 Accomplishments

- Successfully awarded SB2 grant to improve the City's planning documents in order to streamline permitting process for housing.
- Facilitated the addition of a dialysis facility to Pinole.
- Facilitated the redevelopment of the Safeway shopping center.
- Provided planning oversight for the issuance of over 600 permits with a value over \$7,000,000.

Position Summary

Position	2016-17	2017-18	2018-19	2019-20	2020-21
Planning Manager	1.00	1.00	1.00	1.00	1.00
Administrative Assistant	0.00	0.00	0.00	0.00	0.05
Total	1.00	1.00	1.00	1.00	1.05

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

EXPENDITURE SUMMARY

	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Actual Thru Mar-20	FY 2019-20 Budget	FY 2020-21 Proposed	\$ Chg	% Chg
Personnel							
Salaries & Wages - 401	133,321	142,600	56,372	97,328	145,057	47,729	33%
Employee Benefits - 410	34,374	42,731	23,092	72,678	47,401	(25,277)	-53%
Total Salary & Benefits	167,695	185,330	79,465	170,006	192,458	22,452	12%
Services and Supplies							
Professional & Administrative Services - 42	80,877	230,357	245,808	207,040	283,012	75,972	27%
Other Operating Expenses - 43	1,421	1,310	1,359	1,550	1,550	-	0%
Materials & Supplies - 44	593	1,101	1,285	500	1,000	500	50%
Total Services and Supplies	82,891	232,768	248,452	209,090	285,562	76,472	27%
Capital Outlay							
Asset Acquisition/Improvement - 47	4,273	-	-	2,000	2,000	-	0%
Total Capital Outlay	4,273	-	-	2,000	2,000	-	0%
Indirect Cost Allocations							
Administrative Credits - 46121	(16,412)	(18,144)	(6,123)	(23,714)	(20,042)	3,672	-18%
Administrative Debits - 46122	-	-	-	-	6,959	6,959	0%
Legal Charges - 46126	33,742	23,329	23,400	25,000	25,000	-	0%
General Liability Insurance - 46201	3,848	4	7,435	6,709	7,966	1,257	16%
Total Indirect Cost Allocations	21,178	5,190	24,713	7,995	19,883	11,888	60%
Total	276,037	423,288	352,629	389,091	499,903	110,812	22%
GENERAL FUND - 100							
Administrative Debits - 46122	8,206	9,072	2,391	11,857	10,021	(1,836)	-18%
MEASURE S - 2014 FUND - 106							
Administrative Credits - 46121	-	-	14,030	100,000	-	(100,000)	100%
Total	-	-	14,030	100,000	-	(100,000)	100%

MAJOR NON-PERSONNEL EXPENSE DETAILS

	FY 2019-20	FY 2020-21
42101 Professional Services	\$ 165,000	\$ 240,000
Contract Planner	80,000	
SB2 Planning Effort	160,000	
42107 Equipment Maintenance	\$ 1,600	\$ 1,600
Maintenance costs for two vehicles	\$ 1,600	

42201 Office Expense		\$ 1,000	\$ 1,000
Miscellaneous office supplies	\$ 1,000		
42301 Travel and Training		\$ 9,000	\$ 9,000
Training and seminars for staff	\$ 2,000		
Planning Commissioner training	7,000		
42401 Memberships		\$ 1,000	\$ 1,000
American Institute of Certified Planners (AICP)	\$ 300		
American Planning Assoc (APA)	350		
Assoc of Environmental Planners (AEP)	350		
42504 Recruitment Costs		\$ -	\$ -
42514 Special Department Expense		\$ 29,440	\$ 30,412
Publishing Legal Notices	\$ 2,000		
PCTV Planning Commission Meetings	20,412		
Meeting Minute Preparation	8,000		
Total Professional/Administrative Services			\$ 283,012
4310X Utilities		\$ 1,550	\$ 1,550
PG&E	\$ 1,400		
EBMUD	150		
44301 Fuel		\$ 500	\$ 1,000
MEASURE S - 2014 FUND - 106			
42101 Professional Services		\$ 100,000	\$ -
Downtown Parking Study & Pedestrian Safety Imp	\$ 100,000		

Mission

The mission of the Building Division is to protect the quality of life, health, safety, and welfare of Pinole residents and visitors through enforcement of building codes and city ordinances.

Program Description

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 upon request of the Development Services Director/City Engineer to ensure a safe environment for the Pinole community. The division investigates citizens' complaints pertaining to construction code compliance and/or health and safety issues in a prompt and courteous manner.

Key Objectives

- Ensure compliance of building projects with the Construction Codes.
- Provide thorough plan checks for private development projects.
- Coordinate required construction inspection functions to effectively respond to the needs of the private development community.
- Issue required private construction permits.
- Conduct Building and Rental Inspection and document results.

FY 2019-20 Accomplishments

- Guided the issuance of over 600 permits with a value over \$7,000,000.
- Performed over 1,800 inspections.
- Facilitated the addition of a dialysis facility to Pinole.
- Helped property owners in Pinole go green by permitting over 61 solar projects.
- Staffed a permit counter during the coronavirus Shelter in Place order, practicing social distancing, to help permittees understand the impact of the order to their project.
- Improved the functionality of the permit tracking software.

Position Summary

Position	2016-17	2017-18	2018-19	2019-20	2020-21
Building Inspector/Code Enforcement	0.00	1.00	0.00	0.00	0.00
Senior Building Inspector	0.00	1.00	1.00	1.00	1.00
Building Inspector	1.00	0.00	0.00	0.00	1.00
Permit Technicians	1.48	1.48	1.48	2.00	2.00
Total	2.48	3.48	2.48	3.00	4.00

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

EXPENDITURE SUMMARY

	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Actual Thru Mar-20	FY 2019-20 Budget	FY 2019-20 Proposed	\$ Chg	% Chg
Personnel							
Salaries & Wages - 401	66,657	74,298	67,020	136,286	293,348	157,062	54%
Overtime - 402	59	131	411	-	-	-	0%
Employee Benefits - 410	49,788	42,990	47,566	92,295	201,317	109,022	54%
Total Salary & Benefits	116,504	117,418	114,998	228,581	494,665	266,084	54%
Services and Supplies							
Professional & Administrative Services - 42	507,778	337,366	262,959	477,954	212,750	(265,204)	-125%
Other Operating Expenses - 43	3,591	3,312	3,433	4,500	4,500	-	0%
Materials & Supplies - 44	-	-	-	1,300	1,300	-	0%
Total Services and Supplies	511,369	340,678	266,392	483,754	218,550	(265,204)	-121%
Capital Outlay							
Asset Acquisition/Improvement - 47	2,469	-	-	-	1,000	1,000	100%
Total Capital Outlay	2,469	-	-	-	1,000	1,000	100%
Indirect Cost Allocations							
Administrative Credits - 46121	-	-	-	(57,004)	(59,446)	(2,442)	4%
Administrative Debits - 46122	57,758	61,744	58,038	79,570	80,460	890	1%
IS Charges - 46124	44,692	32,683	-	53,328	50,096	(3,232)	-6%
Legal Charges - 46126	14,779	13,247	1,665	10,000	10,000	-	0%
General Liability Insurance - 46201	7,277	5	10,796	9,743	16,110	6,367	40%
Total Indirect Cost Allocations	124,505	107,679	70,499	95,637	97,220	1,583	2%
Total	754,848	565,775	451,889	807,972	811,435	3,463	0%

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2019-20	FY 2020-21
42101 Professional Services		\$ 447,704	\$ 180,000
Contract Inspection Services	\$ 100,000		
Contract Plan Check Services	80,000		
42107 Equipment Maintenance		\$ 1,100	\$ 1,100
Equipment and vehicle maintenance	\$ 1,000		
Digital microfilm machine maintenance	\$ 100		
42108 Building-Structure Maintenance		\$ 500	\$ 1,000
42201 Office Expense		\$ 2,000	\$ 4,000
Miscellaneous Office Expenses	4000		
4230X Travel and Training		\$ 6,000	\$ 6,000
Training required for building code updates	\$ 6,000		
42401 Memberships		\$ 1,650	\$ 1,650
International Conference of Building Officials (ICBO)	\$ 1,200		
California Building Officials (CALBO)	300		
Int'l Association of Mechanical and Plumbing Officials (IAMPO)	150		
42501 Bank Fees		\$ 10,000	\$ 10,000
Credit card charges			
42514 Special Department Expense		\$ 9,000	\$ 9,000
Updates of the assessor parcel information	\$ 1,500		
Blueprints and permits to be scanned.	7,500		
Total Professional/Administrative Services			\$ 212,750
4310X Utilities		\$ 4,500	\$ 4,500
PG&E	\$ 4,000		
EBMUD	500		
44410 Safety Clothing		\$ 1,300	\$ 1,300
Safety clothing (safety boots, hard hat, protective eye ware, protective handwear, etc.) for the two Inspector's who perform inspections at job site locations.	\$ 300		
Small tools	\$ 1,000		
47103 Furniture			\$ 1,000
Ergonomic Chairs	\$ 1,000		

Mission

The mission of the Redevelopment Successor Agency is to effectively administer the "wind down" of the former Pinole Redevelopment Agency subsequent to dissolution.

Objectives

- Make debt service and developer reimbursement payments related to the former Redevelopment Agency in accordance with contractual obligations.
- Complete the disposition of former Redevelopment Agency properties in accordance with State requirements the Long Range Property Management Plan.
- Secure the funds needed to honor the former Redevelopment Agency's financial obligations through the Recognized Obligation Payment Schedule (ROPS) process with the Countywide Oversight Board and the State Department of Finance.

FY 2019-20 Accomplishments

- Processed debt service payments in accordance with debt service schedules.
- Maintained Long Range Property Management Plan which was approved by the Oversight Board in November of 2015.
- Prepared annual Recognized Obligation Payment Schedules (ROPS) covering the period July 1, 2020 – June 30, 2021

Position Summary

The City receives funding through the ROPS process to support City staff's work on behalf of the Redevelopment Successor Agency wind down the affairs of the former Redevelopment Agency. No personnel are directly assigned to this division.

Position	2016-17	2017-18	2018-19	2019-20	2020-21
Assistant City Manager	0.00	0.00	0.00	0.00	0.15
Total	0.00	0.00	0.00	0.00	0.15

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

EXPENDITURE SUMMARY

	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Actual Thru Mar-20	FY 2019-20 Budget	FY 2020-21 Proposed	\$ Chg	% Chg
Personnel							
Salaries & Wages - 401	-	-	-	-	-	-	0%
Employee Benefits - 410	-	-	-	-	-	-	0%
Total Salary & Benefits	-	-	-	-	-	-	0%
Services and Supplies							
Professional & Administrative Services - 42	20,179	14,474	9,480	1,680	1,765	85	5%
Other Operating Expenses - 43	-	-	-	-	-	-	0%
Total Services and Supplies	20,179	14,474	9,480	1,680	1,765	85	0%
Capital Outlay							
Asset Acquisition/Improvement - 47	-	-	-	-	-	-	0%
Total Capital Outlay	-	-	-	-	-	-	0%
Indirect Cost Allocations							
Administrative Debits - 46122	230,023	209,747	179,341	238,320	222,037	(16,283)	-7%
Legal Charges - 46126	18,948	12,850	28,243	10,000	15,000	5,000	33%
Total Indirect Cost Allocations	248,971	222,597	207,584	248,320	237,037	(11,283)	-5%
Total	269,150	237,071	217,064	250,000	238,802	(11,198)	-5%

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2019-20	FY 2020-21
42101 Professional Services		\$ 1,680	\$ 1,765
Auditing services provided by Badawi and Associates CPA's	\$ 1,765		
46122 Administrative Debits		\$ 238,320	\$ 222,037
Payroll cost allocations for administrative staff support of the Pinole Successor Agency:	\$ 222,037		
City Manager - 18%			
Assistant City Manager - 15%			
Finance Director - 19%			
City Clerk - 18%			
46126 Legal Charges		\$ 10,000	\$ 11,712
Estimated legal costs	\$ 11,712		

Mission

The mission of the Housing Administration Division of Development Services is to manage the City's limited affordable housing resources in order to maintain or create affordable housing opportunities in the community.

Program Description

Housing Administration functions include ensuring that affordable housing facilities comply with affordability agreements, investing limited City affordable housing resources, and developing or disposing of the City's affordable housing properties.

Key Objectives

- Continue effort to develop or dispose of remaining City-owned affordable housing properties.
- Ensure compliance of affordable housing facilities with relevant affordability agreements.

FY 2019-20 Accomplishments

- Assured that the annual audits on the affordable housing affordability agreements were completed timely.
- Hired an architect for construction improvement to the Faria House, an affordable housing asset.
- Worked on the development and disposal of City-owned affordable housing properties.

Position Summary

No personnel are directly assigned to this division.

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

EXPENDITURE SUMMARY

	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Actual Thru Mar-20	FY 2019-20 Budget	FY 2020-21 Proposed	\$ Chg	% Chg
Personnel							
Salaries & Wages - 401	-	-	-	-	-	-	0%
Employee Benefits - 410	-	-	-	-	-	-	0%
Total Salary & Benefits	-	-	-	-	-	-	0%
Services and Supplies							
Professional & Administrative Services - 42	41,916	88,966	(7,874)	118,920	81,920	(37,000)	-45%
Other Operating Expenses - 43	1,180	1,088	1,128	2,100	2,100	-	0%
Total Services and Supplies	43,096	90,054	(6,746)	121,020	84,020	(37,000)	-44%
Capital Outlay							
Asset Acquisition/Improvement - 47	381,531	-	-	-	-	-	0%
Total Capital Outlay	381,531	-	-	-	-	-	0%
Indirect Cost Allocations							
Administrative Debits - 46122	49,978	55,967	46,449	70,087	70,883	796	1%
Legal Charges - 41427	89,284	24,089	8,468	20,000	20,000	-	0%
Total Indirect Cost Allocations	139,262	80,056	54,917	90,087	90,883	796	1%
Transfers Out - 49901	-	6,290,688	-	-	-	-	0%
Total	563,889	6,460,799	48,171	211,107	174,903	(36,204)	-21%

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2019-20	FY 2020-21
42101 Professional Services		\$ 118,920	\$ 81,920
AmeriNat loan servicing	\$ 3,000		
Affordable housing compliance monitoring	21,000		
Annual housing certification report	5,000		
Fiscal and land acquisition activities	3,920		
Tree Grove Maintenance	34,000		
811 San Pablo Ave RFP	15,000		
4310X Utilities		\$ 2,100	\$ 2,100
PG&E	\$ 2,000		
EBMUD	100		

Mission

The mission of the Code Enforcement Division is to be proactive and responsive to the needs of the citizens of Pinole in order to maintain a safe and desirable living and work environment in compliance with State and City codes and ordinances.

Program Description

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

Key Objectives

- Respond to Code Enforcement complaints within no more than 96 hours, depending on severity of the health and safety aspect of the issue.
- Work with other City departments as needed to ensure code compliance is achieved.
- Conduct proactive enforcement as time and resources permit.

FY 2019-20 Accomplishments

- Increased the functionality of the Code Enforcement Division.
- Successfully recruited a Code Enforcement Officer.
- Improved document tracking system and cost recovery methods.
- Increased proactive code enforcement cases and managed over 350 code cases.
- Reduced the number of long-term open cases.
- Performed proactive weed abatement program in coordination with Pinole Fire Department.

Position Summary

Position	2016-17	2017-18	2018-19	2019-20	2020-21
Code Enforcement Officer	0.00	0.00	1.00	1.00	1.00
Total	0.00	0.00	1.00	1.00	1.00

GENERAL FUND - 100
CODE ENFORCEMENT - 465

EXPENDITURE SUMMARY

	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Actual Thru Mar-20	FY 2019-20 Budget	FY 2020-21 Proposed	\$ Chg	% Chg
Personnel							
Salaries & Wages - 401	-	-	23,281	52,087	79,270	27,183	34%
Employee Benefits - 410	-	6,308	5,810	40,444	47,611	7,167	15%
Total Salary & Benefits	-	6,308	29,091	92,531	126,881	34,350	27%
Services and Supplies							
Professional & Administrative Services - 42	-	51,458	84,954	71,000	26,000	(45,000)	-173%
Materials & Supplies - 44	-	-	-	-	500	500	100%
Total Services and Supplies	-	51,458	84,954	71,000	26,500	(44,500)	-168%
Capital Outlay							
Asset Acquisition/Improvement - 47	-	-	-	-	-	-	0%
Total Capital Outlay	-	-	-	-	-	-	0%
Indirect Cost Allocations							
Administrative Credits - 46121	-	-	-	-	-	-	0%
Administrative Debits - 46122	-	-	-	57,004	59,446	2,442	100%
Legal Charges - 46126	-	13,156	1,398	-	-	-	0%
General Liability Insurance - 46201	-	2	4,009	3,617	4,353	736	17%
Total Indirect Cost Allocations	-	13,158	5,407	60,621	63,799	3,178	5%
Total	-	70,924	119,452	224,152	217,180	(6,972)	-3%
MEASURE S - 2014 FUND - 106							
Asset Acquisition/Improvement - 47	-	-	-	30,000	-	(30,000)	-100%
Total	-	-	-	30,000	-	(30,000)	-100%

MAJOR NON-PERSONNEL EXPENSE DETAILS

	FY 2019-20	FY 2020-21
42101 Professional Services	\$ 62,000	\$ 15,000
Contract Inspection Services	\$ 15,000	
42201 Office Expense	\$ 1,000	\$ 3,000
Citation books and misc. expenses	\$ 2,000	
Tablet	\$ 1,000	
4230X Travel & Training	\$ 2,000	\$ 2,000
Conference registration	\$ 2,000	
42512 Abatement	\$ 6,000	\$ 6,000
Abatement Services	\$ 6,000	
44410 Safety Clothing	\$ -	\$ 500
	\$ 500	
MEASURE S - 2014 FUND - 106		
47104 Vehicles	\$ 30,000	\$ -
Code Enforcement Vehicle		

Mission

The mission of the Recreation Department is to create community through people, utilization of parks, and programs. The Department aims to maximize the use of the City's high-quality parks and recreation facilities that meet the needs of the diverse Pinole community. The City has 14 parks totaling 358 acres with recreational facilities including the Senior Center, Swim Center, Tennis Courts, Youth Center, and Community Playhouse. The Recreation Administration Division is the managerial/administrative division of the Recreation Department.

Key Objectives

- Provide engaging, enriching recreational activities and events for the community.
- Maximize the use of our safe, high-quality parks and facilities.
- Achieve an appropriate level of cost recovery for recreational activities.
- Achieve full cost recovery for park and facility rentals.
- Effectively promote recreational opportunities, including through the Community Activity Guide, and achieve a high degree of participation.
- Staff the Community Services Commission.

FY 2019-20 Accomplishments

- Coordinated successful events and activities, including Movies in the Park, Sounds in the Park, and the holiday Tree Lighting event.
- Supported the implementation of site-specific fundraising efforts.

Position Summary

Position	2016-17	2017-18	2018-19	2019-20	2020-21
Recreation Manager	1.00	1.00	1.00	1.00	1.00
Gym Rental Attendant, <i>PT/Regular</i>	0.00	0.00	0.00	0.00	0.00
Total	1.00	1.00	1.00	1.00	1.00

RECREATION FUND - 209
RECREATION ADMINISTRATION - 551

EXPENDITURE SUMMARY

	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Actual Thru Mar-20	FY 2019-20 Budget	FY 2020-21 Proposed	\$ Chg	% Chg
Personnel							
Salaries & Wages - 401	51,563	72,711	65,684	78,092	76,604	(1,488)	-2%
Overtime - 402	-	-	-	-	-	-	0%
Employee Benefits - 410	37,313	38,488	32,190	39,185	38,166	(1,019)	-3%
Total Salary & Benefits	88,877	111,199	97,873	117,277	114,770	(2,507)	-2%
Services and Supplies							
Professional & Administrative Services - 42	9,752	16,004	15,155	30,076	23,191	(6,885)	-30%
Other Operating Expenses - 43	-	-	-	-	-	-	0%
Total Services and Supplies	9,752	16,004	15,155	30,076	23,191	(6,885)	-30%
Capital Outlay							
Asset Acquisition/Improvement - 47	-	-	-	-	-	-	0%
Total Capital Outlay	-	-	-	-	-	-	0%
Indirect Cost Allocations							
Admin Debits - 46122	-	-	-	-	72,431	72,431	100%
IS Charges - 46124	40,448	45,025	-	54,615	61,092	6,477	11%
Legal Charges - 46126	1,231	-	1,295	-	-	-	0%
General Liability Insurance - 46201	2,485	2	4,067	3,670	4,207	537	13%
Total Indirect Cost Allocations	44,164	45,028	5,362	58,285	137,730	79,445	58%
Total	142,793	172,230	118,391	205,638	275,691	70,053	25%
MEASURE S - 2014 FUND - 106							
Professional & Administrative Services - 42	8,130	-	-	-	-	-	0%
Total	8,130	-	-	-	-	-	0%

*GF subsidize the difference.

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2019-20	FY 2020-21
42101 Professional Services		\$ 10,865	\$ 1,346
CPRS Membership	165		
Broadcast Music/ASCAP Services	1,181		
4230X Travel, Training & Meeting Costs		\$ 1,600	\$ 1,870
Travel & Training/Conf-Registration	\$ 650		
Travel & Training/Mileage, Air	\$ 1,160		
Travel & Training/Meal Allowance	\$ 60		
42501 Bank Fees		\$ 450	\$ 350
42514 Special Department Expense		\$ 6,400	\$ 7,075
Postage Machine	\$ 100		
Office Supplies	700		
Recreation Activity Guide & Postage	6,275		
42515 Special Events		\$ 10,761	\$ 12,550
Expenses for Movies and Sounds in the Park	\$ 7,800		
Community Service Commission Events	\$ 2,000		
Tree Lighting	\$ 2,750		

Mission

The mission of the Pinole Senior Center is to provide enrichment and support to the City's senior citizens.

Program Description

The Pinole Senior Center provides adults, age 50 and over, with a full service active Senior Center. It is a regional center that serves Pinole and other local cities within Contra Costa County. The Center serves over 1,000 regular participants. The Center provides social activities, classes, fitness, health and wellness, daily hot lunches, homebound services, salon services, local, domestic, and international trips, and special services including peer counseling and support services. The Pinole Senior Center has an outstanding established reputation as the best Senior Center in the County. Under the guidance and leadership of an 11-member Board of Directors (elected by the membership), over 150 volunteers provide hands-on assistance with all aspects of the Center's programs and fundraising. Revenue for programs and operations is generated by fundraising, donations, program fees, lunch program, travel income, salon service income, gift shop, other social program income, and facility rentals.

Key Objectives

- Serve as many local senior citizens as possible by offering a wide variety of programs and activities that meet the diverse interests of the senior population.
- Increase promotion and outreach efforts to make local senior citizens aware of the programs and services offered at the Pinole Senior Center facility.
- Provide programs that are both affordable for senior citizens, and cost-effective for the Center.
- Maintain a customer-service oriented operation that provides an excellent experience for every visitor.

FY 2019-20 Accomplishments

- Growth of the membership roster both by the number of seniors enrolled, and the number of cities in which members reside.
- Increased participation from the community in marketing programs including, but not limited, to newsletter mailings, e-mail blasts, social media accounts, and flyer distribution.
- Implemented new programming and activities for members and non-members ranging from Arts & Crafts to Physical Fitness.
- Developed new fundraising events to increase revenue at the Pinole Senior Center.

SENIOR CENTER - 552

Position Summary

Position	2016-17	2017-18	2018-19	2019-20	2020-21
Recreation Coordinator	0.90	0.90	0.90	0.90	0.90
Senior Recreation Leader	0.48	0.48	0.48	0.48	0.48
Recreation Leader	0.50	0.50	0.50	0.50	0.50
Cook, <i>PT/Regular</i>	0.75	0.75	0.75	0.75	0.75
Rental Facility Custodian, <i>PT/Temp</i> (3,120 Hours)	1.65	1.65	1.65	1.65	1.65
Total	4.28	4.28	4.28	4.28	4.28

RECREATION FUND - 209
SENIOR CENTER - 552

EXPENDITURE SUMMARY

	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Actual Thru Mar-20	FY 2019-20 Budget	FY 2020-21 Proposed	\$ Chg	% Chg
Personnel							
Salaries & Wages - 401	115,569	118,902	94,383	156,057	160,738	4,681	3%
Overtime - 402	68	148	-	-	-	-	0%
Employee Benefits - 410	51,927	48,680	42,096	54,393	51,783	(2,610)	-5%
Total Salary & Benefits	167,565	167,731	136,479	210,450	212,521	2,071	1%
Services and Supplies							
Professional & Administrative Services - 42	18,297	43,747	23,952	31,785	31,840	55	0%
Other Operating Expenses - 43	226,546	252,233	175,026	239,331	244,371	5,040	2%
Materials & Supplies - 44	2,444	1,902	542	0	0	-	0
Total Services and Supplies	247,287	297,882	199,520	271,116	276,211	5,095	2%
Capital Outlay							
Asset Acquisition/Improvement - 47	3,433	897	-	10,000	-	(10,000)	-100%
Total Capital Outlay	3,433	897	-	10,000	-	(10,000)	0%
Indirect Cost Allocations							
Legal Charges - 46126	357	1,100	42,345	42,000	-	(42,000)	-100%
General Liability Insurance - 46201	4,698	5	8,128	7,335	8,827	1,492	17%
Total Indirect Cost Allocations	5,055	1,105	50,474	49,335	8,827	(40,508)	-459%
Transfers Out - 49901	-	-	-	-	-	-	0%
Total	423,339	467,615	386,472	540,901	497,559	(43,342)	-9%
MEASURE S - 2014 FUND - 106							
Asset Acquisition/Improvement - 47	-	-	-	7,000	23,000	16,000	70%
Total	-	-	-	7,000	23,000	16,000	70%

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2019-20	FY 2020-21
42101 Professional Services		\$ 1,785	\$ 1,785
CPRS Membership	\$ 165		
Costco Membership	120		
Staff Training	500		
WCCUSD Transition Program	1,000		
42107 Equipment Maintenance		\$ 3,650	\$ 3,650
Fire Extinguisher Maintenance	650		
Fridge/Freezer Maintenance	2,000		
Other Maintenance	1,000		

42108 Maintenance Structure/Imp		\$ 20,000	\$ 20,084
Sanitary/Cleaning Supplies	\$ 2,500		
Landscape Maintenance	4,684		
Pest Control Services	816		
Electrical Supplies	500		
Plumbing Supplies	500		
Key Pad/Alarm Service	1,000		
HVAC Service	5,000		
Janitorial	5,084		

42201 Office Expense		\$ 1,500	\$ 1,500
Office supplies, paper flyers, and tickets	\$ 1,500		

42501 Bank Fee		\$ 2,400	\$ 2,400
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42514 Special Department Expense		\$ 2,450	\$ 2,421
Health Permit	\$ 2,421		

Total Professional/Administrative Services \$ 31,840

4310X Utilities		\$ 55,800	\$ 57,000
Gas and Electric	\$ 47,000		
Water	10,000		

4320X Taxes		\$ 2,171	\$ 2,171
Taxes/Property Tax	\$ 2,171		

43802 Class Fees		\$ 35,000	\$ 37,000
Instructor Fees	36,620		
Pool Felt	380		

43803 Personal Service		\$ 1,000	\$ 1,000
WestCat tickets (reimbursed when sold)	\$ 1,000		

43804 Food Program		\$ 68,700	\$ 70,000
Entertainment	1,200		
Food Expense	52,950		
Kitchen Maintenance	12,850		
Snack Bar	3,000		

43805 Travel		\$ 35,000	\$ 35,000
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43806 Dance Program		\$ 7,860	\$ 8,000
Band	\$ 5,300		
Bar Supplies	400		
CW Line Dance	1,800		
Alcohol Permit	500		

43807 Fundraising		\$ 10,000	\$ 10,000
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43808 Gift Shop Sales	\$	1,800	\$	2,200
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43809 Newsletter	\$	5,000	\$	5,000
Monthly Newsletter	\$	5,000		

43810 Center Maintenance	\$	10,000	\$	10,000
Kitchen Deep Clean	\$	5,000		
Flooring annual maintenance		5000		

43811 Supplies	\$	7,000	\$	7,000
Misc. Program Supplies (cleaning, paper)	\$	7,000		

Total Other Operating Expenses			\$	244,371
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47101 FF&E/Equipment	\$	10,000	\$	-
Sensor Lights	\$	-		
Window blind replacement		0		

MEASURE S - 2014 FUND - 106

47101 FF&E/Equipment	\$	7,000	\$	23,000
Senior Center Table Replacement	\$	23,000		

Mission

The mission of Tiny Tots is to provide an affordable, high-quality learning environment for children ages 3 1/2 to 5 years. The program is designed to offer children a recreational, social, and educational experience with activities including age-appropriate academics, crafts, cutting with scissors, using glue and paste, painting, circle time, show-and-tell, music, science, and story time. Resources are utilized for staffing, facility maintenance, utilities, and program and office supplies.

Key Objectives

- Provide recreational and learning activities for preschool age children in Pinole and surrounding cities.
- Maintain a trained staff to provide enrichment services.

FY 2019-20 Accomplishments

- Maintained an average enrollment of 65 participants throughout the year. Effectively promoted the program, including by hosting annual community events.

Position Summary

Position	2016-17	2017-18	2018-19	2019-20	2020-21
Tiny Tots Program Coordinator, <i>PT/Regular</i>	0.80	0.80	0.80	0.80	0.80
Tiny Tots Recreation Leader, <i>PT/Regular (3 – 15 hrs)</i>	1.125	1.125	1.125	1.125	1.125
Total	1.925	1.925	1.925	1.925	1.925

RECREATION FUND - 209
TINY TOTS - 553

EXPENDITURE SUMMARY

	FY 2017-18	FY 2018-19	FY 2019-20	FY 2019-20	FY 2020-21	\$ Chg	% Chg
	Actual	Actual	Actual	Budget	Proposed		
Personnel			Thru Mar-20				
Salaries & Wages - 401	73,695	85,666	63,773	82,782	85,097	2,315	3%
Overtime - 402	1,037	-	-	-	-	-	0%
Employee Benefits - 410	15,725	23,305	23,331	25,130	26,578	1,448	5%
Total Salary & Benefits	90,458	108,971	87,104	107,912	111,675	3,763	3%
Services and Supplies							
Professional & Administrative Services - 42	15,432	20,695	14,506	22,764	22,166	(598)	-3%
Other Operating Expenses - 43	2,804	1,934	3,597	3,075	3,075	-	0%
Total Services and Supplies	18,236	22,629	18,103	25,839	25,241	(598)	-2%
Capital Outlay							
Asset Acquisition/Improvement - 47	-	-	-	-	-	-	0%
Total Capital Outlay	-	-	-	-	-	-	0%
Indirect Cost Allocations							
Administrative Credits - 46121	-	-	-	-	-	-	0%
General Liability Insurance - 46201	2,122	2	4,019	3,627	4,365	738	17%
Total Indirect Cost Allocations	2,122	2	4,019	3,627	4,365	738	17%
Total	110,816	131,602	109,227	137,378	141,281	3,903	3%
MEASURE S - 2014 FUND - 106							
Asset Acquisition/Improvement - 47	-	-	10,018	14,800	550	(14,250)	-2591%
Total	-	-	10,018	14,800	550	(14,250)	100%

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2019-20	FY 2020-21
42107 Equipment Maintenance		\$ 300	\$ 300
Copier and other equipment maintenance	\$ 300		
42108 Maintenance Structure/Imp		\$ 9,852	\$ 9,854
Alarm Monitoring	876		
Building Maintenance	500		
HVAC Maintenance	300		
Janitorial (2 times weekly)	5,084		
Landscape Maintenance	2,472		
Pest Control	372		
Sanitary Supplies	250		
42201 Office Expense		\$ 1,500	\$ 1,500
Toner, ink, other office supplies	\$ 1,500		
42302 Travel & Training		\$ 300	\$ 300
CPR staff training	\$ 300		
42501 Bank Fees		\$ 6,000	\$ 6,000
42514 Special Department Expense		\$ 4,812	\$ 4,212
Holiday paper and craft supplies	650		
Industrial Mats	-		
Paper and craft supplies	1,062		
Projector and Screen	-		
Toy replacement	2,000		
T-Shirt fundraiser	500		
Total Professional/Administrative Services			\$ 22,166
4310X Utilities		\$ 1,075	\$ 1,075
Gas and Electric	\$ 875		
Water	200		
43201 Property Tax		\$ 2,000	\$ 2,000
MEASURE S - 2014 FUND - 106			
47103 FF&E/Furniture		\$ 14,800	\$ 550
Tiny Tots dishwasher replacement	\$ 550		

Mission

The mission of the Pinole Youth Center is to provide programs that extend the learning opportunities for youth outside of school time to help children develop interests, passions, and new talents.

Program Description

The Pinole Youth Center provides a variety of enrichment classes, sports, and specialty camps for children ages 5 to 17. Services are offered at multiple locations. Enrichment classes include art, coding, 3D modeling, baking, cooking, STEM Lego, mad science, Spanish, and music.. Specialty camps provide a week of summer immersion in special interest classes to inspire, promote creativity, challenge the mind and body, fuel imagination, and create experiences for today's youth.

Key Objectives

- Provide a variety of enrichment classes, sports, and specialty camps for the youth of Pinole and surrounding communities.
- Partner with schools, businesses, and the community to provide recreational activities.
- Conduct yearly Kids/Family expo to generate scholarships
- Maintain professional instructors to provide enrichment, sports, and specialty classes to youth participants

FY 2019-20 Accomplishments

- Provided programming focused on recreation, education, sports, and cultural awareness. Hosted annual community events including the Spring Egg Hunt, Youth Rec Expo, and Halloween Festival.
- Continued addition of new enrichment, sports, and specialty classes

Position Summary

Position	2016-17	2017-18	2018-19	2019-20	2020-21
Recreation Coordinator	0.90	0.90	0.90	0.90	0.90
Senior Recreation Leader (2 – 19 hr), <i>PT</i>	0.95	0.95	0.95	0.95	0.95
Recreation Leader (3 – 15 hr), <i>PT/Regular</i>	1.125	1.125	1.125	1.125	1.125
Recreation Leader (5 – 10 hr), <i>PT/Seasonal</i>	1.25	1.25	1.25	1.25	1.25
Total	4.225	4.225	4.225	4.225	4.225

RECREATION FUND - 209
YOUTH CENTER - 554

EXPENDITURE SUMMARY

	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Actual Thru Mar-20	FY 2019-20 Budget	FY 2020-21 Proposed	\$ Chg	% Chg
Personnel							
Salaries & Wages - 401	79,964	69,740	51,019	100,000	159,224	59,224	37%
Overtime - 402	263	-	-	-	-	-	0%
Employee Benefits - 410	38,480	44,552	34,975	49,025	47,170	(1,855)	-4%
Total Salary & Benefits	118,707	114,291	85,994	149,025	206,394	57,369	28%
Services and Supplies							
Professional & Administrative Services - 42	21,375	23,996	15,703	32,042	30,300	(1,742)	-6%
Other Operating Expenses - 43	1,480	10,479	7,557	12,500	19,087	6,587	35%
Materials & Supplies - 44	117	83	19	200	550	350	64%
Total Services and Supplies	22,972	34,558	23,279	44,742	49,937	5,195	10%
Capital Outlay							
Asset Acquisition/Improvement - 47	-	-	-	-	-	-	0%
Total Capital Outlay	-	-	-	-	-	-	0%
Indirect Cost Allocations							
Administrative Credits - 46121	-	-	-	(48,840)	(49,820)	(980)	2%
Legal Charges - 46126	135	312	-	150	-	(150)	-100%
General Liability Insurance - 46201	4,310	4	8,052	9,000	8,744	(256)	-3%
Total Indirect Cost Allocations	4,445	316	8,052	(39,690)	(41,076)	(1,386)	3%
Total	146,125	149,165	117,324	154,077	215,255	61,178	28%
MEASURE S - 2014 FUND - 106							
Asset Acquisition/Improvement - 47	-	-	-	8,200	-	(8,200)	-100%
Total	-	-	-	8,200	-	(8,200)	100%

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2019-20	FY 2020-21
42107 Equipment Maintenance		\$ 2,600	\$ 1,700
Vehicle Maintenance	\$ 1,700		
42108 Maintenance Structure/Imp		\$ 23,642	\$ 21,715
Building Maintenance	\$ 9,980		
Elevator Maintenance	2,728		
Fire Extinguisher Maintenance	68		
Fire Sprinkler Inspection	375		
Janitorial Service	5,472		
JanPro floor cleaning	1,172		
Misc. other supplies	1,700		
Pest Control	220		
42201 Office Expense		\$ 450	\$ 450
Miscellaneous Office Supplies	\$ 450		
4230X Travel and Training		\$ 1,085	\$ 1,870
Travel&Training/Conf. Registration	\$ 650		
Travel&Training/Milage, Air & Hotel	\$ 1,160		
Travel&Training/Meal Allowance	\$ 60		
42401 Memberships		\$ 165	\$ 165
CPRS Membership	\$ 165		
42501 Bank Fees		\$ 2,000	\$ 2,000
42504 Recruitment Costs		\$ -	\$ -
42514 Admin Exp/Special Depaty		\$ 2,100	\$ 2,400
Carnivals	\$ 1,500		
Cookies and Canvas	\$ -		
Egg Hunt	\$ 900		
Total Professional/Administrative Services			\$ 30,300
4310X Utilities		\$ 9,200	\$ 8,700
Gas and Electric	\$ 8,000		
Water	700		
42301 Property Taxes		\$ 1,200	\$ 1,200

43812 Youth Center		\$ 2,100	\$ 9,187
Break Week	\$ -		
Program Costs	8,687		
Program Supplies	500		
	Total Other Operating Expenses		\$ 19,087
44301 Fuel		\$ 200	\$ 550
MEASURE S - 2014 FUND - 106			
47101 FF&E/Equipment		\$ 8,200	\$ -
Replace Commercial refrigerator, freezer & Stove	\$ -		

RECREATION FUND - 209
DAYCAMP PROGRAM - 555

EXPENDITURE SUMMARY

	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Actual Thru Mar-20	FY 2019-20 Budget	FY 2020-21 Proposed	\$ Chg	% Chg
Services and Supplies							
Professional & Administrative Services - 42	4,383	2,851	656	500	700	200	29%
Other Operating Expenses - 43	54	300	1,355	11,000	6,737	(4,263)	-63%
Materials & Supplies - 44	-	43	51	300	150	(150)	-100%
Total Services and Supplies	4,438	3,195	2,063	11,800	7,587	(4,213)	-56%
Capital Outlay							
Asset Acquisition/Improvement - 47	-	-	-	-	-	-	0%
Total Capital Outlay	-	-	-	-	-	-	0%
Indirect Cost Allocations							
Administrative Credits - 46121	-	-	-	-	-	-	0%
Administrative Debits - 46122	-	-	-	48,840	49,820	980	2%
Total Indirect Cost Allocations	-	-	-	48,840	49,820	980	2%
Total	4,438	3,195	2,063	60,640	57,407	(3,233)	-54%

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2019-20	FY 2020-21
42501 Recreation Bank Fee Day Camp		\$ 500	\$ 700
Credit Card Charges	\$ 1,200		-
43801 Program Costs/Youth Center		\$ 11,000	\$ 6,737
Program Supplies	\$ 500		
Instructor Invoices	6,237		
4430X Other Supplies and Materials		\$ 300	\$ 150
Other Mat & Sup/Fuel	150		

Mission

The mission of the Pinole Swim Center is to provide a safe, enjoyable swimming pool for the community.

Program Description

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

Key Objectives

- Operate a safe, enjoyable swimming pool.
- Collaborate with the Pinole Seals to provide a variety of swimming experiences for community members.

FY 2019-20 Accomplishment

- Collaborate with the Pinole Seals to provide a variety of swimming experiences for community members.

Position Summary

There are no City employees budgeted for this function.

RECREATION FUND - 209
SWIM CENTER - 557

EXPENDITURE SUMMARY

	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Actual Thru Mar-20	FY 2019-20 Budget	FY 2020-21 Proposed	\$ Chg	% Chg
Services and Supplies							
Professional & Administrative Services - 42	67,239	79,671	67,516	78,995	83,650	4,655	6%
Other Operating Expenses - 43	13,962	12,523	9,307	16,270	16,300	30	0%
Total Services and Supplies	81,201	92,194	76,823	95,265	99,950	4,685	5%
Capital Outlay							
Asset Acquisition/Improvement - 47	-	-	-	-	-	-	0%
Total Capital Outlay	-	-	-	-	-	-	0%
Indirect Cost Allocations							
Administrative Credits - 46121	-	-	-	-	-	-	0%
Legal Charges - 46126	-	-	-	-	-	-	0%
Total Indirect Cost Allocations	-	-	-	-	-	-	0%
Total	81,201	92,194	76,823	95,265	99,950	4,685	5%

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2019-20	FY 2020-21
42101 Professional Services		\$ 45,000	\$ 50,000
Swim Center Operations Contract	\$ 50,000		
42108 Maintenance Structure/Imp		\$ 30,345	\$ 30,000
Pool Maintenance	\$ 14,450		
Pool Supplies	6,000		
Landscape Maintenance	2,500		
Janitorial	5,300		
Building Maintenance	1,500		
Annual Fire Sprinkler Maintenance	250		
42514 Special Department Expense		\$ 3,650	\$ 3,650
County Hazardous Material Fee, Annual	\$ 1,631		
Health Permits	\$ 2,019		
Total Professional/Administrative Services		\$ 83,650	
4310X Utilities		\$ 13,500	\$ 13,500
43103 Gas and Electric	\$ 7,500		
43102 Water	6,000		
43201 Property Taxes		\$ 2,770	\$ 2,800

Mission

The mission of the Memorial Center is to provide a venue for community activities.

Program Description

The Pinole Memorial Center is a City-owned building leased to the Pinole Community Players, a local nonprofit organization, under an exclusive use agreement. The Pinole Community Players currently host six or more performances annually. The Pinole Community Players pay for the Memorial Center's utility costs (gas, electricity, water and wastewater) as well as maintenance costs. The City is responsible for the building's all other costs.

Key Objectives

- Maintain the facility for use for community activities.

FY 2019-20 Accomplishments

- Administered the use agreement with the Pinole Community Players.

Maintained the facility.

Position Summary

There are no City employees budgeted for this function.

RECREATION FUND - 209
MEMORIAL HALL - 558

EXPENDITURE SUMMARY

	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Actual Thru Mar-20	FY 2019-20 Budget	FY 2020-21 Proposed	\$ Chg	% Chg
Services and Supplies							
Professional & Administrative Services - 42	1,434	2,211	7,249	4,700	4,580	(120)	-3%
Other Operating Expenses - 43	2,435	2,881	1,979	2,500	2,800	300	11%
Total Services and Supplies	3,869	5,092	9,227	7,200	7,380	180	2%
Indirect Cost Allocations							
Administrative Credits - 46121	-	-	-	-	-	-	0%
Administrative Debits - 46122	-	-	-	-	-	-	0%
Total Indirect Cost Allocations	-	-	-	-	-	-	0%
Total	3,869	5,092	9,227	7,200	7,380	180	2%

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2019-20	FY 2020-21
42107 Equipment Maintenance		\$ -	\$ -
	\$ -		
42108 Maintenance Structure/Imp		\$ 4,700	\$ 4,480
Building Maintenance	\$ 2,500		
Fire Alarm Service	280		
Misc. Maintenance	850		
Pest Control	450		
Plumbing Supplies	200		
Sanitary Supplies	200		
42501 Bank Fees		\$ -	\$ 100
Total Professional/Administrative Services			\$ 4,580
4310X Utilities		\$ 2,500	\$ 2,800
Gas and Electric	\$ 600		
Water	2,200		

Mission

The mission is to provide well maintained, high-quality recreational tennis court facilities for community public use.

Program Description

The Tennis Courts are owned by the County and operated by the City under a lease agreement. The City is responsible for overseeing the rental and ongoing maintenance of the Tennis Courts. The Tennis courts are available for use by the public during regular city operating hours and can be reserved by the public. Funding is generated by tennis court reservation fees.

Key Objectives

- Operate well maintained, safe and well-lit tennis courts.
- Maximize the use and functionality of the tennis courts for community members.
- Foster a strong partnership with the Tennis Team to promote tennis opportunities and events at the facility.

FY 2019-20 Accomplishments

- Exceed our Revenue Budget projections.

Position Summary

	FY 2016-17 Actual	FY 2017-18 Budget	FY 2018-19 Proposed	FY 2019-20 Proposed	FY 2020-21 Proposed
Services and Supplies					
Maintenance Structure/Imp - 42108	500	500	500	500	500
Utilities – 4310X	2,000	2,995	2,750	3,500	3,500
Total Services and Supplies	2,500	3,495	3,250	4,000	4,000
Total	2,500	3,495	3,250	4,000	4,000

GLOSSARY OF BUDGET TERMS & ACRONYMS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

GLOSSARY OF BUDGET TERMS & ACRONYMS

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

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

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

Division - A sub-section (or activity) within a department, which furthers the objectives of the City by providing specific services or a product.

Encumbrances - A legal obligation to pay funds, the expenditure/expense of which has not yet occurred. They cease to be encumbrances when the obligations are paid or otherwise terminated.

Enterprise Fund - A type of fund established for the total costs of those governmental facilities and services which are operated in a manner similar to private enterprise. These programs are entirely or predominately self-supporting.

Expenditure - The actual spending of Governmental Funds set aside by appropriation.

Expense - The actual spending of Proprietary Funds (Enterprise and Internal Service Fund types) set aside by an appropriation.

Fiscal Year - A twelve-month period of time to which a budget, forecast or reporting period applies. The City of Pinole fiscal year is July 1 through June 30.

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

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

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

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

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

GLOSSARY OF BUDGET TERMS & ACRONYMS

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

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

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

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

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

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

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

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

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

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

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

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

GLOSSARY OF BUDGET TERMS & ACRONYMS

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).

GLOSSARY OF BUDGET TERMS & ACRONYMS

ACRONYMS

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

GLOSSARY OF BUDGET TERMS & ACRONYMS

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 POLICIES

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

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

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

FINANCIAL POLICIES

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

5. Expenditure and Budget Policy

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

6. Debt Policy

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

7. Investment Policy

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

8. Grants Policy

- i. The purpose of this policy is to specify circumstances when grant funding is appropriate and to establish a standardized set of procedures for the fiscal administration, management, and monitoring of public and private grants. This policy is intended to ensure compliance with all applicable administrative, financial, reporting, and monitoring requirements established by the funding agency as well as all applicable administrative and fiscal directives and guidelines established by the City of Pinole. The policy and procedures established herein shall apply to all Federal, State, County and private grants administered by the City.

FINANCIAL POLICIES

9. Capital Assets Policy

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

10. Unclaimed Funds Policy

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

Accounting and Budget Basis

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

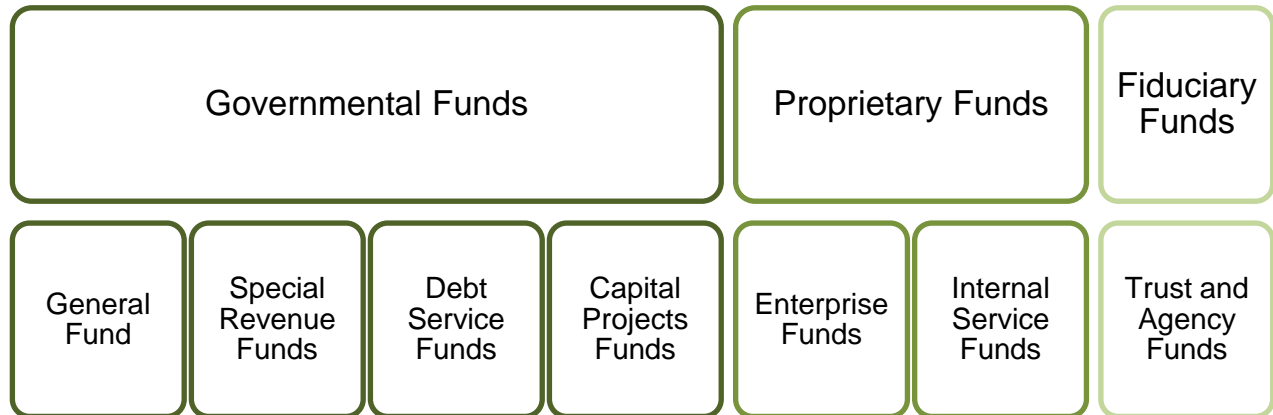
Proprietary fund financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenue is recognized when earned and expenses when the liability is incurred regardless of timing of related cash flows.

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

Fund Structure

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

City of Pinole



GOVERNMENTAL FUNDS

General Fund - 100

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

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

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

ACCOUNTING BASIS AND FUND STRUCTURE

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

Gas Tax Fund – 200

The Gas Tax Fund accounts for the Highway Users Tax Account (HUTA) State imposed excise taxes on gasoline and diesel fuel sales within the City Limits. These taxes are distributed primarily on the basis of population pursuant to formulas specified in Streets and Highways Code Sections 2105, 2106, 2107, 2107.5, and Section 2103. As a result of the Road Repair and Accountability Act of 2017 (SB1 Beall), funds received as part of the Road Maintenance and Rehabilitation Account (RMRA) Section 2106 are also accounted for in this fund. Gas Tax funds are restricted for use in the construction, improvement and maintenance of public streets. These funds support both annual operating and capital projects.

Restricted Real Estate Maintenance Fund - 201

This fund accounts for revenues resulting from the sale or rental of property owned by the former Redevelopment Agency. These resources are used to maintain properties owned by the Successor Agency within the boundaries of the former Redevelopment Agency.

Public Safety Augmentation Fund - 203

The Public Safety Augmentation Fund (PSAF) accounts for monies allocated by the County Auditor-Controller under Prop 172 from the statewide one-half cent sales tax based on a share of statewide taxable sales. These funds are used exclusively for public safety. The receipt of these funds is conditioned on maintenance of effort using base year 1992-93.

Traffic Safety Fund - 205

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

Supplemental Law Enforcement Services Fund - 206

Accounts for funds received from the County under AB 3229 which enacted the Citizens Option for Public Safety (COPS) Program through which funds could be annually provided in the State budget for local law enforcement jurisdictions. The minimum allocation for

ACCOUNTING BASIS AND FUND STRUCTURE

public agencies is \$100,000, which is the amount which has been historically allocated to Pinole.

Storm Water Fund - 207

Accounts for assessments collected by the County via property tax bills pursuant to the National Pollution Discharge Elimination System (NPDES) Regulations, a federally mandated program. Assessments are levied at \$35 per Equivalent Runoff Unit (ERU). Revenue estimates are based on the number of ERU's multiplied by the adopted rate.

Recreation Fund - 209

The Recreation Fund accounts for program fees, fundraising efforts and donations from Recreation programs. Resources are used towards staffing and maintenance costs to operate the programs on a full-cost recovery basis.

Building and Planning Fund - 212

The Building and Planning Fund accounts for fees collected for building permits and plan check fees. Fees collected are used to cover the cost involved in inspections and plan checks performed.

Refuse Management Fund - 213

Accounts for resources received via Richmond Sanitary Service for fees imposed under AB 939 of \$0.83 per can per month on all residential customers in Pinole. These revenues are restricted to programs and activities that encourage and promote recycling of solid waste products and generate source reduction for sanitary landfills used for refuse disposal.

Measure J Fund - 215

Accounts for special override sales tax revenues collected by the Contra Costa Transportation Authority (CCTA) and reapportioned to the cities for local street projects. The City must submit a checklist each year to confirm compliance with a Growth Management Program. Estimates of annual funding are provided by the CCTA, and jurisdiction allocations are based on a formula split (50/50) between population and road mileage.

Housing Fund - 285

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

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

ACCOUNTING BASIS AND FUND STRUCTURE

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

PROPRIETARY FUNDS

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

Sewer Enterprise Fund - 500

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

Cable Access TV Fund - 505

Accounts for revenue received from cable franchise fees, video production charges, and PEG access fees. PEG access fees are designated for equipment purchases.

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

FIDUCIARY FUNDS

Agency funds are used to maintain records of assets and financial activities on behalf of a third party.

Redevelopment Obligation Retirement Fund – 750

The Redevelopment Obligation Retirement Fund (RORF) was created to account for the close-out activities of the Successor Agency to the Pinole Redevelopment Agency.

Pledged property tax revenues will continue to be provided to the City for timely payment of outstanding redevelopment bond debt obligations, to reimburse the City for Administrative staff time up to \$250,000 per year, and other enforceable obligations in accordance with the Recognized Obligations Payment Schedule (ROPS).

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

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

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

**As of 6/30/19, to be updated for Adopted Budget

CITY OF PINOLE
MULTI-YEAR POSITION LISTING

Department	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21
CITY MANAGER					
City Manager	1.00	1.00	1.00	1.00	1.00
Assistant City Manager	0.00	0.00	0.00	0.00	1.00
Management Analyst	0.00	0.00	0.00	0.00	1.00
Administrative Assistant	0.00	0.00	0.00	0.00	1.00
Total Full-Time Equivalents (FTEs)	1.00	1.00	1.00	1.00	4.00
CITY CLERK					
City Clerk	1.00	1.00	1.00	1.00	1.00
Administrative Assistant, <i>part-time</i>	0.46	0.46	0.46	0.46	0.46
Total Full-Time Equivalents (FTEs)	1.46	1.46	1.46	1.46	1.46
FINANCE DEPARTMENT					
Finance Director	1.00	1.00	1.00	1.00	1.00
Accountant	0.00	0.00	1.00	1.00	1.00
Accounting Specialist	2.00	2.00	1.00	1.00	1.00
Accounting Technician, <i>part-time</i>	0.00	0.00	0.48	0.48	0.48
Accounting Intern, <i>part-time/temporary</i>	0.48	0.48	0.00	0.00	0.00
Total Full-Time Equivalents (FTEs)	3.48	3.48	3.48	3.48	3.48
HUMAN RESOURCES					
Assistant City Manager	1.00	1.00	1.00	1.00	0.00
Human Resources Specialist	1.00	1.00	1.00	1.00	1.00
Total Full-Time Equivalents (FTEs)	2.00	2.00	2.00	2.00	1.00
GENERAL GOVERNMENT					
Management Analyst	0.48	1.00	1.00	1.00	0.00
Total Full-Time Equivalents (FTEs)	0.48	1.00	1.00	1.00	0.00
CABLE ACCESS TV					
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
POLICE DEPARTMENT					
SWORN					
Police Chief	1.00	1.00	1.00	1.00	1.00
Police Commander	1.00	0.00	0.00	0.00	0.00
Police Lieutenant	0.00	2.00	2.00	2.00	2.00
Police Sergeant	6.00	6.00	6.00	6.00	6.00
Police Officer	19.00	19.00	19.00	19.00	19.00
Sub-total Sworn	27.00	28.00	28.00	28.00	28.00
NON-SWORN					
Administrative Secretary	1.00	1.00	1.00	1.00	1.00
Community Safety Specialist	0.96	0.96	0.96	1.00	1.00
Community Service Officer	0.96	0.96	0.96	0.96	0.96
Crossing Guards, <i>part-time/temporary</i>	0.50	0.50	0.50	0.50	0.50
Dispatcher	7.00	11.00	11.00	11.00	11.00
Lead Dispatcher	0.00	0.00	1.00	1.00	1.00
Police Property Specialist	1.00	1.00	1.00	1.00	1.00
Police Records Specialist	2.00	2.00	2.00	2.00	2.00
Support Services Manager	1.00	0.00	0.00	0.00	0.00
Sub-total Non-Sworn	14.42	17.42	18.42	18.46	18.46
Total Full-Time Equivalents (FTEs)	41.42	45.42	46.42	46.46	46.46

CITY OF PINOLE
MULTI-YEAR POSITION LISTING

Department	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21
FIRE DEPARTMENT					
SWORN					
Fire Chief	1.00	1.00	1.00	1.00	1.00
Administrative Battalion Chief	1.00	0.00	0.00	0.00	0.00
Battalion Chief	1.00	1.00	1.00	1.00	1.00
Fire Captain	3.00	3.00	3.00	3.00	3.00
Fire Engineer	3.00	3.00	3.00	3.00	3.00
Fire Fighter/Paramedic	3.00	3.00	3.00	3.00	3.00
Fire Fighter	3.00	3.00	3.00	3.00	3.00
Sub-total Sworn	15.00	14.00	14.00	14.00	14.00
NON-SWORN					
Administrative Assistant	0.48	0.48	0.00	0.00	0.00
Management Analyst	0.00	0.00	1.00	1.00	1.00
Sub-total Non-Sworn	0.48	0.48	1.00	1.00	1.00
Total Full-Time Equivalents (FTEs)	15.48	14.48	15.00	15.00	15.00
PUBLIC WORKS					
Development Services Director/City Engineer	1.00	1.00	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00	1.00	0.00
Environmental Analyst	1.00	1.00	1.00	1.00	1.00
Environmental Assistant	1.00	1.00	1.00	1.00	1.00
Park Caretaker	0.25	0.25	0.25	0.25	0.25
Public Works Manager	1.00	1.00	1.00	1.00	1.00
Public Works Maintenance Supervisor	2.00	2.00	2.00	2.00	2.00
Public Works Maintenance Workers	7.00	7.00	7.00	7.00	7.00
Public Works Specialist	1.00	1.00	1.00	1.00	1.00
Senior Project Manager	1.00	1.00	1.00	1.00	1.00
Treatment Plant Manager	1.00	1.00	1.00	1.00	1.00
WWTP Maintenance Mechanic	1.00	1.00	1.00	1.00	1.00
WWTP Operator	5.00	5.00	5.00	5.00	5.00
Water Pollution Control Plant Intern	0.46	0.46	0.46	0.46	0.46
Water Pollution Control Plant Supervisor	1.00	0.00	0.00	0.00	0.00
Water Pollution Control Plant Operation Supervisor	0.00	1.00	1.00	1.00	1.00
Total Full-Time Equivalents (FTEs)	24.71	24.71	24.71	24.71	23.71
COMMUNITY DEVELOPMENT					
Planning Manager	1.00	1.00	1.00	1.00	1.00
Code Enforcement Officer	0.00	1.00	1.00	1.00	1.00
Building Inspector	1.00	0.00	0.00	0.00	1.00
Permit Technician	1.48	1.48	1.48	2.00	2.00
Senior Building Inspector	0.00	1.00	1.00	1.00	1.00
Total Full-Time Equivalents (FTEs)	3.48	4.48	4.48	5.00	6.00
RECREATION DEPARTMENT					
Recreation Manager	1.00	1.00	1.00	1.00	1.00
Cook, <i>part-time/regular</i>	0.75	0.75	0.75	0.75	0.75
Gym Rental Attendant, <i>part-time/regular</i>	0.00	0.00	0.00	0.00	0.00
Recreation Coordinator	2.60	2.60	2.60	2.60	2.60
Recreation Leader	2.88	2.88	2.88	2.88	2.88
Recreation Leader [Tiny Tots]	1.13	1.13	1.13	1.13	1.13
Rental Facility Custodian, <i>part-time/temporary</i>	1.65	1.65	1.65	1.65	1.65
Senior Recreation Leader	1.50	1.50	1.50	1.50	1.50
Total Full-Time Equivalents (FTEs)	11.51	11.50	11.50	11.50	11.50
GRAND TOTAL ALL DEPARTMENTS	107.77	112.28	113.80	114.36	115.36

PROPOSED BUDGET
FY 2020-21
LABOR COST ALLOCATION PERCENTAGES

Position Title	Total Wages and Benefits	General Fund	Sewer Enterprise (WWTP)	Sewer Enterprise (Corp Yard)	Cable TV	Information Systems	Successor Agency	Housing Admin	Gas Tax Fund	Building Fund	Measure "S- 2006"	Measure "S- 2014"	PSAF	SLESF	Storm Water	Recreation	Refuse Mgmt	Measure "J"	Total
100-110 Council Members (5)	99,418	74,564	-	24,855			-	-	-	-	-	-		-	-		-	-	99,418
100-111 City Manager	400,442	168,186	20,022	100,111			72,080	20,022	-	20,022	-	-		-	-		-	-	400,442
100-111 Assistant City Manager	362,154	144,862	-	-	36,215	36,215	54,323	18,108	-	-	-	-	-	-	-	72,431	-	-	362,154
100-111 Admin Assistant	139,172	55,669	27,834	27,834	-	-	-	-	20,876	6,959	-	-	-	-	-	-	-	-	139,172
100-112 City Clerk	175,207	143,670	-	-			31,537	-	-	-	-	-	-	-	-		-	-	175,207
100-113 Treasurer	8,358	6,269	-	2,090			-	-	-	-	-	-	-	-	-		-	-	8,358
100-115 Finance Director	340,693	208,457	51,104	-			64,097	17,035	-	-	-	-	-	-	-		-	-	340,693
100-115 Accountant	123,105	104,639	18,466	-			-	-	-	-	-	-	-	-	-		-	-	123,105
100-115 Accounting Specialist	97,931	83,241	14,690	-			-	-	-	-	-	-	-	-	-		-	-	97,931
100-115 Accounting Technician	30,068	25,558	4,510	-			-	-	-	-	-	-	-	-	-		-	-	30,068
100-116 HR Specialist	113,946	96,854	11,395	-			-	5,697	-	-	-	-	-	-	-		-	-	113,946
100-221 Police Officer	155,742	71,641	-	-			-	-	-	-	-	-	-	84,101	-		-	-	155,742
100-221 Police Officer	199,486	9,974	-	-			-	-	-	-	-	-	189,512	-	-		-	-	199,486
100-221 Police Officer (Canine)	141,463	127,667	-	-			-	-	-	-	-	-	-	13,796	-		-	-	141,463
100-341 PW Director/City Eng	319,415	15,971	159,708	15,971			-	-	31,942	31,942	-	-	-	-	31,942		31,942	-	319,415
100-341 PW Specialist	142,480	28,496	-	35,620			-	-	21,372	28,496	-	-	-	-	14,248		14,248	-	142,480
100-341 Senior Project Manager	128,510	-	-	32,128			-	-	-	-	-	64,255	-	-	-		-	32,128	128,510
100-343 Public Works Manager	203,776	101,888	-	40,755			-	-	10,189	-	-	-	-	-	40,755		10,189	-	203,776
100-343 PW Maint. Supervisor	167,407	75,333	-	41,852			-	-	8,370	-	-	-	-	-	33,481		8,370	-	167,407
100-343 Maintenance Workers (4)	404,723	121,417	-	80,945			-	-	40,472	-	-	-	-	-	80,945		20,236	60,708	404,723
100-343 Maintenance Worker (1)	114,064	-	-	-			-	-	-	-	-	114,064	-	-	-		-	-	114,064
212-461 Planning Manager	200,424	10,021	-	-			-	10,021	-	180,382	-	-	-	-	-		-	-	200,424
212-462 Permit Technician	118,891	59,446	-	-			-	-	-	59,446	-	-	-	-	-		-	-	118,891
500-642 PW Maint. Supervisor	108,020	-	-	81,015			-	-	5,401	-	-	-	-	-	10,802		5,401	5,401	108,020
500-642 Maintenance Workers (2)	220,619	-	-	165,464			-	-	11,031	-	-	-	-	-	22,062		11,031	11,031	220,619
																			-
	\$ 4,515,514	\$ 1,733,822	\$ 307,728	\$ 648,638	\$ 36,215	\$ 36,215	\$ 222,037	\$ 70,883	\$ 149,653	\$ 327,245	\$ -	\$ 178,319	\$ 189,512	\$ 97,897	\$ 234,235	\$ 72,431	\$ 101,417	\$ 109,268	\$ 4,515,514

PERCENTAGE OF TOTAL 38% 7% 14% 1% 1% 5% 2% 3% 7% 0% 4% 4% 2% 5% 2% 2% 2% 100%

General Fund	Special Revenue	Sewer Enterprise	Successor Agency	Column1	Column2	Measure S
1,733,822	\$ 1,090,597	\$ 956,366	\$ 222,037			\$ 178,319

	100-221	100-223	100-342	100-343	100-345	209-554	209-555	Total
100-221 Police Chief	274,713	30,524						305,237
100-221 Lieutenant	237,156	59,289						296,445
209-554 Recreation Leaders (Seasonal)						14,516	26,959	41,475
209-554 YC Recreation Coordinator						72,395	22,861	95,256
100-343 Maintenance Workers (4)			6,844	13,688	13,688			34,219

PROPOSED BUDGET
FY 2020-21
LABOR COST ALLOCATION PERCENTAGES

Position Title	Total Wages and Benefits	General Fund*	Sewer Enterprise (WWTP)	Sewer Enterprise (Corp Yard)	Cable TV	Information Systems	Successor Agency	Housing Admin	Gas Tax Fund	Building Fund	Measure "S-2006"	Measure "S-2014"	PSAF	SLESF	Storm Water	Recreation	Refuse Mgmt	Measure "J"	Total
100-110 Council Members (5)	99,418	75%		25%															100%
100-111 City Manager	400,442	42%	5%	25%			18%	5%		5%									100%
100-111 Assistant City Manager	362,154	40%			10%	10%	15%	5%								20%			100%
100-111 Admin Assistant	139,172	40%	20%	20%					15%	5%									100%
100-112 City Clerk	175,207	82%					18%												100%
100-113 Treasurer	8,358	75%		25%															100%
100-115 Finance Director	340,693	61%	15%				19%	5%											100%
100-115 Accountant	123,105	85%	15%																100%
100-115 Accounting Specialist	97,931	85%	15%																100%
100-115 Accounting Technician	30,068	85%	15%																100%
100-116 HR Specialist	113,946	85%	10%					5%											100%
100-221 Police Officer	155,742	46%												54%					100%
100-221 Police Officer	199,486	5%											95%						100%
100-221 Police Officer (Canine)	141,463	90%												10%					100%
100-341 PW Director/City Eng	319,415	5%	50%	5%					10%	10%					10%		10%		100%
100-341 PW Specialist	142,480	20%		25%					15%	20%					10%		10%		100%
100-341 Senior Project Manager	128,510	0%		25%								50%						25%	100%
100-343 Public Works Manager	203,776	50%		20%					5%						20%		5%		100%
100-343 PW Maint. Supervisor	167,407	45%		25%					5%						20%		5%		100%
100-343 Maintenance Workers (4)	404,723	30%		20%					10%						20%		5%	15%	100%
100-343 Maintenance Worker (1)	114,064	0%										100%							100%
212-461 Planning Manager	200,424	5%						5%		90%									100%
212-462 Permit Technician	118,891	50%								50%									100%
500-642 PW Maint. Supervisor	108,020	0%		75%					5%						10%		5%	5%	100%
500-642 Maintenance Workers (2)	220,619	0%		75%					5%						10%		5%	5%	100%
																			-
	\$ 4,515,514	38%	7%	14%	1%	1%	5%	2%	3%	7%	0%	4%	4%	2%	5%	2%	2%	2%	100%

	100-221	100-223	100-342	100-343	100-345	209-554	209-555	Total
100-221 Police Chief	90%	10%						100%
100-221 Lieutenant	80%	20%						100%
209-554 Recreation Leaders (Seasonal)						35%	65%	100%
209-554 YC Recreation Coordinator						76%	24%	100%
100-343 Maintenance Workers (4)			6%	12%	12%			30%